



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

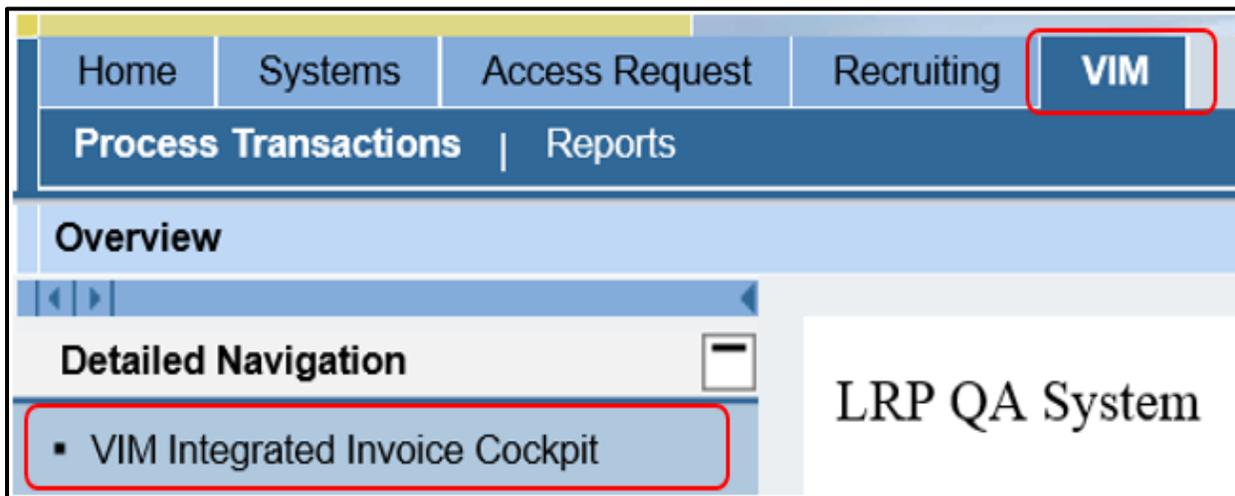
### Overview

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

Exception Reason: **Missing GR (PO)**

### Instructions

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

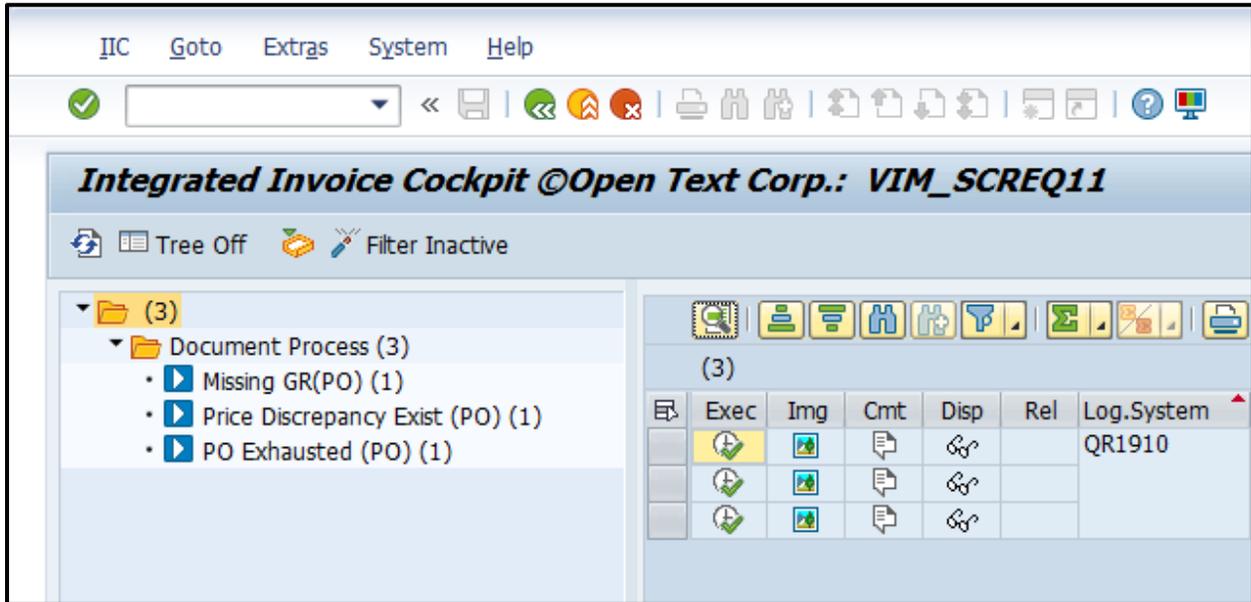


- 🖥️ Click ► symbol next to the folder to expand
  - Each invoice issue is categorized with a number count

