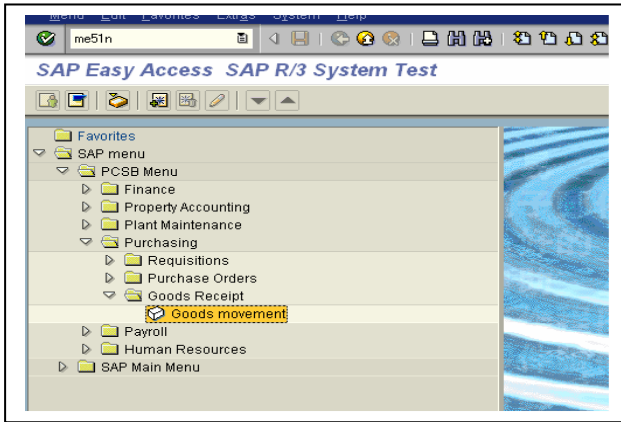


Goods Receipt to Zero Out (Close) a Purchase Order “MIGO”

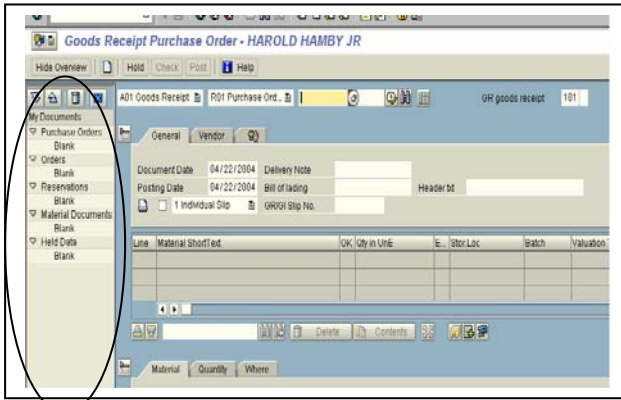
Steps	Screen Displayed	Procedures
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1



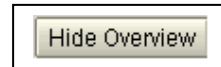
SAP Easy Access PCSB Menu

- Type **MIGO** in the command box
- Press **Enter**
- OR-
- Click the **Expand** icon to the left of **PCSB Menu > Purchasing > Goods Receipt**
- **Double Click** on **MIGO Goods movement**

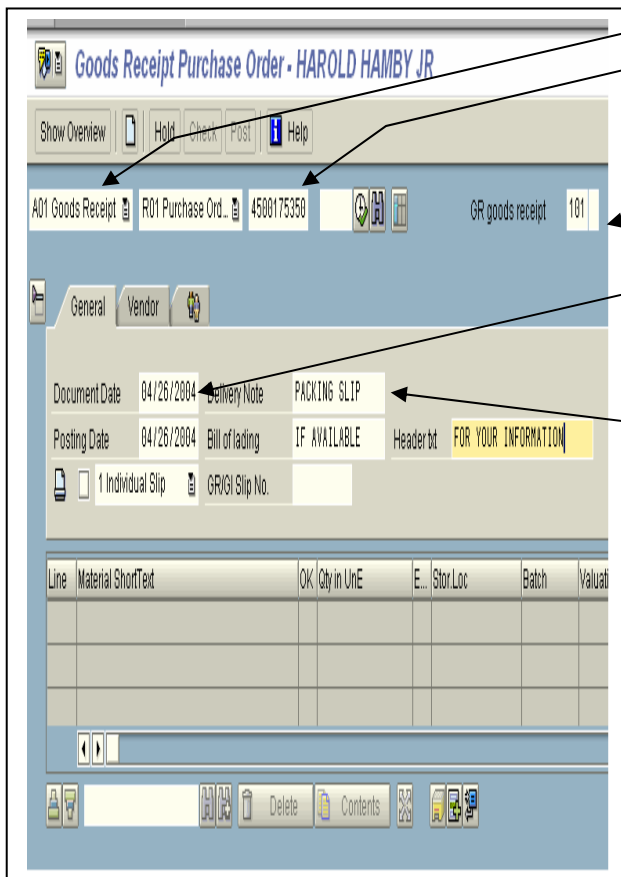


The **Overview** box opens by default, this box can be closed. It will stay open or closed depending on your choice.

