

# **Physical Inventory Transaction Guide**

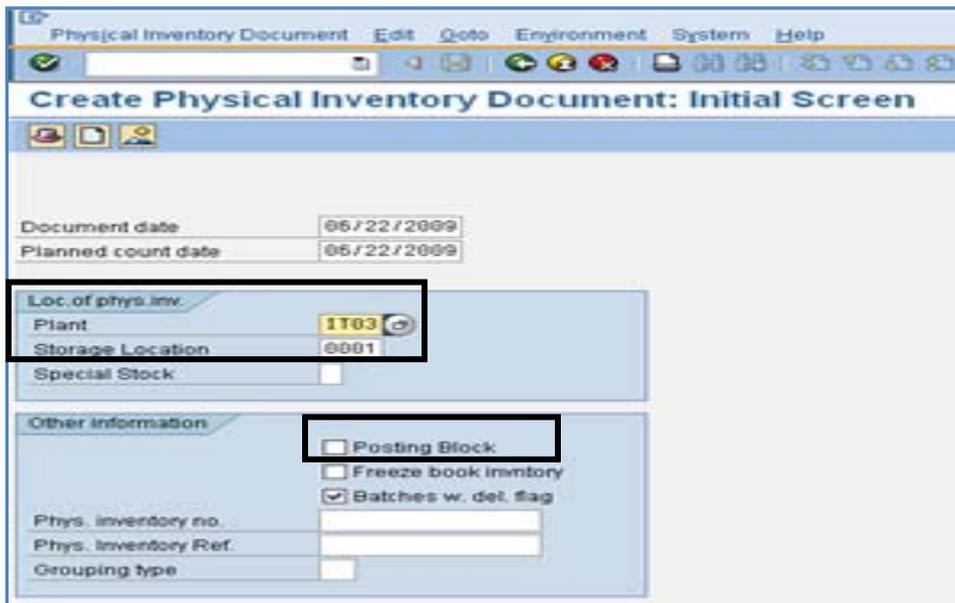
## **Spring 2011**

## **CO500C**

## **Step 1 – Option 1: MI01 – Create Physical Inventory Document – Select Each Item**

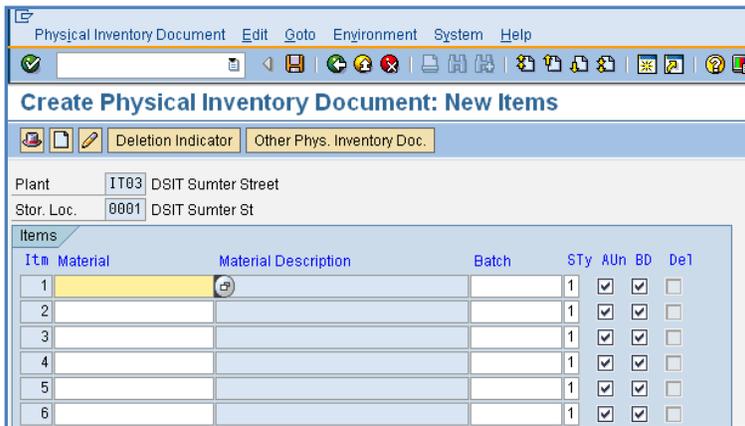
1. Navigate through the menu path or enter **MI01** in the keycode box
2. On the “Create Physical Inventory Document”, fill in the
  - a. Plant
  - b. Storage Location
  - c. Posting Block

### **Create Physical Inventory Document: Initial Screen**



3. Hit Enter or Click Green Check button .

- Enter the material(s) you wish to include in your count document.



Itm	Material	Material Description	Batch	STy	AUn	BD	De1
1				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click the Green Check button .

- Click the Save button .

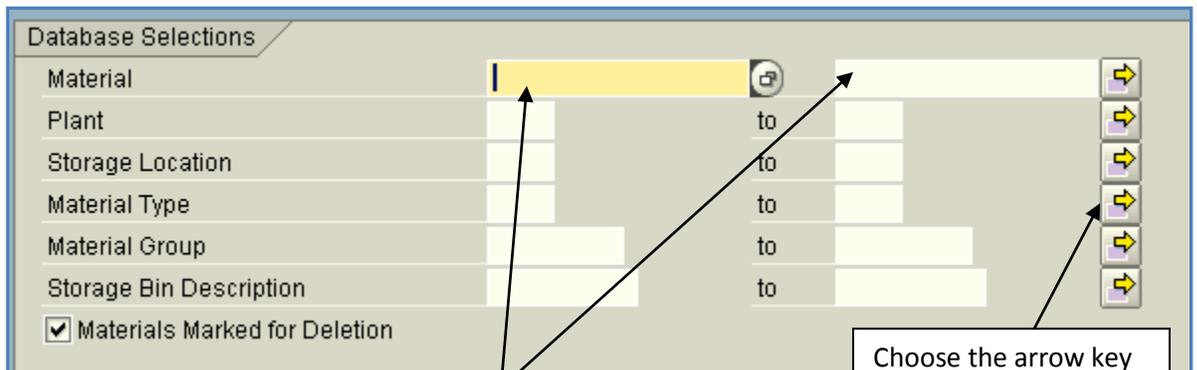
- Your physical inventory document has been created.

