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**SIMULATION: How to Process a Deposit/Down Payment
with a Purchase Order (PO)**

FAST Tips

Simulation



**How to Process a
Deposit/Down Payment
with a Purchase Order**

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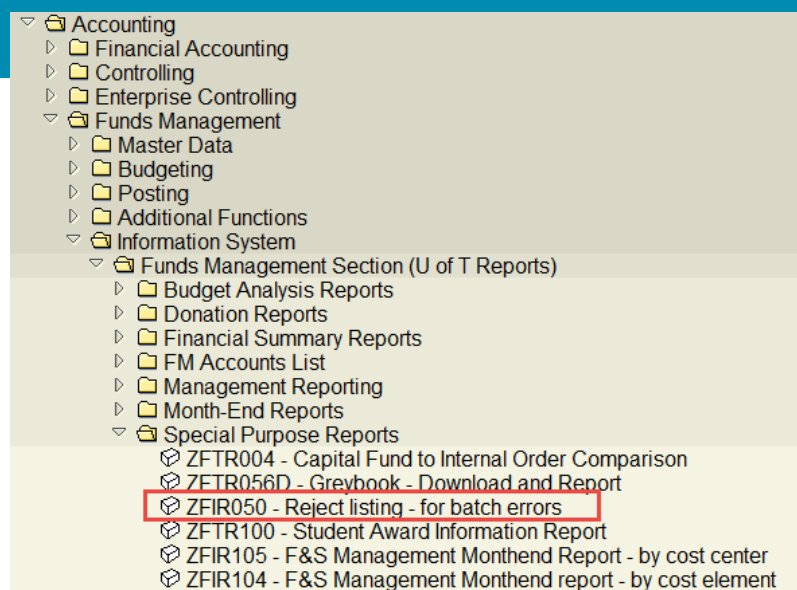
Learn More:

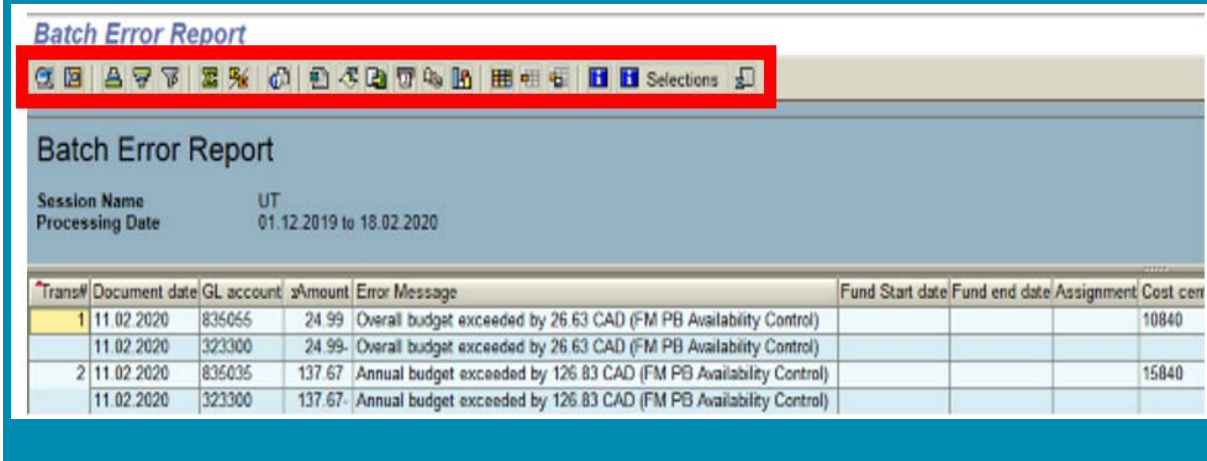
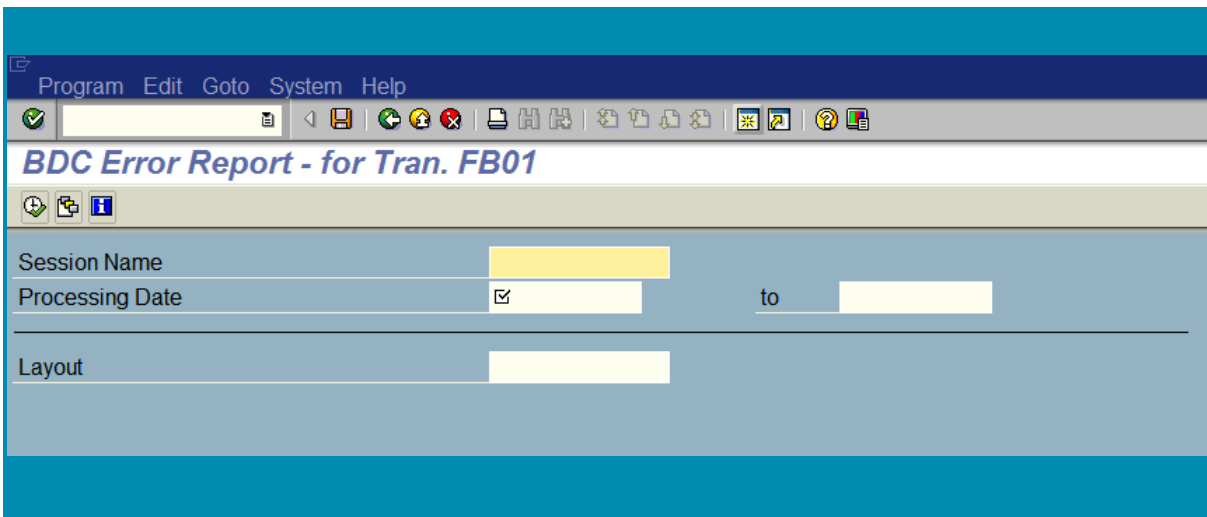
- [**Documentation and Support Resource page - Purchase Orders**](#)
- [**Reference Guide: Standard Workflow PO - Greater than or Equal to \\$25,000**](#)
- [**Reference Guide: Standard Workflow PO - Less than \\$25,000**](#)
- [**Reference Guide: Create or Reverse Goods Receipt**](#)
- [**Reference Guide: Create Invoice Receipt or Credit Memo**](#)
- [**Training Documentation: Logistics Part 1 - Purchase Orders and Purchase Requisitions**](#)
- [**Training Documentation: Logistics Part 2 - Goods Receipts and Invoice Receipts**](#)

