


## How to request access to VIM Analytics (invoice processing history transaction in SAP)

To access VIM Analytics transaction as non-Finance / non-Purchasing user, **VIM Analytics Access for non-purchasers** Business Role is needed.

To request Business Role:

1. Go to [SAP Identity Management](#) website
2. Choose **Request Business Role**

 Request Business Role : Task for requesting new roles for UNITE SAP-landscape

3. Type **\*VIM\*Analytics\*Access\*[Relevant Business Unit name]\*** in the search bar in the “Available” section to find the role for specific company code

**Available**

Show:  and Find:    [Advanced](#)

Display Name	Unique ID	Entry Owner
VIM Analytics Access for non-purchasers (AB SKF)	ROLE:BUSINESS:YPUR_9319_PRD_SWE02_XXXXX	Sheila Han

4. Highlight selected role and Click **Add**

**Assigned Roles**

**Available**

Show:  and Find:    [Advanced](#)

Display Name	Unique ID	Entry Owner
VIM Analytics Access for non-purchasers (SKF B.V. NL)	ROLE:BUSINESS:YPUR_9319_PRD_NLD02_XXXXX	Ralph Hoencamp

5. Indicate the reason for requesting the role and click **Add**

**New Assignment**

**Direct Validity Assignment:**

Valid Start Date:  Valid To:

Reason:\*

6. Click **Submit** at the top

Submit

Modify

Refresh

**Assigned Roles**

Available

Show:  and Find: 

Search

Add

Advanced

## Related articles

How to change layout in VIM Analytics / How to create a personal layout in VIM Analytics

How to check invoice status in VIM Analytics