

City of Flagstaff
Budget Manual

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Section 1

Budget Team

Greg Clifton, City Manager
Shannon Anderson, Deputy City Manager
Shane Dille, Deputy City Manager
Rick Tadder, Management Services Director
Brandi Suda, Finance Director
Heidi Derryberry, Assistant Finance Director
Allison Eckert, Interim Human Resources Director
Jack Fitchett, Management Analyst
Jared Wotasik, Employee Advisory Committee Representative

Budget Assistance

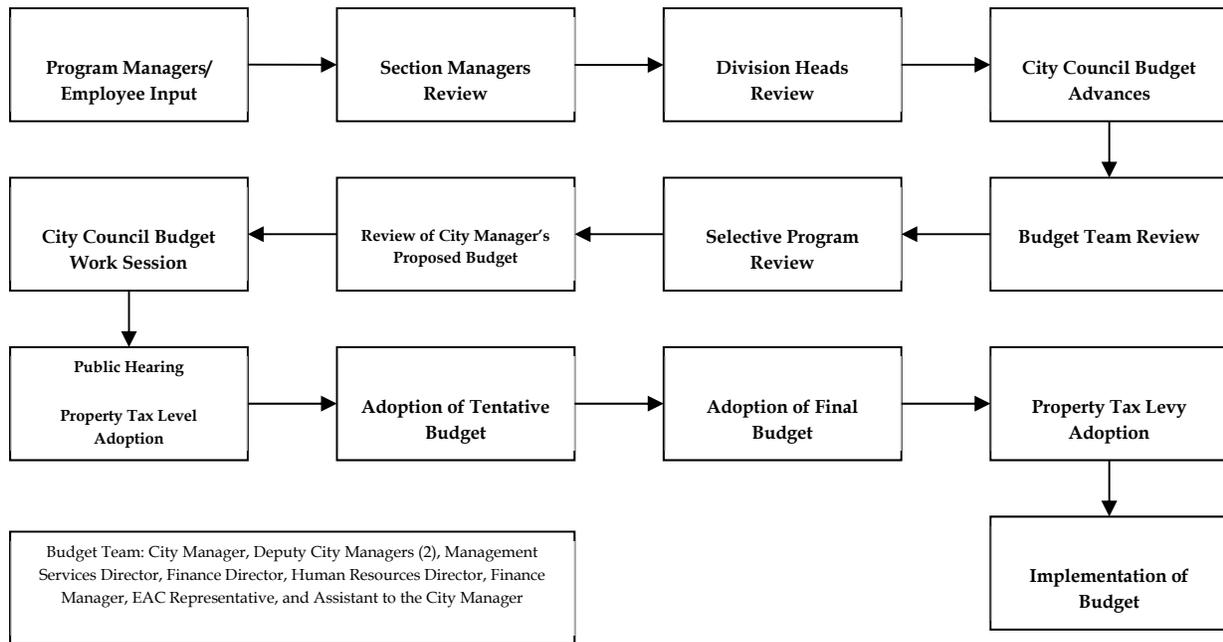
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Heidi Derryberry, Assistant Finance Director (Ext. 2215)
Stacey Brechler-Knaggs, Grants and Contracts Manager (Ext. 2227)
Tricia Almendarez, Payroll Manager (Ext. 2210)
Dan Hellman, Assistant Finance Manager (Ext. 2220)
Kevra Barney, Accountant (Ext. 2225)
Abigail Cislo, Accountant (Ext. 2224)
Wanda Noffz, Accountant (Ext. 2219)
Glorice Thousand, Accountant (Ext. 2214)

Section 2

Budget Process and Calendar

The Budget Process Flowchart demonstrates the overall budget process, while the Budget Calendar outlines timeline and deadlines for the budget year.

Budget Process Flowchart



Budget Calendar

The current budget calendar can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#).

Timeline Overview

A summary of the budget calendar by month includes:

September:

- **Reclassification/Reorganization Request Presentations to Budget Team**
Human Resources (HR) allows divisions to make requests on an annual basis for potential position reclassifications and division reorganizations. All requests must be coordinated through HR and presented to the Budget Team for approval to be included in the budget process. After an information gathering stage, review process and approval process, those positions approved for reclassification and/or reorganization will be adjusted in the budget system to reflect the approved changes effective July 1st.

Note: Reclassification and reorganization requests may be made outside of the budget process, however, the division must fund the change from their current base budget ongoing. This will be a permanent reduction in the division base budget.

- **Budget Team Retreat**
Budget Team meets to discuss budget process and priorities for the next fiscal year.

December:

- **Personnel Worksheets Distributed**
Personnel worksheets are distributed to the divisions for review to ensure accuracy of the following:
 1. Authorized FTE count
 2. Fund splits and percentages
 3. Position titles
 4. Correct section and program
 5. FTE count coincides with the total annual hours
- **Set-up Budget Accounts**
Finance sets up all budgets in Innoprise for the base budget.
- **Budget Module Available for Data Entry**
- **Budget Training**
Budget training is offered to all employees and contains two components:
 1. Overview of the City's budget process and current year budget highlights
 2. In-depth hands-on training for budget input
- **IT (Information Technology) Project Requests Due**
IT project requests are due to IT for review and approval. This process is to ensure personnel and financial resources are available to complete the requested projects.
- **Personnel Worksheets Returned to Finance**
- **Facilities Review/Update all Maintenance Requests**
- **IT Review/Update all Software/Hardware Maintenance Requests**
- **Council Winter Retreats**
The purpose of the Council Retreats is for the Council to determine the goals and priorities for the budget year. This retreat allows the Council an opportunity to discuss budget highlights (i.e. wage initiatives, construction projects, revenues) which may affect the budget.

January:

- New Personnel/Rezone Requests Due to HR
- Operating Capital (Non-Fleet) Entered by Divisions
Operating capital (Non-Fleet) is the responsibility of the divisions for input into the budget.
- Operating Capital (Fleet) Entered by Divisions – Division Funds
Operating Capital (Fleet) vehicles/equipment paid out of division funds will be entered into the budget by the appropriate division.
- Operating Capital (Fleet) Entered by Fleet – Fleet Funds
Operating Capital (Fleet) vehicles/equipment paid out of Fleet funds will be entered into the budget by Fleet.
- IT Projects Entered by IT
All approved IT requests will be entered by IT.
- Line Item Budget Entered by Divisions – Base, Grants and Capital
Line item budget entry is limited to the base budget, grants and capital. In general, budgets may be reallocated within a program and or section. Grant funded, or restricted funding may not be reallocated to other programs. It is the responsibility of the divisions to ensure the budgets for grants and capital properly reflect the terms of all grant agreements, capital purchase agreements and construction agreements.

Note: One-time and ongoing requests will be addressed in February and should not be entered into division budgets at this time. These requests will be handled by your accountant. Personnel budgets will be handled by the Payroll Department.

- 5-Year CIP (Capital Improvement Program) Project Projections Provided to CIP and Finance
Capital Improvements staff manages the CIP database/spreadsheet. A CIP summary will be presented to the project owners by the CIP Staff/Finance. The project owners, with input from CIP staff, will update the spreadsheet with 10 years of capital projects and their associated changes to operating and maintenance (O&M) costs.
- CIP Reviewed and Entered by CIP and All Divisions
- Budget System Closed (Base, Grants, Capital)
By this deadline, all budget data entry for base, grants and capital must be complete and submitted in the Innoprise system. The first level of budget data entry is closed in the system on this date and only the accountants will have the ability to make changes in the budget system going forward.
- Leadership Personnel Review
All new personnel requests will be reviewed and prioritized by the Leadership Team.
- 5-Year Plans Completed by Accountants (Year End Estimates, Revenues, Base and Capital)

Note: Year-end estimates for the Division Checklist do not require line by line input. The Division Checklist form must be completed and approved by the section head for submission to the Budget Team and the assigned accountant. The current Division Checklist form can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#).

- Priorities, Objectives and Measures are to be completed and submit to Finance to include the following:
 1. Council Goal
 2. Council Objective

3. Performance Measure
4. Metric
5. Target
6. Outcome/Results

February:

- Distribute 5-Year Plans to Divisions
- Personnel information from HR due to Finance
- Council Budget Retreat
 - The purpose of the Council Budget Retreat is to validate the direction the budget is taking, to present additional information to Council and to address any questions Council may have related to the budget.
- All IFR Forms Due from Divisions (Standardized Excel Format)
 - All IFR forms are due to Finance in the standardized excel format. The current IFR form can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#).
 - Note: These requests are not to be entered into the Innoprise system.*
- Book to Budget Team
 - All the budget information is consolidated, and accounting staff prepares and distributes key components of the budget book to the Budget Team in preparation for the Division Reviews.
- Division Review
 - At the division review, the Budget Team reviews the budget details with the appropriate division/section heads, evaluates one-time and ongoing requests and makes recommendations for budget changes.
- Division Narratives (Missions, Accomplishments and Initiatives)
 - The missions, accomplishments and initiatives are due to Finance from all divisions.

March:

- Divisions Respond to all Budget Issues
 - After the division reviews are completed, divisions will be requested to respond to any budget issues identified during the review.
- Division Review – Call Backs all Divisions
 - The call backs of all divisions give the divisions the opportunity to respond to the Budget Team regarding any issues identified during the division reviews.
- Approved Personnel List Provided to HR
- Budget Changes Completed in System (Finance) for Council
 - Finance will input any budget changes into Innoprise for Council review.
- Final Compensation Changes in Budget System
 - Final compensation changes are modified in the budget by the Finance staff.
- Updated 5-Year Plans Completed by Accountants
 - Updated 5-Year plans are completed by the Accountants and distributed to the divisions, Budget Team and readied for publication in the budget book.

April:

- Post Potential Property Tax Rate/Levy Notice
- Proposed Budget Available to Council
- Year-End Capital Estimates and Rollovers Due to Finance
Carryforwards are due to Finance for any capital projects or purchases.
- Council Budget Retreat
The entire City budget is presented to the Council over a three-day period. The Council generates final recommendations regarding the budget adoption.

May:

- Final Documents to Clerk's Office
- Agenda Review for Tentative Budget Adoption

June:

- Organizational Charts Issues and Updates to Finance
- Tentative Budget Adoption
- Tax Levy Hearing and Final Budget Adoption
- First Reading of Tax Levy Adoption
- Second Reading of Tax Levy Adoption

Section 3

Overview of Budgeting

Budgeting is an ever-evolving process which reflects community needs and priorities. Through the efforts the City Council, City employees and under strict State and Federal laws for accounting and reporting for a Municipality, the budget is adopted. Though the City prepares and adopts a budget for the fiscal year (July through June), the budget process includes forecasting five years forward, with a six to ten-year long-range view. In particular, capital improvements require a multi-year perspective. The intent for this particular method of budget management is to address short-term planning and to help ensure the long-term viability and strength of the City.

The City operates under the state expenditure limitation with a permanent adjustment to the base. The Arizona State Legislature imposed a constitutional amendment that limits the annual expenditures for municipalities. The Economic Estimates Commission, based on population growth and inflation, sets this limit.

For additional information, please refer to the “City of Flagstaff’s Annual Budget and Financial Plan” which can be located on the City’s website [click here](#).

The City can only legally spend the amount it has been authorized during the budget approval process. The divisions have a significant role in this process, as they are accountable for any deviations from the approved budget for their areas of responsibility. When deviations are anticipated, it is important for the division/section to report them to their accountant and the Budget Team as soon as they are known, not just during the budget process. Early planning is fundamental to managing our legal expenditure limitations. During the budgeting process, divisions are required to communicate the status of their budget and deviations from their authorized budget via the completion of the Division Checklist form which can be found on the City’s “Innoprise Financials Training and Documentation” website [click here](#).

What is the purpose of having an annual budget aside from the legal requirements? The purposes include the following:

1. Demonstrate financial and operating plan consistency and documentation
2. Indicate short-term organization-wide initiatives
3. Present long-term non-financial goals and objectives
4. Report performance measures
5. Present information using a specific fund structure; the list of current funds is available on the shared drive [click here](#).
6. Present major revenues
7. Capital expenditures and their related operational impact
8. Debt structure
9. Other planning processes used for budget direction
10. The goals, objectives, programs, projects and services as presented

The focus for all divisions should be on the City’s Mission, Vision and Values [click here](#) and the City’s Strategic Plan [click here](#). Additional documents to support division budgets might include: Council Goals and Priorities [click here](#), Regional Plan, Master Plan, and/or other strategic documents.

The legal basis through which the budget process operates includes regulations regarding a balanced budget, expenditure limitations, timeliness for adoption, publishing guidelines and required public hearings. The City’s budget process is designed to satisfy these legal requirements in a timely and comprehensive manner.

Overview of Budgeting Concepts

The adopted budget is based on fiscal restraints consistent with conservative and sustainable revenue estimates. Plan expenditures and revenues should be based on a conservative view. All budget revenues and expenditures should reflect the economic climate anticipated for that period, with the recognition that all revenues may not be realized, and consequently, the expenditures should reflect the reduced revenues.

Expenditure Budgeting

When preparing the budget forecast, it is important to delineate the different types of expenditures. Basically, there are the following categories:

- Personnel Services
- Contractuals
- Commodities
- Capital

Personnel Services - Object number 4101 to 4196

Object codes include salary and wages, overtime, employer taxes, employer retirement, employer health benefits, employer other benefits, employer allowances and other.

Example: 001-02-034-0130-1-~~4101~~ Regular Pay

Entity	Objects	Segments	Fund Classes	Accounts			Classes	Defaults	Bank	Bank Accounts	Quick Numbers	Fiscal Years	COA Imports	Acco
	Fund	Division	Section	Program	Function	Object	Account #	Description	GL Type	Type	Class	Class Detail		
<input type="checkbox"/>	001	02	034	0130	1	4101	001-02-034-0130-1-4101	Regular Pay	Expense	Detail	Personnel Services	Salary and Wages		
<input type="checkbox"/>	001	02	034	0130	1	4110	001-02-034-0130-1-4110	Overtime	Expense	Detail	Personnel Services	Salary and Wages-OT		

Note: Contracted Personnel Services (4191) is where temporary hourly labor hired through a temp agency would be budgeted.

Contractuals – Object number 4201 to 4297

Contractual Services are used for operating or construction activities. Object codes include professional services, utility services, maintenance, rents, debt service, insurance, depreciation, travel and education, miscellaneous and contra charges. Debt service costs, though in this category, are budgeted by Finance.

Example: 001-02-034-0130-1-4211 Utilities - Telephone

<input type="checkbox"/>	001	02	034	0130	1	4191	001-02-034-0130-1-4191	Contracted Personal Services	Expense Detail	Personnel Services	Other
<input type="checkbox"/>	001	02	034	0130	1	4211	001-02-034-0130-1-4211	Utilities-Telephone	Expense Detail	Contractuals	Utility Services
<input type="checkbox"/>	001	02	034	0130	1	4261	001-02-034-0130-1-4261	Travel, Lodging and Meals	Expense Detail	Contractuals	Travel and Education

Commodities – Object number 4301 to 4396

Commodities are expendable items used by operating or construction activities. Object codes include small equipment, motor vehicle and machine parts, library supplies, inventory adjustments, other supplies, work order charges and contra charges.

Example: 001-02-034-0130-1-4301 Computer Equipment

<input type="checkbox"/>	001	02	034	0130	1	4290	001-02-034-0130-1-4290	Other Miscellaneous Services	Expense Detail	Contractuals	Miscellaneous
<input type="checkbox"/>	001	02	034	0130	1	4301	001-02-034-0130-1-4301	Computer Equipment	Expense Detail	Commodities	Small Equipment
<input type="checkbox"/>	001	02	034	0130	1	4302	001-02-034-0130-1-4302	Office Equipment Under \$5,000	Expense Detail	Commodities	Small Equipment

Capital – Object number 4401 to 4497

The basic definition of capital is those items valued over \$5,000 with a life expectancy of at least three years. Object codes include fleet, equipment, professional services, land and buildings, street and related construction, water and sewer construction, other and contra charges.

If there is a question regarding whether to classify a projected expenditure as commodities or capital, please contact your accountant for clarification. There are many exceptions to the rules, and your accountant will have the resources to confirm the correct treatment of your purchase.

Example: 001-05-102-0314-4-4401 Rolling Stock (Fleet)

Entity	Objects	Segments	Fund Classes	Accounts		Classes	Defaults	Bank	Bank Accounts	Quick Numbers	Fiscal Years	COA Imports
	Fund	Division	Section	Program	Function	Object	Account #	Description	GL Type	Type	Class	Class Detail
<input type="checkbox"/>	001	05	102	0314	4	4401	001-05-102-0314-4-4401	Rolling Stock (Fleet)	Expense Detail	Capital	Fleet	

Base Budgeting

Base budgeting is the method used by the City where the department itemizes personnel, contractual and commodity costs needed to maintain current service levels based upon last year’s budget. The base budget

does not include any one-time expenditures approved during the prior budget. No one-time increases will be built into the base budget.

Detail justifications must exist in the base level narratives to support the continued level of funding. For basic ongoing expenditures such as photocopying or office supplies, it is not necessary to go into detail (i.e., input for photocopy costs of \$1,000 would state "Base - Photocopy Costs \$1,000"). Only if you have significant changes in your budgeted accounts is it necessary to include detailed justifications. Any significant budgeted items (i.e., legal fees, consultants, etc.) require additional justification. Line item budgets may be increased and/or decreased within the contractual category (42XX object numbers) and the commodities category (43XX object numbers) to arrive at the base budget. The "bottom line" budget number is the target in preparing the base budget. Any increases in discretionary expenditures must be absorbed within your base budget.

Fund Balance

Fund balance is the excess of assets over liabilities. Fund balance does not necessarily mean funds available for spending. Fund balance can be restricted, committed or assigned. Only the unassigned balance over the minimum fund balance policy is available for allocation for future year budgets.

Fund balances are created to compensate for:

- Economic uncertainties
- Cash flow requirements (10-15% of expenditures based upon the specific fund)
- Adequate contingencies

Contingency/Reserve Funds

Contingency/reserve funds are monies to be used for unexpected expenditures in the current fiscal year. If the funds are not used, they are rolled into the fund balance and carried into the next fiscal year. It is important to have these funds budgeted in the event an unexpected expenditure is required. The City is not allowed to spend above the authorized approved budget. These funds provide the City with protection in the event of an issue requiring additional expenditures.

Catastrophic Fund

The catastrophic fund policy set forth by the City is to help protect the City from negative financial impacts due to aging infrastructure. The City has deferred maintenance and purchase of equipment and infrastructure due to the recession, reduced funding by the State, tax receipts and other agencies. Where possible, the City is trying to build up funds in case of major unbudgeted repairs and replacements.

Appropriation

Appropriation is the authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Resolution.

Revenue

Revenues are amounts estimated to be received from taxes and other sources during the fiscal year.

Carryforward

Any equipment, contractual, commodity or capital project expenditure that has been approved in the previous budget but for various reasons has not been purchased or implemented on schedule may be carried forward. Under State law and Generally Accepted Accounting Principles (GAAP), only those costs related to goods received or services performed on or before the last day of the fiscal year can be reflected on the financial statements of that fiscal year as expenditures. To avoid having to charge the costs estimated to be incurred in a subsequent fiscal year as an unbudgeted item, such expenditures are included in the subsequent year's budget. Ongoing contractual and commodities are not normally allowed to be carried forward unless approved by the Budget Team. Carryforwards must be submitted by the section to their accountant by the date noted in the Budget Calendar.

One-Time Expenditures

One-time expenditures are authorized on a fiscal year basis for a specific purpose, and are not expected to be recurring costs as a part of normal operating expenditures. Consultants are considered one-time expenditures unless your program is one of the few exceptions.

Ongoing Expenditures

Ongoing expenditures are authorized as a part of the budget process for recurring/ongoing operational needs. These expenditures will increase the amount of the base budget in future years while showing as an approved IFR for the current budget year.

Grant

A grant is a financial award given by the Federal government, State government or other agency to support a particular program or activity. Grant proceeds are restricted to the use stipulated by the grant award. Misuse or misappropriation of grant funds can impact the City for years to come.

