



## Accounting and Disbursements Division Accounts Payable Branch

# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)

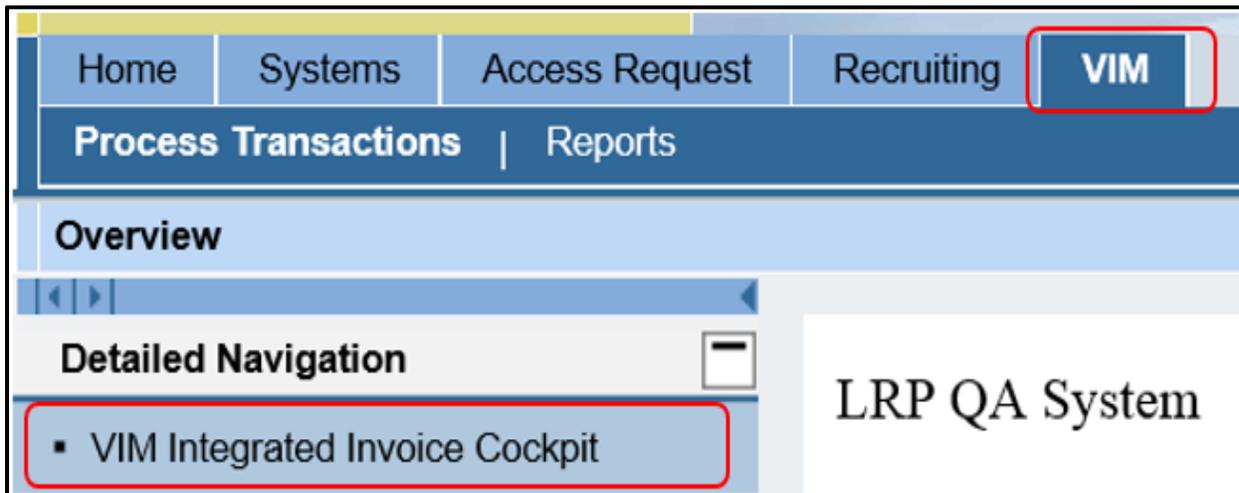
### Overview

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)

