

# SAP VIM Workplace User Guidelines

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### **Changes History**

Version	Date	Author	Remarks
1.0	February 2019	Swisslog LA - Americas	Initial document



### Purpose

This document was created to support all SAP VIM Workplace users in efficiently participating in the invoice workflow during different parts of the process. Each user is defined and includes step-by-step processes for completing their tasks to ensure a PO is approved and sent to Accounts Payable (AP). Additionally, this document includes troubleshooting steps for common errors.

# Accounts Payable Contacts

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## Introduction

#### SAP VIM Workplace

The Vendor Invoice Management (VIM) Workplace is the workflow system for all business transactions. This system communicates the status of changes or necessary approvals for invoices. As a user of the VIM workplace, you will take on each role during different parts of the invoice workflow.

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#### **Roles and Responsibilities**

As a VIM user, you will be taking on different roles and responsibilities throughout the invoicing process. At one time, you may serve multiple roles for each invoice in process. You can identify the role you are serving for any invoice in the Process Options window. In the example below, the role is **Information Provider.** 

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Important: Accounts Payable (AP) will add comments to invoice transactions when routing to buyers, requisitioners, receivers, and for information. These comments will give you detail regarding what is required for processing. Please see the comments for these roles!! Do not assume all items in your workflow are waiting to be approved.



### Table 1: Roles and Tasks

Role	Role Name in SAP VIM	Tasks
Approver [PO/Non-PO]	ZPO_APPROC ZNPO_APPROC	Approve the invoice
Buyer [PO]	ZPO_BUYER	<ul> <li>Submit change order to increase funds on the PO</li> <li>Change line item amounts</li> <li>Clarity regarding the PO number</li> <li>Discrepancies between the PO and the invoice</li> <li>Change to unit price</li> </ul>
Information Provider	ZINF_PROVIDER	Provide missing details or required clarification
Receiver [PO]	ZRECEIVER	Complete goods receipt to allow AP to apply funds to PO lines for processing
Requisitioner [PO/Non-PO]	ZREQUISITIONER	<ul> <li>Resolve discrepancies between the PO and vendor billing, usually for items the vendor is billing for that do not appear on the PO</li> <li>Provide new vendor details</li> <li>Correct vendor details</li> <li>Provide missing details, such as PO number, project or related cost center number</li> <li>Reconcile duplicate billing issue</li> </ul>



## Basic Navigation and Functionality

#### Favorite SAP VIM Workplace

1. Right click on your favorite folder from the SAP Easy Access Menu.

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2. Select Insert Transaction.

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3. Type "/OPT/VIM\_WP" into the transaction code field and click the green checkmark.



4. The VIM Workplace transaction will appear in your favorites list.



### SAP VIM Workplace Features

Use the screens below to identify each feature:

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		00			142650	01/23/2019	02/09/2019		953	Vendor Mismatch (PO)	2	ZPO APPROC	DATAFEA	and Indexed	-									
000	8	00			141006	01/23/2019	12/10/2019		909	Unable to Determine PO Lin	3	ZPO APPROC	DAMACAS	ag Indexed										
	H	00	-	6	141625	01/03/2019	11/24/2018		909	Unable to Determine PO Lin	2	ZPO APPROC	DACHADII	Indexed										
		00			140044	01/07/2019	01/20/2010		909	Bracass BO Invoice (BO) OCR	-	ZRO APPROVI	DACHAPII	Sont for Doc Crozi										
	H	00			120006	01/21/2019	02/11/2019		900	Invalid Tax Info ( NPO)	2	ZINE PROVI	D4CHAP11	Indexed										
	H	00			138018	12/18/2018	02/16/2019		996	Invoice in foreign currency (	02	ZINE PROVI	D4CHAP11	Indexed										
		00			137817	12/18/2018	11/14/2018		824	Invalid Tax Info ( NPO)	20	ZNDO ADDR	D41AFEA	On Indexed										
	H	6		(B)	137810	12/17/2018	01/31/2010		824	Invalid Tax Info ( NPO)	3	ZNDO APPR	D41AFEA	2n Indexed										
	H	e c		e	136635	01/21/2019	01/16/2019		904	Invalid Currency (PO)	2	ZINE PROVI	D4CHAP11	Created										
	H	C.	, (1)	e	136304	01/23/2019	08/26/2018		913	Manual Check Needed / Miss	2	ZPO APPROC	D41AFEA	An Indexed										
	H	2	, =	æ	136303	01/23/2019	08/26/2018		913	Manual Check Needed / Miss	5	ZPO APPROC	D41AFEA	20 Indexed										
	H	C.	, 🦉	æ	127424	11/08/2018	11/30/2018		850	Approval Required	-	ZNPO APPR	D41AFEA	20 Rejected by Appro										
	H	C.	, 🦉	æ	125513	12/14/2018	10/23/2018		908	Process PO Invoice (PO) OCR	100	ZPO APPROC	D4CHAP31	Sent for Doc Creat	1									
	A	G	,	e	121810	10/23/2018	11/14/2018		913	Manual Check Needed / Miss	20	ZPO APPROC	D4CHAPJ1	Indexed										
000	n	Get	· .	P	102180	07/26/2018	07/02/2018		909	Unable to Determine PO Lin	1	ZPO APPROC	D4CHAPJ1	Indexed										
-		-0			_			de de																
	1 – Excention Reason (System Generated) 2 – Re-Route Icon																							
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#### SAP VIM Workplace Actions

#### **Open Transaction**

Click on the clock icon from the *Execution* column to open the transaction for processing or approval.

	3   🚔 👕 🍈 🖓 🍞 ,   🎦 🧏 ,   🖨 🖓 , 🖽 ,   🚱   Show: 500 💦   💽 🕞 Choose Bulk Action 🧳																	
My I	My Inbox (33 Hits)																	
Proc.	Bulk Act	Da	WF H.	Ex	Doc. Id	Doc	Re	Im	Comm	CoCode	DocumentNo	Ye	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date
040		68	2	Ð	<u>142898</u>		$\bigcirc$		P	1110			<u>307598</u>	ACLA USA	045518	USD	1,749.06	01/11/2019

#### Open Workflow History

Click on the scroll icon from the *Workflow History* column to see a technical transaction flow chart.

9	17	<b>7)</b> (7	5 7	.   🛛			0		<b>)</b> . E	1	Show: 500			Choose Bulk Action				
My 3	My Inbox (33_Hits)																	
Proc.	Bulk Act.	Da.	WF H	Ex	Doc. Id	Doc	Re	Im	Comm	CoCode	DocumentNo	Ye	Vendor	Name 1	Reference	Crcy	Gross amnt	Doc. Date
040		68	2	æ	<u>142898</u>		$\bigcirc$	2	P	1110			<u>307598</u>	ACLA USA	045518	USD	1,749.06	01/11/2019

#### View Transaction

Click on the eyeglass icon from the Dashboard column to see a transaction snapshot and quick access to the purchase order detail.

