



Oracle R12 Training

GRANTS/PROJECTS ACCOUNTING

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Oracle R12 Grants/Project User Procedures

Table of Contents

	Page
Create a Project	5
Create an Award	19
Create an Award Budget	31
Create Events	37
Reconcile to General Ledger	45
Funds Check Results (Budget)	53
Appendix	57

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Oracle User Procedure

Title:

Create a Project

Description:

This procedure is used to create a project either from scratch or by copying an already existing project.

Oracle Prerequisites:

- *Project Types have been created.*
- *Project Templates have been created.*
- *Project Organizations have been defined.*
- *Budget Entry Methods have been created.*
- *Resource Lists have been created.*
- *Key Members Project Roles have been defined.*
- *Classifications have been created.*

Oracle Responsibility:

- *Grants/Projects Users.*

<i>Menu Path</i>
PROJECTS ➤ PROJECTS

Window Name:

Find Projects

The screenshot shows the 'Find Projects' window with the following fields and callouts:

- 1** points to the 'Search For' dropdown menu, which is set to 'Projects, Templates'.
- 2** points to the 'Number' text box, containing 'SO10591X007'.
- 3** points to the 'Name' text box, containing 'LEBSF 2006/2007'.
- 4** points to the 'Type' dropdown menu, which is currently empty.
- 5** points to the 'Find' button at the bottom right.

Other fields in the window include 'Key Member' (Name, Number, Role), 'Customer' (Name, Number, Relationship), and 'Classification' (Category, Class Code). There are also 'Clear' and 'Find' buttons at the bottom.

To create a project it is best if you copy from an existing project. Select a similar project to be used for new project creation.

- | Field Name | Description/Action |
|---------------------------|---|
| 1. SEARCH FOR | Select Projects/Templates using the pull-down list. |
| 2. NUMBER | Select the appropriate project/template number from the field's List of Values. |
| 3. NAME | Optional. Select a project/template name from the field's List of Values. |
| 4. PROJECT TYPE | Optional. Retrieve all project templates using a project type. Select the project/template using the <i>Projects, Templates Summary</i> window. |
| 5. Click on FIND . | |

► **Window Name:**

Project Quick Entry

Field Name	Value	Required
Project Number		<input checked="" type="checkbox"/>
Project Name		<input checked="" type="checkbox"/>
Project Start Date		<input checked="" type="checkbox"/>
Project Finish Date		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Enter all required project fields to create the project.

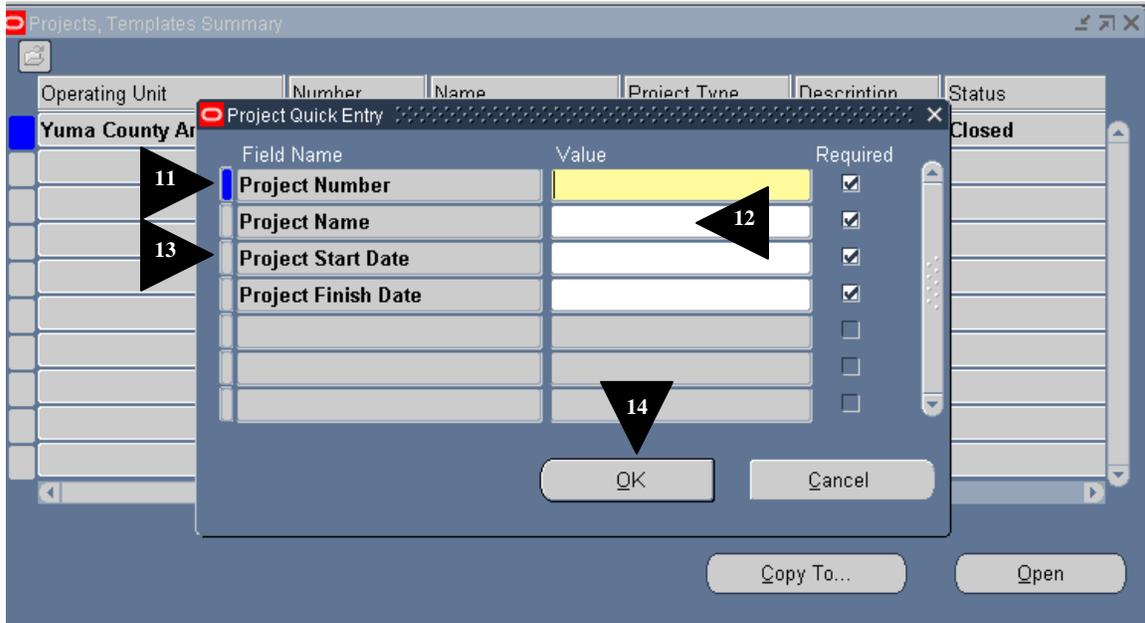
Field Name Description/Action

 **Note:** The number of fields and whether they are required or optional are controlled by the project template setup. Oracle Projects requires the project number and name fields.

- | | |
|----------------------|--|
| 8. FIELD NAME | This is the name of field which is available for entry. The information entered for the field will be saved on the new project created. The name in the field may not be changed or new fields added in this screen. |
| 9. VALUE | Enter or select the appropriate information for the field name displayed from the field's List of Values. |
| 10. REQUIRED | This checkbox will default as selected from Project Template setup. If selected, a value must be completed for the field name. If not checked, a value may optionally be entered. |

► **Window Name:**

Project Quick Entry



Field Name

Description/Action

11. PROJECT NUMBER

Enter a project number in the VALUE field.

12. PROJECT NAME

Enter a project name.

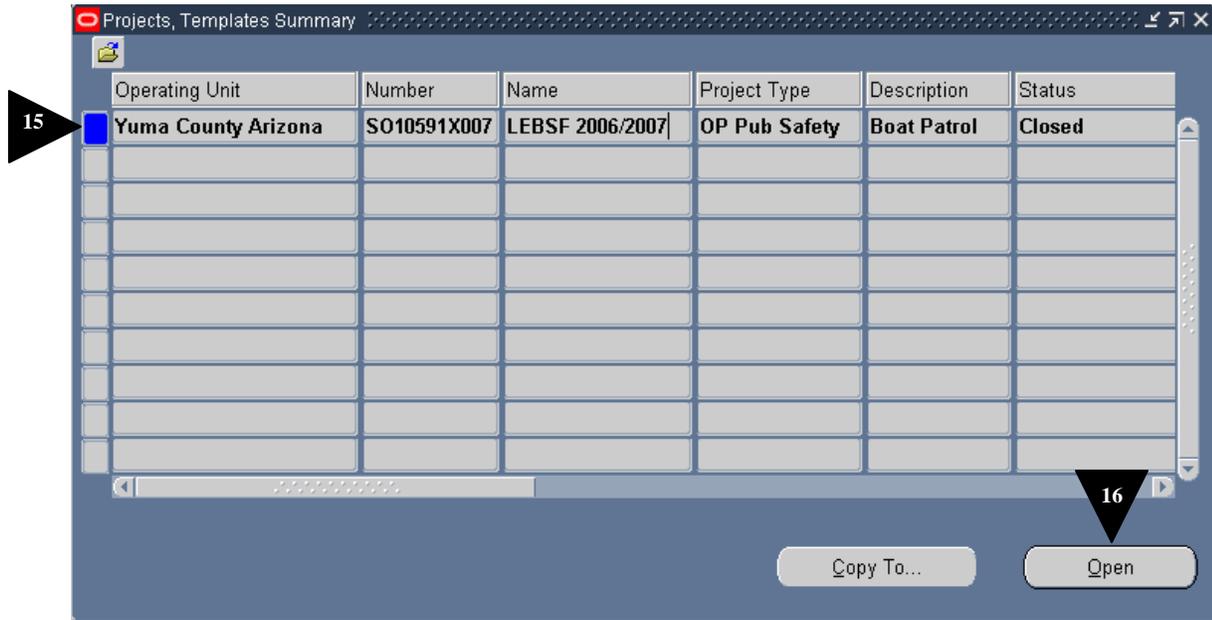
13. PROJECT START/STOP DATE

Enter the start/stop date of the project.

14. Click on **OK.**

Window Name:

Projects, Templates Summary



To view and add additional data to the new project, click on the line of the unapproved project .

Field Name Description/Action

15. Click on the project line to highlight it.

16. Click on **OPEN**.

Window Name:

Projects, Templates

File Edit View Folder Tools Window Help

Projects, Templates Summary

Projects, Templates

Operating Unit: Yuma County Arizona

17 Number: HU10401

Type: OP Highways 2

Long Name: Co 14th & Somerton Ave

Trans Duration: 05/01/2007 - 06/30/2011

Description: Road Improvements

18 Name: Co 14th & Somerton Ave

Organization: Development Services

Status: Approved

Workflow in Process

Template

Change Status

Options

Option Name

- Tasks
- Workplan Information
- Classifications
- Currency
- Key Members
- Additional Information
- Pipeline
- Organization Overrides

Detail

From this project window, you can select the option items to add additional data and criteria to the project. This window is also used to change project dates, organizations, descriptions and status.

Field Name Description/Action

 **Note:** The project setup used in the database for our examples requires that a project classification be entered before the Project Status can be changed. This is because the classification is used to generate a segment of the account structure in AutoAccounting.

17. NUMBER

The number defaults in from the Project Quick Entry window. The project number may be changed before budgets or transactions are charged to the project.

18. NAME

The name defaults in from the *Project Quick Entry* window. The project name may be changed, if appropriate.

Window Name:

Projects, Templates

Operating Unit: Yuma County Arizona

Number: HU10401

Name: Co 14th & Somerton Ave

Type: OP Highways 2

Organization: Development Services

Long Name: Co 14th & Somerton Ave

Trans Duration: 05/01/2007 - 06/30/2011

Status: Approved

Description: Road Improvements

Public Sector

Workflow in Process

Template

Change Status

Options

Option Name

Tasks

Workplan Information

Classifications

Currency

Key Members

Additional Information

Pipeline

Organization Overrides

Detail



Note: TYPE is **extremely** important. There are different TYPES for different projects and these types are linked to the function codes within Oracle General Ledger and used in Auto Accounting when posted to the GL.

