

## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

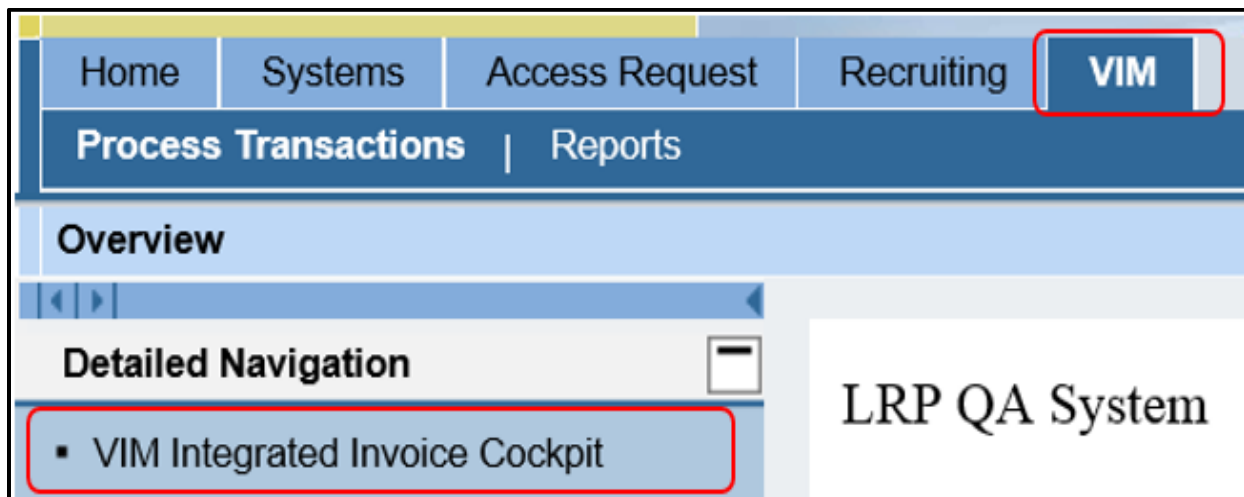
## Overview

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)

