

SUPPLY CHAIN MANAGEMENT

PURCHASING

IWK SAP TRAINING MATERIAL

EUT-SCM-PUR-GR-001 Good Receipt for Work Order

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1.0 Introduction

1.1 Purpose

A physical inbound movement of goods or materials into Office. It is a good movement that is used to post good received from vendor. All good receipts result in increase of stock in the warehouse.

Upon Good receipt is posted, it will automatically charge to below entry:-

Accounting Entry

Dr Expenses Account

Cr GR/IR Clearing Account

1.2 Trigger

Perform this procedure when physical material is delivered to office

1.3 Prerequisites

- Purchase order number is valid in system

1.4 Helpful Hints

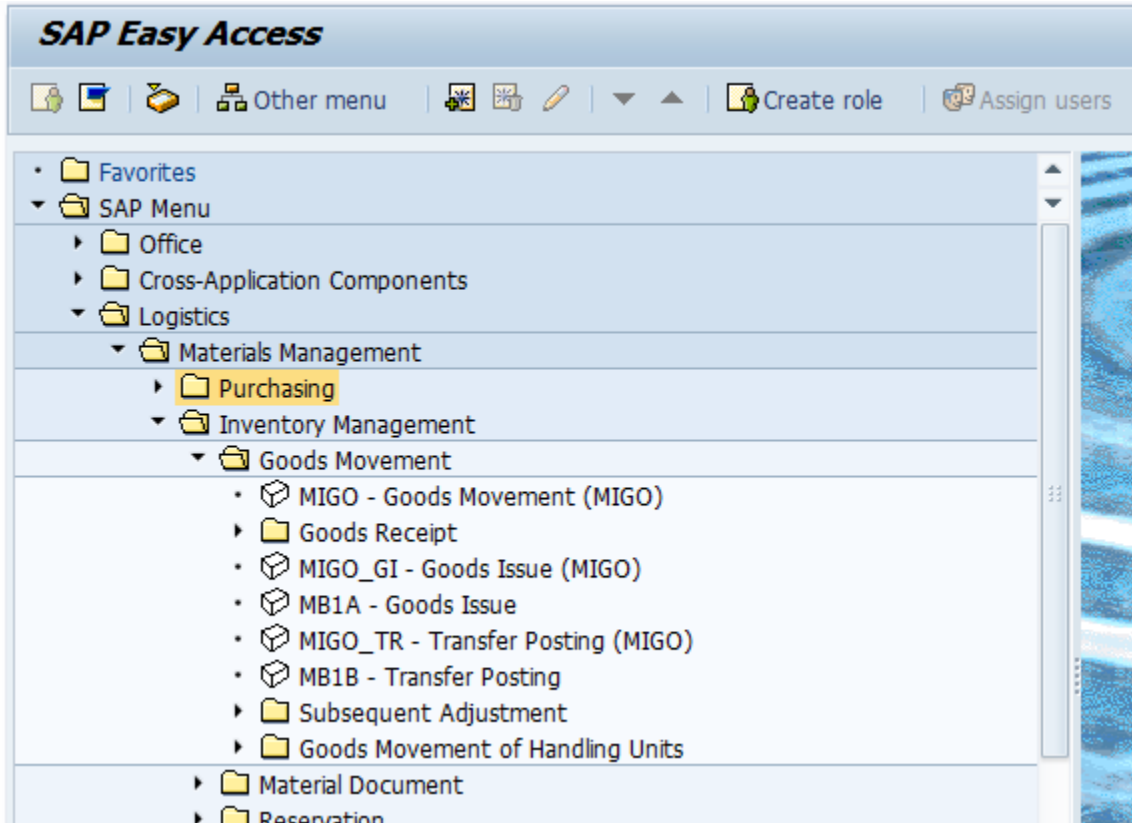
- Field marked with a tick on the left-side indicates that the field is a mandatory field.
- The R/O/C column in the field description table defined as:-

R	Required field entry
O	Optional field entry
C	Conditional field entry
- The Good Receipt screen consists of 3 sections which are the Header, item Overview and Item Details sections.
- The Header section contains multiple tabs such as General, Vendor and Search.
- The Item Overview section consist of display data of line item
- The Item Details section contains all of the available fields for details of the line item.

