**Annual Inventory**

**Step 5**

**Post Inventory Count**

**MI20**

 Dept. of Public Instr.

Transportation

**Procedure:**

Updates the inventory and financial information for the plant

Not Applicable

**Website Application:**

**Note(s):**

**STOP** If an error(s) exists due to incorrect input of a material inventory count (i.e., 2 input instead of a 3). Do NOT complete this step! Instead make corrections first; open Transaction MI05

**STOP** If an error(s) exists due to a material inventory count not being input (i.e., Inv. Status does not show “Counted”). Do NOT complete this step! Instead make corrections first; open Transaction MI04 (Step 3)

1. Open Transaction **MI20**
2. *List of Inventory Differences* window opens

Database Selection 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.

Status Sel. for Section

1. Phys. Inventory Documents Field - <*Check*>

List Display Section

1. Group by Physical Inventory Document Field - <*Check*>
2. <*Click*> Execute icon 
3. *List of Inventory Differences – Status of Physical Inventory window opens*
4. Not yet Counted Field – <*Check*>
5. Partially Counted Field – <*Check*>
6. All Counted Field – <*Check*>
7. <*Click*> Execute icon 
8. *List of Inventory Differences window opens*
9. <*Click*> **Select All icon** 
10. <*Click*> **Post Difference button** 
11. *Post Inventory Difference Initial Screen window opens*
12. <*Click*> **Continue icon** 

(Continued next page)

Updated

01-29-2020



**Annual Inventory**

**Step 5**

**Post Inventory Count**

**MI20**

 Dept. of Public Instr.

Transportation

**Procedure:**

Updates the inventory and financial information for the plant

Not Applicable

**Website Application:**

**Note(s):**

1. *Post Inventory Difference {Phys Inv Doc ID}: Selection Screen window opens*
2. <*Click*> **Save icon** 
3. Record Post number
4. <Click> **Exit icon** 

Tip: The message displays in the bottom status bar; “Phys. Inventory document {Phys Inv Doc ID} posted with m. doc. {Posting ID}

Tip: If multiple doc(s) selected, the next Phys Inv Doc # will appear in the Phys Inv Doc field. Posting must be done separately for each doc. Continue processing all documents until the List of Inventory Differences screen displays.

Updated

01-29-2020

**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

**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;
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* Price incorrect

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14. <*Click*> **Exit icon** 
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Updated

12-18-2019