



Accounting and Disbursements Division Accounts Payable Branch

VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

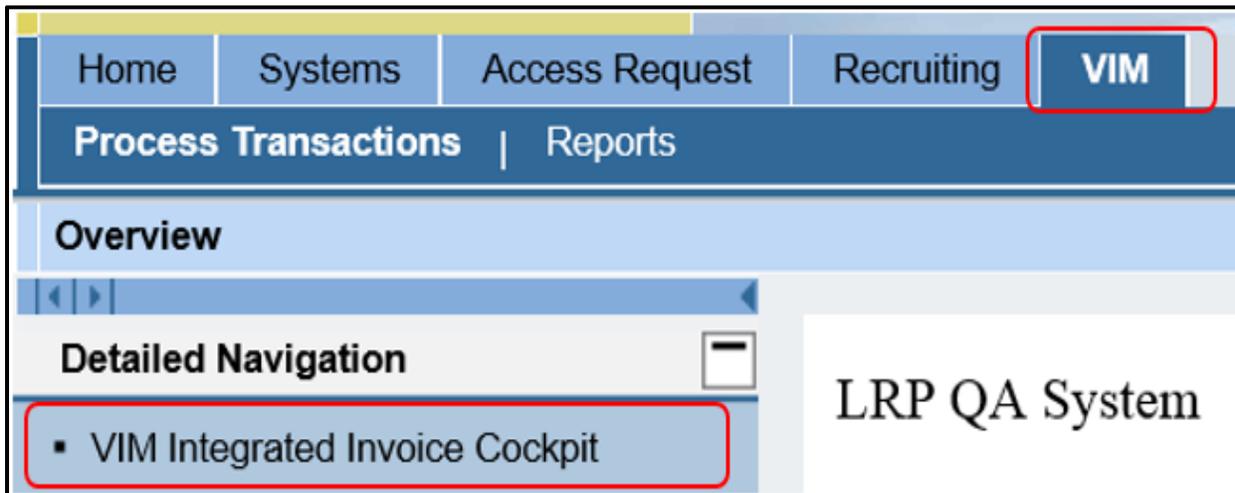
Overview

Invoice billing for higher unit price than Purchase Order unit price.

