



Accounting and Disbursements Division Accounts Payable Branch

VIM Workplace Exception Price Discrepancy Exist (PO)

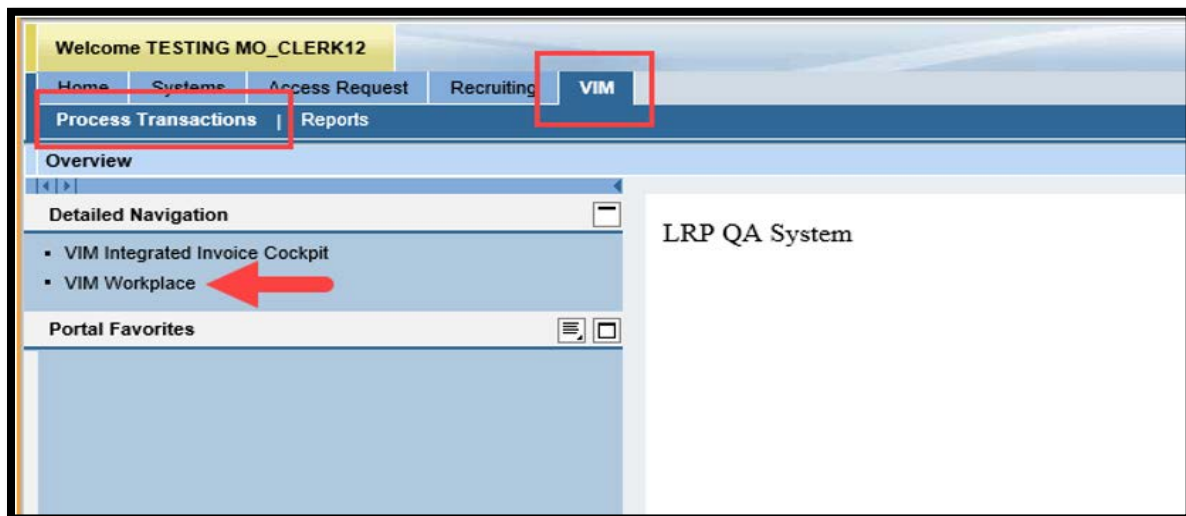
Overview

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

