



SAP

Supplier
Relationship
Management

SRM 7.0

Receiving in MIGO

Introduction



Welcome!

**Thank you for taking time
to complete this course.**

Course Navigation



This course is presented on a series of slides. Navigate through the slides by selecting the NEXT and PREVIOUS buttons.



Previous



Next

You may exit the course at any time. When you return to the course, you can choose to resume the course at your most recent stopping point or choose to start from the beginning.

Select the NEXT button now to start the course.

Course Objectives



After successfully completing this course, you will be able to :

- Identify the differences between SRM 5.0 and SRM 7.0 Receiving
- Complete the following processes in the transaction MIGO:
 - Goods Receipt of an item
 - Reverse a Goods Receipt
 - Return delivery of a Goods Receipt

Topics of Discussion



- Identify the differences between SRM 5.0 and SRM 7.0 Receiving
- Goods Receipt – Purchase Order – Movement Type 101
- Goods Receipt – Reversal – Movement Type 102
- Goods Return – Purchase Order – Movement Type 122

Identify the differences between SRM 5.0 and SRM 7.0 Receiving



Category	SRM 5.0	SRM 7.0
Goods Receipts	<p>Known as Goods Confirmations</p> <ul style="list-style-type: none">• Entered in SRM if PO was completed in SRM• Entered in MIGO (SAP R/3) if PO was entered in SAP R/3	<p>Known as Goods Receipts</p> <ul style="list-style-type: none">• Via a user interface in SRM the MIGO transaction is completed



Receiving in MIGO



Goods Receipt – Purchase Order (MIGO)

Movement Type 101

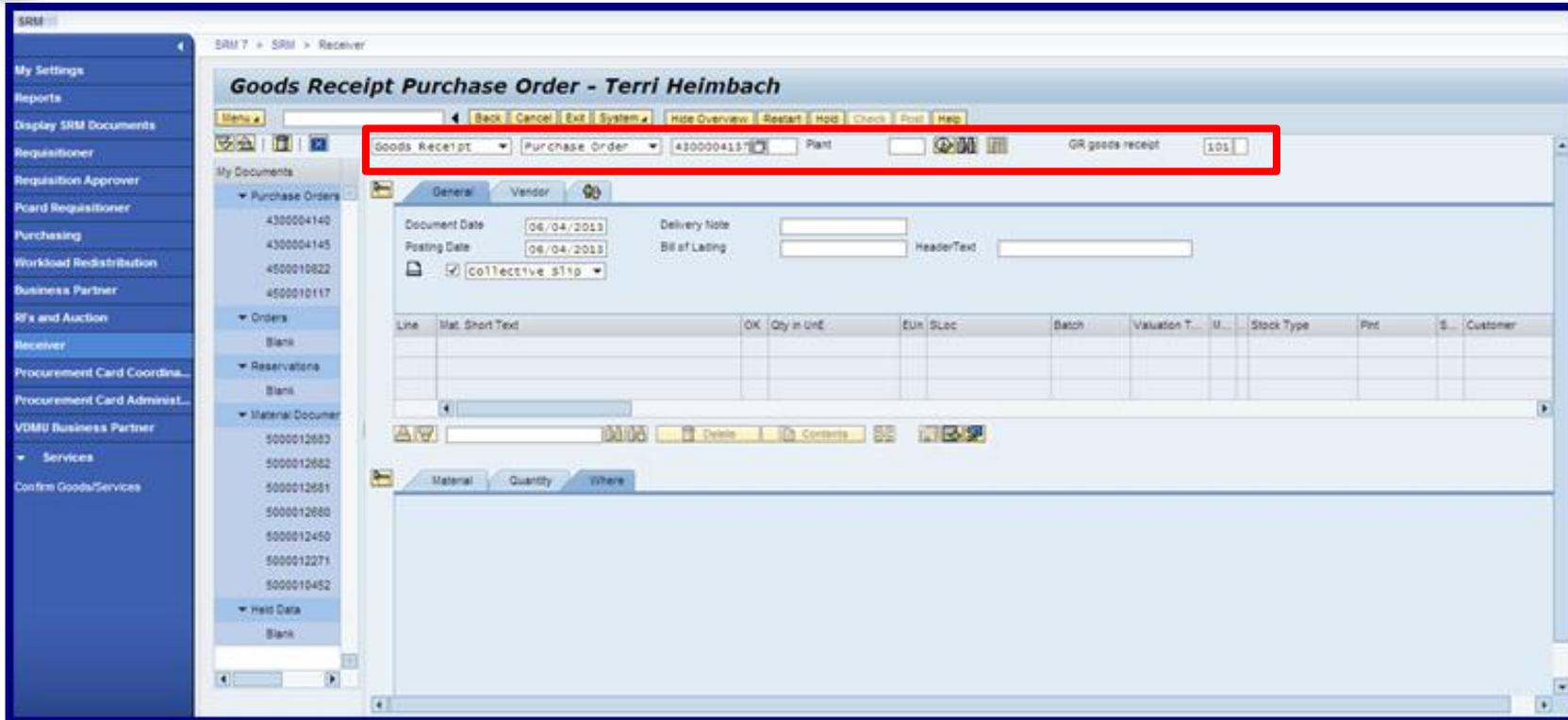


Goods Receipt – Purchase Order (MIGO)



- Perform this procedure to receive goods that have been delivered by a supplier based on a Purchase Order (PO), or from another Commonwealth location based on a Stock Transport Order (STO) for inventoried material
- The associated paperwork, or STO should include the PO number, which is used as reference to copy the expected items and quantities to be received
- Inventory quantities, and General Ledger (G/L) accounts are updated by the system when the receipt is completed

Goods Receipt – Purchase Order (MIGO)



The screenshot shows the SAP MIGO 'Goods Receipt Purchase Order' interface. A red box highlights the top action bar containing the following elements:

- Document Type: Goods Receipt
- Reference: Purchase Order
- Document Number: 430000415
- Movement Type: 101

