

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

## WHAT'S NEW

The new feature has been added to the Monthly Budget Report system which allows the use of MS Excel for entering data into the Monthly Budget Report system. Complete instructions for this feature begin on page 10.

## INSTRUCTIONS

Monthly budget reports are a fundamental part of tracking the financial health of state agencies and the state as a whole. In addition, they are integral to the budget development process in the Governor's Office. **These reports are required from all agencies, except universities and those in the Judicial or Legislative Branches.**

There are two types of monthly reports: 1) tracking of appropriation expenditures and 2) tracking of money as it flows into and out of state funds.

Reports from agencies are due at the conclusion of each month, no later than the 15<sup>th</sup> of the following month.

Reporting forms are available at <http://www.azospb.gov/Downloads.asp>. **There are unique forms for each fiscal year which must be downloaded in a timely manner. For example, the forms for FY 2014 will be available only between August 1, 2013 and July 31, 2014. Forms for FY 2015 will be available beginning August 1, 2014.**

Shortly after August 1<sup>st</sup> of every fiscal year, each agency will need to download and install the system onto their local computer system. Once an agency installs the monthly cash flow system, they should use this system to complete monthly budget reports to OSPB. Once downloaded for a fiscal year, the system is ready to use in its local setting for the remainder of the fiscal year.

Again, there are two sections in this system: 1) tracking of appropriation expenditures and 2) tracking of money as it flows into and out of the state funds.

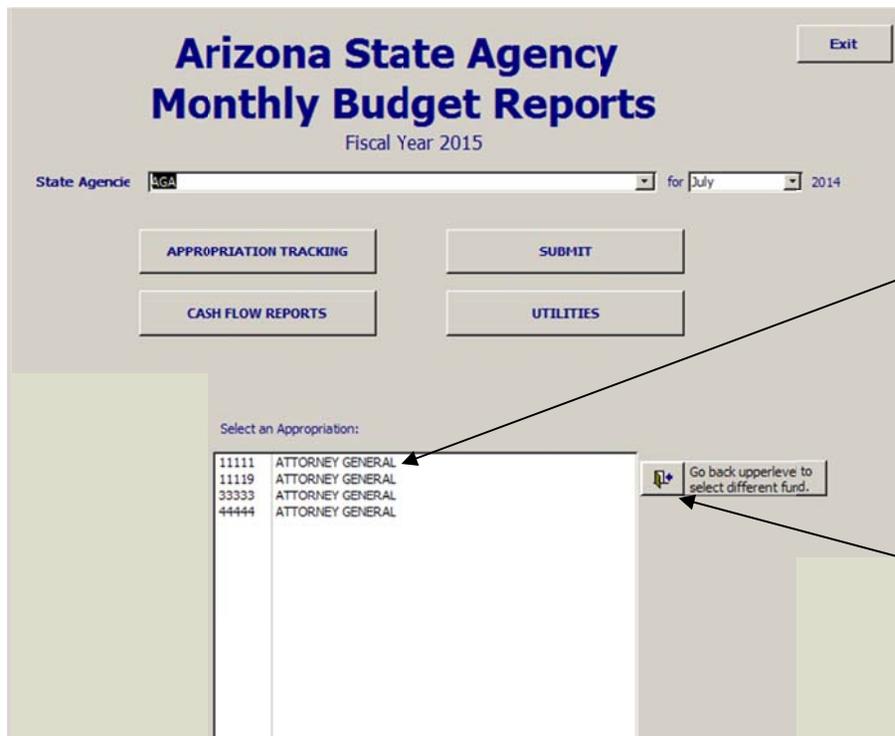
When the system is opened each month, it will assume the user wants to enter data for the newly just-completed month. For example, if you open it in March, the system will be automatically set to report actual expenditures for February. If desired, a user can manually change to enter data for a previous month.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds



Default to report data for the just-completed, previous month. User can pick other previous months.

To enter data for the tracking of appropriations, click on the "Appropriation Tracking" button.