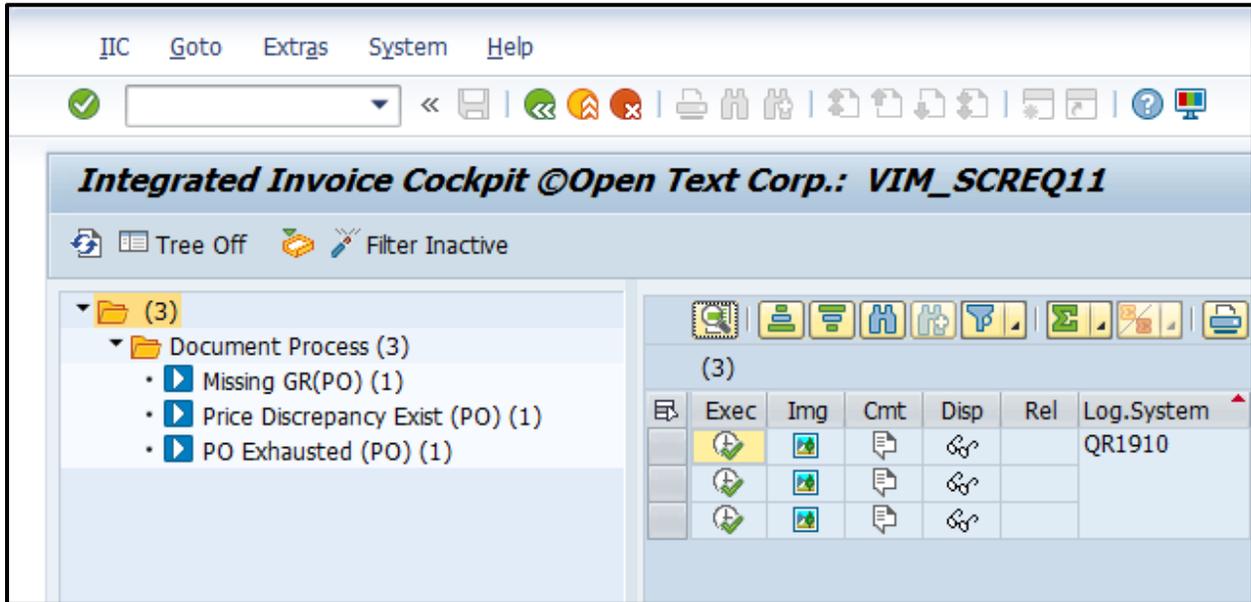


- 📄 Click ► symbol next to the folder to expand
  - Each invoice issue is categorized with a number count

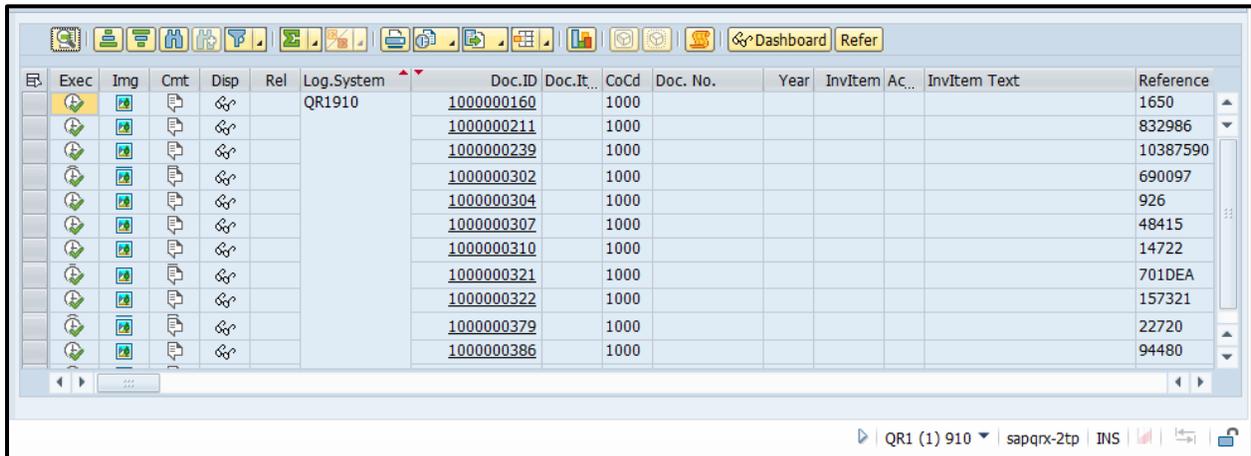


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# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)



- 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

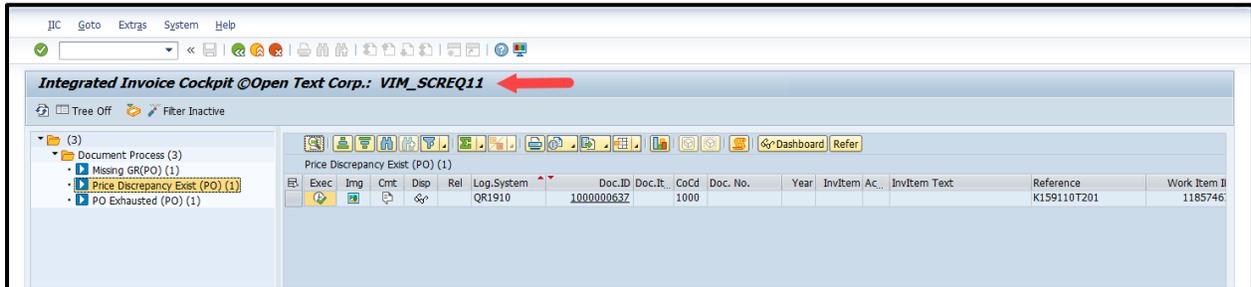


- For Exception Reason, **Price Discrepancy Exist (PO)**, the invoice automatically workflows to PO Requisitioner for further review and approval

