OKLAHOMA
Transportation Turnpike Authority Aeronautics

Quick Reference Guide (QRG)
Summary of Changes

Creation Date: 01-21-2026

Revised Date:

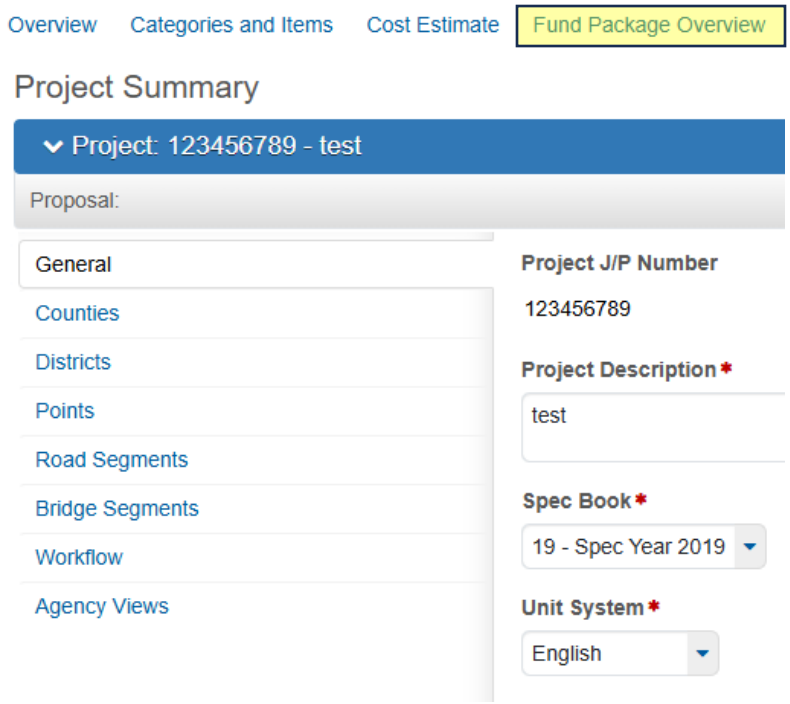
Revised By:

Changes Made:

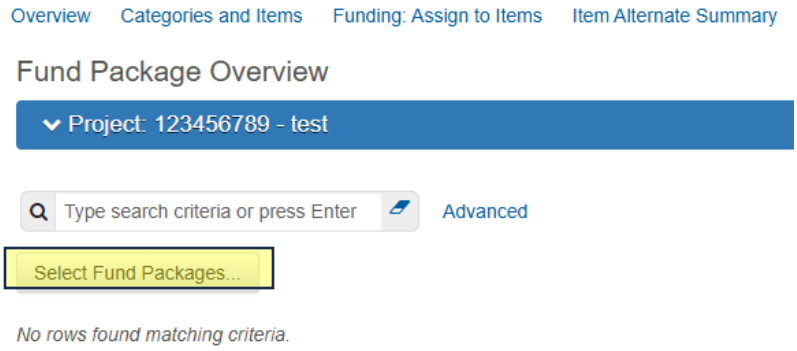
Funding and Wage Decisions

Section 1: Funding

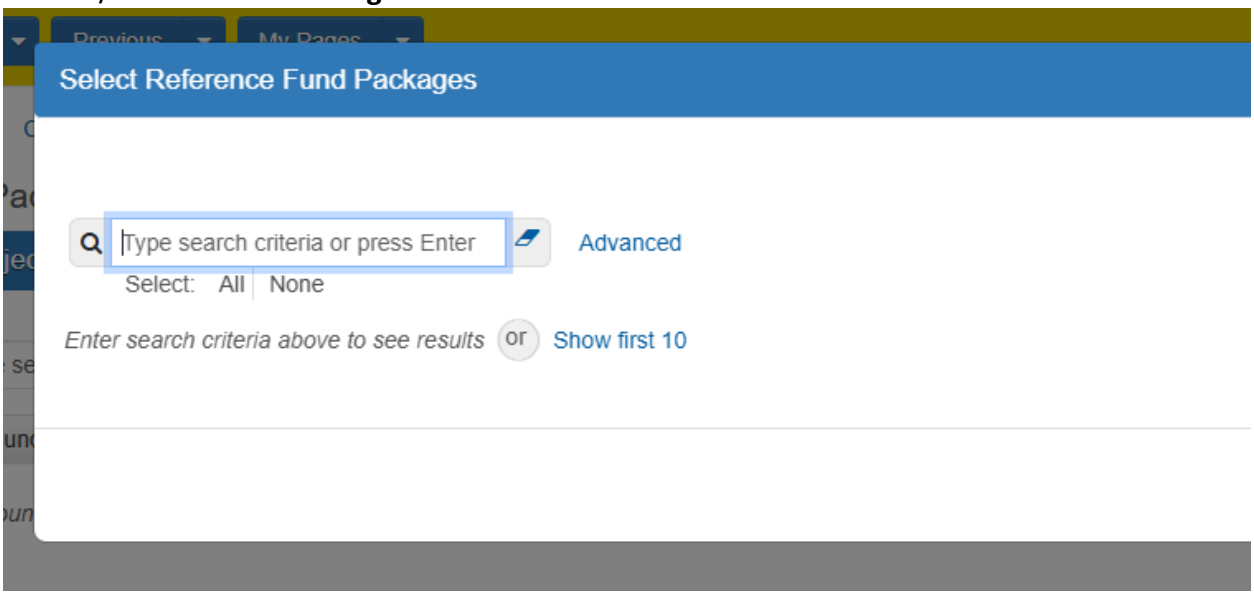
Step 1: From the ***Project Summary*** page, click the **Fund Package Overview** quick link.



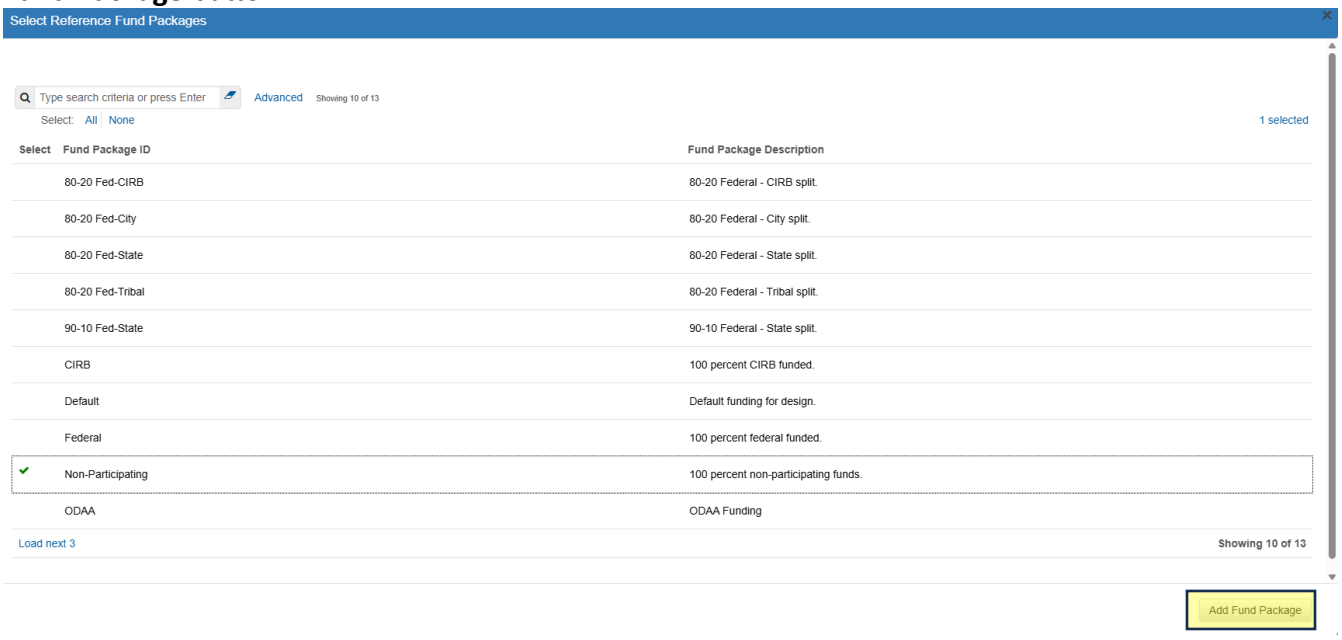
Step 2: On the ***Fund Package Overview*** page, click the **Select Fund Packages** button.



