



LaGov Project



Welcome to our Genesys WebConference

“Managing Imprest Accounts”



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Imprest Accounts

- Agency-specific account used to process misc disbursements
- Not Zero Balance Accounts



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Current AFS interfaces of Imprest Account activity will no longer interface in LaGov.

Example: IMS (TMS)

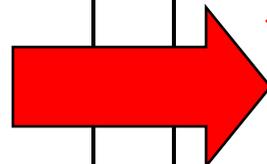
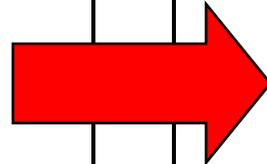
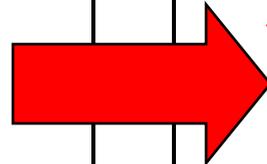


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Current Activity

- ❖ One-Time Vendor Payments
- ❖ Employee Travel
- ❖ Small Dollar Purchases



Available Alternative

- ❖ Regular Accounts Payable – One-Time Vendor Payments
- ❖ HR (SAP) Travel System
Provides automated processing of travel authorization, advances, and expenses
www.doa.louisiana.gov/OIS
Call: 225-342-2677, Option 5
- ❖ LaGov Procurement Card Program (p-card)
www.doa.louisiana.gov/OSP



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Imprest Accounts - LaGov

❖ Option 1: Print Imprest checks in SAP

- Payables entered as a direct pay invoice
- Imprest check/payment issued out of SAP (using Agency's imprest bank account)
- Check/bank reconciliation executed in SAP

❖ Option 2: Print Imprest checks outside of SAP

- Checks issued offline (manual/Quickbooks...)
- Record expenditure in SAP and keep track of Imprest account balance using Cash Journal
- Check/bank reconciliation executed offline



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Option 1: Print Imprest checks in SAP



❖ Step 1: Enter Payables as a direct pay invoice (non-po invoice)

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code 0010

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Withholding tax Am...

Vendor 310000040 SGL Ind

Invoice date 10/09/2009 Reference INV# 194882

Posting Date 10/14/2009

Document Type KR (Vendor Invoic...)

Cross-CC no.

Amount 200.00 USD

Text

Paymt terms 30 Days net

Baseline Date 10/09/2009

Company Code 0010 ISIS-HR Paid Baton Rouge

Vendor Address

SOLDIERS OF COMPASSION
OUTREACH MINISTRY INC
605 COTTON ST
SHREVEPORT LA 71101
318-222-9063

1 Items (Screen Variant : GL LINE ITEM DATA)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Bu...	Fund	Cost center	Order
✓	5410010	Office Suppl...	Debit	200.00		678	6780000000	6781010000		
			Debit							
			Debit							



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Option 1: Print Imprest checks in SAP

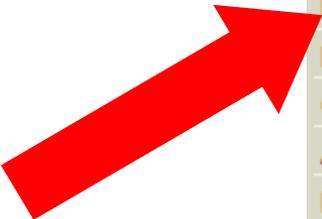


- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

Delete [Icons] Enter payments

Payment method and form specifications		Processing type	
Company Code	0010	<input type="checkbox"/> Calculate pmnt amt	
Payment method	V		
House Bank	CHALA		
Check lot number	1		
Alternative form			
Padding Character			

Output control			
Printer for forms	Local Windows Printer	<input type="checkbox"/> Print immediately	
Pmnt advice printer		<input type="checkbox"/> Recipient's lang.	
		<input type="checkbox"/> Currency in ISO code	
		<input type="checkbox"/> Test printout	
		<input checked="" type="checkbox"/> Do not Void any Checks	





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Option 1: Print Imprest checks in SAP



- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

Document Date	10/14/2009	Type	KZ	Company Code	0010
Posting Date	10/14/2009	Period	4	Currency/Rate	USD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text				Trading part.BA	
Clearing text					
Bank posting details					
Amount	134			Business Area	
Value date	10/14/2009			Assignment	
Text					
Payee					
Vendor	310000040			Company Code	0010
Customer				Payee	
<input type="checkbox"/> Payment on acct	<input type="checkbox"/> Pmnt on acct				
Paid items			Additional selections		
<input checked="" type="checkbox"/> Standard Ols			<input checked="" type="radio"/> None		
Special G/L ind			<input type="radio"/> Amount		
			<input type="radio"/> Others		



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Option 1: Print Imprest checks in SAP



- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withldg tax

Account items 31000040 SOLDIERS OF COMPASSION

Document ...	D..	Docume...	P...	Bu...	Day...	USD Gross	Cash disct	Cash...
1900000627	KR	10/09/2...	31	678	25-	200.00-		
1900000630	KR	10/09/2...	31	678	25-	134.00-		
1900000631	KR	10/09/2...	31	678	25-	134.00-		

List Edit Goto System Help

International Payment Medium - Check (with check management)

