



## Accounting and Disbursements Division Accounts Payable Branch

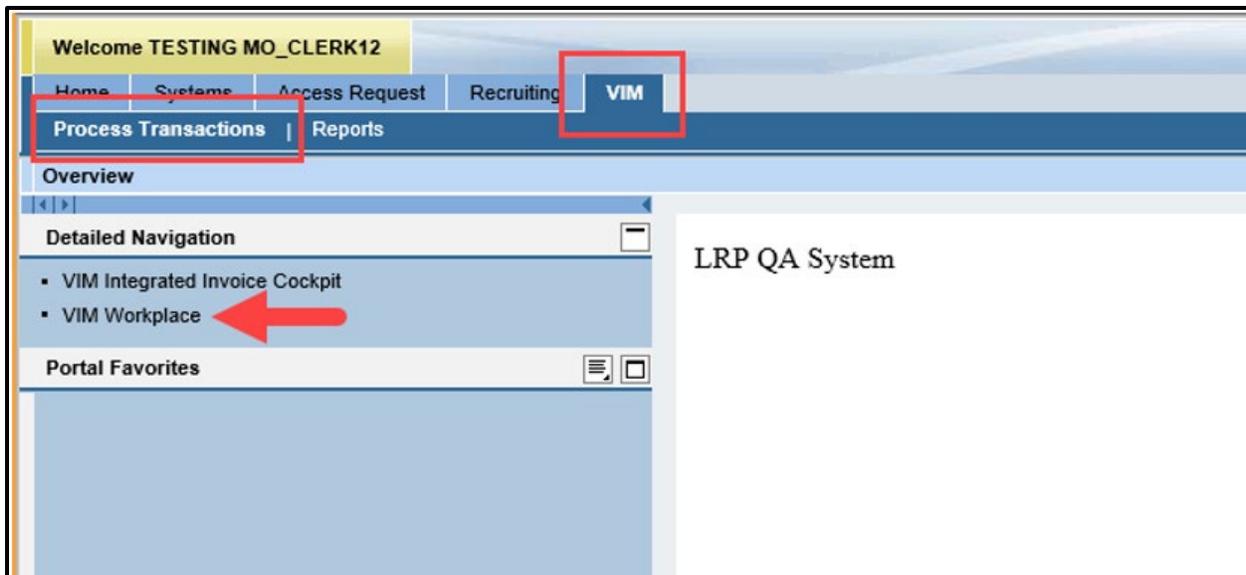
# VIM Workplace Exception Refer to PO Invoice AP Processor

### Overview

How to refer invoice to an AP Processor.

