

ME23N –  
MIGO HOW DO I REMOVE/REVERSE A GOODS RECEIPT

USE ME23N to pull up the Purchase Order that you need to do the reverse good receipt (GR) on. Write down the GR or Material Document Number.

The screenshot shows the SAP ME23N interface for a Standard PO 4507010490. The 'Item' section is expanded to show a table of Goods Receipts (GR). A callout bubble points to the 'Material docu...' column, indicating that the Material Document Number (5000239858) is needed for the reversal.

Sh...	Mo...	Material docu...	Item	Pstg date	Σ	Quantity
GR	101	5000239858	2	04/30/2007		125
<b>Tr./ev. Goods receipt</b>						<b>125</b>

Then GO TO MIGO

The screenshot shows the SAP MIGO interface for a Return Delivery Material document 5000239858. A callout bubble points to the 'Return delivery' dropdown menu, which is set to 'Return Delivery'. Another callout bubble points to the 'Material document' field, which contains the number 5000239858. A third callout bubble points to the 'Item OK' checkbox, indicating that it should be checked for items to be reversed.

Make sure this says Return Delivery. Use the drop down.

Material Document Number

Click Item OK for items you want to reverse

Line	Material descr.	OK	Qty in UnE
1	15914-16450CX6 Phonic Student Kit	<input type="checkbox"/>	1
2	Shipping and Handling not to exceed	<input type="checkbox"/>	125

Goods receipt Settings System Help

Return delivery Material document 5000239858 - Debra Knight

Show overview Hold Check Post Help

Return delivery Material document 5000239858 2007

Head data

Line	Material descr.	OK	Qty in UnE
1	15914-16450CX6 Phonic Student Kit	<input type="checkbox"/>	1
2	Shipping and Handling not to exceed	<input checked="" type="checkbox"/>	51.330

Material Qty PO data Where Acct. assgt

Movement type RE return to vendor 122 Stock to unrestricted use

Plant Edwards Elementary

Goods recipient

Unloading point

Reason for movement 2 Incomplete

Text shipping

Item OK Line 2

DKNIGHT

The screenshot shows the SAP Return Delivery Material Document interface. At the top, there's a menu bar with 'Goods receipt', 'Settings', 'System', and 'Help'. Below that is the document title 'Return delivery Material document 5000239858 - Debra Knight'. A toolbar contains 'Show overview', 'Hold', 'Check', 'Post', and 'Help'. The main area shows document details: 'Return delivery Material document 5000239858 2007'. A 'Head data' section is visible. A table lists two lines: Line 1 is '15914-16450CX6 Phonic Student Kit' with 'OK' unchecked and 'Qty in UnE' of 1; Line 2 is 'Shipping and Handling not to exceed' with 'OK' checked and 'Qty in UnE' of 51.330. Below the table are various tabs: 'Material', 'Qty', 'PO data', 'Where', and 'Acct. assgt'. The 'Material' tab is active, showing 'Movement type RE return to vendor 122 Stock to unrestricted use', 'Plant Edwards Elementary', 'Goods recipient', 'Unloading point', 'Reason for movement 2 Incomplete', and 'Text shipping'. At the bottom, there's a status bar with 'Item OK' and 'Line 2', and the user ID 'DKNIGHT'. The Windows taskbar is visible at the very bottom.

You must POST or SAVE to record your entry

You must enter a reason for movement here. Usually select #2.

You can make a note here to remind you of why you made this correction.