2.0 Procedure

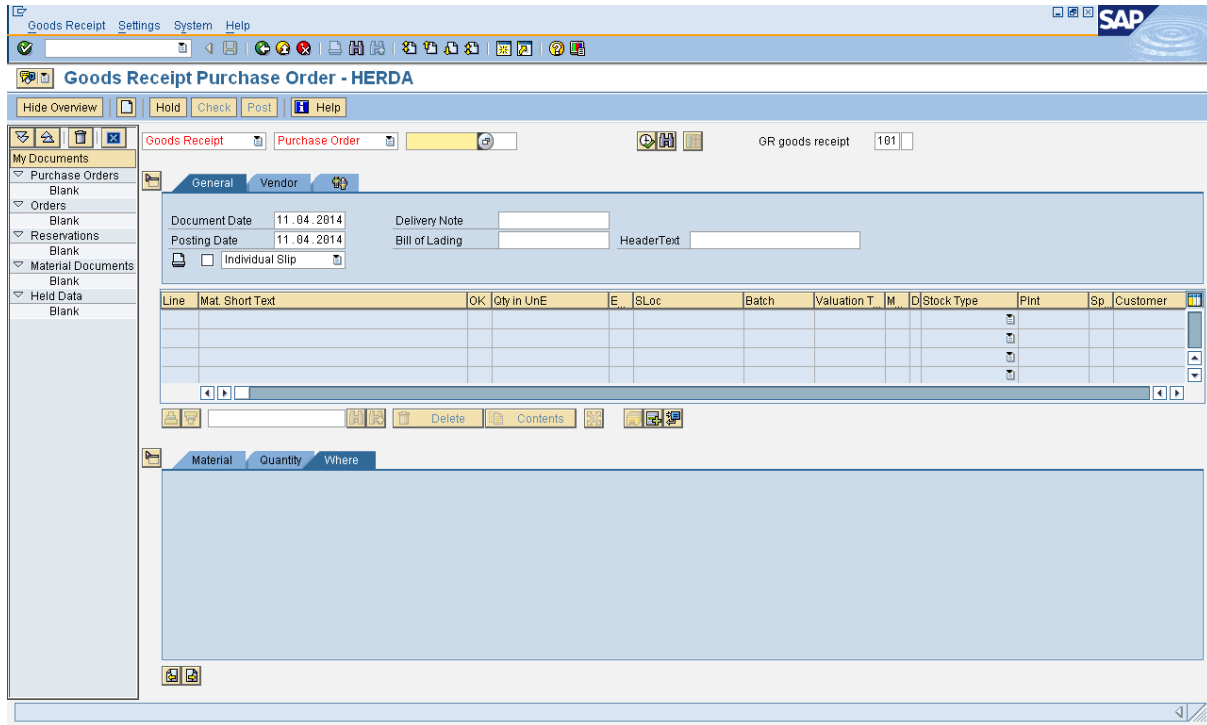
2.1 Goods Receipt for Equipment

2.1.1 Goods Receipt Creation

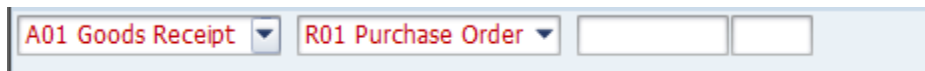


- As required, complete/review the following fields:

Field Name	R/O/C	Description
Transaction Code	R	A Transaction Code (T-Code) is used to access functions in a SAP more rapidly. By entering a T-Code instead of using the menu, navigation and execution are combined into a single step. Example: MIGO
Menu Path		Logistics>Material Management>Inventory Management>Goods Movement



2. Make sure at header must be



3. As required, complete/review the following fields:

Field Name	R/O/C	Description
Purchase Order	R	Alphanumeric key uniquely identifying the document. Example: 3100000203

