

Project i-SMARTS

Training Guide

Goods Receipts Management Course



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

Document Control

Release Record

Version	Date Released for QA	Pages Affected	Remarks
1	30 Sept 2009	All	1 st draft QA
2	01 Oct 2009	All	Review of draft QA
3	02 Oct 2009	All	Review of 3 rd QA
4	05 Oct 2009	All	Review of 4 th QA
5	16 Oct 2009	All	Review of 5 th QA

Preparation

Action	Name	Date
Quality Checked – Training QA Manager	Masike Malatji	
Quality Checked – Training Manager	James Asante	
Quality Checked – Business Process Owner	Sizwe Mayaba	
Quality Checked – Business Project Manager	Rajesh Thampy	
Quality Checked – MIIB Consultant	Pieter Van Der Merwe	
Quality Checked – MIIB Program Manager	Ockert Van Schalkwyk	

Sign-off

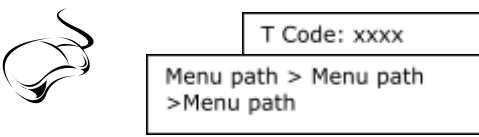
Version	Approved By	Organisation & Responsibility	Signature & Date	Remarks / Qualifications

Table of Contents

1.	PROCESS OVERVIEW	7
1.1	Process Flow	8
1.2	Terms and Concepts	9
2.	THE GOODS RECEIPTS PROCESS.	10
2.1	Perform Goods Receipt for Stock Material - ERSA	10
2.2	PERFORM GOODS RECEIPTS FOR NON-STOCK MATERIAL - NLAG	18
2.3	RETURN TO STORE PROCESS – SCENARIO 1	23
2.4	RETURN TO STORE PROCESS – SCENARIO 2	31
2.5	DISPLAY MATERIAL DOCUMENT	34
2.6	RETURN DELIVERY PROCESSING	39
3.	Learner Exercises	50
3.1	Perform Goods Receipt for Purchase Order.	50
3.2	Perform a Return to Stores.	50
3.3	Perform a Return Delivery.	50
3.4	Display Material Document.	50
4.	FREQUENTLY ASKED QUESTIONS	51
5.	FINAL COURSE REVIEW	52
5.1	Review of Learning Outcomes	52

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

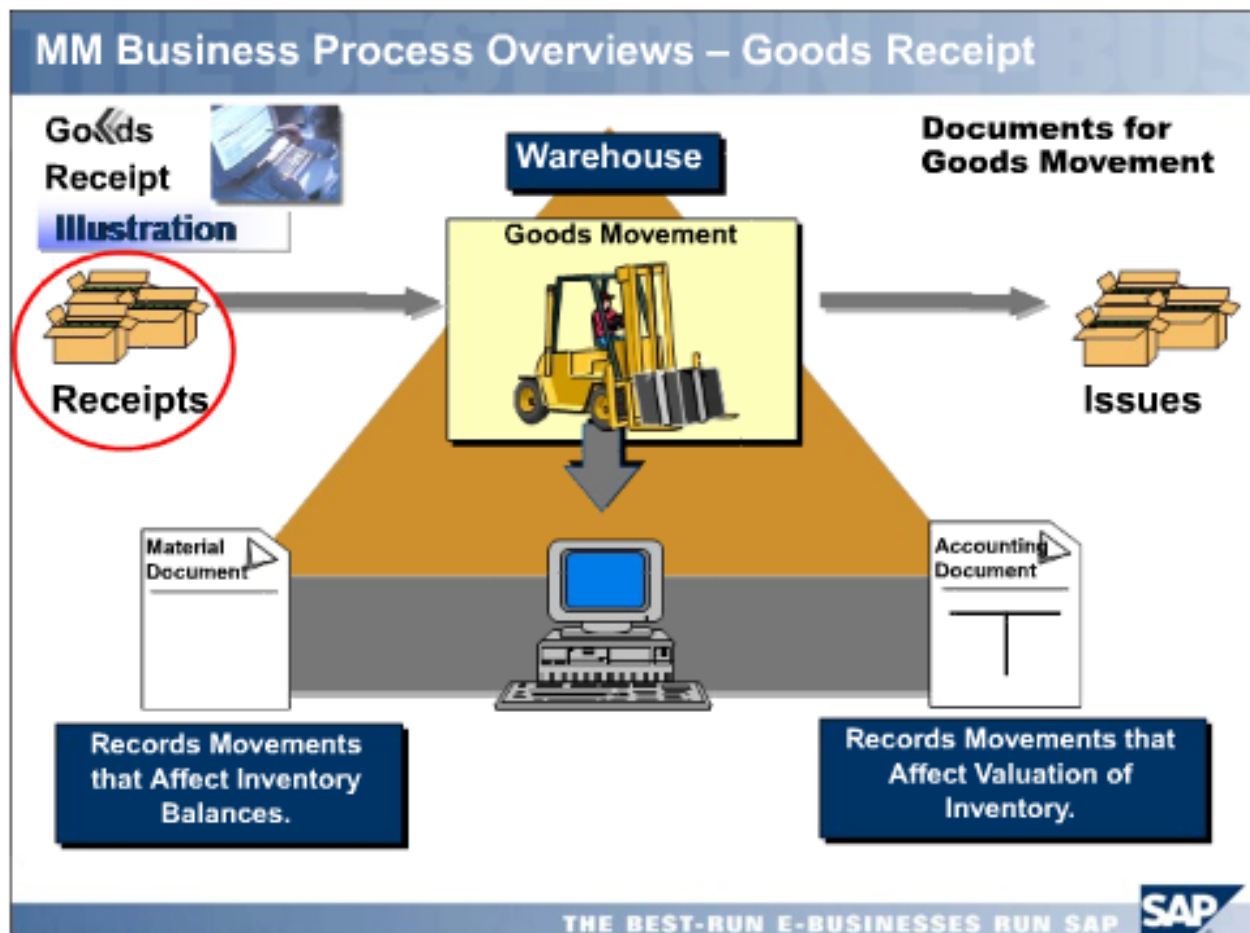
Old and New Terminology

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

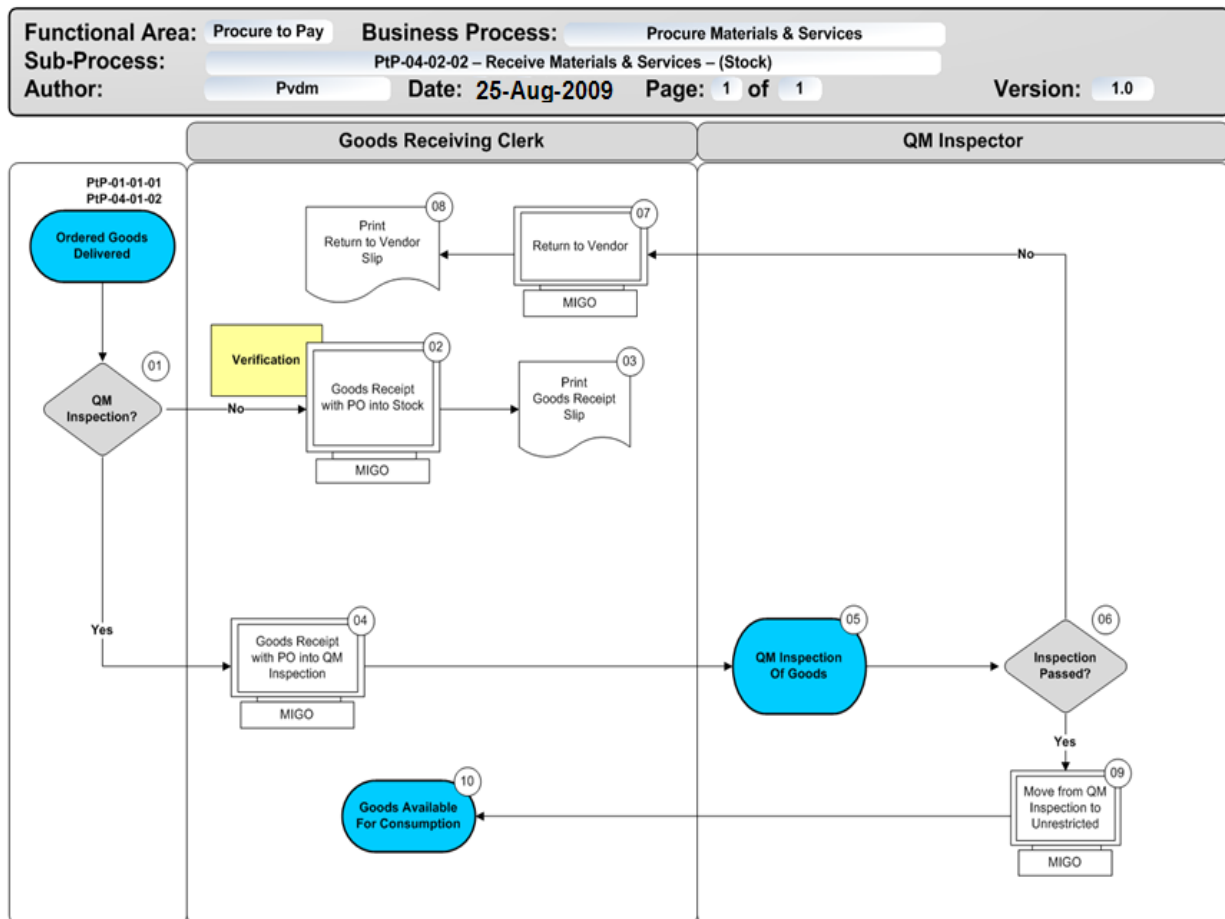
The Goods Receipts forms part of the Purchasing Cycle Material.
The material or goods bought from a Vendor are ready to be delivered.
The warehouse Controller will receive the material into their warehouse.

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

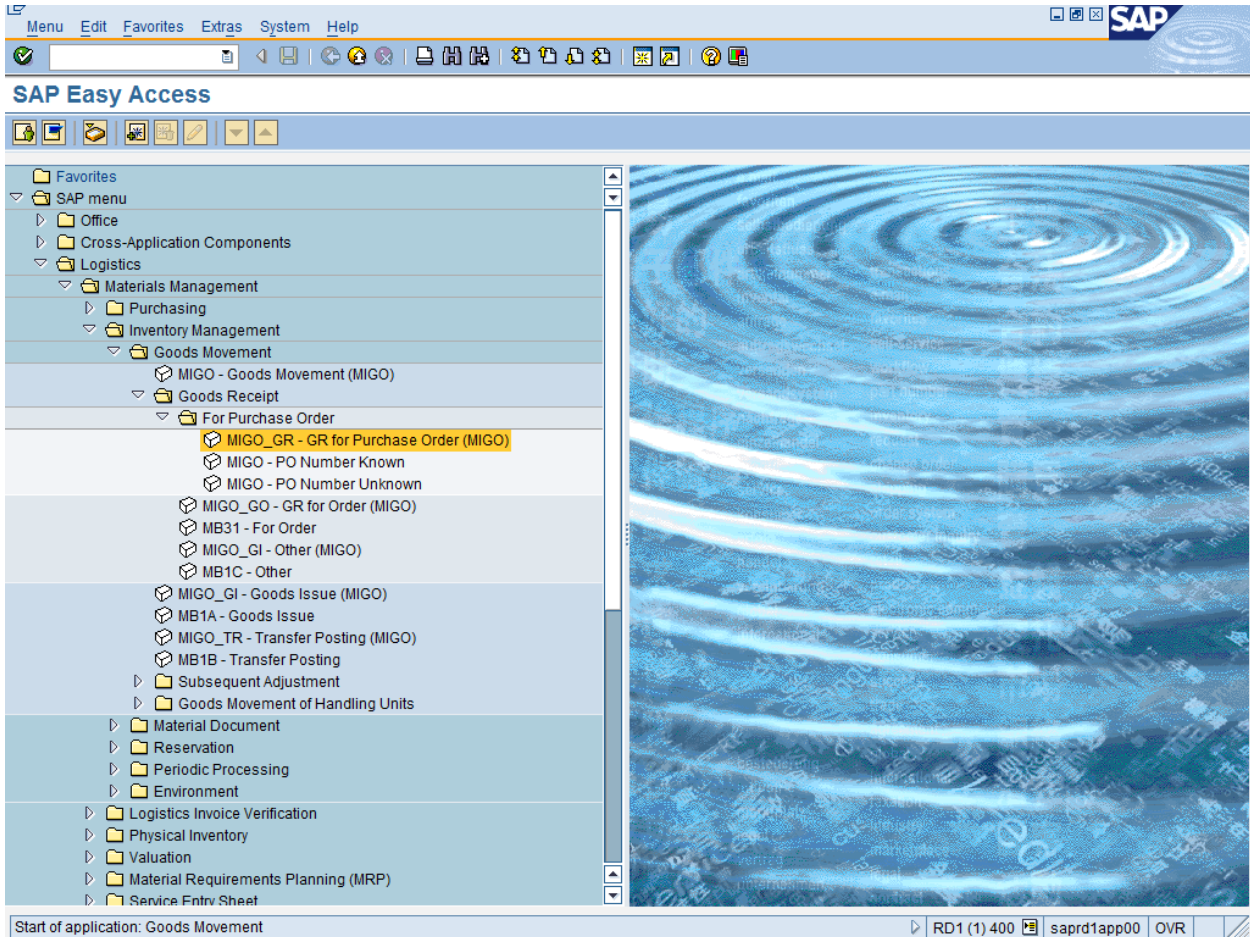
Business Scenario: As PRASA employee in the warehouse, you are responsible for the entry of goods movements. To become better acquainted with the single-screen transaction for goods movements, you want to enter a goods receipt. After the posting, check whether the quantity-based and value-based update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

Goods Receipt Purchase Order - Palesa Susan Maphumulo

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | GR goods receipt | 101

Head data

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation T...	M...	D	Stock Type	Pint
------	-----------------	----	------------	------	------	-------	----------------	------	---	------------	------

Delete | Contents

Detail data

R01 (1) 400 | saprq1app00 OVR



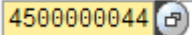
If the screen displays the sections of the transaction in a collapsed mode, Click on the **Head data**  **Head.data** button and /or **Detail data**  **Detail data** button to expand the section.

