**Annual Inventory**

**Step 6**

**Completion Check**

**MI20**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Verify there are no outstanding documents once inventory is completed

Not Applicable

**Website Application:**

**Note(s):**

* **Step 4** - Any items displayed on this screen are incomplete. If the status is ‘Not Yet Counted’ check the necessary boxes and <*Click*> Enter Count button   
    
  If the status is Counted check the necessary, check boxes and choose Post Difference button 

1. Open Transaction **MI20**
2. *List of Inventory Differences* window opens

Database Selection Section

1. Plant Field - Input four-digit number (i.e., Alamance = 6001)
2. Storage Location Field - Input four-digit number   
   (i.e., Alamance = 8001)

Status Sel. for Section

1. Phys. Inventory Documents Field - <*Check*>

List Scope Section

1. Fiscal Year Field – Input year

List Display Section

1. Group by Physical Inventory Document Field - <*Check*>
2. <*Click*> Execute icon 
3. *List of Inventory Differences – Status of Physical Inventory window opens*
4. Not yet Counted Field – <*Check*>
5. Partially Counted Field – <*Check*>
6. All Counted Field – <Unc*heck*>
7. <*Click*> Execute icon ![A picture containing clipart

   Description automatically generated]()
8. *List of Inventory Differences window opens* (See Note(s))
9. <*Click*> **Refresh icon** 
10. Repeat until all items have been resolved
11. <*Click*> Exit icon A picture containing clipart

    Description automatically generated

Updated

01-29-2020

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

A yellow school bus

Description automatically generated Dept. of Public Instr.

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