**Count Adjustment**

**MI10**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Post a physical inventory count immediately.

Not Applicable

**Website Application:**

**Note(s):**

* This transaction should only  
  be used for materials   
  to correct for incorrect adjustments or are an acknowledgement that the source of the discrepancy could not be determined.
* **Step 4** - The system will generate a material document number and a physical inventory document number in the Status bar.

1. Open Transaction **MI10**
2. *Post Document, Count, and Difference: Initial Screen* window opens
   1. Count Date Field – Input date physical count taken.
   2. Plant Field - Input four digit code (i.e., Alamance = 6001)
   3. Storage Location Field – Input four digit code (i.e., Alamance = 8001)
   4. <*Enter*>
3. *Post Document, Count, and Difference: New Items* window updates
4. Material Description Field – Input nine-digit material number.  
   (i.e., FEA089768)
5. Quantity Field - Input quantity on hand if greater than zero.

OR

ZC (Zero Count) Field - If count equals zero <*check*> the box.

1. <*Click*> **Save icon** 
2. *Post Document, Count, and Difference: Initial Screen* window updates
   1. <*ESC*> or <*Click*> **Back icon** 

Updated

12-16-2019