

Chapter 8 - Inventory Management



Goods Movement

The goods movement process must be executed for various reasons; for example, issuing goods to sites, scrapping damaged goods, transfers between sites. The same transaction code (MB11) will be used in the following cases:

- Goods issue to expense (Movement Type 201)
- Goods issue to internal order (Movement Type 261)
- Goods issue to scrap (Movement Type 201).
- Stock transfer site to site (1st step Movement Type 303; 2nd step Movement Type 305)



Goods Issue to Expense

Articles are transferred from inventory and expensed for program usage within the same site. For example, a promotional event is held at the Bowling Center. A case of soda is transferred from the Bowling Center site inventory and is expensed directly to Bowling Supplies Expense.

The Site/Activity can directly enter these goods issue to expense, or create a manual Mess Requisition and submit to the Regional Business Office for entry. Goods movement 201 is used for expensing stock from unrestricted stock.

Create the entry in SAP to move articles from unrestricted stock to expense within the same site. This entry results in accounting, profit center and other financial postings.

**LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY
MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT**

Transaction code **MB11**

Enter Goods Movement: Initial Screen

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Use the current system date (default) if appropriate.
Posting Date	Date that the transaction is to be posted.	R	Use the current system date (default) if appropriate.
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter any necessary notes for this document.
Movement type	Goods movement type.	R	<ul style="list-style-type: none"> • Goods Issue Expense 201 • Goods Issue Reversal Expense 202 Enter the number for the movement type or choose a movement type using the drop down arrow
Special stock	Special stock identifier	O	This is used for consignment stock (K) only. If appropriate, enter a special stock identifier.
Site	Site number.	R	Enter Site Enter or select Site using the drop down arrow.

Reason	Reason Code for Movement	O	Enter Reason Code Enter or select reason from drop down arrow.
Storage Location	Storage location	O	Enter storage loc 0001 You may enter the storage location here to save you from having to enter it on the detail screen.
Suggest Zero GR/GI slip no	Select Zero lines Print Goods Receipt/Issue slip number. A number, which uniquely identifies a goods receipt/issue, slip.	O O	Decide whether or not to print lines that net to zero. Automatically selected.

Click  to go to the next screen.

Enter Goods Movement: New Items

Field Name	Description	R/O/C	User Action and Values
GL Account	General Ledger Account	O	Enter GL Account to be expensed
Cost center	Identifies where costs occurs	R	Enter appropriate cost center to incur expense.
Article	Article Number	R	Enter the article

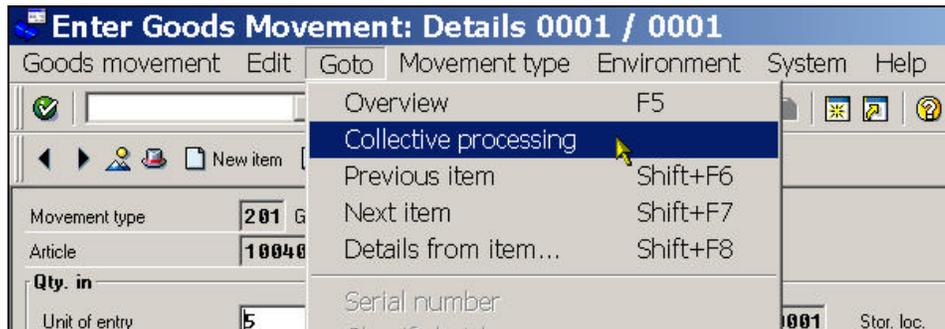
Retail (MM)

Quantity	Article quantity	R	Enter the quantity of the article to be expensed.
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Storage location 0001 should default from prior screen If not, enter storage location 0001 Enter the storage location if you did not enter it on the header screen.
Batch	The batch number to which the article is assigned.	O	Leave blank
Site	Site referenced from prior screen	R	Should default if entered on the header screen, if not enter site issuing goods

To enter text, select the  icon to go to the Detail screen:

Enter information in text field where indicated.

To return to the overview screen, use the menu path “Go To > Collective Processing.”



When finished, click  to save.



Goods Issue to Internal Order

Goods/articles are issued from inventory with offsetting expense charged against an internal order. For example, T-shirts held in inventory at the Gym will be expensed to the Air Show for staff uniforms. These T-shirts would be charged against a G/L account number, cost center for Special Events and the Internal Order for the Air Show. Another example would be when aircraft parts are used on a Leaseback Aircraft at the Navy Flying Club.

Although this transaction code is used in many cases, the movement types 261 and 262 are ONLY to be used in cases where an internal order is used. Goods issues to a G/L Account and Cost Center use a different movement type (201/202).

Stock issued against an internal order must already reside in unrestricted stock within the site. When the movement type (261 or 262) is executed, an article document and an accounting document are generated.

Use the following menu path or transaction code:

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT

Transaction Code **MB11**

Enter Goods Movement: Initial Screen

Enter information in the fields as specified in the table below. **Note:** In column ‘R/O/C,’ R = Required, O = Optional, C = Conditional.

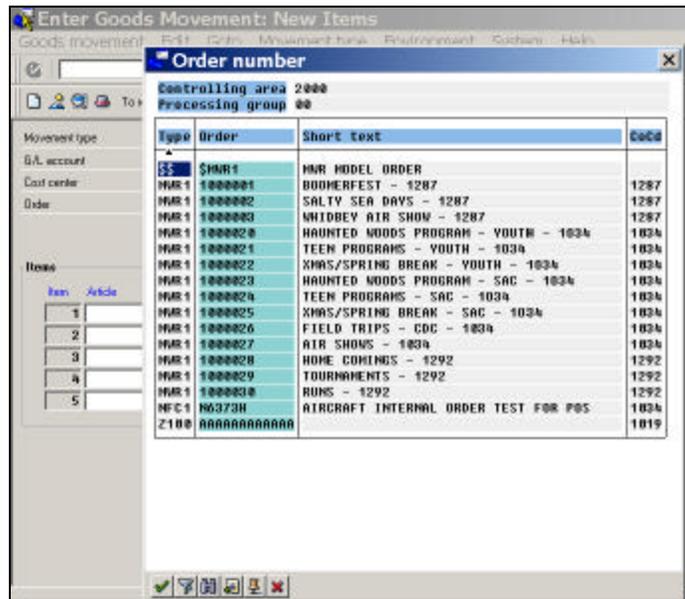
Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Use the current system date (default) if appropriate.
Posting Date	Date that the transaction is to be posted.	R	Use the current system date (default) if appropriate.
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter any necessary notes for this document.
GR/GI slip no	A number that uniquely identifies a goods receipt/issue, slip.	O	Leave blank or enter a number manually.
Default for document items			
Section Header			
Movement type	Goods movement type.	R	<ul style="list-style-type: none"> • Goods Issue Expense 261 • Goods Issue Reversal Expense 262 Enter the number for the movement type or choose a movement type from the menu.
Special stock	Special stock identifier	O	This is used for consignment stock (K) only. If appropriate, enter a special stock identifier.

Site	Site number.	R	Enter or select Site using the drop down arrow.
Reason	Reason Code for Movement	O	Not using
Storage Location	Storage location	O	Enter storage loc 0001
Suggest Zero	Select Zero lines Print	O	Decide whether or not to print lines that net to zero.
GR/GI Slip Section Header			
Print	Print Slip	O	Check to print Goods Issue or receipt slips.

Select  to go to the next screen:

Enter Goods Movement: New Items

If the internal order number is not known, use the drop down arrow to select the order number. The internal order numbers are created by MWR HQ. If you cannot locate the internal order for your special event, notify the Regional Business Office who will coordinate the establishment of new internal order numbers.

Order Number

Field Name	Description	R/O/C	User Action and Values
GL Account	General Ledger Account	R	Enter GL Account to be expensed
Cost center	Identifies where costs occurs	R	Enter cost center
Internal Order	Internal orders are used to monitor costs and/or revenues for an organization	R	Enter internal order number
Article	Article Number	R	Enter the article
Quantity	Article quantity	R	Enter the quantity of the article
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Storage location 0001 should default from prior screen If not, enter storage location 0001.
Batch	The batch number to which the article is assigned.	O	Leave blank
Site	Site referenced from prior screen	R	Should default if entered on the header screen, if not enter site issuing goods

To enter text explaining the goods issue, place the cursor on the line item and double click. Enter notes or message in the "text field."



Goods Issue to Scrap

Damaged goods only are to be scrapped from unrestricted stock. Write offs **only** occur in circumstances beyond the control of management, such as mechanical failure. Overproduction, spoilage, and spillage are **not** authorized for write off. For example, a freezer has broken and the site must scrap the goods. A Certificate of Disposition is written and sent to Regional Accounting. The Regional Accounting Department will use this transaction to scrap the goods assigning a general ledger account and cost center.

The same movement types (201 or 202) used for Goods Issue to Expense are also used for Goods Issue to Scrap; **however, the General Ledger account number (GL account) is different. GL account 791001 will be used for scrap.** Goods movement 201 is for scrapping stock from unrestricted stock. Goods movement 202 is for reversal of scrapping.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT

Transaction code: **MB11**

Enter Goods Movement: Initial Screen

The screenshot shows the 'Enter Goods Movement: Initial Screen' window. The title bar reads 'Enter Goods Movement: Initial Screen'. The menu bar includes 'Goods movement', 'Edit', 'Goto', 'Movement type', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields:

- Document date: 01/18/2001
- Posting date: 01/18/2001
- Article slip: TEST003
- Doc.header text: SCRAP FREEZER JAN2001
- GR/GI slip no.: (empty)

Below these fields is a section titled 'Defaults for document items' with the following values:

- Movement type: 201
- Site: 0001
- Storage location: 0001
- Special stock: (checkbox unchecked)
- Reason for movement: 0003
- Suggest zero lines: (checkbox unchecked)

At the bottom, there is a 'GR/GI slip' section with two radio buttons: 'Individual slip' (unchecked) and 'Collective slip' (checked). There is also a 'Print' checkbox (unchecked).

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Use the actual document date
Posting Date	Date that the transaction is to be posted.	R	Use the actual document date or date of incident
Article slip	Identifier of an external document	O	Enter Certificate of Disposition number

Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter facility/site name and reason for scrapping
GR/GI slip no	Goods Receipt/Issue slip number. A number, which uniquely identifies a goods receipt/issue, slip.	O	Leave blank Enter a number manually.
Default for document items			
Section Header			
Movement type	Goods movement type.	R	<ul style="list-style-type: none"> • 201 Withdrawal for Scrapping • 202 Withdrawal for Scrapping - Reversal Enter the number for the movement type or choose a movement type from the menu.
Special stock	Special stock identifier	O	This is used for consignment stock (K) only. If appropriate, enter a special stock identifier.
Site	Site number.	R	Enter Site Enter or select Site using the drop down arrow.
Reason	Reason Code for Movement	O	Enter Reason Code Enter or select reason using drop down arrow.
Storage Location	Storage location	O	Enter storage loc 0001 You may enter the storage location here to save you from having to enter it on the detail screen.
Suggest Zero	Select Zero lines Print	O	Decide whether or not to print lines that net to zero.
GR/GI Slip			
Section Header			
Print	Print Slip	O	Check to print Goods Issue or receipt slips. Also select with version needed.

Select  to go to the next screen:

Enter Goods Movement: New Item xxxx

Field Name	Description	R/O/C	User Action and Values
GL Account	General Ledger Account	O	Enter GL account 791001 ONLY GL ACCOUNT 791001 IS USED FOR SCRAP
Cost Center	Identifies where cost occurs	R	Should be a G&A cost center
Article	Article Number	R	Enter the article
Quantity	Article quantity	R	Enter the quantity of the article to be scrapped.
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Enter storage location 0001 Enter the storage location if you did not enter it on the header screen.
Batch	The batch number to which the article is assigned.	O	Leave blank Enter the batch number.
Site	Issuing Site	R	Issuing Site Should default if entered on the header screen

To enter text to explain the goods movement to scrap, select a line item by clicking on it once. Use the menu path: **Goto > Details from Item.**

Enter Goods Movement: Details 0001 / 0002

Goods movement Edit Goto Movement type Environment System Help

Unit of entry: 1 EA Site: 0001 Stor. loc.: 0001

Acct. asgt

G/L account: 791001 Cost center: 154 AQUAREC G/A

Goods recipient: []

Text: []

Enter information in the text field.

Follow the menu path **Goto > Collective processing** to enter more line items, or select the



icon to save your entry. Record the document number on the Certificate of Disposition.



Stock Transfer Site to Site

This type of stock transfer can only be carried out from unrestricted-use stock of the issuing site to unrestricted-use stock of the receiving site

Entering stock transfer (site to site) for an article is a two-step process that not only leads to a change in stock quantity in both sites. If both sites are assigned to different valuation areas, an accounting document is also created (stock value, G/L accounts). Thus, parallel to the article document for stock transfer, an accounting document is created.

Note: The article to be transferred may not be listed in the receiving site. If not, when the article is transferred using movement type 303, it is temporarily listed. This will allow for selling of the article but will NOT allow for purchasing. If the receiving site wants to start purchasing the transferred article (which was not originally listed) it must notify MWR headquarters to permanently list the article at the receiving site.

The work process to complete the site-to-site transfer is outlined below, with detailed steps for each site to follow.

- Sending cost center or site issues the stock from storage location at the issuing site using movement type 303 (Transaction code MB11)
- Receiving cost center or site runs a “Display Warehouse Stocks of Articles on Hand” to verify stock is in stock in transfer (Transaction code MB52)
- Receiving cost center or site posts the placement of the stock into storage at the receiving site (Transaction code MBSU)

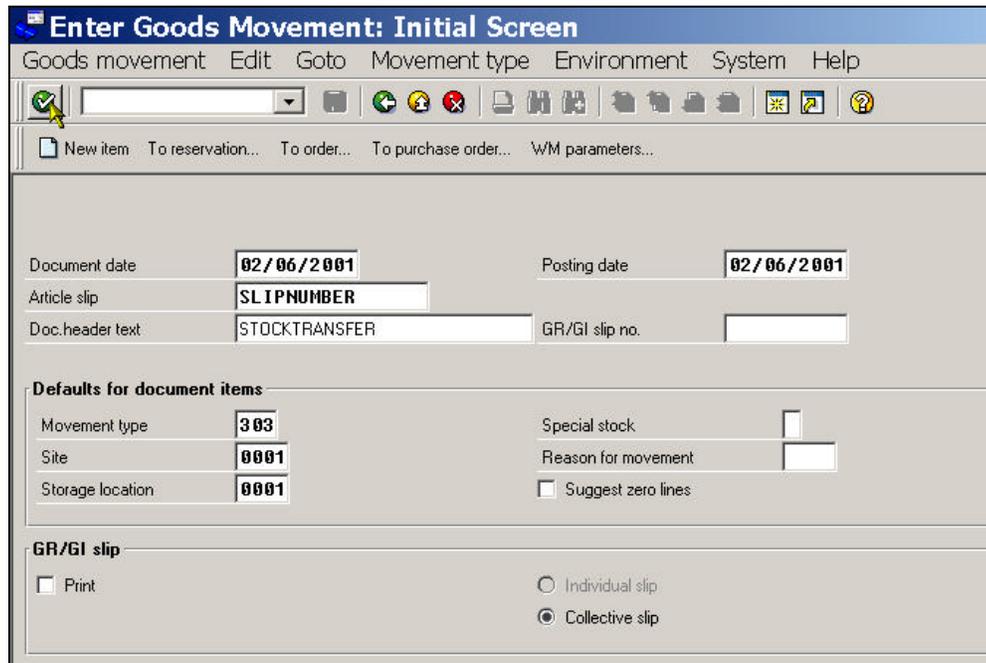
Issuing Site

Sending Cost Center or Site:

The procedure to account for movement of the stock to be transferred is as follows:

**LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY
MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT**

Transaction Code **MB11**

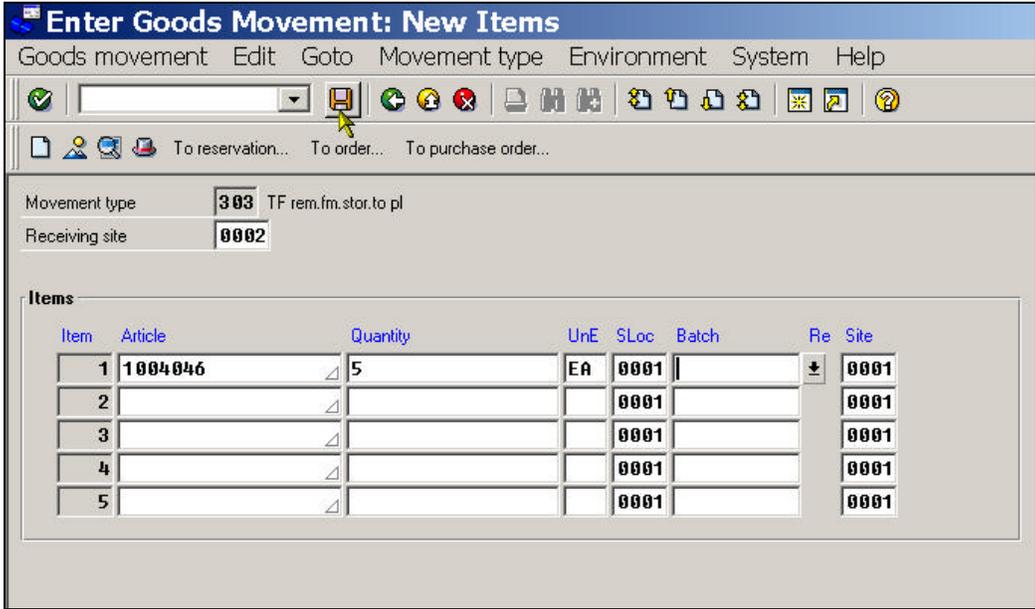
Enter Goods Movement: Initial Screen


Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Date on actual Mess Requisition document.
Posting Date	Date which is used when entering the document in accounting	R	Date of actual transfer or receipt.
Article slip	Identifier of an external document	O	Leave blank Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes which apply to the document as a whole.	O	Enter any necessary notes for this transfer document.
Defaults for document items Section Header			
Movement type	Goods movement type.	R	Enter movement type 303 to remove article from storage
Site	Site number.	R	Enter issuing site Enter or select Site from the pull-down menu.
Storage location	Storage location	R	Enter storage location 0001
Special stock	Special stock identifier	O	Leave blank, defaults in if movement type is selected via drop down arrow
Reason for movement	Standard text for reason of movement	O	Enter or select from pull down list if needed.

Suggest zero lines	Indicates items with zero qty.	O	Click “on” to display zero items
GR/GI Slip Section Header			
Print	Print GR/GI slip indicator	R	Select print indicator if paper desired.
Individual Slip	One slip for each article	C	Do not use
Collective Slip	One slip for each article	R	Click “on” for collective slip issue

Click on the  to go to the next screen:

Enter Goods Movement: New Item



Field Name	Description	R/O/C	User Action and Values
Receiving Site	Site number	R	Enter receiving site number
Article	Article Number	R	Enter the article
Quantity	Article quantity	R	Enter the quantity of the article to be scrapped.
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Enter storage location 0001 Defaults from header screen.
Batch	The batch number to which the article is assigned.	O	Leave blank or enter the batch number.

