Project “Smart”
ESL – Electro Steels Limited

# *User manual*
## Physical Inventory

*Prepared by:*
*Uttam Kumar Sinha*

*12/04/2020*

Sensitivity: Confidential (C2)

# *Table of Contents*


Scenario 3

1 Physical Inventory Document 3

1.1 Create Physical inventory document 3

a) Definition and Prerequisites 3

b) Menu Path and Transaction code 3

c) Responsibility 3

d) Screen Capture/ Process Steps 3

1.2 Count 7

a) Definition and Prerequisites 7

b) Menu Path and Transaction code 7

c) Responsibility 7

d) Screen Capture/ Process Steps 8

1.3 Post difference 11

a) Definition and Prerequisites 11

b) Menu Path and Transaction code 11

c) Responsibility 11

d) Screen Capture/ Process Steps 11

# *Scenario*

# 1 Physical Inventory Document

## 1.1 Create Physical inventory document

### a) Definition and Prerequisites

User department creates PI document

### b) Menu Path and Transaction code

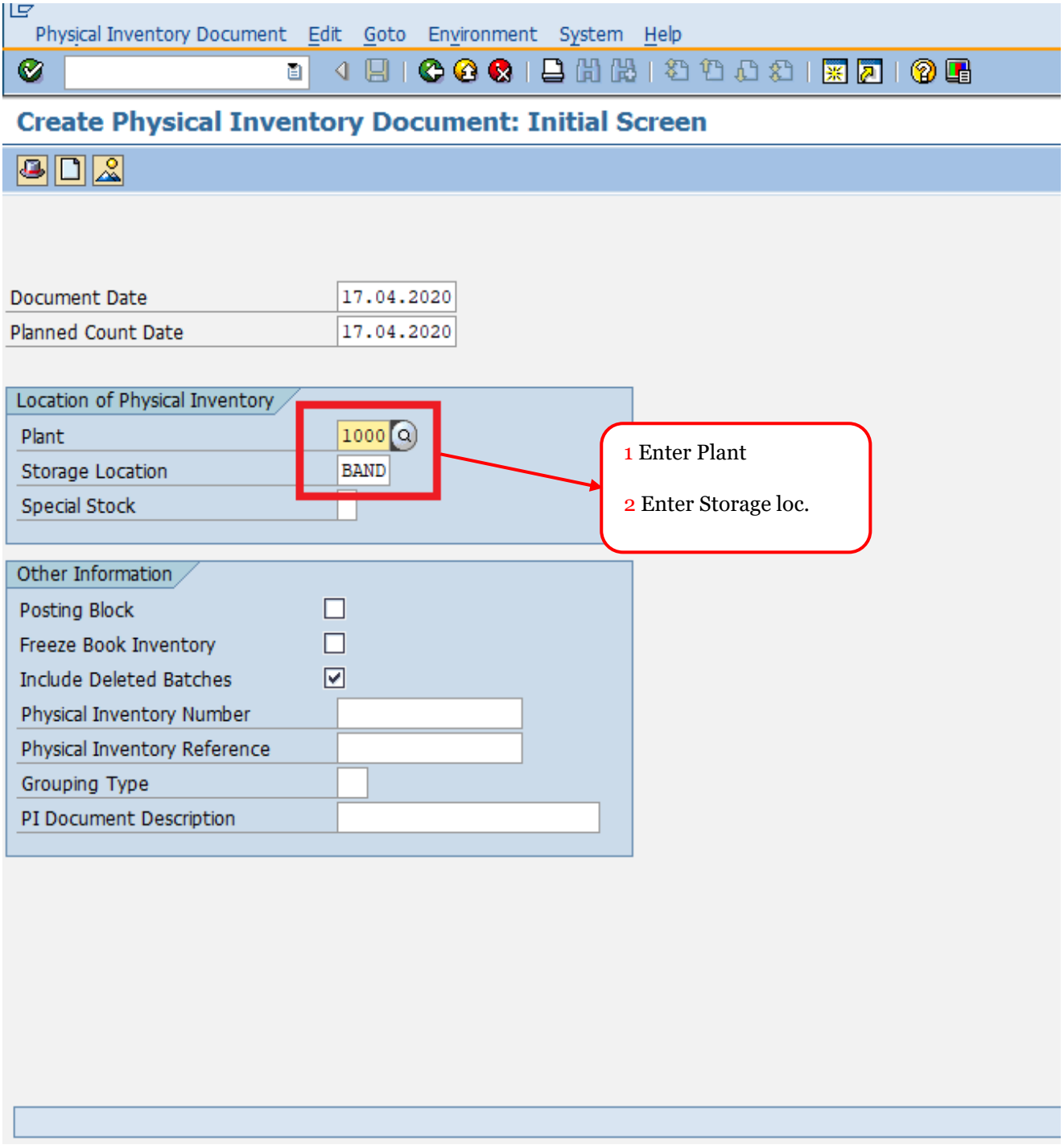
| | |
|---|---|
| **SAP S/4 HANA menu** | Logistics → Materials Management → Physical Inventory → Physical Inventory Document → Create |
| **Transaction Code** | MI01 |

