# **Project i-SMARTS**Training Guide

# Goods Receipts Management Course







#### **Document Control**

# **Release Record**

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# **Preparation**

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Version	Approved By	Organisation & Responsibility	Signature & Date	Remarks / Qualifications





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## **Conventions Used in this Guide**

The information in this guide follows certain conventions that help you locate and identify information.

Convention	Description
	Identifies a Note
	Identifies Tips and Tricks
	Identifies a Learning Aid
T Code: xxxx  Menu path > Menu path >Menu path	Identifies a SAP transaction code and system Menu path to follow
	Identifies a Business Rule
	Identifies a Learner Exercise to execute





#### **Target Audience**

This course has been designed for those employees who have to receive stock into stores as requested in the Purchase Order and track stock movement via material documents using the SAP system. Receive material for Direct Consumption. Perform Return delivery if there is any defect on delivered material.

### **Pre-requisites**

- Computer Literacy Course
- SAP Navigation Course
- Basic knowledge of the current processes relevant to the Goods Receipt & Materials

#### **Course Duration**

The duration of this course is 1 day.

#### **Learning Outcomes**

At the end of the course, you will be able to:

- Perform Goods Receipt with reference to Purchase Order
- Perform Return to Stores
- Perform Return Delivery
- Display Material Document





# **Old and New Terminology**

PRASA Terminology	SAP Terminology
Supplier	Vendor
Customer	Customer
General Ledger Account	General Ledger Account
Cost Element	Cost Element
Cost Element Group-CCA	Cost Element Group-CCA
Account Group-PCA	Account Group-PCA
Financial Statement Version-FI	Financial Statement Version-FI
Cost Centre Group	Cost Centre Group
Profit Centre Group	Profit Centre Group
Cost Centre Standard Hierarchy	Cost Centre Standard Hierarchy
Profit Centre Standard Hierarchy	Profit Centre Standard
	Hierarchy
Cost Centre	Cost Centre
Profit Centre	Profit Centre
Fund Centre	Fund Centre





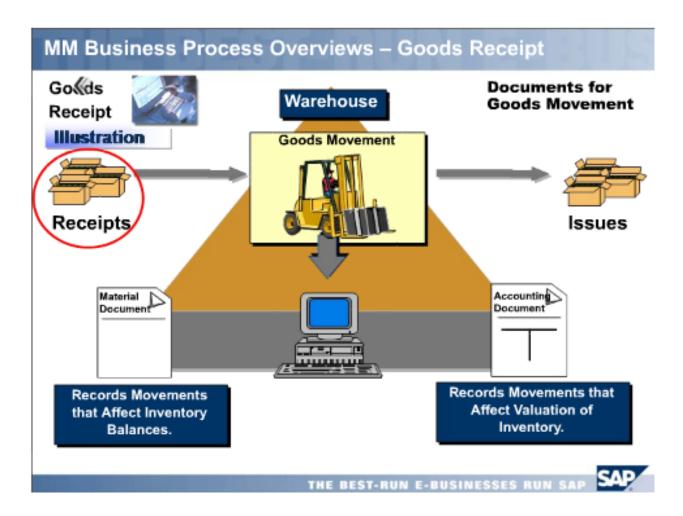
#### 1. Process Overview

The Goods Receipts forms part of the Purchasing Cycle Material.

The material or goods bought from a Vendor are ready to be delivered.

The warehouse Controller will receive the material into their warehouse.

#### **The Goods Receipt Process**

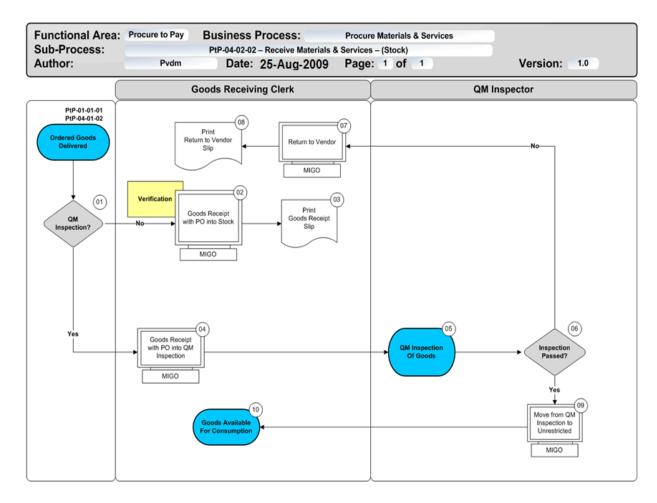






#### 1.1 Process Flow

#### 1.1.1 The Receipt Materials and Services Process





The following section covers terms and concepts relevant to this course.





# **1.2** Terms and Concepts

SAP Term	Description
Material	This is the SAP term for Products or Spare Parts
Material Number	This is the SAP term for Product numbers and Spare Parts Numbers. Material can be used together with the Serial Numbers
Material Document	In the Inventory Management system, when a goods movement is posted, a material document is generated that serves as proof of the movement. A material document consists of a header and at least one item
Accounting Document	If the movement is relevant for Financial Accounting (that is, if it leads to an update of the G/L accounts), an accounting document is created parallel to the material document
Plant	A plant is a physical site where related activities are performed or goods are stored.
Storage Location	A storage location is a place where material or stock is physical kept within a plant
Movement Type	Movement type describes the different posting of material and how the material master is to be updated,





## 2. The Goods Receipts Process.

At the end of this session, you should be able to perform the following in the SAP system.

• Perform Goods Receipts

#### 2.1 Perform Goods Receipt for Stock Material - ERSA

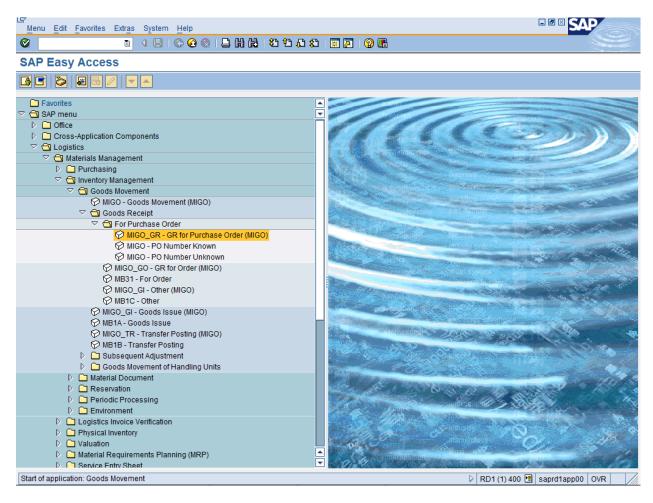
**Business Scenario**: As PRASA employee in the warehouse, you are responsible for the entry of goods movements. To become better acquainted with the single-screen transaction for goods movements, you want to enter a goods receipt. After the posting, check whether the quantity-based and value-based update of the stock has taken place.

Transaction	Code: MIGO_GR
	Logistics □ Material Management □ Inventory Management □ Goods Movement □ Goods Receipt □ MIGO_GR - GR for Purchase Order (MIGO)





#### The **SAP Easy Access** is displayed.

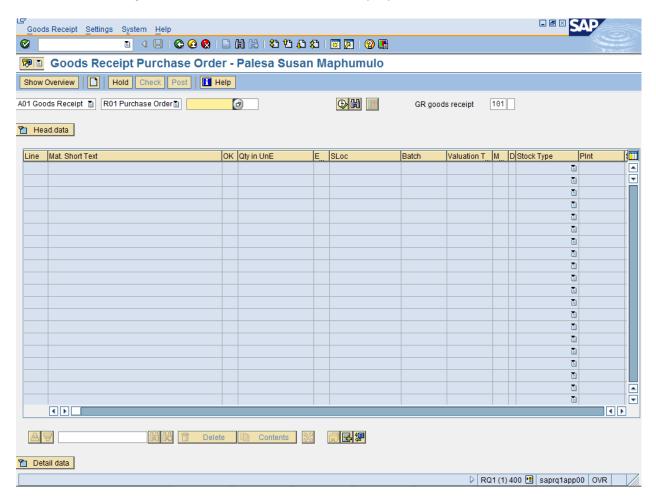


Double-click on the MIGO\_GR - GR for Purchase Order (MIGO) MIGO\_GR - GR for Purchase Order (MIGO) node.





