



Accounting and Disbursements Division Accounts Payable Branch

Non-PO Payment Request (Approver)

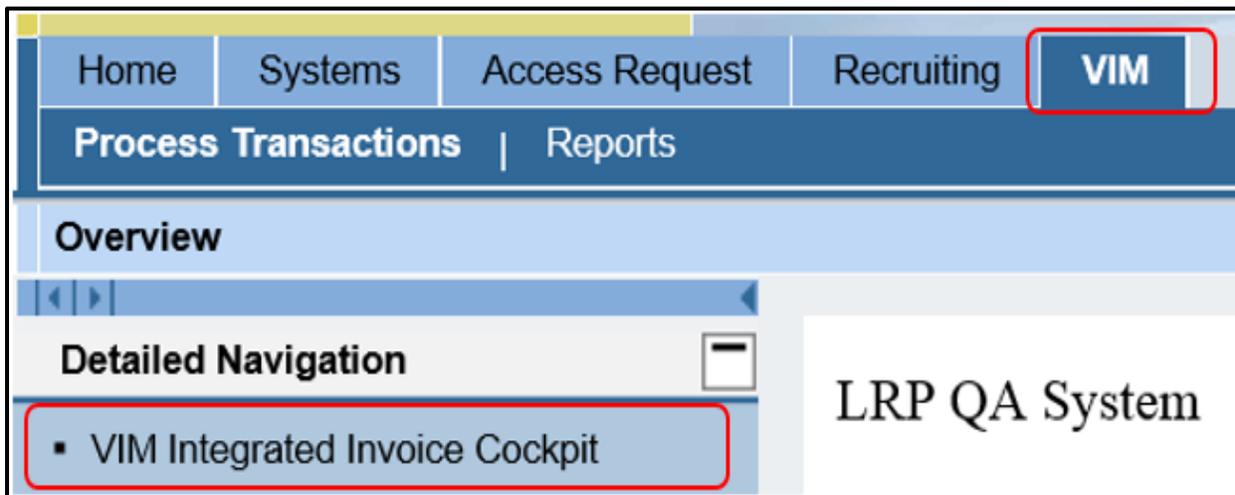
Overview

Non-PO Payment Request replaces Miscellaneous Bill Payment Request.

Submission of Invoice Payment Request by Requestor will trigger approval workflow. Approver will receive email notification of pending document/s for review.