### c) Responsibility

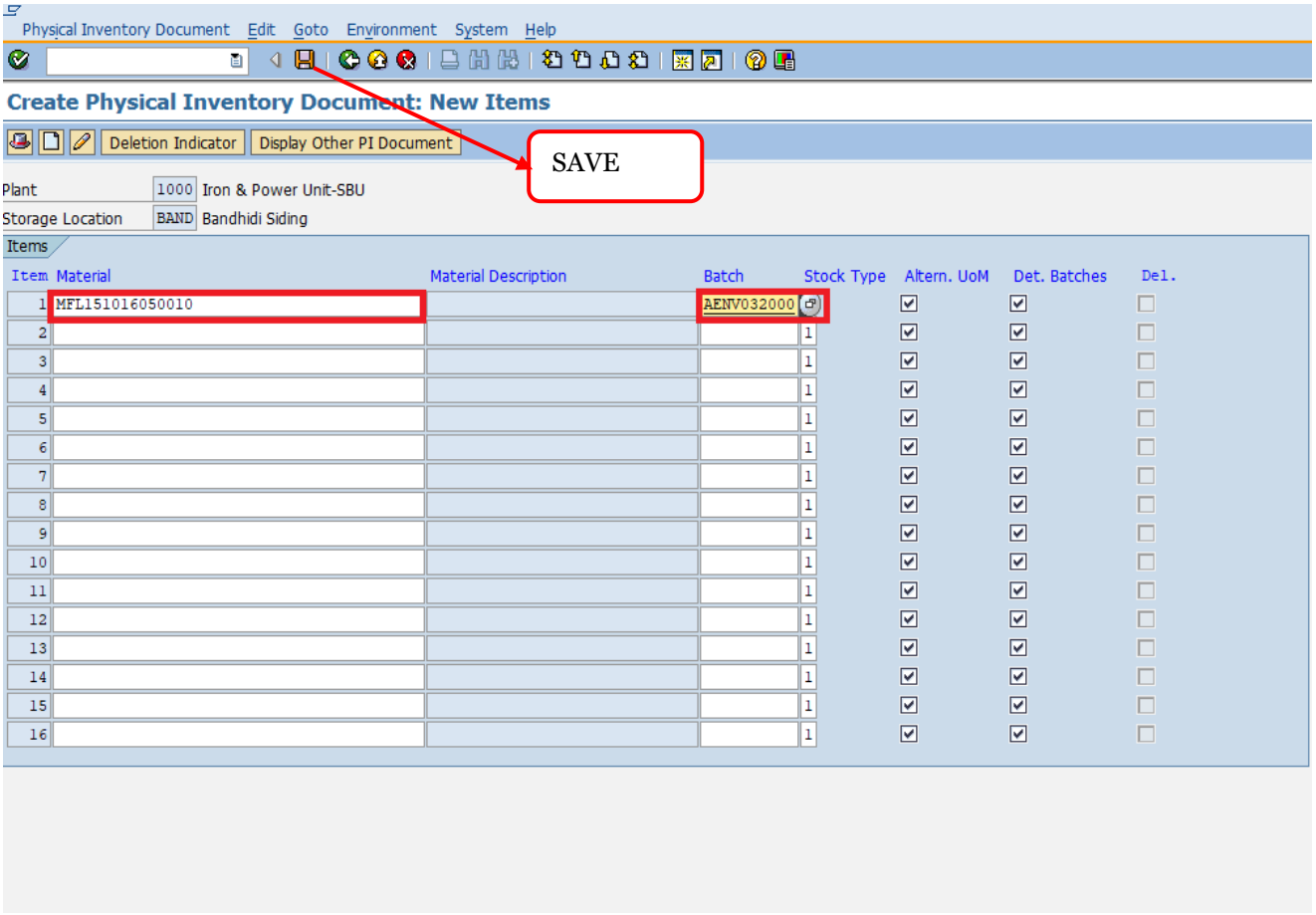
Department's user

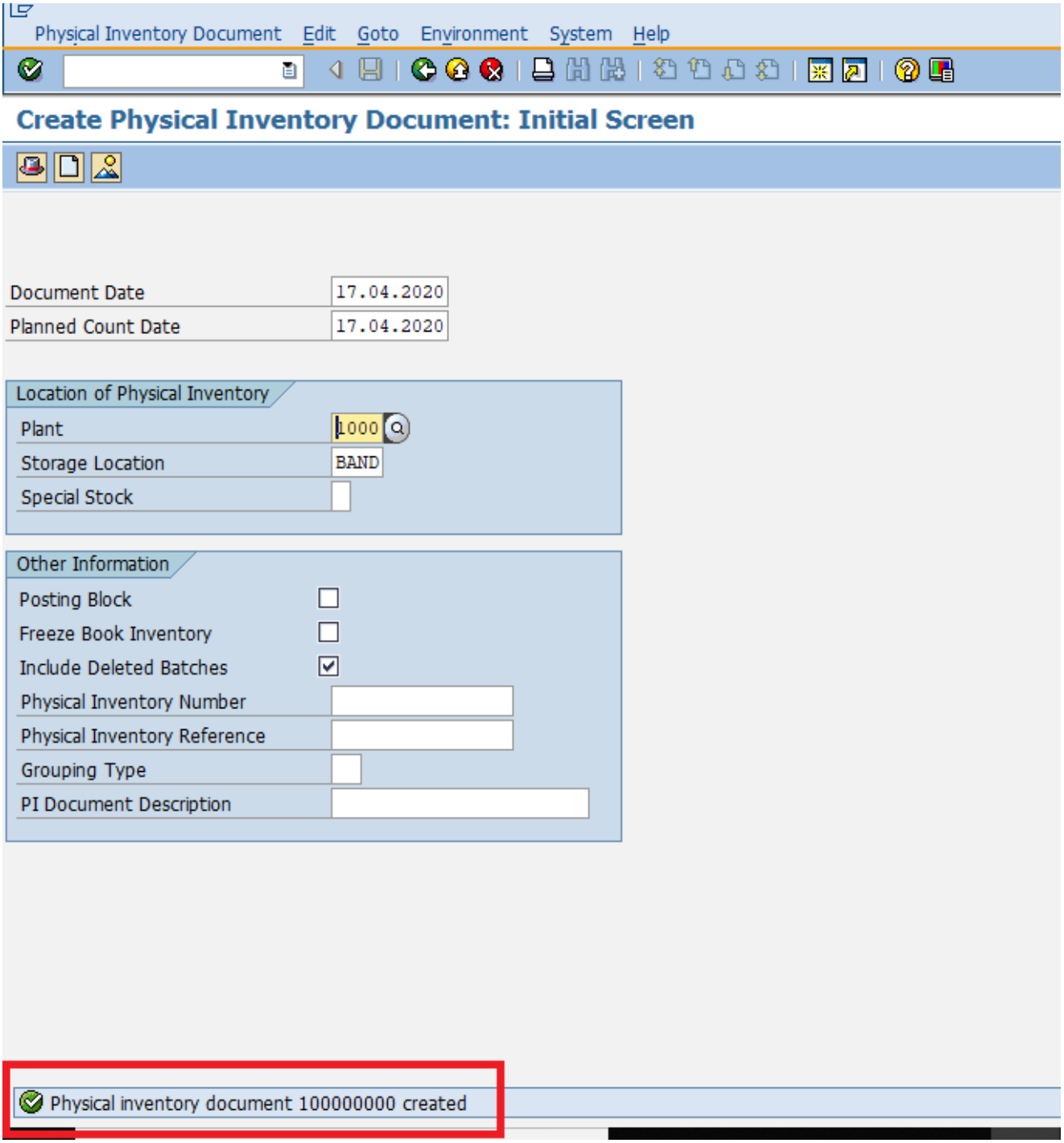
### d) Screen Capture/ Process Steps

**Step 1:** Enter plant and storage loc


Physical Inventory Document Edit Goto Environment System Help
Create Physical Inventory Document: Initial Screen
Document Date 17.04.2020
Planned Count Date 17.04.2020
Location of Physical Inventory
Plant 1000
Storage Location BAND
Special Stock
1 Enter Plant
2 Enter Storage loc.
Other Information
Posting Block
Freeze Book Inventory
Include Deleted Batches
Physical Inventory Number
Physical Inventory Reference
Grouping Type
PI Document Description

**Step 2:** Enter Material code and batch




Physical Inventory Document
Edit
Goto
Environment
System
Help
Create Physical Inventory Document: Initial Screen
Document Date
17.04.2020
Planned Count Date
17.04.2020
Location of Physical Inventory
Plant
1000
Storage Location
BAND
Special Stock
Other Information
Posting Block
Freeze Book Inventory
Include Deleted Batches
Physical Inventory Number
Physical Inventory Reference
Grouping Type
PI Document Description
Physical inventory document 100000000 created

## 1.2 Count

### a) Definition and Prerequisites

User department count and note actual quantity in PI document

### b) Menu Path and Transaction code

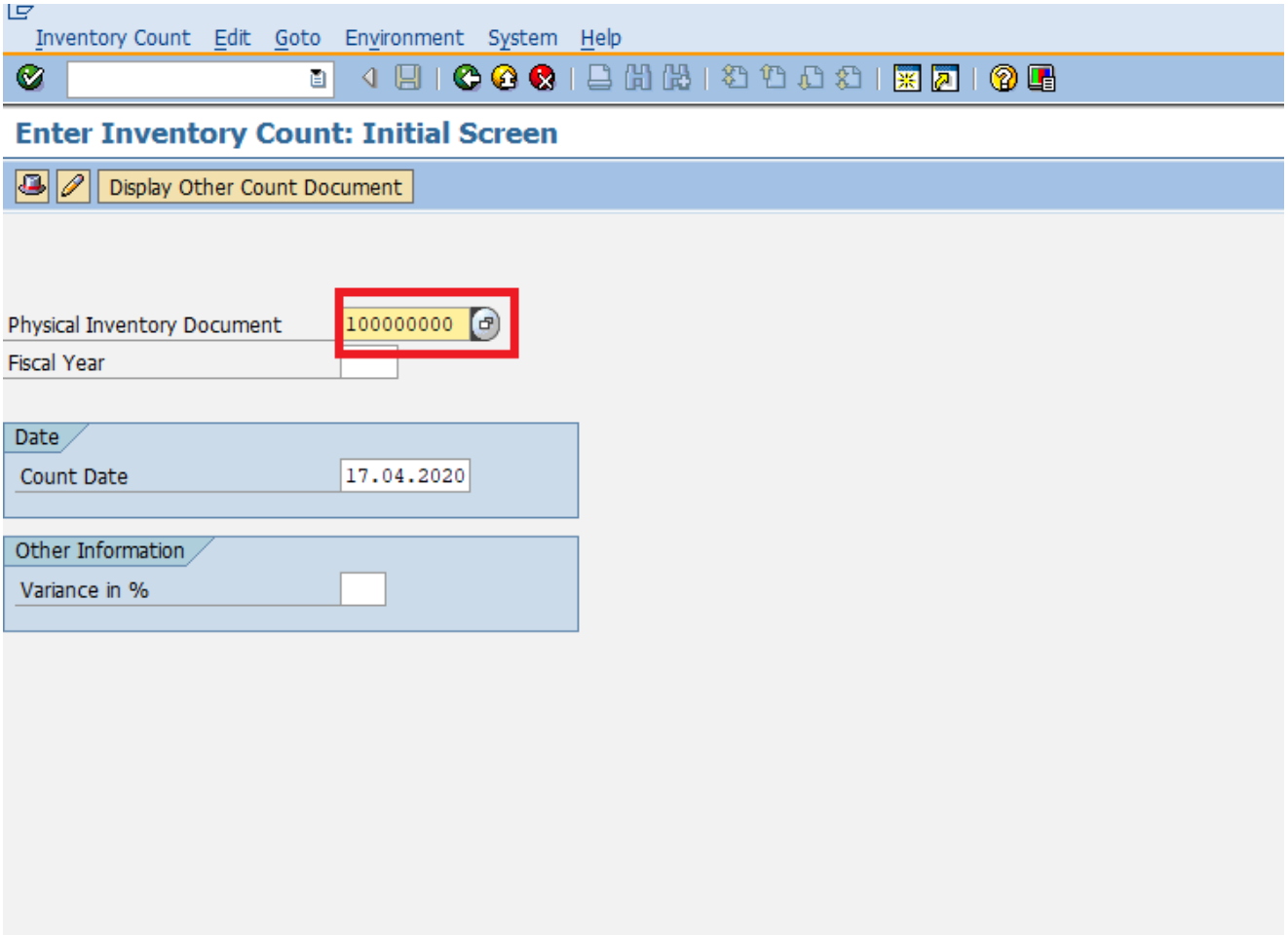
| | |
|---|---|
| **SAP S/4 HANA menu** | Logistics → Materials Management → Physical Inventory → Inventory Count → Enter |
| **Transaction Code** | MI04 |

### c) Responsibility

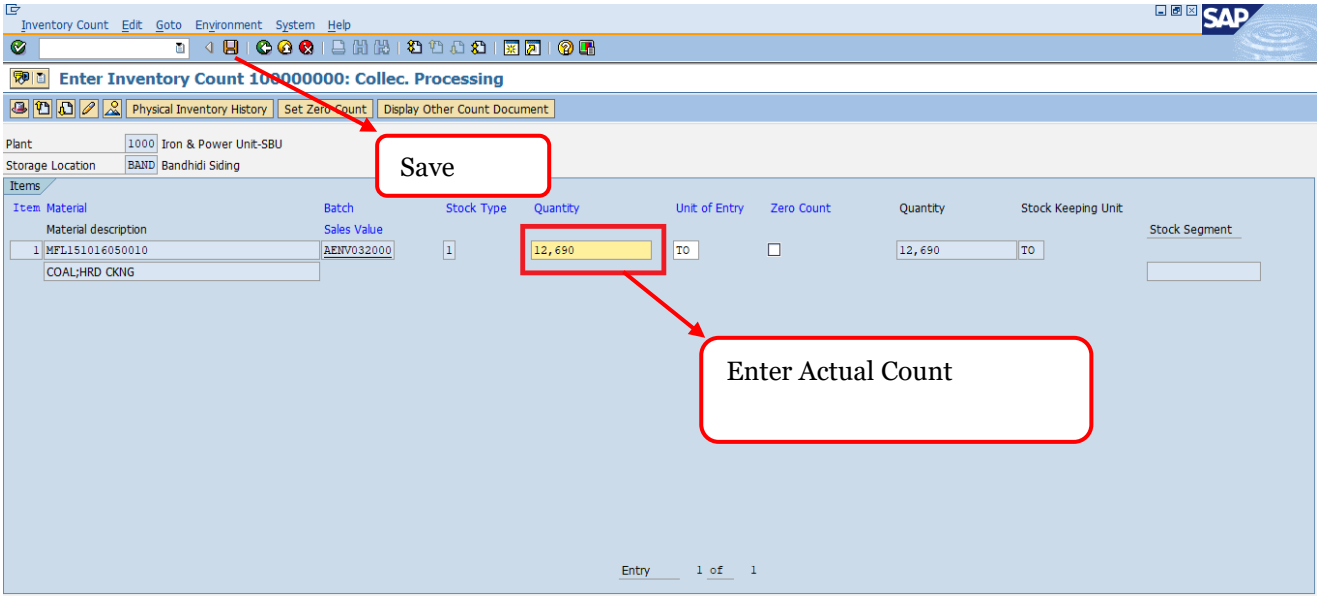
Department's user

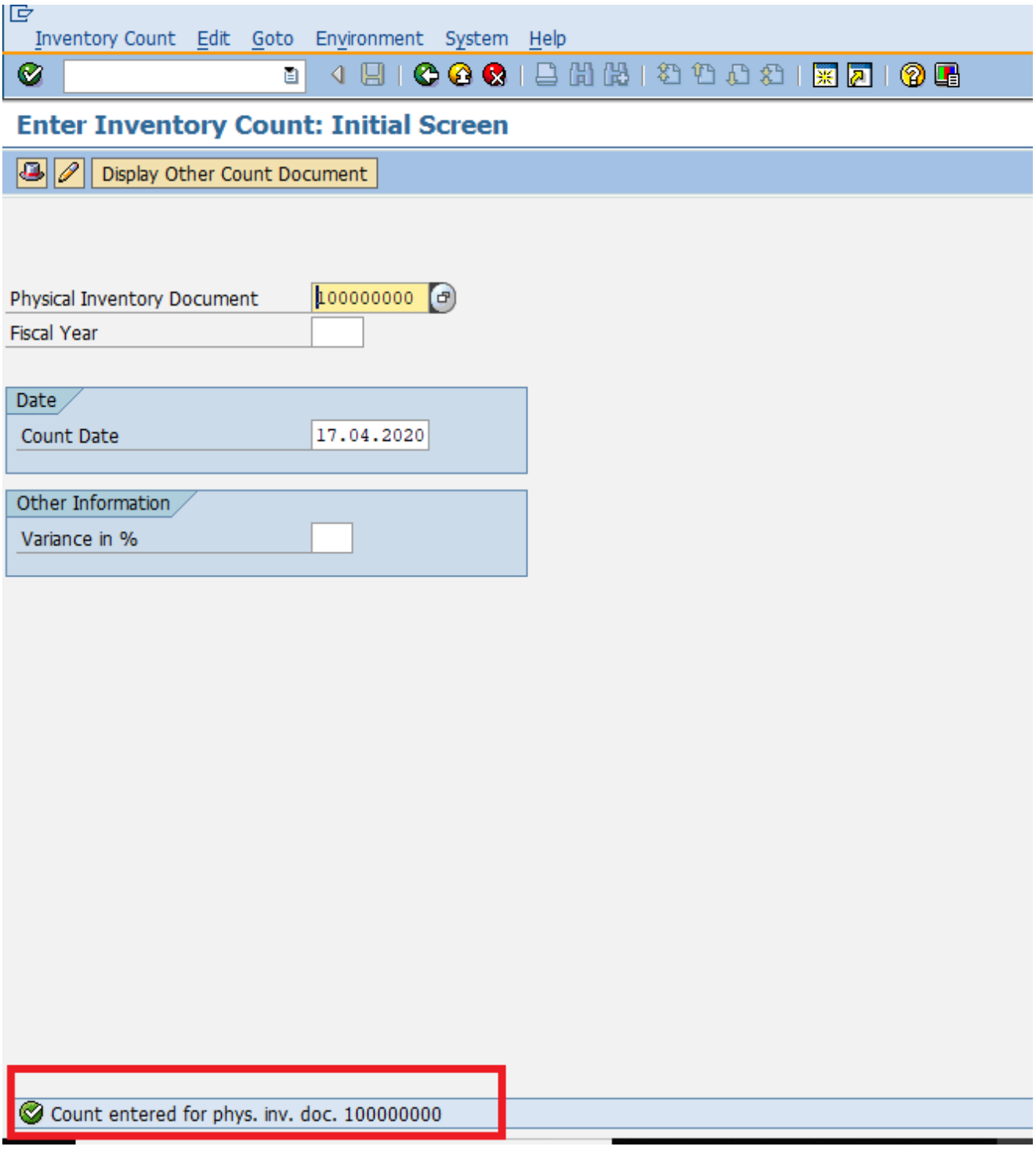
d) Screen Capture/ Process Steps

**Step 1:** Enter PI document number



**Step 2:** Enter actual count and clock on save button




Inventory Count Edit Goto Environment System Help
Enter Inventory Count: Initial Screen
Display Other Count Document
Physical Inventory Document
100000000
Fiscal Year
Date
Count Date
17.04.2020
Other Information
Variance in %
Count entered for phys. inv. doc. 100000000

## 1.3 Post difference

### a) Definition and Prerequisites

User department post the difference

### b) Menu Path and Transaction code

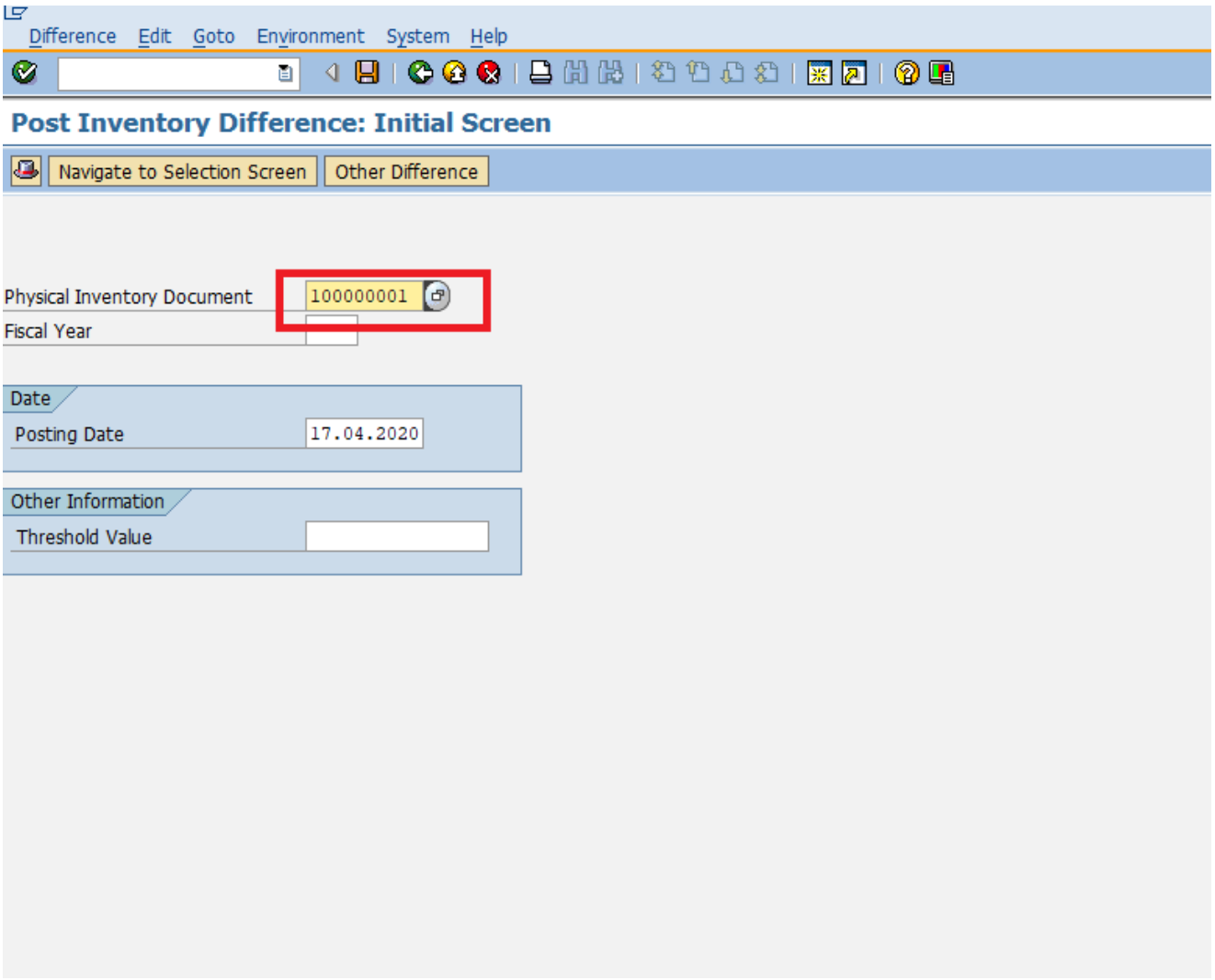
| | |
|---|---|
| **SAP S/4 HANA menu** | Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Difference → Write Off |
| **Transaction Code** | MI07 |

### c) Responsibility

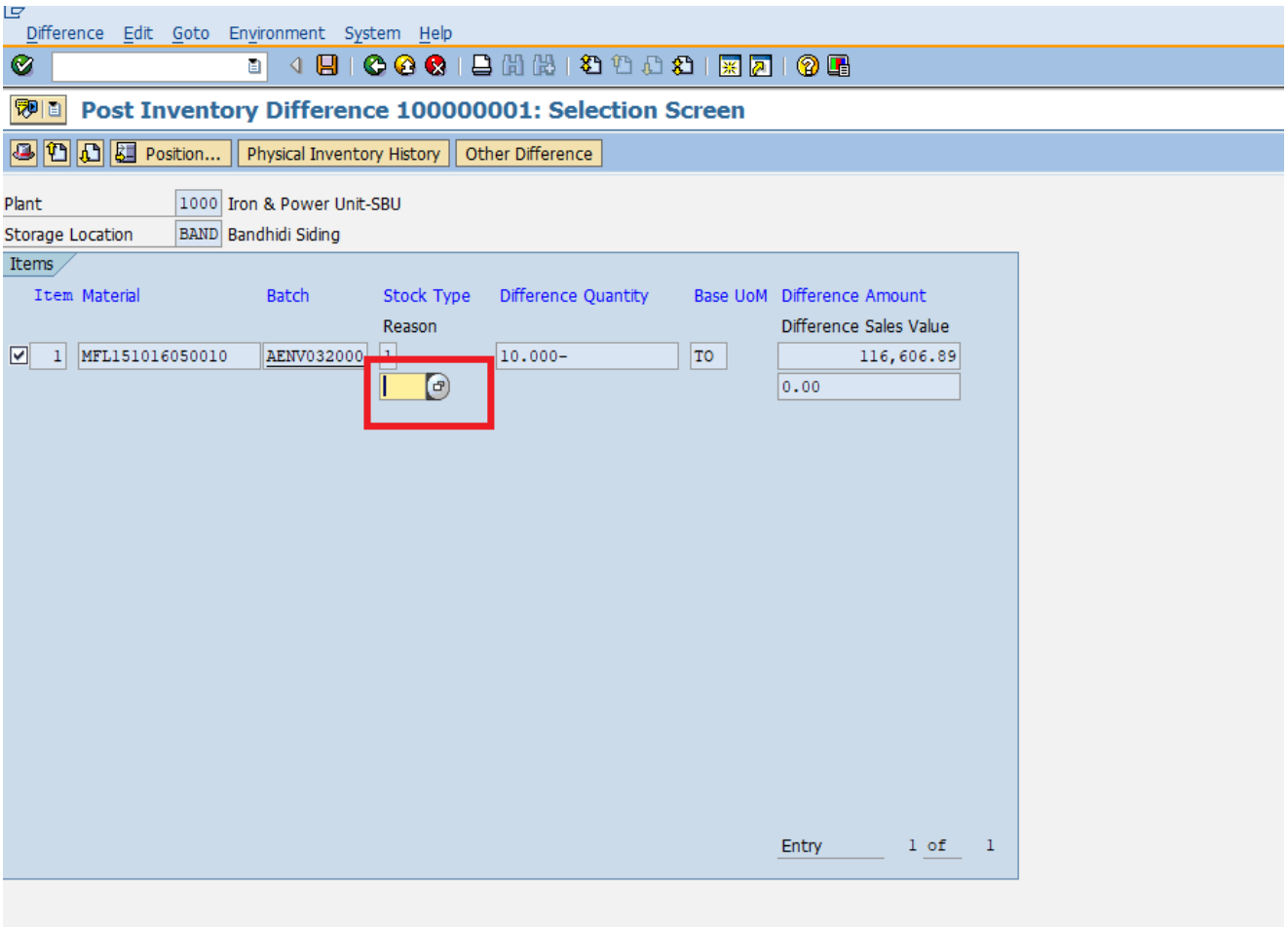
Department's user

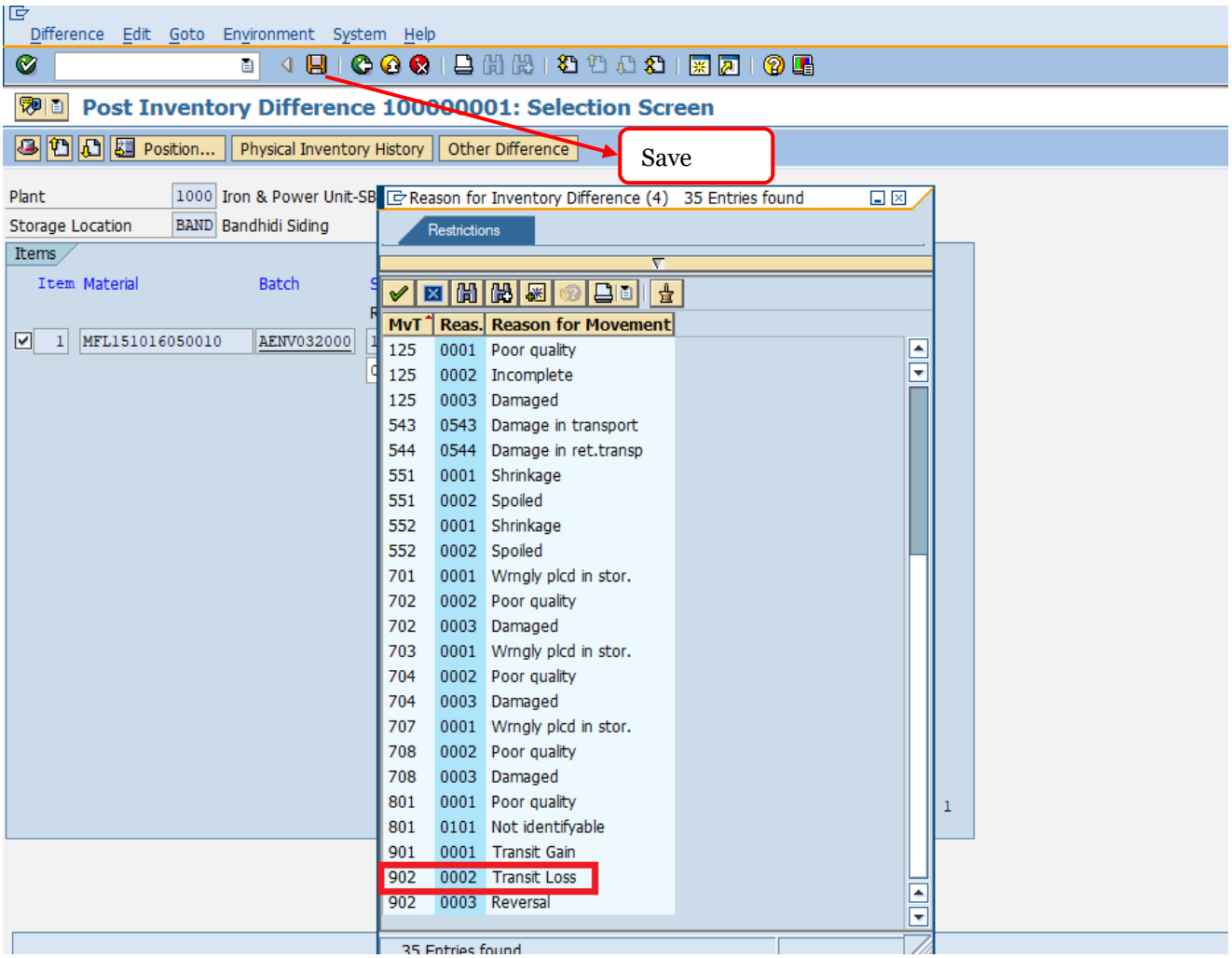
### d) Screen Capture/ Process Steps

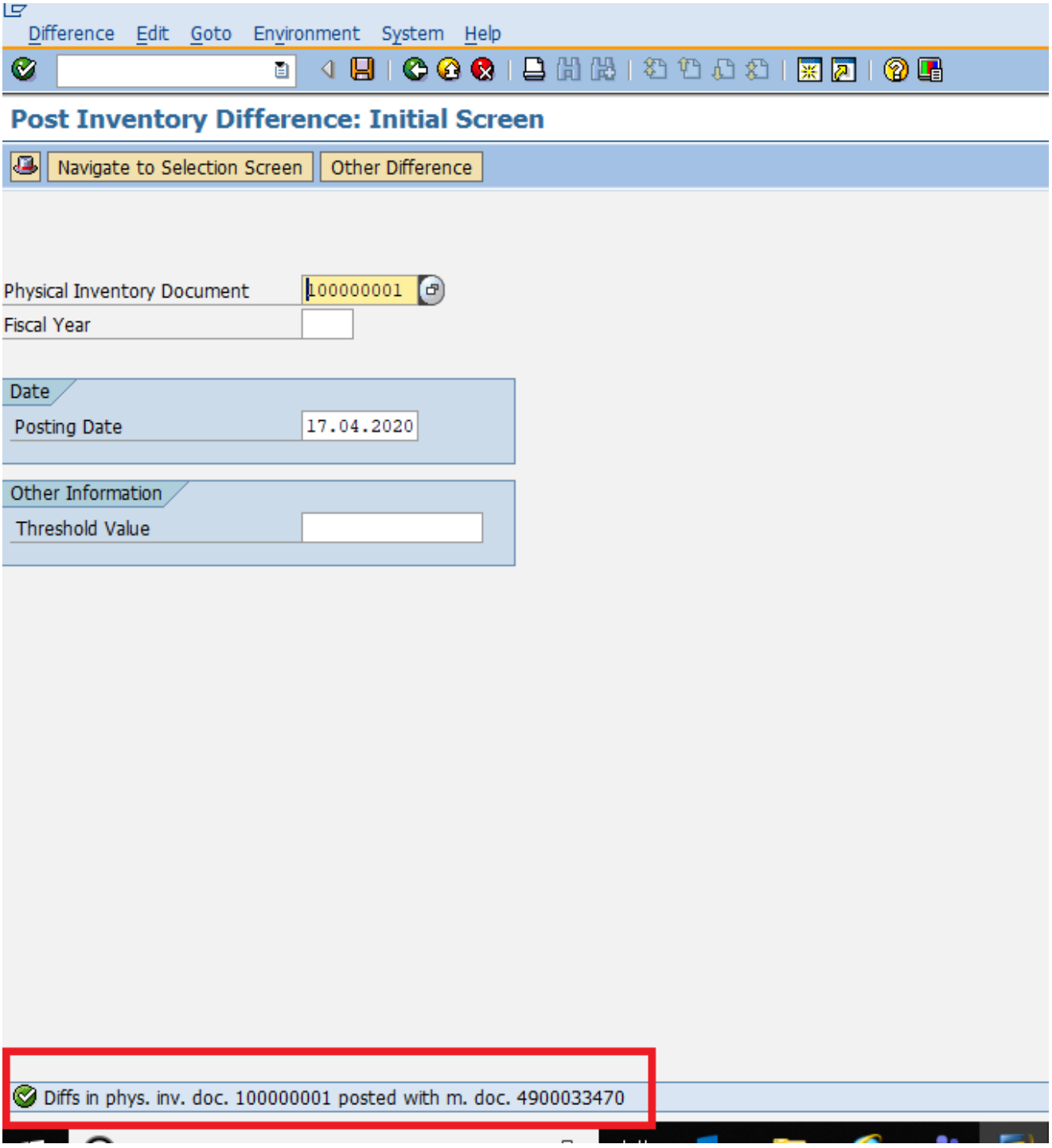
**Step 1:** Enter PI doc Number




**Step 2:** Enter reason


Difference Edit Goto Environment System Help
Post Inventory Difference 100000001: Selection Screen
Position... Physical Inventory History Other Difference
Plant 1000 Iron & Power Unit-SBU
Storage Location BAND Bandhidi Siding
Items
Item Material Batch Stock Type Reason Difference Quantity Base UoM Difference Amount Difference Sales Value
1 MFL151016050010 AENV032000 1 10.000- TO 116,606.89 0.00
Entry 1 of 1


Difference Edit Goto Environment System Help
Post Inventory Difference 100000001: Selection Screen
Position... Physical Inventory History Other Difference
Save
Plant 1000 Iron & Power Unit-SB
Storage Location BAND Bandhidi Siding
Items
Item Material Batch
1 MFL151016050010 AENV032000
Reason for Inventory Difference (4) 35 Entries found
Restrictions
MvT Reas. Reason for Movement
125 0001 Poor quality
125 0002 Incomplete
125 0003 Damaged
543 0543 Damage in transport
544 0544 Damage in ret.transp
551 0001 Shrinkage
551 0002 Spoiled
552 0001 Shrinkage
552 0002 Spoiled
701 0001 Wrngly plcd in stor.
702 0002 Poor quality
702 0003 Damaged
703 0001 Wrngly plcd in stor.
704 0002 Poor quality
704 0003 Damaged
707 0001 Wrngly plcd in stor.
708 0002 Poor quality
708 0003 Damaged
801 0001 Poor quality
801 0101 Not identifyable
901 0001 Transit Gain
902 0002 Transit Loss
902 0003 Reversal
35 Entries found


Difference Edit Goto Environment System Help
Post Inventory Difference: Initial Screen
Navigate to Selection Screen
Other Difference
Physical Inventory Document
100000001
Fiscal Year
Date
Posting Date
17.04.2020
Other Information
Threshold Value
Diffs in phys. inv. doc. 100000001 posted with m. doc. 4900033470