



Accounting and Disbursements Division Accounts Payable Branch

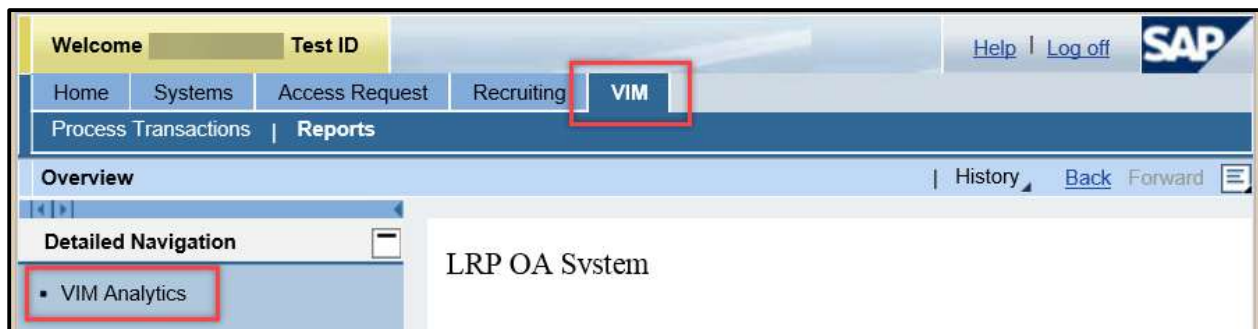
Vendor Invoice Management VIM Analytics

Overview

How to use VIM Analytics.

Instructions

- 🖥️ Login to SAP to access VIM
 - VIM will be another accessible main tab in SAP
- 🖥️ VIM Portal: VIM | Reports | VIM Analytics



- 🖥️ VIM Analytics screen will appear
 - Sections within VIM Analytics
 - Invoice Data
 - Vendor and Purchasing Data
 - Process Data
 - Accounting Data
 - Due Dates
 - Work Item Data
 - Document Dates
 - Process Flow
 - User Extension
 - Report Options



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Vendor Invoice Management VIM Analytics


The screenshot displays the VIM Analytics application window. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main content area is divided into three sections for data entry:

- Invoice Data:** Fields for Document Date, Total Amount, Document Currency, Requisitioner, Bar Code, and Transaction/Event. Each field has a corresponding input box and a 'to' field for range selection, with a magnifying glass icon for each.
- Vendor and Purchasing Data:** Fields for Vendor, Reference, Purchasing Document, Purchasing Group, and Plant. Similar to the Invoice Data section, each field has an input box, a 'to' field, and a magnifying glass icon.
- Process Data:** Fields for Document Processing Number, DP Document Type, Company Code, Invoice Document Number, Accounting Document Number, Fiscal Year, Country Key, Channel ID, Document Archive User, IDoc number, Tax Code, and Signature Validation Status. Each field has an input box, a 'to' field, and a magnifying glass icon.

Below the Process Data section, there are radio buttons for VIM Process Type:

- ☒ Invoices of all Process Types
- ☐ Invoices with DP Process
- ☐ Parked/Blocked Inv., w/o DP
- ☐ Invoices without VIM Process

At the bottom, there is an 'Invoice Type' dropdown menu. The status bar at the bottom right shows 'QR1 (1) 910', 'sapqrx-2to', 'INS', and a lock icon.

 Search results will depend on your search criteria(s)



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Example: Search by Vendor Number

Enter the Vendor Number in the Vendor field under Vendor and Purchasing Data section

Click 'Execute'



VIM Analytics

Invoice Data

Document Date		to		
Total Amount		to		
Document Currency		to		
Requisitioner		to		
Bar Code		to		
Transaction/Event				

Vendor and Purchasing Data

Vendor	1000001976	to		
Reference		to		
Purchasing Document		to		
Purchasing Group		to		
Plant		to		

Process Data

Document Processing Number		to		
DP Document Type		to		
Company Code		to		
Invoice Document Number		to		
Accounting Document Number		to		
Fiscal Year		to		
Country Key		to		
Channel ID		to		
Document Archive User		to		
IDoc number		to		
Tax Code		to		
Signature Validation Status		to		

VIM Process Type

☒ Invoices of all Process Types
☐ Invoices with DP Process
☐ Parked/Blocked Inv., w/o DP
☐ Invoices without VIM Process

Invoice Type



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Vendor Invoice Management VIM Analytics

- 🖨 VIM Analytics results will appear
 - Use bottom scroll bar to access more columns
 - Use the sort and filter buttons to customize the data

The screenshot shows the VIM Analytics application window. The main area displays a table with 10 hits of results. The table has columns for Document, CoCode, MM Invoice, Acc. Doc., Year, VIM ProcSt, Exception Reason, Cur Role, Curr Agent, SAP DocType, DP Doc, Typ Reference, Vendor Name, and Gross amnt. The results are filtered by 'Missing Mandatory Information (PO)' and 'INDEXER'. The sidebar on the right contains tabs for Processes, Images, Line Items, History, and Comments. The 'Line Items' tab is active, showing a list of items with columns for Document, Doc, Item, D/C, Material, Purch, Doc, Item, Quantity, OUn, ORU, Net Price, Amount, Doc, and Cry.

Document	CoCode	MM Invoice	Acc. Doc.	Year	VIM ProcSt	Exception Reason	Cur Role	Curr Agent	SAP DocType	DP Doc	Typ Reference	Vendor Name	Gross amnt
1000000518	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	117589916001	MCGRAY-HILL EDUCATION, INC	0.00
1000000517	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	117571886001	MCGRAY-HILL EDUCATION, INC	0.00
1000000516	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	117569753001	MCGRAY-HILL EDUCATION, INC	0.00
1000000515	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	117592943001	MCGRAY-HILL EDUCATION, INC	0.00
1000000514	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	17557515001	MCGRAY-HILL EDUCATION, INC	0.00
1000000507	1000				Obsolete				RE	ZPO	117589959001	MCGRAY-HILL EDUCATION, INC	0.00
1000000506	1000				Created	Missing Mandatory Information (PO)	INDEXER	*	RE	ZPO	117586671003	MCGRAY-HILL EDUCATION, INC	0.00
1000000505	1000				Created	Missing Mandatory Information (PO)	INDEXER	BBASBAS	RE	ZPO	117566464004	MCGRAY-HILL EDUCATION, INC	0.00
1000000202	1000	5500921352	5500921352	2021	Posted				RE	ZPO	14053973001	MCGRAY-HILL EDUCATION, INC	2,648.69
1000000021	1000	5500921350	5500921350	2021	Posted				RE	ZPO	14308086001	MCGRAY-HILL EDUCATION, INC	7,404.70

- Click the 'Document Id' number
 - This action will display the VIM screen of the posted invoice document



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Vendor Invoice Management VIM Analytics

- Click the 'MM Invoice' number (5500xxxxxx)
 - This action will display the SAP MIRO screen of the posted invoice document



Accounting and Disbursements Division Accounts Payable Branch

Vendor Invoice Management VIM Analytics

Display Invoice Document 5500921352 2021

Display - PO structure

Hide PO structure Follow-On Documents ...

Display - PO structure

Qty	Amount	Posting date
25 EA	2,362.50 USD	08/20/2020
25 EA	2,604.66 USD	08/20/2020
25 EA	2,604.66 USD	08/20/2020
1 EA	0.00 USD	08/20/2020
1 EA	0.00 USD	08/20/2020
1 EA	0.00 USD	08/20/2020
1 EA	0.00 USD	08/20/2020
25 EA	0.00 USD	08/20/2020
25 EA	0.00 USD	08/20/2020
1 EA	0.00 USD	08/20/2020
1 EA	12.99 USD	08/20/2020
1 EA	14.32 USD	08/20/2020
1 EA	14.32 USD	08/20/2020
1 EA	47.51 USD	08/20/2020
1 EA	47.51 USD	08/20/2020
1 EA	47.51 USD	08/20/2020

Transaction Invoice 5500921352 2021

Basic Data Payment Details Tax Withholding tax

Invoice date 09/08/2020 Reference 14053973001

Posting Date 03/18/2021

Amount 2,648.69 USD

Tax Amount 243.49 Z1 (A/P Sales Tax)

Paymt terms 40 Days net

Baseline Date 09/08/2020

Company Code 1000 LAUSD Los Angeles

Vendor 1000001976

MCGRAW-HILL EDUCATION, INC

2 PENN PLAZA 20TH FLOOR

NEW YORK NY 10121

609-469-9152 866-513-8081

PO Reference G/L Account

Item	Amount	Quantity	Order Unit	Purchase Order	Item	Tax Code	Material
1	2,362.50	25 EA		4500583369	1	21 (A/-)	
2	12.99	1 EA		4500583369	7	21 (A/-)	
3	47.51	1 EA		4500583369	8	20 (A/-)	0000123130

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- Click the 'Accounting Document No' (5500xxxxxx)
 - This action will display the SAP FB03 (Data Entry View) screen of the posted invoice document

Display Document: Data Entry View

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number 5500921352 Company Code 1000 Fiscal Year 2021

Document Date 09/08/2020 Posting Date 03/18/2021 Period 9

Reference 14053973001 Cross-Comp.No.

Currency USD Texts exist Ledger Group

Item	PBk	Account	SG	Description	Crng doc.	z	Amount	Purch.Doc.	Fund	Functional Area	Cost Center	Grant
1	31	1000001976		MCGRAW-HILL EDUCATION, INC			2,648.69			0000-0000-00000		
2	86	958999		GR/IR Clearing			2,604.66	4500583369	010-0000	1110-1000-14235	1582201	NOT_RELEVA
3	86			GR/IR Clearing			14.32	4500583369	010-0000	1110-1000-14235	1582201	NOT_RELEVA
4	86			GR/IR Clearing			47.51	4500583369	010-0000	1110-1000-14235	1582201	NOT_RELEVA
5	50	950046		AP-Use Tax Payable			17.80		010-0000	0000-0000-00000		NOT_RELEVA
							0.00					

Document is an accounting document (not a preliminary one)

