



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT



Accounts Payable Branch



MISSION STATEMENT

Our mission is to support the LAUSD community by processing accurate and timely payments while providing the highest level of customer service, to maintain fiscal controls through our policies and procedures, to ensure compliance with laws and regulations, and to deliver reliable data.

VISION

A department that is efficiently and accurately paying District vendors while providing excellent customer service.

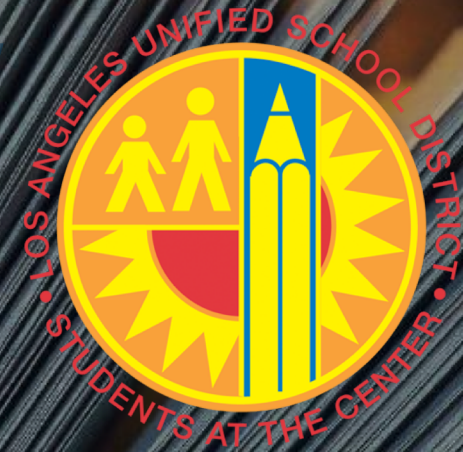


Accounts Payable is continuously working on streamlining our processes to provide accurate and timely payments to District vendors. We are making improvements now that we want to share with you.

Vendor Invoice Management (VIM)

VIM streamlines accounts payable operations for LAUSD vendors. VIM optimizes and simplifies the process of receiving, managing, monitoring, and routing invoices and related documentation on all levels.

This means transitioning to paperless invoicing, which is a more automated process that accelerates invoice review and reduce errors.



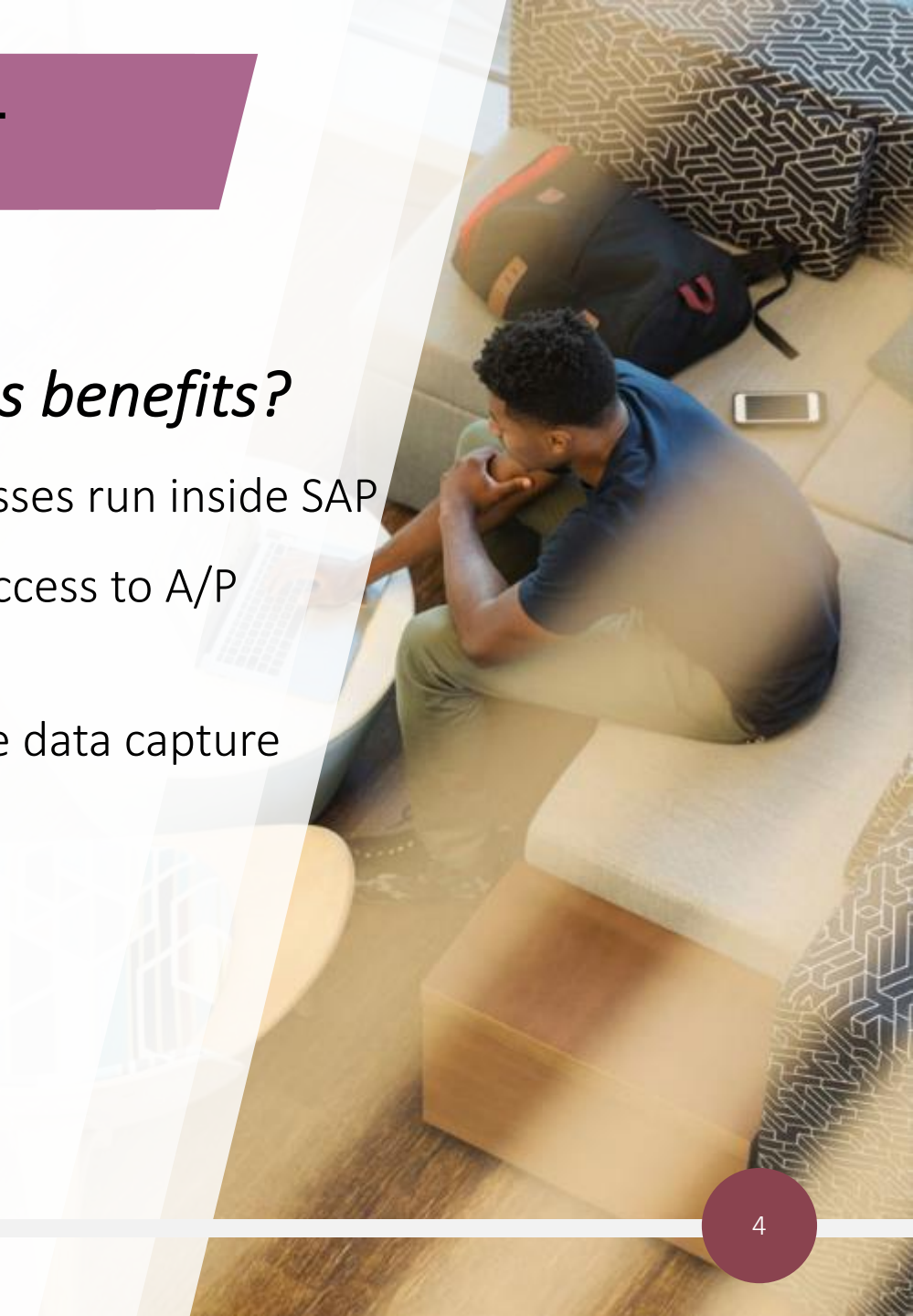


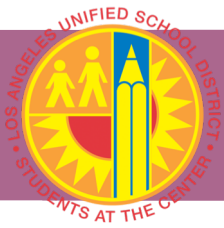
LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

What is Vendor Invoice Management (VIM) and its benefits?

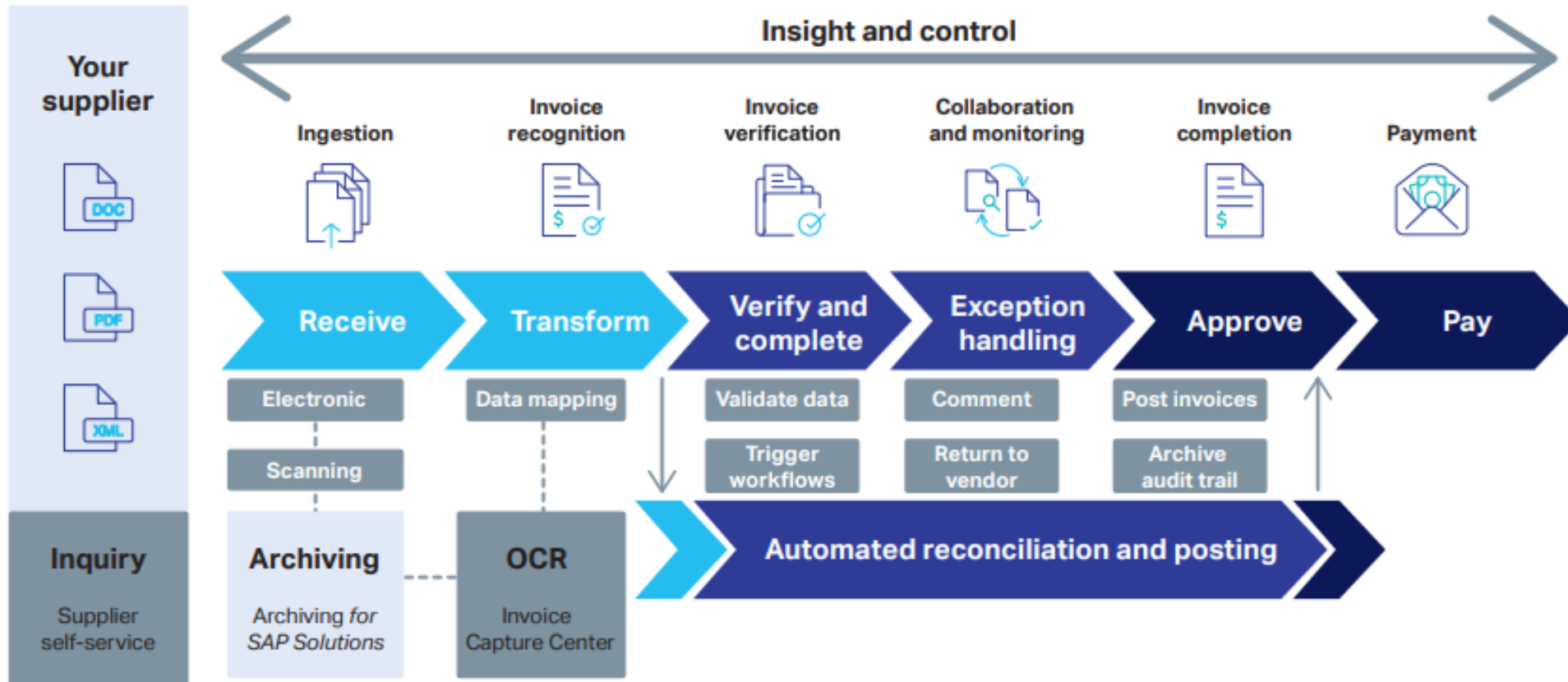
- ❖ VIM is an add-on to SAP system, where its functions and processes run inside SAP
- ❖ Ensures accurate, on-time financial reporting with automatic access to A/P information
- ❖ Accelerates invoice review and data entry through rapid invoice data capture
- ❖ Automated invoice routing and workflow
- ❖ Visibility of invoices and related documents on all levels
- ❖ Improve productivity through automation
- ❖ Reduce paper handling and physical storage





LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)





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VENDOR INVOICE MANAGEMENT (VIM)



What is changing?

Vendor invoices are going from a paper-based, manual data entry process to PDF, automated and electronic method through VIM in SAP.



What changes will I see before my school is rolled out?

During and after VIM transition, schools will receive three automatic VIM email notifications about Purchase Order, Goods Receipt, and/or Invoice discrepancies. Please note, you will receive VIM training before the system rolls out to your school on handling the invoice via VIM.

Notification	Current Delivery Method	New Delivery Method
Invoice Alert-> GR Mismatch SAP Invoice XXXXXXXXXX	Automatic notification triggered by SAP	Automatic email notification triggered by VIM. Subject: Missing Goods Receipt
Unable to process invoice due to price discrepancy	Notification emailed to the school by Accounts Payable staff	Automatic email notification triggered by VIM. Subject: Price Discrepancy
Unable to Process Invoice due to Invoice Quantity > PO	Notification emailed to the school by Accounts Payable staff	Automatic email notification triggered by VIM. Subject: PO Exhausted

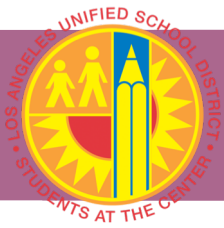


When will this happen and how do I learn more?

Central Offices – *TBD*

Schools – *TBD*

Please visit Accounts Payable - VIM website: <https://achieve.lausd.net/Page/16426>



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VENDOR INVOICE MANAGEMENT (VIM)

SAP – VIM WORKPLACE

Navigation menu showing 'VIM' highlighted in a red box. Below it, 'Process Transactions' is also highlighted in a red box with a red arrow pointing to it. In the 'Detailed Navigation' section, 'VIM Workplace' is highlighted in a red box with a red arrow pointing to it.



VIM Workplace – Personal View interface showing a list of invoices under 'My Inbox (16 Hits)'. The interface includes search filters and a table of invoice data.

Proc.St.	Bulk Act.	Dashboard	WF History	Execute	Document Id	Doc. Item	Res./Rep.	Image	Comment	CoCode	DocumentNo	Year	Vendor	Name 1	Purch.Doc.	Refer
					2000000996					1000			1000011377	Risk Solutions & Investigations, In	4500512884	19-13
					2000000808					1000			1000002595	LITTLER MENDELSON PC		50541
					2000000801					1000			1000003708	DANNIS WOLIVER KELLEY		23465
					2000000753					1000			1000001586	BARAKAT CONSULTING, INC.		256
					2000000603					1000			4000000001	CHARTER SCHOOL CAPITAL, INC.		11111
					2000000586					1000			1000001303	FERGUSON ENTERPRISES, INC.	4500508247	79138
					2000000543					1000			1000000628	M.C.I. FOODS, INC	4500506533	05738
					2000000491					1000			1000002647	GUTIERREZ PRECIADO & HOUSE		37659
					2000000458					1000			1000000160	LAW OFFICES OF CINDY BRINING		20190
					2000000420					1000			1000001303	FERGUSON ENTERPRISES, INC.	4500507483	78914
					2000000258					1000			1000006636	H & H AUTO PARTS WHOLESALE	4500515310	11N031
					2000000257					1000			1000001729	EDDINGS ENTERPRISES INC.	4500483739	09478
					2000000256					1000			2000000283	A-Z BUS SALES, INC.		01P68
					2000000252					1000			1000000603	ThorsonMotorCenter		36263
					2000000221					1000			1000006264	AMERICAN MOVING PARTS	4500510516	01A99
					2000000068					1000			1000000160	LAW OFFICES OF CINDY BRINING		NON P



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – MISSING GOODS RECEIPT

- Subject: Inv #XXXXXXXXXXXXXXXXX Missing Goods Receipt
- Reason(s):
 - Goods not received**
- Invoice Details:
 - (Invoice Details)*
 - (Invoice Image Attached with email)*
- Comments:
 - (Additional Comments by A/P Processor, if any)*
- Corrective action(s) provided:
 - Acknowledge receipt of goods/services by processing the online Goods Receipt (GR).
 - If GR is processed and still receiving this message, please review invoice details and all PO lines with GR have been processed.
 - If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice to invoices@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
 Sent: Thursday, October 29, 2020 7:47 AM
 To: Ylagan, Wilma Grace
 Subject: Inv #152708 Missing Goods Receipt

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):

Goods not received

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
 Vendor # :100004450
 Vendor Invoice # :152708
 SAP Invoice # :5500922806
 Invoice Date :09/11/2020
 Purchase Order # :4500587411

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		CX 431ADW (Black)	5	545.00	0	5	0.00	596.78
2		CX 431ADW (Cyan)	5	1,145.00	0	5	0.00	1,253.78
3		CX 431ADW (Magenta)	5	1,145.00	0	5	0.00	1,253.78
4		CX 431ADW (Yellow)	5	1,145.00	0	5	0.00	1,253.78
5		Xerox B215 multifunction printer	10	850.00	0	10	0.00	930.73

Please choose the proper corrective action(s) listed below:

- 1) Please acknowledge receipt of goods and/or services by processing the online goods receipt (GR).
- 2) If you already processed the GR and are receiving this email, please review the invoice details and ensure all the PO lines with GR have been processed.
- 3) If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – PRICE DISCREPANCY

- Subject: Inv #XXXXXXXXXXXXXXXXX Price Discrepancy
- Reason(s):
 - Price Issue
- Invoice Details:
 - (Invoice Details)*
 - (Invoice Image Attached with email)*
- Comments:
 - (Additional Comments by A/P Processor, if any)*
- Corrective action(s) provided:
 - Modify purchase order, if you agree with the billed item(s).
 - If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net.
 - For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center.
 - For Accounts Payable assistance, please contact 213-241-4800 or email Accounts-Payable@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
Sent: Thursday, October 29, 2020 7:57 AM
To: Ylagan, Wilma Grace
Subject: Inv #152708 Price Discrepancy

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):

Price Issue

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
Vendor # :1000004450
Vendor Invoice # :152708
SAP Invoice # :5500922806
Invoice Date :09/11/2020
Purchase Order # :4500587411

Comments:

Invoice billing \$900 Unit Price Exceeds PO line 5 for \$545 Unit Price

Please choose the proper corrective action listed below:

- 1) Please modify purchase order, if you agree with the billed item(s).
- 2) If billed item is incorrect, request vendor to submit a credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.
- 3) For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center (SCSC).
- 4) For Accounts Payable assistance, please contact 213-241-4800 or accounts-payable@lausd.net.

To maintain a positive relationship with vendors, please take corrective action within 5 business days.



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VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – PO EXHAUSTED

➤ Subject: Inv #XXXXXXXXXXXXXXXXX Unable to Pay-PO Exhausted

➤ Reason(s):

Quantity Issue

➤ Invoice Details:

(Invoice Details)

(Invoice Image Attached with email)

➤ Comments:

(Additional Comments by A/P Processor, if any)

➤ Corrective action(s) provided:

- Modify purchase order, if you agree with the billed item(s).
- If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net.
- For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center.
- For Accounts Payable assistance, please contact 213-241-4800 or email Accounts-Payable@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
Sent: Thursday, October 29, 2020 8:14 AM
To: Ylagan, Wilma Grace
Subject: Inv #152708 Unable to Pay-PO Exhausted

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):
Quantity Issue

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
Vendor # :1000004450
Vendor Invoice # :152708
SAP Invoice # :5500922806
Invoice Date :09/11/2020
Purchase Order # :4500587411

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		CX 431ADW (Black)	5	545.00	5	5	596.78	596.78
2		CX 431ADW (Cyan)	5	1,145.00	5	5	1,253.78	1,253.78
3		CX 431ADW (Magenta)	5	1,145.00	5	5	1,253.78	1,253.78
4		CX 431ADW (Yellow)	5	1,145.00	5	5	1,253.78	1,253.78
5		Xerox B215 multifunction printer	10	850.00	10	10	930.73	930.73

Comments:
PO exhausted by invoices 12806 and 120593.

Please choose the proper corrective action(s) listed below:

- 1) Please modify purchase order, if you agree with the billed item(s).
- 2) If billed item is incorrect, contact and follow vendor's return process for the over-shipment. Request vendor to submit a credit memo for the returned items or preferably a revised invoice to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.
- 3) For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center (SCSC).
- 4) For Accounts Payable assistance, please contact 213-241-4800 or accounts-payable@lausd.net.


To maintain a positive relationship with vendors, please take corrective action within 5 business days.





LOS ANGELES UNIFIED SCHOOL DISTRICT

For more Vendor Invoice Management information, please visit our website.

VIM Website: <https://achieve.lausd.net/Page/16426>
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 Accounts Payable Branch

 213-241-4800

 Accounts-Payable@lausd.net

 <https://achieve.lausd.net/accountspayable>