

## Section 4 - Comparing FMT & GL 007

The FMT you use may look slightly different than the picture below, due to differences between bureaus and personal variations, but will have similar key elements.

- 1) Compare the starting appropriations: The totals and the amounts appropriated in each account should match.

The FMT TOTAL shows \$12,325

Budget & Revenue Mgmt (org 39475)															
Adopted Budget	52068 Cellphone	52176 Maint of Equip	52282 Initial Software	52330 Office Expense	52332 Postage	52336 Books Office	52550 Special Deptmntl	52560 Books & Publications	52566 Minor Equipment	52602 Computer Rel Trng	52608 Out of County	52610 Non-Travel	52612 Employee Auto	52622 Train & Reg Out of Co.	EE520 Total
Invoice #	440.00	190.00	600.00	3,240.00	80.00	60.00	1,791.00	69.00	650.00	360.00	1,500.00	1,245.00	600.00	1,500.00	12,325.00

The GL 007 TOTAL shows \$12,325

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Currency: USD
ORG=39475 (BUDGET AND REVENUE MANAGEMENT), DEPARTMENT=A4980 (SHEP

ACCOUNT                                ORG          Appropriation
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52068 CELLULAR PHONE USE                440.00
52176 MAINTENANCE OF EQUIPMENT          190.00
52186 OFFICE EQUIPMENT MAINTNCE          0.00
52282 INITIAL SOFTWARE SET UP           600.00
52330 OFFICE EXPENSE                     3,240.00
52332 POSTAGE                            80.00
52336 BOOKS OFFICE                       60.00
52550 SPECIAL DEPARMENTAL EXP           1,791.00
52560 BOOKS & PUBLICATIONS               69.00
52566 MINOR EQUIPMENT                   650.00
52602 COMPUTER REL TRAINING CST          360.00
52608 OUT-OF-CO TRAVEL/TRNS-LDG         1,500.00
52610 NON-TRAVEL & IN-CO TRAVEL         1,245.00
52612 EMPLOYEE AUTO                     600.00
52622 TRAINING/REGIS OUT-OF-CO          1,500.00
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REPORT TOTAL                            12,325.00
    
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If the total budgets do not match, check your records to see if you received an email from your budget analyst regarding a change to your budget. If you have not, please contact your analyst to determine why the budget on the FMT does not match.

2) Compare the Year to Date (YTD) expenditures: The expenditures + encumbrances totals on the FMT & GL report should match.

The FMT TOTAL shows \$1,927.04 has been spent YTD (which also includes encumbrances)

					Adopted Budget	52068	52176	52186	52282	52330	52332	52336	52550	52560	52566	52602	52608	52610	52612	52622	EE520
					Cellphone	Maint of Equip	Office Equip	Initial Software	Office Expense	Postage	Office	Books	Special Deptmntl	Books & Publications	Minor Equipment	Computer Rel Trng	Out of County	Non-Travel	Employee Auto	Train & Reg Out of Co.	Total
Month	Vendor/ Employee Name	Description of Service/ Supply	Contract or BPA #	Invoice #	440.00	190.00	0.00	600.00	3,240.00	80.00	60.00	1,791.00	69.00	650.00	360.00	1,500.00	1,245.00	600.00	1,500.00	12,325.00	
April																					0.00
	Docuflow Solutions	printer repair		pcard- AE423			(97.66)														(97.66)
	P&C	ISF Fee					(2.08)														(2.08)
																					0.00
																					0.00
																					0.00
																					0.00
																					0.00
																					0.00
																					0.00
April Expenses					0.00	0.00	(93.74)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(93.74)
Year to Date Expenses					0.00	0.00	(93.74)	0.00	(1,146.81)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(612.78)	(67.71)	0.00	(1,927.04)
Available Balance after April					440.00	190.00	(93.74)	600.00	2,093.19	80.00	60.00	1,791.00	69.00	650.00	360.00	1,500.00	632.22	532.29	1,500.00		10,397.96

The GL 007 TOTAL shows \$1,927.04 has been spent YTD (Column C) and there is \$0 in encumbrances (Column D)

Currency: USD					
ORG=39475 (BUDGET AND REVENUE MANAGEMENT), DEPARTMENT=A4980 (SHERIFF), OBJECT=EE520 (SERVICES & SUPPLIES)					
ACCOUNT	ORG	Appropriation (A)	Period Expenditures (B)	Year to Date Expenditures (C)	Year to Date Encumbrances (D)
52068 CELLULAR PHONE USE		440.00	0.00	0.00	0.00
52176 MAINTENANCE OF EQUIPMENT		190.00	0.00	0.00	0.00
52186 OFFICE EQUIPMENT MAINNCE		0.00	99.74	99.74	0.00
52282 INITIAL SOFTWARE SET UP		600.00	0.00	0.00	0.00
52330 OFFICE EXPENSE		3,240.00	0.00	1,146.81	0.00
52332 POSTAGE		80.00	0.00	0.00	0.00
52336 BOOKS OFFICE		60.00	0.00	0.00	0.00
52550 SPECIAL DEPARTMENTAL EXP		1,791.00	0.00	0.00	0.00
52560 BOOKS & PUBLICATIONS		69.00	0.00	0.00	0.00
52566 MINOR EQUIPMENT		650.00	0.00	0.00	0.00
52602 COMPUTER REL TRAINING CST		360.00	0.00	0.00	0.00
52608 OUT-OF-CO TRAVEL/TRNS-LDG		1,500.00	0.00	0.00	0.00
52610 NON-TRAVEL & IN-CO TRAVEL		1,245.00	0.00	612.78	0.00
52612 EMPLOYEE AUTO		600.00	0.00	67.71	0.00
52622 TRAINING/REGIS OUT-OF-CO		1,500.00	0.00	0.00	0.00
REPORT TOTAL		12,325.00	99.74	1,927.04	0.00