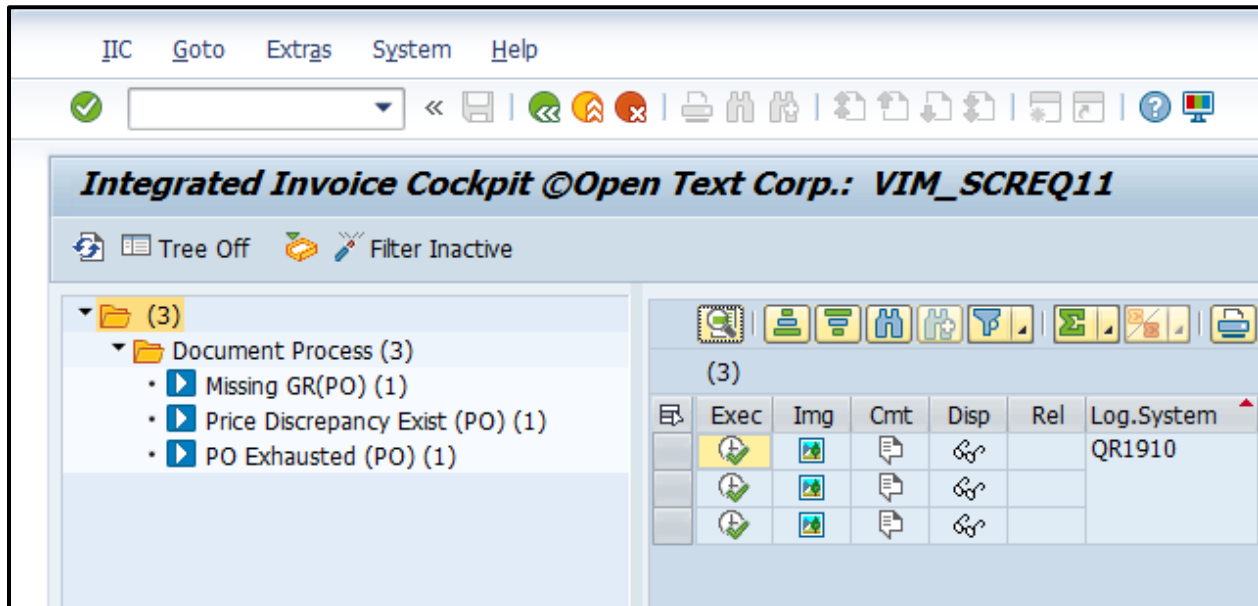


- 🖥️ Click ► symbol next to the folder to expand
  - Each invoice issue is categorized with a number count



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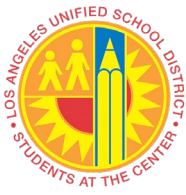
# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)



- 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

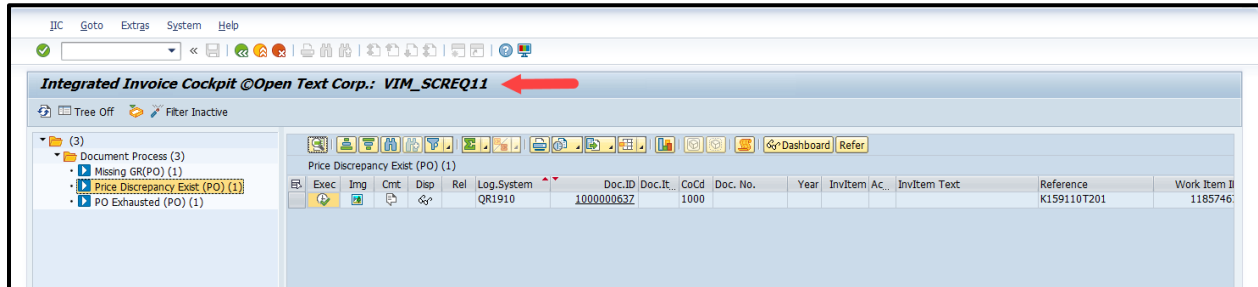
Exec	Img	Cmt	Disp	Rel	Log.System	Doc.ID	Doc.It.	CoCd	Doc. No.	Year	InvItem	Ac.	InvItem Text	Reference
					QR1910	1000000160		1000						1650
						1000000211		1000						832986
						1000000239		1000						10387590
						1000000302		1000						690097
						1000000304		1000						926
						1000000307		1000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

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

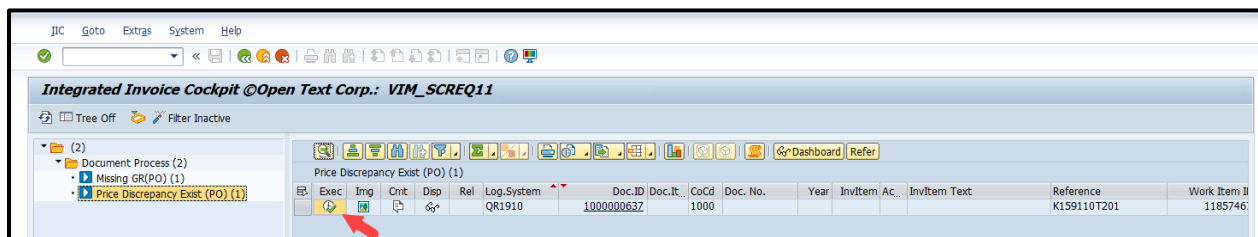
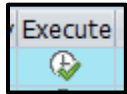


## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (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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## **VIM Integrated Invoice Cockpit**

### **Price Discrepancy Exist (PO)**

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 Process Options and other DP Document fields are now accessible



