

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Month Cash flow is a Microsoft Access application that replaces the MS Excel file that the agencies are using now. At the beginning of every fiscal year, each agency will need to download and install the system into their local computer system.

Once an agency installs the monthly cash flow system, they should use this system to complete monthly appropriations and cash flow 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.

There are two major 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 previous month. For example, if you open it in March, the system will be automatically set to report actual expenditures for February. The user can change the month, if desired.

Default to previous month. User can pick other previous months.

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

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Arizona State Agency
Monthly Cashflow Reports

State Agency: **DEA** for February 2011

APPROPRIATION TRACKING SUBMIT
CASH BALANCE REPORTS UTILITIES

Select an Appropriation:

7107	JOINT SUBSTANCE ABUSE - AZ FAMILIES (F.I.R.S.T.)	Go back upperlevel to select different fund.
7120	ASSISTIVE TECHNOLOGY	
7172	OPERATING LUMP SUM	
7178	VOCATIONAL REHABILITATION SERVICES	
7194	INDEPENDENT LIVING REHABILITATION SERVICES	
7404	INDEPENDENT LIVING MAINTENANCE	
7601	EMERGENCY PLACEMENT	
7602	FOSTER CARE PLACEMENT	
7603	RESIDENTIAL PLACEMENT	
7604	CHILDREN SUPPORT SERVICES	
7808	DD OPERATING LUMP SUM	
7841	EMERGENCY PLACEMENT SPCL APPR-GF	
7842	RESIDENTIAL PLACEMENT SPCL APPR-GF	
7843	FOSTER CARE PLACEMENT SPCL APPR-GF	
7845	TAINF CASH BENEFITS	
7846	TRIBAL PASS - THRU FUNDING	
7849	TUBERCULOSIS CONTROL	
7853	LTC HCBS SPCL APPR-GF	
7856	COORDINATED HUNGER PROGRAM	
7858	COORDINATED HOMELESS PROGRAM	
7860	TRANSITIONAL CHILD CARE SPCL APPR-GF	
7864	CHLDSVC SPCL APPR-GF	
7865	DEFS DAYCARE SPCLS APPR-GF	
7867	DDD LTC HCBS SPCL APPR-GF	
7877	ADULT SERVICES	
7886	DAY CARE SUBSIDY	
7888	ADOPTION SERVICES	
7889	PERMANENT GUARDIANSHIP SUBSIDY	
7894	COMPREHENSIVE MEDICAL & DENTAL PROGRAM	
8017	ATTORNEY GENERAL LEGAL SERVICES	
8057	LTC MEDICARE CLAWBACK	
8163	PCS APPEALS	

Double click a fund.
If a fund is the source of 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 page or level, click the doorway button to go back one level.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Arizona State Agency
Monthly Cashflow Reports

Exit

State Agency: DEA for February 2011

APPROPRIATION TRACKING SUBMIT

CASH BALANCE REPORTS UTILITIES

Select a Fund to Report Cash Balance

1030	Statewide Cost Allocation Plan
1237	Arizona Job Training Fund
1306	Tobacco Tax and Health Care Fund
1600	Capital Outlay Stabilization Fund
2000	Federal Grant Fund
2001	Workforce Investment Grant Fund
2007	Temporary Assistance for Needy Families (TANF) Fund
2008	Child Care and Development Fund
2019	Developmentally Disabled Client Trust Fund
2065	Special Administration Fund
2091	Child Support Enforcement Administration Fund
2093	Economic Security CPA Investments Fund
2160	Domestic Violence Shelter Fund
2162	Child Abuse Prevention Fund
2173	Children and Family Services Training Program Fund
2192	Child Passenger Restraint Fund
2217	Public Assistance Collections Fund
2224	Department Long-Term Care System Fund
2335	Spinal and Head Injuries Trust Fund
2348	Neighbors Helping Neighbors Fund
2421	CPS Expedited Substance Abuse Treatment Fund
2429	Joint Substance Abuse Treatment Fund
2434	Community-Based Marriage and Communication Fund
2500	IGA and ISA Fund
2999	Federal Economic Recovery Fund
3092	Utility Assistance Fund
3145	Economic Security Donations Fund
3146	DD Client Investment
3151	Mesa Land
3152	Economic Security Client Trust Fund
3193	Revenue From State or Local Agency Fund
3197	Special Assistance Fund

Microsoft Office Access

There is no cashflow history existing yet, the system will create the new cashflow records for you!

Yes No

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

If after entering data, the user would like to see a report, double click on the fund name or the appropriation name.

If this fund has never been reported during the current fiscal year, a confirmation message will display.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Appropriations Expenditures Reports - FY 2011
Department of Economic Security Fund 1000 General Fund
7107 DCYF JOINT SUB ABUSE TREAT-GF

Agency: **DEA**
 Cash Flow Month: **February**
 Fund: **1000**
 Appropriation Amount: **4,138.90**

Prepared by:
 Date Prepared:
 Telephone:
 Email:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	13th Mo.	Admin Adjustment
Personal Services	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Related	6100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional & Outside Svcs	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel In State	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel Out of State	6600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food	6700	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aid to Organizations	6800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating	7000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Equipment	8400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Capital Equipment	8500	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	8600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Allocation	9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Expenditures		0.00	0.00	0.00	0.00	0.00	10.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Out	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Appropriation:		\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,128.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90
Expenditures YTD:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

Comments: Test 1000 7107 Approp Expenditures

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

People who prepare this report should provide their contact information and the date completed.

The columns with dark color are actual expenditures. The white columns are future projections.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Appropriations Expenditures Reports - FY 2011
Department of Economic Security Fund 1000 General Fund
7107 DCYF JOINT SUB ABUSE TREAT-GF

DEA: [] Prepared by: [Joy] Date Prepared: [] i.e. 11/07/2009
 Month: **February** Telephone: []
 Amount: **4,138.90** Email: []

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	13th Mo.	Admin Adjustment	Total
6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
8600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9100	0.00	0.00	0.00	0.00	0.00	0.00	10.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	10.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
Appropriation:	\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,138.90	\$4,128.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90	\$4,108.90
Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

07 Approp Expenditures

Since the form is wide, users with lower resolution screens may not be able to see the full form without scrolling across the form. The label for the line (the object title) that they are working on will show on top in red.

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

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Arizona State Agency
Monthly Cashflow Reports

State Agency: DEA for February 2011

Buttons: **APPROPRIATION TRACKING**, **SUBMIT**, **CASH BALANCE REPORTS**, **UTILITIES**

Select a Fund to Report Cash Balance

1030	Statewide Cost Allocation Plan
1237	Arizona Job Training Fund
1306	Tobacco Tax and Health Care Fund
1600	Capital Outlay Stabilization Fund
2000	Federal Grant Fund
2001	Workforce Investment Grant Fund
2007	Temporary Assistance for Needy Families (TANF) Fund
2008	Child Care and Development Fund
2019	Developmentally Disabled Client Trust Fund
2066	Special Administration Fund
2091	Child Support Enforcement Administration Fund
2093	Economic Security CPA Investments Fund
2160	Domestic Violence Shelter Fund
2162	Child Abuse Prevention Fund
2173	Children and Family Services Training Program Fund
2192	Child Passenger Restraint Fund
2217	Public Assistance Collections Fund
2224	Department Long-Term Care System Fund
2335	Spinal and Head Injuries Trust Fund
2348	Neighbors Helping Neighbors Fund
2421	CPS Expedited Substance Abuse Treatment Fund
2429	Joint Substance Abuse Treatment Fund
2434	Community-Based Marriage and Communication Fund
2500	IGA and ISA Fund
2999	Federal Economic Recovery Fund
3092	Utility Assistance Fund
3145	Economic Security Donations Fund
3146	DD Client Investment
3151	Mesa Land
3152	Economic Security Client Trust Fund
3193	Revenue From State or Local Agency Fund
3207	Special Olympics Fund

Click "Cash Balance" button, all funds will be listed, including appropriated and non- appropriated funds, except General Fund.
Double click the fund name to go to the detail form.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Cash Balance Report - FY 2011

Department of Economic Security Fund 1030 Statewide Cost Allocation Plan

Month: **February** Prepared by: joy Date prepared: 11/07/2009 Telephone: Email:

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Leave Comments

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	13th Mon.	Total
4100 Taxes														
Beginning Cash Balance	0000	1,000.00	1,010.00	1,005.00	1,010.00	1,006.00	1,001.00	1,010.00	1,007.00	993.00	993.00	993.00	993.00	993.00
Revenues:														
Taxes	4100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental	4200	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Sales & Charges for Svcs	4300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses, Permits & Fees	4400	0.00	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
Fines, Forfeitures & Penalties	4500	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00
Other	4600	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Other Non-Revenue Cash Increases		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer In	4900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		10.00	0.00	5.00	0.00	0.00	9.00	0.00	6.00	0.00	0.00	0.00	0.00	30.00
Expenditures:														
Personal Services	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Related	6100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional & Outside Svcs	6200	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Travel In State	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel Out of State	6600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food	6700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aid to Organizations	6800	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Operating	7000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Equipment	8400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Capital Equipment	8500	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
Debt Service	8600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Allocation	9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Non-Exp Cash Reductions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Out	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		0.00	5.00	0.00	4.00	5.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	17.00
Transfer Out - Legislated	9100	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	20.00
Ending Cash Balance		1,010.00	1,005.00	1,010.00	1,006.00	1,001.00	1,010.00	1,007.00	993.00	993.00	993.00	993.00	993.00	993.00

Click "Leave Comments" button to show a comment entry box.

Similar to appropriation expenditures, the dark color columns indicate actuals; the white columns are future projections.

The FY 2012 beginning cash balance for a fund is the same as the 13th month ending cash balance for FY 2011 and is best found by totaling the following lines on AFIS screen 65:

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

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Cash Balance Report - FY 2011

Department of Economic Security Fund 1030 Statewide Cost Allocation Plan

Month: **February** Prepared by: joy Date prepared: 11/07/2009 Telephone: Email:

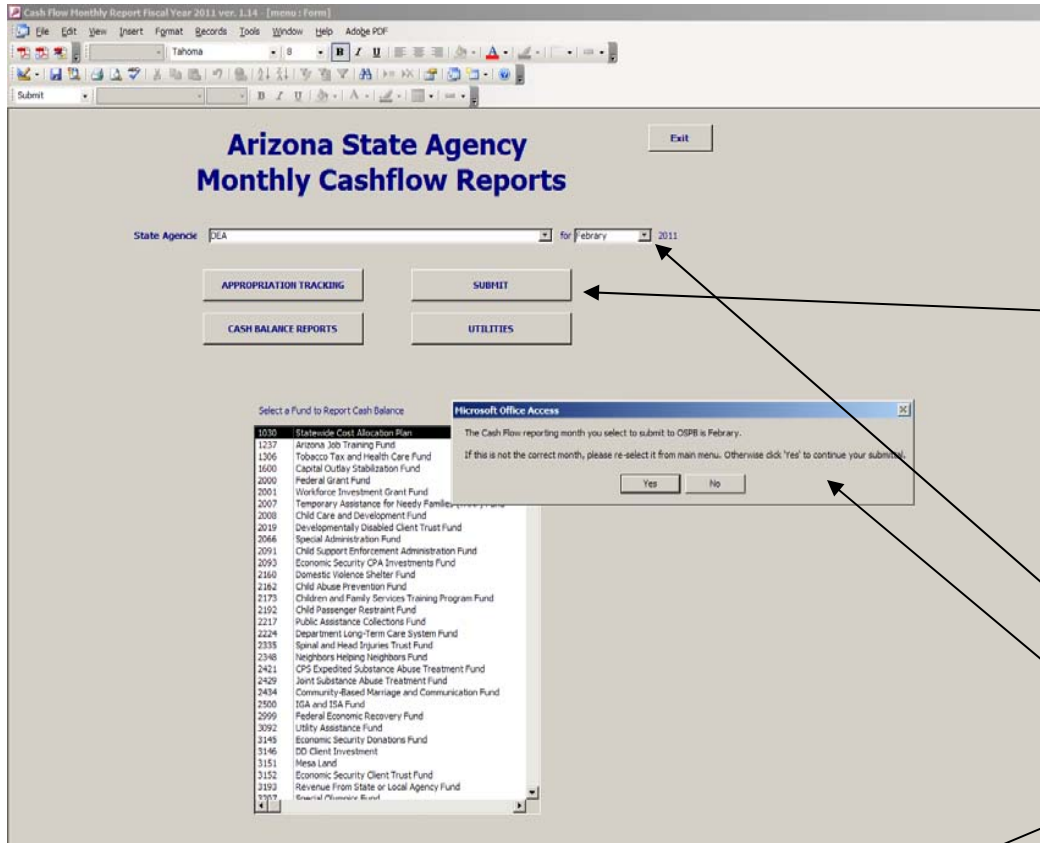
Tab▼ Tab▶ View Report Close

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	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun	13th Mon.	Total
Expenditures:														
Personal Services	6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Related	6100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional & Outside Svcs	6200	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Travel In State	6500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel Out of State	6600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food	6700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aid to Organizations	6800	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Operating	7000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Equipment	8400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Capital Equipment	8500	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Debt Service	8600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Allocation	9000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Non-Exp Cash Reductions		0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Transfer Out	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures		0.00	5.00	0.00	4.00	5.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
Transfer Out - Legislated	9100	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	20.00
Ending Cash Balance		1,010.00	1,005.00	1,010.00	1,006.00	1,001.00	1,010.00	1,007.00	993.00	995.00	993.00	993.00	993.00	
Comments														
Feb Fund 1030 test														

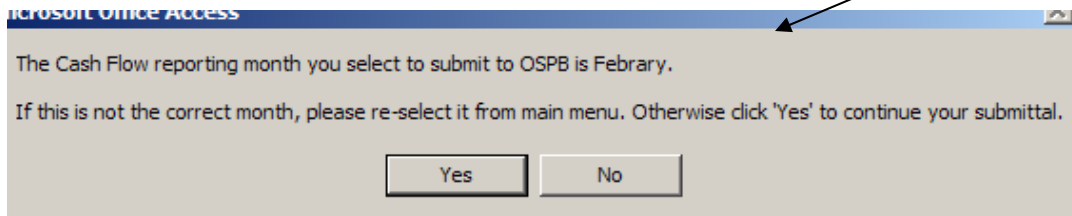
Click "Go Back to Top" button to go back to the previous data entry form.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

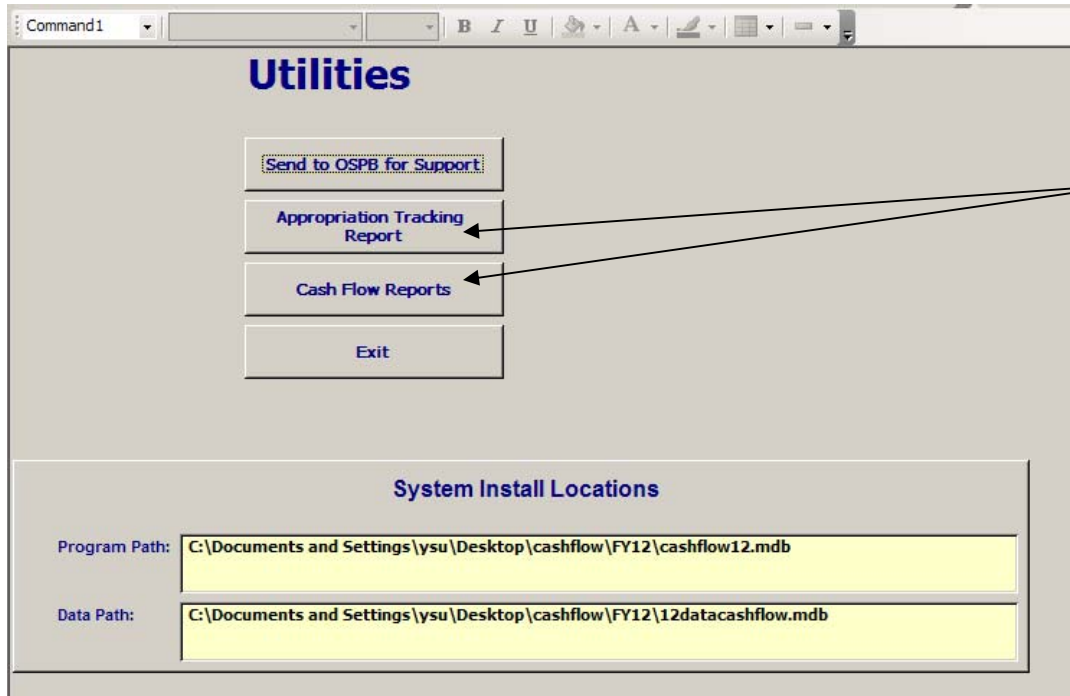


Appropriation expenditure and cash flow information should be submitted to OSPB by the 15th of the following month. To transmit the information electronically, click the “submit” button.

A pop up message will show the month that the agency is about to submit to OSPB, if this is not the correct month, click “No”, then pick the correct month from the month menu list and submit.

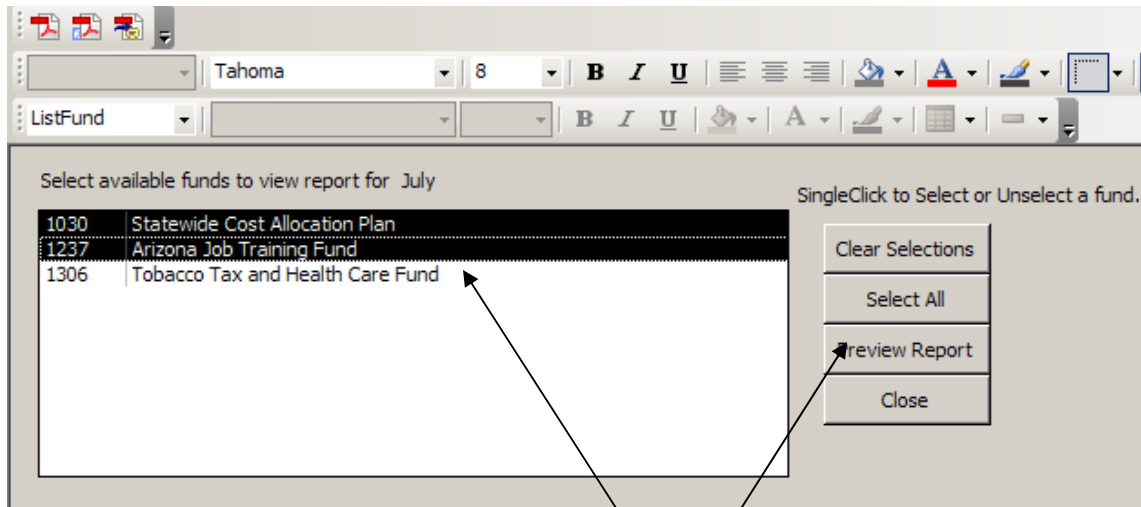


Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds



Utilities include two buttons that allow for printing multiple selected funds or appropriation numbers for the cash flow and appropriation reports.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds



Click on each fund desired to appear in a print preview including comments. Click on “clear selections” to deselect all funds in the fund selection box. Click preview report to preview the report for the selected funds. The reports can now be printed.