Accessing Workflow In VIM:

SAP Business Workplace – SBWP:

GO TO:

INBOX :

Workflow :

Grouped According to task:

DP Document DAshboad:

VIM workplace - /opt/vim\_wp:

VIM Integrated Invoice cockpit - /opt/vim\_IIC

DP Role configuration step:

TCODE :/n/opt/cp\_9cx5

Or / sap menu (n/opt/vim) / roles/role maintainance

005 – Document processing

Lix

PIR

Defining Role template:

Tcode:/n/opt/cp\_9cx2

Three types of templates

1. Key Determination (Static):

Which will be on combination of columns

Depends on the Business object attributes

Ex: Company code , scan location , plant define ap processor role.

1. Function Module(Dynamic)

Set of custom functions that extend base line functions

EX: buyer is the po creater that function module extracts from the po.

1. SAP HR ORG structure (semi Dynamic):

Always send to the structure such as a position or work center.

Ex: Ap experts are users attached to a single work center.

Simple role maintaince:

Tcode : /n/opt/cp\_9cx4

This is used in Daily basis.

Before Adding the role we need Template ID.

Template definition will show the details like which template type it is and the function module.

After adding the roles , assign individuals who are responsible taking charge and save.

Assigning Templates to Roles

We should assign templates to roles. Tcode :/n/opt/cp\_9cx2

Or sap menu/roles/template maintaince

Fail safe user : if the user maintained for role is invalid then it goes to failed safe user .

The tcode for fail safe is : /n/opt/cp\_9cx10

BBc user validation assignment:

Tcode :/otx/pf01\_adm\_vala

After clicking it navigates to “DOCT TYPE “ after entering doctype it will show the agents.

DP Document Type configuration:

Step 1:to create DP doc Type

TCODE : /n/opt/vim\_1cx1

Or -- /n/opt/spro/ Document processing configuration/document type configuration/maintain doc types

DOCUMENT TYPE DEFINITION:

Go to copy to create an “DOC TYPE” and give enter it will ask for copy all or only copy entry . choose copy all. IT will copy all the dependent entries

Classifier need to be choosen based on the po or nonn po type or downpayment .

Default process type is used to post the Invoice ( 108-system will default use this) after all the exceptions are cleared for an invoice.

Rescale Role : when the invoice is not clear when they want to sent it to snanning team at this time we use it.

Posting role responsible for posting invoice is AP processor.

Duplicate check group : po/INV date /grossamont/vendor re no /vendor#)

Duplicate check role: the one who checks the duplicates ..i.e ap pay officer

Document Processes :

In this we can choose wt exceptions to be there while processing an invoice.

108 – processes po invoice exception has bdc transaction id as 1 and backgraound transaction id as 6 and AUTO FLAG program to post the invoice. If auto flag is empty we cant post the invoice .if we want we need to design the custom module and put it in the auto flag and run the program to execute the invoice. if we are not maintaining any module then we need to maintain x .

Procs TYPE Determine Sequence:

It determines the sequence flow of the invoice.

Index screen options:

We need to assign cuurent role ex like ap Processor ,po buyer ,po \_AP\_proc to every process type like 101,108. For every process type we can add 3 current roles

Step 2: Maintain DP doc type determination

-- /n/opt/spro/ Document processing configuration/document type configuration/maintain doc types

Determination procedure