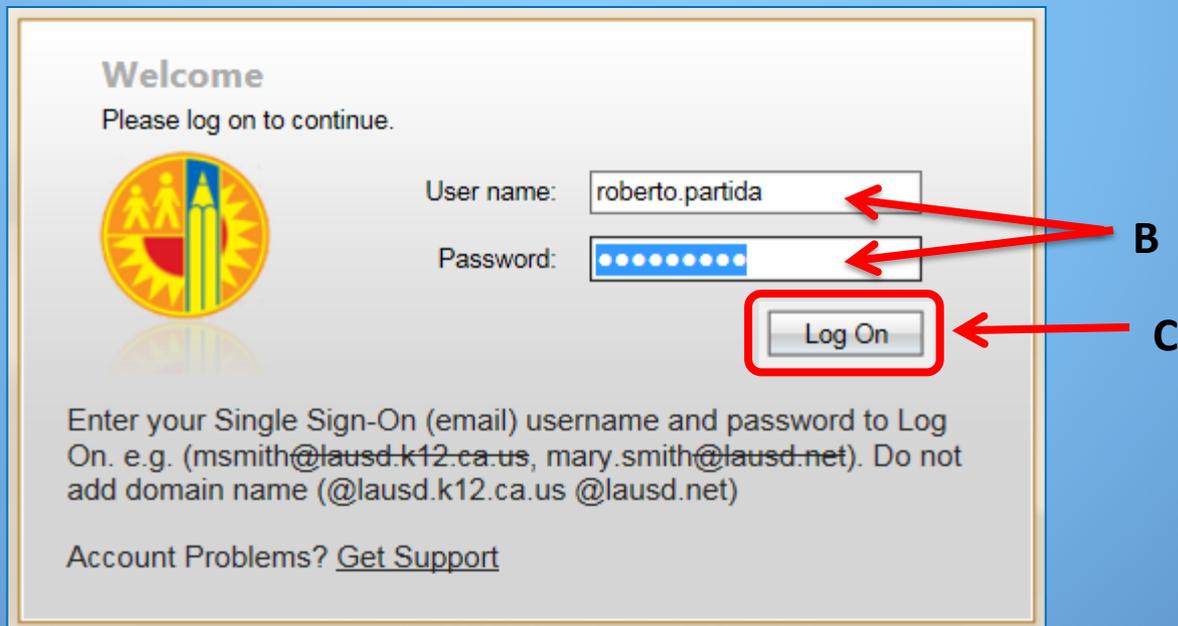
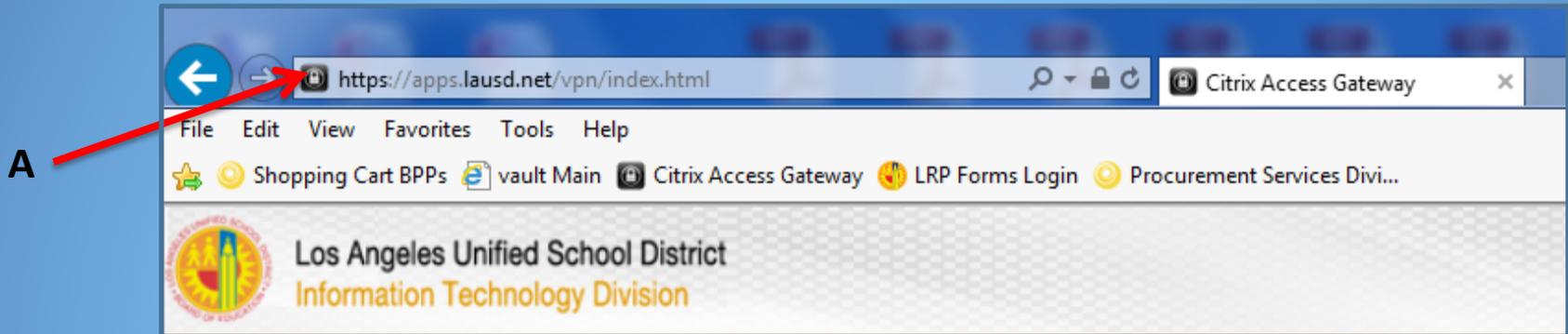


Procurement Services Division Processing Goods Receipts



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) 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*



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

The screenshot shows the SAP Procurement/Contracts navigation menu. The 'Procurement / Contracts' tab is highlighted with a red box and an arrow labeled 'A'. The 'Process Transactions' option is highlighted with a red box and an arrow labeled 'B'. The 'MIGO - Post, Change or View Goods Receipt/Issue' option is highlighted with a red box and an arrow labeled 'C'.

