



# School Administrative Assistant Training 2016 - 2017

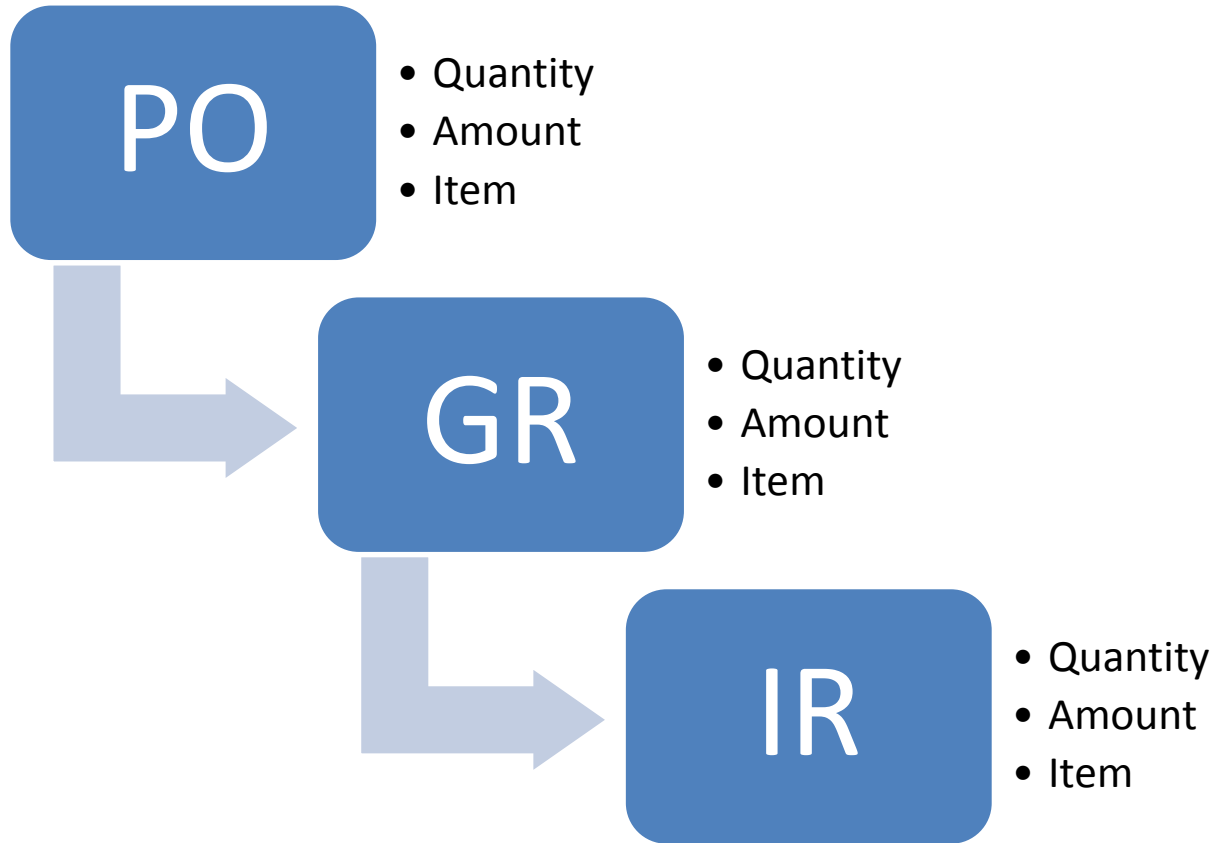
---

# ACCOUNTS PAYABLE

## TOPICS:

- Three-Way Match: Purchase Orders (PO), Goods Receipts (GR), Invoice (IR)
- Imprest Fund Claim Reimbursement
- Travel Expense Claim Reimbursement
- Available References/Resources

# Three-Way Match = Invoice Payment



Payment

# Goods Receipts



## ACTION ITEMS:

- No GR = No Payment
- Email Notification with Subject Line: Invoice Alert -> GR  
Mismatch SAP Invoice 5500999999 is a notification to enter GR
- Monitor Pending/Missing GR
  - Missing GR Report (SAP)
  - Procurement Website (<http://achieve.lausd.net/Page/400>)

# How to Facilitate Invoice Payment



## Purchase Order

- Include Shipping Fees
- Include Sales/Use Tax
- For Services : Quantity = \$ Amount
- Use Pcard or Imprest for minor purchases of supplies/materials/conference fees (excluding services)

