

Welcome to the Transportation Time Entry Course

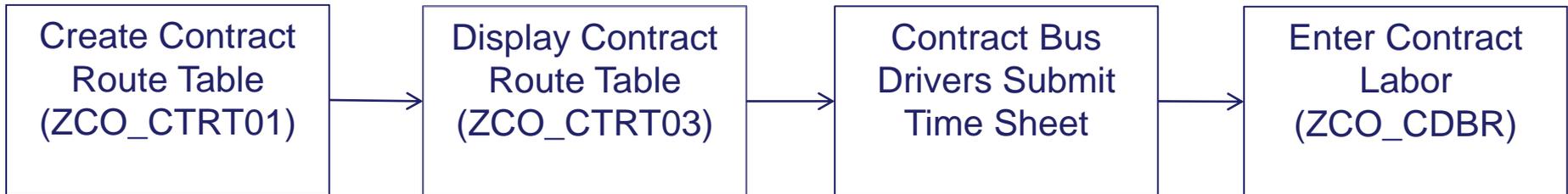


- Darrell Lagler
- Agnes Boquiren

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



Process Overview



Maintaining Rate Table

Change View "Contract Route and Rate Table": Overview

New Entries

Contract Route and Rate Table

FY	Contract Num...	PO number	Route	Expire Date	Contractor name	Conv Hours	PT	Training A	Training B	Unlimited Full	Limited Part	Excess Rate	Excess Mileage...	Conv Difference
2013	4400001564	4500009058	3367	06/30/2014	FIRST STUDENT	7.667	4	18.31	12.21	526.33	415.59	30.52	30.52	110.74
2013	4400001564	4500009058	3415	06/30/2014	FIRST STUDENT	7.667	4	18.31	12.21	526.33	415.59	30.52	30.52	110.74
2013	4400001635	4500009353	3415	06/30/2013	ATLANTIC	0	4	19.28	12.86	676.75	502.67	32.14	15.00	174.08

Change View "Contract Route and Rate Table": Overview

New Entries

Contract Route and Rate Table

FY	Contract Num...	PO number	Route	Status	Start Date	End Date	Comment	Created by	Created on
2013	4400001564	4500009058	3367	Active	07/01/2012	06/30/2013		ABOQUIREN	05/01/2013
2013	4400001564	4500009058	3415	Active	07/01/2012	02/22/2013		ABOQUIREN	05/01/2013
2013	4400001635	4500009353	3415	Active	02/25/2013	06/30/2013		RC455	04/04/2013

Field Entries

FIELD	DESCRIPTION	USER ACTION AND VALUES
FY	Fiscal Year	Enter the current fiscal year
Contract Number	The bus Contract Number	Enter the contract number <ul style="list-style-type: none"> 10 characters (numeric)
PO Number	Purchasing Order Number for the contract number	Enter the Purchase Order Number <ul style="list-style-type: none"> 10 characters (numeric)
Route	Route number	Enter the route assigned to the contract <ul style="list-style-type: none"> 4 characters (numeric)
Expire Date	Contract expiration date	Enter the contract expiration date
Contractor Name	Name of the contract	Enter the name of the Bus contractor
Conv Hours	Indicates the number of hours a part-time becomes a full-time contract.	Enter the total hours in which the part-time hours will be calculated at full-time hours. <ul style="list-style-type: none"> Ex. 7.2500 (7hrs, 15 mins)
PT Hours	Indicates the number of hours that would be considered part-time.	Enter 4 hours
Training A with Bus	Rate in which training includes a bus	Enter Training rate.
Training B wo Bus	Rate in which training does not includes a bus	Enter Training rate.
Unlimited Full	The flat rate amount charged when eight hours are worked or when the Conv Hours is reached	Enter Unlimited Full time rate

Field Entries – cont'd

FIELD	DESCRIPTION	USER ACTION AND VALUES
Limited Part	The flat amount charged when hours is <= 4 hours or < Conv Hours	Enter Limited Part time rate
Excess Rate	The excess hourly rate charged for a full-time bus contract that goes beyond eight hours	Enter excess rate
Excess Mileage Rate	The excess rate charged for any additional miles that are beyond a set mileage for the region.	Enter Mileage Rate
Conv Difference	Calculates the difference between the Unlimited Full and Limited Part	Display Only. <ul style="list-style-type: none"> Difference between Unlimited Full Rate and Limited Part rate
Status	Indicates whether a route is Active or Inactive status	Select "Active" or "Inactive"
Start Date	First date the route is active for a contract.	Enter route start date. Including Dry Run date.
End Date	Last date of route is active for a contract	Enter route last date.
Comment	Free text field	Sample: <ul style="list-style-type: none"> #3, FD 03/06/13, LD 03/08/13 #1, DR 03/08/13
Created By	Identifies user-name	Display Only.
Created On	Displays date.	Display Only.

Walkthrough: Create Contract Route Table

ZCO_CTRT01 – Change View “Contract Route and Rate Table”



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

Exercise: Create Contract Rate Table

ADD links to Globally Published simulations in Uperform



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

Display Route and Rate Table

Contract Route and Rate Display



Fiscal Year to 

Contract Number to 

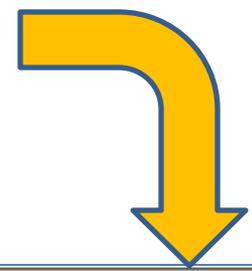
PO Number to 

Contractor to 

Route Number to 

Route Status to 

Enter the fiscal year, route number, then click the **Execute** button.



Contract Route and Rate Display



Date: 05/16/2013
Time: 14:52:49
Contract Route and Rate Report

FY	Contract Number	PO number	Route	Expire Date	Contractor name	Conv Hours	PT Hours	Training A	Training B	U Full	L Part	Excess Rate	Excess M	Difference	Status	Start Date	RTE Er
2013	4400001564	4500009058	3415	06/30/2014	FIRST STUDENT	7.667	4	18.31	12.21	526.33	415.59	30.52	30.52	110.74	A	07/01/2012	02/22/2
2013	4400001635	4500009353	3415	06/30/2013	ATLANTIC	0	4	19.28	12.86	676.75	502.67	32.14	15.00	174.08	A	02/25/2013	06/30/2

Walkthrough: Display Route and Rate Table

ZCO_CTRT03 – Contract Route and Rate Display



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

Exercise: Display Route and Rate Table

ADD links to Globally Published simulations in Uperform



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exercise
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Bus Driver Time Entry

Only approved Contract Daily Bus Reports are entered into the table.

A record may be created, changed, displayed, or deleted.

NOTE: a record may not be deleted if the Post Date field has been populated.
Only changes are permitted.

Bus Driver Time Entry – cont'd

Contract Daily Bus Driver Time Entry and Costing Table

Daily Bus Driver Time and Costing Maintenance

Work Date to

Contract Number to

Route Number to

Driver License to

Order Number to

Contract Daily Bus Driver Time Entry and Costing

Work Date	Contract Number	Route	Driver License	Order	Start TI	End TI	Total TI	Pupils	Live Miles	Job Category	Rv	Purchasing Doc.	Amount	Post Date	Dr
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
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					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		
					00:00	00:00	0.0000						0.00		

Field Entries

FIELD	DESCRIPTION	USER ACTION AND VALUES
Work Date	Represents the date the contract charges occur.	Enter a date within the current fiscal year.
Contract Number	The Contract number used to charge the hours. Must be valid in the ZCO_CTRT table	Enter the contract number. System will valid from the ZCO_CTRT table.
Route	Route assigned to the contract number.	Enter the route number. System will valid from the ZCO_CTRT table.
Driver License	The license number of the contract driver	Enter the driver's license number.
Order	Internal order used by the contract driver.	Enter the internal order. Must be valid in KO04 with a "REL" status.
Start Time	The time the job starts. Valid hours are between 00 and 23.	Enter the start time of the job. (Ex. 06:30)
End Time	The time the job ends. Valid hours are between 00 and 23.	Enter the end time of the job. (Ex. 07:45)
Total Time	System calculated. The difference between the start and end time.	Display only <ul style="list-style-type: none"> Total hours and minutes (conversion)
Changed On	Displays the date.	Display only

Field Entries – cont'd

FIELD	DESCRIPTION	USER ACTION AND VALUES
Pupil	The number of students on the bus.	Enter the number of pupils per job.
Live Miles	The number of live miles for the job.	Enter the live miles per job.
Job Category	Inferred from the internal order master data. Orders that are training jobs are calculated based on a rate stated in the ZCO_CTRT table.	Display only
Rversal	Indicator in which changes were made to the record.	Display only.
Purchasing Doc.	Inferred from the ZCO_CTRT table.	Display only
Amount	The sum amount for the cost of the trip.	Display only
Post Date	The date the contract DBR is processed.	Display only
Document No.	System generated when the contract amounts are calculated and posted to the internal order.	Display only
Changed By	Identifies the end-user.	Display only
Changed On	Displays the date.	Display only

Walkthrough: Enter Contract Labor

ZCO_CDBR – Contract Daily Bus Driver Time Entry
and Costing Table



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

Exercise: Enter Contract Labor

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Transaction Codes

ZCO_CTRT01	Change View “Contract Route and Rate Table
ZCO_CTRT03	Change View “Contract Route and Rate Table
ZCO_CDBR	Enter Contract Labor

After training support will include:

- **The Procurement Customer Support Center**
- **The BASE Training Center will be the single point of access for SAP end-user documentation/materials.**
 - This website will make it easier for end users to access related business process materials.
 - The materials will include the following:
 - ✓ Course Presentations
 - ✓ Simulations
 - ✓ Quick Reference Guides
 - ✓ Job Aids
- **Context Sensitive Help within the Shopping Cart**
- **Refresher (Open House) sessions**

BASE Training Center Website [http://basetraining.lausd.net]



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Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the 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.



Schools



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PROCUREMENT
[Course Materials](#)
[Business Process Procedures \(BPPs\)](#)

QUICKLINKS

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ANNOUNCEMENTS

VIRTUAL LEARNING

**You have just completed the Central Office
Internal Orders and Job Costing course.**

Thank you for attending!

