



Oklahoma City
PUBLIC SCHOOLS

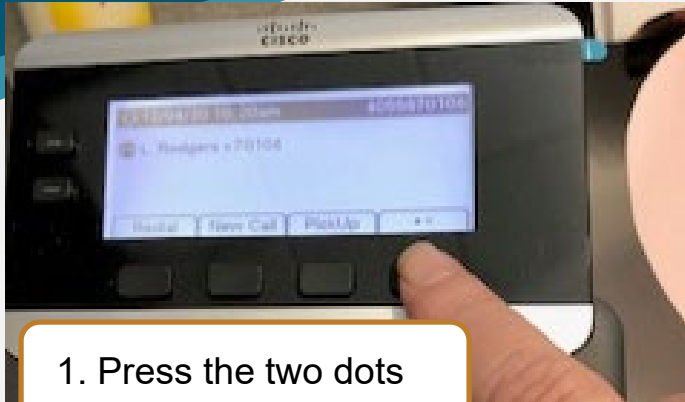
**Student Activity Fund
Important Updates & Training
FY2021**

Agenda

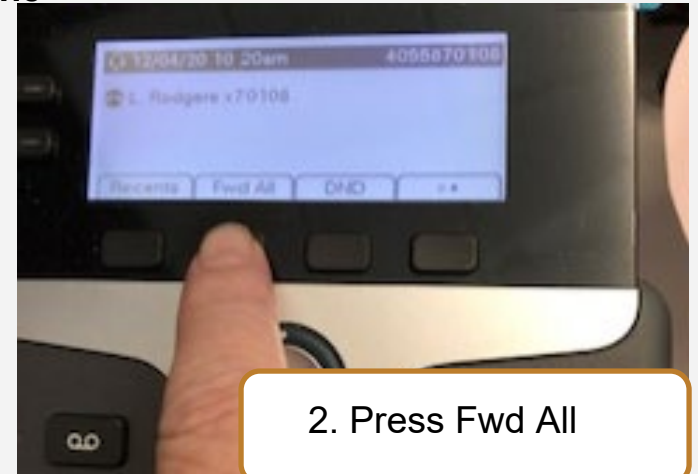


- Phones
- VPN
- Working from Home
- Deliveries
- Working Open PO's
- Courier Service
- Cash Receipts & Deposits
- One Time Customer Refunds
- Rebate Checks
- Grants
- Lost Technology
- SAF Asset Purchases
- Virtual Site Visits

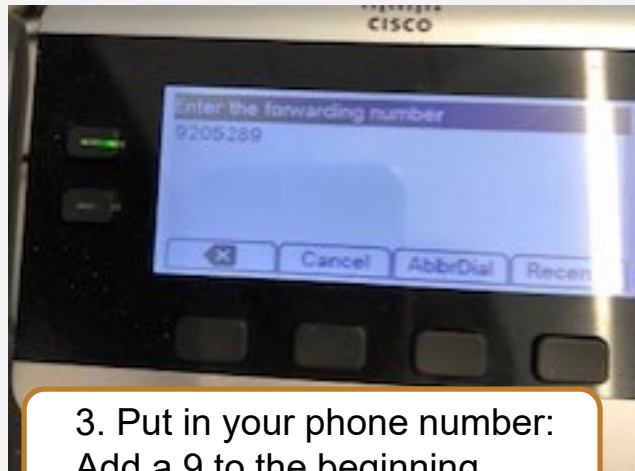
How to transfer your phone



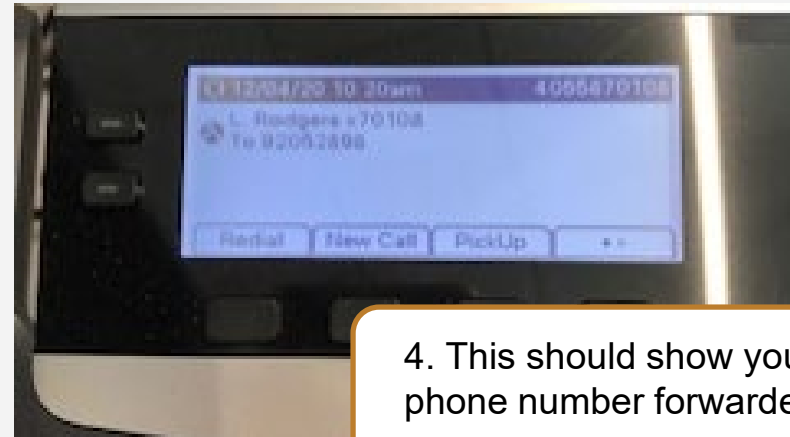
1. Press the two dots



2. Press Fwd All



3. Put in your phone number:
Add a 9 to the beginning



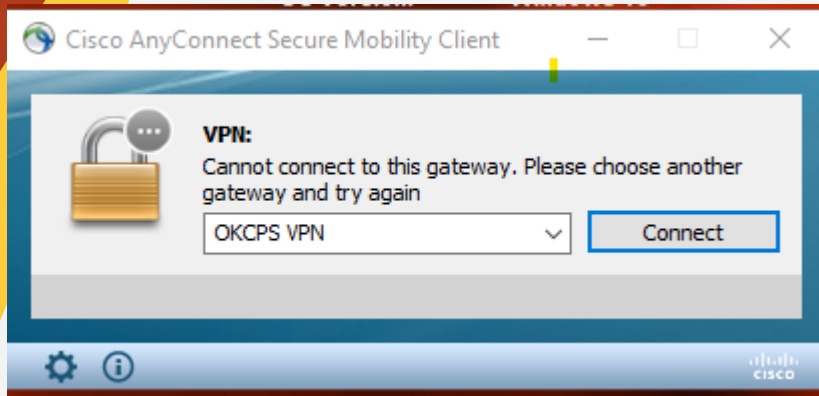
4. This should show your
phone number forwarded



How to use VPN



Click on the VPN icon on your laptop.



