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

**repeat tip*



FAST Tips

Simulation

How to Locate the FI Documents for PO Goods Receipts and Invoice Receipts

*FAST Team,
Financial Services Dept.
University of Toronto*

The image shows a video thumbnail with a blue background and a white play button icon. The text on the thumbnail includes the title 'FAST Tips', the word 'Simulation' in italics, the main title 'How to Locate the FI Documents for PO Goods Receipts and Invoice Receipts', and the author information 'FAST Team, Financial Services Dept. University of Toronto'.

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**](#)
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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.

Item	S. Item	A	Material	Short Text	PO Quantity	O. Deliv. Date	Net Price	Curr.	Per	O. Matl Group	Plant
	1	K		Example Payment 1		1EA 27.08.2020	10,000.00CAD		1	EA Building Supp.	U OF T, ST. GEOR.
	2	K		Example Payment 2		1EA 28.08.2020	5,000.00CAD		1	EA Building Supp.	U OF T, ST. GEOR.
	3	K		Example Payment 3		1EA 31.08.2020	12,000.00CAD		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.

S. Item	A	Material	Short Text	PO Quantity	O. Deliv. Date	Net Price	Curr.	Per	O. Matl Group	Plant
	1	K	Example		1EA 27.08.2020	20,000.00CAD		1	EA Building Supp.	U OF T, ST. GEOR.
							CAD			

1. Based on the partial payment due, you will have to calculate the required Goods Receipt quantity to be received that corresponds to the amount being paid. (**Note:** The PO “Net Price” is the amount before taxes)

INVOICE 123	
DUE (1ST PAYMENT)	\$ 6,665.00
HST	\$ 866.45
TOTAL	\$ 7,531.45

$$\frac{\$6,665}{\$20,000} = 0.33325$$

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

Goods Receipt Purchase Order Goods receipt 101

General Vendor

Document Date: 26.08.2020 Delivery Note: Vendor: Canada Inc.
 Posting Date: 26.08.2020 HeaderText:

Line	Sta	Mat. Short Text	OK	Qty in UnE	EUn SLoc	Order	Bu	M	Print
1		Example - Services	✓	1	EA		1000	101	U OF T

Change Quantity from 1 to 0.333

- 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.

Enter Incoming Invoice: Company Code UOFT

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 5.65 CAD

Basic Data Payment Details Tax Contacts Note

Invoice date 26.08.2020 Reference PARTIAL PAYMENT
 Posting Date 26.08.2020 Period 4
 Amount 7,531.45 CAD Calculate tax
 Tax Amount 865.80
 Text PARTIAL PAYMENT
 Paymt terms 35 Days net
 Baseline Date 26.08.2020
 Company Code UOFT University of Toronto

Vendor 0000100333
 Canada Inc.
 Station A
 PO Box 8440
 Toronto ON M5W 3P1
 416-758-2242 416-758-2305

Change amount to match the amount on the invoice e.g. \$6,665

PO Reference G/L Account

Purchase Order/Scheduling Agreement 4500174940 Goods/service items
 Layout All information

Item	Amount	Quantity	O..	Purchase O..	Item	PO Text	Tax Code
1	6,660.00	0.333	EA	4500174940	1	Example - Services	E1 (HST)

Learn More:

- [Reference Guide - MIGO: Create Goods Receipt](#)
- [Reference Guide - MIRO: Create Invoice Receipt](#)

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:

1. 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.

Scenario 2

Invoice Document Edit Goto System Help

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

Invoice date 01.05.2020 Reference NMTEST
Posting Date 26.08.2020 Period 4
Amount 125.00 CAD Calculate tax
Tax Amount 0.00
Text
Paymt terms 35 Days net
Baseline Date 01.05.2020
Company Code UOFT University of Toronto

Vendor 0000101729
U of T Press Inc.
St George Campus-Computer Shop
5201 Dufferin St.
Toronto ON M3H 5T8
416-978-7992 416-978-7968

PO Reference G/L Account

Purchase Order/Scheduling Agreement 4500052890 Goods/service items
Layout All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	PO Text	Tax Code
1	115.00	1	EA	4500052890	1	HP Colour Laserjet 4550DN C7087A	E0 (HST 0%)

Item Search Term 2 / 2 Items

3. In cases where the difference is a result of unplanned delivery costs (e.g., - freight charges), the difference amount can be entered in the below highlighted “Unpl. Del. Csts” field.

Scenario 3

Invoice Document Edit Goto System Help

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

Unpl. Del. Csts 5.00

Currency CAD Exch. Rate 1.00000

Doc. Type RN-PO Invoice receipt Inv. Party 101729

Bus. Area 1000

Assignment GL 272001

Header Text

Vendor 0000101729

U of T Press Inc

St George Campus-Computer Shop

5201 Dufferin St.

Toronto ON M3H 5T8

416-978-7992 416-978-7968

Unplanned delivery costs

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

PO Reference **GL Account**

Layout

EA	Status	GL acct	Short Text	DVC	Amount in doc.	Co.	Tax code	Business a.	Cost center	Order	Funds center	Fund
	✓	835000	Services general	Debit	5.00	UOFT	E0	1000	19999		199999	
				Debit		UOFT						
				Debit		UOFT						
				Debit		UOFT						
				Debit		UOFT						

Expected charges

Learn More:

- [Reference Guide - MIGO: Create Goods Receipt](#)
- [Reference Guide - MIRO: Create Invoice Receipt](#)

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