**Cancel Material Movement**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

To credit material previously issued back to stock; ensuring the dollar value and quantities are accurate.

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2:** Material Doc. Number can be found by opening the Work Order in Transaction ZIW32\_DPI. In the Mat. Doc. column of the Materials Used Table.
* **Step 3:** If the first line of the Detail Table, OK column, selection box is grayed out. <*Click*> the **Close Detail Data icon** A close up of a logo

  Description automatically generated.
* **Step 3:** If message displays “**Posting only possible in periods** etc.” Close the message box; change the posting date to current date.

1. Open Transaction **MIGO**
2. *Cancellation Material Document – Username* window opens
   1. Trans./Event Field – Use dropdown; choose *Cancellation*
   2. Reference Doc. Field – Use dropdown; choose *Material Document*
   3. Material Doc. Field – Input Material Document Number (*See Note(s)*)
   4. <*Enter*>
3. *Cancellation Material Document – Username* window updates

* Update will display the Detail Data Table and the inventory item(s) associated with the material document entered. (*See Note(s)*)
  1. <*Click*> the selection box(es) that align to the items to be cancelled
  2. <*Click*> **Check Button** (*See Note(s)*)
  3. <Click> **Execute icon** (*Upper left of screen*)
* If you are canceling a receipt of materials (Movement type 101 or 971) into inventory a message will display “Enter Reason for Movement” prompting for a reason for the cancellation. <*Click*> on the **Continue icon**  to close the window and follow the three steps i. thru iii. below.

1. <*Click*> the **Detail Data Button** A picture containing screenshot

   Description automatically generated
2. <*Click*> the Where Tab
3. Reason for Movement field input 0001
   1. <*Click*> **Save icon** 
   2. Record on Work Order - Material Document XXXXXXXXXX posted (Displays on the status bar)
   3. <Click> **Exit icon** A picture containing clipart

      Description automatically generated
4. Verify Transaction – Run Transaction **ZMB20**

Updated

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