

Los Angeles Unified School District
SAP / VIM
Personal Team Setup Guide



DEFINITION

Personal Team Setup Guide details step by step instructions on how to create Personal Team in SAP Vendor Invoice Management (VIM) application.

Invoice exceptions are initially configured to route to single Primary User per department (storage location). By creating Personal Team, it allows any M&O VIM users to view/execute documents for their Team.

LOGIN

Access SAP. Instructions for how to access SAP can be found at below link (pages 19-21).

<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/otherdocuments/job%20aids/Business%20Continuity%20-%20Virtual%20Private%20Network%20VPN%20Guide%20v5%20072120.pdf>

Enter your **Single sign-on** username and password and click on the **Log On** button.

Business Tools for Schools

User *

Password *

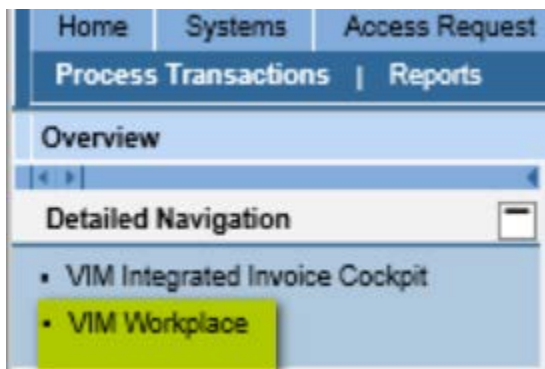
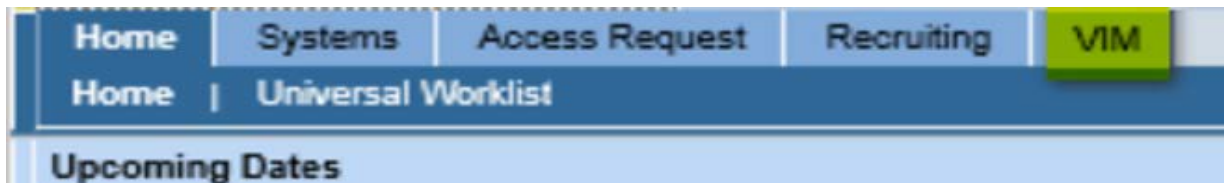
* Enter your Single Sign-On (email) username and password to Log in.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

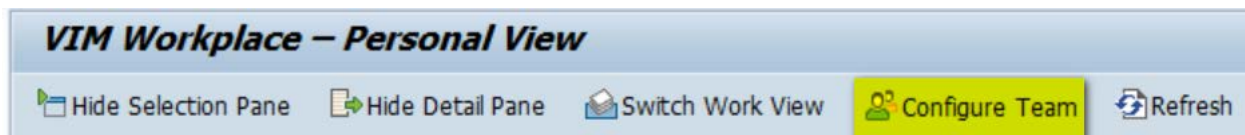
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Accessing VIM

1. Navigate to VIM Workplace – Personal View.



2. To add Team Member, click on Configure Team.



- Click on highlighted icon.

