

I want to change invoice coding before approval

In order to change invoice coding:

1. Open invoice in “SAP Business Workplace” transaction by clicking on the document or VIM Workplace” transaction using “Execute” button

CoCode	Execute
9408	

2. - Select this Radio button first or specific line for adjustments
3. - Click on the Magnifier icon to view the line items in editable mode

SAP Approval Goto Settings System Help T06 (2) 300

Approve Invoice 100001247378

Show Detail Pane Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log Delete Attachment More Exit

opentext Vendor Invoice Management for SAP® Solutions

Invoice Summary Additional Details

Special Handling Instructions

Vendor: 0008001106 JOHAN I HALLEN I GOTEBOG AB Document ID: 100001247378

Vendor Invoice #: F8225964_TEST Payment Terms: Z006 within 30 days Due net

Company Code: 9109 Invoice Date: 2022-08-28

Invoice Amount: 1.944,00

Net Amount: 1.735,73 SEK Tax Code: I2 I2 (PURCH DOMESTIC HAL)

Expense Type: ST ST-Standard Auto-Calcul Tax: Tax Amount: 208,27

Second step, click on marked magnifier button to view the line items.

VAT balance: 0,02 Balance: 0,00

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C Indic.	Item Amount	Percentage	Tax Code	Order	Text
<input checked="" type="radio"/>	46640000	Office supplies	91098682	DBT Deb.	1.735,73	100,00	I2 I2 (PURCH DOMESTIC		SE25 25% 0.00 0.00
<input type="radio"/>				DBT Deb.	0,00	0,00	I2 I2 (PURCH DOMESTIC		

Select this Radio Button for selecting respective line.

4. Change account assignment details and click on the “Save” icon

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Approve Invoice 100001247378

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Invoice Summary Additional Details

Special Handling Instructions

Vendor: 0008001106 JOHAN I HALLEN I GOTEBOG AB

Vendor Invoice #: F8225964_TEST

Company Code: 9109

Invoice Amount: 1.944,00

Net Amount: 1.735,73

Expense Type: ST ST-Standard

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost C
<input checked="" type="radio"/>	46640000	OFFICE SUPPLIES	91098

Approve Invoice 100001247378

G/L Account: 46640000

Cost Center: 91098682

Order Number:

Item Amount: 1.735,73

Line Item Text: SE25 25% 0.00 0.00

Company Code: 9109

Tax Code: I2 I2 (PURCH DOMESTIC H.

Profit Center: 1005

WBS Element:

Network Number:

Tax Jurisdiction Cd:

% of Amount: 100,00


Debit Credit: DBT

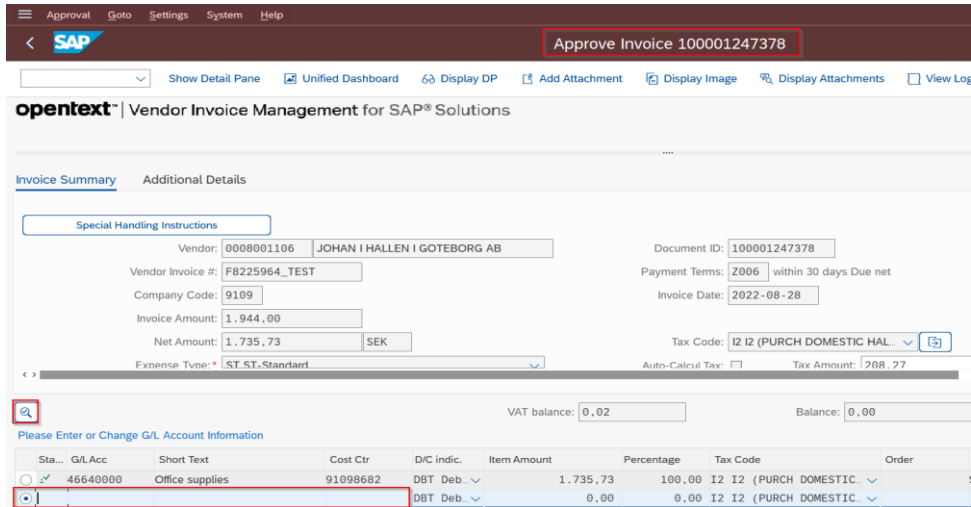
Material Group: T10070000

DBT Deb. 0,00 0,00 I2 I2 /PURCH DOMESTIC

Adding a new line item

In order to add a new line:

1.  - Select Radio button next to an empty line



Approve Invoice 100001247378

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Invoice Summary Additional Details

Special Handling Instructions

Vendor: 0008001106 JOHAN I HALLEN I GÖTEBORG AB Document ID: 100001247378

Vendor Invoice #: FB225964_TEST Payment Terms: 2006 within 30 days Due net

Company Code: 9109 Invoice Date: 2022-08-28

Invoice Amount: 1,944.00




Net Amount: 1,735.73 SEK Tax Code: I2 I2 (PURCH DOMESTIC HAL... [3])

Expense Type: ST-ST-Standard Auto-Calcul Tax: Tax Amount: 288.27





VAT balance: 0.02 Balance: 0.00

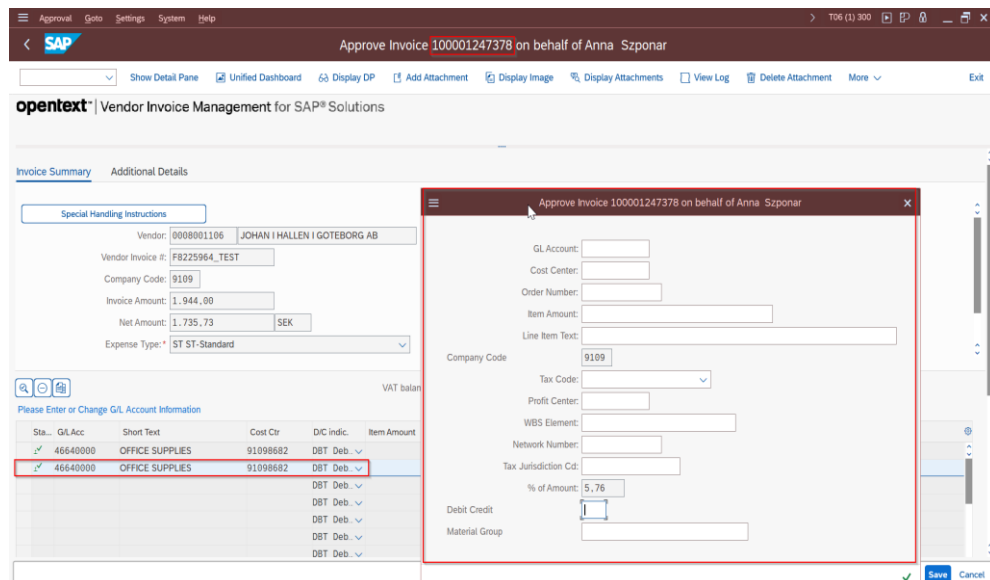
Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C Indic.	Item Amount	Percentage	Tax Code	Order
✓	46640000	Office supplies	91098682	DBT Deb. ▾	1,735.73	100.00	I2 I2 (PURCH DOMESTIC...	
✓	46640000	OFFICE SUPPLIES	91098682	DBT Deb. ▾	0.00	0.00	I2 I2 (PURCH DOMESTIC...	

2.  - Click on the Magnifier icon to populate new items details
3.   - Click on Save

Deleting a line item

1.  - Select Radio button next to the line which needs to be deleted
2.  - Click on the Magnifier icon to remove items details
3.   - Click on Save



Approve Invoice 100001247378 on behalf of Anna Szponar

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Invoice Summary Additional Details

Special Handling Instructions

Vendor: 0008001106 JOHAN I HALLEN I GÖTEBORG AB

Vendor Invoice #: FB225964_TEST

Company Code: 9109

Invoice Amount: 1,944.00

Net Amount: 1,735.73 SEK

Expense Type: ST-ST-Standard

VAT balan

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C Indic.	Item Amount
✓	46640000	OFFICE SUPPLIES	91098682	DBT Deb. ▾	
✓	46640000	OFFICE SUPPLIES	91098682	DBT Deb. ▾	

GL Account:

Cost Center:

Order Number:

Item Amount:

Line Item Text:

Company Code: 9109

Tax Code:

Profit Center:

WBS Element:

Network Number:

Tax Jurisdiction Cd:

% of Amount: 5.76

Debit Credit: Debit

Material Group:

Save Cancel

Related articles

How to approve invoice - SAP inbox navigation - VIM Workplace - SAP Business Workplace

The invoice was issued for incorrect amount, I want to reject it