

Work Instruction

Goods Receipt (GR): Create or Reverse

MIGO

When to Use

Use this procedure to post the receipt of goods or services from an external or internal vendor.

Goods Receipt Create:

- Materials Management component is used to acknowledge the receipt of goods or services from a vendor.
- The goods receipt indicates to the system that the goods/services as specified in the purchase order have been received and payment can be processed once the invoice is received.

Goods Receipt Reversal:

- Materials Management component is used to acknowledge the return of goods or services from a vendor.
- Departments will return the goods to the suppliers for credit when goods are unsatisfactory and the supplier is unable to replace them in a timely manner.

Steps

Goods Receipt Creation: Receiving Goods/Services

- Confirm goods delivered is purchase order-related
- Verify the packing slip or delivery note information provided by the vendor
- Recipient acknowledges that goods or services are in acceptable condition
- Obtain the appropriate authorization for supporting documentation, e.g. packing slip
- Record the AMS goods receipt document number on the supporting document and file

Goods Receipt Reversal: Returning Goods/Services

- Confirm with the supplier that they cannot replace the unsatisfactory goods in a timely manner.
- Obtain authorization from the supplier to return the goods, including shipping or pick-up instructions
- Complete the material(s) returned report, if necessary.
See <http://www.finance.utoronto.ca/gtfm/purchpay/poinvoice.htm#receiving>
- Process the goods receipt reversal in AMS and record the document number on the supporting document and file
- Return the goods to the supplier as per arrangement

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

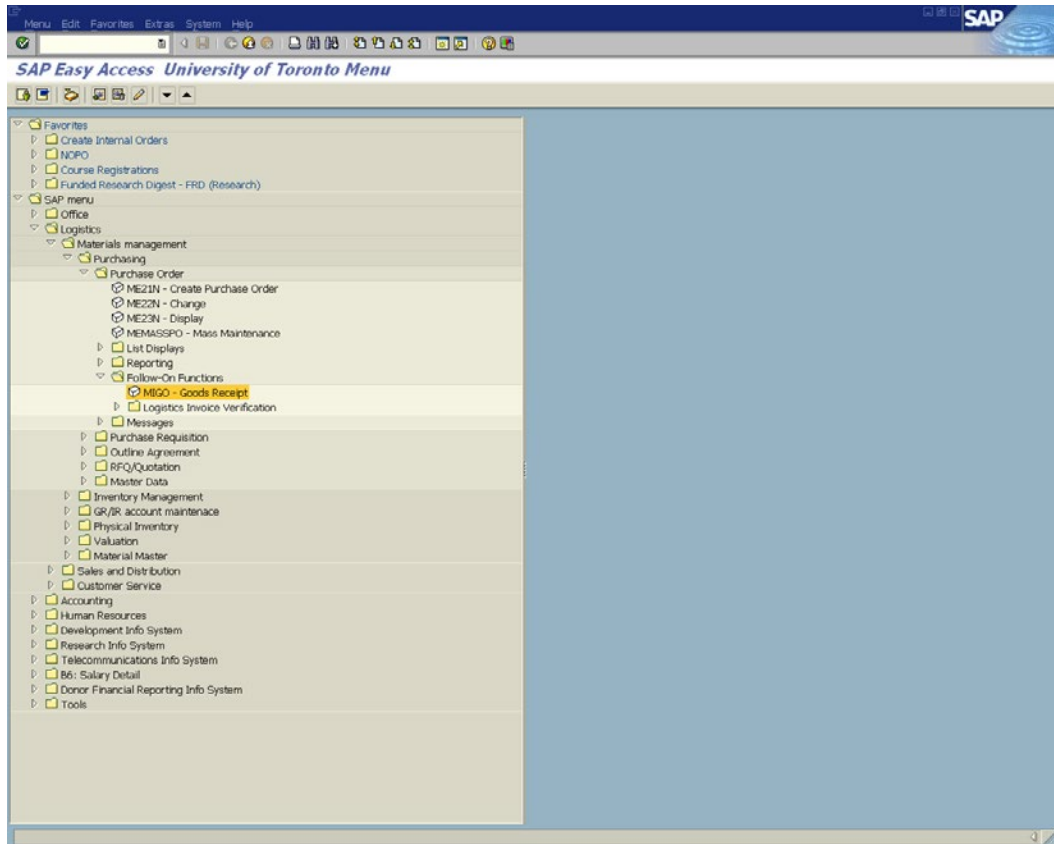
Helpful Hints

- Based on the user-defined personal settings, the create goods receipt screen will either appear blank or display the last material or purchasing document that was created, changed or displayed
- The Goods Receipt will open with the last used movement type, i.e. Goods Receipt– 101 or Return to Vendor (GR Reversal) – 122
- Click the **Show Overview** button to display a list of your own purchase order documents, material documents or held documents

Detailed Procedure

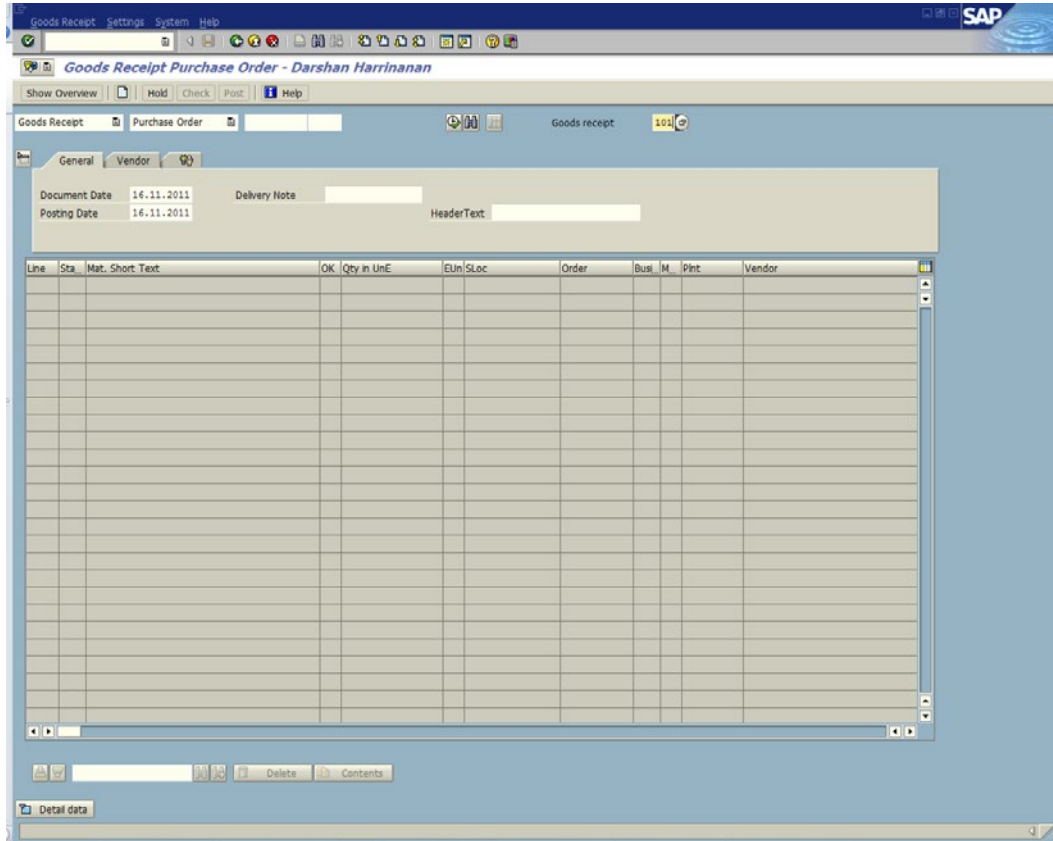
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu








2. Double-click  **MIGO - Goods Receipt**.



Goods Receipt Purchase Order - Username


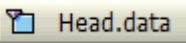




3. Complete the following as required:

Field Name	Required/Optional/Conditional	Description
Transaction Action Indicator	Required	Indicates the business transaction that will be entered. The field will default from the last transaction used.  Select <i>Goods Receipt</i> from the dropdown list
Reference Document	Required	A reference document is a document that has already been created and is used as a template to decrease data entry.  Select <i>Purchase Order</i>

Field Name	Required/Optional/Conditional	Description
Document Number	Required	AMS assigned number.  Enter the Purchase Order number Example: 4500xxxxxx
Item	Optional	Specifies the number that uniquely identifies an item in a document.
Movement Type	Required	A code indicating the type of goods movement.  This step is critical and will drive the transaction.  Goods Receipt Create = 101 Goods Receipt Reverse = 122

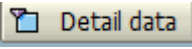

4. Click  or Enter to validate the transaction and display the items available for receipt/reversal.
5. In the *Header data* section, complete the following on the  **General** tab:





 If the *Header Section* is closed, click the  **Head.data** button to open.

Field Name	Required/Optional/Conditional	Description
Document Date	Required	Document creation date or Customer/Supplier date.  Packing Slip date
Posting Date	Required	Date the financial transaction was recorded. Defaults to current date and should not be changed.
Delivery Note	Optional	The packing slip, delivery note, or invoice number provided by the vendor.  For audit purposes, it is strongly suggested that this field be completed.
HeaderText	Optional	Description of transaction. Example: Delivery note # + Vendor name

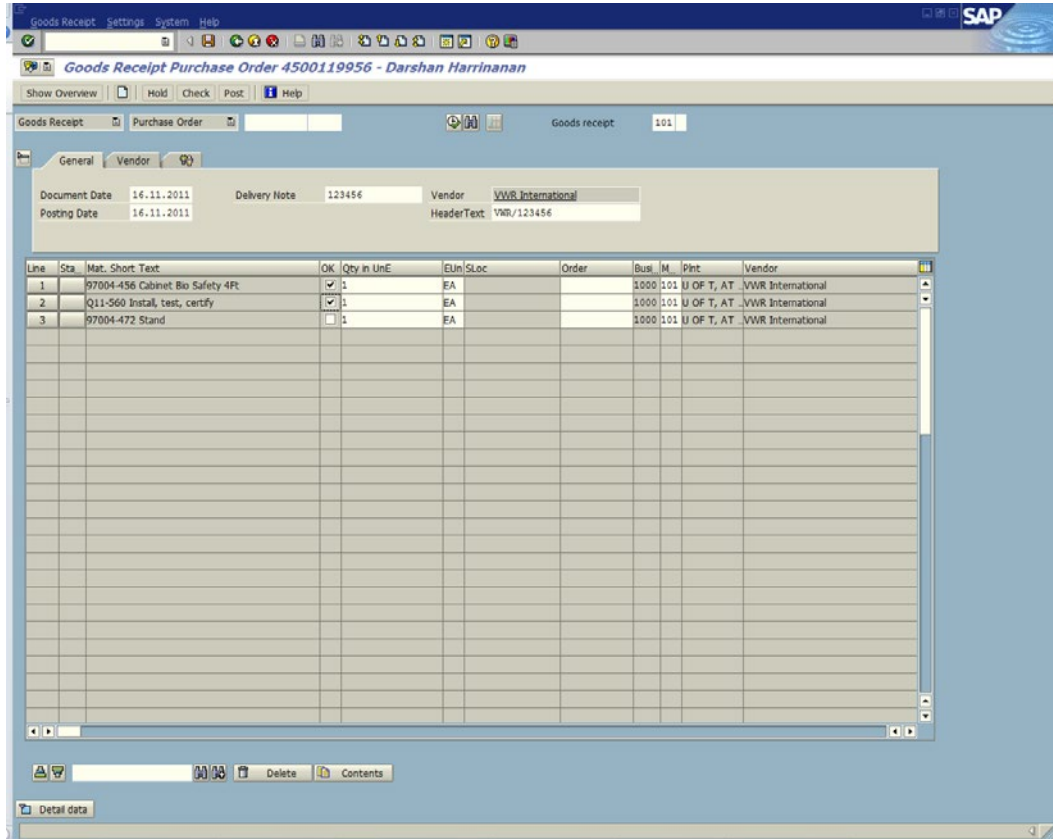
6. In the *Line item* section, complete the following as required:






Ensure the  **Detail data** section is closed. If not, click the  button (lower left of screen).



Field Name	Required/Optional/Conditional	Description
OK	Required	<p>Check to indicate the item being processed in this goods receipt.</p>  <p>Check the <input type="checkbox"/> checkbox for each item being received or returned in the transaction.</p>
Qty in UnE	Required	<p>The quantity received will default to the quantity ordered, change the value if necessary.</p>
Text	Optional	<p>Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description). If previous line item text exists, enter '+' to copy text.</p>  <p>Enter additional text for the goods movement such as the packing slip, delivery or material(s) returned report.</p>
Reason for Mvmt	Required Goods Receipt Reversal only	<p>Code used to stipulate the reason for the goods movement or return.</p>  <p>Use the  button to open the following list of options:</p> <ul style="list-style-type: none"> 0001 Poor quality 0002 Incomplete 0003 Damaged 0004 Incorrect item 0005 Other

Goods Receipt Purchase Order 45xxxxxxx - Username



7. The following processing options are available:

Action	Icon	Description
Hold		<p>Holds the document using a user defined temporary document number. A document does not have to be balanced in order to be held. The document can retrieved using the temporary document number and processing can be completed. There is no impact on funds availability.</p> <p> Retrieve a held document by entering the transaction then selecting Goods Receipt → Held Data from the menu</p>
Check		Verifies that all required fields have been completed.

Action	Icon	Description
Post	 or 	Posts the document and provides a document number. Record document number on original document and file.



The system displays the message, "Material Document 50xxxxxxx posted."

End of procedure.

Resource Information:



Contact your FAST team representative for additional instructions on how to use this function. <http://www.finance.utoronto.ca/fast/contacts.htm>

Reference Guides:

Purchase Order – Create:

<http://www.finance.utoronto.ca/fast/qrg/purch/po/create.htm>

Purchase Order – Create from Purchase Requisition – Radioisotope:

<http://www.finance.utoronto.ca/fast/qrg/purch/po/createpoisotope.htm>

Purchase Order Related Invoice or Credit Memo – Create:

<http://www.finance.utoronto.ca/fast/qrg/purch/ir/pocreate.htm>

Purchase Order – Create Personal Settings:

<http://www.finance.utoronto.ca/fast/qrg/purch/po/settings.htm>