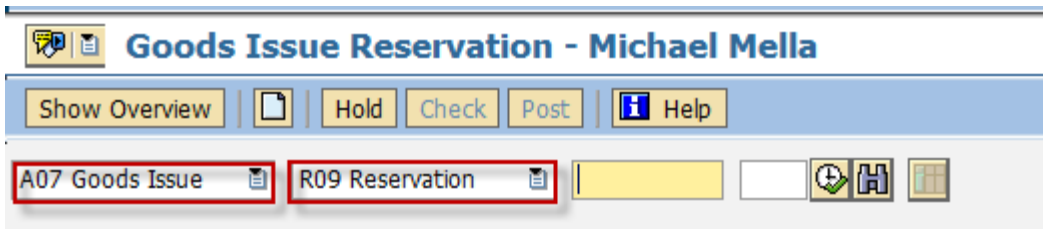# Goods Issue to Assets

Use

This activity is performed to issue a material to assets.

Procedure

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

SAP menu	Logistics → Materials Management → Inventory Management → Goods Movement → MIGO
Transaction code	**MIGO**

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

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 Asset – 241**. Otherwise, type **241** in the box.

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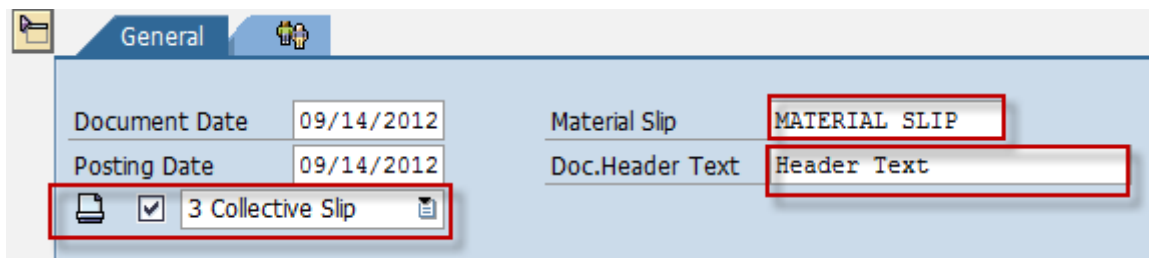
7. In the *Detail Data Area*, choose **Quantity** tab and make the following entries as applicable:

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

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

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.

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

11. Click the **Check** [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** [Post] button to post the document.

Result

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

Material document 4901877004 posted