After selecting Appropriation Tracking, a fund list will appear. Double click a fund. If a fund is the source for several appropriations, another list will show a list of all appropriations, from which to choose.

If at any time the user would like to return to the previous screen, click the doorway button to go back one level.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

The screenshot shows the 'Arizona State Agency Monthly Budget Reports' interface for Fiscal Year 2015. The 'State Agency' is set to 'AGA' and the month is 'July 2014'. There are buttons for 'APPROPRIATION TRACKING', 'SUBMIT', 'CASH FLOW REPORTS', and 'UTILITIES'. A 'Microsoft Office Access' dialog box is open, displaying a list of funds for 'ATTORNEY GENERAL' with appropriation numbers 11111, 11119, 33333, and 44444. A callout box points to the list with the text: 'After entering data, if the user would like to see a report, double click on the fund name or the appropriation name.' Another callout box points to the dialog box with the text: 'If this fund has never been reported during the current fiscal year, a notice will display.' The dialog box contains the message: 'There is no cashflow history existing yet; the system will create the new cashflow records for you!' with 'Yes' and 'No' buttons.

Note: When the system is originally installed, there are 0s listed everywhere for a fund. Once numbers are entered into the system, they remain until changed.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

Appropriations Expenditures Reports - FY 2015  
 Attorney General - Department of Law Fund 1000 General Fund  
 11111 ATTORNEY GENERAL

Agency: **AGA**  
 Cash Flow Month: **July**  
 Fund: **1000**  
 Appropriation Amount: **22,194,000**

Prepared by:   
 Date Prepared:  i.e. 11/07/2009  
 Telephone:   
 Email:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
Personal Services	6000	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0
Subtotal Expenditures		0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0	0	0
Remaining Appropriation:		22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000
Expenditures YTD:		0	0	0	0	0	0	0	0	0

Comments

The appropriation amount will be prefilled by OSPB in the yellow box and should not be changed by the agency without OSPB approval.

The dark columns are actual expenditures from previous months. The white columns are future projections.

Name, date, and contact information of the person preparing the report.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

Exprt to Excel Imprt Excel Instructions

Tab ▾ Tab ▶ View Report Delete Close

**Appropriations Expenditures Reports - FY 2015**  
**Attorney General - Department of Law Fund 1000 General Fund**  
**11111 ATTORNEY GENERAL**

Agency: **AGA**      Prepared by:   
 Cash Flow Month: **July**      Date Prepared:  i.e. 11/07/2009  
 Fund: **1000**      Telephone:   
 Appropriation Amount: **22,194,000**      Email:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
							6000 Personal Services			
Personal Services	6000	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0
Subtotal Expenditures		0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0
<b>Total Expenditures:</b>		0	0	0	0	0	0	0	0	0
<b>Remaining Appropriation:</b>	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000	22,194,000
<b>Expenditures YTD:</b>		0	0	0	0	0	0	0	0	0

Comments

Comments should include explanations of any special methodology for estimating projected expenditures; unusual expenditures; or anything the agency would like to add.

The accounting object title will show in red.

Since the form is wide, users may need to scroll across the screen to see the full form.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

Arizona State Agency  
Monthly Budget Reports  
Fiscal Year 2015

State Agency: AGA for July 2014

Buttons: APPROPRIATION TRACKING, SUBMIT, CASH FLOW REPORTS, UTILITIES

Select a Fund to Report Cash Balance

1022	Street Gang Enforcement Revolving Fund
1992	Microsoft Settlement Fund
2000	Federal Grants
2014	Consumer Protection Fund Revolving Fund
2016	Attorney General Antitrust Revolving Fund
2057	Prosecuting Attorney Council Fund
2068	Attorney General C.EF Distributions Fund
2117	Attorney General Federal Grant Fund
2131	Attorney General Anti-Racketeering Fund
2132	Attorney General Collection Enforcement Fund
2157	Attorney General Agency Services Fund
2164	Attorney General Liability Defense Fund
2228	Victim Witness Assistance Fund
2380	Motor Carrier Safety Revolving Fund
2430	Colorado River Land Claims Revolving Fund
2445	State Aid to Indigent Defense Fund
2461	Criminal Case Processing Fund
2500	IGA and ISA Fund
2573	Consumer Restitution and Remediation Revolving Fund
2657	Interagency Service Agreements
2999	Federal Economic Recovery Fund

