LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	New SAP P-Card Reconciliation System, FY 2013-2014	**ROUTING** All Employees All Locations
NUMBER:	MEM-6132.0	
ISSUER:	George Silva, Chief Procurement Officer Procurement Services Division Enrique G. Boull't, Chief Operating Officer Office of the Chief Operating Officer	
DATE:	August 12, 2013	

PURPOSE: The purpose of this Memorandum is to provide information regarding a new and improved online SAP P-Card Reconciliation System for FY 2013-2014.

Effective July 15, 2013, the District began to transition into the new Systems Applications and Products (SAP) P-Card Reconciliation System, which has replaced the current manual reconciliation work-around process. The transition to the new SAP system will provide benefits District-wide and minimizes operating burden at schools.

GUIDELINES: **Please note these important events and reminders:**

- Training on the new online SAP P-Card Reconciliation System will be available on the Learning Zone at: https://lz.lausd.net/lz/index.jsp. Once enrolled, an automatic email notification will be sent regarding class enrollment.

- Last day to complete online training is September 30, 2013.

- First day to make purchases for schools and central offices with the P-Card was July 15, 2013

- For those school locations that do not have access to the SAP system or that require assistance with reconciliation, contact the LRP Shopping Cart Support Center at (562) 654-9009.

New Reconciliation System:
Beginning FY14, P-Card Program participants will reconcile credit card transactions in the new SAP P-Card Reconciliation System. Benefits of the new system include real-time funds availability check and comprehensive report generation. For your convenience, SAP access has been established for P-Card Program participants.

Reinstatement:
To coincide with the go-live date of the SAP System, P-Cards were reinstated effective July 15, 2013. In order to have been eligible for reinstatement in FY 2014, the ENTIRE LOCATION must have been 100% compliant with reconciliation of all assigned credit cards.

Training:
Mandatory self-paced online training on the new system with voice-over will be made available through the Learning Zone for both Cardholders and Approving Officials. Shortly, P-Card Program participants will receive an automatic email notification regarding class

enrollment. Once training is complete, you may begin to reconcile charges in SAP through the Universal Work List as transactions post to your account. Cardholders will receive a daily email indicating that transactions are pending reconciliation. Approving Officials will receive a similar notification indicating that reconciled transactions are pending approval.

Additionally, training materials are available from the P-Card Unit and posted on the Procurement Services Division (PSD) website at
http://psd.lausd.net/psd_lausd_must_know_items.asp
Training materials include Business Process Procedures (BPP) in PDF and simulated training video format for Cardholders entitled "Reconciler" and for Approving Officials entitled "Approver". These BPPs are currently available for download or viewing. A "Reports" BPP is also accessible through the PSD website for users interested in generating reports containing information such as the type of P-Card, merchant transactions, location codes and program codes which purchases were made against, etc.

Transition Period:
To allow for a smooth transition into the new system, Cardholders and Approving Officials will have until September 30, 2013, to complete training. Training is mandatory for all P-Card Program Participants regardless of card type (i.e., P-Card, Toshiba Card, Buyer Card, Fuel Card, Recruiter Card and Travel Card). **If P-Card training is not completed prior to September 30, 2013, your P-Card will be deactivated and open transactions will be force reconciled to the default funding line on file.** Your District-issued credit card cannot be reinstated until training is complete.

Reconciliation Support:
The LRP Shopping Cart Support Center (SCSC) will provide support for cardholders at school locations that do not have access to the SAP system or that require assistance with reconciliation.

For schools reporting to:	Email:	Phone:
Educational Service Center North	SCSCnorth@lausd.net	(562) 654-9476
Educational Service Center South	SCSCsouth@lausd.net	(562) 654-9472
Educational Service Center East	SCSCeast@lausd.net	(562) 654-9467
Educational Service Center West	SCSCwest@lausd.net	(562) 654-9444
Educational Service Center ISIC	SCSCisic@lausd.net	(562) 654-9430
All Other Schools	cs.stores@lausd.net	(562) 654-9009

ASSISTANCE: For assistance or further information, please contact the following:

For Procurement and P-Card training related questions:
Please contact the Procurement Services Center, at (562) 654-9009.