

Los Angeles Unified School District

**Maximo 7.5 / Procurement**

**Storeroom Inventory Replenishment Guide**

**Low Value (PD)**



## DEFINITION

The **Storeroom Inventory Replenishment Guide** details step by step instructions on how to procure materials to replenish Storeroom inventory from a low value price determined (PD) vendor in Maximo.

**TIP:** For Low Value Purchases, please obtain Vendor quotes prior to initiating the requisition in Maximo. Please also confirm that the Vendor has a District/SAP assigned Vendor number.

## LOGIN

*The Head Stock Clerk or Designee 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.



The image shows the Maximo login interface. At the top, there are logos for Tivoli software and IBM. The main heading is "Welcome to Maximo". On the left is a large 3D image of a hexagonal nut. To the right of the nut are two input fields: "User Name:" with the text "danny.lu" and "Password:" with masked characters. Below the password field is a "Sign In" button. At the bottom right, there are links for "Forgot Password?" and "New User? Register Now". The footer contains the copyright notice: "© Copyright IBM Corp. 2007-2012. All rights reserved. See product license for details."

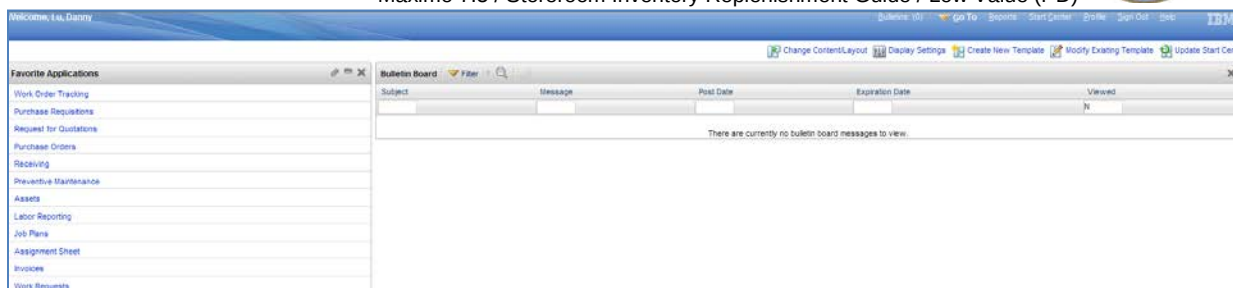
## 1. CREATE PURCHASE REQUISITION

### START CENTER

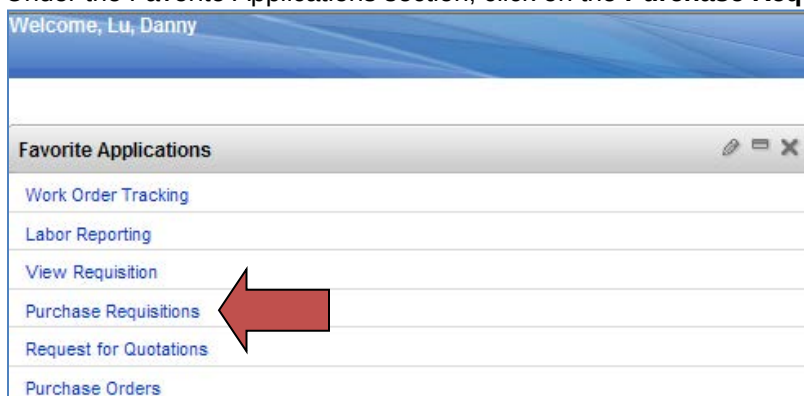
When you first login, you will be taken to the Maximo Start Center.



## Maximo 7.5 / Storeroom Inventory Replenishment Guide / Low Value (PD)

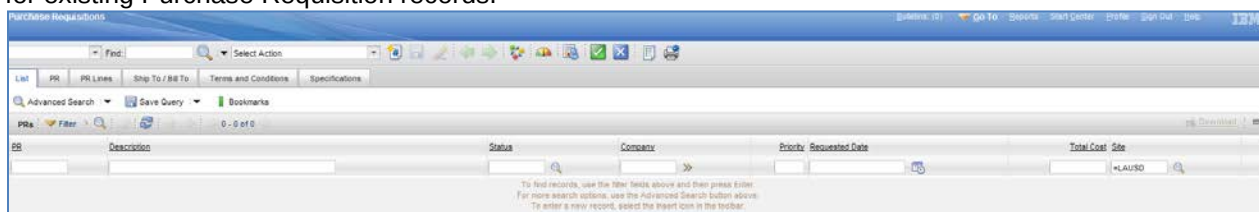


Under the Favorite Applications section, click on the **Purchase Requisition** application.



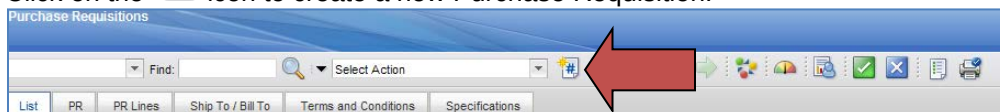
### PURCHASE REQUISITION HOME

You will then be taken to the Purchase Requisition home screen; in this screen, where you can search for existing Purchase Requisition records.



### NEW PURCHASE REQUISITION

Click on the  icon to create a new Purchase Requisition.



A new **Purchase Requisition** number will auto generate.



Purchase Requisitions

Find: [ ] Select Action [ ]

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

\* PR: 169967 [ ] Req Type: [ ]

In the **Description** field, use the following naming convention: Storeroom name (comma) Inventory Replenishment (i.e. STORES-1, Inventory Replenishment).

If you would like to add an additional comment to the Description field, separate the additional comment from the naming convention by a comma, and type your additional comment directly into the Description field (i.e., STORES-1, Inventory Replenishment, Ballast).

