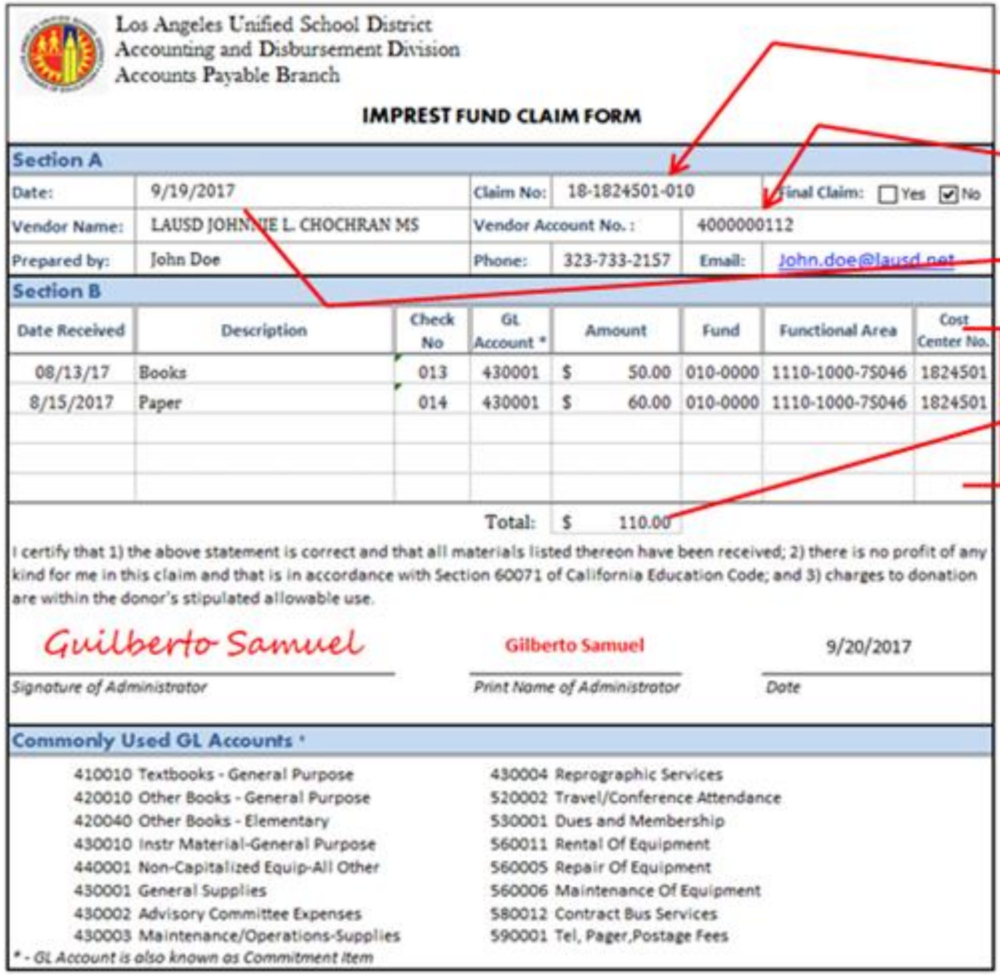
Los Angeles Unified School District

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. CHOCHRAN 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			

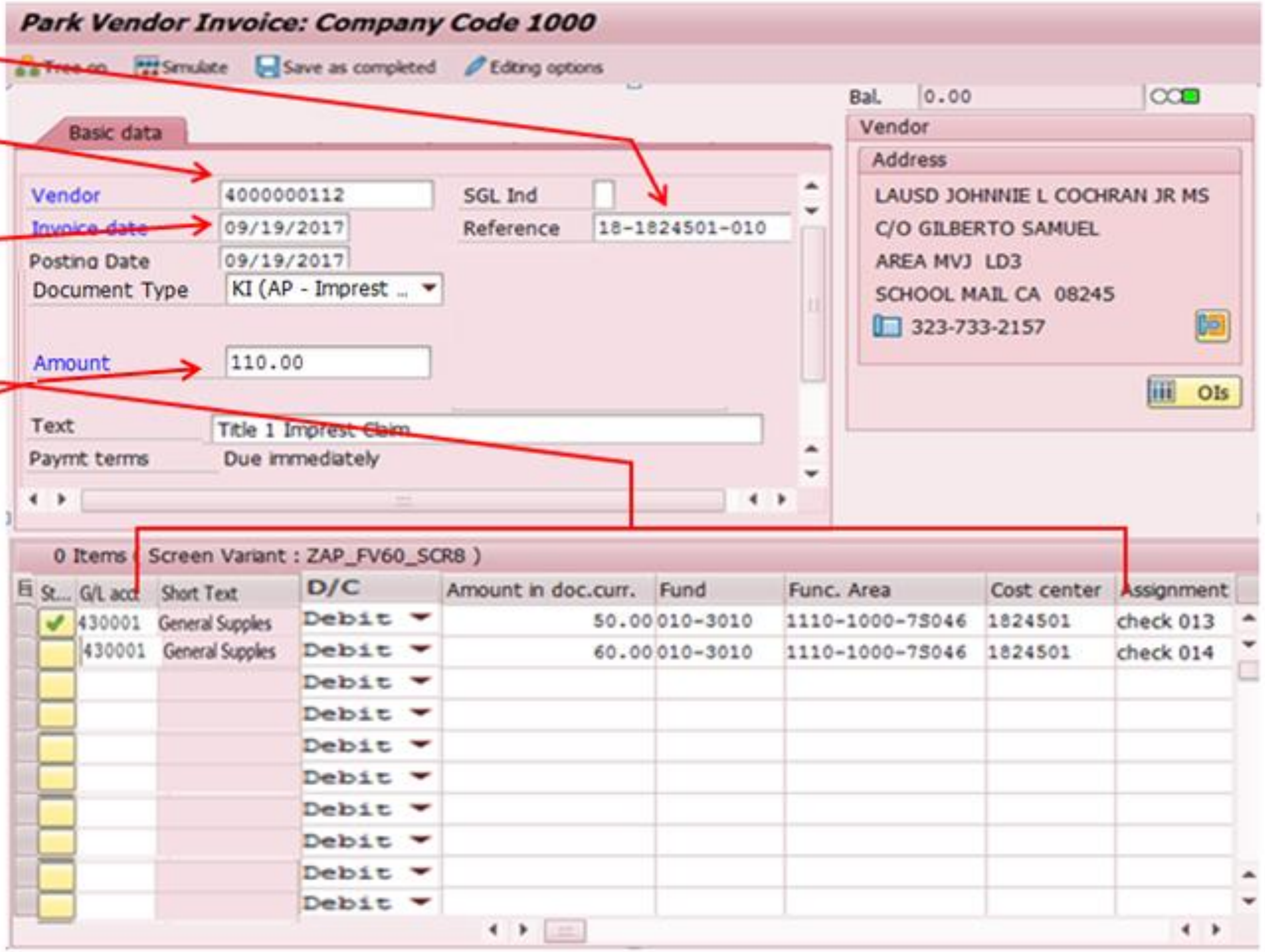
I certify that 1) the above statement is correct and that all materials listed thereon have been received; 2) there is no profit of any kind for me in this claim and that is in accordance with Section 60071 of California Education Code; and 3) charges to donation are within the donor's stipulated allowable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

Guilberto Samuel	Gilberto 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*



Imprest Claim Online Submittal

On Line Claim Submittal Overview

SAA
- Enter the claim details
- Park document

Principal
- Review claim
- Approve or reject claim

T1 Approver
- Review claim
- Approve or return claim to school

A/P Processor
- Review approved claim
- Process or reject claim

NOTE:

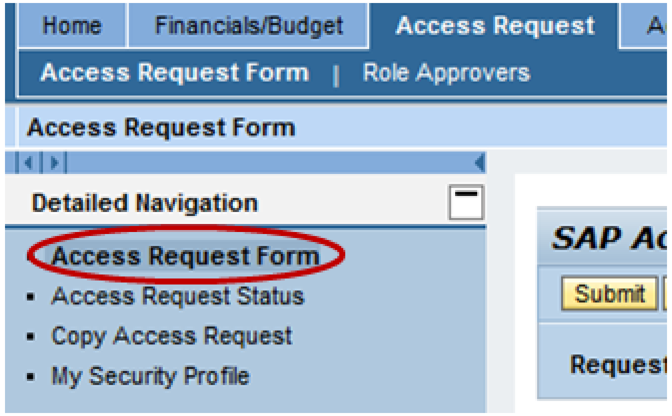
a) If the Principal rejects the transaction, it will go back to the SAA.

b) 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

c) If A/P rejects the claim, both SAA and Principal will be notified.

Imprest Claim Online Submittal

SAP ACCESS ROLE for PREPARERS and APPROVERS

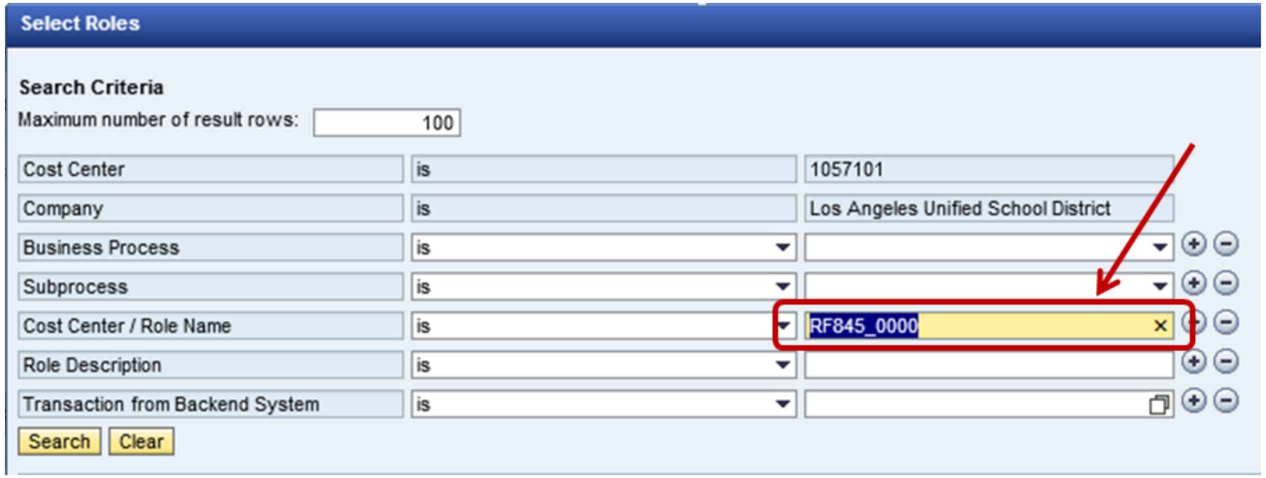


SAP Login: https://apps.lausd.net/

Access Request tab → Access Request Form → Add – Role

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

- Click **Search** (Search)
- Select **Role**
- Click **Add** (▼) to move the role from **Available** to **Selected**
- Click **OK** (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** (Submit)



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

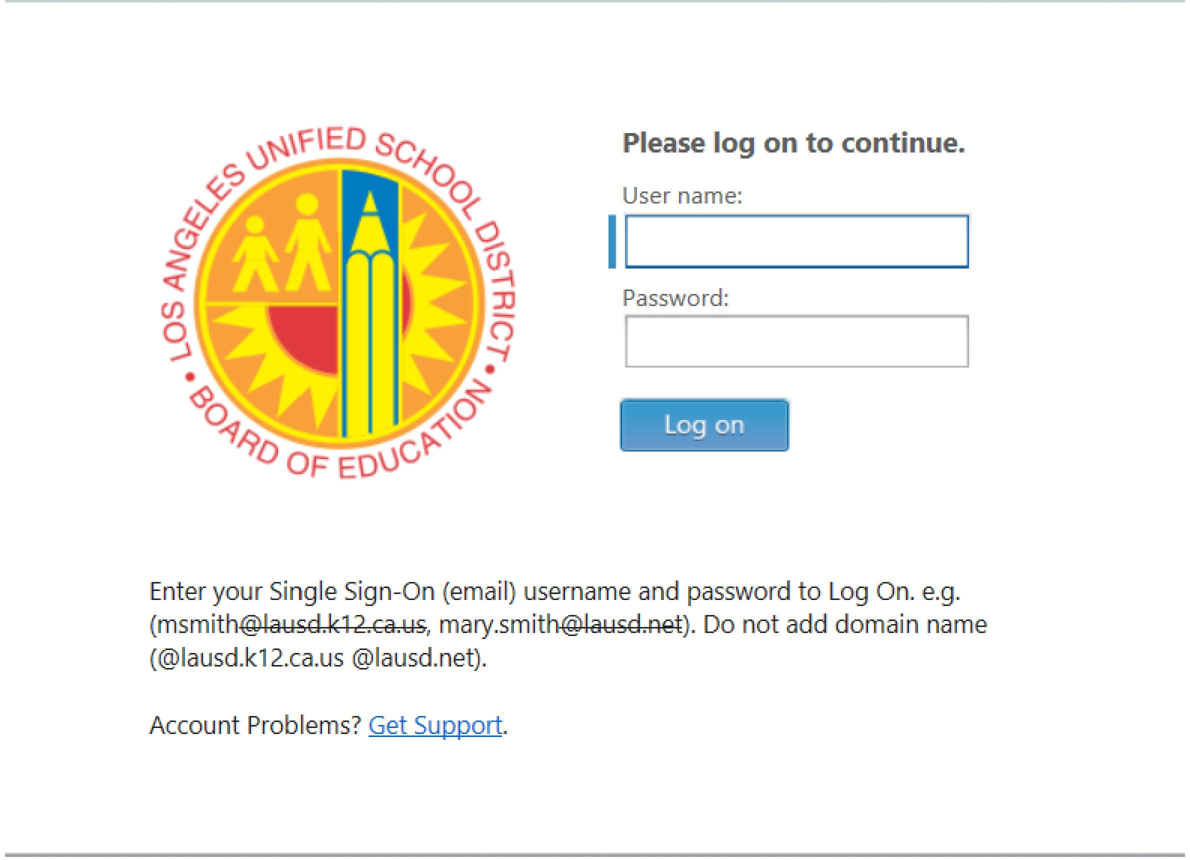
- Please check the Cost Center. If you have access to multiple location, then it will be part of the dropdown.
- If submitting for a different person, select 'Other' under the Request For dropdown. Follow prompts to locate (select) the person.

