



Project – SUGAM

User Manual

Process Name: Physical Inventory
Process Number: 17



DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Physical Inventory
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
17	PHYSICAL INVENTORY	

AUTHORS & PARTICIPANTS

Role	Name
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Workshop Participants	

Revision History

Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar



Project – SUGAM

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SAP T-code	MI01
Process	Create Physical inventory Document

Create Physical Inventory Document: Initial Screen



Document Date 04.03.2019
Planned Count Date 04.03.2019

Location of Physical Inventory

Plant 1100
Storage Location 1000
Special Stock

Other Information

Posting Block
Freeze Book Inventory
Include Deleted Batches
Physical Inventory Number
Physical Inventory Reference
Grouping Type
PI Document Description

Enter material for which we want to carry Physical inventory

Create Physical Inventory Document: New Items

Deletion Indicator Display Other PI Document

Plant 1100 Trans Circle Patna
Storage Location 1000 C/S,Fatuha

Item	Material	Material Description	Batch	Stock Type
1	1000000041			1

Save document

✓ Physical inventory document 100000034 created



Project – SUGAM

User Manual

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SAP T-code	MI03
Process	Display Physical inventory document

Enter Document number which we want to display

Display Physical Inventory Document : Initial Screen

Physical Inventory Document

Fiscal Year

Display Physical Inventory Document 100000034 : Overview

Position... Physical Inventory History Statistics... Display Other PI Document

Plant Trans Circle Patna

Storage Location C/S,Fatuha

Item	Material	Material Description	Batch	Stock Type
1	1000000041	wer cable 2C - Test		1



Project – SUGAM

User Manual

Process Name: Physical Inventory

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SAP T-code	MI21
Process	Print Physical inventory document

Print Physical Inventory Document



Database Selection

Physical Inventory Document	100000034	to		
Fiscal Year		to		
Plant	1100	to		
Storage Location	1000	to		
Planned Count Date		to		
Physical Inventory Number		to		
Physical Inventory Reference		to		

Print: ✕

Output Device: lp01

Number of copies: 1

Page selection:

Spool Request

Name: SCRIPT YASH_MM2

Title:

Authorization:

Spool Control	Cover Page Settings
<input type="checkbox"/> Print Now	SAP cover page: Do not print
<input type="checkbox"/> Delete After Output	Recipient: <input type="text"/>
<input type="checkbox"/> New Spool Request	Department: <input type="text"/>
<input type="checkbox"/> Close Spool Request	
Spool Retention: 8 Day(s)	
Storage Mode: 1 Print only	

Print Preview Print



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Plant : 1100
Description : Trans Circle Patna
Phys. inv. doc. : 100000034
Created by : YASH_MM2
Planned count date : 04.03.2019
Phys. inv. reference:
Phys. inv. no. :

Itm	Material	Batch	SLoc	Stor. bin	Stock type	Counted qty.	Un
001	1000000041		1000	Warehouse			KM
	power cable 2C - Test						
	Not Yet Counted						



Project – SUGAM

User Manual

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SAP T-code	MI04
Process	Enter count

Enter document for which we want to Enter count

Enter Inventory Count: Initial Screen

Display Other Count Document

Physical Inventory Document

Fiscal Year

Date

Count Date

Other Information

Variance in %

Enter Inventory Count 100000034: Collec. Processing

Physical Inventory History Set Zero Count Display Other Count Document

Plant Trans Circle Patna
Storage Location C/S,Fatuha

Item	Material	Batch	Stock Type	Quantity	Unit of Entry	Zero Count
1	1000000041 power cable 2C - Test		1	<input type="text" value="75"/>	KM	<input type="checkbox"/>



Project – SUGAM

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SAP T-code	MI20
Process	List of Inventory difference

Enter document for which we want to see difference

List of Inventory Differences

Database Selection

Material					
Plant	1100	to			
Storage Location	1000	to			
Batch		to			
Physical Inventory Document	100000034	to			
Physical Inventory Number		to			

Phys. Inv. Doc.	Item Material	Batch	Plant	Sloc	Book Quantity	Qty Counted	Difference	Quantity BU	Difference Amount
100000034	1000000041		1100	1000	71.000	75.000	4.000	KM	318,877.61



Project – SUGAM

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Process Name: Physical Inventory
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SAP T-code	MI07
Process	Post Physical inventory document

Enter document number for which we want to post inventory difference

Enter reason

Click on Header data

Post Inventory Difference: Initial Screen

 [Navigate to Selection Screen](#) [Other Difference](#)





Physical Inventory Document

100000034

Fiscal Year

Enter Reason

Post Inventory Difference 100000034: Selection Screen

    Position... [Physical Inventory History](#) [Other Difference](#)

Plant 1100 Trans Circle Patna
Storage Location 1000 C/S,Fatuha

Item	Material	Batch	Stock Type	Difference Quantity	Base UoM	Difference Amount	Difference Sales Value
<input checked="" type="checkbox"/>	1	1000000041	Reason 1	4	KM	318,877.61	0.00



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Enter Adjustment order number

Post Inventory Difference 100000034: Header

Other Difference

Location of Physical Inventory

Plant	1100	Trans Circle Patna
Storage Location	1000	C/S,Fatuha
Special Stock		

Date and Status

Planned Count Date	04.03.2019	Posting Period	201812
Count Date	04.03.2019	Count Status	X
Posting Date	04.03.2019	Adjustment Status	
Document Date	04.03.2019	"Delete" Status	
Created by	YASH_MM2		

Other Fields

Posting Block	<input type="checkbox"/>
Freeze Book Inventory	<input type="checkbox"/>
Transaction/Event Type	IB Physical Inventory Document
Physical Inventory Number	
Physical Inventory Reference	
Grouping Type	
Grouping Criterion	
Order	Order 23434

Save document

Post Inventory Difference 100000034: Selection Screen

Position... Physical Inventory History Other Difference

Plant 1100 Trans Circle Patna

Storage Location 1000 C/S,Fatuha

Items

Item	Material	Batch	Stock Type	Difference Quantity	Base UoM	Difference Amount
<input checked="" type="checkbox"/>	1	1000000041	Reason 1	4	KM	318,877.61
						0.00

Following material document create when we post Physical inventory document

Diffs in phys. inv. doc. 100000034 posted with m. doc. 4900000344