



Oklahoma City  
PUBLIC SCHOOLS

Monthly Balancing with  
Adobe DC

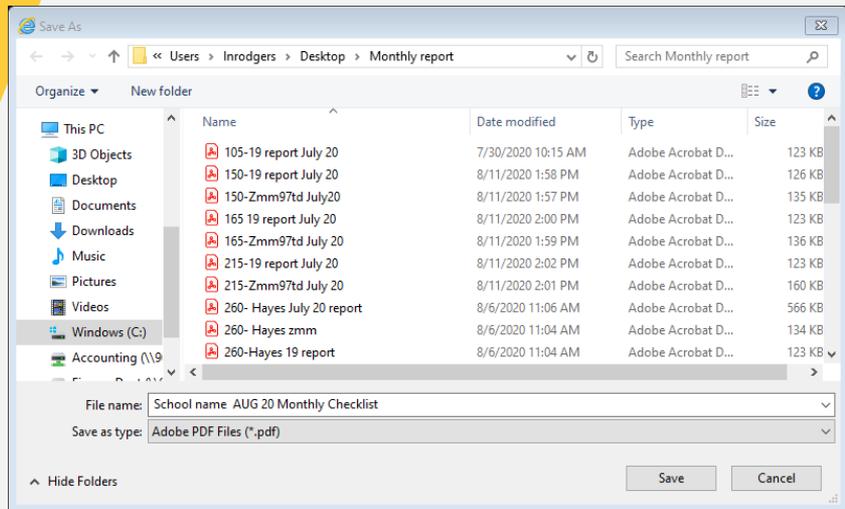


# Agenda

- ✓ 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 10<sup>th</sup> business day of each month  
 Fill in all boxes and then save in your Monthly Report file on your desktop- School name- Month this is for-Save



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School Name

Site Number

--	--

Date of Report

Reporting Month

Due to [Activityfunds@okcps.org](mailto:Activityfunds@okcps.org) (e mail subject line Monthly Reporting) by the 10<sup>th</sup> of each month

Yes	NA	Reconciling Item
<input type="radio"/>	<input type="radio"/>	1) SAF Fundraiser Inventory/Profit and Loss
<input type="radio"/>	<input type="radio"/>	2) Fundraiser Permission Form (N/A if previously submitted)
<input type="radio"/>	<input type="radio"/>	3) Ticket Sale Reconciliation
<input type="radio"/>	<input type="radio"/>	4) Actual vs Budget (Budget by Fund): SAP Transaction: Y_OKD_48000019 <ul style="list-style-type: none"> <li>▪ Verify NO Money Due to District - Remaining Balance for:               <ul style="list-style-type: none"> <li>○ Latchkey XXX60807 should be &lt; /= \$100</li> <li>○ Childcare XXX60808 should be &lt; /= \$100</li> <li>○ Textbooks XXX60814 should be &lt; /= \$250</li> </ul> </li> </ul>
<input type="radio"/>	<input type="radio"/>	5) FI Document Listing (Cash Receipts): SAP Transaction: Y_OKD_48000056
<input type="radio"/>	<input type="radio"/>	6) PO Status Report: SAP Transaction: ZMM97TD <ul style="list-style-type: none"> <li>▪ Use to resolve open POs:               <ul style="list-style-type: none"> <li>○ Complete GRs for all satisfactorily received items or services.</li> </ul> </li> </ul>
<input type="radio"/>	<input type="radio"/>	7) Athletic change fund Cash Count form <u>completed</u> and <u>attached</u> .
<p style="color: blue; font-weight: bold;">Email invoices/p-card receipts received by the site to <a href="mailto:acctspayable@okcps.org">acctspayable@okcps.org</a>.</p>		

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





## ▶ How to Run 19 Budget Report

- T Code:  
Y\_OKD\_48000019
- Fund Is Always 60801  
to 60999
- Funds center is your 3  
digit site number
- Variant always EXP
- Fiscal Year 2021-This  
will change each year.
- Always use From  
period 1 to period 12
- Clock to run report-  
This will take a few  
minutes to run.

☑ 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="705"/>	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="2021"/>	2021	
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"/>



# ▶ 19 Budget Report (cont'd)

## 19 Report Below

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 (08/31/2020 09:06:28)

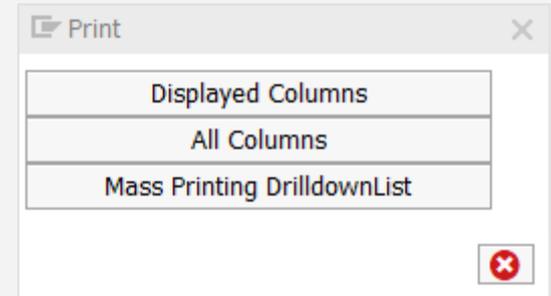
I089 Oklahoma City ISD #89  
 Budget version 0 Fund 60801 ... 60999  
 From fiscal period 1 to 12 of 2021 Funds center 105 ... 105

Navigation

Funds Center  
 Fund Type  
 Commitment Item  
 Period

Fund	Budget C/F	Current Budget	Funds-Bkck Rsv	Pre-Encumbrance	Encumbrance	Invoice	Invoice Payments
◊I089/60801 SAF-General Activity	0.00	12,786.89	0.00	0.00	0.00	0.00	0.00
◊I089/60802 SAF-General Special	0.00	27,096.62	0.00	0.00	0.00	0.00	0.00
◊I089/60804 SAF-Stud Supp Don	0.00	2,346.10	0.00	0.00	0.00	0.00	0.00
◊I089/60805 SAF-Library Account	0.00	734.96	0.00	0.00	0.00	0.00	0.00
◊I089/60817 SAF-Gifts & Donation	0.00	2,722.30	0.00	0.00	0.00	0.00	0.00
♦Total	0.00	45,686.87	0.00	0.00	0.00	0.00	0.00

Print  
Choose all Columns





Print Screen List

Output Device: LOCAL Local printer attached to PC (default net...)

Number of Copies: 1

Page Area

Everything

Page 0 to 0

Properties

Print Time: Immediately

Properties

Print Screen List green check mark

Print- change from your printer to Microsoft Print to PDF

Save print Out put as: Put in you monthly report folder on your desk top

Save as 19 report the month and the year

Print

Printer

Name: Microsoft Print to PDF Properties...

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment:  Print to file

Print range

All

Pages from: to:

Selection

Copies

Number of copies: 1

Collate

OK Cancel

Save Print Output As

This PC > Desktop > Monthly report

Search Monthly report

Name	Date modified	Type
105-19 report July 20	7/30/2020 10:15 AM	Adobe Acrobat
150-19 report July 20	8/11/2020 1:58 PM	Adobe Acrobat
150-Zmm97td July20	8/11/2020 1:57 PM	Adobe Acrobat
165 19 report July 20	8/11/2020 2:00 PM	Adobe Acrobat
165-Zmm97td July 20	8/11/2020 1:59 PM	Adobe Acrobat
215-19 report July 20	8/11/2020 2:02 PM	Adobe Acrobat
215-Zmm97td July 20	8/11/2020 2:01 PM	Adobe Acrobat
260- Hayes July 20 report	8/6/2020 11:06 AM	Adobe Acrobat
260- Hayes zmm	8/6/2020 11:04 AM	Adobe Acrobat
260-Hayes 19 report	8/6/2020 11:04 AM	Adobe Acrobat

File name: 150-19 report Aug 20

Save as type: PDF Document (\*.pdf)

Save Cancel

# T Code: 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

To run report

FI Document Listing

FI Document Listing

Selection criteria

Company code	T088			
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	2021	to		
Fiscal period	1	to		
Business Area	60	to		
Funds Center	XXX	to		
Amount		to		
Transaction code		to		
Reference key		to		
Reference procedure		to		
SAP user ID		to		

Document status

include posted documents

include parked documents



## ▶ 56 report (cont'd)

This is what the report looks like

FI Document Listing

FI Document Listing

FI Document Listing

User ID: LRODGERS  
Run Timestamp: 08/31/2020-10:25:44  
No. Docum. Prcsd.: 35

BusA	Year	Fiscal Per	DocumentNo	Doc. Date	Type	User name	Posting Date	Document Header Text	Reversed	Itm	G/L Account	Profit Ctr	Fund	Purch.	Doc.	Σ	Am
60	2021	1	5700036460	07/17/2020	CJ	LRODGERS	07/17/2020	1610 DONATIONS- NON ATHLE	2		4161090400	712	60943				
			5700036460														
60	2021	1	5700036461	07/17/2020	CJ	LRODGERS	07/17/2020	1850 FEES, PENALTIES, AND	2		4185080000	712	60831				
			5700036461														
60	2021	1	5700036475	07/21/2020	CJ	LRODGERS	07/21/2020	1990 OTHER SAF REVENUE- N	2		4199090000	712	60926				
			5700036475														
60	2021	1	5700036481	07/29/2020	CJ	LRODGERS	07/29/2020	1610 DONATIONS/GRANTS- AT	2		4161080000	712	60826				
			5700036481														

1. Highlight the Fund column
2. Click the E/E icon
3. It will put the numbers in cost center order and total them by cost center

## ▶ 56 report (cont'd)

- Now you can see what was receipted to your different cost centers for your profit/loss and Monthly balancing
- Print the same way you did the 19 report.

FI Document Listing

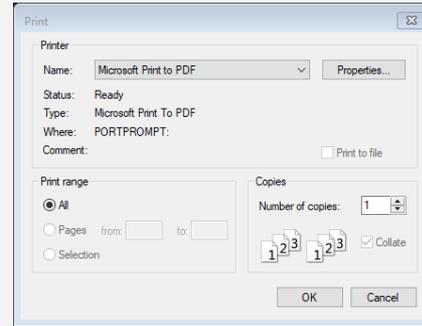
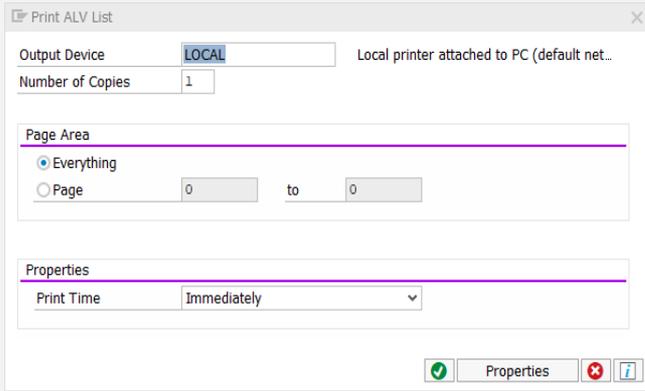
FI Document Listing

FI Document Listing

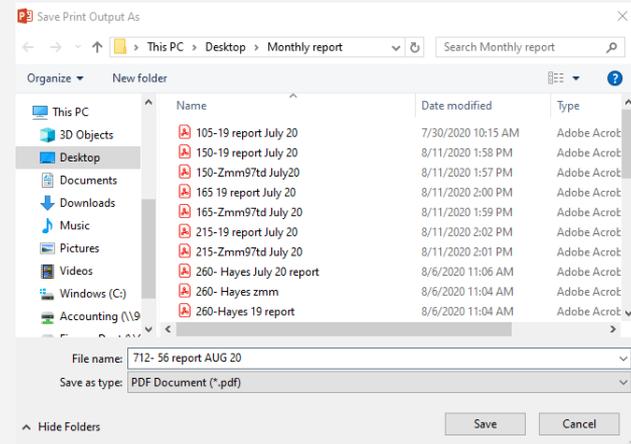
**User ID:** LRODGERS  
**Run Timestamp:** 08/31/2020-10:28:58  
**No. Docum. Prcsd.:** 35

BusA	Year	Fiscal Per	DocumentNo	Doc. Date	Type	User name	Posting Date	Document Header Text	Revers...	Itm	G/L Account	Profit Ctr	Fund	Purch.Do...	Σ Ar
60	2021	1	5700036481	07/29/2020	CJ	LRODGERS	07/29/2020	1610 DONATIONS/GRANTS- AT		2	4161080000	712	60826		
													60...		
60	2021	1	5700036461	07/17/2020	CJ	LRODGERS	07/17/2020	1850 FEES, PENALTIES, AND		2	4185080000	712	60831		
													60...		
60	2021	1	5700036475	07/21/2020	CJ	LRODGERS	07/21/2020	1990 OTHER SAF REVENUE- N		2	4199090000	712	60926		
													60...		
60	2021	1	5700036460	07/17/2020	CJ	LRODGERS	07/17/2020	1610 DONATIONS- NON ATHLE		2	4161090400	712	60943		
													60...		

## ► Print 56 report



1. Print ALV List green check mark
2. Print- change from your printer to Microsoft Print to PDF
3. Save print Out put as: Put in you monthly report folder on your desk top
4. Save as 56 report the month and the year





# How to run an open PO report

## T Code:ZMM97TD

PO Deletion Status- Double Click choose = Single value, Click green check mark

Fund Center is your Site Number

PO Number  
SAF- 4921000000 to 4921999999

Red numbers indicate FY this will change each year

Click the clock

**Define Selection Options**

PO Deletion status	Description
<input checked="" type="checkbox"/>	Single Value
<input type="checkbox"/>	Greater than or Equal to
<input type="checkbox"/>	Less than or Equal to
<input type="checkbox"/>	Greater than
<input type="checkbox"/>	Less than
<input type="checkbox"/>	Not Equal to

**Purchase Order by Cost Center**

Selection Criteria

PO Deletion status =

AS of date: 06/26/2020

Business area:  to

Fund:

Fund Center: XXX

Function:  to

Object:  to

PO Number: 4921000000 to 4921999999

Vendor Number:  to

Purchasing Group:  to

PO level

Ordered Amount (\$)  to

Invoiced Amount (\$)  to

Line item level

Ordered Amount (\$)  to

Invoiced Amount (\$)  to

# ▶ Zmm97TD

Purchase Order by Cost Center

Purchase Order by Cost Center

1089 Oklahoma City Public Schools  
Report: ZPMMR010\_PO\_LIST\_DOWNLOAD  
Username: LRODGERS

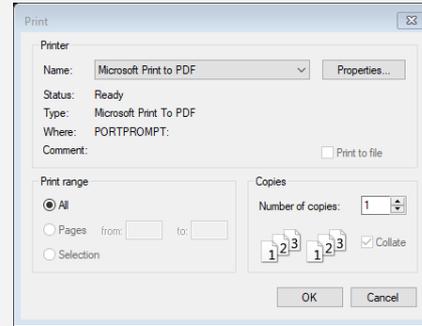
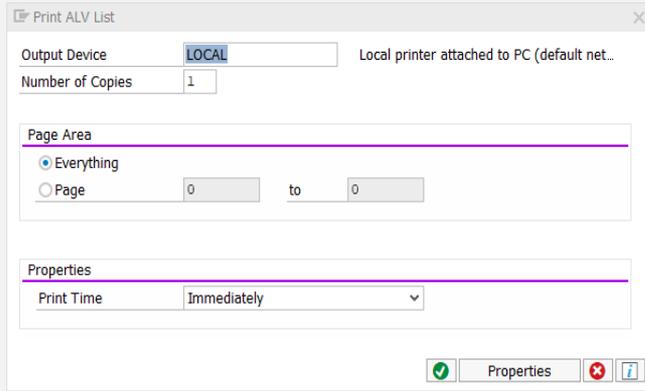
Run Date: 08/31/2020  
Run Time: 10:49:26

Number of Vendors: 2  
Number of Purchase Orders: 2  
Number of PO Items: 8

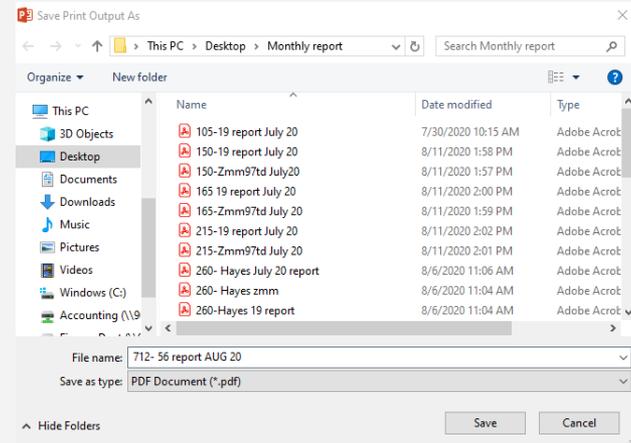
Vendor	Vendor Name	PO Number	PO Item	Purch. Group	PO Status	Short Text	Funds Center	Fund	Function	Object	Last Modified
0000313251	CHASE-EMERSON SOUTH H. S.	<a href="#">4921000067</a>	10	106	Open	SAF-Chick-fil-a- Staff PD lunch	040	60801	2199	682	08/13/2020
0000313251	CHASE-EMERSON SOUTH H. S.	<a href="#">4921000067</a>	20	106	Open	SAF-Sam's PD snacks & Drinks	040	60801	2199	682	08/13/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	10	105	Open	FREEZER BAGS 2 GALLON	040	60801	2199	619	08/24/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	20	105	Open	ART PAPER 60 CT.	040	60801	2199	619	08/24/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	30	105	Open	RULERS	040	60801	2199	619	08/24/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	40	105	Open	PENCILS 72 CT.	040	60801	2199	619	08/24/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	50	105	Open	COLORED PENCILS	040	60801	2199	619	08/24/2020
0000308333	STAPLES BUSINESS ADVANTAGE	<a href="#">4921000225</a>	60	105	Open	BROWN ENVELOPES 100 CT.	040	60801	2199	619	08/24/2020

This is what it will look like

## ▶ Print Zmm97td



1. Print ALV List green check mark
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4. Save as 56 report the month and the year



# ▶ How to run an open PO report

## ZMM97TD

Purchase Order by Cost Center

Selection Criteria

PO Deletion status

As of date 08/31/2020

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

SAP

Define Selection Options

PO Deletion status

Sel...	Description
	Single Value
	Greater than or Equal to
	Less than or Equal to
	Greater than
	Less than
	Not Equal to

Delete Row



**Open your Monthly report file and print from there or send us the files from there.**

**Coming up:**

**Adobe DC to combine all of the reports and sending for signatures without printing.**

**Must have Adobe DC Pro installed by 9/5/20. Let activity fund know if you can not get this installed before 9/3/20.**

# Questions?

