


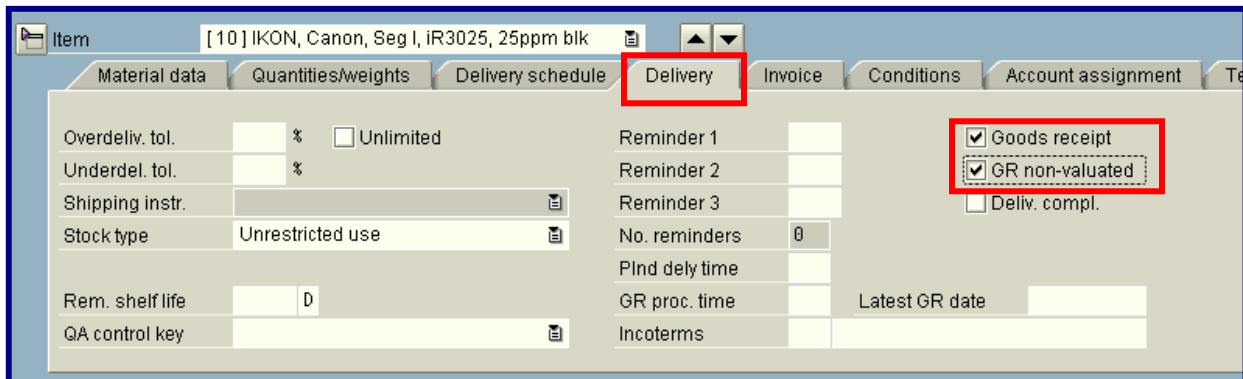
Periodic Invoicing Plan Purchase Orders with Multiple Account Assignments

For Invoicing Plan POs with *multiple* account assignments, SAP system functionality requires that the invoicing plan be created before the account assignments are entered. Additionally, GR options on the Delivery tab must be re-selected when multiple account assignments are used.

In the updated Invoicing Plan EUP document, most of the steps remain the same. *Others are slightly different and/or are completed in a different sequence, so please follow the below instructions carefully.*




- √ Perform steps 1 through 9 as instructed previously
- √ Perform steps 11 and 12 as instructed previously, omitting step 10 (for now)
- √ Now perform step 10, with the following changes for entering multiple account assignments

Select the **Delivery**  tab and choose the *Goods receipt* and *GR non-valuated* check-boxes




Item [10] IKON, Canon, Seg I, iR3025, 25ppm blk

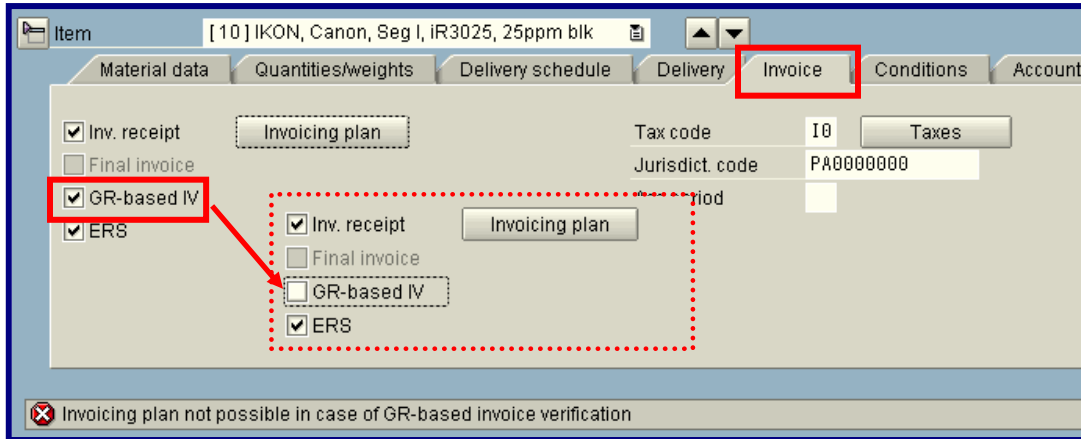
Material data Quantities/weights Delivery schedule **Delivery** Invoice Conditions Account assignment Te

Overdeliv. tol. % ☐ Unlimited
Underdel. tol. %
Shipping instr. 
Stock type Unrestricted use 
Rem. shelf life D
QA control key 

Reminder 1
Reminder 2
Reminder 3
No. reminders 0
Plnd dely time
GR proc. time Latest GR date
Incoterms

☒ Goods receipt
☒ GR non-valuated
☐ Deliv. compl.