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

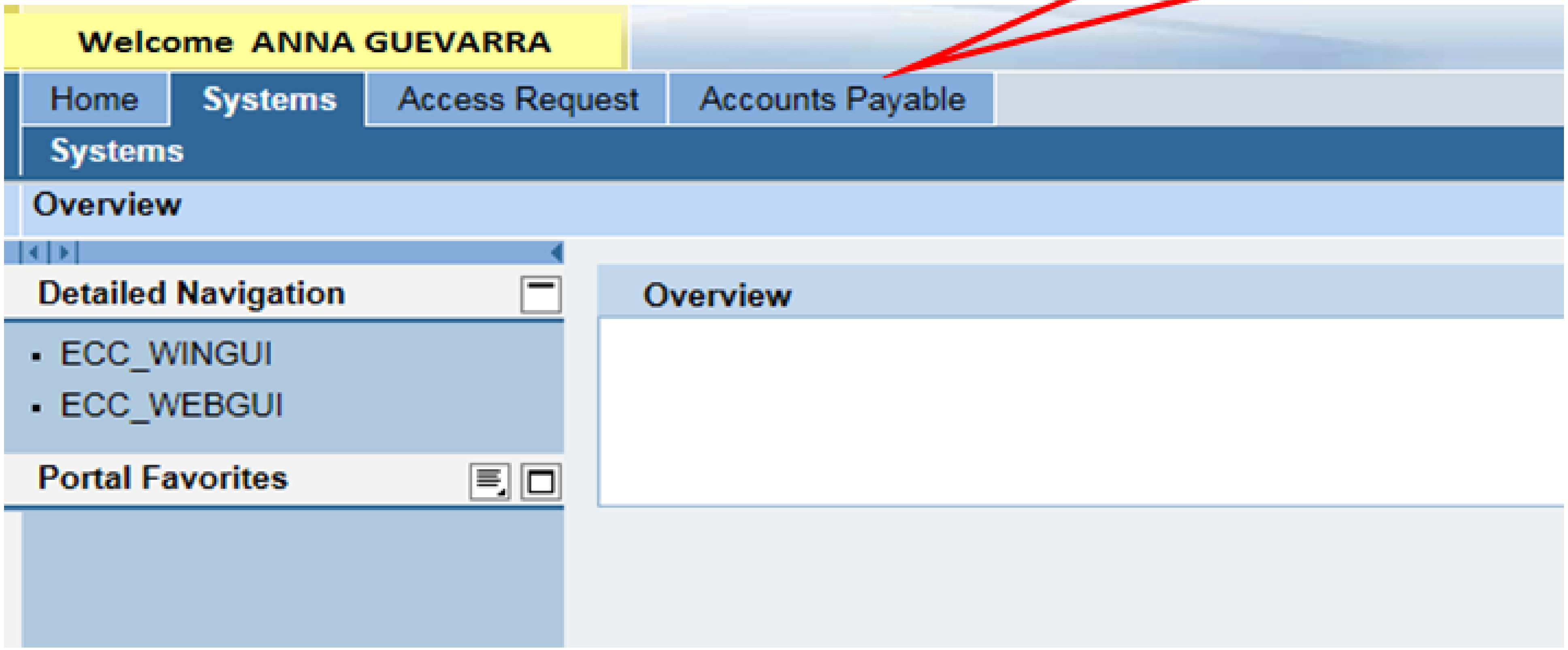


Imprest Claim Online Submittal

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

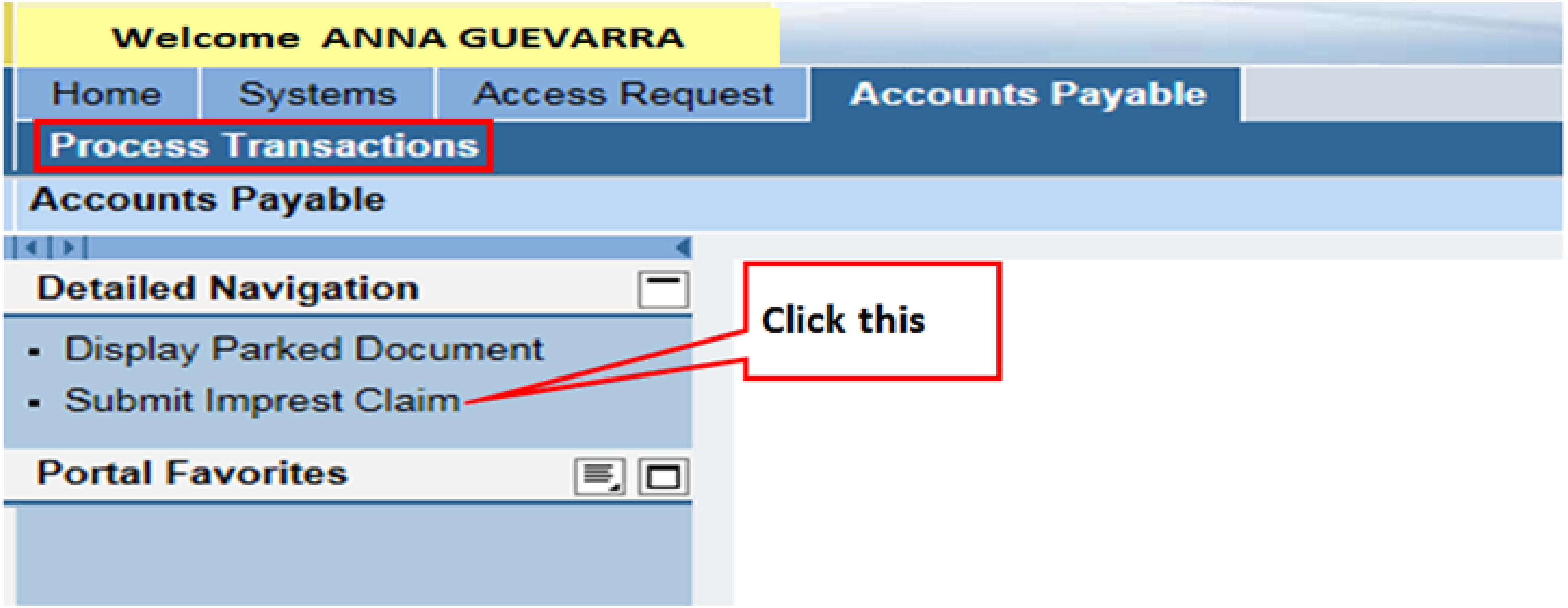
Go to Accounts Payable Tab

- The screen below will display sample user – Anna Guevarra



Imprest Claim On Line Submittal

Step 3: Click on "**Submit Imprest Claim**" under **Process Transaction**

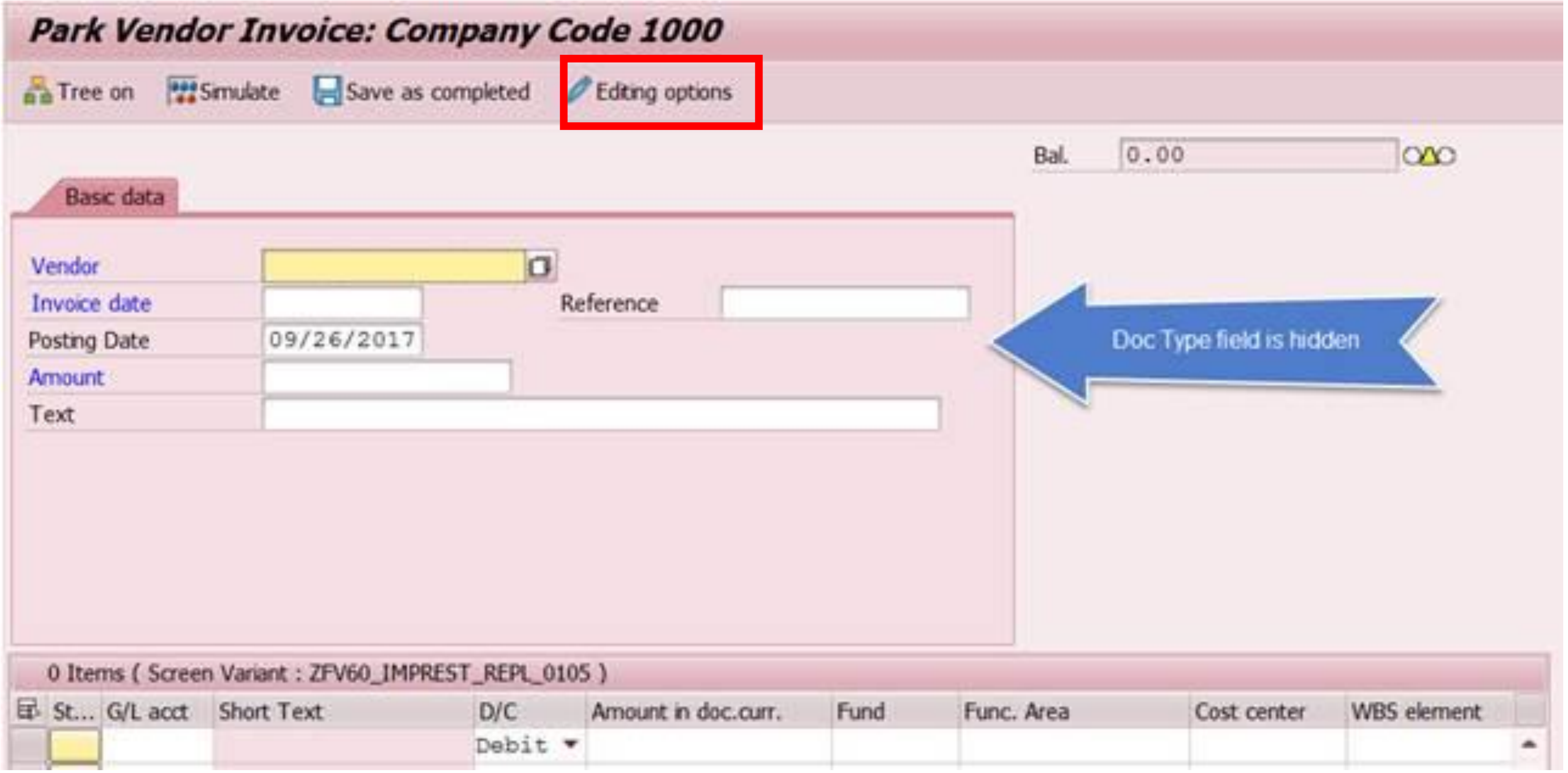


Imprest Claim Online Submittal

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.

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

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

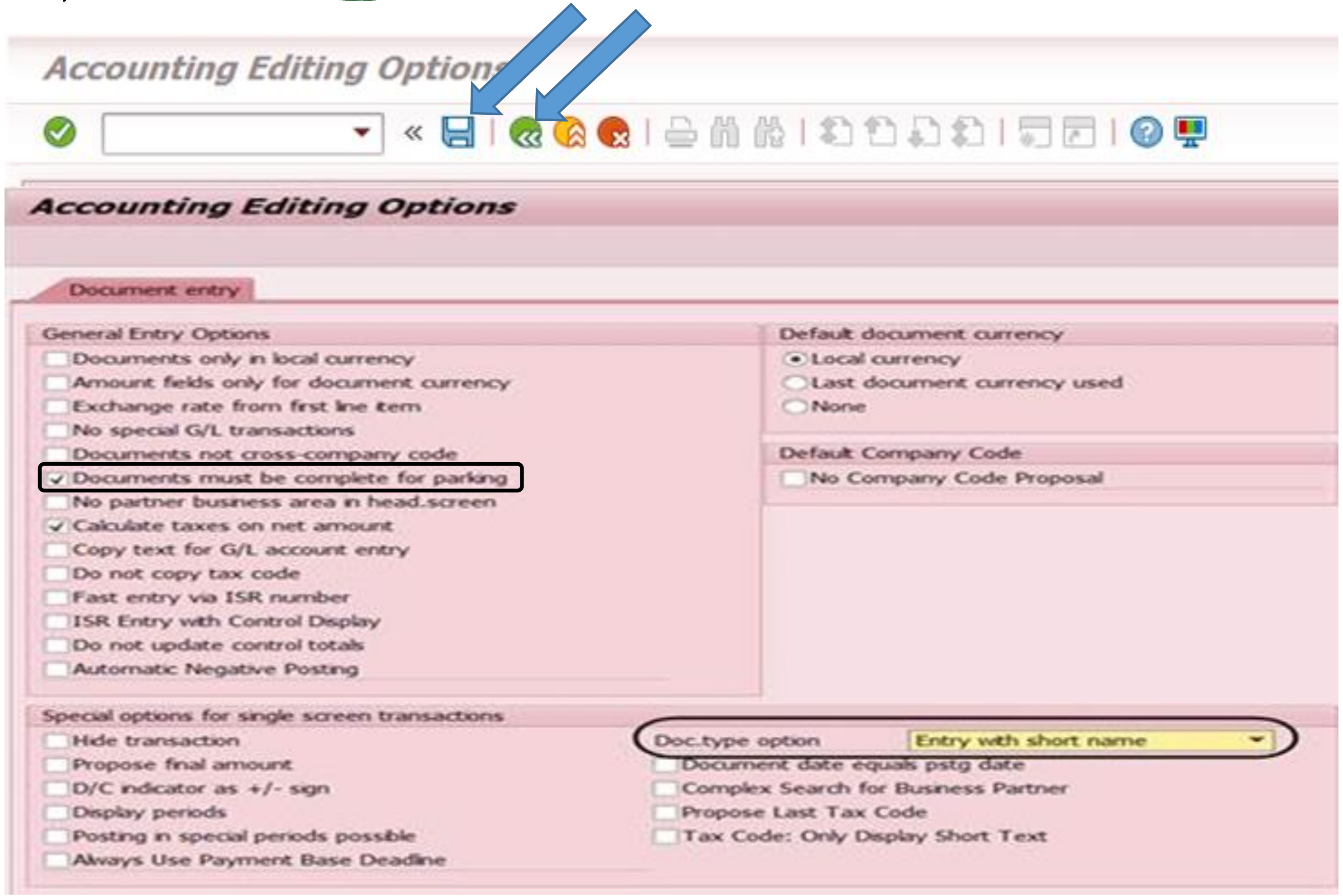


Los Angeles Unified School District

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

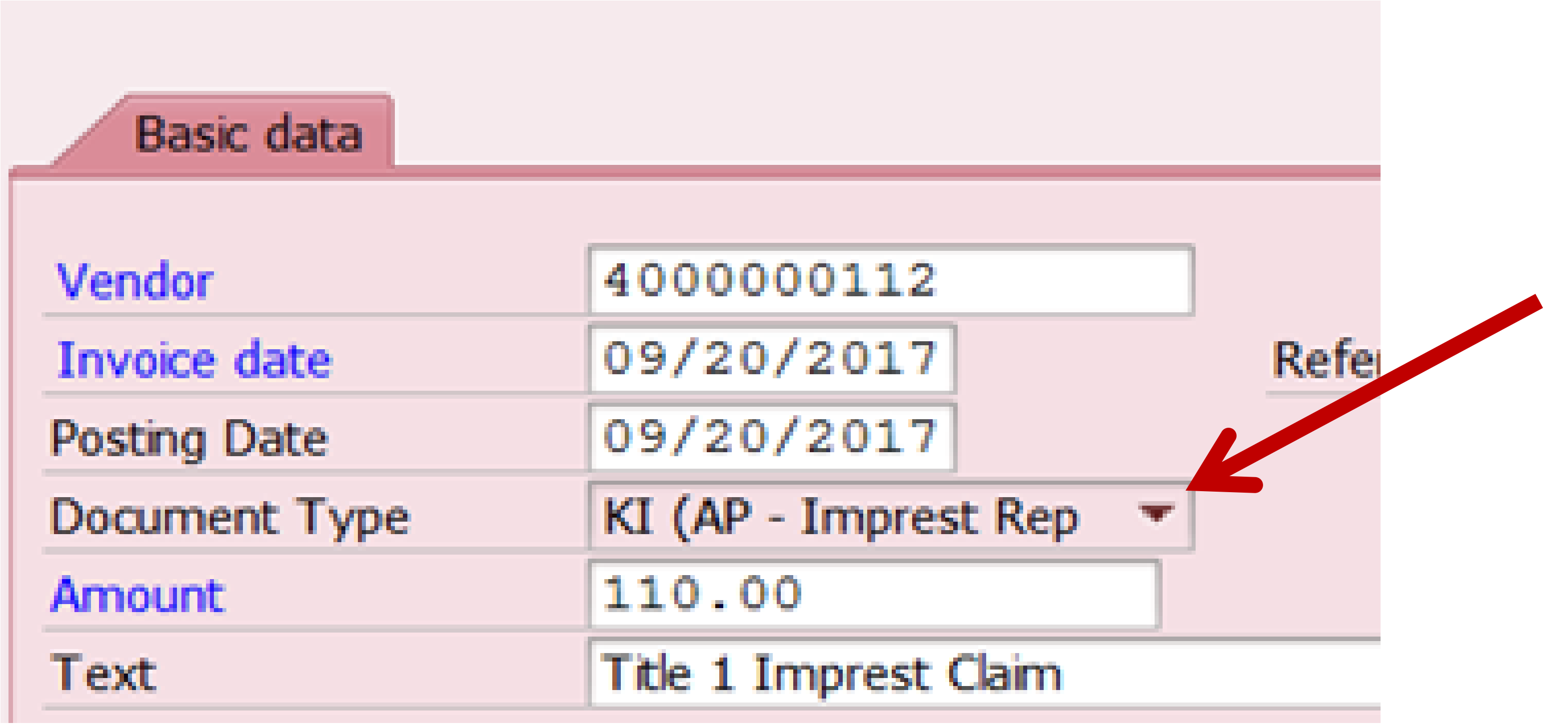
Step 3: Go to **Doc type option** at the bottom of the screen, select **Entry with short name**.

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



Los Angeles Unified School District

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

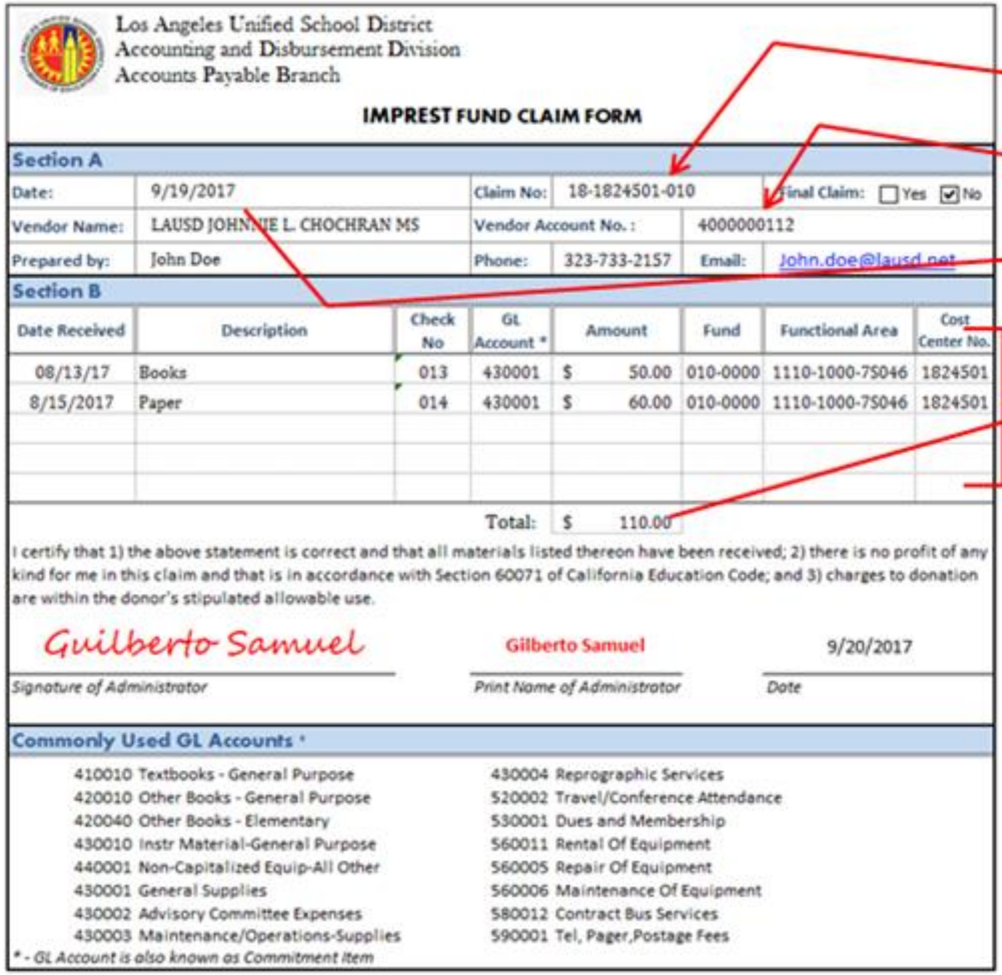


You only do these steps once. Next time you log in proceed directly with the data entry.

