



Introduction

Process and Trigger

Perform this procedure whenever an inquiry on a Purchase Order Invoice entry is required. This transaction allows a user to view the related information on the PO structure, such as PO number, shopping cart creator, block status Goods Receipt and Invoice Receipt.

Prerequisites

Shopping Cart and Purchase Order Document were created and posted and PO invoice has been entered and has posted to a Cost Object (Cost Center, Internal Order or WBS Element).

Menu Path and Role

The BUworks Departmental Submitter role will allow access to this transactions. Use the following menu path to begin this transaction: **Logistics Invoice Verification → Further Processing → Display Invoice Document**

Transaction Code

MIR4

Tips and Tricks

At times you may need to use your scroll bar to view additional information. To review vendor payment terms or invoice block status go to the Payment and Detail tabs in MIR4.

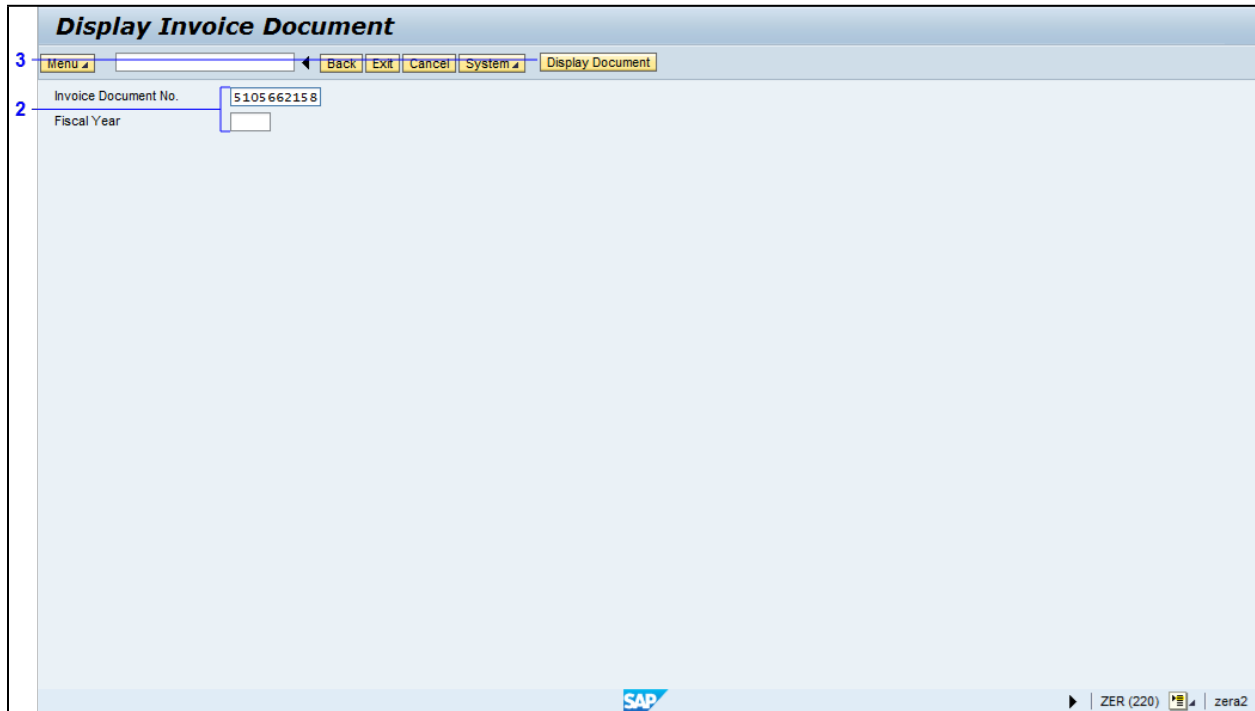
Reports

Reports can be found on the BUworks Central Portal Reporting tab in the Accounting (FI) sub-tab and Supply Relationship Management (SRM) sub-tab area.

