



P-Card Update-FY 16-17

Title 1 purchases on P-Cards and T-Card

<http://pcard.lausd.net>

- Title 1 Reconciliation on P-Card and Travel Card (T-Card)
 - Cardholders MUST press “Save Approvers” button
 - P-Card reconciliation attach receipts AND Copy of the Single Plan for Student Achievement (SPSA)
 - T-Card reconciliation attach approved 10.12.1, ATRN (for teachers) AND SPSA
- Example for adding Title 1 Approver:
 1. Reconciler (1st approver) enters Title I funding line to reconcile transaction, then click on “Save as completed”.

S...	D/C	GL acct	Short Text	T. Amount in	Fund	Func. Area	Cost center	Grant
✓	Debit	520002	Travel/Conf	59.46	010-3910	1110-1600-75046	1201401	110001

2. The approval screen initially shows 1st and 2nd approvers only. User needs to click on “Save Approvers/Reviewers.”

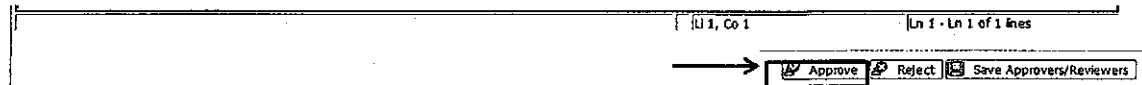
Doc. Number	Document Type	Vendor	Reference	Debit Total	Document Date
5900001771	KC	7000002300	2016/01/20/00004	59,46	07.01.2016

Approvers Preview	User ID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver	QDEAN...	Quinton Dean	1050901	○○○		00:00:00	
Second Approver	GSILVA	George Silva	1053801	○○○		00:00:00	

3. Once the 3rd approver (Title I approver) is derived, hit "Approve" to start the workflow.

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Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver	QDEAN...	Quinton Dean	1050901	OOO		00:00:00	
Second Approver	GSLVA	George Silva	1053801	OOO		00:00:00	
Third Approver	KRYBAC...	KAREN RYBACK	1025201	OOO		00:00:00	



- Title 1 Reconciliation for Toshiba
 - SAP will only allow 50% of the total transaction to be charged to a Title 1 funding line
 - Validation message is displayed when reconciler uses more than 50% Title I.
 - For example: 50% of \$1,116.53 = \$558.265. Title I funding amount entered = \$1,000. \$1,000 - \$558.265 = \$441.73 exceeded.

Edit Parked Vendor Invoice 5900205697 1000 2016

Tree on: Simulate Save as completed Editing options

Transaction: Invoice | Bal: 0.00 | CDD

Vendor: 7000002300 | SGL Ind: | Vendor Address: MARIA CARRILLO TSHB

Invoice date: 09/01/2015 | Reference: 2015/09/04/01140 | XXXXXXXXXXXX767924

Posting Date: 06/24/2016

Amount: 1,116.53 | Document No: 5900205697

Tax Amount: | USD | Calculate tax

Text: TOSHIBA BUSINESS SOLUT

Paymt terms: Due immediately

Baseline Date: 09/01/2015

Information: You may not use more than 50% of Title I funds to reconcile Toshiba Card Transactions. The maximum amount has been exceeded by \$441.73. Please modify the Expense Amount.

S...	O/C	G/L acct	Short Text	T. Amount in d...	Fund	Func. Area	Cost center	Grant
<input checked="" type="checkbox"/>	Debit	580002	Oth Noninst.	1,000.00	010-3010	1110-1000-78046	1888101	110001
<input checked="" type="checkbox"/>	Debit	580002	Oth Noninst.	116.53	010-0000	0000-7200-10025	1004401	NOT RELEVANT

General Reminders:

- Notify the P-Card unit immediately when there are changes in approving officials or cardholders
 - Submit Credit Card Update Form and applicable agreements (P-Card, T-Card, Toshiba Card)
 - Any changes to your position or your cost center will cause removal of SAP roles
- 100% Receipt attachment required for P-Card and T-Card in SAP