

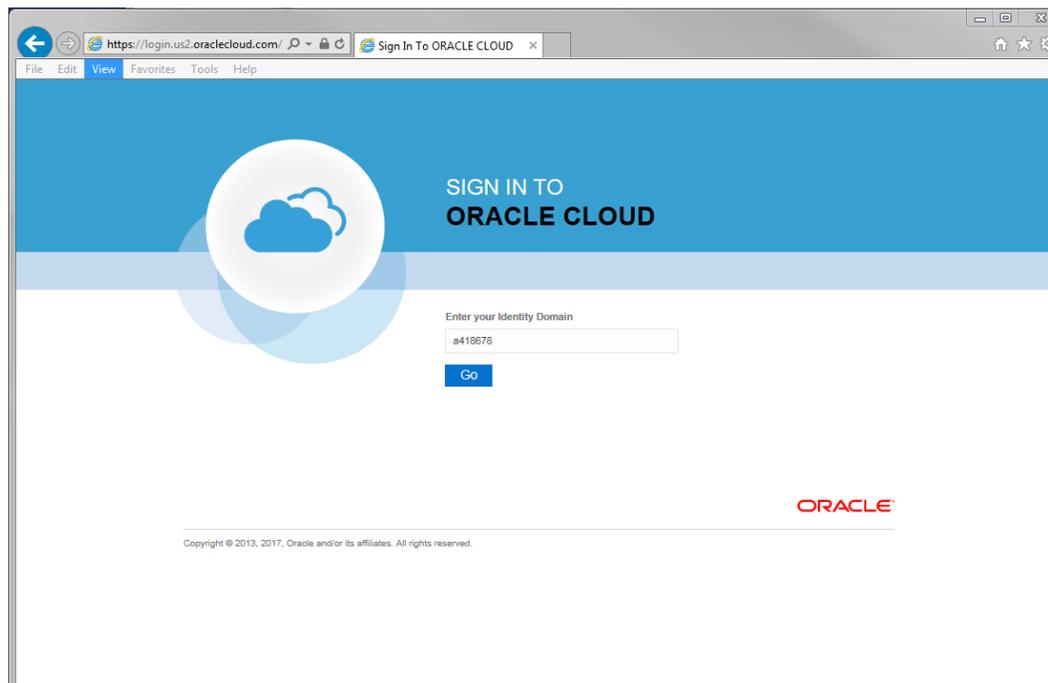


# YUMA COUNTY ADMINISTRATOR'S OFFICE OF MANAGEMENT AND BUDGET

FY19/20 - Line Item Report

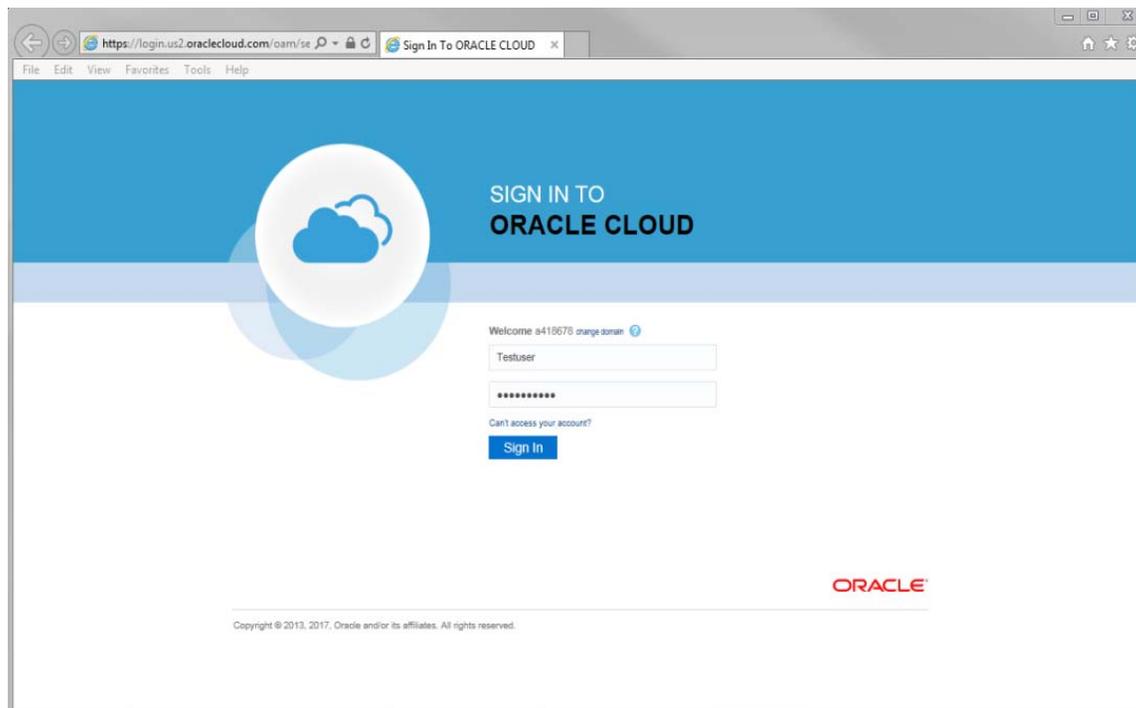
# ORACLE CLOUD SIGN - IN

- Open internet explorer or other web browser (Firefox, Chrome, or Safari)
- Enter the following url:  
<https://myservices.us.oraclecloud.com/mycloud/a418678/faces/dashboard.jspx>
- The following sign in screen will appear. Enter a418678 for the identity domain and click Go.



