

# LRP Training

Legacy Replacement Program



## Welcome to the Facilities Contract Processes



- **Welcome and Introductions**
  - Instructors
- **Logistics**
- **Ground Rules**
- **Course Objectives**
- **Course Content**



## Benefits of New Processes

- Real-time processing
- Easily track documents
- Point-click functionality
- Purchase Order's automatically created
- *Zero Work Flow Shopping Cart*



**By the end of this class, you will be able to:**

- **What's New**
- **Search a Master Vendor**
- **Create a Facilities Contract**
- **Describe Three way Matching**
- **Goods Receipt Process**

	<b>Chapter Description</b>
<b>1</b>	<b>What's New</b>
<b>2</b>	<b>Master Vendor</b>
<b>3</b>	<b>Create a Facilities Contract</b>
<b>4</b>	<b>Create a Facilities PO (see BPP)</b>
<b>5</b>	<b>Goods Receipt Process</b>

# Procurement Process Overview



# Shopping Cart Process Flow



### **Shopping Cart**

Used to request the purchase of goods and services from General Stores Distribution Center and suppliers.

### **Shopping Carts can be created:**

- Blank Shopping Cart
- Copy an existing Shopping Cart

# Create Shopping Cart

Number 1000002795 Document Name REQUESTOR21 04/12/2013 11:47 Status In Process Created On 04/12/2013 11:47:43 Created By Blanca Torres

[Order](#) [Close](#) [Print Preview](#) [Save](#) [Check](#) [Park](#)

## Document Information

### General Data

Buy on Behalf of:

Name of shopping cart:

Default Settings: [Set Values](#)

Header Data: [Values](#)

Approval Process: [Display / Edit Agents](#)

Budget: [Display](#)

Document Changes: [Display](#)

Delivery Priority:

Preferred Vendor:

Competitive: \*

PO Event Type: \*

## General Data

Approval Note

I certify that, to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regarding contracting/procurement activities including conducting a fair and impartial competitive bid where appropriate and that I have not knowingly violated any conflict of interest requirements. Additionally, all support documents, related to this transaction are attached hereto and/or included with the original bid documents and/or available for inspection upon request. I understand that if I need clarification on any of the above, I must seek information from my next level supervisor.

### Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Material	6208042115	<a href="#">Disposable Finline Ballpoint Pens (Blac</a>	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	5	DZ	0.98	USD
2	Material	6208042125	<a href="#">Disposable Finline Ballpoint Pens (Blue</a>	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	5	DZ	0.98	USD
3	Material	6208042175	<a href="#">Disposable Finline Ballpoint Pens (Red)</a>	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	2	DZ	0.98	USD
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD

## Item Overview

### Details for item 1 Disposable Finline Ballpoint Pens (Blac

[Item Data](#) [Account Assignment](#) [Notes and Attachments](#) [Delivery Address/Performance Location](#) [Sources of Supply / Service Agents](#) [Approval Process Overview](#) [User-Specified Status](#)

#### Identification

Item Type:

Product ID:

Description:

Product Category:  OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.

Order as Direct Material:

Period of Performance:

Option Type:

#### Currency, Values and Pricing

Order Quantity / Unit:   Dozen

Ordered Quantity / Unit:

Open Quantity / Unit:

Price / Currency:   Price Unit

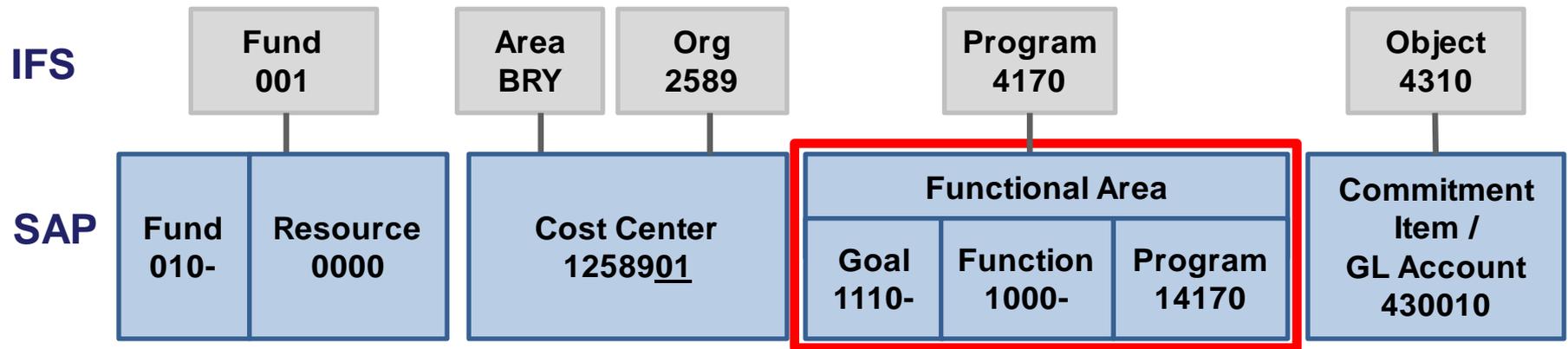
Not to Exceed Price:

Delivery Priority:

Not Separately Priced:

# Account String Crosswalk

## Accounting String: Bryson Elementary



IFS	SAP	Changes
Fund	Fund	SACS (Standardized Account Code Structure) Fund - Resource
Area / Org	Cost Center	A digit is added at the beginning and two digits at the end identifies the cost center location, primary location is identified by "01" or "02" secondary location (i.e., magnet school)
Program	Functional Area	SACS (Standardized Account Code Structure) Goal-Function-Program
Object	Commitment Item / GL Account	Went from a four digit code to a 6 digit code.

Upcoming Dates



Detailed Navigation



- **Upcoming Dates**
- About BTS
- ALERT - R/3 Logoff Procedure
- Tech Support
- Help Zone
- Learning Zone
- SAP Business Workplace
- Time Statement
- Overview
- **Account String Wizard**
- Fund/Functional Area Translator

Portal Favorites



There are no items to display

## LRP QA System

# Account String Wizard

## Account String Wizard



Fiscal Year

Include Budget Only Values

### IFS Account String

 IFS-SAP

Fund

Area

Contrived Location

Administered Program

Organization

Program

Object

Sub-Object

Balance Sheet

Revenue Source

### SAP Account String

 SAP-IFS

 Help

Fund

Fund

Resource

Functional Area

Goal

Function

Program

GL Account

Cost Center

Internal Order

# Account String Wizard

## Account String Wizard



Fiscal Year

Include Budget Only Values

### IFS Account String

IFS-SAP

Fund

Area

Contrived Location

Administered Program

Organization

Program

Object

Sub-Object

Balance Sheet

Revenue Source

### SAP Account String

SAP-IFS

Help

#### Fund

Fund  General Fund

Resource  Unrestricted

#### Functional Area

Goal  Regular Education, K-12

Function  Instruction

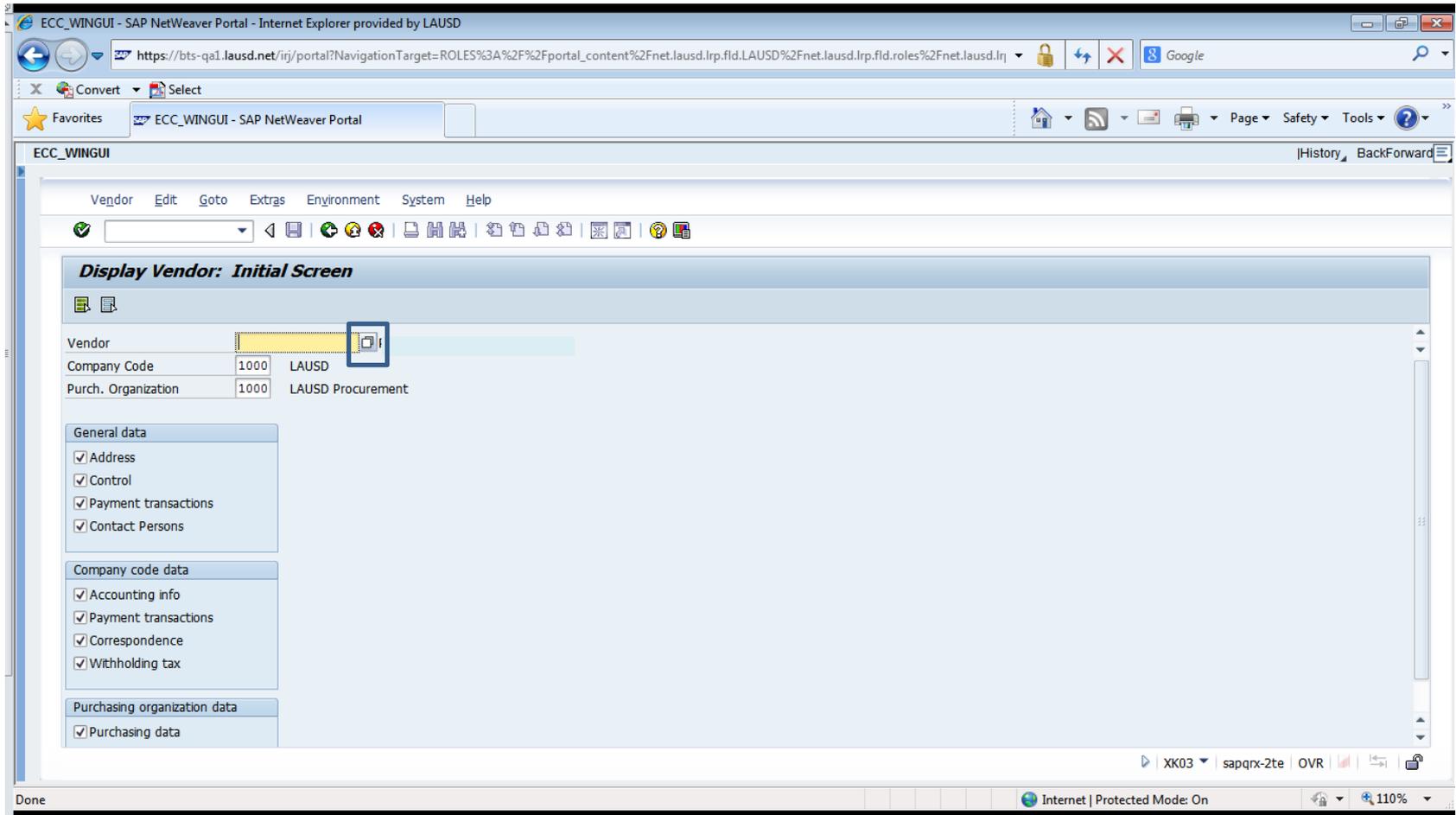
Program  IMA-Schs

GL Account  Instr Material-General Purpose

Cost Center  Bryson EL

Internal Order

	<b>Chapter Description</b>
<b>1</b>	<b>What's New</b>
<b>2</b>	<b>Master Vendor</b>
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<b>4</b>	<b>Create a Facilities PO (see BPP)</b>
<b>5</b>	<b>Goods Receipt Process</b>



ECC\_WINGUI - SAP NetWeaver Portal - Internet Explorer provided by LAUSD

https://bts-qa1.lausd.net/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal\_content%2Fnet.lausd.lrp.fld.LAUSD%2Fnet.lausd.lrp.fld.roles%2Fnet.lausd.lrp.fld

ECC\_WINGUI - SAP NetWeaver Portal

ECC\_WINGUI |History BackForward

Vendor Edit Goto Extras Environment System Help

**Display Vendor: Initial Screen**

Vendor		
Company Code	1000	LAUSD
Purch. Organization	1000	LAUSD Procurement

General data

- Address
- Control
- Payment transactions
- Contact Persons

Company code data

- Accounting info
- Payment transactions
- Correspondence
- Withholding tax

Purchasing organization data

- Purchasing data

Done Internet | Protected Mode: On 110%

## Master Vendor

Vendor Account Number (1)

Vendors by Class    Vendors: Purchasing    Vendors by Material

Search term

Postal Code

City

Name

Vendor

Purch. Organization

Subseq. settlement

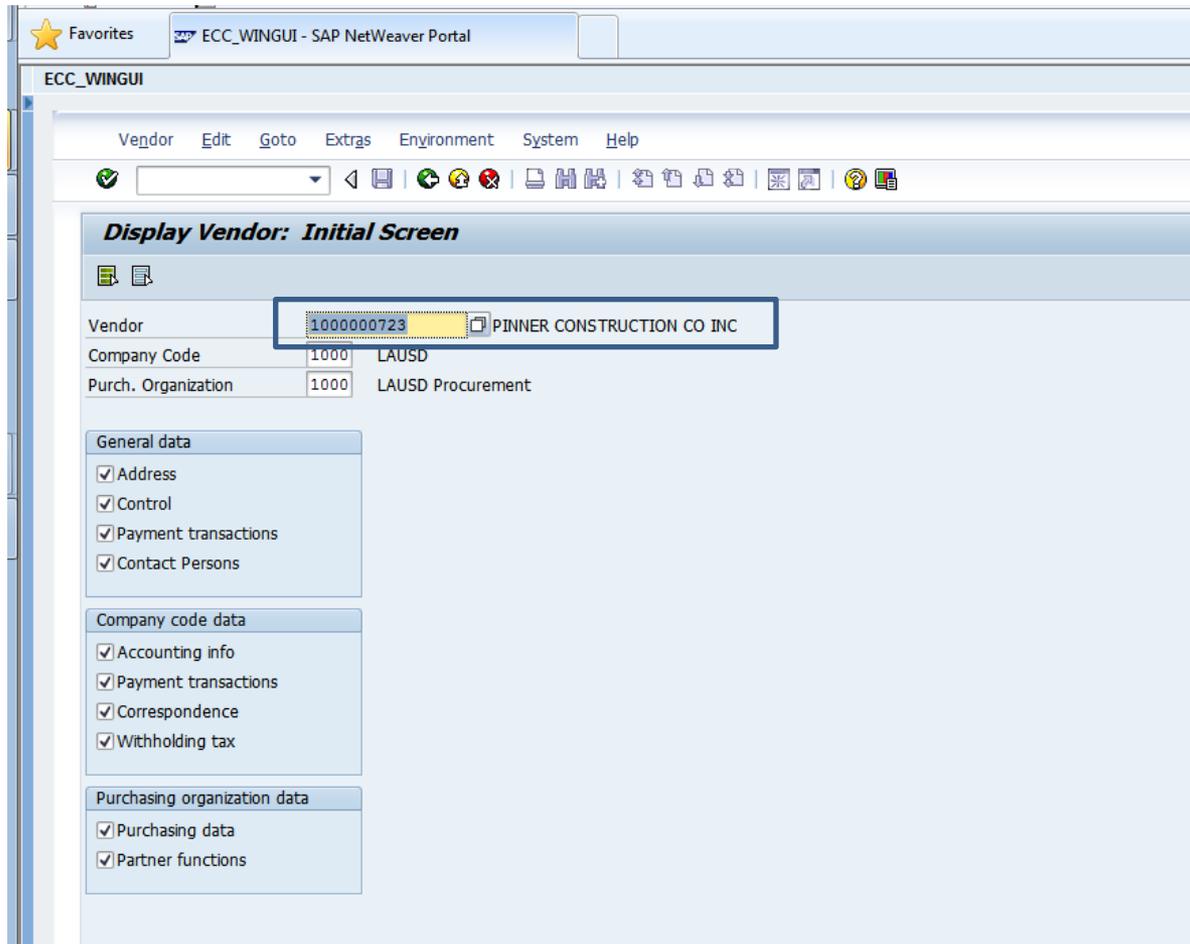
Maximum No. of Hits

## Master Vendor

Vendor Account Number (1) 1 Entry found

Vendors by Class Vendors: Purchasing Vendors by Material

SearchTerm	PostalC...	City	Name 1	Vendor	POrg	SuSet
PINNER CON	92805	ANAHEIM	PINNER CONSTRUCTION CO IN	1000000723	1000	<input type="checkbox"/>



The screenshot shows the SAP NetWeaver Portal interface for displaying vendor information. The browser tab is titled 'ECC\_WINGUI - SAP NetWeaver Portal'. The main window title is 'ECC\_WINGUI'. The menu bar includes 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. A toolbar with various icons is visible below the menu. The main content area is titled 'Display Vendor: Initial Screen'. The vendor information is displayed as follows:

Vendor	1000000723	PINNER CONSTRUCTION CO INC
Company Code	1000	LAUSD
Purch. Organization	1000	LAUSD Procurement

Below the vendor information, there are three sections with checkboxes:

- General data**
  - Address
  - Control
  - Payment transactions
  - Contact Persons
- Company code data**
  - Accounting info
  - Payment transactions
  - Correspondence
  - Withholding tax
- Purchasing organization data**
  - Purchasing data
  - Partner functions

CC\_WINGUI

Vendor Edit Goto Extras Environment System Help

Display Vendor: Address

LAUSD SBE Fields LAUSD-Credit Card Info

Vendor 1000000723

Preview

Name

Name PINNER CONSTRUCTION CO INC

Search Terms

Search term 1/2 PINNER CONSTRUCTION

Street Address

Street/House number 1255 S LEWIS ST

Postal Code/City 92805 ANAHEIM

Country US USA Region CA California

Communication

Language English

Telephone 714-490-4000 Extension

Mobile Phone Extension

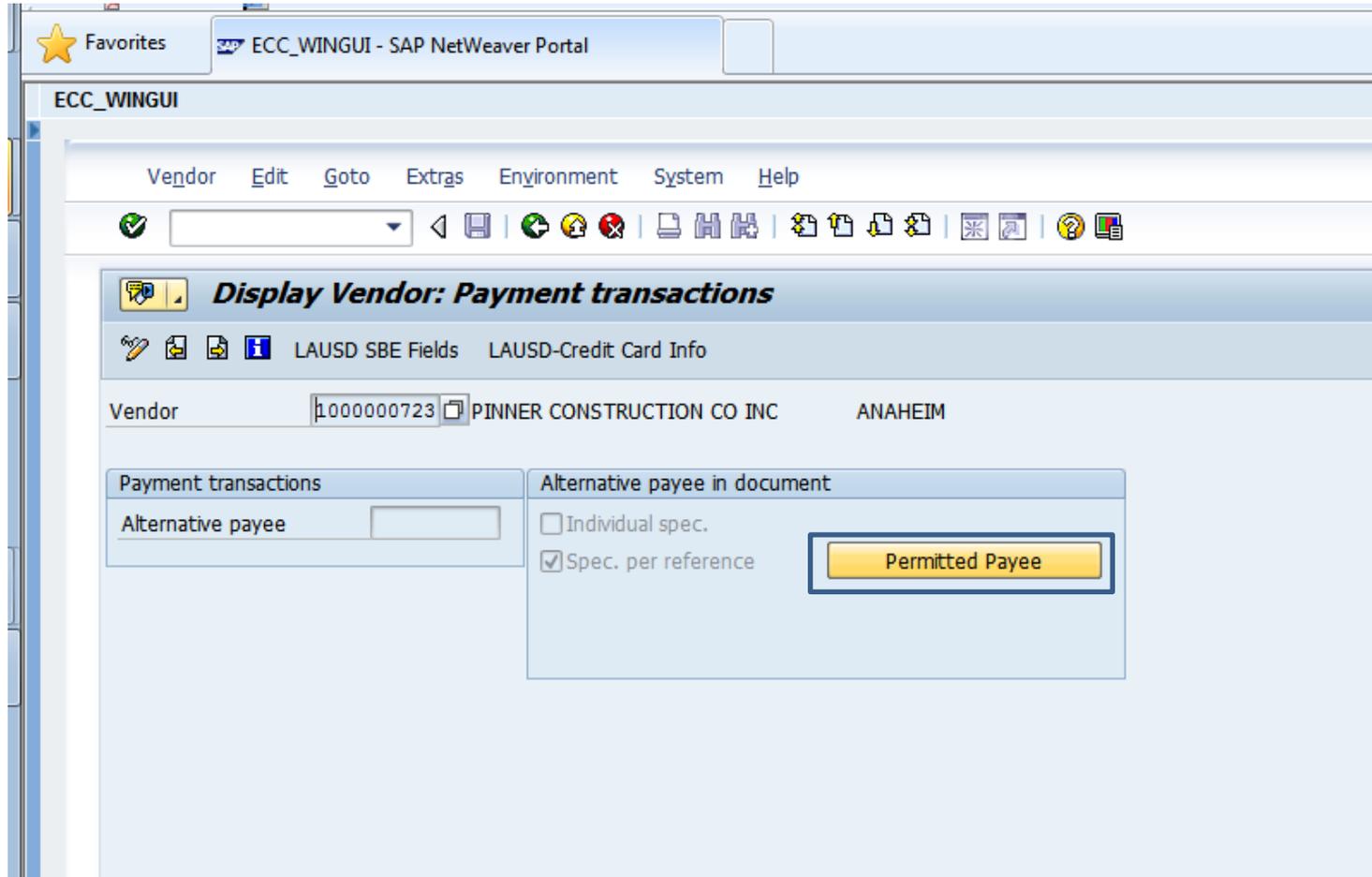
Fax Extension

E-Mail lrp.fi@lausd.net

Standard Comm. Mtd. E-Mail

Other communication...

Comments ACH/EFT



The screenshot shows the SAP NetWeaver Portal interface. At the top, there is a 'Favorites' section with a star icon and a tab for 'ECC\_WINGUI - SAP NetWeaver Portal'. Below this, the main content area is titled 'ECC\_WINGUI'. A menu bar includes 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. A toolbar with various icons is visible below the menu. The main content area features a header 'Display Vendor: Payment transactions' with a dropdown menu. Below the header, there are links for 'LAUSD SBE Fields' and 'LAUSD-Credit Card Info'. The vendor information is displayed as 'Vendor 1000000723 PINNER CONSTRUCTION CO INC ANAHEIM'. There are two panels: 'Payment transactions' with an 'Alternative payee' field, and 'Alternative payee in document' with checkboxes for 'Individual spec.' and 'Spec. per reference'. A yellow button labeled 'Permitted Payee' is highlighted.

Display Vendor: Alternative payee

Payee	Name	City
1000004031	<input type="checkbox"/> ERICAN BUSINESS BANK	LOS ANGELES
2000000920	STATE OF CAL DEPT INDUST REL	SACRAMENTO
2000000921	CALIFORNIA APPRENTICESHIP CNCL	SAN FRANCISCO
6000000448	FIRST CITIZENS BANK	TORRANCE

✓ 🔍

ECC\_WINGUI - SAP NetWeaver Portal

ECC\_WINGUI

Vendor Edit Goto Extras Environment System Help

Display Vendor: Accounting information Accounting

LAUSD SBE Fields LAUSD-Credit Card Info

Vendor 1000000723 PINNER CONSTRUCTION CO INC ANAHEIM

Company Code 1000 LAUSD

Accounting information

Recon. account	950001	Sort key	001	Posting date
Minority indic.		Certificatn date		

Reference data

Prev.acct no.	114338
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	<b>Chapter Description</b>
<b>1</b>	<b>What's New</b>
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<b>3</b>	<b>Create a Facilities Contract</b>
<b>4</b>	<b>Create a Facilities PO (see BPP)</b>
<b>5</b>	<b>Goods Receipt Process</b>

## Definitions and Process Overview Chapter Objectives

**By the end of this Chapter, you will be able to:**

- Create a Master Contract

## Create a Master Contract - Process Flow

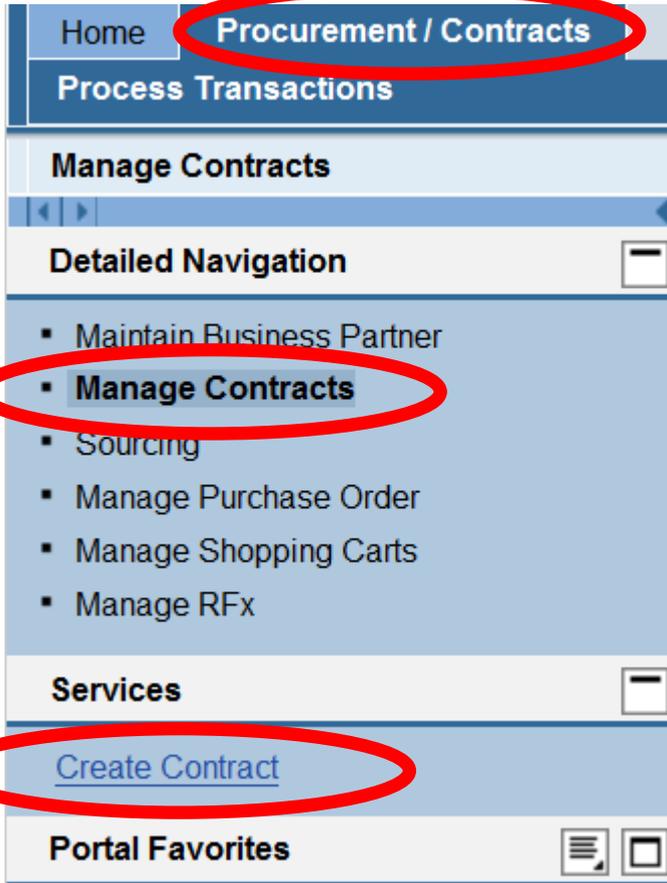


## Create a Master Contract:

Create a Contract with Axis for  
\$100,000.



*This is a  
demonstration only.  
Watch as the  
instructor shows you  
how to complete the  
task in SAP.*



**Step 1:**

**Click “Procurement/Contracts” Tab**

**Step 2:**

**Click “Manage Contracts” Link**

**Step 3:**

**Click “Create Contract” Link**

Overview	Header	Items	Notes and Attachments	Conditions	Authorization	Approval	Tracking
<b>General Header Data</b>							
Contract Number:	4400001875	Contract Name: Contract Testing					
Supplier: *	1000003270  AXIS CONSTRUCTION INC	Contract Owner: 24366 <a href="#">Joomi Viereck</a>					
Valid From / To: *	06/28/2013  - 06/27/2014 	Target Value/ Currency: 100,000.00 USD 					
Purchasing Organization: *	LAUSD Purchasing Organization 	Release Value: 0.00 USD					
Purchasing Group: *	Construction JOCs  <a href="#">Show Members</a>	Basic Contract: <input type="checkbox"/>					

**Step 1:**  
Name Your Contract

**Step 2:**  
Type or Search for  
Supplier

**Step 3:**  
Select the dates

**Step 4:**  
Select the group

**Step 5:**  
Set the Value

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign Distribution

Line Number	Item Category	Option Type	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Currency
1	Product Category	▼ 1				96700	0.000			100,000.00	0.00	USD
	Normal	▼					0.000			0.00	0.00	USD

**Step 1:**

**Change the Item Category**

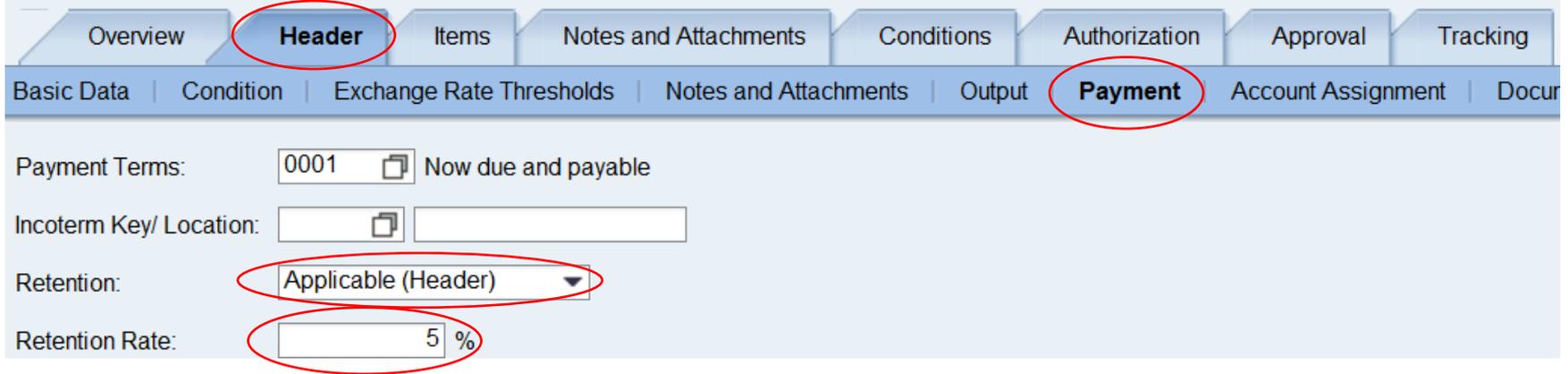
**Normal → Product Category**

**Step 2:**

**Type the Product Category → 96700**

**Step 3:**

**Type the Value → 100,000**



Overview **Header** Items Notes and Attachments Conditions Authorization Approval Tracking

Basic Data | Condition | Exchange Rate Thresholds | Notes and Attachments | Output **Payment** Account Assignment | Docu

Payment Terms: 0001  Now due and payable

Incoterm Key/ Location:

Retention: **Applicable (Header)**

Retention Rate:  5 %

**Step 1:**

Click on the Header Tab

**Step 2:**

Click on the Payment Link

**Step 3:**

Change the Retention to  
Applicable (Header)

**Step 4:**

Set the Retention Rate to → 5%

**Step 5:**

Click the Release Button



## Create a Master Contract

**Contract with Axis for  
\$100,000.**



**Exercise**

*To complete this  
**exercise**  
follow the  
instructions listed  
here.*

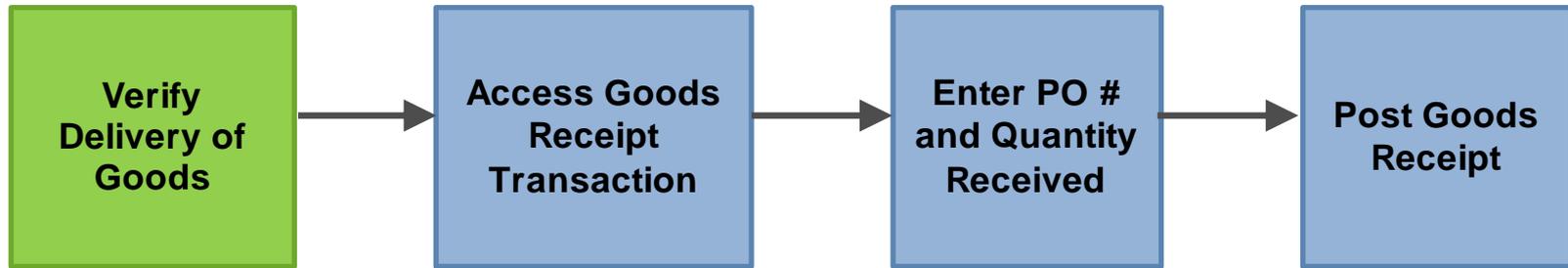
	<b>Chapter Description</b>
<b>1</b>	<b>What's New</b>
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### Goods Receipt

- A Goods Receipt acknowledges the receipt of goods from outside vendors.
- Part of 3-way match (Purchase Order, Goods Receipt, Invoice)
  - Accounts Payable will not pay an invoice until the Goods Receipt has been completed.

# Goods Receipt Process Flow



# Goods Receipt: Key Concepts

## Missing Goods Receipt E-mail

An Automatic e-mail reminder is sent when an invoice is processed and a Goods Receipt is missing.

Invoice Alert->GR Mismatch. SAP Invoice 5500001797 - Message (HTML)

This message was sent with High importance.

From: Sent: Mon 4/1/2013 4:54 PM

To:

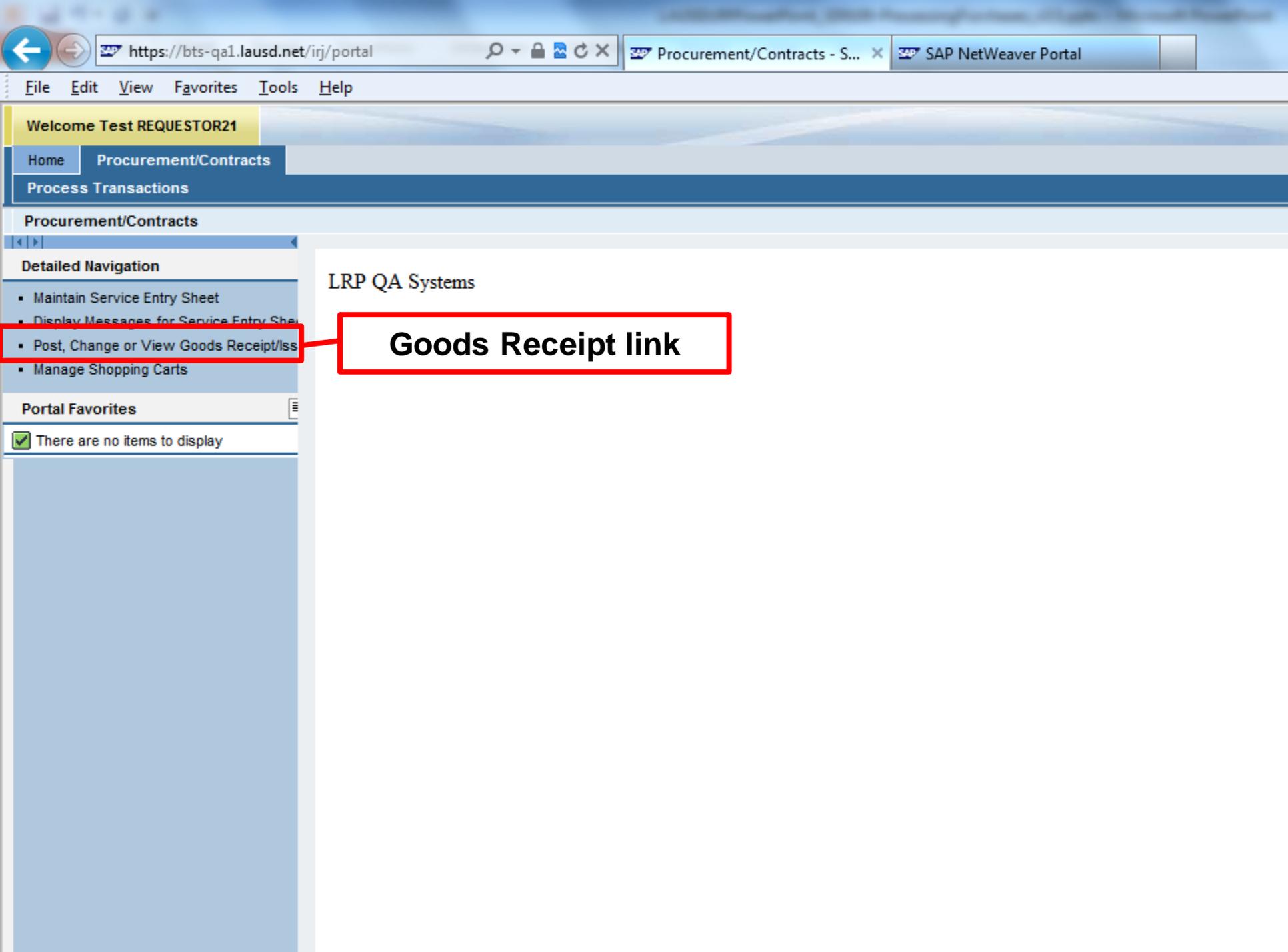
Cc:

Subject: Invoice Alert->GR Mismatch. SAP Invoice 5500001797

Accounts payable has received the following invoice (vendor invoice #VENKATA\_PO). A goods receipt/service entry either has not been entered or is not sufficient to cover the value of the given invoice. Please review the invoice details. If the invoice should be paid please enter the goods receipt in SAP. If the invoice is not correct please contact the vendor to request a revised invoice.

Vendor Name :admin Vendor # :1000000065 Vendor Invoice # :VENKATA\_PO SAP Invoice # :5500001797 Invoice Date :04/01/2013  
Purchase Order # :4500002175

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		PriorTOGR	12	100.00	0	12	0.00	110.00



Welcome Test REQUESTOR21

Home Procurement/Contracts

Process Transactions

Procurement/Contracts

Detailed Navigation

- Maintain Service Entry Sheet
- Display Messages for Service Entry Sheet
- **Post, Change or View Goods Receipt/Iss**
- Manage Shopping Carts

Portal Favorites

There are no items to display

LRP QA Systems

**Goods Receipt link**



### Goods Receipt Purchase Order - REQUESTOR21

Show Overview | Hold Check Post | Help

Goods Receipt | Purchase Order |  | GR goods receipt | 101

General Vendor

**input PO number**

Document Date: 03/28/2013  
Posting Date: 03/28/2013  
Delivery Note:   
Bill of Lading:  HeaderText:   
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	DB No.	M...	D	Stock Type	Pnt	S...



Material | Quantity | Where

Empty area for material details.



- My Documents
  - Purchase Orders
    - 4500009890
    - 4500009866
    - 4500009835
    - 4500009868
    - 4500009865
    - 4500009863
    - 4500009860
    - 4500009851
    - 4500009828
    - 4500009841
  - Orders
    - Blank
  - Reservations
    - Blank
  - Material Documents
    - 5000000506
    - 5000000505
    - 5000000504
    - 5000000503
    - 5000000500
    - 5000000496
    - 5000000493
    - 5000000487
    - 5000000483
    - 5000000478
  - Held Data
    - Blank

**PO Line Items**

Line	Mat. Short Text	OK	Qty in UnE	E...	Sloc	Cost Center	G/L Account	Batch	Valuation ...	M...	D	Stock Type	Plnt
1	pens	<input type="checkbox"/>	22,000	EA		1812301	430001					101 + Unrestrict...	Scho

**Update quantity received for line item**

**Check box to receive line item**

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry: 22,000 EA

Qty in Delivery Note: [ ]

Quantity Ordered: 22,000 EA

No. Containers: [ ] [ ]

Item OK Line 1

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal\_content!2fevery\_user!2fgeneral!2fddefaultDesktop!2fframeworkPages!2fframeworkpage!2fcom.sap.portal.innerp

Convert Select

SAP NetWeaver Portal

Goods Receipt Settings System Help

Goods Receipt Purchase Order 4500009890 - SCSC002

Hide Overview Hold Check **Post** Help

Goods Receipt Purchase Order 4500009890 GR goods receipt 101

My Documents

- Purchase Orders
  - 4500009890
  - 4500009866
  - 4500009835
  - 4500009868
  - 4500009865
  - 4500009863
  - 4500009860
  - 4500009851
  - 4500009828
  - 4500009841
- Orders
  - Blank
- Reservations
  - Blank
- Material Documents
  - 5000000506
  - 5000000505
  - 5000000504
  - 5000000503
  - 5000000500
  - 5000000496
  - 5000000493
  - 5000000487
  - 5000000483
  - 5000000478
- Held Data
  - Blank

Document Date: \_\_\_\_\_

Posting Date: \_\_\_\_\_

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch	Valuation ...	M...	D Stock Type	Plnt
1	pens	<input type="checkbox"/>	22,000	EA		1812301	430001			101	+ Unrestrict...	Scho

Delete Contents

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry: 22,000 EA

Qty in Delivery Note: \_\_\_\_\_

Quantity Ordered: 22,000 EA

No. Containers: \_\_\_\_\_

Item OK Line 1

MIGO | saptr1-3d | OVR

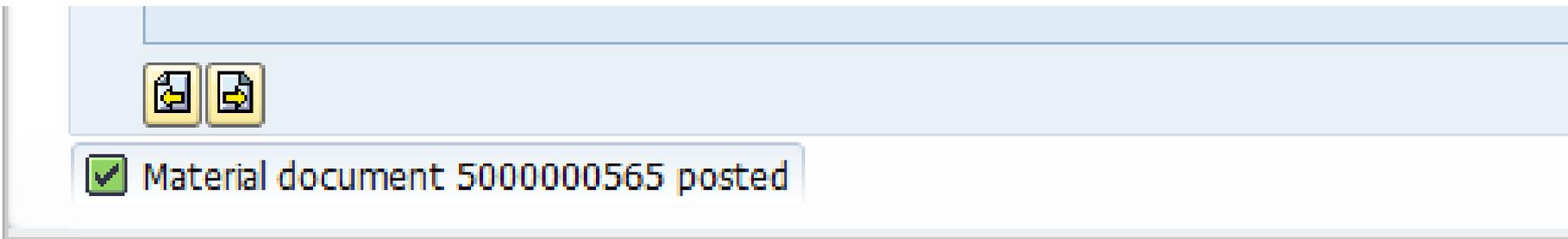
Click Post to process

## Goods Receipt Material Document

- The System will generate a Material Document number after a Goods Receipt is posted
- Material document number will be displayed on the bottom of the screen

### Use the Material Document Number to:

- Cancel a Goods Receipt



## You should now be able to:

- Post a Confirmation/Goods Receipt

**What have you  
learned so  
far?**

**Do you have  
any  
questions?**



---

**You have just  
completed the Course**

---