Site	Issuing Site	R	Issuing Site Should default if entered on the header screen
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Click the  icon to save (post) your entry. A document number will appear at the bottom of the screen. **This document number must accompany the stock to its new location. The receiving site references this document number when posting the receipt of the stock.**

The posting of the removal from storage has the following effects on the stock situation:

Stock in the issuing site: The quantity has been deducted from total valuated stock and from unrestricted-use stock in the issuing site and the issuing storage location.

Stock in the receiving site: The quantity is already managed in the total valuated stock in the receiving site, but is not yet available for unrestricted use. It is in stock in transfer, at site level. At this time, the receiving storage location is not yet known to the system.

If the sites belong to different valuation areas, an accounting document is created parallel to the material document for the removal from storage, because the stock is transferred from one site into another.

Receiving Site

Receiving Cost Center or site:

Reminder: The article to be transferred may not be listed in the receiving site. If not, when the article is transferred using movement type 303, it is temporarily listed. This will allow for selling of the article but will NOT allow for purchasing. If the receiving site wants to start purchasing the transferred article (which was not originally listed) it must notify MWR headquarters to permanently list the article.

The receiving cost center uses the transaction code **MB52** to view stock in transit.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ENVIRONMENT > STOCK > STOCK LEVEL

Transaction code: **MB52**

Display Warehouse Stocks of Article on Hand

Note: Check the setting “Special stocks-site” to view the following report:

Article	Article description	Site Name 1	S/Log	S	V	Vendor	Customer	Unrestr.-use stock	Unit	Stock in transfer	In quality insp.	Total value	Curr.
0001								0	EA	0	0	0.00	USD
1000405	CHIP, P&T KC HAST/PC F/LAY 1.0	0002 RECYCLING						0	EA	0	0	0.00	USD
0001								0	EA	0	0	0.00	USD
1000406	CORE, 12 OZ CAN	0002 RECYCLING						0	EA	123	0	0.00	USD
0001								0	EA	95.92	0	0.00	USD
0001								2	EA	0	0	2.04	USD
1000407	DIET CORE, CAN	0002 RECYCLING						0	EA	1	0	0.00	USD
0001								0	EA	0.50	0	0.00	USD
0001								1	EA	0	0	0.50	USD

The “Stock in Transfer” column displays pending stock waiting receipt (placement in storage). The stock in transfer resides in the inventory of the receiving site, but is not yet part of unrestricted-use stock. After reviewing the stock in transfer, complete the process to receive the articles into unrestricted-use stock.

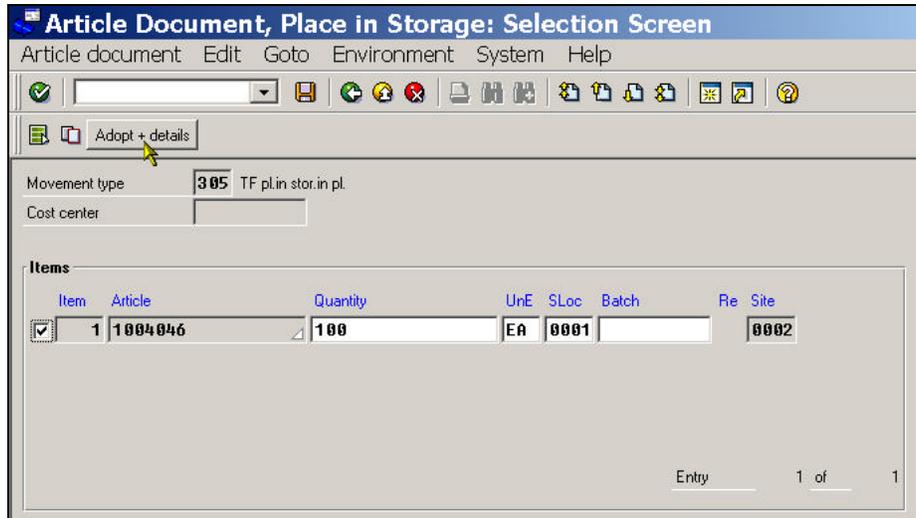
Receiving Cost Center or Site:**LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ARTICLE DOCUMENT > PLACE IN STORAGE**Transaction Code: **MBSU***Place in Stor. for Art. Doc: Init. Scrn*

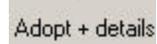
Receiving Site MUST have article document from first step of the transfer (issuing site). This will allow the receiver to "refer" to the original document and simply verify/accept goods as received rather than re-entering each line item!

Field Name	Description	R/O/C	User Action and Values
Posting Date	Date which is used when entering the document in accounting	R	Date defaults to creation date of transfer. Ensure you enter the date of actual transfer or receipt.
Article document	Identifier of an external document	R	Enter article document number-- this article document number is the issuing sites article document number - should be documented on the Mess Requisition or Goods Movement document from the AIMS system.that arrives with the transferred stock
Article Doc Year		O	Defaults from article document
Storage location	Storage location	O	Enter storage location 0001
GR/GI Print Slip	Will prompt system to print out goods movement slip/document	O/R	Check box on if a print out is desired – may be locally required for supporting documentation.

Select  to go to the next screen.

Article Document, Place in Storage: Selection Screen



The quantity can be changed on this screen, if necessary. If information is correct, select .

Select  to save the transaction.

Re-run the “Display Warehouse Stocks of Article on Hand” (MB52) to confirm stock is now in unrestricted-use stock.



Create Physical Inventory Document without Special Stock

Each month, a physical count is taken of inventories. Inventory counts and dollar values must be “frozen” after the physical count is completed and entered in the system. SAP can automatically execute physical inventory documents according to MWR’s specifications.

The process consists of two parts:

- Creating a batch session using specific site, storage location, and merchandise category
- Processing the session created in the previous step

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > SESSIONS > CREATE PHYSICAL INVENTORY DOCS > WITHOUT SPECIAL STOCK

Transaction code **MI31**

Batch Input: Create Phys Inventory Doc. W/o Special Stock

Batch Input: Create Phys. Inventory Doc. w/o Special Stock

Program Edit Goto System Help

Article 1884848 to 1884849

Site 0001 to 0002

Storage location to

Article type to

Merchandise category to

Storage bin description to

Articles marked for deletion

Stock balance -----

Threshold value for stock Exclude from selection

SP threshold value for VO art Exclude from selection

Only articles with zero stock

Only articles w/o zero stock

Only articles with negative stock

Date in phys. inventory document header -----

Planned count date 01/31/2001 Set posting block

Physical inventory number Freeze book inventory

Phys. inventory ref.

The table below describes in detail the purpose and requirements for each field in this screen. However, a variant has been created to streamline the process of creating a batch.

Field Name	Description	R/O/C	User Action and Values
Article	Alphanumeric key uniquely identifying the article.	O	Leave this field blank to include all articles.
Site	Key uniquely identifying a site	R	Enter site
Storage Location	Alphanumeric key where item is stored	R	Enter storage location
Article Type	Key assigns an article to a group of articles such as raw materials, trading goods, services, etc. The article type defines certain attributes of the article and has important control functions (i.e., purchasing, replenishment, etc.).	O	Leave blank.
Merchandise Category	Key used to group together several articles with the same attributes, and to assign them to a particular article group.	O	Enter merchandise category
Storage bin description	Identifies the storage bin within a storage location where the article is stored.	O	Leave blank. MWR does not use storage bins.
Article marked for deletion	Indicator: Flag article for deletion at site level	O	If you set this indicator, articles with delete flags are also take into account.
Stock balance			
Threshold value for stock	Maximum stock level (in base unit of measure) up to which articles are selected.	O	Leave blank. Enter here a maximum stock level if you wish to carry out physical inventory only for articles up to a specific stock level.
SP threshold value for VO art.	Maximum stock at sales values at which value-only articles are selected.	O	Leave blank or enter minimum or maximum sales value to exclude value-only articles outside the desired range.
Only articles with zero stock	Indicator used for selection of articles with zero stock balance.	O	Leave blank Set this indicator if you wish to carry out the physical inventory only for stocks with zero stock balance.

<p>Exclude from selection (next to Threshold value for stock)</p>	<p>Articles with a stock level (in base unit of measure) below the threshold value entered is not included in the selection.</p>	<p>O</p>	<p>Leave blank Set this indicator, and enter a minimum stock level in the threshold value field if physical inventory is only to be carried out for articles above a particular stock level.</p> <p>Do not set this indicator and enter a maximum stock level in the threshold value field if physical inventory is only to be carried out for articles up to a particular stock level.</p>
<p>Only articles without zero stock</p>	<p>Indicates that the system only selects articles whose stock level in base unit of measure or at sales price in the relevant stock type is not zero.</p>	<p>O</p>	<p>Leave blank Set this indicator if physical inventory is to be carried out only for articles without zero stock balance.</p>
<p>Exclude from selection (next to SP threshold value for VO art)</p>	<p>Articles with a stock level (in base unit of measure) below the threshold value entered are not included in the selection.</p>	<p>O</p>	<p>Leave blank Set this indicator, and enter a minimum stock level in the threshold value field if physical inventory is only to be carried out for articles above a particular stock level.</p> <p>Do not set this indicator and enter a maximum stock level in the Threshold value field if physical inventory is only to be carried out for Articles up to a particular stock level.</p>
<p>Only Article with negative stock</p>	<p>Indicator, which specifies that only articles are, selected whose stock level (in base unit of measure or at sales prices) is negative.</p>	<p>O</p>	<p>Leave blank Set this indicator if physical inventory is to be carried out only for Articles with negative stock balances.</p>

Data in phy. Inv. Document Header			
Planned count date	Date on which a physical inventory is planned to take place	R	Enter planned count date The system proposes the planned date from table T159B. If no date has been maintained there, the system default is the current day's date.
Physical Inventory number	Number or description that is used to group various physical inventory documents so that they can be managed more effectively.	O	Leave blank User can choose their own number to track physical inventory documents.
Physical inventory Reference	Reference number for physical inventory	O	Enter date and reference name to help in listing of physical inventory documents Number of an external document relating to a physical inventory transaction/event.
Set Posting Block	Indicator specifying that for the duration of a physical inventory no goods movements can be posted.	O	Leave blank Check indicator to block goods movements.
Freeze book inventory	By setting the indicator, the frozen book inventory balance is recorded in the physical inventory doc	O	Do not select box Freezing book inventory balances done via a separate process (MI33)

Batch Input: Create Phys Inventory Doc. W/o Special Stock (cont'd)

Stock types ----- Continuous inventory -----	
<input checked="" type="checkbox"/> Unrestricted-use	<input type="checkbox"/> Incl. inventoried articles
<input type="checkbox"/> In quality inspection	<input type="checkbox"/> Incl. inventoried batches
<input type="checkbox"/> Blocked	
<input type="checkbox"/> Value-only artcl	
Batch input session -----	
<input checked="" type="checkbox"/> Generate batch input	Name of session <input type="text" value="HB_MI 01"/>
<input checked="" type="checkbox"/> Issue log	Max. no. of items/doc. <input type="text" value="300"/>
<input type="checkbox"/> Hold processed sessions	No. mtl's to be included <input type="text"/>
Sort by ----- at change of group -----	
<input type="checkbox"/> Storage bin description	<input checked="" type="checkbox"/> New documen
<input checked="" type="checkbox"/> Merchandise category	<input type="checkbox"/> Enter grouping criterion in document header

Field Name	Description	R/O/C	User Action and Values
Stock types—continuous inventory			
Unrestricted-use	Indicates that the unrestricted-use stock is affected by the transaction physical inventory.	R	Select box Set indicator to include inventoried articles
In quality inspection	Indicates that the stock in quality inspection is affected by the physical inventory).	O	Set indicator to include inventoried articles
Blocked	Indicator specifying that the blocked stock is affected by the transaction/event physical inventory.	O	Leave blank
Value only articles	Indicates that the valuated stock of a value-only article is affected by the transaction physical inventory.	O	
Batch input session			
Generate batch input	With this indicator, you specify whether the batch-input session is to be generated at once.	R	Select box Can set as a default in customizing system in Inv. Management

Issue log	Indicator specifying that a log is issued on screen after processing	O	Select box Can set a default in customizing system in Inv. Management
Hold processed sessions	Indicates that the sessions created by the report are not deleted after they are processed.	O	Set the indicator if you do not want the processed sessions to be deleted.
Name of sessions	Name of batch input file	R	Enter session name by Regional Acctg office User can create their own session name to track batch input sessions.
Max no of items/doc	Maximum # of line items /doc	R	Enter 300 Can change this in variant
Sort by - at change of group	Indicator for sorting articles by storage bin or article group within a site and storage location.		Select the required sort. If you do not select a sort, the system sorts the articles by site and storage location.
Storage bin description	Select indicator to Sort	O	Leave blank
Merchandise Group	Select indicator to Sort	O	Article group.
New Document	Set indicator	O	xxxxxxx Select indicator to create new phy. Inv. doc. documents for each selection.
Enter grouping criteria in doc header.	Set indicator	O	Leave blank Select indicator to include criteria in document header.

Batch Input: Create Phys. Inventory Doc w/o Speical Stock

Batch Input: Create Phys. Inventory Doc. w/o Special Stock

Program Edit Goto System Help

Variants ▶ Get... Shift+F5
 Display...
 Delete...
 Save as variant... Ctrl+S

User variables... Ctrl+F6
 Selection screen help Shift+F6
 Back F3

Article _____ to _____
 Site _____ to _____
 Storage location _____ to _____
 Article type _____ to _____
 Merchandise category _____ to _____
 Storage bin description _____ to _____

Articles marked for deletion

Stock balance

Threshold value for stock _____ Exclude from selectio
 SP threshold value for VD art. _____ Exclude from selectio

Only articles with zero stock
 Only articles w/o zero stock
 Only articles with negative stock

From this screen, select a variant, and the variant will fill in all the required fields.

To execute, use the menu path: **PROGRAM > EXECUTE IN BACKGROUND**

Batch Input: Create Phys. Inventory Doc. w/o Special Stock

Program Edit Goto System Help

Execute F8
 Execute and print Ctrl+P
 Execute in background F9
 Exit Shift+F3

Date in phys. inventory document header

Planned count date 01/12/2001 Set posting block
 Physical inventory number _____ Freeze book inventory
 Phys. inventory sel. _____

Stock types ----- Continuous inventory -----

Unrestricted use Incl. inventoried articles
 In quality inspection Incl. inventoried batches
 Blocked
 Value only article

Batch input session

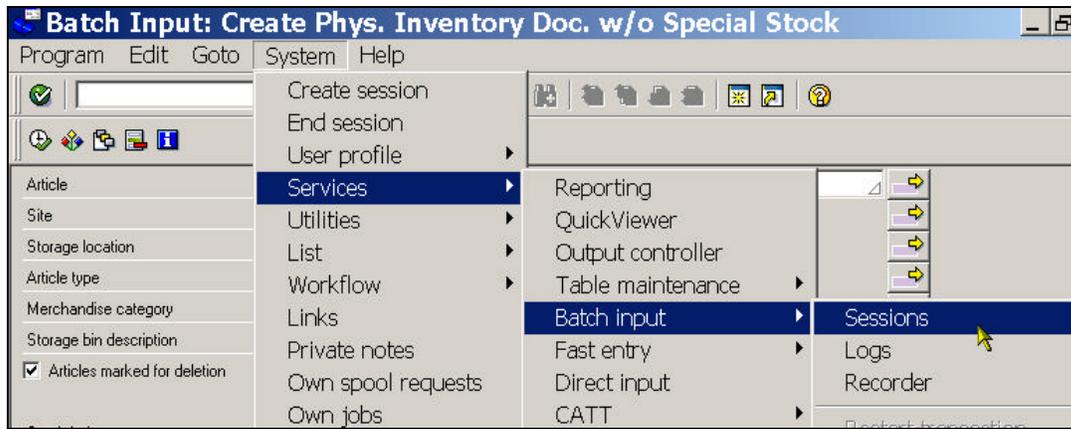
Generate batch input Name of session JAN, 199
 Issue log Max. no. of items/Abac 500
 Hold processed sessions No. mlls to be included _____

Deselect “**print immediately**” option, do not enter an output device. Click the  to close this screen.

Background Print Parameters

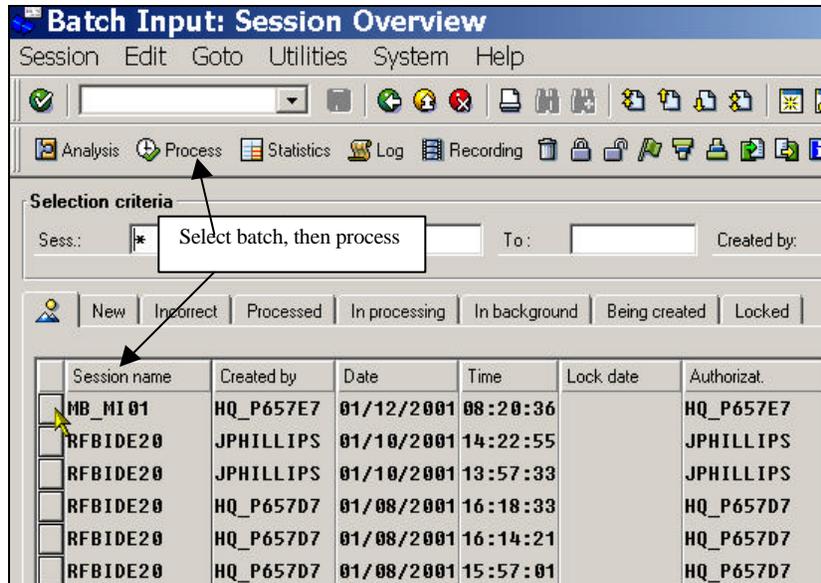
Start Time

Select “**immediately**” for start time, and click on  at the bottom to save.

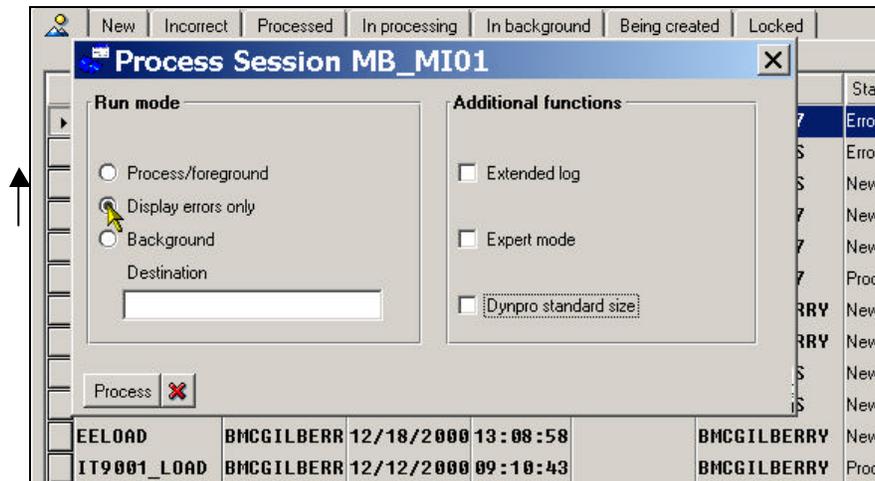


To process the batch, use menu path: **SYSTEM > SERVICES > BATCH INPUT > SESSIONS:**

Batch Input: Session Overview

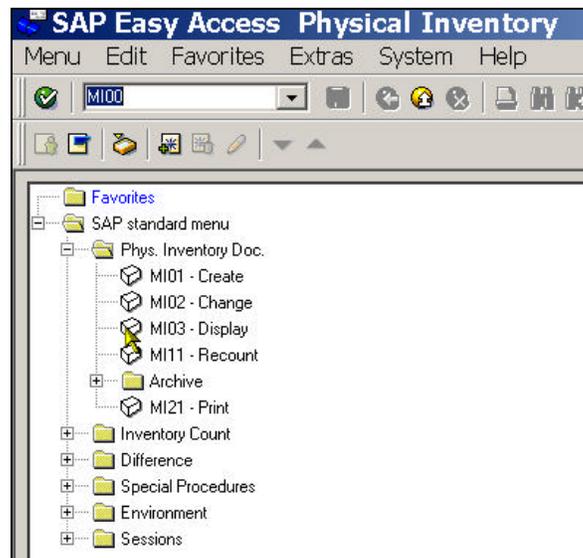


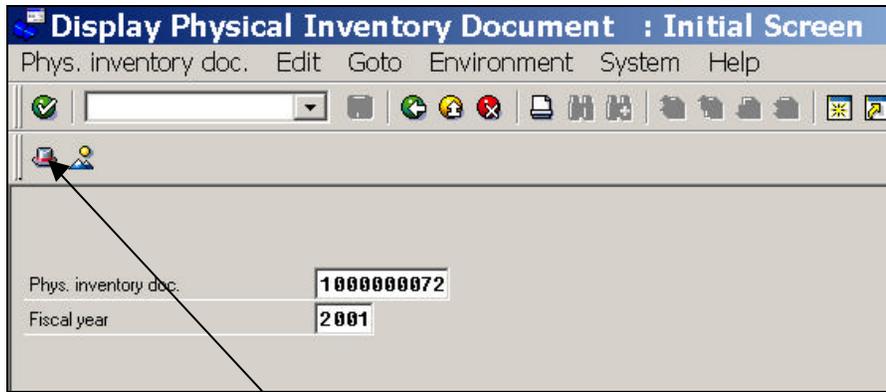
Select your batch, then click  Process.



Select “Display errors only.” The batch will run in background. If any errors occur, they will appear on the screen. After the run is finished, a message will appear confirming that the run has completed.

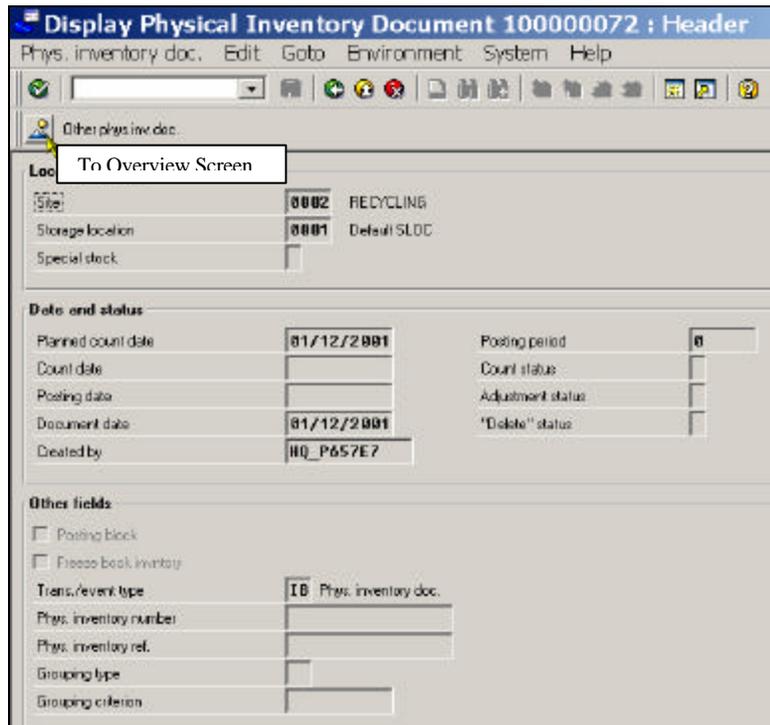
Go to Special Physical Inventory menu by entering transaction code **MI00**, Physical Inventory in command field (see illustration below). Select **'MI03 - Display'** to **‘Display Physical Inventory Document: Initial Screen.’**

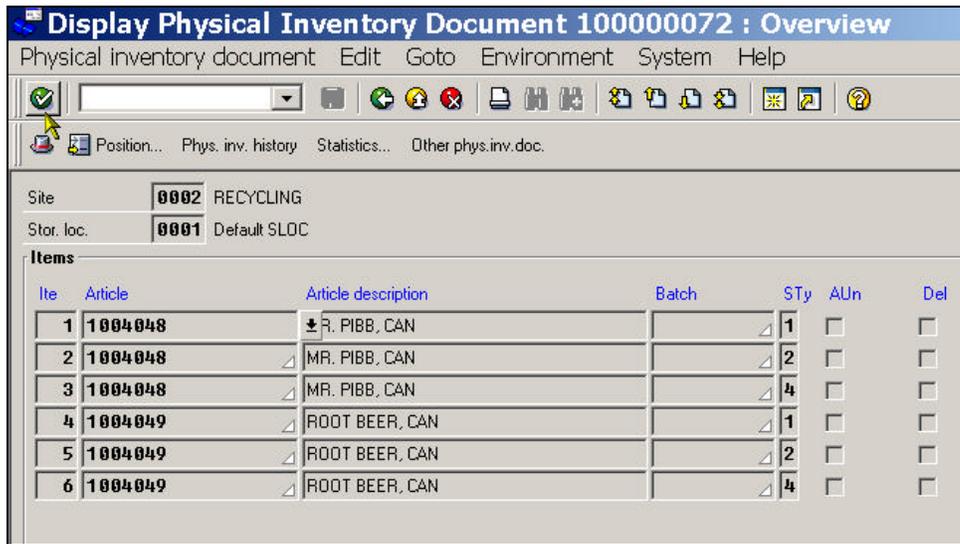




Review header screen (click on  as in above illustration) and overview screen (see next page) to confirm Physical Inventory document is correct.

Header screen



Overview screen

If correct, proceed with the physical inventory process.



Print Physical Inventory Document

Physical inventory documents will be used as inventory count sheets. Results are noted manually on the hard copy. The completed inventory sheets become the source document for entering count results in the system. The Regional Business Office will perform printing and distribution of count sheets. Documents should be printed and distributed several days prior to inventory day (end of month) in order for Sites to prepare or perform pre-counts for stock that is restricted from usage.

Printing of documents follows the batch job that creates the documents (MI31-“Create physical inventory documents”). Batch jobs to create the documents can be set up to be performed during the evening prior to the beginning of the next business day. This will allow the Regional Business Office to perform the print function as soon as they arrive at work on the following day.

Physical inventory documents can be printed immediately, or requested and printed at a later date. Between the request and the actual printing, the document resides in an area called the “spool.” Spool requests can be selected and printed at any time. Physical inventory documents can also be downloaded to an Excel spreadsheet using this same transaction.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > PHYSICAL INVENTORY DOCUMENT > OUTPUT > PRINT

Transaction code **MI21**

Print Physical Inventory Document

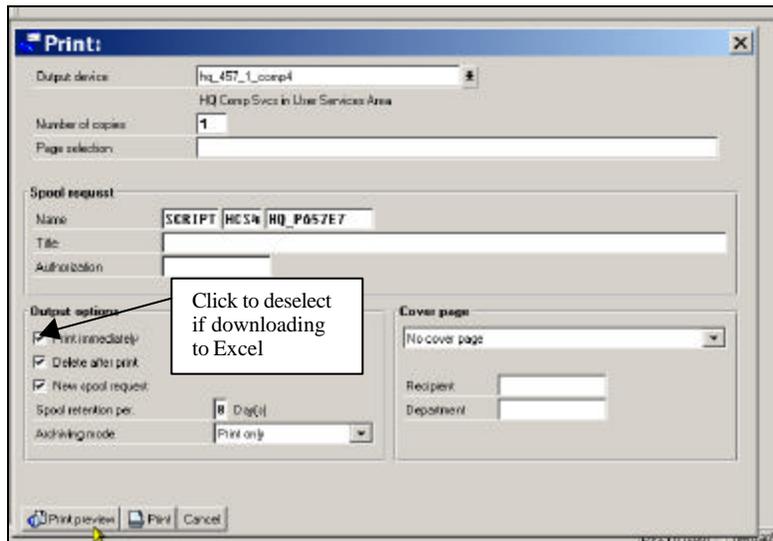
Physical inventory document	100000147	to		
Fiscal year	2001	to		
Site	0001	to		
Storage location	0001	to		
Planned count date		to		
Physical inventory number		to		
Phys. inventory ref.		to		
Grouping criterion				
Merchandise Category		to		
Storage bin		to		
Status selection for				
<input type="checkbox"/> Phys. inventory documents				
<input type="checkbox"/> Phys. inventory items				
Setting				
<input type="checkbox"/> Sort by special stock				
Output device	sq_457_1_comp4			
<input type="checkbox"/> New spool request				
<input type="checkbox"/> Break down val only etc.				

Field Name	Description	R/O/C	User Action and Values
Physical inventory document	Unique physical inventory document assigned by the system	R	Enter a "From and To" document number
Fiscal year	Fiscal year of the inventory count	O	Enter a "From and To" year number
Site	Site Identifier	R	Enter Site Enter a "From and To" site number
Storage Location	Storage location	R	Enter 0001 Enter a "From and To" storage location number
Planned count date	Date of the physical inventory count	O	Enter a "From and To" count date
Physical Inventory No.	Physical inventory number	O	Enter a "From and To" inventory number
Physical Inventory Ref.	External physical inventory document number Indicates the number of an external document relating to a physical inventory transaction/event.	O	Enter a "From and To" external document number. If you specified a physical inventory reference number when entering the physical inventory documents, here you can select documents by the reference no.
Article Group	Key that you use to group together several articles with the same attributes, and to assign them to a particular article group.	O	Enter a "From and To" Article group
Storage bin	Identifies the storage bin within a storage location where the article is stored.	O	Leave blank (do not use) Enter a "From and To" Storage Bin
Physical inventory document	Select this to choose physical inventory documents according to physical inventory status	O	Leave blank or toggle on if applicable If the check is activated, after clicking execute you will receive a pop-up window in which you can choose the desired physical inventory statuses (for example not yet counted, partially counted or completely counted)
Physical inventory item	Select this to choose physical inventory documents according to physical inventory status	O	Leave blank or toggle on if applicable

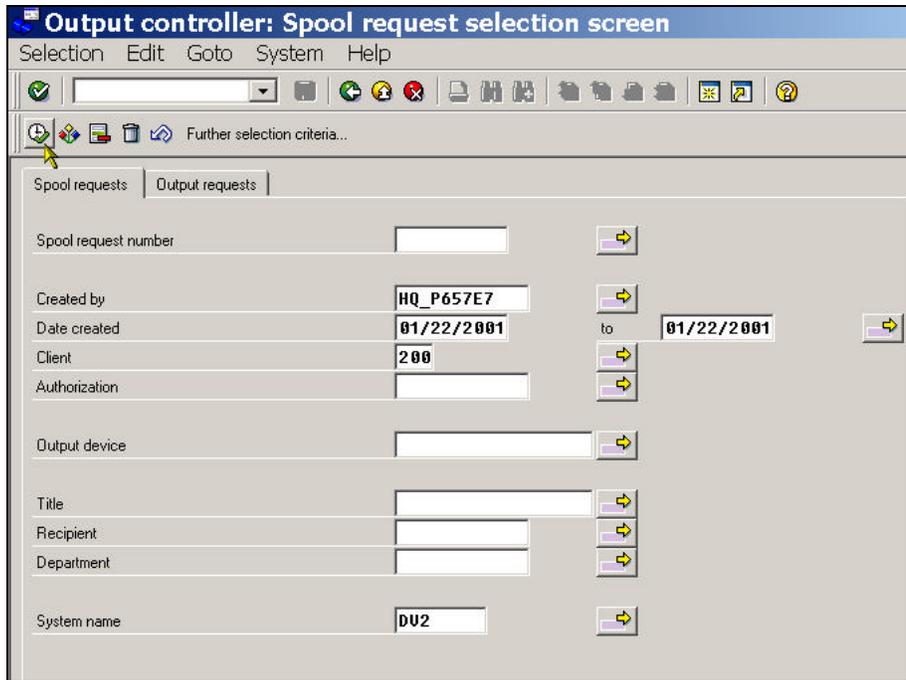
Sort by special stock	Select this field to sort by special stock	O	Leave blank or toggle on if applicable
Output device	Output device to be used to print the document	R	Enter SAP location output device Name of the output device.
New spool request	Print parameters, new spool request	O	'X' = Generate a new spool request ' ' = Find and add to an existing spool request (if any)
Break down value-only mats	Indicator, which you can use to influence the output of the count, list for value-only articles.	O	Toggle on if applicable
Filename of output file	Drive\location\filename.xls	O	Use the drop down arrow to select drive and location, type in a filename to download to Excel

Select  after entering data. On the next screen, de-select “**print immediately**” if sending the report to the spool or downloading to Excel. Select “**print preview**” to view.

Print Selection Screen

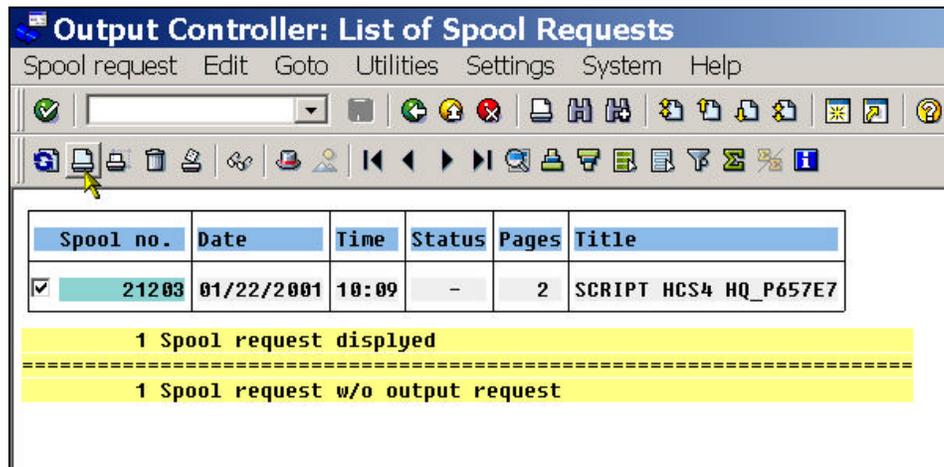


To print from the spool, use the menu path **System > Services > Output Controller:**



Select  to go to the next screen.

Output Controller: List of Spool Requests



Select a spool request by clicking on the box to the left next to the spool number. Then select the printer icon as indicated in the above illustration.



Freeze Physical Inventory Balance

Book inventory balance must be frozen to prevent the book inventory balance from being changed by any movements until count is completed.

At this point the physical inventory documents have been created and printed several days prior to inventory count date. The Regional Business Office now must “FREEZE” inventory. The “FREEZE” should be performed after the MICROS/POS upload to AIMS has taken place for the final business day of the accounting period. This freeze must be performed prior to any inventory counts being entered. Goods movements can still take place (for the new business month) after the freeze has been performed.

This process should be set up to be performed prior to the beginning of the new accounting period and for that reason may be scheduled to run in the early morning (after the MICROS/POS upload) but prior to the opening of the business day. For that reason, we will perform the “FREEZE” in batch process.

Notes: If you have not completed your inventory count, you can freeze the book inventory balance in the physical inventory document. This is to prevent the book inventory balance, which is relevant for physical inventory, from being changed by any movements. These could otherwise lead to incorrect inventory differences.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > SESSIONS > FREEZE INVENTORY BOOK BALANCE

Transaction code **MI33**

Batch Input: Freeze Book Inv.Balance for Phys Inv.

Physical inventory document	540000008	to		➔
Fiscal year	2001	to		➔
Site	0001	to		➔
Planned count date	03/01/2001	to		➔
Grouping criterion				
Merchandise Category		to		➔
Storage bin...		to		➔
Changeable data in phys.inv.doc. header -----				
Physical inventory number				
Phys. inventory ref.				
Planned count date				
<input checked="" type="radio"/> Freeze book inv. balances <input type="radio"/> Reset book inv. balances				
Batch input session -----				
<input type="checkbox"/> Generate batch input	Name of session	FREEZE.FEB		
<input checked="" type="checkbox"/> Issue log				

Field Name	Description	R/O/C	User Action and Values
Physical inventory document	Unique physical inventory document assigned by the system	R	Enter a "From and To" document number
Fiscal year	Fiscal year of the inventory count	O	Enter a "From and To" year number
Site	Site Identifier	R	Enter Site Enter a "From and To" site number
Storage Location	Storage location	R	Enter 0001 Enter a "From and To" storage location number
Planned count date	Date of the physical inventory count	O	Enter Count Date
Physical Inventory No.	Physical inventory number	O	Enter a "From and To" inventory number
Merchandise Category	Key that you use to group together several articles with the same attributes, and to assign them to a particular article group.	O	Enter a Merchandise Category if you only want to freeze inventory in that category
Storage bin	Identifies the storage bin within a storage location where the article is stored.	O	Leave blank (do not use)
<i>Changeable Data in Phys Inv Doc Header</i>			
Physical inventory number	Number or description that is used to group various physical inventory documents so that they can be managed more effectively.	O	User can add their own number to track Phy Inv Documents Leave Blank
Physical inventory ref.	Number of an external document relating to a physical inventory transaction/event.	O	Leave blank
Planned Count Date	Date on which a physical inventory is planned to take place.	O	Leave blank

Freeze Inventory Balance	Indicator: freeze book inventory balance Specifies that the system freezes the book inventory balances of those items in a physical inventory document that have not yet been counted.	R	CHECK THIS BOX This indicator has the effect that the book inventory balance is recorded for all physical inventory documents for which this indicator has not yet been set.
Reset Book Inv. Balance	Indicates that the system resets the book inventory balances already frozen for those items in a physical inventory document that have not yet been counted.	O	This indicator causes the 'Freeze book inventory balances' indicator to be reset for all physical inventory documents for which this indicator has already been set. For all items in these physical inventory documents that have not yet been counted, the book inventory balance recorded in the document will be reset.
Batch Input Session			
Generate Batch Input	Indicator determining how the batch input session is generated	R	With this indicator, you specify whether the batch input session is to be generated at once.
Issue Log	Indicator specifying that a log is issued onscreen after processing	O	Select this field to obtain a log.
Name Of Session	Name of Session	R	Enter a name to be used by the system for accessing the batch input file. ENTER NAME SUCH AS FREEZE.FEB or JAN FREZ

Select  after entering data.

Batch Input: Freeze Book Inv. Balance for Phys Inv.



For following phys. inv. docs, book inv. balances can be frozen:

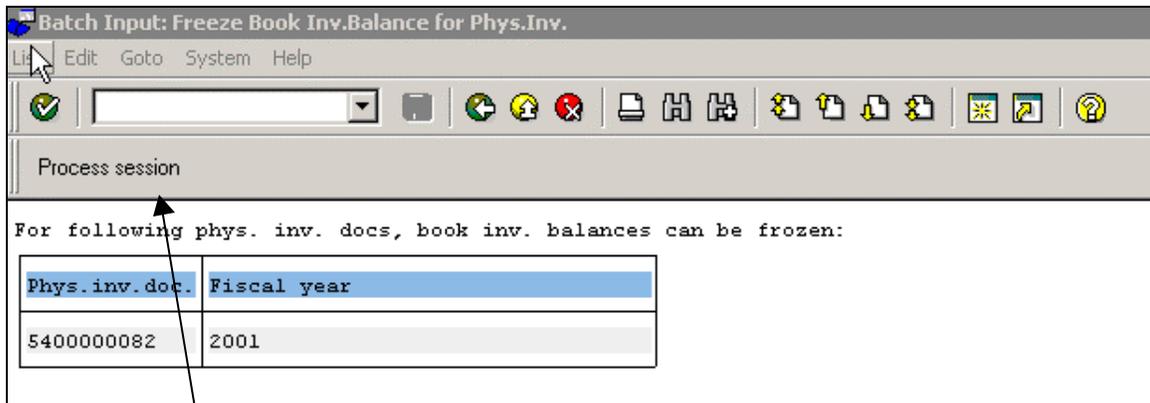
Phys. inv. doc.	Fiscal year
5400000082	2001

Select "Generate Session".

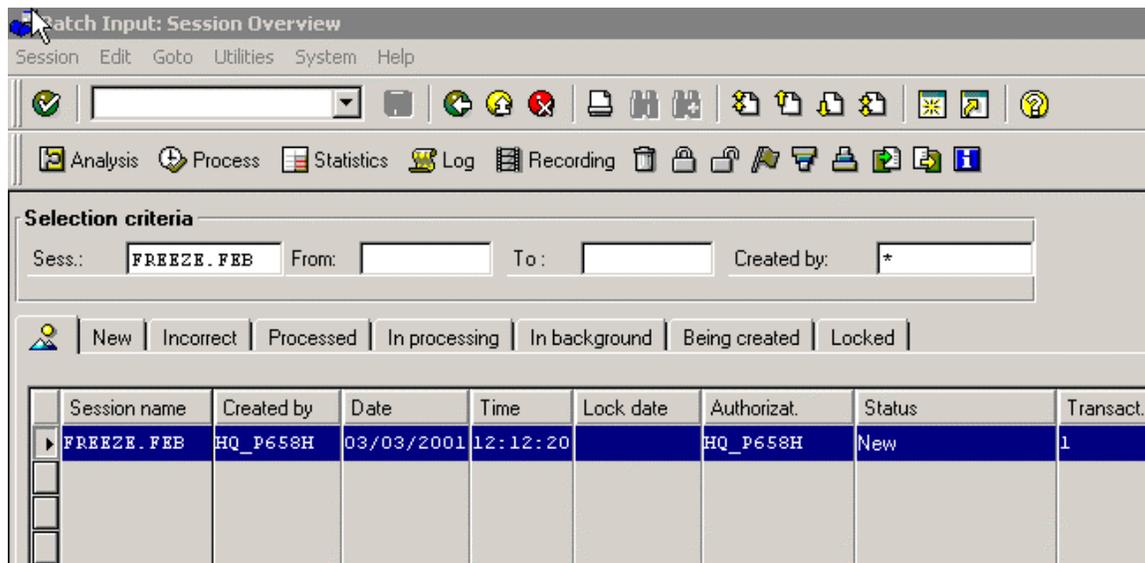
The system will display a message:



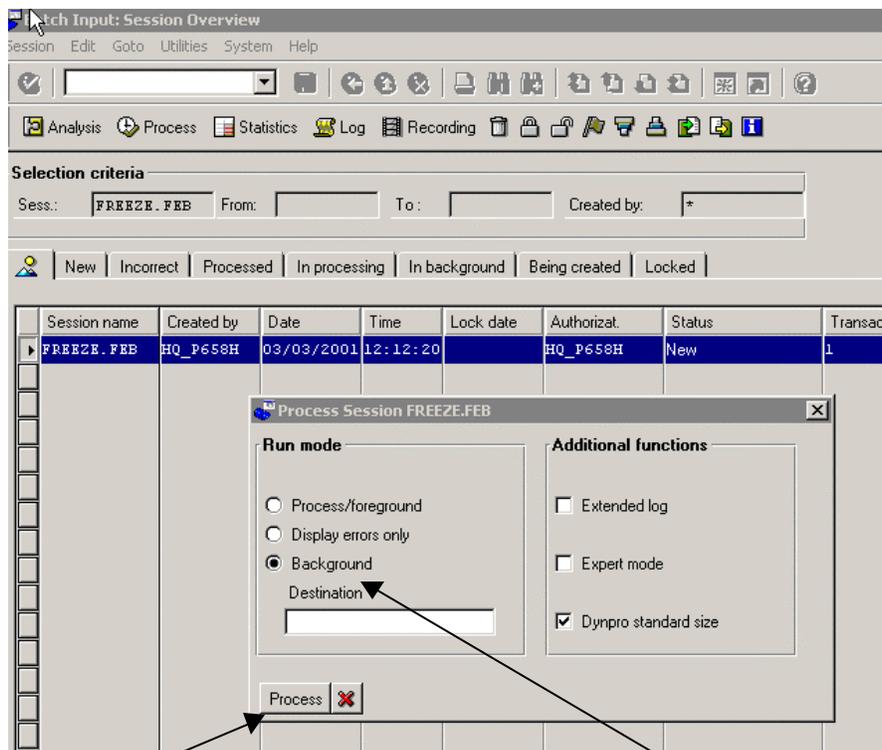
Batch Input: Freeze Book Inv. Balances for Phys Inv



Select "Process Session".

Batch Input: Session Overview

You must now process select the batch you wish to process by clicking on the appropriate line and Select  Process.

Batch Input: Session Overview

In the section marked "Run Mode," select the radio button for "Background" and then hit "process"

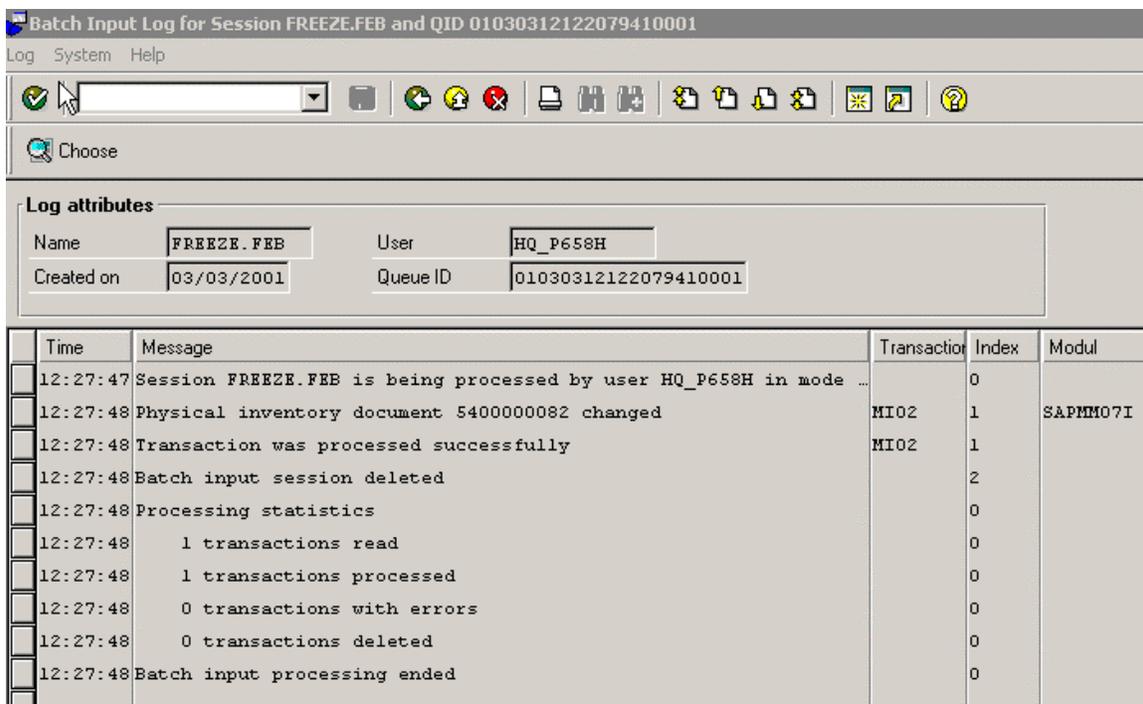
The system will indicate:



Then Select  Log

Place your cursor on the session you are processing and Hit  Display.

Batch Input Log for Session:



As you can see from the display above, our inventory document 5400000082 has been “frozen”.

Physical inventory documents have been created and employee is ready to count inventory.

Book inventory balance must be frozen to prevent the book inventory balance from being changed by any movements until count is completed.



Enter Physical Inventory Count with Reference Document

Site personnel have completed physical inventory count using physical inventory documents (count sheets). The results must be entered in SAP. Each item quantity can be entered only once. In other words, where an article is stored in multiple locations within a site, there will be multiple copies of the same physical inventory document made for the staff to conduct the actual counting of inventory. Inventory quantities for articles that are located in several storage locations within the same site must be totalled, and this total entered in SAP.

Based on local procedures, these physical inventory counts can be entered into SAP by either the Site/Activity staff or the Regional Business Office. However, **ONLY** the Regional Business Office will post the differences/variances resulting from this inventory count.

The following steps outline the physical inventory count process:

- Regional Accounting Office will print and fax physical inventory document to site
- Site will take inventory using physical inventory documents and tabulate results onto one physical inventory document
- Site/Regional Business Office will enter count using physical inventory document into SAP
- Site will notify Regional Accounting office when count is complete

Menu path:

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > INVENTORY COUNT > ENTER

Transaction code **MI04**

Enter Inventory Count: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Phys. Inventory doc.	The number that uniquely identifies the physical inventory document.	R	Enter the physical inventory document.
Fiscal year	Defines the period for which the company is to create its inventory and balance sheet.	O	This date is picked up from the count date. (See next field.)
Count date	Date that the physical inventory count is taken	R	Enter count date (if not defaulted) Default date is today's date unless otherwise specified
Variance in %	Percentage variance that must be met in order for the system to generate an error message.	O	Leave blank Enter a variance tolerance percentage if desired.

Press  to go to the next screen.

Enter Inventory Count: Collective Processing

Field Name	Description	R/O/C	User Action and Values
Site	Site where inventory count took place	C	Display only.
Stor. Loc.	Storage location of inventory	C	Display only.
Article	Article number	C	Display only.
Article description	Article description	C	Display only.
STy	Stock type	C	Display only.
Quantity	Stock quantity.	R	Enter the physical inventory count.
UnE	Unit of measure.	O	Enter the unit of measure in which the count was taken. Since count may occur in more than one area of the site/storage location, MWR will collect all counts and calculate using the base unit of measure.

Retail (MM)

ZC	Zero count.	O	When all quantities have been entered into the physical inventory document, select the “zero count” icon.
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Save the document by selecting the  icon. A confirmation will appear at the bottom of the screen.

Notify Regional Accounting Office upon completion of inventory count. Note: Regional Accounting Office will monitor and keep track of status of Site/Activity inventory process by using transaction MI24 – Physical Inventory List.



Display Physical Inventory Count with Reference Document

The physical inventory count has been taken and entered into SAP. To view and verify the results, they must be displayed. The results of the counts are displayed; however, the differences must be viewed via a separate report.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > INVENTORY COUNT > DISPLAY

Transaction code **MI06**

Display Inventory Count: Initial Screen

Enter information in the following fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values
Phys. Inventory doc.	The number that uniquely identifies the physical inventory document.	R	Enter the physical inventory document. Conduct search if unknown.
Fiscal year	Defines the period for which the company is to create its inventory and balance sheet.	R	Enter the applicable fiscal year.

Press the  icon. The following screen will appear:

Display Inventory Count xxxxxxxxxxx: Overview

Display Inventory Count 10000095: Overview

Inventory count Edit Goto Environment System Help

Position... Phys. inv. history Statistics... Other phys. inv. doc.

Site: 0001 GTA MARKETING-SPECIAL EVE
Stor. loc.: 0001 Default SLOC

Item	Article	Batch	STp	Quantity	UnE
1	1004011			40	EA
	PJCALWY ODYSY, WHT HOT		1	40	EA
2	1004011			40	EA
	PJCALWY ODYSY, WHT HOT		2	40	EA
3	1004011			40	EA
	PJCALWY ODYSY, WHT HOT		4	40	EA
4	1004012			40	EA
	PJODYSSEY DRG. PTR		1	40	EA
5	1004012			40	EA
	PJODYSSEY DRG. PTR		2	40	EA

Entry 1 of 9

On the display screen, choose one of the five radio buttons to view the following:

- **Header** – view header details
- **Position cursor** – select line item
- **Phys. Inv. History** – status, count date, counted by, etc. per line item
- **Statistics** – number of line items and status of each
- **Other phys. Inv. Doc.** – goes back to initial screen

Press  to exit.



Change Physical Inventory Count

If an error was made during the initial inventory count or more material has been located in the storage location, the physical inventory count needs to be changed. If a physical inventory count has been entered incorrectly, the Site may change the count before sending to the Regional Accounting office. Changes would only result from clerical errors caught before sending to the Regional Accounting Office for posting. **This is not a recount.**

The physical inventory count can be changed in a similar fashion in which it was entered. When the physical inventory count detail screen is accessed, the new quantity is typed over the old quantity and the transaction is posted.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > INVENTORY COUNT > CHANGE

Transaction code **MI05**

If using the menu path, double click on “**MI05 – Change**” to go to the next screen:

Change Inventory Count: Initial Screen

Change Inventory Count: Initial Screen

Inventory count Edit Goto Environment System Help

Other count

Phys. inventory doc. 100000095

Fiscal year 2001

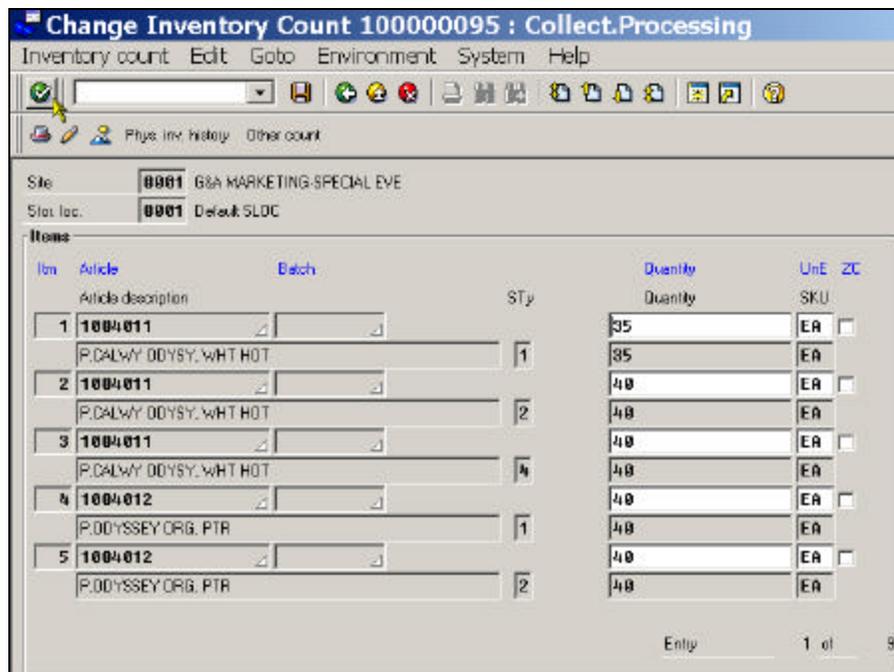
Other info.

Variance in %

Field Name	Description	R/O/C	User Action and Values
Phys. Inventory doc.	The number that uniquely identifies the physical inventory document.	R	Enter the physical inventory document.
Fiscal year	Defines the period for which the company is to create its inventory and balance sheet.	R	This date is picked up from the inventory document.
Variance in %	Percentage variance that must be met in order for the system to generate an error message.	O	Leave blank Enter a variance tolerance percentage if desired.

Press  to go to the next screen.

Change Inventory Count xxxxx: Collective Processing



Item	Article	Batch	Quantity	Unit	ZC
1	1004011		35	EA	<input type="checkbox"/>
	P.CALWY DDYSY, WHT HOT		35	EA	
2	1004011		40	EA	<input type="checkbox"/>
	P.CALWY DDYSY, WHT HOT		40	EA	
3	1004011		40	EA	<input type="checkbox"/>
	P.CALWY DDYSY, WHT HOT		40	EA	
4	1004012		40	EA	<input type="checkbox"/>
	P.DDYSSEY ORG, PTR		40	EA	
5	1004012		40	EA	<input type="checkbox"/>
	P.DDYSSEY ORG, PTR		40	EA	

Field Name	Description	R/O/C	User Action and Values
Quantity	Stock quantity.	R	Change the quantity Enter the physical inventory count. This quantity can be changed only if the Regional Acctg office has not received the count sheet document.

UnE	Unit of measure.	O	Only change the unit of measure if manual conversion has been calculated Enter the unit of measure in which the count was taken.
ZC	Zero count.	O	If quantity count has changed to zero, this box must be checked, the system does not recognize a zero unless this box is checked.

Click  to save the changes.



Process List of Inventory Differences

The difference between the physical inventory and the book value must be posted. Differences have already been generated and printed. If any differences are inexplicable, MWR will not post differences. Request for recount will be made for those items.

Posting physical inventory differences is done via movement types 701 (addition of stock) or 702 (negative stock).

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > DIFFERENCE > POST

Transaction code **MI07**

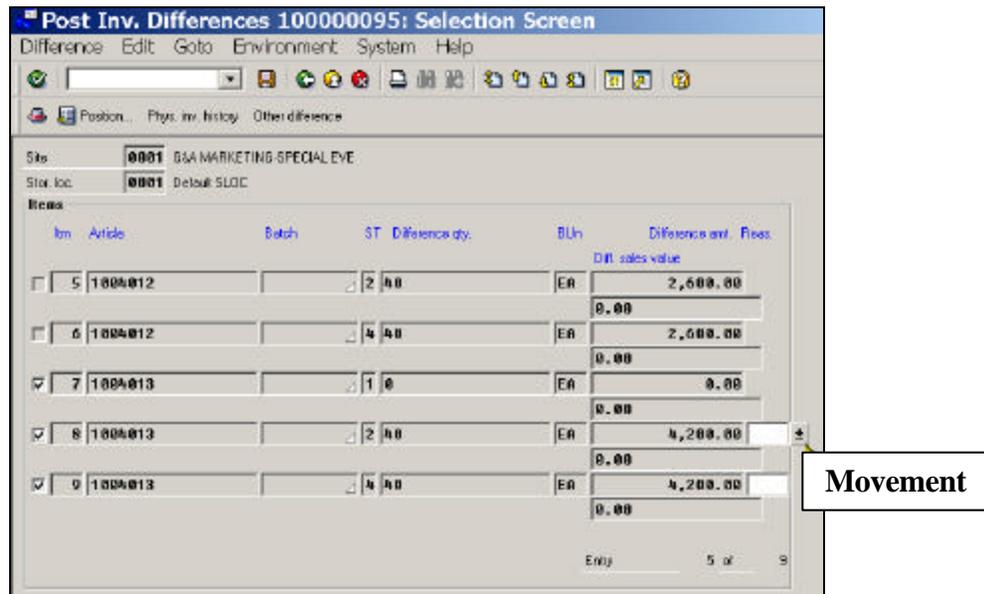
Post Inv. Differences: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Phys. Inventory doc	Number of original inventory document that contains the materials that have differences.	R	Enter document number.
Fiscal year	Year that inventory is created.	O	Enter fiscal year only if different from original document.

Posting date	Date on which inventory adjustment is posted.	R	Defaults to current date
Threshold value	Threshold value for selection of materials whose differences need to be posted.	O	Leave blank Enter a value if you want the system to select the materials whose differences need to be posted.

Select  to go to the next screen.

Post Inv Differences: Selection Screen



All items available for posting will be selected. De-select the ones that are not to be posted.

For each item selected, choose a movement type from the pull-down menu.

701 (+) Reasons for Movement

- 701 0001 Wrgly plcd in storage
- 701 0002 Unidentifiable

702 (-) Reasons for Movement

- 702 0003 Shrinkage
- 702 0004 Spoiled
- 702 0005 Damaged

Post the document by selecting . A document number will appear on the screen when posting is completed.



Print list of differences for Physical Inventory

User wishes to print the list of differences for inventoried items. This process will only be performed by the Regional Business Office. This transaction provides the ability to analyze the differences between perpetual inventory balances (per article or document) and the physical count sheets entered. After analysis, it may be determined that a physical inventory re-count is necessary. After inventory counts are complete these differences or variances must be “written off.”

The list of inventory differences can be used as a check list to be used after the physical inventory count, and to provide statistics of physical documents for which differences have already been or are still to be posted. Only those inventory differences are included that have been determined for an inventory document. Stock adjustments made on the basis of an article document without physical inventory document are not taken into account.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > DIFFERENCE > DIFFERENCE LIST

Transaction code **MI20**

List of Inventory Differences

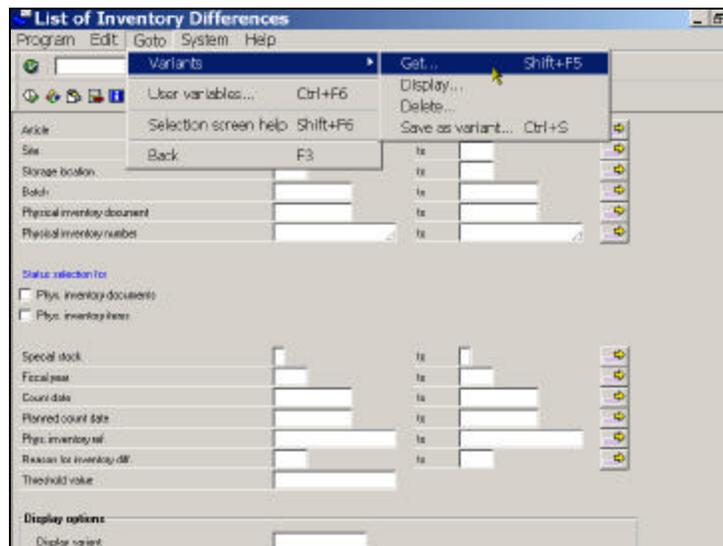
The entire view is not visible on this screen, use scroll bar to see all fields.

Field Name	Description	R/O/C	User Action and Values
Article	Article number	O	Leave blank Enter article number(s) to narrow search criteria. Conduct match-code search if document number is unknown.
Site	Site number	O	Enter site Enter site(s) to narrow search criteria. Conduct match-code search if document number is unknown.
Storage Location	Storage Location number	O	Enter 0001 Enter storage location number
Batch	Batch number to which the article is assigned.	O	Enter if applicable
Physical inventory document	Physical inventory document number.	O	Enter physical inventory document Enter physical inv doc(s) to narrow search criteria. Conduct match-code search if document number is unknown. If you are not sure of the physical document number, enter site and storage location and generate. This will pull all pending documents.
Physical inventory number	Number or description that is used to group various physical inventory documents so that they can be managed more effectively.	O	Enter if applicable
Status selection for Phys. inventory documents	Check box to improve search results.	O	Check this box to view differences of physical inventory sheets by status (i.e. not counted, partially counted, counted).
Status selection for Phys. inventory items	Check box to improve search results.	O	Check this box to view differences of physical inventory sheet by status of article (i.e. not counted, counted, partial counted, recounted, deleted)
Special Stock	Indicator specifying the special stock type	O	Choose from drop-down menu. Only special stock used is "K" representing consignment stock.

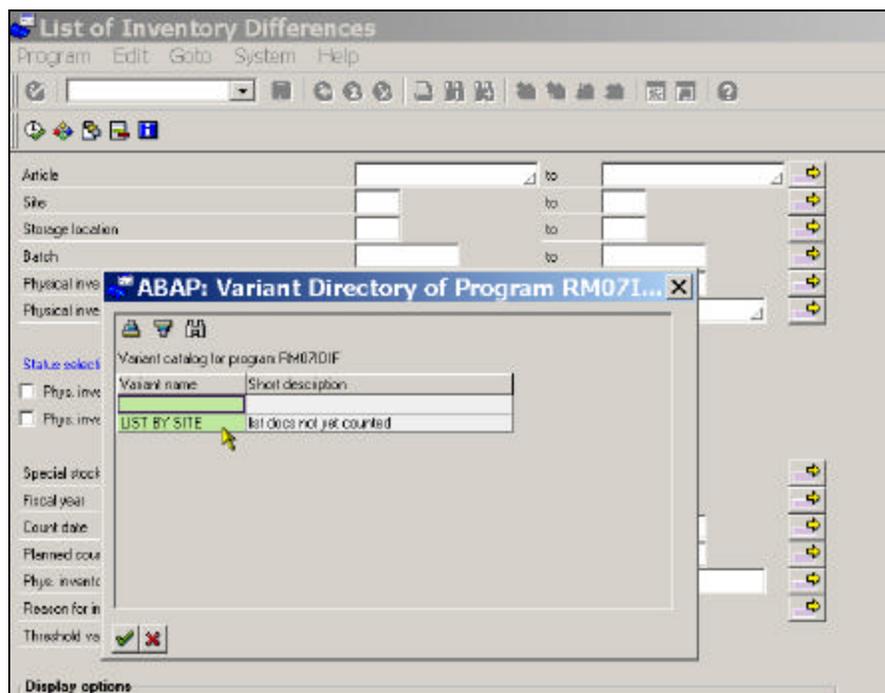
Retail (MM)

Fiscal Year	Fiscal year in which the physical inventory document is posted.	<input type="radio"/>	
Count Date	Date on which the last physical inventory took place	<input type="radio"/>	
Planned count date	Date on which the physical inventory is planned to take place	<input type="radio"/>	
Phys. Inv. Ref.	Reference number for physical inventory	<input type="radio"/>	
Reason for inv. difference	Specifies the reason for the physical inventory differences	<input type="radio"/>	
Threshold value	Maximum difference amount, in local currency, up to which the inventory differences are posted in the background.	<input type="radio"/>	
Display variant		<input type="radio"/>	
Single list	Manner in which the printout will appear.	<input type="radio"/>	This is the default setting. List is not grouped or sorted.
Group by site and storage locations	Manner in which the printout will appear.	<input type="radio"/>	List provides option of grouping by site and SLOC.
Group by phys. inv. doc.	Manner in which the printout will appear.	<input type="radio"/>	List provides option of grouping by physical inventory document.

Click the  icon after entering selection criteria.

List of Inventory Differences

To generate the standard MWR differences report, a variant has been created. Instead of entering values in fields individually, use the following menu path: **Goto > Variants > Get....**



and select the standard variant, **LIST BY SITE**.

Double click on variant name to select variant. Click  on “List of Inventory Differences” screen to generate report.

List of inventory differences 100000020 | 1 | 1100 | | 0001 0001 | 60.000 | 159.000 || | 100000076 | 1 | 1004047 | | 0001 0001 | 25.000 | 9.000 |
	100000095	7	1004013		0001 0001	40.000	40.000
	100000095	8	1004013		0001 0001	0.000	40.000
	100000095	9	1004013		0001 0001	0.000	40.000

 </div>
 <div data-bbox="112 338 827 357" data-label="Text">
 <p>On this report, to view columns not visible on the screen, choose the left and right arrows.</p>
 </div>
 <div data-bbox="367 425 599 443" data-label="Section-Header">
 <u>List of Inventory Differences</u>
 </div>
 <div data-bbox="128 460 834 652" data-label="Table">
 <img alt='Screenshot of the "List of inventory differences" window with the "Detail" button highlighted. The window title is "List of inventory differences". The menu bar includes "List", "Edit", "Goto", "Settings", "System", and "Help". The toolbar contains various icons for navigation and actions. Below the toolbar is a row of buttons: "Post difference", "Change inv. count", "Enter inventory count", and "List of unposted documents". A "Detail" tooltip is visible over the "Detail" button. The main table has columns: "Ph.inv.doc", "Item", "Article", "Batch", "Site", "SLoc", "Book quantity", and "Qty counted". The data rows are as follows:
 <table border='1'>
 Ph.inv.doc | Item | Article | Batch | Site | SLoc | Book quantity | Qty counted || | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | 100000020 | 1 | 1100 | | 0001 0001 | 60.000 | 159.000 |
| | 100000076 | 1 | 1004047 | | 0001 0001 | 25.000 | 9.000 |
| | 100000095 | 7 | 1004013 | | 0001 0001 | 40.000 | 40.000 |
| | 100000095 | 8 | 1004013 | | 0001 0001 | 0.000 | 40.000 |
| | 100000095 | 9 | 1004013 | | 0001 0001 | 0.000 | 40.000 |

 </div>
 <div data-bbox="112 687 827 723" data-label="Text">
 <p>To see who counted a particular line item and when, select it by clicking on the box to the left. A check appears in the box. Then select the "Detail" button.</p>
 </div>
 <div data-bbox="112 941 300 958" data-label="Page-Footer">Version 3 – March 2001</div>
 <div data-bbox="436 941 502 958" data-label="Page-Footer">VIII - 58</div>
 </div>

Detail: Display

Detail: Display	
Phys. inventory doc.	100000020
Item	1
Article description	BEEF GRND CHUCK FINE 80/20
Stock type	Warehouse
Physical inventory status	Counted
Pos. diff. value	2.59
Posting period	032001
Counted by	PKEITER
Count date	12/13/2000
Article	1100
Site	0001
Storage location	0001
Book quantity	60.000
Qty counted	159.000
Difference quantity	99.000
Base unit of measure	LB
Difference amount	2.59
Currency	USD

Click  to go back to the original report.

List of Inventory Differences

List of inventory differences	
Ph. inv.	Book quant
1000000	60.0
1000000	25.0
1000000	40.0
1000000	0.0
1000000	0.0

Menu Item	Shortcut
Enter inventory count	Ctrl+Shift+F11
Change inv. count	Ctrl+Shift+F10
Display inv. count	
Post difference	Ctrl+Shift+F9
Display document	
Change document	
Recount document	
List of unposted documents	Ctrl+Shift+F12
ABC analysis	Shift+F6
Back	F3

To display the original document, follow the menu path **Goto > Display document** as illustrated above.

It is NOT recommended that other transactions be performed from this screen. Transactions such as “post differences,” “change inventory count” and “enter inventory count” must be performed separately as demonstrated in their respective training documents.

To print this report, select .



Recount Physical Inventory

A recount cannot be performed if differences have been posted! If differences have been posted, and a recount is necessary, you must start the inventory count process over from the beginning. Do not do a recount!

If, however; differences have NOT been posted, the Regional Accounting Office will determine when a recount is necessary and perform this task to create a new physical inventory document. A recount can be performed for all or selected articles/items.

To recount an article or group of articles:

- MWR's Regional Accounting Department will create this recount document and fax to the site (MI11).
- The site/accounting office enters the new document number and the new inventory count (MI04).
- The site notifies the Regional Accounting Department when the recount is completed.
- MWR's Regional Accounting Department posts differences.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > PHYSICAL INVENTORY DOCUMENT > RECOUNT

Transaction code **MI11**

Enter Recount: Initial Screen

Enter Recount: Initial Screen

Phys. inventory doc. Edit Goto Environment System Help

Selection Screen Other phys.inv.doc.

Phys. inventory doc. 100000095

Fiscal year 2001

Date

Planned count date 01/17/2001

Document date 01/17/2001

Other info.

Posting block

Freeze book inventory

Phys. inventory no. SITE1RECOUNT

Phys. inventory ref.

Threshold value

Field Name	Description	R/O/C	User Action and Values
Phys. Inventory doc	Number of original inventory document that contains the articles that need to be recounted.	R	Enter document number.
Fiscal year	Year that inventory is created.	O	Enter fiscal year only if different from original document.
Planned count Date	Date that the physical inventory is planned to take place	R	Planned date of the inventory count
Document Date	Date of the document	R	The document date is entered in order to include the issue date of the original document.
Posting block	Blocks goods movements for the specified articles during the physical inventory	O	Toggle on if desired.
Freeze book inventory	Specifies that the book inventory balances of those items in the physical inventory document that are to be recounted are frozen.	O	Select freeze book inventory Toggle on if desired. Select this indicator to allow article movement updates during physical inventory. The system compares the counted stock with the frozen book inventory balance to determine any inventory differences at the time of document creation
Phys. Inventory no.	Text identifying sequence of events	O	Enter recount number
Phys. Inventory ref	Number of an external document relating to physical inventory.	O	Not using.
Threshold value	Threshold value for inventory differences.	O	Not using

Click  to go to the next screen:

Enter Recount: Selection List

On the above screen, all items are preselected. You can deselect all the items and then select only the items to be recounted:

- Edit > deselect
- Manually select the items to be recounted

- Click  to save the document.



View Physical Inventory List

This function will primarily be performed by the Regional Business Office to monitor the status of the physical inventory process and the actual posting of counts sheets.

All counts sheets issued to activities/sites must be verified and finalized prior to posting inventory variances and closing the month end period. Lists can be viewed at a high level indicating the status of each sheet, and/or items/articles included on each sheet.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > ENVIRONMENT > PHYSICAL INVENTORY LIST

Transaction code **MI24**

Physical Inventory List

Field Name	Description	R/O/C	User Action and Values
Article	Article number	O	Leave blank or enter article number(s) to narrow search criteria. Conduct match-code search if document number is unknown.
Site	Site number	O	Enter site(s) to narrow search criteria. Conduct match-code search if document number is unknown.
Storage Location	Storage Location number	O	Enter 0001 Enter storage location number

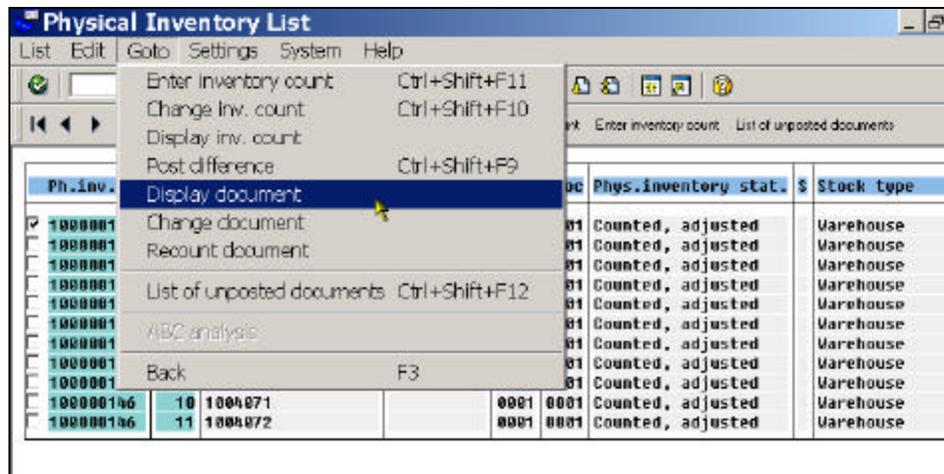
Batch	Batch number to which the article is assigned.	O	Enter if applicable
Physical inventory document	Physical inventory document number.	O	Enter physical inventory document Enter physical inventory doc(s) to narrow search criteria. Conduct match-code search if document number is unknown. If you are not sure of the physical document number, enter site and storage location and generate. This will pull all pending documents.
Physical inventory number	Number or description that is used to group various physical inventory documents so that they can be managed more effectively.	O	Leave Blank
Status selection for Phys. inventory documents	Check box to improve search results.	O	Check this box to view the status of each physical document (as a whole). Allows user ability to monitor status of physical document and process.
Status selection for Phys. inventory items	Check box to improve search results.	O	Selecting this option will create a list of ALL articles (items) on each physical inventory sheet.

Select  to generate the physical inventory list.

Physical Inventory List

Ph.inv.doc	Item	Article	Batch	Site	SLoc	Phys.inventory stat.	\$	Stock type
<input checked="" type="checkbox"/>	100000146	1	1004089		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	2	1000598		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	3	1000599		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	4	1004093		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	5	1004094		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	6	1004091		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	7	1004092		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	8	1004095		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	9	1004096		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	10	1004071		0001	0001	Counted, adjusted	Warehouse
<input type="checkbox"/>	100000146	11	1004072		0001	0001	Counted, adjusted	Warehouse

To display an **individual document**, select by clicking the box to the left of the document number. Select “Goto” from the menu bar, scroll down to “Display document” to view.



Select the  to return to the selection screen and continue generating reports, or  to exit.



Batch Input: Post physical inventory differences

Physical inventory has been completed and counts entered in AIMS. The Regional Business Office should review the differences list (MI04) and request re-counts if necessary. Following the entering of any recounts, the posting of the inventory variances (difference between the physical inventory and the book quantity) must be posted.

This process will be used for posing inventory differences for unrestricted stock and consignment stock.

Posting of inventory differences is not possible until a count has been performed for the items of the physical inventory document. The report only included those physical inventory document items in the BI session which have already been counted and for which the inventory differences have not been posted yet.

A session is created to automatically post the differences in an article document. Process the session in background. The system carries out the transaction for every object.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > SESSIONS > POST DIFFERENCE

Transaction code **MI37**

Batch Input: Post Differences

The screenshot shows the SAP 'Batch Input: Post Differences' dialog box. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The 'Execute' menu is open, showing options: 'Execute' (F8), 'Execute and print' (Ctrl+P), 'Execute in background' (F9), and 'Exit' (Shift+F3). The 'Execute in background' option is highlighted. The main area contains several input fields and checkboxes:

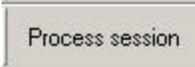
- Execute in background:** (F9)
- Site:** [] to []
- Storage location:** [] to []
- Planned count date:** [] to []
- Status selection for:**
 - Phys. inventory documents
- Grouping criterion:**
 - Merchandise category:** [] to []
 - Storage bin:** [] to []
- Physical inventory document header:**
 - Posting date:** 02/23/2001
 - Physical inventory number:** [] to []
- Batch input session:**
 - Generate batch input
 - Issue log
 - Name of session:** MI37 MI 07
 - Threshold value:** []
 - Reason for difference:** []

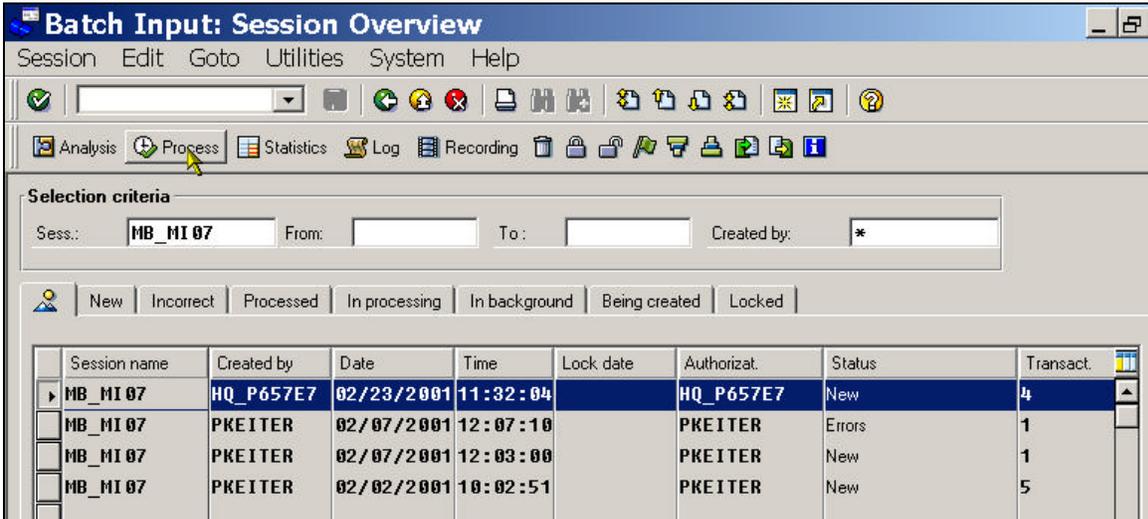
Field Name	Description	R/O/C	User Action and Values
Physical inventory documents	Phy Inv Document numbers for documents to be posted	O	Enter specific physical inventory document numbers if you want to post only those selected. If left blank, the system will bring all those physical inventory documents to be posted (if counted) by planned count date
Fiscal Year	The fiscal year defines a period, 12 months as a rule, for which the company is to create its inventory and balance sheet.	O	Enter year that you want to post the physical inventory.
Site	Key uniquely identifying a site	O	Enter site where inventory is to be posted.
Storage Location	Number of the storage location where the article is stored.	R	Enter storage location
Planned Count date	Date on which a physical inventory is planned to take place	R	The system defaults in the current day's date.
Status Selection			
Physical Inventory documents	Status of document: Not yet, partially or completely counted	R	Check box to select status of count in pop-up screen. Select status "counted"
Grouping Criterion			
Merchandise category	Key used to group together several articles with the same attributes.	O	Enter merchandise category to narrow down the selection for Phy Inv.
Storage bin ...	Identifies the storage bin within a storage location where the article is stored.	O	Not using
physical Inventory document header			
Posting date	Date which is used when entering the document in Financial Accounting or Controlling.	O	Enter the date on which the inventory adjustment document is posted.
Physical inventory number	Number or description that is used to group various phy. inv. doc so that they can be managed more effectively	O	User can choose their own number to track phy inv documents. If one was used to create document than you can use it here to find the document.

Batch input session			
Generate batch input	With this indicator, you specify whether the batch-input session is to be generated at once.	R	Check box to allow generation of batch input
Issue log	Indicator specifying that a log is issued on screen after processing	O	Check box to allow issuing of log
Name of sessions	Name of batch input file	R	User can create their own session name to track batch input sessions.
Threshold value	Maximum difference amount, in local currency, up to which the inventory differences are posted in the background	O	Leave blank or enter dollar amount
Reason for difference	Numeric code specifies the reason for the physical inventory difference	O	Use drop down arrow to make selection

To create session, select . The screen “Batch Input: Post differences” will appear with those physical inventory documents that have been counted. If documents have NOT been counted or partially counted, they will NOT be included in the post differences processes. It is recommended that all documents be reviewed for completion (MI24 will display document status) prior to running the post differences process.

Review those physical inventory documents that state the inventory difference can be posted.

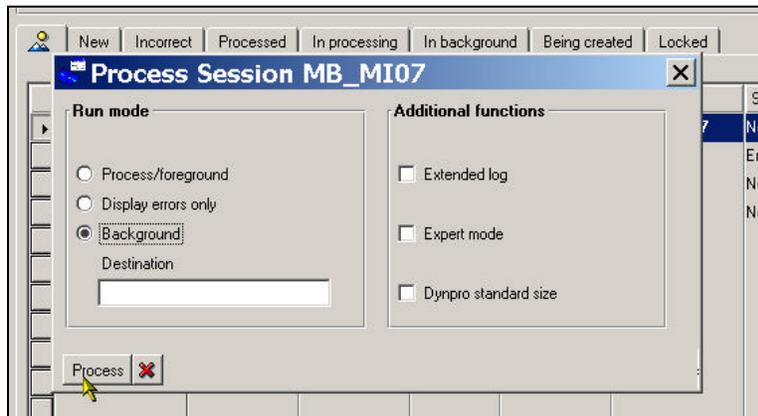
If this is correct, select  icon.



Session name	Created by	Date	Time	Lock date	Authorizat.	Status	Transact.
MB_MI 07	HQ_P657E7	02/23/2001	11:32:04		HQ_P657E7	New	4
MB_MI 07	PKEITER	02/07/2001	12:07:10		PKEITER	Errors	1
MB_MI 07	PKEITER	02/07/2001	12:03:00		PKEITER	New	1
MB_MI 07	PKEITER	02/02/2001	10:02:51		PKEITER	New	5

To continue with processing select the session (click next to session name) and select the

 icon.



A pop window will appear: "Process Session XXXXXX."

On pop-up window, select '**Background**' (if testing select '**Display errors only**'). Select '**Process**' as indicated and enter.

A message indicating "1 session transferred to background for processing" will be displayed.

From '**Batch Input: Log Overview**' screen: Select the line representing your session, and

select  icon. You should see the message "Transaction was posted successfully."

You can also confirm that the count was completed by selecting "post difference" from the **Physical Inventory** (MI00) screen. The following message will appear, "The phys. Inventory doc. has the status "adjustment postings made."



Special Consignment Instructions

TICKETS – Overview

Consignment Tickets. It is important to understand that all consignment stock is held as “consignment status/restricted.” Unlike all other inventory which is held as “unrestricted”. Consignment tickets will remain in this “consignment status” until month end at which time an entry is made to move the total quantity of ticket sold that month to “unrestricted” stock status and then settle the amount to the vendor for future payment. Daily sales (either manual or through the POS) occur outside this consignment status/restricted and in effect sales appear to be made in the “negative” as no stock is maintained in unrestricted on an ongoing basis.

Prepaid Tickets. For the most part, prepaid tickets are treated just like any other type of inventory item, stock is held as “unrestricted”. The most important difference is the General Ledger account used to record the value of prepaid tickets on hand (163001). Because it is necessary to maintain a perpetual inventory of all tickets, for those sites that DO NOT have the POS (Point of Sale) system, manual goods movement will be performed to mimic daily sales. No special end of month process is required for prepaid tickets.

This chapter provides detailed descriptions of transactions applicable to consignment tickets, along with screen prints for illustration.

Additional notes are provided after the transactions. These notes describe in greater detail the consignment ticket process from procurement to end of month settlement. General ledger entries are also included to illustrate the effects of this process on the accounting system.



Create Consignment Ticket Order

The site or the activity needs to create an order for **consignment** tickets. This process will NEVER be used for prepaid tickets, only consignment ticket orders. This document may be prepared by the Activity/site personnel or by the Regional Business Office Procurement staff. A consignment agreement (external to the AIMS system) should be in place with the vendor prior to initiating any orders.

Consignment orders are only authorized for MWR Company codes. Prepaid tickets should not be included in this document. Order types, PU and/or PO or Credit Card orders should be used for prepaid tickets. Alternatively, an Outline Agreement (BPA) could be established for ordering prepaid items.

This order type (Consignment Ticket Orders) has no release strategies assigned and will automatically create an order. The process will fax or print out the copy immediately.

Although the site may be able to “call” in an order (for example, to the Navy Southwest Region Military Ticket Program office), failure to complete this electronic processing of the consignment ticket order, will result in an inability to include those items ordered through a “call” into the Inventory system. Items will NOT be included in the “on-hand” quantities and will be reported as “variances” during the physical inventory process! Remember, this order type is only for use with Consignment tickets.

Note: Consignment tickets are non- valuated at the time of receipt. MWR does NOT own these tickets. Tickets are only valuated at the time of the settlement of the sales. These types of orders (CO) cannot be used for prepaid tickets. For those prepaid tickets, use the PO and/or PU document types. BP document types can also be used for prepaid tickets if an Outline Agreement (Blanket Purchase agreement) is in place.

Access the beginning of this process using the following menu path:

LOGISTICS > ARTICLES MANAGEMENT > PURCHASING > PURCHASE ORDER > CREATE > VENDOR KNOWN

Transaction code: **ME21**

Create Purchase order : Initial Screen

Purchase order Edit Header Item Environment System Help

Ref. to PReq Ref. to contract Reference to RFQ

Vendor: 4000000571

Order type: CO

Purchase order date: 04/02/2001

Purchase order:

Organizational data

Purch. organization: 2000

Purchasing group: 171

Default data for items

Item category: C

Acct assignment cat.:

Delivery date: T

Site:

Storage location: 0001

Merchandise category:

Req. tracking number:

Price date:

Vendor sub-range:

Promotion:

Acknowledgment reqd

Enter the vendor number and "CO" for consignment

Enter "C" in the Item

Enter "0001" in the Storage Location

Use the table below as a guide for filling the fields on the initial screen.

Field Name	Description	R/O/C	User Actions/Values
Vendor	Vendor Number	R	Enter the vendor number
Order type	Purchase Order document type	R	Enter "CO" for consignment
Purchase Order date	Date of the purchase order	R	Enter the date that the order is prepared.
Purchase Order	Purchase Order Number	Leave Blank	The numbers are internally generated so leave this field blank.
Purchasing organization		R	Use the drop down arrow to select "2000"
Purchasing group		R	Use the drop down arrow to make your selection.
Item category	Enter "C" for consignment	R	Enter "C"
Account Assignment Cat	Leave blank	O	Leave blank
Delivery date	Date of delivery required	O	This is optional

Site	Enter the site number	O	Enter the site number or leave blank
SLOC	Enter the SLOC (Storage Location) number	O	Enter "0001" or leave blank
Merchandise Category	Merchandise category of the consignment item	Will default upon selection of article	
Req Tracking number		Leave blank	Not used by MWR
Price date		Leave blank	Not used by MWR
Vendor sub-range		Leave blank	Not used by MWR
Promotion		Leave blank	Not used by MWR

Although there are numerous fields on this opening screen, only the first three and the fifth, sixth and seventh are required to start the process.

Note: If all the line items on this order will be made for the same "site", or will have the same "delivery date", you may find it helpful to complete the fields in the section of the initial screen labeled "Default Data for Line Items". See the screen shot on Page VII – 73. For any data completed in this section, all lines will be populated with that same data (saving data entry time if all the items have the same delivery dates and are to go to the same site.

Press the enter key or click the green checkmark icon. 

On the "Create Purchase Order: Header Data" screen, enter the values as identified below.

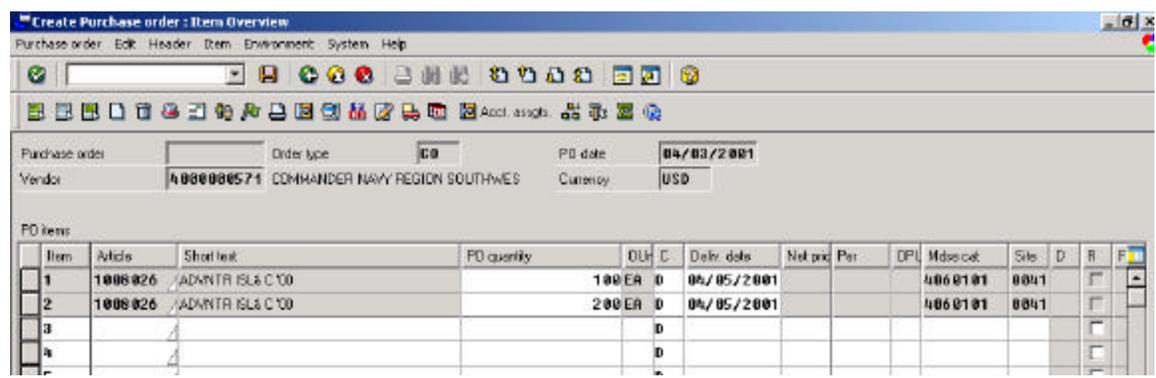
Field Name	Description	R/O/C	User Actions/Values
Payment terms	Vendor Payment terms	R	Will default from the Master Vendor record. It may be overwritten if desired. If necessary, use the drop down arrow to select alternate payment terms.
Payment in	To identify payment in a specified number of days	O	If the payment terms above are not adequate, it may be necessary to enter the actual number of days from the invoice date when the payment must be made.
Currency	Currency	R	Will default to USD

Retail (MM)

Inco Terms	This field specifies the shipping terms and the destination	O	Specify the shipping terms using the drop down selection aid. Most frequently used are: FBD – Free on Board Destination FBS – Free on Board shipping Point
Quotation Date	Date of the RFQ	O	Leave blank unless the order is with reference to a RFQ
Quotation	RFQ number	O	Leave blank unless the order is with reference to a RFQ
Your Reference	This field will not be printed on the document	R	User may enter “.” To fulfill the requirement. Will NOT print on the document
Reference	Reference information as determined by local policy	R	Enter the information as desired. For example, the Consignment Ticket Agreement number
Requis Officer	Requestor’s name	R	Enter the requestor’s name
Telephone	Requestor’s telephone number	R	Enter the requestor’s telephone number.

Press the Enter key or click the green checkmark icon 

On the *“Create Purchase Order Overview: Item Overview”* screen, enter the information as specified in the table below for the individual consignment articles that you wish to order:



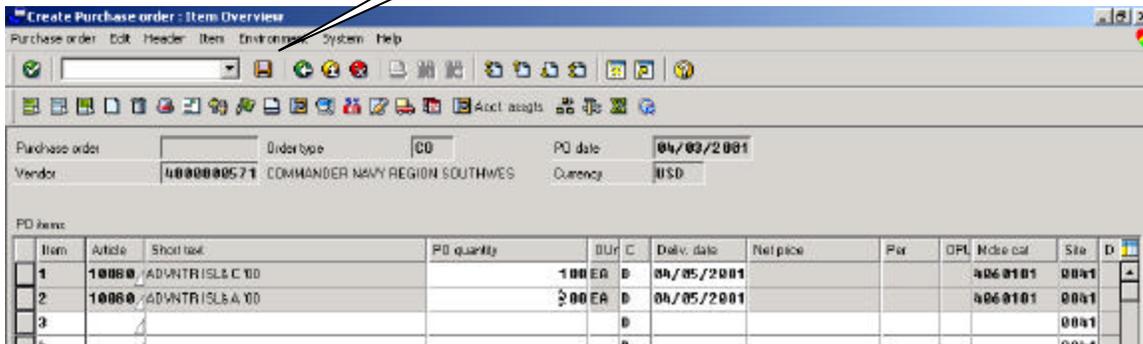
Field Name	Description	R/O/C	User Actions/Values
Item	Item Number	Will default	No user action required
Article	Article Number	R	Enter the consignment article number
Short text	Article name	R	Will default from the article master record
PO Quantity	The number of the item required	R	Indicate the quantity of the item that you wish on this order

Unit	Unit of Measure	R	Will default from the article master record
Delivery date	When the article is required	R	Enter the required delivery date
Purch Req	Purchase Requisition	O	Leave Blank – Do Not Use
Mdse Cat	Merchandise Category	R	Will default from the master article record
Site	Site to which the delivery is to be made	R	Will default from the initial opening screen if the information was entered at that point. Enter site number now if it did not default.
Item category	Type of purchase	C	Will default from the initial screen

Note: You will note that NO net price appears on this order. This is due to the fact that consignment tickets are NON-VALUATED until the time of sale. (The MWR fund is not liable for payment until the tickets are sold.)

Finally, the purchase order may be posted by clicking on the Save icon  or using the menu path **PURCHASE ORDER > SAVE**.

Click the Save icon



You will receive a confirmation message that the purchase order was created.

Upon saving the document, the consignment order will automatically be faxed to the vendor, if a fax number is maintained in the vendor master record. If no fax number is available, the purchase order document will be printed locally and will have to be faxed to the vendor manually.



Goods Movement to Record Tickets sold

In cases where a site does NOT have a Point of Sale system, it will be necessary to “mimic” the goods movement of the daily sales using this process. Each day, Daily Activity Records will continue to be posted and should include ONLY the revenue side of the transaction. The expense side/establishment of the liability will be performed using this separate transaction. This process should be performed by the Regional Business Office staff.

This process will be performed for both CONSIGNMENT AND PREPAID TICKETS where NO Point of Sale interface to AIMS is in place!!

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT

Transaction code **MB11**

Enter Goods Movement: Initial Screen

Enter Goods Movement: Initial Screen

Goods movement Edit Goto Movement type Environment System Help

New item To reservation... To order... To purchase order... WM parameters...

Document date 03/03/2001 Posting date 03/03/2001

Article slip

Doc.header text TICKETS SOLD 3/3/01 GR/GI slip no.

Defaults for document items

Movement type 251 Special stock

Site 0001 Reason for movement

Storage location Suggest zero lines

GR/GI slip

Print Individual slip Collective slip

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	Use the DAR date.
Posting Date	Date that the transaction is to be posted.	R	Use the DAR date.
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter any necessary notes for this document.
Movement type	Goods movement type.	R	<ul style="list-style-type: none"> • Goods Movement Tickets 251 • Goods Movement Tickets Reversal Tickets 252 Enter the number for the movement type or choose a movement type using the drop down arrow
Special stock Site	Special stock identifier	O	Leave Blank!
Reason	Reason Code for Movement	R	Enter Site Enter or select Site using the drop down arrow.
Storage Location	Storage location	O	Enter Reason Code Enter or select reason from drop down arrow.
Suggest Zero GR/GI slip no	Select Zero lines Print	O	Enter storage loc 0001
	Goods Receipt/Issue slip number. A number, which uniquely identifies a goods receipt/issue, slip.	O	Decide whether or not to print lines that net to zero. Automatically selected.

Click  to go to the next screen.

Enter Goods Movement: New Items

Item	Article	Quantity	UnE	SLoc	Batch	Re Site
1	1000031	34		0001		0041
2						0041
3						0041
4						0041

Field Name	Description	R/O/C	User Action and Values
Cost center	Identifies where costs occurs	R	Enter appropriate cost center to incur expense.
Recipient	Leave Blank	O	Leave Blank
Article	Article Number	R	Enter the article
Quantity	Article quantity	R	Enter the quantity of the article to be expensed.
UnE	The unit of measure in which the goods receipt is entered.	O	UOM should default to base unit of measure
Sloc	Storage location.	R	Storage location 0001 should default from prior screen If not, enter storage location 0001
Batch	The batch number to which the article is assigned.	O	Leave blank
Site	Site referenced from prior screen	R	Should default if entered on the header screen, if not enter site issuing goods

To enter text, select the  icon to go to the Detail screen:

Enter Goods Movement: Details xxxx/xxxx

To return to the overview screen, use the menu path “Go To > **Collective Processing.**”

When finished, click  to save.



Consignment Article Transfer

For consignment tickets only. Throughout the month consignment tickets are sold. However, all consignment stock is held as “consignment status/restricted.” Sales occur outside this consignment status/restricted and in effect sales appear on a daily basis to be made in the “negative” as no stock is maintained in unrestricted. By segregating consignment stock into restricted and unrestricted we are able to view the “negative amounts” of unrestricted stock as tickets sold throughout the month. Vendor stock will be transferred at month end before closing. At the end of the month, it is necessary to transfer consignment ticket stock sold to unrestricted for the vendor.

To determine the quantity to “move” (tickets sold) from Consignment status/restricted to unrestricted run the transaction **MB52 Display Warehouse Stocks of Articles on Hand**:

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ENVIRONMENT > STOCK > STOCK LEVEL.

Transaction code **MB52**

Display Warehouse Stocks of Article on Hand

Be sure to select the box next to “Special Stocks – site.” The following report will be generated:

Display Warehouse Stocks of Article on Hand						
List Edit Goto Settings System Help						
Article	Article description			Site Name 1		
Sloc	S U	Vendor	Customer	Unrestr.-use	Unit	Stock in transfer
				Total value	Curr.	Total value
1097	TOOTH PASTE			0001 HWR ADMINISTRATION		
0001				700-	EA	0
				1,470.00-	USD	0.00
1098	FRANK-BEEF 6/1			0001 HWR ADMINISTRATION		
0001				16,542	LB	0
				24,796.46	USD	0.00
1100	BEEF GRAND CHUCK FINE 00/20			0001 HWR ADMINISTRATION		
				0	LB	100
				0.00	USD	2.62
0001				1,056	LB	0
				27.62	USD	0.00
1102	BEEF CORNED BRSKT RAW CAB			0001 HWR ADMINISTRATION		
0001				10,400	LB	0

The amount highlighted in orange (negative amount) is the amount sold throughout the month. **This is the amount to be transferred to unrestricted stock!**

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS MOVEMENT

Transaction code **MB11**

If using the menu path, double click “**MB11 – Goods Movement**” to go to the next screen:

Enter Goods Movement: Initial Screen

Field Name	Description	R/O/C	User Action and Values
Document Date	Date of the document.	R	This entry should be changed to the date of the last day of the accounting period
Posting Date	Date which is used when entering the document in accounting	R	This entry should be changed to the date of the last day of the accounting period
Article slip	Identifier of an external document	O	Enter external document number if available
Doc. Header text	Document header text. Contains explanations or notes which apply to the document as a whole.	O	Enter any necessary notes for this transfer document.
Movement type	Goods movement type.	R	For end of month process use movement type: 411 For daily process to simulate sales: use movement type 251
Special stock	Special stock identifier	R	Enter the stock identifier "K." THIS MUST BE ENTERED TO ALLOW TRANSFER FROM "K" consignment to unrestricted.
Site	Site number.	R	Enter or select Site using the drop down arrow.

Reason for movement	Standard text for reason of movement	O	Enter or select using drop down arrow if needed
Storage location	Storage location	R	Enter or select the storage location where the article resides.
Suggest zero lines	Indicates items with zero qty.	O	Click “on” to display zero items
GR/GI Slip Section Header (Select one of these)			
Print	Print GR/GI slip indicator	R	Select print indicator if paper desired.
Individual Slip	One slip for each article	C	Do not use
Collective Slip	One slip for each article	R	Click “on” for collective slip issue

Select  to go to the next screen.

Enter Goods Movement: New Items

Field Name	Description	R/O/C	User Action and Values
Vendor	Alphanumeric key identifying a vendor	R	Enter vendor applicable to transfer posting, must be a consignment vendor
Receiving Sloc	Storage location to receive the goods	R	Enter storage location 0001
Article	Article Number	R	Enter the article identifier.

Retail (MM)

Quantity	Numeric key identifying quantity	R	Enter quantity of the article to be moved – the quantity SOLD throughout the month (from the MB52 report)
UnE	The unit of measure in which the goods movement is entered.	O	Defaults to base unit of measure from the master record
Sloc	Storage location.	R	Enter storage location
Batch	The batch number to which the article is assigned.	O	Not using, leave blank
Site	Site	R	Do not change

Save your entry by selecting the  icon.



Display Consignment Stock Values

This transaction displays consignment stocks by vendor. The information displayed details the quantity and value of tickets held by a specific site, NOT the number of tickets sold. Although ticket movements will be recorded on a daily basis either through the POS system or via manual entry of Daily Activity Record by the Regional Business Office, this report will show tickets held in RESTRICTED stock. Restricted stock will only be updated once at the end of the month with consignment settlement. After consignment settlement has been performed, the balance in Consignment Tickets Restricted stock will report actual tickets on hand. However, to determine tickets on hand on a daily basis, you must look at the net of unrestricted AND restricted stock (per the AIMS system). Unrestricted stock is stock that is being sold.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > ENVIRONMENT > CONSIGNMENT > CONSIGNMENT FROM VENDOR > STOCK

Transaction code **MB54**

Display Consignment Stocks

Display Consignment Stocks

Program Edit Goto System Help

Database selections

Article	<input type="text"/>		<input type="text"/>	→
Site	0001	to	<input type="text"/>	→
Storage location	<input type="text"/>	to	<input type="text"/>	→
Batch	<input type="text"/>	to	<input type="text"/>	→

Scope of list

Merchandise category	<input type="text"/>	to	<input type="text"/>	→
Vendor	<input type="text"/>	to	<input type="text"/>	→

Display options

Display variant

Display prices/values

Retail (MM)

Field Name	Description	R/O/C	User Action and Values
Article	Article Number	O	Enter an article, a range of articles, or leave blank for all articles. If number is unknown, use drop down arrow to search for the number
Site	Site number	R	Enter Site number
Storage Location	Relevant storage location for article	R	Enter 0001 (Only SLOC 0001 is used)
Batch	Batch number (if used)	O	Leave blank
Merchandise Category	Key that groups together articles or services with the same attributes	O	Leave blank Can use same structure for merchandise category as used in creating physical inventory documents
Vendor	Business partner from whom materials can be procured.	O	Enter vendor or leave blank for all vendors. If number is unknown, use drop down arrow to search for vendor number
Display Variant	The display variant determines the list format.	O	Leave blank, create your own variant, or select one via drop down arrow. "/MWR" has been created as a generic variant.
Display Price Values	Indicates whether the consignment price and the total value of the stock should be specified for each material in the overview of consignment stocks.	O	If you only require information about the stock quantity, leave this field empty. If you need the consignment price and total value of each material, select this field. The system reads the data from the consignment info records.

Select  to generate display.

Display Consignment Stocks

Article	Article description	Site Name	Vendor	SLoc	Batch	Total quantity	UoM	Consgt price	Curre	per	Total value	Cur
1098	FRANK-BEEF 6/1	0001 MWR ADMINISTRATION	4000000042	0001		1,000	LB				0	
1216	Disney Ticket (Adult)	0001 MWR ADMINISTRATION	4000000010	0001		121	EA	20.00	USD	1	2,420.00	USD
			4000000025	0001		0	EA	19.00	USD	1	0.00	USD
1000031	Consignment Ticket	0001 MWR ADMINISTRATION	4000000026	0001		52	EA	22.99	USD	1	1,195.48	USD
1000063	ADWTR 1SL6-ADULT	0001 MWR ADMINISTRATION	4000000026	0001		25	EA	19.00	USD	1	475.00	USD
1000064	MLT DSHY WRLD 3BY C VAL	0001 MWR ADMINISTRATION	4000000025	0001		97	EA	12.00	USD	1	1,164.00	USD
			4000000026	0001		47	EA	7.00	USD	1	329.00	USD
1000152	CONSIGNMENT TICKET	0001 MWR ADMINISTRATION	4000000050	0001		3	EA	14.00	USD	1	42.00	USD
9999940	SODA CHERRY COKE 6PK CAN	0001 MWR ADMINISTRATION										

Because “**Display prices/values**” box was checked on the selection screen, the consignment price and total value was displayed. The consignment price is extracted from the consignment info record.

To display the vendor master record or article master record, use the menu path **Environment > Vendor** or **Environment > Article**.

Article movements and consignment info record can be displayed the same way.

To view totals of consignment stock by vendor, select the  Total vendor icon to generate this summary:

Display Consignment Stocks

Display Consignment Stocks						
List Edit Goto Settings System Help						
Vendor	Article	Site	Total stock	BUn	Total value	Curr.
4000000042	1098	0001	1,000	LB		
4000000010	1216	0001	121	EA	2,420.00	USD
4000000025	1216	0001	0	EA	0.00	USD
4000000026	1000031	0001	52	EA	1,195.48	USD
4000000026	1000063	0001	25	EA	475.00	USD
4000000025	1000064	0001	97	EA	1,164.00	USD
4000000026	1000064	0001	47	EA	329.00	USD
4000000050	1000152	0001	3	EA	42.00	USD
4000000032	9999943	0001	7	CAN	3.57	USD
4000000032	9999953	0001	7	CAN	3.57	USD
*			1,000	LB	5,632.62	USD
			345	EA		
			14	CAN		

To exit this report, select .

After moving the exact quantity recorded as “sold” to unrestricted we are able to continue the month end process by “settling” the amount sold to the vendor (and setting up the liability to the vendor for payment).



Settle Consignment Liability

The Regional Business Office will perform this transaction as part of the month end process. When settlement of “sold” consignment tickets is processed, the offset to the vendor creates a liability to the vendor. **A physical goods movement (type 411K) transferring the amount of tickets sold from consignment to MWR’s own stock must be performed before the settlement can take place.**

Consignment goods are stored within our company but belong to a vendor. Only when stock is withdrawn does payment become due for quantities used. Invoices will not be received from the vendor. Withdrawals from the vendor’s stock are posted here and a statement is then created and sent to the vendor.

The 411K movement type, transferring consignment goods to MWR’s goods, creates a financial document that values the inventory (debit to the inventory account) and credits the GR/IR account to the appropriate vendor using the price established in the consignment info record for that vendor. This MRKO transaction settles or completes this process by debiting the GR/IR account and credits the vendor’s accounts payable account using the price on the info record. Then the credit open item can be paid on a payment run. In effect, this transaction creates the vendor invoice without actually receiving a physical invoice from the vendor. Note that info records can be viewed or changed (transaction code **ME12 – Change Info Record**).

The “Settle Consignment Liability” process generates an invoice document for every company code, vendor and currency and displays a list of the settled withdrawals. The system also generates a message record. This allows you to print a letter of consignment for informing the vendor or send via fax.

LOGISTICS > RETAILING > PURCHASING > INVOICE VERIFICATION > FURTHER PROCESSING > SETTLE CONSIGNMENT/PIPELINE LIABILITIES

Transaction code **MRKO**

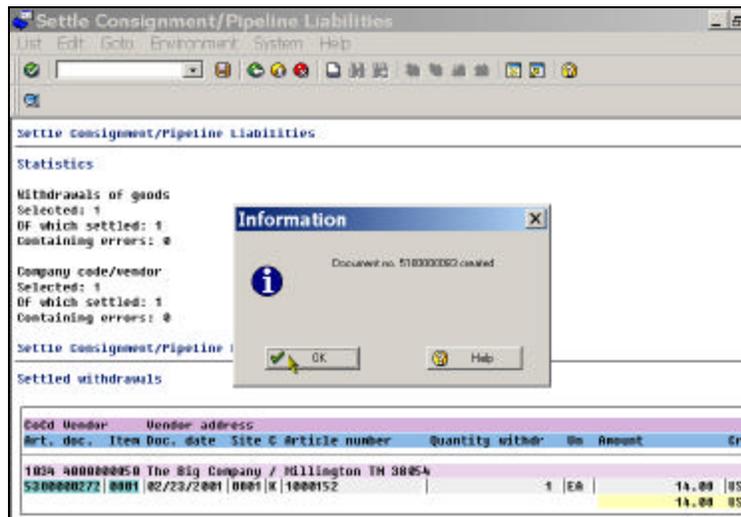
Pipeline	Material which flows directly from a pipeline	N	MWR does not use pipeline, it will not hurt to leave on!
Processing	<ul style="list-style-type: none"> • Display • Settle 	R	Choose processing type = Settle or you may hit “display” first to view the tickets to be settled. Then go back and hit “settle” to finalize.
Display Options	<ul style="list-style-type: none"> • Withdraws not settled • Settled withdraws 	R	Both can be checked if desired

Use the menu path **Program > Execute** to execute settlement, or select the  icon.

When the program is executed, the system generates an invoice document with your selections and displays a list of settled withdrawals.

Note: If errors occur, double click on the message to get an explanation. If the message you get says “no tax information found,” the error is probably by a missing tax code (usually IO) in the consignment info record for the purchasing organization, vendor, material, and plant combination. This can be corrected by using transaction code ME12 Change Info Record.

Settle Consignment/Pipeline Liabilities



Close this window and view the report.

Retail (MM)

Settle Consignment/Pipeline Liabilities									
5									
Vendor address									
Doc. date	Site C	Article number	Quantity withdr	Un	Amount	Crcy	Invoice	Itm	
The Big Company / Millington TN 38054									
2/23/2001	0001	K 1000152		1	EA	14.00	USD	5100000083	002
						14.00	USD		

Double click on the invoice document number in the report to view the invoice document.

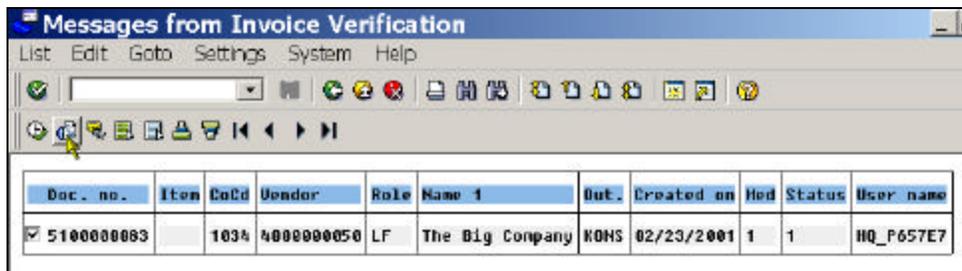
To print out the letter to the vendor follow the menu path: **Goto > Print/Transmit**.

Messages from Inv

Field Name	Description	R/O/C	User Action and Values
Output Type	Output/Print type	R	Will default to KONS (or select "KONS")
Transmission Medium	Type of transmission	R	Enter 1
Created on	Date settlement document was created	C	Leave Blank or enter date. If you print directly from the settlement screen you do not need to enter a date as the document number will default automatically.
Sort Order	Sort Order for print out	R	Enter "01"

Processing Mode		R	Use 2 for Repeat Processing
Document Number	Settlement Document Number	C	Enter settlement document number or will default document number in from processing screen
Document Date	Document Date	C	Enter document date or leave blank
Fiscal Year	Fiscal year	R	Enter Fiscal Year
Company Code	Company Code	R	Enter Company Code
Vendor	Vendor number	O	Optional/ Enter vendor number
User Names	User Name that created the document	O	Optional

The system will provide a list of consignment settle documents for print.



Select the desired document, then click “Print preview” icon or  to print.

A sample Consignment letter is displayed below:



Select the  to go back, and  to print.



Create Physical Inventory Document Externally-Owned Special Stock

Each month, a physical count is taken of inventories. Inventory counts and dollar values must be “frozen” after the physical count is completed and entered in the system. SAP can automatically execute physical inventory documents according to MWR’s specifications. A separate batch must be created for consignment inventory.

The process consists of two parts:

- Creating a batch session using specific site, storage location, and merchandise category
- Processing the session created in the previous step

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > PHYSICAL INVENTORY > SESSIONS > CREATE PHYSICAL INVENTORY > EXTERNALLY-OWNED SPECIAL STOCK > VENDOR CONSIGNMENT

Transaction code **MIK1**

Batch Input: Create Phys. Inventory Doc. Vendor Consignment

Batch Input: Create Phys. Inventory Docs for Vendor Consgmt

Program Edit Goto System Help

Vendor to

Article to

Site to

Storage location to

Article type to

Merchandise category to

Storage bin description to

Articles marked for deletion

Stock balance -----

Threshold value for stock Exclude from selectio

Only articles with zero stock

Only articles w/o zero stock

Data in phys. inventory document header -----

Planned count date Set posting block

Physical inventory number

Phys. inventory ref.

Stock types ----- Continuous inventory -----

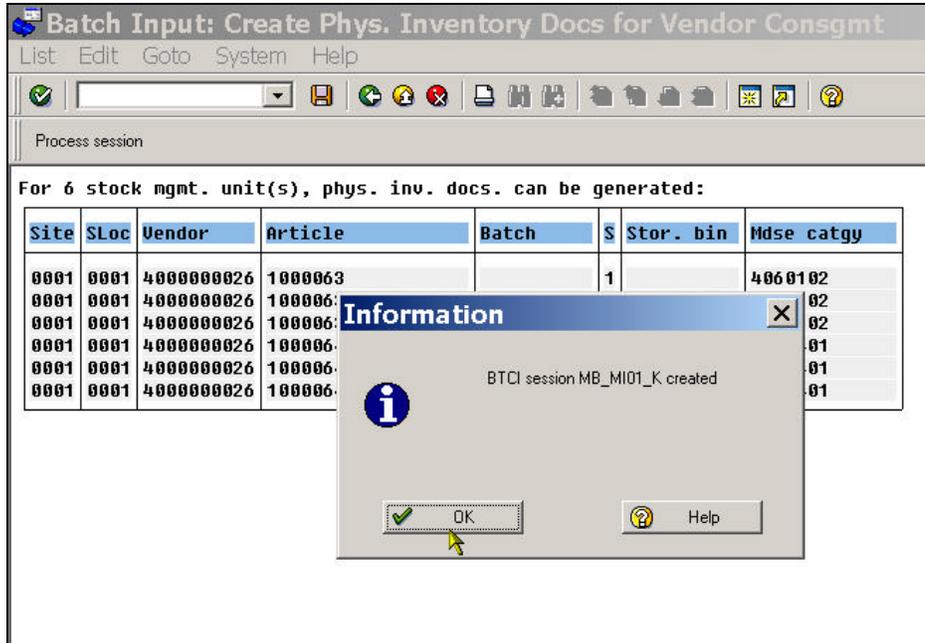
Unrestricted-use Incl. articles subj. to phys. inv

Field Name	Description	R/O/C	User Action and Values
Vendor	Consignment Vendor number	R	Select consignment vendors only
Article	Number that uniquely identifies the consignment article.	R	Leave blank to display all consignment articles
Site	Key uniquely identifying a site	R	Enter site
Storage Location	Number of the storage location where the article is stored	R	Enter storage location 0001 A site can contain one or more storage locations.
Article Type	Key that assigns the article to a group of articles such as raw articles, operating supplies or trading goods.	O	The article type defines certain attributes of the article and has important control functions.
Merchandise Category	Key used to group together several articles with the same attributes, and to assign them to a particular article group.	O	The merchandise category for consignment tickets will help limit search criteria
Storage bin description	Identifies the storage bin within a storage location where the article is stored.	O	Not using
Article marked for deletion	Indicator: Flag article for deletion at site level	O	If you set this indicator, articles with delete flags are also taken into account.
Stock balance			
Threshold value for stock	Maximum stock level (in base unit of measure) up to which articles are selected.	O	Enter here a maximum stock level if you wish to carry out physical inventory only for articles up to a specific stock level.
Exclude articles from selection	Articles with a stock level (in base unit of measure) below the threshold values entered are not included in the selection.	O	Set this indicator, and enter a minimum stock level in the threshold value field if physical inventory is only to be carried out for articles Above a particular stock level. Do not set this indicator and enter a maximum stock level in the threshold value field if physical inventory is only to be carried out for articles up to a particular stock level.

Only Article with zero stock	Indicator used for selection of articles with zero stock balance.	O	Set this indicator if you wish to carry out the physical inventory only for stocks with zero stock balance.
Only Article w/o zero stock	Indicates that the system only selects articles whose stock level in base unit of measure or at sales price in the relevant stock type is not zero.	O	Set this indicator if physical inventory is to be carried out only for articles without zero stock balance.
Only Article with negative stock	Indicator, which specifies that only articles are selected whose stock level (in base unit of measure or at sales prices) is negative.	O	Set this indicator if physical inventory is to be carried out only for articles with negative stock balances.
Data in phy. Inv. document Header			
Planned count date	Date on which a physical inventory is planned to take place	R	The system proposes the planned date from table T159B. If no date has been maintained there, the system default is the current day's date.
Physical Inventory number	Number or description that is used to group various physical inventory documents	O	User can choose their own number to track physical inventory documents.
Physical inventory Reference	Reference number for physical inventory	O	Number of an external document relating to a physical inventory transaction/event.
Set Posting Block	Indicator specifying that for the duration of a physical inventory no goods movements can be posted.	O	Check indicator to block goods movements.
Freeze book inventory	By setting the indicator, the frozen book inventory balance is recorded in the physical inventory doc	O	Set indicator for freezing book inventory Change setting in customizing system for each storage location of the site if freezing of book inventory balances is allowed.
Stock types - continuous Inv.			
Unrestricted-use	Indicates that the unrestricted-use stock is affected by the transaction physical inventory.	O	Set indicator to include inventoried articles
In quality inspection	Indicates that the stock in quality inspection is affected by the physical inventory.	O	Set indicator to include inventoried articles

Blocked	Indicator specifying that the blocked stock is affected by the transaction/event physical inventory.	O	
Incl. Article subj. to phys. In	Indicator specifying to select those articles for the physical inventory that have already been inventoried.	O	If this indicator is not set, only the non-inventoried articles and the non-inventoried batches will be selected. If the indicator is set, articles that have already been inventoried will also be selected.
Incl. Batches subj. to phys.	Indicator specifying to select those batches for physical inventory which have already been inventoried.	O	Set this indicator if you want to include batches already inventoried into a new physical inventory.
Batch input session			
Generate batch input	With this indicator, you specify whether the batch-input session is to be generated at once.	R	Can set as a default in customizing system in Inv. Management
Issue log	Indicator specifying that a log is issued on screen after processing	O	Can set a default in customizing system in Inv. Management
Hold processed sessions		O	
Name of sessions	Name of batch input file	R	User can create their own session name to track batch input sessions.
Max no of items/doc	Maximum # of line items /doc	R	Variant should be created for 300 items (max items is 333)
Sort by - at change of group	Indicator for sorting articles by storage bin or article group within a site and storage location.		Select the required sort. If you do not select a sort, the system sorts the articles by site and storage location.
Storage bin description	Select indicator to Sort	O	Can only select one - storage bin
Article Group	Select indicator to Sort	O	Article group.
New document created when group changed for sorting purposes	Select the required sort.	O	If you do not select a sort, the system sorts the articles by site and storage location.

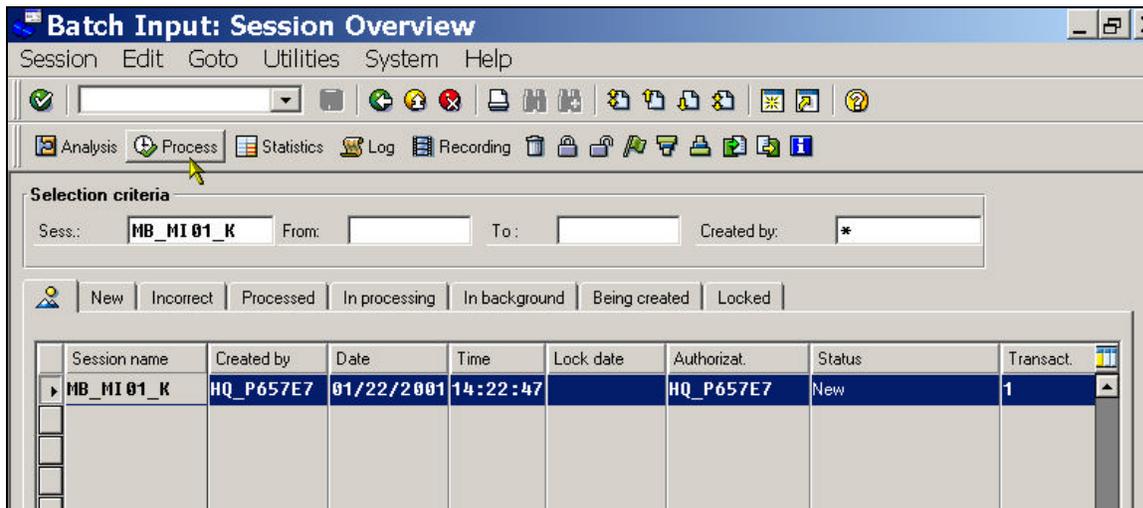
To create session, select . Information pop-up window with “BTCI Session xxxx Created” will appear. Select “OK.”



Review "Batch Input: Create Phy Inv Doc w/o Special Stock" screen. Note statement "For XX stock mgmt unit (s), Phy Inv doc can be generated." If this is correct, press

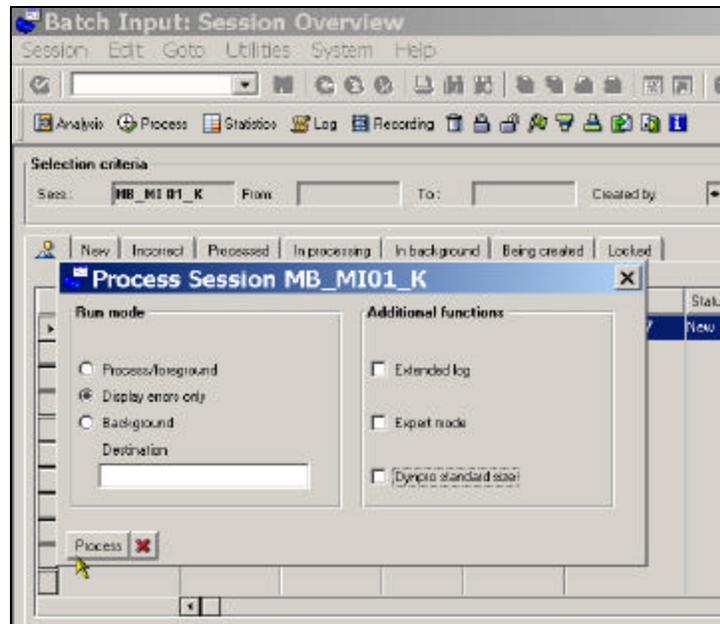


Batch Input: Session Overview



Review **'Batch Input: Session Overview'** screen for session still to be processed. To continue with processing select the session by clicking on the gray box to the far left, then

 Process to process session.

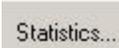


Select “display errors only,” and “Process” to run batch.

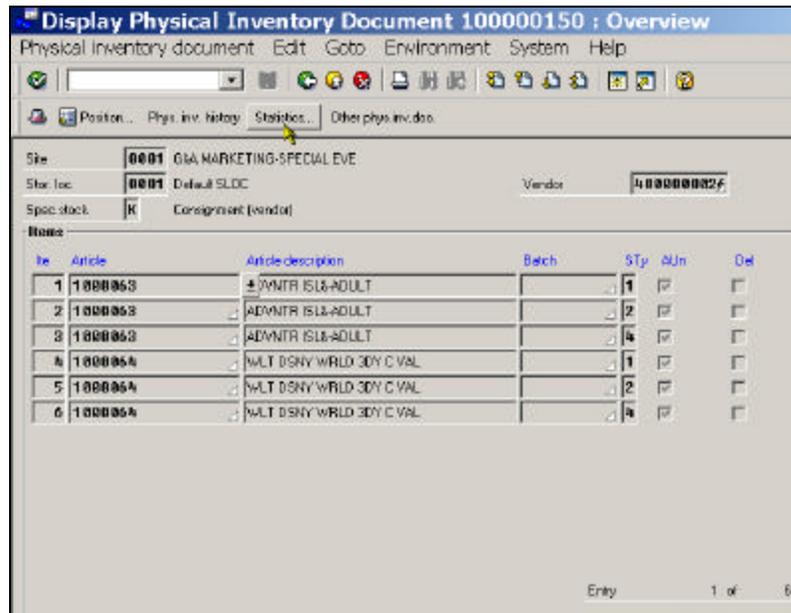
“Batch completed” message will appear on the screen. To confirm output, follow menu path **Ligistics > Retailing > Merchandise Logistics > Physical Inventory > Physical Inventory Document > Display**. The document created should default in the display screen if

confirmation is done immediately after batch is created. Hit  icon.

Special stock indicator, K, should appear in header and overview screens. If correct, proceed with the physical inventory process.

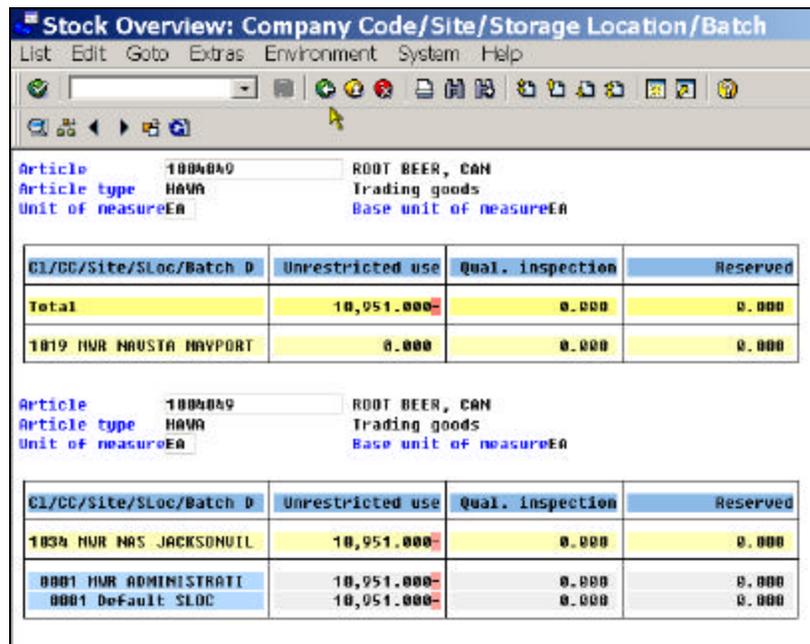
Select  to review status of inventory sheet.

Display Physical Inventory Document



If you review the Whse Stock (MB52) or Stock Overview report (MMBE), the vendor consignment stock will appear as a separate line item in the "CI/CC/Site/Sloc/Batch D."

Stock Overview: Company Code/Site/Storage Location/Batch



Consignment Tickets Overall Process

1. Tickets are Procurement against Consignment Agreement. Orders are prepared using Purchase Order document type CO (manager or Procurement). If the ticket has been procured from the vendor before, the price will default into the Purchase Order from the consignment info record – it cannot be changed!
2. Tickets are received using transaction code MB11 (Movement type 101). Stock is held in “restricted”/Consignment stock status. Goods receipt of consignment tickets creates no accounting entry- no entry on balance sheet – tickets are owned by MWR.
3. Sales are made each day at facility. Facilities with NO POS interface will forward manual DARs to the Regional Business Office.
4. DAR will be entered into SAP/AIMS in 2 steps:
 - Revenue side will be entered/offset to cash/credit card using G/L Entry (SD document type)
 - Sales “movement” side will be entered using MB11 (Movement type 251)
5. Several days prior to the end of the month physical inventory sheets are created and printed out by the Business Office (sheets forwarded to ITT offices).
6. On first day of new month – ensure all ITT (ticket sales) DARs are entered into the system.
7. Ensure all new receipts for previous accounting period have been entered into the system.
8. Only after steps 6 and 7 are complete, begin the settlement process.
9. Review stock status (MB52) for sites having consignment tickets: how many tickets sold versus how many tickets in “restricted”/consignment stock.
10. Note the number of tickets “sold” (negative number in red). This will be the quantity of tickets that are to be transferred from “restricted” to “unrestricted.”
11. Perform the movement by using transaction code MB11 (Movement type 411K). Move the quantity of tickets sold. Perform 1 MB11 transaction per vendor (e.g., the COMNAV entry will be numerous lines).
12. Consignment ticket inventory is frozen. Due to the sensitive nature of consignment tickets, this entire process must be completed the first day of the new month (prior to any new sales or receipts). Consignment ticket balances should be frozen separately from regular inventory (and most likely will have to be due to the complex consignment process).
13. REPEAT all negatives in unrestricted use stock must be cleared before consignment ticket counts are frozen or posted.
14. Enter physical inventory counts into SAP. Recount tickets if necessary (as directed by Business Office who will perform the differences list process).
15. Post ticket variances (Business Office).
16. Using transaction code MRKO “settle” consignment tickets sold. This will set up the liability to the vendor for the payment (by Business Office). Carefully review the MRKO settlement in “display” mode first. Then go back and “settle.” Reversals of this transaction once fully completed are complicated and very messy!

17. IMPORTANT! Only 1 settlement per vendor can be performed in 1 day. In other words, you will settle all the tickets a single vendor carries in 1 step to produce one settlement notification (remittance advice). If you miss a ticket, you will HAVE to wait to settle it the following day.

Inventory Counts for Consignment Stock

When cycle count documents are created for consignment stock, a separate page is created for each vendor. The count process has to know which vendor's consignment stock is to be adjusted. Posting of count differences will create lines in the report RMVKON00. An inventory loss (adjustment downward) will create a positive line in the report. An inventory gain (adjustment upward) will create a negative line in the report.

For the month end process to work properly, the 411K movement type to recognize consumption of consignment tickets sold **must take place before inventory count positions are frozen for count postings.**

For example, suppose MWR had ordered and received 10 tickets from a vendor. During the month 3 were sold. At this point the article quantity would be 10 in vendor consignment and a negative 3 for unrestricted use stock (using transaction code MB52 to display report "Warehouse Stocks of Articles on Hand" with 'Special stocks – site' checked as a selection option). The net amount is 7. If the 411K entry for the 3 tickets sold is completed the new quantity in this report for vendor consignment would also be 7. However, if the 411K entry is skipped, inventory is frozen, an inventory count takes place (posted) and a quantity of 7 is counted a difference of 3 would be recorded. The cost of the tickets would be charged to the TICKET CNT DIFF G/L account (705005) and a line would be entered in the report RMVKON00 for the 3 lost tickets. However, the negative 3 in unrestricted use stock would still be there. **Accordingly, all negatives in unrestricted use stock must be cleared before consignment ticket counts are frozen or posted.**

Settlement of Consignment Stock

The following should also be noted for the settlement (MRKO) process:

The settlement process is only allowed once per day. Because the MRKO entry does not allow entry of an invoice reference number (normally the vendor invoice number) and a duplicate invoice checking process is set up in the SAP system by MWR to catch duplicate invoice references, **only one settlement per vendor per company code per day is allowed.**

No purchase order history is created. When the MRKO entry is posted there is no reference to the purchase order(s) used for the original receipt of goods. *For this reason the entry does not update the purchase order history for any purchase order.* This is explained in OSS note 74694. There is no solution or workaround. The only recourse is to view the settlements visible in the MRKO report using the display feature.

Once posted, the financial document created should not be reversed. It cannot be reversed in FI and if you try you will get the error message "Not possible to reverse the document in financial accounting." It can only be reversed in inventory management using transaction MR08. This is documented in OSS note 356130. The cancellation will also generate an

automatic clearing entry for the GR/IR account. However, the report RMVKON00 (the list displayed when running transaction MRKO) will not show the effects of the reversal. The liability is still considered settled in this report. OSS note 80083 states that “table RKWA is not updated with transaction MR08.” The workaround to correct this can be difficult and potentially messy. See cleaning up cancellation of MRKO settlement below.

Be aware that prior to generation of the settlement using MRKO, you can reduce the liability by entering reversals of transferring vendor consignment goods to MWR goods by use of the 412K movement. This generates a negative line in the report RMVKON00. Thus a 411K for quantity 5 and a 412K for a quantity 3 will be displayed as 2 lines in the report. When settled, both lines will be eliminated and both items in the GR/IR account will be cleared and a net invoice for quantity 2 will be posted to the vendor’s A/P account. Carefully review the MRKO settlement in “display” mode first.

If the original quantity used was settled and paid, you can still enter a 412K movement type if you discovered a miscount of inventory or an error in sales transactions. This entry will generate a line with a negative quantity in the report RMVKON00. However, if you try to settle only this line or a sum of lines that are negative in total, you will get error message M8 731 stating “It does not make sense to create a credit memo.” You will have to wait until the sum is positive to settle up the consignment stock from this vendor in the company code. Note that the balance for one article might be negative, but if there are other articles with positive balances that offset the articles with negative balances, and create a positive net balance for *all* articles for *that* vendor for *that* company code, *all* items can be settled for that vendor.

Cleaning up cancellation of MRKO settlement

SAP states that the only way to adjust the balances in the GR/IR account caused by the MR08 cancellation of an MRKO posting is to use MR01 or FB01 to manually adjust the difference.

Movement Additional Notes

This document describes the procedure for settling consignment stock (tickets) with the issuing vendor. Consignment goods are stored within your company but belong to a vendor. Only when you sell stock does payment become due for quantities used.

You do not receive invoices from the vendor for consignment sales, but settle the sales posted yourself and send the vendor a statement with payment for goods sold.

As tickets (consignment stock) is sold, the following entry is made:

DR 705001	Ticket Expense (SAP)
CR 206001	Consignment Tickets Payable (SAP)

As in the case of all sales of goods the COGS entry is made at time of sale. In the case of tickets, this "COGS" is recorded as "Ticket Expense." Likewise with all regular inventory items, inventory accounts are "credited" at time of sale. In the case of tickets we record this inventory as "Consignment Tickets Payable."

The 411K movement type, transferring consignment goods to MWR's goods, creates a financial document that values the inventory (debit to the inventory account) and credits the GR/IR account to the appropriate vendor using the price established in the consignment info record for that vendor.

DR 206001	Consignment Tickets Payable (SAP)
CR 201010	GR/IR Clearing

The MRKO transaction settles or completes this process by debiting the GR/IR account and credits the vendor's accounts payable account using the price on the info record.

DR 201010	GR/IR Clearing
CR 400000xxxx	Vendor Number

The open item is then paid on an accounts payable payment run. In effect, this transaction creates the vendor invoice without actually receiving a physical invoice from the vendor. Carefully review the MRKO settlement in "display" mode first.

Note that consignment info records can be viewed or changed using transaction code ME12. Displaying the consignment stocks can be done using transaction code MB54.