### 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

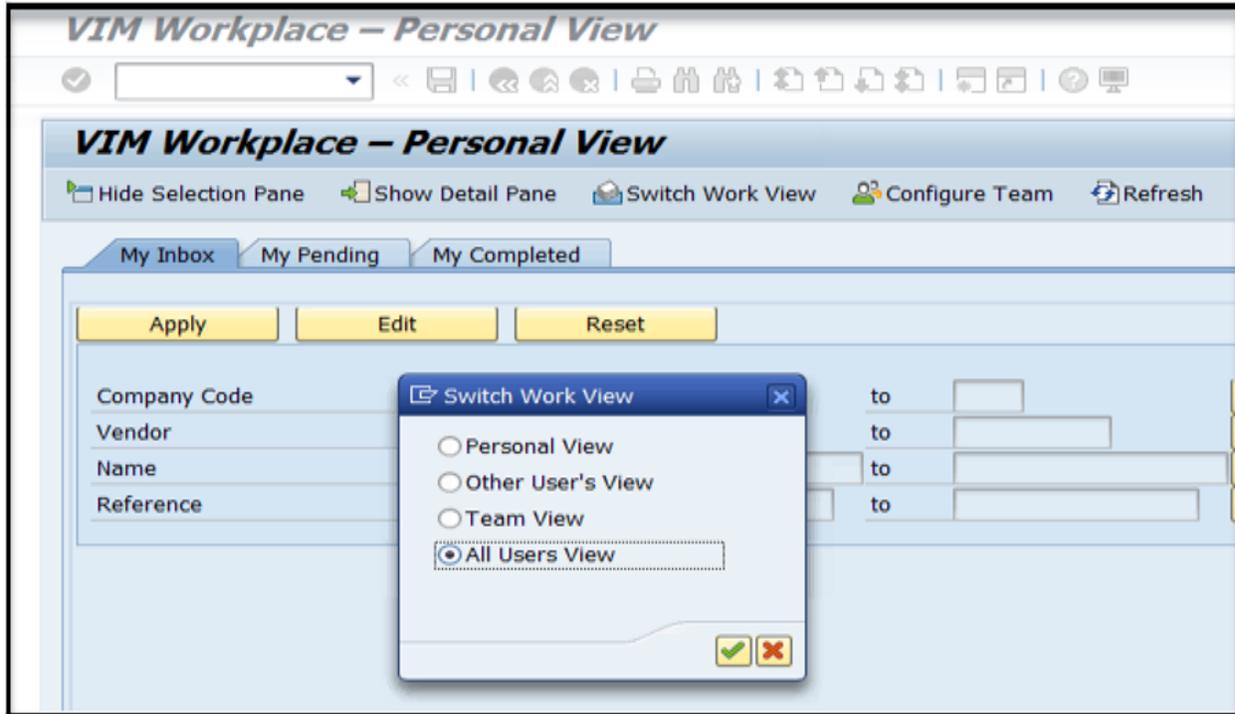


- Switch Work View | All Users View



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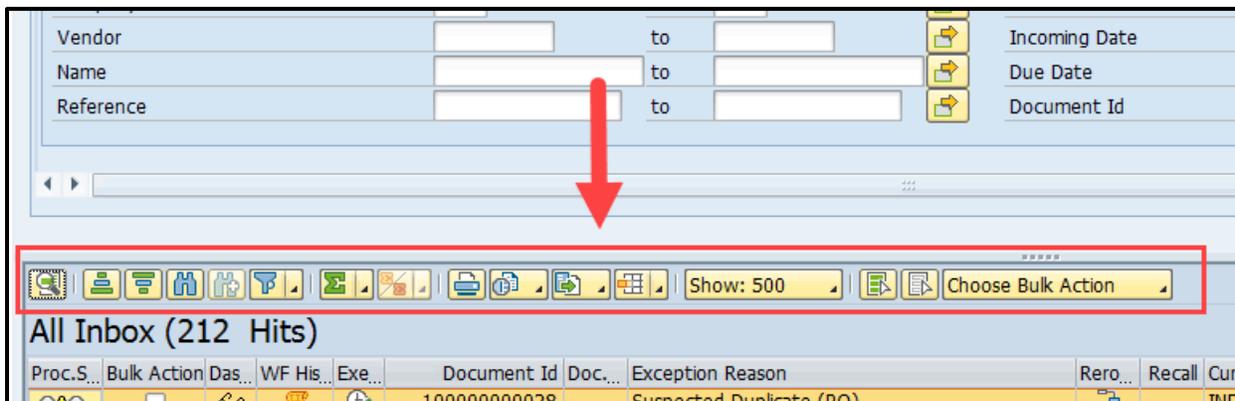
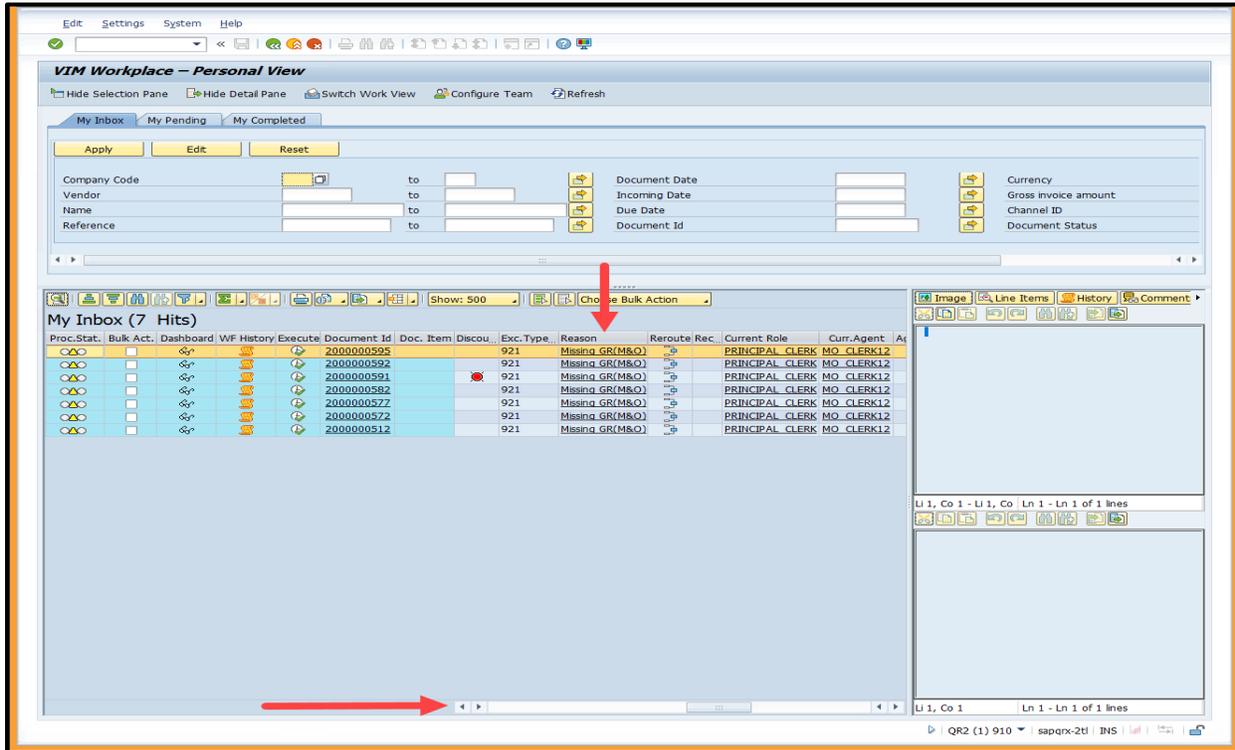


