



Oracle R12 Training

FINANCIAL REPORTING & GENERAL LEDGER REPORTS & INQUIRY



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Financial Services

Mission: *To provide all our customers with professional, courteous, and reliable services that are timely, accurate, and valuable. To improve the efficiency and effectiveness of the agency and its related functions in furnishing support, training, and financial information pertinent to determining the financial position of the County that is interesting, relevant, and user friendly.*

Divisions

Accounts Payable: Responsible for providing accurate, secure, and timely payment for goods, services, employee reimbursements, petty cash reimbursements and travel claims presented by County departments. Other activities include 1099 reporting, reconciliation of credit lines, processing procurement card and credit card claims.

Compliance: Responsible for oversight of the procurement process and works with all divisions in coordinating activities both internally and externally. Provide customer support on proper purchasing policies and procedures. Convert requisitions into Purchase Orders and submit to Accounts Payable for payment processing.

Financial Reporting: Along with management, responsible for providing accurate and timely financial reports, to include the Comprehensive Annual Financial Report (CAFR), the Jail District Comprehensive Annual Financial Report (JCAFR), the Citizen's Annual Financial Report (PAFR), Improvement District Supplemental and Budget, and Budget-to-Actual Reports. Further, the division is tasked with reconciling CIP projects (to include retainage), Improvement Districts, Health District and Jail District accounts to the General Ledger. Reconcile bank accounts for the Employee Benefit Trust, Flexible Spending Accounts, Revolving account and the bank accounts of the Yuma County Intergovernmental Public Transportation Authority. The division is responsible for compliance with all federal regulations regarding bond issuances, to include post issuance bond compliance, maintenance of the trust accounts and expense tracking for bond backed capital projects.

General Ledger: Dedicated to maintaining the integrity of the County's General Ledger System. Responsible for proper transaction accounting classification, creation and posting of regular and correcting journal entries, labor distribution adjustments, treasurer receipt review and posting, preparation and submittal to the Board of Supervisors listing of warrants processed and accounts for all approved Interfund transfers. General Ledger is also responsible for maintaining inventory records of all capital assets, depreciation schedules and ensuring accurate recording of all capital assets. The division is also responsible for audit of all County received grants, ensuring compliance with all state and federal guidelines, preparing schedules for the CAFR and preparing the Single Audit and Annual Expenditure Limitation Reports.

Payroll: Responsible for accurately paying all County employees on a biweekly basis as well as issuing W-2's every January. Complete required federal and state quarterly and annual reporting as well as transmitting payrolls tax and retirement to the appropriate agencies. Reconcile benefits invoices against employee deductions. Audit new hire, termination and payroll liabilities-creating reports for departments and employees upon request.

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Oracle R12 Financial Reporting

Reports & Inquiry Procedures

Financial reports

- Budget performance report Page 9
- Monthly actual report Page 15
- Chart of accounts report Page 21

Standard reports

- Detail trial balance report Page 29

Standard reports/Accounts Payable Module

- Account analysis report Page 37

Inquiry

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Printing and Saving Reports Page 57

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FINANCIAL REPORTS

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Oracle User Procedure

Title:

Creating a Budget Performance Report in Yuma GL Inquiry

Description:

This procedure is used to run a Budget Performance Report from the Request function for Financial Reports.

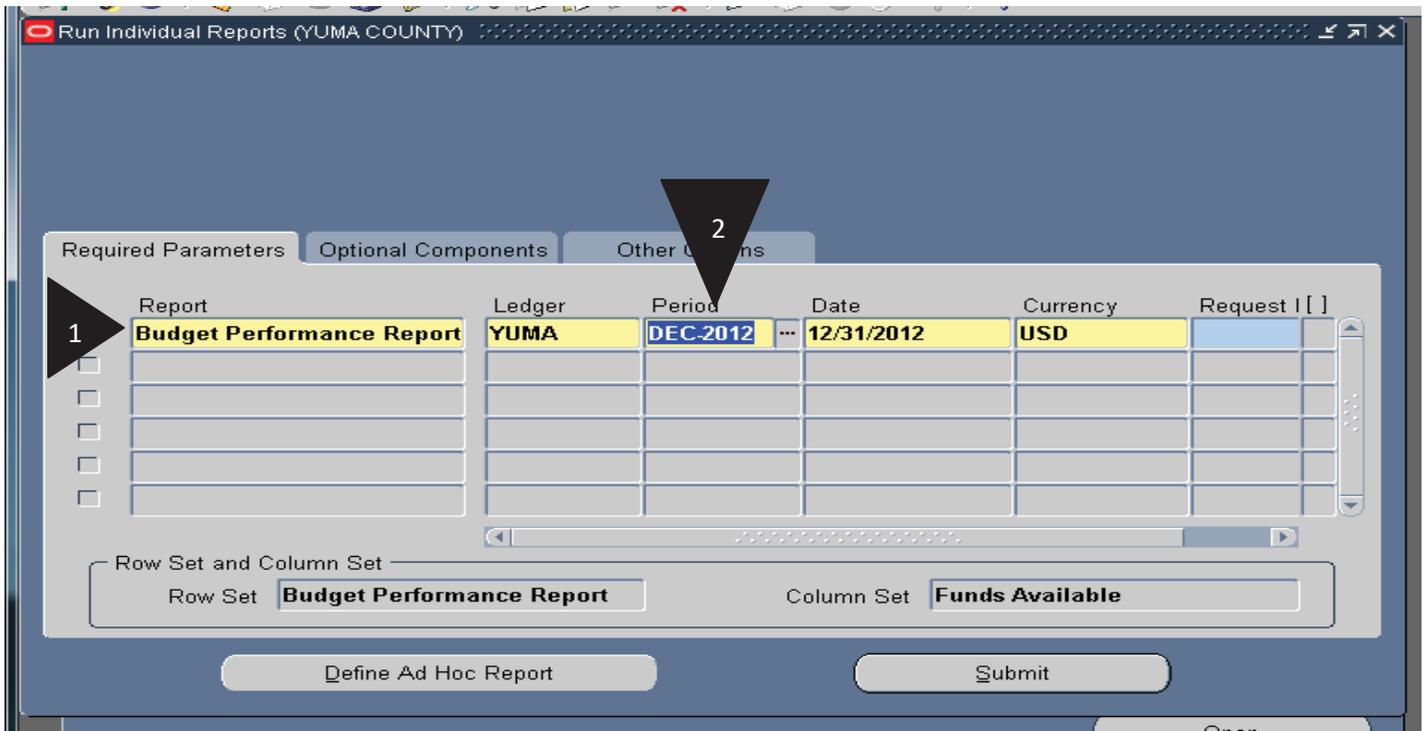
Oracle Responsibility:

- *Yuma GL Inquiry.*

Menu Path

REPORTS > REQUEST > FINANCIAL > INDIVIDUAL REPORTS

Window Name:
Run Individual Reports



The *Run Individual Reports* window is displayed. The only required fields on the **REQUIRED PARAMETERS** tab are the **REPORT** and **PERIOD** fields.

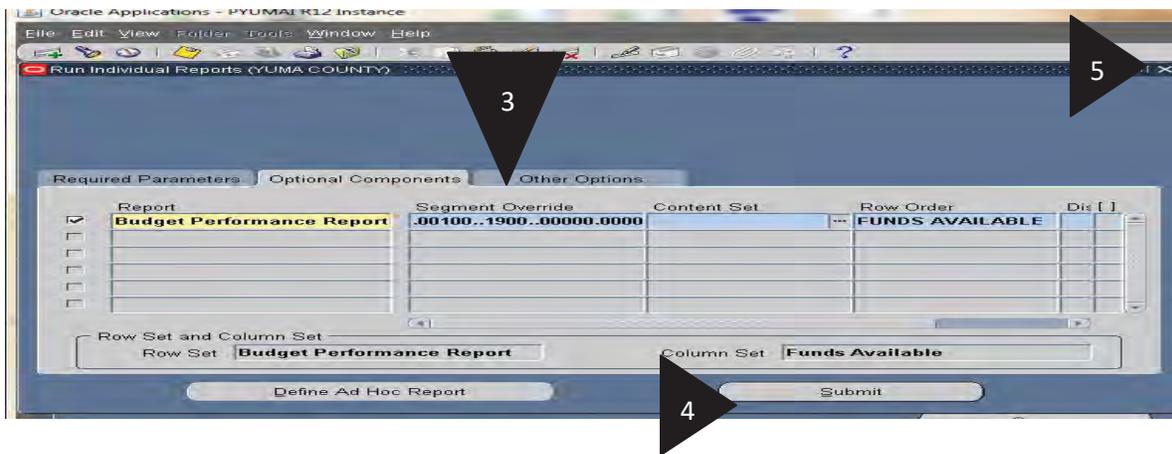
Field Name

Description/Action

- | | |
|------------------|---|
| 1. REPORT | Select report from the List of Values. |
| 2. PERIOD | The latest open period will default but may be changed. |

Window Name:

Run Individual Reports



The **OPTIONAL COMPONENTS** tab allows the user to select the accounting flexfield to include (or any part of it).

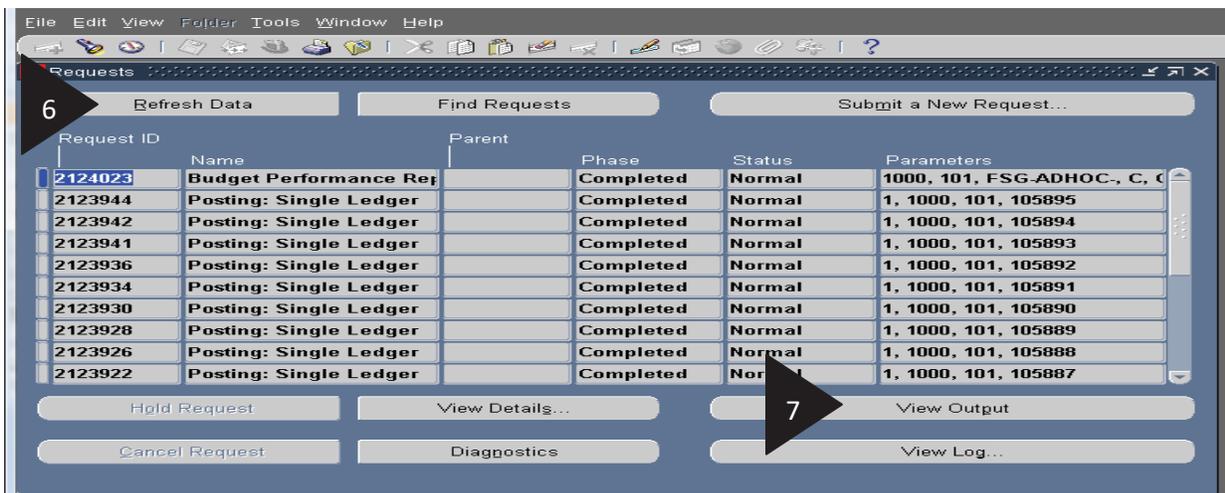
Field Name

Description/Action

3. **SEGMENT OVERRIDE** Enter Segment Override value, flexfield.
4. Click **SUBMIT**.
5. Close the window to return to the *Navigator* window.

