**Annual Inventory**

**Physical Inventory List**

**MI24**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Use this transaction if you forget to record your inv doc #’s or if your SAP session times out or you get logged off the system while MI31 is processing.

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **MI24 (See Note(s))**
2. *Physical Inventory List* 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. *Physical Inventory List – Status of Physical Inventory window opens*
4. Not yet Counted Field – <*Check*>
5. Partially Counted Field – <*Uncheck*>
6. All Counted Field – <*Uncheck*>
7. <*Click*> Execute icon ![A picture containing clipart

   Description automatically generated]()
8. *List of Inventory Differences window opens* (See Note(s))

Tip: The screen displays showing all the physical inventory documents that meet the criteria “Not yet counted.”  
  
The first data column contains the physical inventory document number and shows all the materials associated with that document.

1. Record the inventory document numbers
2. <*Click*> Exit icon A picture containing clipart

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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

    Description automatically generated

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

Updated

12-18-2019