Click on the **Long Description**  icon to add any special instructions for the PR. Type '**Special Instructions**' and all the text that follows will print in the Special Instructions section of the Quote Sheet.

Purchase Requisitions  
danny.lu on MaxApp04

Find: [ ] Select Action [ ]

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

\* PR: 304398 [ ] STORES-1, Inventory Replenishment, Ballast [ ] Req Type: [ ]

Fill in the following fields:

**PR Type** Type **PD (Low Value Purchase Order)** or click on the **magnifying glass**  icon next to the **PO Type** field and select the appropriate value.

**Priority** Enter a **Priority Number** for your Purchase Requisition (3 being Standard and 5 being Urgent)

**Requested By** The **Requested By** field will auto-populate based on your Maximo login. If you would like to change the requestor, type in the employee number of the new requestor or use the magnifying glass  icon to select from a list.  
**NOTE:** The employee listed as the **Requested By** field will receive an email if the SAP Interface to create a PO number was successful or failed.

**Supervisor** Enter the **employee number** of your supervisor or search for it by clicking on the  icon and selecting **Select Value**.

**Required Date** Enter the **date** you would like your purchase delivered.

**Company (PD)** If this is a **PD** type purchase, enter the **vendor number** of the company whom you wish to purchase the supplies/services. You may also search for the vendor number by clicking on the  icon and searching for it in the **Select Value** list.



**NOTE:** You can only select a vendor with a **SAP Vendor#**. Vendors without a SAP Vendor # will reject in the SAP interface.

### Sample screen shot

Purchase Requisitions  
lanny.lu on MaxApp04

Find: [ ] Select Action [ ]

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

PR: 304398 STORES-1, Inventory Replenishment, Ballast Req Type: PD

**Details**

Priority: 0

Requested By: 783916 Lu, Danny

Supervisor: 724260 Laughton, Robert

**Dates**

Status Date: 9/24/13 11:41 AM

Requested Date: 9/24/13 11:41 AM

Required Date: 10/1/13 12:00 AM

**Vendor**

Company: 101668-A ASSOCIATED OF LOS ANGELES

Address: WELLS FARGO DEPT 9518

City: LOS ANGELES

State/Province: CA

ZIP/Postal Code: 90084-9518

Contact: LUIS DE CASTRO

SAP Vendor#: 1000002705

Phone: 323-268-8411

Contract Reference: [ ]

Contract Revision: [ ]

Old Contract#: [ ]

To save, click on the floppy disk .

## 2. CREATE PR LINE ITEMS

Click on the **PR Lines** tab

Purchase Requisitions

Find: [ ] Select Action [ ]

List PR PR Lines To Terms and Conditions Specifications

\* PR: 169967 AA 14183033 Fremont SH, Purchase Bookcases Req Type: BC



**Optional:** Prior to creating the PR Lines, under the **Default Table Data** section, you have an option to pre-fill the **Storeroom** location. If pre-filled, all new rows will auto-populate with the Storeroom location.

Default Table Data

Work Order:  >>      Asset:  >>  
Location:  >>      Storeroom: STORES-1

**New Row** button. Click on the **New Row** button to create a new row.

Work Order      Line Cost    Tax Code

Vendor Items    Select Spare Parts    Contract Items    View Contracts    **New Row**

Enter the **Storeroom Item** number that you are replenishing in the **Item** field.

PR Lines    Filter    1 - 1 of 1

| Line | Item       | Description                      | Quantity | Order Unit |
|------|------------|----------------------------------|----------|------------|
| 1    | 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V | 1.00     | EA         |

Line Item

\* Line: 1  
\* Line Type: Item  
\* Item: 2850608000 >> BALLAST ELECTRONIC 2-F032T8 120V  
Remarks:

Manufacturer:  >>  
Model:   
Category: STK  
Catalog #:   
Commodity Group: 28500  
Commodity Code: 2850608000

If you do not know the **Storeroom Item** number, you may search for it by clicking on the  icon to the right of the Item field and click on **Go To → Inventory**.

PR Lines    Filter    1 - 1 of 1

| Line | Item                    | Description          |
|------|-------------------------|----------------------|
| 1    | <input type="text"/> >> | <input type="text"/> |

Line Item

\* Line: 1  
\* Line Type: Item  
\* Item:  >>  
Remarks:

Select Value  
Classification  
Attributes  
Go To  
View Item Availability  
View Image

Inventory  
Item Master



You will be taken to the **Inventory** application. In the **List** tab, you can search for your **Storeroom** and the **Description** of the item. Hit enter when ready.

Inventory  
danny.lu on MaxApp04

Find:  Select Action

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search Save Query Bookmarks

Inventory Filter 0 - 0 of 0

Item Description Storeroom

To find records, use the filter fields above and then press Enter.  
For more search options, use the Advanced Search button above.  
To enter a new record, select the Insert icon in the toolbar.

A filter list of items will appear. **Highlight** the item you wish to replenish and click on the **Return With Value** button.

Inventory  
danny.lu on MaxApp04

List Inventory Reorder Details Rotating Assets Where Used

Advanced Search Save Query Bookmarks

Inventory Filter 1 - 7 of 7

| Item       | Description                                       | Storeroom | Current Balance | Commodity Group | Rotating? | ABC Type | Default Bin | Status |
|------------|---------------------------------------------------|-----------|-----------------|-----------------|-----------|----------|-------------|--------|
| 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V                  | STORES-1  | -480.00         | 28500           |           |          | 93A01       | ACTIVE |
| 2850608020 | BALLAST ELECTRONIC 364 F032T8 120/277             | STORES-1  | -1,150.00       | 28500           |           |          | 28801       | ACTIVE |
| 2850619070 | BALLAST 2-F40T12RS 277V                           | STORES-1  | 2.00            | 28500           |           |          | 93A04       | ACTIVE |
| 2850619080 | BALLAST 2-F40T12RS 35W 120V                       | STORES-1  | -410.00         | 28500           |           |          | 93A04       | ACTIVE |
| 2850608010 | BALLAST ELECTRONIC 3-F032T8 120V                  | STORES-1  | 30.00           | 28500           |           |          | 93A01       | ACTIVE |
| 2850629001 | BALLAST MAGNETIC METAL HALIDE 250 W M 58          | STORES-1  | 14.00           | 28500           |           |          | 93A02       | ACTIVE |
| 2850629002 | BALLAST MAGNETIC METAL HALIDE 150 W M 102 & M 142 | STORES-1  | -24.00          | 28500           |           |          | 93A03       | ACTIVE |

Return With Value

After you click on **Return With Value**, the Item number will be brought over to the PR Line.

