

Create Goods Receipt

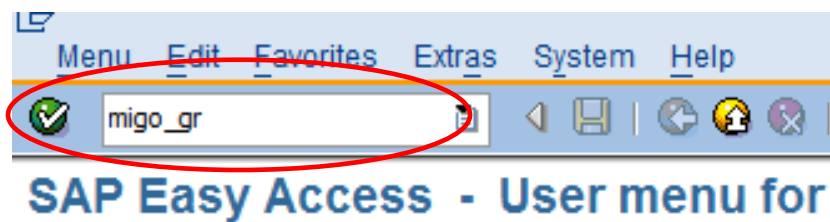
Transaction Code: MIGO_GR

Location(s):

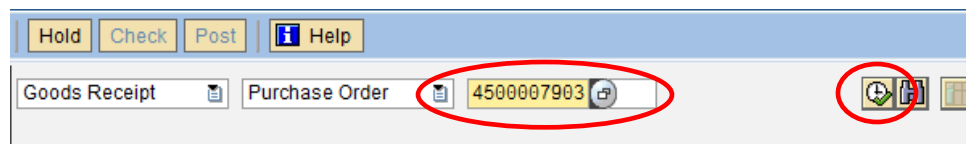
SAP GUI

Purpose: Perform this procedure when you need to receive or partially receive goods on a Purchase Order.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MIGO_GR.
5. Click Enter.



6. Enter the Purchase Order number.
7. Click Execute.



8. Select the appropriate line item for receipt.
9. Check Item OK box.

Note: If quantity needs to be changed, click the quantity tab and modify the Qty in Unit of Entry field.

Document Date: 06/02/2011 Delivery Note: Vendor: KOCH S
 Posting Date: 06/02/2011 Bill of Lading: HeaderText:
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc
1	Soccer nets	<input type="checkbox"/>	25	EA	
2	Soccer balls	<input type="checkbox"/>	50	EA	
3	T-shirts	<input type="checkbox"/>	100	EA	

Qty in Unit of Entry: 24 EA
 Qty in Delivery Note:
 Quantity Ordered: 25 EA

Item OK Line: 1

10. Click Post.

Note: Be sure to post before receiving another purchase order.

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Hide Overview Hold Check **Post** Help

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