

# VOC - User Manual - Physical Inventory & Write off Stock



## VOC Port SAP Implementation



D3447

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 <p><b>L&amp;T Infotech</b></p>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

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**Exercise**

**Create Physical Inventory(PI) document**

**Print Physical inventory document**

**Enter the Inventory count**

**List of inventory differences**

**Post Inventory Differences**

<b>MI01</b>
<b>MI21</b>
<b>MI04</b>
<b>MI20</b>
<b>MI07</b>

**Tasks**

Use the appropriate procedure and data provided to complete the following tasks:



1. Create Physical Inventory document
2. Print Physical inventory document
3. Enter the Inventory count
4. List of inventory differences
5. Post Inventory Differences

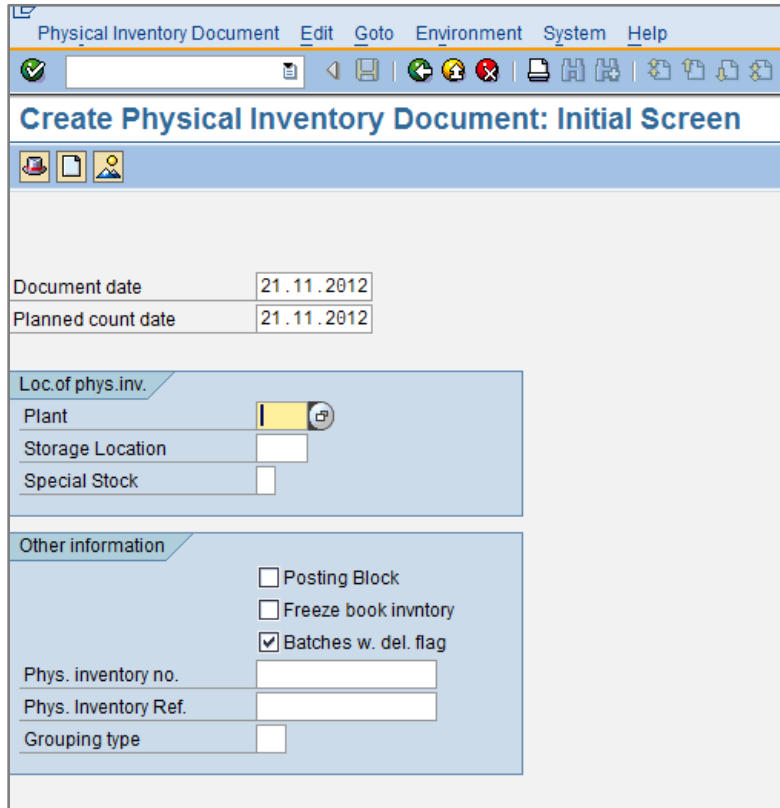
**1. Create Physical inventory(PI) document**

To create a physical inventory document, access the transaction using one of the options below:

<b>SAP R/3 Menu Path</b>	<b>Logistics -&gt;Materials Management -&gt;PhysicalInventory-&gt;Physical Inventory document -&gt;Create</b>
<b>Transaction code</b>	MI01

The following screen displays:



 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

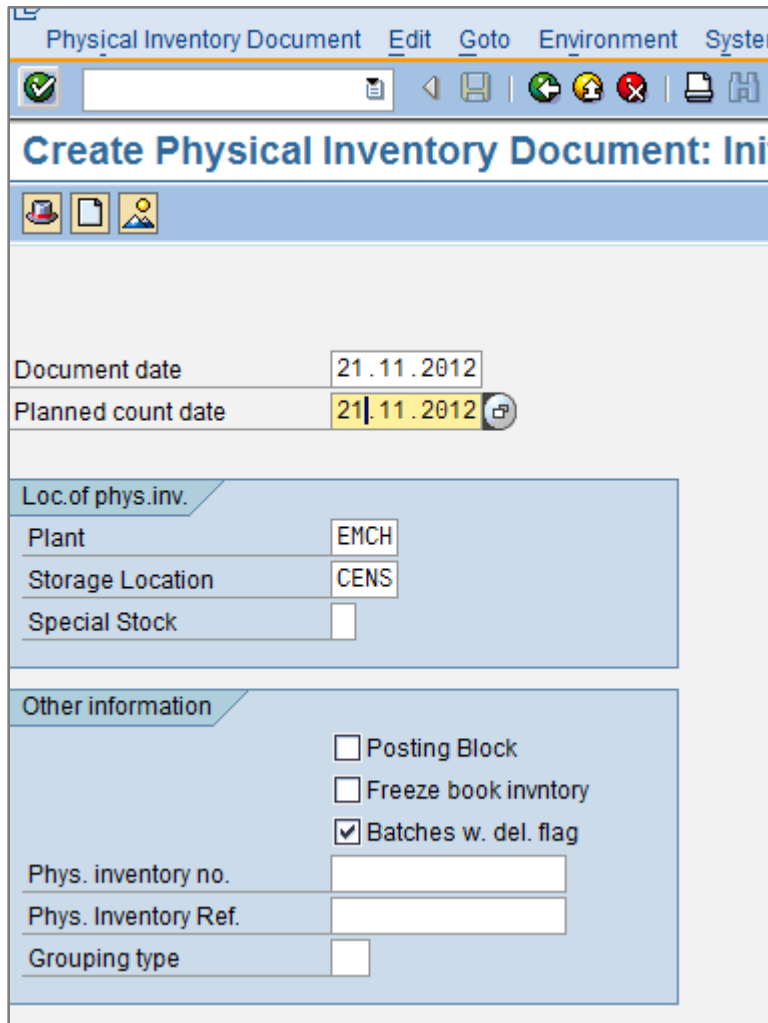


The screenshot shows the SAP 'Physical Inventory Document: Initial Screen' window. The title bar includes 'Physical Inventory Document' and menu options like 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main area is divided into sections:

- Document date:** 21.11.2012
- Planned count date:** 21.11.2012
- Loc. of phys. inv.:**
  - Plant:** A dropdown menu with a yellow background and a magnifying glass icon.
  - Storage Location:** An empty text input field.
  - Special Stock:** An empty text input field.
- Other information:**
  - Posting Block
  - Freeze book inventory
  - Batches w. del. flag
  - Phys. inventory no.:** An empty text input field.
  - Phys. Inventory Ref.:** An empty text input field.
  - Grouping type:** An empty text input field.

1. Enter the Plant & storage location details



 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

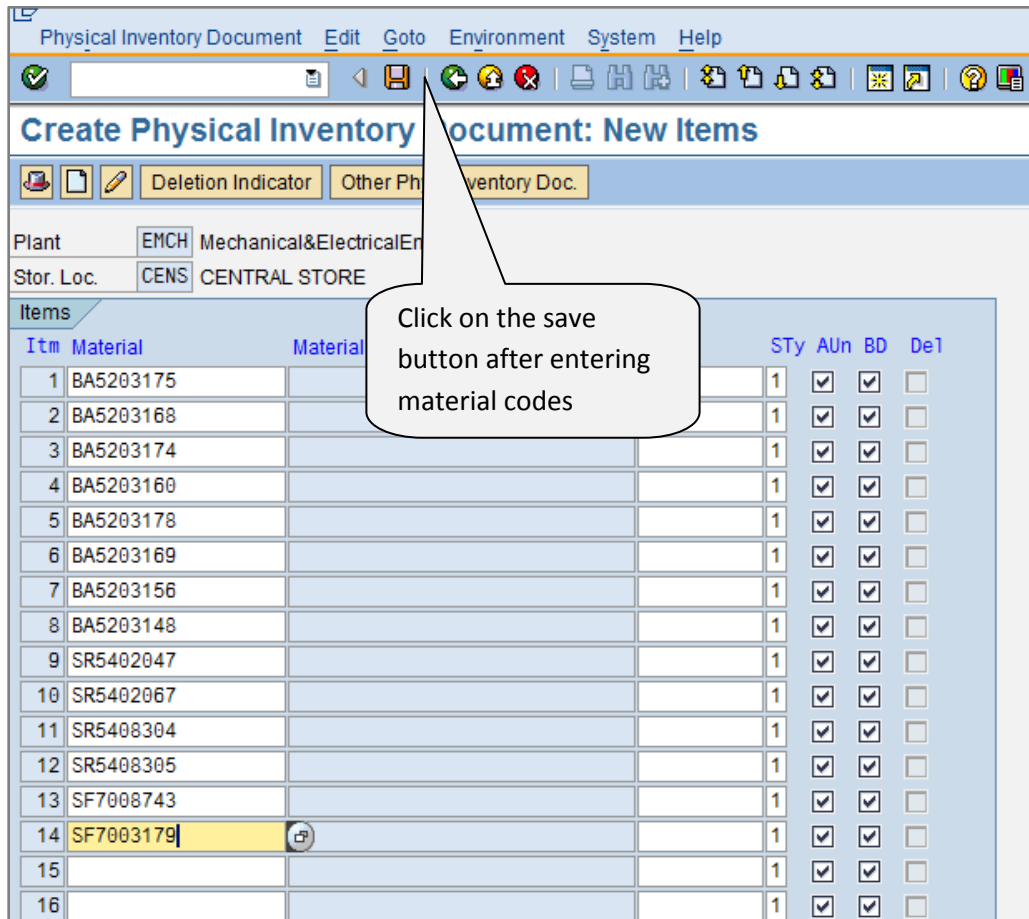


The screenshot shows the SAP 'Create Physical Inventory Document' screen. The menu bar includes 'Physical Inventory Document', 'Edit', 'Goto', 'Environment', and 'System'. The title bar reads 'Create Physical Inventory Document: Ini'. Below the title bar are icons for printer, document, and help. The main form area contains the following fields and options:

- Document date: 21.11.2012
- Planned count date: 21.11.2012 (with a calendar icon)
- Section: **Loc. of phys. inv.**
  - Plant: EMCH
  - Storage Location: CENS
  - Special Stock:
- Section: **Other information**
  - Posting Block
  - Freeze book inventory
  - Batches w. del. flag
  - Phys. inventory no.:
  - Phys. Inventory Ref.:
  - Grouping type:

2. Press enter  
It navigates to below screen

 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	




Physical Inventory Document Edit Goto Environment System Help


Create Physical Inventory Document: New Items



Deletion Indicator Other Physical Inventory Doc.

Plant EMCH Mechanical&ElectricalEn  
 Stor. Loc. CENS CENTRAL STORE

Item	Material	Material	STy	AUn	BD	De1
1	BA5203175		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	BA5203168		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	BA5203174		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	BA5203160		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	BA5203178		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	BA5203169		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	BA5203156		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	BA5203148		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	SR5402047		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	SR5402067		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	SR5408304		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	SR5408305		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	SF7008743		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	SF7003179		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"/>

3. Enter the Material codes for which physical inventory has to be done.
4. Click on the save button 
5. Physical Inventory documents gets generated

 Physical inventory document 100000011 created

 <p><b>L&amp;T Infotech</b></p>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

## 2. Print Physical inventory document

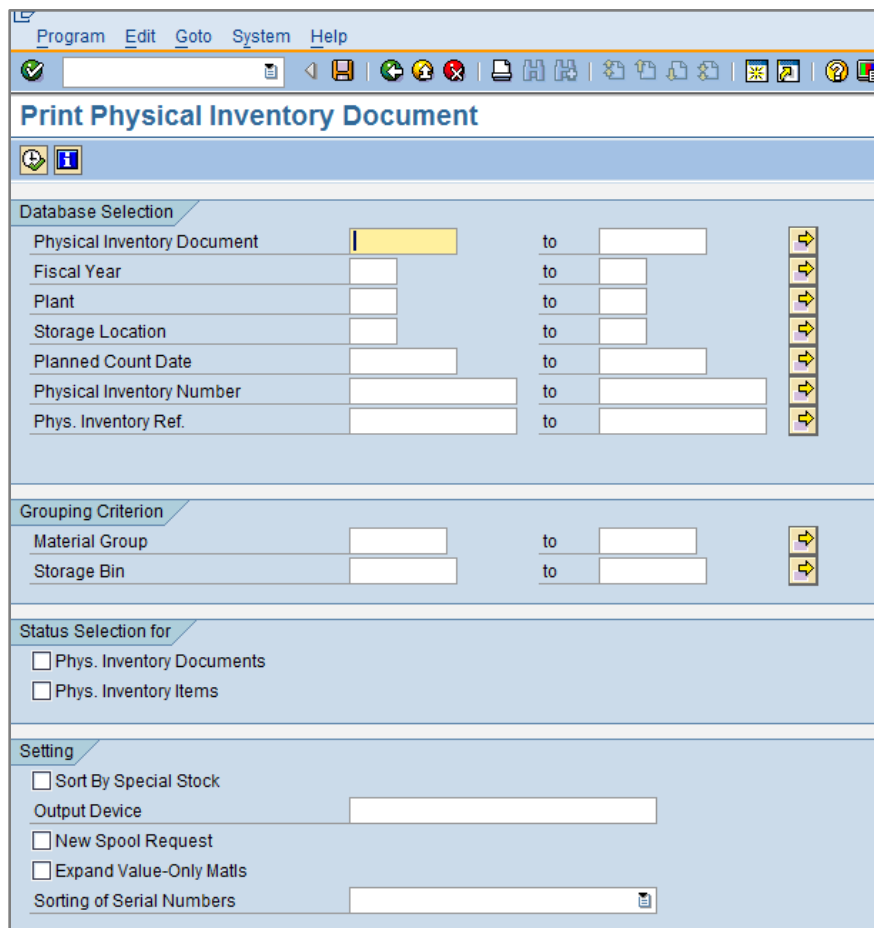
To Print a physical inventory document, access the transaction using one of the options below:

<b>SAP R/3 Menu Path</b>	<b>Logistics -&gt;Materials Management -&gt;PhysicalInventory -&gt;Physical Inventory document -&gt;Print</b>
<b>Transaction code</b>	MI21

The following screen displays:



1. Click on the drill down button of the movement type field


A selection screen appears:



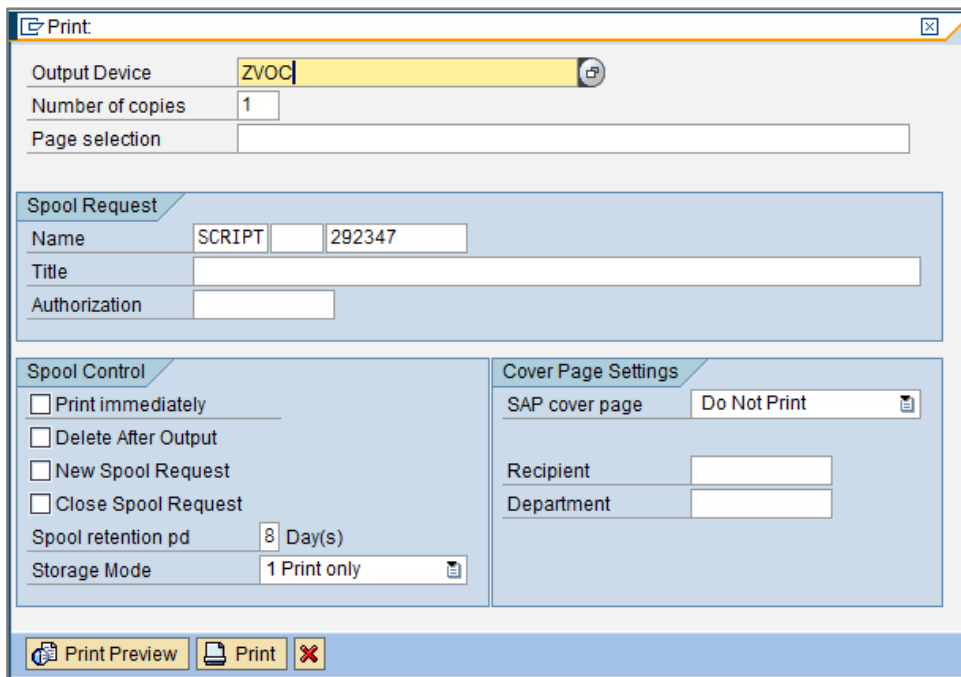
The screenshot shows the SAP 'Print Physical Inventory Document' selection screen. The window title is 'Print Physical Inventory Document'. The screen is divided into several sections:

- Database Selection:** Contains fields for 'Physical Inventory Document', 'Fiscal Year', 'Plant', 'Storage Location', 'Planned Count Date', 'Physical Inventory Number', and 'Phys. Inventory Ref.'. Each field has a 'to' field and a drill-down button (arrow with a plus sign).
- Grouping Criterion:** Contains fields for 'Material Group' and 'Storage Bin', each with a 'to' field and a drill-down button.
- Status Selection for:** Contains two checkboxes: 'Phys. Inventory Documents' and 'Phys. Inventory Items'.
- Setting:** Contains checkboxes for 'Sort By Special Stock', 'New Spool Request', and 'Expand Value-Only Matls'. It also has an 'Output Device' field and a 'Sorting of Serial Numbers' field with a drill-down button.

 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

2. Enter the Physical Inventory number
3. Click on 

The following prompt will appear:





The screenshot shows the SAP Print dialog box with the following fields and options:

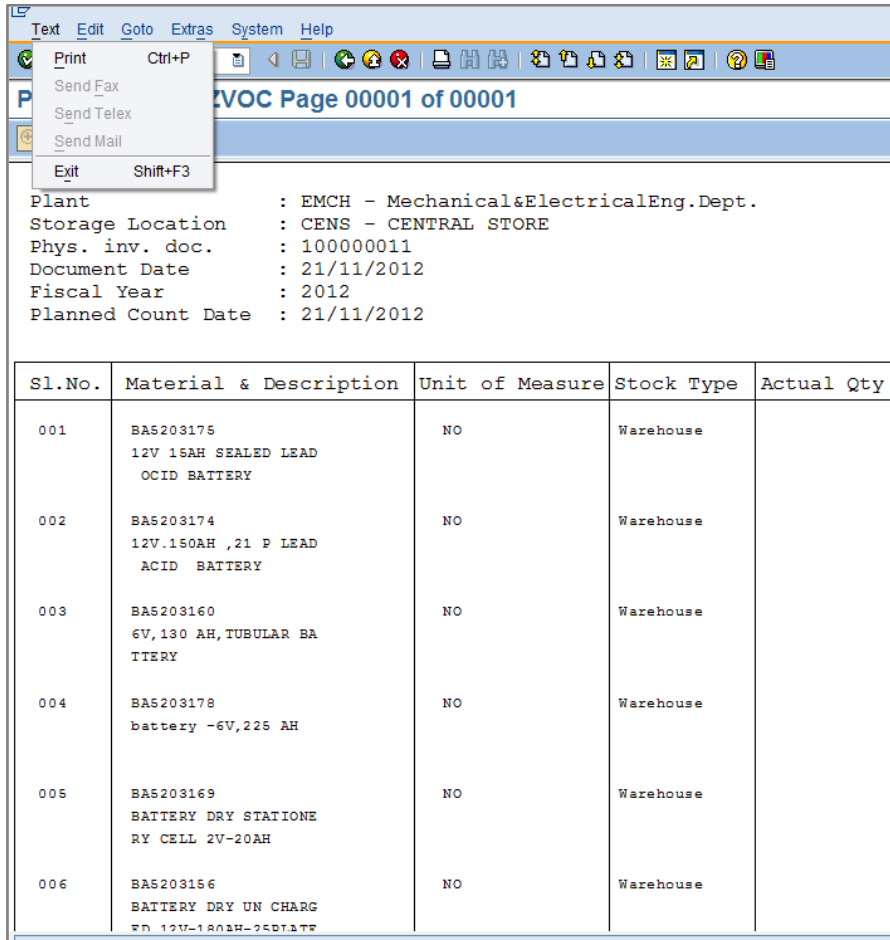
- Output Device:** zvoc
- Number of copies:** 1
- Page selection:** (empty)
- Spool Request:**
  - Name:** SCRIPT 292347
  - Title:** (empty)
  - Authorization:** (empty)
- Spool Control:**
  - Print immediately
  - Delete After Output
  - New Spool Request
  - Close Spool Request
  - Spool retention pd:** 8 Day(s)
  - Storage Mode:** 1 Print only
- Cover Page Settings:**
  - SAP cover page:** Do Not Print
  - Recipient:** (empty)
  - Department:** (empty)

Buttons at the bottom: Print Preview, Print, and Close.

4. Click on the Print preview
- Print preview will be displayed





 <p><b>L&amp;T Infotech</b></p>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	



Plant : EMCH - Mechanical&ElectricalEng.Dept.  
Storage Location : CENS - CENTRAL STORE  
Phys. inv. doc. : 100000011  
Document Date : 21/11/2012  
Fiscal Year : 2012  
Planned Count Date : 21/11/2012

Sl.No.	Material & Description	Unit of Measure	Stock Type	Actual Qty
001	BA5203175 12V 15AH SEALED LEAD OCID BATTERY	NO	Warehouse	
002	BA5203174 12V.150AH ,21 P LEAD ACID BATTERY	NO	Warehouse	
003	BA5203160 6V,130 AH,TUBULAR BA TTERY	NO	Warehouse	
004	BA5203178 battery -6V,225 AH	NO	Warehouse	
005	BA5203169 BATTERY DRY STATIONE RY CELL 2V-20AH	NO	Warehouse	
006	BA5203156 BATTERY DRY UN CHARG ED 12V-180AH-25DL117	NO	Warehouse	

- To Print, click on text in the menu and select print.
- You have completed this transaction.

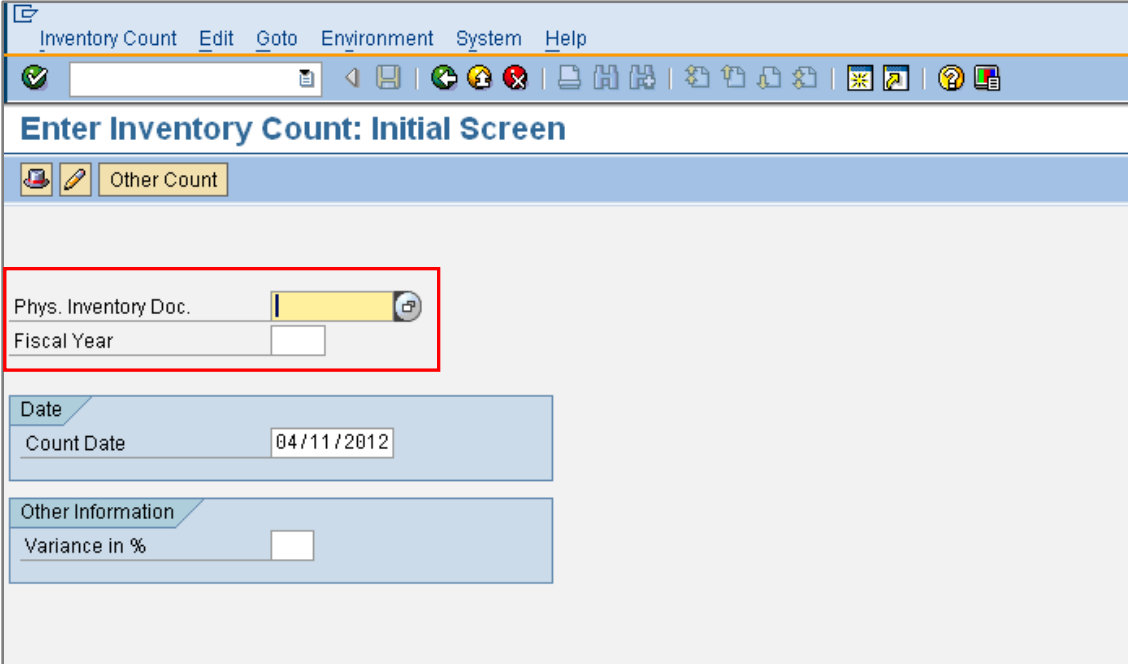
 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

### 3. Enter the Count

To Print a physical inventory document, access the transaction using one of the options below:

<b>SAP R/3 Menu Path</b>	Logistics -> Materials Management ->Physical Inventory->Inventory Count
<b>Transaction code</b>	MI04



The following screen displays:



The screenshot shows the SAP 'Enter Inventory Count: Initial Screen' interface. At the top, there is a menu bar with options: Inventory Count, Edit, Goto, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main area contains several input fields:

- Phys. Inventory Doc.:** A text input field with a yellow background and a lock icon on the right. This field is highlighted with a red border in the image.
- Fiscal Year:** A text input field.
- Date:** A section header for a date input field.
- Count Date:** A text input field containing the value '04/11/2012'.
- Other Information:** A section header for a text input field.
- Variance in %:** A text input field.

1. Enter the Physical Inventory Doc number and Fiscal Year.
2. Press Enter, it navigates to below screen

 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

Inventory Count Edit Goto Environment System Help

Enter Inventory Count 10000011: Collect.Proc

Physical Inventory History Set Zero Count Other Count

Plant EMCH Mechanical&ElectricalEng.Dept.  
 Stor. Loc. CENS CENTRAL STORE

Item	Material	Batch	Sales Value	Quantity	UnE	ZC
	Material Description		STy	Quantity	SKU	
1	BA5203175			1	NO	<input type="checkbox"/>
	12V 15AH SEALED LEAD OCID BATTERY		1	0	NO	<input type="checkbox"/>
2	BA5203174			5	NO	<input type="checkbox"/>
	12V.150AH ,21 P LEAD ACID BATTERY		1	0	NO	<input type="checkbox"/>
3	BA5203160			2	NO	<input type="checkbox"/>
	6V,130 AH,TUBULAR BATTERY		1	0	NO	<input type="checkbox"/>
4	BA5203178				NO	<input checked="" type="checkbox"/>
	battery -6V,225 AH		1	0	NO	<input type="checkbox"/>
5	BA5203169				NO	<input type="checkbox"/>
	BATTERY DRY STATIONERY CELL 2V-20AH		1	0	NO	<input type="checkbox"/>
6	BA5203156			1	NO	<input type="checkbox"/>
	BATTERY DRY UN CHARGED 12V-180AH-25PLATE		1	0	NO	<input type="checkbox"/>
7	BA5203148			1	NO	<input checked="" type="checkbox"/>
	BATTERY DRY UNCHARGED 12V-120AH		1	0	NO	<input type="checkbox"/>
8	SR5402047			2	NO	<input type="checkbox"/>
	466405-8 SEAL RING		1	0	NO	<input type="checkbox"/>
9	SR5402067			3	NO	<input type="checkbox"/>
	466420-7 RING		1	0	NO	<input type="checkbox"/>

Entry 1 of 13



Click on this for moving to next page

Zero count Indicator- Tick only if the count of material is zero

3. Enter the counted quantity for the materials as shown.

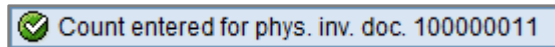
4. Set the Zero count indicators if the quantity of the material counted is 0.

Note:



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If you do not enter this indicator in the event of a zero count, the item will be treated as uncounted.

5. After entering the counted quantity save the document, below shown message will appear.



6. You have completed this transaction.

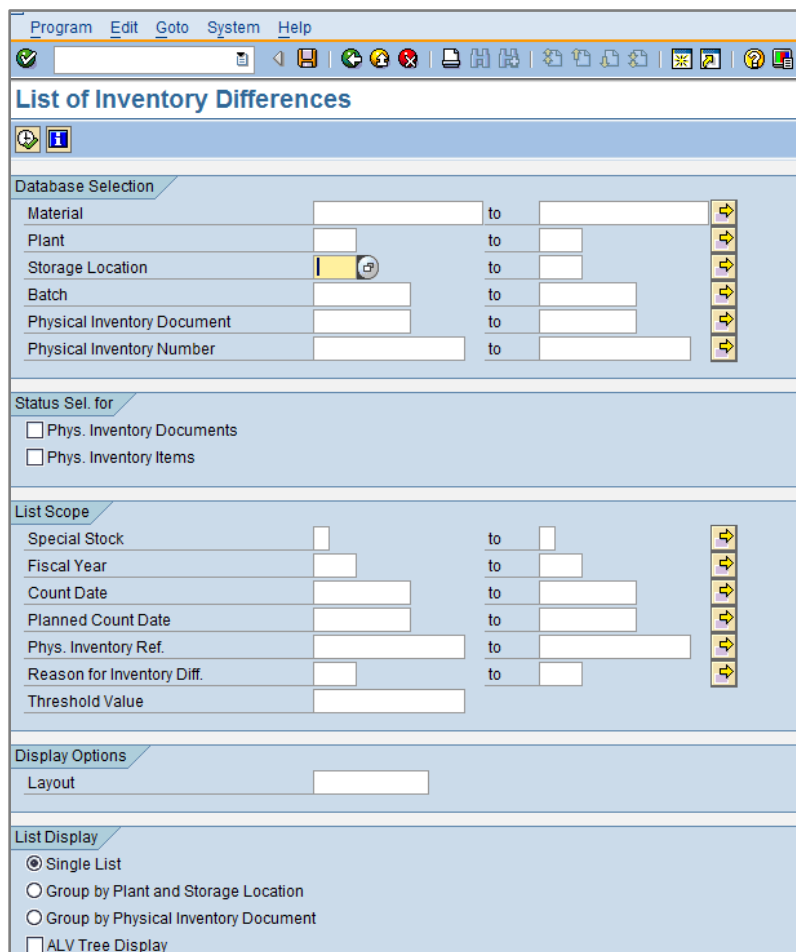
 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

#### 4. List of inventory differences

To list a physical inventory differences, access the transaction using one of the options below:



<b>SAP R/3 Menu Path</b>	Logistics -> Materials Management ->Physical Inventory->List of Inventory differences
<b>Transaction code</b>	MI20


The following screen is displayed:



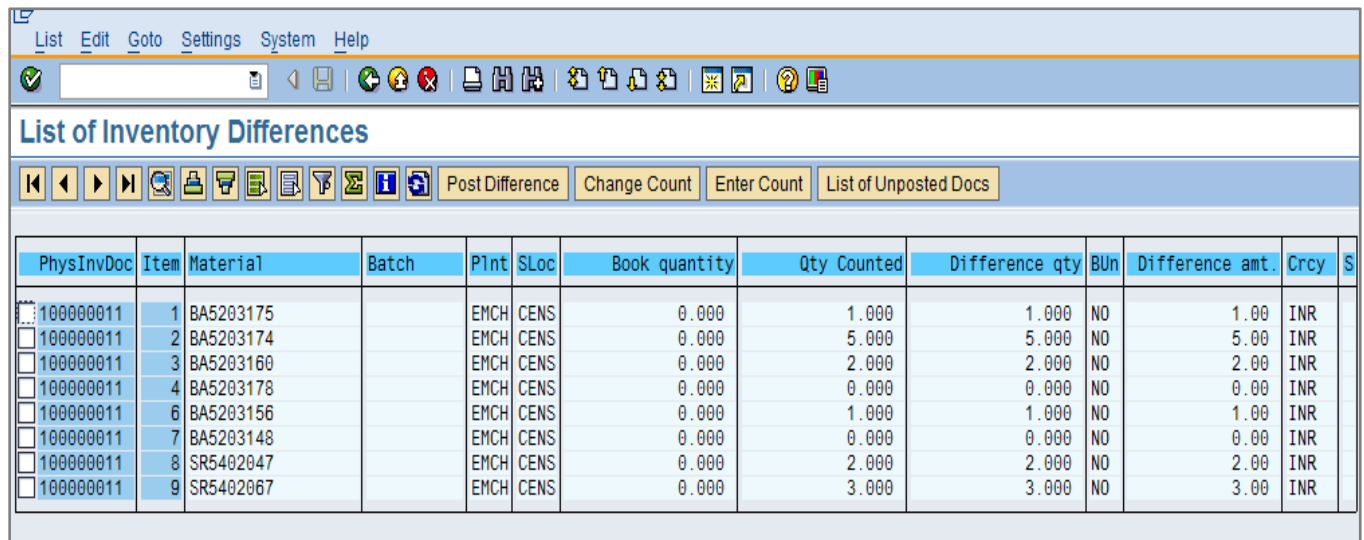
The screenshot shows the SAP R/3 'List of Inventory Differences' (MI20) transaction screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- Database Selection:** Fields for Material, Plant, Storage Location, Batch, Physical Inventory Document, and Physical Inventory Number, each with a 'to' field and a selection arrow.
- Status Sel. for:** Checkboxes for 'Phys. Inventory Documents' and 'Phys. Inventory Items'.
- List Scope:** Fields for Special Stock, Fiscal Year, Count Date, Planned Count Date, Phys. Inventory Ref., Reason for Inventory Diff., and Threshold Value, each with a 'to' field and a selection arrow.
- Display Options:** A 'Layout' field.
- List Display:** Radio buttons for 'Single List', 'Group by Plant and Storage Location', and 'Group by Physical Inventory Document', along with a checkbox for 'ALV Tree Display'.

 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
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Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

1. Enter the Plant, Storage location in the above screen
2. Click on 



The following prompt will appear:



The screenshot shows the SAP 'List of Inventory Differences' screen. The title bar includes 'List Edit Goto Settings System Help'. Below the title bar is a toolbar with various icons. The main area contains a table with the following data:

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy	\$
<input checked="" type="checkbox"/>	100000011	1	BA5203175		EMCH CENS	0.000	1.000	1.000	NO	1.00	INR	
<input type="checkbox"/>	100000011	2	BA5203174		EMCH CENS	0.000	5.000	5.000	NO	5.00	INR	
<input type="checkbox"/>	100000011	3	BA5203160		EMCH CENS	0.000	2.000	2.000	NO	2.00	INR	
<input type="checkbox"/>	100000011	4	BA5203178		EMCH CENS	0.000	0.000	0.000	NO	0.00	INR	
<input type="checkbox"/>	100000011	6	BA5203156		EMCH CENS	0.000	1.000	1.000	NO	1.00	INR	
<input type="checkbox"/>	100000011	7	BA5203148		EMCH CENS	0.000	0.000	0.000	NO	0.00	INR	
<input type="checkbox"/>	100000011	8	SR5402047		EMCH CENS	0.000	2.000	2.000	NO	2.00	INR	
<input type="checkbox"/>	100000011	9	SR5402067		EMCH CENS	0.000	3.000	3.000	NO	3.00	INR	

3. You have completed this transaction.

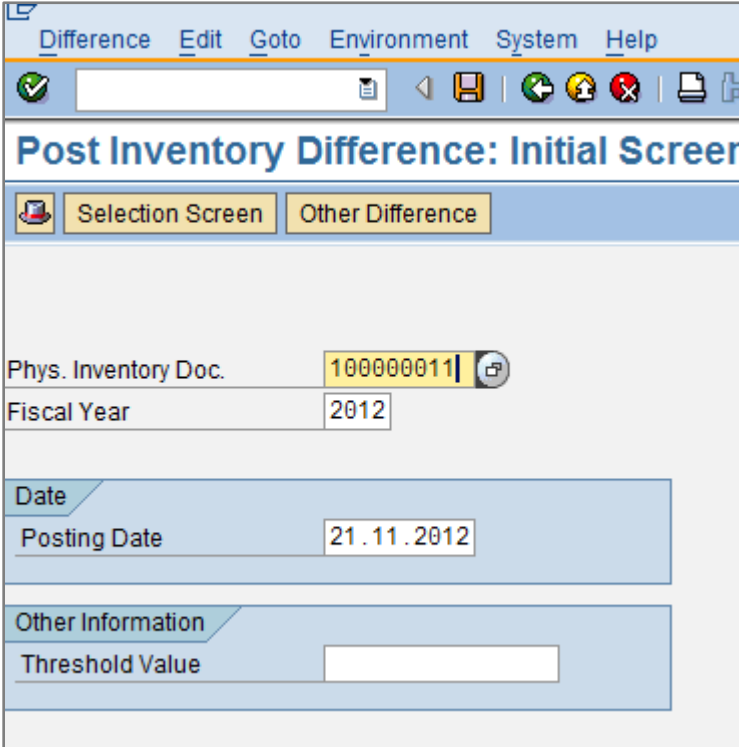
 <b>L&amp;T Infotech</b>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	

## 5. Post Inventory Differences

Access the transaction using:

SAP R/3 Menu	Logistics -> Materials Management ->Physical Inventory->Difference
Transaction code	MI07



The following Post Inventory Difference screen displays.

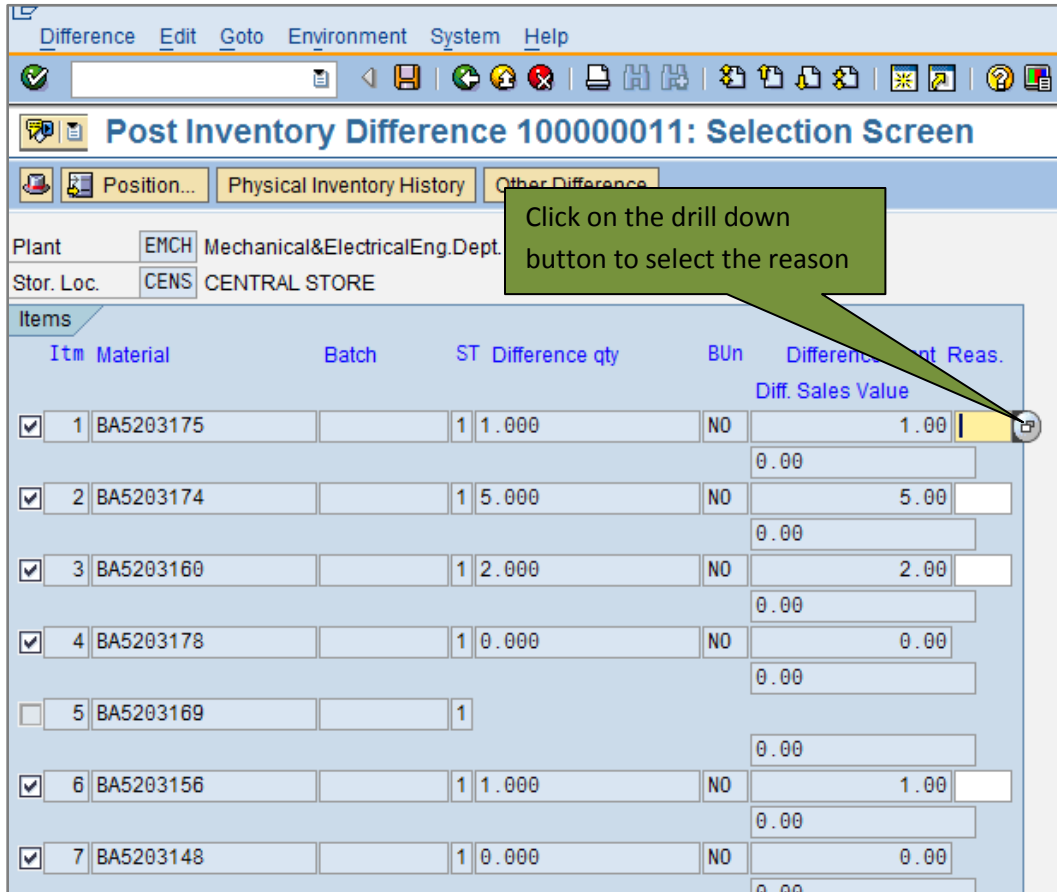


The screenshot shows the SAP 'Post Inventory Difference: Initial Screen'. At the top, there is a menu bar with 'Difference', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Phys. Inventory Doc.:** 100000011 (with a lock icon)
- Fiscal Year:** 2012
- Date:**
  - Posting Date:** 21.11.2012
- Other Information:**
  - Threshold Value:** (empty field)

1. Enter physical inventory document number & Fiscal year
2. Press Enter

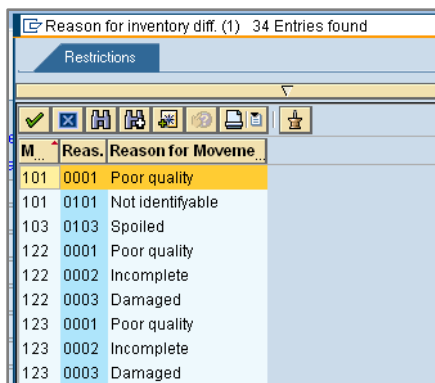
 <p><b>L&amp;T Infotech</b></p>	Physical Inventory & write off stock	
Port Department		
Responsibility	Stores	
Transaction Code	MI01,MI21,MI04,MI20,MI07	



Click on the drill down button to select the reason



Item	Material	Batch	ST	Difference qty	BUn	Difference	Reas.
<input checked="" type="checkbox"/>	1 BA5203175		1	1.000	NO	1.00	
<input checked="" type="checkbox"/>	2 BA5203174		1	5.000	NO	5.00	
<input checked="" type="checkbox"/>	3 BA5203160		1	2.000	NO	2.00	
<input checked="" type="checkbox"/>	4 BA5203178		1	0.000	NO	0.00	
<input type="checkbox"/>	5 BA5203169		1				
<input checked="" type="checkbox"/>	6 BA5203156		1	1.000	NO	1.00	
<input checked="" type="checkbox"/>	7 BA5203148		1	0.000	NO	0.00	

2. Click on drill down button and select the reason for movement type from the below screen




M.	Reas.	Reason for Move...
101	0001	Poor quality
101	0101	Not identifiable
103	0103	Spoiled
122	0001	Poor quality
122	0002	Incomplete
122	0003	Damaged
123	0001	Poor quality
123	0002	Incomplete
123	0003	Damaged



 <p><b>L&amp;T Infotech</b></p>	Physical Inventory & write off stock	
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3. Enter the Reason for inventory difference and post the difference by clicking the save icon.  
Below mentioned message appears

 Diffs in phys. inv. doc. 100000353 posted with m. doc. 4900000466

4. You have completed this transaction.