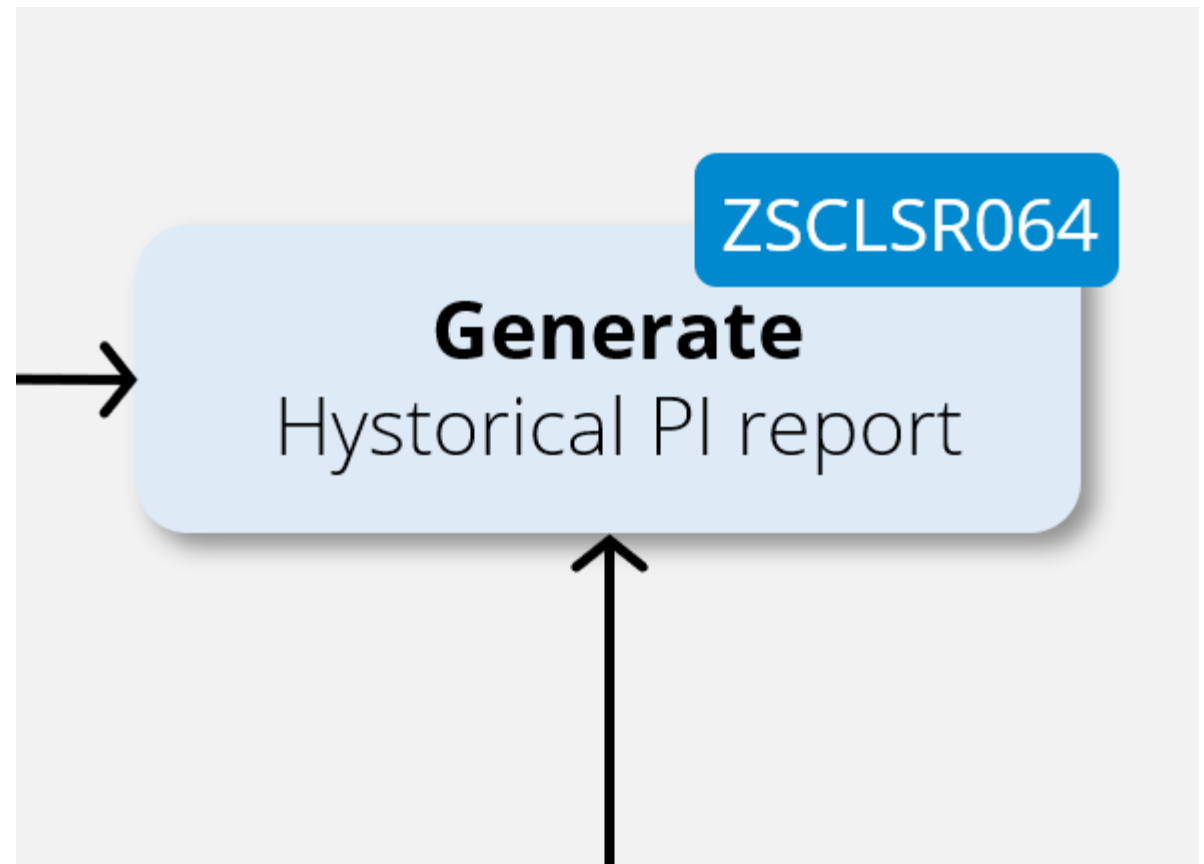# Historical Physical Inventory report template

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.

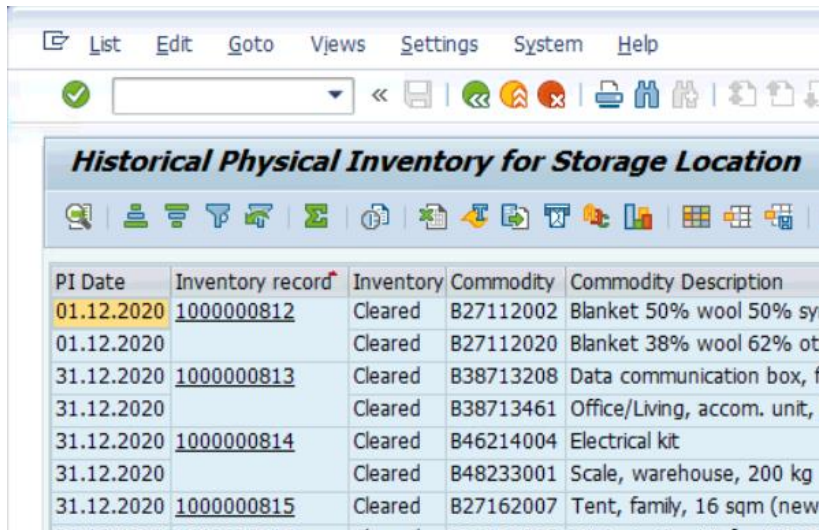The template aims at simplifying this process through automation and a pre-made layout

physical inventory flowchart, close-up

Two-step process
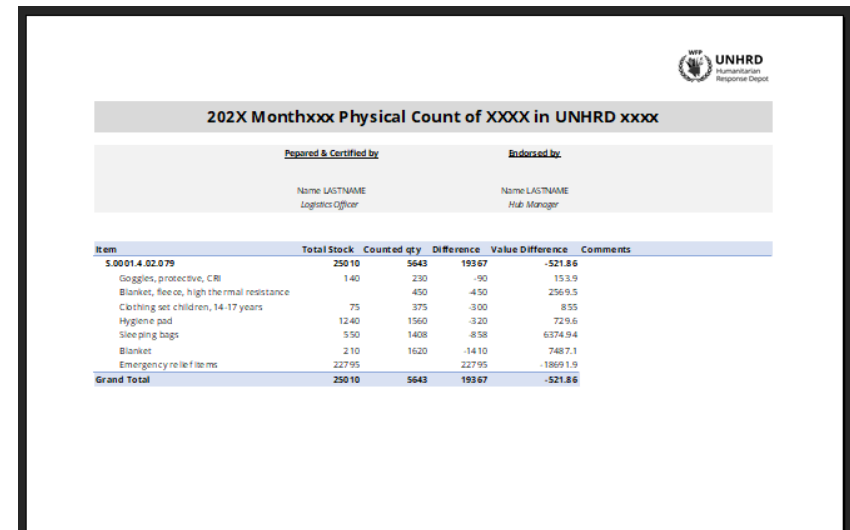
The report is created with a two-step process:

Step 1

Export the report from Wings (transaction ZSCLSR064)

Step 2

Process the report in the Excel template

Step 1 Data Source

ZSCLSR064

Selection screen

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

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
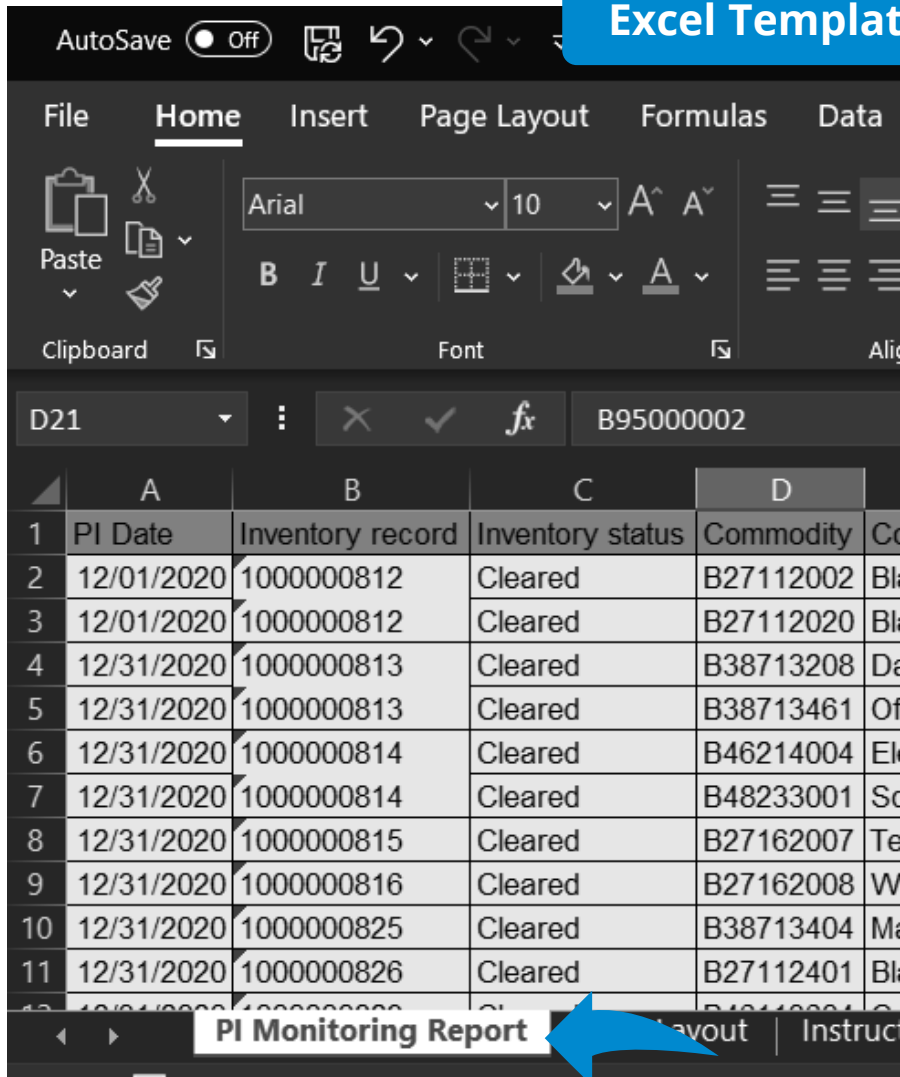
Step 2 — Transfer data to Excel

WFP UNHRD
Humanitarian
Response Depot

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.

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

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

	Pepared & Certified by	Endorsed by
	Name LASTNAME	Name LASTNAME
	Logistics Officer	Hub Manager

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	
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