9	1	600	8 <b>7</b> 4	]   🗵   .	<b>⊿ <sup>3</sup>∕2 </b>		), (	<b>b</b> , <del>1</del>	1.0	Show: 500			Choose Bulk Action	4			
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040		Sec	2	la 🕼	2898	Ŷ		Image: A start and a start	1110			<u>307598</u>	ACLA USA	045518	USD	1,749.06	01/11/2019



## SAP VIM Workplace Image Display

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		50 -		144924		91.08	1110		113634	EAM Electric & Machine	332138	155	101.28	81/17/2019	81/23/2018	83/03/2019		11.04	nint fars	•			Sale	a CA WE	6-0004	
		de -		144000		H (C	5 1110		327385	ASPER LTD	19-0803	150	1.154.48	81/11/2019	81/23/2019	#2/25/2019		-	Fibrup: 10.20	REP CARE						
		14		144362		11 C	1110		227260	ACCESSION NO.	15-8798	150	2,553,08	81/15/2015	81/23/2029	83/00/2019			-			_				
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		AP _		1420.0		1.00	1110		227582	SRAYER.	9206181200	150	26.34	81/11/2018	81/13/2019	82/25/2019					a narra	NUMPER AND			14000	76.65
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		89 2		142600		<b>B</b> 12	2310		330823	GIDDAU	9452195198	152	4,378.34	#1/18/2918	#1/23/2019	\$2/09/2019					- Comme	100				
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		40 2		141996		96 B	5 1110		227414	Actantana AS (non 146)	CDN/106421	152	1,658.00	12/18/2016	81,06/2019	12/16/2018										
		60		141655			1110		326629	Galar	9946292253	150	185.68	10/25/2018	80,007/2018	11/24/2018										
		60		142244		1.1	1110		\$1001	ALKA, Soldaria, Sarth, A.	310-004421	150	417.53	12/21/2018	#1/17/2019	\$1/50/2019										
		49 -		128999		1	1310		215263	Cleforen Industrial Cont.	7942	150	2,329.65	12/28/2018	81/21/2019	82/11/2018					1					
		\$1 4		120110		86 B	1110		207585	ASSETANT, S.A. MA	FYARA LEXOR	208	200,62t.	12/18/2018	12/18/2018	82/18/2019					1					
		54		137617		後にと	1109		313083	Baty strehmler Deam.	[AVEL37336A	160	2,643.28	93/96/2016	13/18/2018	11/14/2018					1					
		41		127820		H C	1110		212282	Bachrithhmfer Deater.	DV0137330	185	3.821.09	12/17/2018	10/17/2018	#1/53(2019					1					
		41		13HES		1	1110		2020	Ename.H2	946017025	0.6	4,582,38	12/07/2018	81/21/2019	81/16/2018					1					
		61		126303		11 2	6111 0		316727	Court Statement Carp	113154762	152	2,542.78	87/12/2018	81/22/2018	88/26/2018					1					
		84		136303		6 ( ) C	1110		316732	CONT.EDADCRET.CHD	313194764	180	1.038.24	87/12/2018	81/23/2018	85/26/2018					1					
		Ar .		122528		M (C	1110	1069042811 20	207182	Gelear Hanapartent Inc	11501134	050	285.00	10/31/2018	11/08/2018	11/36/2018					1					
		40		125512		<b>H</b> 4	1110		41017	KLAX Deutschland Gm	38324332	818	7,628.72	10/22/2018	12/14/2018	10/23/2018					1					
		4		121810		8.8	1110		330526	Inteleasted Sectors, L.	5432904	150	45.89	10/15/2018	35/23/2018	31/14/2018					1					
		80		102100		14 ( B	1110		\$2012	ALM.S. Con-Ball david threby	55902420	100	715.84	67/00/2018	80/24/2028	PARALINE.										

#### Line Item

Line item view allows the user to see at a glance how the expense is being charged.

🛃 Image	💽 🔍 Line 1	ltem	s 📩	History 🔀 Co	ommer	nts 🔒	Acti	ual Ag	jents						
312	<b>=</b> M(	æ[	<b>B</b>		0			-							
Line It	ems														
Doc. Id	Doc. Item	D/C	Material	Purch.Doc.	Item	Quantity	OUn	OPU	Net Price	Amount	Text	Tax	tax Code	Tax Jur.	Tax
136635	1	S		4500110524	10	0.288	AU	PC	67,600.00	19,468.80		0.00	I0	0509921101	C
136635	2	S		4500110524	20	1	AU	PC	7,293.00	7,293.00		0.00	I0	0509921101	C

#### History

History view allows the user to see at a glance the current and previous transaction status; as well as agents who have worked the item and any notes they have added.

🛃 Image	💽 🖾 Line Items	story	Comments	Actual Agents		
9 2	▝▝▓▓▝▌▖▙					
Proces	ss History					
Comment	Activity	Status	Process Type	Document Status	Actual Role	Actual Agent
63	Refer for Information	<b>~</b>	Invalid Currency (PO)	Created	ZPO_BUYER	Daniel Tinkler
63	Refer to PO Invoice Buyer	<ul> <li>Image: A second s</li></ul>	Invalid Currency (PO)	Created	ZPO_APPROC	Katherine Donovan
	Workflow Start	<ul> <li>Image: A second s</li></ul>	Invalid Currency (PO)	Created		JOBUSER
	Update status	<b>~</b>		Validation Complete		Jennifer Chappell
	OCR Validation	<b>~</b>		Sent for Validation		Jennifer Chappell
	DP Trigger	<b>~</b>		Ready for Validation		JOBUSER
	Update status	<b>~</b>		Extraction Completed		XOTX_REC
	OCR Extraction	<b>~</b>		Sent to OCR		XOTX_REC
	IDH Trigger	<b>~</b>		Sending data to ICC Dispatcher		JOBUSER
	Early Archiving	<b>~</b>		Scanned		JOBUSER
	IDH Trigger	<b>~</b>		Processing Archiving		JOBUSER
	IDH Trigger	<ul> <li>Image: A second s</li></ul>		Document Registered		SAP Mailer



#### Comments

The comments tab shows all historical comments added during processing.

Image     Image
Changed By : D4TINKD Changed On :01/21/2019 21:59:07 This should go against line item 1 of the PO. Changed By :D4DONOK Changed On :12/14/2018 17:31:43 please determine which PO line to post to

**Note:** If any comments have been added and the item has not moved from one status to another or from one user to another, the comments will not appear here. The comments would appear on the workplace screen indicated by the green comments icon from the *My Inbox* list.

<b>Q</b>	3) 😩 🖹 🕅 🕼 🏹 I 🖾 🦯 🚝 I 🗁 🕼 🖌 🖽 I 🚱 Show: 5										
My I	nbox (	33	Hits	)							
Proc	Bulk Act.	Da	WF H	Ex	Doc. Id	Doc	Re	Im	Co	CoCode	DocumentNo
040		66	æ	æ	<u>145597</u>		Ø			1110	
040		66	2	æ	<u>145534</u>		Ø	2	Þ	1110	
040		66	2	æ	<u>145417</u>		$\bigcirc$			1110	
040		ଟେ	<u> </u>	æ	<u>145407</u>		9			1110	

#### Actual Agents

The actual agents tab displays which user currently has the item in their workflow.

