

# Create Physical Inventory Documents

## Procedure

1. Access the transaction using the following navigation option:  
**SAP Graphical User Interface (SAP GUI)**


|                         |   |
|-------------------------|---|
| <b>SAP ECC menu</b>     | <i>Logistics → Materials Management → Physical Inventory → Sessions → Create Physical Inventory Documents → Own Special Stock → Consgmt at Customer</i> |
| <b>Transaction code</b> | <b>MIW1</b>   |

2. In the **Selected Data for Phys. Inventory Documents Customer Consgmt** screen, make the following entries:

| <b>Field name</b>                    | <b>User action and values</b>  | <b>Comment</b>                                |
|--------------------------------------|--|---|
| <i>Customer</i>                      | Optional entry   | You can restrict the number of Customer.      |
| <i>Material</i>                      | Optional entry   | Choose from dropdown list.                    |
| <i>Plant</i>                         |  | Choose from dropdown list.                    |
| <i>Materials marked for deletion</i> |  | Deselect                                      |
| <i>Select data and Issue Log</i>     |  | Select  |
| <i>Issue log</i>                     |  | Select  |
| <i>Max.No.of Items/Doc</i>           |  | For your disposition.                         |
| <i>Planned Count Date</i>            |  | Enter the date where the Count will commence. |
| <i>Acc. To Stock</i>                 |  | Push Button                                   |
| <i>Stock Types</i>                   |  | Leave default                                 |
| <i>Physical Inventory Ref.</i>       | Enter any value to be used to link the documents created by this transaction |   |



On the initial screen, material type and material group may be used to narrow the list of materials.

3. Click  icon to execute.
4. On the following screen, select the materials to be counted or choose **Select all** if all materials should be counted.
5. Choose **Create documents**.  
Note down the created document number here: \_\_\_\_\_.

## Result

The system generates physical inventory documents. Take note of it to be used on the next process.

# Print PI Documents

## Procedure

1. Access the transaction using the following navigation option:  
**Option 1: SAP Graphical User Interface (SAP GUI)**

|                         |  |
|-------------------------|--|
| <b>SAP ECC menu</b>     | <i>Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Physical Inventory Document → Print Warehouse Inventory List</i> |
| <b>Transaction code</b> | <b>MI21</b>  |

2. On the initial screen, enter the following values:

| <b>Field name</b>                  | <b>User action and values</b>                         |
|------------------------------------|---|
| <i>Physical Inventory Document</i> | Your document number, normally proposed by the system |
| <i>Plant</i>                       |   |
| <i>Storage location</i>            | This is an optional entry                             |
| <i>Physical Inventory Ref.</i>     | Enter value created in section 1                      |

3. Choose **Execute**.
4. On the **Output Device screen**, select printer for documents and choose **Print Immediately**.

## Result

The system generates a physical inventory count sheet and the documents are printed.

# Execute Inventory Count

## Procedure

1. Periodically, a warehouse person executes the physical count (manual activity).

# Enter Inventory Count



Before entering the inventory count you can check the stock situation for your material in transaction MMBE.

## Procedure

1. Access the transaction using the following navigation option:

### Option 1: SAP Graphical User Interface (SAP GUI)

|                         |  |
|-------------------------|--|
| <b>SAP ECC menu</b>     | <i>Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Count Results → Enter → Manually</i> |
| <b>Transaction code</b> | <b>MI04</b>  |

2. On the initial screen, enter the following values and choose **Enter**.

| <b>Field name</b>                  | <b>User action and values</b>                         |
|------------------------------------|---|
| <i>Physical Inventory Document</i> | Your document number, normally proposed by the system |
| <i>Fiscal Year</i>                 | Current year  |
| <i>Count date</i>                  | Change if different from today's date                 |

3. On the **Enter Inventory Count XXX: Collective .Processing screen**, enter the following values:

| <b>Field name</b> | <b>User action and values</b>    |
|-------------------|----------------------------------|
| <i>Quantity</i>   | Enter a quantity                 |
| ZC                | Select only if the count is zero |



If the material is batch managed, the batch is displayed here.

4. If a material is found which is not mentioned on the inventory print list, it can be added as a new line item.



If the material is batch managed, the batch needs to be entered as well.

5. Choose **Save**.

## Result

The counts are entered. The inventory count list is reviewed.

# List Count Differences

## Procedure

1. Access the transaction using:

### Option 1: SAP Graphical User Interface (SAP GUI)

|                         |   |
|-------------------------|---|
| <b>SAP ECC menu</b>     | Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Difference → Difference List |
| <b>Transaction code</b> | <b>MI20</b>   |

2. On the initial screen, enter the following values:

| Field name                         | User action and values  |
|------------------------------------|---|
| <i>Plant</i>                       |   |
| <i>Physical Inventory Document</i> | <i>Enter your inventory document number if not already proposed by system</i> |

3. Choose **Execute**.

## Result

The system generates a report of count differenced which can be printed if required.

# Recount

## Use

This step is only necessary if the warehouse manager or controller decides to recount a material.

## Procedure

1. Access the transaction using the following navigation option:

### Option 1: SAP Graphical User Interface (SAP GUI)

|                         |  |
|-------------------------|--|
| <b>SAP ECC menu</b>     | Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Count Results → Recount |
| <b>Transaction code</b> | <b>MI11</b>  |

2. On the initial screen, enter the following values and choose **Enter**.

| Field name                         | User action and values                                      |
|------------------------------------|---|
| <i>Physical Inventory Document</i> | Enter your physical inventory document number               |
| <i>Planned Count date</i>          | <i>Change if different from original planned count date</i> |

3. Select materials to recount and choose **Save**.

4. Repeat steps from Printing of PI documents.

## Result

A new physical inventory document is created.

## Post Differences

### Use

Once the count is reviewed by the Warehouse Manager, the Warehouse Monitoring can post the inventory count differences.

### Procedure

1. Access the transaction using the following navigation option:

**Option 1: SAP Graphical User Interface (SAP GUI)**

|                         |   |
|-------------------------|---|
| <b>SAP ECC menu</b>     | Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Difference → Difference List |
| <b>Transaction code</b> | <b>MI20</b>   |

2. On the initial screen, enter the following values:

| Field name                         | User action and values  |
|------------------------------------|---|
| <i>Plant</i>                       |   |
| <i>Physical Inventory Document</i> | Enter your Physical Inventory Document number if not yet proposed by system |

3. Choose **Execute**.

4. On the **List of Inventory Differences screen**, select the relevant document(s) and choose **Post Difference**.

5. On the following screen choose **Save**.

## Result

1. The system generates material document(s), accounting document(s), and controlling document(s).
2. Financial Postings

| Posting Key | Account                          | Description  | Note                       |
|-------------|----------------------------------|--|----------------------------|
| 89 / 99     | 131000 or<br>135010 or<br>133000 | Inventory raw materials<br>Trading goods<br>Semi - finished products | Depending on material type |
| 91 / 81     | 520010                           | Gain / Loss - inventory diffs  |                            |

## Appendix

### Reversal of Process Steps

See the *Recount* section for the reversal handling. Alternatively input errors can be corrected by going through the complete process again.

### Design Consideration / Assumptions

Due to the delay between a material movement and the posting of that movement, there is a short-term discrepancy between actual warehouse stock and book inventory. To avoid such a discrepancy during physical inventory, materials can be blocked for posting during the physical inventory. The inventory count and adjustment scenario does not block materials as this step is only necessary if physical counts were to take place during normal operations.

You can set a posting block in the following two ways, if required:

- You block the relevant materials when you enter the physical inventory document. This is recommended if you create the physical inventory document immediately before the count.
- You block the relevant materials later by changing the posted physical inventory document. This is recommended if you do not create the physical inventory document immediately before the count.

The posting block is automatically cancelled when you post the counting results for the physical inventory document.