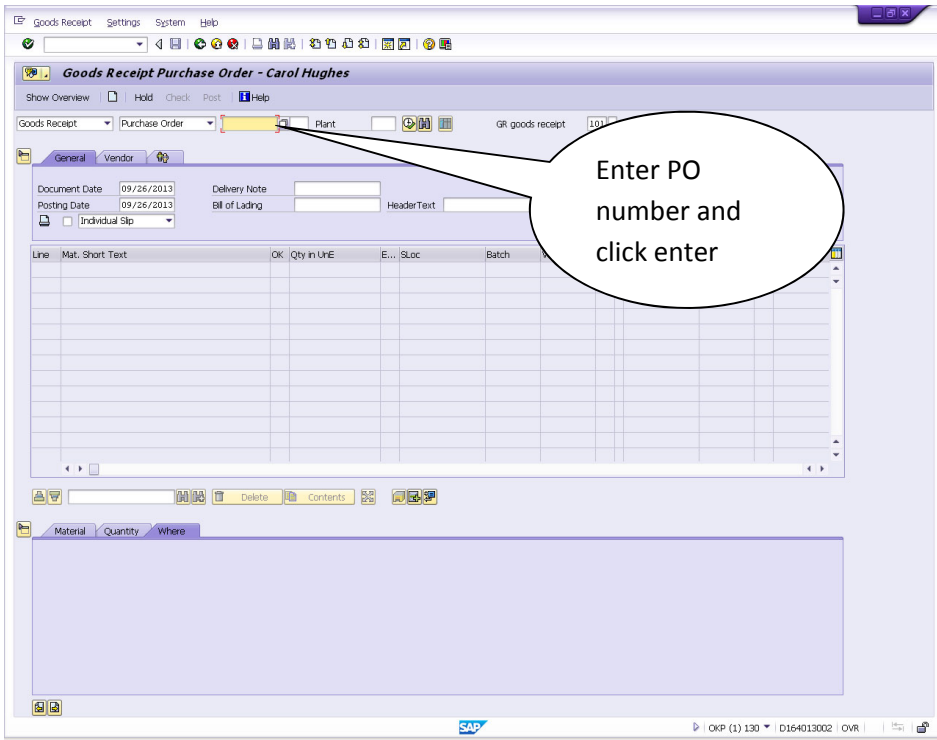
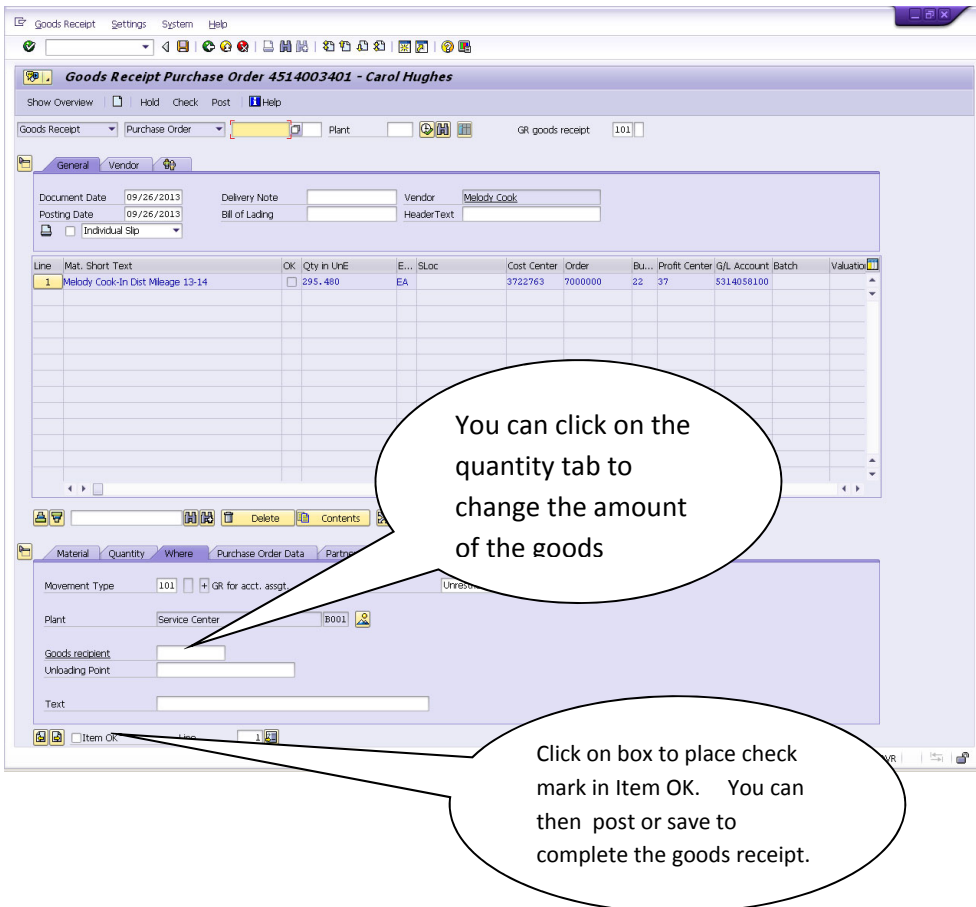