Goods Receipt Purchase Order 310000330 - AIYUNI

Hide Overview | Hold | Check | Post | Help

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

My Documents

- Purchase Orders
 - 310000330
 - 310000336
 - 310000295
 - 310000294
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000000212
 - 5000000211
 - 5000000197
 - 5000000196
 - 5000000195
 - 5000000191
 - 5000000186
 - 5000000185
- Held Data
 - Blank

General Vendor

Search for:

Purchasing grp: HO BUYER-CONSUM. | 03-27801229

Ordered by: PANG

Line	Mat. Short Text	OK	Qty in UnE	E...	S..	SLoc	Cost Center	Profit Center	G/L Accto
1	RAS WAS PUMP Ebara 80DML 55.5 5.1KW	<input type="checkbox"/>	8	EA			1HCE001	PHCE000	590010

Material | **Quantity** | Where | Purchase Order Data | Partner | Account Assignment | Serial Numbers

Movement Type: 101 + GR for acct assgmt | Stock type: Unrestricted use

Plant: IWK GOMBAK | 1UGO

Goods recipient:

4. Click **Quantity**. Change the quantity if partial receiving.

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

General Vendor

Search for:

Purchasing grp: HO BUYER-CONSUM. | 03-27801229

Ordered by: PANG

Line	Mat. Short Text	OK	Qty in UnE	E...	S..	SLoc	Cost Center	Profit Center	G/L Accto
1	RAS WAS PUMP Ebara 80DML 55.5 5.1KW	<input type="checkbox"/>	8	EA			1HCE001	PHCE000	590010

Material | **Quantity** | Where | Purchase Order Data | Partner | Account Assignment | Serial Numbers

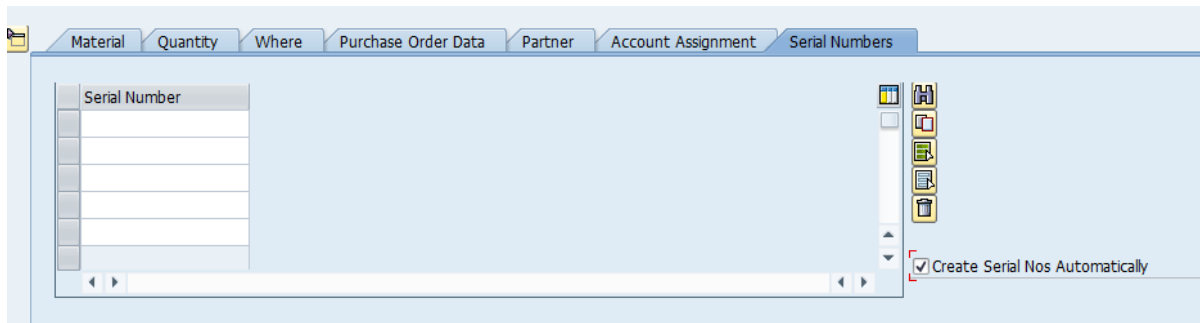
Qty in Unit of Entry: 5 | EA

Qty in SKU: 8 | EA

Qty in Delivery Note:

Quantity Ordered: 10 | EA

5. Click **Serial Numbers** for equipment receiving

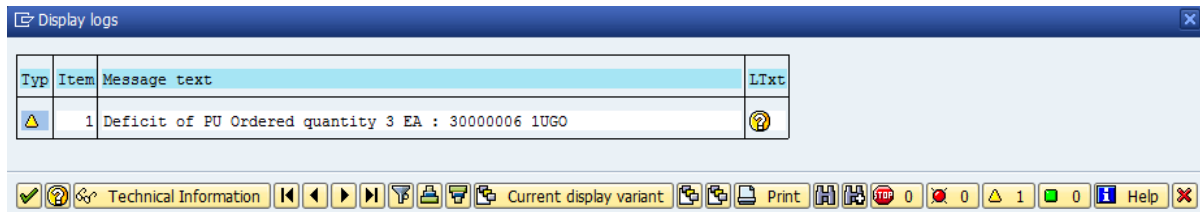


6. Click **Create Serial Nos Automatically**

7. Click <Item OK> **Item OK**

8. Click <Check GR> **Check** .

Message box information of open order quantity



9. Click if agree with the information

10. Click <Click Post> **Post** .

Material document 5000000251 posted