Window Name:

Requests



To view the status of your request, go to the *Requests* window by following the menu path **View > Requests > Find**. The request just submitted will be listed at the top of the list of reports.

6. Click on **REFRESH DATA** to update the status of the request.
7. Click **VIEW OUTPUT**.

Window Name:
Report

OBJECT	YTD Budget	YTD Encumbrance	YTD Expenditures	Funds Available	Full Year Budget	Percentage of Full Year Budget Left
Charges for Services						
34025 PAYROLL GARNISHMENT FEES	-2,859	0	-1,385	-1,474	-2,859	51.54
TOTAL	-2,859	0	-1,385	-1,474	-2,859	51.56
Miscellaneous						
39090 MISCELLANEOUS REVENUES	0	0	-268	268	0	n/n
TOTAL	0	0	-268	268	0	n/n
TOTAL REVENUE						
	-2,859	0	-1,653	-1,206	-2,859	42.19
Personal Services						
40110 REGULAR SALARIES AND WAGES	919,155	0	431,990	487,205	919,155	53.01
40210 SOCIAL SECURITY CONTRIBUTIONS	56,985	0	25,898	31,097	56,985	54.57
40211 MEDICARE CONTRIBUTIONS	13,326	0	6,054	7,272	13,326	54.57

The report will display. Use the buttons on the bottom of the report window to navigate through the report. The scroll bars and the PgUp and PgDn keys on your keyboard may also be used to navigate through the report. It is recommended to go to the last page of the report and note the page number before printing to ensure the report is not too large.

Printing the Report:
See page 55

Saving the Report:
See page 55

Sample Budget Performance Report

YUMA COUNTY
Budget Performance Report
Current Period: MAR-2016

Currency: USD

FUND=00100 (GENERAL FUND), DEPARTMENT=1900 (FINANCIAL SERVICES), INTERFUND=00000 (N/A), FUTURE1=00000 (N/A), FUTURE2=00000 (N/A)

OBJECT	YTD Budget	YTD Encumbrance	YTD Expenditures	Funds Available	Full Year Budget	Percentage of Full Year Budget Left
Charges for Services						
34025 PAYROLL GARNISHMENT FEES	-2,980	0	-2,485	-495	-2,980	16.61
TOTAL	-2,980	0	-2,485	-495	-2,980	16.61
Miscellaneous						
39090 MISCELLANEOUS REVENUES	-39,432	0	-46,185	6,753	-39,432	-17.13
TOTAL	-39,432	0	-46,185	6,753	-39,432	-17.13
Other Income/Expense						
55010 TRANSFERS IN	0	0	-13	13	0	n/m
56010 TRANSFERS OUT	0	0	0	0	0	n/m
TOTAL	0	0	-13	13	0	n/m
TOTAL REVENUE						
	-42,412	0	-48,683	6,271	-42,412	-14.79
Personal Services						
40110 REGULAR SALARIES AND WAGES	961,553	0	679,114	282,439	961,553	29.37
40170 COST OF LIVING INCREASE	14,908	0	0	14,908	14,908	100.00
40210 SOCIAL SECURITY CONTRIBUTIONS	59,616	0	39,856	19,760	59,616	33.15
40211 MEDICARE CONTRIBUTIONS	13,943	0	9,321	4,622	13,943	33.15
40220 ARIZONA STATE RETIREMENT	110,290	0	77,900	32,390	110,290	29.37
40230 HEALTH INSURANCE (ER)	128,269	0	86,569	41,700	128,269	32.51
40231 EMPLOYEE ASSISTANCE PROGRAM	353	0	236	117	353	33.26
40233 LIFE INSURANCE (ER)	898	0	603	295	898	32.84
40241 WORKERS' COMPENSATION INSURANCE	2,096	0	1,480	616	2,096	29.39
40280 OTHER EMPLOYEE BENEFITS	56,101	0	35,016	21,085	56,101	37.58
TOTAL	1,348,027	0	930,095	417,932	1,348,027	31.00
Supplies and Services						
41010 GENERAL CONSUMABLE SUPPLIES	0	0	192	-192	0	n/m
41101 OFFICE SUPPLIES	11,638	0	5,136	6,502	11,638	55.87
41111 BOOKS & MANUALS	1,800	0	360	1,440	1,800	79.98
41260 FUEL, OIL, AND LUBRICANTS	0	0	57	-57	0	n/m
41502 SMALL TOOLS LESS THAN \$2,000	3,500	0	77	3,423	3,500	97.79
42130 ACCOUNTING AND AUDITING SERVICES	2,500	0	1,525	975	2,500	39.00
42140 CONSULTING SERVICES	8,950	0	5,370	3,580	8,950	40.00
42211 ELECTRICITY-BUILDINGS	22,042	0	10,936	11,106	22,042	50.39
42221 NATURAL GAS	406	0	415	-9	406	-2.31
42234 WATER-OFFICES	1,957	0	1,757	200	1,957	10.21
42241 REFUSE DISPOSAL	950	0	471	479	950	50.45
42310 TELEPHONE	1,077	0	833	244	1,077	22.64
42330 POSTAGE	5,500	0	3,340	2,160	5,500	39.28
42410 TRAVEL EXPENSES	9,300	0	4,455	4,845	9,300	52.09
42871 INSURANCE PREMIUMS	8,227	0	8,227	0	8,227	0.00
43011 DUPLICATING EQUIPMENT REPAIR AND MAINT	4,250	501	204	3,546	4,250	83.43
43012 MAINTENANCE EQUIPMENT REPAIR AND MAINT	524	0	0	524	524	100.00



End of procedure

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Oracle User Procedure

Title:

Creating a Budget Performance Report/Monthly Actual Report

Description:

The Monthly Actual Report provides monthly actual revenues and expenditures for one rolling year.

Oracle Responsibility:

- *Yuma GL Inquiry.*

Menu Path

REPORTS > REQUEST > FINANCIAL > INDIVIDUAL REPORT

Window Name:

Run Individual Reports

Report	Ledger	Period	Date	Currency	Request ID
<input checked="" type="checkbox"/> Budget Performance Report	YUMA	DEC-2012	12/31/2012	USD	
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Row Set and Column Set

Row Set: Budget Performance Report Column Set: Funds Available

Define Ad Hoc Report Submit

The *Run Individual Reports* window is displayed. The only required fields on the **REQUIRED PARAMETERS** tab are the **REPORT** and **PERIOD** fields.

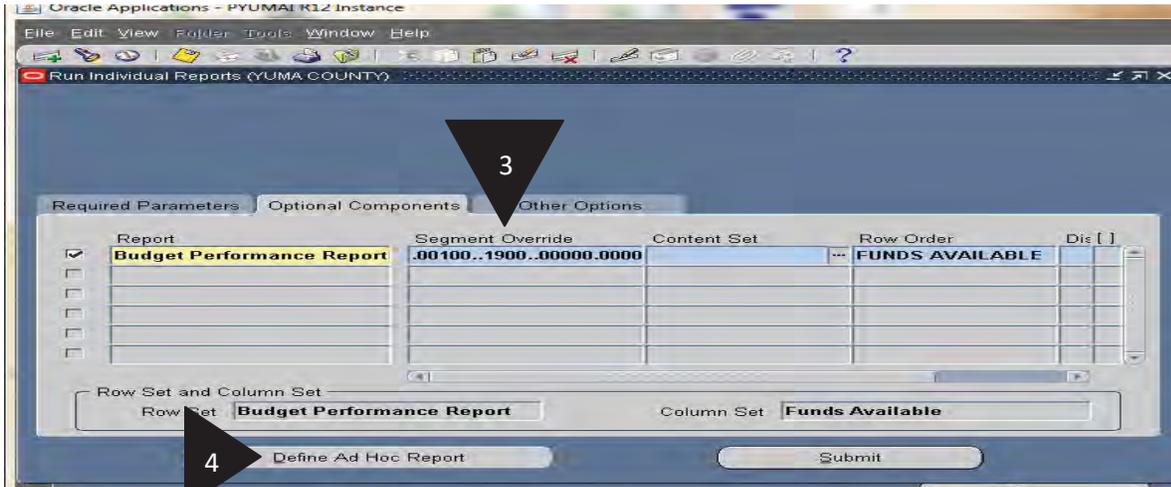
Field Name

Description/Action

- 1. REPORT** Select report from the List of Values.
- 2. PERIOD** The latest open period will default but may be changed.

Window Name:

Run Individual Reports



The **OPTIONAL COMPONENTS** tab allows the user to select the accounts to include.

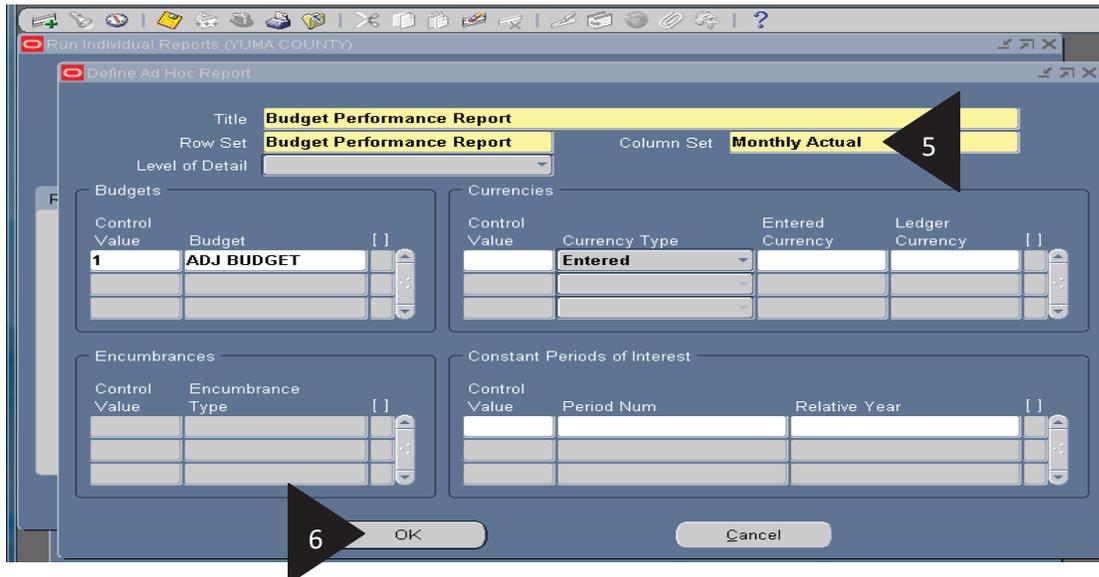
Field Name

Description/Action

- 3. **SEGMENT OVERRIDE** Enter Segment Override value, funding requested.
- 4. Click **DEFINE AD HOC REPORT**.

