Indian Ports Association (IPA) Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for

Physical Inventory (Stock Verification) Process

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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.

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

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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.

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1. Abbreviation

Abbreviation	Description
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

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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
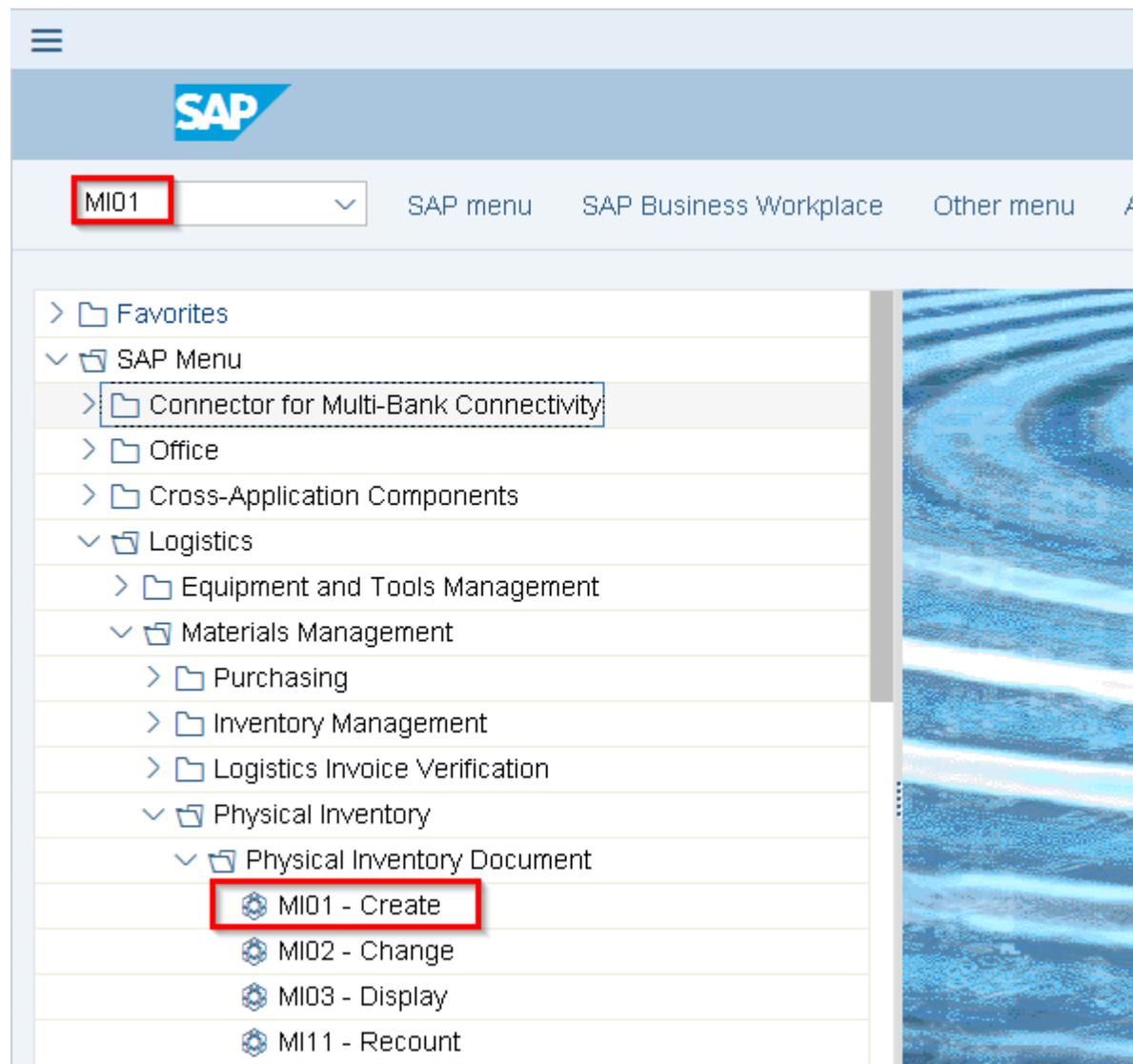
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Step 2:

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

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Step 3:

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

- System will create Physical Inventory document and shows information "
 " message.

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
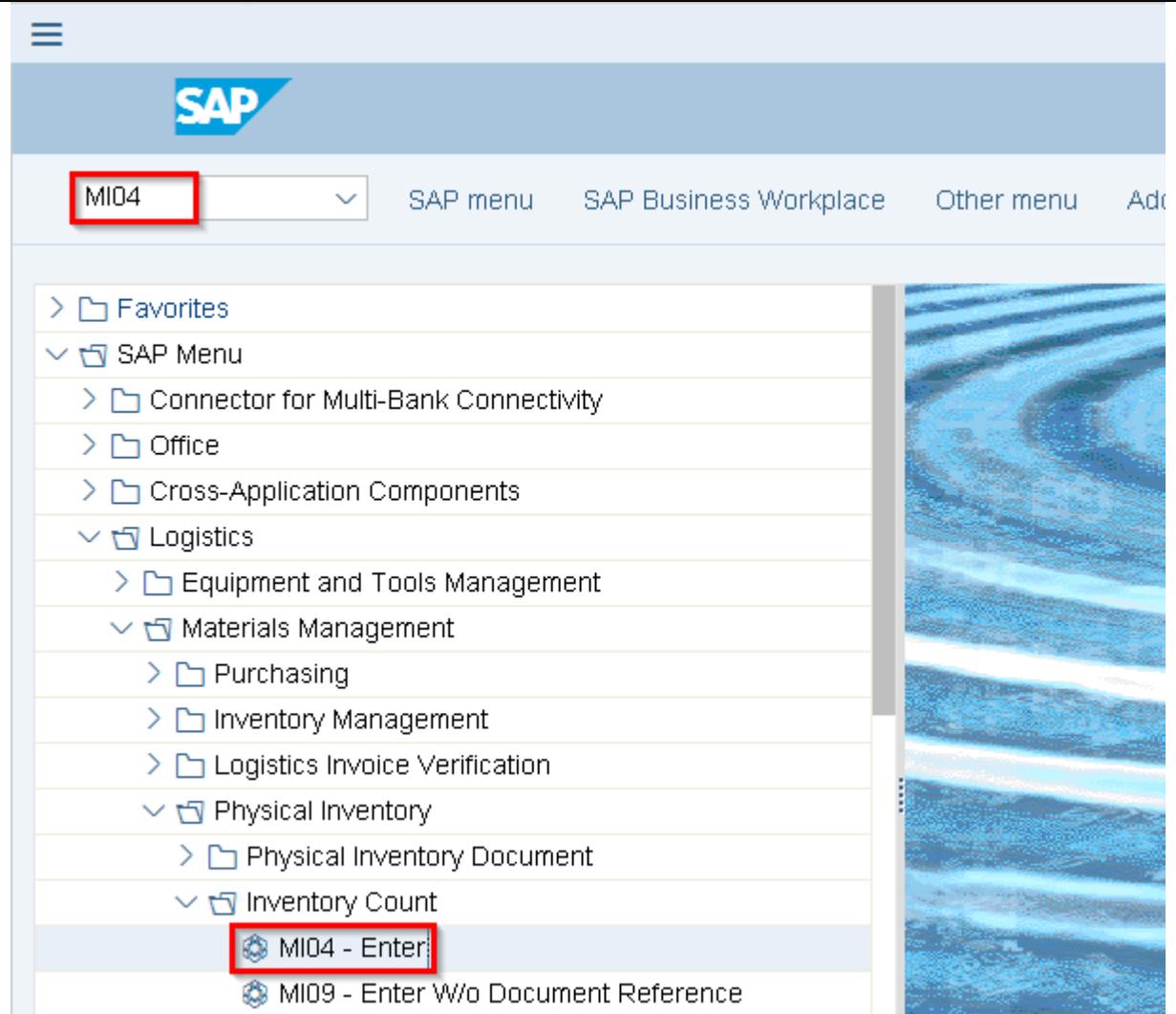
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Step 2:

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

Step 3:

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

Step 4:

- Click on **Post** Button. System shows information Button. System shows information " " message.

4. Physical Inventory Document Approval

Step 1:

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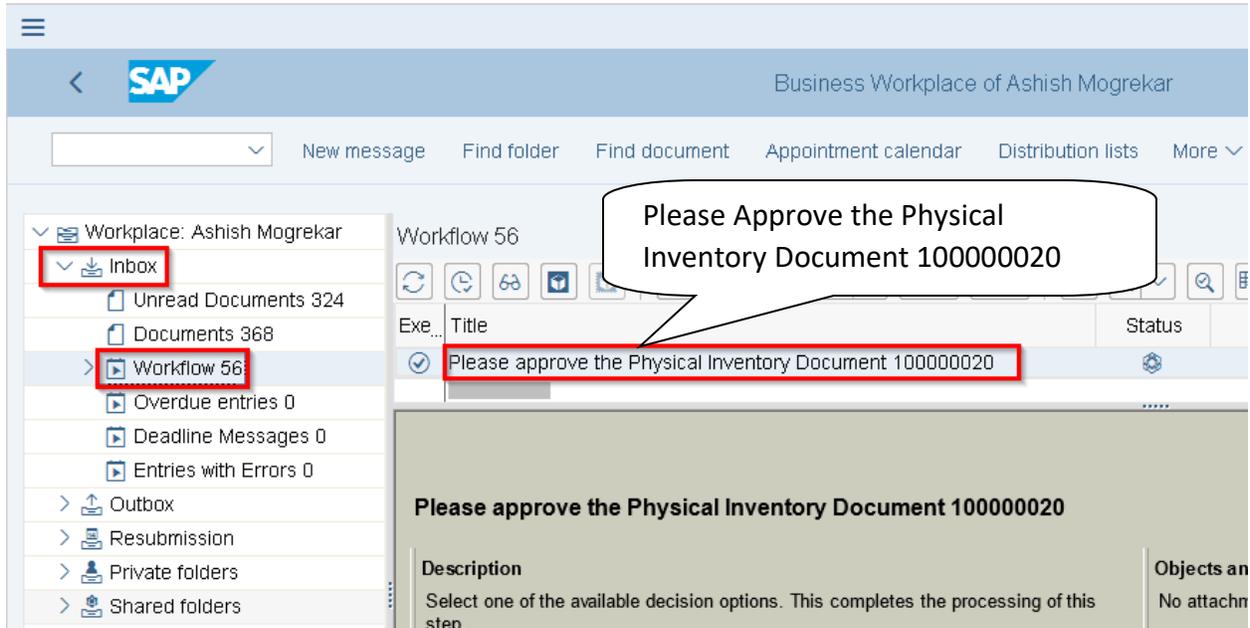

Enter Approver Log in ID & Password

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

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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

Step 4:

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

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.

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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

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Step 9:

- 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

Step 10:

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

Step 11:

- Click on "**Approve**" Button to approve the Physical Inventory Document.
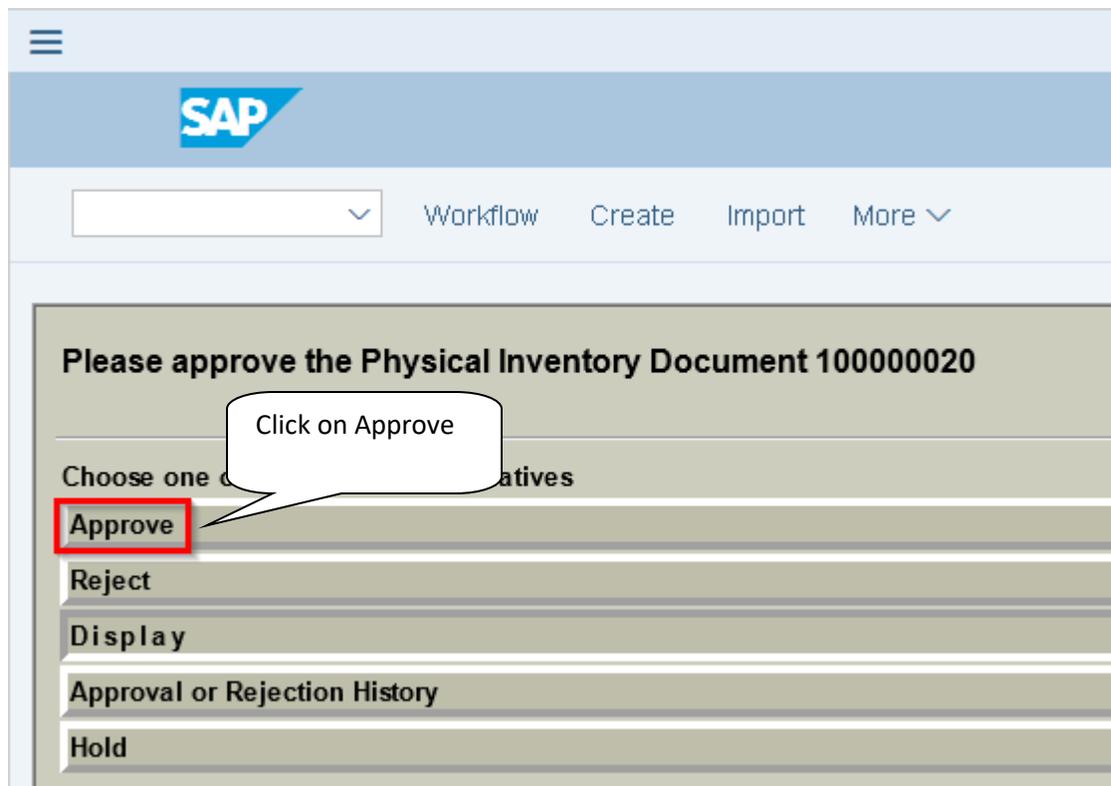
Step 12:

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

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

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Step 15:

- 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

Step 16:

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

Step 17:

- Click on "**Approve**" Button to approve the Physical Inventory Document.
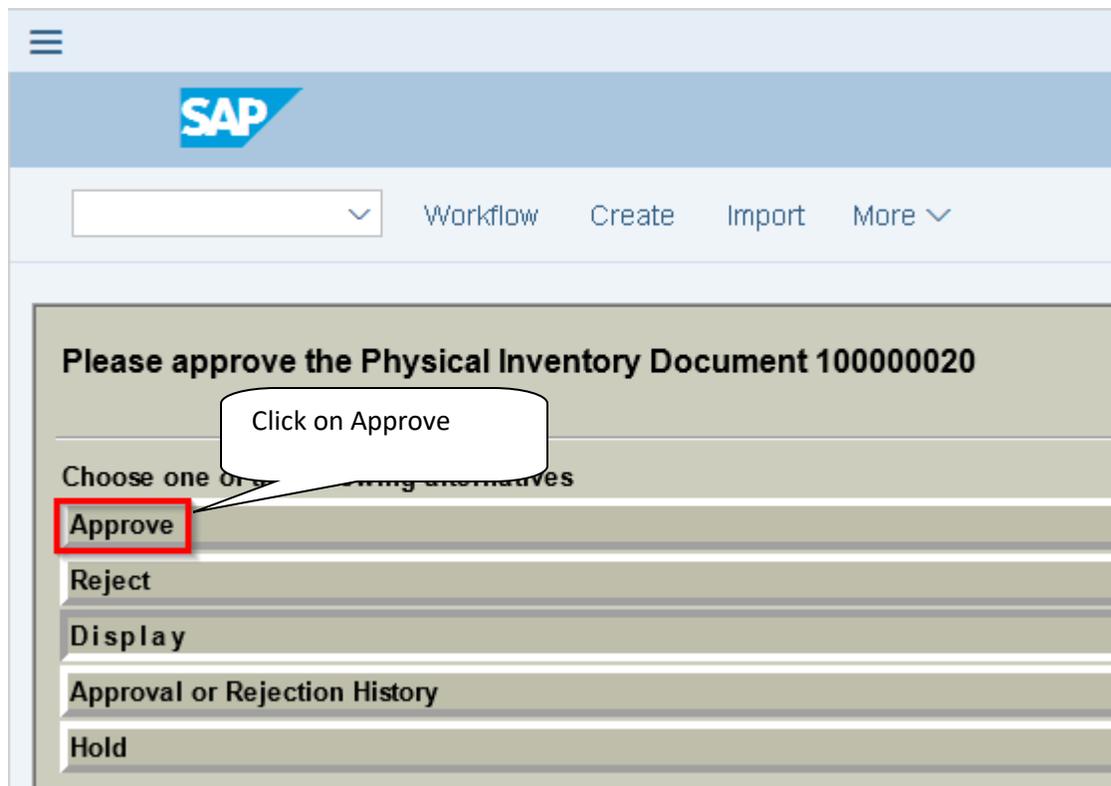
Step 18:

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

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

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Step 21:

- 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

Step 22:

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

Step 23:

- Click on "**Approve**" Button to approve the Physical Inventory Document.
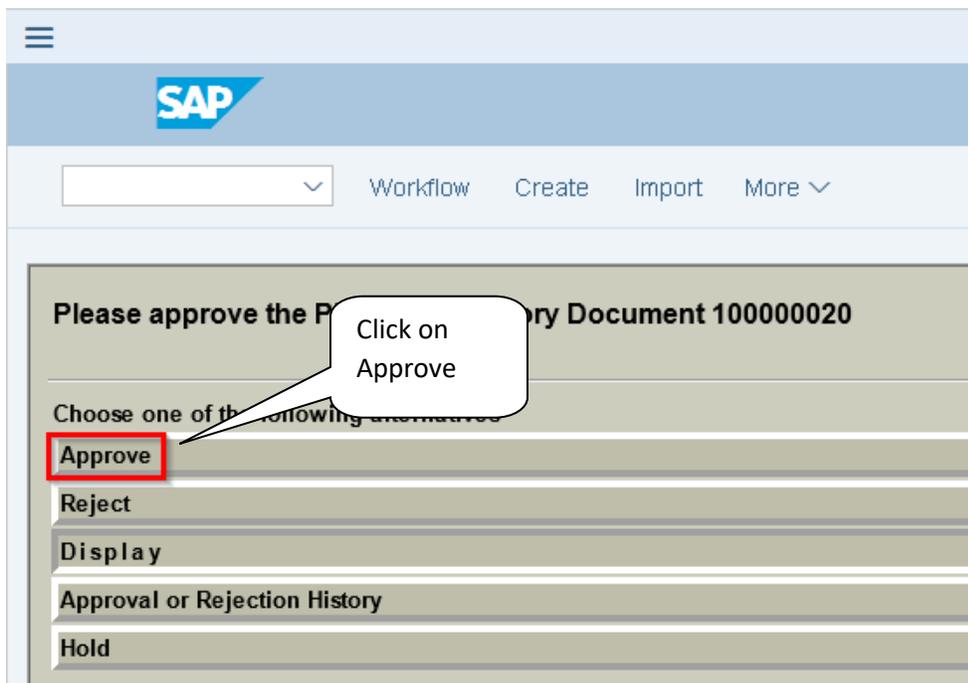
Step 24:

- 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.
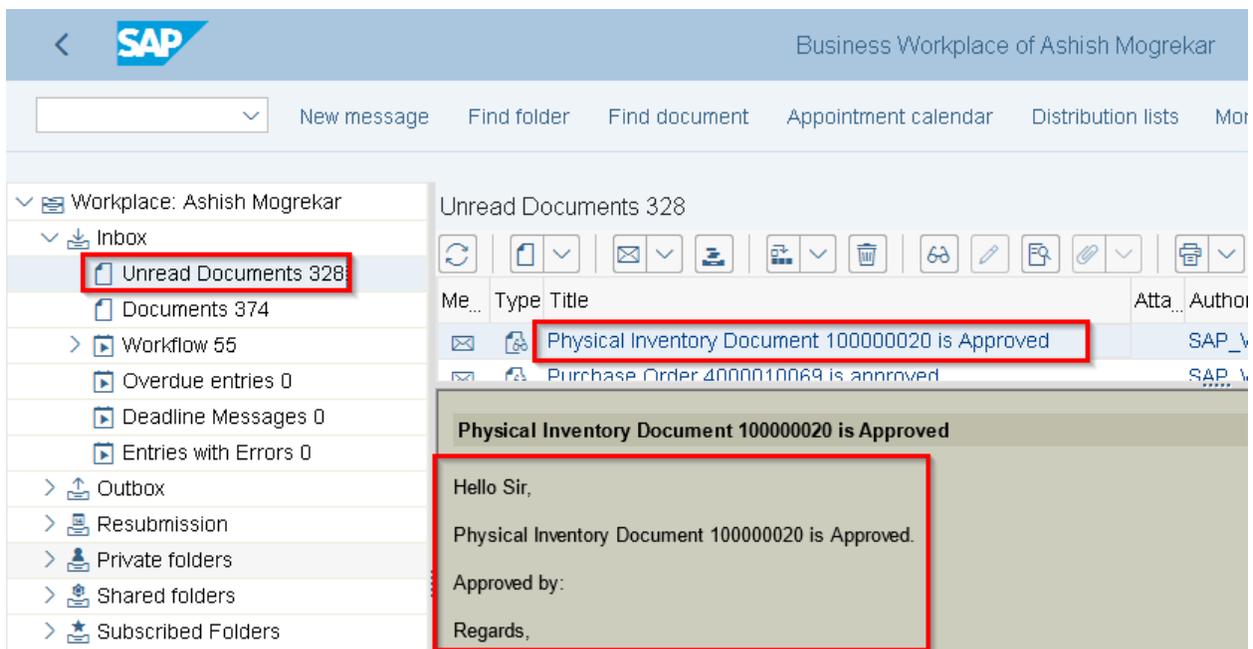
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Step 25:

- 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.

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