Accounting and Disbursements Division
Accounts Payable Branch

VIM Integrated Invoice Cockpit
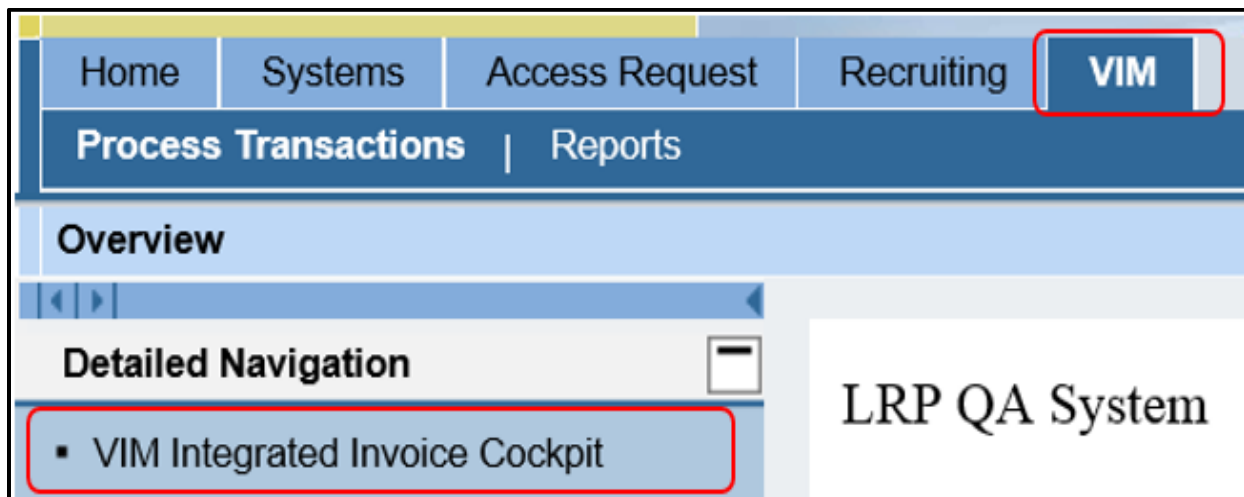# PO Exhausted (PO)

Overview

Invoice billing against a Purchase Order that has been exhausted (expended).
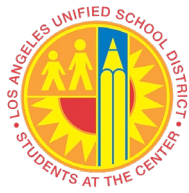
Exception Reason: **PO Exhausted (PO)**

Instructions

- 💻 Login to VIM
  - VIM will be another accessible main tab in SAP

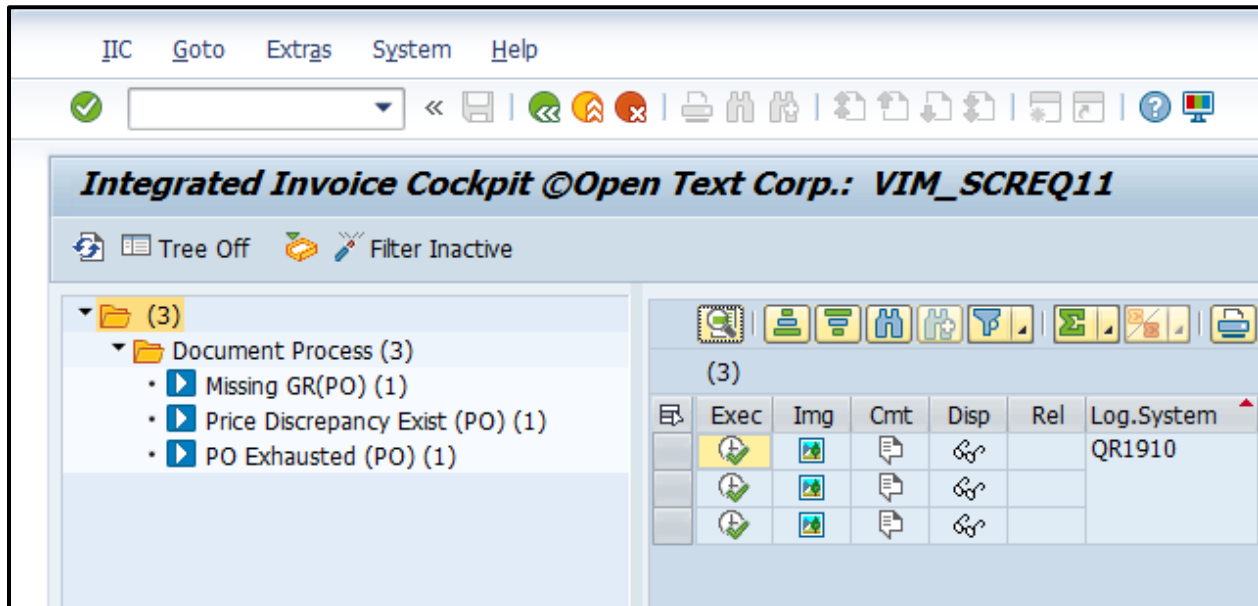- 💻 VIM Portal: VIM | Process Transactions | VIM Integrated Invoice Cockpit (IIC)