**Physical Inventory Document Number:** \_\_\_\_\_

- Click OK button .

## **Step 1 – Option 2 : MI31 – Create Physical Inventory Document – Multi-Select Functions**

1. Navigate through the menu path or enter **MI31** in the keycode box.
2. On the screen you can select multiple options for creation of your inventory documents.
  - a. Section 1 – Database Selections Options ( Select 1 or more)
    - i. Choose a material or group of materials
    - ii. Select a plant or range of plants
    - iii. Select material type(s)
    - iv. Select material group(s)
    - v. Choose storage bin(s) to count



**Database Selections**

Material		to		[Arrow]
Plant		to		[Arrow]
Storage Location		to		[Arrow]
Material Type		to		[Arrow]
Material Group		to		[Arrow]
Storage Bin Description		to		[Arrow]

Materials Marked for Deletion

Enter a value in each field to select a range (for example, you might enter plants ED01 to ED25)

Choose the arrow key to enter individual selections (for example you may want ED01, ED10 and ED15)

b. Section 2 – Control Options

Select Create Documents Directly

Determine the maximum number of items per document and total of number of materials to be included. *The maximum number of materials that can be included on one count document is 300.*

c. Section 3 – Selection Acc to Stock Balance Options

This section allows you to choose the types of materials you wish to include

d. Section 4 – Data in Phys. Inv. Document Header

This section allows you to set the posting block. *The posting block prohibits Goods Issues and Goods Receipts while the physical inventory count procedures are taking place.*

Data in Phys. Inv. Docmt Header		
Planned Count Date	04/05/2010	<input checked="" type="checkbox"/> Set posting block
Physical Inventory Number		<input type="checkbox"/> Freeze book inv.bal.
Phys. Inventory Ref.		

e. Section 5 – Sorting

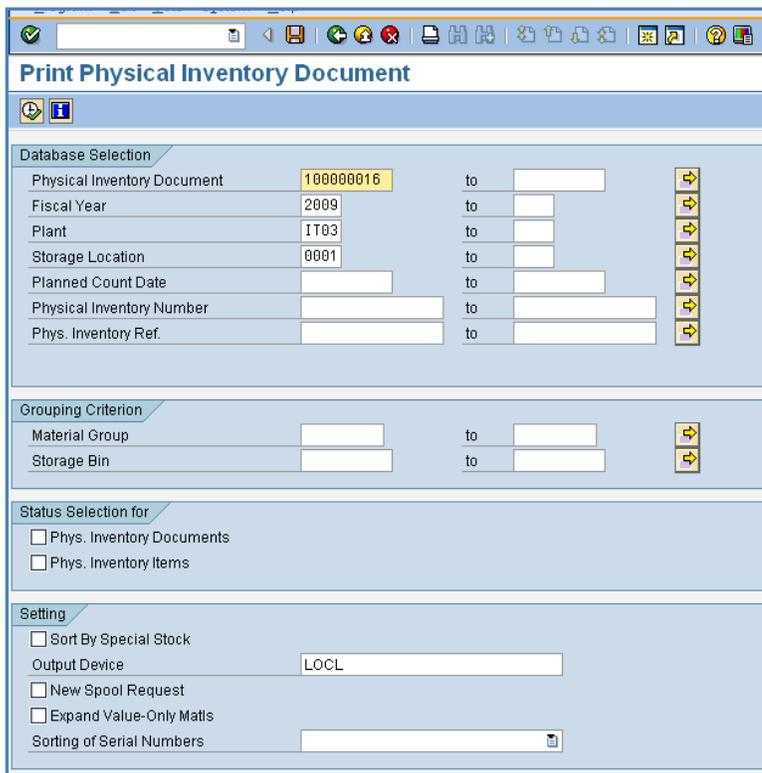
This section allows you to choose your sorting options for the report print out