Responsibility of the Department Regarding Budget Deviation

The division is responsible for ensuring budgets are reviewed frequently. New expenditures are authorized only with available funding and any significant changes to the adopted budget must be communicated, in writing, to the accountant and the Budget Team. Based upon the nature of the change, you will receive additional guidance to manage the budget deviation.

Section 4

Budgeting Process

Budget Process Steps (for details on how to perform the steps see Section 12):

1. Year End Estimates - line item year end estimates are not required except for those areas with significant deviations from the current year budget. The Division Checklist form must be completed by the section heads and division director and sent to the Finance Manager - Budget and the accountant for the appropriate area. This form is located on the City's "Innoprise Financials Training and Documentation" website [click here](#).
2. Base Budget Requests - will itemize personnel (input by payroll), contractual and commodity costs required to maintain current service levels. The prior year base budget and any ongoing authorizations approved in the prior budget will be provided. The base budget will not include any one-time expenditures from the previous approved budget. Contractuals and commodities may be reallocated within each program, and, if appropriate, within each section. Line item justifications should demonstrate enough detail to clearly explain the link between the dollars requested and the justification. However, if the item being requested is a basic service, such as photocopies, then a general justification is appropriate (i.e., Base - Photocopies). It is important to review all justifications and modify as necessary. Justifications may be copied and pasted if they are contained in a master word or excel document. The justification field has a 2,000-character limit.
3. Increased Funding Request (IFR) - will project financial requirements to increase service levels, or implement new programs or activities. The one-time and ongoing IFR requests will be due to the Budget Team and the assigned accountant in the standardized excel form which can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#). If additional information is required, it may be provided in addition to the excel form. Any additional information provided must be submitted at the same time as the excel form. The deadlines for one-time and ongoing requests are hard deadlines. These requests will be presented at the Division Review meetings. At the conclusion of the Division Review, all decisions related to IFRs will be communicated to the requesting divisions.
4. Capital Requests - are for those items that exceed \$5,000 for a single item of operating capital or \$25,000 for a capital improvement project. Capital requests may require pre-authorization from another division if it involves fleet, information systems or building renovations.
5. Interdivision Service Requests - are those requests that involve service provision between divisions. The division that is being asked to provide the service will estimate the number of hours, related equipment charges and other materials that may be needed to complete the request. The total cost to provide the requested service will be charged to the requesting division.
6. Personnel Change Requests - must be completed for any new staff, changes in staff and reorganizations that change any staff classifications. Human Resources manages this process. Forms and additional information may be found at the City of Flagstaff website [click here](#).
7. Council Goals and Objectives (Priorities, Objectives and Measures) - tie priorities and objectives to quantifiable measurements and show a relationship to the overall Council Goals and objectives.
8. Revenue Forecasting - is necessary to assure adequate resources are available to fund current and future levels of service through new or enhanced revenues including grants, user fees, impact fees, implementation of new services or guidelines. Plan to meet with your accountant in January for revenue reviews and updates prior to 5-Year Plans being completed.

Review Process

All the components of the division budget will be reviewed with the division director (or designee), the assigned accountant and the Budget Team. The purpose of reviewing the budget is to assure that adequate resources are budgeted to provide agreed upon service levels to citizens. In the event that resources are not adequate to maintain continuance of the same level of services, the budget process will examine alternate budget reductions so as to minimize service disruptions and/or decreased levels of service provided to citizens. A review of each line item is conducted to ensure that thoughtful consideration is given to budgeting for each item and results in the deletion of items not essential to the operation of a specific program or division.

The review will consist of:

1. Review of new personnel requests and associated offsets
2. Verification of base budget amounts
3. Review of the Increased Funding Request (IFR), one-time and ongoing
4. Review of capital/grant budget items
5. Review of Interdivisional Service Requests
6. Discussion of new/changed (increased or decreased) revenue sources
7. Evaluation of strategic priorities, objectives and measures
8. Determination of issues needing additional information for Council presentation

After the Department Review, any addition, deletion or request for additional information will be discussed with the appropriate division. It is the responsibility of the division director, through adequate communication with the section head(s) and the accountant, to ensure changes are made and documented appropriately.

Other Budgeting Information

Accountant Assignments - A list of the accountants assigned to the divisions can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#).

Account Security - Account security limits the accounts for which a user has access. If additional account access is required for data entry, please contact Heidi Derryberry at hderryberry@flagstaffaz.gov or extension 2215.

New Programs/Adding Account Numbers - To add a new program or account to an existing program, please contact Heidi Derryberry at, hderryberry@flagstaffaz.gov or extension 2215.

Account Numbers - The account numbers used by the City can be confusing for many users. The numbers are comprised of six segments which are outlined below:

001	02	034	0131	1	4302
-----	----	-----	------	---	------

Fund

The first segment consists of three digits, and identifies the fund. In the example above, 001 stands for the General Fund.

Division

The second segment consists of two digits, and identifies the division. In the example above, 02 stands for Management Services.

Section

The third segment consists of three digits and identifies the section. In the example above, 034 stands for Finance.

Program

The fourth segment consists of four digits, and identifies the program. In the example above, 0131 stands for Accounting. Program numbers starting with 0010 to 2999 are operating programs, 3000 to 5999 are capital project programs and from 6000 to 7999 are grant programs.

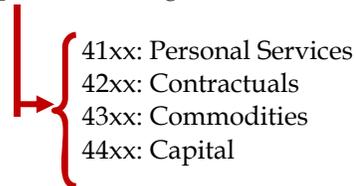
Function

The fifth segment consists of one digit, and identifies the function. In the example above, 1 stands for General Government.

Object

The sixth segment consists of four digits, and identifies the object. In the example above, 4302 stands for Office Equipment Under \$5,000.

1: Asset 2: Liability 3: Revenue 4: Expense 5: Charge to/from 6/7: Rev Trans



For a master list of the account numbers [click here](#). For guidance on how to look up the Innoprise account number using the prior Naviline (HTE) account number, see Question 8 in Exhibit 7 - Common Questions.

Budget Levels - There are key times during the budget process that information is captured for reference purposes. These times refer to decision levels as detailed below:

1. Division Level (DIV) - This is the budget entry level for the divisions. At this level, the divisions enter budget amounts for the base budget, capital, grants and specific items in personnel services (see Budget Tips in Section 5 for a full listing). The divisions will be provided target budget amounts. This is the ONLY level the divisions can enter data into directly. The divisions will not enter personnel, as that will be entered by Payroll.
2. City Manager Level (CM) - After the Division Review meetings are held, changes to the budget are entered in the CM level. The data in this level is printed and used for the Council and public review. Budget changes may include Budget Team recommended changes including; base, one-time, ongoing, capital and grants.
3. Final Level (FNL) - After the City Council changes are made in late April, the final adopted budget is prepared.

Budget Sequences - Within each of the three budget levels are three sequences.

1. Base:
 - a. The Base Budget is copied from the prior fiscal year and includes all approved ongoing IFRs from the prior fiscal year. The target base will be provided by Finance. Each division will enter changes to the base budget numbers and include required narratives. Narratives are required wherever a number is presented, no exceptions. See Section 12 for specific instructions on entering budget data.
 - b. Sufficient detail must exist in the base level narratives to support the continued level of funding. For basic ongoing expenditures such as photocopying or office supplies, it is not necessary to go into detail (i.e./ . Base - Photocopies). If there are significant changes in budget levels from the prior year, it is necessary to have a sufficient justification included to explain the change. Items such as legal fees, consultants, software maintenance contracts, etc., will need a more complete justification.
2. Grants:
 - a. User entry of all grants should include the following information:
 - Total project cost (grant and match)
 - Grant number assigned by granting agency
 - City project number assigned to the grant
 - Grant type (i.e., Federal, Federal thru State, State or foundation) and, if known, the name of the funding agency
 - Funding period (start date and end date)
 - Matching or cost sharing - enter the percentage of the funding match and if it is cash or in-kind (i.e., 80% Federal/20% Cash Match); enter 'No Match Required' if there is no match necessary
 - b. Grant project representative - name of the division contact responsible for the overall management of the grant
3. Capital:
 - a. This is the division entry for all operating capital and capital project budgets (except those entered by CIP and Fleet).
 - b. The CIP Section will input budgets for the divisions the Capital Improvement group manages (Sections 152, 112, 111, 103).
 - c. The Fleet Section will input all General Fund Fleet approved vehicles.
 - d. All other CIP capital, operating capital or Enterprise fleet capital will need to be input by each section.
4. Personnel:
 - a. Salaries and fringe benefits are budgeted in Finance. Any deviations from authorized positions are to be brought to the Budget Team and the accountant's attention immediately.
 - b. Overtime - last year's approved overtime is included in the Personnel sequence. Review the personnel report and if a division seeks to increase their overtime request, they must enter either a one-time or ongoing IFR.
5. IFR (Increased Funding Request):
 - a. The divisions will be required to submit a standardized spreadsheet for submission to the Budget Team and the assigned accountant. The IFR form can be found on the City's "Innoprise Financials Training and Documentation" website [click here](#).
 - b. IFRs will be entered by the accountants or other Finance staff once approved.

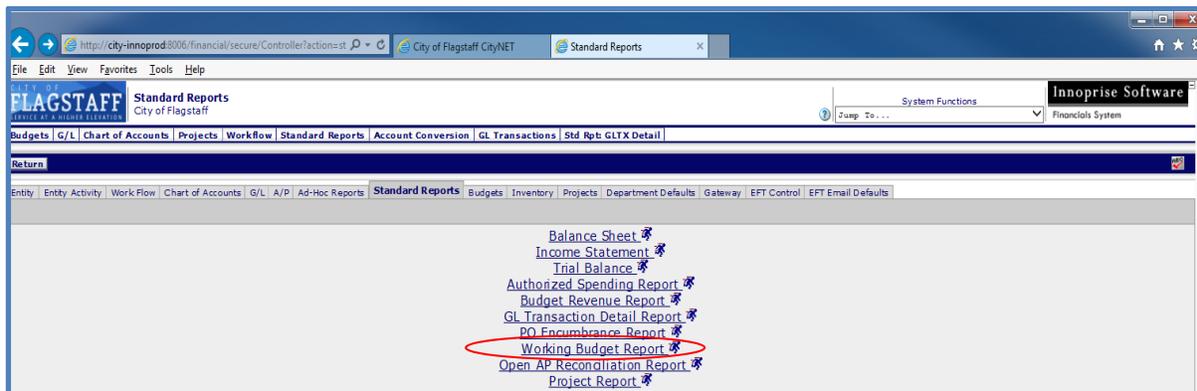
Section 5

Standard Budget Reports

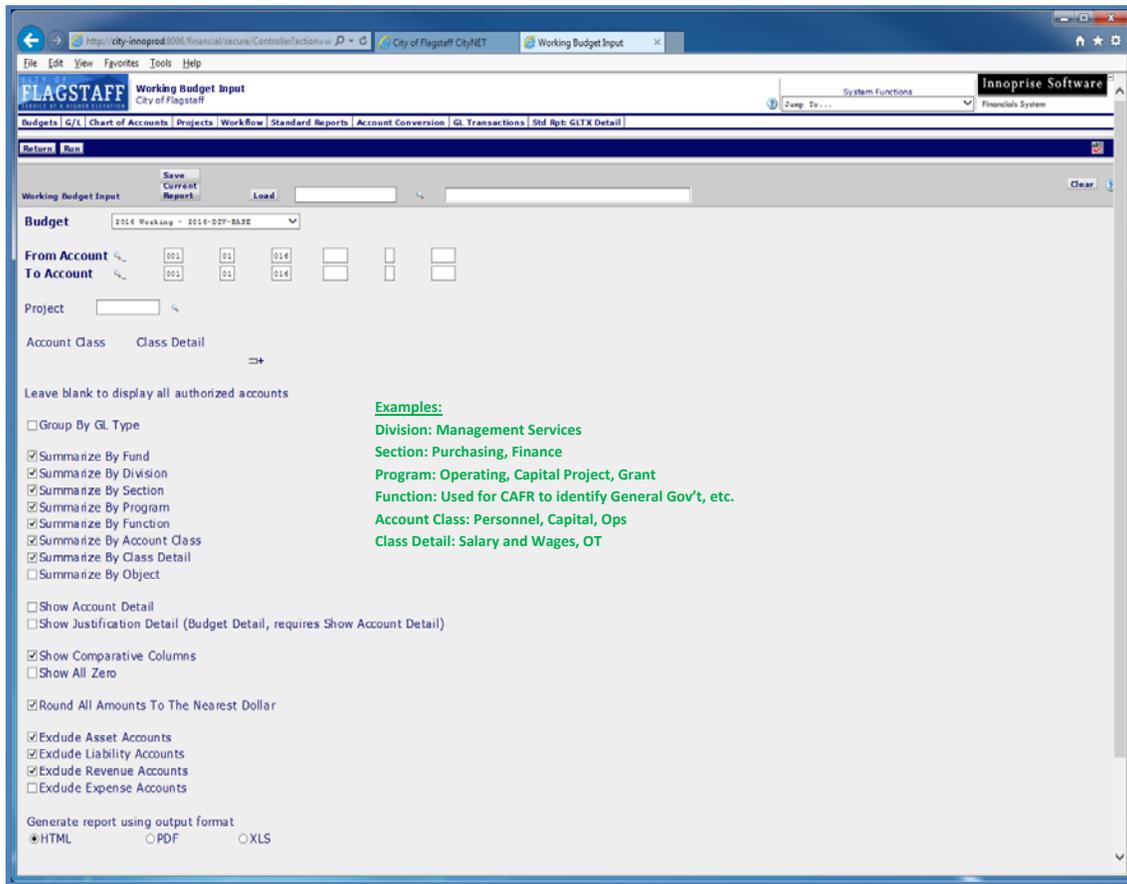
Working Budget Report

The Innoprise Standard Reports for use in the budget is the Working Budget Report.

Click on Standard Reports in the Jump To Menu or on the favorites bar



- Working Budget Report
 1. Click on the Working Budget Report
 2. Enter the account range for which you want to the run the report
 3. Check boxes as needed to summarize the report to reflect the data presentation needs
 4. **ALWAYS** check the “Show Comparative Columns” and “Round All Amounts to the Nearest Dollar”
 5. **ALWAYS** check “Exclude Asset Accounts” and “Exclude Liability Accounts”
 6. Choose if you want the report to be HTML, PDF or Excel



To run a **Detailed Line Item** budget report, select Summarized by Division, Section, Program and Account Detail.

To run a **Program Summary** report, select Summarized by Division, Section, Program and Account Class (subtotal by Personnel, Contractuals, Commodities and Capital).

To run a **Narrative (Justification)** report select Show Account Details, Show Justification Details and then subtotal (summarize) as needed.

Note: See Exhibit 7 – Common Questions (#6) for a walkthrough on how to find the most up-to-date program listing within Innoprise and to see examples of available reports.

Account Inquiry Report

The Account Inquiry Report can be useful to retrieve information on several accounts regarding expenditures year-to-date (up to the prior years).

Click on Chart of Accounts in the “Jump To” Menu

Entity	Objects	Segments	Fund Classes	Accounts	Classes	Default	Bank	Bank Accounts	Quick Numbers	Fiscal Years	COA Imports	Account Conversion	GL Type	Date	Class	Class Detail	Defines	Required Protol	Acct Inquiry	Check Account	YTD	YTD Available	
001	01	016	0061	1	3201	001-01-016-0061-1-3201		County Grants					Revenue	Detail	Intergovernmental Revenues	County Grants				0.00	0.00	92,900.00	
001	01	016	0061	1	4101	001-01-016-0061-1-4101		Taxable Fee					Expense	Detail	Personal Services	Salary and Wages				0.00	147,981.92	260,930.08	
001	01	016	0061	1	4102	001-01-016-0061-1-4102		Temporary Pay					Expense	Detail	Personal Services	Salary and Wages				0.00	4,811.32	-4,811.32	
001	01	016	0061	1	4110	001-01-016-0061-1-4110		Overtime					Expense	Detail	Personal Services	Salary and Wages-OT				0.00	68.45	-68.45	
001	01	016	0061	1	4113	001-01-016-0061-1-4113		FICA-Retailer					Expense	Detail	Personal Services	Employer Taxes				0.00	8,438.39	14,877.61	
001	01	016	0061	1	4116	001-01-016-0061-1-4116		FICA-Medical					Expense	Detail	Personal Services	Employer Taxes				0.00	1,978.09	3,478.91	
001	01	016	0061	1	4120	001-01-016-0061-1-4120		Retiree-DBA					Expense	Detail	Personal Services	Employer Retirements				0.00	16,466.10	35,407.90	
001	01	016	0061	1	4124	001-01-016-0061-1-4124		Retiree-LTD/Disability					Expense	Detail	Personal Services	Employer Retirements				0.00	172.08	317.92	
001	01	016	0061	1	4129	001-01-016-0061-1-4129		Retiree-Comp/DBA-City					Expense	Detail	Personal Services	Employer Retirements				0.00	0.00	0.00	
001	01	016	0061	1	4141	001-01-016-0061-1-4141		Group Insurance-Medical					Expense	Detail	Personal Services	Employer Health Benefits				0.00	21,306.38	27,774.72	
001	01	016	0061	1	4142	001-01-016-0061-1-4142		Group Insurance-Dental					Expense	Detail	Personal Services	Employer Health Benefits				4,279.00	4,279.00	1,679.04	2,999.96
001	01	016	0061	1	4143	001-01-016-0061-1-4143		Group Insurance-Dependent Ins					Expense	Detail	Personal Services	Employer Health Benefits				12,228.00	12,228.00	5,080.00	7,148.00
001	01	016	0061	1	4145	001-01-016-0061-1-4145		Group Insurance-Vision					Expense	Detail	Personal Services	Employer Health Benefits				183.00	183.00	74.20	108.80
001	01	016	0061	1	4146	001-01-016-0061-1-4146		Health Services Account-City					Expense	Detail	Personal Services	Employer Health Benefits				356.00	356.00	231.00	325.00
001	01	016	0061	1	4160	001-01-016-0061-1-4160		Industrial Insurance					Expense	Detail	Personal Services	Employer Other Benefits				476.00	476.00	261.58	414.42
001	01	016	0061	1	4161	001-01-016-0061-1-4161		Group Insurance-Life					Expense	Detail	Personal Services	Employer Other Benefits				925.00	925.00	342.96	582.04
001	01	016	0061	1	4191	001-01-016-0061-1-4191		Contracted Personal Services					Expense	Detail	Personal Services	Other				36,000.00	36,000.00	11,046.00	24,954.00
001	01	016	0061	1	4208	001-01-016-0061-1-4208		Land Rep					Expense	Detail	Contractuals	Professional Services				0.00	0.00	8,729.68	-8,729.68
001	01	016	0061	1	4211	001-01-016-0061-1-4211		Utility-Telephone					Expense	Detail	Contractuals	Utility Services				4,000.00	4,000.00	1,698.54	2,301.46
001	01	016	0061	1	4229	001-01-016-0061-1-4229		Performance Assessment					Expense	Detail	Contractuals	Miscellaneous				0.00	0.00	0.00	0.00
001	01	016	0061	1	4241	001-01-016-0061-1-4241		Travel Lodging and Meals					Expense	Detail	Contractuals	Travel and Education				0.00	0.00	0.00	0.00
001	01	016	0061	1	4242	001-01-016-0061-1-4242		Recruitment					Expense	Detail	Contractuals	Travel and Education				0.00	0.00	0.00	0.00
001	01	016	0061	1	4243	001-01-016-0061-1-4243		Education and Training					Expense	Detail	Contractuals	Travel and Education				0.00	0.00	0.00	0.00
001	01	016	0061	1	4270	001-01-016-0061-1-4270		Postage and Freight					Expense	Detail	Contractuals	Miscellaneous				0.00	0.00	0.00	0.00
001	01	016	0061	1	4271	001-01-016-0061-1-4271		Advantage					Expense	Detail	Contractuals	Miscellaneous				0.00	0.00	130.06	-130.06
001	01	016	0061	1	4274	001-01-016-0061-1-4274		Memberships					Expense	Detail	Contractuals	Miscellaneous				400.00	400.00	0.00	400.00
001	01	016	0061	1	4282	001-01-016-0061-1-4282		Job Fees					Expense	Detail	Contractuals	Miscellaneous				1,000.00	1,000.00	0.00	1,000.00
001	01	016	0061	1	4290	001-01-016-0061-1-4290		Other Miscellaneous Services					Expense	Detail	Contractuals	Miscellaneous				4,200.00	4,200.00	6,854.31	-2,654.31
001	01	016	0061	1	4302	001-01-016-0061-1-4302		Office Equipment Under \$5,000					Expense	Detail	Commodities	Small Equipment				0.00	0.00	0.00	0.00
001	01	016	0061	1	4305	001-01-016-0061-1-4305		Other Equipment Under \$5,000					Expense	Detail	Commodities	Small Equipment				0.00	0.00	0.00	0.00
001	01	016	0061	1	4342	001-01-016-0061-1-4342		Office Supplies					Expense	Detail	Commodities	Other Supplies				24,000.00	24,000.00	9,136.09	14,863.91
001	01	016	0061	1	4347	001-01-016-0061-1-4347		Food					Expense	Detail	Commodities	Other Supplies				1,000.00	1,000.00	49.90	950.10
001	01	016	0061	1	4364	001-01-016-0061-1-4364		Other Operating Supplies					Expense	Detail	Commodities	Other Supplies				1,000.00	1,000.00	0.00	1,000.00

