

Reversing a Goods Receipt

Receivers perform this procedure when an adjustment is needed to the quantity of a Purchase Order (PO) line item. The reversal needs to occur due to incorrect quantities received, or a line item was received in error.

IMPORTANT NOTE: It's very important to go by the ITEM field and not the LINE field when doing a Goods Receipt (GR) because there are times that a PO line item is already fully received, so it will not appear any longer when you pull up the GR screen. If you go by the line field, you could inadvertently enter a GR on the incorrect line item. That is why it is so important to make sure you use the ITEM field. Use the end-user procedures on the training website to set your defaults so the ITEM field is set next to your Line field so you don't have to scroll to your right continuously.

1. Select Goods Receipt from the Business Transaction Type field dropdown menu
2. Select Purchase Order from the Reference field dropdown menu
3. Enter the Purchase Order (PO) number in the appropriate field
4. Enter Movement Type 102
5. Select the checkbox next to the PRINTER icon in the individual slip field if a print out of this transaction is required. *Note: Change the individual slip to collective slip.*
6. Select the EXECUTE button

The screenshot displays the SAP 'Goods Receipt Purchase Order' interface for user Cynthia Anderson. The top navigation bar includes buttons for Menu, Back, Cancel, Exit, System, Show Overview, Restart, Hold, Check, Post, and Help. The main form area contains several fields and controls:

- Business Transaction Type:** A dropdown menu set to 'Goods Receipt' (indicated by a red box and number 1).
- Reference:** A dropdown menu set to 'Purchase Order' (indicated by a red box and number 2).
- PO Number:** A text field containing '4300385012' (indicated by a red box and number 3).
- Plant:** An empty text field.
- GR for PO reversal:** A text field containing '102' (indicated by a red box and number 4).
- Individual Slip:** A section with a printer icon and a checkbox labeled 'Collective Slip' which is checked (indicated by a red box and number 5).
- EXECUTE:** A button with a green arrow icon (indicated by a red box and number 6).

Below the main form, there are additional fields for 'Document Date' (10/18/2013), 'Posting Date' (10/18/2013), 'Delivery Note', 'Bill of Lading', and 'HeaderText'.

7. Select the Where tab
 - a. Verify the Plant is correct

The screenshot shows the 'Where' tab of a purchase order line item. The 'Plant' field is highlighted with a red box and contains the text 'DGS Bureau of Procurement' and the value '1504'. Other fields include 'Movement Type' (102), 'GR for acc. assgt rev' (checkbox), 'Stock type' (Unrestricted u), 'Goods recipient', 'Unloading Point', and 'Text'. The 'Item OK' checkbox is unchecked, and the 'Line' field shows '1'.

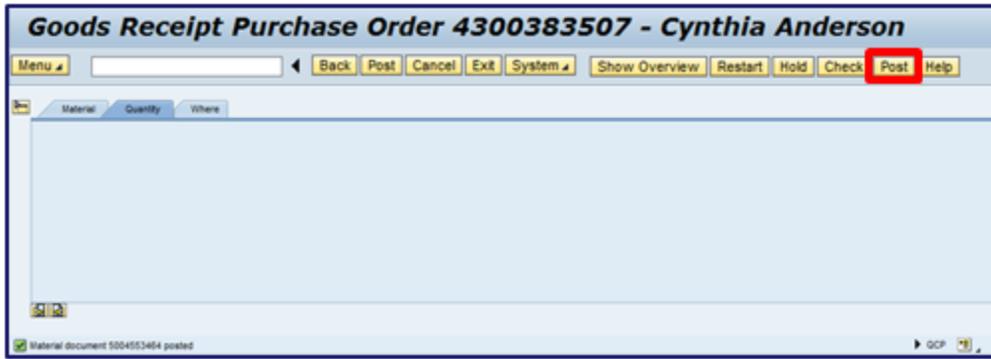
8. Select the Quantity tab
 - a. Change the Qty in the Unit of Entry field to the quantity of material being reversed
 - b. Select the Item OK checkbox for the line item
 - c. Repeat actions until all items requiring the reversal action have been checked
 - d. Select the CHECK button

The screenshot shows the 'Quantity' tab of a purchase order line item. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '100.000' and the unit 'EA'. The 'Item OK' checkbox is checked. The 'Check' button in the top menu bar is also highlighted with a red box. Other fields include 'Qty in Delivery Note', 'Quantity Ordered' (100.000 EA), 'Quantity Received' (100.000), and 'No. Containers'. The 'Line' field shows '1'.

9. 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."



10. Select the POST button



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