Quick Reference Card - Basic
MIGO Goods Receipt Create

IRIS
Integrated Resource
Information Systems

Process: This transaction allows for a FULL or PARTIAL Goods Receipt of materials received from a vendor against an existing Purchase Order. This is required for all materials charged to any Cost Object on a Purchase Order.	
Role: Receiver	**Frequency:** As goods are received

HEADER SECTION

Goods Receipt Transaction Code	MIGO
Choose the business transaction type **Goods Receipt**.	Goods Receipt ▤ Purchase Order ▤
Enter the **Purchase Order** number if known. – OR – If unknown, use the Possible Entries icon to search. Another option is to use the Search for PO icon located to the right of the **Purchase Order** field. You may enter various criteria in the pop-up window to narrow your search.	Purchase Order ▤ ▶ 4500000475 Purchase Order ▤ ⊡ Goods Receipt Purchase Order - Brad Kreager Vendor Supplying plant Material Vendor Mat. No. EAN/UPC Plant Delivery date - Maximum hits Check 🔍 Find ❌
Press the **Enter** icon in the Standard Toolbar to display the Purchase Order.	✅
Document Date – The date the goods were received. Defaults to current, but change to actual date of receipt. **Posting Date** – The date created in accounting. **Do not change!** **Bill of lading** – Packing slip number.	**Vendor location information** **Shows PO creator and Purchasing contact** General ⎪ Vendor ⎪ 👥 Document Date 07/21/2005 Delivery Note Posting Date 07/21/2005 Bill of lading ABC123 ☐ 1 Individual Slip ▤

OVERVIEW SECTION

Click on the corresponding **Line item number** for the material being received. A dashed line will appear around the button – text font is blue. <u>Partial Goods Receipt</u> will show **ONLY** the line item(s) with an outstanding quantity.	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 Quantity and Where tabs in the Line Item Detail section are completed and you click on the next line item.**

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LINE ITEM DETAIL SECTION — QUANTITY TAB

Verify **Qty in unit of entry** and change if quantity received is less than what is shown. Default is from the Purchase Order. See also Partial Goods Receipt below.

Enter a quantity in **Qty in delivery note** ONLY if the quantity received is different than what is shown on the packing slip.

Click in the **Item OK** checkbox to place a checkmark in the box.

Partial Goods Receipt would show quantity outstanding in the **Qty in unit of entry** field. If accurate, don't edit that number. Continue on by clicking in the **Item OK** checkbox and following the remaining steps listed as follows to complete the Goods Receipt.

Material	Quantity	Where	Purchase Orde

Qty in unit of entry   5   EA

Qty in delivery note

Quantity ordered   5   EA

Full

Line item number indicator

☑ Item OK   Line   1

Qty in unit of entry   2   EA

Quantity outstanding

Partial

Quantity ordered   5   EA
Received quantity   3

Quantity from 1st Goods Receipt

☑ Item OK   Line

LINE ITEM DETAIL SECTION — WHERE TAB

Enter the name of the **Goods Recipient**.

Enter the initial delivery location of the goods in the **Unloading Point** field. This is not necessarily where the goods will permanently reside.

Enter any special notes applicable in the **Text** field.

Complete this tab for both full and partial goods receipts.

Material	Quantity	Where	Purchase Orde

Movement Type   GR for acct assgmnt   10

Plant   University of Kentucky

Goods Recipient   BEK
Unloading Point   630 S. Broadway

Text   All items OK to receive

☑ Item OK   Line   1

Repeat the Overview and Line Item Details steps for all the line items needing a Goods Receipt. 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 5000000643 posted