- Click on the **Hide Overview** button to close the **Overview** box



2

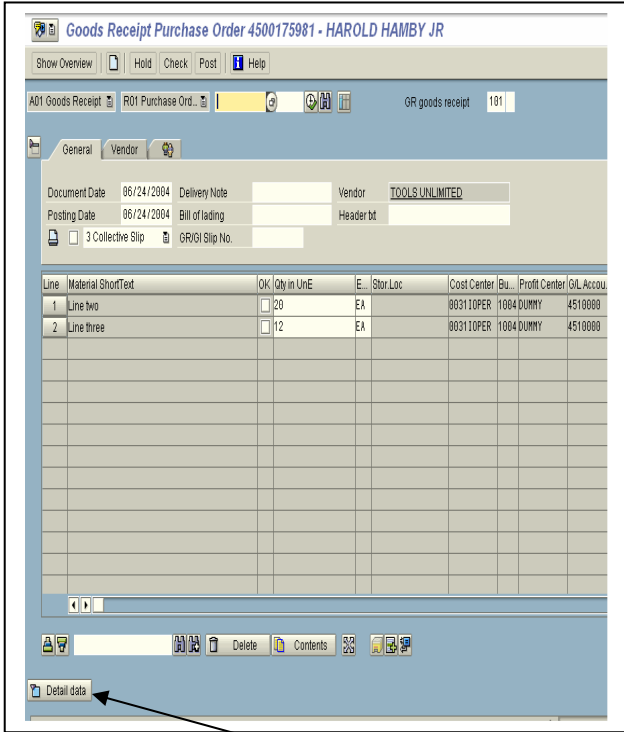


- **A01 Goods Receipt (Default)**
- **R01 Purchase Order:** Type the **Purchase Order Number** for the material(s) you are receiving
Example: 4500000063
- **GR goods receipt:** Type **101** (System defaults to your last movement type)
- **Document Date:** Type **Date Received** or **Click down arrow** 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 slip, 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 to Zero Out (Close) a Purchase Order “MIGO”

Steps	Screen Displayed	Procedures
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3



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

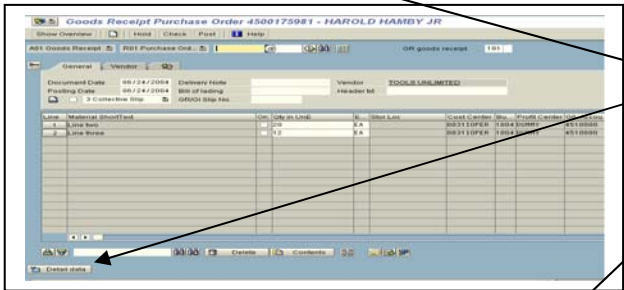
The “**Del completed**” ind. is set to the default value of **1 Set automatically**. The system will set the status to complete when all items have been received.

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).

The only time that you will change the “**Del completed**” ind. is if the order has partial shipment of discontinued items or to close a Purchase Order.

This Document covers closing a Purchase order Manually.

4



Goods Receipt Purchase Order

Expand the **Detail data** if it is collapsed



Click the **Folder** tab labeled **Quantity**



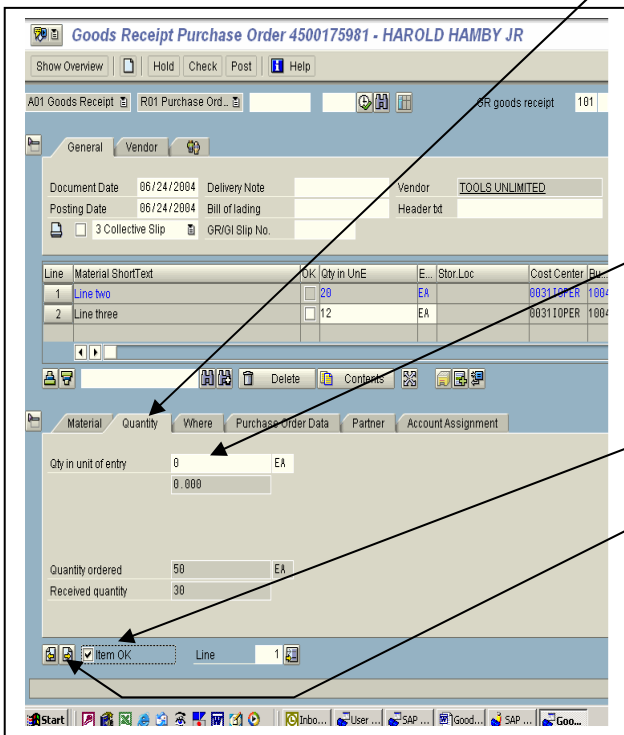
The **Line item** you’re working with will have blue font and the **Line field** at the bottom will have the **Line number** of current item.



