SAP Goods Receiving
MM_REC_320

IRIS
Integrated Resource
Information System

UK UNIVERSITY OF KENTUCKY · SAP Goods Receiving

What is SAP Goods Receiving?

SAP Goods Receiving is a confirmation showing physical receipt of goods or services within a department or unit. The person conducting Goods Receiving affirms that ordered items are correct, in good condition, and in accordance with requirements of the purchase order.

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Who Should Receive SAP Goods Receiving Training?

Any persons authorized to receive goods and services on behalf of the following areas:

- UK HealthCare
- College of Medicine
- Facilities areas using Plant Maintenance (PM)

Note: The academic campus sector has transitioned to **Supplier Relationship Management (SRM)** as its formal procurement system. SRM is an SAP product that facilitates e-procurement of goods and services via a web-based platform. The above areas will transition to the SRM system during the forthcoming Phase II of implementation.

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SAP Roles

Level	SAP Role	Role Description	Corresponding SAP document type
Department	Requisitioner	Responsible for creating a "Requisition" to purchase goods and/or services from a particular supplier	Requisition
Department / College / Unit	Approver	Approves Requisitions for their department or area	--
Purchasing	Buyer	Responsible for university-wide contracting processes for various commodities	Purchase Order
Department	Goods Receiver	Confirms physical receipt of goods/services in satisfactory condition	Goods Receipt
Accounts Payable (or Hospital Accounting)	--	Posts invoices against purchase orders	Invoice Receipt

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Role Combinations

In order to maintain checks and balances there is a limit on the number and structure of roles any one person may hold. The following matrix shows all permissible combinations for various procurement roles within *my*UK.

SIMILAR ROLES

SAP (R3/MM)	REQUISITIONER	APPROVER	RECEIVER
SRM	SHOPPER	APPROVER	GOODS CONFIRMER
PRD	CREATOR	APPROVER	

	PRD CREATOR	SAP REQUISITIONER	SRM SHOPPER	SAP/SRM/PRD APPROVER	SAP RECEIVER	SRM GOODS CONFIRMER
OPTION 1	✓	✓	✓	✗	✓	✓
OPTION 2	✗	✗	✗	✓	✓	✓
OPTION 3	✗	✓	✓	✓	✗	✗

The same person is not required to hold all roles within any one option. The combinations reflect the maximum roles within each option any one person may hold.
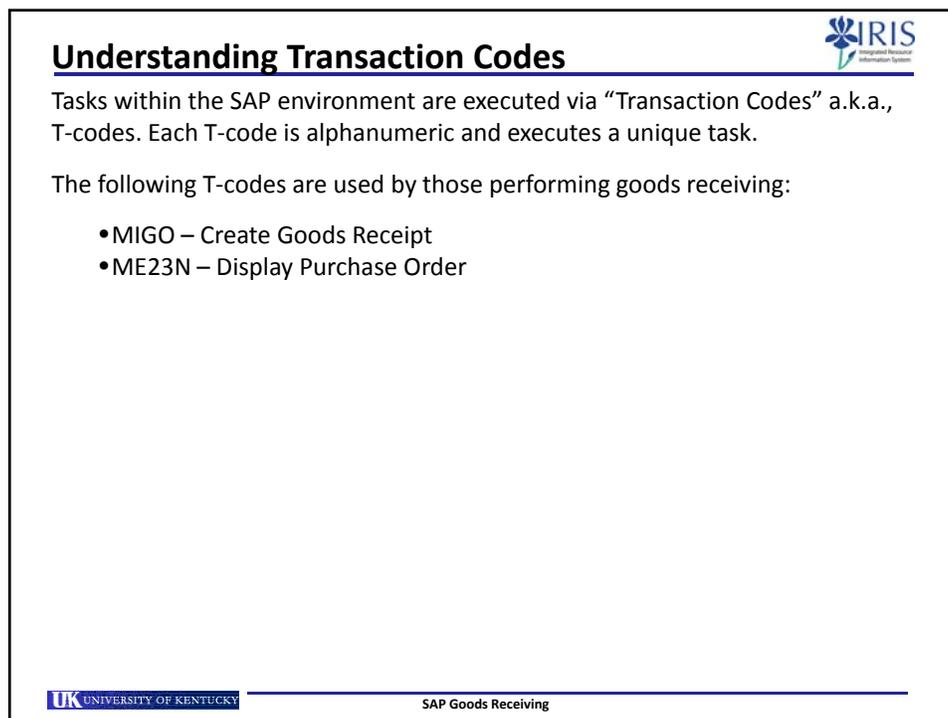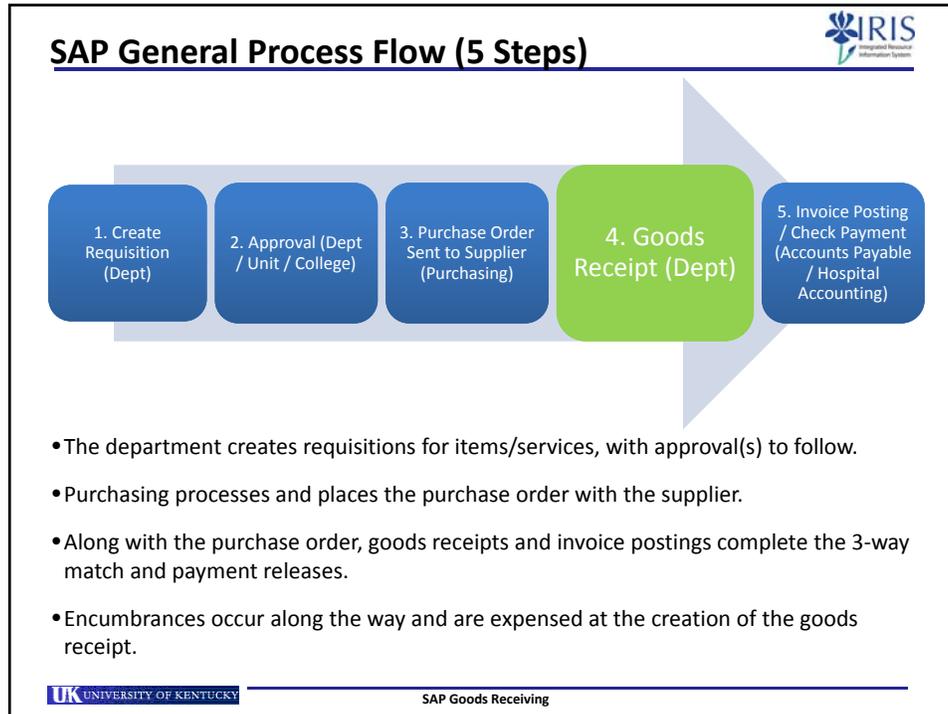
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Training Requirements for SAP Departmental Roles

Role	Training Requirements
Requisitioner	Requisitioners are required to take and pass the **MM_REQ_300 SAP Requisitions** course via the *my*UK Training module.
Approver	Approvers are required to take and pass the **MM_APP_300 Combined Approvers** course via the *my*UK Training module.
Goods Receiver	Goods Receivers are required to take and pass the **MM_REC_320 SAP Goods Receiving** course via the *my*UK Training module.

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SAP General Process Flow (5 Steps)

IRIS Integrated Resource Information System

| 1. Create Requisition (Dept) | 2. Approval (Dept / Unit / College) | 3. Purchase Order Sent to Supplier (Purchasing) | 4. Goods Receipt (Dept) | 5. Invoice Posting / Check Payment (Accounts Payable / Hospital Accounting) |

- The department creates requisitions for items/services, with approval(s) to follow.
- Purchasing processes and places the purchase order with the supplier.
- Along with the purchase order, goods receipts and invoice postings complete the 3-way match and payment releases.
- Encumbrances occur along the way and are expensed at the creation of the goods receipt.

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Understanding Transaction Codes

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Tasks within the SAP environment are executed via "Transaction Codes" a.k.a., T-codes. Each T-code is alphanumeric and executes a unique task.

The following T-codes are used by those performing goods receiving:

- MIGO – Create Goods Receipt
- ME23N – Display Purchase Order

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Goods Receiving Overview

Creation of the goods receipt:

- Confirms ownership of goods/services by the University
- Expenses purchase of the items against the appropriate cost object
- Releases check payment to the vendor

Failure to create a goods receipt after items are delivered by the vendor will result in a payment block. The vendor cannot receive a check payment until the goods receipt is completed.

Goods receiving should not be completed if items are damaged or incorrect in any way.

If partial quantities of goods or services are received over time, partial goods receipts can be completed to allow vendor payments.

Contact the Contracting Officer in Purchasing responsible for the purchase order for questions or guidance.

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How to Identify PO Number

The purchase order number must be known prior to creating the goods receipt. It can be found from any of the sources below:

- Packing list accompanying the shipment

- Many goods receivers also hold the SAP requisition role and thereby can identify the PO number from their requisition Status tab within the Line Item Details section.

- Requisition approvers also have access to purchase order records from within their approval inbox.

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Begin Goods Receiving

SAP Goods Receiving

Login to *my*UK

SAP Goods Receiving

Launch Pad

4. Click the Launch Pad icon to enter SAP

SAP Goods Receiving

SAP Easy Access

5. The SAP Easy Access menu will appear. Enter T-code MIGO to open the Goods Receiving screen.

TIP: You can also create customized folders and list T-code Favorites that you may use repetitively

SAP Goods Receiving

Goods Receipt Major Sections

Header (Top)

Item Overview (Middle)

Document Overview

Item Details (Bottom)

SAP Goods Receiving

Goods Receipt Layout – Header (Top)

Contains header type information including document date, posting date, PO vendor, etc.

SAP Goods Receiving

Goods Receipt Layout – Item Overview (Middle)

Item Overview section shows ordered items in line item format. The line item data draws directly from the purchase order record.

Data includes description, quantity remaining to receive, unit of measure, cost center, etc.

Line	Mat. Short Text	OK	Qty in UnE	E...	Loc	Cost Center	Bu...	G/L Account
1	Glass beaker, 250 ml	☐	50	EA		1012121290	0101	540300
2	Centrifuge tube	☐	100	EA		1012121290	0101	540300
3	Vacuum tubing, roll 250 ft	☐	10	EA		1012121290	0101	540300

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Goods Receipt Layout – Item Details (Bottom)

Item Details (bottom) section contains tabs and information relevant to each line item

Information can include quantity to receive, unloading point, direct link to purchase order, etc.

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

Qty in Unit of Entry   50   EA

Quantity Ordered   50   EA

☐ Item OK   Line   1

Move between line items using the < > buttons

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Goods Receipt Layout – Document Overview
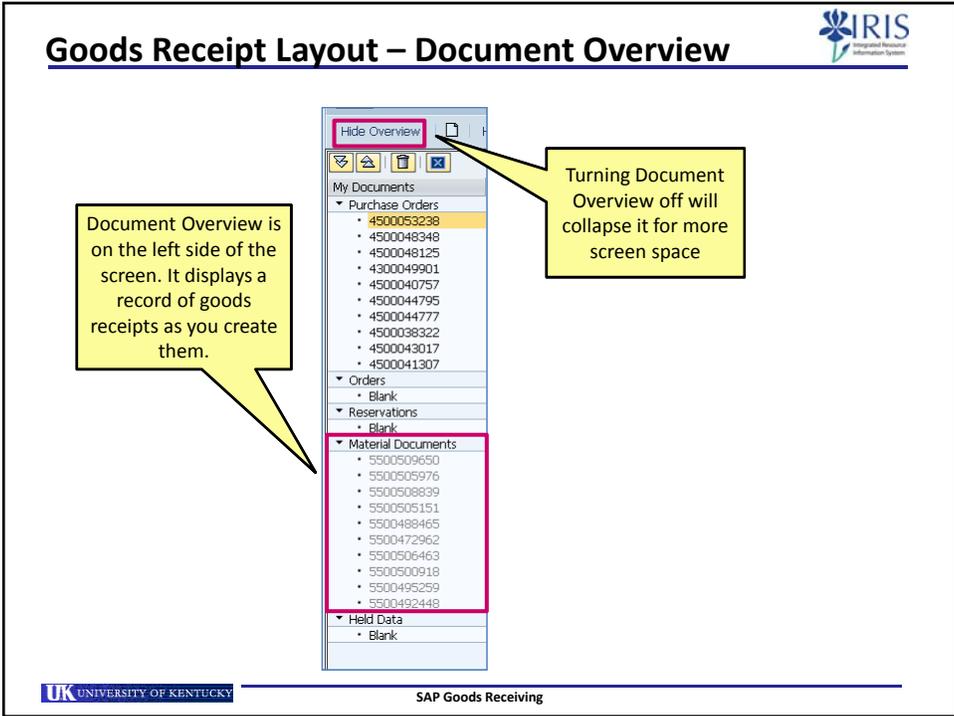
Document Overview is on the left side of the screen. It displays a record of goods receipts as you create them.

Turning Document Overview off will collapse it for more screen space

SAP Goods Receiving

Create Goods Receipt

SAP Goods Receiving

Create Goods Receipt - Begin

1. Select Goods Receipt from drop down menu

2. Enter purchase order number

3. Click execute icon

Goods Receipt Purchase Order - Craig Eucke

Hide Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | 4500053239

My Documents
Purchase Orders
- 4500053239
- 4500053238
- 4500048348
- 4500048125
- 4300049901
- 4500040757
- 4500044795

General | Vendor

Document Date   11/19/2012   Delivery Note
Posting Date   11/19/2012   Bill of Lading   HeaderText
3 Collective Slip

SAP Goods Receiving

Create Goods Receipt

Document and posting dates populate automatically

4. Optional: Receiver may place header delivery note and/or Bill of Lading number

Order 4500

Hide O...

A01 G... | R01 Purcha...   GR goods receipt

My Documents
Purchase Orders
- 4500053239
- 4500053241
- 4500053238
- 4500048348
- 4500048125
- 4300049901
- 4500040757
- 4500044795
- 4500044777
- 4500038322
Orders
- Blank
Reservations
- Blank
Material Documents
- 5500510535
- 5500510531
- 5500510534

General | Vendor

Document Date   11/19/2012   Delivery Note   Vendor   VWR International
Posting Date   11/19/2012   Bill of Lading   B0L-876498   HeaderText
3 Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...
1	Refrigerated Microcentrifuge		1	EA		1012121290	0101

Line items flow in from purchase order with quantity and unit of measure

SAP Goods Receiving

Create Goods Receipt

5. Click on the Where tab within the Item Details section. Enter notes regarding unloading point or other relevant text notes.

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

Movement type   101   + GR for acct assgmnt   Stock type   Unrestricted use ▼

Plant   University of Kentucky   UK00

Goods recipient

Unloading Point   Outside Room B210

Text   Lab personnel will move unit into assigned space

☐ Item OK   Line   1

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Create Goods Receipt – Confirm Line Item

6. Confirm quantity being received is correct

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

Qty in Unit of Entry   1   EA

7. Check Item OK

...ty Ordered   1   EA

☑ Item OK   Line   1

Remember: If you are receiving an order with multiple lines, click the < > buttons to move between line items.

☐ Item OK   Line   2

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Create Goods Receipt - Finish

8. Click Check for errors

Goods Receipt   ttings   System   Help

Goods Receipt Purchase Order 4500053239 - Craig E Locke

Hide Overview | | Hold | Check | Post | Help

9. Click Save to finish

A01 Goods Receipt ▼ R01 P

My Documents
- Purchase Orders
  - 4500053239
  - 4500053238
  - 4500048348
  - 4500048125
  - 4300049901
  - 4500040757
  - 4500044795
  - 4500044777
  - 4500038322
  - 4500043017
- Orders
  - Blank

General | Vendor

Document Date	11/19/2012
Posting Date	11/19/2012
	3 Collective Slip ▼

Delivery Note	
Bill of Lading	BOL-876498

Line	St...	Mat. Short Text	OK	Qty in UnE
1		Refrigerated Microcentrifuge	✓	1
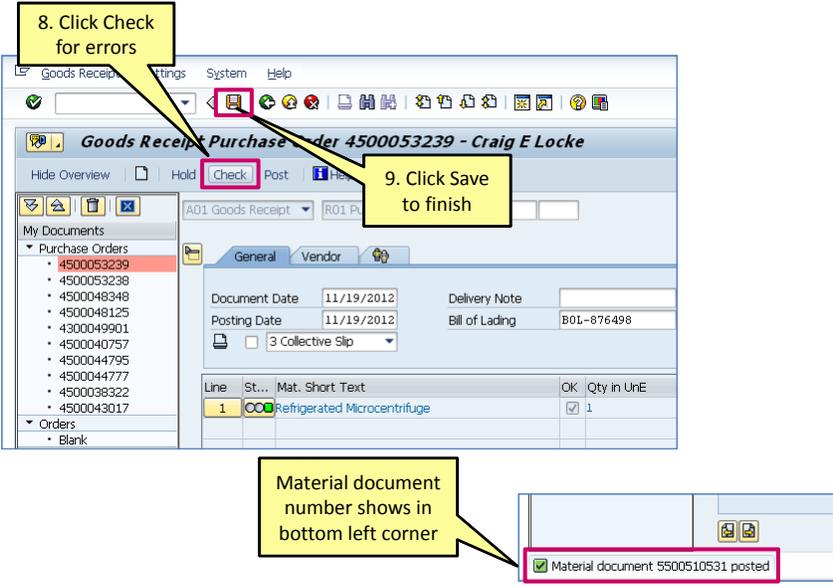
Material document number shows in bottom left corner

✓ Material document 5500510531 posted

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Display Goods Receipt

Document overview section keeps a record of all goods receipts you create.
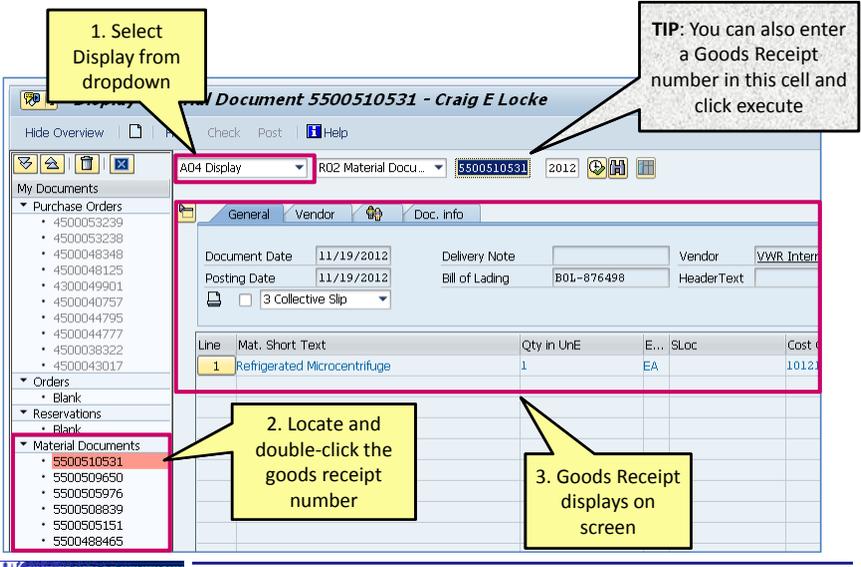
1. Select Display from dropdown

TIP: You can also enter a Goods Receipt number in this cell and click execute

Display   al Document 5500510531 - Craig E Locke

Hide Overview | | | Check | Post | Help

A04 Display ▼ R02 Material Docu... ▼ 5500510531   2012

My Documents
- Purchase Orders
  - 4500053239
  - 4500053238
  - 4500048348
  - 4500048125
  - 4300049901
  - 4500040757
  - 4500044795
  - 4500044777
  - 4500038322
  - 4500043017
- Orders
  - Blank
- Reservations
  - Blank
- Material Documents
  - 5500510531
  - 5500509650
  - 5500505976
  - 5500508839
  - 5500505151
  - 5500488465

General | Vendor | | Doc. info

Document Date	11/19/2012
Posting Date	11/19/2012
	3 Collective Slip ▼

Delivery Note	
Bill of Lading	BOL-876498

Vendor	VWR Intern
HeaderText	

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Cost (
1	Refrigerated Microcentrifuge	1	EA		10121

2. Locate and double-click the goods receipt number

3. Goods Receipt displays on screen

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Partial Goods Receipts – Begin

Goods receivers can create partial receipts. The user can receive on select lines or partial quantities within a line.

1. Begin goods receipt as normal

Goods ... er 4500053242 - Craig E Locke

Hide Overview ... Help

A01 Goods Re... ▼ R01 Purchase Order ▼ [   ] ▢   ⊕ 🔍 ▦   GR goods receipt

My Documents
▼ Purchase Orders
  • 4500053242
  • 4500053238
  • 4500053239
  • 4500053241
  • 4500048348
  • 4500048125
  • 4300049901
  • 4500040757
  • 4500044795
  • 4500044777
▼ Orders
  • Blank
▼ Reservations
  • Blank

General   Vendor   👥

| Document Date | 11/20/2012 | Delivery Note | | Vendor | Fisher Scientific Company |
| Posting Date | 11/20/2012 | Bill of Lading | | HeaderText | |

☐ 3 Collective Slip ▼

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...
1	Centrifuge Tube, 250 ml, bx/15	☐	20	EA		1012121290	0101

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Receive Partial Quantities by Line Item

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc
1	Centrifuge Tube, 250 ml, bx/15	☐	20	EA	

2. A total of 20 each were ordered. Goods receiver can modify Qty in Unit of entry to the actual number received (15).

◀ ▶ ▢

🔍 [   ] 🔍🔍 🗑 Delete 📋 Contents

...terial   Quantity   Where   Purchase Order Data   Partner   Account Assignment

Qty in Unit of Entry   [15]   EA

3. Click Item OK

Quantity Ordered   [20]   EA

🔼🔽 ✓Item OK   Line   1📄

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Receive Partial Order – Finish
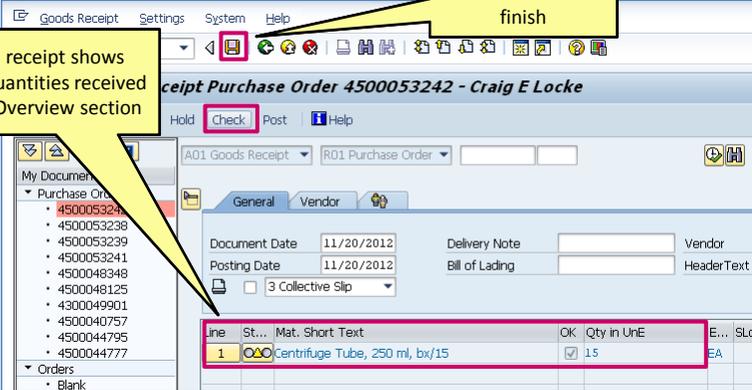
Receive Partial Order – PO Update
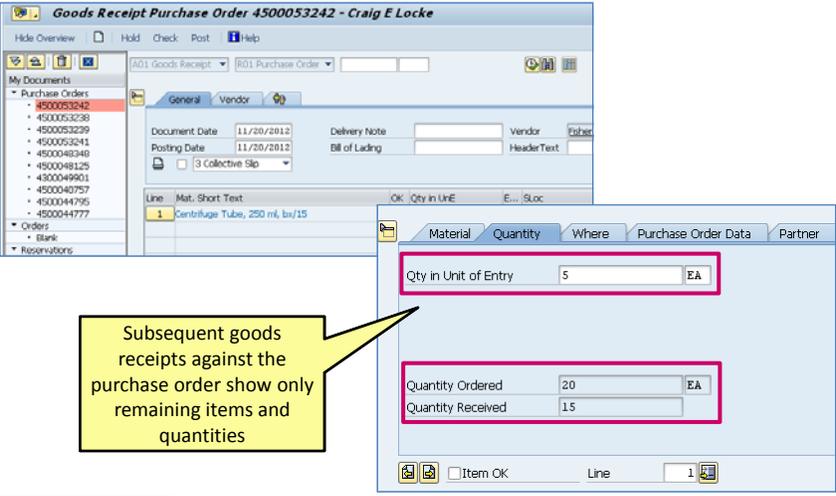
Cancel Goods Receipt – Overview

Occasionally it may be necessary to cancel a goods receipt. Reasons for cancellation could be:

- Damaged goods discovered after unpacking
- Incorrect quantity was entered
- Goods receipt created against incorrect PO number

Goods receivers may cancel:

- All items on a goods receipt
- Only specific lines on a goods receipt

The quantity received for a given line item cannot be canceled. If a specific line item quantity is incorrect, the entire line must be canceled.

Canceled line items return to the purchase order record.

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Cancel Goods Receipt

1. Select Cancellation from dropdown menu

Cancella... Material Document - Craig E Locke

Hide Overview | | Ho | Check | Post | Help

A03 Cancellation   R02 Material Docu...   5500510533   2012

My Documents
▼ Purchase Orders
- 4500053242
- 4500053238
- ...053239
- ...053241
- ...048348
- ...048125
- ...049901
- ...040757
- ...044795
- 4500044777
- ...ders
- ...Blank
▼ Re...ervations
- Blank
▼ Material Documents
- 5500510533
- 5500510537

2. Double click on Goods Receipt number from within Document Overview

General

Document Date _____   Delivery Note _____
Posting Date 11/20/2012   Bill of Lading _____

Line | Mat. Short Text | OK | Qty in UnE

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Cancel Goods Receipt

Cancellation initially shows all items on the original goods receipt

3. Within the Details section, click Item OK for lines to cancel. Click the < > buttons if moving between multiple lines.

SAP Goods Receiving

Cancel Goods Receipt – Finish

4. Cancellation shows line item 2 only is canceled. Click Check for errors. Click Save to finish.

Cancellation is assigned a unique document number. Document is accessible within document overview if needed.

SAP Goods Receiving

Supplementary Tasks

Display Purchase Order from Goods Receipt

If needed, goods receivers can access and display the purchase order from within the Goods Receipt screen

Double-click the Purchase Order number on Purchase Order Data tab within Details section

Corresponding purchase order will display

How to Determine Assigned PO Purchasing Buyer

If needed for assistance, the buyer responsible for the purchase order can be found at the top of the screen.

The assigned buyer can be found on the purchase order in the header section

Standard PO 4500053010 Created by Rebecca R Purcell

Document Overview On | Print Preview | Messages | Personal Setting

NB Standard PO ▼ 4500053010 Vendor 119866 CWE Inc Doc. date

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional D

Header Texts
• Header text
• Header note
• Pricing types
• Deadlines

Quote #1296
Date: 5/10/12

OK to pay freight

1 Continuous-t... ▼

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SAP Goods Receiving

Numbering Conventions for Purchase Orders

Purchase orders follow numbering conventions that correlate with the campus sector in which the requisition originated.

PO Number Format	Area
43XXXXXXXX	Facilities using Plant Maintenance (PM) system
45XXXXXXXX	Campus and Hospital NB Requisitions
47XXXXXXXX	Hospital ZB Requisitions

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Setting Delivery Complete Indicator

If completing partial receiving and the remaining line item quantity is no longer needed, you can set the Delivery Completed Indicator to release the remaining encumbrance and close the line item.

From the Purchase Order Data tab within Details section, select "Set" from the Del. Completed Ind. dropdown
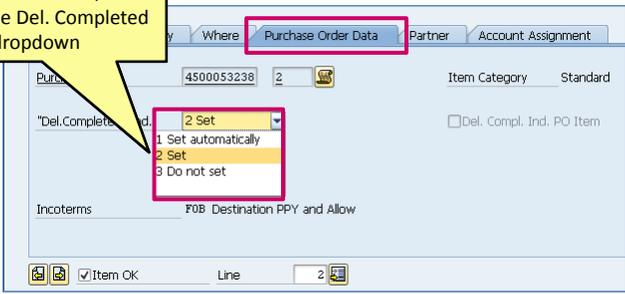
Note: If receiving on the full quantity of a line item, SAP automatically sets the Delivery Completed Indicator. It is only set manually if you are receiving less than a full quantity and do not plan to receive the remaining quantity.
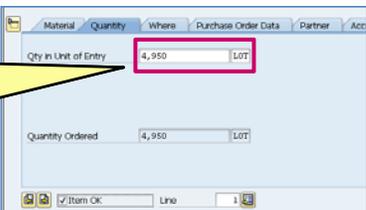
SAP Goods Receiving

Create Goods Receipt against "Reverse" PO's

Some types of purchase orders are setup in "reverse" format. Reverse orders are setup as one line item with a lump sum dollar amount for the entire order, regardless whether the quote has multiple lines. Reverse format is usually used for complex orders such as furniture or printing. When goods receipts are created against reverse purchase orders, the received quantity must be on the dollar amount of the order.

Reverse PO is setup on dollar amount of the order and using LOT as the unit of measure
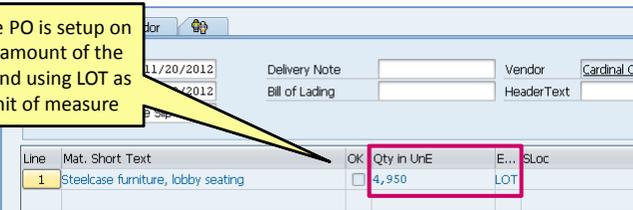
Goods Receipt must be created against the dollar amount of the order rather than a physical quantity. Both complete and partial receipts are permissible against reverse purchase orders.

SAP Goods Receiving

Create Attachment

Documents can be attached to the Goods Receipt if desired (optional).

Goods Receipt Purchase Order 4500053243 - Craig E

Create...
- Create Business Reference
- Create Document in SAP DB
- Create note
- Create external document (URL)
- Create Attachment in OpenText
- Enter Bar Code

Attachment list
Business References
Private note

Delivery Note — 11/20/2012
Bill of Lading — 11/20/2012

1. Click right side of Services for Object icon in top left corner of screen. Select Create Document in SAP DB.

2. Locate and highlight file

3. Click Open to finish

Import file — Look in: New Folder
- Quote for centrifuge.docx — 11 KB — Microsoft Office Wor...
- Shopping Cart Attachment.docx — 11 KB — Microsoft Office Wor...
- Packing list for furniture.docx — 11 KB — Microsoft Office Wor...

File name: Packing list for furniture.docx
Files of type: All Files (*.*)
Open / Cancel

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Naming Convention for Attachments

When creating attachments, refrain from inserting special characters, such as @, #, $, *, \, ', +, etc. into the filename.

Filenames should also not include spaces between words nor underscores. They should be named with a purely alphanumeric format.

Examples of suitable filenames:

- Medtechquote1001.pdf
- Furniturelayout.doc

Examples of unsuitable filenames:

- API Printing Quote.pdf (filename includes spaces)
- Fisher+incubator $1000.doc (filename includes special characters)

Only the following file formats are acceptable as attachments:

- PDF, XLS, XLSX, DOC, DOCX, TXT, TIF, BMP, GIF, HTML

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Helpful Icons within MIGO

New – Click to begin new goods receipt from within MIGO screen

Hold – Click to place goods receipt on hold and to finish at a later time

Post – Same as clicking the Save icon to finish document

SAP Goods Receiving

Obtaining Hard Copy of Goods Receipt

A hard copy of the Goods Receipt can be printed if desired

1. Click Customize Local Layout button

2. Select Hard Copy from the menu

SAP Goods Receiving

Changes to PO Quantities

Changes may occasionally need made to a purchase order quantity. For instance, imprinted promotional goods frequently have over-runs due to the imprinting process.

> Example: A department orders 1000 imprinted ink pens; the vendor ships and invoices 1025 pens as result of the manufacturing process.

To facilitate the over-run, the purchase order must be increased to the new quantity before the goods receipt is completed. If the goods receipt is not created for the correct amount, the 3-way match will not complete and check payment will not process.

Contact the responsible Purchasing buyer for any orders which may include over-runs or need the quantity adjusted for other reasons.

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Change Posting Date – Cancellations

If canceling a goods receipt from a previous accounting period, the posting date must be overwritten to the current date.

Posting date on a cancellation automatically populates to date of the original goods receipt

Overwrite Posting Date to the current date

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Diagnosing Process Problems

As an order evolves through the process, the Status tab will reflect whether subsequent documents have been created.

Problems can be frequently diagnosed based on the order status in the process.

Example: With the purchase order being in place, completion of the Goods Receipt and the Invoice Posting complete a "3-way match" allowing the check payment to release. Common problems relate to one or more of these tasks not being completed.

SAP Goods Receiving

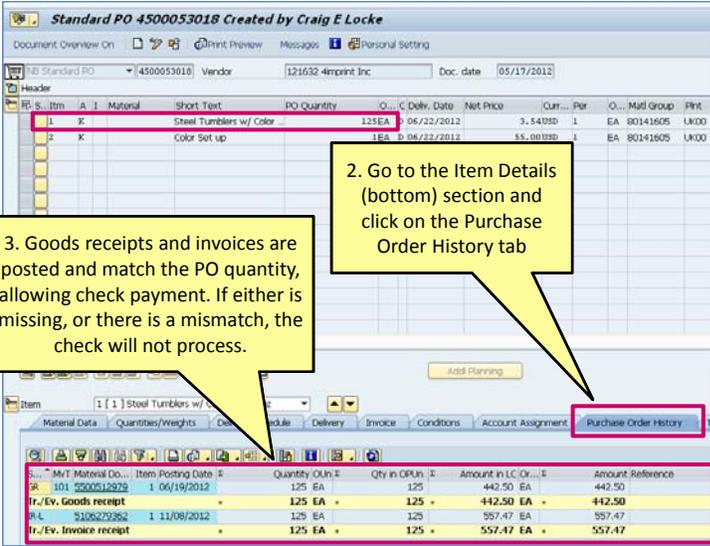## Diagnosing Process Problems
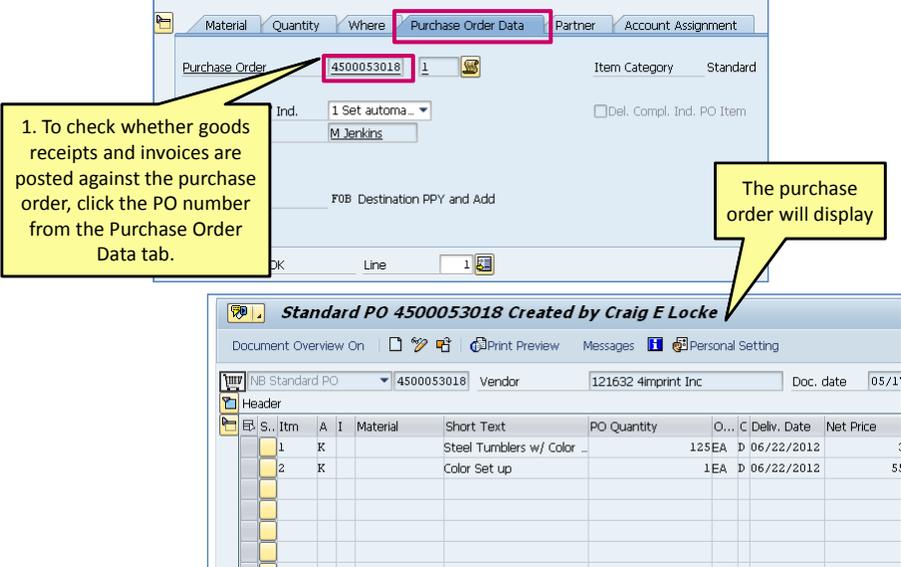
1. To check whether goods receipts and invoices are posted against the purchase order, click the PO number from the Purchase Order Data tab.

The purchase order will display

SAP Goods Receiving

Diagnosing Process Problems

2. Go to the Item Details (bottom) section and click on the Purchase Order History tab

3. Goods receipts and invoices are posted and match the PO quantity, allowing check payment. If either is missing, or there is a mismatch, the check will not process.
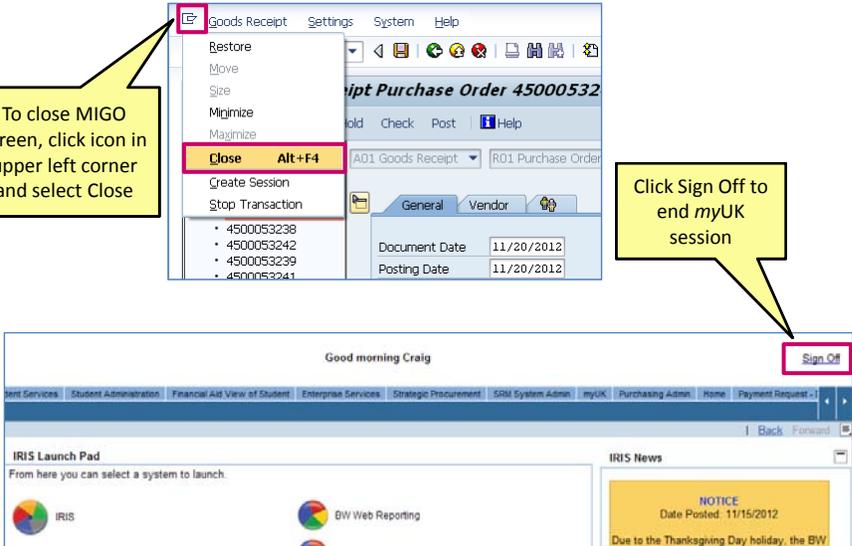
SAP Goods Receiving

Sign Off

To close MIGO screen, click icon in upper left corner and select Close

Click Sign Off to end *my*UK session

SAP Goods Receiving

SAP Help Web Sites

- Resource Page on Purchasing web site:
  http://www.uky.edu/Purchasing/srm.htm - Site includes this PowerPoint file available for reference

- myHelp – MM & Purchasing Help web site:
  http://myHelp.uky.edu/rwd/HTML/MM.html

  Both sites contain Quick Reference Cards, updated and printable course manuals, Reference Manual, etc.

- Assistance Email: UKPurchasing@uky.edu

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Printing Course Manual (Optional)

If desired, a printable (Adobe PDF) version of this course manual is available for your convenience.

To access and print the manual:
1. Click on the printer (the manual will open in a separate browser window)
2. Print the course manual
3. Close the separate browser window
4. Return to this course window
5. Click on the green Continue button below

To proceed without printing, click on the green Continue button below.

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Check for Understanding

In order to receive full credit for the SAP Goods Receiving course, you must now successfully complete the Check for Understanding – a quiz covering the main concepts presented in this course.

SAP Goods Receiving

Course Completion

To complete this WBT, click on the yellow Log off button in the lower corner of this window.

Note: This window will close, and you should be returned to the main, myTraining page for this WBT. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation.

Your participation in this course has been completed.

You may then safely navigate away from the main page.

SAP Goods Receiving