Overview of the lists generated

Name	Dataset	Spool number
AP Vendor Checks-Consolidated	AP-CKS	0000030512



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Option 1: Print Imprest checks in SAP



- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

STATE OF LOUISIANA - DEPARTMENT OF TREASURY							
AGENCY PHONE * PROVIDED CALL AGENCY WITH QUESTIONS IF NO ANSWER, CALL OSRAP AT THE NUMBER SHOWN BELOW							
AGY	AGENCY NAME	AGY PH NO	DOC NUMBER	REF CD NO	INVOICE NO.	COMMENT	AMOUNT
678	DOE STATE ACTIVITIES		1900000631		INV* 194028		134.00
CHECK NO. 7800471		CHECK CAT. V	VENDOR: SOLDIERS OF COMPASSION	DATE: 10-14-09	TOTAL	134.00	
<p>STATE AND CHECK CLEARANCE INFO AT HTTP://WWW.DOALOUISIANA.GOV/FINDPAYMENTS</p> <p>CALL OSRAP AT (225) 342-1097 FOR ENROLLMENT IN THE ACH DIRECT PAYMENT OPTION</p>							

CHECK VOID 180 DAYS FROM DATE	STATE OF LOUISIANA DEPARTMENT OF THE TREASURY BATON ROUGE, LOUISIANA 70804	0950000698 8475652	CHECK DATE 10-14-09
PAY TO THE ORDER OF VENDOR NO.			CHECK NO 7800471
SOLDIERS OF COMPASSION 605 COTTON ST SHREVEPORT LA 71101			A MOUNT *****134.00
PAY EXACTLY THE SUM OF *****134 DOLLARS			
OSRAP PAYABLE AT: JPMorgan Chase Bank, N.A. Baton Rouge, Louisiana		<i>Signature</i> TREASURER, STATE OF LOUISIANA	
@SMD;7800471; :065400137: 0950000698;#			



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Option 1: Print Imprest checks in SAP

- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

List of outstanding checks



ISIS-HR Paid
Baton Rouge
Company code 0010

List of outstanding checks

10/14/2009 / 16:23:14
User: JMM
Page: 4

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code	Enca./void
7800139	2000000151	08/18/2009	USD	210.00	GTR TEST RECORD DAYTON OH	
7800140	2000000152	08/18/2009	USD	2,360.00	Sabine Belmont LA	
7800141	2000000153	08/18/2009	USD	400.00	POPCORN MACHINES DIRECT SEATTLE WA	
7800178	1500000019	08/26/2009	USD	1,000.00	BOSTON SCIENTIFIC CORPORATION DALLAS TX	
7800188	1500000020	08/26/2009	USD	1,000.00	BOSTON SCIENTIFIC CORPORATION DALLAS TX	
7800209	2000000183	08/27/2009	USD	1,250.00	Diamond B Construction Co LLC Monroe LA	
7800211	2000000185	08/27/2009	USD	100.00	Diamond B Construction Co LLC Monroe LA	
7800277	2000000193	09/01/2009	USD	13.75	Diamond B Construction Co LLC Monroe LA	
7800311	2000000002	05/19/2009	USD	56,999,900.06	YAHOO MUSIC DAYTON OH	
7800423	2000000022	06/04/2009	USD	100.00	Diamon Law Office LLC Baton Rouge LA	
7800426	2000000024	06/04/2009	USD	100.00	Diamon Law Office LLC Baton Rouge LA	
7800427	2000000025	06/09/2009	USD	1,000.00	PAUL HERMAN & ASSOCIATES BATON ROUGE LA	
7800428	2000000196	09/15/2009	USD	1,600.00	WALTON CONSTRUCTION Columbus OH	
7800429	2000000164	08/25/2009	USD	2,000.00	MONROE INFRARED TECHNOLOGY INCBATON ROUGE LA	
7800440	2000000143	08/25/2009	USD	5.00	MILITARY DEPARTMENT BOULDER BOONHACHETTE LA	
7800447	2000000518	10/01/2009	USD	12,363.92	Diamond B Construction Co LLC Monroe LA	
7800471	1500000501	10/14/2009	USD	134.00	SOLDIERS OF COMPASSION SHREVEPORT LA	
7800472	1500000502	10/14/2009	USD	46.50	SHERWIN WILLIAMS BATON ROUGE LA	
Payment method AP Vendor Checks-Consolidated			USD	37,666,137.25		



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Option 1: Print Imprest checks in SAP

- ❖ Step 2: Imprest check/payment issued out of SAP (using Agency's imprest bank account)

Paying company code	0010	Payment document no.	1500000501
Bank details			
House Bank	CHALA	Bank Key	065400137
Account ID	DIS01	Bank Account	000000950000698
Bank name	JPMORGAN CHASE BANK, NA		
City	BELLEVILLE		
Check information			
Check number	7800471	Currency	USD
Payment date	10/14/2009	Amount paid	134.00
Check encashment		Cash discount amount	0.00
Check recipient			
Name	SOLDIERS OF COMPASSION		
City	SHREVEPORT		
Payee's country	US		
Regional code	LA		



