

## Use SAP T-Code For Processing End-of-Year Goods Confirmations/Goods Receipts

As the end of each fiscal year approaches, the Purchasing Division issues the Year-end Cutoff Memo which designates specific deadlines for various purchasing transactions. Typically beginning in April, the cutoff Memo can be found on the Purchasing [home page](#) within the Quick Links box on the right.

The last deadline on the memo is for final creation of SRM Goods Confirmations/SAP Goods Receipts for goods and services physically received within the fiscal year. For example, a department may physically receive an ordered item on June 30 but may not have time to create the SRM Goods Confirmation/SAP Goods Receipt. This final deadline allows for creation of the document on July 1 and back-dating of the posting date into the old fiscal year. This transaction can only be created in SAP; SRM does not facilitate creation of goods confirmations with back-dating of document dates.

It is always to departments' advantage to create SRM Goods Confirmations/SAP Goods Receipts within the old fiscal year whenever possible rather than creating back-dated transactions on July 1.

**Note:** Creation of the SRM Goods Confirmation/SAP Goods Receipt is key to successful completion of procurement transactions related to end of year and is the instrument that will expense the good or service into the old fiscal year based on the document time/date stamp.

**Role:** Goods Confirmer/Goods Receiver

**Frequency:** July 1

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## STEPS

The last deadline in the year-end cutoff memo relates to final creation of SRM Goods Confirmations / SAP Goods Receipts.

Follow the directions below if you need to create SRM Goods Confirmations or SAP Goods Receipts on July 1 to receive on goods or services from the old fiscal year.

**[Deadline 4 – July 1, 2019: Online Confirming/Receiving must be posted by 4:30 p.m.](#)**

Last day to enter online goods confirmations/receipts for all goods and services received prior to or on June 30 for SAP Purchase Orders 45XXXXXXXX and SRM Purchase Orders 75XXXXXXXX, 78XXXXXXXX, and 88XXXXXXXX.

**Important note for SRM Goods Confirmer:** Due to backdating requirements for goods receiving/confirming documents during this period, SRM Goods Confirmer will need to use SAP T-code MIGO on July 1 to create goods receipts for items received prior to or on June 30, 2019. For questions, or to receive temporary MIGO permissions to execute these, email [srmhelp@uky.edu](mailto:srmhelp@uky.edu). It is to departments' advantage to create required confirming/receiving documents prior to June 30<sup>th</sup>.

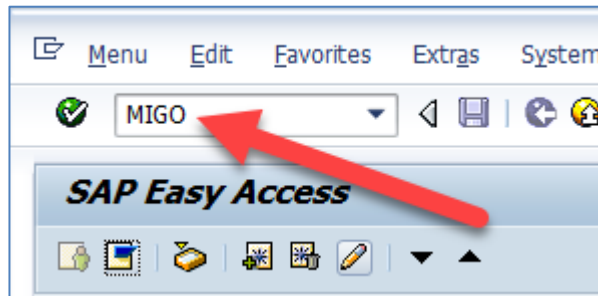
1. From within myUK, click the IRIS Launchpad icon.

The screenshot shows the myUK website interface. At the top, there is a navigation bar with tabs for 'Launch Pad', 'Employee Self Service', 'Student Services', 'Enterprise Services', 'my UK', and 'myRe'. Below this is a section titled 'IRIS Systems'. Underneath, there is a 'Related Links' section with a list of links: Link Blue, myHelp, Enterprise Applications, Business Warehouse, Student Lifecycle Management, Grants Management, Human Resources/Payroll, Materials Management, Plant Maintenance, and Finance. To the right of this list is a 'LaunchPad' section featuring a circular icon with four colored segments (red, yellow, green, blue) and the text 'IRIS'. A red arrow points from the 'LaunchPad' icon to the text 'From here you can select a system to launch.'