Procedure

1. Start the transaction using the above menu path or transaction code.

Display Invoice Document



2. As required, complete/review the following fields:

Field	R/O/C	Description
Invoice Document No.	Required	A unique numeric identification for a specific invoice document. Example: 5105662158
Fiscal Year	Optional	This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 - June 30. Example: 2013

3. Click the **Display Document** button .

Display Invoice Document 5105662158 2013

The screenshot displays the SAP 'Display Invoice Document' screen for document 5105662158 in 2013. The 'Basic Data' tab is active, showing invoice details such as date (04/29/2013), amount (14.00), and tax (0.00). The 'Vendor 0010000041' section identifies the vendor as Dry Ice Corp. with contact information. Below, the 'PO Reference' table lists one item with an amount of 14.00, linked to purchase order 8600000804. A 'Payment' tab is highlighted at the bottom, indicating the next step in the process.

4. Go to **Purchase Order** field **Purchase O...** to get the PO number associated with this vendor invoice
5. To display the shopping cart creator name, scroll to the right of the line item and locate the **Created by** field **Created by**.
6. To view vendor payment terms Click the **Payment** **Payment**.

Display Invoice Document 5105662158 2013

Display Invoice Document 5105662158 2013

Transaction: Invoice 5105662158 2013

Payment (Selected Tab)

7 BaselineDt: 04/29/2013 Payt Terms: 0 Days 0.000 %
 Due on: 04/29/2013 0 Days 0.000 %
 9 CashDiscnt: 0.00 USD 0 Days net
 8 Pmnt Method: Pmnt Meth. Sup. Pmnt Block: Free for payment
 Inv.ref. Payee
 Part. Bank House Bank
 Payment Ref.

Vendor 0010000041
 Dry Ice Corp.
 300 Hingham Street
 Rockland MA 02338
 1-781-8714407 1-781-8716124

PO Reference

Item	Amount	Quantity	O...	Purchase O...	Item	PO Text	Tax Code
	14.00			8600000804 1	Dry Ice		10 (A/P sales tr

Net due date on 04/29/2013 is in the past

7. Vendor payment terms will display here in the **Payt Terms** area **Payt Terms**.
8. Click the **Pmnt Block** combo box **Free for payment** to display the applied invoice payment block description.
9. If a vendor discount is applied it will display here on the **CashDiscnt** field **CashDiscnt**.
10. To view unplanned vendor shipping expenses go to **Details** tab **Details**.

Display Invoice Document 5105662158 2013

Display Invoice Document 5105662158 2013

Transaction: Invoice 5105662158 2013

Details

Unpl. Del. Csts: 0.00

Currency: USD Exch. Rate: 1.00000

Doc. Type: Invoice - Gross Inv. Party: 10000041

Assignment: Bus. Area: 210000

Header Text: Planning Day: 04/29/2013

Vendor 0010000041
Dry Ice Corp.
300 Hingham Street
Rockland MA 02338

1-781-8714407 1-781-8716124

PO Reference

Item	Amount	Quantity	O...	Purchase O...	Item	PO Text	Tax Code
	14.00			8600000804	1	Dry Ice	10 (A/P sales tax)

11. Additional shipping costs will display in the **Unpl. Del. Csts** field.

Display Invoice Document

Display Invoice Document 5105600317 2011

Transaction: Invoice 5105600317 2011

Details

Invoice date: 04/04/2011 Reference: MITCODES

Posting Date: 04/04/2011

Amount: 40.00 USD Calculate tax

Tax Amount: 0.00 10 (A/P sales tax, 0%)

Text:

Paymt terms: Due immediately

Baseline Date: 04/04/2011

Company Code: TRBU Trustees of Boston Univ Boston

Vendor 0010000001
Company
Falon Service Inc
3000 Fallon Blvd
Chicago IL 37027

PO reference

Item	Amount	Quantity	O...	Purchase...	Item	PO Text	Tax Code
1	40.00	2 EA		8500000083	1	stuff	10 (A/P)



12. Review the displayed information.



Results and Next Steps

You have displayed document information for the Purchase Order Invoice Entry.