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

Using the table below, complete the following fields:

Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
1.	Document Type	Select Goods Receipt 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 Purchase Order R01 Purchase Order from the drop down list if it is not the default.	R

		This field indicates the type of document to be referenced	
--	--	--	--

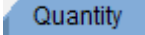
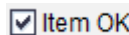
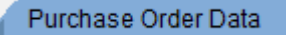
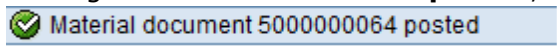
Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
3.	Purchasing Document Number	Click in the Purchase Order field. Enter the relevant purchase order number  or select it from the Possible Entries button. This is an alphanumeric key which uniquely identifies the purchasing document to be referenced.	R
4.	GR goods receipt	Select Movement Type  or select it from the Possible Entries 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.	O
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.	O
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 Execute  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:

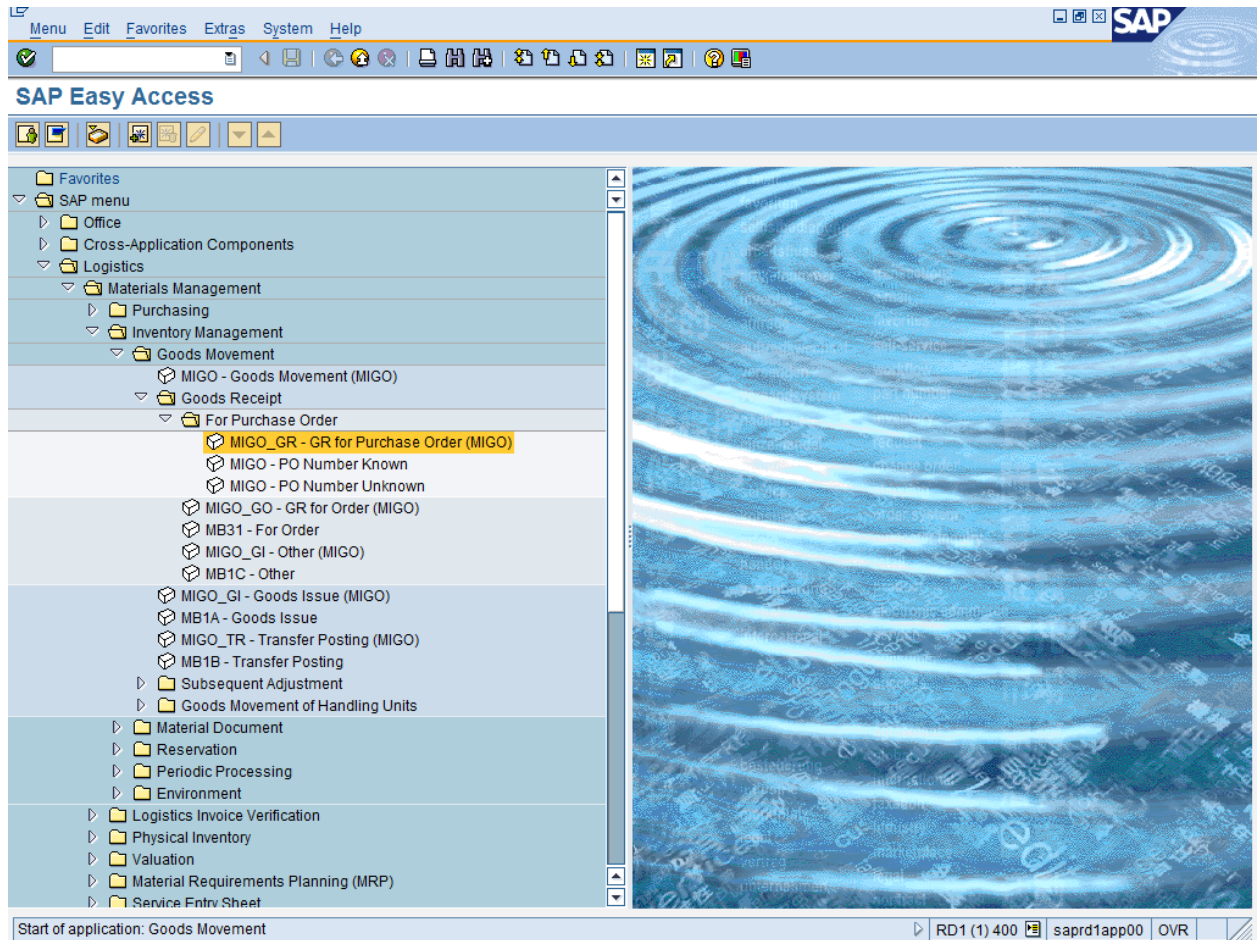
Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
1.		Click on the Material Material tab. The Material Description, Material Group and Material Number defaults from the Purchase Order details	R

Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
2.		Click on the Quantity  tab 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.	R
3.		Click on the Where  tab. Enter the Plant and Storage Location where the goods will be stored	R
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 Jorissen Place, Braamfontein	R
6.		Click in the Item OK  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 Purchase Order Data  tab.	R
8.		Click on the Check  button to verify all the details are correct. Save the transaction by clicking on the Post  button or Save  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 	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.

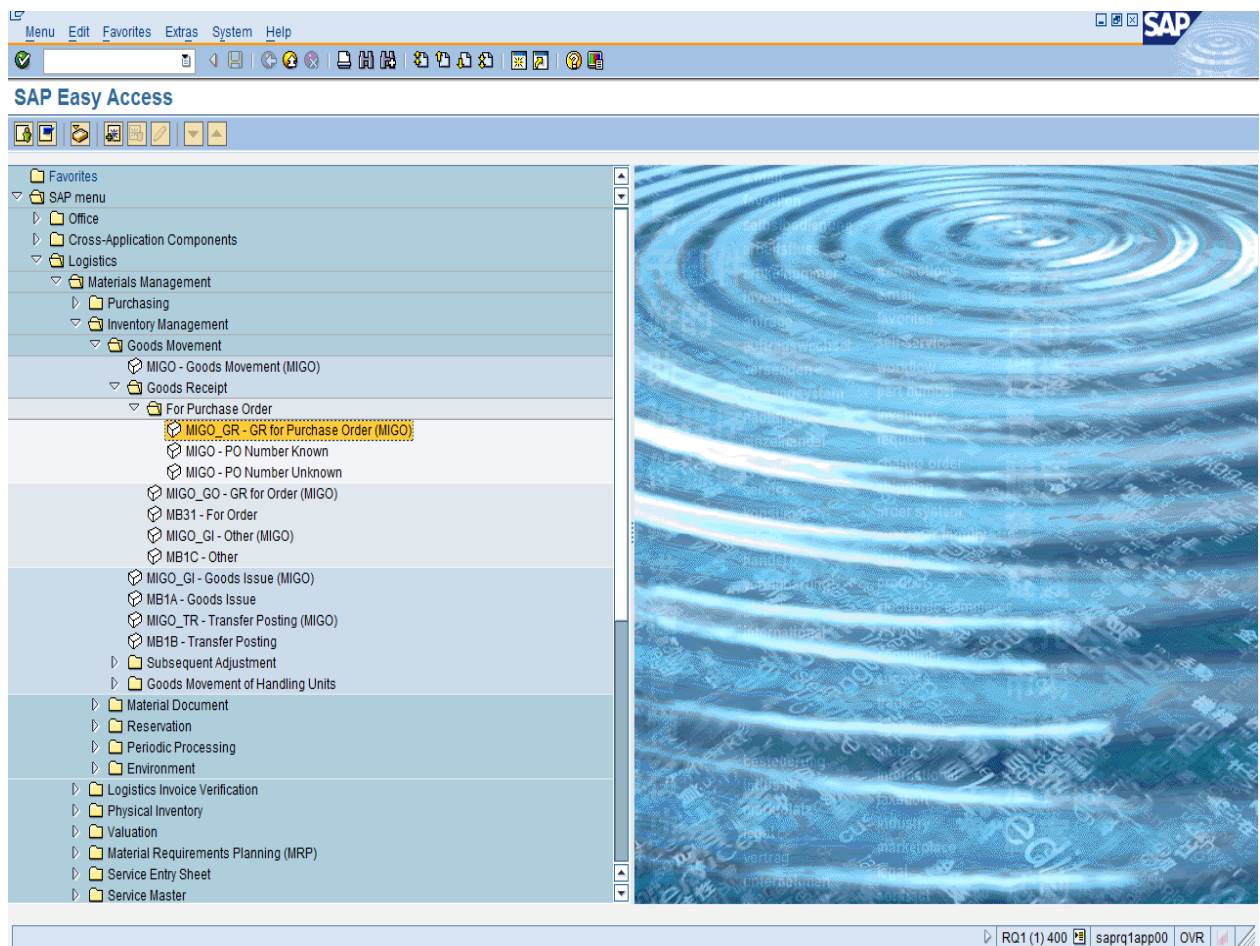


2.2 Perform Goods Receipts for Non-Stock Material - NLAG

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 Settings System Help

Goods Receipt Purchase Order - Palesa Susan Maphumulo

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order 4500000062 GR goods receipt 101

General Vendor

Document Date 21.10.2009 Delivery Note
Posting Date 21.10.2009 Bill of Lading HeaderText
☐ 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E	SLoc	Batch	Valuation T	M	D	Stock Type	Pint	Sp	Customer

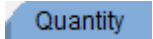
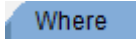
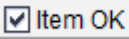
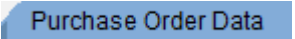
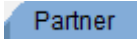
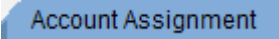
Delete Contents

Material Quantity Where

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 Material Material tab. 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.	R

Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
2.		Click on the Quantity  tab 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.	R
3.		Click on the Where  tab. Enter the Plant where the goods will be delivered.	R
4.		Enter the name of the person who is to receive the goods. For this example PRASA	R
5.		Enter the point at which the material is to be unloaded for this example, 66 Jorissen Place ,Braamfontein	R
6.		Click in the Item OK  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 Purchase Order Data  tab.	R
8.		Click on the Partner  tab. The relevant vendor data fields are displayed.	O
9.		Click on the Account Assignment  tab. The relevant financial data fields, the GL Account number, Cost Center & Profit Center are displayed. This defaults from the Purchase Order.	O

Goods Receipt Process			
Goods Receipts Purchase Order			
Step	Field Name	Field Description and Action	R/O
10.		Click on the Check  button to verify all the details are correct. Save the transaction by clicking on the Post  button or Save  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: Material document posted, is displayed 	R

(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.

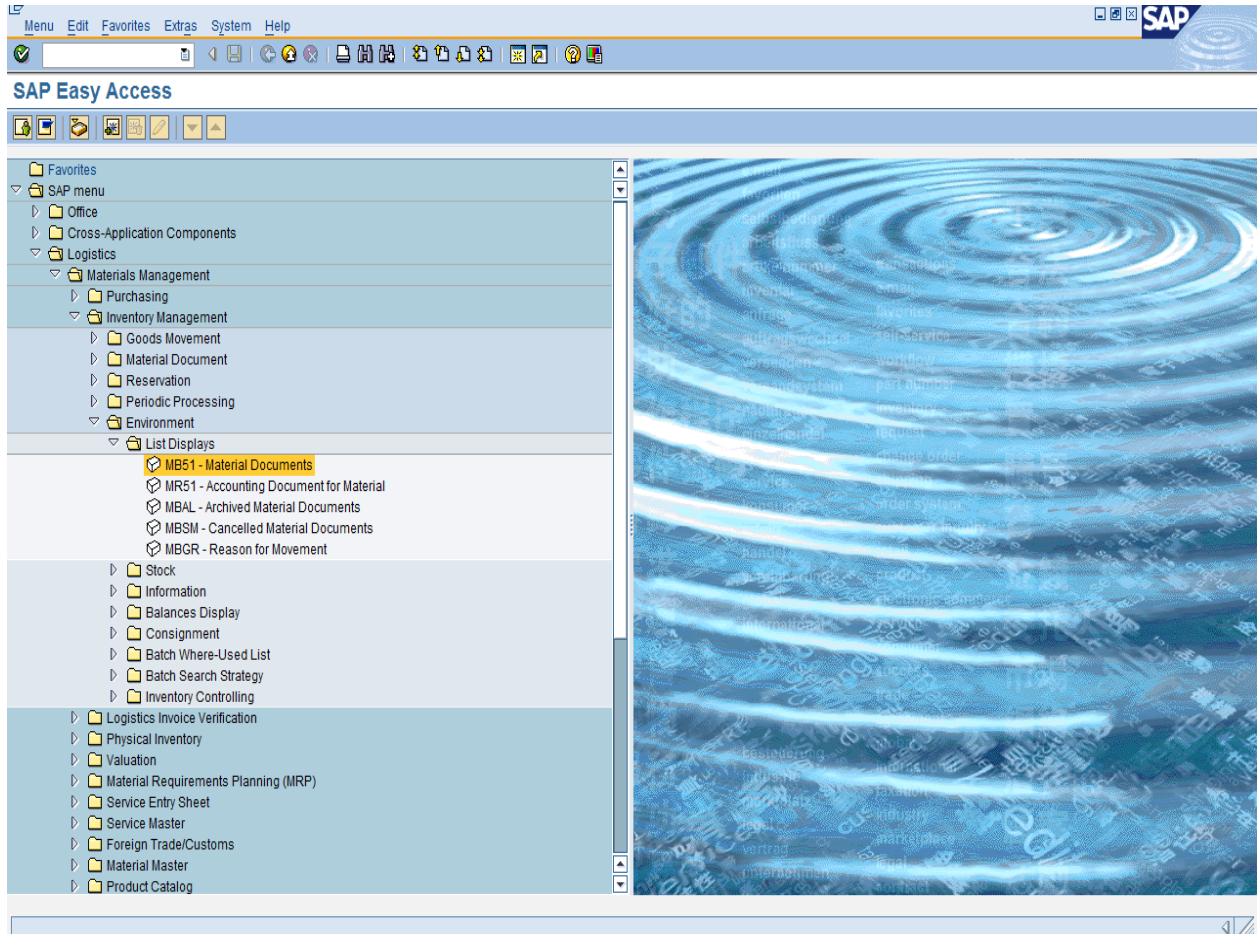
The first step is to display the Material Document or to confirm what goods and numbers have been issued.

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

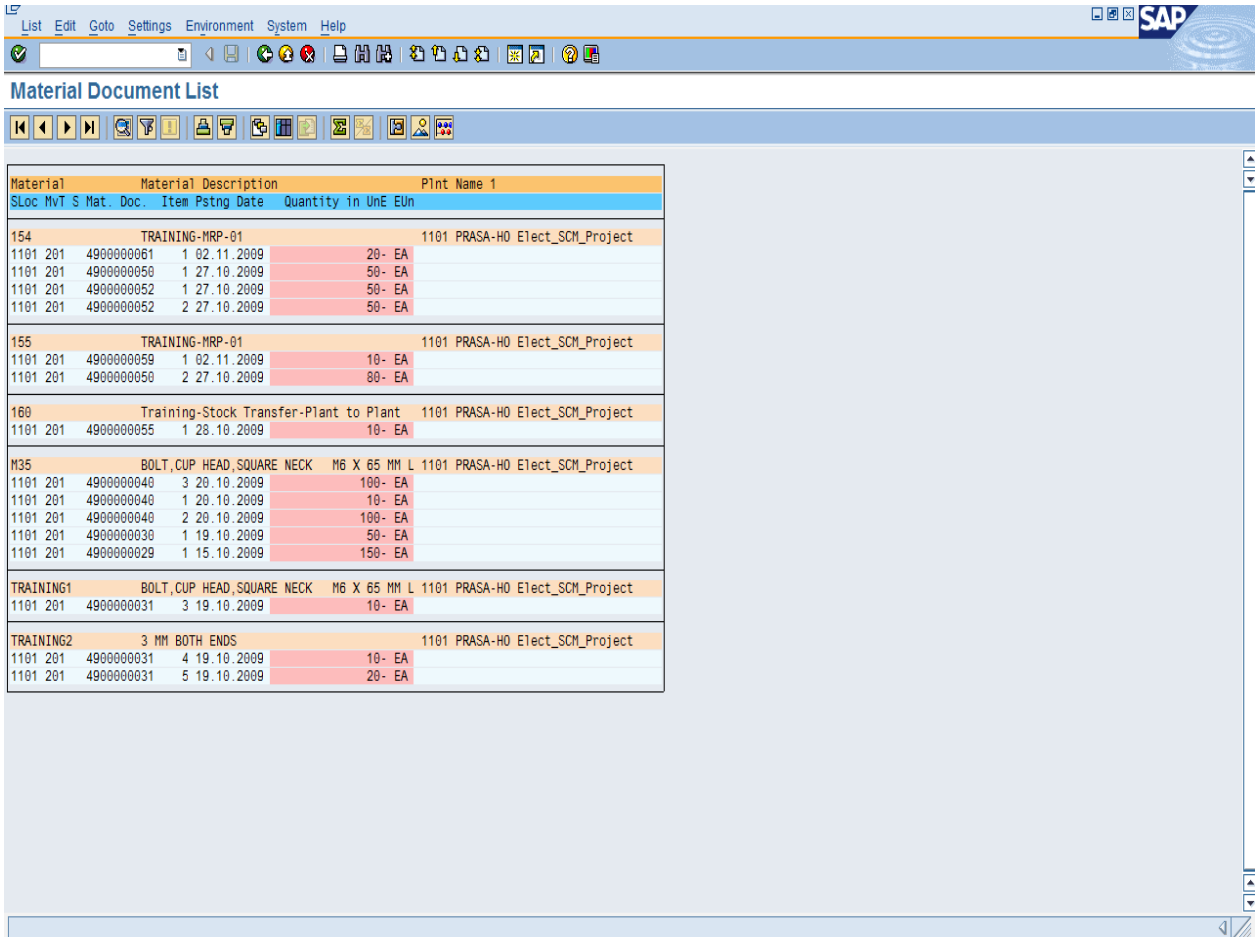
Using the table below, complete the following fields:

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

4.		Click on the Execute  button. The following screen displayed	
----	--	---	--

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

The **Material Document List** screen is displayed



Material	Material Description	Plant Name 1	SLoc	Mvt	S	Mat.	Doc.	Item	Pstng Date	Quantity in UnE EUn
154	TRAINING-MRP-01	1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000061	1 02.11.2009							20- EA	
1101 201	4900000050	1 27.10.2009							50- EA	
1101 201	4900000052	1 27.10.2009							50- EA	
1101 201	4900000052	2 27.10.2009							50- EA	
155	TRAINING-MRP-01	1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000059	1 02.11.2009							10- EA	
1101 201	4900000050	2 27.10.2009							80- EA	
160	Training-Stock Transfer-Plant to Plant	1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000055	1 28.10.2009							10- EA	
M35	BOLT,CUP HEAD,SQUARE NECK	M6 X 65 MM L 1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000040	3 20.10.2009							100- EA	
1101 201	4900000040	1 20.10.2009							10- EA	
1101 201	4900000040	2 20.10.2009							100- EA	
1101 201	4900000030	1 19.10.2009							50- EA	
1101 201	4900000029	1 15.10.2009							150- EA	
TRAINING1	BOLT,CUP HEAD,SQUARE NECK	M6 X 65 MM L 1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000031	3 19.10.2009							10- EA	
TRAINING2	3 MM BOTH ENDS	1101 PRASA-HO Elect_SCM_Project								
1101 201	4900000031	4 19.10.2009							10- EA	
1101 201	4900000031	5 19.10.2009							20- EA	



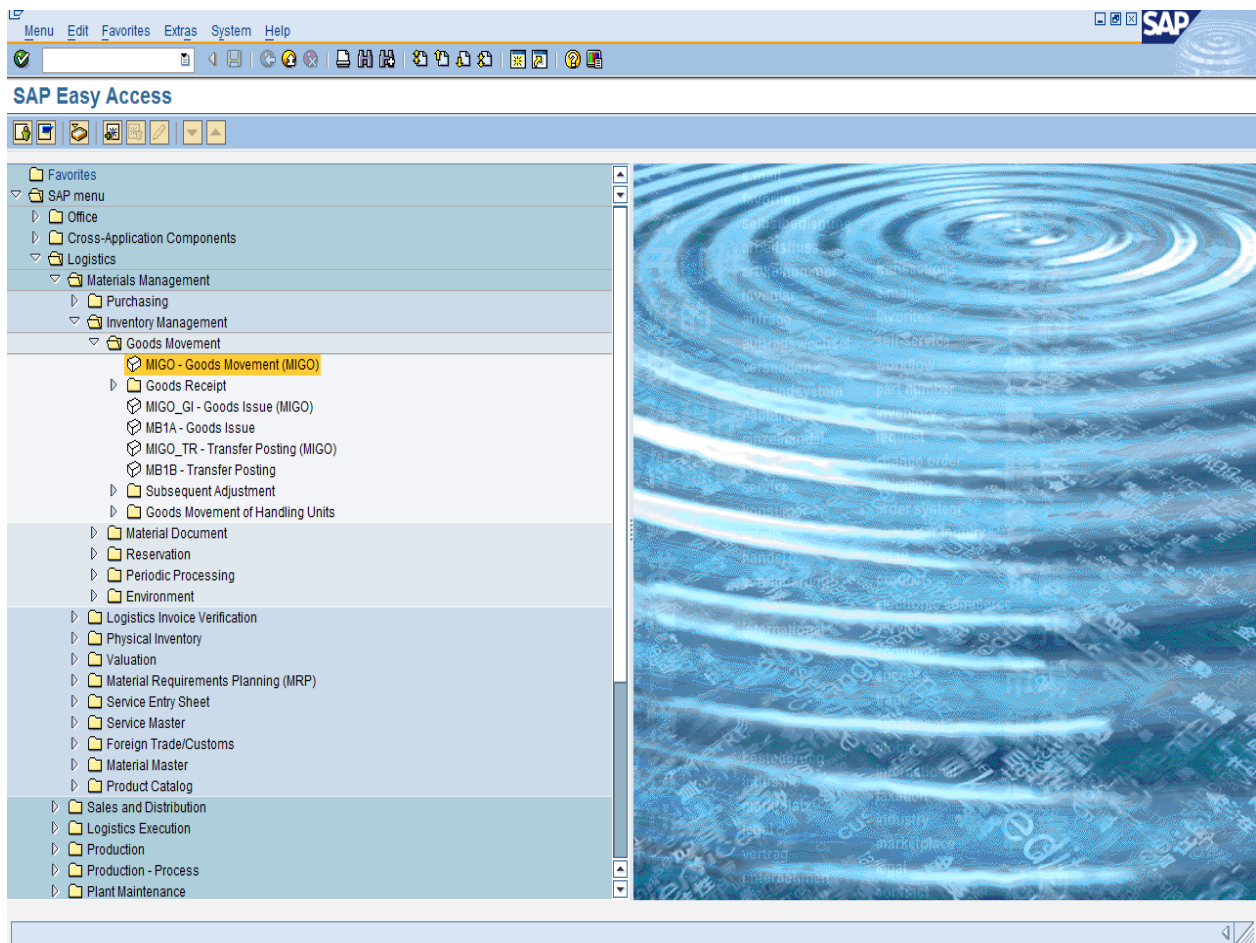
With the help of the end user the stock controller will search for the right document number from the above list. For example document 4900000061. Once the document is found, the stock controller proceeds to cancel the document on the system.

