

# TRAINING MANUAL

## STORES



Prepared By: SAP Team-RM Holding

## SAP

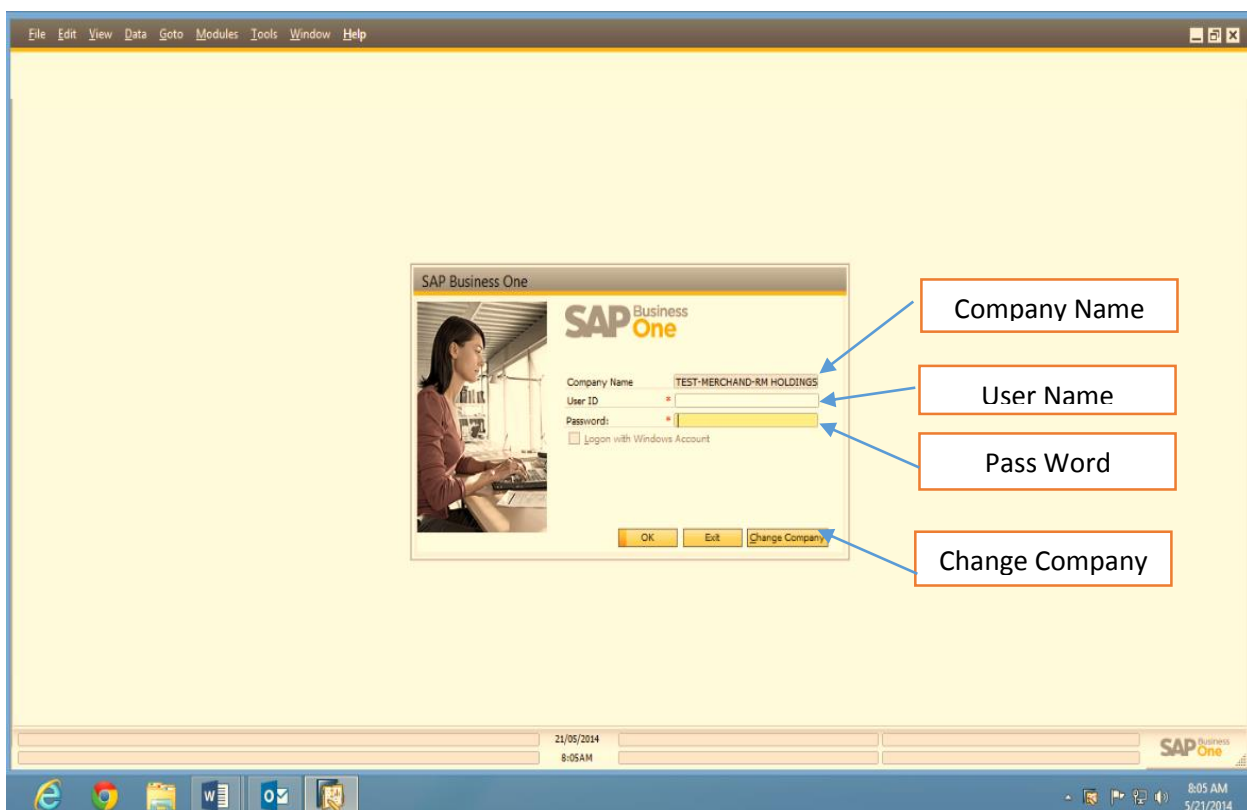
SAP Business One is an integrated Enterprise Resource Planning (ERP) solution for small and midsize businesses, as well as subsidiaries of large enterprises.

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

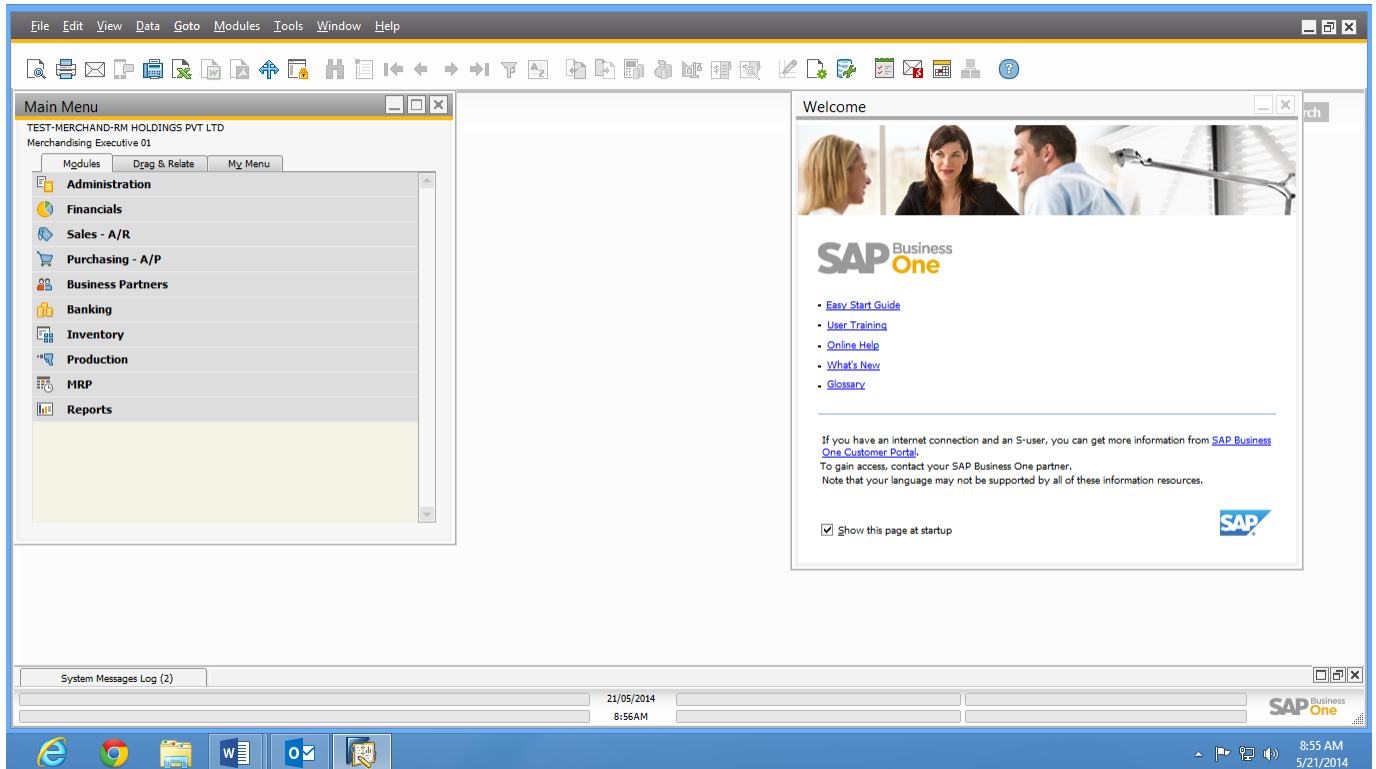
This (*Figure 01*) is the first interface of the SAP Business One. Here you have to select the company name by clicking on the button “change company”, if there is no company name selected.

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



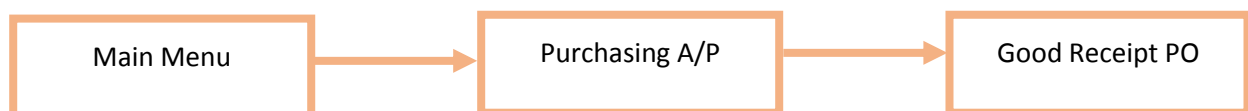
*Figure 01: SAP Interface*

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 vender. 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.



## Attributes

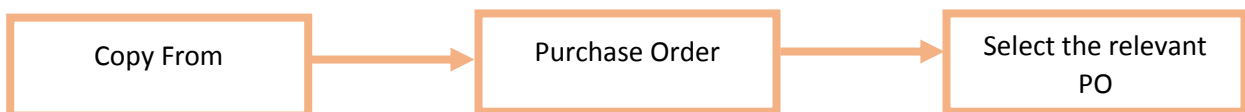
Vender – Select the particular vender

Name – Vender name will be given by the system

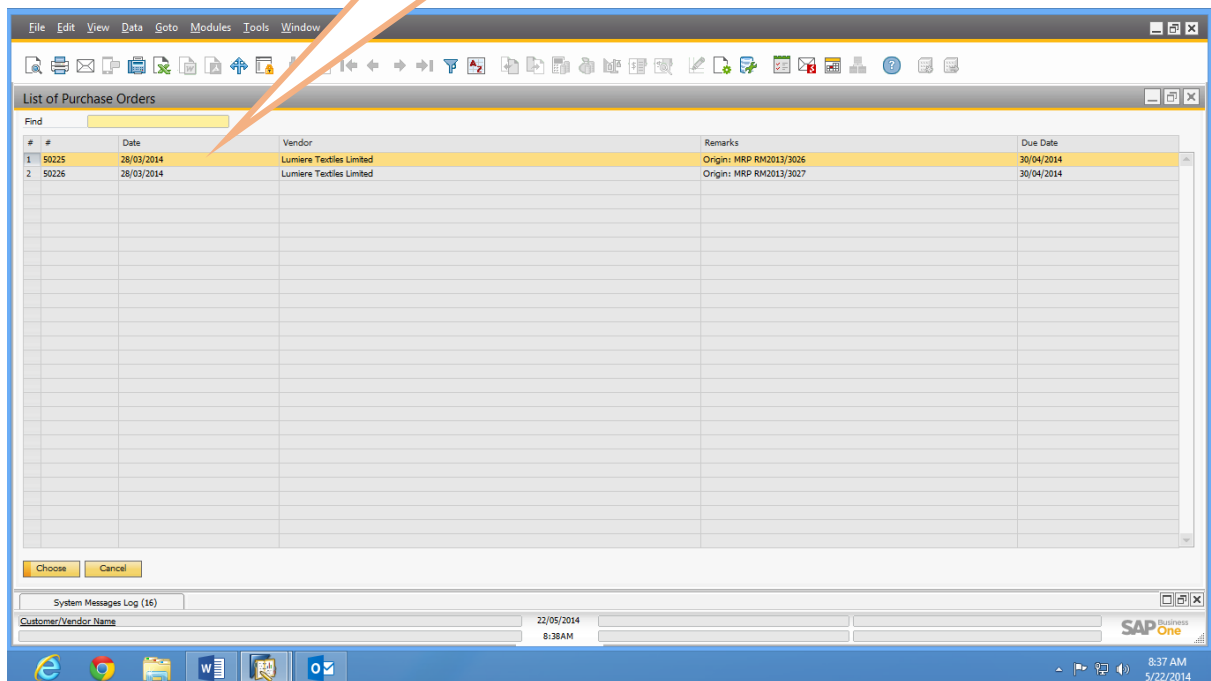
Currency – Select the BP Currency USD

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

Then go to,

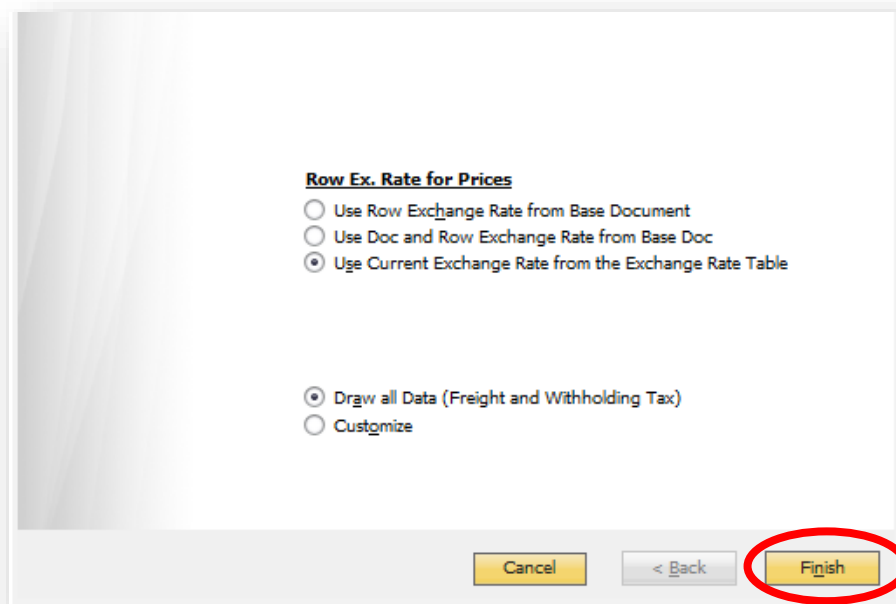


Select the Relevant PO



| # | #     | Date       | Vendor                   | Remarks                 | Due Date   |
|---|-------|------------|--------------------------|-------------------------|------------|
| 1 | 50225 | 28/03/2014 | Lumiere Textiles Limited | Origin: MRP RM2013/3026 | 30/04/2014 |
| 2 | 50226 | 28/03/2014 | Lumiere Textiles Limited | Origin: MRP RM2013/3027 | 30/04/2014 |

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”.



**Row Ex. Rate for Prices**

☐ Use Row Exchange Rate from Base Document  
☐ Use Doc and Row Exchange Rate from Base Doc  
☒ Use Current Exchange Rate from the Exchange Rate Table

☒ Draw all Data (Freight and Withholding Tax)  
☐ Customize

Cancel    < Back    **Finish**

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

Goods Receipt PO

Vendor: LV0060  
Name: Lumiere Textiles Limited  
Contact Person:   
Vendor Ref. No.:   
BP Currency: USD 130.0300

No.: Primary 100000  
Status: Open  
Posting Date: 22/05/2014  
Due Date: 22/05/2014  
Document Date: 22/05/2014

| # | Item No. | Item Group   | Item Description   | Quantity | UoM Name | Unit Price | Discount % | Tax Code | Whse | Whs Name            | Project   | Total (Doc) |
|---|----------|--------------|--|----------|----------|------------|------------|----------|------|---------------------|-----------|-------------|
| 1 | FB500422 | Fabric Solid | JCO008 100% CTN 135GSM 179CM U/W CARROT SU14B17-LT01080M-2 LT01080M2 | 633.9975 | Meter    | USD 1.7600 | 0.00       | VATO     | 01   | RM Holdings Pvt Ltd | KUNOOS006 | USD 1       |
| 2 | FB500427 | Fabric Solid | JCO008 100% CTN 135GSM 179CM U/W KIWI SU14B8 LT01092D3               | 633.9975 | Meter    | USD 1.8500 | 0.00       | VATO     | 01   | RM Holdings Pvt Ltd | KUNOOS006 | USD 1       |
| 3 | FB500487 | Fabric Solid | JCO008 100% CTN 135GSM 179CM U/W WHITE FABSLD338 LT0003W             | 633.9975 | Meter    | USD 1.7100 | 0.00       | VATO     | 01   | RM Holdings Pvt Ltd | KUNOOS006 | USD 1       |
| 4 | FB500493 | Fabric Solid | JCO008 100% CTN 135GSM 179CM U/W LAGOON SU14B13 LT01078M8            | 633.9975 | Meter    | USD 1.7600 | 0.00       | VATO     | 01   | RM Holdings Pvt Ltd | KUNOOS006 | USD 1       |

Buyer: -No Sales Employee-  
Owner:   
Remarks: Origin: MRP RM2013/3026 Based On Purchase Orders 50225.

Total Before Discount: USD 4,488.72  
Discount: %  
Freight:   
Rounding:   
Tax:   
Total Payment Due: USD 4,488.72

add Cancel

System Messages Log (16)  
(40 Characters) 22/05/2014 8:49 AM

SAP One

8:48 AM 5/22/2014

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

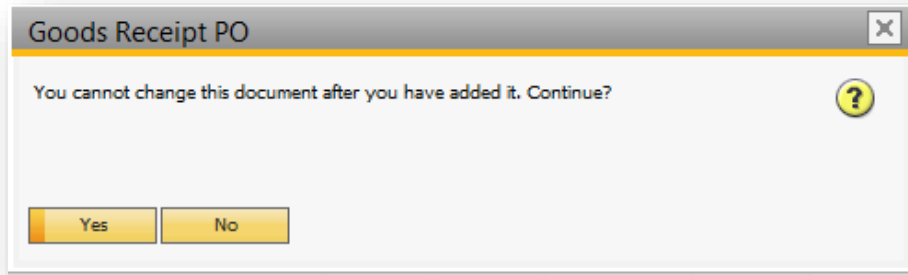
The **quantity** column gives the total quantity that the merchandisers have ordered through the particular PO. But when receiving, the total quantity may not be received. Therefore in the case of partial receiving you can manually edit the quantity column by entering only the received quantity.

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

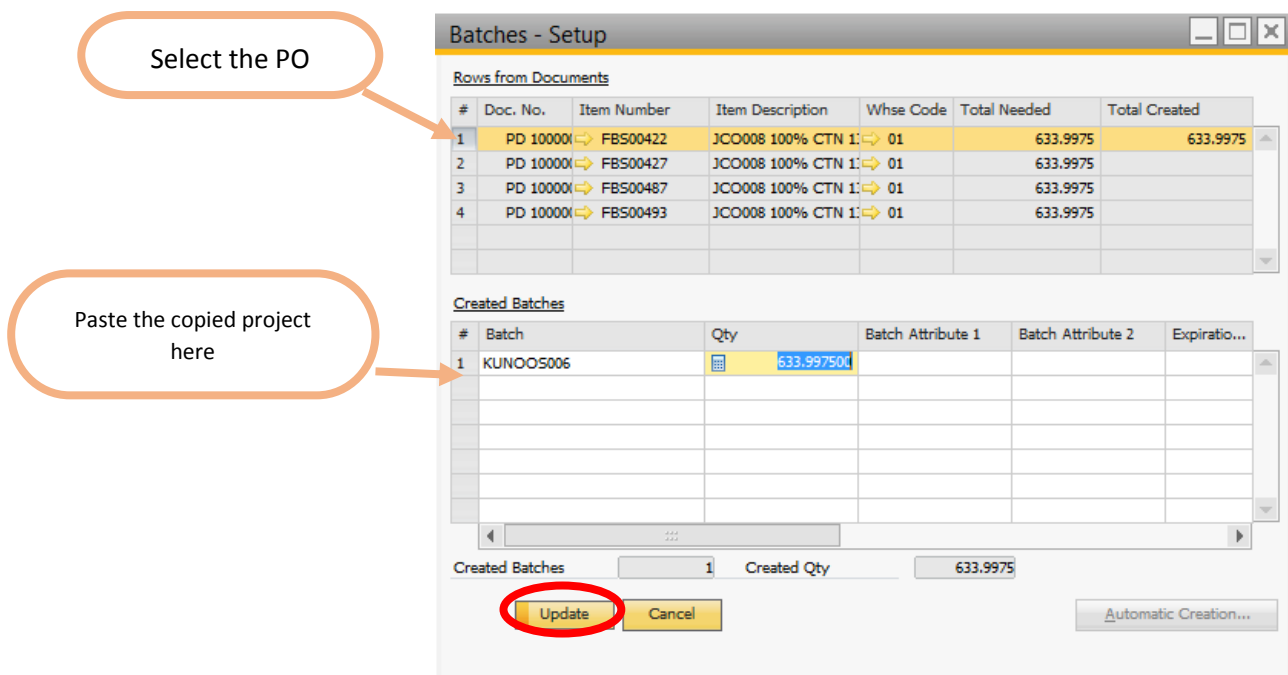
If you have any remarks you can mention it on the Remarks box given.

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.

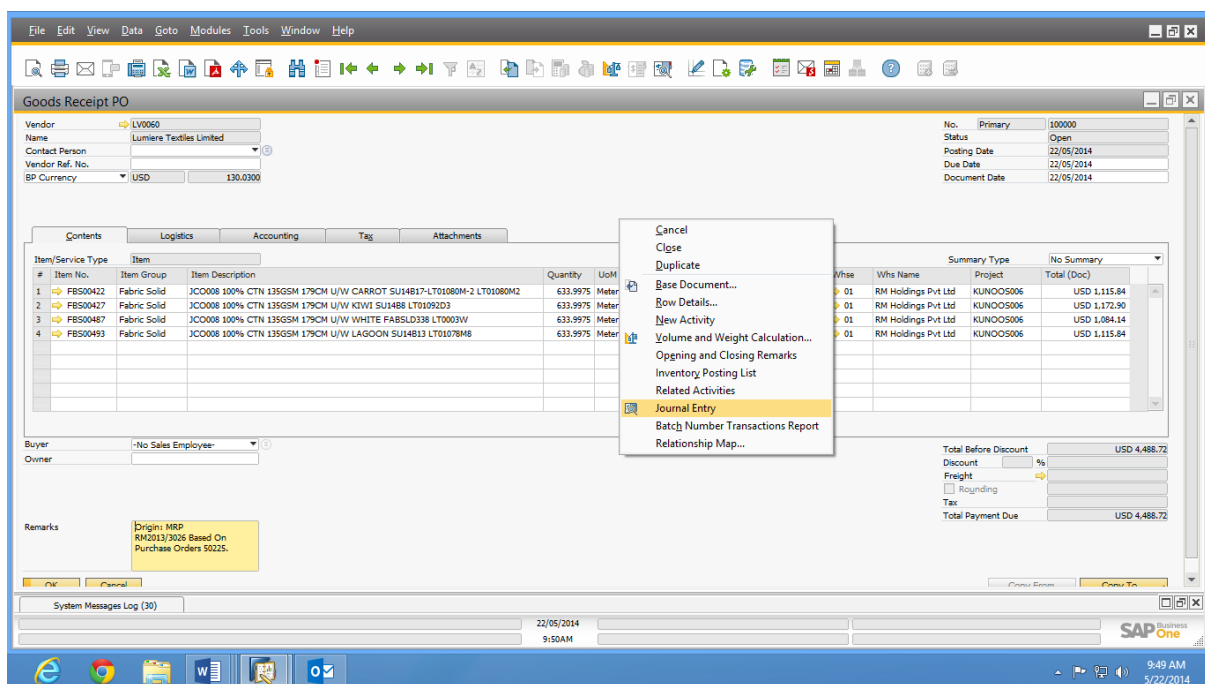
## Journal Entries at GRN point

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.



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 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 |



File Edit View Data Goto Modules Tools Window Help

List of Production Orders

Find  ☐ Keep Visible

| #  | Document Number | Production Order Type | Due Date   | Item Number                                      |
|----|-----------------|-----------------------|------------|--|
| 1  | 1000            | Standard              | 30/04/2014 | MXOB4000 SPK BRIEFS-MAX PLUM COMBO CUT PIECE     |
| 2  | 1001            | Standard              | 30/04/2014 | MXOB4000 SPK BRIEFS-MAX PLUM COMBO               |
| 3  | 1002            | Standard              | 30/04/2014 | MXOB2000 SPK BRIEFS-MAX SKY COMBO CUT PIECE      |
| 4  | 1003            | Standard              | 30/04/2014 | MXOB2000 SPK BRIEFS-MAX SKY COMBO                |
| 5  | 1007            | Standard              | 05/05/2014 | MXOB2000 SPK BRIEFS-MAX NAVY COMBO CUT PIECE     |
| 6  | 1008            | Standard              | 05/05/2014 | MXOB4000 SPK BRIEFS-MAX LAGOON COMBO CUT PIECE   |
| 7  | 1009            | Standard              | 05/05/2014 | MXOB3000 SPK BRIEFS-MAX WHITE COMBO CUT PIECE    |
| 8  | 1010            | Standard              | 05/05/2014 | MXOB3000 SPK BRIEFS-MAX LAVENDER COMBO CUT PIECE |
| 9  | 1011            | Standard              | 05/05/2014 | MXOB1000 SPK BRIEFS-MAX WHITE COMBO CUT PIECE    |
| 10 | 1012            | Standard              | 05/05/2014 | MXOB2000 SPK BRIEFS-MAX NAVY COMBO               |
| 11 | 1013            | Standard              | 05/05/2014 | MXOB4000 SPK BRIEFS-MAX LAGOON COMBO             |
| 12 | 1014            | Standard              | 05/05/2014 | MXOB3000 SPK BRIEFS-MAX WHITE COMBO              |
| 13 | 1015            | Standard              | 05/05/2014 | MXOB3000 SPK BRIEFS-MAX LAVENDER COMBO           |
| 14 | 1016            | Standard              | 05/05/2014 | MXOB1000 SPK 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

File Edit View Data Goto Modules Tools Window Help

Production Order

Type Standard  
Status Released  
Product No. KIDBRICP000005  
Product Description MXOB2000 SPK BRIEFS-MAX SKY COMBO CUT PIECE  
Planned Quantity 7,500 UoM Name Piece  
Warehouse RMH23

No. Primary 1002  
Order Date 28/03/2014  
Due Date 30/04/2014  
User Business Analyst  
Origin Manual  
Sales Order  
Customer  
Distr. Rule  
Project KUNOOS004

Factory Brief Cutting Warehouse

Pack 01

| #  | Components                 | Summary | 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 | KUNOOS004 |
| 2  | 14B12 LT01083L3            |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 3  | 14B12 LT01083L3            |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 4  | 14B12 LT01083L3            |         | Meter    | 0.037359 | 280.1925    |          |          | 280.1925 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 5  | YELLOW FABSLD594 LT00027L1 |         | Meter    | 0.01868  | 140.1       | 44.94    |          | 140.1    |         | 44.94     |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 6  | YELLOW FABSLD594 LT00027L1 |         | Meter    | 0.028019 | 210.1425    | 44.94    |          | 210.1425 |         | 44.94     |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 7  | YELLOW FABSLD594 LT00027L1 |         | Meter    | 0.028019 | 210.1425    | 44.94    |          | 210.1425 |         | 44.94     |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 8  | YELLOW FABSLD594 LT00027L1 |         | Meter    | 0.037359 | 280.1925    | 44.94    |          | 280.1925 |         | 44.94     |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 9  | SU1485 LT01089D3           |         | Meter    | 0.01868  | 140.1       |          |          | 140.1    |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 10 | SU1485 LT01089D3           |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 11 | SU1485 LT01089D3           |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 12 | SU1485 LT01089D3           |         | Meter    | 0.037359 | 280.1925    |          |          | 280.1925 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 13 | U1482 LT01086D1            |         | Meter    | 0.01868  | 140.1       |          |          | 140.1    |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 14 | U1482 LT01086D1            |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 15 | U1482 LT01086D1            |         | Meter    | 0.028019 | 210.1425    |          |          | 210.1425 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |
| 16 | U1482 LT01086D1            |         | Meter    | 0.037359 | 280.1925    |          |          | 280.1925 |         |           |           | RMH20     | Brief Fabric Warehouse | KUNOOS004 |

Remarks KUNOOS004-YB-SKY COMBO

OK Cancel

System Messages Log (4)

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

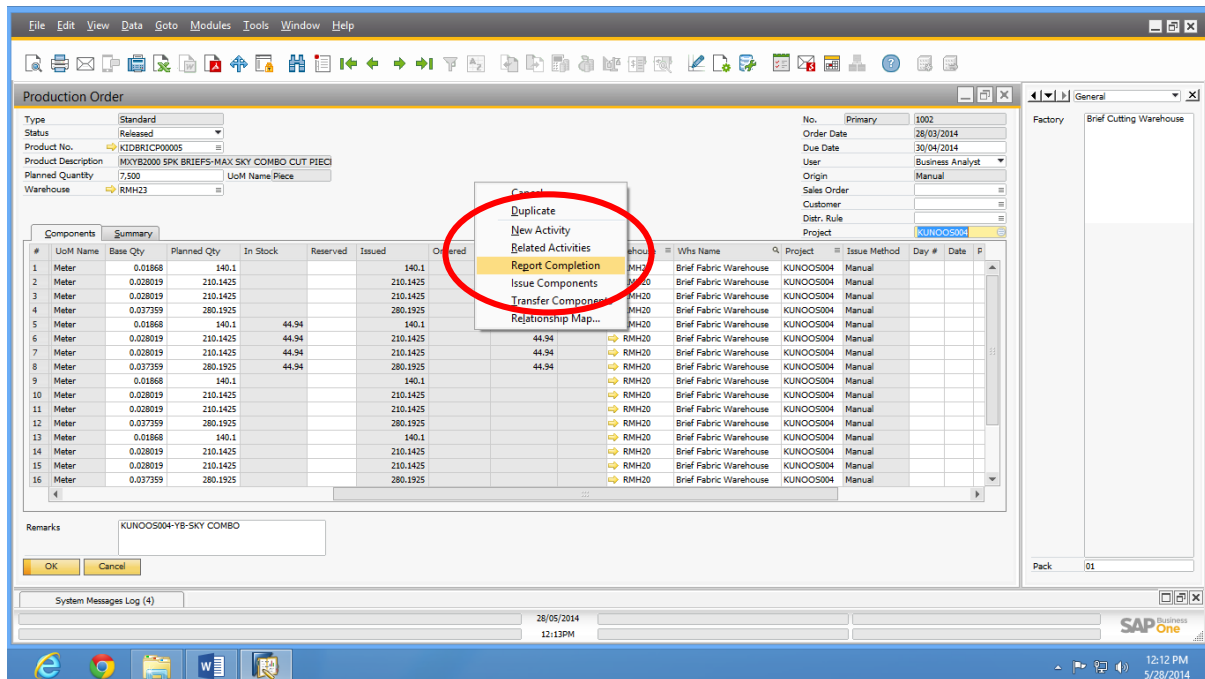
SAP Business One

12:08 PM 5/28/2014

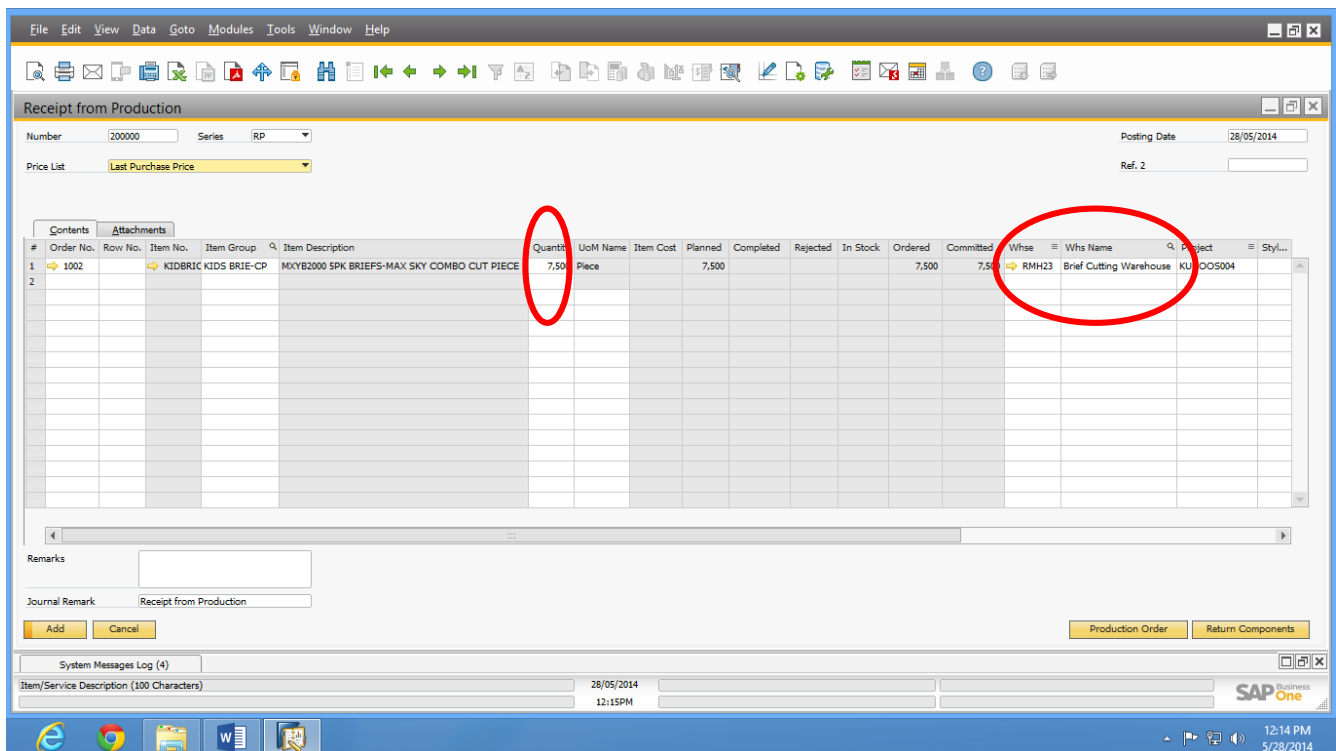
First check the order date and the due date.

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.

**Paste the Project**

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

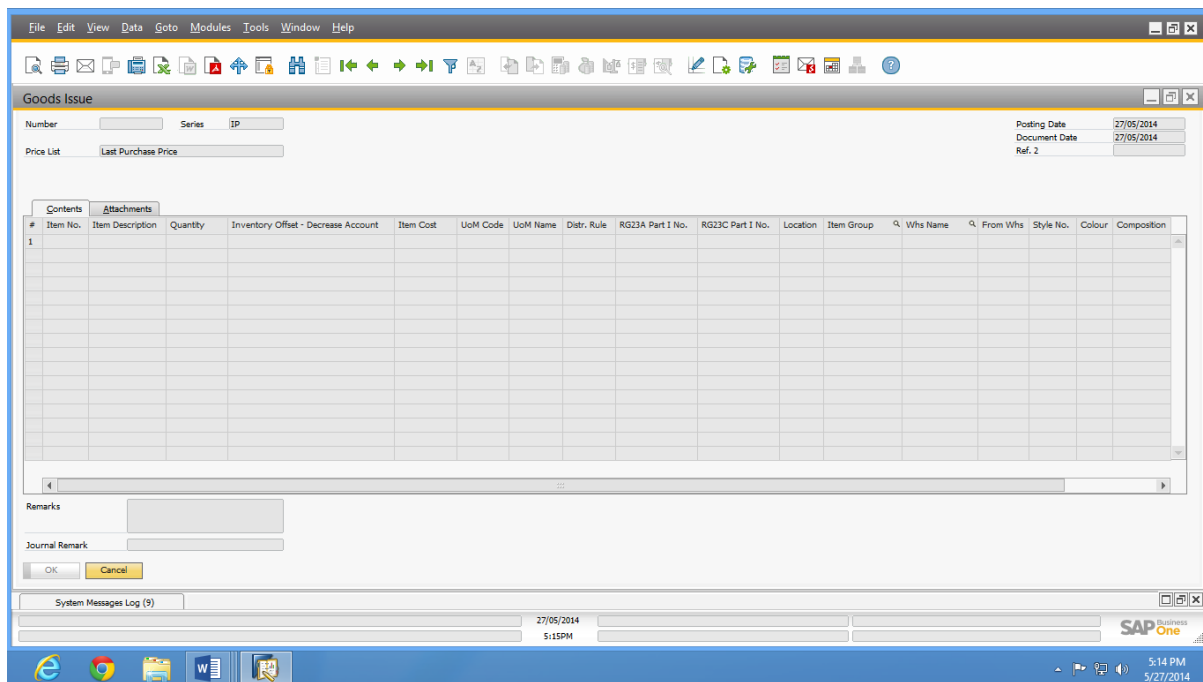
**double entry** can be as follows

|                   |     |     |
|-------------------|-----|-----|
|                   | 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:



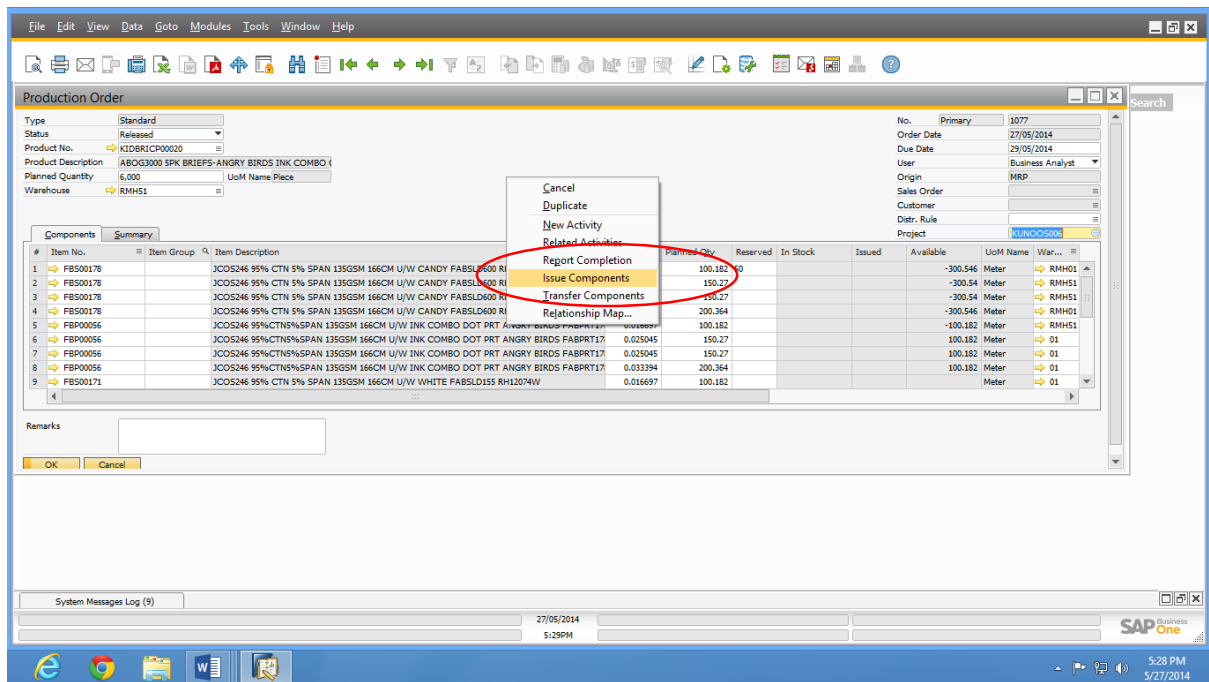
\* Please follow the first path to issue bulk components and follow the second path to issue an individual item into the particular Production Order

Applying the 1<sup>st</sup> path for issuing components to the relevant production order.

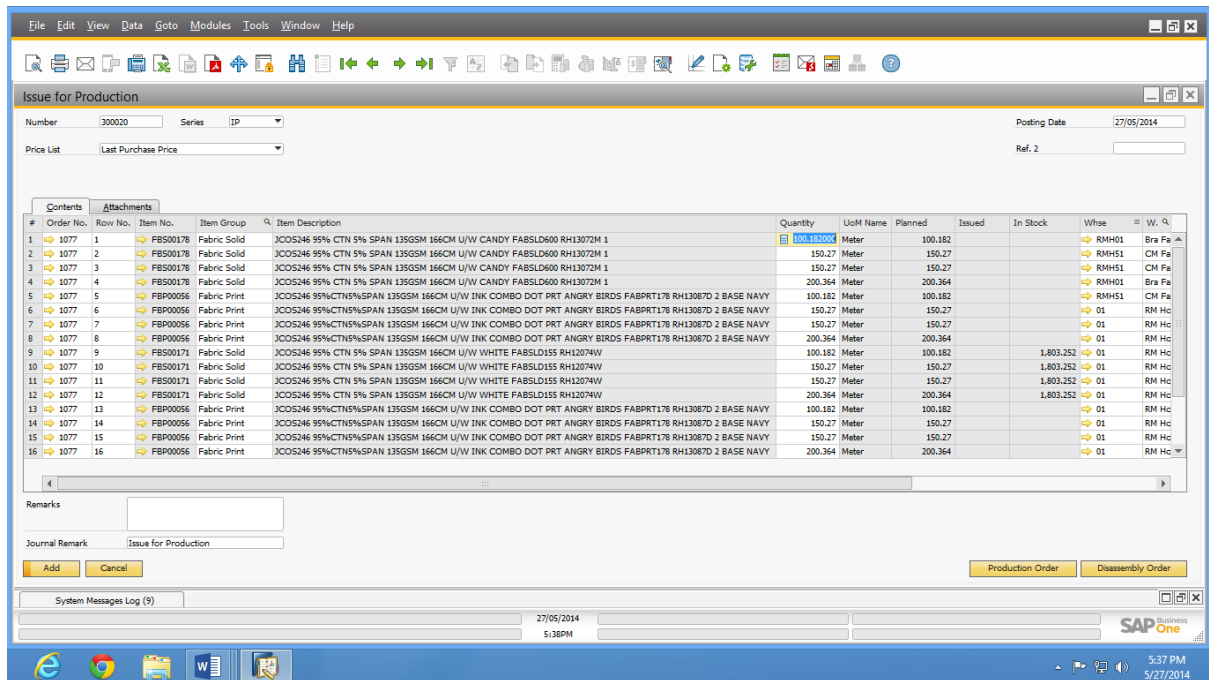
\*\*\* To issue components for the production order that should be at the release status unless the Issue Components option is not shown on the window.

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.

Issue for Production

Number: 300020 Series: IP Posting Date: 28/05/2014

Price List: Last Purchase Price Ref. 2

| #  | Order No. | Row No. | Item No. | Item Group   | Item Description   | Quantity | UoM Name | Planned | Issued | In Stock  | Whse  | W. Q.  |
|----|-----------|---------|----------|--------------|--|----------|----------|---------|--------|-----------|-------|--------|
| 1  | 1077      | 1       | FB500178 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W CANDY FABSLED600 RH13072M 1                               | 100.182  | Meter    | 100.182 |        |           | RMH01 | Bra Pa |
| 2  | 1077      | 2       | FB500178 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W CANDY FABSLED600 RH13072M 1                               | 150.27   | Meter    | 150.27  |        |           | RMH51 | CM Pa  |
| 3  | 1077      | 3       | FB500178 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W CANDY FABSLED600 RH13072M 1                               | 150.27   | Meter    | 150.27  |        |           | RMH51 | CM Pa  |
| 4  | 1077      | 4       | FB500178 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W CANDY FABSLED600 RH13072M 1                               | 200.364  | Meter    | 200.364 |        |           | RMH01 | Bra Pa |
| 5  | 1077      | 5       | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 100.182  | Meter    | 100.182 |        |           | RMH51 | CM Pa  |
| 6  | 1077      | 6       | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 150.27   | Meter    | 150.27  |        |           | 01    | RM Hc  |
| 7  | 1077      | 7       | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 150.27   | Meter    | 150.27  |        |           | 01    | RM Hc  |
| 8  | 1077      | 8       | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 200.364  | Meter    | 200.364 |        |           | 01    | RM Hc  |
| 9  | 1077      | 9       | FB500171 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W WHITE FABSLED155 RH12074W                                 | 100.182  | Meter    | 100.182 |        | 1,803.252 | 01    | RM Hc  |
| 10 | 1077      | 10      | FB500171 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W WHITE FABSLED155 RH12074W                                 | 150.27   | Meter    | 150.27  |        | 1,803.252 | 01    | RM Hc  |
| 11 | 1077      | 11      | FB500171 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W WHITE FABSLED155 RH12074W                                 | 150.27   | Meter    | 150.27  |        | 1,803.252 | 01    | RM Hc  |
| 12 | 1077      | 12      | FB500171 | Fabric Solid | JCOS246 95% CTN 5% SPAN 135GSM 166CM U/W WHITE FABSLED155 RH12074W                                 | 200.364  | Meter    | 200.364 |        | 1,803.252 | 01    | RM Hc  |
| 13 | 1077      | 13      | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 100.182  | Meter    | 100.182 |        |           | 01    | RM Hc  |
| 14 | 1077      | 14      | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 150.27   | Meter    | 150.27  |        |           | 01    | RM Hc  |
| 15 | 1077      | 15      | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 150.27   | Meter    | 150.27  |        |           | 01    | RM Hc  |
| 16 | 1077      | 16      | FBP00056 | Fabric Print | JCOS246 95%CTN5%SPAN 135GSM 166CM U/W INK COMBO DOT PRT ANGRY BIRDS FABPRT178 RH13087D 2 BASE NAVY | 200.364  | Meter    | 200.364 |        |           | 01    | RM Hc  |

Remarks:

Journal Remark: Issue for Production

Add Cancel

Production Order Disassembly Order

System Messages Log (4)

28/05/2014 8:38AM

Internet access

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 issues 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 updated the batch information.

Batch Number Selection

| # | Item No. | Item Description                   | Whse C... | Quantity    | Total Ne... | Total Se... |
|---|----------|------------------------------------|-----------|-------------|-------------|-------------|
| 1 | ELA00193 | KA0001 TIP EDGE 8.5MM BLACK BK 194 | RMH21     | 6,017.83164 | 6,017.83164 |             |
| 2 | ELA00193 | KA0001 TIP EDGE 8.5MM BLACK BK 194 | RMH21     | 3,008.91582 | 3,008.91582 |             |
| 3 | ELA00193 | KA0001 TIP EDGE 8.5MM BLACK BK 194 | RMH21     | 6,017.83164 | 6,017.83164 |             |
| 4 | THR00048 | ASTRA-120TKT PERMA SPUN 2500M OY   | RMH21     | 0.948035    | 0.948035    |             |
| 5 | THR00056 | ASTRA-120TKT PERMA SPUN 2500M LT   | RMH21     | 0.948035    | 0.948035    |             |
| 6 | THR00430 | GRAMAX-160TKT WILD CAT 2500M BLA   | RMH21     | 58.161284   | 58.161284   |             |

Available Batches

Find:

| # | Batch     | Available Qty | Selected Qty |
|---|-----------|---------------|--------------|
| 1 | LNN005323 | 421,626.0597  |              |
|   |           | 421,626.0597  |              |

Selected Batches

| # | Batch | Selected Qty | Sy... |
|---|-------|--------------|-------|
|   |       |              |       |

Display Available Batches: All

OK Cancel Auto Select

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 | THR00048 | ASTRA-120TKT PERMA SPUN 2500M OY   | RMH21     | 0.948035    | 0.948035    |             |           | Out      |
| 5 | THR00056 | 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 C  | RMH21     | 50.400096   | 50.400096   |             |           | Out      |

| # | Batch     | Available Qty | Selected Qty | # |
|---|-----------|---------------|--------------|---|
| 1 | LNNOOS323 | 421,626.0597  | 0.000000     |   |

| # | Batch | Selected Qty | System Num... |
|---|-------|--------------|---------------|
|---|-------|--------------|---------------|

Display Available Batches: All

Buttons: OK, Cancel, Auto Select

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

| # | 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 | THR00048 | ASTRA-120TKT PERMA SPUN 2500M OY   | RMH21     | 0.948035    | 0.948035    |             |           | Out      |
| 5 | THR00056 | 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 C  | RMH21     | 50.400096   | 50.400096   |             |           | Out      |

| # | Batch     | Available Qty | Selected Qty | # |
|---|-----------|---------------|--------------|---|
| 1 | LNNOOS323 | 421,626.0597  | 6,017.83164  |   |

| # | Batch | Selected Qty | System Num... |
|---|-------|--------------|---------------|
|---|-------|--------------|---------------|

Display Available Batches: All

Buttons: Update, Cancel, Auto Select

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.

Issue for Production

Number: 300020 Series: IP Posting Date: 22/05/2014

Price List: Last Purchase Price Ref: 2

| # | Order No. | Row No. | Item No. | Item Group | Item Description | Quantity | UoM Name | Item Cost | Planned | Issued | In Stock | Ordered | Committed | Whse | Whs ... |
|---|-----------|---------|----------|------------|------------------|----------|----------|-----------|---------|--------|----------|---------|-----------|------|---------|
| 1 |           |         |          |            |                  |          |          |           |         |        |          |         |           |      |         |

Remarks:

Journal Remark: Issue for Production

Add Cancel

Production Order Disassembly Order

System Messages Log (1)

Item/Service Description (100 Characters)

22/05/2014 2:07PM

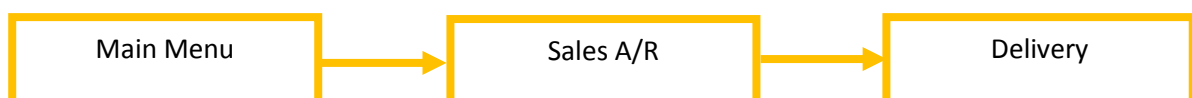
SAP Business One

2:06 PM 5/22/2014

## Double Entry

|           |     |     |
|-----------|-----|-----|
|           | Dr  | Cr  |
| WIP A/C   | xxx |     |
| Inventory |     | xxx |

Indirect issue that raised through sales



### 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

☐ VAT

From Warehouse: 01  
 Price List: Last Purchase Price

To Warehouse: 01

| # | Item ... | Item ... | Item Desc... | Quantity | Uo... | From Wks | Fro... | To Wks | To Wks    | Item Cost | P. |
|---|----------|----------|--------------|----------|-------|----------|--------|--------|-----------|-----------|----|
| 1 |          |          |              |          |       |          |        | 01     | RM Holdir |           |    |

Sales Employee: -No Sales Employee-  
 Duty Status: With Payment of Duty  
 Journal Remarks: Inventory Transfers -

Remarks:

Add Cancel 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.