Window Name:

Define Ad Hoc Report



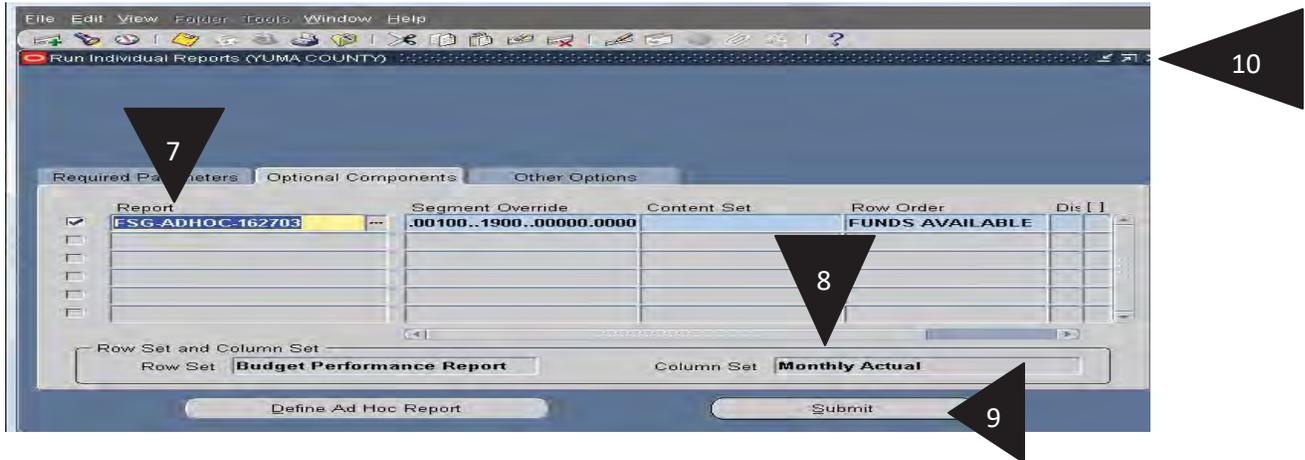
Field Name

Description/Action

- 5. **COLUMN SET** Use the drop down list to choose report.
- 6. Click **OK**.

Window Name:

Run Individual Reports



Field Name

Description/Action

7. **REPORT**

Note Report Name Change.

8. **COLUMN SET**

Note Column Set name has now changed to the Ad Hoc Column Set you chose above.

9. Click on **SUBMIT**.

10. Close the window.

Window Name:

Requests



To view the status of your request, navigate to *Requests* window by following the menu path **View > Requests > Find**. The request just submitted will be listed at the top of the list of reports.

11. Click on **REFRESH DATA** to update the status of the request.

12. Click **VIEW OUTPUT**.

Window Name:

Report

YUMA COUNTY
Budget Performance Report
Current Period: DEC-2012

Currency: USD
FUND=00100 (GENERAL FUND), DEPARTMENT=1900 (FINANCIAL SERVICES), INTERFUND=00000 (N/A), FUTURE1=00000 (N/A), FUTURE2=00000 (N/A)

OBJECT	JAN-2012 Actual	FEB-2012 Actual	MAR-2012 Actual	APR-2012 Actual	MAY-2012 Actual	JUN-2012 Actual	JUL-2012 Actual	AUG-2012 Actual	SEP-2012 Actual	OCT-2012 Actual	NOV-2012 Actual	DEC-2012 Actual
Charges for Services												
34025 PAYROLL GARNISHMENT FEES	-174	-140	-269	-265	-330	-268	-246	-120	-356	-102	-345	-
TOTAL	-174	-140	-269	-265	-330	-268	-246	-120	-356	-102	-345	-
Miscellaneous												
39090 MISCELLANEOUS REVENUES	0	0	0	0	0	-52	0	-11	-29	0	-228	-
TOTAL	0	0	0	0	0	-52	0	-11	-29	0	-228	-
TOTAL REVENUE	-174	-140	-269	-265	-330	-320	-246	-131	-385	-102	-574	-
Personnel Services												
40110 REGULAR SALARIES AND WAGES	67,114	67,114	100,802	67,635	67,334	83,199	51,444	69,035	105,548	69,222	68,079	68,079
40210 SOCIAL SECURITY CONTRIBUTIONS	4,021	4,021	6,114	4,015	3,998	5,065	3,080	4,134	6,384	4,131	4,080	4,080
40211 MEDICARE CONTRIBUTIONS	940	940	1,430	939	935	1,185	720	967	1,493	968	950	950
40220 ARIZONA STATE RETIREMENT	6,779	6,779	10,151	6,763	7,159	8,149	10,603	7,690	11,759	7,711	7,584	7,584
40230 HEALTH INSURANCE (EO)	8,864	8,864	8,864	8,864	8,864	8,864	8,864	8,864	9,437	8,864	8,864	8,864
40231 EMPLOYEE ASSISTANCE PROGRAM	28	28	28	28	28	28	28	28	28	28	28	28
40233 LIFE INSURANCE (ER)	73	73	73	73	73	73	74	74	76	73	73	73
40241 WORKERS' COMPENSATION INSURANCE	146	146	220	146	145	104	112	150	230	151	146	146

The report will display. Use the buttons on the bottom of the report window to navigate through the report. The scroll bars and the PgUp and PgDn keys on your keyboard may also be used to navigate through the report. It is recommended to navigate to the last page of the report and note the page number before printing to ensure the report is not too large.

Printing the Report:
See page 55

Saving the Report:
See page 55

Sample Monthly Actual Report

YUMA COUNTY
Budget Performance Report
Current Period: DEC-2012

Date: 08-JAN-13 14:42:27
Page: 1

Currency: USD

FUND=00100 (GENERAL FUND), DEPARTMENT=1000 (FINANCIAL SERVICES), INTERFUND=00000 (N/A), FUNDRAIS=00000 (N/A), FUTURE=00000 (N/A)

OBJECT	Year-to-Date												YTD	Budget		
	JAN-2012	FEB-2012	MAR-2012	APR-2012	MAY-2012	JUN-2012	JUL-2012	AUG-2012	SEP-2012	OCT-2012	NOV-2012	DEC-2012			Total	
Charges for Services																
34005 PAYROLL EMBROIDERY FEES	-174	-140	-269	-265	-338	-268	-246	-120	+35E	-182	-345	-133	-2,840		-2,859	
TOTAL	-174	-140	-269	-265	-338	-268	-246	-120	+35E	-182	-345	-133	-2,840		-2,859	
Miscellaneous																
39005 MISCELLANEOUS REVENUE	0	0	0	0	0	-52	0	-14	-29	0	-128	0	-320		0	
TOTAL	0	0	0	0	0	-52	0	-14	-29	0	-128	0	-320		0	
TOTAL REVENUE	-174	-140	-269	-265	-338	-320	-246	-134	-58	-182	-345	-133	-3,160		-2,859	

Personal Services																
40110 REGULAR SALARIES AND WAGES	87,114	87,114	100,602	87,835	87,334	83,188	81,444	89,035	105,548	89,222	88,079	89,823	885,149		819,115	
40210 SOCIAL SECURITY CONTRIBUTIONS	4,021	4,021	6,114	4,016	3,998	3,045	3,080	4,134	6,384	4,131	4,060	4,099	33,124		56,881	
40211 MEDICAL CONTRIBUTIONS	940	940	1,430	939	935	1,185	700	987	1,493	966	950	959	12,424		15,326	
40220 ARIZONA STATE RETIREMENT	6,779	6,779	10,181	6,783	7,159	9,149	10,803	7,890	11,788	7,711	7,384	7,848	100,001		107,366	
40230 HEALTH INSURANCE (HS)	8,854	8,854	8,864	8,854	8,854	8,808	8,854	8,854	8,417	8,864	8,864	8,864	7,820	113,028		113,018
40231 EMPLOYEE ASSISTANCE PROGRAM	28	28	28	28	28	28	28	28	28	28	28	28	336		353	
40233 LIFE INSURANCE (EL)	73	73	73	73	73	73	74	74	76	73	73	75	883		938	
40241 MEMBERS' COMPENSATION INSURANCE	140	140	120	140	143	154	115	100	330	151	140	140	1,528		2,006	
40260 OTHER EMPLOYEE BENEFITS	2,876	2,876	2,876	2,875	2,273	2,265	2,265	2,265	2,676	2,390	2,390	2,390	38,021		37,005	
TOTAL	90,841	90,841	130,388	90,939	90,809	106,957	77,388	92,207	137,612	93,535	92,175	93,203	1,190,485		1,250,166	
Supplies and Services																
41101 OFFICE SUPPLIES	2,310	720	0	1,768	3,738	8,890	0	126	143	268	1	1,022	15,115		11,638	
41111 BOOKS & MANUALS	0	396	0	0	0	188	0	0	787	0	0	0	1,373		1,800	
41260 FUEL, OIL, AND LUBRICANTS	0	0	0	0	0	34	0	0	0	0	0	0	24		0	
41302 SMALL TOOLS LESS THAN \$2,000	877	0	3,821	0	0	0	0	0	0	875	387	0	3,987		3,500	
41130 ACCOUNTING AND AUDITING SERVICES	0	3,030	0	0	0	0	0	0	0	0	0	0	3,050		2,500	
42140 CONSULTING SERVICES	0	0	0	5,370	3,580	0	0	0	0	0	0	0	8,950		8,950	
42131 OTHER REPAIRS SERVICES	0	1,175	0	0	0	0	0	0	0	0	0	0	1,175		0	
42211 ELECTRICITY-BUILDINGS	1,081	1,037	1,091	1,170	1,236	3,492	0	1,941	2,067	3,048	1,873	1,298	18,131		23,500	
42221 NATURAL GAS	127	85	56	30	18	12	12	12	12	12	12	24	410		412	
42234 WATER-OFFICES	31	128	31	188	31	279	0	486	404	41	38	228	1,842		1,400	
42241 WASTE DISPOSAL	51	51	51	51	51	93	0	48	37	30	32	51	505		900	
42310 TELEPHONE	330	123	120	120	120	120	344	0	118	118	542	109	2,053		2,077	
42330 POSTAGE	840	718	185	242	547	574	60	277	377	412	467	241	5,159		5,500	
42410 TRAVEL EXPENSES	1,205	226	1,176	1,126	1,447	5,267	0	856	1,164	783	314	363	14,126		20,200	
42871 INSURANCE PREMIUMS	0	0	0	0	0	0	5,081	0	0	0	0	0	9,081		9,081	

YUMA COUNTY
Budget Performance Report
Current Period: DEC-2012

Date: 08-JAN-13 14:42:27
Page: 2

Currency: USD

FUND=00100 (GENERAL FUND), DEPARTMENT=1000 (FINANCIAL SERVICES), INTERFUND=00000 (N/A), FUNDRAIS=00000 (N/A), FUTURE=00000 (N/A)

OBJECT	Year-to-Date												YTD	Budget		
	JAN-2012	FEB-2012	MAR-2012	APR-2012	MAY-2012	JUN-2012	JUL-2012	AUG-2012	SEP-2012	OCT-2012	NOV-2012	DEC-2012			Total	
43011 DUPLICATING EQUIPMENT REPAIR AND	144	122	118	0	187	350	0	244	199	182	257	115	1,346		4,250	
43012 MAINTENANCE EQUIPMENT REPAIR AND	111	0	0	0	0	0	0	0	0	0	0	0	211		324	
43430 FEES AND MEMBERSHIPS	80	0	18	0	0	93	0	218	840	0	120	247	1,596		1,500	
43431 SUBSCRIPTIONS	0	225	0	0	0	0	402	0	0	0	0	0	827		1,100	
43460 TRAINING AND SCHOOL CLASSES	176	710	2,180	69	0	3,346	0	715	0	0	79	0	7,287		5,500	
43490 OTHER MISCELLANEOUS EXPENSE	87	81	12	13	15	172	0	35	14	14	256	1,106	1,821		1,400	
43495 CREDIT CARD FEES/PAYMENTS	0	23	-28	0	0	0	0	0	0	0	0	0	0		0	
TOTAL	7,248	8,886	10,222	10,142	3,887	26,225	9,558	3,009	6,341	4,885	4,177	4,860	100,416		83,982	
TOTAL EXPENSE	87,860	99,496	140,808	101,094	105,896	130,178	86,942	98,215	143,182	97,721	96,351	96,003	1,380,911		1,343,278	



End of procedure



Oracle User Procedure

Title:

Creating a Chart of Accounts Report in Yuma GL Inquiry

Description:

The Chart of Accounts Report is a quick look at your Year-to-Date expenditures.

