**Issue Material to**

**Teco’d Work Order**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Issue materials to a work order after the work order has been technically complete

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2d –** This will open the data table to allow data input (Fields will turn from gray to white). If the detail data section is maximized click on the **Detail Data icon**  to minimize the section.

1. Open Transaction **MIGO**
2. *Cancellation Material Document– {Username}* window opens
3. Trans./Event Field = <*Select*> Goods Issue
4. Reference Doc. Field = <*Select*> Order  
   (Software will often default automatically, based upon Trans./Event Field entry)
5. GI for Order Field – Input 261 (Always)
6. <*Click*> **New Item icon**  (See Note(s))
7. Material Field – Input nine-digit DOT number (i.e., Oil = 159000049)
8. Requirement Quantity Field – Input quantity of item used
9. Unit of Measure Field – <*Select*> measurement
10. Plant Field – Defaults to four-digit code (i.e., Alamance = 6001)
11. Storage Local Field – Defaults to four-digit code (i.e., Alamance = 8001)
12. Cost Center Field - Input 7800000000
13. Order Field –Input Work order assigning material to
14. Activity Field – Input transaction assigning material to

Repeat steps 2e through 2l as necessary

1. <*Click*> **Check button**
2. <*Click*> **Save icon** 
3. <*Click*> **Exit icon** A picture containing clipart

   Description automatically generated

Updated

01-17-2020

**TD-18 Work Order**

**Input**

**ZIW31\_DPI**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Input of work order data for TD-18(s)

Not Applicable

**Website Application:**

**Note(s):**

* 1. Activity Field – Input transaction code for which item is used
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)
  3. Storage Local Field – Input four-digit code (i.e., Alamance = 8001)
  4. Unit of Measure Field – Select measurement

1. *Change Order* window
2. <*Click*> **Save icon** 
3. *Change Order – Change Order: Display messages* window opens
   1. <*Click*> **Continue icon** 
4. <*Click*> **Technically Complete icon** 
5. *Change Order - Complete* window opens
   1. Reference Date Field – Input date; if other than default
   2. <*Click*> **Continue icon** 
6. *Change Order – Change Order: Display messages* window opens
   1. <*Click*> **Continue icon** 
   2. <*Click*> **Exit icon** A picture containing clipart

      Description automatically generated

Updated

01-16-2020