Work Instruction

Line item text for split account assignment

When to Use

Use if the account assignment is split in the Purchase order.

Steps

Identify the line item text for each account assignment.

Detailed Procedures

Follow the procedures outlined in the reference guide titled: "**Logistics: Paying Purchase Order Invoice**" to the part that details the "PO Reference Tab".

Access the transaction using:

Menu	Logistics >> Materials management >> Purchasing >> Purchase Order >> Follow-On Functions >> Logistics Invoice Verification >> Enter Invoice
Transaction code	MIRO

The following section is to replace the "PO Reference Tab" in the reference guide:

PO Reference Tab
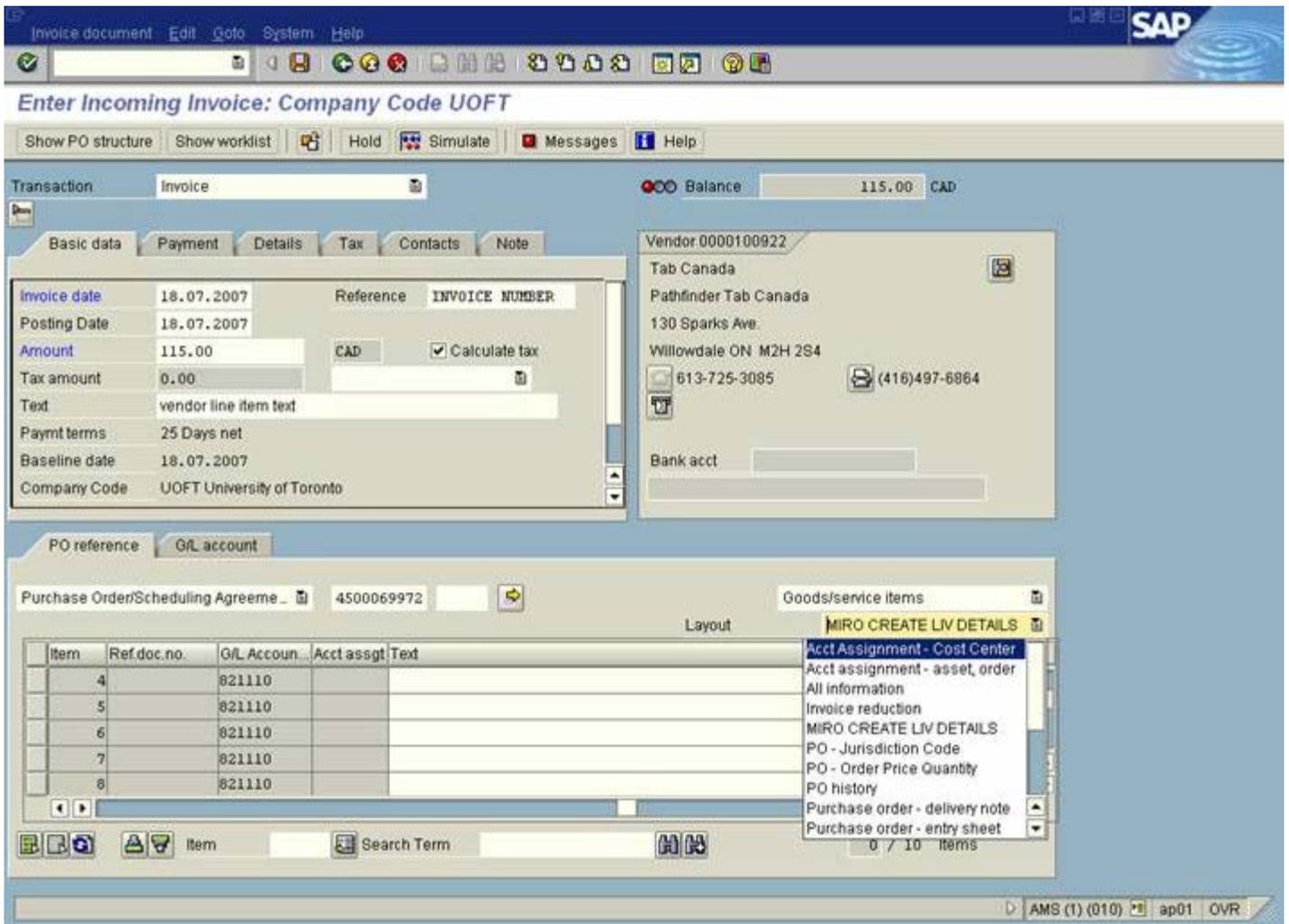
Field Name	Required (R) / Optional (O)	Description of Field Content
Reference document category	R	Defaults to Purchase order/scheduling agreement. This field specifies the document category to which the invoice refers. **Do not change default setting.**
Purchase order number	R	Enter purchase order number.
Goods/service item + delivery	R	Indicator for goods item, delivery cost or both.
Invoice display variant	R	Determines which columns are displayed, in which order in the item list. **Change default invoice display variant TO:** **Acct Assignment - Cost center or** **Acct Assignment - asset, order** respectively.

Acct assgt	R	Click the multiple account assignment icon **Acct assgt** to access the line items for each account separately.

The following pop-up window will appear to accept entries specific to the individual accounts:

Amount	Quant...	G/L Account	Bu...	Cost Center	Acty T...	Business Pro...	Order	Text	WBS
50.00	0.500	821110	1000	12004				line item text for CC 12004	
50.00	0.500	821110	1000	12012				line item text for CC 12012	

Multiple Account Assignment for Item 000001 PO line item short text

100.00   1   2 Item(s)

✔ Check   Back   ✖
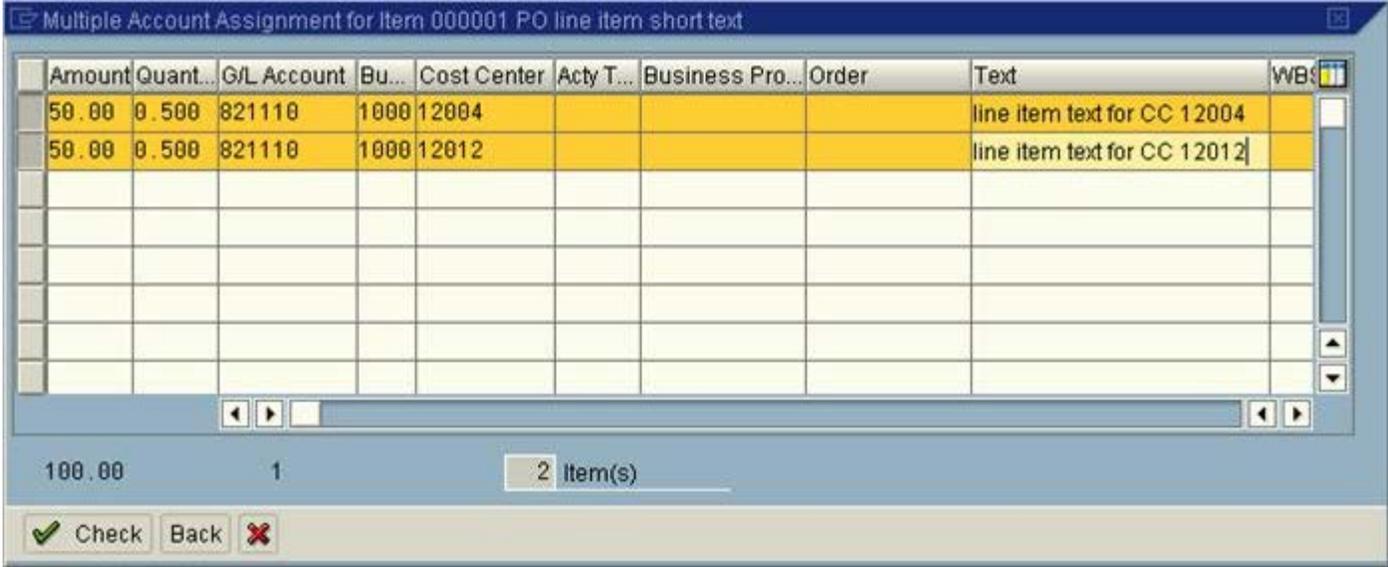
Leave all fields as they default; fill in "text" information.

Field Name	Required (R) / Optional (O)	Description of Field Content
Text	O	Defaults to blank.Enter text for the respective line items for each account assignment.

Click the "Back" button to return to the "Enter Invoice" screen.

Complete the transaction as outlined in the "**Logistics: Paying Purchase Order Invoice** " reference guide.

End of Procedure.

Related Topics/Sites

Create a Standard Purchase Order

Create PO from Purchase Requisition - Radioisotope

Create Goods Receipt

Create an Invoice

Create Personal Settings for a Purchase Order

Print an Additional Copy of a Purchase Order

[Repeat Account Assignments/Multiple Account Assignments](#)

Resource Information

[How To Purchase Goods or Services](#)

[How To Purchase Restricted Substances](#)

Guide to Financial Management

[Purchasing Policy](#)

[Purchasing Regulations](#)