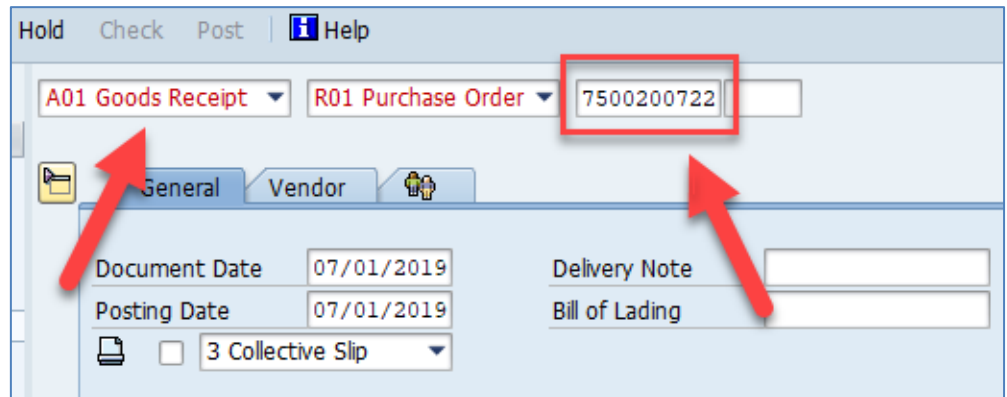
## Quick Reference Card

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2. An SAP window will open. Enter MIGO into the SAP Transaction Code window.



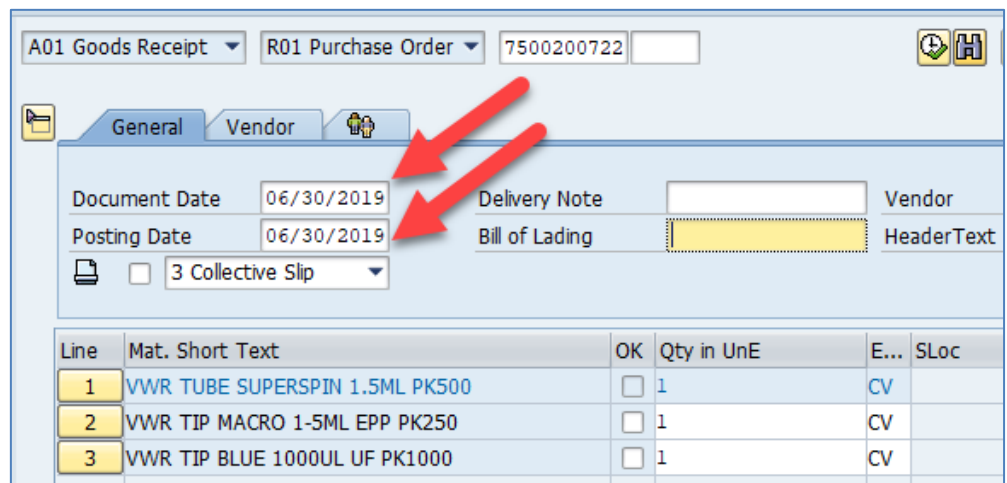
3. Once the screen opens, select Goods Receipt from the first drop down window as shown. Tab two boxes to the right and enter the Purchase Order number.



Press Enter.

4. The Goods Receipt screen will populate all open items on the purchase order that have not been confirmed/received.

**Important:** On the General tab in the header section, change both the Document Date and the Posting Date from 07/01 back to 6/30.



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5. Navigate to the bottom section. For each line item, ensure the Quantity received is correct (it can be overwritten with the correct quantity if needed).

Click Item OK checkbox for the line item.

The screenshot shows the SAP T-Code interface for processing goods confirmations. The 'Quantity' tab is selected. The 'Qty in Unit of Entry' field is set to 1. The 'Quantity Ordered' field is also set to 1. The 'Item OK' checkbox is checked. The 'Line' field is set to 1. Red arrows point to the 'Qty in Unit of Entry' field and the 'Item OK' checkbox.

6. Use the left/right arrow buttons to navigate between each line item. Repeat steps to ensure the quantity being confirmed / received is correct and click the Item OK checkbox for each line item.

The screenshot shows the SAP T-Code interface for processing goods confirmations. The 'Quantity' tab is selected. The 'Qty in Unit of Entry' field is set to 1. The 'Quantity Ordered' field is also set to 1. The 'Item OK' checkbox is checked. The 'Line' field is set to 2. Red arrows point to the left and right arrow buttons, the 'Item OK' checkbox, and the 'Line' field.

*Quick Reference Card*

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7. Ensure all line items on which you are confirming / receiving have the correct quantities entered and the Item OK box checked.

When finished, click the Post button at the top of the screen to finish. You will receive a posting successful message as well as a document number.

For questions or assistance, email [SRMHelp@uky.edu](mailto:SRMHelp@uky.edu).

