

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)

Home	Systems	Access Request	Recruiting	VIM
Process	s Transaction	s Reports		
Overviev	v			
		•		
Detailed	Navigation			System
 VIM Int 	egrated Invoid	e Cockpit	LRP QA	system

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



VIM Integrated Invoice Cockpit PO Exhausted (PO)

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 ▼ (3) ▼ Document Process (3) • Missing GR(PO) (1) 	(3)
 Price Discrepancy Exist (PO) (1) PO Exhausted (PO) (1) 	Exec Img Cmt Disp Rel Log.System Image Image Image Image Image Image Image Image Image Image Image Image

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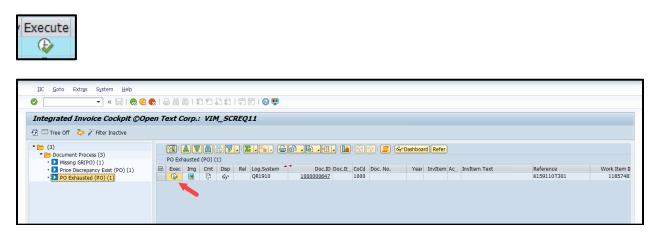
For Exception Reason, PO Exhausted (PO), the invoice automatically workflows to PO Requisitioner for further review and approval



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 (3) Document Process (3) Missing GR(PO) (1) Price Discrepancy Exist (PO) (1) PO Exhausted (PO) (1) 	Image: Construction Image: Construction
PO LAnauscel (PO) (1)	

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



VIM Integrated Invoice Cockpit PO Exhausted (PO)

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TELEPHONE: #	D. D. # 4500513/19
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Click "Yes" if a Security Alert window appears



VIM Integrated Invoice Cockpit PO Exhausted (PO)

Security	lert	3
£	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



VIM Integrated Invoice Cockpit PO Exhausted (PO)

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I PO Exhausted (PO)								÷.	carry / terring			Troccooling Archiving
Vendor Data												
Vendor Number	1000004791	Display Vendor										
Vendor Name	ZONES, INC.											
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Invoice is <u>correct</u> \rightarrow Modify Purchase Order

- PO Requisitioner
 - Refer to SAP Purchase Order Job Aids for more information, if needed (<u>https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job</u> <u>Aids.html</u>)
 - 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"



Co	nfirm Action Selection	X
0	Execute option Post Goods Receipt?	
	Yes No Cancel	

- SAP Post, Change or View Goods Receipt/Issue (MIGO) screen will appear
- Create Goods Receipt entry in SAP
 - Refer to SAP Create Goods Receipt Job Aid, if needed (<u>https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job</u> <u>Aids.html</u>)

Post, Change or View Goods Receipt/Issue	History	Back Forward
Goods Receipt Purchase Order -		
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General Vendor 42	_	
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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)
- When PO Requisitioner requires Buyer assistance
 - Click "Refer to PO Invoice Buyer"

Process Options for: AP Pr	ocessor		
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	A
Refer	Refer to PO Invoice Buyer	BUYER	Ψ.

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

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Current Comments	
PO modification assistance needed	
	_
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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

🔄 Maintain Recipient List	×
Users	
Recipient List	
User Name Vishwas Bheema	
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Continue X Cance	.

Invoice referenced <u>incorrect</u> Purchase Order → Refer to Accounts Payable

Click "Refer to PO Invoice AP Processor"



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Name 2									D:
Street / House No	4712 ADMIRALTY WAY, #1141	Count	y / Region	US CA					Bi
Postl Code / City	90292 MARINA DEL REY	PO Bo	x	Group					
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Trans./event Reference Number	Invoice TEST46	Document Date	01/24/2020				09/21/2019 Out-of-state sale, exempt f	rom sales tax	
Auto-Calculate Tax	√	Document Date	01/24/2020						
Gross Amount	4,000.00 USD	COB Balance	0.00						
Total Tax Amount	0.00								
Vendor Charged Tax	0.00								
Discount Amount	0.00								
Freight Amount	0.00								
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- E "Edit Comments" window will appear
- Enter comments
- Click "Save"



¢	Edit Comments 002000000749	×
Cu	irrent Comments	
	Invoice referenced incorrect PO 4500457683 Correct Purchase Order PO 4500569246	
	🔚 Save 🗶 Cano	el

- □ "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"



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VIM Integrated Invoice Cockpit PO Exhausted (PO)

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Continue Cancel]

Document will workflow to the AP Processor

Invoice is incorrect \rightarrow Reject invoice to vendor

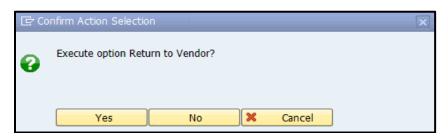
□ Click "Return to Vendor"



VIM Integrated Invoice Cockpit PO Exhausted (PO)

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Doc M Purchasing 1 450051543		Description Debit 486 "BUFFALO" CHICKENDebit	/ Amount t • 180,000.		<u> </u>	PH: (562) 977-4000
400001040	<u> </u>	180 BOFFALO CHICKEN DEDI	- 100,000.		-	BILL TO: 070020 DELIVER TO: PROCUREMENT LAUSD-ACCOUNTS PAYABLE
			-			Food Services Branch, Attn: Todd Eguchi 8525 REX ROAC PO Box 54308 PCD RIVERA, C Los Angeles, CA 80054 582-654-9004 1s
			- -			PO must appear on Invoice 502-004-0004 1s
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- "Confirm Action Selection" window will appear
- Click "Yes"



💻 "Return to Vendor" screen will appear



Return to Vendor				
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	Additional Documents			
E-Mail Address: bdavidson@vistapant.com	File Type	Arch. Doc. Type	Arch.Date	Arch.Tim 00:00:00
CC Requester:				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 Quality issue	/OPT/VIM_RTV_EXAMPL	LE		
Quantity issue				
Duplicate invoice	4 >			
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	Generate Preview Preview			
	Preview			
OP Process Comments				

- □ 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"



VIM Integrated Invoice Cockpit PO Exhausted (PO)

Return to Vendor	
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	Additional Documents
E-Mail Address: dan@mcifoods.com; [add email address]	File Type Arch. Doc. Type Arch.Date Arch
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Subject. Onable to Pay - Resubilit Revised Involce	
✓ Attach Invoice Image	
Reason	Language: EN
Goods not received	Mail Template
V Price issue	/OPT/VIM_RTV_EXAMPLE
Quality issue	
Quantity issue	
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	Preview
	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,
DP Process Comments	not the date of the original invoice.
Unit Price Discrepancy for PO line 3	Comments:
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🔄 Re	🖻 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