



Advanced VeraSMART 9.x Classroom Training

Invoice Management – Best Practices in Invoice Management

Course topics include:

- Introduction
- Identifying challenges and opportunities
- Using Alerts
 - To minimize occurrence of late fees
 - Address the problem of missing invoices
 - Notification of new accounts, billing numbers and charges
 - Threshold violations
- Importing Invoice data into VeraSMART
- Validating charges - authorization
- Dispute Management
- Managing Invoice components
 - Expense Types
 - Thresholds
 - Accounts
 - Billing Numbers
 - Vendor Charges
- Initial setup Best Practices
 - Creating Invoice Sources
 - Identifying Invoice Approvers
 - Import List of Accounts
 - Import Invoice Billing Numbers

Veramark Technologies, Inc.

1565 Jefferson Road, Suite 120 • Rochester, NY 14623

Phone: 585.381.6000 • Fax: 585.383.6800 • eMail: info@veramark.com • Web: www.veramark.com