

MIGO: MANUALLY POST A GOODS RECEIPT FOR GOODS DELIVERED

1. Execute Transaction Code = MIGO

GOODS RECEIPT PURCHASE ORDER SCREEN

2. Verify that the transaction/event field is Goods Receipt
3. Reference Document Field = Purchase Order
4. Purchase Order Field = Enter the Purchase Order Number affiliated with the goods received
5. Goods Receipt Movement Type Field = 101
6. Press [Enter Key] on the Keyboard to populate the fields

HEADER SECTION

7. Click on the General Tab
8. Version for Printing GR/IR Slip field = Collective Slip
9. Click on the Check Box to place a Check Mark next to Print via Output Control

LINE ITEM SECTION

10. Click the Line column for the line item to be received

ITEM DETAIL SECTION

11. Click on the Quantity Tab
12. Quantity (Qty) in Unit of Entry Field = Defaults from line item (Change if received less than or more than defaulted amount)
13. Click on the Where Tab
14. Text Field = Description of Condition of Goods When Received
15. Click in the Check Box next to the Item OK Field
16. Click on the Check Button on the Menu Bar
17. If no error messages, Click on the Post Button on the Menu Bar
18. Record the Material Document Number for future reference