

TRAINING MANUAL

STORES



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SAP

SAP Business One is an integrated Enterprise Resource Planning (ERP) solution for small and midsize businesses, as well as subsidiaries of large enterprises.

SAP Business One helps to manage every aspect of any company by providing access to real-time business information through a single system. The application is divided into a number of modules, which each cover a different business function.

Getting Started

This (*Figure 01*) is the first interface of the SAP Business One. Here you have to select the company name by clicking on the button “change company”, if there is no company name selected.

Then you can enter the given pass word and the user name at relevant spaces and give the command OK for getting started.

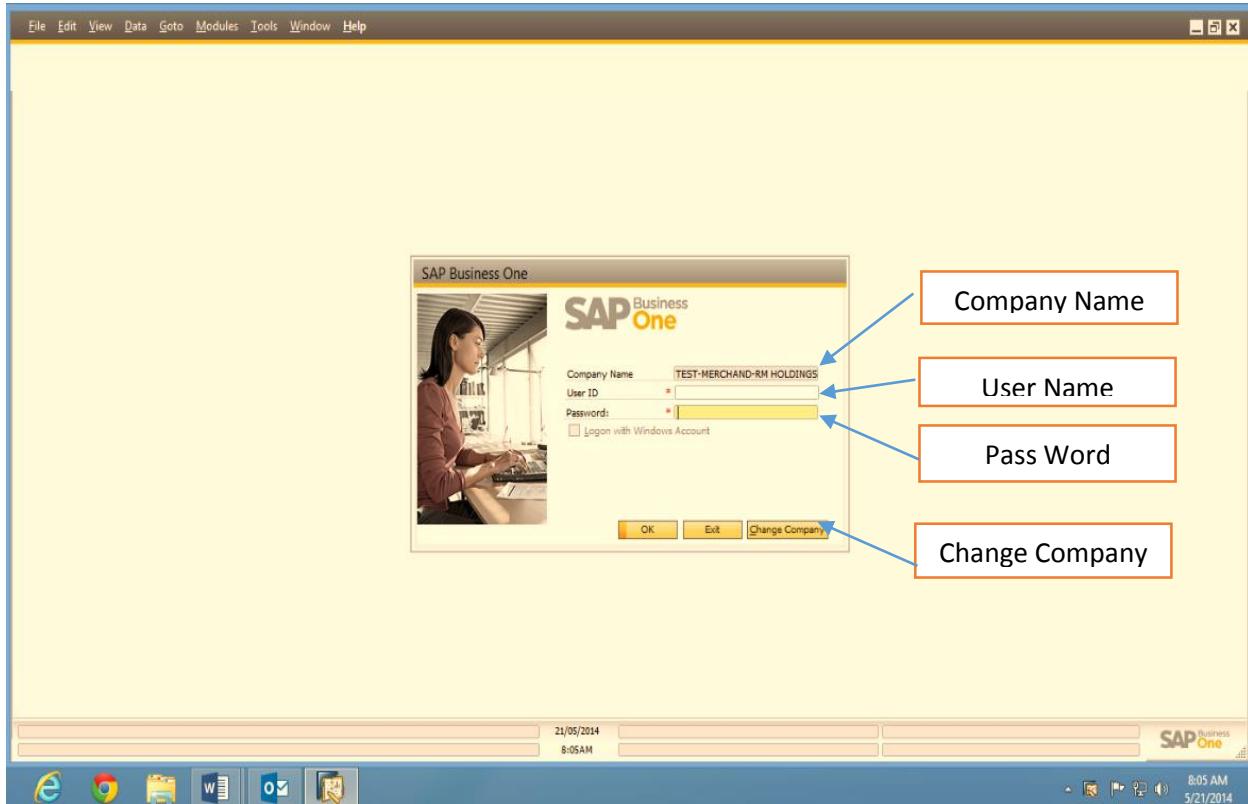
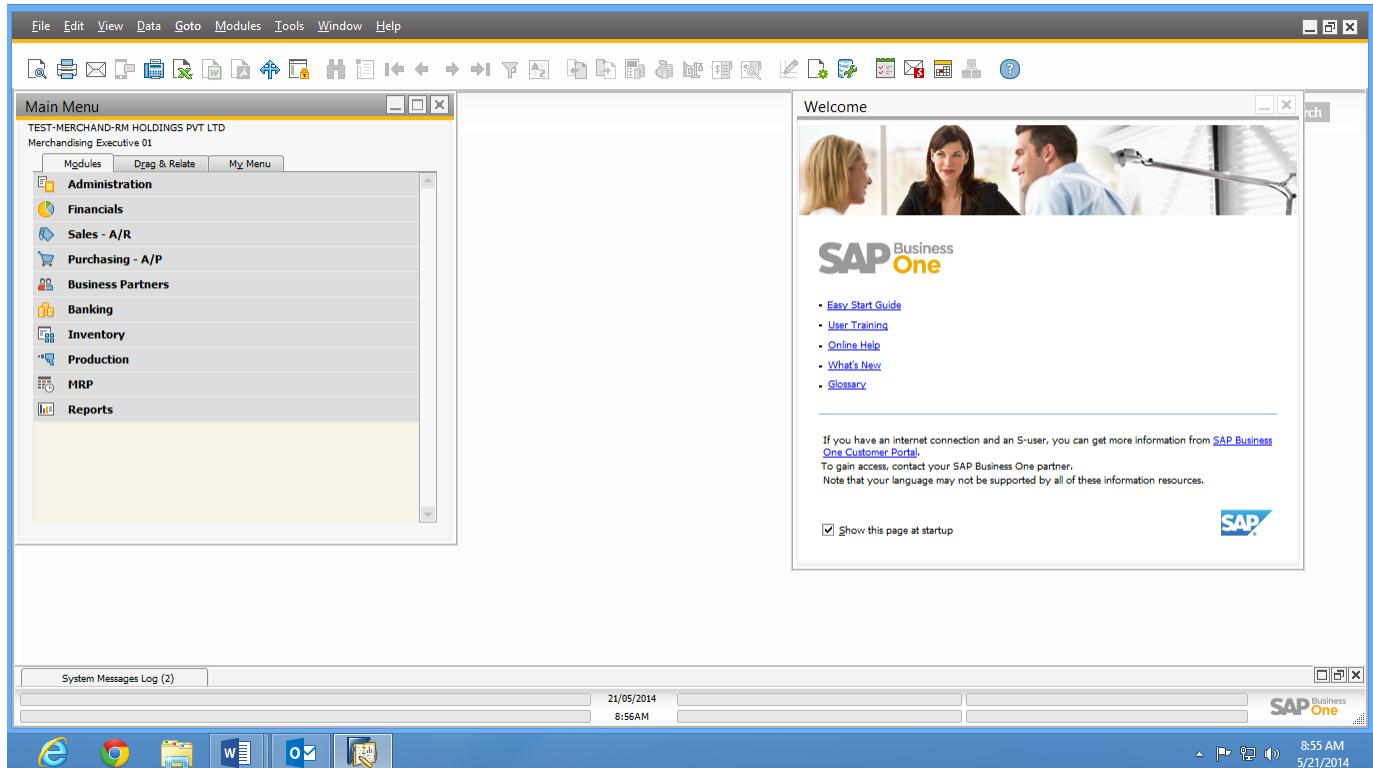


Figure 01: SAP Interface

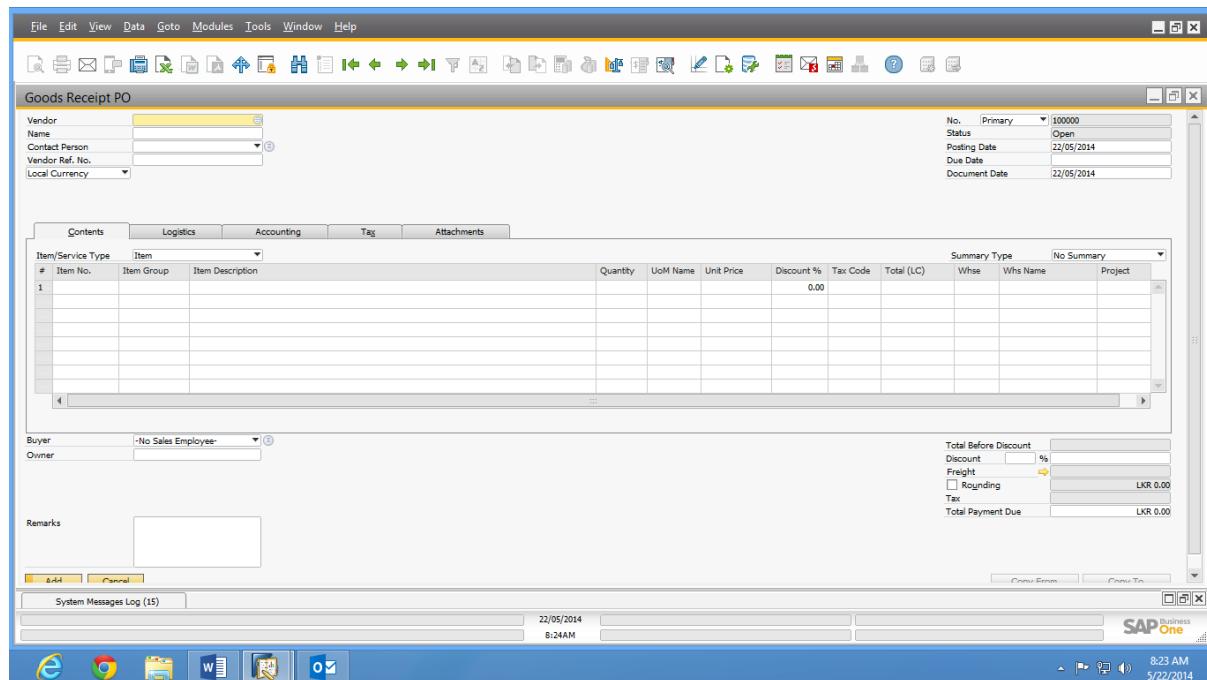
Then you will move to the main window given below.



Raising Goods Receipt Notes (GRN)

GRN should be created when you received goods from the vendor. When you create a goods receipt PO, SAP Business One receives the goods into the warehouse, updates the quantities, and creates an accounting journal entry if you manage the perpetual inventory.





The screenshot shows the SAP Business One interface for a 'Goods Receipt PO'. The top menu bar includes 'File', 'Edit', 'View', 'Data', 'Goto', 'Modules', 'Tools', 'Window', and 'Help'. The toolbar below has various icons for document management. The main window is titled 'Goods Receipt PO' and displays a table for entering item details. The table has columns for '#', 'Item No.', 'Item Group', 'Item Description', 'Quantity', 'UoM Name', 'Unit Price', 'Discount %', 'Tax Code', 'Total (LC)', 'Whse', 'Whs Name', and 'Project'. A summary table at the bottom right shows totals for 'Total Before Discount', 'Discount', 'Freight', 'Rounding', 'Tax', and 'Total Payment Due'. The bottom of the screen shows the SAP Business One logo and the date and time: '22/05/2014 8:24AM' and '8:23 AM 5/22/2014'.

Attributes

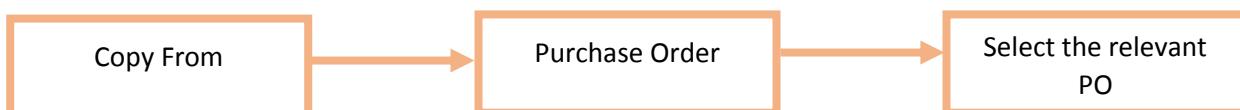
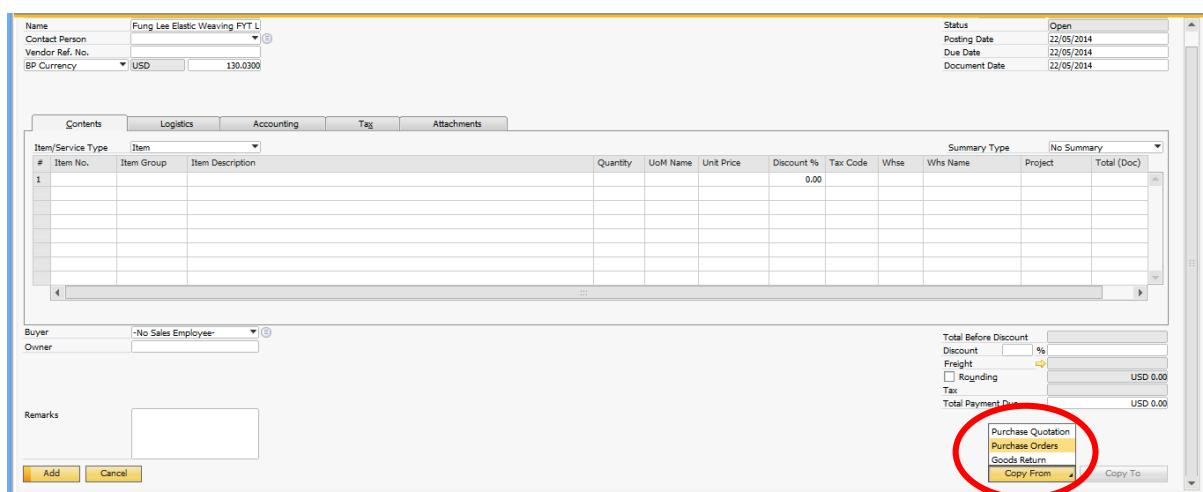
Vender – Select the particular vender

Name – Vender name will be given by the system

Currency – Select the BP Currency USD

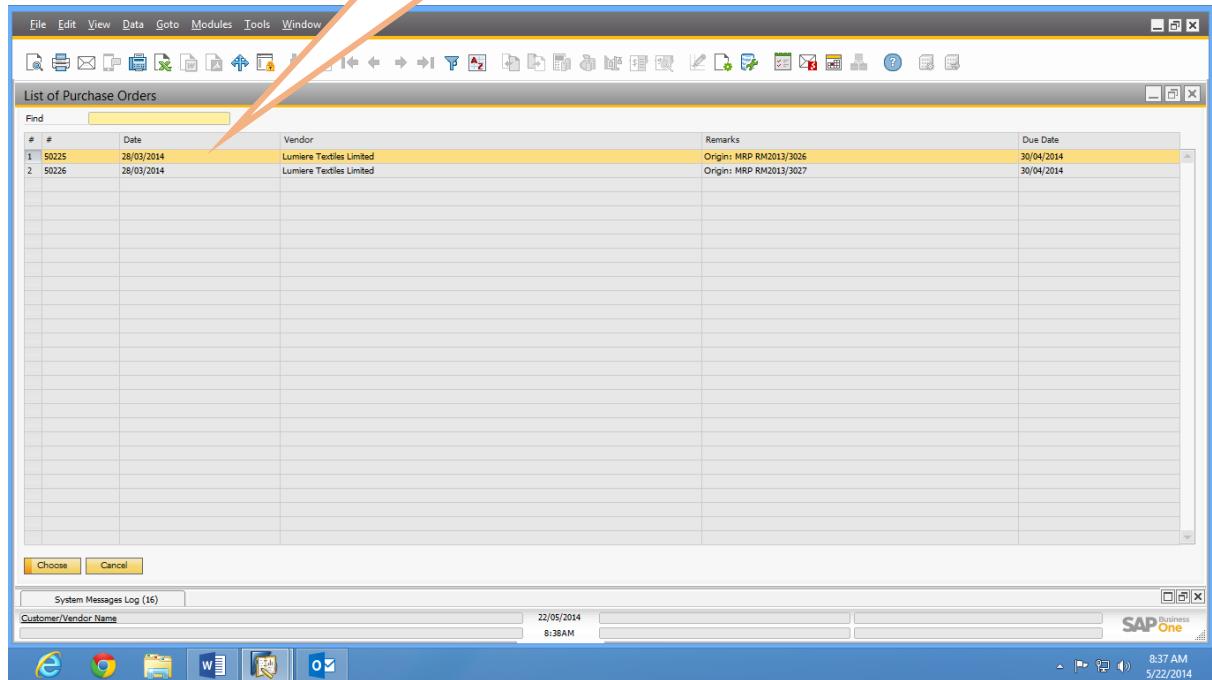
Posting date, due date, document date – Enter the relevant dates

Then go to,

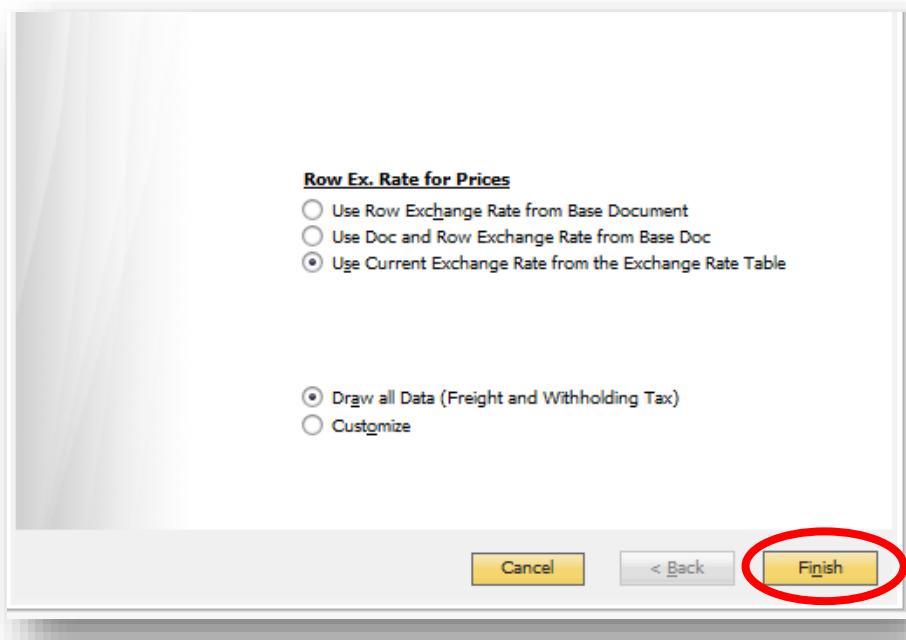



The screenshot shows the SAP Business One interface for a 'Purchase Order'. The top menu bar and toolbar are similar to the previous screenshot. The main window is titled 'Purchase Order' and displays a table for entering item details. The table has columns for '#', 'Item No.', 'Item Group', 'Item Description', 'Quantity', 'UoM Name', 'Unit Price', 'Discount %', 'Tax Code', 'Whse', 'Whs Name', and 'Total (Doc)'. A summary table at the bottom right shows totals for 'Total Before Discount', 'Discount', 'Freight', 'Rounding', 'Tax', and 'Total Payment Due'. At the bottom right of the table, there is a dropdown menu with options: 'Purchase Quotation', 'Purchase Orders', 'Goods Return', and 'Copy From'. The 'Copy From' option is highlighted with a red circle. The bottom of the screen shows the SAP Business One logo and the date and time: '22/05/2014 8:24AM' and '8:23 AM 5/22/2014'.

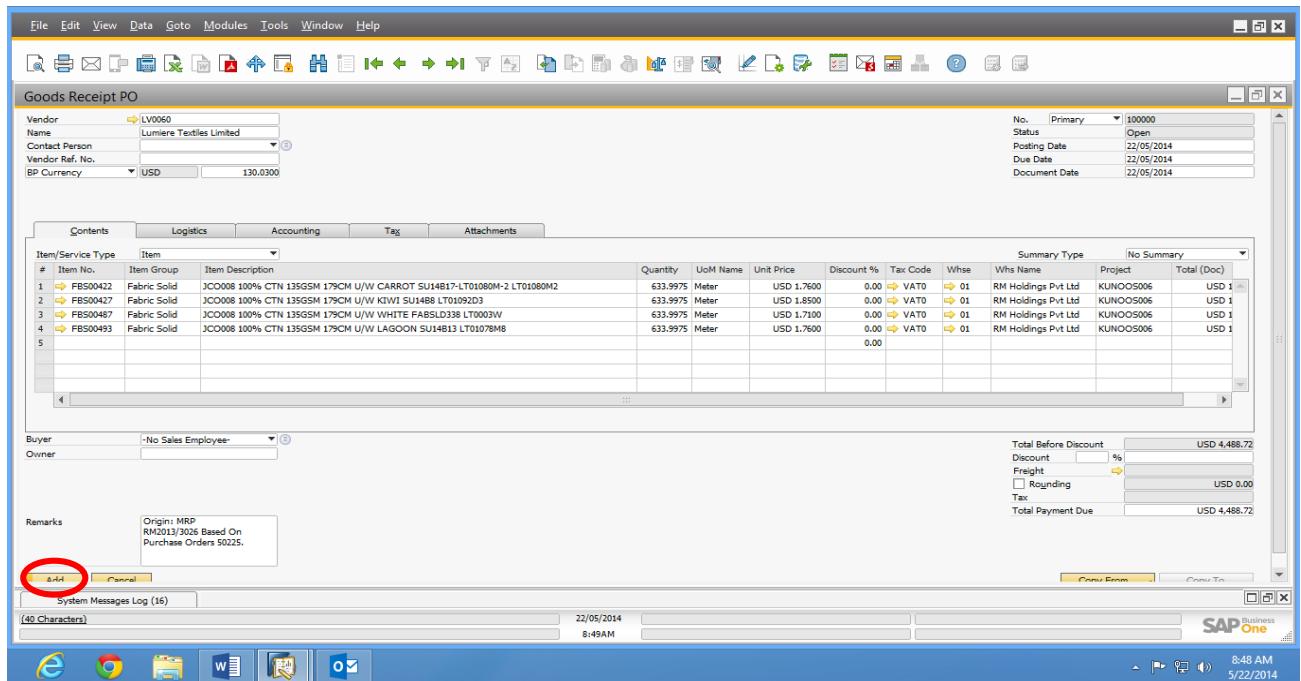
Select the Relevant PO



Once you select the PO you will move to the below window. In this window, you have nothing to change and only give the command “finish”.



Then it will appear the below window. There are some attribute to change and check here.



First check the vendor, currency and relevant dates. If there are incorrect or missing data correct them.

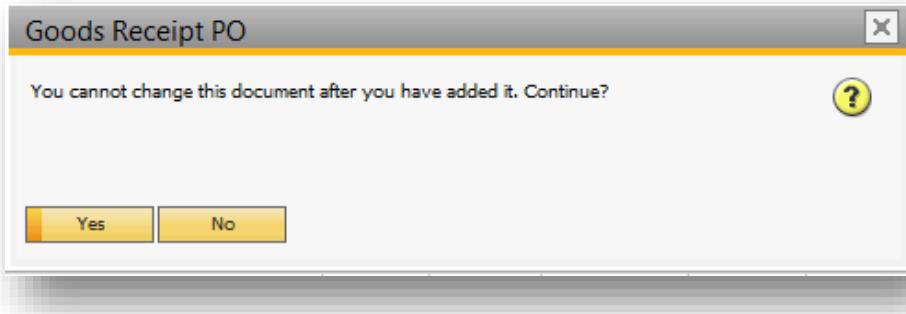
The **quantity** column gives the total quantity that the merchandisers have ordered through the particular PO. But when receiving, the total quantity may not be received. Therefore in the case of partial receiving you can manually edit the quantity column by entering only the received quantity.

Selecting the correct **warehouse** is another main important point. You should select the relevant warehouse according to the each item.

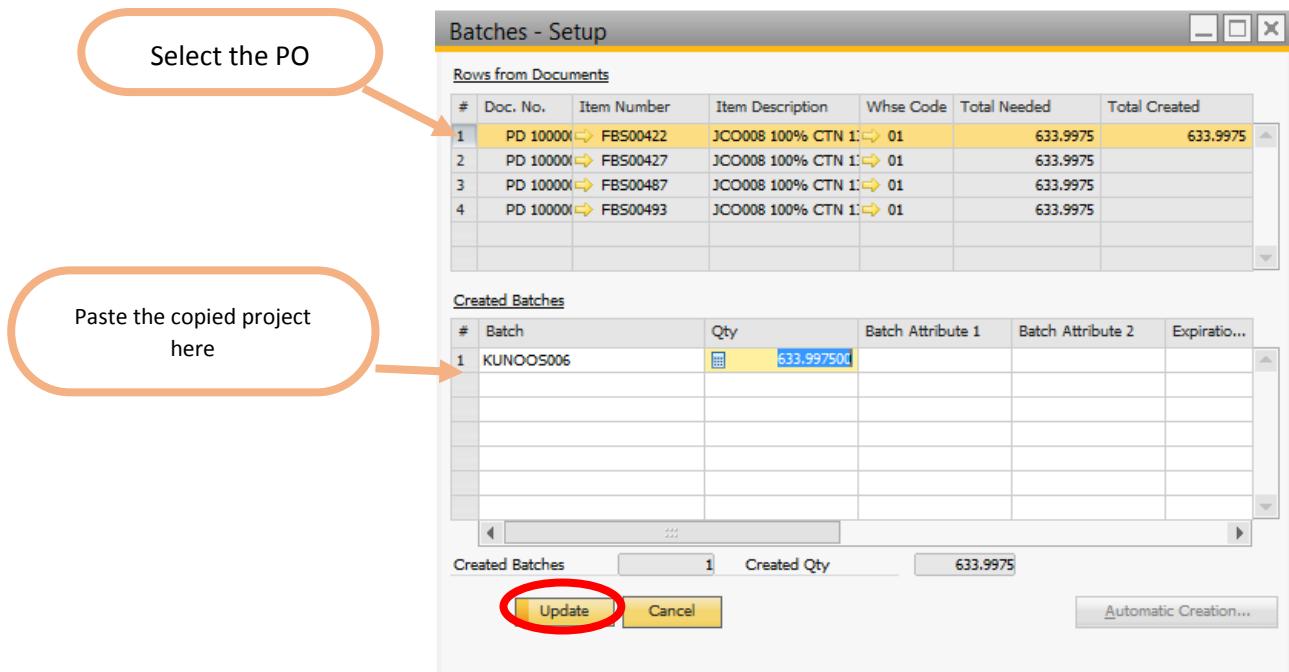
If you have any remarks you can mention it on the Remarks box given.

After finishing these all click on the **add** button. (**Before Add, right click on the Project given and copy it**)

When you click on the Add the below box will appear. Then click on the “Yes” there.



Then you will be asked to create relevant batches as in the given table below.



As shown in the above picture, select the first Doc. Number and paste the copied project there and click on the quantity cell. Then the quantity will be updated by the system. Then click on the Update Button

Like that select the all available Doc. Numbers and give the batch and update one by one.

Then at last again give the add command and yes to the message shown if everything is ok.

*** Do not change any financial values here.

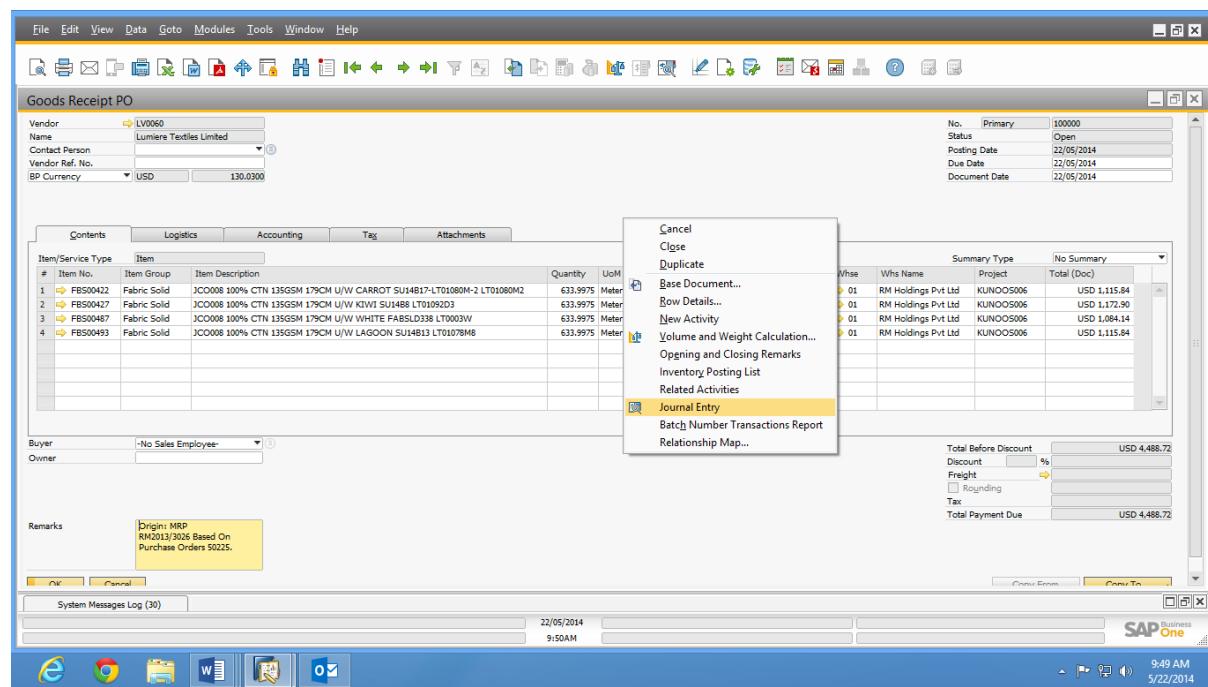
Journal Entries at GRN point

The first journal entry of the process.

When the GRN is raised the following double entry is updated.

Inventory A/C		Goods received not invoiced	
Dr	Cr	Dr	Cr
XXXX			XXXX

To see this journal entry, right click on the blank space at the Good Receipt PO and click on “Journal entry”



Then it will shows the relevant journal entry as given below.

Points to note;

Financial information related to the GRN is not a subject to maintain records by stores. However they have to feed correct records into the system unless finance department won't get correct financial information in the financial reports.

The given data in the GRN result to make changes in the Journal Entry. Hence it is important to consider each and every values in the GRN.

The financial information are limited to appear for the stores and they won't access and manipulate finance data. It is a control point provided by the system.

Inventory Transaction

There are three types of inventory transactions,

- Goods Receipt
- Goods Issue
- Inventory Transfer

Goods Receipt

There are different goods receives,

- ❖ Direct Receives
 - Through purchase orders (Via GRN to Raw Material warehouse – {Buy})
 - Through goods receipt (receipt from production / Good receipt – {Make})

When you require to receipt goods directly into the warehouse, you can use Goods Receipt option which is entailed to use offset account for the inventory movement.

The Goods Receipt window lets user increases the inventory level in situation that is not the direct result of adding a purchasing document.

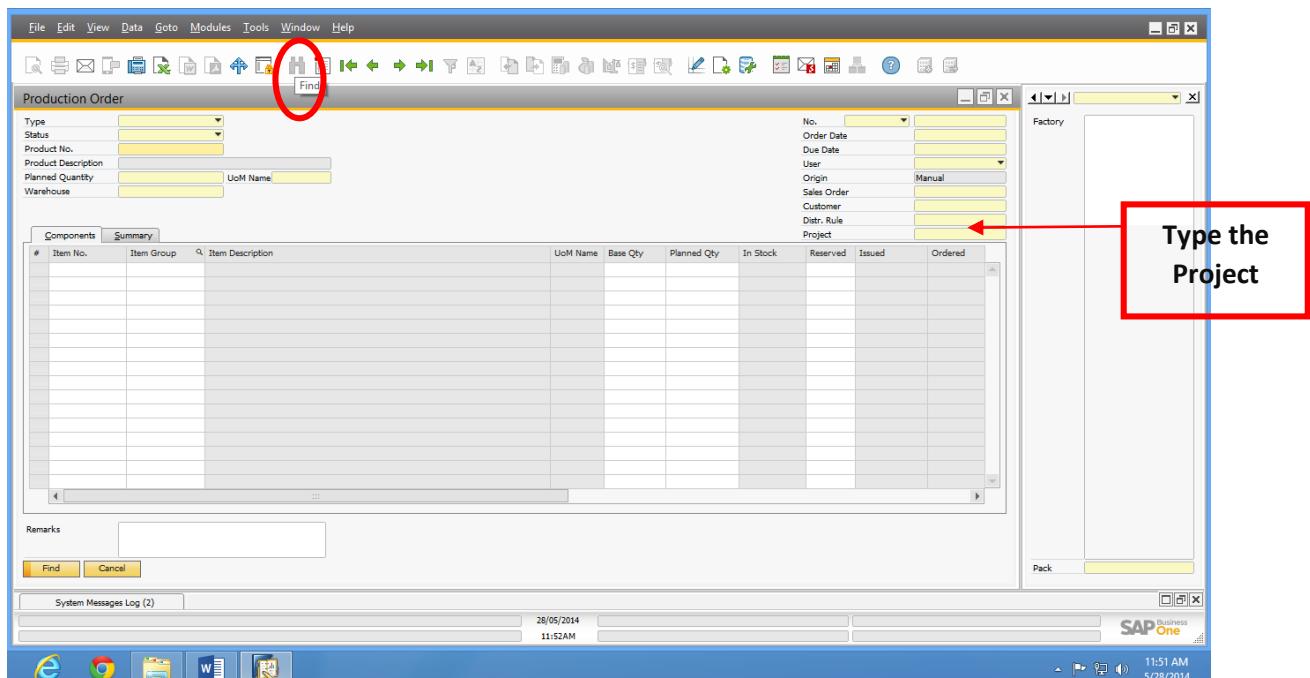
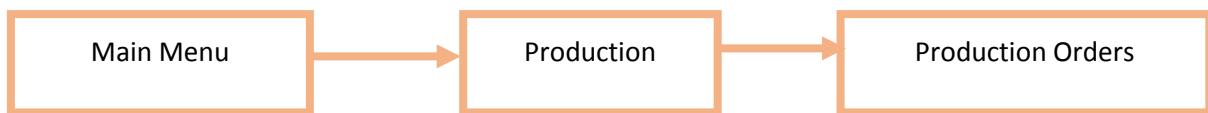
When you purchase an item, the warehouse inventory increases automatically when SAP Business One enters the transaction. For example, if user creates a goods receipt PO, the warehouse inventory increases accordingly by the specified quantity.

However, purchasing an item is not the only transaction that results in a goods receipt.

Double Entry will be;

	Dr	Cr
Inventory	xxx	
Inventory increase offset account		xxx

- ❖ Indirect Receive
 - Receipt from Production



Once you move on to the purchase order, first activate the find mode by clicking on the find button.

Then type the required Project at the relevant space given and click enter to find the relevant production order.

Then it will appear the following window and choose the relevant item there.

List of Production Orders

#	Document Number	Production Order Type	Due Date	Item Number
1	1000	Standard	30/04/2014	MXOB4000 5PK BRIEFS-MAX PLUM COMBO CUT PIECE
2	1001	Standard	30/04/2014	MXOB4000 5PK BRIEFS-MAX PLUM COMBO
3	1002	Standard	30/04/2014	MXVB2000 5PK BRIEFS-MAX SKY COMBO CUT PIECE
4	1003	Standard	30/04/2014	MXVB2000 5PK BRIEFS-MAX SKY COMBO
5	1007	Standard	05/05/2014	MXVB2000 5PK BRIEFS-MAX NAVY COMBO CUT PIECE
6	1008	Standard	05/05/2014	MXOB4000 5PK BRIEFS-MAX LAGOON COMBO CUT PIECE
7	1009	Standard	05/05/2014	MXOG3000 5PK BRIEFS-MAX WHITE COMBO CUT PIECE
8	1010	Standard	05/05/2014	MXOG3000 5PK BRIEFS-MAX LAVENDER COMBO CUT PIECE
9	1011	Standard	05/05/2014	MXGY1000 5PK BRIEFS-MAX WHITE COMBO CUT PIECE
10	1012	Standard	05/05/2014	MXVB2000 5PK BRIEFS-MAX NAVY COMBO
11	1013	Standard	05/05/2014	MXOB4000 5PK BRIEFS-MAX LAGOON COMBO
12	1014	Standard	05/05/2014	MXOG3000 5PK BRIEFS-MAX WHITE COMBO
13	1015	Standard	05/05/2014	MXOG3000 5PK BRIEFS-MAX LAVENDER COMBO
14	1016	Standard	05/05/2014	MXGY1000 5PK BRIEFS-MAX WHITE COMBO

Choose Cancel

System Messages Log (4)

Production Order Type	28/05/2014
	12:04PM

SAP Business One 12:03 PM 5/28/2014

Production Order

Type	Standard	No.	Primary	1002								
Status	Released	Order Date	28/03/2014									
Product No.	KIDBRICP0005	Due Date	30/04/2014									
Product Description	MXVB2000 5PK BRIEFS-MAX SKY COMBO CUT PIECE	User	Business Analyst									
Planned Quantity	7,500	Origin	Manual									
Warehouse	RMH23	Sales Order										
Customer		Distr. Rule										
Project	KUNOO5004											
Components	Summary	Factory	Brief Cutting Warehouse									
#	UoM Name	Base Qty	Planned Qty	In Stock	Reserved	Issued	Ordered	Committed	Available	Warehouse	Whs Name	Project
1	14B12 LT01083L3	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOO5004
2	14B12 LT01083L3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
3	14B12 LT01083L3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
4	14B12 LT01083L3	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOO5004
5	'ELLOW FABSLD594 LT00027L1	Meter	0.01868	140.1	44.94	140.1		44.94		RMH20	Brief Fabric Warehouse	KUNOO5004
6	'ELLOW FABSLD594 LT00027L1	Meter	0.028019	210.1425	44.94	210.1425		44.94		RMH20	Brief Fabric Warehouse	KUNOO5004
7	'ELLOW FABSLD594 LT00027L1	Meter	0.028019	210.1425	44.94	210.1425		44.94		RMH20	Brief Fabric Warehouse	KUNOO5004
8	'ELLOW FABSLD594 LT00027L1	Meter	0.037359	280.1925	44.94	280.1925		44.94		RMH20	Brief Fabric Warehouse	KUNOO5004
9	SU14B5 LT01089D3	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOO5004
10	SU14B5 LT01089D3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
11	SU14B5 LT01089D3	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
12	SU14B5 LT01089D3	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOO5004
13	U14B2 LT01086D1	Meter	0.01868	140.1			140.1			RMH20	Brief Fabric Warehouse	KUNOO5004
14	U14B2 LT01086D1	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
15	U14B2 LT01086D1	Meter	0.028019	210.1425			210.1425			RMH20	Brief Fabric Warehouse	KUNOO5004
16	U14B2 LT01086D1	Meter	0.037359	280.1925			280.1925			RMH20	Brief Fabric Warehouse	KUNOO5004

Remarks KUNOO5004-YB-SKY COMBO

OK Cancel

System Messages Log (4)

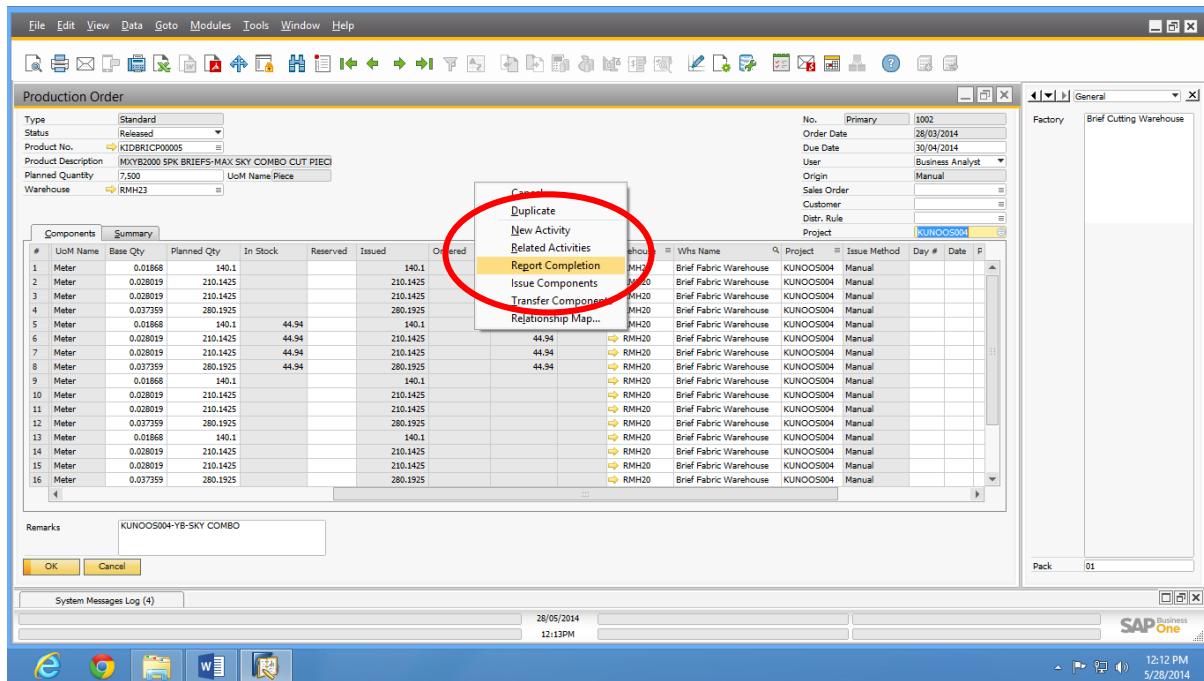
Reserved (24 Characters)	28/05/2014
	12:09PM

SAP Business One 12:08 PM 5/28/2014

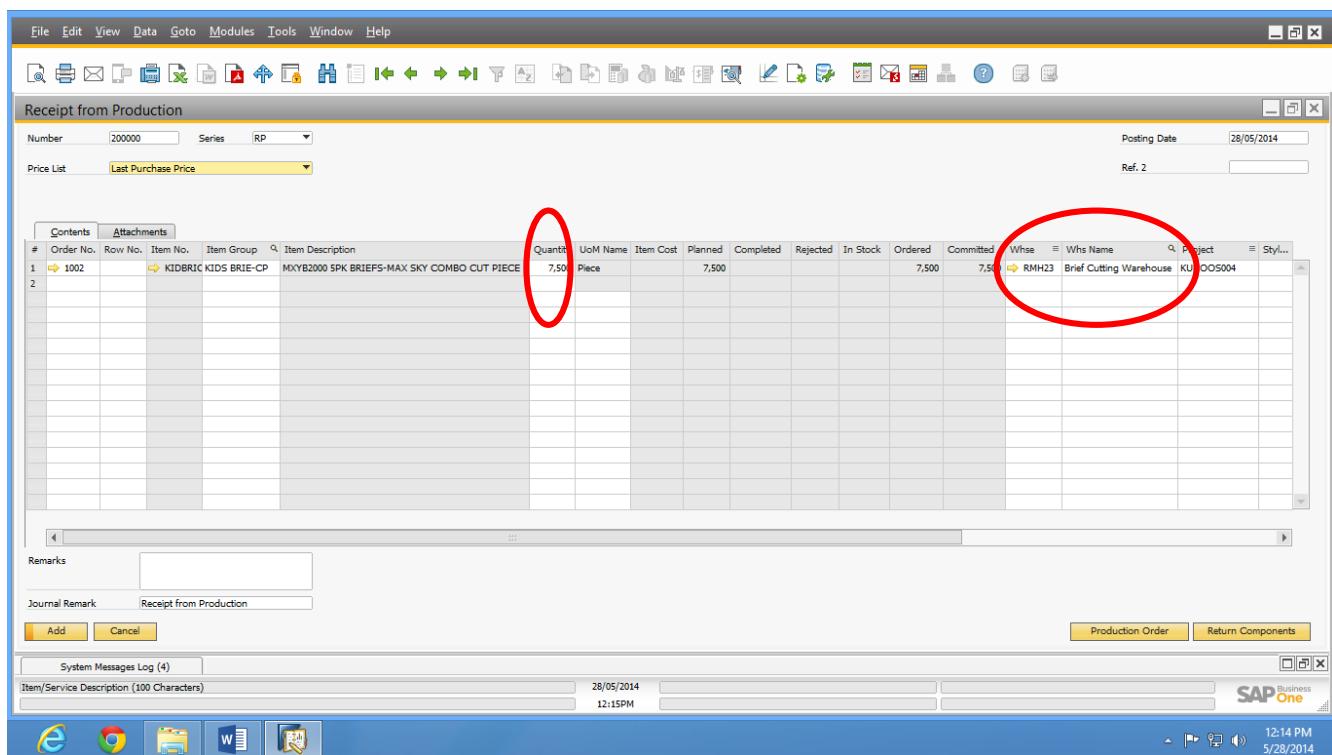
First check the order date and the due date.

Then check whether the all the items are issued or not. Here you should verify that all the items had been issued perfectly.

If it is OK, right click on the blank space of the window and click on Report Completion.



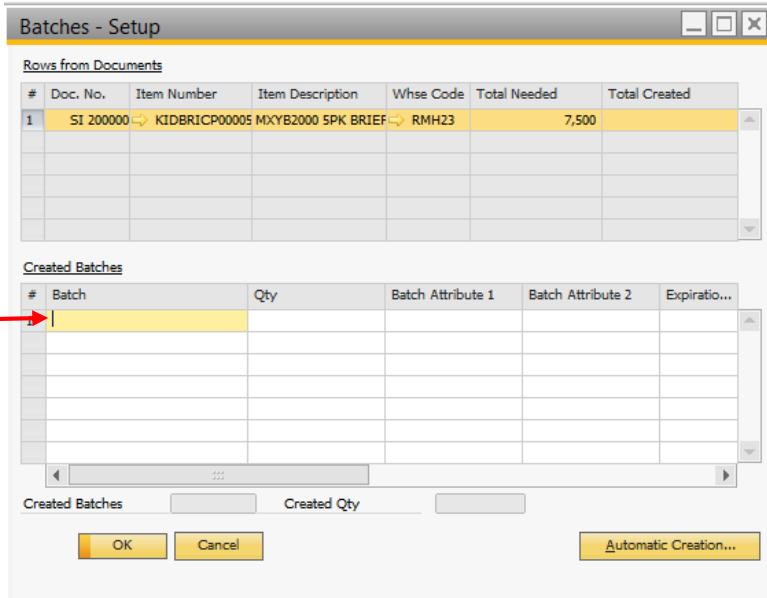
Then you will move to the below window.



Here, check whether the quantity is tallying with the PO quantity. Then check the relevant warehouse.

Warehouse should be a cutting warehouse if it is cut piece, otherwise it should be a finished goods warehouse.

Then click on Add button. It will give the below table.



#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	SI 200000	KIDBRICP00005	MXYB2000 5PK BRIEF	RMH23	7,500	0

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...

Here, you have to update the batch by pasting the project on the relevant space.

Then click on Add to add the goods receipt.

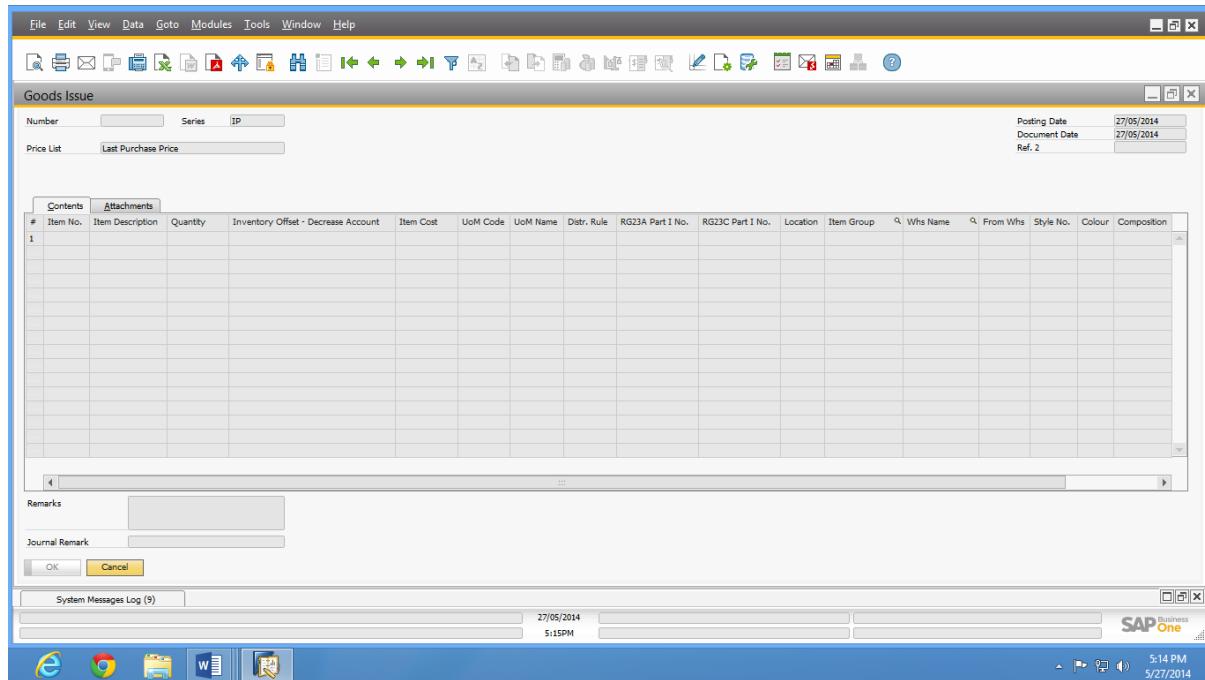
When you receive goods from the production, they should be the finished goods. Then the **double entry** can be as follows

Dr	Cr
Finished good A/C	xxx
WIP A/C	xxx

Goods Issue

- ❖ Direct issuing

When you are issuing goods from the warehouse directly, you can use the Goods Issue Option



If you need to issue the items from the warehouse it is also entitled to select correct offset account to justify the inventory movement.

The goods issue function lets user to reduce the inventory level in a situation that is not direct result of a sales document entry.

After an item is sold, the warehouse inventory is automatically reduced when SAP Business One enters the transactions. For example, if user creates a delivery document that is based on a sales order, the warehouse inventory is reduced by the specified quantity once the delivery document is added.

However, the sale of an item is not the only type of transaction that results in a goods issue.

Double entry will be;

Dr	Cr
Inventory offset account	xxx
Inventory	xxx

❖ Indirect issuing

Indirect issue that raised through the production

Path 01:



Path 02:

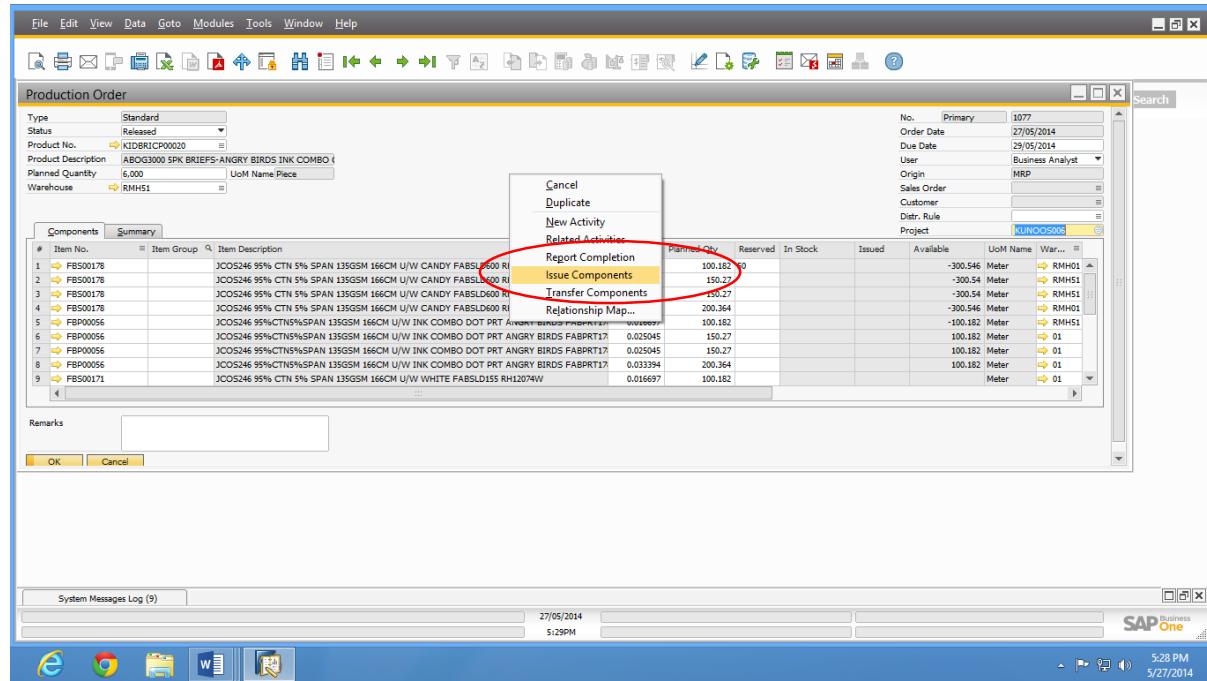


* Please follow the first path to issue bulk components and follow the second path to issue an individual item into the particular Production Order

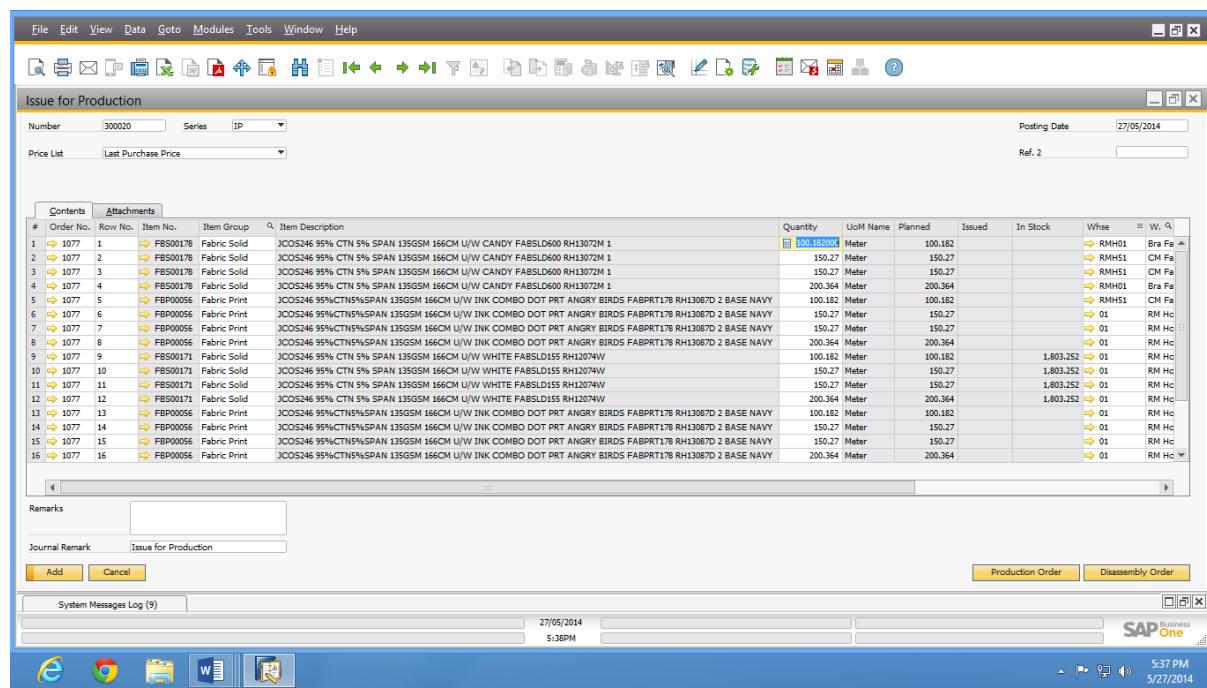
Applying the 1st path for issuing components to the relevant production order.

*** To issue components for the production order that should be at the release status unless the Issue Components option is not shown on the window.

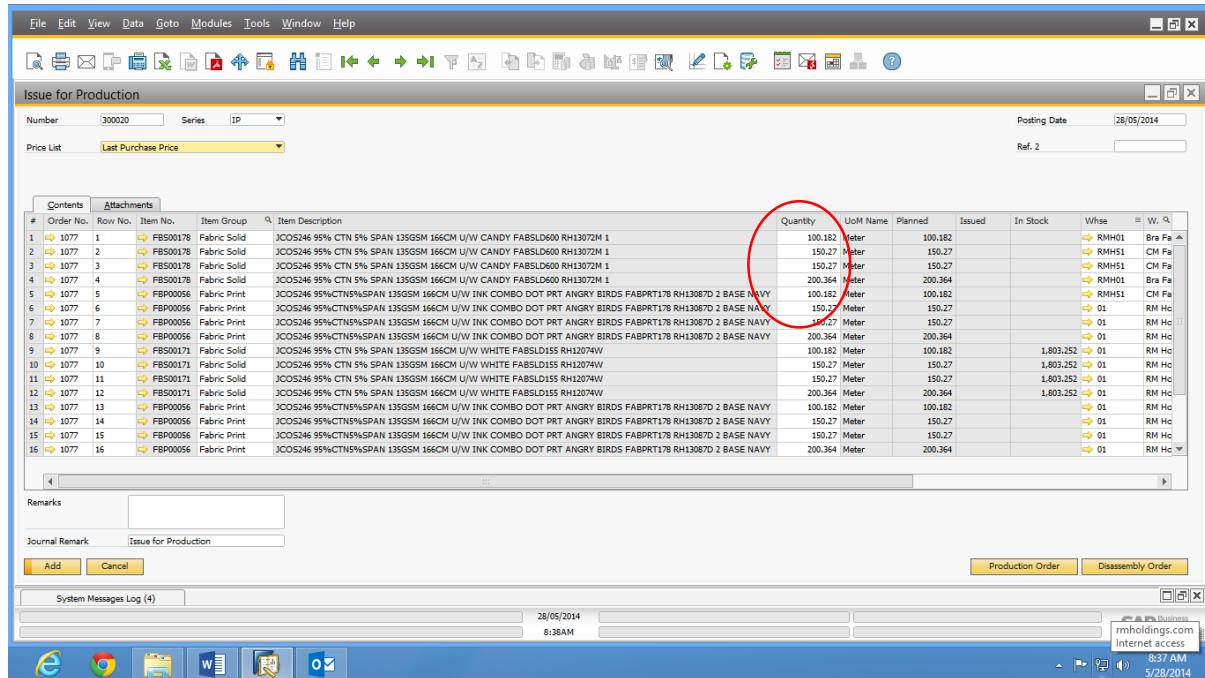
Go to the particular Production Order and right click the window.



Select issue components tab and move to the Issue for Production window.



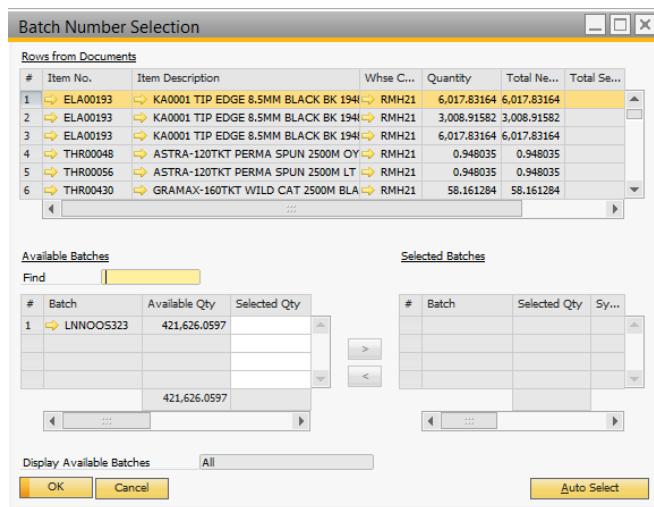
Change the required quantity for the particular item and right click on the row to delete non-relevant items for the Issue for Production.



You have to refer the Row No. which represents particular row in the Production Order.

If the warehouse is not enough stocks to issue, the system won't allow to issue particular items from the warehouse. To issue to stock that the warehouse should have enough stocks for releasing.

Click the Add button to add the document into the system, once you click the add button system shows Batch Number Selection Window to update the batch information.



Update the quantity in the Selected Qty column at the Available Batched Area whereby the quantity should be equal to the values given in the Quantity column.

#	Item No.	Item Description	Whse C...	Quantity	Total Ne...	Total Se...	Total ...	Director
1	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	6,017.83164	6,017.83164			Out
2	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	3,008.91582	3,008.91582			Out
3	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	6,017.83164	6,017.83164			Out
4	THR0048	ASTRA-120TKT PERMA SPUN 2500M OY	RMH21	0.948035	0.948035			Out
5	THR0056	ASTRA-120TKT PERMA SPUN 2500M LT	RMH21	0.948035	0.948035			Out
6	THR00430	GRAMAX-160TKT WILD CAT 2500M BLA	RMH21	58.161284	58.161284			Out
7	THR00483	GRAMAX-160TKT WILD CAT 2500M OYE	RMH21	50.400096	50.400096			Out
8	THR00494	GRAMAX-160TKT WILD CAT 2500M LT	RMH21	50.400096	50.400096			Out

Available Batches Selected Batches

Find:

#	Batch	Available Qty	Selected Qty
1	LNNOOS5323	421,626.0597	0.000000

Display Available Batches: All

Once you update the Selected Qty use arrow key to select the particular quantity for issuing.

Batch Number Selection

#	Item No.	Item Description	Whse C...	Quantity	Total Ne...	Total Se...	Total ...	Director
1	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	6,017.83164	6,017.83164			Out
2	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	3,008.91582	3,008.91582			Out
3	ELA00193	KA0001 TIP EDGE 8.5MM BLACK BK 194	RMH21	6,017.83164	6,017.83164			Out
4	THR0048	ASTRA-120TKT PERMA SPUN 2500M OY	RMH21	0.948035	0.948035			Out
5	THR0056	ASTRA-120TKT PERMA SPUN 2500M LT	RMH21	0.948035	0.948035			Out
6	THR00430	GRAMAX-160TKT WILD CAT 2500M BLA	RMH21	58.161284	58.161284			Out
7	THR00483	GRAMAX-160TKT WILD CAT 2500M OYE	RMH21	50.400096	50.400096			Out
8	THR00494	GRAMAX-160TKT WILD CAT 2500M LT	RMH21	50.400096	50.400096			Out

Available Batches Selected Batches

Find:

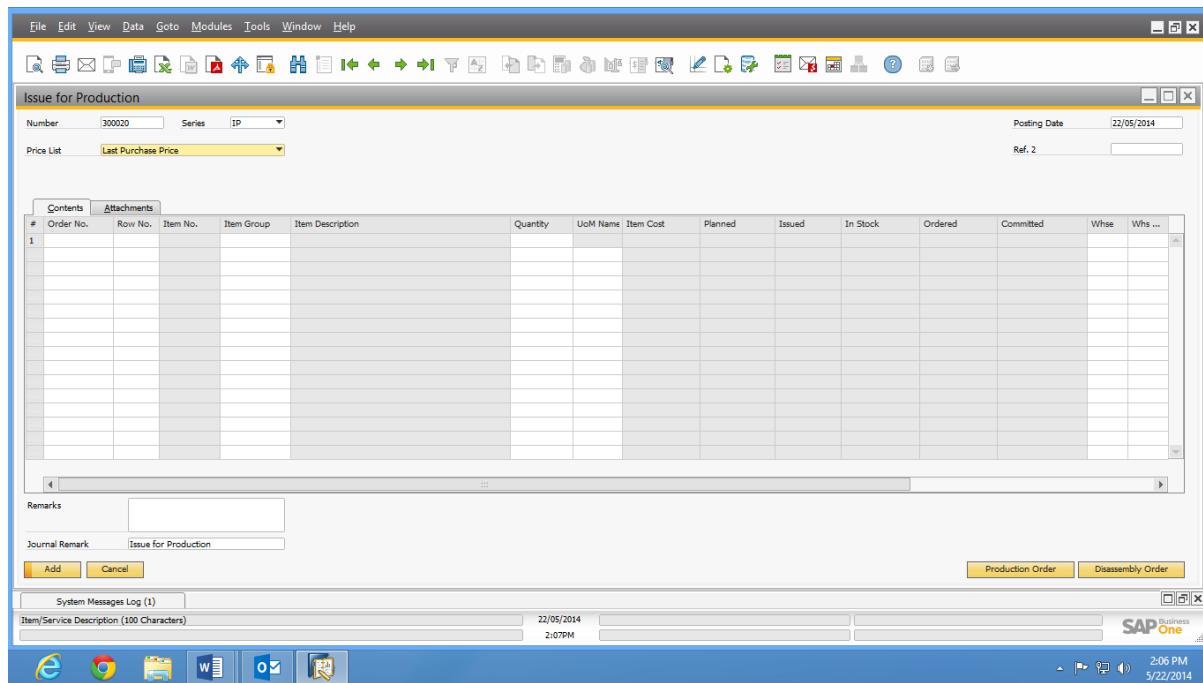
#	Batch	Available Qty	Selected Qty
1	LNNOOS5323	421,626.0597	0.017.83164

Display Available Batches: All

The value has moved into the Selected Batches area and use Update button to update the entry

You have to update each and every row in the Batch Number Selection and continue until completing all the Batches.

At the end, click the Add button to add the document into the system.

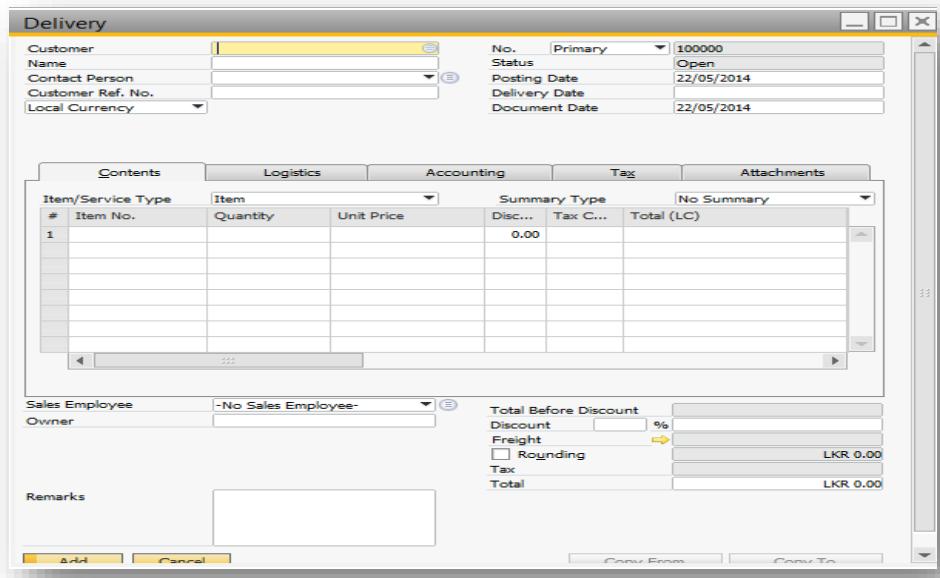


Double Entry

Dr	Cr
WIP A/C	XXX
Inventory	XXX

Indirect issue that raised through sales





The screenshot shows the SAP Delivery screen. At the top, there are fields for Customer Name, Contact Person, Customer Ref. No., and Local Currency. Below this is a table for item details, showing one item with a quantity of 1 and a unit price of 0.00. To the right of the table are fields for Sales Employee, Owner, and financial calculations: Total Before Discount, Discount (%), Freight, Rounding, Tax, and Total. At the bottom are buttons for ADD, Cancel, Copy From, and Copy To.

Double entry

	Dr	Cr
COS (Cost of Sales)	XXX	
Finished Good		XXX

Inventory Transfer

In some instances company needs to transfer the item from existing warehouse to new warehouse which will be facilitated through the inventory transfer options and it will not affect to the total inventory value.

An inventory transfer can also be carried out as a consignment for a customer. The items are then stored in the customer's warehouse and are sold from here.

User cannot change the table after it has been added. If user wishes to display an existing inventory transfer later on, none of the fields in the table are active.

User can, therefore, only correct an inventory transfer table that has not been entered correctly by entering a compensatory goods movement later.



Inventory Transfer

Business Partner	Number	500001																																																												
Name	Series	Primary																																																												
Contact Person	Posting Date	22/05/2014																																																												
Ship To	Document Date	22/05/2014																																																												
<input type="checkbox"/> VAT																																																														
From Warehouse <input type="button" value="01"/> <input type="button" value="Last Purchase Price"/>																																																														
To Warehouse <input type="button" value="01"/>																																																														
Contents Attachments																																																														
<table border="1"> <thead> <tr> <th>#</th> <th>Item ...</th> <th>Item ...</th> <th>Item Desc...</th> <th>Quantity</th> <th>Uo...</th> <th>From Whs</th> <th>Fro...</th> <th>To Whs</th> <th>To Whs</th> <th>Item Cost</th> <th>P.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="01"/></td> <td>RM Holdir</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table>			#	Item ...	Item ...	Item Desc...	Quantity	Uo...	From Whs	Fro...	To Whs	To Whs	Item Cost	P.	1							<input type="button" value="01"/>	RM Holdir																																							
#	Item ...	Item ...	Item Desc...	Quantity	Uo...	From Whs	Fro...	To Whs	To Whs	Item Cost	P.																																																			
1							<input type="button" value="01"/>	RM Holdir																																																						
Sales Employee: -No Sales Employee- Duty Status: With Payment of Duty Journal Remarks: Inventory Transfers -																																																														
<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Copy From"/>																																																														

Double entry for Inventory Transfer

	Dr	Cr
Inventory Item "X"	XXX	
Inventory Item "X"		XXX

Points to note;

It is required to update the batch number each and every transaction in the inventory updates such as Goods Receipts, Goods Issues and Inventory Transfers.

Batch number is considered as a customer Purchase Order number which is further treated as a project at all the documents.