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

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Guilberto Samuel — Gilberto Samuel — 9/20/2017

Signature of Administrator — *Print Name of Administrator* — *Date*

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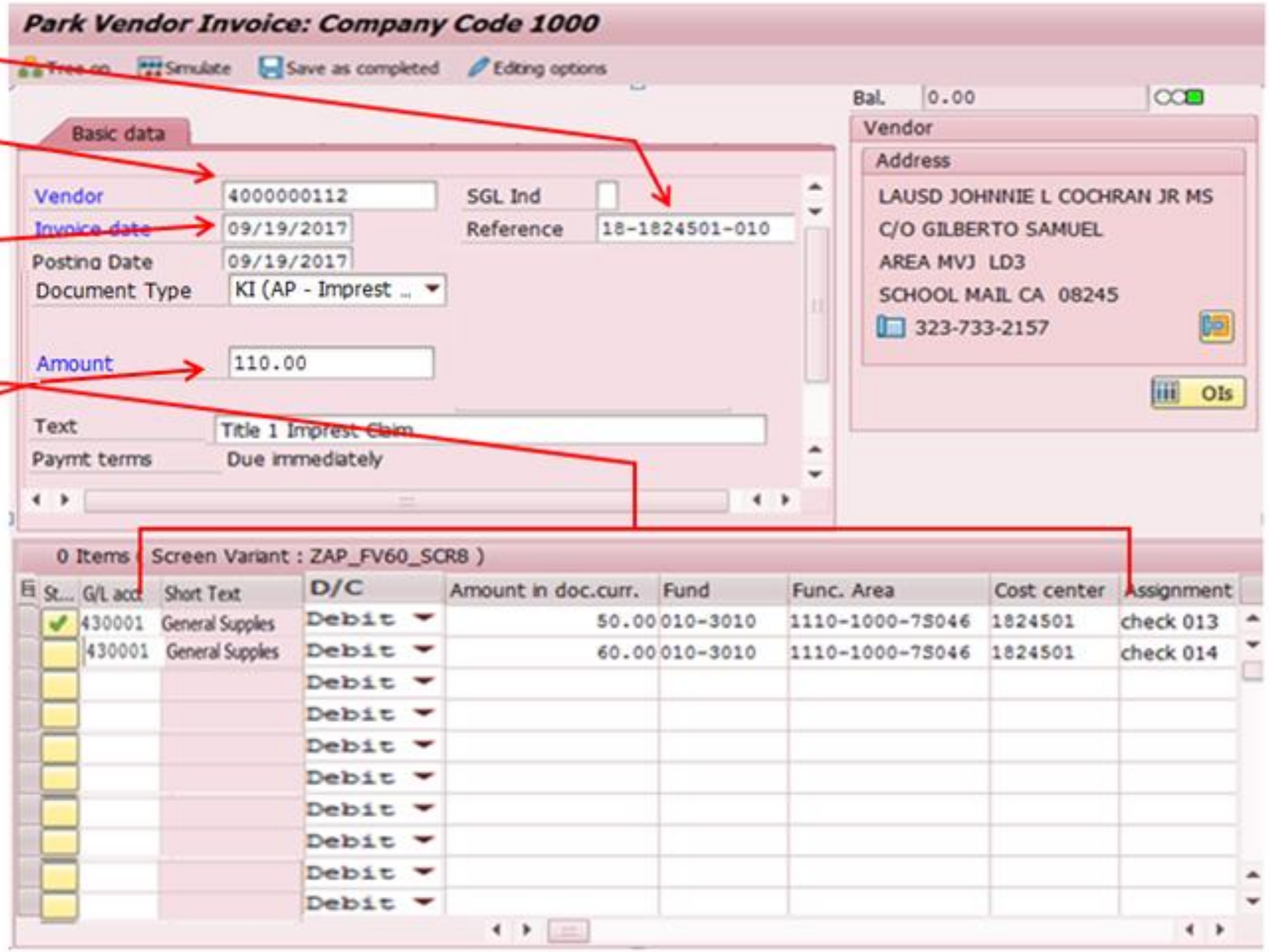
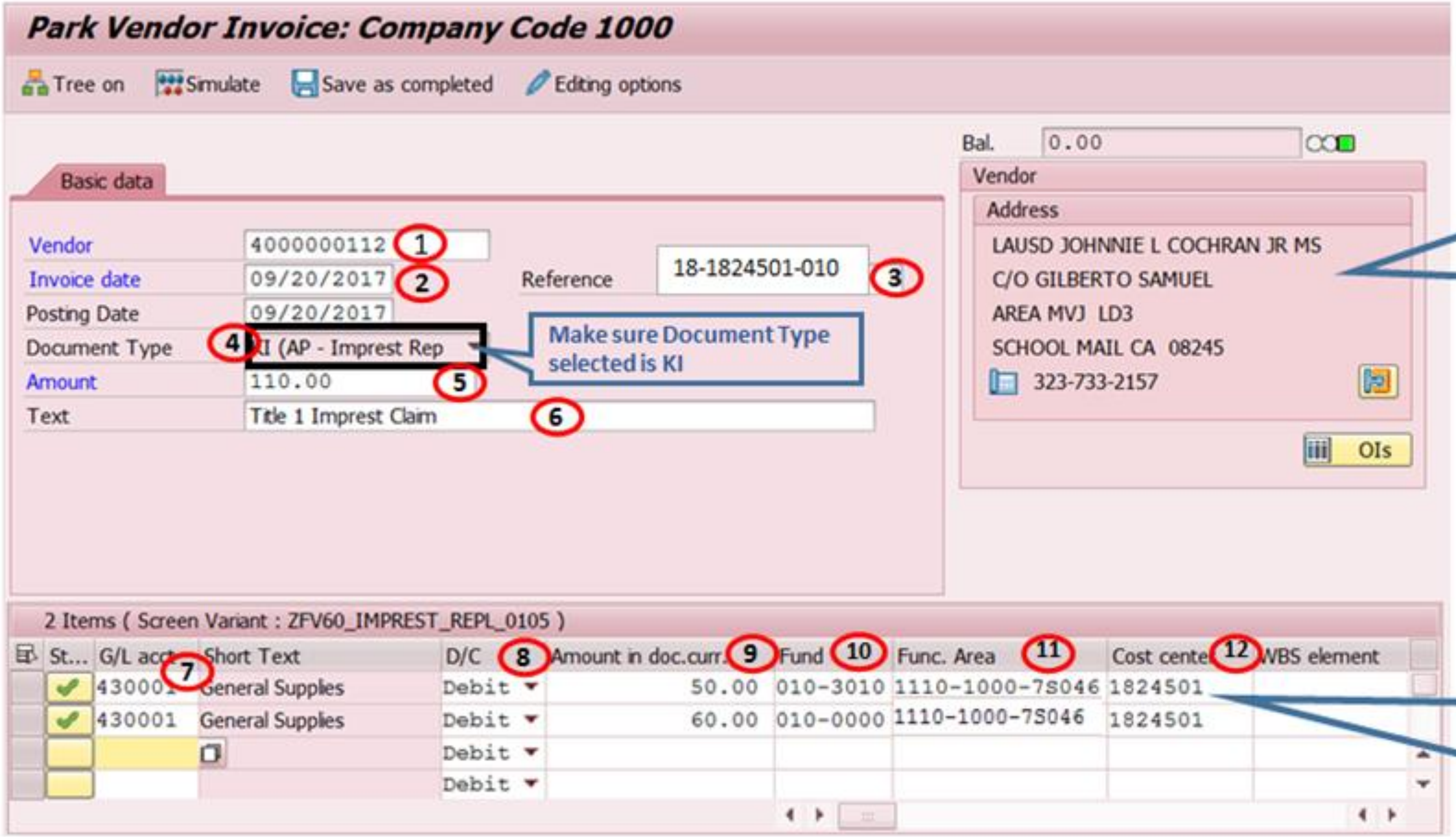


Imprest Claim Online Submittal

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

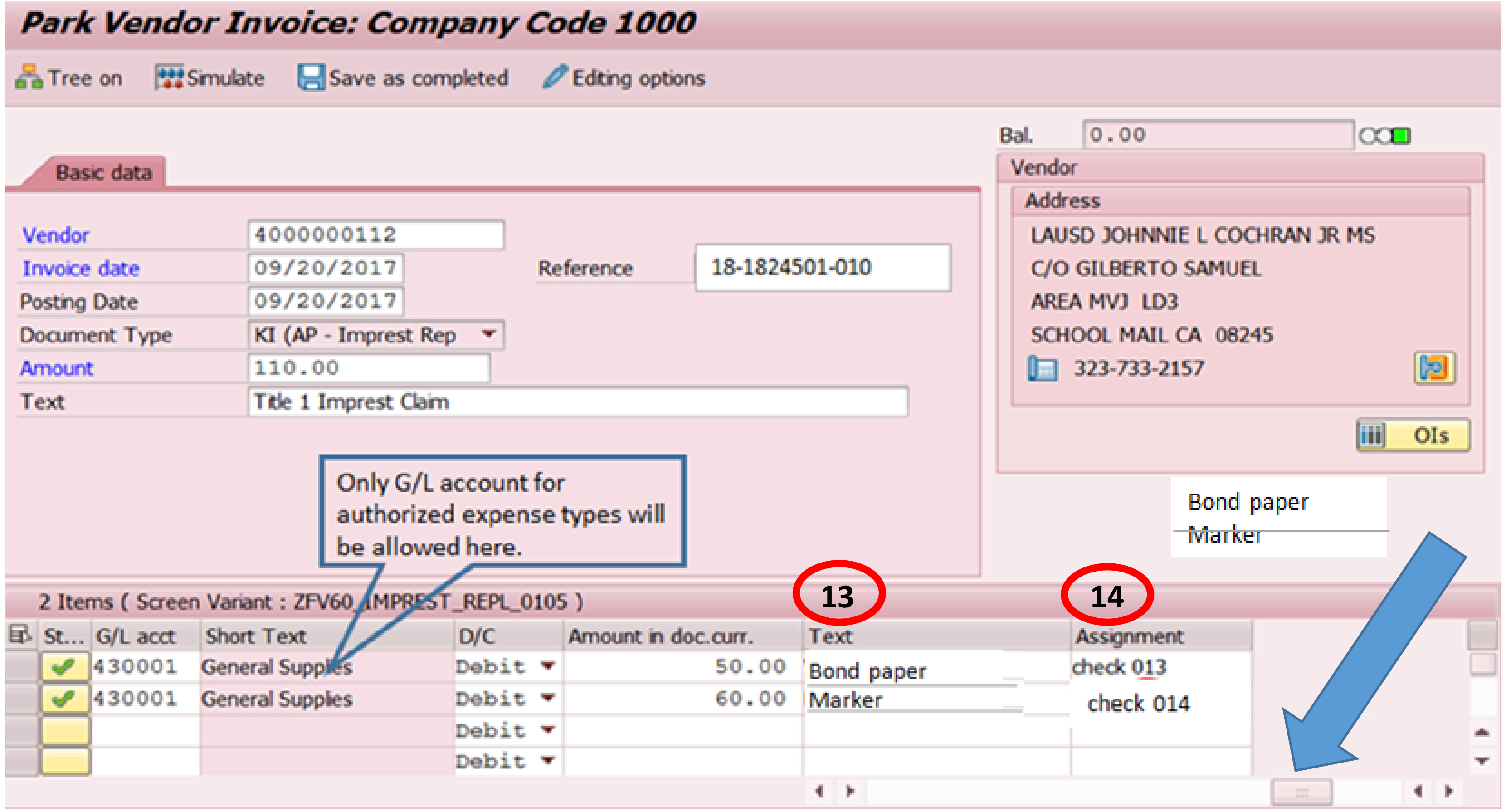


This is automatically filled once the vendor code is entered

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.



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**: ***Each claim number should be unique. Error will be encountered if a previously used reference number is entered*.**
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

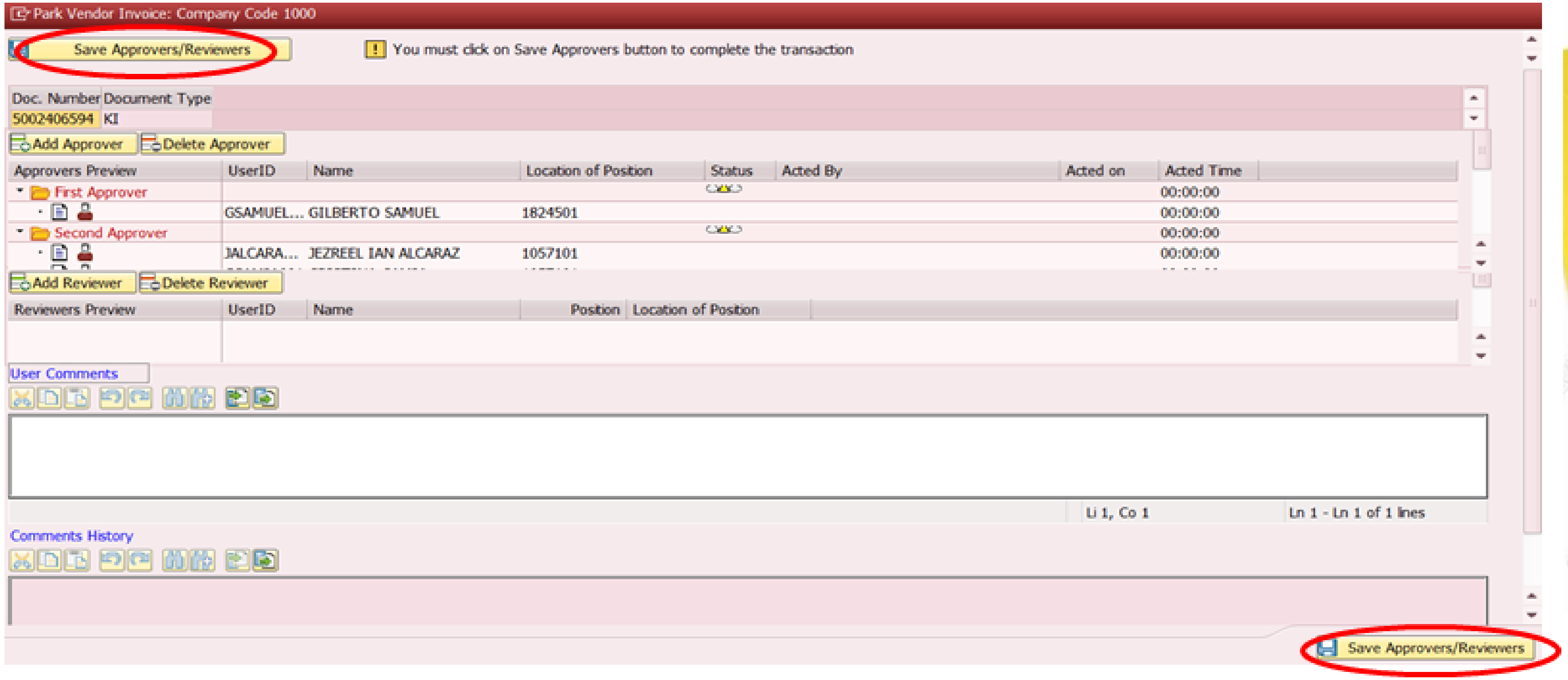
Step 5: Click **Save as Completed** – this will trigger an immediate budget check.
If any of the entered funding line(s) has issues, SAP error(s) such as ABE (Annual Budget Exceeded) or Combination error (invalid combination of cost center and program), etc. will appear immediately.