🛃 Image 🛛 🗟 Line It	ems 🔡 🚾 History	🕞 💀 Comments	Se Attual Agents	<u> </u>				
Image: State Sta								
Actual Agents								
Curr.Agent First name I	Last name Departn	nent E-Mail Address	Tel.no	. Work item text	Doc. Item			
D4CHAPJ1 Jennifer	Chappell Account	ting jennifer.chappell@	oswisslog.com	Process Document 000000136635				



## Role-Based Procedures

#### Referring or Rerouting to Other Users

All users, except approvers, can refer or reroute a transaction to another user. Referring and rerouting are two different methods moving a transaction from one user to another. Either action ensures the invoice is forwarded to the correct individual for more efficient processing of invoices. Follow these steps for each procedure:

Referring to User

1. Click on the clock icon from the *Execution* column to open the transaction for referring.



2. Once the Invoice opens, click on the **Open Comments** button from the top ribbon.

Proc	cess Non PO Pi	rocessing - Global(Exp) - 00	0000125787
Hide Options	🕒 Hide Detail Pane	Display Image	🐨 Set to Obsolete
OPEN TEXT	Vendor Invoice Manag	ement <sup>™</sup> for SAP <sup>®</sup> Solutions	

3. The *Comments* window will open. Type in all details regarding what is needed from the user to which you are referring the invoice. Once done, click the **Save** button.

E Edit Comments 000000125787
Current Comments
Save Cancel



4. Click on the **Refer** button next to the role in which the invoice will be sent. In this example, the invoice is being referred to an AP processer.

Process I	PO Proces	sing - Global (l	Exp) - 00000	0073720	
Hide Options 🕒 Hid	de Detail Pane	Dpen Comments	🛃 Display Image	Simulate Rules	Transformed Set to O
OPENTEXT Vendor	Invoice Manag	ement <sup>™</sup> for SAP* Solutions			
Process Options for: Infor	mation Provider				
Refer for Info	Refer for Info	mation		Z	INF PROVIDE
Refer	Refer to Vend	lor Maintenance		Z	VEND MAINT
Refer	Refer to PO Ir	nvoice AP Processor		<u>Z</u>	PO APPROC
Refer	Refer to PO Ir	nvoice Buyer		Z	PO BUYER
Refer	Refer to Requ	isitioner		<u>Z</u>	REQUISITION
Defer	Defer to Recei	Nor		7	PECETVER

5. The *Recipient List* will appear. Select the correct user and click **Continue**.

Refer Refer to Receiver		
	🖻 Maintain Recipient List 🛛 🗙	
	Licore	
Basic Data Line Items Accounting	03613	
	Recipient List	
PO Reference G/L Account	B User Name	
	ennifer Chappell	
	Gill	
Deau M. EDurchasian Itara	Charlene Hunt	
Docu M Purchasing Item M	Amorette Kline	
1 4500086002 0	Tricia Tinnon	-S C
2 4500086002 0		
3 4500086002 0		G
4 4500086002 0		
5 4500086002 0		
	🔁 Users 🔂 Users	
	<b>L</b>	4
	Continue Cancel	



#### Referring to User Not in the Recipient List

If the user in which you want to refer the invoice in not in the *Recipient List*, follow these steps for adding the correct user:

	Interes to Requise	one						
Refer	Refer to Receive		Ż Ma	intain Recipient	List		X	
		T	Jsers	;				
Basic Data	Line Items Accounti	וב		Recipient	: List			
			屘	User Name				
PO Reference	e G/L Account			Nad Mendis				
Dec. M	Durahasing Them							
	Purchasing Item	4						тс
-	4500086002 0	-						10
2	4500086002 0	-						
3	4500086002	-						IN
4	<u>4500086002</u> 0	-						
5	<u>4500086002</u> 0							
				<b>Users</b>		Users		
		-						
		-			✓ Cont	inue 🔀 Car	ncel	
								i.

1. From the *Recipient List* screen, click the **Users** button with the green plus sign.

2. Enter the d4 or h4 user name in the *User* field and click on the green checkmark. Note: If you don't know the user name, type in the last name.

🕞 Restrict Value Range (1)	٤
Restrictions	
User	D4CHAPJ1
Last name	
First name	
Department	
Building code	
Room Number	
Extension	
Cost center	<u>k</u>
Internal mail	
Company	
Company name	
City	
Maximum No. of Hits	500
L	



3. A list will appear, select the correct user name and click the green checkmark.

Restrictions	
	V
User Name Last name First name	Department Buildings Room No. Exte
D4CHAPJ1 CHAPPELL JENNIFER	Accounting

4. When you return to the *Recipient List*, make sure you remove any extra recipient names. Select the box next to the name to remove and click the **Users** button with the minus sign. The invoice will not be forwarded if more than one agent's name appears in the list.



5. When your *Recipient List* includes the correct users, click the box next to the user's name and click **Continue.** 





#### Rerouting to User

1. From your inbox, click on the org chart icon from the *Reroute* column next to the invoice to be re-routed.

All	Inbo	x (	544	Hits)					÷.				
Ex	Doc	Со	Doc	Documen	Vendor	Name 1	Current Role	Current Agent	Reroute	Recal	Reference	Exception Reason	
C	<u>1412</u>	Þ			<u>P081</u>	[D] Swisslog Automation G	ZPO BUYER	D4JOHNL	7 🗗	2	914008673	Invalid Vendor VAT Number (PO)	•
Ð	<u>1225</u>					Swisslog Automation GmbH	ZRECEIVER	D4CAMPM	3		914008249	Invalid Vendor VAT Number (PO)	•

- 2. The *Process Re-Routing* window will appear. From the *New Role* field, select the applicable user to which you would like to reroute the invoice. Then click the green checkmark.
  - a. Select "ZPO\_APPROC" to re-route PO items back to AP processor.
  - b. Select "ZNPO\_APPROC" to re-route Non-PO items back to AP processor.

