



Accounting and Disbursements Division Accounts Payable Branch

VIM Integrated Invoice Cockpit Missing Goods Receipt (M&O)

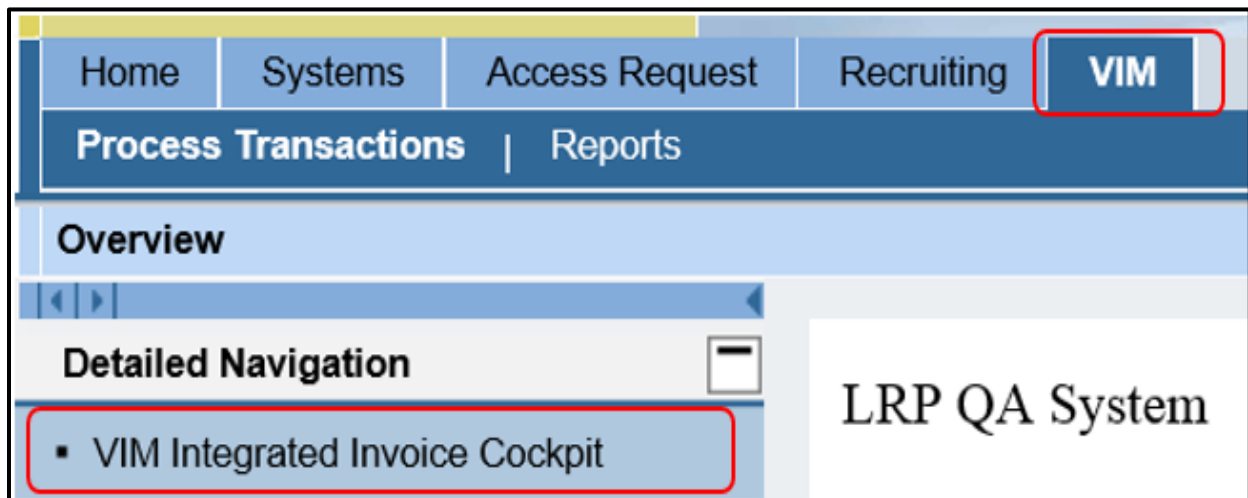
Overview

Invoice is missing Goods Receipt and will not post to reference Purchase Order until there is matching Goods Receipt quantity.

Exception Reason: **Missing GR(M&O)**

Instructions

- 🖥️ Login to SAP to access VIM
 - VIM will be another accessible main tab in SAP
- 🖥️ VIM Portal: VIM | Process Transactions | VIM Integrated Invoice Cockpit (IIC)

