

S4: Approving an invoice as the coder

Purpose

This SOP outlines the steps to log in, review, and approve invoices in the SAP CIM module, ensuring accurate processing of cost centers and GL account data.

Creation Date

01.13.2025

Version

V.1

Approving the Invoice as a Coder

Step 1: Logging into SAP CIM

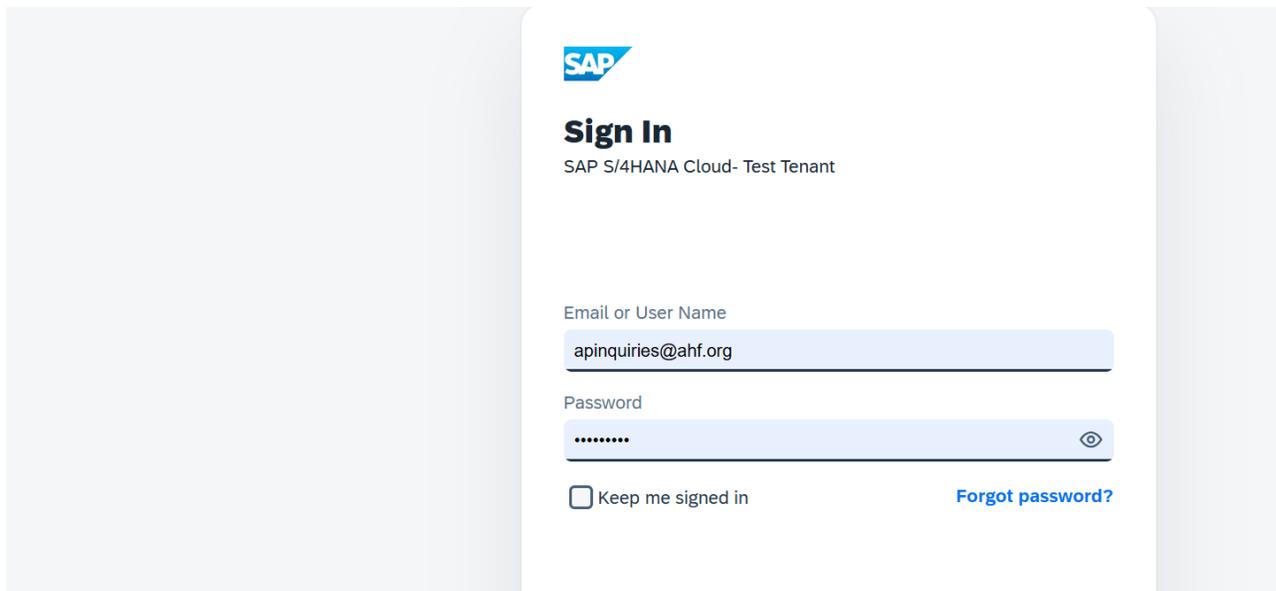
1. Open SAP GUI or Access link from the email you received/

Launch the [SAP GUI application](#) on your computer.

<https://my419244.s4hana.cloud.sap/ui#Shell-home>

2. Enter Login Credentials – this information should be the same as your SSO information

- Username: [Your SSO Username]
- Password: [Your SSO Password]
- Click **Log On**.

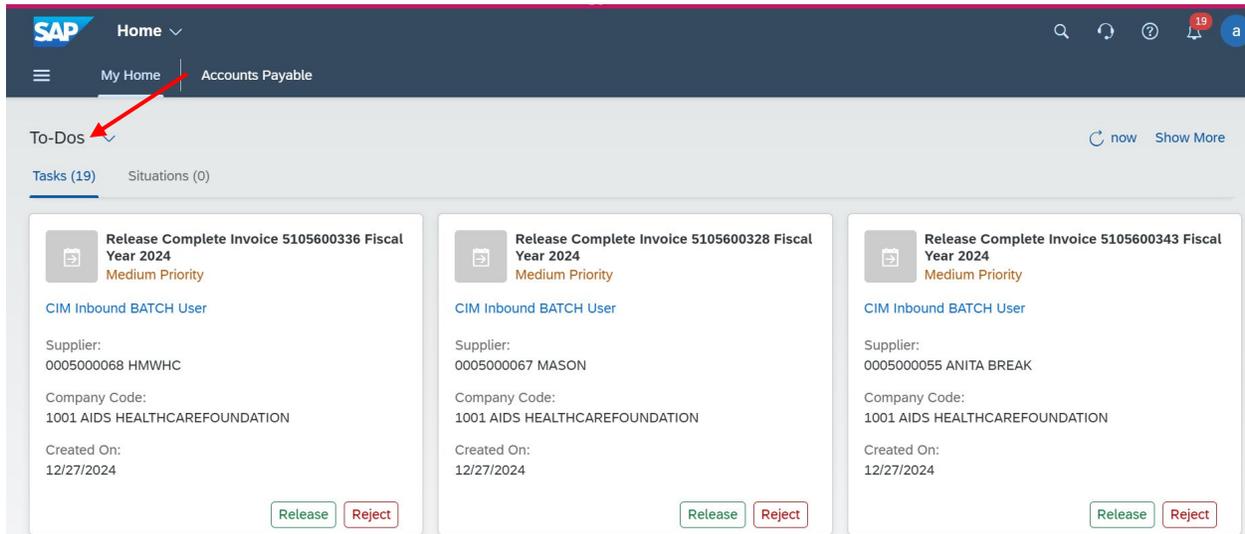


The screenshot displays the SAP Sign In interface. At the top left is the SAP logo. Below it, the text 'Sign In' is prominently displayed, followed by 'SAP S/4HANA Cloud- Test Tenant'. The form contains two main input fields: 'Email or User Name' with the value 'apinquiries@ahf.org' and 'Password' which is currently masked with seven dots. To the right of the password field is an eye icon for toggling visibility. Below the password field, there is a checkbox labeled 'Keep me signed in' and a blue link that says 'Forgot password?'.

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3. Access your inbox

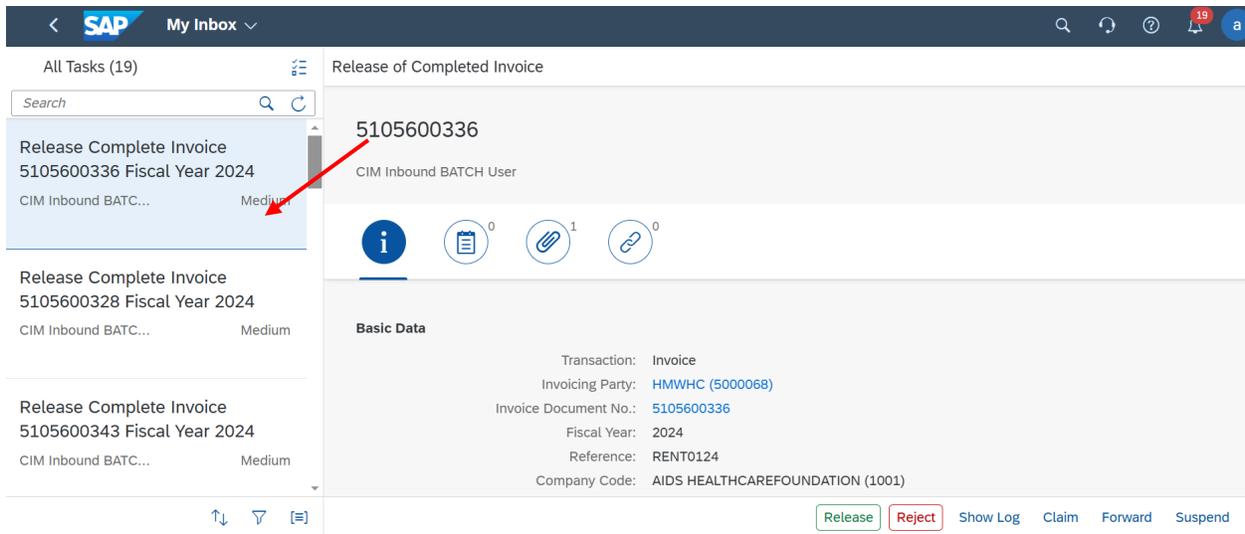
- From the SAP main menu, navigate to your inbox or to do's



