

VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

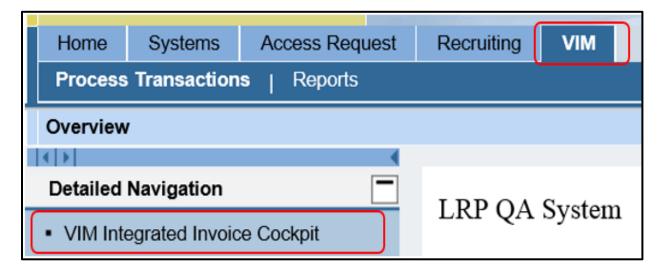
Overview

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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 Price Discrepancy Exist (PO) (1) PO Exhausted (PO) (1) 	

- 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 (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



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- 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



VIM Integrated Invoice Cockpit Missing Goods Receipt (PO)

Security	lert S	(
P	The identity of this web site or the integrity of this connection cannot be verified.						
	 The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority. The security certificate date is valid. 						
	The security certificate has a valid name matching the name of the page you are trying to view.						
	The security certificate uses a strong signature.						
	Do you want to proceed?						
	Yes No View Certificate						

Process Options and other DP Document fields are now accessible



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Return to Vendor Return to Vendor		•		Status Process Type	Document Status	Actual Role
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			Update status	Vendor Misinaccii (PO)	Validation Complete	
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Dasic Data Line Items Accounting Tax Process			Update status	· ·	Extraction Completer	d
Missing GR(PO)		*	Early Archiving	×	Processing Archiving	
Vendor Data						
Vendor Name ZONES, INC.						
Name 2						
Street / House No 1102 15th Street SW, Suite 102	Country / Region	US WA				4 1
Postl Code / City 98001 Auburn	PO Box	Group	3 17 4 7 6			1.1.
Recipient Data			Approval History			
Company Code 1000			Comment Display item details Activity	Actual Agent Timestamp Doc	. Log Date Time User	Name
Invoice Data						
Trans./event Invoice						
Reference Number K159110T102	Document Date 07/27/2023					
Auto-Calculate Tax						
Gross Amount 738.77 USD	COB Balance 0.00					
Total Tax Amount 64.09						
Vendor Charged Tax 64.09						
Discount 0.00						
Freight Amount 0.00						
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Invoice is <u>correct</u> → Enter Goods Receipt

Click "Post Goods Receipt"



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i Missing GR(PO)						<u></u>
Vendor Data						

- "Confirm Action Selection" window will appear
- Click "Yes"

Co 🔁	nfirm Action Selection	×
Ø	Execute option Post Goods Receipt?	
	Yes No Xancel	

- 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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Goods Receipt Purchase Order GR goods receipt GR goods receipt 101		
General Vendor 22		
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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 incorrect \rightarrow Reject invoice to vendor

Click "Return to Vendor"



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- Click "Yes"

[⊂ Co	nfirm Action Selection	X
Ø	Execute option Return to Vendor?	
	Yes No Cancel	

☐ "Return to Vendor" screen will appear



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Return to Vendor				
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Return to Vendor				
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	Additional Documents			
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	- Ger			00:00:00
CC Requester:				00:00:00
	□ Ger			00:00:00
Subject: Unable to Pay – Resubmit Revised Invoice				00:00:00
✓ Attach Invoice Image				
Reason	Language: EN			
Goods not received	Mail Template			
Price issue	OPT/VIM_RTV_EXAMPLE		45	
Quality issue				
Quantity issue				
Duplicate invoice	4 1			
Recipient address incorrect				
Missing or incorrect PO number				
Facilities- After the Fact, Contract/ Task Order Expired	Generate Preview			
Billing Period not within NTP/Task Order/Work Authorization or Contract Period	Preview			
Comment for Vendor				
DP Process Comments				
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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			
	Additional Documents		
E-Mail Address: dan@mcifoods.com; [add email address]	File Type Arch. Doc. Type Arch.Date A		
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CC Requester:] 🛛 🚱		
	0		
Subject: Unable to Pay – Resubmit Revised Invoice			
✓ Attach Invoice Image			
Reason	Language: EN		
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	Mai Template /OPT/VIM_RTV_EXAMPLE		
Quality issue	10 TY WILL CALLER AND LL		
Quantity issue			
Duplicate invoice			
Recipient address incorrect			
Missing or incorrect PO number			
Facilities- After the Fact, Contract/Task Order Expired	Generate Preview		
Billing Period not within NTP/Task Order/Work Authorization Contract Period 💌			
	Dear Vendor,		
Comment for Vendor	Accounts Payable received the attached reference invoice and is returning your invoice. Accounts Payable is unable to process the		
Unit Price Discrepancy for PO line 3	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@lausd.net. The date of the revised/corrected invoice should be the date it is resubmitted,		
	not the date of the original invoice.		
DP Process Comments	Comments:		
Unit Price Discrepancy for PO line 3	Unit Price Discrepancy for PO line 3		
	Thank you,		
	and you,		
	AP PRCSR03		
	Tel.:		
	Email:		
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🖻 Return to Vendor				
Ø	Send Vendor Email and Obsolete DP Document ?			
	Yes No			

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