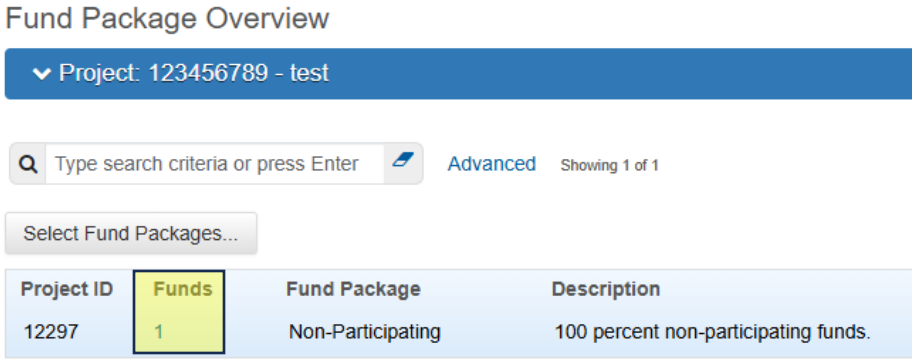
Step 3: When the ***Select Reference Fund Packages*** pop up window opens, search for your desired/needed **Fund Package.**



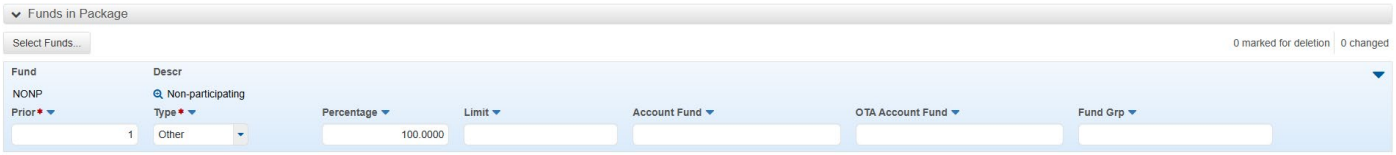
Step 4: Once you have found your ***Fund Package***, select the Fund Package and click the **Add Fund Package** button.



Step 5: Back on the ***Fund Package Overview*** screen, click the hyperlink under the **Funds** field on the ***Fund Package Row.***

