Business Process Procedure

Create Goods Receipt

Transaction Code: MIGO

Purpose

Use this procedure to create a Goods Receipt for either goods or services.

Trigger

Perform this procedure when you have received either goods or services that you purchased through a Purchase Order.

Prerequisites

- A Purchase Order must exist for the goods or services you are receiving.
- You must know the Purchase Order number

Menu Path

Use the following menu path(s) to begin this transaction:

- Logistics
- Materials Management
- Purchasing
- Purchase Order
- Follow-On Functions
- Goods Receipt

Transaction Code

MIGO

Helpful Hints

- In the field description tables, R indicates the action is required, O indicates the action is optional, and C indicates the action is conditional.
- The following notes maybe used throughout this work instruction:
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<table>
<thead>
<tr>
<th>Note Type</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>🔄</td>
<td>Offers additional information such as policy.</td>
</tr>
<tr>
<td>Cautionary</td>
<td>⚠️</td>
<td>Indicates that an action MUST BE completed.</td>
</tr>
<tr>
<td>Critical</td>
<td>✗</td>
<td>Indicates that an action MUST NOT BE completed.</td>
</tr>
<tr>
<td>Shortcut</td>
<td>⚡</td>
<td>Indicates a shortcut to a process.</td>
</tr>
</tbody>
</table>
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Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access

2. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEYCODE</td>
<td>R</td>
<td>Example: MIGO</td>
</tr>
</tbody>
</table>

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3. Click Green Arrow for Enter.
4. Click anywhere on the combo box. This will bring up a drop-down menu.
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Goods Receipt Purchase Order - MGARCIA

5. Click Goods Receipt list item Goods Receipt.
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Goods Receipt Purchase Order - MGARcia

6. Click anywhere on the Goods Receipt combo box. This will bring up another drop-down menu.
7. Click Purchase Order list item.
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Goods Receipt Purchase Order - MGARCIA

8. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>R</td>
<td>Document used to purchase materials and services from vendors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 48000000027</td>
</tr>
</tbody>
</table>
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Goods Receipt Purchase Order - MGARCIA

9. Click Green Arrow for Enter.
Goods Receipt Purchase Order 4800000027 - MGARCIA

10. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty in Unit of Entry</td>
<td>R</td>
<td>The quantity of the good in the unit of measure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 1</td>
</tr>
</tbody>
</table>
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Goods Receipt Purchase Order 4800000027 - MGARCIA

11. Click Item OK check box

Item OK
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Goods Receipt Purchase Order 4800000027 - MGARCIA

12. Click Post button Post.
A new screen will pop up. Click the Material Document text box. This is your Material Document number for the Goods Receipt you have just created. You will need this number for future reference.
End of simulation.

You can exit by closing the browser window.
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Result

You have a Material Document number for the Goods Receipt you have entered. You will need to keep this number as a record for future reference.