

## Physical Inventory

This is done to adjust the system inventory with the physical stock.

In terms of Inventory Management, it is called Physical Inventory

In terms of warehouse Management, it is called as Cycle Inventory

MI01 MI02 MI03

Tcode to print is MI21

SAP - Process:

### Step 1 - Create a PI Document – MI01

**Create Physical Inventory Document: Initial Screen**

Document date 16.08.2019  
Planned count date 16.08.2019

Loc. of phys. inv.

Plant TRP1  
Storage Location TRS1  
Special Stock

Other information

☐ Posting Block  
☐ Freeze book inventory  
☒ Batches w. del. flag

Phys. inventory no.  
Phys. Inventory Ref.  
Grouping type  
Name

Ways to do PI - >>>

- 1) Posting Block – Where the GR/GI transactions are not permitted until PI is Posted.
- 2) Freeze Book Inventory – Where GR/GI transactions are permitted but are stored in a separate temporary table until the PI is posted.

**Create Physical Inventory Document: New Items**

Deletion Indicator    Other Phys. Inventory Doc.

Plant: TRP1 DAIMLER TRUCK PLANT  
 Stor. Loc.: TRS1 RAW MATERIAL

Item	Material	Material Description	Batch	STy	AUn	BD	Del
1				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Material and Batch should be entered for the PI to be performed – Also the Storage type should be mentioned – Whether it is a warehouse, QI, Blocked

**New Items**

Restrictions

Language Key: EN

**STy Stock type**

1	Warehouse
2	Quality inspection
3	Whrse/QuInsp.(InvSa)
4	Blocked

Save and PI document is posted and printed document looks as below

```

Plant           : TRP1
Description      : DAIMLER TRUCK PLANT
Phys. inv. doc.  : 100000159
Created by      : SKALLURU
Planned count date : 16.08.2019
Phys. inv. reference:
Phys. inv. no.   :

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Itm  Material          Batch          SLoc Stor. bin
     Mat. short text    Stock type
     Status of item     Counted qty.    Un
-----
001  HLIGHT2500         TRS1
     Head lights 2500 truck Warehouse
     Counted, adjusted _____ EA
002  HLIGHT2500         TRS1
     Head lights 2500 truck Quality inspection
     Counted, adjusted _____ EA
  
```





## Step 2

### Inventory Count – MI04

MI04 MI05 MI06

Enter the physical count from the document against the PI document .This is the stock count performed physically by operator.

***Change Physical Inventory Document: Initial Screen***


    Other Phys. Inventory Doc.





Phys. Inventory Doc.

100000160

Fiscal Year

2019

 ***Enter Inventory Count 100000160: Collect.Processing***

  Physical Inventory History  Set Zero Count  Other Count

Plant

TRP1

DAIMLER TRUCK PLANT

Stor. Loc.

TRS1

RAW MATERIAL

Items

Icm	Material	Batch	Sales Value	Quantity	UnE	zC
	Material Description		STy	Quantity	SKU	
1	HLIGHT2500				EA	<input type="checkbox"/>
	Head lights 2500 truck		1	0	EA	

SAVE – PI document

### STEP 3 - Difference list - MI20

**List of Inventory Differences**

Database Selection

Material: [ ] to [ ]

Plant: [ ] to [ ]

Storage Location: [ ] to [ ]

Batch: [ ] to [ ]

Physical Inventory Document: 100000160 to [ ]

Physical Inventory Number: [ ] to [ ]

Status Sel. for

☐ Phys. Inventory Documents

☐ Phys. Inventory Items

List Scope

Special Stock: [ ] to [ ]

Fiscal Year: [ ] to [ ]

Count Date: [ ] to [ ]

Planned Count Date: [ ] to [ ]

Physical Inventory Reference: [ ] to [ ]

Reason for Inventory Diff.: [ ] to [ ]

Threshold Value: [ ]

Displ. Options

Layout: [ ]

Enter the PI document number and execute

**List of Inventory Differences**

Post Difference Change Count Enter Count List of Unposted Docs

PhysInvDoc	Item	Material	Batch	Plant	Storage Location	Book quantity	Qty Counted	Difference qty	BU	Difference amt.	Crcy	S
100000160	1	HLIGHT2500		TRP1	TRS1	10,000	10,000	0,000	EA	0,00	USD	

Select the PI document and Post difference – the diff value and amount are seen in this screen.

If the difference is not correct i.e. there is a huge difference in the book and physical qty then recount can be done again to take a decision – MI11

Which can be posted again in the difference -MI20

Posting can be done in MI20 – Difference List or directly in Post MI07