

MIRO: MANUALLY POST A VENDOR INVOICE FOR GOODS RECEIVED/ACCEPTED

1. Execute the Transaction Code = MIRO

ENTER INCOMING INVOICE: COMPANY CODE ARMY SCREEN

2. Transaction Field = Invoice
3. Invoice (Inv.) Receipt (Recpt) Date Field = Date invoice was received in the billing office
4. Invoice Date Field = Date original invoice was created
5. Reference Field = Vendor Invoice Number
6. Amount Field = Total amount of the invoice
7. Click on the PO Reference Tab
8. Reference Document Category Field = Purchase Order/Scheduling Agreement
9. Purchasing Document Field = Enter the Purchase Order Number
10. Press the [Enter Key] on the Keyboard
11. Click on the Simulate Button on the Menu Bar
12. If no error messages occur, Click on the Post Button on the Menu Bar
13. Record the Document Number for future reference

MIRO: POST AN INCOMING INVOICE FOR (MISCELLANEOUS) NON-MATERIAL GOODS OR SERVICES SUBJECT TO THE PPA

1. Execute Transaction Code = MIRO

ENTER INCOMING INVOICE: COMPANY CODE ARMY SCREEN

2. Transaction Field = Invoice
3. Click on the Basic Data Tab
4. Invoice (Inv.) Receipt (Recpt) Date Field = Date invoice was received in the billing office
5. Invoice Date Field = Date invoice document was created
6. Reference Field = Vendor Invoice Number
7. Amount Field = Total amount of the invoice
8. Click on the PO Reference Tab
9. Reference Document Category Field = Click the Match-Code Box to select Purchase Order/Scheduling Agreement
10. Purchase Order Field = Purchase Order Number affiliated with this (Miscellaneous) Non-Material Good or Service
11. Press the [Enter Key] on the Keyboard to populate the line item information
12. If necessary, enter the amount for the line item
13. Click the Simulate Button on the Menu Bar

SIMULATE DOCUMENT IN USD (DOCUMENT CURRENCY) SCREEN

14. If no errors occur, Click the Post Button in the bottom left corner of the screen
15. Record the Document Number located in the bottom left corner of the screen for future reference