



Dept. of Public Instr.
Transportation

Annual Inventory Physical Inventory List

MI24

Updated
01-30-2020

Procedure:

Use this transaction if you forget to record your inv doc #'s or if your SAP session times out or you get logged off the system while MI31 is processing.

Note(s):

1. **Open** Transaction **MI24** (See Note(s))

2. *Physical Inventory List* window opens

Database Selection Section

- a. Plant Field - **Input** four-digit number (i.e., Alamance = 6001)
- b. Storage Location Field - **Input** four-digit number (i.e., Alamance = 8001)

Status Sel. for Section

- a. Phys. Inventory Documents Field - <Check>

List Scope Section

- a. Fiscal Year Field – **Input** year

List Display Section

- a. Group by Physical Inventory Document Field - <Check>
- a. <Click> Execute icon

3. *Physical Inventory List – Status of Physical Inventory* window opens

- a. Not yet Counted Field – <Check>
- b. Partially Counted Field – <Uncheck>
- c. All Counted Field – <Uncheck>
- d. <Click> Execute icon

4. *List of Inventory Differences* window opens (See Note(s))

Tip: The screen displays showing all the physical inventory documents that meet the criteria “Not yet counted.”

The first data column contains the physical inventory document number and shows all the materials associated with that document.

- a. **Record** the inventory document numbers
- b. <Click> Exit icon

Website Application:

Not Applicable