



SAP User Manual for Physical Inventory

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
Physical Inventory (Stock Verification)
Process**

Submitted by:

**Tech
Mahindra**

**Plot No. 58 A & B,
Noida Special Economic Zone,
Uttar Pradesh-201305**

www.techmahindra.com



SAP User Manual for Physical Inventory

This document is a desk reference tailored to the Procurement Specialists. It is intended to provide information that will be helpful to support the Physical Inventory process.

All rights reserved. Passing on and copying of this document, use and communication of its contents not permitted without written authorization

Document History:

| Authors & Participants | |
|------------------------|------|
| Role | Name |
| | |
| | |
| | |
| | |

| Revision History | | | |
|------------------|------------------|-------------------------------|--|
| Date | Document Version | Document Revision Description | Author |
| 29.07.2020 | 1.0 | Initial Version | Sridhar Thangavel, Ashish Mogrekar. |
| | | | |
| | | | |
| | | | |
| | | | |

| Reviewed and Approved By | | | |
|--------------------------|-------|------|----------|
| Name | Title | Date | Approved |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



SAP User Manual for Physical Inventory

Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Physical Inventory Process handled in S4H (SAP) to the respective users.

Summary:

In this chapter, we are going to learn about how Physical Process transactions will be handled in SAP system.

Its starts right from creation of Creating Physical Inventory Document, Entering Count and Physical Inventory Document Approval Process.

The **Physical Inventory (Stock Verification) Process** is coming under **6.21 (Physical inventory)** in SAP MM/QM SRS Document.



SAP User Manual for Physical Inventory

| | |
|--|-----------|
| Document History: | 2 |
| 1. Abbreviation | 5 |
| 2. Create Physical Inventory Document | 6 |
| 3. Enter Inventory Count | 9 |
| 4. Physical Inventory Document Approval | 12 |



SAP User Manual for Physical Inventory

1. Abbreviation

| <i>Abbreviation</i> | <i>Description</i> |
|---|-------------------------|
| PR/ PReq | Purchase Requisition |
| RFQ | Request for Quotation |
| PO | Purchase Order |
| MS | Measurement Sheet |
| JMS | Joint Measurement Sheet |
| MM | Materials Management |
|  | Release for Approval |
|  | Selection variant |
|  | Service Button |
|  | Exit Button |
|  | Supplier Address |
|  | Continue button |
|  | SAP Business Workplace |
|  | Check |
|  | Save |
|  | Overview |
|  | Copy |
|  | Back / Previous Menu |
|  | Header |
|  | Details |
|  | Execute |
|  | Other Document |



