

Project Accounting

Presented by:

Sophia Kreutz

Project Accounting Manager

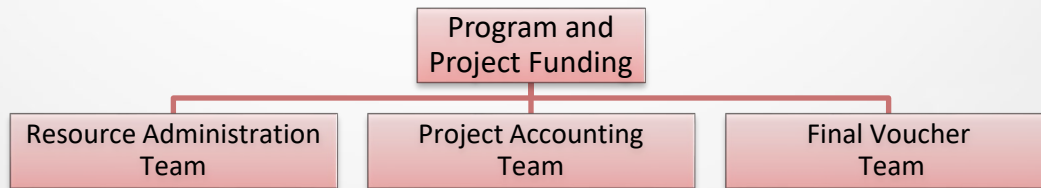
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PROJECT ACCOUNTING IN FMS/PPF



Responsibilities

Resource Administration attends PRB meetings, submits authorization and modification requests to FHWA, loads and monitors project budgets, monitors and updates Project End Dates, monitors inactive projects, monitors subprogram balances and marks phases as completed “C Status”

Project Accounting assigns ADOT and Fed Aid Project Numbers in Project Master, updates PM Names in Project Master, AZ360 project setup, FHWA Billing, monitoring and reporting, ICAP and payroll reject resolution, Transit and Aero fiscal responsibilities, Project Dashboard Training and other accounting oversight throughout the lifecycle of an ADOT project

Final Voucher does the final reconciliation, including financial entries (AZ360 and FMIS), related documentation, polices, regulations, etc. (the responsibilities will be explained in this presentation)

PROJECT ACCOUNTING - TEAM

Patrycja Kozaczka – PPF Accounting Administrator

Sophia Kreutz – Project Accounting Manager

Ali Radai

Lori Gibbs

Maria Coronado

Mary Fagyas

Rebecca Fimbres

Sharri Moss

Vacant

How it begins in FMS...

Project Master is the system where project information is entered before being sent to AZ360. Project numbers are generated through an automated process in a sequential order within Project Master (*Highway and Local*). Certain “Other” projects are currently assigned through a manual process.

When the Major Program information is entered into the system it is **crucial** that the information is correct. Based on the information provided, Project Master will generate the 5 character Major Program. This affects the rest of the Programs and Program Phases when they are set up.

PROJECT MASTER - Users

Project Managers (PMG/LPA):	Highway, Local and Other projects (AZ Smart, TA, etc.)
MPD:	Planning, Research, Other, includes State Parks, Studies, Miscellaneous
AERO:	AERO projects (FAA and State funded)
Transit:	Transit Grant projects (FTA)
Other:	AZ Highway Magazine Facilities for Building projects Maintenance Projects GOHS Grants Motor Carrier ECD (Enforcement and Compliance) BECO (Business Engagement and Compliance) LTAP (Local Transportation Assistance Program)

PROJECT MASTER – Home Page

Microsoft Edge
is your best friend!

This page doesn't
work in Chrome!

[Project Master Portal](#)

Home
Project
Search
Administration

Welcome Lori Gibbs (B8)

Quick Links
Project Approval Summary Report
Finance Authorization Status
Request ITD Project
Request Aero Project
Request Local Project
Request Other Project
View Reports
View Project Finance Forms
View Help Documents
Program/Subprogram Budget Status Rep
View Project Data
Finance Authorization Status

Search

Saved Searches

No Saved Searches

Quick Search by Project #:

Current Counts
You currently have:
0 Pending Projects

My Pending Projects (0)

No projects match this criteria

My Pending Approvals (6)

Project#	Sub	Description	Submitted	Next Approver
F0512	01 C	Grant Woods Pkwy - I-17	1/12/2023	Project Accounting
P2403		Freight Planning	1/13/2023	Project Accounting
P2404		Regional Planning	1/13/2023	Project Accounting

1 2

My Drafts (1)

Project #	Type	Description	Action Date
T	Local	Copy from TIP/STIP Location Description	

My Approved Projects (7)

