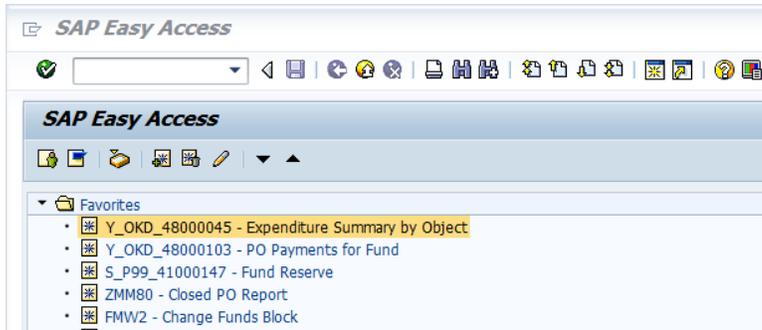


Viewing Budget Report (Y_OKD_48000045)

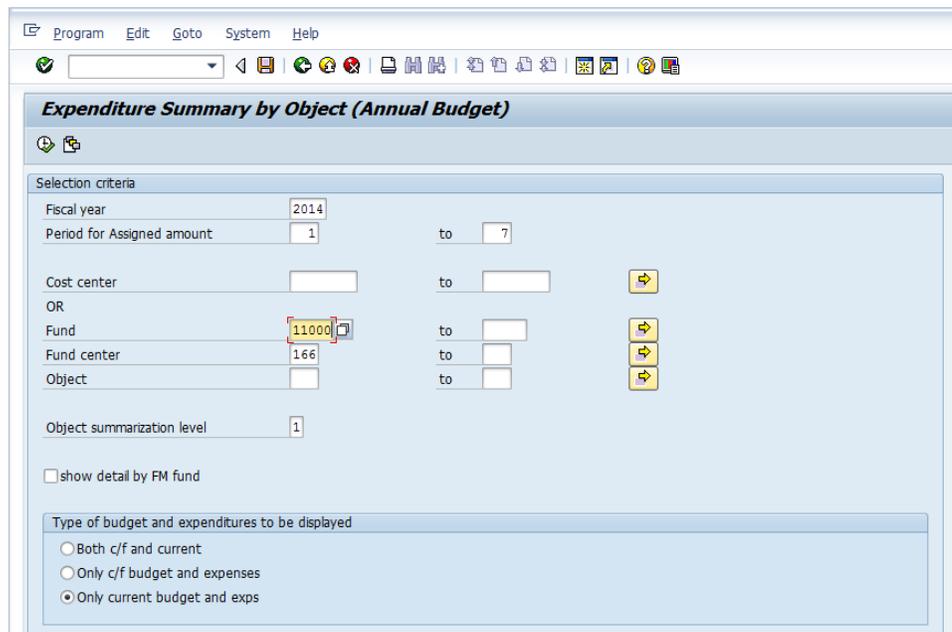
A quick way to look at the budget, items that are in progress and remaining balances is to run the “45” Report.
Y_OKD_48000045 Expenditure Summary by Object (Annual Budget)

Step 1: Double click on this highlighted part.



Step 2: In the **FUND** box enter which fund you want to look at. Each site will have a General Fund (11000) which is for supplies and CNS Funds (22xxx) which are utilized for lunch and breakfast. There may also be other funds that your site may have (i.e. Title I, Library Media, Fine Arts, etc.). The drop-down box provides options to choose. In the **FUND CENTER**, enter your school site OPU.

Click on the round clock with the green check mark to run the report.



Expenditure Summary by Object (Annual Budget)

Company : I089 Oklahoma City ISD #59 Date : 07/17/2014
 Program Id : ZPFIR010_EXP_SUMMARY_OBJECT Expenditure Summary by Object (Annual Budget) Time : 16:53:19
 Requested By : SEWARD Fund 11000 Page : 1
 Fund Center (OPF) 166
 From Period 001 to 012 of 2014 (only Current, no C/F)

1-digit Object and Description	Fun	Annual Budget	Fund Reservation	Pre-encumbrance	Encumbrance	Accounts Payable	Payments Issued	Other Transactions	Total Assigned	Balance Remaining	% Used
0xx		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
1xx PERSONNEL SVCS-SALARIES		1,412,086.00	0.00	0.00	0.00	0.00	1,325,678.75	227.44	1,325,906.19	86,179.81	93.90
2xx PERSONNEL SVC EMPLY BEN		375,857.00	0.00	0.00	0.00	0.00	383,049.51	364.14	383,413.65	7,556.65	102.01
6xx Supplies		13,578.26	0.00	0.00	0.00	0.00	13,476.26	0.00	13,476.26	102.00	99.25
7xx PROPERTY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
8xx OTHER OBJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
** Total for OCAS Fund 11 General Fund		1,801,521.26	0.00	0.00	0.00	0.00	1,722,204.52	591.58	1,722,796.10	78,725.16	95.63
*** Grand Total by Objects ***											
Object 000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
Object 100 PERSONNEL SVCS-SALARIES		1,412,086.00	0.00	0.00	0.00	0.00	1,325,678.75	227.44	1,325,906.19	86,179.81	93.90
Object 200 PERSONNEL SVC EMPLY BEN		375,857.00	0.00	0.00	0.00	0.00	383,049.51	364.14	383,413.65	7,556.65	102.01
Object 600 Supplies		13,578.26	0.00	0.00	0.00	0.00	13,476.26	0.00	13,476.26	102.00	99.25
Object 700 PROPERTY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
Object 800 OTHER OBJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n/a
*** REPORT TOTAL		1,801,521.26	0.00	0.00	0.00	0.00	1,722,204.52	591.58	1,722,796.10	78,725.16	95.63

*** End of Report ***

This will show you how much your site has, by object code, in Pre-Encumbrance (purchase requisitions), Encumbrances (purchase orders), Accounts Payable (invoices “to be paid”) and Payments Issued (invoices that have been paid). The budget minus these items will provide you with a “Remaining Balance”. This is the amount that is still available to spend.

You may have to scroll to the right to see the full report.