

**(DEPI)**



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

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**توجيه الشكر**

نود أن نعبر عن خالص امتناننا **لوزارة الاتصالات وتكنولوجيا المعلومات (MCIT) ومبادرة رواد مصر الرقمية (DEPI)** لتوفير هذه الفرصة القيمة للتعلم واكتساب الخبرة في بيئة أوراكل. وقد أسهمت هذه المبادرة بشكل كبير في تعزيز قدراتنا الفنية ومكنتنا من اكتساب مهارات تمنحنا ميزة تنافسية في المجال المهني.

كما نتوجه بجزيل الشكر **للسيد مصطفى عبد النعيم** على تفانيه اللامحدود ونصائحه القيمة ودعمه المستمر طوال رحلة التدريب. لقد كان لجهوده دور محوري في إثراء تجربتنا التعليمية وتطويرنا المهني.

خالص تقديرنا

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**📍 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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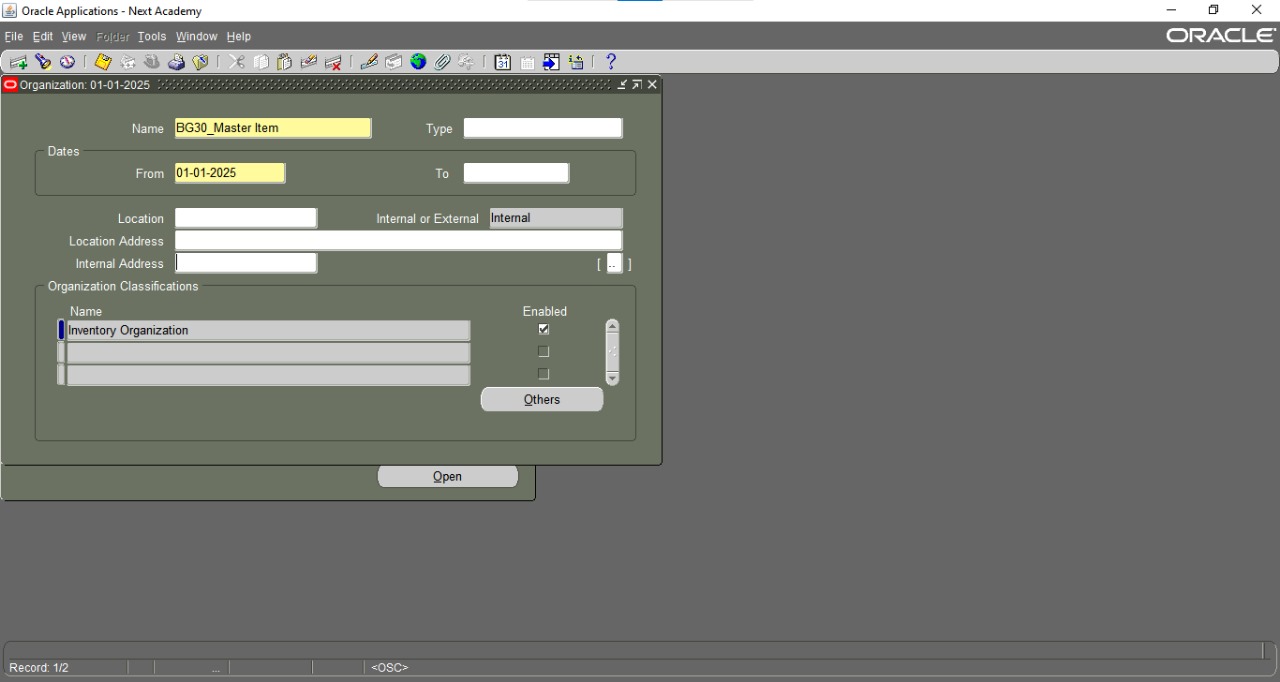
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# Organization Setup



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*.

# Location Management

A screenshot of a computer

AI-generated content may be incorrect.

* 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

**A screenshot of a computer

AI-generated content may be incorrect. 📝 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.
* **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.

# Replicate Seed Data

A screenshot of a computer

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**Checking Background Jobs**

*Like looking at your email "Sent" folder to see if things actually processed.*

**What the numbers mean:**

* **Request ID:** Like a receipt number (e.g., 8852694)
* **Completion Text:**
  + Good news: "Normal completion" ✅
  + Bad news: Any other message means something went wrong

# Profile Options

A screenshot of a computer

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**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 |

# Viewing Month Calendar

A computer screen shot of a computer

AI-generated content may be incorrect.

*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*

# Adding Holiday Exceptions

A screenshot of a computer

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*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

# Setting Up Work Calendars

A computer screen shot of a computer

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*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

**Shift example:**

* Shift "03:00\_CA1" might mean:
  + Starts: 9:00 AM
  + Ends: 5:00 AM

# Final Calendar Setup

A screenshot of a computer

AI-generated content may be incorrect.

*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]

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**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
* Llist 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