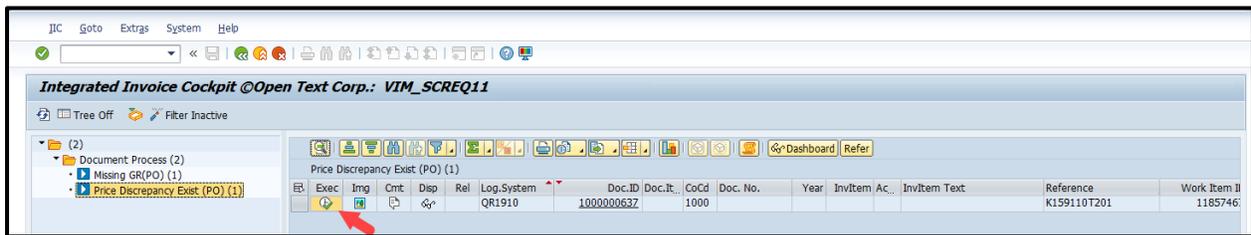
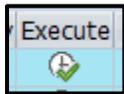


## Accounting and Disbursements Division Accounts Payable Branch

# 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)

File Edit View Favorites Help

100.0%

INVOICE

SINCE 1945



**G & G TOP SHOP  
& UPHOLSTERY**

Free Estimates 2484

WE SPECIALIZE IN CONVERTIBLE TOPS \* COMPLETE AUTO UPHOLSTERY  
CUSTOM MADE SEAT COVERS \* TRUCK CUSHIONS, BOATS

**(323)266-6568**

3811 E. OLYMPIC BLVD., LOS ANGELES, CA 90023-3197

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	
<b>APPROVED FOR PAYMENT</b>			
SIGNATURE	<u>[Signature]</u>		
DATE	<u>9/11/2019</u>		
PLEASE READ: 9/11/2019		SUBTOTAL	80.00
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		TAX	1.80
		TOTAL	81.80

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- Click "Yes" if a Security Alert window appears



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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)