PR Lines Filter 1 - 1 of 1

| Line | Item       | Description                      | Quantity | Order Unit |
|------|------------|----------------------------------|----------|------------|
| 1    | 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V | 1.00     | EA         |

Line Item

\* Line: 1

\* Line Type: Item

\* Item: 2850608000 BALLAST ELECTRONIC 2-F032T8 120V

Remarks:

Manufacturer: Model: Category: STK Catalog #: Commodity Group: 28500 Commodity Code: 2850608000

**NOTE:** The item number you select must have a **Commodity Group** in order for the PO to be created in SAP.

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

Quantity and Costs

Quantity: 5.00

Order Unit: EA

Issue Unit: EA

\* Conversion Factor: 1.00

Unit Cost: 10.25

\* Line Cost: 51.25

Tax Code: 9.00

\* Tax: 4.61

Loaded Cost: 55.86

Contract Reference:

Contract Type:

Contract Reference Revision:

Charge To

Storeroom: STORES-1

Work Order:

Location:

Asset:

GL Debit Account:

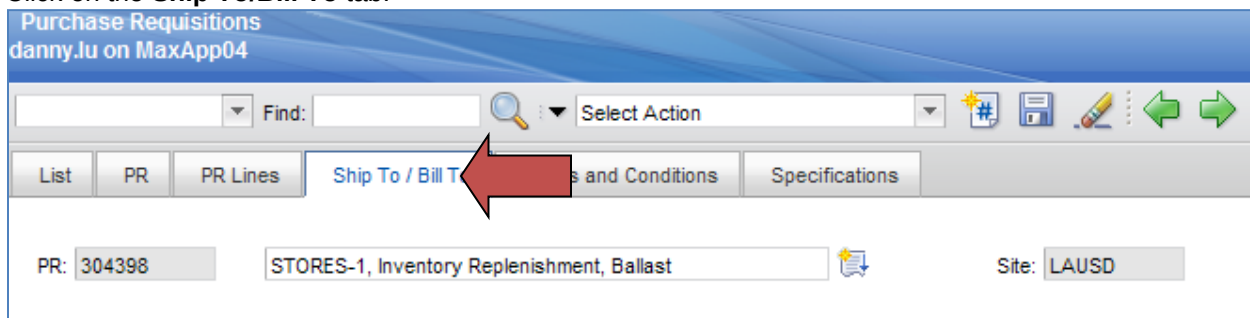
Reservation Type: AUTOMATIC



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

### 3. ENTER SHIP TO/BILL TO INFORMATION

Click on the **Ship To/Bill To** tab.



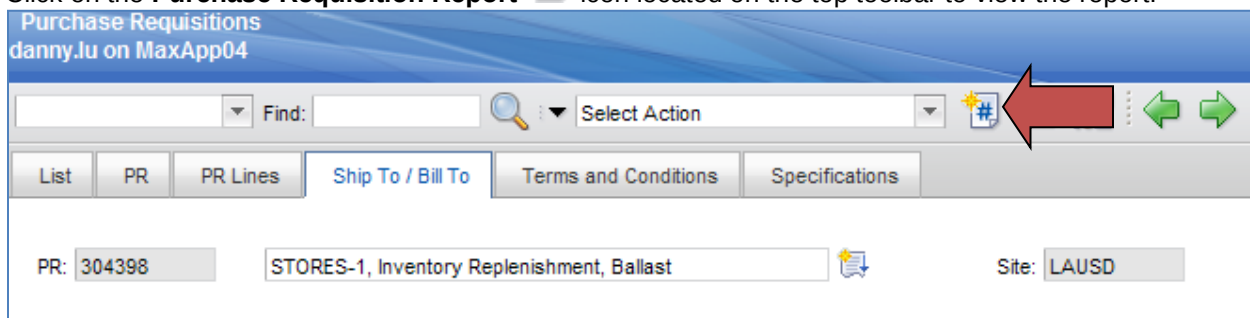
Enter your M&O Area's section code in the **Ship To** and **Bill To** field. Enter the requestor's employee number in the **Attention** field.



Click on the floppy disk  icon to save.