The screenshot shows the SAP 'To-Dos' inbox. At the top, there is a navigation bar with 'SAP Home' and 'Accounts Payable'. Below it, the 'To-Dos' section is active, showing 'Tasks (19)' and 'Situations (0)'. Three task cards are displayed, each for a 'Release Complete Invoice' with a 'Medium Priority' label. The tasks are for fiscal years 2024 and are assigned to 'CIM Inbound BATCH User'. Each card includes the supplier name, company code, and creation date (12/27/2024). At the bottom of each card are 'Release' and 'Reject' buttons.

Step 2: Selecting an invoice to approve

Click the invoice from the list you want to approve



The screenshot shows the SAP 'My Inbox' view with a search filter applied. A list of tasks is shown on the left, with the first task, 'Release Complete Invoice 5105600336 Fiscal Year 2024', highlighted in blue. A red arrow points to this task. The main area displays the details for this invoice, including the invoice number '5105600336' and the user 'CIM Inbound BATCH User'. Below this, there are icons for information, list, attachments, and links. The 'Basic Data' section provides details: Transaction: Invoice, Invoicing Party: HMWHC (5000068), Invoice Document No.: 5105600336, Fiscal Year: 2024, Reference: RENT0124, and Company Code: AIDS HEALTHCAREFOUNDATION (1001). At the bottom, there are 'Release' and 'Reject' buttons, along with 'Show Log', 'Claim', 'Forward', and 'Suspend' options.

Step 3: Reviewing Invoice Details

1. Open the Invoice

- Click on the invoice document no highlighted in blue and select “Change Supplier Invoice”

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The screenshot shows the SAP My Inbox interface. The main task is 'Release of Completed Invoice' for invoice 5105600336, assigned to 'CIM Inbound BATCH User'. A context menu is open over the invoice number, listing options: 'Application Log', 'Cancel Supplier Invoice Document', 'Change Supplier Invoice' (highlighted with a red arrow), and 'More Links'. The invoice details on the right include: Invoice HMWHC (5000068), 5105600336, 2024, RENT0124, and AIDS HEALTHCAREFOUNDATION (1001). Action buttons at the bottom include 'Release', 'Reject', 'Show Log', 'Claim', 'Forward', and 'Suspend'.

2. Review Invoice Information

- Key fields to review:
- Vendor Name
- Invoice Amount
- Cost Center
- GL Account
- WBS Element (IO)

Supplier Invoice

5105600336/2024

Balance Invoicing Party
0.00 USD 5000068 (HMWHC)

The screenshot shows the 'General Information' tab of the SAP Supplier Invoice details page. The 'Invoice' dropdown is set to 'Invoice'. The 'Company Code' is '1001 (AIDS HEALTHCAREFOUNDATION)'. The 'Gross Invoice Amount' is '10,972.50 USD'. The 'Posting Date' is '12/23/2024'. The 'Reference' is 'RENT0124'. The 'Tax' field is empty. The 'Attachments' field is empty. Red arrows point to the 'Tax', 'Posting Date', 'Reference', and 'Attachments' fields. The bottom of the page shows a warning icon with '2' and a row of buttons: 'Check', 'Simulate', 'Post', 'Park', 'Save as Completed', and 'Cancel'.

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Step 4: Editing Cost Center and GL Account Data

1. Navigate to GL Account Items

- Locate the editable fields for **Cost Center** and **GL Account**.

2. Edit GL Account

- Verify the General Ledger (GL) Account matches the expense type. This will always be sent to you as “00000000”. As the coder, you will 100% of the time need to change this.

