Accounting and Disbursements Division
Accounts Payable Branch

VIM Workplace Exception
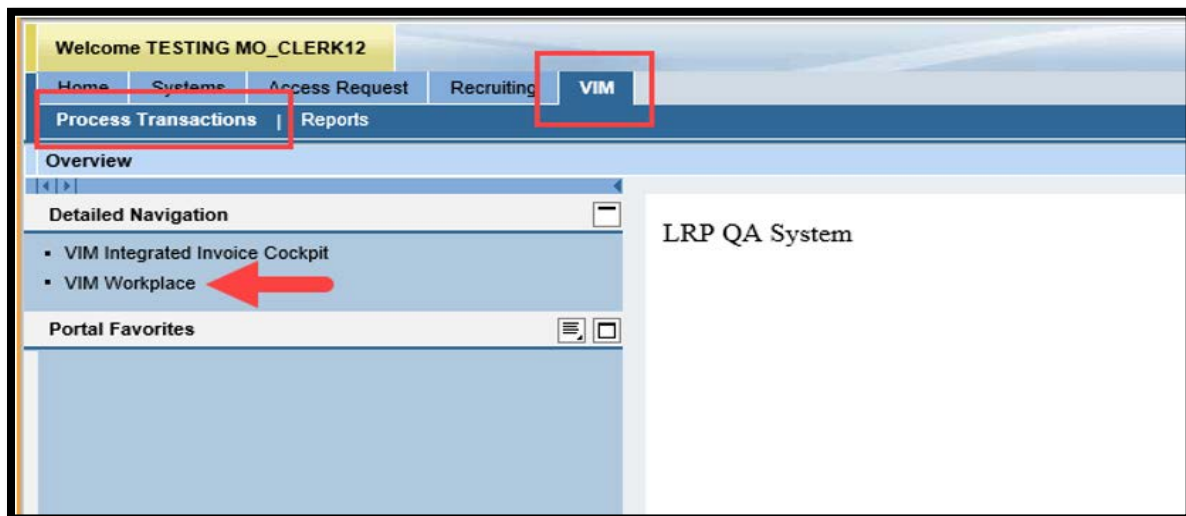# Price Discrepancy Exist (PO)

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 Workplace | Personal View
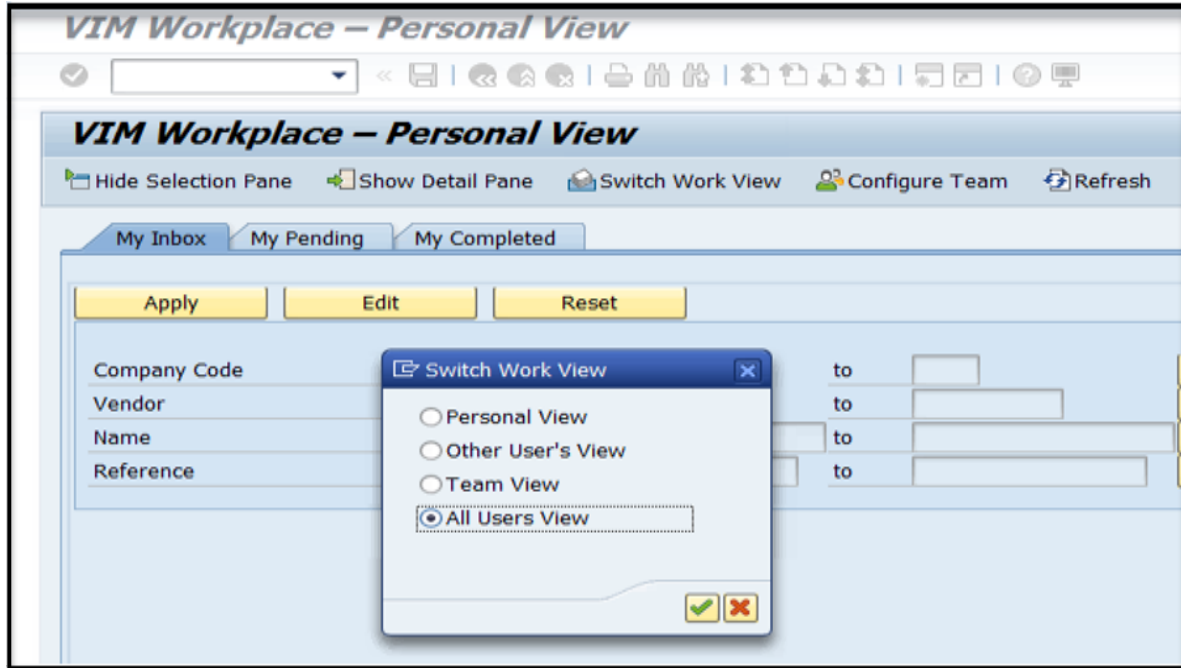

- Switch Work View | All Users View

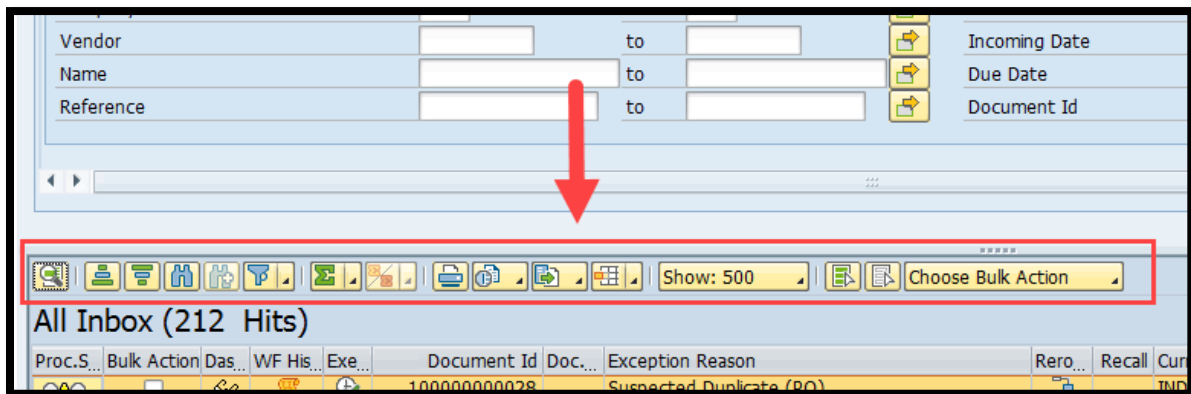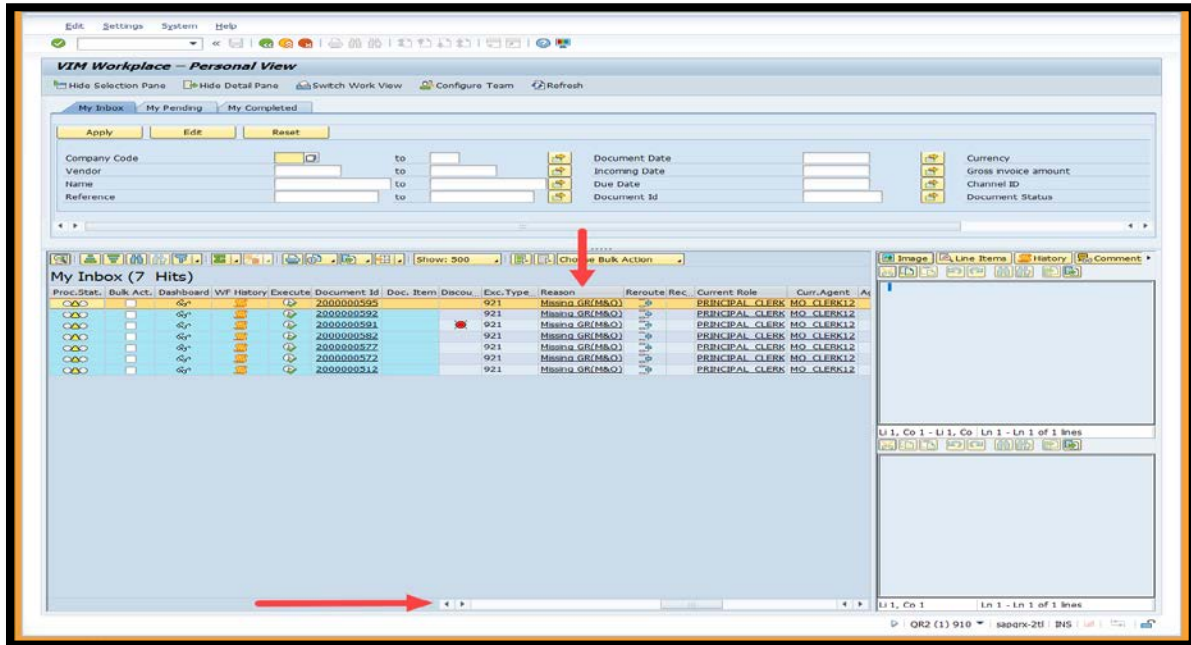# VIM Workplace Exception
Price Discrepancy Exist (PO)

⌨ Displays all DP Documents with issue/s such as **Price Discrepancy Exist (PO)**
  • Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
  • Any column can be sorted or filtered by using the various function icons

VIM Workplace Exception
Price Discrepancy Exist (PO)

🖥 Click "Execute" icon to access invoice for review

VIM Workplace Exception
Price Discrepancy Exist (PO)

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

VIM Workplace Exception
Price Discrepancy Exist (PO)

- Click "Yes" if a Security Alert window appears

- The necessary DP document fields will unlock to access Process Options

VIM Workplace Exception
Price Discrepancy Exist (PO)

- ⌨ *Option 1* – If invoice is correct, then modify Purchase Order to match invoice
  - Requisitioner
    - o Refer to SAP Purchase Order Job Aids for more information, if needed (https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job Aids.html)
    - o After purchase order modification is complete, re-open DP Document (see previous steps)
    - o Click "Post Goods Receipt"
    - o Displays "Confirm Action Selection" window
    - o Click "Yes" to Execute option Post Goods Receipt

VIM Workplace Exception
Price Discrepancy Exist (PO)

- o SAP Post, Change or View Goods Receipt/Issue (MIGO) screen will appear
- o 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)

VIM Workplace Exception
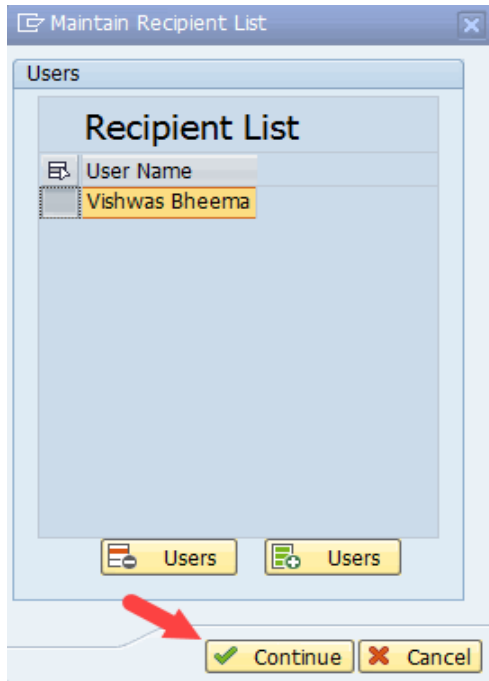# Price Discrepancy Exist (PO)

- Invoice will auto-post when there are no other invoice issue(s) and matching GR is in place. (GR qty = IR qty)

- Buyer
  - Refer to SAP Purchase Order Job Aids for more information, if needed (https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job Aids.html)
  - After purchase order modification is complete, re-open DP Document (see previous steps above)
  - click "Refer to Requisitioner" for Goods Receipt
  - Displays "Edit Comments" window
  - Enter comments in the Current Comments field
  - Displays "Maintain Recipient List" window
  - Click gray box next box to select and highlight the recipient/s
  - Click "Continue"

VIM Workplace Exception
Price Discrepancy Exist (PO)

o Document will workflow to selected recipient

☐ *Option 2* – If invoice referenced <u>incorrect</u> Purchase Order and needs PO Number field updated, click "Refer to PO Invoice AP Processor"
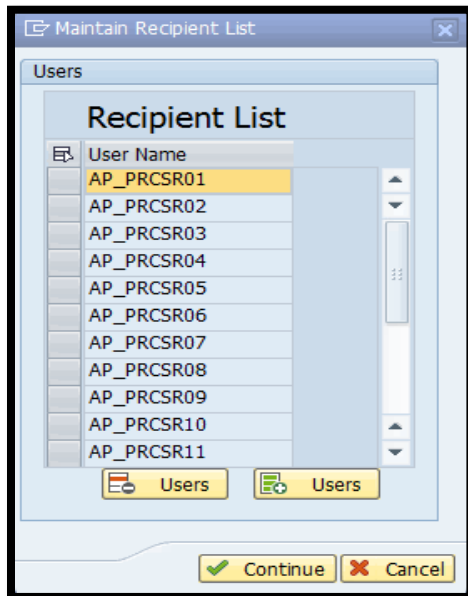
Accounting and Disbursements Division
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VIM Workplace Exception
Price Discrepancy Exist (PO)

- Displays "Edit Comments" window
- Enter necessary comments
- Click "Save" to save comments

VIM Workplace Exception
Price Discrepancy Exist (PO)

Edit Comments 002000000749

Current Comments

Invoice referenced incorrect PO 4500457683
Correct Purchase Order PO 4500569246

💾 Save   ✖ Cancel
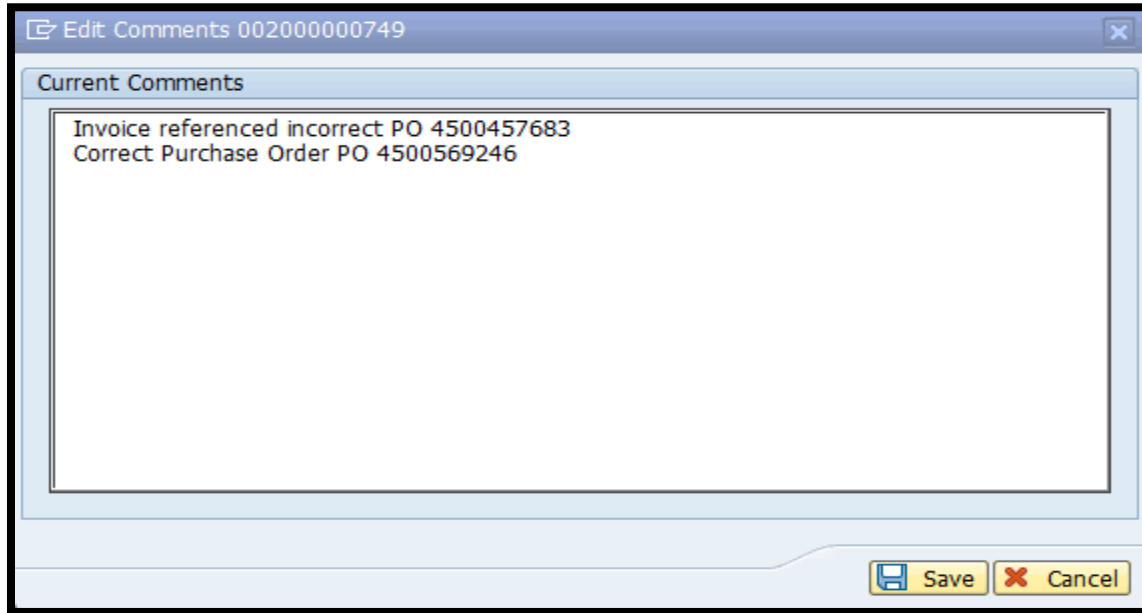
- Displays "Maintain Recipient List" window
- Click gray box to select and highlight the "AP Processor"
- Click "Continue"

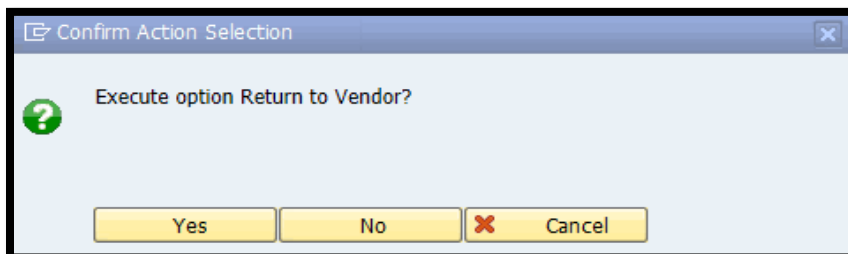Maintain Recipient List

Users

Recipient List

	User Name
	AP_PRCSR01
	AP_PRCSR02
	AP_PRCSR03
	AP_PRCSR04
	AP_PRCSR05
	AP_PRCSR06
	AP_PRCSR07
	AP_PRCSR08
	AP_PRCSR09
	AP_PRCSR10
	AP_PRCSR11

Users   Users

✔ Continue   ✖ Cancel

VIM Workplace Exception
Price Discrepancy Exist (PO)

- Document will workflow to the selected "AP Processer"

💻 *Option 3* – If invoice billed unit price are incorrect, reject invoice to vendor
- Click "Return to Vendor"
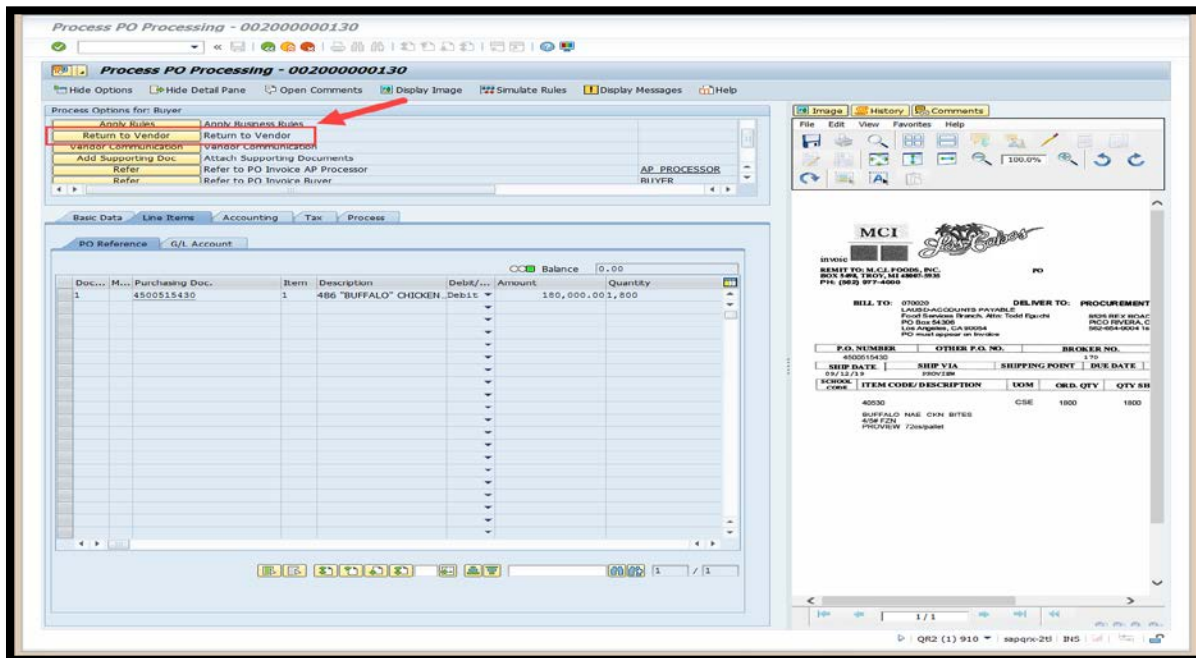
- Displays "Confirm Action Selection" window
- Click "Yes" to execute option to return to vendor

- Displays "Return to Vendor" window

VIM Workplace Exception
Price Discrepancy Exist (PO)

- Email notification will be sent to vendor
- Invoice will be obsoleted (deleted) from the workflow with the comment