

Reverse Goods Receipt "MIGO"

IMPORTANT: This function is for Items that a Goods Receipt has been issued for, by mistake.

At the SAP Easy Access screen- *Type MIGO* in the command box

-or-

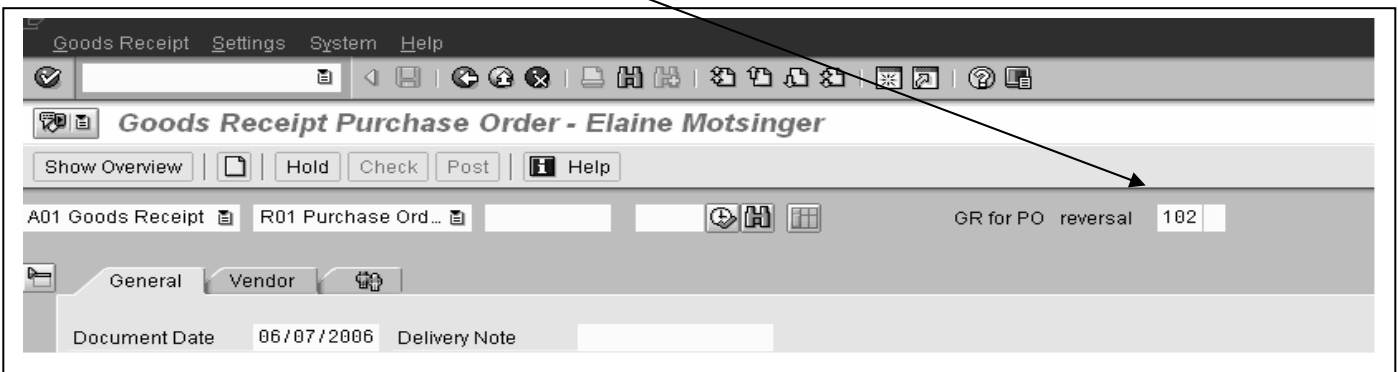
Click the **Expand** icon to the left of **PCSB Menu > Purchasing > Goods Receipt**

Double Click on **MIGO - Goods movement**

Type the Purchase Order Number in the Purchase Order number field, *Press the Enter* key or *Click the Green check*

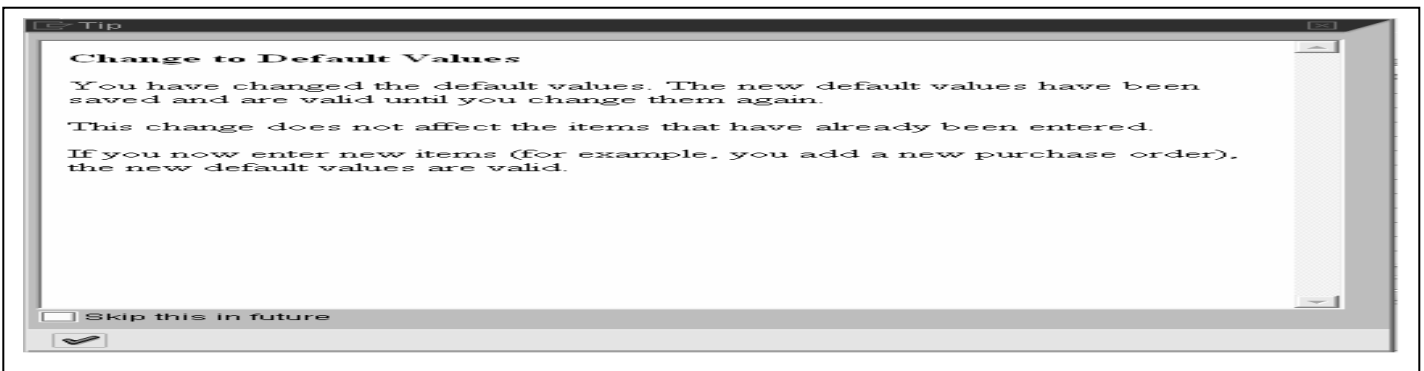


Click in the Movement type field, Type 102 (GR for PO reversal)