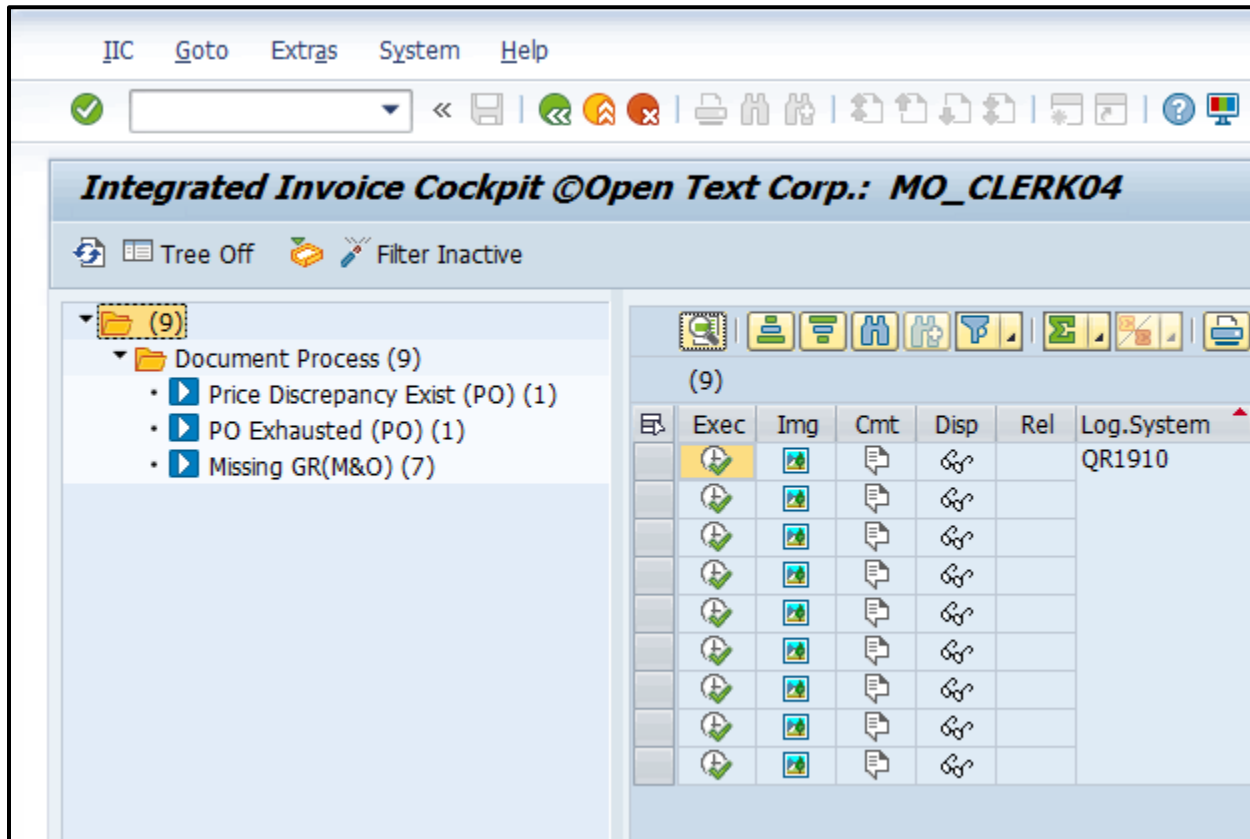


- 🖥️ Click ► symbol next to the folder to expand
 - Each invoice issue is categorized with a number count

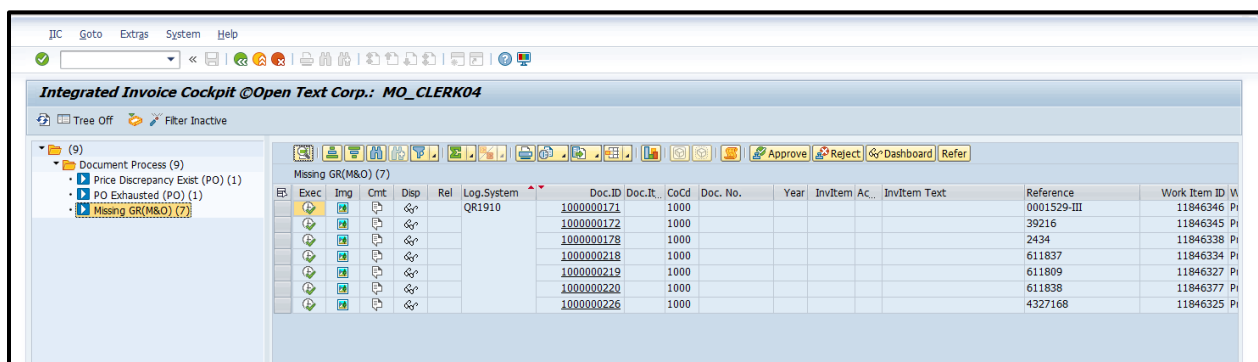


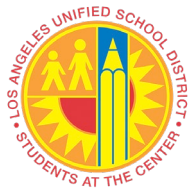
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- Click on each invoice category to see the list of invoice/s
- Use bottom scroll bar to access more columns such as Purchase Order, Vendor Name, Invoice, Exception Text, Discount, etc
 - Any column can be sorted or filtered by using the various function icons

