**Annual Inventory**

**Recount Physical
Inventory Documents**

**MI11**

 Dept. of Public Instr.

Transportation

**Procedure:**

Use this transaction to recount one or more items on a physical inventory document due to a posting period change or due to finding correctable errors in book quantity.

Not Applicable

**Website Application:**

**Note(s):**

* Only items or documents that have not been posted can be recounted.
* When the physical recount document has been created, the new count must be entered into SAP using Transaction MI04 (Step 3).
1. Open Transaction **MI11**
2. *Enter Recount: Initial Screen* window opens
3. Phys. Inventory Doc. Field - Input the Physical Inventory Document Number requiring change.
4. Planned count date Field – Input date inventory count is planned to take place (Accept the default date if count to be input that day).
5. Document date Field – Input date of the original Physical Inventory Document input.
6. Posting block Field – Set only if recounting an entire document as in the case of correctable errors you want to be able to fix the errors.
7. <*Click*> **Continue icon** 
8. *Enter Recount: Initial Screen* window opens
9. <*Uncheck*> Material items that are not to be counted

Tip: It may be better to uncheck all the items. Use menu path Edit > Deselect all (Top Menu). Check only the items to be recounted.

1. <*Click*> **Save icon** 

Tip: The following message displays: “Physical inventory document {Phys Inv Doc ID} created on bottom status bar.

1. <*Click*> **Exit icon** 
* Overview of Correction of a Book Quantity:
* First create the recount document
* Fix errors w/ the material,
* Transaction MI04 (Step 3) to enter the count on the new document.
* Transaction MI20 (Step 4) to recheck before posting the count of that item

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