Accounting and Disbursements Division
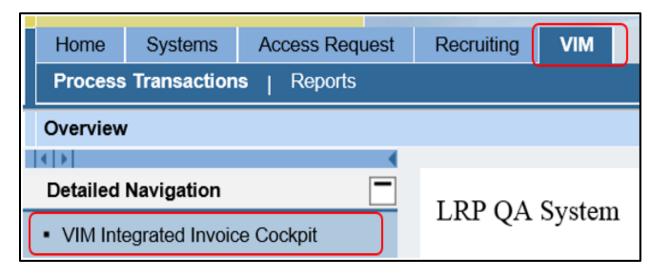**Accounts Payable Branch**

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

Overview

Invoice billing against a Purchase Order that has been exhausted (expended).

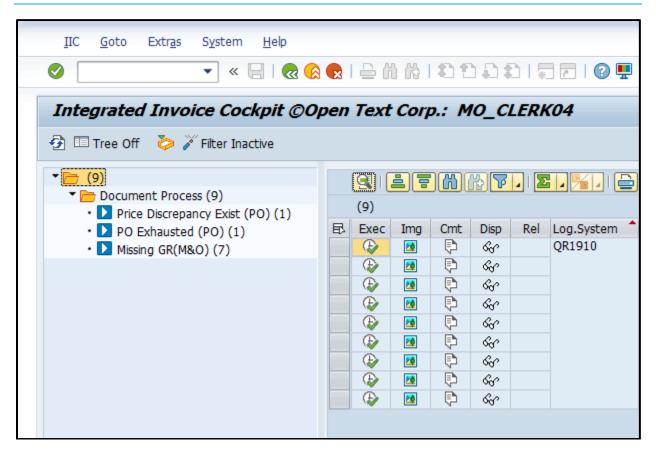Exception Reason: **PO Exhausted (PO)**

Instructions

- 🖥 Login to SAP to access 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
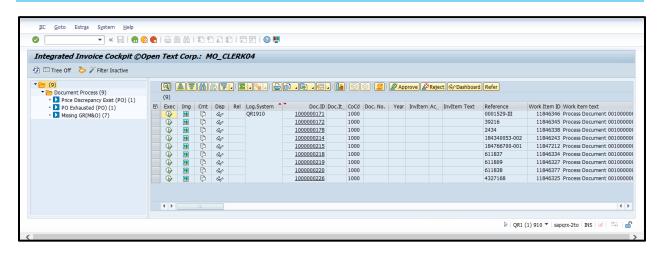 - Each invoice issue is categorized with a number count
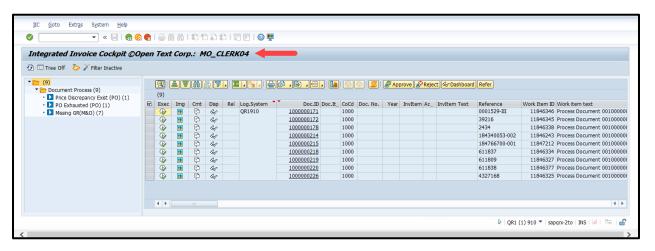
VIM Integrated Invoice Cockpit
PO Exhausted (PO)

🖥 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

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

⌨ For Exception Reason, **PO Exhausted (PO)**, the invoice will automatically route to the M&O Clerk for further review and approval
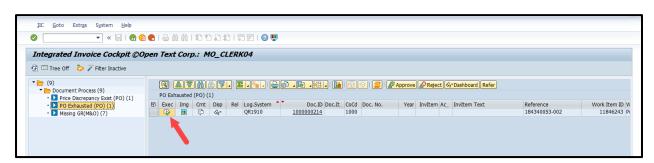

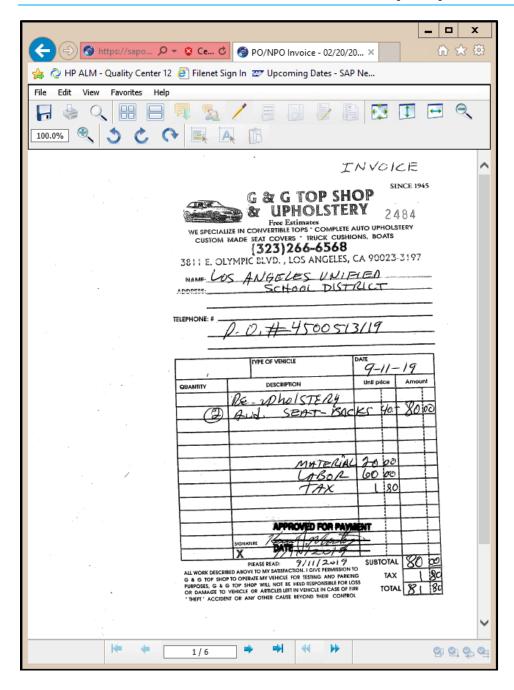⌨ Click "Execute" icon to access invoice for review

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

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

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

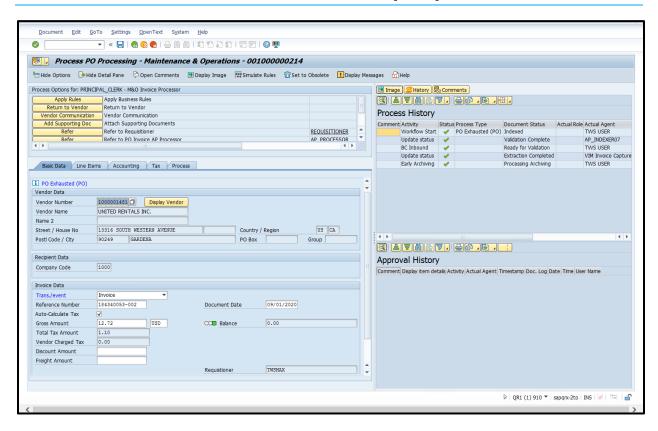- Click "Yes" if Security Alert window appears

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

💻 Process Options and other DP Document fields are now accessible

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

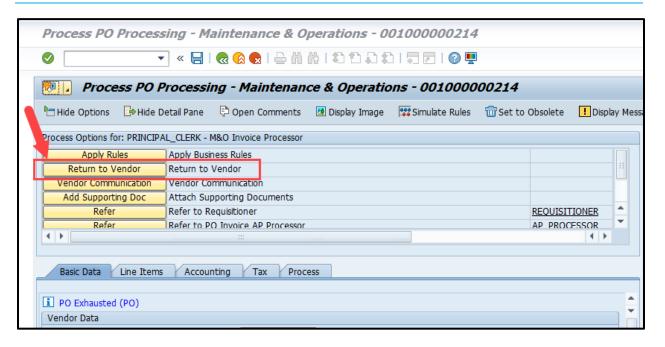## Invoice is <u>correct</u> → Modify Purchase Order in Maximo

- 🖥 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)

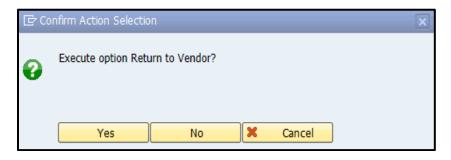## Invoice is <u>incorrect</u> → Reject invoice to vendor

- 🖥 Click "Return to Vendor"

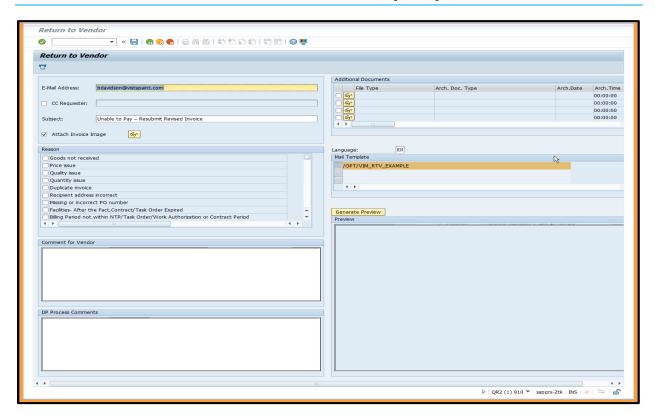# VIM Integrated Invoice Cockpit
PO Exhausted (PO)

🖥 "Confirm Action Selection" window will appear
🖥 Click "Yes"

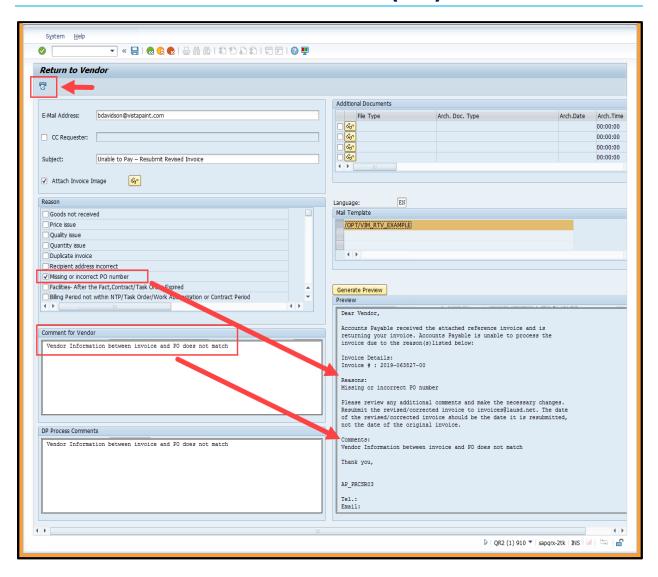🖥 "Return to Vendor" screen will appear

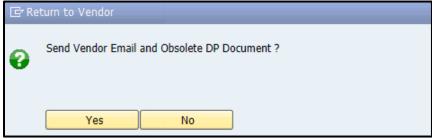# VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- ⌨ 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 Preview section
  - Includes 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

Accounting and Disbursements Division
Accounts Payable Branch

VIM Integrated Invoice Cockpit
PO Exhausted (PO)

- 🖥 Invoice will be obsoleted (deleted) from the workflow