Field Name

Description/Action

19. TYPE

The project type may be changed to a new type that belongs to the same project type class (i.e. indirect, contract, or capital) before budgets or transactions are charged to the project. See Appendix.

20. ORGANIZATION

The organization may be changed before budgets or transactions are charged to the project. Must be the same in the tasks as well. See Appendix.

21. DURATION

The project duration may be changed but must agree with the dates used for tasks.

Window Name:

Projects, Templates

File Edit View Folder Tools Window Help

Projects, Templates Summary

Projects, Templates

Operating Unit: Yuma County Arizona

Number: HU10401

Name: Co 14th & Somerton Ave

Type: OP Highways 2

Organization: Development Services

Long Name: Co 14th & Somerton Ave

Trans Duration: 05/01/2007 - 06/30/2011

Status: Approved

Description: Road Improvements

Public Sector

Workflow in Process

Template

Change Status

Options

Option Name

Tasks

Workplan Information

Classifications

Currency

Key Members

Additional Information

Pipeline

Organization Overrides

Detail

Field Name Description/Action

Note: You do not need to enter a start or end date or you can just enter a start date. You must, however, enter a start date if you want to enter an end date.

Note: The Project dates cannot be made less than the dates of the earliest and latest task dates.

22. STATUS

The initial status, Unapproved, is created based on setup options or the project template that was used to create the project. After all required project data has been entered (for example, a classification is required for AutoAccounting use), the status can be changed to the next logical status APPROVED, so that transactions can be charged to the project.

Note: You can define the status to set up permissions or restrictions on actions such as, when new transactions can be charged.

Window Name:

Projects, Templates

File Edit View Folder Tools Window Help

Projects, Templates Summary

Projects, Templates

Operating Unit: Yuma County Arizona

Number: HU10401

Name: Co 14th & Somerton Ave

Type: OP Highways 2

Organization: Development Services

Long Name: Co 14th & Somerton Ave

Trans Duration: 05/01/2007 - 06/30/2011

Status: Approved

Description: Road Improvements

Public Sector

Workflow in Process

Template

Change Status

Options

Option Name

Tasks

Workplan Information

Classifications

Currency

Key Members

Additional Information

Pipeline

Organization Overrides

Detail

Field Name

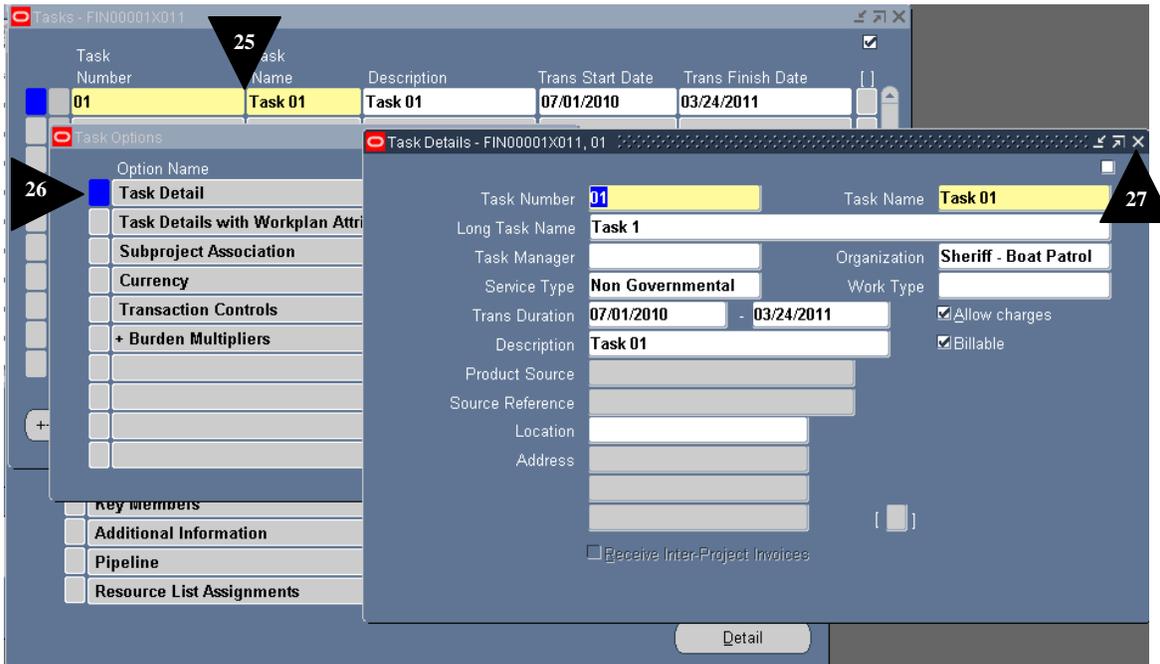
Description/Action

23. DESCRIPTION

Description defaults in from the *Project Quick Entry* window, if entered. The description may be changed if necessary.

24. Highlight the Task Option to assign or change a task for your project and click on **DETAIL**. You may also click on blue box to open the window.

Window Name:
Project Classifications



Assign a classification category and class code to your project.

Field Name	Description/Action
25. TASK	Enter Task Number and Name. Click on blue box to left.
26. OPTION NAME	Click on blue box to left of Task Detail. Make sure Trans Duration & Organization agree with Project Template.
27. TASK DETAIL	Make sure Organization and Trans Duration fields agree with the project.

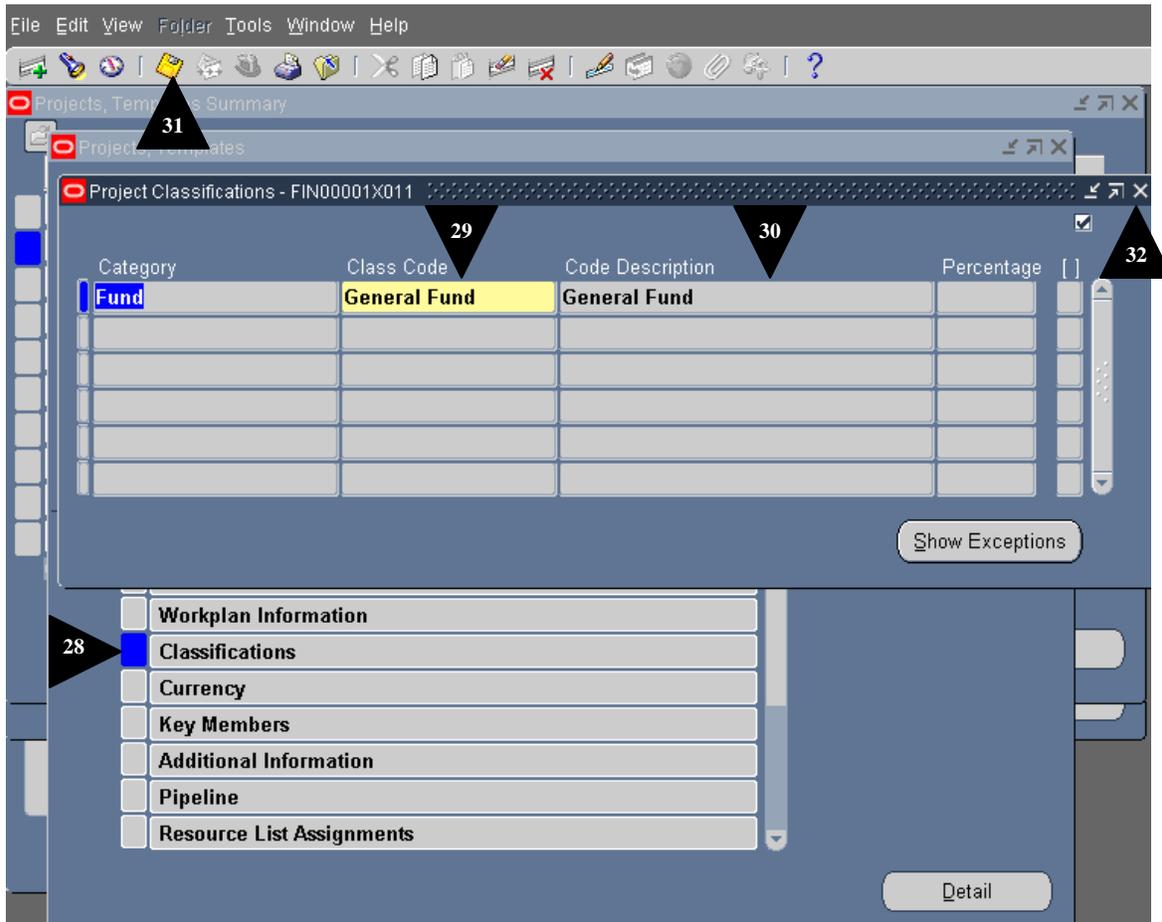
 **Note:** You can enter as many tasks as needed for a project.

Click on  to save your work.

Close this window.

Window Name:

Project Classifications



Assign a classification category and class code to your project.

Field Name	Description/Action
------------	--------------------

- | | |
|-----------------------------|--|
| 28. CLASSIFICATION | Select the classification category from the field's List of Values. |
| 29. CLASS CODE | Select the appropriate class code for the category from the field's List of Values. Class code is the fund number. See Appendix. |
| 30. CODE DESCRIPTION | This field will default with the description for the class code. |

 **Note:** You may be able to enter as many classifications as needed for a project.

31. Click on  to save your work.

32. Close this window.

Window Name:

Project Classifications

Employee Name	Number	Role	Effective From	Effective To
Robinson, Gretchen K	32101	Project Manager	07/01/2010	

Workplan Information
Classifications
Currency
Key Members
Additional Information
Pipeline
Resource List Assignments

Detail

Assign a classification category and class code to your project.

Field Name

Description/Action

33. KEY MEMBERS

Select Employee Name.

34. NUMBER/ROLE

These will populate automatically

35. EFFECTIVE DATES

This field will default from project Trans Duration.

