وزارة الاتصـــــــالات
وتكنولوجيا المعلومات

Digital Egypt Pioneers

(DEPI)

NEXT
CAREER DEVELOPMENT ACADEMY

Managing Procurement, Inventory & Sales of Construction & Building Materials to Individuals and Businesses

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Acknowledgment

📍 Introduction

BG30 is a specialized Enterprise Resource Planning (ERP) system designed to support companies operating in the **construction and building materials industry**. Whether selling to individual end-users or large business entities, BG30 offers a complete solution for managing sales, purchases, inventory, vendor relations, and operational scheduling.

This user guide provides a detailed walk-through of the system's key functions and user interfaces, supported by screenshots and explanations to help users navigate and operate the system effectively.
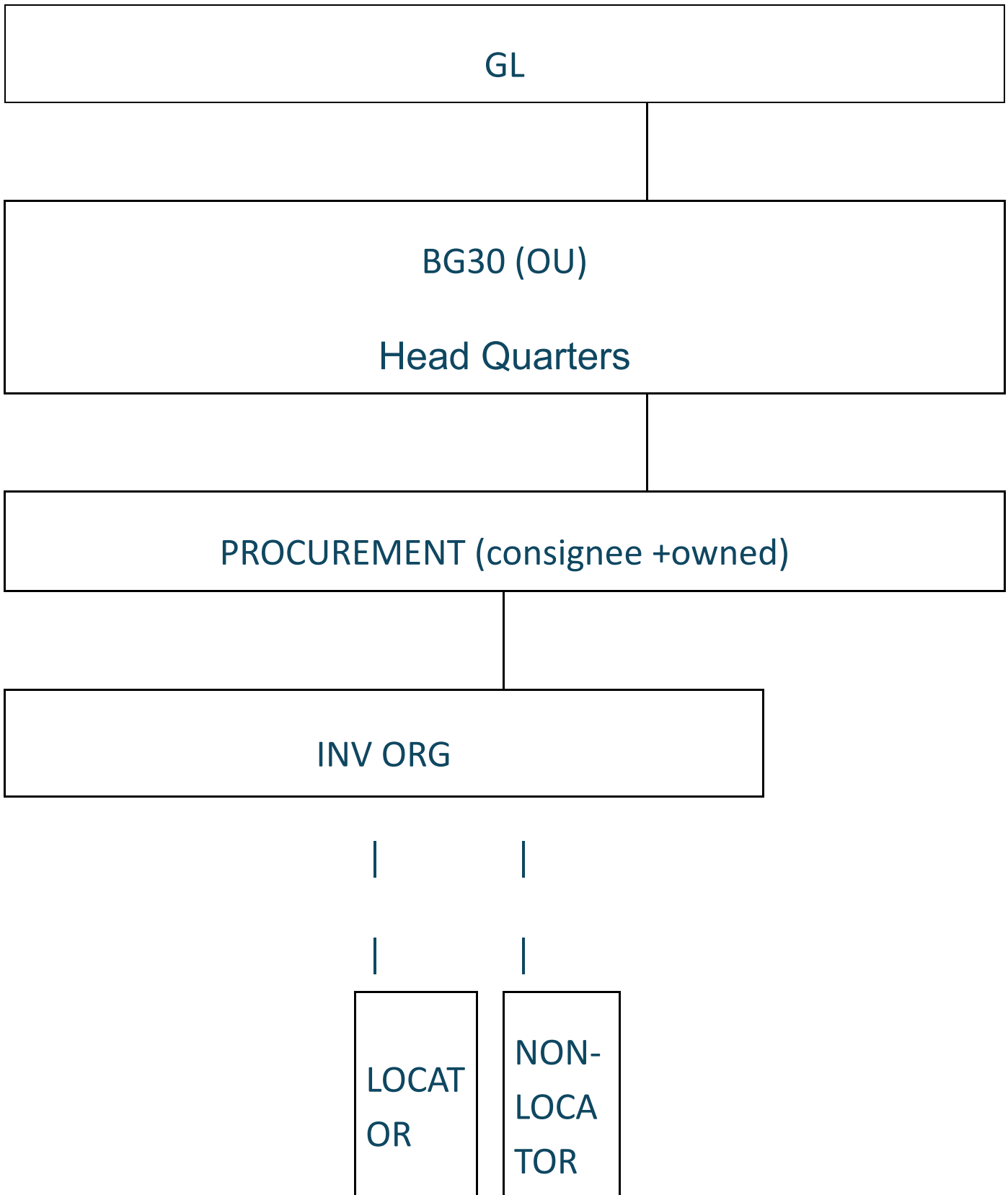
BG30 is ideal for companies that:

- Sell building materials to both individual consumers and commercial clients

- Manage retail and wholesale orders

- Need to track delivery timelines, payment terms, and stock availability

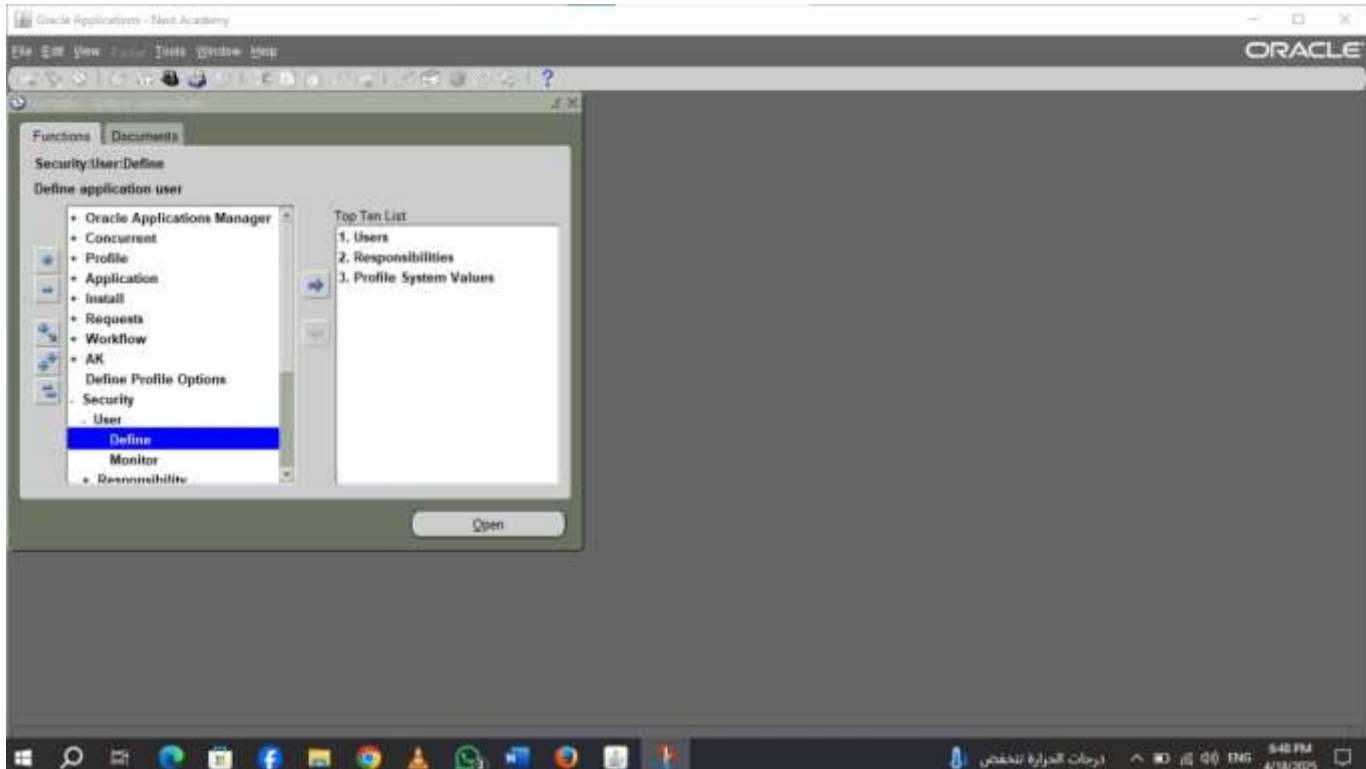- Require structured supplier and client management

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System Architecture:

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```

Defining the New User BG.30 in Oracle Applications

To create a new user in Oracle ERP, follow the steps below. This process is done using the **System Administrator** responsibility.

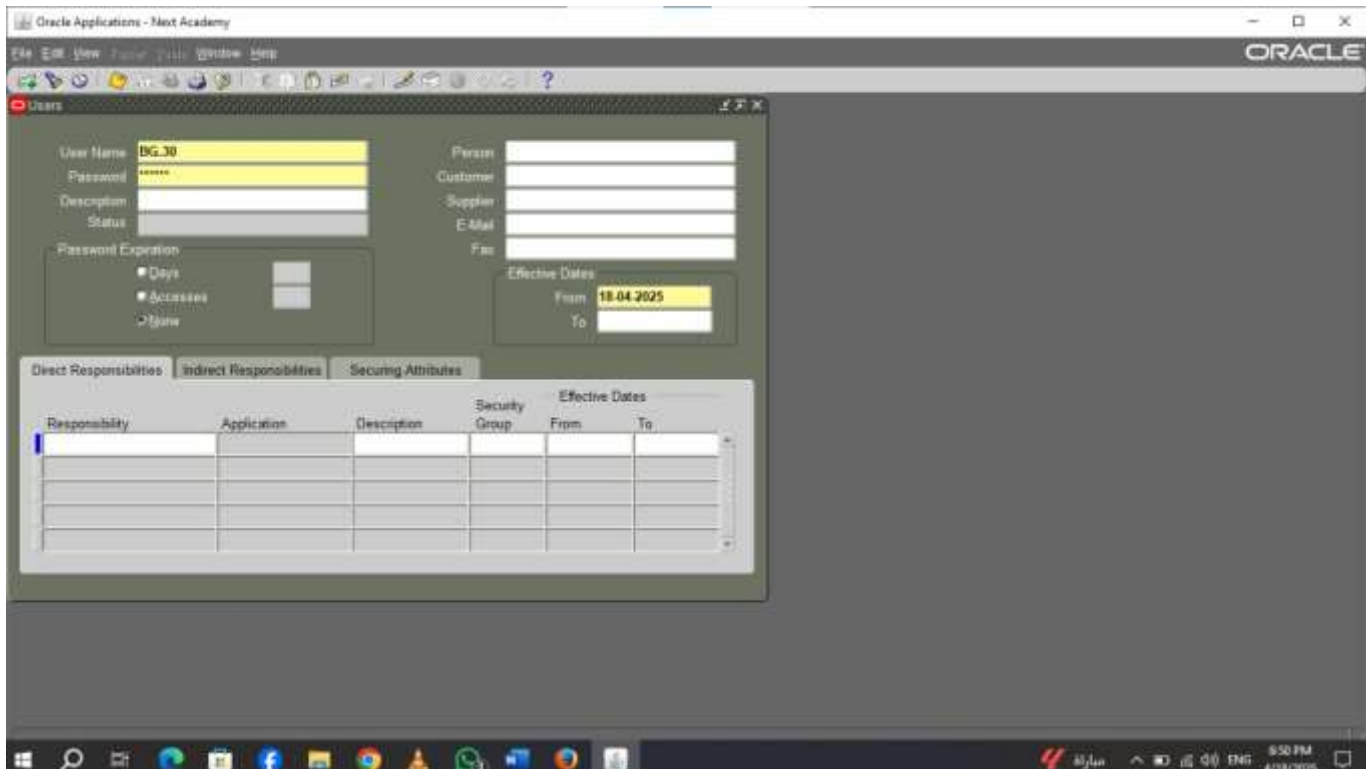**The Navigation Path: System administrator→ Security →User→ Define**

Purpose:

This function allows administrators to create and manage user accounts, assign responsibilities, and control access to different parts of the system.

 Steps to Define a User:

1. **Login** to Oracle ERP and select the **System Administrator** responsibility from the home screen.

2. In the **Navigator** window (as shown in the screenshot), expand the following path:

    o   Security

        ▪   User

            ▪   Click on **Define**

3. Click the **Open** button to launch the **Define User** form.

Define User Form
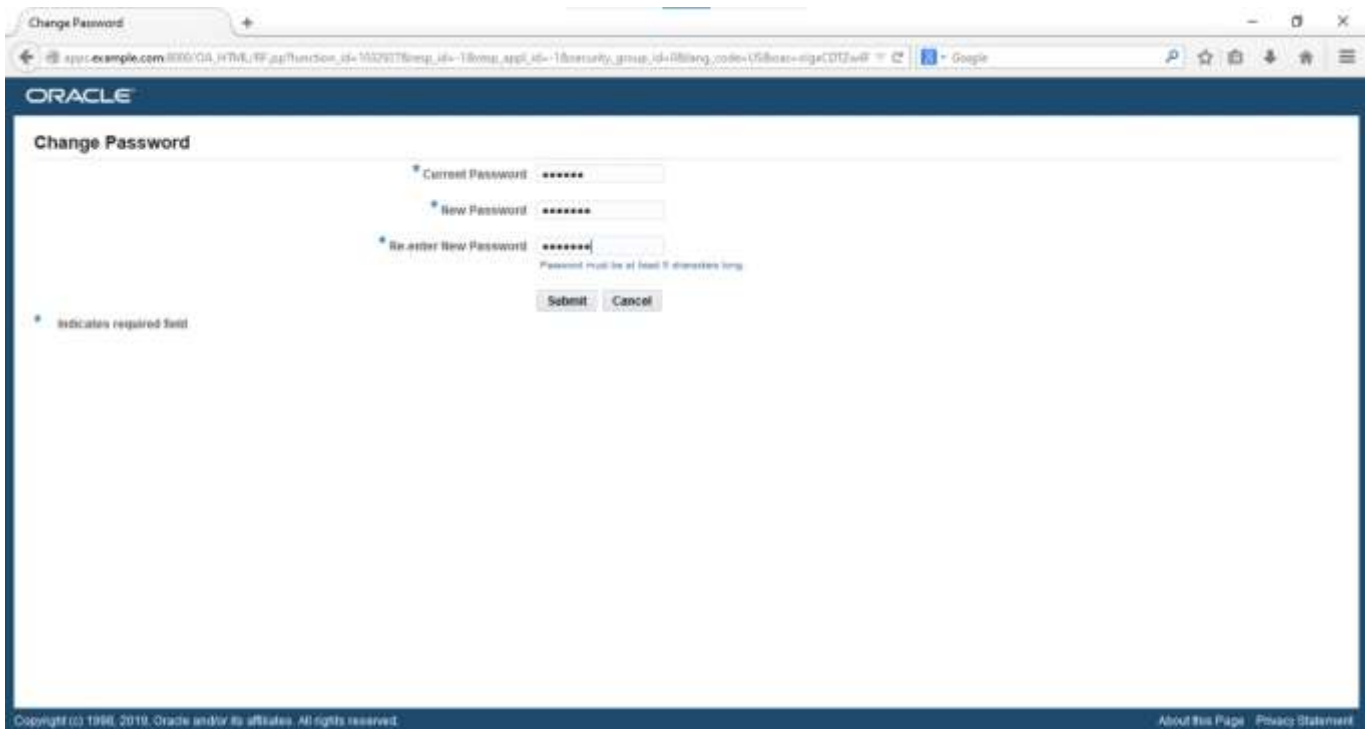

After launching the **Define User** form, you can:

- o Enter the **Username**
- o Set the **Password**
- o Assign **Responsibilities**
- o Define **Effective Dates** (start and end dates of the user's access)
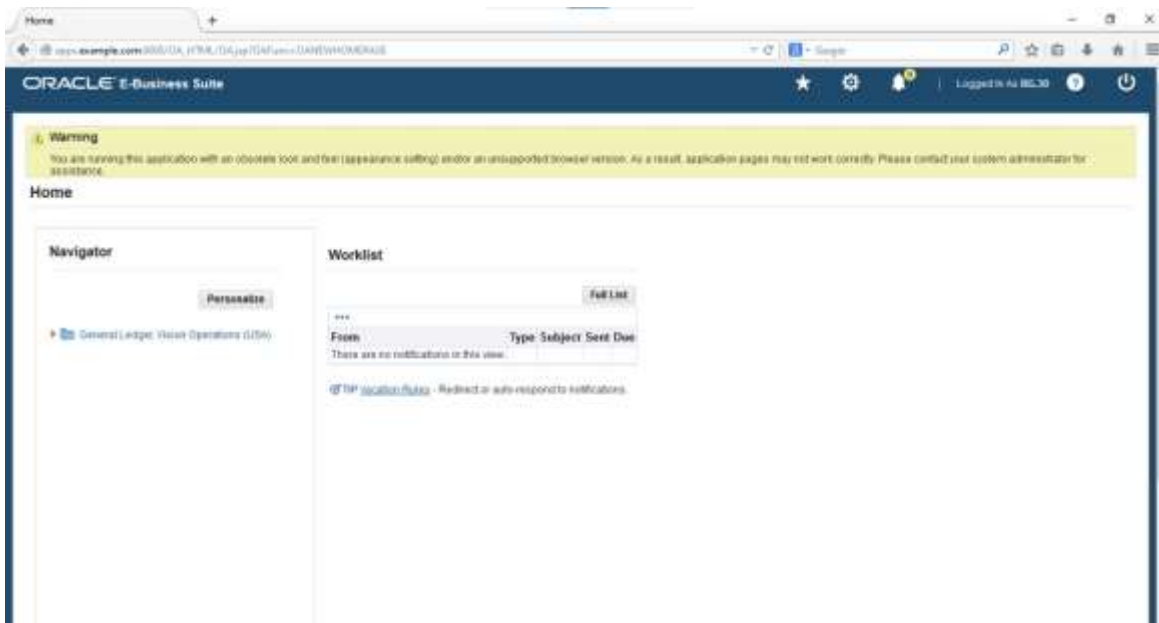
Logging in as BG.30

Enter the username and password defined in the process of defining new user (BG.30)

Oracle system will ask you to change the first-time password with a new password

Enter the new password and confirm it again.

The Oracle EBS system is now logged in as BG.30 with the defined responsibility General Ledger Vision Operations USA.

In the next step it will be illustrated how to customize the responsibility assigned to the user BG.30.

Assign General Ledger Responsibility

1. In the **Responsibilities** region of the form (bottom half):
2. Click into the first empty line under **Responsibility**.
3. Press **F4** or click the list of values (LOV) button.

From the LOV, search and select:

"General Ledger Vision Operation (USA)" (a customized version of the GL responsibility).

Copying a Responsibility in Oracle Applications
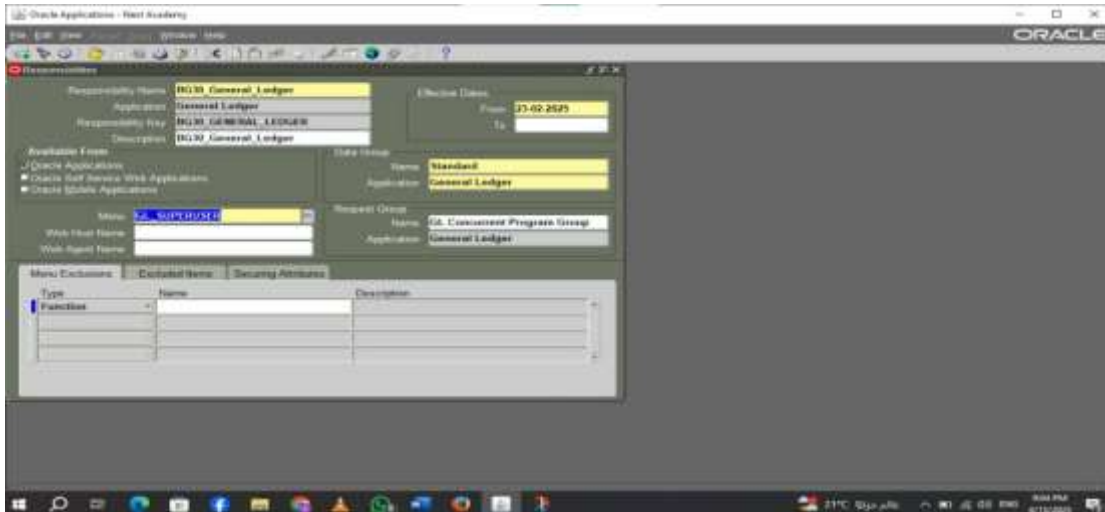
1. To copy an existing responsibility (like General Ledger) and assign it to your username, follow these steps:

2. Log in to Oracle Applications with System Administrator responsibility

3. Navigate to Security > Responsibility > Define

4. Query the existing responsibility (General Ledger)

5. Click Copy button

6. In the new form:

7. Enter a new Responsibility Name (e.g., BG30_General_Ledger)

8. Enter a new Responsibility Key (e.g., BG30_General_Ledger)

9. Save the new responsibility

Adding/removing menus from a responsibility:
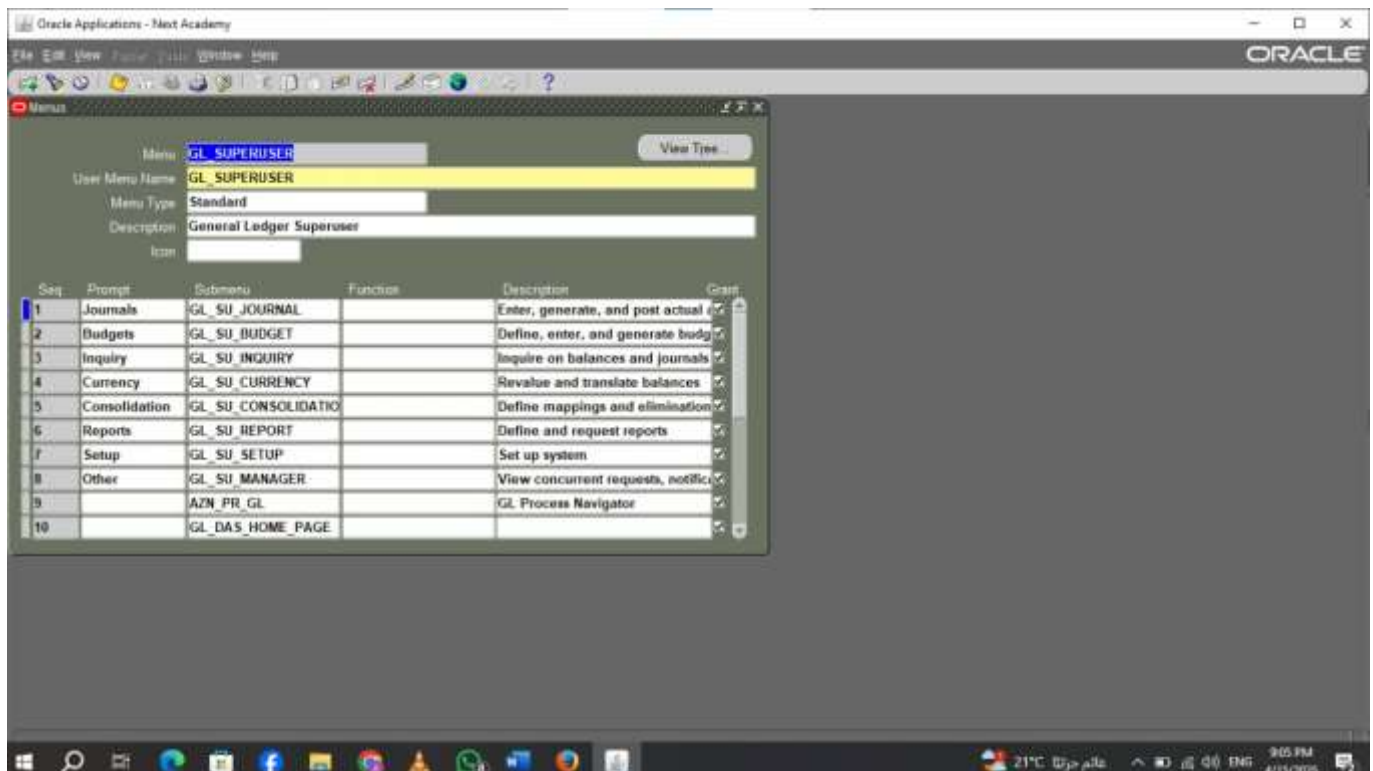
Understanding Oracle Applications Menu Structure for Responsibility Management

The image of the "View Tree" screen for the GL_SUPERUSER menu in Oracle Applications, showing how to examine the menu assigned to a responsibility.

How to View Menu Trees for a Responsibility

1. Navigation Path:

   o System Administrator Responsibility

   o Application > Menu

   o Query the menu name (e.g., GL_SUPERUSER)

   o Click "View Tree..." button

2. Menu Tree Components Visible in the Image:

   o Menu Header: Shows the menu name (GL_SUPERUSER) and description (General Ledger Superuser)

   o Hierarchical Table: Displays all menu entries in execution order

3. Key Columns in the Menu Tree:

- o   Step: Execution sequence number

- o   Prompt: What users see in the menu

- o   Submenu/Function: The actual program or submenu being called

- o   Description: Explains the menu item's purpose

How to Get the Exact Menu Name for Adding/Removing from Responsibility:
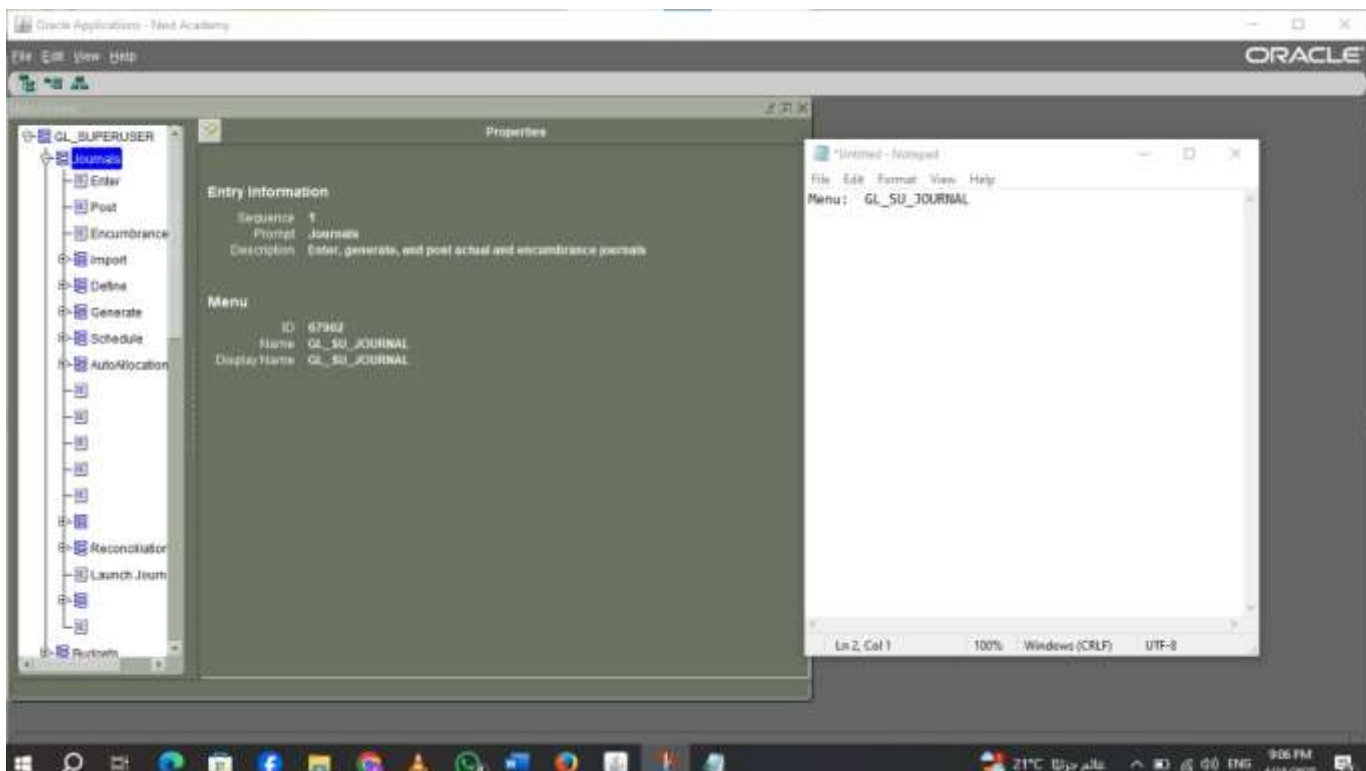
- o   Using System Administrator Responsibility, navigate to: **Application Developer > Application > Menu**

- o   Query the menu name you know (e.g., GL_SUPERUSER)

- o   Select the menu and click "Entries" button

- o   Locate the specific entry to see its details

- o   **Entry Information Section**:

- o   **Sequence**: 1 (order in which it appears)

- o   **Prompt**: "Journals" (what users see)

- o   **Description**: "Enter, generate, and post actual and encumbrance journals"

- o   **Menu Identification Section**:

- o **Menu ID**: 87942 (unique numeric identifier)

- o **Name**: GL_SU_JOURNAL (system name)

- o **Display Name**: GL_SU_JOURNAL

- o System Administrator Responsibility

- o Security > Responsibility > Define

- o Query the responsibility you want to modify

1. **Note the Menu field value - this is the exact name of the main menu assigned**
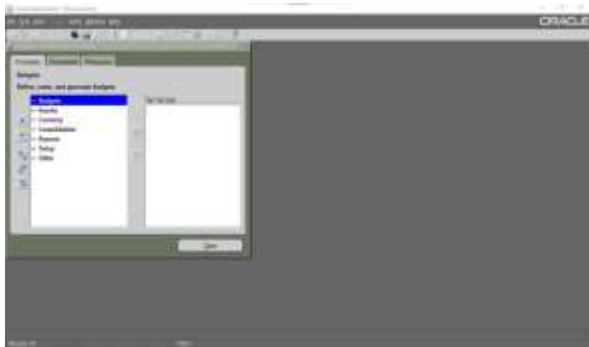
   Best Practices:

1. Always verify you have the correct menu by checking both the prompt and description

2. For standard Oracle menus, never modify directly - always create a copy first

Menu before exclusion   Exclusion process

Menu after exclusion

Best Practices

1. Always test exclusions in a development environment first

2. Document all exclusions with:

   - o Responsibility name

   - o Exact menu name excluded

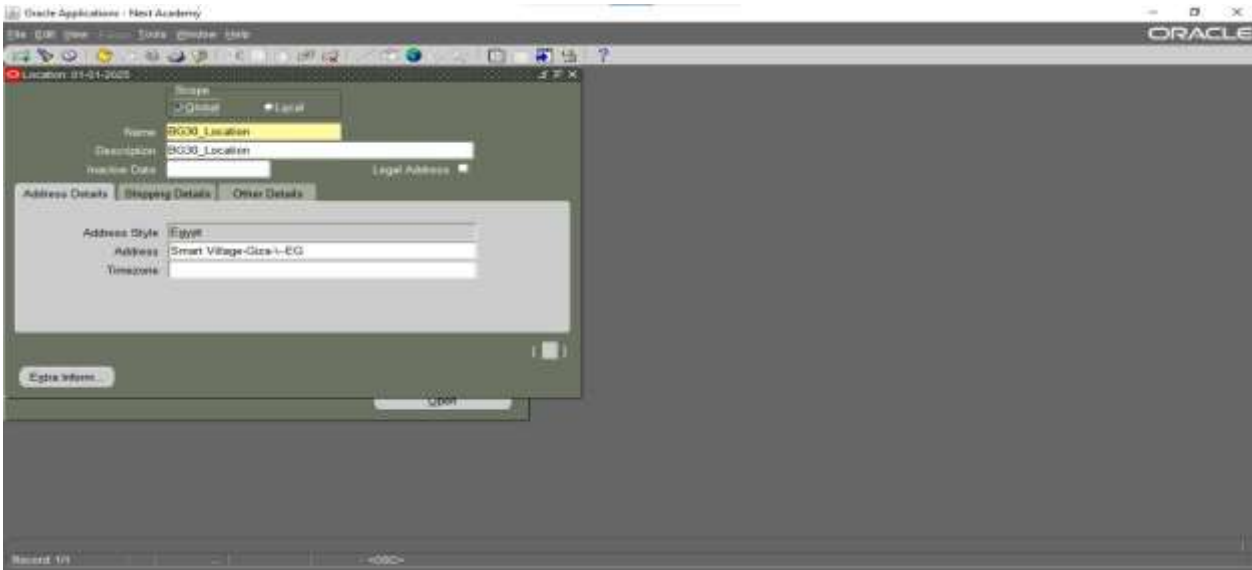- o Effective dates

- o Business reason

3. Consider creating custom responsibilities rather than heavily modifying standard ones

Configuring The OU and subsequent organizations:

To setup an OU, you must have 4 Core Financial Setup Components (4C Framework)**; any change in any component, leads to a setting a new different operating unit**

Component	Description	Example
Currency	Defines the monetary units used for transactions and reporting.	USD (US Dollar), EUR (Euro)
Chart of Accounts (COA)	Hierarchical structure of accounting segments (e.g., Company, Account).	001-500-6200 = (Company-Department-Expense)
Calendar	Fiscal periods (e.g., monthly/quarterly) for closing books.	"12-Month Calendar" with Period-End on 30th
Accounting Method	Rules for recording revenue/expenses: **Accrual** (when incurred) or **Cash** (when paid).	Accrual: Record December invoice in December.

Location Management

- This screen defines physical addresses and site information for organizational units.

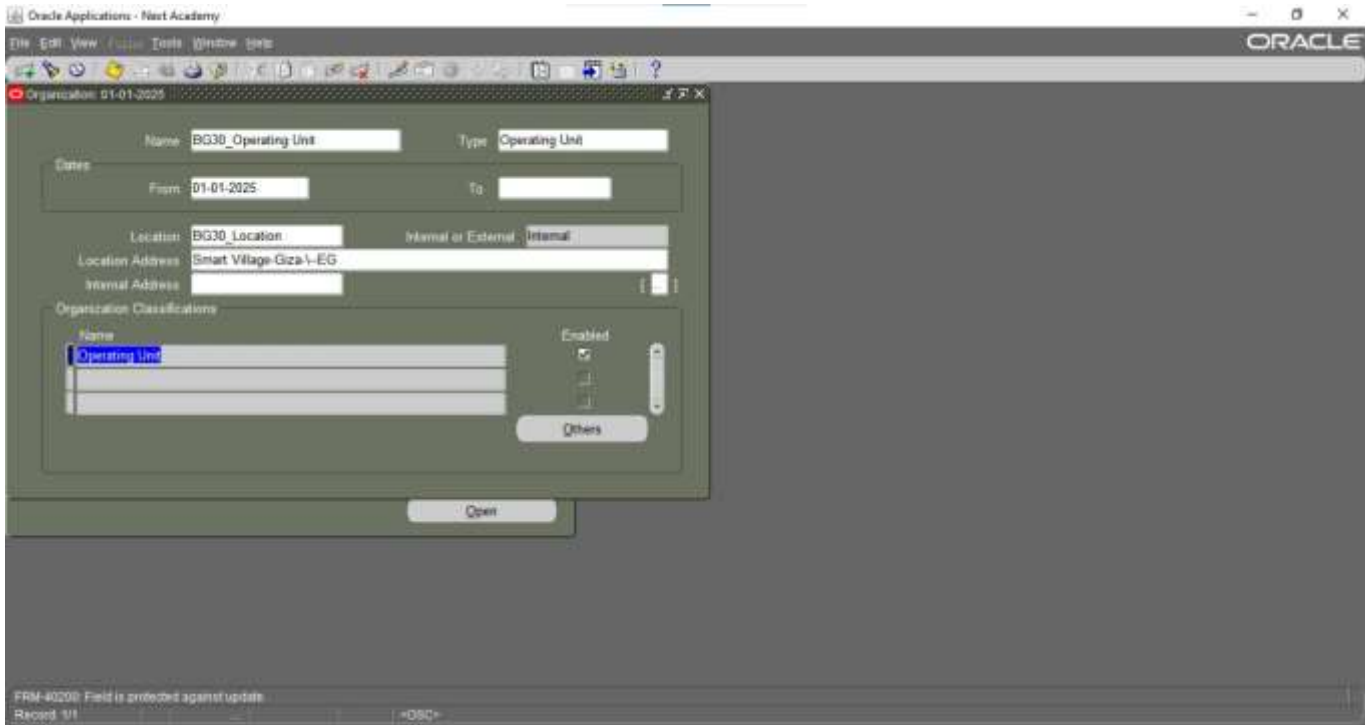*Where you tell the system about your actual buildings/offices.*

Simple steps:

1. Give it a name (e.g., "Cairo_Headquarters")

2. Paste the full address (include country!)

3. Set the timezone correctly - this affects all time-sensitive reports

Watch out for:

- The "Inactive Date" field - only fill this if the location will close someday

Defining an Operating Unit in BG30

Description:

This page demonstrates how to set up an **Operating Unit** within the Oracle ERP environment for the BG30 system, which is used in the retail and wholesale of building materials to both end users and business entities.

- **Name**: The operating unit is named BG30_Operating Unit.

- **Type**: Set as Operating Unit to define its role in the multi-org structure.

- **Dates**: The "From" date indicates the start of activation (01-01-2025). The "To" field is left empty to signify ongoing status.

- **Location**: Linked to BG30_Location, with an address in Smart Village, Giza, Egypt.

- **Internal or External**: Marked as Internal, indicating it is a part of the internal company structure.

Replicate Seed Data: *run this request to create tables for your OU in the Oracle environment*

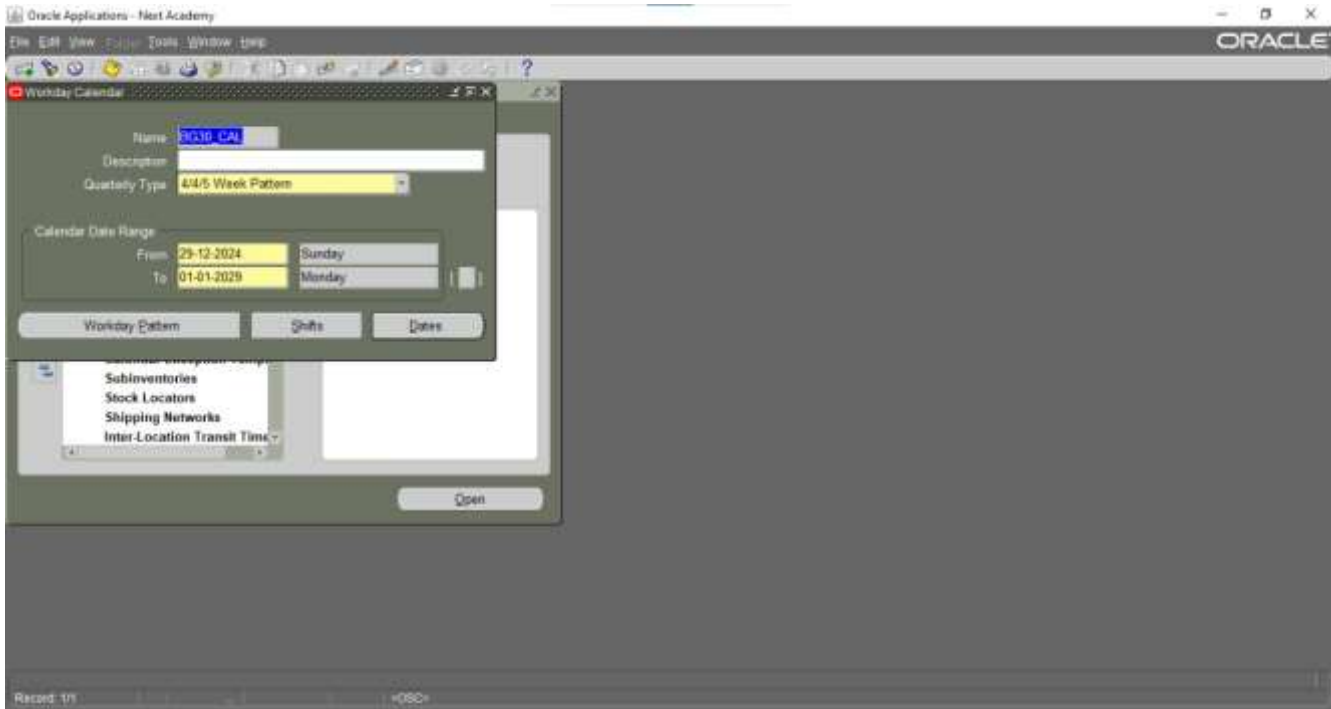**Checking Background Jobs**
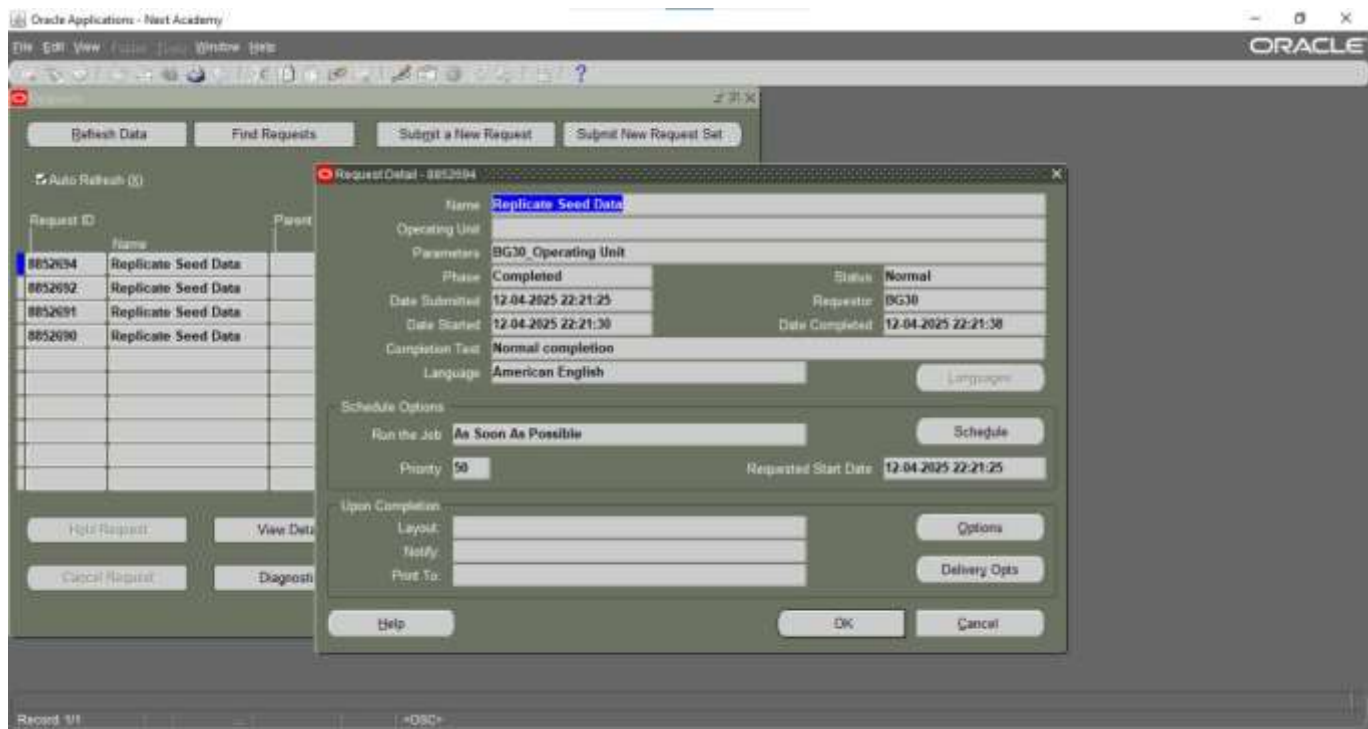
What the numbers mean:

- **Request ID:** Like a receipt number (e.g., 8852694)

- **Completion Text:**

    o   Good news: "Normal completion" ✅

    o   Bad news: Any other message means something went wrong

Setting Up Work Calendars

To do this, **Log in** to Oracle Applications with **System Administrator** responsibility.

1. **Navigate to:**

   o **Navigator → Setup → General Ledger → Accounting Setup Manager**

2. **Define/Assign Calendar:**

   ▪ Select **"Create Accounting Calendar"**.

   ▪ Enter:

      ▪ **Name** (e.g., BG30_CAL).

      ▪ **Period Type** (Monthly/Quarterly).

      ▪ **Start/End Dates**.

   ▪ Generate periods → **Save**.

Where you tell the system about workdays, holidays, and shifts.

Basic setup:

1. Name your calendar (e.g., "Egypt_Work_Calendar")

2. Mark weekends (Saturdays/Sundays)

3. Add national holidays using the exception dates

Adding Exceptions
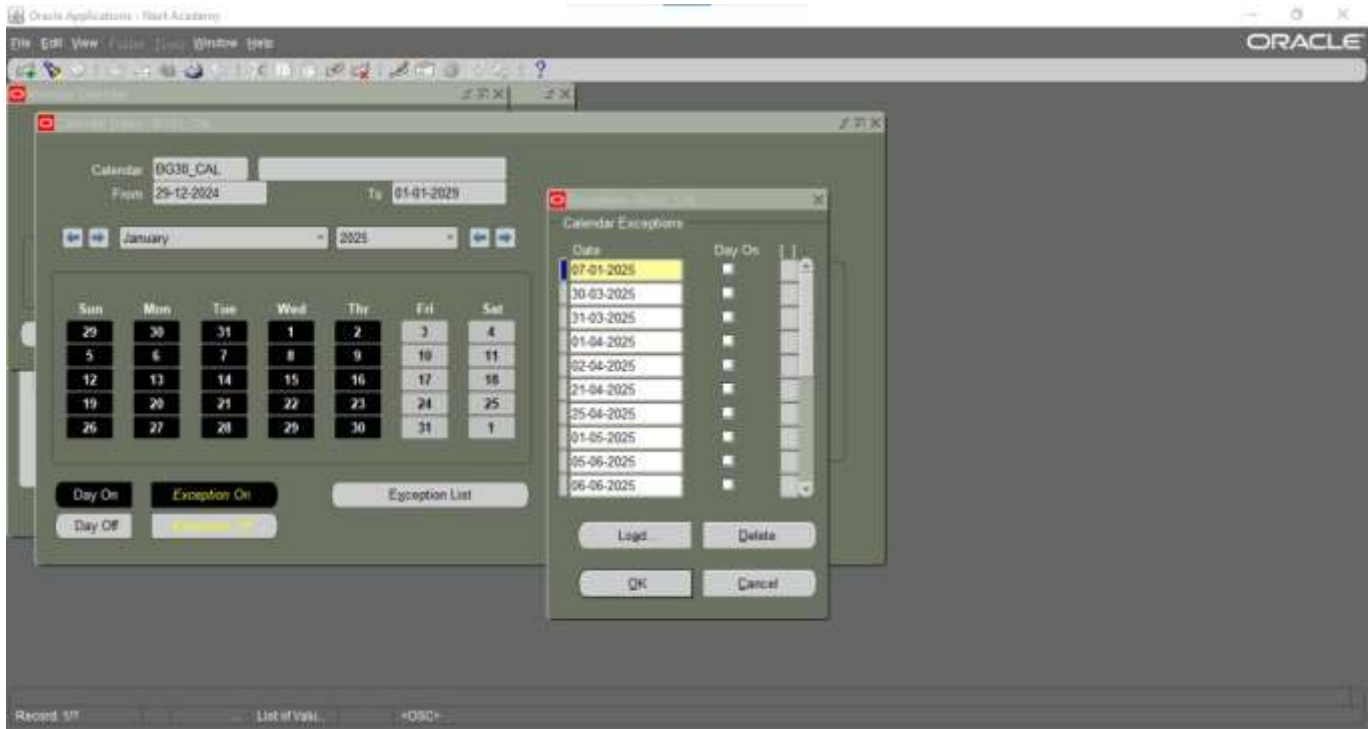
Like marking "Out of Office" days for the whole company.

How to add holidays:

1. Find your calendar template ("BG30_TEMP")

2. Click "Add Date"

3. Enter dates like "07-01-2025" (7th January)

Why this matters:

- The system won't schedule work on these days

- Shows correctly on all reports

  o Starts: 9:00 AM

  o Ends: 5:00 AM

Final Calendar Setup
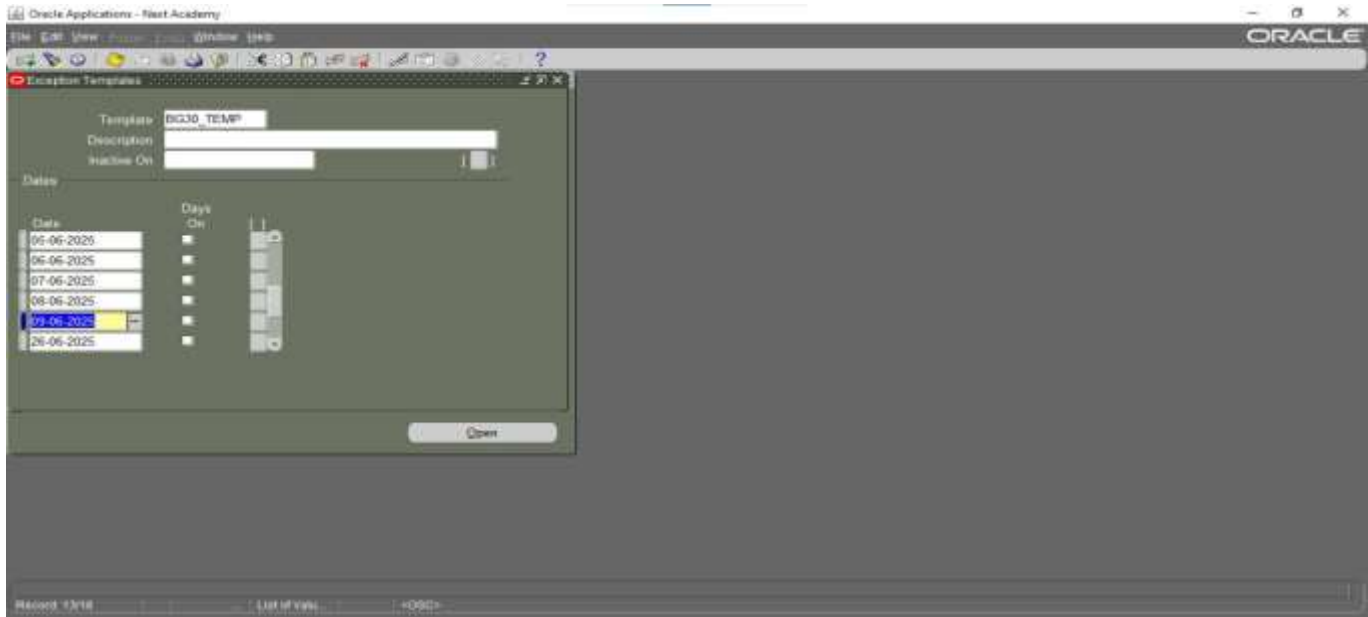
The "advanced" calendar screen with all options.

Handy features:

- **Day On/Off switches:** Like a light switch for workdays

- **Exception List:** Your full holiday schedule

- **Shift Times:** Where you define "9-to-5" or night shifts

Calendar Creation Procedure
For Operating Unit: [Your OU Name]

1. Purpose

This document provides step-by-step instructions for creating and maintaining work calendars specific to your Operating Unit (OU) within Oracle Applications. Proper calendar configuration ensures accurate scheduling, payroll processing, and operational planning.

2. Pre-Requisites

- Navigation access to **Workday Calendar** functions

- List of working days and holidays

3. Calendar Creation Steps

3.1 Accessing Calendar Management

1. Navigate to:
   Work Structures > Calendar > Define Calendar

2. Select your Operating Unit from the dropdown

3. Run a request to build your calendar

Workday Calendar (final view)

A visual calendar like you'd hang on a wall - but for the ERP.

What you can do here:

- *See all exception dates highlighted*

- *Check which days are workdays*

- *Spot mistakes in your calendar setup*

- ***Color coding:*** *Normal days = White-- Holidays/Exceptions = Usually colored*

Creating an organization under OU:
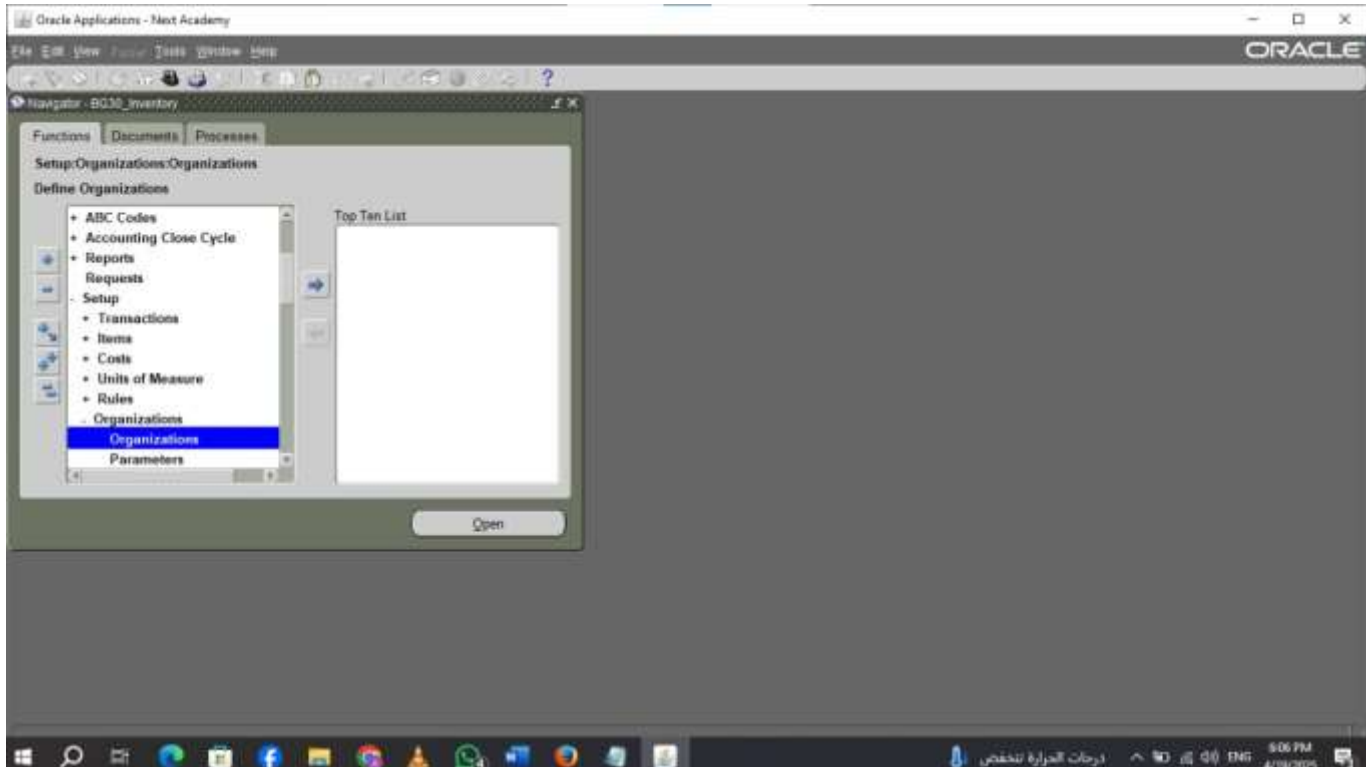
To create a new organization under your Operating Unit (OU) in Oracle Applications, follow these steps:

Path to Create a New Organization

1. **Log in** to Oracle Applications with the required privileges.

2. **Navigate** to:

    o **Navigator → BG30 Inventory**

3. Go to:

    o **Setup → Organizations → Organizations**

4. Click **Define Organizations**.

5. In the **Organizations** form:

    o Click **New** (or "Add" if prompted).

    o Enter the **Organization Code** and **Name**.

    o Set **Organization Class** (e.g., "Operating Unit," "Inventory Organization").

    o Assign the **Location** (address details).

6. **Link to OU**:
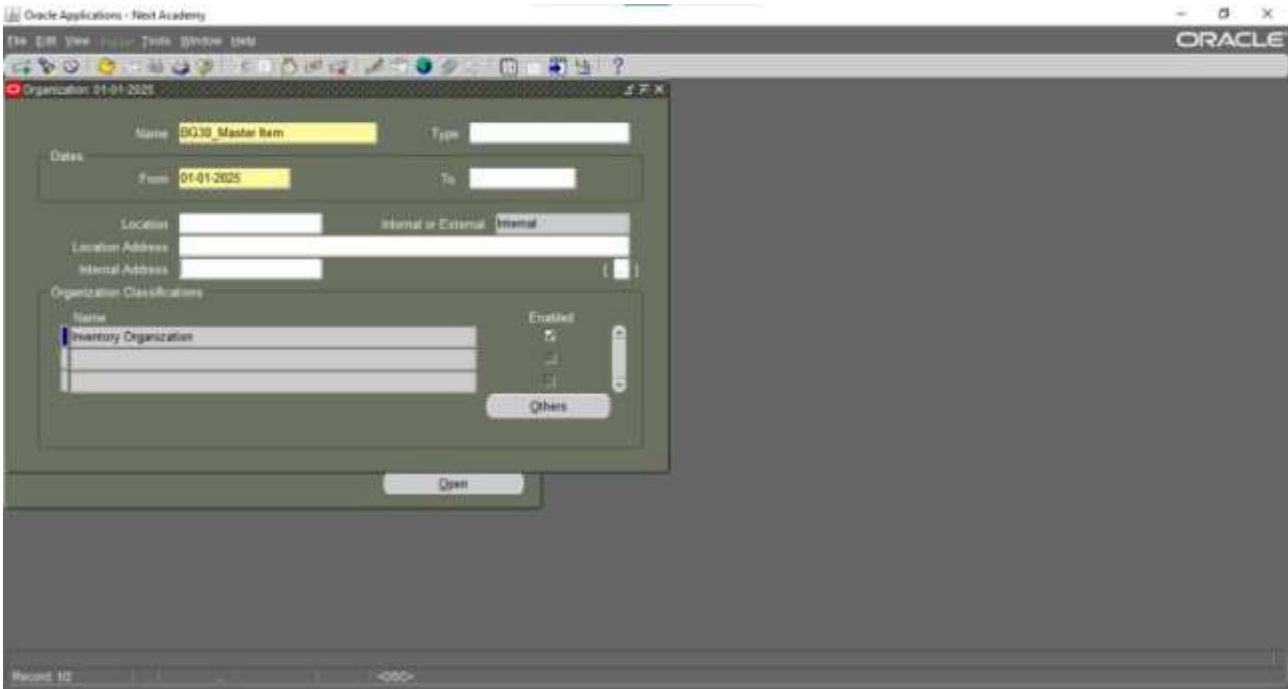
   o   Under **Parameters**, associate the new organization with your **parent OU**.

   o   Ensure the **Legal Entity** and other mandatory fields are populated.

7. **Save** the changes.

Key Fields to Configure

- **Organization Type**: Must align with your hierarchy (e.g., "Inventory Org" under an "OU").

- **Location**: Physical address (required for legal/tax compliance).

- **Assignment**: Assign to the correct **Operating Unit** in the hierarchy.

Organization Setup

This screen shows the **Organization Definition** form used to define organizational units within BG30. It is critical for setting up inventory locations, warehouses, and other operational hubs.

Key components include:

- **Name**: For example, BG30_Master Item, used to identify the organization.

- **Date Range**: Defines the active period of this organization.

- **Type**: Classification of the organization (not filled in this screenshot).

- **Internal or External**: Indicates if the location is part of the internal structure.

- **Location & Address**: Specifies the physical location and internal address.
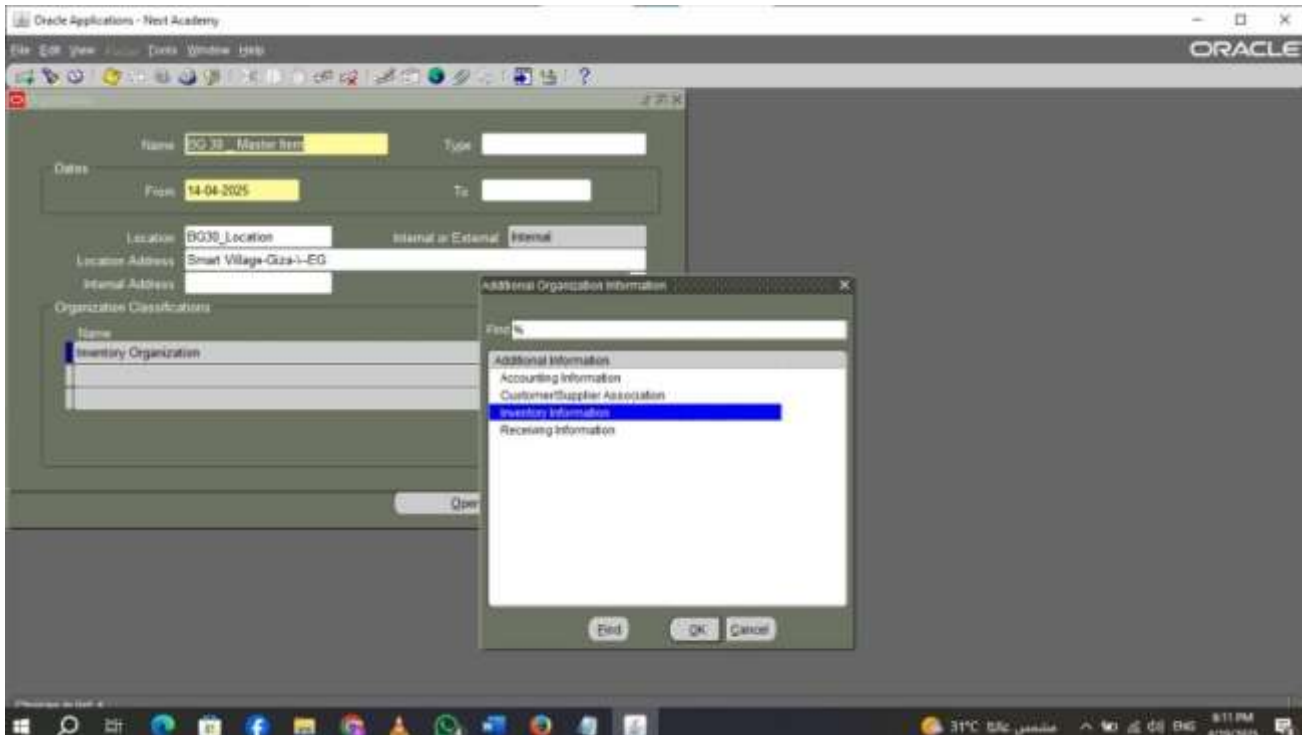
- **Organization Classifications**: Defines the purpose, in this case, "Inventory Organization," which is marked as *Enabled*.

- **Organization Classifications**: Marked as Operating Unit and enabled, confirming that it functions as a separate unit within the organization hierarchy.

This screen is essential for configuring operational entities in Oracle, which allows for the separation of financial transactions, procurement activities, and reporting per unit.

Setting the org. parameters:
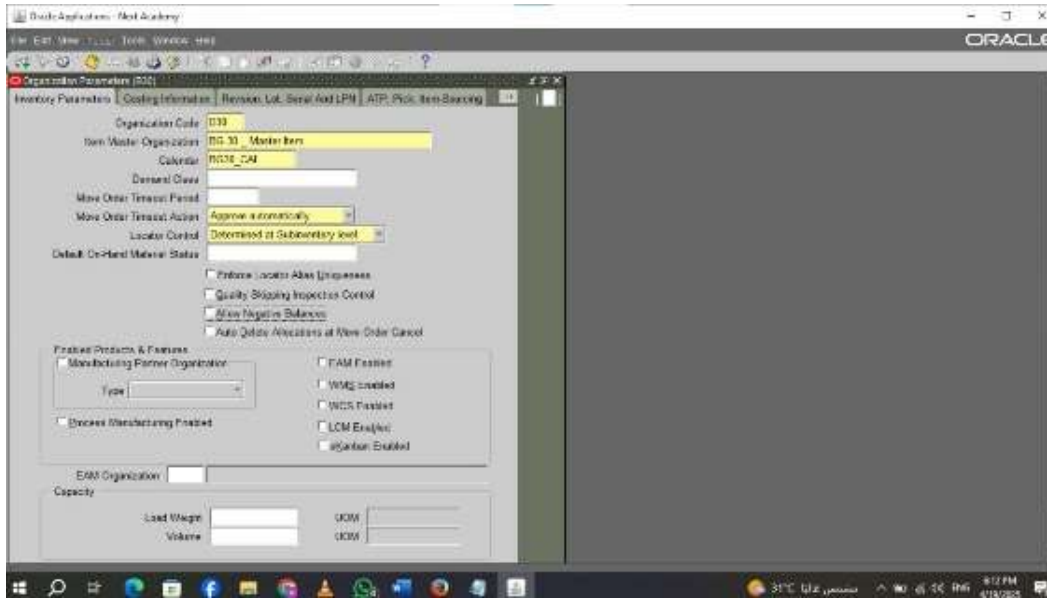
1. Organization Code, Unique ID (e.g., "B30").

2. Item Master Organization: it is a central hub for shared item definitions. It saves time (no duplicate item setup).

3. Calendar: It is the fiscal period (e.g., "BG30_CAL"): It drives reporting closes periods.

4. Locator Control: It manages storage? ("Sub inventory level" = departments handle their own bins). This is flexibility vs. control tradeoff.

5. Move Order Timeout Action: "Approve automatically". Auto-approval speeds up workflows but risks errors.

6. Key Checkboxes

- "Allow Negative Balances" → If off, system blocks overselling.

- **"Enforce Locator Alias Uniqueness"** → Prevents duplicate bin/shelf names.

Allowing org. to handle lot control items:
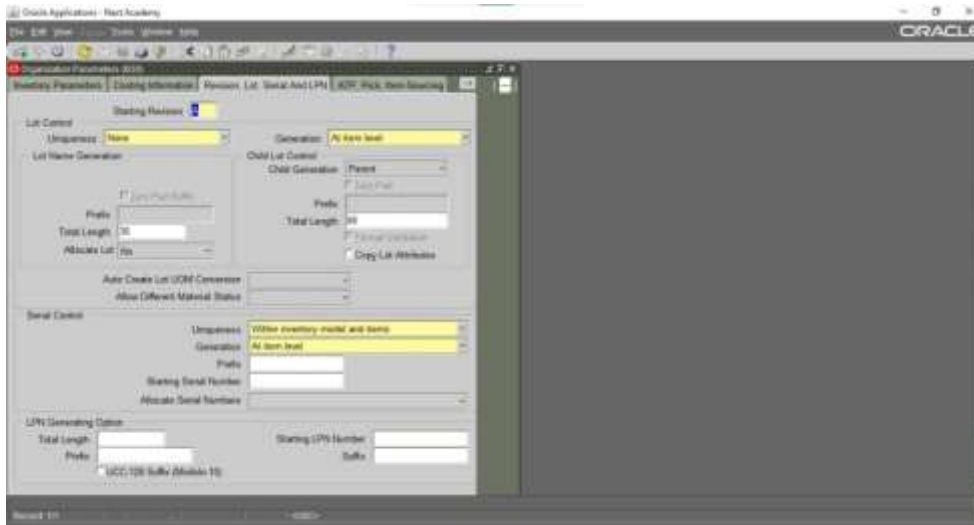
1. Starting Revision: first revision number for new items (e.g., "A" or "1"). It ensures version control starts consistently.

2. Uniqueness (List Control): It forces unique names for lots/serials. It prevents duplicate IDs (critical for tracking).

3. Prefix (List Name Generation): It adds a fixed prefix to lot names (e.g., "LOT-001"). Standardizes naming for easy identification.

4. Allocate List

"No" = Manual lot assignment. It gives control over lot assignments (vs. auto-allocation).

E.g. "No" (Manual):

- ○ *Food Industry: A manager assigns Lot "DAIRY-APR-25" (not "DAIRY-MAR-25") to ensure freshness.*

- ○ *Automotive: A recall forces use of Lot "SAFE-001" (avoiding defective "FAULT-001").*

"Yes" (Auto):

- ○ *Retail: System auto-picks the oldest lot (FIFO) for generic items like screws.*

5. Uniqueness (Serial Control): Ensures serial numbers are unique to avoids duplicate serials   (e.g., for warranties).

6. Starting Serial Number: First serial in sequence (e.g., "1000"). Sets the baseline for auto-generation.

Setting up org. accounts and linking it to General Ledger as given by Finance Manager:

More accounts….

Profile Options:

Path:

Navigator > System Administrator > Profile > System *(remember; the more strict option applies)*
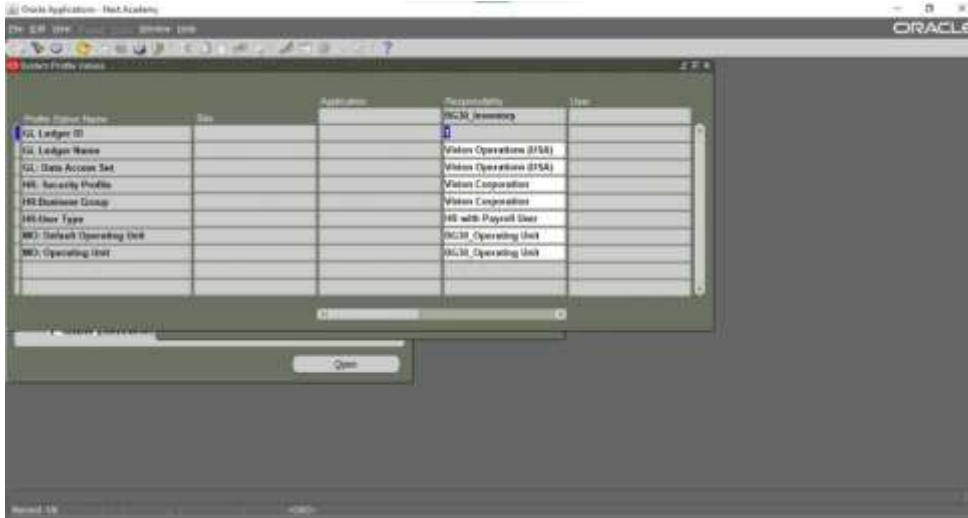
System Settings (Profile Options)

The "control panel" for your whole ERP system.

Important ones you'll use:
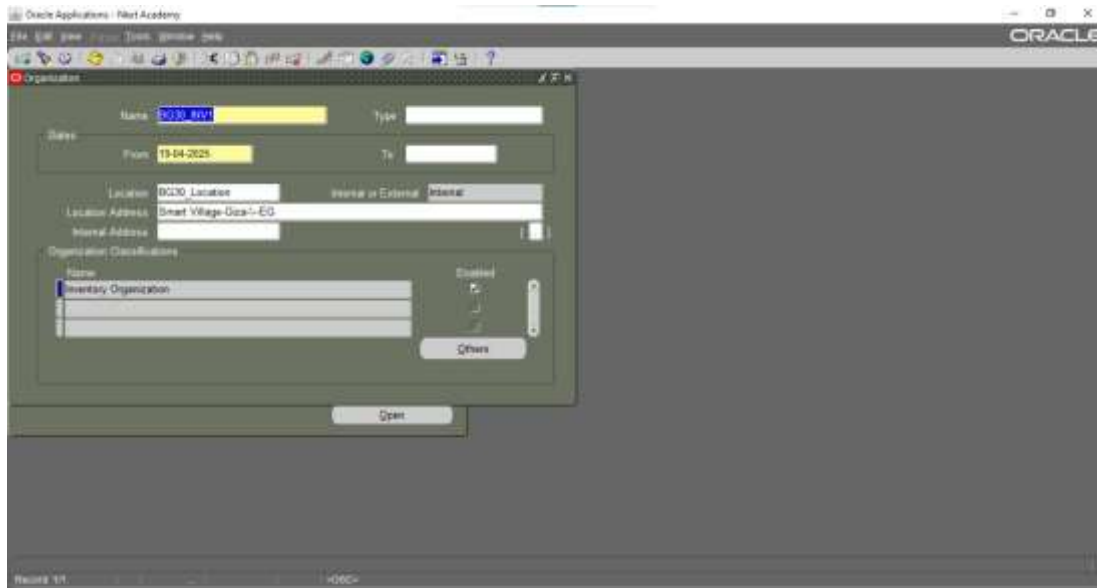
- MO: Operating Unit = Your main working area

- HR: Business Group = Which employee group you manage

Golden rule:
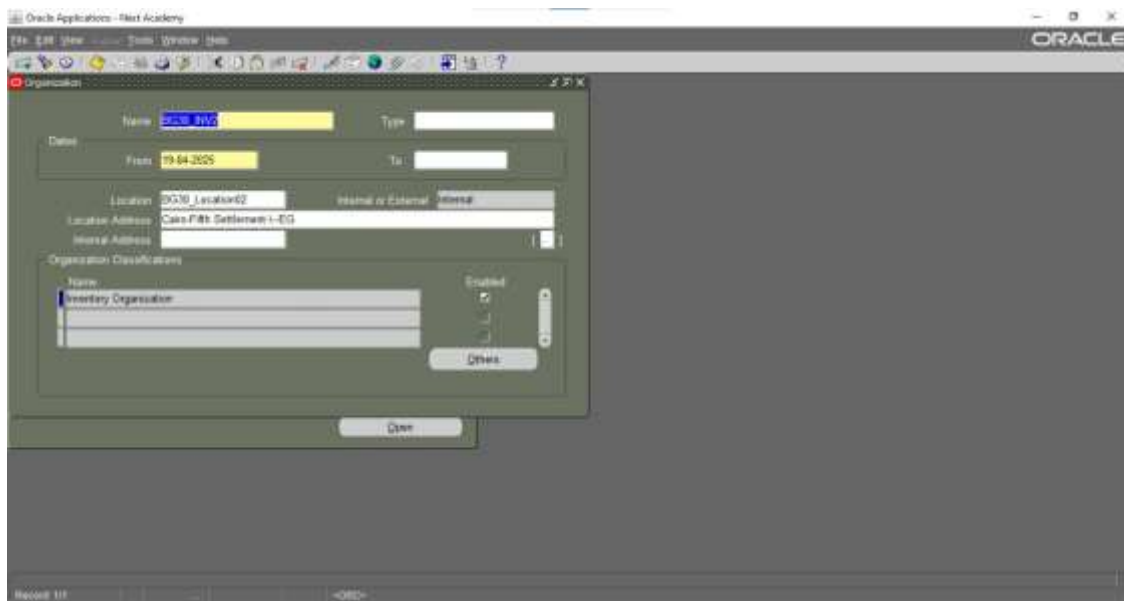
- Never change these unless you're 100% sure - wrong settings can break things!

- profile options (must be assigned to BG30_INVENTORY [RESPONSIBILITY]):

    1) GL Ledger Name   (Vision Operations)

    2) HR: Business Group ──────▶(Vision Corporation)

    3) HR: Security Profile ──────▶(Vision Corporation)

    4) HR: User Type ──────▶ (HR with payroll user)

    5) MO: Operating Unit ──────▶ (The operating unit)

    6) MO: Default Operating Unit ──────▶ (The operating unit)

    7) GL Ledger ◀──────   ID

    Assigned   by   default

    8) GL: Data Access Set

Now, let us make another organization: BG30_inv1 *(see Organization Setup)*

Lastly, let us create a third inventory organisation. We will call it BG30_INV2

Let us copy the parameters from inventory organisation BG30_INV1 to inventory organisation BG30_INV2 :

First: create an interface table:
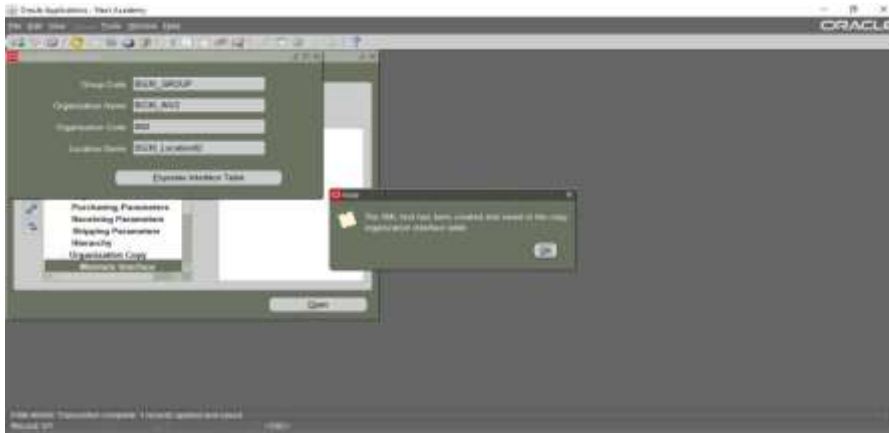
Path: Navigator > Setup > Organizations > Organizations > Organization Copy

- Second: Fill in:

    o **Group Code** (e.g., BG30_GROUP)

    o **Organisation Name** (e.g., BG30_INV2)

    o **Organisation Code** (B02)

    o **Location: LOV**

Click **"Populate Interface Table"**.

This generates XML and inserts data into INV_ORG_COPY_INTERFACE

- Third: Go to "launch organisation copy"

Insert code of organisation to copy from B01

Write Group Code of interface table from previous step

Press "OK"
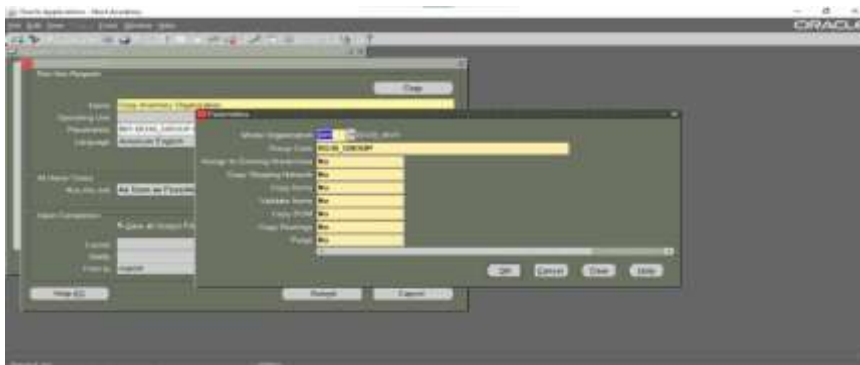
- **Fourth: Check Concurrent Requests:**

  o Navigate to **View Requests** → Verify the job completes successfully.

  This means copy process is completed successfully
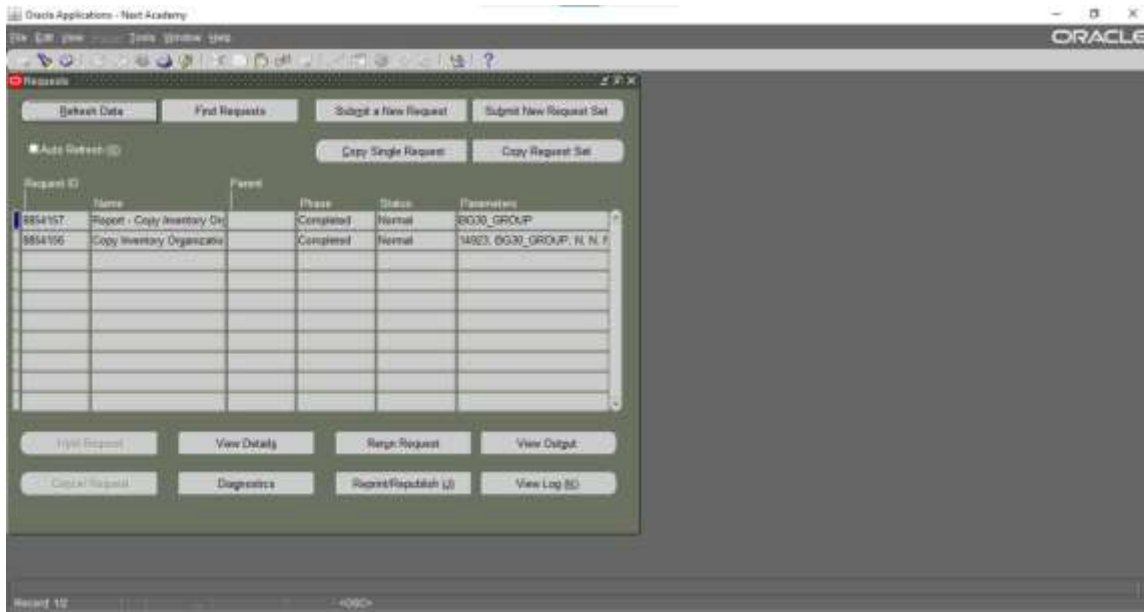
Finding my organizations:

- **Inventory > Setup > Organizations > Organization**
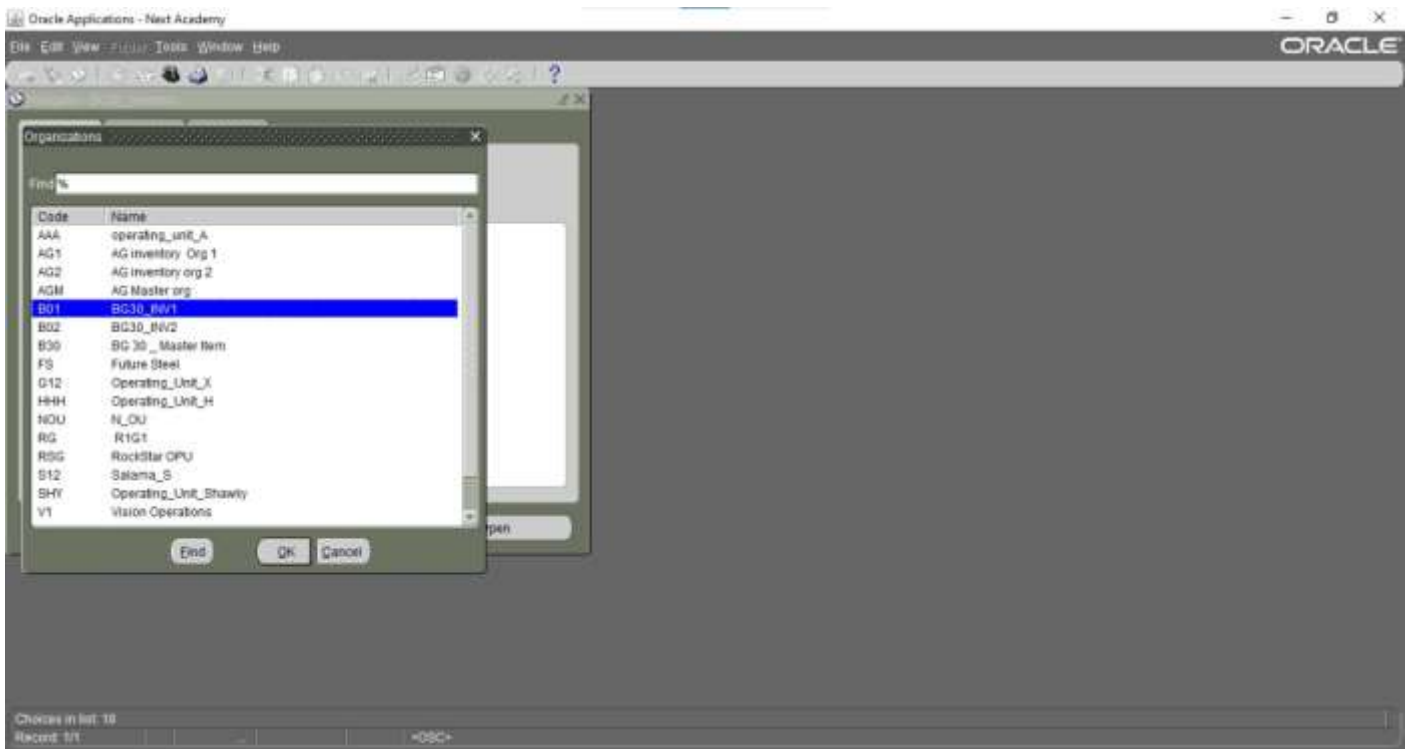
To toggle between orgaizations, Press Ctrl+L

Granting Access to my organizations through my responsibilities:
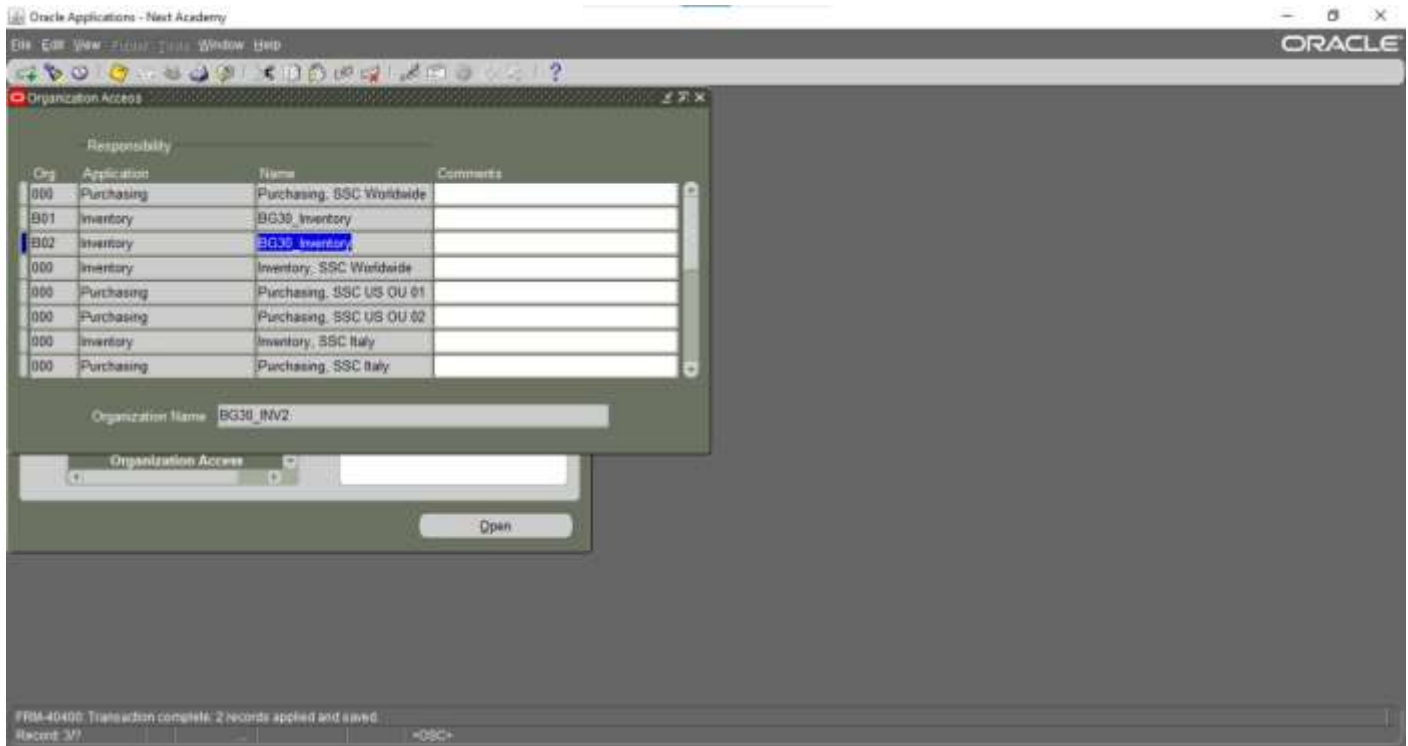
1. **Go to:**
   System Administrator > Security > Responsibility > Define

   To Grant Organization Access

2. **Step 1: Find the Responsibility**

   In the "Define Responsibility" form, query the responsibility you want to modify
   (e.g., *"BG30_Inventory"*).

   Click "Find" to load its details.

3. **Step 2: Open Organization Access**

   With the responsibility selected, click the "Organization Access" button (bottom of the form).

4. **Step 3: Grant Access to an Org**
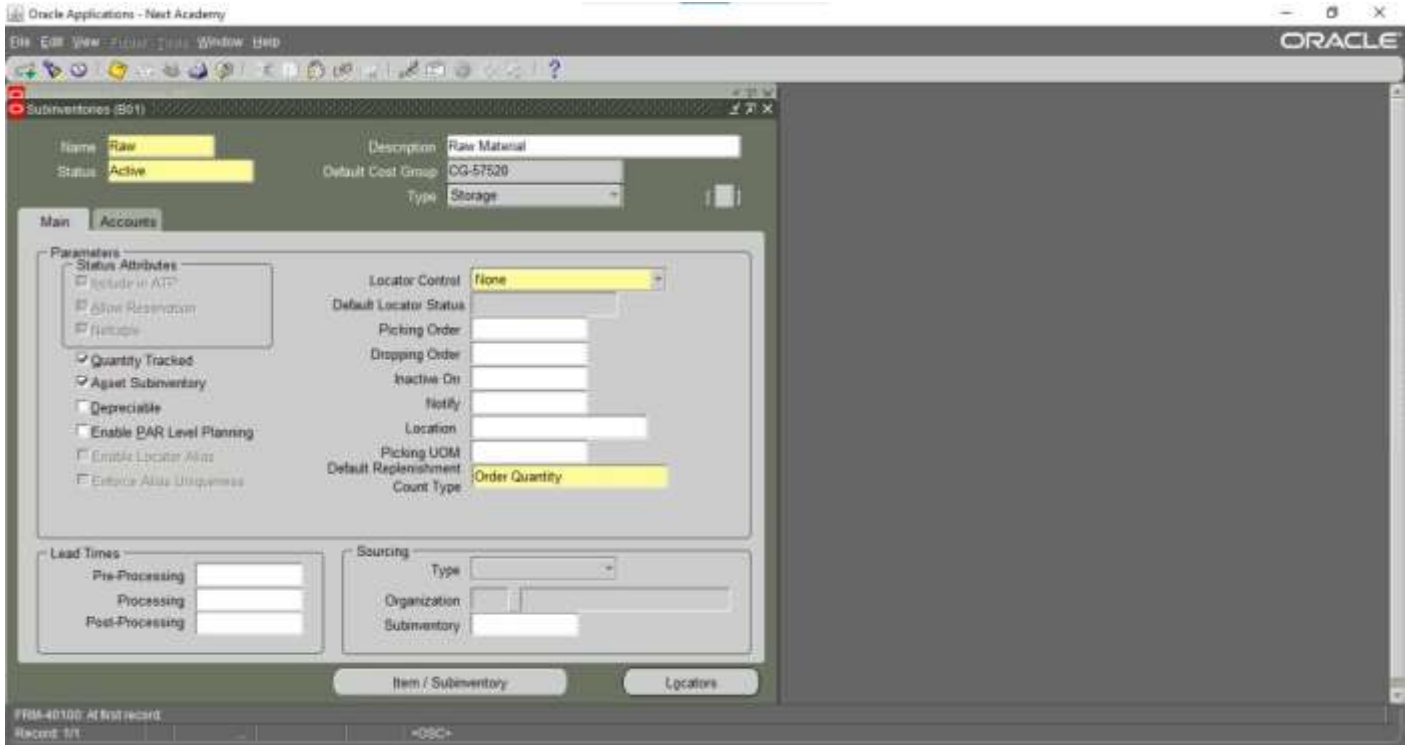
   In the "Organization Name" section:

   Click "New" (or press "+" icon) to add a row.

   Enter Organization: Type or search for the org name (e.g., *"BG30_INZI"*).

5. **Save (Ctrl+S or click "Save").**

Create a Sub inventory Named "Raw"

1. **Inventory > Setup > Organizations > Subinventories**

1. Basic Information

- **Name**: Enter Raw (exact name as required).

- **Description**: Add a brief note (e.g., *"Storage for raw materials"*).

- **Status**: Keep Active (default).

- **Type**: Select Storage

2. Location Control

- **Locator Control**: Choose:

  - None: No bin-level tracking.

  - Prespecified: Predefined locators.

  - Dynamic Entry: Ad-hoc locator creation.

4. Save

- Click Save (or press Ctrl+S).

Create 2 more Sub inventories:

Find my Sub inventories:

1. **Inventory > Setup > Organizations > Subinventories**

2. **In the Subinventories form:**

   o **Query your subinventory (e.g., type "Raw" and click Find).**

   o **Select the subinventory from the list.**

Creating 3 sub inventories under organization BG30_INV2:
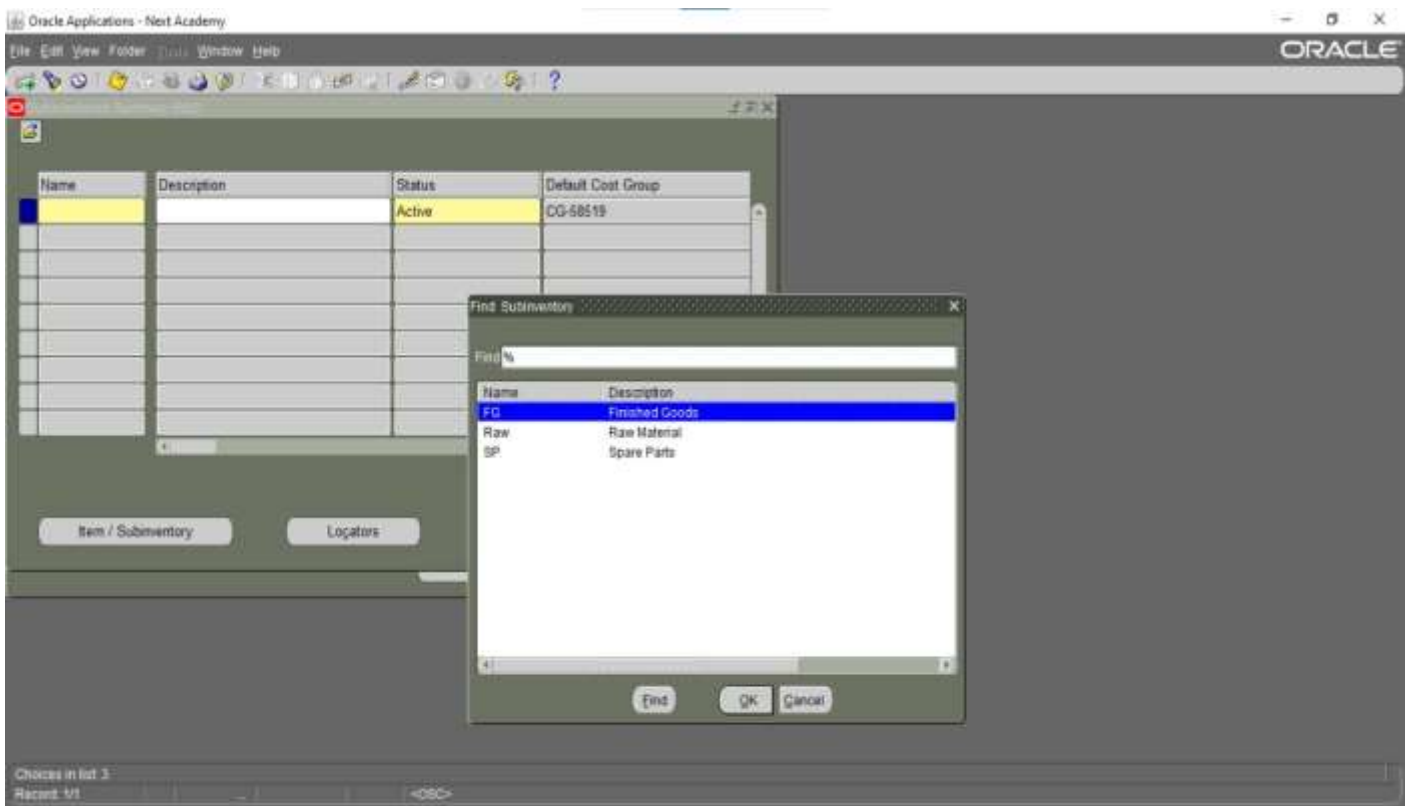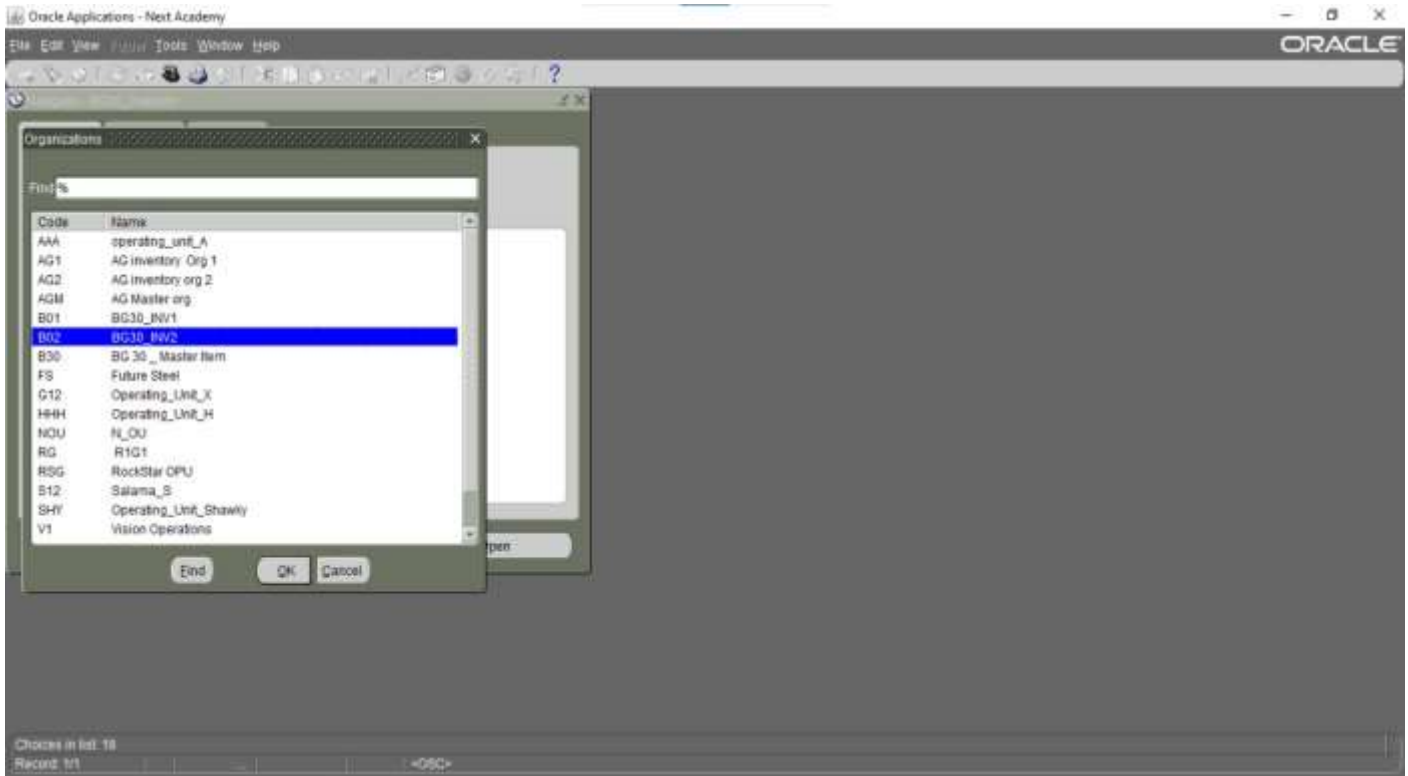
Constructing the item's flex fields:

What are flex fields?

They are customizable fields that let you track extra item details (like colors, grades, or custom IDs) beyond standard fields. They include:

- **Key Flexfields :** *For structured codes (e.g., Item Categories).*

- **Descriptive Flexfields :** *For free-form attributes (e.g., Batch Notes).*

- **For inventory module, we have 7 key Flex fields**
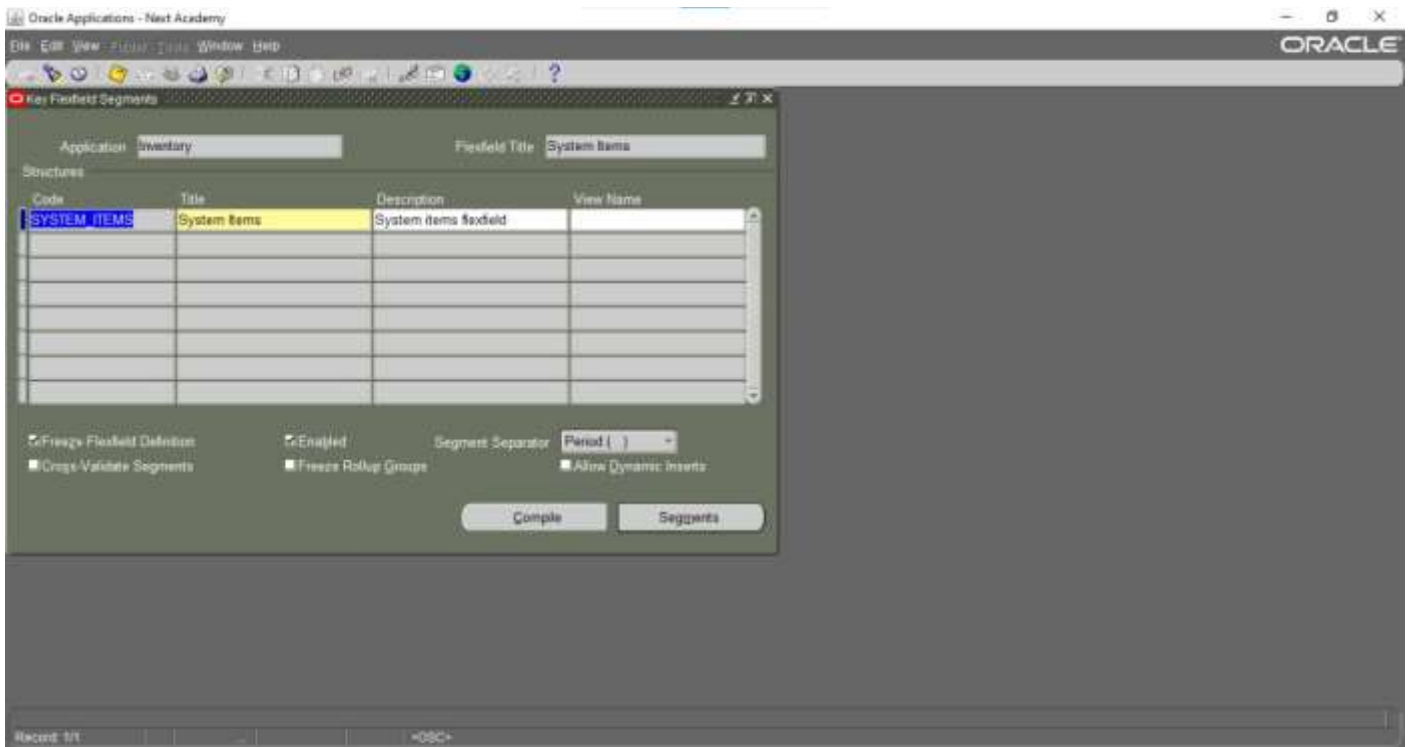
What is the path?

1. **Log in** *with System Administrator or Inventory responsibility.*

2. *Go to:*
   Application Developer > Flexfield > Key > Segments
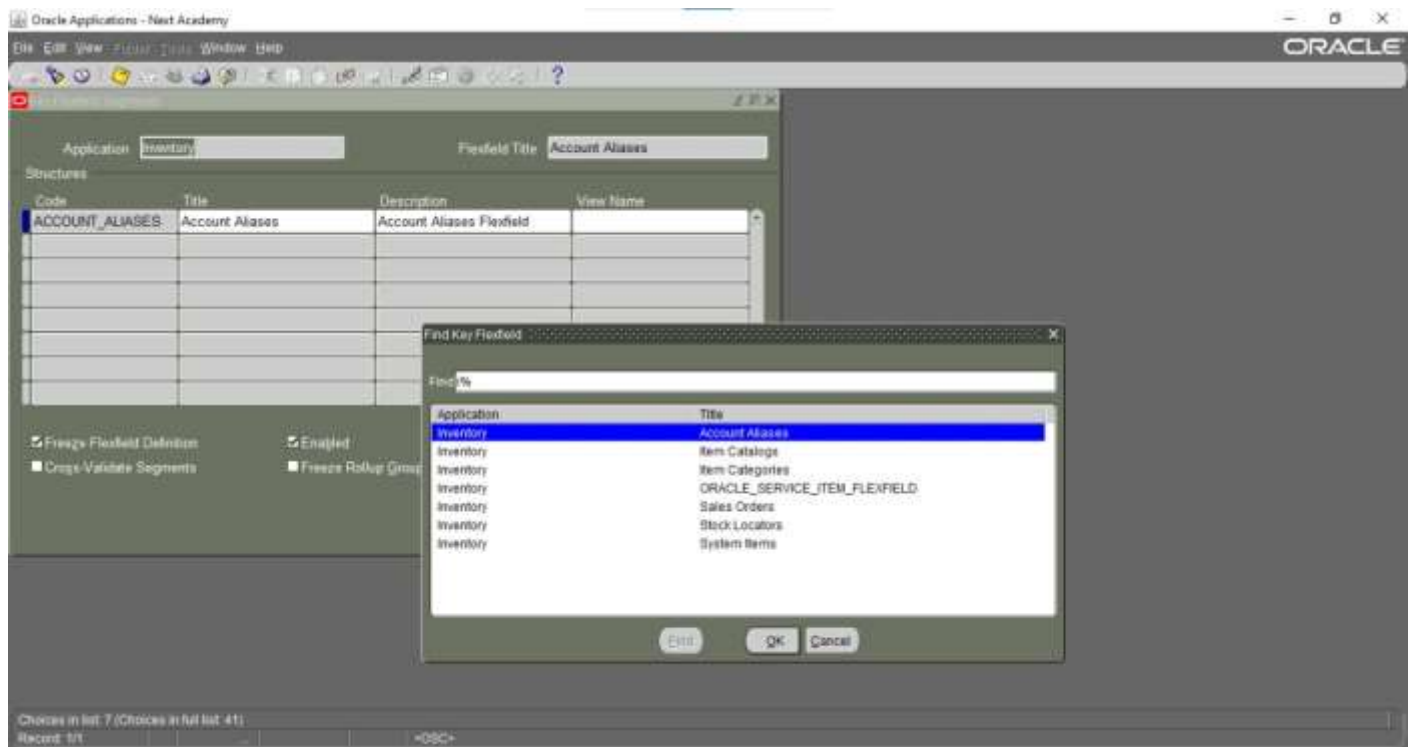
Now choose System Items to understand the structure of the Flexfield

Then press segments

You will see that it is made of one segment only and you cannot edit it:

Now press Value set to see details about this segment:

You will notice that item codes are characters and the field takes up to 32 characters

You can allow numbers only by checking the box
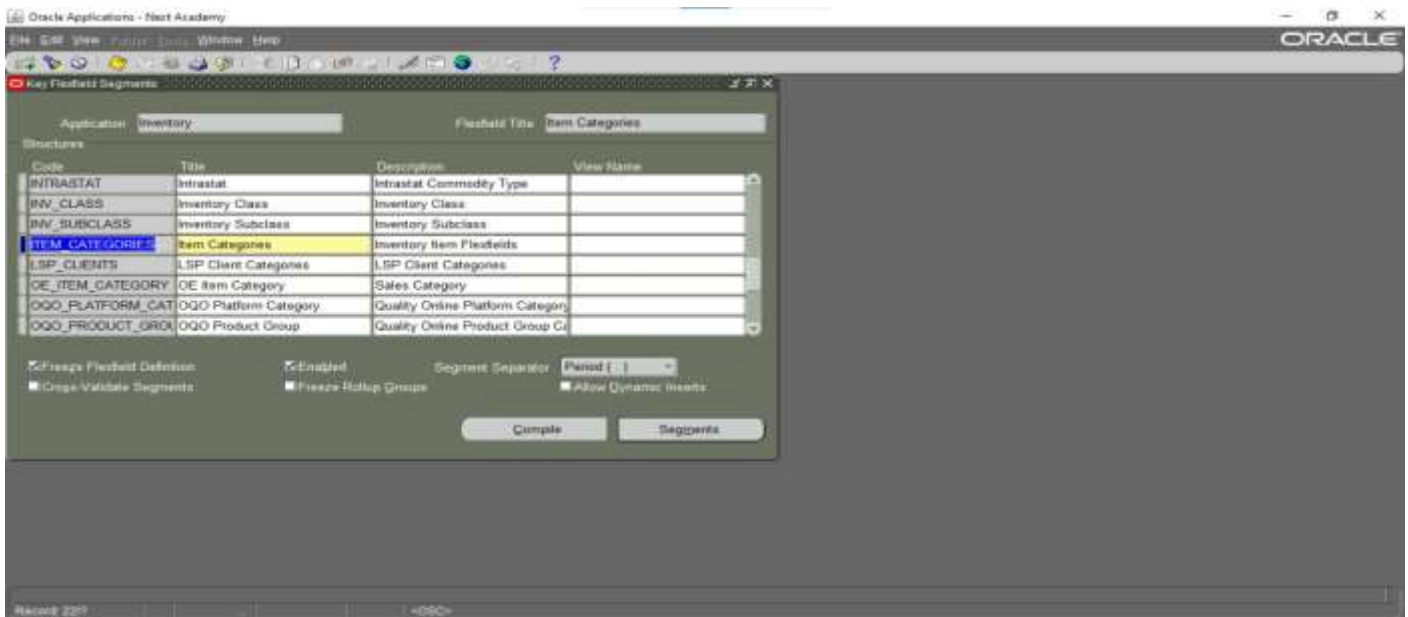
Now, let us take a tour in the categories flex fields:

You will notice that : it has many structures, meaning you can insert your own structure by copying from another one.
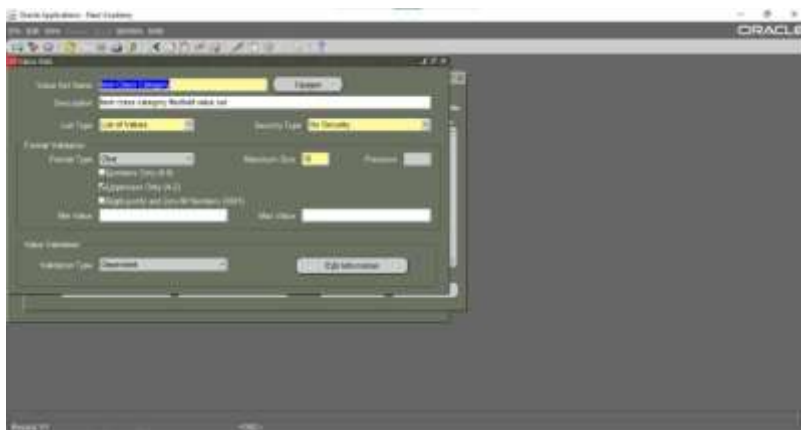
Your Item categories flex field is made up of 2 segments: Item Categories & Item Class Category
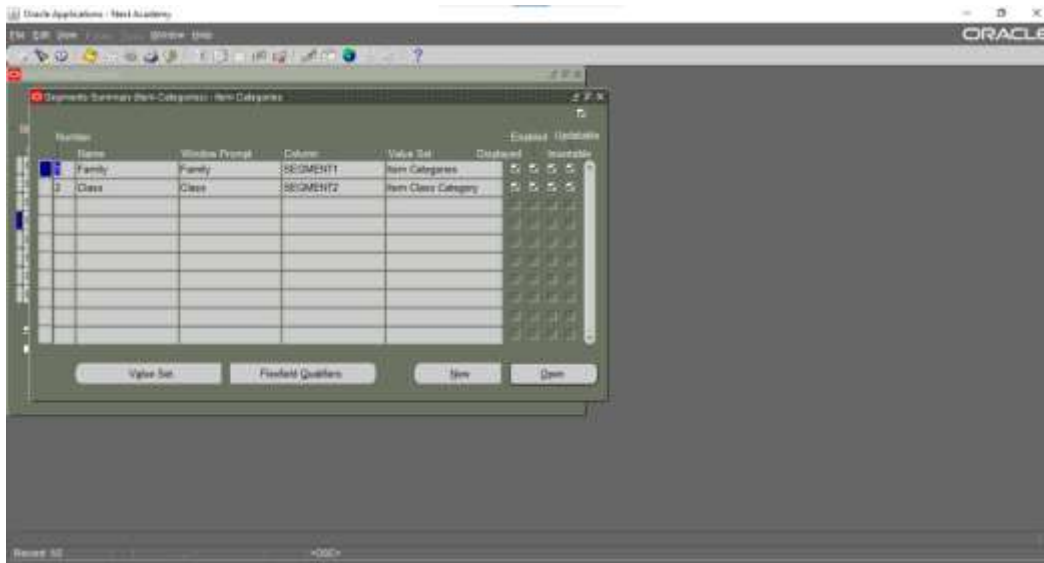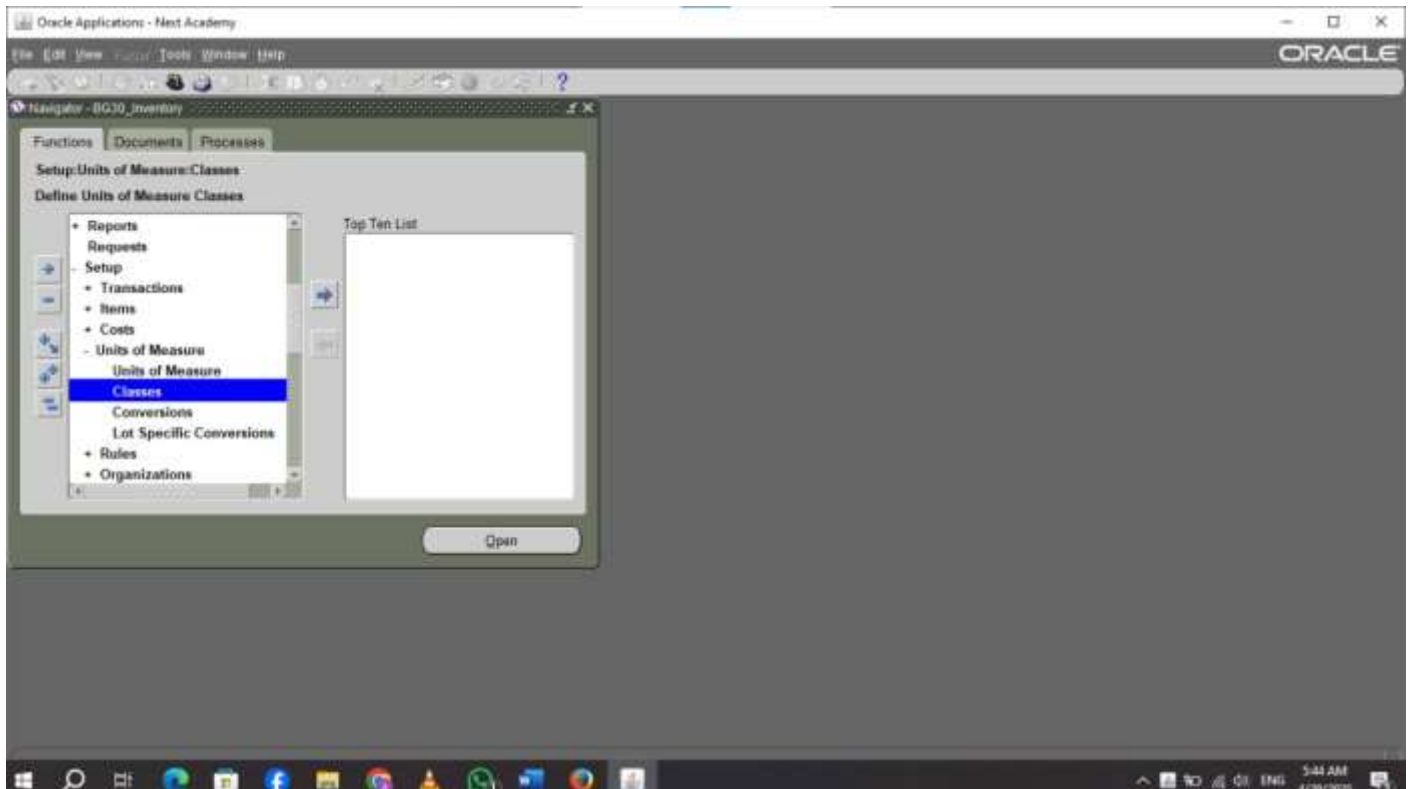

The item category: accepts upper case only and accommodates up to 10 characters

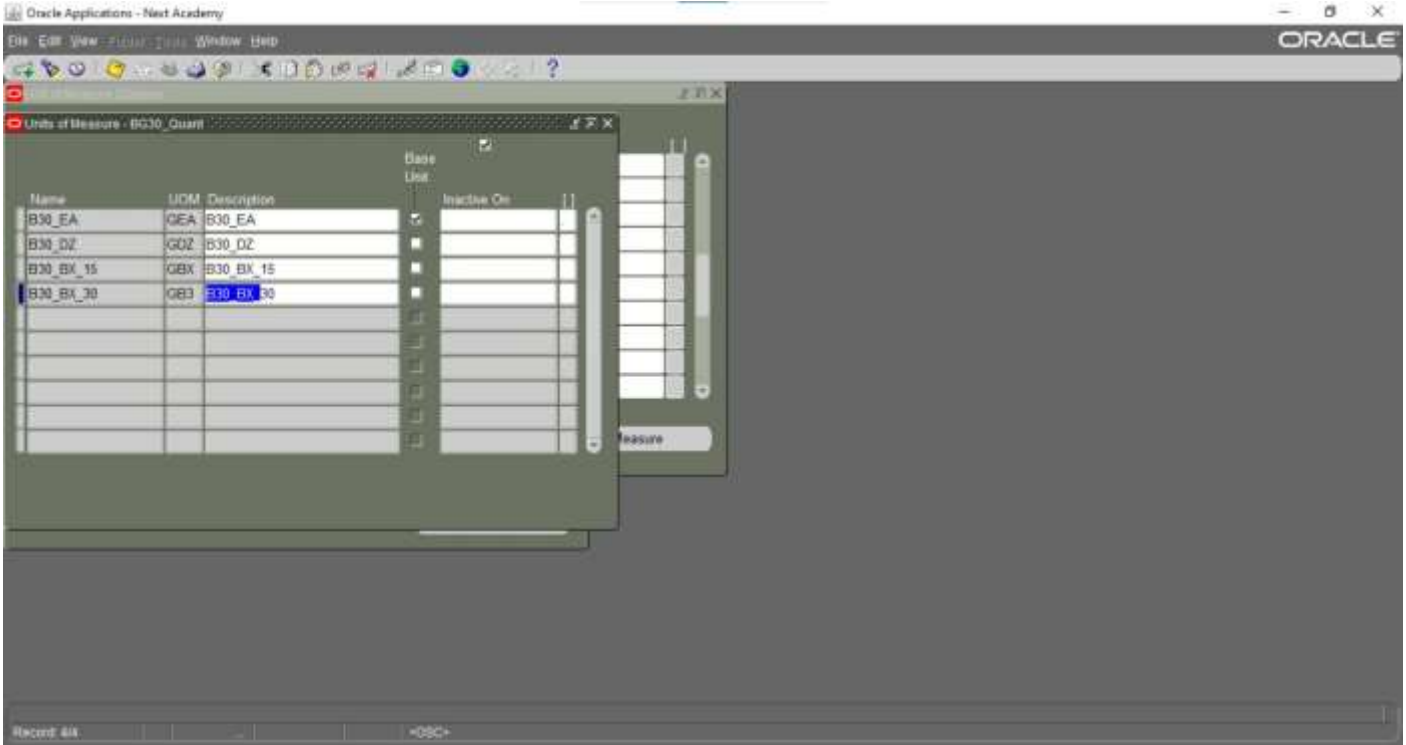**The Item Class Category: accepts upper case only and accommodates up to 10 characters**

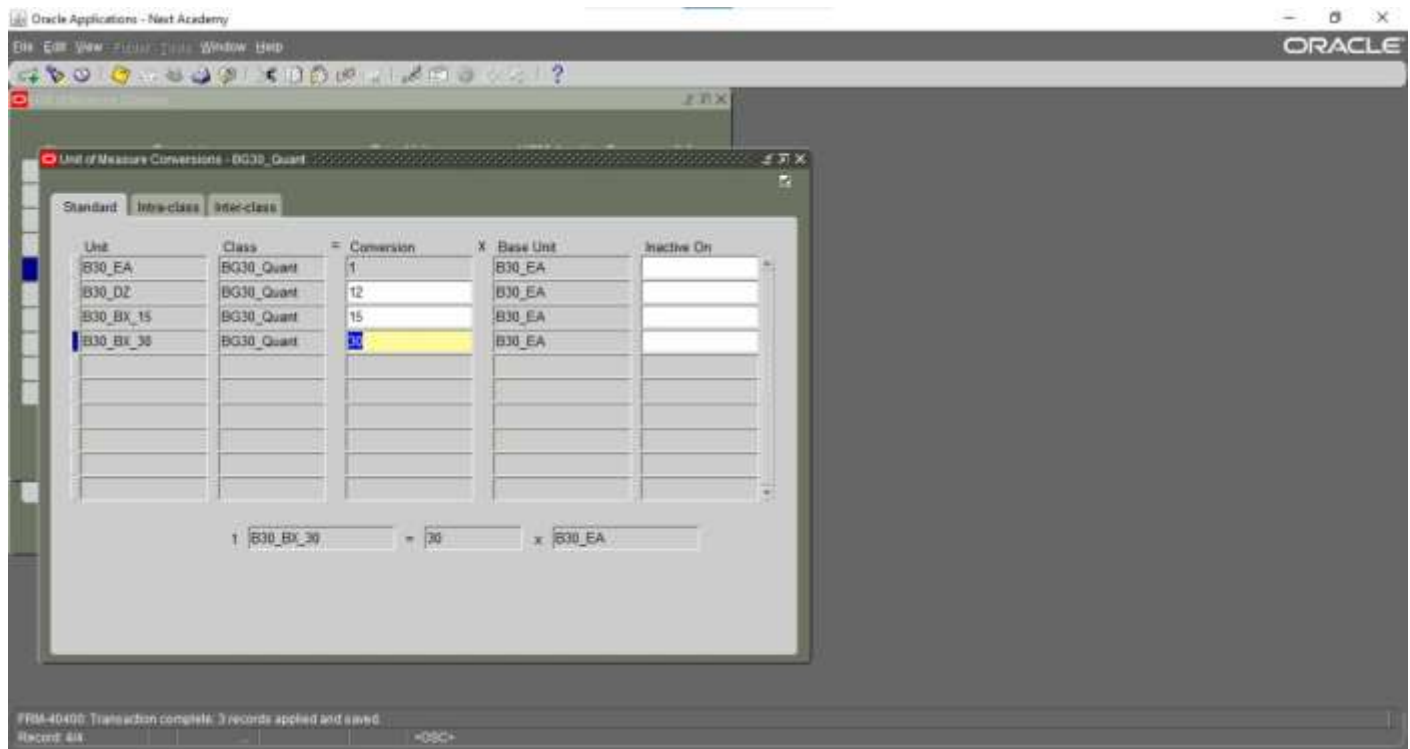# Defining the Units of Measure (UOM)

1- **Define Unit of Measure**

   Inventory Responsibility → Setup → Units of Measure → Units of Measure

1- Go to the Units of Measure form.

2- Enter the UOM Code (e.g., BOX, PACK, EACH).

3- Enter the Description.

4- Assign the UOM Class (e.g., Quantity, Length, Weight).

5- Optionally set Base UOM for the class.

6- Save your changes.

UNITS OF MEASURE CONVERSIONS

The path : Inventory Responsibility → Setup → Units of Measure → UOM Conversions

1- **Choose the UOM Class (e.g., Quantity).**
2- **Specify From UOM and To UOM.**
3- **Enter the conversion rate referring to the base UOM.**

Profile Option to Change Default Primary UOM
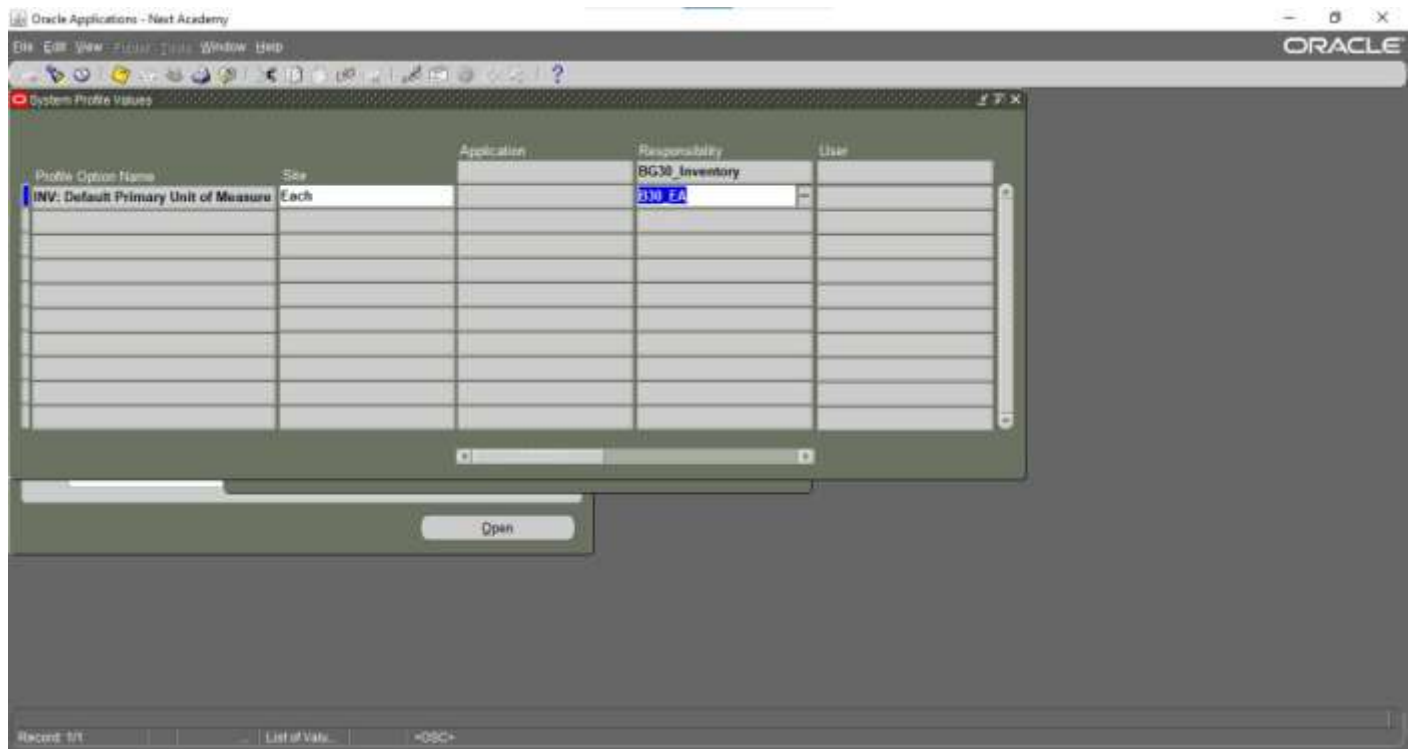
Profile Option: INV: Default Primary UOM

This is not a standard profile that lets you pick any UOM freely, but instead, UOM defaulting is typically determined at the item level during item creation.

To change the default Primary UOM of an item:
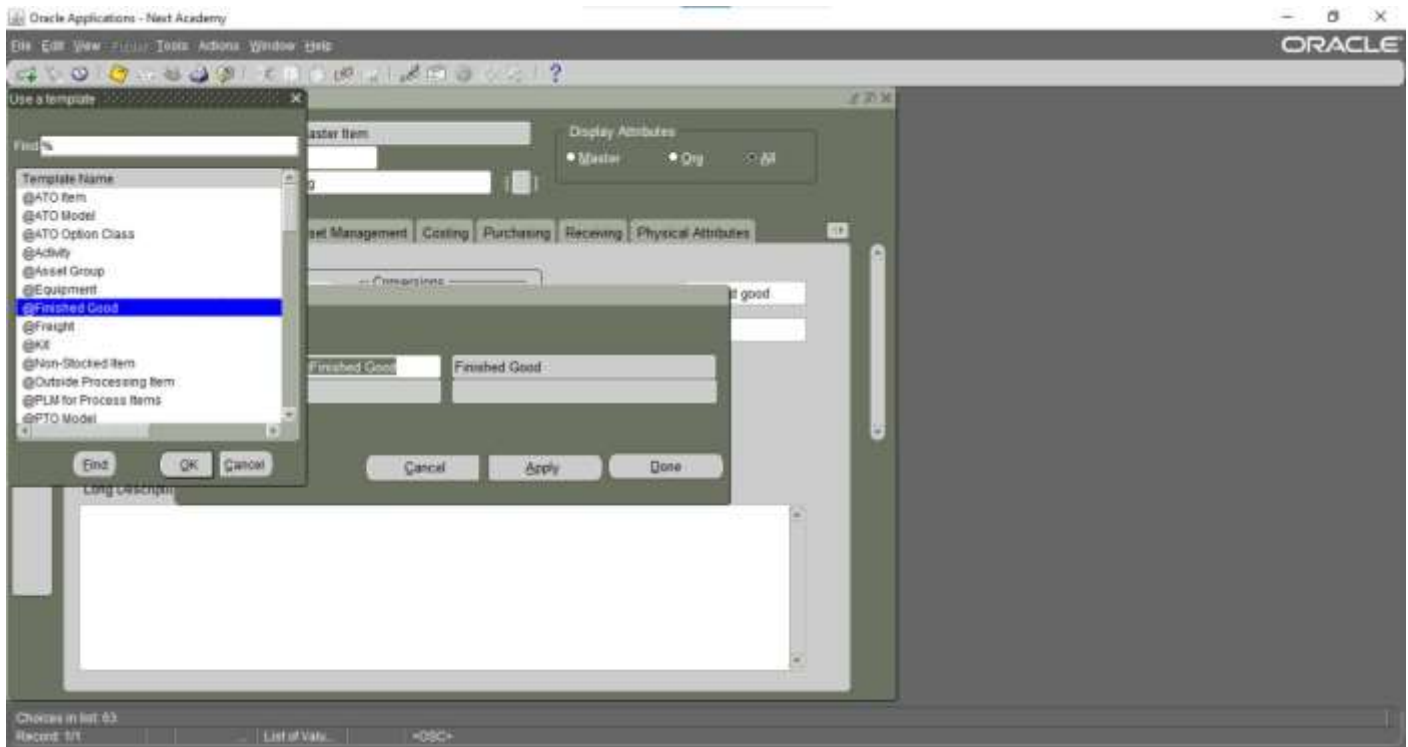
Navigation Path:

Inventory Responsibility → Items → Master Items → (Query or Create Item)

Steps:

1. **Under the Main tab, set the Primary Unit of Measure.**

2. **This will become the default UOM for all transactions for this item.**

Define a No-Lot-Control / Lot-Control Finished Good Item

1. Copy Item Attributes from "Finished Good" Template

Path : Inventory Responsibility → Items → Master Items
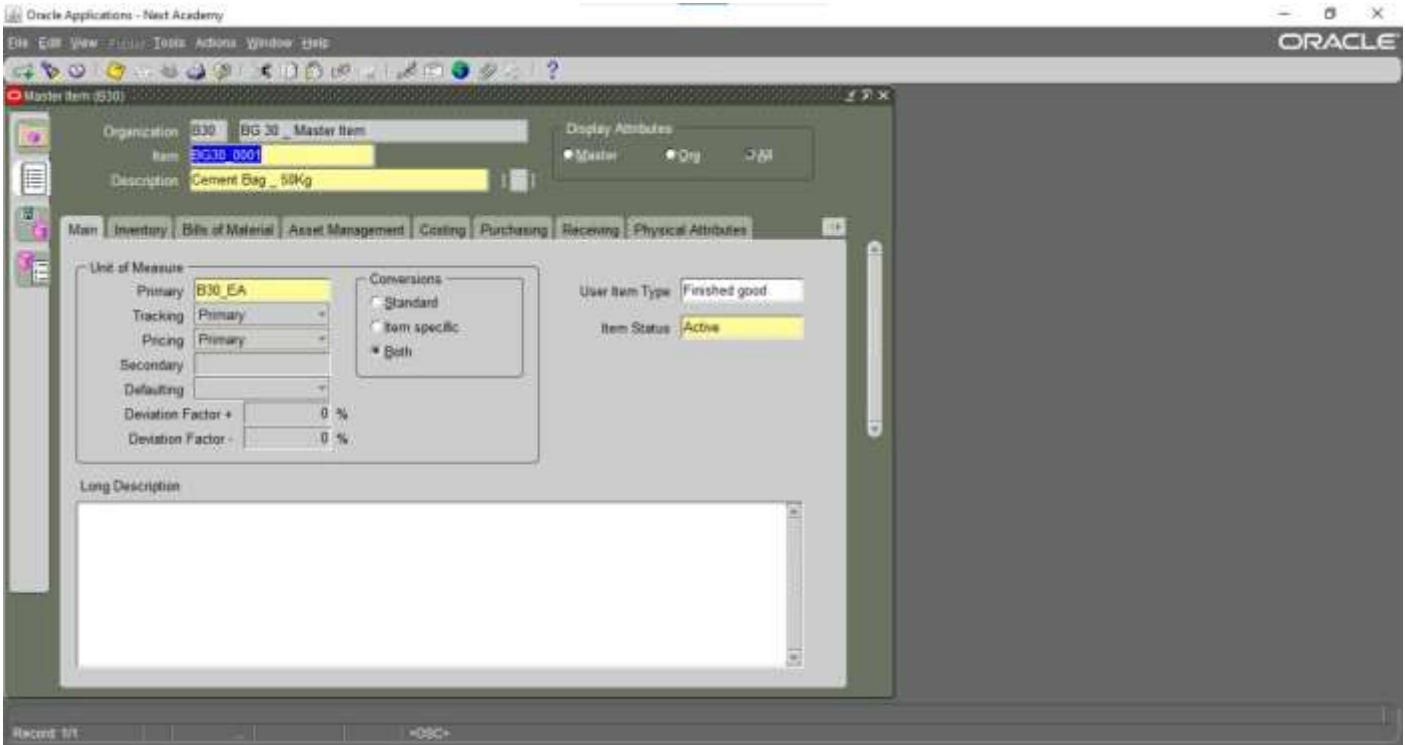
Steps:

1. Open the **Master Items** form.

2. Click the **New** icon or enter a new **Item Number**.

3. In the **Template field** (under Tools menu), choose Finished Good.

4. Apply the template:

Tools → Copy From Template → Finished Good

5. Oracle will auto-fill most attribute values (e.g., Inventory, OM, Costing, etc.)

2. Define Item with Copied Attributes (with No Lot Control)
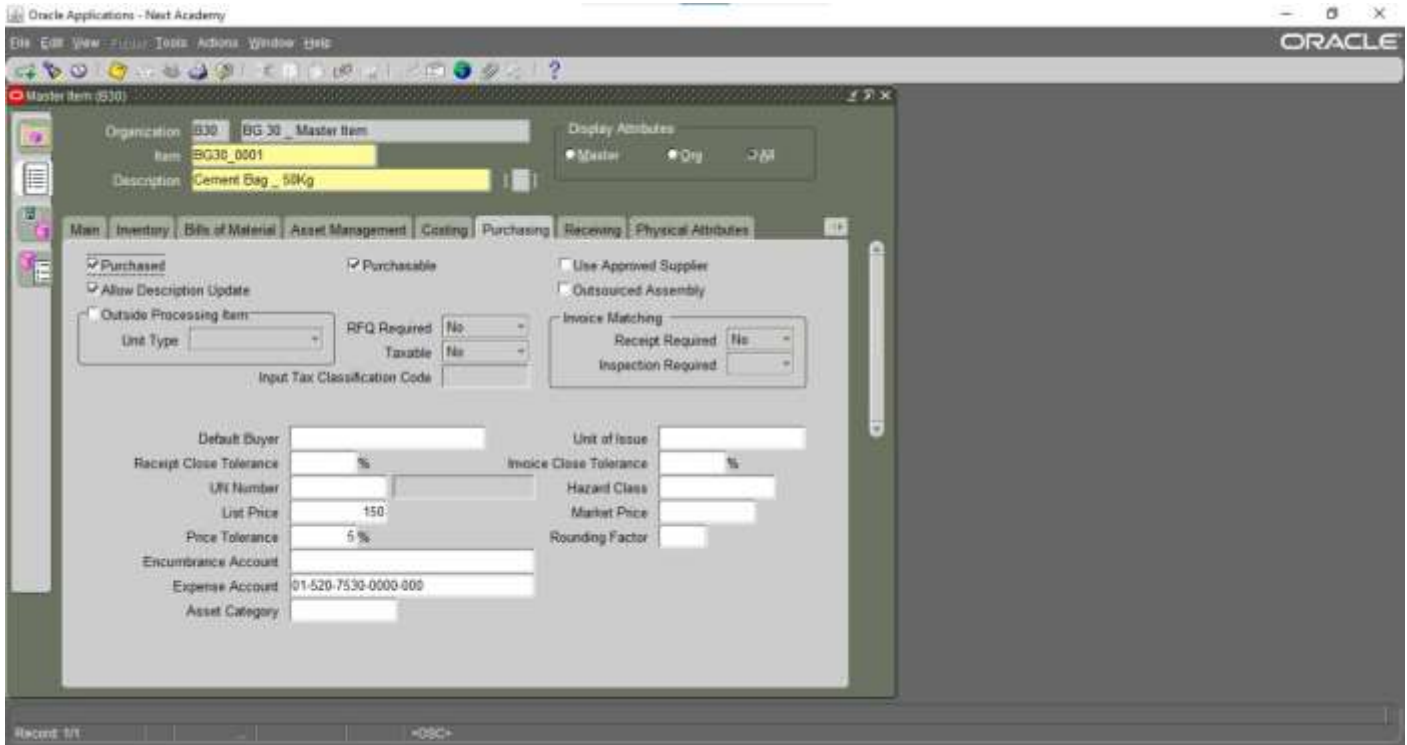

a. Main Tab

- Enter **Description**.

- Set **Primary Unit of Measure** (e.g., EACH).

- **Item Catalog Group** (optional).

- **Inventory Item**: ✅ Checked

- **Stockable**: ✅ Checked

- **Transactable**: ✅ Checked

b. Inventory Tab

- **Inventory Asset Value**: ✅ Checked

- **Lot Control**: Set to No Control

  - This disables lot tracking for the item.

- **Shelf Life Control**: None

- **Reservable**: ✅ Checked (optional)

3. **Set Purchasing Attributes**

Tab: Purchasing

Ensure the following:

- **Purchasable**: ✅ Checked

- **List Price**: Enter the default price

- **Price Tolerance** and **Receipt Close Tolerance**: Optional

- **Outside Processing**: Unchecked unless needed

- **Invoice Matching**: 2-Way or 3-Way (based on business process)

- **Use Approved Supplier**: If applicable

This makes the item available for use in **Purchase Requisitions** and **Purchase Orders**.

4. Set Order Management Attributes

Tab: Order Management

- **Customer Ordered**: ✅ Checked

- **Customer Orders Enabled**: ✅ Checked

- **Shippable**: ✅ Checked

- **Returnable**: ✅ Checked (if applicable)

- **OE Transactable**: ✅ Checked

This enables the item for **Sales Orders** and **Shipping Execution**.

Steps to create Item Attributes Template
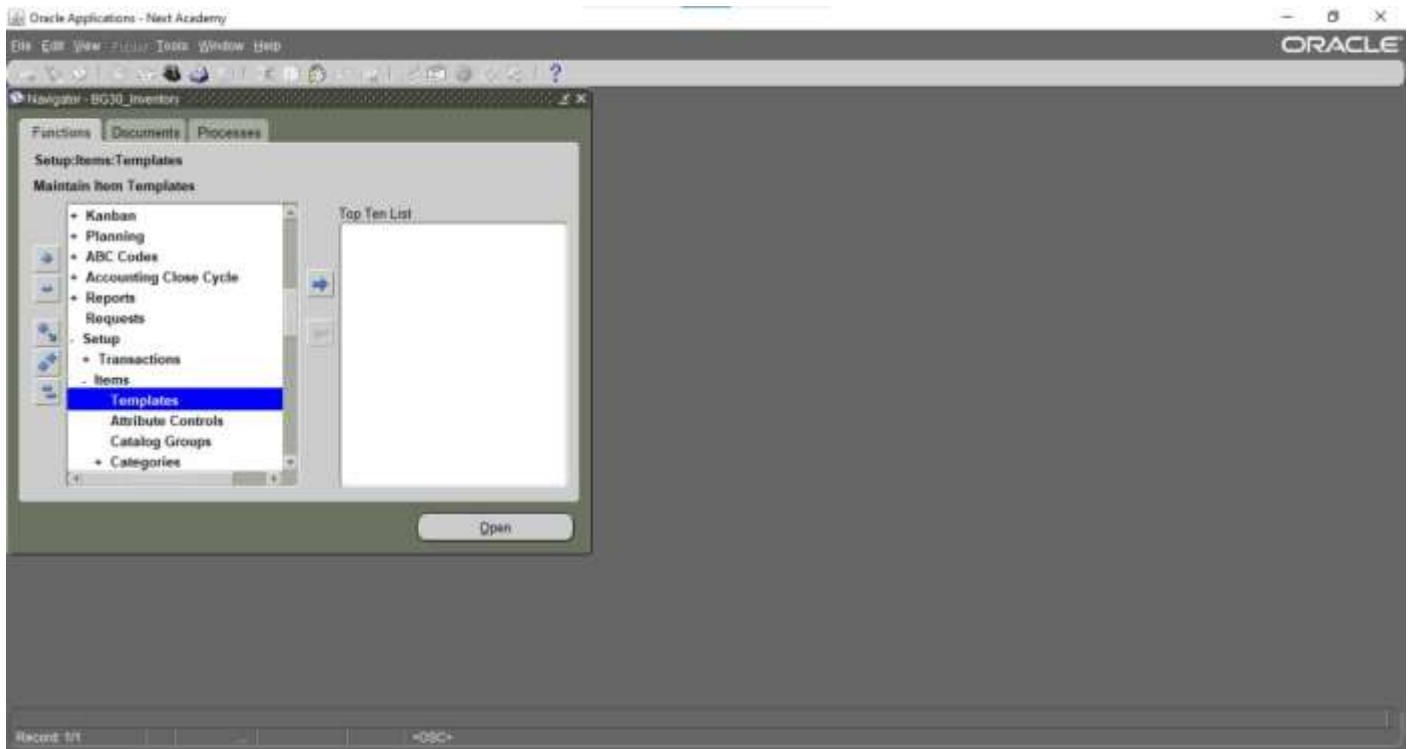
Open the Templates Form

- Go to: Inventory → Setup → Items → Templates

- The **Item Templates** window will open.
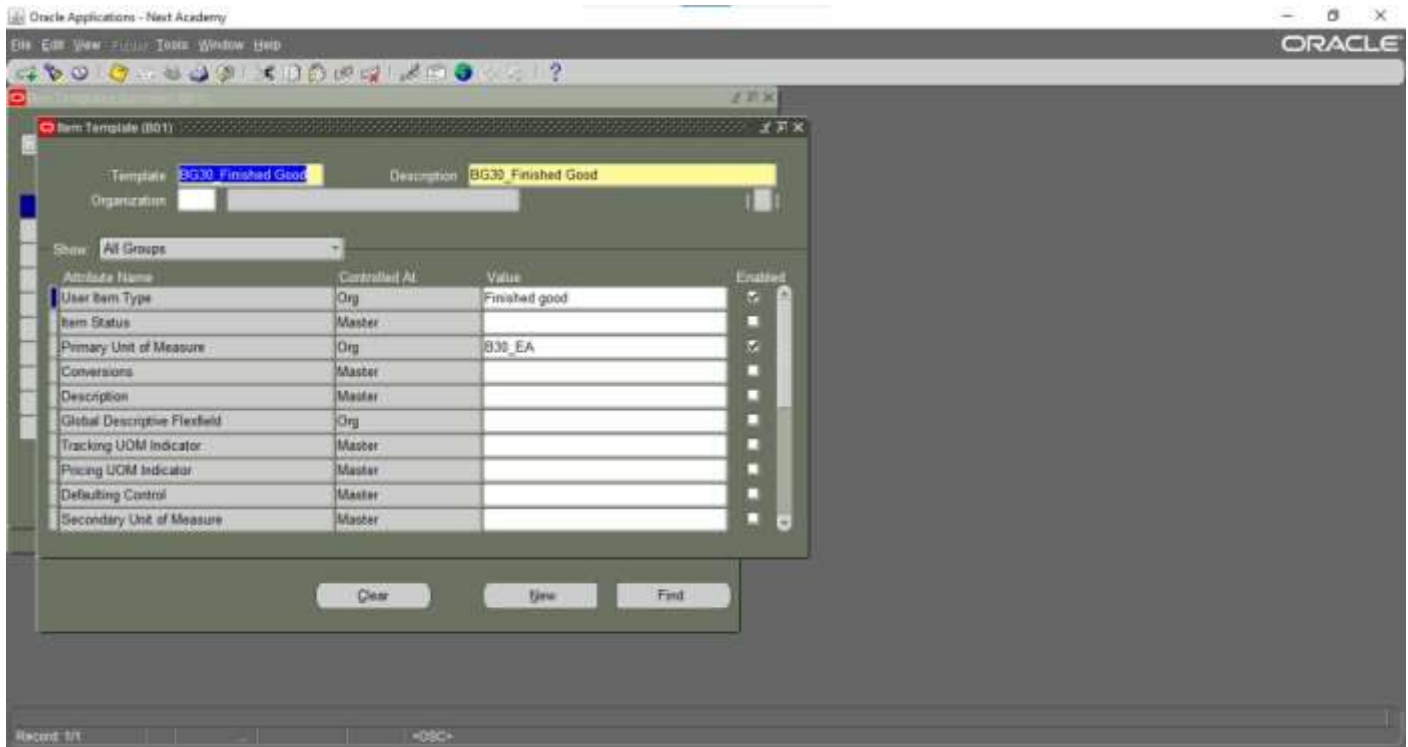
Create New Template

- In the **Template** field, enter a unique **name** (e.g., NO_LOT_FINISHED_GOOD)

- Enter a **description** (e.g., Finished Good without Lot Control).

Select Attribute Groups

Set Attribute Values

Define Lot-Control Item

Create or Query the Item

- Go to the **Master Items** form.

- Enter a new **Item Number**, or query an existing one to modify.

- Enter **Description** and **Primary Unit of Measure** (e.g., EACH).

Set Lot Control Attributes

Go to: Inventory Tab

Key fields:

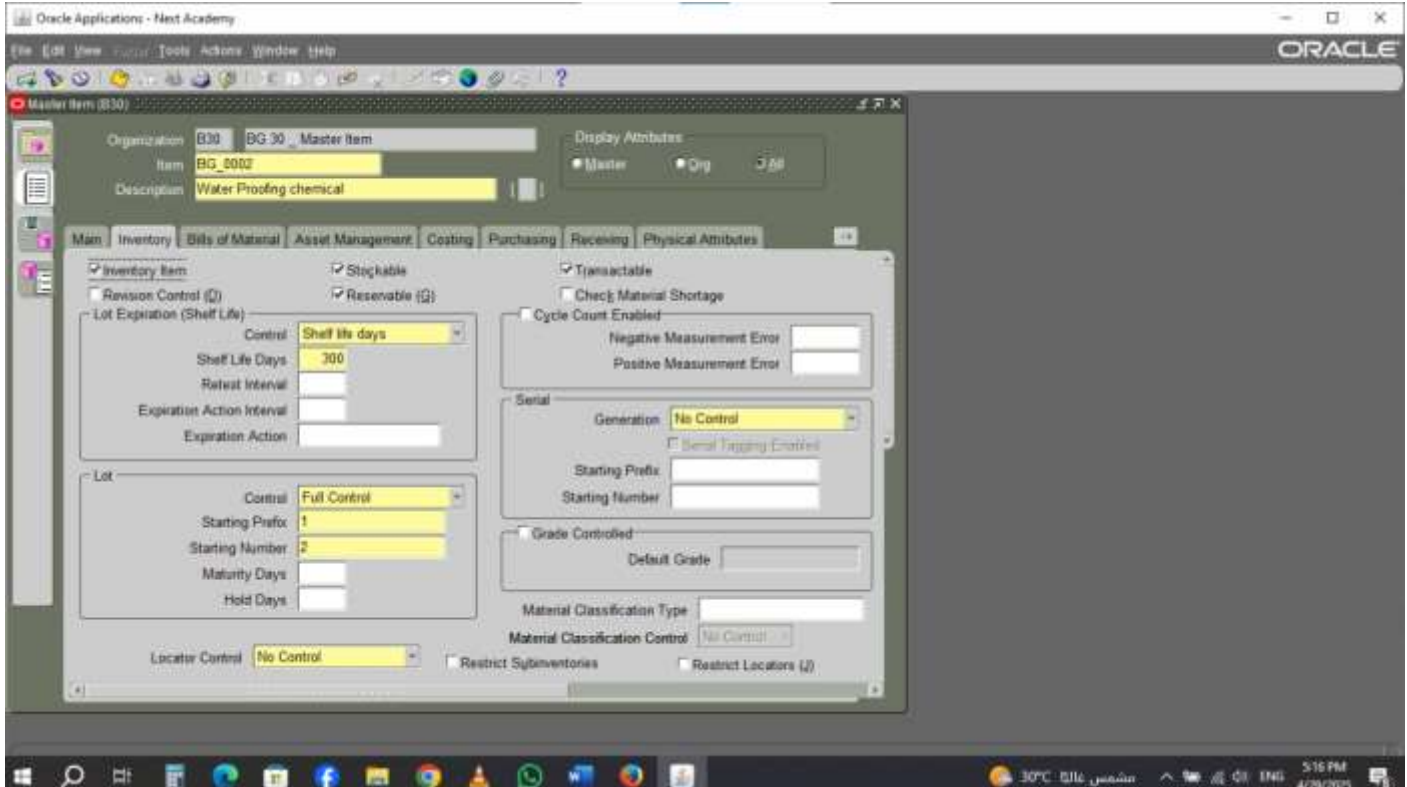| Field	Value	Notes
Lot Control	Full Control	Required for lot tracking. Options: No Control / Full Control / Partial Control
Lot Prefix	(Optional) e.g., LOT-	Auto-generates lot numbers with this prefix
Lot Starting Number	e.g., 1000	First number Oracle uses if auto-generation is enabled

Define an Account Alias in Oracle Inventory
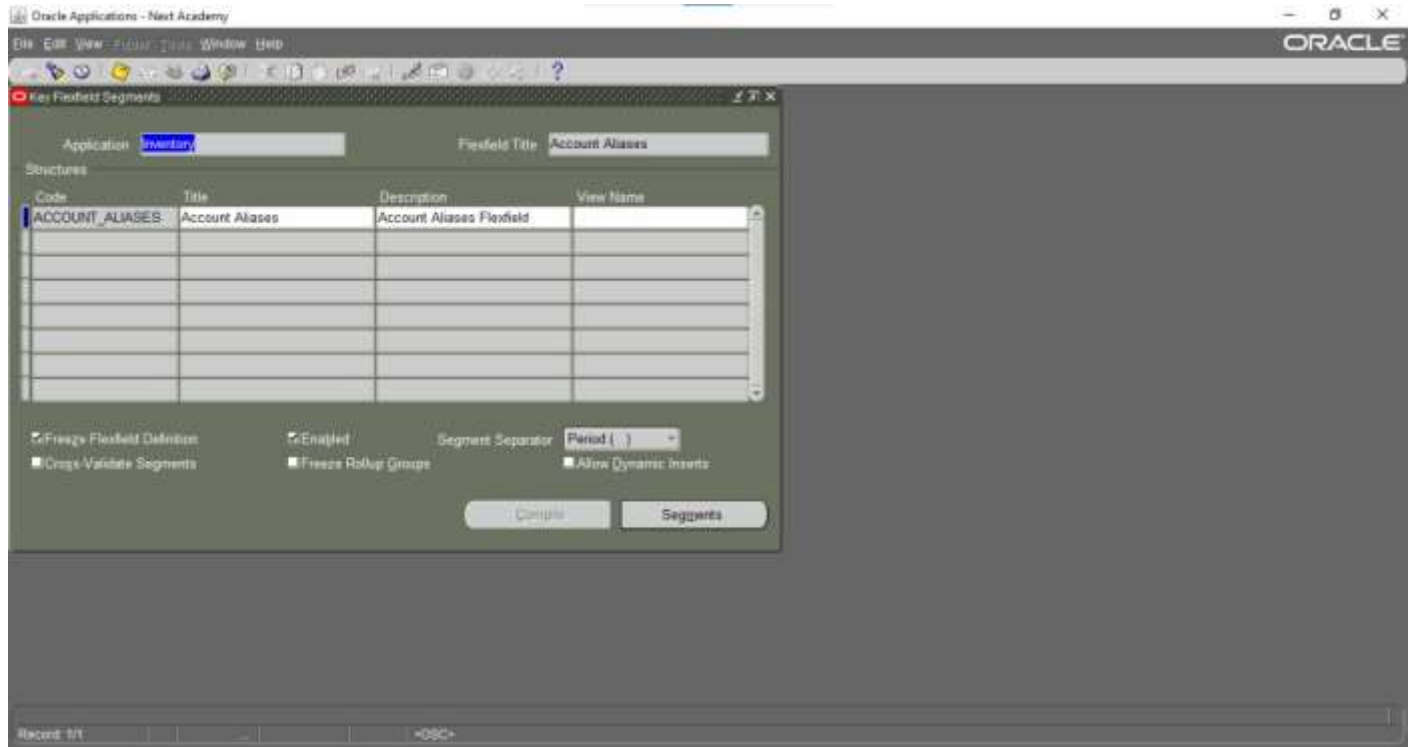
Step 1: Check the Account Alias Flexfield (KFF) Setup

Path: Inventory > Setup > Flexfields > Key > Segments

- **Choose Flexfield Title:** *Account Aliases*

- **Ensure:**

    o **The structure is compiled.**

    o **It's enabled and frozen.**

    o **Segment labels and value sets are assigned to each segment (e.g., Company, Cost Center, Account).**

- **If any segment is missing a value set or definition, define it here.**
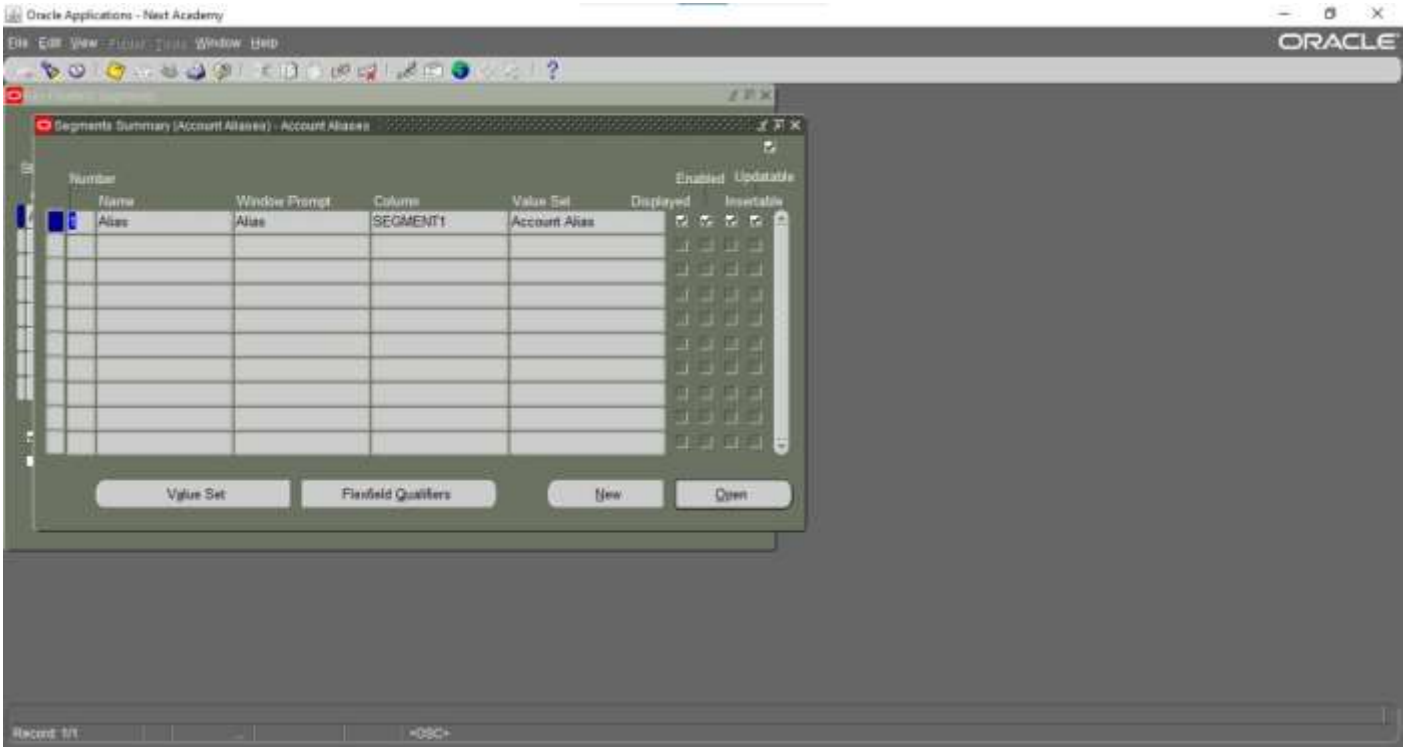
Step 2: Define Account Alias Segments

Still under: Inventory > Setup > Flexfields > Key > Segments

- Select the structure (e.g., *Vision Operations*).

- For each segment:

  - Define **Name**, **Prompt**, **Column**, **Value Set**, **Default Type/Value** if needed.

- Use **Value Sets** like:

  - Company code (e.g., 01)

  - Department (e.g., 200)

  - Account (e.g., 5010)

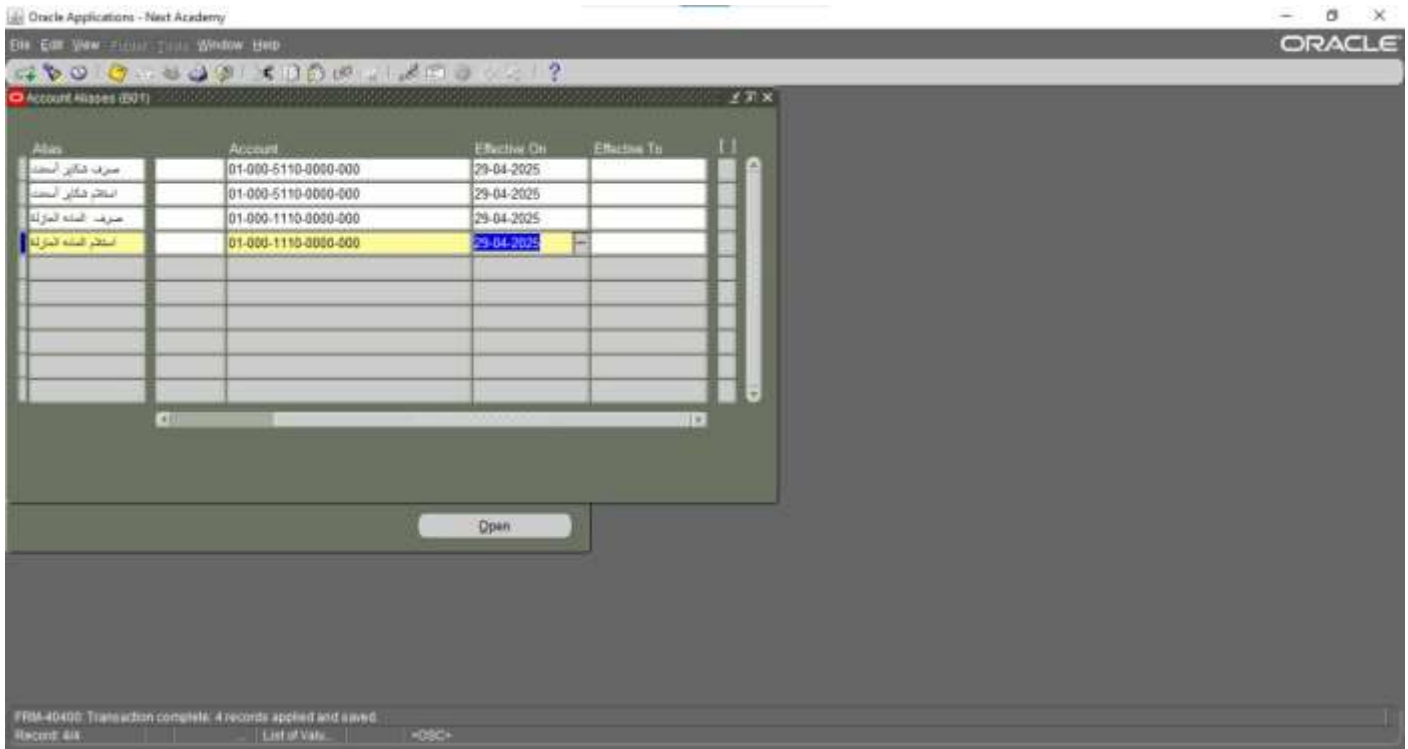Remember to **compile** the flexfield after changes.
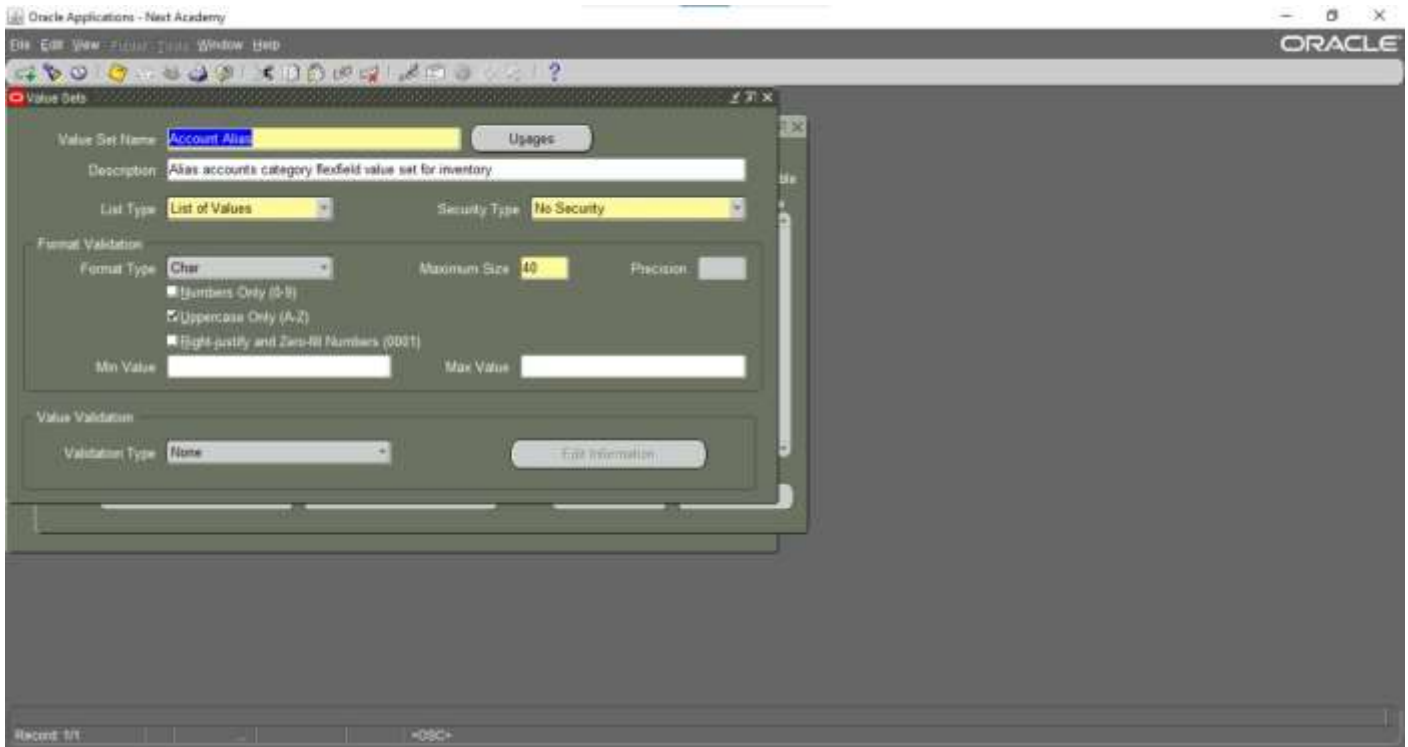
Step 3: Define/Assign Value Sets

Navigation: Inventory > Setup > Flexfields > Validation > Sets

- For each segment used in the Account Alias structure:

    o Create or modify a **Value Set**

    o Define the **validation type**:

        ▪ Independent

        ▪ Dependent

        ▪ Table-based

- Define **values** using: Inventory > Setup > Flexfields > Validation > Values

Step 4: Create the Account Alias

Navigation: Inventory > Setup > Transactions > Account Aliases

- Click **New Record**

- Enter:

    - **Alias Name** (صرف شكاير أسمنت)

    - **Description** (optional)

    - **Account Code Combination**: Use the flexfield window to choose the appropriate code segments.

- Save the record.

Once created, the alias can now be used in transactions like **Miscellaneous Issue, Receipt, or Subinventory Transfer**.