

How to create / reverse goods receipt in SAP – MIGO

In order to create Goods Receipt in SAP

1. Select transaction **Goods Movement MIGO** in the search bar at the top of SAP Business Client panel
2. **For Goods Receipt:**
 - a. Select: **Good Receipt**
 - b. Enter Purchase Order number and click on the **Execute** button

- c. Populate **Document Date** (= Delivery date) and Delivery Note fields in the **General** section.

- d. Populate Qty in Unit of Entry field and check Item OK checkbox in the Quantity tab

- e. Click on **Post** icon in the top to post the Goods Receipt

3. For Goods Receipt reversal:

- a. Select: **Cancellation**
- b. Enter Material Document number of the Goods Receipt you want to reverse and click on the **Execute** button (Material Document number can be checked in the Purchase Order History tab in the transaction ME23N)

Cancellation Material Document - Krzyminska Justyna

Cancellation Material Document 5008788517 [Execute] [Cancel] [Help]

- c. Select Item: Ok indicator for items for which Good Receipt should be reversed

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Profit Center	Batch	Valuation ...	M...	D	Stock Type	Print
1		SECTION HOSE PIPE 3" (UNIT-MTR)	<input checked="" type="checkbox"/>	15.000	M	MRMPL-AEOM	3037	0000484292	0000484292	102	-	Unrestricte...	MRMPL-AE
2		HOSE CLAMP 3"	<input checked="" type="checkbox"/>	2.00	NO	MRMPL-AEOM	3037	0000484293	0000484293	102	-	Unrestricte...	MRMPL-AE
3		PVC FOOT VALVE 3"	<input checked="" type="checkbox"/>	2.00	NO	MRMPL-AEOM	3037	0000484294	0000484294	102	-	Unrestricte...	MRMPL-AE

- d. Click on **Post** icon in the top to post the Goods Receipt

Goods Receipt Settings System Help

[Green Checkmark] [Dropdown] [Post] [Cancel] [Back] [Forward]

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