Create Goods Receipt
Transaction Code: MIGO_GR

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to receive or partially receive goods on a Purchase Order.

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MIGO_GR.
5. Click Enter.
6. Enter the Purchase Order number.
7. Click Execute.
8. Select the appropriate line item for receipt.
9. Check Item OK box.

**Note:** If quantity needs to be changed, click the quantity tab and modify the Qty in Unit of Entry field.

10. Click Post.

**Note:** Be sure to post before receiving another purchase order.