# MIRO – Vendor Invoice for Expense Booking with PO



* Input **MIRO** in **Transaction box** and press **Enter** key

# Document Header Data Information



The following are the Input fields under the Document Header data of MIRO

* **Invoice Date:** Input the Invoice date in the field
* **Posting Date:** Input the transaction date in the Posting date field
* **Currency:** Input the Currency INR in the Currency field
* **Reference:** Input the Reference field with Reference (invoice) number
* **Amount:** Input the Amount as per the Purchase order
* **Text:** Input the Text Information in text field
* **Calculate Tax:** Check the Calculate Tax check box for calculating tax. Select respective tax from drop down list

# Document Line Item Data



The following are the Input fields under the Line Item data of MIRO

* Input the **Purchase Order** (PO) in the PO field and Press **Enter Key**
* System will populate the information with respect to Purchase order
* **Amount:** Amount updated in the PO will appear in this field
* **Quantity:** Quantity provided in PO will appear in this field
* **Purchase Order:** Purchase Order information will appear in this field
* **Tax code:** The tax code provided in PO will appear here
* **Material:** Material Number will appear in this field

# Simulation of Transaction before posting:



**Simulate:** Click on Simulate option. System will display the line items (Debit and Credit entry).

* Check the entries, if the entries are correct, click to Post Button
* If the entries are not okay, then go to Main screen and take required action to correct it.



# Document Posting



* Document is posted, An information will be populated at the bottom of the screen

# Document Display View

Click on **Invoice option** in Menu bar and select **Display** option



Click on **Follow on Documents**… option system will display the transaction posted



**Manual End**