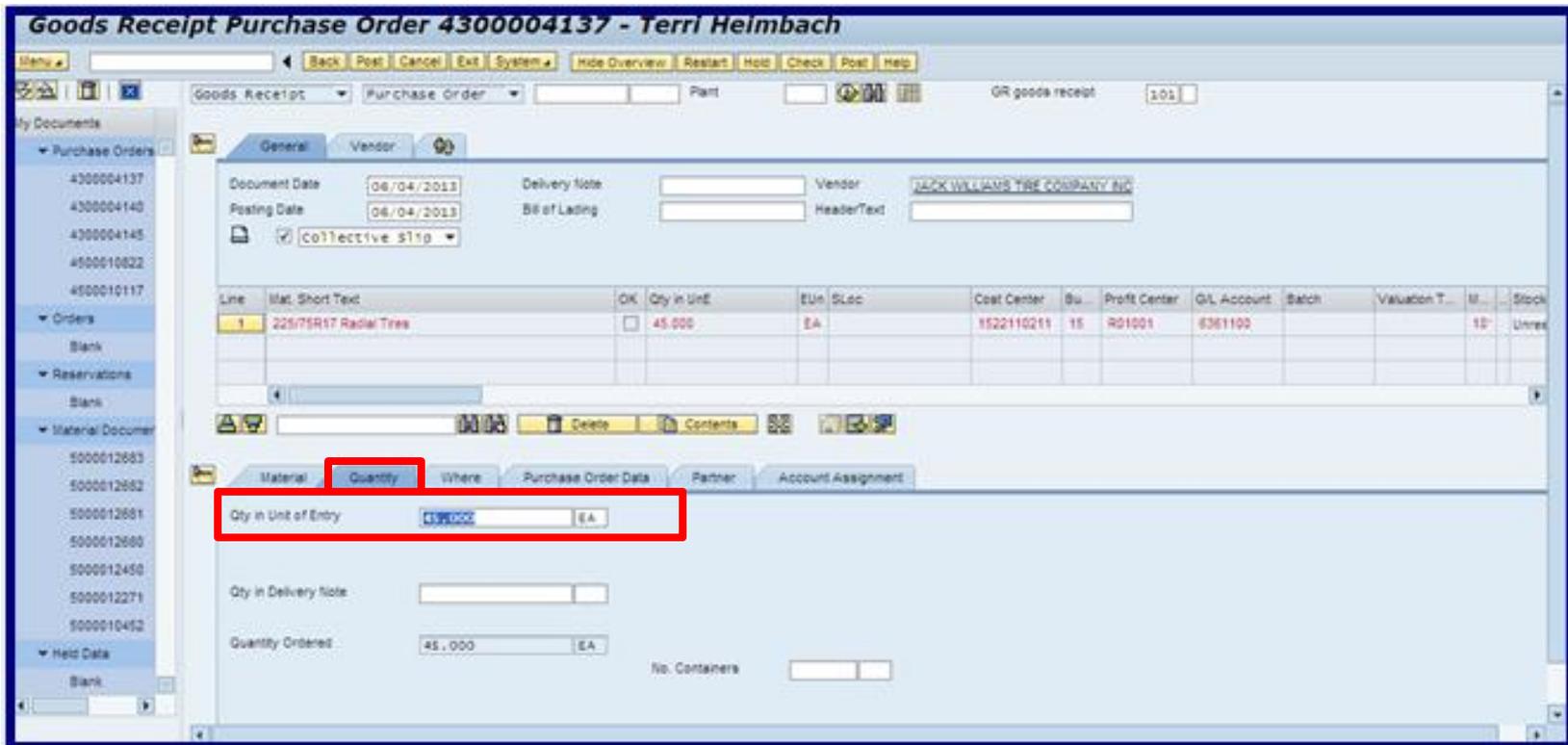
Below the highlighted area, the 'General' tab is active, showing fields for Document Date (06/04/2013), Posting Date (06/04/2013), and a checked 'Collective S110' option. A table with columns for Line, Mat Short Text, OK, Qty in Unit, EUK Sloc, Batch, Valuation T, U, Stock Type, Pnt, S, and Customer is visible below.

- Select the Goods Receipt from the Action field dropdown menu
- Select PO from the Reference field dropdown menu and enter the relative document number in the appropriate field
- Enter Movement Type 101
- Select the EXECUTE button

Goods Receipt – Purchase Order (MIGO)

The Goods Receipt Purchase Order XXXXXXXXX – User Name screen displays with the General and Quantity tabs open.

The Qty in the Unit of Entry field will default to the remaining quantity to be received. Verify quantity is correct, if not, change the quantity to what was actually received.



Goods Receipt Purchase Order 4300004137 - Terri Helmbach

Menu: Back Post Cancel Exit System Hide Overview Restart Hold Check Post Help

Goods Receipt Purchase Order Plant GR goods receipt 101

My Documents: Purchase Orders, Orders, Reservations, Material Document, Held Data

General Vendor

Document Date: 06/04/2013 Delivery Note: Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 Bill of Lading: HeaderText:

Collective Slip

Line	Mat. Short Text	OK	Qty in Unit	Ein	S/Sec	Cost Center	Bu.	Profit Center	GL Account	Batch	Valuation T.	M.	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	45,000	EA		1522110211	15	R01001	6361100			12	Unres

Material Quantity Where Purchase Order Data Partner Account Assignment

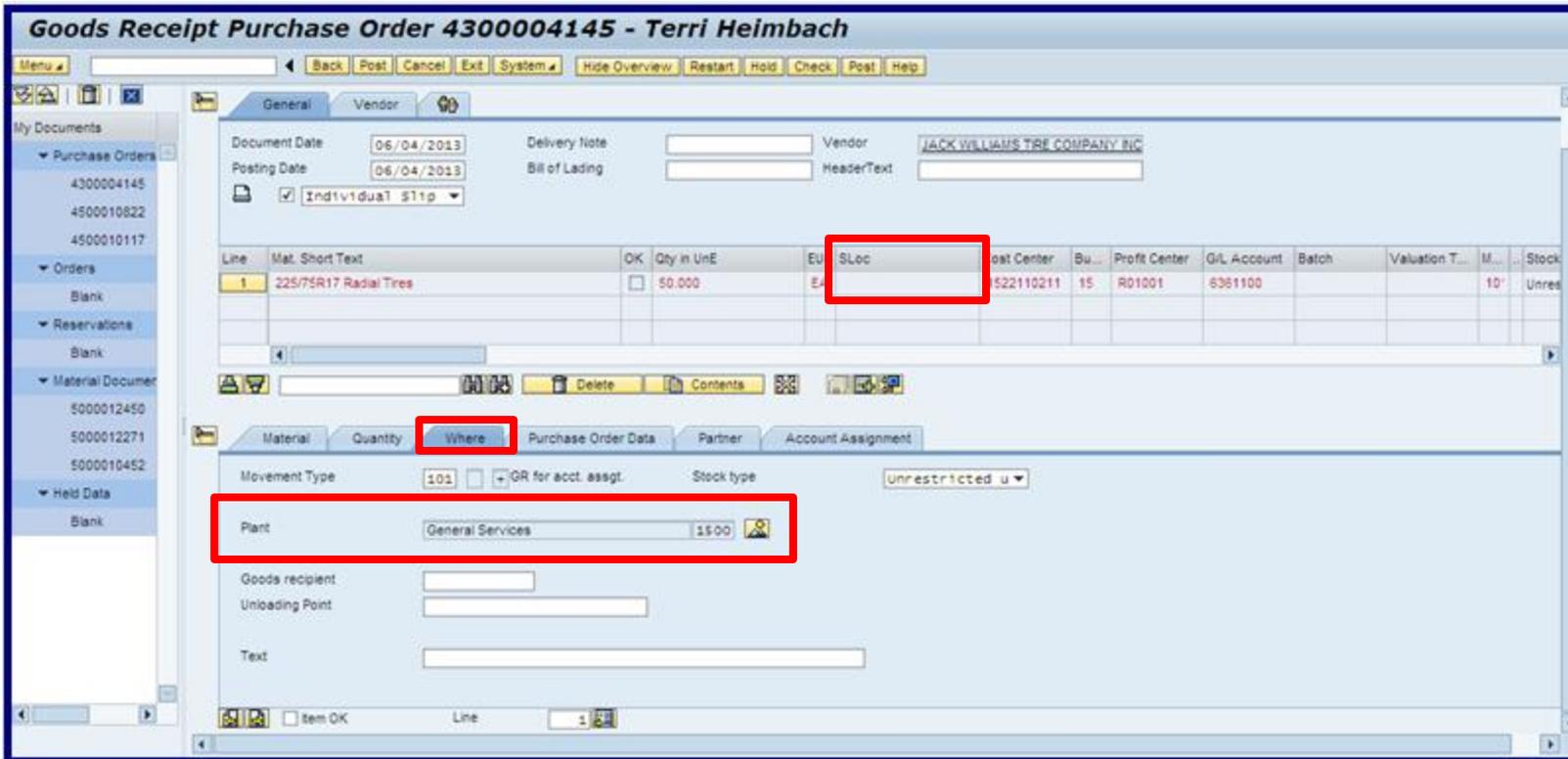
Qty in Unit of Entry: 45000 EA

Qty in Delivery Note:

Quantity Ordered: 45,000 EA

No. Containers:

Goods Receipt – Purchase Order (MIGO)



Goods Receipt Purchase Order 4300004145 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

General Vendor

Document Date: 06/04/2013 | Delivery Note: | Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: |
 Indiv1dua1 S11p

Line	Mat. Short Text	OK	Qty in UnE	EU	SLoc	Cost Center	Bu...	Profit Center	GrL Account	Batch	Valuation T...	M...	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	50.000	EA		522110211	15	R01001	6361100			10	Unres

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement Type: 101 | GR for acct. assgt. | Stock type: unrestricted u

Plant: General Services | 1500

Goods recipient: |
 Unloading Point: |
 Text: |

Item OK | Line: 1

Select the Where tab and verify the Plant and Storage Location entries are correct.

