

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

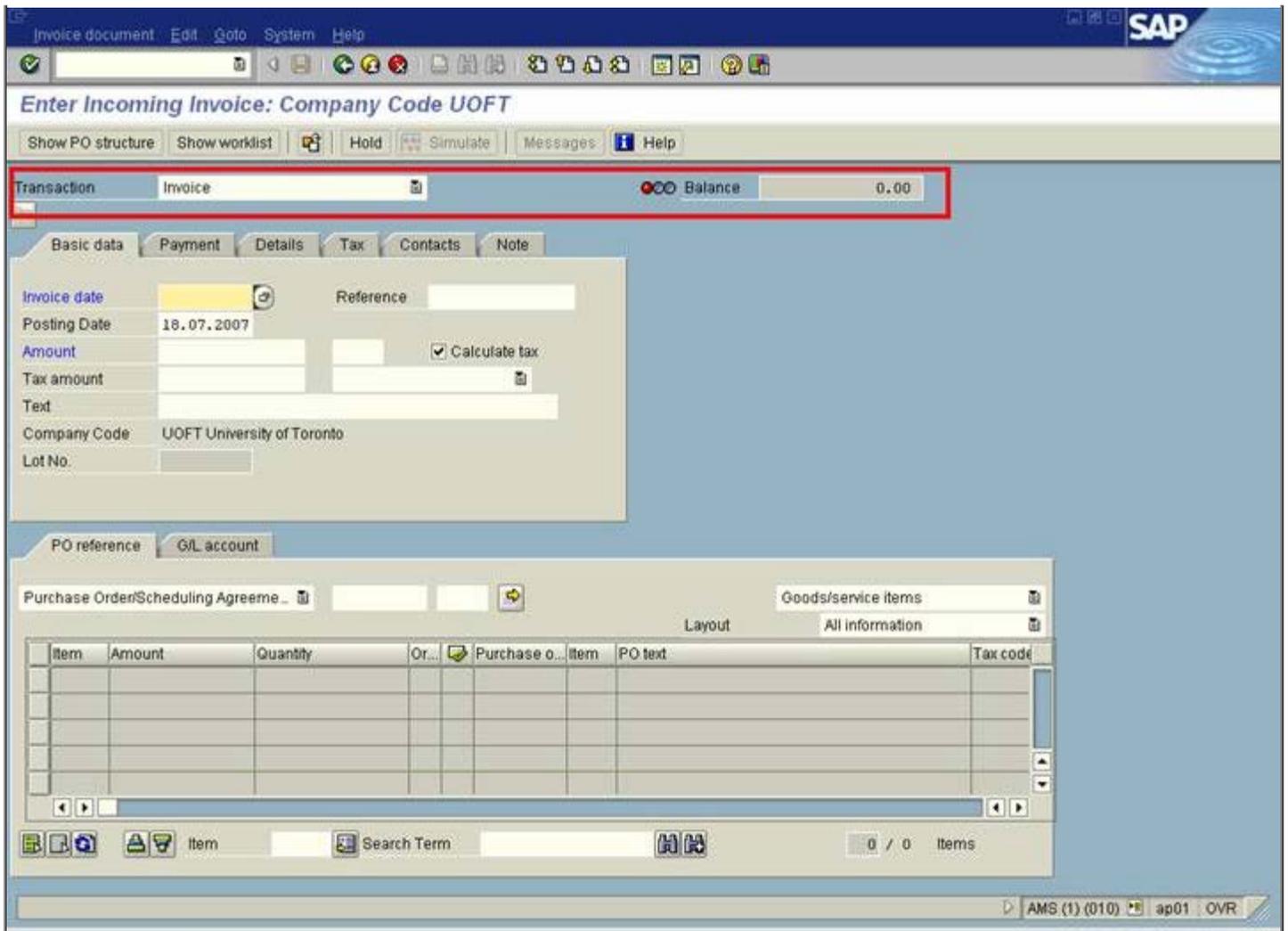
1. Receipt of vendor invoice
2. Determine purchase order for incoming invoice
3. Goods received in good order condition with appropriate authorization and/or signature
4. Goods receipt document have been posted which created a material and accounting document
5. Create logistics invoice verification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