Click on connect

Another box will appear and sign in using your district login and password. This will allow you to use SAP and other district programs and access files on your drives.

* If having problems contact IT at 587-HELP.



Working from Home

Suggestions to set up a comfortable working space at home:

- Extra screen
- Wireless mouse
- Wireless keyboard
- Notebook with helpful information

When you are working from home you are expected you to use your laptop:

- Answer questions by email or phone
- Make sure all deliveries can be made to your school
- Keep up with deposits and receipting in FBCJ
- Keep up with PR's and PO's
- We would like to know what schedule you are working
- Can you provide a phone number for you at home or forward your phone
- To look up OKCPS staff numbers - OKCPS> Staff Tools> Staff Directory



Post a note on the Front Door for Deliveries

**FOR DELIVERIES CALL
587-XXXX**



Open PO's

- Look at your open POs on the ZMM97TD report. Check both SAF and GF POs.
- Double click on PO Number.
- Check the purchase order history tab.
- See if the GR and the IR Match or if one is missing.
 - ❑ GR = Goods receipt entered by the Secretary
 - ❑ IR = Invoice receipt entered by Accounts Payable
- If GR and IR match, the PO will pay. If they do not match you need to contact AP and/or modify your GR accordingly.
- IF GR and IR match, are lower than PO amount, and nothing else will be purchased, contact Purchasing to lower and close the PO.
- Put an explanation of what is going on in the body of the email of your monthly report.

Courier Service

Dustin Brown - Lead Courier

dcbrown1@okcps.org

405-587-1115

Courier Service will still run while students attend school virtually.

If you have questions or see that a deposit has not been picked up the next day please contact Dustin.

General Rule: If the students are not in school session, the Courier service will not run. You will need to take deposits to the bank.





Cash Receipts & Safe Deposits

- When you receive any funds, checks or cash you must drop it in the safe and immediately or as soon as possible put on the revenue receipt in FBCJ.
- Please fill out the deposit slip completely: date, currency amounts, check amounts, total, receipt numbers for deposit, and 2 initials of counters.
- The cue to School Accounting that a deposit has not made it to the bank is the revenue receipt saved in FBCJ. Another cue is when there is a deposit at the bank and it has not been entered in FBCJ.
- At the end of the month School Accounting looks at schools FBCJs to make sure all of your entries are posted.
- Auditors look at the deposit date at the bank and the receipt date you have written and they should be within a few days of each other depending on weekends or holidays.



One Time Customer Refunds

- Please contact Parents/Students with refund checks that are not cashed
- A list will be provided by AP
- Returned checks are sent by AP to the school site to get in contact with the parent/student to pick it up from the site
- Sponsors may be able to assist with contact information



Premier Healthcare Alliance, LP Checks

- If it says Premier Inc. Foodservice Committed Manufacturer Rebate, then send the check to **Treasury** to be deposited into the SNS district account



Student Activity Fund GRANTS

Please let your teachers know that BEFORE
they apply for any Grant to contact

**Audrey Fitzsimmons,
Manager Grant Writing**

awfitzsimmons@okcps.org

587.0117



Lost Technology Restitution

School sites will code fees to GL account 4153090000 Restitution Damages and cost center XXX60813 Lost Student Technology - GENERAL FUND Refund.

School sites will send in the balance to be paid to the district at the end of the year.

PRAF:

Short Text - SAF Technology Restitution from Students

Vendor OKCPS - 301591

GL 5520093000

CC XXX60813

Order 9000000

School Accounting department will generate an invoice to be paid to the District at year end.



Student Activity Fund Asset Purchases for \$5,000+

- Examples include purchase of marquee and playground equipment
- School Secretary will enter PRAF (activity fund purchase requisition) for amount of purchase to pay the OKCPS District
- Copy FAR in email (finacctreporting@okcps.org) when requesting budget from Budget department
- Secretary will email FAR (finacctreporting@okcps.org) and School Accounting (activityfunds@okcps.org) a pdf copy of the quote and PR number (FAR email goes to Clint Everhart, Janet Cimbalo & Alice Rodgers-Hunt)
- FAR will enter PR (purchase requisition) in draft form for purchase of equipment
- PRAF PR# should be referenced in BF PR# and BF PR# should be referenced in PRAF by FAR
- School Accounting department will generate an invoice for Accounts Payable
- Treasury will enter an Accounts Receivable (AR) for payment from SAF



Virtual Site Visits

- School Accounting department will be doing google meets for your site visits this year. We will schedule a one on one time with every Financial Secretary for the Spring semester.
- Online payments will be coming soon.

Questions or Challenges?