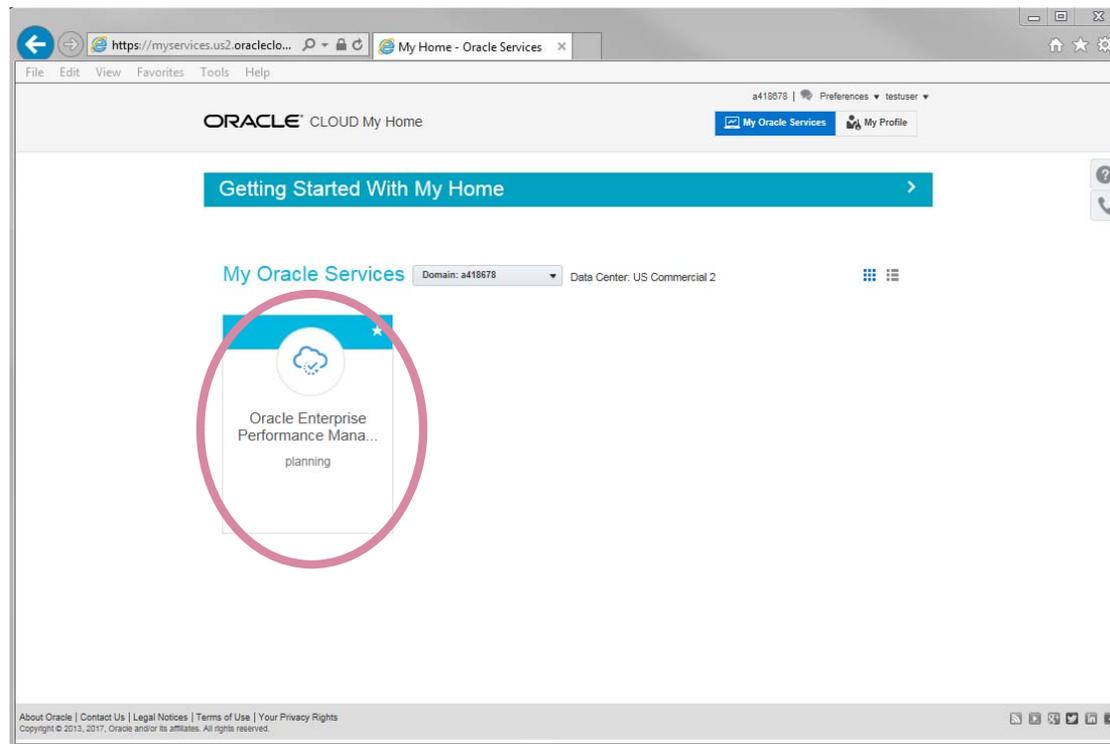
# ORACLE CLOUD SIGN - IN

- Next, the Sign-in screen will ask for credentials.
- Enter username and password then click sign in.
- To reset your password please contact the Office of Management and Budget



