

**Purpose of report:** To provide integrated procure to pay information about Shopping Carts, Purchase Orders, and STOs to the Payment Warrant.

**Security role:** BP003\_0000 BW Shopping Cart Reporter – Site Administrator

**How to find PC011:** *Reports* tab → *Procurement/Contracts* sub-tab → *PC011 PO History – Site Admin*

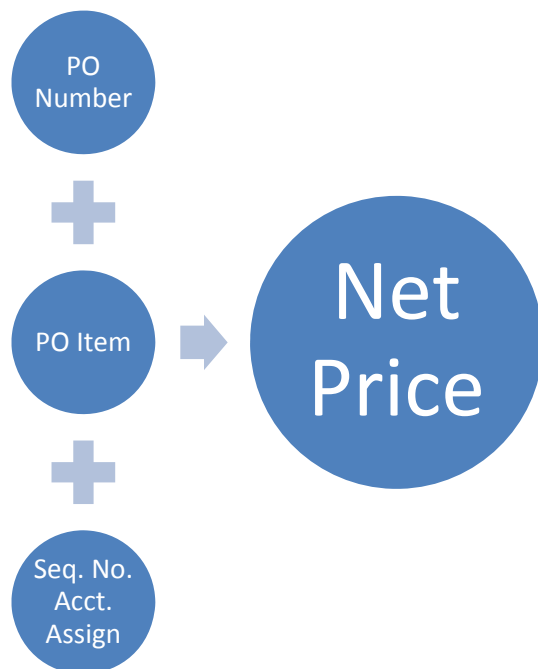


Important things to keep in mind:

- **PO Total Amount** is equivalent to the **Effective Value** plus **Price Condition Amount**. It Includes shipping and taxes.



- **Net Price** depends upon 3 fields in this order: (1) **PO Number**, (2) **PO Item**, and (3) **Seq. No. Acct. Assign**. All 3 fields must be in the default layout and in this order in order for **Net Price** to be correct. Removing or changing the order of these fields will change the **Net Price** amount.



**Net Price** requires **PO Number**, **PO Item**, and **Seq. No. Acct. Assign** to be in the report layout and in this order.

			Net Price <sup>△△</sup>
PO Number △	PO Item △	Seq. No. Acct.Assign △	\$
4500016534	1	1	1.00
4500018269	1	1	199.99
	2	1	58.50
4500026507	1	1	200.00
4600000260	10	1	33.99
4600005620	10	1	3.15
	20	1	3.39
	30	1	9.00

Field Name	Definition
Acct Assign Cat	A key indicating whether an account is to be assigned to an auxiliary account (such as a cost center). The account assignment category determines which account assignment details are required for the item (ex. Cost Center, WBS, IO, ETC)
Asset No	Main asset number. A capital asset is defined as real or personal property that has an estimated useful life of greater than one year and is acquired for use in operations and not for resale.
Asset Sub No.	A unique number that in combination with the main asset number, identifies an asset in the SAP system. Using the asset sub number, you can represent complex fixed assets in the SAP system. The fixed asset is identified by the main asset number. Each individual part of the asset, or subsequent acquisitions can be represented by a sub number. You have to enter separate master data for each sub number.
Commt Item	Functionality of Funds Management. Used to hold/reserve funds for the future. Other terms include funds reservation and funds commitment.
Contract ID	The number of a contract. A Contract is a long-term agreement with customers that allows them to buy goods or services at special conditions such as lower prices, based on specific terms that have been negotiated beforehand.
Contract Item	It represent a line entry in the contract master. Each contract item has characteristics, which contain information about the product. Contract item characteristics may include the Product ID and the discounts granted for the item as a percentage, or as an absolute price.
Cost Center	An organizational unit within a controlling area that represents a defined location of cost incurrence. This can be based on allocation criteria, physical location, and responsibility for costs.
Create On Dt	Date on which the master data was created.
Deletion Ind.	A label that identifies a data record to be deleted from the database.
Delivery Address Name	Depending on the on the PO; i.e. Inventory vs. Non-Inventory PO it is the location to which goods are sent. Most Scenario's will have the name of the location under the "Delivery C/O"
Delivery Address No	An identifier for the Delivery Address
Delivery Complete	Indicates whether the final delivery was made (indicated by X) and if the indicator is "X" it also means that there is no longer an encumbrance for the line item.
Delivery C/O	Delivery Care Off; this is the name of the School or Office where the vendor is good to deliver the goods or service.
Delivery City	City
Delivery Postal	Zip Code
Delivery State	State
Delivery Street	Street
Distribution Ind.	In the Split Accounting Funding Scenario, the Distribution Indicator will have the sequence of the lines being split; i.e. Split into three different accounting lines 1, 2, 3.
Effective Value	Effective value of the Purchase Order is the sum of the quantity X price plus the taxes and any delivery charges.
Fiscal Year	The LAUSD Fiscal Year is from July 1 - June 30 and this is the Fiscal Year in which the purchase order was created.
Functional Area	The functional Area is comprised of three substrings: 1. First four digits is the SACS Goal; 2. The middle four digits is the SACS Function; 3. The last five digits is for the LAUSD Program.
Fund	The FUND is comprised of two SACS fields: 1. The first three digits is the SACS Fund; 2. The last four digits is the SACS Resource.

Field Name	Definition
Funds Center	Equivalent to location code. Identifies the funding site.
GL Account	The lowest organizational unit of cost assignment in an accounting system.
Goods Receipt (GR)	Transaction in SAP whereby goods or services are acknowledged as received by District end user, (SAA, Plant Manager, Office Technician). Part of the three-way match whereby goods or services are acknowledged as received.
GR Amt	The dollar amount of the quantity received.
GR Qty	The quantity amount received.
Grant	A legal instrument used to establish a funding relationship to carry out a public purpose. A grant usually contains terms and conditions for the control, use, reporting, and reimbursement of sponsor funding.
Internal Order	Cost collector to monitor the activities of a particular program and distribute to various cost centers and programs. Setup as either a Standing (long-term) or Special (short-term) job.
IR Amt	The dollar amount of the vendor's invoice.
IR Qty	The quantity amount the vendor is invoicing for.
Net Price	The final price of an item (product or service) per unit.
Plant	An organizational unit in SAP to manage inventory and the procurement of goods.
PO Item	The line item of the Purchase Order.
PO Number	The number identifying a purchase order. A Purchase order is a legal bidding document between a purchasing organization to a vendor (external supplier) or a plant to deliver a quantity of material at a certain point in time.
PO Open Amt	The purchase order balance that is left to be received. Use Final Delivery Indicator to confirm that the encumbrance has been closed.  = Total PO Amt - Goods Received (GR) Amount
PO Pay Term Discount	This is an early payment discount taken only if payment is made within the agreed time.
PO Qty	The order quantity being requested in the Purchase Order.
PO Ret Amt	Part of an invoice amount that is retained until a defined due date (ex. End of warranty period) to ensure the delivery of materials or the performance of services as defined in the contract.
PO Total Amount	Effective Value plus Price Condition Amount; including shipping and taxes
Price Condition Amount	In is an additional amount added to the purchase order to recover fees that have been paid by a different organization unit; i.e. Bundle Fee.
Price Condition GR Amount	This is the receipt amount of the Price Condition.
Product Category	A grouping of materials and services according to their common characteristic which is based on the National Institute of Governmental Purchasing (NIGP codes)
Product Description	Describes the product; if it is a Product ID the description will be picked up from the Material Master otherwise it will be based on what the user enters.
Product ID	Identifies a product. A product is a good, material or service that is bought, produced, and sold. Products can be either tangible (physical goods), or intangible (services).
Purch Doc Cat	An identifier for classifying purchasing documents, Purchasing document categories include: requests for quotation (RFQs), purchase requisitions, purchase orders (POs), contracts, scheduling agreements.
Purchase Req. No.	Identifies an MRP purchase requisition. A purchase requisition is a request to purchasing to procure a certain quantity of a product to replenish inventory.

Field Name	Definition
Purchasing Doc Type	Identifier allowing differentiation between various forms of a purchase order like the STO and PO. Among other things, it determines the relevant number range and the fields that are available for maintenance.
Purchasing Doc. Status	K = Purchase Orders for external suppliers/vendors 9 = Stock Transport Orders (STO's) formerly known as Stock Requests (SR's)
Purchasing Group	A subdivision of a Purchasing Organization responsible for day-to-day buying activities; it is used to represent a Buyer/CAA in SAP. One Purchasing Group for each buyer (brings shopping carts workload distribution).
Purchasing Org.	An organization in SAP responsible for the procurement of goods and services and defining procurement policies and procedures.
Requester	Person initiating request.
Shopping Cart #	A number identifying the shopping cart. A shopping cart is a virtual container used to designate the items a customer intends to purchase.
Stock Transport Order (STO)	This is the process for Schools and Offices to order from the General Stores Distribution Center (Replaces the SR and OC).
Storage Loc	Storage Location is a sub-division of plant which determines the delivery address for STO orders.
Storage Loc City	Storage city
Storage Loc Name	Name of storage location which is the name of the Cost Center where the orders are to be delivered.
Storage Loc Post Code	Storage zip code
Storage Loc State	Storage state
Storage Loc Street	Storage street address
Tax (Prorated)	The estimated tax amount on the purchase order line that is calculated based on the Account Distribution. The PO Amount column includes the correct tax amount.
Tax Code	A two-digit code that represents if a Product Category or Product ID is taxable or non-taxable.
Vendor	An external business partner to whom amounts are payable for goods delivered or services performed.
Vendor Prod. Id.	The Suppliers internal Product Number.
WBS Element	In the Project System, the individual tasks and activities in a project are described as elements in a hierarchy. Depending on the phase of a project, a breakdown of the tasks and activities continues, step-by-step, until the necessary level of detail is carried out.