

**PROJECT DELIVERY ACADEMY**  
**MODULE 2 – FEDERAL AUTHORIZATION**

# ***PROJECT EXPENDITURE REPORTS***

**Presented by:**

**Sue Landin**

**Budget Analyst/Contract Manager**  
**Project Resource Office**

## PROJECT DELIVERY ACADEMY

### MODULE 2 – FEDERAL AUTHORIZATION

# Project Development Cost

- ▶ The report was developed to provide information and transparency of actual project cost to Local Governments
- ▶ To track ADOT's Actual Development Cost
- ▶ Will provide a cost trend for certain type of projects
- ▶ Monitor and track expenses for State and Local Projects

## PROJECT DELIVERY ACADEMY

### MODULE 2 – FEDERAL AUTHORIZATION

# Report Access

- ▶ Project Managers
- ▶ Group Managers – PMG
- ▶ Others based on Business Need

## PROJECT DELIVERY ACADEMY

### MODULE 2 – FEDERAL AUTHORIZATION

# Report Formats

- ▶ The Excel format versions are for Internal Working Purposes
- ▶ The [“Expenditure Summary” PDF format Report is the approved version for External Distribution](#)
- ▶ The Expenditure detail, Open Encumbrance, and Budget 30 Day data and other reports are for internal and research purposes

## PROJECT DELIVERY ACADEMY

### MODULE 2 – FEDERAL AUTHORIZATION

# External Report Distribution

- ▶ There is a required process before external distribution to Local Governments
- ▶ The only report approved for external customers is the PDF version of “Expenditure Summary Report”
- ▶ The Project Manager is required to review the report for accuracy
- ▶ If there are any report issues these have to be resolved before external distribution is made
- ▶ For assistance with questions or research contact Project Resource Office before making distribution

# Summary Report

## Project Expenditure Report - SS95401D

DAVIS ROAD IMPROVEMENTS

Type of Work: SAFETY & DRAINAGE IMPROVEMENTS



Route: 0000 County: CH BegMP: CCH Length: 0.3

Expenditure Time Frame: 11/03/2010 Through 02/24/2017

ADOT Cost for Review and Delivery Fees						
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount	Amount Exp %
4212	B- LOCAL GOV LAD EXPENDITURES	OTHER EXTERNAL FIN SVCS	0	0%	\$0	0%
4212	B- LOCAL GOV LAD EXPENDITURES	PRELIMINARY ENGINEERING	0	0%	\$8,795	15%
4212	LOCAL PUBLIC AGENCY	PAYROLL	43	4%	\$2,415	4%
4310	MATERIALS GROUP CONST	PAYROLL	119	12%	\$6,436	11%
4550	SAFFORD DIST CONST CHRGS	PAYROLL	12	1%	\$739	1%
4900	ROADWAY ENGINEERING	PAYROLL	162	17%	\$8,981	15%
4902	ROADSIDE DEVELOPMENT	PAYROLL	8	1%	\$376	1%
4950	ROW PROJECT MANAGEMENT	PAYROLL	8	1%	\$304	1%
4975	BRIDGE OPERATIONS	PAYROLL	2	0%	\$91	0%
4976	BRIDGE MANAGEMENT SECTION	PAYROLL	55	6%	\$3,696	6%
4977	ENVIRONMENTAL PLANNING GROUP	PAYROLL	347	36%	\$15,585	26%
4978	JOINT PROJECT ADMINISTRATION	PAYROLL	6	1%	\$181	0%
4979	ENG TECH GRP-CONST CHRGS	PAYROLL	9	1%	\$529	1%
4980	ENGINEERING CONSULTANTS SEC	PAYROLL	5	1%	\$151	0%
4980	ENGINEERING CONSULTANT SECT	PRELIMINARY ENGINEERING	0	0%	\$1,424	2%
4981	UTILITY/RR ENGINEERING SECT	PAYROLL	6	1%	\$265	0%
4982	CONTRACTS AND SPECIFICATIONS	PAYROLL	105	11%	\$6,154	10%
4983	STATEWIDE PROJECT MANAGEMENT	PAYROLL	87	9%	\$4,181	7%
6541	SOUTHCENTRAL TRAFFIC ENGINEER	PAYROLL	2	0%	\$86	0%
Total			975		\$60,392	

High Level Budget Amount		%
Project Budget	\$64,870	
Expended Amount	\$60,392	93%
Encumbered Amount	\$2	0%
Unspent Balance	\$4,476	7%

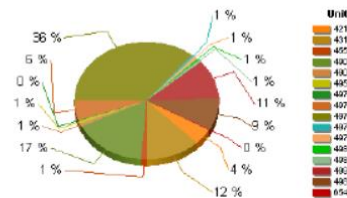
Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

Program Amount for Construction: \$4,055,000.00

Payroll Hours by Unit (974 Total Hours)



Expended Amount by Unit (\$60392 Total Dollars)

# Expenditure Detail Report

Project Expenditure Report - H832401D

**THIS REPORT IS NOT FOR DISTRIBUTION**

RELATION ST - JCT US 70

INTERSECTION IMPROVEMENT

The employee name is only available for those managing the budget others will see the word

“\*\*\*\*HIDDEN\*"

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Unit	Unit Name	Function	Fisc Year	Project	Object	Object Code Category	Sub Obj	Actv	Activity Name	Vendor Name	Contract No	Record Date
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6011	PAYROLL		GN28	FLD/OFF RVW/INSP/PRGS MTGS/RVW			20150106
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6011	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS		2014	H832401D	6011	PAYROLL		4223	PREP INIT MTL DSN SUMMARY & M			20140402
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6011	PAYROLL		4320	PREP FINAL MTL DSN MEMO			20140820
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6011	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6011	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6011	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6035	PAYROLL		GN28	FLD/OFF RVW/INSP/PRGS MTGS/RVW			20150106
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6035	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS		2014	H832401D	6035	PAYROLL		4223	PREP INIT MTL DSN SUMMARY & M			20140402
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6035	PAYROLL		4320	PREP FINAL MTL DSN MEMO			20140820
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6035	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6035	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6035	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6531	LODGING I/S		42GB	PERFORM RDWY/PIT FIELD INVESTI	SRI KRSNA INVESTMENTS LLC		20141119
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6531	LODGING I/S		42GB	PERFORM RDWY/PIT FIELD INVESTI	SRI KRSNA INVESTMENTS LLC		20141119
4310	MATERIALS GROUP-CONS CHRGS	9975	2015	H832401D	6541	MEALS WITH OVERNIGHT STAY I/S		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141124
4310	MATERIALS GROUP-CONS CHRGS	9975	2015	H832401D	6541	MEALS WITH OVERNIGHT STAY I/S		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141124
4310	MATERIALS GROUP-CONS CHRGS	9975	2015	H832401D	6541	MEALS WITH OVERNIGHT STAY I/S		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141117
4310	MATERIALS GROUP-CONS CHRGS	9975	2015	H832401D	6541	MEALS WITH OVERNIGHT STAY I/S		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141117
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GA	PREP RDWY GEOTECH INVESTIGATIO			20141112
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS		2014	H832401D	6591	PAYROLL		4223	PREP INIT MTL DSN SUMMARY & M			20140402
4310	MATERIALS GROUP-CONS CHRGS		2014	H832401D	6591	PAYROLL		4223	PREP INIT MTL DSN SUMMARY & M			20140402
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6591	PAYROLL		4320	PREP FINAL MTL DSN MEMO			20140820
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6591	PAYROLL		4320	PREP FINAL MTL DSN MEMO			20140820
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6591	PAYROLL		GN28	FLD/OFF RVW/INSP/PRGS MTGS/RVW			20150106
4310	MATERIALS GROUP-CONS CHRGS	9912	2015	H832401D	6591	PAYROLL		GN28	FLD/OFF RVW/INSP/PRGS MTGS/RVW			20150106
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
4310	MATERIALS GROUP-CONS CHRGS	9910	2015	H832401D	6591	PAYROLL		42GB	PERFORM RDWY/PIT FIELD INVESTI			20141126
Sub Total for Org: 4310												
4550	SAFFORD DISTRICT		2013	H832401D	6011	PAYROLL		GN72	ADM ACTVY NOT PREV DEFINED			20130417
4550	SAFFORD DISTRICT	4550	2016	H832401D	6011	PAYROLL		GN70	Prelmyr Eng Actv Not Prev Dfn			20160203
4550	SAFFORD DISTRICT	4550	2016	H832401D	6011	PAYROLL		GN70	Prelmyr Eng Actv Not Prev Dfn			20160203
4550	SAFFORD DIST CONST CHRGS		2014	H832401D	6011	PAYROLL		GN70	PRELMRY ENG ACTVY NOT PREV DFN			20130904