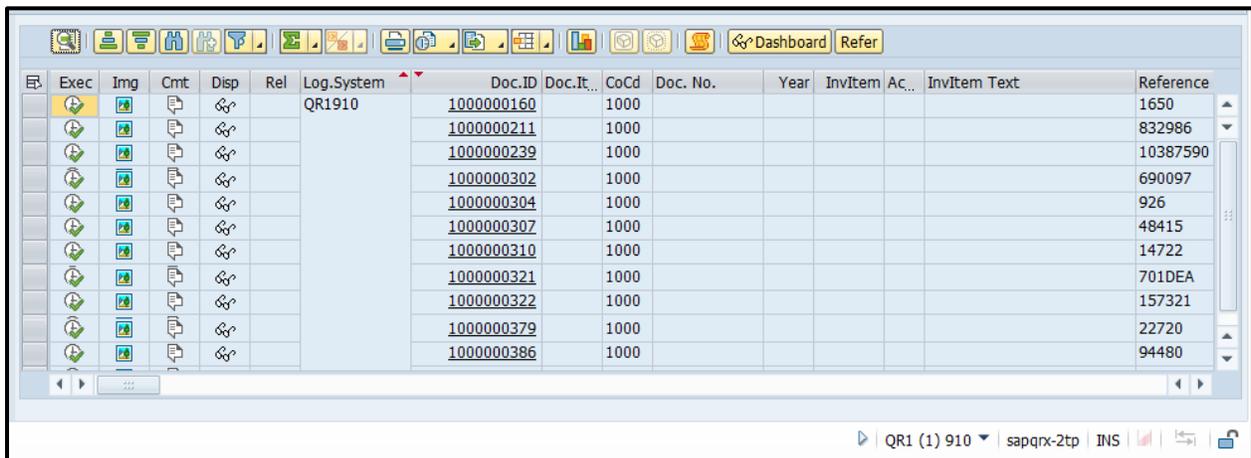


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- 📄 Click on each invoice category to see the list of invoice/s
  - Use bottom scroll bar to access more columns such as Purchase Order, Vendor Name, Invoice, Exception Text, Discount, etc
  - Any column can be sorted or filtered by using the various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

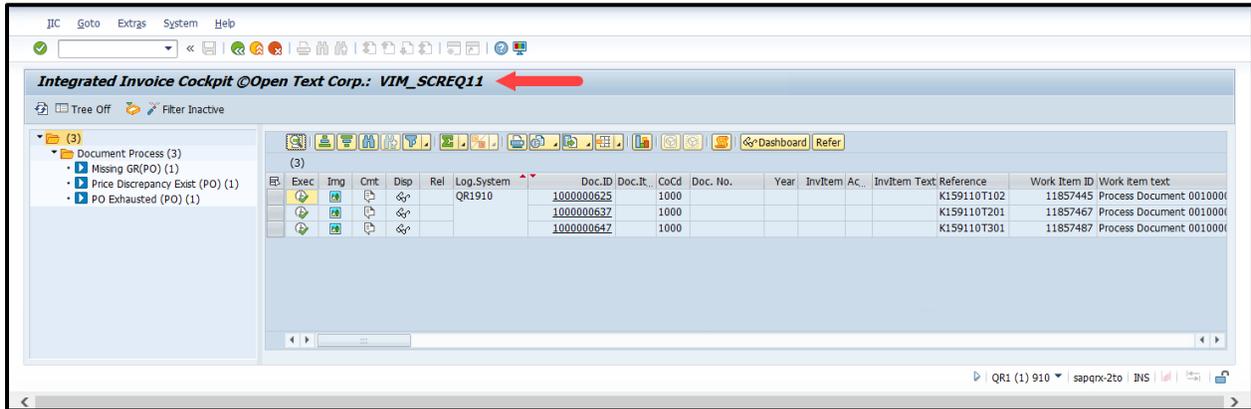


- 📄 For Exception Reason, **Missing GR (PO)**, the invoice automatically workflows to PO Requisitioner for further review and approval

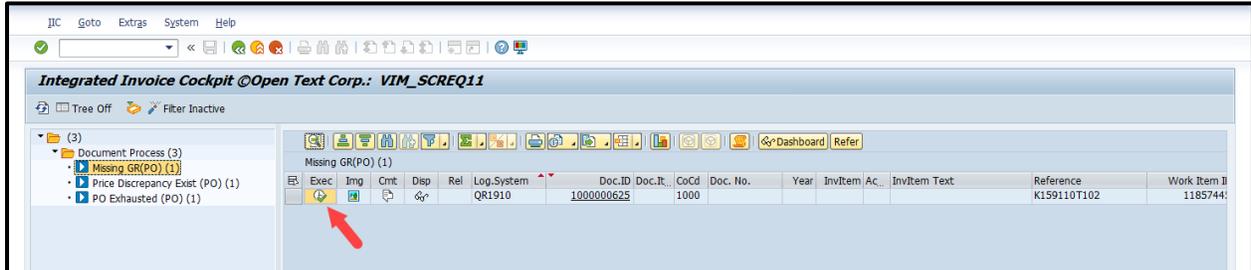
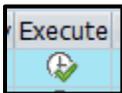


