

August 2020 | Volume 7 | Number 8

SIMULATION: How to Locate Financial (FI) Documents for PO Goods Receipts and Invoice Receipts

*repeat tip



Learn More:

- **Reference Guide:** Goods Receipts Create or Reverse
- Reference Guide: Create Invoice Receipt or Credit Memo (PO Related)
- FIS Simulation: How to Determine the Status of a Cheque, Foreign
 Draft or Electronic Funds Transfer (EFT)
- Training Documentation: Logistics Part 2 Goods Receipts & Invoice Receipts

Processing Partial Payments Against Purchase Orders

When partial payments are expected, it is recommended, when possible to set up the purchase order to mirror the partial delivery and payment structure. This will simplify the processing of Goods Receipts and Invoice Receipts, when possible.

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	2	ĸ		Example Payment 2		1EA	28.08.2020	5,000	OOCAD	1	EA	Building Supp	U OF T, ST. GEOR.
	3	K		Example Payment 3		1EA	31.08.2020	12,000	OOCAD	1	EA	Building Supp.	U OF T, ST. GEOR.

When that is not possible, the processing of partial Goods Receipts and Invoice Receipts may be required.

Example: PO with Quantity 1 and Net Price \$20,000.

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NVOICE 123			\$6,665/ <mark>\$20,000</mark>
DUE (1ST PAYMENT)	\$6,665.00	\rightarrow	= 0.33325
HST	\$ 866.45		
TOTAL	\$ 7,531.45		

2. Process the Goods Receipt (MIGO) and change the Quantity. The system will accommodate for up to 3 decimal places.



3. Process the Invoice Receipt (MIRO). In some instances, due to the 3 decimal place system limitation and resulting rounding, the document may not balance (in example below net price calculated was \$6,660). If that is the case, change the Amount to match the amount, before taxes, on your invoice. Do not change the quantity.

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How do I process an Invoice Receipt (MIRO) if the invoice on hand does not match the amount in the PO?

When an invoice is received from the vendor, there might be scenarios where the amount on the invoice does not match the amount in the PO due to various reasons. In order to process this invoice, the amount should be balanced/matching.

The first step would be to verify that the difference between the quotes obtained and invoice price is justifiable according to Procurement policies and not due to an error on the part of the vendor. Once confirmed, based on the reasons behind the difference, there are four options to balance/match the entry.

Scenarios:

- Where there is no GR or IR processed for that particular PO line item, or a GR was entered but reversed, the PO line item price can be adjusted by going in the ME22N – Change to Purchase Order screen.
- 2. If there is a GR already processed, then you can either reverse the GR for that line item and adjust the PO line item price as suggested in the previous option OR make the necessary changes in the PO reference tab of the MIRO-Invoice entry screen, as highlighted below.

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4. If a cost was expected, but amount was unknown (example – printer-copying charges), then the amount can be entered in the GL Account tab as highlighted below.

Scenario 4

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Learn More:

- Reference Guide MIGO: Create Goods Receipt
- Reference Guide MIRO: Create Invoice Receipt

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