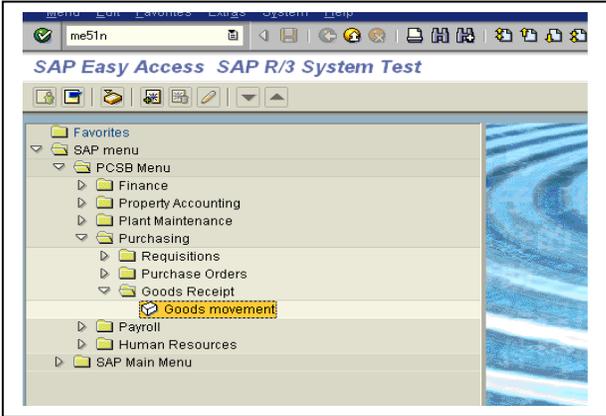
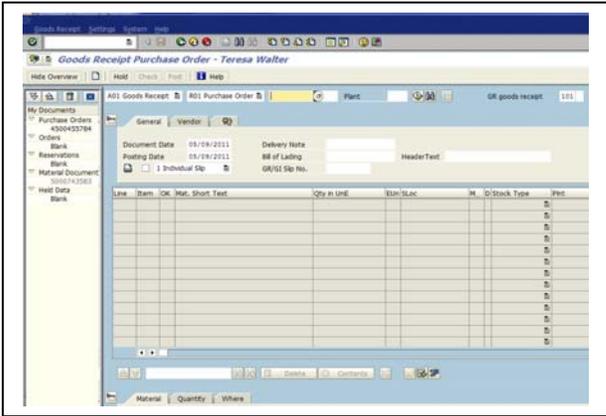
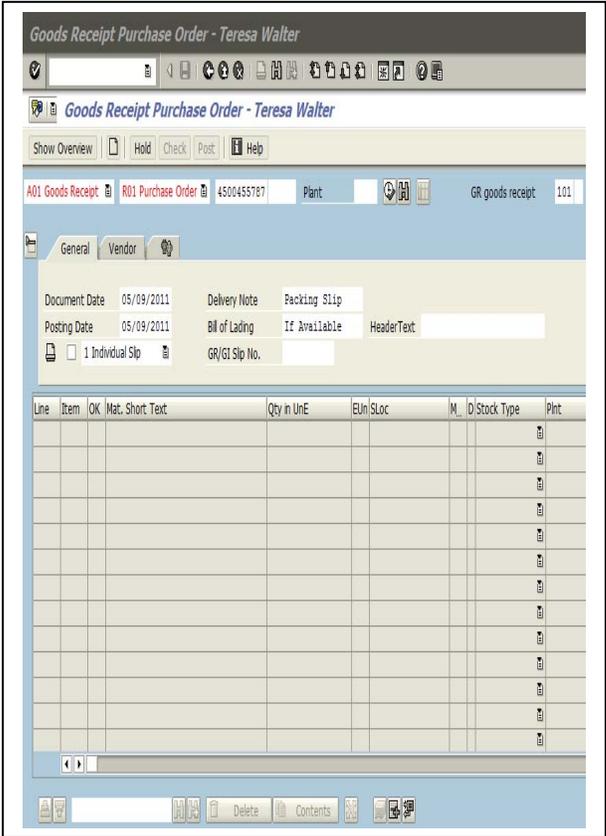


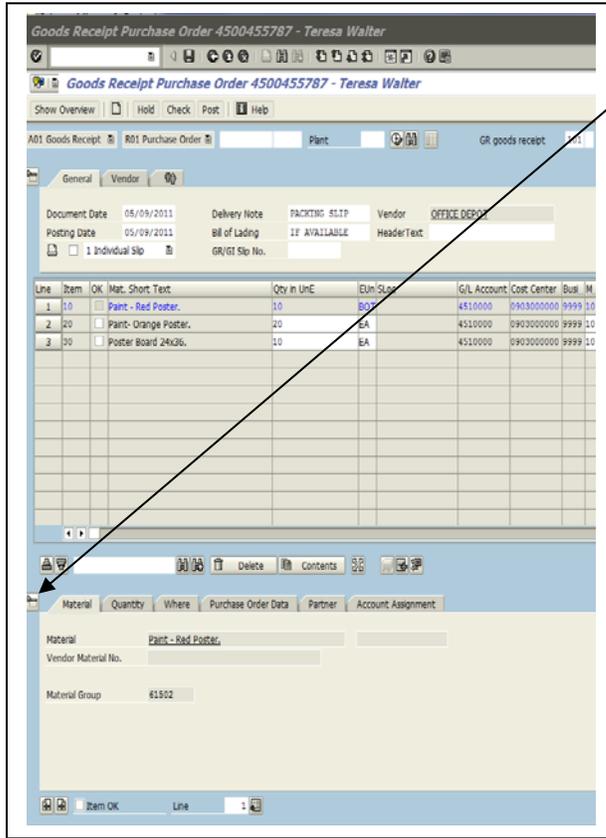
Goods Receipt with Reference to Purchase Order "MIGO"