## Goods Receipt

- Only for items actually received
- Triggers expense posting
- Monitor open/missing GRs
- Monitor grants and carryover accounts
- Always confirm receipt (if via shopping cart)

## Invoice

- Send directly to Accounts Payable preferably via email at [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net)
- Email Subject Line must contain– Vendor Name, PO#, and Invoice # (Nothing Else)
- Must have PO#, Invoice #, Date and Amount
- Standard payment term net 45

# Who to Contact for Assistance



## Purchase Orders and Goods Receipt Questions:

- LD Northeast [SCSCnorth@lausd.net](mailto:SCSCnorth@lausd.net) (562) 654-9476
- LD Northwest [SCSCsouth@lausd.net](mailto:SCSCsouth@lausd.net) (562) 654-9449
- LD East [SCSCeast@lausd.net](mailto:SCSCeast@lausd.net) (562) 654-9467
- LD West [SCSCwest@lausd.net](mailto:SCSCwest@lausd.net) (562) 654-9444
- LD Central [SCSCcentral@lausd.net](mailto:SCSCcentral@lausd.net) (562) 654-9430
- LD South [SCSCsouth@lausd.net](mailto:SCSCsouth@lausd.net) (562) 654-9472
- All other [cs.stores@lausd.net](mailto:cs.stores@lausd.net) (562) 654-9009

# Imprest Fund



- For small purchases of allowed materials/supplies/conference fees
- $\leq$  \$1,000 per item including tax and shipping
- Imprest Funds-Reference Guide 1706.4

# Requirements for Reimbursement



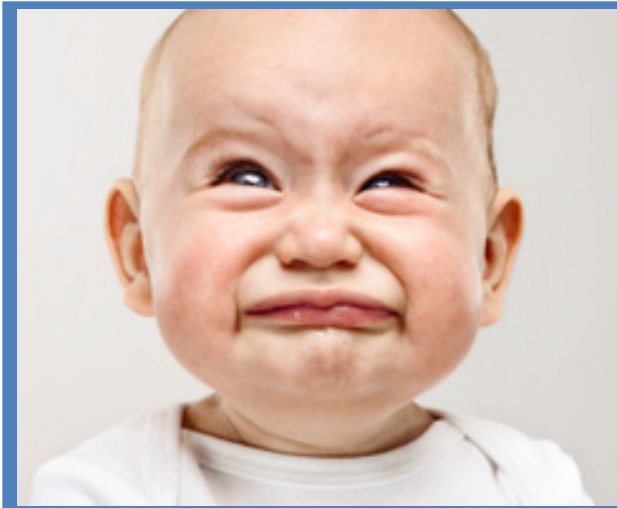
- **Claims must comply with Reference Guide 1706.4**
- **Separate claim for:**
  1. Title I (7S046, 7E046, 70S46) -> [fsep@lausd.net](mailto:fsep@lausd.net) for prior approval
  2. Attendance Submittal Incentive (15863) -> [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net)
- **Required supporting documents**
  1. Conference registration fees – Form 10.12.1 + Brochure + Agenda
  2. Contract bus and admission fees – Approved Field Trip Form 34-EH-57



# Requirements (Cont'd)



- **Specific Item Description**



Mr. Smith's reimbursement

Supplies

Incentives

Meeting

Check # 1234

Food



10 library books @ \$10 each

Classroom supplies

Refreshments for Parents  
advisory meeting

Bus Service by America Bus for  
student field trip to Getty

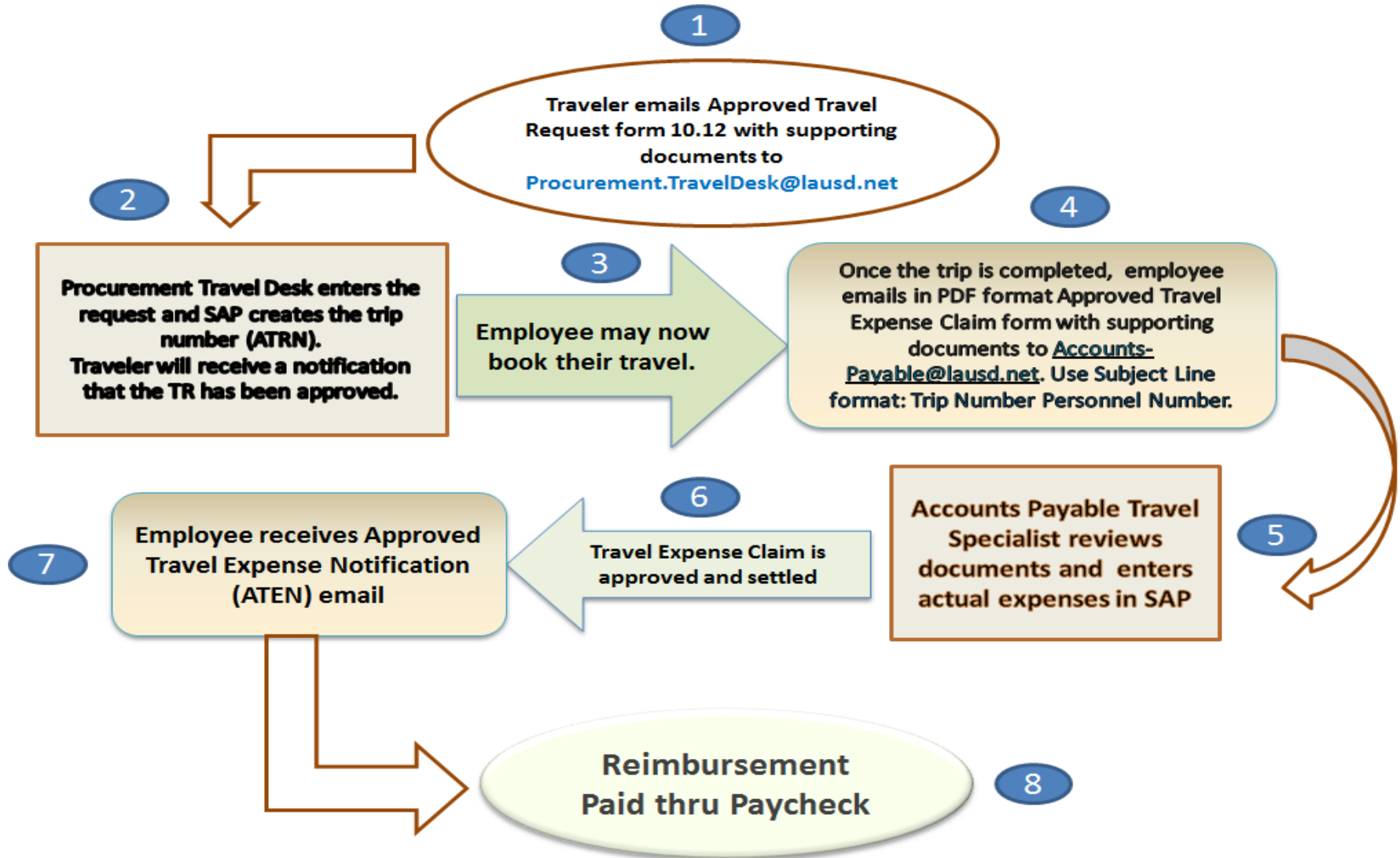


# Requirements (Con'td)



- **For refreshments or meals**
  1. Use funding source that allows this expense type
  2. Identify who was served (parents, teachers, students or staff)
  
- **Claim submittal**
  - Email to [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net) with subject line “Imprest – Claim Number (fiscal year - cost center - claim count)”.
  - Email attachments
    - Signed claim form in PDF format
    - Required supporting documents in PDF format

# School Business Travel





# Reference and Contact Information

- Procurement Manual, 6th Edition, dated November 2014  
(<http://achieve.lausd.net/Page/7468>)
- Accounting & Disbursements Division Reference Guide #1706.4, dated September 15, 2015 “Imprest Funds”  
(<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/331/Bulletins%20and%20Others/REF%201706%204%20IMPREST%20FUNDS%20091515%20FINAL.pdf> )
- Procurement Services Division Policy Bulletin #5525.2, dated July 1, 2014 “District Policy for Travel and Attendance at Conferences or Conventions”  
(<http://achieve.lausd.net/Page/862> )
- For travel assistance – Travel Desk at (562) 654-9058 or email [procurement.traveldesks@lausd.net](mailto:procurement.traveldesks@lausd.net)
- For payment related questions - Accounts Payable Customer Service Center at (213) 241-4800 or email [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net)



THANK YOU!

---

HAVE A GOOD DAY!