**Annual Inventory**

**Step 3**

**Input Count Results**

**MI04**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Process the physical inventory count into BSIP

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1 -** SAP inventory counts are performed “blind.” The current stock quantity does not display; enter the inventory counted for all items whether or not a difference exists.

**Step 2b -** If the count date from MI31 and the planned count date are different SAP will give you a warning to reconcile the dates. <*Enter*> to continue.

* **Step 3 -** If all items on the physical inventory document are not displayed, <*Page-down*> to advance. Likewise use <*Page-up*> to move backwards.

1. Open Transaction **MI04** (See Note(s))
2. *Print Physical Inventory Document* window opens
3. Physical Inventory Document Field - Input the physical inventory document number.
4. <*Click*> Continue icon  (See Note(s))
5. *Enter Inventory Count {Phys Inv Doc ID}: Collect.Processing* window opens (See Note(s))
6. Quantity Column Fields – Input inventory count of each item; if the count is greater than zero. Do **NOT** enter a zero in these fields.
7. ZC (Zero Count) Column Fields - <*Check*> the box if the item count is Zero. SAP recognizes a “0” count as blank and it is not counted unless the checkbox indicator is active.

Tip: If you get message “Obsolete w/warning.” Press <*Enter*> to continue (Press multiple times if required).

1. <*Click*> **Continue icon** 
2. <*Click*> **Save icon**  

Repeat the steps for all Physical Inventory documents

1. <*Click*> **Exit button** A picture containing clipart

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Updated

01-29-2020

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

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Transportation

**Procedure:**

Input received materials into inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Before stocking fuel**, it is important to know current:
* Quantity; and
* Moving price
* **Common Errors:**
* Usage of wrong DOT number;
* Quantity incorrect;
* Price incorrect

**Note:** The above errors can be easily corrected if discovered promptly; however, when neglected due to the high volume of product movement, it can be a more tasking procedure to correct.

* These transactions are not for receiving fuel (diesel or unleaded); that process requires a different MIGO transaction. If stocking fuel visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Fuel – Receipt (MIGO)
* Inventory items are required to be extended to your plant before they are input into inventory. If items are not currently extended visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Material – Stocked - Extend Inventory (ZMM01Z)

1. Open Transaction **ME21N**
2. *Create Purchase Order* window opens
   1. Trans./Event Field – Use dropdown; choose *Goods Receipt*
   2. Reference Doc. Field – Use dropdown; choose *Other*
   3. Fuel Entry SHP/DPI Field – Input 971 (Always) (May default)
   4. Material Slip Field – Input invoice Bill of Landing number (BOL #)
   5. <*Click*> Detail Data button A picture containing screenshot

      Description automatically generated
3. *Detail Data – Material Tab*
4. Input 9-digit material number (Make sure you input the correct fuel)
   1. 159000054 = Diesel
   2. 159000055 = Unleaded
5. *Detail Data – Quantity Tab*
6. Qty in Unit of Entry Field - Input total quantity of fuel (net) received.
7. Ext. Amount LC Field - Input total price paid for the fuel.   
   (This total will include the fuel cost as well as all the necessary taxes and fees.)
8. *Detail Data – Where Tab*
9. Plant Field - Input four-digit plant code (i.e., Alamance =6001)
10. Storage Location Field- Input four-digit plant code (i.e., Alamance =8001)
11. <*Click* > **Execute icon** 
12. <*Click*> **Save icon** 
13. Record Material Document number of the vendor’s invoice   
    (Displayed in status bar)
14. <*Click*> **Exit icon** A picture containing clipart

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* Run Transaction **ZMB20** after stocking fuel to verify quantities and pricing of fuel stocked.

Updated

12-18-2019