VIM Invoices - Approve
SBWP- SAP Business Workplace

This guidance shows how to approve or reject VIM (Vendor Invoice Management) invoices in your SAP Business Workplace Inbox.

This guide does not refer to Procurement invoices.

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Introduction:

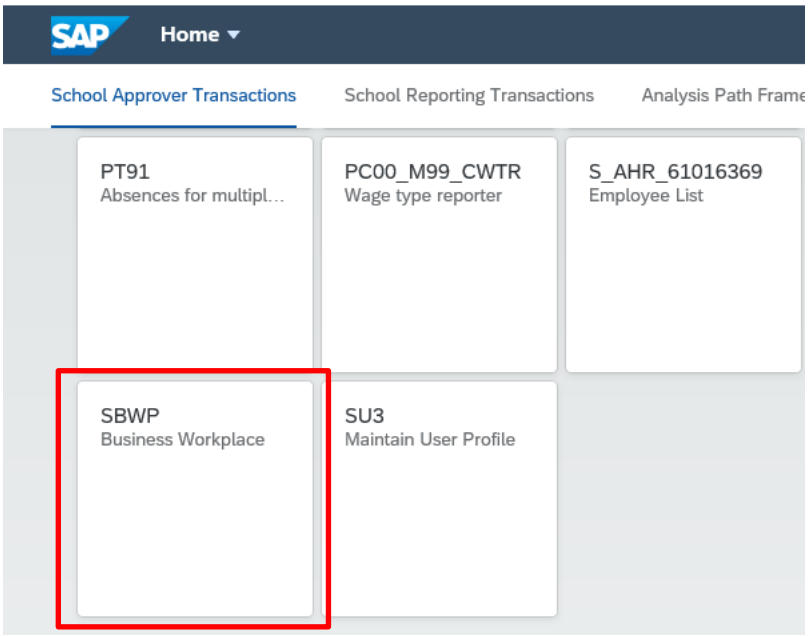
How the invoice payment process works:

- Invoices (**non**-Purchase Order) are received in school, your coder stamps them, writes on your **DfE number** and the **vendor number**, scans them and emails them to accounts.payable@derbyshire.gov.uk or puts the actual invoices in the pink folder which goes weekly to the Accounts Payable team at County Hall, Matlock
- Accounts Payable scan them into SAP Fiori (which is the start of an automated workflow process)
- This workflow sends an email notification to your school Coder and moves the invoices into your Coder's SAP Business Workplace Inbox (SBWP)
- Your Coder logs onto SAP Business Workplace Inbox (SBWP) and for each invoice, checks the invoice details are correct, enters your cost centre or Statistical Internal Order (SIO) number, General Ledger (GL) code and selects the relevant Approver. The workflow takes the invoice into that Approver's Inbox
- As an Approver, you receive an e-mail notification that invoices are awaiting approval, then log onto your SAP Business Workplace Inbox (SBWP), check the invoice is correct and approve (or reject)
- Once approved, the invoice net amount is shown immediately as a debit on your budget.
- The Vendor is paid according to the payment terms, usually 30 days after the date of the invoice.

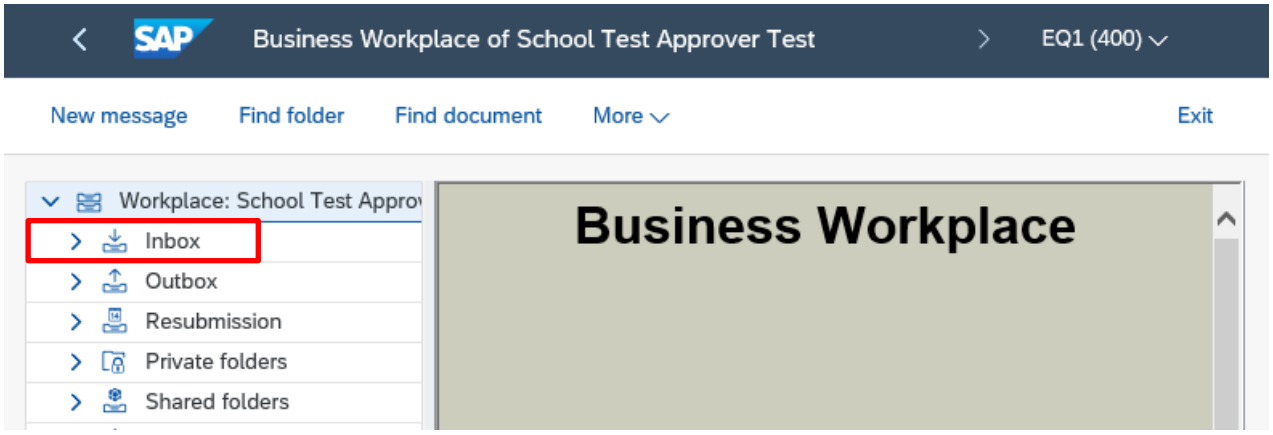
Section 1 - Viewing a VIM invoice.