Instructions

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



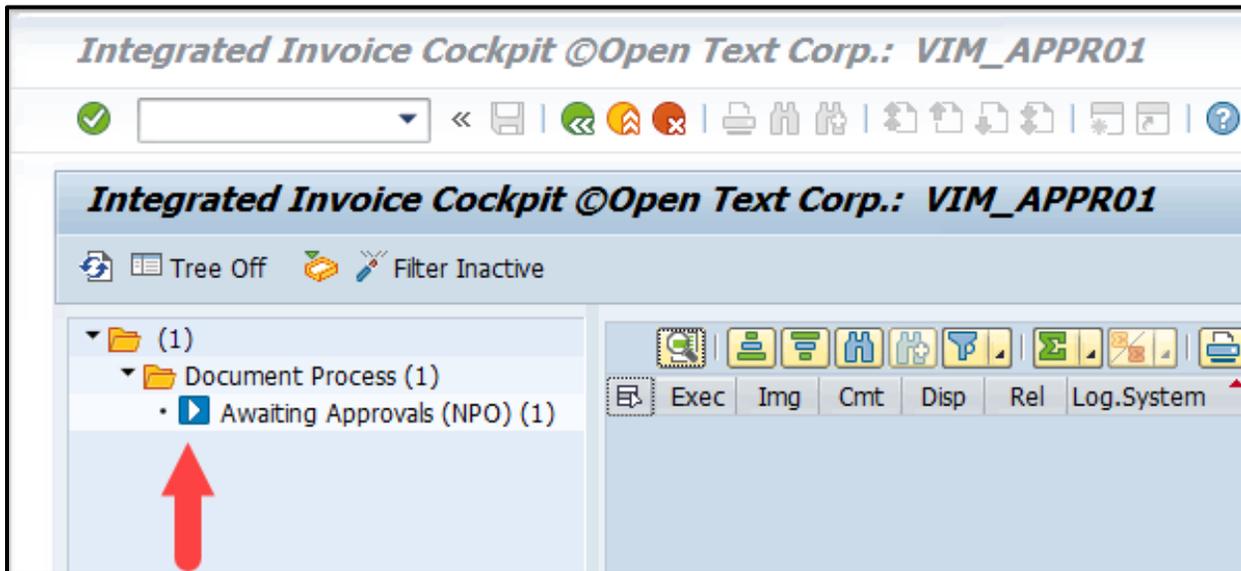
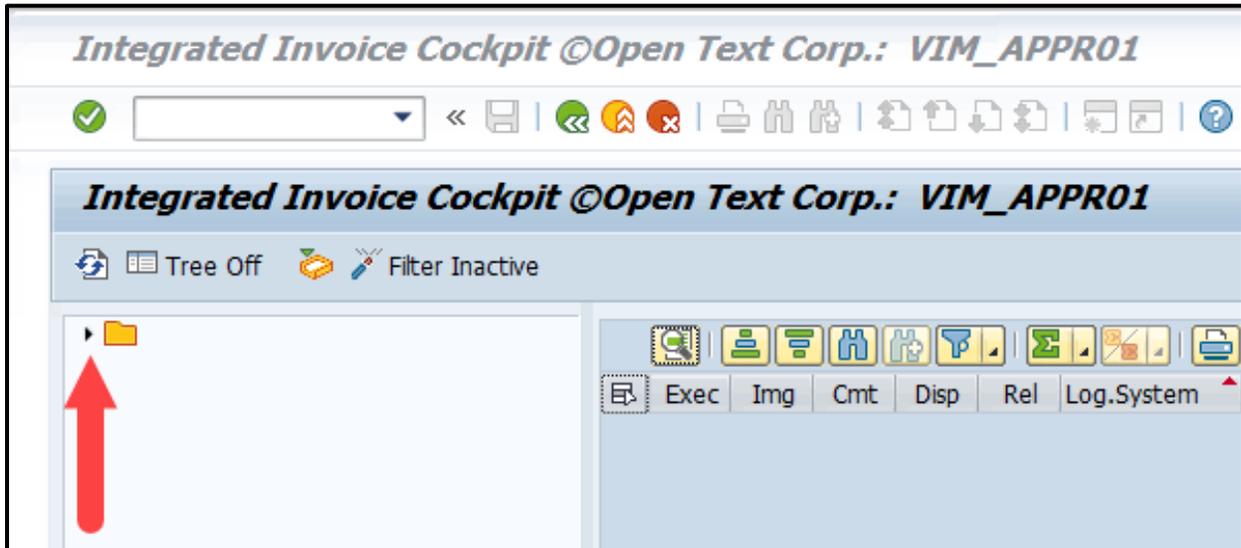
Invoice Payment Request

- 📄 On VIM Integrated Invoice Cockpit (IIC) screen, click triangle to left of folder icon to expand and view list of documents for approval



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 Highlight the document (row) and click on “Doc ID” to preview document



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Click “Execute” icon to display Invoice Payment Request screen 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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Non-PO Payment Request (Approver)

		REMIT TO: SOURCE GRAPHICS 1530 N. HARMONY CIRCLE ANAHEIM, CA 92807		<<< INVOICE >>>		
Bill To LA UNIFIED SCHOOL DIST ATTN: ACCOUNTS PAYABLE PO BOX 54306 LOS ANGELES, CA 90054 accounts.payable@lausd.net		Ship To LA UNIFIED SCHOOL DIST ATTN: BRUCE DIRKSEN 333 S BEAULRY AVE 21ST FLOOR - PROGRAM SUPP CENTRAL SVCS LOS ANGELES, CA 90017		Date 8/26/2019	Invoice # 98517TEST2	
P.O. No. 450006293	Terms Net 30	Due Date 8/25/2019	Buy #	Packing Slip # 97224		
Account # LAU0001	Rep T2	Ship Via SG TRUCK	Ship To - E-mail			
Item #	Description	Ordered	Shipped	Invoiced	Unit Price	Amount
3A20365002	20# ENGINEERING BOND 36X500 2/CTN (430C36L)	40	40	0	31.50	1,260.00T
3A20305002	20# ENGINEERING BOND 30X500 2/CTN (430C30L)	20	20	0	28.00	560.00T
SG TRUCK	FREE SHIPPING FREIGHT OUTBOUND	1	1	0	0.00	0.00T
THANK YOU FOR YOUR BUSINESS.						
NO REFUNDS - EXCHANGE ONLY with a MINIMUM of 15% restocking fee on items returned and must have an RMA in writing. NO returns after 15 days. NOTE: A finance charge of 1.5% will be assessed on invoices that are delinquent at month end.				Subtotal	\$1,820.00	
				Sales Tax (10%)	\$182.00	
				Total	\$2,002.00	
				Payments/Credits	\$0.00	
				Balance Due	\$2,002.00	
All as-is sales are final TO PLACE AN ORDER E-MAIL: joana.c@sourcegraphics.com FOR SERVICE E-MAIL: kristin.b@sourcegraphics.com FOR BILLING INQUIRIES E-MAIL: ayasha.m@sourcegraphics.com Phone: 714-701-1500 Fax: 714-701-1505 Web Site: www.sourcegraphics.com						

- Click "Yes" if Security Alert window appears

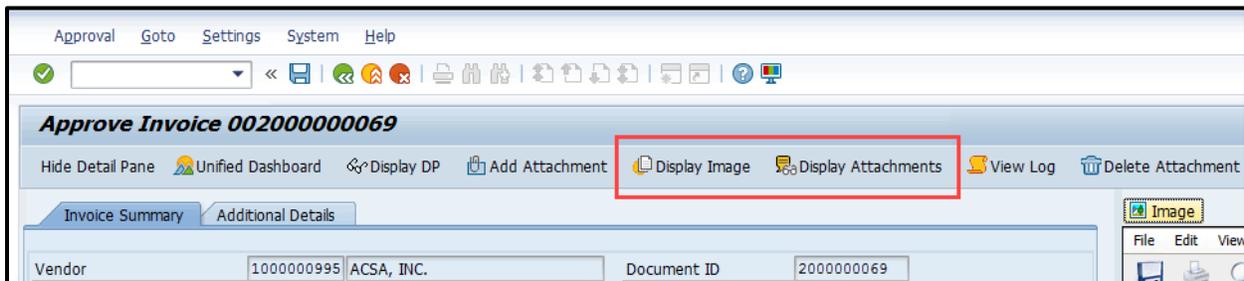


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Non-PO Payment Request (Approver)



- Click “Display Image” and/or “Display Attachments” to view invoice and/or its supporting documents



- Prior to “Approve” or “Reject”, Approver has the following options available
 - Add Attachment
 - Additional supporting document/s may be attached to support approval or rejection
 - Delete Attachment
 - When incorrect supporting document is attached, approver can use this option to remove the attachment
 - Add Comments
 - Additional comments may be entered
 - Inquire



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Non-PO Payment Request (Approver)

- An inquiry can be sent within VIM to the Requestor when an approver has question/s about the document without rejecting the document.
- Return to Inbox
 - This allows the Approver to close the document and keep the document in their VIM Invoice Integrated Cockpit (IIC) for later review.

Approve Invoice 00200000069

Hide Detail Pane Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log Delete Attachment

Invoice Summary Additional Details

Vendor	1000000995	ACSA, INC.	Document ID	2000000069
Vendor Invoice #	SDSD		Payment Terms	0001 Payable immediately Due net
Company Code	1000		Invoice Date	02/13/2020
Invoice Amount	10.00		Tax Code	Z0 (A/P sales tax 0%)
Net Amount	10.00	USD	Auto-Calcul Tax	<input checked="" type="checkbox"/>
			Credit Memo	<input type="checkbox"/>
			Tax Amount	0.00

VAT balance: 0.00 Balance: 0.00

G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
430001	General Supplies	1057101	Debit	10.00	100.00	Z0 (A/P sales tax...)	CA1110002
			Debit	0.00	0.00	Z0 (A/P sales tax...)	
			Debit	0.00	0.00	Z0 (A/P sales tax...)	
			Debit	0.00	0.00	Z0 (A/P sales tax...)	
			Debit	0.00	0.00	Z0 (A/P sales tax...)	
			Debit	0.00	0.00	Z0 (A/P sales tax...)	
			Debit	0.00	0.00	Z0 (A/P sales tax...)	

Time Zone: PST

Approver	Time Stamp	Logged Action	D. D.	Comments Summary
RAMIL BASBAS	02/28/20 10:33:07	Invoice sent back to VIM_AP...		this is good to go
VIM_APPR01	02/28/20 10:03:58	Inquiry sent to RAMIL BASBAS		Please take a look at this
WF-BATCH	02/13/20 16:06:00	Invoice submitted for Approval		

Add Comments Inquire Approve Reject Return to Inbox

Files are not available for Display

Click "Approve" or "Reject" the payment request at the bottom of the screen



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Non-PO Payment Request (Approver)

Approval Goto Settings System Help

Approve Invoice 00200000069

Hide Detail Pane Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log Delete Attach

Invoice Summary Additional Details

Vendor: 100000995 ACSA, INC. Document ID: 200000069
Vendor Invoice #: SDSD Payment Terms: 0001 Payable immediately Due net
Company Code: 1000 Invoice Date: 02/13/2020
Invoice Amount: 10.00 Tax Code: Z0 (A/P sales tax 0%)
Net Amount: 10.00 USD Auto-Calcul Tax: Credit Memo: Tax Amount: 0.00

VAT balance: 0.00 Balance: 0.00

Please Enter or Change G/L Account Information

G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
430001	General Supplies	1057101	Debit	10.00	100.00	Z0 (A/P sales tax...	CA1110002
			Debit	0.00	0.00	Z0 (A/P sales tax...	
			Debit	0.00	0.00	Z0 (A/P sales tax...	
			Debit	0.00	0.00	Z0 (A/P sales tax...	
			Debit	0.00	0.00	Z0 (A/P sales tax...	
			Debit	0.00	0.00	Z0 (A/P sales tax...	
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Add Comments Inquire **Approve** Reject Return to Inbox

Files are not available for Display

Approve Invoice Payment Request

- “Approve” the payment request
 - A popup confirmation window will appear
 - Enter comments in field (mandatory)



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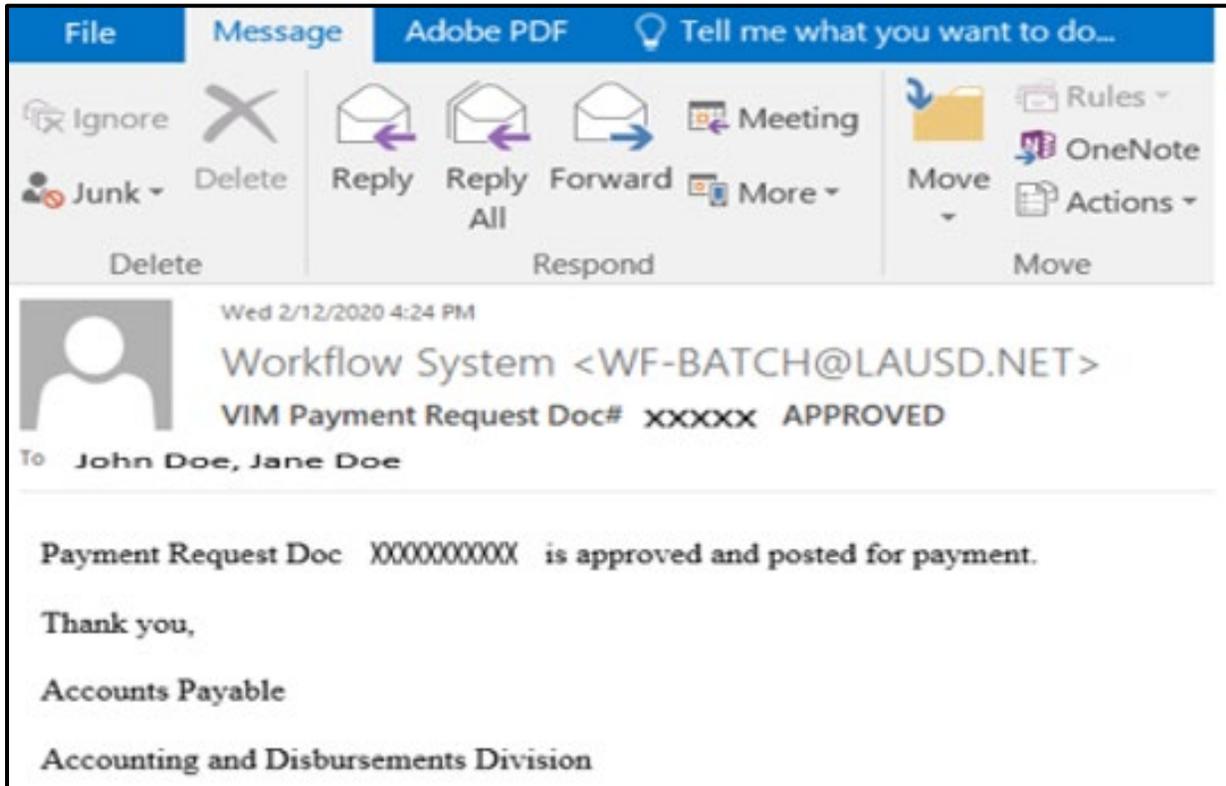
- Click “Approve”

- Document will no longer show in VIM Integrated Invoice Cockpit (IIC)
- VIM automatically generates and sends email notification to Requestor’s email
 - Approved Invoice Payment Request Notification



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Reject Invoice Payment Request

- 📄 "Reject" the payment request
 - A popup confirmation window will appear
 - Enter comments in field (mandatory)
 - Click "Continue"



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Non-PO Payment Request (Approver)

Rejection Confirmation

Please enter the reason that you are rejecting this invoice:



Please use GL 580001

Ln 1, Co 22 Ln 1 - Ln 1 of 1 lines

-  Document will no longer show in VIM Integrated Invoice Cockpit (IIC)
-  Document will return to Requestor
-  VIM automatically generates and sends email notification to Requestor's email
 - Rejected Invoice Payment Request Notification



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The screenshot shows an Outlook email window. The ribbon at the top includes 'File', 'Message', 'Adobe PDF', and 'Tell me what you want to do...'. The ribbon is set to 'Message' and shows various actions like Ignore, Delete, Reply, Forward, Meeting, Move, Rules, OneNote, Actions, Mark Unread, Categorize, Follow Up, and Translate. The email is from 'Workflow System <WF-BATCH@LAUSD.NET>' with the subject 'VIM Payment Request Doc# XXXXX REJECTED'. The recipient is 'John Doe, Jane Doe'. The body of the email contains the following text:

Payment Request Doc# XXXXXXXXXXXX was rejected. Please see Approver's comments below:

Comments:

Reject

For assistance, please contact Accounts Payable Customer Service at (213) 241-4800 or email accounts.payable@lausd.net.

Thank you.

Accounts Payable Branch

Accounting and Disbursements Division