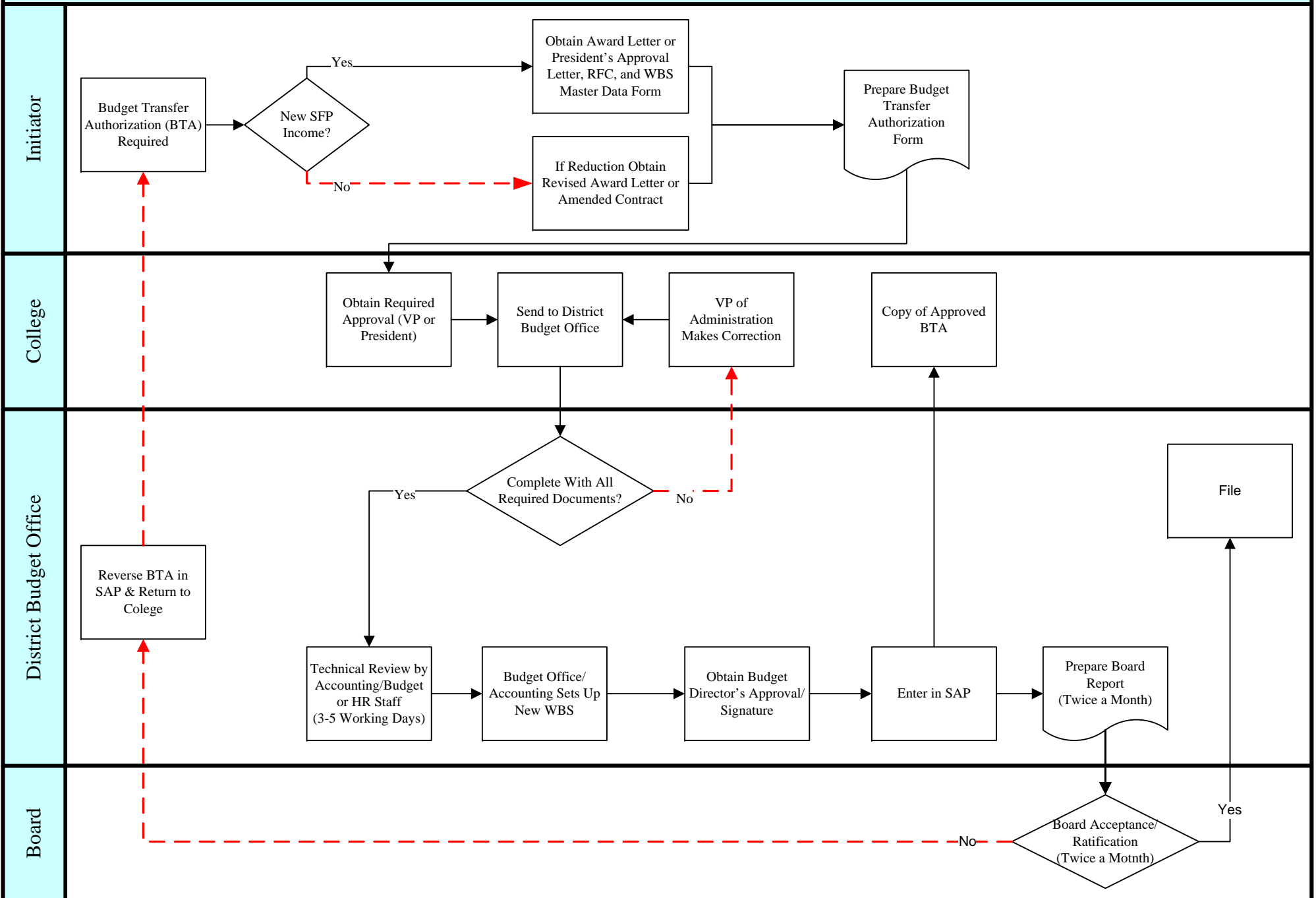
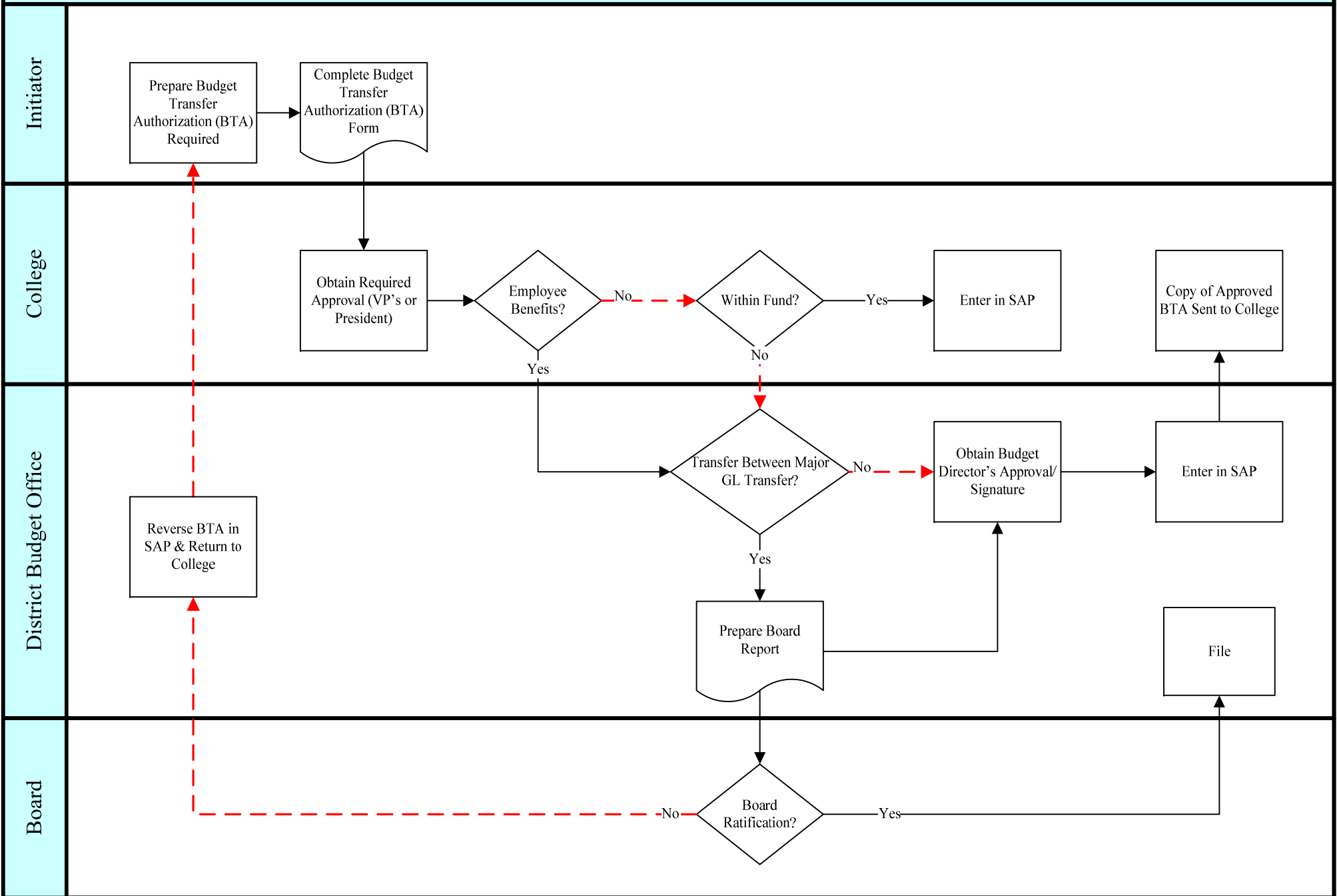


