



Accounting and Disbursements Division Accounts Payable Branch

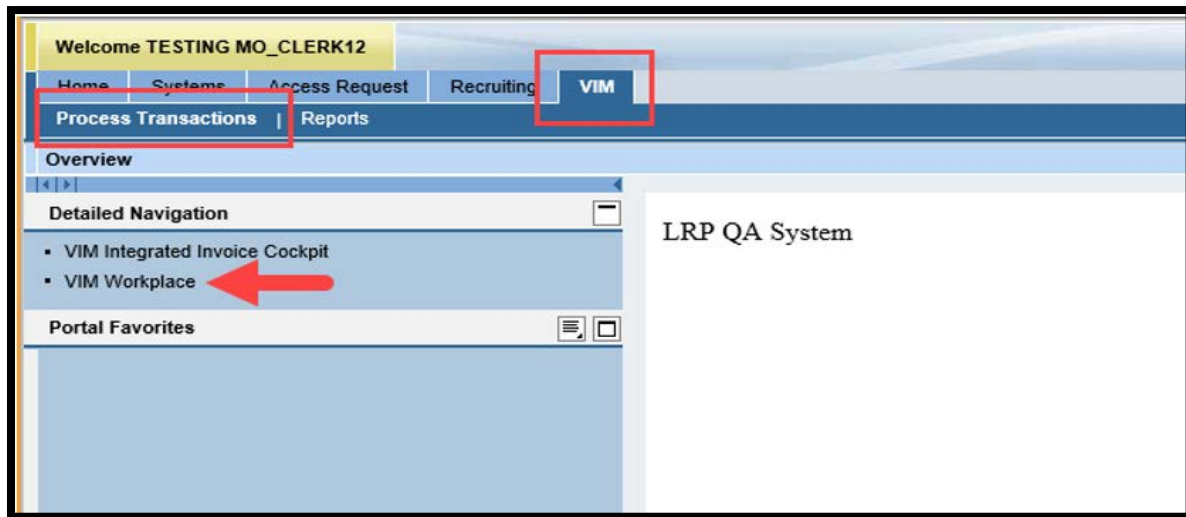
VIM Workplace Exception Return to Vendor

Overview

How to reject invoice to vendor

Instructions

- 🖥️ Login to SAP to access VIM
 - VIM will be another accessible main tab in SAP
- 🖥️ VIM Portal: VIM | Process Transactions | VIM Workplace | Personal View