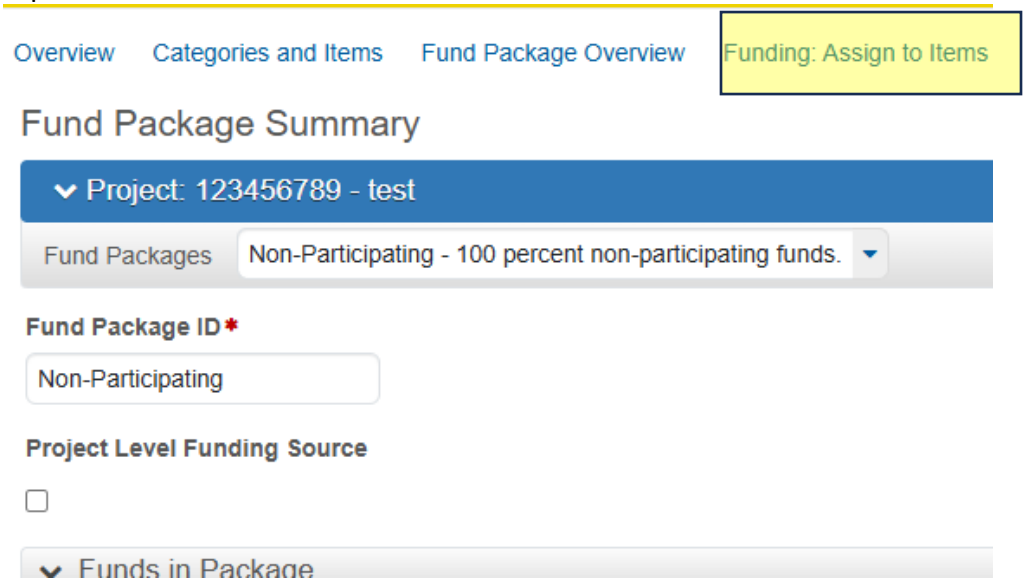


Step 6: Under the ***Funds in Package*** component header, enter or edit any needed information on the row.



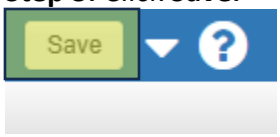
Section 2: Assigning the Funding to Items

Step 1: On the ***Fund Package Summary*** page, click the **Funding: Assign to items** quick link at the top of the screen.

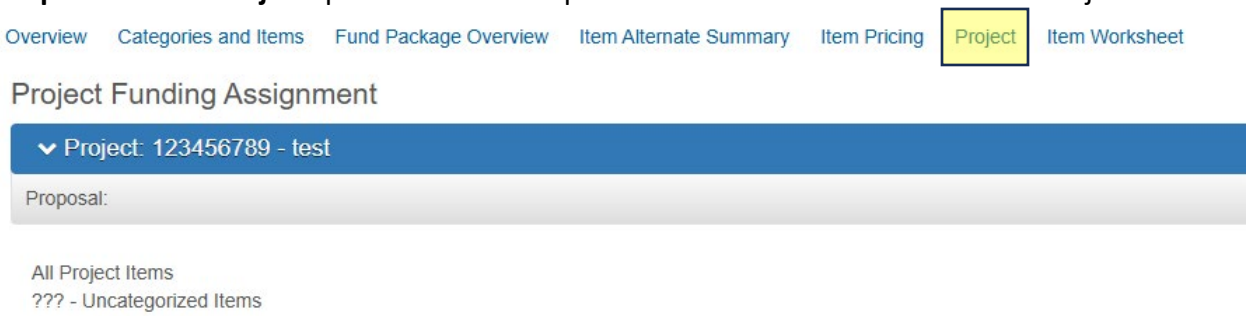


Step 2: On the ***Project Funding Assignment*** screen, use the radio buttons to select what categories get funded and by what fund package