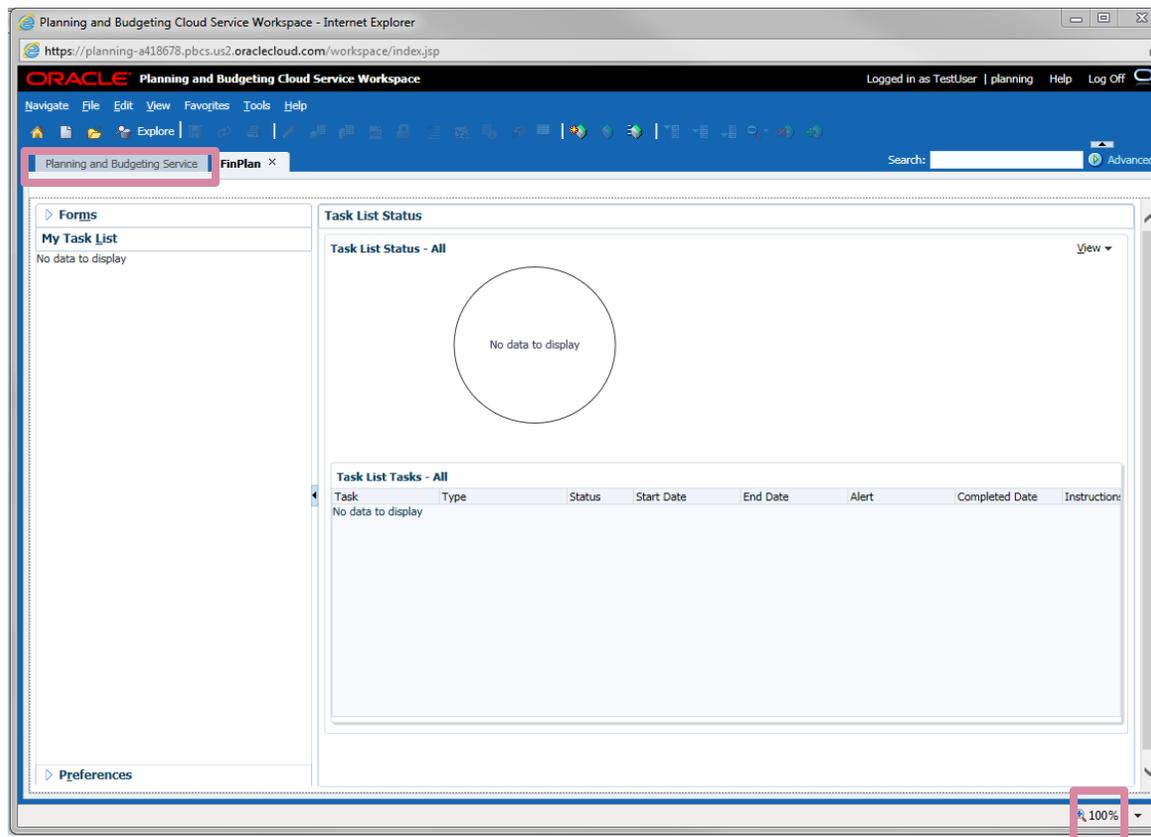
# ORACLE CLOUD SIGN - IN

- The Home screen will appear. Click the “Oracle Enterprise Performance Management” option.



# ORACLE CLOUD

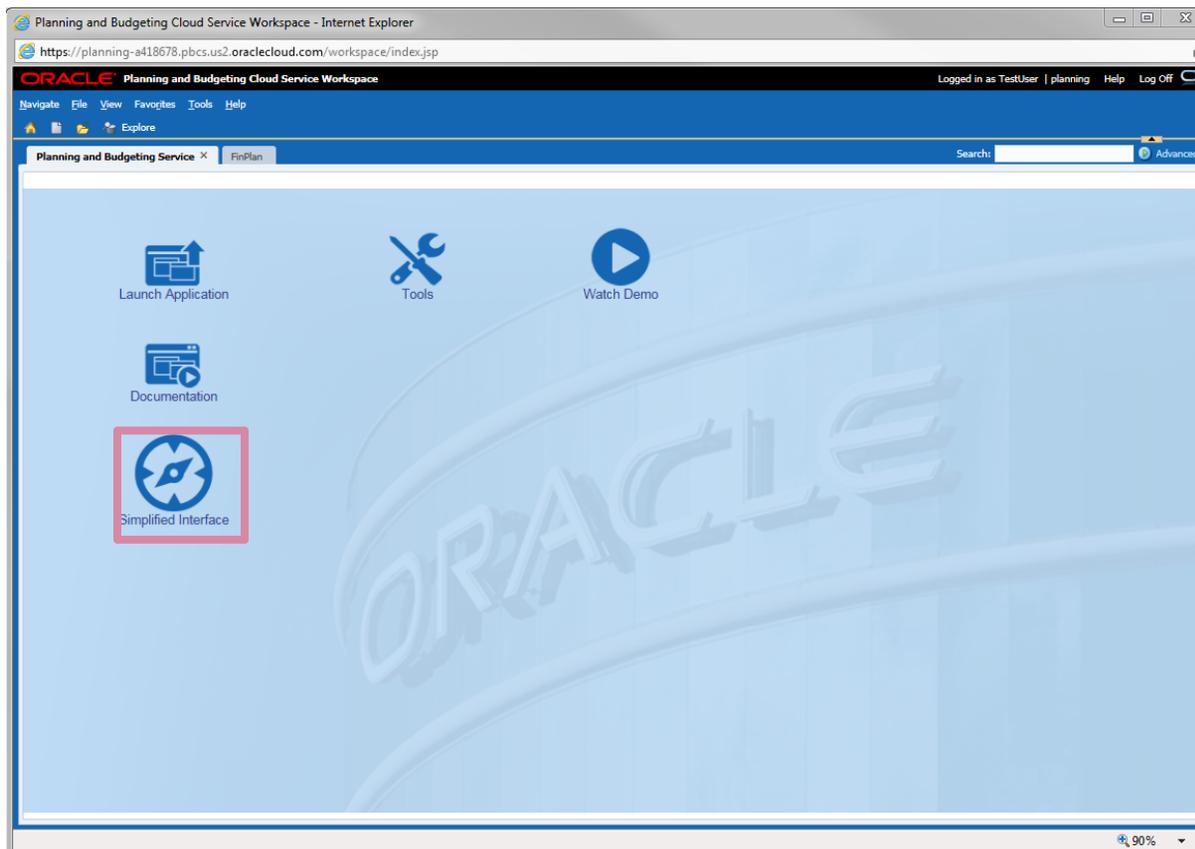
- The following screen will populate. It will automatically open to the FinPlan tab, click the Planning and Budgeting Service tab.



Please Note: For Internet Explorer, please click on the "100%" in the lower corner for the window and set the size down to 90% to view the screen.

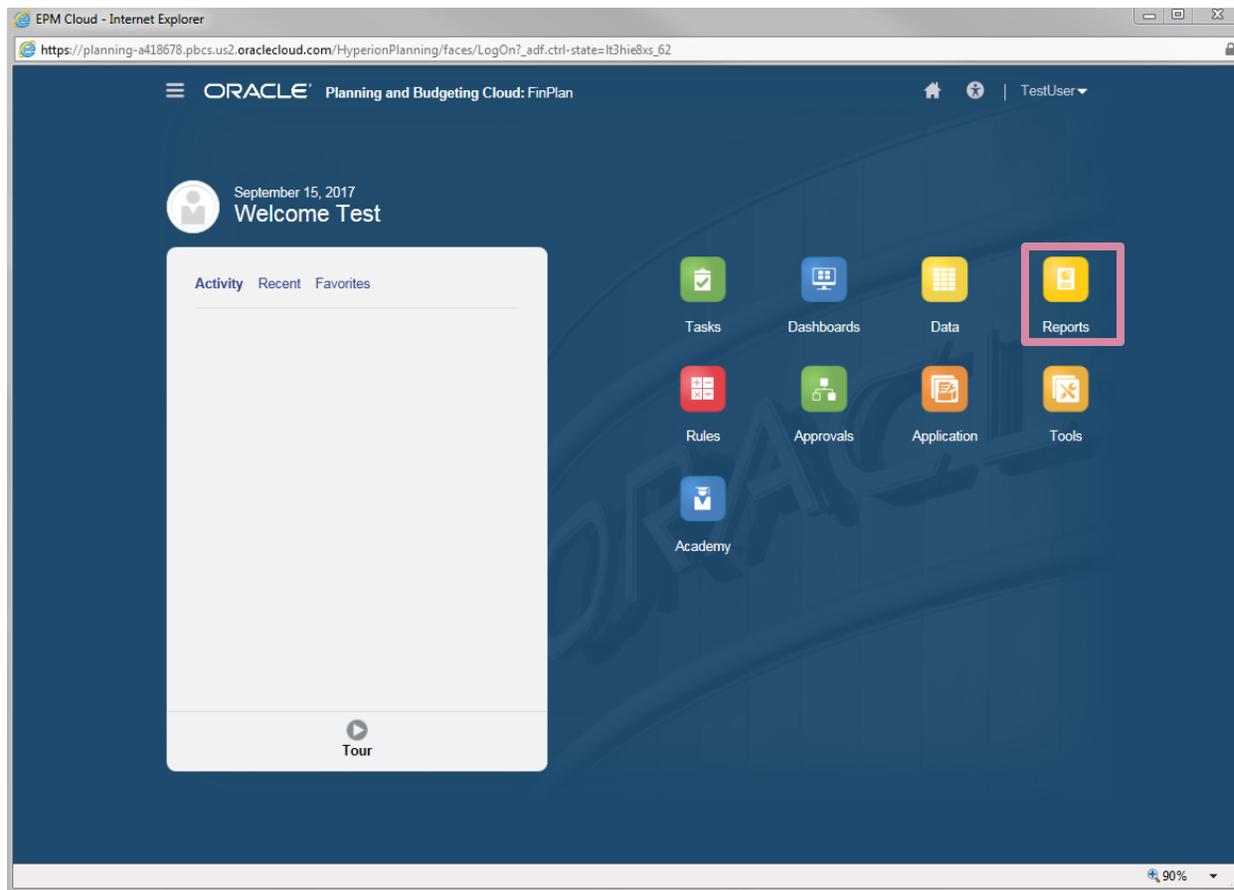
# ORACLE CLOUD

- The Planning and Budgeting Service screen will open. Click on the Simplified Interface option.



# ORACLE CLOUD - REPORTS

- The following screen will appear, select the Reports icon.



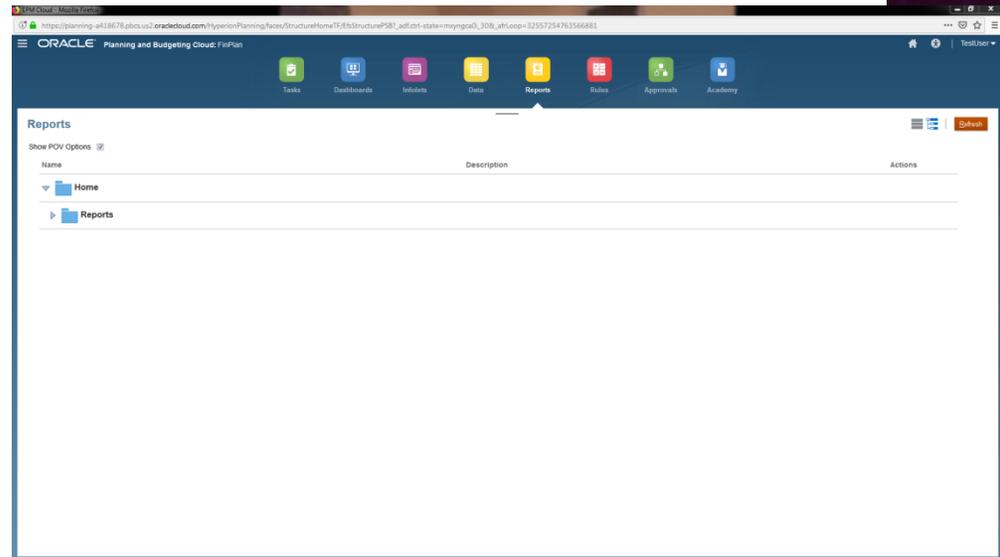
# ORACLE CLOUD - REPORTS

- The reports page will open. This page includes different reports available in oracle cloud.

