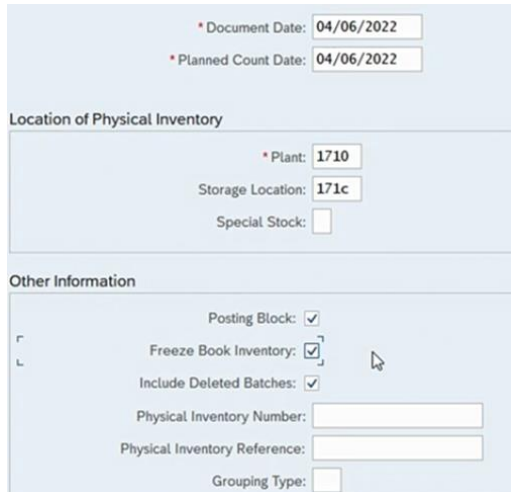


Create physical inventory doc: MI01

The first step in taking physical inventory is to create a physical inventory document.

A dropdown menu with a light blue border. The text 'mi01' is entered in the input field, and a downward-pointing arrow is visible on the right side of the field.

Let's create a physical inventory document using transaction code mi01.

A screenshot of a SAP form for creating a physical inventory document. The form has a light blue header and body. The header contains two required fields: '\* Document Date: 04/06/2022' and '\* Planned Count Date: 04/06/2022'. Below this is a section titled 'Location of Physical Inventory' containing three fields: '\* Plant: 1710', 'Storage Location: 171c', and 'Special Stock:'. The bottom section is titled 'Other Information' and contains several checkboxes: 'Posting Block: [checked]', 'Freeze Book Inventory: [checked]', and 'Include Deleted Batches: [checked]'. Below these are three text input fields: 'Physical Inventory Number:', 'Physical Inventory Reference:', and 'Grouping Type:'.

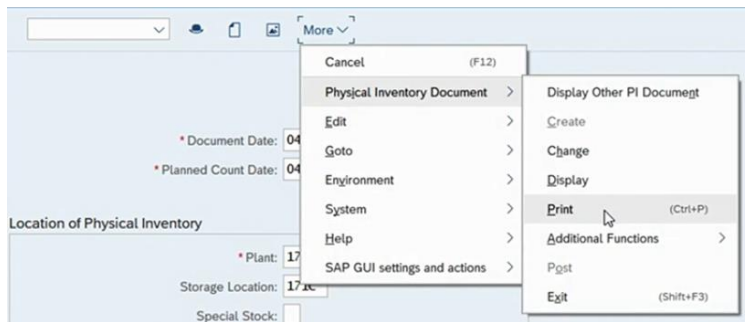
* Document Date: 04/06/2022	
* Planned Count Date: 04/06/2022	
Location of Physical Inventory	
* Plant: 1710	
Storage Location: 171c	
Special Stock:	
Other Information	
Posting Block: [checked]	
Freeze Book Inventory: [checked]	
Include Deleted Batches: [checked]	
Physical Inventory Number:	
Physical Inventory Reference:	
Grouping Type:	

The first two fields are required, and they're auto-populated with today's date. The Document Date is the date that the document is created. We'll leave that set as today. The Planned Count Date, like it says, is the day when the inventory count is to take place. We'll assume that the count date is also today. Next we have to enter the plant where the count needs to take place. We'll enter plant 1710. The field directly below is Storage Location. This field doesn't have the red asterisk, but it is required as physical inventory is conducted at the storage location level. We'll enter 171c. Down in the Other Information area of the screen, we have the posting block. We'll check this so that no goods movements involving the materials listed in the physical inventory document can be posted for the duration of the count. We'll also check the Freeze Book Inventory field. This freezes the book inventory balances of the materials we're counting.

A screenshot of the 'Items' table in SAP. The table has a light blue header and a single data row. The columns are: Item, Material, Material Description, Batch, Stock Type, Altern. UoM, and Det. Batches. The first row contains the values: 1, rm16, a search icon, an empty field, 1, [checked], and [checked].

Item	Material	Material Description	Batch	Stock Type	Altern. UoM	Det. Batches
1	rm16			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

We press enter, and we're taken to the document New Items screen. We'll enter the material we want to take inventory of. It's rm16. Many materials can be entered here, but for our purposes, we'll only enter one. We now press Post to create this document.



The system gives us a success message that our document has been created and assigned a number. Usually we need to print this document out to give to the people conducting the count. To do so, we'll go to More, Physical Inventory Document, Print.

Plant : 1710				
Description : Plant 1 US				
Phys. inv. doc. : 100000012				
Created by : STUDENT001				
Planned count date : 04/06/2022				
Phys. inv. reference:				
Phys. inv. no. :				
Itm	Material	Batch	SLoc	Stor. bin
	Mat. short text			Stock type
	Status of item			Counted qty. Un
001	RM16		171C	
	RAW16, PD		Warehouse	PC
	Not Yet Counted			

This brings us to a new transaction. This is transaction mi21. And many documents can be printed from this transaction. Our document that was just created is auto-populated for us, so we'll press the Execute button. This brings up the Print popup. For our purposes, we'll press the Print Preview button. In the header, we've got the plant, document number, our user ID, because that's the account where we created this document, and the planned count date. Below, we can see that this document has the material, the storage location, which is 171c, and the status. This has not yet been counted. Creating physical inventory documents, like this one, is the first step in the physical inventory process.