SCEIS Year-End Physical Inventory Closing FY26 (CO400)

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Revised May 2026

Year-End Courses

CO400

SCEIS Year-End Physical Inventory Closing FY26

Addresses the management, clean up and processing of inventory at year-end (before June 30).

CO500

SCEIS Year-End Update Q&A FY26 [Review]

Self-review of year-end closing process for Finance, Grants and Logistics/Materials Management, including updates on changes for current fiscal year. For specific due-dates and other inventory year-end requirements, visit MySCLearning.

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CO400 Course Learning Objectives

- Describe key inventory terms and concepts.
- Understand the physical inventory process.
- Describe and perform a physical inventory.
- Recognize “Slow Moving” and “Dead Stock.”

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Course Overview

- Lesson 1: Key Inventory Terms and Concepts
- Lesson 2: Year End Purchase Order & Purchase Requisition Process
- Lesson 3: Physical Inventory Count Requirements
- Lesson 4: Physical Inventory Process
- Lesson 5: Slow Moving and Dead Stock
- SCEIS Resources and Help

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Key Inventory Terms and Concepts

Lesson 1 Learning Objectives

Understand key terms and concepts associated with performing physical inventory.

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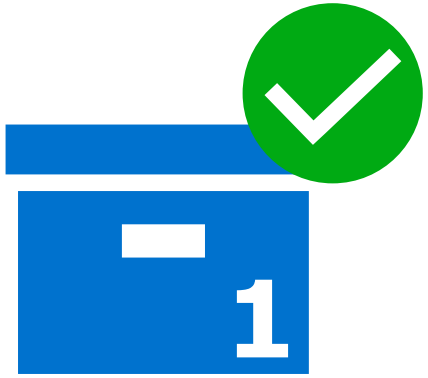
Inventory Management

The functionality that revolves around the movement of materials in and out of a storage facility...

and the physical count of those items at regular intervals.

Physical Inventory Spot Check/Cycle Count

A count that is performed for a specific item or subset of items.



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Overview

SC agencies have 52,000 unique materials in inventory.

135 inventory plants

maintain inventory for...

11 SC agencies

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Inventory Value

April 08

2026

Total inventory for the state was **$27,125,589.17.**

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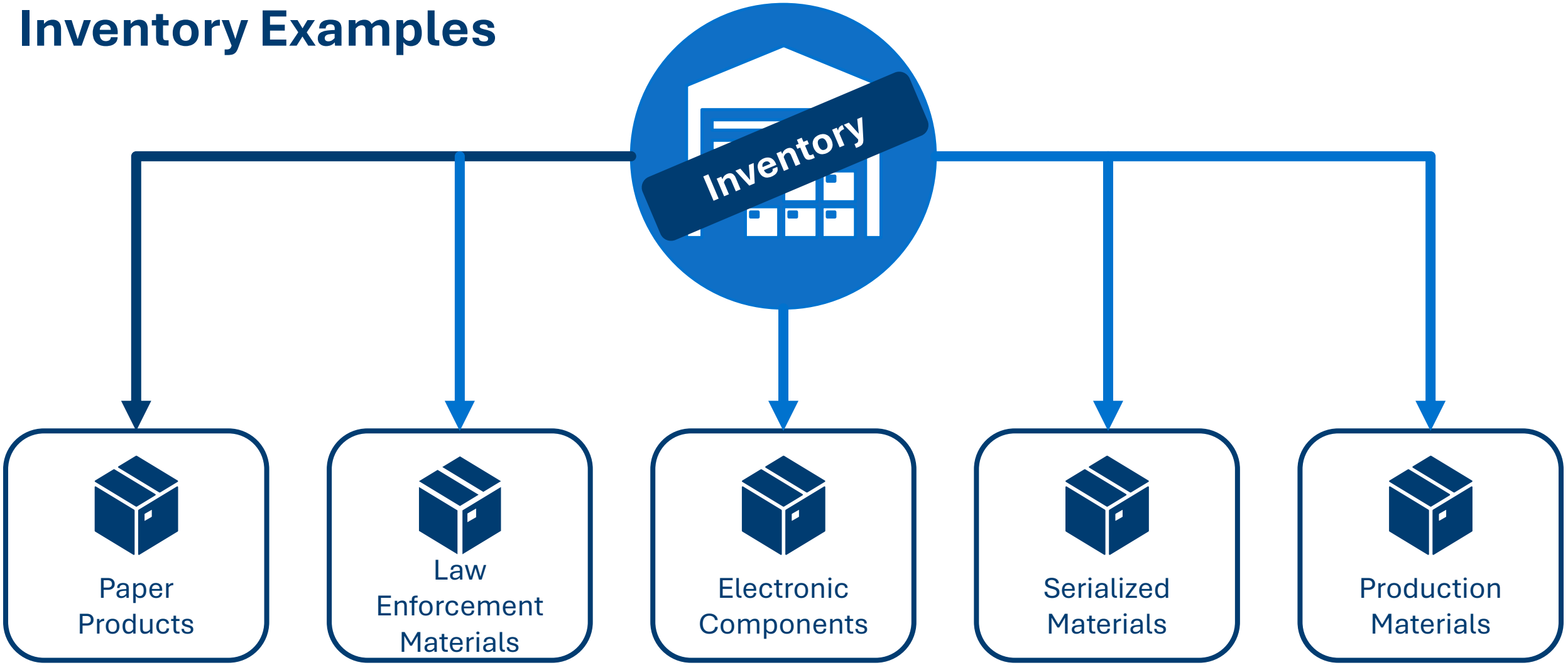
Inventory Examples



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Inventory Terms and Concepts

Physical Inventory Document

The physical inventory document is the central element of physical inventory management.

It is used to plan and carry out physical inventory.

It is used to enter count-related information.

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Inventory Terms and Concepts

Plant

A plant is part of an organizational structure and is the highest organizational unit in the Material Management module.

It is a location that holds valued stock.

It is responsible for planning, procurement and distribution of goods and services to the resources of an organization under one company code.

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Inventory Terms and Concepts

Storage Location

A storage location is a location within a plant in which inventory is stored.

The physical location can be a room, a row of shelves, a racking system, bin, service van, etc.

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Inventory Terms and Concepts

Physical Inventory Count

Physical inventory is a process where a business physically counts its entire inventory.

In SCEIS, use transaction code **MI04**.

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Inventory Terms and Concepts

Physical Inventory Spot-Check

This is performing a stock count of a specific material or subset of materials.

In SCEIS, use transaction code **MI01** or **MI31**.

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Inventory Terms and Concepts

Physical Inventory Recount

This is performing a *recount* of stock on-hand and is done when there is a discrepancy in the initial count versus stock on-hand.

In SCEIS, use transaction code **MI11**.

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Inventory Terms and Concepts

Document Date

The document date is the date on which the system logs the action was performed (i.e., when original physical inventory document was created).

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Inventory Terms and Concepts

Planned Count Date

The date the inventory count is *planned* to take place.

It determines the fiscal year in which the physical inventory document is posted.

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Inventory Terms and Concepts

Posting Block

For materials listed in the **Physical Inventory Document**, the posting block indicates no movements can be posted for the duration of the **Inventory Count**. This applies to movement within the plant as well as procurement processes.

The posting block should ***always*** be set when creating any inventory document.

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Inventory Terms and Concepts

Physical Inventory Post

This is the final inventory posting count in SCEIS.

These are the actual on-hand quantities determined during the Physical Inventory count/recount using **MI07**.

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Inventory Terms and Concepts

List of Inventory Differences Report

This report lists the differences between the Physical Inventory count and the stock on-hand quantity.

In SCEIS, transaction code **MI20** is used to compare the difference.

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Inventory Roles

Agency Inventory Administrator

Responsible for physical inventory, scrapping and managing inventory stock. The administrator can create good issues, receipts and stock transfers.

Agency Inventory Receiver

Responsible for the receipt, verification and recording of materials coming into the warehouse.

Agency Inventory Issuer

Responsible for issuing goods and conducting goods movement in SAP.

Agency Inventory Adjuster

Responsible for conducting quantity adjustments, scrapping and price changes within the agency. At most agencies, it is the responsibility of agency FI/Procurement personnel to update pricing if cost is amiss.

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Year End Purchase Order and Purchase Requisition Process

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FY26 Year-End Important Dates

June 01

Complete all good issues and good receipts before purchase order, PReqs and inventory count.

All inventory purchase order, PReqs and reservation activities must be completed before 6/30.

June 30

Last day to take year-end inventory.

Note: ALL changes after 6/30 for inventory will create double encumbrances in FY26 and FY27.

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Inventory Encumbrance Process During Year-End

Understanding the inventory encumbrance process is extremely important during the year-end process.

- Before June 30 of every year:
  - If the purchase requisition (PReq) is not going to be sourced but is needed, then the PReq must be carried-forward to the new fiscal year.
  - If the remaining quantity of the PReq is no longer required after a good receipt (GR), have the purchase order (PO) reduced, then set the PReq to unencumber the remaining funds.
  - If the PReq is not required and does not have an existing PO, delete the PReq to clear the encumbrance. If a PReq is not carried-forward and if a user reduces, deletes or closes a PReq after June 30:
    - The system pulls the system date (e.g., July X) and the absolute value of the transaction to record a negative balance for the carried-forward year.
      - The SCEIS Materials Management (MM) and Finance (FI) Teams must correct this negative financial commitment. A SCEIS Service Desk ticket must be requested.

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Carry Forward of Open Items

Only a few people in each agency will be given authorization for this transaction code.

You should communicate any needs through your agency Procurement or Finance Office.

You should include all documents that need to be carried forward, i.e., purchase order, PReq, good receipt.

This transaction will only be available from June 23-July 16; all inventory changes must be completed by June 30, 2026.

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Roles and Responsibilities – Procurement Close Out

Agency Inventory Manager

Responsible for Ensuring all PO changes are communicated to Procurement team in time to make adjustements prior to 6/30.

Agency Inventory Requisitoner

Responsible for the ensuring all open requistions are clear from outstanding preqs and changes made to Purchase orders prior to 6/30

Agency Inventory Issuer

Responsible for issuing goods and conducting goods movement prior to the purchase order changes being requested and prior to any inventory count freeze dates.

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Open Reservations

MB52

Use the MB52 report to identify all open Material Reservations. Link to uPreform Resource for running the report for you plant MB25 Reservation List

All Material reservations should be completed prior to Inventory counts being compeleted.

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Open Purchase Requisitions

ME5A

Use the ME5A Inventory Open PREQ report to identify Purchase Requisitions (PREQ) that were not fully converted to POs. Use the ALV Scope of list when viewing the report.

All requistions clean up process should be completed prior to 6/30.

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Good Receipt Invoice Receipt

MR11

Use the MR11 report to Maintain GR/IR Clearing Account Report identifies differences between the value of a Valuated Goods Receipt and the actual amount paid.

MR11 report used for Inventory Valuated Goods Receipts only. The value in the GR/IR account and the sum total on the MR11 transaction should be equal. The report should be clear by 6/30.

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Open Encumbrance PO and PReq

Open Encumbrance

Use the Business Warehouse (BW) Open Encumbrance report to identify the current open items that need to have action taken to clear for the current fiscal year.

The report will list all purchase orders, purchase requisitions and payments being processed. This report has a one-day delay; use ECC for real-time confirmation of changes. The open encumbrance report must be clear for all inventory items by June 30.

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Physical Inventory Count Requirements

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Lesson 2 Learning Objectives

Understand **full inventory** versus **cycle count.**

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Full Inventory vs. Cycle Count

Full inventory is a count of all materials on-hand.

For example, a warehouse with 100 materials.

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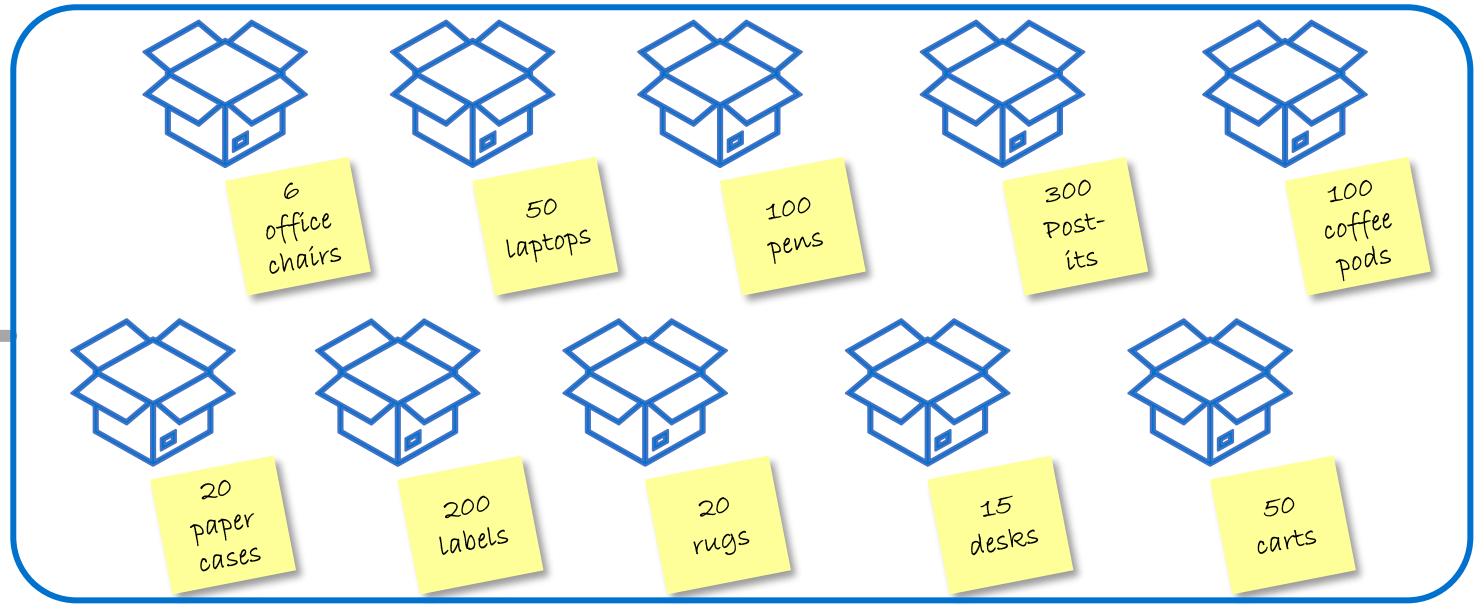
Full Inventory vs. Cycle Count

Cycle count is the counting of a subset of inventory and can be used to identify issues specific to a material.

For example, selecting 10 sample materials from a warehouse.



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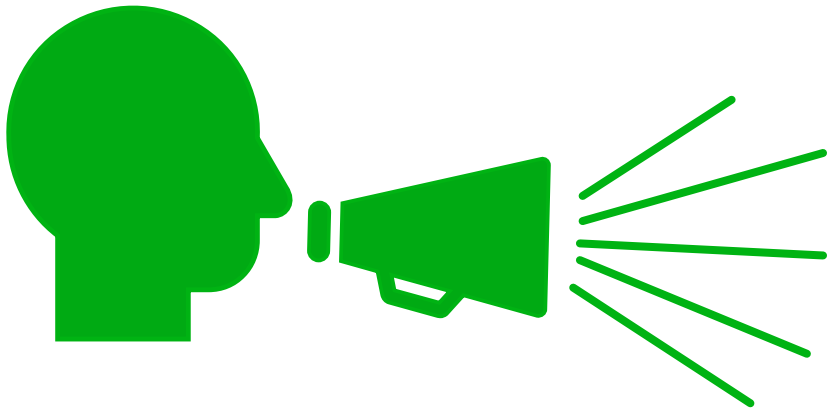
Physical Inventory Requirements



It is important that inventory counts recorded in SCEIS reflect ***what is on-hand***. *This process is manual for a reason. Counts should be done by physically touching each item to be counted.*

Inventory counts ***should not be recorded from existing stock numbers***.

Inventory ***should be blocked*** for an accurate count.

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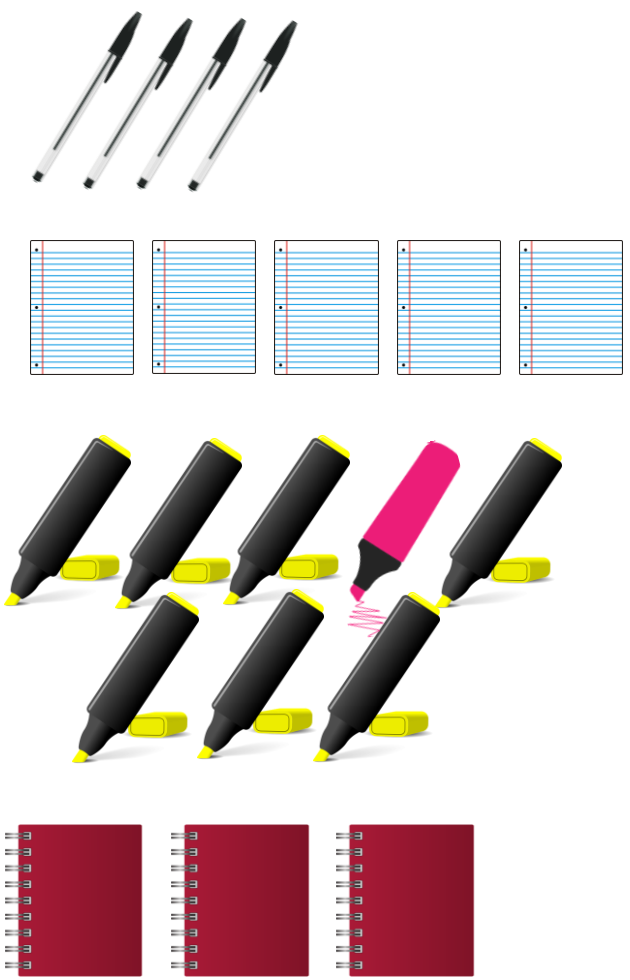
Physical Inventory Requirements



- ✓ 4 Pens
- ✓ 5 Packs of paper
- ✗ 8 Yellow highlighters
- ✓ 3 Notepads

Once actual on-hand items are counted, if a discrepancy exists, a recount must be conducted, and a correction must be made in the SCEIS inventory system.

This allows inventory to reflect the actual on-hand balance.

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Physical Inventory Requirements

It is important to analyze the reason for differences between **counted items** versus **what is listed in SCEIS**.

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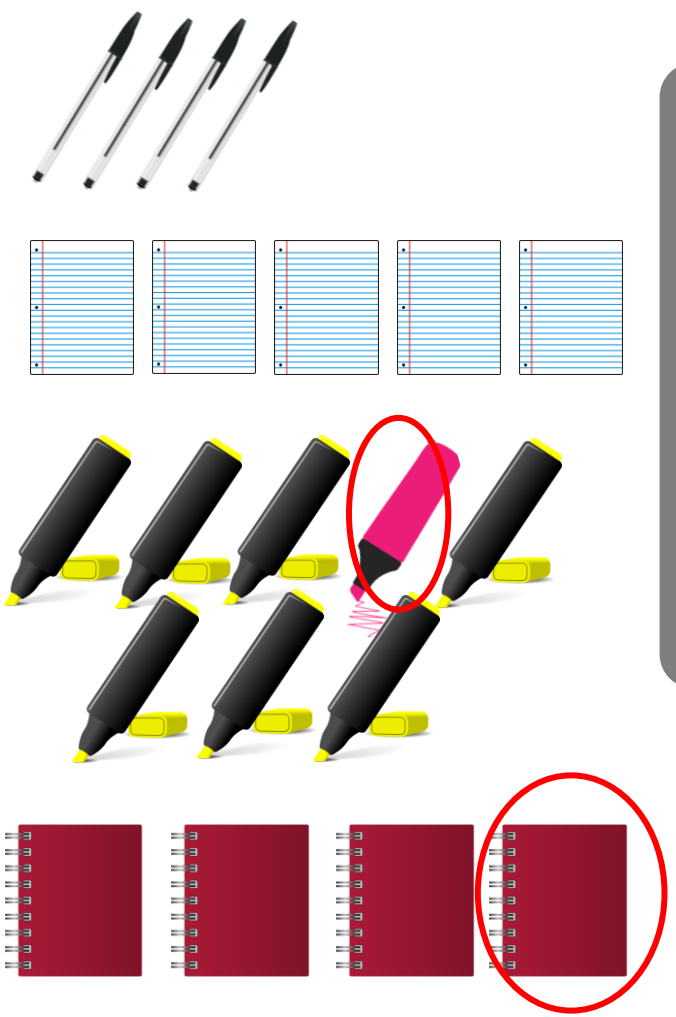
Physical Inventory Requirements



- ☑ 4 Pens
- ☑ 5 Packs of paper
- ☒ 8 Yellow highlighters
- ☒ 3 Notepads

The **overage** in count is as important to evaluate as **shortage**.

Both have a financial impact.

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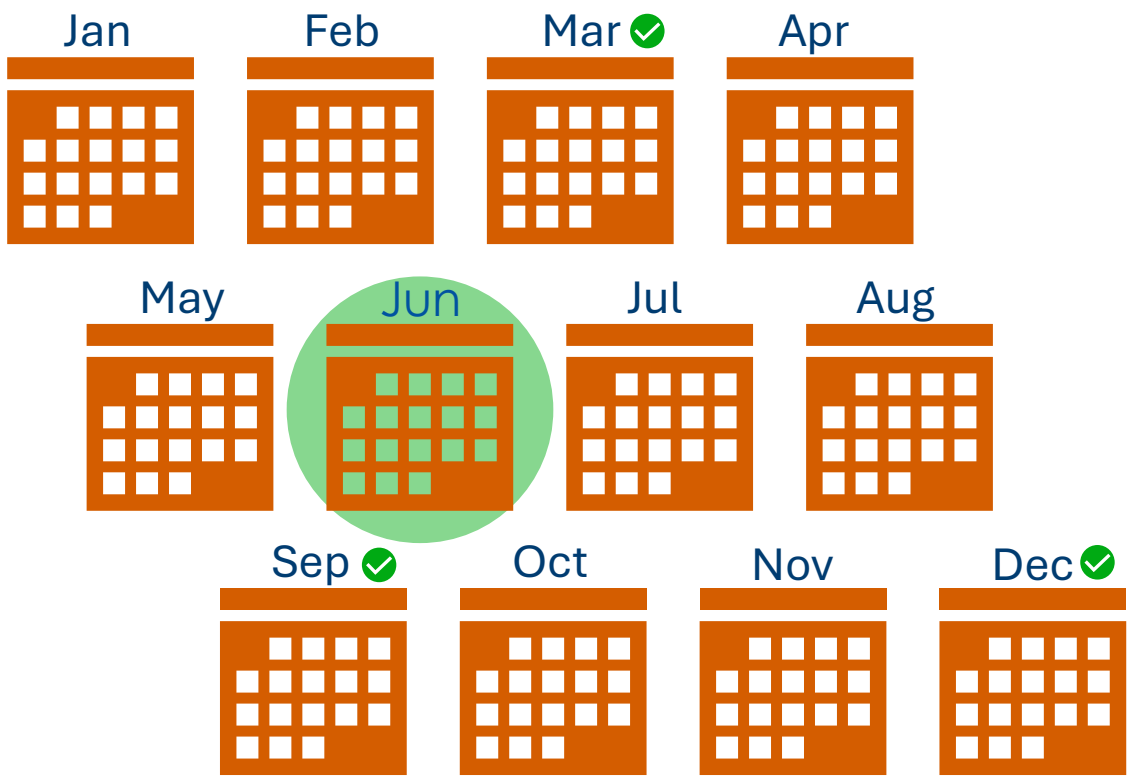
Physical Inventory Requirements



2026 Calendar Year

Full inventory must be complete at year-end for every inventory material in the warehouse; but inventory ***can*** also be counted more often, if needed. This includes items that show they have zero stock on hand in the system.

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Physical Inventory Requirements

"There is no reporting threshold for inventory, therefore, all inventory should be reported at year-end. All auditors go by the best practice that inventory should be done as close to year-end as possible, preferably not earlier than April."

- Office of the Comptroller General

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Physical Inventory Process

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Lesson 3 Learning Objectives

- Describe the physical inventory process.
- View the inventory movement in **MB51**.
- Conduct a physical inventory reconciliation.
- Conduct a physical inventory count.
- Recognize physical inventory documents that have not been counted.

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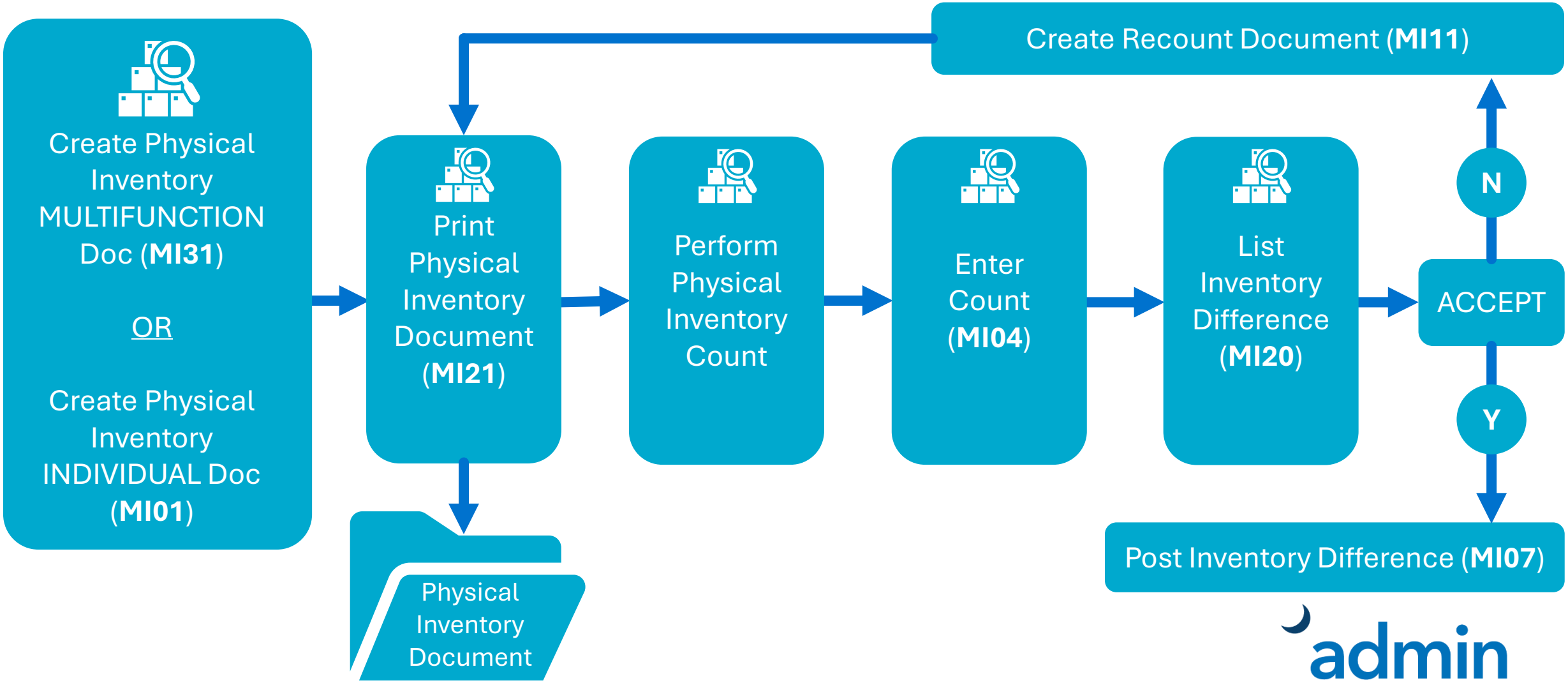
Physical Inventory Process: Year-End or Periodic



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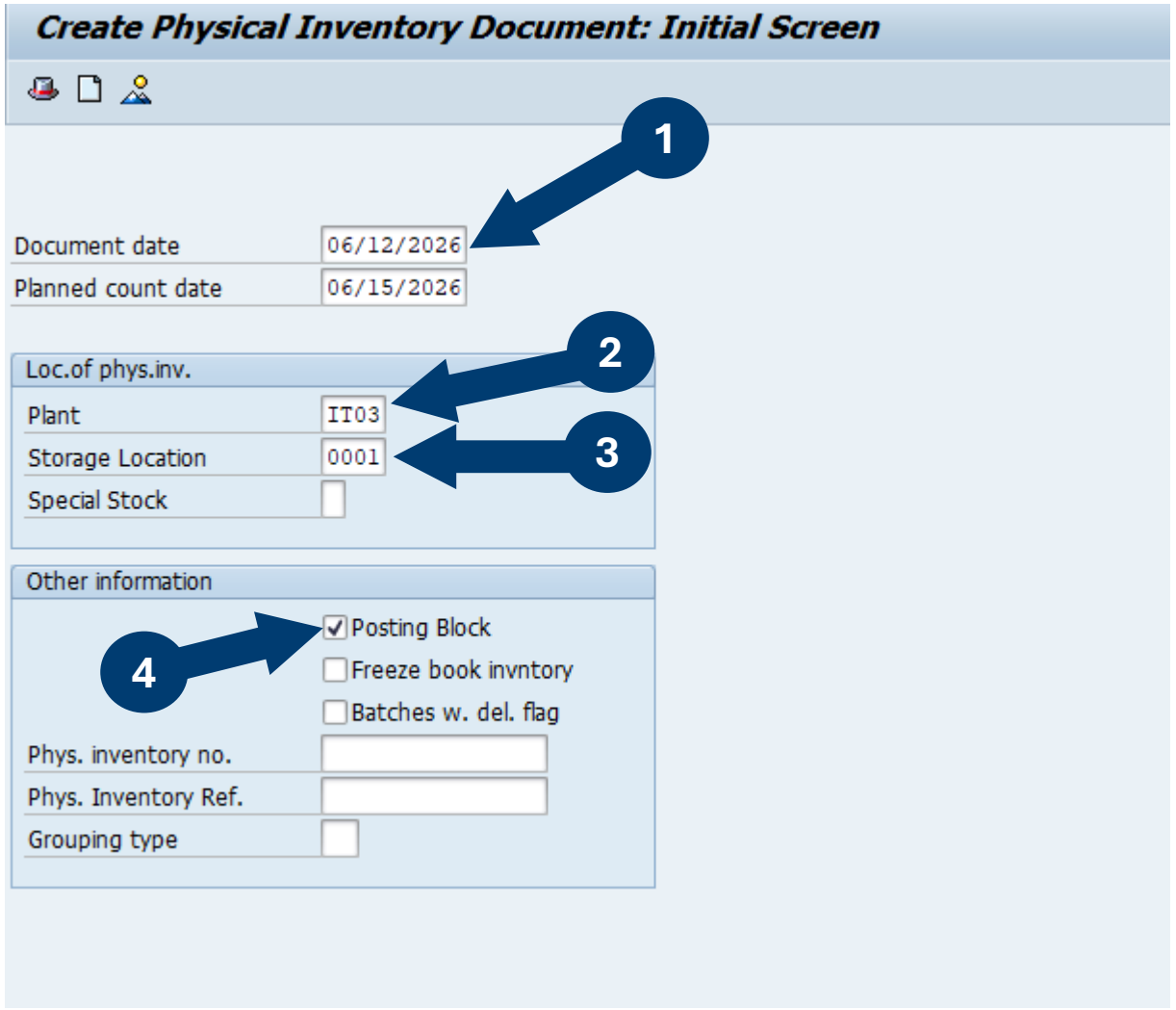
Create Physical Inventory Document – MI01 (Individual Items)



From the initial screen for function **MI01**:

1. Enter the **Document date**.
2. Enter the **Plant** (code).
3. Enter the **Storage Location**.
4. Check the **Posting Block**.

NOTE: Checking the **Posting Block** freezes any movement for the material during inventory.

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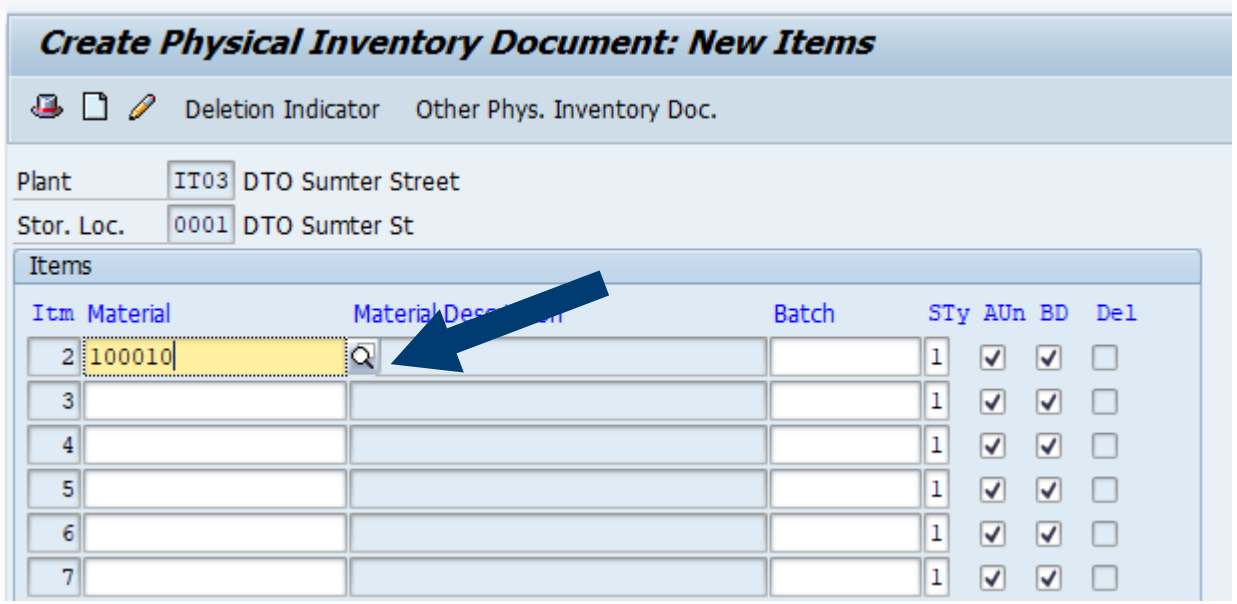
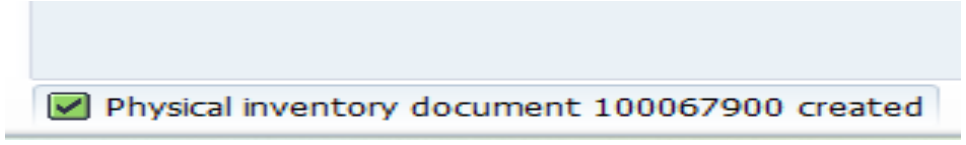
Create Physical Inventory Document – MI01 (Individual Items or Subset)

The **New Items** screen displays.

Enter the material master number(s) for the planned count in the **Itm Material** field. If you have a list of materials you can copy and past them into this section of the document.



NOTE: Once the document is created, a confirmation message will display at the bottom of the screen noting that the Physical inventory document [number] was created.



Record this number for future use.

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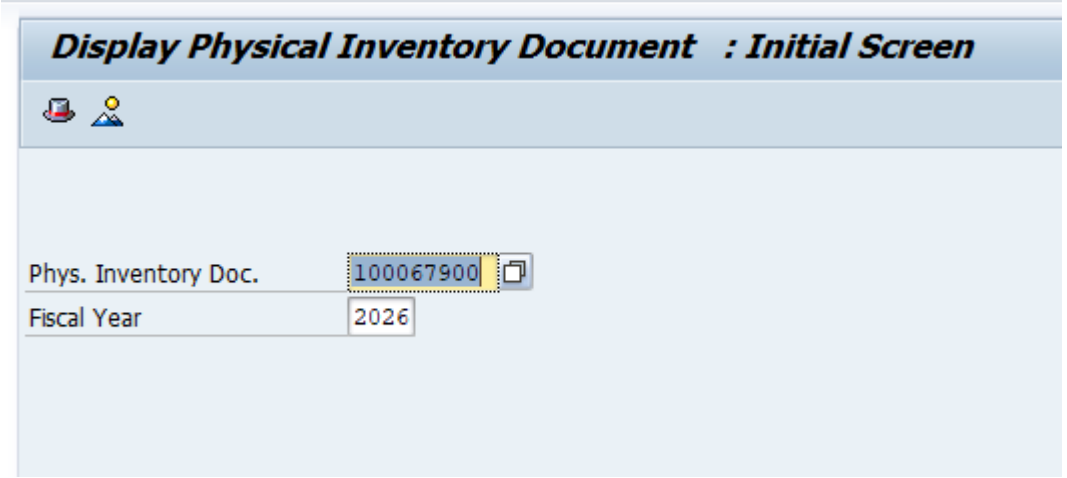
Display the Physical Inventory Document – MI03

From the **Display Physical Inventory Document: Initial Screen** for function **MI03,** enter the number of the **Physical Inventory Document** to be displayed.



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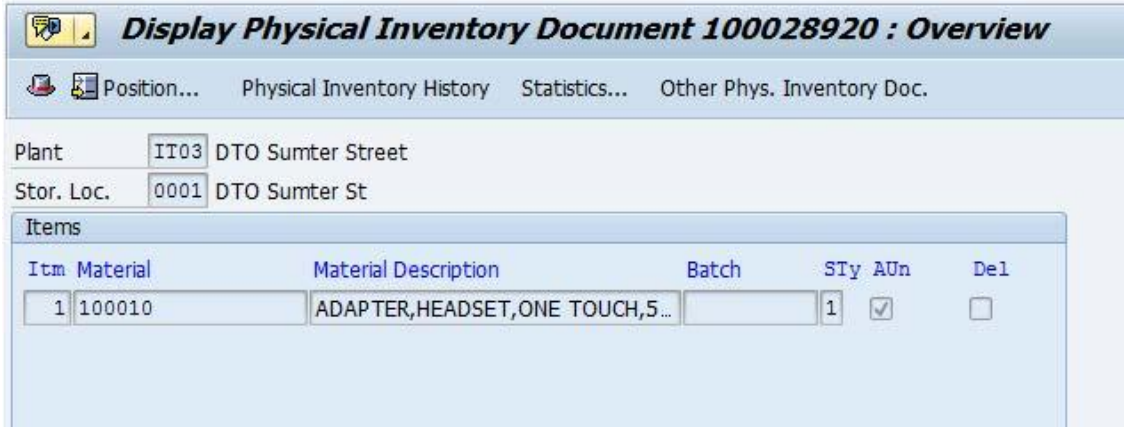
Display the Physical Inventory Document – MI03

View the **Physical Inventory Document**.



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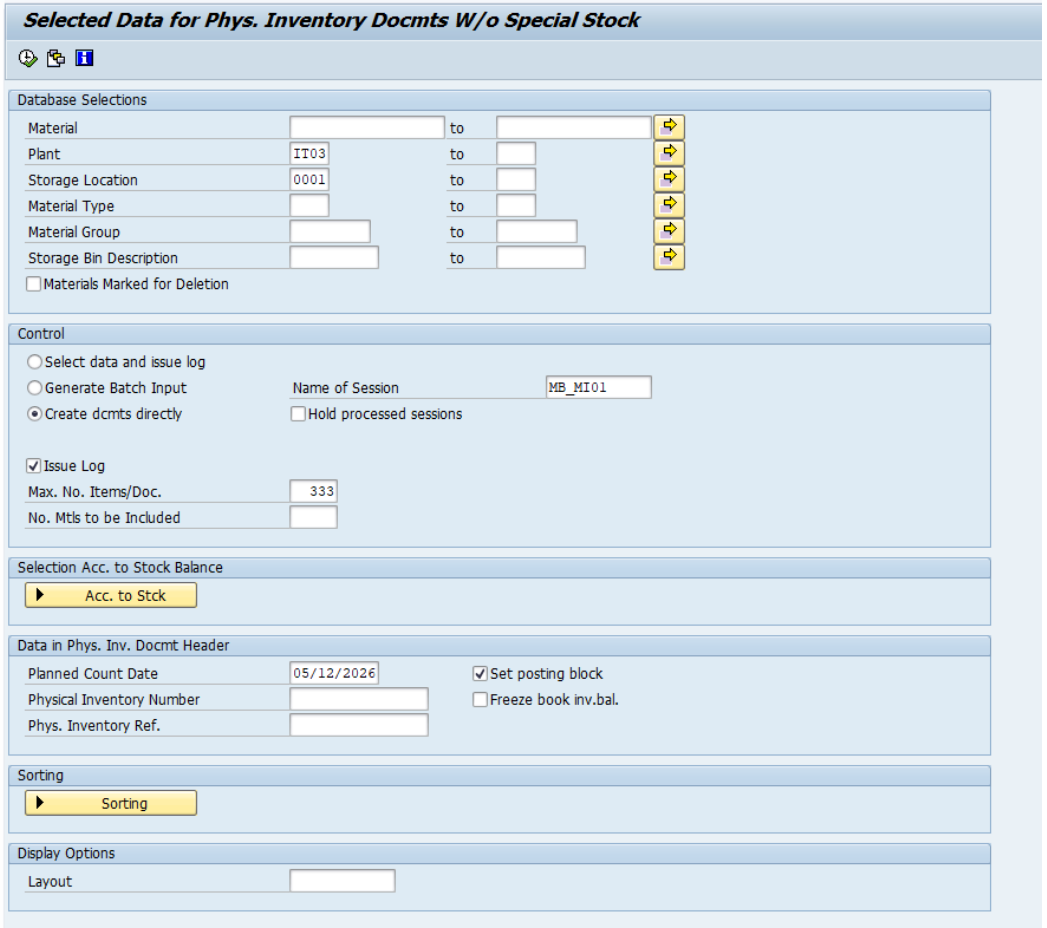
Create the Physical Inventory Document – MI31 (Multi-function)

Create the **Physical Inventory Document**.

- **Uncheck** the Materials Marked for Deletion checkbox ***unless*** you intend to include materials marked for deletion in your physical inventory.
- Enter your plant and storage location.
- **Check** Select data and issue log
- Update Max. No. Items/doc to 333.
- Enter planned count date.
- **Check** Set posting block.

This must be done for each plant and storage location to be counted.

Note: The maximum number of materials on an inventory document is 333. If there are more than 333, the system will generate enough documents to accommodate the inventory. For example, 999 materials would equate to 3 inventory documents with 3 different inventory document numbers.



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Physical Inventory Documents were Created Directly

Physical Inventory Documents Were Created Directly

Show Result

*** S t a t i s t i c s ***

Total No. Stock Mgmt Units for Phys. Inventory	934
No. of Phys. Inv. Docmt Items Directly Created	934
No. of Errors Found	0

Plnt	SLoc	Material	Batch	STy	Bin	Matl Group	PhysInvDoc	Msg.	Note	Status
IT03	0001	100001		1	115	83834	100067901			Create Docmt
IT03	0001	100011		1	147	83985	100067901			Create Docmt
IT03	0001	100014		1	68	83985	100067901			Create Docmt
IT03	0001	100015		1	68	83985	100067901			Create Docmt
IT03	0001	100016		1	68	83985	100067901			Create Docmt
IT03	0001	100017		1	69	83985	100067901			Create Docmt
IT03	0001	100018		1	69	83985	100067901			Create Docmt
IT03	0001	100021		1	69	83985	100067901			Create Docmt
IT03	0001	100022		1	69	83985	100067901			Create Docmt
IT03	0001	100023		1	69	83985	100067901			Create Docmt
IT03	0001	100024		1	CART	83951	100067901			Create Docmt
IT03	0001	100028		1	115	83951	100067901			Create Docmt
IT03	0001	100029		1	CART	83951	100067901			Create Docmt
IT03	0001	100047		1	148	83912	100067901			Create Docmt
IT03	0001	100049		1	197	83912	100067901			Create Docmt
IT03	0001	100058		1	99	83985	100067901			Create Docmt
IT03	0001	100059		1	98	83985	100067901			Create Docmt
IT03	0001	100068		1	CART	83985	100067901			Create Docmt
IT03	0001	100079		1	63	28712	100067901			Create Docmt
IT03	0001	100080		1	CART	20767	100067901			Create Docmt
IT03	0001	100082		1	63	28712	100067901			Create Docmt
IT03	0001	100083		1	CART	20767	100067901			Create Docmt
IT03	0001	100084		1	63	28712	100067901			

Physical Inventory Documents Were Created Directly

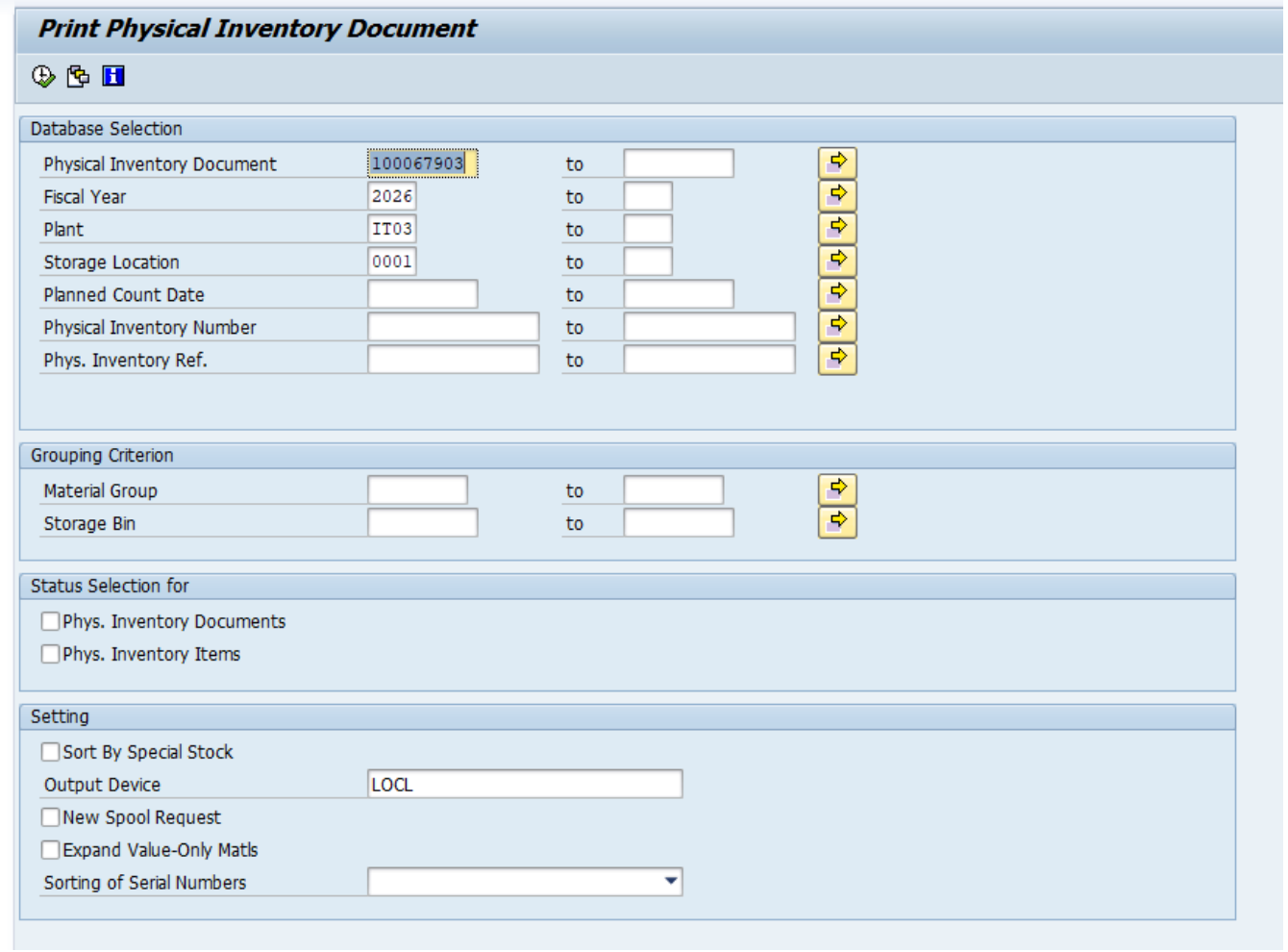
Show Result

*** S t a t i s t i c s ***

Total No. Stock Mgmt Units for Phys. Inventory	934
No. of Phys. Inv. Docmt Items Directly Created	934
No. of Errors Found	0

Plnt	SLoc	Material	Batch	STy	Bin	Matl Group	PhysInvDoc	Msg.	Note	Status
IT03	0001	143993		1	BATCAVE	83829	100067903			Create Docmt
IT03	0001	144057		1	54	83984	100067903			Create Docmt
IT03	0001	144121		1	54	83984	100067903			Create Docmt
IT03	0001	144230		1	195	83829	100067903			Create Docmt
IT03	0001	144250		1	53	83984	100067903			Create Docmt
IT03	0001	144270		1	CART	83984	100067903			Create Docmt
IT03	0001	144451		1	CART	28796	100067903			Create Docmt
IT03	0001	144452		1	CART	28796	100067903			Create Docmt
IT03	0001	144453		1	CART	28796	100067903			Create Docmt
IT03	0001	144454		1	CART	28796	100067903			Create Docmt
IT03	0001	144455		1	CART	28796	100067903			Create Docmt
IT03	0001	144652		1	CART	28796	100067903			

Print the Physical Inventory Document – MI21 (Count Sheet)



Print the **Physical Inventory Document.**

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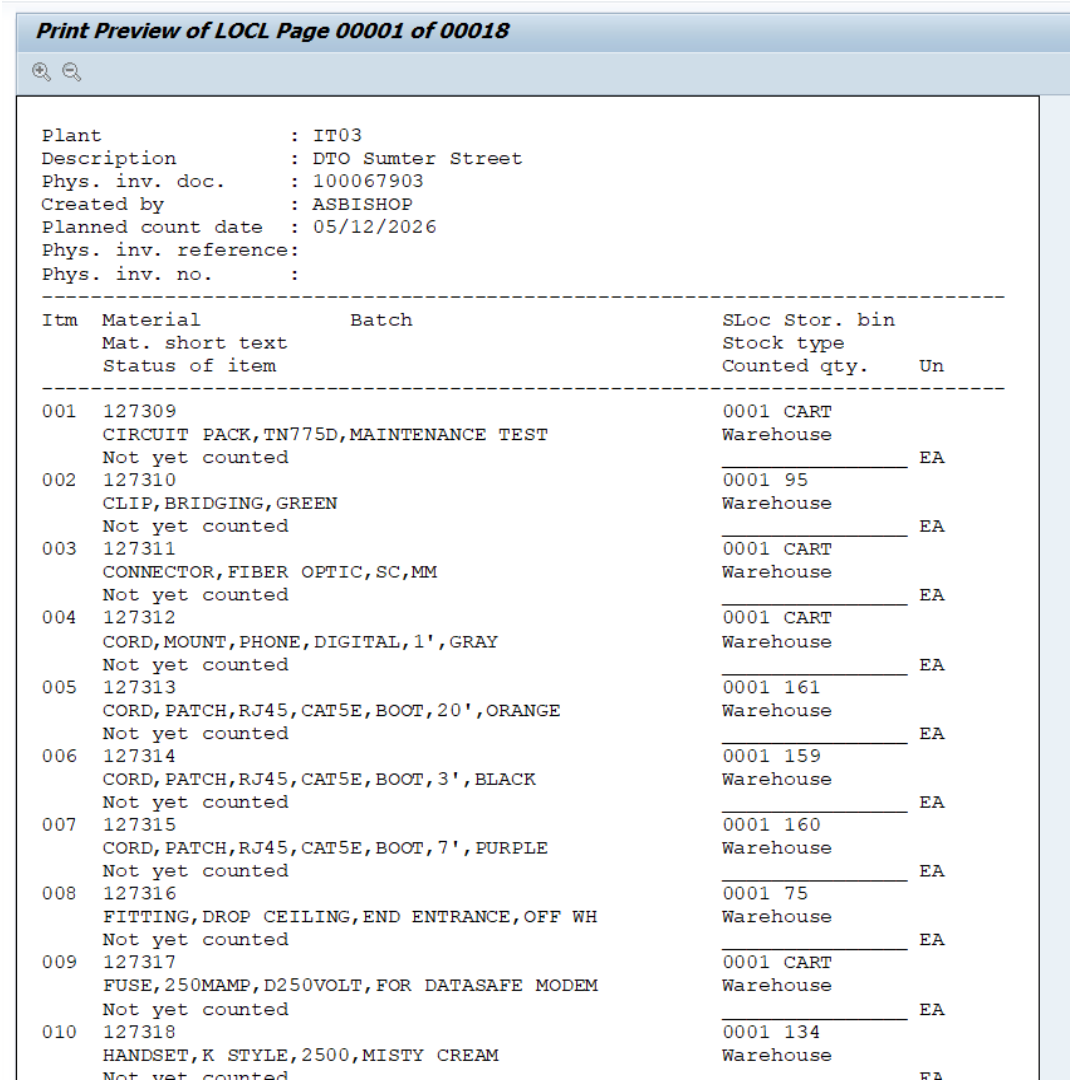
Print Preview of Inventory Count Sheet



Print Preview of LOCL Page 00001 of 00018

```
Plant                 : IT03
Description           : DTO Sumter Street
Phys. inv. doc.       : 100067903
Created by            : ASBISHOP
Planned count date    : 05/12/2026
Phys. inv. reference:
Phys. inv. no.        :
--------------------------------------------------------------------------------
Itm  Material            Batch                          SLoc Stor. bin
     Mat. short text                                    Stock type
     Status of item                                     Counted qty.    Un
--------------------------------------------------------------------------------
001  127309                                             0001 CART
     CIRCUIT PACK,TN775D,MAINTENANCE TEST               Warehouse
     Not yet counted                                    _____________ EA
002  127310                                             0001 95
     CLIP,BRIDGING,GREEN                                Warehouse
     Not yet counted                                    _____________ EA
003  127311                                             0001 CART
     CONNECTOR,FIBER OPTIC,SC,MM                        Warehouse
     Not yet counted                                    _____________ EA
004  127312                                             0001 CART
     CORD,MOUNT,PHONE,DIGITAL,1',GRAY                   Warehouse
     Not yet counted                                    _____________ EA
005  127313                                             0001 161
     CORD,PATCH,RJ45,CAT5E,BOOT,20',ORANGE              Warehouse
     Not yet counted                                    _____________ EA
006  127314                                             0001 159
     CORD,PATCH,RJ45,CAT5E,BOOT,3',BLACK                Warehouse
     Not yet counted                                    _____________ EA
007  127315                                             0001 160
     CORD,PATCH,RJ45,CAT5E,BOOT,7',PURPLE               Warehouse
     Not yet counted                                    _____________ EA
008  127316                                             0001 75
     FITTING,DROP CEILING,END ENTRANCE,OFF WH           Warehouse
     Not yet counted                                    _____________ EA
009  127317                                             0001 CART
     FUSE,250MAMP,D250VOLT,FOR DATASAFE MODEM           Warehouse
     Not yet counted                                    _____________ EA
010  127318                                             0001 134
     HANDSET,K STYLE,2500,MISTY CREAM                   Warehouse
     Not yet counted                                                  EA
```

YOU WILL need to compete this step for each inventory document that exist for each plant and storage location.

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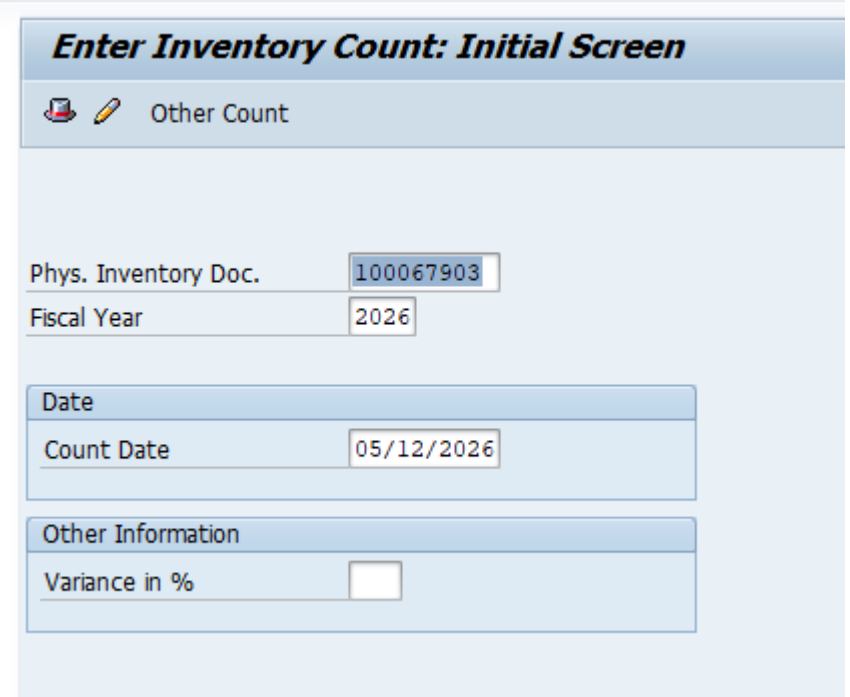
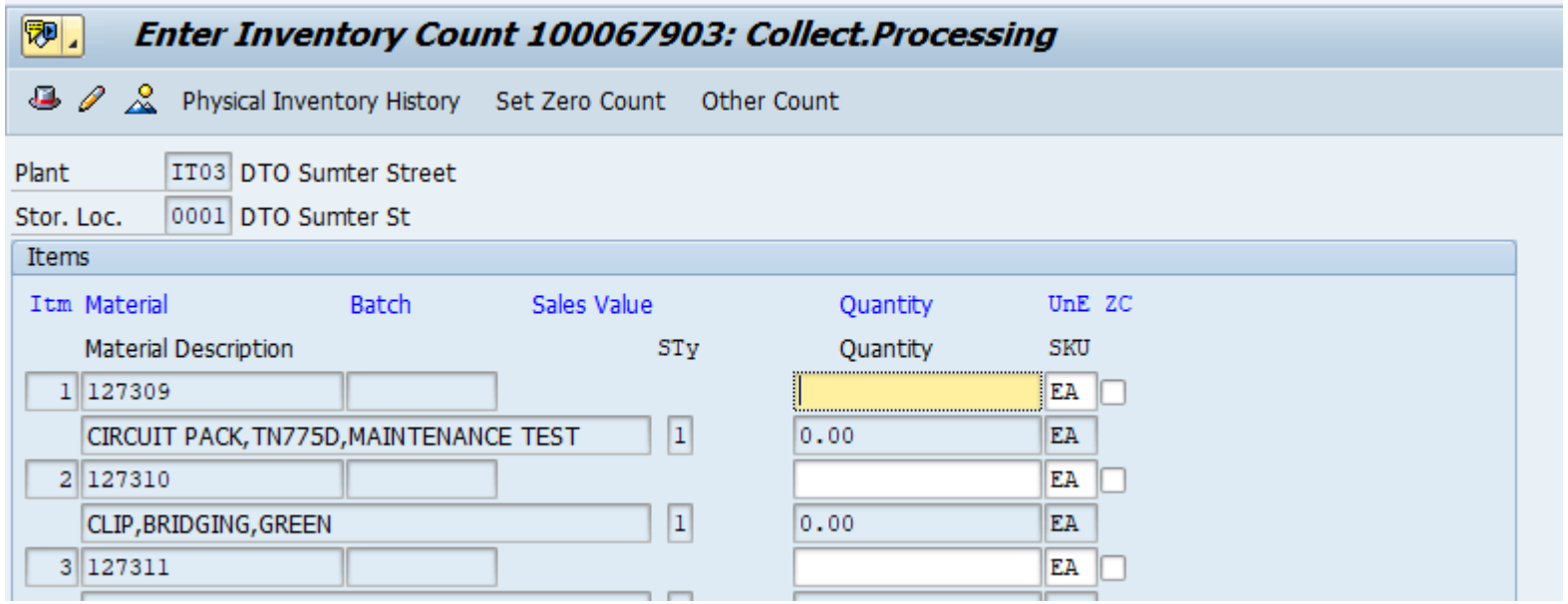
Enter Inventory Count – MI04

1. Enter the **Inventory Count** in the **Quantity** field.





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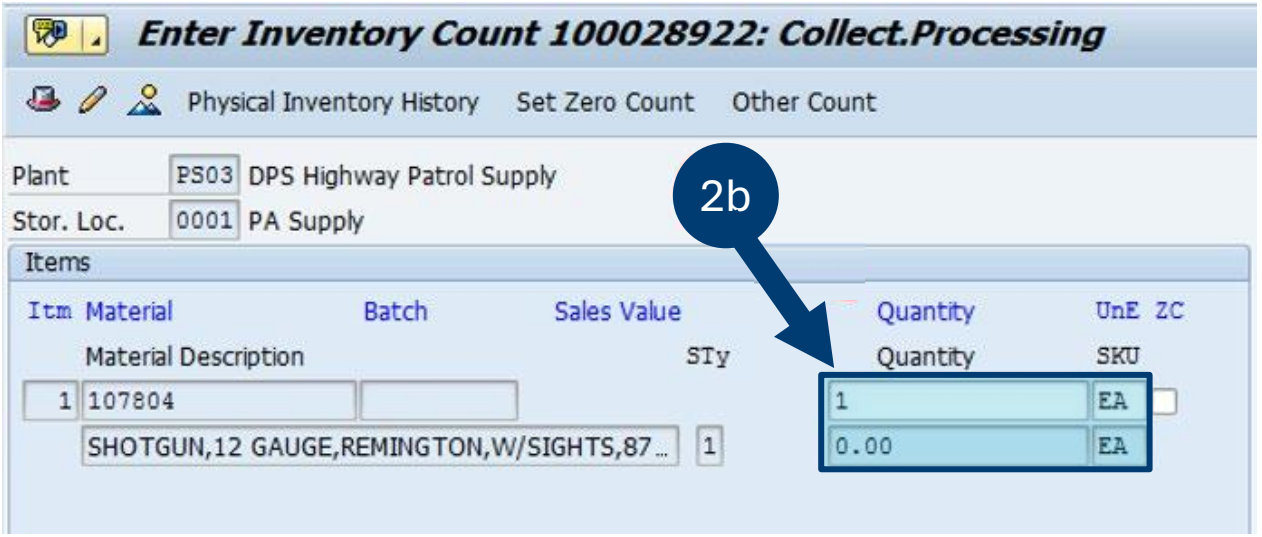
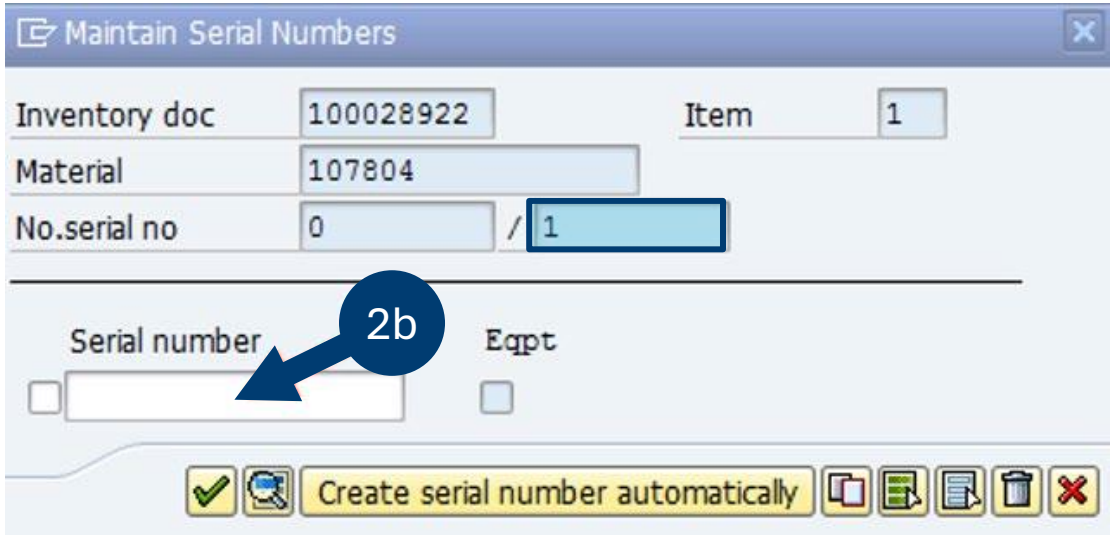
Enter Inventory Count for Serialized Materials – MI04

2a-b. Enter the **Quantity** and **Serial number** for each material on-hand that requires a serial number.

In this example, the quantity is 1 and requires one serial number. Should the quantity be 200 each, 200 unique serial numbers are required.





Note: The system will require the serial number of the material master to be entered.

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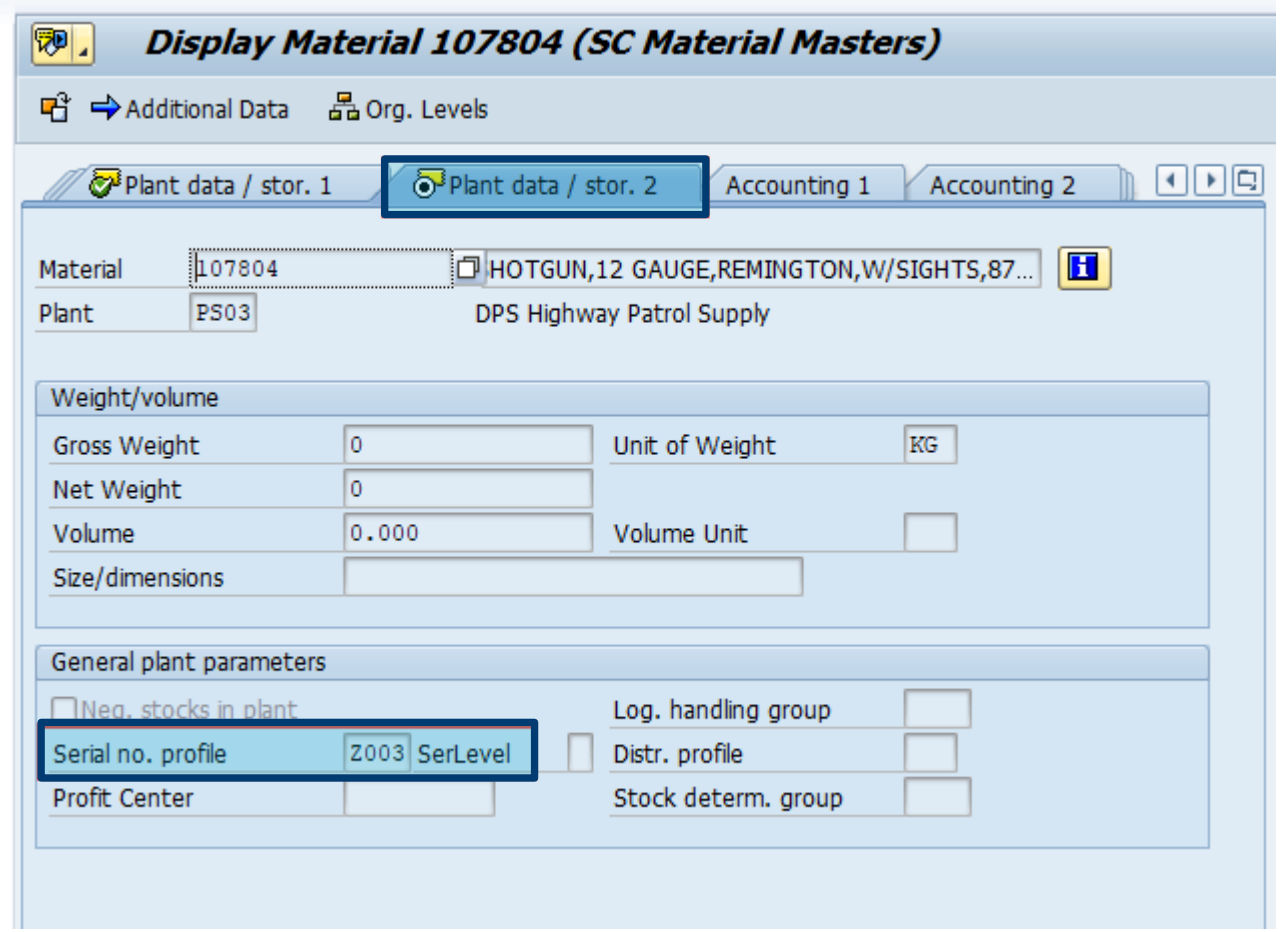
Enter Inventory Count for Serialized Materials – MM03

The system knows a serial number is required because when the material master was extended by the AMML, they added a serial number profile under the Plant data/stor. 2 tab.



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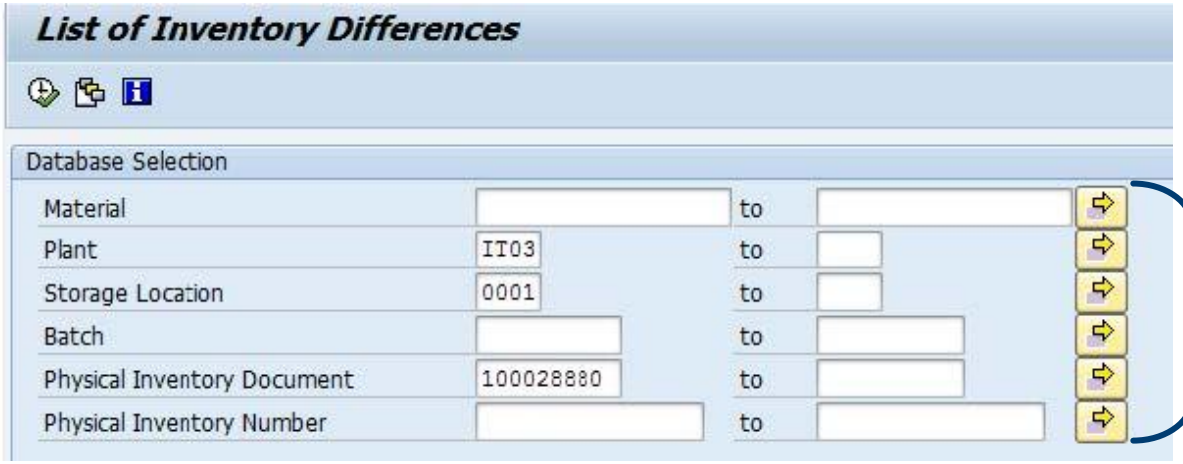
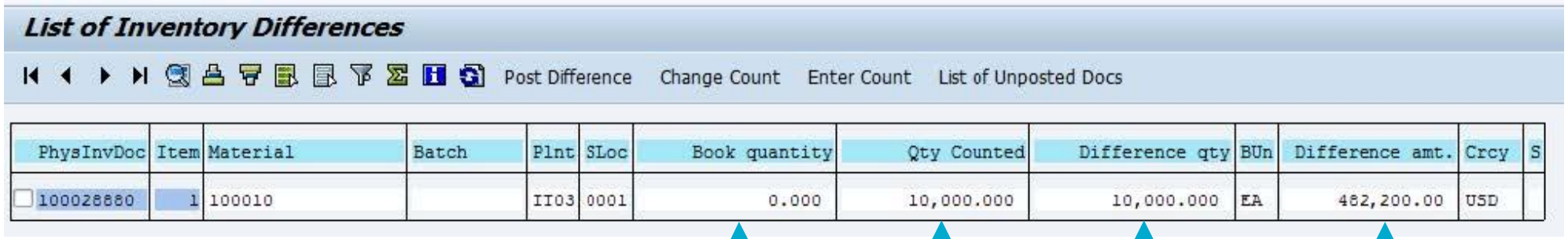
Run the List of Inventory Differences – MI20



Select list of differences criteria.



PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy	S
100028880	1	100010		IT03	0001	0.000	10,000.000	10,000.000	EA	482,200.00	USD	

Qty. SCEIS shows in stock.

Physical Inventory count.

Difference between count and stock shown in SAP.

Value of difference.

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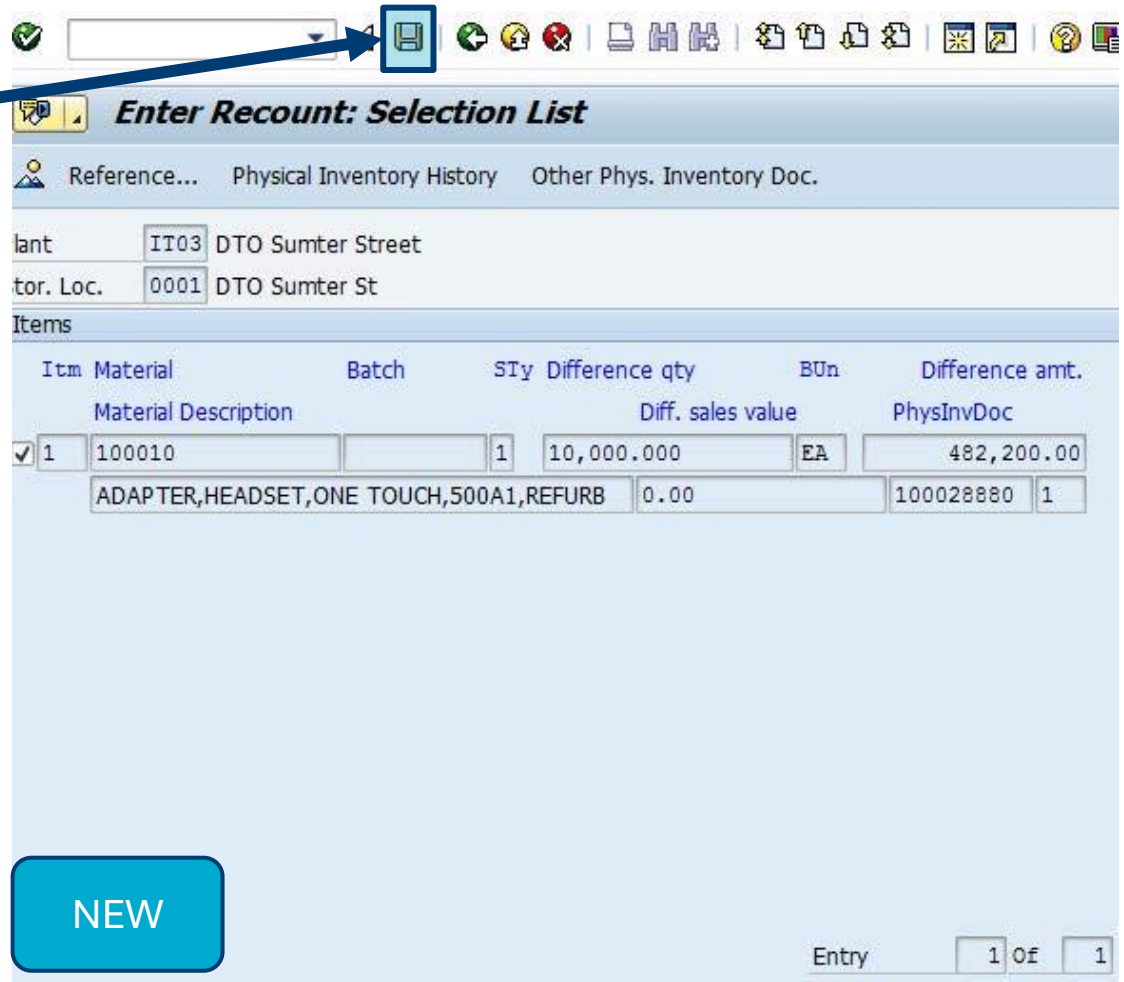
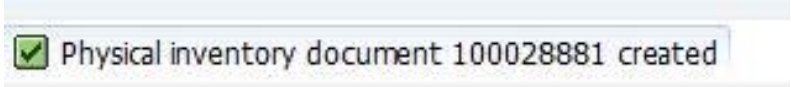
Perform a Recount – MI11

INITIAL

The **Save** function will create a new inventory document and close the existing one.



NEW



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View the Difference Report – MI20
Enter Recount in MI04

Post Difference | Change Count | Enter Count | List of Unposted Docs

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
100028881	1	100010		IT03	0001	0.000	5,000.000	5,000.000	EA	241,100.00	USD

1. Use **MI20** to view the Inventory Difference Report.

Enter Inventory Count 100028881: Collect.Processing

Physical Inventory History | Set Zero Count | Other Count

Plant IT03 DTO Sumter Street

Stor. Loc. 0001 DTO Sumter St

Items

Itm	Material / Material Description	Batch	Sales Value / STy	Quantity / Quantity	UnE / SKU	ZC
1	100010			5000	EA	
	ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB		1	0.00	EA	

2. Use **MI04** to view the recount.

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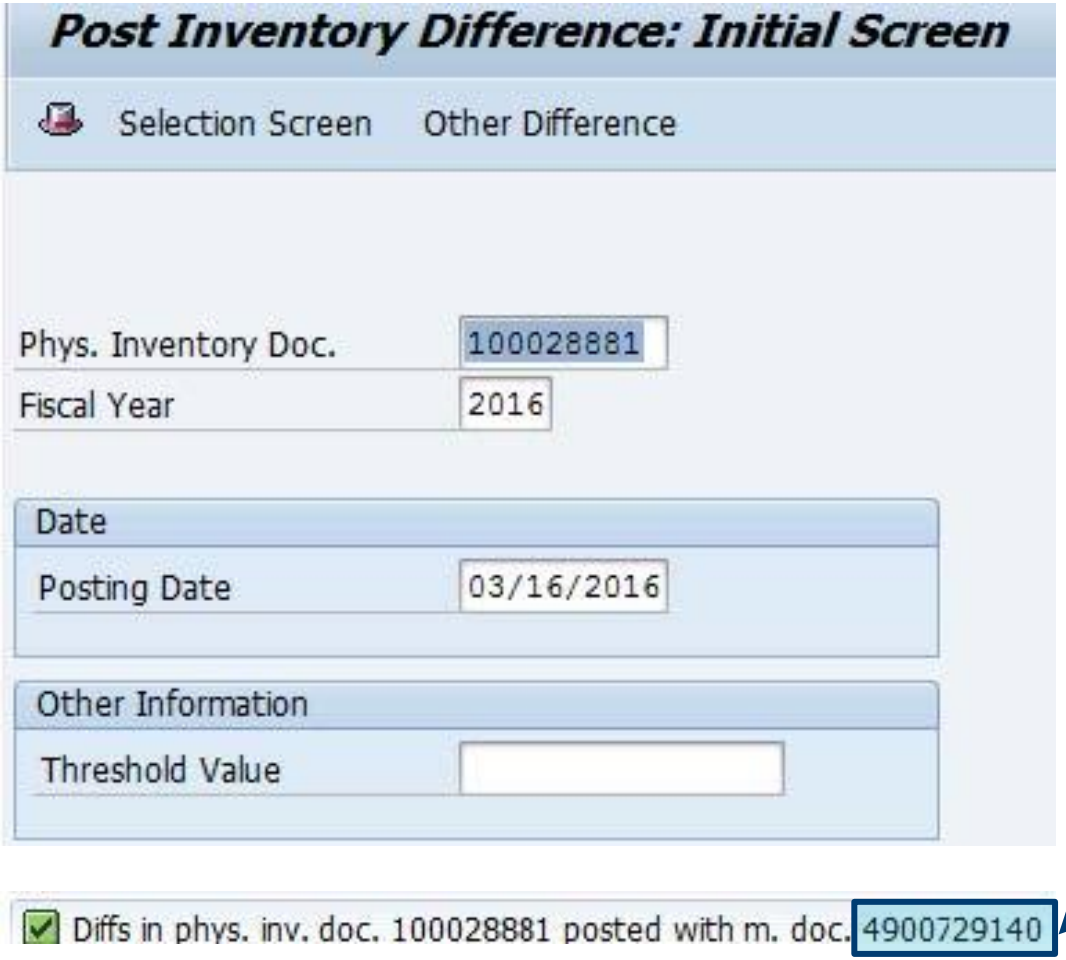
Post Inventory Differences – MI07

Use **MI07** to Post Inventory Differences.



Note: A **49XXXXXXXX** Document Number is created, which is a **701** or **702** inventory movement.

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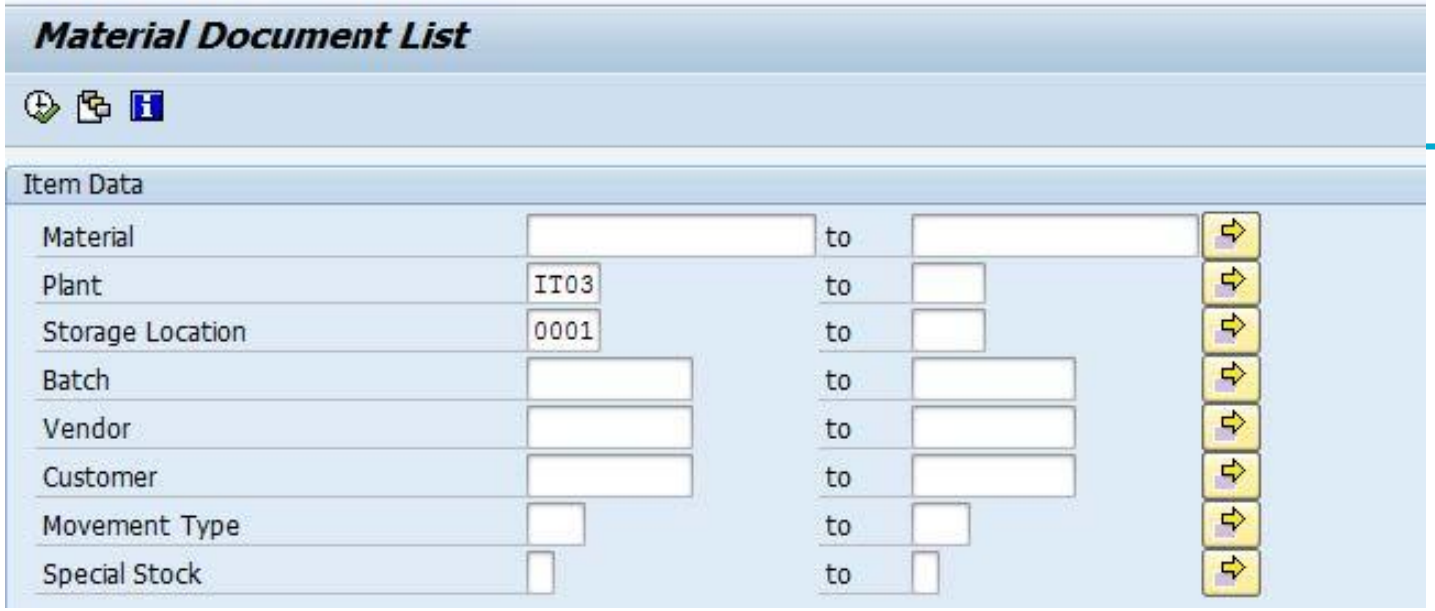
View Inventory Movement in MB51 by Plant/Storage Location

Note: 701 movement is an *inventory **IN** adjustment*.



Note: 702 movement is an *inventory **OUT** adjustment*.

Material				Material Description			Plnt Name 1
SLoc	MvT	S Mat. Doc.	Item	Pstng Date	Quantity in UnE	EUn	
100010				ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB			IT03 DTO Sumter Street
0001	701	4900729140	1	03/16/2016	5,000.00	EA	
0001	562	4900666958	1	07/01/2015	10.00-	EA	
0001	562	4900666157	1	06/27/2015	1.00-	EA	
0001	561	4900666158	1	06/27/2015	1.00	EA	
0001	601	4900665142	1	06/24/2015	1.00-	EA	
0001	601	4900622527	1	02/09/2015	5.00-	EA	

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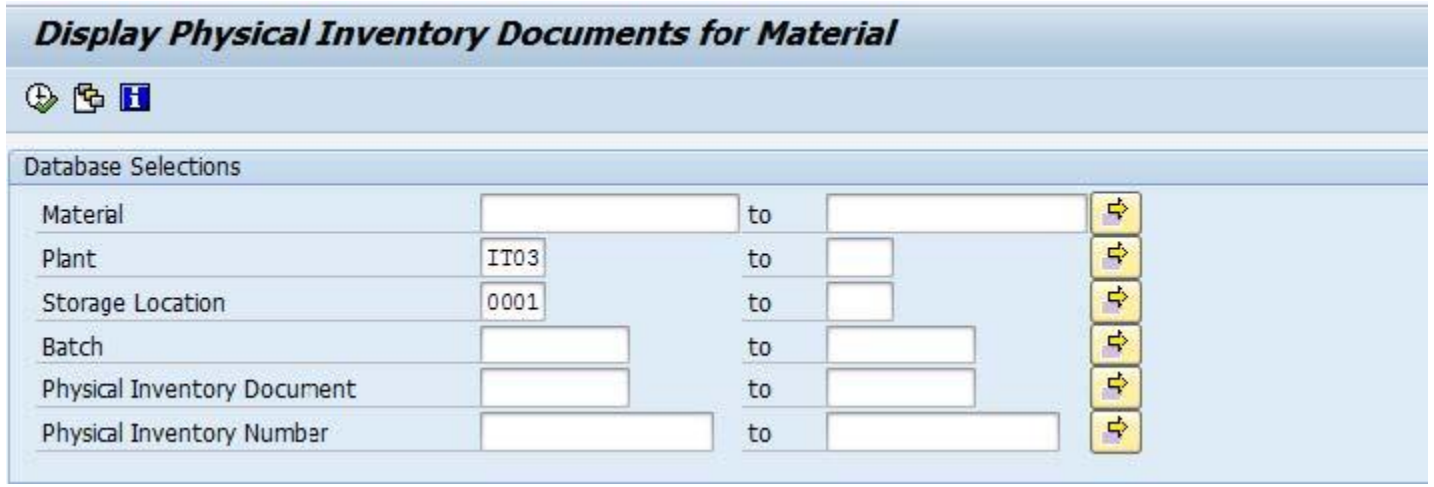
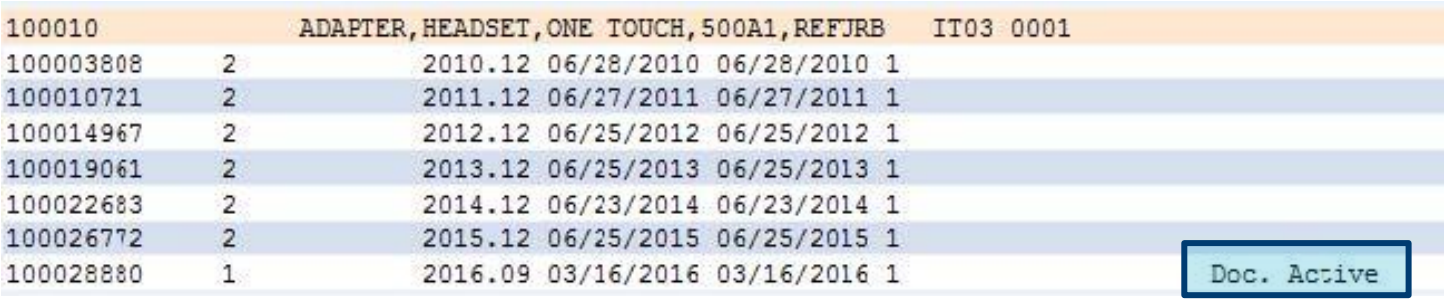
Display OPEN Inventory Documents for Plant/Storage Location – MI22





Any Document marked "**Doc. Active**" is not a completed inventory document and **<u>has not been posted</u>**.

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Slow Moving and Dead Stock

Lesson 4 Learning Objectives

Describe and identify slow moving inventory in **MC46** by total value and individual material masters.

Describe what constitutes dead stock.

Identify dead stock in **MC50**, by total value and individual material impact.

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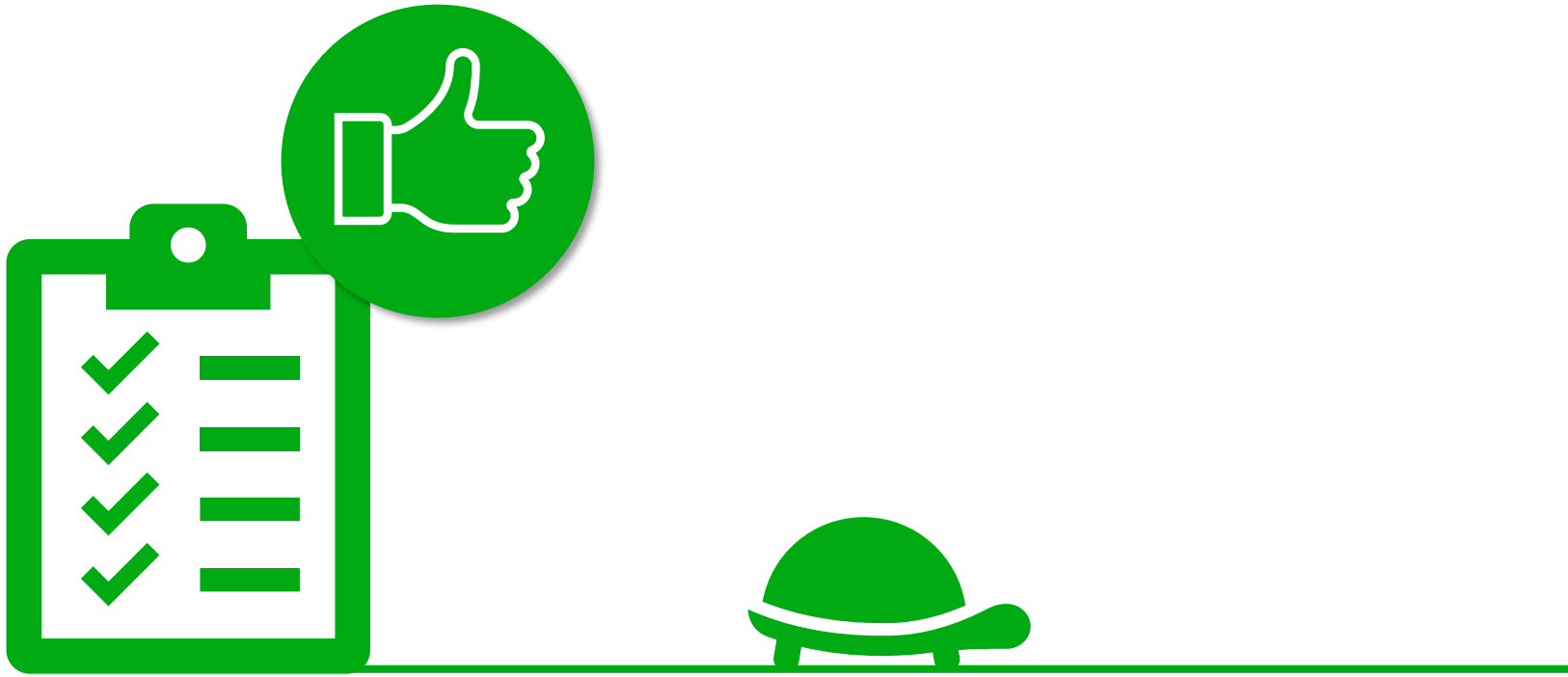
Slow Moving Inventory – MC46

You have completed your inventory and are confident of the outcome. Now is the time to evaluate slow moving inventory.



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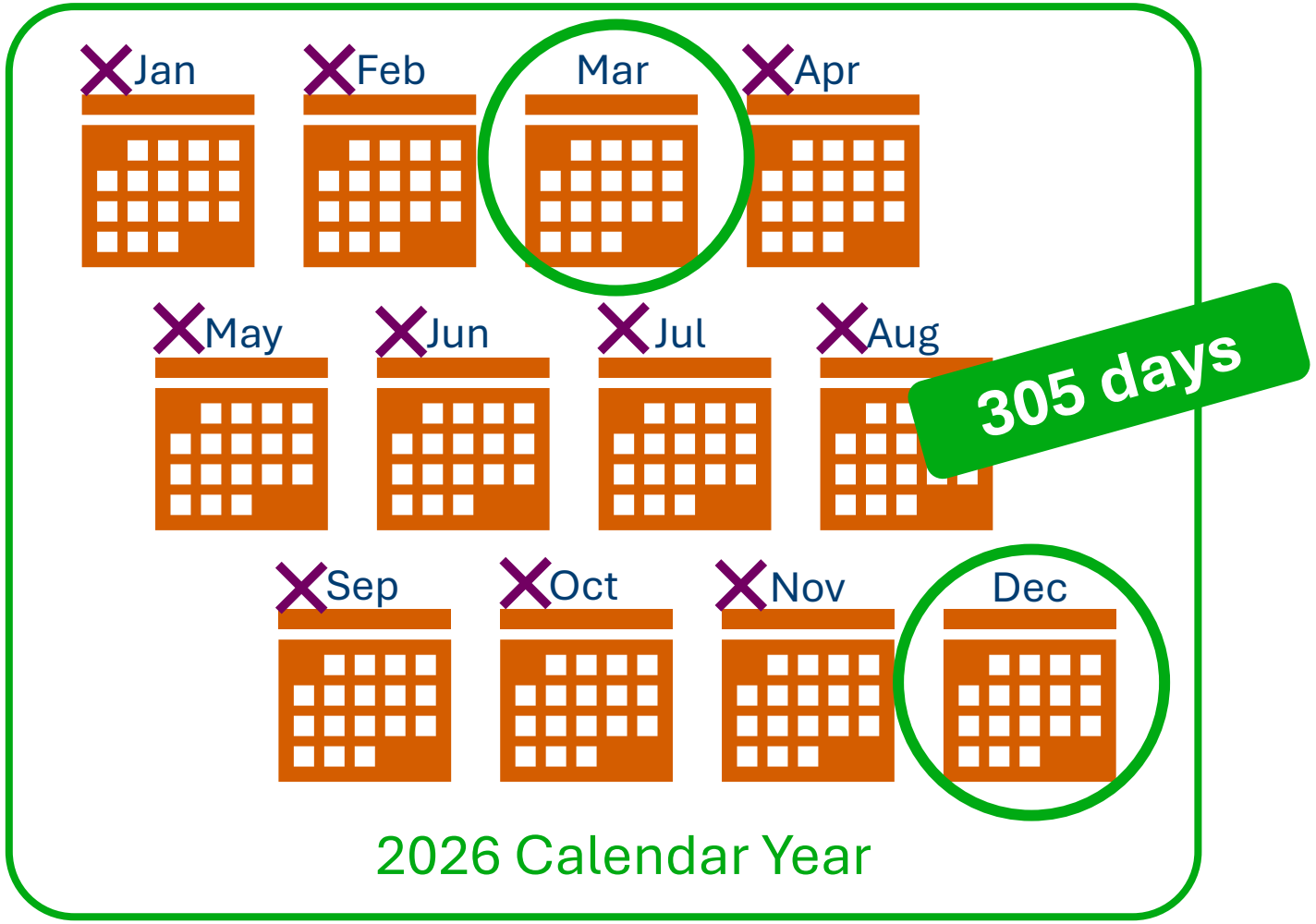
Slow Moving Inventory – MC46



The Slow Moving Inventory report counts the number of days since the last issue of each material.

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Slow Moving Inventory – MC46

MC46

Takes up valuable warehouse space.

MC46

Ties up capital.

MC46

Should be monitored.

MC46

Material can be scrapped, sold to another plant OR surplused to SC Surplus Property.

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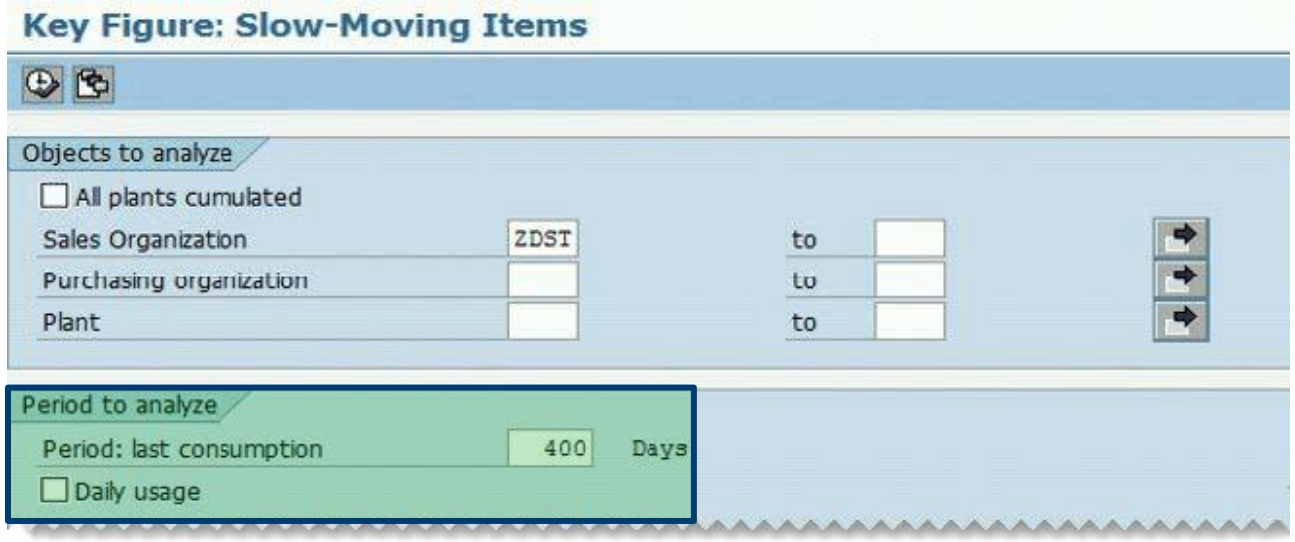
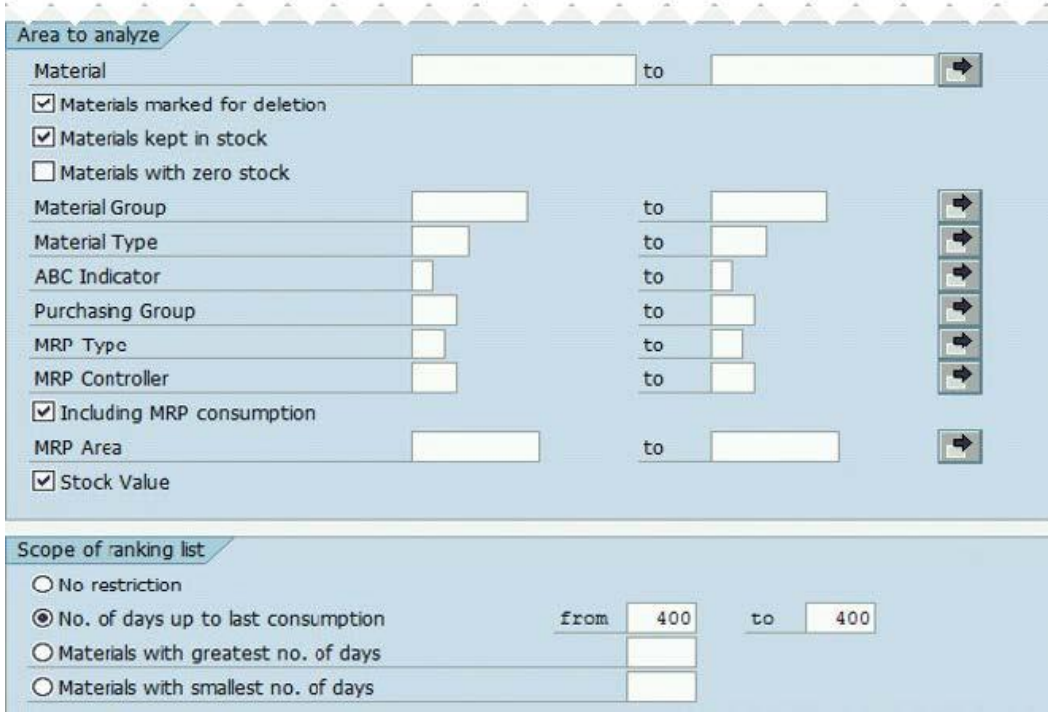
Slow Moving Inventory – MC46

Use transaction MC46 to show **Key Figure: Slow-Moving Items**. In this example, **400 Days** is used to search the last consumption.





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Slow Moving Inventory – MC46

Note the **Stock value** is $155,517.03 based on using 400 days since the last consumption. There are 341 selected materials that have not been issued within the last 400 days.

Key Figure: Slow-Moving Items

ABC analysis | Classification | Double-line | Sort in desc. order | Sort in asc. order

Sales organization ZDST Analysis date 04/26/2018

Analysis: Slow-moving item

Number of selected materials: 341

Stock value 155,517.03 USD

Material	Short text	Days since consumpti	
100001	ACTUATOR,REED TYPE SWITCH	400	(no consumption)
100016	ADAPTER,TELCO,259C,MALE,50 PIN	400	(no consumption)
100047	AMPLIFIER,HEADSET,M22	400	(no consumption)
100050	BACKBOARD,107A1,WITH 09B BRACKET,BLUE	400	(no consumption)
100085	BATTERY,9 VOLT,RECHARGEABLE NIMH	400	(no consumption)
100092	BATTERY,FOR TRANSTALK,9031,8 HOURS,BLACK	400	(no consumption)
100125	BLADE,PUNCHDOWN,66,110 BLOCK	400	(no consumption)

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Slow Moving Inventory – MC46

Clicking the **Double-line** option at the top of the screen will show the last movement date of a material.

ABC analysis | Classification | Double-line | Sort in desc. order | Sort in asc. order

Sales organization ZDST Analysis date 04/26/2018

Analysis: Slow-moving item

Number of selected materials: 341

Stock value 155,517.03 USD

Material	Short text	Days since consumpti	
100001	ACTUATOR,REED TYPE SWITCH	400	(no consumption)
100016	ADAPTER,TELCO,259C,MALE,50 PIN	400	(no consumption)
100047	AMPLIFIER,HEADSET,M22	400	(no consumption)

Key Figure: Slow-Moving Items

ABC analysis | Classification | Single-line | Sort in desc. order | Sort in asc. order

Sales organization ZDST Analysis date 04/26/2018

Analysis: Slow-moving item

Number of selected materials: 341

Stock value 155,517.03 USD

Material	Short text / Stock value	Days since consumpti / Date		
100001	ACTUATOR,REED TYPE SWITCH / 4.23 USD	03/22/2017	400	(no consumption)

The last date of consumption was 03/22/2017.

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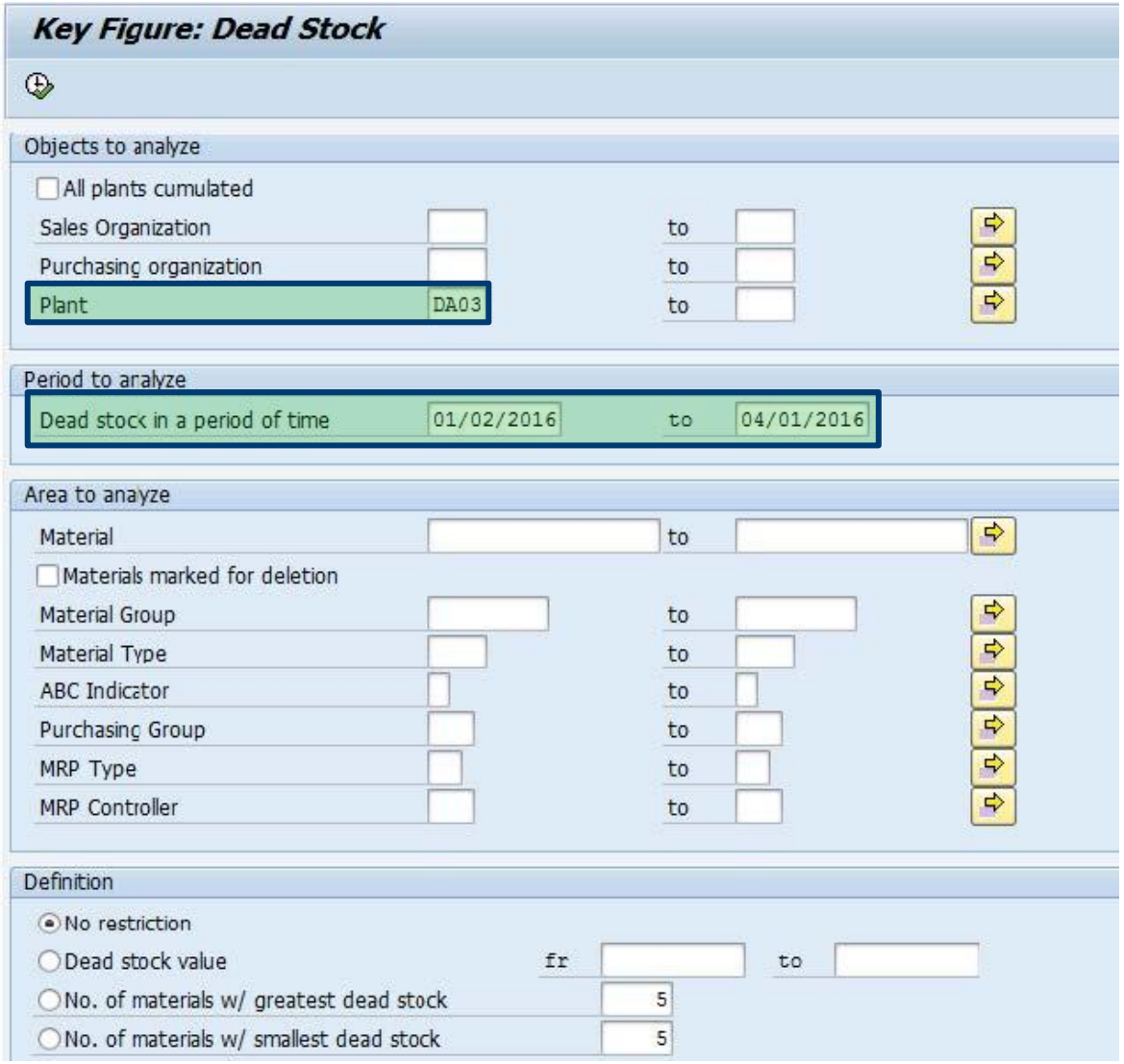
Dead Stock – MC50

Transaction **MC50** executes the **Key Figure: Dead Stock** report. It indicates the stock level for material over a period and identifies the lowest level reached for the material.

The lowest level is the dead stock quantity. The theory is that stock was not required. This can be searched by **Plant** or **Sales Organization**.



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Dead Stock – MC50

Notice the total **Dead stock value** (1) and the **Dead stock value** by material (2).

Material 163650 is an example of dead stock value by material.

Key Figure: Dead Stock

Detailed Display | ABC analysis | Classification | Double-line | Triple-line | Sort in desc. order | Sort in asc. order

Plant | Analysis date 04/11/2025

Analysis: Dead stock

Number of selected materials: 986

1

2

Dead stock value 578,555.44 USD

Material	Short text	Dead stock value	%	cum.%
163650	SWITCH, CATALYST 9300-48 PO	348,740.08 USD	60.28 %	60.28 %
163651	SWITCH, CATALYST 9200-48 POE	185,589.72 USD	32.08 %	92.36 %
163652	POWER SUPPLY, CAT 9200-48	32,688.80 USD	5.65 %	98.01 %
163653	STACK MODULE, CAT 9200-48	11,536.84 USD	1.99 %	100.00%
100001	ACTUATOR,REED TYPE SWITCH	0.00 USD	0.00 %	100.00%
100010	ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB	0.00 USD	0.00 %	100.00%
100011	ADAPTER,HEADSET,ONE TOUCH,500AM,REFURB	0.00 USD	0.00 %	100.00%
100014	ADAPTER,TELCO,258A,4PR,FEMALE	0.00 USD	0.00 %	100.00%
100015	ADAPTER,TELCO,259A,MALE,50 PIN	0.00 USD	0.00 %	100.00%
100016	ADAPTER,TELCO,259C,MALE,50 PIN	0.00 USD	0.00 %	100.00%
100017	ADAPTER,TELCO,267C-IP,2 LINE SERVICE	0.00 USD	0.00 %	100.00%
100018	ADAPTER,TELCO,400B2,1 POWER,1 PHONE	0.00 USD	0.00 %	100.00%
100021	ADAPTER,TELCO,T TYPE,267A,2 SETS 1 LINE	0.00 USD	0.00 %	100.00%
100022	ADAPTER,TELCO,T TYPE,400K,PHONE,DATA	0.00 USD	0.00 %	100.00%
100023	ADAPTER,TELCO,T,267A2,PHONE,FAX	0.00 USD	0.00 %	100.00%
100024	ALARM COLLECTION DEVICE,TELEMETRY UNIT	0.00 USD	0.00 %	100.00%
100028	ALARM DIALER,ALPHA MAX 82A	0.00 USD	0.00 %	100.00%
100029	ALARM DIALER,ALPHA MAX 82A,REFURB	0.00 USD	0.00 %	100.00%

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Course Summary

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Course Learning Objectives

- Describe key inventory terms and concepts.
- Understand the physical inventory process.
- Describe and perform a physical inventory.
- Recognize “Slow Moving” and “Dead Stock.”

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SCEIS Resources and Help

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Any Questions?

Email your questions to the SCEIS Help Desk by **Friday, May 29, 2026**.
SCEIS.HelpDesk@admin.sc.gov

Questions will be compiled with the responses and posted by **June 12, 2026**, to the SCEIS Fiscal Year-End Guides webpage.

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SCEIS Resources and Help

- SCEIS website
- SCEIS Updates webpage
- SCEIS Training Schedule
- uPerform
- Contact the SCEIS Service Desk
  - Submit Service Request
  - Phone: 803.896.0001, option 2

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