**Annual Inventory**

**Change Inventory Count**

**MI05**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Correct keyboard errors made when entering data on MI04, or if additional material has been located.

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1 -** Physical Inventory Item must not have been posted.
* **Step 1 -** This will NOT allow you to enter the initial count of an item. It will only change an existing count.   
    
  To enter the initial item count of a material use Transaction MI04   
  (Step 3).
* **Step 3 -** Repeat steps a & b as necessary. <*Page-down*> to advance.  
  <*Page-up*> move backwards.

1. Open Transaction **MI05 (See Note(s))**
2. *Change Inventory Count: Initial Screen* window opens
3. Physical Inventory Document Field - Input the physical inventory document number of the document to be changed.
4. <*Click*> **Continue icon** 
5. *Change Inventory Count {Phys Inv Doc ID}: Collect. Processing* window opens **(See Note(s))**
6. Quantity Column Fields – Input correct inventory count of items to change. 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.
8. *Change Inventory Count: Initial Screen* window opens
9. <*Click*> **Save icon** 

Tip: The message displays in the bottom status bar: “Count changed for Physical Inventory Document {Phys Inv Doc ID}”

Tip: Repeat for all Physical Inventory Documents as needed

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

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Tip: Repeat Step 4 (MI20) to verify all changes are complete and nothing remains incorrect.

Updated

01-30-2020

**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