Oracle Cloud

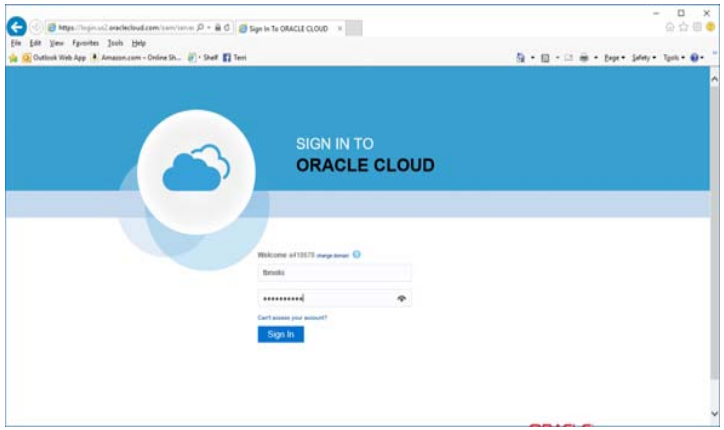
Oracle Cloud

*Open Internet Explorer or other web browser (Firefox, Chrome or Safari)

*Enter the following url: https://myservices.us2.oraclecloud.com/mycloud/a418678/faces/dashboard.jspx

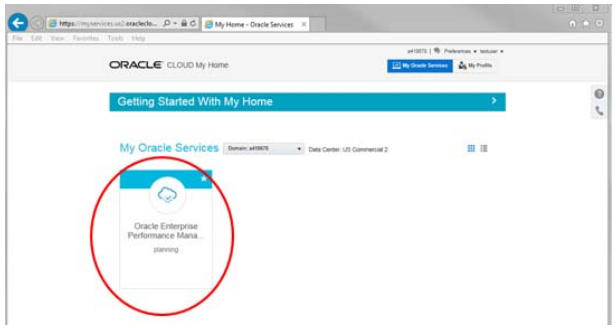
*Enter Username and Password and click *Sign In*

*To reset your password please contact the Office of Management and Budget

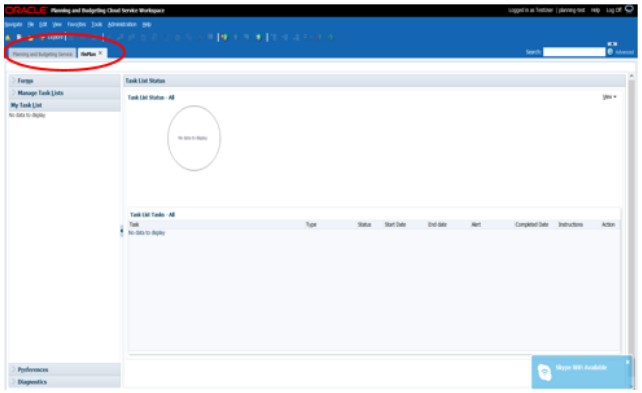


Login Steps – cont.

Select the environment to login into – Planning



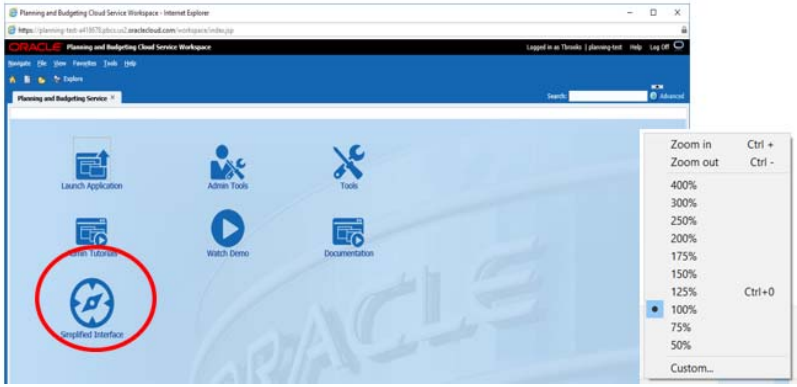
The following page will automatically open to FinPlan tab, change to the Planning and Budgeting Service tab



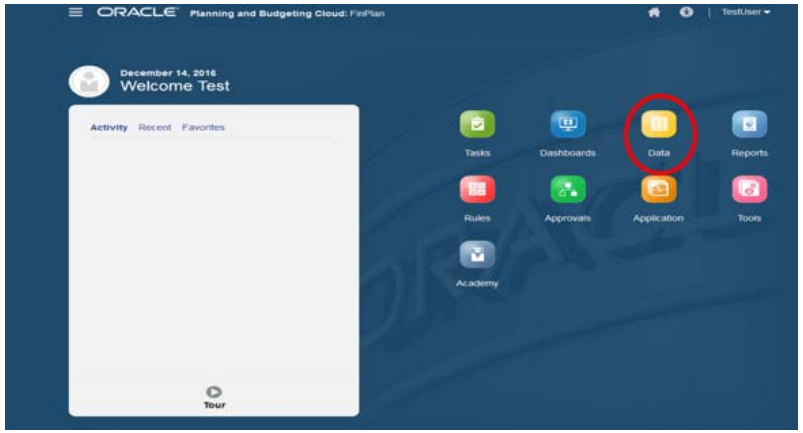
Login Steps – cont.

Click *Simplified Interface*

Please Note: If you are using Internet explorer, please click on the "100%" in the lower left corner of the window (see above), and from the popup set the size to 90%. This will make the appearance of the application better.



Select *Data* Icon.



Budget Data Entry

The *Data Entry* page will open, this page contains the folders and forms where data will be entered and reviewed.

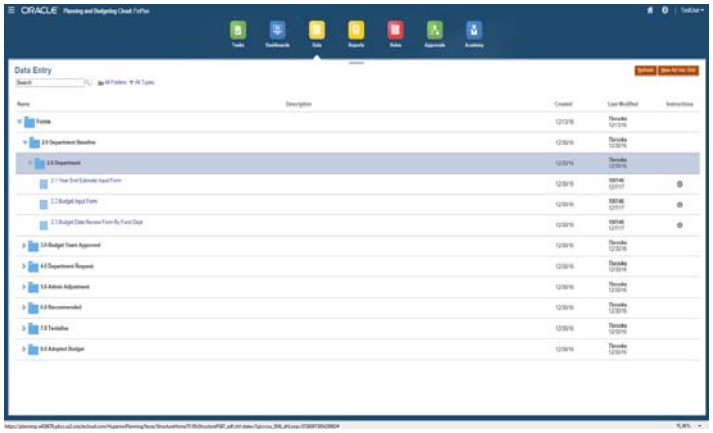
The two stages with department involvement are:

- Department Baseline
- Department Request

All other stages (folders) have a review form to view any changes made in that stage.

2.0 Department Baseline

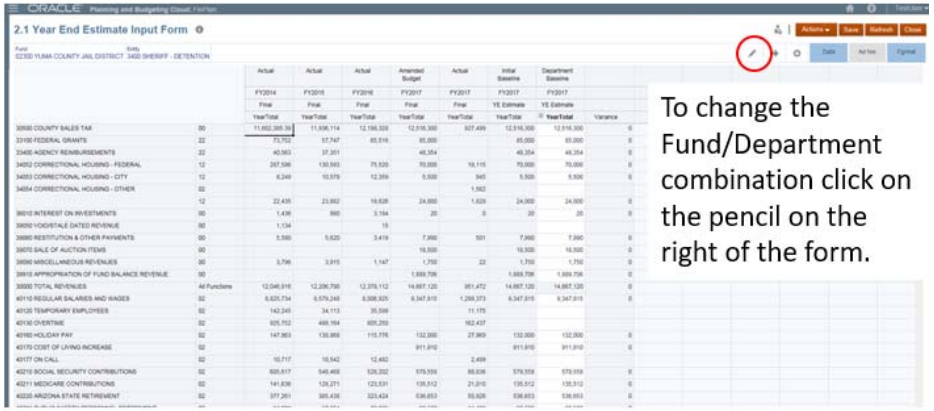
- Click the arrow next to 2.0 Department Baseline (stage) folder to open the folder.
- Click on the 2.0 department folder. The department baseline stage forms will be available.
- Click on the *2.1 Year End Estimate Input Form* link to open



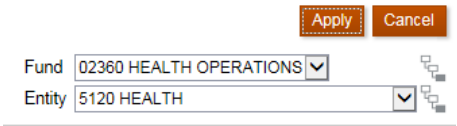
Please Note: Funds subject to the department baseline stage are: **General Fund, Jail District, Health District and Library District.** If your department has other funds, you will not be able to view/enter data for them in this stage.

2.1 Year End Estimate Input Form

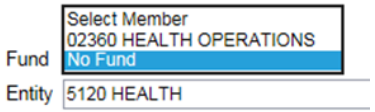
Current Year End Estimate will be edited (edit data and / or add rows).



- Select Fund / Department (Entity) to edit. (Example Fund/Entity combination that will be used is LG12 02360.5120)



- Click the dropdown to show fund list and select the fund (02360). Notice that in the dropdown list the 00100 fund is not listed. Since it is not listed then select the "No Fund" option.



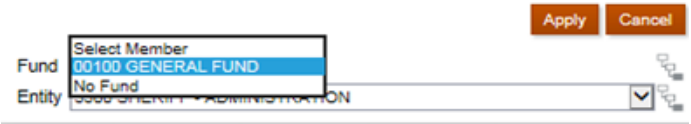
Slide 7

LG12 change to example? 02360.5120
Lucia Gomez, 11/5/2019

2.1 YE Est. Form – cont.

- Next, click the dropdown for Entity (Department) and select the department number (3300).

- If the "No Fund" option was selected before, return to the Fund dropdown. The fund should now be available. Select fund 00100 and click apply.



If the Fund/Department number is not in the dropdown menus, contact the Office of Management and Budget. Make sure the fund/department combination is valid.

The screen will return to the 2.1 Year End Estimate Input form.

2.1 YE Est. Form – cont.

The form is now ready to edit the data for the Department/Fund combination selected.

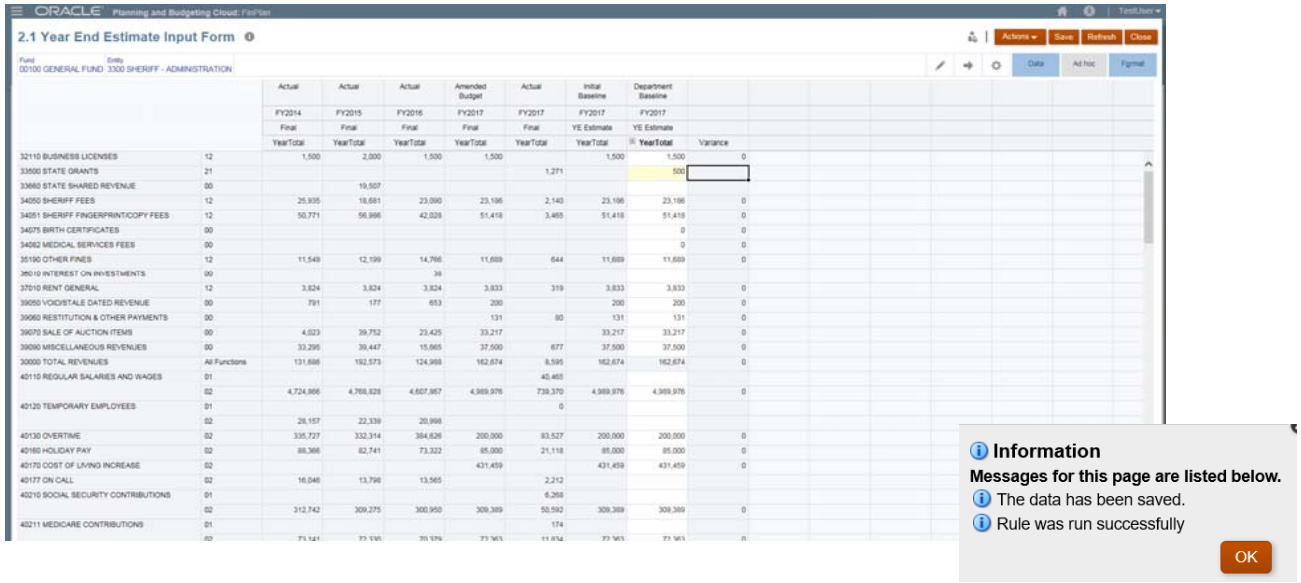
- The first 6 columns are grayed out, these values in the columns cannot be edited.
- In *Department Baseline* column, values can be edited. The Object Account/Function combinations values can be edited by clicking in the cells and changing the values.
- The eighth column is the variance (difference) between Department Baseline YE Estimate and Initial Baseline YE Estimate.

		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271		500	500
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	19,681	23,090	23,166	2,140	23,166	23,166	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	56,996	42,028	51,418	3,465	51,418	51,418	0
34075 BIRTH CERTIFICATES	00							0	0
34082 MEDICAL SERVICES FEES	00							0	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,689	644	11,689	11,689	0
36010 INTEREST ON INVESTMENTS	00			38					
37010 RENT GENERAL	12	3,824	3,824	3,824	3,833	319	3,833	3,833	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,686	192,573	124,988	162,674	8,595	162,674	163,174	500
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,866	4,768,828	4,607,867	4,989,976	739,370	4,989,976	4,989,976	0

2.1 YE Est. Form – cont.

Example to change data:

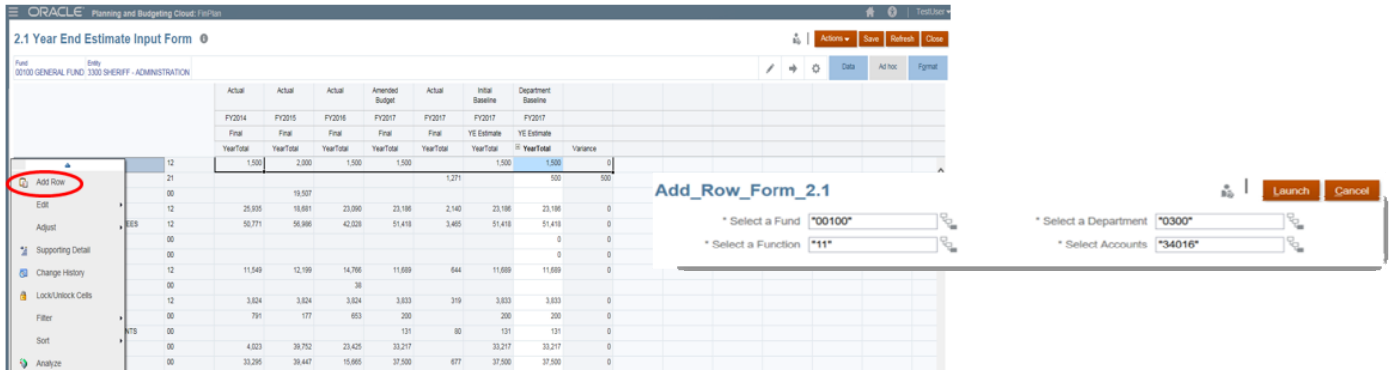
- In the second cell in seventh column, click the cell and type in a number even if there was a number there before (In this example a blank cell was changed to 500). Press enter.
- Notice that the cell with the new data is now Yellow however the subtotals at the bottom did not change.
- Click the "Save" button to commit the new data to the database.



- Click *OK*; the screen will go back to the form.

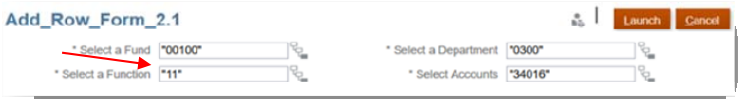
2.1 YE Est. Form – cont.

- New rows can be added for an object account/function combination not currently there.
  - To add, right click on a row in the form, to bring up the following menu.
- Select the *Add Row* option



2.1 YE Est. Form – cont.

- Have accounting information ready for input (Fund, Function, Department, Object Acct)
- Quotations **must** be used around text

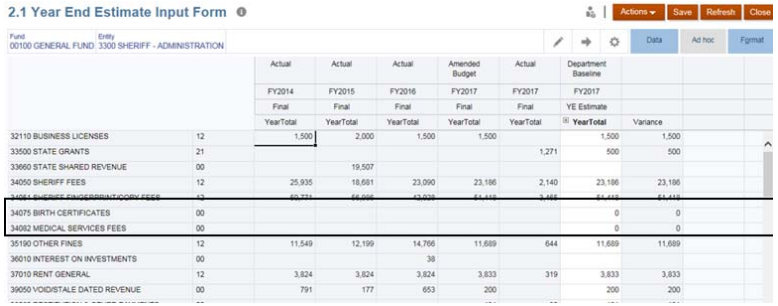


- Add multiple accounts type, separate by adding a comma between accounts (i.e. “34075”,“34082”).

- Click *Launch*

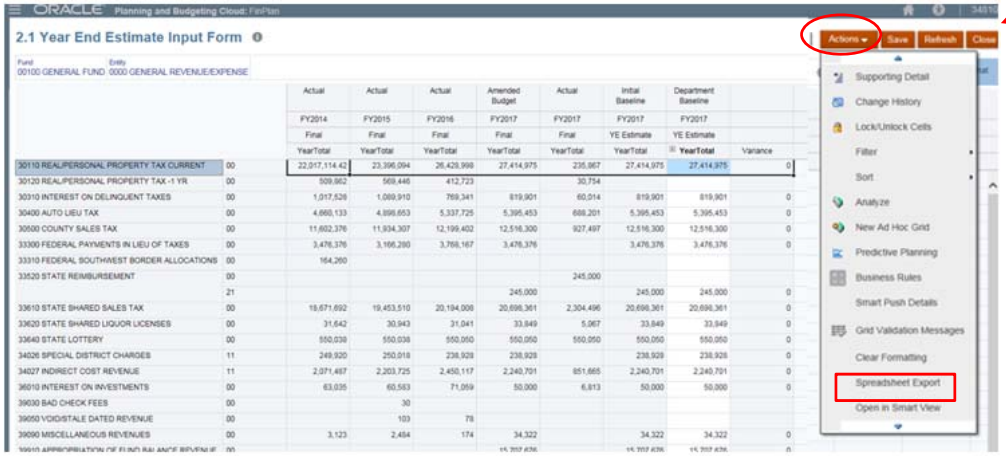
- New account/Function combination has been added.
- To delete a row, delete the zero in the row that was just added, click the Save button.

Save often!



Close the form when the changes have been completed.

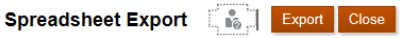
Export to Excel



Click *Actions*

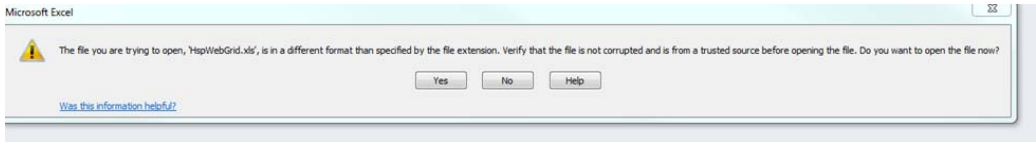
Scroll down the menu to find *Spreadsheet Export*

POP-UP Message: click *Export*



Click on the export button for spreadsheet export

POP-UP Message: Click *Open*



POP-UP: Click *Yes*

Export to Excel – cont.

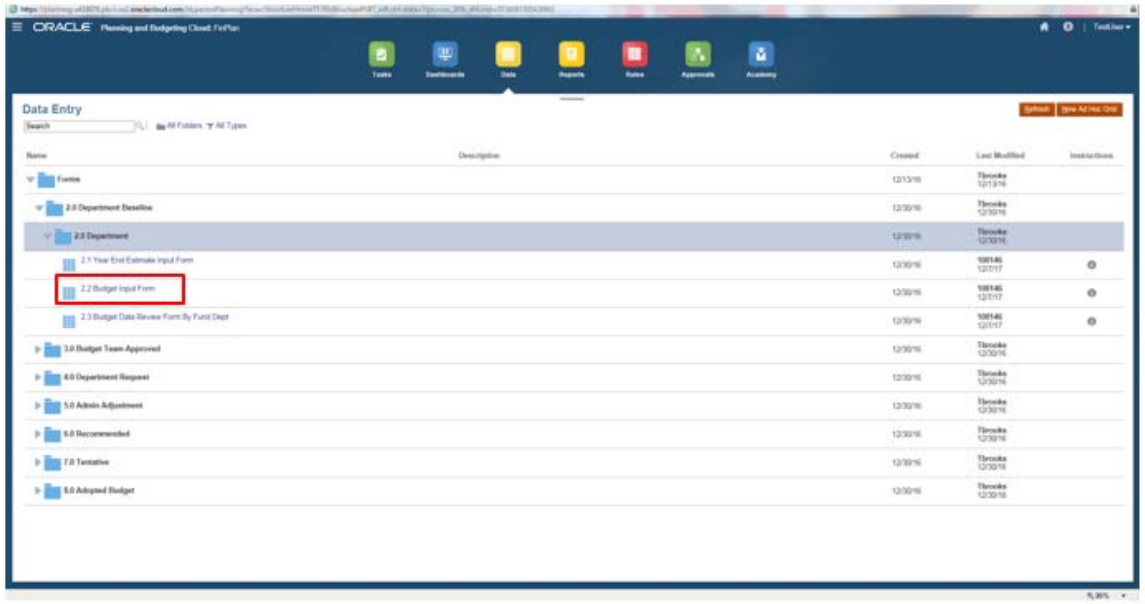
Here is an example of the export. (The screen may look slightly different based on the version of windows in each computer)

The spreadsheet can be saved and manipulated in the format that best fits each department.

00100 GENERAL FUND 0000 GENERAL REVENUE/EXPENSE No Transfer Fund No Budget Request

		Actual FY2014 Final YearTotal	Actual FY2015 Final YearTotal	Actual FY2016 Final YearTotal	Amended Budget FY2017 Final YearTotal	Actual FY2017 Final YearTotal	Initial Baseline FY2017 YE Estimate YearTotal	Department Baseline FY2017 YE Estimate Jul	Department Baseline FY2017 YE Estimate Aug
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22017114.42	23396094.06	26428997.56	27414975	235866.85	27414975	2284581.25	2284581.25
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509862.02	569446.18	412723.24		30753.63			
30310 INTEREST ON DELINQUENT TAXES	00	1017528.1	1089909.88	769341.15	819901	60013.58	819901	68325.08333	68325.08333
30400 AUTO LIEU TAX	00	4660132.66	4898653.1	5337725.43	5395453	688201.07	5395453	449621.0833	449621.0833
30500 COUNTY SALES TAX	00	11602376.35	11934307.29	12199402.4	12516300	927497.29	12516300	1043025	1043025
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3476376	3166280	3768167	3476376		3476376	289698	289698
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164259.78							
33520 STATE REIMBURSEMENT	00					245000			
33520 STATE REIMBURSEMENT	21				245000		245000	20416.66667	20416.66667
33610 STATE SHARED SALES TAX	00	18671691.94	19453510	20194007.55	20698361	2304495.76	20698361	1724863.417	1724863.417
33620 STATE SHARED LIQUOR LICENSES	00	31641.65	30942.66	31041.27	33849	5066.67	33849	2820.75	2820.75
33640 STATE LOTTERY	00	550038.46	550038.46	550050	550050	550050	550050	45837.5	45837.5
34026 SPECIAL DISTRICT CHARGES	11	249920	250018	238928	238928		238928	19910.66667	19910.66667
34027 INDIRECT COST REVENUE	11	2071487	2203725	2450117	2240701	851664.75	2240701	186725.0833	186725.0833
36010 INTEREST ON INVESTMENTS	00	63035.4	60582.61	71059.23	50000	6812.64	50000	4166.666667	4166.666667
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		102.61	77.6					
39090 MISCELLANEOUS REVENUES	00	3122.95	2484.11	174.18	34322		34322	2860.166667	2860.166667
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15707676		15707676	1308973	1308973
30000 TOTAL REVENUES	All Functions	65088586.73	67606123.96	72451811.61	89421892	5905422.24	89421892	7451824.333	7451824.333
42113 REPORTING AND TRANSCRIBING	00	643.4							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643.4				0			
55010 TRANSFERS IN	00	170.66	3945.47	162972					
55000 TOTAL TRANSFERS IN	All Functions	170.66	3945.47	162972					
56010 TRANSFERS OUT	00	7468006	8206344	8016076	9206107	2745686.75	9206107	767175.5833	767175.5833
56000 TOTAL TRANSFERS OUT	All Functions	7468006	8206344	8016076	9206107	2745686.75	9206107	767175.5833	767175.5833
Net Change in Fund Balance	All Functions	57620107.99	59403725.43	64598707.61	80215785	3159735.49	80215785	6684648.75	6684648.75

2.2 Budget Input Form



Please note: In this form <u>only</u> General Fund, Jail District, Health District, and Library District Fund/Dept combinations will appear. Entries for Revenue and Supplies and Services are allowed. Personnel accounts will be available in the Department request stage.

2.2 Budget Input Form – cont.

- Baseline budget can be edited
- Values in white cells can be edited
- Any changes made will highlight the cell in yellow until saved
- After saving, the subtotals will recalculate
- Payroll data is not available in this form

2.2 Budget Input Form

Actions | Save | Refresh | Close

Fund: 00100 GENERAL FUND | Entity: 0000 GENERAL REVENUE/EXPENSE

Data | Ad hoc | Format

		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2018	FY2018	
		Final	Final	Final	Final	Final	Working	Working	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509,862	569,446	412,723		30,754			
30310 INTEREST ON DELINQUENT TAXES	00	1,017,528	1,089,910	769,341	819,901	60,014	819,901	819,901	0
30400 AUTO LIEU TAX	00	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	00	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164,260							
33520 STATE REIMBURSEMENT	00					245,000			
	21				245,000		245,000	245,000	0
33610 STATE SHARED SALES TAX	00	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	00	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0
33640 STATE LOTTERY	00	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	11	249,920	250,018	238,928	238,928		238,928	238,928	0
34027 INDIRECT COST REVENUE	11	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	00	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		103	78					
39090 MISCELLANEOUS REVENUES	00	3,123	2,484	174	34,322		34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15,707,676		15,707,676	15,707,676	0
30000 TOTAL REVENUES	All Functions	65,088,587	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0
42113 REPORTING AND TRANSCRIBING	00	643							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643				0			
Total Baseline	All Functions	65,089,230	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0

2.2 Budget Input Form – cont.

- The Baseline Budget the total baseline *should not* increase.
- Subtotals will highlight red If there is a variance
- Variance column will show the difference from Department Baseline budget to Initial Baseline budget.

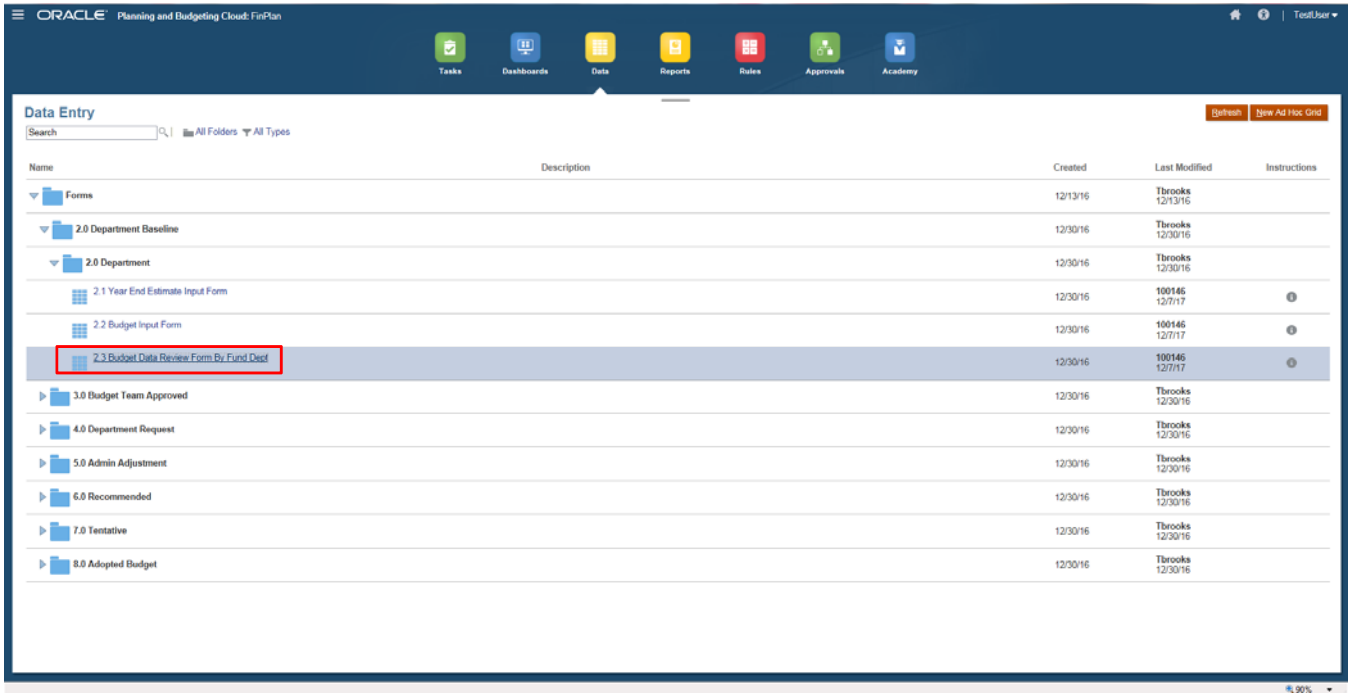
- To add a new Department / Fund combination row to the form, follow the same steps as in 2.1.
- This spreadsheet can also be exported.
- **Save often.**

2.2 Budget Input Form

Fund: 00100 GENERAL FUND Entity: 0000 GENERAL REVENUE/EXPENSE

		Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2018	FY2018	
		Final	Final	Final	Final	Final	Working	Working	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	00	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	00	509,862	569,446	412,723		30,754			
30310 INTEREST ON DELINQUENT TAXES	00	1,017,528	1,089,910	769,341	819,901	60,014	819,901	81,900	-738,001
30400 AUTO LIEU TAX	00	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	00	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	00	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	00	164,260							
33520 STATE REIMBURSEMENT	00					245,000			
	21				245,000		245,000	245,000	0
33610 STATE SHARED SALES TAX	00	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	00	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0
33640 STATE LOTTERY	00	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	11	249,920	250,018	238,928	238,928		238,928	238,928	0
34027 INDIRECT COST REVENUE	11	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	00	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0
39030 BAD CHECK FEES	00		30						
39050 VOID/STALE DATED REVENUE	00		103	78					
39090 MISCELLANEOUS REVENUES	00	3,123	2,484	174	34,322		34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE	00				15,707,676		15,707,676	15,707,676	0
30000 TOTAL REVENUES	All Functions	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
42113 REPORTING AND TRANSCRIBING	00	643							
42234 WATER-OFFICES	08					0			
40000 TOTAL SUPPLIES & SERVICES	All Functions	643				0			
Total Baseline	All Functions	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

2.3 Budget Data Review Form by Fund Dept



2.3 Budget Data Review Form by Fund Dept

- Review all of the entries by selecting fund/entity (department) combinations.
- Variance column (column 8) shows the difference between the Department Baseline and Initial Baseline Year End Estimates.
- Variance column (column 11) shows the difference between Department Baseline and Initial Baseline Budgets. **Please note:** This variance should be 0.

2.30 Budget Data Review Form ...

Actions | Save | Refresh | Close

Function: All Functions | Fund: 00100 GENERAL FUND | Entity: 0000 GENERAL REVENUE/EXPENSE

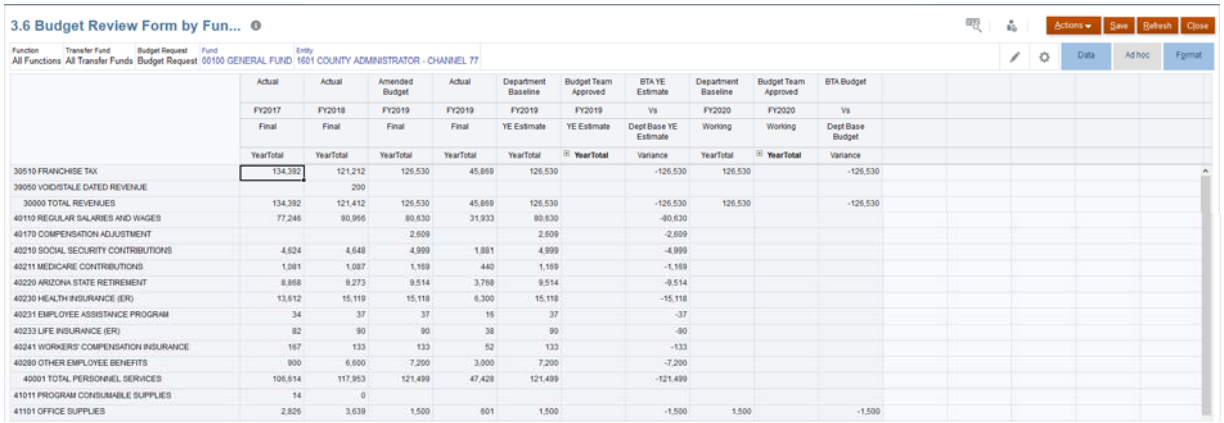
Data | Ad hoc | Format

	Actual	Actual	Actual	Amended Budget	Actual	Initial Baseline	Department Baseline	Dep Base YE Estimate	Initial Baseline	Department Baseline	Dept Base Budget
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Initial Base YE Estimate	Working	Working	Inital Base Budget
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Formula Label	YearTotal	YearTotal	Variance
30110 REAL/PERSONAL PROPERTY TAX CURRENT	22,017,114.42	23,396,094	26,428,998	27,414,975	235,867	27,414,975	27,414,975	0	27,414,975	27,414,975	0
30120 REAL/PERSONAL PROPERTY TAX -1 YR	509,862	569,446	412,723		30,754						
30310 INTEREST ON DELINQUENT TAXES	1,017,528	1,089,910	769,341	819,901	60,014	819,901	819,901	0	819,901	819,901	0
30400 AUTO LIEU TAX	4,660,133	4,898,653	5,337,725	5,395,453	688,201	5,395,453	5,395,453	0	5,395,453	5,395,453	0
30500 COUNTY SALES TAX	11,602,376	11,934,307	12,199,402	12,516,300	927,497	12,516,300	12,516,300	0	12,516,300	12,516,300	0
33300 FEDERAL PAYMENTS IN LIEU OF TAXES	3,476,376	3,166,280	3,768,167	3,476,376		3,476,376	3,476,376	0	3,476,376	3,476,376	0
33310 FEDERAL SOUTHWEST BORDER ALLOCATIONS	164,260										
33520 STATE REIMBURSEMENT				245,000	245,000	245,000	245,000	0	245,000	245,000	0
33610 STATE SHARED SALES TAX	18,671,692	19,453,510	20,194,008	20,698,361	2,304,496	20,698,361	20,698,361	0	20,698,361	20,698,361	0
33620 STATE SHARED LIQUOR LICENSES	31,642	30,943	31,041	33,849	5,067	33,849	33,849	0	33,849	33,849	0
33640 STATE LOTTERY	550,038	550,038	550,050	550,050	550,050	550,050	550,050	0	550,050	550,050	0
34026 SPECIAL DISTRICT CHARGES	249,920	250,018	238,928	238,928		238,928	238,928	0	238,928	238,928	0
34027 INDIRECT COST REVENUE	2,071,487	2,203,725	2,450,117	2,240,701	851,665	2,240,701	2,240,701	0	2,240,701	2,240,701	0
36010 INTEREST ON INVESTMENTS	63,035	60,583	71,059	50,000	6,813	50,000	50,000	0	50,000	50,000	0
39030 BAD CHECK FEES		30									
39050 VOID/STALE DATED REVENUE		103	78								
39090 MISCELLANEOUS REVENUES	3,123	2,484	174	34,322		34,322	34,322	0	34,322	34,322	0
39910 APPROPRIATION OF FUND BALANCE REVENUE				15,707,676		15,707,676	15,707,676	0	15,707,676	15,707,676	0
30000 TOTAL REVENUES	65,088,587	67,606,124	72,451,812	89,421,892	5,905,422	89,421,892	89,421,892	0	89,421,892	89,421,892	0

This completes the Department Baseline phase.

3.0 Budget Team Approved

- This stage is open to OMB only.
- There is a **3.6 Budget Review Form by Fund Dept** available to departments.
- This review form is to view any changes done in the BRT stage compared to the Department Baseline stage.



3.6 Budget Review Form by Fun...

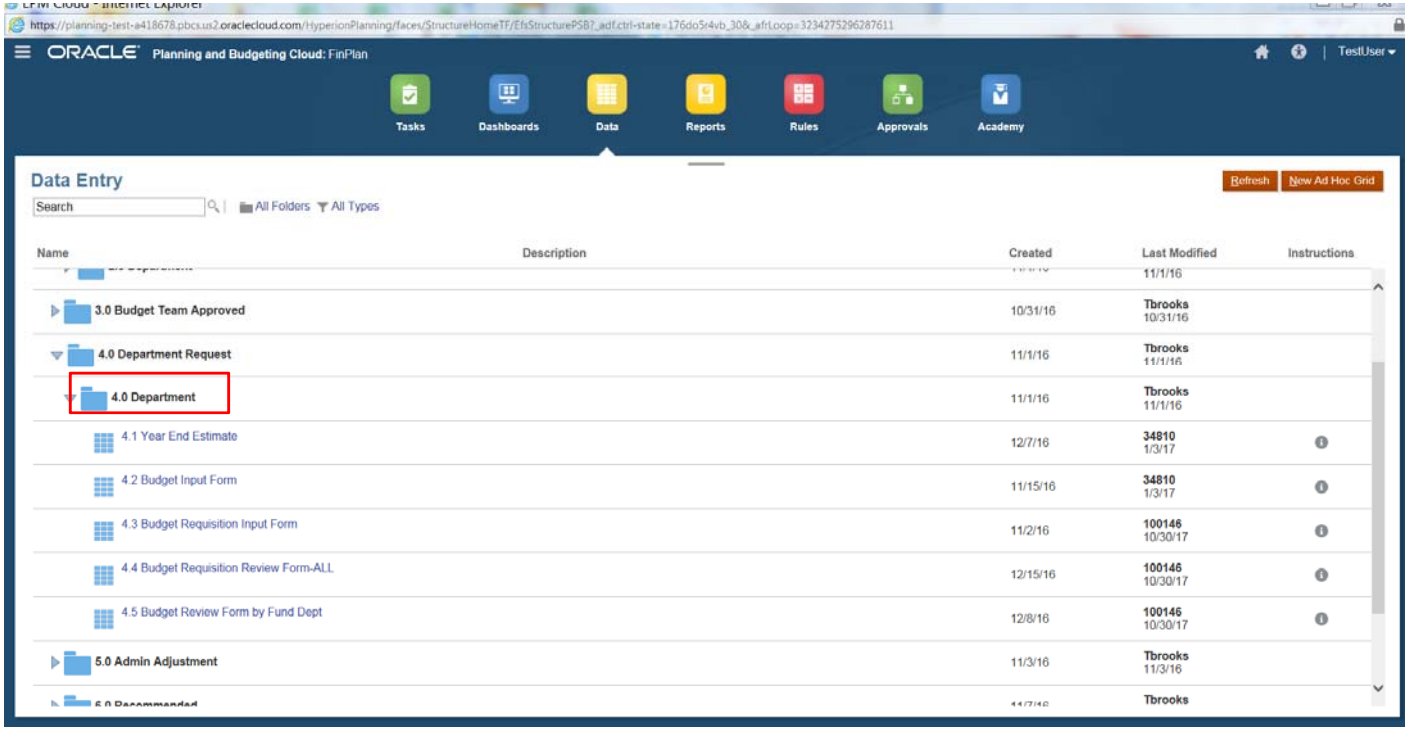
Actions | Save | Refresh | Close

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 1601 COUNTY ADMINISTRATOR - CHANNEL 77

Data | Ad hoc | Format

	Actual	Actual	Amended Budget	Actual	Department Baseline	Budget Team Approved	BTA YE Estimate	Department Baseline	Budget Team Approved	BTA Budget
	FY2017	FY2018	FY2019	FY2019	FY2019	FY2019	Vs	FY2020	FY2020	Vs
	Final	Final	Final	Final	YE Estimate	YE Estimate	Dept Base YE Estimate	Working	Working	Dept Base Budget
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance
30510 FRANCHISE TAX	134,392	121,212	126,530	45,869	126,530		-126,530	126,530		-126,530
39050 VOIDISTALE DATED REVENUE		200								
30000 TOTAL REVENUES	134,392	121,412	126,530	45,869	126,530		-126,530	126,530		-126,530
40110 REGULAR SALARIES AND WAGES	77,246	80,966	80,630	31,933	80,630		-80,630			
40170 COMPENSATION ADJUSTMENT			2,609		2,609		-2,609			
40210 SOCIAL SECURITY CONTRIBUTIONS	4,624	4,648	4,999	1,881	4,999		-4,999			
40211 MEDICARE CONTRIBUTIONS	1,081	1,087	1,169	440	1,169		-1,169			
40220 ARIZONA STATE RETIREMENT	8,868	9,273	9,514	3,768	9,514		-9,514			
40230 HEALTH INSURANCE (ER)	13,612	15,119	15,118	6,300	15,118		-15,118			
40231 EMPLOYEE ASSISTANCE PROGRAM	34	37	37	16	37		-37			
40233 LIFE INSURANCE (ER)	82	90	90	38	90		-90			
40241 WORKERS' COMPENSATION INSURANCE	167	133	133	52	133		-133			
40280 OTHER EMPLOYEE BENEFITS	900	6,600	7,200	3,000	7,200		-7,200			
40001 TOTAL PERSONNEL SERVICES	106,614	117,953	121,499	47,428	121,499		-121,499			
41011 PROGRAM CONSUMABLE SUPPLIES	14	0								
41101 OFFICE SUPPLIES	2,826	3,639	1,500	601	1,500		-1,500	1,500		-1,500

4.0 Department Request

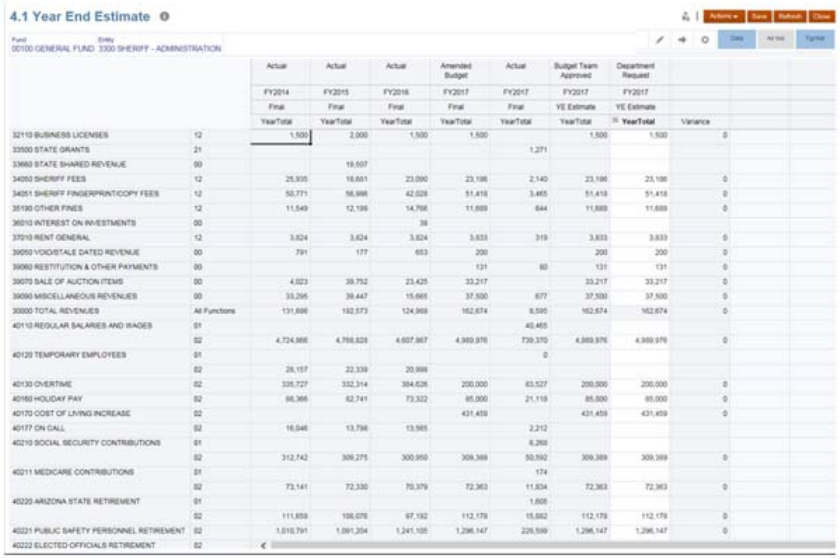


4.1 Year End Estimate

Form similar to Year End Estimate form in the Dept. Baseline phase

- Add a Department/Fund combination row – Special Revenue & General Fund if needed using steps from 2.0 Dept. Baseline

- Enter your Special Revenue YE estimates
- Make adjustments to General Fund if needed
- The **Appropriation of Fund Balance (39910)** amounts will be entered by Office of Management and Budget
- Save, export, and close form



4.1 Year End Estimate

Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION

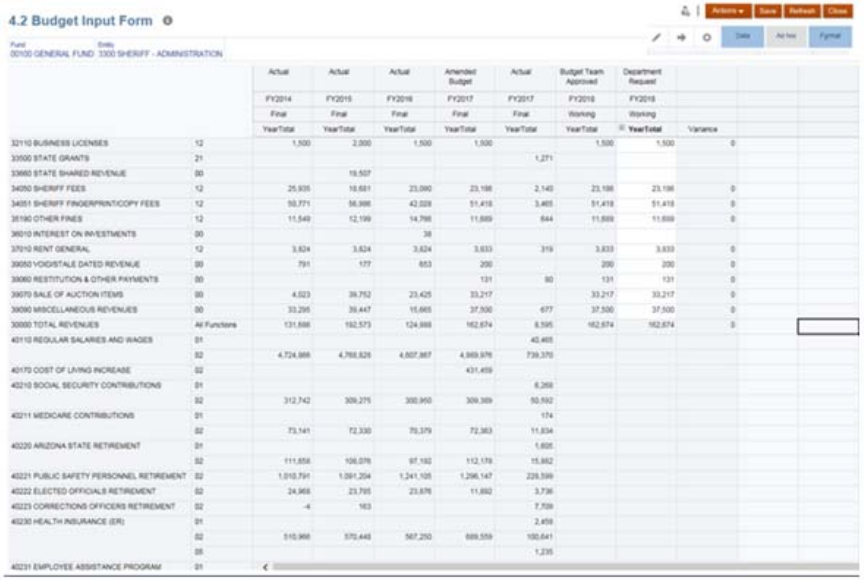
		Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	
		FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	
		Final	Final	Final	Final	Final	YE Estimate	YE Estimate	
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance
32110 BUSINESS LICENSES	12	1,500	2,000	1,500	1,500		1,500	1,500	0
33500 STATE GRANTS	21					1,271			
33660 STATE SHARED REVENUE	00		19,507						
34050 SHERIFF FEES	12	25,935	18,661	23,090	23,196	2,140	23,196	23,196	0
34051 SHERIFF FINGERPRINT/COPY FEES	12	50,771	58,998	42,028	51,418	3,465	51,418	51,418	0
35190 OTHER FINES	12	11,549	12,199	14,766	11,669	644	11,669	11,669	0
36010 INTEREST ON INVESTMENTS	00			39					
37010 RENT GENERAL	12	3,624	3,624	3,624	3,633	319	3,633	3,633	0
39050 VOID/STALE DATED REVENUE	00	791	177	653	200		200	200	0
39060 RESTITUTION & OTHER PAYMENTS	00				131	80	131	131	0
39070 SALE OF AUCTION ITEMS	00	4,023	39,752	23,425	33,217		33,217	33,217	0
39090 MISCELLANEOUS REVENUES	00	33,295	39,447	15,665	37,500	677	37,500	37,500	0
30000 TOTAL REVENUES	All Functions	131,696	192,573	124,969	162,674	8,595	162,674	162,674	0
40110 REGULAR SALARIES AND WAGES	01					40,465			
	02	4,724,966	4,799,828	4,607,867	4,969,976	739,370	4,969,976	4,969,976	0
40120 TEMPORARY EMPLOYEES	01					0			
	02	29,157	22,339	20,998					
40130 OVERTIME	02	335,727	332,314	364,626	200,000	63,527	200,000	200,000	0
40160 HOLIDAY PAY	02	66,366	62,741	73,322	85,000	21,118	85,000	85,000	0
40170 COST OF LIVING INCREASE	02				431,459		431,459	431,459	0
40177 ON CALL	02	16,046	13,796	13,965		2,212			
40210 SOCIAL SECURITY CONTRIBUTIONS	01					6,268			
	02	312,742	309,275	300,950	309,389	50,592	309,389	309,389	0
40211 MEDICARE CONTRIBUTIONS	01					174			
	02	73,141	72,330	70,379	72,363	11,834	72,363	72,363	0
40220 ARIZONA STATE RETIREMENT	01					1,605			
	02	111,659	106,076	97,192	112,179	15,882	112,179	112,179	0
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	02	1,010,791	1,091,204	1,241,105	1,296,147	225,599	1,296,147	1,296,147	0
40222 ELECTED OFFICIALS RETIREMENT	02								

4.2 Budget Input Form

Form similar to Year End Estimate form in the Dept. Baseline phase

- Add a Department/Fund combination row – Special Revenue & General Fund if needed using steps from 2.0 Dept. Baseline
- Baseline budget total should not increase.
- Subtotals will highlight red If there is a variance
- Variance column will show the difference from Department Baseline budget to Initial Baseline budget.
- Save data and close

Please note: All funds/dept combinations are available in this stage. Personnel is grayed out because OMB will enter Personnel for all funds for the new budget except for other **existing** personnel budget amount (overtime, etc.).



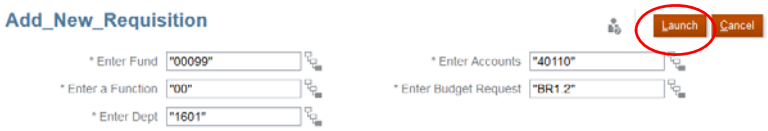
4.3 Budget Request Input Form

This form is used to request and submit budget request amounts

Please Note: This form will display your budget requests as you enter them. This form will also be available after the approval process. Departments can view their requests and approval status.

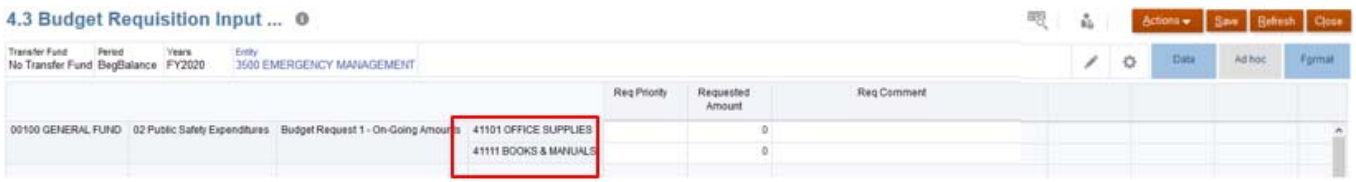
- To add a new requisition right click on a row and select *"Add New Req"* from the popup menu which opens the following screen.
- Enter the Fund, Department (make sure it is a valid combination), Function, and Account (use a comma to separated account list).
- Budget Request number doesn't identify priority
- Enter requests in chronological order
  - BR1, BR2, etc.
    - .1 = one time amounts
    - .2 = on going amounts
      - BR1.2 is the first request entered that is an on-going amount

4.3 Budget Request Input Form – cont.

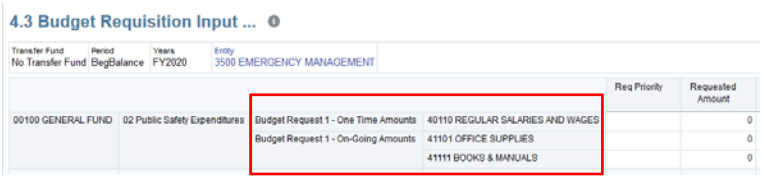


- Click Launch

- Example of one request with two accounts:



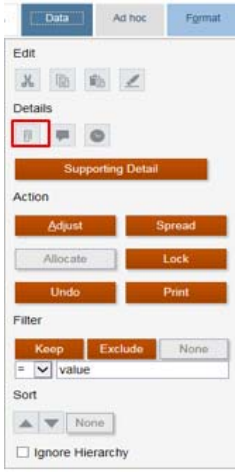
- Add One-Time or On-Going request to same BR request:
  - Enter same BR number, i.e., BR1
  - Enter .1 or .2 depending on:
    - .1 = one time amounts
    - .2 = on going amounts



4.3 Budget Request Input Form – cont.

- Enter priority number, edit the amounts on the forms for one time and on going budget expense, and type a comment for the requisitions, and save the form.

- Click on a data cell within the "Requested Amount" column, and click data to bring up the following menu.



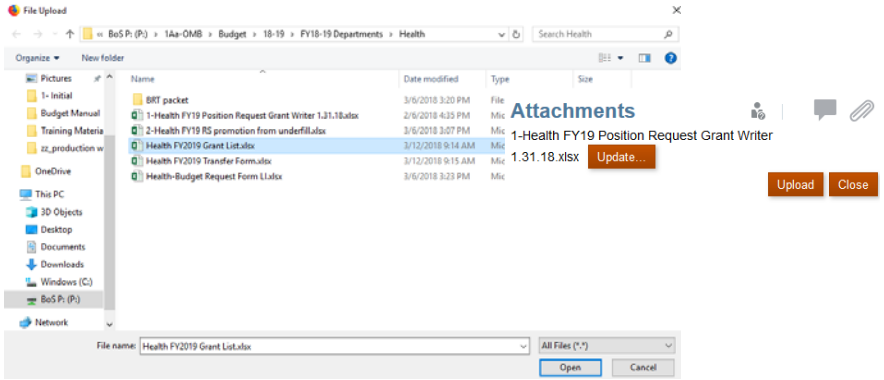
- Select the (attachments) option under Details to open the next screen.

Please note: Each attachment that will need a unique file name to upload required supporting documentation.

4.3 Budget Request Input Form – cont.

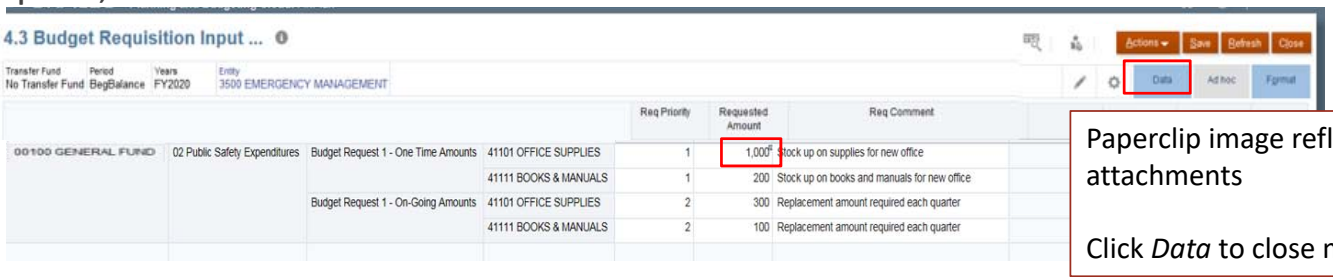
- Click *Browse* to open file explorer window

- Find budget request supporting documentation; click *Open*



Click Update or Upload

- Repeat steps to upload all required supporting documents for each request; click *Close*

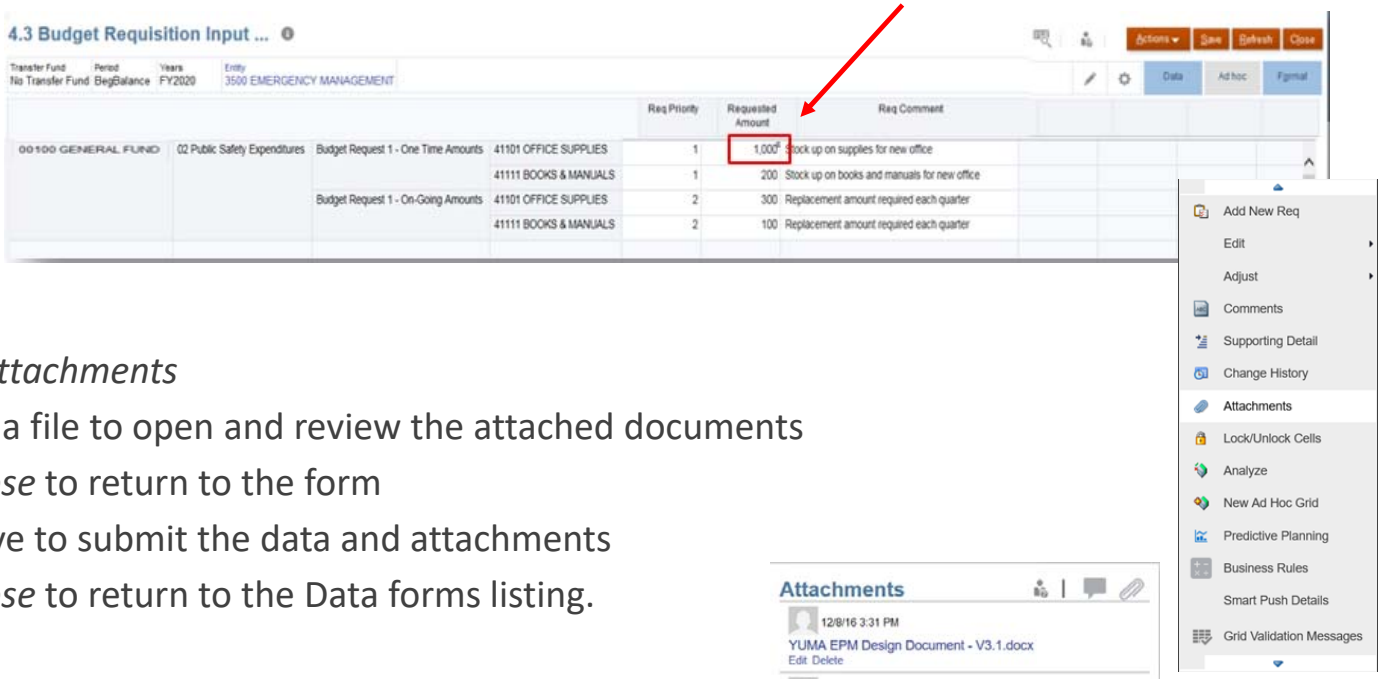


Paperclip image reflects attachments

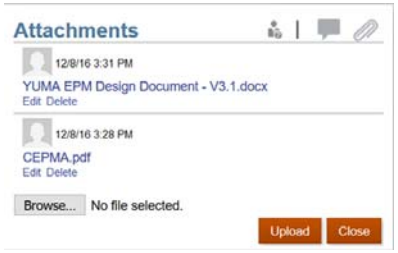
Click *Data* to close menu

4.3 Budget Request Input Form – cont.

- Right click on the Paperclip in the cell that has the attachment to open a menu

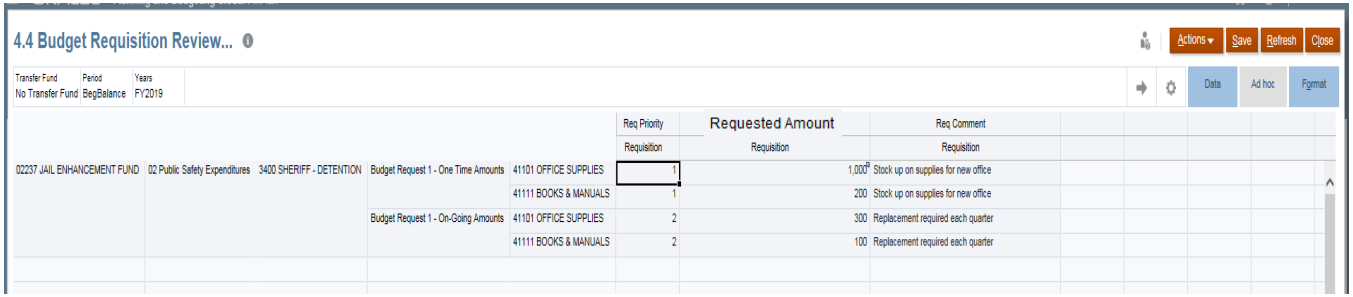


- Select *Attachments*
- Click on a file to open and review the attached documents
- Click *Close* to return to the form
- Click Save to submit the data and attachments
- Click *Close* to return to the Data forms listing.



4.4 Budget Request Review Form - All

- This form gives access to review the Budget requests for ALL of the Departments/Funds pertained to each individual.

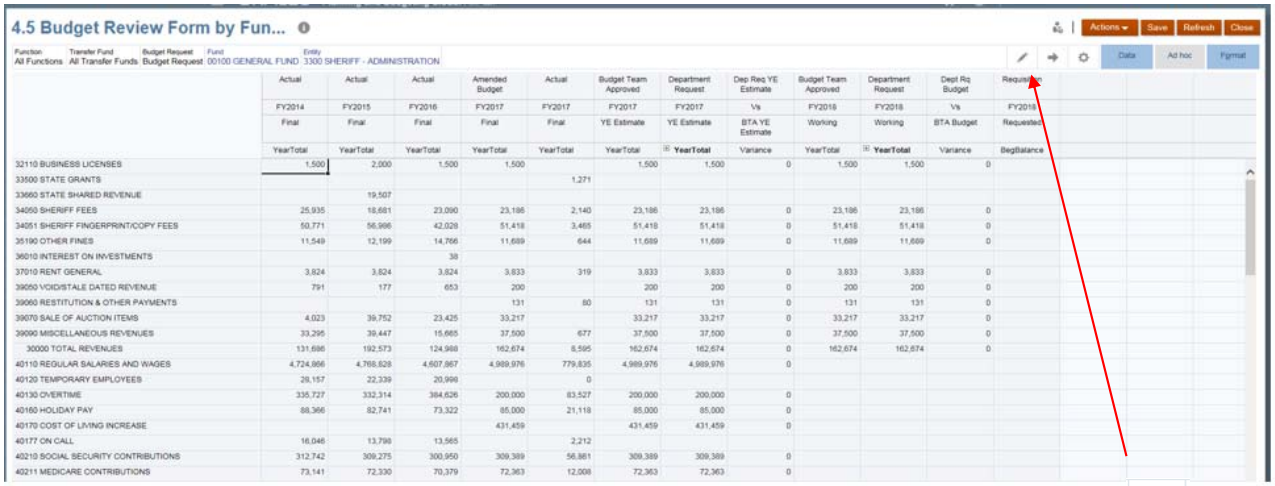


Please note: The review form may not be available if OMB has not aggregated the data. If there are any data issues, contact OMB to ensure a data aggregation has taken place since the last input.

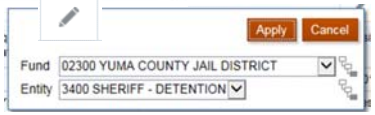
Note: The requisitions are not approved at this time. The approved requisitions will only be visible after the OMB has processed requests.

4.5 Budget Review Form by Fund Dept

- Data entered in Department Request stage can be reviewed by fund/department combination.



	Actual	Actual	Actual	Amended Budget	Actual	Budget Team Approved	Department Request	Dep Req YE Estimate	Budget Team Approved	Department Request	Dept Rq Budget	Requested
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	BTA YE Estimate	Working	Working	BTA Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
32110 BUSINESS LICENSES	1,500	2,000	1,500	1,500		1,500	1,500	0	1,500	1,500	0	
33500 STATE GRANTS					1,271							
33660 STATE SHARED REVENUE		19,507										
34050 SHERIFF FEES	25,935	18,681	23,090	23,186	2,140	23,186	23,186	0	23,186	23,186	0	
34051 SHERIFF FINGERPRINT/COPY FEES	50,771	56,966	42,028	51,418	3,465	51,418	51,418	0	51,418	51,418	0	
35190 OTHER FINES	11,549	12,199	14,766	11,689	644	11,689	11,689	0	11,689	11,689	0	
36010 INTEREST ON INVESTMENTS			38									
37010 RENT GENERAL	3,824	3,824	3,824	3,833	319	3,833	3,833	0	3,833	3,833	0	
39050 VOID/STALE DATED REVENUE	791	177	653	200		200	200	0	200	200	0	
39060 RESTITUTION & OTHER PAYMENTS				131	80	131	131	0	131	131	0	
39070 SALE OF AUCTION ITEMS	4,023	39,752	23,425	33,217		33,217	33,217	0	33,217	33,217	0	
39090 MISCELLANEOUS REVENUES	33,295	39,447	15,665	37,500	677	37,500	37,500	0	37,500	37,500	0	
30000 TOTAL REVENUES	131,686	192,573	124,968	162,674	8,595	162,674	162,674	0	162,674	162,674	0	
40110 REGULAR SALARIES AND WAGES	4,724,866	4,768,828	4,607,867	4,989,976	779,835	4,989,976	4,989,976	0				
40120 TEMPORARY EMPLOYEES	28,157	22,339	20,998		0							
40130 OVERTIME	335,727	332,314	384,626	200,000	83,527	200,000	200,000	0				
40160 HOLIDAY PAY	88,366	82,741	73,322	85,000	21,118	85,000	85,000	0				
40170 COST OF LIVING INCREASE				431,459		431,459	431,459	0				
40177 ON CALL	16,046	13,798	13,565		2,212							
40210 SOCIAL SECURITY CONTRIBUTIONS	312,742	309,275	300,950	309,389	56,861	309,389	309,389	0				
40211 MEDICARE CONTRIBUTIONS	73,141	72,330	70,379	72,363	12,008	72,363	72,363	0				



- Change the Fund/Department numbers for review, click the pencil
- Review the total amount entered for all Budget requests and all transfers for the Department/Fund combination.

Please note: this may not be available if OMB has not aggregated the data. If there are any data issues please contact the OMB to ensure a data aggregation has taken place since the last input.

4.5 Budget Review Form by Fund Dept – cont.

Budget Transfer Form

- Transfer form is available to departments to fill out
  - (both General Fund and Special Revenue funds) **Please use only fund/department combinations corresponding to your department.**
- OMB will then enter the transfers in Oracle Cloud
- Departments will be able to view their transfers in and out in the 4.5 Budget Review Form by Fund/Department combination

FY20/21 Schedule of Transfers IN and OUT

Please Note: For new transfer in and out request, please attach additional documentation supporting the amount. i.e. grantor letter, spreadsheet calculations, etc. For any General Fund transfer in or out, please enter last fiscal year's General Fund amounts.

Description = Position #, name of grant, etc.

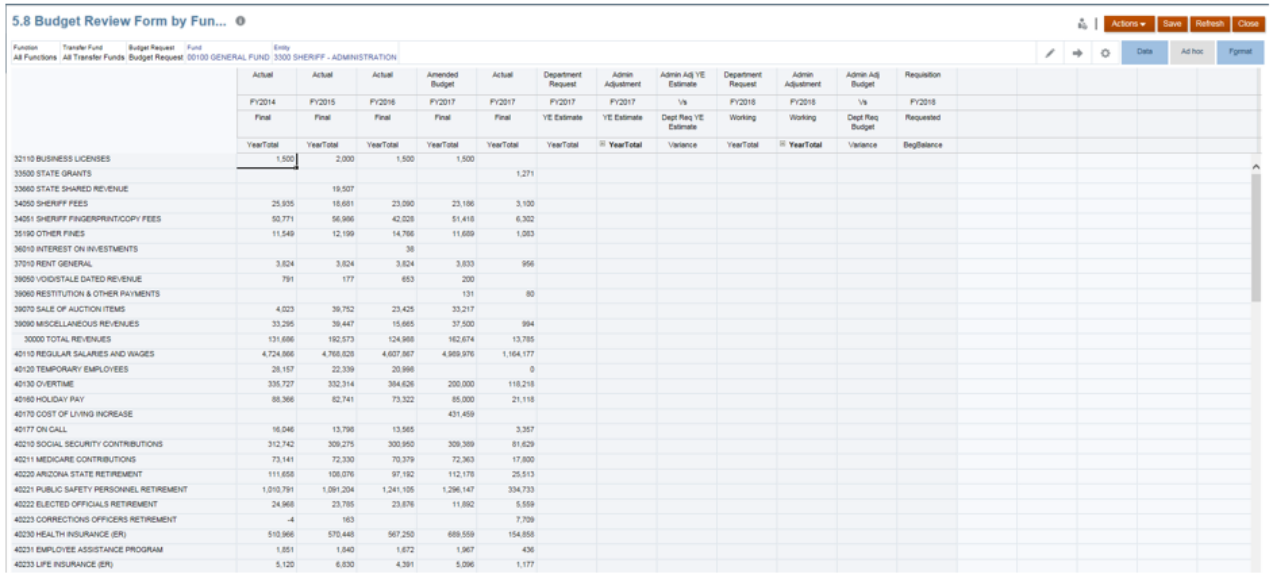
Justification = The reason the transfer is needed

Department:	Yuma County Zoo					Date Prepared:	1/2/2020
New/ Existing	**Fund**	**Dept.**	**Account**	**Fund Name**	**Amount**	**Description/Justification**	**00100 Prior Year Amount**
Existing	00100	0100	56010: Transfers Out	GF	500	Grant FTE Shortfall	400
Existing	09999	9999	55010: Transfers In	Special Revenue	(500)	Grant FTE Shortfall	
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
			56010: Transfers Out				
			55010: Transfers In				
				Total (should be zero)	$ -	General Fund Affect	$100

*If there is a General Fund increase, please submit supporting information.

5.0 Admin Adjustment Stage

- Stage open to OMB only
- **5.8 Budget Review Form by Fund Dept** available to departments.
- Review form to view changes completed in the Admin Adjustment stage compared to the Department Request stage.



5.8 Budget Review Form by Fun...

Actions | Save | Refresh | Close

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3300 SHERIFF - ADMINISTRATION

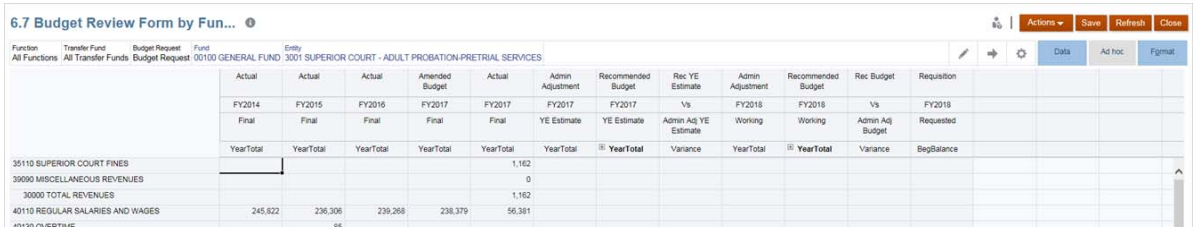
Data | Ad hoc | Format

	Actual	Actual	Actual	Amended Budget	Actual	Department Request	Admin Adjustment	Admin Adj YE Estimate	Department Request	Admin Adjustment	Admin Adj Budget	Requisition
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Dept Req YE Estimate	Working	Working	Dept Req Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
32110 BUSINESS LICENSES	1,500	2,000	1,500	1,500								
33500 STATE GRANTS					1,271							
33660 STATE SHARED REVENUE		19,507										
34050 SHERIFF FEES	25,935	18,681	23,090	23,186	3,100							
34051 SHERIFF FINGERPRINT/COPY FEES	50,771	56,986	42,028	51,410	6,302							
35190 OTHER FINES	11,549	12,199	14,766	11,689	1,083							
36010 INTEREST ON INVESTMENTS			38									
37010 RENT GENERAL	3,824	3,824	3,824	3,833	956							
39050 VOID/STALE DATED REVENUE	791	177	653	200								
39060 RESTITUTION & OTHER PAYMENTS				131	80							
39070 SALE OF AUCTION ITEMS	4,023	39,752	23,425	33,217								
39090 MISCELLANEOUS REVENUES	33,295	39,447	15,665	37,500	994							
30000 TOTAL REVENUES	131,686	192,573	124,968	162,674	13,785							
40110 REGULAR SALARIES AND WAGES	4,724,866	4,766,828	4,607,867	4,989,976	1,164,177							
40120 TEMPORARY EMPLOYEES	28,157	22,339	20,998		0							
40130 OVERTIME	335,727	332,314	384,626	200,000	118,218							
40160 HOLIDAY PAY	88,366	82,741	73,322	85,000	21,118							
40170 COST OF LIVING INCREASE				431,459								
40177 ON CALL	16,046	13,798	13,565		3,357							
40210 SOCIAL SECURITY CONTRIBUTIONS	312,742	309,275	300,950	309,389	81,629							
40211 MEDICARE CONTRIBUTIONS	73,141	72,330	70,379	72,363	17,800							
40220 ARIZONA STATE RETIREMENT	111,658	108,076	97,192	112,178	25,513							
40221 PUBLIC SAFETY PERSONNEL RETIREMENT	1,010,791	1,091,204	1,241,105	1,296,147	334,733							
40222 ELECTED OFFICIALS RETIREMENT	24,968	23,785	23,676	11,892	5,559							
40223 CORRECTIONS OFFICERS RETIREMENT	-4	163			7,709							
40230 HEALTH INSURANCE (ER)	510,966	570,448	567,250	689,559	154,858							
40231 EMPLOYEE ASSISTANCE PROGRAM	1,851	1,840	1,672	1,967	436							
40233 LIFE INSURANCE (ER)	5,120	6,830	4,391	5,096	1,177							

6.0 Recommended Stage

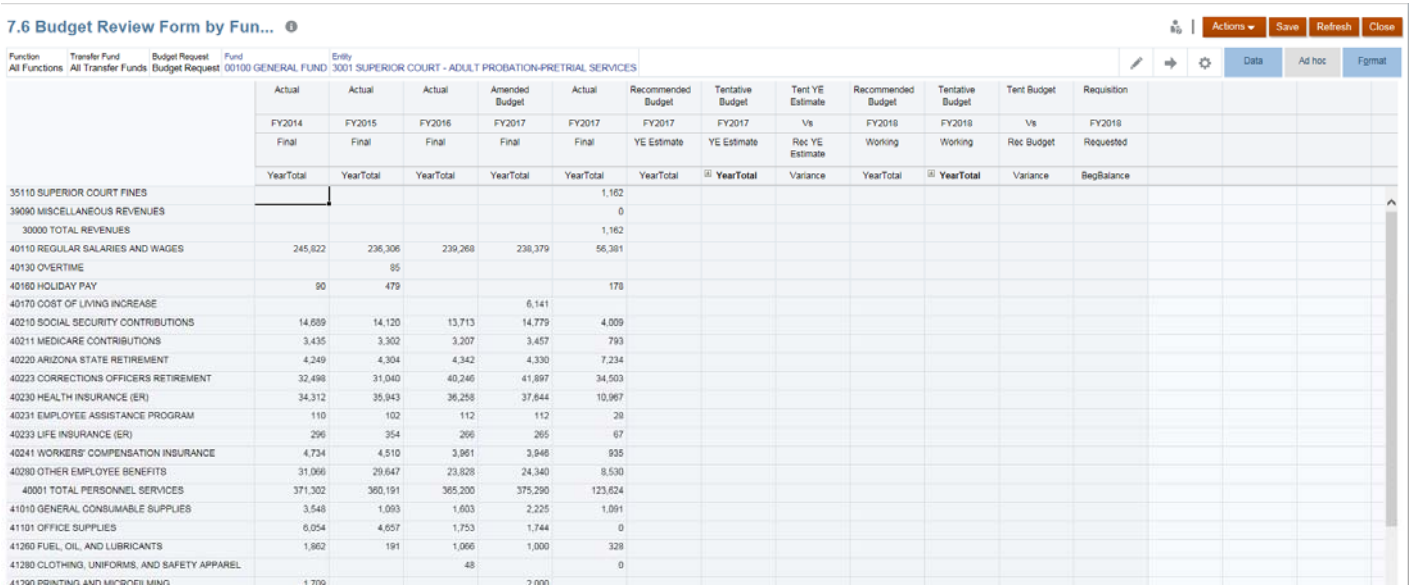
- Stage open to OMB only
- **6.6 Budget Requisition Review Form-All** - departments <u>will not</u> be able to view <u>until</u> all BRT recommendations have been completed in the Recommended stage.
- Review form is to view if your requisitions have been recommended and the approval type.

- **6.7 Budget Review Form by Fund Dept** available to departments.
- Review form to view changes completed in the Recommended stage compared to the Admin Adjustment stage.



7.0 Tentative Stage

- Stage open to OMB only
- **7.6 Budget Review Form by Fund Dept** available to departments
- Review form to view changes completed in the Tentative stage compared to the Recommended stage.



7.6 Budget Review Form by Fun...

Actions | Save | Refresh | Close

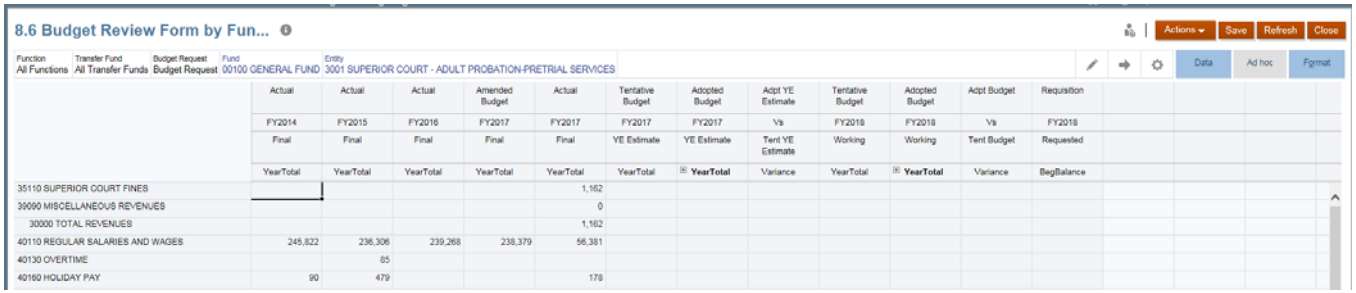
Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3001 SUPERIOR COURT - ADULT PROBATION-PRETRIAL SERVICES

Data | Ad hoc | Format

	Actual	Actual	Actual	Amended Budget	Actual	Recommended Budget	Tentative Budget	Tent YE Estimate	Recommended Budget	Tentative Budget	Tent Budget	Requisition
	FY2014	FY2015	FY2016	FY2017	FY2017	FY2017	FY2017	Vs	FY2018	FY2018	Vs	FY2018
	Final	Final	Final	Final	Final	YE Estimate	YE Estimate	Rec YE Estimate	Working	Working	Rec Budget	Requested
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	Variance	YearTotal	YearTotal	Variance	BegBalance
35110 SUPERIOR COURT FINES					1,162							
39090 MISCELLANEOUS REVENUES					0							
30000 TOTAL REVENUES					1,162							
40110 REGULAR SALARIES AND WAGES	245,822	236,306	239,268	238,379	56,381							
40130 OVERTIME		85										
40160 HOLIDAY PAY	90	479			178							
40170 COST OF LIVING INCREASE				6,141								
40210 SOCIAL SECURITY CONTRIBUTIONS	14,689	14,120	13,713	14,779	4,009							
40211 MEDICARE CONTRIBUTIONS	3,435	3,302	3,207	3,457	793							
40220 ARIZONA STATE RETIREMENT	4,249	4,304	4,342	4,330	7,234							
40223 CORRECTIONS OFFICERS RETIREMENT	32,498	31,040	40,246	41,897	34,503							
40230 HEALTH INSURANCE (ER)	34,312	35,943	36,258	37,644	10,967							
40231 EMPLOYEE ASSISTANCE PROGRAM	110	102	112	112	29							
40233 LIFE INSURANCE (ER)	296	354	266	265	67							
40241 WORKERS' COMPENSATION INSURANCE	4,734	4,510	3,961	3,948	935							
40280 OTHER EMPLOYEE BENEFITS	31,066	29,647	23,828	24,340	8,530							
40001 TOTAL PERSONNEL SERVICES	371,302	360,191	365,200	375,290	123,624							
41010 GENERAL CONSUMABLE SUPPLIES	3,548	1,093	1,603	2,225	1,091							
41101 OFFICE SUPPLIES	6,054	4,657	1,753	1,744	0							
41260 FUEL, OIL, AND LUBRICANTS	1,862	191	1,066	1,000	328							
41280 CLOTHING, UNIFORMS, AND SAFETY APPAREL			48		0							
41290 PRINTING AND MICROFILMING	1,709			2,000								

8.0 Adopted Budget Stage

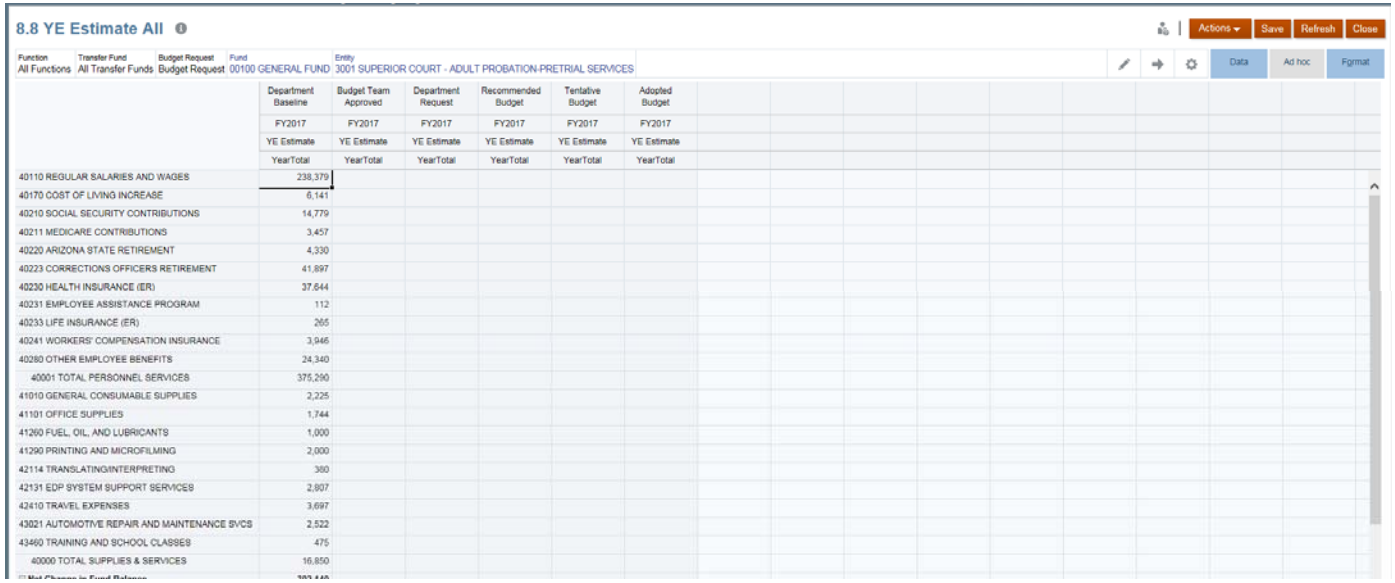
- Stage open to OMB only
- **8.6 Budget Review Form by Fund Dept** available to departments
- Review form to view changes completed in the Adopted stage compared to the Tentative stage



- **8.7 Budget All Form** available to departments
- Review form to view all the stages in Budget from Department Baseline stage to the Adopted Budget stage

8.0 Adopted Budget Stage – cont.

- **8.8 YE Estimate All Form** available to departments.
- Review form to view all the stages in YE Estimate from Department Baseline stage to the Adopted Budget stage.



8.8 YE Estimate All

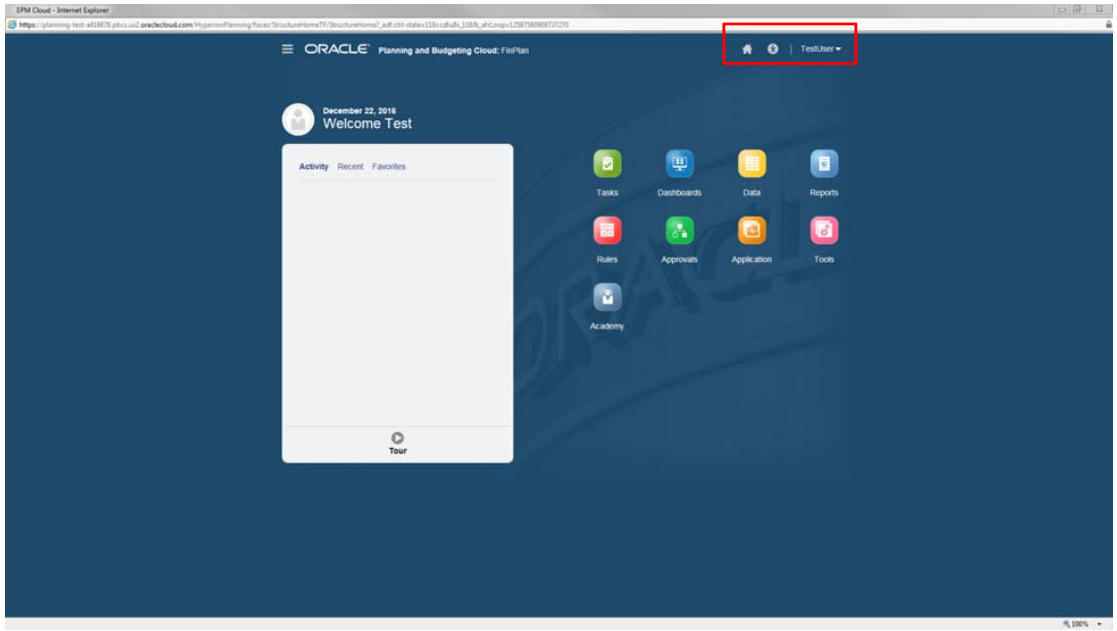
Actions | Save | Refresh | Close

Function: All Functions | Transfer Fund: All Transfer Funds | Budget Request: Budget Request | Fund: 00100 GENERAL FUND | Entity: 3001 SUPERIOR COURT - ADULT PROBATION-PRETRIAL SERVICES

Data | Ad hoc | Format

	Department Baseline	Budget Team Approved	Department Request	Recommended Budget	Tentative Budget	Adopted Budget
	FY2017	FY2017	FY2017	FY2017	FY2017	FY2017
	YE Estimate	YE Estimate	YE Estimate	YE Estimate	YE Estimate	YE Estimate
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal
40110 REGULAR SALARIES AND WAGES	238,379					
40170 COST OF LIVING INCREASE	6,141					
40210 SOCIAL SECURITY CONTRIBUTIONS	14,779					
40211 MEDICARE CONTRIBUTIONS	3,457					
40220 ARIZONA STATE RETIREMENT	4,330					
40223 CORRECTIONS OFFICERS RETIREMENT	41,897					
40230 HEALTH INSURANCE (ER)	37,644					
40231 EMPLOYEE ASSISTANCE PROGRAM	112					
40233 LIFE INSURANCE (ER)	265					
40241 WORKERS' COMPENSATION INSURANCE	3,946					
40280 OTHER EMPLOYEE BENEFITS	24,340					
40001 TOTAL PERSONNEL SERVICES	375,290					
41010 GENERAL CONSUMABLE SUPPLIES	2,225					
41101 OFFICE SUPPLIES	1,744					
41260 FUEL, OIL, AND LUBRICANTS	1,000					
41290 PRINTING AND MICROFILMING	2,000					
42114 TRANSLATING/INTERPRETING	380					
42131 EDP SYSTEM SUPPORT SERVICES	2,807					
42410 TRAVEL EXPENSES	3,697					
43021 AUTOMOTIVE REPAIR AND MAINTENANCE SVCS	2,522					
43460 TRAINING AND SCHOOL CLASSES	475					
40000 TOTAL SUPPLIES & SERVICES	16,850					

- Click *Close* to return to the forms listing
- Click *Home* to return to the main menu
- Click the dropdown next to employee ID number; select the Sign Out to exit the system.



Questions?