Budget

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Helpful Hints

Please contact Budget at budget@okcps.com.

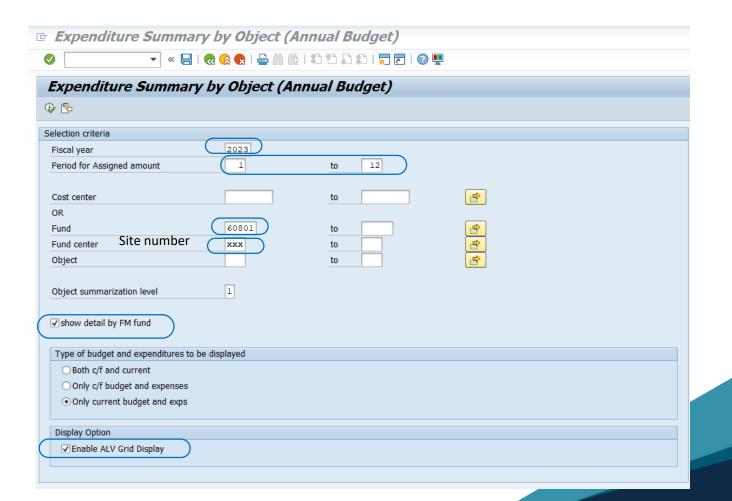
Remember to always reply all in your emails.

We are here to help, so please don't hesitate to contact us. ©



Running a FY2026 Budget

- To find out the balance of any cost center you will need to run a Y_OKD_48000045 report.
- (this report runs quick)
- Cost Centers consist of XXX(site) 60(BA) XXX(project)
- Be sure to change the Fiscal year to the current Fiscal year
- Also run it with the "Both c/f and current" bubble to be sure they match



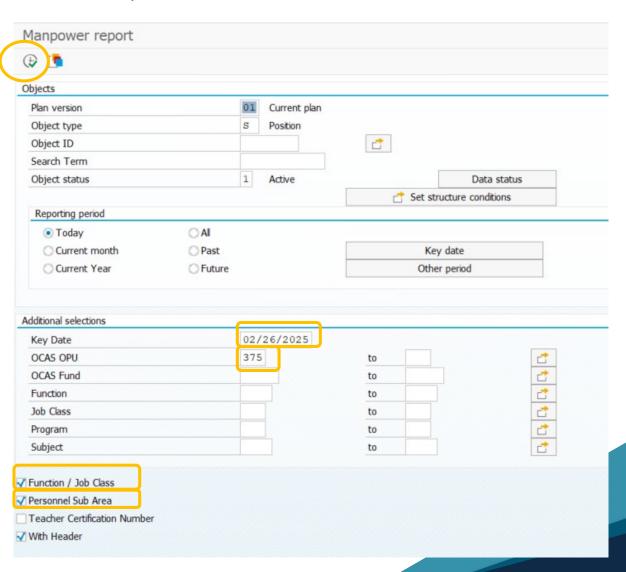
Running a FY2026 Budget

1-Digit	t Object Description	2D *	Fund	Fund Description	PY CF Budget	² Annual Budget	Fund BLCK & RSV	² Pre-encumbrance	² Emcumbrance	Accounts Payable	Payment Issued	Other Transactions	E Total Assigned	Balance Remainin	g % Used
5xx	OTHER PURCHASED SERVICES	60	60801	SAF-General Activity	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.00
6xx	Supplies		60801	SAF-General Activity	20,483.57	39,121.82	20,483.77	13,128.00	123.60	826.96	16,310.71	0.00	50,873.04	8,732.35	85.35
8xx	OTHER OBJECTS		60801	SAF-General Activity	0.00	550.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	500.00	9.09
9xx	OTHER USE OF FUNDS		60801	SAF-General Activity	0.00	680.00	0.00	0.00	680.00	0.00	0.00	0.00	680.00	0.00	100.00
EXP	TOTAL EXPENSES		60801	SAF-General Activity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00) n/a
	6 凸				20,483.77	40,351.82	20,483.77	13,128.00	803.60	826.96	· 16,360.71	0.00	51,603.04	9,232.55	
Д					20,483.77	40,351.82	20,483.77	13,128.00	803.60	826.96	16,360.71	0.00	11 51,603.04	9,232.55	



Viewing ManPower

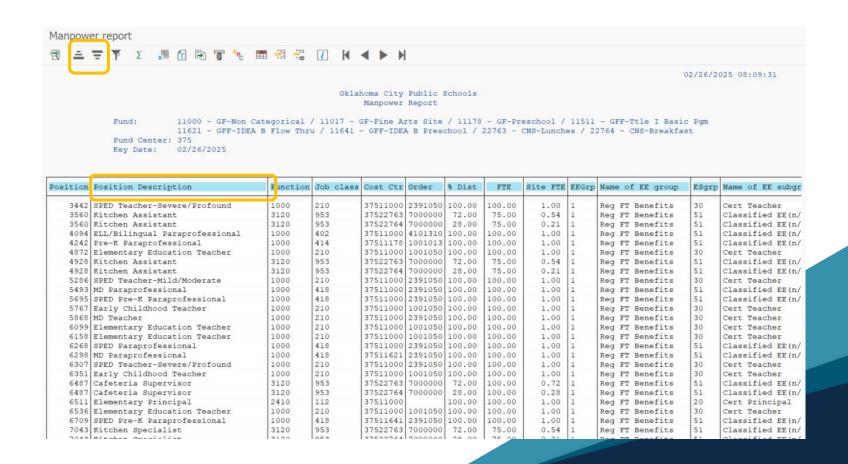
To view ManPower you will need to run Transaction: ZQHR_BUDGET_MANPOWER



Viewing ManPower

ZQHR BUDGET MANPOWER

- After hitting the clock, you will all site employees
- Click on the any column you'd like to sort by, then the Sort Icon at the top



Transfer Requests

When requesting a funds transfer you need to follow these steps:

- Your email subject line must include your site number
- Check your budget (45) report to make sure you have the funds that you are requesting to be moved.
- Your request MUST include the following:
 - Site
 - Fund
 - Object moving from
 - Object moving to
 - Amount

PR Releases

- Make sure all required documentation is attached before submitting for release
- Reply promptly to any requests for documentation or coding changes
 - We will request the required documentation.
 - If it has not been received in a timely manner, we will email again to let you know the PR is being put back into draft status.
 - Do not resubmit until the issue has been resolved.