

### 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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#### OKLAHOMA CITY PUBLIC SCHOOLS

Monthly Student Activity Fund Checklist

# School Name Site Number

Date of Report

Reporting Month

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

1	
Yes NA	Reconciling Item
$\bigcirc \bigcirc$	1) SAF Fundraiser Inventory/Profit and Loss
$\bigcirc \bigcirc$	2) Fundraiser Permission Form (N/A if previously submitted)
$\bigcirc \bigcirc$	3) Ticket Sale Reconciliation
$\bigcirc \bigcirc$	4) Actual vs Budget (Budget by Fund): SAP Transaction: Y_OKD_48000019
	<ul> <li>Verify NO Money Due to District - Remaining Balance for:         <ul> <li>Latchkey XXX60807 should be <!--= \$100</li--> <li>Childcare XXX60808 should be <!--= \$100</li--> <li>Textbooks XXX60814 should be <!--= \$250</li--> </li></li></li></ul> </li> </ul>
$\mathbf{O}$	5) FI Document Listing (Cash Receipts): SAP Transaction: Y_OKD_48000056
$\bigcirc \bigcirc$	6) PO Status Report: SAP Transaction: ZMM97TD
	<ul> <li>Use to resolve open POs:</li> </ul>
	<ul> <li>Complete GRs for all satisfactorily received items or services.</li> </ul>
$\bigcirc \bigcirc$	7) Athletic change fund Cash Count form completed and attached.
	Email invoices/p-card receipts received by the site to acctspayable@okcps.org.
As Secreta monthly r	ary/Financial Secretary for, I have entered all receipts, completed the equirements 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

Principal/ Custodian

information contained within the attached reports and in SAP.

### SAF Fundraiser Inventory/Profit and Loss

Get the blank template off ٠ Accounting webpage.

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Principa

#### Oklahama City Public School



### 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)		
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Funds Center 705	to	or Group	
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To period	12 Jun		
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Funds application	to		



### 19 Budget Report (cont'd)

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- 9-March
- 10-April
- 11-May

12-June

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- 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.

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### How to run an open PO report ZMM97TD

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# 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?**