



Los Angeles Unified School District

SAP / VIM

VIM Role Access Request Guide

Revision Log	
Date	Change Description
9/21/21	Added sample screenshot for VIM Role Access Request
	Included process for VIM access removal



Definition

To access SAP Vendor Invoice Management (VIM) application, users need to submit Access Request.

1. To request access to VIM, please see the SAP guide link below on how to request a role:

- [link to SAP guide to request access / roles](#)
- VIM SAP Roles:
 - o Full VIM Access: RF852_0000
 - o VIM Analytics Only: RF854_0000

Select Roles

Search Criteria
Maximum number of result rows: 100

Cost Center	is	1084001
Company	is	Los Angeles Unified School District
Business Process	is	
Subprocess	is	
Cost Center / Role Name	is	
Role Description	is	
Role Description	is	AP Principal Clerk

Available
View: [Standard View]

Role Name	System	Description	System Description	Role Type
RF852_0000	PR1910	AP Principal Clerk	PR1 - Production - ERP - Central Component (ECC)	Single Role

2. Primary User – VIM is configured for a single person to receive the invoice exceptions for the storage location (department / organizational group). Other users can view / take action on the exceptions

- Changes to the Primary User: Please email the **M&O IT and Analysis Unit** for any changes needed

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**Please see the guide for Teams Configuration to setup the teams in the workplace view



3. Removing access to VIM application

- If an employee transfers to another assignment, his/her VIM access will be automatically removed.
- To remove access for employee remaining in same assignment, please email the **M&O IT and Analysis Unit**

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