Steps	Screen Displayed	Procedures
1	 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">SAP Easy Access PCSB Menu</p> </div> <ul style="list-style-type: none"> Type MIGO in the command box Press Enter <p style="text-align: center;">-OR-</p> <ul style="list-style-type: none"> Click the Expand icon to the left of PCSB Menu > Purchasing > Goods Receipt Double Click on MIGO Goods movement <p>The Overview 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"> Click on the Hide Overview button to close the Overview box <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid gray; padding: 2px 10px; display: inline-block;">Hide Overview</div> </div> <p>NOTE: After you have created a few Goods Receipts you may wish to display the Overview window.</p>
2		<ul style="list-style-type: none"> A01 Goods Receipt (Default) R01 Purchase Order: Type the Purchase Order Number for the material(s) that you have received. Example: 4500455787 GR goods receipt: Type 101 (System defaults to your last movement type) Document Date: Type the Date Received or Click down arrow and select the date. Posting Date: Default's to current date. Do Not Change. Delivery Note: Type Vendor's delivery document number if available (packing slips, etc.). Bill of lading: Enter if available, other wise leave blank. Header txt: Type information pertaining to the delivery. Not required in Finance, this is for your own information. (If order is short, damaged, etc.). Press Enter or Click the Green check

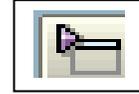
Goods Receipt with Reference to Purchase Order “MIGO”

Steps	Screen Displayed	Procedures
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3



Click the **Close Detail Data** icon (the system will **Close the Detail Data** until you reopen it)

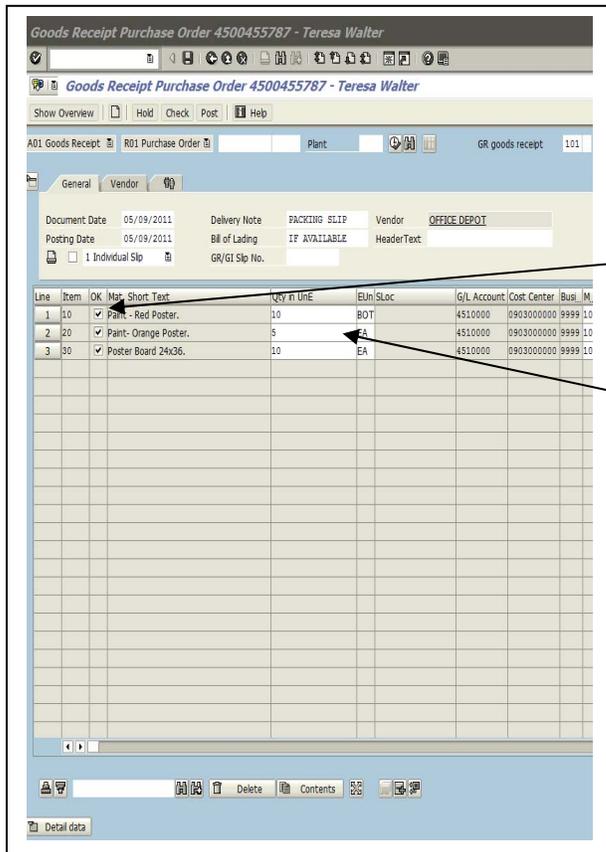


IMPORTANT:
THE SYSTEM SETS THE DELIVERY COMPLETE AUTOMATICALLY! YOU SHOULD SET IT ONLY WHEN YOU NEED TO CLOSE THE P.O.

