

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

Work Instruction

Line item text for split account assignment

When to Use

Use if the account assignment is split in the Purchase order.

Steps

Identify the line item text for each account assignment.

Detailed Procedures

Follow the procedures outlined in the reference guide titled: "Logistics: Paying Purchase Order Invoice" to the part that details the "PO Reference Tab".

Access the transaction using:

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

The following section is to replace the "PO Reference Tab" in the reference guide:

PO Reference Tab

Involce document Edit Goto System	Help		SAP
C B 0 B	000000000000000	8 02 95	
Enter Incoming Invoice: Con	npany Code UOFT		
Show PO structure Show worklist	Hold 🔛 Simulate 🛛 🖬 Message	s 🚺 Help	
Transaction Invoice	8	GCO Balance 115.00 CAD	- Ti
Basic data Payment Details	Tax Contacts Note	Vendor 0000100922	
Invoice date 18.07.2007 Posting Date 18.07.2007 Amount 115.00 Tax amount 0.00 Text vendor line item text Paymt terms 25 Days net Baseline date 18.07.2007 Company Code UOFT University of Tom PO reference 06. account	Reference INVOICE NUMBER	Pathfinder Tab Canada 130 Sparks Ave. Willowdale ON M2H 2S4 613-725-3085 🕞 (416)497-6864 10 Bank acct	
Purchase Order/Scheduling Agreeme_	4500069972	Goods/service items	
Item Pafdas as 108 Assault	test speed Test	Layout MIRO CREATE LIV DETAIL	S 🖬
4 821110 5 821110 6 821110 7 821110 8 821110 1 8 1 1	Search Term	Actiassignment - asset, orde All information Invoice reduction MIRO CREATE LIV DETAILS PO - Jurisdiction Code PO - Order Price Quantity PO history Purchase order - delivery note Purchase order - entry sheet 0 / 10 items	
			AMS (1) (010) 2 ap01 OVR

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Field Name	Required (R) / Optional (O)	Description of Field Content
Reference document category	R	Defaults to Purchase order/scheduling agreement. This field specifies the document category to which the invoice refers. Do not change default setting.
Purchase order number	R	Enter purchase order number.
Goods/service item + delivery	R	Indicator for goods item, delivery cost or both.
Invoice display variant	R	Determines which columns are displayed, in which order in the item list. Change default invoice display variant TO: Acct Assignment - Cost center or Acct Assignment - asset, order respectively.

Acct assgt	R		Acct assgt
		Click the multiple account assignment icon	
		to access the line items for each account s	eparately.

The following pop-up window will appear to accept entries specific to the individual accounts:



Leave all fields as they default; fill in "text" information.

Field Name	Required (R) / Optional (O)	Description of Field Content
Text	О	Defaults to blank.Enter text for the respective line items for each account assignment.

Click the "Back" button to return to the "Enter Invoice" screen.

Complete the transaction as outlined in the "Logistics: Paying Purchase Order Invoice " reference guide.

End of Procedure.

Related Topics/Sites

Create a Standard Purchase Order Create PO from Purchase Requisition - Radioisotope Create Goods Receipt

<u>Create an Invoice</u> <u>Create Personal Settings for a Purchase Order</u> <u>Print an Additional Copy of a Purchase Order</u>

Resource Information

How To Purchase Goods or Services How To Purchase Restricted Substances

Guide to Financial Management

Purchasing Policy
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