When the *Cash Flow* button is selected, all major funds for the agency will appear, except General Fund. Double click the fund name to go to the detail page.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

Cash Balance Report - FY 2015  
 Attorney General - Department of Law Fund 2016 Attorney General Antitrust Revolving Fund

Month: July  
 Prepared by: \_\_\_\_\_  
 Date prepared: \_\_\_\_\_ i.e. 11/07/2009  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun
Beginning Cash Balance	0000	0	0	0	0	0	0	0	0	0	0	0
<b>Revenues:</b>												
Taxes	4100	0	0	0	0	0	0	0	0	0	0	0
Intergovernmental	4200	0	0	0	0	0	0	0	0	0	0	0
Sales & Charges for Svcs	4300	0	0	0	0	0	0	0	0	0	0	0
Licenses, Permits & Fees	4400	0	0	0	0	0	0	0	0	0	0	0
Fines, Forfeitures & Penalties	4500	0	0	0	0	0	0	0	0	0	0	0
Other	4600	0	0	0	0	0	0	0	0	0	0	0
Other Non-Revenue Cash Increases	4700	0	0	0	0	0	0	0	0	0	0	0
Transfer In	4900	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	0	0	0	0	0	0	0	0	0	0	0	0
<b>Expenditures:</b>												
Personal Services	6000	0	0	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0	0	0
Other Non-Exp Cash Reductions	9100	0	0	0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0

Click *Leave Comments* button to open a comment entry box.

Dark cells indicate actuals; white cells are for future projections.

The FY 2015 beginning cash balance for a fund is the same as the 13<sup>th</sup> month ending cash balance for FY 2014 and is the total of the following lines on AFIS screen 65A:

- Cash
- Cash invested with the Treasurer
- Payments Outstanding (PYMT/OUT)
- ACH Payments Outstanding (ACH PYMT)
- Claims Payable (CLM/PYBL)

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

Cash Balance Report - FY 2015												
Attorney General - Department of Law Fund 2016 Attorney General Antitrust Revolving Fund												
Month:	July											
Prepared by:												
Date prepared:	i.e. 11/07/2009											
Email:												
Telephone:												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun
Operating	7000	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0	0	0
Other Non-Exp Cash Reductions		0	0	0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenditures</b>		0	0	0	0	0	0	0	0	0	0	0
Transfer Out - Legislated	9100	0	0	0	0	0	0	0	0	0	0	0
<b>Ending Cash Balance</b>		0	0	0	0	0	0	0	0	0	0	0
Comments												

Click "Go Back to Top" button to go back to the previous data entry form.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

The screenshot shows the 'Arizona State Agency Monthly Budget Reports' interface for Fiscal Year 2015. The 'State Agency' is set to 'AGA' and the month is 'July' for '2014'. There are buttons for 'APPROPRIATION TRACKING', 'SUBMIT', 'CASH FLOW REPORTS', and 'UTILITIES'. A list of fund codes and names is visible, with '2016 Attorney General Antitrust Revolving Fund' highlighted. A 'Microsoft Office Access' pop-up window is overlaid on the list, displaying the message: 'The Cash Flow reporting month you select to submit to OSPB is July. If this is not the correct month, please re-select it from main menu. Otherwise click 'Yes' to continue your submittal.' with 'Yes' and 'No' buttons. A second, larger 'Microsoft Office Access' window is shown below, with a white arrow pointing from the 'Yes' button in the first window to the 'Yes' button in this second window. Two callout boxes provide instructions: one points to the 'SUBMIT' button, and the other points to the 'No' button in the first pop-up window.