Step 3: Click **Save.**

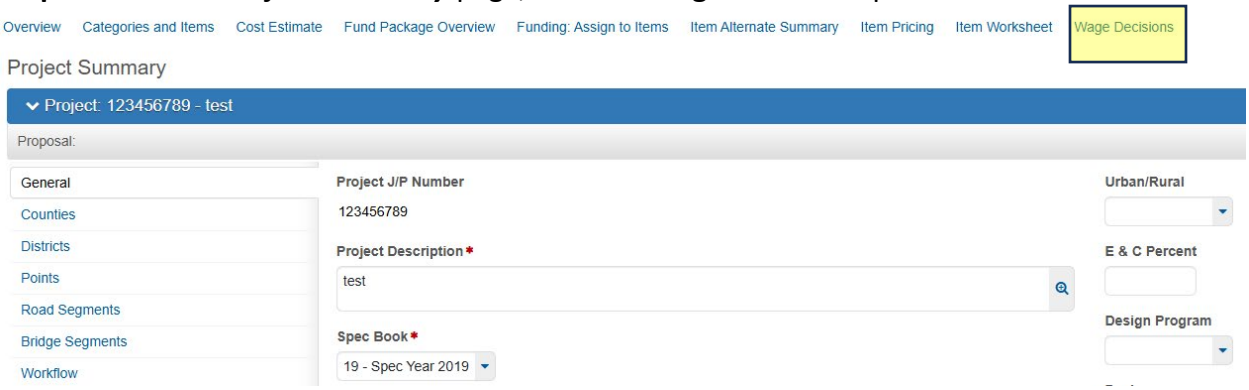


Step 4: Click the **Project** quick link on the top of the screen to return back to the Project.

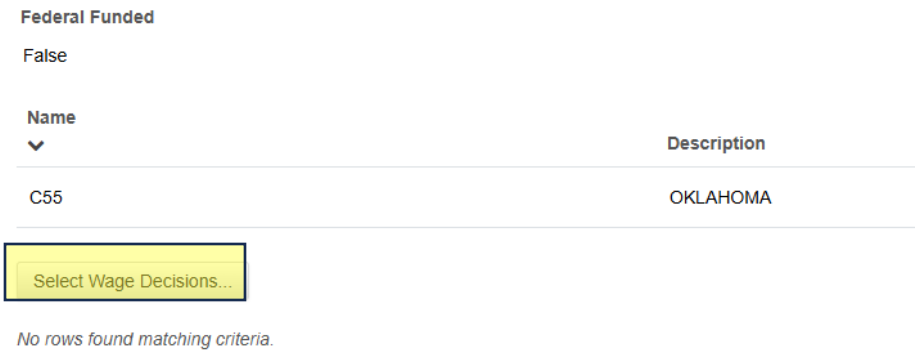


Section 3: Adding Wage Decisions

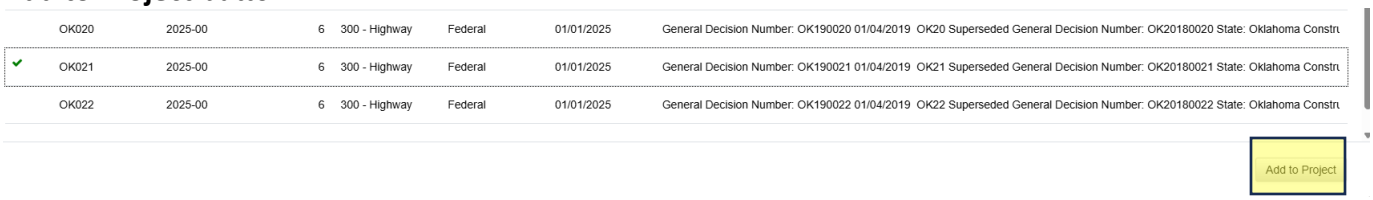
Step 1: From the ***Project Summary*** page, click the **Wage Decisions** quick links.



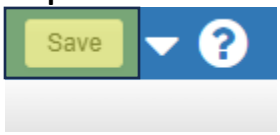
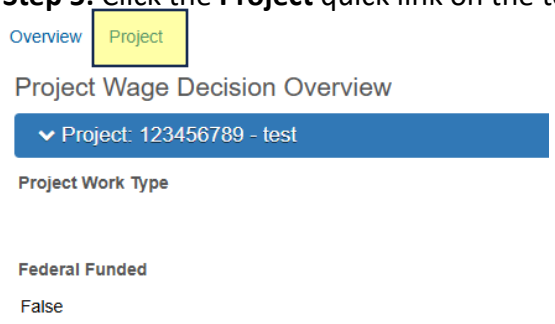
Step 2: Click the **Select Wage Decisions** button.



Step 3: In the ***Select Wage Decisions*** pop up, search for the needed **Wage Decision** and click **Add to Project** button.



Step 4: Click the **Save** button.



Step 5: Click the **Project** quick link on the top of the screen.