Create Physical Inventory Documents (Collective)

Use

This activity is performed to create physical inventory documents collectively on per plant - per storage location - per stock type technique. The facility mimics the functionality of SAP standard transaction code **MI01 – Creating Physical Inventory Documents**. The resulting PIDs will be automatically exported into an excel file template that will serve as the count sheets.

Procedure

1. Access the transaction using the following navigation option:

Transaction code	ZMM060

2. On the *Create Phys. Inv. Documents (Collective) initial screen*, make the following entries:

Field Name	User action and values	Comment
Document Date	Required.	The document date is the date on which the original document was issued.
Planned Count Date	Required.	Indicates the date on which the physical inventory count is to take place.
Location of Physical Inventory		
Plant	Required.	Key uniquely identifying a **plant**.
Storage Location	Required.	Number of the **storage location** at which the material is stored. A **plant** may contain one or more storage locations.
Limit Batch Count to	300.	Maximum number of line items to be generated after creation PIDs.
Other Information		
Posting Block	Tick Box - Check	Indicates that no **goods movements** involving the materials listed in the physical inventory document can be posted for the duration of a **physical inventory count**.
Batches w. del. Flag	Check Box.	Select if you want to include batches with deletion flag indicator.
Selected Materials Only	Optional.	Fill this parameter if you want to generate PIDs for a specific material(s) only.
Stock Types		
Unrestricted Use	Option Button.	Indicates that the **unrestricted - use stock** is affected by the transaction. Select this option to generate PID for this stock type.
In Quality Inspection	Option Button.	Indicates that the **stock**s in - quality inspection is affected by the transaction. Select this option to generate PID for this stock type.
Blocked	Option Button.	Indicates that the **blocked stock** is affected by the transaction. Select this option to generate PID for this stock type.

ZMM060 : Create Phys. Inv. Documents (Collective) v.012113-003 MISMMM

Document Date ☑
Planned Count Date ☑

Location of Physical Inventory

Plant ☑
Storage Location ☑
Limit Batch Count To 300

Other information

☑ Posting Block
☐ Batches w. del. flag

Phys. inventory no.
Phys. inventory ref.
Seleted Materials Only

Stock Types

◉ Unrestricted Use
○ In Quality Inspection
○ Blocked

3. Click the **Execute** button or press **F8**. The program will attempt to create physical inventory documents for all of the materials maintained in the input storage location of the input plant. The generated PIDs will be then extracted into an excel file templates.

90% Extracting templates to C:\BP05_0001

4. A system message will appear informing the user that the excel file templates were succesfully saved. The template file location will be displayed on the next screen after execution.

☑ Excel templates successfully saved!

5. Further details will be displayed like logs summary, number of encounted errors and template file location as well as the date and time of extraction.

```
ZMM060 : Create Phys. Inv. Documents (Collective) v.012113-003 MISMMM


Logs Summary        Phys. Inventory Document Extractor
Run Date&Time       January 24, 2013 at 02:12:17 PM
Results             No Error(s) Occured!
                    Phys. Inv. Docs. was created.
                    Excel file(s) succesfully extracted!
Template File Loc.  C:\BP05_0001


  Error in  S.Typ.  Details of Error

   No Data
```

6. Click the **Back** icon to go back on the previous screen.

Result

1. Physical Inventory Documents was generated.
2. Template file (Countsheets) was extracted.

To create PIDs for the other **Stock Types (In-QI, Blocked),** repeat nos. 1 - 6 and choose the corresponding stock type option button.

Enter Physical Inventory Count on the count sheet (Excel Template)

1. Navigate to the template file location of your extracted templates.

   💡 The filepath of the extracted templates follows the format of :

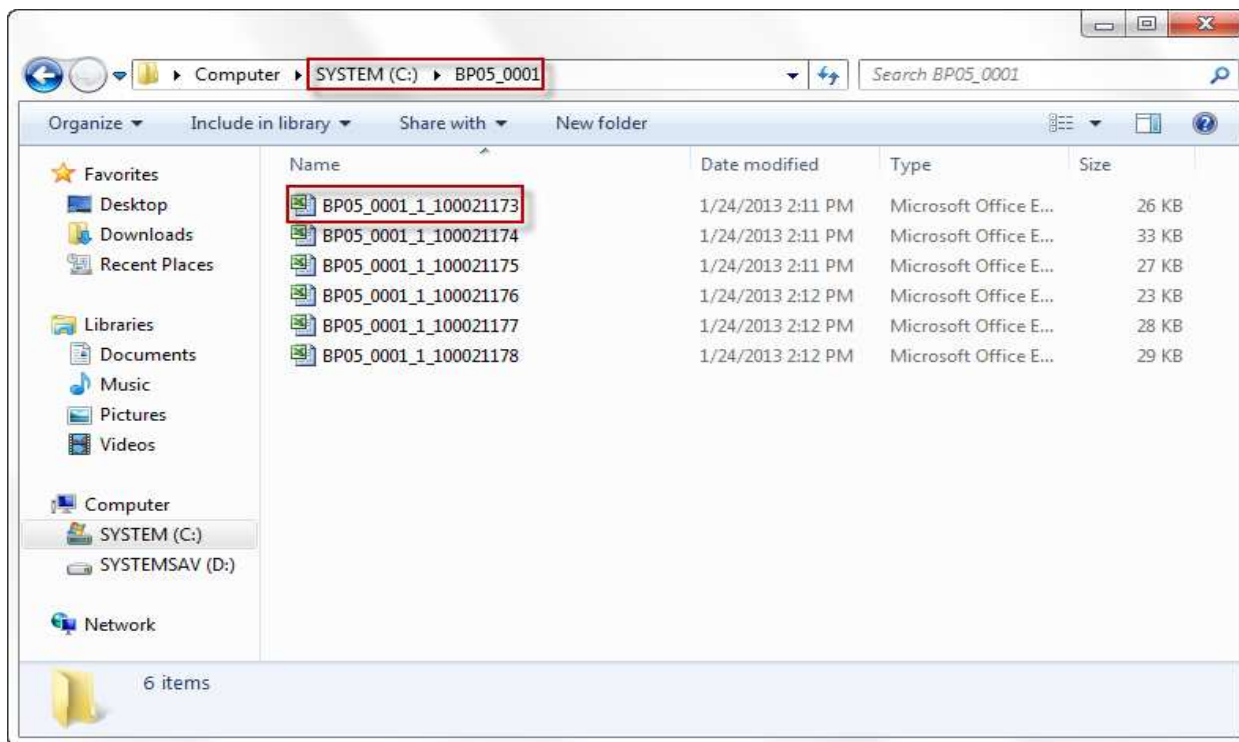   **C:\Plant_StorageLocation**

   Ex. C:\ BP0X_0001

   💡 The filename of the extracted templates follows the format of :

   Plant_StorageLocation_StockType_PIDNumber.

   Ex. BP0X_0001_1_100012345

   ⚠️ **Please do not change the default filename of the template.**

2. Open the excel file template to enter the physical inventory count on the selected PID.

   Input the count on the "**Actual Count**" column.

   Input the unit of entry on the "**Unit of Entry**" column.

⚠️ **If you did not specify the unit of entry, the system will then assume and take the default base unit of measure of the material.**

	A	B	C	D	E	F	G	H
1	PLANT	BP05						
2	DESCRIPTION	Cebu Branch						
3	STORAGE LOCATION		1					
4	DESCRIPTION	Lager 0001						
5	PHYS. INV. DOCUMENT		100021128					
6	PHYS. INV. REFERENCE							
7	STOCK TYPE	Warehouse						
8	MATERIAL NUMBER	MATERIAL DESCRIPTION	BASE UNIT	FREEZED/BLOCKED	BOOK QTY	STOCK TYPE	ZERO COUNT	ACTUAL COUNT	UNIT OF ENTRY	VARIA
9	FG00013	FG-CDO LUNCHEON MEAT 165G X 3-MAKRO	PAC		0	1			
10	FG00014	FG-CDO CORNED BEEF 175G X 3-MAKRO	PAC		0	1			
11	FG00016	FG-CDO KARNE NORTE 150G X 3-MAKRO	PAC		0	1			
12	FG00017	FG-CDO VIENNA SAUSAGE 114G X 3-MAKRO	PAC		0	1			
13	FG00018	FG-CDO SAMBA BRAZ. C.BEEF 150GX3-MAKRO	PAC		0	1			
14	FG00024	FG-CDO KN HOT & SPICY 100G X 6-MAKRO	PAC		0	1			

3. Press **Ctrl + S** to save the file.

Result

1. Actual physical count has been set.
2. You can now proceed to to post the physical inventory document.