



Los Angeles Unified School District

Imprest Claim Online Submittal Training

Accounts Payable Branch





Los Angeles Unified School District

Data Entry Crosswalk

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

IMPREST FUND CLAIM FORM

Section A

Date: 9/19/2017 Claim No: 18-1824501-010 Final Claim: ☐ Yes ☒ No
Vendor Name: LAUSD JOHNNIE L. COCHRAN MS Vendor Account No.: 4000000112
Prepared by: John Doe Phone: 323-733-2157 Email: john.doe@lausd.net

Section B

Date Received	Description	Check No	GL Account *	Amount	Fund	Functional Area	Cost Center No.
08/13/17	Books	013	430001	\$ 50.00	010-0000	1110-1000-7S046	1824501
8/15/2017	Paper	014	430001	\$ 60.00	010-0000	1110-1000-7S046	1824501
Total:				\$ 110.00			

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.

Guilberto Samuel **Guilberto Samuel** 9/20/2017
Signature of Administrator Print Name of Administrator Date

Commonly Used GL Accounts *

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

* - GL Account is also known as Commitment Item

Park Vendor Invoice: Company Code 1000

Free on Simulate Save as completed Editing options

Bal. 0.00

Basic data

Vendor 4000000112 SGL Ind ☐ Reference 18-1824501-010
Invoice date 09/19/2017
Posting Date 09/19/2017
Document Type KI (AP - Imprest ...)
Amount 110.00
Text Title 1 Imprest Claim
Paymt terms Due immediately

Vendor

Address
LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157

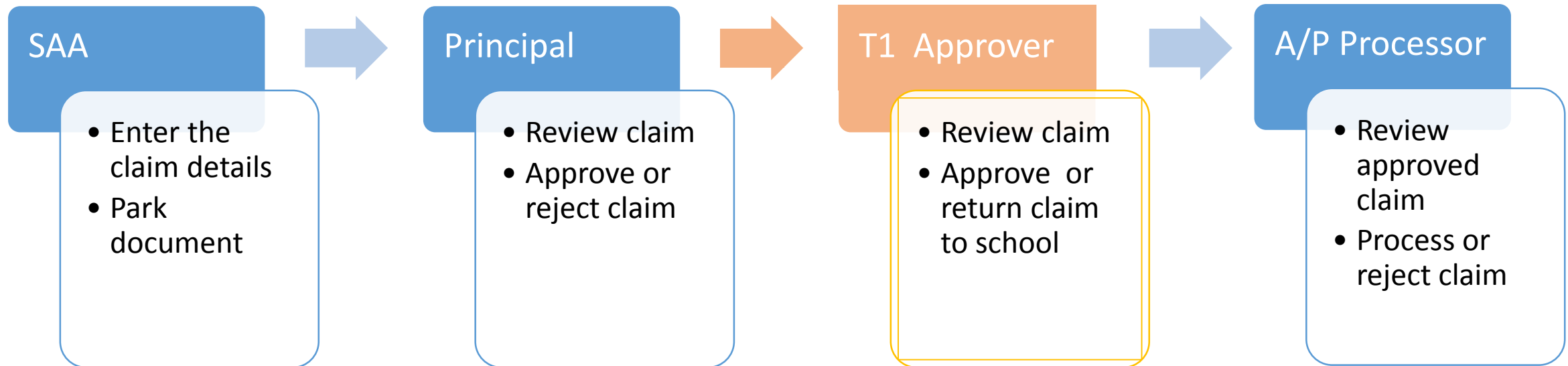
0 Items Screen Variant : ZAP_FV60_SCR8)

St...	G/L acc	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	Assignment
✓	430001	General Supplies	Debit	50.00	010-3010	1110-1000-7S046	1824501	check 013
	430001	General Supplies	Debit	60.00	010-3010	1110-1000-7S046	1824501	check 014
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					



Imprest Claim Online Submittal

On Line Claim Submittal Overview



NOTE:

- If the Principal rejects the transaction, it will go back to the SAA.
- Claim workflows to Title I only for claims that are funded by Title I programs. If claim is rejected by Title I approver, both SAA and Principal will be notified
- If A/P rejects the claim, both SAA and Principal will be notified.



Imprest Claim Online Submittal

SAP ACCESS ROLE for PREPARERS and APPROVERS

Home Financials/Budget Access Request A

Access Request Form | Role Approvers

Access Request Form

Detailed Navigation

- Access Request Form
- Access Request Status
- Copy Access Request
- My Security Profile

SAP Access Request Form

Submit

Request

SAP Login: <https://apps.lausd.net/>

Access Request tab → Access Request Form → Add – Role

Enter **RF845_0000** in the **Cost Center/Role Name** field (see screenshot below)

- Click **Search** ()
- Select **Role**
- Click **Add** () to move the role from **Available** to **Selected**
- Click **OK** ()
- The access role will be listed on the **User Access** tab
- Enter the reason for request in the **Justification for Access** field.
- Click **Submit** ()

Select Roles

Search Criteria

Maximum number of result rows:

Cost Center	is	<input type="text" value="1057101"/>
Company	is	<input type="text" value="Los Angeles Unified School District"/>
Business Process	is	<input type="text"/>
Subprocess	is	<input type="text"/>
Cost Center / Role Name	is	<input type="text" value="RF845_0000"/>
Role Description	is	<input type="text"/>
Transaction from Backend System	is	<input type="text"/>

Before proceeding with the above entries info under **Request Details**:

- Please check the Cost Center. If you have access to multiple location, then it will be part of the dropdown.
- If submitting for a different person, select 'Other' under the Request For dropdown. Follow prompts to locate (select) the person.



Los Angeles Unified School District



Instructions for SAAs And Financial Managers



Imprest Claim On Line Submittal

Step 1: Login to SAP

- Go to <https://apps.lausd.net/> (SAP Link)
- Enter your Single Sign On user ID and password



Please log on to continue.

User name:

Password:

Log on

Enter your Single Sign-On (email) username and password to Log On. e.g.
(msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name
(@lausd.k12.ca.us @lausd.net).

Account Problems? [Get Support](#).



Imprest Claim Online Submittal

Step 2: Click on **Accounts Payable** tab

➤ The screen below will display sample user – Anna Guevarra

Go to Accounts
Payable Tab

The screenshot shows a web application interface. At the top, a yellow banner says "Welcome ANNA GUEVARRA". Below it is a horizontal tab bar with four tabs: "Home", "Systems", "Access Request", and "Accounts Payable". The "Accounts Payable" tab is highlighted with a blue background. A red callout box with the text "Go to Accounts Payable Tab" has a red arrow pointing to this tab. Below the tabs is a dark blue bar with the word "Systems" in white. Underneath that is a light blue bar with the word "Overview". On the left side, there is a "Detailed Navigation" section with a minus icon, containing two items: "ECC_WINGUI" and "ECC_WEBGUI". Below that is a "Portal Favorites" section with a list icon and a square icon. The main content area on the right is titled "Overview" and is currently empty.



Imprest Claim On Line Submittal

Step 3: Click on “Submit Imprest Claim” under Process Transaction

A screenshot of a web application interface for "Accounts Payable". At the top, a yellow banner says "Welcome ANNA GUEVARRA". Below it is a navigation bar with tabs: "Home", "Systems", "Access Request", and "Accounts Payable". The "Accounts Payable" tab is active. Under this tab, there is a sub-section titled "Process Transactions" which is highlighted with a red box. Below "Process Transactions" is another section titled "Accounts Payable". In the left sidebar, there is a "Detailed Navigation" section with a minus icon. It contains two items: "Display Parked Document" and "Submit Imprest Claim". A red box highlights "Submit Imprest Claim", and a red arrow points from this box to a larger red box containing the text "Click this". Below the navigation section is a "Portal Favorites" section with icons for a list and a window.

Welcome ANNA GUEVARRA

Home Systems Access Request Accounts Payable

Process Transactions

Accounts Payable

Detailed Navigation

- Display Parked Document
- Submit Imprest Claim

Portal Favorites

Click this



Imprest Claim Online Submittal



For first time users, please **follow** the steps shown in pages 10 to 12 to setup the Document Type **prior** to proceeding with the data entry.



Los Angeles Unified School District

What the Imprest Preparer (SAA/Financial Managers) will see the first time they login

Step 1: Document type field is hidden. Click **Editing options**.