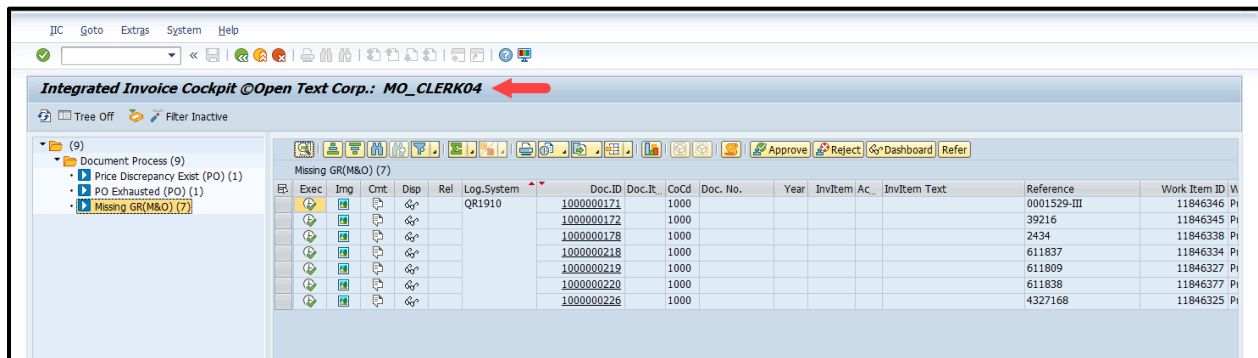




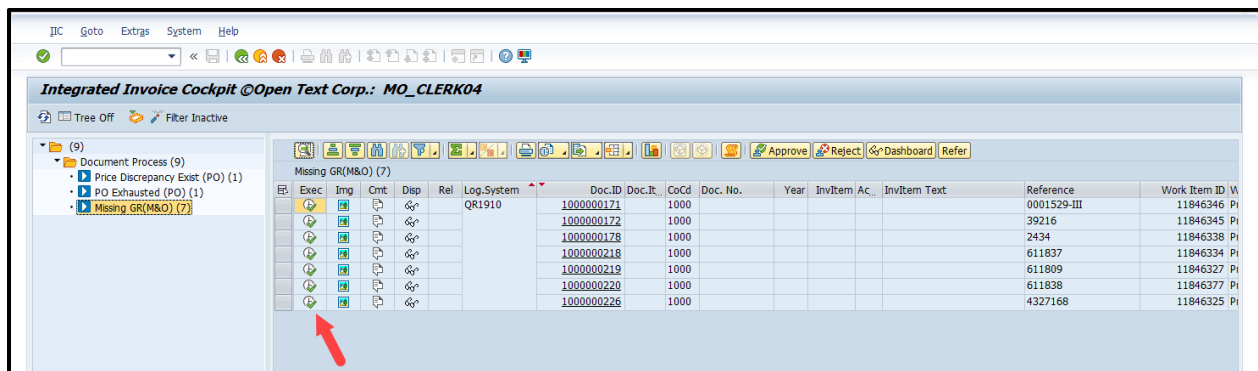
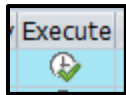
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- For Exception Reason, **Missing GR (M&O)**, the invoice will automatically route to the M&O Clerk for further review and approval



- Click "Execute" icon to access invoice for review



- A separate screen displaying the invoice image will appear
 - User can close the invoice image window or keep window open to review



Accounting and Disbursements Division
Accounts Payable Branch

VIM Integrated Invoice Cockpit Missing Goods Receipt (M&O)

USAir Conditioning
DISTRIBUTORS
The world's largest privately owned HVAC distributor
Post Office Box 1111
La Puente, CA 91749-1111

