



Accounting and Disbursements Division Accounts Payable Branch

VIM Integrated Invoice Cockpit PO Exhausted (PO)

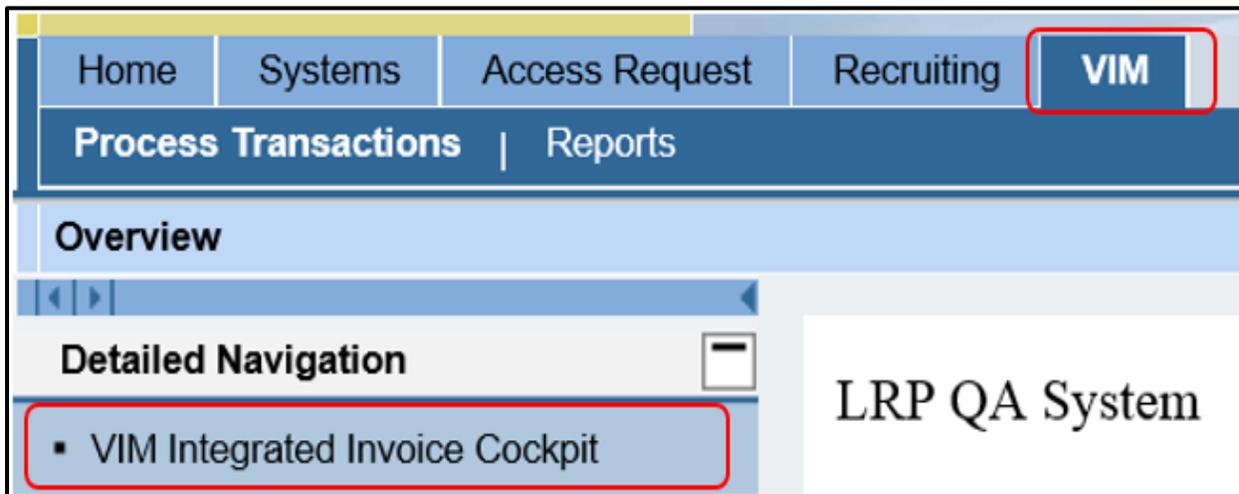
Overview

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)

