# Standard Operating Procedure

## Purpose

Creating a Goods Receipt: A goods receipt must be entered against the purchase order that initiated the order. The goods receipts also acts as the approval for accounting to pay the invoice.

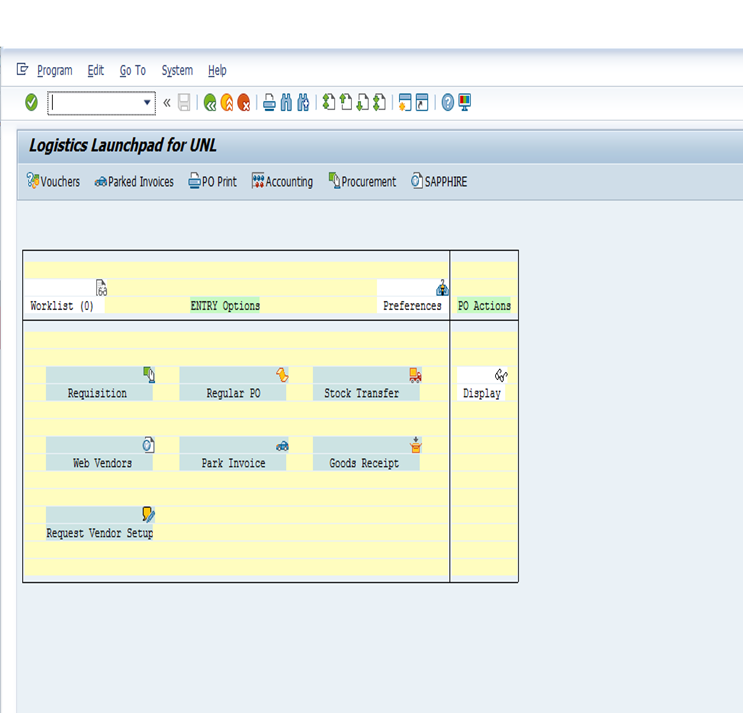
## Items Needed

* Requisition form or email with detailed description from purchaser, containing the PO from original order; **AND**
* Invoice with the packing slip containing items, quantities received, and PO number.
* Menu Path in SAP
  + Transaction Code ZORDER - Goods Receipt or MIGO
    - Standard Menu:
      * Purchase Order - MM Launchpad - Goods Receipt
    - Simplified Menu:
      * Purchasing/Accts Payable - Logistics Launchpad - Goods Receipt
* FireFly-eSHOP access