Detailed Procedures

Access the transaction using:

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

Enter Invoice: Company Code UofT



Field Name	Required (R) / Optional (O) / Default (D)	Description of Field Content
Transaction	O	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: <ol style="list-style-type: none"> 1. calculate tax indicator 2. gross (total) invoice amount including taxes 3. tax amount 4. unplanned delivery cost

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

Invoice Header Data Tabs

If no further changes are required for invoice header data (tabs) section e.g. invoicing party, complete the purchase order number field and check your display variant setting.

Use MIRO CREATE LIV DETAILS display variant setting.

Basic Data Tab

Field Name	Required (R) /	Description of Field Content
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	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  to see a list of currency codes.
Calculate tax	R	Defaults to checked on and should be left on
Text	O	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

The screenshot shows the SAP 'Enter Incoming Invoice' screen for Company Code UOFT. The transaction is an invoice with a balance of 2,140.00 CAD. The invoice date is 18.07.2007, and the amount is 2,140.00 CAD. The vendor is Tab Canada. A red box highlights the 'PO reference' and 'G/L account' section, which contains a table of PO line items:

Item	Ref.doc.no.	G/L Account	Acct assgt	Text	PO text
1		821110			Quote L0106255 (attached)
2		821110			V378MR1-X Vantage Enclosu
3		821110			V4T24361-X Vantage Enclos
4		821110			V3SP7836-X Vantage Enclos
5		821110			V3LACN78-X Steel Lacing Ba

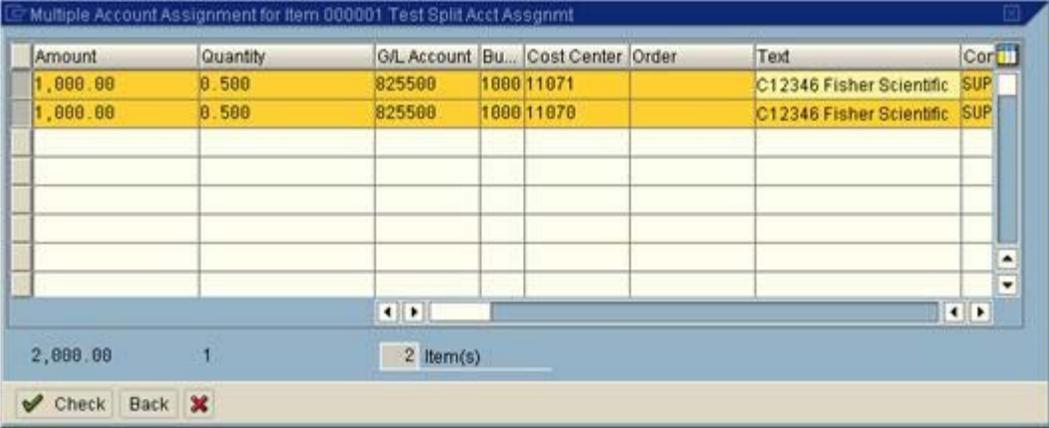
Reference document category	R	Defaults to Purchase order/scheduling agreement. This field specifies the document category to which the invoice refers. Do not change default setting.
Purchasing Document	R	Enter purchase order related to the invoice being processed.
Goods/service item + delivery	R	Indicator for goods item, delivery cost or both.
Invoice display variant	R	Default display variant. Determines which columns are displayed, in which order in the item list. Use MIRO CREATE LIV DETAILS for default invoice display variant. Do not change default invoice display variant setting.

Choose checkmark button or press ENTER key to validate purchase order number and PO line items with goods receipt confirmations.

By default, all PO line items with goods receipt confirmation are selected. De-select any items not included in the invoice or to be paid.

