

Welcome to SC0100 – Shopping Cart for Requestors



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



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

- Create Shopping Carts to request the purchase of goods or services
- Review the Shopping Cart Approval Process
- Update Rejected Shopping Carts
- Modify Purchase Orders
- Post a Goods Receipt
- Complete Asset Information for Assets Purchased

Business Process Procedures (BPPs):

- System Simulations on Creating and Completing a Shopping Cart

Job Aids

- Supplemental Books / Instructional Material Product Category Code Lists
- Fixed Asset Product Category Code List
- Facilities Product Category
- Accounting Lines: Cost Distribution
- Manage Shopping Carts: Query Shopping Carts

	Chapter Description
1	Definitions and Process Overview
2	Create Shopping Carts (Requisitions)
3	Modify Purchase Orders
4	Create Goods Receipt
5	Asset Management

Definitions and Process Overview Chapter Objectives

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

- Define key terms and concepts
- Describe the general process of how goods and services are requested, bought and paid for.

Three types of Purchasing users:

Requestor

A system role that allows users to create and edit purchase requests.

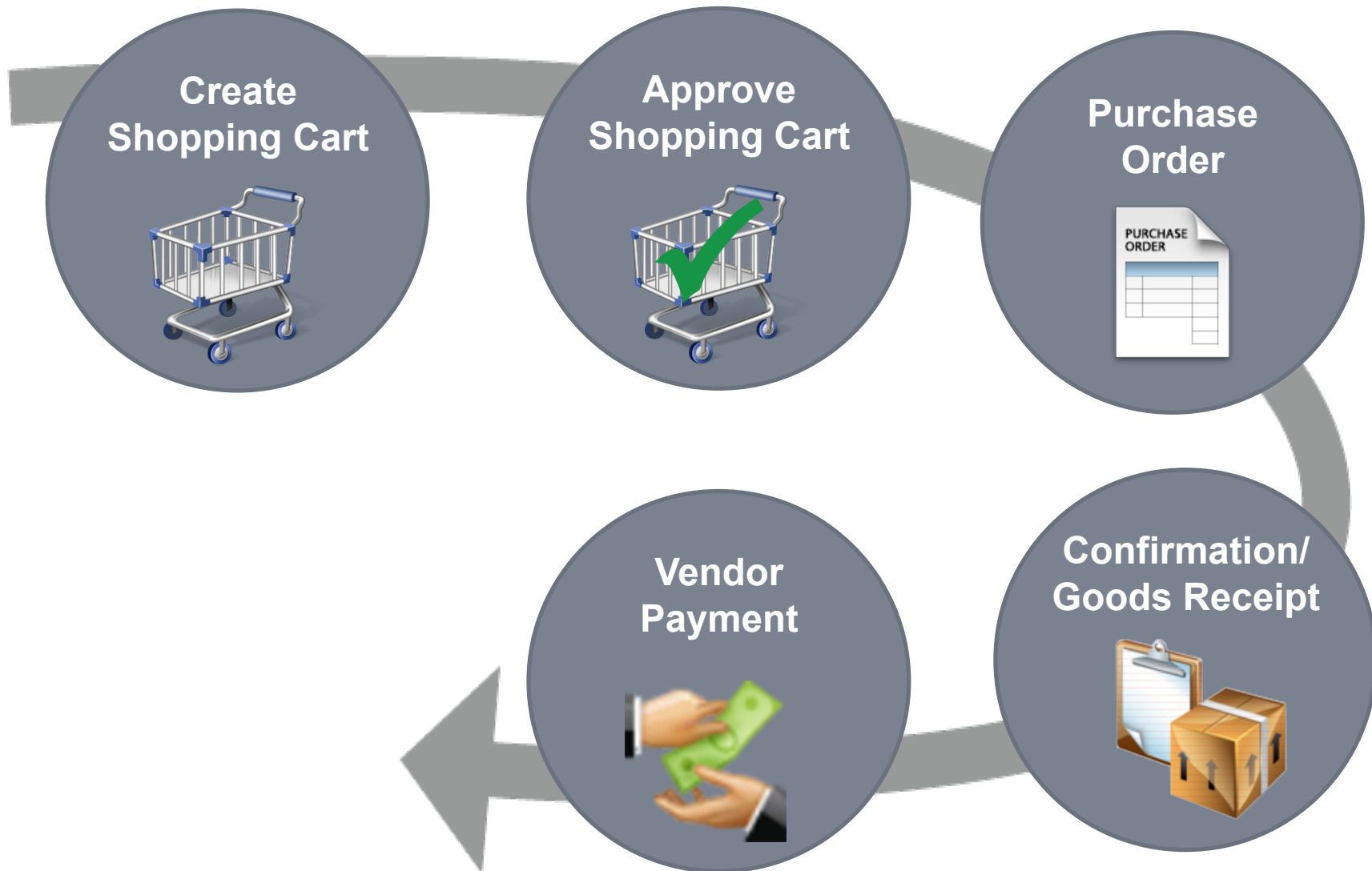
Approver

A system role that allows a user to view and approve or reject purchase requests.

Purchasing

An organization in SAP responsible for the Purchasing of goods and services and defining Purchasing policies and procedures.

Procurement Process Overview



Definitions and Process Overview Chapter: Key Change Impacts

Previous Process	Future Process
Low Value Purchase Order (PD LV)	Shopping Cart
Book Purchase Orders (PD BPO)	Shopping Cart
Professional Service Requisitions (RX CS)	Shopping Cart
Create Stock Requisition (SR)	Shopping Cart
Contract Service Purchase Order (PD CS)	Shopping Cart

Benefits of New Processes

- **Real-time processing**
- **Easily track documents**
- **Point-click functionality**
- **Select items from catalogs and add the items to the Shopping Cart**
- **Purchase Order's automatically created for majority of the Shopping Carts**



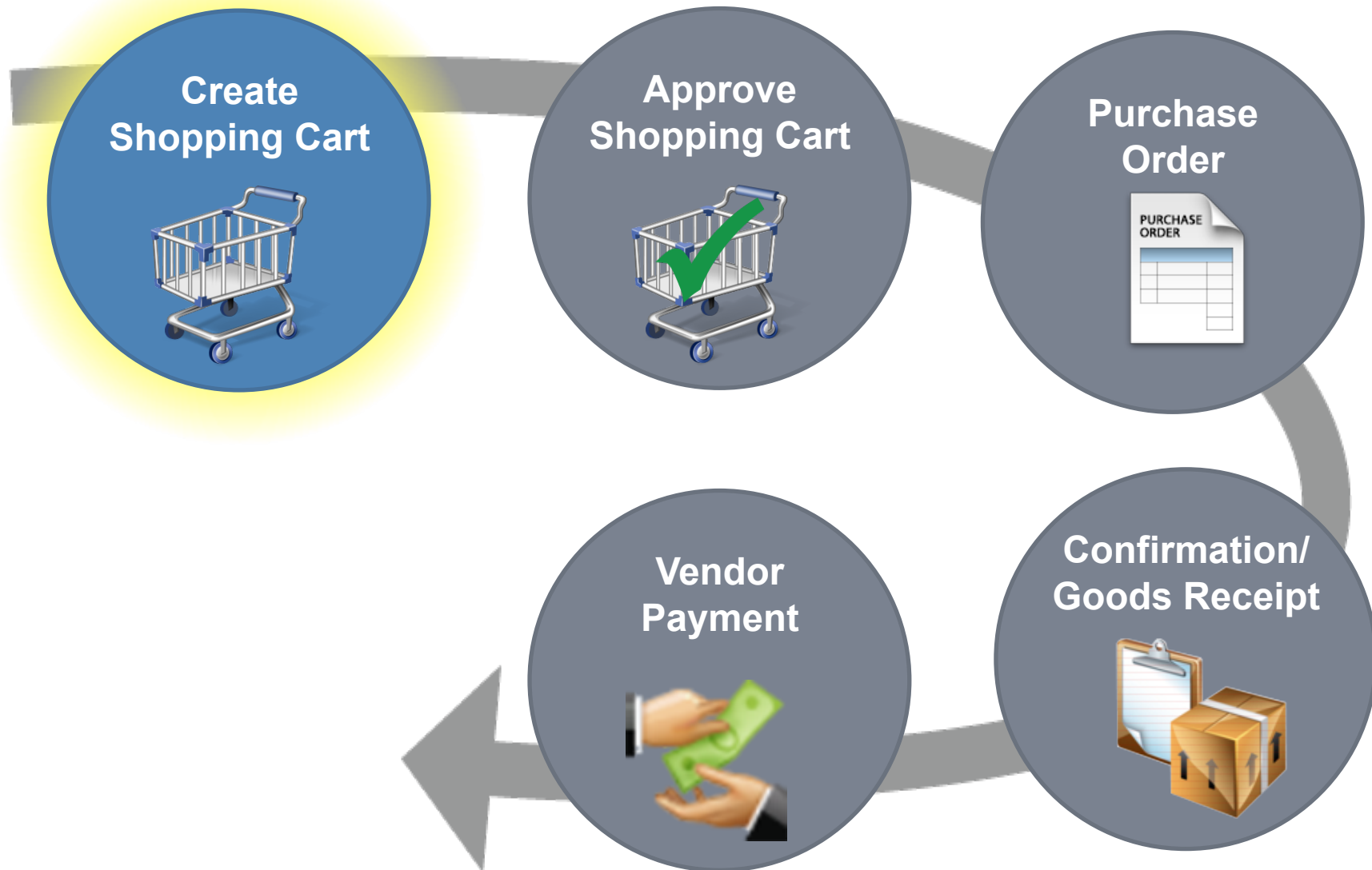
	Chapter Description
1	Definitions and Process Overview
2	Shopping Carts
3	Create Goods Receipt
4	Modify Purchase Orders
5	Asset Management

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

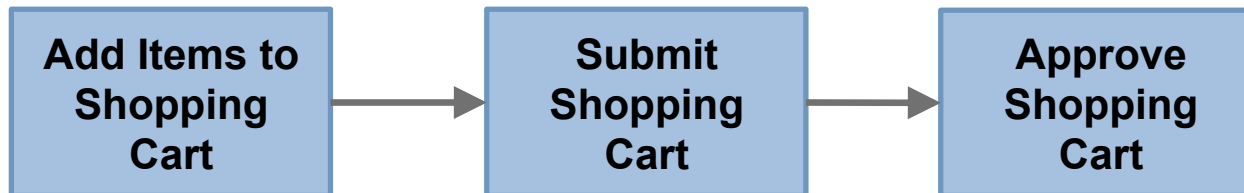
- Create Shopping Carts using catalogs and non-catalogs for:
 - Stock Items: General Store Distribution Center
 - Non-Stock: Professional Services, Goods and General Services
 - Prepared Instructional Material
- Attach Supporting Documents
- Review and Select appropriate Delivery Priorities for Stock-Items
- Check the status of a Shopping Cart
- Review the Approval process



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

Items are added to a Shopping Cart via:

- Catalogs
- Manual Entry (With Free Text Description)

Shopping Cart Numbering

A Shopping Cart is automatically numbered as soon as it is created.

Shopping Cart Name (up to 40 characters)

A Shopping Cart can be named whatever you choose.

- Recommended Naming:
 - Office Supplies – Main Office [date]
 - Textbooks English 9-12 /Principal
 - Mrs Smith Art Supplies, Rm 22
 - Lakeshore – Green Rm/Mr. Perez
 - Contract/Tech Services/Avila
 - LAB Arts & Crafts [date]

Shopping Cart Catalogs

- **OCI Catalogs (Open Catalog Interface) / Punch-out**

Online catalog with a list of goods, grouped by category, with descriptive information, price and pictures.

- **Internal Catalog:**

Online catalog from General Store Distribution Center

- **External Catalogs**

Online catalog(s) from Vendors (Arey Jones)

SAP System Login through Citrix



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



Los Angeles Unified School District
Information Technology Division

Log in using your Single Sign-on

Welcome

Please log on to continue.



User name:



Password:

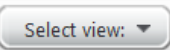

Log On



Enter your Single Sign-On (email) username and password to Log On
e.g. (msmith@laUSD.k12.ca.us, mary.smith@laUSD.net). Do not add
domain name (@laUSD.k12.ca.us @laUSD.net)

Account Problems? [Get Support](#)

CITRIX

Search  Logged on as: ixv6473 Messages Settings Log Off 

Main  

 Utilities  SAP Portal - Prod

Double click on the SAP Portal icon



Business Tools for Schools

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Log on

Ligon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

© 2008 SAP AG. All rights reserved.



Welcome LAUSD Test User 001

[Help](#)

[Log off](#)



[Home](#) [Human Resources](#) [Systems](#) [Procurement / Contracts](#) [Asset Management](#) [Reports](#)

[Home](#) | [Universal Worklist](#)

Upcoming Dates

[History](#) [BackForward](#)

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

LRP Training System

Portal Favorites

Home Financials/Budget Human Resources Time Reporting Support Asset Management **Procurement / Contracts** Reports

Manage Master Data **Process Transactions**

Procurement/Contracts

Detailed Navigation

- Maintain Service Entry Sheet
- Manage Contracts
- Manage Purchase Order
- **Manage Shopping Carts**
- Post, Change or View Goods Receipt/Iss

Links to transactions

Portal Favorites

Welcome Test REQUESTOR21 Help | Log off **SAP**

Home Procurement/Contracts

Process Transactions

Manage Shopping Carts

Detailed Navigation

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

Services

[Create Shopping Cart](#)

Portal Favorites

There are no items to display

Active shopping cart queries

Active Queries

Shopping Carts [All \(23\)](#) [Saved \(23\)](#) [Awaiting Approval \(23\)](#)

Query shopping carts

Hide Quick Criteria Maintenance

Shopping Cart Number: To

Shopping Cart Name:

Item Description:

Timeframe:

Creation Date: To

Status:

Role:

PO Number:

Product Category:

Partner Product:

Including Product Category Hierarchy: ☐

Bought on Behalf: ☐

Including Completed Shopping Carts: ☐

Show my Team Carts: ☐

Smart Number:

[Apply](#) [Clear](#)

View: [Default View](#) [Create Shopping Cart](#) [Copy](#) [Display](#) [Edit](#) [Delete](#) [Order](#) [Create Confirmation](#) [Print Preview](#) [Refresh](#) [Export](#)

Shopping Cart Number	Item Name	Item Status	Shopping Cart Name
1000003229	"STARTCART" CART AND BASIC SUPPLIES	Follow-on Document Created	test Approver Edit SC 04/23/2013 16:11
1000003227	"ETHICAL WISDOM" POSTER	Awaiting Approval	test Reject 04/23/2013 15:04
	"STARTCART" CART AND BASIC SUPPLIES	Awaiting Approval	test Reject 04/23/2013 15:04
1000002102	Asset Line Item	Follow-on Document Created	Testing Defect 1144 - TT
1000001490	12MP Digital Camera with Memory card &am	Awaiting Approval	REQUESTOR07 03/13/2013 16:57

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 supporting 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	Option Type
1	Material	6208042115	Disposable Finline Ballpoint Pens (Blac	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	5	DZ	0.98	USD	
2	Material	6208042125	Disposable Finline Ballpoint Pens (Blue	62000	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	5	DZ	0.98	USD	
3	Material	6208042175	Disposable Finline Ballpoint Pens (Red)	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


Subcontract

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: ☐
Invoice Receipt: ☐
Goods Receipt Non-Valuated: ☐
Goods Receipt: ☐
Tax / Amount: 0.00 USD

Subcontracting: ☐
Company Code:  LAUSD

Create Shopping Cart

Number	1000001965	Document Name	REQUESTOR22 03/26/2013 07:42	Status	In Process	Created On	03/26/2013 07:42:11	Created By	Debra Escobedo
---------------	------------	----------------------	------------------------------	---------------	------------	-------------------	---------------------	-------------------	----------------

☒ No source of supply found for item 1:school supplies

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

Buy on Behalf of: Debra Escobedo

Name of shopping cart: REQUESTOR22 03/26/2013 07:42


Default Settings: [Set Values](#)

Header Data:	Values
--------------	--------

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

Budget: Display

Document Changes: [Display](#)

Delivery Priority: 01 

Business partner:

Non Compete Flag: * No ▼

PO Event Type: * Other

Document Information

Approval Note

☐ I certify that, to the best of my knowledge, I have no knowledge of any applicable laws, rules, or policies regarding conflict of interest activities including conducting a fair and impartial competition. I am not aware of any appropriate and that I have not knowingly violated any applicable laws, rules, or policies. Additionally, all supporting documents for this transaction are attached hereto and/or included with this report. All documents and/or available for inspection upon request. If I need clarification on any of the above, I must seek approval from my next level supervisor.

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete

[illegible]

Create Shopping Cart

Number 1000001965 Document Name REQUESTOR22 03/26/2013 07:42 Status In Process Created On 03/26/2013 07:42:11 Created By Debra Escobedo

Shopping Cart Layout

☒ No source of supply found for item 1:school supplies

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

▼ 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:

Non Complete Flag: *

PO Event Type: *

Approval Note

☐ I certify that, to the best of my knowledge, I have no knowledge of any applicable laws, rules, or policies regarding conducting a fair and impartial competitive bidding process and that I have not knowingly violated any applicable requirements. Additionally, all supporting documents for this transaction are attached hereto and/or included with this transaction documents and/or available for inspection upon request. I need clarification on any of the above, I must seek the next level supervisor.

▼ Item Overview

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

Line Number	Item Type	Product ID	Description	Product Category	Product	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order
* 1	Material		school supplies	78500	SCHO	10	EA	25.99	USD	▼	
*	Undefined Item Type			71599	TEXT	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		
*	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD		

General Data

Item Overview

Shopping Cart Layout

Create Shopping Cart

History BackForm

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	Option Type	Order Type	Per	Delivery Date
1	Material		school supplies	78500	SCHOOL SUPPLIES	10	EA	25.99	USD			1	03/26/2013
	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013
	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013
	Undefined Item Type			71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013

Details for item 1 school supplies

Item Data

Account Assignment

Notes and Attachments

Delivery Address/Performance Location

Sources of Supply / Service Agents

Approval Process Overview

User-Specified Status

Subcontract

Identification

Item Type: Material

Product ID:

Description: * school supplies

Product Category: 78500 SCHOOL SUPPLIES

Order as Direct Material: ☐

Period of Performance:

Option Type:

Subcontracting: ☐

Company Code: 1000 LAUSD

Supplier Product Number:

Organization

Purchasing Group: Stock/Non-Stock [Show Members](#)

Currency, Values and Pricing

Order Quantity / Unit: 10 EA each

Ordered Quantity / Unit: 0.000

Open Quantity / Unit: 10 EA

Price / Currency: 25.99 USD Price Unit 1

Not to Exceed Price: ☐

Delivery Priority:

Not Separately Priced: ☐ 00

Invoice Receipt: ☐

Goods Receipt Non-Valuated: ☐

Goods Receipt:

Tax / Amount: Tax 23.39 USD

Service Master Record: [Display](#)

Service and Delivery

Delivery Date: 03/26/2013

Location / Plant: 101 LAUSD

Storage Location: 8618 WILSON SH

Incoterm Key/ Location:

Line Item Details

Create Shopping Cart

Number 1000001966 Document Name REQUESTOR22 03/26/2013 08:26 Status In Process Created On 03/26/2013 08:26:08 Created By Debra Escobedo

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

General Data

Buy on Behalf of:

Name of shopping cart:

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

Delivery Priority:

Business partner:

Non Compete Flag: *

PO Event Type: *

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 supporting 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.

Catalogs

Item Overview

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

Line	ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order Type	Per	Delivery Date	Notes
*		With Free Description											
*		Internal Goods/Services											
*		Limit Item	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		Old Shopping Carts and Templates	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		As Service Order	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		As Service Request	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		General Stores Distribution Catalog	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		Grainger Catalog	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		K12Marketplace Textbook Catalog	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		KIS Computer Center	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		Undefined Item Type	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		Undefined Item Type	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0
*		Undefined Item Type	71599	TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	1.000		0.00	USD			1	03/26/2013	0

[Back to application](#)

THIS IS A TEST ENVIRONMENT | Hello, LAUSD | | Help

Find a Branch | Requisition Form: (0) Items

RESOURCES

SITE FEATURES

Custom Catalog Products

Enter keyword or part number

Search

Lists

Shared (1)

Product Categories

- › Abrasives
- › Adhesives, Sealants and Tape
- › Cleaning
- › Electrical
- › Electronics, Appliances, and Batteries
- › Fasteners
- › Fleet and Vehicle Maintenance
- › HVAC and Refrigeration
- › Hand Tools
- › Hardware
- › Hydraulics
- › Lighting
- › Lubrication
- › Machining
- › Material Handling
- › Motors
- › Outdoor Equipment
- › Paint, Equipment and Supplies
- › Plumbing
- › Pneumatics
- › Power Tools
- › Power Transmission
- › Pumps
- › Raw Materials

Brand

Don't wait
for the
shock of a citation!
WE HAVE 1,400+ ELECTRICAL & ARC FLASH SAFETY
PRODUCTS TO HELP YOU STAY COMPLIANT. [Learn More](#)

< 1 2 3 >

Quick Item Entry

Type It In

Copy & Paste

Qty.	Grainger Item
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>

Add to Requisition

[Bulk Requisition Pad](#)

Customer Care

Questions on Ordering
Products or Repair Parts:

- Contact your [local branch](#)
- Call 1-877-202-2592
- [E-mail us](#)

Hot Buys



Budget-saving
deals on top
products you use
every day.

[Shop Hot Buys >](#)

New Products



The latest
innovations that help
keep your business
running smoothly.

[Shop New Products >](#)

Clearance Items



Hurry and save big
on high-quality,
limited-quantity
items.

[Shop Clearance >](#)

Create Shopping Cart

Number 1000003254

Document Name REQUESTOR07 04/23/2013 17:43

Status In Process

Created On 04/23/2013 17:43:16

Created By Susan Thorsten

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

▼ 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: *

Approval Note

☐ I certify that, to the best of my knowledge, I have read and understand any applicable laws, rules, or policies regarding contracting/procurement activities including competitive bidding, and I have not violated any conflict of interest requirements. All documents, related to this transaction are attached to this request, included with the original bid documents and/or upon request. I understand that if I need clarification or assistance above, I must seek information from my next level of approval.

▼ Item Overview

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

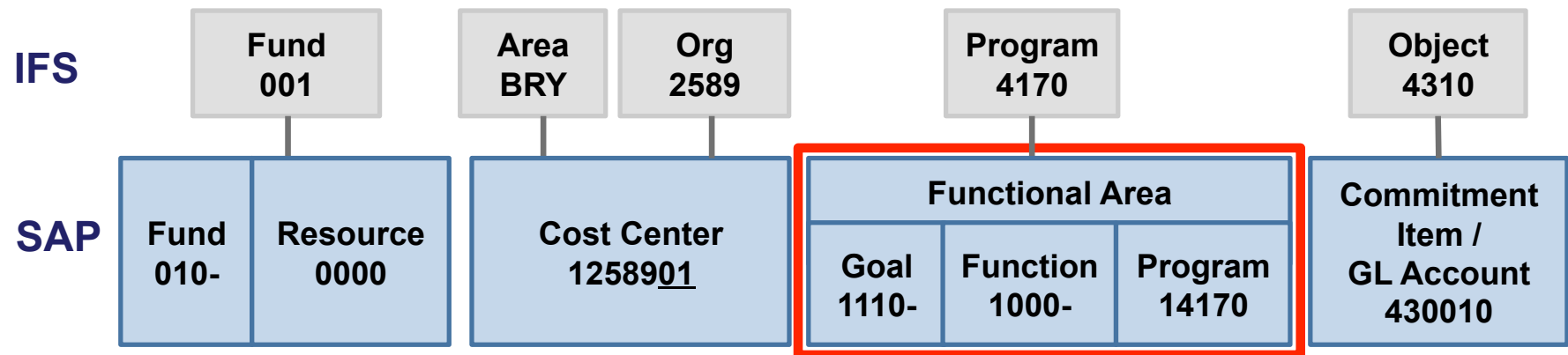
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type
1	Material		Battery, Battery Size AAA, Battery Type	57800	MISCELLANEOUS PRODUCTS	1	EA	5.40	USD	
2	Material		Coin Cell, Battery Size 2032, Battery Ty	57800	MISCELLANEOUS PRODUCTS	1	EA	5.04	USD	
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD	
				96950	A Letter, Material	1.000		0.00	USD	
				96950	A Letter, Material	1.000		0.00	USD	
				96950	A Letter, Material	1.000		0.00	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	
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD	
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD	

Selected Items Transferred From the Catalog

Product Category = Commodity Class

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.

Welcome LAUSD Test User 001

[Help](#) | [Log off](#)



[Home](#) | [Human Resources](#) | [Systems](#) | [Procurement / Contracts](#) | [Asset Management](#) | [Reports](#)

[Home](#) | [Universal Worklist](#)

Upcoming Dates

[History](#) | [Back](#) [Forward](#)

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](#)

LRP Training System

Portal Favorites

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

Job

Project

SAP Account String



SAP-IFS



Help

Fund

Fund

Resource

Functional Area

Goal

Function

Program

GL Account

Cost Center

Internal Order

WBS Element

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

Job

Project

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

WBS Element

Shopping Cart: Account Assignment Tab

Details for item 1 Battery, Battery Size AA, Battery Type H

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | App

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment
0001		100.00	Finances and Funds	1811801	El Sereno MS

Details for Item 0001 : Finances and Funds

Percentage: *

Account Assignment Category:

Cost Center: *

Fund Center:

Grant:

Functional Area:

Controlling Area:

General Ledger Account:

Business Area:

Unfunded Accounting Line: ☐

Fund:

Commitment Item:

Field Automatically Populated

Manual Entry

Distributing Costs

Details for item 1 Battery, Battery Size AA, Battery Type H

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage By Quantity By Value Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Percentage	Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001	100.00			Finances and Funds	1811801	El Sereno MS

Details for Item 0001: Finances and Funds

Percentage: * 100.00

Account Assignment Category: Finances and Funds

Cost Center: * 1811801

Fund Center: 1811801

Grant: NOT_RELEVANT

Functional Area:

Controlling Area:

1000

General Ledger Account: 430001

Business Area:

Unfunded Accounting Line: ☐

Adds an Accounting Line

Order Close Print Preview Save Check Park

Distributing Costs

Details for item 1 Battery, Battery Size AA, Battery Type H

Item Data

Account Assignment

Notes and Attachments

Delivery Address/Performance Location

Sources of Supply / Service Agents

Approval Process

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		50.00	Finances and Funds	1811801	El Sereno MS
0002		50.00	Finances and Funds	1811801	El Sereno MS

Details for Item 0001 : Finances and Funds

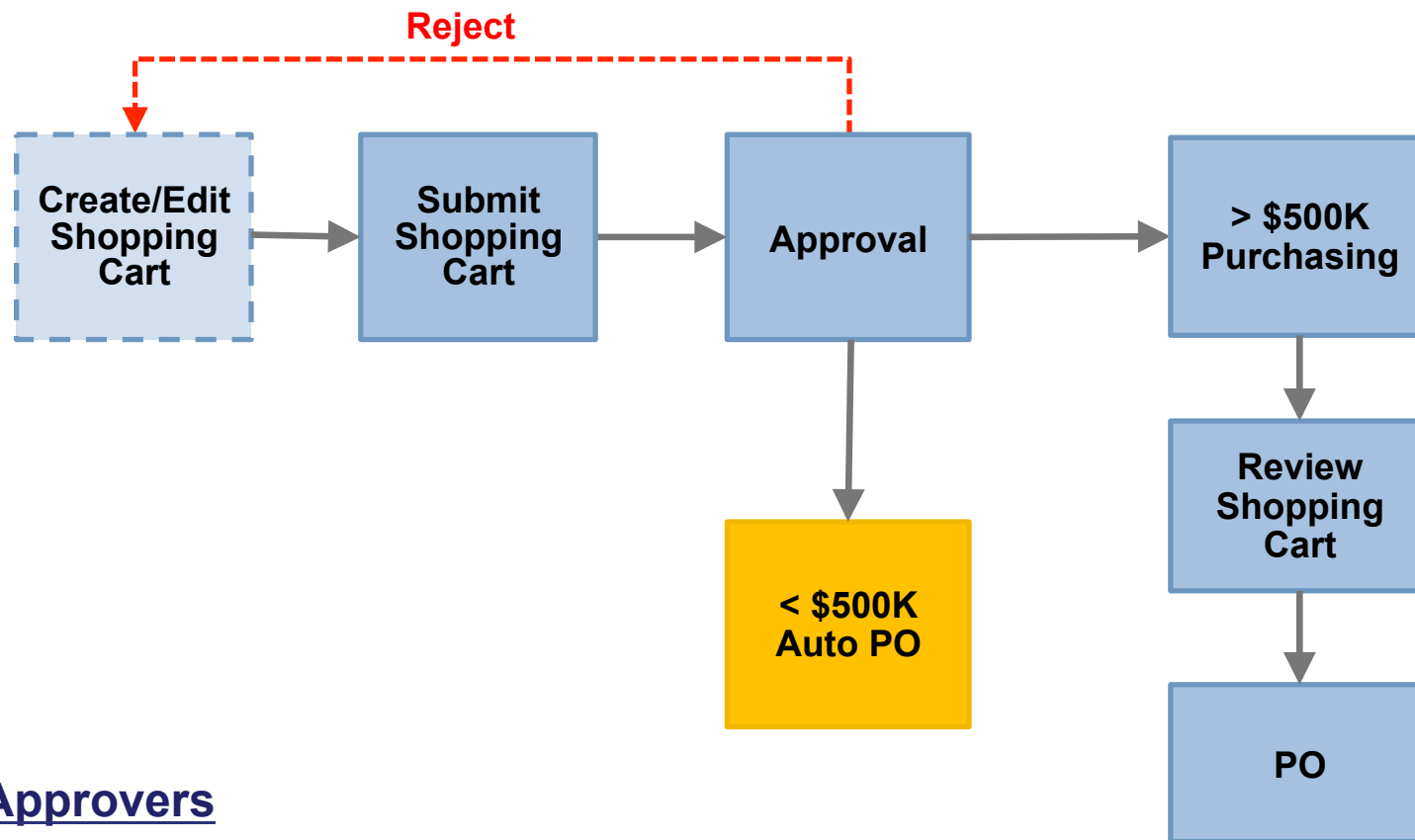
Percentage: *	<input type="text" value="50.00"/>	Fund:	<input type="text"/>
Account Assignment Category:	<input type="text" value="Finances and Funds"/>	Commitment Item:	<input type="text" value="430001"/>
Cost Center: *	<input type="text" value="1811801"/>		
Fund Center:	<input type="text" value="1811801"/>		
Grant:	<input type="text" value="NOT_RELEVANT"/>		
Functional Area:	<input type="text"/>		
Controlling Area:	<input type="text"/>		
	<input type="text" value="1000"/>		
General Ledger Account:	<input type="text" value="430001"/>		
Business Area:	<input type="text"/>		
Unfunded Accounting Line:	<input type="checkbox"/>		

Shopping Cart Status

- Saved
- Awaiting Approval
- Approved
- In Purchaser's Worklist
- Follow-on Document Created
- Follow-on Document Deleted
- Error in Process

A shopping cart filled with various household items, including a washing machine, a vacuum cleaner, a bicycle, a television, and a refrigerator, illustrating the concept of clutter.

External Catalogs Process Flow



Approvers

Approval 1: Principal / Site Administrator

Purchasing reviews orders > \$500,000 Purchasing

Demonstration 1: External Catalog

Create a Shopping Cart using an OCI Catalog (K12 Catalog).

Order:

- **5 - Adventures in American Literature 11th Grade (ISBN 0030986362) @\$38.03**



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

Exercise 1: External Catalog

Create a Shopping Cart using OCI K12 Marketplace Catalog

Order:

- **10 – Health & Wellness Grade 3
California Ed. (ISBN#0022806024)
@ \$33.49**
- **10 – California Treasures Grade 1
Level 6 (ISBN#0022021957) @
\$14.00**

Exercise



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

Internal Catalog: General Stores Distribution Catalog

- Product ID = Stock Item # (i.e., 6452141170 White Bond Paper)
- Orders include all appropriate shipping & taxes.
- Stock availability errors: for Same-Day, Overnight and Will-Call orders; Otherwise, items will automatically be back-ordered.
- Deliveries to different sites are indicated by changing the Storage Location.
- Special instructions are noted in the Supplier Text field on the first line of the Shopping Cart.

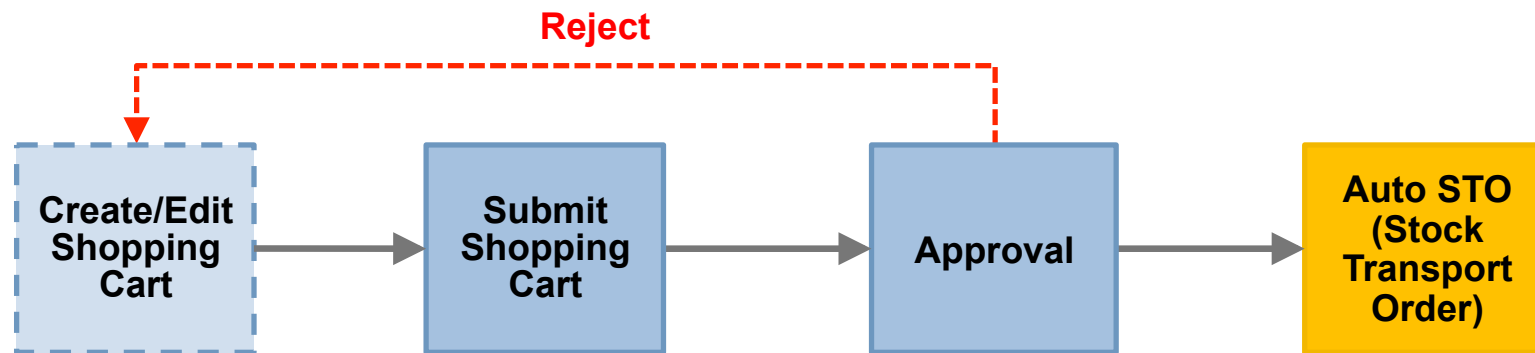
Shopping Cart: General Store Distribution Center

Delivery Priority for General Stores Distribution Catalog

Indicates when purchases are needed to be ordered and delivered.

Code	Description	Definition
01	Regular	Orders will be delivered within three days if stock is available and there are no shipping charges on these orders
02	Will Call	orders will require the requisitioner to pick up goods, with no cut-off time and shipping charges will not be applied.
03	Overnight	Deliveries have a 12 pm cut-off time for final shopping cart approval and there is a \$9 shipping charge for every 80 pounds of material.
04	Same-Day	Deliveries have a 9 am cut-off time for final shopping cart approval and there is a \$13 shipping charge for every 80 pounds of material.
05	Future Dated	Deliveries will be made on the date specified or 5 days after final shopping cart approval.

General Stores Distribution Catalog Process Flow



Approvers

Approval 1: Principal / Site Administrator

Demonstration 2: General Stores Distribution Catalog

Create a Shopping Cart from the General Stores Distribution Catalog

Order

25 White Hardcover View Binders, 2"
(product id: 6150917070)



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

Exercise 2: General Stores Distribution Catalog

Create a Shopping Cart from the General Stores Distribution Catalog and ship the order overnight .

Order

- 10 cases of Made in USA Copy Paper, White (6452141170)



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

Items not found in the OCI catalogs?



Manual Entry Shopping Carts

- Manual entry is used when items are not available in the Catalogs

Data:

- Provide name of product or service
- Product Category code
- Quantity & Price
- Required Date
- Supplier Product Number
- Manufacturer Part Number
- Additional information is entered in the Notes and Attachments tab.

Shopping Cart: Manual Entry

Create Shopping Cart - SAP NetWeaver Portal - Windows Internet Explorer

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

Create Shopping Cart [History] [BackForward]

Create Shopping Cart

Number 1000002984 Document Name REQUESTOR21 04/17/2013 19:13 Status In Process Created On 04/17/2013 19:13:44 Created By Blanca Torres

[Order] [Close] [Print Preview] [Save] [Cancel]

▼ General Data

Buy on Behalf of: Blanca Torres

Name of shopping cart: Principal Torres Promo Order

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Document Changes: [Display](#)

Add Item with Free Description

Product Type: Material

Description: *

Internal Note:

Product Category: 96950 A Letter, Material

Quantity / Unit: 1 EA

Net Price / Currency: 0.00 USD

Delivery Date: 04/17/2013

[Add to Item Overview] [Cancel]

Approval Note

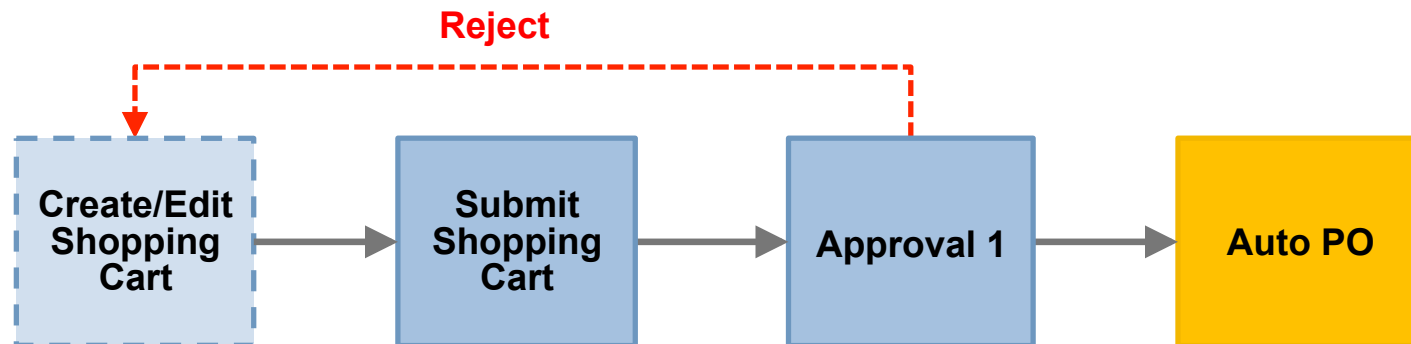
☐ I certify that, to the best of my knowledge, I am not aware of any applicable laws, rules, or regulations that may be violated by this transaction. I understand that, upon request, I must seek information from the appropriate authorities.

▼ 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	Option Type	Order

Low Value Goods / Services < \$25K Process Flow



For orders < \$25,000

- Goods,
- Services

Approvers

Approval 1: Principal / Site Administrator

Create Shopping Cart for playground equipment from Gopher:

Order

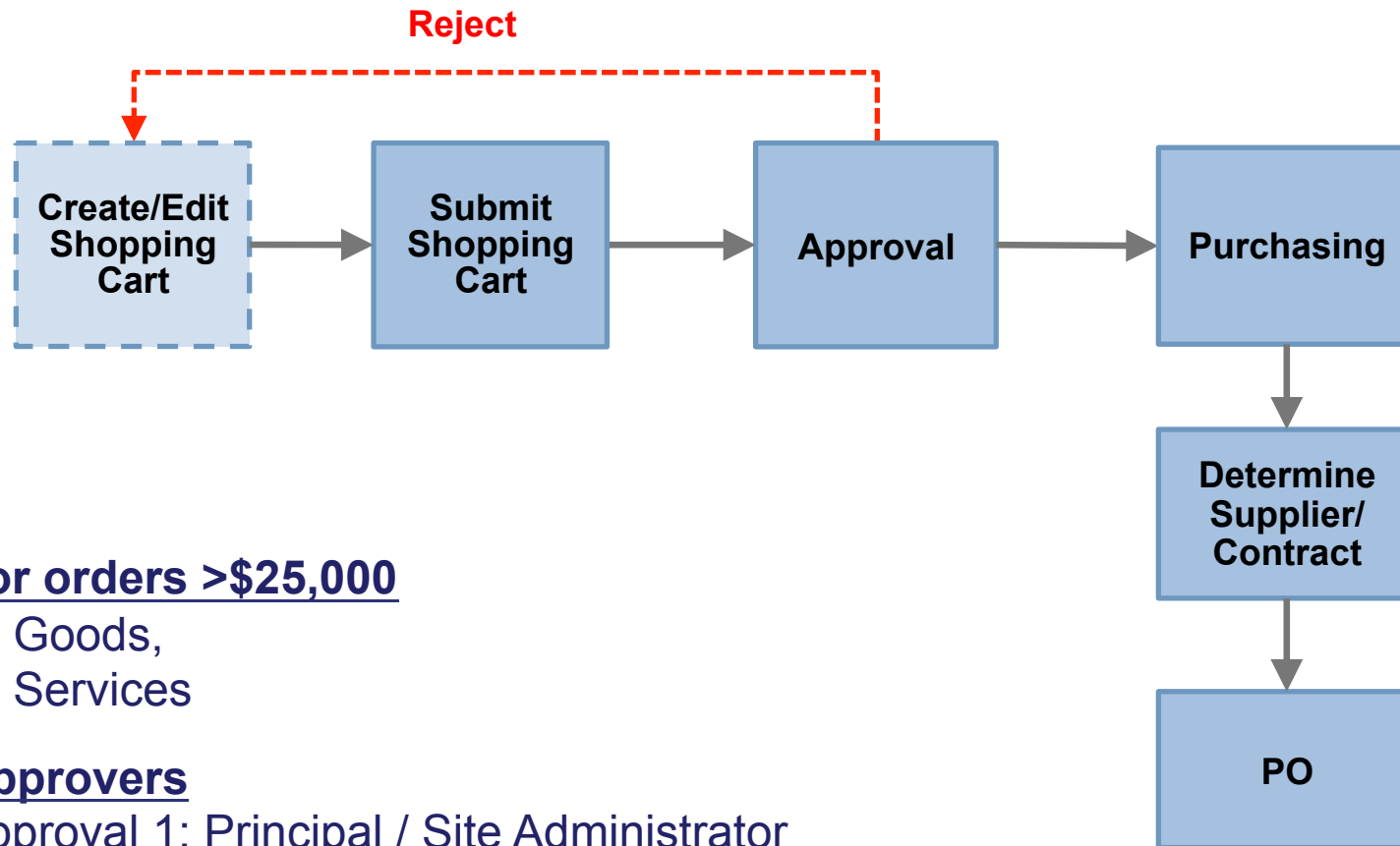
- 2 Outdoor Batting Cage Frame (42-462) @ \$1899.00

Exercise



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

High Value Goods / Services > \$25K Process Flow



For orders >\$25,000

- Goods,
- Services

Approvers

Approval 1: Principal / Site Administrator

Reviewer

Purchasing

Create a Shopping Cart for Office Depot

Order

- 100 – Computer Desks (#729112) @ \$259.99
- 100 – Computer Chairs (#812313) @ \$39.99
- 1 – Standard Shipping and Handling @75.00

Exercise



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

Create Shopping Carts for services:

Professional Development Services from Knowledge Network Solutions

- 1 – Trainer for 130 Teachers @ \$10,000

Exercise



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

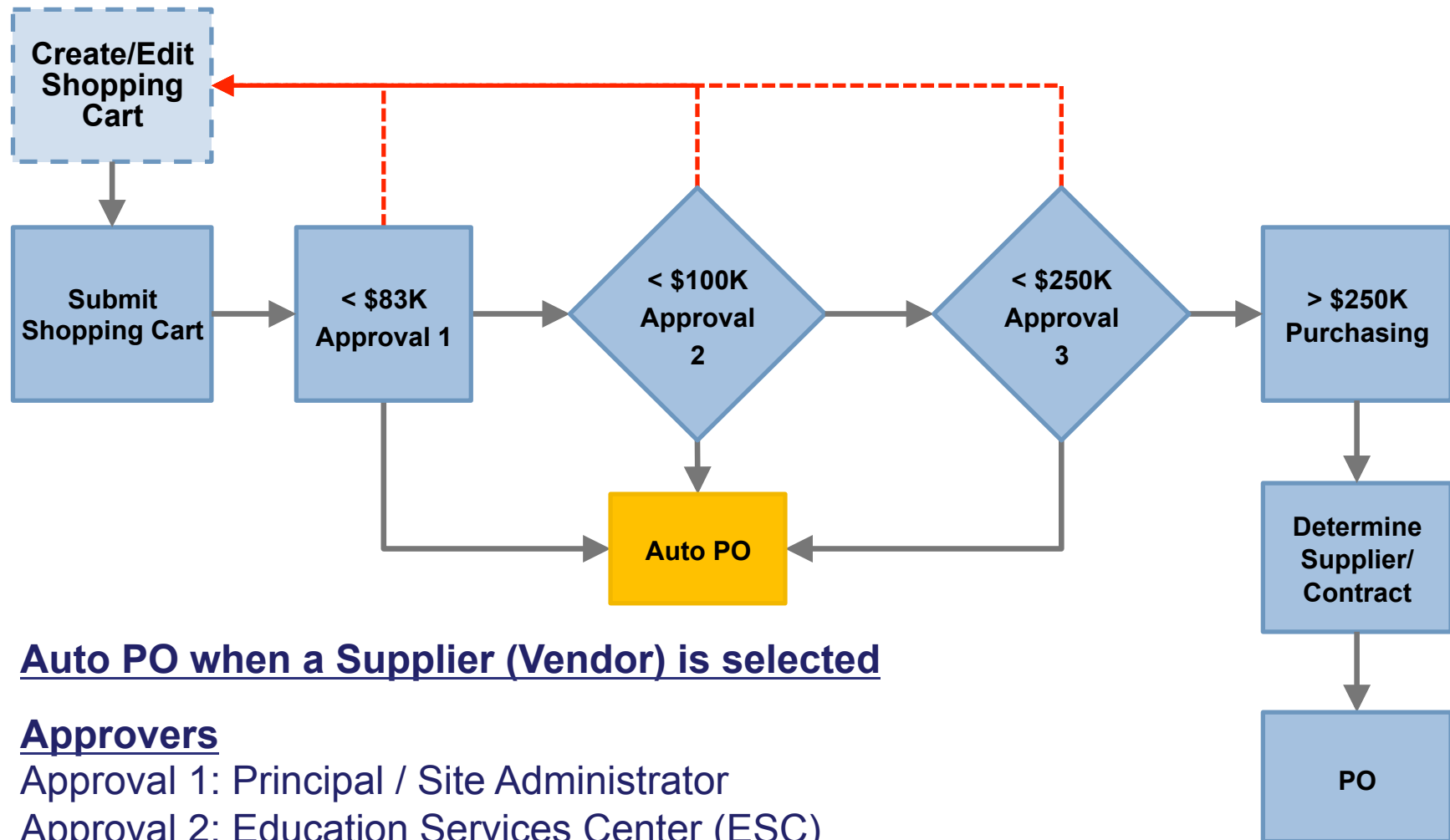
Supplemental Books / Instructional Materials

Supplemental Books and Instructional Material

- Basic and supplemental textbooks for classroom use
- Library books
- Magazines
- Pamphlets



Supplemental Books / Instructional Material Process Flow



Auto PO when a Supplier (Vendor) is selected

Approvers

Approval 1: Principal / Site Administrator

Approval 2: Education Services Center (ESC)

Approval 3: Executive Director Curriculum & Instruction

Exercise 6: Supplemental Books / Instructional Material

Create Shopping Cart for School Supplies from Lakeshore Learning:

Order:

- 2 – I CAN READ ! READERS – COMPLETE SET (TT483)
@ \$349.00

Exercise



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

Shopping Cart – Fixed Assets

- Shopping carts are used to acquire fixed assets
 - What is a Fixed Asset?
 - Used in the operations of the District/Schools
 - Has a unit cost equal to or greater than \$5,000
 - Has a useful life of more than one year
 - Example: IT equipment, musical instruments, vehicles.
- Fixed Assets need to be tracked, why?
 - Fixed Assets have value
 - State and Federal reporting requirements



Shopping Cart – Fixed Assets

- How is information documented on Fixed Assets?
 - Asset Master record – document asset identification, value and location information
- Shopping carts create an Asset Master record, how?
 - An asset is identified by the Product Category
- To create an Asset Master record from the Shopping Cart:
 - Change the Account Assignment Tab to “**Asset**”
 - An asset master shell is automatically created

Account Assignment Message

Create Shopping Cart

Number 1000002720 Document Name REQUESTOR21 04/10/2013 10:12 Status In Process Created On 04/10/2013 10:12:11 Created By Blanca Torres

❗ Line 1: Please change account assignment category to asset.

**Error message: change
account assignment**

Order Close Print Preview Save Check Park

General Data

Buy on Behalf of: Blanca Torres

Name of shopping cart: REQUESTOR21 04/10/2013 10:12

Default Settings: [Set Values](#)

Header Data: [Values](#)

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

Budget: [Display](#)

Document Changes: [Display](#)

Delivery Priority: 01

Business partner:

Non Compete Flag: * No

PO Event Type: * Other

Approval Note

☐ I certify that, to the best of my knowledge, this bid complies with any applicable laws, rules, contracting/procurement act, and does not violate any conflict of interest documents, related to this bid included with the original bid upon request. I understand that, upon request, I must seek information from the relevant parties.

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	Option Type	Order Type
1	Material		piano	58000	MUSICAL INSTRUMENTS	1	EA	5,500.00	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		
	Undefined Item Type			96950	A Letter, Material	1.000		0.00	USD		

Shopping Cart: Identify as Asset


Item Data **Account Assignment** Notes and Attachments Delivery Address/Performance Location Sources of Su


You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres


Cost Distribution Percentage ▾ Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items


Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	A
0001		100.00	Finances and Funds	1811801	El


Details for Item 0001 : Finances and Funds


Percentage: * 100.00 Fund: 


Account Assignment Category: **Finances and Funds** ▾ Commitment Item: 430001 


Cost Center: * 


Fund Center: 

Grant: 

Functional Area: 

Controlling Area: 

General Ledger Account: 430001 

Business Area: 

Unfunded Accounting Line: ☐

1000

Select "Asset"

Asset is Created

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approval Process O

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage ▾ Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account
0001		100.00	Asset	4500000000037	piano	944051

Details for Item 0001 : Asset

Percentage: * 100.00 Fund: 010-0000

Account Assignment Category: Asset Commitment Item: 640001

Cost Center:

Fund Center: 1811801

Grant: NOT_RELEVANT

Functional Area: 1110-1000-14170

Currently Assigned Asset

Asset: * 4500000000037

Subnumber: 0

Controlling Area:

1000

Create New Asset Master Record

Asset Master Class: ▾

Account Assignment Description: Create Asset Master

General Ledger Account: 944051

Business Area:

Asset record number

Exercise 7: Products > \$5,000 (Asset)

Create Shopping Carts for a product (Asset)

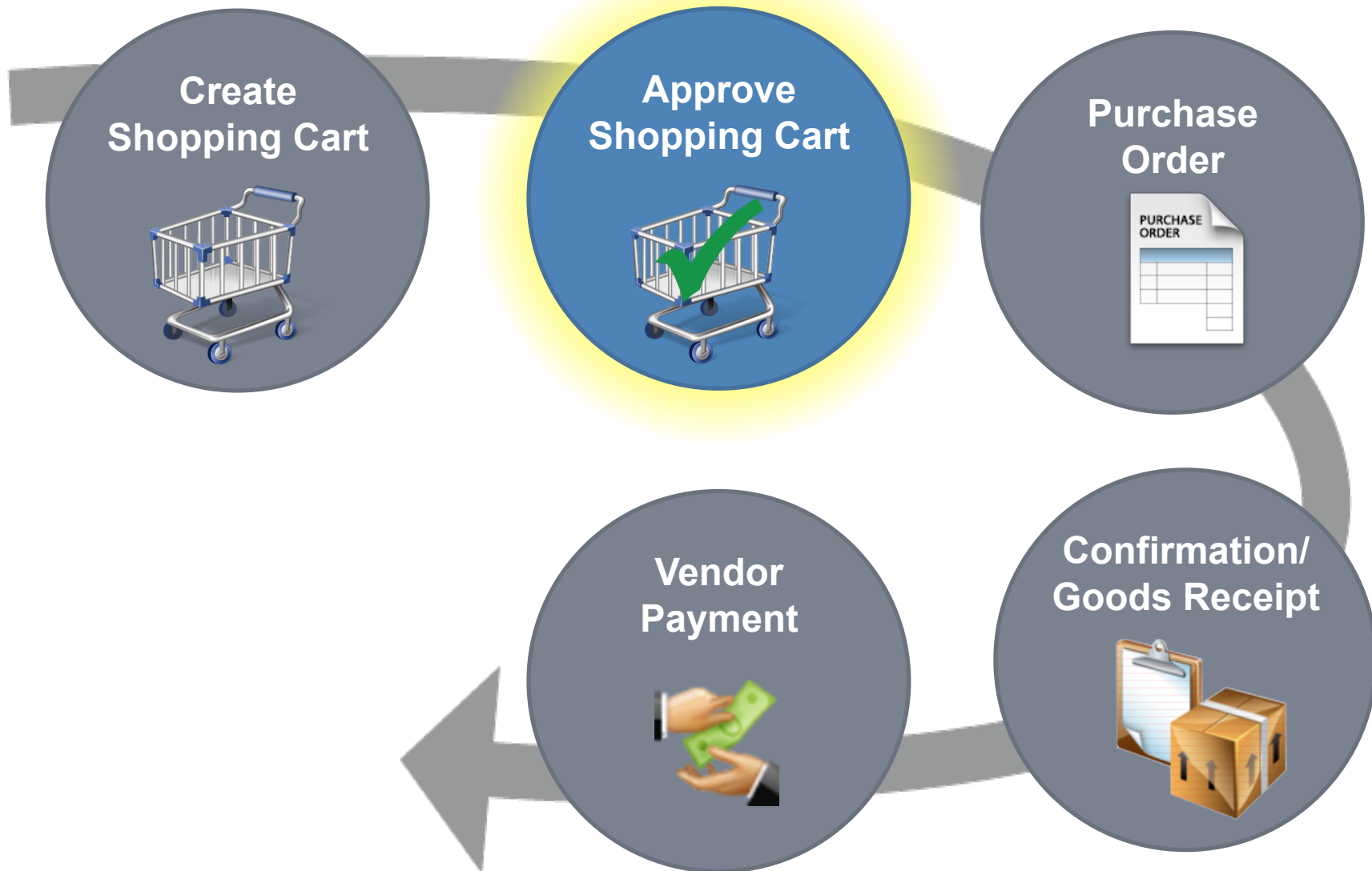
- Upright Piano (Yamaha U1 48") @ \$5,500.00

Exercise



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

Procurement Process Overview



Shopping Cart Approval: Key Terms

Workflow



Email notifications are sent once a day with a listing of items awaiting approval.

Universal Worklist

Listing of pending work items

- For Approvers:

Listing of document that are awaiting approval

- For Requestors:

Listing of Shopping Carts that have been rejected or routed to Procurement for review

Approvers can:

- Approve/Reject a Shopping Cart
- Add an Internal Note to a Shopping Cart
- Designate another Administrator to approve Shopping Carts on their behalf

Definitions and Process Overview Chapter: Key Terms

Follow-on Documents

- Purchasing documents that have been processed from the Shopping Cart:
 - Stock Transport Order (STO)
 - RFx
 - Purchase Order (PO)
 - Confirmation/Goods Receipt
 - Invoice

Exercise 8: Update a Rejected Shopping Cart

Update a Rejected Shopping Cart

- Update exercise #2 (bond paper)



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

You should now be able to:

- Create Shopping Carts
- Attach Supporting Documents
- Review and Select appropriate Delivery Priorities for General Stores Distribution Catalog orders
- Check the status of a Shopping Cart
- Track the Shopping Cart Approvals
- Update a Rejected Shopping Cart

**What have you
learned so
far?**

**Do you have
any
questions?**

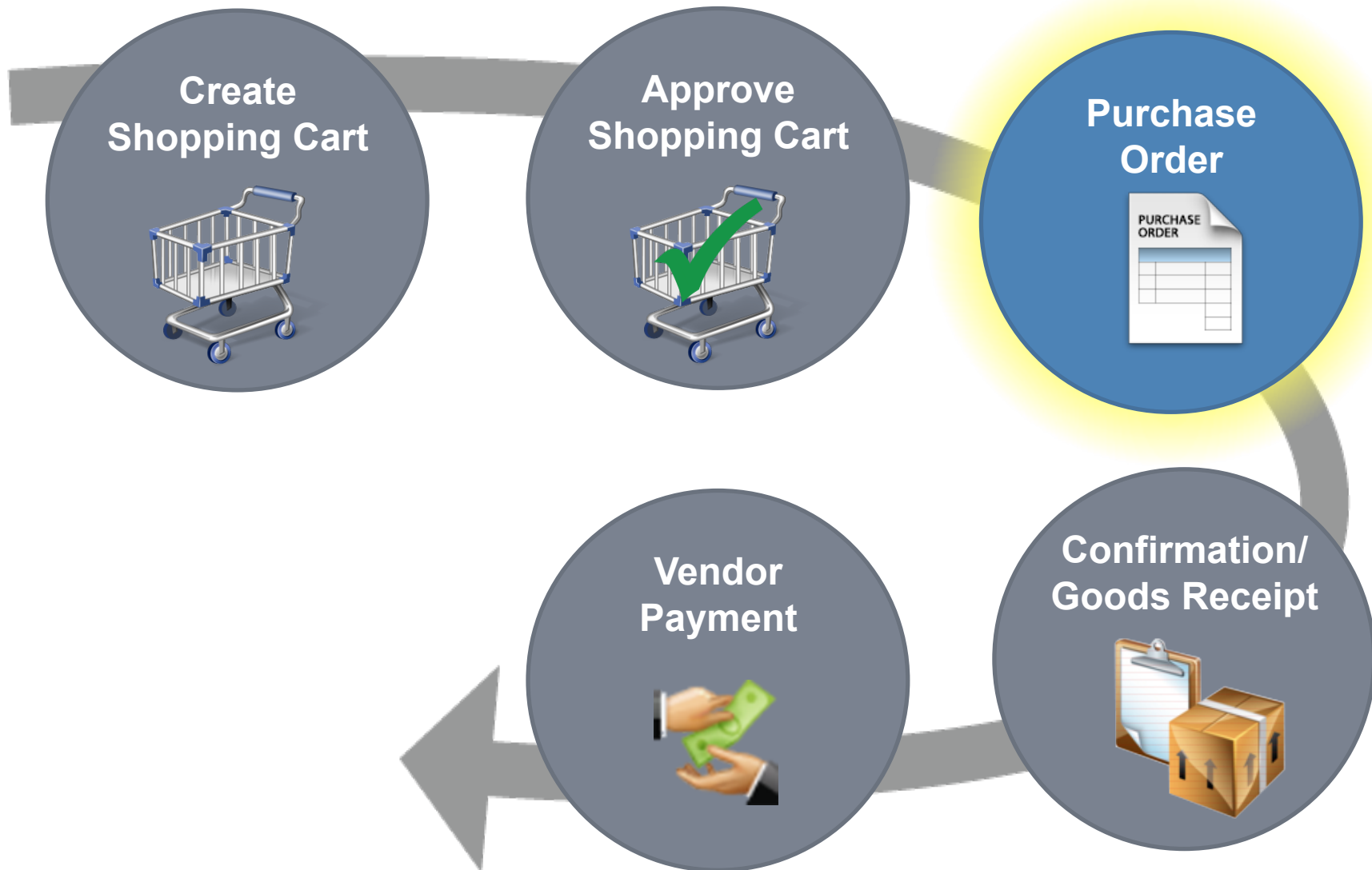


	Chapter Description
1	Definitions and Process Overview
2	Shopping Carts
3	Modify Purchase Orders
4	Create Goods Receipt
5	Asset Management

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

- View the Status of a Purchase Order
- View the Purchase Order form
- Modify a Purchase Order
- Review the Purchase Order workflow

Procurement Process Overview



Modify Purchase Order: Key Concepts

Modify Purchase Orders (PO)

- You can only modify POs that were auto generated from the Shopping Cart
- Only the following changes can be made to a PO:
 - Quantity, price, delivery, adding supplier text,
 - delivery schedule and amendments made to the original contract.
 - Add items
- The PO will require approval from Principal / Site Administrator

Status of Purchase Order

The Purchase Order status can be viewed and accessed from the Shopping Cart's Related Documents tab.

PO Status

- Saved
- **Ordered**
- Awaiting Approval
- Transaction Completed



Shopping Cart - SAP NetWeaver Portal - Windows Internet Explorer

http://sapdp7-3d.lausd.net:50000/irj/portal?NavigationTarget=navurl%3A%2F%2F8e403ca4bb8a420cb2246823eefd1fba&&CurrentWindowId=WID1364226158061&NavMode=3&PrevNavTarget=navurl%3A%2F%2F5614e5054bd914b1

Shopping Cart

History BackForward

Document Changes: [Display](#)

Commitment Documents: [Display](#)

Delivery Priority:

Business partner:

Non Compete Flag:

PO Event Type:

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 supporting 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](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Order Type	Per	Delivery Date	Notes	Attachments	Account Assign
1	Material		Textbook1	52552	BOOKS, LIBRARY	200	EA	30.00	USD			1	01/31/2013	0	0	Finances and Fur
2	Material		Textbook2	52552	BOOKS, LIBRARY	100	EA	15.00	USD			1	01/31/2013	0	0	Finances and Fur

View: United States Dollar

Document	Name	Document Number
Shopping Cart	Textbook2	1000002474/2
	Total	
Purchase Order	Textbook2	4500001697/2
	Total	

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

History

View: United States Dollar

Document	Name	Document Number	Back-End Document Number	Status	Date
Shopping Cart	Textbook2	1000002474/2		Follow-on Document Created	01/31/2013
	Total				
Purchase Order	Textbook2	4500001697/2		Saved	01/31/2013
	Total				

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Copy](#)

Modify Purchase Order: Key Concepts

- **PO will be transmitted to the supplier by either:**
 - **E-Mail:** Email (PDF)
 - **XML:** Electronically through the SUS portal
- Revised POs will be sent using the same transmittal procedures as used originally and will provide a note that the purchase order has been changed.

Purchase Order Details

Display Purchase Order: 4500009193

Purchase Order Number 4500009193 Purchase Order Type Purchase Order Status Ordered Document Date 03/27/2013 Total Value (Gross) 15,000.00 USD

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Check](#) [Copy](#) [Complete](#) [Export](#)

Overview

Header

Items

Notes and Attachments

Approval

Tracking

[General Data](#) | [Notes and Attachment](#) | **[Output](#)** | [Budget](#) | [Payment](#) | [Extended PO History](#) | [Document Totals](#) | [Synopsis](#) | [User-Specified Status](#)

[Order and Send Immediately](#)

Latest Output

Sent On: 03/27/2013 11:47:36
 Output Medium: XML

Additional Output Requested via

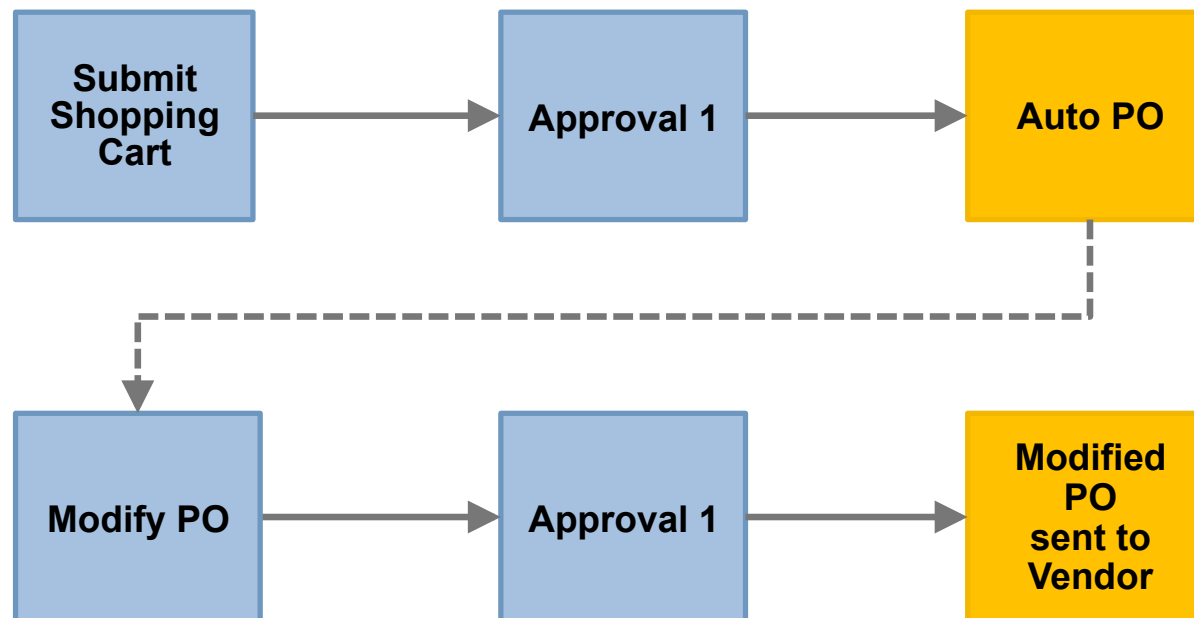
☐ Printer
☐ Fax 817-549-0261
☐ E-Mail DEBRA@PHOENIXCONSU
☒ XML

▼ Document Outputs

[Details](#) [Repeat Output](#) [Delete](#)

Status	Changed	Repeated	Manually	Generated On	Generated At	Changed On
Successfully processed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/27/2013	11:47:35	03/27/2013

Modified Purchase Order Process Flow



Exercise 9: Modify a Purchase Order

Modify a Purchase Order

- Increase the quantity for exercise #3 and add Shipping charges.

Exercise



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

	Chapter Description
1	Definitions and Process Overview
2	Shopping Carts
3	Modify Purchase Orders
4	Create Goods Receipt
5	Asset Management

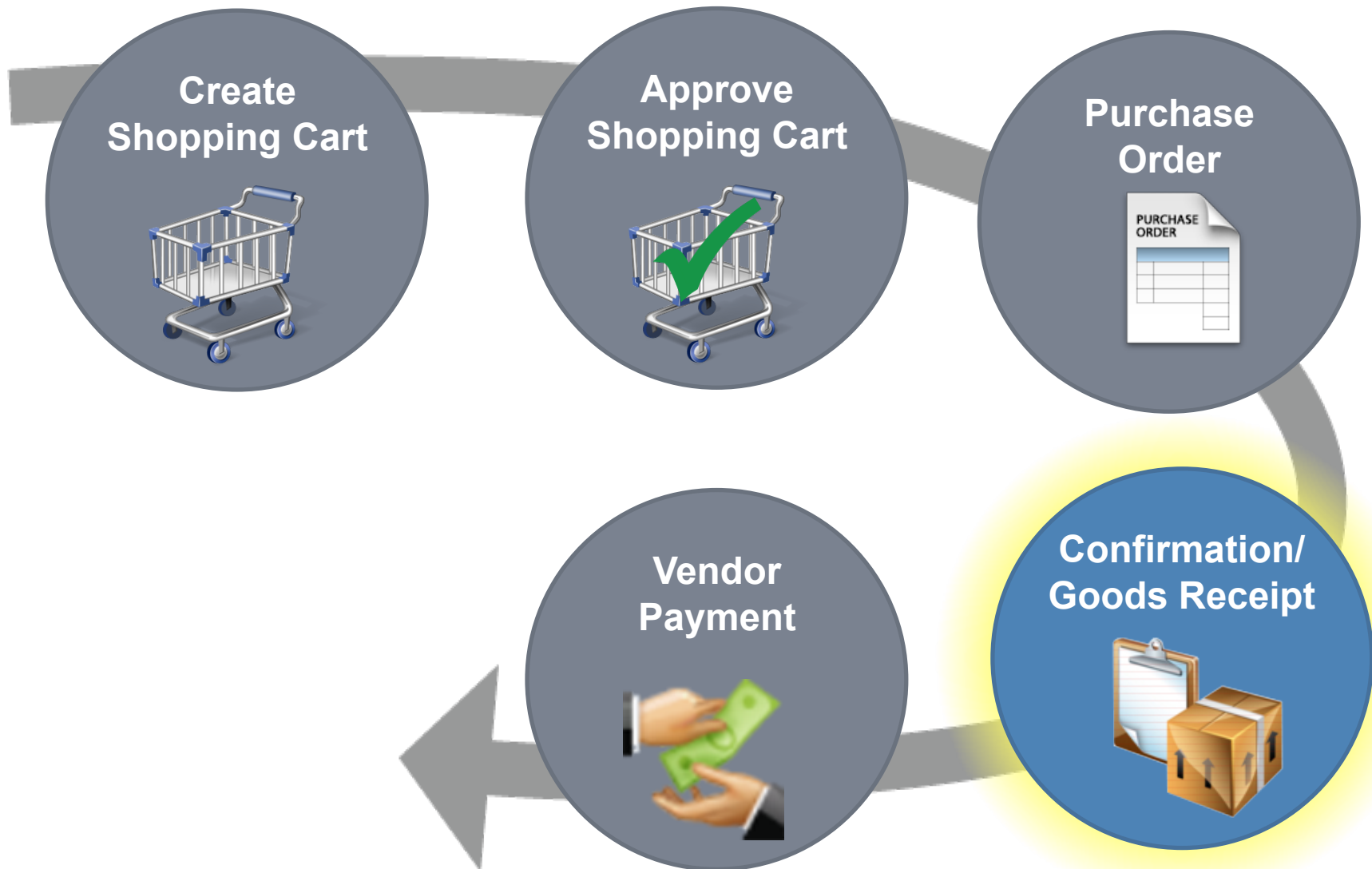
Confirmation / Goods Receipt Chapter Objectives

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

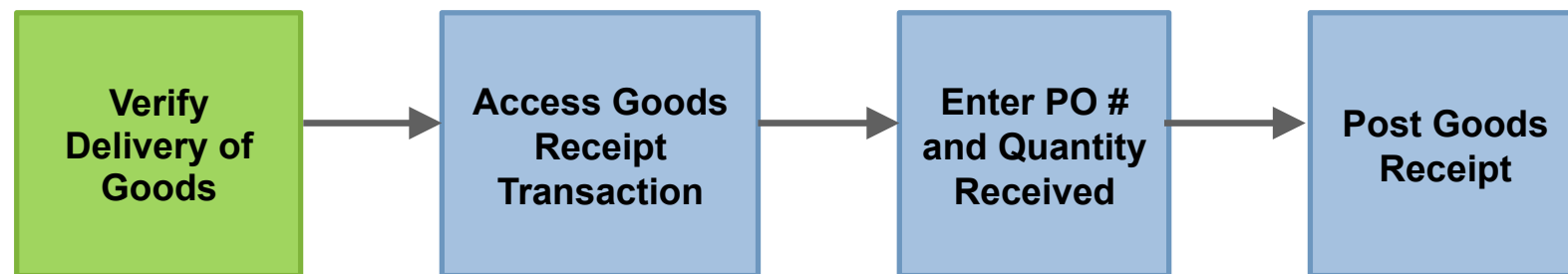
- Process a Goods Receipt
- Review a cancellation of a Goods Receipt



Procurement Process Overview



Goods Receipt Process Flow



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.