Select the **Invoice**  tab, noting that the GR-based IV box has been re-selected by default – and must be de-selected again



Item [10] IKON, Canon, Seg I, iR3025, 25ppm blk

Material data Quantities/weights Delivery schedule Delivery **Invoice** Conditions Account

☒ Inv. receipt ☐ Final invoice ☒ GR-based IV ☒ ERS

Invoicing plan

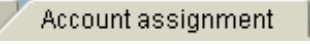

Tax code I0 Taxes

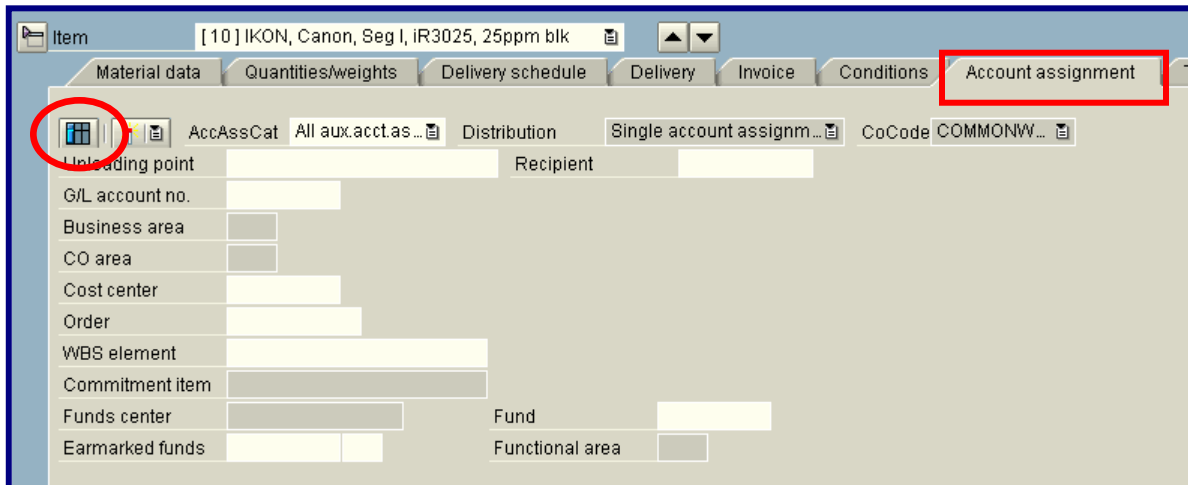
Jurisdic. code PA0000000

☒ Inv. receipt ☐ Final invoice ☐ GR-based IV ☒ ERS

Invoicing plan



✗ Invoicing plan not possible in case of GR-based invoice verification

Select the **Account Assignment**  tab and choose the multiple account assignment button 



Item [10] IKON, Canon, Seg I, iR3025, 25ppm blk

Material data Quantities/weights Delivery schedule Delivery Invoice **Account assignment** T

  AccAssCat All aux.acct.as... Distribution Single account assignm... CoCode COMMONW...

Unloading point Recipient

G/L account no.

Business area

CO area

Cost center

Order

WBS element

Commitment item

Funds center Fund

Earmarked funds Functional area

When the follow-on account assignment screen displays, select the distribution type from the dropdown menu and enter your coding

Item: [10] IKON, Canon, Seg I, iR3025, 25ppm blk

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

AccAssCat: All aux.acct.as... Distribution: **Single account assignment** CoCode: COMMONW...

Partial Inv.

S.	S.	Quantity	Perce	Cost ctr	G/L acct	BA	Commitm...	Funds ctr	Fund	Earmarked...	ltm
1		1.000									

When data entry of the coding is complete, press the Enter or select the green checkmark

Purchase order | Edit | Goto | Environment | System | Help

Create Purchase Order

Document overview on | Save without check | Print preview | Messages | Help | Personal setting

Periodic Inv. Plan | Vendor: 116604 IKON OFFICE SOLUTIONS I... | Doc. date: 05/20/2008

Header

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stc
10	X				IKON, Canon, Seg I, iR3...	1.000	EA	D	07/01/2008	159.60	USD	1	EA	MULTI FUN...	DGS	


