

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

Work Instruction

Create Invoice or Credit Memo (purchase order related)

When to Use

To verify and post incoming invoices in terms of their content, price and invoice total. Posting logistics invoice updates purchasing document (PO) to Material management, Financial accounting and Funds management.

This transaction should also be used when processing a **PO related Credit Memo. See "Description of Field Content" for "Transaction" under the "Field Name" column, below**.

Steps

- 1. Receipt of vendor invoice
- 2. Determine purchase order for incoming invoice
- 3. Goods received in good order condition with appropriate authorization and/or signature
- 4. Goods receipt document have been posted which created a material and accounting document
- 5. Create logistics invoice verification in FIS
- 6. Record FIS logistics invoice document number on your supporting document and file

Detailed Procedures

Access the transaction using:

Menu	Logistics >> Material management >> Purchasing >> Purchase Order >> Follow-on Functions >> Logistics Invoice Verification >> Enter Invoice
Transaction code	MIRO

Enter Invoice: Company Code UofT

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Field Name	Required (R) / Optional (O) / Default (D)	Description of Field Content
Transaction	0	Specifies the type of transaction being processed. Defaults to the last type of transaction used. Use to choose either Invoice (i.e. to proceses a payment) or Credit memo (i.e. to process a credit memo/note from a vendor).
		Document balance indicator. System can only post an invoice if the difference is zero. If the difference is not zero, investigate the cause by checking:
		 calculate tax indicator gross (total) invoice amount including taxes tax amount
000		4. unplanned delivery cost

Document	D	5. amount on the item list
Balance		Type of messages:
		Red ? Error message: Posting is only possible with a zero balance
		Vellow ? Warning message: Balance not yet determined
		Green ? Balance equal to zero. Okay to post document.
<mark>, П</mark> тір.	If there is cent (penn	a small difference on your document balance of \$ 0.01 y) +/-, system will post your document automatically.
·····	(The docu	ment balance indicator (traffic light) is green .



	Optional (O)	
Invoice date	R	Enter the date of the invoice. This date will be used to determine when the cheque will be issued.
Posting Date	R	Defaults to the current date and should not be changed.
Period	R	Defaults to the current posting period based on the posting date. Period 1 to 12 reflects the University's fiscal year of May to April.
Reference	R	Enter only the invoice number exactly as it appears on the invoice. Do not enter any other text or prefixes. The information entered on this field will appear on the cheque stub allowing vendors to match the payment with the invoice.
Amount	R	Enter the total amount to be paid to the vendor, including all taxes, as indicated on the invoice.
Currency	R	Enter the currency that the cheque should be issued in. Use the matchcode button button but see a list of currency codes.
Calculate tax	R	Defaults to checked on and should be left on
Text	0	Enter a description related to the payment being made. Text entered here can be copied to the purchase order line item text.

For further changes to other header data tabs (Payment, Details or Notes), complete the PO reference tab section to validate vendor information and purchase order line items with goods receipt confirmation.

PO Reference Tab

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By default, a not included	ll PO line in the inv	items with goods receipt oice or to be paid.	confirmation are selected. De-sel	ect any items
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	Required			

Field Name	Optional (0)	Description o	of Field Co	ntent				
	Indicator that the last invoice for the item has been received and/or no further invoice is expected.							
Final invoice	0	If final invoice remaining bala available fund	Final invoice and delivery completed indicator is set, for this PO line item, naining balance of purchase order commitment are reset (back to your account ailable fund balance).					
Acct. assgt	0	Refer to split	account as	signment te	xt. See b	elow.		
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If PO line item has split account assignment, click Account assignmen button and complete text column on the multiple account assignment window entering a description related to the payment being made e.g. vendor invoice number + vendor name. See Multiple Account Assignment screen below.					ount assignment gnment window b vendor invoice een below.	vy		
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Field Name	Required (R) / Optional (O)	Description of Field Content
Unpl. del. csts	0	Enter cost of delivery as per vendor invoice excluding applicable taxes. Unplanned delivery costs are posted in a separate posting line.
Doc. type	R	Default is Net vendors (RN) and should not be changed. The document type determines the document number range.
Inv. Party	0	Enter invoicing party vendor number when sending payment to a different address.
Assignment	0	Previously referred to as the allocation field. Defaults to the document number and fiscal year. (18 characters)
HeaderText	0	Enter the invoice number and vendor's name. Previously referred to as the document header text.

Note Tab

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G/L Account Tab	Use G/L account tab to process the difference between purchase order and actual invoice amount.

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Order	R	Enter the internal order number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).
Funds center	R	Enter the funds center number that the expense is to be posted to. The fund center identifies the budget which the expense will be paid from. (Note: When funds center and fund are both entered the expense is posted against the budget in the funds center/fund combination).
Fund	0	Enter a fund in combination with a funds center to post the expense against the budget in the funds center/fund combination. A fund cannot be entered without a funds center.
Commitment item	R	Commitment item defaults from the G/L account entered and should not normally be changed. The commitment item must be changed to post expenses against budgets in specific commitment items (i.e. EXP-UTFA, SPECIALS). When a commitment item is changed a warning message will appear. Hit enter to acknowledge the warning message and continue.
Assignment	0	Previously referred to as the allocation field. This is an open text field that can be used to further track and report on postings. Entries made at the time of posting can be reported on. Assignment field is case sensitive.
Text	0	Enter a description related the payment being made. Entering a plus sign "+" will copy text from the previous line item.
Earmarked funds	0	Enter a manual reserve (earmarked funds) document number to post the expense directly against the manual reserve. Account assignment information will be taken directly from the manual reserve.
Earmarked funds: Document item	0	Enter the appropriate line item on manual reserves with multiple line items. No entry is required for manual reserves with only one line item.

After completing the line item entry, check to ensure the document balance is zero and the traffic light is green (see above). If the balance is not zero or the traffic light is red - additional information or line items are required.

The following processing options are available:

Action	Icon	Description
Check	8	Check to ensure that all required fields have been completed and additional data necessary have been entered to the header note or item text fields as necessary.
Hold	Hold	Holds the document using a user defined temporary document number. A Document does not have to be balanced in order to be held. The document can be retrieved using the temporary document number and processing can be completed. There is no

	impact on fu	ınds availa	bility.					
Post	Posts the do document nu	Posts the document and provides a document number. Record document number on original invoice and file.						
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End of Procedure

Related Topics/Sites Create Standard PO from Radioisotope Purchase Requisition Create Goods Receipt Create Personal Settings for a Purchase Order Print an Additional Copy of a Purchase Order Repeat Account Assignments/Multiple Account Assignments Resource Information Procurement Policy (For the Acquisition of Goods and Services) Administrative Regulations How To Purchase Goods or Services How To Purchase Restricted Items Guide to Financial Management Purchasing and Payments to Vendors Purchasing (including Policy and Regulations)