

Los Angeles Unified School District
Maximo 7.5 / Procurement
Imprest / Petty Cash Guide



DEFINITION

The **Imprest / Petty Cash Guide** is designed for anyone who wishes to make direct purchases of items utilizing the local M&O site checking account. The Imprest Fund is another means of procuring material; it does not represent additional budgetary authority. The Imprest / Petty Cash Guide provide information and guidance on the appropriate process of approving, distributing, tracking and replenishing Imprest Funds in Maximo. For a complete overview of Imprest Funds, please see the Accounting and Disbursements Division, Reference Guide No. 1706.1.

1. MATERIAL(S) NEED IS IDENTIFIED AND APPROVED BY SUPERVISOR

2. WILL THESE ITEMS BE PURCHASED THROUGH A FUND ADVANCE?

- **NO** - Purchase Items out of pocket and proceed to step 3 after items have been purchased and Item Receipt(s) in hand.
- **YES** - Contact Vendor for price quote and proceed to step 3 after quote has been received.

3. LOGIN

The requestor performs this function.

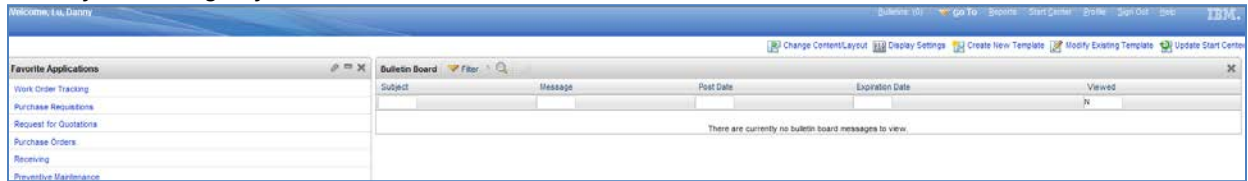
To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.



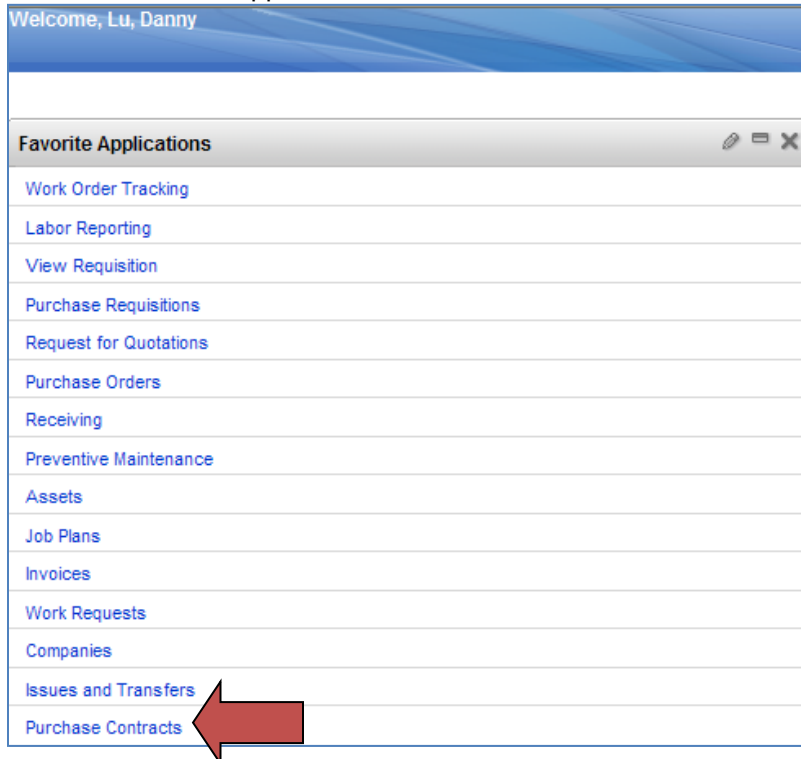
START CENTER

When you first login, you will be taken to the Maximo Start Center.

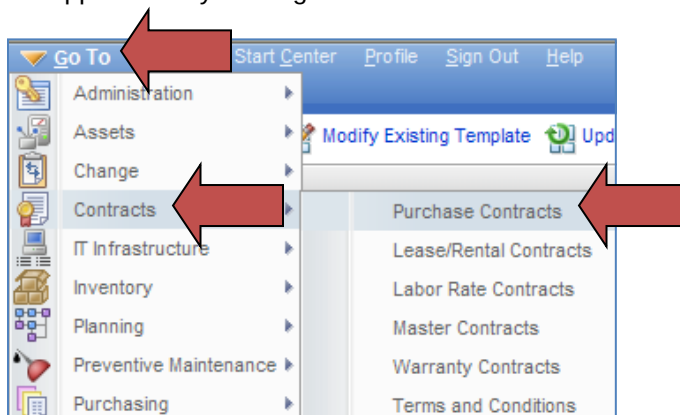


4. SEARCH FOR M&O AREA'S IMPREST ACCOUNT

Under the Favorite Applications section, click on the **Purchase Contracts** application.



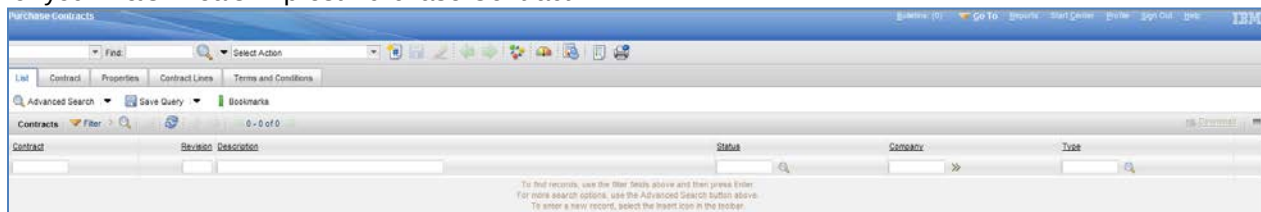
If the Purchase Contracts application is not displayed on your Favorite Applications, you may access the application by clicking on **Go To → Contracts → Purchase Contracts**.





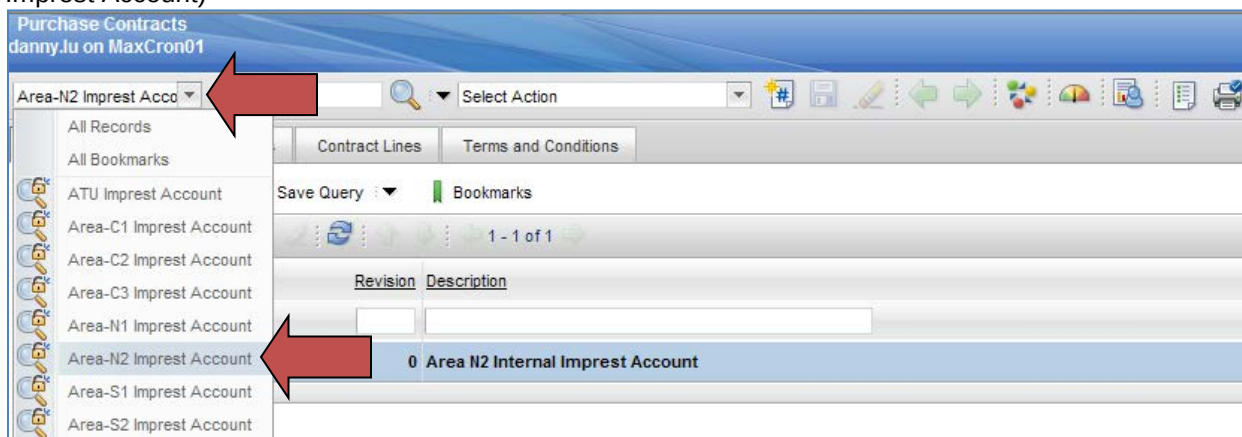
PURCHASE CONTRACTS HOME

You will then be taken to the Purchase Contracts home screen; in this screen, where you can search for your M&O Area's Imprest Purchase Contract.



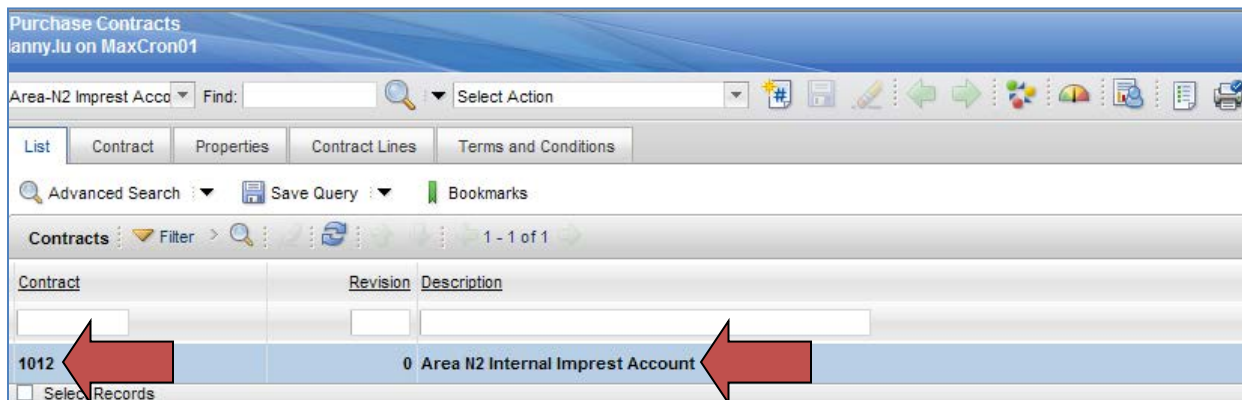
QUERY FOR AREAS IMPREST PURCHASE CONTRACT

Click on the query list dropdown  icon and select your M&O Area's Imprest Query (e.g. Area-N2 Imprest Account)



VERIFY AND SELECT IMPREST PURCHASE CONTRACT

After selecting your Area's Imprest Query, verify that you have the correct value and click on the Contract number to select the record.





5. CREATE RELEASE PO

On your Area's Imprest Purchase Contract record, click on the **Select Action** dropdown and select **Create Release PO**.

The screenshot shows the 'Purchase Contracts' window for 'lanny.lu on MaxCron01'. The 'Area-N2 Imprest Acco' is selected. The 'Select Action' dropdown menu is open, showing options: Change Status, View History, Copy PR Lines to Contract, Copy PO Lines to Contract, Create RFQ, and Create Release PO. The 'Create Release PO' option is highlighted. Red arrows point to the 'Select Action' dropdown and the 'Create Release PO' option.

The **Create Release PO** window appears. Click on the **Autonumber** button to auto generate a Release PO number. Write down the auto generated number. Click **OK** button when done.

The 'Create Release PO' window is shown. It contains a help text box, a 'PO' field with the value '15460', a 'Description' field with 'Area N2 Internal Imprest Account', a 'Vendor' field with '202665', and a 'Name' field with 'Area N2 Internal Imprest Account'. The 'Autonumber' button is highlighted. Below these fields is a 'Contract Lines' section with a table header: Line, Item Description, Order Unit, Quantity, Issue Unit, Conversion Factor, Manufacturer, Model, Catalog #. The table is empty, showing '...No rows to display...'. Below the table is a 'Release Charge Values' section with fields for Work Order, Location, Asset, Storeroom, GL Debit Account, and Site (LAUSD). The 'OK' button is highlighted. Red arrows point to the 'PO' field, the 'Autonumber' button, and the 'OK' button.



After you click the **OK** button, you will be taken back to the previous screen.

Purchase Contracts
danny.lu on MaxCron01

Area-N2 Imprest Acco Find: Select Action

List Contract Properties Contract Lines Terms and Conditions

Contract: 1012 Area N2 Internal Imprest Account Type: BLANKET

Revision: 0

GO TO RELEASE PO

Go to the **Release PO** record in the **Purchase Order** application by clicking on the **Go To** dropdown, hover your mouse over the **Purchasing** module and select **Purchase Orders**.