Exception Reason: **Price Discrepancy Exist (PO)**

Instructions

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

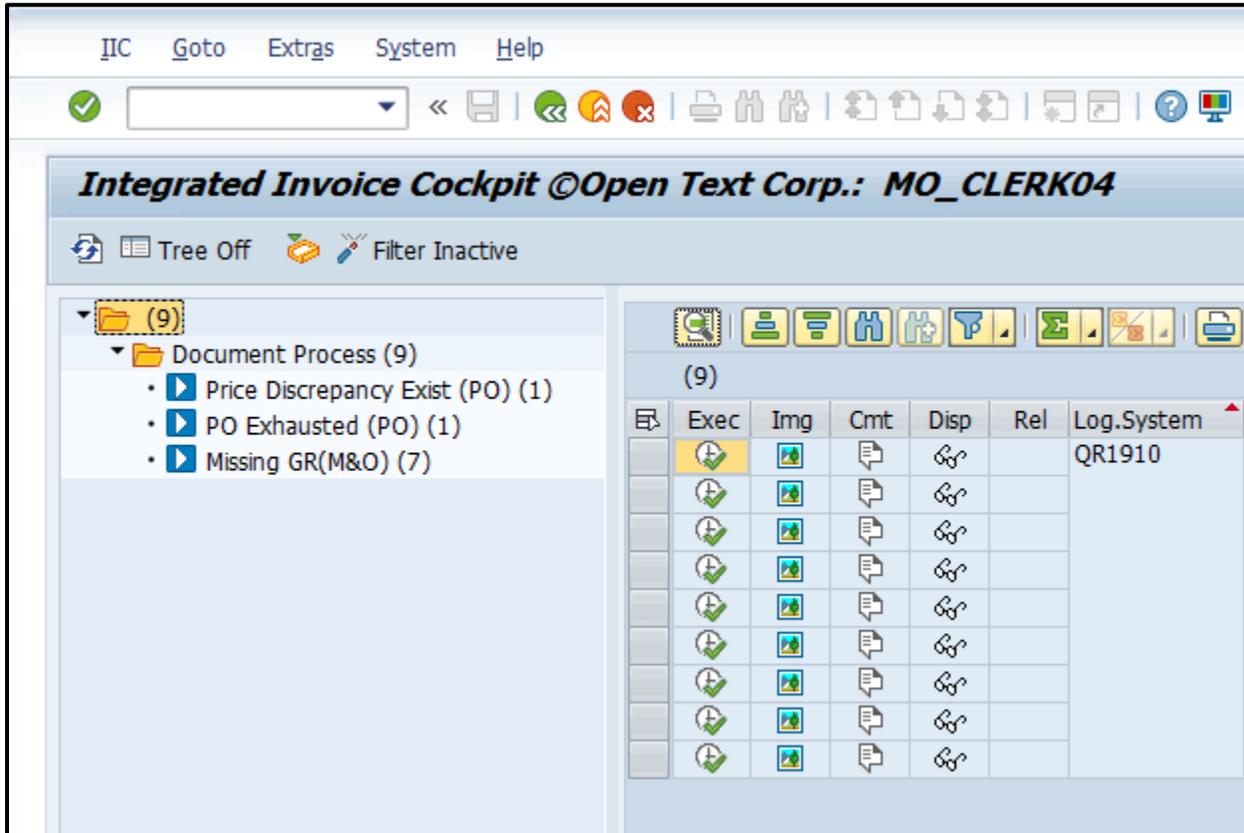


- 📄 Click ► symbol next to the folder to expand
 - Each invoice issue is categorized with a number count



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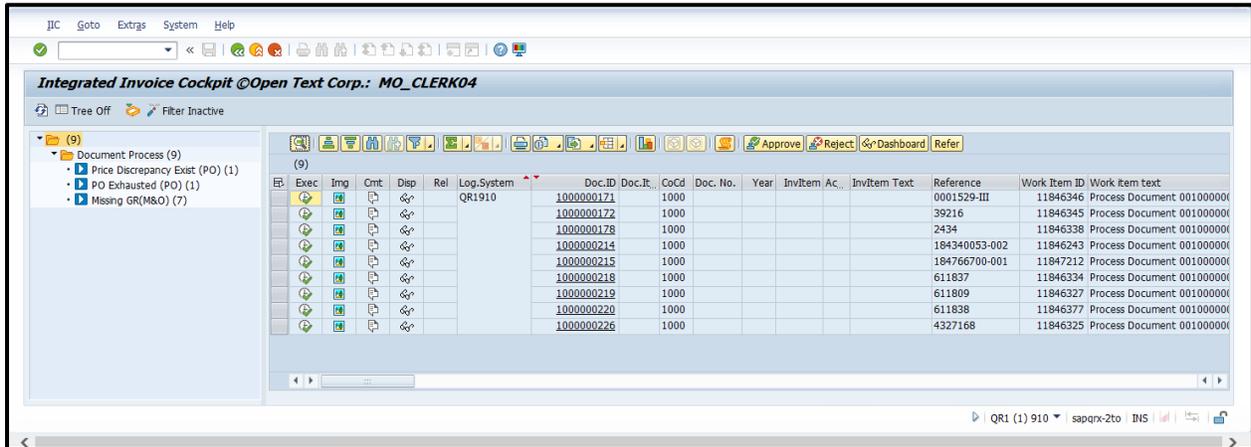


- Click on each invoice category to see the list of invoice/s
 - Use bottom scroll bar to access more columns such as Purchase Order, Vendor Name, Invoice, Exception Text, Discount, etc
 - Any column can be sorted or filtered by using the various function icons