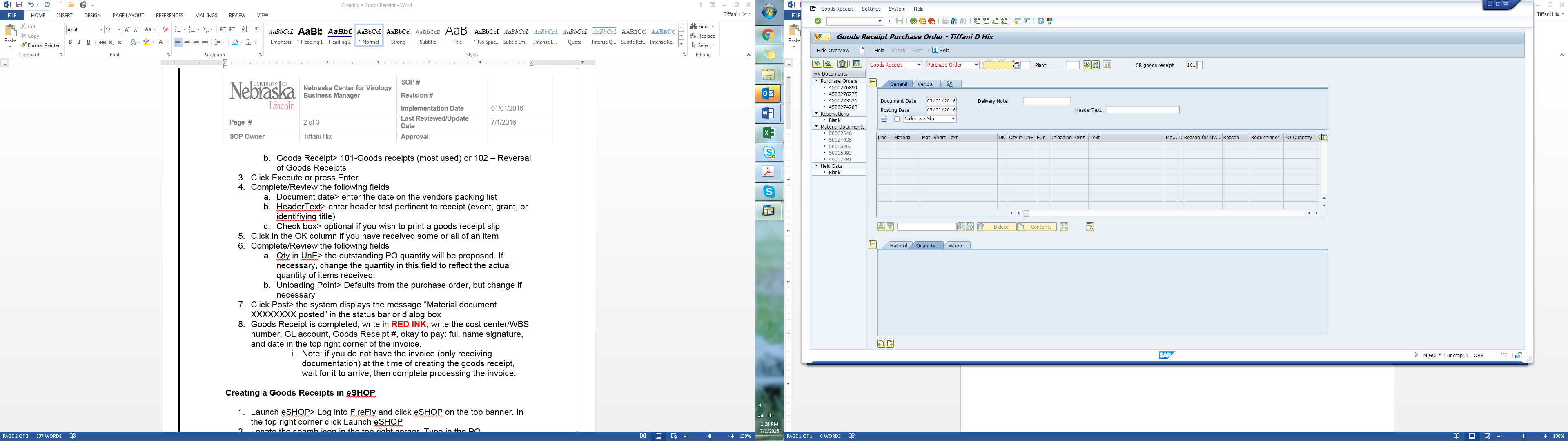
## Procedure

**Creating Goods Receipt in SAP**

1. Start the transaction using the menu path or transaction code: (zorder)

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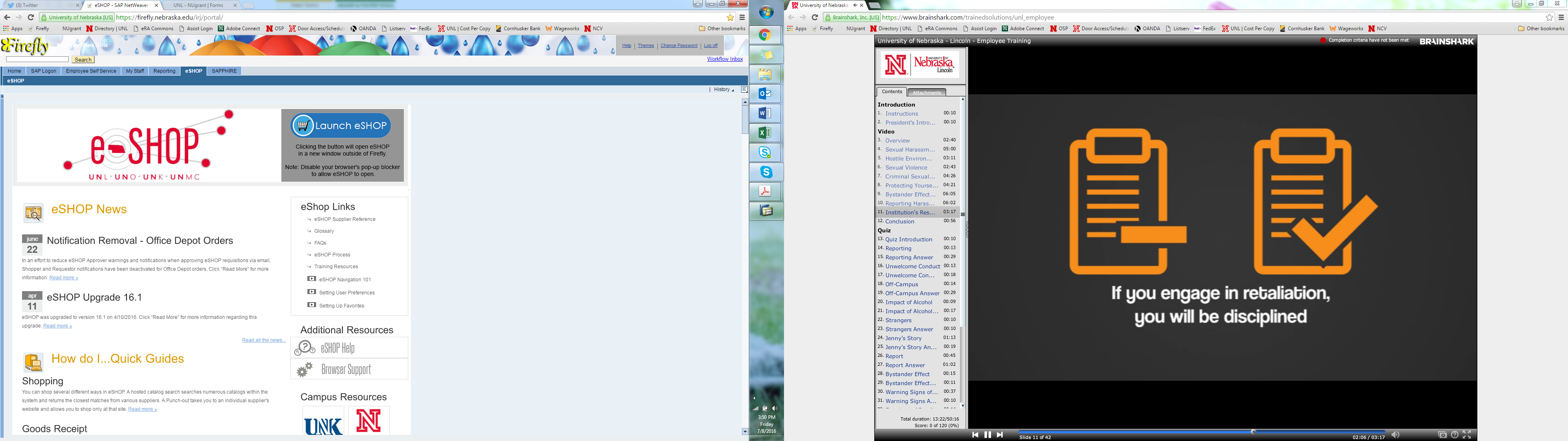
1. Complete/review the following fields
   1. Purchase order> Ex: 4500126465
   2. Goods Receipt> 101-Goods receipts (most used) or 102 – Reversal of Goods Receipts
2. Click Execute or press Enter
3. Complete/Review the following fields
   1. Document date> enter the date on the vendors packing list
   2. HeaderText> enter header test pertinent to receipt (event, grant, or identifiying title)
   3. Check box
   4. Make sure Material Quantity/Where Box is minimized or you will not be able to check the box
4. Click in the OK column if you have received some or all of an item
5. Complete/Review the following fields
   1. Qty in UnE> the outstanding PO quantity will be proposed. If necessary, change the quantity in this field to reflect the actual quantity of items received.
   2. Unloading Point> Defaults from the purchase order, but change if necessary