 **Note:** Always enter the Grants Auditors name.

36. Click on  to save your work.

37. Close this window.

Window Name:

Projects, Templates

Operating Unit: Yuma County Arizona
Number: FIN00001X011
Name: MJM Training
Type: OP Pub Safety
Organization: Sheriff - Boat Patrol
Long Name: Finance Training
Trans Duration: 07/01/2010 - 06/30/2011
Status: Unapproved
Description: Test materials
Workflow in Process:
Public:

Options:

- Option Name
- Tasks
- Workplan
- Classifications
- Currency
- Key Members
- Additional Information
- Pipeline
- Resource List A

Project Status Dialog:

Find %

- Project Status
- Approved
- Closed
- Pending Close
- Rejected
- Submitted
- Unapproved

Buttons: Change Status, Detail, End, OK, Cancel

Change the status of your project to the next appropriate project status, so transactions may be applied.

Field Name Description/Action

38. Click on **CHANGE STATUS**.

39. **PROJECT STATUS** Highlight the selected project status.

40. Click on **OK**.



End of procedure



Oracle User Procedure

Title:

Create an Award

Description:

This procedure is used to create awards.

Oracle Prerequisites:

- *Project must have been created.*
- *Award Types must have been created.*
- *Award Templates must have been created.*
- *Project Organizations must have been defined.*
- *Budget Entry Methods must have been created.*
- *Resource Lists must have been created.*
- *Award Roles must have been defined.*

Oracle Responsibility:

- *Grants/Projects Users.*

<i>Menu Path</i>
GRANTS ➤ AWARDS

Window Name:

Find Awards

The screenshot shows the 'Find Award' window with the following fields and callouts:

- 41** Search For: Templates, Awards
- 42** Number: SO010006
- 43** Short Name: LEBSF 2006/2007
- 44** Type: State
- Key Member: Name, Number, Role
- Funding Source: Number, Name
- Buttons: Clear, Find
- 45** Find button

To create an award, you must copy from a template or use an existing award as a template. Select a template created for your award type. I suggest copying an existing award.

Field Name	Description/Action
41. SEARCH FOR	Select TEMPLATES, AWARDS from the SEARCH FOR field's drop-down menu.
42. NUMBER	Optionally select an operating project template number from the List of Values or use an existing award.
43. NAME	Optionally select an operating project template from the NAME field's List of Values. NOT SUGGESTED!!!!
44. AWARD TYPE	Optionally retrieve all award templates using an award type. You will then select the template using the <i>Award, Templates Summary</i> window.
45. Click on FIND.	

Window Name:

Award Quick Entry

The screenshot shows the 'Award Quick Entry' window with the following fields and values:

Field Name	Value
Award Number	FIN00100X011
Award Short Name	MJMTrain
Full Name	MJM Training
End Date	12/31/2007
Award Type	State
Organization	Sheriff - Boat Patrol
Award Manager	Robinson, Gretchen K
Terms	IMMEDIATE
Billing Cycle	Lump Sum
Labor Invoice Format	Labor
Amount Type	Project to Date
Allowed Cost Schedule	All Costs Allowed
Funding Source Name	State of Arizona
Funding Source Award Number	20608
Start Date	07/01/2006
Close Date	02/28/2008
Purpose	Operating Public Safe
Status	Closed
Revenue Distribution Rule	Event
Billing Distribution Rule	Event
Non-Labor Invoice Format	Non Labor
Indirect Cost Rate Schedule	Default Burden
Boundary Code	Project

Callout boxes point to the following fields:

- 48: Award Number
- 49: Funding Source Name
- 50: Award Short Name
- 51: Funding Source Award Number
- 52: Full Name
- 53: Start Date
- 54: End Date

Many of the fields will default from the Award Template. You will have to complete all fields on the form and you may change the defaults.

Field Name	Description/Action
48. AWARD NUMBER	The award number will be automatically generated if automatic numbering is set. Otherwise, enter your award number. See Appendix for numbering format.
49. FUNDING SOURCE NAME	Enter the funding source name for the template.
50. AWARD SHORT NAME	Enter the award short name.
51. FUNDING SOURCE AWARD NUMBER	Enter the funding source number. This number is usually the grant contract or agreement number.
52. FULL NAME	Enter the award full name.
53. START DATE	Enter the award start date.
54. END DATE	Enter the award end date.

Window Name:

Award Quick Entry

The screenshot shows the 'Award Quick Entry' window with the following fields and values:

Award Number	FIN00100X011	Funding Source Name	State of Arizona
Award Short Name	MJMTrain	Funding Source Award Number	20608
Full Name	MJM Training	Start Date	07/01/2006
End Date	12/31/2007	Close Date	02/28/2008
Award Type	State	Purpose	Operating Public Safe
Organization	Sheriff - Boat Patrol	Status	Closed
Award Manager	Robinson, Gretchen K	Revenue Distribution Rule	Event
Terms	IMMEDIATE	Billing Distribution Rule	Event
Billing Cycle	Lump Sum	Non-Labor Invoice Format	Non Labor
Labor Invoice Format	Labor	Indirect Cost Rate Schedule	Default Burden
Amount Type	Project to Date	Boundary Code	Project
Allowed Cost Schedule	All Costs Allowed		

Buttons: Cancel, OK

Field Name	Description/Action
55. CLOSE DATE	Enter the award close date. 2 months after end date to allow for adjustments to expenditures.
56. AWARD TYPE	Enter the award type. This determines object code for revenues.
57. PURPOSE	Enter the purpose for the award.
58. ORGANIZATION	Enter the organization that will own (manage) the award.
59. STATUS	The starting status for awards will default from the award or template. You can change the status at this time.
60. AWARD MANAGER	Enter the name of the award manager.
61. REVENUE DISTRIBUTION RULE	Enter the revenue distribution rule. Always Event.
62. TERMS	Enter the payment terms.
63. BILLING DISTRIBUTION RULE	Enter the billing distribution rule. Always Event.

Window Name:

Award Quick Entry

The screenshot shows the 'Award Quick Entry' window with the following fields and values:

Award Number	FIN00100X011	Funding Source Name	State of Arizona
Award Short Name	MJMTrain	Funding Source Award Number	20608
Full Name	MJM Training	Start Date	07/01/2006
End Date	12/31/2007	Close Date	02/28/2008
Award Type	State	Purpose	Operating Public Safe
Organization	Sheriff - Boat Patrol	Status	Closed
Award Manager	Robinson, Gretchen K	Revenue Distribution Rule	Event
Terms	IMMEDIATE	Billing Distribution Rule	Event
Billing Cycle	Lump Sum	Non-Labor Invoice Format	Non Labor
Labor Invoice Format	Labor	Indirect Cost Rate Schedule	Default Burden
Amount Type	Project to Date	Boundary Code	Project
Allowed Cost Schedule	All Costs Allowed		

Callouts in the image point to the following fields:

- 64: Billing Cycle
- 65: Non-Labor Invoice Format
- 66: Labor Invoice Format
- 67: Indirect Cost Rate Schedule
- 68: Amount Type
- 69: Boundary Code

Field Name	Description/Action
64. BILLING CYCLE	Enter the billing cycle for the award.
65. NON-LABOR INVOICE FORMAT	Enter the non-labor invoice format
66. LABOR INVOICE FORMAT	Enter the labor invoice format.
67. INDIRECT COST RATE SCHEDULE	Enter the appropriate indirect cost rate schedule.
68. AMOUNT TYPE	Enter the amount type to specify how funds are budgeted.
69. BOUNDARY CODE	Enter the boundary code to specify the period during which budgeted funds can be expended.

Window Name:

Award Quick Entry

File Edit View Folder Tools Window Help

Award Quick Entry

Award Number	FIN00100X011	Funding Source Name	State of Arizona
Award Short Name	MJMTrain	Funding Source Award Number	20608
Full Name	MJM Training	Start Date	07/01/2006
End Date	12/31/2007	Close Date	02/28/2008
Award Type	State	Purpose	Operating Public Safe
Organization	Sheriff - Boat Patrol	Status	Closed
Award Manager	Robinson, Gretchen K	Revenue Distribution Rule	Event
Terms	IMMEDIATE	Billing Distribution Rule	Event
Billing Cycle	Lump Sum	Non-Labor Invoice Format	Non Labor
Labor Invoice Format	Labor	Indirect Cost Rate Schedule	Default Burden
Amount Type	Project to Date	Boundary Code	Project
Allowed Cost Schedule	All Costs Allowed		

Cancel OK

Field Name

Description/Action

**70. ALLOWED
COST
SCHEDULE**

Enter the appropriate allowed cost schedule.

71. Click on **OK.**

Window Name:

Award Management

Operating Unit: **Yuma County Arizona**

Number: **FIN00100X011** Template

Short Name: **MJMTrain**

Full Name: **MJM Training**

Start Date: **07/01/2006**

Close Date: **02/28/2008**

Purpose: **Operating Public Safe** Revenue Hard Limit

Organization: **Sheriff - Boat Patrol** Invoice Hard Limit

Funding Source Name: **State of Arizona**

Funding Source Award Number: **20608**

Pre-Award Date:

End Date: **12/31/2007**

Award Type: **State**

Status: **Closed**

Funded Amount: **0.00**

Funding Summary

Installments | Terms and Conditions | Budgetary Control | Funding Source Details | Contacts | Personnel

Number	Issue Date	Type	Description	Active	Billable	L	J
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

Reports | Project Funding

Review your award settings and make changes, as necessary.

72. Enter Installment number, Type from drop down, Description if you want, Start date, End date, Close date (must agree with above dates), and Direct Cost.

73. Click on *Active* .

74. Click on Project Funding button. Enter project number and amount only.

Window Name:

Award Management

The screenshot shows the 'Award Management' window with the following details:

- Operating Unit: **Yuma County Arizona**
- Number: **FIN00100X011** (with a Template checkbox)
- Short Name: **MJMTrain**
- Full Name: **MJM Training**
- Start Date: **07/01/2006**
- Close Date: **02/28/2008**
- Purpose: **Operating Public Safe** (with Revenue Hard Limit and Invoice Hard Limit checkboxes)
- Organization: **Sheriff - Boat Patrol**
- Award Amount: **0.00**
- Funding Source Name: **State of Arizona**
- Funding Source Award Number: **20608**
- Pre-Award Date: (empty)
- End Date: **12/31/2007**
- Award Type: **State**
- Status: **Closed**
- Funded Amount: **0.00**

Buttons: **Funding Summary**, **75** (with a downward arrow), **Reports**, **Project Funding**

Number	Issue Date	Type	Description	Active	Billable	I	J
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review your award settings and make changes, as necessary.

