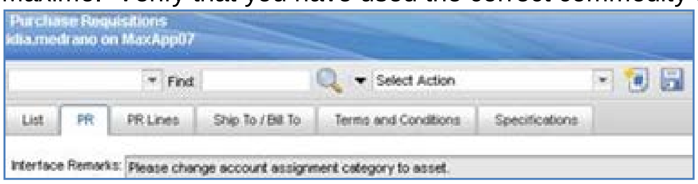
Los Angeles Unified School District / Maximo 7.5 Procurement

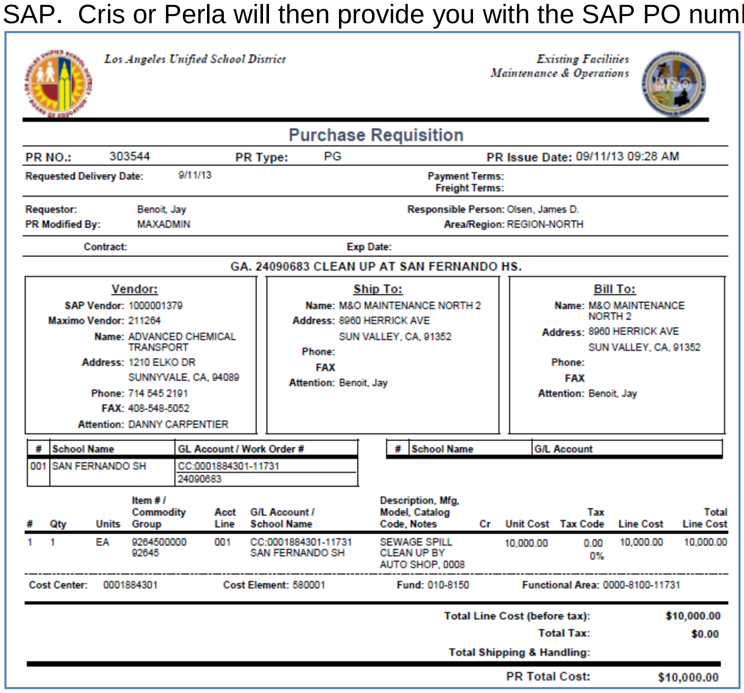
Interface Remark: Please change account assignment category to asset

Summary: Per LAUSD Bulletin 1158.1, a capital asset is defined as real or personal property that has an estimated useful life of greater than one year and is acquired for use in operations and not for resale. The dollar threshold to qualify items as “capital” assets is $5,000. How does this affect you? If a PR has any single line item (in the equipment commodity group) with a unit cost of $5,000 or more, when trying to interface to generate a PO through Maximo, you will receive an interface rejection message stating, “Please change account assignment category to asset.” If you receive this message, you will need to email Cris Esto (cresencio.esto@lausd.net) and Perla Yu (perla.yu@lausd.net) to generate the PO in SAP on your behalf and notify the Maximo team to create it in Maximo.

Step 1: You receive the “Please change account assignment category to asset” rejection message in Maximo. Verify that you have used the correct commodity code and unit cost.



Step 2: Scan and email a copy of the signed Purchase Requisition report to Cris Esto (cresencio.esto@lausd.net) and Perla Yu (perla.yu@lausd.net) requesting that she creates an “asset” PO in SAP. Cris or Perla will then provide you with the SAP PO number.



Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Purchase Requisition

PR NO.: 303544 **PR Type:** PG **PR Issue Date:** 09/11/13 09:28 AM

Requested Delivery Date: 9/11/13 **Payment Terms:** **Freight Terms:**

Requestor: Benoit, Jay **Responsible Person:** Olsen, James D.
PR Modified By: MAXADMIN **Area/Region:** REGION-NORTH

Contract: **Exp Date:**

GA. 24090683 CLEAN UP AT SAN FERNANDO HS.

Vendor:	Ship To:	Bill To:
SAP Vendor: 1000001379 Maximo Vendor: 211264 Name: ADVANCED CHEMICAL TRANSPORT Address: 1210 ELKO DR SUNNYVALE, CA, 94089 Phone: 714 545 2191 FAX: 408-548-5052 Attention: DANNY CARPENTIER	Name: M&O MAINTENANCE NORTH 2 Address: 8960 HERRICK AVE SUN VALLEY, CA, 91352 Phone: FAX Attention: Benoit, Jay	Name: M&O MAINTENANCE NORTH 2 Address: 8960 HERRICK AVE SUN VALLEY, CA, 91352 Phone: FAX Attention: Benoit, Jay

#	School Name	GL Account / Work Order #
001	SAN FERNANDO SH	CC:0001884301-11731 24090683

#	School Name	G/L Account

#	Qty	Units	Item # / Commodity Group	Acct Line	G/L Account / School Name	Description, Mfg, Model, Catalog Code, Notes	Cr	Unit Cost	Tax Tax Code	Line Cost	Total Line Cost
1	1	EA	9264500000 92645	001	CC:0001884301-11731 SAN FERNANDO SH	SEWAGE SPILL CLEAN UP BY AUTO SHOP, 0008		10,000.00	0.00 0%	10,000.00	10,000.00

Cost Center: 0001884301 **Cost Element:** 580001 **Fund:** 010-8150 **Functional Area:** 0000-8100-11731

Total Line Cost (before tax): $10,000.00
Total Tax: $0.00
Total Shipping & Handling:
PR Total Cost: $10,000.00

Step 3: When you receive the SAP PO number from Cris or Perla; send an email to the Maximo team requesting that they insert the SAP PO number into Maximo. Follow the existing process of receiving the material/services and creating the invoice record and changing the status to PAID in Maximo.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).
John Herweg (john.herweg@lausd.net / 213-241-7016).