## Introduction

**Process and Trigger**

Perform this procedure whenever an inquiry on a Purchase Order  Invoice entry is required.  This transaction is 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.
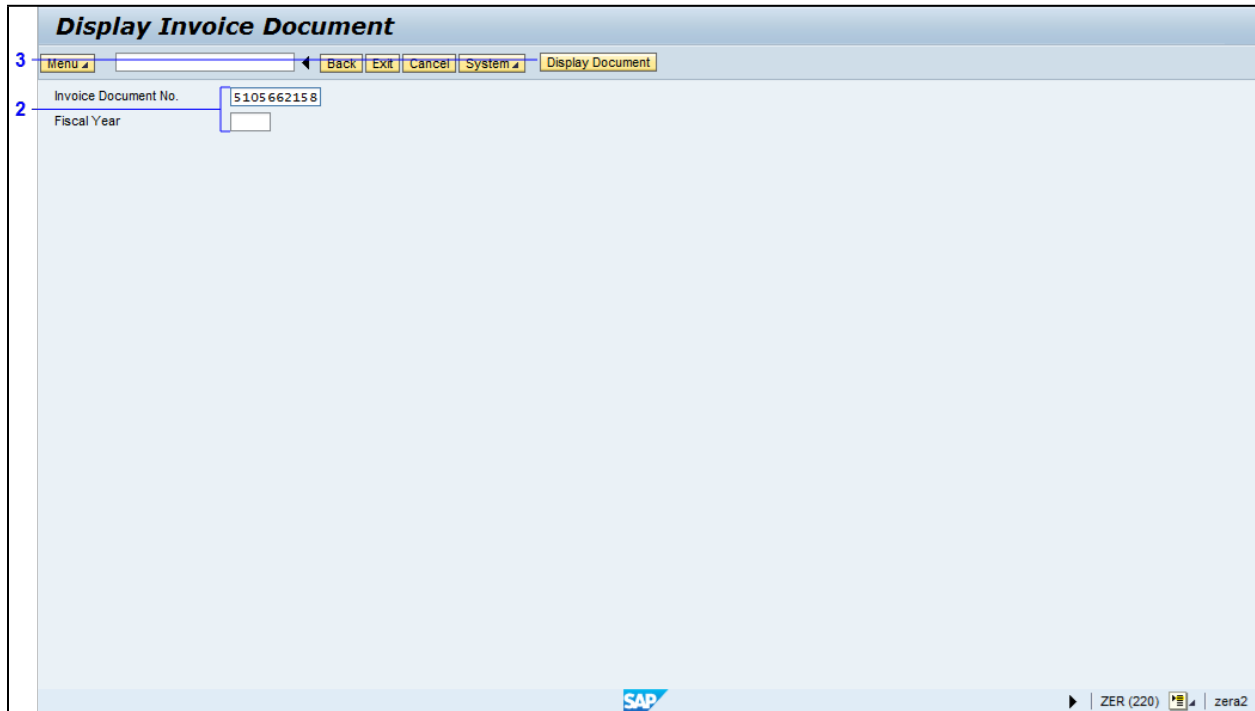
**Reports**

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.<br>**Example:**<br>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.<br>**Example:**<br>2013 |

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

**Display Invoice Document 5105662158 2013**



**4.** Go to **Purchase Order** field Purchase O... It 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** tab Payment .

**Display Invoice Document 5105662158 2013**



7. Vendor payment terms will display here in the **Payt Terms** area Payt Terms.

8. Click the **Pmnt Block** combo box Free for paymer ▾ 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**



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

**Display Invoice Document**

**12.** Review the displayed information.

## Results and Next Steps

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