- Line Item010319
- Multiple Entity

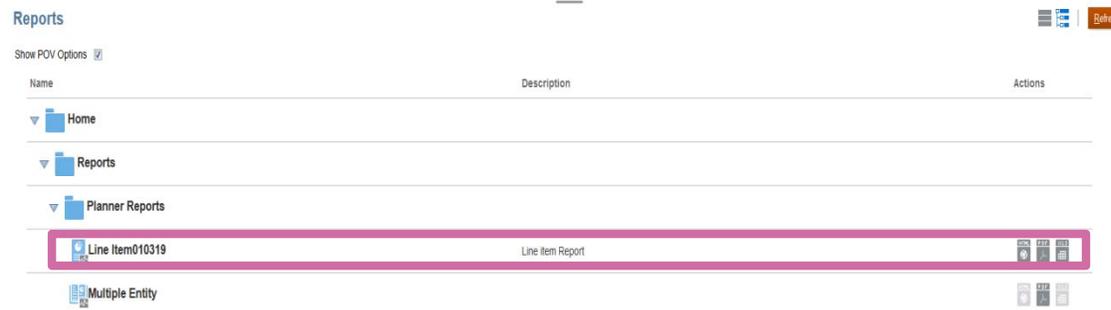
- Click Reports

- Planner Reports
  - Line Item010319



- The Line item report is available in 3 options:

- HTML
- PDF
- Excel

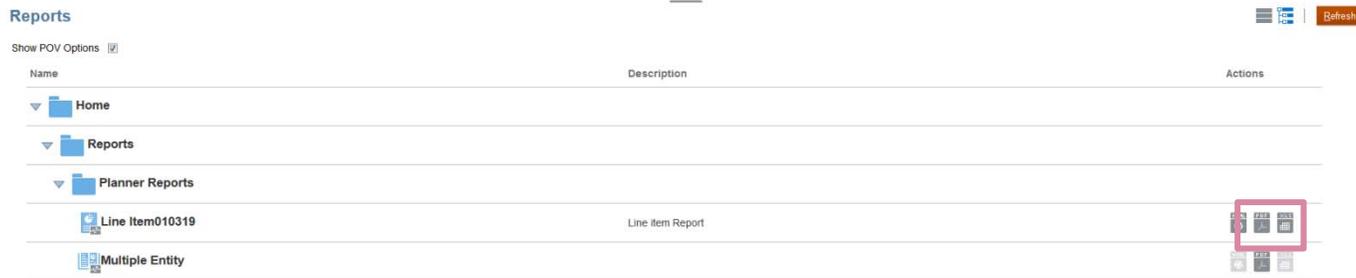


# ORACLE CLOUD - LINE ITEM REPORT

- The line item report will display in the same format as the line item PDF sent in previous years. (see the example below)

Line item Report											
3000 SUPERIOR COURT - ADULT PROBATION - 02228 ADULT PROBATION DRUG GRANT											
Adopted Budget											
FY2018 Budget											
02228 ADULT PROBATION DRUG GRANT											
Fund	Fct	Dept	Object Account	FY2015 Actual	FY2016 Actual	FY2017			FY2018		
						Budget	Actual	YE Estimate	Recommended	Adopted	Variance
02228	22	3000	33500 STATE GRANTS	16,416	19,865	22,579	12,990	22,579	19,308	19,308	0
02228	22	3000	33510 STATE GRANTS PRIOR YEAR	420	-	-	-	0	-	-	-
02228	00	3000	36010 INTEREST ON INVESTMENTS	40	15	4	11	15	15	15	0
02228	00	3000	39090 MISCELLANEOUS REVENUES	1	-	-	-	0	-	-	-
<b>Total Revenue</b>				<b>16,877</b>	<b>19,881</b>	<b>22,583</b>	<b>13,001</b>	<b>22,594</b>	<b>19,323</b>	<b>19,323</b>	<b>0</b>
02228	00	3000	39910 APPROPRIATION OF FUND BALANCE REVENUE	1,748	1,305	1,309	-	1,320	1,934	1,934	0
<b>Appropriated Revenue</b>				<b>1,748</b>	<b>1,305</b>	<b>1,309</b>	<b>-</b>	<b>1,320</b>	<b>1,934</b>	<b>1,934</b>	<b>0</b>
02228	02	3000	40110 REGULAR SALARIES AND WAGES	13,903	14,636	14,795	10,443	14,386	13,953	13,953	0
02228	02	3000	40170 COMPENSATION ADJUSTMENT	-	-	359	-	359	338	338	0
02228	02	3000	40210 SOCIAL SECURITY CONTRIBUTIONS	851	657	917	645	892	865	865	0
02228	02	3000	40211 MEDICARE CONTRIBUTIONS	199	153	215	151	209	202	202	0
02228	02	3000	40220 ARIZONA STATE RETIREMENT	1,509	1,296	1,698	1,199	1,651	1,605	1,605	0
02228	02	3000	40230 HEALTH INSURANCE (ER)	426	1,940	2,816	1,143	2,816	2,797	2,797	0
02228	02	3000	40231 EMPLOYEE ASSISTANCE PROGRAM	3	5	7	4	7	7	7	0
02228	02	3000	40233 LIFE INSURANCE (ER)	11	12	16	11	16	16	16	0
02228	02	3000	40241 WORKERS' COMPENSATION INSURANCE	310	223	287	202	276	123	123	0
02228	02	3000	40280 OTHER EMPLOYEE BENEFITS	110	943	1,368	-	1,368	0	0	0
<b>Total Personnel Expenditures</b>				<b>17,320</b>	<b>19,865</b>	<b>22,478</b>	<b>13,798</b>	<b>21,980</b>	<b>19,906</b>	<b>19,906</b>	<b>0</b>
02228	02	3000	46710 CONTINGENCY	-	-	1,414	-	0	1,351	1,351	0
<b>Total Contingency &amp; Reserves</b>				<b>-</b>	<b>-</b>	<b>1,414</b>	<b>-</b>	<b>0</b>	<b>1,351</b>	<b>1,351</b>	<b>0</b>
<b>Net</b>				<b>1,305</b>	<b>1,320</b>	<b>0</b>	<b>(796)</b>	<b>1,934</b>	<b>0</b>	<b>0</b>	<b>0</b>