Log into SAP Fiori.

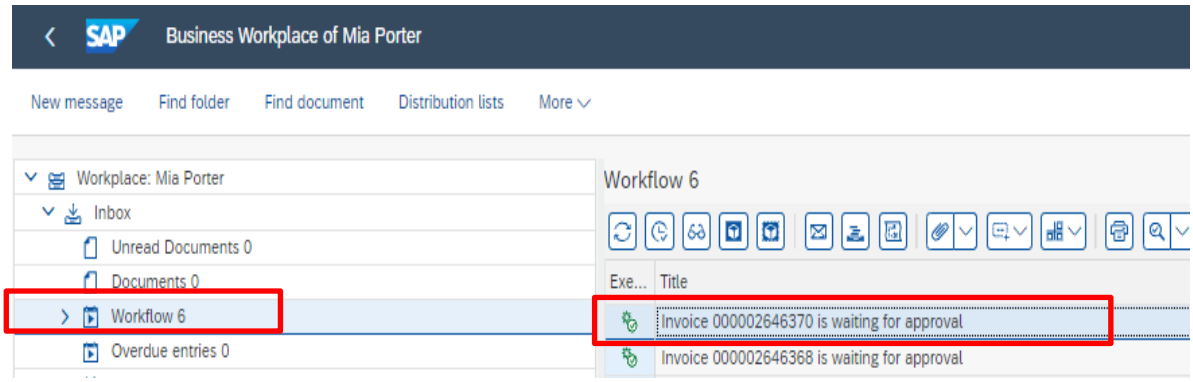
- This loads the Fiori Dashboard
- Click on the **SBWP app (SAP Business Workplace)**



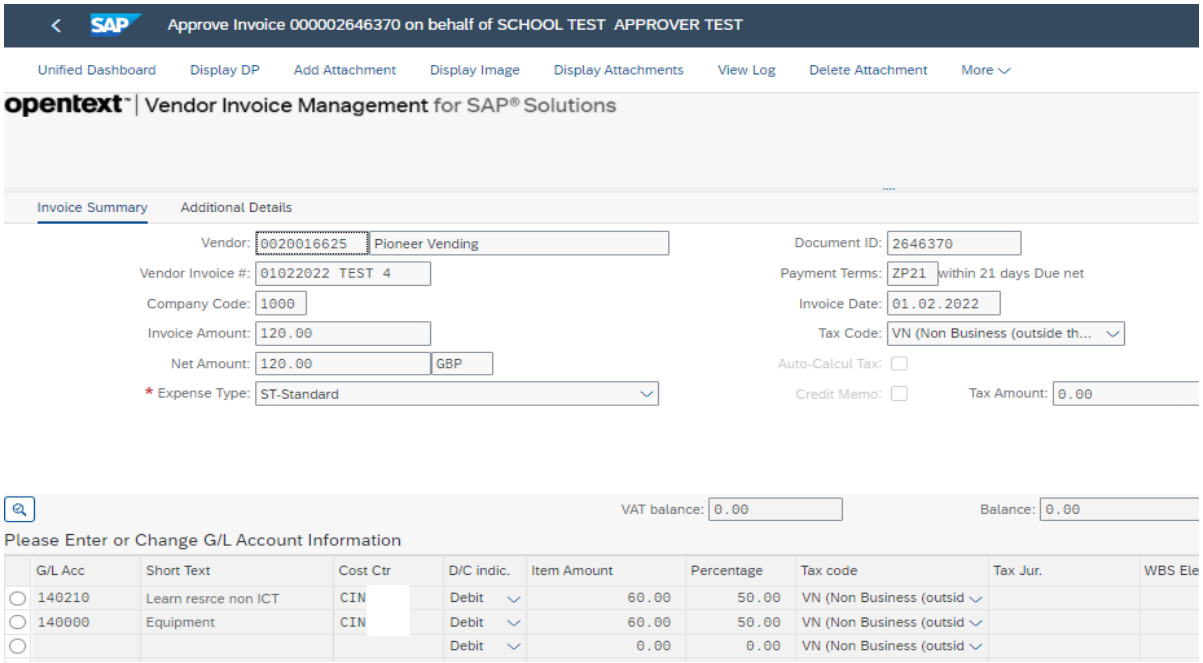
This takes you into the SAP Business Workplace. Click on **Inbox**