NOTE: If invoice includes returned or damaged good(s), incorrect pricing, or invoice item(s) not received, request vendor for amended invoice or credit note is recommended.

	Required (R) /	
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Field Name	Optional (O)	Description of Field Content																						
Final invoice	O	Indicator that the last invoice for the item has been received and/or no further invoice is expected. If final invoice and delivery completed indicator is <input checked="" type="checkbox"/> set, for this PO line item, remaining balance of purchase order commitment are reset (back to your account available fund balance).																						
Acct. assgt	O	Refer to split account assignment text. See below.																						
Text	O	Enter a description related to the payment being made e.g. vendor invoice number + vendor name. This text field is printed on financial reports e.g. Operating (Funds Center and Non-Research) Monthly reports for PO line item without split account assignment. If PO line item has split account assignment, click  Account assignment button and complete text column on the multiple account assignment window by entering a description related to the payment being made e.g. vendor invoice number + vendor name. See Multiple Account Assignment screen below.																						
		 <p>The screenshot shows a window titled "Multiple Account Assignment for Item 000001 Test Split Acct Assgmt". It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Quantity</th> <th>G/L Account</th> <th>Bu...</th> <th>Cost Center</th> <th>Order</th> <th>Text</th> <th>Cor</th> </tr> </thead> <tbody> <tr> <td>1,000.00</td> <td>0.500</td> <td>825500</td> <td>1000</td> <td>11071</td> <td></td> <td>C12346 Fisher Scientific</td> <td>SUP</td> </tr> <tr> <td>1,000.00</td> <td>0.500</td> <td>825500</td> <td>1000</td> <td>11078</td> <td></td> <td>C12346 Fisher Scientific</td> <td>SUP</td> </tr> </tbody> </table> <p>At the bottom of the window, there is a summary row showing "2,000.00" for the amount and "1" for the quantity, with a "2 Item(s)" label. Below the table are buttons for "Check", "Back", and a red "X" icon.</p>	Amount	Quantity	G/L Account	Bu...	Cost Center	Order	Text	Cor	1,000.00	0.500	825500	1000	11071		C12346 Fisher Scientific	SUP	1,000.00	0.500	825500	1000	11078	
Amount	Quantity	G/L Account	Bu...	Cost Center	Order	Text	Cor																	
1,000.00	0.500	825500	1000	11071		C12346 Fisher Scientific	SUP																	
1,000.00	0.500	825500	1000	11078		C12346 Fisher Scientific	SUP																	
		Select  button to go back to PO Reference tab (Enter Invoice: Company Code UOFT screen).																						
Repeat entering related text descriptions on all PO line item text fields with single account assignment or multiple account assignments until each PO line item has been completed.																								
NOTE: Text description in this field is printed in the Monthly Financial Reports (Statement of Accounts and PI Reports).																								
<p>If there are no changes or additional information required on the other header data tabs and the LIV document is balanced, the invoice can be  POSTED now.</p> <p>If changes or additional information are required, continue by choosing applicable header data tab(s) (<i>Payment, Details or Notes</i>) to:</p> <ul style="list-style-type: none"> o activate Individual payee indicator to re-direct payment, o change baseline date (<i>BaselineDt</i>), o set Payment block (<i>Pmnt block</i>), o add or change Invoicing party (<i>Inv.party</i>) or o enter Notes related to the invoice transactions. 																								

Payment Tab

The screenshot shows the SAP 'Payment Tab' for an invoice document. The 'Basic data' section is highlighted with a red box. Three red callout boxes provide additional information:

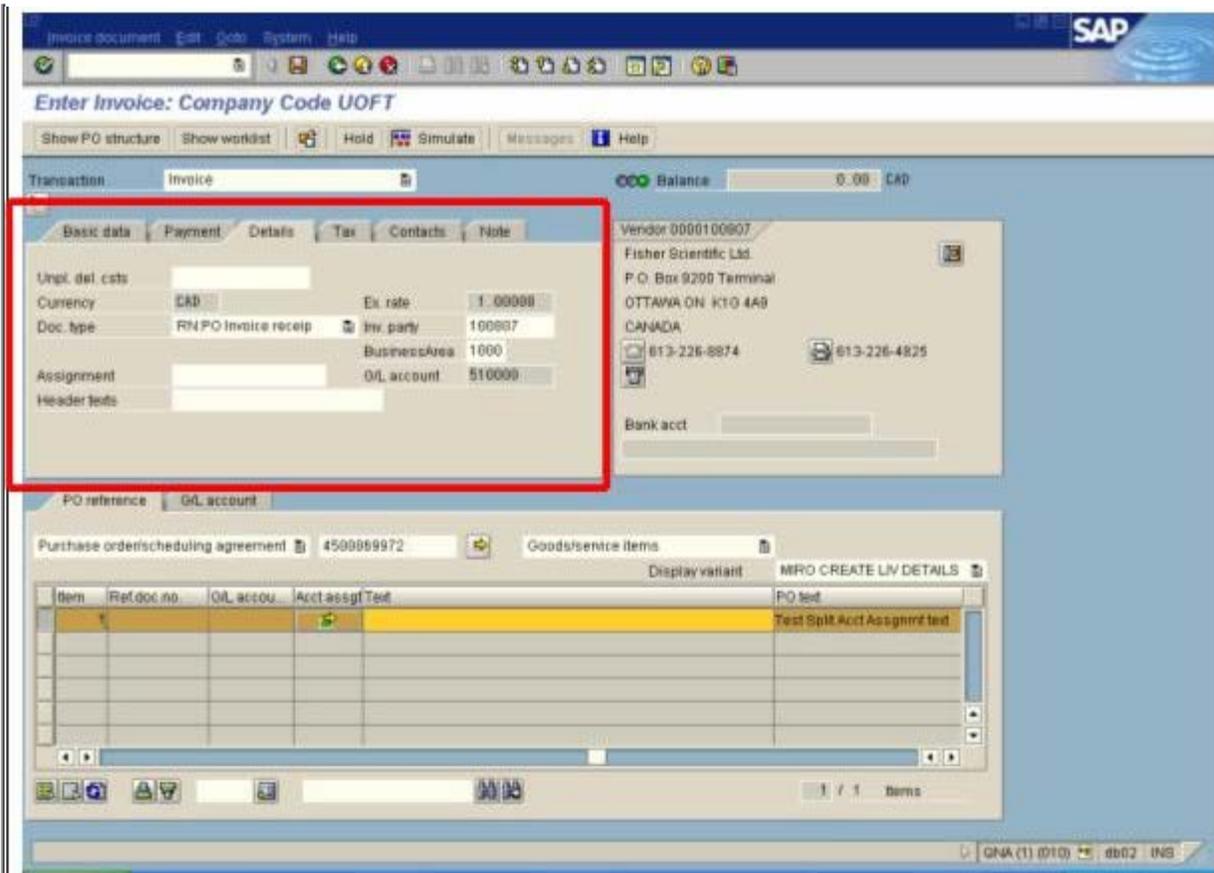
- Vendor Information:** Points to the vendor ID 'Vendor 000100007'.
- Detail icon for vendor master data:** Points to the magnifying glass icon next to the vendor name 'Fisher Scientific Ltd'.
- Individual Payee indicator (Alternate Payee Address in Document):** Points to the 'Individual payee' checkbox.

Other visible fields include: BaselineDt: 31.03.2004, Due on: 25.04.2004, Pmnt terms: YT05 25 Days, Pmnt meth., Pmnt meth. sup., Pmnt block, Free for payment, PO reference: 4500069972, and a table with columns: Item, Ref.doc.no, GL account, Accessg, Text, Display variant, MFR CREATE LIV DETAILS, PO text.

Field Name	Required (R) / Optional (O)	Description of Field Content
Individual payee	O	Select indicator to activate Alternate Payee Address in Document function. Click here to display Alternate Payee in Document documentation.