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

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

🖥 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

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

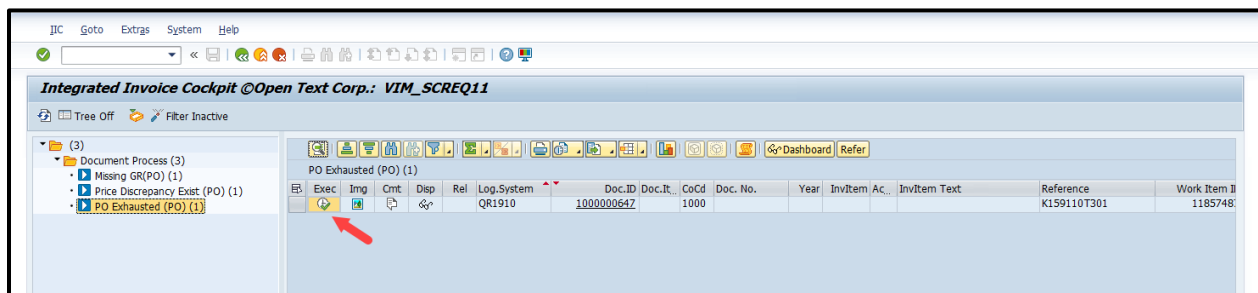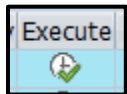# VIM Integrated Invoice Cockpit
PO Exhausted (PO)
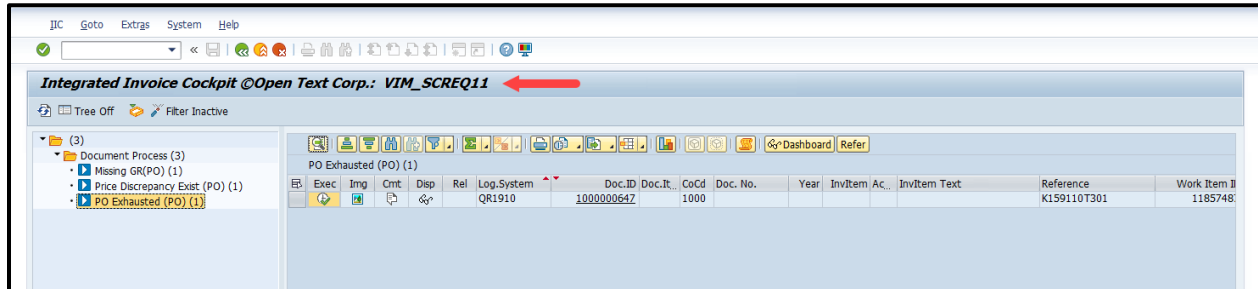
⌨ Click "Execute" icon to access invoice for review

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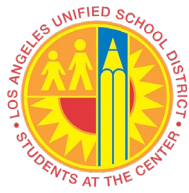 o   User can close the invoice image window or keep window open to review