Purchase Contracts
N1 IMPREST Find: Select Action

List Contract Properties Contract Lines Terms and Conditions

Contract: 7350 M&O Area-1 Internal Imprest Account Expense Type: BLANKET

Revision: 0

Contract Lines Filter 1 - 1 of 1

Line	Line Type	Item	Description
1	ITEM	9675300000	M&O Area-1 Internal Imprest Account Expense

Administration
Assets
Change
Contracts
IT Infrastructure
Inventory
Planning
Preventive Maintenance
Purchasing
Release
Security

Purchase Requisition
Purchase Orders
Receiving

In the **Purchase Order** application, search for your Release PO by typing in the auto generated number in the find field and click on the magnifying glass icon.

Purchase Orders
danny.lu on MaxCron01

Find: 15460 Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

Advanced Search Save Query Bookmarks

You then be taken to your Release PO record.

Purchase Orders
danny.lu on MaxCron01

Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 15460 Area N2 Internal Imprest Account Site: LAUSD

Revision: 0 Bypass Contract Revision on PO Approval? ☐



Change the name of the Release PO description using the following naming convention: 2 Letter Craft Code (space) Work Order Number (space) and School Site Name. **(e.g. AA 24068043 Fremont SH, Hammer)**. Optionally, you can add additional comments in the long description.

Purchase Orders
lanny.lu on MaxCron01

Find: [] Select Action []

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD

Revision: 0 Bypass Contract Revision on PO Approval? ☐



6. CREATE PO LINES

Click on the **PO Lines** tab.

Purchase Orders
lanny.lu on MaxCron01

Find: [] Select Action []

List PO PO Lines To Terms and Conditions Specifications

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD

Revision: 0 Bypass Contract Revision on PO Approval? ☐

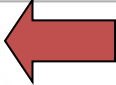


Prior to clicking on New Row, under the **Default Table Data** section, you have an option to pre-fill the Work Order number. If pre-filled, all new rows will auto-populate with the Work Order number.

Default Table Data

Work Order: 24068043 >> Asset: >>

Location: >> Storeroom: >>

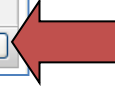


Click on the **New Row** button to add a new line.

Download []

Unit Cost	Storeroom	Work Order	Line Cost	Tax Code
...No rows to display...				

Vendor Items Contract Items Select Spare Parts Vendor Analysis View Contracts Distribute Costs **New Row**





Enter the **Commodity Code** number in the **Item** field. Overtyping the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.

PO Lines: Filter > 1 - 1 of 1

Line	Item	Description	Quantity	Order Unit
1	3207400000	Hammer	1.00	

Line Item

* Line: 1
* Line Type: Item
* Item: 3207400000 Hammer

Manufacturer:
Model:
Category:

UPDATE THE QUANTITY, UNIT COST AND WORK ORDER NUMBER

After entering the Item number, update the **Quantity, Unit Cost and Work Order number**.

Quantity and Costs

Quantity: 3.00
Order Unit: EA
Issue Unit:
Conversion Factor: 1.00
Unit Cost: 9.00
* Line Cost: 27.00

Tax Code: 9.00
Tax: 2.43
Loaded Cost: 29.43
Contract Reference:
Contract Type:
Contract Reference Revision:
Schedule:

Charge To

Storeroom:
Reservation Type: AUTOMATIC
Work Order: 24068043
WFO Task:
Location: S-13475
Asset:
GL Debit Account: CC:000186500

Click on the floppy disk  icon to save. If you have additional lines, click on the **New Row** button and repeat steps.

Purchase Orders
danny.ju on MaxCron01

Find:
Select Action:
 

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD
Revision: 0



If you do not know the **Commodity Code** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Select Value**.

PR Lines  Filter > 1 - 1 of 1

Line	Item	Description
1		

Line Item

* Line: 1

* Line Type: Item

* Item: >>

Remarks:

 Select Value
Classification
Attributes
Go To
View Item Availability
View Image

A new window will appear with a list of Items in Maximo. In this window, you may search for your item by the **Description** column. To select an Item number, click on the **Item Number** or the **Description**.

Select Value

Filter > 1 - 6 of 6 Download

Item	Description	Commodity Group	Commodity Code
	Freight		
1002100000	Freight and Cargo Containers (Shipping) (See Class 640 For Boxes)	10000	
2954000000	Freight Elevators and Parts		
9584700000	Freight Management Services	95800	
9063400000	Freight Handling; Materials Handling - Architectural	90600	
9999880000	SHIPPING/DELIVERY/FREIGHT CHARGE	99998	9999880000
9628600000	Transportation of Goods and Other Freight Services	96286	



After you click on the **Item Number** or the **Description**, the Item Number will be returned into the **Item** field. Overtyping the defaulted description to better describe the item. You may also use the long description, Manufacturer, and Model field to better describe the item.

Line	Item	Description
1	9628600000	Transportation of Goods and Other Freight Services

Line Item

* Line: 1

* Line Type: Item

* Item: 9628600000 Transportation of Goods and Other Freight Services

Remarks:

Update the **Quantity**, **Order Unit**, **Unit Cost**, **Tax Code** and **Work Order** number if necessary.

Quantity and Costs

Quantity: 1.00

Order Unit: EA

Issue Unit:

Conversion Factor: 1.00

Unit Cost: 15.00

* Line Cost: 15.00

Tax Code: 9.00

* Tax: 1.35

Loaded Cost: 16.35

Contract Reference:

Contract Type:

Contract Reference Revision:

Charge To

Storeroom:

Work Order: 14183033

Location: S-13475

Asset:

GL Debit Account: CC:0001865001-10520

Reservation Type: AUTOMATIC

Click on the floppy disk  icon to save.

Verify that the **Total Cost** of the Purchase Order matches your receipt or quote.

Purchase Order Summary

PO: 15460

AA 24060043 Fremont SH Hammer

Site: LAUSD

Status: WAPPR

Total Cost: 20.43



7. PETTY CASH RELEASE REPORT

After saving the **Release PO**, run the Petty Cash Release Report. Click on the **Select Action** drop down and select **Run Report**.

The screenshot shows the 'Purchase Orders' interface in Maximo. The 'Select Action' dropdown menu is open, displaying various actions. The 'Run Reports' option is highlighted with a red arrow. Another red arrow points to the 'Select Action' dropdown button. The interface includes fields for PO number (15460), Revision (0), and Site (LAUSD). The 'PO Lines' section shows a table with columns for Line, Item, and Description. The first line item is highlighted, showing details for Line 1, Item 3207400000, and Description Hammer.

A **Reports** window will appear. Click on the **Petty Cash Release** report. Note: You may need to go to the next page to see the Petty Cash Release report.

The screenshot shows the 'Reports' window in Maximo. The 'On Demand Reports' tab is selected. The 'Reports to Run' section displays a table with columns for Description, Action, and Status. The 'Petty Cash Release' report is highlighted with a red arrow. The 'Create Report' button is visible at the bottom right.



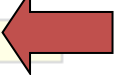
A **Request Page** will appear. Fill in the appropriate fields. If the item(s) will purchased through a **Fund advance**, Type in **A** for **Fund Advance** and enter the fund advanced amount (amount should match quote). If the items(s) have been purchased and this is a reimbursement, Type in **R** for **Fund Reimbursement**. Click on the **Submit** button when done.

Request Page

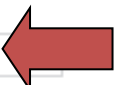
Help Text

Parameters

* Enter release PO # (required): 

* Enter laborcode of the person requesting reimbursement (required):: 

Enter Maximo vendor code of the company to be reimbursed (optional):

Enter A = Fund Advance, R = Fund Reimbursement (optional): 

If Fund Advance, enter amount else enter 0:

A **BIRT Report Viewer** window will appear. Click on the  to print the report.

Reporting

Page 1 of 1   

 Los Angeles Unified School District

Existing Facilities
Maintenance & Operations 

Petty Cash Release

Contract Ref #: 1012

Release P.O. #: 15460

Ordered Date: 9/16/13 W.O. #: 24068043 G/L Account: CC:0001865001-11731
Org Code: 8650 Site Name: FREMONT SH
Fund Advance Amt: \$0.00

Requestor to obtain **Supervisor** and **Area Director** signature on report. Submit the **Petty Cash Release** report and **receipt(s)** if available to the Imprest Account holder for reimbursement or fund advance.

**8. WERE THE ITEM(S) PURCHASED THROUGH A FUND ADVANCE?**

The Imprest Account holder will perform these functions.

1. **NO. Proceed to Payment Terms, Step 11.**
2. **YES.** Issue cash or check to requestor; Check the appropriate **Reimbursement Type** box on the report. If Check, write down the Check Number on the report. Sign/date the Issued By fields and have the requestor sign/date the Received By fields.

Los Angeles Unified School District		Existing Facilities Maintenance & Operations	
			
Petty Cash Release		Contract Ref #: 1012	
		Release P.O. #: 15460	
Ordered Date:	9/16/13	W.O. #:	24068043
Org Code:	8650	Site Name:	FREMONT SH
Fund Advance Amt:	\$0.00	G/L Account:	CC:0001865001-11731
Supervisor		Area Director	
Items For:	Employee #: 783916	Name: Lu, Danny	
Quantity	Unit	Description	Unit Cost
3.00	EA	Hammer	\$9.00
			Extension
			\$27.00
Reimbursement Type:			Subtotal
☐ Cash			\$27.00
☐ Check #:			Discount %
Payable to:			Taxable Subtotal
Vendor #:			\$27.00
			Tax 9 %
			\$2.43
			Shipping
Issued By			Total (A)
Date			\$29.43
Received By			Fund Advanced Amount (B)
Date			\$0.00
			Balance (A - B)
			\$29.43

9. PURCHASE ITEMS; MODIFY RELEASE (IF APPLICABLE)

The requestor performs this function.

Purchase Items according to existing practice.

Does the Item Receipt(s) match the Fund Advanced amount?

1. **YES.** Submit Item Receipt(s) to Imprest Account Holder. **Proceed to Payment Terms, Step 11.**
2. **NO.** Modify Release PO record in the Purchase Order application and re-print the **Petty Cash Release** report.



MODIFY RELEASE PO

Navigate to your Release PO record in the Purchase Order application.

Purchase Orders
danny.lu on MaxCron01

Find: 15460 Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

Advanced Search Save Query Bookmarks

On the PO record, click on the **PO Lines** tab and modify the lines to match the receipt. Click on the save  when done.

Purchase Orders
danny.lu on MaxCron00

Find: Select Action

List PO **PO Lines** Bill To Terms and Conditions Specifications

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD

Revision: 0

PO Lines Filter 1 - 1 of 1

Line	Item	Description
1	3207400000	Hammer

Print the **Petty Cash Release (Fund Reimbursement)** report. Click on **Select Action** and select **Run Reports**.

Purchase Orders
danny.lu on MaxCron00

Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD

Revision: 0

PO Lines Filter 1 - 1 of 1

Line	Item	Description
1	3207400000	Hammer

Default Table Data

Work Order:

- Change Status
- View History
- Copy PR Line Items To PO
- Create Contract
- Complete Receipts
- Revise PO
- View Revision History
- View Related Records
- Unit of Measure and Conversion
- Move/Modify Assets
- Add/Modify Commodity Codes
- Attachment Library/Folders
- Duplicate Purchase Order
- Add to Bookmarks
- Run Reports



A **Reports** window will appear. Click on the **Petty Cash Release** report. Note: You may need to go to the next page to see the Petty Cash Release report.

Description
Petty Cash Release
Vendor Performance
Vendor Performance By Item

A **Request Page** window will appear. Enter the **Release PO number**, Requestor's **labor code**, **R** for **Fund Reimbursement** and the **amount** that was advanced to you.

* Enter release PO # (required): 15460

* Enter laborcode of the person requesting reimbursement (required): 783916

Enter Maximo vendor code of the company to be reimbursed (optional):

Enter A = Fund Advance, R = Fund Reimbursement (optional): R

If Fund Advance, enter amount else enter 0: 29.43



A **BIRT Report Viewer** window will appear. Click on the  icon to print the report.