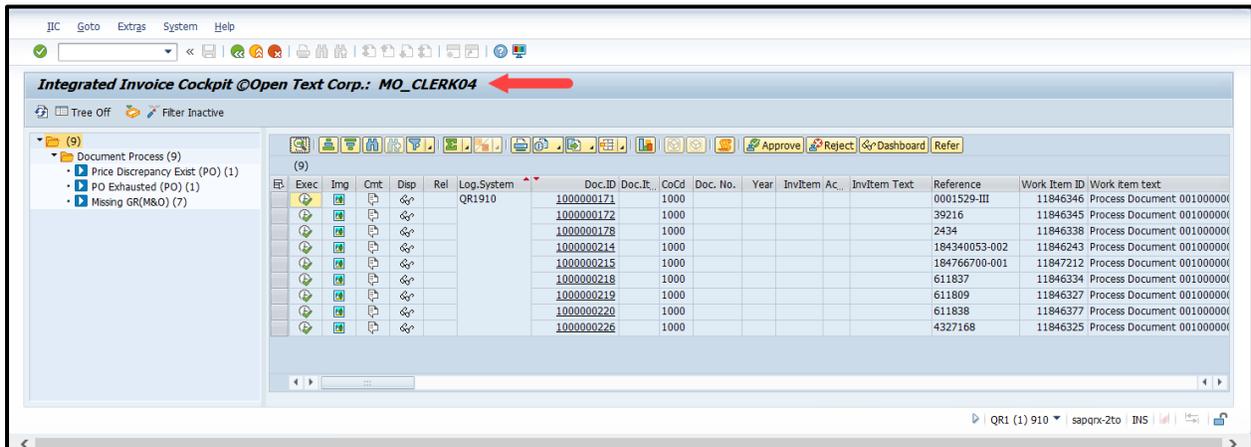


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For Exception Reason, **Price Discrepancy Exist (PO)**, the invoice automatically workflows to the M&O Clerk for further review and approval



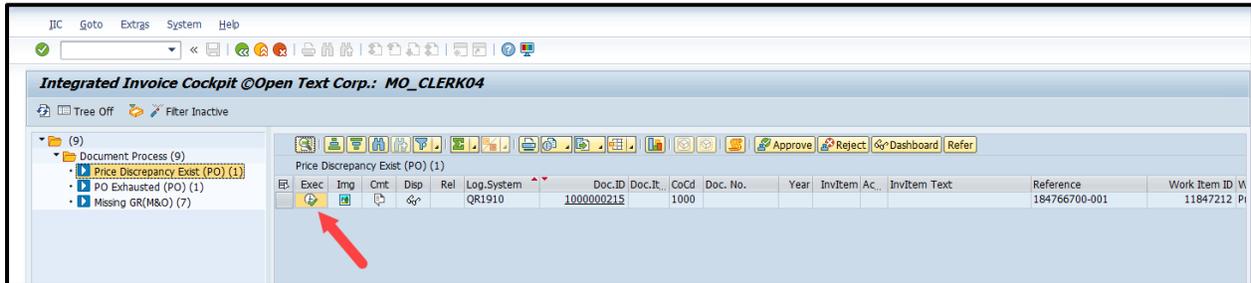
Click “Execute” icon to access invoice for review





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- 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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File Edit View Favorites Help

100.0%

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NAME: LOS ANGELES UNIFIED
ADDRESS: SCHOOL DISTRICT

TELEPHONE: # P.O. # 4500513119

QUANTITY	DESCRIPTION	Unit price	Amount
	Re-upholstery		
(2)	Adv. 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 a Security Alert window appears



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Price Discrepancy Exist (PO)**



 Process Options and other DP Document fields are now accessible



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The screenshot displays the 'Process PO Processing - Maintenance & Operations - 00100000215' interface. It features a top navigation bar with various icons and a main content area divided into several sections:

- Process Options for: PRINCIPAL_CLERK - M&O Invoice Processor:** A table with actions like 'Apply Rules', 'Return to Vendor', 'Vendor Communication', 'Add Supporting Doc', 'Refer', and 'Refer'.
- Vendor Data:** Fields for Vendor Number (1000001481), Vendor Name (UNITED RENTALS INC.), Name 2, Street / House No (13316 SOUTH WESTERN AVENUE), Post Code / City (90249 GARDEJA), Country / Region (US CA), PO Box, and Group.
- Recipient Data:** Company Code (1000).
- Invoice Data:** Fields for Reference Number (184766700-001), Document Date (08/28/2020), Auto-Calculate Tax (checked), Gross Amount (1,427.62 USD), Total Tax Amount (91.20), Vendor Charged Tax (113.62), Discount Amount, Freight Amount, and Requisitioner (TWSGAX).
- Process History:** A table with columns for Comment Activity, Status, and Process Type. Activities include 'Refer to M&O PRINCIPAL_CLERK', 'Business Rules Check in BG', 'Refer to M&O PRINCIPAL_CLERK', 'Workflow Start', 'Update status', 'BC Inbound', 'Update status', and 'Early Archiving'. All statuses are marked as 'OK'.
- Approval History:** A table with columns for Comment, Display item details, Activity, Actual Agent, Timestamp, Doc. Log, Date, Time, and User Name.

