

**HOW TO PARK ACTIVITY FUNDS
CENTRAL OFFICE (MOTEs)
(SCREENSHOT INCLUDED)**

- All MOTE transfers are to be processed using **SAP FV50** through OneSource.
- Available funds will depend upon the timeliness of your documents parked and uploaded in SAP.

Each school/department must enter their budget string and get Principal/Manager's' signatures before parking in SAP.

Once the MOTE is parked and a SAP Doc # is assigned, attach the MOTE using **FB03** (instructions below).

PK	Bus. Area	G/L Acct	Cost Center	Fund Code	Functional Area	Description of Commitment Item
40	XXXX	6399000000	80XXXXX000	8650100***	PS369999999999999	Activity Fund Exp.
50	XXXX	5759002000	80XXXXXXX	865*****	AD000000000000000	Activity Fund Rev.

The Basic Data area of the Parked G/L Account Document transaction still consist of the following:

- 1) Document Date – **Date of the transfer**
- 2) Reference – **TA2**
- 3) Doc. Header Text – **Transfer of Expenditure**

For the “bank” (40-**Debit**) line, enter:

- 1) G/L – **6399000000**
- 2) Select “Debit”
- 3) Total amount of MOTE
- 4) Text – Example – **State of School Tickets - (school name)**
- 5) Business Area – **XXXX** (Click drop down box to select your campus BA)
- 6) Cost Center – begins with **80XXXXXXX**
- 7) Fund – **8650100*****
- 8) Functional Area – **PS369900000000000**

For the account(s) (50-Credit) lines, enter:

- 1) G/L – 5759002000
- 2) Select “Credit”
- 3) Total amount of MOTE
- 4) Text – Example - State of School Tickets - (school or department name)
- 5) Business Area – XXXX (Click drop down box to select your campus BA)
- 6) Cost Ctr - begins with 80XXXXXXXX
- 7) Fund – XXXXXXXXXXX
- 8) Functional Area – AD00000000000000

SCREENSHOT BELOW

Once all information is entered, click the “**SAVE**” button at the very **top of the screen**. A SAP document number will appear at the bottom of the screen. Write the Doc # at the provided space at the bottom of the MOTE.

“SAVE” BUTTON

Park G/L Account Document: Company Code HISD

Tree on Company Code Simulate Save as completed Post Editing options

Basic Data Details

Document Date 01/10/2017 Currency USD
 Posting Date 01/10/2017
 Reference TA2/TA3
 Doc.Header Text Transfer of Expenditure
 Doc.currency
 Company Code HISD Houston Ind Sch. Dist. Houston

Amount Information

Total Dr. 250.00 USD
 Total Cr. 250.00 USD

2 Items (No entry variant selected)

G/L acct	D/C	Amount i...	Text	Bu...	Cost center	Fund	Func. Area
6399000000	Debit	250.00	State of School Tickets - HISD HS	1001	8014001000	8650100384	PS36990000
5759002000	Cred...	250.00	State of School Tickets - HISD HS	1001	8014001000	8650003008	AD00000000

***GO TO FB03 (To attached MOTE transfer)**

Do not forget to retrieve Principal or Business Mgr from both schools/departments signatures on the MOTE; otherwise, the parked document will be rejected.

Display Document: Initial Screen

Document List First Item Editing Opt

Keys for Entry View

Document Number	<input type="text"/>
Company Code	HISD
Fiscal Year	2017

1. Enter Document number given on previous screen **100000******
2. Fiscal year 2017 then click "Enter"
3. Click the "arrow" on the **Services for Object** Button
 - a. Create
 - b. Create Attachment
 - c. Select your file and click "Open"

Display Parked Vendor Invoice

Tree on Document Editing options

Check bottom of page to make sure you get the below message:

The attachment was successfully created

*****To view your attachment, go to "Services for Object" and select Attachment List- You will be able to view what you uploaded.**