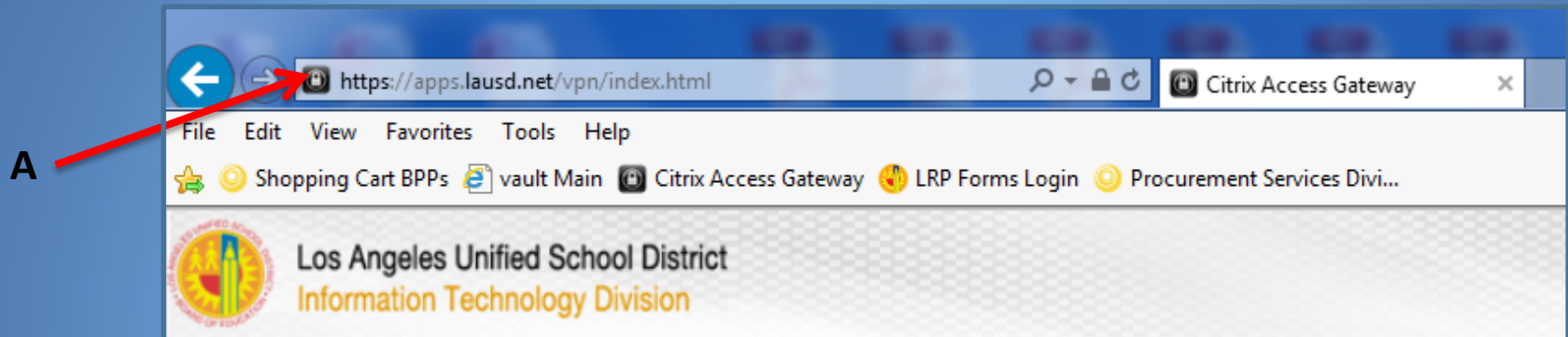# Procurement Services Division
# Processing Goods Receipts

**Open IE explorer. (A) Type "apps.lausd.net" in your search bar. (B) In Log on box, type your User Name and Password (SSO), and (C) click Log On button.**

A

https://apps.lausd.net/vpn/index.html    Citrix Access Gateway

File   Edit   View   Favorites   Tools   Help

Shopping Cart BPPs    vault Main    Citrix Access Gateway    LRP Forms Login    Procurement Services Divi...

**Los Angeles Unified School District**
Information Technology Division

**Welcome**
Please log on to continue.

User name:    roberto.partida

Password:    ●●●●●●●●●

B

Log On    C

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

**(A) Please click on the SAP-Portal Link. (B) Business Tools for Schools Log On box will populate. Please enter your single sign on (SSO) User Name and Password to proceed to your Shopping Cart Main Home Screen. (C) Click *Log On***

Search 🔍 | Logged on as: roberto.partida | Settings | Log Off ▾ | **CİTRİX**

**Main** | Select view: ▾ | ↻

📁 Utilities   📁 SAP Portal - Prod   ⬅ **A**

## Business Tools for Schools

User * [                    ]   ⬅ **B**

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)

Account Problems?  Get Support

[ Log On ]  ⬅ **C**

**SAP**

**(A) Click Procurement/ Contracts tab.**
**(B) Click Process Transactions.**
**(C) Click MIGO - Post, Change or View Goods Receipt/Issue**

1. Post, Change or View Goods Receipts/Issue
(A) Notice Goods Receipt and Purchase Order options are the defaults.

# 2. (A) Enter the Purchase Order number. Hit Enter.

# 3. (A) The displayed line items have not been received.
# (B) Verify the Vendor's Name.

**4. (A) Click the *Account Assignment* tab.**
**(B) Verify the *Cost Center*.**

**5. (A) Check the *Item OK* button for each line item.**
**(B) Click the yellow NEXT ITEM scroll icon. Repeat for all line items.**

**6. (A)  Verify all *OK* boxes are checked to perform  a "CLEAR ALL".**

**7.(A) Click *Check* once. (B) Verify that all message boxes are GREEN for each line. (C) Document is O.K. appears in lower left corner.**

**8. (A) Click  *POST*  once to process the receipt of all line items.**

**9. (A)  After Clicking Post, the Material Document number appears in lower left corner. The Material Document number is automatically added to the  purchase order.**



Material document 5000542908 posted
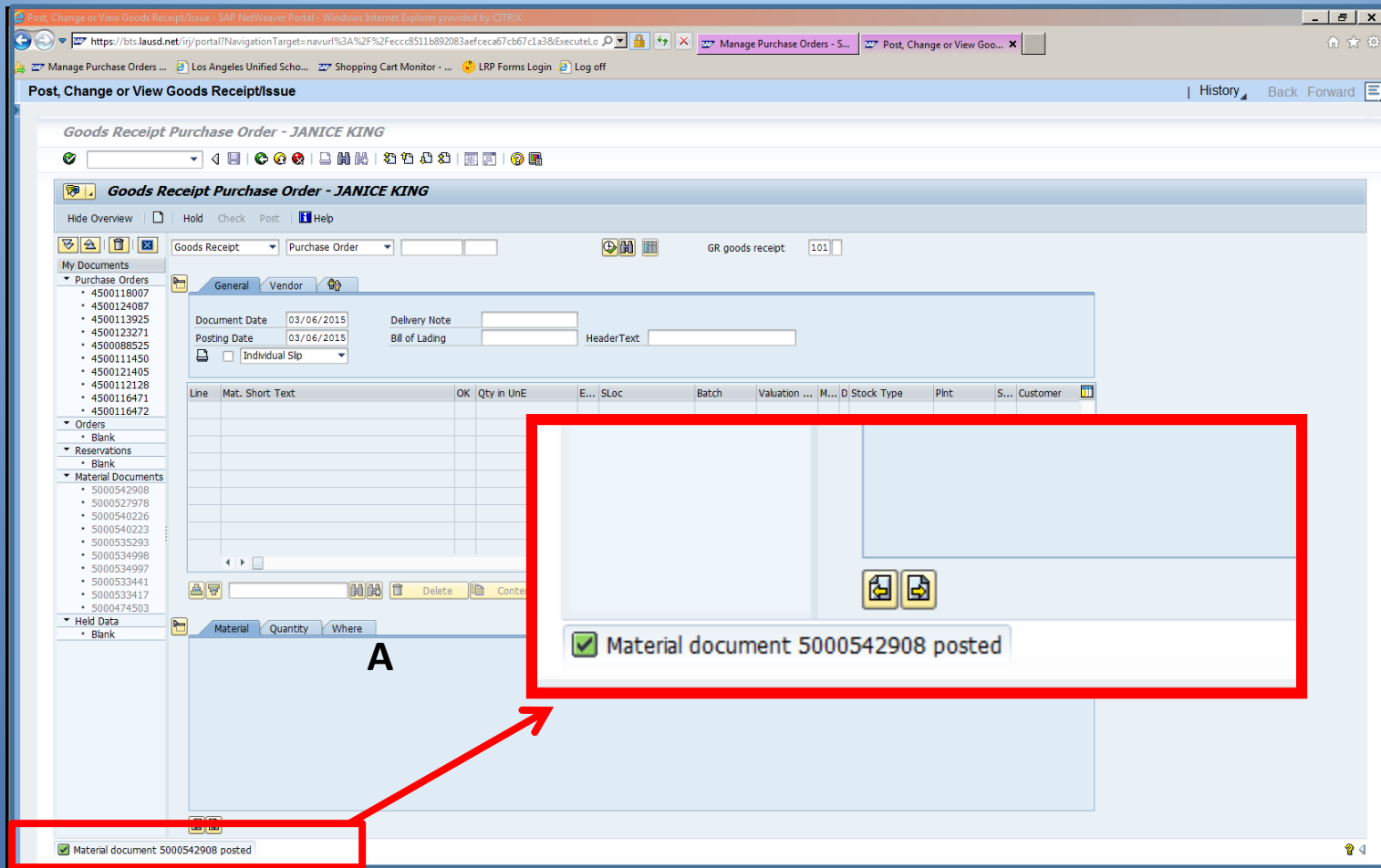
**10. (A) After posting, Click the drop down icon and change Goods Receipt to Display.**
**(B) 2nd field automatically changes to Material Document and your**
**Material document number is populated. Hit enter.**

**11. (A) Material Document number and (B) The lines received are displayed.**

**12. (A) Click the *Doc. Info* tab to view the person's name and the date-time stamp when the Goods Receipt was entered.**

**13. (A) Change the Display back to Goods Receipt. (B) Enter the PO number and press enter. (C) You get the information message.**

# Process a Partial Goods Receipt

# 14. (A) Enter the Purchase Order number. Hit Enter.

**15. (A) These item(s) have not been received. (B) Verify the Vendor's name.**

**16. (A)  Click the *Account Assignment* tab.  (B)  Verify the Cost Center**

**17. To perform a Partial Goods Receipt, (A) Click *Quantity* tab.
(B) Change the "QTY in Unit of Entry" field to the received amount.
(C) Place a check mark in Item OK by clicking in the box.**

**18.(A) Click *Check*. (B) A yellow Warning message "Deficit of PU ordered quantity " indicates a remaining quantity.  Close the message.**

**19. (A) Click *Post* once.**

**20. (A) Click *Procurement/Contracts* tab. (B) Click *Process Transactions*. (C) Click *Manage Purchase Order***

**21. (A) Enter the purchase order number in the Number field.**
**(B) Click *Apply*.**

**A**

## Purchase Orders - All

▼ Hide Quick Criteria Maintenance

Number:                             = 4500118007

Purchase Order Name:

Item Description:

Status:

Timeframe:

Creation Date:                    ◇

**B**

Apply   Clear

**22. (A) Click the LINK for the purchase order that is  displayed under the Purchase Order Number heading.**

**23. (A) Click *Tracking* Tab.**

**24. (A) The Material Document number is on the Confirmation line.**

## Display Purchase Order:4500118007

| | | | | |
|---|---|---|---|---|
| **Purchase Order Number** 4500118007 | **Purchase Order Type** Purchase Order | **Status** Ordered | **Document Date** 01/26/2015 | T |
| **Smart Number** | **Supplier** AREY-JONES EDUCATIONAL | | | |

Close  Print Preview  Refresh  Check  Export

**A**

Overview | Header | Items | Notes and Attachments | Approval | **Tracking**

▼ History

View: United States Dollar ▾

| Document | Name | Document Number | Back-End Document Number | |
|---|---|---|---|---|
| Central Contract | HP COMPUTER SYST AND REL EQUIPMENT. AREY | 4400001181 | | R |
| Confirmation | | | 2015/5000542908 | |
| Shopping Cart | 1853601/151309/NON/1000237011/JO | 1000237011 | | A |
| Purchase Order | Local Purchase Order1 MDELGADOJ001 01/26 | 4500118007 | 4500118007 | C |