# ORACLE CLOUD - REPORTS



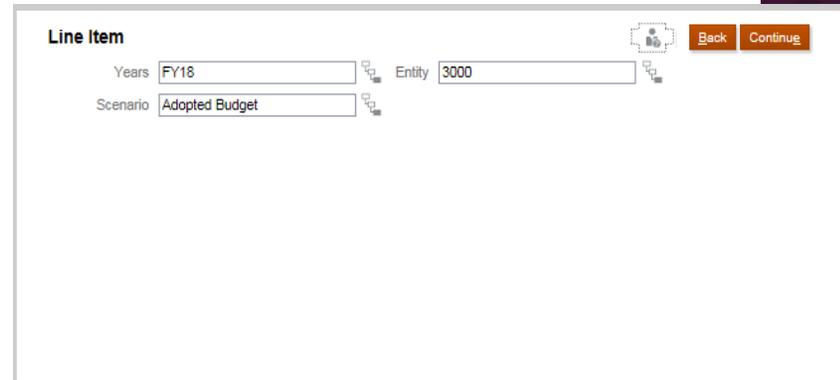
- To the right of the screen, select the PDF or the excel icon. The line item screen will populate.

The screenshot shows the 'Line Item' form. It has a title 'Line Item' at the top left. On the top right, there are 'Back' and 'Continue' buttons. The form contains three input fields:

- Years:
- Entity:
- Scenario:

# ORACLE CLOUD - REPORTS

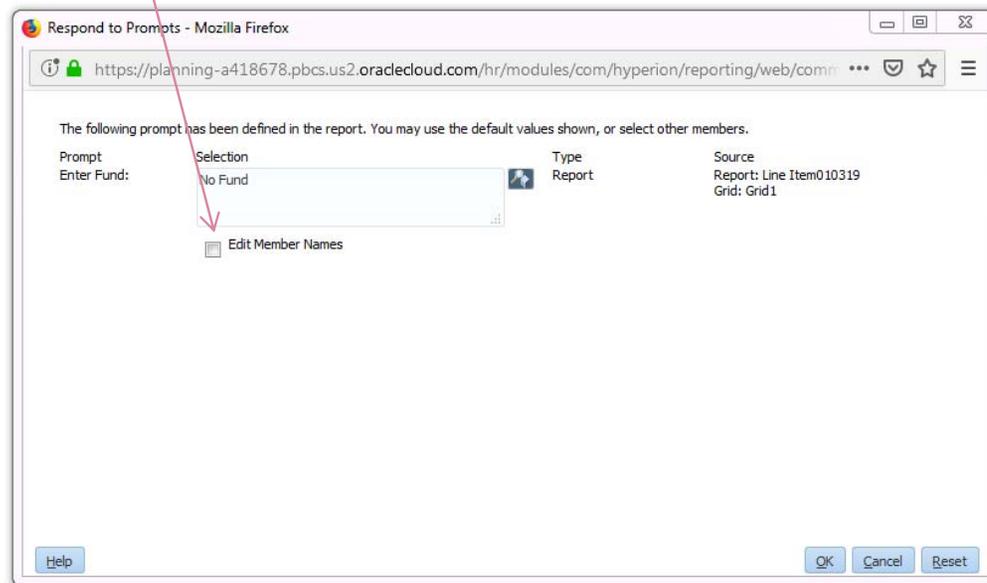
- ◉ Enter Information:
  - Years: select the Fiscal year you are working with.
  - Scenario: the stage of the budget process you are currently in.
  - Entity: department number.
- ◉ Then click continue



The screenshot shows a web form titled "Line Item". It contains three input fields: "Years" with the value "FY18", "Entity" with the value "3000", and "Scenario" with the value "Adopted Budget". Each input field has a small icon to its right. In the top right corner of the form, there are two buttons: "Back" and "Continue".

