

MONTHLY BALANCING

AGENDA

- ◉ Monthly Checklist
- ◉ SAF Fundraiser Inventory/Profit and Loss
- ◉ How to Run the 19 Budget Report
- ◉ How to Run the Cash Receipts Report
- ◉ How to Run Open PO Reports

MONTHLY CHECK LIST

- Due by the 10th business day of each month

OKLAHOMA CITY PUBLIC SCHOOLS

Monthly Student Activity Fund Checklist

<i>School Name</i>	<i>Site Number</i>

<i>Date of Report</i>	<i>Reporting Month</i>

Due to Activityfunds@okcps.org (e mail subject line Monthly Reporting) by the 10th of each month

COMPLETED AND ATTACHED

Yes N/A

- -- 1) SAF Fundraiser Inventory/Profit and Loss
- -- 2) Fundraiser Permission Form (N/A if previously submitted)
- -- 3) Ticket Sale Reconciliation
- -- 4) Actual vs Budget (Budget by Fund): SAP Transaction: Y_OKD_48000019
 - Verify NO Money Due to District - Remaining Balance for:
 - Latchkey XXX60807 should be <= \$100
 - Childcare XXX60808 should be <= \$100
 - Textbooks XXX60814 should be <= \$250
- -- 5) FI Document Listing (Cash Receipts): SAP Transaction: Y_OKD_48000056
- -- 6) PO Status Report: SAP Transaction: ZMM97TD
 - Use to resolve open POs:
 - Complete GRs for all satisfactorily received items or services.
 - Email invoices/p-card receipts received by the site to SAFDOCS@okcps.org.

As Secretary/Financial Secretary for _____ I have entered all receipts, completed the monthly requirements and prepared all reports for the Custodian to review.

Secretary/ Financial Secretary *Date*

As Custodian of the Student Activity Fund for _____, I have reviewed all of the attached financial reports and verified that the information is complete and accurate and complies with Oklahoma Statutes and Oklahoma City Board of Education Policies and Regulations. I am attesting that the above yes or N/A statements are true. I understand that I am legally responsible for ALL of the information contained within the attached reports and in SAP.

Principal/ Custodian *Date*

SAF FUNDRAISER INVENTORY/PROFIT AND LOSS

- Get the blank template off Accounting webpage.

Oklahoma City Public School								
SAF Fundraiser Inventory/Profit and Loss								
Adams					105			
School Name					Site Number			
10560801					Jeans Day			
Cost Center/N Name					Fundraiser Description			
2/2/2018					Mickey Mouse			
Beginning Date:			Ending Date:			Teacher/ Sponsor		
Item Description	Sale Price	Beginning Inventory	Items Purchased	Items Sold	Ending Inventory	Cost per Item	Total Cost	Total Money Collected
Jeans day	1.00			150	N/A		-	150.00
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
					0		-	-
Totals							-	150.00

Profit and Loss Calculation			
Start Up Cash (if applicable)	_____	PO Number:	_____
Total money collected		Cost of goods sold	
Total	\$ 150.00	Total	\$ -
Total amount of goods returned to vendor but not yet credited by vendor	_____		
Total cumulative profit	\$ 150.00	Percent profit	100%

Expected profit	200.00	Difference:	(50.00)	Explain Difference:	
over estimated					

Signatures and Attachments	
Activity Fund Sponsor	Date
Principal	Date

HOW TO RUN 19 BUDGET REPORT

Y_OKD_48000019

Selection: Actual vs Budget (annual with c/f)



Selection: Actual vs Budget (annual with c/f)

Classification

Standard selections

Fund	<input type="text" value="60801"/>	to	<input type="text" value="60999"/>		or Group	<input type="text"/>
Funds Center	<input type="text" value="268"/>	to	<input type="text"/>		or Group	<input type="text"/>
Variant	<input type="text" value="EXP"/>					
Commitment Itm	<input type="text"/>	to	<input type="text"/>		or Group	<input type="text"/>

Report selections

Budget version	<input type="text" value="0"/>				
Fiscal year	<input type="text" value="2018"/>		2018		
From period	<input type="text" value="1"/>		July		
To period	<input type="text" value="12"/>		Jun		
Fund type	<input type="text"/>	to	<input type="text"/>		
Funds application	<input type="text"/>	to	<input type="text"/>		

HOW TO RUN 19 BUDGET REPORT (CONT'D)

- Below is the 19 Report

Execute Actual vs Budget (annual with c/f): Overview

Execute Actual vs Budget (annual with c/f): Overview

Actual vs Budget (annual with c/f) Current data (02/06/2018 14:38:39)

I089 Oklahoma City ISD #89
 Budget version 0 Fund 60801 ... 60999
 From fiscal period 1 to 12 of 2018 Funds center 268 ... 268

Navigation
 Funds Center
 Period
 Fund Type
 Commitment Item

Fund	Budget C/F	Current Budget	Funds-Blok & Rsv	Pre-Encumbrance	Encumbrance	Invoice	Invoice Payments	Other Actuals	Total Assigned	Remaining Balance	% Utilized
^I089/60801 SAF-General Activity	0.00	73,246.75	0.00	0.00	1,737.62	0.00	30,328.95	0.00	32,066.57	41,180.18	43.8
^I089/60802 SAF-General Special	0.00	19.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.68	0.0
^I089/60804 SAF-Stud Supp Don	0.00	102.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.11	0.0
^I089/60805 SAF-Library Account	0.00	2,148.77	0.00	0.00	0.00	0.00	1,748.94	0.00	1,748.94	399.83	81.4
^I089/60808 SAF-Preschool Tuitio	0.00	258.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	258.30	0.0
^I089/60817 SAF-Gifts & Donation	0.00	1,488.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,488.77	0.0
^I089/60920 SAF-Fine Arts	0.00	316.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.09	0.0
^I089/60921 SAF-Student Council	0.00	466.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466.58	0.0
Total	0.00	78,047.05	0.00	0.00	1,737.62	0.00	32,077.89	0.00	33,815.51	44,231.54	43.3

Y_OKD_48000056

Document Type-CJ
Fiscal period-Put in the
number to the month
you want or leave blank
for the whole year

1 July

2 August

3 September

4 October

5 November

6 December

7 January

8 February

9 March

10 April

11 May

12 June

Business area 60

Funds center-Site
number

Remove your Name
from SAP user ID

Uncheck include parked
documents

Click the clock to run
the report

The screenshot shows a SAP selection criteria screen with the following fields and values:

Field	Value	Operator	Field	Value
Company code	I089			
Document type	CJ	to		
FI document number		to		
Reference doc. number		to		
Ref.doc.no (numeric only)		to		
Posting date		to		
Document date		to		
Creation date		to		
Fiscal year	2018	to		
Fiscal period	8	to		
Business Area	60	to		
Funds Center	712	to		
Amount		to		
Transaction code		to		
Reference key		to		
Reference procedure		to		
SAP user ID		to		

Document status options:

- include posted documents
- include parked documents

Layout:

56 REPORT (CONT'D)

○ This is what the report looks like

FI Document Listing

User ID: LRODGERS
Run Timestamp: 02/09/2018-13:40:00
No. Docum. Prcsd.: 229

BusA	Year	Fiscal Per	DocumentNo	Doc. Date	Type	User	Posting Date	Document Header Text	Reversed	Item	G/L Account	Profit Ctr	Fund	Purch.Doc. #	Amount in LC	Text
60	2018	8	5700008506	02/01/2018	C	LFHENRY	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60908		20.00-	1131533- Donations
			5700008506												20.00-	
60	2018	8	5700008507	02/01/2018	C	LFHENRY	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60933		622.15-	1131534- Teacher/ Student Donations
			5700008507												622.15-	
60	2018	8	5700008508	02/01/2018	C	LFHENRY	02/01/2018	1950 T-SHIRTS/SWEATSHIRTS		2	4195091900	712	60970		130.00-	1131535- T-shirt
			5700008508												130.00-	
60	2018	8	5700008509	02/01/2018	C	LFHENRY	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60851		60.00-	1131536- Worlds Finest
			5700008509												60.00-	
60	2018	8	5700008510	02/01/2018	C	LFHENRY	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60914		227.22-	1131537- Donations
			5700008510												227.22-	
60	2018	8	5700008511	02/01/2018	C	LFHENRY	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60851		59.90-	1131538- Worlds Finest
			5700008511												59.90-	
60	2018	8	5700008512	02/01/2018	C	LFHENRY	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60933		673.23-	1131539- Worlds Finest
			5700008512												673.23-	
60	2018	8	5700008513	02/01/2018	C	LFHENRY	02/01/2018	1950 FUNDRAISING- NON ATH		2	4195090700	712	60893		150.00-	1131540- Yearbook
			5700008513												150.00-	
60	2018	8	5700008514	02/01/2018	C	LFHENRY	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60914		125.76-	1131541- Donations
			5700008514												125.76-	
60	2018	8	5700008515	02/01/2018	C	LFHENRY	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60933		553.14-	1131542- Worlds Finest
			5700008515												553.14-	
60	2018	8	5700008516	02/02/2018	C	LFHENRY	02/02/2018	1950 T-SHIRTS/SWEATSHIRTS		2	4195091900	712	60921		1,074.25-	1131543- Winter Homecoming
			5700008516												1,074.25-	
60	2018	8	5700008517	02/02/2018	C	LFHENRY	02/02/2018	1970 DUES AND MEMBERSHIPS		2	4197090500	712	60906		705.00-	1131544- Sr Dues
			5700008517												705.00-	
60	2018	8	5700008518	02/02/2018	C	LFHENRY	02/02/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60851		238.01-	1131545- Worlds finest
			5700008518												238.01-	
60	2018	8	5700008519	02/02/2018	C	LFHENRY	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60942		28.00-	1131546- Donations
			5700008519												28.00-	
60	2018	8	5700008520	02/02/2018	C	LFHENRY	02/02/2018	1970 DUES AND MEMBERSHIPS		2	4197090500	712	60906		125.00-	1131547- Yesenis Molina Sr Dues
			5700008520												125.00-	
60	2018	8	5700008521	02/02/2018	C	LFHENRY	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60970		70.00-	1131548- Donations
			5700008521												70.00-	
60	2018	8	5700008522	02/02/2018	C	LFHENRY	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60914		461.00-	1131549- Donations
			5700008522												461.00-	
															5,322.66-	

Highlight the Fund column
Click the E/E icon

56 REPORT (CONT'D)

- It will put the numbers in cost center order and total them by cost center
- Now you can see what was receipted to your different cost centers for your profit/loss and Monthly balancing

FI Document Listing

User ID: LRODGERS
Run Timestamp: 02/09/2018-13:42:15
No. Docum. Prcsd.: 229

BusA	Year	Fiscal Per	DocumentNo	Doc. Date	Type	User	Posting Date	Document Header Text	Revers...	Itm	G/L Account	Profit Ctr	Fund	Purch.D...	Σ Amount in LC	Text
60	2018	8	5700008509	02/01/2018	CJ	LFHEN...	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712	60851		60.00-	1131536- Worlds Finest
60	2018	8	5700008511	02/01/2018	CJ	LFHEN...	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712			59.90-	1131538- Worlds Finest
60	2018	8	5700008518	02/02/2018	CJ	LFHEN...	02/02/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712			238.01-	1131545- Worlds finest
													60851	▾	357.91-	
60	2018	8	5700008513	02/01/2018	CJ	LFHEN...	02/01/2018	1950 FUNDRAISING- NON ATH		2	4195090700	712	60893		150.00-	1131540- Yearbook
													60893	▾	150.00-	
60	2018	8	5700008517	02/02/2018	CJ	LFHEN...	02/02/2018	1970 DUES AND MEMBERSHIPS		2	4197090500	712	60906		705.00-	1131544- Sr Dues
60	2018	8	5700008520	02/02/2018	CJ	LFHEN...	02/02/2018	1970 DUES AND MEMBERSHIPS		2	4197090500	712			125.00-	1131547- Yesenis Molina Sr Dues
													60906	▾	830.00-	
60	2018	8	5700008506	02/01/2018	CJ	LFHEN...	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60908		20.00-	1131533- Donations
													60908	▾	20.00-	
60	2018	8	5700008510	02/01/2018	CJ	LFHEN...	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60914		227.22-	1131537- Donations
60	2018	8	5700008514	02/01/2018	CJ	LFHEN...	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712			125.76-	1131541- Donations
60	2018	8	5700008522	02/02/2018	CJ	LFHEN...	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712			461.00-	1131549- Donations
													60914	▾	813.98-	
60	2018	8	5700008516	02/02/2018	CJ	LFHEN...	02/02/2018	1950 T-SHIRTS/SWEATSHIRTS		2	4195091900	712	60921		1,074.25-	1131543- Winter Homecoming
													60921	▾	1,074.25-	
60	2018	8	5700008507	02/01/2018	CJ	LFHEN...	02/01/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60933		622.15-	1131534- Teacher/ Student Donations
60	2018	8	5700008512	02/01/2018	CJ	LFHEN...	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712			673.23-	1131539- Worlds Finest
60	2018	8	5700008515	02/01/2018	CJ	LFHEN...	02/01/2018	1950 WORLDS FINEST CHOCOL		2	4195091700	712			553.14-	1131542- Worlds Finest
													60933	▾	1,848.52-	
60	2018	8	5700008519	02/02/2018	CJ	LFHEN...	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712	60942		28.00-	1131546- Donations
													60942	▾	28.00-	
60	2018	8	5700008508	02/01/2018	CJ	LFHEN...	02/01/2018	1950 T-SHIRTS/SWEATSHIRTS		2	4195091900	712	60970		130.00-	1131535- T-shirt
60	2018	8	5700008521	02/02/2018	CJ	LFHEN...	02/02/2018	1610 DONATIONS- NON ATHLE		2	4161090400	712			70.00-	1131548- Donations
													60970	▾	200.00-	
															5,322.66-	

HOW TO RUN AN OPEN PO REPORT

🌀 ZMM97TD

Use the = sign here, double click for the drop down

Purchase Order by Cost Center

Selection Criteria

PO Deletion status

As of date

Business area to 

Fund to 

Fund Center to 

Function to 

Object to 

PO Number to 

Vendor Number to 

Purchasing Group to 

PO level

Ordered Amount (\$) to 

Invoiced Amount (\$) to 

Line item level

Ordered Amount (\$) to 

Invoiced Amount (\$) to 

Display Option Layout

List View

ALV Grid View

JE Upload File Options

JE Upload File

Document Date

Posting Date

Short Text

Posting Period

Document Type

Line Description

PC Filename

Archive Retrieval

Select Archive

File Name Format: