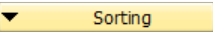|	**Annual Inventory** **Step 1** **Create Phys Inv Docs**	**MI31**
Dept. of Public Instr. Transportation		Updated 01-29-2020

Procedure:

Create physical inventory document(s) for multiple materials in LEA's plant and storage locations

Note(s):

- **Step 1 -** Inventory documents may be created and printed prior to the count date; however, the posting block should not be set until the day of the actual physical inventory count.

1. Open Transaction **MI31** **(See Note(s))**

2. *Selected Data for Phys. Inv Docmts W/o Special Stock* window opens

   Database Selections Section
   a. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   b. Storage Location Field - Input four-digit code (i.e., Alamance = 8001)
   c. Materials Marked for Deletion Field – <*Uncheck*> (Software defaults to checked)

   Control Section
   d. Name of Session Field – Remove default name "MB_101" and rename to a unique name. (i.e., 6001_2020INV)
   e. Max. No. Items/Doc. Field –
      i. 99 - Main Storage Location
      ii. 300 – Truck Storage Location

   Data in Phys. Inv. Docmt Header Section
   f. Planned Count Date Field – Input the actual date of inventory count.
   g. Physical Inventory number Field – Input the fiscal year followed by plant number and storage location. (i.e., 2020FY60018001)
   h. Set Posting Block Field –
      i. <*Check*> if count is immediate
      ii. Leave blank if creating docs beforehand

   Sorting Section
   i. <*Click*> **Sorting Button** ▼ Sorting
   j. <*Select*> (Choose only one)
      i. Plant – SLoc. – Material
         (List sorted by material number)
      ii. Plant – SLoc. – Stor. Bin Description – Material
         (List sorted by storage location)

   Display options Section
   k. Layout Field – Blank field (Always) (Erase any variants)

   l. <*Click*> **Execute Icon**

Website Application:	Not Applicable

Procedure:

Create physical inventory document(s) for multiple materials in your plant and storage locations

Note(s):

- **Step 5b** - The software requires approximately 5+ plus minutes to process a batch session. Please allow this time before continuing to the next step (Better to err on too much time versus too little).

- **Step 8 -** If the batch processing is completed the last line in the Message column should read "Batch input processing ended". If this message does not appear on the last line adequate time was not provided for the batch process to be viewed. SAP continues the batch processing in the background. Use Transaction MI24 to retrieve a complete list of Physical Inventory Documents created.

3. *Batch Input Created for the Creation of Phys. Inv. Docmts* window opens
   a. *<Click>* **Process Session button** `Process Session`

4. *Batch Input: Session Overview* window opens
   a. *<Click>* **Select icon** ▢ to the left of the {session name}
      (This will highlight the row)
   b. *<Click>* **Process button** `Process`

5. *Batch Input: Session Overview Process Session {Session Name}* window opens
   a. *<Click>* **Background Radio Button**
   b. *<Click>* **Process button** `Process` (See Note(s))

6. *Batch Input: Session Overview* window opens
   a. *<Click>* **Select icon** ▢ to the left of the {session name}
      (This will highlight the row)
   b. *<Click>* **Log button** `Log`

7. *Batch Input: Log Overview* window opens
   a. *<Click>* **Select icon** ▢ to the left of the {session name}
      (This will highlight the row)
   b. *<Click>* **Display button** `Display`

8. *Batch Input Log for Session {Session Name}* window opens (See Note(s))
   a. *<Record>* Physical Inventory Document Numbers
      (They are needed to print the inventory documents)
   b. *<Click>* **Print icon** 🖨
   c. *<Review>* Log for errors
      A material master record being blocked for updates at the time of processing may cause errors. Note any material errors and add the materials to one of the existing physical inventory documents using Transaction MI02.
   d. *<Click>* Exit icon 🏠

Website Application: Not Applicable