

INVENTORY COUNTING

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Requirements for this Tutorial

Working knowledge of the basics of:
SAP Business One and
Beas Manufacturing



Learning Targets

After working through the lesson, you will be able to:

- Create and manage different types of inventory
- Perform stocktaking, manage counting lists
- Manage templates



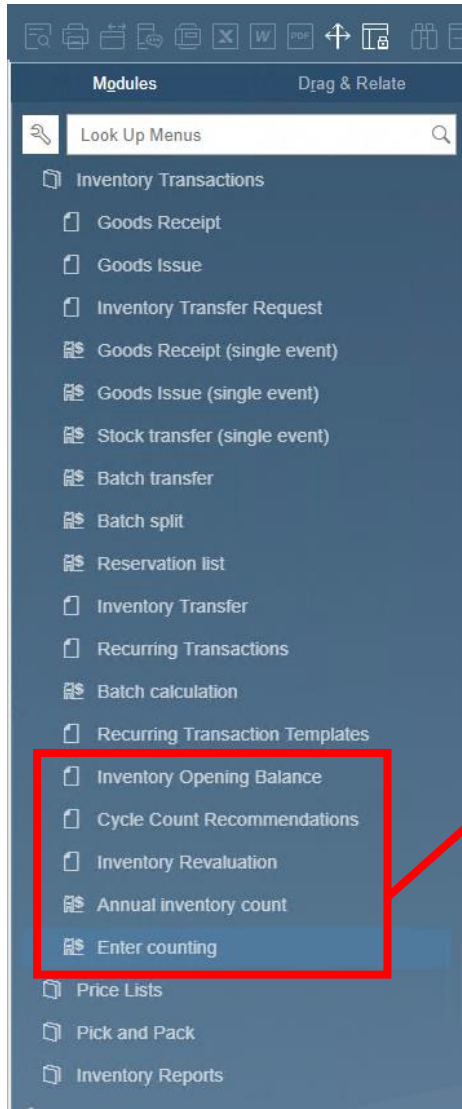
Agenda

Inventory

1. Annual inventory counting
2. Cycle Count Recommendations
3. Inventory Opening Balance
4. Customizing features
5. WebApps 2.1 solution

Inventory

Standard-inventory extended by Beas



The following menu items are available in Beas Manufacturing:

- Inventory Opening Balance
- Cycle Count Recommendations
- Annual inventory counting
- Enter counting

Agenda

Inventory

- 1. Annual inventory counting**
2. Cycle Count Recommendations
3. Inventory Opening Balance
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5. WebApps solution

1. Annual Inventory Count

General description

Comparable to SAP BusinessOne inventory tracking feature

Workflow annual inventory count

- Define warehouses and area, where to check stock
- Start inventory: current system inventory (also information on bins, batches and serial numbers) are copied
- Create counting lists
- Register stock via “enter counting”
- Check registered values
- Post differences

Complete new registration of warehouse stock

- Start Inventory, select warehouse
- In counting list: set all to “counted”
- Import new stock
- Post

1. Annual Inventory Count

Register Stocktaking

PATH: Inventory > Inventory transactions > Inventory Opening Balance > "Inventory Administrative" button.

Mandatory entry (red fields): Description and pricing.

Select warehouse and bin (if applicable)

Select pricing at difference postings (last purchase price, price list, etc.)

Account: optional entry. If empty, standard account for stock differences is used (same behavior as in SAP BusinessOne

Determination of accounts)

[Edit Initial stocktaking field descriptions](#)

Start with "Add"

The screenshot shows the 'Inventory Opening Balance' dialog box in SAP. It contains a table with two rows of data:

#	ID	Remark	Status	Start Date
1	6	TEST		
2	3	TEST		

Below the table is a form for 'Initial stocktaking - Inventory Opening Balance: Processing'. The form includes fields for ID, Description, Status (set to 'Erfassung'), Pricing for correction accounting (highlighted in red), Inventory valuation date (11/05/21), Account, Reference text for correction, and Comment for correction. There is also a 'Journal Remark' section with fields for Start Date (11/05/21), Inventory valuation date, and Closed at, each with a 'From' field.

At the bottom of the dialog, there are three buttons: 'Add', 'Cancel', and 'Close'. The 'Add' button is highlighted with a red box, and a red arrow points to it from the text 'Start with "Add"'.

1. Annual Inventory Count

Create counting lists

The screenshot displays two SAP windows. The left window, titled 'Inventory list 7', shows a table of items with columns for counting list number, item, and description. The right window, titled 'Inventur', shows a preview of the counting list report with columns for item, warehouse location, batch, and counted inventory.

#	Counting	Sorting	Item	I-Version	Description	Warehouse	Batch
1	1	1	FP		Finished Product / Normi	01	
2	1	2	FP008		Finished Product / Paralle	01	
3	1	3	FP_QC		Finished Product / Normi	01	
4	1	4	FP_S		Finished Product / Normi	01	
5	1	5	MRP_Partial_Mov		MRP_Partial_Movements_01		0065
6	1	6	RM		Raw Material / Normal	01	
7	1	7	RM_B		Raw Material / Batch	01	0079
8	1	8	RM_B		Raw Material / Batch	01	0080
9	1	9	RM_B		Raw Material / Batch	01	0081
10	1	10	RM_B		Raw Material / Batch	01	20201103-1806-00
11	1	11	RM_B		Raw Material / Batch	01	20201103-2013-00
12	1	12	RM_B		Raw Material / Batch	01	20201103-2017-00
13	1	13	RM_B		Raw Material / Batch	01	20201103-2225-00
14	1	14	RM_B		Raw Material / Batch	01	20201103-2247-11
15	1	15	RM_B		Raw Material / Batch	01	20201103-2248-11
16	1	16	RM_B		Raw Material / Batch	01	20201103-2249-11
17	1	17	RM_B		Raw Material / Batch	01	20201104-1053-00
18	1	18	RM_B		Raw Material / Batch	01	20201104-1056-00
19	1	19	RM_B		Raw Material / Batch	01	20201104-1105-00
20	1	20	RM_B		Raw Material / Batch	01	20201104-1136-00
21	1	21	RM_B		Raw Material / Batch	01	20201104-1137-00

No.	Item	WarehouseBin Location	Batch / Serial	RFID	ounted Inventory
1	FP	Finished Product / Normal			Pcs
2	FP008	Finished Product / Parallel Operations			Pcs
3	FP_QC	Finished Product / Normal			Pcs
4	FP_S	Finished Product / Normal / Make to Stock			Pcs
5	MRP_Partial_Movements_006	MRP_Partial_Movements_006 buy item/BATCH/MAT	0065		

- Filter and mark positions, set counting list number
- Print counting list

1. Annual Inventory Count

Enter counting

Enter counting: Selection

Inventory: 5

Counting list: 1

Name of the counter: (16) user1 lastname1

Recorder: (17) user2 lastname2

Buttons: Cancel, Enter counting, Register barcodes

Enter counting 6

#	No.	Item	I-Version	Description	Reference Date	untted Inventory	UoM	Batch	Warehouse	Bin Location	Batch attribute 1
1	1	DEFAULT		Default Item / Item to copy	0.000000	2.000000	Pcs		01		
2	2	Configurator		Configurator Item	0.000000	23.000000	Pcs		01		
3	3	Ext_Service		External Service / Phantom item	0.000000	4.000000			01		
4	4	FPCOST		Finished Product / Normal for Co	0.000000	11.000000	Pcs		01		

Buttons: Cancel, Change log

Via "enter counting" stock can be registered in a list. The entries are saved immediately, making possible a simultaneous registration by several employees.

Besides stock, other values such as batch information or bin corrections can be registered. The counting list is dynamically adjustable and supports templates. Depending on the kind of inventory, counting entry can be adjusted, for example "only counted" which means that the switch "counted" is activated, but no stock is entered. Only those items are visible which have not been recorded yet. That allows a registration, even if a part has already been posted.

Call up via inventory: the person currently logged on is the Recorder. All counting lists are displayed.

Call up via "enter count" : then the active inventory, the counter, Recorder and the counting list need to be specified.

1. Annual Inventory Count

Inventory list

The inventory list is the control center for the inventory. With the switches, all relevant actions are controlled. For details and field descriptions see the [documentation](#).

Inventory list 9

Administration Counting lists Extended

All Differences Not Counted Not bookable Enter counting Check Booking Invent.History

#	...	Item	I-Version	Description	Warehouse: Batch	Bin Location	Rfid	New Bin Locatic	Inventory Reference Date	Counting amount	Difference	UoM
1		FP		Finished Product / Norm:01					316.000000	0.000000	0.000000	Pcs
2		FP008		Finished Product / Paralle01					8.000000	0.000000	0.000000	Pcs
3		FP_B_S		Finished Product / Batch 01	111				2.000000	0.000000	0.000000	Pcs
4		FP_B_S		Finished Product / Batch 01	222				2.000000	0.000000	0.000000	Pcs
5		FP_QC		Finished Product / Norm:01					2.000000	0.000000	0.000000	Pcs
6		FP_S		Finished Product / Norm:01					207.000000	0.000000	0.000000	Pcs
7		FP_S_S		Finished Product / Serial 01	SN3418				1.000000	0.000000	0.000000	Pcs
8		FP_S_S		Finished Product / Serial 01	SN3419				1.000000	0.000000	0.000000	Pcs
9		FP_S_S		Finished Product / Serial 01	SN3420				1.000000	0.000000	0.000000	Pcs
10		FP_S_S		Finished Product / Serial 01	SN3438				1.000000	0.000000	0.000000	Pcs
11		FP_S_S		Finished Product / Serial 01	SN3439				1.000000	0.000000	0.000000	Pcs
12		FP_S_S		Finished Product / Serial 01	SN3440				1.000000	0.000000	0.000000	Pcs
13		MRP_Partial_Mov		MRP_Partial_Movements_01					1.000000	0.000000	0.000000	Pcs
14		MRP_Partial_Mov		MRP_Partial_Movements_01	17823				1.000000	0.000000	0.000000	Pcs

Cancel Change log

1. Annual Inventory Count

Bin Location correction

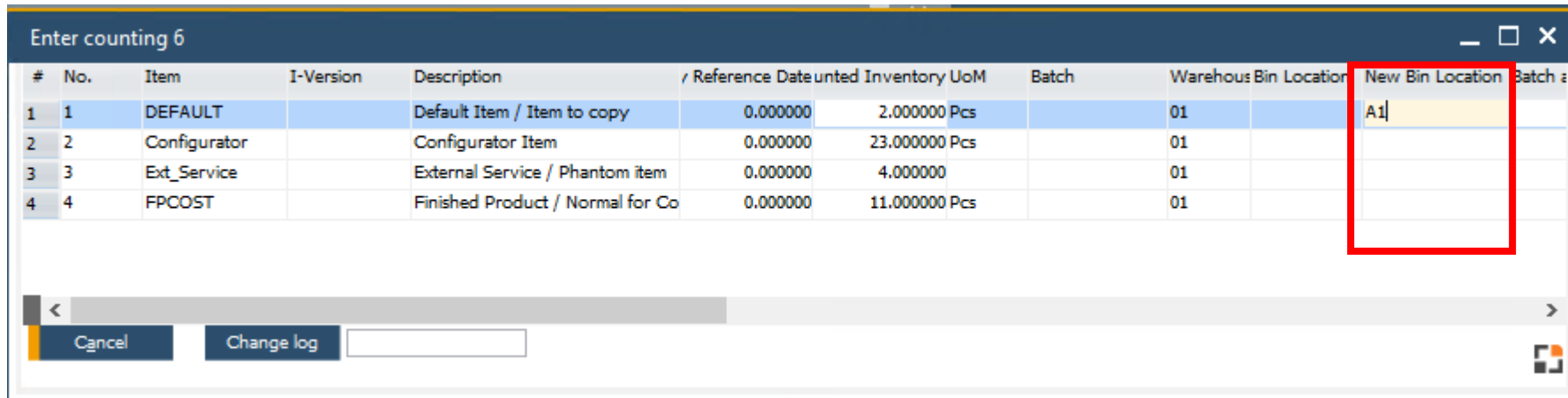
The If the stock of an item is correct, but the item is in the wrong bin location, it can be corrected here. To enable this feature, the column "new bin" needs to be activated , in list for the counting entry (see Window settings).

Now the correct bin location can be entered or selected using the right mouse button. The entry is, then, marked as "counted". If previously no count was entered, it is set to the system stock.

Posting process:

If a difference exists between system stock and counted stock on the given bin location, it is booked. If the difference is correct, or if there were no differences, the transfer to the specified bin location is performed. This bin location transfer is displayed in the item movement protocol bearing the inventory number as document number and the reference text of the inventory. During this transfer process, no SAP document is created.

If the transfer was carried out correctly, the current bin location is displayed in green. This is considered as a mark that a bin correction has taken place.



#	No.	Item	I-Version	Description	/ Reference Date	unted Inventory	UoM	Batch	Warehous Bin Location	New Bin Location	Batch a
1	1	DEFAULT		Default Item / Item to copy	0.000000	2.000000	Pcs		01	A1	
2	2	Configurator		Configurator Item	0.000000	23.000000	Pcs		01		
3	3	Ext_Service		External Service / Phantom item	0.000000	4.000000			01		
4	4	FPCOST		Finished Product / Normal for Co	0.000000	11.000000	Pcs		01		

Bin location correction – for field descriptions see documentation

1. Annual Inventory Count

Difference posting

After recording counted stock or initial stock (initial stocktaking) the posting is performed. The standard post in / charge off function of SBO is used. The difference between system stock and counted stock is posted.

Only entries are booked, which are not marked as incorrect by preliminary check, whose status is "modified", and which are not marked as "posted".

Price Currency	Booking Ok	Error	Error Info
0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(-5002) Item is not defined as ar
0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Entries which did not pass the check are marked, the error description is displayed under "Error info".

#	Item	I-Version	Description	Warehouse/Batch	Bin Location	Rfid	New Bin Location	Inventory Reference Date	Counting amount	Difference	UoM	Status Change	Reserve	Booked	Error	Posting
1	FP		Finished Product / Norm:01					316.000000	0.000000	0.000000	Pcs	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	FP		Finished Product / Paralle:01					8.000000	0.000000	0.000000	Pcs	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3	FP_B_S		Finished Product / Batch 01	111				2.000000	0.000000	0.000000	Pcs	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4	FP_B_S		Finished Product / Batch 01	222				2.000000	0.000000	0.000000	Pcs	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5	FP_QC		Finished Product / Norm:01					2.000000	0.000000	0.000000	Pcs	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6	FP_S		Finished Product / Norm:01					207.000000	0.000000	0.000000	Pcs	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Correctly posted entries are marked as "booked" and the item number is displayed in green.

Difference posting: – for field descriptions see [documentation](#)

Agenda

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3. Inventory Opening Balance

4. Customizing features

5. WebApps solution

Inventory

Cycle Count Recommendations

Workflow Cycle Count Recommendations

- Determination of counting periods (cycle)
- Define the cycle setting in the item master – warehouse
- Start the regular inventory
- Recording and posting of differences or just highlighting the items as "counted"
- Completion of the inventory and auto-definition of the next cycle, according to settings

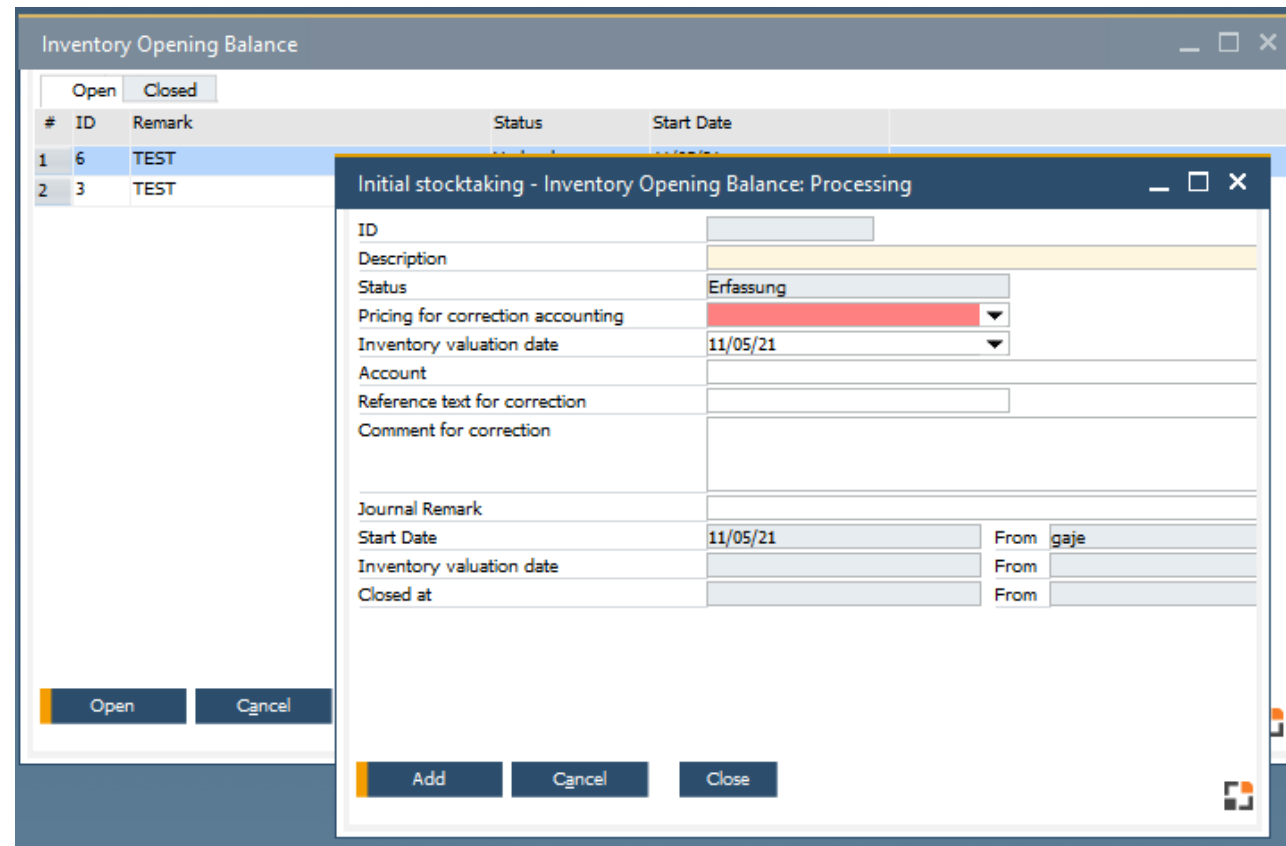
For more information on cycle, the deposit of the cycles in the item master, see SAP BusinessOne Documentation

2. Cycle Count Recommendations

Register stocktaking

Registration as for Annual inventory count

Edit stocktaking – for field descriptions see [Documentation](#)



Start with "Add"

Agenda

Inventory

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- 3. Inventory Opening Balance**
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3. Inventory Opening Balance

Create new

Initial stocktaking: New

Mandatory entry (red fields): Description and pricing.

Account : entry is optional. If no one is entered, the standard account for stock differences is used (same behavior like in SBO determination of accounts)

A reference text and a remark can be entered, which will be displayed at the posting. To make postings traceable
For further review, it is recommended to enter remarks.

#	ID	Remark	Status	Start Date
1	6	TEST		
2	3	TEST		

Initial stocktaking - Inventory Opening Balance: Processing

ID:

Description:

Status: Erfassung

Pricing for correction accounting:

Inventory valuation date: 11/05/21

Account:

Reference text for correction:

Comment for correction:

Journal Remark:

Start Date: 11/05/21 From: gaje

Inventory valuation date: From:

Closed at: From:

Buttons: Open, Cancel, Add, Close

Edit stocktaking – for field descriptions
see [Documentation](#)

Start registration by clicking "Add"

Inventory

Stocktaking: Import stock, post in

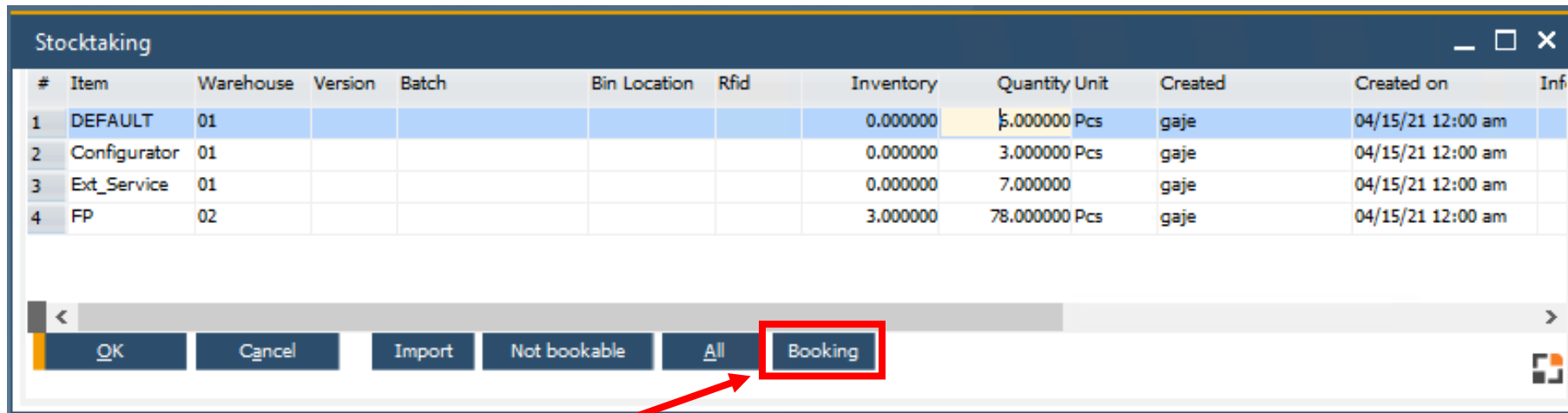
To import, create a simple text file, fields separated by (Char 9)

For details see [documentation](#)

After import, entries are checked, incorrect entries are marked as „not bookable“.

Import items with stock:

If items with existing stock are imported, previous stock is displayed as system stock. In this case, the difference between system stock and imported quantity is posted, not the imported quantity.



#	Item	Warehouse	Version	Batch	Bin Location	Rfid	Inventory	Quantity Unit	Created	Created on	Inf
1	DEFAULT	01					0.000000	5.000000 Pcs	gaje	04/15/21 12:00 am	
2	Configurator	01					0.000000	3.000000 Pcs	gaje	04/15/21 12:00 am	
3	Ext_Service	01					0.000000	7.000000	gaje	04/15/21 12:00 am	
4	FP	02					3.000000	78.000000 Pcs	gaje	04/15/21 12:00 am	

Navigation buttons: OK, Cancel, Import, Not bookable, All, **Booking**

Booking

Click on „booking“ to post in or to correct stock. Before posting, a pre-check is performed.

Inventory

Stocktaking: Completion

Each, successfully posted entry is marked as “posted”. Then, further entries can be imported or registered and posted.

After posting has been finished, in the administration screen the stocktaking can be marked as “completed” using the button “Close”. For later review the stocktaking is transferred to archive.

ID	10		
Description	TEST		
Status	Verbuchung		
Pricing for correction accounting	P		
Inventory valuation date	04/15/21		
Account	3000000000000000 Equity		
Reference text for correction			
Comment for correction	TEST		
Journal Remark			
Start Date	04/15/21	From	gaje
Inventory valuation date	4/15/2021 13:59:32	From	gaje
Closed at		From	

OK Cancel Stocktaking **Close**

Agenda

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Inventory

Window settings and templates

The screenshot displays the 'Stocktaking' application window. The main window contains a table with the following data:

Created on	Info	Price Currency	Booking Ok	Error	Error Info
04/15/21 12:00 am		0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
04/15/21 12:00 am		0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
04/15/21 12:00 am		0.00	<input type="checkbox"/>	<input type="checkbox"/>	(-5002)
04/15/21 12:00 am		0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Below the table are buttons: **OK**, **Cancel**, **Import**, **Not bookable**, **All**, and **Booking**.

The 'Window Settings' dialog box is open, showing a table with the following data:

#	Title	Changeable	Color	Visible	Bold	Italic	Sum	ToolTip
1	ID	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Item	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Warehouse	<input type="checkbox"/>	=	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Version	<input type="checkbox"/>	=	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Batch	<input type="checkbox"/>	=	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Bin Location	<input type="checkbox"/>	=	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Rfid	<input type="checkbox"/>	=	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Below the table are buttons: **OK**, **Cancel**, **Default**, and **Details**.

Via window settings the registration screen can be adjusted to your individual needs. Many fields are changeable.

Batch attributes are considered only for batch- or serial number related items, even if they can be entered for other items.

You can define templates. Save input by clicking "OK".

Inventory

Template

The screenshot shows a software window titled "Inventory: qc_20210326_1847". The window contains a form with various fields and checkboxes. A red box highlights the "As Template Save" checkbox, which is currently unchecked. The form includes fields for ID (9), Status (Input), Description (qc_20210326_1847), Item From To, Item property, Item group (All), Warehouse ('01'), Warehouse areas, Inactive Item, Inactive Batches, Pricing for correction accounting (E), Inventory valuation date (03/26/21), Account for (Stock increase and Stock reduction), Reference text for correction, Comment for correction, Journal Memo, Start Date (03/26/21 06:47 pm), Posting date, Closed at, and From (dba). At the bottom, there are buttons for Update, Cancel, Inventory list, and Close document.

“As Template Save” parameter

After all fields have been filled, click on “As Template Save”.

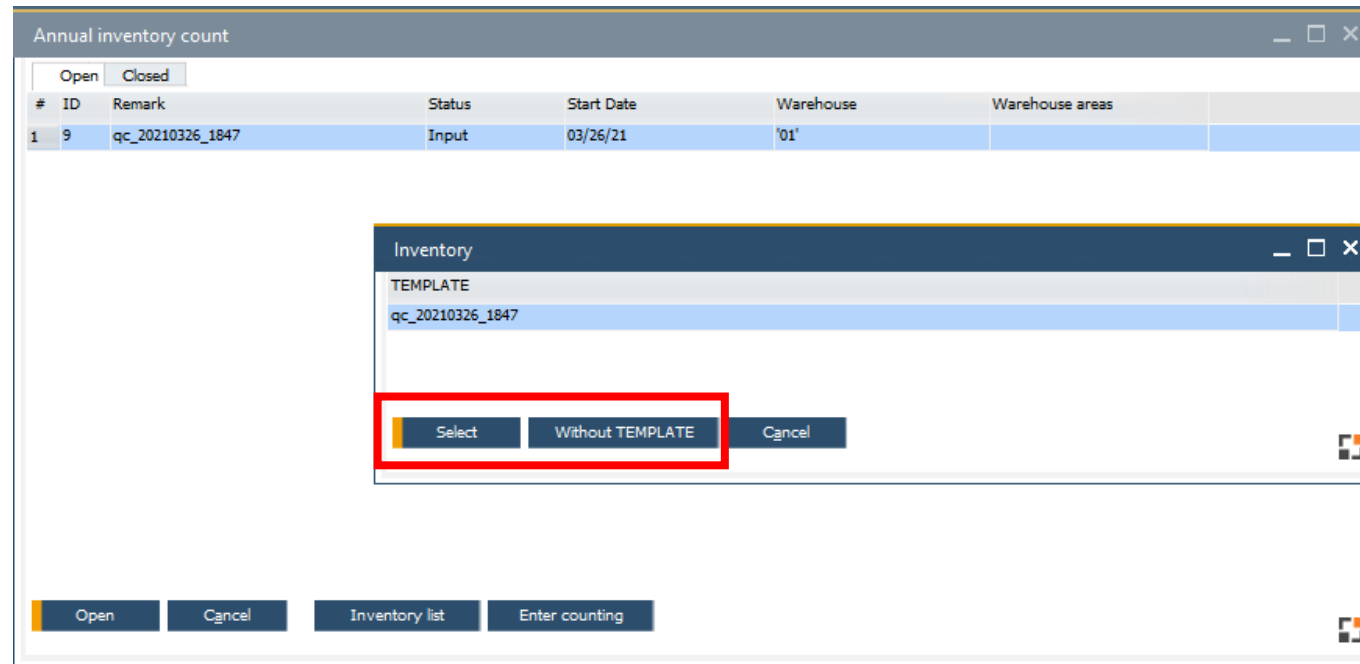
Close the window and reopen it after saving. Then click on “complete”, and the template is removed from the list of active inventories. It will be available as template for new creation.

IMPORTANT: If this option is active, the inventory is started, but no counting lists are created.

Inventory

Inventory management

In the Annual inventory counting window you can open the management window.
Tab "Open" : all open inventories, tab "Closed" all closed inventories are displayed.



Inventory template:

If templates have been defined, you can select from the available templates. Click on "Select" to use the selected template.

Create a new inventory without a template by clicking on the button "Without TEMPLATE".

Manage inventory - annual inventory count; for field descriptions see [documentation](#).

Agenda

Inventory

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Inventory

Inventory counting apps – WebApps 2.1

Inventory counting – by item

With this Web App it is possible to select the counting list, read item bar codes, and add quantities to an existing counting list without displaying the counting list.

Define the counting list, and provide all item-specific information, and tap "Save".
Once saved, the information appears in the Lines tab of the application.

See [Documentation](#).



Inventory Counting Item

Save

Header Line

Inventory: 2012

2

Counting List: 4

4

Counter/Recorder: 3 James Bonds

Inventory Counting Item

Save

Header Line

Item No: 08FF001415-234

0815

Warehouse: General Warehouse1

01

Quantity: 0.00 Pcs

232

Inventory Counting Item

Save

Header Line

Filter

Filter

Item No	Description	Batch/Serial	Quantity	Qty. Added
0815	08FF001415-234		232.00	232.00 0

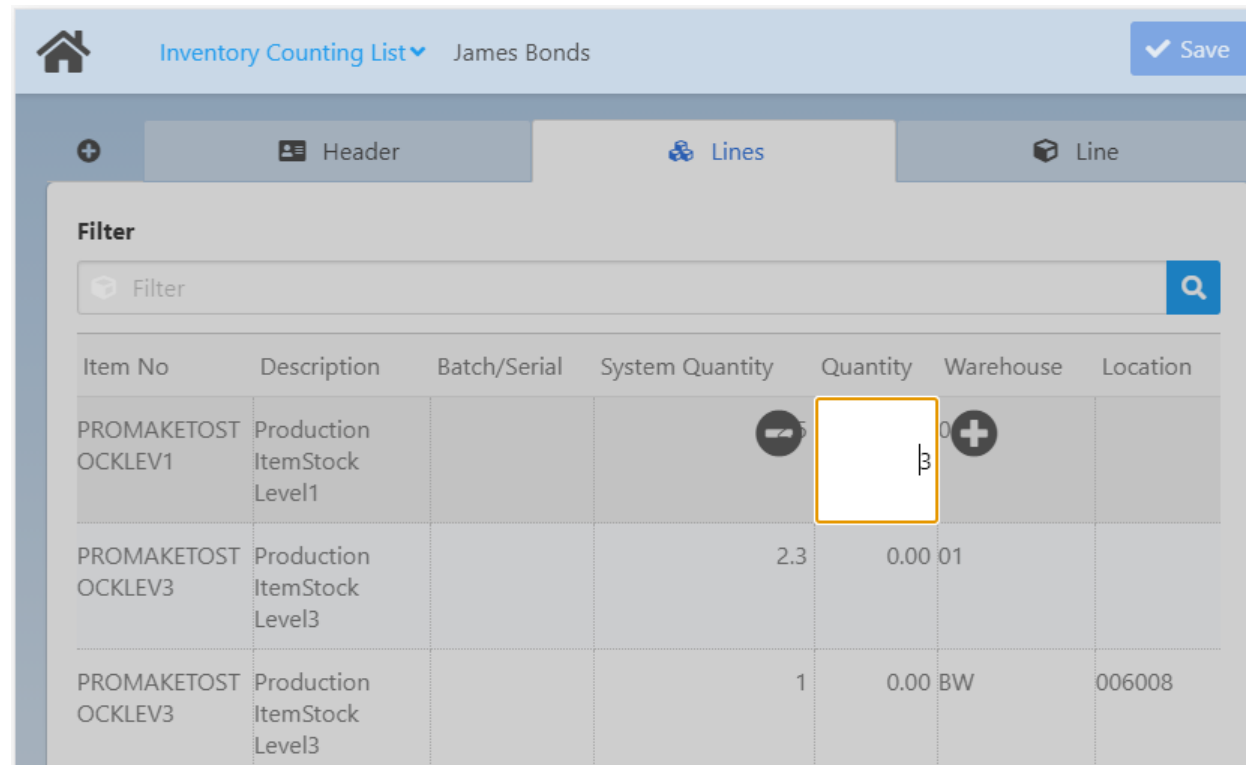
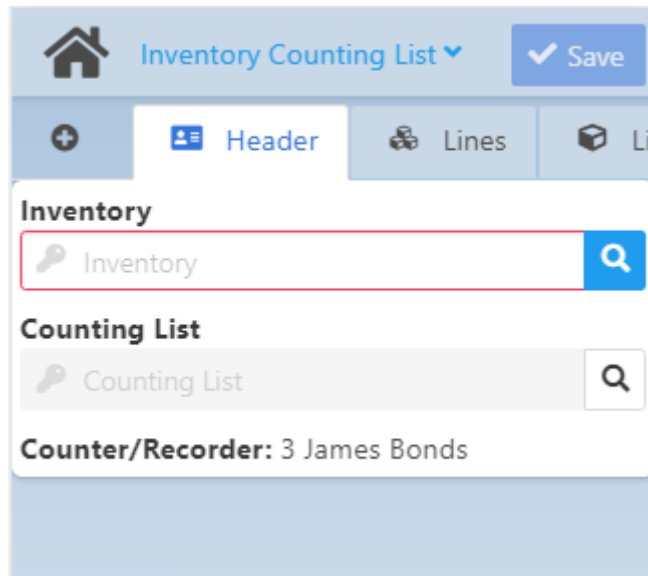
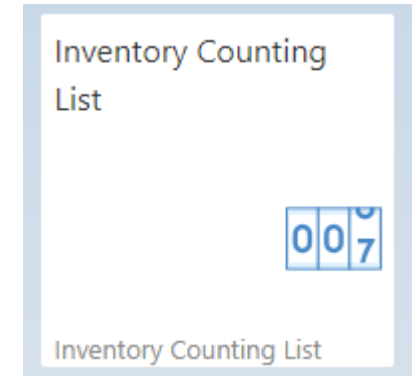
1 / 1

Inventory

Inventory counting apps – WebApps 2.1

Inventory counting – by List

With this WebApp it is possible to select a counting list and edit the quantity directly in the list view. Select the counting list in the Header. Then, the screen switches automatically to the Lines tab where you can select the quantity by using the “-” and “+” buttons. See [Documentation](#).



Summary

Now you can:

- Create and manage different types of inventory
- Do stocktaking manage counting lists
- Manage templates
- Use WebApps dedicated to Inventory Counting

**DENMARK (Headquarters)**

Boyum IT Solutions A/S
Sintrupvej 71b, 1th
DK - 8220 Brabrand
+ 45 40 70 11 80

GERMANY

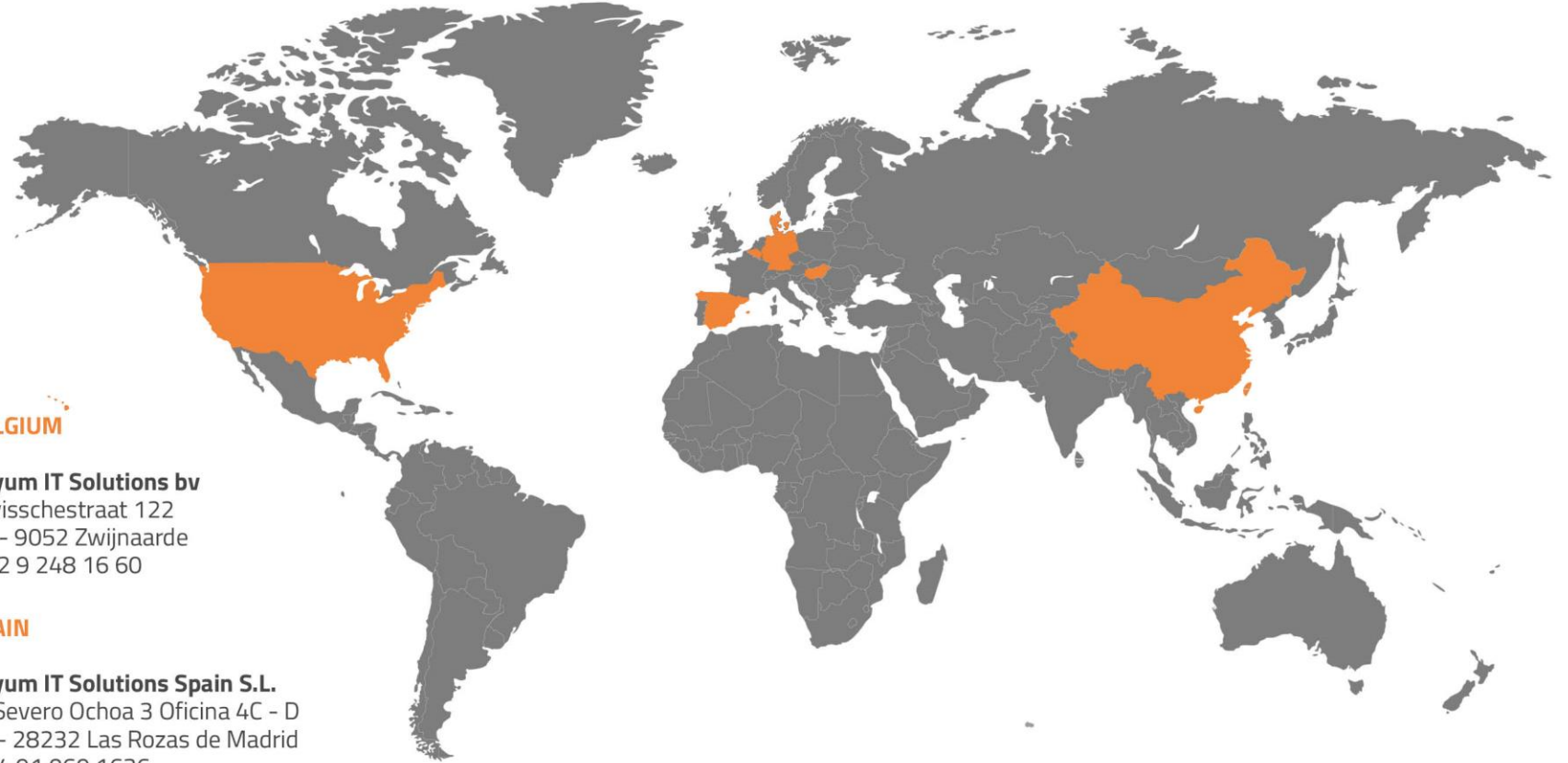
Boyum IT Solutions GmbH
Borsigstraße 20
DE - 65205 Wiesbaden
+ 49 6122 170 90 90

USA

Boyum IT Solutions Inc.
175 SW 7th St - Suite 1503
Miami - FL 33130, USA
+ 1 305 495 4737

CHINA

Boyum IT Solutions Shanghai Co. Ltd
Room 602, No. 1438, North Shanxi Road
CN-20060 Shanghai
+ 86 1866 0177 317

**BELGIUM**

Boyum IT Solutions bv
Rijvisschestraat 122
BE - 9052 Zwijnaarde
+ 32 9 248 16 60

SPAIN

Boyum IT Solutions Spain S.L.
C/ Severo Ochoa 3 Oficina 4C - D
ES - 28232 Las Rozas de Madrid
+ 34 91 069 1636

HUNGARY

Boyum IT Solutions Hungary LTD
Baross u. 52
HU - 1085 Budapest