Goods Receipt – Purchase Order (MIGO)

Goods Receipt Purchase Order 4300004137 - Terri Heimbach

Menu: Back, Post, Cancel, Exit, System, Hide Overview, Restart, **Check**, Post, Help

General: Vendor: JACK WILLIAMS TIRE COMPANY, INC

Document Date: 06/04/2013
Posting Date: 06/04/2013
Collective S1tp:

Line	Sta.	Mat. Short Text	OK	Qty in Unit	UoM	Slac	Cost Center	Bas.	Profit Center	GL Account	Batch	Valuation T.	M...
1		225/75R17 Radial Tires	<input checked="" type="checkbox"/>	25,000	EA		152210211	15	R51001	6381100			10

Material: Quantity: 25,000 EA
Qty in Unit of Entry: 25,000 EA
Qty in Delivery Note:
Quantity Ordered: 45,000 EA
No. Containers:

Item OK

- Select the checkbox for the Item OK field
- Select the CHECK button

Goods Receipt – Purchase Order (MIGO)

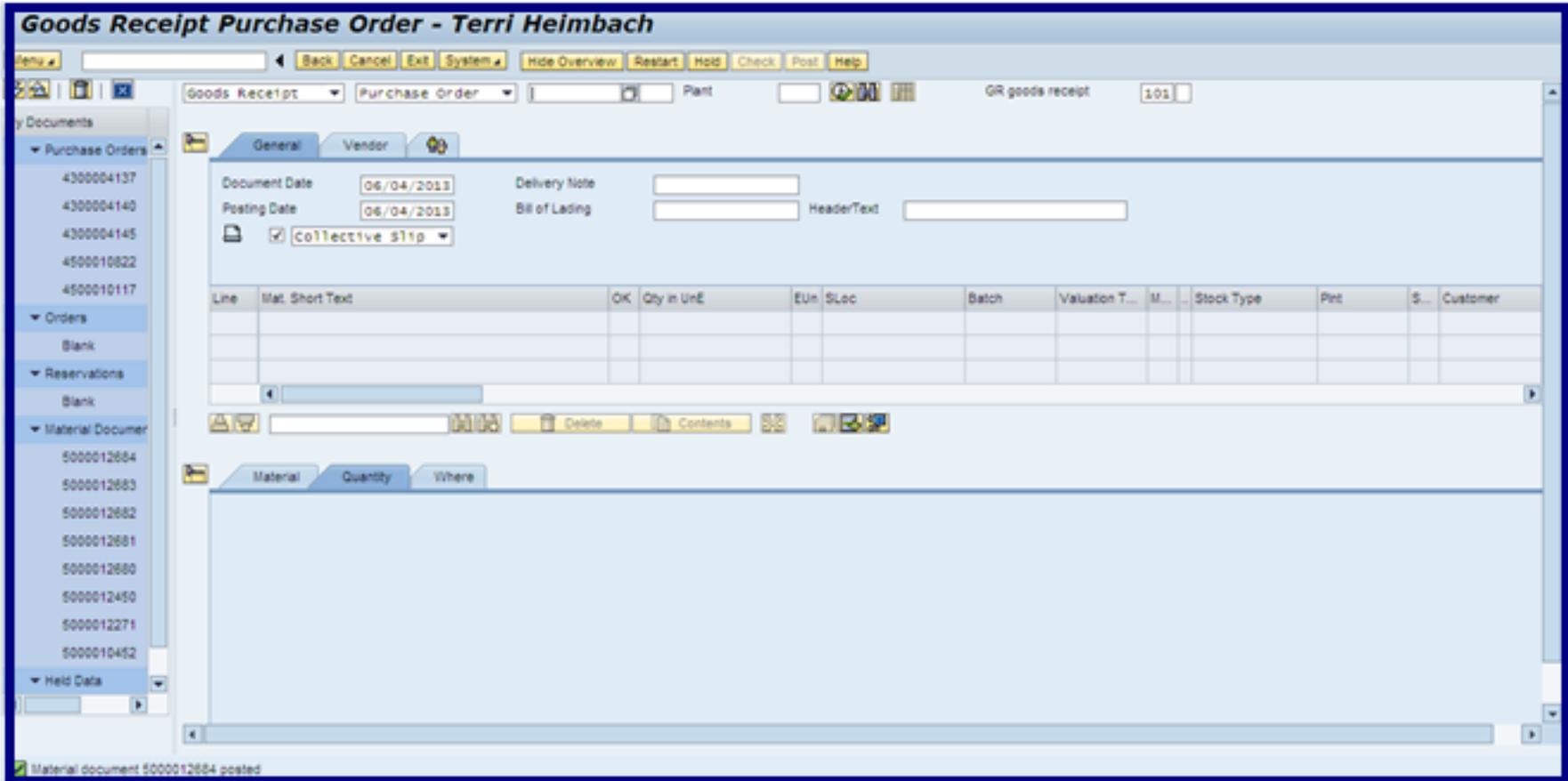
The Goods Receipt Purchase Order XXXXXXXXXX – User Name screen, PO data tab displays with a status bar message indicating no errors are found.

If an error was detected by the system: the message will display the correction necessary.

- Select the checkbox next to the PRINTER icon to generate a print request for the document
- Select the POST button



Goods Receipt – Purchase Order (MIGO)



Goods Receipt Purchase Order - Terri Heimbach

Menu | Back | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant | GR goods receipt | 101

Documents

- Purchase Orders
 - 4300004137
 - 4300004140
 - 4300004145
 - 4500010822
 - 4500010117
- Orders
 - Blank
- Reservations
 - Blank
- Material Document
 - 5000012684
 - 5000012683
 - 5000012682
 - 5000012681
 - 5000012680
 - 5000012450
 - 5000012271
 - 5000010452
- Held Data

General | Vendor

Document Date: 06/04/2013 | Delivery Note: | Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: | Collective Slip

Line	Mat Short Text	OK	Qty in Unit	EUn	SLoc	Batch	Valuation T...	M...	Stock Type	Pmt	S...	Customer

Material | Quantity | Where

Material document 5000012684 posted

The Goods Receipt Purchase Order XXXXXXXXXX – User Name screen displays with a status bar message that the receipt of the material is complete.



Goods Receipt – Reversal (MIGO)

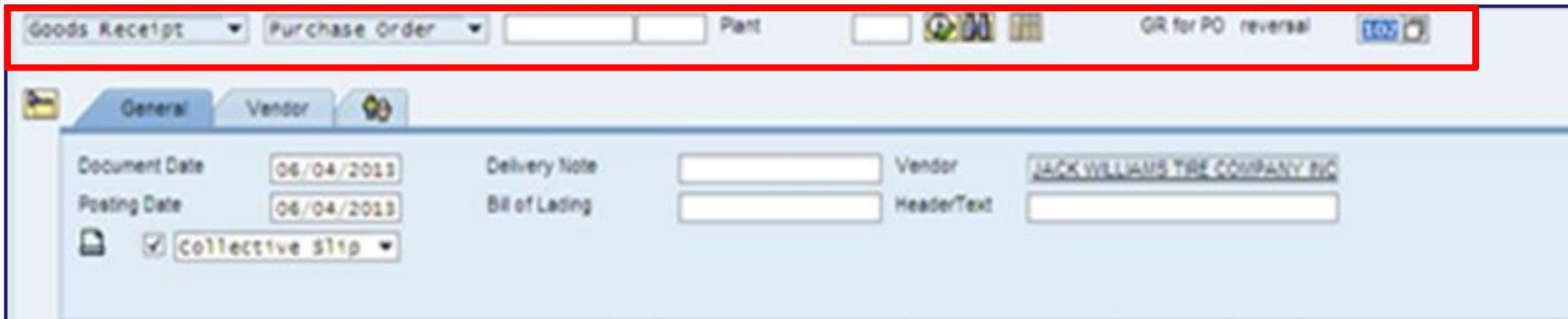
Goods Receipt – Reversal (MIGO)

- Perform this procedure when an adjustment is needed to the quantity of a PO's line item.
 - The reversal needs to occur due to incorrect quantities received, or a line item was received in error.