Navigation Menu:

- Home
- Access Request
- Accts Recv / Cash Mgmt
- Asset Management
- Controlling
- Funds Management
- General Ledger
- Grants Mgmt
- Materials/Inventory
- Procurement / Contracts**
- Projects System
- Recruiting
- Reports
- Reports

Sub-menu (under Procurement/Contracts):

- Manage Master Data
- Process Transactions**
- Detailed Navigation
 - Display PO Errors
 - Display Purchase Order (MM)
 - Maintain Service Entry Sheet
 - Manage Contracts
 - Manage Purchase Order
 - Manage RFX
 - Manage Shopping Carts
 - MIGO - Post, Change or View Goods Receipt/Issue**
 - Shopping Cart Monitor
 - Sourcing
- Portal Favorites

1. Post, Change or View Goods Receipts/Issue

(A) Notice Goods Receipt and Purchase Order options are the defaults.

A

Post, Change or View Goods Receipt/Issue

Goods Receipt Purchase Order - JANICE KING

Goods Receipt Purchase Order - JANICE KING

Hide Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

My Documents

- Purchase Orders
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
 - 4500121545
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000527978
 - 5000540226
 - 5000540223
 - 5000535293
 - 5000534998
 - 5000534997
 - 5000533441
 - 5000533417
 - 5000474503
 - 5000533415
- Held Data
 - Blank

General | Vendor

Document Date: 03/06/2015 | Delivery Note: | Bill of Lading: | HeaderText: | Individual Slip:

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D Stock Type	PInt	S...	Cu

Hold | Check | Post | Help

Goods Receipt | Purchase Order

General | Vendor

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

Post, Change or View Goods Receipt/Issue

Goods Receipt Settings System Help

Goods Receipt Purchase Order - JANICE KING

Hide Overview | Hold Check Post | Help

Goods Receipt Purchase Order 4500118007 GR goo

My Documents

- Purchase Orders
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
 - 4500121545
- Orders
 - Blank

General Vendor

Document Date 03/06/2015 Delivery Note

Posting Date 03/06/2015 Bill of Lading HeaderText

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch

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

The screenshot displays the SAP interface for a Goods Receipt Purchase Order (GR PO) 4500118007. The vendor is AREY-JONES EDUCATIONAL. The line items table is as follows:

Line	Mat. Short Text	OK	Qty in UnE	E...	Sloc	Cost Center	G/L Account	Batch	Valuation ...	M...	D	Stock Type	Pnt
1	HP PROBOOK 640 G1 NOTEBOOK PC	<input type="checkbox"/>	14		EA	1853601	440001			101	+	Unrestrict...	Scho
2	ADD'L INTEGRATION FEE - FOR LINE 1	<input type="checkbox"/>	14		EA	1853601	440001			101	+	Unrestrict...	Scho
3	CA E-WASTE RECYCLING FEE - FOR LINE 1	<input type="checkbox"/>	14		EA	1853601	440001			101	+	Unrestrict...	Scho

Annotations: Red box 'A' highlights the line items table. Red box 'B' highlights the Vendor field (AREY-JONES EDUCATIONAL).