75. Click on <> button.

Window Name:

Award Management

Operating Unit **Yuma County Arizona**

Number **FIN00100X011** Template

Short Name **MJMTrain**

Full Name **MJM Training**

Start Date **07/01/2006**

Close Date **02/28/2008**

Purpose **Operating Public Safe** Revenue Hard Limit

Organization **Sheriff - Boat Patrol** Invoice Hard Limit

Award Amount **0.00**

Funding Source Name **State of Arizona**

Funding Source Award Number **20608**

Pre-Award Date

End Date **12/31/2007**

Award Type **State**

Status **Closed**

Funded Amount **0.00**

Funding Summary

Funding Source Details Contacts Personnel **Compliances** Reports References Credit Receivers

Cost

Indirect Cost Schedule **Default Burden**

Indirect Cost Rate Fixed Date

Allowed Cost Schedule **All Costs Allowed**

Rules

Billing Distribution Rule **Event**

Revenue Distribution Rule **Event**

Billing

Billing Cycle **Lump Sum**

Terms **IMMEDIATE**

First Bill Offset Date **77**

Events Billing Format

Enter data in the *Terms and Conditions* tab.

Field Name Description/Action

76. COMPLIANCES This is where events for revenues will be entered

77. EVENTS Click on Events button.

 **Note:** We will cover Events in Chapter 4.

Window Name:

Award Management

Operating Unit: **Yuma County Arizona**

Number: **FIN00100X011** Template

Short Name: **MJMTrain**

Full Name: **MJM Training**

Start Date: **07/01/2006**

Close Date: **02/28/2008**

Purpose: **Operating Public Safe** Revenue Hard Limit

Organization: **Sheriff - Boat Patrol** Invoice Hard Limit

Funding Source Name: **State of Arizona**

Funding Source Award Number: **20608**

Pre-Award Date: _____

End Date: **12/31/2007**

Award Type: **State**

Status: **Closed**

Funded Amount: **0.00**

Award Amount: **0.00**

Funding Summary

78

79

80

Reference	Value	Required Flag
		<input type="checkbox"/>

Enter data in the *References* tab. Extremely important.

Field Name Description/Action

78. REFERENCE Select or change reference from the List of Values.

79. VALUE Select or change a value or Federal CFDA#.

80. Click on the *Personnel* tab.

Window Name:

Award Management

Operating Unit: **Yuma County Arizona**

Number: **FIN00100X011** Template

Short Name: **MJMTrain**

Full Name: **MJM Training**

Start Date: **07/01/2006**

Close Date: **02/28/2008**

Purpose: **Operating Public Safe** Revenue Hard Limit

Organization: **Sheriff - Boat Patrol** Invoice Hard Limit

Award Amount: **0.00**

Funding Source Name: **State of Arizona**

Funding Source Award Number: **20608**

Pre-Award Date:

End Date: **12/31/2007**

Award Type: **State**

Status: **Closed**

Funded Amount: **0.00**

Funding Summary

Personnel

Full Name	Award Role	Effective From	To	Required
Robinson, Gretchen K	Award Manager	07/01/2006		<input type="checkbox"/>
McIntyre, Mary Jo	Grants Auditor	07/01/2006		<input type="checkbox"/>
81	82			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Enter data in the *Personnel* tab.

Field Name Description/Action

81. FULL NAME Enter names as in projects.

82. AWARD ROLE Enter the role from the drop down. Always enter the Grants Auditor.

Click on .

Close window



End of procedure



Oracle User Procedure

Title:

Create Award Budget

Description:

This procedure is used to create an Award Budget for all Types of awards. Award Budgets can be entered at the Project level, Top Task level, Lowest Task level, or at Top/Lowest Task level. Budgets can be entered in hours, raw costs, burden costs, or a combination of these units. The budget approval process is a two-step process: first, you must submit the draft budget; second, you must baseline the budget. The first time a budget is baselined, it becomes the Original budget, Current budget, and new Draft budget. Cost budgets can be updated and changed at any time. All baselined budgets are saved in the Budget History. The award budget creates the project budget.

Oracle Prerequisites:

- *An award must have been created.*
- *The award must have active funding.*
- *A project must have been created.*
- *An award must have funded the project.*
- *The necessary Budget Entry Methods (BEM) must have been created.*
- *The required Resource Lists must have been created*
- *Budget Change Reasons must have been created*

Oracle Responsibility:

- *Grants/Projects Users.*

<i>Menu Path</i>
BUDGETS ➤ AWARD BUDGETS

Window Name:

Award Budgets

File Edit View Folder Tools Window Help

Award Budgets

Find Budget

83 Award Number **FIN00100X011**

84 Award Name **MJMTrain**

85 Project Number **FIN00001X011**

86 Project Name **MJM Training**

87 Budget Type **Approved Cost Budget**

Find Draft

Draft Budget

Version Name

Status **Working** 88

Change Reason

Description New Original []

Entry Options

Entry Method **PROJECT, RES, NO PERIOD** Resource List **Expenditure Types**

Totals

	— Labor		Burdened		
	UOM	Quantity	Raw Cost	Cost	Revised Date
Draft					03/25/2011 09:22:46
Current					

History Copy Actual ... Rework Submit Details

Locate the appropriate draft budget.

Field Name	Description/Action
83. AWARD NUMBER	Enter an appropriate award number
84. AWARD NAME	Data in this field will default based on the award number you entered. Alternatively, you may enter the award name and the award number will default.
85. PROJECT NUMBER	Enter the appropriate Project Number. This number will default if only one funded project exists.
86. PROJECT NAME	This field will default based on the Project Number you entered. Alternatively, you may enter a project name and the project number will default.
87. BUDGET TYPE	APPROVE COST BUDGET will default in this field for an award.

88. Click on **FIND DRAFT** to find the current draft budget.

Window Name:

Award Budgets

Field Name

Description/Action

89. VERSION NAMES

Enter the appropriate data entry value.

90. STATUS

This will default automatically and will be changed by the system after the budget has been submitted and baselined.

91. CHANGE REASONS

Select the appropriate value from the field's List of Values.

92. DESCRIPTION

Enter the appropriate data entry value.

93. NEW ORIGINAL

Default for first budget but can be checked for later budget versions when appropriate.

94. ENTRY METHOD

This field will default based on the Award Type associated with project but can be changed using the List of Values. Change will create a warning note that exiting budget amounts may be cleared out.

Window Name:

Award Budgets

File Edit View Folder Tools Window Help

Award Budgets

Find Budget

Award Number Award Name

Project Number Project Name

Budget Type

Draft Budget

Version Name Status

Change Reason

Description New Original []

Entry Options

Entry Method Resource List 95

Totals

	Labor		Burdened		Revised Date
	UOM	Quantity	Raw Cost	Cost	
Draft					03/25/2011 09:22:46
Current					

96

Field Name

Description/Action

95. RESOURCE LIST

This will default based on the Award associated with the project, but it can be changed using the List of Values. Change will create a Caution that existing budget amounts will be zeroed out.

96. Click on **DETAILS**.

Window Name:

Award Budgets

File Edit View Folder Tools Window Help

Award Budgets

Find Budget

Award Number Award Name

Project Number Project Name

Budget Type

Draft Budget

Version Name Status

Change Reason

Description New Original

Entry Options

Entry Method Resource List

Totals

	Labor			Burdened	Revised Date
	UOM	Quantity	Raw Cost	Cost	
Draft	Hour	0.00	0.00	100.00	03/25/2011 09:34:31
Current					

104

Field Name Description/Action

104. Click on **SUBMIT**.

 **Note:** After clicking on **SUBMIT**, this button will change to **BASELINE**.

At this point you will need to contact the Grants Auditor to BASELINE the budget so expenditures can be posted to it.



End of procedure



Oracle User Procedure

Title:

Create an Event(Revenue).

Description:

This procedure is used to create revenue events.

Oracle Prerequisites:

- *Award must have been created.*
- *Project must have been created.*

Oracle Responsibility:

- *Grants/Projects Users.*

<i>Menu Path</i>
GRANTS ➤ AWARDS

Window Name:

Find Awards

File Edit View Folder Tools Window Help

Find Award

105 Search For **Templates, Awards**

Number **FIN00100X011** **106**

Short Name **MJMTrain**

Type

Status

Organization

Key Member

Name

Number

Role

Funding Source

Number

Name

Clear Find **107**

Field Name

Description/Action

105.SEARCH FOR

Select TEMPLATES, AWARDS from the SEARCH FOR field's drop-down menu.

106.NUMBER

Optionally select an operating project template number from the List of Values or use an existing award.

107. Click on **FIND**.

Window Name:

Award Quick Entry

File Edit View Folder Tools Window Help

Award Management Folder

Award Management

Operating Unit: **Yuma County Arizona**

Number: **FIN00100X011** Template

Short Name: **MJMTrain**

Full Name: **MJM Training**

Start Date: **07/01/2010**

Close Date: **08/31/2011**

Purpose: **Operating Public Safe** Revenue Hard Limit

Organization: **Sheriff - Boat Patrol** Invoice Hard Limit

Award Amount: **100.00**

Funding Source Name: **State of Arizona**

Funding Source Award Number: **20608**

Pre-Award Date:

End Date: **06/30/2011**

Award Type: **State**

Status: **Active**

Funded Amount: **100.00**

Funding Summary

110

Installments Terms and Conditions Budgetary Control Funding Source Details Contacts Personnel

Number	Issue Date	Type	Description	Active	Billable	I	J
1		Award		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reports Project Funding

Many of the fields will default from the Award Template. You will have to complete all fields on the form and you may change the defaults.

