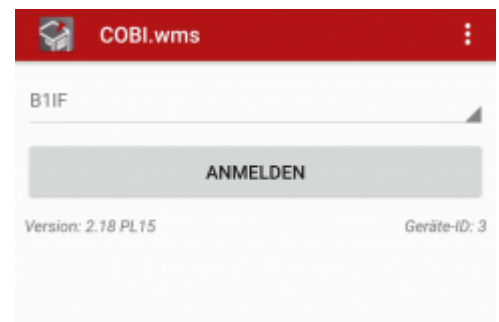# User Manual

This manual deals with the use of a successfully completed installation of COBI.wms. The target group are users of the app, as well as support staff.

For details about installation and configuration, please see the main COBI.wms Documentation page.

Login

After starting the app, the login screen is displayed. Here, the company database to which the app should connect can be selected via drop-down.

Depending on the configuration of the app, the fields "Username" and "Password" may be displayed and may be optional or mandatory fields.

In the upper right corner there is a three-dot icon with the following items:

- Management Database
- App Options
- Info

Main Menu
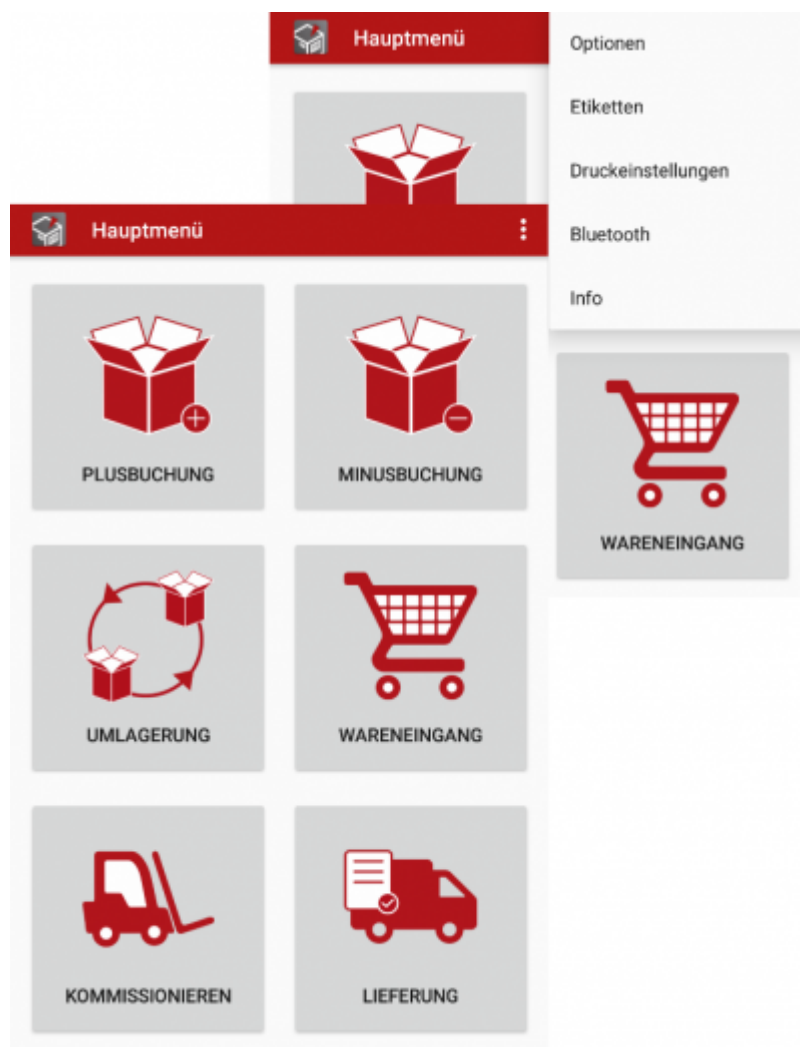
In the main menu, the modules of the app are listed in the form of tiles.

A red dot on a tile means that there are locally stored data in the module which have not yet been sent to the database.

Through the three-dot symbol at the top right, the following screens can be accessed:

- App Options
- Label Templates
- Print Settings
- Barcode scanning via Bluetooth
- Info

Modules

Module	Equivalent in SAP Business One
Plus Booking	Warehouse Management → Inventory Transactions → Goods Receipt
Minus Booking	Warehouse Management → Inventory Transactions → Goods Issue
Relocation	Warehouse Management → Inventory Transactions → Inventory Transfer
Receipt	Purchase → Goods Receipt

Module	Equivalent in SAP Business One
Picking	Warehouse Management → Picking and Packing
Delivery	Sale → Delivery
Purchase Return	Purchase → Return
Sales Return	Sales → Return
Issue for Production	Production → Issue from Production
Receipt from Production	Production → Receipt from Production
Wares List	-
Purchase Order	Purchase → Order
Request for Relocation	Warehouse Management → Inventory Transactions → Request for Stock Transfer
Inventory Counting	Warehouse Management → Inventory Transactions → Inventory Count Transactions → Inventory Counting
Label Printing	-

Plus Booking

In SAP Business One: *Inventory → Inventory Transactions → Goods Receipt*

This module can be used to create manual goods receipts that are not linked to a specific business process, such as purchasing or production. A typical use case would be an inventory correction. For example, if there is more of an item in the warehouse than noted in SAP Business One, the quantity of the item can be increased.

When the module is opened, you can start creating the document directly. See section: Document editing

Minus Booking

In SAP Business One: *Inventory → Inventory Transactions → Goods Issue*

This module can be used to create manual goods issues that are not linked to a specific business process, such as sales or production. A typical use case would be an inventory correction. For example, if there is less of an item in the warehouse than noted in SAP Business One, the quantity of the item can be reduced.

When the module is opened, you can start creating the document directly. See section: Document editing

Relocation

In SAP Business One: *Inventory → Inventory Transactions → Inventory Transfer*

When the module is opened, it shows the list of open Inventory Transfer Requests.

When a Transfer Request is selected, a Relocation template is created with the open lines of the selected Request. For details on how to edit a Relocation template, see: Document editing

By long-pressing on a Transfer Request, the multi-selection mode is started. Additional Requests can be added to the selection via a simple click. Afterwards, by clicking on [New Relocation], a Relocation template is created with all open lines of the selected Requests.

If the button [New Relocation] is pressed without selecting Requests beforehand, an empty Relocation template is opened.

Receipt

In SAP Business One: *Purchasing - A/P → Goods Receipt PO*

When the module is opened, it shows the list of open Purchase Orders. The list can be filtered by using the Search field. Various search criteria are supported here, such as: document number, supplier, date, remarks, etc.

By clicking on the [...] button next to the search field, the list of Suppliers can be opened. After selecting one, the list of Purchase Orders is filtered according to the Supplier.

By clicking on the "History"-Icon in the upper right corner, the last booked Goods Receipts can be displayed.

When a Purchase Order is selected, a Receipt template is created with the open lines of the Order. For details on how to edit a Receipt, see: Document editing.

By long-pressing on a Purchase Order, the multi-selection mode is started. Further Orders can be added to the selection through a simple click. (The selected Orders must be based on the same Supplier.) Afterwards, by clicking on [New Receipt], a Receipt template is created with all open lines of the selected Purchase Orders.

If the [New Receipt] button is pressed without first selecting any Purchase Orders, a Supplier must be selected, and a blank Receipt template is opened.

When adding new lines to a Receipt, matching Purchase Orders are displayed if available. By selecting one, it can be linked as the base document for the Receipt. Thus, to complete a Purchase Order, it is not necessary to search for it in the whole list of open Orders first. Instead, it is possible to simply select the Supplier from which goods have been received, and start scanning their barcodes, after which the matching Order will be automatically suggested for linking.

Picking

In SAP Business One: *Inventory → Pick and Pack*

With this module, you can edit released Pick Lists.

The module provides three views: `[Open]`, `[Released]`, and `[Done]`.

When the module is opened, you are initially in the **[Released]** view.

Open

After selecting `[Open]`, all open Sales Orders that have not yet been released to a Pick List are displayed.

By selecting a Sales Order, its contents can be viewed. Editing is not possible from here. To start picking for the Sales Order, it must first be released to a Pick List in SAP Business One.

Released

After selecting `[Released]`, all released Pick Lists that have not yet been completed are displayed.

A red dot next to the pick list number means that the list has been edited, but the changes not yet synchronized to the database. By long-pressing on such a list, the locally saved changes can be discarded.

By selecting a Pick List, you can view and edit its contents. See section: Pick List editing

Done

After selecting [Done], you will see all Pick Lists which are partially or completely picked.

When you select a Pick List, you will be offered the options *Open pick list* and *Create delivery note*.

By selecting *Open pick list*, you can view and edit the contents of the List. See section: Pick List editing

If you select *Create delivery note*, the Pick List is transferred into the Delivery module. Generally, no further processing is required in this screen before proceeding, because the information about picked quantities, batch and serial numbers, as well as bin locations, will be copied from the Pick List.

Done / Multi-selection for Delivery

By long-pressing on a Pick List, you can start the multi-selection mode and will see the actions **Automatic** and **Manual** appear at the top. Additional Pick Lists can be added to the selection through a simple click.

If you click **Automatic**, all necessary Deliveries will be created to cover the selected Pick Lists. If there are Orders for multiple Customers among the selection, one Delivery will be created per

Customer.

If you click **Manual**, and the Pick Lists relate to several Customers, they will be listed for selection. A Delivery template will be created for the selected Customer.

Pick List editing

To find a specific item in long Pick Lists, the item can be entered in the *Search* field, or found via barcode scan.

By selecting **Hide fully picked lines**, you can filter out all lines that are already picked from your view.

By long-pressing on a line, further details are displayed: Order Number, Customer, Shipping date, and Shipment address.

By clicking on a line, it can be edited. Depending on whether it is an item with batch numbers, serial numbers, or both, and depending on whether bin locations are activated, the workflow will vary.

If no batch numbers, serial numbers, or bin locations have to be selected, a simple dialog will appear for entering the picked quantity. Otherwise, a corresponding screen for selecting the batch or serial numbers or bin locations will be displayed. See section: Document editing

By clicking [Send], the edited Pick List will be synchronized to the database.

Delivery

In SAP Business One: *Sales - A/R → Delivery*

When the module is opened, it shows the list of open Sales Orders (OR) and Reserve Invoices (IN). The list can be filtered by using the Search field. Various search criteria are supported here, such as: document number, customer, date, remarks, etc.

By clicking on the […] button next to the search field, the list of Customers can be opened. After selecting one, the list of Orders and Invoices is filtered according to the Customer.

Via the "History"-Icon in the upper right corner, the last booked Deliveries can be displayed.

When a document is selected, a Delivery template is created with the open lines of the selected document. For details on editing a Delivery template, see: Document editing

By long-pressing on a document, the multi-selection mode is started. Additional documents can be added to the selection through a simple click. (The selected documents must be based on the same Customer.) Afterwards, by clicking on [Create Delivery], a Delivery template is created with all open lines of the selected documents.

If the [Create Delivery] button is pressed without first selecting any documents, a Customer must be selected, and an empty Delivery template is opened.

Purchase Return

In SAP Business One: *Purchasing - A/P → Goods Return*

When the module is opened, it shows the list of open Goods Return Requests.

When a Return Request is selected, a Purchase Return template is created with the open lines of the selected Request. For details on how to edit a Return template, see: Document editing

By long-pressing on a Return Request, the multi-selection mode is started. Additional Requests can be added to the selection through a simple click. (The selected Requests must be for the same Supplier.) Afterwards, by clicking on `[New Purchase Return]`, a Return template is created with all open lines of the selected Requests.

If the `[New Purchase Return]` button is pressed without first selecting any Requests, a Supplier must be selected, and a blank Return template is opened.

Sales Return

In SAP Business One: *Sales - A/R → Return*

When the module is opened, it shows the list of open Return Requests.

When a Return Request is selected, a Sales Return template is created with the open lines of the selected Request. For details on how to edit a Return template, see: Document editing

By long-pressing on a Return Request, the multi-selection mode is started. Additional Requests can be added to the selection through a simple click. (The selected Requests must be from the same Customer.) Afterwards, by clicking on `[New Sales Return]`, a Return template is created with all open lines of the selected Requests.

If the `[New Sales Return]` button is pressed without first selecting any Requests, a Customer must be selected, and a blank Return template is opened.

Issue for Production

In SAP Business One: *Production → Issue for Production*

When the module is opened, it lists all Production Orders which are in the *Released* state and have at least one component line whose *Issue Method* is set to *Manual*. In addition, open Disassembly Orders are displayed.

When a Production Order is selected, an Issue for Production template is created with all component lines whose *Issue Method* is set to *Manual*. For a Disassembly Order, a single line with the item to be disassembled is displayed instead.

For details on editing an Issue for Production, see: Document editing

Receipt from Production

In SAP Business One: *Production → Receipt from Prodction*

When the module is opened, it lists all Production Orders which are in the *Released* state. In addition, it lists all Disassembly Orders which are in the *Released* state and have at least one component line whose *Issue Method* is set to *Manual*.

When a Production Order is selected, a Receipt from Production template is created, containing a single line with the item to be produced. For a Disassembly Order, all component lines whose *Issue Method* is set to *Manual* are listed instead.

If any produced goods are discarded during production, the button `[Add discarded quantity]` can be used to add an additional line to the document which represents the quantity that was produced but discarded.

If some of the components that were issued manually for the Order have been received back from production (e.g. a remaining quantity of a consumable), the button `[Add remaining quantity]` can be used to add an additional line representing the remaining quantity that will be added back to stock.

During the completion of a Receipt from Production, the **Close order** checkbox can be checked to close the Order after the booking.

For details on editing a Receipt from Production, see: Document editing

Wares List

When the module is opened, it will display the list of all Warehouses.

By selecting a Warehouse, you can see the list of all items in it. For each item, you can see the quantities: *On Hand*, *Committed*, *Ordered*, and *Available*.

If an item is selected that is managed by batch or serial numbers, the batches or serials will be listed. If you are in a warehouse with bin locations, the allocation of quantities to individual bins can be seen as well.

Purchase Order

In SAP Business One: *Purchasing - A/P → Purchase Order*

This module can be used to create Purchase Orders in SAP Business One, which will then also appear in the *Receipt* module.

It should be noted that no batch numbers, serial numbers, or bin locations can be specified in this module, since you are creating a Purchase Order. Only the warehouse for which the Order is placed, and the quantity to be ordered, are entered in this module.

When the module is opened, you can start creating the document directly. See section: Document editing

Relocation Request

In SAP Business One: *Inventory → Inventory Transactions → Inventory Transfer Request*

This module can be used to create Inventory Transfer Requests in SAP Business One, which will then also appear in the *Relocation* module.

In this module, no assignment of batch numbers, serial numbers or bin locations is supported.

When the module is opened, you can start creating the document directly. See section: Document editing

Inventory Counting

In SAP Business One: *Warehouse Management → Inventory Transactions → Inventory Count Transactions → Inventory Counting*

This module allows editing inventory count lists created in SAP Business One. When the module is opened, the view of open inventory counts is displayed.

A red dot next to the document number means that there are changes to this count list stored on the Android device that have not yet been synchronized to the database. By long-pressing on such a count list, the locally saved changes can be deleted.
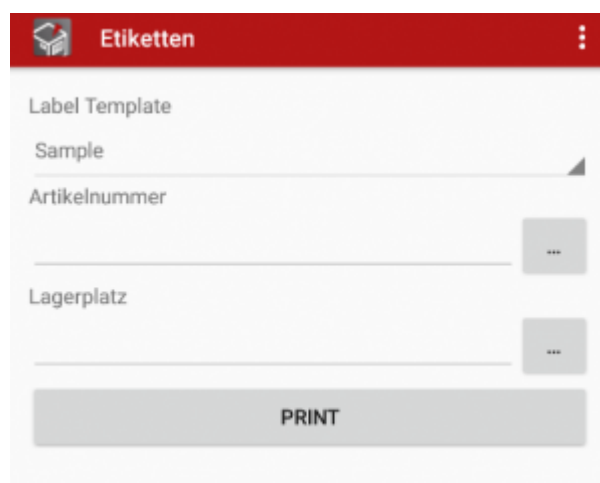
After selecting a count list, its content is displayed. The **Hide Counted** button can be used to limit the view of items that have not yet been counted. Articles can be found by using the search function or by barcode scanning. Additional rows can be added to the list by clicking [Add row] or by scanning a barcode to an item that is not yet in the list.

For articles that are managed neither by batch number nor by serial number, separate quantities can still be added during inventory count, each with an optional remark. For example, a quantity of 10 with the remark "Shelf 1" and another quantity of 15 with the remark "Shelf 2" could be added to an article. However, when synchronizing to the database this split including remarks will be lost and will be summed up to a single quantity, because in SAP Business One only one quantity can be stored per row. If a persistent, detailed division of quantities is required, bin locations should be activated for the warehouse instead.

Unlike in other modules, only one bin location can be selected per line in the inventory. If an item is divided into several bin locations one line per storage bin must be added to the inventory.

By clicking on [Send] the state of the count list stored on the device is synchronized to the database. Subsequently, an inventory posting can be made in SAP Business One based on this count list.

Label Printing

With this module the created Label Templates can be used to print a label. For this purpose, a network-compatible printer must be defined in the Print Settings.

The required template can be selected via the upper drop-down list.

By selecting the article number and other optional entries, label printing can be initiated with the *Print* button.

For the label printing option when editing the document lines, see: Print

Document editing

The following explains the general process of how to create, edit, and post receipts in the app. These instructions apply to various modules of the app.

Document Rows

The document line mask lists the positions of a document or allows to add positions.

If you enter this screen having selected an existing document (for example, selecting an open order in the Goods Receipt module), the screen will be pre-filled with the items of the base document and you will have to add mainly quantities.

If you create a document manually (e.g. in Plus Booking, or a goods receipt without a purchase order), the initially empty list must be manually filled with rows.

From this mask article barcodes can be scanned directly, which leads to the mask *Add quantity*. (See below.) If a GS1 Barcode is scanned, any fields such as batch number, expiration date, etc. will be automatically filled in the mask that opens.

The *Add row* button opens the list of all active articles. By entering different criteria into the search field above (article number, name, etc.) the list can be filtered. With the selection of the article the mask *Add quantity* is opened.

Clicking on the "Camera" icon at the top right opens the *Photos* screen. Here, images can be retrieved from the device memory or new images can be captured to add them as attachments to the document. (Attachments for pick lists are linked to the underlying document, as pick lists cannot have attachments in SAP Business One).

Clicking on an existing row usually displays the row options. (As an exception to this, a direct action is performed in the Picking module: Depending on the item and warehouse, either the *change quantity* dialog box, the batch number mask, the serial number mask, or the storage bin mask appears. By long-pressing on the line, the other line options can be called up explicitly).

The possible line options are listed below.

Add Quantity

This opens the *Add quantity* screen (see below) with the item linked to the selected row. If a quantity has already been added to the selected row, the stock cannot be changed. Otherwise, when a quantity is added to the row for the first time, in the *Add quantity* mask the warehouse can be adjusted.

Modify Quantity

This opens a dialog box where you can easily change the quantity (incl. unit). This option is only available under the following conditions:

- The item has no batch or serial numbers and the warehouse has no storage bins.
- Only one batch number / only one storage bin has been defined for the line

Batch Numbers

This opens the batch number mask where the batch numbers can be viewed and edited.

In the upper area there are input fields similar to the *Add quantity* mask (see below), which allows to add more batch numbers to the batch splitting. (If the specified batch number already exists in the splitting, only the quantity will be added).

In the lower area you can see the current batch distribution. By clicking on a batch number, the assigned quantity can be adjusted or the batch number can be removed from the allocation.

If it is a warehouse in which bin locations have been activated, a distribution to bin locations must again be defined per batch number. See section *Storage bins* below.

Serial Numbers

This opens the serial number mask where serial numbers can be viewed and edited.

In the upper area there are entry fields similar to the *Add quantity* mask (see below) allowing to add more serial numbers to the line.

The serial numbers already added are listed in the lower area. By pressing and holding a serial number can be selected for deletion. By simply clicking, more serial numbers are added to the selection, if you want to delete several at the same time.

Warehouse Locations

This opens the storage bin mask where the storage bin allocation can be viewed and edited.

In the upper area there are input fields similar to the mask *Add quantity* (see below), by which additional bin locations can be added to the allocation. (If the specified bin already exists in the allocation, only the quantity will be added).

In the lower area you can see the current bin allocation. By clicking on a location, the assigned quantity can be adjusted or the location can be removed from the allocation.

Label Printing

This option prints a label for the item specified in this line.

If several batch numbers or serial numbers have been added to the line, one of them must be selected, since each label can refer to only one batch number or serial number. If several storage bins are specified, one of them must also be selected for printing.

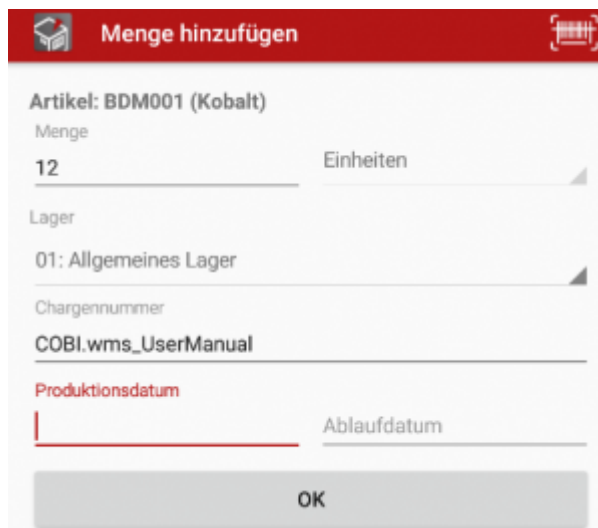**Delete**

This removes the line from the document.

Add Quantity

The mask *Add quantity* allows the entry of quantity, quantity unit, batch number or serial numbers depending on the selected article. If necessary, the warehouse to which the added quantity should refer can be changed.

If a warehouse is selected in which storage bins are activated, a storage bin must also be specified. The bin location can be entered by barcode scan or manually. By clicking on the button next to the bin field, the list of bins can also be called.

In the lower part of the screen you can see the stock levels of the selected item, divided by warehouse and location.

Batch Number
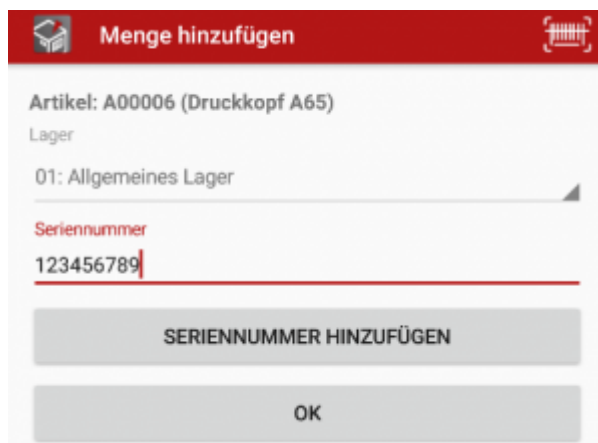
The batch number can be entered by barcode scan or manually. For outgoing entries (e.g. minus entry, delivery), the button next to the *Batch number* input field can also be used to call up the list of available batch numbers in order to select one.

For incoming bookings (e.g. plus booking, goods receipt), a production date and expiration date can also be entered when entering the batch number. If activated under the App Options, further detailed fields for the batch number can also be displayed.
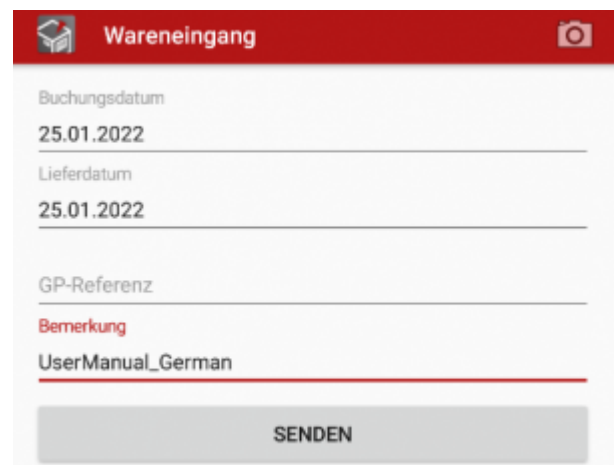
Serial Numbers

If the item is managed by serial numbers, it is not possible to specify a quantity or unit of measure, just the list of serial numbers which than forms the quantity.

Serial numbers can be entered by barcode scan or manually. For outgoing entries (e.g. Minus Booking, Delivery), the button next to the *Serial number* entry field can also be used to access the list of available serial numbers in order to select one.

For incoming bookings (e.g. Plus Booking, Goods Receipt), further details can be specified per serial number, such as the lot number. In the App Options further detailed fields for serial numbers can also be activated.

Booking Closure

After the items of a document to be posted have been finished, the `[Next]` button will take you to the next screen.

Here you can specify additional information about the document that is independent of the individual rows. The available fields depend in general on the document type.

By clicking on `[Send]` the document is immediately posted to *SAP Business One*.

Booking Overview

After a successful booking, an overview of the booked document appears again.

By clicking on individual rows, label priniting can be avtivated for individual articles.

By clicking on the "Printer" icon in the upper right corner, a print command for the entire document can be initiated, if this option is configured.