Transaction Code: **MIGO**



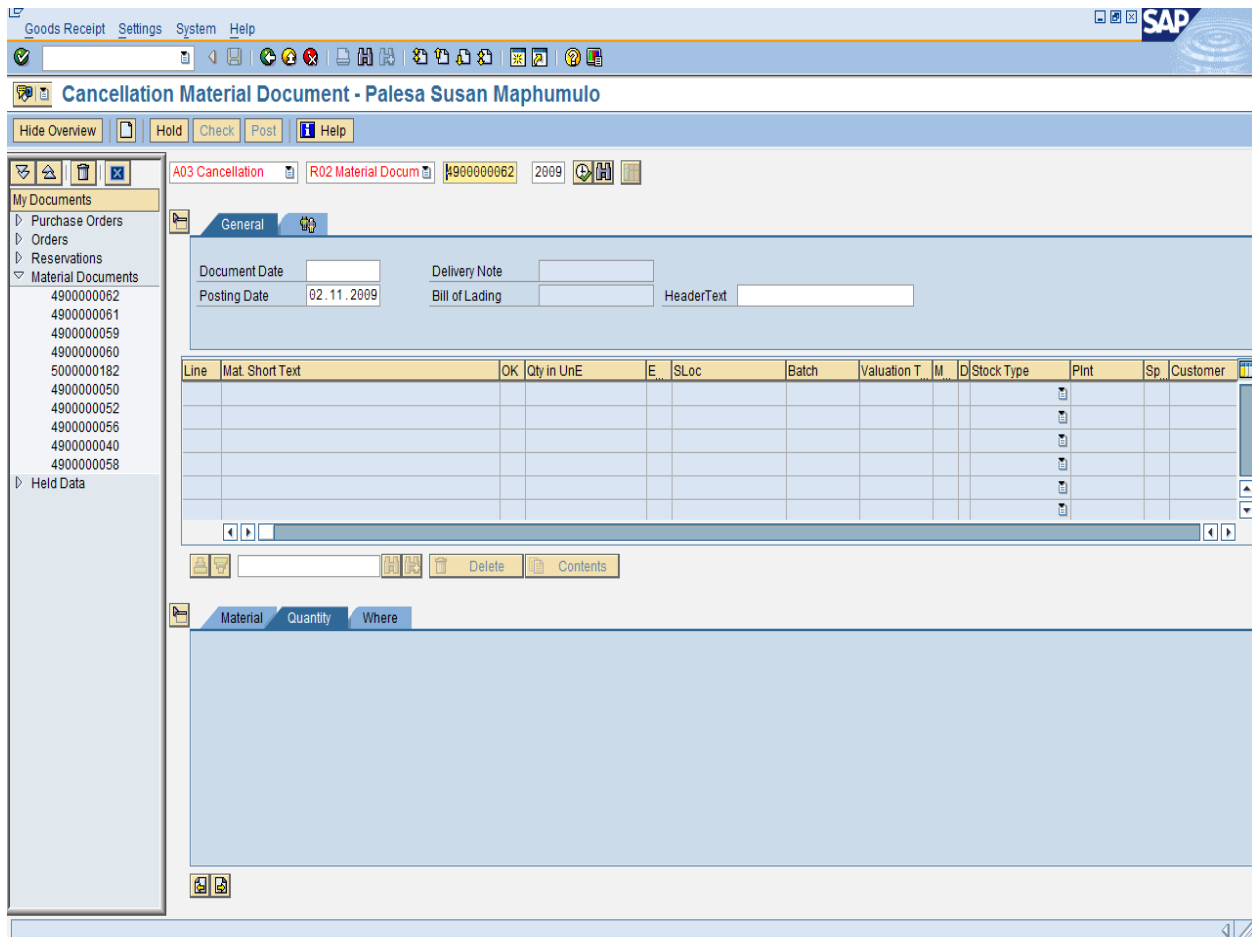
Logistics ☐ Material Management ☐ Inventory Management ☐ Goods Movement ☐ MIGO - Goods Movement (MIGO)

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 Cancellation 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 Material Document 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	Select "Cancellation" and enter the document number Material Document field. For this example 4900000062 or search it from the Show Overview Show Overview button.	R



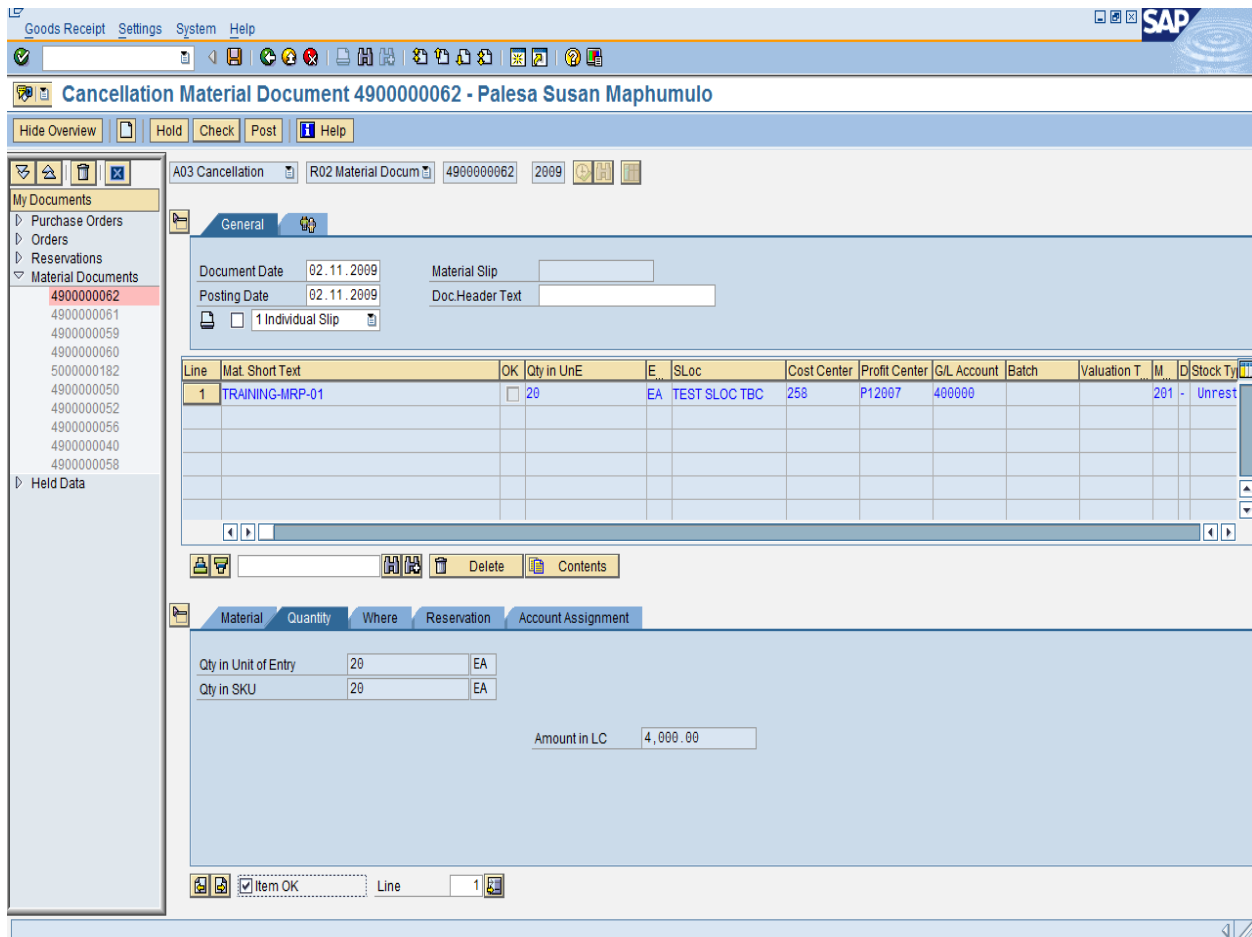
Goods Receipt Process – Materials Management



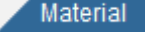
prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

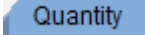
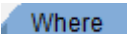
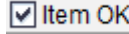
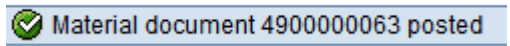
--	--	--	--

The **Cancellation Material Document** screen is displayed



Using the table below, complete the following fields:

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

Goods Receipt Process			
Cancellation Material Document			
Step	Field Name	Field Description and Action	R/O
2.		Click on the Quantity  tab Check the quantity of goods returned against the document Check the quality of goods returned and process only if satisfied	R
3.		Click on the Where  tab. Enter the Plant and Storage Location where the goods will be stored	R
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, Prasa Head Office, 66 Jorissen Place, Braamfontein	R
6.		Click in the Item OK  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 Check  button to verify all the details are correct. Save the transaction by clicking on the Post  button or Save  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
8.		A system message: Material document posted , is displayed 	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.

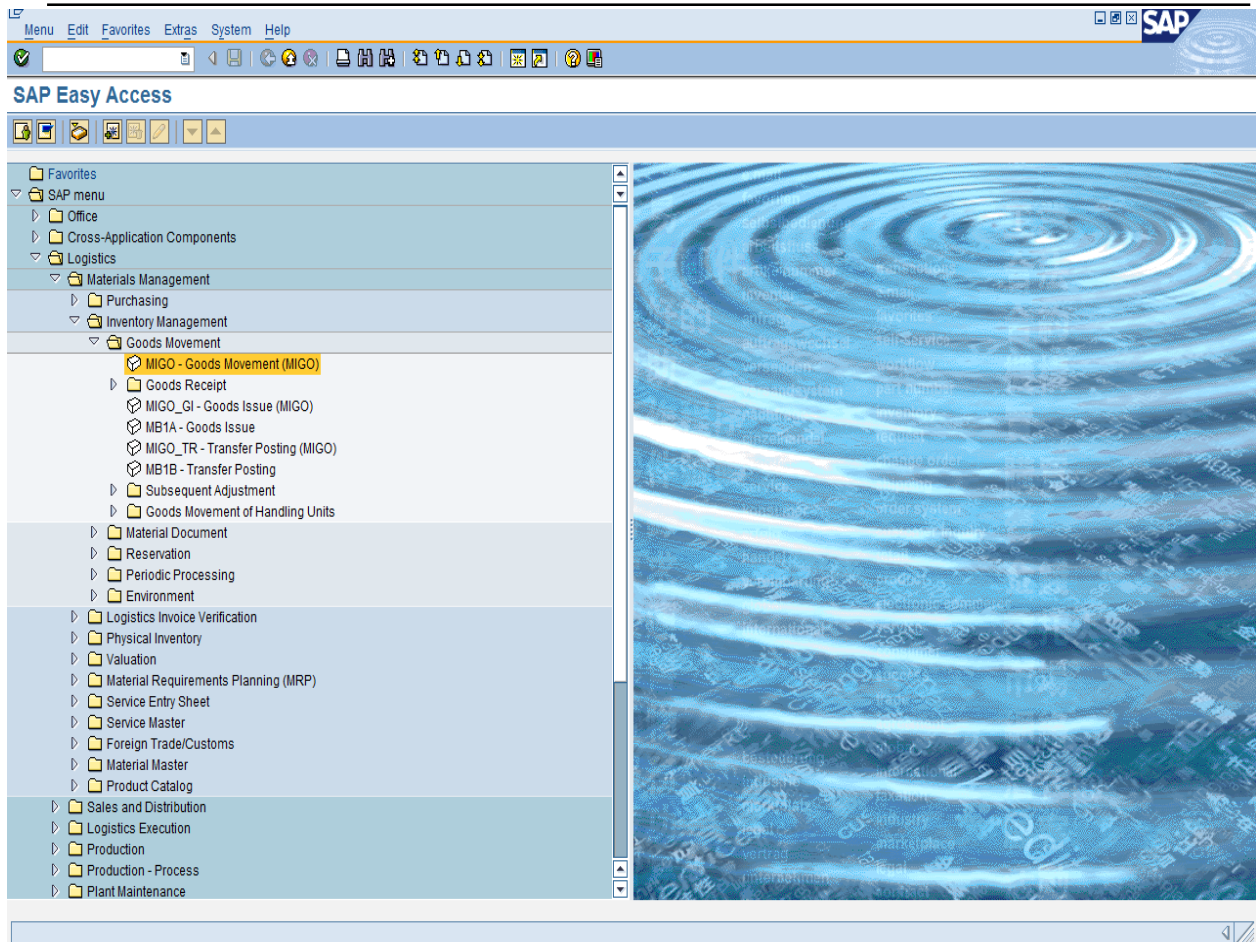
Once the document is found, the stock controller proceeds to do a reversal of goods issue with reference to the document number