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

Imprest Claim Online Submittal

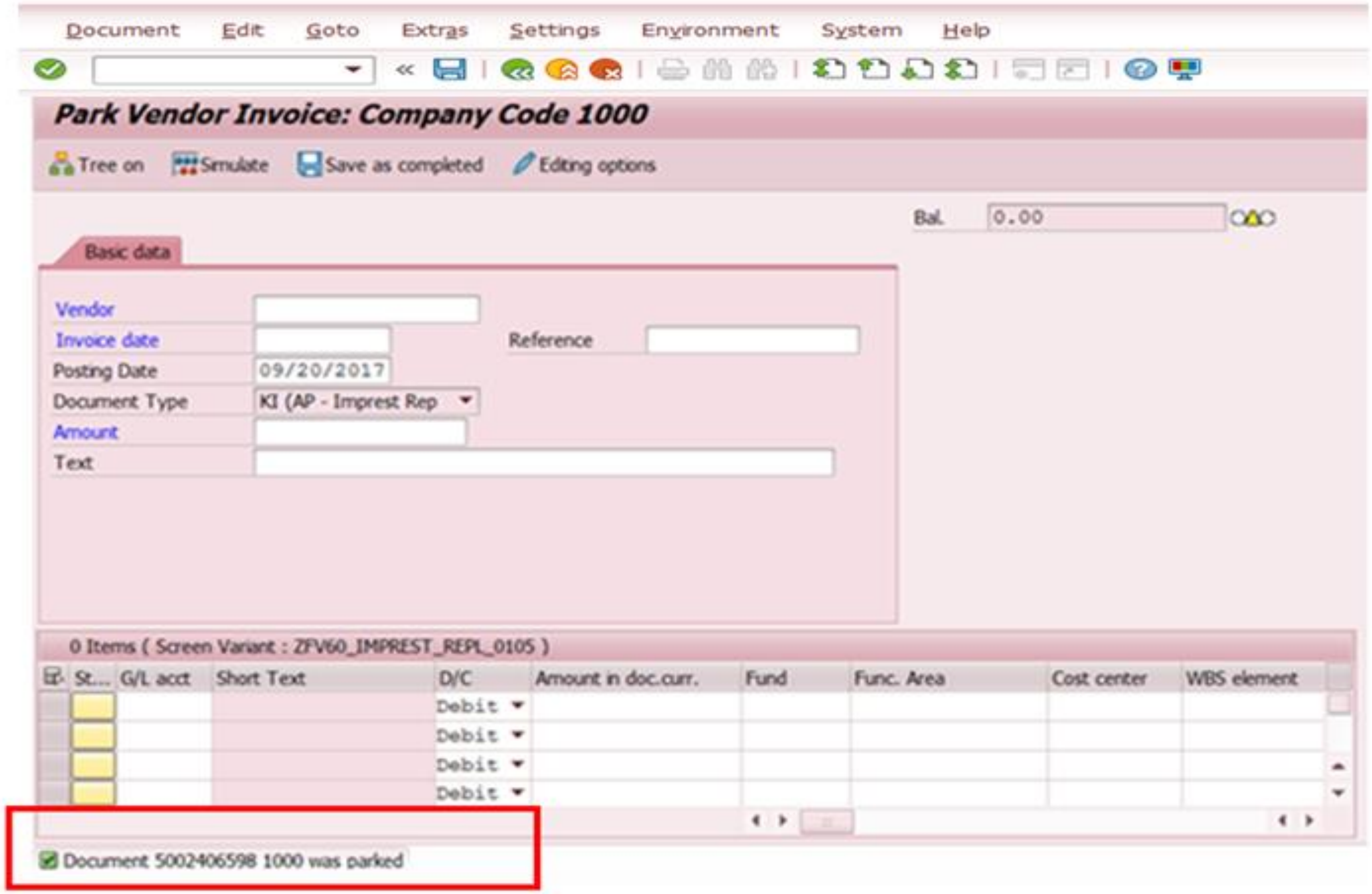
Step 6: Click **Save Approvers/Reviewers** (either top left or bottom right button) to complete the transaction and initiate the approval workflow.

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)



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.



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

Instructions on How to Attach/Display Documents

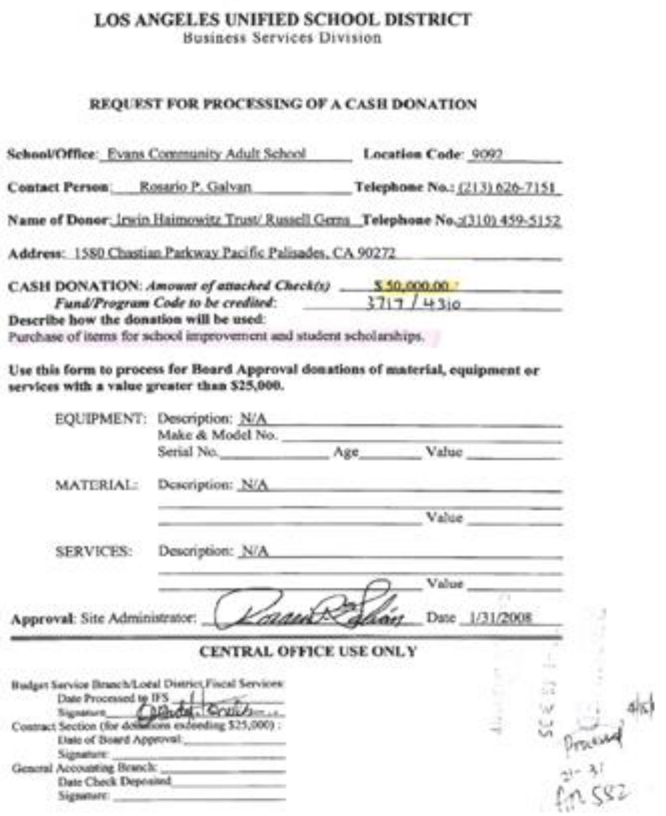
HOW TO ATTACH DOCUMENTS

- 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

TRAVEL & CONFERENCE ATTENDANCE INFORMATION

ESTIMATED EXPENSES:



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 Gerns Telephone No.: (310) 459-5152

Address: 1580 Chastian 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: Date 1/31/2008

CENTRAL OFFICE USE ONLY

Budget Service Branch/Local District Fiscal Services:
Date Processed to IFS
Signature
Contract Section (for donations exceeding $25,000):
Date of Board Approval:
Signature:
General Accounting Branch:
Date Check Deposited
Signature:

MiSiS

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

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

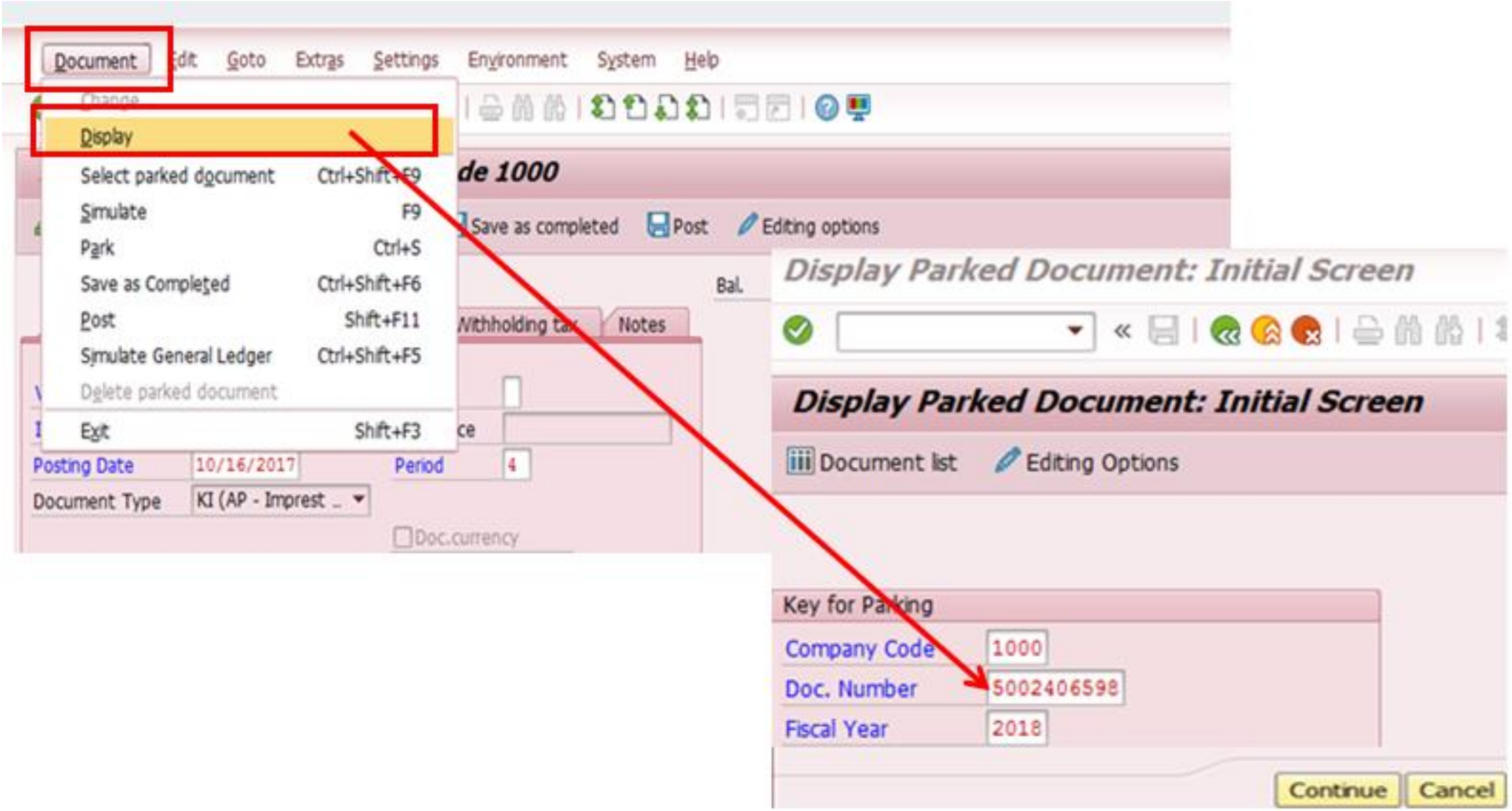
Participants:
MiSiS team members, Infosys team members, MiSiS Leadership

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	

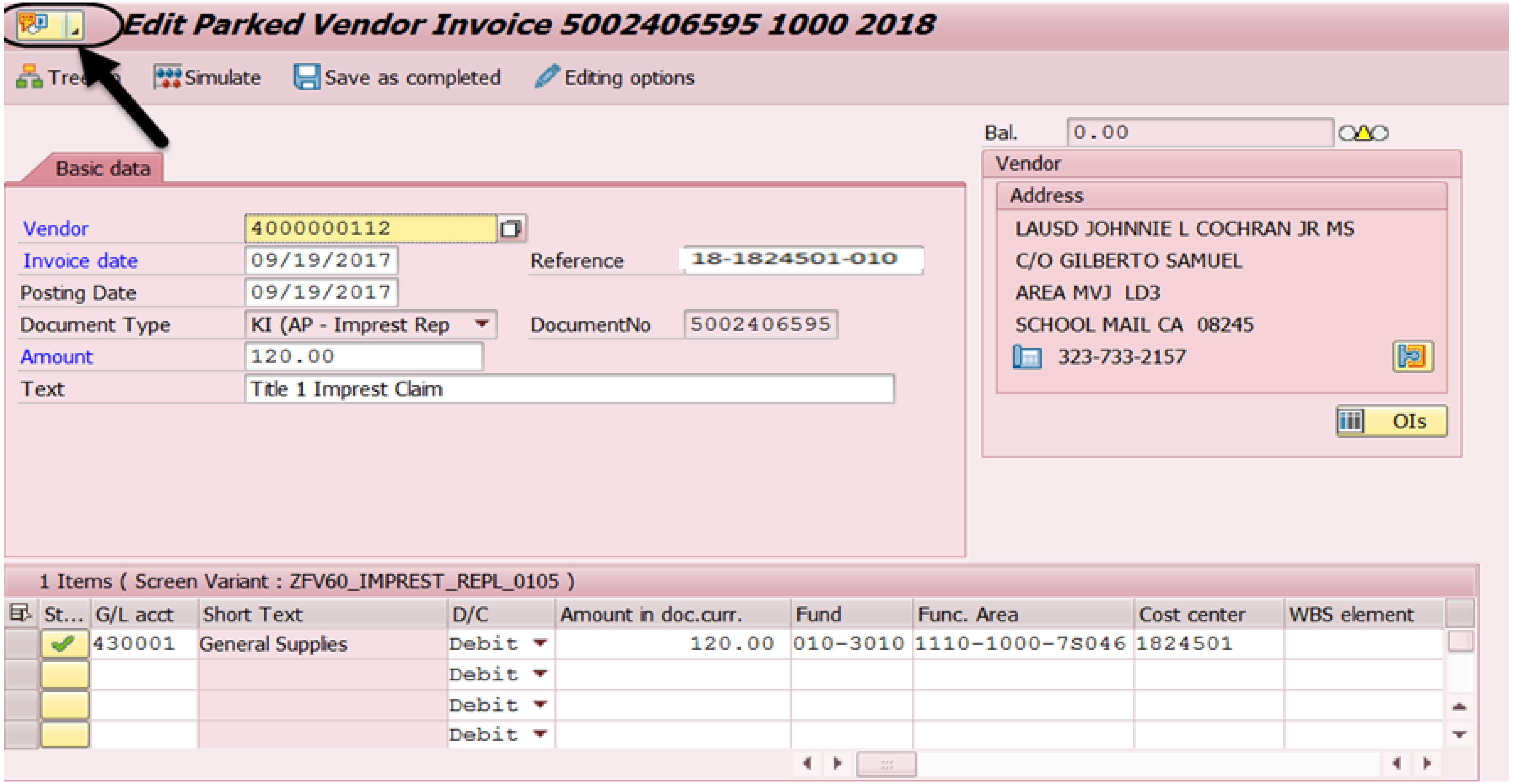
Imprest Claim Online Submittal

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.

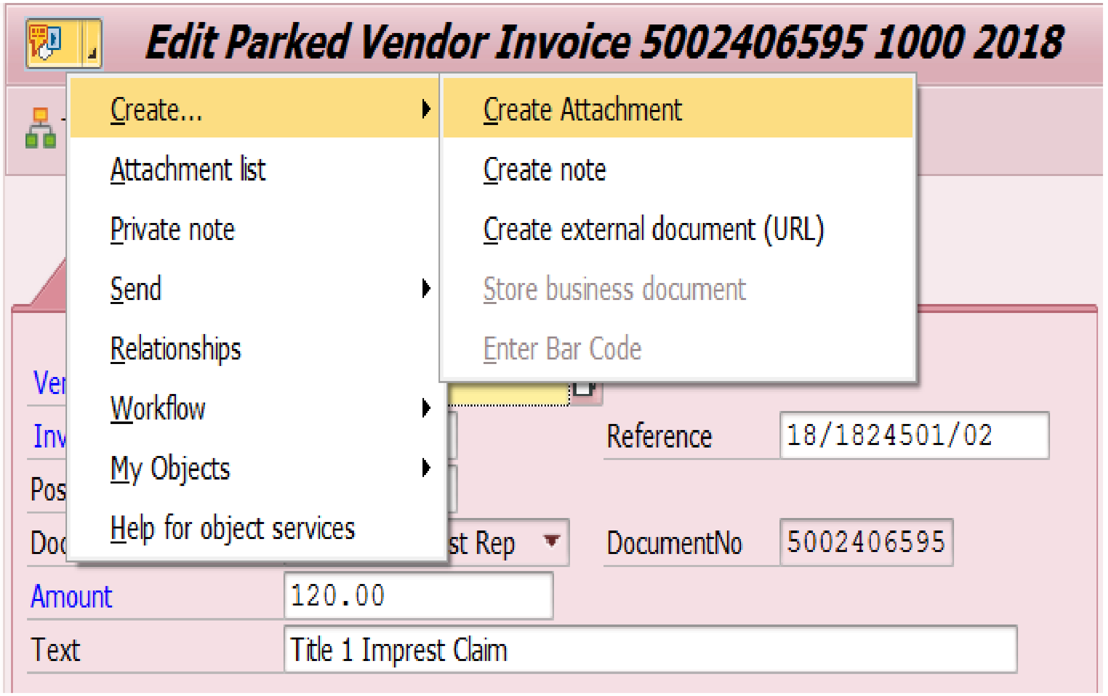


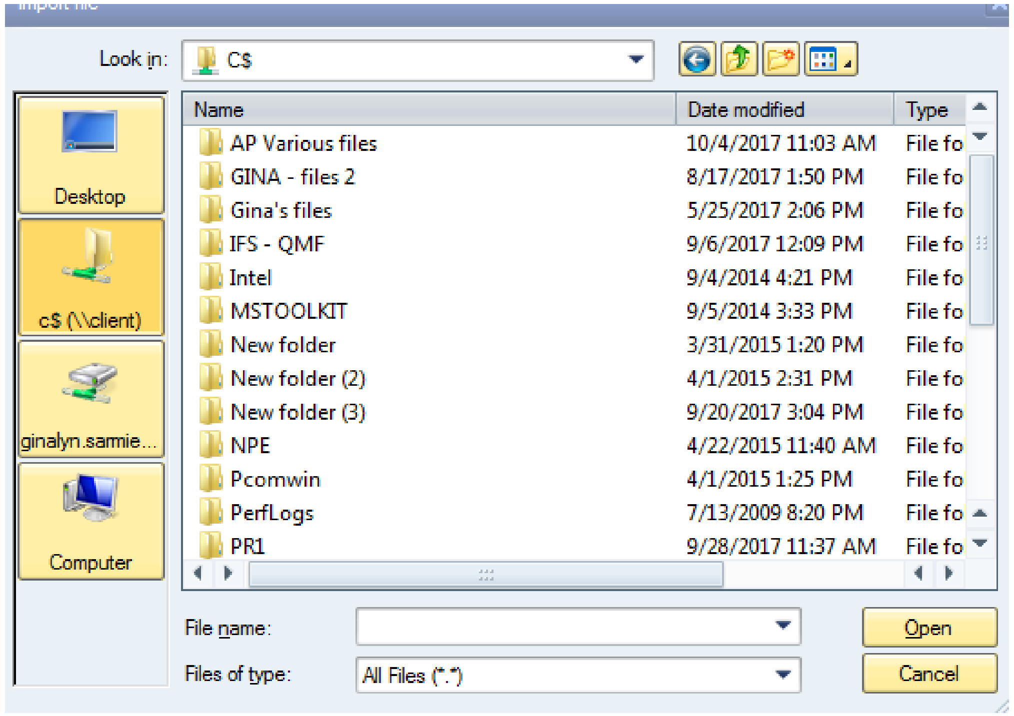
Step 2: Click this button to attach or open attached documents.



