

Accounting and Disbursements Division Accounts Payable Branch

VIM Integrated Invoice Cockpit PO Exhausted (PO)

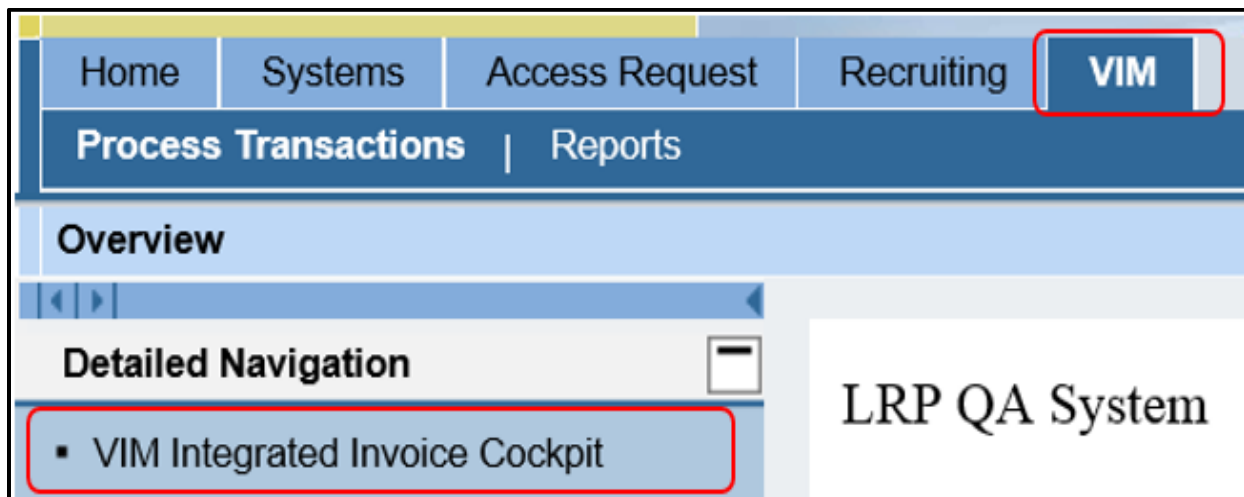
Overview

Invoice billing against a Purchase Order that has been exhausted (expended).

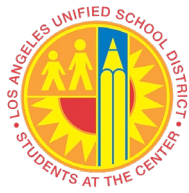
Exception Reason: **PO Exhausted (PO)**

Instructions

- 🖥️ Login to VIM
 - VIM will be another accessible main tab in SAP
- 🖥️ VIM Portal: VIM | Process Transactions | VIM Integrated Invoice Cockpit (IIC)

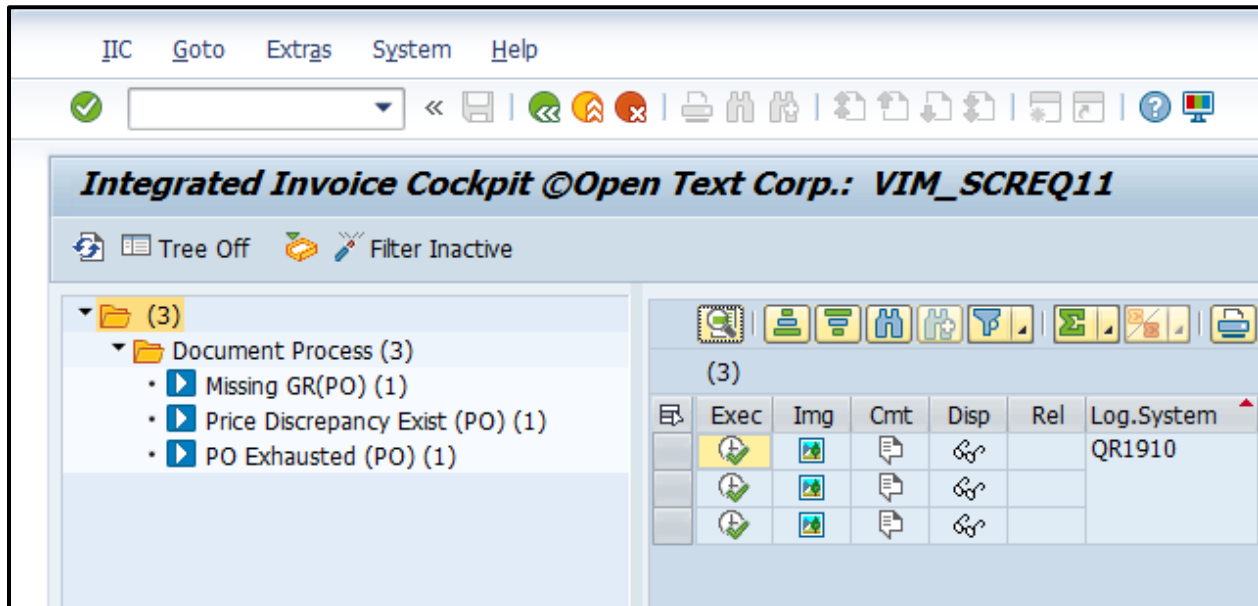


- 🖥️ Click ► symbol next to the folder to expand
 - Each invoice issue is categorized with a number count



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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

The screenshot shows the VIM Integrated Invoice Cockpit interface with a list of invoices. The table has the following columns: Exec, Img, Cmt, Disp, Rel, Log.System, Doc.ID, Doc.It., CoCd, Doc. No., Year, InvItem, Ac., InvItem Text, and Reference. The table contains 10 rows of data, all of which are highlighted in yellow. The first row shows a green checkmark in the Exec column, a green icon in the Img column, and the text "QR1910" in the Log.System column. The Reference column shows the value "1650".

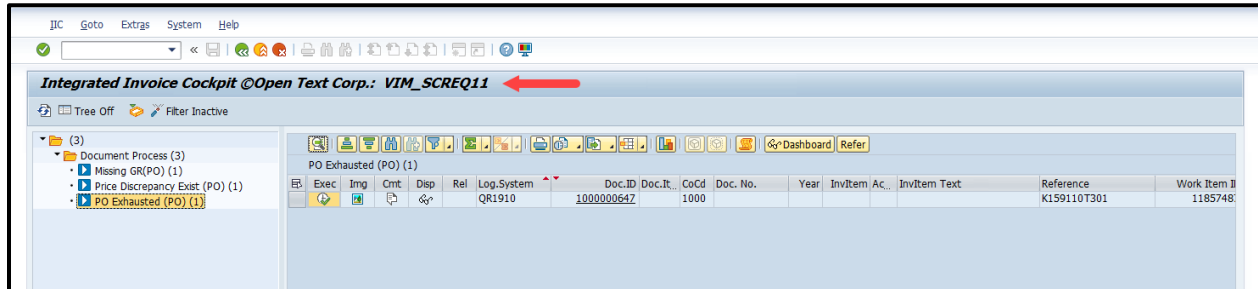
Exec	Img	Cmt	Disp	Rel	Log.System	Doc.ID	Doc.It.	CoCd	Doc. No.	Year	InvItem	Ac.	InvItem Text	Reference
✓	📄				QR1910	1000000160		1000						1650
✓	📄				QR1910	1000000211		1000						832986
✓	📄				QR1910	1000000239		1000						10387590
✓	📄				QR1910	1000000302		1000						690097
✓	📄				QR1910	1000000304		1000						926
✓	📄				QR1910	1000000307		1000						48415
✓	📄				QR1910	1000000310		1000						14722
✓	📄				QR1910	1000000321		1000						701DEA
✓	📄				QR1910	1000000322		1000						157321
✓	📄				QR1910	1000000379		1000						22720
✓	📄				QR1910	1000000386		1000						94480

- For Exception Reason, **PO Exhausted (PO)**, the invoice automatically workflows to PO Requisitioner for further review and approval

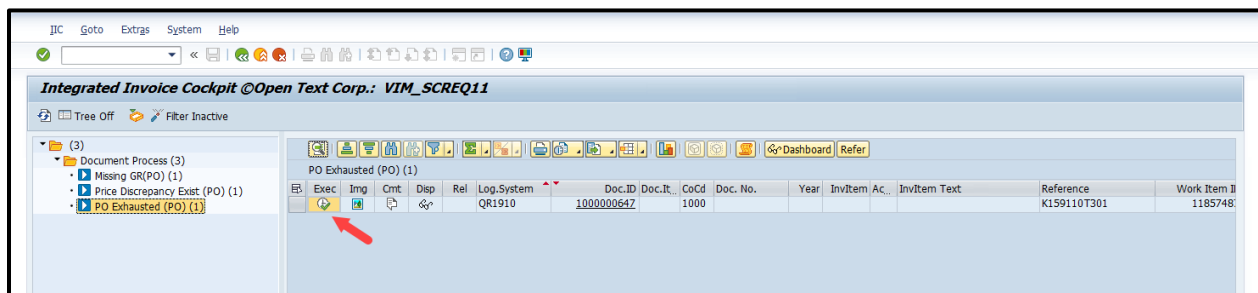
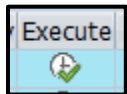


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VIM Integrated Invoice Cockpit PO Exhausted (PO)



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



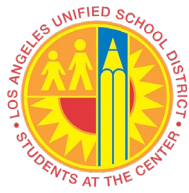
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Accounts Payable Branch

VIM Integrated Invoice Cockpit

PO Exhausted (PO)



 Process Options and other DP Document fields are now accessible



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

Process PO Processing - 001000000647

Process PO Processing - 001000000647

Hide Options Hide Detail Pane Open Comments Display Image Simulate Rules Display Messages Help

Process Options for: Requisitioner

Post Goods Receipt	Post Goods Receipt
Reverse Goods Receipt	Reverse Goods Receipt
Apply Rules	Apply Business Rules
Return to Vendor	Return to Vendor
Vendor Communication	Vendor Communication
Add Supporting Doc	Attach Supporting Documents

Basic Data Line Items Accounting Tax Process

PO Exhausted (PO)

Vendor Data

Vendor Number 1000004791 [Display Vendor](#)

Vendor Name ZONES, INC.

Name 2

Street / House No 1102 15th Street SW, Suite 102 Country / Region US WA

Postl Code / City 98001 Auburn PO Box Group

Recipient Data

Company Code 1000

Invoice Data

Trans/event Invoice

Reference Number K1591107301 Document Date 07/27/2021

Auto-Calculate Tax ☒

Gross Amount 7,387.70 USD

Total Tax Amount 640.95

Vendor Charged Tax 640.90

Discount Amount 0.00

Freight Amount 0.00

Balance 0.05

Requisitioner VIM_SCREQ11

Process History

Comment/Activity	Status	Process Type	Document Status
Business Rules Check in BG	✓	PO Exhausted (PO)	Indexed
Apply Business Rules	✓	Vendor Mismatch (PO)	Indexed
Workflow Start	✓	Vendor Mismatch (PO)	Indexed
Update status	✓		Validation Complete
BC Inbound	✓		Ready for Validation
Update status	✓		Extraction Completed
Early Archiving	✓		Processing Archiving

Approval History

Comment	Display Item details	Activity	Actual Agent	Timestamp	Doc. Log	Date	Time	User
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Invoice is correct → Modify Purchase Order

PO Requisitioner

- Refer to SAP Purchase Order Job Aids for more information, if needed (<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/jobAids.html>)
- After purchase order modification is complete, re-open DP Document (see previous steps)
- Click “Simulate Rules” to run the Business Rules between the PO and invoice
 - This will update the error message from Price Discrepancy Exist (PO) to Missing GR (PO)
- Click “Post Goods Receipt”
- “Confirm Action Selection” window will appear
- Click “Yes”



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

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

- 🖥 When PO Requisitioner requires Buyer assistance
 - Click “Refer to PO Invoice Buyer”

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	AP_PROCESSOR
Refer	Refer to PO Invoice Buyer	BUYER

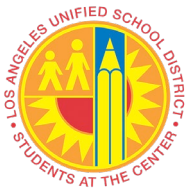
- “Edit Comments” window will appear
- Enter comment(s)
- Click “Save”

Edit Comments 001000000209

Current Comments

PO modification assistance needed

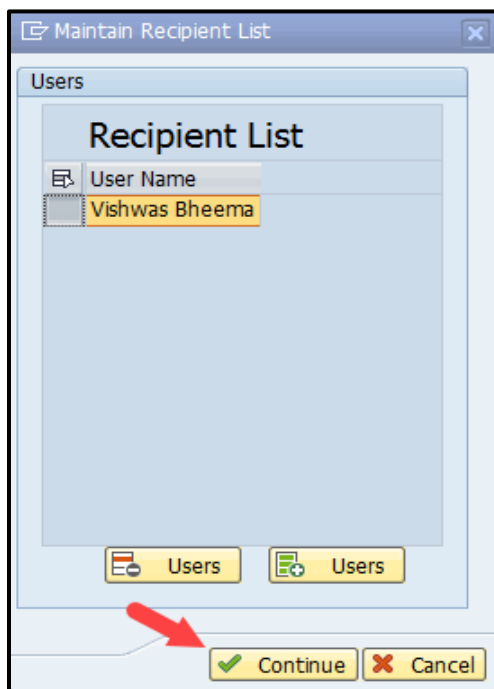
Save Cancel



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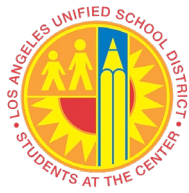
VIM Integrated Invoice Cockpit PO Exhausted (PO)

- “Maintain Recipient List” window will appear
- Click the gray box to select and highlight the Buyer to remove, if there are multiple recipients listed
 - Unselected Buyer is whom to send the document to
- Click “Users – Delete Rows”
- Click “Continue”
- Document will workflow to the Buyer



Invoice referenced incorrect Purchase Order → Refer to Accounts Payable

- Click “Refer to PO Invoice AP Processor”



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

Document Edit GoTo Settings OpenText System Help

Process PO Processing - 00200000133

Hide Options Hide Detail Pane Open Comments Display Image Simulate Rules Display Log Display Messages Help

Process Options for Requisitioner

Add Supporting Doc	Attach Supporting Documents	
Refer	Refer to PO Invoice AP Processor	AP_PROCESSOR
Refer	Refer to PO Invoice Buyer	BUYER
Refer	Refer to Requisitioner	REQUISITIONER
Refer for Info	Refer for Information	INFO_PROVIDER

Basic Data Line Items Accounting Tax Process

Missing GR(PO)

Vendor Data

Vendor Number: 1000003152 Display Vendor

Vendor Name: CENTER FOR CULTURALLY RESPONSIVE TEACHING AND LEARNING

Name 2:

Street / House No: 4712 ADMIRALTY WAY, #1141 Country / Region: US CA

Postl Code / City: 90292 MARINA DEL REY PO Box: Group:

Recipient Data

Company Code: 1000

Invoice Data

Trans./event: Invoice

Reference Number: TEST46 Document Date: 01/24/2020

Auto-Calculate Tax: ☒

Gross Amount: 4,000.00 USD CO Balance: 0.00

Total Tax Amount: 0.00

Vendor Charged Tax: 0.00

Discount Amount: 0.00

Freight Amount: 0.00

PO Number: 4500515439 Requisitioner: VIM_SCREQ01

PO List

THE CENTER FOR CULTURALLY RESPONSIVE TEACHING AND LEARNING
4712 Admiralty Way # 1141 Marina Del Rey, CA 90292
T: (310) 282-2000 F: (310) 282-2323
www.culturallyresponsive.org

Bi

Terms Due Date

Net 30 02/28/2020

Quantity	Description
1	Foundation Day One: Changing Mindsets- Full Day: 09/21/2019 Out-of-state sale, exempt from sales tax

Inform. Influence. Inspire.

Questions about this invoice? Email us.
conf.is@usmail.com

1 / 1

QR2 (1) 910 sapqrc-2tk INS

- “Edit Comments” window will appear
- Enter comments
- Click “Save”



Accounting and Disbursements Division
Accounts Payable Branch

VIM Integrated Invoice Cockpit





PO Exhausted (PO)

Edit Comments 002000000749

Current Comments

Invoice referenced incorrect PO 4500457683
Correct Purchase Order PO 4500569246

Save Cancel

-  "Maintain Recipient List" window will appear
-  Click the gray box to select and highlight the AP Processor to remove, if there are multiple recipients listed
 - Unselected AP Processor is whom to send the document to
-  Click "Users – Delete Rows"
-  Click "Continue"



Accounting and Disbursements Division
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VIM Integrated Invoice Cockpit PO Exhausted (PO)

Maintain Recipient List

Users

Recipient List

User Name
AP_PRCR01
AP_PRCR02
AP_PRCR03
AP_PRCR04
AP_PRCR05
AP_PRCR06
AP_PRCR07
AP_PRCR08
AP_PRCR09
AP_PRCR10
AP_PRCR11

Users Users

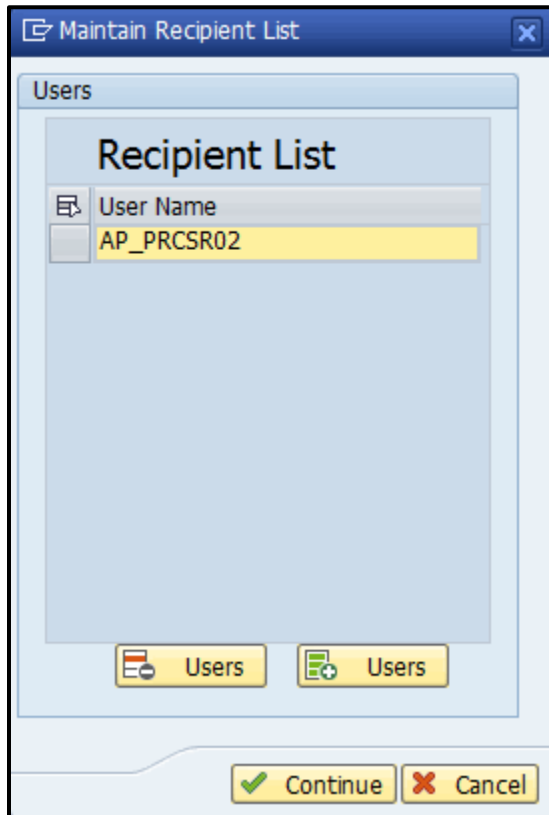
Delete Row

Continue Cancel



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VIM Integrated Invoice Cockpit PO Exhausted (PO)



 Document will workflow to the AP Processor

Invoice is **incorrect** → **Reject invoice to vendor**

 Click "Return to Vendor"



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

Doc#	M...	Purchasing Doc.	Item	Description	Debit/...	Amount	Quantity
1		450015430	1	486 "BUFFALO" CHICKEN...	Debit	180,000.00	1,800

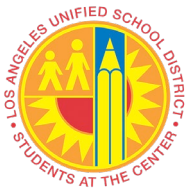
- ☞ "Confirm Action Selection" window will appear
- ☞ Click "Yes"

Confirm Action Selection

Execute option Return to Vendor?

Yes No Cancel

- ☞ "Return to Vendor" screen will appear



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

Return to Vendor

E-Mail Address:

☐ CC Requester:

Subject:

☒ 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 Expired
- ☐ Billing Period not within NTP/Task Order/Work Authorization or Contract Period

Comment for Vendor

DP Process Comments

Additional Documents

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

Language:

Mail Template

Preview

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

- 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

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 Expired
- ☐ 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_PRCR03

Tel.:
Email:

Return to Vendor

Send Vendor Email and Obsolete DP Document ?

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