Sorting
▼ Sorting
<input checked="" type="radio"/> Plant - SLoc. - Material
<input type="radio"/> Plant - SLoc. - Stor. Bin Description - Material
<input type="checkbox"/> Storage Bin Description -> Document Header
<input type="radio"/> Plant - StorLoc. - Matl Group - Material
<input type="checkbox"/> Matl Group -> Docmt Header
<input type="checkbox"/> New Document Created when Group Changed

## **Step 2: MI21 – Print Physical Inventory Document**

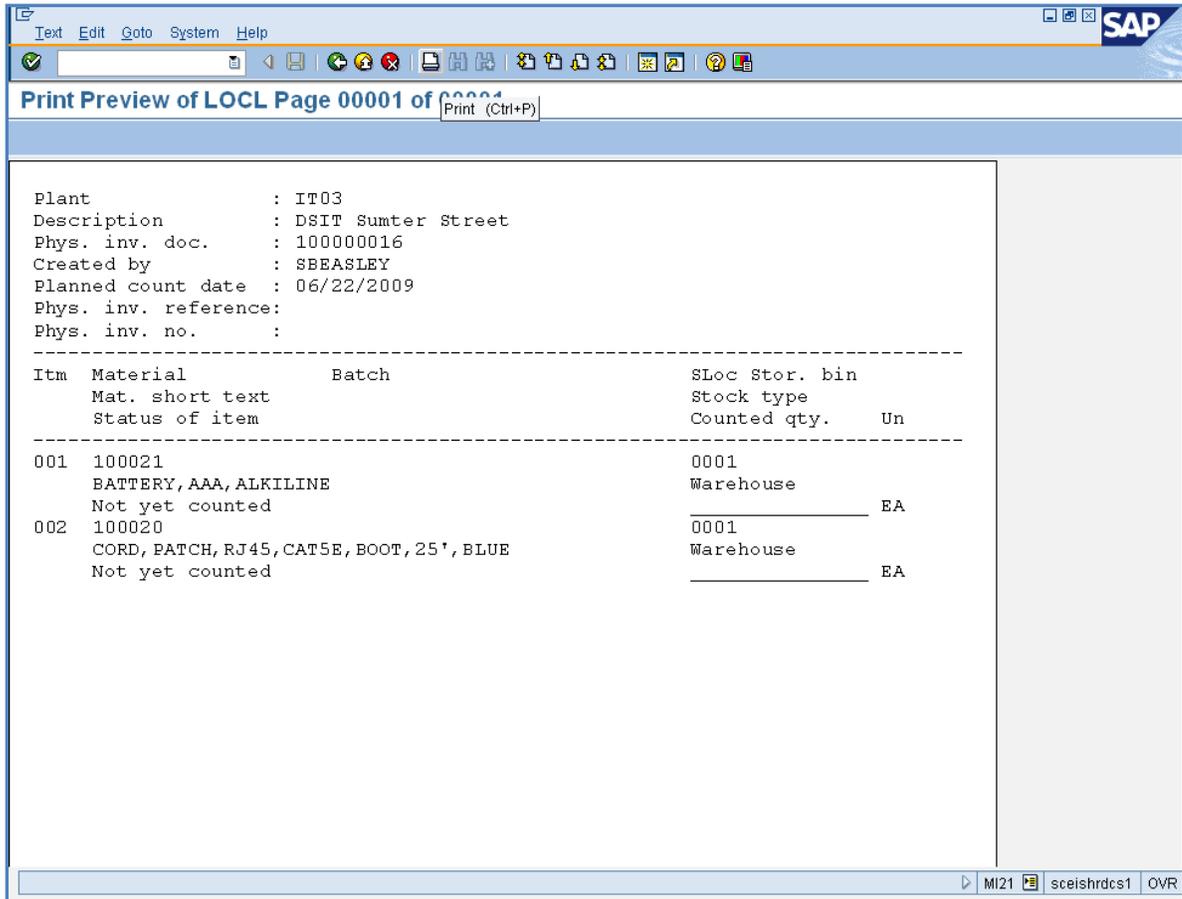
1. Navigate through the menu path or enter **MI21** in the keycode box.
2. On the Print Physical Inventory Document screen, fill in the
  - a. Physical Inventory Document number. *You can enter multiple documents or a range of documents to print.*
  - b. Fiscal Year
  - c. Plant
  - d. Storage Location

*NOTE: These fields may pre-populate for you based on the previous step.*



3. Click the Execute button .
4. On the print selection screen, click Print Preview button  Print Preview

5. View your document.



Print Preview of LOCL Page 00001 of 00004

```

Plant           : IT03
Description     : DSIT Sumter Street
Phys. inv. doc. : 100000016
Created by      : SBEASLEY
Planned count date : 06/22/2009
Phys. inv. reference:
Phys. inv. no.  :

-----
Itm  Material      Batch                SLoc Stor. bin
    Mat. short text                Stock type
    Status of item                  Counted qty.  Un
-----
001  100021
    BATTERY, AAA, ALKILINE
    Not yet counted
                                0001
                                Warehouse
                                EA
002  100020
    CORD, PATCH, RJ45, CAT5E, BOOT, 25', BLUE
    Not yet counted
                                0001
                                Warehouse
                                EA
    
```

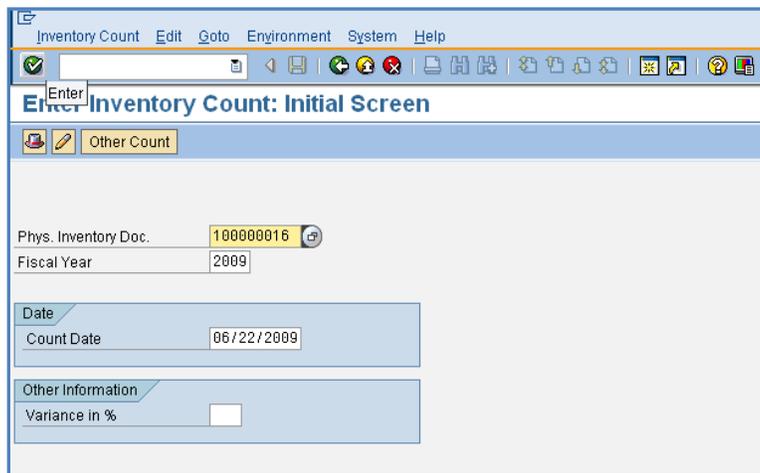
MI21 | sceishrdcs1 | OVR

6. If you wish to print, click button .

### **Step 3: MI04 – Enter Physical Inventory Count**

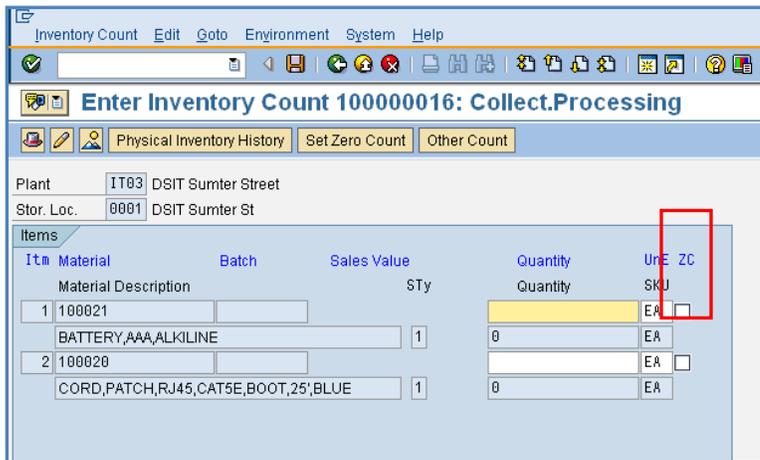
1. Navigate through the menu path or enter **MI04** in the keycode box.
2. On the Enter Inventory Count screen, fill in the
  - a. Physical Inventory Document
  - b. Fiscal Year
  - c. Count Date

*NOTE: These fields should pre-populate from the previous exercises.*



3. Click button .
4. Enter the count for each material. **Note the unit of measure when entering the count.**

- If the count is “0” for an item, you must check the ZC box as well.



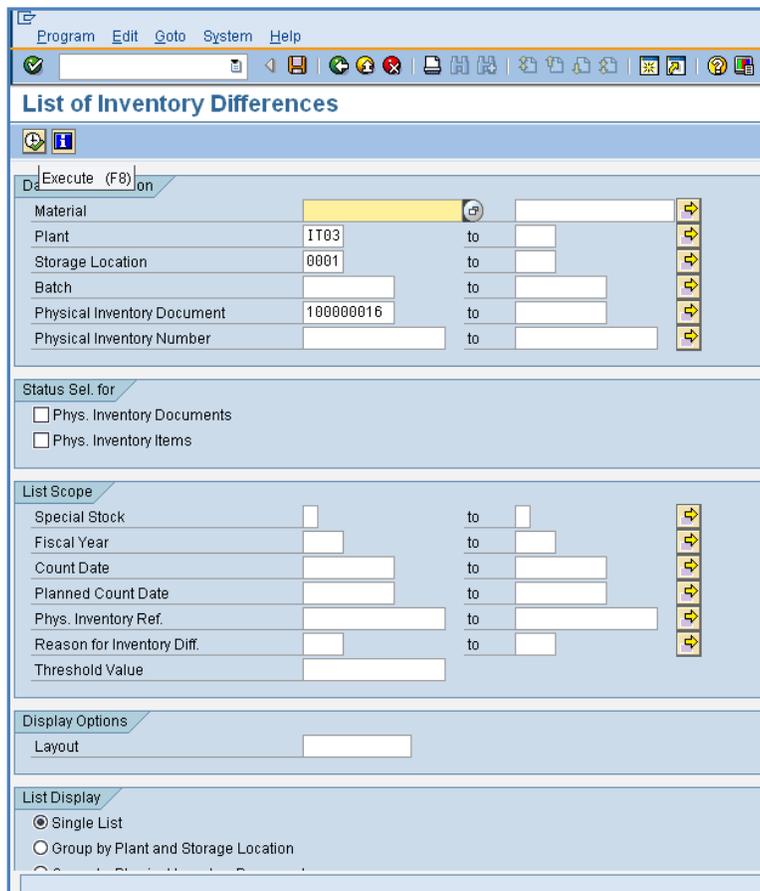
It#	Material	Batch	Sales Value	Quantity	Unit	ZC
1	100021			0	EA	<input type="checkbox"/>
	BATTERY,AAA,ALKILINE		1			
2	100020			0	EA	<input type="checkbox"/>
	CORD,PATCH,RJ45,CAT5E,BOOT,25,BLUE		1			

- Click Save button .
- You should receive an information box verifying your count has been entered.
- Click OK button .

### **Step 4: MI20 – Run the Difference Report**

1. Navigate through the menu path or enter **MI20** in the keycode box.
2. On the List of Inventory Differences Screen, fill in the
  - a. Plant
  - b. Storage Location
  - c. Physical Inventory Document

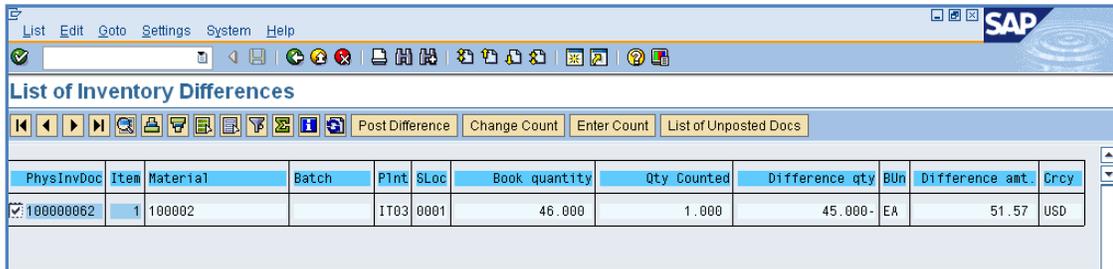
*NOTE: These fields should pre-populate from the previous steps.*



3. Click button .

- The differences report will display on your screen.

*See Example Below:*



The screenshot shows the SAP 'List of Inventory Differences' report. The report title is 'List of Inventory Differences'. Below the title is a toolbar with icons for navigation and actions, and buttons for 'Post Difference', 'Change Count', 'Enter Count', and 'List of Unposted Docs'. The main data table is as follows:

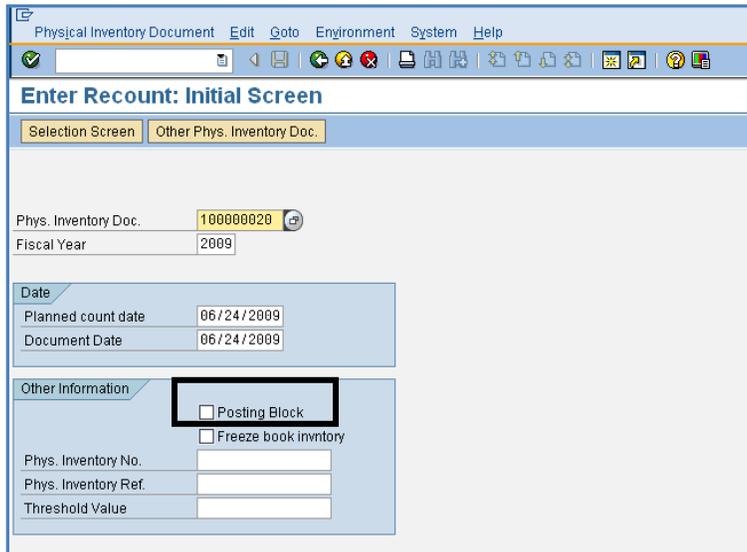
PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
<input checked="" type="checkbox"/> 1000000062	1	1000002		IT03	0001	46.000	1.000	45.000	EA	51.57	USD

- If you wish to print the differences list, you can choose the print icon or choose the List menu and choose Print.
- If you are satisfied, that your count is accurate and you are ready to post your count, skip to **Step 8.**

## **Step 5: MI11 – Perform a Recount if Necessary**

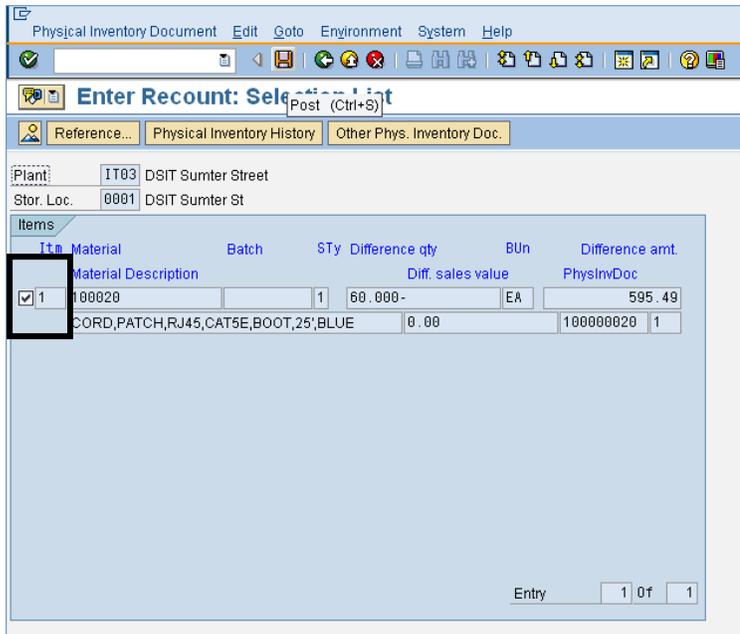
1. Navigate through the menu path or enter **MI11** in the keycode box.
2. On the Enter Recount: Initial Screen, fill in the
  - a. Physical Inventory Document
  - b. Fiscal Year
  - c. Posting Block check box

*NOTE: The physical inventory document and the fiscal year should pre-populate from previous steps.*



3. Click button .

- On the **Enter Recount: Selection List** screen, select the line(s) you wish to recount by selecting the box to the left of the line item number.



IT#	Material	Batch	STY	Difference qty	BU	Difference amt.
<input checked="" type="checkbox"/> 1	100020		1	60.000-	EA	595.49
	CORD,PATCH,RJ45,CAT5E,BOOT,25',BLUE			0.00	100000020	1

- Click the Save button .
- A new physical inventory document has been created for any items you have indicated you wish to recount. Any items you did not indicate you wish to recount will remain on the original document.

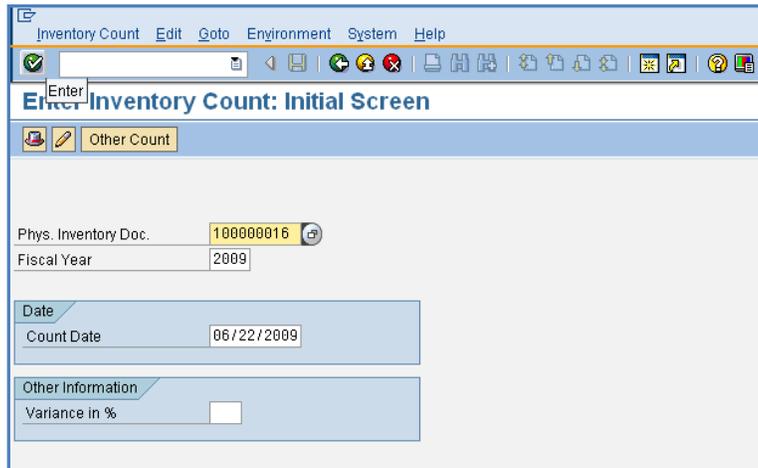
***New Physical Inventory Document Number:*** \_\_\_\_\_

- Click OK button .
- If you have a Recount document and you wish to print it, see Step 2: MI21 for printing instructions.

## **Step 6: MI04 – Enter Physical Inventory Count for Recount documents**

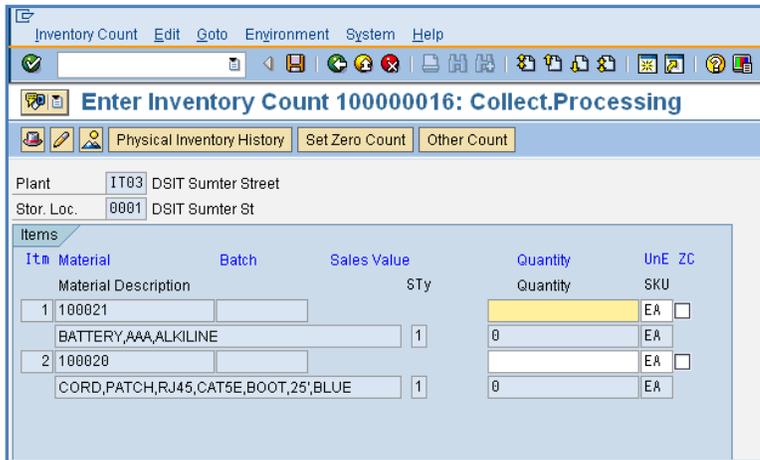
1. Navigate through the menu path or enter **MI04** in the keycode box.
2. On the Enter Inventory Count screen, fill in the
  - a. Physical Inventory Document
  - b. Fiscal Year
  - c. Count Date

*NOTE: Be sure that the NEW physical inventory count document that you created for Recount is the document number used.*

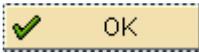


3. Click button .

- Enter the count for each material. Note the unit of measure when entering the count. If the count is “0” for an item, you must check the **ZC** box as well.



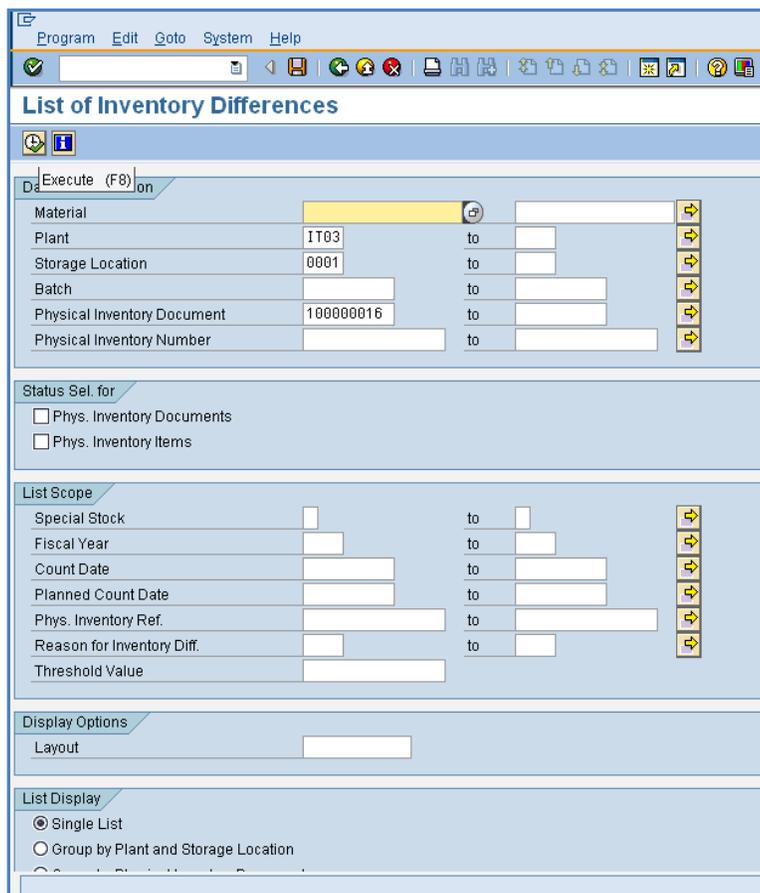
It#	Material	Batch	Sales Value	Quantity	UnE	ZC
	Material Description		STy	Quantity	SKU	
1	100021			0	EA	<input checked="" type="checkbox"/>
	BATTERY,AAA,ALKILINE		1		EA	
2	100028			0	EA	<input checked="" type="checkbox"/>
	CORD,PATCH,RJ45,CAT5E,BOOT,25,BLUE		1		EA	

- Click Save button .
- You should receive an information box verifying your count has been entered.
- Click OK button .