Project #	Type	Description	Action Date
M7210	Other	TRAINING AND PROFESSIONAL DEVELOPMENT FY 2023	8/3/2022
M7194	Other	ISA-ADOT-ARPA-070121-01	12/9/2021
EARGP	Aero	Grand Canyon Airport Rescue Grant	8/9/2021
MNS20	Other	FY 2020 NSTI-National Summer Transportation Instit	9/8/2020
MOJ20	Other	FY 2020 OJT-Supportive Services	9/8/2020

1 2

All Projects Awaiting Approval (14)

Project#	Sub	Description	Submitted	Next Approver
PCG24		2024-2025 WP CAG	1/11/2023	Angela Ringor Estr
PCY24		CYMO FY24-25 WP	1/11/2023	Angela Ringor Estr
F0512	01 C	Grant Woods Pkwy - I-17	1/12/2023	Project Accounting
GM973	23 X	GOSH SAFETY CONTRACT	1/12/2023	Glenn Vogt
F0272	01 C	Indian School Road and 35th Ave	1/13/2023	Adrian Leon
F0272	01 D	Indian School Road and 35th Ave	1/13/2023	Adrian Leon
P2403		Freight Planning	1/13/2023	Project Accounting
P2404		Regional Planning	1/13/2023	Project Accounting
P2405		Bicycle and Pedestrian Planning	1/13/2023	Project Accounting
P2406		Tribal Planning and Coordination	1/13/2023	Project Accounting

1 2

PROJECT MASTER– New Project

- Every field needs to be filled.
- If there is a dropdown, use it!
- For ITD projects (on our system), a GIS location must be generated, otherwise a Fed Aid number cannot be generated.
- Ensure that the information is accurate, some information CANNOT be changed after the project has been approved.
- Resource Program: Type of Funding used for the Project.

INFORMATION
TECHNOLOGY
GROUP

Home

Project

Search

Administration

Project Info

Status: New Request

Submit

Save as Draft

New Request

1

Project Type

☒ ITD
☐ Local
☐ Aero
☐ Other

Prefix

Project Manager

Statewide / MAGWide (optional)

☐ Statewide
☐ MAGWide

Resource Program

2

Location Name

Copy from STIP Location Description

Major Program Short Name

Status: No location

Route

Crossing Feature / M.P.

Offset

Project Length

State

County

2nd County

City

Zip (optional)

Administrative District

Urban/Rural

Urban Area Code

Congressional District

Congressional District %

2nd Congressional District

2nd Congressional District %

Legislative District

2nd Legislative District

Functional Class

2nd Functional Class

Board District

2nd Board District

Engineering District

On Indian Reservation

On NHS

3

Major Program Type

Project Oversight

FHWA Standard Place

FHWA Project Type

FHWA Improvement Type

FHWA Area

Est Construction Date (optional)

Safety 100%

Temp Matching

FTA

Infrastructure

Federal Aid System

Description of Work

PROJECT MASTER – New Project

Major Program and Project Detail are reflected in Sections 1, 2, and 3

Major Program
(F0597 - first 5 characters)

Program
(F059701 – first 7 characters)

Program Phase
(F059701C – all 8 characters)

ITG INFORMATION TECHNOLOGY GROUP

PROJECT MASTER
YOUR HIGHWAY TO PROJECT DATA

Home **Project** Search Administration

Project Info Approval Info Scoping Documents

Status: Approved (F0597)

Welcome Lori Gibbs (B80)

1 Project Type: ☒ ITD ☐ Local ☐ Aero ☐ Other Major Program: F0597 Project Manager: Nabaty, Lana (E8661) Statewide / MAGWide (optional): ☐ Statewide ☐ MAGWide Resource Program: OTH (Other)

2 Location Name: SR-389 Intersection Assessment at Arizona Ave. Major Program Short Name: SR89-Arizona Ave. Status: [Valid Location](#)

Route: State Route 389 Crossing Feature / MP: M001 Offset: 0 Project Length: 0

State: AZ County: Mohave 2nd County: Mohave City: Colorado City Zip (optional):

Administrative District: Northcentral Dist Urban/Rural: ☒ Urban ☐ Rural Urban Area Code: N/A

Congressional District: District 4 Congressional District %: 0 2nd Congressional District: District 4 2nd Congressional District %: 0

Legislative District: District 05 2nd Legislative District: District 05 Functional Class: Rural Major Collector 2nd Functional Class: Rural Major Collector

Board District: District 6 (La Paz, Mohave, Yavapai, Yuma) 2nd Board District: District 6 (La Paz, Mohave, Yavapai, Yuma) Engineering District: Northcentral Dist On Indian Reservation: ☐ Yes ☒ No On NHS: ☒ Yes ☐ No

3 Major Program Type: Highway Project Oversight: (T) Delegated/State Administered

FHWA Standard Race: N/A FHWA Project Type: Conventional FHWA Improvement Type: 15-Preliminary Engineering FHWA Area: N/A

Estimated Construction Date (optional): Safety: 100% Temp Matching: ☐ Yes ☒ No FTA: ☐ Yes ☒ No Infrastructure: ☐ Yes ☒ No Federal Aid System: NHS Non Interstate

Description of Work: Review/recommend improvements for intersection of SR 389 and Arizona Ave, Colorado City.

PROJECT MASTER– Phases

Once Major Program is approved the Program Phase can be created

As soon as this phase letter is approved it cannot be changed. If changes are made, a new project has to be created due to system and interface issues.

System generated Federal Aid numbers are fix and can't be changed.

Sub-project 01	Phase C	Request Status Pending Approval	Technical Support Manager Oliver Miiza (E2465)	Unit 4983	Phone (602) 712-4032	Federal Aid # NA
Program Short Name US60 Grand ISR						
IGA/JPA? <input type="radio"/> Yes <input checked="" type="radio"/> No	Internal Exp Allowed <input checked="" type="radio"/> Yes <input type="radio"/> No	Program Category (type of work) System Enhancement (Traffic Mgmt and En	Status Info Only	Environmental Document (Opt.)	Env Date (Opt.)	
Budget Item 8893	Budget Amount \$99,015,170.00	Total Budget \$99,015,170.00				
Funding Source RARF	Fiscal Year 2020					STIP Amend
NHPP	2023					
RARF	2023					
Comments (optional) FY 25 Construction. NHPP 49597585 and RARF 49507585.						
Sub-project 01	Phase D	Request Status Pending Approval	Technical Support Manager Oliver Miiza (E2465)	Unit 4983	Phone (602) 712-4032	Federal Aid # NA
Program Short Name US60 Grand ISR						
IGA/JPA? <input type="radio"/> Yes <input checked="" type="radio"/> No	Internal Exp Allowed <input checked="" type="radio"/> Yes <input type="radio"/> No	Program Category (type of work) System Enhancement (Engineering)	Status Info Only	Environmental Document (Opt.)	Env Date (Opt.)	
Budget Item 8893	Budget Amount \$6,393,492.00	Total Budget \$6,393,492.00				
Funding Source RARF	Fiscal Year 2020					STIP Amend

PROJECT MASTER– Phases

Once Major Program is approved the Program Phase can be created

Sub-project 01	Phase C	Request Status Approved	Technical Support Manager Wesley Scatena (E8469)	Unit 4983	Phone (602) 712-8555	Federal Aid # 060-F(204)T
Program Short Name SR 61 - Wildcat						
IGA/JPA? <input type="radio"/> Yes <input checked="" type="radio"/> No	Internal Exp Allowed <input checked="" type="radio"/> Yes <input type="radio"/> No	Program Category (type of work) System Preservation (Restoration/Rehab/R	Status Info Only	Environmental Document (Opt.)		Env Date (Opt.)
Budget Item Enter New Budget Item		Budget Amount \$0.00		Total Budget \$0		
Funding Source		Fiscal Year	STIP Amend			
Comments (optional) Please add subphase for construction. STBGP Flex - 18392000 please assign Fed Aid number						

The system assigns Federal Aid Project Numbers based on the provided information. For example, Highway Projects are assigned based on the Route, Section (*Route Section Location*), and an automated Sequence Number.
F059801C - 060-F(204)

This number is used in FHWA's system as the Federal Project Number.

Budget Item - Number used to describe the Funding Source being used on the project. Please use the comments box if the Budget Item Number does not work properly.

PROJECT MASTER - DATA

- Project Initiation
 - Major Program
 - Program Phase
- Project Detail
 - Location Name
 - Location Details
 - Work Description
 - Funding Source(s)
- Assign Federal Aid Number
- AZ360 Interface
- Update Project Manager

All projects are reviewed and approved before they go to AZ360 and are reviewed once they are successfully interfaced into AZ360.

Changes made in other systems are not always reflected in the current Project Master (FAST, PIRT, AZ360...etc).

**The process of getting a project added to AZ360 requires the data to go through an interface, which processes once a day. At the earliest, a project will appear the next day after it is approved in Project Master*

PROJECT MASTER – Keep in mind!

Unfortunately, not all elements can be updated in Project Master once the project has been set up. A CAM (Cost Accounting Modification) must be created in AZ360 to update the requested changes:

- Crossing Feature/M.P. (Beginning and End Mile Post)
- Project Length
- Project Oversight
- Program Short Name
- Program Category (type of work)
- Status

Timing is important! Don't submit a project before it is ready. Things always seem to change (*Legal documents, location name...etc.*). Project Accounting uses the 5-Year Program and eStip for confirmation of the submitted project information.



AZ360 is State of Arizona's statewide accounting system,
that is used to track expenditures, charges, revenues and budgets,
and so much more.....

AZ360 – Project Accounting

- Project Master interfaces to AZ360
- Major Program, Program and Phase updates
- Review and approval of the funding
- Budget review and approval
- Review and approval of various transaction documents as CH, GAE, JVC, etc.
- Review and resolution of payroll and ICAP rejects
- Review weekly FHWA Billing for accuracy before submission
- Review of ineligible transactions
- All fiscal related tasks for Transit and Aero
- Review and update of Object and Activity Code eligibility
- Process various correction requests
- Ad-hoc reporting and reconciliations
- Phase closures

AZ360 – Project Accounting

Some of the daily issues we encounter are usually due to insufficient or misaligned budgets.

Examples:

- **ICAP** - a percentage of each expenditure on projects (not local) that covers overhead (*administrative costs*)
 - Don't forget to include ICAP in your budget calculations
- **Payroll Additive** - a percentage of each payroll charge on projects
 - Don't forget to include Payroll Additive in your budget calculations
- **Ineligible Costs** - charging **Annual**, **Holiday** and **Sick** leave to projects
- **Ineligible Costs** - charging general/administrative tasks to projects (check your activity codes)

FHWA Billing

We are responsible for billing FHWA an average of **60 million dollars** a month.

These billings are performed weekly and require an extensive amount of work and expertise to complete.

Multiple ADOT groups including GAO are involved in this process.

It is important that these billings are done properly and timely because we work on a **reimbursement** basis for the majority of ADOT's projects.

We have established Performance Measures to track the amount of items that reject and are not included in the reimbursement requests.

END DATES!

End Dates are required by FHWA and need to be maintained by ADOT.

Expired End Dates prevent ADOT from receiving federal reimbursements.

Any expenses and/or charges are not eligible for federal reimbursement if the are incurred **after** the **End Date** *(All items that were incurred after an End Date has expired and before a new End Date has been approved are also ineligible.)*

PM is responsible for the entire project until all phases are put into F (Final Voucher) status.

Want to Check Your Project and Budget?

- Did the project interface to AZ360?
- Is it ready to be charged?
- How much budget is left on the project?
- Is the project end date up to date and correct?
- Have encumbrances been established?
- How much is encumbered vs available?
- How can an encumbrance impact other transactions?

Project Dashboard

[Project Dashboard Link](#)

This dashboard is accessible to all ADOT employees but works only within the network in the office or via VPN.

ADOT Data Warehouse - Home

adotdw/

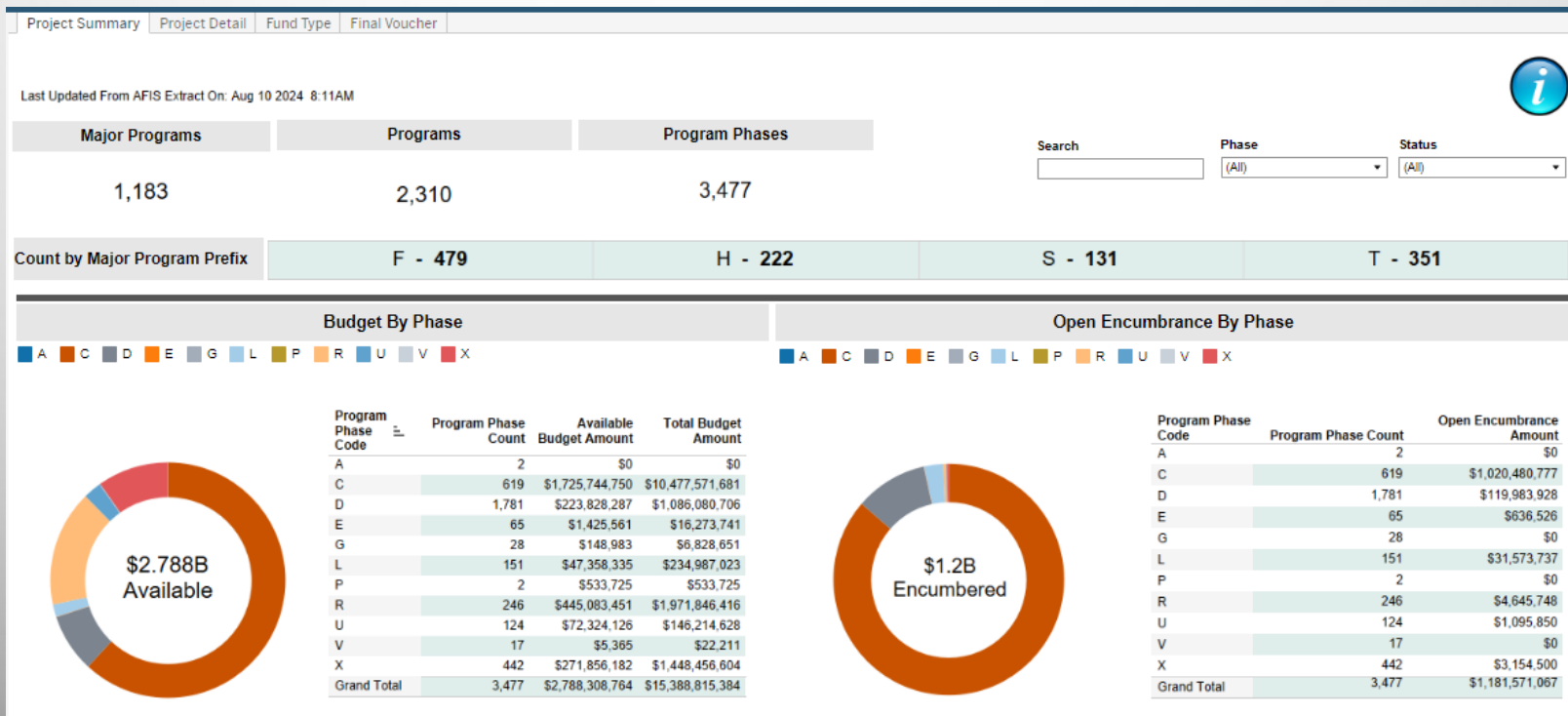
ADOT ADOT Data Warehouse Home

Type to search...	Advanced
BECO Reports	2
Envoy Reports	2
Finance Reports	5
HRIS Reports	8
IAMDB	1
IDO Project Change Order	1
ITG Reports	3
mCarrier Reports	1
Pen / FAST Reports	5
Project Dashboard	3

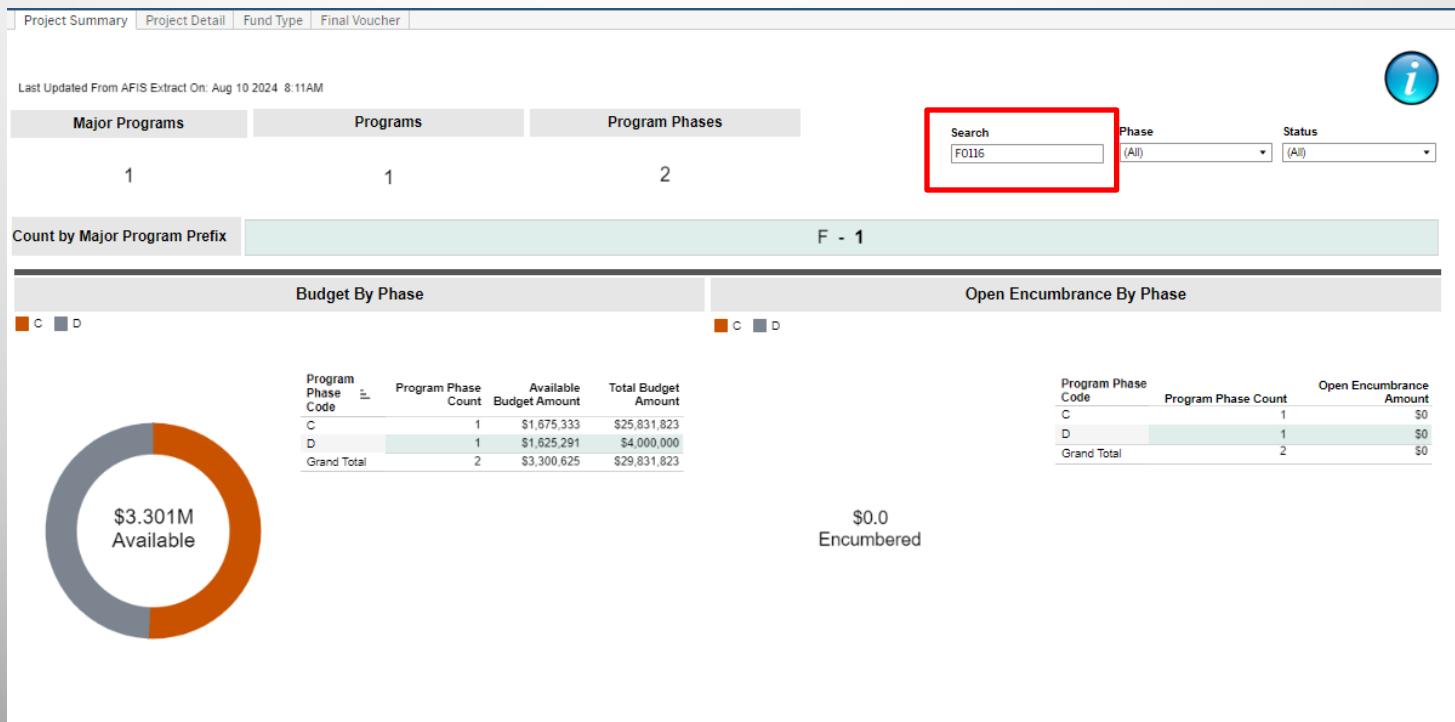
Welcome to the ADOT Data Warehouse

Please select a report from the left to begin.

Project Dashboard – Summary Page



Project Dashboard – Summary Page



Project Summary	Project Detail	Fund Type	Final Voucher	
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Select Detail View

H7696

(All)

(All)



Unit Code (Only applicable to Encumbrance detail)

Project Manager	Major Program Code	Major Program Name	Program Code	Program Phase Code	ProgramPhase Status Code	Project End Date	Total Available Budget	Total Current Budget	Total Encumbered
TROY SIEGLITZ (C9155)	H7696	I-10 / SR 87 TI	H7696CA	X	O	12/31/2032	\$1,167,280	\$9,324,481	\$0
			H7696K1	D	C	12/31/2032	\$0	\$34,944	\$0
				R	C	12/31/2032	\$0	\$0	\$0
			H7696P1	U	C	12/31/2032	\$0	\$45,032	\$0
			H7696S1	D	C	12/31/2032	\$0	\$479,638	\$0
				R	C	12/31/2032	\$0	\$72,499	\$0
			H769601	C	O	12/31/2032	\$5,084,979	\$72,660,260	\$46,688,000
				R	O	12/31/2032	\$30,162	\$1,683,553	\$0
				U	O	12/31/2032	\$640,408	\$2,010,601	\$0
				X	O	12/31/2032	\$18,567,250	\$27,055,758	\$0
			H769602	C	C	12/31/2032	\$28,678	\$318,839	\$0
				D	C	12/31/2032	\$3,782	\$2,475,020	\$0
				R	C	12/31/2032	\$184,682	\$19,174,231	\$0
			H769603	D	C	12/31/2032	\$4,381	\$564,500	\$0
			Grand Total						\$25,711,602

Project Dashboard – Project Budget Detail

Project Summary

Project Detail

Fund Type

Final Voucher


Last Updated From AFIS Extract On: Aug 10 2024 8:11AM

Select Detail View
Budget Detail

Search
F0116

Program Phase Code
(All)

ProgramPhase Status Code
(All)



Budget Detail

Unit Code (Only applicable to Encumbrance detail)

Project Manager	Major Program Code	Major Program Name	Program Code	Program Phase Code	ProgramPhase Status Code	Project End Date	Total Available Budget	Total Current Budget	Total Encumbered
Velvet Mathew (A8037)	F0116	HAPPY VALLEY PKWY TO LAKE PLEASANT PKWY	F011601	C	O	3/31/2027	\$1,675,333	\$25,831,823	\$0
				D	O	3/31/2027	\$1,625,291	\$4,000,000	\$0
Grand Total							\$3,300,625	\$29,831,823	\$0

The Project Detail tab shows you the details from the Summary tab, broken out in 3 reports: Budget Detail, Encumbrance Detail and Inactive Report

The Budget detail shows the budget information on the phase level including the total of encumbrances.

Project Dashboard – Encumbrance Details

Project Summary

Project Detail

Fund Type

Final Voucher

Last Updated From AFIS Extract On: Aug 10 2024 8:11AM

Select Detail View

Encumbrance Detail

Search

Program Phase Code

(All)

ProgramPhase Status Code

(All)

Encumbrance Detail

Unit Code (Only applicable to Encumbrance detail)

Major Program Code	Major Program Name	Project Manager	Program Phase Code	ProgramPhase Status Code	Unit Code	Unit Name	Activity Code	Document Account Line Number	Document id	District	Vendor Name	Line Open Amount
F0453	Campus Dr - Moson Rd	TRENT KELSO (E0081)	C	O	4310	CONSTRUCTION & MATERIALS	AR26	96	2022-014.15	SOC	TRISTAR ENGINEERING AND MANA.	\$114,633
								140	2022-014.03	SOC	CONSULTANT ENGINEERING INC	\$197,648
									2022-014.08	SOC	HDR CONSTRUCTION CONTROL C.	\$125,582
F0454	Schulze Ranch - Town of Miami	OLIVIER MIRZA (E2465)	D	O	4590	SOUTHCENTRAL DISTRICT	AR14	1	F045301C	SOC	FNF CONSTRUCTION INC	\$5,333,384
								3	PO0000637949	SOED	Cart Enterprises LLC	\$223
								9	PO0000678163	SOED	TIERRA RIGHT OF WAY SERVICE L.	\$653
F0459	Picacho - Pinal Airpark Rd	JEFFREY DAVIDSON (C1455)	C	O	4980	ENGINEERING CONSULTANT SECT	AR16	1	2022-007.01	SOED	AZTEC ENGINEERING GROUP INC	\$13,884
									2022-017	SOED	AZTEC ENGINEERING GROUP INC	\$5,613
								66	2022-014.15	SOC	TRISTAR ENGINEERING AND MANA.	\$27
F0459	Picacho - Pinal Airpark Rd	JEFFREY DAVIDSON (C1455)	C	O	4310	CONSTRUCTION & MATERIALS	AR26	102	2022-014.03	SOC	CONSULTANT ENGINEERING INC	\$2,352
								124	2022-014.08	SOC	HDR CONSTRUCTION CONTROL C.	\$118,249
								4594	F045901C	SOC	SUNLAND ASPHALT & CONSTRUCT.	\$898,988
					4980	ENGINEERING CONSULTA.	AR20	16	2022-006.09	SOC	NFRA INC	\$38,633

The Encumbrance detail shows the open encumbered amount for every single vendor and AZ360 document on each phase.

Project Dashboard – Inactive Report

Project Summary

Project Detail

Fund Type

Final Voucher

Last Updated From AFIS Extract On: Aug 10 2024 8:11AM

Select Detail View
Inactive Report

Search


F0116

Program Phase Code

(All)

ProgramPhase Status Code

(All)



Inactive Report

Unit Code (Only applicable to Encumbrance detail)

Major Program Code	Major Program Name	Project Manager	Program Code	Program Phase Code	ProgramPhase Status Code	Federal Aid Project Number	Authorization Date	Last Expenditure Date	Project End Date	Days Inactive	Available Budget Amount	Current Budget Amount	Open Encumbrance Amount
F0116	HAPPY VALLEY PKWY TO LAKE PLEASANT PKWY	Velvet Mathew (A8037)	F011801	C	O	303-A(227)T	6/29/2020	11/18/2023	3/31/2027	289	\$1,675,333	\$25,831,823	\$0
				D	O	303-A(227)T	5/24/2017	1/1/2021	3/31/2027	1320	\$1,625,291	\$4,000,000	\$0
Grand Total											\$3,300,625	\$29,831,823	\$0

The inactive report shows the how long a project is inactive without any expenditures. It also provides information from the budget detail and the End Date. This report can be run for a project or for a project manager (see next slide).

Project Dashboard – Inactive Report

Project Summary
Project Detail
Fund Type
Final Voucher

Last Updated From AFIS Extract On: Aug 10 2024 8:11AM

Select Detail View
Inactive Report

Search
Mathew

Program Phase Code
(All)

ProgramPhase Status Code
(All)

Unit Code (Only applicable to Encumbrance detail)

Inactive Report

Major Program Code	Major Program Name	Project Manager	Program Code	Program Phase Code	ProgramPhase Status Code	Federal Aid Project Number	Authorization Date	Last Expenditure Date	Project End Date	Days Inactive	Available Budget Amount	Current Budget Amount	Open Encumbrance Amount
F0116	HAPPY VALLEY PKWY TO LAKE PLEASANT PKWY	Velvet Mathew (A8037)	F011601	C	O	303-A(227)T	6/29/2020	11/18/2023	3/31/2027	269	\$1,675,333	\$25,831,823	\$0
				D	O	303-A(227)T	5/24/2017	1/1/2021	3/31/2027	1320	\$1,625,291	\$4,000,000	\$0
F0444	Advance Acquisition - I-10 Maricopa Co..	VELVET MATHEW (A803..	F044401	R	O	Null	8/2/2021	Null	Null	1107	\$0	\$0	\$0
H7801	I-10, COUNTY LINE TO SR 303L	VELVET MATHEW	H7801CA	X	F	Null	8/31/2009	1/19/2019	12/31/2020	2033	\$5,004	\$20,939	\$0
			H7801K1	D	F	Null	2/3/2009	Null	12/31/2020	5670	\$0	\$0	\$0
			H7801S1	D	F	Null	2/3/2009	7/4/2015	12/31/2020	3328	\$0	\$14,392	\$0
			H7801V1	D	F	Null	1/28/2013	11/23/2016	12/31/2020	2820	\$43,106	\$56,000	\$0
			H780101	D	F	Null	1/28/2013	1/14/2019	12/31/2020	2038	\$46,218	\$289,589	\$0
H7874	SR303: CONSTRUCT SIX-LANE DIVIDED FREEWAY	VELVET MATHEW	H7874CA	X	F	303A203N	8/31/2009	1/19/2022	12/31/2025	937	\$33,620	\$7,169,970	\$0
			H7874K1	D	F	Null	4/15/2009	7/4/2015	12/31/2025	3328	\$0	\$27,725	\$0
			H7874S1	D	F	Null	4/15/2009	7/4/2015	12/31/2025	3328	\$0	\$913,107	\$0
			H7874V1	D	F	Null	12/15/2011	7/4/2015	12/31/2025	3328	\$1,397	\$51,000	\$0
			H787401	C	F	303A203N	9/21/2011	3/16/2016	12/31/2025	3072	\$58,551	\$70,549,725	\$0
				D	F	Null	10/29/2009	4/4/2016	12/31/2025	3053	\$77,887	\$6,964,462	\$0
Grand Total											\$3,566,409	\$128,168,731	\$0

How and when to contact us....

Project initiation with questions to Project Master

Project updates/changes

Project manager change

AZ360 document errors (when project related)

APP errors when budget/project related

Project related data/reports if not already available

Expenditure corrections for previous fiscal years

Send an email to PAccounting@azdot.gov with all relevant information.

More is better as we have to research on our side and the smallest piece can have the biggest impact!

Please be patient with us, we are short staffed and it takes a while to provide solutions to all requests.

QUESTIONS?



Contact info: PAccounting@azdot.gov