Reporting

Page 1 of 1

Los Angeles Unified School District

Existing Facilities
Maintenance & Operations

Petty Cash Release

Ordered Date: 9/16/13 W.O. #: 24068043
 Org Code: 8650 Site Name: FREMONT SH
 Fund Advance Amt: \$29.43

Staple the old Petty Cash Release (Fund Advance) report with the new Petty Cash Release (Fund Reimbursement) report and submit it to your **Supervisor** and **Area Director** for signature. Submit both **Petty Cash Release** reports and **receipt(s)** to the Imprest Account holder for reimbursement.

10. PROCESS REIMBURSEMENT

The Imprest Account holder will perform these functions.

Review the **Petty Cash Release (Fund Reimbursement)** report and the Item **Receipt(s)**. If the balance on the report is **positive**, issue the amount to the requestor. If the balance on the report is **negative**, collect that amount from the requestor (check the appropriate **Reimbursement Type**). Once the necessary fund adjustments are transacted, the Imprest Account holder and requestor will sign the **Issue By** and **Received By** fields.

Los Angeles Unified School District

Existing Facilities
Maintenance & Operations

Petty Cash Release

Contract Ref #: 1012

Release P.O. #: 15460

Ordered Date: 9/16/13 W.O. #: 24068043 G/L Account: CC:0001865001-11731
 Org Code: 8650 Site Name: FREMONT SH
 Fund Advance Amt: \$29.43

Supervisor _____ Area Director _____

Items For: Employee #: 783916 Name: Lu, Danny

Quantity	Unit	Description	Unit Cost	Extension
3.00	EA	Hammer	\$10.50	\$31.50

Reimbursement Type:

☐ Cash
☐ Check #: _____

Payable to: _____ Vendor #: _____ Tax 9 %

Issued By _____ Date _____
 Received By _____ Date _____

Subtotal \$31.50
 Discount %
 Taxable Subtotal \$31.50
 Shipping \$2.84
 Total (A) \$34.34
 Fund Advanced Amount (B) \$29.43
 Balance (A - B) \$4.91



11. ENTER PAYMENT TERMS AND CHANGE STATUS TO APPR

The Imprest Account holder will perform these functions.

Go to the **Release PO** record in the Purchase Order application.

Purchase Orders
danny.lu on MaxCron01

Find: 15460 Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

Advanced Search Save Query Bookmarks

If the **Fund Advanced/Reimbursement** was/will be in the form of a check, enter the **check number** in the **Payment Terms** in the Release PO record.

Internal? ☐

Storeroom:

Storeroom Site:

Freight Terms:

Payment Terms: 1001

Click on the  icon to change the status to **Approve (APPR)**. A **Change Status** window will appear. Verify that the **New Status** is **Approve**; click **OK** button when done.

Purchase Orders
danny.lu on MaxCron00

Find: Select Action

List PO PO Lines Ship To / Bill To Terms and Conditions Specifications

BMXAA4205I - Record has been saved.

PO: 15460 AA 24068043 Fremont SH, Hammer Site: LAUSD Status: WAPPR

Revision: 0 Bypass Contract Revision on PO Approval? ☐

Details

Type: REL
Buyer Company:
Buyer:
Priority: 0
Receipts: NONE
Contract #:

Vendor

Company: 202665 Area N2 Internal Imprest Account
Address: 8960 Herrick Avenue
City: Sun Valley
State/Province: CA

Change Status

PO: 15460 AA 24068043 Fremont SH, Hammer

Revision: 0

Status: WAPPR Waiting on Approval (WAPPR)

Memo:

New Status: Approved (APR)

Status Date: 9/16/13 4:26 PM

Memo:

OK

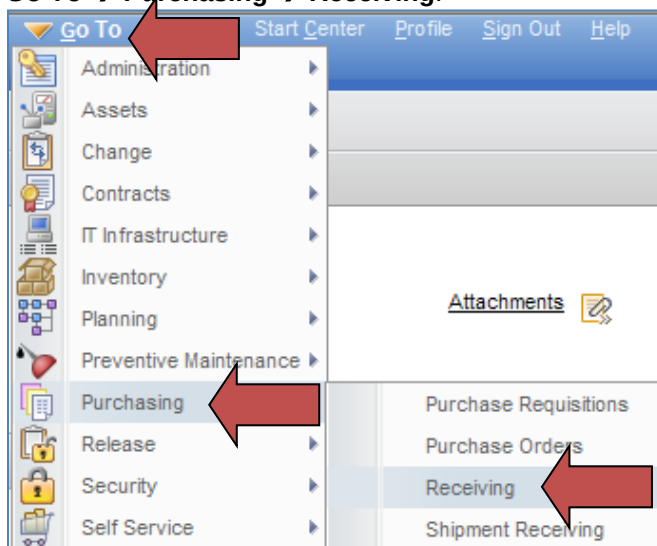


12. RECEIVE ITEM(S) IN RECEIVING APPLICATION

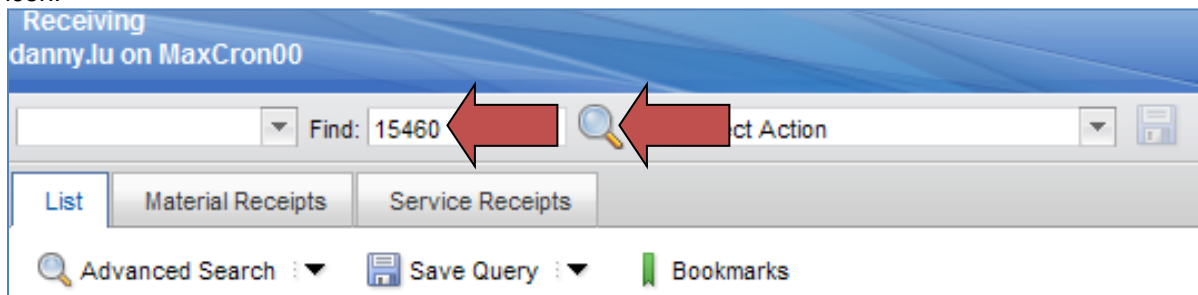
The Imprest Account holder will perform these functions.

Note: Only receive items after you have received the receipt(s) from the requestor.