### **Step 7: MI20 – Run the Difference Report**

1. Navigate through the menu path or enter **MI20** in the keycode box.
2. On the List of Inventory Differences Screen, fill in the
  - a. Plant
  - b. Storage Location
  - c. Physical Inventory Document

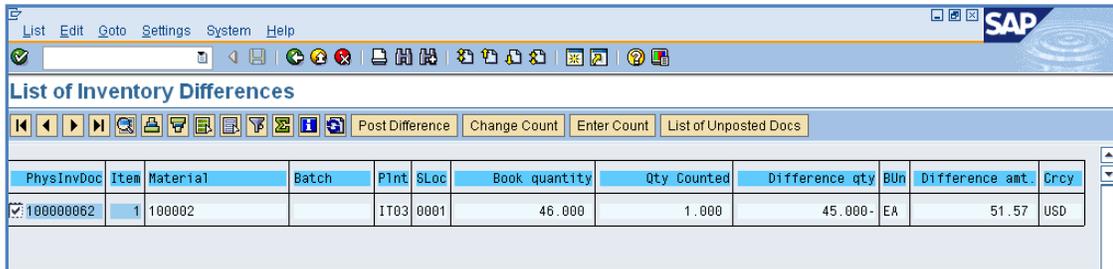
*NOTE: These fields should pre-populate from the previous steps.*



3. Click button .

- The differences report will display on your screen.

*See Example Below:*

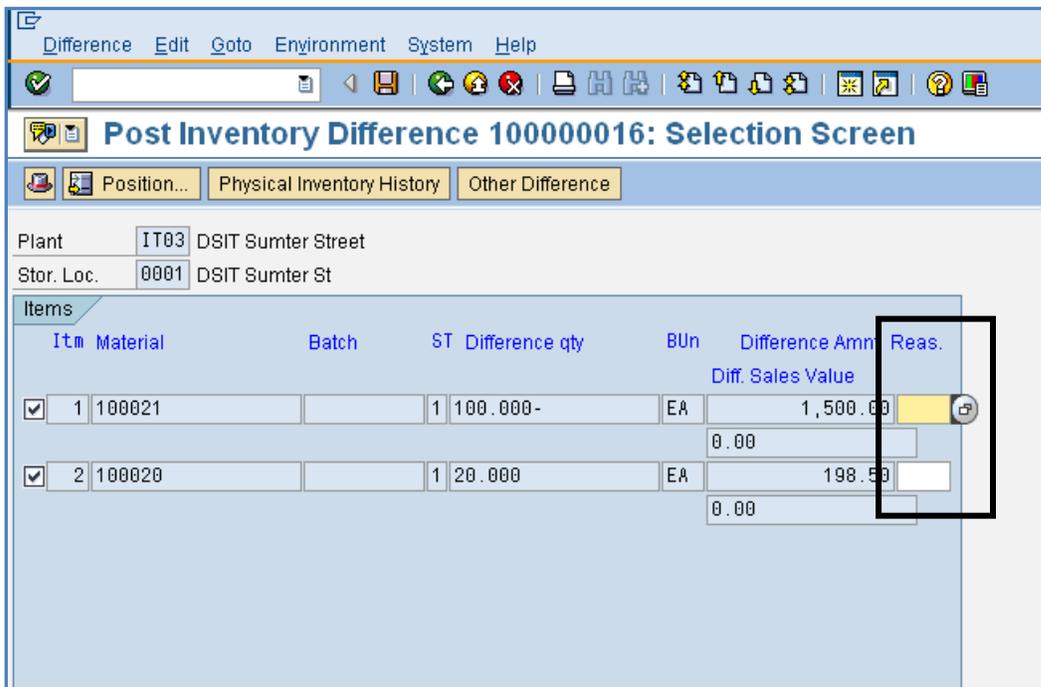


PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BU	Difference amt.	Crncy
<input checked="" type="checkbox"/> 100000062	1	100002		IT03	0001	46.000	1.000	45.000	EA	51.57	USD

- If you wish to print the differences list, you can choose the print icon or choose the List menu and choose Print.

**Step 8: MI07 – Post Inventory Differences**

1. Navigate through the menu path or enter **MI07** in the keycode box.
2. On the Post Inventory Difference: Initial Screen, fill in the
  - a. Physical Inventory Document
  - b. Fiscal Year
  - c. Posting Date (if different than today)
3. Click button .
4. Enter the reason code for any differences. Click the search button for reason codes . Reason codes for Physical Inventory Postings are in the 701 and 702 set of movement types.



Itm	Material	Batch	ST	Difference qty	BUn	Difference Amn	Reas.	Diff. Sales Value
<input checked="" type="checkbox"/>	1 100021		1	100.000-	EA	1,500.00		0.00
<input checked="" type="checkbox"/>	2 100020		1	20.000	EA	198.50		0.00

5. Select the items you wish to post (selection box to the left of the line item number).
6. Click  button to post document.
7. You should receive a posting message that differences have been posted and a material document to reference.