Press Enter

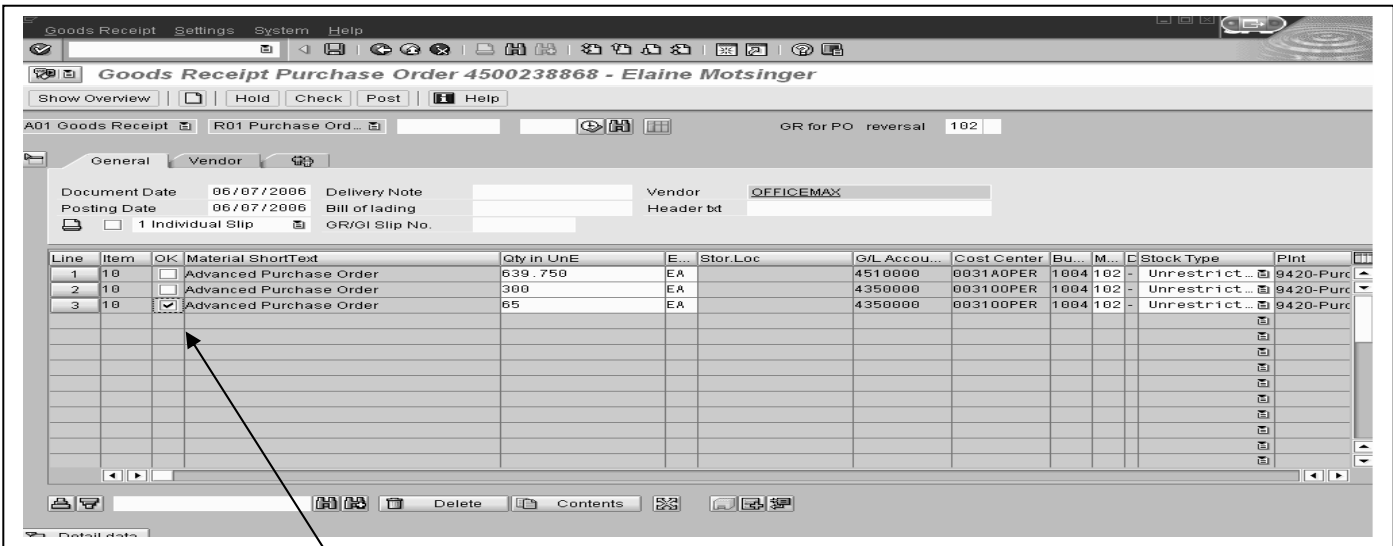
A Change to Default Values Information box displays, *Click the Green Check*



Press Enter

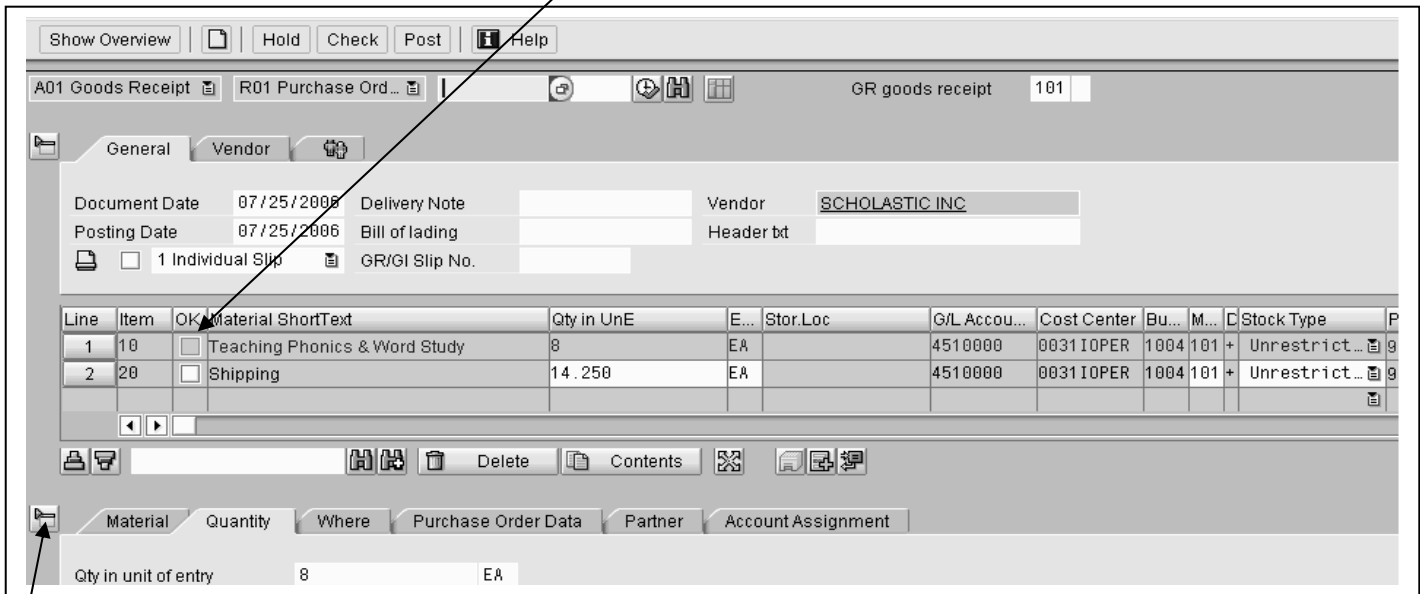
IMPORTANT: The Goods Receipt Purchase Order can display in two ways:

1. The Purchase Order displays with the Goods Receipt(s) that have been posted



Click in the **box** under the **OK Column** of the line item(s) to be reversed

If the OK Column is not activated (grayed out):



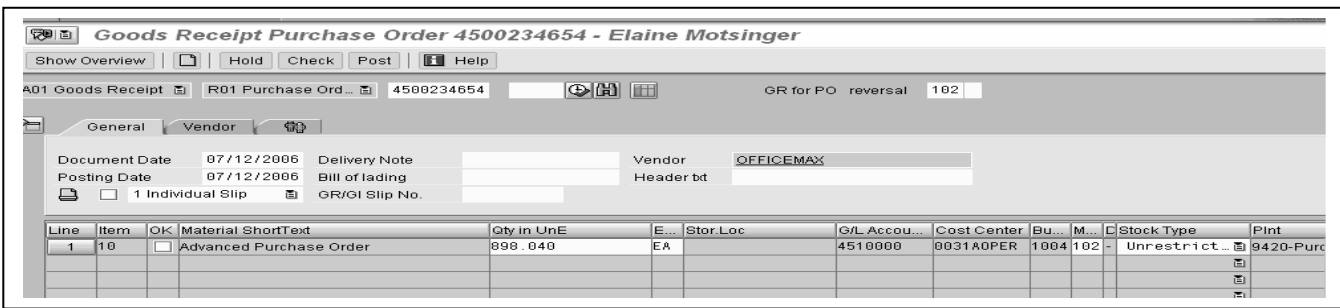
Click on the **Close Detail Data** icon  to close folders and activate the OK Column

After Clicking in the box under the OK Column of the line item(s) to be reversed:

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

The Document will post and the Material Document Number will be displayed at the bottom left corner of the screen.

2. The Goods Receipt Purchase Order displays with the Combined Total Amount of the Goods Receipt(s) that have been posted (See example on page 3)



Remove the amount in the Qty in UnE column and input the dollar amount to be reversed, displayed under Purchase Order History tab (see instructions on page 3).

Click the Post button or Click the Save icon

The Document will post and the Material Document Number will be displayed at the bottom left corner of the screen.

If the Goods Receipt Purchase Order displays with the Combined Total, to view the breakdown of the dollar amounts of each Goods Receipts that have been done against a Purchase Order:

From the SAP Easy Access Main Menu:

Click the Expand icon to the left of PCSB Menu>Purchasing>Purchase Orders

Double Click on ME23N – Display Purchase Order

Click the Other Purch. Order icon on the tool bar



Type in the number of the Purchase Order that you wish to display

Pur. order

Press Enter or Click the Other document button

The Purchase Order will be displayed

Click on the Folder, Purchase order history

The Goods Receipts that have been input for that Purchase Order will be displayed

Text	MvT	Material Do...	Item	Posting Date	Quantity	OUn	Amount
GR	101	5000377843	1	10/17/2005	22.470	EA	22.47
GR	101	5000372990	1	09/26/2005	181.110	EA	181.11
GR	101	5000367959	1	09/06/2005	150.740	EA	150.74
GR	101	5000364793	1	08/22/2005	151.260	EA	151.26
GR	101	5000363584	1	08/16/2005	78.470	EA	78.47
GR	101	5000362343	1	08/10/2005	313.990	EA	313.99

IMPORTANT - PLEASE READ:

Before leaving the screen, change the movement type to 101 (GR goods receipt), the system defaults to the last movement type that was used.

GR goods receipt

Contact your finance department liaison to inform them of the reversal, so that they can take action to ensure the vendor isn't paid for the item(s).