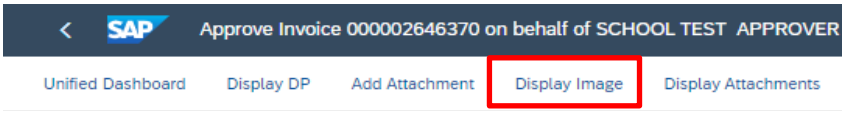
- Double click on the word **Workflow** and invoices waiting to be approved will display on the right-hand side. **Double click** on the **invoice line**



Invoice information displays for you to make your checks:

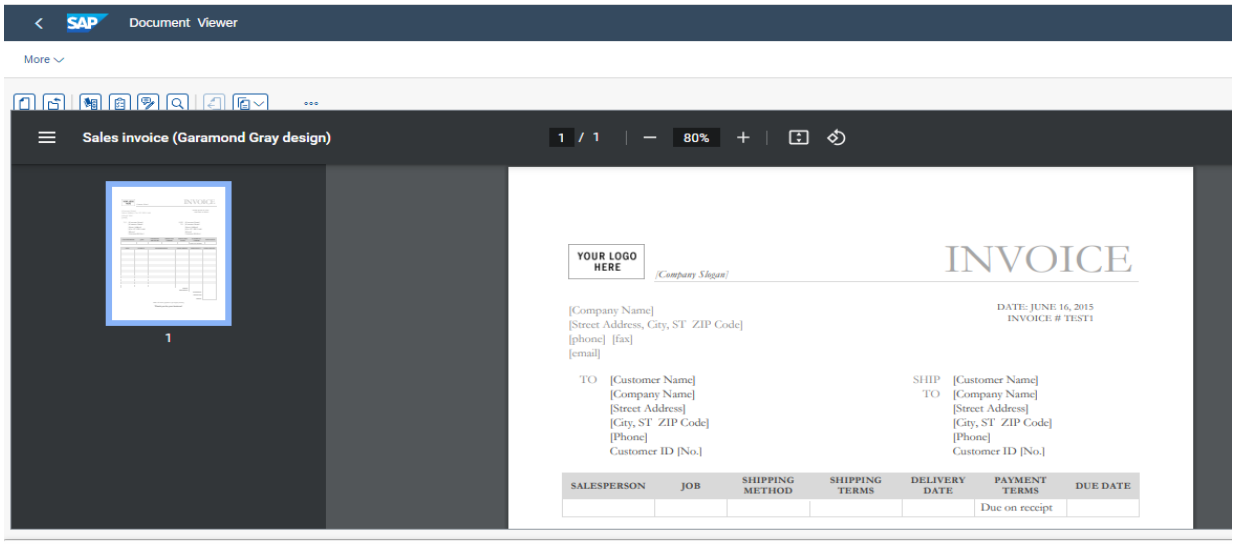


- **View the invoice copy** - click on **Display Image** (top of the screen) and check:

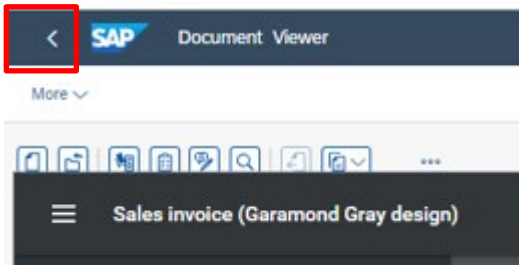


  - Is it for **your school**?
  - Have you **received** the goods or services?
  - Is this a Procurement **invoice** (i.e., relates to an 85… number)?
  - Is the **Vendor** correct?
  - Are the **prices** correct?
  - Do the **amounts** (Net, VAT, Total) match those entered in the Approval screen?
  - Has the invoice **already been paid** (and this is a duplicate)?