## Accounting and Disbursements Division Accounts Payable Branch

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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



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Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

File Edit View Favorites Help

100.0%

INVOICE

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CUSTOM MADE SEAT COVERS \* TRUCK CUSHIONS, BOATS

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3811 E. OLYMPIC BLVD., LOS ANGELES, CA 90023-3197

NAME: LOS ANGELES UNIFIED  
ADDRESS: SCHOOL DISTRICT

TELEPHONE: # P.O.# 4500513119

QUANTITY	DESCRIPTION	TYPE OF VEHICLE	DATE	Unit price	Amount
			9-11-19		
(2)	RE-UPHOLSTERY AND SEAT-BACKS			40.00	80.00
	MATERIAL			2.00	
	LABOR			60.00	
	TAX			1.80	

**APPROVED FOR PAYMENT**

SIGNATURE: [Signature]  
DATE: 9/11/2019

PLEASE READ: 9/11/2019

ALL WORK DESCRIBED ABOVE TO MY SATISFACTION. I GIVE PERMISSION TO G & G TOP SHOP TO OPERATE MY VEHICLE FOR TESTING AND PARKING PURPOSES. G & G TOP SHOP WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE "THEFT" ACCIDENT OR ANY OTHER CAUSE BEYOND THEIR CONTROL

SUBTOTAL 80.00  
TAX 1.80  
TOTAL 81.80

1 / 6

- Click "Yes" if Security Alert window appears



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Accounts Payable Branch**

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Missing Goods Receipt (PO)**

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 Process Options and other DP Document fields are now accessible



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

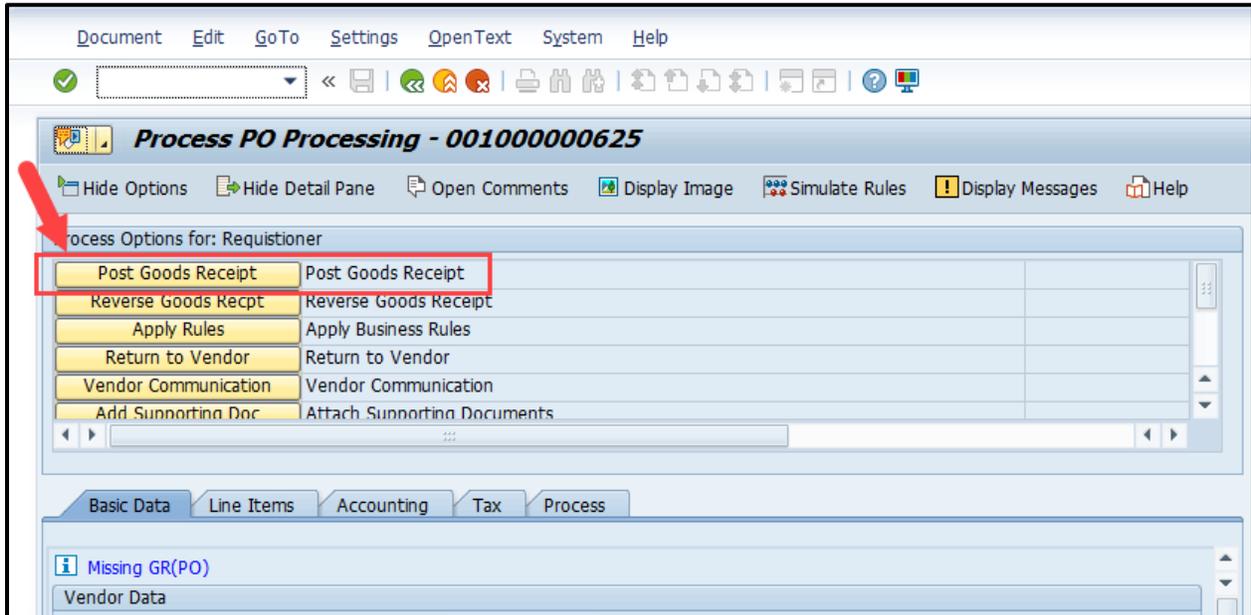
Comment	Activity	Status	Process Type	Document Status	Actual Role
	Business Rules Check in BG	✓	Missing GR(PO)	Indexed	REQUISITIONER
	Apply Business Rules	✓	Vendor Mismatch (PO)	Indexed	AP_PROCESSOR
	Workflow Start	✓	Vendor Mismatch (PO)	Indexed	
	Update status	✓		Validation Complete	
	BC Inbound	✓		Ready for Validation	
	Update status	✓		Extraction Completed	
	Early Archiving	✓		Processing Archiving	