➤ Account Inquiry Report

1. Click on the Acct Inquiry Symbol (circled in green) for the desired Account # (circled in red)
2. The Account Input screen will be displayed which includes a graph for Budget vs. Actual, Adopted Budget, Opening Balance, Month-to-Date (MTD) Expenditures, Year-to-Date (YTD) Expenditures, Pre-encumbrances, Encumbrances and Ending Balance
3. Click on MTD, YTD, etc. to review a list of all transactions which have affected the Expenditures/Encumbrances-To-Date

Account Inquiry

Account: 001-01-014-0041-1-4211
 Account Type: Expense
 Normal Status: Debt

To Date: 12/31/2014

Adjusted Budget Adjustment Amended: 6,000.00 / 6,000.00
 Opening Balance: 0.00
 YTD: 0.00
 YTD: 1,606.25
 Pre-encumbrance: 0.00
 Ending Balance: 4,393.46

Comparison Options:
 Budget vs Actual
 3 Year Actual Comparison
 Adopted Budget Detail (FY2015)
 Amended Budget Detail (FY2015)

Journal #	Journal Name	Journal Description	TP	SE	Entered	SR	Effective	FD	Special Account	GL Type	Amount	Post Date	Comment	Fund	Division	Section	Program	Function	Object	Account	Account Description	Account Class	Project	Project Line	Project Description	Work Order #	Vendor #	Doc Type	Vendor Name	Purchase Order #	Invoice #
137318	Adopted	Adopted	810	FFB	06/30/2014	01	07/01/2014	1	6,000.00	Expense	6,000.00	06/30/2014		001	01	016	0061	1	4211	001-01-014-0041-1-4211	Utilities-Telephone										

4. Click on the 3 Year Actual Comparison box to see a comparison of the last three years

Account Inquiry

Account: 001-01-014-0041-1-4211
 Account Type: Expense
 Normal Status: Debt

To Date: 12/31/2014

Adjusted Budget Adjustment Amended: 6,000.00 / 6,000.00
 Opening Balance: 0.00
 YTD: 0.00
 YTD: 1,606.25
 Pre-encumbrance: 0.00
 Ending Balance: 4,393.46

Comparison Options:
 Budget vs Actual
 3 Year Actual Comparison
 Adopted Budget Detail (FY2015)
 Amended Budget Detail (FY2015)

Journal #	Journal Name	Journal Description	TP	SE	Entered	SR	Effective	FD	Special Account	GL Type	Amount	Post Date	Comment	Fund	Division	Section	Program	Function	Object	Account	Account Description	Account Class	Project	Project Line	Project Description	Work Order #	Vendor #	Doc Type	Vendor Name	Purchase Order #	Invoice #	
137318	Adopted	Adopted	810	FFB	06/30/2014	01	07/01/2014	1	6,000.00	Expense	6,000.00	06/30/2014		001	01	016	0061	1	4211	001-01-014-0041-1-4211	Utilities-Telephone											

Section 6

Budget Tips

Personnel Services - Division Responsibility

The only items divisions are responsible for entering related to Personnel Services are:

Employer Allowances

- 4171 - Clothing Allowance (Except Police)
- 4173 - Other Allowances

Other

- 4192 - Mechanical Shop Labor

Charges - Contra

- 4196 - External Reimbursements - Personnel

A narrative must be entered with an amount for each budgeted line item.

Note: In the narratives describe what is requested/needed, the purpose it fulfills and any financial considerations. The narratives will be read by the City Council, City Manager and others, and should be presented in a professional manner. Review for missing words, numbers and typographical errors.

Contractual Services - Division Responsibility

1. **Professional Services** are compared to prior year expenditures. The usage and reason for each contract must be documented in the narrative. Consultants are always considered one-time expenditures (unless your program is one of the exceptions) and must be re-budgeted on an annual basis detailing both the specific project and the amount. All new one-time and ongoing requests will be submitted on the excel spreadsheet to the Budget Team and assigned accountant. Do not enter them in the base budget unless it is to be funded within the base budget.
2. **Utility Services** are compared to prior year expenditures. Once known, any potential rate increases and how they are to be treated in the budget will be communicated to the sections. Refer to the "Budget Quick Reference Guide" for current budget year rates.
3. **Maintenance** of facilities and equipment is budgeted in accordance with existing equipment and estimated service contract costs. Minor renovations of facilities are budgeted in the appropriate program's maintenance budget. Divisions should contact Facilities Maintenance for requested work orders and to ensure that adequate funds are budgeted. To better manage the funds, open communication between the requesting division and Facilities Maintenance is required. The division is ultimately responsible for ensuring all Internal Service Requests (ISR) are accounted for in their budgets.
4. **Rents** and leases on multi-year contracts are budgeted at the appropriate level and all other items are budgeted at estimated cost.
5. **Debt Service** costs are budgeted in Finance.
6. **Insurance** costs are budgeted in Finance.

7. *Travel* requests should be based on the most economical method of transportation. The City's policy is to utilize rental car contracts procured by the Purchasing Section for all one-day out of town travel. Multiple day trips must be comparatively analyzed. Travel allowances are included in the Payroll sequences.
8. *Miscellaneous* line item categories are available for those items that do not fall into one of the other categories. Every effort should be made to budget in specific titled accounts, however if there is no appropriate category, expenditures may be budgeted as Miscellaneous. A complete description of the expenditures must be stated in the narrative section for all miscellaneous budget items.
9. *Charges-Contra* should be budgeted as known. Please contact your accountant for specific assistance for your section or program.

Note: Operating capital (>\$5,000) is budgeted in capital and major renovations or projects (> \$25,000) are subject to the Capital Improvement Project (CIP) review process and should be budgeted in capital.

Commodities - Division Responsibility

1. *Small Equipment* is compared to prior year expenditures.
 - a. Divisions/Sections should contact the Information Technology Division to coordinate hardware/software purchases and the implementation of maintenance plans.
2. *Motor Vehicle & Machine Parts* are compared to prior year expenditures.
3. *Library Supplies* accounts are to be used only by the library.
4. *Other Supplies* are compared to prior year expenditures with adjustments to add/delete one-time expenditures. Printing and binding should be budgeted according to prior year expenditures adjusted for cost increases.
5. *Work Order Charges* see Section 8.
6. *Charges - Contra*

Capital/Grants Input

Operating capital are all items with a cost greater than \$5,000 and capital projects are those projects having assets with a cost greater than \$25,000 and a useful life of three years or more.

Costs for capital projects must include all costs associated with completing the asset/project. Costs to be included cover all categories of commodities, contractual (including work orders) and capital which encompass the purchase of land, design and engineering, and construction of buildings and infrastructure items such as streets, bridges, drainage, street lighting, water systems, etc.

1. Enter all operating capital and CIP in the YYYY-DIV-GRANTS/CAP sequence.

Note: The budget system does not recognize project numbers for budgeting purposes. When entering amounts for account numbers that have multiple projects associated with them, break out each project in the narratives and their respective project costs. If the project number is known, include that information in the narrative. The line item should then reflect the total of all individual projects listed in the narrative.

Section 7

Fleet Vehicle Requests

Fleet will meet and make recommendations on fleet purchases prior to the budget system being closed in January. Divisions will be notified which vehicles requested/due for replacement have been approved by the Fleet Committee. Fleet generally only pays for those vehicles in the General Fund. Fleet will enter the approved fleet purchases into the budget system for General Fund divisions. All other divisions are responsible to enter their Fleet approved equipment into the budget system.

EQUIPMENT TYPE	Service years	Service Hours	Service mileage	Minimum yearly accrual	Purchase costs	ytd	ltd	Miles accrued by criteria
Sedans (Non-patrol)	15		150,000	5,000				
*Sedans (Patrol)	5		100,000	20,000				
Sedans (Fire Admin.)	15		150,000	5,000				
Trucks (1 Ton or less)	15		150,000	5,000				
4 x 4 Plow Trucks	10		100,000	5,000				
Suv's, Vans	15		150,000	5,000				
Trucks 1 ½-2 ton	15		150,000	5,000				
Fire Type I Engine	25		200,000	5,000				
Fire Tender	25		200,000	5,000				
Ladder Truck	25		200,000	5,000				
Dump Truck (15,000 GVW & up)	20		200,000	5,000				
Street Sweepers	10	9,000		200H				
Backhoes	20	9,000		200H				
Motor Grader	25	9,000		200H				
Front End Loader	20	9,000		200H				
Miscellaneous Tractors	15	10,000		5,000				
Trailers	20							
Dozers	20	9,000		200H				
1/2 ton + SUV (Patrol)	7		120,000	10,000				
1/2 ton + SUV (Fire)	9		140,000	7,000				
Type III Engine	25		200,000	5,000				
Type 6 Engine	12		120,000	5,000				
Ice Resurfacers	25	5,000		200H				
Mowers	10	2,500		200H				
Top Loaders	10		150,000	5,000				
**Rear Loaders	10		150,000	5,000				
**Side Loaders	10		150,000	5,000				
Rolloffs	10		150,000	5,000				
**Landfill Dozers		9,000		200H				
**Landfill Scraper		9,000		200H				
**Landfill Compactor		9,000		200H				
Landfill Tub Grinder		9,000		200H				
Hydrocleaner	12	9,000		200H				
Hydro Vacuum	12	9,000		200H				
Paint Striper	12	9,000		200H				

Snow Blowers	20	9,000		200H				
Patch Truck	15	9,000		200H				
Brush Chipper	20	9,000		200H				
Conveyor Plant	20	9,000		200H				
Compressors	20	5,000		200H				
Rollers	20	5,000		200H				
Fork Lifts	20	9,000		200H				
Welders	20	5,000		200H				
Skidsteers	12	6,000		200H				
Truck Tractors	20		200,000	5,000				
Airport Runway Sweeper	15	9,000		200H				
Airport Runway Plow								
Truck	25	9,000		200H				
Gradall	25	9,000		200H				
Generator (trailer mounted)	15	5,000						

*P/D patrol cars will not be ordered until mileage criteria is met
 **Heavy equipment option refurb

Section 8

Interdivisional Service Requests

An Interdivisional Service Request (ISR) must occur when a division requests services from another division within the City. This ensures the associated labor and material costs are properly charged back to the originating division.

Interdivisional Service Request (ISR) Process

1. All ongoing and base Facilities ISR requests from the prior budget have been imported into the base budget including all narratives.
2. Divisions are responsible for reviewing these rolled work orders, managing the increases expected in labor and materials costs, descriptions, work scope, etc.
3. Divisions/sections have the obligation to communicate with Facilities/Parks/Streets any major changes in requests or request descriptions within their division/sections.
4. Any ISR request (one-time or ongoing) that requires funding beyond the base budget target shall be included in the IFR requests.
5. Finance will run a city-wide report for Facilities/Parks/Streets as a cross-check for major budget changes which affect the finances and workload projections of Facilities/Parks/Streets. The Facilities/Parks/Streets sections will also review the report and address any major issues with Finance and the division requesting the service.
6. The divisions must input all relevant data into the budget.
7. New programs and capital projects may require new account setups in both Naviline and Innoprise. These account setup requests should be sent to Heidi Derryberry at hderryberry@flagstaffaz.gov and copy the assigned accountant, Facilities/Parks/Streets and the section requesting the work. Account number requests are normally the responsibility of the division/section.

Section 9

Performance Budget Information

The responsibility of the City of Flagstaff is to develop and manage programs, services and their related resources as efficiently as possible and to communicate the results of these efforts to our citizens. Performance measurements when linked to the budget and strategic planning process can assess accomplishments on a city-wide basis. When used in the long-term planning and goal setting process, and linked to the City's mission, goals, and objectives, meaningful performance measurements can assist City officials and citizens in identifying financial and program results, evaluating past resource decisions and facilitating qualitative improvements in future decisions regarding resource allocation and service delivery.

Mission Statement

Division/Section mission statements should be revised as needed. Some divisions/sections have been impacted by organizational changes in the current year and need to ensure that the mission statement is adequate.

Program Description

Program descriptions should include a short description of the primary functions performed for the City.

FY YYYY Accomplishments

List accomplishments that were achieved by the division/sections.

FY YYYY New Initiatives and Goals

List new initiatives or goals the division/sections have for the new budget year.

Performance Measures

As defined by the Council goals and the City's Strategic Plan, goals, objectives and performance measures must be established. A section should have three to five goals and objectives. Those measures selected should be ones the section is interested in maintaining and tracking on a long-term basis and are measurable.

Section 10

Revenue Forecasting

The next step in the budget process is revenue forecasting. This is a very important step in the budget process for estimating fund balance for the current year and for five-year plans. Both quantity and quality of service to be provided are directly dependent upon the amount of revenue available. The Revenue section provides estimates for local taxes and state shared revenues. Other revenue forecasts are a joint effort between divisions and Finance.

This information is required to be presented to the Budget Team during the division meetings in any situation where new revenue will be generated or where revenue estimates change (whether increase or decrease) by a substantial amount in comparison to the overall budget. Divisions need to work closely with the assigned accountants during this stage to assure revenue estimates are appropriately captured on the five-year plans. All sources of revenue, including proposed grants, should be projected regardless of the amount involved. Please prepare separate revenue forecasts for each revenue source.

Note: Revenue numbers are generated internally as a joint effort between the divisions, accountants and the Revenue section of Management Services. BBB funds, specifically, are provided to divisions as they are updated.

Section 11

Fiscal Year End and Carryovers

Carryovers

Divisions must notify, in writing, the assigned accountant of any carryovers and the related updated year-end estimate projections by the assigned deadline (Section 2). This must be communicated prior to the City Council approval of the budget or sufficient appropriation may not be available in the new budget year to pay for the expenditures. There is no opportunity to create additional appropriations after Council approval due to legal timeframes that dictate the publication and adoption of the budget.

Year-End Close and Invoices

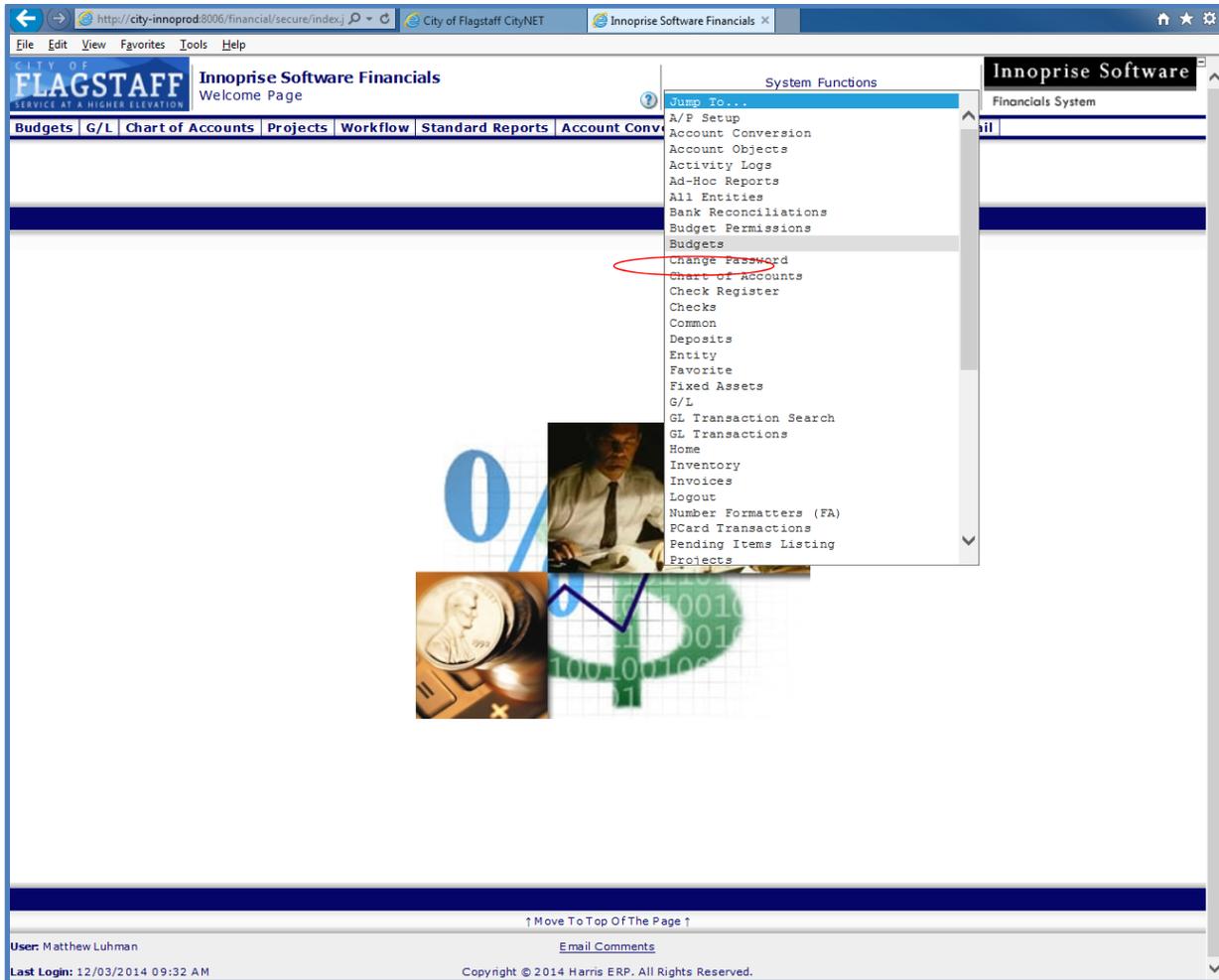
Finance must receive invoices by the end of the first week of August for all items received before June 30th. For any delivery expected after June 30th, the expenditure will be charged against the *next* year's budget line item. ***Budget authority does not automatically rollover into the new budget year.*** If an item is not received by June 30th, the encumbrance will lapse and no funds will be available. Therefore, it is imperative that large capital items that may carry over into the new fiscal year be budgeted appropriately. Requisition high dollar items in a timely manner to avoid this situation. If the expected delivery date is in doubt, re-budget for a carryover. Coordinate with Purchasing to determine expected delivery dates.

Section 12

Innoprise Instructions for Budget Data Entry

Entering the Base Budget

- 1) Log in to Innoprise using the same user name and password as you do for logging into your computer.
- 2) On the right-hand side of the Innoprise home page is a *Jump To* drop-down menu. Select the *Budgets* function.



- 3) A list of budgets will be available for input. Divisions will be entering for the following:
 - a. YYYY-DIV-BASE
 - b. 2017-DIV-GRANTS/CAP

4) Click on the YYYY-DIV-BASE from the list.

