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***	PS36999999999999	Activity Fund Exp.
50	XXXX	5759002000	80XXXXXXX	865*********	AD00000000000000	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:

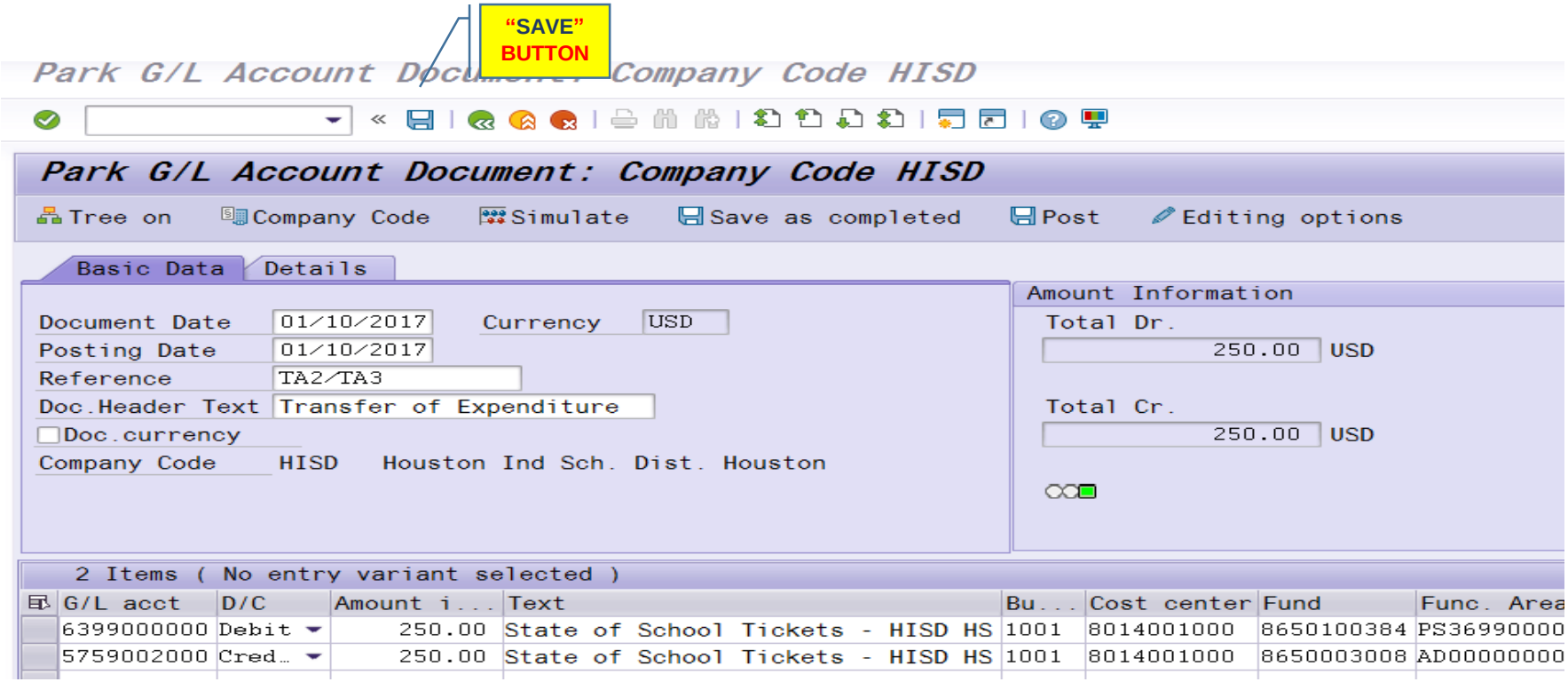
1) **G/L – 6399000000**
2) **Select "Debit"**
3) **Total amount of MOTE**
4) **Text – Example – State of School Tickets - (school name)**
5) **Business Area – XXXX (Click drop down box to select your campus BA)**
6) **Cost Center – begins with 80XXXXXXXX**
7) **Fund – 8650100*****
8) **Functional Area – PS36990000000000**

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 – XXXXXXXXXX**
8) **Functional Area – AD00000000000000**

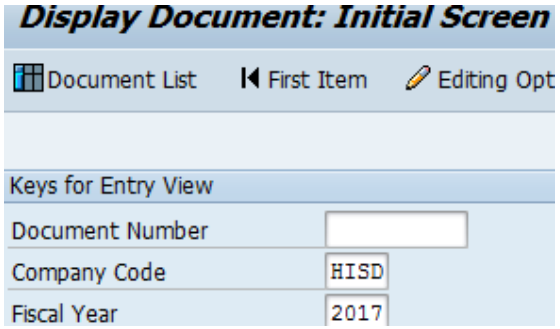
SCREENSHOT BELOW

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.



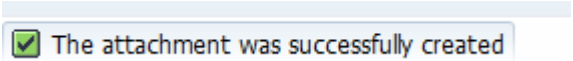
<u>*GO TO FB03</u> (To attached MOTE transfer)

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



1. Enter Document number given on previous screen **100000****
2. Fiscal year 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"

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



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