Oracle Responsibility:

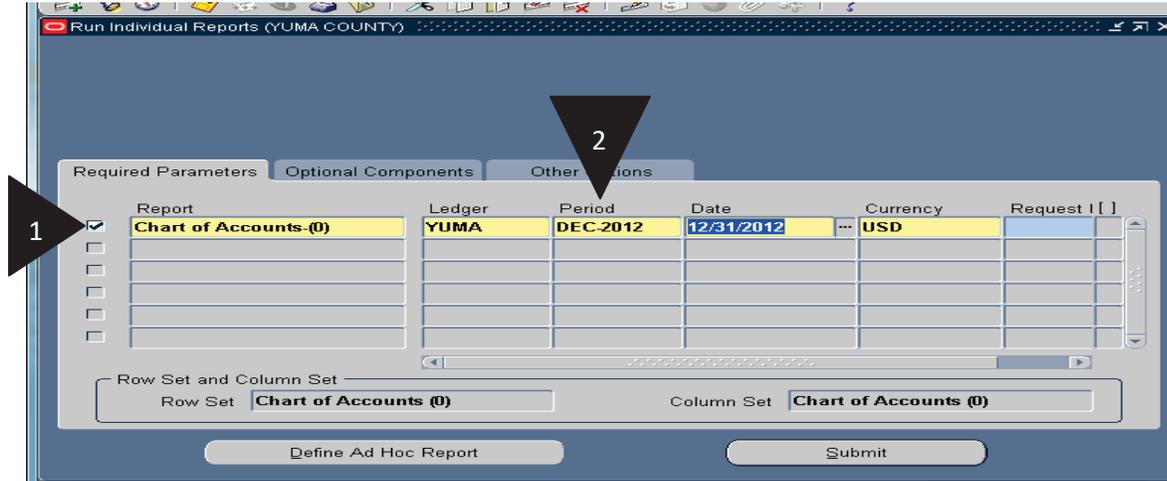
- *Yuma GL Inquiry.*

Menu Path

REPORTS > REQUEST > FINANCIAL > INDIVIDUAL REPORTS

Window Name:

Run Individual Reports



The *Run Individual Reports* window is displayed. The only required fields on the **REQUIRED PARAMETERS** tab are the **REPORT** and **PERIOD** fields.

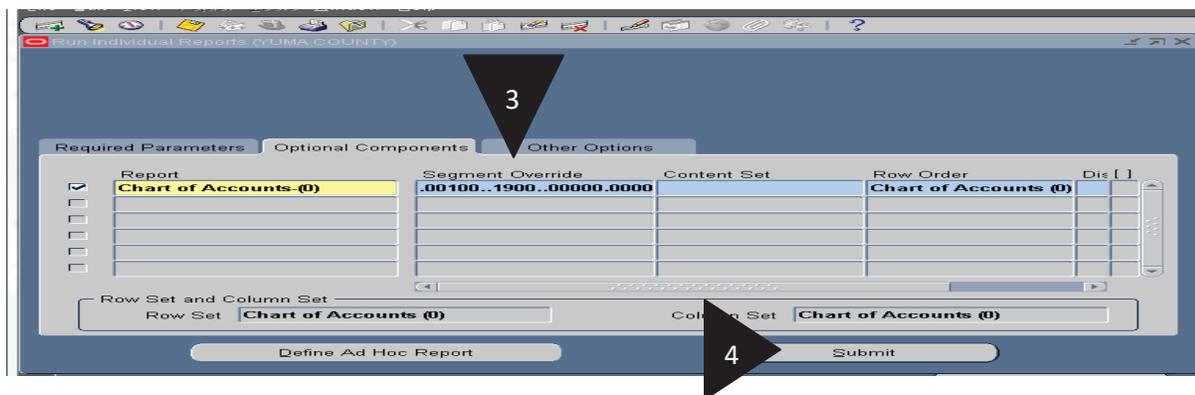
Field Name

Description/Action

- 1. REPORT** Select report from the List of Values.
- 2. PERIOD** The latest open period will default but may be changed.

Window Name:

Run Individual Reports



The **OPTIONAL COMPONENTS** tab allows the user to select the accounts to include.

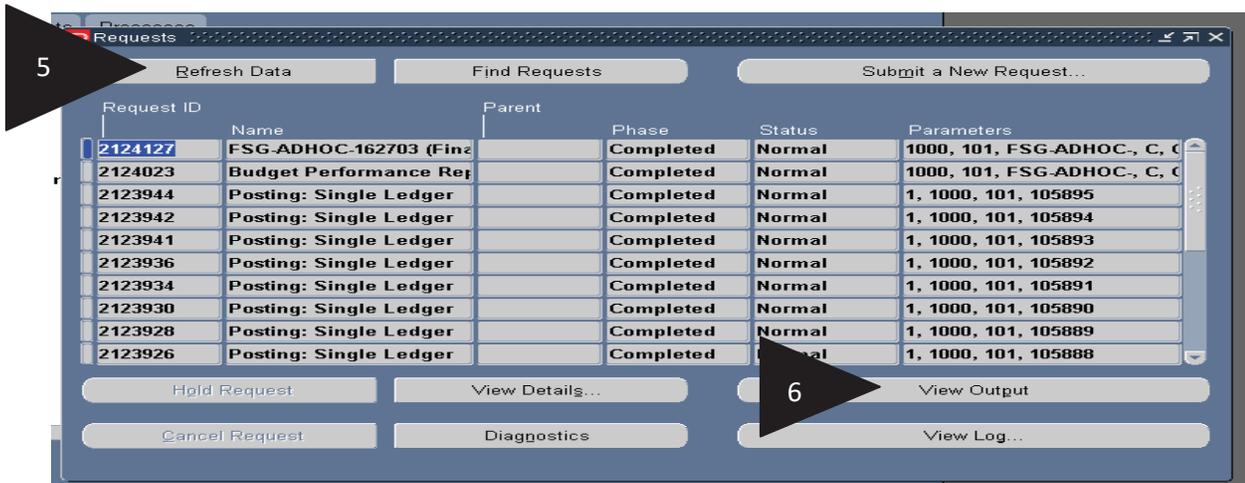
Field Name

Description/Action

- 3. SEGMENT OVERRIDE** Enter Segment Override value, funding requested.
- 4. Click SUBMIT.**

Window Name:

Requests



To view the status of your request, navigate to *Requests* window by following the menu path **View > Requests > Find**. The request just submitted will be listed at the top of the list of reports.

5. Click on **REFRESH DATA** to update the status of the request.
6. Click **VIEW OUTPUT**.

Window Name:

Report

FUND	FUNCTION	DEPARTMENT	OBJECT	INTERFUND	FUTURE1	FUTURE2					
0000	GENERAL FUN 00	GENERAL GOVERN	3900	FINANCIAL SERV	3000	MISCELLANEOUS REVENUES	0000	N/A	0000	N/A	-207.00
0000	GENERAL FUN 02	GENERAL GOVERN	3900	FINANCIAL SERV	4010	BUSINESS SALARIES AND W	0000	N/A	0000	N/A	411,299.28
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4010	SOCIAL SECURITY CONTR	0000	N/A	0000	N/A	24,097.88
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4011	MEDICARE CONTRIBUTIONS	0000	N/A	0000	N/A	6,054.44
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4020	ALZHEIM STATE RETIREM	0000	N/A	0000	N/A	83,191.20
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4020	HEALTH INSURANCE (B)	0000	N/A	0000	N/A	82,502.05
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4021	EMPLOYEE ASSISTANCE FF	0000	N/A	0000	N/A	360.95
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4022	LIKE INSURANCE (B)	0000	N/A	0000	N/A	449.93
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4024	WORKERS' COMPENSATION	0000	N/A	0000	N/A	440.92
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4025	OTHER EMPLOYEE BENEFIT	0000	N/A	0000	N/A	14,399.46
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4101	OFFICE SUPPLIES	0000	N/A	0000	N/A	1,698.04
0000	GENERAL FUN 03	GENERAL GOVERN	3900	FINANCIAL SERV	4111	BUSIN & TRAVEL	0000	N/A	0000	N/A	787.26
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4102	DEAL TOLLS LEASE TRAN	0000	N/A	0000	N/A	1,226.49
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4221	ELECTRICITY-BUILDINGS	0000	N/A	0000	N/A	9,034.86
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4221	NATURAL GAS	0000	N/A	0000	N/A	93.62
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4224	WATER-OFFICE	0000	N/A	0000	N/A	1,284.33
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4241	WASTE DISPOSAL	0000	N/A	0000	N/A	210.00
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4241	TELEPHONE	0000	N/A	0000	N/A	245.01
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4250	POSTAGE	0000	N/A	0000	N/A	2,070.85
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4240	TRAVEL EXPENSES	0000	N/A	0000	N/A	2,209.88
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4281	INSURANCE PREMIUMS	0000	N/A	0000	N/A	9,091.00
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4301	DUPLICATING EQUIPMENT	0000	N/A	0000	N/A	230.86
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4300	SUPPLY AND MERCHANDISE	0000	N/A	0000	N/A	4,320.58
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4341	SUBSCRIPTIONS	0000	N/A	0000	N/A	401.83
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4340	TRAINING AND SCHOOL CL	0000	N/A	0000	N/A	794.00
0000	GENERAL FUN 01	GENERAL GOVERN	3900	FINANCIAL SERV	4340	OTHER MISCELLANEOUS SC	0000	N/A	0000	N/A	1,462.14
0000	GENERAL FUN 11	CHARGES FOR SE	3900	FINANCIAL SERV	3402	DAYROLL SALARYSERVIT FR	0000	N/A	0000	N/A	-1,794.70
Total											615,991.91

The report will display. Use the buttons on the bottom of the report window to navigate through the report. The scroll bars and the PgUp and PgDn keys on your keyboard may also be used to navigate through the report. It is recommended to navigate to the last page of the report and note the page number before printing to ensure the report is not too large.

Printing the Report:

See page 55

Saving the Report:

See page 55

Sample Chart of Accounts Report

YUMA COUNTY
Chart of Accounts (3)
Current Period: DEC-2012

Date: 09-JAN-13 10:59:10
Page: 1

Currency: USD
DEPARTMENT=1900 (FINANCIAL SERVICES), INTERFUND=00000 (N/A), FUTURE1=00000 (N/A), FUTURE2=00000 (N/A)

FUND	FUNCTION	DEPARTMENT	OBJECT	INTERFUND	FUTURE1	FUTURE2	YTD Expenditures
Account Code Combinations							
00100	GENERAL FUN 00	GENERAL REVENUE 1900	FINANCIAL SERV 99090	MISCELLANEOUS REVENUES 00000	N/A	00000	-267.99
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40110	REGULAR SALARIES AND W 00000	N/A	00000	491,950.23
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40210	SOCIAL SECURITY CONTRB 00000	N/A	00000	25,987.86
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40211	MEDICARE CONTRIBUTIONS 00000	N/A	00000	8,054.44
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40220	ARIZONA STATE RETIREME 00000	N/A	00000	53,181.23
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40230	HEALTH INSURANCE (ER) 00000	N/A	00000	52,502.05
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40231	EMPLOYEE ASSISTANCE PR 00000	N/A	00000	168.95
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40233	LIFE INSURANCE (ER) 00000	N/A	00000	443.33
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40241	WORKERS' COMPENSATION 00000	N/A	00000	940.92
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 40280	OTHER EMPLOYEE BENEFIT 00000	N/A	00000	15,980.46
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 41101	OFFICE SUPPLIES 00000	N/A	00000	1,588.04
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 41111	BOOKS & MANUALS 00000	N/A	00000	787.36
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42502	SMALL TOOLS LESS THAN 00000	N/A	00000	1,266.49
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42211	ELECTRICITY-BUILDINGS 00000	N/A	00000	9,024.86
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42221	NATURAL GAS 00000	N/A	00000	53.62
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42234	WATER-OFFICES 00000	N/A	00000	1,154.33
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42241	REFUSE DISPOSAL 00000	N/A	00000	212.95
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42310	TELEPHONE 00000	N/A	00000	937.01
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42330	POSTAGE 00000	N/A	00000	2,073.55
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42410	TRAVEL EXPENSES 00000	N/A	00000	2,073.46
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 42871	INSURANCE PREMIUMS 00000	N/A	00000	9,061.00
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 43011	DUPLICATING EQUIPMENT 00000	N/A	00000	936.56
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 43480	DUES AND MEMBERSHIPS 00000	N/A	00000	1,426.25
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 43481	SUBSCRIPTIONS 00000	N/A	00000	401.53
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 43460	TRAINING AND SCHOOL CL 00000	N/A	00000	794.00
00100	GENERAL FUN 01	GENERAL GOVERN 1900	FINANCIAL SERV 43490	OTHER MISCELLANEOUS EX 00000	N/A	00000	1,462.14
00100	GENERAL FUN 11	CHARGES FOR SE 1900	FINANCIAL SERV 34028	PAYROLL GARNISHMENT FE 00000	N/A	00000	-1,384.78
Total							619,831.91



End of procedure

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STANDARD REPORTS

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Oracle User Procedure

Title:

Creating a Detail Trial Balance Report in Yuma GL Inquiry

Description:

The Detail Trial Balance Report allows the user to see balances for each account, shows beginning balance, activity and end balance within parameters.

Oracle Responsibility:

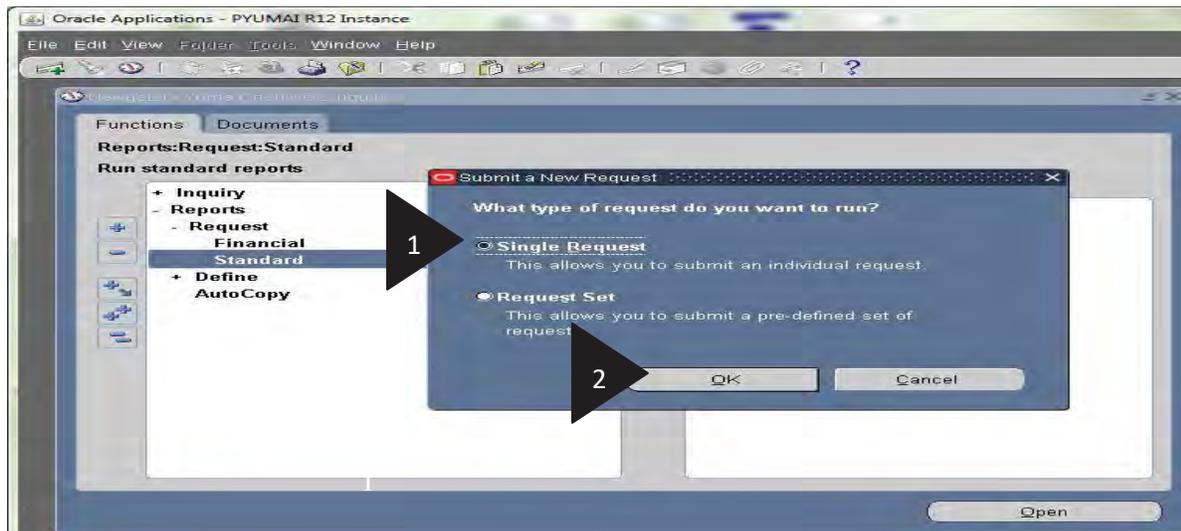
- *Yuma GL Inquiry.*

Menu Path

REPORTS > REQUEST > STANDARD > SINGLE REQUEST

Window Name:

Submit a New Request

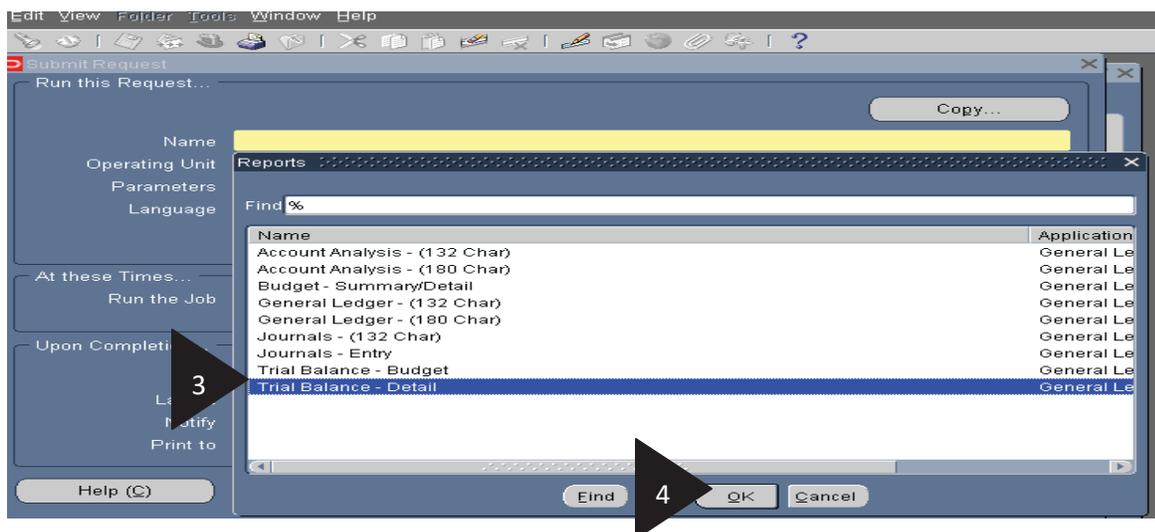


The *Submit a New Request* window will open. It is necessary to specify the type of request to be submitted.

1. Click on the radio button for **SINGLE REQUEST**.
2. Click on **OK**.

Window Name:

Submit Request



The *Submit Request* window will open.

3. Select the **Trial Balance - Detail** report from the Name field's List of Values.
4. Click **OK**.

Window Name:

Parameters

5

Parameters

Ledger/Ledger Set **YUMA COUNTY** YUMA COUNTY SET OF BOC

Ledger Currency **USD**

Currency Type **Total** Total

Entered Currency **N/A**

Pagebreak Segment **FUND** GL FUND

Pagebreak Segment Low **03503**

Pagebreak Segment High **03503**

Period **DEC-2012**

Amount Type **PTD** Period-to-Date

6 OK Cancel Clear Help

After selecting a request, the *Parameters* window will display for the selected request. Parameters are dependent upon the type of request.

Field Name

Description/Action

5. PARAMETERS

Select a value for each of the parameters. Many of the parameters will have a List of Values available to select the value.

 **Note:** If a field is yellow, a parameter is required.

6. Click **OK** after all of the parameters have been entered.

Window Name:

Submit Requests

Submit Request

Run this Request...

Name **Trial Balance - Detail** Copy...

Operating Unit **YUMA COUNTY**

Parameters **YUMA COUNTY.USD.Total.N/A.FUND.03503.03503.DEC-2012.PTD**

Language **American English** Language Settings... Debug Options...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to **noprint** Options... Delivery Opts

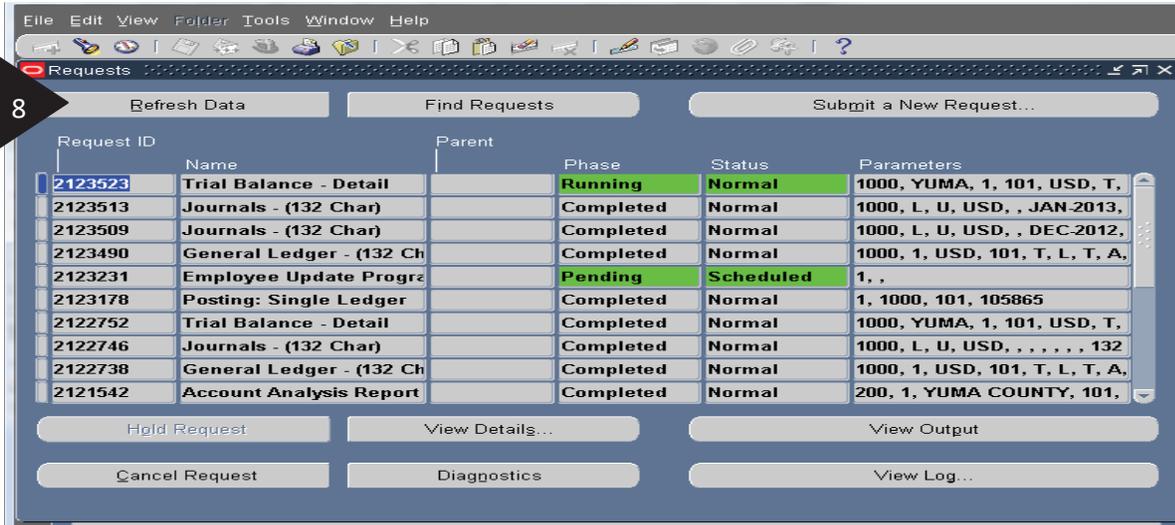
Help (C) 7 Submit Cancel

The report is ready to be submitted.

