

SAP and OrderPoint Schools Circular**2015 - 3**

Title: Inventory Transaction Changes
Date Released: 16 September 2015
Intended Recipients: Inputters and Approvers

Executive Summary: This circular provides information on the release of two new SAP inventory transactions for both Inputters and Approvers

Inventory transaction to Search and Update:

A new transaction: **ZRHR_ESTINV** has been created to improve the facility to **search** and **update** inventory records on SAP. The new transaction also provides the facility to produce ad-hoc reports. This transaction is available to Inputters and Approvers.

Replacement Inventory Transaction to Create and Copy:

The previous inventory transaction to create and copy inventory records, **PO10** used by both Inputters and Approvers has now been removed and replaced by transaction **Z_PO10_HTML**. This transaction is available to Inputters only.

What to do next:

Inputters and Approvers should add transactions **ZRHR_ESTINV** to their favourites menu in SAP. Details on how to do this are shown in the guidance (see link below).

If you have previously added transaction **PO10** to your favourites, please remove it by right clicking on the transaction and then click on the 'delete favourites' option.

Inputters should add transaction **Z_PO10_HTML** to their favourites menu in SAP.

SAP inventory user guides for both Inputters and Approvers can be found [here](#).

Reminder:

The SAP inventory is the only recommended electronic inventory system for schools. If you have not already migrated your inventory onto SAP you can still do so. Advice and guidance on this process is available from the Core Business Systems Support team.