### 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”

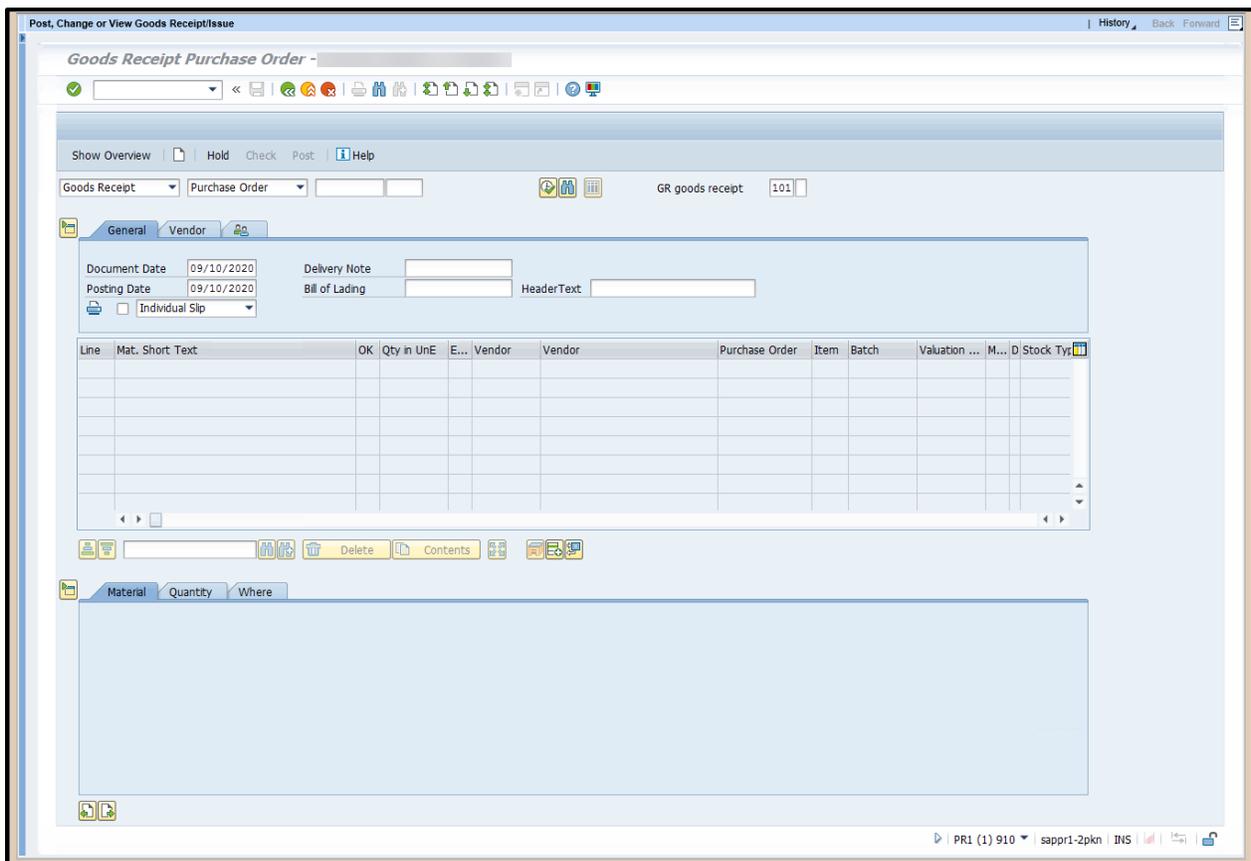


## Accounting and Disbursements Division Accounts Payable Branch

# 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>)

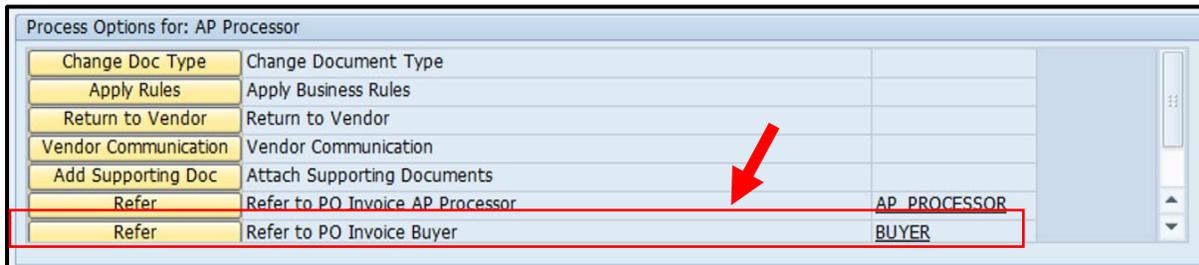




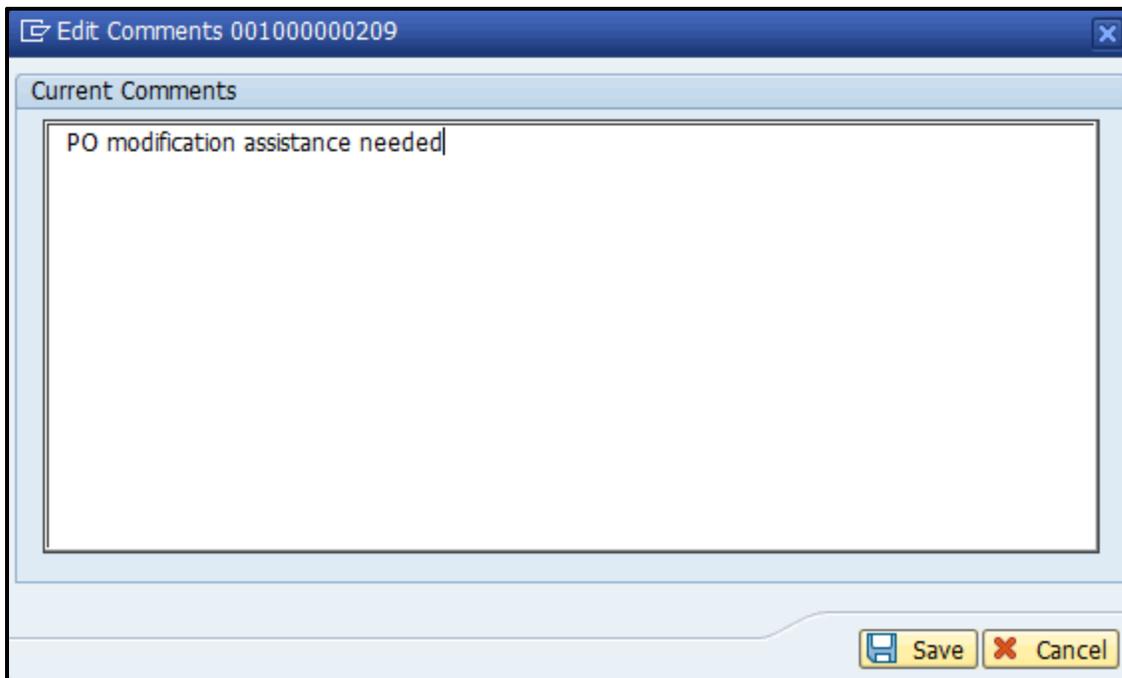
## Accounting and Disbursements Division Accounts Payable Branch

# 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”



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