7. Click **SUBMIT**.

Window Name:

Requests



To view the status of your request, navigate to *Requests* window by following the menu path **View > Requests > Find**. The request just submitted will be listed at the top of the list of reports.

8. Click on **REFRESH DATA** to update the status of the request.

Window Name:

Requests



The **PHASE** field will change to **COMPLETED** when the request has finished processing. The **STATUS** field should state **NORMAL**.

9. Click on **VIEW OUTPUT** to view the request.

Window Name:

Report

OBJECT	Description	Account	Beginning Balance	Period Activity	Ending Balance
10100	TREASURER'S CASH	03503.00.0000.10100.00000.00000.00000	557,427.50	-20,464.97	526,962.53
14000	PAYMENT FUND CASH	03503.00.0000.14000.00000.00000.00000	2,702.00	20,781.00	21,413.00
24022	SPECIAL REVENUE BOND	03503.00.0000.24022.00000.00000.00000	0.00	-31,413.00	-31,413.00
29200	FUND BALANCE - UNPES	03503.00.0000.29200.00000.00000.00000	-550,791.69	0.00	-550,791.69
36010	INTEREST ON INVESTME	03503.00.0001.36010.00000.00000.00000	-333.88	0.00	-333.88
36010	INTEREST ON INVESTME	03503.00.1801.36010.00000.00000.00000	-1,003.94	-246.03	-1,249.97
46210	LOAN INTEREST	03503.00.0000.46210.00000.00000.00000	0.00	31,413.00	31,413.00
			0.00	0.00	0.00

The report will display. Use the buttons on the bottom of the report window to navigate through the report. The scroll bars and the PgUp and PgDn keys on your keyboard may also be used to navigate through the report. It is recommended to navigate to the last page of the report and note the page number before printing to ensure the report is not too large.

Printing the Report:

See page 55

Saving the Report:

See page 55

Sample Detail Trial Balance Report

YUMA COUNTY

Detail Trial Balance
Year to date as of DEC-2012

Report Date: 09-JAN-2013 10:53
Page: 1 of 1

Currency: USD
FUND Range: 03503 to 03503

Ledger: YUMA COUNTY
FUND: 03503 COP DEBT SERVICE

OBJECT	Description	Account	Beginning Balance	Period Activity	Ending Balance
10100	TREASURER'S CASH	03503.00.0000.10100.00000.00000.00000	558,093.47	-665.97	557,427.50
10110	OUTSTANDING WARRANTS	03503.00.0000.10110.00000.00000.00000	0.00	-28,711.00	-28,711.00
13010	ACCRUED INTEREST REC	03503.00.0000.13010.00000.00000.00000	698.21	-698.21	0.00
16020	PAYMENT FUND CASH	03503.00.0000.16020.00000.00000.00000	262,185.02	-259,483.02	2,702.00
24012	SPECIAL REVENUE BOND	03503.00.0000.24012.00000.00000.00000	-245,000.00	245,000.00	0.00
24022	SPECIAL REVENUE BOND	03503.00.0000.24022.00000.00000.00000	-17,185.02	17,185.02	0.00
29200	FUND BALANCE - UNRES	03503.00.0000.29200.00000.00000.00000	-558,791.68	0.00	-558,791.68
36010	INTEREST ON INVESTME	03503.00.0801.36010.00000.00000.00000	0.00	-333.88	-333.88
36010	INTEREST ON INVESTME	03503.00.1801.36010.00000.00000.00000	0.00	-1,003.94	-1,003.94
46210	LOAN INTEREST	03503.00.0000.46210.00000.00000.00000	0.00	28,711.00	28,711.00
			0.00	0.00	0.00



End of procedure



**ACCOUNTS PAYABLE MODULE
STANDARD REPORTS**

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Oracle User Procedure

Title:

Creating an Account Analysis Report in Yuma AP Inquiry

Description:

The Account Analysis Report can be balanced to the Budget Performance Report run through Yuma County GL Inquiry.

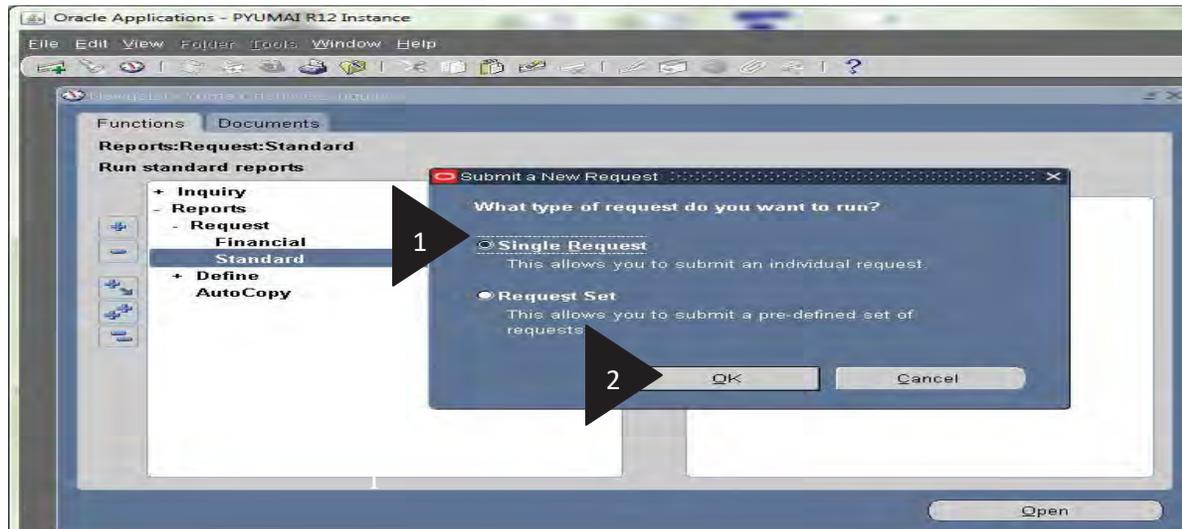
Oracle Responsibility:

- *Yuma AP Inquiry.*

<i>Menu Path</i>
OTHER > REQUESTS > RUN > SINGLE REQUEST

Window Name:

Submit a New Request

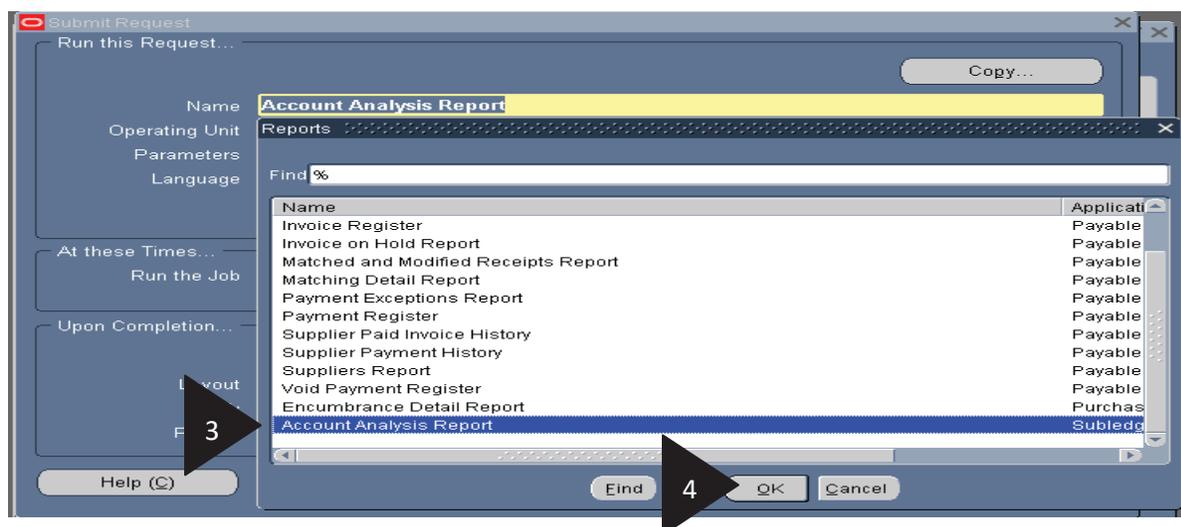


The *Submit a New Request* window will open. It is necessary to specify the type of request to be submitted.

1. Click on the radio button for **SINGLE REQUEST**.
2. Click on **OK**.

Window Name:

Submit Request



The *Submit Request* window will open.

3. Select the **Account Analysis report** from the Name field's List of Values.
4. Click **OK**.

Window Name:

Parameters

5

6

After selecting a request, the *Parameters* window will display for the selected request. Parameters are dependent upon the type of request.

Field Name

Description/Action

5. **PARAMETERS** Select a value for each of the parameters. Many of the parameters will have a List of Values available to select the value.

 **Note:** If a field is yellow, a parameter is required.

6. Click in the **Account Flexfield From** and the Accounting Flexfield window will open.

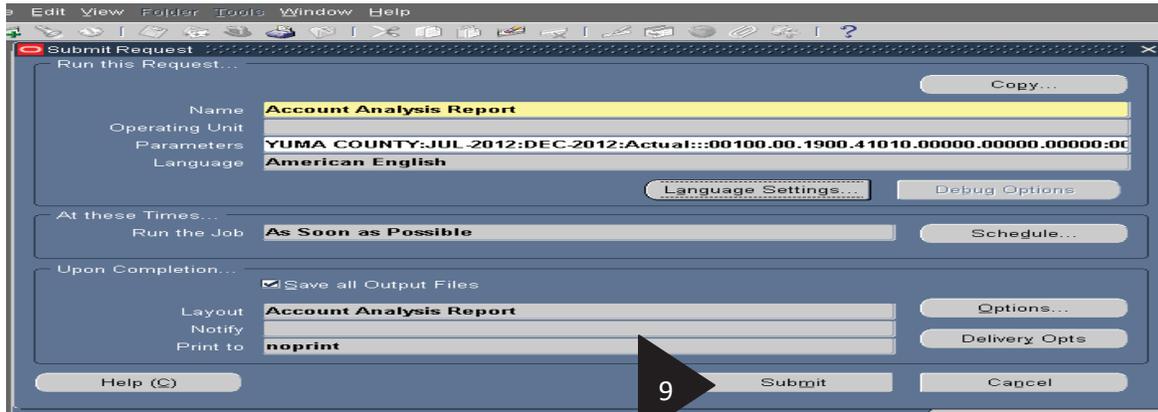
	Low	High
FUND	00100	00100
FUNCTION	00	99
DEPARTMENT	1900	1900
OBJECT	41010	43499
INTERFUND	00000	99999
FUTURE1	00000	99999
FUTURE2	00000	99999

7

8

7. Click **OK** in the Accounting Flexfield window.
8. Click **OK** in the Parameters window.

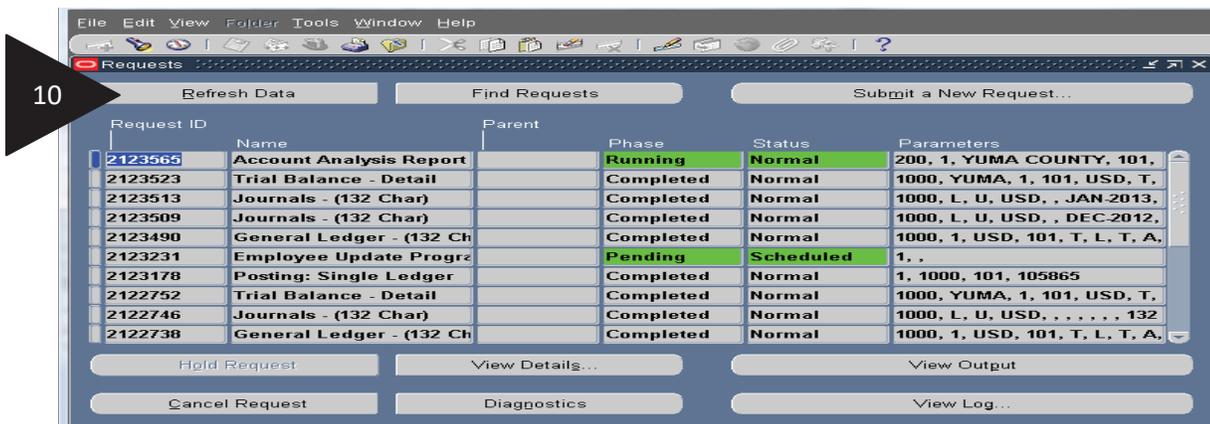
Window Name:
Submit Requests



The report is ready to be submitted.

9. Click **SUBMIT**.

Window Name:
Requests



To view the status of your request, navigate to *Requests* window by following the menu path **View > Requests > Find**. The request just submitted will be listed at the top of the list of reports.

10. Click on **REFRESH DATA** to update the status of the request.

Window Name:

Requests

Request ID	Name	Parent	Phase	Status	Parameters
2123565	Account Analysis Report		Completed	Normal	200, 1, YUMA COUNTY, 101,
2123523	Trial Balance - Detail		Completed	Normal	1000, YUMA, 1, 101, USD, T,
2123513	Journals - (132 Char)		Completed	Normal	1000, L, U, USD, , JAN-2013,
2123509	Journals - (132 Char)		Completed	Normal	1000, L, U, USD, , DEC-2012,
2123490	General Ledger - (132 Ch		Completed	Normal	1000, 1, USD, 101, T, L, T, A,
2123231	Employee Update Progr		Pending	Scheduled	1, .
2123178	Posting: Single Ledger		Completed	Normal	1, 1000, 101, 105865
2122752	Trial Balance - Detail		Completed	Normal	1000, YUMA, 1, 101, USD, T,
2122746	Journals - (132 Char)		Completed	Normal	1000, L, U, USD, , , , , 132
2122738	General Ledger - (132 Ch		Completed	Normal	1000, 1, USD, 101, T, L, T, A,

The **PHASE** field will change to **COMPLETED** when the request has finished processing. The **STATUS** field should state **NORMAL**.

11. Click on **VIEW OUTPUT** to view the request.
12. Click on Open

Sample Account Analysis Report (Word Output)

ORACLE Subledger Accounting	Account Analysis Report	Report Date 08-Jan-13
YUMA COUNTY	2012-07-01T00:00:00.000-07 Date From :00	2012-12-31T00:00:00.000- Date To 07:00
		Page 5 of 34

Account	00100.01.1900.41111.00000.00000.000	Description	GENERAL FUND.GENERAL GOVERNMENT EXP.FINANCIAL SERVICES.BOOKS & MANUALS.N/A.N/A.N/A		
Beginning Balance for Period		SEP-2012	0.00	0.00	

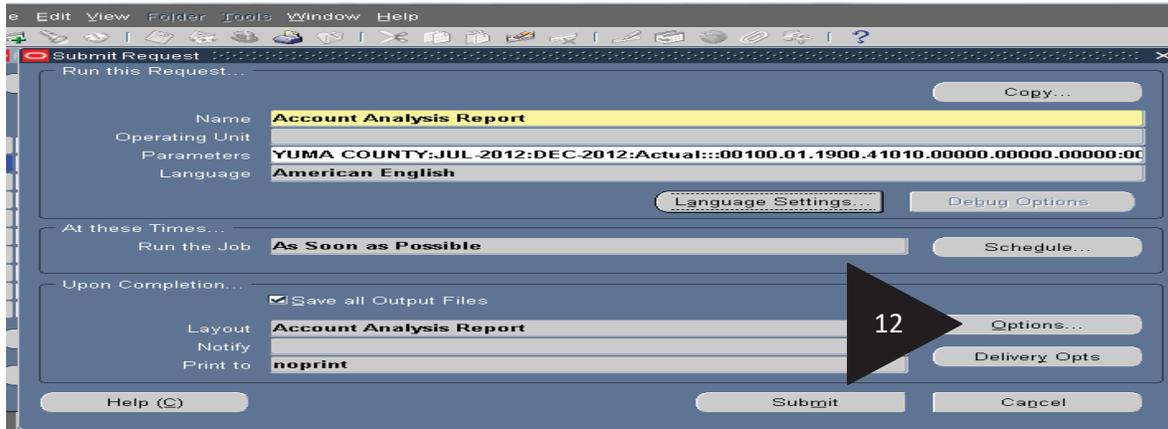
Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoices	Sep 6, 2012	Invoices	535817	CCH Inc 164610978 GAAP Guide 2013	302.66	
Payables	Purchase Invoices	Sep 6, 2012	Invoices	Tax535817	State Sales Tax V12551 CCH Inc	19.21	
Payables	Purchase Invoices	Sep 17, 2012	Invoices	5546255/1209	Thompson Publishers 5546255 Finance Payroll	438.50	
Payables	Purchase Invoices	Sep 17, 2012	Invoices	Tax5546255/1209	State of Arizona-DOR V10871 Thompson Publishers	26.99	
Period Total						787.36	0.00

Ending Balance for Period		SEP-2012	787.36	0.00	
Account Total			787.36	0.00	

Account	00100.01.1900.41502.00000.00000.000	Description	GENERAL FUND.GENERAL GOVERNMENT EXP.FINANCIAL SERVICES.SMALL TOOLS LESS THAN \$2..N/A.N/A.N/A		
Beginning Balance for Period		OCT-2012	0.00	0.00	

Window Name:

Submit Request



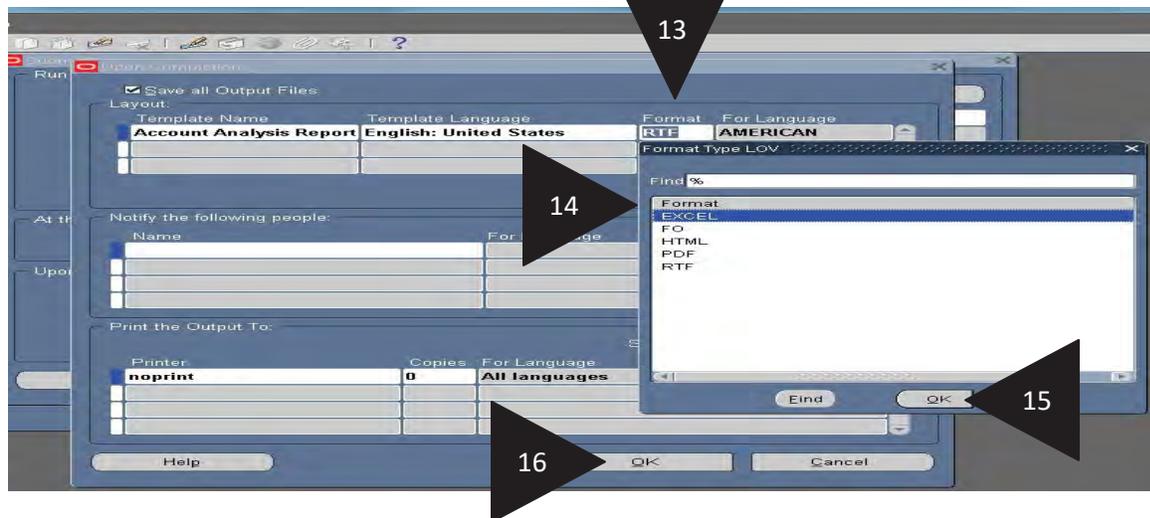
By default, the Account Analysis Report opens in Microsoft word; however, it has options to open in several other formats.

Actions to take prior to running report:

13. In the **UPON COMPLETION...** section select **OPTIONS**.

Window Name:

Upon Completion



14. Click in the List of Values in the **FORMAT** section.
15. Select **FORMAT** in the **FORMAT TYPE LOV** window.
16. Click **OK**.
17. Click **OK**.

Run Report.

Sample Account Analysis Report (Excel Output)

Subledger Accounting
YUMA COUNTY

Account Analysis Report
Date From 2012-07-01T00:00:00.000-07:00 Date To 07:00

Report Date 8-Jan-13
Page 1 of 1

Ledger / Ledger Set YUMA COUNTY
Period From Jul-12
Period To Dec-12
Accounting Flexfield From 00100.00.1900.41010.00000.00000.00000
Accounting Flexfield To 00100.99.1900.43499.99999.99999.99999
Balance Type Actual
Encumbrance Type / Budget Name
Include Zero Amount Lines No
Include User Transaction Identifiers No
Include Statistical Amount Lines No
Include Accounts With No Activity No

Subledger Accounting
YUMA COUNTY

Account Analysis Report
Date From 2012-07-01T00:00:00.000-07:00 Date To 07:00

Report Date 8-Jan-13
Page 1 of 1

Ledger Name YUMA COUNTY	Ledger Currency USD	Balance Type Actual
-------------------------	---------------------	---------------------

Account 00100.01.1900.41101.00000.00000.00000	Description GENERAL
---	---------------------

Beginning Balance for Period	Aug-12	0	0
------------------------------	--------	---	---

Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoices	8-Aug-12	Invoices	005005/073112	0402388558173 Finance	152.18	
Payables	Purchase Invoices	10-Aug-12	Invoices	33702-10-AUG-12	126 THE HOME DEPOT 402 YUMA AZ	4.33	
Period Total						156.49	0

Ending Balance for Period	Aug-12	156.49	0
---------------------------	--------	--------	---

Beginning Balance for Period	Sep-12	156.49	0
------------------------------	--------	--------	---

Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoices	3-Sep-12	Invoices	7287	Sams Club 0402388558173 Financial Svcs	21.88	
Payables	Purchase Invoices	13-Sep-12	Invoices	34703-13-SEP-12	1218 SMARTFINANCIAL497904977 YUMA AZ	14.22	
Payables	Purchase Invoices	13-Sep-12	Invoices	34703-13-SEP-12	191 OFFICE DEPOT	16.37	
Payables	Purchase Invoices	13-Sep-12	Invoices	34703-13-SEP-12	361 OFFICE DEPOT	64.39	
Payables	Purchase Invoices	13-Sep-12	Invoices	34703-13-SEP-12	820 WAL-MART SUPERCENTER YUMA AZ	28.12	
Period Total						142.88	0