Final Year	Type	Name	Work Form	Hard Locked	Soft Locked	Delete
2017	Working	2017-DIV-BASE	Details			Delete
2017	Working	2017-DIV-GRANTS/CAP	Details			Delete
2017	Working	2017-DIV-PERSONNEL	Details			Delete
2016	Working	2016-CM-GRANTS/CAP	Details			
2016	Working	2016-CM-PERSONNEL	Details			
2016	Working	2016-CM-KSLA	Details			
2016	Working	2016-CM-Base & PSL	Details			
2016	Working	2016-CM-Perfs&Cap	Details			
2016	Working	2016-CM-Total	Details			
2016	Working	2016-FNL- Total Equip	Details			Delete
2016	Working	2016-FNL - Cost Alts	Details			
2016	Working	2016-FNL-Transfers	Details			
2016	Working	2016-FNL-Revenues	Details			
2016	Working	2016-FNL-Eqp/Cost AJ	Details			Delete
2016	Working	2016-FNL-Rev/Trsf	Details			Delete
2016	Working	2016- Adopted Budget	Details			Delete

Hard-Locked - if this column indicates locked (closed lock icon), no one can make any changes to the budget level.

Soft-Locked - if this column indicates locked (closed lock icon), only accountants and specifically designated individuals can make changes to the budget level.

5) Click on the *Budget Details* tab.

Budget Input
City of Flagstaff: 2017 Working - 2017-DIV-BASE

Return Edit **Budget Details** Justification Details Attachments Major Emphasis Goal Training Need Budget Details Import Activity

Create a Budget

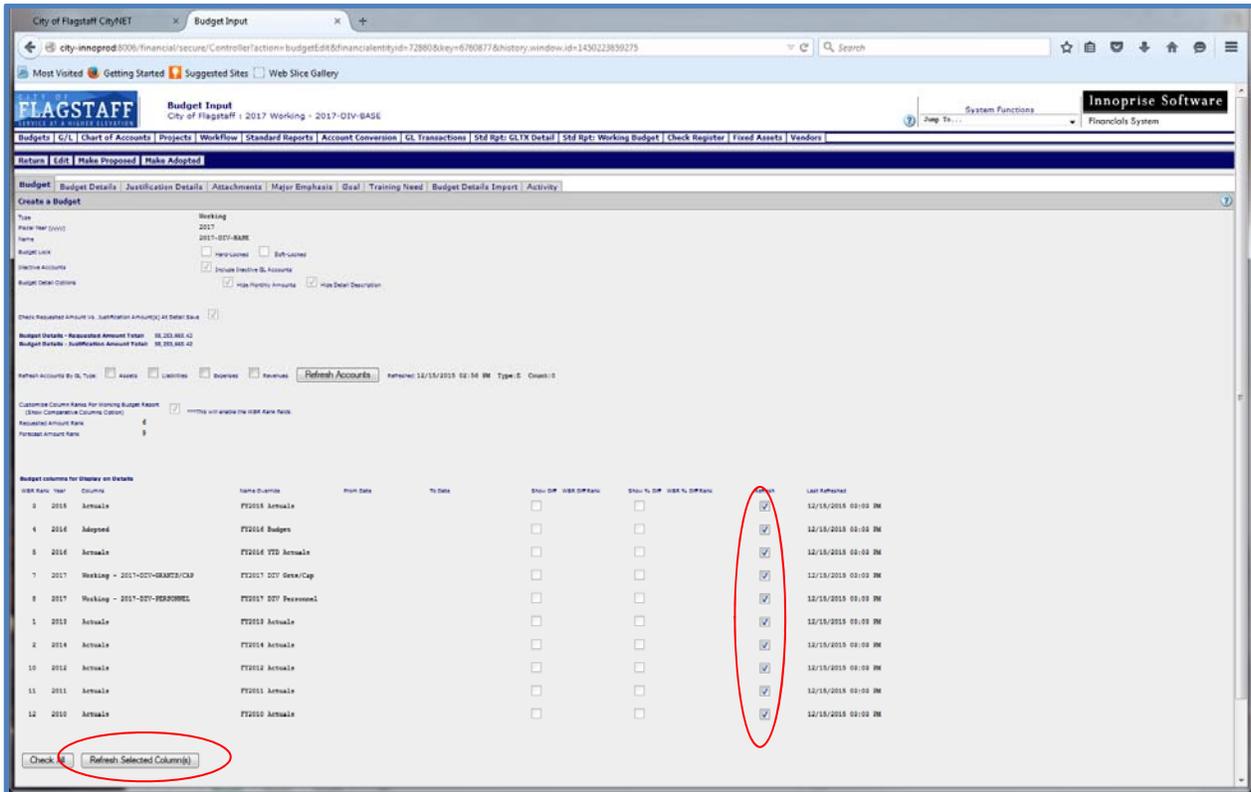
Type: Working
Fiscal Year (yyyy): 2017
Name: 2017-DIV-BASE
Budget Lock: Hard-Locked Soft-Locked
Inactive Accounts: Include Inactive GL Accounts
Budget Detail Options: Hide Monthly Amounts Hide Detail Description

Check Requested Amount Vs. Justification Amount(s) At Detail Save

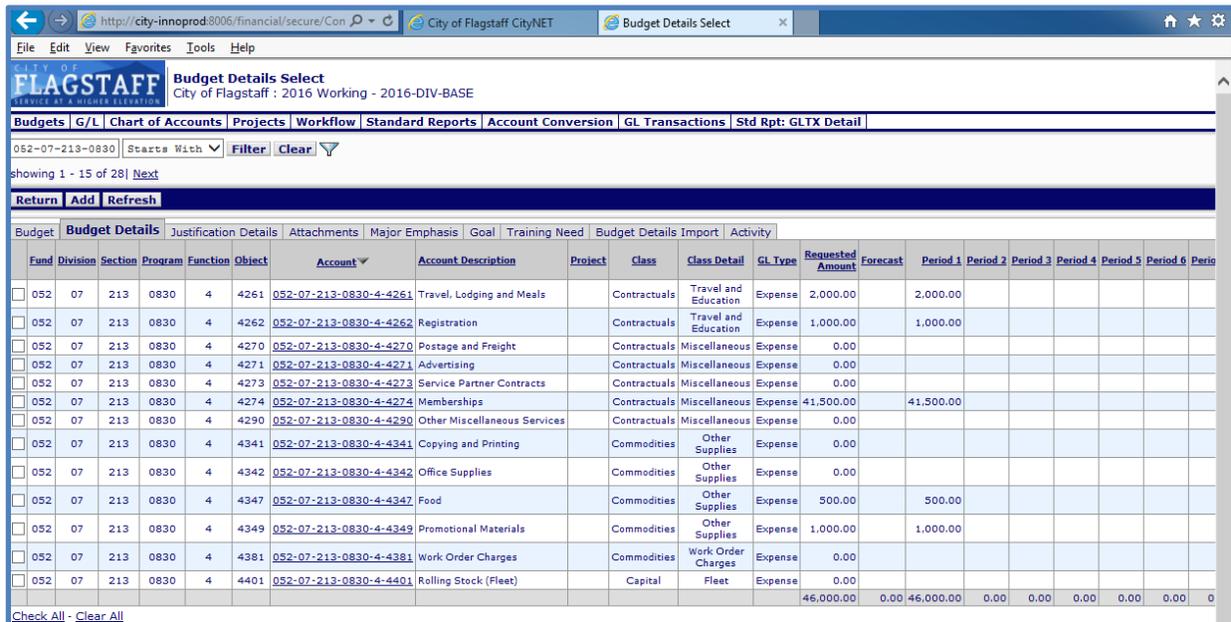
Budget Details - Requested Amount Total: 58,253,665.42
Budget Details - Justification Amount Total: 58,253,665.42

Refresh Accounts By GL Type: Assets Liabilities Expenses Revenues Refresh Accounts Refreshed: 12/15/2016 02:58 PM Type: E Count: 0

Note: As budget values are entered, in order to see the most recent information the *Refresh* boxes must be checked and the *Refresh Selected Column(s)* button pressed.



6) A list of all the accounts available for access will be shown.



7) To view only the accounts in a particular Fund, Division, Section, Program, Account, etc., a Filter or Advanced Filter will have to be set-up.

a. Click on the *Funnel Icon* to access the Advanced Filter.

Budget Details Select
City of Flagstaff : 2017 Working - 2017-DIV-BASE

Budgets | G/L | Chart of Accounts | Projects | **Workflow** | Standard Reports | Account Conversion | GL Transactions | Std Rpt: GLTX Detail

Starts With Filter 

showing 1 - 15 of 12984 | Next

Return **Add** **Refresh**

Budget | **Budget Details** | Justification Details | Attachments | Major Emphasis | Goal | Training Need | Budget Details Import | Activity

Fund	Division	Section	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	Period 1	Period 2	Period 3	Period 4	
<input type="checkbox"/>	001	01	011	0010	1	4101	001-01-011-0010-1-4101	Regular Pay	Personnel Services	Salary and Wages	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4102	001-01-011-0010-1-4102	Temporary Pay	Personnel Services	Salary and Wages	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4110	001-01-011-0010-1-4110	Overtime	Personnel Services	Salary and Wages-OT	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4115	001-01-011-0010-1-4115	FICA-Regular	Personnel Services	Employer Taxes	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4116	001-01-011-0010-1-4116	FICA-Medicare	Personnel Services	Employer Taxes	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4120	001-01-011-0010-1-4120	Pension-ASRS	Personnel Services	Employer Retirements	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4124	001-01-011-0010-1-4124	Pension-LT Disability	Personnel Services	Employer Retirements	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4125	001-01-011-0010-1-4125	Deferred Comp-ICMA-City	Personnel Services	Employer Retirements	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4126	001-01-011-0010-1-4126	Deferred Comp-ING-City	Personnel Services	Employer Retirements	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4141	001-01-011-0010-1-4141	Group Insurance-Medical	Personnel Services	Employer Health Benefits	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4142	001-01-011-0010-1-4142	Group Insurance-Dental	Personnel Services	Employer Health Benefits	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4143	001-01-011-0010-1-4143	Group Insurance-Dependant Ins	Personnel Services	Employer Health Benefits	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4145	001-01-011-0010-1-4145	Group Insurance-Vision	Personnel Services	Employer Health Benefits	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4146	001-01-011-0010-1-4146	Health Savings Account-City	Personnel Services	Employer Health Benefits	Expense	0.00						
<input type="checkbox"/>	001	01	011	0010	1	4147	001-01-011-0010-1-4147	Flexible Spending Account-City	Personnel Services	Employer Health Benefits	Expense	0.00						
												53,447,321.92	0.00	49,688,516.24	631,881.03	115,868.00	539,360.00	245

Check All - Clear All

Return **Add** **Refresh**

showing 1 - 15 of 12984 | Next

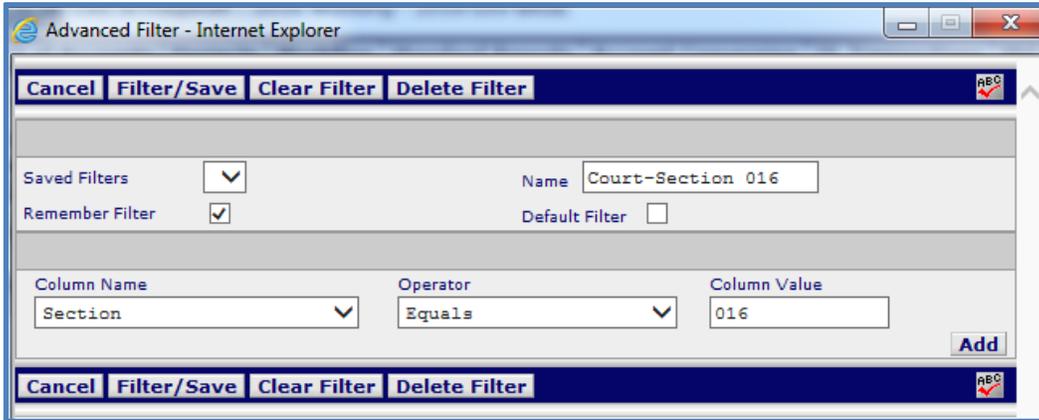
1 Move To Top Of The Page 1

User: Matthew Luhman [Email Comments](#)

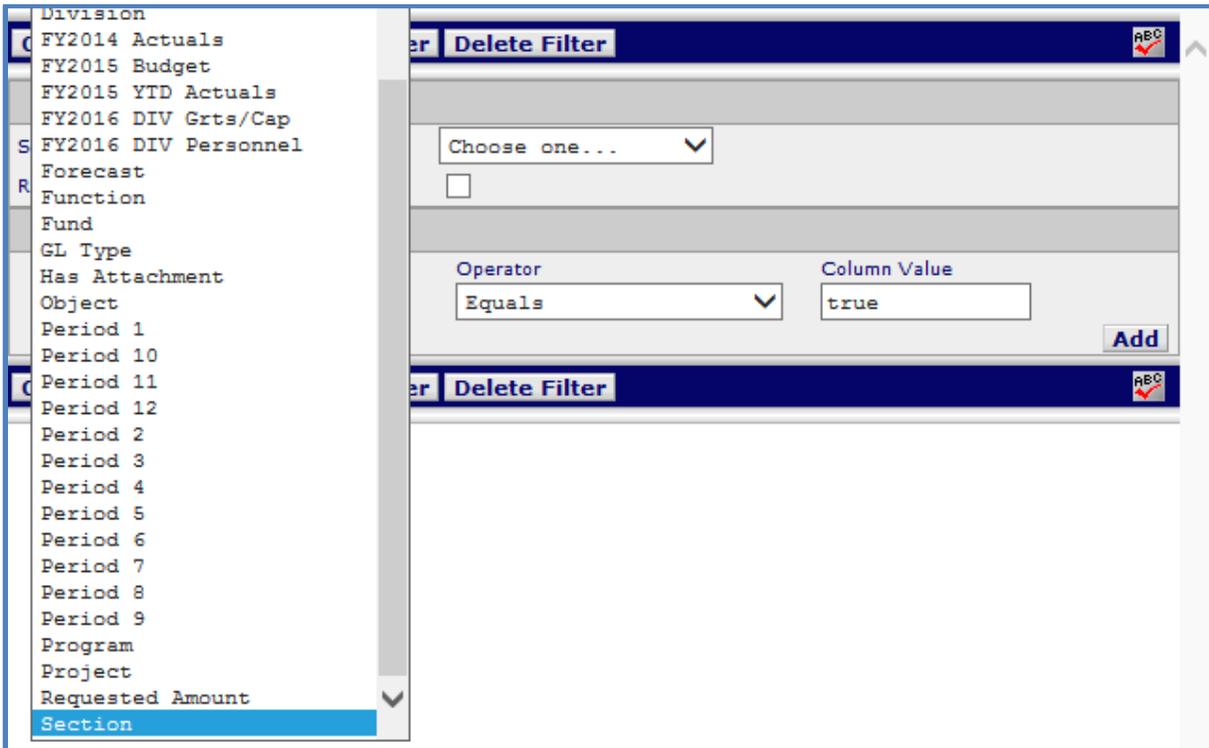
i. Criteria will be available for selection to choose how to filter the data.

Example: Court, Section 16

1. Name the filter (i.e., Court-Section 016).
2. Click on *Remember Filter*.
3. Input *Section* for *Column Name*, *Equals* for *Operator* and *016* for *Column Value*.
4. Click on *Filter/Save*.



Note: Filters can be applied to any of the *Column Names* available in the drop-down.



- ii. The filter results will be displayed on the screen for easy access. To the right of the Funnel Icon, the advanced search parameters will be displayed. Once the filter is saved, in the future it will be available for selection.

City of Flagstaff CityNET Budget Details Select

City of Flagstaff : 2017 Working - 2017-DIV-BASE

Budgets | G/L | Chart of Accounts | Projects | Workflow | **Standard Reports** | Account Conversion | GL Transactions | Std Rpt: GLTX Detail

Starts With Filter Clear Section Equals '016'

showing 1 - 15 of 201 | Next

Return Add Refresh

Budget	Budget Details						Justification Details	Attachments	Major Emphasis	Goal	Training Need	Budget Details Import	Activity								
Fund	Division	Section	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period	
001	01	016	0060	1	4101	001-01-016-0060-1-4101	Regular Pay		Personnel Services	Salary and Wages	Expense	0.00									
001	01	016	0060	1	4102	001-01-016-0060-1-4102	Temporary Pay		Personnel Services	Salary and Wages	Expense	0.00									
001	01	016	0060	1	4110	001-01-016-0060-1-4110	Overtime		Personnel Services	Salary and Wages-OT	Expense	0.00									
001	01	016	0060	1	4115	001-01-016-0060-1-4115	FICA-Regular		Personnel Services	Employer Taxes	Expense	0.00									
001	01	016	0060	1	4116	001-01-016-0060-1-4116	FICA-Medicare		Personnel Services	Employer Taxes	Expense	0.00									
001	01	016	0060	1	4120	001-01-016-0060-1-4120	Pension-ASRS		Personnel Services	Employer Retirements	Expense	0.00									
001	01	016	0060	1	4124	001-01-016-0060-1-4124	Pension-LT Disability		Personnel Services	Employer Retirements	Expense	0.00									
001	01	016	0060	1	4125	001-01-016-0060-1-4125	Deferred Comp-ICMA-City		Personnel Services	Employer Retirements	Expense	0.00									
001	01	016	0060	1	4126	001-01-016-0060-1-4126	Deferred Comp-ING-City		Personnel Services	Employer Retirements	Expense	0.00									
001	01	016	0060	1	4141	001-01-016-0060-1-4141	Group Insurance-Medical		Personnel Services	Employer Health Benefits	Expense	0.00									
001	01	016	0060	1	4142	001-01-016-0060-1-4142	Group Insurance-Dental		Personnel Services	Employer Health Benefits	Expense	0.00									
001	01	016	0060	1	4143	001-01-016-0060-1-4143	Group Insurance-Dependant Ins		Personnel Services	Employer Health Benefits	Expense	0.00									
001	01	016	0060	1	4145	001-01-016-0060-1-4145	Group Insurance-Vision		Personnel Services	Employer Health Benefits	Expense	0.00									
001	01	016	0060	1	4146	001-01-016-0060-1-4146	Health Savings Account-City		Personnel Services	Employer Health Benefits	Expense	0.00									
001	01	016	0060	1	4147	001-01-016-0060-1-4147	Flexible Spending Account-City		Personnel Services	Employer Health Benefits	Expense	0.00									
												742,709.00	0.00	742,709.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Check All - Clear All

Return Add Refresh

showing 1 - 15 of 201 | Next

Note: As many different filters as may be needed can be created so that future data extraction is faster and easier.

b. Another filter option to see only the desired accounts is from the Columns.

i. Click on the *Section* column title.

The screenshot shows the 'Budget Details Select' application interface. At the top, there are navigation tabs: Budgets, G/L, Chart of Accounts, Projects, Workflow, Standard Reports, Account Conversion, GL Transactions, and Std Rpt: GLTX Detail. Below these is a search area with 'Starts With' and 'Filter' buttons. The main table has columns: Fund, Division, Section, Program, Function, Object, Account, Account Description, Project, Class, Class Detail, GL Type, Requested Amount, Forecast, Period 1, Period 2, Period 3, Period 4, and Period 5. The 'Section' column is circled in red. The table lists various budget items, including 'Bad Debts', 'Contingency', and 'Regular Pay'.

ii. Input the *Section* into the box at the top left, select *Starts With* or *Contains* for the filter and click on *Filter*.

This screenshot shows the filter interface of the 'Budget Details Select' application. The search box contains the value '016', and the dropdown menu is set to 'Contains'. The 'Filter' button is circled in red. Below the search area, the table shows the results of the filter, with columns: Fund, Division, Section, Program, Function, Object, Account, Account Description, and Project. The results show two rows for 'Regular Pay' and 'Temporary Pay' under Section 016.

Note: This option is available for any of the columns.

8) Click on *Next* to view additional accounts.

The screenshot shows the 'Budget Details Select' window. At the top, there are navigation tabs: Budgets, G/L, Chart of Accounts, Projects, Workflow, Standard Reports, Account Conversion, GL Transactions, and Std Rpt: GLTX Detail. Below these, there are buttons for 'Filter', 'Clear', and 'Refresh'. The main area contains a table of budget items. At the bottom right, there is a 'Next' button circled in red. At the bottom left, there is another 'Next' button circled in red. At the top right, there is a 'Next' button circled in red.

9) To modify the view of information presented on the screen there is an edit option.

a. Click on the *Pencil Icon* in the upper right side of the screen.