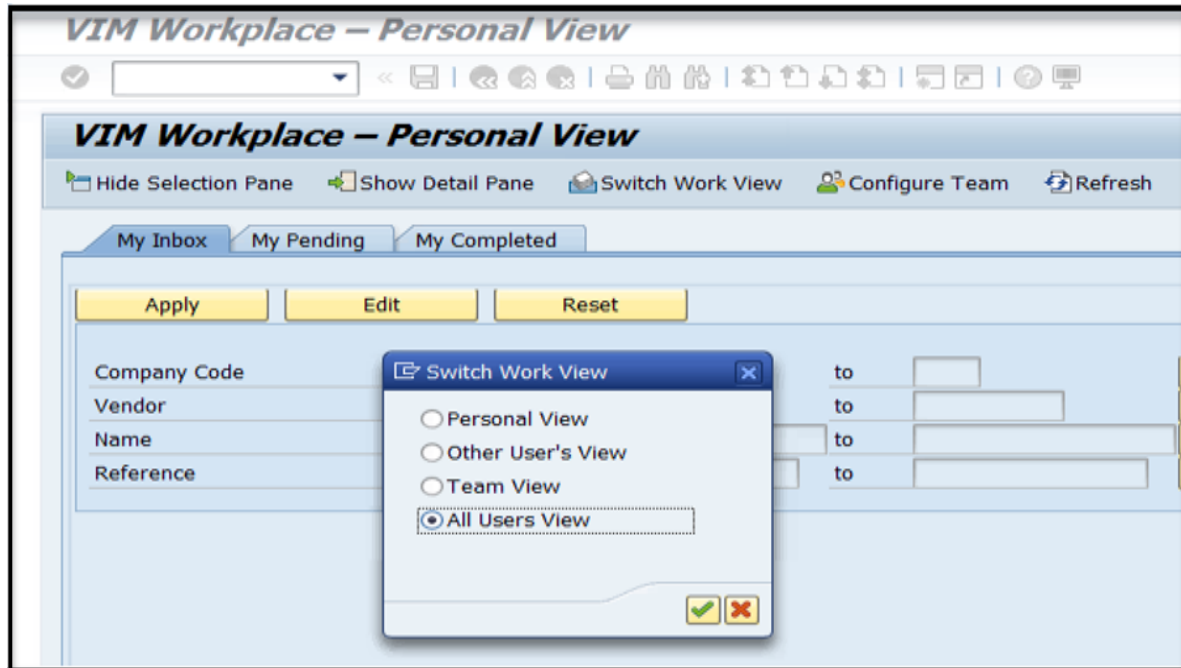


- Switch Work View | All Users View



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