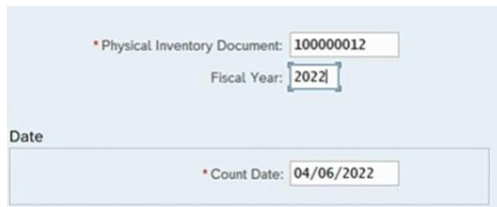Enter physical inventory count: MI04
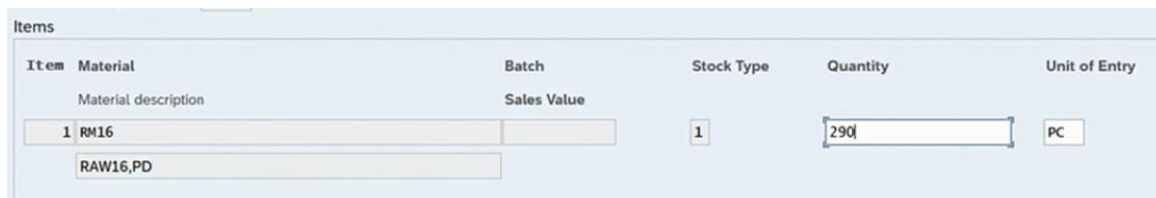
Once a physical inventory document has been created and the actual count has been conducted, the results must be entered into the system.

mi04

To do this, we'll use transaction MI04.

* Physical Inventory Document: 100000012
Fiscal Year: 2022

Date

* Count Date: 04/06/2022

The first field is the physical inventory document that was created previously. If needed, we can search for this document, but we have it handy so we'll paste it into this field. Next, we have to enter the fiscal year. We'll enter 2022. We also have to enter the day the count was conducted on. The system defaults this field to today, and we'll leave that. We're now ready to enter the count results so we'll press Enter.

Items					
Item	Material	Batch	Stock Type	Quantity	Unit of Entry
	Material description	Sales Value			
1	RM16		1	290	PC
	RAW16,PD				

This brings us to the inventory count collective processing screen. Our material from the physical inventory document is auto-populated, and this count was conducted on material RM16. In the quantity field, we'll enter the results of our count, which was 290. We're now ready to post this so we'll press the Post button. The system gives us a success message that our count has been entered for our physical inventory document.