The screenshot shows a more detailed view of the budget items. The 'Pencil Icon' in the upper right corner is circled in red. The table has columns for 'Major Emphasis', 'Goal', 'Training Need', 'Budget Details', 'Import', and 'Activity'. Below these are columns for 'Account Description', 'Principal', 'Class', 'Class Detail', 'GL Type', 'Requested Amount', 'Forecast', and 12 periods of data. The 'Pencil Icon' is used to edit the view of the information presented.

- b. The following menu pop-up will appear.

Column	Display
Fund	1
Division	2
Section	3
Program	4
Function	5
Object	6
Account	7
Account Description	8
Project	9
Class	10
Class Detail	11

- c. Delete the display numbers of the columns to be removed, or change the number to change the order in which they are displayed.

Requested Amount	13
Forecast	14
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	
Period 8	
Period 9	
Period 10	
Period 11	
Period 12	
Budget Detail Description	
FY2014 Actuals	28

- d. Click the *Save* at the bottom.

Note: It is recommended to remove Period 1 through Period 12 and Budgeted Detail Description.

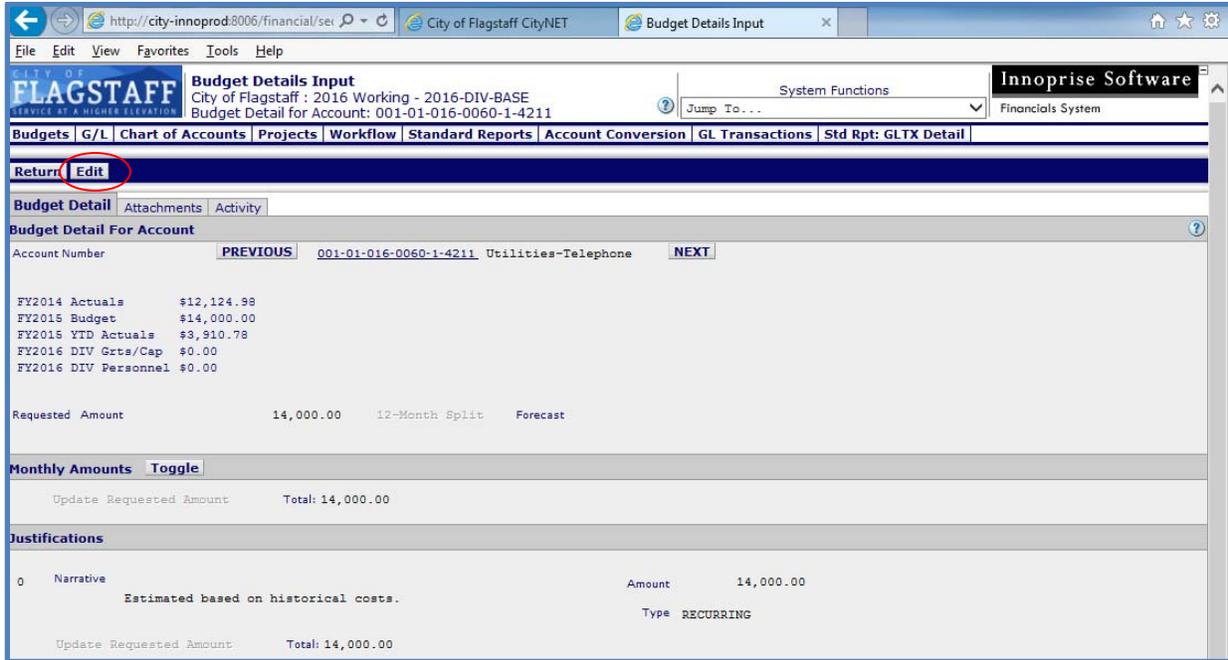
- e. The data view will be modified per the selections above (i.e., when Period 1 through Period 12 are removed).

Budget	Fund	Division	Section	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	FY2014 Actuals	FY2015 Budget	FY2015 YTD Actuals	FY2016 DIV Seta/Cse	FY2016 DIV Personnel
001	01	016	0060	1	4101	001-01-016-0060-1-4101	Regular Pay	Personal Services		Salary and Wages	Expense	0.00		275,071.16	269,036.00	103,161.82			
001	01	016	0060	1	4102	001-01-016-0060-1-4102	Temporary Pay	Personal Services		Salary and Wages	Expense	0.00							
001	01	016	0060	1	4110	001-01-016-0060-1-4110	Overtime	Personal Services		Salary and Wages-OT	Expense	0.00		77.78	2,607.00				
001	01	016	0060	1	4118	001-01-016-0060-1-4118	FICA-Regular	Personal Services		Employer Taxes	Expense	0.00		16,719.31	16,321.00	4,432.44			
001	01	016	0060	1	4116	001-01-016-0060-1-4116	FICA-Medicare	Personal Services		Employer Taxes	Expense	0.00		3,967.04	3,817.00	1,504.40			
001	01	016	0060	1	4120	001-01-016-0060-1-4120	Pension-ASRS	Personal Services		Employer Retirements	Expense	0.00		31,499.35	30,347.00	11,977.95			
001	01	016	0060	1	4124	001-01-016-0060-1-4124	Pension-LT Disability	Personal Services		Employer Retirements	Expense	0.00		661.39	317.00	125.11			
001	01	016	0060	1	4125	001-01-016-0060-1-4125	Deferred Comp-ICMA-City	Personal Services		Employer Retirements	Expense	0.00							
001	01	016	0060	1	4126	001-01-016-0060-1-4126	Deferred Comp-ING-City	Personal Services		Employer Retirements	Expense	0.00							
001	01	016	0060	1	4141	001-01-016-0060-1-4141	Group Insurance-Medical	Personal Services		Employer Health Benefits	Expense	0.00		16,213.00	16,230.00	6,742.60			
001	01	016	0060	1	4142	001-01-016-0060-1-4142	Group Insurance-Dental	Personal Services		Employer Health Benefits	Expense	0.00		1,167.00	1,167.00	475.20			

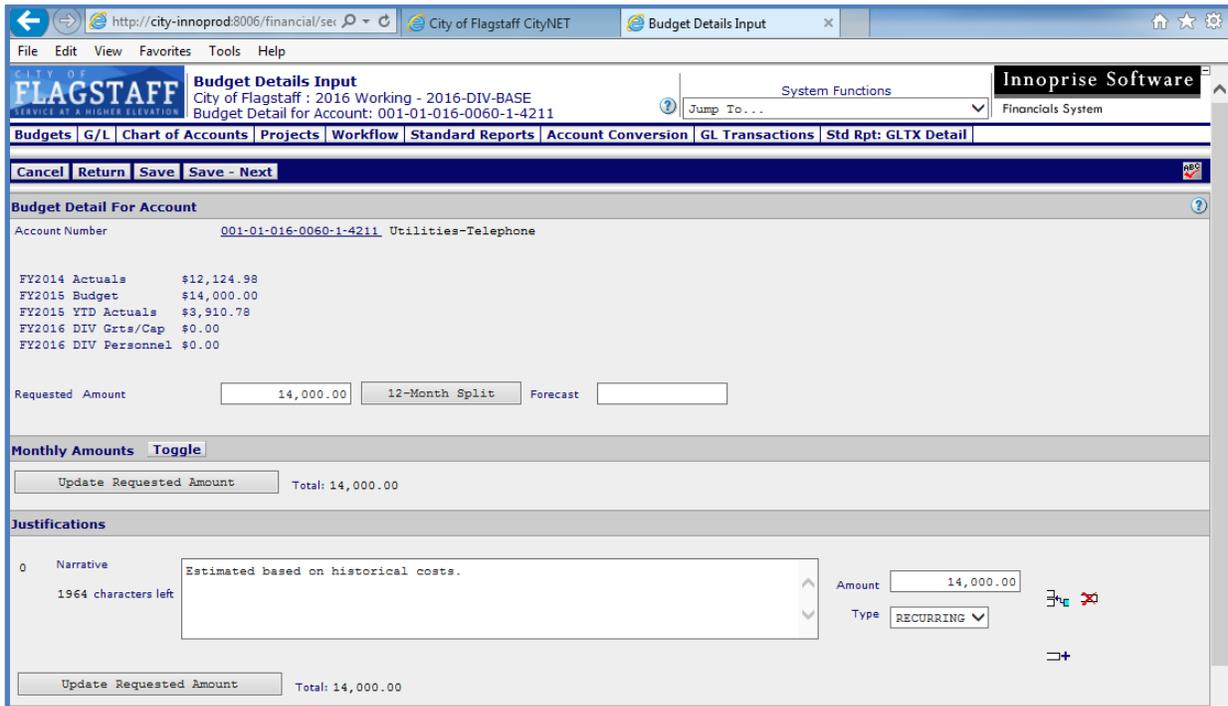
10) Click on the *Account* to open the data entry screen.

Budget	Fund	Division	Section	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	FY2014 Actuals	FY2015 Budget	FY2015 YTD Actuals	FY2016 DIV Seta/Cse	FY2016 DIV Personnel
001	01	016	0060	1	4160	001-01-016-0060-1-4160	Industrial Insurance	Personal Services		Employer Other Benefits	Expense	0.00			407.00	437.00	182.43		
001	01	016	0060	1	4161	001-01-016-0060-1-4161	Group Insurance-Life	Personal Services		Employer Other Benefits	Expense	0.00			543.00	579.00	239.65		
001	01	016	0060	1	4192	001-01-016-0060-1-4192	Mechanical Shop Labor	Personal Services		Other	Expense	0.00							
001	01	016	0060	1	4196	001-01-016-0060-1-4196	Internal Reimbursements-Personal	Personal Services		Charges-Conts	Expense	0.00		-48.00					
001	01	016	0060	1	4202	001-01-016-0060-1-4202	Medical Fees	Contractuals		Professional Services	Expense	0.00							
001	01	016	0060	1	4209	001-01-016-0060-1-4209	Legal Fees	Contractuals		Professional Services	Expense	170,000.00		3,785.00	170,000.00				
001	01	016	0060	1	4211	001-01-016-0060-1-4211	Telephone Fees	Contractuals		Professional Services	Expense	1,500.00		459.85	1,500.00				
001	01	016	0060	1	4212	001-01-016-0060-1-4212	Utilities-Telephone	Contractuals		Utility Services	Expense	14,000.00		12,124.98	14,000.00	3,910.78			
001	01	016	0060	1	4213	001-01-016-0060-1-4213	Utilities-Electric	Contractuals		Utility Services	Expense	12,840.00		10,971.12	12,840.00	4,148.37			
001	01	016	0060	1	4215	001-01-016-0060-1-4215	Utilities-Natural Gas	Contractuals		Utility Services	Expense	4,845.00		4,780.78	4,845.00	243.47			
001	01	016	0060	1	4219	001-01-016-0060-1-4219	Utilities-Water, Sewer, Refuse	Contractuals		Utility Services	Expense	2,105.00		1,842.26	2,105.00	947.99			
001	01	016	0060	1	4224	001-01-016-0060-1-4224	Maintenance-Buildings & Structures	Contractuals		Maintenance	Expense	0.00		2,200.00		1,445.00			
001	01	016	0060	1	4229	001-01-016-0060-1-4229	Maintenance-Equipment	Contractuals		Maintenance	Expense	2,000.00		1,242.96	2,000.00				
001	01	016	0060	1	4231	001-01-016-0060-1-4231	Maintenance-Computer Equipment	Contractuals		Maintenance	Expense	0.00							
001	01	016	0060	1	4233	001-01-016-0060-1-4233	Maintenance-Custodial Services	Contractuals		Maintenance	Expense	0.00		13,160.04					
Total													742,789.00	0.00	2,711,069.75	2,749,094.00	1,014,686.87	0.00	0.00

- a. Click on the *Edit* button in the top left to open the screen where budget input can be made.

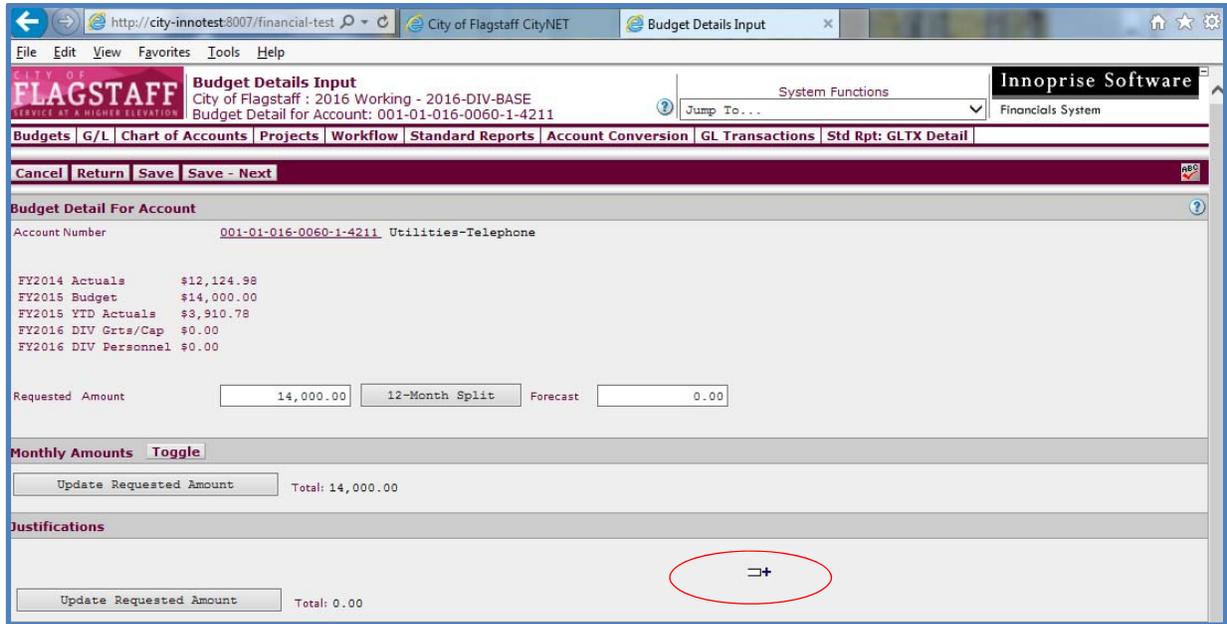


- b. The budget input screen will be displayed.



- c. Click on the + under **Justifications** to add the narrative and amounts to the account. There is no limit on the number of items that can be added to the justification section.

Note: Do not input the Requested Amount or Forecast. The Requested Amount is formula driven and will update after line items justification amounts are entered.



- d. Input the **Narrative** for the budget item. There are 2,000 characters available in the narrative field and the system will display the characters left as the justification is input.

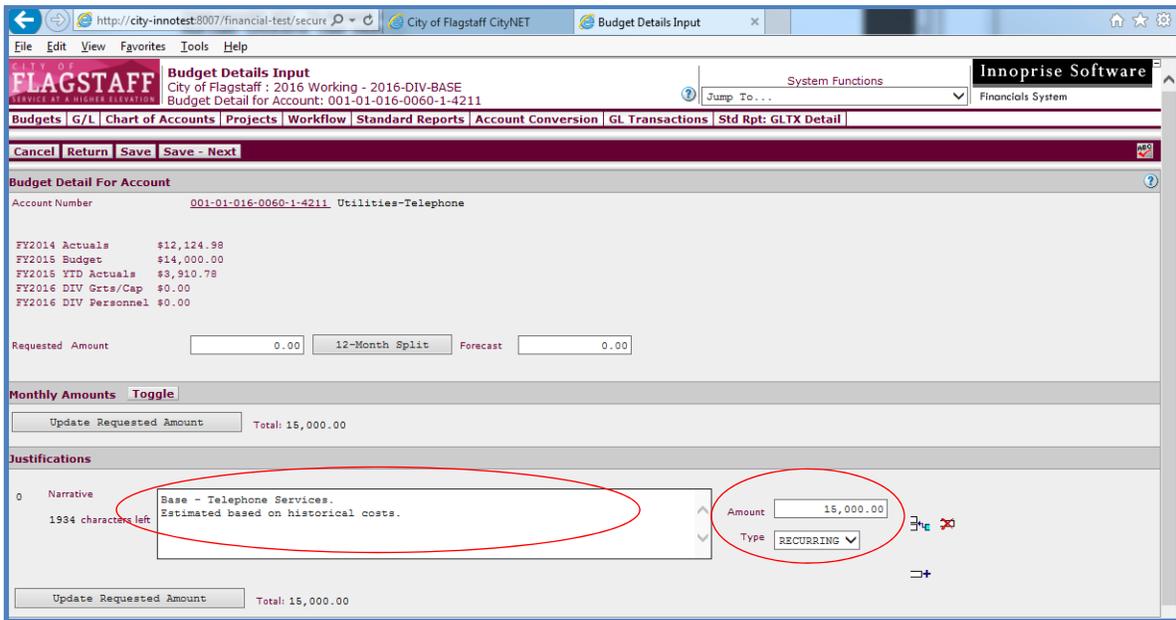
Note: If justifications are in an excel spreadsheet they can be copied and pasted into Innoprise. The excel entry must be in a single line format (word wrap is compatible) and must not exceed 2,000 characters. Please ensure that the entire description is transferred.

Justifications are required for all entries. If it is an immaterial amount and it is part of normal operations, enter a brief description, such as 'Base - Office Supplies'.

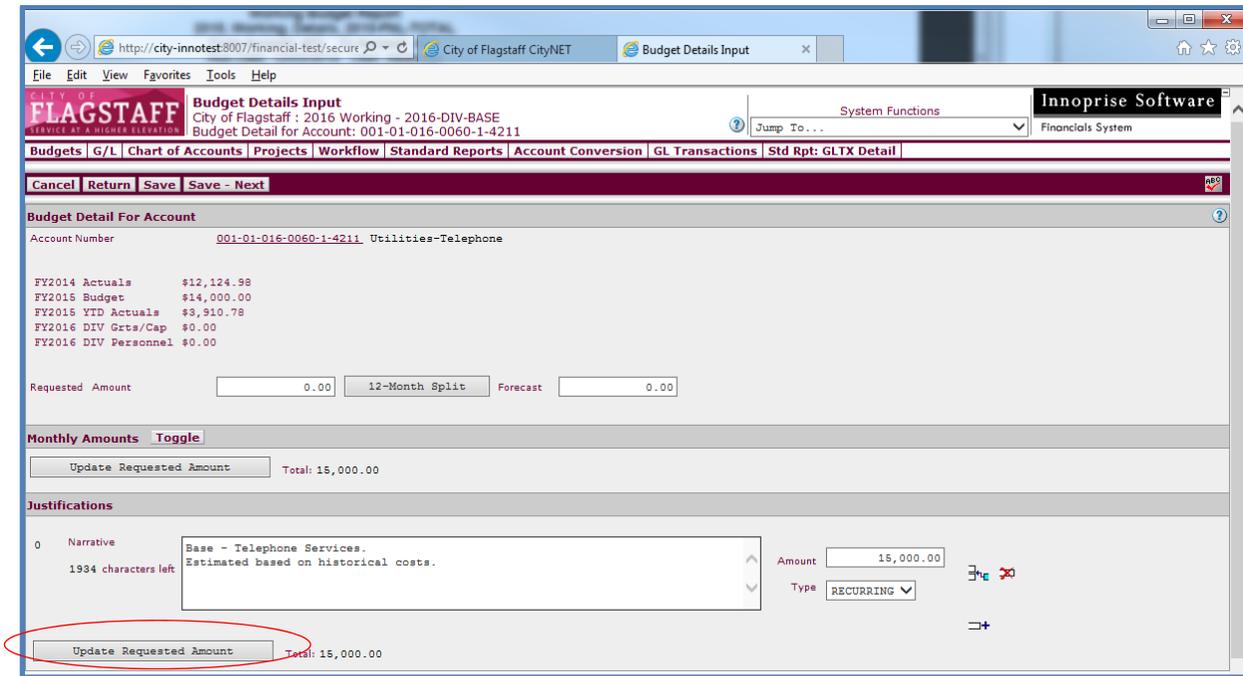
Project number entry will be covered at a future date. At this time, it is not being used except as a part of the justification.

- e. Input the **Amount** of the budget item.
- f. Click on the **Type** drop-down menu and select Recurring for all Base budget input.

Note: All one-time and ongoing IFR request items will be input by the assigned accountant after submittal and approval of the request by the Budget Team.



g. Click on *Update Requested Amount*.



- h. The Requested Amount field will now be populated with the total amount requested for all items.

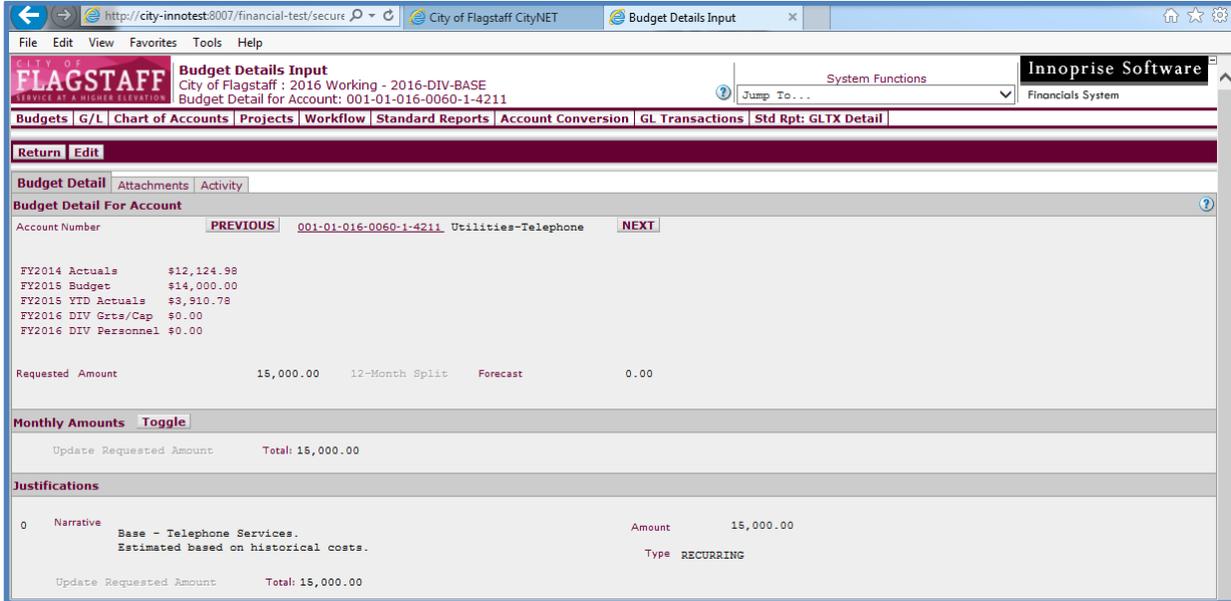
The screenshot shows the 'Budget Details Input' web application. The account number is 001-01-016-0060-1-4211, Utilities-Telephone. The 'Requested Amount' field is highlighted with a red circle and contains the value 15,000.00. The '12-Month Split' button is also visible. The 'Justifications' section contains a narrative: 'Base - Telephone Services. Estimated based on historical costs.' with a character count of 1934. The 'Amount' field in the justification is 15,000.00 and the 'Type' is 'RECURRING'. The 'Update Requested Amount' button is visible at the bottom of the justification section.

- 11) Continue this process until your entire base budget has been entered.
- 12) Click on *Save* to return to the listing of accounts or *Save - Next* to go to the next input line.

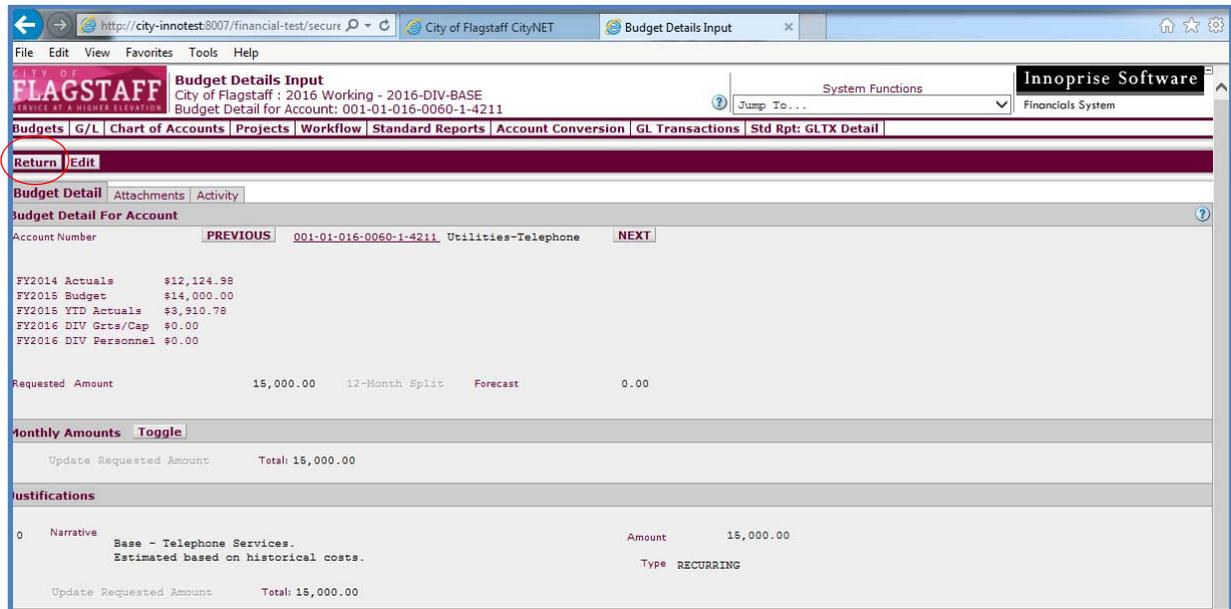
This screenshot is identical to the one above, but with the 'Return', 'Save', and 'Save - Next' buttons in the top navigation bar highlighted with a red circle. The 'Requested Amount' field still contains 15,000.00.

Note: If upon saving an error is present, double check the *Requested Amount* equals your *Justifications* amount. Make any necessary adjustments and then click *Update Requested Amount* and *Save* once again.

13) Once successfully saved, the Budget Detail Input screen will be updated.



14) Click on *Return* to exit the Budget Detail Input Screen.



Reviewing/Exporting Justification Details

- 1) Click on the *Justification Details* tab.

Fund	Division	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	Budget Detail Description	Justification Rank	Narrative	Justification Amount	Justification Type	FY2014 Actuals	FY2013 Budget	FY2013 YTD Actuals	FY2013 City GLY/Cap	FY2013 City Personnel	
001	01	016	0060	1	4160	001-01-016-0060-1-4160		Personal Services	Employer Other Benefits	Expense	0.00							407.00	437.00	182.43			
001	01	016	0060	1	4161	001-01-016-0060-1-4161		Personal Services	Employer Other Benefits	Expense	0.00							343.00	379.00	239.65			
001	01	016	0060	1	4192	001-01-016-0060-1-4192		Personal Services	Other	Expense	0.00												
001	01	016	0060	1	4196	001-01-016-0060-1-4196		Personal Services	Charges - Contra	Expense	0.00												
001	01	016	0060	1	4202	001-01-016-0060-1-4202		Contractuals	Professional Services	Expense	0.00												
001	01	016	0060	1	4205	001-01-016-0060-1-4205		Contractuals	Professional Services	Expense	170,000.00			0	Based on current contract expenses (contract with Harris & Winger) - this item is budgeted at 170,000.	170,000.00	RECURRING	3,785.00	170,000.00				
001	01	016	0060	1	4206	001-01-016-0060-1-4206		Contractuals	Professional Services	Expense	1,500.00			0	Pays for the portion of an IGA with Coconino County to cover interns who work with the Criminal Justice Coordinating Council (CJCC).	1,500.00	RECURRING	459.85	1,500.00				
001	01	016	0060	1	4211	001-01-016-0060-1-4211		Contractuals	Utility Services	Expense	15,000.00	0.00		0	Base - Telephone Services. Estimated based on historical costs.	15,000.00	RECURRING	12,124.98	14,000.00	3,910.78			
001	01	016	0060	1	4212	001-01-016-0060-1-4212		Contractuals	Utility Services	Expense	12,640.00			0	Estimated based on historical costs.	12,640.00	RECURRING	10,971.12	12,640.00	4,148.37			
001	01	016	0060	1	4213	001-01-016-0060-1-4213		Contractuals	Utility Services	Expense	4,845.00			0	Estimated based on historical costs.	4,845.00	RECURRING	4,780.78	4,845.00	243.47			
001	01	016	0060	1	4215	001-01-016-0060-1-4215		Contractuals	Utility Services	Expense	2,105.00			0	Estimated based on historical costs.	2,105.00	RECURRING	1,642.26	2,105.00	947.99			
001	01	016	0060	1	4224	001-01-016-0060-1-4224		Contractuals	Maintenance	Expense	0.00				Maintenance for the following equipment.		RECURRING	2,200.00					
001	01	016	0060	1	4229	001-01-016-0060-1-4229		Contractuals	Maintenance	Expense	2,000.00			0	Maintenance for the following equipment.		RECURRING	1,242.96	2,000.00				
											743,769.00	0.00						743,769.00	2,711,569.75	2,769,094.00	1,014,686.97	0.00	0.00

- 2) The *Justification Details* tab displays the detail which makes up the requested total.

- 3) Using the selector screen the *Justification Details* tab can be exported to excel.

Fund	Division	Program	Function	Object	Account	Account Description	Project	Class	Class Detail	GL Type	Requested Amount	Forecast	Budget Detail Description	Justification Rank	Narrative	Justification Amount	Justification Type	FY2014 Actuals	FY2013 Budget	FY2013 YTD Actuals	FY2013 City GLY/Cap	FY2013 City Personnel	
001	01	016	0060	1	4160	001-01-016-0060-1-4160		Personal Services	Employer Other Benefits	Expense	0.00							407.00	437.00	182.43			
001	01	016	0060	1	4161	001-01-016-0060-1-4161		Personal Services	Employer Other Benefits	Expense	0.00							343.00	379.00	239.65			
001	01	016	0060	1	4192	001-01-016-0060-1-4192		Personal Services	Other	Expense	0.00												
001	01	016	0060	1	4196	001-01-016-0060-1-4196		Personal Services	Charges - Contra	Expense	0.00												
001	01	016	0060	1	4202	001-01-016-0060-1-4202		Contractuals	Professional Services	Expense	0.00												
001	01	016	0060	1	4205	001-01-016-0060-1-4205		Contractuals	Professional Services	Expense	170,000.00			0	Based on current contract expenses (contract with Harris & Winger) - this item is budgeted at 170,000.	170,000.00	RECURRING	3,785.00	170,000.00				
001	01	016	0060	1	4206	001-01-016-0060-1-4206		Contractuals	Professional Services	Expense	1,500.00			0	Pays for the portion of an IGA with Coconino County to cover interns who work with the Criminal Justice Coordinating Council (CJCC).	1,500.00	RECURRING	459.85	1,500.00				
001	01	016	0060	1	4211	001-01-016-0060-1-4211		Contractuals	Utility Services	Expense	15,000.00	0.00		0	Base - Telephone Services. Estimated based on historical costs.	15,000.00	RECURRING	12,124.98	14,000.00	3,910.78			
001	01	016	0060	1	4212	001-01-016-0060-1-4212		Contractuals	Utility Services	Expense	12,640.00			0	Estimated based on historical costs.	12,640.00	RECURRING	10,971.12	12,640.00	4,148.37			
001	01	016	0060	1	4213	001-01-016-0060-1-4213		Contractuals	Utility Services	Expense	4,845.00			0	Estimated based on historical costs.	4,845.00	RECURRING	4,780.78	4,845.00	243.47			
001	01	016	0060	1	4215	001-01-016-0060-1-4215		Contractuals	Utility Services	Expense	2,105.00			0	Estimated based on historical costs.	2,105.00	RECURRING	1,642.26	2,105.00	947.99			
001	01	016	0060	1	4224	001-01-016-0060-1-4224		Contractuals	Maintenance	Expense	0.00				Maintenance for the following equipment.		RECURRING	2,200.00					
001	01	016	0060	1	4229	001-01-016-0060-1-4229		Contractuals	Maintenance	Expense	2,000.00			0	Maintenance for the following equipment.		RECURRING	1,242.96	2,000.00				
											743,769.00	0.00						743,769.00	2,711,569.75	2,769,094.00	1,014,686.97	0.00	0.00

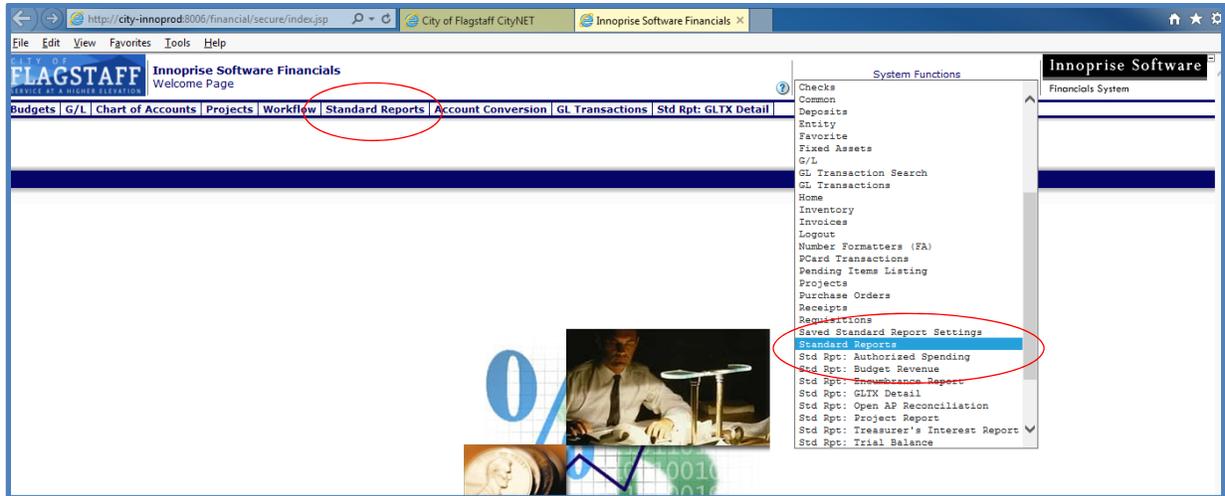
- Select *Extract* from the drop down menu.
- Click on *Go*.

- The data will be exported to an excel file where it can be modified as needed.

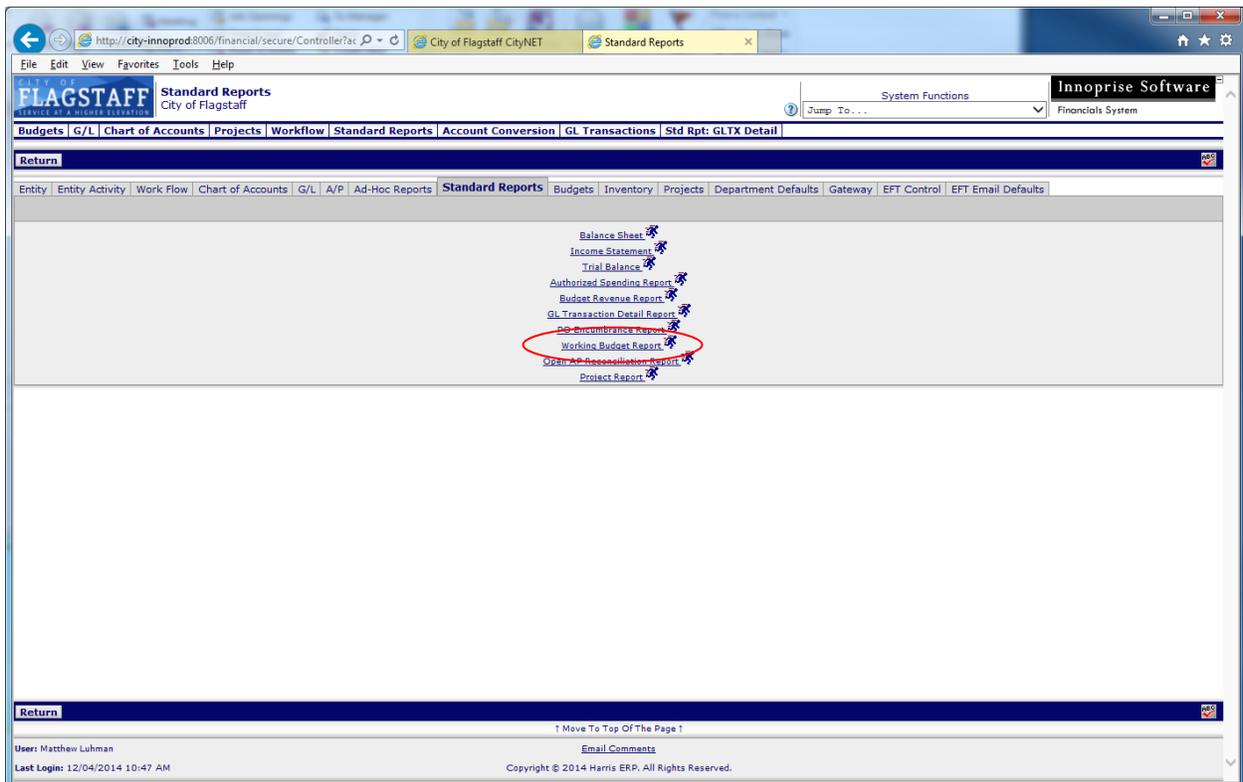
Budget Reports

Working Budget Report

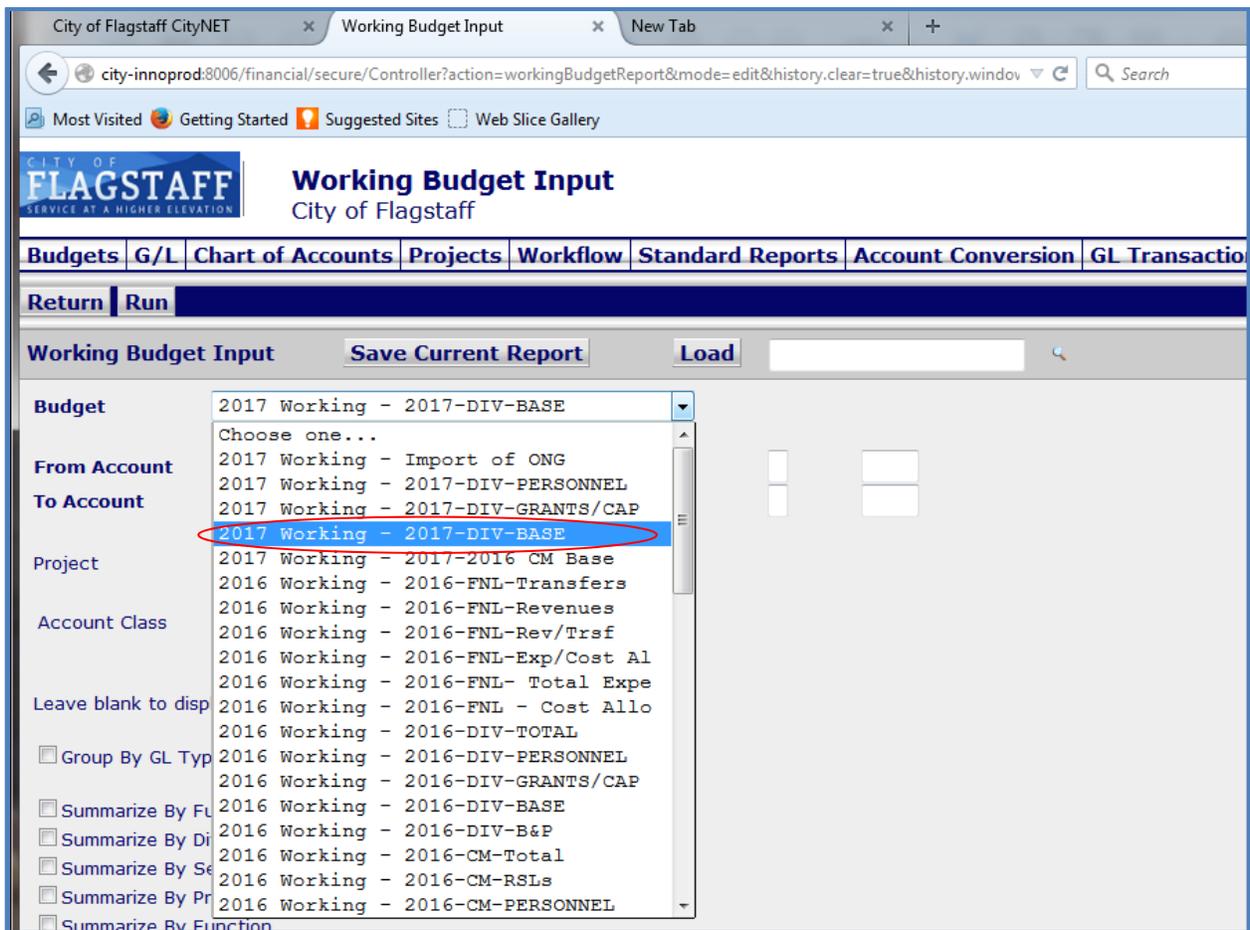
- 1) From the *Favorites Bar*, or the *Jump To* dropdown, click *Standard Reports*.



- 2) Click on *Working Budget Report*.



- a. Click on the *Budget* drop down menu.



- b. Select a budget from the drop down list (i.e., 2017 Working - 2017-DIV-BASE).
- c. Input the *Account* parameters.
- d. Select display parameters.
- e. Select *Show Comparative Columns*
- f. Select HTML, PDF or XLS format for output.
- g. Click *Run*.

File Edit View History Bookmarks Tools Help

City of Flagstaff CityNET Working Budget Input

city-innoprod:8006/financial/secure/Controller?action=workingBudgetReport&mode=edit&history.clear=true&history.wind

CITY OF FLAGSTAFF
SERVICE AT A HIGHER ELEVATION

Working Budget Input
City of Flagstaff

Budgets | G/L | Chart of Accounts | Projects | Workflow | Standard Reports | Account Conversion | GL Transactions | Std Rpt: GLTX Detail

Return Run

Working Budget Input Save Current Report Load

Budget: 2017 Working - 2017-DIV-BASE

From Account: [] [] [] 016 [] [] []

To Account: [] [] [] 016 [] [] []

Project: []

Account Class: [] Class Detail: []

Save blank to display all authorized accounts

Group By GL Type

Summarize By Fund

Summarize By Division

Summarize By Section

Summarize By Program

Summarize By Function

Summarize By Account Class

Summarize By Class Detail

Summarize By Object

Show Account Detail

Show Justification Detail (Budget Detail, requires Show Account Detail)

Show Comparative Columns

Show All Zero

No Rounding

Round All Amounts To The Nearest Dollar

Round All Amounts To The Nearest Thousand

Exclude Asset Accounts

Exclude Liability Accounts

Exclude Revenue Accounts

Exclude Expense Accounts

Generate report using output format:

HTML PDF XLS

*** This report is restricted by account permissions.

h. Working Budget Report output.

City of Flagstaff
Working Budget Report
2017, Working, Details, 2017-DIV-BASE
 From Account: -016 To Account: -016
 Run Date: 12/15/2015 User: muhman

Segments	FY2013 Actuals	FY2014 Actuals	FY2015 Actuals	FY2016 Budget	FY2016 YTD Actuals	Budget Request	FY2017 DIV Grts/Cap	FY2017 DIV Personnel	Forecast	FY2012 Actuals	FY2011 Actuals	FY2010 Actuals
[FUND] 001 : General Fund												
[DIVISION] 01 : General Administration												
[SECTION] 016 : Municipal Court Division												
[PROGRAM] 0000 : General Administration	351,087	410,610	460,635	708,591	295,116	293,354	0	0	0	473,106	807,823	1,028,691
[PROGRAM] 0061 : Court Services	770,202	734,973	806,843	681,004	341,997	37,600	0	0	0	723,893	682,587	676,475
[PROGRAM] 0062 : Record Management	137,164	116,173	105,718	122,395	21,729	31,890	0	0	0	156,002	316,753	219,693
[PROGRAM] 0063 : Court Enforcement	209,257	270,589	243,205	300,093	48,679	119,099	0	0	0	211,948	422,262	532,976
[PROGRAM] 0064 : Warrant Division	333,045	386,396	321,512	343,493	62,336	190,469	0	0	0	371,432	20,691	13,824
[PROGRAM] 0065 : Court Operations	170,619	165,889	280,264	197,316	75,355	60,900	0	0	0	166,133	126,191	8,153
[PROGRAM] 0066 : Judicial Services	464,557	495,011	459,244	464,916	180,976	6,710	0	0	0	460,926	0	0
[SECTION] SubTotal : 016 : Municipal Court Division	2,435,931	2,579,641	2,677,421	2,817,808	1,026,188	740,022	0	0	0	2,563,440	2,376,307	2,479,812
[DIVISION] SubTotal : 01 : General Administration	2,435,931	2,579,641	2,677,421	2,817,808	1,026,188	740,022	0	0	0	2,563,440	2,376,307	2,479,812
[FUND] SubTotal : 001 : General Fund	2,435,931	2,579,641	2,677,421	2,817,808	1,026,188	740,022	0	0	0	2,563,440	2,376,307	2,479,812

Note: This report example contains no entries for Cap/Grants or Personnel Budgets, which is why some of the columns have zero balances.

Account Inquiry Report

- 1) Select *Chart of Accounts* from the *Favorites Bar* or the *Jump To* menu.

Entity	Objects	Segments	Fund Classes	Accounts	Classes	Defaults	Bank	Bank Accounts	Quick Numbers	Fiscal Years	CDA Imports	Account Conversion	Position	Required Project	Acct Inquiry	Effective From	Effective To	Annual Budget	YTD Budget	YTD	YTD Available
001	01	016	0061	1	3231	001-01-016-0061-1-3231												32,500.00	32,500.00	0.00	32,500.00
001	01	016	0061	1	4101	001-01-016-0061-1-4101												408,312.00	408,312.00	147,981.92	260,330.08
001	01	016	0061	1	4102	001-01-016-0061-1-4102												0.00	0.00	4,811.32	-4,811.32
001	01	016	0061	1	4110	001-01-016-0061-1-4110												0.00	0.00	68.45	-68.45
001	01	016	0061	1	4115	001-01-016-0061-1-4115												23,336.00	23,336.00	8,438.39	14,897.61
001	01	016	0061	1	4116	001-01-016-0061-1-4116												5,437.00	5,437.00	1,978.09	3,458.91
001	01	016	0061	1	4120	001-01-016-0061-1-4120												46,874.00	46,874.00	16,466.10	30,407.90
001	01	016	0061	1	4124	001-01-016-0061-1-4124												490.00	490.00	172.00	317.92
001	01	016	0061	1	4129	001-01-016-0061-1-4129												0.00	0.00	0.00	0.00
001	01	016	0061	1	4141	001-01-016-0061-1-4141												49,081.00	49,081.00	21,306.28	27,774.72
001	01	016	0061	1	4142	001-01-016-0061-1-4142												4,279.00	4,279.00	1,679.04	2,599.96
001	01	016	0061	1	4143	001-01-016-0061-1-4143												12,228.00	12,228.00	5,060.00	7,168.00
001	01	016	0061	1	4145	001-01-016-0061-1-4145												183.00	183.00	74.20	108.80
001	01	016	0061	1	4146	001-01-016-0061-1-4146												356.00	356.00	231.00	325.00
001	01	016	0061	1	4160	001-01-016-0061-1-4160												676.00	676.00	261.58	414.42
001	01	016	0061	1	4161	001-01-016-0061-1-4161												925.00	925.00	342.96	582.04
001	01	016	0061	1	4191	001-01-016-0061-1-4191												36,000.00	36,000.00	11,046.00	24,954.00
001	01	016	0061	1	4205	001-01-016-0061-1-4205												0.00	0.00	58,278.68	-58,278.68
001	01	016	0061	1	4221	001-01-016-0061-1-4221												6,000.00	6,000.00	1,604.54	4,395.46
001	01	016	0061	1	4229	001-01-016-0061-1-4229												0.00	0.00	0.00	0.00
001	01	016	0061	1	4261	001-01-016-0061-1-4261												0.00	0.00	0.00	0.00
001	01	016	0061	1	4262	001-01-016-0061-1-4262												0.00	0.00	0.00	0.00
001	01	016	0061	1	4263	001-01-016-0061-1-4263												0.00	0.00	0.00	0.00
001	01	016	0061	1	4270	001-01-016-0061-1-4270												0.00	0.00	0.00	0.00
001	01	016	0061	1	4271	001-01-016-0061-1-4271												0.00	0.00	132.06	-132.06
001	01	016	0061	1	4274	001-01-016-0061-1-4274												400.00	400.00	0.00	400.00

- 2) For the desired account, click on the Acct Inquiry symbol.

- 3) The Account Input screen will be displayed which includes a graph for Budget vs. Actual, Adopted Budget, Opening Balance, Month-to-Date (MTD) Expenditures, Year-to-Date (YTD) Expenditures, Pre-encumbrances, Encumbrances and Ending Balance
- 4) Click on MTD, YTD, etc. to review a list of all transactions which have affected the expenditures/encumbrances to date

The screenshot shows the 'Account Input' screen for account 001-01-016-0061-1-4211. The account name is 'Utilities-Telephone'. The pie chart shows a Budget of 0 and Actual of 4. The table below shows a transaction on 06/30/2014 for 6,000.00.

Journal #	Journal Name	Journal Description	IP	STP	Entered	SR	Effective	FD	Signed Amount	GL Type	Amount	Post Date	Comment	Fund	Division	Section	Program	Function	Object	Account	Account Description	Account Class	Project	Project Type	Project Descr
187218	Adopted	Adopted	BUD	BYE	06/30/2014	GL	07/01/2014	1	6,000.00	Expense	6,000.00	06/30/2014		001	01	016	0061	1	4211	001-01-016-0061-1-4211	Utilities-Telephone	Contractuals			

- 5) Click on the 3 Year Actual Comparison box to see a comparison of the last three years

The screenshot shows the 'Account Input' screen with the '3 Year Actual Comparison' option selected. The pie chart shows 2013 (3), 2014 (1), and 2015 (4). The '3 Year Actual Comparison' checkbox is circled in red.

Journal #	Journal Name	Journal Description	IP	STP	Entered	SR	Effective	FD	Signed Amount	GL Type	Amount	Post Date	Comment	Fund	Division	Section	Program	Function	Object	Account	Account Description	Account Class	Project	Project Type	Project Descr
187218	Adopted	Adopted	BUD	BYE	06/30/2014	GL	07/01/2014	1	6,000.00	Expense	6,000.00	06/30/2014		001	01	016	0061	1	4211	001-01-016-0061-1-4211	Utilities-Telephone	Contractuals			

Exhibit 1

Budget Document Shortcuts

Budget Calendar:

[Budget Calendar](#)

Division Checklist:

[Division Checklist](#)

IFR Form:

[IFR Form](#)

Mission Statement, Vision and Values:

[Mission, Vision and Values](#)

Accountant Listing:

[Accountant Listing](#)

Exhibit 2

Common Questions

1. I have a budget of \$2,000,000, but Innoprise shows \$1,750,000. What happened to the \$250,000 that is missing?
 - Sometimes in the Charge To/From Class, there are entries for Charge to Grants Fund (Object - 5101). These are typically negative numbers which impact the bottom line of the report, but in actuality, the expense budget is unchanged, it is merely reflecting expected funding to offset expenditures.
 - In addition, there may have been a change in the presentation of the account. Please send the assigned accountant an e-mail with a PDF, excel file, or HTML screen print of the report in question and your accountant can review the item and explain any deviations.

2. If I want an easy way to see my budget from the prior fiscal year (including narratives), what report should I choose?
 - Under Standard Reports, Working Budget Report, there is a drop-down “YYYY Working – YYYY Adopted Budget”. Input the range of account numbers to view, and select the desired options as needed. Look at the final page of the report and compare the total Budget Request to the budget to ensure you have pulled up the entire set of data.

The screenshot shows the 'Working Budget Input' form in the Innoprise system. At the top, there are buttons for 'Save Current Report' and 'Load'. Below these is a dropdown menu for the budget period, currently set to '2014 Working - 2014- Adopted Budget'. The form includes several input fields: 'From Account', 'To Account', 'Project', 'Account Class', and 'Class Detail'. Below these fields is a note: 'Leave blank to display all authorized accounts'. There are several checkboxes for report options: 'Group By GL Type' (unchecked), 'Summarize By Fund' (checked), 'Summarize By Division' (checked), 'Summarize By Section' (checked), 'Summarize By Program' (checked), 'Summarize By Function Class' (checked), 'Summarize By Account Class' (checked), 'Summarize By Class Detail' (unchecked), and 'Summarize By Object' (unchecked). There are also checkboxes for 'Show Account Detail' (checked), 'Show Justification Detail (Budget Detail, requires Show Account Detail)' (checked), 'Show Comparative Columns' (checked), and 'Show All Zero' (unchecked). At the bottom, there are radio buttons for 'No Rounding' (selected), 'Round All Amounts To The Nearest Dollar', and 'Round All Amounts To The Nearest Cent'. There are also checkboxes for 'Exclude Asset Accounts' (checked), 'Exclude Liability Accounts' (checked), 'Exclude Revenue Accounts' (unchecked), and 'Exclude Expense Accounts' (unchecked). At the very bottom, there is a section for 'Generate report using output format' with radio buttons for 'HTML' (selected), 'PDF', and 'XLS'.

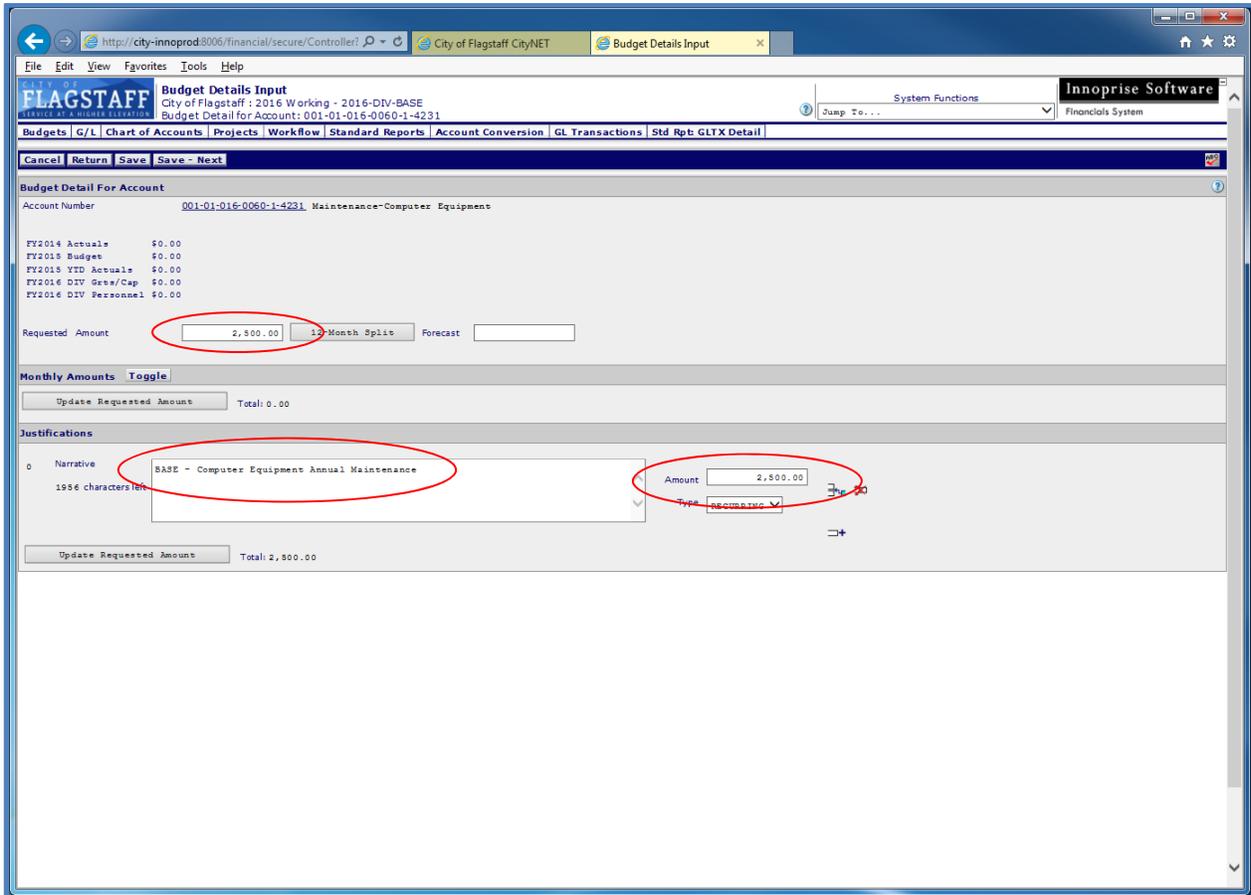
3. I am trying to do a filter, but I keep getting incorrect or no results, what is the problem?

- Click on the **Clear** button next to the **Filter** button. If you have done previous filters, the results are progressive unless you clear the prior filters.
- Verify the column that you are filtering by. The default for your screen display may not be what you are searching. Look for a downward arrow in the heading to ensure you are searching the correct data.
- Click the **Refresh** button on the left side of your screen.
- As with all data bases, when it comes to searches, sometimes less can be more. For example, if your search is not returning what you are looking for, try to use less words or only part of a word, or an account number, etc.

The screenshot displays the 'Budget Details Select' application for the City of Flagstaff. The interface includes a navigation menu, a search area with a 'Filter' button and a circled 'Clear' button, and a table of budget details. The table has columns for Fund, Division, Section, Program, Function, Object, Account, Account Description, Project, Class, Class Detail, GL Type, Requested Amount, Forecast, FY2014 Actuals, FY2015 Budget, FY2015 YTD Actuals, FY2016 DIV Grts/Cap, and FY2016 DIV Personnel. At the bottom, there are 'Return', 'Add', and a circled 'Refresh' button, along with a 'Go' button. The footer contains user information and copyright details.

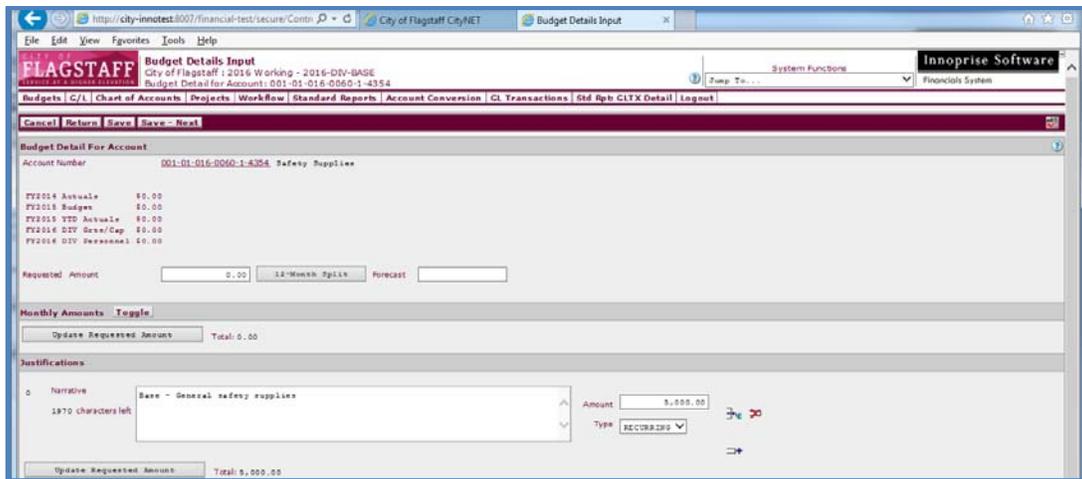
4. I entered a budgeted amount into the system, however, it will not accept the data.

- Verify the *Justification* was filled in, the *Amount* is correct, *Type* is selected and the amount you requested is reflected in the *Requested Amount*.