Step 3: Select **Create** --> **Create Attachment**.

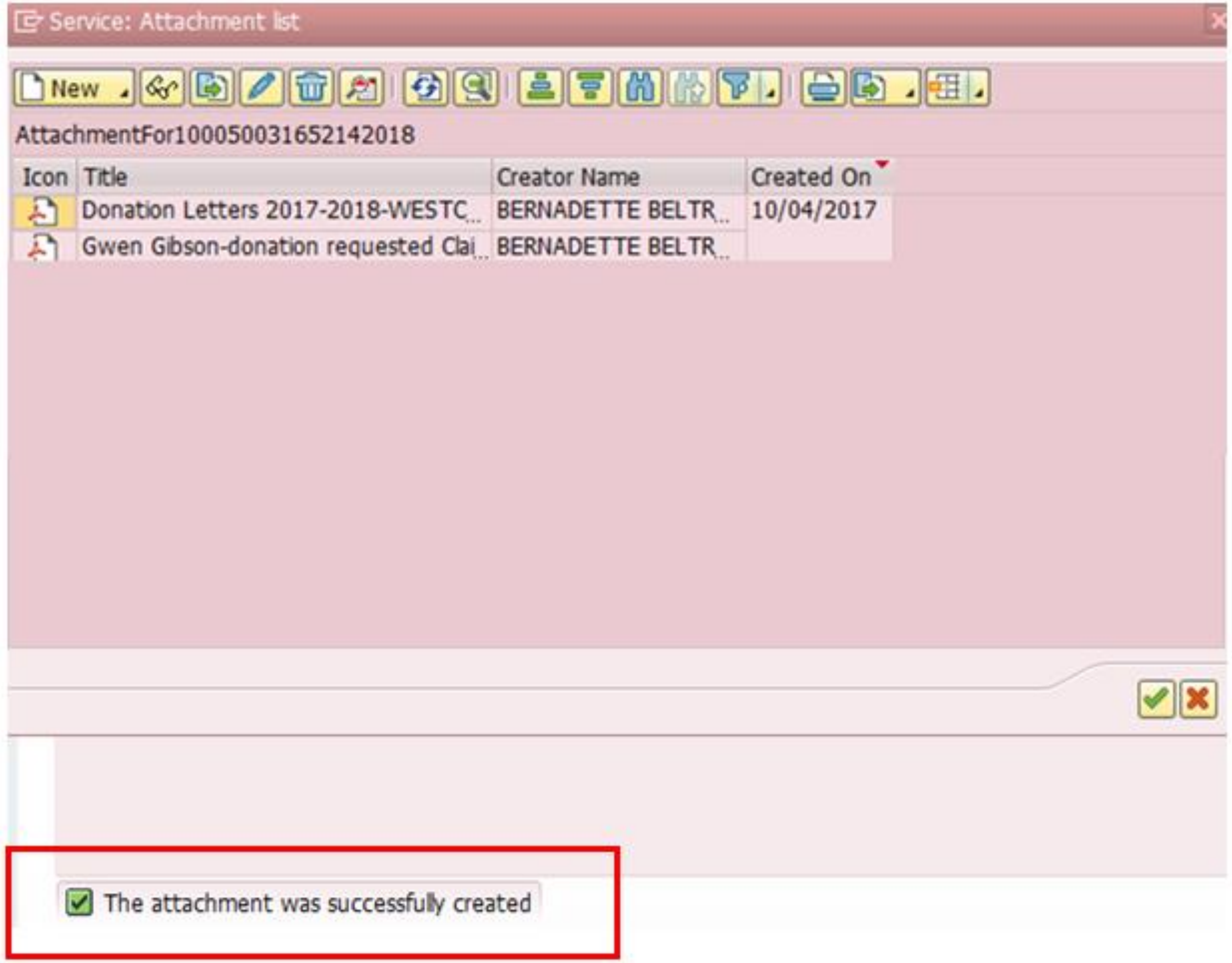
- Import file from your computer.





Los Angeles Unified School District

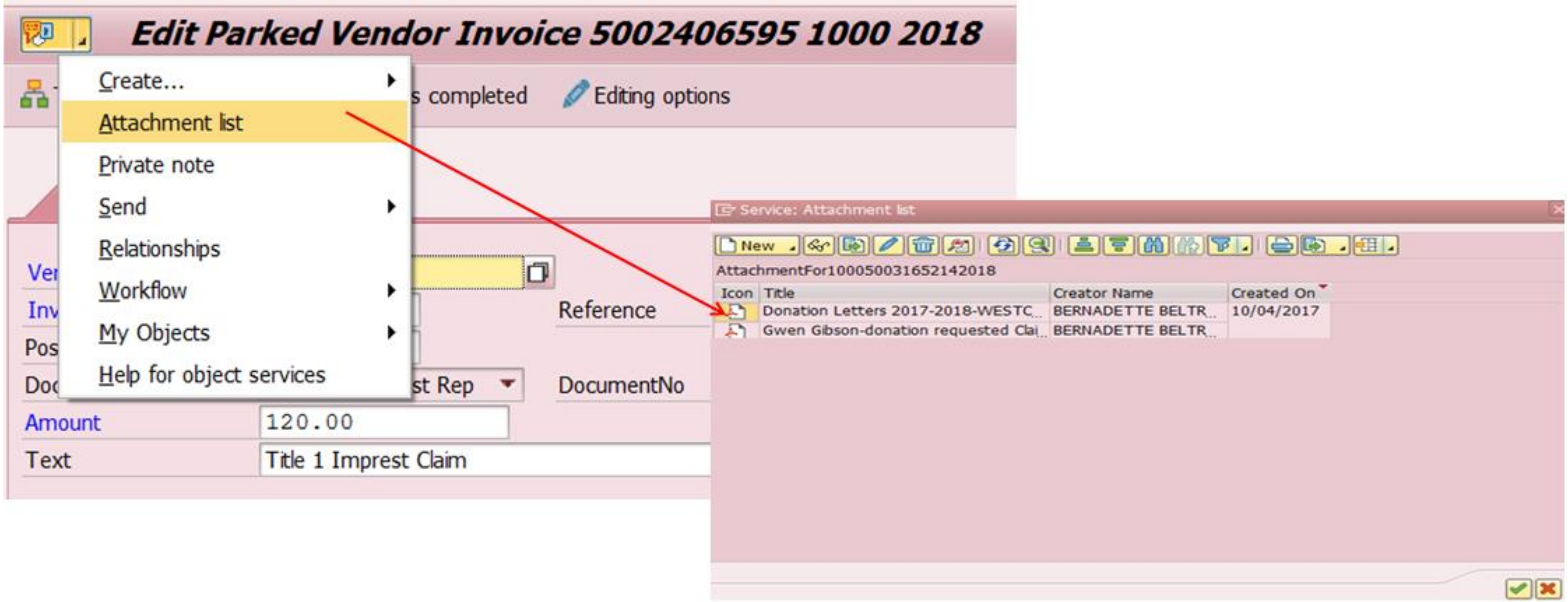
- After selecting the file (receipts, donation form, 10.12, field form etc.), the file are saved in the **Attachment list**.



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.

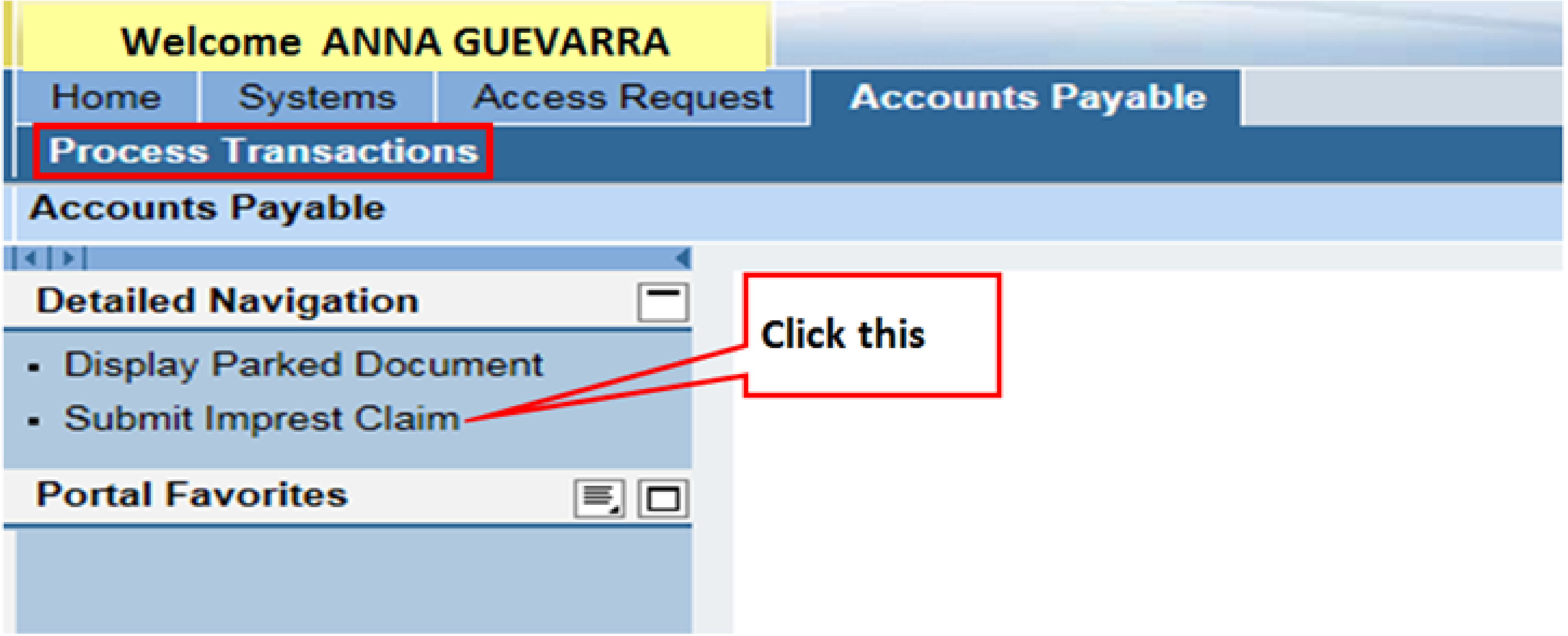


Instructions on How to Display or Edit Pending / Parked Documents

Imprest Claim Online Submittal

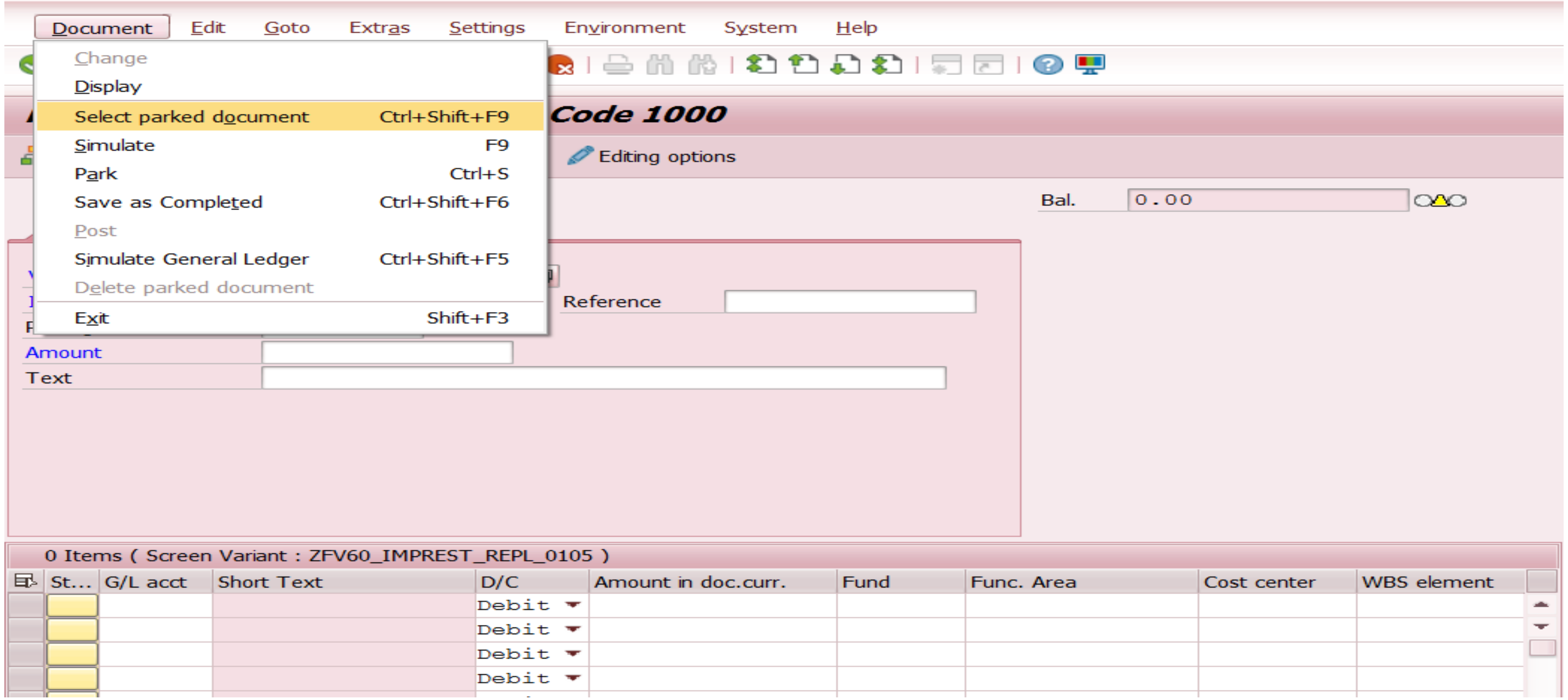
To edit Pending (Parked) Imprest Claim document

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



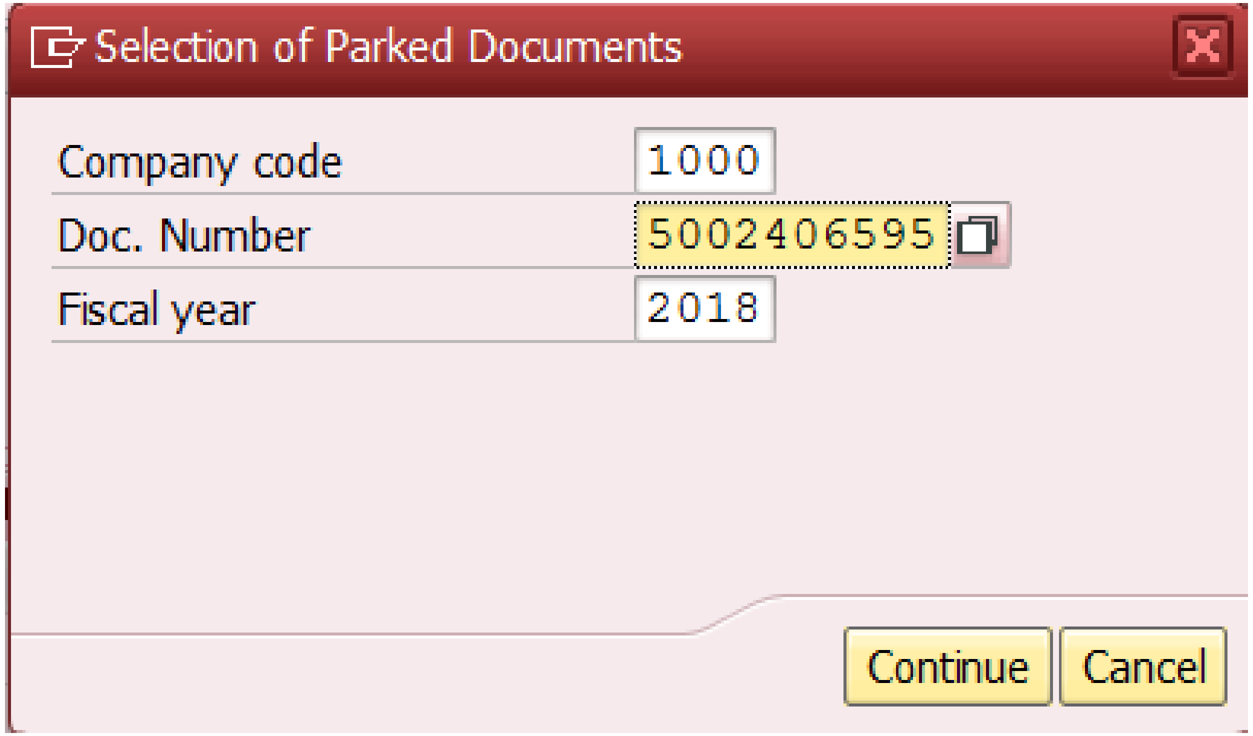
Los Angeles Unified School District

Step 2: Click **Document** --> **Select parked document**



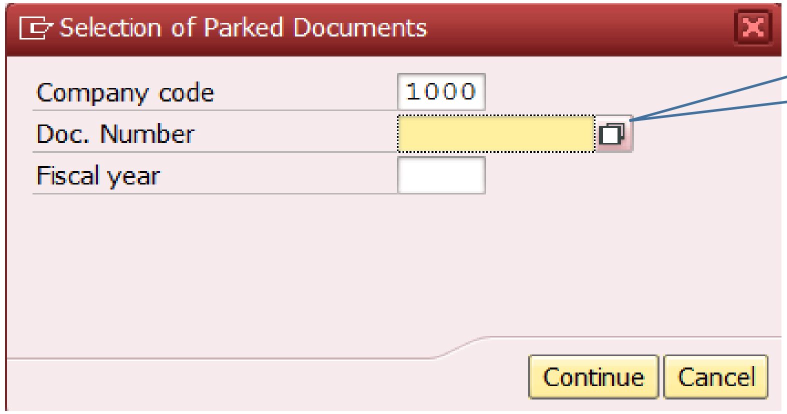
Step 3: When the document number of the claim is known, enter the **Document Number** and **Fiscal year** for editing.

