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)
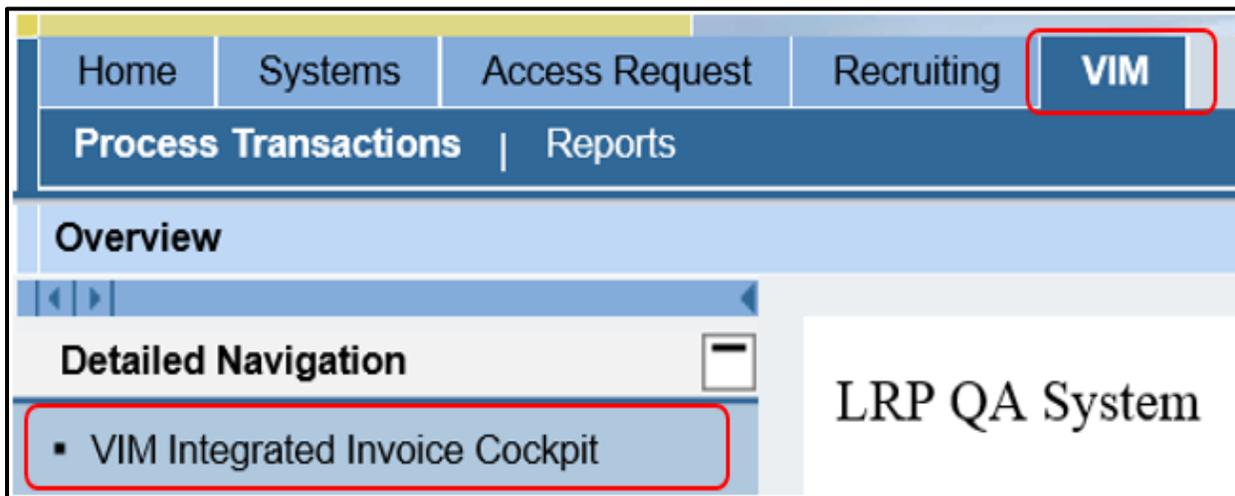
- ⌨ Click ▸ symbol next to the folder to expand
  - Each invoice issue is categorized with a number count

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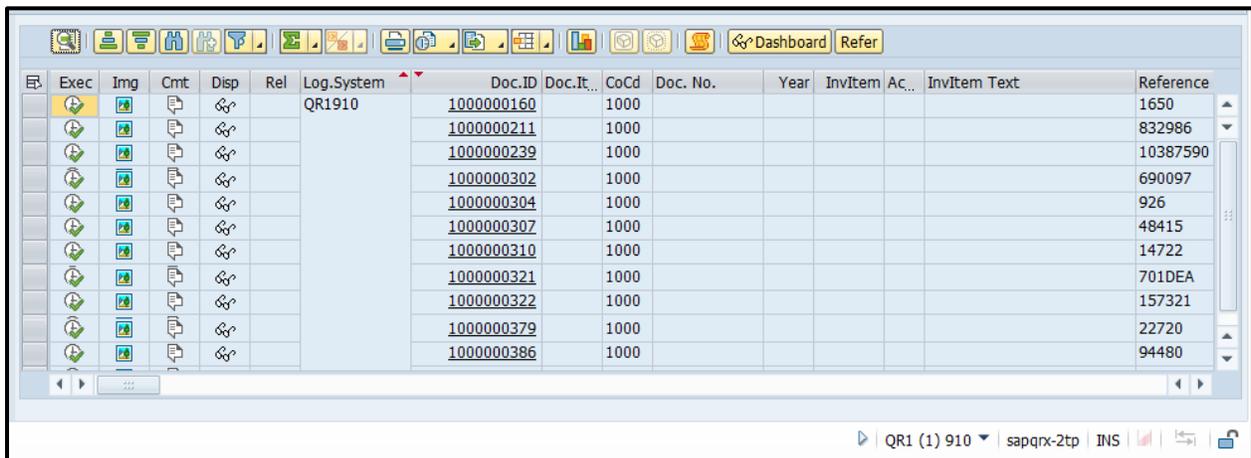
🖳 For Exception Reason, **Missing GR (PO)**, the invoice automatically workflows to PO Requisitioner for further review and approval