Item: [10] IKON, Canon, Seg I, iR3025, 25ppm blk

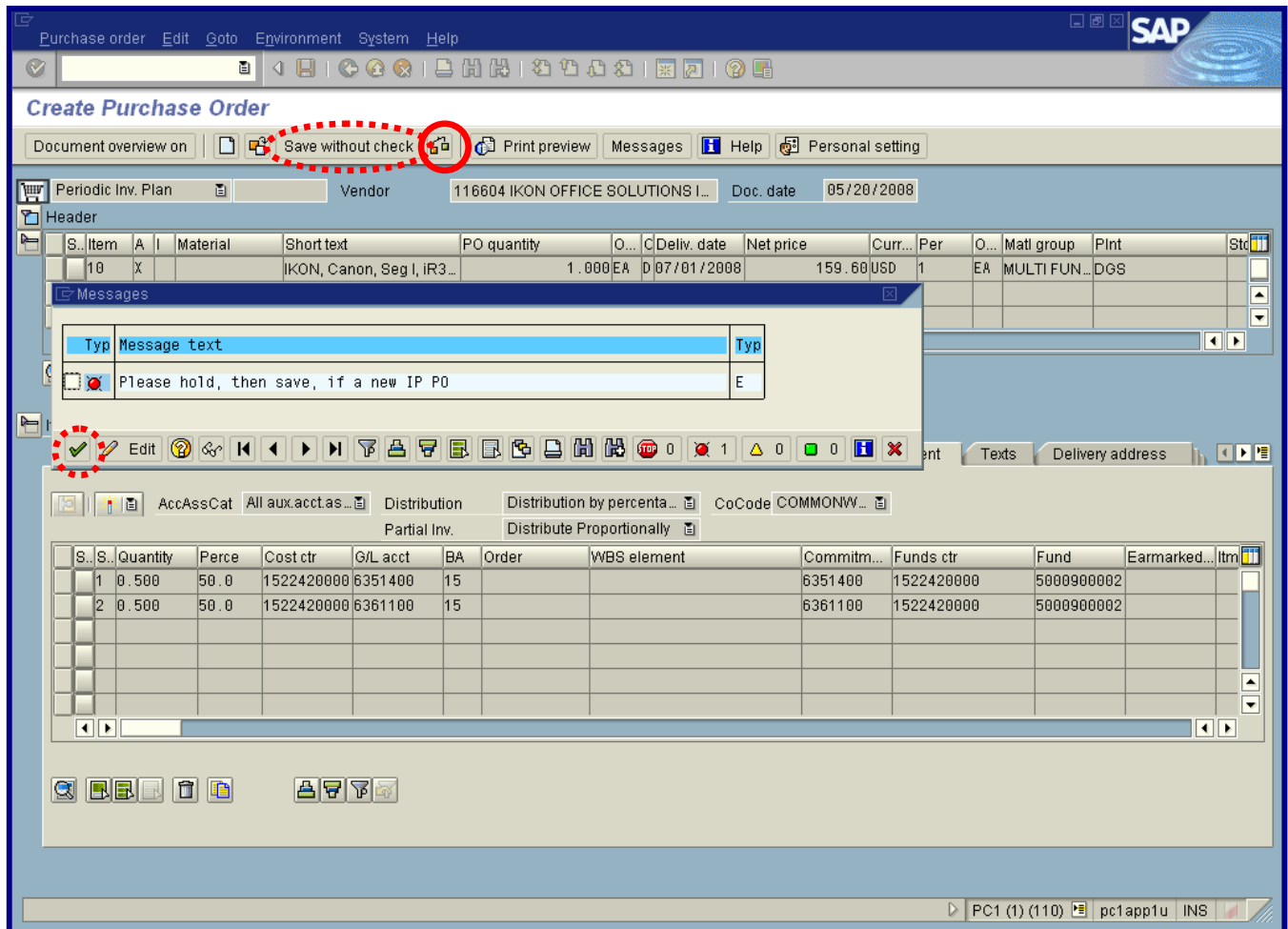
Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

AccAssCat: All aux.acct.as... Distribution: **Distribution by percentage** CoCode: COMMONW...

Partial Inv. **Distribute Proportionally**

S.	S.	Quantity	Perce	Cost ctr	G/L acct	BA	Order	WBS element	Commitm...	Funds ctr	Fund	Earmarked...	ltm
1		0.500	50.0	1522420000	6351400	15			6351400	1522420000	5000900002		
2		0.500	50.0	1522420000	6361100	15			6361100	1522420000	5000900002		

Select the **CHECK** icon  to see if the PO contains any errors



At the message prompt, select the green checkmark and then hold the PO by selecting the **Save without check** button

Save the PO by selecting the **SAVE**  icon

End.