Park Vendor Invoice: Company Code 1000

Tree on Simulate Save as completed **Editing options**

Bal. 0.00

Basic data

Vendor ☐

Invoice date Reference

Posting Date 09/26/2017

Amount

Text

Doc Type field is hidden

0 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)


St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element
			Debit					

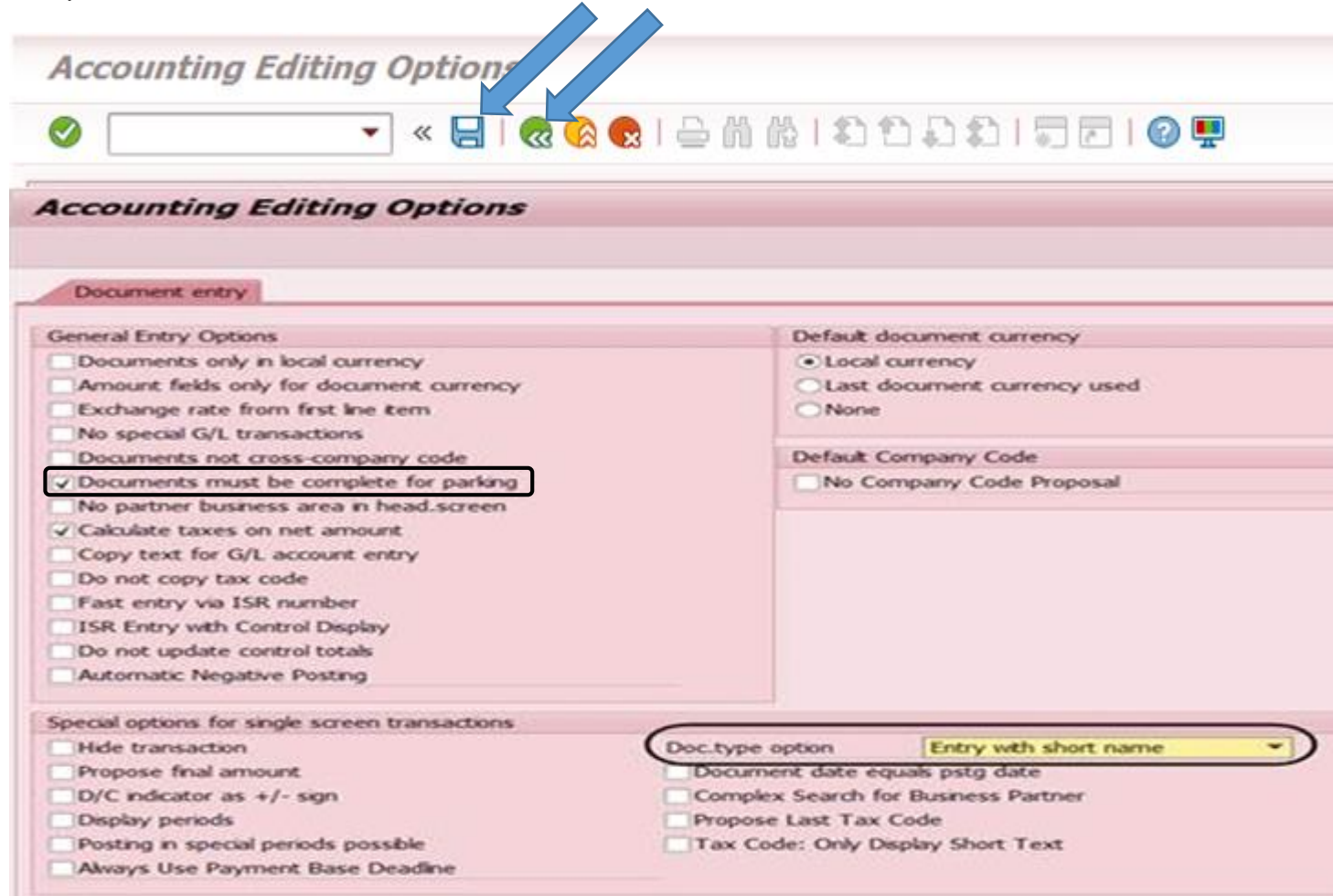


Los Angeles Unified School District

Step 2: Check box for **Documents must be complete for parking**.

Step 3: Go to **Doc type option** at the bottom of the screen, select **Entry with short name**.

Step 4: Click **Save**, then click the  Back arrow.

The screenshot shows the "Accounting Editing Options" window. At the top, there is a toolbar with a green checkmark, a dropdown menu, and several icons. Two blue arrows point to the "Save" icon (a floppy disk) and the "Back" icon (a green arrow pointing left). Below the toolbar, the "Accounting Editing Options" title bar is visible. The main content area is titled "Document entry" and contains several sections of options. In the "General Entry Options" section, the checkbox "Documents must be complete for parking" is checked and highlighted with a black box. In the "Doc.type option" dropdown menu at the bottom right, "Entry with short name" is selected and highlighted with a yellow background. Other options include "Documents only in local currency", "Amount fields only for document currency", "Exchange rate from first line item", "No special G/L transactions", "Documents not cross-company code", "No partner business area in head.screen", "Calculate taxes on net amount", "Copy text for G/L account entry", "Do not copy tax code", "Fast entry via ISR number", "ISR Entry with Control Display", "Do not update control totals", "Automatic Negative Posting", "Hide transaction", "Propose final amount", "D/C indicator as +/- sign", "Display periods", "Posting in special periods possible", "Always Use Payment Base Deadline", "Default document currency" (Local currency, Last document currency used, None), "Default Company Code" (No Company Code Proposal), "Document date equals pstg date", "Complex Search for Business Partner", "Propose Last Tax Code", and "Tax Code: Only Display Short Text".



Los Angeles Unified School District

- The **Document Type** field is now showing and indicates **KI (AP-Imprest Replenishment)**.

Basic data	
Vendor	40000000112
Invoice date	09/20/2017
Posting Date	09/20/2017
Document Type	KI (AP - Imprest Rep)
Amount	110.00
Text	Title 1 Imprest Claim

Refer



You only do these steps once. Next time you log in proceed directly with the data entry.



Los Angeles Unified School District

Data Entry Instructions





Los Angeles Unified School District

Data Entry Crosswalk

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

IMPREST FUND CLAIM FORM

Section A

Date: 9/19/2017 Claim No: 18-1824501-010 Final Claim: ☐ Yes ☒ No
Vendor Name: LAUSD JOHNNIE L. COCHRAN MS Vendor Account No.: 4000000112
Prepared by: John Doe Phone: 323-733-2157 Email: John.doe@lausd.net

Section B

Date Received	Description	Check No	GL Account *	Amount	Fund	Functional Area	Cost Center No.
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8/15/2017	Paper	014	430001	\$ 60.00	010-0000	1110-1000-7S046	1824501
Total:				\$ 110.00			

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.

Guilberto Samuel **Guilberto Samuel** 9/20/2017
Signature of Administrator Print Name of Administrator Date

Commonly Used GL Accounts *

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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

* - GL Account is also known as Commitment Item

Park Vendor Invoice: Company Code 1000

Free on Simulate Save as completed Editing options

Basic data

Vendor: 4000000112 SGL Ind: ☐ Reference: 18-1824501-010
Invoice date: 09/19/2017 Posting Date: 09/19/2017
Document Type: KI (AP - Imprest ...)
Amount: 110.00
Text: Title 1 Imprest Claim
Paymt terms: Due immediately

Bal: 0.00

Vendor

Address

LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157

0 Items Screen Variant : ZAP_FV60_SCR8)

St...	G/L acc	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	Assignment
✓	430001	General Supplies	Debit	50.00	010-3010	1110-1000-7S046	1824501	check 013
	430001	General Supplies	Debit	60.00	010-3010	1110-1000-7S046	1824501	check 014
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					
			Debit					



Imprest Claim Online Submittal

Step 4: SAP Imprest Claim Entry Screen: Basic Data to be entered by the SAA or Financial Manager.

Park Vendor Invoice: Company Code 1000

Tree on Simulate Save as completed Editing options

Basic data

Vendor 4000000112 **1**
Invoice date 09/20/2017 **2**
Posting Date 09/20/2017
Document Type **4** KI (AP - Imprest Rep **5** *Make sure Document Type selected is KI*
Amount 110.00
Text Title 1 Imprest Claim **6**
Reference 18-1824501-010 **3**

Bal. 0.00

Vendor Address
LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157
OIs

2 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element
✓	430002	General Supplies	Debit	50.00	010-3010	1110-1000-7S046	1824501	
✓	430001	General Supplies	Debit	60.00	010-0000	1110-1000-7S046	1824501	
			Debit					
			Debit					

This is automatically filled once the vendor code is entered

If charged to a different cost center, the authorization of the CC administrator should be attached.



Imprest Claim Online Submittal

- Drag the bottom scroll bar to the right to display the remaining data fields.

Park Vendor Invoice: Company Code 1000

Tree on Simulate Save as completed Editing options

Basic data

Vendor: 4000000112
Invoice date: 09/20/2017
Posting Date: 09/20/2017
Document Type: KI (AP - Imprest Rep)
Amount: 110.00
Text: Title 1 Imprest Claim

Reference: 18-1824501-010

Bal. 0.00

Vendor
Address:
LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157

OIs

Bond paper
Marker

Only G/L account for authorized expense types will be allowed here.

2 Items (Screen Variant : ZFV60 IMPREST_REPL_0105)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Assignment
✓	430001	General Supplies	Debit	50.00	Bond paper	check 013
✓	430001	General Supplies	Debit	60.00	Marker	check 014
			Debit			
			Debit			

13 14

Blue arrow pointing to the bottom scroll bar.



Imprest Claim Online Submittal

Field Name	Data To Enter
1. Vendor	Enter the 10-digit Imprest Vendor Number. The vendor number should start with “4”.
2. Invoice Date	Enter the date of the Imprest claim request.
3. Reference	Enter your self-assigned Imprest Claim number that should include the 2-digit fiscal year, 7-digit Cost Center, and 3-digit sequential number. Example: 17-1082301-001 where 17 is FY 2017-18, 1082301 is the cost center, and 001 is the first claim in the fiscal year. NOTE: <i>Each claim number should be unique. Error will be encountered if a previously used reference number is entered.</i>
4. Document Type	This field should be defaulted to “KI (AP - Imprest Replenishment)”. If not defaulted to KI, see pages 8-11 for one time set-up instructions.
5. Amount	Enter the overall total of the Imprest claim.
6. Text	Click dropdown arrow to choose the appropriate claim type a) Regular Imprest Claim b) Title I Imprest Claim, or c) Closing Imprest Claim
7. G/L Account	Enter the GL code that is appropriate for the type of expense. Example: 430001 for supplies, etc.
8. D/C	Select Debit for expenses or Credit for adjustment. Example of adjustment: Duplicate claim or over reimbursement from previous claim(s) that you want to deduct from the current claim.
9. Amount in Doc Cur	Enter the amount for that line item



Imprest Claim Online Submittal

Field Name	Data To Enter
10. Fund	Enter the fund for the program you are charging for that line item. Example: "010-0000" or leave it blank as this will be derived once your enter the Functional area in #11
11. Functional area	Enter the Functional Area for the program you are charging the line item.
12. Cost Center	Enter the cost center that owns the program where the line item is charged. If the cost center is other than your own, the authorization of the Cost Center Administrator being charged is required to be attached to the this document for Accounts Payable to pay the claim.
13. Text	Enter brief description of the item purchased.
14. Assignment	Enter the Imprest check number issued for that line item.



Imprest Claim Online Submittal

Step 5: Click **Save as Completed** – this will trigger an immediate budget check.

If any of the entered funding line(s) has issues, SAP error(s) such as ABE (Annual Budget Exceeded) or Combination error (invalid combination of cost center and program), etc. will appear immediately.



A pop-up window will appear for **Save Approvers/Reviewers** --- see **Step 6**.



Imprest Claim Online Submittal

Step 6: Click **Save Approvers/Reviewers** (either top left or bottom right button) to complete the transaction and initiate the approval workflow.

1. **First Approver** - the Cost Center's Imprest administrator
2. **Second Approver** - Title I Approver (if claim is charged to Title I) or Accounts Payable Imprest Processor (Regular Claim)
3. **Third Approver** - Accounts Payable Imprest processor (if Title I claims)

Park Vendor Invoice: Company Code 1000

Save Approvers/Reviewers ! You must click on Save Approvers button to complete the transaction

Doc. Number Document Type
5002406594 KI

Add Approver **Delete Approver**

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver	GSAMUEL...	GILBERTO SAMUEL	1824501			00:00:00	
Second Approver	JALCARA...	JEZREEL IAN ALCARAZ	1057101			00:00:00	

Add Reviewer **Delete Reviewer**

Reviewers Preview	UserID	Name	Position	Location of Position
-------------------	--------	------	----------	----------------------

User Comments

Comments History

U 1, Co 1 Ln 1 - Ln 1 of 1 lines

Save Approvers/Reviewers





Imprest Claim Online Submittal

Step 7: After clicking the **Save Approvers/Reviewers**, a blank Imprest screen will appear with **Document** number (at the bottom of the screen) for the claim you've entered. Write down the **Document** number (10-digit number that starts with "50") for your reference.

Document Edit Goto Extras Settings Environment System Help

Park Vendor Invoice: Company Code 1000

Tree on Simulate Save as completed Editing options

Basic data

Vendor

Invoice date Reference

Posting Date 09/20/2017

Document Type KI (AP - Imprest Rep)

Amount

Text

Bal. 0.00

0 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element
			Debit					
			Debit					
			Debit					
			Debit					

Document 5002406598 1000 was parked

To attach receipts, supporting documents, please see next page on How to Attach/Display documents.



Imprest Claim Online Submittal



www.psdgraphics.com

Instructions on How to Attach/Display Documents



Los Angeles Unified School District

HOW TO ATTACH DOCUMENTS

- Sample attachments: ATRN (approved travel form), Field Trip form, Donation Form, receipts, agenda etc.

LOS ANGELES UNIFIED SCHOOL DISTRICT
REQUEST FOR TRAVEL AND ATTENDANCE AT CONFERENCE, CONVENTION OR MEETING

Name (First, Middle, Last) _____ Date _____ ☐ District Employee ☐ District Traveler
Personnel Number _____ Employee Number _____ Job Class Code _____ Title _____ Location Code _____
School/Office Name _____ Case Code _____ ☐ Conference ☐ Classified ☐ Non-Classified
Work Telephone No. _____ Fax Telephone No. _____ Email _____
Point of contact (SAA for Schools/Travel Site Specialist for non-school based Offices):
Email _____ Telephone _____

TRAVEL & CONFERENCE ATTENDANCE INFORMATION

General Trip Dates: _____
Date: _____ Time: _____ ☐ AM ☐ PM
Is this a personal vehicle to be used to get to the destination? ☐ Yes ☐ No
If yes, enter estimated mileage: _____
If yes, please attach any driving distance from school/work to event location.
Trip Dates: _____
Date: _____ Time: _____ ☐ AM ☐ PM
Destination: _____
Trip Type: _____
Please select TRIP TYPE from the Drop-Down Menu
Local (within 40 miles of work/home)
Trip Location: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Estimated Funds from Expense Budget Line: Funds must be available at the time of entry into SAP.

No. Description	Cost Center	GL	Initial/PM Element	Fund	Cost	Estimated Line

ESTIMATED EXPENSES:

Item	Quantity	Unit Cost	Total Cost	Item	Quantity	Unit Cost	Total Cost
Hotel				Travel			
Meals				Transportation			
Car Rental				Per Diem			
Airfare				Other			
Grounds				Other			
Boat				Other			
Warehouse				Other			
Printing				Other			
Car Rental				Other			
Subtotal				Other			
Tax/Vehicle				Other			
Shipping				Other			
Subtotal				Other			
ESTIMATED EXPENSES: \$				Other			
Must be provided at conference? <input type="checkbox"/> Yes <input type="checkbox"/> No				Other			

*** Substantive - Outside Agency: Please indicate the expense budget line used for the submission.

No. Description	Cost Center	GL	Initial/PM Element	Fund	Cost	Estimated Line

Substantive: Please read and understand the guidelines of Substantive (SAP) and include under priority of projects that the following is true and correct.

Submitted by: _____
Approved by: _____
Approved by: _____
Approved by: _____

Form 10-01 (Rev. 08/07)

LOS ANGELES UNIFIED SCHOOL DISTRICT
Business Services Division

REQUEST FOR PROCESSING OF A CASH DONATION

School/Office: Evans Community Adult School Location Code: 9092
Contact Person: Rosario P. Galvan Telephone No.: (213) 626-7151
Name of Donor: Irwin Haimowitz Trust/ Russell Gerra Telephone No.: (310) 459-5152
Address: 1580 Chastain Parkway Pacific Palisades, CA 90272
CASH DONATION: Amount of attached Check(s) \$ 50,000.00
Fund/Program Code to be credited: 3717 / 4310
Describe how the donation will be used:
Purchase of items for school improvement and student scholarships.
Use this form to process for Board Approval donations of material, equipment or services with a value greater than \$25,000.
EQUIPMENT: Description: N/A
Make & Model No. _____
Serial No. _____ Age _____ Value _____
MATERIAL: Description: N/A
Value _____
SERVICES: Description: N/A
Value _____
Approval: Site Administrator: Rosario P. Galvan Date: 1/31/2008

CENTRAL OFFICE USE ONLY

Budget Service Branch/Local District Fiscal Services
Date Processed by: 1/31/2008
Signature: Rosario P. Galvan
Contract Section (for donations exceeding \$25,000):
Date of Board Approval: _____
Signature: _____
General Accounting Branch:
Date Check Deposited: _____
Signature: _____



Command Center Agenda
August 15, 2017, 7:00 AM - 4:00 PM
Room 10-152

Objectives:
his meeting will provide us with the opportunity to collaborate and discuss the status of school opening day.

