**Annual Inventory**

**Step 2**

**Print Phys Inv Docs**

**MI21**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Print the Physical Inventory Document(s) that are used to record the actual Physical Inventory quantities & to key the data into BSIP

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1 -** To print the inventory documents, you must know the inventory document numbers generated by Transaction MI31.   
    
  Refer to Transaction MI24 if you do not know the inventory document numbers.

1. Open Transaction **MI21 (See Note(s))**
2. *Print Physical Inventory Document* window opens

Database Selections Section

1. Physical Inventory Document Field - Input the physical inventory document numbers produced in Step 1 with Transaction MI31. Users have option to process one document or the entire range.
2. <*Click*> **Execute icon** ![A picture containing clipart

   Description automatically generated]()
3. *Print Physical Inventory Document – SAP- Print* window opens
4. Output Device Field – Input DPI\_PRINTER (Should default)
5. Print Now Field – <*Check*> (Should default)
6. Delete After Output - <*Check*> (Should default)
7. <Click> **Print button** 
8. *Print Physical Inventory Document* window opens

“Print request completed” message will display at the bottom status bar.

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

   Description automatically generated

Updated

01-29-2020

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

A yellow school bus

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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