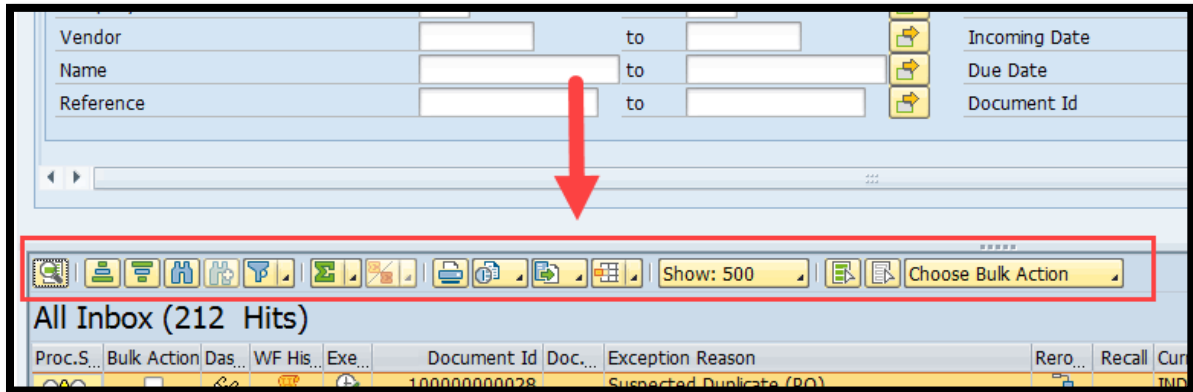
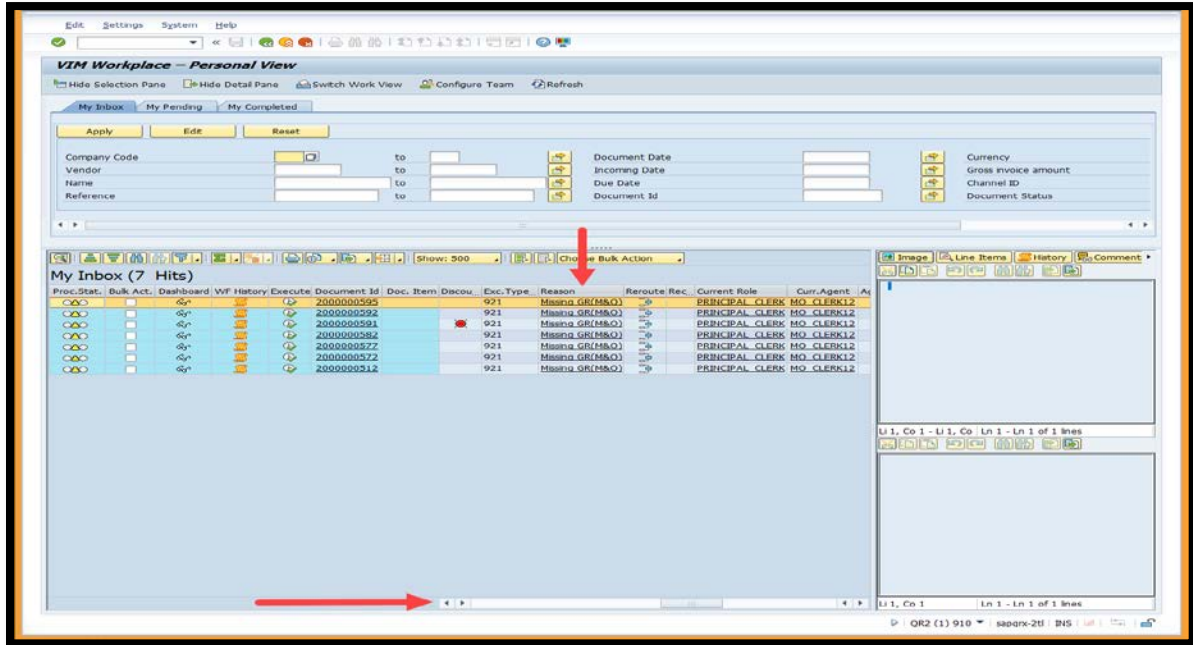