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Option 1: Print Imprest checks in SAP

❖ Step 3: Check/bank reconciliation executed in SAP

The screenshot shows the SAP 'Online Cashed Checks' interface. The menu bar includes 'Check', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main content area is divided into sections:

- Paying company code:** 0010 (with a dropdown arrow) and ISIS-HR Paid
- Bank data:**
 - House Bank: CHALA
 - Account ID: DIS01
- Default values for the entry:**
 - Check encashment date: 10/20/2009
 - Value date: 10/20/2009 (with a calendar icon)



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Option 1: Print Imprest checks in SAP

❖ Step 3: Check/bank reconciliation executed in SAP

Online Cashed Checks

Paying company code: 0010 ISIS-HR Paid
 House Bank: CHALA Bank Key: 065400137
 Account ID: DIS01 Bank Account: 000000950000698

Cashed checks				
Check number	Amount paid	Currency	Value date	Check encashment
7800471	134.00	USD	10/20/2009	10/20/2009

Bank Key: 065400137
 Bank Account: 000000950000698
 SE BANK, NA

City: BELLEVILLE

Check information
 Check number: 7800471 Currency: USD
 Payment date: 10/14/2009 Amount paid: 134.00
 Check encashment: 10/20/2009 Cash discount amount: 0.00

Check recipient
 Name: SOLDIERS OF COMPASSION
 City: SHREVEPORT
 Payee's country: US
 Regional code: LA





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Option 2: Print Imprest checks outside of SAP

❖ Step 1: Checks issued offline (manual/Quickbooks...)





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Option 2: Print Imprest checks outside of SAP

- ❖ Step 2: Record expenditure in SAP and keep track of Imprest account balance using Cash Journal

Cash Journal DPS Company Code 0010

Data selection

Display period: 10/14/2009 - 10/14/2009

Cash journal: DPS-IMPREST A...

 Company code: ISIS-HR Paid

Balance display for display period

Opening balance	14,071.56	USD	
+ Total cash receipts	0.00	USD	Number: 0
+ Total check receipts	0.00	USD	Number: 0
- Total cash payments	0.00	USD	Number: 0
<hr/>			
= Closing balance	14,071.56	USD	
Cash thereof	14,071.56	USD	

Business transaction	Amount	Do...	Split	G/L	Reference	Bu...	Fund	Cost Center	Order	V
OFFICE SUPPLIES	68.00			5410010	STAPLERS	678	6780000000	6780000000		



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Option 2: Print Imprest checks outside of SAP

- ❖ Step 3: Check/bank reconciliation executed offline





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Replenishing Imprest Account

- ❖ Enter non-po invoice in SAP using Agency as Vendor
- ❖ Replenishment check/EFT generated through regular Payables run
- ❖ Establish Agency's Imprest account in General Ledger (manual Journal entry for Option 1 or Cash Receipt Cash Journal for Option 2)



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Option 1: Print Imprest checks in SAP

❖ Requirements:

- Purchase of a designated check printer
- Use of standardized check stock

❖ Benefits:

- Expenditures recorded in a timely manner (immediate budget impact)
- End-to-end process in a single system: invoice and payment (tracks vendor history) and bank account reconciliation
- Payables can be posted against all expenditure/revenue GL accounts
- Convenience: anytime / many times / as needed

❖ Considerations:

- Segregation of duties – user with access to check payment transaction will not have access to enter invoices



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Option 2: Print Imprest checks outside of SAP

❖ Benefits:

- Expenditures recorded in a timely manner (immediate budget impact)
- User-friendly and quick entry
- Keeps track of real time imprest balance

❖ Considerations:

- Available expenditure/revenue GL accounts limited to the accounts set up based on listed provided to LaGov team. Additional accounts could be added, but must go through the established post go-live support process
- No end-to-end process: activities recorded in different systems: vendor history and payment/check reconciliation in offline system, expenditures/revenues in SAP



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- Presentation available on the website:
<http://www.doa.louisiana.gov/ERP/realization.htm>
under Reference Material Section
- Please submit any questions to
LAGOV-ERP-Support@LA.GOV
using subject: **IMPREST ACCOUNT QUESTIONS**



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Next Steps

- 1) Evaluate the options
- 2) If no need for Imprest account – close imprest account and return balance to STO
- 3) If choose Option 1, the following information must be provided to LaGov team:
 - Bank Account information (bank name, routing #, complete bank account number)
- 4) If choose Option 2, the following information must be provided to LaGov team:
 - Detailed list of expenditure/revenue GL accounts to be used in Cash Journal



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We Need Your Agency's Decision

Please forward your agency's decision to

LAGOV-ERP-SUPPORT@LA.GOV

Subject: **IMPREST ACCOUNT DECISION**

deadline: 02-Nov-09