# Encumbrance Detail Report

## ENCUMBRANCE REPORT - OPEN ITEMS

**THIS REPORT IS NOT FOR DISTRIBUTION**



H832401D

4/4/2016 4:33:04 PM

Vendor Name	Document Date	Document	Line #	Line Description	Contract #	Unit	App Unit	Object	Last Ref Trans #	Last Ref Trans Date	Activity	Original Amount	Adjusted Amount	Liquidation Amount	Remaining Amount
BAKER PETERSON BAKER AND ASSOCIATES INC	7/4/2015	PG5 UF0284:1	1	Conversion - Non-Commodity Encumbrances		4945	DT58240	6299		7/4/2015		\$15,000.00	\$0.00	\$0.00	\$15,000.00
MICHAEL BAKER JR INC	7/24/2015	PO0000006703:1	1	2011-020.16 CM 005 TO 001R2 H832401D	ADOT16-100327	4980	DT58000	6231		12/11/2015	AR16	\$89,044.51	\$0.00	\$75,952.51	\$13,092.00
AZTEC ENGINEERING GROUP INC	2/23/2016	PO0000081051:1	1	2011-024.01 CM 062 TO 017 R1 H8324 01D	ADOT16-125272	4980	DT58000	6231		2/23/2016	AR16	\$11,995.00	\$0.00	\$0.00	\$11,995.00
BAKER PETERSON BAKER AND ASSOCIATES INC	7/28/2015	PO0000007954:1	1	5-00575, 5-00582 & 5-00583/H832401D/Original Appraisals	ADSP014-052964	4945	DT58000	6299		1/15/2016	AR22	\$15,000.00	\$0.00	\$11,500.00	\$3,500.00
SAFFORD TITLE AGENCY INC	8/3/2015	PO0000010748:1	1	Title Plant Usage Fee	ADOT16-101835	4945	DT58000	8111		8/3/2015	AR22	\$100.00	\$0.00	\$0.00	\$100.00
												\$131,139.51	\$0.00	\$87,452.51	\$43,687.00



# Summary Rep Red Flag

## Project Expenditure Report - SZ00703D



7TH SOUTH FROM 9 SOUTH TO CENTENNIAL RD  
Type of Work: SYSTEM PRESERVATION -

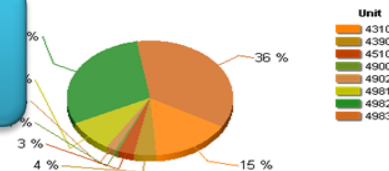
Route: 0000 County: NA BegMP: SNW Length: 0.5

Expenditure Time Frame: 05/03/2013 Through 06/23/2016

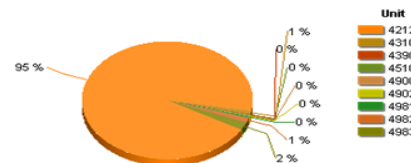
ADOT Cost for Review and Delivery Fees					
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount
4212	B- LOCAL GOV LAD EXPENDITURES	PRELIMINARY ENGINEERING	0	0%	\$147,293
4310	MATERIALS GROUP-CONS CHRGS	PAYROLL	25	15%	\$1,428
4390	GLOBE DISTRICT	PAYROLL	7	4%	\$306
4510	PRESCOTT DIST CONST CHRGS	PAYROLL	5	3%	\$221
4900	ROADWAY GRP-CONST CHRGS	PAYROLL	1	1%	\$125
4902	ROADSIDE DEVELOPMENT SECTION	PAYROLL	3	2%	\$186
4981	UTILITY/RR ENGINEERING SECT	PAYROLL	15	9%	\$667
4982	CONTRACTS & SPECIFICATIONS	PAYROLL	48	30%	\$2,134
4983	PROJ MGMT GRP-CONST CHRGS	PAYROLL	58	36%	\$3,358
<b>Total</b>			<b>162</b>		<b>\$155,717</b>

Correct Hourly Rate?

Payroll Hours by Unit (162 Total Hours)



Expended Amount by Unit (\$155,717 Total Dollars)



High Level Budget Amount		%
Project Budget	\$157,511	
Expended Amount	\$155,717	99%
Encumbered Amount	\$554	0%
Unspent Balance	\$1,240	1%

### Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

Program Amount for Construction: \$624,000.00

Unit 4900 Includes incomplete Expenditure Correction

# Summary Rep Red Flag

## Project Expenditure Report - SH51603D



BH PWY/SLVR CRK, BH PWY/ADOBE & MIRACLE MIL/MOHAVE

Type of Work: INTERSECTION IMPROVEMENTS

Route: 0000 County: MO BegMP: BUL Length: 0.0

EndMP: 06/28/2012 Through 03/18/2015

ADOT Cost for Review and Delivery Fees						
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount	Amount Exp %
4212	B- LOCAL GOV LAD EXPENDITURES	PRELIMINARY ENGINEERING	0	0%	\$153,659	85%
4310	MATERIALS GROUP-CONST	PAYROLL	20	6%	\$1,680	1%
4590	TUCSON DIST CONST CHRGS	PAYROLL	14	3%	\$566	0%
4930	TRAFFIC GROUP-CONST CHRGS	PAYROLL	43	8%	\$2,002	1%
4931	TRAFFIC HSIP	PAYROLL	13	2%	\$665	0%
4932	TRAFFIC DESIGN SECTION	PAYROLL	1	0%	\$76	0%
4945	R/W GROUP-CONST CHRGS	PAYROLL	1	0%	\$38	0%
4977	ENV PLANNING-HAZMAT CONS	PAYROLL	68	13%	\$2,536	1%
4979	ENG TECH GRP-CONST CHRGS	PAYROLL	263	50%	\$13,732	8%
4982	CONTRACTS & SPECIFICATIONS	PAYROLL	26	5%	\$824	0%
4982	CONTRACTS & SPECIFICATIONS	OTHER EXTERNAL FIN SVCS	0	0%	\$552	0%
4983	PROJ MGMT GRP-CONST CHRGS	PAYROLL	64	12%	\$4,054	2%
<b>Total</b>			<b>523</b>		<b>\$180,384</b>	