Ι	Ex	Doc.	Co	Doc	Doo	umen	Vendor	Name	1	Current Rol	e Current	A
I	æ	<u>1412</u>					P081	[D] Sw	visslog Automation G	ZPO BUYE	<u>R</u> <u>D4JO</u>	H
I	Ø	<u>1225</u>						<u>Swisslo</u>	g Automation GmbH	ZRECEIVER	D4CA	MF
I	Ø	<u>1096</u>	P					Swisslo	g Automation ambH	ZREQUISIT	I. <u>D4GO</u>	)EF
I	æ	<u>1409</u>					ss Re-Routing	n			5	2
I	æ	<u>1276</u>						9				
I	æ	<u>1276</u>				Process	S Type Selec	tion				
I	æ	<u>1170</u>				Current	t Process Ty	pe	920 Invalid Vendor VA	T Number (	PO) 🔻	
l	æ	<u>1108</u>										
I	æ	<u>1031</u>				Now D			920 Invalid Vendor VA	T Number (I	PO) 💌	
l	æ	<u>1031</u>				New PI	ocess type		SZO INVAIIO VENUOI VA	i number (i		
l	æ	<u>83873</u>	P		1							
I	æ	<u>1441</u>			Ι.							
I	æ	<u>1415</u>				Role Se	election					
I	æ	<u>1396</u>				Current	t Role		ZPO_BUYER PO Buyer		•	
I	æ	<u>1309</u>			5							
I	æ	<u>1227</u>				Now R	olo	, I		rocessor - D		-
I	Ø	<u>75732</u>				Here ite	ZINE PROV	/IDER	Information Provider	1000001 0	o cuma	4
I	æ	<u>1315</u>			1		ZPO APPR	OC	PO AP Processor - Doc	ument Proc	essing	
1	æ	<u>1377</u>			1		ZPO_BUYE	R	PO Buyer		~	
1	æ	<u>60267</u>					ZRECEIVER	2	Receiver	1	~	<u>-</u>
1	æ	<u>1366</u>					ZREQUISIT	TIONER	Requisitioner		TI	NK
	Đ	1205					ZVEND_MA	AIN LEN	vendor Maintenance		BL	AC

3. The *Recipient List* will appear, click the box next to the correct user and click **Continue**.

Vendor 3	🖙 Maintain Recipient List 🛛 🗙	
Name	Users	
Reference	Recipient List	
g 1= m m p	User Name Jennifer Chappell	I S
All Inbox (544 Hit	Cherine Donovan	
Ex Doc. Co Doc Docu	Chat ne Hunt	Curi
⊕ 1376 ■	Amorette Kline	
(b) 1437 5100	Sherrie MacAllister	APP
1422 1900	Thea filmon	APP
🚯 <u>1437.</u> 🔁		ZPC
🚱 <u>1315.</u> 🖡		ZNP
🚱 <u>1405.</u> 🔁		ZPC
E100	🔁 Users 📑 Users	APP
Select "Continue"		
① 1412 5100		APP
🚯 <u>1437.</u> 🔁	Continue Cancel	ZPC
1355 1900	044. 313579 WSS Software.	APP
🚱 <u>94131</u> 🔁	313549 TGW Systems Inc.	ZRE



4. The *Comments* window will appear, allowing you to enter additional details. If you don't need to include any further details, type in "see comments". Click the **Save** button, and the invoice has been rerouted.



5. The bottom ribbon will confirm that the re-route was successful.





#### Approver

In this role, you must review, confirm, and approve the invoice for posting and payment. The invoice has been matched to the related PO or coded to the relevant cost center or WBS element.

The approver can correct the GL account, item amount, tax jurisdiction, WBS element, and cost center prior to approval. Use the following processes depending on the situation.

Z Approval Goto	Settings	System Help							
	Toronda			1 45 45 1		~ =			
<b>v</b>	•	« 🔚 🚾 🧐		14114		0 🖷			
Approve Inv	oice 190	00043913							
		0.1.10.10			0				
Show Detail Pane	SAP Invoice	<ul> <li><u>SS</u>Unified Da</li> </ul>	ishboard 🛄 Add	Attachment	Usplay Image	BaDisplay Attach	ments 🔟 View Log		
OPEN TEXT Vendor	Invoice Manage	ement <sup>™</sup> for SAP* Solution	18						
Invoice Summar	y Additional I	Details							
Special Hand	ling Instruction	ns							
Vendor		0000307109	9 United Rentals (	North America	), Inc Do	cument ID	111386		
Vendor Invoice #		1110	001		Pay	ment Terms	2009 27.09.2017 Due	Date 27 10 2	017
Invoice Amount		774.26			Ta	v Code	T1 Auto-Calcul Tax	Date 27.10.2	017
Net Amount		774,26	USD	7	Cre	dit Memo	Tax Amount	۲	7
Expense Type:		MA-Managem	ent Approval	_	-			L.	
				0					
360				VA	T balance:	,00	Balance:	0,00	
Please Enter or Char	nge G/L Accou	nt Information							
St G/L Acc	Short Text	t	Cost Ctr	D/C indic.	Item Amount	Percentage	T., Tax Jur.	WBS Elem.	
400600	External se	rvices		Debit 🔻	673	,00 86,92	10 4770004301	P-006340.02	.01.(
400600	External se	rvices		Debit 💌	41	,25 5,33	10 4770004301	P-006340.02	.01.0
400600	External se	rvices		Debit 🔻	60	,01 7,75	10 4770004301	P-006340.02	.01.0
				Debit •			11		_
				Debit *			T1		
				Debit T			T1		- -
< >									4 F
								Time Zone:	CET
Approver	¢		Time Stamp		Logged Action		D., D., Comments Sum	mary	
WF-BATCH			19.11.2018	19:44:27	Invoice submitte	d for Approval		-	
04CHAPJ1			08.11.2018	15:59:16	DP process step		PLEASE REVIEW	AND ADVISE IF THI	S REL
04JOHNL			03.10.2018	15:35:32	DP process step		10-3-18 I have n	o clue what this is. №	lust be
D4DONOK			28.09.2018	17:35:39	DP process step		provide PO to pro	ocess	-
									¥
									4 1
Add Commen	ts 🖪	Inquire		🖉 Арр	ove 🧟 Re	ject 📂 For	ward	Return to In	box

Approve an Invoice

- 1. Review all the data for accuracy and make necessary updates to correct the data. For each change made, please save by clicking on the blue disk icon.
- 2. Comments
  - a. If you need to provide additional details to the AP, click the Add Comments button.

D4JOHNL 03	3.10.2018 15:35:32 DP process step	10-3-18 I have no clue what this is. Must be
D4DONOK 21	8.09.2018 17:35:39 DP process step	provide PO to process
		Ψ.
		4 F
Add Comments Inquire	🧬 Approve 🧟 Reject 📂 I	Forward 🏷 Return to Inbox

b. In the window, type in the necessary details and save them by clicking on the blue disk icon.

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-	1	
	.	
		╡

c. To return to the main screen, click the green return icon.





3. If no additional action is required and the invoice is correct, click the **Approve** button.

	United Rentals (	North America	), Inc	Docume	nt ID		11:	1386
32-00	01			Paymen	t Terms		20	09
				Invoice	Date		27	.09.
				Tax Coo	le		11	Aut
	USD			Credit M	emo			т
gemen	t Approval	¢	-					
		VA	T balance:	0,00			E	Balanc
on								
	Cost Ctr	D/C indic.	Item Amoun	t	Percentage	Т	Ta	x Jur.
		Debit 🔻		673,00	86,92	IO	47	7000
		Debit 🔻		41,25	5,33	IO	47	7000
		Debit 🔻		60,01	7,75	IO	47	7000
		Debit 💌				11		
		Debit 🔻				11		
		Debit 🔻				11		
		Debit 💌				11		
	Time Stamp		Logged Ac	tion		D	D	Com
	19.11.2018	19:44:27	Invoice sub	omitted for	Approval			
	08.11.2018	15:59:16	DP process	step			63	PLEA
	03.10.2018	15:35:32	DP process	step			R	10-3-
	20 00 2010	17.35.39	DP process	step			Ph.	provi