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

⌨ Click "Yes" if a Security Alert window appears

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

🖥 Process Options and other DP Document fields are now accessible

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

Invoice is <u>correct</u> → 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"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- 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 (https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job Aids.html)

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- o 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"

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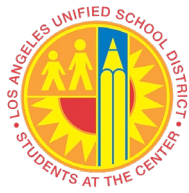- Enter comment(s)
- Click "Save"

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
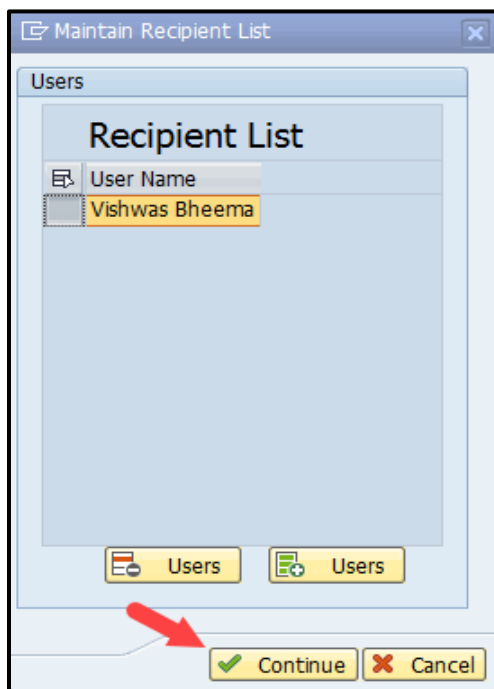
Invoice referenced <u>incorrect</u> Purchase Order → Refer to Accounts Payable
- 🖳 Click "Refer to PO Invoice AP Processor"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- 🖳 "Edit Comments" window will appear
- 🖳 Enter comments
- 🖳 Click "Save"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- "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"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

VIM Integrated Invoice Cockpit
PO Exhausted (PO)
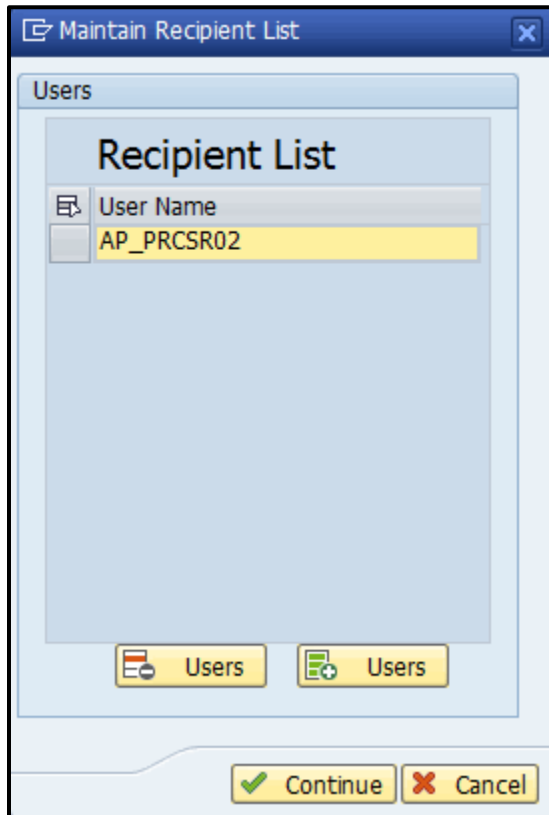
🖳 Document will workflow to the AP Processor

Invoice is <u>incorrect</u> → Reject invoice to vendor
   🖳 Click "Return to Vendor"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

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

- ⌨ "Return to Vendor" screen will appear
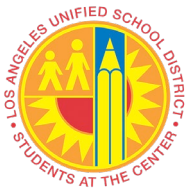
![Los Angeles Unified School District seal]

Accounting and Disbursements Division
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VIM Integrated Invoice Cockpit
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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"

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

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