- Example of invoice image

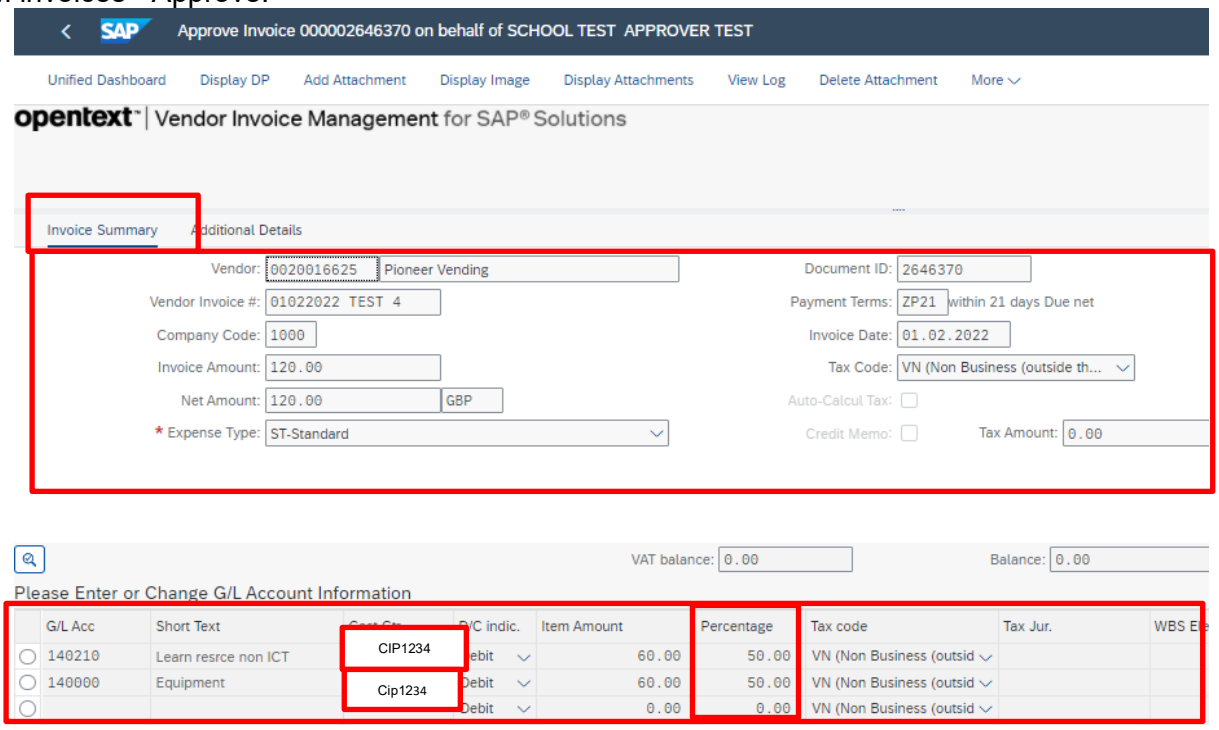


- To exit out of the invoice screen, click on the **arrow** in the top left.

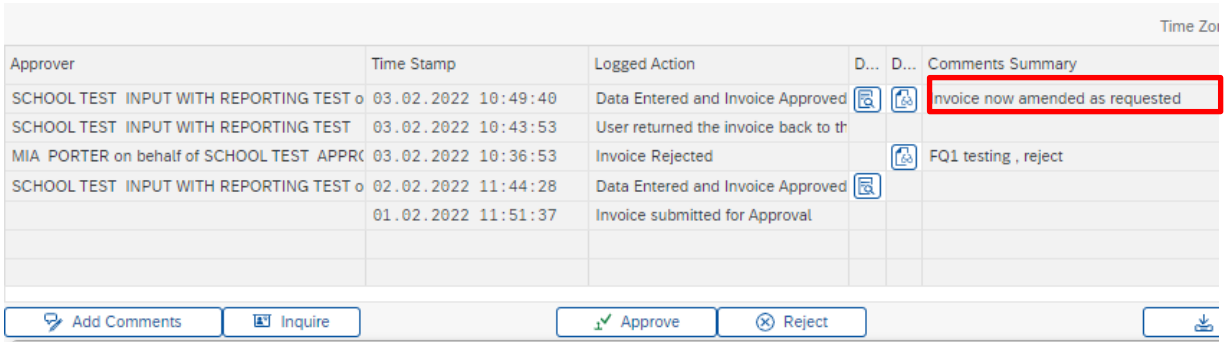


- View the **Invoice Summary** screen which shows the Vendor, Date, Net, VAT and Total amounts – **are these correct and match the invoice?**
    - Is the **GL code** correct? *This has been input by your school's coder
    - Is the **Cost centre** correct? e.g., CIP1234
      or should this invoice be **charged** to an **SIO** (if so, there will be no cost centre in the Cost Centre field but a 7-digit SIO number in the **Order** column)?
    - Is the **Item amount** correct? This is the net amount.

*On this example screen below, the total net invoice amount has been split between two GL codes

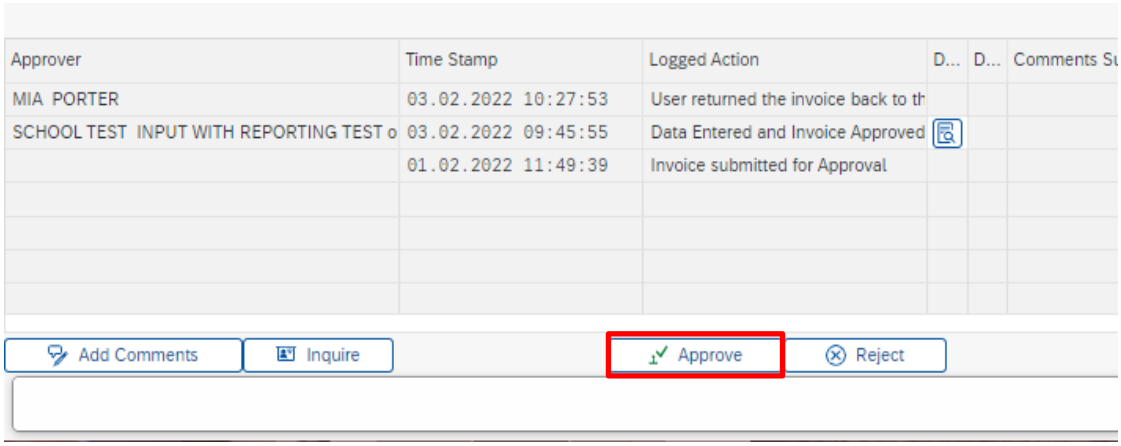


- Scrolling to the bottom of the screen, you can view the Workflow lines and view any comments entered by your coder e.g., a Governors minute number.

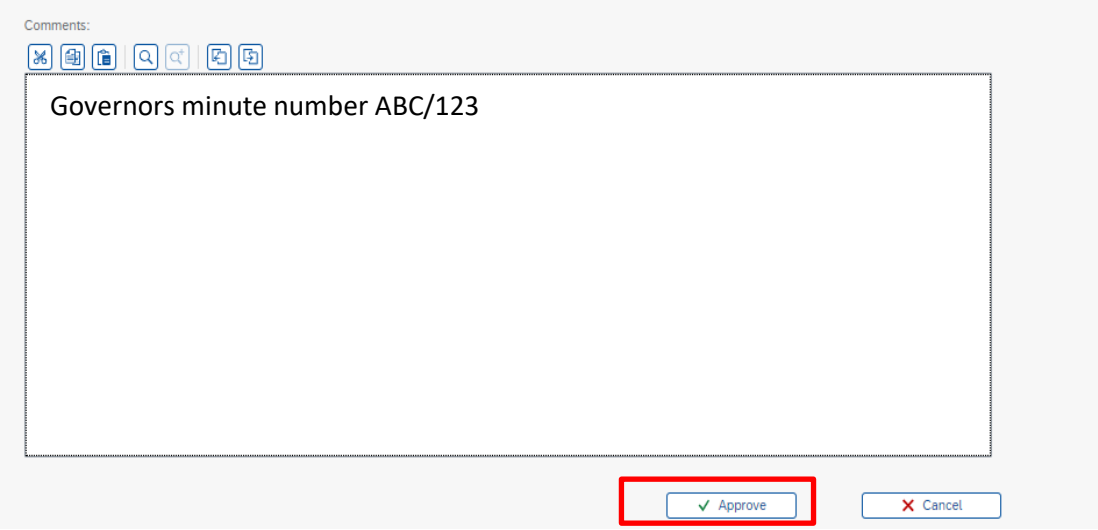


Section 1.1 - Approving a VIM invoice:

- When you are happy to approve the invoice, click **Approve** (bottom of the screen)

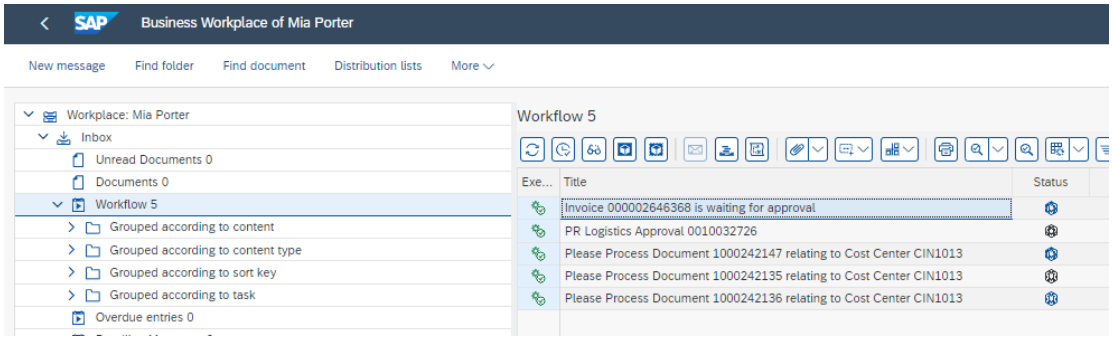


- A comments field displays. Enter a comment if this is relevant, eg a Governors minute number. All comments are attached to the invoice as a permanent audit trail. Then click **Approve.**

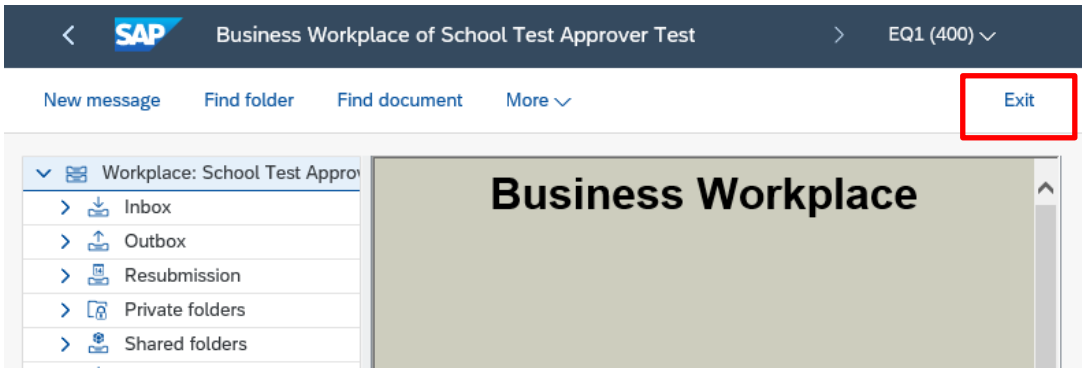


- If the gross value of the invoice exceeds your financial approval limit, when you click Approve, the invoice will be sent to your next approver's SAP Business Workplace (SBWP) inbox for authorisation.

- You are returned to your SAP Business Workplace Inbox (SBWP)and the approved invoice is no longer displayed



- To return to the Fiori Dashboard screen, click on **Exit**



Invoice payment:

The workflow now activates the debit of the net invoice amount on your budget and the payment to the vendor (according to their invoice payment terms eg 30 days from invoice date).
The pdf copy of the invoice is attached to this debit line and always available to view eg in a KSB1 report.

Section 1.2 - Rejecting a VIM invoice:

There are several reasons why you might want to reject an invoice:

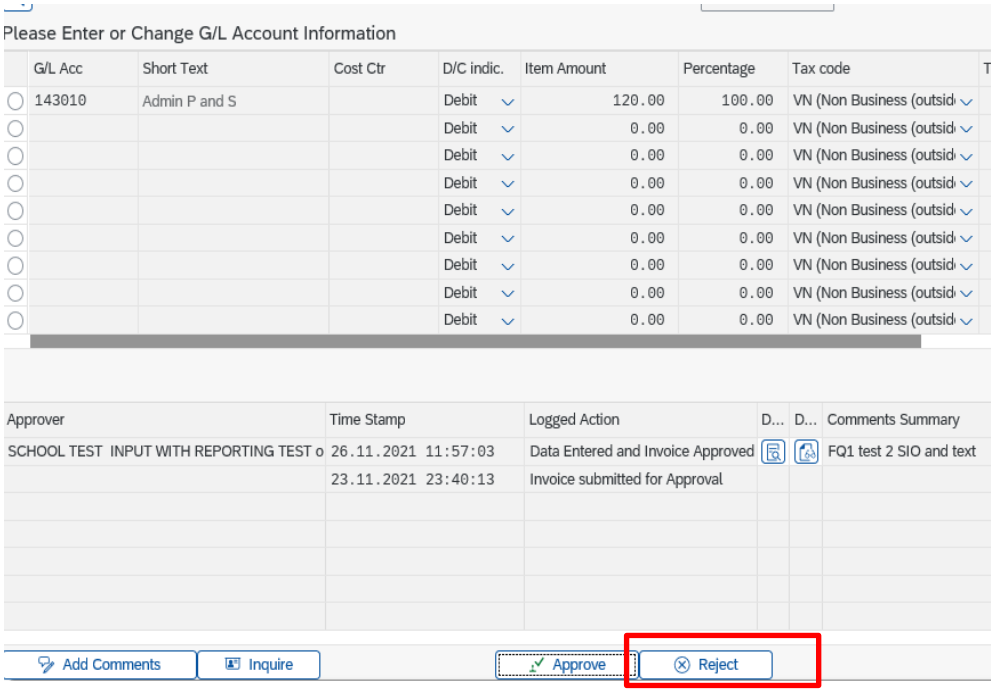
- The invoice does not belong to your school.
- The invoice quotes a purchase order number (this number starts with 8500xxxxxx which means that it has been raised in the Procurement system and should not be paid via VIM)
- The invoice, although not quoting an 8500xxxxxx Procurement purchase order number, does relate to one.
- The invoice has been paid previously and is a duplicate.
- The values shown on screen do not match the scanned image of the invoice e.g., gross/net/VAT amounts, vendor, etc.
- The goods/services have not been delivered or are damaged.
- The prices charged on the invoice are incorrect.
- The GL codes on screen are incorrect.

The Rejection process:

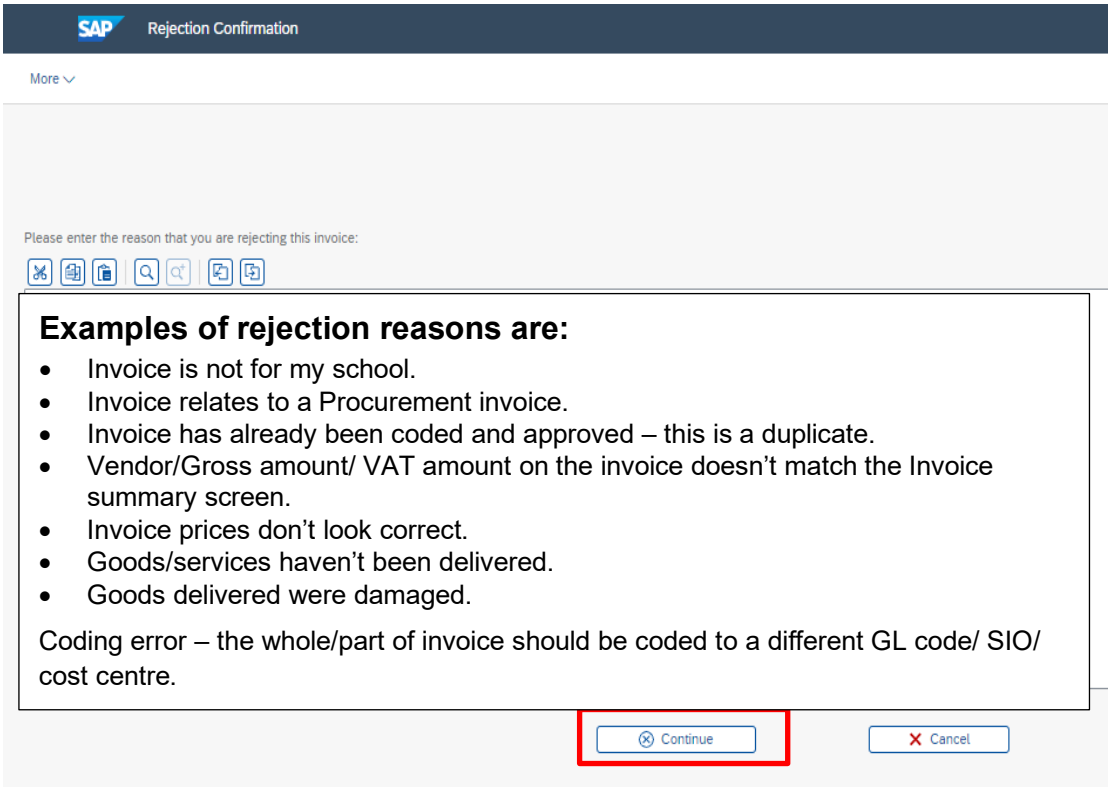
An Approver can only reject the invoice back to its coder (not directly back to the Accounts Payable team).