Transaction Code: **MIGO**



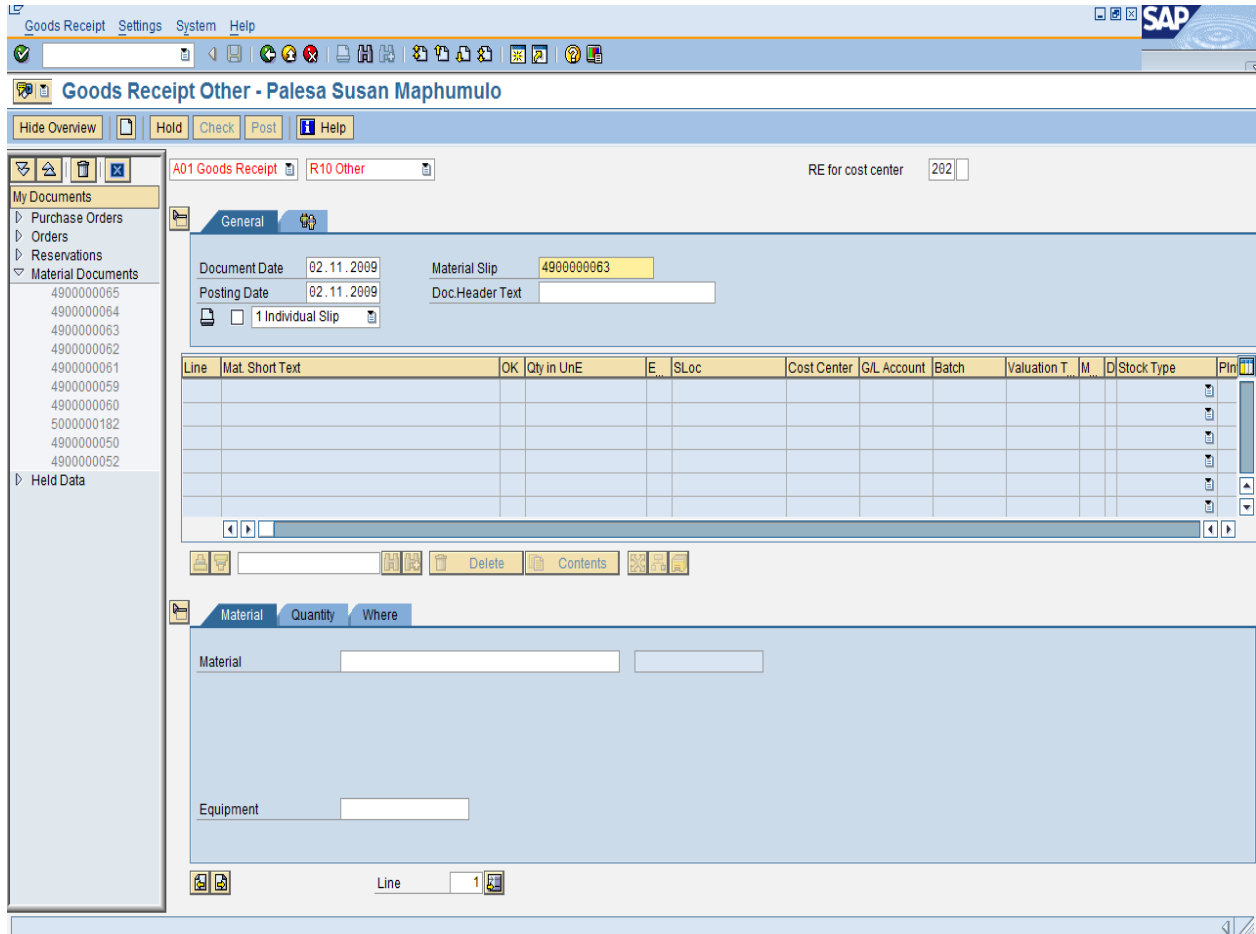
Logistics ☐ Material Management ☐ Inventory Management ☐ Goods Movement ☐ MIGO - Goods Movement (MIGO)

The **SAP Easy Access** screen is displayed



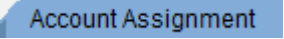
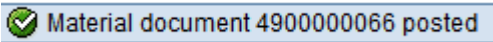
Click on the **MIGO - Goods Movement (MIGO)**  **MIGO - Goods Movement (MIGO)** node.

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 Goods Receipts 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 Material Document 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 4900000063	

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 PRASA	R
7.		Enter the point at which the material is to be unloaded for this example, 66 Jorrisen Place ,Braamfontein	R
8.		Click in the Item OK ☒ Item OK 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
9.		Click on the Account Assignment  Account Assignment tab. Enter the G/L account number. For this example 400000 Enter the Cost Center number. For this example 258 .	O
		Click on the Check  Check button to verify all the details are correct. Save the transaction by clicking on the Post  Post button or Save ☐ Save 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
10.		A system message: Material document posted , is displayed  Material document 4900000066 posted	R

(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

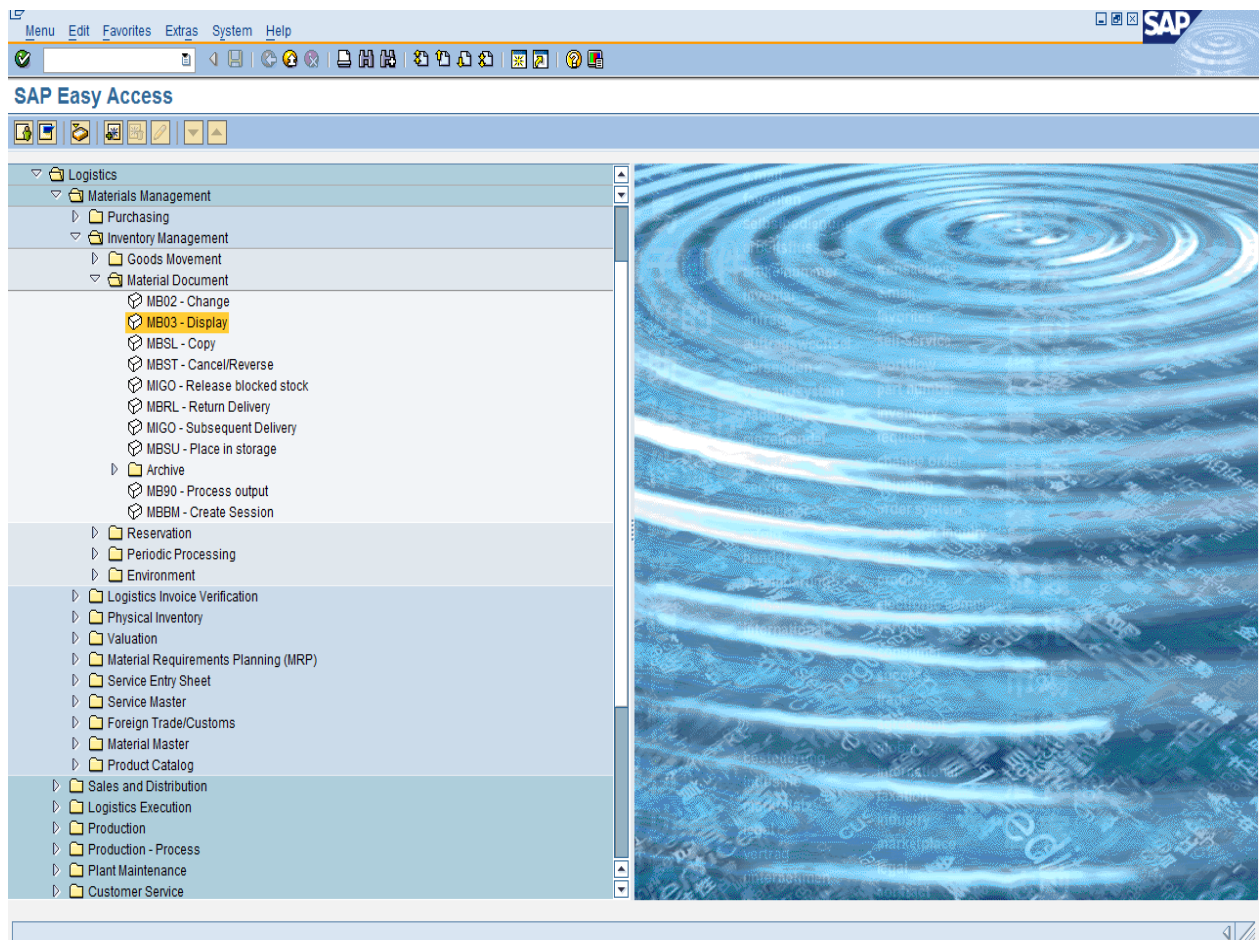
Business Scenario: After you have performed Return to Store Process, you want to check the status of the Material Movement and display the Accounting Documents.

Transaction Code: **MB03**



Logistics ☐ Material Management ☐ Inventory Management ☐ Material Document ☐ MB03 - Display

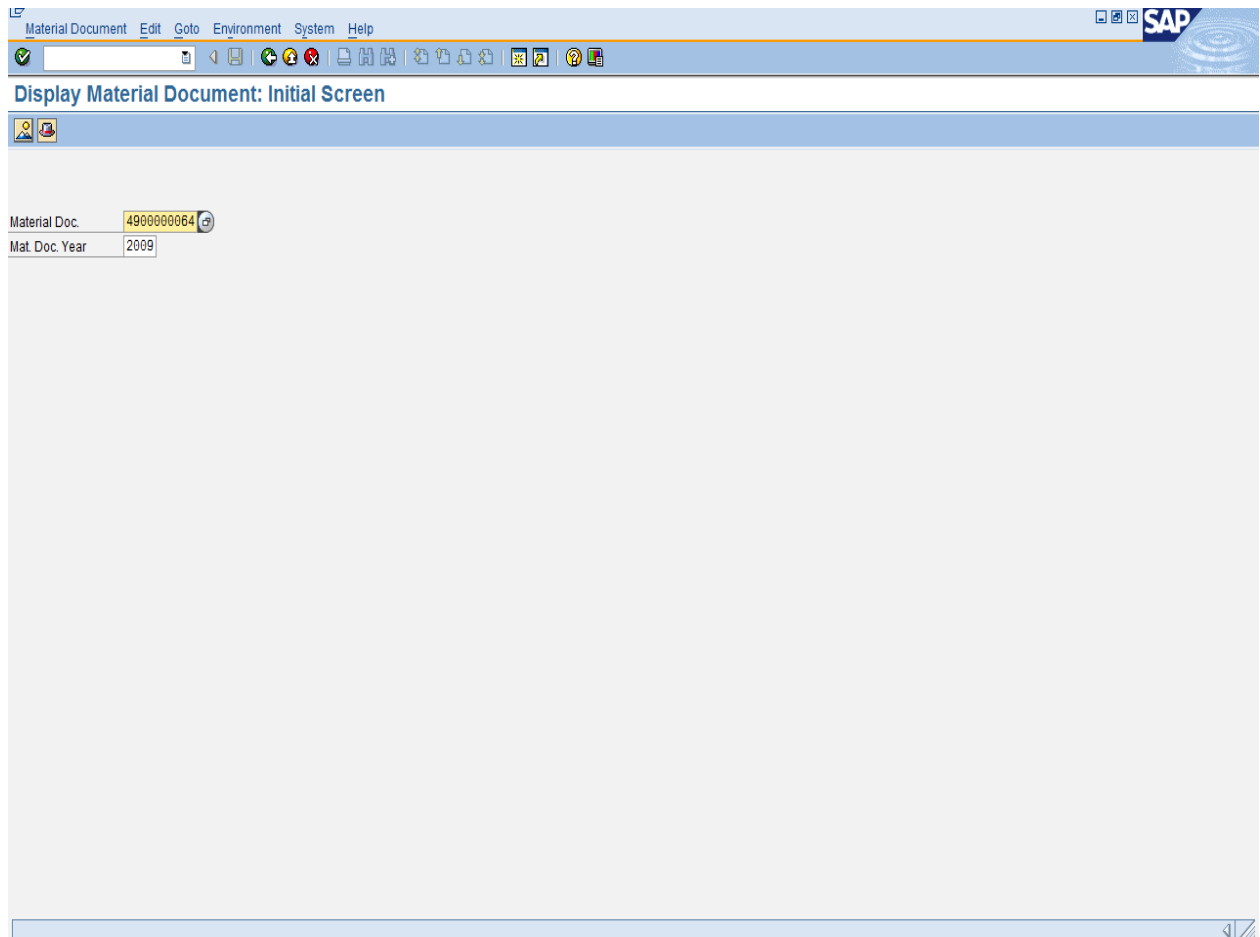
The **SAP Easy Access** is displayed



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



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



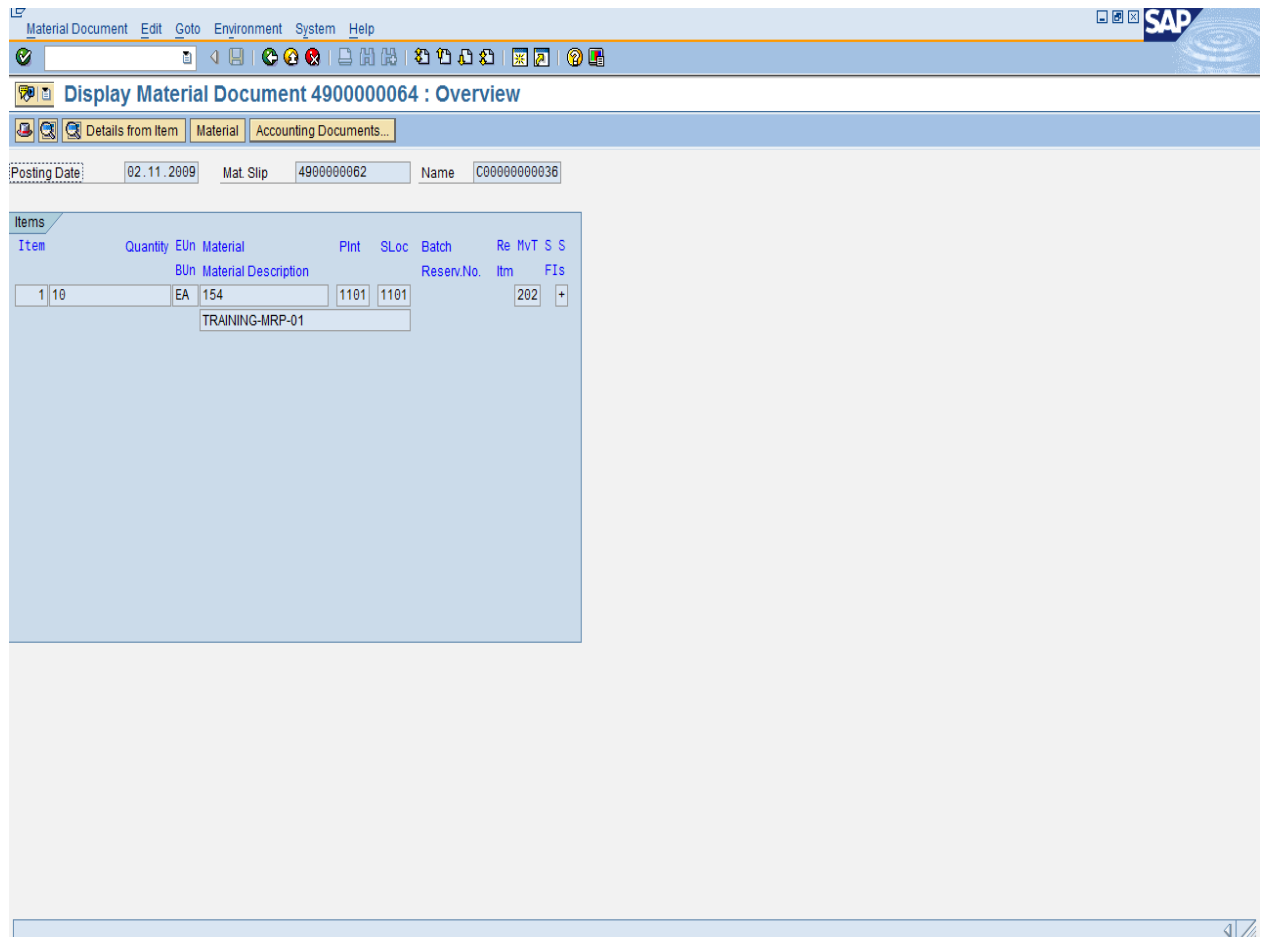
Using the table below, complete the following fields:

Goods Receipt Process			
Display Material Document			
Step	Field Name	Field Description and Action	R/O
1.	Material Doc.	Click in the Material Document field Enter the relevant material document number 4900000064 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 calendar year 2009 in which the material document was posted.	R

3.		ck on the Item Overview  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.	O
2.	Posting Date	Displays the Posting Date used when capturing the material document in Financial Accounting or Controlling.	O
3.	Item	Displays the line item number.	O
4.	Quantity	Displays the quantity to be returned	O
5.	Eon	Displays the unit of measure.	O
6.	Material	Displays the material number.	O
7.	Material Description	Displays a description of the material.	O

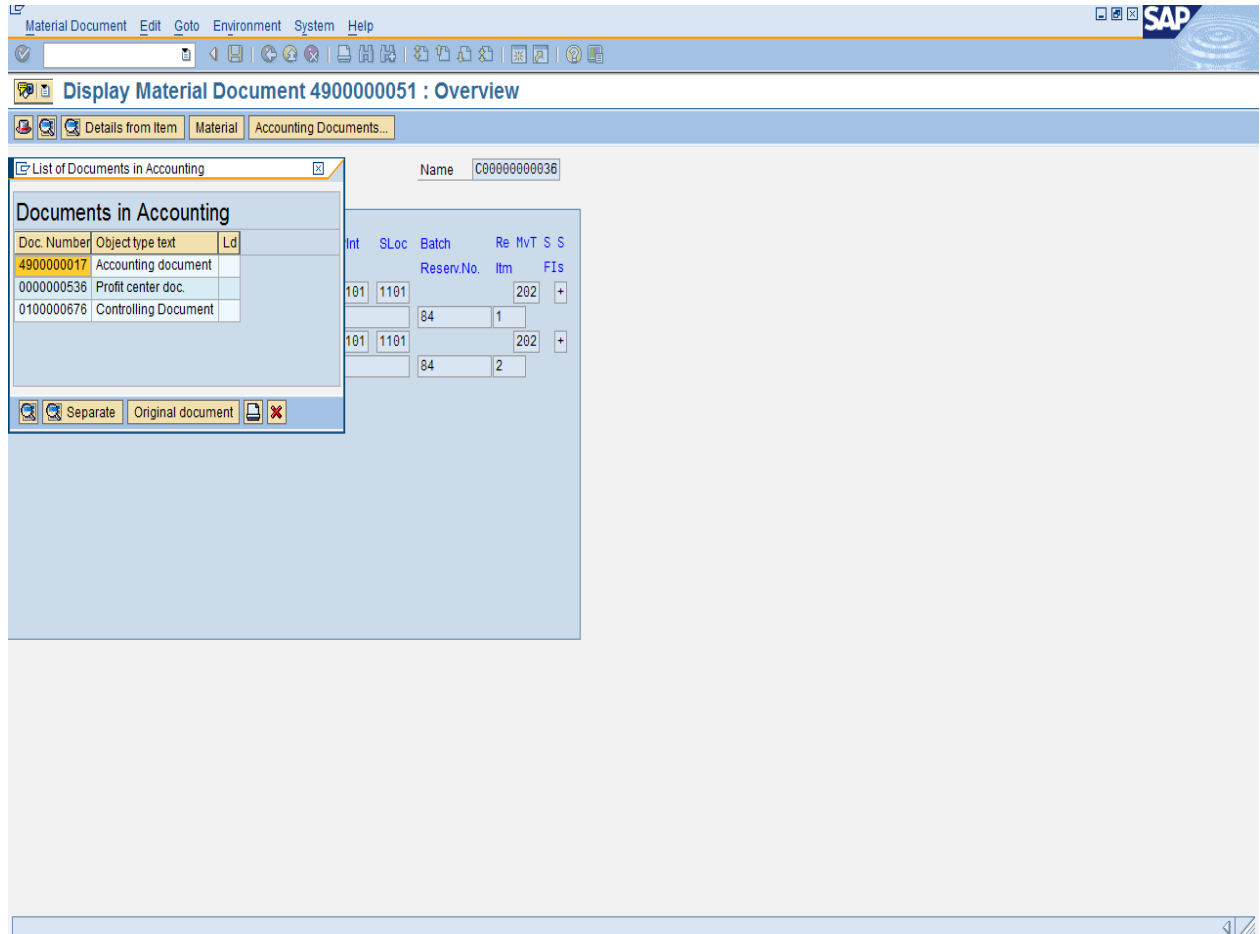
(Note: In the above table, column "R/O"; R = Required, O = Optional)

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 Plant code - 1101 – Prasa Head Office 1101 PRASA HEAD OFFICE and	O
9.	SLoc	Displays the Storage - 1101 – Prasa Head Office 1101 – 1101 1101 TEST SLOC TBC	O
10.	MvT	Displays the movement type. Each goods movement, for example, purchase order to warehouse, is allocated a movement type in SAP. Movement Type 202 – RE for Cost Center	O
11.		Click on the Accounting Documents Accounting Documents... button to display the accounting documents, which were created when the material document was posted.	O

(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	Field Name	Field Description and Action	R/O
1.		To display the relevant accounting document, double click on the document number.	O

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

2.6 Return Delivery Processing

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

- Process a Return Delivery – MIGO

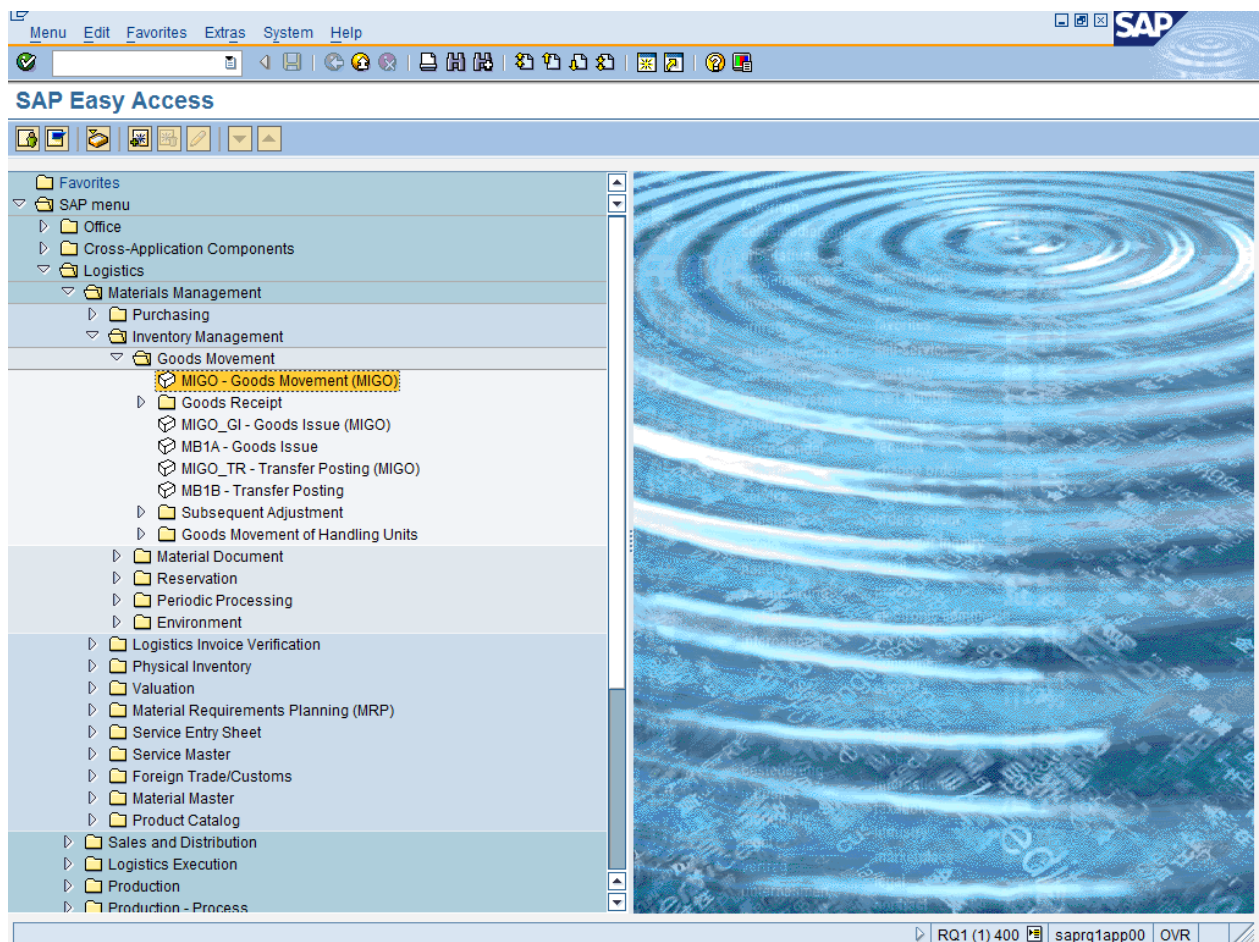
Business Scenario: After goods receipts, you realize that some of the goods delivered are defective and you would like to return them to the supplier.

Transaction Code: **MIGO**



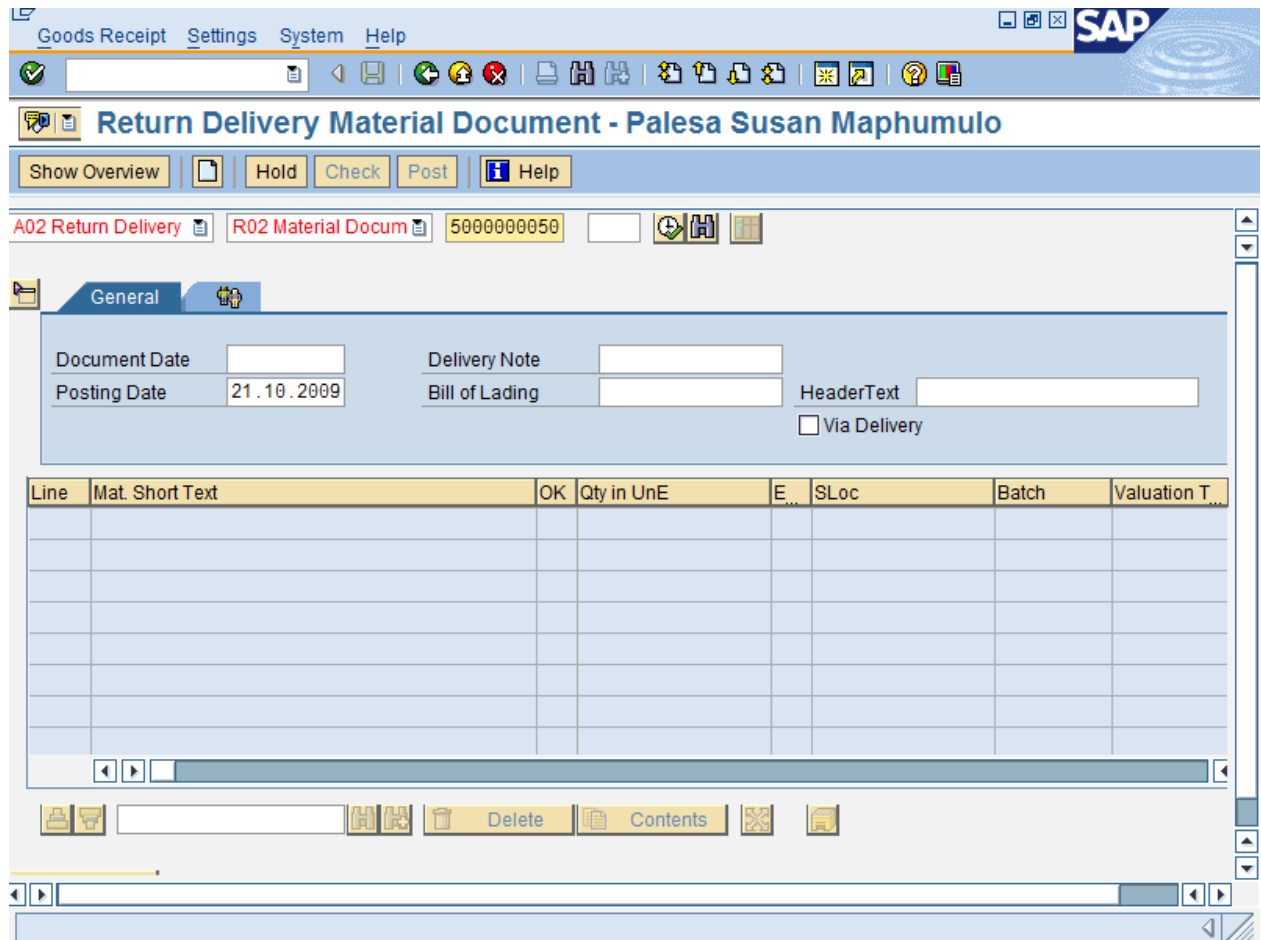
Logistics ☐ Material Management ☐ Inventory Management ☐ List Goods Movement ☐ Goods Movement (MIGO)

The **SAP Easy Access** is displayed.



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:

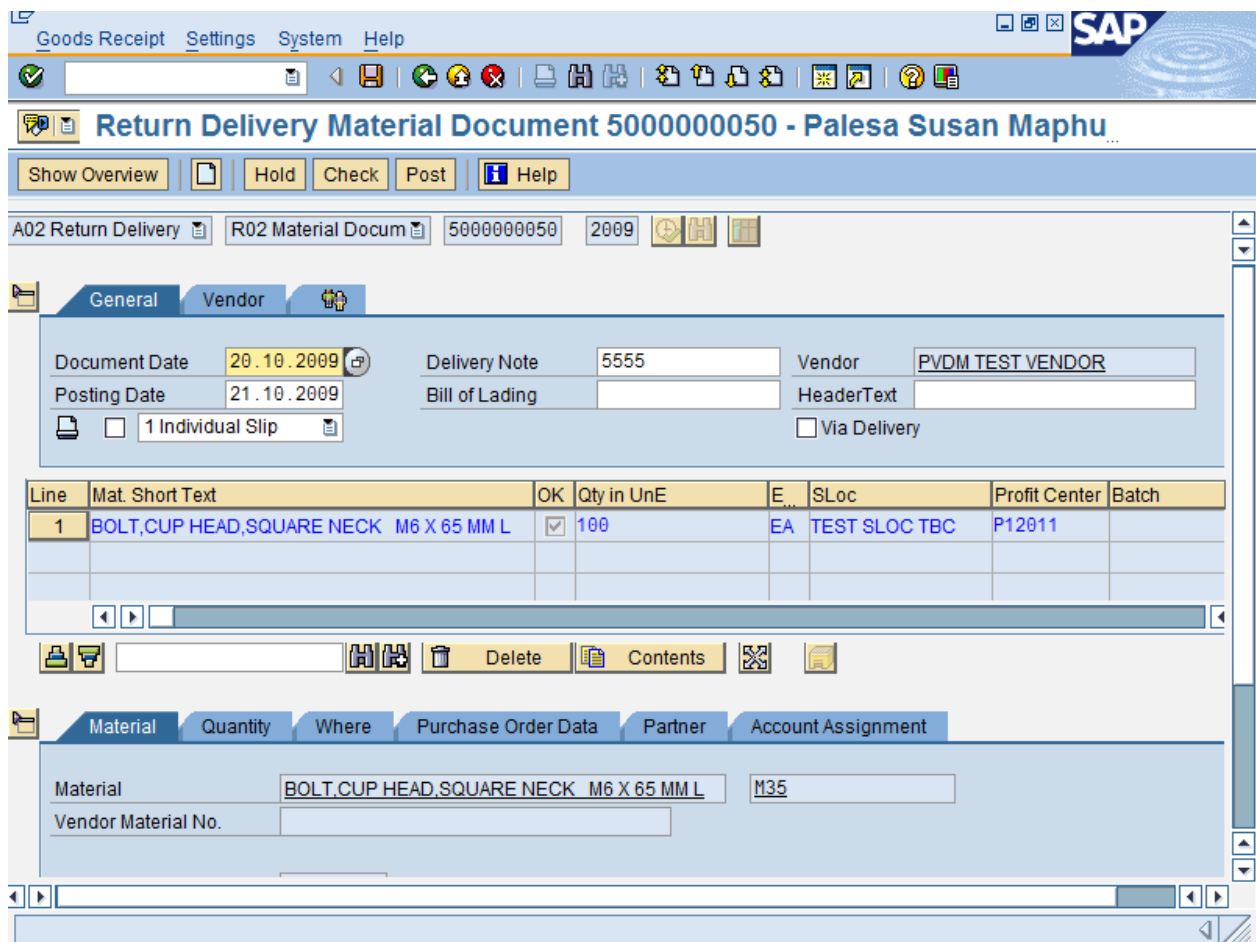
Goods Receipt Process			
Return Delivery Material Document			
Step	Field Name	Field Description and Action	Order
1.	Document Type	Select Return Delivery A02 Return Delivery from the drop down list if it is not the default. This field indicates the type of document being performed	R
2.	Document Reference	Select either Delivery Note or Material Document 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 5000000050 5000000050 .	R
4.		Click on the Execute Execute button.	R

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

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



The screenshot shows the SAP 'Return Delivery Material Document' screen. The title bar indicates 'Return Delivery Material Document 5000000050 - Palesa Susan Maphu'. The main area is divided into tabs: 'General', 'Vendor', 'Material', 'Quantity', 'Where', 'Purchase Order Data', 'Partner', and 'Account Assignment'. The 'General' tab is active, showing fields for 'Document Date' (20.10.2009), 'Posting Date' (21.10.2009), 'Delivery Note' (5555), 'Bill of Lading', 'Vendor' (PVDM TEST VENDOR), and 'HeaderText'. Below these is a table with columns: Line, Mat. Short Text, OK, Qty in UnE, E..., SLoc, Profit Center, and Batch. The first row shows '1 BOLT,CUP HEAD,SQUARE NECK M6 X 65 MM L' with a checked 'OK' box and '100' in the 'Qty in UnE' column. The 'Material' tab is also visible, showing 'Material' (BOLT,CUP HEAD,SQUARE NECK M6 X 65 MM L) and 'Vendor Material No.' (M35).

Using the table below, complete the following fields:

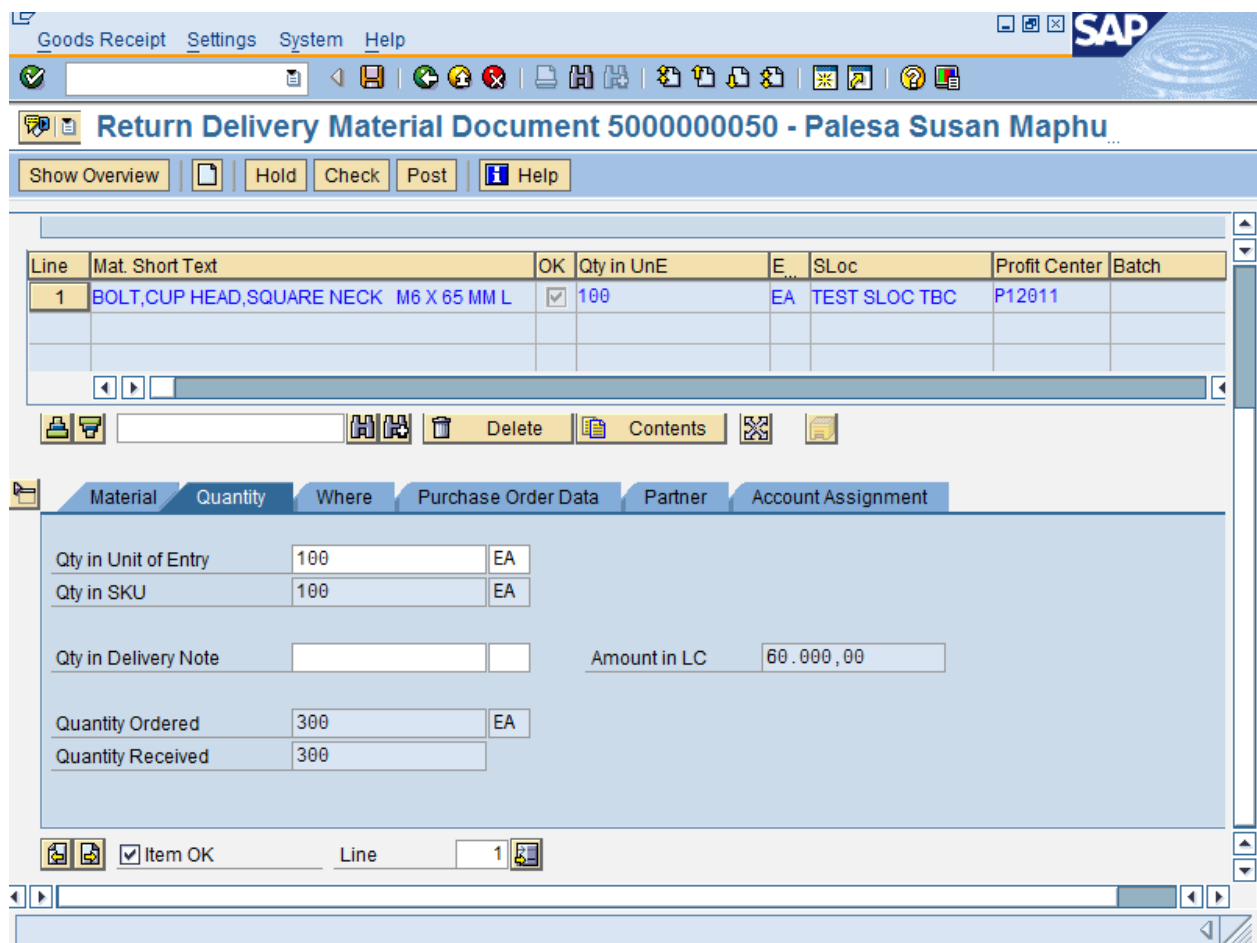
Goods Receipt Process			
Return Delivery Material Document			
ep	eld Name	eld Description and Action	O

1.	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.	R
----	----------------------	--	---

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

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

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



The screenshot shows the SAP 'Return Delivery Material Document' screen for document number 5000000050, created by Palesa Susan Maphu. The screen has a menu bar (Goods Receipt, Settings, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The main area displays a table with the following data:

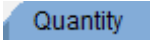
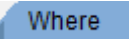
Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Profit Center	Batch
1	BOLT,CUP HEAD,SQUARE NECK M6 X 65 MM L	☒	100	EA	TEST SLOC TBC	P12011	

Below the table, there are buttons for 'Delete' and 'Contents'. At the bottom, there are tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', 'Partner', and 'Account Assignment'. The 'Quantity' tab is active, showing the following fields:

- Qty in Unit of Entry: 100 (EA)
- Qty in SKU: 100 (EA)
- Qty in Delivery Note: (empty)
- Amount in LC: 60.000,00
- Quantity Ordered: 300 (EA)
- Quantity Received: 300

At the bottom left, there is a checkbox for 'Item OK' and a 'Line' field with the value 1.

Using the table below, complete the following fields:

Goods Receipt Process			
Return Delivery Material Document			
Step	Field Name	Field Description and Action	O
1.		Click on the Quantity  tab 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.	R
2.	Qty in Unit of Entry	Enter the Quantity to be returned to the vendor. For this example, enter 100 . 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.	R
3.	Qty in Delivery Note	Enter the Quantity to be returned. For this example, enter 300 . This field defaults from the original Goods Receipts or Quantity on the Delivery Note	R
4.	Quantity ordered	Leave unchanged. This field indicates the total quantity ordered to date and defaults from the reference document.	O
5.	Quantity Received	Leave as is. This field indicates the quantity from a goods receipt.	O
6.	Amt.in loc.cur	Leave as is. This field indicates the total amount of the goods in South African Rands.	O
7.		Click on the 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.

Goods Receipt Settings System Help

Return Delivery Material Document 5000000050 - Palesa Susan Maphu...

Show Overview Hold Check Post Help

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Profit Center	Batch
1	BOLT,CUP HEAD,SQUARE NECK M6 X 65 MM L	☒	100	EA	TEST SLOC TBC	P12011	

Material Quantity Where Purchase Order Data Partner Account Assignment

Movement Type 122 - RE return to vendor Stock type Unrestricted use

Plant PRASA-HO Elect_SCM_Project 1101

Storage Location TEST SLOC TBC 1101

Goods recipient Faith

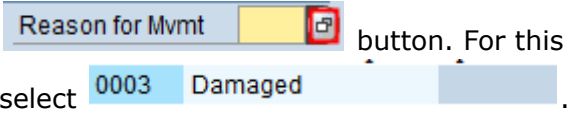
Unloading Point Kibler Park

Reason for Movement 0003

Text To be replaced before 30 October 2009

Item OK Line 1

Using the table below, complete the following fields:

Goods Receipt Process			
Return Delivery Material Document			
Step	Field Name	Field Description and Action	R/O
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 warehouse, is allocated a movement type in SAP.	R
2.	Reason for Movement	Enter Reason for Movement for the goods return or select it from the Possible Entries  button. For this example select 0003 Damaged .	R

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

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

Goods Receipt Settings System Help

SAP

Return Delivery Material Document 5000000050 - Palesa Susan Mapu...

Show Overview Hold Check Post Help

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Profit Center	Batch
1	BOLT,CUP HEAD,SQUARE NECK M6 X 65 MM L	☒	100	EA	TEST SLOC TBC	P12011	

Material Quantity Where Purchase Order Data Partner Account Assignment

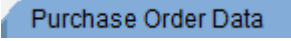
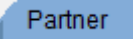
Purchase Order: 4500000061 10 Item Category: Standard

Reference Document: 5000000050 1

"Del.Completed" Ind.: 1 Set automatic ☒ Del. Compl. Ind. PO Item

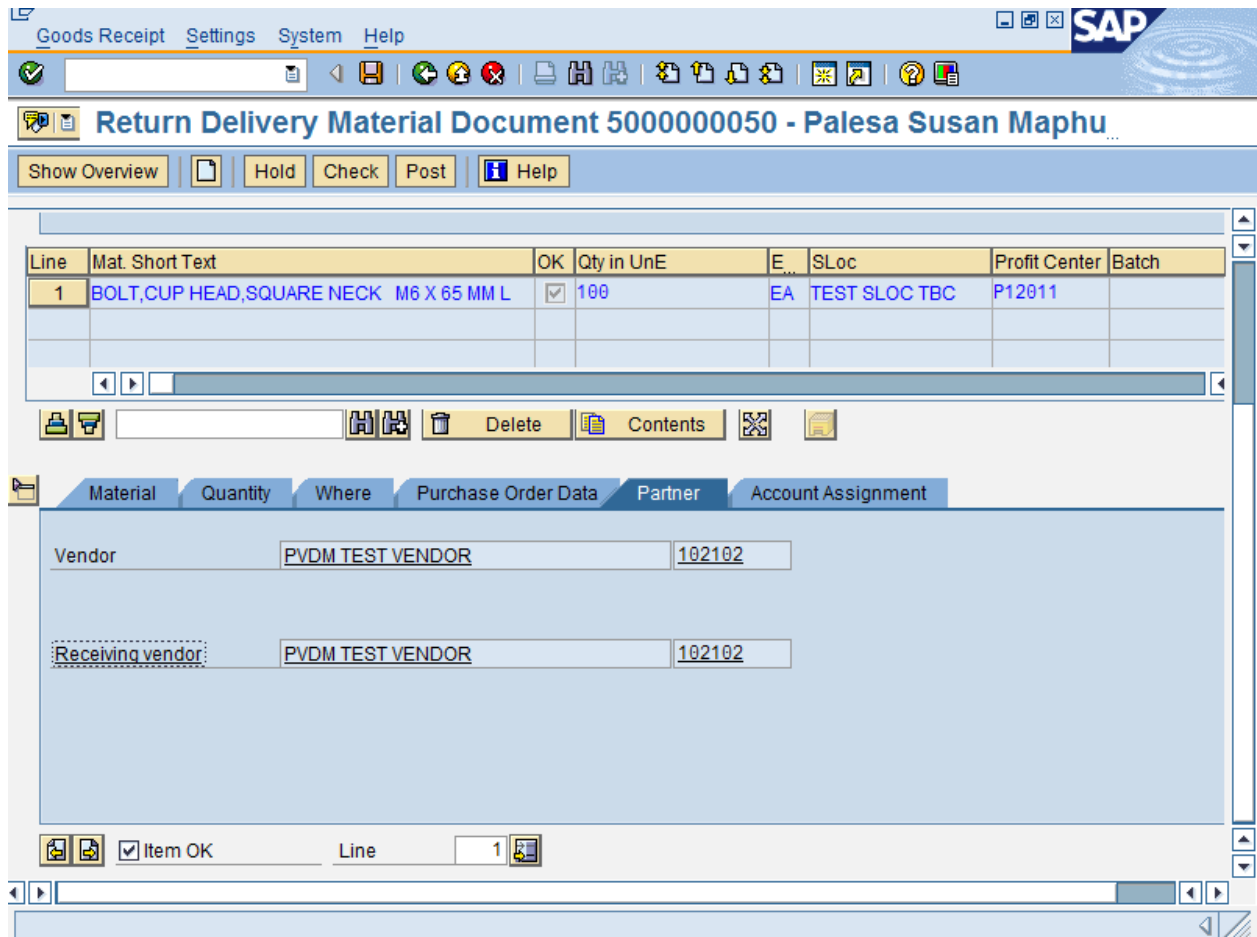
☒ Item OK Line 1

Using the table below, complete the following fields:

Goods Receipt Process			
Return Delivery Material Document			
Step	Field Name	Field Description and Action	R/O
1.		Click on the Purchase Order Data  tab. This field defaults the purchase order used to reference and complete the initial goods receipt.	O
2.	Reference Document	This field defaults the material document number created when the goods receipt was captured on SAP.	O
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.	O
4.		Click on the 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			
Step	Field Name	Field Description and Action	R/O
1.	Vendor	The vendor details default from the reference document entered on the Purchase Order.	O
2.		Click on the Account Assignment tab. The relevant financial data fields are displayed.	O

(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			
Step	Field Name	Field Description and Action	R/O
1.	Profit Centre	This field displayed the Profit Centre number, which defaults from Material Master	O
2.		Click on the Goto ☐ Next Item on the Main menu bar to go to the next line item or save the transaction by clicking on the Post  button.	R

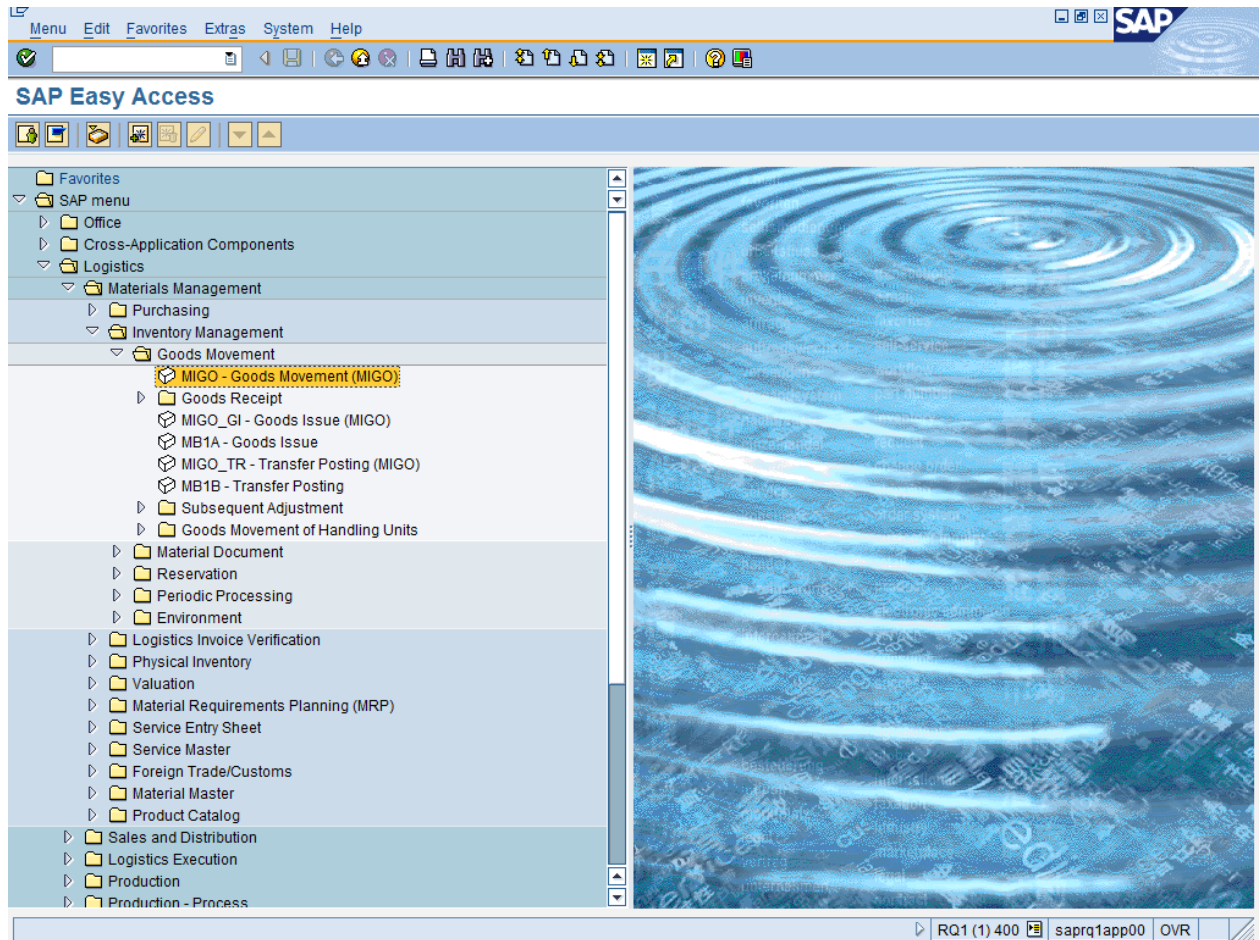
(Note: On above table, in column R/O; R = Required, O = Optional)



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.

4. Frequently Asked Questions

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

Answer: 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?

Answer: Goods Receipt Note is a document used to record the inward entry 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