INVOICE
INVOICE NUMBER: 4331262
INVOICE DATE: 06/30/20

SOLD TO
LADDS M & O - ?
6620 11TH AVE
ATTN: FREDDY ESQUIVEL
LOS ANGELES CA 90043-4349

SHIP TO
LADDS M & O - ?
6620 11TH AVE
ATTN: VIRAMONTES, GABRIEL
LOS ANGELES CA 90043-4349

CUSTOMER NUMBER	CUSTOMER P.O. NUMBER	SALES OFF.	WHSE	SLIP	ORDER DATE	OUR ORDER NUMBER	SHIPPER NUMBER	STATE	TAXES
30132	4500568818	50	50	211	06/15/20	5787676	6260632	CA	1
DATE SHIPPED: 06/30/20		OUR TRUCK		DATE REC'D		JOB NAME		PAGE	
06/30/20		OGR TRUCK		06/30/20		W/O 30606742 DYMALLY		1	
ITEM NUMBER	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	EXTENDED PRICE			
YP S102427526000	BLOWER MOTOR 15HP 1800RPM 230/430 3PH	6481	1	0	1EA	1898.41	1898.41		
YP S102814721000	VARIABLE SHEAVE 1GRV 1.625IN BORE 1VP75	6483	1	0	1EA	246.00	246.00		
MS 82138	30A 600V FUSE TRS/EC SR	6371	3	0	3EA	10.23	30.69		
YP S102813334000	BELT RETURNABLE	6481	1	0	1EA	78.92	78.92		
1 8100 50	FREIGHT	1	0	1EA	200.00	200.00	200.00		

W&O S1 RECEIVED
SEP 21 '20 08:32

- Click "Yes" if Security Alert window appears



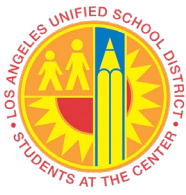
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VIM Integrated Invoice Cockpit

Missing Goods Receipt (M&O)



 Process Options and other DP Document fields are now accessible



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VIM Integrated Invoice Cockpit Missing Goods Receipt (M&O)

Document Edit GoTo Settings OpenText System Help

Process PO Processing - Maintenance & Operations - 001000000226

Hide Options Hide Detail Pane Open Comments Display Image Simulate Rules Set to Obsolete Display Messages Help

Process Options for: PRINCIPAL_CLERK - M&O Invoice Processor

Process Options	Process Options
Apply Rules	Apply Business Rules
Return to Vendor	Return to Vendor
Vendor Communication	Vendor Communication
Add Supporting Doc	Attach Supporting Documents
Refer	Refer to PO Invoice AP Processor
Refer	Refer to Requisitioner

AP_PROCESSOR
RFOUHSITIONFR

Basic Data Line Items Accounting Tax Process

Missing GR(M&O)

Vendor Data

Vendor Number: 1000000062 Display Vendor Payee: 2000000314

Vendor Name: US AIR CONDITIONING DIST

Name 2: ASSIGNEE OF URBAN DEV & INFRA

Street / House No: 16900 E CHESTNUT ST Country / Region: US CA

Postl Code / City: 91746-1012 CITY OF INDUSTRY PO Box: Group:

Recipient Data

Company Code: 1000

Invoice Data

Trans./event: Invoice

Reference Number: 4327168 Document Date: 06/29/2020

Auto-Calculate Tax: ☒

Gross Amount: 2,948.30 USD CC Balance: 0.00

Total Tax Amount: 234.10

Vendor Charged Tax: 234.10

Discount Amount:

Freight Amount:

Requisitioner: TWSGUX

Process History

Comment Activity	Status	Process Type	Document Status	Actu
Business Rules Check in BG	✓	Missing GR(M&O)	Indexed	PRIN
Apply Business Rules	✓	Permitted Payee Not Identified(PO)	Indexed	AP_
Workflow Start	✓	Permitted Payee Not Identified(PO)	Indexed	
Update status	✓		Validation Complete	
BC Inbound	✓		Ready for Validation	
Update status	✓		Extraction Completed	
Early Archiving	✓		Processing Archiving	