Goods Receipt – Reversal (MIGO)

Hint: If the movement type 102 is not in the movement type window, use the drop down menu to select (or type in) 102. Select the EXECUTE icon before entering the PO number. (This resets the movement type against this PO.)

- Select Goods Receipt from the Action field dropdown menu
- Select PO from the Reference field dropdown menu and enter the PO number in the appropriate field



The screenshot shows the SAP MIGO transaction screen. A red box highlights the top header area, which includes the following fields:

- Action: Goods Receipt
- Reference: Purchase Order
- Plant: []
- GR for PO reversal: []
- Movement Type: 102

Below the header, the screen is divided into tabs: General, Vendor, and a third tab with a magnifying glass icon. The General tab is active, showing the following fields:

- Document Date: 06/04/2013
- Posting Date: 06/04/2013
- Delivery Note: []
- Bill of Lading: []
- Vendor: JACK WILLIAMS TYRE COMPANY INC
- HeaderText: []
- Collective Slip: Collective Slip

Continued on next slide

Goods Receipt – Reversal (MIGO)

- Select the checkbox between the PRINTER icon and the individual slip field if a print out of this transaction is required. *Note: Change the individual slip to collective slip.*
- Select the EXECUTE icon

Goods Receipt Purchase Order 4300004137 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase order | Print |  | GR for PO reversal | 100

Documents

- Purchase Orders
 - 4300004137
 - 4300004140
 - 4300004145
 - 4500010822
 - 4500010117
- Orders
 - Blank
- Reservations
 - Blank
- Material Document
 - 5000012604
 - 5000012603
 - 5000012602
 - 5000012601
 - 5000012600
 - 5000012450
 - 5000012271
 - 5000010452
- Head Data

General | Vendor

Document Date: 06/04/2013 | Delivery Note: | Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: |

Collective Slip

Line	Mat. Short Text	OK	Qty in Unit	Ein/Slac	Cost Center	Bu.	Profit Center	GL Account	Batch	Valuation T.	M.	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	25.000	EA	1522110211	15	R01001	6361100			15	Unres

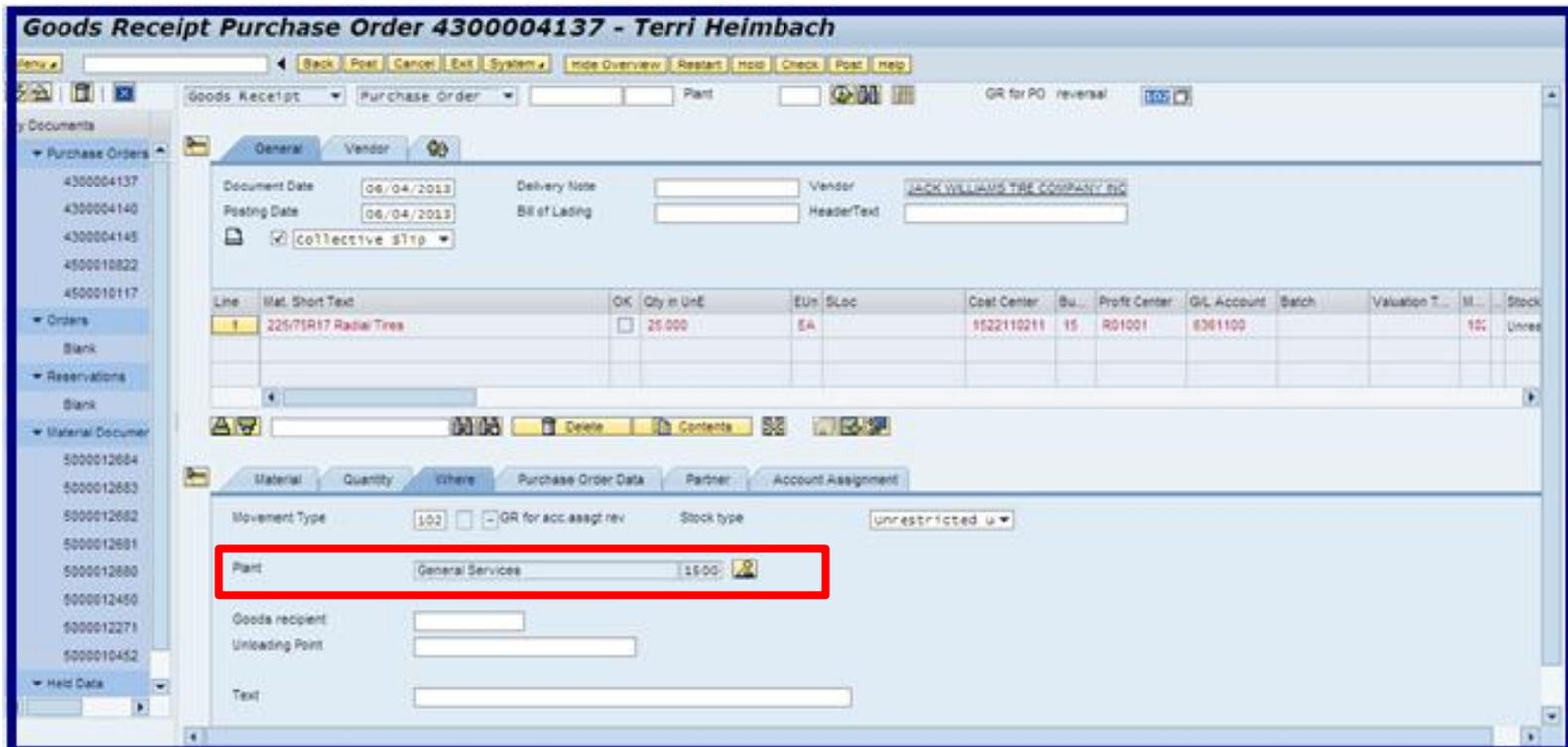
Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 25.000 EA
 Qty in Delivery Note: | |
 Quantity Ordered: 45.000 EA
 Quantity Received: 25.000 | No. Containers: | |

Goods Receipt – Reversal (MIGO)

The Goods Receipt Purchase Order XXXXXXXXX – User Name screen displays.

