

LRP Training

Legacy Replacement Program



Welcome to the Physical Inventory Counts Course



- Instructor
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content

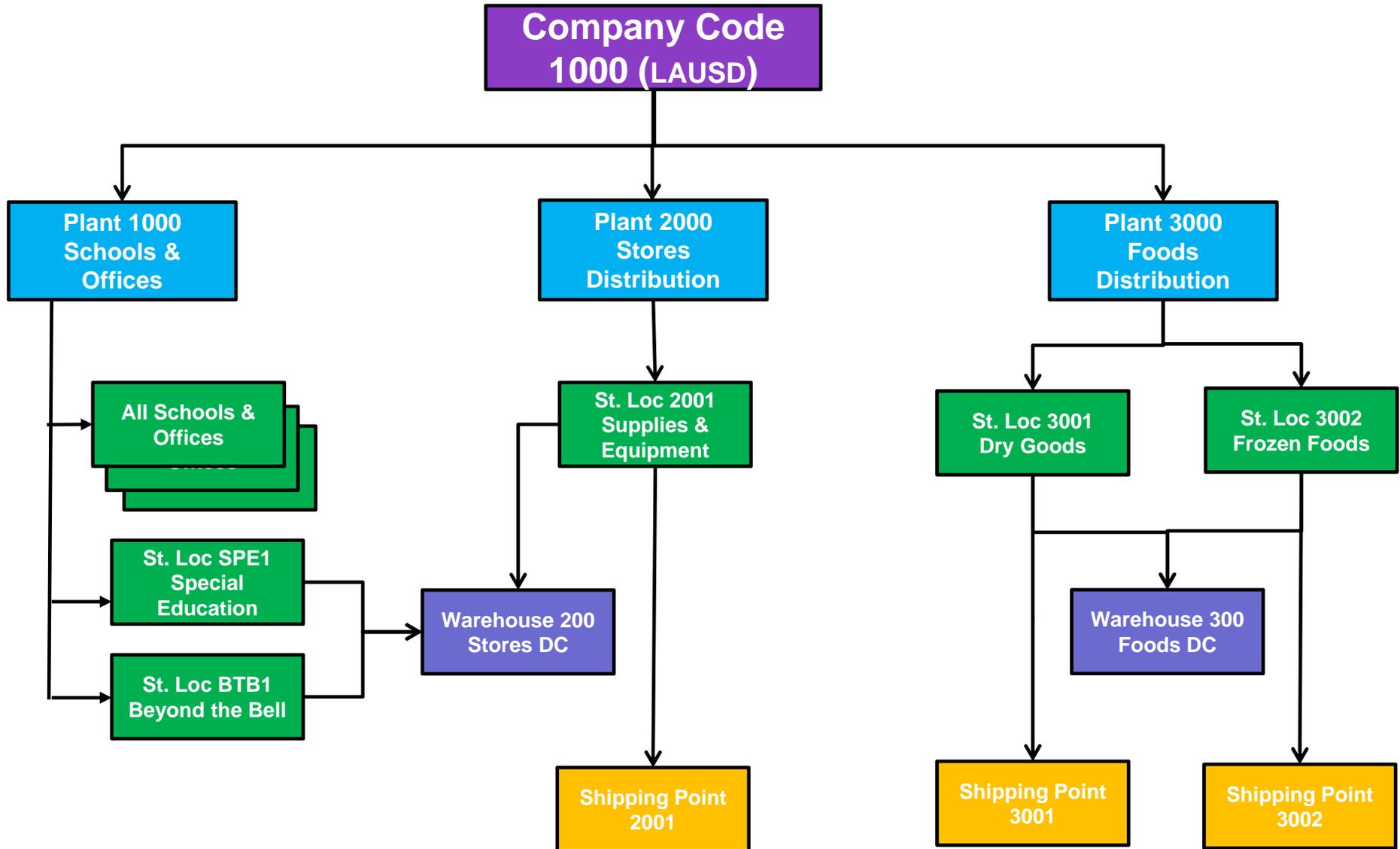


	Module Description
1	Introduction
2	Physical Inventory Overview
3	Physical Inventory Documents
4	Inventory Counts
5	Warehouse Reports
	Summary

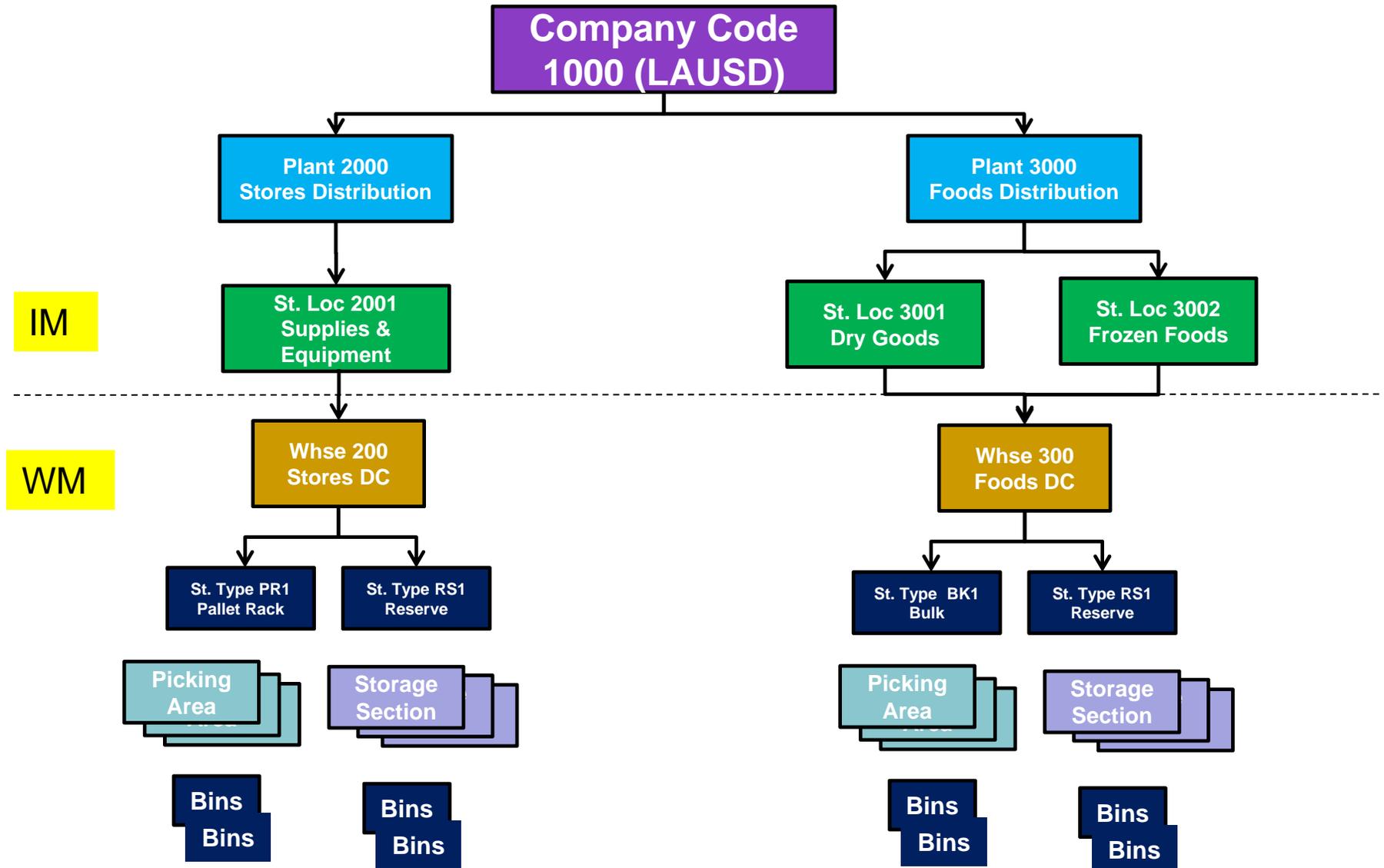
By the end of this Course, you will be able to:

- Describe the process, benefits and key terms of the physical inventory process
- Create Physical Inventory Document
- Print Physical Inventory Document
- Enter counts for Physical Inventory Document
- View and analyze physical inventory counts on a report
- Change counts for Physical Inventory Document
- Post WM differences
- Post IM differences
- Reconcile physical inventory with the help of reports

LAUSD SAP IM Organization Structure



LAUSD SAP WM Organization Structure



Key Terms and Definitions

Company Code

- Represents a legal or logical entity.
- LAUSD has only one (1000).

Plant

- An organizational unit for dividing a company according to procurement, maintenance and materials planning.
- LAUSD has 3: Stores (2000), Foods (3000), Schools/Offices (1000)

Storage Location

- Physical location at which a material is received and stored

Material

- A substance or commodity that is bought or sold on a commercial basis, a material can also be a service, or a number identifying a material master record

Key Terms and Definitions

Goods Movement

- An event that causes change in stock such as receipt, issue, transfer

Shipping Point

- Independent Organizational entities within which processing and monitoring of the deliveries as well as goods issue is carried out

Warehouse

- Highest level organizational unit in SAP where WM takes place
- A warehouse has one or more storage types, in which one or more storage bins exist grouped to storage section(s) and/or picking area(s)

Storage Type

- Subdivision of a warehouse that is characterized by its putaway, picking and physical inventory attributes
- Some LAUSD examples are PR1-pallet rack, BK1-bulk, RS1-reserve

Key Terms and Definitions

Storage Section

- Subdivision of a storage type that groups together storage bins with similar features for the purpose of putting away stock

Picking Area

- Subdivision of a storage type in which all picking activities are carried out in the same way (i.e. transfer order creation)

Storage Bin

- The smallest available unit of space in a warehouse, it describes the position in the warehouse where the goods are or can be stored

Fixed Bin

- A specific storage bin assigned to a material for picking (i.e. selection bin in IFS)

Key Terms and Definitions

Physical Inventory Document

- Created within WM for any specific or range of storage bins within a storage type for the purposes of obtaining and updating (if necessary) the physical count
- Once a physical inventory document is created, it should be printed, but must be entered, then cleared at WM level. If there are differences, it must also be cleared at IM level.
- Can be created for annual physical inventory, or anytime throughout the year as a cycle count or manual cycle count.

Annual Physical Inventory

- SAP attempts to restrict the selection criteria for this based upon last count date, but can be overridden to include storage bins that were counted more recently

Cycle Count (auto or manual)

- For auto, SAP can use ABC indicators to identify how often materials are to be proposed for cycle counting, based upon last count date
- For manual, user can select any specific or range of storage bins within a storage type for physical inventory count/update

Key Terms and Definitions

SAP Inventory Management (IM)

- IM generally refers to higher level activities and views within the organization versus more detailed warehouse management activities
- IM takes place at the plant/storage location level and also integrates directly with finance and budget
- Physical inventory differences must be cleared in IM after cleared in WM, only differences will be displayed

SAP Warehouse Management (WM)

- WM involves more detailed activities and views
- Depending upon the WM activity, there may be corresponding IM activities and/or entries made to keep IM and WM in sync
- WM does not directly integrate with financial postings, however may trigger IM postings such as goods receipts or goods issues which will create appropriate financial entries/postings
- Stock that moves only within a warehouse will not trigger IM, however stock moving into or out of a warehouse will trigger IM
- All storage bins on a physical inventory document must be cleared in WM. Once cleared, then the differences can be cleared in IM.

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Physical Inventory Process

Three phases of the Physical Inventory Process:

■ Preparation

- Blocking (storage types or bins) from postings/movement
- Creating physical inventory documents
- Printing physical inventory documents

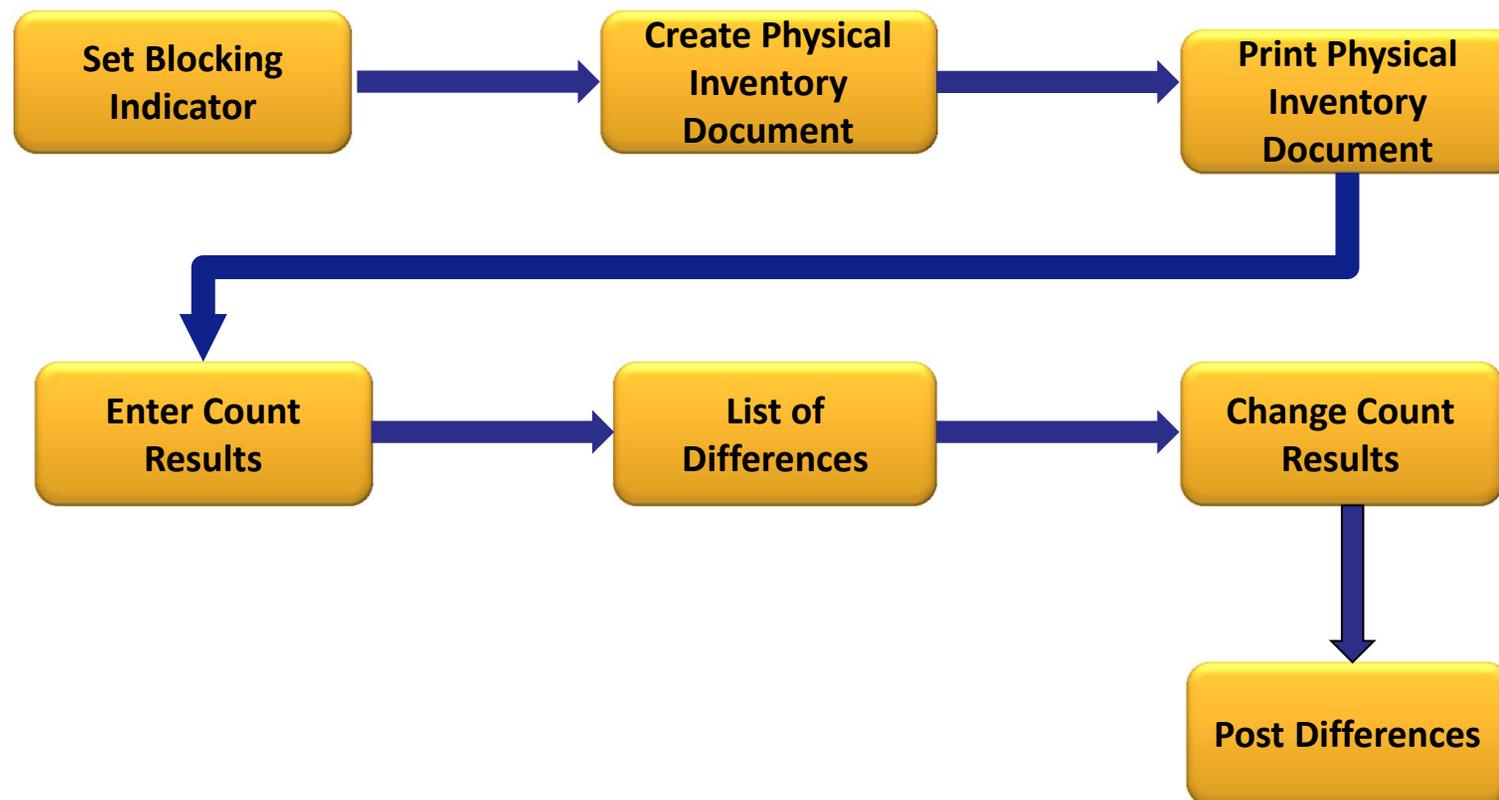
■ Count

- Obtaining physical counts
- Entering count results from physical inventory document to SAP
- Changing counts (recount), if necessary

■ Analysis/Posting

- Analyzing book versus physical count quantities and values
- Determining which bins and/or materials should be recounted
- Posting differences in both WM and then IM

Physical Inventory Overview



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Chapter 3 Objectives

By the end of this Chapter, you will be able to:

- Create physical inventory documents in SAP
- Print physical inventory documents
- Use inventory overview in SAP to display and monitor physical inventory status



Physical Inventory Document

- Physical inventory document is created to perform physical inventory count for specific or all storage bins within a storage type
- Physical inventory document creation is based upon the following information:
 - Warehouse – only one per document
 - Storage Type – only one per document
 - Storage Bin – one, some or all within the storage type
- For storage bins with stock, there is already plant, storage location, and goods receipt (GR) date information in SAP
- If stock is found in an “empty bin”, then plant, storage location and GR date information must be entered during count entry

Walkthrough: Create Physical Inventory Document Manually



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Create Physical Inventory Document Manually



Exercise

*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Display Inventory Overview



*This is a **demonstration** only.
Watch as the instructor shows you how to complete the task in SAP.*

Exercise: Display Inventory Overview



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Print Physical Inventory Document



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Print Physical Inventory Document



Exercise

*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Display Inventory Overview



*This is a **demonstration** only.
Watch as the instructor shows you how to complete the task in SAP.*

Walkthrough: Create Annual Physical Inventory Document



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Walkthrough: Create Cycle Counting Inventory Document



*This is a
demonstration only.
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task in SAP.*

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Chapter 4 Objectives

By the end of this Chapter, you will be able to:

- Explain the LAUSD inventory count process
- Enter inventory counts
- Change inventory counts (recount)
- Analyze inventory counts entered using ZWMPI report

Inventory Count entry and change

- All storage bins in a physical inventory (PI) document are physically counted, and count results are written onto the printed physical inventory document
- The printed PI document is then used to enter the count results in SAP
- Once counts have been entered, they can be analyzed using ZWMPI report to identify the quantity and/or value differences which should be considered for recount
- SAP can be updated with new counts, if recounts result in changes to be made to counts

Walkthrough: Enter Count results for a Physical Inventory Document



*This is a **demonstration** only.
Watch as the instructor shows you how to complete the task in SAP.*

Exercise: Enter Count results for a Physical Inventory Document



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Physical Inventory Count Report



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Physical Inventory Count Report



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Display Inventory Overview



*This is a **demonstration** only.
Watch as the instructor shows you how to complete the task in SAP.*

Walkthrough: Change Count results for a Physical Inventory Document



*This is a **demonstration** only.
Watch as the instructor shows you how to complete the task in SAP.*

Exercise: Change Count results for a Physical Inventory Document



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Physical Inventory Count Report



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Physical Inventory Count Report



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Clear Physical Inventory Differences in Warehouse Management



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Clear Physical Inventory Differences in Warehouse Management



*To complete this
exercise
follow the
instructions listed
here.*

Walkthrough: Clear Physical Inventory Differences in Inventory Management



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: Clear Physical Inventory Differences in Inventory Management



*To complete this
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Physical Inventory Reports

- ZWMPI – Physical Inventory Count Report
- MB51 – List of material documents

Walkthrough: List of all Material Documents



*This is a
demonstration only.
Watch as the
instructor shows you
how to complete the
task in SAP.*

Exercise: List of all Material Documents



*To complete this
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follow the
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Course Agenda

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En Español
Inside LAUSD
Superintendent
Board of Education
Offices
ESC Main

Los Angeles Unified School District

All Youth Achieving

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[Find a School](#)

National School Counseling Week
This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

"Arts Matter" for LAUSD
LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

It's Flu Season: Be Prepared
The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

Arts Education on KLCS
Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

"Arts Matter" for LAUSD

[Read more](#)

En Español Inside LAUSD Superintendent Board of Education Offices ESC Main

Los Angeles Unified School District
All Youth Achieving

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Search LAUSD

- Educational Service Centers
- School Report Card
- Community
- Doing Business

Offices

LAUSD Vision
Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.



A

- [A-G Graduation Requirements \(213 241-6895\)](#)
- [Academic English Mastery Program \(213 241-3340\)](#)
- [Accounting Controls \(213 241-7889\)](#)
- [Accounting & Disbursements Division \(213 241-7889\)](#)
- [Accounts Payable \(213 241-4800\)](#)
- [Adult and Career Education Division \(213 241-3150\)](#)
- [Adult Student Information System \(213 241-5228\)](#)
- [APOLO/Dual Language \(213 241-2650\)](#)
- [Art & Artifact Collection \(Archives\) \(213\) 742-8351](#)
- [Arts Education Branch \(213 241-8222\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
- [Board Secretariat \(213 241-7002\)](#)
- [Bond Holders \(213 241-2736\)](#)
- [Beginning Teachers Support and Assessment \(BTSA\) Induction Programs \(213 241-5495\)](#)
- [Budget Services & Financial Planning \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241-2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)

J-K

- [Junior Reserve Officers' Training Corps \(213 742-8351\)](#)
- [KLCS Television \(Channel 58\) \(213 241-4000\)](#)

L

- [Language Acquisition Branch \(213 241-5582\)](#)
- [LA's Best After School Programs \(213 745-1900\)](#)
- [LAUSD Police \(Headquarters: 213 825-8831\)](#)
- [Leadership Academy \(213 241-9808\)](#)
- [Leadership Pipeline Development and Support Learning Zone, The \(213 241-5200\)](#)
- [Legacy Replacement Program \(213 241-2832\)](#)
- [Legislative and Government Affairs \(Governmental Affairs\) \(213 241-2733\)](#)
- [Library - ILTSS \(213 241-2733\)](#)
- [Literacy/Language Arts PreK-12 \(213 241-9444\)](#)
- [Local Initiative Schools \(213 241-5104\)](#)
- [Local Options Oversight Committee \(213 241-5104\)](#)
- [Los Angeles Virtual Academy \(LAVA\) \(213 241-5104\)](#)

M

- [Magnet Program \(877 462-4795\)](#)
- [Mail Unit \(562 254-2542\)](#)
- [Maintenance and Operations \(213 745-1800\)](#)
- [Master Planning and Demographics \(213 241-8044\)](#)
- [Material Management Branch \(562 654-9007\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
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En Español Inside LAUSD Superintendent Board of Education Offices ESC Main

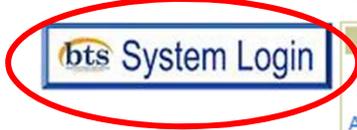


Los Angeles Unified School District
All Youth Achieving

S F E C

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Business Tools for Schools



BTS Help for
*Time Keepers and Time
Annrovers:*

BTS Announcements

No records found [Announcement Search](#)

[Archives](#)

BTS System and Reports Status

-  **Management Reports:** Data for all BTS Management Reports was successfully updated.
-  **BTS System is operational.** The system is available for all users.



Business Tools for Schools

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

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After training support will include:

- The Procurement Customer Support Center
- The BASE Training Center will be the single point of access for SAP end-user documentation/materials.
 - This website will make it easier for end users to access related business process materials.
 - The materials will include the following:
 - ✓ Course Presentations
 - ✓ Simulations
 - ✓ Quick Reference Guides
 - ✓ Job Aids
- Context Sensitive Help within the Shopping Cart
- Refresher (Open House) sessions




Home Course Materials Documentary Library BPP Contact Us FAQs

Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



<p>Schools</p>	<p>Central Offices</p>	<p>QUICKLINKS</p>
		<p>Legacy Replacement Project (LRP) Website</p> <p>Learning Zone</p> <p>Procurement Services Division</p>
<p>Shopping Cart for Requestors</p> <p>Schools/Departments/Approvals</p>	<p>FINANCE</p> <p>Course Materials</p> <p>Business Process Procedures (BPPs)</p> <p>PROCUREMENT</p> <p>Course Materials</p> <p>Business Process Procedures (BPPs)</p>	<p>ANNOUNCEMENTS</p> <hr/> <p>VIRTUAL LEARNING</p> <hr/>

Shopping Cart Support Contact List

Department/Office	Contact Information	Call about:
Procurement Customer Service Unit (PCSU) & District Warehouse Customer Service	(562) 654-9009 Email: cs.stores@lausd.net	Shopping Cart <ul style="list-style-type: none"> • Processing Purchases • Posting Goods Receipts • Other questions related to Shopping Cart
IT HelpDesk	Phone: (213) 241-5200 Website: http://askitd.net/helpdesk Chat: http://askitd.net/helpdesk/chat Create a Service Ticket: https://itdscweb.lausd.net/sc/ess.do	Technical Issues <ul style="list-style-type: none"> • Single Sign-on • Hardware/Software • Network

ESC Fiscal Services Managers

ESC East	ESC North	ESC South	ESC West	ISIC
ARTHUR MALICDEM (323) 224-3170 ARTHUR.MALICDEM@LAUSD.NET	RUDY RAMIREZ (818) 654-3710 RUDY.RAMIREZ@LAUSD.NET	VICTORIA REYES (310) 354-3422 VICTORIA.REYES@LAUSD.NET	JANNETTE LOW (310) 914-2121 JANNETTE.LOW@LAUSD.NET	MICHAEL VILLAROMAN 213-241-0143 MICHAEL.VILLAROMAN@LAUSD.NET



Learn more at <http://lrpweb.lausd.net>

Contact Us: lrp@lausd.net



Course Assessment & Evaluation

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Time Left: 29:57

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Welcome **LAURIE YEN!**
(You are in **Program Manager Role**)

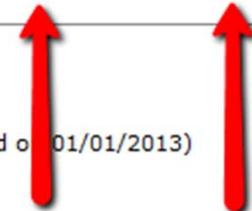
- Currently enrolled/waitlisted in **11** classes.

[Recommended System Requirements](#)

Today's Announcements:

- **Quick link for classes currently available:** (posted on 01/01/2013)

[Class Offerings](#)



You have just completed the course.

Thank you for attending!

