



# GOODS ISSUE CHEAT SHEET

Goods Issue should be created once a reservation is approved, and updates inventory records and financial accounts once items are removed from stock. Goods Issue is also used for sales or donation of inventory items, items that will be scrapped, or work orders with items to be withdrawn from inventory. This cheat sheet refers to a manually created reservation and Goods Issue approved by the Inventory Senior User.

## 2 ROLES

### RD.04 Inventory User

- Updates the inventory count
- Performs goods transfer
- Performs goods issue

### RD.05 Inventory Senior User

- Oversees goods issue
- Approves reservations for local inventory goods movement

## 1 T-CODE

For every Goods Issue use:

● MIGO ●

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## TIPS & TRICKS

### 01. INVENTORY USERS

The **Inventory User** needs to **monitor the list of open approved reservations** (i.e. MB25) awaiting information for goods that are pending issuance.

### 02. RESERVATIONS

If a Goods Issue is performed with reference to a reservation, the **reservation information is copied automatically** in the Goods Issue. **Only approved reservations can be issued.**

### 03. BATCHES

**For large quantities** that cannot be fulfilled with one unique batch number, there is the **option to split up the quantity by batches**. Simply click the **Distribution Quantity (QTY)** button.

### 04. FINAL ISSUE

If you are **only issuing a portion of the reservation** and wish to close it after the issue is completed - so that no additional Goods Issues can occur - you must check the Final Issue box for each line item.

### 05. CONFIRMATION

The **Material Document** serves as **proof of the Goods Issue** in the system.

### 06. MULTIPLE RESERVATIONS

It is possible to post the Goods Issue for multiple reservations simultaneously. After inputting the initial reservation number, press the **Enter** key to input the next relevant number.

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## STEPS

*\*Inventory Users need to monitor the list of open approved reservations (MB25) awaiting information on goods pending issuance\**

1 Enter **MIGO** in the Command field.

2 Select **Goods Issue (A07)**, and then **Reservation (R09)** from the drop-down lists. Enter the Reservation #.

3 Key fields to check in the **General Tab**: Document Date, Posting Date (the actual date that goods are issued), and Collective Slip checkbox (ensure this is checked in order to print).

4 Key fields to check in the **Item Detail** section: **Material Tab**: Material ID, Description, Valuation Type. **Valuation Type** (for split valued goods):  
 1. Material type Spare parts (ZERS) - NEW\_SPARES/OLD\_SPARES  
 2. Material type Supplies (ZSAA) - NEW\_SUPP/OLD\_SUPP.

5 More key fields to check:  
**Quantity Tab**: Quantity and Unit of Entry  
**Where Tab**: Movement Type, Stock Type, Plant, Storage Location, Goods Recipient name  
**Reservation Tab**: Reservation Information  
**Account Assignment Tab**: Account Information.

6 **Serial Numbers Tab**: For serialized item(s), enter the serial #. If unknown, click the **Binoculars** icon and fill in these fields: **Material**, **Plant**, and **Storage Location**. Click **Execute** to find the serial #'s.


7 For **batch managed materials only**: if batch #'s are not indicated, select and enter the required batch values in the **Batch** tab.


8 For multiple batch #'s, click **Distribute Quantity (QTY)** to open a new pop-up window. Enter the multiple quantity batch #'s and choose the final storage location for distribution.

9 Check the items are documented correctly, and click **Post** to publish the Goods Issue.

10 A pop-up message will prompt you to print the Goods Issue slip.

### Good things to know:

✓  Material Document (Umoja term for Goods Issue) is automatically generated.

✓  The Goods Issue (Material Document) can be viewed from the Goods Issue screen (t-code MIGO). Select **Display (A04)** and **Material Document (R02)** from the drop-down lists and enter the Material Document #.