# Budget Process – New SFP Setup and Income Adjustments (Including All Restricted Funds)



# Transfer Process- SFP's and Other Restricted Funds (Excluding Income)



## **SPECIALLY FUNDED PROGRAMS – SETUP**

The following procedures outline the process for creating the contract and for establishing an accounting structure and budget for a Specially Funded Program.

There are separate activities associated with this process: a contract must be generated to accept the funds, the account (Fund and WBS) must be created, and the budget must be established. Each activity will be outlined in the following sections.

### **I. Establish Specially Funded Program Fund (SFP Program) and Budget**

The following process and procedures are provided to establish a new SFP fund (program) and an accounting structure in the SAP system for the duration of the program.

#### **1. Assign a New Fund**

Each SFP program requires a new fund in SAP. A fund is a five-digit code number i.e., fund 10430 is a fund for Matriculation program. A fund is equivalent to the old legacy Fund + 0 + Program code. The fund code will be assigned to a new grant by the District SFP Accounting Unit upon receiving the original Budget Transfer Authorization form with the supporting documents. For any questions concerning the new fund code, please contact Mee Lane Kyon at (213) 891-2158.

#### **2. Establish Budget and WBS Elements (Work Breakdown Structure)**

Before a budget can be processed, SFP accounts must be setup in SAP. The account code structure has changed. College location codes and old legacy activity codes for restricted SFP programs are replaced with a WBS (Work Breakdown Structure) code, also called a Fund Center; for example, the old account number C-1430-2131-6430 now has a new WBS number 10430-C6430 and GL account 213100 (old object code 2131). The WBS code is used to record expenditures and revenue within a restricted SFP fund.

The setup of original budget for new programs will be processed at the District Budget Office. Colleges will complete and forward a signed Budget Transfer Authorization and a SFP Fund/WBS Master Data form with the required supporting documents to the District Budget Office. When completing the Budget Transfer Authorization form, please make sure to include the WBS code, leaving the Fund blank (location + activity code, i.e., -C6430) on the "Funds Center" column and the GL code (object code + 00) on the "Commitment Item" column. The Budget Transfer Authorization and the SFP Fund/WBS Master Data forms are available on the [sap.laccd.edu](http://sap.laccd.edu) website.

### **3. Forward Budget Transfer Authorization and Supporting Documents to District Budget Office for Processing**

To establish new income for a SFP program, the following documents must be forwarded to the District Budget Office:

- a. The signed original Budget Transfer Authorization
- b. The completed SFP Fund/WBS Master Data form
- c. A copy of an award letter, approval notice, or President's Approved Letter
- d. A copy of a RFC (Request for Contract)

## **II. SFP Contract**

When colleges receive an award letter or a written notification from the funding sources, please follow the procedures below in order to initiate a new SFP grant contract in the SAP system:

- Initiator will complete the Request for Contract form found under the forms section of the website (<http://sap.laccd.edu/>) (NOTE: If the initiator is already a SAP user with access other than web access, then this step can be skipped).
- The form will be approved outside of SAP and routed to the College Purchasing Aide or designated college contract person who will enter it into SAP as a PO-CO
- The grantee must exist in the system as a vendor. First search the database for the vendor; if it doesn't exist, use the Vendor Maintenance Form found under the forms section of the website and follow the instructions, the only exception being that the form can be submitted from the initiator rather than having the grantee create it.
- Use the following parameters in the PR/PFC:
  - Account Assignment Category: Y – Free Goods
  - The value of the grant must be entered in the line item text (or long text if required)
  - The duration of the grant will be entered into the Long Text of PR/RFC
- Record the SAP PO document number onto the RFC form and forward it to your Regional Procurement Specialist for further processing.
- Provide existing CO # in Long Text for continuing contracts.

## **III. Grants Reimbursements and Receipts of Payment**

- Each granting agency should be setup in SAP as a customer by the SFP Accountant to facilitate the periodic billing and invoicing for reimbursement of program expenditures. All the agencies are classified into federal, state, and local programs.
- When colleges receive payments from the agencies, the Business Office should forward them to the SFP Accounting Unit for posting incoming payments against customer accounts.

## IV. Resources

A website has been developed for users to refer for SAP system inquiries and support. This website, [sap.laccd.edu](http://sap.laccd.edu), provides assistance for the following areas:

1. **Account Cross Reference.** Users can access this reference, enter a legacy account and obtain the cross-referenced account in the SAP system. Or, enter an account in SAP and obtain the legacy account.
2. **FAQ.** Frequently Asked Questions. General questions about SAP can be answered in this reference.
3. **Purchasing.** Access to this reference is user specific. Information is available here on invoice verification and vendor maintenance.
4. **Financials.** Access to this reference is user specific. Information is available here on processing payments for direct invoices.
5. **Reporting.** Access to this reference is user specific. Security determines access to this reference for requesting reports and account references in SAP.
6. **Training.** This reference contains the training materials for classes in the use of the SAP system that have been and are being scheduled at colleges and the District Office.

It is strongly recommended that you create a shortcut icon (or add to Favorites on the Intranet) to your desktop for this website to assist you in expediting processing of invoices and payments to vendors under SAP.

In addition to the website, SAP has setup a support hotline. The purpose of this hotline is to assist users in navigating through the menus and screens. The **SAP Help Desk** may be contacted by calling 213-891-2117 or by e-mail at SAP Help in the e-mail directory.

SAP Technical Support -- use the Help Desk number.

### Functional Support:

### For Specific Contract-Related Questions:

Jim Watson, Contracts and Purchasing Manager, 213-891-2421  
Ramona Divinagracia, College Procurement Specialist, 818-947-2547  
Kim Hoffmann, College Procurement Specialist, 323-415-4154  
Michelle Burrus, College Procurement Specialist, 323-953-4000 x2089

**For Accounting and Budget – Related Questions:**

Mee Lane Kyon, Senior Accountant, ext. 2158, SFP Accounting Questions

Liwa Corpuz, Senior Financial Analyst, ext. 2110, Budget Operations Questions

Jose Mendoza, Financial Analyst, ext. 2105, BTA Technical Questions

Technical support for other financial areas is available on the SAP Help Desk directory.