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 LAUSD Test User 001

[Help](#) | [Log off](#)



[Home](#) [Human Resources](#) [Systems](#) [Procurement / Contracts](#) [Asset Management](#) [Reports](#)

Process Transactions

Procurement/Contracts

[History](#) [Back](#) [Forward](#)

Detailed Navigation

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

LRP Training System

Goods Receipt link

Portal Favorites

https://bts-qa1.lausd.net/irj/servlet/prt/portal/prt Procurement/Contracts - SAP ... SAP NetWeaver Portal

File Edit View Favorites Tools Help

Goods Receipt Settings System Help

Goods Receipt Purchase Order - REQUESTOR21

Show Overview | Hold Check Post | Help

Goods Receipt Purchase Order GR goods receipt 101

General Vendor

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

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

Material Quantity Where

QR1



Goods Receipt Purchase Order 4500009221 - REQUESTOR21

Show Overview | Hold Check Post | Help

Goods Receipt

Purchase Order



GR goods receipt 101



General

Vendor



Document Date 04/04/2013

Delivery Note

Vendor LAKESHORE LEARNING MATER...

Posting Date 04/04/2013

HeaderText

☐ Individual Slip

PO Line Items

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch	Valuation ...
1	A Place for Everyone Carpet for 30	<input type="checkbox"/>	1	EA		1811801	580001		
2	All About Today Activity Center	<input type="checkbox"/>	1	EA		1811801	580001		
3	Circle Time Learning Center	<input type="checkbox"/>	1	EA		1811801	580001		



Material

Quantity

Where

Purchase Order Data

Partner

Account Assignment

Qty in Unit of Entry 1 EA

Update quantity received for line item

Qty in Delivery Note

Quantity Ordered 1 EA

No. Containers

Check box to receive line item

☐ Item OK Line 1



Goods Receipt Purchase Order 4500009221 - REQUESTOR21

Show Overview | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order | GR goods receipt 101

General | Vendor

Click Post to process

Document Date 03/28/2013 Delivery Note Vendor LAKESHORE LEARNING MATER...
 Posting Date 03/28/2013 Bill of Lading HeaderText
☐ Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch	Valuation ...	DB No.	M...	D	Stock Tyr
1	A Place for Everyone Carpet for 30	<input checked="" type="checkbox"/>	1	EA		1811801	580001				101 +	Unrestri	
2	All About Today Activity Center	<input checked="" type="checkbox"/>	1	EA		1811801	580001				101 +	Unrestri	
3	Circle Time Learning Center	<input checked="" type="checkbox"/>	1	EA		1811801	580001				101 +	Unrestri	
4	Daily Schedule Chart	<input checked="" type="checkbox"/>	1	EA		1811801	580001				101 +	Unrestri	

Print | Delete | Contents

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Purchase Order 4500009221 1 Item Category Standard

"Del.Completed" Ind. Set automatic... ☐ Del. Compl. Ind. PO Item

Requisitioner Set automatically
Set
Do not set

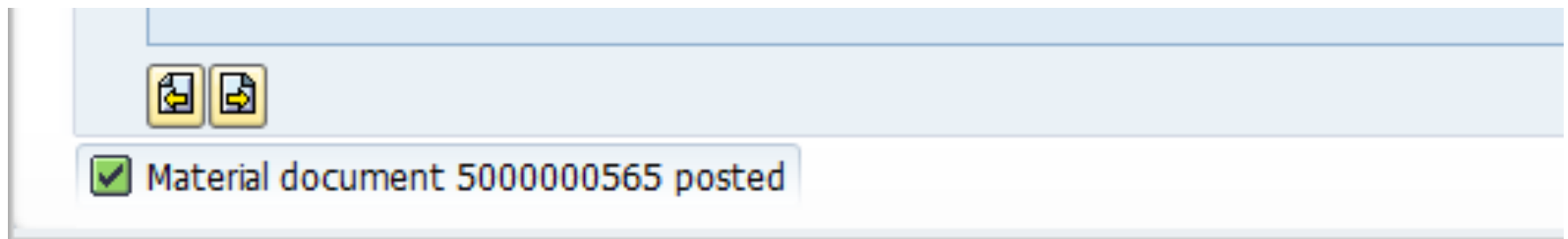
☒ Item OK Line 1

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



Exercise 10: Create a Goods Receipt

Post a Goods Receipt

- Use exercise #7



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

You should now be able to:

- Post a Confirmation/Goods Receipt

**What have you
learned so
far?**

**Do you have
any
questions?**



	Chapter Description
1	Definitions and Process Overview
2	Shopping Carts
3	Modify Purchase Orders
4	Create Goods Receipt
5	Asset Management

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

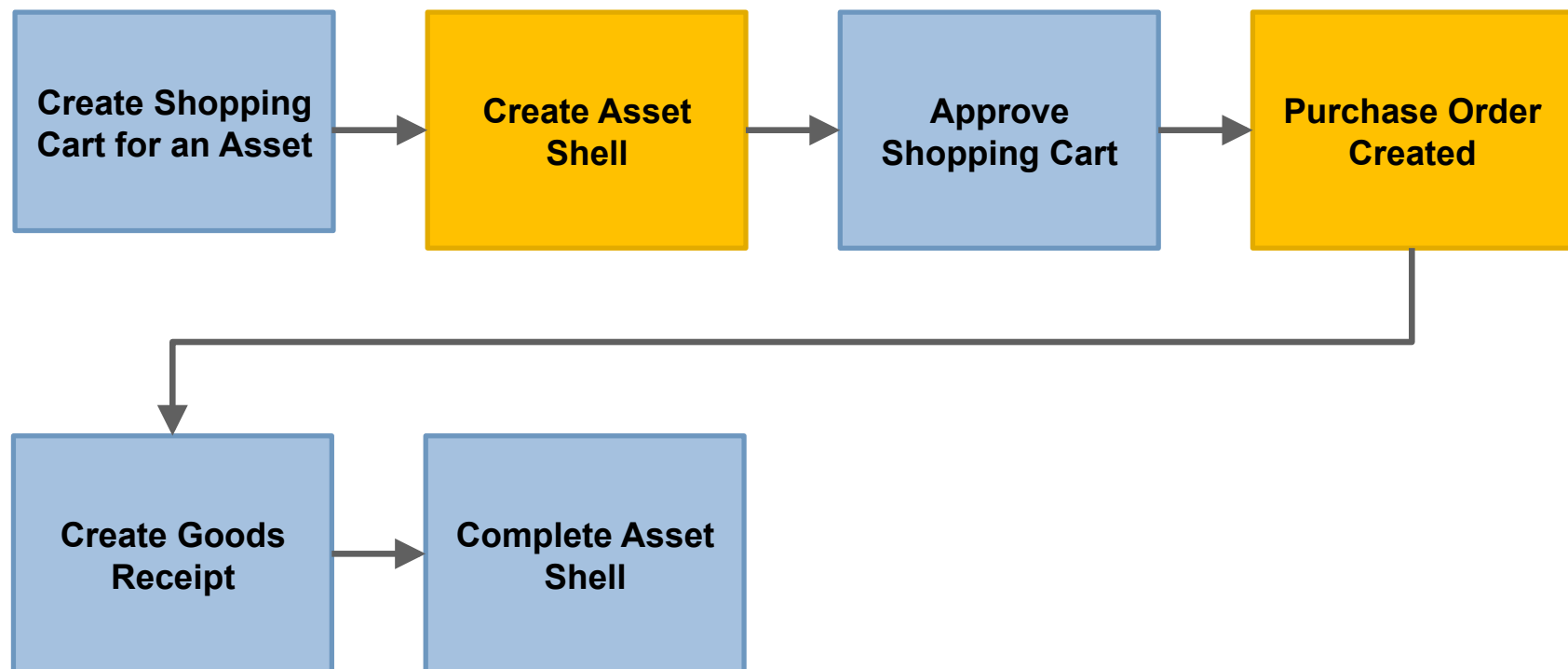
- Complete Asset Information once Asset is Received



Fixed Assets

- Fixed Assets are products with a useful life of more than one year and a unit cost equal or greater than \$5,000
- Asset master record (asset shell) created automatically when a Shopping Cart item has an asset product category code and a unit value of \$5,000 or more.
- The asset shell automatically inherits the Shopping Cart's funding codes.
- Split funding on an asset cannot be done on the shopping cart, contact General Accounting for assistance.

Complete Asset Shell Process Flow



Welcome LAUSD Test User 001

Home Human Resources Systems Procurement / Contracts **Asset Management** Reports

Manage Information **Manage Master Data** Process Transactions Period End Closing

Asset Management

Detailed Navigation

- Create Asset Master
- **Change Asset Master**
- Lock Asset Master
- Delete Asset Master
- Create Asset Subnumber
- Display Asset Master

Portal Favorites

Asset Management tab

Manage Master Data

Change Asset Master Link

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Initial screen

Master data Depreciation areas Asset values

Asset Subnumber Company Code

Input Asset number from Shopping Cart

QR1 (1) 910 sapqrx-2te OVR



Change Asset: Master data

Asset values

Asset 450000000051 0 Yamaha U1 48" professional upright piano
 Class 944051 ATH/MUS/SCI/ENG EQPT Company Code 1000

General Time-dependent Allocations Origin Deprec. Areas

General data

Description Yamaha U1 48" professional upright piano
 Asset main no. text Yamaha U1 48" professional upright piano
 Acct determination 944051 ATHLETIC/MUSIC/SCIENCE/ENGR EQPT
 Serial number 150487952
 Inventory number 10025
 Quantity

☐ Manage historically

Inventory

Last inventory on ☐ Include asset in inventory list
 Inventory note

Posting information

Capitalized on 04/26/2013 Deactivation on

General tab

- Additional description
- Serial number
- Inventory number
- Quantity



Change Asset: Master data

Asset values

Asset 450000000051 0 Yamaha U1 48" professional upright piano
 Class 944051 ATH/MUS/SCI/ENG EQPT Company Code 1000

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Cost Center 1811801 El Sereno MS

Int. order

Plant

Location

Room

Personnel Number

Fund 010-0000 GF-Unrestricted

Functional Area 1110-1000-14170 IMA-Schs

Grant NOT_RELEVANT Not_Relevant Grant

More Intervals

Time-dependent tab

- Room
- Personnel Number



Change Asset: Master data

Asset values

Asset 480000000051 0 CLASSROOM FURNITURE
 Class 944081 FURNITURE FIXTURE/OU Company Code 1000

General Time-dependent Allocations Origin Deprec. Areas

Allocations

Donation of Asset ☐
 Disposal Method ☐
 Investment reason ☐
 Envir. investment ☐

Allocations

- Investment reason:
 - Replacement Purchase
 - First Time Purchase

Reason for investment (1) 4 Entries found

Investment support meas

Restrictions

Key	Description

- 10 Replacement Purchase
 20 First Time Purchase
 30 Enhancement
 40 Environmental protection



Change Asset: Master data

Asset values

Asset 450000000051 0 Yamaha U1 48" professional upright piano
Class 944051 ATH/MUS/SCI/ENG EQPT Company Code 1000

General Time-dependent Allocations Origin Deprec. Areas

Origin

Vendor 1000004107 MUSIC NOTES LLC

Manufacturer Yamaha

☐ Asset purch. new

☐ Purchased used

Trading Partner

Country of origin

Type name

Original asset

Acq. on

Orig. Acquis. Year

Original value USD

In-house prod.perc.

Origin Tab
• Manufacturer

Exercise 11: Complete Asset Information

Complete Asset Information

- Complete Asset Shell for exercise #7



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

Asset Report By Cost Center

Welcome LAUSD Test User 001

Home Human Resources Systems Procurement / Contracts Asset Management Reports

Asset Management

Reports

Detailed Navigation

- Application Log
- Posted Depreciation Related to Cost Centers
- List by Asset Number
- List by Asset Class
- List by Business Area
- List by Cost Center
- List by Location
- Asset Inventory List by Cost Center
- Asset Inventory List by Location
- Asset Inventory List by Asset Class
- Asset History Sheet
- Asset Balances
- Total Depreciation
- Ordinary Depreciation
- Depreciation Comparison
- Depreciation for Current Year
- Insurance Values
- Forecast of Depreciation Current Year
- Display Changes to Asset Master Records
- Asset Transactions
- Asset Portfolio (Current Book Values)
- G/L Account Balances

LRP Training System



Asset Balances



Company code

1000

to



Selections

Cost center

1811801

to



Settings

Report date

06/30/2013

Depreciation area

01

Accrual Post

Sort Variant

0014

Cost center

☒ List assets

☐ ... or main numbers only

☐ ... or group totals only

Display options

Display variant

☒ Use ALV grid

**Asset Balances****Asset Balances - 01 Accrual Post**

Report date: 06/30/2013 - Created on: 05/15/2013

Asset	SNo.	Cap.date	Asset description	Σ	Acquis.val.	Σ	Accum.dep.	Σ	Book val.	Crcy
200000001...	0	01/01/1992	PAVING / CURBING / RESURFACING		1,981,200.00		1,981,200.00-		0.00	USD
2000000012...	0	01/01/1992	FENCING		95,550.00		95,550.00-		0.00	USD
2000000012...	0	01/01/1992	MISC SITE IMPROVEMENT		2,736,000.00		2,736,000.00-		0.00	USD
2000000020...	0	01/01/2012	MISC SITE IMPROVEMENT		1,572.92		117.63-		1,455.29	USD
3000000037...	0	01/01/1956	BUILDING		83,850.00		83,850.00-		0.00	USD
3000000037...	0	01/01/1957	BUILDING		559,000.00		559,000.00-		0.00	USD
3000000037...	0	01/01/1949	BUILDING		379,600.00		379,600.00-		0.00	USD
3000000037...	0	01/01/1940	BUILDING		226,200.00		226,200.00-		0.00	USD
3000000037...	0	01/01/1968	BUILDING		36,010.00		32,766.47-		3,243.53	USD
3000000037...	0	01/01/1938	BUILDING		59,800.00		59,800.00-		0.00	USD
3000000037...	0	01/01/1939	BUILDING		24,050.00		24,050.00-		0.00	USD
3000000037...	0	01/01/1956	BUILDING		196,300.00		196,300.00-		0.00	USD
3000000038...	0	01/01/1937	BUILDING		69,550.00		69,550.00-		0.00	USD
3000000038...	0	01/01/1941	BUILDING		103,350.00		103,350.00-		0.00	USD
3000000038...	0	01/01/1968	BUILDING		757,900.00		689,633.81-		68,266.19	USD
3500000015...	0	01/01/1972	PORTABLE / RELOCATABLE		74,100.00		74,100.00-		0.00	USD
3500000015...	0	01/01/1988	PORTABLE / RELOCATABLE		45,370.00		45,370.00-		0.00	USD
3500000015...	0	01/01/1988	PORTABLE / RELOCATABLE		45,370.00		45,370.00-		0.00	USD
3500000015...	0	01/01/2000	PORTABLE / RELOCATABLE		67,600.00		45,616.97-		21,983.03	USD
3500000015...	0	01/01/2000	PORTABLE / RELOCATABLE		67,600.00		45,616.97-		21,983.03	USD
3500000015...	0	01/01/2000	PORTABLE / RELOCATABLE		67,600.00		45,616.97-		21,983.03	USD

You should now be able to:

- Complete Asset Information once Asset is Received
- Access Assets Report by Cost Center

**What have you
learned so
far?**

**Do you have
any
questions?**



Report #	Report Name
SC001	Shopping Carts per Product / Product Category
SC002	Status of Shopping Carts
SC003	Number of Shopping Cart Items
SC004	Approval Times
SC005	Overview of Approved Shopping Carts
SC006	Shopping Carts Still to be Approved
PC008	Contracts per Product Category (current)
PC009	Contracts per Product and Vendor
PC022	Ordering Activities
PC023	Quantities: PO - Delivery - Invoice
PC006	Ordering Activities
EP006	Purchase Order Document Analysis

Shopping Cart Support Contact List

SAP Support

NEED HELP WITH PROCESSING SAP TRANSACTIONS?

Shopping Cart Support Center

ESC North	SCSCnorth@lausd.net (562) 654-9476
ESC South	SCSCsouth@lausd.net (562) 654-9472
ESC East	SCSCeast@lausd.net (562) 654-9467
ESC West	SCSCwest@lausd.net (562) 654-9444
ESC ISIC	SCSCisic@lausd.net (562) 654-9430
All Other Schools/Offices	cs.stores@lausd.net (562) 654-9009

P-Card Reconciliation

(562) 654-9372

Travel Help Desk

(562) 654-9318

NEW! Download: [Procurement Services Contacts Sheet](#)

QUESTIONS OR ISSUES RELATED TO FUNDING?

ESC FISCAL SERVICES MANAGERS

North: (818) 654 - 3600

South: (310) 354 - 3400

East: (323) 224 -3100

West: (310) 914 - 2100

ISIC: (213) 241 - 0100

HAVE TECHNICAL ISSUES? HARDWARE, SOFTWARE, SINGLE SIGN-ON, NETWORK, ETC?

IT HELPDESK

(213) 241-5200

[\[click here for Menu Options\]](#)

[Chat with a Service Technician](#)

[Create a Service Ticket](#)



TRAINING CENTER


[HOME](#)
[TRAINING MATERIAL](#)
[BPP LIBRARY](#)
[JOB AIDS](#)
[SAP SUPPORT](#)
[LRP HOME PAGE](#)

Welcome to the BASE Training Center

...your one-stop shop for BASE Training Support.

Given the level of responsibility that you have in your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



TRAINING RESOURCES FOR SCHOOLS

Shopping Cart

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

Transition Ordering Process Users Guide

- [User Guide pdf](#)
- [Transition Ordering Login Page](#)



TRAINING RESOURCES FOR OFFICES

Finance

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

Procurement

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

ANNOUNCEMENTS

NEW! SHOPPING CART REFRESHER COURSE!

If you attended the SC0100 Shopping Cart for Requestors training and would like a refresher session, you may register for SC100R Session. [More information.](#)

LRP TRAINING PHASES

Phase 1 training is now complete.
[More information.](#)

SAP SYSTEM ACCESS

[SAP System Access Request Form](#)

CITRIX RECEIVER INSTALLATION GUIDES

 [Citrix Receiver Installation Guide for Windows](#)

 [Citrix Receiver Installation Guide for Mac](#)

SAP SYSTEM SUPPORT

ITD HELP DESK

Monday-Friday 7:30 - 4:45

PROCUREMENT SERVICE CENTER

562-654-9009
Monday-Friday 8:00-5:00

QUICK LINKS

[Legacy Replacement Project \(LRP\) Website](#)

[Learning Zone](#)

[Procurement Services Division](#)

[Accounts Payable Branch](#)

[School Fiscal Services Division](#)

BASE TRAINING CENTER
Business Applications
Supporting Education



[HOME](#)

[TRAINING MATERIAL](#)

[BPP LIBRARY](#)

[JOB AIDS](#)

[SAP SUPPORT](#)

[LRP HOME PAGE](#)

Welcome to the BASE Training Center

...your one-stop shop for BASE Training Support.

Given the level of responsibility that you have in your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.



TRAINING RESOURCES FOR SCHOOLS

Shopping Cart

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

Transition Ordering Process Users Guide

- [User Guide pdf](#)
- [Transition Ordering Login Page](#)



TRAINING RESOURCES FOR OFFICES

Finance

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

Procurement

- [Training Materials](#)
- [Business Process Procedures \(BPPs\)](#)

ANNOUNCEMENTS

NEW! SHOPPING CART REFRESHER COURSE!

If you attended the SC0100 Shopping Cart for Requestors training and would like a refresher session, you may register for SC100R Session. [More information.](#)

LRP TRAINING PHASES

Phase 1 training is now complete.
[More information.](#)

SAP SYSTEM ACCESS

[SAP System Access Request Form](#)

CITRIX RECEIVER INSTALLATION GUIDES

-  [Citrix Receiver Installation Guide for Windows](#)
-  [Citrix Receiver Installation Guide for Mac](#)

SAP SYSTEM SUPPORT

ITD HELP DESK

Monday-Friday 7:30 - 4:45

PROCUREMENT SERVICE CENTER

562-654-9009
Monday-Friday 8:00-5:00

QUICK LINKS

[Legacy Replacement Project \(LRP\) Website](#)

[Learning Zone](#)

[Procurement Services Division](#)

[Accounts Payable Branch](#)

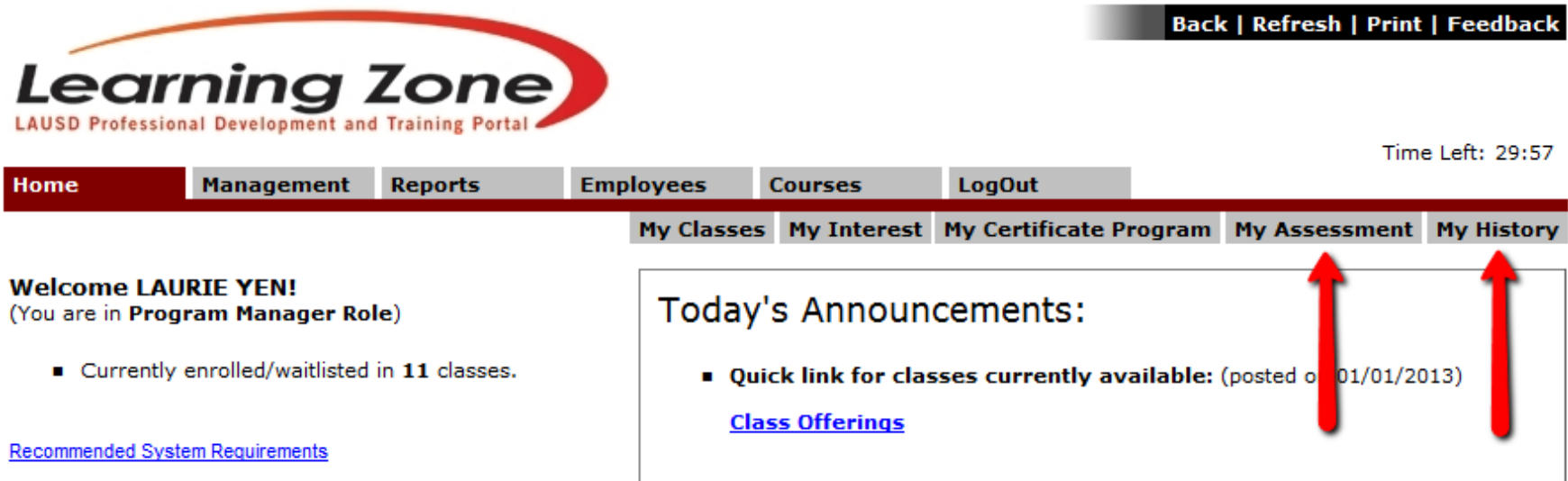
[School Fiscal Services Division](#)

**You have just
completed the
SC0100 – Shopping
Cart for Requestor
Course.**



Login in to Learning Zone: <https://lz.lausd.net>

- My History tab
Assessment → Evaluation



The screenshot shows the Learning Zone portal interface. At the top right, there are links: [Back](#) | [Refresh](#) | [Print](#) | [Feedback](#). Below this is a navigation bar with tabs: [Home](#), [Management](#), [Reports](#), [Employees](#), [Courses](#), and [LogOut](#). A secondary navigation bar contains: [My Classes](#), [My Interest](#), [My Certificate Program](#), [My Assessment](#), and [My History](#). The main content area on the left welcomes **LAURIE YEN!** (Program Manager Role) and shows she is currently enrolled/waitlisted in 11 classes, with a link to [Recommended System Requirements](#). On the right, a box titled "Today's Announcements:" contains a link for [Class Offerings](#). Two red arrows point to the [My Assessment](#) and [My History](#) tabs in the secondary navigation bar. A "Time Left: 29:57" indicator is visible in the top right corner of the portal area.

Shopping Cart goes live...

{Date}



Learn more at <http://lrpweb.lausd.net>

Contact Us: lrp@lausd.net