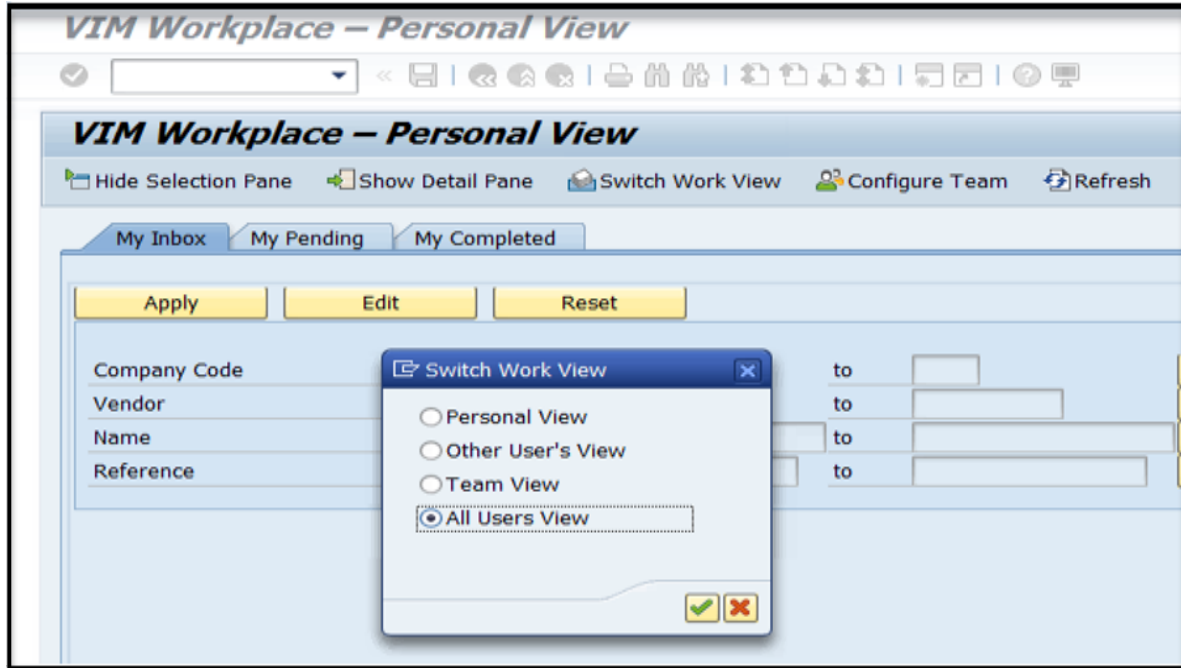


- Switch Work View | All Users View



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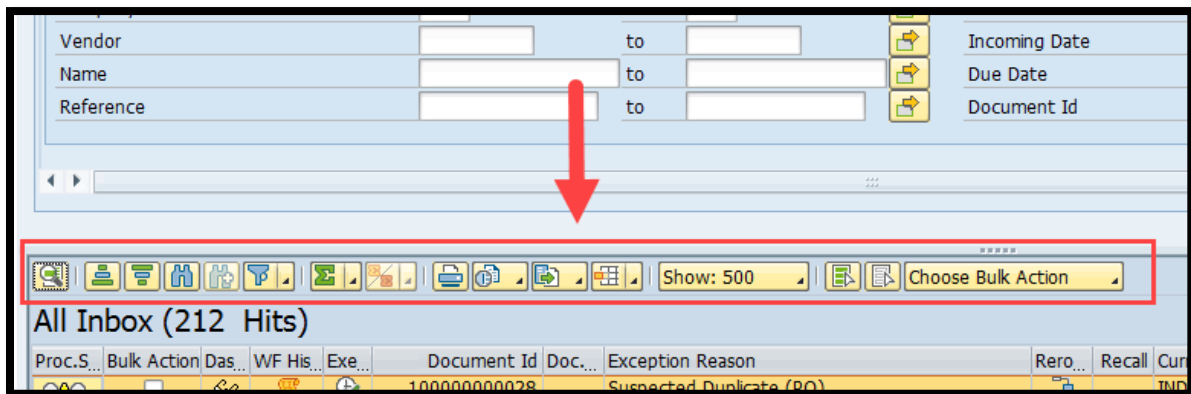
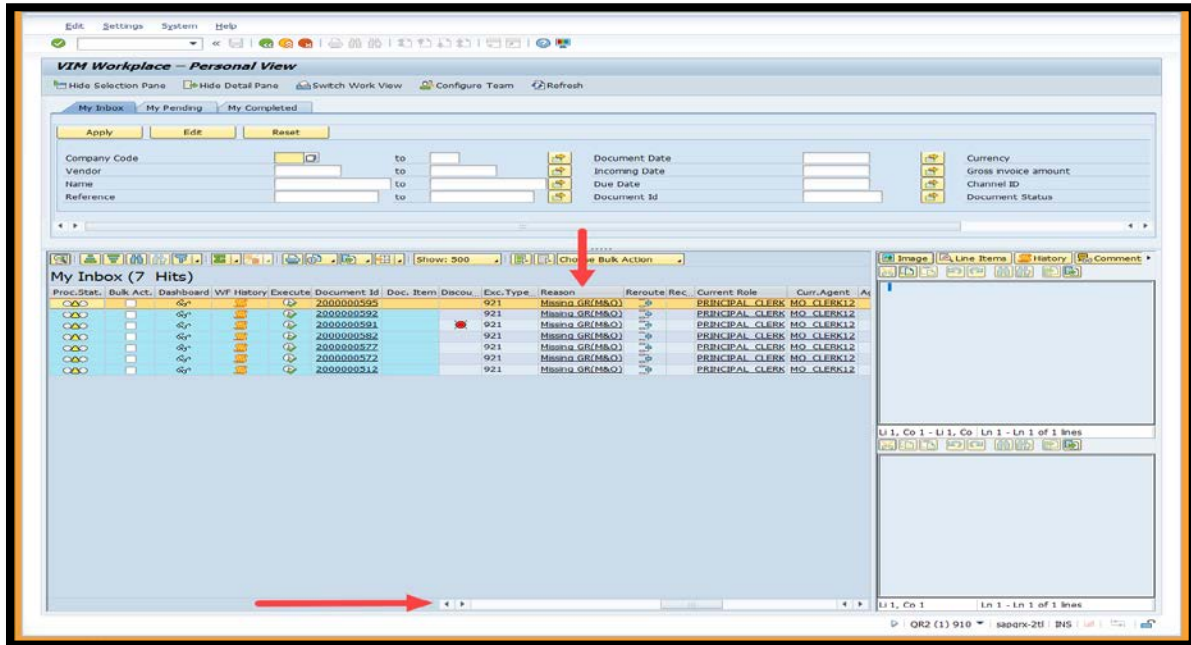


- ☒ Displays all DP Documents with issue/s such as **Price Discrepancy Exist (PO)**
 - Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
 - Any column can be sorted or filtered by using the various function icons



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Click "Execute" icon to access invoice for review



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Proc.Stat.	Bulk Action	Dashboard	WF History	Execute	Document Id	Doc...	Exception Reason	Rero...	Recall	Current Role	Current Agent
	<input type="checkbox"/>				200000750		Price Discrepancy Exist (PO)			BUYER	VBHEEMA
	<input type="checkbox"/>				200000749		Price Discrepancy Exist (PO)			BUYER	VBHEEMA

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

INVOICE

G & G TOP SHOP & UPHOLSTERY SINCE 1945
2484
Free Estimates
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 SCHOOL DISTRICT
ADDRESS: _____
TELEPHONE #: P.O. # 4500513119

QUANTITY	TYPE OF VEHICLE	DESCRIPTION	DATE	UNIT PRICE	AMOUNT
2		RE-UPHOLSTERY AND SEAT-BACKS	9-11-19	40.90	80.80
		MATERIAL		20.00	
		LABOR		60.80	
		TAX		1.80	
APPROVED FOR PAYMENT					
SIGNATURE:					
DATE: 9/11/2019					
PLEASE READ: 9/11/2019					
SUBTOTAL					80.80
TAX					1.80
TOTAL					81.80

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.



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- Click “Yes” if a Security Alert window appears



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



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VIM Workplace Exception Price Discrepancy Exist (PO)

The screenshot displays the SAP 'Process PO Processing - 00200000670' interface. The main window is divided into several sections:

- Process Options for AP Processor:** Includes buttons for 'Change Doc Type', 'Apply Rules', 'Return to Vendor', 'Vendor Communication', 'Add Supporting Doc', and 'Refer'.
- Basic Data:** Contains 'Invalid PO Number (PO)', 'Vendor Data' (Vendor Number: 1000003037, Vendor Name: NIBYO & MOORE), 'Recipient Data' (Company Code: 1000), and 'Invoice Data' (Reference Number: 230629, Document Date: 08/28/2019, Gross Amount: 23,302.50 USD).
- Facilities Information:** A table with columns for SAP Contract, Amount paid to vendor after retention, Retention Amount, Contract Reference Date, Contract ID, PO Number, Project ID, Price Version/Itemized Price, Price Release, and Discount Policy.

- 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 (<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 “Post Goods Receipt”
 - Displays “Confirm Action Selection” window
 - Click “Yes” to Execute option Post Goods Receipt



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- 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>)



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The screenshot displays the SAP 'Post, Change or View Goods Receipt/Issue' window for a 'Goods Receipt Purchase Order'. The document type is 'GR goods receipt' with a number '101'. The document date and posting date are both '09/10/2020'. The interface includes a 'General' tab with fields for 'Delivery Note', 'Bill of Lading', and 'Header Text'. Below this is a table with columns: Line, Mat., Short Text, OK, Qty in UnE, E..., Vendor, Vendor, Purchase Order, Item, Batch, Valuation, M..., D, Stock, and Typ. The table is currently empty. At the bottom, there is a 'Material' tab and a 'Where' field.

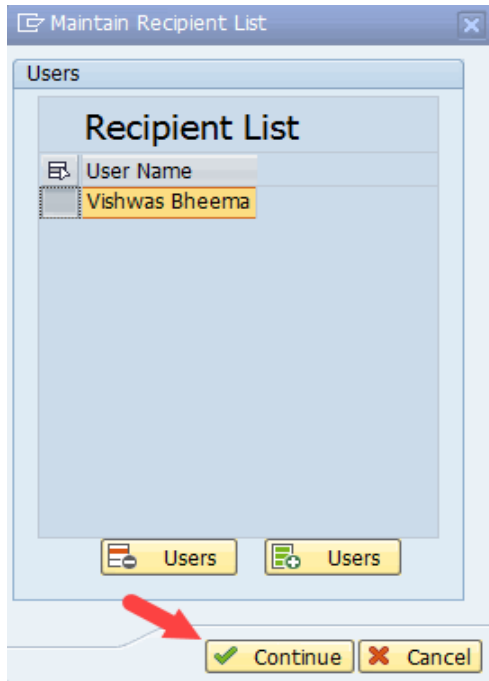
- Invoice will auto-post when there are no other invoice issue(s) and matching GR is in place. (GR qty = IR qty)
- Buyer
 - Refer to SAP Purchase Order Job Aids for more information, if needed (<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/141/jobAids.html>)
 - After purchase order 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”



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- Document will workflow to selected recipient



- ☞ *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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The screenshot displays the SAP PO Processing interface for document 00200000133. The interface is divided into several sections:

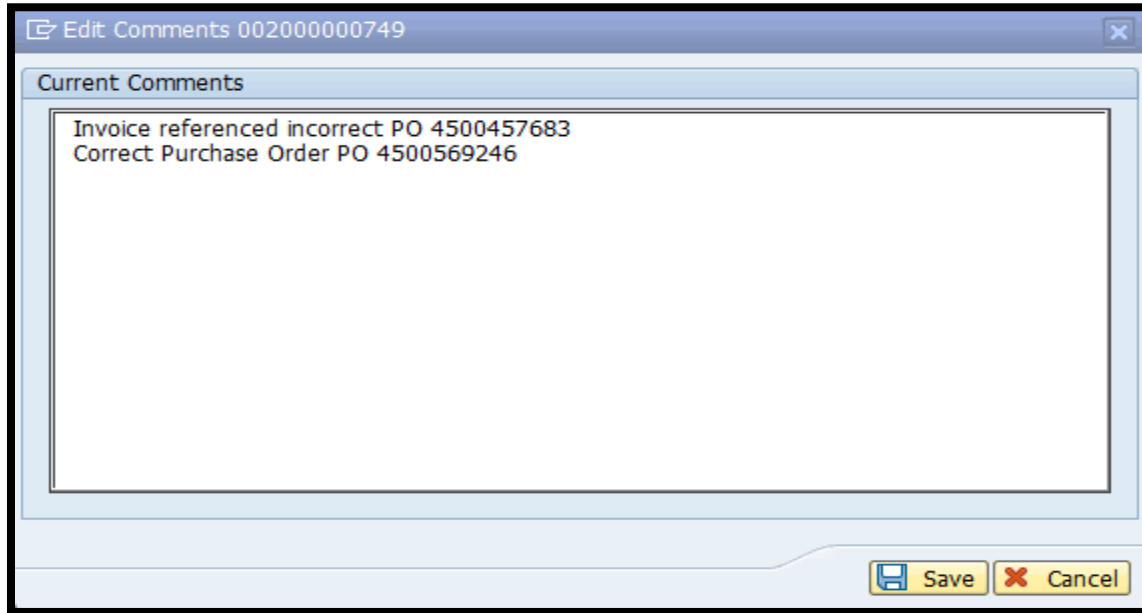
- Process Options for: Requisitioner**: A table with columns for 'Add Supporting Doc' and 'Attach Supporting Documents'. A red arrow points to the 'Refer to PO Invoice AP Processor' option. Other options include 'Refer to PO Invoice Buyer', 'Refer to Requisitioner', and 'Refer for Info'. Roles listed include AP_PROCESSOR, BUYER, REQUISITIONER, and INFO_PROVIDER.
- Vendor Data**: Fields for Vendor Number (1000003152), Vendor Name (CENTER FOR CULTURALLY), and Address (4712 ADMIRALTY WAY, #1141, MARINA DEL REY, CA 90282).
- Invoice Data**: Fields for Reference Number (TEST46), Document Date (01/24/2020), Gross Amount (4,000.00 USD), and PO Number (4500515439).
- Terms and Description**: A table showing Terms (Net 30) and Due Date (02/28/2020). The description includes 'Foundation Day One: Changing Mindsets- Full Day- 09/21/2019' and 'Out-of-state sale, exempt from sales tax'.

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

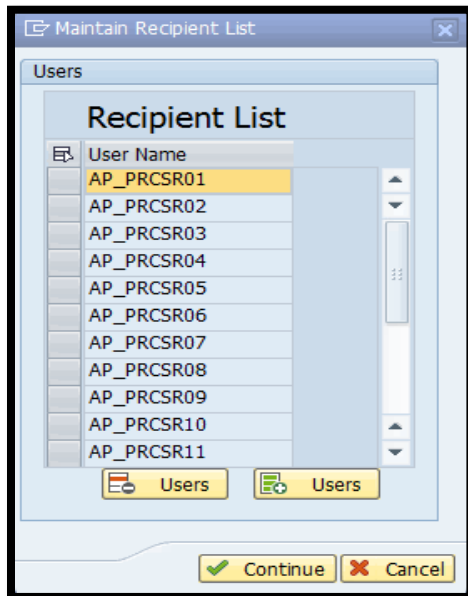


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VIM Workplace Exception Price Discrepancy Exist (PO)



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

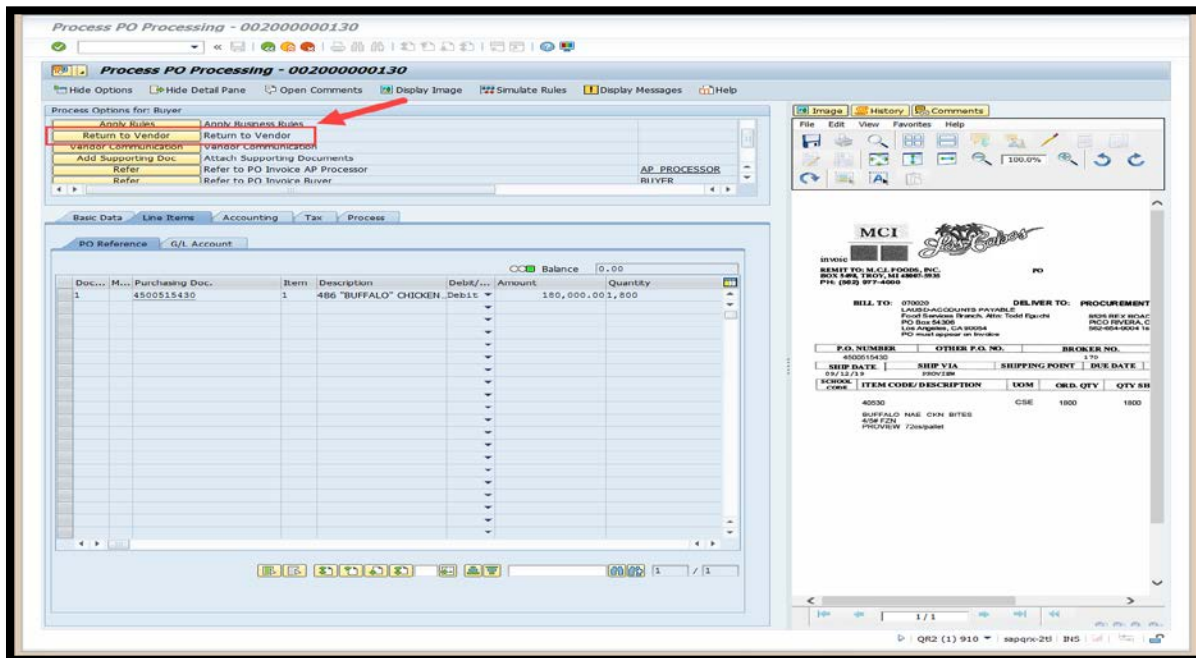




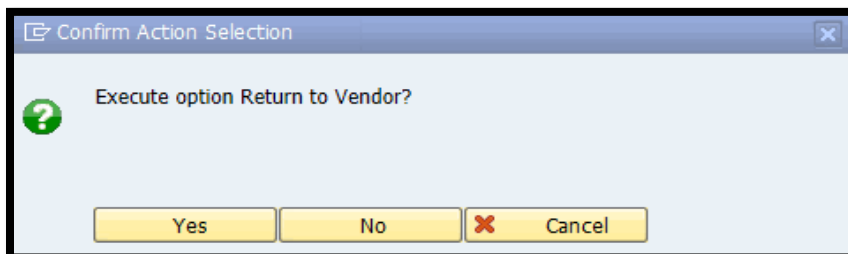
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VIM Workplace Exception Price Discrepancy Exist (PO)

- Document will workflow to the selected “AP Processor”
- ☞ **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



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- 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
- 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
 - Click on “Yes” to send vendor email and obsolete DP Document



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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 Expiration
- Billing Period not within NTP/Task Order/Work Authorization Contract Period

Comment for Vendor

Unit Price Discrepancy for PO line 3

DP Process Comments

Unit Price Discrepancy for PO line 3

Additional Documents

File Type	Arch. Doc. Type	Arch.Date	Arch.Tr
			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@lausd.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:

Return to Vendor

Send Vendor Email and Obsolete DP Document ?

Yes No

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