#### The Goods Receipts Purchase Order screen is displayed.





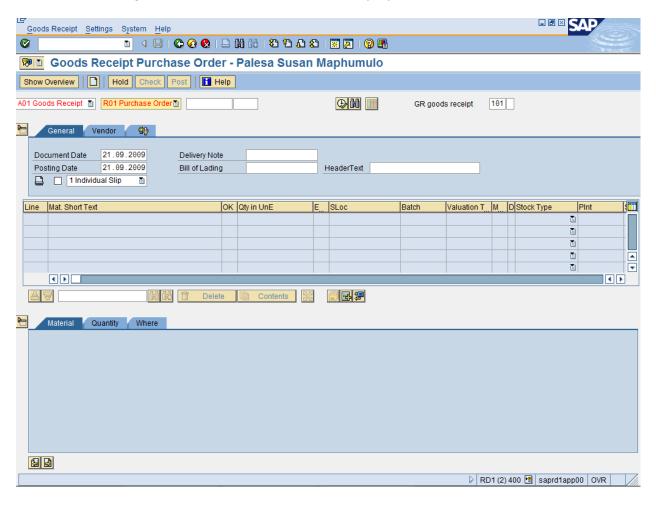
If the screen displays the sections of the transaction in a collapsed mode, Click on the **Head data**Thead.data button and /or **Detail**data

Detail data button to expand the section.





The Goods Receipts Purchase Order screen is displayed.



Using the table below, complete the following fields:

	Goods Receipt Process Goods Receipts Purchase Order			
Ste p	Ste Field Name Field Description and Action			
1.	Document Type	Select <b>Goods Receipt</b> A01 Goods Receipt from the drop down list if it is not the default. This field indicates the type of transaction being performed.	R	
2.	Document Reference	Select <b>Purchase Order</b> R01 Purchase Order from the drop down list if it is not the default.	R	



# Goods Receipt Process – Materials Management



	This field indicates the type of document to be	
	referenced	





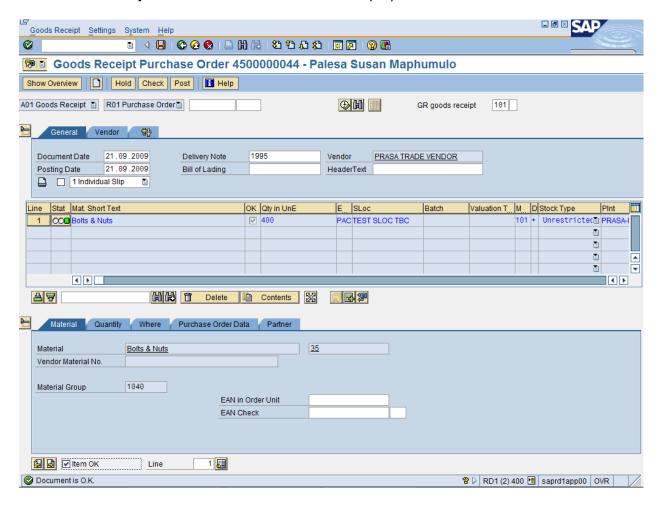
	Goods Receipt Process			
	Goods Receipts Purchase Order			
Ste p	Field Name	Field Description and Action	R/O	
3.	Purchasing Document Number	Click in the <b>Purchase Order</b> field. Enter the relevant purchase order number  4500000044  or select it from the <b>Possible Entries</b> button.  This is an alphanumeric key which uniquely identifies the purchasing document to be referenced.	R	
4.	GR goods receipt	Select Movement Type or select it from the <b>Possible Entries</b> button.  Specifies a key for the type of goods movement. Each goods movement (for example, purchase order to warehouse) is allocated to a movement type in the system	R	
5.	Document Date	Leave as is.  This is the date on which the original document i.e. vendor delivery note or internal goods receipt slip, was issued. The default is the current system date. Leave unchanged.	0	
6.	Posting Date	Leave as is.  is is the date used when entering the accounting document. The default is the current system date. Leave unchanged.	0	
7.	Delivery Note	ter either the delivery note number or the invoice note number which is displayed on all relevant external documents.	R	
8.		ck on the <b>Execut</b> e button.	R	

(Note: On above table, in column R/O; R = Required, O = Optional)





#### The Goods Receipts Purchase Order screen is displayed



Using the table below, complete the following fields:

	Goods Receipt Process Goods Receipts Purchase Order			
Step				
1.		Click on the <b>Material</b> tab.	R	
		The Material Description, Material Group and Material Number defaults from the Purchase Order details		





		Goods Receipt Process	
		Goods Receipts Purchase Order	
Step	Field Name	Field Description and Action	R/O
2.		Click on the <b>Quantity</b> tab	R
		The Quantity in delivery note indicates the quantity specified by the vendor as the delivered quantity in the accompanying papers i.e. delivery note. The delivery note quantity can be entered at the time of goods receipt and is then used by Invoice Verification (Financials) in the processing of differences. Enter a new quantity if it is different to the quantity actually received.	
3.		Click on the Where Where tab.	R
		Enter the Plant and Storage Location where the goods will be stored	
4.		Enter the name of the person who is to receive the goods.	R
5.		Enter the point at which the material is to be unloaded for example, Prasa Head Office, 66 Jorrisen Place, Braamfontein	R
6.		Click in the <b>Item OK</b> them <b>OK</b> checkbox.  When this indicator is set, the item is pulled through to the material document that is posted. In order to check the item before posting is carried out the Item OK indicator must be set. Select the Item OK checkbox if the goods receipt is to be posted.	R
7.		Click on the <b>Purchase Order Data</b> Purchase Order Data  tab.	R
8.		Click on the <b>Check</b> button to verify all the details are correct.  Save the transaction by clicking on the <b>Post</b> button or <b>Save</b> button.  Checking before posting helps in identifying any warning/error/inconsistency in the document. Pressing the Control + S keys on the keyboard, the transaction will also be saved.	R
9.		A system message: Material document posted, is displayed Material document 5000000064 posted	R

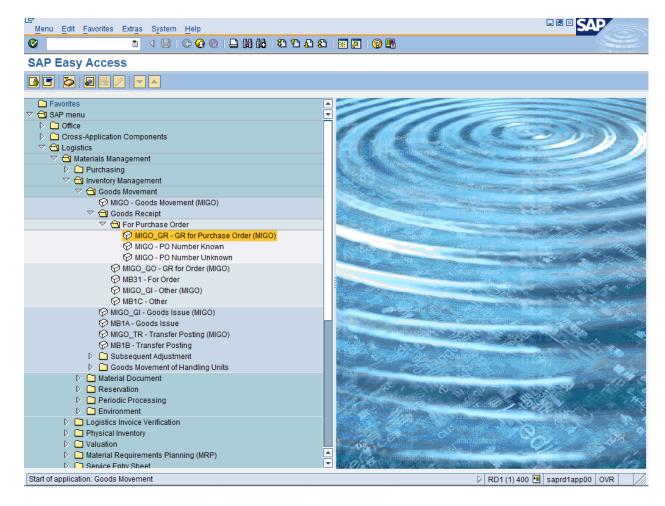
(**Note**: On above table, in column R/O; R = Required, O = Optional)