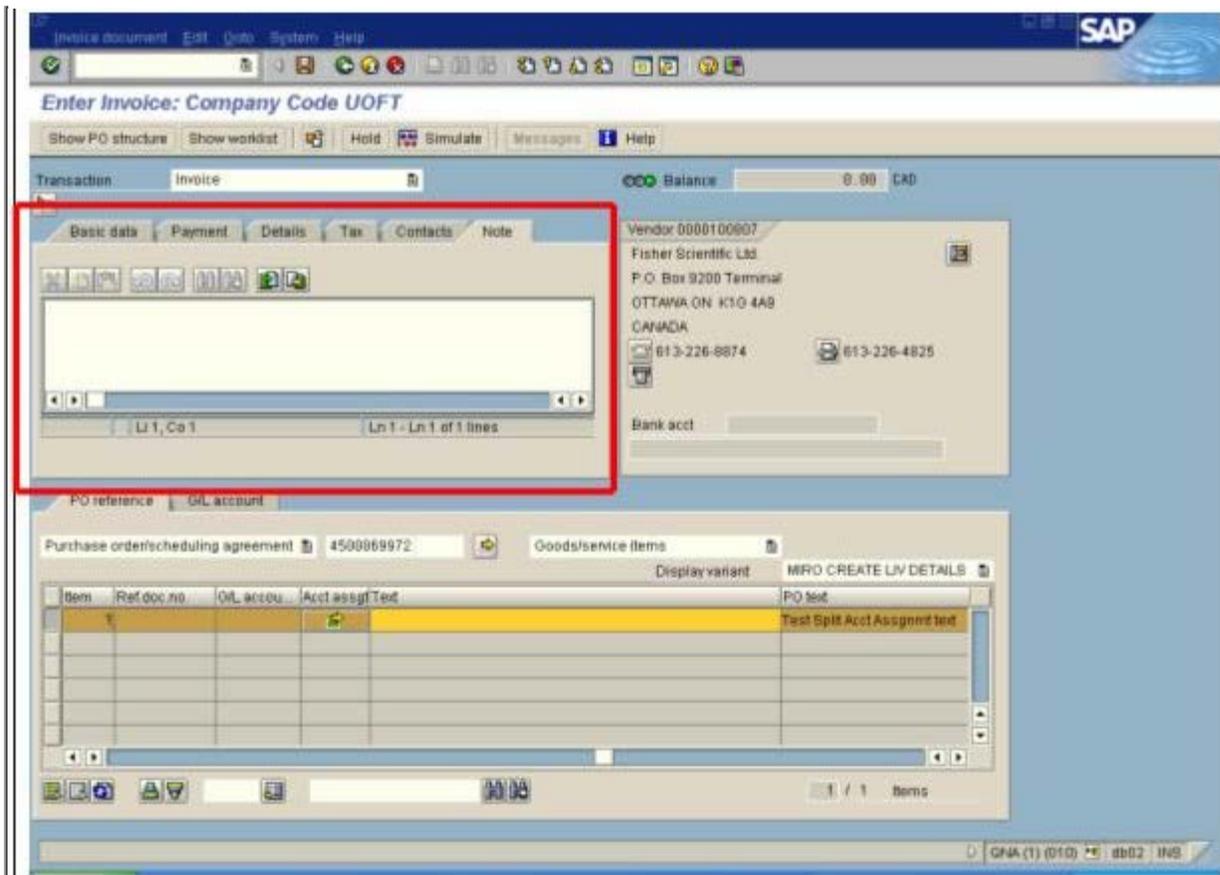
Details Tab

The 'Details Tab' area is currently blank.



