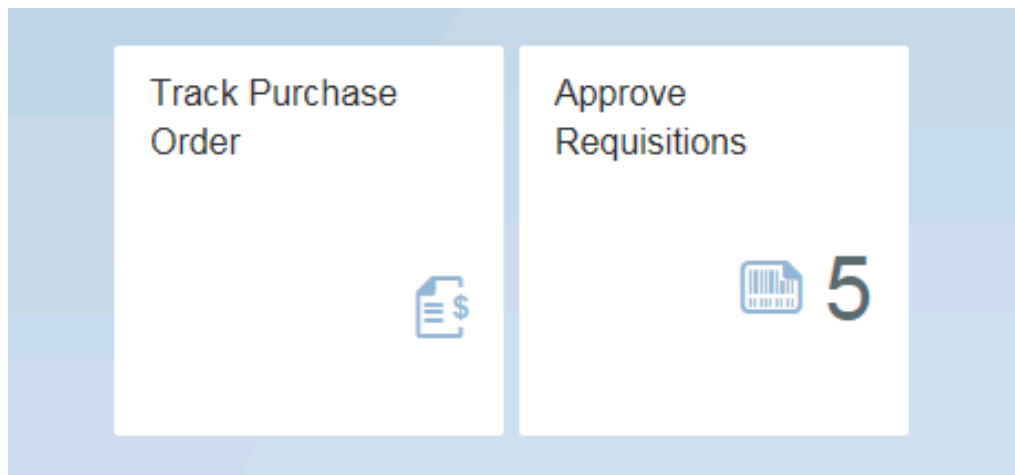# SAP FIORI LAUNCHPAD

Purchasing

Financial Management Systems Division
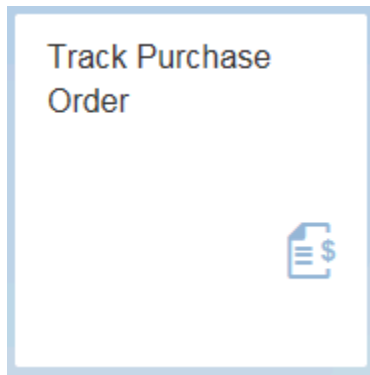
Version 2.0.0

January 2018

Table of Contents

1.Track Purchase Order App

1.1 About

The Track Purchase Order app allows you to view important purchase order information, including overall order fulfillment status with the quantities and values at a bird's eye view.
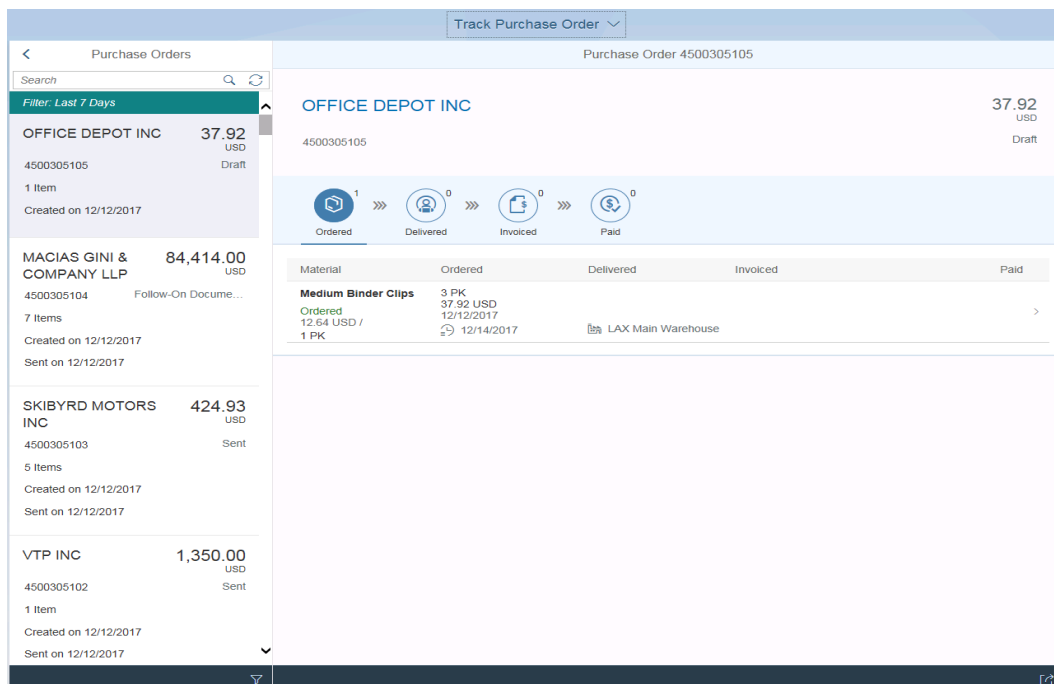
The app also displays a graphical view of the process flow (Ordered, Delivered, Invoiced, and Paid).

1.2 Screen Layout

Click the Track Purchase Order Tile.

The Track Purchase Order screen is broken up into three areas.

- Left Panel – Displays purchase orders, is searchable by purchase order number or company name and can be filtered

- Header – Shows company name, amount, and graphical representation of the process flow.

- Details – Shows the purchase order information and status (Material, Delivered, Invoiced, Paid)

1.2.1 Left Panel (Purchase Order Listing)

Search purchase orders by company name or purchase order number.

Purchase order information

Company Name

Amount

PO Number

Number of items

Created on/Sent On

Status

Filter by

Default – Last 7 Days

1.2.2 Header

Purchase Order 4500

OFFICE DEPOT INC   **Company Information** ➡️

4500305105

Quick Overview

OFFICE DEPOT INC

Contact Details

Phone:
+1 (818) 557-1724

Address:
100 N. FIRST ST. / BURBANK CA 91502 / USA

Main Contact

Name:

Mobile:

Phone:

37.92
USD

Draft

Ordered ➔ Delivered ➔ Invoiced ➔ Paid

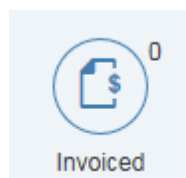**The quantity and value of an item or service requested from the vendor.**

The quantity and value of goods or services received and accepted from the vendor.

The invoice receipt amount that has been posted and is due to the vendor based on the acceptance of goods or services delivered. A posted invoice does not necessarily indicate that a payment has been released to the vendor. Typically, payments are released to the vendor based on the vendor's payment terms.
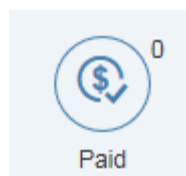
Indicates whether the amount Invoiced has been Fully Paid, Partially Paid, or Not Paid.

- **Fully Paid means the amount paid to the vendor equals the amount Invoiced.**
- **Partially Paid means the amount paid to the vendor is less than the amount Invoiced.**
- **Not Paid means no payment has been issue to the vendor for the amount Invoiced.**

1.2.3 Details

The details section shows each line item, amount ordered, delivered, invoiced and paid per the descriptions on the previous page.

Material	Ordered	Delivered	Invoiced	Paid
#324846 Brother Tze-FX231CS Invoiced 24.99 USD / 1 EA	2 EA 49.98 USD 11/08/2017 🕐 11/08/2017	2 EA 54.72 USD 11/28/2017 🏬 LAX Main Warehouse	2 EA 49.98 USD 11/28/2017	Not Paid >
#239384 Brother Tze-241 Label Invoiced 6.71 USD / 1 EA	1 EA 6.71 USD 11/08/2017 🕐 11/08/2017	1 EA 7.35 USD 11/28/2017 🏬 LAX Main Warehouse	1 EA 6.71 USD 11/28/2017	Not Paid >
#455029 Brother Tze-345 White Invoiced 26.19 USD / 1 EA	1 EA 26.19 USD 11/08/2017 🕐 11/08/2017	1 EA 28.68 USD 11/28/2017 🏬 LAX Main Warehouse	1 EA 26.19 USD 11/28/2017	Not Paid >
#776931 Brother Tze-344 Gold on Invoiced 24.99 USD /	1 EA 24.99 USD 11/08/2017 🕐 11/08/2017	1 EA 27.36 USD 12/05/2017 🏬 LAX Main Warehouse	1 EA 24.74 USD 12/06/2017	Not Paid >

Something cool! - The icon on the lower right [⤤] will allow you to create a tile on your home page that will take you directly to this Purchase Order everytime. When you are done tracking it, you can simply delete the tile via the edit home page.

1.2.4 Save as Tile

Click the icon and press the Save as Tile option.
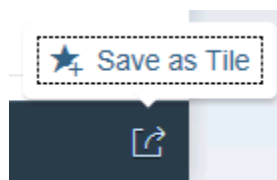
The title will automatically be defaulted to the PO number. Add a subtitle and extra information as needed. Then select the group the tile should be assigned to.

Click Ok to save the tile.

Save as Tile

Preview:

Purchase Order
4500304098
Office Depot

Office Stuff

* Title:

Purchase Order 4500304098

Subtitle:

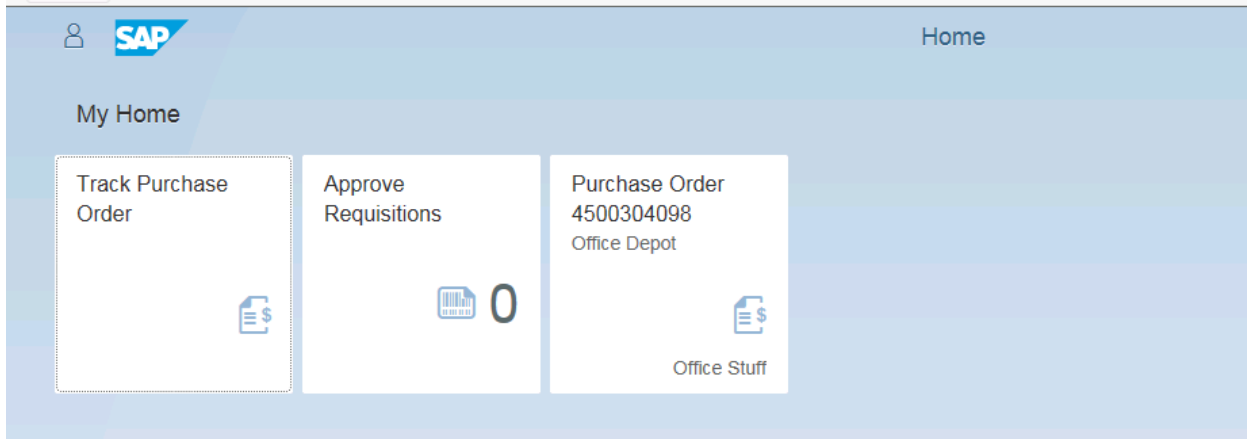Office Depot

Information:

Office Stuff

Group:

My Home

OK   Cancel

Click on the home icon in the upper left corner.

Your new tile has been added to your My Home Group. This will provide you easy access to PO's you are currently tracking. To delete the tile go to the edit of the home page and delete the tile.

2. Approve Requisitions

2.1 About

The Approve Requisition app allows you to view pending requisitions and approve or reject them. You will only see requisitions that require your approval. If you reject a requisition, the app lets you enter a rejection reason for the initiator.

2.2 Screen Layout

Click the Approve Requisitions Tile. The Approve Requisition screen is broken up into four main areas.

- Left Panel – Displays the purchase requisitions approval queue for the approver.

- Header – Shows purchase requisition initiator, amount and date

- Details – Shows the purchase requisition detail, header note, and attachments

- Approve and Reject

2.2.1 Left Panel (Purchase Requisition Approval Queue)

Purchase Requisitions (180)

Search

TOMI BRENT   **41,750.00**
USD
1 item   September 12, 2017
Purchase Requisition 10042762

MARESCAG   **3,995.00**
USD
1 item   September 12, 2017
Purchase Requisition 10042978

MARESCAG   **500.00**
USD
1 item   September 11, 2017
Purchase Requisition 10042977

GRESHAMK   **149,999.00**
USD
1 item   September 5, 2017
Purchase Requisition 10042922

JONESJO   **150,000.00**
USD
1 item   August 30, 2017
Purchase Requisition 10042961

JACQUELINE TURNER   **50,000.00**
USD
August 30, 2017

Search purchase requisitions by number, initiator, amount, date and item count

Purchase requisition information

- Initiator
- PR Number
- Number of items
- Created on
- Amount

2.2.2 Header

Initiator Information

TOMI BRENT →

Employee Details

TOMI BRENT

Contact Details

Mobile:

Phone:

Email:
TBRENT@LAWA.ORG

Company

Name:
City of Los Angeles

Address:

41,750.00
USD

September 12, 2017

← **Information about the purchase requisition**

Purchase Requisition: 10042762
Account Assignment: Cost Center Guest Experience (1120009)
G/L Account Miscellaneous Contractual Services (520900)
Delivery Date: July 6, 2017
Plant: LAX, LAWA (LAX0)

← **Purchase requisition header note**

Proprietary METIS analysis of guest feedback utilizing Artificial Intelligence (AI) to reveal Emotional Intelligence (EQ) of airport guests.

Contract: Not to exceed $41,750.00
Header note

Purchase requisition attachment list.

|		
Notice To Proceed letter_RicheyTX 31 KB		October 3, 2017
Vendor Review Richey TX 22 KB		October 3, 2017
Form C revised 20150518 99 KB		October 3, 2017
Richey Tx Contract 1.4 MB		October 3, 2017

2.2.3 Details

The details section shows each line item description, item category, quantity and subtotal.

Items (1)

Description	Item Category	Quantity	Subtotal
Guest Feedback Study	Service	**1.000** Activ.unit	**41,750.00** USD ›

Approve Reject

2.2.4 Approve Purchase Requisition

After you have reviewed your Purchase Requisition you can approve it by clicking the approve icon on the lower right side of the screen. [Approve]
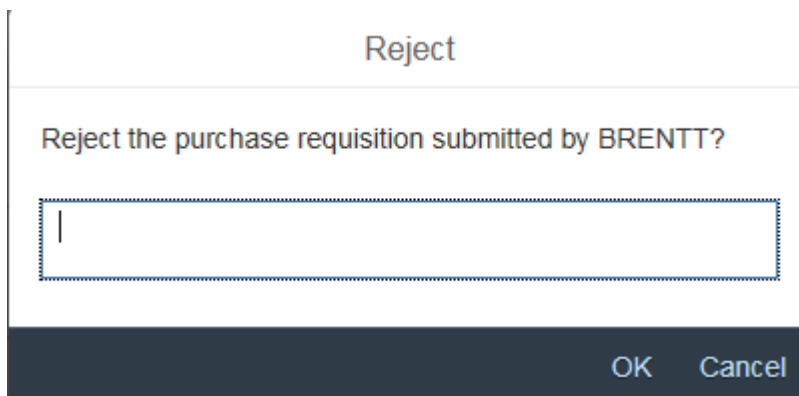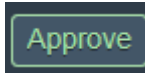
After you click approve, the Purchase Requisition will leave your queue and move on to the next approver in the release strategy. An email notifying them will be sent to their LAWA email address. (Effective January 8th, 2018)

2.2.5 Reject Purchase Requisition

After you have reviewed your Purchase Requisition you can reject it by clicking the reject icon on the lower right side of the screen. [Reject]

After you click reject, a rejection prompt will be displayed, allowing you to enter notes for the initiator as to why it was rejected. These notes will appear in SAP under the a new area in the header (Approve/Reject comments)

Click OK and the purchase requisition will leave your queue and return to the initiator. The initiator will receive an email notifying them that the purchase requisition was rejected.