

# Inventory Report

Training material

# Inventory Report

## How to generate a report from SAP Business Network (1/5)

The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A search bar is visible with filters for 'Orders and Releases', 'Essity Health and Hygiene - ...', 'Exact match', and 'Order number'. A 'Create' dropdown menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', 'Notifications', 'CSV Upload', 'Order Confirmation', 'Ship Notice', 'External Document', 'CSV Download', 'Templates', 'Excel Files', 'Upload/Download', 'Document Archive', 'Archive Documents', 'Download Status', 'Deleted Transactions', and 'Current Transactions'. The 'Upload/Download' option is highlighted with a red box and a '2' in a pink circle. A '3 dots' icon is also highlighted with a red box and a '1' in a pink circle. Below the search bar, there are two cards: 'Items to ship' (0) and 'Enablement Tasks' (0). The bottom part of the screenshot shows the 'Jobs' section with a table of jobs and a 'Create' button highlighted with a red box and a '3' in a pink circle.

Name	Type	Created	Changed
Inventory 21/03	Inventory	21 Mar 2022 10:24:42 AM	21 Mar 2022 10:24:42 AM
Inventory test	Inventory	21 Mar 2022 10:10:31 AM	21 Mar 2022 10:10:31 AM
SMI Data	Inventory	21 Mar 2022 10:05:51 AM	21 Mar 2022 10:05:51 AM

- 1 In order to download the inventory report please select 3 dots icon.
- 2 And then select **Upload/Download**
- 3 Click **Create** button to create a new job

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## How to generate a report from SAP Business Network (2/5)

The screenshot shows the 'Create/Edit Job' form in SAP Business Network. The form is divided into two main sections: 'Job Search Criteria' on the left and a general job configuration area on the right. Eight red callout boxes with numbers 4 through 8 point to specific fields and buttons:

- 4** Points to the '\* Name' field, which contains 'Weekly Demand **Essity**'.
- 5** Points to the '\* Type' dropdown menu, which is set to 'Inventory'.
- 6** Points to the '\* Customer' field, which contains 'Essity Health and Hygiene - TEST'.
- 7** Points to the '\* Time period' dropdown menu, which is set to 'Weekly'.
- 8** Points to the 'Save' button at the bottom right of the form.

Other fields in the form include 'Program code', 'Planner code', 'Part category', 'Part type', 'Manufacturing type', 'Line of business', 'Years to download' (set to 1), 'Buyer last modified', and 'Supplier last modified'. There are also 'Cancel' and 'Save' buttons at the bottom right.

**4** Insert the **unique Name** of the file that will help you find a file.

**5** Please select **Inventory** from a dropdown list as a type of job.

**6** The name of **customer** should be automatically populated.

**7** Please select the **time period** for which you would like to download a report.

**8** Click on **Save** button.

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## How to generate a report from SAP Business Network (3/5)

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. Below this is a 'Jobs' section with a search filter and a table of jobs. The table has columns for 'Name', 'Type', and 'Created'. The first job, 'Weekly Demand Essity', is selected and highlighted with a red box and a red circle containing the number 9. Below the table, there are buttons for 'Create', 'Edit', 'Run', and 'Clear Downloads'. The 'Run' button is highlighted with a red box and a red circle containing the number 10. Below the 'Run' button, there's a tooltip that says 'Run the selected job'. At the bottom of the screenshot, there's a modal dialog box with a red box and a red circle containing the number 11. The dialog box contains the text 'Queuing the job for processing' and a progress indicator with three dots.

Name	Type	Created
<input checked="" type="radio"/> Weekly Demand Essity	Inventory	21 Mar 2022 10:33:40 AM
<input type="radio"/> Inventory 21/03	Inventory	21 Mar 2022 10:24:42 AM
<input type="radio"/> Inventory test	Inventory	21 Mar 2022 10:10:31 AM
<input type="radio"/> SMI Data	Inventory	21 Mar 2022 10:05:51 AM

Once the job will be created than it will be automatically displayed on the Jobs list.

9 Select the adequate file

10 and then click **Run**

11 While the request is being processed this message is displayed: **Queuing the job for processing.**

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## How to generate a report from SAP Business Network (4/5)

The image displays two screenshots of the SAP Business Network interface, illustrating the process of generating an inventory report. Both screenshots show the 'Downloads' section with a table of jobs.

**Top Screenshot:** The 'Downloads' tab is highlighted with a red box and labeled '12'. The table shows a job named 'Weekly Demand Essity' with a status of 'Processing'. A red box around the 'Status' and 'File' columns is labeled '13'.

Job Name	Type	Last Run	Last Run By	Status	File
Weekly Demand Essity	Inventory	21 Mar 2022 10:34:07 AM		Processing	

**Bottom Screenshot:** The 'Downloads' tab is highlighted. The table shows the same job with a status of 'Completed'. A red box around the 'Status' and 'File' columns is labeled '13', and a red box around the 'File' column is labeled '14'.

Job Name	Type	Last Run	Last Run By	Status	File
Weekly Demand Essity	Inventory	21 Mar 2022 10:34:07 AM		Completed	<a href="#">↓</a>

- When the processing process will be done then the file will be reflected in **Downloads** section automatically with **Processing** status and then **Completed**
- 12** reflected in **Downloads** section
- 13** automatically with **Processing** status and then **Completed**
- 14** Click then **the arrow icon** in order to download the file to Excel.

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## How to generate a report from SAP Business Network (5/5)

AA	AB	AC	AD	AE	AF	AG
Key figures	20 Jun 2022	27 Jun 2022	4 Jul 2022	11 Jul 2022	18 Jul 2022	25 Jul 2022
Gross demand	A					
Net demand						
Order	7000					
Planned shipment	7000	5000	2000	4000	1000	4000
In transit	0	0	0	0	0	0
Target stock						
Minimum inventory	0	0	0	0	0	0
Maximum inventory	0	0	0	0	0	0
Projected stock	33001	38001	40001	44001	45001	49001
Minimum proposal	-33001	-38001	-40001	-44001	-45001	-49001
Maximum proposal	-33001	-38001	-40001	-44001	-45001	-49001
Shipments						
Receipts						
Days of supply	51	50	49	48	47	46
Order received						

  

R	S	T	U	V	W	X	Y
B							
Stock on hand	Minimum Stock	Maximum Stock	Minimum days of supply	Maximum days of supply	Unit	Planned acceptance days	Unrestricted
26001	0	0		2	2 MTR		26001
500	0	0			MTR		120
22683	3000	10000			H87		22683

**A** In the first sheet of the excel report you will be able to view **SMI Planning View**. Which will include Key figures table with: Gross demand, Net demand, Planned Shipment, In transit, Target Stock, Minimum and Maximum Inventory, Projected Stock, Minimum and Maximum proposal, Shipments, Goods Receipts, Days of supply and Order received.

**B** In the second sheet of the excel report you will be able to view **Inventory Details**.

Which include for example: Customer Name, Customer Part Number, Location, Stock on hand, Minimum Stock, Maximum Stock, Minimum days of supply, Maximum days of supply, Unit of Measure.

