

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

Expenditure Summary by Object (Annual Budget)

Selection criteria

Fiscal year: 2023

Period for Assigned amount: 1 to 12

Cost center: to

OR

Fund: 60801 to

Fund center: Site number xxx to

Object: to

Object summarization level: 1

☒ show detail by FM fund

Type of budget and expenditures to be displayed

☐ Both c/f and current

☐ Only c/f budget and expenses

☒ Only current budget and exps

Display Option

☒ Enable ALV Grid Display



Running a FY2026 Budget

1-Digit	Object Description	2D	Fund	Fund Description	▫ PY CF Budget	▫ Annual Budget	▫ Fund BLCK & RSV	▫ Pre-encumbrance	▫ Encumbrance	▫ Accounts Payable	▫ Payment Issued	▫ Other Transactions	▫ Total Assigned	▫ Balance Remaining	% 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					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	
					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	


Viewing ManPower


- To view ManPower you will need to run Transaction: ZQHR_BUDGET_MANPOWER

Manpower report

Objects

Plan version	01	Current plan
Object type	S	Position
Object ID		
Search Term		
Object status	1	Active

 Set structure conditions

Data status







Reporting period

<input checked="" type="radio"/> Today	<input type="radio"/> All
<input type="radio"/> Current month	<input type="radio"/> Past
<input type="radio"/> Current Year	<input type="radio"/> Future

Key date

Other period

Additional selections

Key Date	02/26/2025		
OCAS OPU	375	to	
OCAS Fund		to	
Function		to	
Job Class		to	
Program		to	
Subject		to	

☒ Function / Job Class

☒ Personnel Sub Area

☐ Teacher Certification Number

☒ With Header

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

Manpower report

02/26/2025 08:09:31

Oklahoma City Public Schools
Manpower Report

Fund: 11000 - GF-Non Categorical / 11017 - GF-Fine Arts Site / 11178 - GF-Preschool / 11511 - GFF-Ttle I Basic Pgm
11621 - GFF-IDEA B Flow Thru / 11641 - GFF-IDEA B Preschool / 22763 - CNS-Lunches / 22764 - CNS-Breakfast
Fund Center: 375
Key Date: 02/26/2025

Position	Position Description	Function	Job class	Cost Ctr	Order	% Dist	FTE	Site FTE	EEGrp	Name of EE group	ESgrp	Name of EE subgr
3442	SPED Teacher-Severe/Profound	1000	210	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
3560	Kitchen Assistant	3120	953	37522763	7000000	72.00	75.00	0.54	1	Reg FT Benefits	51	Classified EE(n/
3560	Kitchen Assistant	3120	953	37522764	7000000	28.00	75.00	0.21	1	Reg FT Benefits	51	Classified EE(n/
4094	ELL/Bilingual Paraprofessional	1000	402	37511000	4101310	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
4242	Pre-K Paraprofessional	1000	414	37511178	1001013	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
4872	Elementary Education Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
4928	Kitchen Assistant	3120	953	37522763	7000000	72.00	75.00	0.54	1	Reg FT Benefits	51	Classified EE(n/
4928	Kitchen Assistant	3120	953	37522764	7000000	28.00	75.00	0.21	1	Reg FT Benefits	51	Classified EE(n/
5286	SPED Teacher-Mild/Moderate	1000	210	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
5493	MD Paraprofessional	1000	418	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
5695	SPED Pre-K Paraprofessional	1000	418	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
5767	Early Childhood Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
5868	MD Teacher	1000	210	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6099	Elementary Education Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6158	Elementary Education Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6268	SPED Paraprofessional	1000	418	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
6298	MD Paraprofessional	1000	418	37511621	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
6307	SPED Teacher-Severe/Profound	1000	210	37511000	2391050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6351	Early Childhood Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6487	Cafeteria Supervisor	3120	953	37522763	7000000	72.00	100.00	0.72	1	Reg FT Benefits	51	Classified EE(n/
6487	Cafeteria Supervisor	3120	953	37522764	7000000	28.00	100.00	0.28	1	Reg FT Benefits	51	Classified EE(n/
6511	Elementary Principal	2410	112	37511000		100.00	100.00	1.00	1	Reg FT Benefits	20	Cert Principal
6536	Elementary Education Teacher	1000	210	37511000	1001050	100.00	100.00	1.00	1	Reg FT Benefits	30	Cert Teacher
6709	SPED Pre-K Paraprofessional	1000	418	37511641	2391050	100.00	100.00	1.00	1	Reg FT Benefits	51	Classified EE(n/
7043	Kitchen Specialist	3120	953	37522763	7000000	72.00	75.00	0.54	1	Reg FT Benefits	51	Classified EE(n/
7043	Kitchen Specialist	3120	953	37522764	7000000	28.00	75.00	0.21	1	Reg FT Benefits	51	Classified EE(n/

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.