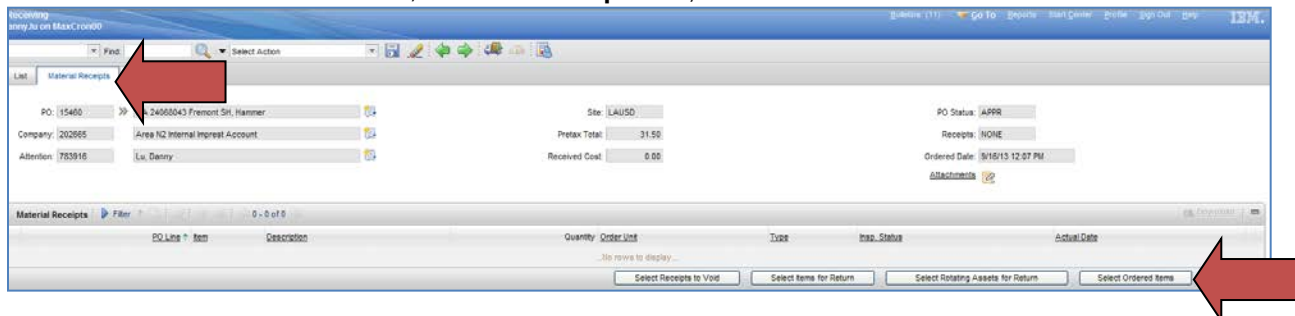
Go to the **Receiving** application from your **Favorite Applications** list in the **Start Center** or from **Go To → Purchasing → Receiving**.



In the **Receiving** application, type in the **Release PO Number** in the **Find** field and click on the  icon.



You will be taken to the PO record, **Material Receipts** tab; click on the **Select Ordered Items** button.





A **Select Ordered Items** window will appear. Check the box of the lines that match the receipt and click on the **OK** button.

Select Ordered Items

Storeroom:

Ordered Items 1 - 1 of 1

PO Line	Item	Description	Packing Slip	To Storeroom	Quantity Due	Quantity Ordered	Invoice	Remarks
☒	1	3207400000	Hammer		3.00	3.00		

The line(s) will be brought over back to your previous screen. Click on the icon to save. The **Receipts** status will be changed to **COMPLETE**.

Receiving
anny.lu on MaxCron00

BMXAA42091 - Record has been saved.

Find: Select Action

List Material Receipts Service Receipts

PO: 15460 >> AA 24068043 Fremont SH, Hammer Site: LAUSD
Company: 202665 Area N2 Internal Imprest Account Pretax Total: 31.50
Attention: 783916 Lu, Danny Received Cost: 31.50

PO Status: APPR
Receipts: COMPLETE
Ordered Date: 9/16/13 12:07 P
Attachments

Material Receipts 1 - 1 of 1

PO Line	Item	Description	Quantity	Order Unit	Type	Insp. Status	Actual Date
1	3207400000	Hammer	3.00	EA	RECEIPT	COMP	9/16/13 4:37 PM

13. CLOSE RELEASE PO

The Imprest Account holder will perform these functions.

Navigate back to the **Release PO** record in the **Purchase Orders** application from the **Start Center** or **Go To → Purchasing → Purchase Orders**.

Go To Start Center Profile Sign Out Help

- Administration
- Assets
- Change
- Contracts
- IT Infrastructure
- Inventory
- Planning
- Preventive Maintenance
- Purchasing
- Release
- Security

- Purchase Requisitions
- Purchase Orders
- Receiving



Search for the **Release PO** in the find field.

On the Release PO record, click on the  icon to **CLOSE** the Purchase Order. A **Change Status** window will appear, make sure the New Status is **Closed** and click on the **OK** button when done. .

14. ISSUE PAYMENT

The Imprest Account holder will perform these functions.

Were the item(s) purchased through a Fund Advance?

- **YES.** Skip this step. Payment already issued.
- **NO.** Issue payment to requestor.

15. ARCHIVE DOCUMENTS

The Imprest Account holder will perform these functions.

File completed **Petty Cash** Release reports and **Receipt(s)** according to existing procedures.



16. CHECK IMPREST ACCOUNT BALANCE

The Imprest Account holder will perform these functions.

Go to your **Purchase Contract** record in the Purchase Contract application.

Purchase Contracts
lanny.lu on MaxApp02

Area-N2 Imprest Acco Find: Select Action

List Contract Properties Contract Lines Terms and Conditions

Contract: 1012 Area N2 Internal Imprest Account Type: BLANKET

Revision: 0

Click on the **Select Action** dropdown list and select **View Release Costs**.

Purchase Contracts
lanny.lu on MaxApp02

Area-N2 Imprest Acco Find: Select Action

List Contract Properties Contract Lines

Contract: 1012 Area N2 Internal Imprest A

Revision: 0

Details

Master Contract:

Select Action

- Change Status
- View History
- Copy PR Lines to Contract
- Copy PO Lines to Contract
- Create RFQ
- Create Release PO
- View Release Costs
- View RFQ Line Items
- View PR Line Items

A **View Release Costs** window will appear. The window will display the **Uncommitted**, **Committed Cost** and the **Amount Remaining** against the account. Click **OK** button to close.

View Release Costs

Release Costs

Total Cost: 3,000.00

Number of Uncommitted Releases: 0

Number of Committed Releases: 1

Uncommitted Cost: 0.00

Committed Cost: 31.50

Amount on Order: 0.00

Amount Received: 31.50

Amount Remaining: 2,968.50

Invoice Variance: 0.00

Purchase Orders Filter 1 - 1 of 1 Download

PO	Release #	Description	Site	Ordered Date	Status	Receipts	Total Cost
15460	1	AA 24068043 Fremont SH, Hammer	LAUSD	9/16/13 12:07 PM	APPR	COMPLETE	34.34

OK

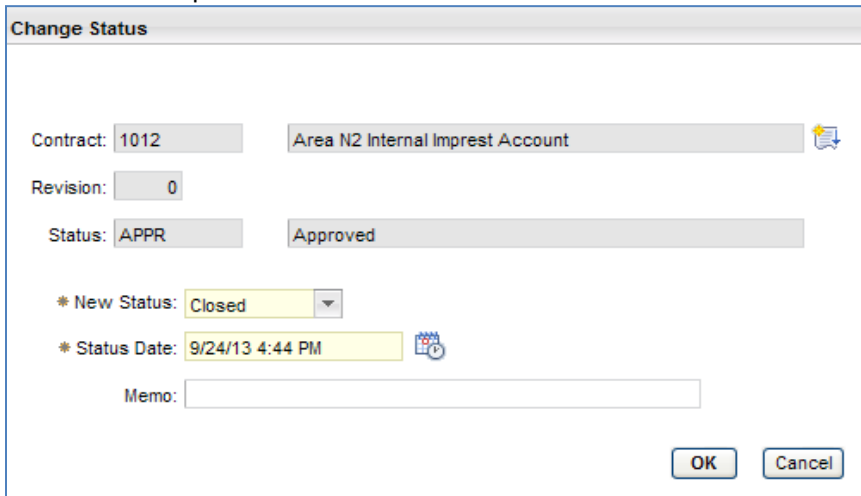
17. LOW ON IMPREST FUNDS?

- **NO.** Stop here.
- **YES.** Proceed to step 17 for Imprest Account Replenishment Process.



18. CLOSE EXISTING BLANKET PO

On your **Purchase Contract** record, click on the change status  icon. Select **Closed** under the **New Status** dropdown and click on the OK button.

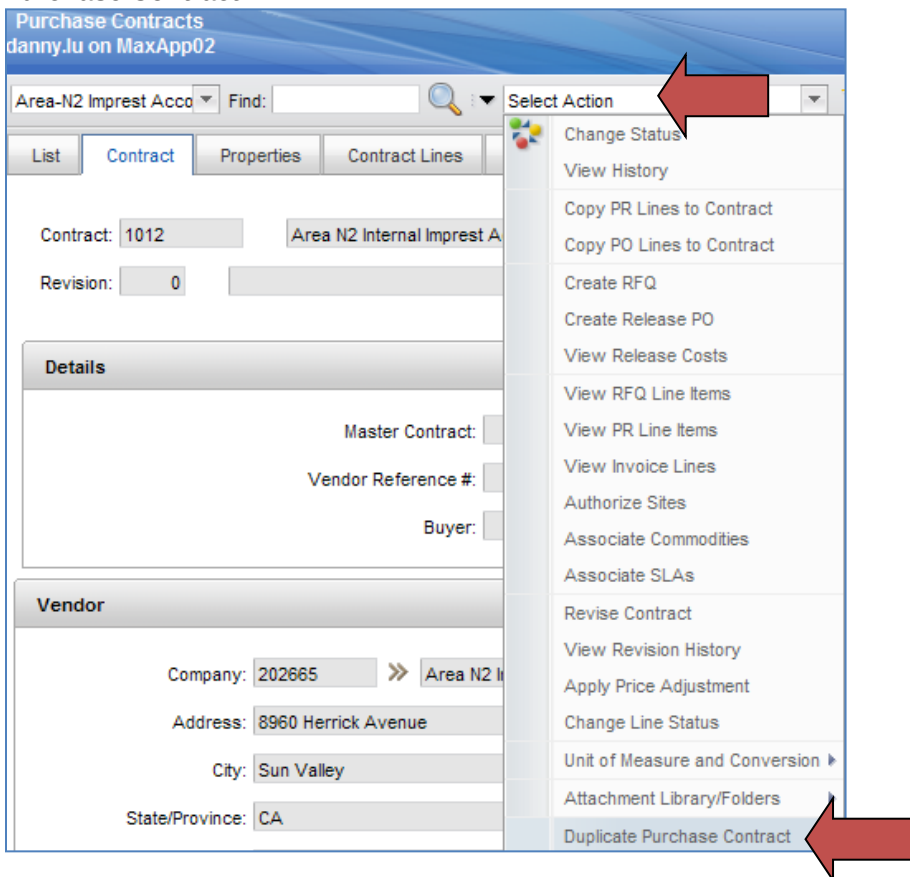


The 'Change Status' dialog box contains the following fields:

- Contract: 1012
- Area N2 Internal Imprest Account
- Revision: 0
- Status: APPR
- Approved
- * New Status: Closed (dropdown menu)
- * Status Date: 9/24/13 4:44 PM
- Memo: (empty text box)
- OK button
- Cancel button

19. DUPLICATE PURCHASE CONTRACT RECORD

On the CLOSED Purchase Contract, click on the **Select Action** dropdown and select **Duplicate Purchase Contract**.



The 'Purchase Contracts' screen shows the 'Contract' tab selected. The 'Select Action' dropdown menu is open, displaying the following options:

- Change Status
- View History
- Copy PR Lines to Contract
- Copy PO Lines to Contract
- Create RFQ
- Create Release PO
- View Release Costs
- View RFQ Line Items
- View PR Line Items
- View Invoice Lines
- Authorize Sites
- Associate Commodities
- Associate SLAs
- Revise Contract
- View Revision History
- Apply Price Adjustment
- Change Line Status
- Unit of Measure and Conversion
- Attachment Library/Folders
- Duplicate Purchase Contract

Red arrows point to the 'Select Action' dropdown and the 'Duplicate Purchase Contract' option.



A new **Purchase Contract** record will be created. Change the status of the duplicated Purchase Contract to **Approve**.

Purchase Contracts
anny.lu on MaxApp02

Area-N2 Imprest Acco Find: Select Action

BMXAA4205I - Record has been saved.

List Contract Properties Contract Lines Terms and Conditions

Contract: 1014 Area N2 Internal Imprest Account Type: BLANKET

Revision: 0

Details

Master Contract: Vendor Reference #: Buyer:

Dates

Start Date: 9/24/13 End Date:

Change Status

Contract: 1014 Area N2 Internal Imprest Account

Revision: 0

Status: DRAFT Draft

New Status: Approved

Status Date: 9/24/13 4:49 PM

Memo:

OK

Vendor

Company: 202665 Area N2 Internal Imprest Account

Address: 8960 Herrick Avenue

City: Sun Valley

State/Province: CA

ZIP/Postal Code: 91352

Contact: Robert Smitheal

Phone: 818-394-2400

20. IMPREST REIMBURSEMENT REQUEST

Print the **Imprest Fund Claim Form** report. Click on **Select Action** dropdown list and select **Run Reports**.

