MIGO Goods Receipt Cancel

IRIS
Integrated Resource
Information Systems

Process: This transaction is used to cancel a Goods Receipt. A few reasons for canceling would be if the wrong quantity was entered, the Goods Receipt was entered against the wrong Purchase Order, the goods were damaged and you are waiting for a supplemental shipment, or the goods were in such poor condition you decide to return the item(s) and cancel the entire line item from the Purchase Order. A single line item or an entire Goods Receipt may be cancelled. None of the line item details may be changed. IRIS supplies the correct movement type and does all of the appropriate accounting cancellations.

Role: Receiver	**Frequency:** As Needed

HEADER SECTION

Goods Receipt Cancel Transaction Code	MIGO
Choose the business transaction type **Cancellation**.	Cancellation / Material Document
Enter the **Material Document** number if known. – OR – If unknown: Use the **Search for Material Document** icon located to the right of the **Material Document** field. You may enter various criteria in the pop-up window to narrow your search.	Material Document ▸ 5000000643 Material Document List Item Data Material / Plant / Storage Location / Batch / Vendor / Customer / Movement Type / Special Stock Header Data Posting Date / User name / Trans./event Type / Reference Display Options Layout Data Source ☑ Database ☐ Short Docs ☐ Check short docmts in archive
Press the **Enter** icon in the Standard Toolbar to display the Goods Receipt.	

OVERVIEW SECTION

Click on the corresponding **Line item number** for the material being cancelled. A dashed line will appear around the button, and the text font will be blue.	Line / OK / Item / Order quantity / OUn 1 ☐ 1 5 EA 2 ☐ 1 EA 3 ☐ 3 EA **A checkmark will appear in the OK field when the steps in the Line Item Detail Section are completed and you click on the next line item.**

LINE ITEM DETAIL SECTION

Click on the **Where** tab and enter any notes in the **Text** field explaining the reason for the cancellation.

Be sure the **Line** field has the correct line item number.

Click on the **Item OK** checkbox below the **Where** tab to place a checkmark in the box.

	Material	Quantity	Where	Purchase Order Data	Partner
Movement Type		GR for acc.assgt rev	102	- Stock type	
Plant		University of Kentucky	UK00		
Goods Recipient		BEK			
Uploading Point		630 S. Broadway			
Text		Quantity received was incorrect on Goods Receipt			

☑ Item OK   Line   1
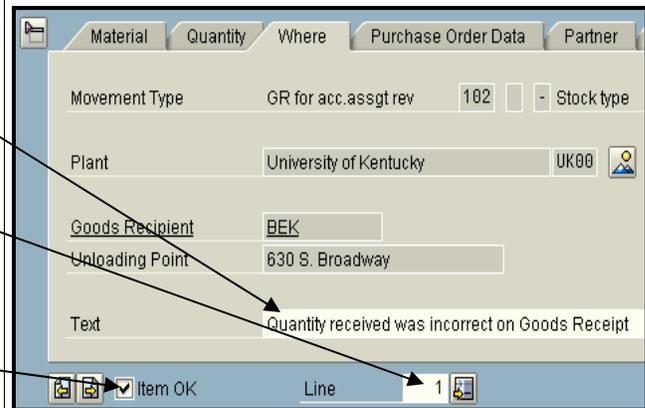
Repeat the Overview and Line Item Detail Sections' steps for all the line items needing cancelled. When complete, click on the Save icon 💾 and make note of the Material Document number displayed in the system's message bar at the bottom of the screen. ✅ Material document 5000000644 posted