**If the totals do not match:**

- a. Determine which account(s) do not match, and do an Account Inquiry (see Section 8)
- b. If Oracle reflects expenditures that are not on your FMT:
  - i. Add the transaction to your FMT, if the expenditure is valid. You will have the details to include, once you do the Account Inquiry.
  - ii. If the expenditure is invalid, please provide a screenshot or some documentation and email your analyst indicating that the charge was incorrectly charged to your org.
- c. If the FMT reflects expenditures that are not yet in Oracle:
  - i. Move the charges on your FMT to the following month, if it is reasonable that payment has not yet been made.
  - ii. If the expenditure should have been paid in that month, email your budget analyst and provide as much information as possible.

3) Compare the Available Balance: The Available Balance on the FMT should match the Unencumbered Balance on the GL 007.

The FMT TOTAL shows \$10,397.96 remaining to be spent after April

Month	Vendor/ Employee Name	Description of Service/ Supply	Contract or BPA #	Invoice #	Adopted	52068	52176	52186	52282	52330	52332	52336	52550	52560	52566	52602	52608	52610	52612	52622	EE520			
					Budget	Cellphone	Maint of Equip	Office Equip	Initial Software	Office Expense	Postage	Books Office	Special Deptmnt	Books & Publications	Minor Equipment	Computer Rel Trng	Out of County	Non-Travel	Employee Auto	Train & Reg Out of Co.	Total			
April					440.00	190.00	0.00	600.00	3,240.00	80.00	60.00	1,791.00	69.00	650.00	360.00	1,500.00	1,245.00	600.00	1,500.00	12,325.00				
		Docuflow Solutions	printer repair	pcard-AE423				(97.66)														0.00		
		P&C	ISF Fee					(2.08)															(2.08)	
																							0.00	
																							0.00	
																							0.00	
																							0.00	
																								0.00
																								0.00
																								0.00
					April Expenses	0.00	0.00	(99.74)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(99.74)		
					Year to Date Expenses	0.00	0.00	(99.74)	0.00	(1,146.81)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(612.78)	(67.71)	0.00	(1,927.04)			
					Available Balance after April	440.00	190.00	(99.74)	600.00	2,093.19	80.00	60.00	1,791.00	69.00	650.00	360.00	1,500.00	632.22	532.29	1,500.00	10,397.96			

The GL 007 TOTAL shows \$10,397.96 as the Unencumbered Balance

Currency: USD						
ORG=39475 (BUDGET AND REVENUE MANAGEMENT), DEPARTMENT=A4980 (SHERIFF), OBJECT=EE520 (SERVICES & SUPPLIES)						
ACCOUNT	ORG	Appropriation (A)	Period Expenditures (B)	Year to Date Expenditures (C)	Year to Date Encumbrances (D)	Unencumbered Balance (E) = (A-C-D)
52068 CELLULAR PHONE USE		440.00	0.00	0.00	0.00	440.00
52176 MAINTENANCE OF EQUIPMENT		190.00	0.00	0.00	0.00	190.00
52186 OFFICE EQUIPMENT MAINTNCE		0.00	99.74	99.74	0.00	(99.74)
52282 INITIAL SOFTWARE SET UP		600.00	0.00	0.00	0.00	600.00
52330 OFFICE EXPENSE		3,240.00	0.00	1,146.81	0.00	2,093.19
52332 POSTAGE		80.00	0.00	0.00	0.00	80.00
52336 BOOKS OFFICE		60.00	0.00	0.00	0.00	60.00
52550 SPECIAL DEPARMENTAL EXP		1,791.00	0.00	0.00	0.00	1,791.00
52560 BOOKS & PUBLICATIONS		69.00	0.00	0.00	0.00	69.00
52566 MINOR EQUIPMENT		650.00	0.00	0.00	0.00	650.00
52602 COMPUTER REL TRAINING CST		360.00	0.00	0.00	0.00	360.00
52608 OUT-OF-CO TRAVEL/TRNS-LDG		1,500.00	0.00	0.00	0.00	1,500.00
52610 NON-TRAVEL & IN-CO TRAVEL		1,245.00	0.00	612.78	0.00	632.22
52612 EMPLOYEE AUTO		600.00	0.00	67.71	0.00	532.29
52622 TRAINING/REGIS OUT-OF-CO		1,500.00	0.00	0.00	0.00	1,500.00
REPORT TOTAL		12,325.00	99.74	1,927.04	0.00	10,397.96

If the totals do not match, repeat steps 1 and 2. Once you have reviewed and updated the Budgets and Expenditures so that the FMT & the GL 007 match, the Remaining Balances will also match. Once they do match... congratulations, you're done for the month! 😊