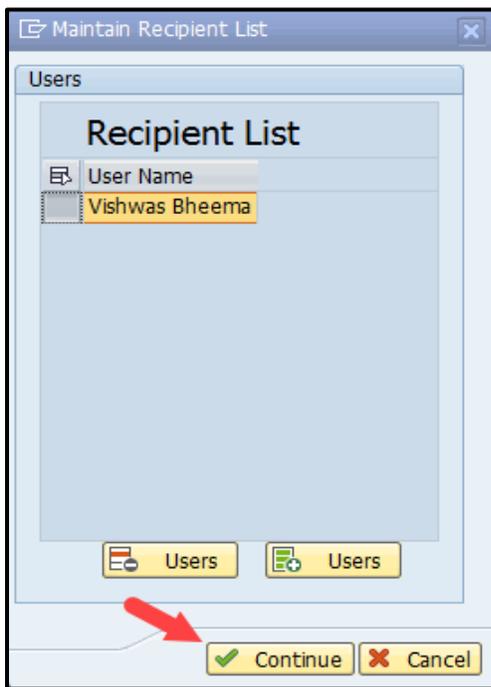
- “Maintain Recipient List” window will appear



## 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
refer	refer to PO invoice buyer
Refer	Refer to Requisitioner
Refer for Info	Refer for Information

AP\_PROCESSOR  
BUYER  
REQUISITIONER  
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 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)282-2000 F:(323) 282-2323  
www.culturallyresponsive.org

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\_ls@gmail.com

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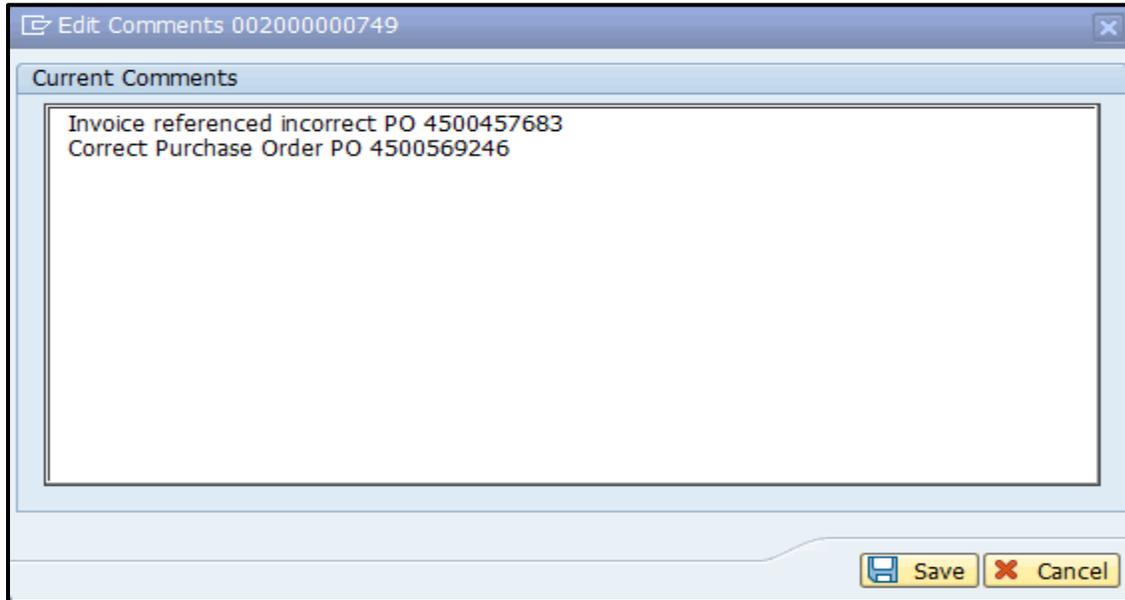
QR2 (1) 910 sapqrc-2tk INS

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



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

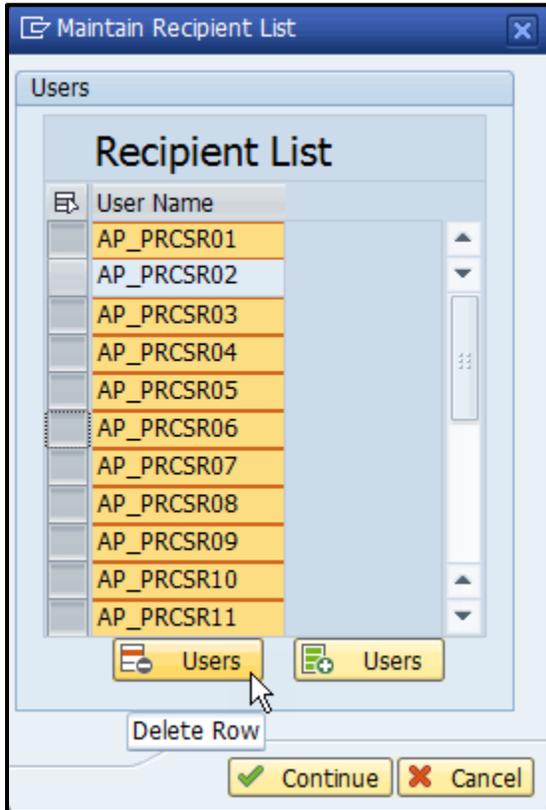


- ☐ “Maintain Recipient List” window will appear
- ☐ Click the gray box to select and highlight the AP Processor to remove, if there are multiple recipients listed
  - Unselected AP Processor is whom to send the document to
- ☐ Click “Users – Delete Rows”
- ☐ Click “Continue”



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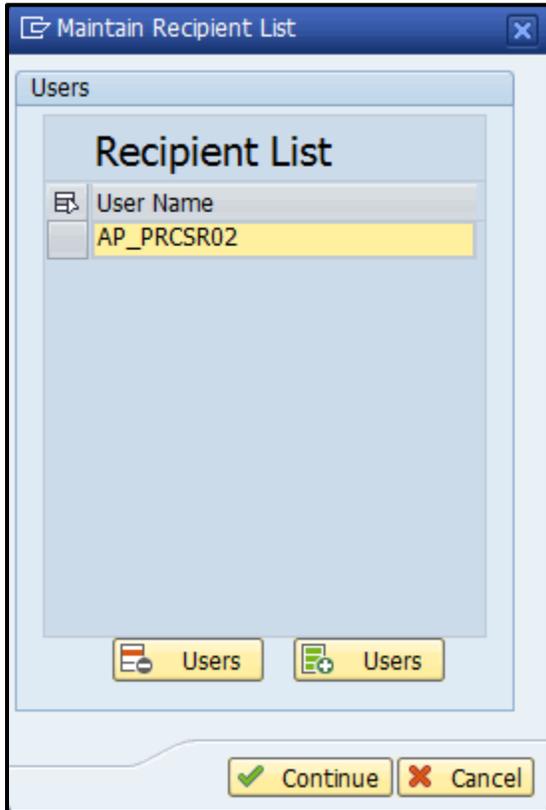
# VIM Integrated Invoice Cockpit Price Discrepancy Exist (PO)





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



 Document will workflow to the AP Processor

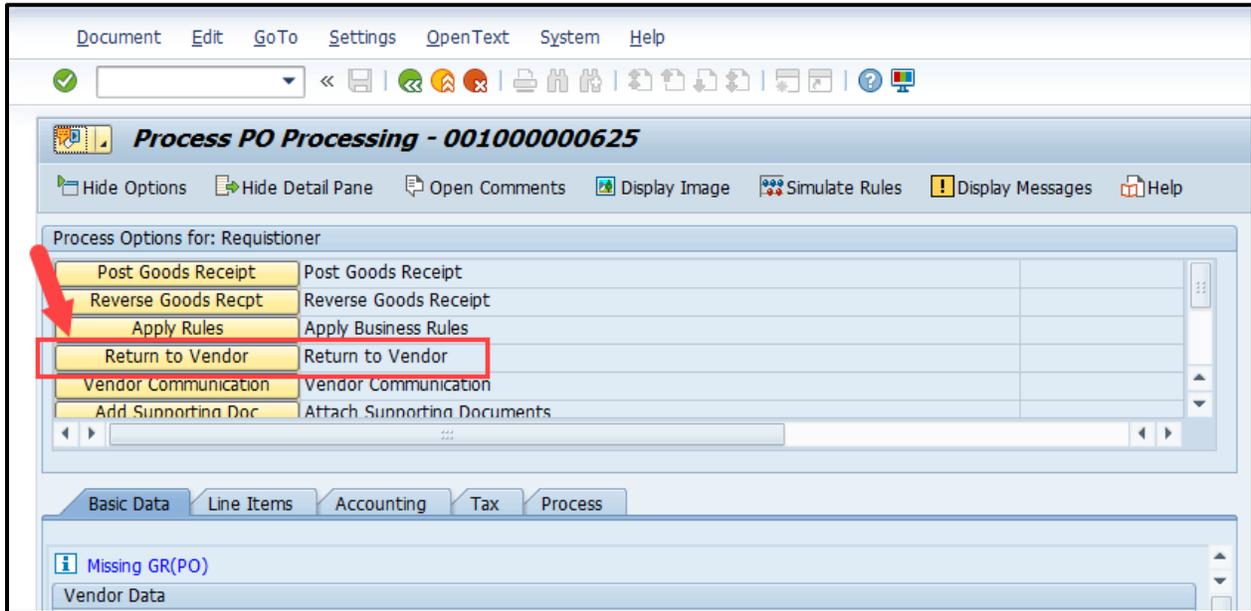
**Invoice is incorrect → Reject invoice to vendor**

 Click "Return to Vendor"

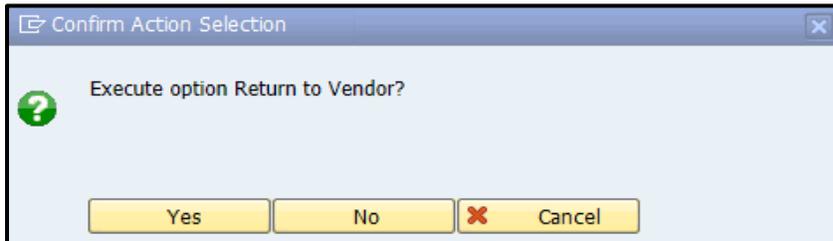


## Accounting and Disbursements Division Accounts Payable Branch

# 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)

- ☞ 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

**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@laud.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:

Unit Price Discrepancy for PO line 3

Unit Price Discrepancy for PO line 3

**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