Improvements to the ZFIR050 - Batch Error Reject Listing Report

The **Batch Error Reject Listing Report** is commonly used to view the details of transactions that rejected from a batch processing job.

The report has been **improved to display output in a standard Line Item format** which allows for easier sorting, filtering, sub-totaling etc. This enables individuals to more easily view and identify batch errors within SAP or Excel via download.





Learn More:




- [Reference Guide - Batch Error Reject Listing](#)
- [Reference Guide - Line Item Functionality](#)

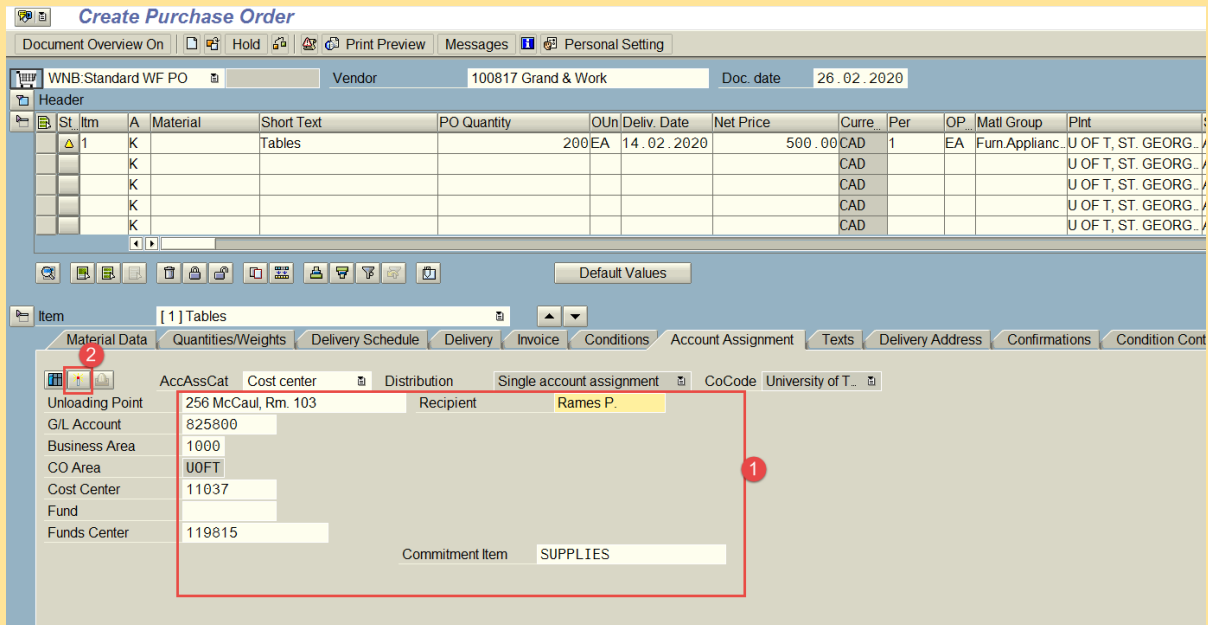
When creating a Purchase Order, would you like to copy the account assignments (e.g., Funds Centers, Cost Centers) into all subsequent lines? Just light the matchstick!

