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.

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(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





Business Tools for Schools User * Password * * Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.kt2.ca.us, mary.smith@lausd.net) Do not add domain name (@lausd.kt2.ca.us @lausd.net) Do not add domain name (@lausd.kt2.ca.us @lausd.net) Account Problems? Get Support



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

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

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

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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.

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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.

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 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.

Pos	t, Change or View	oods Receipt/Issue								
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	• 4500118007									
	• 4500124087 • 4500113925	Document Date Delivery Note								
	• 4500123271	Posting Date Dillof Lading								
	• 4500088525	Poscing Date Bill of Lading								

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

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(-	3 CA E-WASTE	RECYCLING FEE	- FOR LINE 1	14	EA		185360
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12. (A) Click the *Doc. Info* tab to view the person's name and the date-time stamp when the Goods Receipt was entered.

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2	ADDT'L INTEG	RATION FEE - FOR LINE 1	14		FA		1853601	440001
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13. (A) Change the Display back to Goods Receipt. (B) Enter the PO number and press enter. (C) You get the information message.

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	🖌 Do	cument 4500118007	does	not contain any selectable	items					

Process a Partial Goods Receipt

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

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• 5001188257							
3001100082							

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

MIGO - Post, Change or View Go	ods Receipt/Issue	
Goods Receipt I	Purchase Order 4500264995 - MICHAEL MARTIN	В
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🖲 Goods Re	ceipt Purchase Order 4500264995 - MICHAEL MARTIN	
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4500264995 4500263388 4500262931 4500266384 4500265376 4500265009	General Vendor 23 Document Date 11/09/2016 Delivery Note Vendor Posting Date 11/09/2016 Bill of Lading HeaderText	R ED. INC.
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• 5001192296 • 5001188258	Material Quantity Where Purchase Order Data Partner Account Assignment	
• 5001188257 • 5001186682	Material JUPITER IO ONLINE GRADING SYSTEM	
• 5001186681 • 5001156194	Vendor Material No.	
• 5001177477 • Held Data	Material Group 78575	
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16. (A) Click the Account Assignment tab. (B) Verify the Cost Center

Goods Receipt Purchase Order	٦	þ		₽ М III	GR goods	receipt 1	.01	
General Vendor								
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Functional Area 1110-1000-13027 Funde	d Pro	gram OPR00000	-					
Funds Center 1354801 Comm	itmen	t Item 580020						
			ł	More More				

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.

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		Material	Quantity	Where	Purchase Order D	ata Partner	Account Assignment	
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B -		Qty in Delivery	Note					
		Quantity Order	ed	1,250	EA	No. Containers		
						No. Contaillers		
с —	>[💦 📘 Item	ОК	Line	1			

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

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Α -	Uide Overview		Check Pos	t i Help					
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19. (A) Click Post once. Post, Change or View Goods Receipt/Issue Goods Receipt Purchase Order 4500111450 - JANICE KING Ø 🔽 🗸 📙 | 😋 🚱 | 📮 🛗 🛗 | 巻 🍄 🕰 🏖 | 🛒 🗖 | 🙆 🖪 Goods Receipt Purchase Order 4500111450 - JANICE KING 🔊 🖌 Post Help Hide Overview Hold Ch 😼 🚖 । 🛅 । 💌 Goods Receipt 🕀 🔀 🔠 Purchase Order Ŧ 101 GR goods receipt My Documents Purchase Orders 2 60 General Vendor 4500111450 4500118007 4500124087 Document Date 03/09/2015 Delivery Note Vendor PARENT EDUCATION BRIDGE 4500113925 03/09/2015 Bill of Lading Posting Date HeaderText 4500123271 Individual Slip 4500088525 4500121405 4500112128 Line Mat. Short Text E... SLoc Cost Center G/L Account Batch OK Qty in UnE 4500116471 1 HELPING YOUR CHILD BECOME MORE RESPONSIB 199 EA 1812701 580030 4500116472 Orders 2 HELPING WITH HOMEWORK & TO DEVELOP GOOD 199 EA 1812701 580030 Blank

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Purchase Order Data

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Account Assignment

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580030

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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*.





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

Apply Clear									
View: Default View Create Purchase Order Create with Reference Copy Displayed Copy									
Purchase Order Number =	Purchase Order Name	Item Number	Item Name						
 <u>→ 4500118007</u>	Local Purchase Order1 MDELGADOJ001 01/26	1	HP PROBO						
	Local Purchase Order1 MDELGADOJ001 01/26	2	ADDT'L INT						
	Local Purchase Order1 MDELGADOJ001 01/26	3	CA E-WAST						

23. (A) Click *Tracking* Tab.

Display Purc	hase Order:4500118007	
Purchase Order Number	4500118007 Purchase Order Type Purchase Order	Status Ordered
Close Print Preview	Refresh Check Export	
Overview Hea	der Items Notes and Attachments Approval	Tracking
General Header Data		Note t
Purchase Order Number:	4500118007	
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Supplier: *	1000004373 AREY-JONES EDUCATIONAL	Interna

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

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▼ History				
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Central Contract	HP COMPUTER SYST AND REL EQUIPMENT. AREY	<u>4400001181</u>	↓	
Confirmation			2015/5000542908	
Shopping Cart	1853601/151309/NON/1000237011/JO	<u>1000237011</u>		