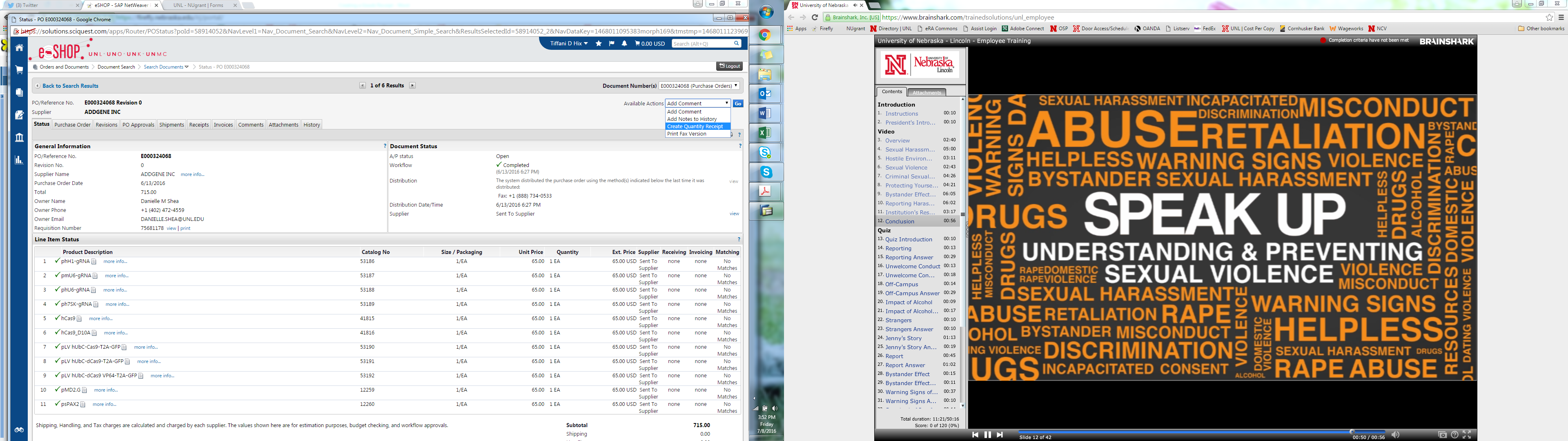
1. Click Post> the system displays the message “Material document 51XXXXXX posted” in the status bar or dialog box
2. Goods Receipt is completed, in **RED INK**, write the cost center/WBS number, GL account, Goods Receipt #, okay to pay: full name signature, and date in the top right corner of the invoice.
   * 1. Note: if you do not have the invoice (only receiving documentation) at the time of creating the goods receipt, wait for it to arrive, then complete processing the invoice.

**Creating a Goods Receipts in eSHOP**

1. Launch eSHOP> Log into FireFly and click eSHOP on the top banner. In the top right corner click Launch eSHOP



1. Locate the search icon in the top right corner. Type in the PO.
2. Under Available Actions, select create quantity receipt and click go.



1. Complete/Review the following fields
   1. Receipt Date
   2. Packing slip No (may not be available)
   3. Receipt Address> select NTC
   4. Delivery Information
   5. Quantity received
   6. Line Status> select received if all or partial items were received; also have the option to remove a line item, receive & return items.

**\* Be sure to compare the item number, quantity, and pricing from the PO in SAP to the invoice. This must match in order to be paid properly.**

1. Click complete (If vendor sends invoice to NTC instead of Central accounting, NTC should forward to Central accounting for payment)
2. Scan packing list into eshop for documentation

## References

Firefly > Sapphire > Documentation > Procurement >

* Accounts Payable > Goods Receipt > Create Goods Receipt (MIGO)

GL Account Codes: https://sapphire.nebraska.edu/gm/folder-1.11.16003?mode=EU&originalContext=1.11.13880

## Definitions

**PO:** Purchase order number

**WBS:** Work breakdown structure- 13 digit number that describes a source of funds (grants)

**Cost Center:** 10 digit number that describes a source of funds

**GL Code:** General ledger accounting code, categorizes the type of purchase (supplies, postage, etc.)