

SAP Open Text VIM Training

COURSE CONTENT

GET IN TOUCH



Multisoft Systems
B - 125, Sector - 2, Noida



(+91) 9810-306-956



info@multisoftsystems.com



www.multisoftsystems.com

About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

SAP OpenText Vendor Invoice Management (VIM) is a leading solution designed to streamline and automate the entire vendor invoice process within SAP. The SAP OpenText VIM Training by Multisoft Systems equips professionals with in-depth knowledge of invoice management, workflow automation, and SAP system integration.

Module 1: Introduction to OpenText VIM

- ✓ Overview of Vendor Invoice Management (VIM)
- ✓ Role of OpenText in SAP ecosystem
- ✓ Business benefits of VIM
- ✓ VIM architecture and components

Module 2: Basic Concepts of VIM

- ✓ Invoice processing lifecycle
- ✓ VIM document types and workflow basics
- ✓ VIM integration with SAP ECC and S/4HANA
- ✓ Key terminologies: DP Document, Parked Document, Posted Document

Module 3: VIM Configuration Essentials

- ✓ VIM add-on installation and setup
- ✓ Configuration of VIM document processing
- ✓ Setting up VIM roles and authorization
- ✓ Defining validation rules and exception handling

Module 4: Invoice Capture Center (ICC)

- ✓ Introduction to ICC and OCR basics
- ✓ Document scanning and data extraction
- ✓ Validations in ICC
- ✓ Integration of ICC with VIM

Module 5: VIM Process Flow

- ✓ Invoice submission and validation
- ✓ Approvals and workflow routing
- ✓ Posting invoices in SAP FI
- ✓ Exception handling and escalation procedures

Module 6: Workflow Management

- ✓ Introduction to SAP Business Workflow
- ✓ Configuration of approval workflows
- ✓ Role-based workflow assignment
- ✓ Monitoring and troubleshooting workflows

Module 7: Reporting and Analytics

- ✓ VIM analytics and dashboards
- ✓ Standard VIM reports in SAP
- ✓ KPIs for invoice management process
- ✓ Custom report creation

Module 8: Integration Scenarios

- ✓ Integration with SAP MM and FI modules
- ✓ Vendor master data integration
- ✓ Integration with third-party systems

Module 9: Advanced VIM Features

- ✓ Three-way matching process
- ✓ Handling credit memos and down payments
- ✓ Automatic payment block removal
- ✓ Archiving and document retention policies

Module 10: Best Practices and Real-Time Scenarios

- ✓ Common challenges in VIM implementation
- ✓ Industry use cases and best practices
- ✓ Hands-on exercises and real-time projects

Module 11: Administration and Support

- ✓ VIM monitoring tools
- ✓ Error handling and troubleshooting tips
- ✓ System performance optimization