High Level Budget Amount		%
Project Budget	\$181,375	
Expended Amount	\$180,384	99%
Encumbered Amount	\$0	0%
Unspent Balance	\$991	1%

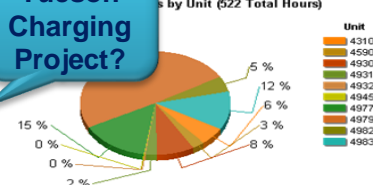
Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

Program Amount for Construction: \$372,000.00

Why is Tucson Charging Project?



Expended Amount by Unit (\$180384 Total Dollars)



Unit 4590 Includes EIT work on Project

# Summary Rep Red Flag

## Project Expenditure Report - H848501R



BELL ROAD TI  
DESIGN AND CONSTRUCT NEW TI

Route: 60 County: MA BegMP: 142.0 Length: 0.3

Time Frame: 10/15/2014 Through 04/05/2016

ADOT Cost for Review and Delivery Fees				
Unit	Unit Name	Description	Hours	Amount
4945	RIGHT OF WAY	MAINTENANCE COSTS - RENTALS	0	\$12,856
4945	RIGHT OF WAY	OTHER LEGAL SERVICES	0	\$596
4945	RIGHT OF WAY	SEVERANCE DAMAGES	0	\$510,700
4945	RIGHT OF WAY	UTILITY COSTS	0	\$161
4945	R/W OPERATIONS MAG	IMPRO OTHER THAN BLDG-CAP PURCH	0	\$21,000
4945	RIGHT OF WAY	MOVING EXPENSE - BUSINESS	0	\$90,948
4945	RIGHT OF WAY	RE-ESTABLISHMENT EXPENSES - BU	0	\$25,000
4945	RIGHT OF WAY	LEASE/RENTAL LAND & BUILDINGS		\$80,824
4945	RIGHT OF WAY	RIGHTS-OF-WAY, EASEMENTS, EXTR		\$156,608
4946	ROW FISCAL MANAGEMENT	Annual Leave	2	\$38
4946	ROW FISCAL MANAGEMENT	Sick Leave	8	\$150
4946	ROW FISCAL MANAGEMENT	PAYROLL	48	\$1,694
4947	ROW PROPERTY MANAGEMENT	PAYROLL	20	\$737
4948	ROW PLANS	PAYROLL	516	\$24,334
4949	ROW ACQUISITION	PAYROLL	76	\$2,447
4950	ROW PROJECT MANAGEMENT	PAYROLL	393	\$18,228
4980	ENGINEERING CONSULTANTS SEC	PAYROLL	21	\$702
4980	ENGINEERING CONSULTANT SECT	PRELIMINARY ENGINEERING	0	\$82,220
		<b>Total</b>	<b>2,516</b>	<b>\$6,583,956</b>

Leave Time should NOT be charged to Projects

### High Level Budget Amount

Project Budget	\$10,417,610
Expended Amount	\$6,583,957
Encumbered Amount	\$613,925
Unspent Balance	\$3,219,728

#### Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

Program Amount for Construction: \$49,100,000.00

# Summary Rep - ICAP

## Project Expenditure Report - F008301D

SR 72 AT JOSHUA DRIVE

Type of Work: CONSTRUCT INTERSECTION IMPROVEMENTS

ADOT Cost for Review and Delivery Fees						
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount	Exp %
4630	SOUTHWEST DISTRICT	PAYROLL	62	12%	\$2,853	2%
4630	SOUTHWEST DISTRICT	INDIRECT COST CHARGES	0	0%	\$219	0%
4900	ROADWAY ENGINEERING	PAYROLL	30	6%	\$1,637	1%
4900	ROADWAY ENGINEERING	INDIRECT COST CHARGES	0	0%	\$126	0%
4902	ROADSIDE DEVELOPMENT	PAYROLL	5	1%	\$272	0%
4902	ROADSIDE DEVELOPMENT	INDIRECT COST CHARGES	0	0%	\$23	0%
4948	ROW PLANS	PAYROLL	54	10%	\$3,024	2%
4948	ROW PLANS	INDIRECT COST CHARGES	0	0%	\$234	0%
4977	ENVIRONMENTAL PLANNING GROUP	PAYROLL	123	24%	\$5,091	3%
4977	ENVIRONMENTAL PLANNING GROUP	INDIRECT COST CHARGES	0	0%	\$397	0%
4980	ENGINEERING CONSULTANT SECT	PRELIMINARY ENGINEERING	0	0%	\$138,018	78%
4980	ENGINEERING CONSULTANT SECT	INDIRECT COST CHARGES	0	0%	\$12,156	7%
4981	UTILITIES AND RAILROADS	PAYROLL	43	8%	\$2,154	1%
4981	UTILITIES AND RAILROADS	INDIRECT COST CHARGES	0	0%	\$175	0%
4982	CONTRACTS AND SPECIFICATIONS	PAYROLL	195	37%	\$8,626	5%
4982	CONTRACTS AND SPECIFICATIONS	INDIRECT COST CHARGES	0	0%	\$693	0%
4983	PROJECT MANAGEMENT	PAYROLL	8	2%	\$520	0%
4983	STATEWIDE PROJECT MANAGEMENT	INDIRECT COST CHARGES	0	0%	\$42	0%
<b>Total</b>			<b>519</b>		<b>\$176,520</b>	

High Level Budget Amount			%
Project Budget:	\$300,000		
Expended Amount:	\$176,258		59%
Encumbered Amount:	\$105,520		35%
Unspent Balance:	\$18,222		6%

Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

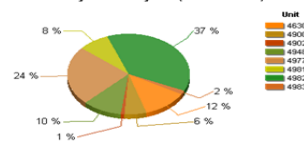
Program Amount for Construction: \$1,450,000.00



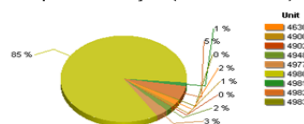
Route: 72 County: LA BegMP: 28.6 Length: 0.4

Expenditure Time Frame: 08/31/2016 Through 10/18/2017

Payroll Hours by Unit (\$19 Total Hours)



Expended Amount by Unit (\$176258 Total Dollars)



Will not see  
number of  
Hours

# Detail Exp Rep - ICAP

**Project Expenditure Report - F008301D**  
SR 72 AT JOSHUA DRIVE  
CONSTRUCT INTERSECTION IMPROVEMENTS

**THIS REPORT IS NOT FOR DISTRIBUTION**

Route: 72 County: LA B

Unit	Unit Name	Function	Fisc Year	Project	Object	Object Code Category	Sub Obj	Actv	Activity Name	Vendor Name	Contract No	Record Date	Trans Code	Transaction Number	A/c Type	Fund
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6185	PAYROLL		4000	Prqect Coordination At Stage			20161207	FE	S1612070110	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6185	PAYROLL		4000	Prqect Coordination At Stage			20170201	FE	S1702010111	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170510	FE	S1705100123	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170524	FE	S1705240128	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170607	FE	S1706070153	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170621	FE	S1706210120	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170802	FE	S1708020123	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170816	FE	S1708160123	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170830	FE	S1708300123	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170813	FE	S1708130118	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170827	FE	S1708270117	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20171011	FE	S1710101115	22	
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	6188	PAYROLL		4300	Prqect Coordination At Stage			20170719	FE	S1707190124	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170201	FE	S1702010111	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170301	FE	S1703010116	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170315	FE	S1703150126	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170329	FE	S1703290131	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170412	FE	S1704120130	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20170426	FE	S1704260124	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	6188	PAYROLL		4000	Prqect Coordination At Stage			20161207	FE	S1612070110	22	
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170105	CH	CH170000460	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170205	CH	CH170000555	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170304	CH	CH170000617	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170315	CH	CH170000617	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170402	CH	CH170000649	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170415	CH	CH170000697	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170415	CH	CH170000697	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170429	CH	CH170000731	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170513	CH	CH170000765	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170513	CH	CH170000765	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170527	CH	CH170000803	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170527	CH	CH170000803	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170722	CH	CH180000034	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170722	CH	CH180000034	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170805	CH	CH180000066	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170819	CH	CH180000082	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170819	CH	CH180000082	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170802	CH	CH180000099	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170610	CH	CH170000838	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170610	CH	CH170000838	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170624	CH	CH170000875	98	2030
4630	SOUTH/WEST DISTRICT	8200	2017	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170624	CH	CH170000875	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170815	CH	CH180000114	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20170830	CH	CH180000131	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20171014	CH	CH180000146	98	2030
4630	SOUTH/WEST DISTRICT	8200	2018	F008301D	9021	INDIRECT COST CHARGES	00	SOVH	Indirect Cost			20171014	CH	CH180000146	98	2030
Sub Total for Org#: 4630																
4900	ROADWAY ENGINEERING	9500	2018	F008301D	6011	PAYROLL		4223	Prep Init Mts Den Summary M			20170830	FE	S1708300158	22	
4900	ROADWAY ENGINEERING	9500	2018	F008301D	6011	PAYROLL		4223	Prep Init Mts Den Summary M			20170816	FE	S1708160156	22	

Will not see  
number of  
Hours or  
Employee  
name

# Summary Rep Key Items

## Project Expenditure Report - SZ00703D



7TH SOUTH FROM 9 SOUTH TO CENTENNIAL RD

Route: 0000 County: NA BegMP: SNW Length: 0.5

Type of Work: SYSTEM PRESERVATION -

Expenditure Time Frame: 05/03/2013 Through 06/23/2016

ADOT Cost for Review and Delivery Fees						
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount	Amount Exp %
4212	B- LOCAL GOV LAD EXPENDITURES	PRELIMINARY ENGINEERING	0	0%	\$147,293	95%
4310	MATERIALS GROUP-CONS CHRG	PAYROLL	25	15%	\$1,428	1%
4390	GLOBE DISTRICT	PAYROLL	7	4%	\$306	0%
4510	PRESCOTT DIST CONST CHRG	PAYROLL	5	3%	\$221	0%
4900	ROADWAY GRP-CONST CHRG	PAYROLL	1	1%	\$125	0%
4902	ROADSIDE DEVELOPMENT SECTION	PAYROLL	3	2%	\$186	0%
4981	UTILITY/RR ENGINEERING SECT	PAYROLL	15	9%	\$667	0%
4982	CONTRACTS & SPECIFICATIONS	PAYROLL	48	30%	\$2,134	1%
4983	PROJ MGMT GRP-CONST CHRG	PAYROLL	58	36%	\$3,358	2%
<b>Total</b>			<b>162</b>		<b>\$155,717</b>	

Total should always match Detail Rep Total

Amount by Unit (162 Total Hours)



Totals should always match

Amount by Unit (\$155717 Total Dollars)



High Level Budget Amount			%
Project Budget	\$157,511		
Expended Amount	\$155,717		99%
Encumbered Amount	\$554		0%
Unspent Balance	\$1,240		1%

Note:

ADOT Cost for Review and Delivery Fees

This Project is ADOT Administered Design

Program Amount for Construction: \$624,000.00

Enc Total should always match Enc Detail Rep Total

# Budget 30 Day and History Summary

BUDGET: 30 Day and History Summary

FOR INTERNAL USE ONLY

4/17/2018 1 of 1



TEGNER DRIVE - SR-89 "THE GAP"

Type of Work: CONSTRUCT DIVIDED HIGHWAY

Route: U 093

County: YV

Beg MP: 193.00

TRACS Major Program	Sub Project Program	Phase	Orig Budget	Current Budget	Expended	Encumbered	% Encumbered	Project Charges	Total Spent (Expended + Project Charges)	% Total Spent	Available Budget (Current Budget - Encumbered - Total Spent)	% Available	Available less ICAP	Status	Open for payroll charges
F0031		01	C				0.00%		\$0.00	0.00%		0.00%	\$0.00		
F0031		01	D	\$4,136,032	\$4,136,032	\$1,070,348.64	30.00%	\$165,260.73	\$1,235,610.27	29.95%	\$2,894,192.96	62.72%	\$2,358,359.51	O	Y
Total				\$4,136,032.00	\$4,136,032.00	\$1,070,348.64	30.00%	\$165,260.73	\$1,235,610.27		\$2,894,192.96		\$2,358,359.51		

Project Number	Date of last BTS	Start BTS	End BTS	Fisc year	Fisc qtr	Fisc month
F003101D	03/24/2018	03/24/2018	04/06/2018	2018	4	10

01

		Major Program: F0031		Past 30 days activity Fiscal Month(s): 9 - 10/31/2018 through 4/17/2018						Fiscal Year to date totals					
Phase	Fiscal	Business Unit Name/Vendor	Misc	Vendor Expenses	Payroll Expense	ICAP	Total Spent	Men-Hours	Misc	Vendor Expenses	Payroll Expense	ICAP	Total Spent	Total Men-hours	
D	2018	2191: ACCT TRANSACTIONS 1													
		4110: SEO OPERATING									\$608.34	\$50.81	\$659.15	14.0	
		4319: CENTRAL MATERIALS TESTING			\$5,966.40	\$175.68	\$6,142.08	159.0		\$5,966.40	\$175.68		\$6,142.08	159.0	
		4600: NORTHWEST DISTRICT			\$115.43	\$9.68	\$125.11	1.5			\$115.43	\$9.68	\$125.11	1.5	
		4900: ROADWAY ENGINEERING			\$17,784.85	\$849.58	\$18,634.43	313.0			\$17,784.85	\$849.58	\$18,634.43	313.0	
		4902: ROADSIDE SERVICES			\$95.74		\$95.74	2.0			\$95.74		\$95.74	2.0	
		4932: TRAFFIC DESIGN			\$4,927.35	\$968.76	\$5,896.11	457.5			\$4,927.35	\$968.76	\$5,896.11	457.5	
		4945: RIGHT OF WAY				\$81.32	\$81.32					\$81.32	\$81.32		
		4948: ROW PLANS			\$2,256.21	\$62.43	\$2,318.64	40.5			\$2,256.21	\$62.43	\$2,318.64	40.5	
		4949: ROW ACQUISITION										\$53.84	\$53.84	1.0	
		4950: ROW PROJECT MANAGEMENT			\$258.27	\$11.04	\$269.31	6.0			\$258.27	\$11.04	\$269.31	6.0	
		4975: BRIDGE OPERATIONS			\$150.13	\$10.14	\$160.27	49.0			\$150.13	\$10.14	\$160.27	49.0	
		4976: BRIDGE DESIGN			\$9,381.72	\$492.13	\$9,873.85	159.0			\$9,381.72	\$492.13	\$9,873.85	159.0	
		4977: ENVIRONMENTAL PLANNING GROUP			\$261.22	\$10.88	\$272.10	6.0			\$261.22	\$10.88	\$272.10	6.0	
		4979: ENGINEERING SURVEYS			\$8,708.23	\$314.73	\$9,022.96	100.0			\$8,708.23	\$314.73	\$9,022.96	100.0	
		4980: ENGINEERING CONSULTANT SECT				\$2,223.97	\$2,223.97					\$2,223.97	\$2,223.97		
		4981: UTILITIES AND RAILROADS			\$1,316.43	\$66.53	\$1,382.96	25.5			\$1,316.43	\$66.53	\$1,382.96	25.5	
		4982: CONTRACTS AND SPECIFICATIONS									\$890.12	\$74.15	\$964.27	15.5	
		4983: PROJECT MANAGEMENT			\$1,029.23	\$83.26	\$1,112.49	16.0			\$1,029.23	\$83.26	\$1,112.49	16.0	
		Acquisition Sciences, Ltd.			\$1,446.67		\$1,446.67				\$1,446.67		\$1,446.67		
		Cardno Inc									\$180,182.74		\$180,182.74		
		CONSULTANT ENGINEERING INC									\$537.91		\$537.91		
		Data Trace Information Service			\$202.00		\$202.00				\$6,438.95		\$6,438.95		
		David L. Dunn									\$100.00		\$100.00		
		Michael Baker International, I									\$216,385.45		\$216,385.45		
		Rancho Grande Wickenburg LLC			\$400.40		\$400.40				\$400.40		\$400.40		
		RETIC CONSULTING LLC									\$131,126.78		\$131,126.78		
		SECURITY TITLE AGENCY INC									\$10,800.00		\$10,800.00		
		STANLEY CONSULTANTS INC			\$600.00		\$600.00				\$59,517.00		\$59,517.00		
		SWCA INC									\$33.08		\$33.08		
		TIERRA RIGHT OF WAY SERVICE LT									\$938.64		\$938.64		
		Transportation Consultant Eng									\$141.32		\$141.32		
		WSP USA INC									\$26,287.81		\$26,287.81		
		Total for FY-2018			\$2,649.07	\$68,846.20	\$5,340.13	\$77,557.70	1,335.0		\$634,136.75	\$236,462.89	\$81,012.32	\$951,719.86	4,449.5

Click on Row for Summary Details

Total Spent should always match the Grand Total Spent

Click on Row for Summary Details

Total Spent should always match the Grand Total Spent

# Budget 30 Day and History Summary

BUDGET: 30 Day and History Summary

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4/17/2018 1 of 1



D	2017	1240: COMMUNICATIONS									\$87.30	\$6.22	\$93.52	2.0
		4319: CENTRAL MATERIALS TESTING									\$12,062.88	\$863.77	\$12,926.65	360.3
		4510: NORTHWEST DISTRICT									\$995.92	\$67.94	\$1,023.86	15.0
		4900: ROADWAY ENGINEERING									\$26,913.37	\$1,913.88	\$28,827.25	528.5
		4932: TRAFFIC DESIGN									\$808.88	\$57.05	\$860.93	15.0
		4945: RIGHT OF WAY										\$7.05	\$7.05	
		4948: ROW PLANS									\$6,067.40	\$434.89	\$6,502.29	116.5
		4950: ROW PROJECT MANAGEMENT									\$1,020.75	\$73.68	\$1,094.43	25.0
		4975: BRIDGE OPERATIONS									\$9,963.01	\$1,015.15	\$14,288.94	236.0
		4976: BRIDGE DESIGN									\$10,610.39	\$773.52	\$11,557.44	194.0
		4977: ENVIRONMENTAL PLANNING GROUP									\$2,152.78	\$151.50	\$2,284.28	52.5
		4979: ENGINEERING SURVEYS									\$108,779.47	\$8,268.30	\$117,158.77	2,544.0
		4980: ENGINEERING CONSULTANT SECT										\$6,665.93	\$6,665.93	
		4981: UTILITIES AND RAILROADS									\$1,944.83	\$139.71	\$2,084.54	40.0
		4982: CONTRACTS AND SPECIFICATIONS									\$350.81	\$24.92	\$375.73	6.0
		4983: STATEWIDE PROJECT MANAGEMENT									\$71.68	\$5.06	\$76.74	2.0
		CONSULTANT ENGINEERING INC								\$129.36			\$129.36	
		Data Trace Information Service								\$84.25			\$84.25	
		Parsons Brinckerhoff, Inc.								\$51,976.23			\$51,976.23	
		Rancho Grande Wickenburg LLC								\$200.20			\$200.20	
		RETIC CONSULTING LLC								\$26,215.56			\$26,215.56	
		Transportation Consultant Engi								\$1,414.50			\$1,414.50	
		WW GRAINGER INC								\$42.06			\$42.06	
		Total for FY:2017								\$80,062.16	\$181,764.47	\$20,468.57	\$285,890.51	4,137.0
		Program totals for: F003101D		\$2,649.07	\$68,846.20	\$5,340.13	\$77,557.79	1,335.0		\$714,198.91	\$418,227.36	\$101,480.89	\$1,238,610.27	8,586.5
		Grand Total		\$2,649.07	\$68,846.20	\$5,340.13	\$77,557.79	1,335.0		\$714,198.91	\$418,227.36	\$101,480.89	\$1,238,610.27	8,586.5