Field Name Description/Action

110. Click on double arrows.

Window Name:

Award Quick Entry

Award Management

Operating Unit: **Yuma County Arizona**

Number: **FIN00100X011** Template

Short Name: **MJMTrain**

Full Name: **MJM Training**

Start Date: **07/01/2010**

Close Date: **08/31/2011**

Purpose: **Operating Public Safe** Revenue Hard Limit

Organization: **Sheriff - Boat Patrol** Invoice Hard Limit

Award Amount: **100.00**

Funding Source Name: **State of Arizona**

Funding Source Award Number: **20608**

Pre-Award Date: [Empty]

End Date: **06/30/2011**

Award Type: **State**

Status: **Active**

Funded Amount: **100.00**

111

Funding Summary

Funding Source Details | Contacts | Personnel | **Compliances** | Reports | References | Credit Receivers

Cost

Indirect Cost Schedule: **Default Burden**

Indirect Cost Rate Fixed Date: [Empty]

Allowed Cost Schedule: **All Costs Allowed**

Rules

Billing Distribution Rule: **Event**

Revenue Distribution Rule: **Event**

Billing

Billing Cycle: **Lump Sum**

Terms: **IMMEDIATE**

First Billing Offset Days: **0**

112

Events | Billing Format

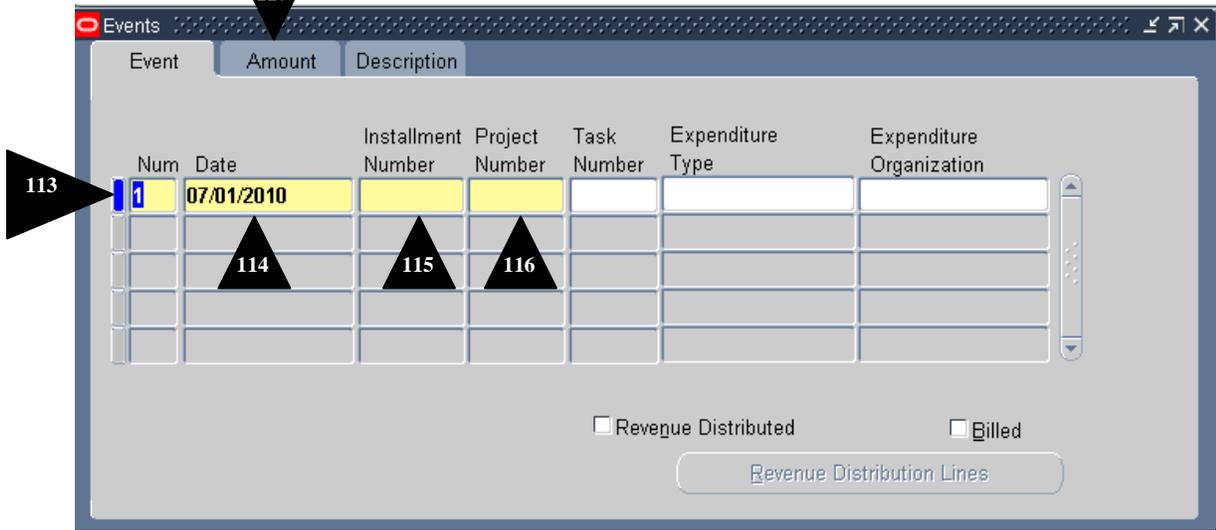
Field Name Description/Action

111. Click on *Compliances* tab.

112.EVENTS Click on Events tab.

Window Name:

Award Quick Entry



Field Name

Description/Action

113.NUMBER

Enter the number of the event, not installment number.

114.DATE

Enter the date for the period the event is for.

115.INSTALLMENT

Enter the installment from the installment tab for the corresponding revenue.

**116.PROJECT
NUMBER**

Enter the correct project number funded by this award.

**117.Click on Amount
tab.**

Window Name:

Award Quick Entry



Field Name

Description/Action

118.REVENUE AMOUNT

Fill in the revenue amount. Reimbursement amount or lump sum amount you have or will receive for this award.

119.BILL AMOUNT

Fill in the same amount as in the Revenue amount. This will allow for the creation of the invoice in receivables for you to apply your TR.

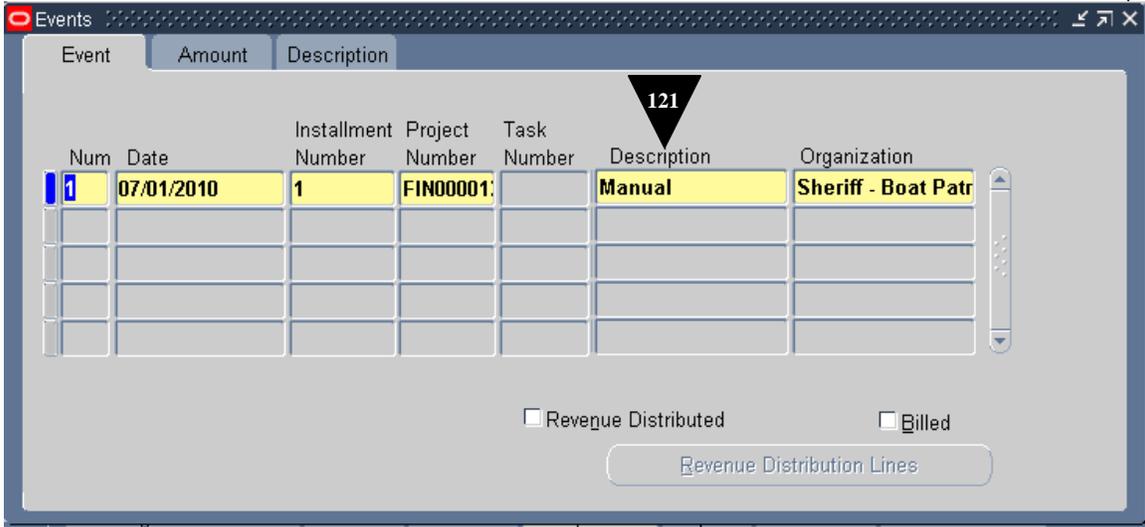
120.Click on *Description* tab.

 **Note: Always leave Bill Hold as NO.**

Window Name:

Award Management

122



121.Enter the description you want. Usually entered as the period the event is for.

122.Close window.

Click on  to save your work.



End of procedure



Oracle User Procedure

Title:

Reconcile to General Ledger.

Description:

This procedure is used to reconcile to general ledger.

Oracle Prerequisites:

- *General Ledger must be used.*
- *Award must have been used.*
- *Project must have been used.*

Oracle Responsibility:

- *General Ledger Users.*
- *Grants/Projects Users.*

Menu Path

GRANTS ➤ AWARDS ➤ Expenditures ➤ Expenditure Inquiry ➤ Actuals

Window Name:

Find Project Expenditure Items

File Edit View Folder Tools Window Help

Find Project Expenditure Items

Project Number ...

Task Number

Award Number

Trans Id

Expend Typ Class

Item Dates -

Project Name

Task Name

Award Name

Expenditure Org

Expenditure Type

Expenditure Billing Resource Supplier Cross Charge Provider/Receiver Capital

Expenditure

Expenditure Category

Expnd Ending Dates -

Expenditure Batch

Other

Transaction Source

Work Type

Costed Processing Status

Exclude Net Zero Items

Mass Adjust Clear Find

Enter as much information in this window you need to complete the reconciliation. Project number should always be entered. Item Dates should be entered to coincide with the fiscal year, or grant period if not fiscal year. **Click on Find.**

Window Name:

Project Expenditure Items

Trans Id	Project	Task	Award	Proj Cost	Expenditure Bal	Expnd Type	Item Date	C
959276	SO10591X010	01	SO010010A	1,031.49	20748ST37401	Overtime	06/11/2010	0
959277	SO10591X010	01	SO010010A	44.87	20748ST37401	Medicare Cont	06/11/2010	0
959278	SO10591X010	01	SO010010A	621.37	20748ST37401	Public Safety I	06/11/2010	0
959279	SO10591X010	01	SO010010A	2,062.98	20748ST37401	Regular Salari	06/11/2010	0
959280	SO10591X010	01	SO010010A	191.86	20748ST37401	Social Securit	06/11/2010	0
959281	SO10591X010	01	SO010010A	67.07	20748ST37401	Workers' Comj	06/11/2010	0
959291	SO10591X010	01	SO010010A	308.73	20748ST37401	Holiday Pay	06/11/2010	0
959292	SO10591X010	01	SO010010A	59.52	20748ST37401	Medicare Cont	06/11/2010	0
959293	SO10591X010	01	SO010010A	1,505.05	20748ST37401	Overtime	06/11/2010	0
959294	SO10591X010	01	SO010010A	860.15	20748ST37401	Public Safety I	06/11/2010	0

This is the type of information you will receive. This screen varies from what you will probably see since I have set up a folder the way I want to see the information. If you would like to set up a folder and don't know how, please let me know and I can assist you in setting one up.

From here you will want to export to EXCEL. **Click on FILE then Export.** You will see it working and it may tell you that you have more than 100 records do you want to continue, always continue to end. Due to a glitch, you may have to hold down the CTRL key on your keyboard as it is exporting. When it has completed the export you will get an Excel window that wants you to open or save, click on open. Once you see it in Excel you will need to sort it by Expenditure type and subtotal on the Expenditure type. This will set it up similar to the general ledger object codes only in words. I am attaching a listing of the lookup sets for the object code words to object code numbers. If you get hung up check the appendix section attached, or give me a call.