- ☞ Displays all DP Documents with issue/s
  - Use bottom scroll bar to access the Exception Reason column (along with other columns such as PO, Vendor, Invoice, Discount, etc.)
  - Any column can be sorted or filtered by using the various function icons



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Click "Execute" icon to access invoice



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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"/>	🔍	📅	🚀	2000000759		Manual Check Needed / Missing Data for Indexin...	🔍		AP_PROCESS..	AP_PRCR01
○▲○	<input type="checkbox"/>	🔍	📅	🚀	2000000736			🔍		AP_PROCESS..	AP_PRCR01

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





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 Process Options and other DP Document fields are now accessible



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The screenshot displays the SAP PO Processing interface for document 00200000133. The main window is titled 'Process PO Processing - 00200000133' and includes a toolbar with options like 'Hide Options', 'Open Comments', and 'Display Image'. Below the toolbar, there are sections for 'Process Options for: Requisitioner' and 'Basic Data'. The 'Basic Data' section is expanded to show 'Vendor Data' and 'Invoice Data'. The 'Vendor Data' section includes fields for Vendor Number (100003152), Vendor Name (CENTER FOR CULTURALLY), and Address (4712 ADMIRALTY WAY, #1141, MARINA DEL REY, CA 90292). The 'Invoice Data' section shows Reference Number (TEST146), Document Date (01/24/2020), Gross Amount (4,000.00 USD), and PO Number (4500515439). On the right side, there is a preview of the invoice image, which includes the vendor's logo and contact information: 'THE CENTER FOR CULTURALLY RESPONSIVE TEACHING AND LEARNING, 4712 Admiralty Way # 1141 Marina Del Rey, CA 90292, T: (310) 282-2000 F: (310) 282-2323 www.culturallyresponsive.org'. Below the image, there is a table for 'Terms' and 'Due Date' (Net 30, 02/28/2020) and a table for 'Quantity' and 'Description' (Foundation Day One: Changing Mindsets- Full Day- 09/21/2019, Out-of-state sale, exempt from sales tax). The interface also features a navigation bar at the bottom with '1/1' and a status bar with 'QR2 (1) 910 | sapqrx-2tk | INS |'.

 Click "Refer to PO Invoice AP Processor"



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**Process Options for Requisitioner**

Add Supporting Doc	Attach Supporting Documents	
Refer	Refer to PO Invoice AP Processor	AP_PROCESSOR
Refer	Refer to PO Invoice Buyer	BUYER
Refer	Refer to Requisitioner	REQUISITIONER
Refer for Info	Refer for Information	INFO_PROVIDER

**Vendor Data**

Vendor Number: 1000003152 (Display Vendor)  
Vendor Name: CENTER FOR CULTURALLY  
Name 2:  
Street / House No: 4712 ADMIRALTY WAY, #1141 Country / Region: US CA  
Post Code / City: 90292 MARINA DEL REY PO Box: Group:

**Recipient Data**

Company Code: 1000

**Invoice Data**

Trans./event: Invoice  
Reference Number: TEST46 Document Date: 01/24/2020  
Auto-Calculate Tax:   
Gross Amount: 4,000.00 USD Balance: 0.00  
Total Tax Amount: 0.00  
Vendor Charged Tax: 0.00  
Discount Amount: 0.00  
Freight Amount: 0.00  
PO Number: 4500515439 Requisitioner: VIM\_SCREQ01  
PO List:

**Invoice Item Table**

Quantity	Description
1	Foundation Day One: Changing Mindsets- Full Day- 09/21/2019 Out-of-state sale, exempt from sales tax

THE CENTER FOR CULTURALLY RESPONSIVE TEACHING AND LEARNING  
4712 Admiralty Way # 1141 Marina Del Rey, CA 90292  
T: (323) 292-2000 F: (323) 292-2323  
www.culturallyresponsive.org

Terms: Net 30 Due Date: 02/28/2020

Inform. Influence. Inspire.

Questions about this invoice? Email us. cert.le@aunpsd.com

- “Edit Comments” window will appear
- Enter necessary comments
- Click “Save”



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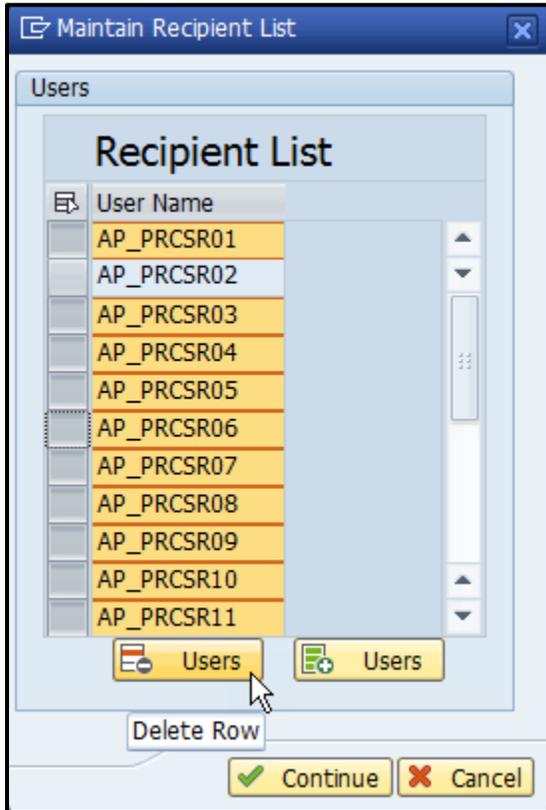
The screenshot shows a software window titled "Edit Comments 002000000133". Inside the window, there is a section labeled "Current Comments" which contains a text box with the text "GR 5000345985". At the bottom right of the window, there are two buttons: "Save" and "Cancel".

- "Maintain Recipient List" window will appear
- Click the gray box to select and highlight the AP Processor to remove
  - Unselected AP Processor is whom to send the document to
- Click "Users – Delete Rows"



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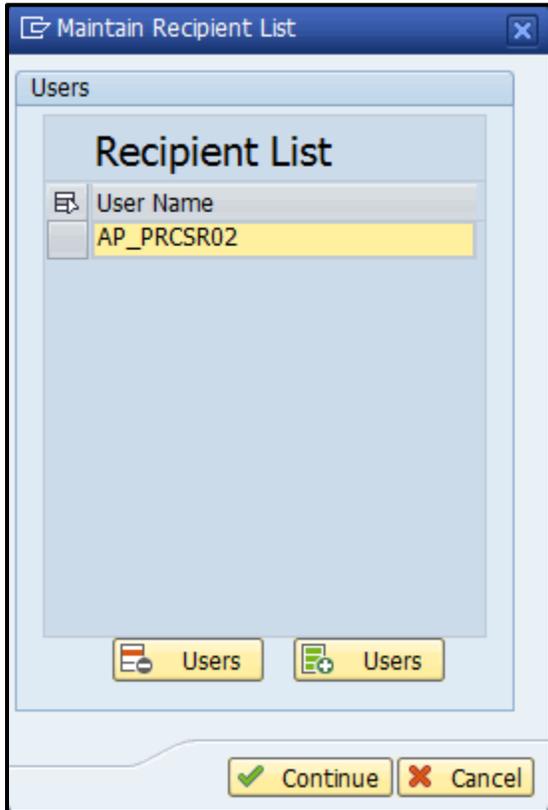




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- Click “Continue”
- Document will workflow to the AP Processor