Grand Total Spent should always match the first page Total Spent



# Budget 30 Day and History Summary

## Detail Sub-Report

Budget Detail sub-report

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12/3/2018

1 of 1



Use Browsers Back button to return to main report

F003101D : TEGNER ST - WICKENBURG RANCH  
WAY

CONSTRUCT DIVIDED HIGHWAY

Route: U 093

County: YV

Beg MP: 193.00

Name	Business Unit	Object Name	Activity	Date of Record	Check Date	Check Number	Contract No.	Dollar Amount	Hours
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20180829				\$127.56	3.00
confidential	4945 : RIGHT OF WAY	Payroll	Prj Actv Sp Prj Exhb Schd Mtgs	20180829				\$59.39	-
confidential	4945 : RIGHT OF WAY	Payroll	Prj Actv Sp Prj Exhb Schd Mtgs	20180829				\$165.80	4.00
	4945 : RIGHT OF WAY	SOFTWARE SUPPORT & MAINTENANCE	Payments Receipts Participat	20180831			ADOT15-0777	\$946.25	-
N/A	4945 : RIGHT OF WAY	INDIRECT COST CHARGES	Indirect Cost	20180901				\$124.21	-
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20180926				\$212.57	5.00
confidential	4945 : RIGHT OF WAY	Payroll	Prj Actv Sp Prj Exhb Schd Mtgs	20180926				\$49.52	-
confidential	4945 : RIGHT OF WAY	Payroll	Prj Actv Sp Prj Exhb Schd Mtgs	20180926				\$41.45	1.00
N/A	4945 : RIGHT OF WAY	INDIRECT COST CHARGES	Indirect Cost	20180929				\$25.47	-
	4945 : RIGHT OF WAY	SOFTWARE SUPPORT & MAINTENANCE	Payments Receipts Participat	20181003			ADOT15-0777	\$767.00	-
N/A	4945 : RIGHT OF WAY	INDIRECT COST CHARGES	Indirect Cost	20181010				\$76.85	-
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20181010				\$382.55	9.00
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20181010				\$73.43	-
N/A	4945 : RIGHT OF WAY	INDIRECT COST CHARGES	Indirect Cost	20181013				\$38.32	-
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20181024				\$85.00	2.00
confidential	4945 : RIGHT OF WAY	Payroll	Reccmdtns For Establishment	20181024				\$16.32	-
N/A	4945 : RIGHT OF WAY	INDIRECT COST CHARGES	Indirect Cost	20181027				\$8.52	-
								\$0.00	-
								\$0.00	-
								\$0.00	-
								\$0.00	-
								\$0.02	-
								\$17.45	-

- The Detail Sub-report will show when the charge was made and if you have access the employee name is provided. The focus of this report is Business unit.
- The research and analysis will determine if a correction is needed

# Running Balance Report

- ▶ Running Balance Report was developed to help look for mistakes
- ▶ To access the Running Balance Report click on the Available Budget Sub Phase row in the 30 Day Summary Report
- ▶ Can also access the report through the PIRT report menu

BUDGET: 30 Day and History Summary

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4/17/2018 1 of 3



NEW RIVER - SR169

Type of Work: CONSTRUCT DMS AND SAFETY FEEDBACK SIGNS

Route: I 017

County: MA

Beg MP: 232.00

TRACS Major Program	Sub Project Program	Phase	Orig Budget	Current Budget	Expended	Encumbered	% Encumbered	Project Charges	Total Spent (Expended + Project Charges)	% Total Spent	Available budget (Current Budget - Encumbered - Total Spent)	% Available	Available less ICAP	Status	Open for payroll charges
F0025	01	C	\$2,231,178	\$2,231,178	\$1,925,273.42	\$99,037.54	4.44%	\$176,013.30	\$2,101,286.72	94.18%	\$30,853.74	1.38%	\$28,013.20	O	Y
F0025	01	D	\$434,000	\$434,000	\$389,719.50	\$3.38	0.00%	\$44,166.75	\$433,886.25	99.97%	\$110.37	0.03%	\$100.21	O	N
F0025	01	R					0.00%		\$0.00	0.00%		0.00%	\$0.00		
F0025	01	U	\$247,145	\$247,145	\$162,838.23	\$16,175.10	6.54%	\$16,727.45	\$179,565.68	72.66%	\$51,000.22	20.80%	\$0.00	O	Y
Total			\$2,912,323.00	\$2,912,323.00	\$2,477,831.15	\$115,216.02		\$236,907.50	\$2,714,738.65		\$82,368.35				

Project Number	Date of last BTS	Start BTS	End BTS	Fisc year	Fisc qtr	Fisc month
F002501C	04/11/2018	03/24/2018	04/06/2018	2018	4	10
F002501D	06/21/2017	06/03/2017	06/16/2017	2017	4	12
F002501U	03/14/2018	02/24/2018	03/09/2018	2018	3	9

Sub  
Phase  
Row

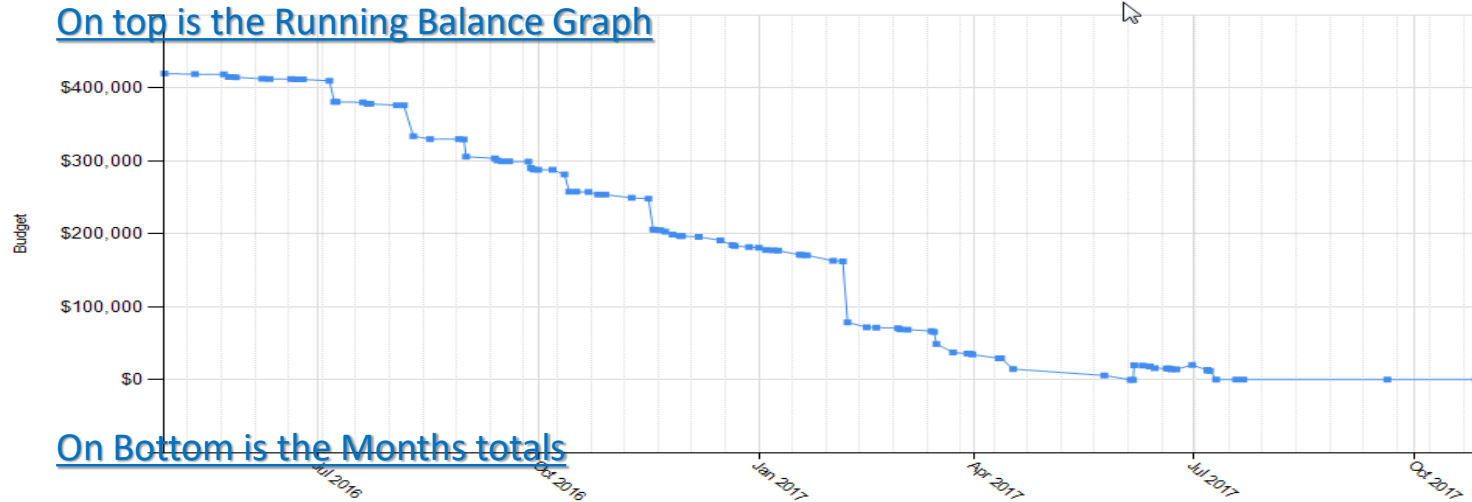
# Running Balance Report

Running Balance

Page: 1 of 1

F002501D

Project Budget trend for F002501D



Fiscal Year	Record Date	Monthly activity	Balance
2016	April, 2016	420,000.00	420,000.00
2016	May, 2016	(4,900.01)	415,099.99
2016	June, 2016	(3,133.37)	411,966.62
2017	July, 2016	(33,581.09)	378,385.53
2017	August, 2016	(48,563.14)	329,822.39