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

Comment	Activity	Status	Process Type	Document Status	Actual Role
	Business Rules Check in BG	✓	Price Discrepancy Exist (PO)	Indexed	REQUISIT
	Apply Business Rules	✓	Vendor Mismatch (PO)	Indexed	AP_PROC
	Workflow Start	✓	Vendor Mismatch (PO)	Indexed	
	Update status	✓		Validation Complete	
	BC Inbound	✓		Ready for Validation	
	Update status	✓		Extraction Completed	
	Early Archiving	✓		Processing Archiving	

### 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”

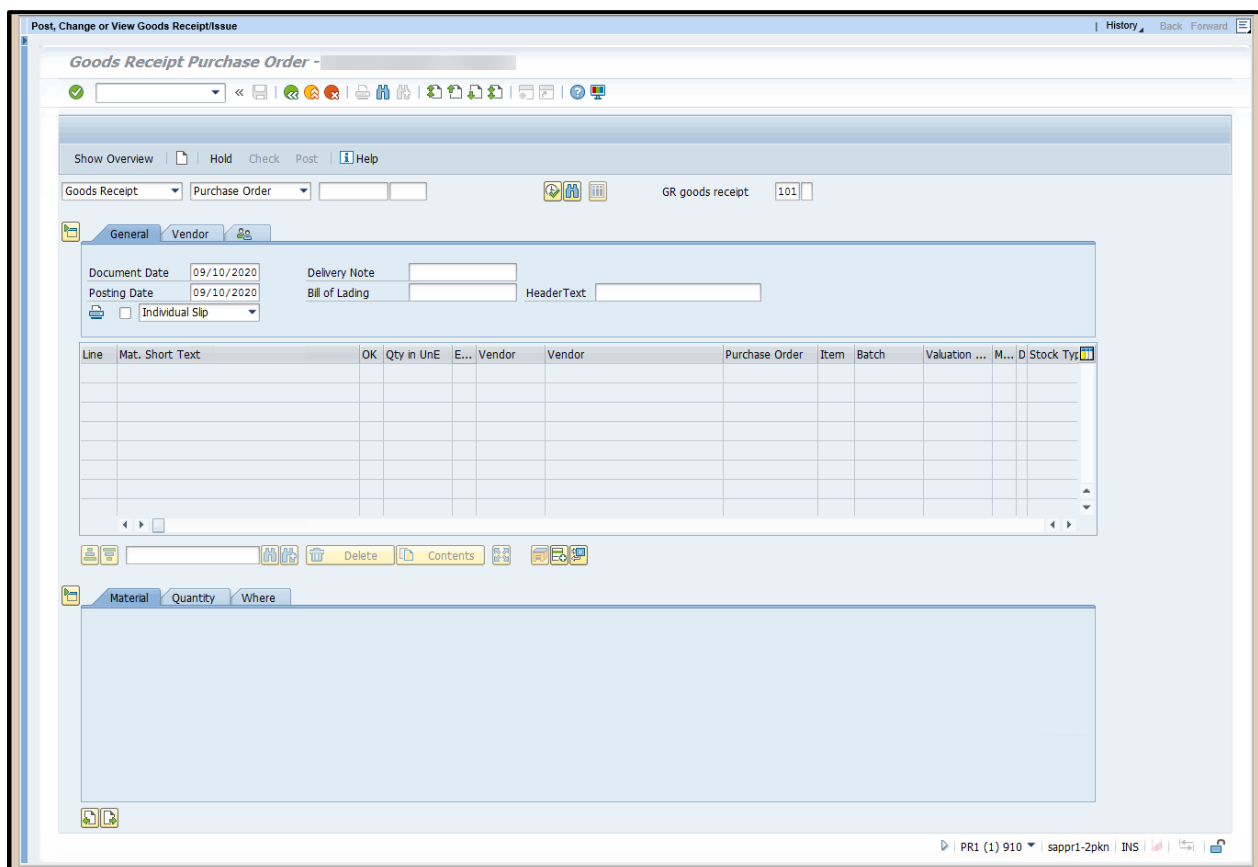


## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (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/jobAids.html>)





## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (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
Refer	Refer to PO Invoice Buyer

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

Edit Comments 001000000209

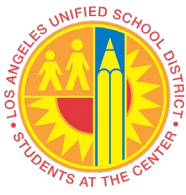
Current Comments

PO modification assistance needed

Save Cancel

- “Maintain Recipient List” window will appear

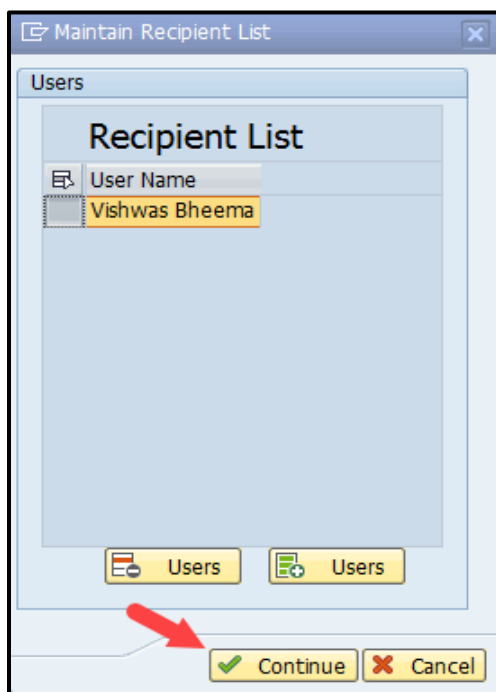




## Accounting and Disbursements Division Accounts Payable Branch

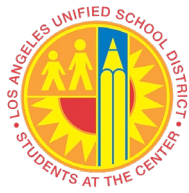
### VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

- 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”



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (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

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: (323) 292-2000 F: (323) 292-2323  
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\_in@mail.com

1 / 1

QR2 (1) 910 sapqrc-2tk | INS

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



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## **VIM Integrated Invoice Cockpit**

### **Price Discrepancy Exist (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”



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Accounts Payable Branch

## VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

The screenshot shows a software window titled "Maintain Recipient List". Inside, there is a section labeled "Users" containing a "Recipient List". The list has a header "User Name" and contains 11 entries, each with a small icon to its left and a selection bar to its right. The entries are AP\_PRCR01 through AP\_PRCR11. Below the list are two buttons labeled "Users", one with a minus icon and one with a plus icon. Below these is a "Delete Row" button. At the bottom are "Continue" and "Cancel" buttons.

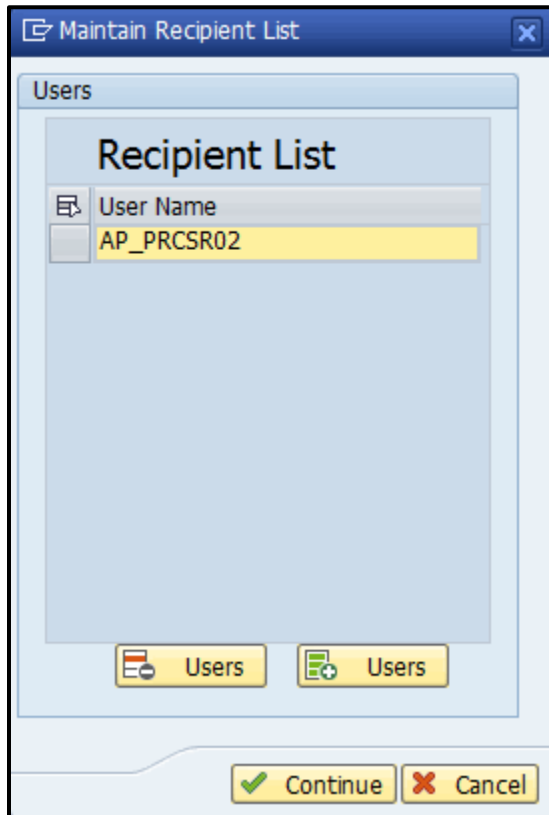
User Name
AP_PRCR01
AP_PRCR02
AP_PRCR03
AP_PRCR04
AP_PRCR05
AP_PRCR06
AP_PRCR07
AP_PRCR08
AP_PRCR09
AP_PRCR10
AP_PRCR11



