

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
- Solution VIM Portal: VIM | Process Transactions | VIM Workplace | Personal View

Welcome TESTING MO_CLERK12 Home Systems Access Request Recruiting VIM Process Transactions Reports Image: Contemport of the system Image: Contemport of the system <th></th>	
Overview	
Detailed Navigation	LRP QA System
VIM Integrated Invoice Cockpit VIM Workplace	
Portal Favorites	

• Switch Work View | All Users View



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VIM Workpla	ce – Personal View	/		
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Company Code Vendor Name Reference	Switch Work View Personal View Other User's View Team View	×	to to to to	
	O All Users View			

- □ 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)



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Click "Execute" icon to access invoice for review



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

File Edit View Favorites Help	
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• Click "Yes" if a Security Alert window appears

Security	Alert	×				
£	The identity of this web site or the integrity of this connection cannot be verified.					
	 The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority. The security certificate date is valid. 					
	The security certificate has a valid name matching the name of the page you are trying to view.					
	The security certificate uses a strong signature.					
	Do you want to proceed?					
	Yes No Yew Certificate					

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



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



Ē	nfirm Action Selection	×
Ø	Execute option Post Goods Receipt?	
	Yes No X Cancel	

- 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 (<u>https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/j</u> obAids.html)



Goods Receipt Purchase Ord	der -				
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Material Quantity Where					

- 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 (<u>https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/job</u> <u>Aids.html</u>)
 - After purchase order modification is complete, re-open DP Document (see previous steps above)
 - o click "Refer to Requisitioner" for Goods Receipt
 - o Displays "Edit Comments" window
 - o Enter comments in the Current Comments field
 - o 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

🔄 Maintain Recipient List
Users
Recipient List
B User Name
E Users E Users
Continue X Cancel

Option 2 – If invoice referenced incorrect Purchase Order and needs PO Number field updated, click "Refer to PO Invoice AP Processor"



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Vendor Charged Tax	0.00					
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Freight Amount	0.00					
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- Displays "Edit Comments" window
- Enter necessary comments
- Click "Save" to save comments



	Edit Comments 002000000749	X									
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	Save X Can	cel									

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





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- Document will workflow to the selected "AP Processer"
- □ Option 3 If invoice billed unit price are incorrect, reject invoice to vendor
- 002000000130 PO Processing - 002000000130 122 Simulate Rules Display Messages mi Help H AP_PROCESSOR A. ... MCI G/L Act -500515430 486 "BUFFALO" CHICKEN, Deb1 180,000,001,800 ORD. OTY OTY SP BUFFALO NA 00 02 1 /1 QR2 (1) 910
- Click "Return to Vendor"

- Displays "Confirm Action Selection" window
- Click "Yes" to execute option to return to vendor

€Co	nfirm Action Selection	×
0	Execute option Return to Vendor?	
	Yes No Cancel	

• Displays "Return to Vendor" window



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Return to Vendor					
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Comment for Vendor					
DP Process Comments					
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- Confirm vendor email address
 - If incorrect, delete current information and enter correct vendor email address
 - o Additional email address(es) can be added, if needed
- Subject field auto-populate with specific information
- 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
- Select Mail Template, if more than one selection
- Click "Generate Preview" to view message to be transmitted
 - Displays selected "Reason" and written "Comment for Vendor" on the template
- Click "Send" icon
 - o Click on "Yes" to send vendor email and obsolete DP Document



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		Email:		

🔄 Ret	curn to Vendor
8	Send Vendor Email and Obsolete DP Document ?
	Yes No

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