Participants:
A/SIS team members, Infosys team members, MISiS Leadership

Time	Activity	Team	
7:00 AM	• Arrival • Monitoring boards/Skype	• Team Leads • Vertical Leads	• SMEs • Robert Pelayo
9:00 AM	• Check-in meeting • Help Desk Stats • Performance (monitor CPU board for attendance and enrollment)	• All listed above • Murali Somasundaram • Sofia Hernandez	• Ryan Tiangco • Themy Sparangis
10:00 AM	• Schools with 20 students out of class need to call in • Populate Google Doc • Decide if support needs to be deployed	• Joseph Garcia • Raul Chagoyan (backup) • IT Support • Dawn Patrol	
11:00 AM	• Check-in meeting • Help Desk Stats • Performance • Analysis of priority schools from 10am (schools who need support)	Same as 9:00 meeting Determine if the 1:00 meeting is necessary	
1:00 PM	• Check-in meeting, if needed	Same as 9:00 meeting	
3:30 PM	• Debrief of Day 1	• Project Leadership, All Leads, SMEs	



Imprest Claim Online Submittal

To attach documents from the blank Imprest screen:

Step 1: Click **Document** --> **Display** --> Enter **Document** number --> click **Continue**

The claim you previously entered will appear.

The screenshot shows the software interface for the Imprest Claim Online Submittal. The 'Document' menu is open, and the 'Display' option is highlighted. A red arrow points from the 'Display' option to the 'Display Parked Document: Initial Screen' dialog box. The dialog box contains the following fields:


Key for Parking	
Company Code	1000
Doc. Number	5002406598
Fiscal Year	2018





At the bottom of the dialog box are 'Continue' and 'Cancel' buttons.




Los Angeles Unified School District

Step 2: Click this button  to attach or open attached documents.

 **Edit Parked Vendor Invoice 5002406595 1000 2018**

 Tree  Simulate  Save as completed  Editing options

Basic data

Vendor 


Invoice date Reference

Posting Date

Document Type DocumentNo



Amount


Text

Bal. 


Vendor

Address

LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
 323-733-2157 

 OIs

1 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)

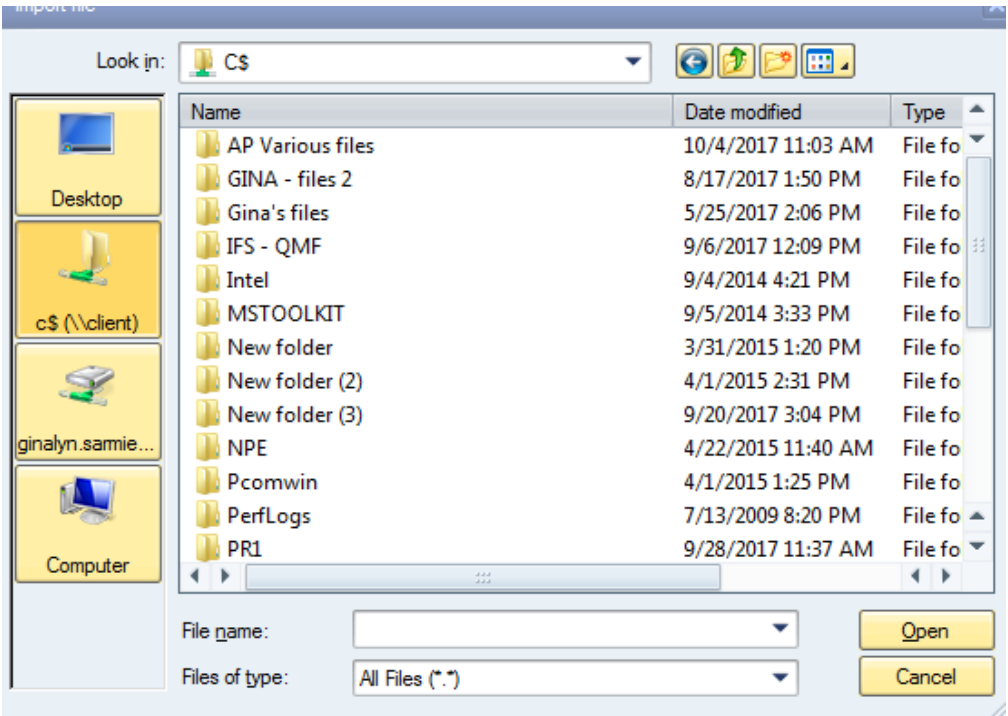
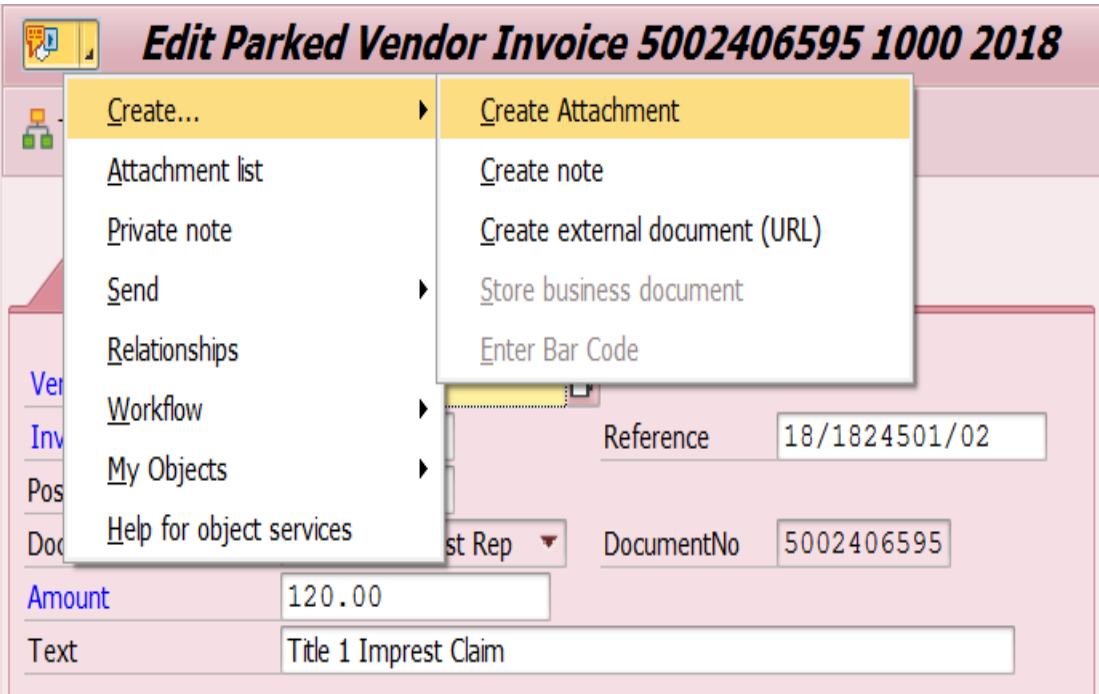
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element
	430001	General Supplies	Debit ▼	120.00	010-3010	1110-1000-7S046	1824501	
			Debit ▼					
			Debit ▼					
			Debit ▼					



Los Angeles Unified School District

Step 3: Select Create --> Create Attachment.

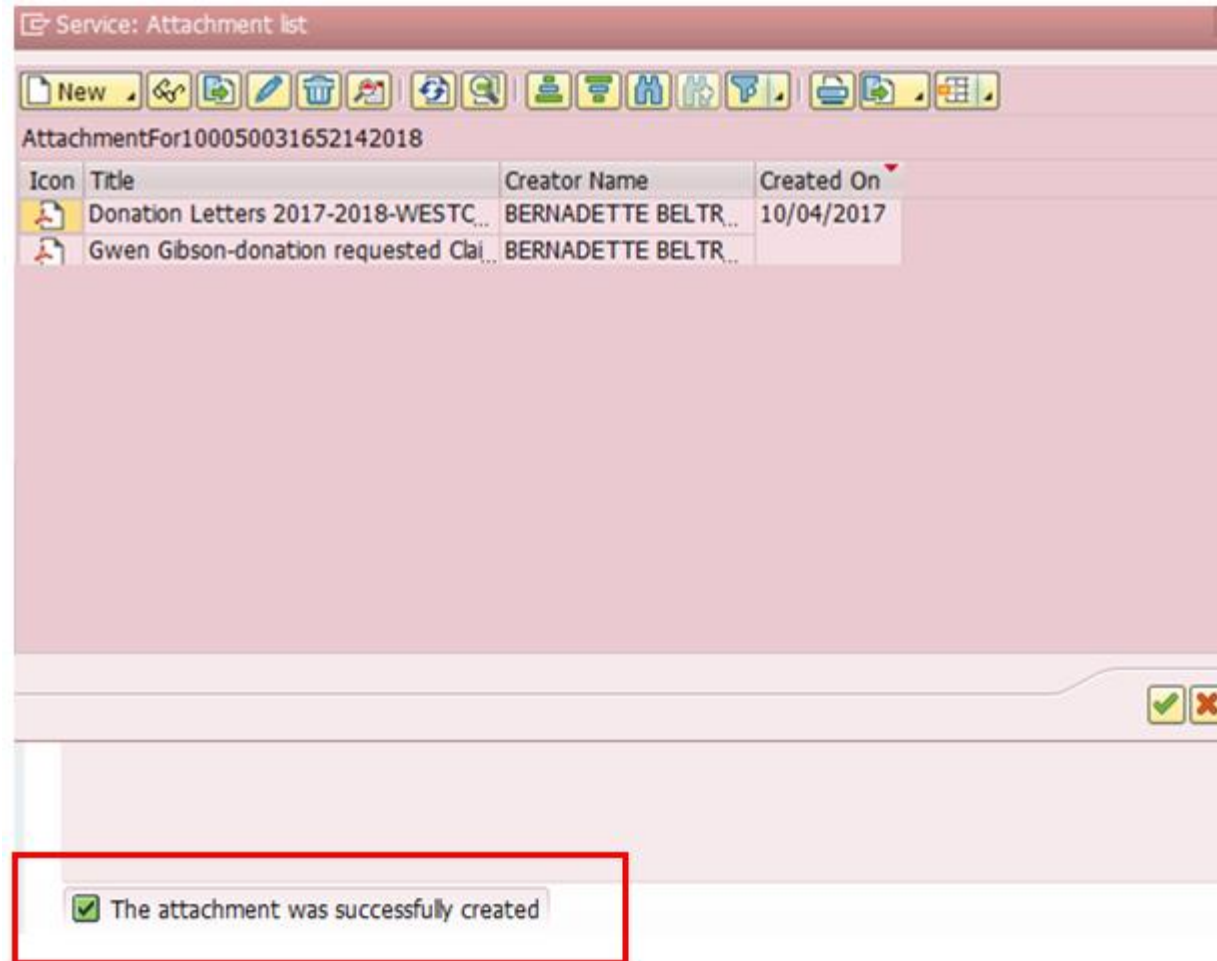
- Import file from your computer.





Los Angeles Unified School District


- After selecting the file (receipts, donation form, 10.12, field form etc.), the file are saved in the **Attachment list**.

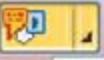




Los Angeles Unified School District

Another option to attach or display an attachment

- Step 1:** Click on  → **Attachment list** and attached file list will display.
- Double click on the file you want to open it.



Create...

Attachment list

Private note

Send

Relationships

Workflow

My Objects

Help for object services

Edit Parked Vendor Invoice 5002406595 1000 2018

Completed

Editing options

Reference

DocumentNo

Amount

120.00



Text

Title 1 Imprest Claim

Service: Attachment list

New

AttachmentFor100050031652142018

Icon	Title	Creator Name	Created On
	Donation Letters 2017-2018-WESTC...	BERNADETTE BELTR...	10/04/2017
	Gwen Gibson-donation requested Clai...	BERNADETTE BELTR...	



Imprest Claim On Line Submittal



Instructions on How to Display or Edit Pending / Parked Documents



Imprest Claim Online Submittal

To edit Pending (Parked) Imprest Claim document

Step 1: Go to **Accounts Payable** tab, click on **Submit Imprest Claim** under **Process Transaction**

A screenshot of a web portal interface. At the top, a yellow banner says "Welcome ANNA GUEVARRA". Below it is a navigation bar with tabs: "Home", "Systems", "Access Request", and "Accounts Payable". The "Accounts Payable" tab is selected. Below the tabs is a dark blue bar with the text "Process Transactions" highlighted by a red rectangle. Underneath this is a light blue bar with the text "Accounts Payable". Below that is a "Detailed Navigation" section with a minus sign icon. It contains two items: "Display Parked Document" and "Submit Imprest Claim". A red box with the text "Click this" has an arrow pointing to the "Submit Imprest Claim" item. Below the navigation section is a "Portal Favorites" section with a list icon and a window icon.



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Step 2: Click Document --> Select parked document

The screenshot shows the SAP Code 1000 interface. The 'Document' menu is open, displaying the following options:

- Change
- Display
- Select parked document (Ctrl+Shift+F9)
- Simulate (F9)
- Park (Ctrl+S)
- Save as Completed (Ctrl+Shift+F6)
- Post
- Simulate General Ledger (Ctrl+Shift+F5)
- Delete parked document
- Exit (Shift+F3)

The background interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help), a toolbar, and a main area with fields for 'Bal.' (0.00), 'Reference', 'Amount', and 'Text'. At the bottom, a table header is visible:

0 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)									
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element	



Los Angeles Unified School District

Step 3: When the document number of the claim is known, enter the **Document Number** and **Fiscal year** for editing.

- Click **Continue**.

A screenshot of a software dialog box titled "Selection of Parked Documents". The dialog box has a red header bar with a close button (X) in the top right corner. It contains three input fields: "Company code" with the value "1000", "Doc. Number" with the value "5002406595" (which is highlighted with a yellow background and a dotted border), and "Fiscal year" with the value "2018". To the right of the "Doc. Number" field is a small icon of a document with a plus sign. At the bottom right of the dialog box are two buttons: "Continue" and "Cancel".

Company code	1000
Doc. Number	5002406595
Fiscal year	2018



Los Angeles Unified School District

Step 4: If the document number is not known or you only have the actual claim number, in the **Doc. Number** field, click the window icon.

A screenshot of a software dialog box titled "Selection of Parked Documents". It contains three input fields: "Company code" with the value "1000", "Doc. Number" which is highlighted in yellow and has a small window icon to its right, and "Fiscal year" which is empty. At the bottom right are "Continue" and "Cancel" buttons.

Type Document #
or click on icon

Step 4a: Press enter when this screen pops up.
The **User** ID is defaulted as the user's system ID.

A screenshot of a software window titled "Accounting Document Number (1) - 3 Entries found". It has a "Restrictions" tab. The form contains several fields: "Company Code" (1000), "Document Number", "Fiscal Year", "Document Date", "Posting Date", "Reference", "Document Header Text", "User" (SSANTOS002), "Release necessary", "Document complete", "Released", and "Maximum No. of Hits" (500). A blue arrow points to the "User" field, which is highlighted in blue.



- Double click on the document needed.

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Step 6: Click on continue to open document and Parked document will appear

Selection of Parked Documents

Company code: 1000

Doc. Number: 5002406598

Fiscal year: 2018

Continue **Cancel**

Click this

Edit Parked Vendor Invoice 5002406598 1000 2018

Tree on Company Code Simulate Save as completed Editing options

Transactn: Invoice Bal. 0.00

Basic data Payment Details Workflow Tax W.

Vendor: 4000000112 SGL Ind: ☐
Invoice date: 09/19/2017 Reference: 18-1824501-010
Posting Date: 09/19/2017
Document Type: KI (AP - Imprest ...) DocumentNo: 5002406598
Amount: 110.00 USD ☐ Doc.currency ☒ Calculate tax
Text: Title 1 Imprest Claim
Paymt terms: Due immediately
Baseline Date: 09/19/2017

Vendor
Address
LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157

2 Items (Screen Variant : ZAP_FV60_SCR8)

S...	D/C	G/L acct	Short Text	T..	Tax jurisdictn code	Amount in doc.curr.	Fund	Func. Area	Cc
<input checked="" type="checkbox"/>	Debit	430001	General Sup...			50.00	010-3010	1110-1000-7S046	18
<input checked="" type="checkbox"/>	Debit	430001	General Sup...			60.00	010-3010	1110-1000-7S046	18
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								
<input type="checkbox"/>	Debit								



Los Angeles Unified School District

- Boxed below are the fields that can be changed.
- Click **“Save as competed”** once the changes are done.
- Click **“Save Approvers/Reviewers”** to re-submit the claim into the workflow.

Edit Parked Vendor Invoice 5002406595 1000 2018

Tree on Simulate Save as completed Editing options

Basic data

Vendor: 4000000112
Invoice date: 09/19/2017
Posting Date: 09/19/2017
Document Type: KI (AP - Imprest Rep)
DocumentNo: 5002406595
Amou: 120.00
Text: Title 1 Imprest Claim

Reference: 18-1824501-010

Bal. 0.00

Vendor

Address
LAUSD JOHNNIE L COCHRAN JR MS
C/O GILBERTO SAMUEL
AREA MVJ LD3
SCHOOL MAIL CA 08245
323-733-2157

OIs

1 Items (Screen Variant : ZFV60_IMPREST_REPL_0105)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Fund	Func. Area	Cost center	WBS element
✓	430001	General Supplies	Debit	120.00	010-3010	1110-1000-7S046	1824501	
			Debit					
			Debit					
			Debit					

You can only change a document if it has not yet been approved or is rejected.