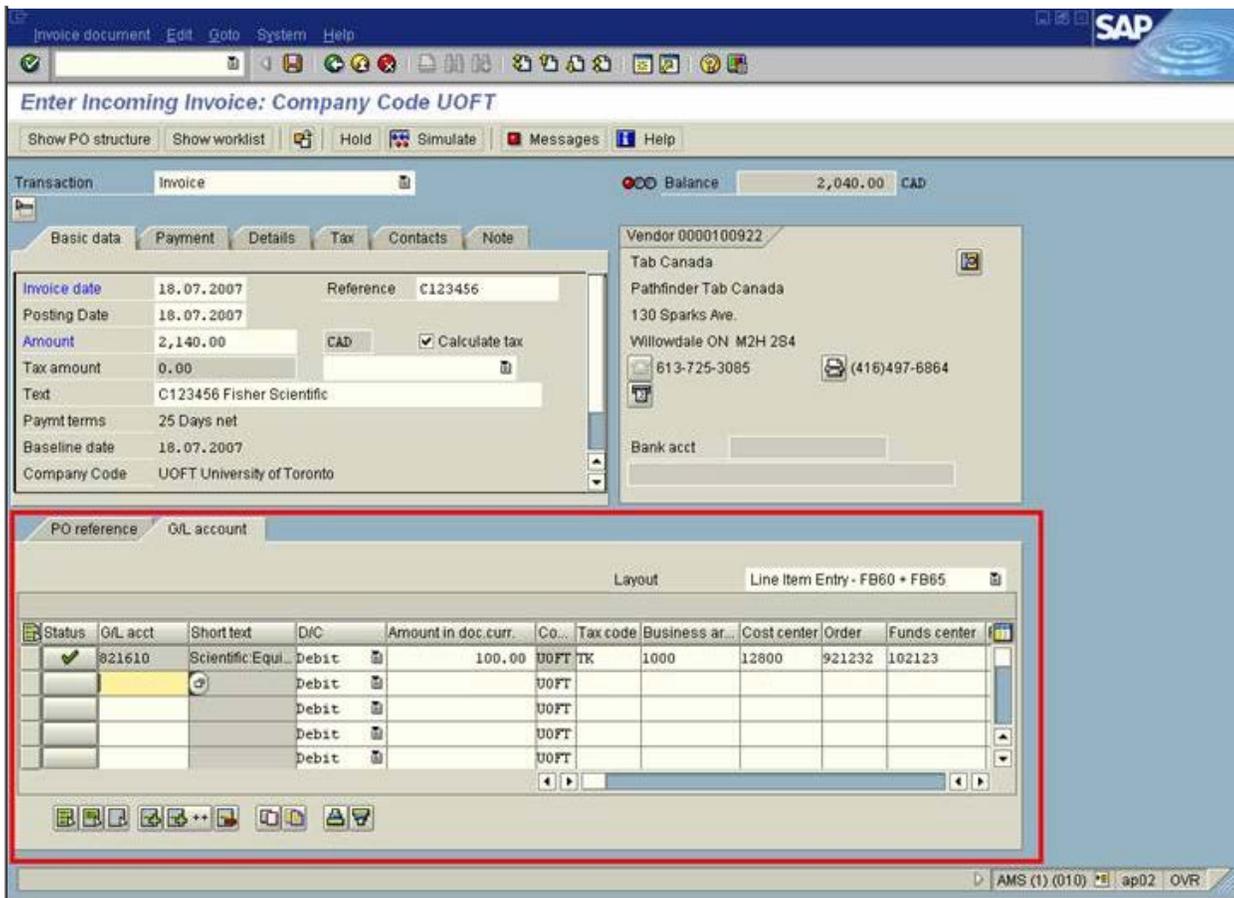
Field Name	Required (R) / Optional (O)	Description of Field Content
Unpl. del. csts	O	Enter cost of delivery as per vendor invoice excluding applicable taxes. Unplanned delivery costs are posted in a separate posting line.
Doc. type	R	Default is Net vendors (RN) and should not be changed. The document type determines the document number range.
Inv. Party	O	Enter invoicing party vendor number when sending payment to a different address.
Assignment	O	Previously referred to as the allocation field. Defaults to the document number and fiscal year. (18 characters)
HeaderText	O	Enter the invoice number and vendor's name. Previously referred to as the document header text.