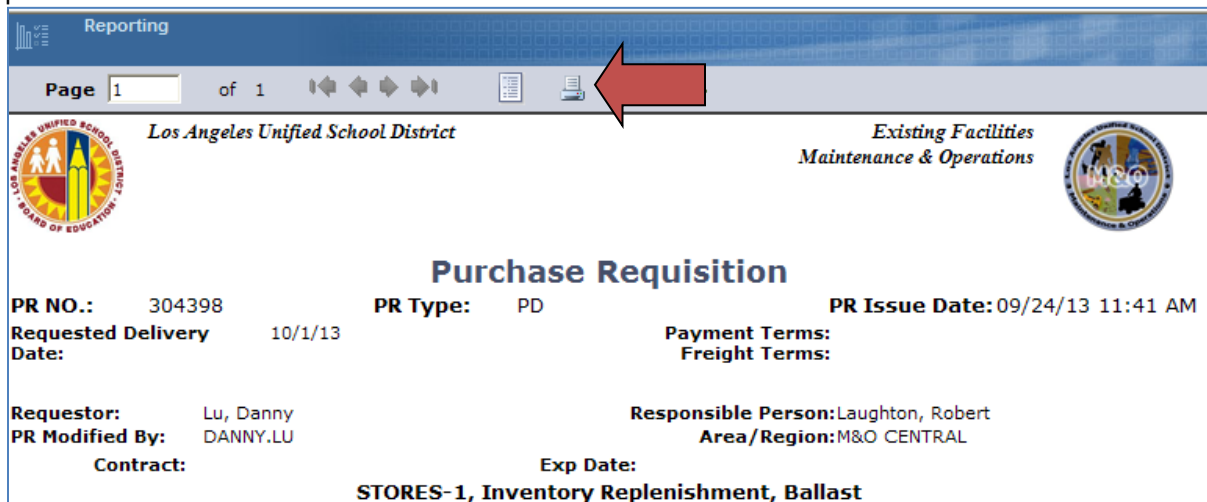
### 4. PRINT THE PURCHASE REQUISITION REPORT

Click on the **Purchase Requisition Report**  icon located on the top toolbar to view the report.





A new **BIRT Report Viewer** window will appear. Review the report and click on the printer  icon to print the document.



Reporting

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Los Angeles Unified School District

Existing Facilities Maintenance & Operations

### Purchase Requisition

PR NO.: 304398 PR Type: PD PR Issue Date: 09/24/13 11:41 AM

Requested Delivery Date: 10/1/13 Payment Terms: Freight Terms:

Requestor: Lu, Danny Responsible Person: Laughton, Robert

PR Modified By: DANNY.LU Area/Region: M&O CENTRAL

Contract: Exp Date:

**STORES-1, Inventory Replenishment, Ballast**

Verify the PR Requisition has the correct dollar amount and item numbers. The Head Stock Clerk or Designee is responsible for signing the Requestor line. Head Stock Clerk or Designee to obtain the required signature in the Approved By field. The **Approved By** signature is determined by the Dollar amount of the requisition.

**CPM** signs Requisitions for up to \$10,000, **AFSD** for \$10,001-\$25,000 and **RFD** for \$25,001-\$100,000.

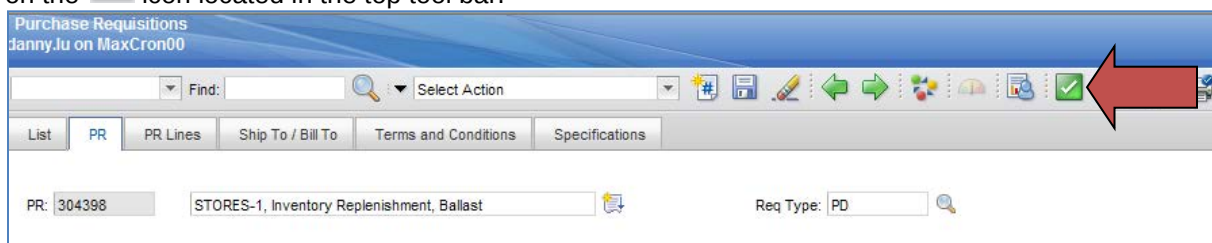
Submit the signed **Purchase Requisition** report to **Clerical** for processing.

## 5. CREATE PURCHASE ORDER

*The Clerical department performs this function.*

Review the **Purchase Requisition** report that was submitted to you by the Requestor. Sign the **P.O. Line** on the report after reviewing/checking the document for accuracy and completeness (e.g. SAP Vendor Code appears, Work Order has G/L Account line).

On the **Purchase Requisition** record, change the status to **Ready to Interface (INTREADY)**. Click on the  icon located in the top tool bar.



Purchase Requisitions

danny.ju on MaxCron00

Find: Select Action

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

PR: 304398 STORES-1, Inventory Replenishment, Ballast Req Type: PD



The **Change Status** window will appear with **Ready to Interface (INTREADY)** selected as the **New Status**. Click on the **OK** button.

The screenshot shows the 'Change Status' window. It contains fields for 'PR: 304398' and 'STORES-1, Inventory Replenishment, Ballast'. The 'Status' is 'WAPPR' and the description is 'Waiting on Approval (WAPPR)'. There are two 'Memo' text areas. A dropdown menu for 'New Status' is set to 'Ready to Interf', with a red arrow pointing to it. The 'Status Date' is '9/24/13 12:12 PM'. An 'OK' button is at the bottom right, with a red arrow pointing to it.

The new status will be displayed on the Purchase Requisition.

The screenshot shows the 'Purchase Requisitions' window. The 'PR' tab is selected. The 'PR' field shows '304398' and the description 'STORES-1, Inventory Replenishment, Ballast'. The 'Req Type' is 'PD'. The 'Status' is 'INTREADY', with a red arrow pointing to it.

## INTERFACE SCHEDULE AND STATUSES

Maximo will interface the Purchase Requisition information into SAP Hourly to generate the PO. See below for the Interface status definitions and actions.

**Ready to Interface (INTREADY)** – This status marks the PR to interface to SAP. If your PR is in this status, you can still change the status back to **WAPPR** if you need to make changes to the PR.

**Interface in Session (INTSESSION)** – The PR is change to the **INTSESSION** status when it is in the process of interfacing with SAP. When the PR is in the **INTSESSION** status, you cannot make any changes to the PR.

**Interface Rejected (INTREJECT)** – The PR completed its interface but was rejected due to any of the following reasons: Invalid Company, Invalid Funding, Invalid Commodity Code, Invalid Unit of Measure, etc... If your PR rejected during the interface, the reason will be displayed on the PR tab.

Sample Screen shot of Reject reason

The screenshot shows the 'Purchase Requisitions' window with the 'PR' tab selected. The 'Interface Remarks' field displays the text: 'Unit of measure SQ does not exist,Unit of measure SQF does not exist'. A red arrow points to this field.

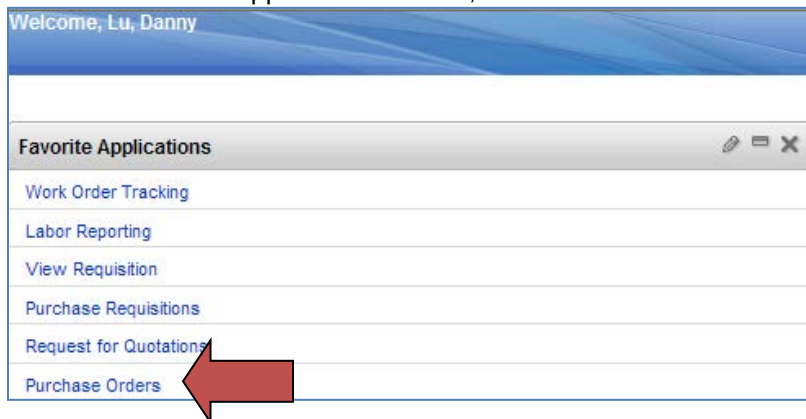


**CLOSE** – The PR completed its interface and the Purchase Order number was successful.

The **Requested By** employee and **Clerical** staff who changed the status of the PR to **Ready to Interface (INTREADY)** will receive an email should the interface Rejects or was Successful. If the **Purchase Order number** was created successfully, the **PO number** will appear on the email.

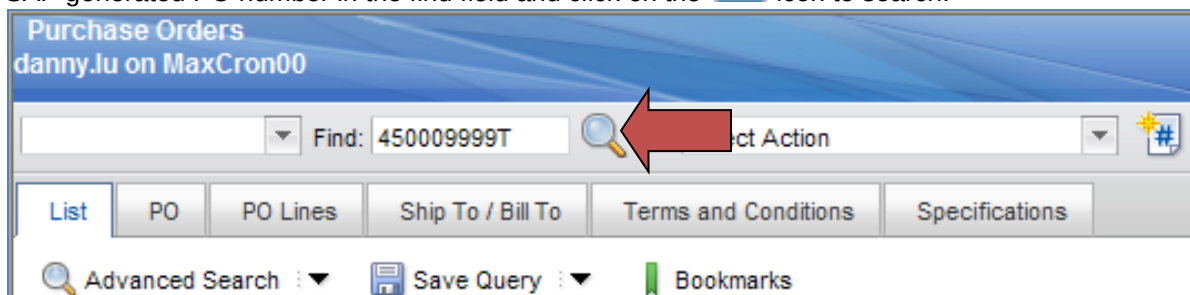
## 6. PRINT PURCHASE ORDER REPORT

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

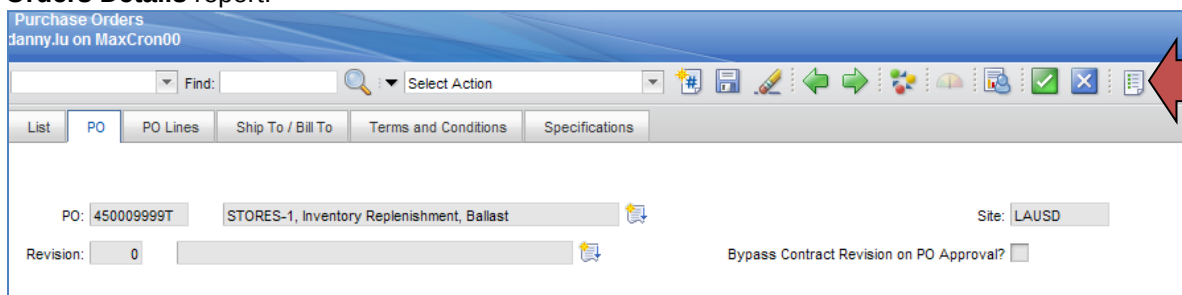


### PURCHASE ORDERS HOME

You will be taken to the **Purchase Order** application. Search for your Purchase Order by entering the SAP generated PO number in the find field and click on the  icon to search.



On the **Purchase Order** record, Click on the  icon located in the top tool bar to run the **Purchase Orders Details** report.





A new **BIRT Report Viewer** window will appear. Review the **Purchase Order Details** report for accuracy. To print the report, click on the printer icon.

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Existing Facilities Maintenance & Operations

**Purchase Order**

PO NO.: 450009999T Purchase Req No.: 304398 PO Type (from PR or RFQ): BC

PO Revision No.: 0

PO Date: 9/24/13 Vendor: 101668-A Payment Terms:

Requested Delivery Date: 10/1/13 Freight Terms:

Requestor: Lu, Danny Responsible Person: Laughton, Robert

PR/RFQ Modified By: DANNY.LU Area/Region: M&O CENTRAL

Clerical staff signs the **PO Details** report. Attach the signed **PR Report** with the **PO Report** and submit to **Head Stock Clerk or Designee** for confirmation and filing.

**Head Stock Clerk or Designee** to submit a copy of the **PO Details** report or provide the **PO Number** to **Vendor** to initiate purchase.

## 7. OPTIONAL: MODIFY PURCHASE ORDER

*The Head Stock Clerk or Designee performs this function.*

You can only modify the **Description, Quantity, Unit Cost, Tax Rate** or the **Work Order** of a Purchase Order. You cannot change any other information. If you need to modify any other information, you will have to **CANCEL** the **Purchase Order** and submit a new **Purchase Requisition**.

To change the **Description, Quantity, Unit Cost, Tax Rate** or the **Work Order**, go to the **PO record** in the **Purchase Order** application.

On the **PO record**, click on the **Select Action** dropdown and select **Revise PO**.

Purchase Orders

Find: [ ] Select Action [ ]

List PO PO Lines Ship To / Bill To Terms

PO: 44001 AA 14183033 Fremont SH, I

Revision: 0

Site: LAUSD

Bypass Contract Revision on PO Approval? ☐

Select Action dropdown menu:

- Change Status
- View History
- Copy PR Line Items To PO
- Create Contract
- Complete Receipt
- Revise PO
- View Revision History



A **Revise PO** window will appear. To the right of the PO number, type in your justification for the modification. You will also notice that the Revision number is now 1. Click **OK** when done.

The 'Revise PO' window shows the PO number 44001 and Revision 1. A text field contains the justification '\* Modifying line 1 quantity and unit cost.' The 'Internal Change?' checkbox is unchecked, and 'Allow Receipts and Invoices?' is checked. An 'OK' button is at the bottom right.

After you click **OK**, you will be taken to your revised **PO record**. Noticed the Revision number is now 1 and the status is **PNDREV (Pending Revision)**.

The 'Purchase Orders' record shows PO 44001, Site LAUSD, and Status PNDREV. The revision number is 1, and the justification '\* Modifying line 1 quantity and unit cost.' is visible.

Click on the **PO Lines** tab to make your modifications. Click on the floppy disk icon to save.

The 'PO Lines' table shows four lines of items:

| Line # | Item       | Description           | Quantity | Order Unit | Unit Cost | Line Cost | Tax   | Distributed? |
|--------|------------|-----------------------|----------|------------|-----------|-----------|-------|--------------|
| 1      | 9620600000 | Shipping and Handling | 5.00     | EA         | 20.00     | 100.00    | 6.75  |              |
| 2      | 3606500000 | Wood Adhesive         | 2.00     | EA         | 129.95    | 259.90    | 25.34 |              |
| 3      | 3051000000 | Floor Brush           | 1.00     | EA         | 32.76     | 32.76     | 3.19  |              |
| 4      | 4453000000 | Staple Gun            | 1.00     | EA         | 65.00     | 65.00     | 6.34  |              |

Print your **Modified Purchase Order** report by clicking on the icon on the toolbar.

The 'Purchase Orders' record shows the 'PO Lines' tab selected. The print icon (floppy disk with a document) is highlighted in the toolbar.



A new **BIRT Report Viewer** window will appear. Review the **Modified Purchase Order** report for accuracy. To print the report, click on the printer icon.

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Existing Facilities Maintenance & Operations

### Modified Purchase Order

PO NO.: 44001  
PO Revision No.: 1  
PO Date: 7/19/13  
Requested Delivery Date: 8/1/13  
Contract:

Vendor: 113403  
Vendor: 113403  
Exp Date:

Purchase Req No.:  
Modifying line 1 quantity and unit cost.  
Payment Terms:  
Freight Terms:

PO Type: STD

AA 14183033 Fremont SH, Purchase Bookcases

| Vendor:          |                         | Ship To:   |                         | Bill To:   |                         |
|------------------|-------------------------|------------|-------------------------|------------|-------------------------|
| SAP Vendor Code: | 1000003582              | Name:      | M&O MAINTENANCE SOUTH 1 | Name:      | M&O MAINTENANCE SOUTH 1 |
| Vendor Code:     | 113403                  | Address:   | 6620 11TH AVE.          | Address:   | 6620 11TH AVE.          |
| Name:            | OLD MASTER PRODUCTS INC |            | LOS ANGELES, CA, 90043  |            | LOS ANGELES, CA, 90043  |
| Address:         | 7751 HAYVENHURST AVE    | Phone:     | 323-789-5000            | Phone:     | 323-789-5000            |
|                  | VAN NUYS, CA, 91406     | FAX:       |                         | FAX:       |                         |
| Phone:           | 323-291-0677            | Attention: | Lu, Danny               | Attention: | Lu, Danny               |
| FAX:             |                         |            |                         |            |                         |
| Attention:       | CARL HLASKI             |            |                         |            |                         |

| #   | School Name | G/L Account         | Work Order |
|-----|-------------|---------------------|------------|
| 001 | FREMONT SH  | CC:0001865001-10520 | 14183033   |

The **Head Stock Clerk or Designee** is responsible for signing the **Modified PO** report. Requestor to obtain the required signature in the **Approved to Modify** line. The **Approved to Modify** signature is determined by the Dollar amount of the requisition. **CPM** signs Requisitions for up to \$10,000, **AFSD** for \$10,001-\$25,000 and **RFD** for \$25,001-\$100,000.

Submit the signed **Modified PO** report to **Clerical** for processing.

*The Clerical department performs this function.*

Go to the **Revised PO** record in the **Purchase Order** application. You may search for it by entering the **PO number** in the search field and click on the icon. Make sure you are on the **Revised PO**; the status will also be in **PNDREV**.

Purchase Orders

Find: 44001

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

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐



If you are not on your revised PO record, click on the **List** tab. The result set will display both PO revisions. Select the revision that was submitted to you on the Modified PO report.

Purchase Orders

Find:  Select Action

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

Advanced Search Save Query Bookmarks

POs Filter 1 - 2 of 2

| PO     | Revision | Description                                |
|--------|----------|--------------------------------------------|
| =44001 |          |                                            |
| 44001  | 0        | AA 14183033 Fremont SH, Purchase Bookcases |
| 44001  | 1        | AA 14183033 Fremont SH, Purchase Bookcases |

☐ Select Records

On the **Revised PO**, click on the change status icon and select **INTREADY (Ready to Interface)**.

Purchase Orders

Find: 44001 Select Action

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

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases Site: LAUSD Status: PNDREV

Revision: 1 Modifying line 1 quantity and unit cost. Bypass Contract Revision on PO Approval? ☐

Select **Ready to Interface** on the **New Status** dropdown and hit **OK**.