Type a **0 (Zero)** as the **Quantity received** in **Qty in unit of entry** field (if you receive 5 of 10 items for example you would enter a “5”)

Click the **Item OK** box

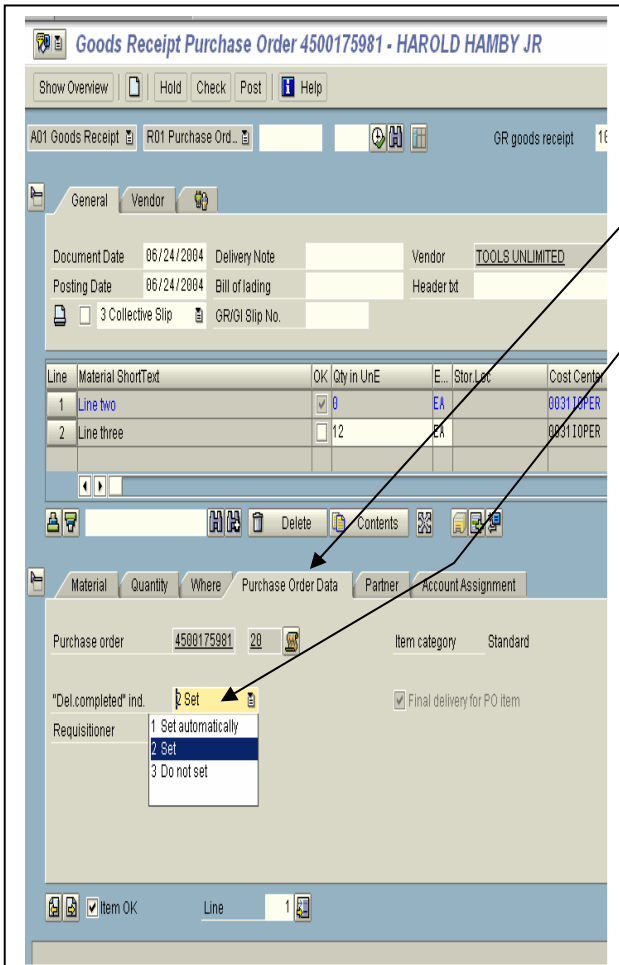
Click the **Next item** icon (if you have more than one line item to receive)



Goods Receipt to Zero Out (Close) a Purchase Order "MIGO"

Steps	Screen Displayed	Procedures
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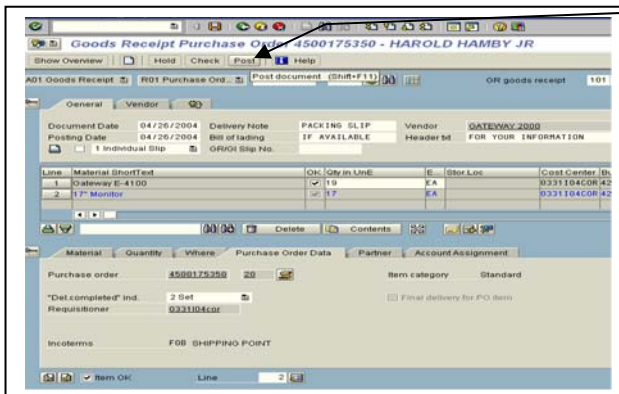
5



Purchase Order Data

- Click the **Folder** tab labeled **Purchase Order Data**
- Click in the **"Del completed"** ind. Field, Click on **2 Set**
- Repeat this **process** for any additional **Line items**

6



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



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.

