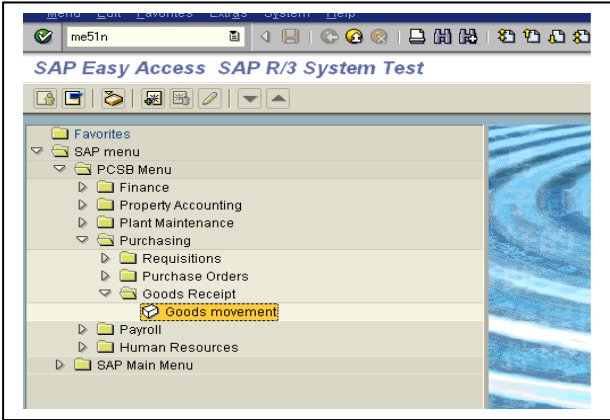
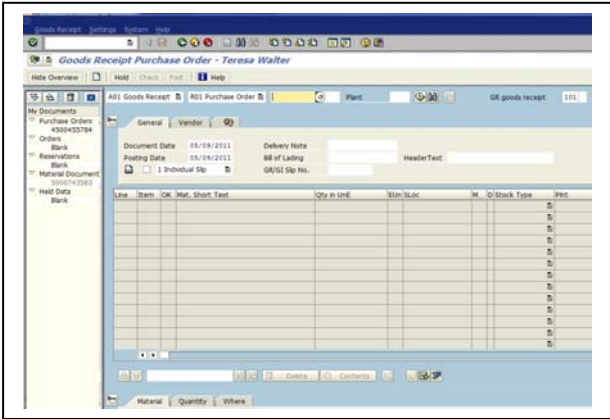
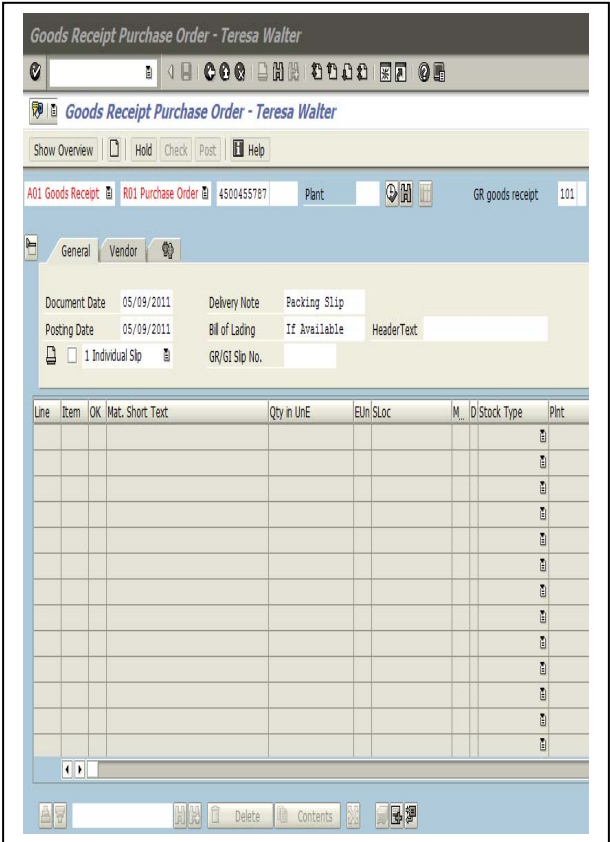
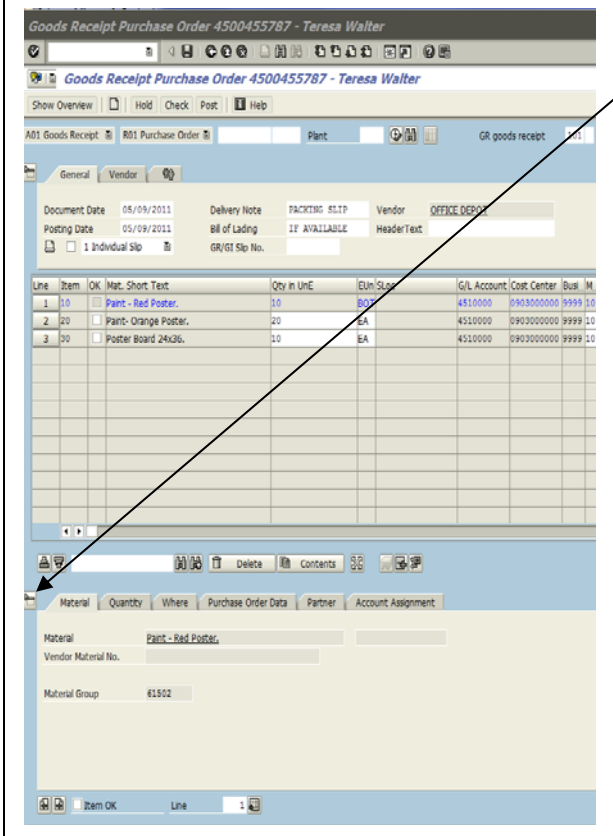

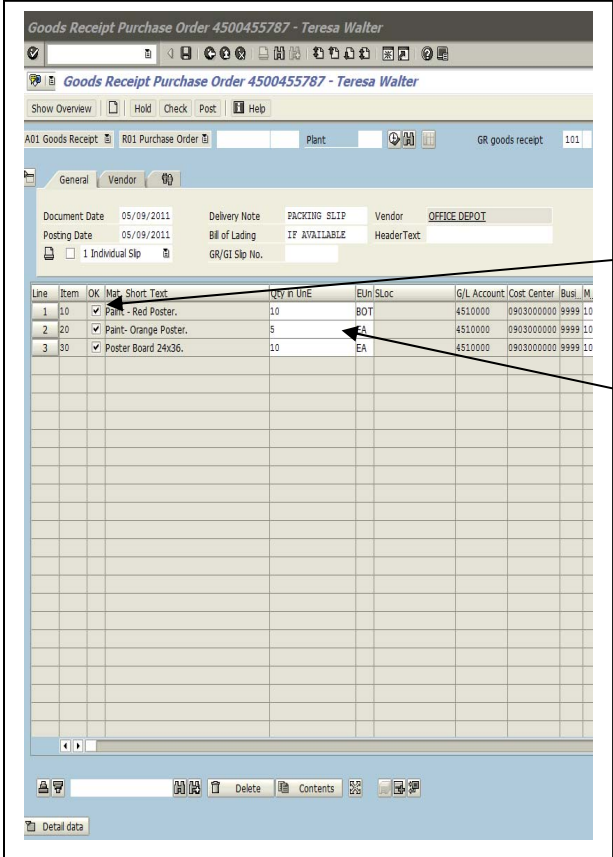


# Goods Receipt with Reference to Purchase Order “MIGO”

Steps	Screen Displayed	Procedures
1	 	<p><b>SAP Easy Access PCSB Menu</b></p> <ul style="list-style-type: none"> <li>Type <b>MIGO</b> in the command box</li> <li>Press <b>Enter</b></li> <li>-OR-</li> <li>Click the <b>Expand</b> icon to the left of <b>PCSB Menu &gt; Purchasing &gt; Goods Receipt</b></li> <li>Double Click on <b>MIGO Goods movement</b></li> </ul> <p>The <b>Overview</b> box opens by default, this box can be closed. It will stay open or closed depending on your choice.</p> <ul style="list-style-type: none"> <li>Click on the <b>Hide Overview</b> button to close the <b>Overview</b> box</li> </ul> <div data-bbox="1084 804 1300 869" data-label="Image"> </div> <p><b>NOTE:</b> After you have created a few Goods Receipts you may wish to display the Overview window.</p>
2		<ul style="list-style-type: none"> <li><b>A01 Goods Receipt (Default)</b></li> <li><b>R01 Purchase Order:</b> Type the <b>Purchase Order Number</b> for the material(s) that you have received. <b>Example: 4500455787</b></li> <li><b>GR goods receipt:</b> Type <b>101</b> (System defaults to your last movement type)</li> <li><b>Document Date:</b> Type the <b>Date Received</b> or Click down arrow and select the <b>date</b>.</li> <li><b>Posting Date:</b> Default's to <b>current date</b>. <b>Do Not Change</b>.</li> <li><b>Delivery Note:</b> Type <b>Vendor's delivery document number</b> if available (packing slips, etc.).</li> <li><b>Bill of lading:</b> Enter if <b>available</b>, other wise leave blank.</li> <li><b>Header txt:</b> Type <b>information</b> pertaining to the delivery. Not required in Finance, this is for your own information. (If order is short, damaged, etc.).</li> <li>Press <b>Enter</b> or Click the <b>Green check</b></li> </ul>

## Goods Receipt with Reference to Purchase Order “MIGO”

Steps	Screen Displayed	Procedures
3		<p>Click the <b>Close Detail Data</b> icon (the system will <b>Close the Detail Data</b> until you reopen it)</p>  <p><b><u>IMPORTANT:</u></b> <b><u>THE SYSTEM SETS THE DELIVERY COMPLETE AUTOMATICALLY! YOU SHOULD SET IT ONLY WHEN YOU NEED TO CLOSE THE P.O.</u></b></p> <p>The “<b>Del completed</b>” ind. is set to the default value of <b>1 Set automatically</b>. The system will set the status to complete when all of the items have been received.</p> <p><b><u>Example:</u></b> You have a quantity of 10 on your line item and you received 7, the system will not set the “<b>Del completed</b>” ind. until you receive the remaining three items (create another goods receipt).</p>
4		<p><b><u>NOTE:</u></b></p> <p>The column labeled <b>Qty in UnE</b> will default with the quantity listed in the Purchase Order or the Remaining Items left if a partial Goods Receipt has been issued.</p> <p>Click in the <b>box</b> of the <b>OK</b> column to receive the item (repeat this for all items you receive)</p> <p>Change the <b>Quantity</b> if you didn’t receive all of the items for a line item</p> <p><b><u>Example:</u></b> Line 2 - Original order was a quantity of 20 and received 5 items, the quantity was changed to reflect the amount received.</p>

# Goods Receipt with Reference to Purchase Order “MIGO”

**Steps**

**Screen Displayed**

**Procedures**

**5**

Click the **Post** button or Click the **Save** icon

## To Enter a Goods Receipt to Zero Out a Purchase Order:

Refer to the document “**Goods Receipt to Zero out a Purchase Order “MIGO”**” located at:

<http://polk-fl.net/staff/technology/helpdesk>

SAP < Purchasing < Goods Receipts

**6**

The document is posted and the system returns you back to the **Goods movement screen**. The **Material document** number is displayed on the bottom left of your status bar.