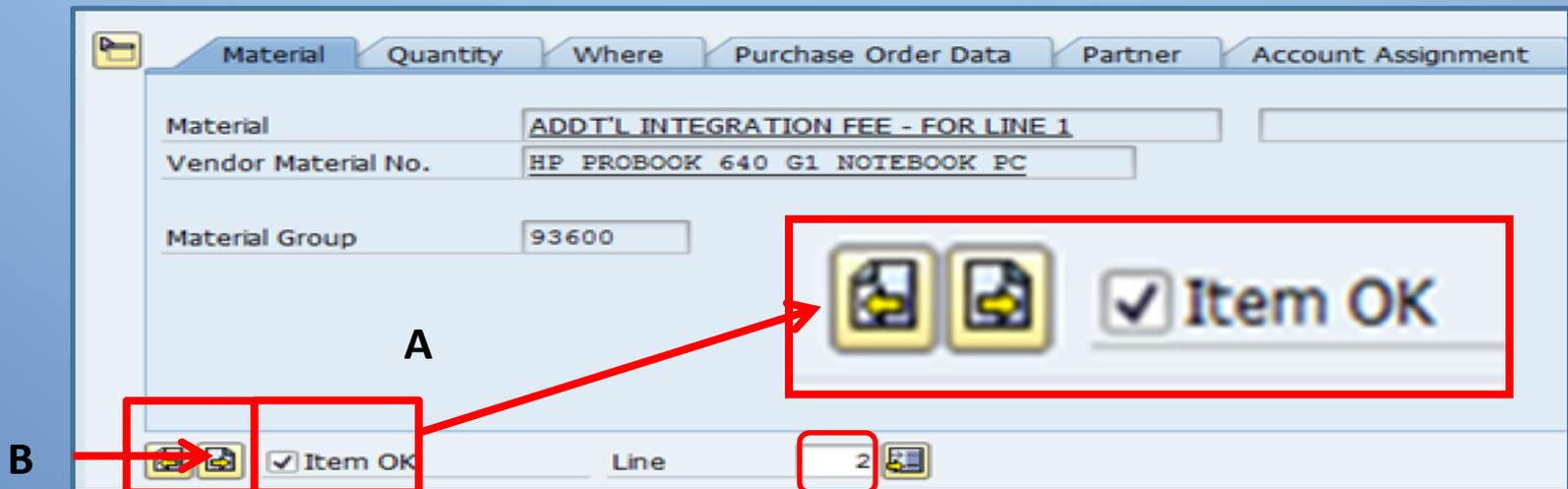
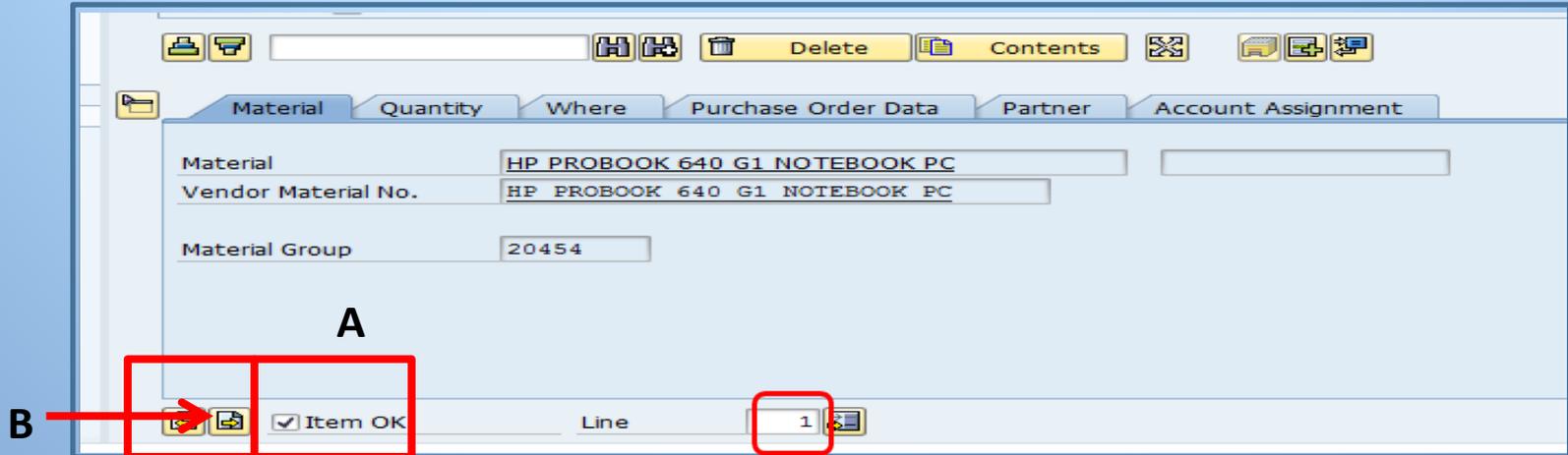
4. (A) Click the *Account Assignment* tab.
(B) Verify the *Cost Center*.

The screenshot shows a software interface with a toolbar at the top containing icons for printing, deleting, and viewing contents. Below the toolbar is a tabbed menu with the following tabs: Material, Quantity, Where, Purchase Order Data, Partner, and Account Assignment. The 'Account Assignment' tab is selected and highlighted with a red box, with a red arrow labeled 'A' pointing to it. Below the tabs is a form with the following fields:

G/L account	440001	Grant	NOT_RELEVANT
Fund	010-7400	Funded Program	OPR00000
Cost Center	1853601	Commitment Item	440001
Functional Area	1110-1000-14310		
Funds Center	1853601		

The 'Cost Center' field is highlighted with a red box and labeled 'B'. A red arrow labeled 'B' points to the 'Cost Center' field. At the bottom of the form, there is a 'More' button with a right-pointing arrow. Below the form is a footer area with a 'Line' field containing the number '1' and a 'More' button.

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".

Post, Change or View Goods Receipt/Issue

Goods Receipt Purchase Order 4500118007 - JANICE KING

Goods Receipt Purchase Order 4500118007 - JANICE KING

Hide Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt 101

My Documents

- Purchase Orders
 - 4500118007
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000527978
 - 5000540226
 - 5000540223
 - 5000535293
 - 5000534998
 - 5000534997
 - 5000533441
 - 5000533417
 - 5000474503
 - 5000533415
- Held Data
 - Blank

General | Vendor

Document Date 03/06/2015 | Delivery Note | Vendor AREY-JONES EDUCATIONAL
Posting Date 03/06/2015 | Bill of Lading | HeaderText
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch
1	HP PROBOOK 640 G1 NOTEBOOK PC	<input checked="" type="checkbox"/>	1	EA		1853601	440001	
2	ADD'L INTEGRATION FEE - FOR LINE 1	<input checked="" type="checkbox"/>	1	EA		1853601	440001	
3	CA E-WASTE RECYCLING FEE - FOR LINE 1	<input type="checkbox"/>	1	EA		1853601	440001	

A

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

Material CA E-WASTE RECYCLING FEE - FOR LINE 1
Vendor Material No.
Material Group 99900

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.