- Select the Where tab
- Verify the Plant is correct



Goods Receipt Purchase Order 4300004137 - Terri Heimbach

Documents: Purchase Orders (4300004137, 4300004140, 4300004145, 4500010822, 4500010117), Orders (Blank), Reservations (Blank), Material Document (5000012684, 5000012683, 5000012682, 5000012681, 5000012680, 5000012450, 5000012271, 5000010452), Held Data

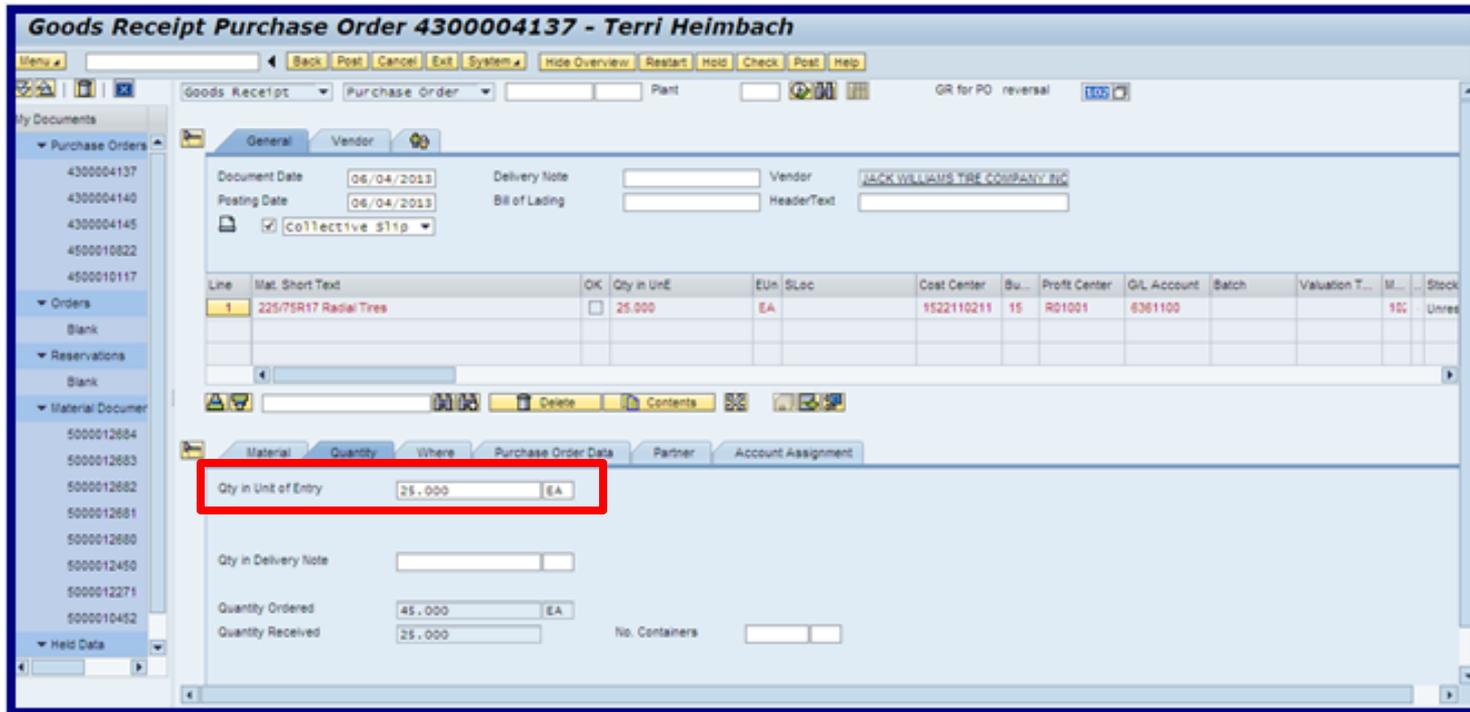
General: Document Date 06/04/2013, Posting Date 06/04/2013, Vendor JACK WILLIAMS TIRE COMPANY INC, Collective strip checked.

Line	Mat Short Text	OK	Qty in Unit	EU	Sloc	Cost Center	Bu.	Profit Center	GL Account	Batch	Valuation T...	M...	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	20.000	EA		9522110211	15	R01001	6361100			100	Unres

Where: Movement Type 102, Stock type unrestricted u, Plant General Services 1100 (highlighted in red box).

Goods recipient, Unloading Point, Text fields are empty.

Goods Receipt – Reversal (MIGO)



Goods Receipt Purchase Order 4300004137 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant | GR for PO reversal

My Documents

- Purchase Orders
 - 4300004137
 - 4300004140
 - 4300004145
 - 4500010822
 - 4500010117
- Orders
 - Blank
- Reservations
 - Blank
- Material Document
 - 5000012684
 - 5000012683
 - 5000012682
 - 5000012681
 - 5000012680
 - 5000012450
 - 5000012271
 - 5000010452
- Held Data

General | Vendor

Document Date: 06/04/2013 | Delivery Note: | Vendor: JACK WILLIAMS TBE COMPANY INC
 Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: |
 Collective Slip

Line	Mat Short Text	OK	Qty in UnE	EUn	Sluc	Cost Center	Bu...	Profit Center	GL Account	Batch	Valuation T...	M...	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	25,000		EA	152210211	15	R01001	6361100			15	Unrec

Material | **Quantity** | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 25,000 EA

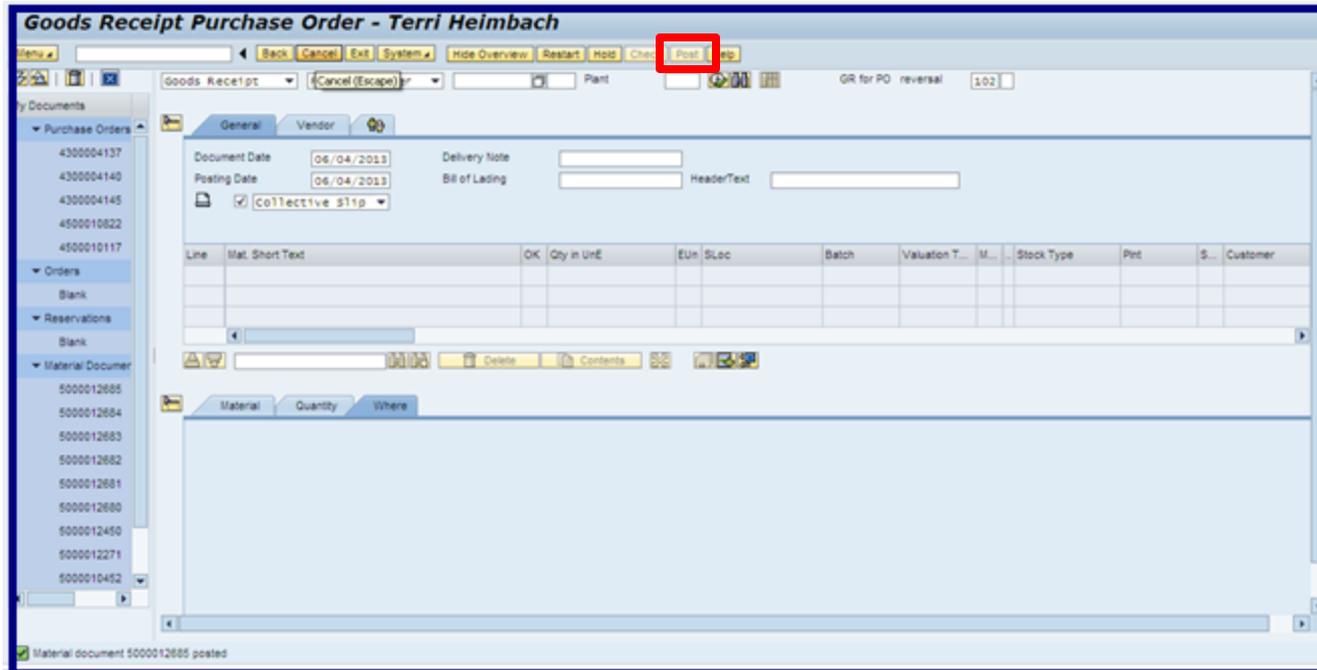
Qty in Delivery Note: | |

Quantity Ordered: 45,000 EA

Quantity Received: 25,000 | No. Containers: | |

- Select the Quantity tab
- Change the quantity in Unit of Entry field to the quantity of material being reversed
- Select the Item OK checkbox for the line item
- Repeat actions until all items requiring reversal action have been checked
- Select the CHECK button

Goods Receipt – Reversal (MIGO)



The system checks for possible errors that need to be corrected before the transaction can be posted. If no errors exist, the system displays a message indicating that the “Document is O.K.”

- Select the POST button

The Goods Receipt Purchase Order – User Name screen displays with a message of the material document number posted.



