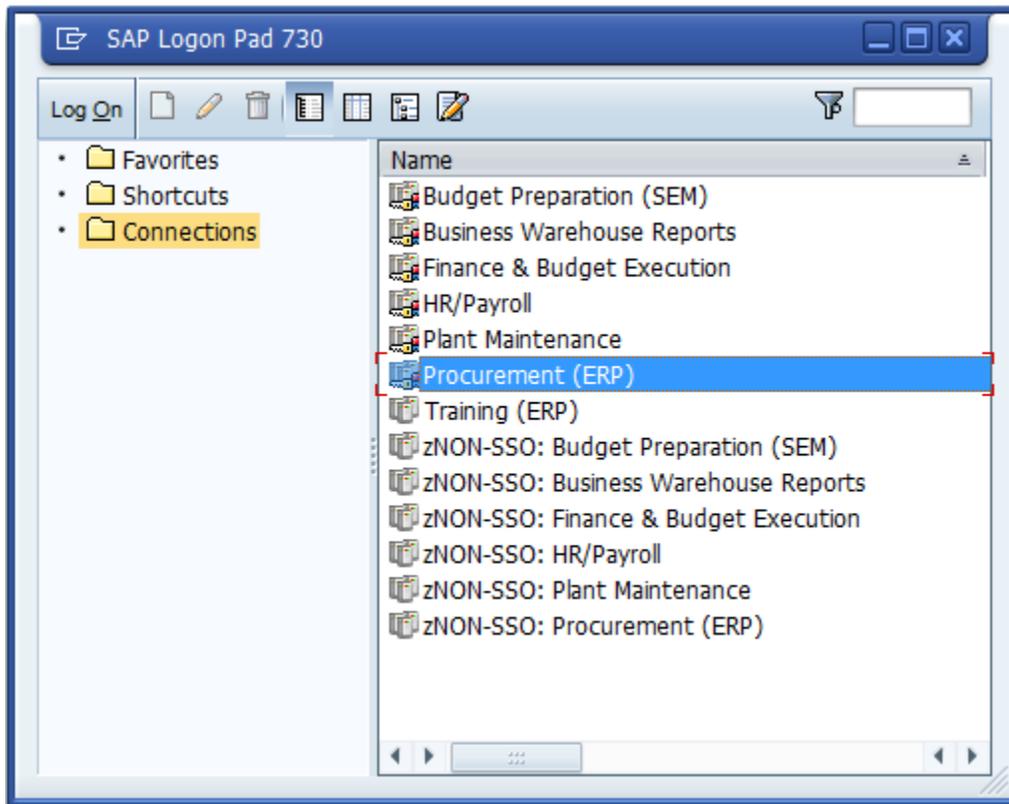


## Saving Your Receipt Layout

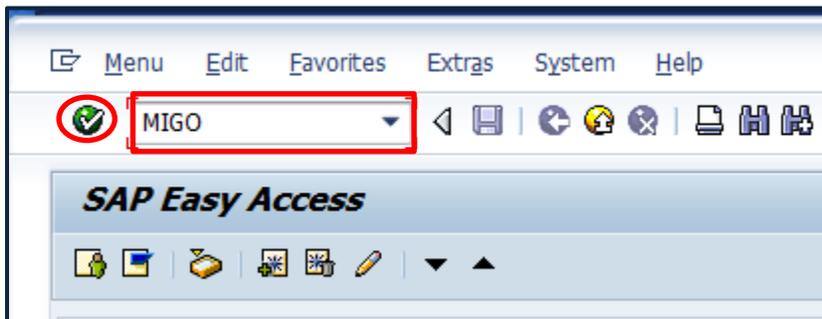
1. Select the SAP Logon Pad



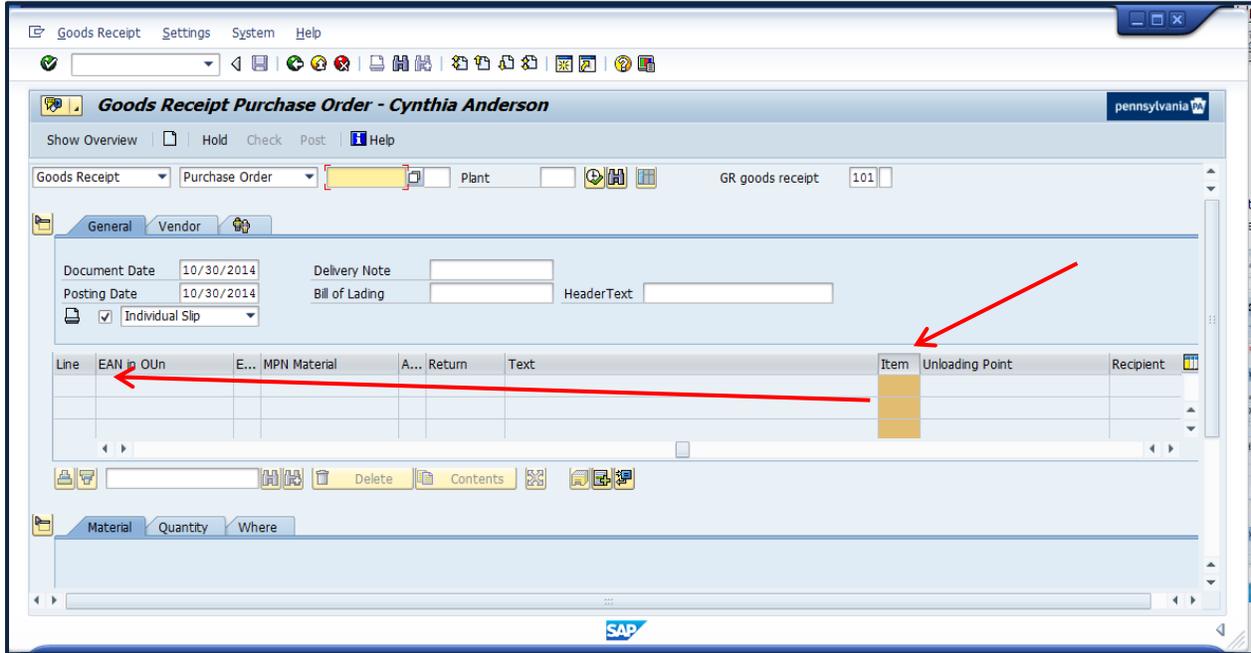
2. Select Procurement from the Connections menu



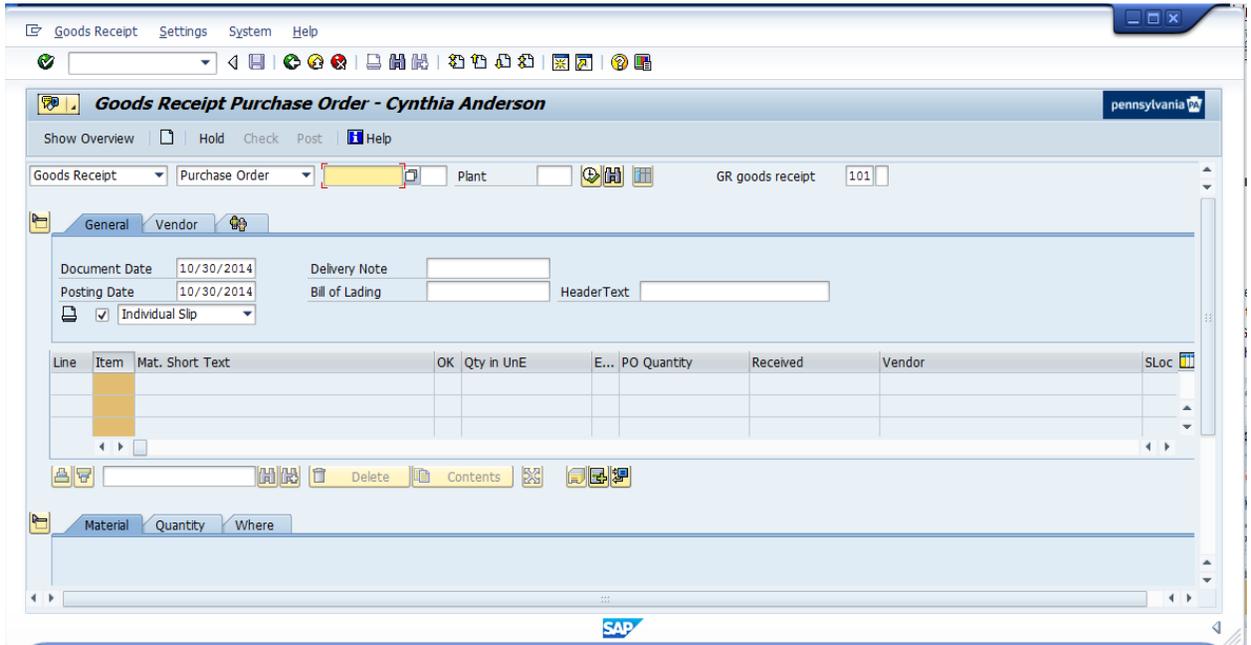
3. Enter MIGO into the transaction field and select the ENTER icon (green checkmark)



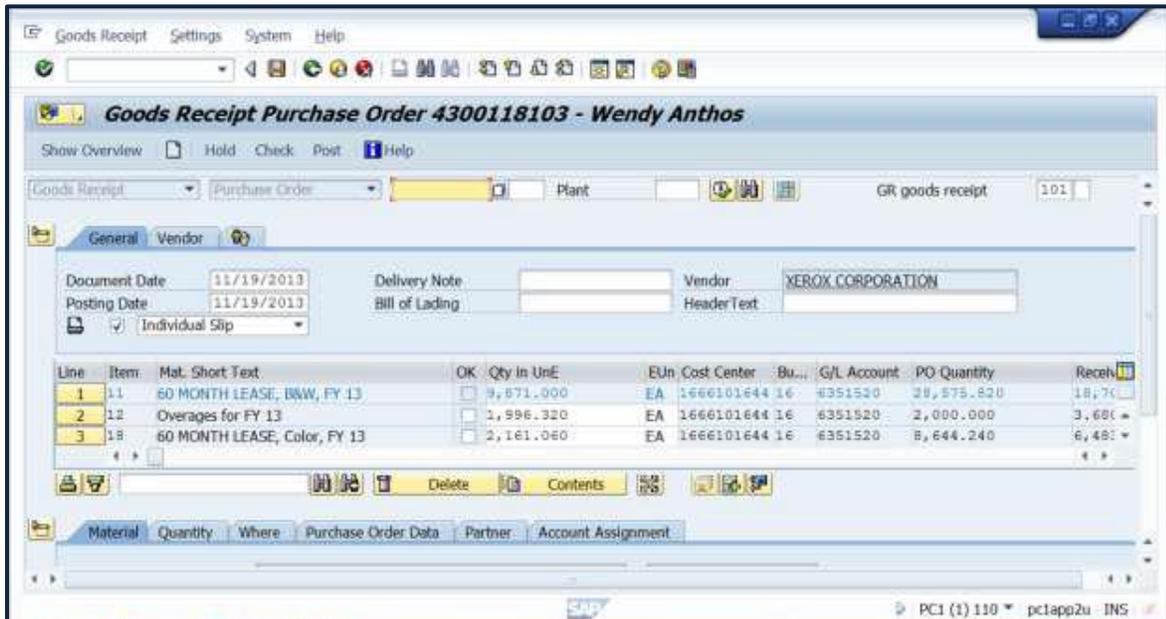
4. Scroll to the right to find **ITEM**, then select the word **Item** and drag it all the way over to the left and drop it beside the word **Line**.



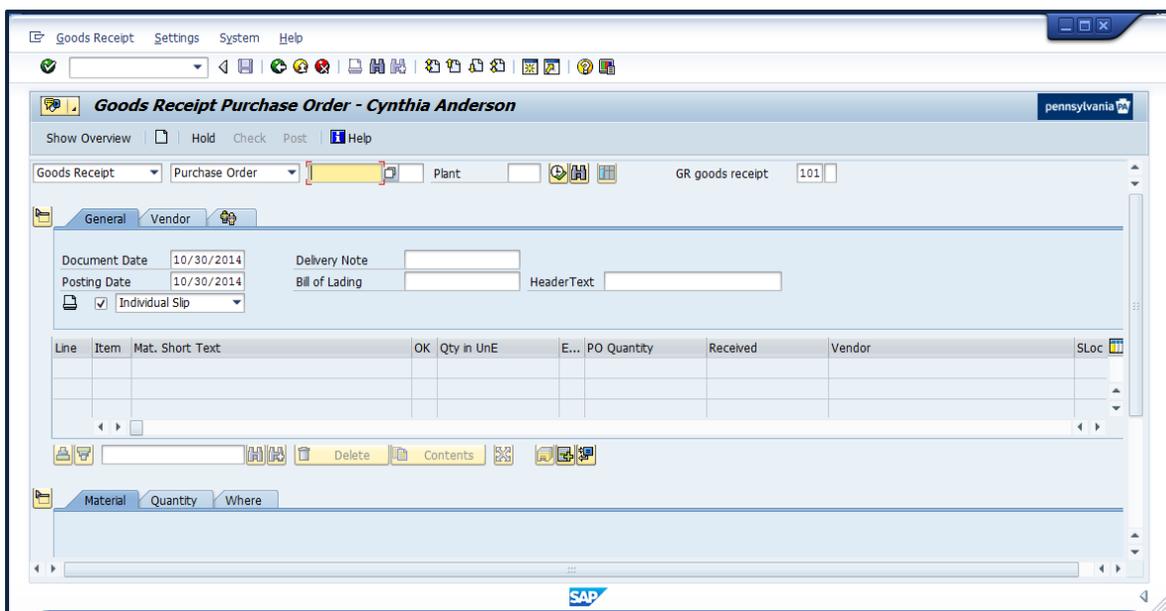
5. This screenshot shows where you have dropped **ITEM** to the column beside **LINE**. The **ITEM** field represents the PO Line Item. It's very important to go by the **ITEM** field and not the **Line** field when doing a Goods Receipt (GR) because there are times that a PO Line Item is already fully received, so it will no longer appear when you pull up the GR screen. See next screen for an example.



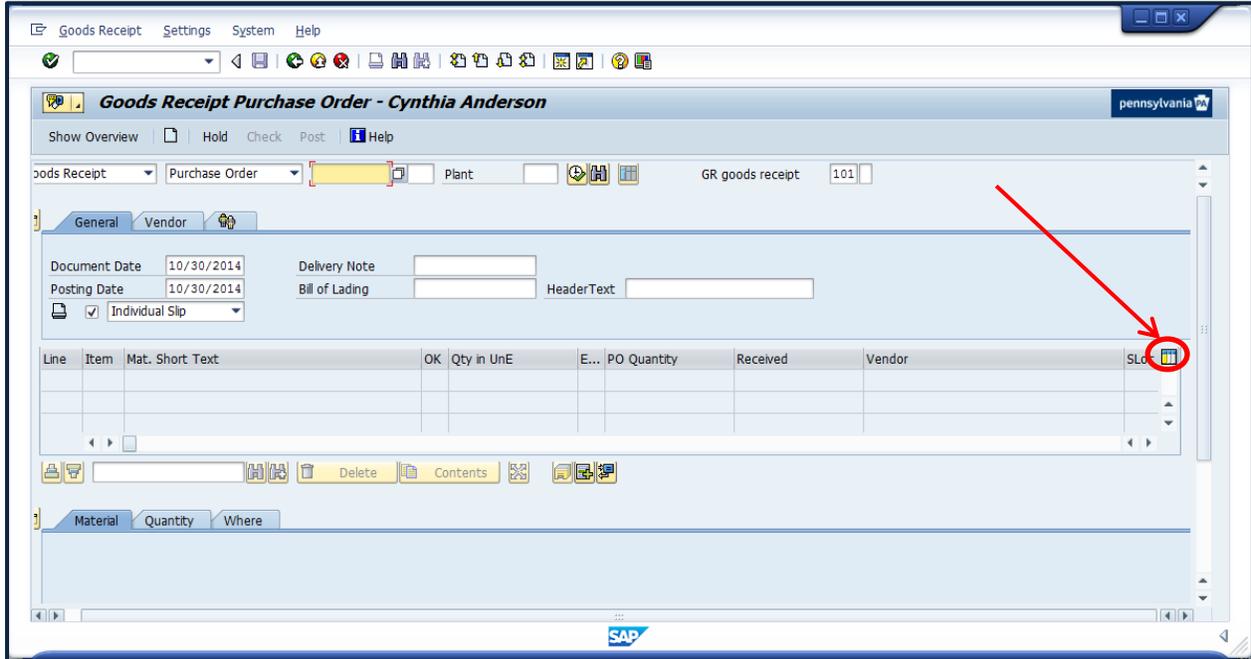
In this example, notice how the *Line items* and the *Item numbers* do not match. That is because PO Lines 1-10 have already been fully received. The only PO Line items that will show in the GR transaction are PO Lines that still have some quantity left on them to receive. Notice how PO Line Item 11 is the first item to show.



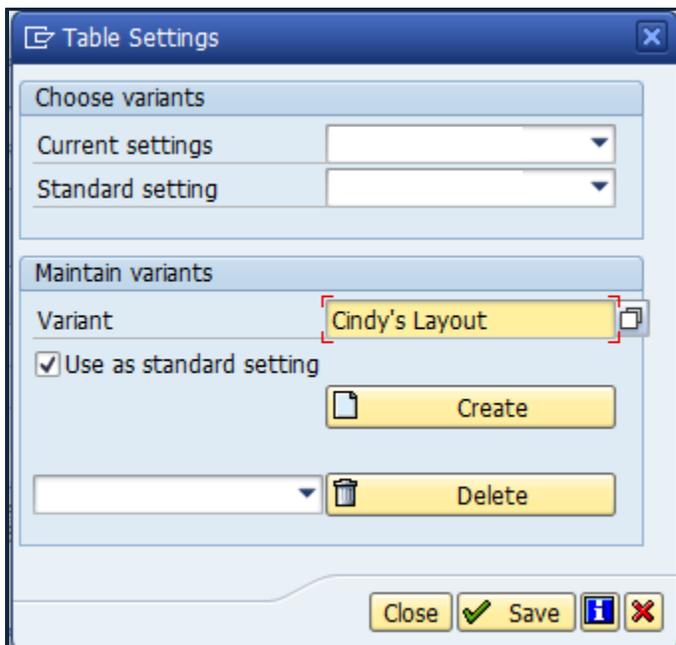
6. It is recommended that you set up your layout as shown below. Click and drag the columns to the proper positions.
  - a. This layout will show you the following information:
    - i. Item = PO Line Item Number
    - ii. Qty in UnE = The quantity left in each PO Line Item
    - iii. PO Quantity = The quantity in a line item to begin with
    - iv. Received = The quantity already received on each PO Line Item



7. Now, to save this layout, you need to create a Variant. Select the yellow and blue box at the end of the row. This is your VARIANT icon. See below.



8. The box below will appear. See how it says Basic Setting? You do not want that. You want to create your own variant. Type in a name for your variant in the Variant field and select CREATE.
  - a. Select SAVE



9. Once you save your newly created variant, it will show the variant under your Current Settings and Standard Settings fields.
  - a. You can select CLOSE at this point. Your new GR layout is saved so that the next time you do a GR, the layout will come up the way you saved it.