When creating a Purchase Order (PO), and there are multiple line items that are to be recorded/charged against the same account assignments, using the repeat account assignments function in the **ME21N – Create Purchase Order** transaction screen enables users to save time and keystrokes.


To repeat account assignments, on the first PO line item:

1. Complete the **item Overview** section for line 1 and then click **Enter**
2. Complete the **tax code** field in the **Item Details >> Invoice tab**
3. Complete all required fields on the **Account Assignments** tab within the **Item Details** section.

4. Click the "Repeat On" (i.e., the "matchstick") icon (). It will change from  to  to indicate it has been activated.
5. Repeat steps 1 & 2 for line item 2 onward. The Account Assignment will now be populated but it can still be edited if necessary.



The screenshot shows the SAP 'Create Purchase Order' interface. The top section displays the document overview with fields for 'WNB: Standard WF PO', 'Vendor: 100817 Grand & Work', and 'Doc. date: 26.02.2020'. Below this is a table with columns: St. Itm, A, Material, Short Text, PO Quantity, OUn, Deliv. Date, Net Price, Curre, Per, OP, Matl Group, and PInt. The first row shows '1', 'K', 'Tables', '200EA', '14.02.2020', '500.00', 'CAD', '1', 'EA', 'Furn.Applianc.', and 'U OF T, ST. GEORG...'. Below the table is a 'Default Values' button. The bottom section is titled 'Item' and shows the 'Account Assignment' tab. A red box highlights the 'Account Assignment' fields, which include: 'AccAssCat', 'Cost center' (256 McCaul, Rm. 103), 'Distribution' (Recipient: Rames P.), 'CoCode' (University of T...), 'Unloading Point', 'G/L Account' (825800), 'Business Area' (1000), 'C/O Area' (U0FT), 'Cost Center' (11037), 'Fund', and 'Funds Center' (119815). A red circle with the number '1' is next to the 'Fund' field, and a red circle with the number '2' is next to the 'C/O Area' field. The 'Commitment Item' is 'SUPPLIES'.

Note: The Repeat function only works if the  button is clicked **after** the tab is completed, and does not work retroactively (e.g., **cannot** complete line 1 and 2, then go back to line 1 to activate repeat function).

Learn More:

- [Reference Guide - Create Purchase Order \(less than \\$25,000\)](#)
- [Reference Guide - Create Purchase Order \(greater than \\$25,000\)](#)

- [Documentation & Support Resource Page – Purchase Orders \(PO\)](#)
- [Supplementary Reference Guide – Repeat and Multiple Account Assignments](#)

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St

Weds, Mar 4, 2020 | 12:30pm - 2:00pm | FIS & HRIS | room 103
Thurs, Mar 19, 2020 | 11:30am - 1:00pm | FIS, HRIS & RIS/MRA/MROL | room 103
Tues, Mar 31, 2020 | 11:30am - 1:00pm | FIS & HRIS | room 103

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- [FAST Tips Newsletter - Archive](#)

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