Click on the **Exit** button to return to the **SAP Easy Access** screen

#### The **SAP Easy Access** screen is displayed.







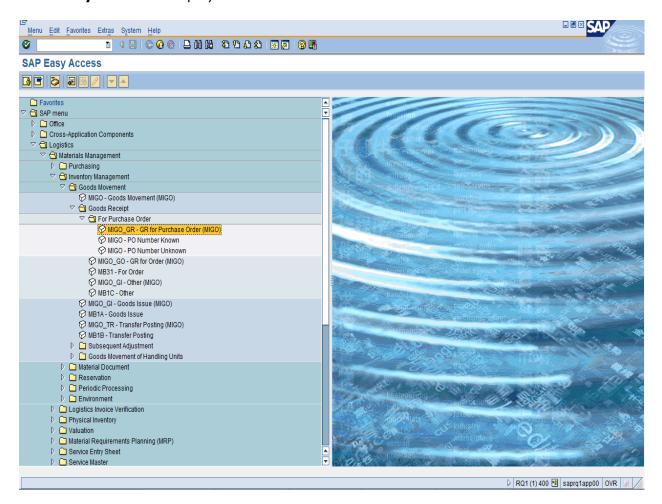
# 2.2 Perform Goods Receipts for Non-Stock Material - NI AG

Transaction Code: MIGO\_GR

Logistics 
Material Management 
Inventory Management 
Goods

Movement 
Goods Receipt 
MIGO\_GR - GR for Purchase Order (MIGO)

#### The **SAP Easy Access** is displayed.



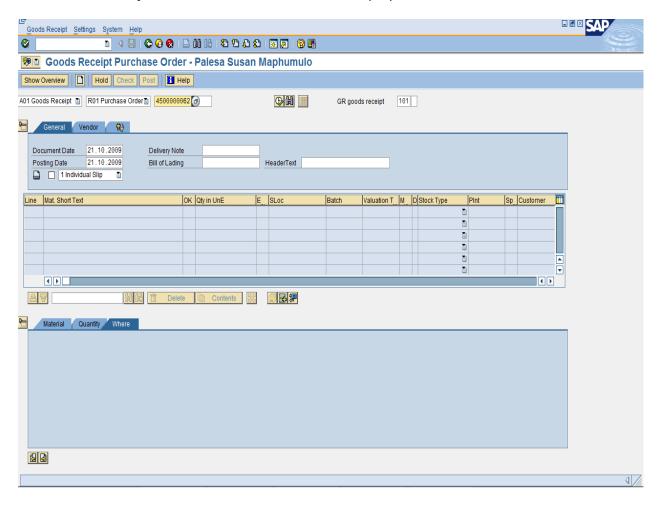
Double-click on the MIGO\_GR - GR for Purchase Order (MIGO)

MIGO\_GR - GR for Purchase Order (MIGO) node.





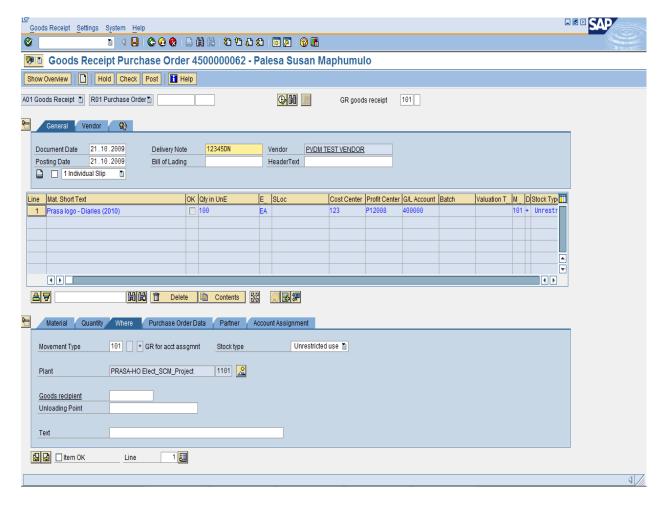
#### The Goods Receipts Purchase Order screen is displayed.







#### Goods Receipt Purchase Order xxxxx screen is displayed.



Using the table below, complete the following fields:

Goods Receipt Process Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
1.		Click on the <b>Material</b> tab.	R
		The Material description defaults from the original Purchase Requisition, there is no Material Number, and it's for direct consumption. No stock kept in the warehouse for these goods.	





	Goods Receipt Process			
		Goods Receipts Purchase Order		
Step	Field Name	Field Description and Action	R/O	
2.		Click on the <b>Quantity</b> tab	R	
		The Quantity in delivery note indicates the quantity specified by the vendor as the delivered quantity in the accompanying papers i.e. delivery note. The delivery note quantity can be entered at the time of goods receipt and is then used by Invoice Verification (Financials) in the processing of differences.  Enter a new quantity if it is different to the quantity actually received.		
3.		Click on the Where tab.	R	
4.		Enter the Plant where the goods will be delivered.  Enter the name of the person who is to receive the goods. For this example <b>PRASA</b>	R	
5.		Enter the point at which the material is to be unloaded for this example, <b>66 Jorrisen Place</b> , <b>Braamfontein</b>	R	
6.		Click in the <b>Item OK</b> When this indicator is set, the item is pulled through to the material document that is posted. In order to check the item before posting is carried out the Item OK indicator must be set. Select the Item OK checkbox if the goods receipt is to be posted.	R	
7.		Click on the <b>Purchase Order Data</b> Purchase Order Data  tab.	R	
8.		Click on the <b>Partner</b> Partner tab. The relevant vendor data fields are displayed.	0	
9.		Click on the Account Assignment  Account Assignment  tab.  The relevant financial data fields, the GL Account number, Cost Center & Profit Center are displayed.  This defaults from the Burshase Order	0	
	1	This defaults from the Purchase Order.	<u> </u>	





		Goods Receipt Process	
	1	Goods Receipts Purchase Order	ı
Step	Field Name	Field Description and Action	R/O
10.		Click on the <b>Check</b> button to verify all the details are correct.  Save the transaction by clicking on the <b>Post</b> button or <b>Save</b> button.  Checking before posting helps in identifying any warning/error/inconsistency in the document. Pressing the Control + S keys on the keyboard, the transaction will also be saved.	R
11.		A system message: <b>Material document posted</b> , is	R
		displayed Material document 5000000065 posted	

(Note: On above table, in column R/O; R = Required, O = Optional)



It is sometimes necessary to reverse a goods receipt due to user error. For example, an incorrect quantity is entered or the wrong purchase order chosen. Reversing goods movements using movement types is the same as the initial movement type +1.

For example, a reversal of a goods receipt for a Purchase Order, movement type "102.



You have successfully created a goods receipt for direct consumption.



#### 2.3 Return to Store Process - Scenario 1

Goods have issued for Consumption. After Goods Issue, the end-user realises that all the goods will no longer be used and need to be returned to the store. The end user must then take the goods issue slip that was given when the goods were issued and give it to the stock controller at the store.

In this case the corresponding Goods Issue document must be cancelled. If the goods issue slip cannot be found, the stock controller will search on the system for the document number.

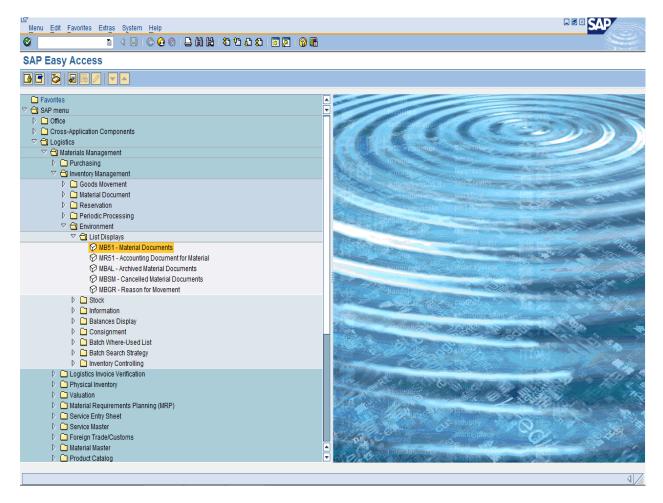
The first step is to display the Material Document or to confirm what goods and numbers have been issued.

Transaction Code: MB51					
	Logistics   Material Management   Inventory Management   Environment   List Displays   MB51 - Material Documents				





#### The SAP Easy Access screen is displayed

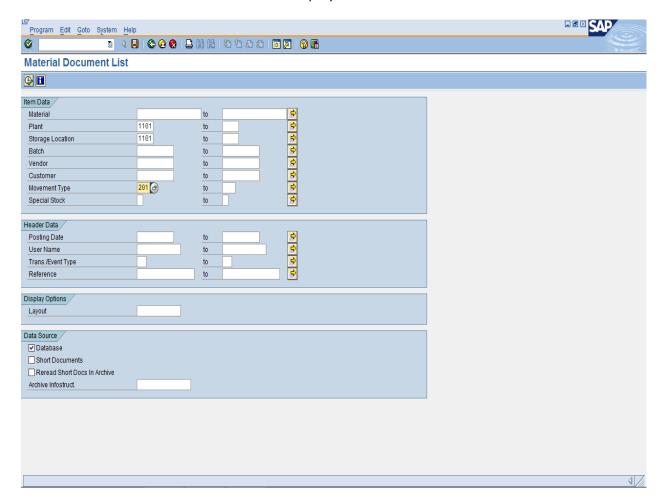


Click on the MB51 - Material Documents MB51 - Material Documents node





## The Material Document List screen is displayed



Using the table below, complete the following fields:

		Goods Receipt Process	
		Material Document List	
Step	Field Name	Field Description and Action	R/O
1.	Plant	Enter the <b>Plant code - 1101</b> – Prasa Head Office  1101 PRASA HEAD OFFICE and	R
2.	Storage Location	Enter the <b>Storage - 1101</b> - Prasa Head Office <b>1101</b> - 1101	R
3.	Movemen t type	Enter movement type <b>201</b> to display all goods issue done from the above storage location	R



## Goods Receipt Process – Materials Management



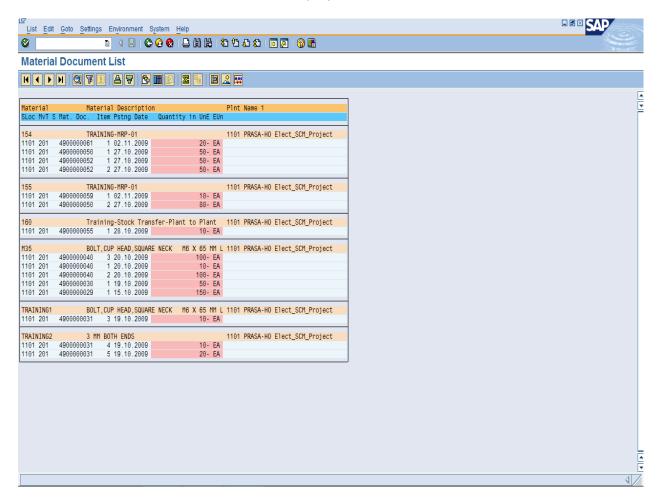
4.		
	Click on the <b>Execute</b> button.	
	The following screen displayed	

(Note: On above table, in column R/O; R = Required, O = Optional)





#### The Material Document List screen is displayed





th the help of the end user the stock controller will search for the right document number from the above list. For example document 4900000061

ce the document is found, the stock controller proceeds to cancel the document on the system



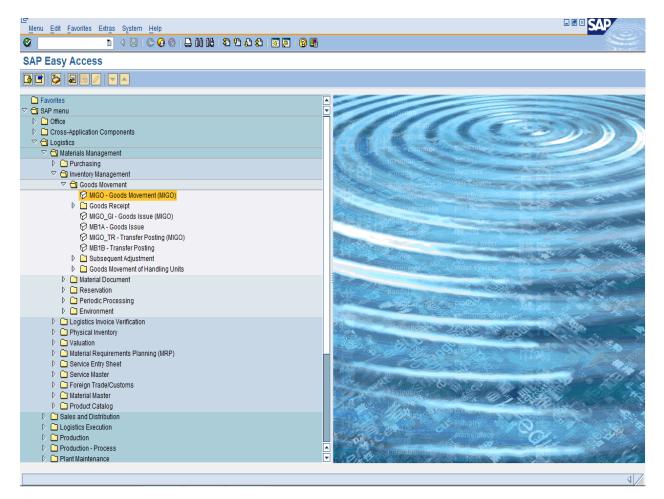


Transaction Code: MIGO



Logistics □ Material Management □ Inventory Management □ Goods Movement □ MIGO - Goods Movement (MIGO)

#### The SAP Easy Access screen is displayed

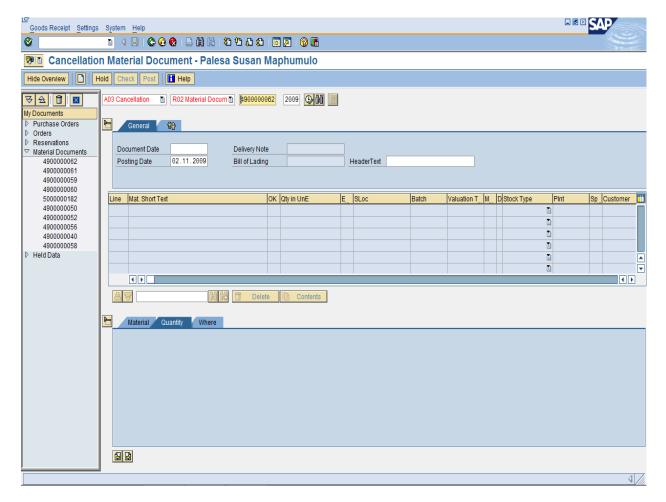


Click on the MIGO - Goods Movement (MIGO) MIGO - Goods Movement (MIGO) node.





#### The Cancellation Material Document screen is displayed



Goods Receipt Process			
		Cancellation Material Document	
Step	Field Name	Field Description and Action	R/O
1.	Document Type	Select <b>Cancellation</b> A03 Cancellation from the drop down list if it is not the default. This field indicates the type of transaction being performed.	R
2.	Document Reference	Select <b>Material Document</b> R02 Material Document from the drop down list if it is not the default.  This field indicates the type of document to be referenced	R
3.	Purchasing Document Number	lect "Cancellation" and enter the document number  Material Document field. For this example 490000062  or search it from the Show Overview button.	R



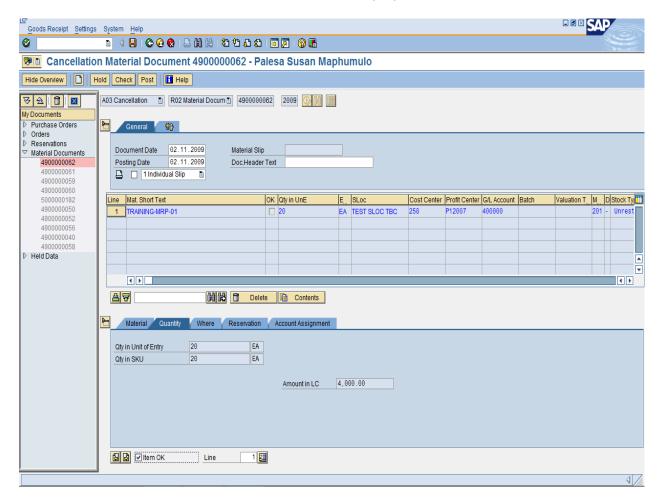
# Goods Receipt Process – Materials Management







#### The Cancellation Material Document screen is displayed



Using the table below, complete the following fields:

Goods Receipt Process Cancellation Material Document			
Step	Step Field Name Field Description and Action R		
1.		Click on the Material tab.	R
		Enter the Material Description, Material Group and Material Number to be cancelled	





		Goods Receipt Process	
	1	Cancellation Material Document	1
Step	Field Name	Field Description and Action	R/O
2.		Click on the <b>Quantity</b> tab	R
		eck the quantity of goods retuned against the document	
		Check the quality of goods retuned and process only if satisfied	
3.		Click on the Where where tab.	R
		Enter the Plant and Storage Location where the goods will be stored	
4.		Enter the name of the person who is to receive the returned material	R
5.		Enter the point at which the material is to be unloaded for example, <b>Prasa Head Office</b> , <b>66 Jorrisen Place</b> , <b>Braamfontein</b>	R
6.		Click in the <b>Item OK</b> When this indicator is set, the item is pulled through to the material document that is posted. In order to check the item before posting is carried out the Item OK indicator must be set. Select the Item OK checkbox if the goods receipt is to be posted.	R
7.		Click on the <b>Check</b> button to verify all the details are correct.  Save the transaction by clicking on the <b>Post</b> button or <b>Save</b> button.	R
		Checking before posting helps in identifying any warning/error/inconsistency in the document. Pressing the Control + S keys on the keyboard, the transaction will also be saved.	
8.		A system message: Material document posted, is displayed Material document 4900000063 posted	R

(Note: On above table, in column R/O; R = Required, O = Optional)





#### 2.4 Return to Store Process - Scenario 2

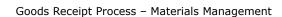
Goods have issued for Consumption. After Goods Issue, the end-user realises that some of the goods will no longer be used and need to be returned to the store. The end user must then take the goods issue slip that was given when the goods were issued and give it to the stock controller at the store.

In this case a reversal of goods issue must be captured. The corresponding document should be found in the same way as scenario 1.

Once the document is found, the stock controller proceeds to do a reversal of goods issue with reference to the document number

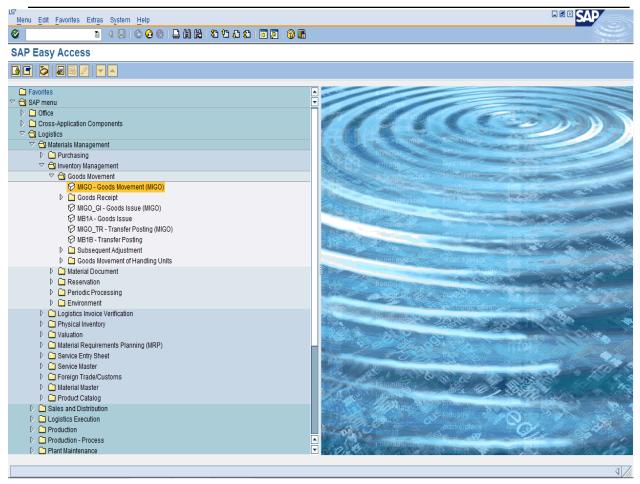
Transaction	Code: MIGO
	Logistics □ Material Management □ Inventory Management □ Goods Movement □ MIGO - Goods Movement (MIGO)

The **SAP Easy Access** screen is displayed







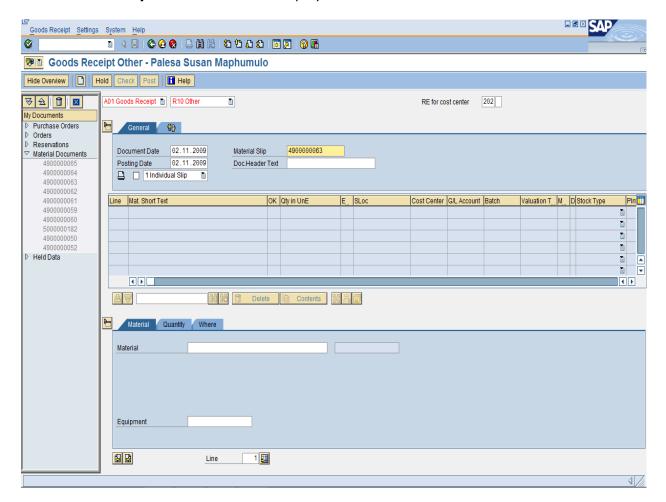


Click on the MIGO - Goods Movement (MIGO) MIGO - Goods Movement (MIGO) node.





#### The Goods Receipt Other screen is displayed



Using the table below, complete the following fields:

Goods Receipt Process			
Goods Receipt Other			
Step	Field Name	Field Description and Action	R/O
1.	Document Type	Select <b>Goods Receipts</b> A01 Goods Receipt from the drop down list if it is not the default. This field indicates the type of transaction being performed.	R
2.	Document Reference	Select <b>Material Document</b> R10 Other from the drop down list if it is not the default.  This field indicates the type of document to be referenced	R
3.	Material Slip	Enter the material document as reference. For this example <b>490000063</b>	





Goods Receipt Process			
		Goods Receipt Other	
Step	Field Name	Field Description and Action	R/O
4.			
5.	Mov Type	Enter movement type. For this example enter 202,	
6.		Enter the name of the person who is to receive the goods. For this example <b>PRASA</b>	R
7.		Enter the point at which the material is to be unloaded for this example, <b>66 Jorrisen Place</b> , <b>Braamfontein</b>	R
8.		Click in the <b>Item OK</b> theckbox.	R
		When this indicator is set, the item is pulled through to the material document that is posted. In order to check the item before posting is carried out the Item OK indicator must be set. Select the Item OK checkbox if the goods receipt is to be posted.	
9.		Click on the Account Assignment	0
		Account Assignment tab.  Enter the G/L account number. For this example <b>400000</b>	
		Enter the Cost Center number. For this example <b>258</b> .	
		Click on the <b>Check</b> Check button to verify all the details are correct.	R
		Save the transaction by clicking on the <b>Post</b> button or <b>Save</b> button.	
		Checking before posting helps in identifying any warning/error/inconsistency in the document. Pressing the Control + S keys on the keyboard, the transaction will also be saved.	
10.		A system message: <b>Material document posted</b> , is	R
		displayed Material document 4900000066 posted	

(Note: On above table, in column R/O; R = Required, O = Optional)



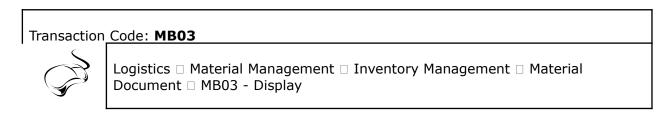


## 2.5 Display Material Document

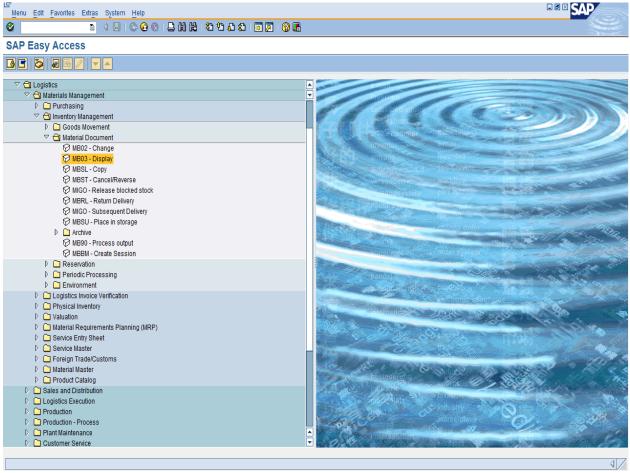
At the end of this session, you should be able to perform the following in the SAP system.

Display Material Document

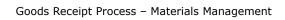
**Business Scenario**: After you have performed Return to Store Process, you want to check the status of the Material Movement and display the Accounting Documents.



#### The SAP Easy Access is displayed



Double-click on the MB03 - Display MB03 - Display node.



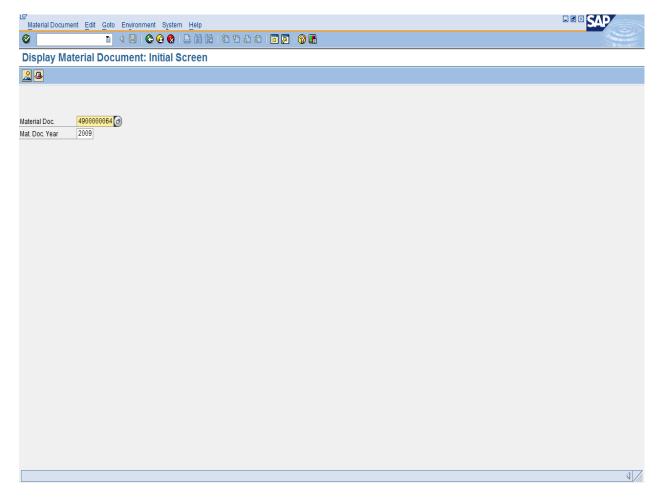








#### The Display Material Document: Initial Screen is displayed



Using the table below, complete the following fields:

	Goods Receipt Process			
	1	Display Material Document	1	
Step	Field Name	Field Description and Action	R/O	
1.	Material Doc.	Click in the Material Document field  Enter the relevant material document number  490000064 or select it from the Possible Entries button  The material document number is an alphanumeric key that uniquely identifies the material document.	R	
2.	Mater. Doc. Year	Enter the <b>calendar year</b> 2009 in which the material document was posted.	R	



### Goods Receipt Process – Materials Management



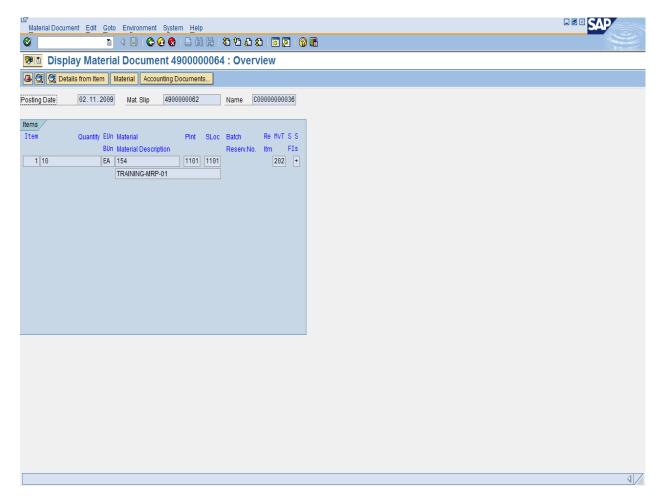
3.	ck on the <b>Item Overview</b> 🚨 button.	R
----	--	---

(Note: In the above table, column "R/O"; R = Required, O = Optional)





#### The **Display Material Document Overview** screen is displayed



Using the table below, complete the following fields:

	Goods Issue Process			
	Display Material Document			
Step	Field Name	Field Description and Action	R/O	
1.	Name	Displays the user name or number.	0	
2.	Posting Date	Displays the Posting Date used when capturing the material document in Financial Accounting or Controlling.	0	
3.	Item	Displays the line item number.	0	
4.	Quantity	Displays the quantity to be returned	0	
5.	Eon	Displays the unit of measure.	0	
6.	Material	Displays the material number.	0	
7.	Material Description	Displays a description of the material.	0	





(Note: In the above table, column "R/O"; R = Required, O = Optional)

Using the table below, complete the following fields:

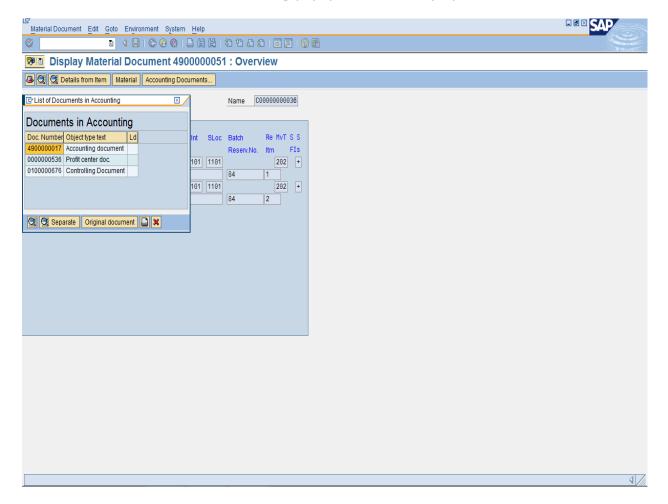
	Goods Issue Process			
	Display Material Document			
Step	Field Name	Field Description and Action	R/O	
8.	Plant	Displays the <b>Plant code - 1101</b> – Prasa Head Office	0	
		1101 PRASA HEAD OFFICE and		
9.	SLoc	Displays the <b>Storage - 1101</b> – Prasa Head Office <b>1101</b> – 1101 1101 TEST SLOC TBC	0	
10.	MvT	Displays the movement type. Each goods movement, for example, purchase order to warehouse, is allocated a movement type in SAP. <b>Movement Type 202 – RE for Cost Center</b>	0	
11.		Click on the <b>Accounting Documents</b> Accounting Documents button to display the accounting documents, which were created when the material document was posted.	0	

(Note: In the above table, column "R/O"; R = Required, O = Optional)





#### The **List of Documents in Accounting** popup window is displayed.



Using the table below, complete the following fields:

	Goods Issue Process			
	Display Material Document			
Step	Step Field Name Field Description and Action			

(Note: In the above table, column "R/O"; R = Required, O = Optional)



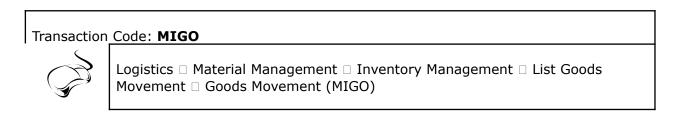
# PASSENGER RAIL AGENCY OF SOUTH AFRICA

# 2.6 Return Delivery Processing

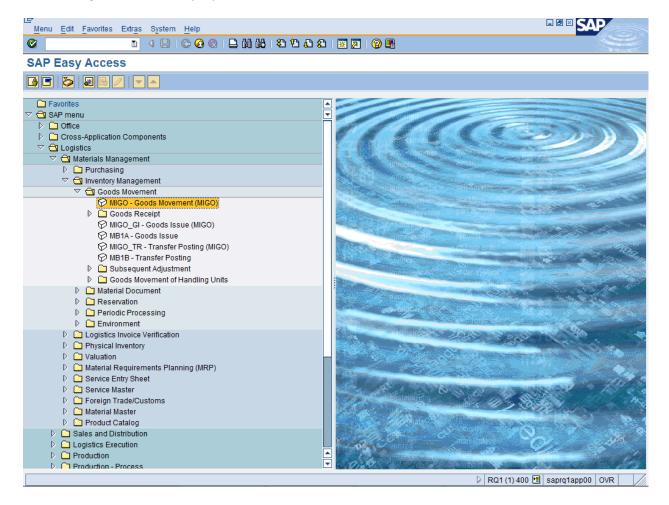
At the end of this session, you should be able to:

Process a Return Delivery – MIGO

**Business Scenario**: After goods receipts, you realize that some of the goods delivered are defective and you would like to return them to the supplier.



#### The **SAP Easy Access** is displayed.





### Goods Receipt Process – Materials Management

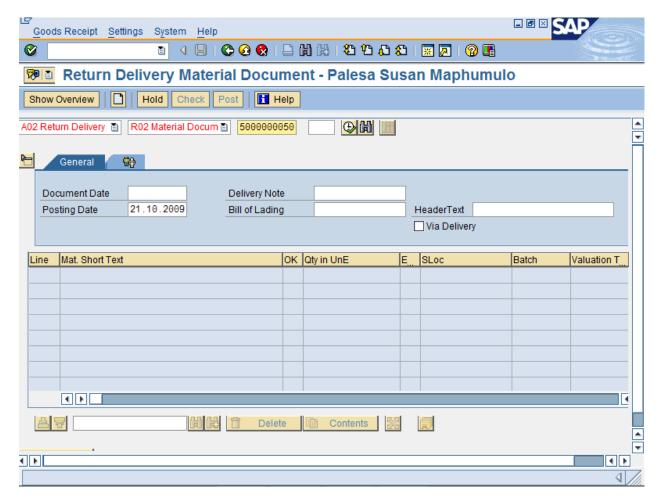


Double-click on the **MIGO-Goods Movement (MIGO)** MIGO - Goods Movement (MIGO) node.



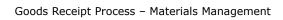


#### The **Return Delivery Material Document** screen is displayed.



Using the table below, complete the following fields:

	Goods Receipt Process			
	1	Return Delivery Material Document		
ер	eld Name	eld Description and Action	0	
1.	Document Type	Select <b>Return Delivery</b> from the drop down list if it is not the default.  This field indicates the type of document being performed	R	
2.	Document Reference	Select either <b>Delivery Note</b> or <b>Material Document</b> R02 Material Document, depending on the document to be referenced from the drop down list if it is not the default.  This field indicates the type of document to be referenced	R	







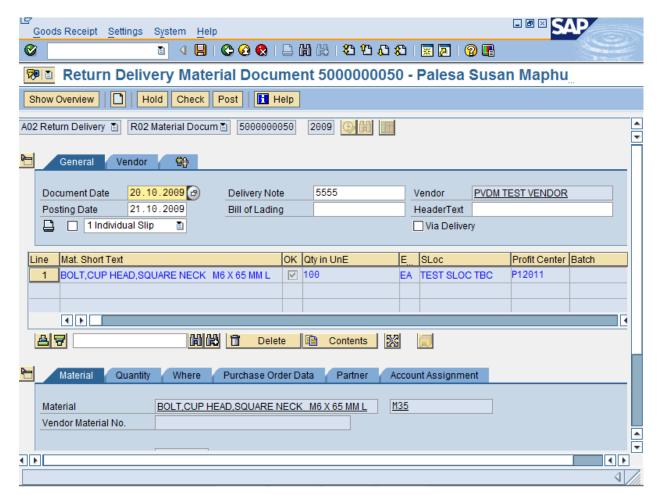




3.	Material Document Number	Enter the Material Document number. For this example, enter <b>5000000050</b>	R
		This is an alphanumeric key which uniquely identifies a delivery note number or a material document number to be referenced. This field is dependent on the entry made in the Document Reference field.	
4.		Click on the <b>Execute</b> button.	R

(Note: On above table, in column R/O; R = Required, O = Optional)

#### The **Return Delivery Material Document** screen is displayed.



Using the table below, complete the following fields:

Goods Receipt Process				
	Return Delivery Material Document			
ер	eld Name	eld Description and Action	О	



## Goods Receipt Process – Materials Management



1.	Document Date	Leave as is.	R
	Dute	This is the date on which the original document i.e. vendor delivery note or internal goods receipt slip, was issued. The default is the current system date.	

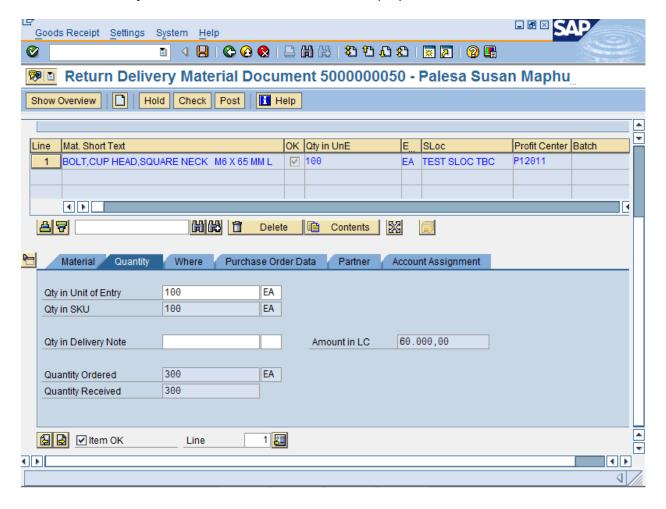




2.	Posting	ave as is	R
	Date		
		is is the date used when entering the accounting	
		document. The default is the current system date.	
3.	Material	Click on the Material tab.	0
		The relevant material data fields are displayed.	

(Note: On above table, in column R/O; R = Required, O = Optional)

#### The **Return Delivery Material Document** screen is displayed.







Using the table below, complete the following fields:

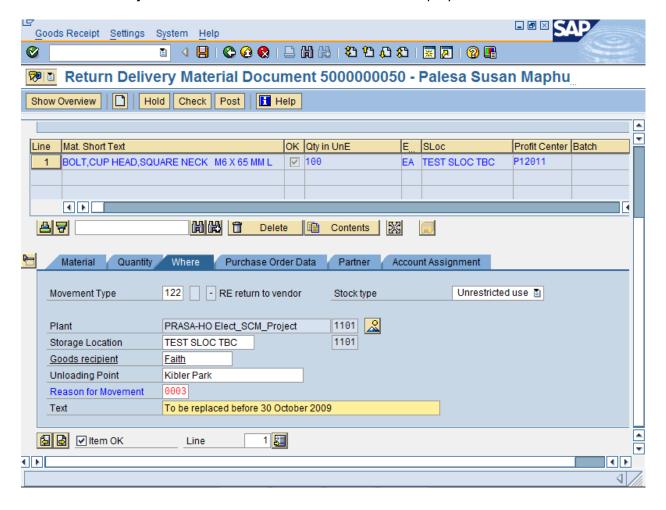
	Goods Receipt Process		
	1	Return Delivery Material Document	T
ер	eld Name	Id Description and Action	0
1.		Click on the <b>Quantity</b> tab	R
		The quantity unit of entry specifies the quantity to be received by the vendor. The quantity is automatically converted to the order unit of measure (base unit of measure). The quantity received during the Goods Receipt process automatically defaults from the reference document. Enter the quantity to be returned to vendor.	
2.	Qty in Unit of Entry	Enter the <b>Quantity</b> to be returned to the vendor. For this example, enter <b>100</b> .	R
		The quantity in delivery note indicates the quantity specified by the vendor as the delivered quantity in the accompanying papers i.e. delivery note. The delivery note quantity can be entered at the time of goods receipt and is then used by Invoice Verification (Financials) in the processing of differences.	
3.	Qty in Delivery Note	Enter the Quantity to be returned. For this example, enter <b>300</b> .	R
		This field defaults from the original Goods Receipts or Quantity on the Delivery Note	
4.	Quantity ordered	Leave unchanged.  This field indicates the total quantity ordered to date and	0
		defaults from the reference document.	
5.	Quantity Received	Leave as is.	0
		This field indicates the quantity from a goods receipt.	
6.	Amt.in loc.cur	Leave as is.  This field indicates the total amount of the goods in	0
		South African Rands.	
7.		Click on the <b>Where</b> Where tab. The relevant location data fields are displayed.	R

(Note: On above table, in column R/O; R = Required, O = Optional)





#### The Return Delivery Material Document xxxxx screen is displayed.







Using the table below, complete the following fields:

Goods Receipt Process Return Delivery Material Document					
ер	eld Name	eld Description and Action	О		
1.	Movement Type	Enter Movement Type 122 – Return delivery to vendor or it's defaulted from the material document.  The movement type identifies the type of movement to be performed and defaults from the previous screen. Each goods movement i.e. purchase order to	R		
2.	Reason for	warehouse, is allocated a movement type in SAP.  Enter <b>Reason for Movement</b> for the goods return or	R		
	Movement	select it from the <b>Possible Entries</b> Reason for Mvmt button. For this example select 0003 Damaged			

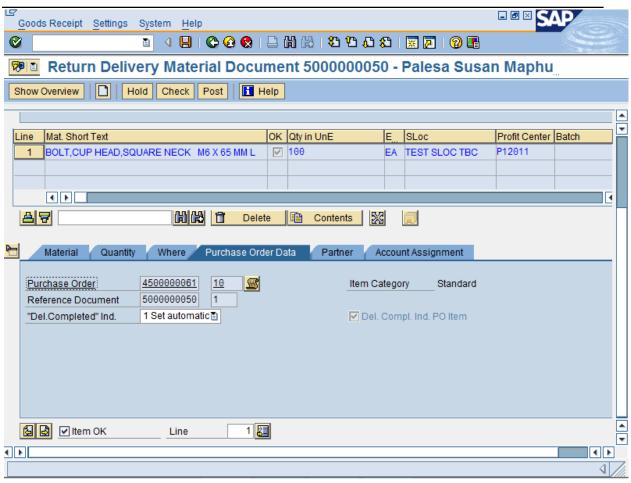
(Note: On above table, in column R/O; R = Required, O = Optional)

The **Return Delivery Material Document** screen is displayed.



#### Goods Receipt Process - Materials Management









Using the table below, complete the following fields:

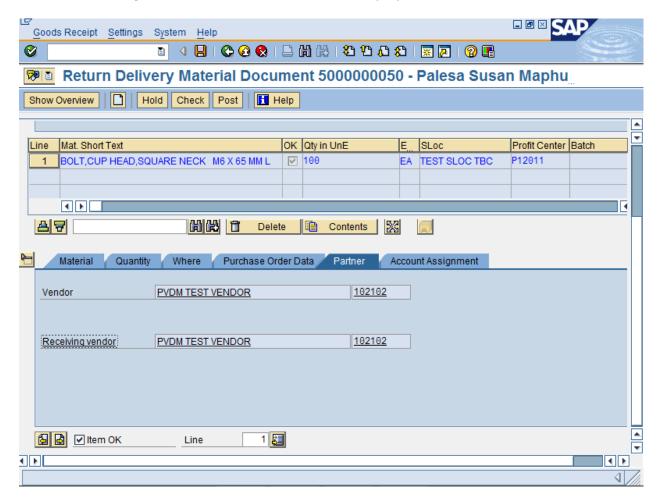
Goods Receipt Process  Return Delivery Material Document					
ер	eld Name	eld Description and Action	o		
1.		Click on the Purchase Order Data  Purchase Order Data  tab.  This field defaults the purchase order used to reference and complete the initial goods receipt.	0		
2.	Reference Document	This field defaults the material document number created when the goods receipt was captured on SAP.	0		
3.	"Del.comple ted" ind.	The Delivery completed indicator is selected when no further goods receipts are expected for this item. The item is considered closed. The "delivery completed" indicator can be set in the goods receipt or in the purchase order item or outline agreement item.	0		
4.		Click on the <b>Partner</b> Partner tab. The relevant vendor data fields are displayed.	R		

(Note: On above table, in column R/O; R = Required, O = Optional)





#### The **Return Delivery Material Document** screen is displayed.



Using the table below, complete the following fields:

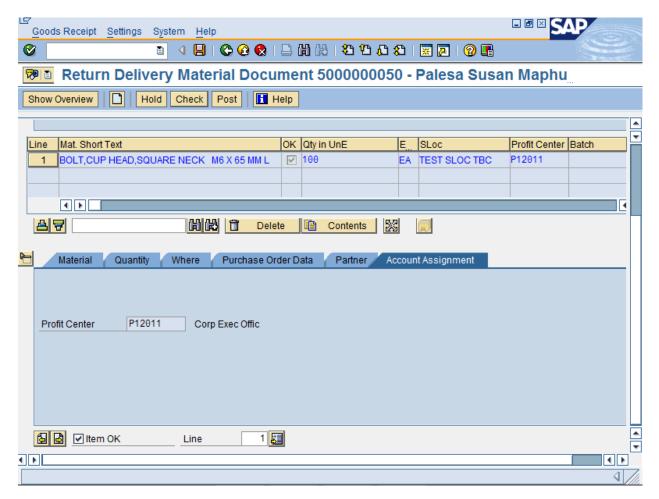
Goods Receipt Process  Return Delivery Material Document					
ер	eld Name	eld Description and Action	О		
1.	Vendor	The vendor details default from the reference document entered on the Purchase Order.	0		
2.		Click on the Account Assignment  Account Assignment  tab.  The relevant financial data fields are displayed.	0		

(Note: On above table, in column R/O; R = Required, O = Optional)





#### The Return Delivery Material Document screen is displayed.



Using the table below, complete the following fields:

Goods Receipt Process  Return Delivery Material Document						
ер	eld Name	eld Description and Action	О			
1.	Profit Centre	This field displayed the Profit Centre number, which defaults from Material Master	0			
2.		ck on the <b>Goto Next Item</b> on the Main menu bar to go to the next line item or save the transaction by clicking on the Post button.	R			

(Note: On above table, in column R/O; R = Required, O = Optional)



system message: Material Document posted, is displayed

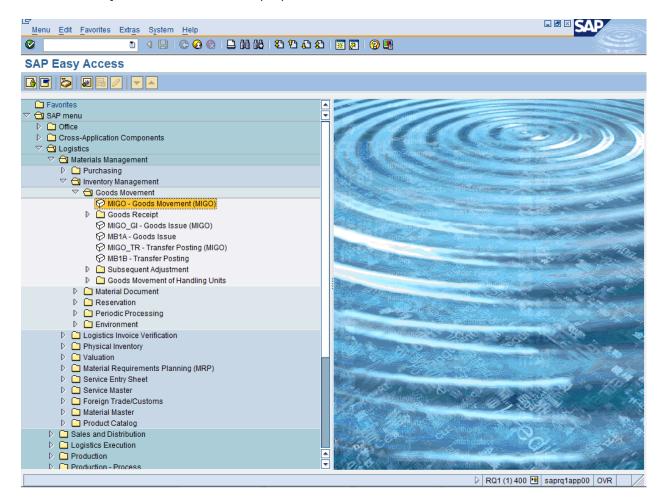
Material document 5000000060 posted





Click on the **Exit** button to return to the **SAP Easy Access** screen

#### The SAP Easy Access screen is displayed









### 3. Learner Exercises

- 3.1 Perform Goods Receipt for Purchase Order.
- 3.2 Perform a Return to Stores.
- 3.3 Perform a Return Delivery.
- 3.4 Display Material Document.

Refer to the Exercise Booklet.





# **Frequently Asked Questions**

#### 4.1 How do I make line item text show up in the line item reports for the **GR/IR documents?**

To enter text in the GR document, make sure you fill in the text field in the GR line item section

To enter text in the IR document, make sure you fill in the text field on the IR PO Reference Tab. Refer to the.

Text will not show up in GR/IR documents if the text has not been entered in GR/IR document when processing.

#### 4.2 **What Goods Receipt Note?**

Goods Receipt Note is a document used to record the inward entry Answer: of the any goods received at the premises of the organization. Normally consist of document the details of Quantity Received, Quantity Rejected and Quantity Accepted, Supplier Name & P.O.





# 5. Final Course Review

# 5.1 Review of Learning Outcomes

Having completed this course, you should be able to:

- ✔ Perform Goods Receipt for Stock Material ERSA
- ✔ Perform Goods Receipts for Non- Stock Material NLAG
- ✔ Perform a Return Delivery