- **If the invoice image is incorrect/duplicate and/or** the entered information in the top half of the screen is incorrect, **Reject** the invoice back to the coder, adding a comment to advise the coder to reject it back to the Accounts Payable team.
- **If the information your coder has input is incorrect**, **Reject** the invoice back to the coder to correct this, again adding a comment to the coder to amend. The coder will then amend the invoice and send back onto you to Approve again

- In the Invoice summary screen click on **Reject**



- The Comments field displays**: You must** type in full details explaining your reason for rejecting the invoice in the comments box.



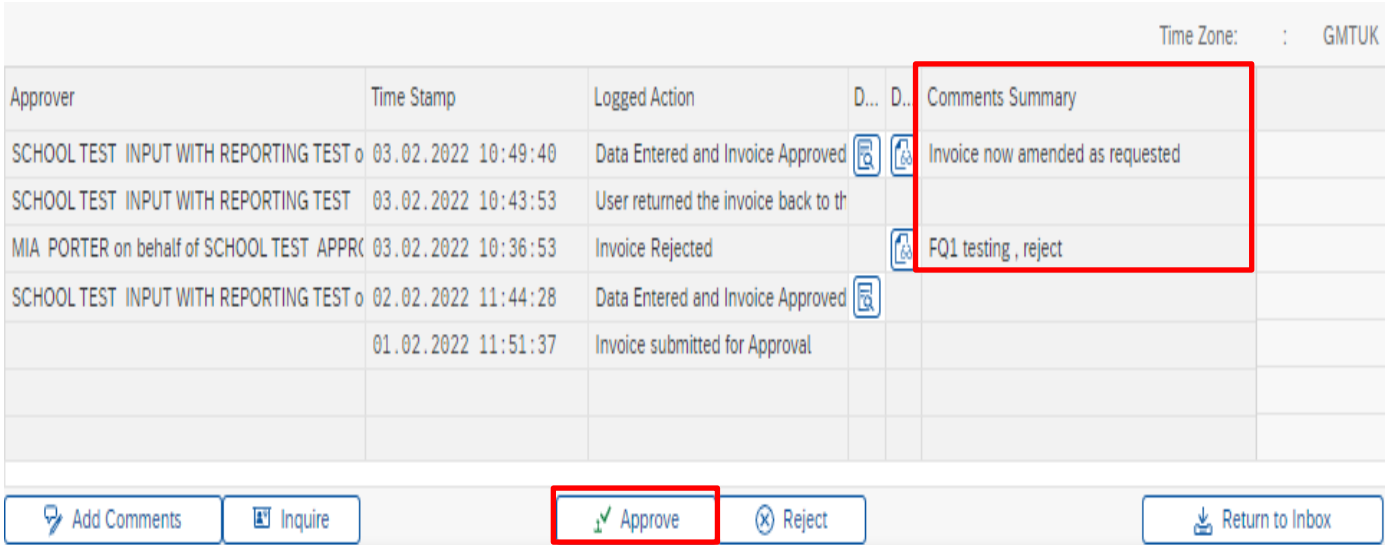
- When you have entered your reason for rejection, click **Continue.**

What happens next?

- The rejected invoice goes back to the coder who takes action to either amend the details and send it back to you to approve (it will show again in your SAP Business Workplace Inbox - SBWP)

Or reject the invoice back to Accounts Payable

- If the invoice is sent back to you, on opening the invoice in your SAP Business Workplace, you can scroll to the bottom of the screen to view the rejection history and Comments.



- If you are satisfied with the changes made to the invoice and are happy to approve the invoice, click **Approve**, adding a **Comment** if you wish.
- If you are still not happy to approve the invoice, reject it back again by clicking on **Reject** and to **Add Comments** send the invoice back again to the coder.

When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows.