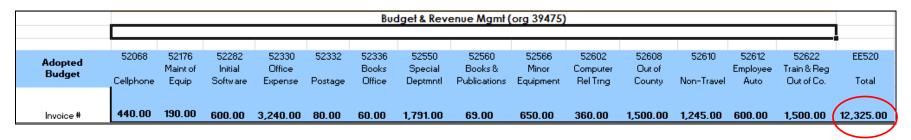
## Section 4 - Comparing FMT & GL 007

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



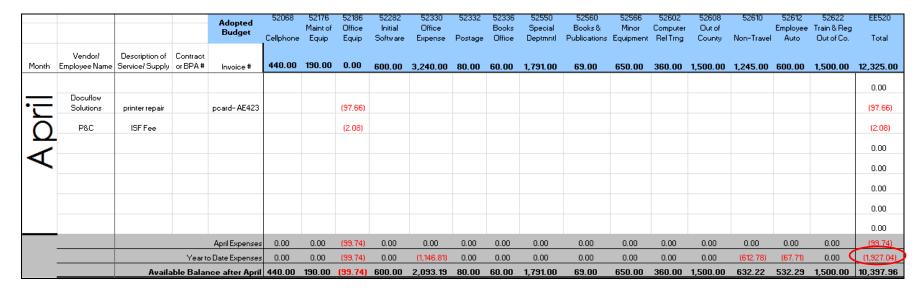
The GL 007 TOTAL shows \$12,325

Currency: USD ORG=39475 (BUDGET AND REVENUE M	DEPARTMENT=A4980 (SHE				
ACCOUNT	ORG	Appropriation (A)			
52068 CELLULAR PHONE USE		440.00			
52176 MAINTENANCE OF EQUIPMENT	190.00				
52186 OFFICE EQUIPMENT MAINTNC	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	Γ	360.00			
52608 OUT-OF-CO TRAVEL/TRNS-LD	3	1,500.00			
52610 NON-TRAVEL & IN-CO TRAVE	L	1,245.00			
52612 EMPLOYEE AUTO		600.00			
52622 TRAINING/REGIS OUT-OF-CO		1,500.00			
REPORT TOTAL		12,325.00			

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)



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

ONG-03170 (DODODI IMD NEVER	OL HAMADEHEMI),	DEPARTMENT=A4980 (SHERI	Period	Year to Date	Year to Date
ACCOUNT	ORG	Appropriation (A)	Expenditures (B)	Expenditures (C)	Encumbrances (D)
52068 CELLULAR PHONE USE		440.00	0.00	0.00	0.00
52176 MAINTENANCE OF EQUIP	MENT	190.00	0.00	0.00	0.00
52186 OFFICE EQUIPMENT MAI	NTNCE	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 DEPARMENTAL	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 TRAININ	G CST	360.00	0.00	0.00	0.00
52608 OUT-OF-CO TRAVEL/TRN	S-LDG	1,500.00	0.00	0.00	0.00
52610 NON-TRAVEL & IN-CO T	RAVEL	1,245.00	0.00	612.78	0.00
52612 EMPLOYEE AUTO		600.00	0.00	67.71	0.00
52622 TRAINING/REGIS OUT-0	F-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



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	10,397.9		

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! ©