



World Food
Programme

SAVING
LIVES
CHANGING
LIVES

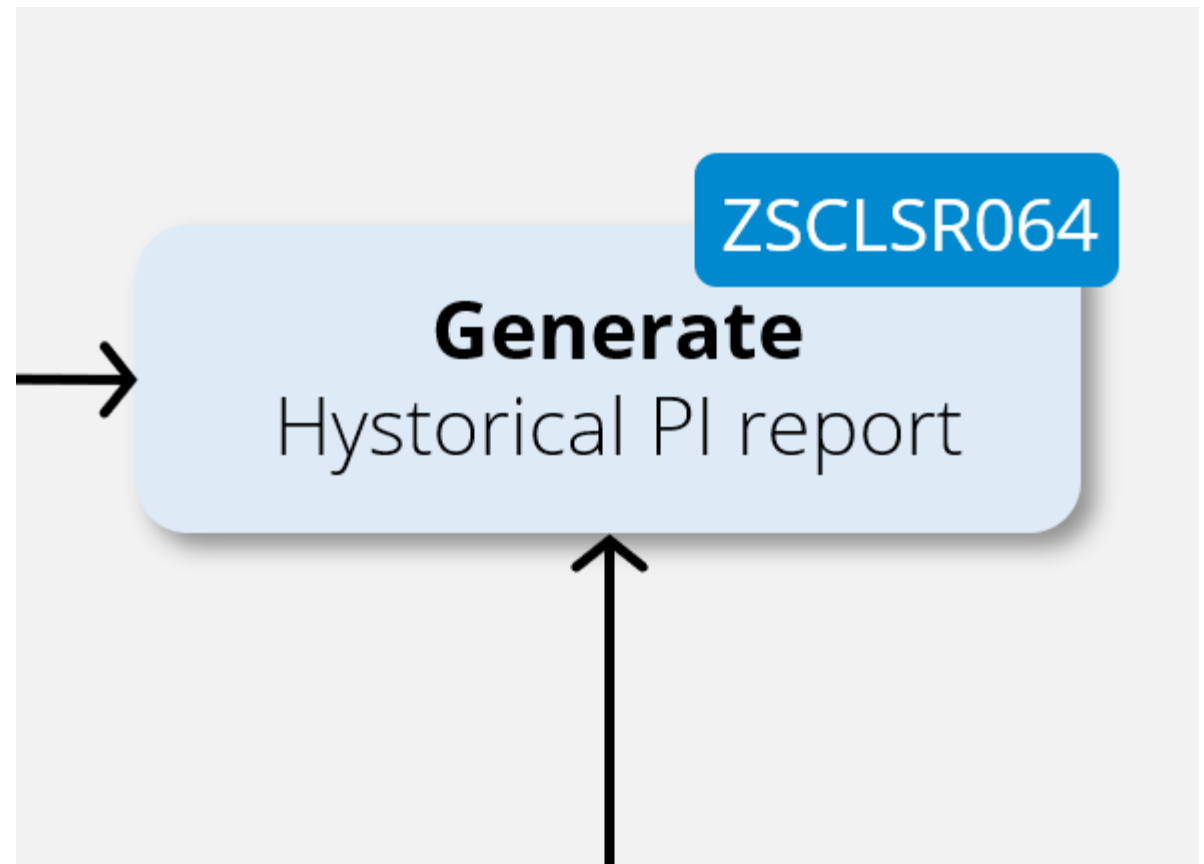
Historical Physical Inventory report template

Context

The physical inventory flowchart shows how the cycle ends with the *Historical Physical Inventory report*.

The report generation applies to all the cases, therefore is a frequent task during a physical count.

The template aims at simplifying this process through automation and a pre-made layout

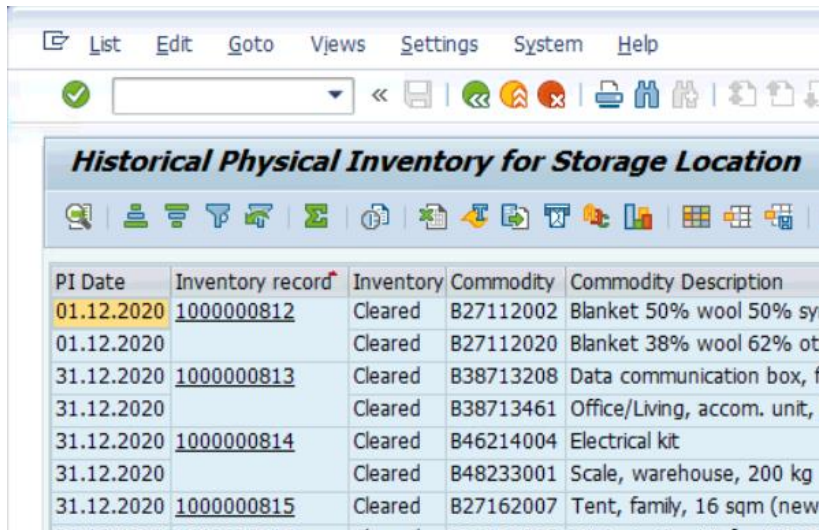


physical inventory flowchart, close-up

Two-step process

The report is created with a two-step process:

Step 1

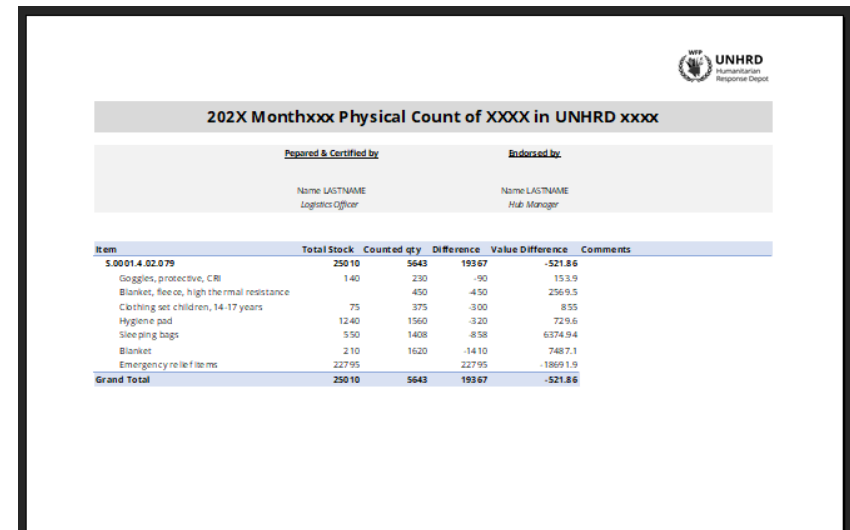


The screenshot shows the Wings software interface with a menu bar (List, Edit, Goto, Views, Settings, System, Help) and a toolbar. The main window displays a report titled "Historical Physical Inventory for Storage Location". The report table has the following data:

PI Date	Inventory record	Inventory	Commodity	Commodity Description
01.12.2020	1000000812	Cleared	B27112002	Blanket 50% wool 50% syr
01.12.2020		Cleared	B27112020	Blanket 38% wool 62% ot
31.12.2020	1000000813	Cleared	B38713208	Data communication box, f
31.12.2020		Cleared	B38713461	Office/Living, accom. unit, l
31.12.2020	1000000814	Cleared	B46214004	Electrical kit
31.12.2020		Cleared	B48233001	Scale, warehouse, 200 kg
31.12.2020	1000000815	Cleared	B27162007	Tent, family, 16 sqm (new

*Export the report from Wings
(transaction ZSCLSR064)*

Step 2



The screenshot shows an Excel template for a physical count report. The title is "202X Monthxxx Physical Count of XXXX in UNHRD xxxx". It includes fields for "Prepared & Certified by" (Name: LASTNAME, Title: Logistics Officer) and "Endorsed by" (Name: LASTNAME, Title: Hub Manager). Below is a summary table:

Item	Total Stock	Counted qty	Difference	Value Difference	Comments
5.0001.4.02.079	25010	5643	19367	-521.86	
Goggles, protective, CR	140	230	-90	153.9	
Blanket, fleece, high thermal resistance	450	450		2569.5	
Clothing set children, 14-17 years	75	375	-300	8.55	
Hygiene pad	1240	1560	-320	729.6	
Sleeping bags	550	1408	-858	6374.94	
Blanket	210	1620	-1410	748.71	
Emergency relief items	22795		22795	-18691.9	
Grand Total	25010	5643	19367	-521.86	

*Process the report in the Excel
template*

Step 1 Data Source

ZSCLSR064

Selection screen

Historical Physical Inventory for Storage Location

Organizational Data

Regional Bureau	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Storage Location	<input type="text"/>	to	<input type="text"/>	
Warehouse number	<input type="text"/>	to	<input type="text"/>	
Storage type	<input type="text"/>	to	<input type="text"/>	
Storage bin	<input type="text"/>	to	<input type="text"/>	
Handling Unit	<input type="text"/>	to	<input type="text"/>	

Stock Data

Commodity	<input type="text"/>	to	<input type="text"/>	
Batch	<input type="text"/>	to	<input type="text"/>	
Project (WBS)	<input type="text"/>	to	<input type="text"/>	

Physical Inventory Data

PI Date	<input type="text"/>	to	<input type="text"/>	
Fiscal year	<input type="text"/>	to	<input type="text"/>	
Limit (days)	<input type="text" value="5"/>			

The information required to produce the report, can be retrieved using the transaction **ZSCLSR064**.

For the best performance, in the selection screen, fill in the following fields:

- Plant
- Storage Type (*optional*)
- PI Date range

Step 1 Layout and export

ZSCLSR064

List Edit Goto Views Settings System Help

Historical Physical Inventory for Storage Location

PI Date	Inventory record*	Inventory	Commodity	Commodity Description	WBS element
01.12.2020	1000000812	Cleared	B27112002	Blanket 50% wool 50% synthetic fibers	S.0001.4.02
01.12.2020		Cleared	B27112020	Blanket 38% wool 62% other fibres	S.0001.4.02

1. Layout

Click *select layout* and make sure the UNHRD layout is applied

2. Export

Click the Excel icon to show the report in Excel

Historical Physical Inventory for Storage Location

Home Insert Page Layout Formulas Data Review View Tell me what you

	A	B	C	D	E	F
1	PI Date	Inventory record	Inventory	Commodity	Commodity Description	WBS
2	#####	1000000812	Cleared	B27112002	Blanket 50% wool 50% synthetic fiber	S.0001.4.02.008
3	#####	1000000812	Cleared	B27112002	Blanket 38% wool 62% other fibres	S.0001.4.02.008

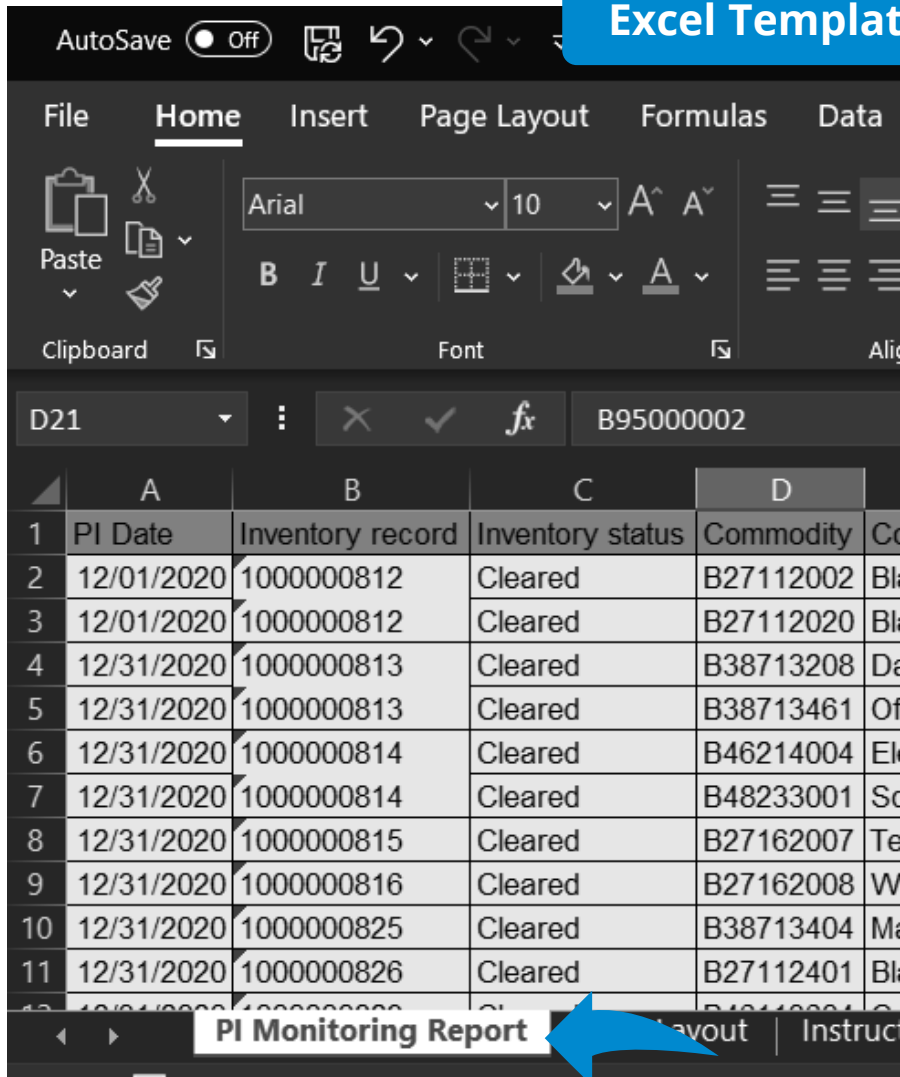
Layout	Layout description
<u>/DANCO</u>	<u>Daniele</u>
<u>/DEFAULT</u>	<u>DEFAULT</u>
<u>/DEFAULT1</u>	<u>XYX</u>
<u>/MASSIMO</u>	<u>MASSIMO</u>
<u>/ROUNDING</u>	<u>Rounding analysis</u>
<u>/UNHRD DIFF</u>	<u>UNHRD - Inventory</u>
<u>/VALERIO</u>	<u>Valerios</u>
<u>/VICTOR</u>	<u>Victor</u>

Step 2 Transfer data to Excel

Excel Template

Copy & Paste

Copy the table generated by Wings Excel (use ctrl+A to select all) and paste in the *PI Monitoring Report* worksheet of the template.



	A	B	C	D
1	PI Date	Inventory record	Inventory status	Commodity
2	12/01/2020	1000000812	Cleared	B27112002
3	12/01/2020	1000000812	Cleared	B27112020
4	12/31/2020	1000000813	Cleared	B38713208
5	12/31/2020	1000000813	Cleared	B38713461
6	12/31/2020	1000000814	Cleared	B46214004
7	12/31/2020	1000000814	Cleared	B48233001
8	12/31/2020	1000000815	Cleared	B27162007
9	12/31/2020	1000000816	Cleared	B27162008
10	12/31/2020	1000000825	Cleared	B38713404
11	12/31/2020	1000000826	Cleared	B27112401



The excel template uses Macros, if you receive a warning, click *OK* or *allow*.

Step 2 Transfer data to Excel

Excel Template

Item	Total Stock	Counted qty	Difference	Value Difference	Comments
S.0001.4.02.079	25010	5643	19367	-521.86	
Goggles, protective, CRI	140	230	-90	153.9	Comment here
Blanket, fleece, high thermal resistance		450	-450	2569.5	Another comment here
Clothing set children, 14-17 years	75	375	-300	855	
Hygiene pad	1240	1560	-320	729.6	
Sleeping bags	550	1408	-858	6374.94	
Blanket	210	1620	-1410	7487.1	

FORM FUNCTIONS

Click the button below when you load a new report in the *PI Monitoring Report* sheet

UPDATE DATA SOURCE

Click the button below when you change WBSs to create a new physical count report (**!action cannot be undone!**)

CLEAR COMMENTS

Update data source and complete the report

Click *Update data source* to load the data and complete the report with additional information: title, signature names, comments (if required). If needed, you can filter by WBS.

Print the report

Excel Template



202X Monthxxx Physical Count of XXXX in UNHRD xxxx

Prepared & Certified by

Endorsed by

Name LASTNAME
Logistics Officer

Name LASTNAME
Hub Manager

Item	Total Stock	Counted qty	Difference	Value Difference	Comments
5.0001.4.02.079	25010	5643	19367	-521.86	
Goggles, protective, CRI	140	230	-90	153.9	Comment here
Blanket, fleece, high thermal resistance		450	-450	2569.5	Another comment here
Clothing set children, 14-17 years	75	375	-300	855	
Hygiene pad	1240	1560	-320	729.6	
Sleeping bags	550	1408	-858	6374.94	
Blanket	210	1620	-1410	7487.1	
Emergency relief items	22795	22795		-18691.9	
Grand Total	25010	5643	19367	-521.86	

Report is ready

Click *File* > *Print* to get the final report.



Comments and suggestions are welcome.

Resources



[Video tutorial on how to build the Historical Physical Inventory report](#)



[Historical Physical Inventory report template](#)