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# *User manual*

## Physical Inventory

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## 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

<b>SAP S/4 HANA menu</b>	Logistics → Materials Management → Physical Inventory → Physical Inventory Document → Create
<b>Transaction Code</b>	MI01

##### c) Responsibility

Department's user

##### d) Screen Capture/ Process Steps

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

## 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	<input type="checkbox"/>

Other Information	
Posting Block	<input type="checkbox"/>
Freeze Book Inventory	<input type="checkbox"/>
Include Deleted Batches	<input checked="" type="checkbox"/>
Physical Inventory Number	
Physical Inventory Reference	
Grouping Type	
PI Document Description	

- 1 Enter Plant
- 2 Enter Storage loc.

## Step 2: Enter Material code and batch

Physical Inventory Document Edit Goto Environment System Help

Physical Inventory Document: New Items

Deletion Indicator Display Other PI Document

Plant 1000 Iron & Power Unit-SBU  
Storage Location BAND Bandhidi Siding

Items

Item	Material	Material Description	Batch	Stock Type	Altern. UoM	Det. Batches	De1.
1	MFL151016050010		AENV032000	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"/>
7				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SAVE

Physical Inventory Document Edit Goto Environment System Help

✓ [Search] [Back] [Save] [Refresh] [Close] [Print] [Zoom In] [Zoom Out] [Full Screen] [Help] [Close]

## Create Physical Inventory Document: Initial Screen



Document Date	17.04.2020
Planned Count Date	17.04.2020

Location of Physical Inventory

Plant	L000
Storage Location	BAND
Special Stock	<input type="checkbox"/>

Other Information

Posting Block	<input type="checkbox"/>
Freeze Book Inventory	<input type="checkbox"/>
Include Deleted Batches	<input checked="" type="checkbox"/>
Physical Inventory Number	<input type="text"/>
Physical Inventory Reference	<input type="text"/>
Grouping Type	<input type="text"/>
PI Document Description	<input type="text"/>

✓ 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

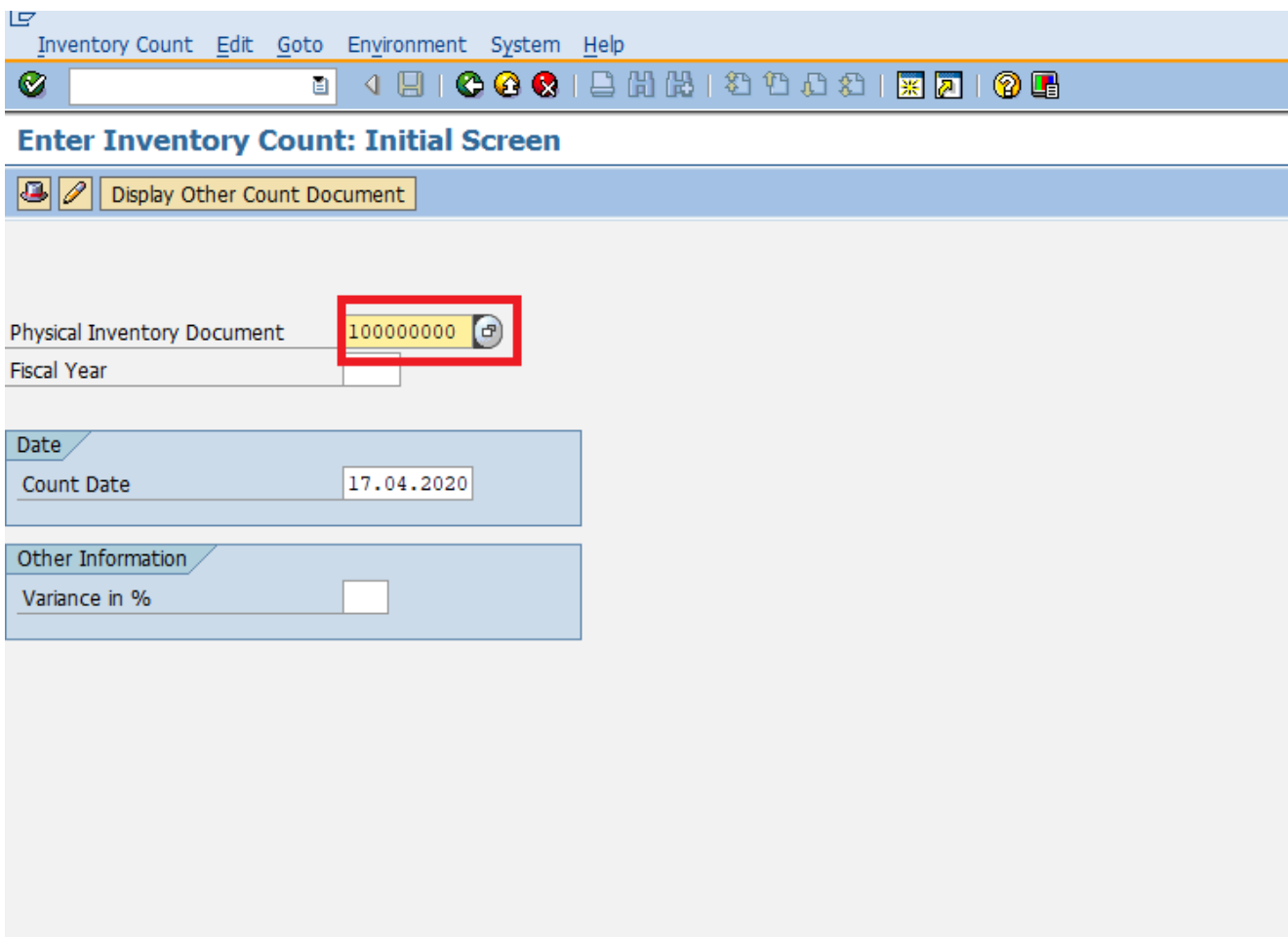
<b>SAP S/4 HANA menu</b>	Logistics → Materials Management → Physical Inventory → Inventory Count → Enter
<b>Transaction Code</b>	MI04

### c) Responsibility

Department's user

## d) Screen Capture/ Process Steps

### Step 1: Enter PI document number



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 %



## Step 2: Enter actual count and click on save button

The screenshot shows the SAP 'Enter Inventory Count' interface. The title bar reads 'Enter Inventory Count 100000000: Collec. Processing'. Below the title bar, there are navigation buttons: 'Physical Inventory History', 'Set Zero Count', and 'Display Other Count Document'. The main data area includes fields for 'Plant' (1000 Iron & Power Unit-SBU) and 'Storage Location' (BAND Bandhidi Siding). A table with the following columns is displayed: Item, Material, Batch, Stock Type, Quantity, Unit of Entry, Zero Count, Quantity, Stock Keeping Unit, and Stock Segment. The first row of the table has the following values: Item 1, Material MFL151016050010, Batch AENV032000, Stock Type 1, Quantity 12,690, Unit of Entry TO, Zero Count (checkbox), Quantity 12,690, Stock Keeping Unit TO, and Stock Segment. A red box highlights the 'Quantity' field containing '12,690', with an arrow pointing to a callout box that says 'Enter Actual Count'. Another red box highlights the 'Save' button, with an arrow pointing to it from the top left. At the bottom right, it says 'Entry 1 of 1'.

Item	Material	Batch	Stock Type	Quantity	Unit of Entry	Zero Count	Quantity	Stock Keeping Unit	Stock Segment
1	MFL151016050010	AENV032000	1	12,690	TO	<input type="checkbox"/>	12,690	TO	

Inventory Count Edit Goto Environment System Help

### Enter Inventory Count: Initial Screen

Display Other Count Document

Physical Inventory Document

Fiscal Year

**Date**

Count Date

**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

<b>SAP S/4 HANA menu</b>	Logistics → Logistics Execution → Internal Whse Processes → Physical Inventory → In Inventory Management → Difference → Write Off
<b>Transaction Code</b>	MI07

### c) Responsibility

Department's user

### d) Screen Capture/ Process Steps

**Step 1:** Enter PI doc Number

Difference Edit Goto Environment System Help

Post Inventory Difference: Initial Screen

Navigate to Selection Screen Other Difference

Physical Inventory Document

Fiscal Year

Date

Posting Date

Other Information

Threshold Value

**Step 2:** Enter reason

Difference Edit Goto Environment System Help

Post Inventory Difference 10000001: Selection Screen

Position... Physical Inventory History Other Difference

Plant 1000 Iron & Power Unit-SBU  
 Storage Location BAND Bandhidi Siding

Item	Material	Batch	Stock Type	Difference Quantity	Base UoM	Difference Amount	Difference Sales Value
<input checked="" type="checkbox"/>	1	MFL151016050010	AENV032000	1	10.000-	TO	116,606.89
							0.00

Reason

Entry 1 of 1

Difference Edit Goto Environment System Help

Post Inventory Difference 10000001: Selection Screen

Position... Physical Inventory History Other Difference Save

Plant 1000 Iron & Power Unit-SB Reason for Inventory Difference (4) 35 Entries found

Storage Location BAND Bandhidi Siding

Items

Item	Material	Batch	
<input checked="" type="checkbox"/>	1	MFL151016050010	AENV032000

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

Fiscal Year

#### Date

Posting Date

#### Other Information

Threshold Value

Diffs in phys. inv. doc. 100000001 posted with m. doc. 4900033470