Change Status

PO: 44001 AA 14183033 Fremont SH, Purchase Bookcases

Revision: 1 Modifying line 1 quantity and unit cost.

Status: PNDREV Pending Revision

Memo:

\* New Status: Ready to Interf

\* Status Date: 7/9/13 10:29 AM

Memo:

OK



The **Modified PO** will interface through the same cycle as before with email notifications. If successful, the **Modified PO** record status will automatically be changed to **APPR**.

The screenshot shows the 'Purchase Orders' application in Maximo. The top bar includes a 'Find' field and a 'Select Action' dropdown. Below the bar are tabs for 'List', 'PO', 'PO Lines', 'Ship To / Bill To', 'Terms and Conditions', and 'Specifications'. The main area displays details for PO: 44001, AA 14183033 Fremont SH, Purchase Bookcases. The status is 'APPR', highlighted by a red arrow. Other fields include 'Revision: 1' and 'Modifying line 1 quantity and unit cost'.

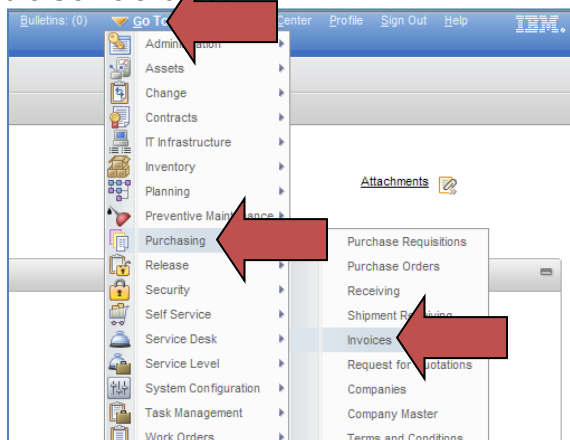
After the status is changed to **APPR**, submit the **Modified PO** report back to the **Requestor**.

**Head Stock Clerk or Designee** to submit a copy of the **Modified PO** report to **Vendor**.

## 8. CREATE MAXIMO INVOICE RECORD

*The Clerical department performs this function.*

Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



In the **Invoices** application, click on the  icon to create a new **Invoice** record.

The screenshot shows the 'Invoices' application in Maximo. The top bar includes a 'Find' field and a 'Select Action' dropdown. Below the bar are tabs for 'List', 'Invoice', 'Invoice Lines', 'Terms and Conditions', and 'Specifications'. The 'New' icon (a blue square with a white plus sign) is highlighted with a red arrow.



A new Invoice number will auto-populate. Type in the same **PO description** in the description box. Enter the **PO number** in the **PO** field.

Click on the floppy disk  icon to save.

**9. ORDER RECEIVED, HEAD STOCK CLERK OR DESIGNEE RECEIVE LINE ITEM IN RECEIVING APPLICATION AND SUBMIT INVOICE/RECEIPT/PACKING LIST TO CLERICAL**

*The Head Stock Clerk or Designee performs this function*

After receiving the item(s) from the vendor, requestor to receive item in Maximo. In the **Start Center** of Maximo, under **Favorite Applications**, click on the **Receiving** application.

In the **Receiving** application, enter the **PO number** in the **Find** field and click on the  to search for the record.



You will then be taken to the **Materials Receipt** tab of the record.

Receiving  
anny.lu on MaxCron00

Find: [ ] Select Action [ ]

List Material Receipts Service Receipts

PO: 450009999T STORES-1, Inventory Replenishment, Ballast Site: LAUSD PO Status: APPR  
Company: 101668-A ASSOCIATED OF LOS ANGELES Pretax Total: 51.25 Receipts: NONE  
Attention: 783916 Lu, Danny Received Cost: 0.00 Ordered Date: 9/24/13 12:15 PM  
Attachments [ ]

Material Receipts Filter [ ] 0 - 0 of 0

| PO Line                  | Item | Description | Quantity | Order Unit | Type | Insp. Status |
|--------------------------|------|-------------|----------|------------|------|--------------|
| ...No rows to display... |      |             |          |            |      |              |

Select Receipts to Void Select Items for Return Select Rotating Assets for Return

Click on the **Select Order Items** button.

Material Receipts Filter [ ] 0 - 0 of 0

| PO Line                  | Item | Description | Quantity | Order Unit | Type | Insp. Status | Actual Date |
|--------------------------|------|-------------|----------|------------|------|--------------|-------------|
| ...No rows to display... |      |             |          |            |      |              |             |

Select Receipts to Void Select Items for Return Select Rotating Assets for Return **Select Ordered Items**

The **Select Ordered Items** window will appear. Check the checkbox on the lines that were received (verify the Quantity) and click on the **OK** button.

Select Ordered Items

Storeroom: [ ] Find [ ]

Ordered Items Filter [ ] 1 - 1 of 1 Download [ ]

| <input checked="" type="checkbox"/> | PO Line | Item       | Description                      | Packing Slip | To Storeroom | Quantity Due | Quantity Ordered | Invoice |
|-------------------------------------|---------|------------|----------------------------------|--------------|--------------|--------------|------------------|---------|
| <input checked="" type="checkbox"/> | 1       | 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V |              | STORES-1     | 5.00         |                  |         |

OK

You will taken back to the previous screen with the item in the **Material Receipts** section.

