**Transfer of Materials**

**LEA to LEA**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Transfer materials from one storage location to another storage location within a Plant

Not Applicable

**Website Application:**

**Note(s):**

When the next Item icon is clicked; then the following occurs:

* Information from the Transfer Posting tab is recorded in the table.
* Line item reference is incremented for the next entry.
* Transfer Posting tab fields are cleared for next entry.
* This is a twostep process it requires work to be completed by both LEAs (sending and receiving). Transactions must be completed in order of: sending → receiving. Also, the sending and receiving plants must have the same DOT number for the inventory item. If they do not, one or the other must correct their DOT number before the part is sent.
* Before you proceed; verify that the inventory item is in stock at the Plant and Storage Location you are transferring from. Just because you are holding an inventory item in your hand does not mean that it is recorded accurately within BSIP. (You MUST have a count of at least 1 or greater to transfer)

**Step 1**

1. Open Transaction **MIGO**
2. *Transfer Posting Other – {Username}* window opens
   1. Trans./Event Field - <*Select*> Transfer Posting
   2. Reference Doc. Field - <*Select*> Other
   3. Transfer within Plant code Field – <*Select*> 303
   4. <Click> Detail data button
3. *Transfer Posting Other – {Username}* window opens

**From Section**

* 1. Material Field - Input nine-digit SAP material number
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  3. Storage Location Field – Input four-digit code (i.e., Alamance = 8001)

**Destination Section**

1. Storage Location Field – Input four-digit code (i.e., Macon = 6056)

**Transfer Posting Section**

1. Qty in UnE Field – Input the number of units to transfer
2. <*Enter*>
3. <*Click*> **Next Item icon**   
   (If transferring multiple items; repeat the just completed starting with the material field)

OR

* + 1. <*Click*> **Save icon** 
    2. <*Click*> **Exit icon** 

Updated

01-07-2020

**Transfer of Materials**

**LEA to LEA**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Transfer materials from one storage location to another storage location within a Plant

Not Applicable

**Website Application:**

**Note(s):**

When the next Item icon is clicked; then the following occurs:

* Information from the Transfer Posting tab is recorded in the table.
* Line item reference is incremented for the next entry.
* Transfer Posting tab fields are cleared for next entry.
* This is a twostep process it requires work to be completed by both LEAs (sending and receiving). Transactions must be completed in order of: sending → receiving. Also, the sending and receiving plants must have the same DOT number for the inventory item. If they do not, one or the other must correct their DOT number before the part is sent.
* Before you proceed; verify that the inventory item is in stock at the Plant and Storage Location you are transferring from. Just because you are holding an inventory item in your hand does not mean that it is recorded accurately within BSIP. (You MUST have a count of at least 1 or greater to transfer)

**Step 1**

1. Open Transaction **MIGO**
2. *Transfer Posting Other – {Username}* window opens
   1. Trans./Event Field - <*Select*> Transfer Posting
   2. Reference Doc. Field - <*Select*> Other
   3. Transfer within Plant code Field – <*Select*> 303
   4. <Click> Detail data button
3. *Transfer Posting Other – {Username}* window opens

**From Section**

* 1. Material Field - Input nine-digit SAP material number
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  3. Storage Location Field – Input four-digit code (i.e., Alamance = 8001)

**Destination Section**

1. Storage Location Field – Input four-digit code (i.e., Macon = 6056)

**Transfer Posting Section**

1. Qty in UnE Field – Input the number of units to transfer
2. <*Enter*>
3. <*Click*> **Next Item icon**   
   (If transferring multiple items; repeat the just completed starting with the material field)

OR

* + 1. <*Click*> **Save icon** 
    2. <*Click*> **Exit icon** 

Updated

01-07-2020

**Transfer of Materials**

**LEA to LEA**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Transfer materials from one storage location to another storage location within a Plant

Not Applicable

**Website Application:**

**Note(s):**

When the next Item icon is clicked; then the following occurs:

* Information from the Transfer Posting tab is recorded in the table.
* Line item reference is incremented for the next entry.
* Transfer Posting tab fields are cleared for next entry.

**Step 2**

1. Open Transaction **MIGO**
2. *Transfer Posting Other – {Username}* window opens
   1. Trans./Event Field - <*Select*> Transfer Posting
   2. Reference Doc. Field - <*Select*> Other
   3. Transfer within Plant code Field – <*Select*> 305
   4. <Click> Detail data button
3. *Transfer Posting Other – {Username}* window opens

**From Section**

* 1. Material Field - Input nine-digit SAP material number
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  3. Storage Location Field – Input four-digit code (i.e., Alamance = 8001)

**Transfer Posting Section**

1. Qty in UnE Field – Input the number of units to transfer
2. <*Enter*>
3. <*Click*> **Next Item icon**   
   (If transferring multiple items; repeat the just completed starting with the material field)

OR

* + 1. <*Click*> **Save icon** 
    2. <*Click*> **Exit icon** 

Updated

01-07-2020