Invoice is correct → Enter Goods Receipt  
Click "Post Goods Receipt"



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)



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



- ☞ SAP Post, Change or View Goods Receipt/Issue (MIGO) screen will appear
- ☞ Create Goods Receipt entry in SAP MIGO
  - Refer to SAP Create Goods Receipt Job Aid, if needed (<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/jobAids.html>)



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

Invoice will auto-post when there are no other invoice issue(s) and matching GR is in place. (GR qty = IR qty)

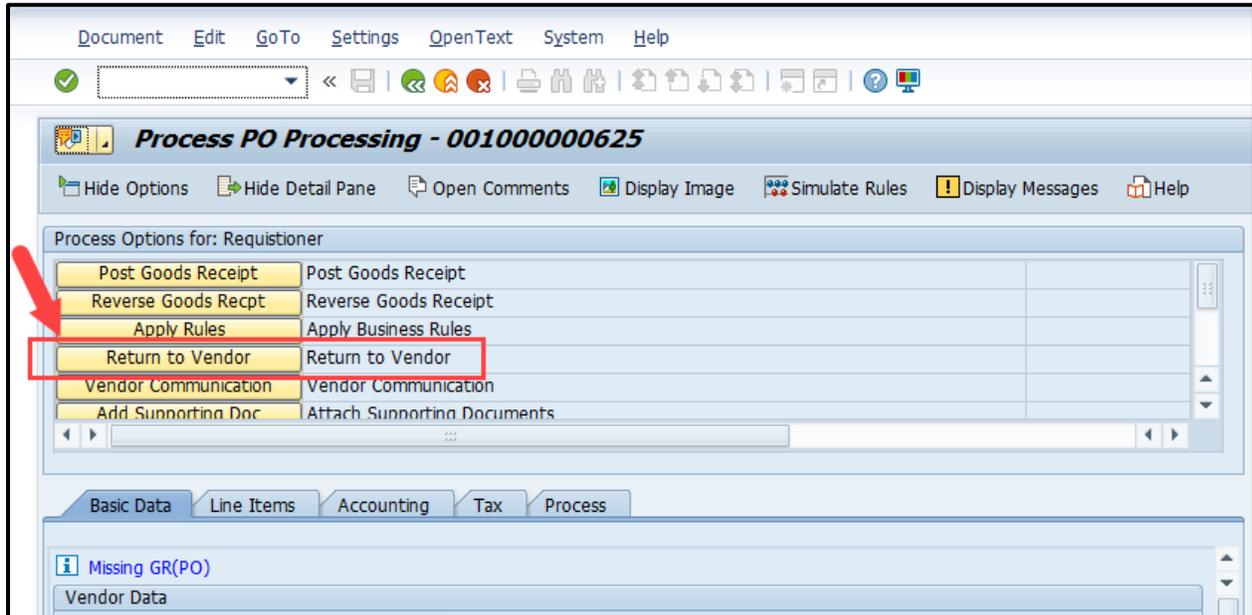
**Invoice is incorrect → Reject invoice to vendor**

Click "Return to Vendor"

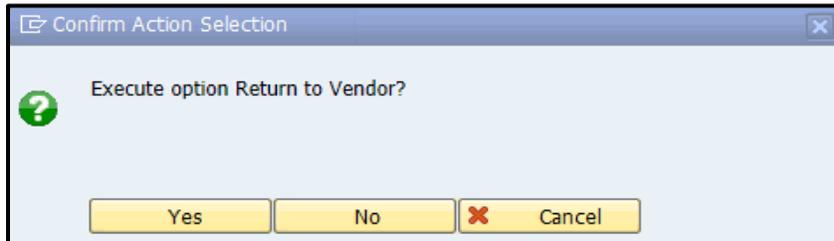


## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)



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



- ☞ “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, 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 the 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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**Return to Vendor**

E-Mail Address: dan@mcfoods.com; [add email address]

CC Requester:

Subject: Unable to Pay – Resubmit Revised Invoice

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 Contract Period

**Additional Documents**

File Type	Arch. Doc. Type	Arch.Date	Arch.Ti
<input type="checkbox"/>			00:00:0

Language: EN

Mail Template: /OPT/VIM\_RTV\_EXAMPLE

**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 # : 123456TEST

Reasons:  
Price issue

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

Comments:  
Unit Price Discrepancy for PO line 3

Thank you,

AP\_PRCR03  
Tel.:  
Email:

**Return to Vendor**

Send Vendor Email and Obsolete DP Document ?

- Email notification will be sent to the vendor
- Invoice will be obsolete (deleted) from the workflow