- 4. A second screen will appear:
  - a. Single approver
    - i. If you are the only approver, the next screen will serve as a confirmation screen to ensure the user wants the invoice posted and paid.
    - ii. Click the **Approve** button.
  - b. Additional approval required
    - i. If another approver is required, the name of the next approver will populate in the fields. If the name is incorrect, you update the field by clicking on the **Name Search** button.
    - ii. In the comments field, type an information that will assist the next approver with his/her review.
    - iii. Click the **Approve** button.

e Item Processing		
boose Next User		
User ID	WINSTON.JONES	Mame Search
Email ID	WINSTON.JONES@SWISSLOG.COM	
First Name	WINSTON	
Last Name	JONES	ī •
mments:	ik pi	
mments:		



#### Forward an Invoice

Unlike other roles, approvers do not have the option to refer or reroute the invoice to other users. Forwarding may occur for several reasons:

- The current user is not the correct approver.
- The current user does not have all the necessary detail to approve the expense.
- The current user is aware of an additional approval that will be required outside of the system default parameters

The approver must use the "Forward" function described below:

1. Click the **Forward** button.

	Log	ged Act	ion		D.,	D (
19:44:27	Inv	oice sub	mitted for A	pproval		-
15:59:16	DP	process	step			P
15:35:32	DP	process	step			1
1 35:39	DP	process	step			[Eap
App	rove	10	Reject	-	Forward	~
						ł

2. In the *Forward Invoice* window, type in the d4 or h4 username. If this is unknown, click the **Name Search** button to find the correct user.

ne Item Processing		
orward Invoice	- United Rentals (North	America), Inc , 774,26 U.
Forward to	T	
User ID	j 1	Name Search
Email ID		
First Name		
Last Name		
<u>ini pe (</u>	iii: ti	
	114 6-4	In the Indefitience
		LIT - LIT OF THES

3. Enter any additional details in the *Comment* field. Click the **Forward** button.

	Li 1, Co 1	Ln 1 - Ln 1 of 1 ines	
È	Forward	X Cancel	



#### Reject an Invoice

If an invoice cannot be approved, **DO NOT CLICK THE REJECT BUTTON!** This will no longer allow the AP to make changes, and the item will be removed from the workflow. Follow these steps disapprove the workflow:

1. Click the **Add Comments** button.

Approve	Invoic	e 1900	043913											
Show Detail Pa	ne 📑 SAP	Invoice	Section 2018 2019 2019 2019 2019 2019 2019 2019 2019	hboard 👘 Add	Attachme	nt	🕼 Display I	mage 🖳 😾	Display Attach	ment	ts 🛛 🛄 View Log			
OPENTEXT	Aendor Invoice	e Managem	ent <sup>**</sup> for SAP* Solutions											
Invoice Su	nmary A	ditional De	tais											
Spacie	l Handing Tr	etructions												
Vendor	r Harloing II	ISUUCUONS	0000307109	United Rentals (I	North Ame	rica)	Inc	Documer	at ID		111386	1		
Vendor Invoice	#	[	50391582-0	01		11007/		Payment	Terms		2009			
Company Cod	•		1110					Invoice E	Date		27.09.2017 D	ue Date 23	7.10.201	7
Invoice Amour	t	1	774,26					Tax Cod	e		11 Auto-Calcul 1	ax		
Net Amount		[	774,26	USD	1			Credit Me	emo		Tax Amou	nt T		
Expense Type			MA-Manageme	nt Approval	-		-					L.		
					¢									
						VAT	balance:	0,00			Balance:	0,00		
Please Enter o	r Change G/	L Account	Information											
St G/L Ad	c Sh	ort Text		Cost Ctr	D/C indic	. 1	Item Amoun		Percentage	T	Tax Jur.	WBS Ele	m.	
4006	0 Ext	ternal serv	ices		Debit	+		673,00	86,92	IO	4770004301	P-0063	40.02.0	1.(
4006	0 Ex	ternal serv	ices		Debit	Ŧ		41,25	5,33	10	4770004301	P-0063	40.02.0	1.0
4006	0 Ex	ternal serv	ices		Debit	Ŧ		60,01	7,75	10	4770004301	P-0063	40.02.0	1.0
					Debit	*				11				
					Debit	*				11				
					Debit	-				11				
					Debit	*				11				
												Time	7	-
		0		The Change				1		0	0.0	Time	zone:	
/F-BATCH				19,11,2018	19:44:	27	Invoice sub	mitted for a	Annroval	0	D., Comments St	ammary		
4CHAP11				08.11.2018	15:59:	16	DP process	step	-tpprovidi		PLEASE REVIE	W AND ADVIS	E IE THIS I	REL
4JOHNL				03.10.2018	15:35:	32	DP process	step			10-3-18 I have	no due what	this is. Mus	it be
4DONOK				28.09.2018	17:35:	39	DP process	step			provide PO to	process		
													4	÷.
							10		1.			Int.		

- 2. In this window, type in all details describing the reason for non-payment. Include any actions that must be taken to correct the invoice (e.g., credit memo, rebill, etc.). Click the **Save** button.
- 3. Save the invoice by clicking on the blue disk icon.
- 4. Open outlook and begin creating an email to send to the AP specialist and senior specialist. Provide all necessary details need for the AP to recall this item if it needs to be removed from the workflow or rerouted to another user. Use the template below:
  - To: AP Specialists
  - Subject: Invoice to be Removed from Workflow
  - Body: Hello,

SAMPLE TEXT: The invoice related to the details below should be removed from the workflow as the vendor incorrectly billed us. The vendor will be sending a new bill.

- Document ID
- Vendor number
- Referent number
- Gross amount
- Document No. (if available)



#### Buyer [PO]

In this role, you must take additional action (e.g., submit a change order) before the invoice can be processed. The **Comments** button will provide all the details regarding what is required for invoice processing. Follow these steps if you are assigned tasks as a buyer:

1. Click the **Comments** button located above the invoice image to see the request for information.

Hide Options 🕞 Hide De	atal Pane 🛛 🏴 Open Comments 🛛 Display Imag	e 🔟 Set to Obsolete 🛛	🖙 Rescan 🔂 Help						
OPEN TEXT Vendor Invo	ice Management <sup>22</sup> to 54P* Seviers								
or an end of the end o						-			
Process Options for: PO Buyer				🛃 Image	History 💀 Comment				
Apply Rules App	ply Business Rules						70.0%		
Refer for Info Ref	er for Information	ZINF	PROVIDER	E (			79.976 *		() s
Refer Ref	er to PO Invoice AP Processor	<u>ZPO</u> 780	APPROC			· ·			
THE VIM V	NORKPLACE FEATUR	200	DUTES						
								-	
					INVOICE			St	orage Solutions
		-			INVOICE			P	ACKING DIVISION
base base base base	Process y Other Da	u			ARESTANT, S.A.				
Invoice in foreign currence	v (PO)				Pol. Ind. Montes de Cierzo Ctr.N-232,Km.88		SWISSLOG LOGI	STICS	00117000
Vendor Data					31500 Tudela (Navarra) SPAIN Tel. +34 948 844480/Fax. +34 948 84442	0	161 Enterprise Driv	/e	SOLUTION
Vendor Number	307585 Display Vendor	Part. Bank Type	IBAN		N.I.F. ESA48404958	-	23603		
Vendor Name	ARESTANT, S.A. AKA AR Storage	Bank name	2000		Please, send documents to the office:		US - Estados Unid	05	
Name 2		Bank Account	2210514218		Parque Tecnológico de Zamudio				
IBAN	ES1400491800182210514218	Bank number	491904 Display Bank		48170 Zamudio(Vizcaya) SPAIN				
		Reference			TEL. +34 94 4317941/Fax. +34 94 43178	38		NIF:	
Street / House No	Parque Tec. Zamudio edif. 105-1A	Country	y / Region ES 48			VOUP/PEE	OPDER	CLIENT	DAVMENT TEDMS
Postl Code / City	48170 Zamudio	PO Box	Group		EVAR3/1803815 18/12/20	NEBRASKA	PVAR3/1603127	4313020	Bank Transfer 60 Davs
De stelaet Dete				Þ		470001110			can nanor co coyo
Recipient Data	Cutato Cutato Lastation				10% OF THE CONTRACT PRI	CE SHALL BE DUE AT FINA	ACCEPTANCE CER	TIEICATE	
Company Code	Enteronice Drive	161 Country			Nº PO 4500061226				
Posti Code / City	23603 Newport News	PD Box				INSTALLATION-		183.449,26 86.249,74	EUR
								269 699 00	EUR
Invoice Data					10% OF THE CHANGE ORDE	RS #1 TO #4		40.044.74	510
Trans./event	Invoice 👻					INSTALLATION-		- <u>7.677.56</u>	EUR
Reference Number	FVAR3/1803815	Document Date	12/18/2018					23.922,3	EUR
Auto-Calculate Tax		Supply Date	12/18/2018		DANCO - DSCH				
Gross Amount	293,621.30 EUR	Galance Balance	0.00		IBAN: ES14 0049 1800 1822	1051 4218			
Tax Amount	0.00	Tax Code	IO Tax Rate		owir I: bouneSMM				
Unpl. del. csts									
Freight Amount									
	[	DN LIST							
PO Number	4500061226	POLISC					BASE	IMPONIBLE	293.621,30

2. Read all comments before completing the tasks. Below are three sample comments a buyer may receive.



no funds available on PO - please review and increase funds to cover invocie expense.



3. Complete the task(s). Don't forget to document progress in the comments field. To add a comment, click the **Open Comments** button on the top ribbon to enter your comments before referring to another user.

Hide Options	🕒 Hide Detail Pane	🖗 Open Comments 🛛 🖓 Display Image	🐨 Set to Obsolete	Rescan	🔂 Help
OPEN TEXT	Vendor Invoice Manag	ement <sup>™</sup> for SAP* Solutions			

- a. If you need additional information to complete these tasks, click on **Refer for Info**. A Recipient List will appear allowing you to select the user and click **Continue**.
- b. If you are not the PO owner, click on **Refer to PO Invoice Buyer**.
- 4. If all required information is complete, click on **Refer to AP Processor**.

Hide Options 🛛 🕞 Hide Detail Pane	Popen Comments	💆 Display Image	📅 Set to Obsolete	Rescan	🔂 Help
OPENTEXT Vendor Invoice Manag	ement <sup>™</sup> for SAP* Solutions				
Process Options for: PO Buyer					
Trocess options for the buyer					
Apply Rules Apply Business	Rules				
Refer for Info Refer for Infor	mation		ZIN	F PROVIDER	
Refer Lefer to PO In	voice AP Processor		ZPC	APPROC	
Refer S to PO Ir	voice Buver		ZPC	D BUYER	
THE VIM ORKPLAC	E FEATUR				



#### Information Provider

In this role, you are required to provided details about an invoice before it can be processed. The **Comments** button will provide all the details regarding what is required for invoice processing. Follow these steps if you are assigned tasks as an information provider:

1. Click the **Comments** button located above the invoice image.

Process PO	Processing - Global (Exp) - 0000	000138018										
Hide Options 🛛 🕒 Hide De	etail Pane 🛛 🍋 Open Comments 📑 Display Imag	e 📅 Set to Obsolete 🗳	🖻 Rescan 🔛 Help									
OPENTEXT Vendor Invo	ice Management <sup>™</sup> for SAP* Solutions								_			
Process Options for: Informatio	on Provider						📧 Image 🖉 History	Comments	$\checkmark$			
Refer for Info Ref	fer for Information	ZINF	PROVIDER									
Refer	fer to PO Invoice AP Processor	ZPO	APPROC									
Refer	fer to PO Invoice Buyer	ZPO	BUYER						· • •			
							INVOICE				S	torage Solutions
											R	ACKING DIVISION
					- (	2	ARESTANT, S.A.	-		SWISSLOG LOGI	STICS	
Basic Data Line Items	Accounting Tax Process Other Da	ta					Ctr.N-232.Km.86			WAREHOUSE & I	DISTRIBUTIO	N SOLUTION
							Tel. +34 948 8444807	xx. +34 948 844420		161 Enterprise Dri Newport News	ve	
Invoice in foreign currence	γ (PO)				. ÷		(Merchandise expedition	n and reception place	0	23603		
Vendor Data							Please,send docume	ts to the office:		03 - Estados Onic	105	
Vendor Number	307585 Display Vendor	Part. Bank Type	IBAN				Parque Tecnológico di Edificio 105-1 A	Zamudio				
Vendor Name	ARESTANT, S.A. AKA AR Storage	Bank name	XXXX				48170 Zamudio(Vizca)	a) SPAIN				
Name 2		Bank Account	2210514218				TEL: +34 94-4317941/	ax. +34 94 4317838			NIF:	
IBAN	E\$1400491800182210514218	Bank number	491904	Display Bank					HOUR PEE	00000		
Character & Laboratory Mar	Descus Tes Territo odda 405 44	Kererence	( Basian	50 40			INVOICE	DATE	NEBRASKA	ORDER	CLIENT	PAYMENT TERMS
Bortl Code / Chy	49170 Zamudio	BO Box	/ Negion	EO NO			PVAR3/10030	5 10/12/2018	4300061226	PVARS/100312/	4313020	Bank Transier ou Days
Post code / city	40170 Zamodio	POBOX		aroup								
Recipient Data							10% OF THE CO Nº PO 450006	NTRACT PRICE 226	SHALL BE DUE AT FINA	L ACCEPTANCE CEP	RTIFICATE	
Company Code	1110 Swissing Logistics				-				MATERIALS		183.449,2	6 EUR
Street / House No	Enterprise Drive	161 Country	/ Region	US VA					INSTALLATION		86.249.7	4 EUR
Posti Code / City	23603 Newport News	PO Box					100 OF THE C				269.699,00	0 EUR
							10% OF THE G	ANGE ORDERG	MATERIALS		- 16.244,74	4 EUR
Invoice Data									INSTALLATION		- <u>7.677,5</u>	6 EUR
Trans./event	Invoice 💌										23.922,3	0 EUR
Reference Number	FVAR3/1803815	Document Date	12/18/2018				BANCO : BSCH					
Auto-Calculate Tax		Supply Date	12/18/2018				IBAN: ES14 004	9 1800 1822 10	51 4218			
Gross Amount	293,621.30 EUR	Ga Balance	0.00				SWIFT, BOCHES					
Tax Amount	0.00	Tax Code	IO Tax Rate	0.000								
Unpl. del. csts	0.00											
Freight Amount	0.00											
		DN List	<u> </u>							BASI	E IMPONIBLE	293.621.30
PO Number	4500061226	PO List	<b>*</b>		÷							