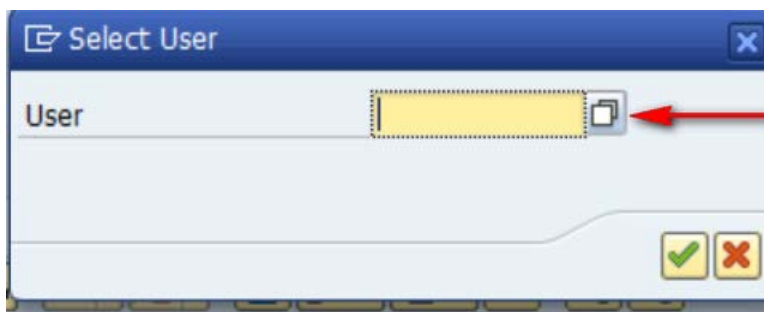


- Type in SAP Username of Team Member to add

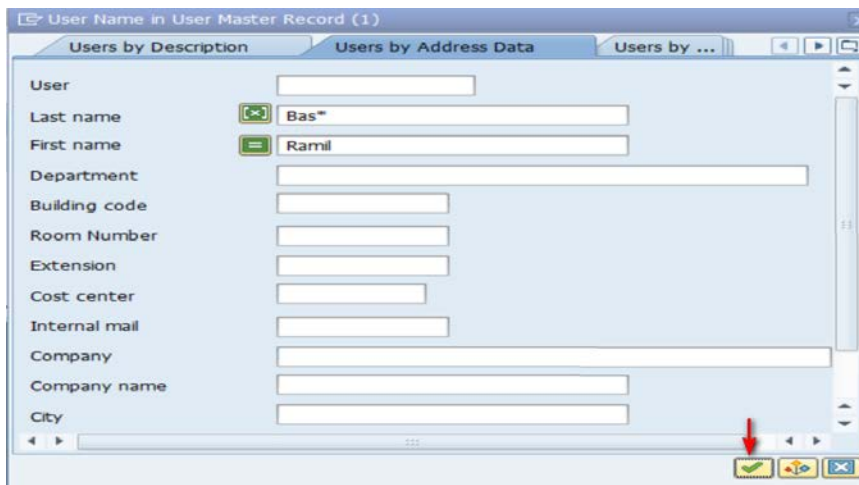


The 'Select User' dialog box in SAP. It has a title bar with a close button. Below the title bar is a label 'User' followed by a text input field containing 'rbasbas001'. At the bottom right are two buttons: a green checkmark and a red X.

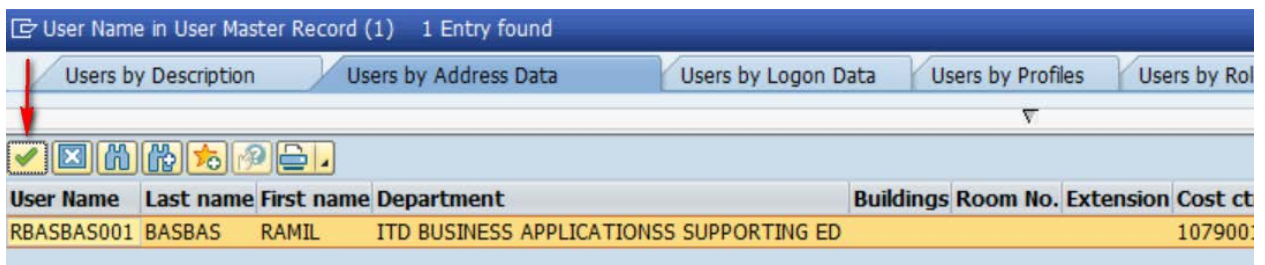
- If you don't know Username, can search by First/Last name



The 'Select User' dialog box in SAP. It has a title bar with a close button. Below the title bar is a label 'User' followed by a text input field. To the right of the input field is a small icon of a document with a magnifying glass. A red arrow points to this icon. At the bottom right are two buttons: a green checkmark and a red X.



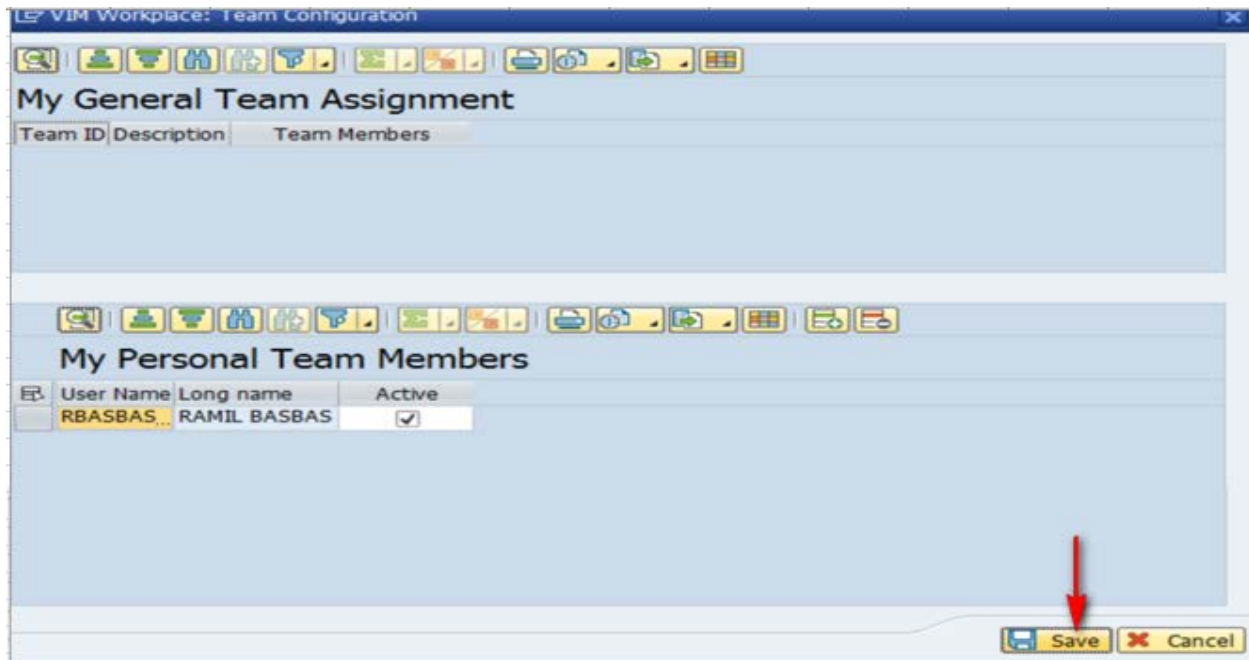
The 'User Name in User Master Record (1)' dialog box in SAP. It has a title bar with a close button. Below the title bar are three tabs: 'Users by Description', 'Users by Address Data', and 'Users by ...'. The 'Users by Description' tab is selected. Below the tabs are several input fields: 'User', 'Last name' (with a green checkmark icon and 'Bas'), 'First name' (with a green checkmark icon and 'Ramil'), 'Department', 'Building code', 'Room Number', 'Extension', 'Cost center', 'Internal mail', 'Company', 'Company name', and 'City'. At the bottom right are three buttons: a green checkmark, a red X, and a magnifying glass icon. A red arrow points to the green checkmark button.



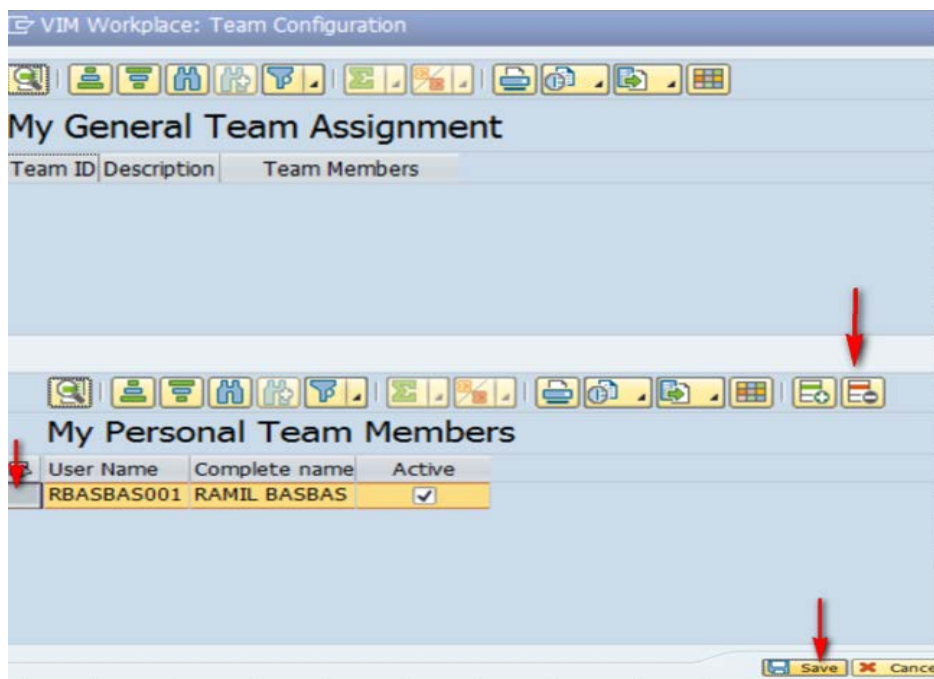
The 'User Name in User Master Record (1) 1 Entry found' dialog box in SAP. It has a title bar with a close button. Below the title bar are five tabs: 'Users by Description', 'Users by Address Data', 'Users by Logon Data', 'Users by Profiles', and 'Users by Rol'. The 'Users by Description' tab is selected. Below the tabs is a toolbar with several icons: a green checkmark, a red X, a magnifying glass, a document with a magnifying glass, a document with a magnifying glass and a plus sign, a document with a magnifying glass and a minus sign, a document with a magnifying glass and a star, a document with a magnifying glass and a question mark, a document with a magnifying glass and a printer icon, and a document with a magnifying glass and a save icon. A red arrow points to the green checkmark icon. Below the toolbar is a table with the following data:

User Name	Last name	First name	Department	Buildings	Room No.	Extension	Cost ct
RBASBAS001	BASBAS	RAMIL	ITD BUSINESS APPLICATIONSS SUPPORTING ED				107900:

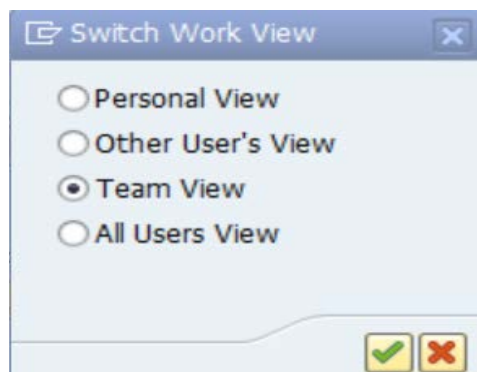
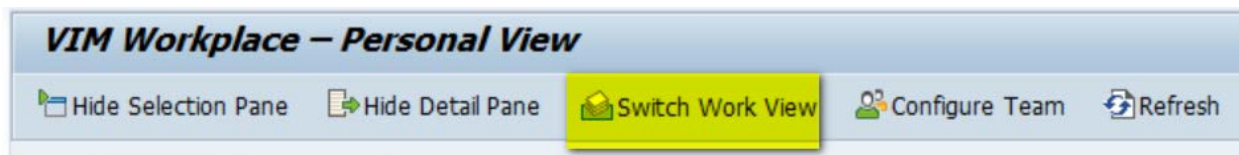
- Click Save to finish adding Team Member. Repeat these steps to add additional members.



- To delete member, first click username, delete icon, then save



- To view all documents for your Personal Team, switch Work View to Team View



VIM Workplace – Team View

Show Selection Pane Hide Detail Pane Switch Work View Configure Team Refresh


 Show: 500 Choose Bulk Action

Team Inbox (15 Hits)

Proc.S...	Bulk Action	Das...	WF His...	Exe...	Document Id	Doc...	Ima...	Co...	CoCode	DocumentNo	Year	Vendor	Name 1
					1000001360				1000			1000001590	ABM PARKING
					1000001310				1000			1000001590	ABM PARKING
					1000001308				1000			1000001590	ABM PARKING
					1000001305				1000			1000001590	ABM PARKING