Approval History

Comment: Display item details Activity: Actual Agent: Timestamp: Doc. Log Date: Time User Name

QR1 (1) 910 sapqnx-2to ZNS

Invoice is correct → Enter Goods Receipt in Maximo

- Maximo Goods Receipt entry will interface to SAP
 - Refer to Maximo Job Aids for Goods Receipt entry, if needed
- Invoice will auto-post when there are no other invoice issue(s) and matching Goods Receipt is in place. (GR qty = IR qty)

Invoice is incorrect → Reject invoice to Vendor

- Click "Return to Vendor"



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AP PROCESSOR
REQUISITIONER

Basic Data | Line Items | Accounting | Tax | Process

Missing GR(M&O)
Vendor Data

- “Confirm Action Selection” window will appear
- Click “Yes”

Confirm Action Selection

Execute option Return to Vendor?

Yes No Cancel

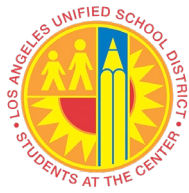
- “Return to Vendor” screen will appear



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- 🖥️ Confirm vendor email address
 - If incorrect, delete current information and enter correct vendor email address
 - Additional email address(es) can be added in Email Address field, if needed
- 🖥️ Subject field auto-populate with specific information
- 🖥️ “Attach Invoice Image” box is checked
- 🖥️ Check necessary box(es) in the “Reason” section pertaining to invoice issue(s)
- 🖥️ Enter necessary comment(s) in “Comment to Vendor” and “DP Process Comments” fields
 - “Comment to Vendor” – this will appear on email communication to vendor
 - “DP Process Comments” – this is an internal notation for VIM users
- 🖥️ Select Mail Template
- 🖥️ Click “Generate Preview” to view message in Preview section
 - Displays selected “Reason” and written “Comment for Vendor”
- 🖥️ Click “Send” icon
- 🖥️ “Return to Vendor” window will appear
- 🖥️ Click “Yes”





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System Help


Return to Vendor

E-Mail Address:

☐ CC Requester:

Subject:

☒ Attach Invoice Image 





Reason

- ☐ Goods not received
- ☐ Price issue
- ☐ Quality issue
- ☐ Quantity issue
- ☐ Duplicate invoice
- ☐ Recipient address incorrect
- ☒ Missing or incorrect PO number
- ☐ Facilities- After the Fact/Contract/Task Order Expired
- ☐ Billing Period not within NTP/Task Order/Work Authorization or Contract Period

Comment for Vendor

DP Process Comments

Additional Documents

File Type	Arch. Doc. Type	Arch.Date	Arch.Time
			00:00:00
			00:00:00
			00:00:00
			00:00:00

Language:

Mail Template

Generate Preview

Preview

Dear Vendor,

Accounts Payable received the attached reference invoice and is returning your invoice. Accounts Payable is unable to process the invoice due to the reason(s) listed below:

Invoice Details:
Invoice # : 2019-063827-00

Reasons:
Missing or incorrect PO number

Please review any additional comments and make the necessary changes. Resubmit the revised/corrected invoice to invoices@lausd.net. The date of the revised/corrected invoice should be the date it is resubmitted, not the date of the original invoice.

Comments:
Vendor Information between invoice and PO does not match


Thank you,

AP_FRCR03

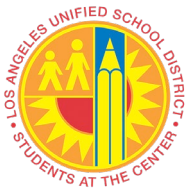
Tel.:
Email:

QR2 (1) 910 | sapqpx-2tk | INS

Return to Vendor

 Send Vendor Email and Obsolete DP Document ?


 Email notification will be sent to the vendor



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 Invoice will be obsoleted (deleted) from the workflow