

SAP Automated Goods Receipt (MIGO) Reminder

Business Services is pleased to advise that we have developed another SAP workflow e-mail feature intended to help streamline the Board's procure to pay process. This workflow is intended to remind users who may have forgotten to complete the MIGO transaction and will replace an e-mail from an Accounts Payable clerk.

The practice of entering the Goods Receipt (MIGO) upon delivery of the goods or services has not changed and if you MIGO as goods/services as they are received, you will not receive any workflow e-mail. The standard SAP procedure requires entering the Goods Receipt (MIGO) when the goods have been received. The invoice is routinely sent by the vendor directly to Accounts Payable where it is then entered into SAP for payment. If the MIGO has been completed, the invoice will be paid. If the MIGO has not been completed, the invoice can still be entered but will be blocked for payment until the MIGO is entered. Delays can result in late payments, missed discounts, interest charges, account holds etc.

A brief outline of how this new functionality is provided below:

- This new workflow will be triggered when an invoice is entered into SAP in Accounts Payable for which the Goods Receipt (MIGO) has not yet been entered.
- The initiator of the Purchase Order will receive an e-mail containing the necessary information and an icon which will open into the MIGO receiving screen.
- Simply hit the Enter key, check off only the items you have received, "Save" the document, close the SAP windows and exit the e-mail.
- The invoice will automatically go for payment.

The specific steps of the procedure will be sent to all Principals, Vice Principals and Secretaries under separate e-mail cover.

This new workflow will be implemented on February 16, 2010. Please feel free to contact the Help Desk if you require assistance in using this new feature or Martin Farrell, Senior Manager, Materials Management if you have any comments or concerns.