

# 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
- Solution VIM Portal: VIM | Process Transactions | VIM Workplace | Personal View

Welcome TESTING MO_CLERK12	
Home Systeme Access Request Recruiting VIM	
Process Transactions   Reports	
Overview	
Detailed Navigation	L RD OA System
VIM Integrated Invoice Cockpit	LICE QA System
VIM Workplace	
Portal Favorites	

• 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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- 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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• Click "Yes" if Security Alert window appears



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	The security certificate has a valid name matching the name of the page you are trying to view.								
	The security certificate uses a strong signature.								
	Do you want to proceed?								
	Yes No View Certificate								

Process Options and other DP Document fields are now accessible



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Vendor Name		www.culturallyresponsive.org
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Click "Refer to PO Invoice AP Processor"



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- "Edit Comments" window will appear
- Enter necessary comments
- Click "Save"



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Current Comments	
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- "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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- Click "Continue"
- Document will workflow to the AP Processor