Goods Return – Purchase Order (MIGO)



Goods Return – Purchase Order (MIGO)



- The purpose of this procedure is to return goods that have been received based on a PO from a supplier. This does not apply to STOs. The Movement Type is 122.
- Perform this procedure when the Receiving Plant has received incorrect quantities, incorrect goods, damaged and/or outdated goods.
- Before you start this task, you must have the following:
 - PO number
 - Material Master number(s) and quantity of the effected item(s)

Goods Return – Purchase Order (MIGO)

Goods Receipt Purchase Order 4300004145 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant | RE return to vendor | 122

My Documents

- Purchase Orders
 - 4300004145
 - 4500010822
 - 4500010117
- Orders
 - Blank
- Reservations
 - Blank
- Material Document
 - 5000012681
 - 5000012680
 - 5000012450
 - 5000012271
 - 5000010452
- Held Data
 - Blank

General Vendor

Document Date: 06/04/2013 | Delivery Note: | Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: |

Individual \$11p
 Individual Slip
 Individual Slip with Inspection Text

Line	Mat	Collective Slip	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	Profit Center	GI/L Account	Batch	Valuation T...	M...	Stock
1	22575R17	Radial Tires	<input type="checkbox"/>	40.000	EA		1522110211	15	R01001	6361100			122	Unret

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry: 40.000 EA
 Qty in Delivery Note: |
 Quantity Ordered: 50.000 EA
 Quantity Received: 40.000 | No. Containers: |

- Select the Goods Receipt from the Action field dropdown menu
- Select PO from the Reference field dropdown menu and enter the relative document number in the appropriate field
- Enter Movement Type 122

Continued on next slide

Goods Return – Purchase Order (MIGO)

Goods Receipt Purchase Order 4300004145 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

Goods Receipt | Purchase Order | Plant |  | RE return to vendor | 122

My Documents

- Purchase Orders
 - 4300004145
 - 4500010822
 - 4500010117
- Orders
 - Blank
- Reservations
 - Blank
- Material Document
 - 5000012681
 - 5000012680
 - 5000012450
 - 5000012271
 - 5000010452
- Held Data
 - Blank

General | Vendor

Document Date: 06/04/2013 | Delivery Note: | Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 | Bill of Lading: | HeaderText: |

Individual Slip
 Individual Slip
 Individual Slip with Inspection Text
 Collective Slip

Line	Mat.	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	Profit Center	G/L Account	Batch	Valuation T...	M...	Stock
1	22575817 Radial Tires	<input type="checkbox"/>	40.000		EA	1522110211	15	R01001	6361100			122	Unres

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 40.000 EA
 Qty in Delivery Note: | |
 Quantity Ordered: 50.000 EA
 Quantity Received: 40.000 | No. Containers: | |

- Select the EXECUTE button
- Select Collective Slip from the Printing dropdown menu

Goods Return – Purchase Order (MIGO)

Select the Quantity tab and enter the quantity in Unit of Entry. This is the amount that will be returned to the supplier.

Goods Receipt Purchase Order 4300004145 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | Hold | Check | Post | Help

General Vendor

Document Date: 06/04/2013 Delivery Note: Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 Bill of Lading: HeaderText:
 Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu.	Profit Center	GrL Account	Batch	Valuation T...	M...	Stock
1	225/75R17 Radial Tires	<input type="checkbox"/>	40.000	EA		1522110211	15	R01001	6361100			12	Unres

Material **Quantity** Where Purchase Order Data Partner Account Assignment

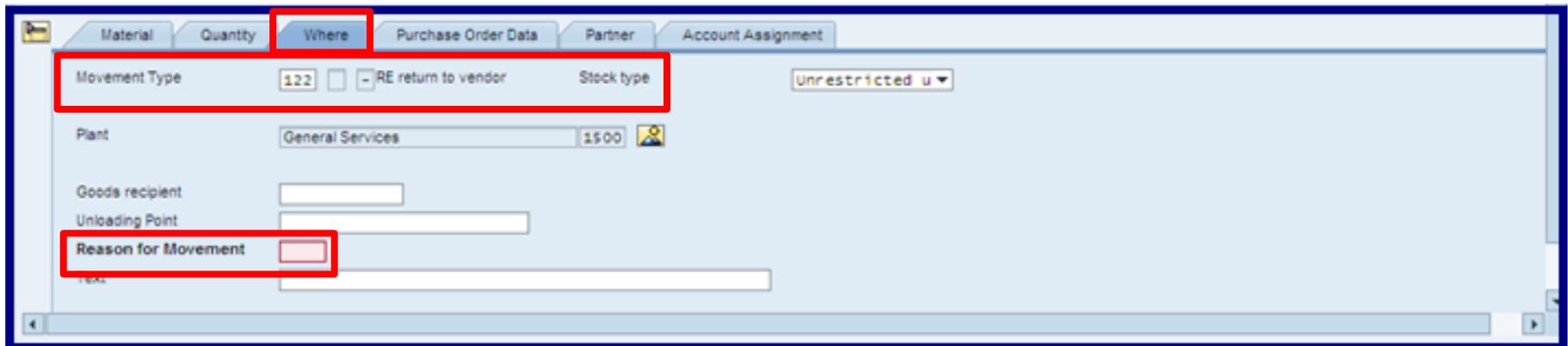
Qty in Unit of Entry: 40.000 EA

Qty in Delivery Note:
 Quantity Ordered: 50.000 EA
 Quantity Received: 40.000 No. Containers:

Item OK Line: 1

Goods Return – Purchase Order (MIGO)

- Select the Where tab
- Verify the Plant of the material(s) to be returned



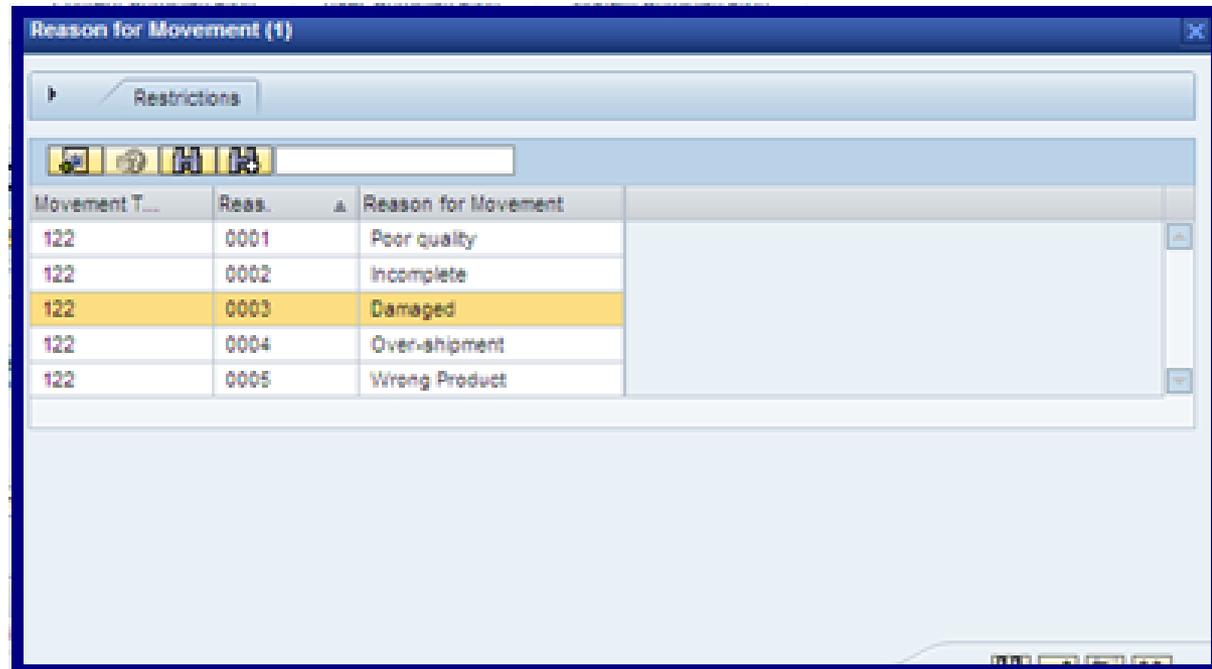
The screenshot shows the SAP MIGO 'Where' tab. The 'Where' tab is highlighted with a red box. Below it, the 'Movement Type' field is set to '122' and 'RE return to vendor' is checked, both highlighted with a red box. The 'Stock type' is set to 'unrestricted u'. The 'Plant' field is set to 'General Services' with '1500' and a user icon, also highlighted with a red box. The 'Reason for Movement' field is highlighted with a red box and contains a red square icon.

- Select the Reason for Movement match code

Goods Return – Purchase Order (MIGO)

- Double-click the applicable reason from the list

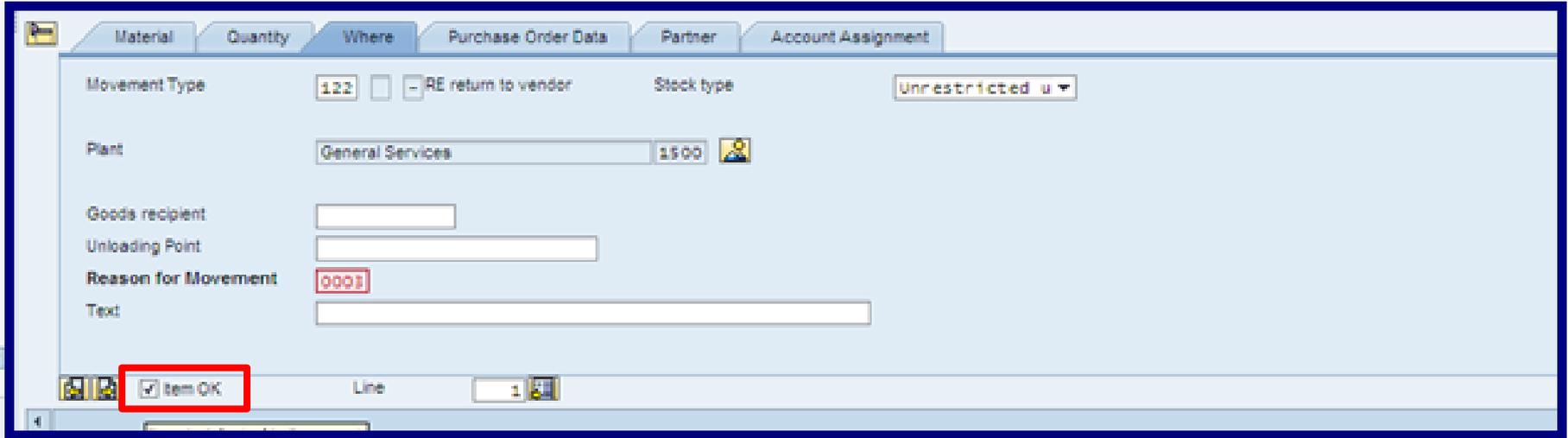
Example: 0001 – Poor quality



The screenshot shows a SAP dialog box titled "Reason for Movement (1)". It features a "Restrictions" tab and a search bar. Below the search bar is a table with the following data:

Movement T...	Reas.	a.	Reason for Movement
122	0001		Poor quality
122	0002		Incomplete
122	0003		Damaged
122	0004		Over-shipment
122	0005		Wrong Product

Goods Return – Purchase Order (MIGO)



The screenshot shows the SAP MIGO (Goods Return) transaction screen. The 'Purchase Order Data' tab is active. The 'Movement Type' is set to 122, and the 'RE return to vendor' checkbox is checked. The 'Stock type' is set to 'Unrestricted u'. The 'Plant' is 'General Services' with a quantity of 1500. The 'Reason for Movement' is 0001. The 'Item OK' checkbox is checked and highlighted with a red box. The 'Line' field is set to 1.

Field	Value
Movement Type	122
RE return to vendor	<input checked="" type="checkbox"/>
Stock type	Unrestricted u
Plant	General Services
Quantity	1500
Reason for Movement	0001
Item OK	<input checked="" type="checkbox"/>
Line	1

- Select the Item OK checkbox

Goods Return – Purchase Order (MIGO)

Goods Receipt Purchase Order 4300004145 - Terri Heimbach

Menu | Back | Post | Cancel | Exit | System | Hide Overview | Restart | **Check** | Post | Help

General Vendor

Document Date: 06/04/2013 Delivery Note: Vendor: JACK WILLIAMS TIRE COMPANY INC
 Posting Date: 06/04/2013 Bill of Lading: HeaderText:
 Collective \$11p

Line	Sta...	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Bu...	Profit Center	G/L Account	Batch	Valuation T...	M...
1	000	225/75R17 Radial Tires	<input checked="" type="checkbox"/>	40.000		EA	1522110211	15	R01001	6361100			122

Material Quantity Where Purchase Order Data Partner Account Assignment

Movement Type: 122 -RE return to vendor Stock type: Unrestricted u

Plant: General Services 1500

Goods recipient:
 Unloading Point:
 Reason for Movement: 3 Damaged
 Text:

Item OK Line: 1

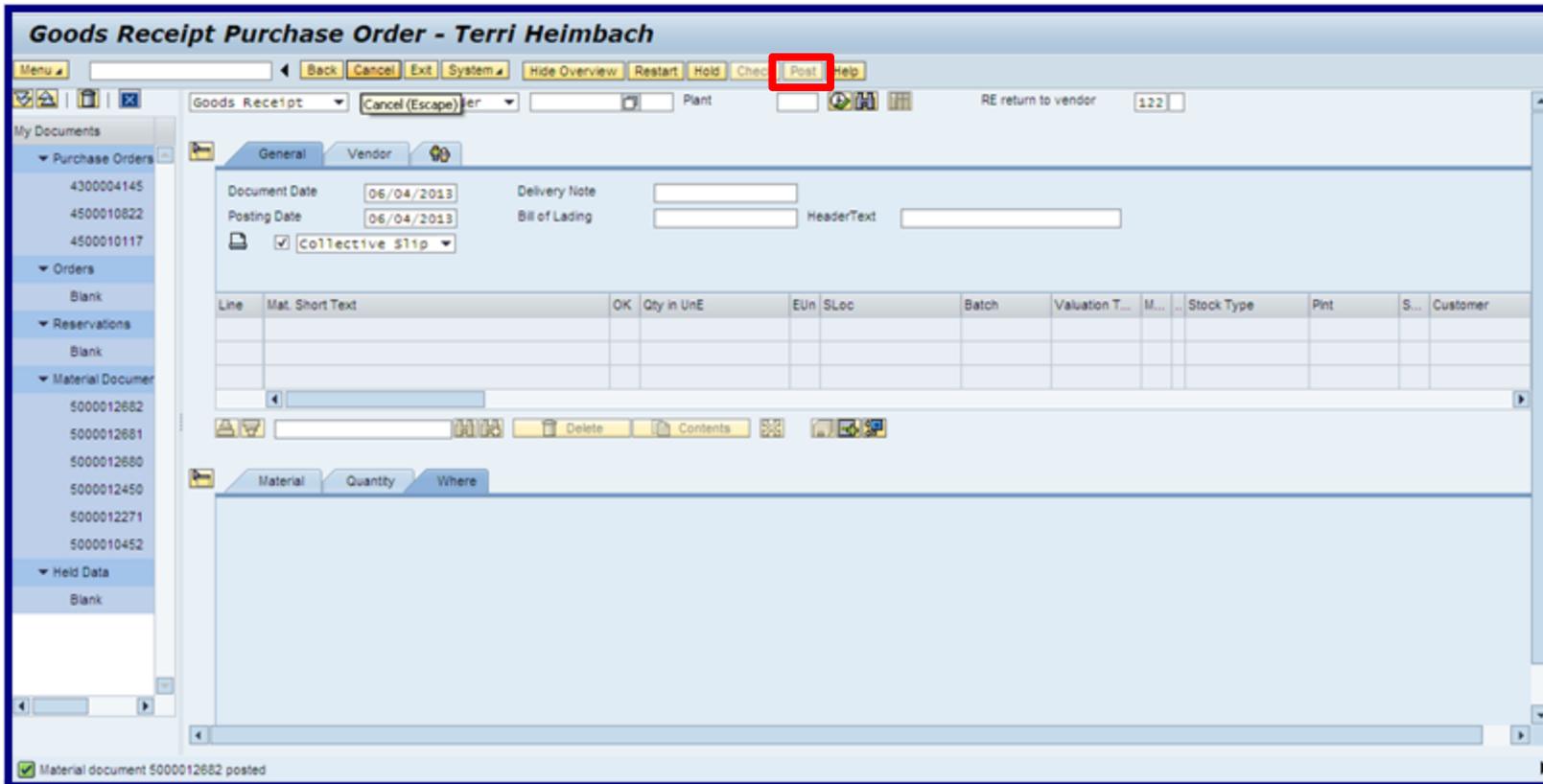
Document is O.K.

- Select the CHECK button

The following screen displays the message “Document is OK.”

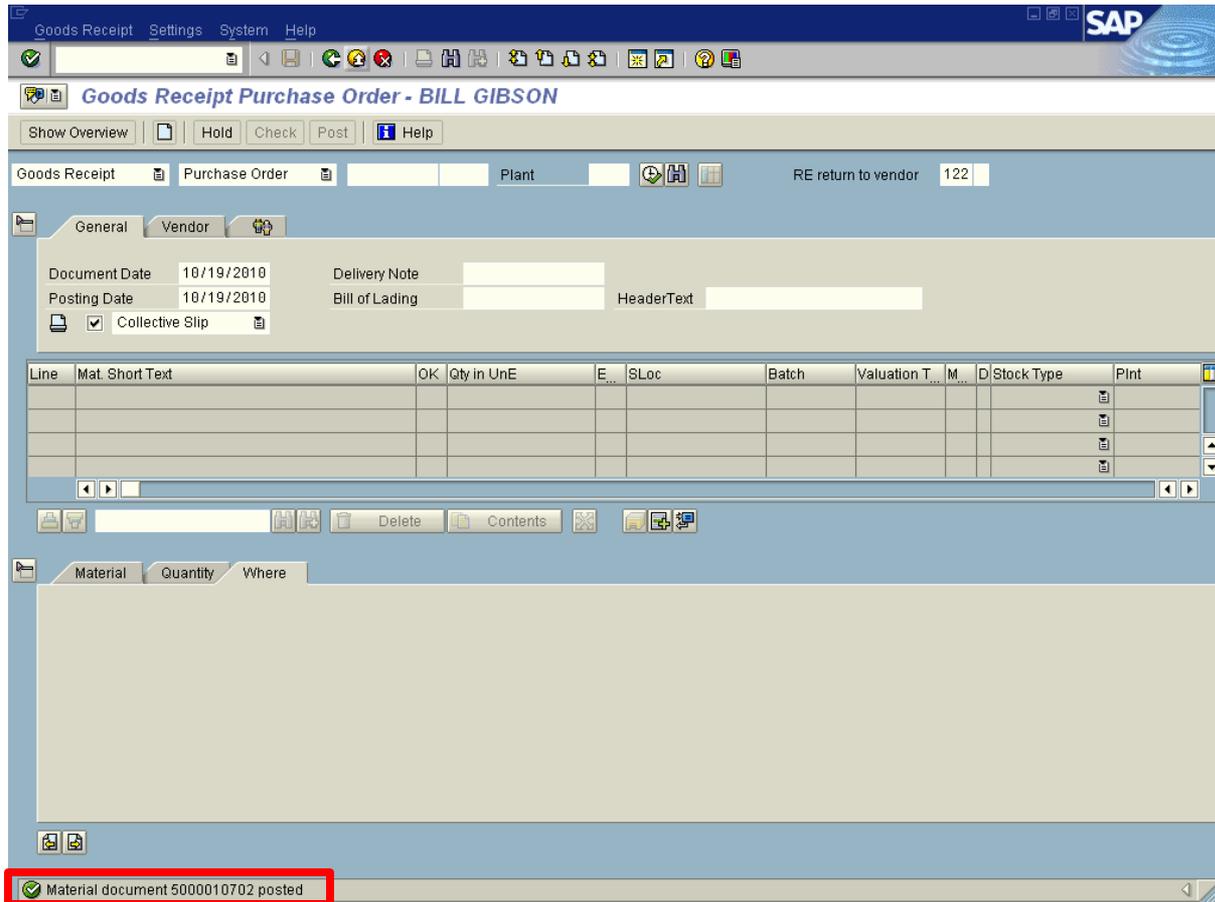
Goods Return – Purchase Order (MIGO)

- Select the POST button



The screenshot shows the SAP MIGO 'Goods Receipt Purchase Order' interface for user Terri Heimbach. The 'Post' button in the top toolbar is highlighted with a red box. The interface includes a 'My Documents' sidebar on the left, a 'General' tab with fields for Document Date (06/04/2013), Posting Date (06/04/2013), and a checked 'Collective Slip' option. Below this is a table with columns: Line, Mat. Short Text, OK, Qty in UnE, EUn, SLoc, Batch, Valuation T..., M..., Stock Type, Pint, S..., and Customer. At the bottom, there are tabs for 'Material', 'Quantity', and 'Where', and a status bar indicating 'Material document 5000012682 posted'.

Goods Return – Purchase Order (MIGO)



The screenshot shows the SAP MIGO (Goods Return) transaction interface. The title bar reads "Goods Receipt Purchase Order - BILL GIBSON". The main area is divided into several sections:

- General Vendor:** Contains fields for Document Date (10/19/2010), Posting Date (10/19/2010), Delivery Note, Bill of Lading, and HeaderText. A "Collective Slip" checkbox is checked.
- Table:** A table with columns: Line, Mat. Short Text, OK, Qty in UnE, E., SLoc, Batch, Valuation T..., M..., D/Stock Type, and PInt. The table is currently empty.
- Material Quantity Where:** A large empty area for entering material details.
- Status Bar:** At the bottom, a message box displays "Material document 5000010702 posted", which is highlighted with a red rectangle.

The screen will display the message “Material document 5XXXXXXXXXX posted.”



Knowledge Check

Knowledge Check



1. Receiving goods that have been delivered by a supplier based on a PO, or from another Commonwealth location based on a STO for inventoried material can be performed by entering:
 - a. Movement Type 101
 - b. Movement Type 102
 - c. Movement Type 122
 - d. All of the above

Knowledge Check



2. A reversal of Goods Receipt due to quantities received, or line items received in error can be performed by entering Movement Type 102.
 - a. True
 - b. False

Knowledge Check



3. To return goods that have been received on a PO from a supplier, the Receiving Plant must perform a Movement Type 122.
 - a. True
 - b. False

Knowledge Check



4. When performing a Movement Type 122 for receipt of goods on a PO for wrong quantities, product damaged, or outdated items, the Receiver must have which of the following:
 - a. PO number
 - b. Material Master number(s)
 - c. Quantity of effected item(s)
 - d. A and C
 - e. All of the above

Survey



Select the link below to complete an online survey.

<https://www.surveymonkey.com/s/VVQJ3NW>



You will receive credit for completing this course within 24 hours. Please select the “Log Off” button in the lower right corner to close this course.



pennsylvania

DEPARTMENT OF GENERAL SERVICES

SAP

Supplier
Relationship
Management

SRM 7.0

Receiving in MIGO

Thank you!