# ORACLE CLOUD - LINE ITEM REPORT

- The following screen will pop up
- Click the box next to “edit member names” to be able to type in the selection box



# ORACLE CLOUD - LINE ITEM REPORT

- The following screen will appear.
  - Please note: Funds entered should correspond to department number (entity) entered earlier in the report. For example, the funds (00100,02228,02229,02230) correspond to the department number 3000 (Adult Probation) entered.
- Manually type in the fund numbers.
  - Separate each fund with a comma
  - You can enter as many as needed

Respond to Prompts - Mozilla Firefox

https://planning-a418678.pbc.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/com...

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Fund:	00100, 02228, 02229, 02230, 02231, 02283, 02288, 02309, 02310, 02321, 02322, 02323, 02333, 02345	Report	Report: Line Item010319 Grid: Grid1

Edit Member Names

Help OK Cancel Reset

# ORACLE CLOUD - LINE ITEM REPORT (PDF)

- The PDF line item report will populate. For multiple funds continue to scroll down.
  - The options are to save it or print it.

Line Item Report  
3000 SUPERIOR COURT - ADULT PROBATION - 00100 GENERAL FUND  
Adopted Budget  
FY2018 Budget

00100 GENERAL FUND

Fund	Dept	Object Account	FY2018 Actual	FY2018 Actual	FY2018 Budget	FY2018 Actual	YE Balance	Recommended Budget	FY2018 Adopted Budget	Variance
00100	02	3040 AGENCY REIMBURSEMENTS	3,045	-	-	-	-	-	-	-
00100	13	35119 HOUSE ARREST FEES	7,840	2,851	7,840	3,823	3,177	3,241	3,241	-
00100	13	35122 WORK THROUGH FEES	8,219	10,818	11,195	4,797	3,984	3,595	3,595	-
00100	06	3000 MISCELLANEOUS REVENUE	50	-	-	-	-	-	-	-
00100	00	3000 MISCELLANEOUS REVENUE	151	103	-	30	74	27	27	-
<b>Total Revenue</b>			<b>17,314</b>	<b>13,872</b>	<b>18,935</b>	<b>8,690</b>	<b>8,738</b>	<b>8,833</b>	<b>8,833</b>	
00100	02	4010 REGULAR SALARIES AND WAGES	1,048,480	1,071,780	1,088,340	875,548	1,004,764	1,078,648	1,134,751	47,203
00100	02	4010 OVERTIME	-	-	-	23	-	-	-	-
00100	02	4010 HOLIDAY PAY	-	-	-	143	-	-	-	-
00100	02	4010 COMPENSATION ADJUSTMENT	-	-	-	28,877	-	27,554	27,554	-
00100	02	4010 SOCIAL SECURITY CONTRIBUTIONS	62,220	62,880	66,360	51,560	65,266	66,795	66,735	2,870
00100	02	4011 MEDICARE CONTRIBUTIONS	14,251	14,707	15,000	12,364	15,000	15,814	16,306	696
00100	02	4020 ARIZONA STATE RETIREMENT	81,887	89,713	98,311	43,724	58,211	62,202	67,713	5,504
00100	02	4020 CORRECTIONS OFFICERS RETIREMENT	82,868	110,047	121,000	102,354	121,000	145,308	145,308	-
00100	02	4020 HEALTH INSURANCE (ER)	135,104	156,014	164,151	122,824	164,151	177,078	164,837	7,258
00100	02	4021 EMPLOYEE ASSISTANCE PROGRAM	483	451	484	343	484	443	481	19
00100	02	4020 LIFE INSURANCE (ER)	1,060	1,114	1,121	964	1,121	1,096	1,181	51
00100	02	4024 WORKERS' COMPENSATION INSURANCE	15,025	14,309	14,233	11,820	14,233	8,740	8,776	34
00100	02	4028 OTHER EMPLOYEE BENEFITS	44,835	40,524	38,412	25,310	26,412	43,254	43,254	-
<b>Total Personal Expenses</b>			<b>1,487,889</b>	<b>1,633,822</b>	<b>1,673,862</b>	<b>1,286,916</b>	<b>1,482,228</b>	<b>1,688,298</b>	<b>1,688,298</b>	<b>94,749</b>
00100	02	4100 GENERAL CONSUMABLE SUPPLIES	15,251	25,128	15,000	13,164	10,820	12,500	10,820	-
00100	02	4101 OFFICE SUPPLIES	14,296	8,328	13,784	7,775	10,133	12,794	12,794	-
00100	02	4111 BOOKS & MANUALS	1,759	2,884	1,700	146	1,700	1,700	1,700	-
00100	02	4121 FOOD PREPARATION/COFFIN AND DINING SUPPLIES	300	-	-	-	-	-	-	-
00100	02	4124 LABORATORY SUPPLIES	349	123	-	350	-	-	-	-
00100	02	4126 FUEL, OIL AND LUBRICANTS	2,361	878	3,100	1,360	3,100	3,100	3,100	-
00100	02	4126 CLOTHING, UNDERWEAR AND SAFETY APPAREL	4713	18,847	18,810	7,794	18,810	3,718	3,718	-
00100	02	4126 PRINTING AND MICROFILMING	2,804	121	2,796	310	2,796	2,796	2,796	-
00100	02	4126 BUILDING SUPPLIES	-	-	-	250	250	-	-	-
00100	02	4126 PAINTING SUPPLIES	80	80	-	78	78	-	-	-
00100	02	4126 MOTOR VEHICLE/EQUIPMENT REPAIR SUPPLIES	-	1,280	-	-	-	-	-	-

