



## Accounting and Disbursements Division Accounts Payable Branch

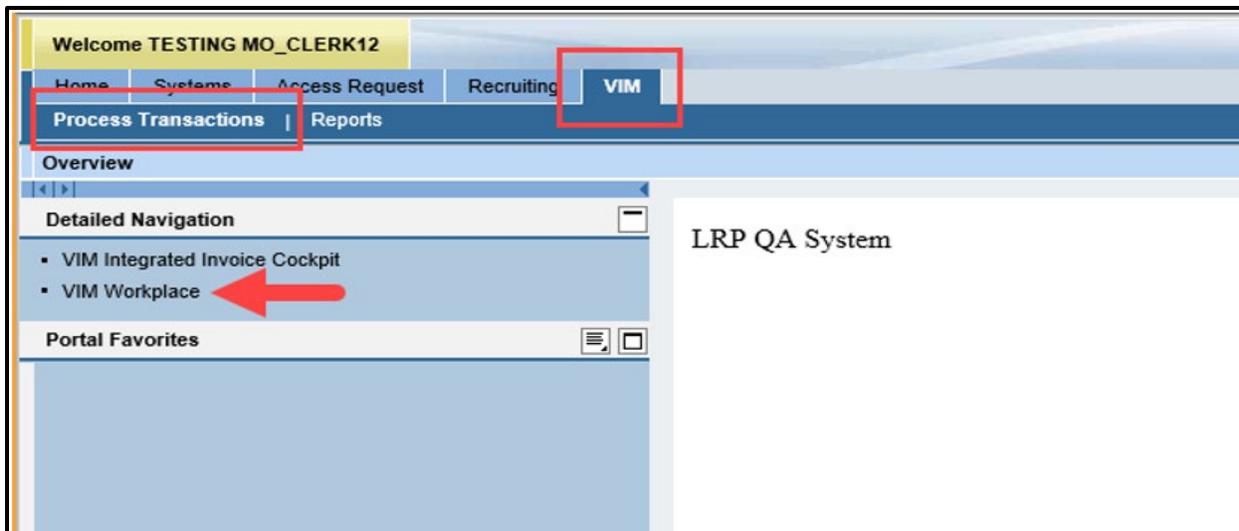
# VIM Workplace Exception Return to Vendor

## Overview

How to reject invoice to vendor.

## Instructions

- 🖥 Login to SAP to access VIM
  - VIM will be another accessible main tab in SAP
- 🖥 VIM Portal: VIM | Process Transactions | VIM Workplace | Personal View

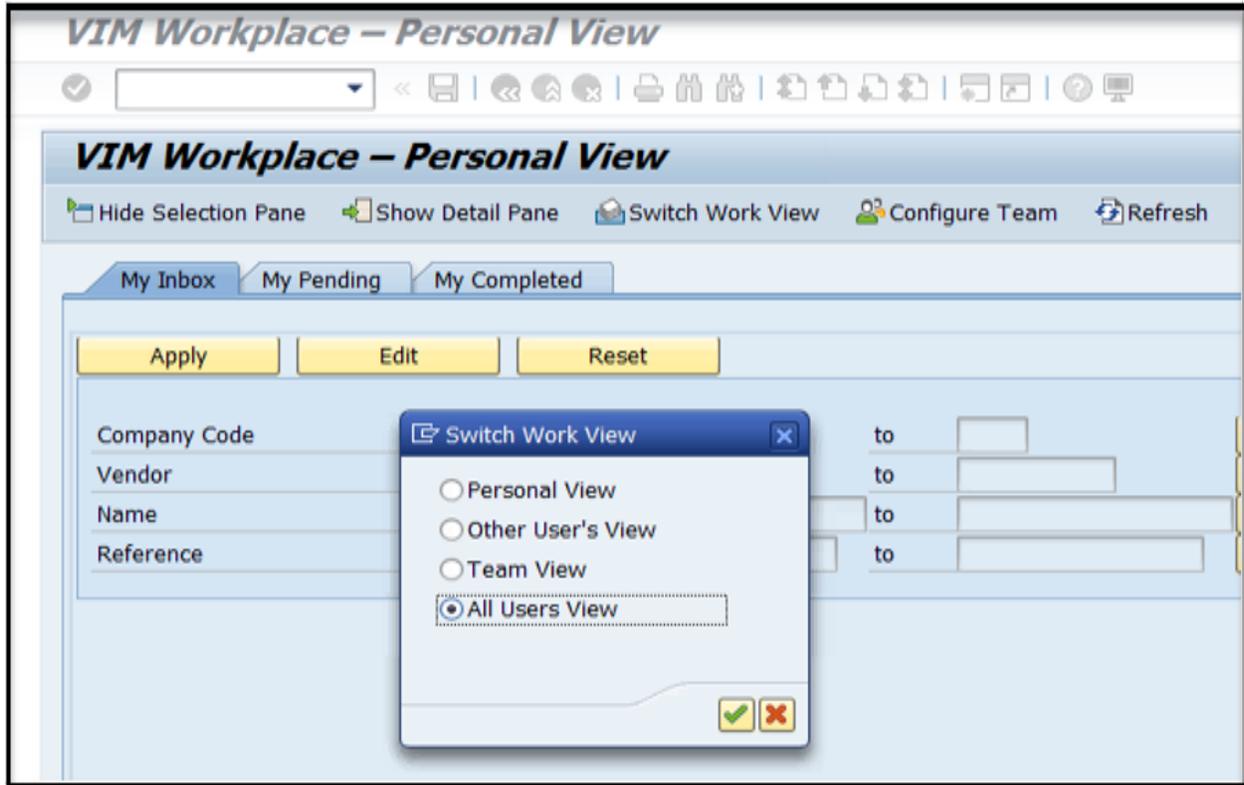


- Switch Work View | All Users View



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Workplace Exception Return to Vendor



- ☞ Displays all DP Documents with issue/s
  - Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
  - Any column can be sorted or filtered by using the various function icons



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Workplace Exception Return to Vendor

VIM Workplace – Personal View

My Inbox (7 Hits)

Proc.Stat.	Bulk Act.	Dashboard	WF History	Execute	Document Id	Doc. Item	Discou.	Exc.Type	Reason	Reroute/Rec.	Current Role	Curr.Agent	At
○	○	○	○	○	2000000595			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000592			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000591			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000582			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000577			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000572			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	
○	○	○	○	○	2000000512			921	Missing GR(M&O)	→	PRINCIPAL_CLERK	MO_CLERK12	

Vendor to Incoming Date  
Name to Due Date  
Reference to Document Id

Show: 500 Choose Bulk Action

All Inbox (212 Hits)

Proc.S...	Bulk Action	Das...	WF His...	Exe...	Document Id	Doc...	Exception Reason	Rero...	Recall	Cur
○	○	○	○	○	10000000028		Suspected Duplicate (RO)			IND

Click “Execute” icon to access invoice



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Proc.Stat.	Bulk Action	Dashboard	WF History	Execute	Document Id	Doc...	Exception Reason	Rero...	Recal	Current Role	Current Agent
	<input type="checkbox"/>				2000000750		Price Discrepancy Exist (PO)			BUYER	VBHEEMA
	<input type="checkbox"/>				2000000749		Price Discrepancy Exist (PO)			BUYER	VBHEEMA

- A separate screen, displaying the invoice image, will appear
  - User can close the invoice image window or keep window open to review



Accounting and Disbursements Division  
Accounts Payable Branch

VIM Workplace Exception  
Return to Vendor

File Edit View Favorites Help

100.0%

INVOICE

SINCE 1945

**G & G TOP SHOP & UPHOLSTERY** 2484  
Free Estimates

WE SPECIALIZE IN CONVERTIBLE TOPS \* COMPLETE AUTO UPHOLSTERY  
CUSTOM MADE SEAT COVERS \* TRUCK CUSHIONS, BOATS  
**(323)266-6568**  
3811 E. OLYMPIC BLVD., LOS ANGELES, CA 90023-3197

NAME: LOS ANGELES UNIFIED  
ADDRESS: SCHOOL DISTRICT

TELEPHONE: # P.O. # 4500513119

QUANTITY	DESCRIPTION	Unit price	Amount
	Re-upholstery		
(2)	Auto SEAT-BACKS	40	80.00
	MATERIAL	20.00	
	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

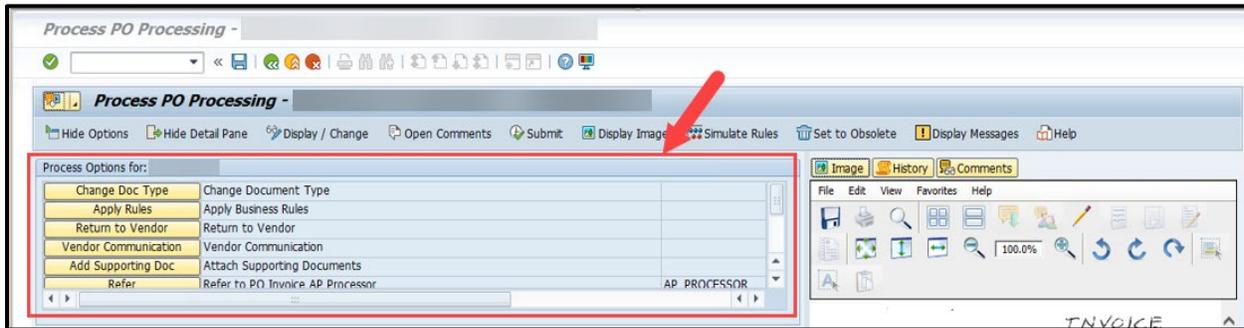


## Accounting and Disbursements Division Accounts Payable Branch

# VIM Workplace Exception Return to Vendor



Process Options and other DP Document fields are now accessible





# Accounting and Disbursements Division Accounts Payable Branch

## VIM Workplace Exception Return to Vendor

**Process PO Processing - Maintenance & Operations - 002000000714**

Process Options for: AP Processor

Change Doc Type	Change Document Type
Apply Rules	Apply Business Rules
Return to Vendor	Return to Vendor
Vendor Communication	Vendor Communication
Add Supporting Doc	Attach Supporting Documents
Refer	Refer to PO Invoice AP Processor

Basic Data | Line Items | Accounting | Tax | Process

**Missing Mandatory Information (PO)**

**Vendor Data**

Vendor Number: 1000006467 [Display Vendor](#)

Vendor Name: G & G TOP SHOP & UPHOLSTERY

Name 2: [Empty]

Street / House No: 3811 E. OLYMPIC BLVD Country / Region: US CA

Postl Code / City: 90023 LOS ANGELES PO Box: [Empty] Group: [Empty]

**Recipient Data**

Company Code: 1000

**Invoice Data**

Trans./event: Invoice

Reference Number: 2484 Document Date:

Auto-Calculate Tax:

Gross Amount: 80.00 USD Balance: 1.80

Total Tax Amount: 0.00

Vendor Charged Tax: 0.00

Discount Amount: [Empty]

Freight Amount: [Empty]

Requisitioner: TWSMXX

PO Number: 4500513119 PO List: [+](#)

**INVOICE** SINCE 1945

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**(323)266-6568**  
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NAME: LOS ANGELES UNIFIED SCHOOL DISTRICT

ADDRESS: \_\_\_\_\_

TELEPHONE #: P.O. # 4500513119

QUANTITY	DESCRIPTION	TYPE OF VEHICLE	DATE	Unit price	Amount
	Re-upholstery		9-11-19		
	(2) Add. SEAT-BACKS				40.80
	MATERIAL				20.00
	LABOR				60.00
	TAX				1.80
<b>APPROVED FOR PAYMENT</b>					
ISSUED: [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

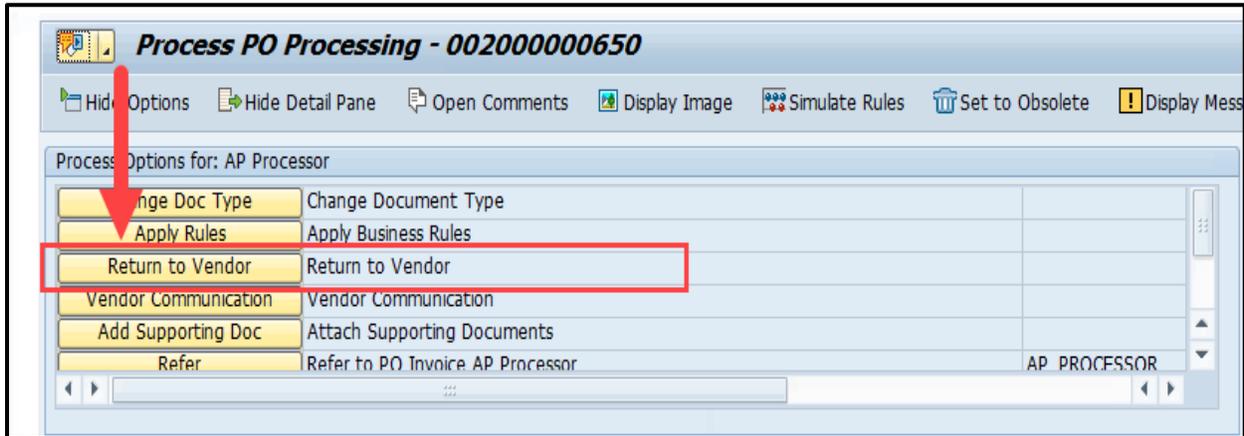
QR2 (1) 910 | sapqrx-2tk | INS

- Reject invoice to vendor
  - Click "Return to Vendor"

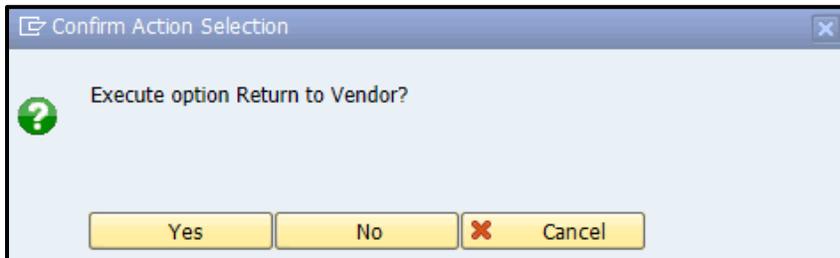


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# VIM Workplace Exception Return to Vendor



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



- “Return to Vendor” screen will appear



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Workplace Exception Return to Vendor

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

- 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 Preview section
  - Includes selected “Reason” and written “Comment for Vendor”



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Workplace Exception Return to Vendor

- Click “Send” icon
- “Return to Vendor” window will appear
  - Click “Yes”

**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 Expire
- Billing Period not within NTP/Task Order/Work Authorization Contract Period

**Comment for Vendor**

Unit Price Discrepancy for PO line 3

**DP Process Comments**

Unit Price Discrepancy for PO line 3

**Additional Documents**

File Type	Arch. Doc. Type	Arch.Date	Arch.Ti
			00:00:0
			00:00:0
			00:00:0
			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@lausd.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\_FRCSR03

Tel.:  
Email:

**Return to Vendor**

Send Vendor Email and Obsolete DP Document ?

Yes No

- Email notification will be sent to the vendor



**Accounting and Disbursements Division  
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- Invoice will be obsoleted (deleted) from the workflow