

Training Course PTP0300, Vendor Management  
Quick Reference Sheet

Account Group	Description	Number Range	Accounting Info - Acctg	Payment Trans - Acctg	Withholding Tax - Acctg	Purchasing Data	Custom Fields
Z001	Trade Vendors (SRM --- Shopping Carts, POs, Contracts, RFx) <i>New records and Updates to records should be triggered using SUS (Supplier Self Registration or Supplier Portal). Point of entry is Procurement's website. See snapshots at end of document.</i>	1000000000 to 1999999999	Recon Acct = 950001 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = W Inv Tolerance Grp = 1000	WH Tax Type = FE / ST/ OS WH Tax Code = 07 / 16 / OC	Order Currency = USD Terms of Paymt = 4500	LAUSD SBE
Z002	Payment Remittance	2000000000 to 2999999999	Recon Acct = 950001 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = W Inv Tolerance Grp = 1000	WH Tax Type = FE / ST/ OS WH Tax Code = 07 / 16 / OC		LAUSD SBE
Z003	Non Employee (Special Education Parent reimb., stipends, Private School reimb., etc.)	3000000000 to 3999999999	Recon Acct = 950001 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = W Inv Tolerance Grp = 1000			
Z004	Schools/Offices (LAUSD Imprest Accounts, LAUSD Student Body Accounts, Charter Schools)	4000000000 to 4999999999	Recon Acct = 950001 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = W Inv Tolerance Grp = 1000			
Z005	Facilities Imprest (Facilities issues checks from their Imprest Accounts using this Account Group)	5000000000 to 5999999999	Recon Acct = 950002 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = I Inv Tolerance Grp = 1000	WH Tax Type = FE / ST/ OS WH Tax Code = 07 / 16 / OC		LAUSD SBE

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Z006	Miscellaneous (Developer Fees, Special Education Providers, other various direct payments, etc.)	6000000000 to 6999999999	Recon Acct = 950001 Sort Key = 001	Paymt Terms = 0001 Tolerance Grp = K001 Cr Memo Terms = 0001 Chk Db Invoice = [ck mark] Paymt methods = W Inv Tolerance Grp = 1000	WH Tax Type = FE / ST/ OS WH Tax Code = 07 / 16 / OC		
Z007	Credit Card Master (LAUSD Credit Card holders have records to facilitate the P-Card reconciliation process)	7000000000 to 7999999999	Recon Acct = 950003 Card Holder PERNR	Chk Db Invoice = [ck mark] Payment Block = [ck mark]			LAUSD Credit Card Info
PAY1	Garnishment	Already exists (begins with 90...)	Recon Acct = 950008				
PAY2	Benefits and Payroll Deductions	Already exists (begins with 95...)	Recon Acct = 962020 Recon Acct = 962021 Recon Acct = 962022 Recon Acct = 950001				
Z008	3PR Payment Vendors	8000000000 to 8099999999 (Benefits)	Recon Acct = 962020				
		8100000000 to 8199999999 (Retirement)	Recon Acct = 962021				
		8200000000 to 8299999999 (Payroll Taxes)	Recon Acct = 962022				
		8300000000 to 8399999999 (Deductions)	Recon Acct = 962021				
		8900000000 to 8999999999 (Non-3PR)	Recon Acct = 950001				

Most Account Groups will use internal numbering (system generated numbers). Exceptions: PAY2 and Z008.

Account Group Z005 is maintained by Facilities (FPPS) Staff

Account Group Z007 is maintained by P-Card Unit Staff

Account Group PAY1 is maintained by Payroll Staff

**Procurement Services Division** (<http://psd.lausd.net>)

The screenshot shows the website's navigation menu on the left with a yellow arrow pointing to the 'START SHOPPING' button. The main content area includes a 'Welcome to the Procurement Services Division' message, a 'MISSION STATEMENT', and a notice about the '2012-2013 PROCUREMENT YEAR-END CLOSING TIMELINE SCHEDULE'.

The screenshot shows the 'Vendors/Contractors' registration page. It includes a 'Welcome to the Procurement Services Division' header, a 'Vendors/Contractors' section with a 'Register Your Business' link, and a 'Supplier Self Registration' link. A yellow arrow points to the 'First-time Vendor' link, and a green arrow points to the 'Existing Vendor' link. There are also links for 'Supplier Self Registration Terms and Conditions' and 'Supplier Portal Log In'.