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💻 Click "Execute" icon to access invoice for review
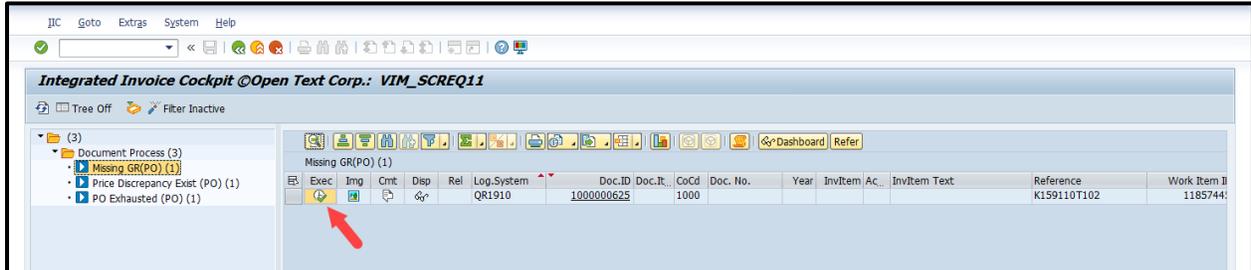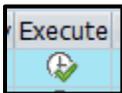
- A separate screen displaying the invoice image will appear
  - User can close the invoice image window or keep window open to review

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- Click "Yes" if Security Alert window appears

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🖥 Process Options and other DP Document fields are now accessible

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Invoice is <u>correct</u> → Enter Goods Receipt

⌨ Click "Post Goods Receipt"

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- 🖥 "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)

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

Invoice is <u>incorrect</u> → Reject invoice to vendor
⌨ Click "Return to Vendor"

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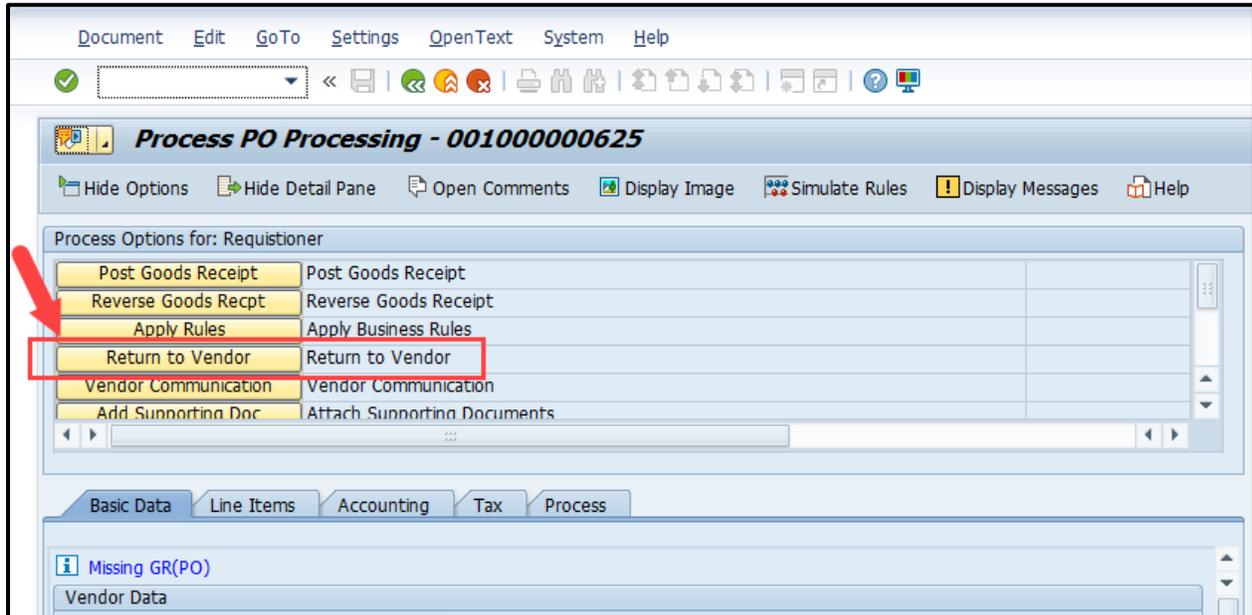
- ▣ "Confirm Action Selection" window will appear
- ▣ Click "Yes"
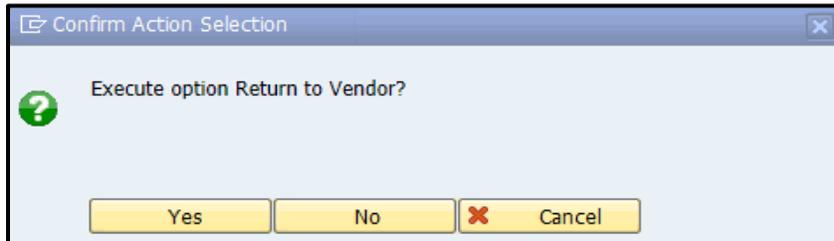
- ▣ "Return to Vendor" screen will appear

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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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🖥 Email notification will be sent to the vendor
🖥 Invoice will be obsoleted (deleted) from the workflow