2. Read all comments before completing the tasks. Below are two sample comments an information provider may receive.

لعالا	<u> </u>			
*****	*******	******	*****	******
Change	d By : D4D	ONOK		
Change	d On :02/0	1/2019 14:55:	29	ie pie pie pie pie pie pie





3. Complete the task(s). Don't forget to document progress in the comments field. To add a comment, click the **Open Comments** button on the top ribbon to enter your comments before referring to another user.

Hide Options	🕒 Hide Detail Pane	P Open Comments Display Image	🐨 Set to Obsolete	Rescan	🔂 Help
<b>OPEN TEXT</b>	Vendor Invoice Manag	ement <sup>™</sup> for SAP* Solutions			

- a. If you need additional information to complete these tasks, click on **Refer for Info**. A Recipient List will appear allowing you to select the user and click **Continue**.
- b. If you are not the PO owner, click on **Refer to PO Invoice Buyer.**
- 4. Click on **Refer to AP Processor**.





#### Receiver

In this role, you must complete the goods receipt before the item can be processed. The **Comments** button will provide all the details regarding what is required for invoice processing. Follow these steps if you are assigned tasks as a receiver:

1. Click the **Comments** button located above the invoice image.

Process PO	Processing - Global (Exp) -	000000145596			
🖿 Hide Options 🛛 🕞 Hide	le Detail Pane 🛛 🗟 Open Comments 📑 I	Display Image 🛛 📅 Set to	o Obsolete 🖾 Rescan ! Displ		
OPEN TEXT Vendor II	invoice Management <sup>22</sup> to state sources				
	, , , , , , , , , , , , , , , , , , ,			ana	
Process Options for: Receiv	ver			Mage Kistory Comments	
Post Goods Receipt	Post Goods Receipt				
Reverse Goods Recpt	Reverse Goods Recept		THE PROVIDER		AutoStore &S
Refer	Refer to PO Invoice AP Processor		ZPO APPROC		Stokkastrandvegen 85 5578 Nedre Vats
Refer	Refer to PO Invoice Buyer		ZPO BUYER	AutoStore	Phone: +47 52 76 35 00
Refer	Refer to Requisitioner		ZREQUISITIONER		Enterprise: NO 974 533 014 MVA VAT-no:NO 974 533 014 MVA
Refer	Refer to Receiver		ZRECEIVER		8328 - Oskar Benjamin Kringlebotten
				Swisslog Logistics, Inc	oskar benjamin kringlebotten gautostores Phone: 52763651
Basic Data Line Iter	ems Accounting Tax Process	Other Data		161 Enterprise Drive	
				23603 Newport News , VA	
Manual Check Needed	/ Missing Data for Indexing Lines (PO)			USA	
Vendor Data				Arrow 10766	
Vendor Number	307404 Display Vendor	Part. Bank Type		Delivery terms FCA Koszalin (incoterms 2010)	
Vendor Name	Autostore AS (was JAKOB HATTELA	Bank name	3000	Pay terms : 00 days net	INVOICE
Name 2		Bank Account	53370604572	Shipped by : TNT GLOBAL EXPRESS Your ref : Margherita Reece	
IBAN	N08753370604572	Bank number	5337 Display	Ourno : CSA/113365 Yourno : 4500140130	Date: 23.01.2
		Reference		Originating document : COA/122402	Page 1
Street / House No	Stokkastrandvegen	85 Countr	ry / Region NO	Our rer : 6326 Jarosaw Remus	
Postl Code / City	5578 NEDRE VATS	PO Bo:	x Group		
				tim contrility Reference	
Recipient Data				CPU Board	0,00 000,00 000
Company Code	1110 Swisslog Logistics			Youritm: 4500140130 Original Order Confirmation: COA/122602-1	
Street / House No	Enterprise Drive	161 Countr	ry / Region US VA	Reference no.: CSA/113365-1	
Postl Code / City	23603 Newport News	PO Bo:	x	Delivery date: 2019.01.23 Mfr: AUTOSTORE	
				Origin: NO EUtaric: 8473.30.20.00	
Invoice Data				Ship to: Swissing Logistics inc	reight 38
Trans./event	Invoice 👻			US - 23603 - Newport Newp - VA	um USD 704
Reference Number	CIN/129893	Document Date	01/23/2019	Total weight 0.3kg	
Auto-Calculate Tax		Supply Date	01/23/2019	Volume: 0.002464 m3	
Gross Amount	704.30 USD	Ga Balance	0.00	Packages 1	
Tax Amount	0.00	Tax Code	IO Tax Rate 0.000		
Unpl. del. csts	0.00				otarusu 704
Freight Amount	38.30			Remarks: case 12843 - warranty	
		DN List		AUT-PL CSA/108964	
PO Number	4500140130	PO List	*		

2. Read all comments before completing the tasks. Below is a sample comment a receiver may receive.





3. Complete the task(s). Don't forget to document progress in the comments field. To add a comment, click the **Open Comments** button on the top ribbon to enter your comments before referring to another user.

Hide Options	🕒 Hide Detail Pane	P Open Comments Display Image	🐨 Set to Obsolete	Rescan	🔂 Help
OPENTEXT	Vendor Invoice Manag	ement <sup>™</sup> for SAP* Solutions			

- a. If you need additional information to complete these tasks, click on **Refer for Info**. A Recipient List will appear allowing you to select the user and click **Continue**.
- 4. Click on **Refer to AP Processor**.

OPENTEXT Vendor Invoice Management <sup>110</sup> for SAP <sup>®</sup> Solutions									
Process Options for: Recei	iver								
Post Goods Receipt	Post Goods Receipt								
Reverse Goods Recpt	Reverse Goods Receipt								
Refer for Info	Refer for Information	ZINF PROVIDER							
Refer	Refer to PO Invoice AP Processor	ZPO APPROC							
Refer	fer to PO Invoice Buyer	ZPO BUYER							
Refer	er to Requisitioner	ZREQUISITIONER		•					
Refer	Refer to Receiver	ZRECEIVER		•					



### Requisitioner [PO/Non-PO]

In this role, you must take additional clarification or action (such as, missing PO detail) before the invoice can be processed. The **Comments** button will provide all the details regarding what is required for invoice processing. Follow these steps if you are assigned tasks as a requisitioner:

1. Click the **Comments** button located above the invoice image.

Hide Options 🕞 Hide De	tail Pane 🛛 🔁 Open Comments 🛛 🗷 Display Ima	ge  🐨 Set to Obsolete 🖾 I	Rescan 🔂 Heip					
OPEN TEXT Vendor Invoi	ce Management <sup>™</sup> for BAP* Bolutions						_	
Process Options for: Requisition	her					🛤 Image	History Romments	
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Refer Ref	er to Vendor Mantenance er to Requisitioner	ZVEND T	TTIONER				125 Forgh Bild, Phone: (214) 778-4300	Design Group
		100.000 A	ALL STRESS				St. Louis, MO (2105 Far: (214) 8(2-252) MUREWOodpring com	
							887.	Contemport eventue -
							Billing Logistics, Inc. Skill Enterprise Orben	Tesia Motors Invoice No. : INV0137336A
Basic Data Line Items	Accounting Tax Process Other D	ata			_		Neveport News, VA 22603, USA Attn.: Johnson, Linda	Famorit, CA Set38, USA Currency : USD Ath.: Fox, Field Terms : Net 30 Days
								Due Date : 30-Oct-2018
Li Invalid Tax Into ( NPO)							Instance Note -	
Vendor Data	Direly Vender	Back Back Tune					PCN421 Additional Off Shift Caverage	
Vender Name	Rame Webmiler Design Group, Inc.	Part, bank type	10 MORGAN CHASE RANK				Project Project/ Task Description	Cussomer Rel. P.O. Bill Type Charge Tax Total
Name 2	barry-weinnier besgir oroup, inc	Bank Account	112351678				1800022 Satssiog Fremont, CA-Tesla Ph.3 Light Go Conveying 5ys.	ods
IRAN		Rank number	071000013	Display Rank			215-Production Support (TAM)	Titho 90,218.00 80.00 90,218.00 Copernie \$1,225.70 \$2.00 \$1,225.70
SWIFT code		Reference						Total Due : \$7,643.70
Street / House No	Douglas Blvd, Suite 220	2901 Country / R	egion US	CA				
Posti Code / City	95661 Roseville	PO Box	Group				Permit To : Wile Instructions AC	H Instructions Payment Via Check
							Drinego, L Dri Alika a Otri00021 Ali	Korgan Create & Company Bany Hanniko Geogra Group, Inc. Indeps. II. 25243 Network Plasm A #171000113 Chinasan II. 00073-050
Recipient Data							Account # 112351678 Ac Account Name: Bony Wehmiler Companies, Inc. Ac	oount # 112561878 USA oount Name: Bany-Wehmiller Companies, Inc.
Company Code	1110 Swisslog Logistics						Hart starty Mathematic Lange Lange, Inc. Ha	it starty Historieker Georgin Larsey, inc. Nordern von skruidfand andamalianse kennen funden finnen remen staarlik die andemiktik of die skenne in
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Postl Code / City	23603 Newport News	PO Box						
Invoice Data								
Trans./event	Invoice •	0	0010010010					
Reference Number	INV0137336A	Document Date	09/30/2018					
Auto-Calculate Tax	7 640 70	Supply Date	09/30/2018					
Tax Amount	0.00	Tax Code	To Tay Pate	0.000				
Total Tax Amount	0.00	Tax Code	10 Fax Rate	0.000				
Expense Type	ST							
Requester E-mail	LINDA, JOHNSON@SWISSLOG, COM							

2. Read all comments before completing the tasks. Below is a sample comment a requisitioner may receive.





3. Complete the task(s). Don't forget to document progress in the comments field. To add a comment, click the **Open Comments** button on the top ribbon to enter your comments before referring to another user.

Hide Options	🕒 Hide Detail Pane	🖗 Open Comments 🛛 🖓 Display Image	🐨 Set to Obsolete	Rescan	🔂 Help	
OPENTEXT Vendor Invoice Management <sup>™</sup> for SAP <sup>®</sup> Solutions						

- a. If you need additional information to complete these tasks, click on **Refer for Info**. A Recipient List will appear allowing you to select the user and click **Continue**.
- 4. Click on **Refer to AP Processor**.





# Table 2: Error Codes and Resolution Steps

Error Message	Explanation	Resolution
"Error in determining next approver"	Typically, there is a	1. Create an email to send to Accounting Manager, as
	discrepancy in the chart of	well as the relevant Finance Project Controller.
"Error: the next approver is not specified"	authority set up. The amount	2. Your email should include the following:
	or type of expense may	a. Screenshot of the error
Le messages	require an additional approval	b. WBS element / cost center that the invoice is
TYPE MESSAGE	and the secondary user has	being charged against
Error Error in determining the next approver.	not been assigned.	c. The approver and the approver's supervisor's
		d Invoice information [date number amount]
		e. Original approver
		f. Any changes to cost center ownership, project
		managers, or a new approver.
		3. Following your email, Finance will update the chart of
		authority details. Once the update is complete, a
		notification will be sent to the user who can then
		approve the invoice.



Error Message	Explanation	Resolution
"Document date and posting date are in	Invoices that have	The system will not prevent approval. Please approve and
different fiscal years"	document/invoice dates	enter through the errors. The transaction will be routed
	outside of the current month	back to Accounts Payable for additional review and
IIIIO	WILL NOT generate an error	processing to complete posting.
	for the approver but require	
	additional processing steps to	
Warning: Document date and posting date are in different fiscal years	complete posting.	
	Invoices with	
	document/invoice dates in a	
	different year WILL generate	
	an error.	
	Both instances DO NOT	
	PREVENT APPROVALS but	
	require additional steps by	
	Accounts Payable.	
"Posting only possible with zero balance"	Invoices CANNOT be posted	Editing options are available to an approver.
	unless they are balanced to	
Error: Posting is only possible with a zero balance; correct document	zero. This error typically	For example, when the error is generated by auto-
	appears when there are tax	calculation of tax based on the jurisdiction, the user can
	discrepancies that are auto-	update the jurisdiction or confirm tax detail before
	generated by the system when	completing the approval.
	it is processing the invoice	
	data in the background.	
	Assessments Develople CANINGT	
	Accounts Payable CANNOT	
	approve the invoice, and the	
	error tends to show up after it	
	has populated in the user's	
	box.	



# SAP VIM Workplace User Guidelines

Error Message	Explanation	Resolution	
"No chart of authority settings maintained"	The WBS element or cost center has not be set up or has been removed from the chart of authority. Therefore, no approval hierarchy or authorizations exist to allow system processing.	<ol> <li>Create an email to send to Accounting Manager, as well as the relevant Finance Project Controller.</li> <li>Your email should include the following:         <ul> <li>a. Screenshot of the error</li> <li>b. WBS element / cost center that the invoice is being charged against</li> <li>c. The approver and the approver's supervisor's name</li> <li>Invoice information [date, number, amount]</li> </ul> </li> <li>Following your email, Finance will validate and update the chart of authority details. Once the update is complete, a notification will be sent to the user who can then approve the invoice.</li> </ol>	