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## VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

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 Document will workflow to the AP Processor

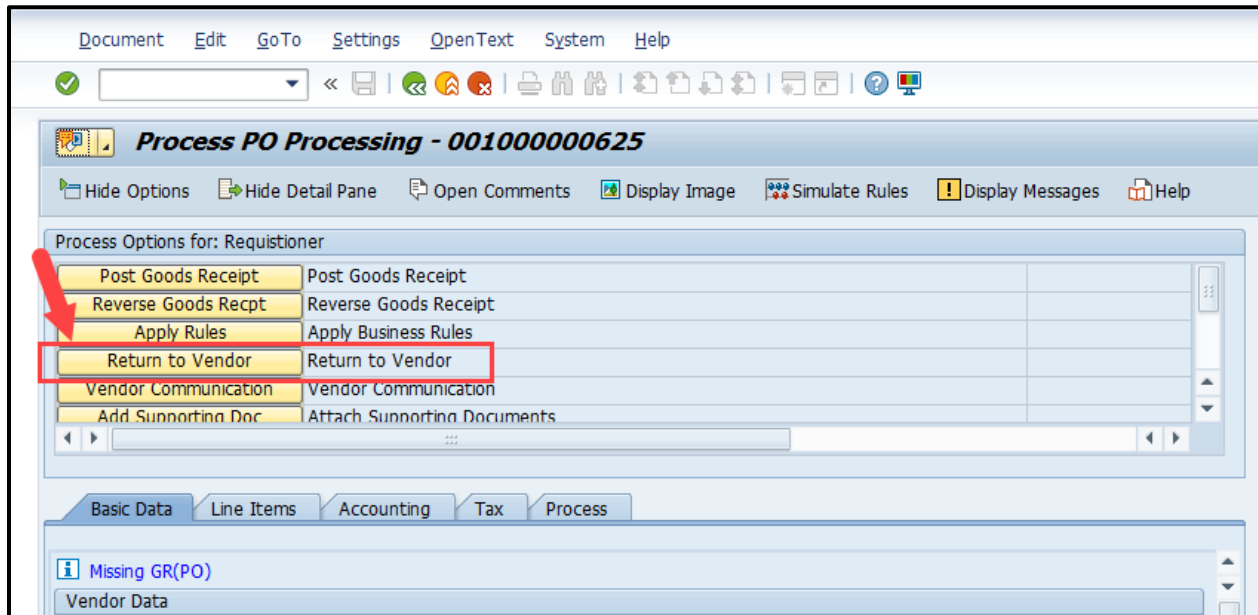
Invoice is **incorrect** → **Reject invoice to vendor**

 Click "Return to Vendor"

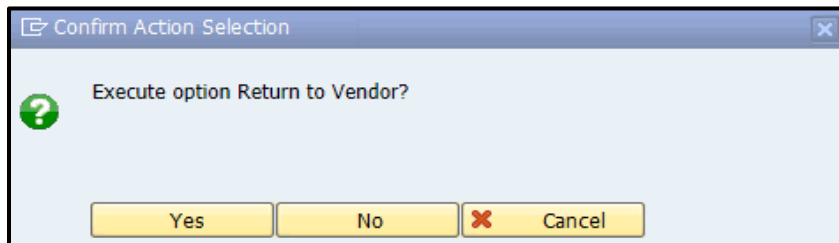


## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)



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



- ☞ "Return to Vendor" screen will appear



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (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

- 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”



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

**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