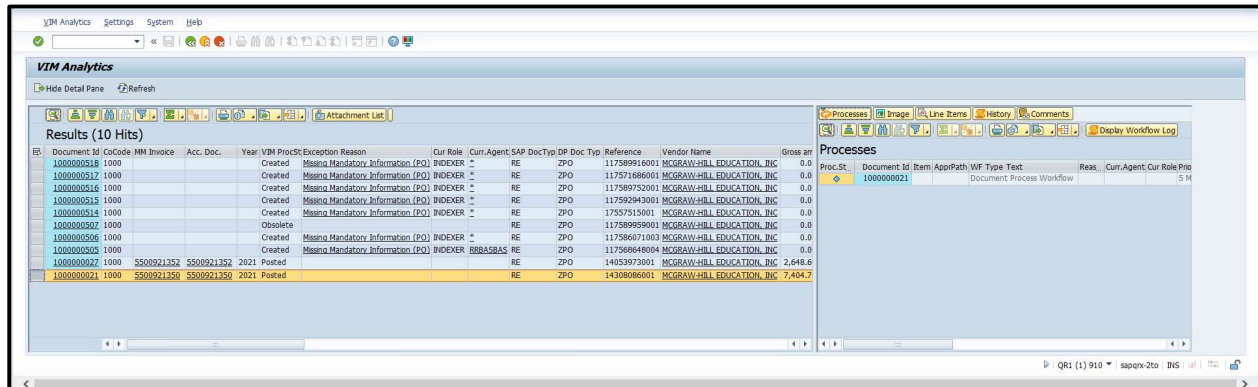
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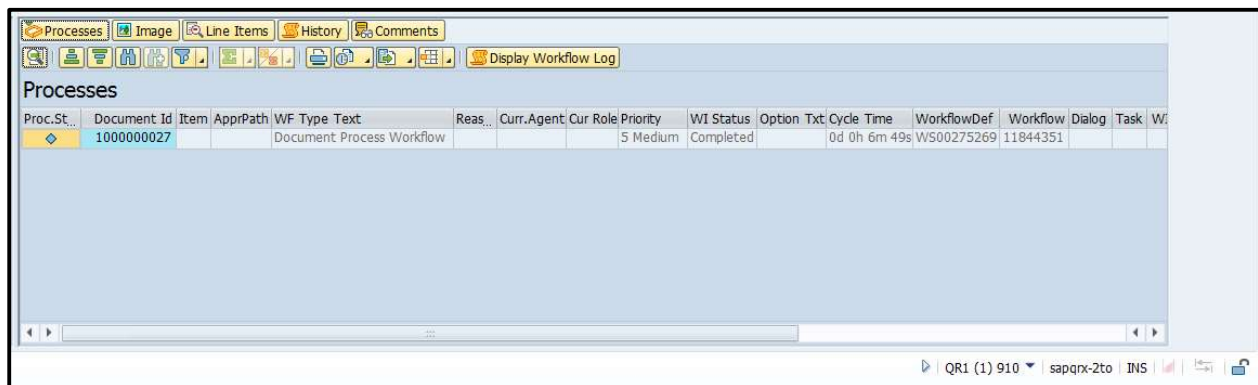
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Vendor Invoice Management VIM Analytics

- Click the gray box to highlight and select a document
 - This action will allow you to access the Detail Pane for the selected document



- Click 'Process' button to display the process flow for the document
 - Use the bottom scroll bar to access more columns



- Click 'Image' button to display the document
 - Use the icons to save, print, magnify, resize, etc the image



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Vendor Invoice Management VIM Analytics

Processes Image Line Items History Comments

File Edit View Favorites Help

100.0%

McGraw Hill
FEIN: 80-0800200
SUTR: 80-0805800
SEND RETURNS TO:
McGraw Hill LLC
6405 COMMERCE COURT
GROVEPORT, OH 43125
UNITED STATES

CUSTOMER ORDER
ORIGINAL INVOICE
SANF 200-254x 114053973001 08-SEP-2020
INVOICE NO. DATE
PHONE: 1-800-338-3987
FAX: 1-800-953-8691

SEND SERVICE INQUIRIES TO:
P.O. BOX 182805
COLUMBUS, OH, 43218-2805
UNITED STATES

ORDERED BY:
BILL TO ACCT: 182048 + EDI/SAN:

SHIP TO ACCT: 197198 EDI/SAN: 5822/LLA
163RD STREET ELEM SCH
1605 W 163RD STREET
GARDENA CA 90247

VIM TEST INVOICE

LOS ANGELES UNIFIED SCH DIST
PO BOX 54304
ACCOUNTS PAYABLE
LOS ANGELES CA 90054-0306

(BILL TO) CUSTOMER CLASS: US-ELHI PUBLIC SCHOOLS

PO NO: 4500583369 TERMS: 45 NET FUTURE BILL DATE: SALES ORDER #: 54207395

SHIP VIA: FEDEX-Parcel-Ground SHIP TERMS: Prepaid DELIVERY NO: 114053073

ISBN	MHID	AUTHOR & TITLE	QUANTITY	PRICE	DISCOUNT	TAXED	NET EXTENDED PRICE
9780076936298	0076936295	BANKS ET AL. IMPACT CA SPANISH CHANGING STATE SE BUNDLE W/COMBO BK 6 YR SUB BUNDLE GRADE 3 2019 1	25	94.50	NET US-GS	T	2,362.50
9780076921881	0076921883	BANKS ET AL. IMPACT CALIFORNIA SPANISH CONTINUITY STUDENT CENTER 6 YEAR SUBSCRIPTION GRADE 3 2019 1	25				
9780076925330	0076925331	BANKS ET AL. IMPACT CALIFORNIA SPANISH RESEARCH COMPANION WEEKLY EXPLORER GRADE 3 2019 1	25				
9780078903268	0078903261	BANKS ET AL. IMPACT CALIFORNIA SPANISH CONTINUITY AND CHANGE INQUIRY JOURNAL GRADE 3 2019 1	25				
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REMITTANCE COPY

For Your Convenience pay by Wire or Money Transfer... Account Name: McGraw Hill LLC

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- Click 'Line Items' button to display the PO line items the document was posted to
 - Use the bottom scroll bar to access more columns
 - Use the sort and filter buttons to customize the data



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Vendor Invoice Management VIM Analytics

Document Id	Doc. Item	D/C	Material	Purch.Doc.	Item	Quantity	OU	OPU	Net Price	Amount	Doc. Cray	Amount	Rep.Cray	Text
1000000027	1	S		4500583369	1	25	EA	EA	94.50	2,362.50	USD	0.00		9780076936298 0076
1000000027	2	S		4500583369	7	1	EA	EA	12.99	12.99	USD	0.00		9780076921881 0076
1000000027	3	S	0000123130	4500583369	8	1	EA	EA	47.51	47.51	USD	0.00		
1000000027	4	H							0.00	17.80	USD	0.00		

- Click 'History' button to display the Process History and Approval History of the document
 - Use the bottom scroll bar to access more columns
 - Use the sort and filter buttons to customize the data

Comment	Activity	Status	Process Type	Document Status	Actual Role	Actual Agent	Start T
	SAP Document Check	✓		Posted		Workflow System	03/18/2021
	SAP Document Check	✓		Posted		Workflow System	03/18/2021
	BG Doc. Created	✓	Auto Post PO Invoice	Document Created		Workflow System	03/18/2021
	Business Rules Check in BG	✓	Auto Post PO Invoice	Indexed	AP_PROCESSOR	Workflow System	03/18/2021
	Apply Business Rules	✓	Invalid Tax Info (PO)	Indexed	AP_PROCESSOR	AP_PRCR01	03/18/2021
	Bypassed Rule -Invalid Tax Info (PO)	✓	Invalid Tax Info (PO)	Indexed	AP_PROCESSOR	AP_PRCR01	03/18/2021
	Bypassed Rule -Out of State Use Tax(PO)	✓	Invalid Tax Info (PO)	Indexed	AP_PROCESSOR	AP_PRCR01	03/18/2021
	Business Rules Check in BG	✓	Invalid Tax Info (PO)	Indexed	AP_PROCESSOR	Workflow System	03/18/2021
	Apply Business Rules	✓	Missing GR(PO)	Indexed	REQUISITIONER	AP_PRCR01	03/18/2021
	Workflow Start	✓	Missing GR(PO)	Indexed		TWS USER	03/18/2021
	Update status	✓		Validation Complete		AP_INDEXER01	03/18/2021
	BC Inbound	✓		Ready for Validation		TWS USER	03/18/2021
	Update status	✓		Extraction Completed		VIM Invoice Capture Center	03/18/2021

Comment	Display item details	Activity	Actual Agent	Timestamp	Doc. Log	Date	Time	User Name
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Accounting and Disbursements Division Accounts Payable Branch

Vendor Invoice Management VIM Analytics

- Click 'Comments' button to display the Process Comments and Approval Comments entered by the user(s)

Processes Image Line Items History Comments

Changed By: AP_PRCR01
Changed On: 03/18/2021 23:21:31

this is a test

Changed By: AP_PRCR01
Changed On: 03/18/2021 23:20:46

use tax

Process Comments Li 1, Co 1 Ln 1 - Ln 12 of 12 lines

Approval Comments Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

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