Window Name:

Excel Worksheet

	A	B	C	D	E	F	G
1	Project	Task	Award	Proj Cost	Expenditu	Expnd Type	Item Date
5	SO10591X010		SO010010A	6.21		Employee Assistance Program Total	
9				1,661.91		Health Insurance (ER) Total	
12				823.04		Health Insurance ER 2 Total	
18				749.57		Holiday Pay Total	
22				18.25		Life Insurance Total	
56				213.18		Medicare Contributions Total	
81				0.00		Overtime Total	
115				3,039.32		Public Safety Personnel Retire Total	
125				14,363.65		Regular Salaries and Wages Total	
159				911.51		Social Security Contributions Total	
193				368.56		Workers' Comp Insurance Total	
194				22,155.20		Grand Total	
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							
205							

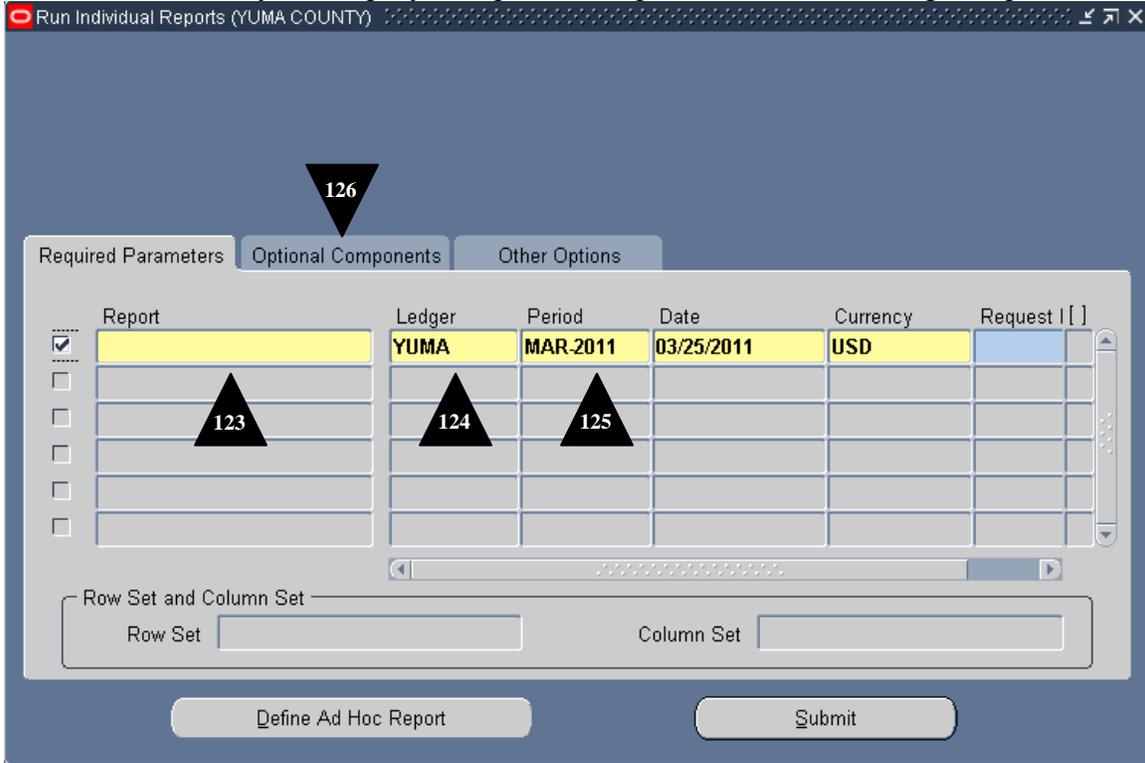
After export to Excel sort the file by Expend Type then subtotal on Expnd Type under Project cost. After subtotal, I click on #2 on the far left side of the worksheet. As state on page 3, these expenditure types correspond to the object codes in general ledger and if you look in the Appendix under Expenditure Type to Object, you will find the object code number. You can either save this file or print it out.

Go to General ledger and create the budget performance report for the corresponding fund and time period. It is very important that you run all reports you want to reconcile to at the same time because it is possible that something will be posted that will change the numbers.

Window Name:

General Ledger

Go To Yuma County GL Inquiry > Reports > Request > Financial > Single Report



Field Name

Description/Action

123.REPORT

Enter Budget Performance Report

124.LEDGER

YUMA

125.PERIOD

Enter Period, date will populate to either today's date or the last day of the month for the period entered.

126.OPTIONAL COMPONENTS

Click on tab

Window Name:

General Ledger

The screenshot shows the 'Run Individual Reports (YUMA COUNTY)' application window. The 'Accounting Flexfield' dialog box is open, displaying the following fields and values:

Field	Value	Additional Info
Ledger		
FUND		
FUNCTION		
DEPARTMENT		
OBJECT		
INTERFUND	00000	N/A
FUTURE1	00000	N/A
FUTURE2	00000	N/A

The dialog box includes buttons for OK, Cancel, Combinations, Clear, and Help.

In Segment Override, enter at least your fund but more information is always useful.

Click on OK

Print when complete.

Budget Performance Report

YUMA COUNTY
Budget Performance Report
Current Period: MAR-2011

Currency: USD

FUND=00100 (GENERAL FUND), DEPARTMENT=3301 (SHERIFF - BOAT PATROL), 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
Intergovernmental						
33500 STATE GRANTS	-151,804	0	-139,000	-12,804	-151,804	8.43
TOTAL	-151,804	0	-139,000	-12,804	-151,804	8.43
TOTAL REVENUE						
	-151,804	0	-139,000	-12,804	-151,804	8.43
Personal Services						
40110 REGULAR SALARIES AND WAGES	64,885	0	66,381	-1,496	64,885	-2.31
40130 OVERTIME	2,200	0	3,125	-925	2,200	-42.04
40160 HOLIDAY PAY	4,000	0	1,771	2,229	4,000	55.74
40210 SOCIAL SECURITY CONTRIBUTIONS	11,089	0	4,314	6,775	11,089	61.10
40211 MEDICARE CONTRIBUTIONS	2,594	0	1,009	1,585	2,594	61.11
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	32,518	0	14,469	18,049	32,518	55.50
40230 HEALTH INSURANCE (ER)	19,944	0	7,479	12,465	19,944	62.50
40231 EMPLOYEE ASSISTANCE PROGRAM	75	0	23	52	75	69.04
40233 LIFE INSURANCE (ER)	262	0	93	169	262	64.48
40241 WORKERS' COMPENSATION INSURANCE	4,361	0	1,713	2,648	4,361	60.73
40280 OTHER EMPLOYEE BENEFITS	9,876	0	3,704	6,172	9,876	62.50
TOTAL	151,804	0	104,079	47,725	151,804	31.44
TOTAL EXPENSE						
	151,804	0	104,079	47,725	151,804	31.44

Grant Reconciliation form

	A	B	C	D	E	F	G	H	I
1	RECONCILIATION OF 04401								
2	SLIF								
3	June 30, 2005								
4				440102	440102	440102			
5				FY05	FY06	FY07			
6	CODE	NAME	G/L	10433	10433	10433	TOTAL	G/L	COMMENTS
7							OF GRANTS	- GRANTS	
8	33500	STATE GRANTS	77,867.00				-	77,867.00	
9	36010	INT. ON INV.	4,026.00				-	4,026.00	
10	39090	MISC. REVENUE	480.00				-	480.00	
11	39910	APP OF FUND BAL REV	-				-	-	
12	55010	TRANSFERS IN	-				-	-	
13			82,373.00	-			-	82,373.00	
14									
15									
16	41360	MOTOR VEHICLE/EQUIP REP	7,478.00		4,358.97	529.15	4,888.12	2,589.88	
17	41502	SMALL TOOLS < 2000	1,776.00	-	1,620.79	154.96	1,775.75	0.25	
18	42330	POSTAGE	308.00		308.47		308.47	(0.47)	
19	43023	BOAT REPAIR	420.00		1,932.82		1,932.82	(1,512.82)	
20	43310	INT ON REG WTS	33.00				-	33.00	
21									
22	45412	BOATS	65,000.00		65,000.00		65,000.00	-	
23									
24	46710	CONTINGENCY	-	-			-	-	
25									

Now you need to put all the parts together, the expenditures from the grants and the budget performance report onto the reconciliation form. Once you have entered all of the information, you will probably have a difference between G/L and Grants. This difference could be caused by a number of issues including journal entries that have not been posted yet or corrections needing to be entered in the projects only. It is department responsibility to keep a reconciliation so as to locate problems. We have always suggested that departments run reconciliations at least quarterly. This lets you get corrections to finance in a timely manner so as to get them corrected right away rather than waiting until the end of the fiscal year when everyone's workload has multiplied.



End of procedure



Oracle User Procedure

Title:

Funds Check Results (Budget)

Description:

This procedure is used to check funds to actual.

Oracle Prerequisites:

- *Award must have been created.*
- *Project must have been created.*

Oracle Responsibility:

- *Grants/Projects Users.*

<i>Menu Path</i>
GRANTS ➤ BUDGETS ➤ Funds Check Results (Budget)

Window Name:

Find Budget Funds Check Details

127 Project Number

Award Number 128

Budget Version

Project Name

Award Name

Budget Status

129

Field Name

Description/Action

**127.PROJECT
NUMBER**

Select the Project you want.

**128.AWARD
NUMBER**

Select the corresponding award.

129. Click on **FIND**.

Window Name:

Budget Funds Check Results

Project **MJM Training** Award **MJMTrain**

Budget Version Status **Baselined**

130 **131**

Award Top Task Task Resource Group Resource

Award	Budgetary Control Level	Start Date	End Date	Budget	Actuals	Encumbrances	Funds Available
MJMTrain	Absolut	07/01/2010	06/30/2011	100.00	0.00	0.00	100.00

Result

Select the Award Template that you will use to create the award.

Field Name

Description/Action

130.AWARD

The award tab will automatically open first. This gives a quick Budget to Actual, and Encumbrances in process, and the funds available.

131.RESOURCE

Give-s you the line item actual and the budget line items, however it does not put the budget and actual line items on the same line.

Click on the *Resource* tab.

Window Name:

Budget Funds Check Results

Resource	Task	Budgetary Control Level	Start Date	End Date	Budget	Actuals	Encumbrances	Funds Available
General Const		Advisor	07/01/2010	06/30/2011	100.00	0.00	0.00	100.00

Many of the fields will default from the Award Template. You will have to complete all fields on the form and you may change the defaults.

Field Name Description/Action

132. These are the line items from the award budget and should match the line items in the GL budget.

As was covered in Chapter 5 Reconciling to the General Ledger, you can export this information or print it out on your local printer to use in your reconciliation.



End of procedure

Oracle R12 Grants/Project

APPENDIX



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ORACLE FINANCE CONTACT LIST

Grants, Projects and General Ledger Inquiry

Mary Jo McIntyre 373-1124

iProcurement/Compliance

Brenda Mendez 373-1131

Accounts Payable

Grace Lopez 373-1139

***American Express**

Debra Beyer 373-1130

Capital Assets

Denise Butler 373-1126

Inquiry

Glenda McGuire 373-1123

General Information

373-1012



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Yuma County Auto Accounting Lookup Sets

Classification to Fund

General Fund	00100
Treasurer's Information	02201
Assessor Prop Info Sto/Ret	02202
Help America Vote Act	02203
Waste Tire (Ars 44-1305)	02204
Recorder's Fund	02205
Case Processing Assistance	02206
State Atty Drug Enforcement	02207
Criminal Justice Enhancement	02208
Crime Victim Comp Grant	02209
Victim's Witness Program	02210
Conciliation Court Fund	02211
Family Counseling	02212
Expedited Child Support Fund	02213
Child Support Automation	02214
Child Support Enforcement	02215
Clerk's Fund	02216
Domestic Relations Educ&Med	02217
Spousal Maintenance Enforcemt	02218
State Aid To Detention	02219
Judicial Collection Enhncmnt	02220
Local Court Assistance Fund	02221
Jcef - Co Time Payment Fee	02222
Federal Victim Comp Grant	02223
Law Library	02224
Bad Check Fund	02225
Federal Narcotics Enforcement	02226
Hidta Grant (Sba)	02227
Adult Probation Drug Grant	02228
Community Punishment Program	02229
Intensive Probation Service	02230
County Probation Subsidy	02231

Classification to Fund

Juv Probation Fees	02232
Juvenile Crime Reduction(Jcrf)	02233
Aztec Field Training	02234
Anti-Racketeering Fund	02235
Juvenile Justice & Delinquency	02236
Jail Enhancement Fund	02237
Inmate Health Services	02238
Flood Control Zone #1-4	02239
Juvenile Restitution	02240
Indigent Dependency	02241
Juvenile Detention Education	02242
Jaa Grant	02243
Juvenile Safe Schools	02244
Juvenile Charter School	02245
Juvenile Victim Rights	02246
Juvenile State Aid	02247
Court Appt Spec Advocate(Casa)	02248
Court Improvement Fund	02249
Juvenile Risk Management	02250
Road Fund	02251
Hurf Fund - Dds	02252
Hurf Fund	02253
Juvenile Case Processing Asst	02254
Chronic Incurrigible Program	02255
Juvenile Court Charter School	02256
No Child Left Behind	02257
Troops For Teachers	02258
Juvenile Probation/Parole	02259
Health District	02260
Health Services	02260
Juvenile Drug Court Program	02261
Juvenile Drug Court Education	02262
Aoc ltd-Jolts Grant	02263
Rabies Control	02264
Juvenile Intensive Prob (Jips)	02265

Classification to Fund

Juvenile Diversion Intake	02266
Juvenile Diversion Programs	02267
Juvenile Treatment	02268
Home Investment Partnership	02269
Public Housing	02270
Public Housing Operations	02271
Housing Section 8-Pha	02272
Housing Conventional 13-6-Pha	02273
Housing Section 8 Voucher Prog	02274
Housing Water Co. 13-6	02275
County Library Dist Fund	02276
Free Library District	02276
Federal Revenue: Asset Sharing	02277
Sheriff - Federal Justice	02278
County Attorney Fed Justice	02279
Federal Justice: Asset Share	02280
School Supt Coop/Accom School	02281
Accommodation School District	02282
Drug Court Evaluation	02283
Acjc Aggravated Dom Violence	02284
Acjc Anti-Gang Enf&Prosecution	02285
Detention Facility Commissary	02286
Az Law Enforcement Youth	02287
State Aid Enhancement Grant	02288
Somerton Anti-Racketeering	02289
Criminal Prosection Enhncmnt	02290
Workforce Investment Act	02291
Jtpa Special Revenue	02292
State Supreme Court-Adrf	02293
Criminal Justice Record Imp li	02294
County Flood Control District	02295
Community Develop Blk Grant-Sr	02296
Governor's Action Community	02297
Community Prosecution Program	02298
St Narcotic Enforce Grant	02299

Classification to Fund

Yuma County Jail District	02300
Drug Task Force	02302
Local Law Enforce Block	02303
Gang Resistance Ed & Training	02304
Stop Violence Against Women	02305
Sheriff Other Grants	02306
Office Of Justice Assistance	02307
Jail District Other Grants	02308
Drug Treatment & Education	02309
Drug Court Planning	02310
Setif Grant/San Luis Poe	02311
Library Dist Lsta Grants Fund	02312
Library Other Grants	02313
National Criminal History	02314
National Criminal Hist Imp Ii	02315
National Criminal Hist Imp Iii	02316
Justice Court Enhancement Fees	02317
Iv-D Case Processing Fund(Aoc)	02318
Fill The Gap	02319
Sowest Border Prosec Init	02320
Intensive Probation Supv/Jcef	02321
Extra Probation Services	02322
Probation Interstate Compact	02323
Superior Court Enhancemnt Fees	02324
Superior Court Case Mgmt Fee	02325
Public Defender Training	02326
Juvenile Acct Incent Blk Grant	02327
Health Insurance Stabilization	02328
Self Insurance Fund	02329
State Victim Services Rest.	02330
Emergency Mgmt Other Grants	02334
Recovery Act (ARRA)	02342
AZ Wanted Task Force	02345
Debt Service - Jail District	03500
Jail Bond Debt Service	03501

Classification to Fund

Cop Debt Service	03503
Old Bonds (72-2)	03536
Old Bonds (72-8)	03537
Sunglow Ranchettes (75-5)	03541
Donovan Estates (73-3)	03543
Del Sur (87-1)	03544
El Prado Estates (97-1)	03545
Slif Projects Fund	04401
Capital Projects Sale Tax	04402
Jail District Replacement Fund	04403
Com Development Block Grt	04404
Financ/Human Resource Software	04405
Admin Building Project	04406
Capital Improvement Fund	04407
Cip - Other Than Gen Fund	04408
Justice Center Construction	04409
Public Health	04410
Justice Center Furnishing	04411
Info Technology Improvements	04412
Other Renovations	04413
Port Of Entry	04414
Economic Development	04415
New Administration Building	04416
IT Life Cycle Mgmt Startup	04417
Del Sur Imp District	04715
Donovan Estates	04716
El Prado Estates	04717
Padre Ranchito (G1-18)	04718
Gadsden (96-7)	04719
IT Life Cycle Management	06601
Revolving Fund Ars 48-963	06602
Health Self Insurance	06607
Treasurer Investment Pool	08801
Judges' Retirement	08802
County School Equalization	08803

Classification to Fund

Y. M. P. O.	08804
Fica Recovery Fund	08805
Small School Svc Coconino	08806
Caaef Reversion Fund	08807

Organization to Department

Assessor	0300
Attorney - Civil Division	0800
Attorney - Criminal Division	0801
Attorney - Victim Services	1300
Board of Supervisors	0100
Clerk of Superior Court	0900
Community Development	9500
Constable Precinct #1	1200
Constable Precinct #2	1201
Constable Precinct #3	1202
DDS - Administration	2700
DDS - Building Safety	2700
DDS - Engineering	2700
DDS - Environmental Programs	2700
DDS - Flood Control	3600
DDS - GIS	2700
DDS - Grants	9500
DDS - Planning and Zoning	2700
Development Services	2700
Election Services	0600
Emergency Management	3500
FS - Accounts Payable	1900
FS - General Ledger	1900
FS - Payroll	1900
FS - Reporting/Operations	1900
Facilities Management	2200
Financial Services	1900
Flood Control	3600
Gadsden (96-7)	9994
General Government	1600
General Revenue/Expense	0000
Health	5100
Health - Administration	5700
Health District	5100
Housing	5900

Organization to Department

Human Resources	2100
ID Irrigation Water Delivery District	9993
ITS - Administration	2500
ITS - Customer Support	2500
ITS - Network Management	2500
Imp District Street Lighting	9991
Improvement District General	9992
Improvement District Other	9994
Information Technology Services	2500
Justice Court #1	1100
Justice Court #2	1101
Justice Court #3	1102
Juvenile Court	1700
Juvenile Court - Detention	1800
Law Library	1500
Legal Defender	2000
Library	7000
Library - Custodian	7000
Library - Dateland Branch	7000
Library - Foothills Branch	7000
Library - Info Services	7000
Library - San Luis Branch	7000
Library - Somerton Branch	7000
Library - Tech Services	7000
Library - Technical	7000
Library - Wellton Branch	7000
Library - Youth Services	7000
Library District	7000
PW - Administration Roads	4000
PW - Administration Solid Waste	4600
PW - Gravel Pit	4000
PW - Mohawk Valley Maintenance	4000
PW - Mohawk Valley Operators	4000
PW - Sign Tech	4000
PW - Yuma Maintenance	4000

Organization to Department

PW - Yuma Operators	4000
Public Defender	1400
Public Fiduciary	6100
Public Works	4000
Public Works - Solid Waste Operations	4600
Recorder	0500
School Superintendent	8000
Sheriff	3300
Sheriff - Administration	3300
Sheriff - Boat Patrol	3301
Sheriff - Detention	3400
Sheriff - Law Enforcement	3300
Solid Waste	4600
Superior Court - Administration	1000
Superior Court - Commissioners	1000
Superior Court - Security	1001
Superior Court Division #1	1000
Superior Court Division #2	1000
Superior Court Division #3	1000
Superior Court Division #4	1000
Superior Court Division #5	1000
Treasurer	0200
Workforce Investment Act	8500
Yuma Metropolitan Planning Organization	7300

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Project Type to Expenditure Function

OP Gen Govt	00
CAP Gen Government	01
OP Gen Government	01
OP Gen Govt by Task	01
CAP Pub Safety	02
OP Pub Safety	02
CAP Highways	03
OP Highways	03
OP Highways 2	03
OP Non-sponsored	03
CAP Sanitation	04
OP Sanitation	04
CAP Health	05
OP Health	05
CAP Welfare	06
OP Welfare	06
CAP Culture	07
OP Culture	07
OP Gen Govt 2	07
CAP Education	08
OP Education	08
CAP Cap Outlay	09
CAP Capital by Task	09
CAP Non-Sponsored	09
OP Cap Outlay	09