- Click **Continue**.



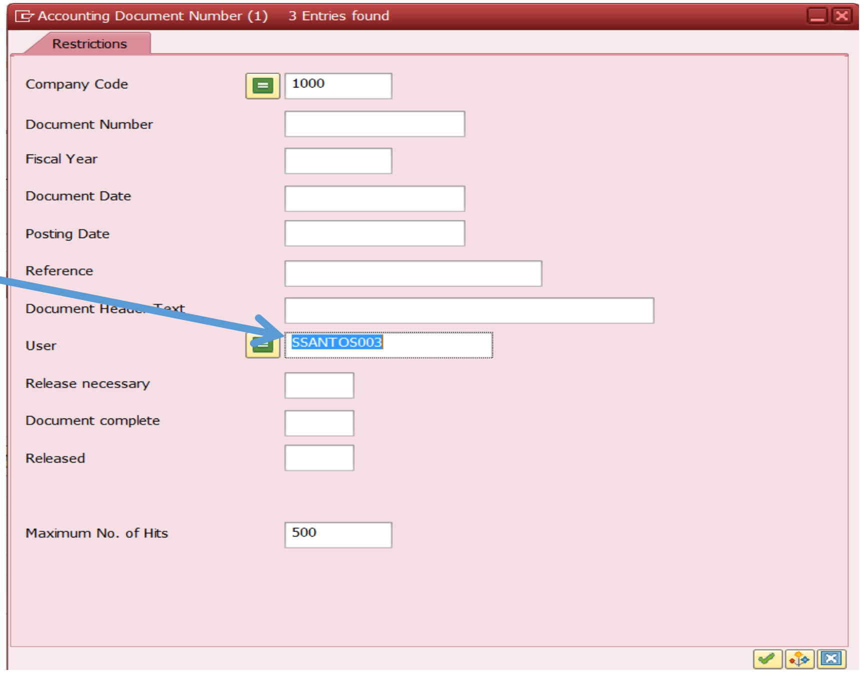
Los Angeles Unified School District

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.



Type Document #
or click on icon

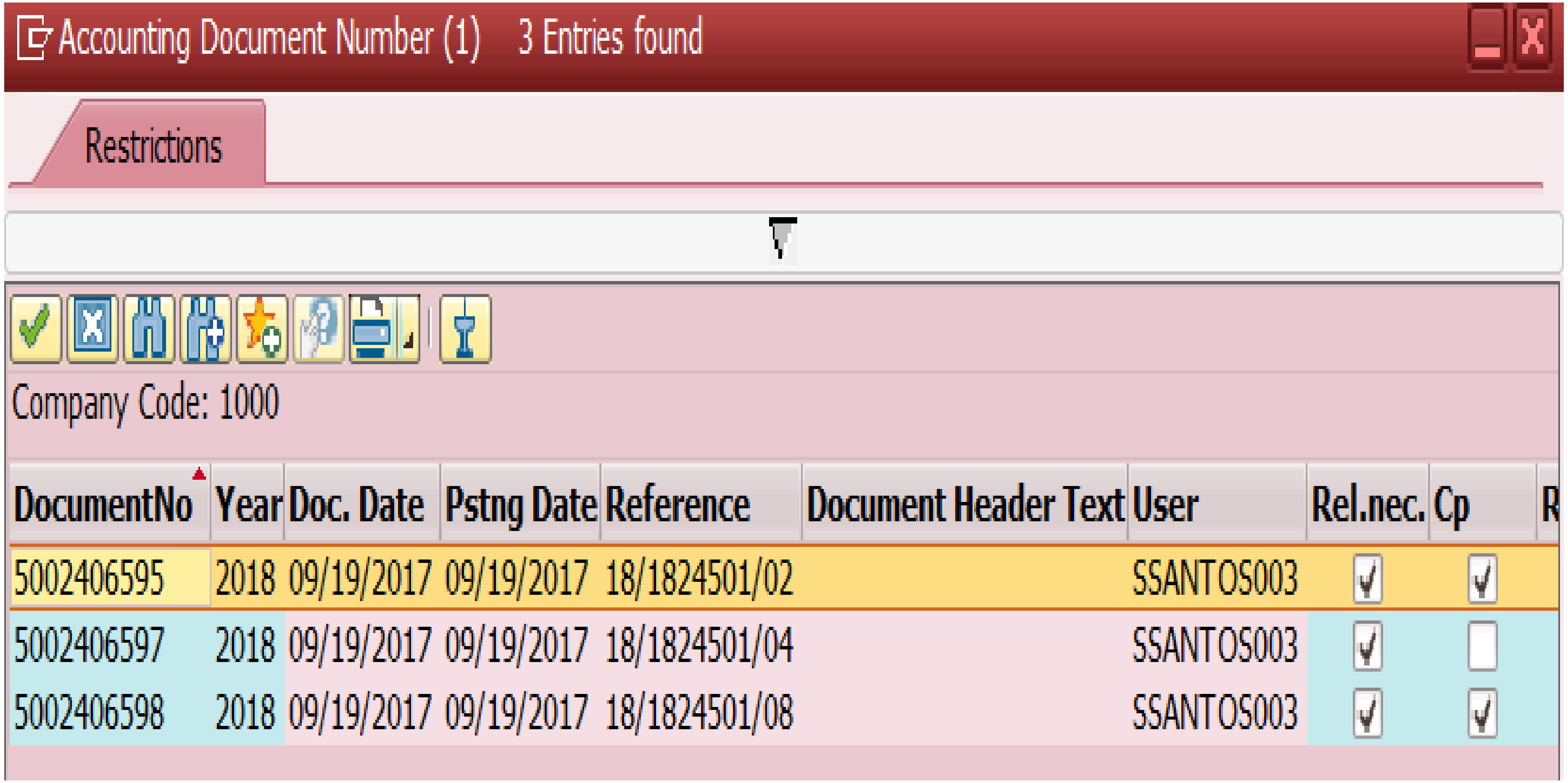
Step 4a: Press enter when this screen pops up. The **User** ID is defaulted as the user's system ID.



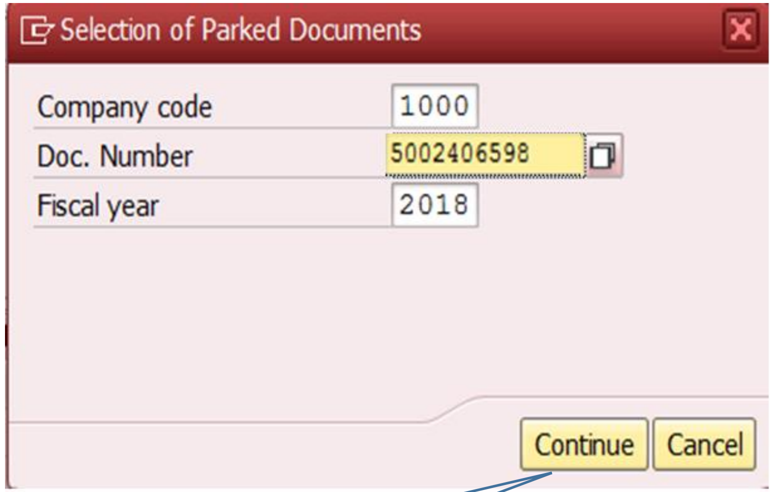
Los Angeles Unified School District

Step 5: The screen below will display listing all the user's Parked documents.

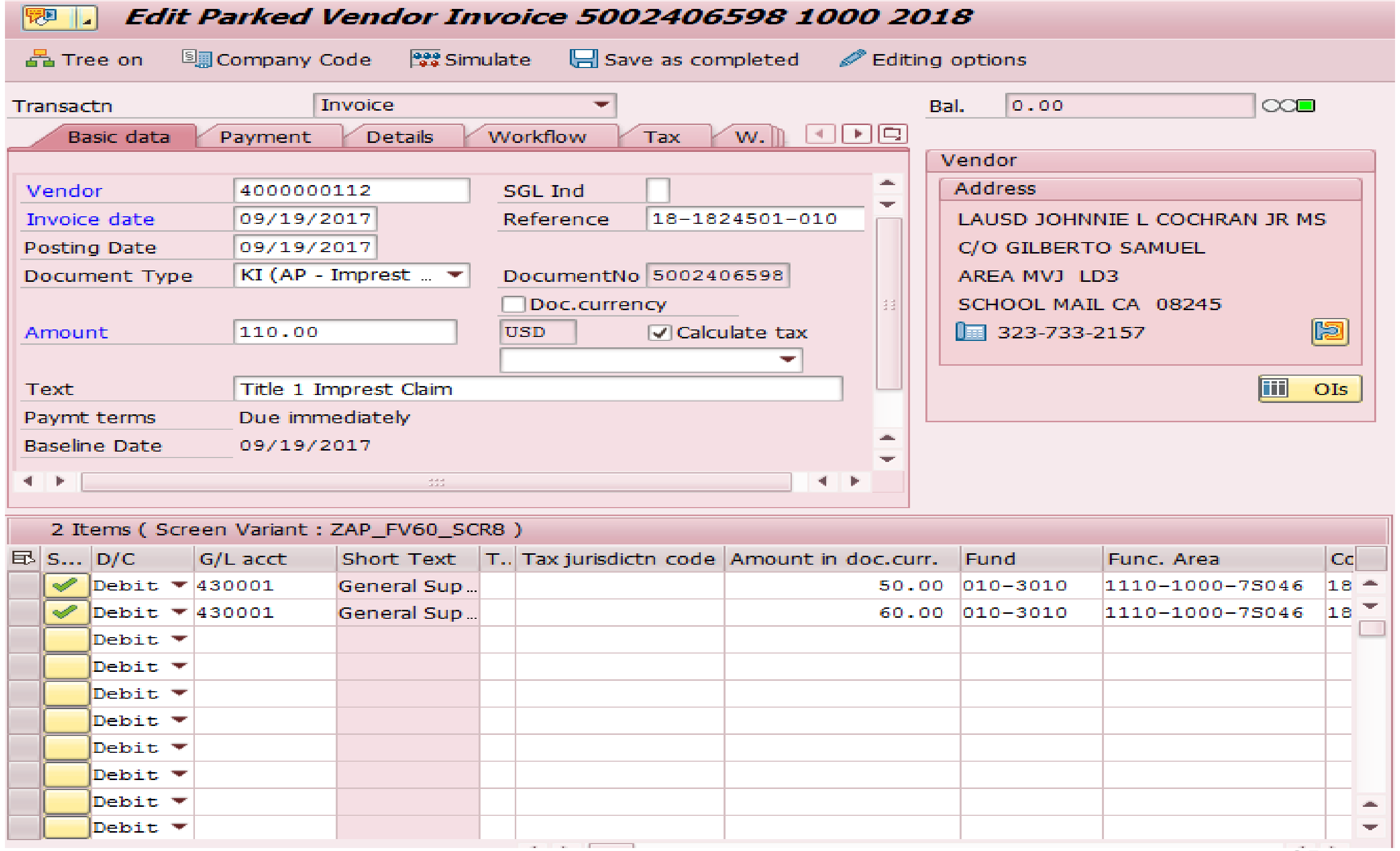
- Double click on the document needed.



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

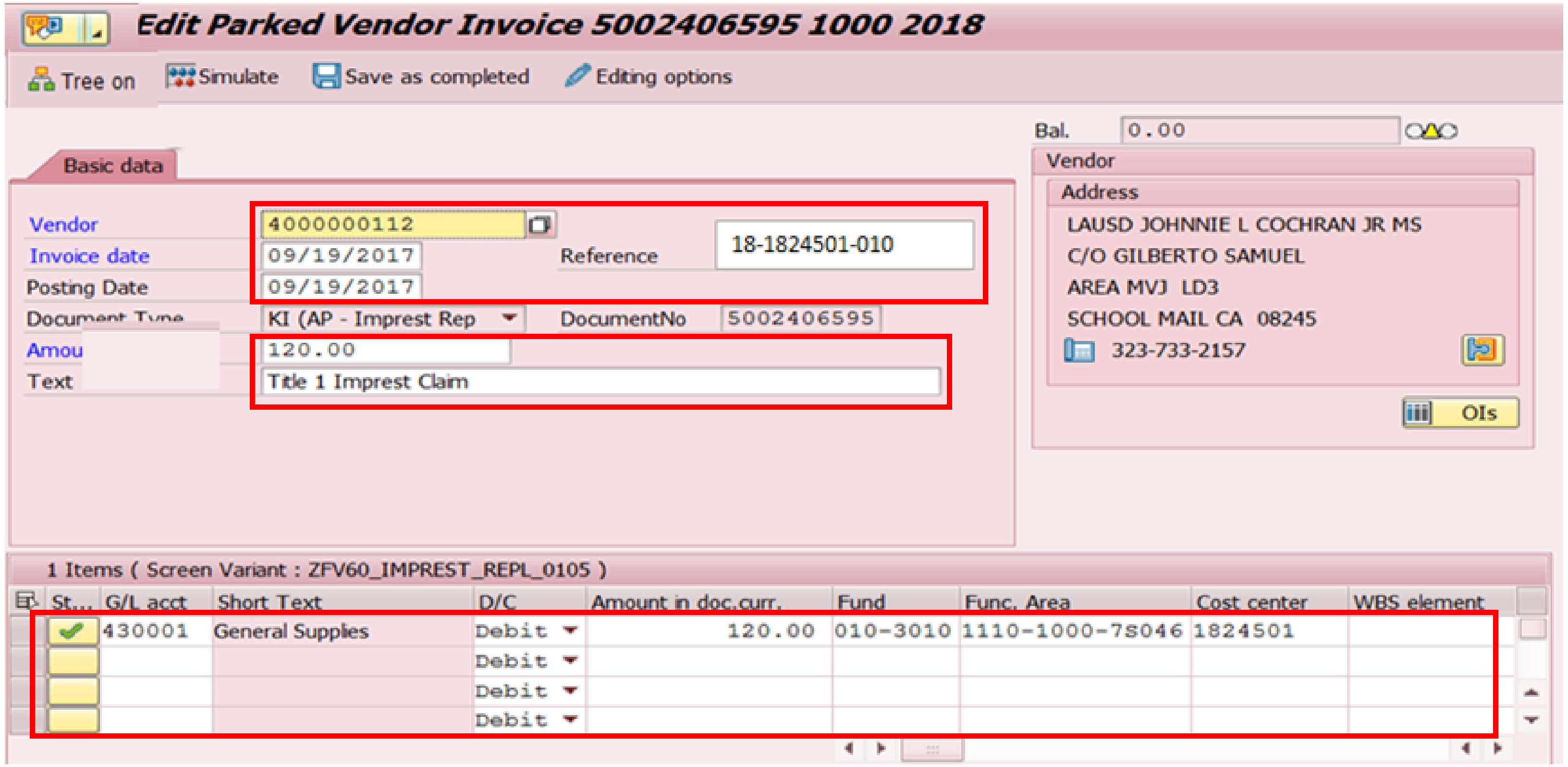


Click this



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.