The “**Del completed**” ind. is set to the default value of **1 Set automatically**. The system will set the status to complete when all of the items have been received.

Example: You have a quantity of 10 on your line item and you received 7, the system will not set the “**Del completed**” ind. until you receive the remaining three items (create another goods receipt).

4



NOTE:

The column labeled **Qty in UnE** will default with the quantity listed in the Purchase Order or the Remaining Items left if a partial Goods Receipt has been issued.

Click in the **box** of the **OK** column to receive the item (repeat this for all items you receive)

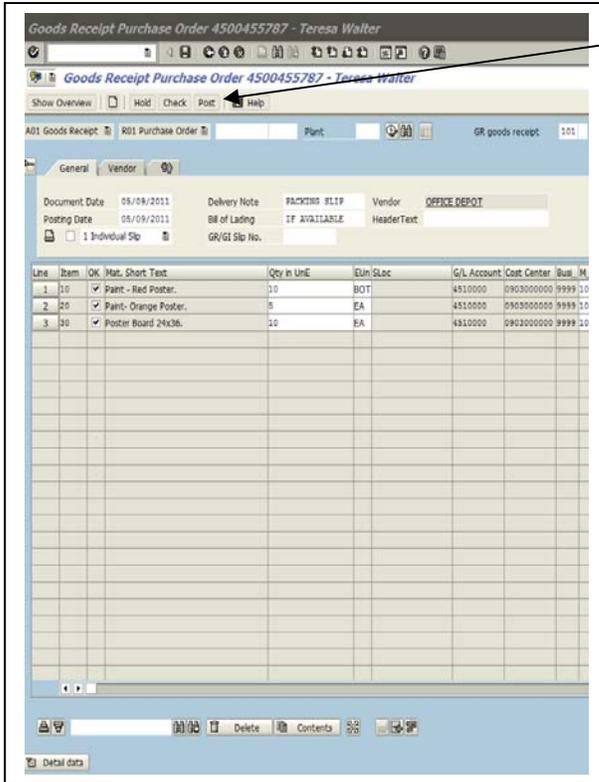
Change the **Quantity** if you didn’t receive all of the items for a line item

Example: Line 2 - Original order was a quantity of 20 and received 5 items, the quantity was changed to reflect the amount received.

Goods Receipt with Reference to Purchase Order “MIGO”

Steps	Screen Displayed	Procedures
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5



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



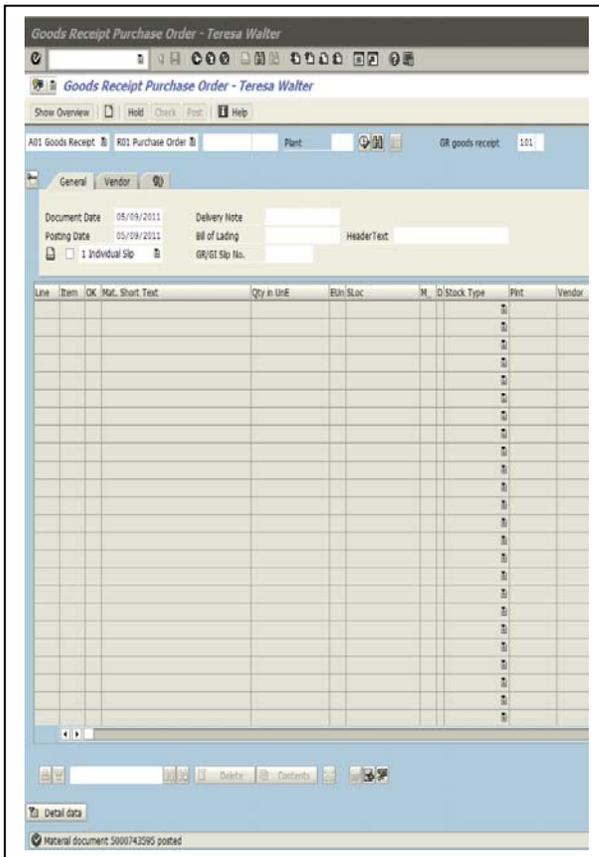
To Enter a Goods Receipt to Zero Out a Purchase Order:

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.