Arizona State Agency  
**Monthly Budget Reports**  
Fiscal Year 2015

State Agency AGA for July 2014

APPROPRIATION TRACKING SUBMIT  
CASH FLOW REPORTS UTILITIES

Microsoft Office Access  
The Cash Flow reporting month you select to submit to OSPB is July.  
If this is not the correct month, please re-select it from main menu. Otherwise click 'Yes' to continue your submittal.  
Yes No

2000 Federal Grants  
2014 Consumer Protection/Fraud Revolving Fund  
2016 Attorney General Antitrust Revolving Fund  
2057 Prosecuting Attorney Council Fund  
2068 Attorney General CJEF Distributions Fund  
2117 Attorney General Federal Grant Fund  
2131 Attorney General Anti-Racketeering Fund  
2132 Attorney General Collection Enforcement Fund  
2157 Attorney General Agency Services Fund  
2164 Attorney General Liability Defense Fund  
2228 Victim Witness Assistance Fund  
2380 Motor Carrier Safety Revolving Fund  
2430 Colorado River Land Claims Revolving Fund  
2445 State Aid to Indigent Defense Fund  
2461 Criminal Case Processing Fund  
2500 IGA and ISA Fund  
2573 Consumer Restitution and Remediation Revolving Fund  
2657 Interagency Service Agreements  
2999 Federal Economic Recovery Fund  
3102 AG Trust Fund  
3180 Court Ordered Trust Fund  
3215 Victims Rights Fund  
4216 Risk Management Fund  
4240 Attorney General Legal Services Cost Allocation Fund

Microsoft Office Access  
The Cash Flow reporting month you select to submit to OSPB is July.  
If this is not the correct month, please re-select it from main menu. Otherwise click 'yes' to continue your submittal.  
Yes No

Appropriation expenditure and cash flow information should be submitted to OSPB by the 15<sup>th</sup> of the following month. To transmit the information electronically, click the "submit" button.

A pop up message will show the current month when the agency submits the report to OSPB, if this is not the correct month, click "No", then pick the correct month from the month menu list and submit.

# Instructions for the Monthly Budget Reporting of Appropriation Expenditures and the Cash Flow of State Funds

## SPECIAL INSTRUCTIONS FOR EXPORTING AND IMPORTING MONTHLY BUDGET DATA USING MS EXCEL

In an effort to reduce the input workload for agencies with large number of funds, a new function has been embedded into the Monthly Budget Report system. In addition to entering cash flow information directly into the system, agencies can now also export monthly data into an Excel file and do the calculation or modification in the Excel file, then import that file back to the Monthly Budget Report system.

### Export

1. Open the Monthly Budget Report system, pick a month, and pick a fund from either *Appropriation Tracking* or *Cash Flow Reports* to enter the detail form.
2. On the detail form, click *Exprt to Excel* on the top of the form and a *choose file* box will appear asking you to pick a specific location and to input a file name. Note: no extension name is needed, i.e., you may type in *GVAfund1000* as the file name, rather than *GVAfund1000.xls*; the system will save the file into *GVAfund1000.xls* automatically.
3. Work on the Excel spreadsheet. Note: ONLY cash amounts are allowed to change. PLEASE DO NOT change the column or row names or order or format; any manual change other than the cash amounts will cause the import step to fail.
4. After work is finish on the spreadsheet save it in *.CSV* format only.

### Import

1. In the Monthly Budget Report system, pick the specific month and fund you want to import back from the Excel file; make sure the month and fund (and appropriation) MATCH with those in the Excel file.
2. From the detail form, click *Imprt Excel*. In a file selection box, be sure to select the *CSV* file, and then *OK*.
3. If the file selected does not match the current detail form in any of these: fund, month, report type (Appropriation or Cash Flow), or appropriation, a message box will appear stating: *Something is wrong with your import file. Please make sure the Fund, Month, Appropriation, and Report Type in the file match with Monthly Budget Report system.* Carefully examine the file to ensure that it is the correct file to import.
4. Upon completion of the import, the system will return to the previous menu. Select that fund again to examine the data in the detail form to be sure it matches the Excel file.