General Information Purchasing Document References **G/L Account Items** Asset Items Tax Payment Unplanned Delivery Costs Note Attachments

Debit/Credit Indicator:* Debit (S) G/L Account:* 60150001 (BUIL... Amount:* 10,972... USD Item Text: BASE FEES RENT 0124 Assignment:

Hide Details

More Details

3. Edit Cost Center – You may need to click “show more detail” to see this field

- Ensure the correct Cost Center is entered. Update if needed. If you change this, the invoice will reroute based on the new cost center approval hierarchy.

- Add a WBS element, if needed

General Information Purchasing Document References **G/L Account Items** Asset Items Tax Payment Unplanned Delivery Costs Note Attachments

Tax Code*: 10 Tax Jurisdiction: 7700000000 Tax Rate: A/P Sales Tax, exempt Quantity: 0.000 Company Code: 1001 (AIDS HEALTH...)

Account Assignment

Cost Center: 1000121001 (ADMI... Order Number: Profit Center: WBS Element: Fund: Budget Period:

4. You may add multiple lines if needed by clicking “Add”

- All required fields will need to be completed

G/L Account Items

Items (1)

Debit/Credit Indicator:* Debit (S) G/L Account:* 68100001 (AUTO REPAIRS/MAINT) Amount:* 10,972.50 USD Item Text: BASE FEES RENT 0124 Assignment:

Hide Details

More Details

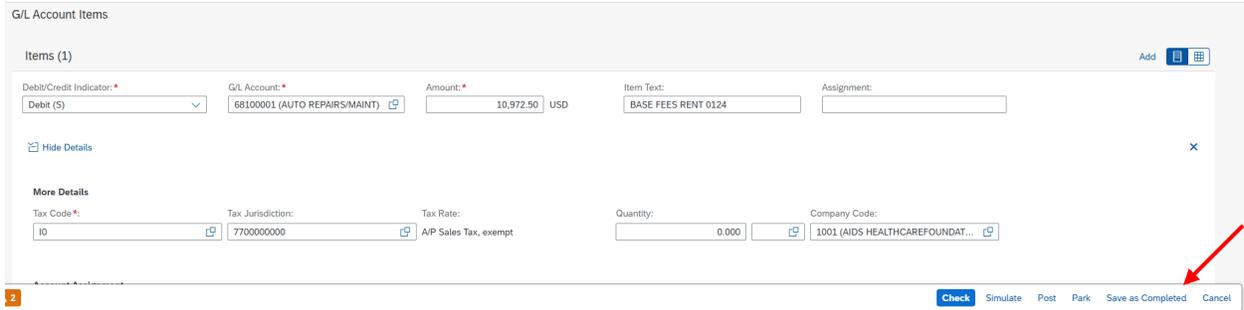
Tax Code*: 10 Tax Jurisdiction: 7700000000 Tax Rate: A/P Sales Tax, exempt Quantity: 0.000 Company Code: 1001 (AIDS HEALTHCAREFOUNDAT...)

2 Check Simulate Post Park Save as Completed Cancel

4. Save Changes

- Click **Save as Completed** to update the invoice details and initiate workflow.

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The screenshot shows the 'G/L Account Items' form in SAP. The 'Items (1)' section contains the following data:

Debit/Credit Indicator	G/L Account	Amount	Item Text	Assignment
Debit (S)	68100001 (AUTO REPAIRS/MAINT)	10,972.50 USD	BASE FEES RENT 0124	

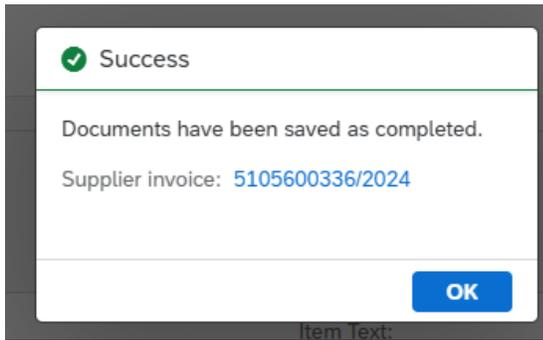
Below this, the 'More Details' section includes:

Tax Code	Tax Jurisdiction	Tax Rate	Quantity	Company Code
10	7700000000	A/P Sales Tax, exempt	0.000	1001 (AIDS HEALTHCAREFOUNDAT...)