Imprest Claim Online Submittal



www.psdgraphics.com

Instructions on How to Check Document Status

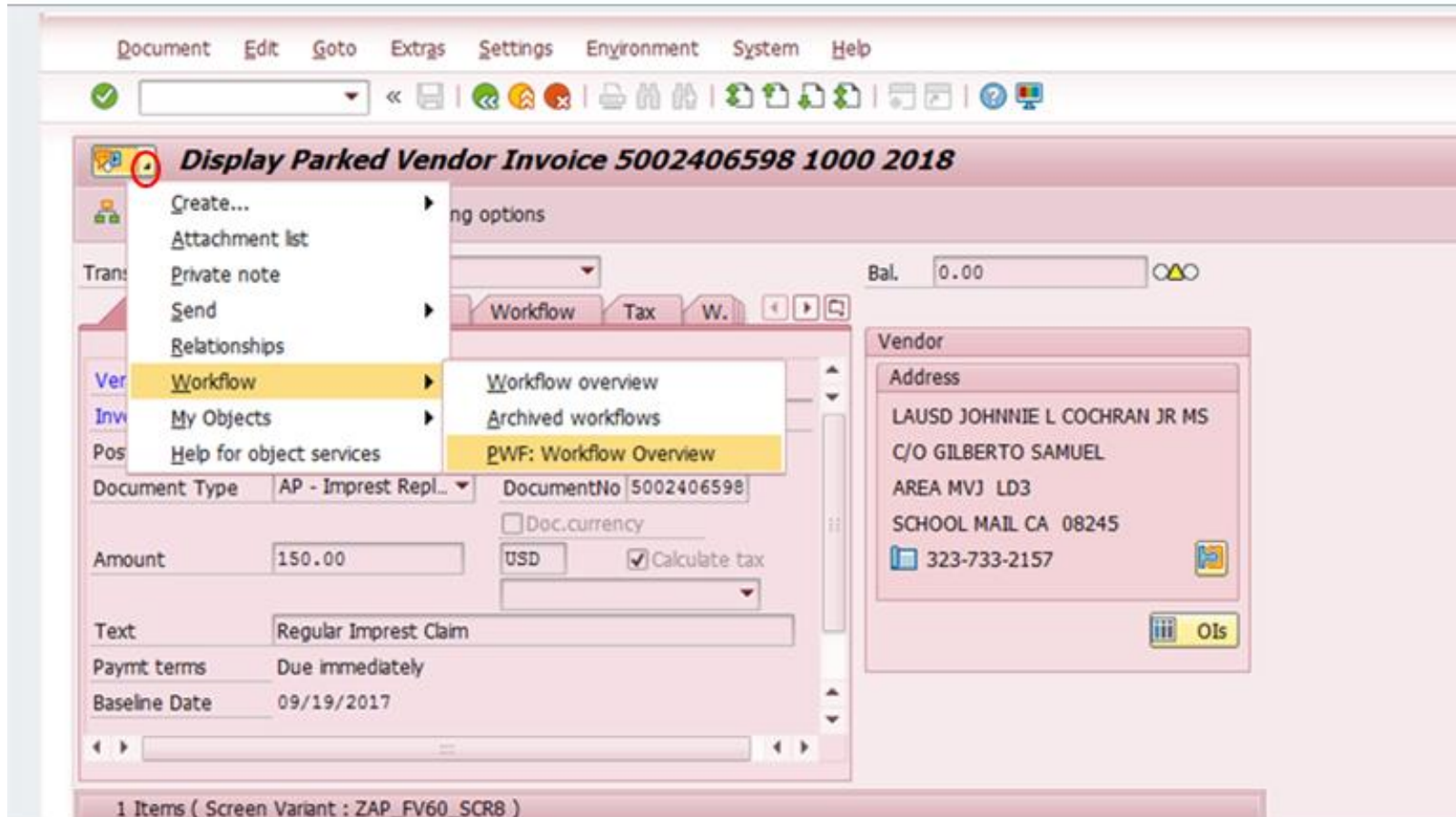


Imprest Claim On Line Submittal

To check the Workflow Status of Parked Imprest Claim

Step 1: Display document (Same Instructions as How to Display or Edit Pending/Parked documents)

Step 2: Click this button  > **Workflow** > **PWF: Workflow Overview**



The screenshot shows the SAP 'Display Parsed Vendor Invoice' screen for document 5002406598. The title bar reads 'Display Parsed Vendor Invoice 5002406598 1000 2018'. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for document actions. The left sidebar has a 'Workflow' icon circled in red, with a dropdown menu open showing options: Create..., Attachment list, Private note, Send, Relationships, Workflow (highlighted), My Objects, and Help for object services. The 'Workflow' dropdown is further expanded, showing 'Workflow overview', 'Archived workflows', and 'PWF: Workflow Overview' (highlighted). The main area displays invoice details: Document Type 'AP - Imprest Repl...', DocumentNo '5002406598', Amount '150.00', Text 'Regular Imprest Claim', Payment terms 'Due immediately', and Baseline Date '09/19/2017'. The balance is '0.00'. The vendor information is displayed on the right: LAUSD JOHNNIE L COCHRAN JR MS, C/O GILBERTO SAMUEL, AREA MVJ LD3, SCHOOL MAIL CA 08245, and phone number 323-733-2157. The status bar at the bottom indicates '1 Items (Screen Variant : ZAP_FV60_SCR8)'.



Imprest Claim On Line Submittal

After clicking **PWF: Workflow Overview**, this screen will display showing the status of your parked document. Under the Status column, **GREEN** button means approved, **YELLOW** button means pending, and **RED** button means rejected.

Display Parked Vendor Invoice 5002406598 1000 2018

Doc. Number	Document Type
5002406598	KI

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver					GILBERTO SAMUEL	09/20/2017 09:51:49	
Second Approver					CRISTINA CAMIA	09/20/2017 09:59:36	

RED button = Rejected

GREEN button = Approved

Reviewers Preview	UserID	Name	Position	Location of Position
-------------------	--------	------	----------	----------------------

Comments History

Comments added: CRISTINA CAMIA 09/20/2017 09:59:36
Accounts Payable is rejecting this. Wrong GL account used. - CC

Comments added: GILBERTO SAMUEL 09/20/2017 09:51:49
This Imprest Claim request is for College Fair refreshments. Principal approves this request.



Imprest Claim Online Submittal

For payment status, start the count from the final Approver's date – see **Acted on** and **Acted Time** columns.

If before 2:00pm, then payment will create on the third business day.

If after 2:00pm, then payment will create on the fourth business day.

Doc. Number	Document Type
5003526545	KI

GREEN button = Approved

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
▶ First Approver				○○	A BENJAMIN GERTNER	04/03/2018 16:19:53	
▶ Second Approver				○○	A BERNADETTE BELTRAN	04/04/2018 09:58:31	

Payment

AP005 AP Warrants									
Warrant Number	Warrant Payment Date	Warrant Status	Warrant Encashment Date	Vendor Number	SAP Invoice Number	Vendor Invoice Number	Invoice Document Date	Invoice Posting Date	Amount
00380145	04/06/2018	CASHED	04/12/2018	4000000041	5003526545	18-1774901-042	03/15/2018	04/04/2018	500.00
Overall Result									500.00



Los Angeles Unified School District



Instructions for Principals or Imprest Administrators



Imprest Claim On Line Submittal

Principal will receive an email notification that an Imprest claim is waiting for approval.

Step 1: Login to SAP

- Go to <https://apps.lausd.net/> (SAP Link)
- Enter your single sign on user id and password



Please log on to continue.

User name:

Password:

Log on

Enter your Single Sign-On (email) username and password to Log On. e.g.
(msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name
(@lausd.k12.ca.us @lausd.net).

Account Problems? [Get Support](#).



Imprest Claim Online Submittal

Step 2: Click “Universal Worklist”

Click this

The screenshot shows the BTS website interface. The top navigation bar includes links for Home, Financials/Budget, Human Resources, Access Request, Accounts Payable, Accts Recv / Cash Mgmt, Asset Management, Controlling, Funds Management, General Ledger, and Grants Management. The 'Universal Worklist' link is highlighted with a red box. A callout box points to it with the text 'Click this'.

Upcoming Dates

The BTS website supports Internet Explorer 10 and 11 (IE 10 & IE11) in Compatibility View .

Upcoming TimeEntry Cut-Off Dates

CUT-OFF DATES	PAYROLL AREA	PAY PERIOD	PAY DATES
August 30, 2017	(SM) Semi-Monthly	August 16 - 31	September 8, 2017
September 15, 2017	(SM) Semi-Monthly	September 1 -15	September 22, 2017
September 20, 2017	(CL) Classified	September 1 -30	September 29, 2017
September 26, 2017	(CE) Certificated	September 1- 30	October 5, 2017
September 29, 2017	(SM) Semi-Monthly	September 16 -30	October 6, 2017

For a complete schedule, please click on Payroll Schedule on the left side navigation bar from the Time Reporting or Time Approver tabs.

Detailed Navigation

- Upcoming Dates
- About BTS
- ALERT - R/3 Logoff Procedure
- Tech Support
- Help Zone
- Learning Zone
- SAP Business Workplace
- Time Statement
- Account String Wizard
- Fund/Functional Area Translator

Portal Favorites

- [Display Vendor](#)
- [FB03](#)
- [FBL1N](#)
- [MIR5](#)
- [Payment Advice](#)
- [PO Display](#)
- [SAP HR Services](#)



Imprest Claim Online Submittal

Step 3: Click the **Refresh** button then click the highlighted item

Welcome GILBERTO SAMUEL [Help](#) | [Log off](#)

[Home](#) | [Systems](#) | [Access Request](#) | [Accounts Payable](#) | [Materials/Inventory](#) | [Procurement/Contracts](#) | [Reports](#)

Home | **Universal Worklist**

Universal Worklist [History](#) [Back](#) [Forward](#)

Detailed Navigation

- Universal Worklist

Portal Favorites

Tasks (1 / 1) | Alerts | Notifications | SAPoffice Mails

Show:

Subject	From	Sent Date	Priority	Due Date	Status
Imprest Claim 5002406594, \$100.00, 18/1824501/01	SANTOS, SIDNEY ARVIN	Today	Medium		New

Imprest Claim 5002406594, \$100.00, 18/1824501/01

Sent Date: Today by SANTOS, SIDNEY ARVIN Priority: Medium

Status: New

Description: Please approve or reject the Imprest Claim 5002406594 . Before taking the necessary action, please click on the attachments to review the receipts back-up and make sure that all expenses are attached for this claim.

Document Type: KI
Claim Date: 09/19/2017
Claim Number: 18/1824501/01
Claim Amount: 100.00

Refresh button



Imprest Claim Online Submittal

Step 3: Click the Doc Number to display details of the claim

Click this

SAP

Doc. Number Document Type
5002406601 K

Add Approver Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver	GSAMUEL...	GILBERTO SAMUEL	1824501				00:00:00
Second Approver	HARANCI...	HECTOR ARANCIBIA	1025201				00:00:00
Third Approver	JALCARA...	JEZREEL IAN ALCARAZ	1057101				00:00:00
	CCAMIA001	CRISTINA CAMIA	1057101				00:00:00

Add Reviewer Delete Reviewer

Reviewers Preview	UserID	Name	Position	Location of Position
-------------------	--------	------	----------	----------------------

User Comments

Comments History


Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Approve Reject Save Approvers/Reviewers

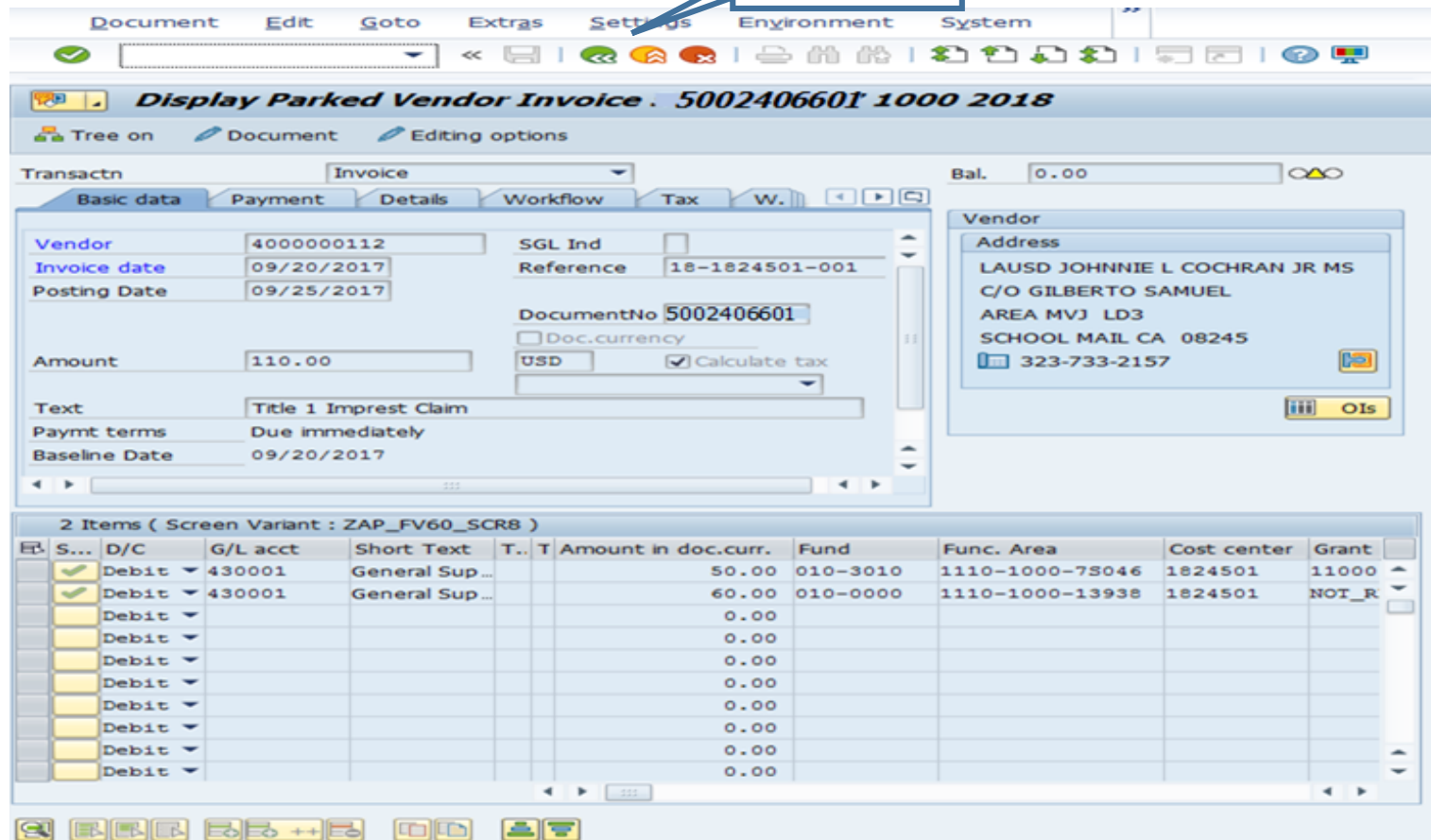


Imprest Claim Online Submittal

Step 4: Review and approve the claim

- After clicking the document number, the screen below will display for review.
- After review, click the green back arrow  to approve or reject the claim

Click this



Document Edit Goto Extras Settings Environment System

Display Parked Vendor Invoice . 5002406601 1000 2018

Tree on Document Editing options

Transactn Invoice

Basic data Payment Details Workflow Tax W.

Vendor 4000000112 SGL Ind Invoice date 09/20/2017 Posting Date 09/25/2017 Reference 18-1824501-001 DocumentNo 5002406601 Doc.currency USD Calculate tax Amount 110.00 Text Title 1 Imprest Claim Paymt terms Due immediately Baseline Date 09/20/2017

Bal. 0.00

Vendor Address LAUSD JOHNNIE L COCHRAN JR MS C/O GILBERTO SAMUEL AREA MVJ LD3 SCHOOL MAIL CA 08245 323-733-2157 OIs

2 Items (Screen Variant : ZAP_FV60_SCR8)

EB	S...	D/C	G/L acct	Short Text	T..	T	Amount in doc.curr.	Fund	Func. Area	Cost center	Grant
		Debit	430001	General Sup...			50.00	010-3010	1110-1000-78046	1824501	11000
		Debit	430001	General Sup...			60.00	010-0000	1110-1000-13938	1824501	NOT_R
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				
		Debit					0.00				



Imprest Claim Online Submittal

Step 5: Click the **Approve** button to approve the claim and document will workflow to Accounts Payable.
If it is a Title I claim, it will workflow to Title I approver first, then to Accounts Payable.

SAP

Doc. Number Document Type
5002406596 KI

Add Approver Delete Approver

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted Time
First Approver				A	GILBERTO SAMUEL	09/19/2017	23:03:10
Second Approver				A	HECTOR ARANCIBIA	09/19/2017	23:07:10
Third Approver							00:00:00
	JALCARA...	JEZREEL IAN ALCARAZ	1057101				00:00:00
	CCAMIA001	CRISTINA CAMIA	1057101				00:00:00

Add Reviewer Delete Reviewer

Reviewers Preview	UserID	Name	Position	Location of Position
-------------------	--------	------	----------	----------------------

User Comments

Accounts Payable is approving this claim. |

* Li 1, Co 43 Ln 1 - Ln 1 of 1 lines

Comments History

Approve Reject Save Approvers/Reviewers



Imprest Claim Online Submittal



Instructions For Approvers How to Display Documents



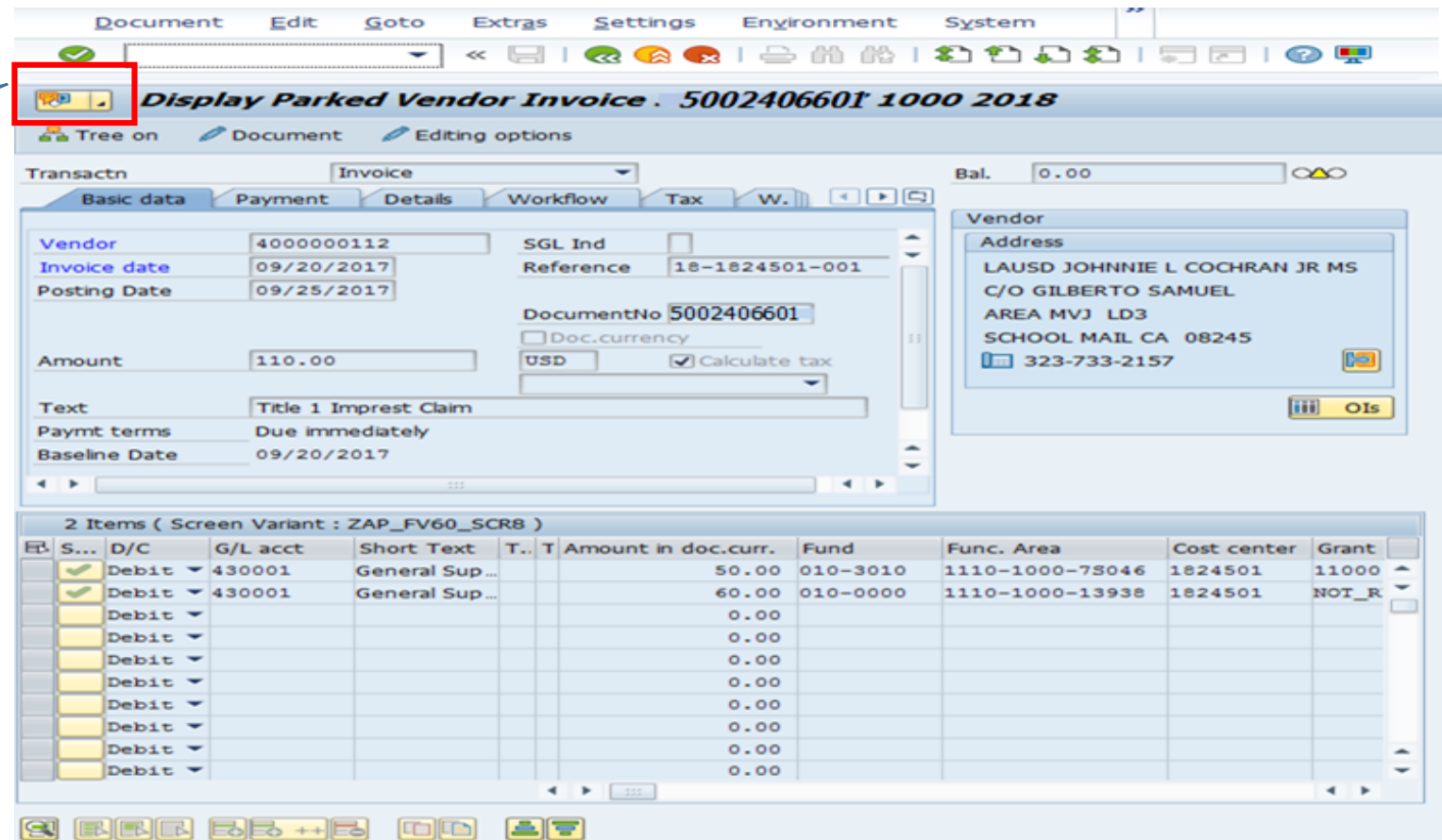
Imprest Claim Online Submittal

TO DISPLAY ATTACHMENT

Step 1: Click on  → **Attachment list** and attached file list will display.

➤ Double click on the file you want to display to open it.

Click Here




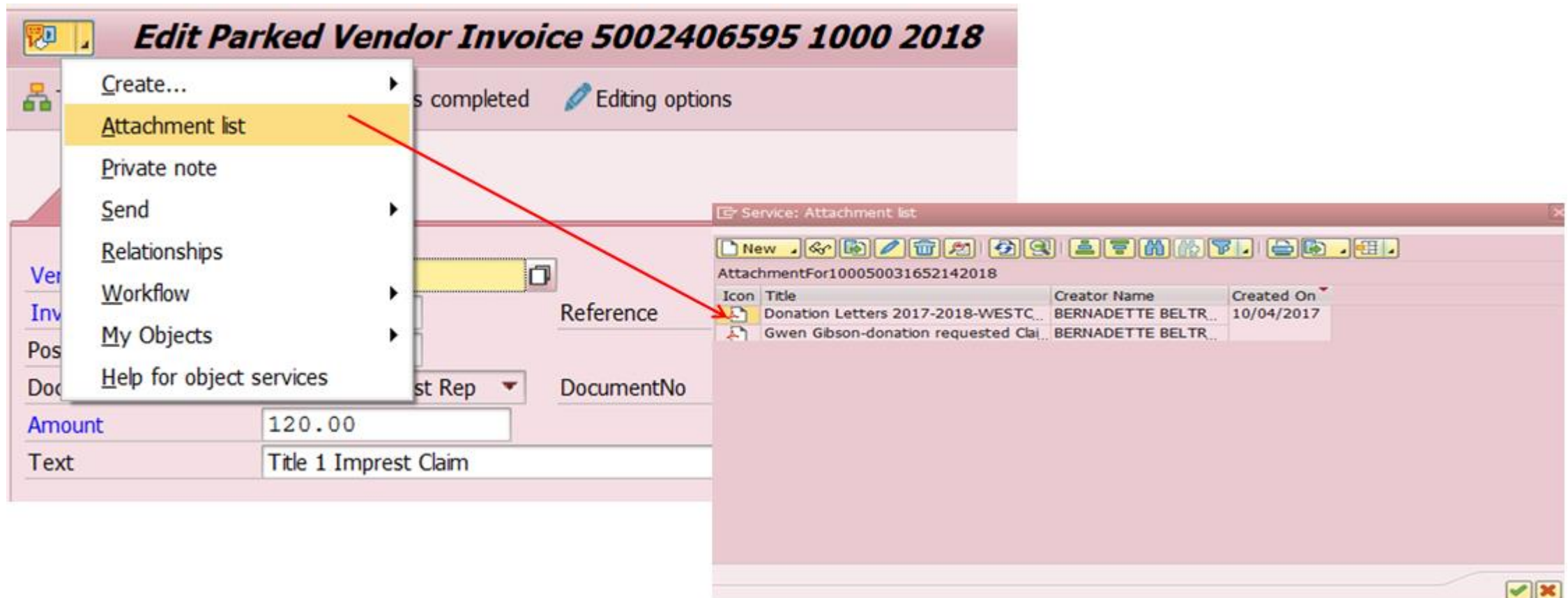
The screenshot shows the SAP 'Display Parked Vendor Invoice' screen for invoice 5002406601 dated 1000 2018. A red box highlights the 'Attachment' icon in the top toolbar. The screen displays various fields for the invoice, including Vendor (4000000112), Invoice date (09/20/2017), Posting Date (09/25/2017), Amount (110.00), and DocumentNo (5002406601). The 'Vendor' section shows the address: LAUSD JOHNNIE L COCHRAN JR MS, C/O GILBERTO SAMUEL, AREA MVJ LD3, SCHOOL MAIL CA 08245, 323-733-2157. The '2 Items' table at the bottom lists the following data:

S...	D/C	G/L acct	Short Text	T..	T	Amount in doc.curr.	Fund	Func. Area	Cost center	Grant
✓	Debit	430001	General Sup...			50.00	010-3010	1110-1000-7S046	1824501	11000
✓	Debit	430001	General Sup...			60.00	010-0000	1110-1000-13938	1824501	NOT_R
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				
	Debit					0.00				





Los Angeles Unified School District

- After hitting the document icon  the Drop down menu will display
- Hover your mouse over “Attachment List” to display list of attached documents
- Double click on the file you want to display to open it.



The screenshot shows the 'Edit Parked Vendor Invoice 5002406595 1000 2018' application. A dropdown menu is open, showing options: Create..., Attachment list (highlighted), Private note, Send, Relationships, Workflow, My Objects, and Help for object services. A red arrow points from the 'Attachment list' option to the 'Service: Attachment list' window. The window displays a table of attachments.

Icon	Title	Creator Name	Created On
	Donation Letters 2017-2018-WESTC...	BERNADETTE BELTR...	10/04/2017
	Gwen Gibson-donation requested Clai...	BERNADETTE BELTR...	



Imprest Claim Online Submittal

How to Contact Us



Email your question/s on the presentation to accounts-payable@lausd.net with email Subject Line **"AP Video Tutorial Questions"**

This video tutorial is available online in the Business Account Branch website at <https://achieve.lausd.net/Page/14791>



Imprest Claim Online Submittal

How to Contact Us

For all other Imprest inquiry, please email
accounts-payable@lausd.net

with Subject Line

“Imprest – FY – Cost Center – No# - School Name”



SAMPLE Email Subject Line:

To...	<u>Accounts Payable</u>
Cc...	
Bcc...	
Subject:	IMPREST CLAIM 18-1809401-015 CARVER MS