

Approver's Guide to Inventory on SAP - ZRHR_ESTINV

The **ZRHR_ESTINV Establishment Inventory** transaction is the recommended electronic inventory for schools. Approvers can view all inventory items on SAP and reports are available for school and Audit purposes.

Approvers can view and report on the Inventory items and only they can write off items which have been marked as Pending Write Off by the Inputter.

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1. Set up the Inventory transaction as a SAP Favorite

To make it easier to access the transaction, we recommend you set it up as a Favorite on SAP.

- In SAP, right click on **Favourites** folder (top of the list of transactions)
- Click **Insert Transaction** and into the box below, type **ZRHR_ESTINV** into the **Transaction Code** box and click on the **green tick**

Manual entry of a transaction

Transaction Code ZRHR_ESTINV

✓ ✗

The transaction now shows in your Favourites as **ZRHR_ESTINV – Establishment Inventory Search**

2. View all Inventory items

- Double click on transaction **ZRHR_ESTINV** and the screen below appears, with your school's unique **Organizational Unit number** already populated
- Click **Execute**

Establishment Inventory

Menu Save as Variant... Back Exit Cancel System Execute

Organizational Unit 50000451

Category

Item

Department

Serial Number

Make

Model

Location (i.e Site)

Room

Value

Order Number

Last PAT Test Completion Date

Pending governors WO Approval

WO Date of Governors Meeting

Minute Number for Write-off

UNIQUE_ID

- You will now see a complete list of your Inventory items

Search and Update Establishment Inventory

Menu | [Search Box] | Save | Back | Exit | Cancel | System

[Icons]

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET	Department	Serial Number	Make	Model
50000...	18.09.2015	50000451_00001	AUDIO VISUAL	TELEVISION	KEY STAG...	123456	BRI...	15.6
50000...	18.09.2015	50000451_00002	MUSICAL	KEYBOARDS/SYNTHESIZ...	KEY STAG...		YAM...	
50000...	18.09.2015	50000451_00003	INFORMATION TECHN...	TABLET	OFFICE	987654	APPLE	27L
50000...	18.09.2015	50000451_00004	SCIENCE EQUIPMENT	MICROSCOPE	KEY STAG...		MIC...	
50000...	02.11.2015	50000451_00005	INFORMATION TECHN...	COMPUTER	ADMIN	CP123456	HP	MX1
50000...	03.04.2018	50000451_00006	MUSICAL	KEYBOARDS/SYNTHESIZ...		WR9383901	YAM...	T60L
50000...	03.04.2018	50000451_00007	OFFICE EQUIPMENT	LAMINATOR		YY799890890	REXEL	SUPER EXC...
50000...	03.04.2018	50000451_00008	SCIENCE EQUIPMENT	MICROSCOPE		MC8349340H	SONY	QX55
50000...	03.04.2018	50000451_00009	AUDIO VISUAL	PROJECTOR		PJ112312	SAM...	SM378
50000...	03.04.2018	50000451_00010	INFORMATION TECHN...	LAPTOP		LP12904	TOS...	LP189
50000...	03.04.2018	50000451_00011	CLEANING EQUIPMENT	VACUUM CLEANER		VC171289LL	DYS...	HENRIETTA

2.1 Sort the items

- a) Click on the Column heading that you wish to sort by (*column changes colour*)

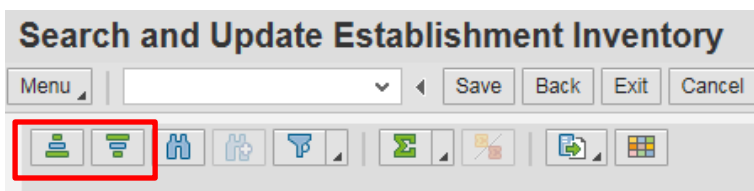
Search and Update Establishment Inventory

Menu | [Search Box] | Save | Back | Exit | Cancel | System

[Icons]

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET	Department
50000...	18.09.2015	50000451_00001	AUDIO VISUAL	TELEVISION	KEY STAG...
50000...	18.09.2015	50000451_00002	MUSICAL	KEYBOARDS/SYNTHESIZ...	KEY STAG...
50000...	18.09.2015	50000451_00003	INFORMATION TECHN...	TABLET	OFFICE
50000...	18.09.2015	50000451_00004	SCIENCE EQUIPMENT	MICROSCOPE	KEY STAG...
50000...	02.11.2015	50000451_00005	INFORMATION TECHN...	COMPUTER	ADMIN
50000...	03.04.2018	50000451_00006	MUSICAL	KEYBOARDS/SYNTHESIZ...	

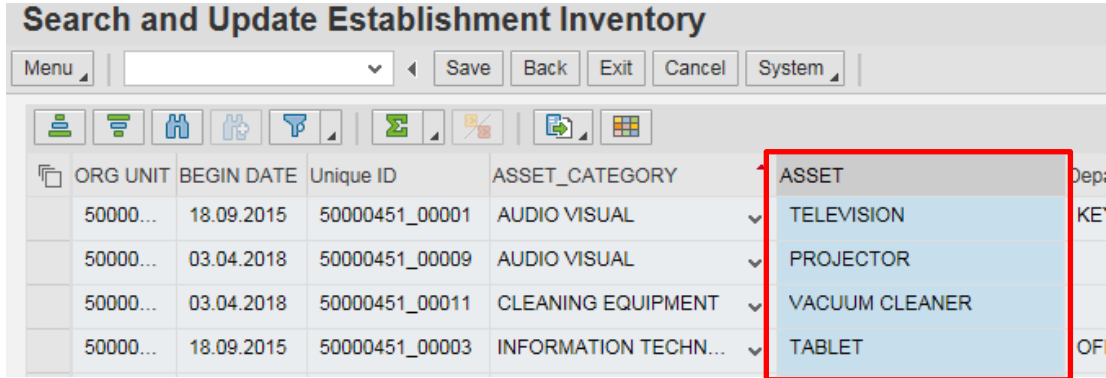
- b) Then click on the relevant **Ascending / Descending** icon



- c) The items will sort alphabetically or numerically depending on the column you selected

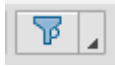
2.2 Filter to specific items

- a) Select the column heading you wish to apply the filter to (*column changes colour*)

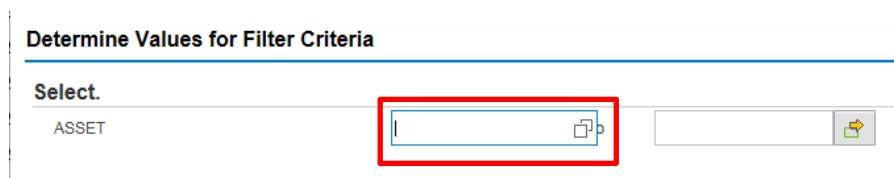


ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
50000...	18.09.2015	50000451_00001	AUDIO VISUAL	TELEVISION
50000...	03.04.2018	50000451_00009	AUDIO VISUAL	PROJECTOR
50000...	03.04.2018	50000451_00011	CLEANING EQUIPMENT	VACUUM CLEANER
50000...	18.09.2015	50000451_00003	INFORMATION TECHN...	TABLET

- b) Click on the **Filter** con



- c) Click into the cell and then onto the white search box which appears

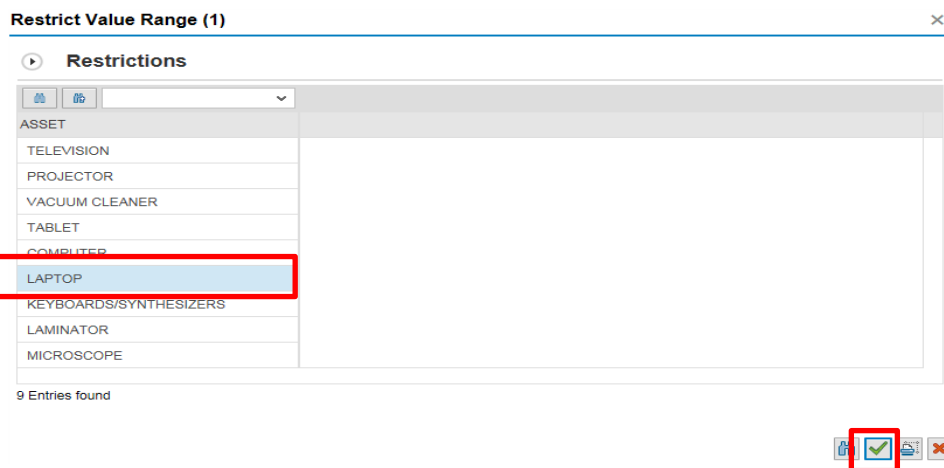


Determine Values for Filter Criteria

Select.

ASSET

- d) Select the item you wish to filter on and click on the **green tick**



Restrict Value Range (1)

Restrictions

ASSET

TELEVISION

PROJECTOR

VACUUM CLEANER

TABLET

COMPUTER

LAPTOP

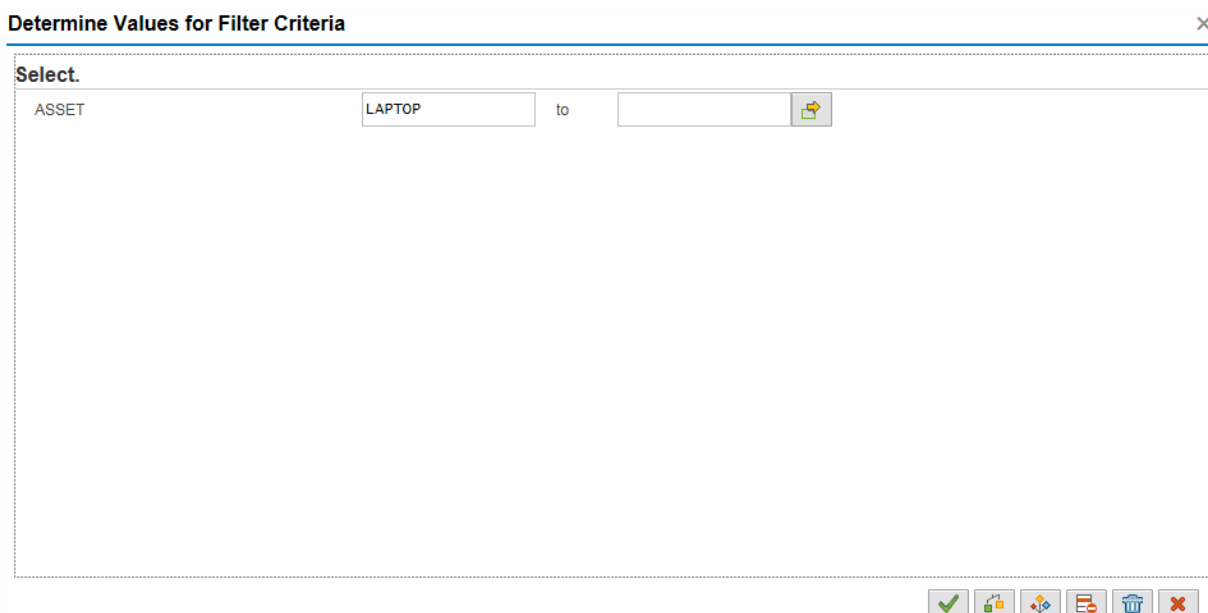
KEYBOARDS/SYNTHESIZERS

LAMINATOR

MICROSCOPE

9 Entries found

- e) Click the **green tick** again to apply the filter

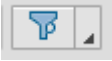


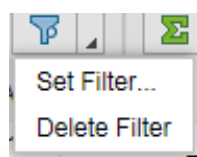
The filtered list will show.

Note: You can identify which column has been sorted or had filters applied, by the small red arrow head next to the column heading

ORG UNIT	BEGIN DATE	Unique ID	ASSET_CATEGORY	ASSET
50000...	03.04.2018	50000451_00010	INFORMATION TECHN...	LAPTOP

2.3 Delete the filter

- a) Select the column the filter was applied to and click on the arrow to the right of the **Filter** icon  and select **Delete Filter**



Alternatively, all filters clear automatically when you click **Back** or **Exit**.

:

3. Search for a particular item or a group of items

- a) Double click on transaction **ZRHR_ESTINV**
- b) Click into the field you wish to search by eg Item, then click on the white search squares (*do not click on the yellow arrow*)

Establishment Inventory

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute

Organizational Unit: 50000451

Category: [Dropdown]

Item: [Input Field]

- e) **Select** the item you require from the list and click on the **green tick**

Full Name (1)

Restrictions

number	Full Name
0001	TELEVISION
0002	CAMERA & CAMCORDER
0003	MP3 PLAYER
0004	E-READER
0005	STEREO/CD/RADIO
0006	BLURAY/DVD/VCR RECORDER
0007	PROJECTOR
0008	GAMES CONSOLES
0009	DOCKING STATION
0010	SHREDDER
0011	PHOTOCOPIER
0012	DUPLICATOR
0013	LAMINATOR
0014	STRING INSTRUMENT
0015	BRASS & WOODWIND INSTRUMENT
0016	DRUMS/TIMPANY OR PERCUSSION
0017	KEYBOARDS/SYNTHESIZERS
0018	GUITARS
0019	DISCO EQUIPMENT
0020	COMPUTER

64 Entries found

[Green Tick Icon]

- f) Then click on **Execute**

All items with that description will be listed. If you wish, you can sort or filter on these items as shown above.

4. Mark items as written off

4.1: Search for Pending Write Off items

- Go to transaction **ZRHR_ESTINV**
- Click into the cell **Pending Governors WO Approval** then click on the white search squares

Establishment Inventory

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute

Organizational Unit	50000451	[Search Icon]
Category		[Search Icon]
Item		[Search Icon]
Department		[Search Icon]
Serial Number		[Search Icon]
Make		[Search Icon]
Model		[Search Icon]
Location (i.e Site)		[Search Icon]
Room		[Search Icon]
Value		[Search Icon]
Order Number		[Search Icon]
Last PAT Test Completion Date		[Search Icon]
Pending governors WO Approval	[Red Box]	[Search Icon]
WO Date of Governors Meeting		[Search Icon]

- Select **Yes** and click on the **green tick**

Governors write off approval (1) [Close]

Restrictions

Approval

NO
No
YES
Yes

4 Entries found

[Green Tick] [Close]

- Back in the previous screen, click on **Execute**

Establishment Inventory

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | **Execute**

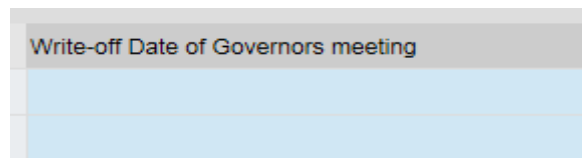
Organizational Unit	50000451	[Search Icon]
Category		[Search Icon]

For assistance: contact the Core Business Systems Support Team on 01629 538088 or email schoolssap@derbyshire.gov.uk

Note: Items both awaiting write off **or** written off will display on screen. In order to view only items awaiting write off, you need to filter to awaiting write off items only, as follows:

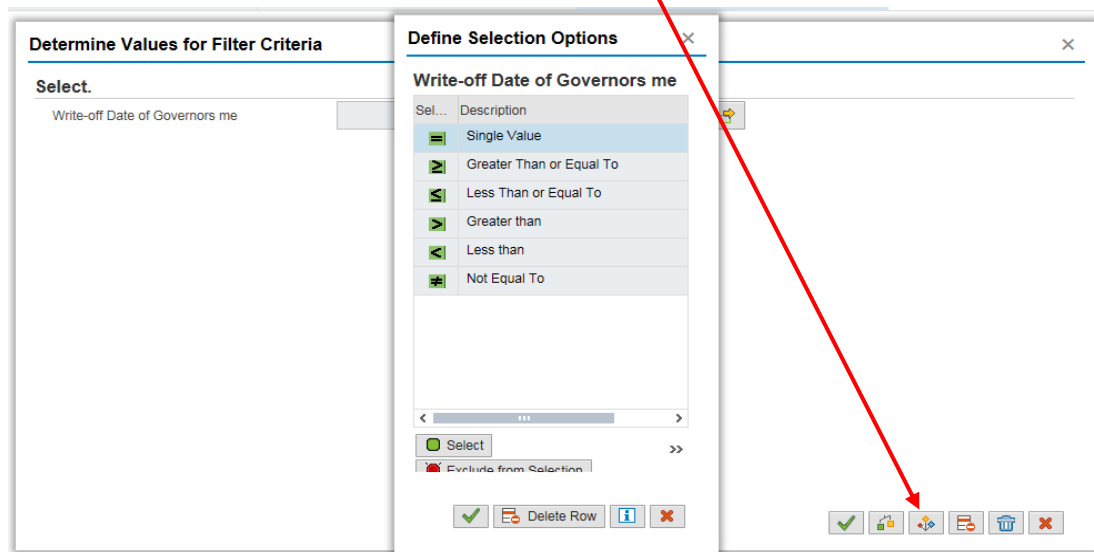
4.2 Filter to Pending Write off items

- a) Scroll to the right and click on the column heading **Write-off Date of Governors meeting** to highlight the column (*changes colour*)

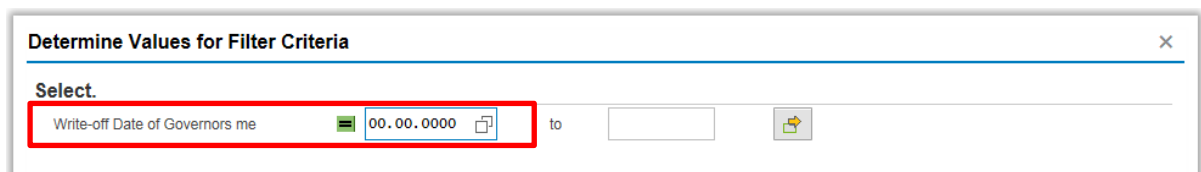


- b) Click on the **Filter** icon 

- c) Click on the Selection Options icon , choose the **Single Value option** then click the green tick



- d) The filter criteria box will now be populated with **00.00.0000**. Click on the **green tick** to apply the filter



All items awaiting write off will now display:

Search and Update Establishment Inventory

Menu | [dropdown] | Save | Back | Exit | Cancel | System |

Item	Disposal Date	Pending governors write off approval	Write-off Date of Governors meeting	Minute Number for write-off	Reason for disposal	Method of disposal
		YES				
		YES				

4.3 Enter write off details

You should only enter Write-off details once it has been agreed by Governors that the item is to be written off and you have the minute number.

With the list of items for write off on screen:

- a) Click into the grey box at the start of the first item you wish to write off. (*Line changes colour*)
- b) Scroll to the right to display the four write off columns

Search and Update Establishment Inventory

Menu | [dropdown] | Save | Back | Exit | Cancel | System |

Item	Disposal Date	Pending governors write off approval	Write-off Date of Governors meeting	Minute Number for write-off	Reason for disposal	Method of disposal
		YES				
		YES				

- c) Now enter the following data for each item you need to mark as written off:
 - i. **Write-off Date of Governors Meeting** (in the format of DD.MM.YYYY)
 - ii. **Minute Number for Write-Off**
 - iii. **Reason for Disposal**
 - iv. **Method of Disposal**

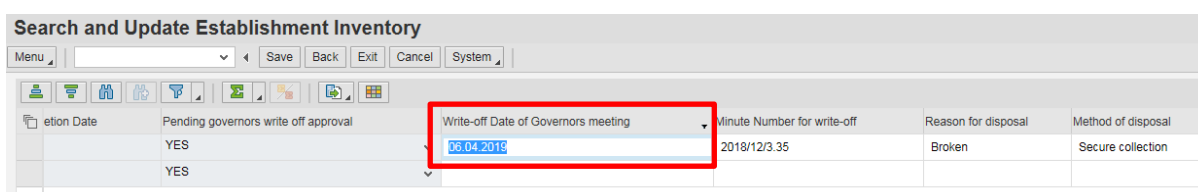
Search and Update Establishment Inventory

Menu | [dropdown] | Save | Back | Exit | Cancel | System |

Item	Disposal Date	Pending governors write off approval	Write-off Date of Governors meeting	Minute Number for write-off	Reason for disposal	Method of disposal
		YES	06.04.2019	2018/12/3.35	Broken	Secure collection
		YES				

- d) **Repeat** to enter the details for any other items**
- e) ****If you have several items to write off for the same meeting, you can copy the date or minute number, etc into other lines using Ctrl C and Ctrl V, as follows:**

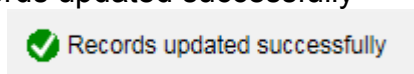
- a. To copy the date/text: click into the field showing the date/text you want to copy (*the cell will change colour and the date will be highlighted in blue*)



- b. **Press and hold down the Ctrl** button on your keyboard (*bottom left hand corner*) and **whilst doing so, press the C** on your keyboard. *You have now copied the date.*
- c. **Click** into the field where you want to paste the date (*this will change colour and the pasted data will show*).
- d. **Press and hold down the Ctrl** button on your keyboard and **whilst doing so press the V** on your keyboard. *You have now pasted the date into the desired field.*
- e. **Repeat steps f) to i) to copy and paste information for other write off fields as required**

f) Once all entries have been added, click on **Save**

g) A message will display in the bottom left of the screen to show that “xxx records updated successfully”



h) Click **Back** to return to the previous screen or to exit the Inventory transaction


5. Inventory reports

It is an Audit requirement that a regular review of your Inventory is carried out. Each month, a full Inventory item report is produced and published to the secure area (Perspective Lite) of the SchoolsNet website. (click [Secure Area Reports](#) for further information).

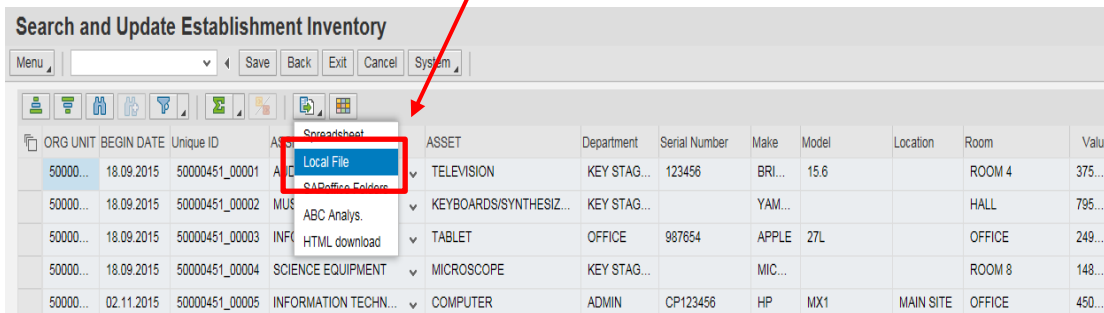
However, occasionally you may wish to produce an additional report on specific data (eg items to be written off); in this instance, please use the following guidance.

This report should not be used to replace the published report as it is very resource hungry and may slow the system considerably for other users.

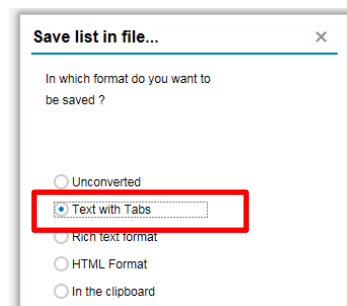
To run the report:

- a) In the screen you want to run the report on, with **only** the data you require, click on the **Export** icon 

b) Select **Local file** from the drop down list

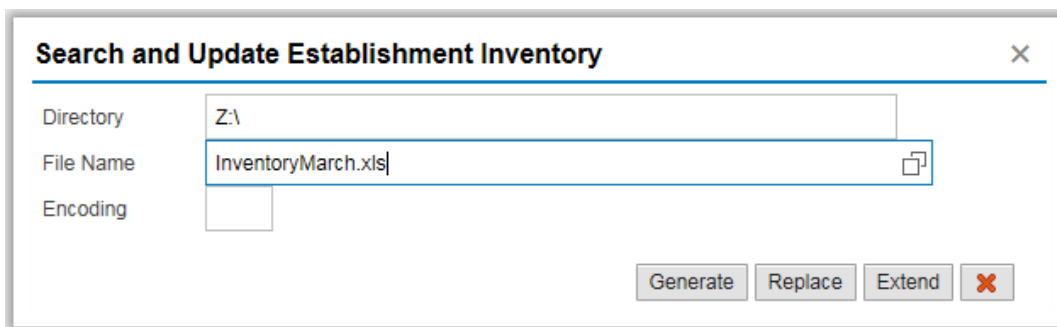


c) In the next screen, select the radio button **Text with Tabs** and click the **green tick**

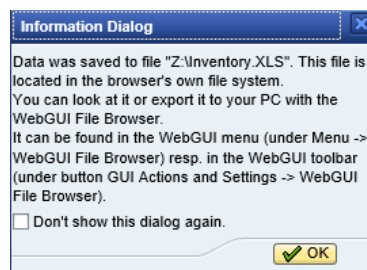


d) In the next screen:

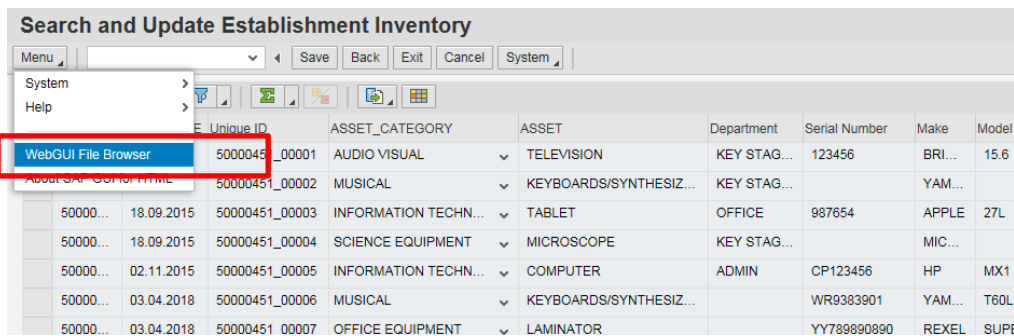
- The Directory defaults to Z:/ and cannot be changed
- Give your report a name *eg Inventory* but remember to add **.XLS** to the end
- Click **Generate**



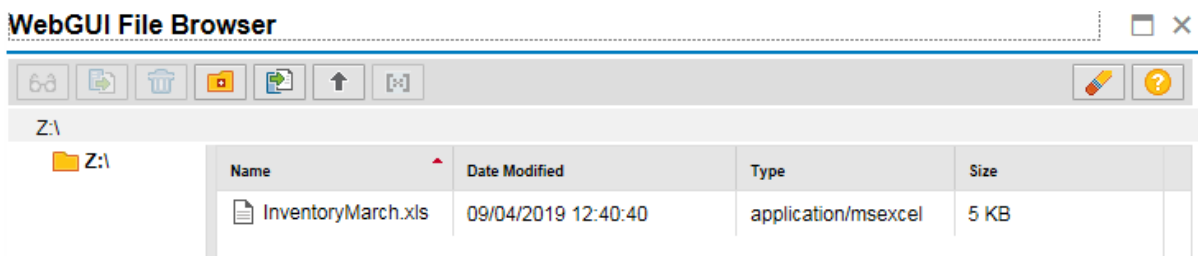
- If you see this message tick "Don't show this dialog again" and click **OK**



- e) You are still in the original inventory screen. Now click on the **Menu** button and then onto **WebGUI File Browser**



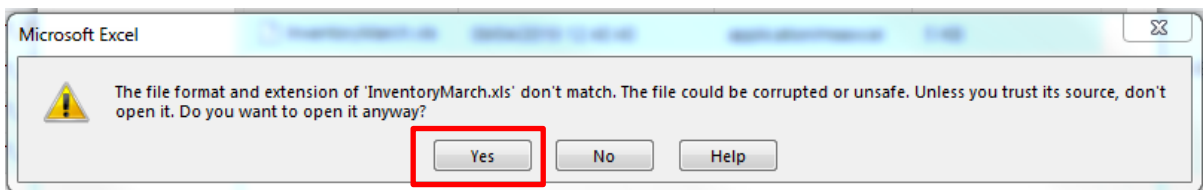
- f) Your saved inventory report will be displayed. **Double click** on the report



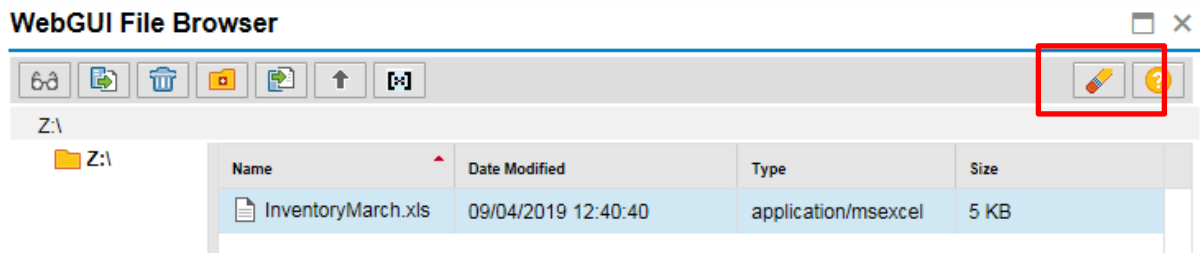
- g) Click on **Open**



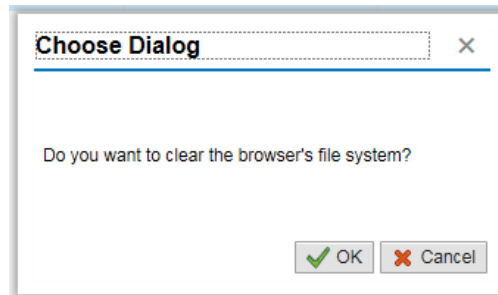
- h) Click on **Yes** to this message



- i) Your report will open in Excel. If you choose to save this report then save to a secure drive
- j) If you wish to print the report, ensure the data is fully displayed by adjusting the width of the columns
- k) Before exiting SAP, go back to **Menu**, then to **WebGUI File Browser**; click to **highlight the Inventory report** and then click on the **Clear browser** icon (*looks like a pencil eraser*)



l) Click **OK** to clear the browser



m) The report has now been deleted from the File Browser. Click **Close**

n) Click on **Exit** to return back to the main SAP menu