Note Tab



Field Name	Required (R) / Optional (O)	Description of Field Content
Item long text	O	Enter long text related to the document. Long text is not required but can be used to store pertinent information that may be useful as a reference point in the future. Special circumstances, problems, terms or other information can be entered here.

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



Field Name	Required (R) / Optional (O)	Description of Field Content
Display variant	O	Choose: Line Item Entry-FB60 + FB65 (Recommended)
G/L acct.	R	Enter the G/L account number identifying the type of expense. If the G/L account number is unknown use the matchcode  to perform a search.
D/C	R	Defaults to debit for invoices (equivalent to post key 40 in prior version).
Amount in doc. curr.	R	Enter the amount, excluding taxes, to be posted to the FIS accounts.
Company code	R	Defaults to UofT and should only be changed when processing cross company code entries.
Tax code	R	Enter the appropriate tax code, based on the taxes indicated on the invoice. Click on the matchcode button  to view a list of available tax codes.
Business area	R	All areas except the ancillary operations enter business area 1000. Business area will default based on the cost center or internal order entered.
Cost center	R	Enter the cost center number that the expense is to be posted to. Must enter either a cost center OR internal order (not both).

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	O	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	O	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. (18 characters)
Text	O	Enter a description related the payment being made. Entering a plus sign "+" will copy text from the previous line item.
Earmarked funds	O	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	O	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		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		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 funds availability.

Post



Posts the document and provides a document number. Record document number on original invoice and file.

Simulate



Simulate to go to the Document Overview screen.

Simulate Document in CAD (Document currency)

Line item	A/G/L account	Acc/mat/asset/vend	Amount	Cu...	Purchasin...	Item	T.	Jurisdic. code	Tax date	Bu...	Cost c...
1K	510000	Fisher Scientific Ltd. /	2,140.00	CAD			16			1000	
3S	825500	Laboratory supplies g..	1,023.10	CAD	4500069972	1	16			1000	11871
5S	825500	Laboratory supplies g..	1,023.10	CAD	4500069972	1	16			1000	11870
6S	260001	GST:receivable & Pay...	93.80	CAD			16				

Debit 2,140.00 Credit 2,140.00 Bal. 0.00

Back Post X

Enter Invoice: Company Code UOFT

TIP  To retrieve the last invoice document you have posted, go to the header menu:
 1. Choose: **Invoice document >> Display** .

Display Invoice Document 52xxxxxxx 200x

Empty content area for the 'Display Invoice Document' task.

Invoice document Edit Goto System Help

SAP

Display Invoice Document 5200000097 2003

Show PO structure Follow-on documents

Transaction Credit memo 5200000097 2003

Basic data Payment Details Tax Contacts Note

Document date 12.12.2002 Reference 115739 VINCARD
 Posting Date 07.02.2003
 Amount 4,456.25 CAD Calculate tax
 Tax amount 581.25 K (PURCH. 67% GST R...
 Text 115739 Vincard
 Paymt terms 25 Days net
 Baseline date 12.12.2002
 Company Code UOFT University of Toronto

Vendor 0000102781
 ASSA ABLOY HOSPITALITY INC
 Case Postale 11395
 Succursale Centre-Ville
 Montreal QC H3C 5H1
 800-898-2857 X 4 905-857-7068
 Bank acct

PO reference

Layout MIRO CREATE LIV DETAILS

Reference	Ref.	Material Group	Material	Ord.	Quantity	Tax c.	Net price	Net order value	Price	Item	R
S000182132	3	BUILDING		EA	0.360	IX	11,849.00	11,849.00	1		

AMS (1) (010) ap01 OVR

Choose **Follow-on documents** button.

List of Documents in Accounting is displayed.

List of Documents in Accounting

Document category	Document n	Ar
Accounting document	5100105097	
Profit center doc.	6343815	
Cost accounting doc.	105254393	
Funds Management doc	105841683	

Original document

Record the Accounting document number to the original invoice and file.

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 \(including Policy and Regulations\)](#)