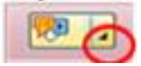


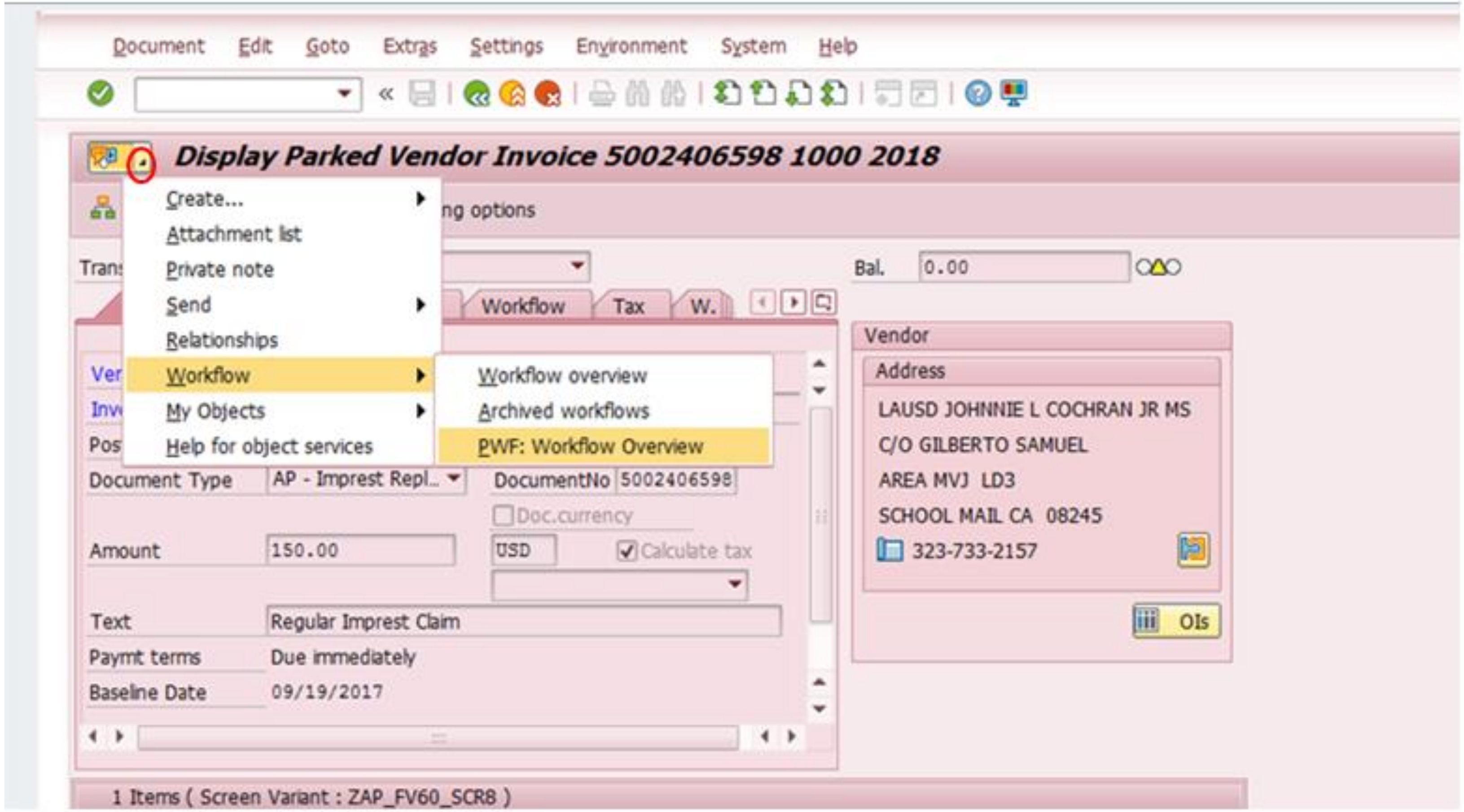
Instructions on How to Check Document Status

Imprest Claim On Line Submittal

To check the Workflow Status of Parked Imprest Claim

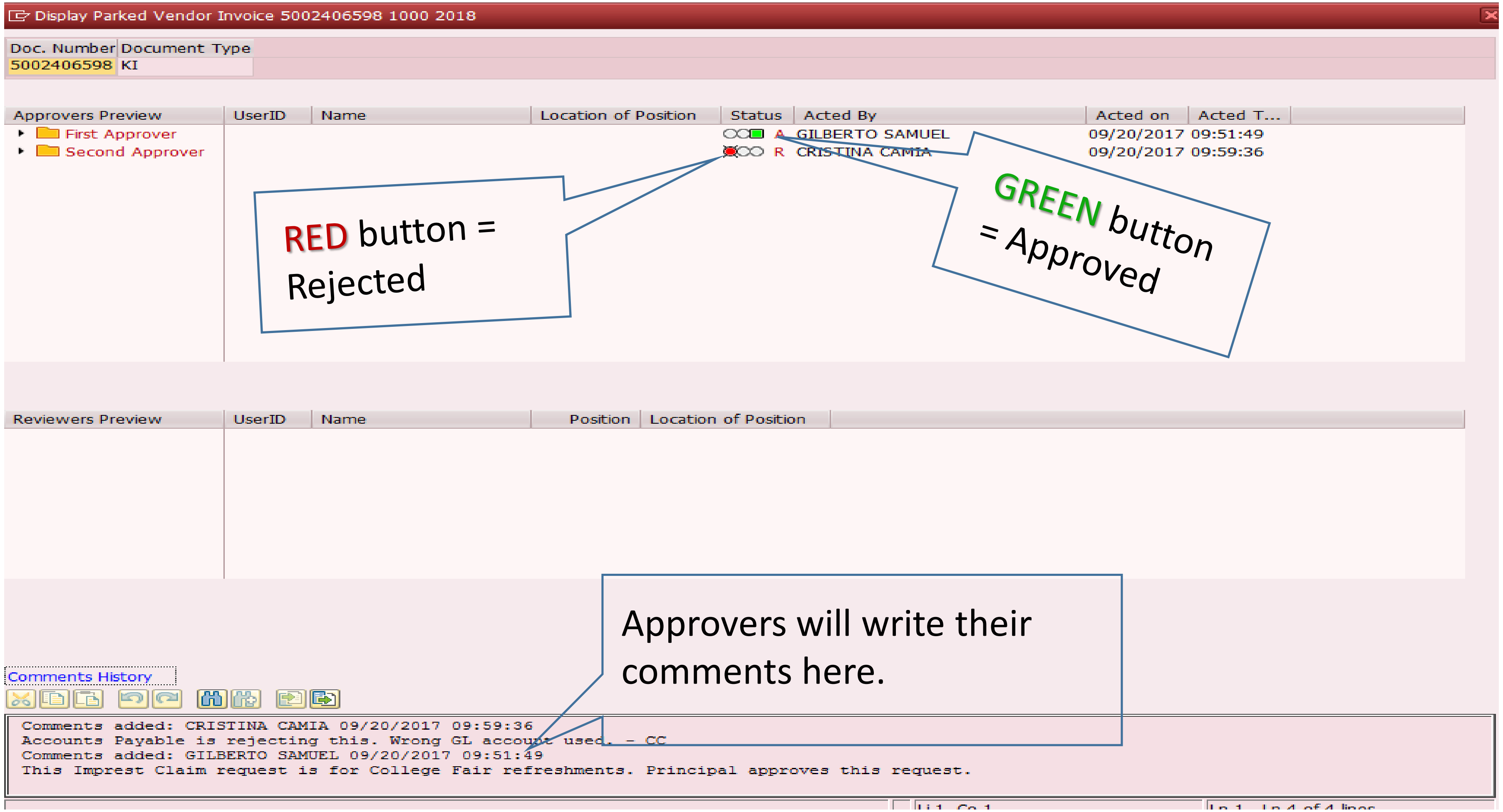
Step 1: Display document (Same Instructions as How to Display or Edit Pending/Parked documents)

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



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.



Imprest Claim Online Submittal

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

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

If <u>after</u> 2:00pm, then payment will create on the <u>fourth</u> 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

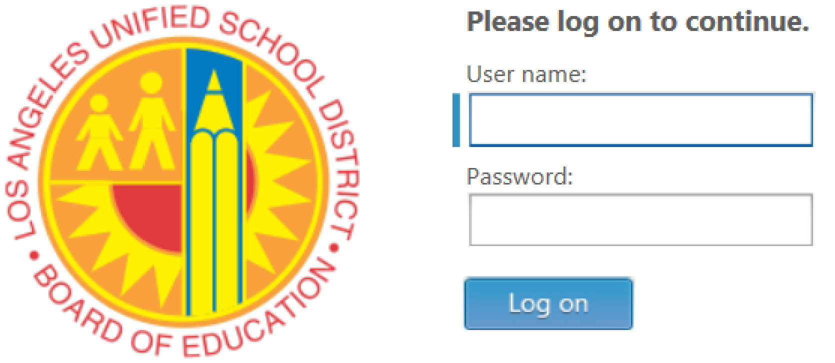
Instructions for Principals or Imprest Administrators

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



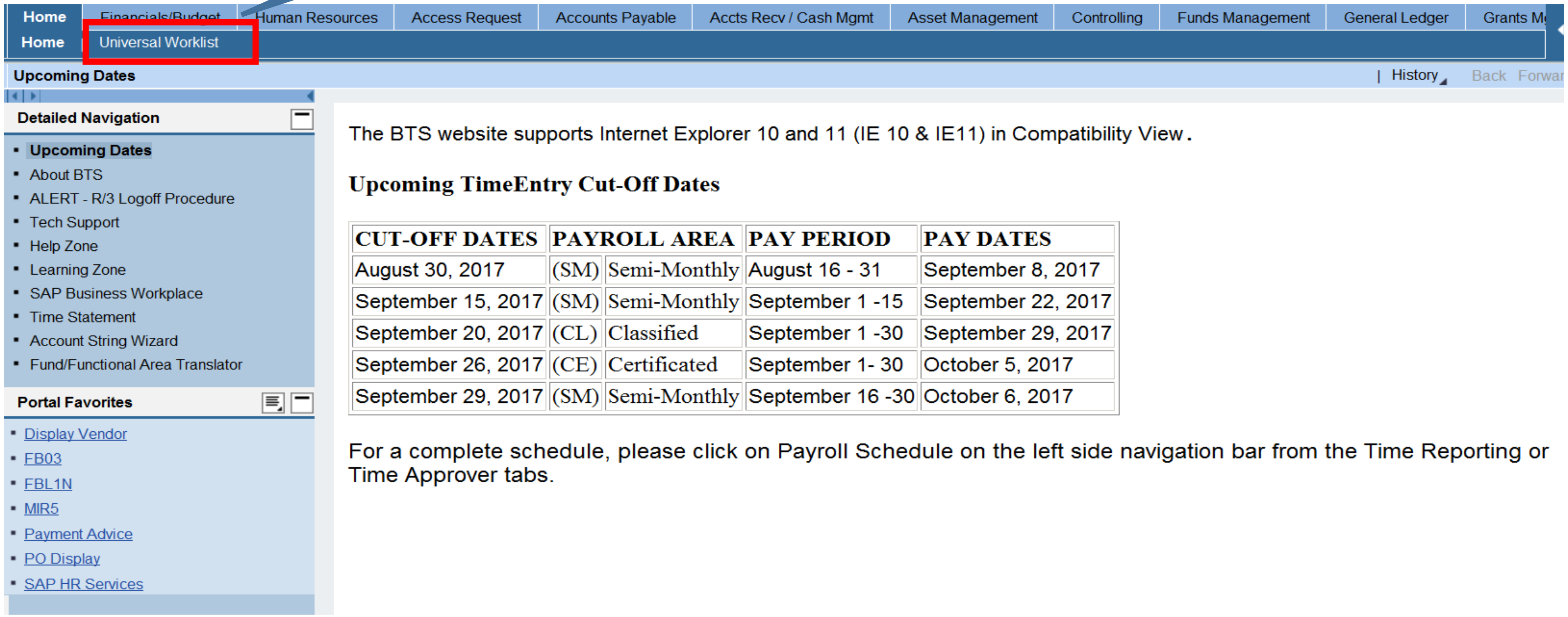
Enter your Single Sign-On (email) username and password to Log On. e.g. (msmith~~@lausd.k12.ca.us~~, mary.smith~~@lausd.net~~). Do not add domain name (@lausd.k12.ca.us @lausd.net).

Account Problems? Get Support.

Imprest Claim Online Submittal

Step 2: Click “**Universal Worklist**”

Click this



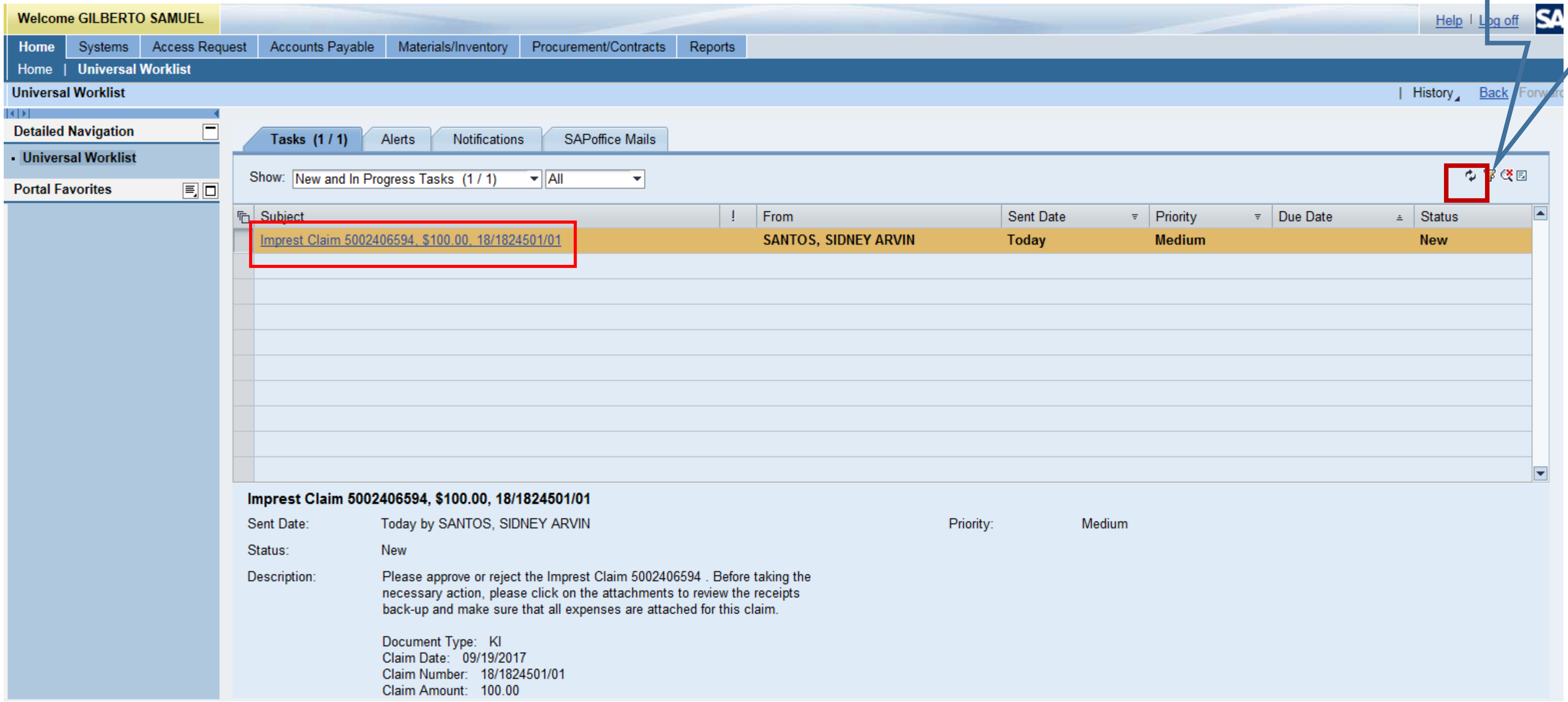
CUT-OFF DATES	PAYROLL AREA		PAY PERIOD	PAY DATES
August 30, 2017	(SM)	Semi-Monthly	August 16 - 31	September 8, 2017
September 15, 2017	(SM)	Semi-Monthly	September 1 -15	September 22, 2017
September 20, 2017	(CL)	Classified	September 1 -30	September 29, 2017
September 26, 2017	(CE)	Certificated	September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

