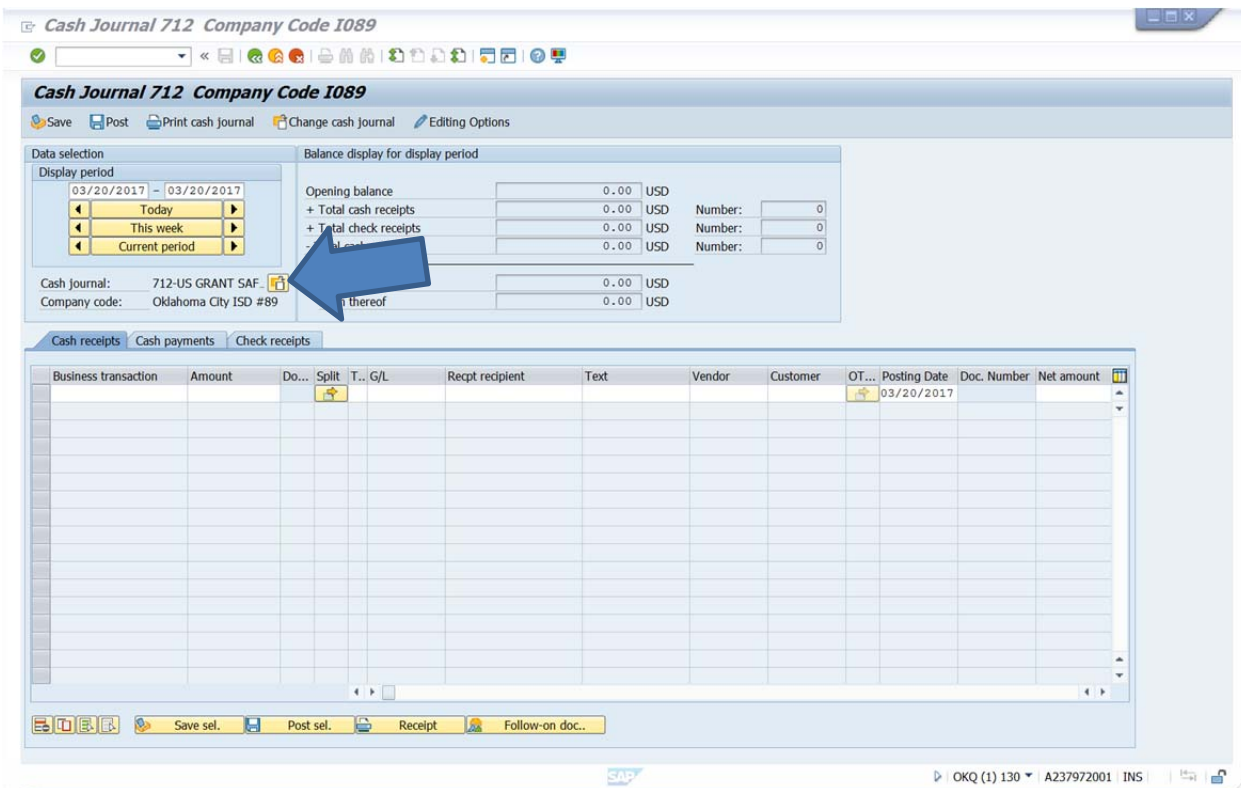


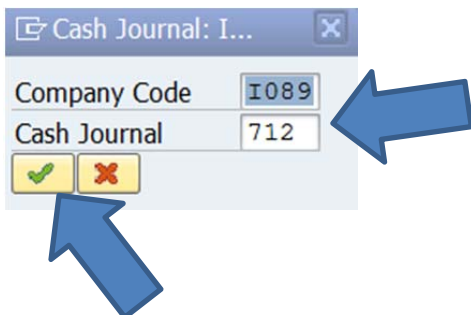
Oklahoma City Public Schools FBCJ Procedures



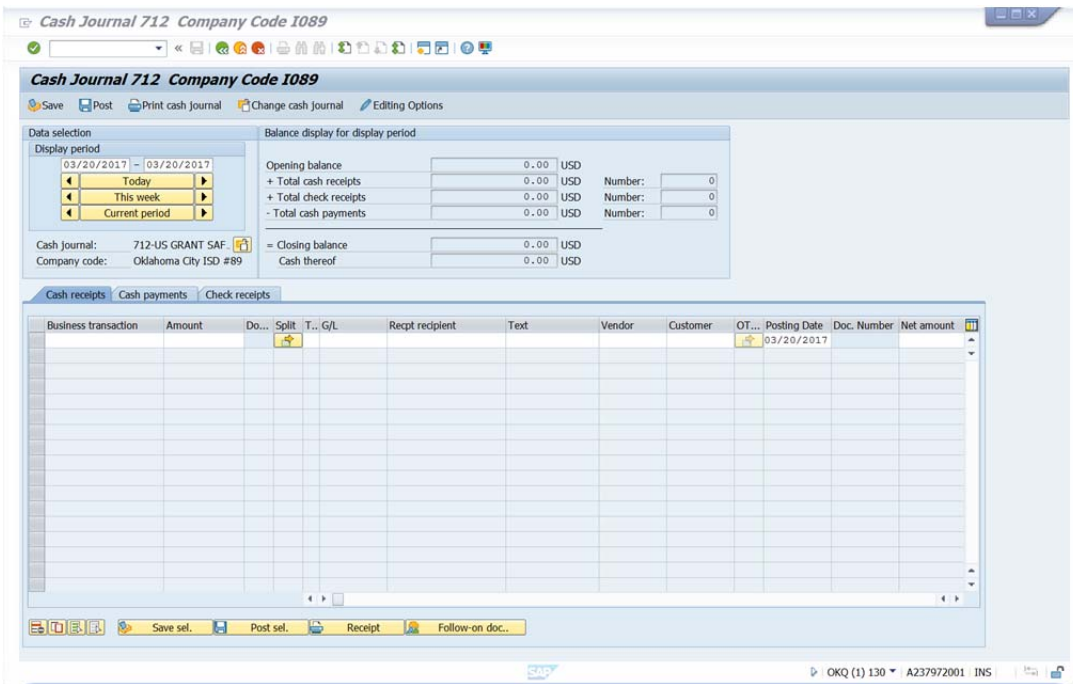
1. Starting a session of SAP - Click on the SAP Icon
2. Confirm user name is correct and Enter password - Click on LOGIN. Select Transaction Code "FBCJ".



3. Choose cash Journal- Site Number By clicking on the
4. Enter site number and click the green check mark.

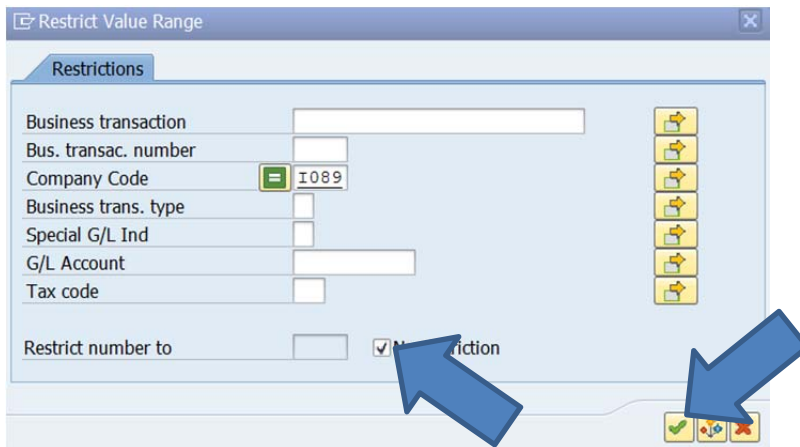


It will look like this:



5. Ensure Cash Receipts tab is open.

6. Choose Business Transaction-Click on the right side to bring up drop down box.



7. Choose No restriction- green check mark.

8. This will bring up a drop down box. Choose receipt type. Example: 1950 Jeans Day. Double Click.

Business transaction	Tran.no	CoCd	Type	SG	G/L Acct	Tx	BusTraBlkd	Acct Mod.	Tax Mod.	Classifctn
1410 SCHOOL RENTAL	16	I089	R		4141090000					
1460 COMMISSION ATHLETIC	17	I089	R		4146080000					
1460 COMMISSION NON ATHLE	18	I089	R		4146090000					
1460 COMMISSION- COKE, SC	19	I089	R		4146090300					
1530 RESTITUTION DAMAGES	20	I089	R		4153090000					
1540 LOST TEXTBOOK/ LIBRA	21	I089	R		4154091100					
1580 TRANSPORTATION FEE B	22	I089	R		4158090000					
1610 DONATIONS- NON ATHLE	24	I089	R		4161090400					
1610 DONATIONS/GRANTS- AT	23	I089	R		4161080000					
1610 GRANTS-SCHOLARSHIPS	26	I089	R		4161090800					
1610 STUDENT SUPPLY DONAT	25	I089	R		4161090500					
1620 DONATIONS TO COMMUNI	27	I089	R		4162090000					
1810 ADMISSIONS- ATHLETIC	28	I089	R		4181080000					
1820 ADVERTISING AND PROG	29	I089	R		4182080000					
1830 CONCESSIONS- ATHLETI	30	I089	R		4183080000					
1840 DUES AND MEMBERSHIPS	31	I089	R		4184080000					
1850 FEES, PENALTIES, AND	32	I089	R		4185080000					
1870 STATE PLAY-OFF REVEN	33	I089	R		4187080000					
1890 FUNDRAISING- ATHLETI	34	I089	R		4189080000					
1910 ADMISSIONS- NON ATHL	36	I089	R		4191090900					
1910 FIELD TRIPS	35	I089	R		4191090000					
1920 CONCESSIONS- NON ATH	37	I089	R		4192090600					
1950 ADVERTISING SALES (38	I089	R		4195090100					
1950 BLUE & GOLD #1	42	I089	R		4195091400					
1950 BLUE & GOLD #2	43	I089	R		4195091500					
1950 FUNDRAISING- NON ATH	39	I089	R		4195090700					
1950 HOUSTON ISD DONATION		I089	R		4195092400					
1950 JEANS DAY		I089	R		4195091600					
1950 LOMA		I089	R		4195092300					
1950 OTIS SPUNKMEYER		I089	R		4195092000					

Cash Journal 712 Company Code I089

Save Post Print cash journal Change cash journal Editing Options

Data selection: Display period 06/21/2017 - 06/21/2017

Balance display for display period:

Opening balance	5,700.00	USD	
+ Total cash receipts	1,400.00	USD	Number: 1
+ Total check receipts	0.00	USD	Number: 0
- Total cash payments	0.00	USD	Number: 0
= Closing balance	7,100.00	USD	
Cash thereof	7,100.00	USD	

Cash journal: 712-US GRANT SAF C. Company code: Oklahoma City ISD #89

Cash recei... Cash payments Check receipts

Business transaction	Amount	Doc...	Split	Text	Posting Date	Doc. Number	Document D...	Reference	Bus...	Cost Center
1610 DONATIONS- NO.	1,400.00			143652 Donation for	06/21/2017	4	06/21/2017	821 ATHLETICS	60	71260801
					06/21/2017		06/21/2017			

Save sel. Post sel. Receipt Follow-on doc..

SAP OKQ (1) 130 OKCECCOKQ1 INS

- ✓ **Amount Field:** Enter the amount of the receipt
- ✓ **Receipt recipient:** Name of the person that presented the funds. All receipt numbers should be accounted for; there should not be a gap in receipt numbers.
- ✓ **Text:** Receipt number and what the money was collected for. (Give us good detail) Example: Jeans Day (date)
- ✓ **Posting Date:** The date that funds were received by the site.
- ✓ **Reference:** Project number and project account name. Example 801 General funds
- ✓ **Cost center:** Site (XXX)60(XXX)Project (EX. 71260801) All cost centers will be site number 60 Subaccount number.
- ✓ Verify the entry then press enter.
- ✓ After all the day's receipts are entered highlight the line, then press save Sel.

9. The yellow triangle will show up plus the GL will fill in.

The screenshot displays the SAP Cash Journal 712 interface for Company Code 1089. The top navigation bar includes icons for Save, Post, Print cash journal, Change cash journal, and Editing Options. The main area is divided into 'Data selection' and 'Balance display for display period'. The 'Data selection' section shows the display period from 06/21/2017 to 06/21/2017, with options for Today, This week, and Current period. The 'Balance display' section shows the following summary:

Opening balance	5,700.00	USD		
+ Total cash receipts	1,400.00	USD	Number:	1
+ Total check receipts	0.00	USD	Number:	0
- Total cash payments	0.00	USD	Number:	0
= Closing balance	7,100.00	USD		
Cash thereof	7,100.00	USD		

Below the balance display is a table of cash transactions. The first entry is highlighted with a yellow triangle icon in the 'Doc.' column:

Business transaction	Amount	Doc.	Text	Posting Date	Doc. Number	Document D...	Reference	Bus...	Cost Center
1610 DONATIONS- NO.	1,400.00	OK	143652 Donation for	06/21/2017	4	06/21/2017	821 ATHLETICS	60	71260801

The bottom of the screen shows a toolbar with buttons for Save sel., Post sel., Receipt, and Follow-on doc.. The SAP logo and system status (OKQ (1) 130, OKCECCOKQ1, INS) are visible at the bottom right.

10. Back out using the green arrow at the top.

11. Your Accounting specialist will verify the receipt and post it or contact you if we believe there is an error.

All questions should be forwarded to activityfunds@okcps.org.