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Expenditure Type to Object

Accounting and Auditing Srvs	42130
Across the Board Increase	40171
Administrative Cost	42120
Adult Book and Material	41113
Advertising	43415
Agricultural Extension Srv	43110
Agricultural/Landscape Supply	41210
Airplane Repair/Maint Srvs	43022
Alarm System Lease/Rent	42961
Alternative Therapy	42181
Ambulance	43230
Anti-Racketeering Prof Srvs	42118
Appraisal Srvs	42174
Architectural/Engineering Srvs	42171
Arizona State Retirement	40220
Audio Visual Material	41116
Auto and Truck Lease/Rent	42980
Automobiles	45411
Automotive Repair/Maint Srvs	43021
Autopsy	43261
Bank/Fiscal Charge	43498
Benefits-COLA/Merit/Market	40290
Boarding Home	43251
Boat Repair/Maint Svrs	43023
Boats	45412
Book and Manual	41111
Bridges & Large Culverts	45640
Building Improv & Fixtures	45220
Building Lease/Rent	42960
Building Repair/Maint Srv	43060
Building Supply	41310
Buildings	45210
Burial	43260
CMI Treatment Team	42122
Capital Outlay >2000<5000	41503

Expenditure Type to Object

Capital Personnel	45810
Capital Supplies	45820
Case Management	42181
Child Book and Material	41114
Children's Audio Visual	41115
Clean Up Program	43065
Cleaning and Sanitation Supply	41250
Clinic Supply	41010
Clothes/Uniform/Safety Apparel	41280
Co-Pays	42181
Comm Equip Repair/Maint Srvs	43013
Commissary Contracted Srvs	42194
Communication Equip Lease/Rent	42940
Communication Equip Supply	41380
Communication Equipment	45420
Computer Upgrade	41511
Construction Equip Lease/Rent	42931
Construction in Progress	45510
Consulting Srvs	42140
Contract Costs	42141
Corrections Officers Retirement	40223
Cost of Living Increase	40170
Counseling	42181
Court Cost and Investigation	43410
Court Srvs	42123
Credit Card Prepaid/Pending	43499
DEA/Housing Assistance	42181
Data Process Repair/Maint Srv	43080
Data Processing Equipment	45450
Data Processing Supply	41010
Deferred Compensation	40232
Dental Srvs	42181
Disposal/Sanitary Maint Srv	43053
Drugs and Medicine	41230
Dues and Membership	43430

Expenditure Type to Object

Dupl Equip Repair/Maint Srvs	43011
Duplicating Equip Lease/Rent	42950
Duplicating Equipment	45445
EDP System Support Srvs	42131
Elected Officials Retirement	40222
Electrical Supply	41350
Electricity-Building	42211
Electricity-Street Light	42213
Electricity-Traffic Signal	42212
Electronic Product	41118
Emergency Victim Assistance	43421
Employee Assistance Program	40231
Employee/Volunteer Recognition	43493
Excess Liab Insurance	42871
Federal Grant Revertments	33100
Fire Protect Repair/Maint Srv	43064
Fire/Building Inspection	43063
Flood Cntrl Drain Wells	45710
Flood Cntrl Repair/Maint Srv	43072
Flood Ctrl Drain Wells	45710
Flood Ctrl Maj Convey	45720
Flood Ctrl Pump Stations	45730
Flood Ctrl Retention Basins	45740
Flood Ctrl Storm Sewers	45750
Food Prep/Kitchen/Dine Supply	41221
Food Supply	41220
Freight Charge	43491
Fuel/Oil/Lubricant	41260
Furniture	45430
General Consumable Supply	41010
Gravel Roads	45630
Grounds Repair/Maint Srv	43070
Grounds Supply	41311
Health Insurance (ER)	40230
Health Insurance ER 1	40230

Expenditure Type to Object

Health Insurance ER 2	40280
Health Srvs	42181
Holiday Pay	40160
Home Health Care	42181
Hospital Care Srvs	42153
Household/Laundry/Inst Supply	41270
Humane Society	42196
In-Kind Tenant Assistance	42195
Incentive Program	43496
Ind Leave Vac Time	40110
Indirect Cost Exp	43497
Informant Exp	42116
Information and Credit Srv	43440
Insurance	42191
Interest on Investments	36010
Interest on Registered Warrants	43310
Janitorial Srv	43061
Kitch/Laundry Repair/Maint Srv	43052
LTC Physician Srvs	42125
Laboratory Supply	41240
Laboratory/Urinalysis Srvs	42160
Land	45110
Land Title Srvs	42175
Law Library Lease/Rent	42962
Legal Notice	42111
Legal Srvs	42110
License and Permit	43470
Life Insurance	40233
Lodging	42410
Longevity Pay	40140
Machinery & Equipment	45495
Maint Equip Repair/Maint Srvs	43012
Maintenance Equip Lease/Rent	42930
Market Based Adjustment	40174
Material Transportation	42193

Expenditure Type to Object

Med/Lab Equip Repair/Maint Srv	43014
Medical Srvs	42151
Medicare Contributions	40211
Medication Handling	42151
Mental Health Srvs	42152
Merit Increase	40172
Mileage/LaPaz	42410
Mileage/Yuma	42410
Misc Flood Control	45790
Motor Vehicle/Equip Repair	41360
Motor Vehicles	45411
Moving Exp	42470
Natural Gas	42221
New Employee Benefits	40292
New Employees	40291
Nursing Home	43250
Nutrition Srvs	42181
Off Road Diesel Tax	41299
Office Equip Lease/Rent	42910
Office Equip Repair/Maint Srvs	43010
Office Machines	45440
Office Supplies	41101
Other Employee Benefits	40280
Other Improvements other than Buildings	45390
Other Machinery And Equipment	45495
Other Misc Exp	43490
Other Oper Equip Lease/Rent	42990
Other Operating Supply	41291
Other Purchased Srvs	42191
Other Repair and Maint Supply	41390
Other Repair/Maint Srv	43090
Other Support/Care of Persons	43290
Other Trans-Prisoner/Patient	42430
Overtime	40130
PO/Bank Deposit Box Rent	42920

Expenditure Type to Object

Painting Supply	41320
Paved Roads	45620
Per Diem	42410
Periodical	41117
Pest Control Srv	43062
Pharmacy Srvs	42154
Photography Srvs	42119
Plumbing Supply	41340
Poll Worker	42117
Postage	42330
Pre-AHCCCS Hospitalization	42126
Pre-AHCCCS Referral	42124
Prepaid Expenditures	15010
Printing	41290
Prisoner Clothing, Uniform	41281
Proceeds from Sale of Bonds	50030
Process Server Fee	42112
Professional Liability Insurance	42850
Program Consumable Supplies	41011
Public Safety Personnel Retire	40221
Refuse Disposal	42241
Regular Salaries and Wages	40110
Rental Car	42410
Reporting and Transcribing	42113
Restitution	39060
Road Marking	41474
Road Repair Aggregate	41472
Road Repair Chip	41471
Road Repair Magnesium Chloride	41473
Road Repair Seal	41470
Sewage Disposal	42251
Small Tools Less Than \$2,000	41502
Social Security Contributions	40210
Software Upgrade	41512
Soil/Concrete Test Srvs	42173

Expenditure Type to Object

Spanish Books	41119
Standing Orders	41112
State Grant Revertments	33500
Status Quo-Regular Wages	40177
Street Lights	45650
Subscription	43431
Support Groups	43290
Survey Srvs	42172
Telephone	42310
Temporary Employees	40120
Title Insurance	42860
Tower Rent	42970
Traffic Cntrl Repair/Maint Srv	43071
Traffic Signals	45610
Training and School Class	43460
Translating/Interpreting	42114
Transportation Study	42192
Travel Exp	42410
Travel Exp-Prisoner/Patient	42430
Uncompensated Care	42121
Unemployment Compensation	40240
User License Agreement	43472
Vehicle Allowance	40250
Victim Assistance-Restitution	43422
Vision Srvs	42181
WIA Summer Youth (State)	42198
Water-Beautification	42231
Water-Irrigation	42233
Water-Municipal	42232
Water-Office	42234
Witness Fee	42115
Workers' Comp Insurance	40241
Workforce Investment Act	42197
X-Ray Srvs	42181

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Award Purpose to Function

GENERAL REVENUE	00
CHARGE SRVS GEN GOVT	11
CHARGE SRVS PUB SAFETY	12
CHARGE SRVS HIGHWAYS	13
CHARGE SRVS SANITATION	14
CHARGE SRVS HEALTH	15
CHARGE SRVS WELFARE	16
CHARGE SRVS CULTURE	17
CHARGE SRVS EDUCATION	18
CHARGE SRVS CAP OUTLAY	19
OPERATING GENERAL GOVERNMENT	21
OPERATING PUBLIC SAFETY	22
OPERATING HIGHWAYS	23
OPERATING SANITATION	24
OPERATING HEALTH	25
OPERATING WELFARE	26
OPERATING CULTURE	27
OPERATING EDUCATION	28
Operating Education	28
OPERATING CAP OUTLAY	29
CAPITAL GENERAL GOVERNMENT	31
CAPITAL PUBLIC SAFETY	32
CAPITAL HIGHWAYS	33
CAPITAL SANITATION	34
CAPITAL HEALTH	35
CAPITAL WELFARE	36
CAPITAL CULTURE	37
CAPITAL EDUCATION	38
CAPITAL CAP OUTLAY	39
Machinery & Equipment	39

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Award Type to Revenue Object

Adult Probation	34013
Adult Probation 1	35190
Anti-Racketeering Forfeits	35200
Appropriation of Fund Balance Revenue	39910
Bond/Loan Proceeds	50030
County Equalization Assistance	33650
Federal	33100
Federal Pass Through	33100
Fill The Gap	35300
Interest on Investments	36010
Juvenile Probation	34014
Local School Districts	33030
Matching Funds	00
Misc Fees for Services	34049
Misc Revenue	39090
Private Source Contribution	39520
Public Enterprise Contribution	39510
Restitution	39060
Small Schools Local	33010
Small Schools State	33020
Spec Assessments Other	31030
State	33500
State Charter	33040