Purchase Contracts
anny.lu on MaxApp02

Area-N2 Imprest Acco Find: Select Action

List Contract Properties Contract Lines

Contract: 1012 Area N2 Internal Imprest A

Revision: 0

Details

Master Contract: Vendor Reference #: Buyer:

Vendor

Company: 202665 Area N2 Internal Imprest Account

Address: 8960 Herrick Avenue

City: Sun Valley

State/Province: CA

ZIP/Postal Code: 91352

Contact: Robert Smitheal

Phone: 818-394-2400

Select Action

- Change Status
- View History
- Copy PR Lines to Contract
- Copy PO Lines to Contract
- Create RFQ
- Create Release PO
- View Release Costs
- View RFQ Line Items
- View PR Line Items
- View Invoice Lines
- Authorize Sites
- Associate Commodities
- Associate SLAs
- Revise Contract
- View Revision History
- Apply Price Adjustment
- Change Line Status
- Unit of Measure and Conversion
- Attachment Library/Folders
- Duplicate Purchase Contract
- Add to Bookmarks
- Run Reports
- Cognos Reporting



A **Reports** window will appear. Click on the **Imprest Fund Claim Form**.

The screenshot shows the 'Reports' window in Maximo. At the top, there is a help icon and a message: 'Select a report from the list, or click Create Report to create an ad hoc report.' Below this are two tabs: 'On Demand Reports' (selected) and 'Scheduling Status'. A toolbar contains icons for 'Reports to Run', 'Filter', search, refresh, download, and pagination ('1 - 5 of 8'). A table lists reports with columns for 'Description', 'Status', and 'Action'. The reports listed are: 'Purchase Order Details', 'AB Letter - Modified', 'AB Letter 01 Main (Attachment H)', 'FSS Imprest Fund Register', and 'Imprest Fund Claim Form'. A red arrow points to the 'Imprest Fund Claim Form' row. At the bottom right are 'Create Report' and 'Cancel' buttons.

Description	Status	Action
Purchase Order Details		
AB Letter - Modified		
AB Letter 01 Main (Attachment H)		
FSS Imprest Fund Register		
Imprest Fund Claim Form		

A **Request Page** will appear. Type in the **Purchase Contract** number that you just closed in the contract number field and click on the **Submit** button.

The screenshot shows the 'Request Page' in Maximo. It has several sections: 'Help Text' (collapsed), 'Parameters' (containing 'Enter contract number:' with a text box containing '1012' and a 'Notes:' text box, with a red arrow pointing to the contract number field), 'Schedule' (with radio buttons for 'Immediate' (selected), 'At this Time' (with a date picker), and 'Recurring' (with a date picker)), and 'Email' (with 'To:', 'Subject:', and 'Comments:' fields). At the bottom, there are 'File Type' options (PDF selected, XLS) and 'Report Delivery Format' options (Email with a file attachment selected, Email with a file URL). A red arrow points to the 'Submit' button at the bottom right.

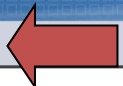


A new **BIRT Report Viewer** window will appear. Click on the  icon to print the report.

Reporting

Page 1 of 1





 **Los Angeles Unified School District**
Accounting and Disbursement Division
Accounts Payable Branch

IMPREST FUND CLAIM FORM Contract Ref. #: 1012

Section A

Date:	9/24/13	Claim No:		Final Claim:	☐ Yes ☐ No
-------	---------	-----------	--	--------------	--

Obtain the **AFSD or Designee's signature** and submit signed form to **Accounts Payable** branch for processing.

 **Los Angeles Unified School District**
Accounting and Disbursement Division
Accounts Payable Branch

IMPREST FUND CLAIM FORM Contract Ref. #: 1012

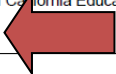
Section A

Date:	9/24/13	Claim No:		Final Claim:	☐ Yes ☐ No
Vendor Name:	Area N2 Internal Imprest Account			SAP Vendor #:	
Prepared By:	Lu, Danny	Phone:	213-241-0573	Email:	danny.lu@lausd.net

Section B

Date Rec'd	Description	Check No.	G/L Account *	Release PO #	Amount	SAP Fund	SAP Functional Area	Cost Center / WBS.	SAP I/O
9/16/13	Hammer	1001	CC: 0001865001-11731	15460	\$34.34	010-8150	0000-8100-11731	0001865001	
TOTAL					\$34.34				

I certify that 1) the above statement is correct and that all materials listed thereon have been received; 2) there is no profit of any kind for me in this claim and that is in accordance with Section 60071 of California Education Code; and 3) charges to donation are within the donor's stipulated allowable use.



Signature of Administrator	Print Name of Administrator	Date																
Commonly Used GL Accounts * <table border="0"> <tr> <td>410010 Textbooks - General Purpose</td> <td>430004 Reprographic Services</td> </tr> <tr> <td>420010 Other Books - General Purpose</td> <td>520002 Travel/Conference Attendance</td> </tr> <tr> <td>420040 Other Books - Elementary</td> <td>530001 Dues and Membership</td> </tr> <tr> <td>430010 Instr Material-General Purpose</td> <td>560011 Rental Of Equipment</td> </tr> <tr> <td>440001 Non-Capitalized Equip-All Other</td> <td>560005 Repair Of Equipment</td> </tr> <tr> <td>430001 General Supplies</td> <td>560006 Maintenance Of Equipment</td> </tr> <tr> <td>430002 Advisory Committee Expenses</td> <td>580012 Contract Bus Services</td> </tr> <tr> <td>430003 Maintenance/Operations-Supplies</td> <td>590001 Tel, Pager, Postage Fees</td> </tr> </table>			410010 Textbooks - General Purpose	430004 Reprographic Services	420010 Other Books - General Purpose	520002 Travel/Conference Attendance	420040 Other Books - Elementary	530001 Dues and Membership	430010 Instr Material-General Purpose	560011 Rental Of Equipment	440001 Non-Capitalized Equip-All Other	560005 Repair Of Equipment	430001 General Supplies	560006 Maintenance Of Equipment	430002 Advisory Committee Expenses	580012 Contract Bus Services	430003 Maintenance/Operations-Supplies	590001 Tel, Pager, Postage Fees
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* - GL Account is also known as Commitment Item

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).