Invoice is correct → Modify Purchase Order in Maximo

- Maximo PO modification will interface to SAP
 - Refer to Maximo Job Aids for Purchase Order modification, if needed
 - Ensure PO modification is complete before moving to next step
- Enter Goods Receipt in Maximo
- Maximo Goods Receipt entry will interface to SAP
- Invoice will auto-post when there are no other invoice issue(s) and matching Goods Receipt is in place. (GR qty = IR qty)

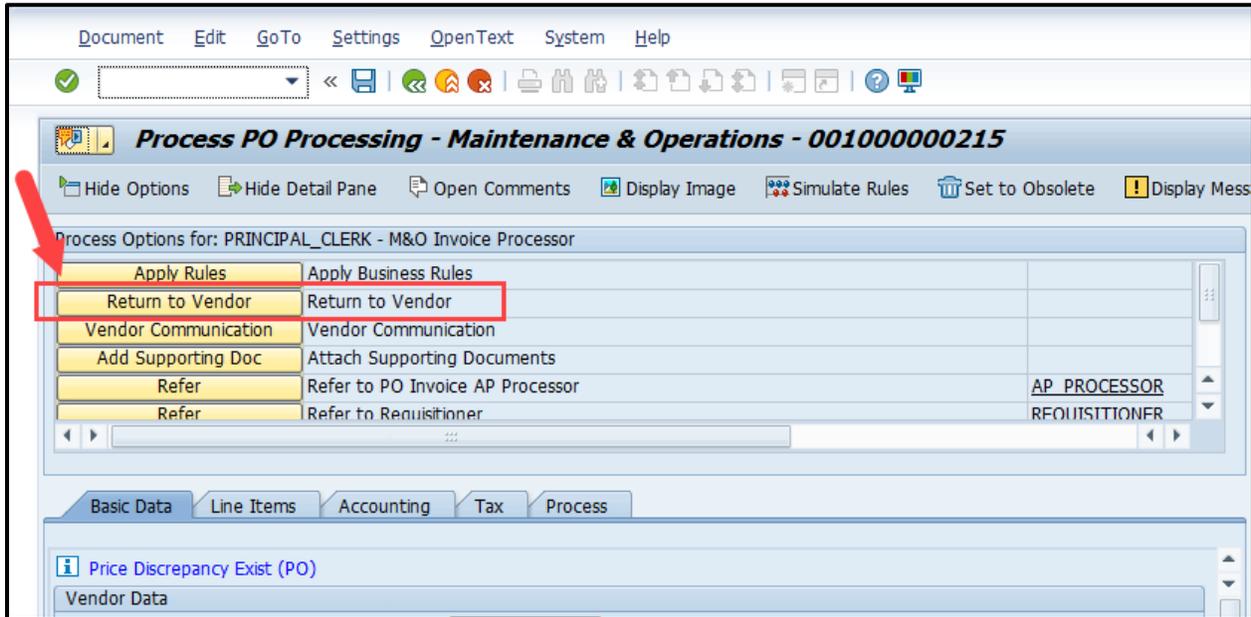
Invoice is incorrect → Reject invoice to vendor

- Click "Return to Vendor"

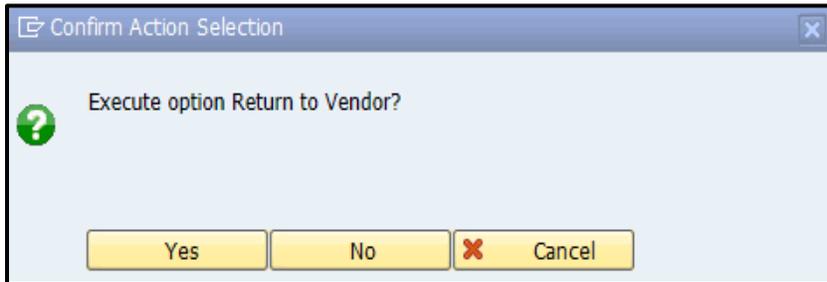


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- ☞ “Confirm Action Selection” window will appear
- ☞ Click “Yes”



- ☞ “Return to Vendor” screen will appear



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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 Preview section
 - Includes selected “Reason” and written “Comment for Vendor”
- ☞ Click “Send” icon
- ☞ “Return to Vendor” window will appear
- ☞ Click “Yes”



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 Email notification will be sent to the vendor



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 Invoice will be obsoleted (deleted) from the workflow