A red arrow points to the 'Save as Completed' button in the bottom right corner of the form.

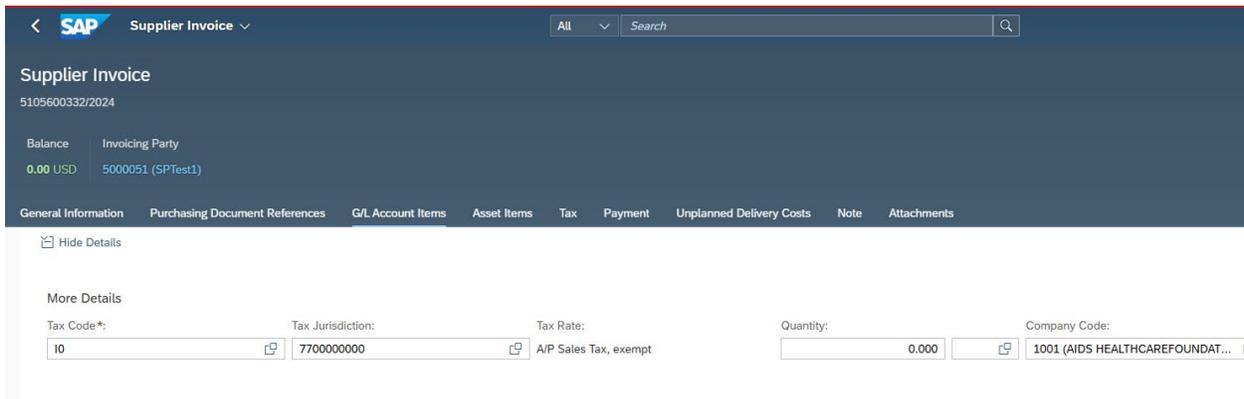
5. Confirmation

- A pop up will confirm work completed



6. Releasing or Rejecting or Forwarding the invoice

- You need to go back to the invoice summary using the back button.



The screenshot shows the 'Supplier Invoice' summary page in SAP. The header includes the SAP logo and 'Supplier Invoice' with a dropdown arrow. Below this, the invoice number '5105600332/2024' is displayed. The 'Balance' is '0.00 USD' and the 'Invoicing Party' is '5000051 (SPTes1)'. A navigation bar at the bottom lists various tabs: 'General Information', 'Purchasing Document References', 'G/L Account Items', 'Asset Items', 'Tax', 'Payment', 'Unplanned Delivery Costs', 'Note', and 'Attachments'. The 'G/L Account Items' tab is selected. Below the navigation bar, the 'More Details' section is visible, showing the same data as in the previous screenshot.

- From here you can:

Review your changes

Release – move to the approver

Reject – Send it back to AP with a note

Forward – Send it to someone to review. They will need to forward back to you when their review is complete.

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5105600332

CIM Inbound BATCH User



Basic Data

Transaction: Invoice
Invoicing Party: SPTes1 (5000051)
Invoice Document No.: 5105600332
Fiscal Year: 2024
Reference: 0081021
Company Code: AIDS HEALTHCAREFOUNDATION (1001)
Gross Invoice Amount: 1,394.29 USD
Invoice Date: 12/11/2024

G/L Account Items (1)

Item	G/L Account	Accounting Object	Type	Item Text	Amount	Tax Code
1	AUTO REPAIRS/MAINT (68100001)	EXECUTIVE (1000001001)	Cost Center	remove and replace front brake pads	1,394.29 USD	10

[Release](#) [Reject](#) [Show Log](#) [Claim](#) [Forward](#) [Suspend](#)

7. Process Complete – You may move onto the next