

## Enter Count, Post Physical Inventory Documents (Collective)

### Use

This activity is performed to upload the excel file template of physical inventory documents generated from executing **ZMM061 – Create Physical Inventory Documents (Collective)**. The uploading process will result to mass entering of count and then posting the PIDs onto the SAP system. The facility mimics the functionality of SAP standard transaction code **MI04 – Enter Physical Inventory Count** and **MI07 – Post Physical Inventory Count**.

### Procedure

1. Access the transaction using the following navigation option:

<b>Transaction code</b>	<b>ZMM061</b>
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2. On the **Set Count, Post PID (Collective) initial screen**, make the following entries:

Field Name	User action and values	Comment
<b>Upload Excel File Template</b>		
Choose file	Required. Select from the pop up dialog box.	Path of the excel file template you wish to upload for enter count and posting. Please make sure that you did not change the filename of the template before uploading.

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3. The system will perform initial validation on your file upon loading preventing to upload the same file twice and if the file contains invalid data.

Error message if the file is open in another window.


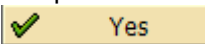
Reading error! Close if the file is open!

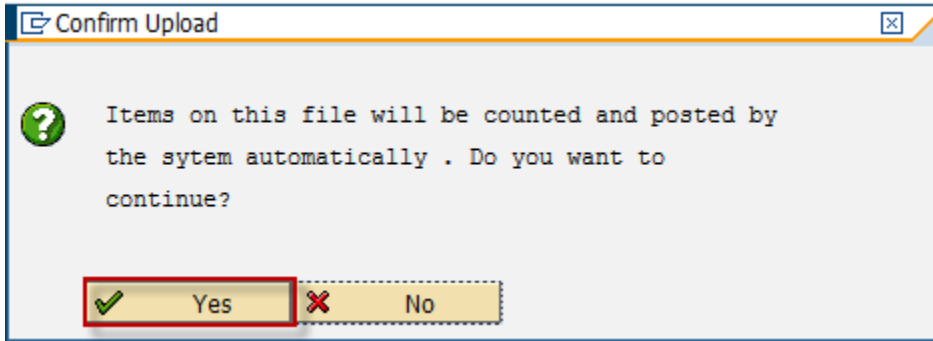
Error message if the file was already uploaded.

File was already uploaded! Select a new file.

System message if the file is valid for uploading.


File was loaded successfully in the system!

- Click **Execute**  button to proceed on uploading the template. A confirmation message will pop up on the screen to verify your action. Click  **Yes** button to continue. Once you clicked this, this action is irreversible.



- The uploader facility will then process your file. It will automatically post the physical inventory document contained in the template by using the count you have provided on the template file. An Information dialog box will appear once the uploader is finished and informing the user that the uploading process was successful. The material document number as the product of posting is also displayed in the message information dialog.




- Click **Check**  button or press **Enter** to display the physical inventory list output.

**Physical Inventory List**

Navigation icons: Back, Forward, Home, Print, Copy, Paste, Filter, Info, Refresh. Action buttons: Post Difference, Change Count, Enter Count, List of Unposted Docs.

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Phys. inv. status	S	Stock type
<input type="checkbox"/>	100021173	1	FG00447	BP05BATCH	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	2	FG00448	BP05BATCH	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	3	FG00450	000001	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	4	FG00450	000001	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	5	FG00450	021411	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	6	FG00450	050511	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	7	FG00450	050811	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	8	FG00450	052811	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	9	FG00450	060311	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	10	FG00450	060811	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	11	FG00450	061511	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	12	FG00450	07/15/11	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	13	FG00450	07/18/2011	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	14	FG00450	BP05BATCH	BP05	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100021173	15	FG00451	000001	BP05	0001	Counted, adjusted	Warehouse

- Click the **Back**  icon to go back on the previous screen.



To upload another template, repeat nos. 1 – 6 and select the file accordingly.

**Result**

1. Physical inventory document was posted.
2. A material document number was generated.
3. Status of PID is counterd, adjusted.