# Running Balance Report

## Monthly Detail Sub-Report

### Monthly Details sub-report

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12/3/2018 1 of 1



Use Browsers Back button to return to main report

F002501D : NEW RIVER - SR169

CONSTRUCT DMS AND SAFETY FEEDBACK SIGNS

Route: I 017

County: MA

Beg MP: 232.00

Expenditure Time Frame: 7/6/2016 Through 7/23/2016

						Beginning Period Balance	\$411,966.62	156.50	
Name	Business Unit	Object Name	Activity	FY	Date of Record	Check Date	Contract No.	Dollar Amount	Hours
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Gen Environmntl Actv	2017	7/6/2016			(\$0.17)	-
confidential	2160 : FISCAL OPERATIONS	Payroll	Project Coordination At Stage	2017	7/6/2016			(\$854.23)	23.50
confidential	4981 : UTILITIES AND RAILROADS	Payroll	Pa Consultant Submit To Utilit	2017	7/6/2016			(\$19.63)	0.50
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Gen Environmntl Actv	2017	7/6/2016			(\$389.62)	11.00
confidential	4976 : BRIDGE DESIGN	Payroll	Rev Appr In House Rpts Plns	2017	7/6/2016			(\$269.68)	-
confidential	4976 : BRIDGE DESIGN	Payroll	Rev Appr In House Rpts Plns	2017	7/6/2016			(\$240.33)	5.00
	4980 : ENGINEERING CONSULTANT SECT	PRELIMINARY ENGINEERING	Preliminary Engr Participating	2017	7/8/2016		2014-006.09	(\$28,740.88)	-
N/A	4981 : UTILITIES AND RAILROADS	INDIRECT COST CHARGES	Indirect Cost	2017	7/9/2016			(\$148.27)	-
confidential	4510 : NORTHWEST DISTRICT	Payroll	Prelmry Eng Actvy Not Prev Dfn	2017	7/20/2016			(\$56.10)	1.00
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Gen Environmntl Actv	2017	7/20/2016			(\$0.02)	-
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Gen Environmntl Actv	2017	7/20/2016			(\$0.03)	-
confidential	2160 : FISCAL OPERATIONS	Payroll	Project Coordination At Stage	2017	7/20/2016			(\$145.07)	4.00
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Review Cnslt Prepd Document	2017	7/20/2016			(\$67.83)	1.50
confidential	4977 : ENVIRONMENTAL PLANNING GROUP	Payroll	Gen Environmntl Actv	2017	7/20/2016			(\$355.53)	8.50
confidential	4932 : TRAFFIC DESIGN	Payroll	Rev Appr Consult Rpts Plns	2017	7/20/2016			(\$114.65)	-
confidential	4932 : TRAFFIC DESIGN	Payroll	Rev Appr Consult Rpts Plns	2017	7/20/2016			(\$6.35)	-
	4980 : ENGINEERING CONSULTANT SECT	PRELIMINARY ENGINEERING	Preliminary Engr Participating	2017	7/22/2016		F002501D	(\$1,947.54)	-
N/A	4980 : ENGINEERING CONSULTANT SECT	INDIRECT COST CHARGES	Indirect Cost	2017	7/23/2016			(\$225.16)	-
Total						Total		(\$33,581.09)	55.00
						End of Period Balance:		\$378,385.53	211.50

# Running Balance Report

## Monthly Detail Sub-Report

- ▶ After reviewing the information in the Sub-Report use the Browser back button to return to the Running Balance Report



Monthly Details sub-report **FOR INTERNAL USE ONLY**

F005601D :

Expenditure Time Frame: 11/15/2018 Thro

Name	Business Unit	Object Name	Activity
AECOM TECHNICAL SERVICES INC	4980 : ENGINEERING CONSULTANT SECT		
Total			

# Project Payroll Report

Enter a Start date:  ☒ NULL Enter an End date:  ☒ NULL

TRACS:  Select a Fiscal Year:

1 of 1 100% Find Next

Date  
Default

## Project Payroll Report

12/3/2018

Page: 1 of 1

Payroll Only Expenditure Time Frame: 6/30/2017 Through 6/15/2018

TRACS	BUSINESS UNIT	Name	Total Hours
F003101D	4110 : SEO OPERATING	Unit Total	101.50
	4121 : EIT PROGRAM	Unit Total	8.00
	4319 : CENTRAL MATERIALS TESTING	Unit Total	376.00
	4510 : NORTHWEST DISTRICT	Unit Total	51.50
	4900 : ROADWAY ENGINEERING	Unit Total	3,067.25
	4902 : ROADSIDE DEVELOPMENT	Unit Total	44.00
	4932 : TRAFFIC DESIGN	Unit Total	2,069.50
	4945 : RIGHT OF WAY	Unit Total	118.00
	4948 : ROW PLANS	Unit Total	202.00
	4949 : ROW ACQUISITION	Unit Total	1.00
	4950 : ROW PROJECT MANAGEMENT	Unit Total	101.00
	4975 : BRIDGE OPERATIONS	Unit Total	203.00
	4976 : BRIDGE DESIGN	Unit Total	676.00
	4977 : ENVIRONMENTAL PLANNING GROUP	Unit Total	95.75
	4979 : ENGINEERING SURVEYS	Unit Total	177.00
	4981 : UTILITIES AND RAILROADS	Unit Total	181.50
	4982 : CONTRACTS AND SPECIFICATIONS	Unit Total	30.50
	4983 : PROJECT MANAGEMENT	Unit Total	121.00
	6100 : TRAFFIC MAINTENANCE ADMINISTRATION	Unit Total	0.00
	Program Total F003101D		7,624.50

Click to  
Expand  
Field

This document may contain privileged and confidential information. You must not copy, email or disclose the contents of this document to any other person. If you have received this document in error, please

# Report Location

- ▶ The link for the reports is in PIRT – [AZ360/AFIS DATA Tab](#)
- ▶ These are the Links Available
  - [Expenditure Summary](#)
  - [Expenditure Detail](#)
  - [Open Encumbrance](#)
  - [Budget 30 Day and History Summary](#)
  - [Running Balance](#)
  - [Project Payroll](#)
- ▶ The capability to Export Reports into Excel and PDF format etc. is available

# Report Location

PIRT - Main Menu

File Go To View Help

ARIZONA DEPARTMENT OF TRANSPORTATION  
PROJECT RESOURCE OFFICE  
INFRASTRUCTURE DELIVERY & OPERATIONS

**PROJECT INFORMATION RETRIEVAL TOOL**  
VERSION: 8.2

PRO DATABASE **AZ360 \ AFIS DATA** PRO UTILITIES

AFIS  
PRO group is continuously working with the BREAZ team and ITG to ensure that this information is accurate and as up to date as possible. If you notice anything that doesn't seem right, please contact: Jeff Ross @ 602-712-8477.

TRACS (all phases)  
Keyword in Description  
TRACS (Specific phase)

**SORT BY:**  
☒ TRACS #  
☐ Route & MP

AFIS Data as of: Aug 7 2024 11:07PM

**STOP**  
Quit

Select  
AZ360/AFIS  
DATA



# Report Location

**FIND THE TRACS** ✕

Enter the 4 digits of the TRACS number after the H or S.  
For example, if you wanted to look up H441501C you  
would enter 4415. (The search returns all sub\_project  
and phases for that project\_5)

Select  
Phase

**AZ360 / AFIS Database Search** — □ ✕

File Grid Help

AFIS Data as of: Aug 7 2024 11:07PM [Project Dashboard](#)

Proj 5	Sub	Ph	Rt	Co	MP	Description	Work Description	Manager	Ler
F0453	01	C	S 090	CO	320.90	Campus Dr - Moson Rd	Pavement Rehabilitation	KELSO, TRENT (E0081)	5.1
F0453	01	D	S 090	CO	320.90	Campus Dr - Moson Rd	System Preservation (Engineering)	KELSO, TRENT (E0081)	5.1
H0453	01	D	U 060	MA	187.00	POWER RD-US 60, PHASE III	DESIGN	JIMENEZ, STEVEN	.0
H0453	04	C	U 060	MA	187.00	POWER RD-US 60, PHASE III	RDWY DRG,PVE,SGNS,SG	LOD, MICHAEL	10.1
H0453	04	U	U 060	MA	187.00	POWER RD-US 60, PHASE III	UTILITY REVIEW	VANA, BRUCE	.0
H0453	S1	D	U 060	MA	187.00	POWER RD-US 60, PH III	DESIGN(STAFF)	JIMENEZ, STEVEN	.0
R0453	08	P	SPR	SW	453.00	COST EFFECT OF CONGEST MC	SPR 49	SEMMENS, JOHN	.0
T0453	01	D	0000	MA	.00	Deer Valley Rd: 107th Ave to 79th	System Enhancement (Engineering)	THOMS, SANDY (E4670)	.0
T0453	01	X	0000	MA	.00	Deer Valley Rd: 107th Ave to 79th	System Enhancement (Engineering)	THOMS, SANDY (E4670)	.0

☐ CHECK TO SHOW - PRO DATABASE (FOXID)

# Report Location

Detailed AZ360 / AFIS Information

File Help

### DETAILED AFIS RECORD FOR F045301D

PRBL, SPD2

Route	County	Mile Post	Length
S 090	CO	320.9	5.1

Description  
Campus Dr - Moson Rd

Work Description  
System Preservation (Engineering)

Manager  
KELSO, TRENT (E0081)

Federal Id #  
090-A(0)T

District  
S

PRBL, SPD2

Status

Payroll Allowed

[Project Dashboard](#)

Original Budget	Encumbered Amount
\$410,000.00	\$0.00
Current Budget	Project Charges Amount
\$410,000.00	\$83,249.54
Expended Budget	Available Budget Amount
\$322,839.72	\$3,910.74
Phase End Date	Available Less ICAP
	\$3,624.41

CARL and CARL Jr

Trans Date	Provider	Invoiced Amount	Reimb Amount
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Close

Data as of: Aug 7 2024 11:07PM

Reports

# Report Menu

**Reports  
Presentation**

AZ3690 / AFIS Report... — □ ×

Please select the reports you want to see for:

**F045301D**

<input type="checkbox"/> REPORT NAME	DESCRIPTION
<input type="checkbox"/> Expense Summary	...
<input type="checkbox"/> Expense Detail	...
<input type="checkbox"/> Open Encumbrance	...
<input type="checkbox"/> 30 Day Report	...
<input type="checkbox"/> Running Balance	...
<input type="checkbox"/> Project Payroll	...

More Info:

[About These Reports](#)

[Project Dashboard](#)

Launch Reports

# Report Generated

Export  
Icon

TRACS8 F045301D



1 of 2



100%



Find | Next

## Project Expenditure Report - F045301D

CAMPUS DR - MOSON RD

Type of Work: PAVEMENT REHABILITATION

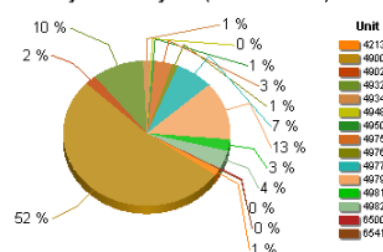


Route: 90 County: CH BegMP: 321.0 Length: 4.9

Expenditure Time Frame: 02/09/2022 Through 06/26/2024

ADOT Cost for Review and Delivery Fees						
Unit	Unit Name	Description	Hours	Payroll Hrs %	Amount	Amount Exp %
4213	PAVEMENT MANAGEMENT	PAYROLL	172	4%	\$8,511	2%
4213	PAVEMENT MANAGEMENT	LODGING, IN-STATE	0	0%	\$690	0%
4213	PAVEMENT MANAGEMENT	MEALS WITH OVERNIGHT STAY, IN-	0	0%	\$241	0%
4213	PAVEMENT MANAGEMENT	INDIRECT COST CHARGES	0	0%	\$840	0%
4900	ROADWAY ENGINEERING	PAYROLL	2,016	43%	\$140,269	35%
4900	ROADWAY ENGINEERING	INDIRECT COST CHARGES	0	0%	\$12,196	3%
4902	ROADSIDE DEVELOPMENT	PAYROLL	87	2%	\$4,771	1%
4902	ROADSIDE DEVELOPMENT	INDIRECT COST CHARGES	0	0%	\$426	0%
4932	TRAFFIC DESIGN	PAYROLL	396	8%	\$28,099	7%
4932	TRAFFIC DESIGN	INDIRECT COST CHARGES	0	0%	\$2,435	1%
4934	TRAFFIC OPERATIONS	PAYROLL	58	1%	\$3,176	1%
4934	TRAFFIC OPERATIONS	INDIRECT COST CHARGES	0	0%	\$333	0%
4945	RIGHT OF WAY	PRELIMINARY ENGINEERING	0	0%	\$22	0%

Payroll Hours by Unit (4687 Total Hours)



# Report Steps

- ▶ Access in PIRT – through the **AZ360/AFIS DATA** Tab
- ▶ In the **TRACS4** field type the Project (Program) Number (i.e., S954)
- ▶ Select Desired Project Phase
- ▶ Click on **AZ360/AFIS Reports** button
- ▶ Click on Desired Report Link
- ▶ Click on **Launch Reports**
- ▶ Report is Generated
- ▶ Click on **Export Icon** to Export Report into Excel/PDF etc. format
- ▶ Save File
- ▶ Follow Same Steps for All Other Reports
- ▶ Close Report Link

# Expenditure Reports

## ICAP Change

- ▶ Due to the Accounting system changing from Advantage to AFIS (AZ360) the ICAP for the project was separated from the Project Charges against the CAX Sub Phase
- ▶ The ICAP charges are now included within each Phase for the New Projects in AFIS (AZ360) that start with the prefix “F” (State Projects)
- ▶ The charges for ICAP against each Project Sub Phase will show up as “Indirect Cost Charges” in the expenditure reports

## PROJECT DELIVERY ACADEMY

### MODULE 2 – FEDERAL AUTHORIZATION

# Project Expenditure Report Assistance

- ▶ Contact the Project Resource Office

PROJECT DELIVERY ACADEMY

MODULE 2 – FEDERAL AUTHORIZATION

# Project Expenditure Reports

*Comments or Questions?*