Imprest Claim Online Submittal

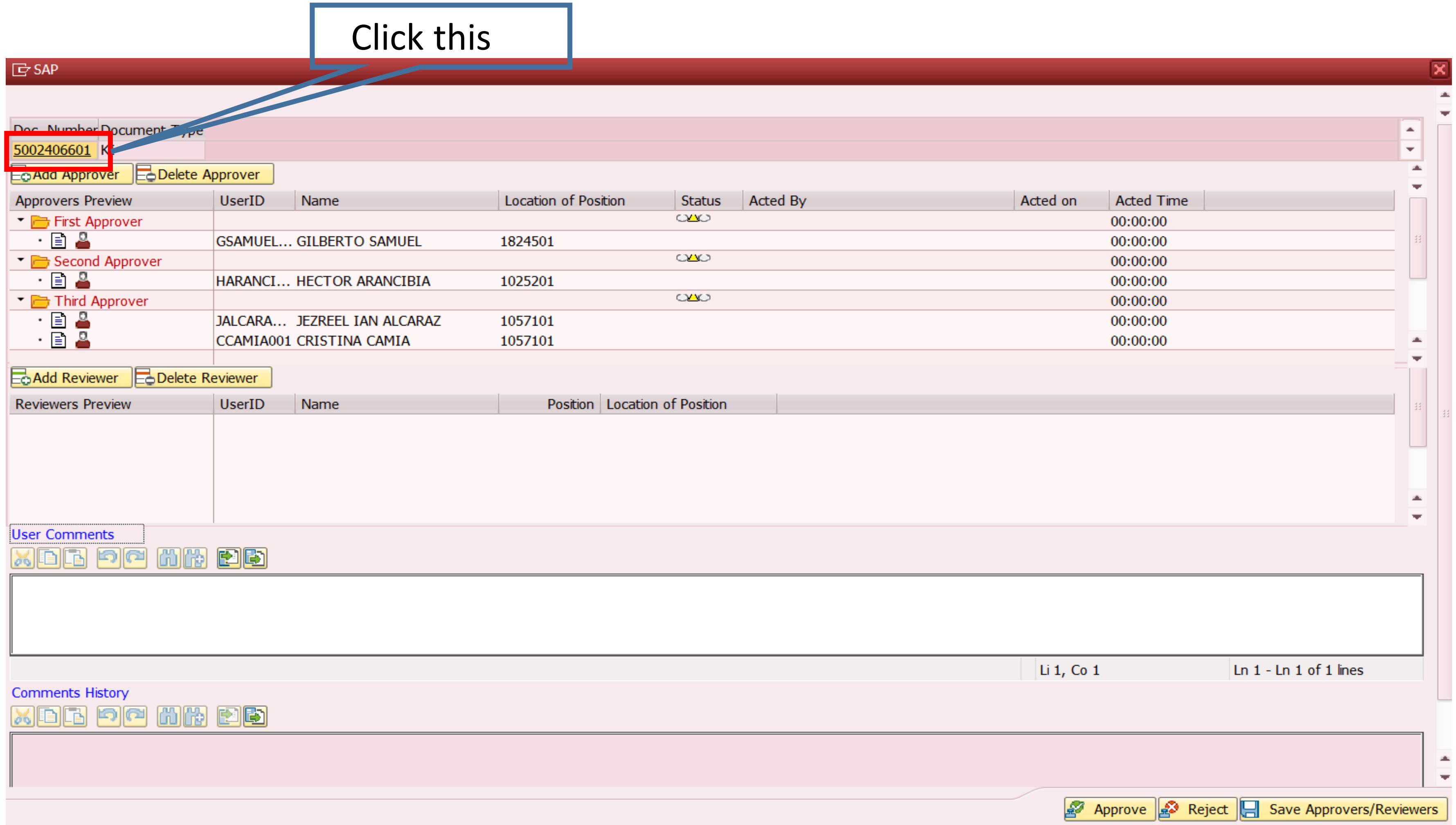
Step 3: Click the **Refresh** button then click the highlighted item

Refresh button



Imprest Claim Online Submittal

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

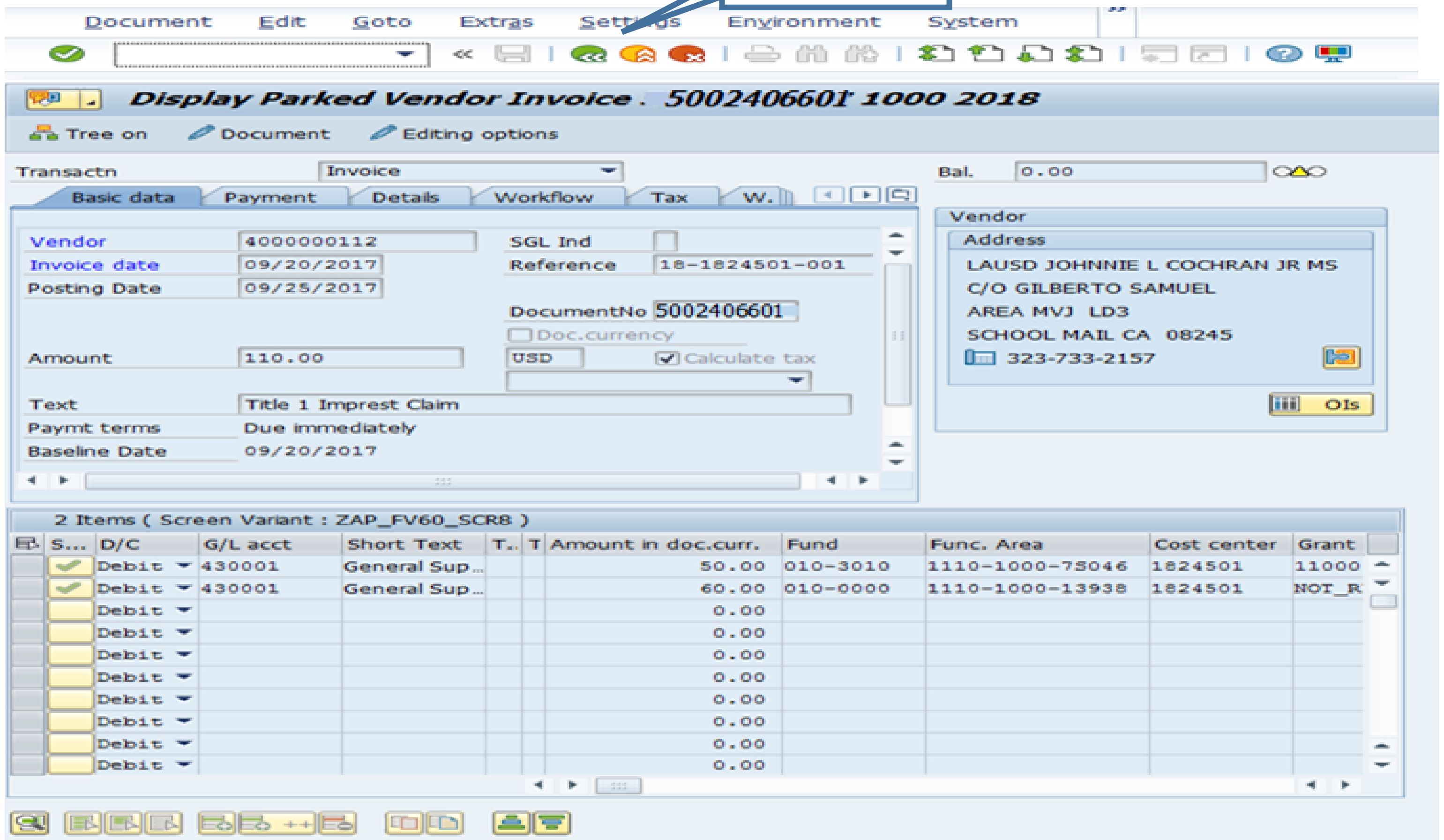


Imprest Claim Online Submittal

Step 4: Review and approve the claim

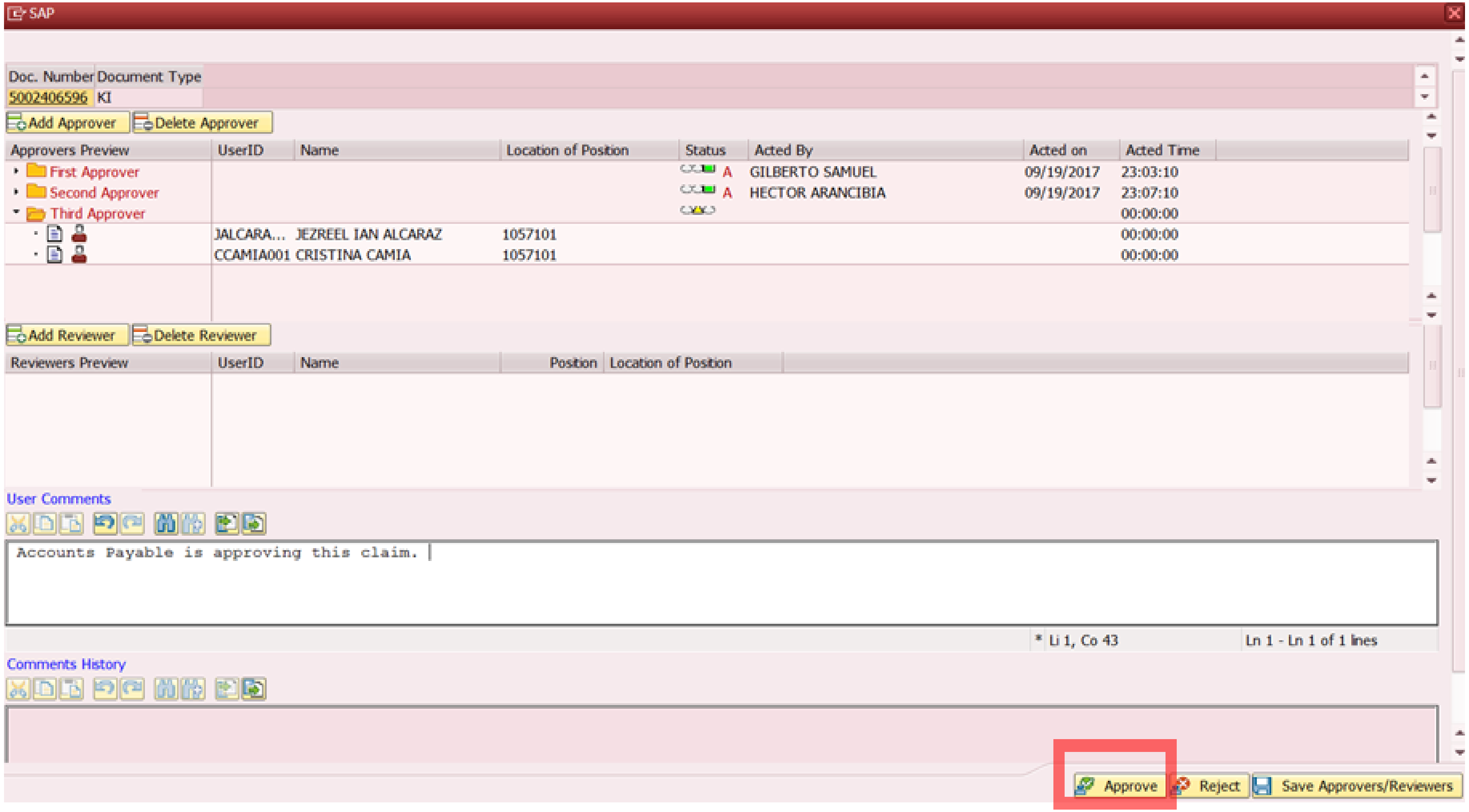
- After clicking the document number, the screen below will display for review.
- After review, click the green back arrow to approve or reject the claim

Click this



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.



Instructions For Approvers How to Display Documents

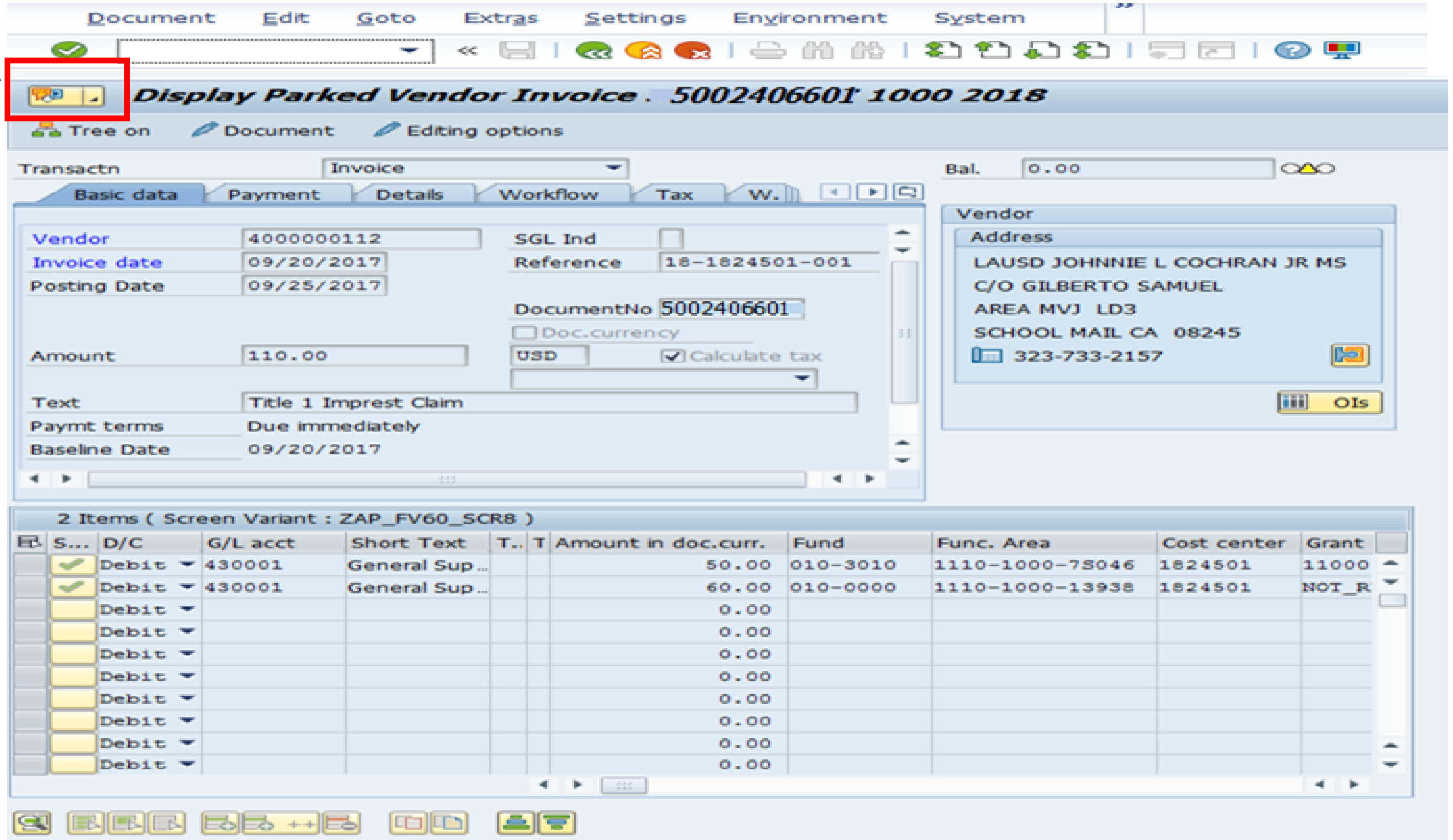
Imprest Claim Online Submittal

TO DISPLAY ATTACHMENT

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

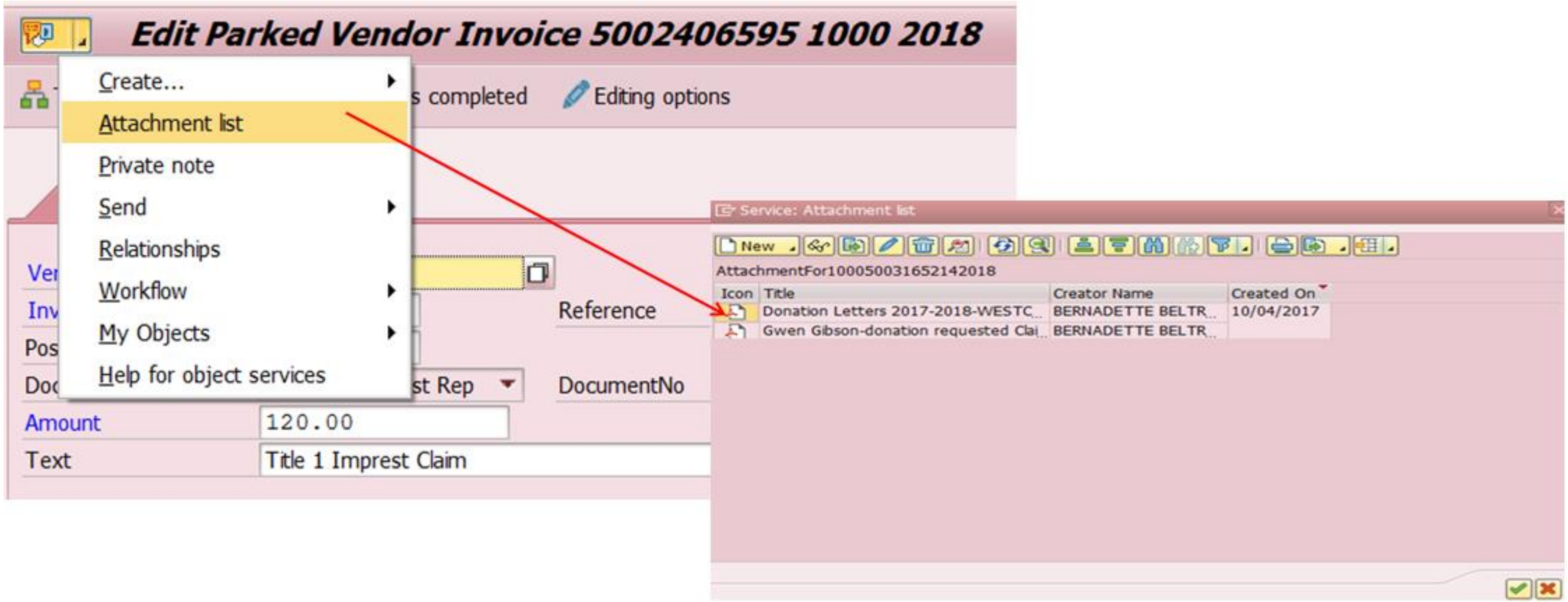
- Double click on the file you want to display to open it.

Click Here



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.



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**

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: