

Why does the vendor I am ordering from have a “PO only” and an “A/P only” vendor account number? How do I set up a purchase order and pay it?

The most common reason for a company having two vendor numbers is that the address where the purchase order will be sent is different than the Accounts Receivable Department where payment is sent. There are two options depending on whether or not you are aware of the different payment address at the time the PO is being created.

Example: Dell Corporation

PO Vendor # - 106083

AP Vendor # - 100333

OPTION 1: If you know the Payment will be sent to a different address when entering the Purchase Order

Create Purchase Order Screen: Go to the **Partners** tab in the Header section. Enter **PI** in the **Funct** field and the **A/P Only vendor #** in the **Number** field.



Fu	Name	Number	Name	D
PI		102242		

NOTE: It is not too late to add the A/P Only vendor # in the Partners tab after the P.O. has been created using the Change P.O. transaction (ME22N), as long as you have not processed the invoice receipt yet.

OPTION 2: If you did not know the payment needed to be sent to a different address when entering the Purchase Order. You can re-direct to the A/P Only vendor when processing Invoice Receipt

Enter Incoming Invoice Screen: Go to the **Details** tab of the **Header** in Enter Incoming Invoice screen and enter the **A/P Only Vendor #** in the **Inv. Party** field.

Enter Incoming Invoice: Company Code UOFT

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 CAD

Basic Data Payment Details Tax Contacts Note

Unpl. Del. Csts	<input type="text"/>	Exch. Rate	1.00000
Currency	CAD	Inv. Party	102242
Doc. Type	RN:PO Invoice receip	Bus. Area	1000
Assignment	<input type="text"/>	G/L	<input type="text"/>
Header Text	<input type="text"/>	Collect inv.	<input type="text"/>

Learn More:

- [Reference Guide: Create Purchase Order \(see page 7\)](#)
- [Reference Guide: Create Invoice Receipt \(see page 8\)](#)

Changes to Revenue Tax Codes

The University has revoked the special quick method (SQM) election for HST effective Sept 1, 2017. This will mean that the University will no longer keep any of the HST it charges on sales. All HST revenue tax codes have been updated to reflect this change. No changes in processes are required by departments. Please continue to use the revenue tax code that reflects the type of sales activity.

Learn More:

- [Reference: Tax Code Summary Table](#)

Requesting Ideas for FAST Tips Articles and Simulations!

We are always looking for fresh ideas from our readers.

If you have any suggestions for FAST Tip articles or simulations, **send us your input in the feedback link below!**

[FEEDBACK](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS)

LOCATION: 256 McCaul St.

Thursday, September 7 th	room 103	11:30am – 1pm	FIS & RIS/MRA/MROL
Tuesday, September 19 th	room 103	12:30pm – 2pm	FIS & HRIS

TRAINING

- [Workshop: Reconciling & Reviewing Month-End Statements - REGISTER](#)
Wednesday, September 20, 2017 (1:30pm – 3:30pm)
- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

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