**Annual Inventory**

**Change Physical
Inventory Documents**

**MI02**

 Dept. of Public Instr.

Transportation

**Procedure:**

Use this transaction to correct an error displayed in the log during processing of an existing physical inventory document; to

set the posting block; to delete items or the entire physical inventory document.

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **MI02**
2. *Change Physical Inventory Document: Initial Screen* window opens
3. Phys. Inventory Doc. Field - Input the Physical Inventory Document Number requiring change.
4. <*Click*> Desired Option
	1. **Header icon** – To change

* + - Planned Count Date
		- Posting Block (Set/Reset)
	1. **New Items icon** – To add items to the Phys Inv Doc.

Tip: Enter the material number of the item(s) that you want to add to the Phys Inv Doc and <*Enter*>

* 1. **Collect Processing icon** – To remove items from the Phys Inv Doc.

Tip: Select the material number to be deleted and <*Click*> **Delete Ind on/off button**. A check appears in the Del column next to the material.

* 1.  Delete icon – To remove the entire Phys Inv Doc.
1. <*Click*> **Save icon** 
2. <*Click*> **Exit icon** 

Updated

01-30-2020

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

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

Updated

12-18-2019