Ending Balance for Period	Sep-12	299.37	0
---------------------------	--------	--------	---



End of procedure

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INQUIRY

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Oracle User Procedure

Title:

Funds Available

Description:

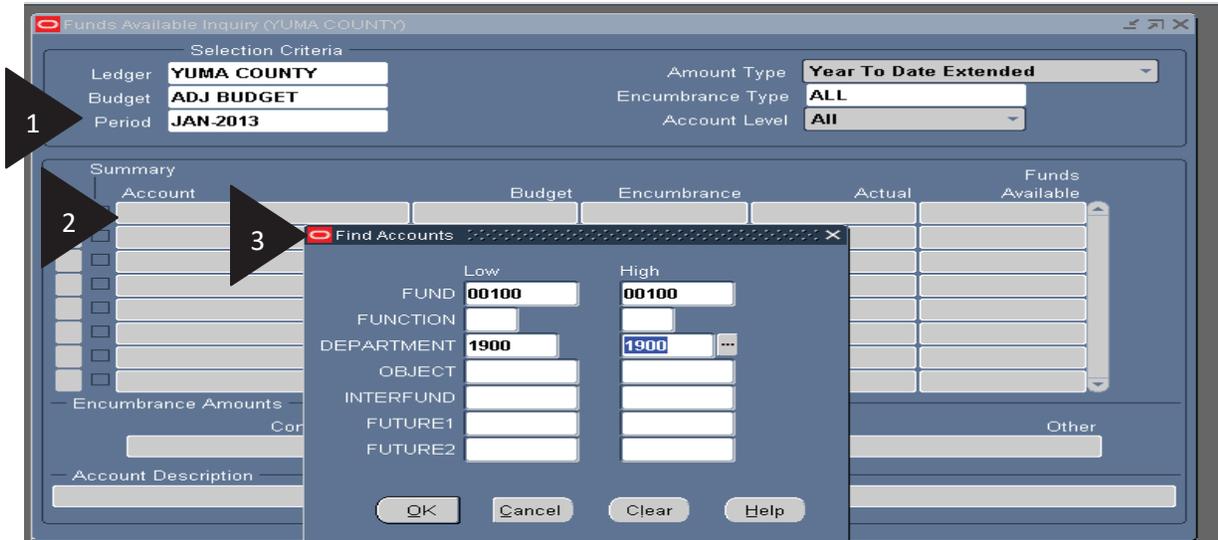
This provides the user with the Budget, Encumbrance, Actuals, & Funds Available at a given point in time.

Oracle Responsibility:

Yuma GL Inquiry

<i>Menu Path</i>
INQUIRY > FUNDS

Window Name:
Funds Available Inquiry



1. Enter **PERIOD**.
2. Click within **ACCOUNT** field.
3. Enter **ACCOUNTS** to include in report.

This provides you with the same information as a Budget Performance Report, but gives you the ability to look at just the line items you want and do it more quickly. You can include as much information in your parameters as you need. To drill down for additional information you can do the following

- 1 – Click on the account number that you would like to see additional information on

Account	Budget	Encumbrance	Actual	Available
00100.00.1900.39080.00000.000	0.00	0.00	0.00	0.00
00100.00.1900.39090.00000.000	-65,000.00	0.00	-62,946.97	-2,053.03
00100.00.1900.39099.00000.000	0.00	0.00	0.00	0.00
00100.00.1900.40110.00000.000	0.00	0.00	0.00	0.00

2 – Click on Tools across the top



3 – Click on Period Balances

4 – Click on a month that has the activity that you will need to review

5 – Click on Tools across the top

Select either of the following for the information that you will need

Budget Lines

Actual Lines

Encumbrance Lines

This will drill down into the information that you need.



End of procedure

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Oracle User Procedure

Title:

Account Inquiry

Description:

This provides the user with the ability to drill down into an account back to the initial document.

Oracle Responsibility:

- *Yuma GL Inquiry.*

<i>Menu Path</i>
INQUIRY > ACCOUNT

Window Name:

Account Inquiry

The screenshot shows the 'Account Inquiry (YUMA COUNTY)' window. The 'Accounting Periods' section is highlighted with arrow 1, showing 'From JUL-2013' and 'To JUN-2014'. The 'Accounts' field is highlighted with arrow 2. The 'Find Accounts' dialog box is open, with 'FUND 02253', 'FUNCTION 03', and 'DEPARTMENT 4000' entered. The 'OBJECT' field is highlighted with arrow 3, and the 'OK' button is highlighted with arrow 4.

1. Enter **ACCOUNTING PERIODS**.
2. Click within **ACCOUNTS** field.
3. Enter **ACCOUNTS** to include in report.
4. Click **OK**
5. Select **Journal Details**

The screenshot shows the 'Detail Balances (YUMA COUNTY) - 02253.03.4000.41101.00000.00000.00000' window. The 'Balance Type' is set to 'Actual' and the 'Currency Type' is 'Total'. The table below shows the following data:

Period	Currency	Debit	Credit	PTD	YTD	Y
JUL-2013	USD	0.00	0.00	0.00	0.00	
AUG-2013	USD	1,408.65	0.00	1,408.65	1,408.65	
SEP-2013	USD	565.24	0.00	565.24	1,973.89	
OCT-2013	USD	110.14	0.00	110.14	2,084.03	
NOV-2013	USD	894.10	19.01	875.09	2,959.12	
DEC-2013	USD	1,208.49	28.18	1,180.31	4,139.43	
JAN-2014	USD	746.95	0.00	746.95	4,886.38	
FEB-2014	USD	1,049.94	0.00	1,049.94	5,936.32	
MAR-2014	USD	4.34	76.90	-72.56	5,863.76	
APR-2014	USD	608.67	0.00	608.67	6,472.43	
MAY-2014	USD	639.67	0.00	639.67	7,112.10	
JUN-2014	USD	1,560.46	916.85	643.61	7,755.71	

At the bottom of the window, the 'Journal Details' button is highlighted with arrow 5.

Payables Module View Transaction after Drill Down

Invoice Workbench (Public Sector General Ledger Super User)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
<input checked="" type="checkbox"/> Yuma County Arizo		Standard		State of A	10371	SALES/USE	08/08/2013	080113_UseT	USD

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items	2,495.21
Retainage	
Prepayments Applied	
Withholding	
Subtotal	2,495.21
Tax	
Freight	
Miscellaneous	
Total	2,495.21

Amount Paid

USD	2,495.21
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Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

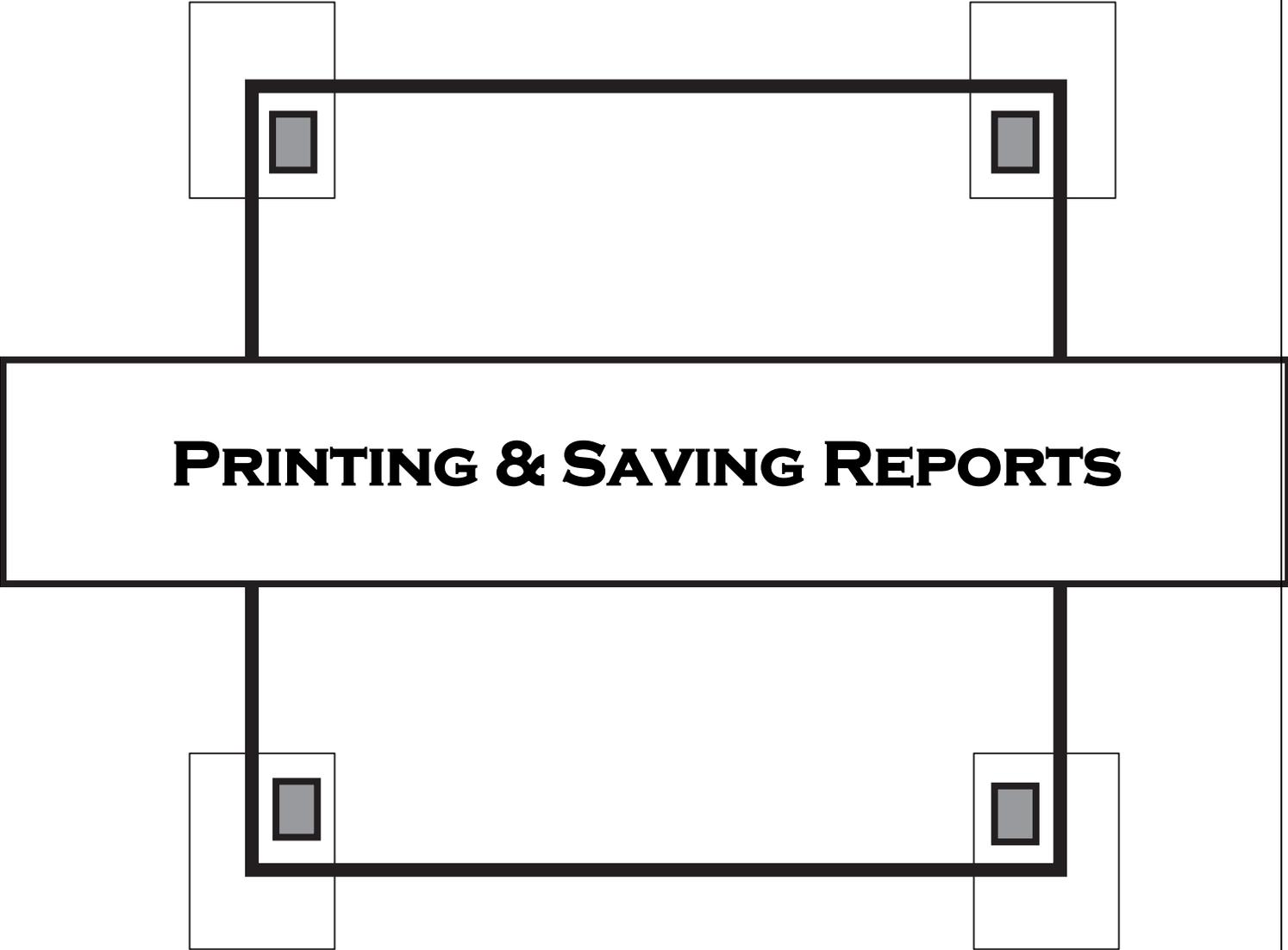
State of AZ Amex Cycle 08/01/13 FY13/14

Calculate Tax | Tax Details | All Distributions

8. Click **VIEW PAYMENTS** to see Warrant that paid this invoice.
9. Click **ALL DISTRIBUTIONS** to see accounts that paid this invoice.



End of procedure



PRINTING & SAVING REPORTS

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PRINTING A REPORT:

1. Path from any module from the tool bar: **View > Requests > Find > Click on report > View Output**
2. **Tools > right click Select All > right click Copy**
3. **Excel > Open worksheet > Paste**

You may have to go to **Data** in Excel and use **Text to Columns** to format into Excel the way you would like.

SAVING A REPORT:

Once in Excel in the format you want, simply save to your location with the file name you want.



End of procedure