

Goods Issue from Warehouse to Department (Cost Center)

Use

This activity is performed to issue a material from warehouse to cost center.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Inventory Management → Goods Movement → MIGO</i>
Transaction code	MIGO

2. In the **MIGO screen**, choose **A07 - Goods Issue** with reference to **R09 - Reservation**.

The screenshot shows the SAP MIGO screen with the title 'Goods Issue Reservation - Michael Mella'. Below the title is a navigation bar with buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. Below the navigation bar, there are two buttons: 'A07 Goods Issue' and 'R09 Reservation', both of which are highlighted with red rectangular boxes. To the right of these buttons are several icons, including a clock, a person, and a document.

3. Input the Reservation Number or press **F4** to begin a search.
4. Make sure that the **movement type** at the right most part of the screen is **GI for cost center 201**. Otherwise, type **201** in the box.

The screenshot shows the SAP MIGO screen with the title 'Goods Issue Reservation - Michael Mella'. Below the title is a navigation bar with buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. Below the navigation bar, there are two buttons: 'A07 Goods Issue' and 'R09 Reservation'. To the right of these buttons is a text input field containing the reservation number '0000655129', which is highlighted with a red box. Further to the right is another text input field containing the movement type 'GI for cost center 201', which is also highlighted with a red box. To the right of this field are several icons, including a clock, a person, and a document.

5. Press **Enter**. The details of the Reservation will be copied into the MIGO screen.
6. In the **Header Data Area**, choose **General** tab and make the following entries as applicable:

Field name	User action and values	Comment
	3 Collective Slip	Print Active/Inactive
Material Slip		Required
Doc. Header Text		Required

The screenshot shows the SAP MIGO screen with the title 'General' and a sub-tab 'General'. Below the title is a navigation bar with buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. Below the navigation bar, there are two buttons: 'A07 Goods Issue' and 'R09 Reservation'. To the right of these buttons is a text input field containing the reservation number '0000655129', which is highlighted with a red box. Further to the right is another text input field containing the movement type 'GI for cost center 201', which is also highlighted with a red box. Below these fields, there are several icons, including a clock, a person, and a document. The '3 Collective Slip' button is highlighted with a red box. To the right of this button are two text input fields: 'Material Slip' containing 'MATERIAL SLIP' and 'Doc. Header Text' containing 'Header Text', both of which are highlighted with red boxes.

7. In the **Detail Data Area**, choose **Quantity** tab and make the following entries as applicable:

Field name	User action and values	Comment
Qty in Unit of Entry	Numeric value	Quantity to be issued.

The screenshot shows the SAP interface with the 'Quantity' tab selected. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '25'. The 'Qty in SKU' field contains the value '25'. The 'PC' (Plant Code) field is also visible.

8. In the **Detail Data Area**, choose **Where** tab and make the following entries as applicable:

Field name	User action and values	Comment
Storage Location	Choose from the dropdown list	Location on where you wish to get the material being issued
Goods Recipient	Text value	Input additional name if necessary
Text	Text value	Input additional text if necessary

The screenshot shows the SAP interface with the 'Where' tab selected. The 'Storage Location' field is highlighted with a red box and contains the value 'PRPTY OFC SUPL'. Other fields include 'Movement Type' (201), 'Plant' (Valenzuela 2 (P2)), 'Goods recipient' (3420720967), and 'Text' (highlighted with a yellow background).

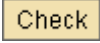


9. In the **Detail Data Area**, choose **Reservation** tab and make the following entries as applicable:

Field name	User action and values	Comment
Final Issue	Tick Box	Indicate that a reservation item is completed.

The screenshot shows the SAP interface with the 'Reservation' tab selected. The 'Final Issue' checkbox is highlighted with a red box and is checked. Other fields include 'Reservation' (655129), 'Reqmt Date' (09/14/2012), 'Reqmt Qty' (25), 'Withdrawal Qty' (0), and 'Qty.f.avail.chk' (25). The 'Created by' field shows 'Michael Mella'.


10. Tick the **Item OK** check box.

The screenshot shows the 'Item OK' checkbox, which is highlighted with a red dashed border. The 'Line' field next to it contains the value '1'.

11. Click the **Check**  button.
12. A dialog box will appear containing system messages. Confirm all warning messages. Note that an **Error Message** will prevent you from posting the document.
13. Confirm messages by pressing **Enter**.
14. Click **Save**  icon or **Post**  button to post the document.

Result

A material document is created for the issuance of goods/items.

 Material document 4901877004 posted