A →

B →

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Ac
1	OO	HP PROBOOK 640 G1 NOTEBOOK PC	✓	14	EA		1853601	440001
2	OO	ADD'L INTEGRATION FEE - FOR LINE 1	✓	14	EA		1853601	440001
3	OO	CA E-WASTE RECYCLING FEE - FOR LINE 1	✓	14	EA		1853601	440001

C ↓

Document is O.K.

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

A →

Goods Receipt Purchase Order 4500118007 - JANICE KING

Hide Overview | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order | GR goods receipt

My Documents

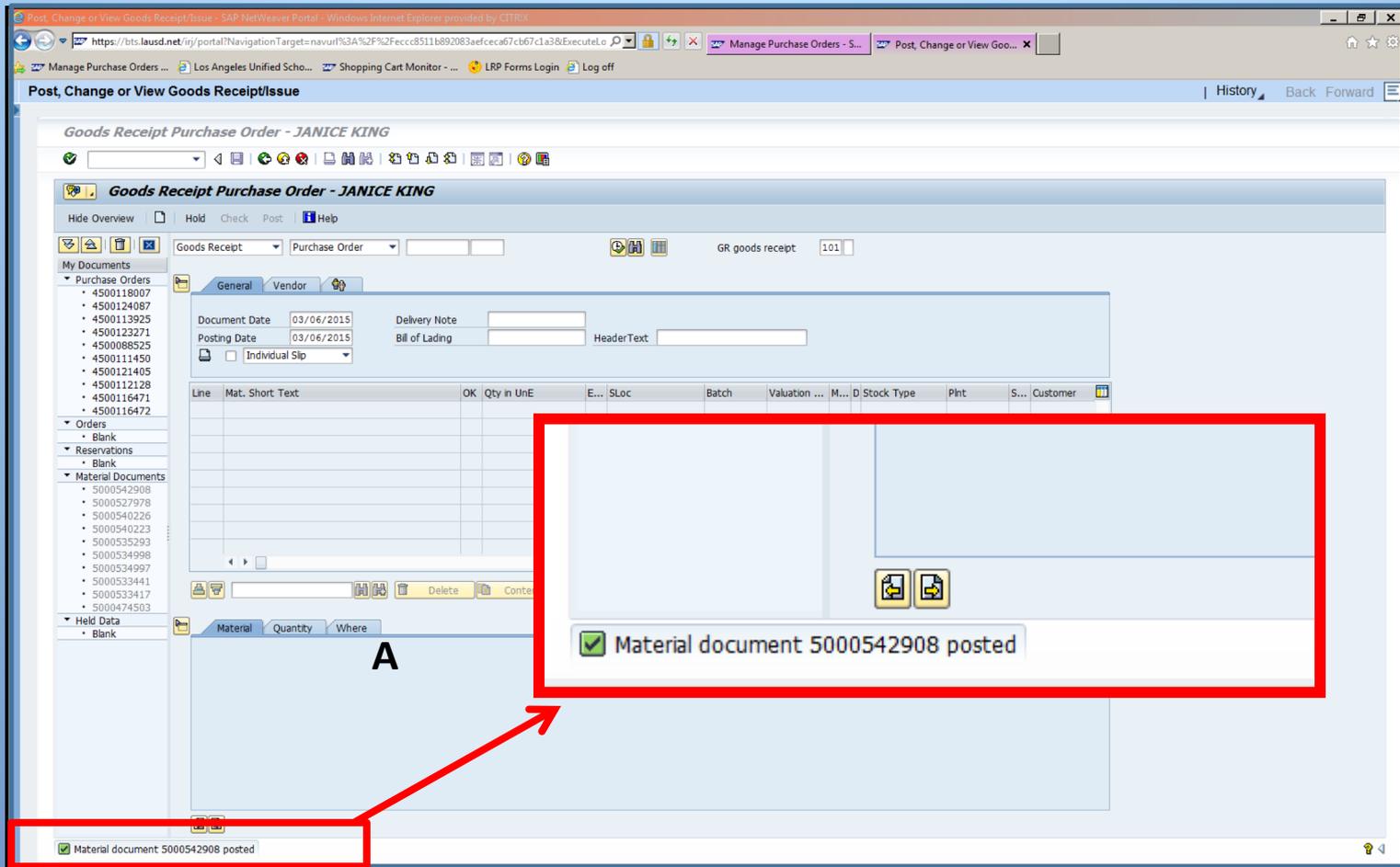
- Purchase Orders
 - 4500118007
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents

General | Vendor

Document Date: 03/06/2015 | Delivery Note: | Vendor: AREY-JONES EDUCATIONAL
 Posting Date: 03/06/2015 | Bill of Lading: | HeaderText: |
 Individual Slip

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Ac
1	CO	HP PROBOOK 640 G1 NOTEBOOK PC	✓	14	EA		1853601	44000
2	CO	ADD'L INTEGRATION FEE - FOR LINE 1	✓	14	EA		1853601	44000
3	CO	CA E-WASTE RECYCLING FEE - FOR LINE 1	✓	14	EA		1853601	44000

**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.**



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.

Post, Change or View Goods Receipt/Issue

Display Material Document - JANICE KING

Hide Overview | Hold | Check | Post | Help

Display **Material Document** 5000542908 2015

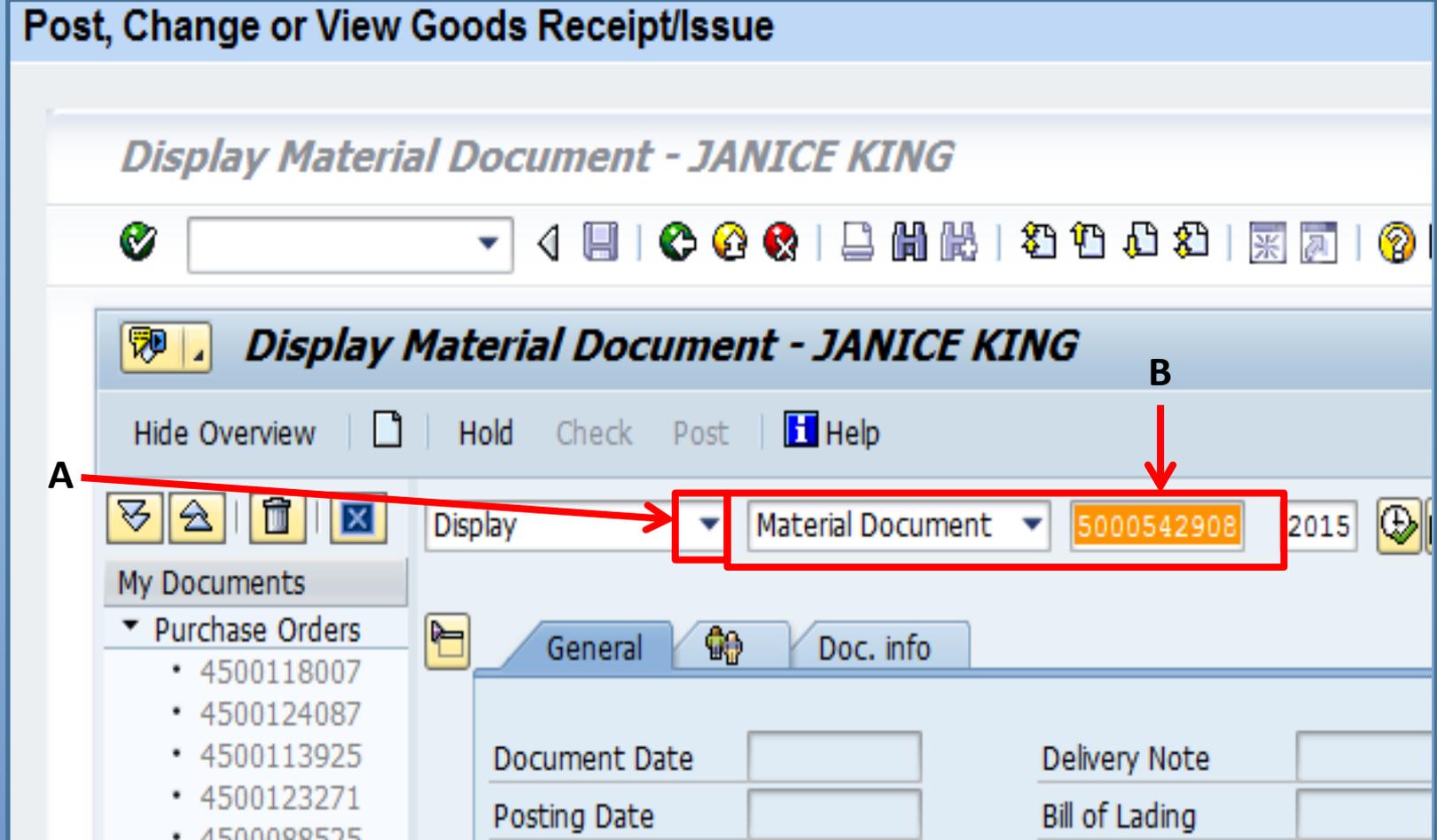
My Documents

- Purchase Orders
 - 4500118007
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525

General | Doc. info

Document Date | Delivery Note

Posting Date | Bill of Lading



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

Display Material Document 5000542908 - JANICE KING

view | | Hold Check Post | Help

A

Display Material Document **5000542908** 2015

General Vendor Doc. info

Document Date 03/06/2015 Delivery Note Vendor AREY-JONES
Posting Date 03/06/2015 Bill of Lading HeaderText
 Individual Slip

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Cost Ce
1	HP PROBOOK 640 G1 NOTEBOOK PC	14	EA		185360
2	ADDT'L INTEGRATION FEE - FOR LINE 1	14	EA		185360
3	CA E-WASTE RECYCLING FEE - FOR LINE 1	14	EA		185360

B →

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

Display Material Document 5000542908 - JANICE KING

Hide Overview | Hold | Check | Post | Help

Display | Material Document | 5000542908 | 2015

My Documents

- Purchase Orders
 - 4500118007
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents

General | Vendor | **Doc. info**

Entered By: JANICE KING

Created On: 03/06/2015 14:37:39

Transaction Code: Goods Movement MIGO_GR

FI Documents

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Cost Center	G/L Account
1	HP PROBOOK 640 G1 NOTEBOOK PC	14	EA		1853601	440001
2	ADDT'L INTEGRATION FEE - FOR LINE 1	14	EA		1853601	440001
3	CA E-WASTE RECYCLING FEE - FOR LINE 1	14	EA		1853601	440001

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

Post, Change or View Goods Receipt/Issue

Goods Receipt Settings System Help

Goods Receipt Purchase Order - JANICE KING

Hide Overview | Hold Check Post | Help

Goods Receipt Purchase Order 4500118007 GR goo

My Documents

- Purchase Orders
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500111450
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
 - 4500121545
- Orders
 - Blank

General Vendor

Document Date 03/06/2015 Delivery Note

Posting Date 03/06/2015 Bill of Lading HeaderText

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch

Document 4500118007 does not contain any selectable items

Process a Partial Goods Receipt

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

A

The screenshot shows the SAP 'Goods Receipt Purchase Order' form for user 'MICHAEL MARTIN'. The 'Purchase Order' field is highlighted with a red box and contains the number '4500264995'. The form includes sections for 'General' and 'Vendor' data, a table for 'Line' items, and a 'Material' section at the bottom. The 'Purchase Orders' list on the left includes the number 4500264995.

Hide Overview | Hold Check Post | Help

Goods Receipt Purchase Order 4500264995

My Documents

- Purchase Orders
 - 4500264995
 - 4500263388
 - 4500262931
 - 4500266384
 - 4500265376
 - 4500256008
 - 4500219396
 - 4500258986
 - 4500258983
 - 4500258944
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5001192298
 - 5001192297
 - 5001192296
 - 5001188258
 - 5001188257
 - 5001186682

General Vendor

Document Date 11/09/2016 Delivery Note

Posting Date 11/09/2016 Bill of Lading

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...

Material Quantity Where

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

MIGO - Post, Change or View Goods Receipt/Issue

Goods Receipt Purchase Order 4500264995 - MICHAEL MARTIN

Hide Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

My Documents

- Purchase Orders
 - 4500264995
 - 4500263388
 - 4500262931
 - 4500266384
 - 4500265376
 - 4500256008
 - 4500219396
 - 4500258986
 - 4500258983
 - 4500258944
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5001192298
 - 5001192297
 - 5001192296
 - 5001188258
 - 5001188257
 - 5001186682
 - 5001186681
 - 5001156194
 - 5001177477
- Held Data
 - Blank

General | Vendor

Document Date: 11/09/2016 | Delivery Note: | Vendor: **JUPITER ED. INC.**

Posting Date: 11/09/2016 | Bill of Lading: | Header Text: | Individual Slip:

Line	Mat. Short Text	OK	Qty in UnE	E...	Loc	Cost Center	G/L Account	Ba
1	JUPITER IO ONLINE GRADING SYSTEM	<input type="checkbox"/>	1,250	EA		1354801	580020	

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

Material: JUPITER IO ONLINE GRADING SYSTEM | Vendor Material No.: | Material Group: 78575

A (points to line 1 in table)

B (points to Vendor field)

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

Goods Receipt Purchase Order GR goods receipt 101

General Vendor

Document Date: 11/09/2016 Delivery Note: Vendor: JUPITER ED. INC.
Posting Date: 11/09/2016 Bill of Lading: HeaderText:
Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	Sloc	Cost Center	G/L Account	Batch	Value
1	JUPITER IO ONLINE GRADING SYSTEM	<input type="checkbox"/>	1,250	EA		1354801	580020		

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

G/L account: 580020 Fund: 010-0000 **Cost Center: 1354801** Grant: NOT_RELEVANT
Functional Area: 1110-1000-13027 Funded Program: OPR00000
Funds Center: 1354801 Commitment Item: 580020

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.