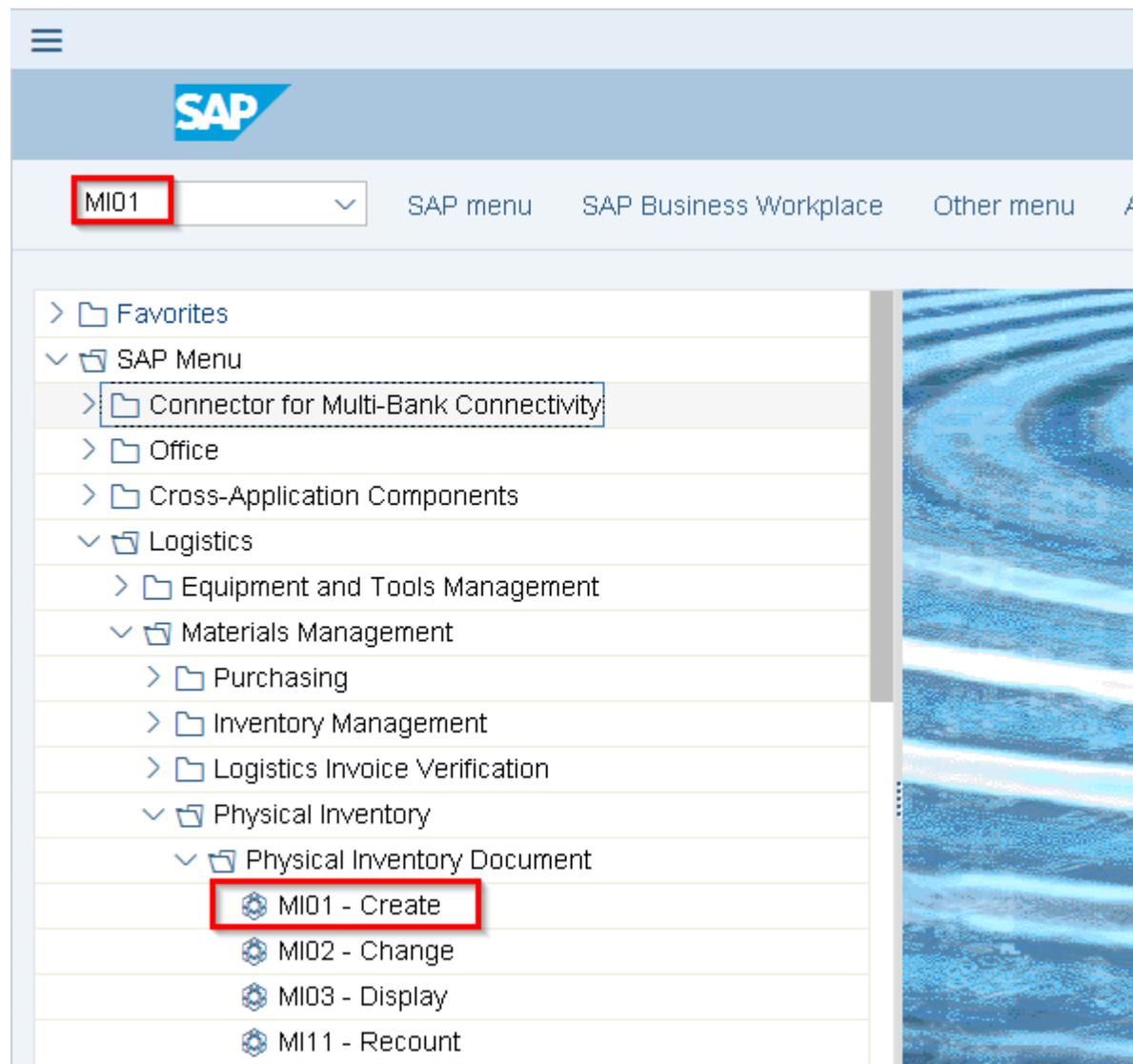
SAP User Manual for Physical Inventory

2. Create Physical Inventory Document

Step 1:

Enter Transaction Code **MI01** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | MI01 |
| Menu Path | Easy Access → SAP Menu → Logistics → Materials Management → Physical Inventory → Physical Inventory Document → MI01 -Create |





SAP User Manual for Physical Inventory

Step 2:

- In Create Physical Inventory Document Screen, Provide Below Details;
 - Document Date: **29.07.2020**
 - Planned Count Date: **29.07.2020**
 - Plant: **1000**
 - Storage Location: **6626**
 - Press **Enter**

The screenshot shows the SAP 'Create Physical Inventory Document' screen. The interface includes a top navigation bar with the SAP logo and a title bar. Below the title bar, there are several tabs: 'Display Header Data', 'New Items', 'Display Overview Data', and 'More'. The main content area is divided into sections. The first section, 'Location of Physical Inventory', contains two input fields: '* Document Date: 29.07.2020' and '* Planned Count Date: 29.07.2020'. A red box highlights these two fields, and a callout bubble points to them with the text '1. Enter Document Date' and '2. Planned Count Date'. Below this, there are two more input fields: '* Plant: 1000' and 'Storage Location: 6626'. A red box highlights these two fields, and a callout bubble points to them with the text '3. Plant' and '4. Storage Location'. There is also a 'Special Stock' checkbox which is currently unchecked. The bottom section is labeled 'Other Information'.



SAP User Manual for Physical Inventory

Step 3:

- In Create Physical Inventory Document Screen,
 - Enter Material **100000588**
 - Click on **Post** Button

Plant: 1000 Mumb
Storage Location: 6626 MZCM

| Item | Material | Material Description | Batch | Stock Type | Altern. UoM | Det. Batches | De1. |
|------|-----------|----------------------|-------|------------|-------------------------------------|-------------------------------------|--------------------------|
| 1 | 100000588 | | | 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"/> |
| 5 | | | | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | | | | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | | | | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | | | | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Post Cancel

- System will create Physical Inventory document and shows information "

Physical inventory document 100000020 created [View details](#) " message.



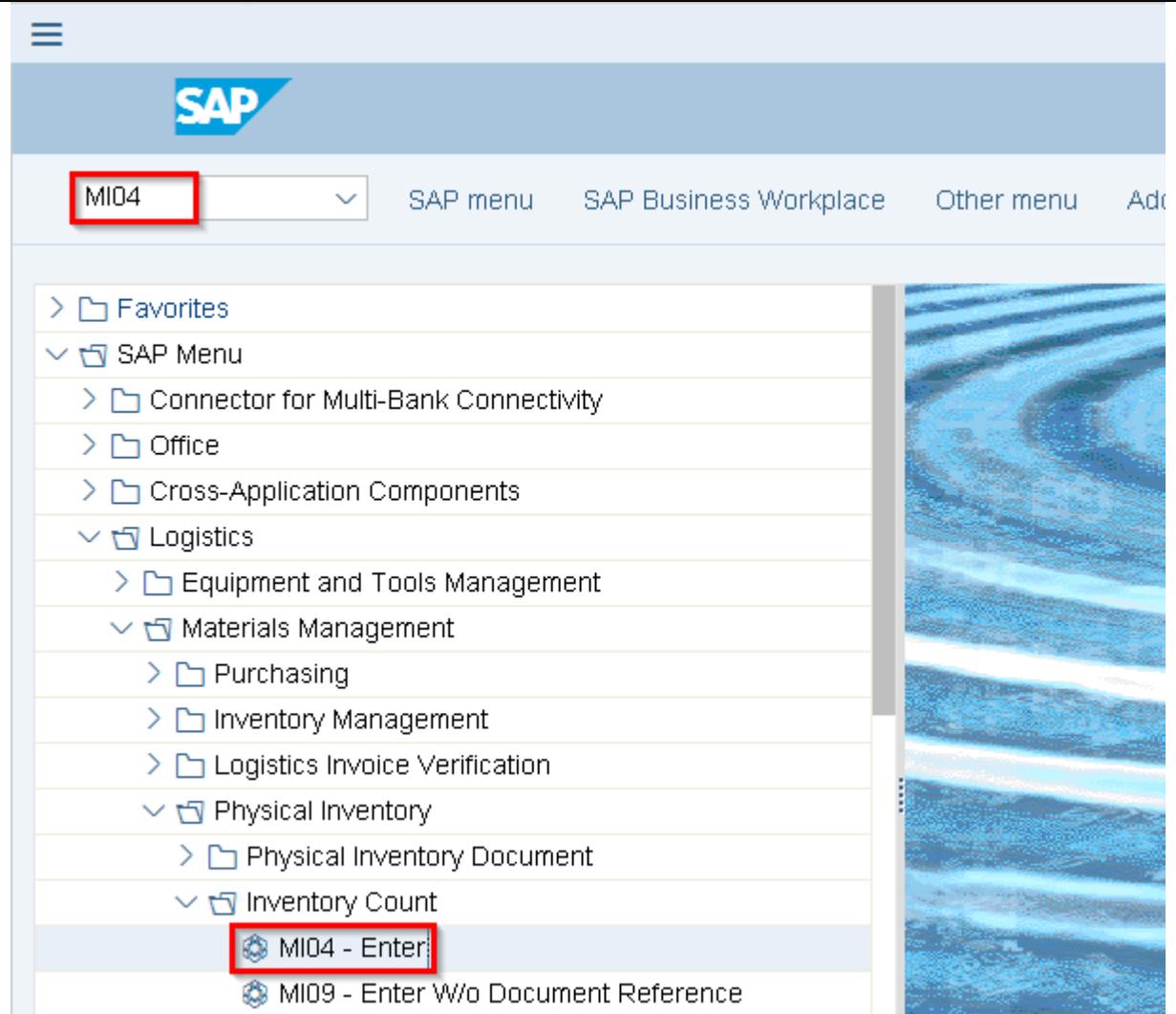
SAP User Manual for Physical Inventory

3. Enter Inventory Count

Step 1:

Enter Transaction Code **MI04** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | MI04 |
| Menu Path | Easy Access → SAP Menu → Logistics → Materials Management → Physical Inventory → Inventory Count → MI04 - Enter |





SAP User Manual for Physical Inventory

Step 2:

- In Enter Inventory Count Screen, provide Below Details;
 - Physical Inventory Document: **100000020**
 - Fiscal Year: **2020**
 - Count Date: **29.07.2020**
 - Press **Enter**.

The screenshot shows the SAP 'Enter Inventory Count: Initial Screen'. The interface includes a header with the SAP logo and the title 'Enter Inventory Count: Initial Screen'. Below the header, there are options for 'Display Header Data', 'Collective Processing', and 'More'. The main form area is divided into sections: 'Physical Inventory Document' and 'Fiscal Year' (both highlighted with a red box and a callout bubble stating '1. Enter Physical Inventory Doc' and '2. Fiscal Year'), 'Date' (with a callout bubble stating '3. Enter Count date' pointing to the '*Count Date: 29.07.2020' field), and 'Other Information' (with a 'Variance in %' field).



SAP User Manual for Physical Inventory

Step 3:

- System will open the Physical Inventory document.
- Enter The Quantity: **200**

The screenshot shows the SAP 'Enter Inventory Count' interface. At the top, the title bar reads 'Enter Inventory Count 100000020: Collec. Processing'. Below the title bar, there are navigation buttons: 'Previous Page', 'Next Page', 'Display Header Data', 'Collective Processing', 'Display Overview Data', 'Set Zero Count', and 'More'. The main area contains the following data:

Plant: 1000 Mumbai Port Trust
Storage Location: 6626 MZCMEEMDIVBB

| Item | Material | Batch | Stock Type | Quantity | Unit of Entry | Zero Count | Quantity |
|------|------------|-------|------------|----------|---------------|--------------------------|----------|
| 1 | 1000000588 | | I | 200 | L | <input type="checkbox"/> | 0 |

Material description: ACRYLIC EMULSION(PLASTIC) PA

At the bottom right, there is a 'Post' button highlighted with a red box, and a 'Cancel' button next to it. A speech bubble points to the 'Quantity' field with the text '1. Enter Count'. Another speech bubble points to the 'Post' button with the text '2. Click on Post'.

Step 4:

- Click on **Post** Button. System shows information Button. System shows information " Count entered for phys. inv. doc. 100000020 [View details](#)" message.

SAP User Manual for Physical Inventory

4. Physical Inventory Document Approval

Step 1:

- Login as **Approver 1** (Assistant Engineer) in SAP System.

Step 2:

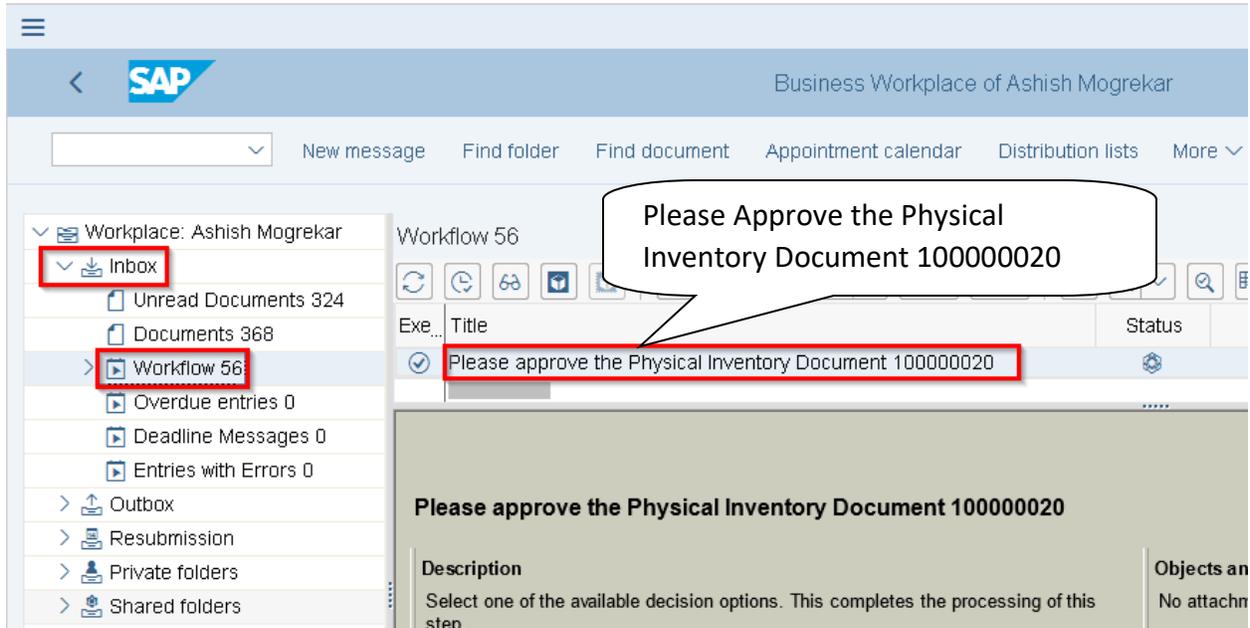
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | SBWP |
| Menu Path | Easy Access → SAP Menu → Office → Workplace |

SAP User Manual for Physical Inventory

Step 3:

- Expand “Inbox” button, under workflow “Please Approve the Physical Inventory Document 100000020” message will appear.
- Double Click on the “Please Approve the Physical Inventory Document 100000020” message. It will open the Physical Inventory Document in Display mode



The screenshot shows the SAP Business Workplace interface. The left sidebar shows the navigation tree with 'Inbox' and 'Workflow 56' highlighted. The main area displays a workflow task titled 'Please approve the Physical Inventory Document 100000020'. A callout bubble points to the task title, and another callout bubble points to the task title in the table below.

| Exe... | Title | Status |
|-------------------------------------|--|--------|
| <input checked="" type="checkbox"/> | Please approve the Physical Inventory Document 100000020 | |

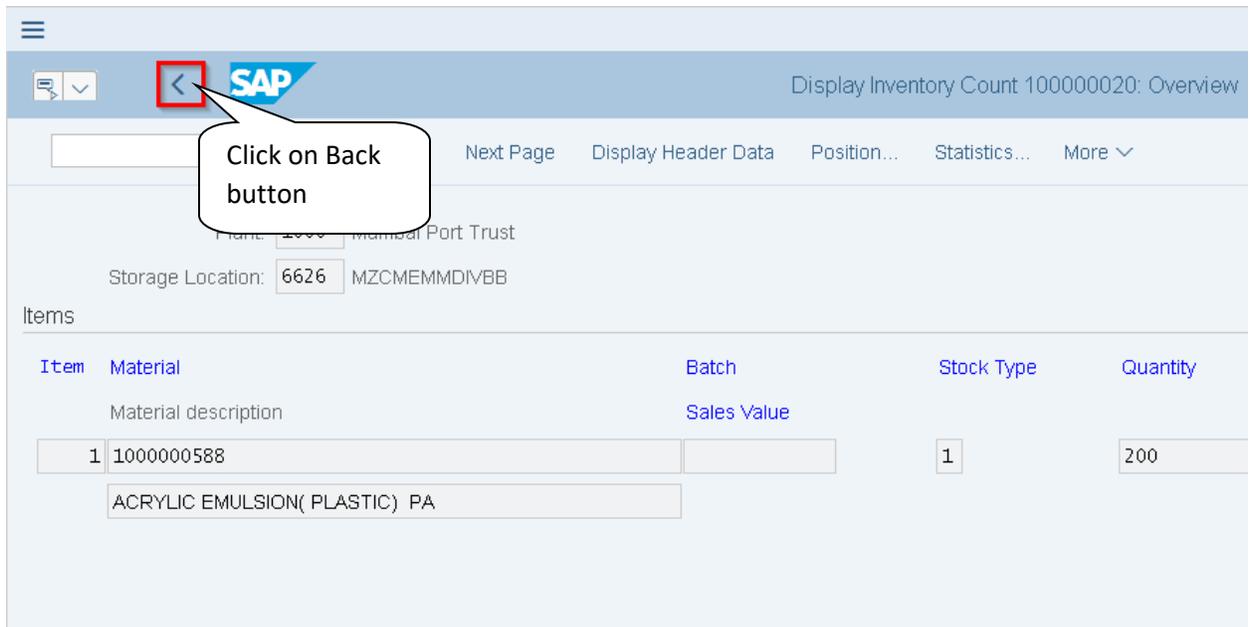
Please approve the Physical Inventory Document 100000020

Description
Select one of the available decision options. This completes the processing of this step.

Objects an
No attachm

Step 4:

- Click on **Back** Button. System will open Decision step in workflow screen.



The screenshot shows the SAP Business Workplace interface displaying the decision step in the workflow screen. A callout bubble points to the back button in the top left corner.

Click on Back button

Display Inventory Count 100000020: Overview

Next Page Display Header Data Position... Statistics... More ▾

Storage Location: 6626 MZCMEMMDIVBB

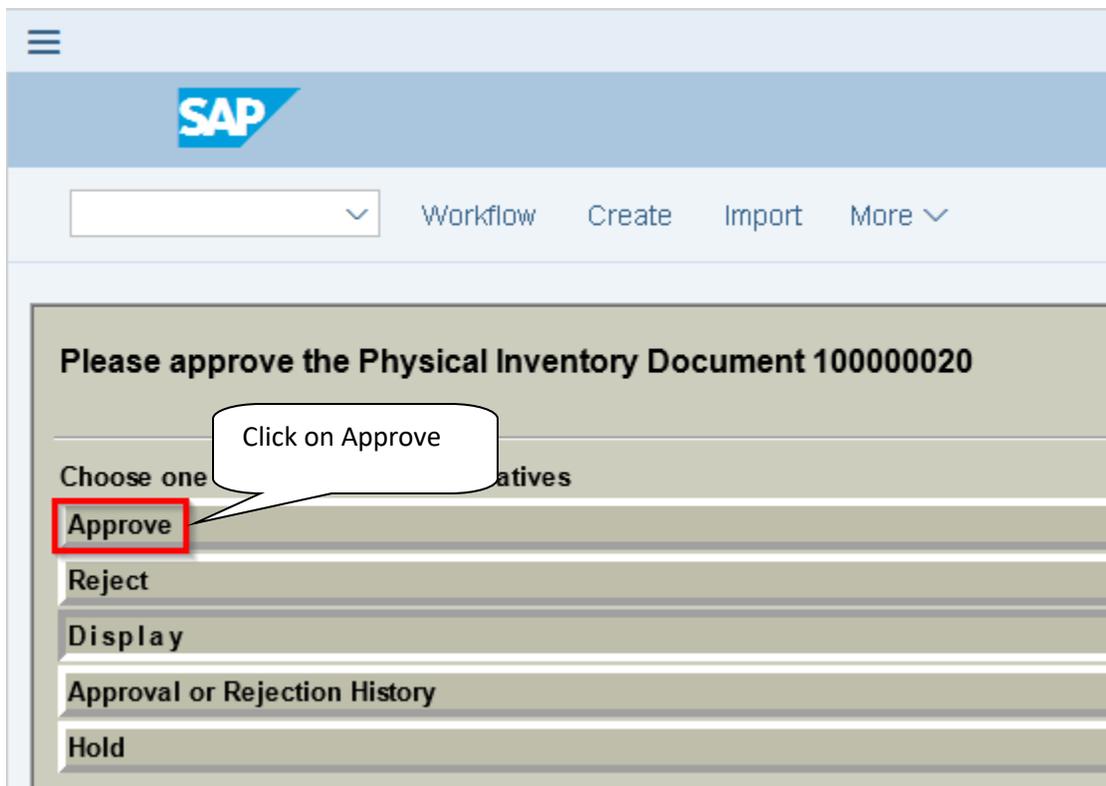
| Item | Material | Batch | Stock Type | Quantity |
|------|-------------------------------|-------|------------|----------|
| 1 | 1000000588 | | 1 | 200 |
| | ACRYLIC EMULSION(PLASTIC) PA | | | |



SAP User Manual for Physical Inventory

Step 5:

- Click on “**Approve**” Button to approve the Physical Inventory Document.



Step 6:

- Physical Inventory Document will be approved with level 1.
- Physical Inventory Document Approval Request notification is forwarded to Approver 2.

SAP User Manual for Physical Inventory

Step 7:

- Login as **Approver 2** (Executive Engineer) in SAP System.

Step 8:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | SBWP |
| Menu Path | Easy Access → SAP Menu → Office → Workplace |

SAP User Manual for Physical Inventory

Step 9:

- Expand “Inbox” button, under workflow “Please Approve the Physical Inventory Document 10000020” message will appear.
- Double Click on the “Please Approve the Physical Inventory Document 10000020” message. It will open the Physical Inventory Document in Display mode

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows a folder tree with 'Inbox' and 'Workflow 56' highlighted. The main area displays a message titled 'Please Approve the Physical Inventory Document 10000020'. A callout bubble points to the message title, and another callout bubble points to the message title in the list view.

Step 10:

- System will open the Physical Inventory Document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

The screenshot shows the SAP Physical Inventory Document in Display mode. The top navigation bar includes a 'Back' button (highlighted with a red box and a callout bubble) and the SAP logo. The main area displays the document details, including the Storage Location (6626) and the Material (1000000588). A table shows the inventory items.

| Item | Material | Batch | Stock Type | Quantity |
|------|------------|-------|------------|----------|
| 1 | 1000000588 | | 1 | 200 |

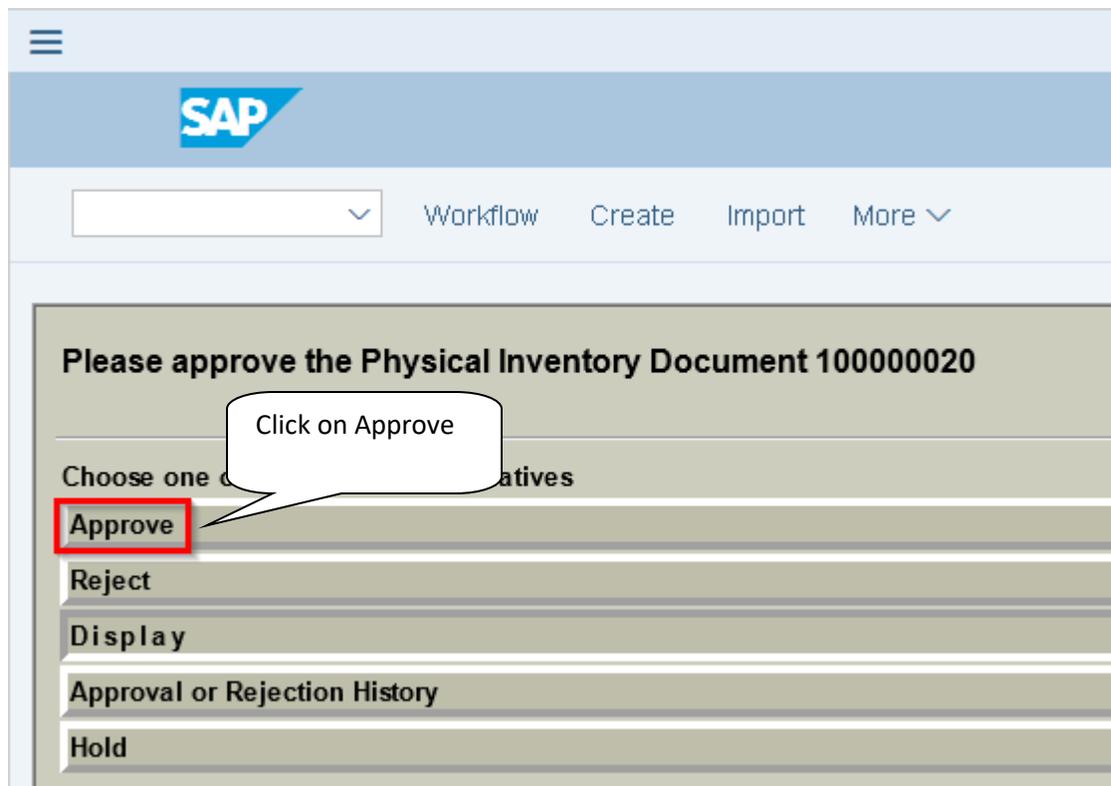
Material description: ACRYLIC EMULSION(PLASTIC) PA



SAP User Manual for Physical Inventory

Step 11:

- Click on “**Approve**” Button to approve the Physical Inventory Document.



Step 12:

- Physical Inventory Document will be approved with level 2.
- Physical Inventory Document Approval Request notification is forwarded to Approver 3.

SAP User Manual for Physical Inventory

Step 13:

- Login as **Approver 3** (Dy CME) in SAP System.

Step 14:

- Click on “” **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | SBWP |
| Menu Path | Easy Access → SAP Menu → Office → Workplace |

SAP User Manual for Physical Inventory

Step 15:

- Expand “**Inbox**” button, under workflow “**Please Approve the Physical Inventory Document 10000020**” message will appear.
- Double Click on the “**Please Approve the Physical Inventory Document 10000020**” message. It will open the Physical Inventory Document in Display mode

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows a navigation tree with 'Inbox' and 'Workflow 56' highlighted. The main area displays a workflow step titled 'Please approve the Physical Inventory Document 10000020'. A callout box points to the title of the workflow step.

Please Approve the Physical Inventory Document 10000020

Please approve the Physical Inventory Document 10000020

Please approve the Physical Inventory Document 10000020

Description
Select one of the available decision options. This completes the processing of this step.

Objects an
No attachn

Step 16:

- System will open the Physical Inventory Document in Display mode.
- Click on **Back Button**. System will open Decision step in workflow screen.

The screenshot shows the SAP Business Workplace interface for 'Display Inventory Count 10000020: Overview'. The 'Back' button in the top navigation bar is highlighted with a red box and a callout box. The main area displays a table with inventory items.

Click on Back Button

Storage Location: 6626 MZCMEMMDIVBB

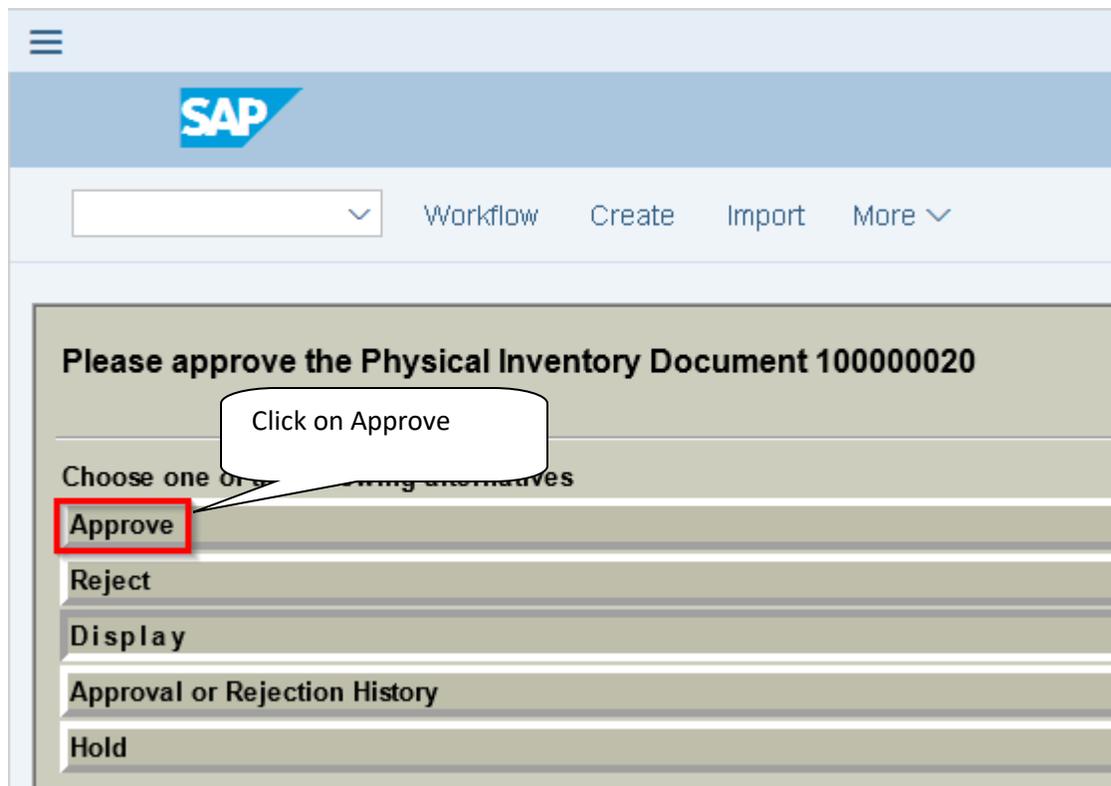
| Item | Material | Batch | Stock Type | Quantity |
|------|-------------------------------|-------|------------|----------|
| 1 | 1000000588 | | 1 | 200 |
| | ACRYLIC EMULSION(PLASTIC) PA | | | |



SAP User Manual for Physical Inventory

Step 17:

- Click on “**Approve**” Button to approve the Physical Inventory Document.



Step 18:

- Physical Inventory Document will be approved with level 3.
- Physical Inventory Document Approval Request notification is forwarded to Approver 4.

SAP User Manual for Physical Inventory

Step 19:

- Login as **Approver 4** (CME) in SAP System.

Step 20:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

| | |
|------------------|---|
| Transaction Code | SBWP |
| Menu Path | Easy Access → SAP Menu → Office → Workplace |

SAP User Manual for Physical Inventory

Step 21:

- Expand “Inbox” button, under workflow “Please Approve the Physical Inventory Document 10000020” message will appear.
- Double Click on the “Please Approve the Physical Inventory Document 10000020” message. It will open the Physical Inventory Document in Display mode

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the navigation menu with 'Inbox' and 'Workflow 56' highlighted. The main area displays a workflow table with one entry: 'Please approve the Physical Inventory Document 10000020'. A callout bubble points to this entry with the text 'Please Approve the Physical Inventory Document 10000020'. Below the table, the details of the selected entry are shown, including a description: 'Select one of the available decision options. This completes the processing of this step.'

Step 22:

- System will open the Physical Inventory Document in Display mode.
- Click on Back Button. System will open Decision step in workflow screen.

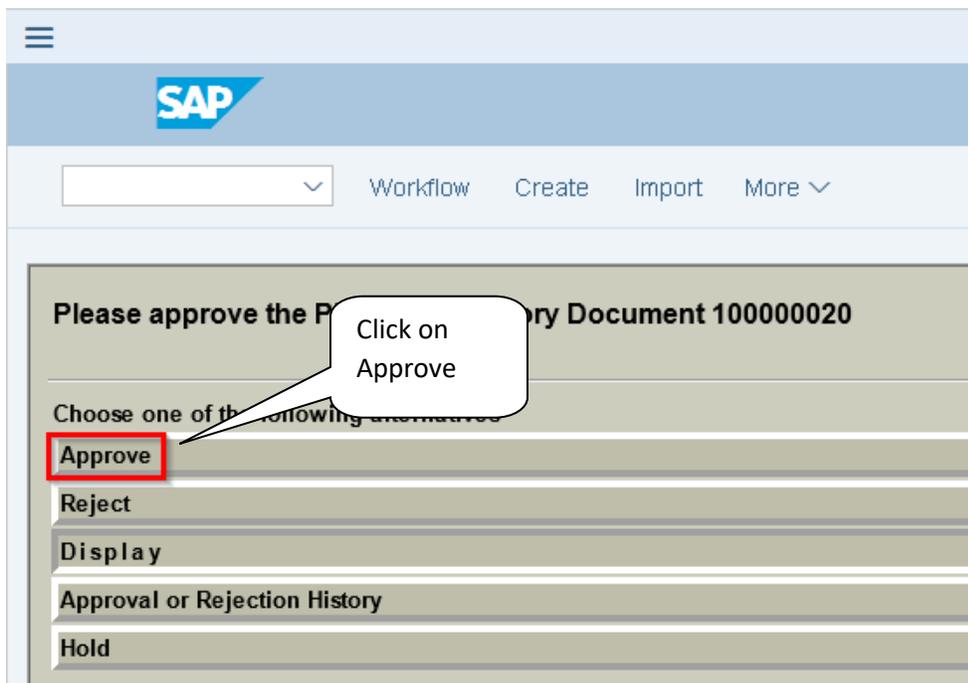
The screenshot shows the SAP Business Workplace interface displaying the Physical Inventory Document for document number 10000020. The title bar reads 'Display Inventory Count 10000020: Overview'. A callout bubble points to the back button in the top left corner with the text 'Click on Back'. Below the title bar, there are navigation buttons: 'Previous Page', 'Next Page', 'Display Header Data', 'Position...', 'Statistics...', and 'More'. The main area shows the document details, including 'Plant' and 'Storage Location: 6626 MZCMEMMDIVBB'. Below this, there is a table with the following data:

| Item | Material | Batch | Stock Type | Quantity |
|------|-------------------------------|-------|------------|----------|
| 1 | 1000000588 | | 1 | 200 |
| | ACRYLIC EMULSION(PLASTIC) PA | | | |

SAP User Manual for Physical Inventory

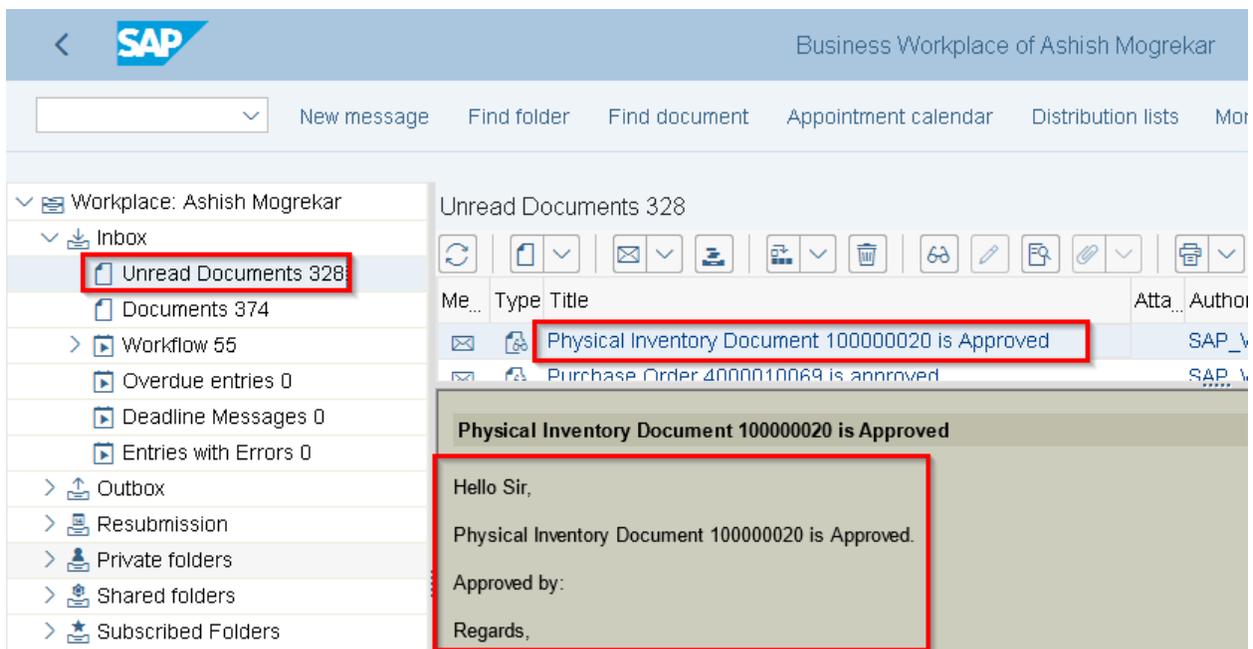
Step 23:

- Click on **“Approve”** Button to approve the Physical Inventory Document.



Step 24:

- Physical Inventory Document will be approved with level 4.
- Once the Physical Inventory Document is approved by all 4 level approvers, a notification is triggered to Physical Inventory Document Initiator and all preceding approvers.





SAP User Manual for Physical Inventory

Step 25:

- Once the Physical Inventory document is approved with all 4 level of Approval, System will Post the Physical Inventory Document. The same is notified to all Approver and Initiator.

The screenshot displays the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the folder structure under 'Workplace: Ashish Mogrekar', with 'Inbox' expanded and 'Unread Documents 328' highlighted. The main area shows a list of unread documents, with two entries titled 'Physical Inventory Document is Posted Successfully'. The selected document is expanded to show the following content:

Physical Inventory Document is Posted Successfully

Hello Sir,

Physical Inventory Document is Posted Successfully.

Diffs in phys. inv. doc. 100000020 posted with m. doc. 5001000059

Regards,



SAP User Manual for Physical Inventory

Disclaimer:

Tech Mahindra Limited, herein referred to as TechM provide a wide array of presentations and reports, with the contributions of various professionals. These presentations and reports are for informational purposes and private circulation only and do not constitute an offer to buy or sell any securities mentioned therein. They do not purport to be a complete description of the markets conditions or developments referred to in the material. While utmost care has been taken in preparing the above, we claim no responsibility for their accuracy. We shall not be liable for any direct or indirect losses arising from the use thereof and the viewers are requested to use the information contained herein at their own risk. These presentations and reports should not be reproduced, re-circulated, published in any media, website or otherwise, in any form or manner, in part or as a whole, without the express consent in writing of TechM or its subsidiaries. Any unauthorized use, disclosure or public dissemination of information contained herein is prohibited. Unless specifically noted, TechM is not responsible for the content of these presentations and/or the opinions of the presenters. Individual situations and local practices and standards may vary, so viewers and others utilizing information contained within a presentation are free to adopt differing standards and approaches as they see fit. You may not repackage or sell the presentation. Products and names mentioned in materials or presentations are the property of their respective owners and the mention of them does not constitute an endorsement by TechM. Information contained in a presentation hosted or promoted by TechM is provided “as is” without warranty of any kind, either expressed or implied, including any warranty of merchantability or fitness for a particular purpose. TechM assumes no liability or responsibility for the contents of a presentation or the opinions expressed by the presenters. All expressions of opinion are subject to change without notice.