

Accounting and Disbursements Division Accounts Payable Branch

Non-PO Payment Request (Requestor)

Overview

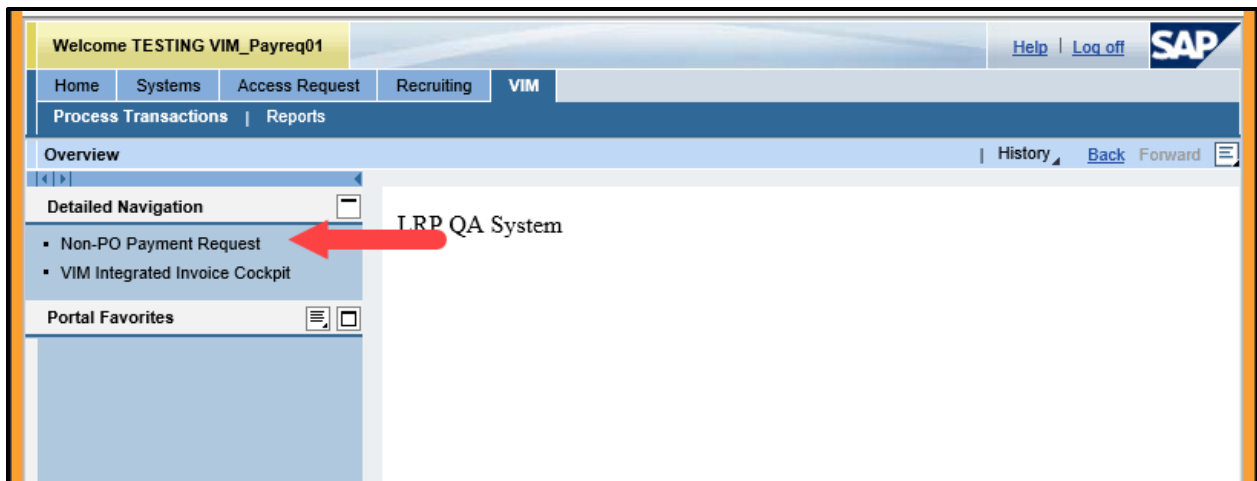
Non-PO Payment Request replaces Miscellaneous Bill Payment Request.

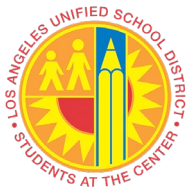
Requestor will initiate submittal of Invoice Payment Request for approval workflow.
Approver will receive email notification of pending document/s for review.

Instructions

- 🖥️ Login to VIM
 - VIM will be another accessible main tab in SAP

- 🖥️ VIM Portal: VIM | Process Transactions | Non-PO Payment Request





Accounting and Disbursements Division Accounts Payable Branch

Non-PO Payment Request (Requestor)

VIM: Payment Request

Attach and Submit
 Clear
 Hold
 Retrieve

Invoice Data

Vendor Number	<input type="text"/>	Permitted Payee	<input type="text"/>	
Vendor Name	<input type="text"/>	Requestor	<input type="text"/>	
Invoice Reference	<input type="text"/>	Req. Email	<input type="text"/>	
Amount / Curr	<input type="text"/> USD	Approving Fund Center	<input type="text"/>	
Tax Amount	<input type="text"/> 0.00	<input checked="" type="checkbox"/> Calculate tax	Company Code	<input type="text"/> 1000
Balance	<input type="text"/> 0.00	Period	<input type="text"/> 3	
Invoice Date	<input type="text"/> 09/11/2020	Baseline Date	<input type="text"/> 09/11/2020	
Posting Date	<input type="text"/> 09/11/2020	Due On Date	<input type="text"/> 09/11/2020	
Text	<input type="text"/>	Doc. Header Text	<input type="text"/>	

Optional

Payment Terms	<input type="text"/> 0 Days	<input type="text"/> 0.000	Special Handling	<input type="text"/>
	<input type="text"/> 0 Days	<input type="text"/> 0.000		
	<input type="text"/> 0 Days net			
Name of w/hld.tx Type	<input type="text"/>	w/hld.tx Code	<input type="text"/>	
w/hld.tx Base Amount	<input type="text"/>	w/hld.tx Amount	<input type="text"/>	

Remit To Address

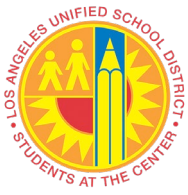
Street	<input type="text"/>	Country / State	<input type="text"/>	<input type="text"/>
Postal Code / City	<input type="text"/>	PO Box	<input type="text"/>	

Item Details

D/C	G/L Acct	Short Text	Tax Code	Tax Jurisdictn Code	Amount in doc.curr.	Fund	Func.
Debit							
Debit							
Debit							
Debit							

Invalid Requestor

QR2 (1) 910 | sapqrx-2tk | INS



Accounting and Disbursements Division
Accounts Payable Branch

Non-PO Payment Request (Requestor)

Submit Invoice Payment Request

Enter information for Invoice Payment Request

FIELD	DATA
1	Vendor Number SAP Vendor Number (10-digits)
2	Permitted Payee SAP Permitted Payee Number (10-digits and is linked to Main Vendor Code)
3	Requestor Requestor's SAP User ID (do not include last 3 digits)
4	Req Email will auto populate based on Requestor's User ID
5	Reference Invoice Number (maximum 16 alphanumeric)
6	Amount Amount Payable to vendor (xx,xxx,xxx.xx)
7	Approving Fund Center Fund Center (7-digits)
8	Calculate Tax click the checkbox to activate calculation of sales tax based on Tax Code
9	Invoice Date Date of Invoice (mm/dd/yyyy)
10	Text Description of request
11	Document Header Text Additional description or other information
12	Payment Terms Auto-populates based on Vendor Code
13	Special Handling <i>Optional</i> (click dropdown and select character flag) EN (Enclosure) MW (Manual Warrant) PU (Vendor Pick up) SP (Special Payment)
14	W/Hld Tax Base Amount W/Hld Tax code W/Hld Tax Amount <i>Leave blank</i>
15	G/L Account General Ledger Account (6-digit number on funding line / e.g. 430010 Instr Material-General Purpose)
16	Tax Code "Z0" Nontaxable "Z1" Taxable
17	Tax Jurisdiction Select City where item was shipped/services completed (e.g. CA1110002 Los Angeles); SAP will calculate Sales Tax rate based on Tax Jurisdiction
18	Amount Amount payable to vendor (xx,xxx,xxx.xx)
19	Fund Fund (e.g. 010-0000)
20	Functional Area Functional Area (e.g. 0000-7200-10025)
21	Cost Center School/Office Location Code (e.g. 1194901 Marlton School)
22	Grant Grant Number, if applicable
23	Order Internal Order, if applicable
24	WBS Element Project Number, if applicable



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VIM: Payment Request entry fields

VIM: Payment Request

✓ Attach and Submit Clear Hold Retrieve

Invoice Data

Vendor Number	1	<input type="text"/>	Permitted Payee	2	<input type="text"/>
Vendor Name		<input type="text"/>	Requestor	3	<input type="text"/>
Invoice Reference	5	<input type="text"/>	Req. Email	4	<input type="text"/>
Amount / Curr	6	<input type="text"/> USD	Approving Fund Center	7	<input type="text"/>
Tax Amount	0.00	8 <input checked="" type="checkbox"/> Calculate tax	Company Code		1000
<input type="radio"/> Balance	0.00		Period		7
Invoice Date	9	01/01/2020	Baseline Date		01/01/2020
Posting Date		01/01/2020	Due On Date		01/01/2020
Text	10	<input type="text"/>	Doc. Header Text	11	<input type="text"/>
Transaction Type		Invoice	SAP Document Type		KR

Optional

Payment Terms	12	<input type="text"/>	0 Days	0.000	Special Handling	13	<input type="text"/>
			0 Days	0.000			
			0 Days net				
Name of w/hld.tx Type		<input type="text"/>	w/hld.tx Code		<input type="text"/>		
w/hld.tx Base Amount	14	<input type="text"/>	w/hld.tx Amount		<input type="text"/>		

Remit To Address

Street	<input type="text"/>	Country / State	<input type="text"/>	<input type="text"/>
Postal Code / City	<input type="text"/>	PO Box	<input type="text"/>	<input type="text"/>

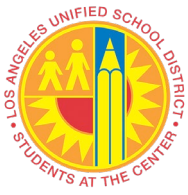
Item Details

D/C	G/L Acct	S	Tax Code	Tax Jurisdictn Code	Amount...	Fund	Func. Area	Cost Center	Grant	Order	WBS ...	Assignment
Debit	15		16	17	18	19	20	21	22	23	24	
Debit												
Debit												
Debit												

Click "Attach and Submit" to attach supporting document/s and submit Invoice Payment Request

VIM: Payment Request

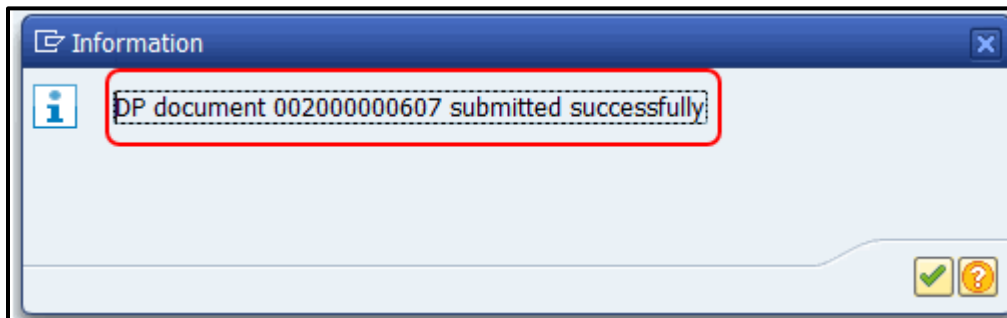
✓ Attach and Submit Clear Hold Retrieve



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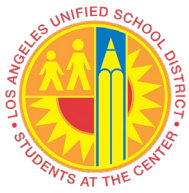
Non-PO Payment Request (Requestor)

- A popup window will appear to browse, select, and click “Open” to attach supporting document/s
- 🖥️ VIM system will generate a 10-digit Document Processing (DP) number
- 🖥️ Approver will receive email notification for submitted Invoice Payment Request



Hold Invoice Payment Request

- 🖥️ Follow instructions to display VIM Payment Request screen
- 🖥️ Enter the information for Invoice Payment Request
- 🖥️ Click “Hold” to hold Invoice Payment Request



Accounting and Disbursements Division Accounts Payable Branch

Non-PO Payment Request (Requestor)

SAP VIM: Payment Request

Attach and Submit Clear Hold Retrieve Cancel More

Invoice Data

Vendor Number	100000586	Permitted Payee	
Vendor Name	THE CALIFORNIA ARTS PROJECT	Requestor	RBASBAS
Invoice Reference	123	Req. Email	RAMIL.BASBAS@LAUSD.NET
Amount / Curr	10.00 USD	Approving Fund Center	1057101
Tax Amount	0.00	Company Code	1000
Balance	0.00	Period	8
Invoice Date	02/26/2020	Baseline Date	02/26/2020
Posting Date	02/26/2020	Due On Date	02/26/2020
Text		Doc. Header Text	

- Displays Hold Data screen after clicking “Hold”
- Enter a Variant Name (e.g. invoice#, vendor#, etc.)
- Click “Save” (check mark) icon to save Variant Name for Invoice Payment Request

VIM: Payment Request

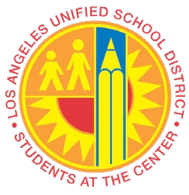
Attach and Submit Clear Hold Retrieve

Invoice Data

Hold Data

Variant Name: HOLD PAY REQ
(Provide a unique name to store and retrieve the data)

Save Cancel

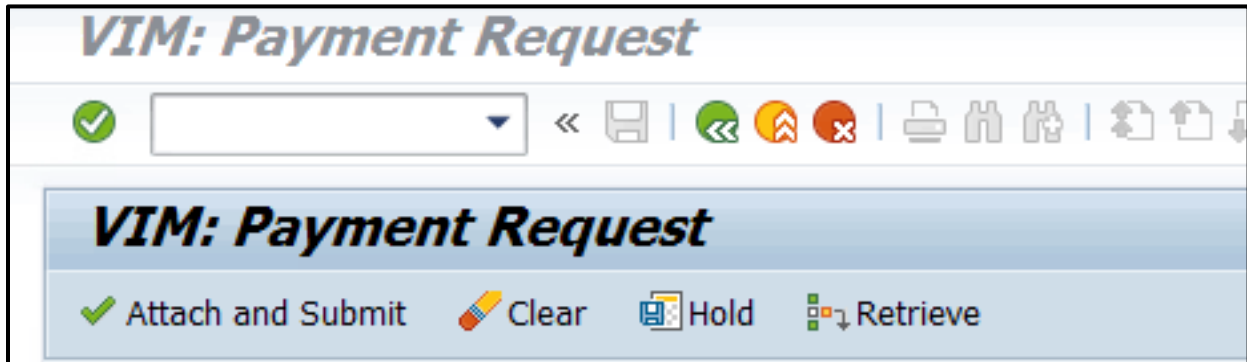


Accounting and Disbursements Division Accounts Payable Branch

Non-PO Payment Request (Requestor)

Retrieve Invoice Payment Request

- Follow instructions to display VIM Payment Request screen
- Click "Retrieve" to retrieve Invoice Payment Request



- Displays list of Variant Name
- Select Variant Name

Variant Name	Invoice Ref #	Vendor Name	Created On
CRISTINA	NON PO OGC	LAW OFFICES OF CINDY BRINING	02/11/2020
DIOSA_02202020	123456	CRAINCO INCORPORATED	02/20/2020
HOLD PAY REQ	123	THE CALIFORNIA ARTS PROJECT	02/26/2020

- Click "Attach and Submit" to attach supporting document/s and submit Invoice Payment Request