Receiving  
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Find: [ ] Select Action [ ]

List Material Receipts Service Receipts

PO: 450009999T STORES-1, Inventory Replenishment, Ballast Site: LAUSD PO Status: APPR  
Company: 101668-A ASSOCIATED OF LOS ANGELES Pretax Total: 51.25 Receipts: NONE  
Attention: 783916 Lu, Danny Received Cost: 0.00 Ordered Date: 9/24/13 12:15 PM  
Attachments [ ]

Material Receipts Filter [ ] 1 - 1 of 1 Download [ ]

| PO Line | Item       | Description                      | Quantity | Order Unit | Type    | Insp. Status | Actual Date      |
|---------|------------|----------------------------------|----------|------------|---------|--------------|------------------|
| 1       | 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V | 5.00     | EA         | RECEIPT | COMP         | 9/24/13 12:24 PM |

Select Receipts to Void Select Items for Return Select Rotating Assets for Return **New Row**

**Note:** When an inventory item is received, the balance automatically adjusts with the received amount.

To verify/change the Bin Number, click on the icon to open up the **Material Receipts** line.

Material Receipts Filter [ ] 1 - 1 of 1

| PO Line | Item       | Description                      |
|---------|------------|----------------------------------|
| 1       | 2850608000 | BALLAST ELECTRONIC 2-F032T8 120V |



The details of this line will appear. Verify that the correct bin number is entered. You may change the bin number if you like.

After you are satisfied with the Bin location and have received all items. Click on the floppy disk icon  to save the record. The Receipts status will be changed to **COMPLETE** if all items were received.

Head Stock Clerk or Designee to obtain **Inspected By, Received By** and **Approved to Pay** signatures on the **PO Report**. Submit the **PO report, Purchase receipt(s), Packing Slip** and **Vendor Invoice** to **Clerical** to pay the vendor.

## 10. CHANGE MAXIMO INVOICE STATUS TO PAID AND SUBMIT INVOICE AND PO TO ACCOUNTS PAYABLE

*The Clerical Department performs this function.*

Go to the **Invoice** application by either through the **Start Center Favorite Applications** list, or utilizing the **Go To** shortcut.



Search for your **Invoice record** by the **PO** in the **List** tab search fields.

Invoices  
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Find: [ ] Select Action [ ]

List [ ] Lines [ ] Terms and Conditions [ ] Specifications [ ]

Advanced Search [ ] Save Query [ ] Bookmarks [ ]

Invoices [ ] Filter [ ] 0 - 0 of 0

| Invoice | Description | Status | Vendor Invoice | PO Site | PO        |
|---------|-------------|--------|----------------|---------|-----------|
|         |             |        |                |         | 45000999T |

To find records, use the filter fields above and then press Enter.  
For more search options, use the Advanced Search button above.  
To enter a new record, select the Insert icon in the toolbar.

On the **Invoice record**, enter the Invoice number from the vendor's invoice in the **Vendor Invoice** field and the date you received the Invoice in the **Invoice Date** field.

Invoices  
anny.ju on MaxCron00

List [ ] Invoice [ ] Invoice Lines [ ] Terms and Conditions [ ] Specifications [ ]

Invoice: 272667 STORES-1, Inventory Replenishment, Ballast Site: LAUSD Type: INVOICE Status: ENTERED

Attachments [ ]

| Invoice Details                                                                                                                             | PO Details                                                                                                                                                                            | Dates                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Original Invoice: [ ]</p> <p>Reverse Invoice: [ ]</p> <p>Vendor Invoice: A12345</p> <p>Approval #: [ ]</p> <p>* Entered By: DANNY LU</p> | <p>PO: 45000999T</p> <p>Site: LAUSD</p> <p>Company: 101600-A</p> <p>Currency: USD</p> <p>Buyer: [ ]</p> <p>Receipts: NONE</p> <p>Total Cost: 55.73</p> <p>Uninvoiced Total: 55.73</p> | <p>Entered Date: 9/24/13 12:20 PM</p> <p>Invoice Date: 10/1/13</p> <p>* GL Posting Date: 9/24/13 12:20 PM</p> <p>Due Date: [ ]</p> <p>Paid Date: [ ]</p> |

Click on the floppy disk  icon to save the record.

Click on the **Invoice Lines** tab and click on the **Copy PO Lines** button.

Invoices  
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List [ ] Invoice [ ] Invoice Lines [ ] Specifications [ ]

Invoice: 272667 STORES-1, Inventory Replenishment, Ballast Pretax Total: 0.00 Type: INVOICE

Line Total: 0.00 Status: ENTERED

Invoice Total: 0.00 Site: LAUSD

| Line                | Item | Description | PO | PO Site | Quantity | Unit Cost | Tax | Line Cost |
|---------------------|------|-------------|----|---------|----------|-----------|-----|-----------|
| No rows to display. |      |             |    |         |          |           |     |           |

Copy PO Lines [ ] Post Transactions [ ] Distribute Costs [ ] New Row [ ]

The **Copy PO Lines** window appears. Check the lines that match the Invoice and click **OK**.

Copy PO Lines

☒ View all lines  
☐ View all lines that are not invoiced

PO Lines [ ] Materials [ ] Services [ ]

PO Lines [ ] Filter [ ] 1 - 1 of 1 [ ] Download [ ]

| PQ                                  | Line      | Item | Description                                 | Quantity | Uninvoiced Quantity | Line Cost | Uninvoiced Cost | Site  |
|-------------------------------------|-----------|------|---------------------------------------------|----------|---------------------|-----------|-----------------|-------|
| <input checked="" type="checkbox"/> | 45000999T | 1    | 2850608000 BALLAST ELECTRONIC 2-F032T8 120V | 5.00     | 5.00                | 51.25     | 51.25           | LAUSD |

OK [ ]



The **PO Lines** will be brought back over to the **Invoice Line** tab.

Click on the floppy disk  icon to save the record.

Change the status of the Invoice record to **PAID** by clicking on the  icon located on the top toolbar.

The **Change Status** window will appear with **Paid (PAID)** as the selected status. Click **OK**.  
**NOTE:** The **PO status** will change to **CLOSE** when **Invoice status** is changed to **PAID**.

Clerical to submit the **Vendor Invoice, Packing Slips** and a copy of the signed **PO report** to **Accounts Payable**.

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