The screenshot shows the SAP Purchase Order processing interface. The 'Quantity' tab is selected and highlighted with a red box and arrow labeled 'A'. The 'Qty in Unit of Entry' field contains the value '800' and the unit 'EA', also highlighted with a red box and arrow labeled 'B'. The 'Quantity Ordered' field contains the value '1,250' and the unit 'EA'. The 'Item OK' checkbox is located at the bottom left of the interface, highlighted with a red box and arrow labeled 'C'. Other fields include 'Qty in Delivery Note', 'No. Containers', and 'Line 1'.

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

A

B

Goods Receipt Purchase Order 4500264995 - MICHAEL MARTIN

Hide Overview | **Check** | Post | Help

Document Date 11/09/2016 | Delivery Note | Vendor JUPITER ED. INC.
Posting Date 11/09/2016 | Bill of Lading | HeaderText
 Individual Slip

My Documents

- Purchase Orders
 - 4500264995
 - 4500263388
 - 4500262931
 - 4500266384
 - 4500265374
 - 4500256008
 - 4500219394
 - 4500258984
 - 4500256004
 - 4500258944
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5001192298
 - 5001192297
 - 5001192296
 - 5001188258
 - 5001188257
 - 5001186682
 - 5001186681
 - 5001156194
 - 5001177477
- Held Data
 - Blank

Typ	Item	Message text	ITxt
!	1	WARNING ONLY: You are receiving for a PO that is not for your Cost Ce...	?
!	1	Deficit of PU Ordered quantity 450 EA : 1000	?

Technical Information | Current display variant | Print | Help

Qty in Unit of Entry 800 EA
Qty in Delivery Note
Quantity Ordered 1,250 EA
No. Containers

Item OK Line 1

19. (A) Click *Post* once.

A

Post, Change or View Goods Receipt/Issue | Histor

Goods Receipt Purchase Order 4500111450 - JANICE KING

Hide Overview | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order | GR goods receipt 101

My Documents

- Purchase Orders
 - 4500111450
 - 4500118007
 - 4500124087
 - 4500113925
 - 4500123271
 - 4500088525
 - 4500121405
 - 4500112128
 - 4500116471
 - 4500116472
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000542908
 - 5000527978
 - 5000540226
 - 5000540223
 - 5000535293
 - 5000534998

General | Vendor

Document Date 03/09/2015 | Delivery Note | Vendor PARENT EDUCATION BRIDGE...
Posting Date 03/09/2015 | Bill of Lading | HeaderText
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch
1	HELPING YOUR CHILD BECOME MORE RESPONSIB	<input type="checkbox"/>	199	EA		1812701	580030	
2	HELPING WITH HOMEWORK & TO DEVELOP GOOD	<input type="checkbox"/>	199	EA		1812701	580030	
3	HOW TO GET THE MOST OUT OF YOUR PARENT...	<input type="checkbox"/>	199	EA		1812701	580030	

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

Qty in Unit of Entry | EA

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

The screenshot shows a software interface with a top navigation bar and a left sidebar. The top navigation bar includes a yellow 'Welcome JANICE KING' section, followed by tabs for 'Home', 'Access Request', 'Asset Management', and 'Procurement / Contracts'. Below these tabs are 'Manage Master Data' and 'Process Transactions'. The 'Procurement / Contracts' tab is highlighted with a red box and labeled 'A'. The 'Process Transactions' link is also highlighted with a red box and labeled 'B'. The left sidebar is titled 'Procurement/Contracts' and contains a 'Detailed Navigation' section with a list of items: 'Diplay PO Errors', 'Display Purchase Order (MM)', 'Maintain Service Entry Sheet', 'Manage Contracts', and 'Manage Purchase Order'. The 'Manage Purchase Order' item is highlighted with a red box and labeled 'C'. A red arrow points from the 'Manage Purchase Order' item to the right side of the main content area.

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

Purchase Orders - All

▼ Hide Quick Criteria Maintenance

Number:

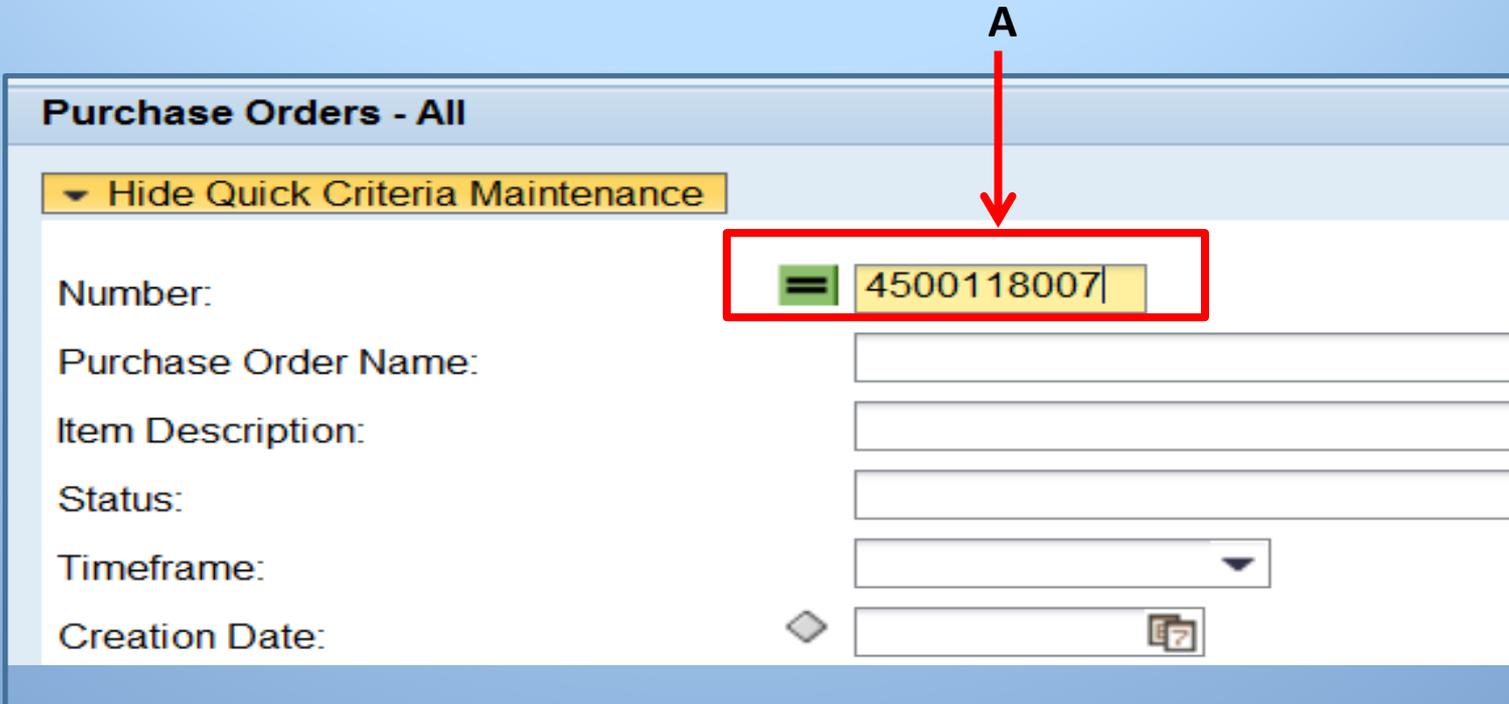
Purchase Order Name:

Item Description:

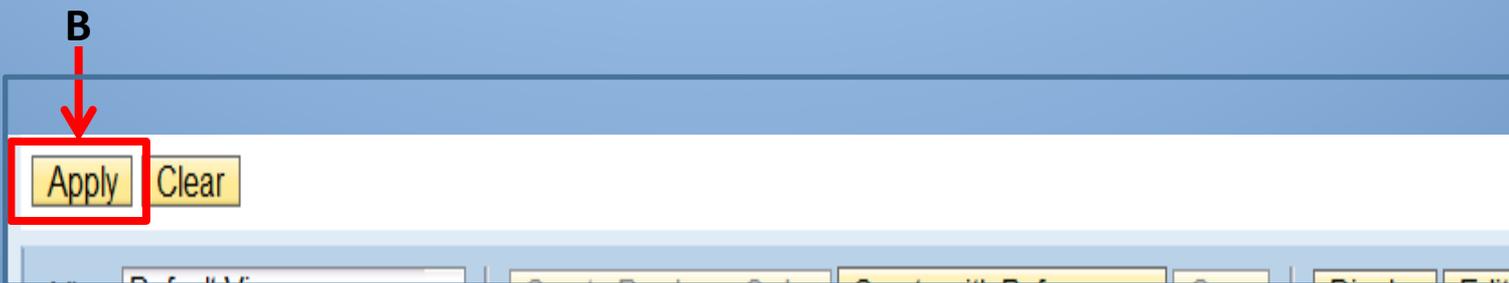
Status:

Timeframe:

Creation Date:



Apply **Clear**



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 | Display

Export

 Purchase Order Number	Purchase Order Name	Item Number	Item Name
4500118007	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	CAE-WAST

A →

23. (A) Click *Tracking* Tab.

Display Purchase Order:4500118007

Purchase Order Number	4500118007	Purchase Order Type	Purchase Order	Status	Ordered
------------------------------	------------	----------------------------	----------------	---------------	---------

Close | Print Preview | Refresh | Check | Export

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

General Header Data

Purchase Order Number:	4500118007	Note t
Purchase Order Name:	Local Purchase Order1 M	
Supplier: *	1000004373	AREY-JONES EDUCATIONAL

Interna

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

Smart Number Supplier [AREY-JONES EDUCATIONAL](#)

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

▼ History

View:

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