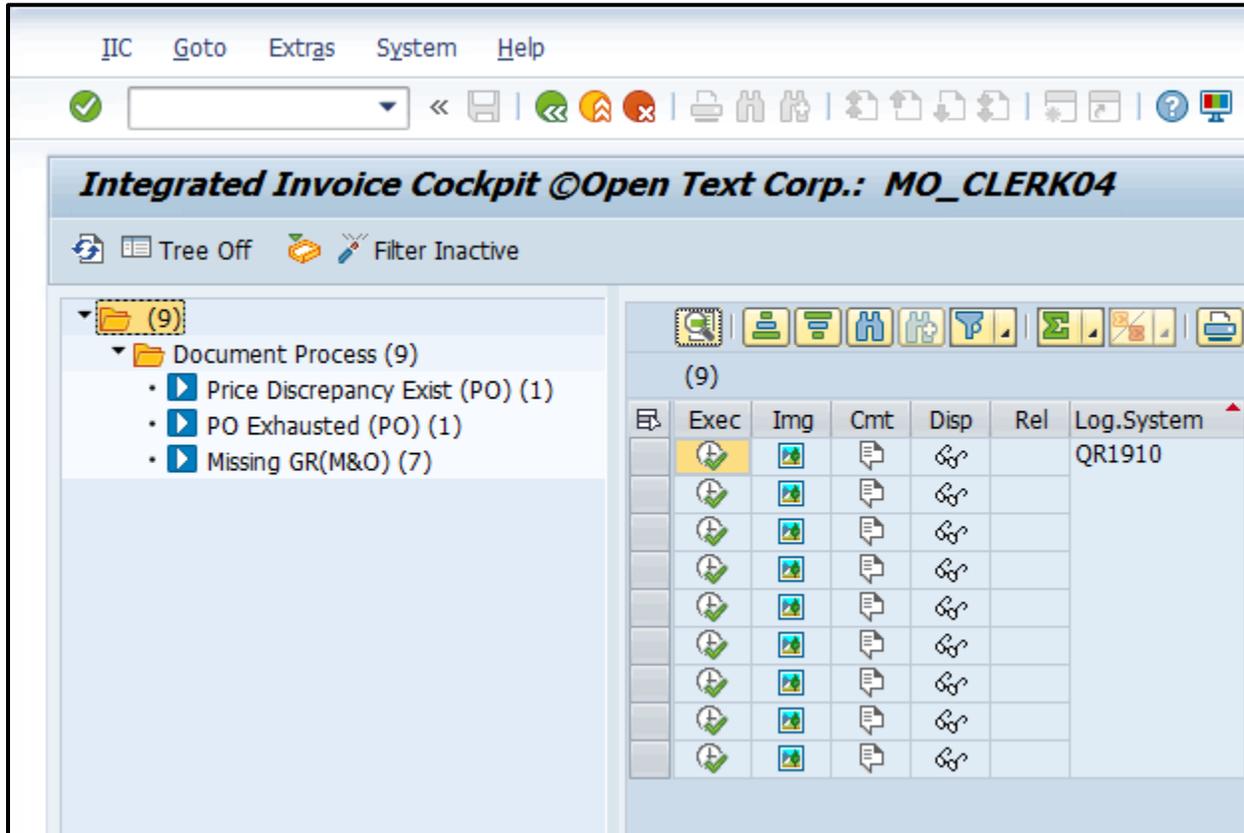


- 📄 Click ► symbol next to the folder to expand
 - Each invoice issue is categorized with a number count



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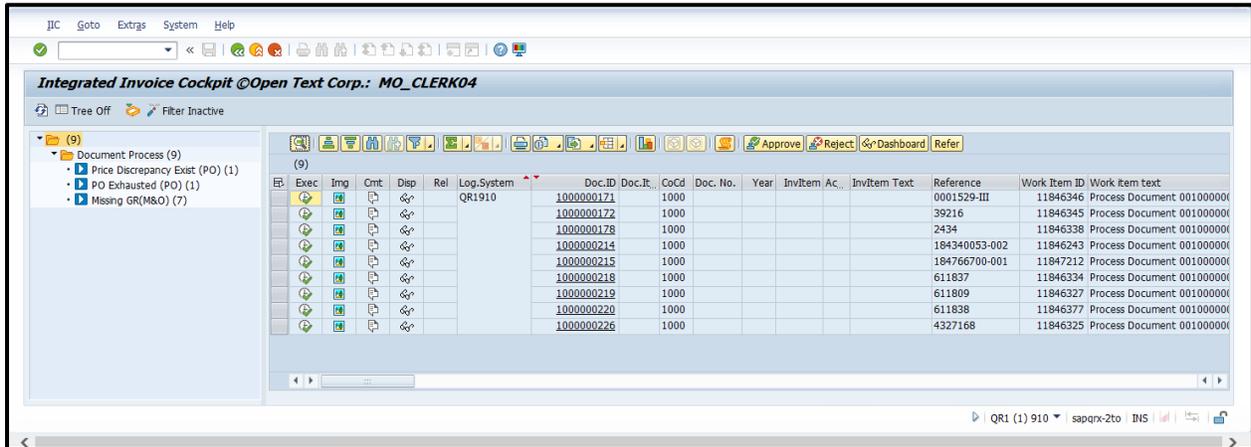


- Click on each invoice category to see the list of invoice/s
 - Use bottom scroll bar to access more columns such as Purchase Order, Vendor Name, Invoice, Exception Text, Discount, etc
 - Any column can be sorted or filtered by using the various function icons

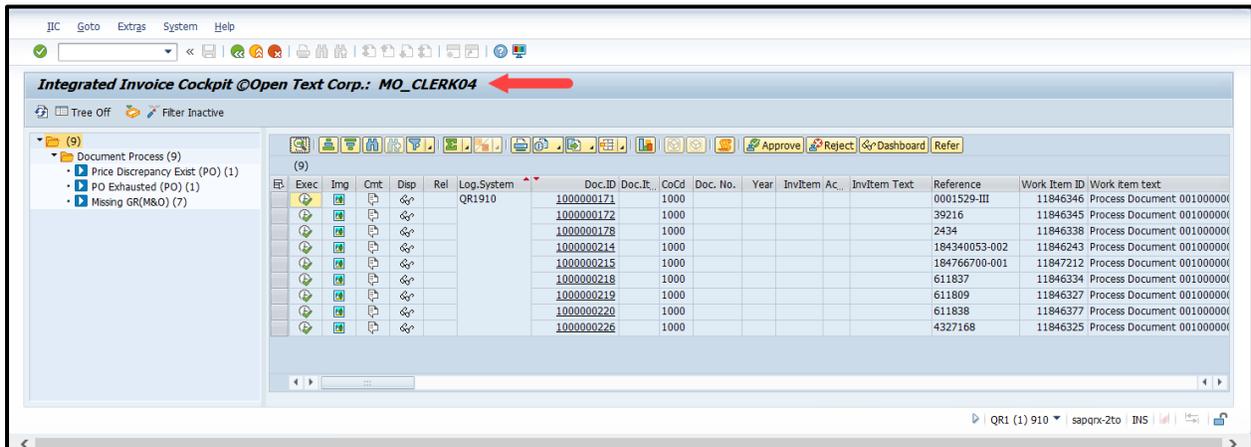


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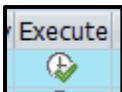
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For Exception Reason, **PO Exhausted (PO)**, the invoice will automatically route to the M&O Clerk for further review and approval



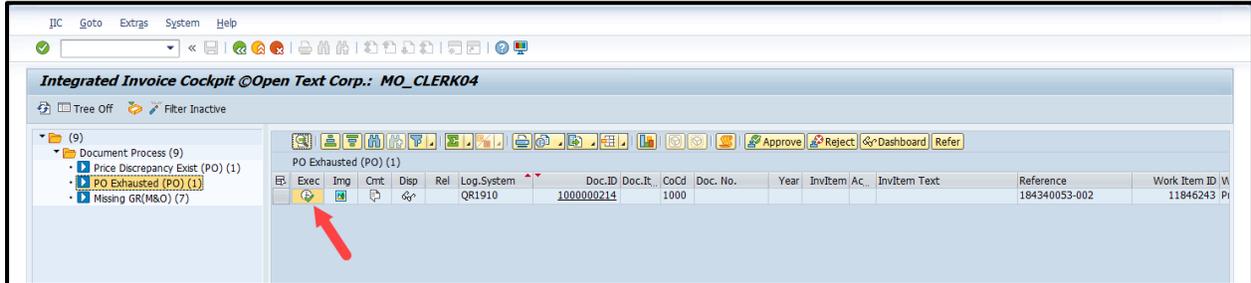
Click “Execute” icon to access invoice for review





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



**Accounting and Disbursements Division
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INVOICE
SINCE 1945

G & G TOP SHOP & UPHOLSTERY 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
ADDRESS: SCHOOL DISTRICT
TELEPHONE #: P.O. # 4500513119

QUANTITY	DESCRIPTION	Unit price	Amount
	Re-upholstery		
②	Aut. SEAT-BACKS	40	80.00
	MATERIAL	2.00	
	LABOR	60.00	
	TAX	1.80	
	APPROVED FOR PAYMENT		
	SIGNATURE: <u>[Signature]</u>		
	DATE: <u>9/11/2019</u>		
	PLEASE READ: <u>9/11/2019</u>	SUBTOTAL	80.00
	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	TAX	1.80
		TOTAL	81.80

- Click "Yes" if Security Alert window appears



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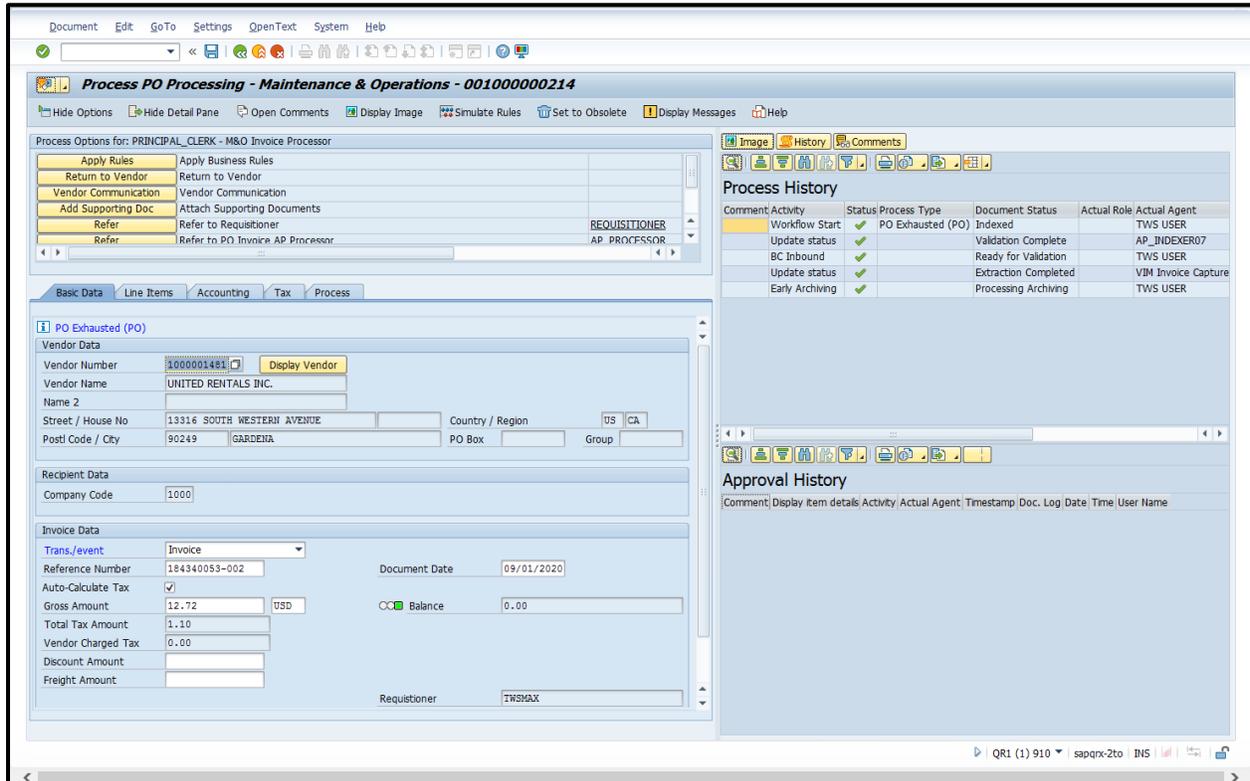


 Process Options and other DP Document fields are now accessible



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Invoice is correct → 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)

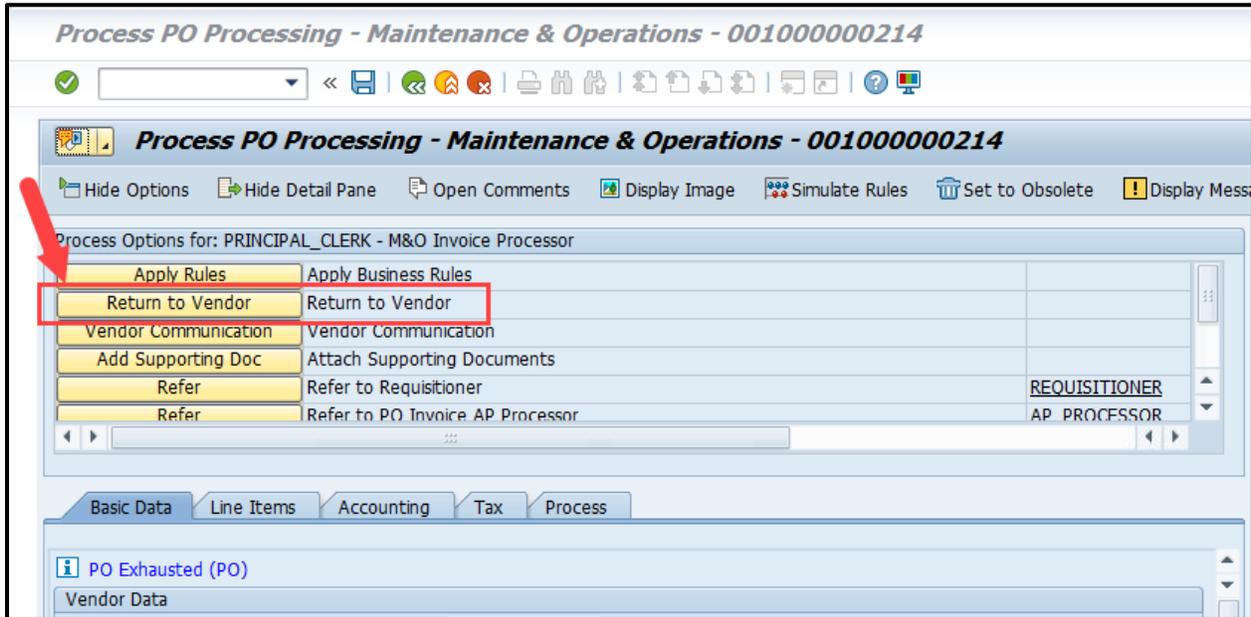
Invoice is incorrect → Reject invoice to vendor

- ☞ Click "Return to Vendor"

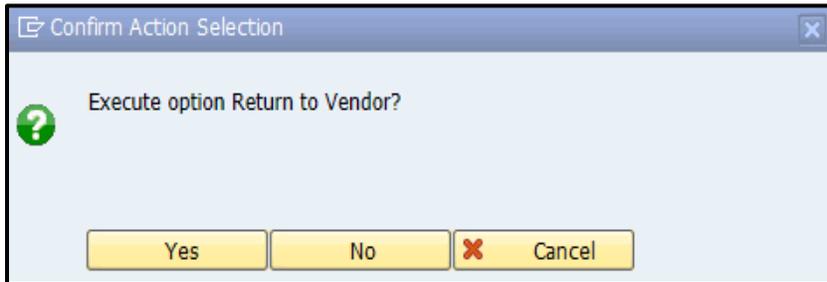


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- ☞ “Confirm Action Selection” window will appear
- ☞ Click “Yes”



- ☞ “Return to Vendor” screen will appear



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File Type	Arch. Doc. Type	Arch.Date	Arch.Time
			00:00:00
			00:00:00
			00:00:00

- ☞ 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”



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Return to Vendor

E-Mail Address:

CC Requester:

Subject:

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

Comment for Vendor

DP Process Comments

Additional Documents

File Type	Arch. Doc. Type	Arch.Date	Arch.Time
<input type="checkbox"/>			00:00:00

Language:

Mail Template

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 # : 2019-063827-00

Reasons:
Missing or incorrect PO number

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:
Vendor Information between invoice and PO does not match

Thank you,

AP_FRCSR03

Tel.:
Email:

Return to Vendor

Send Vendor Email and Obsolete DP Document ?

Email notification will be sent to the vendor



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 Invoice will be obsoleted (deleted) from the workflow