Accounting and Disbursements Division
Accounts Payable Branch

Non-PO Payment Request (Approver)

Overview

Non-PO Payment Request replaces Miscellaneous Bill Payment Request.

Submission of Invoice Payment Request by Requestor will trigger 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 | VIM Integrated Invoice Cockpit (IIC)
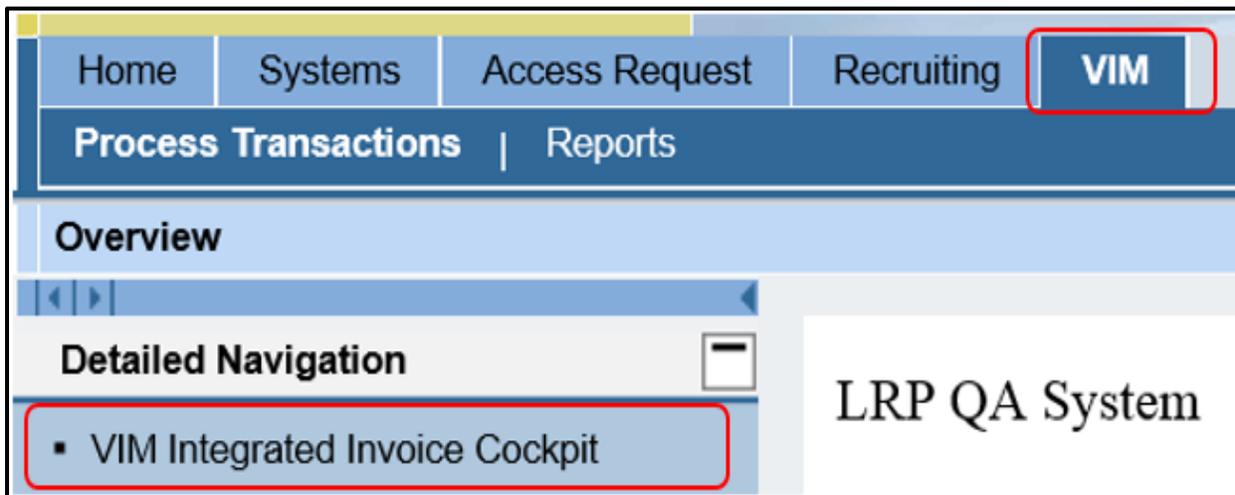
Invoice Payment Request

- 💻 On VIM Integrated Invoice Cockpit (IIC) screen, click triangle to left of folder icon to expand and view list of documents for approval

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🖥 Highlight the document (row) and click on "Doc ID" to preview document

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💻 Click "Execute" icon to display Invoice Payment Request screen for review

- 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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o   Click "Yes" if Security Alert window appears

Non-PO Payment Request (Approver)

🖳 Click "Display Image" and/or "Display Attachments" to view invoice and/or its supporting documents
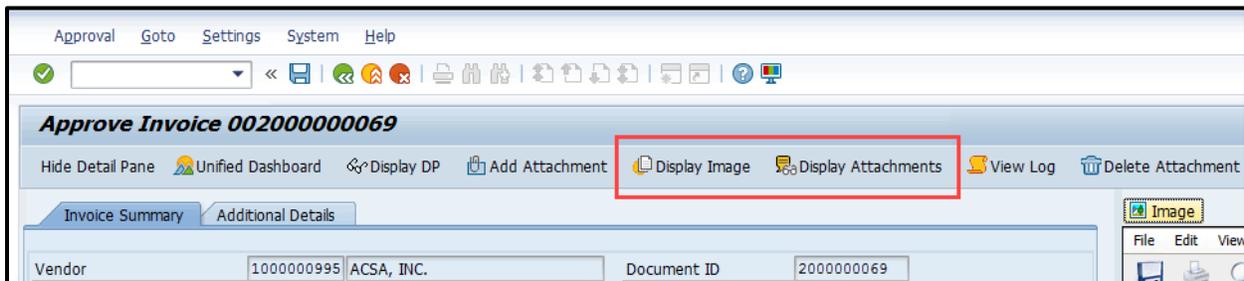
- Prior to "Approve" <u>or</u> "Reject", Approver has the following options available
  - Add Attachment
    - Additional supporting document/s may be attached to support approval or rejection
  - Delete Attachment
    - When incorrect supporting document is attached, approver can use this option to remove the attachment
  - Add Comments
    - Additional comments may be entered
  - Inquire

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- An inquiry can be sent within VIM to the Requestor when an approver has question/s about the document <u>without</u> rejecting the document.
  o Return to Inbox
    - This allows the Approver to close the document and keep the document in their VIM Invoice Integrated Cockpit (IIC) for later review.

🖳 Click "Approve" <u>or</u> "Reject" the payment request at the bottom of the screen

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Approve Invoice Payment Request

- 🖥 "Approve" the payment request
  - A popup confirmation window will appear
  - Enter comments in field (mandatory)

Non-PO Payment Request (Approver)

- Click "Approve"

Approve Confirmation

Comments:

approved - vim approver

		* Li 1, Co 24	Ln 1 - Ln 1 of 1 lines

✔ Approve   ✖ Cancel

   🖵 Document will no longer show in VIM Integrated Invoice Cockpit (IIC)

   🖵 VIM automatically generates and sends email notification to Requestor's email
- Approved Invoice Payment Request Notification

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Reject Invoice Payment Request

- 🖥 "Reject" the payment request
    - o A popup confirmation window will appear
    - o Enter comments in field (mandatory)
    - o Click "Continue"

Non-PO Payment Request (Approver)

Rejection Confirmation

Please enter the reason that you are rejecting this invoice:

Please use GL 580001.

| | * Li 1, Co 22 | Ln 1 - Ln 1 of 1 lines |

Continue   Cancel

- Document will no longer show in VIM Integrated Invoice Cockpit (IIC)

- Document will return to Requestor

- VIM automatically generates and sends email notification to Requestor's email
  - Rejected Invoice Payment Request Notification

Non-PO Payment Request (Approver)