

Correcting Goods Receipt / Invoice Receipt Balances Job Aid



The information below will provide step-by-step instructions on how to correct Goods Receipt (GR) / Invoice Receipt (IR) balances.

How to Generate a list of GR /IR Balances:

To review PO balances between Goods Receipts (GR) and Invoices (IR), execute T-Code ZMB5S.

- 1) Enter or select the appropriate **Purchasing Group** and click **Execute** to run the report.

List of GR/IR Balances

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant... | Program Documentation

Database selections

Vendor: [] to [] [↔]

Purch. Organization: SOMS to [] [↔]

Purchasing Group: [] to [] [↔]

Material: [] to [] [↔]

Purchasing Document: [] to [] [↔]

Item: [] to [] [↔]

Final delivery items also

Display options

Layout: []

Cleared items too

- 2) The report will display account assignment lines for every Purchase Order with a GR or IR surplus balance. Red highlighted entries are instances where the Quantity Received is lower than the Quantity Invoiced. Green highlighted entries are instances where the Quantity Received is higher than the Quantity Invoiced.

List of GR/IR Balances

Menu | Back | Exit | Cancel | System | First Column | Column Left | Column Right | Last Column | Choose Detail | Set Filter

or

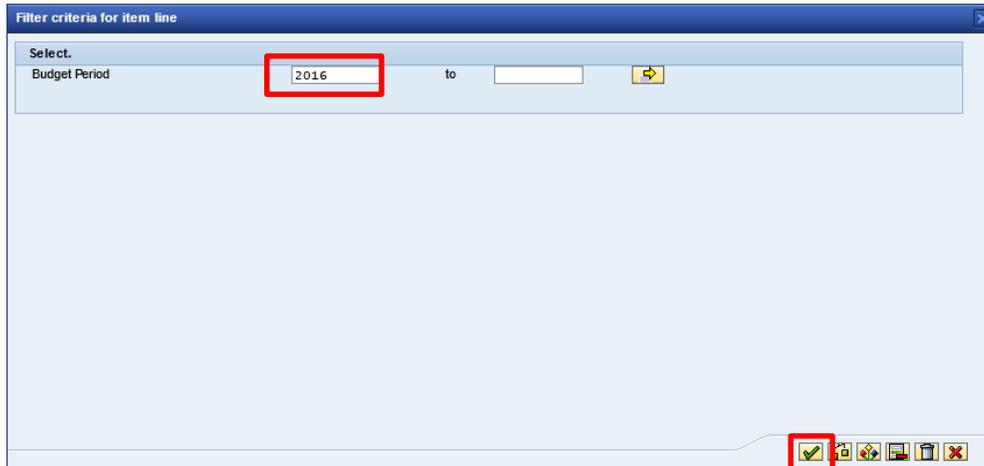
Item	SAA	Fr.	vendor	CTyp	Quantity Received	Quantity invoiced	OUN	GR value	Invoice amount	LC	Crcy	Fund	DCT	FI	BF
000490															
1					536.260	550.120	AU	521.14	535.00	USD	3313600000	X	X	2015	
1					536.260	550.120	AU	521.14	535.00	USD	3313800000	X	X	2015	
1					536.260	550.120	AU	521.14	535.00	USD	3313600000	X	X	2015	
1					536.260	550.120	AU	521.14	535.00	USD	3313800000	X	X	2015	
1	1				210.280	209.650	AU	210.25	209.62	USD	3313600000	X	X	2015	
1	1				210.280	209.650	AU	210.25	209.62	USD	3313800000	X	X	2015	



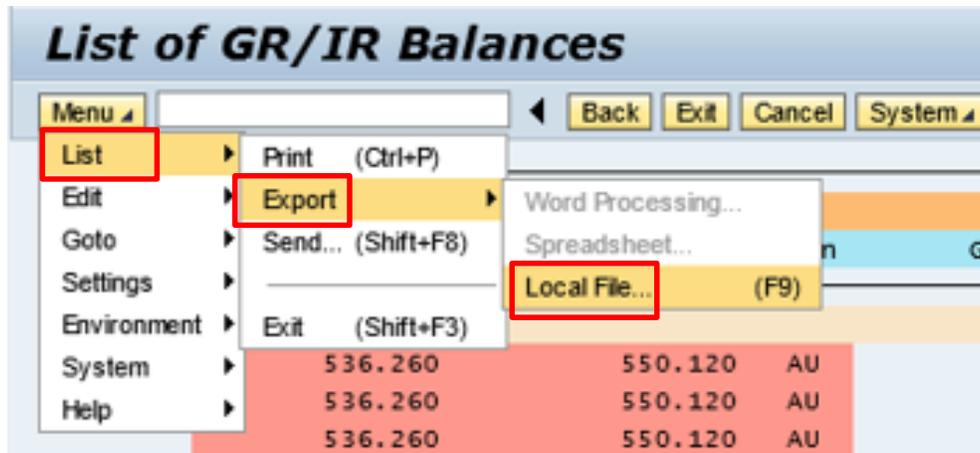
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- 3) In order to only display current year entries, scroll to the right until **BP** is visible in the column heading. Left click **BP** to select the heading. Then, right click on **BP** and select "Set Filter". Enter 2016 and click the green check.



- 4) The report can be exported to an excel spreadsheet by using the menu path **Menu > List > Export > Local File...**



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- 5) Review balances in the report to see if changes are required. The following scenarios are examples of balance issues:

Goods Receipt Surplus (green highlighted entries)	
Scenario	Resolution
The agency received item and returned to the vendor. The agency does not plan to get another item.	Cancel goods receipt (see instructions below on How to Cancel a Goods Receipt). Adjust PO to release the encumbrance.*
The agency erroneously created goods receipts for items that were not received.	Cancel invalid goods receipts.
The agency created a goods receipt for a quantity greater than the actual delivered quantity, and no additional deliveries are expected. (Ex: GR was posted for a quantity of 10, but only 8 were received leaving an overage quantity of 2.)	Adjust goods receipt via "Return Delivery" for the overage quantity (see instructions below on How to adjust (Return Delivery) a goods receipt). Adjust PO to release the encumbrance.*
The agency created a goods receipt for delivered items and has not yet created an invoice.	No action is required.

*Review Instructions for [Close PO with Remaining Balance](#).

Invoice Surplus (red highlighted entries)	
Scenario	Resolution
The agency created an invoice prior to goods receipt entry. Invoice is blocked for payment.	Create goods receipt when goods received and notify OFM at OFMMagic@dfa.ms.gov to request the payment block be lifted.
The PO flag "Goods Receipt / Confirmation of Performance of Service" is not checked.	No action is required since no goods receipts are created.
The agency created an invoice for a quantity greater than the goods receipt entry. Invoice is blocked for payment.	Create goods receipt for quantity balance and notify OFM at OFMMagic@dfa.ms.gov to request the payment block be lifted.



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How to Cancel a Goods Receipt:

Identify the Goods Receipt to be cancelled by reviewing the PO History tab of the PO line item in transaction ME23N. The cancellation is posted referencing the Goods Receipt.

The screenshot shows the SAP ME23N transaction interface. The 'Purchase Order History' tab is active, displaying a table of goods receipt items. The 'Material Document' field for the selected item is circled in red, showing the value '5000187693'. The table below shows the details of the goods receipt.

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Amount	Delivery cost quantity	OUn	L.cur	DelCostQty (OUn)	Crcy	Reference
WE	101	5000187693	1	05/17/2016	10	20.00	0	EA	USD	0	USD	
Tr./Ev. Good						20.00					USD	

To cancel a Goods Receipt with reference to a Purchase Order, use **MIGO** Transaction, choosing action "Cancellation".

- 1) Enter T-Code MIGO and select "A03 Cancellation" from the drop down list and type the Goods Receipt document number in the Material Document number field and click Enter or Execute.



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A03 Cancellation R02 Material Doc# 5000187693 2016

General Vendor

Document Date: 05/17/2016 Delivery Note: Vendor:
Posting Date: 05/17/2016 Bill of Lading: HeaderText:
 3 Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	GR IR info	<input type="checkbox"/>	10	EA		1130000001	1130	62015000

Quantity

Qty in Unit of Entry: 10 EA

Qty in Delivery Note: 0.000 Amount in LC: 20.00

Quantity Ordered: 10 EA

Quantity Received: 10 No. Containers: 0.000

- 2) Click "Item OK" checkbox at the bottom of the screen.
- 3) Check and Post the document.
- 4) Verify entries on the PO History tab of the PO line item in transaction ME23N.



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How to adjust (Return Delivery) for a Goods Receipt:

- 1) Identify the Goods Receipt to be adjusted by reviewing the PO History tab of the PO line item in transaction **ME23N**. To adjust a Goods Receipt, use MIGO Transaction, choosing action “Return Delivery”.

The screenshot shows the SAP MIGO transaction interface. The 'Purchase Order History' tab is active, displaying a table of goods receipt and invoice receipt entries. The entry for WE 101 with material document 5000187690 is circled in red. The table shows the following data:

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Amount	Delivery cost quantity	OUn	L.cur	DelCostQty (OPUn)	Crcy	Reference
WE	101	5000187690	1	05/17/2016	10	20.00	0	EA	USD	0	USD	
Tr./Ev. Good						• 20.00						USD
RE-L		5100304090	1	05/17/2016	8	16.00	0	EA	USD	0	USD	
Tr./Ev. Invoic						• 16.00						USD

- 2) Enter T-code **MIGO** and select **A02 Return Delivery** from the drop down list and type the Goods Receipt document number in the Material Document number field and click Enter.



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- 3) Enter the **Qty in Unit of Entry** on the Quantity tab for the overage quantity.
 - a. Example of when an adjustment is required: the original GR is posted for a quantity of 10, but only 8 were received leaving an overage quantity of 2. In this case, you will change the **Qty in Unit of Entry** of the GR Cancellation to be 2. This will adjust the overall quantity received to 8.

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	GR R info	<input type="checkbox"/>	2	EA		1130000001	1130	62015000

- 4) Click "Item OK" checkbox at the bottom of the screen.
- 5) Check and Post the document.
- 6) Verify entries on the PO History tab of the PO line item in transaction ME23N.

