Document Purpose

This guide explains how to process a Goods Receipt and update SAP to confirm that the goods have arrived - usually to match with a previously created Purchase Order.

Versions

Version: R01

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<th>Version</th>
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<tr>
<td>R02</td>
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1. Why do we need to do Goods Receipting?

Goods receipting is the process used to inform SAP that goods have been received, following the placing of an order with a vendor.

- Receipts can be for either part delivery or full delivery of the ordered quantity.
- Receipts are a system record of Date, Quantity & Receiver.
- Invoice processing procedures are enabled.
- Stock records are updated where applicable (this is linked to a stock inventory and currently only used for Chemistry and Estates stores)

2. How to access the transaction

Use the menu path:

Logistics > Materials Management > Inventory Management > Goods Movement > Goods Movement (MIGO)  
[Transaction code MIGO]

3. Set default data

The very first time that you use this Goods Receipting transaction, you will need to set your personal settings.

On the Goods Receipt Purchase Order window, in the menu bar, click on the More... button, then Settings and then Default Values
The Default Values pop up screen will appear as shown below

Tick the **Propose the OK Function in Future** check box.

Press the **Adopt** button to set these defaults as standard for subsequent work.
4. Goods Receipt Process

1. Enter the Purchase order number into the **Purchase Order number field**

![Goods Receipt Purchase Order - Michelle Jones](image)

2. Press the Enter button or press the Enter key. The information from the purchase order is displayed in the Goods Receipt window.

If you want to produce a system generated goods receipt note later, then in the General tab tick the Print icon check box (under the posting date) as pictured to the left.

This will reset print to **ACTIVE**, ready for later use.

4.1. Enter Goods Receipt overview information

Check the information at the top of the screen in the **Header data** section. If this section is not visible click on the **Header Data** button.
On the General tab:

3. The **Document Date** is the actual delivery date (or the date on the vendor’s delivery note)
4. The **Posting Date** should be left at the default (today)
5. The vendor’s delivery note number goes into the **Delivery Note** field as shown.

### 4.2. Enter line item details

The full screen looks like this:

![Goods Receipt Purchase Order](image)

Tab down the line items and notice that the bottom section changes to reflect the line item selected.

- You will only see order lines where some or all of the original order quantity is still undelivered (if goods have already been receipted there will be no line items displayed)
- You can only change details that are displayed in a **white** field. Either type over the information that is already there; or use a drop-down list if it is available
- The **OK** column with check boxes for each line of the goods receipt will have a tick defaulted in (provided you have set this as your default – see section 3 – Settling Default Data). This means that you only need to adjust the goods receipt where **NO** items from the due quantity were delivered.

For any line where the goods did not arrive, the tick must be removed from the OK check box

The **Qty in Unit of Entry** column displays the quantity of goods expected. This number can be accepted or over typed with a lesser number.

### 4.3. Check for messages

Check the **Where** tab in the line item detail section (at the bottom of the screen) for any messages that the person who raised the Purchase Order may have added. This will be in the **unloading point** field.
4.4. Save the Goods Receipt transaction

Use Check button to determine if the goods receipt is correct and display any system messages. In the example shown below, we have incorrectly entered the quantity delivered as more than the order quantity, which gives a red traffic light effect as below. The number received in the goods receipt cannot be increased. Abandon the goods receipt and change the ordered quantity in the Purchase Order – then start the Goods Receipt process start again.

If you have entered a lesser number on the goods receipt than the ordered quantity, the Display logs box will also appear but with an amber light, green tick the display logs box and continue to save the goods receipt.

Once all of the line items are showing with a green or amber traffic light use Post button to save the goods receipt.

Note and record on the vendor’s delivery note the goods receipt document number displayed in message band at bottom of screen.

4.5. Reverse a Goods Receipt transaction

A goods receipt transaction can be reversed.

1. Use the menu path:
   Logistics > Materials Management > Inventory Management > Goods Movement > Goods Movement (MIGO) [Transaction code MIGO]

2. On the entry screen click on the ‘Goods receipt’ box above Head data:

3. A drop down list will be displayed. Select 102 Goods receipt for purchase order into warehouse - reversal and the entry screen resets to the reversal process

4. Enter the Purchase Order number in the Purchase Order number field (if you don’t know the Purchase Order number, see the SAP User Guide – Finding Purchase Order, Goods Receipting and Invoice Verification Details)

5. Select or key Enter to default into the screen all data from the goods receipt to be reversed
6. If you have multiple line items, deselect the OK check box for any line item not to be reversed

7. If you are returning less than the quantity received, amend the Qty in Unit of Entry accordingly on the Quantity tab in the Detail Data section. Type in the number of items you are returning.

8. Use Check and Post buttons to confirm the reversal.

Record the goods receipt Document Number displayed in message band at bottom of screen

4.6. Return goods to vendor

Goods can be returned to their original supplier and a record of the return is maintained on the system.

From the original MIGO screen, select Return Delivery from the drop down box

Note: The return delivery process is driven by document number of the original goods receipt

The document number from the last transaction will be defaulted into the document number field

If this is not the document number to be changed, enter the correct document number (see the SAP User Guide – Finding Purchase Order, Goods Receipting and Invoice Verification Details)

1. Press or key Enter to default into the screen all data from the original goods receipt

2. Select the OK check box for the line item(s) from which goods are to be returned

3. Deselect the OK screen button to clear from the screen those lines for which there are no returns (at the bottom of the quantity tab)
4. Amend the quantity to match the number being returned

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
<th>Where</th>
<th>Purchase Order Data</th>
<th>Partner</th>
<th>Account Assignment</th>
</tr>
</thead>
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The reason for return is a mandatory entry. Go to the Where tab, in the **Detail data** part of the screen (at the bottom). For each line item, in the **Reason for Movement** box select the appropriate reason from the drop down list:

5. Use the Check and Post buttons to confirm the cancellation.

Record the goods receipt Document Number displayed in message band at bottom of screen
5. Quick reference guide to Goods Receipting

1. Use the menu path:
   Logistics > Materials Management > Inventory Management > Goods Movement > Goods Receipt >
   For Purchase Order > PO Number Known

   [Transaction code MIGO]

2. Select **Goods Receipt**

3. Enter Purchase Order number

4. In Head data tabs open the **General** tab

5. Enter Document date & Delivery note number

6. Tick screen to default order details

7. In the linear display of order details, tick the OK box for each line being receipted

8. Check movement type 101 is entered

9. Check storage location is entered for all stock items

10. Accept proposed quantity or alter according to actual number delivered

11. Use the Check and Post buttons to complete the process

Note the Document Number for future reference.