MIGO- Entering a Goods Receipt

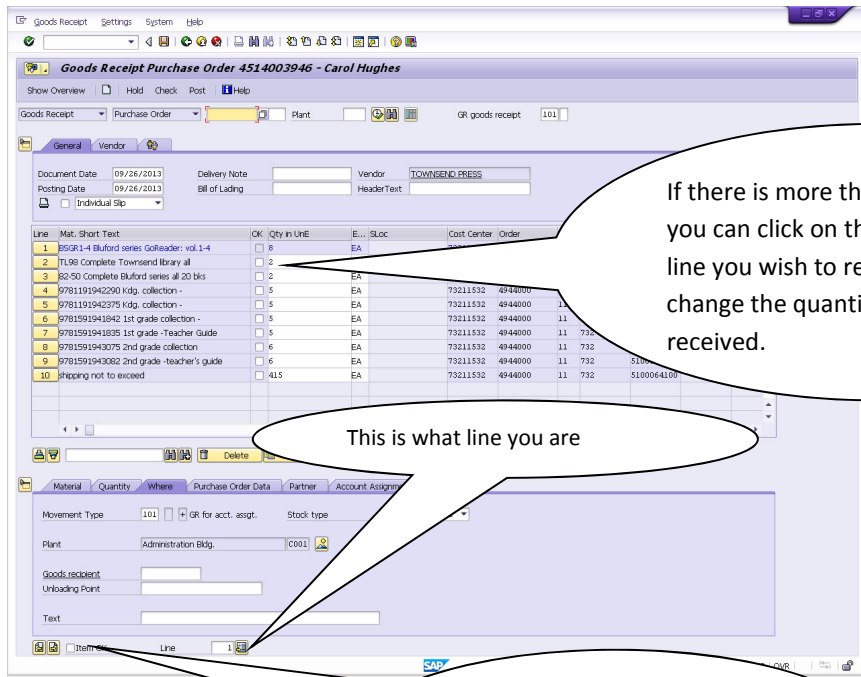
Go into MIGO



PO will be pulled up with all lines available to be goods receipted.



If PO has more than 1 line to GR.



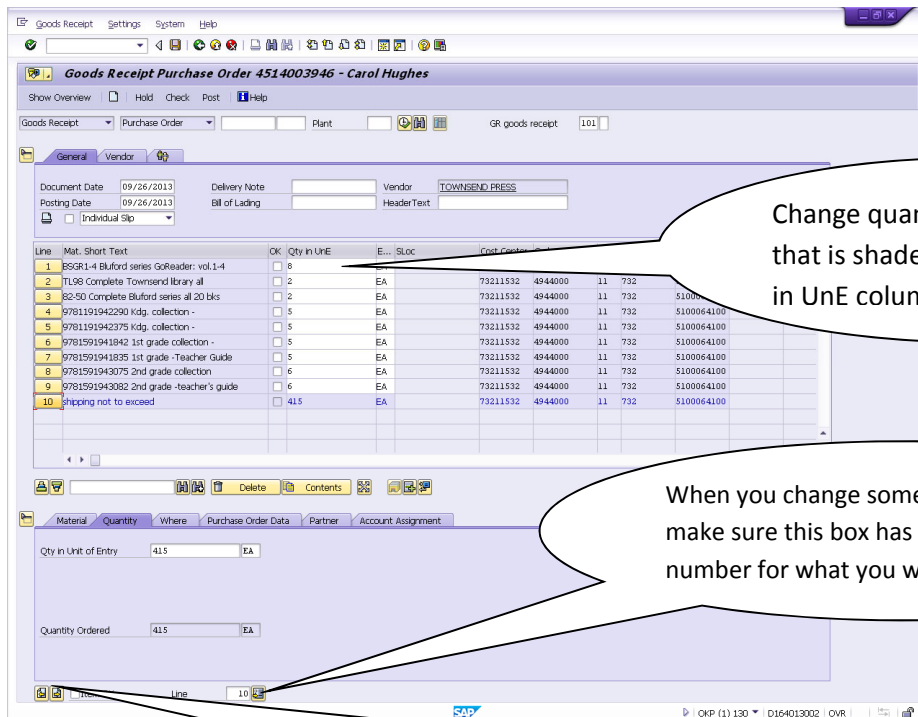
This is what line you are

If there is more than 1 line to receive, you can click on the box here for each line you wish to receive. You can also change the quantity if all were not received.

Make sure you also check this box for the first line. Then you can post or save.

When you are finished with this, your document number will show up at the bottom of the page.

If you need to change the quantity on a line because you did not receive all items ordered, change the quantity in the column Qty in UNE or in the quantity tab.



Change quantity here for the line that is shaded above, or in the Qty in UnE column if it is white.

When you change something in this area make sure this box has the correct line number for what you want to change

You can change your line by clicking on these arrows until you get to the line you want or by clicking on the line number above in yellow.