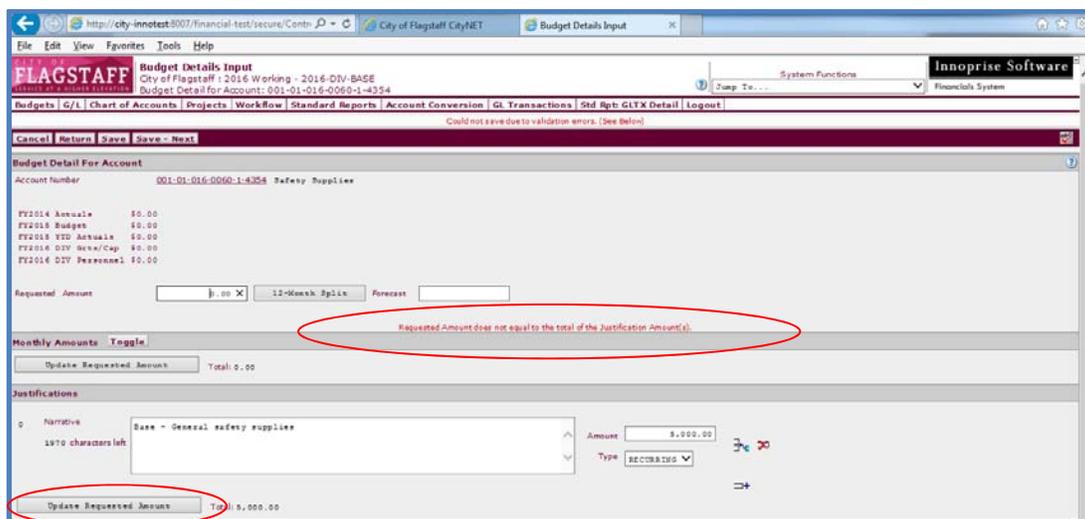


5. Why can't I see an entry that was accepted by the system?

- Verify you are in the correct sequence. For instance, you might have entered it into Cap/Grants instead of Base.
- Verify by looking at your budget entries for your accounts whether it was accidentally input on the wrong account line.
- Verify that you clicked on **Update Requested Amount**.

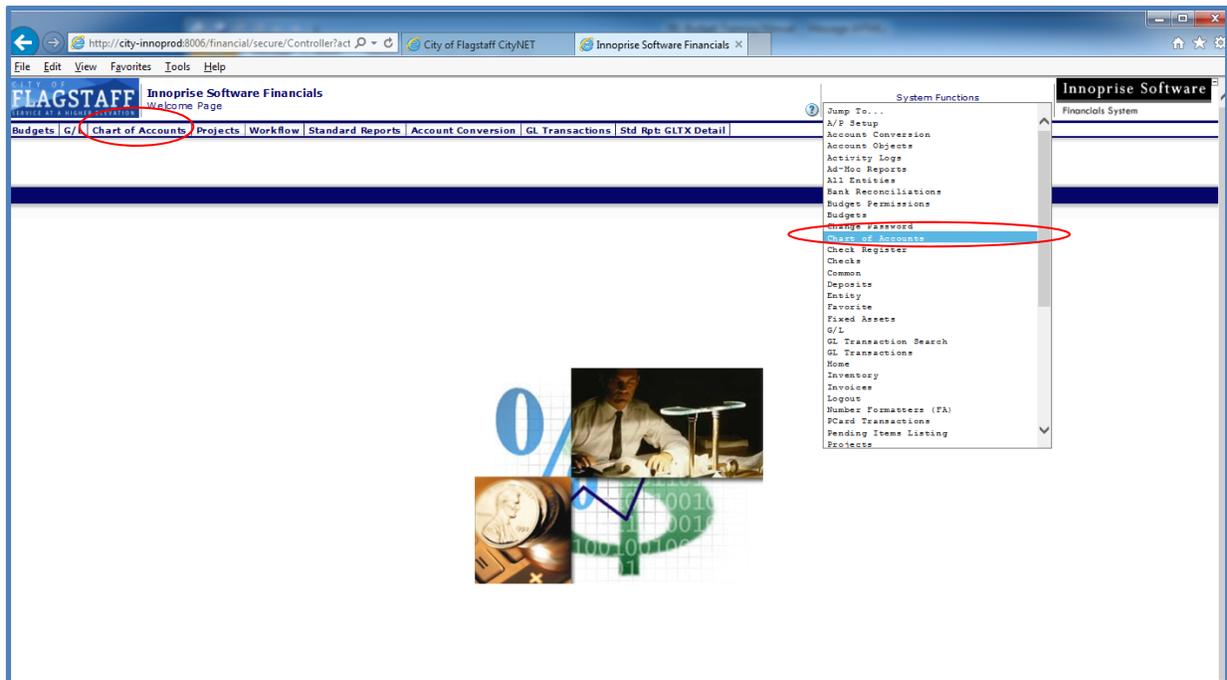


Note: The requested amount indicates \$0.00, but the Justification amount is \$5,000. The system should give you a warning when you click on **Save** if you have not updated, but inadvertently **Return** may have been selected instead of **Update Requested Amount**.



6. How do I find the most up-to-date program listing?

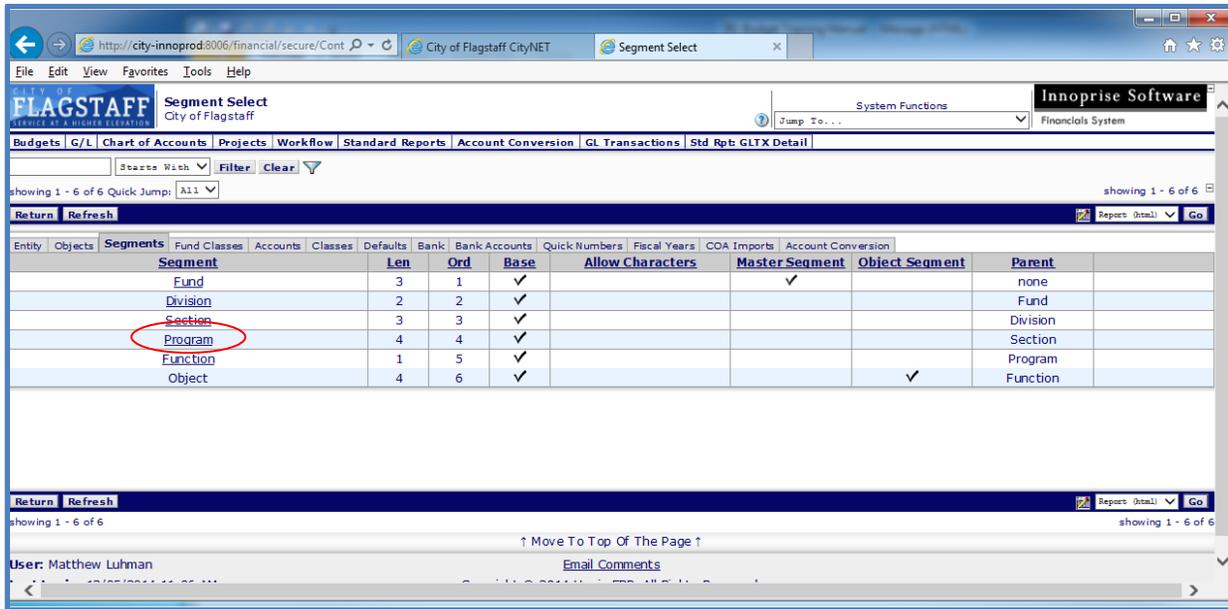
- a. Click on *Chart of Accounts* either through your *Favorites* bar or by using the *Jump To* drop down.



- b. Select the *Segments* tab.

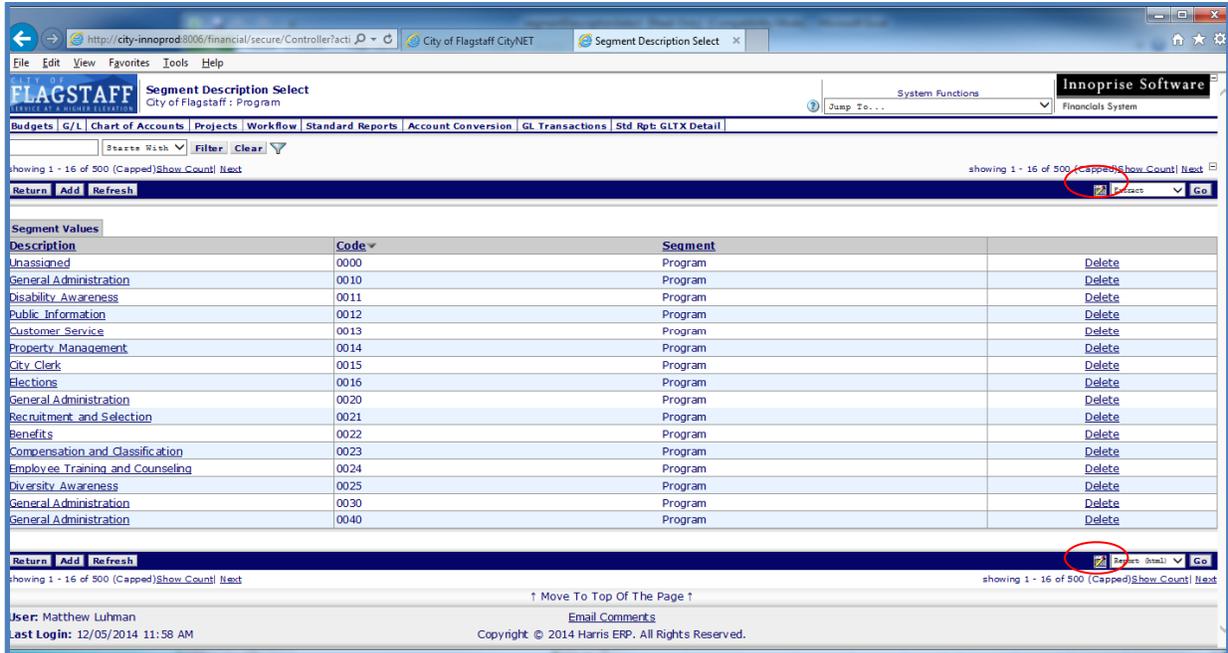
Entity	Objects	Segments	Fund Classes	Accounts	Classes	Defaults	Bank	Bank Accounts	Quick Numbers	Fiscal Years	COA Imports	Account Conversion
		Fund	Division	Section	Program	Function	Object	Account #	Description	GL Type	Type	Class
<input type="checkbox"/>	001	00	000	0000	0	1001	001-00-000-0000-0-1001	Pooled Cash	Asset	Detail	Cash and Investments	
<input type="checkbox"/>	001	00	000	0000	0	1011	001-00-000-0000-0-1011	Petty Cash	Asset	Detail	Cash and Investments	
<input type="checkbox"/>	001	00	000	0000	0	1012	001-00-000-0000-0-1012	Change Funds	Asset	Detail	Cash and Investments	
<input type="checkbox"/>	001	00	000	0000	0	1013	001-00-000-0000-0-1013	Police Investigation Fund	Asset	Detail	Cash and Investments	
<input type="checkbox"/>	001	00	000	0000	0	1031	001-00-000-0000-0-1031	Investments	Asset	Detail	Cash and Investments	

c. Click on *Program*.

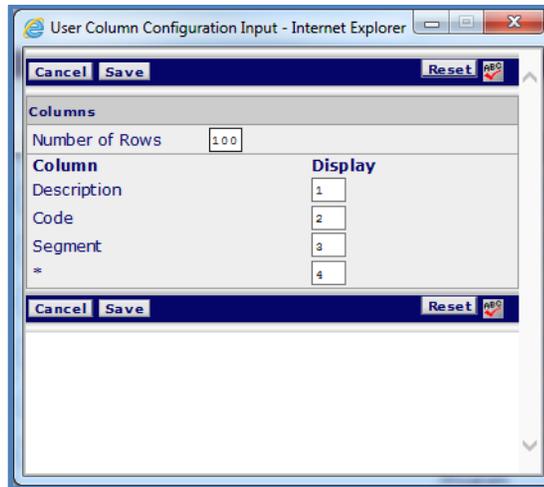


d. You are now viewing the most up-to-date program listing. The *Code* column contains the program numbers.

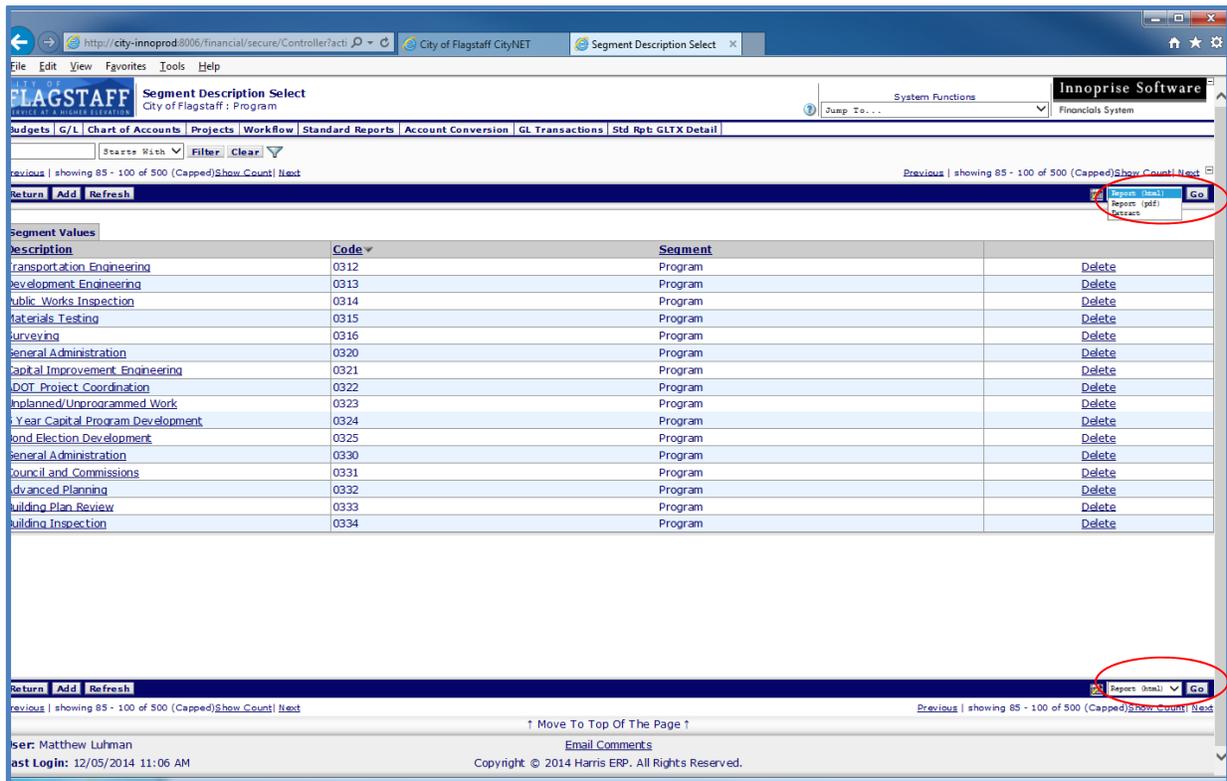
Helpful Hint: By clicking the pencil icon in either the upper or the lower right corners, you can increase the lines displayed up to 499 lines per page.



- Change the number of rows up to 499 and click on *Save*.



Helpful Hint: There are other ways to view the program list. By using the dropdown menu to the right of either pencil icon, you can choose to view the program list as either a webpage (HTML) or pdf report. From here, you can also extract the list as an excel spreadsheet. Just select the format you want and click *Go*.



HTML

Report

Mode: landscape

Description	Code	Segment
Unassigned	0000	Program
General Administration	0010	Program
Disability Awareness	0011	Program
Public Information	0012	Program
Customer Service	0013	Program
Property Management	0014	Program
City Clerk	0015	Program
Elections	0016	Program
General Administration	0020	Program
Recruitment and Selection	0021	Program
Benefits	0022	Program
Compensation and Classification	0023	Program
Employee Training and Counseling	0024	Program
Diversity Awareness	0025	Program
General Administration	0030	Program
General Administration	0040	Program
Applications	0041	Program
Systems	0042	Program
Services	0043	Program
Network	0044	Program
GIS	0045	Program
Microsoft Settlement	0046	Program
IT Non Departmental	0047	Program
General Administration	0050	Program
Council and Department Support	0051	Program
Police Court	0052	Program
General Administration	0060	Program
Court Services	0061	Program
Record Management	0062	Program
Court Enforcement	0063	Program

PDF

Report

Description	Code	Segment
Unassigned	0000	Program
General Administration	0010	Program
Disability Awareness	0011	Program
Public Information	0012	Program
Customer Service	0013	Program
Property Management	0014	Program
City Clerk	0015	Program
Elections	0016	Program
General Administration	0020	Program
Recruitment and Selection	0021	Program
Benefits	0022	Program
Compensation and Classification	0023	Program
Employee Training and Counseling	0024	Program
Diversity Awareness	0025	Program
General Administration	0030	Program
General Administration	0040	Program
Applications	0041	Program
Systems	0042	Program
Services	0043	Program
Network	0044	Program
GIS	0045	Program
Microsoft Settlement	0046	Program
IT Non Departmental	0047	Program
General Administration	0050	Program
Council and Department Support	0051	Program
Police Court	0052	Program
General Administration	0060	Program
Court Services	0061	Program
Record Management	0062	Program
Warrant Division	0064	Program
Court Operations	0065	Program
Judicial Services	0066	Program
General Administration	0100	Program
General Administration	0110	Program
Purchasing	0111	Program
Warehouse	0112	Program
General Administration	0120	Program
Licensing and Support	0121	Program
Auditing	0122	Program
Sales Tax Collections	0123	Program
Customer Service	0124	Program
Billing and Collections	0125	Program
Print and Mail Services	0126	Program
Meter Services	0127	Program
General Administration	0130	Program
Accounting	0131	Program
Payroll	0132	Program
Accounts Payable	0133	Program
Grants Management	0134	Program
General Administration	0140	Program
Technical Services	0141	Program
Public Services	0142	Program
East Flag Library	0143	Program
Main Library Automation	0144	Program
Outreach	0145	Program
County Jail	0151	Program

EXCEL

	A	B	C	D
1	Description	Code	Segment	
2	Unassigned	0000	Program	
3	General Administration	0010	Program	
4	Disability Awareness	0011	Program	
5	Public Information	0012	Program	
6	Customer Service	0013	Program	
7	Property Management	0014	Program	
8	City Clerk	0015	Program	
9	Elections	0016	Program	
10	General Administration	0020	Program	
11	Recruitment and Selection	0021	Program	
12	Benefits	0022	Program	
13	Compensation and Classification	0023	Program	
14	Employee Training and Counseling	0024	Program	
15	Diversity Awareness	0025	Program	
16	General Administration	0030	Program	
17	General Administration	0040	Program	
18	Applications	0041	Program	
19	Systems	0042	Program	
20	Services	0043	Program	
21	Network	0044	Program	
22	GIS	0045	Program	
23	Microsoft Settlement	0046	Program	
24	IT Non Departmental	0047	Program	
25	General Administration	0050	Program	
26	Council and Department Support	0051	Program	
27	Police Court	0052	Program	
28	General Administration	0060	Program	
29	Court Services	0061	Program	
30	Record Management	0062	Program	
31	Court Enforcement	0063	Program	
32	Warrant Division	0064	Program	
33	Court Operations	0065	Program	
34	Judicial Services	0066	Program	
35	General Administration	0100	Program	
36	General Administration	0110	Program	
37	Purchasing	0111	Program	
38	Warehouse	0112	Program	
39	General Administration	0120	Program	
40	Licensing and Support	0121	Program	
41	Auditing	0122	Program	

7. How do I setup and customize my favorites in Innoprise?

- Detailed instructions for setting up the favorites bar start on page 1.5 of the Innoprise General Information manual found at the following link:

<http://www.flagstaff.az.gov/DocumentCenter/View/43440>

8. Is there an easy way to cross-reference account numbers between Naviline (old) and Innoprise (new) structures?

- Detailed instructions for accessing the account conversion tool in Innoprise start on page 2.7 of the Innoprise Chart of Accounts manual found at the following link:

<http://www.flagstaff.az.gov/DocumentCenter/View/43441>