- ☞ Displays all DP Documents with issue/s
 - Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
 - Any column can be sorted or filtered by using the various function icons



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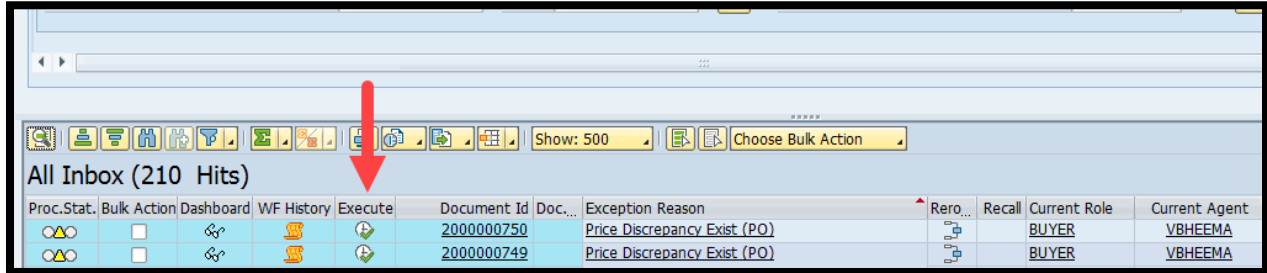


Click "Execute" icon to access invoice for review

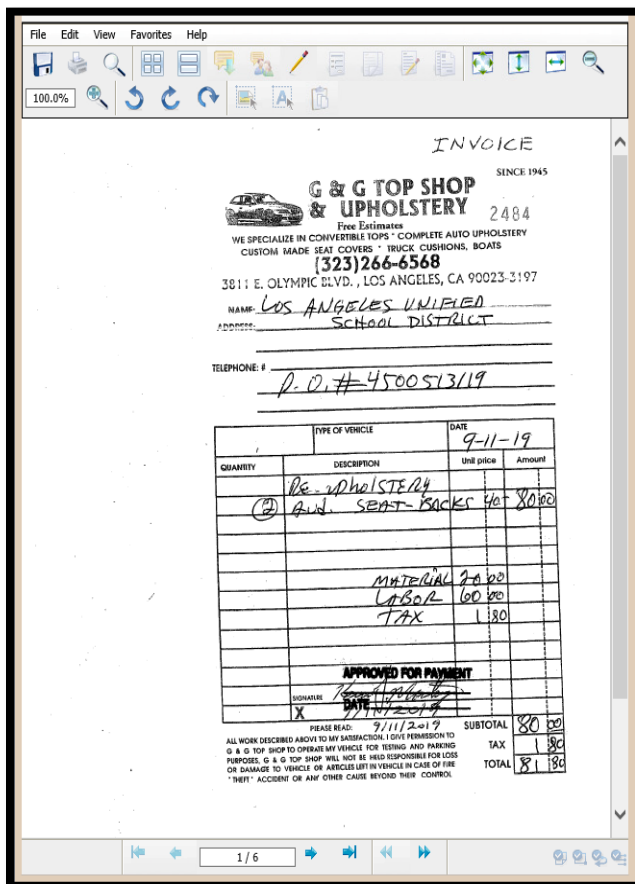


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- A separate screen, displaying the invoice image, will appear
 - User can close the invoice image window or keep window open to review



- Click "Yes" if Security Alert window appears

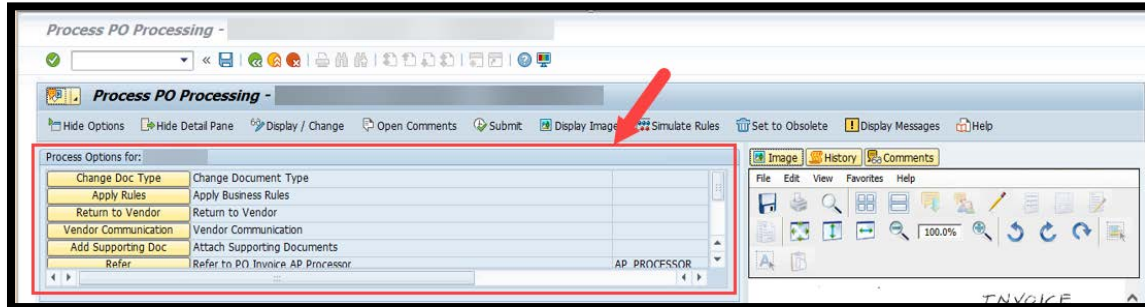


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🖥 The necessary DP document fields will unlock to access Process Options





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The screenshot shows the SAP VIM Workplace Exception Return to Vendor interface. The main window is titled "Process PO Processing - Maintenance & Operations - 002000000714". The interface is divided into several sections:

- Process Options for AP Processor:** A table with columns for "Change Doc Type", "Change Document Type", and "AP PROCESSOR".
- Basic Data:** A section with tabs for "Basic Data", "Line Items", "Accounting", "Tax", and "Process".
- Missing Mandatory Information (PO):** A section for entering vendor and invoice details.
- Invoice Data:** A section for entering invoice-specific information.
- Invoice Image:** A preview of the invoice document.

Process Options for AP Processor:

Change Doc Type	Change Document Type	AP PROCESSOR
Apply Rules	Apply Business Rules	
Return to Vendor	Return to Vendor	
Vendor Communication	Vendor Communication	
Add Supporting Doc	Attach Supporting Documents	
Refer	Refer to PO Invoice AP Processor	

Missing Mandatory Information (PO):

Vendor Data

Vendor Number: 1000006467 [Display Vendor](#)

Vendor Name: G & G TOP SHOP & UPHOLSTERY

Name 2: [Empty]

Street / House No: 3811 E. OLYMPIC BLVD Country / Region: US CA

Postl Code / City: 90023 LOS ANGELES PO Box: [Empty] Group: [Empty]

Recipient Data

Company Code: 1000

Invoice Data

Trans./event: Invoice

Reference Number: 2484 Document Date: [Empty]

Auto-Calculate Tax:

Gross Amount: 80.00 DSD Balance: 1.80

Total Tax Amount: 0.00

Vendor Charged Tax: 0.00

Discount Amount: [Empty]

Freight Amount: [Empty]

PO Number: 4500513119 Requester: TRIMAX PO List: [Empty]

Invoice Image:

INVOICE

G & G TOP SHOP & UPHOLSTERY SINCE 1945 2484

Five Estimates

WE SPECIALIZE IN CONVERTIBLE TOPS - COMPLETE AUTO UPHOLSTERY
CUSTOM SEAT BEAT COVERS - TRUCK CARGOES, BOATS

(323)266-6568

3811 E. OLYMPIC BLVD., LOS ANGELES, CA 90023 3197

NAME: LOS ANGELES UNIFIED SCHOOL DISTRICT

PHONE #: P.O.#=4500513119

QUANTITY	DESCRIPTION	UNIT PRICE	Amount
	UPHOLSTERY		
	SEAT-BACKS	40	80.00
	MATERIAL	9.00	9.00
	LABOR	60.00	60.00
	TAX	1.80	1.80

APPROVED FOR PAYMENT

DATE: 7/11/2017

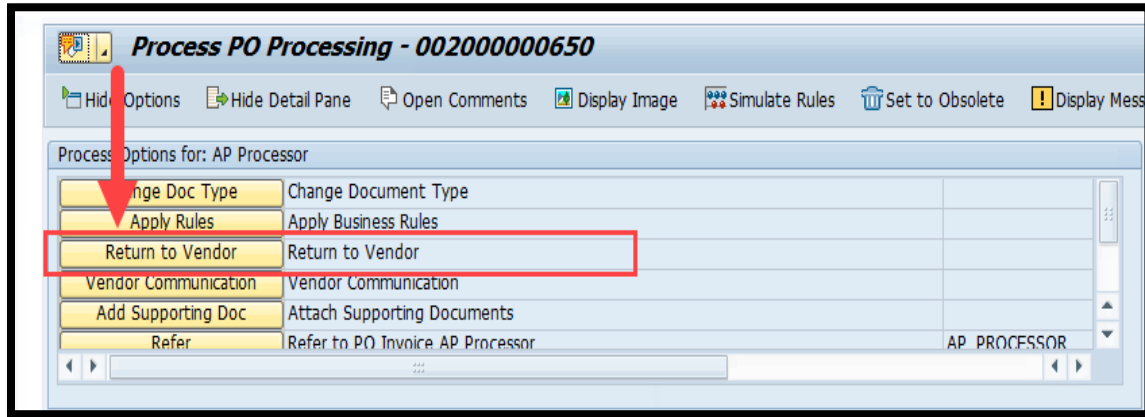
	SUBTOTAL
	80.00
TAX	1.80
TOTAL	81.80

- Reject invoice to vendor
 - Click "Return to Vendor"

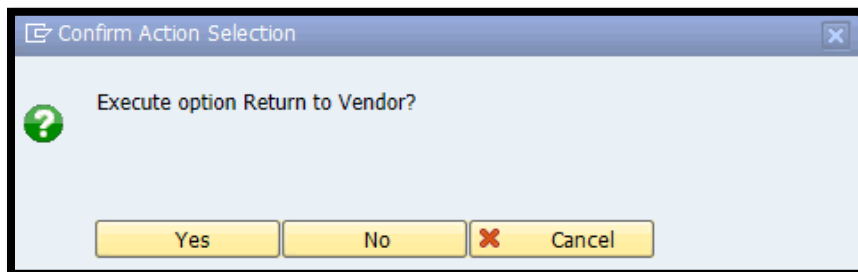


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- Displays “Confirm Action Selection” window
 - Click “Yes” to execute option to return to vendor



- Displays “Return to Vendor” window



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File Type	Arch. Doc. Type	Arch. Date	Arch. Time
<input type="checkbox"/>			00:00:00
<input type="checkbox"/>			00:00:00
<input type="checkbox"/>			00:00:00
<input type="checkbox"/>			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
- 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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The screenshot shows the 'Return to Vendor' SAP interface. The 'Reason' field is set to 'Price issue'. The 'Generate Preview' button is highlighted. The preview shows the following text:

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:

The screenshot shows the 'Return to Vendor' SAP interface with a dialog box titled 'Send Vendor Email and Obsolete DP Document ?'. The dialog box has a question mark icon and two buttons: 'Yes' and 'No'.

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