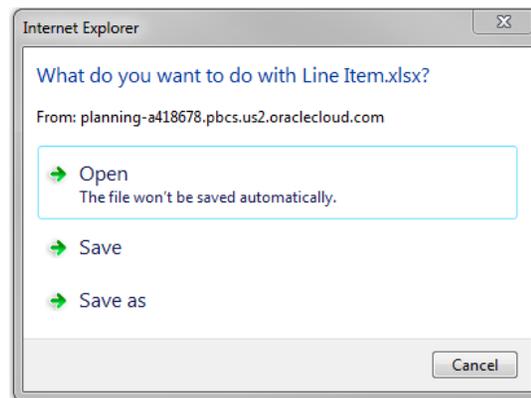






# ORACLE CLOUD - LINE ITEM REPORT (EXCEL)

- If the excel option was selected the following screen will open.
  - The options are to open, save or save as.



# ORACLE CLOUD - LINE ITEM REPORT (EXCEL)

- The excel line item report will populate. For multiple funds there will be an individual tab for each at the bottom of the workbook.
- You have the options to save it or print it.

Line Item Report  
3000 SUPERIOR COURT - ADULT PROBATION - 00100 GENERAL FUND  
Adopted Budget  
FY2018 Budget

Fund	Fct	Dept	Object Account	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2017 YE Estimate	Recommended Budget	FY2018 Adopted Budget	Variance	
0000	22	0000	33400 AGENCY REIMBURSEMENTS	3,045	-	-	-	-	-	-	
0000	12	0000	3510 HOUSE ARREST FEES	7,840	2,943	7,840	3,828	3,177	3,241	0	
0000	12	0000	3512 WORK-FULLCUSH FEES	6,219	10,916	10,916	4,737	3,582	3,565	2,565	
0000	00	0000	39050 VOID/STALE DATED REVENUE	51	-	-	-	-	-	-	
0000	00	0000	39090 MISCELLANEOUS REVENUES	152	152	-	26	26	27	27	
<b>Total Revenue</b>				<b>17,414</b>	<b>13,262</b>	<b>18,756</b>	<b>8,458</b>	<b>6,786</b>	<b>6,833</b>	<b>6,833</b>	
0000	02	0000	4000 GENERAL CONSUMABLE SUPPLIES	1,043,854	1,079,760	1,079,760	875,340	1,074,744	1,074,744	47,900	
0000	02	0000	4010 OVERTIME	-	-	-	20	-	-	-	
0000	02	0000	4060 HOLIDAY PAY	-	-	-	162	-	-	-	
0000	02	0000	4070 COMPENSATION ADJUSTMENT	-	-	28,977	-	27,554	27,554	-	
0000	02	0000	4020 SOCIAL SECURITY CONTRIBUTIONS	62,220	62,899	62,296	51,596	66,296	66,765	2,970	
0000	02	0000	4021 MEDICARE CONTRIBUTIONS	14,591	14,705	15,566	12,064	15,566	15,094	695	
0000	02	0000	4022 ARIZONA STATE RETIREMENT	61,607	59,742	56,215	43,738	56,215	52,200	9,712	
0000	02	0000	4023 CORRECTIONS OFFICERS RETIREMENT	82,869	105,047	120,038	102,294	120,038	105,386	14,652	
0000	02	0000	4023 HEALTH INSURANCE (EPF)	125,504	106,014	84,815	122,426	94,951	97,079	16,437	
0000	02	0000	4023 EMPLOYEE ASSISTANCE PROGRAM	440	450	464	340	464	442	18	
0000	02	0000	4023 LIFE INSURANCE (EPF)	1,560	1,111	1,111	864	1,111	1,099	11	
0000	02	0000	4024 WORKERS' COMPENSATION/INSURANCE	15,825	14,306	14,232	16,625	14,232	6,742	6,776	
0000	02	0000	4020 OTHER EMPLOYEE BENEFITS	44,325	43,521	20,415	20,415	43,564	43,564	-	
<b>Total Personnel Expenditures</b>				<b>1,467,293</b>	<b>1,523,529</b>	<b>1,573,692</b>	<b>1,256,016</b>	<b>1,482,228</b>	<b>1,593,295</b>	<b>1,659,826</b>	<b>64,741</b>
0000	02	0000	4100 GENERAL CONSUMABLE SUPPLIES	12,252	21,956	10,000	13,164	10,000	10,000	10,000	
0000	02	0000	4101 OFFICE SUPPLIES	14,296	6,335	12,764	7,775	10,132	12,764	12,764	
0000	02	0000	4102 BOOKS & MANUALS	1,539	2,880	1,700	149	1,700	1,700	1,700	
0000	02	0000	4103 FOOD PREPARATION/KITCHEN AND DINING SUPPLIES	308	-	-	-	-	-	-	
0000	02	0000	4104 LABORATORY SUPPLIES	349	123	-	356	-	-	-	
0000	03	0000	4105 FUEL, OIL, AND LUBRICANTS	2,343	974	2,100	1,589	2,100	2,100	2,100	
0000	02	0000	4106 CLOTHING, LAUNDRY, AND SAFETY APPAREL	4	15,837	10,100	7,395	10,100	3,790	3,790	

QUESTIONS?

