



# Project Accounting

Presented by:  
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## **PROJECT ACCOUNTING - TEAM**

Patrycja Kozaczka – PPF Accounting Administrator  
Sophia Kreutz – Project Accounting Manager

Maria Coronado  
Rebecca Fimbres  
Tracey Nicholson  
Benjamin Nogler  
Ali Radai  
Daniel Spencer

## 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 – 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). Aeronautics and 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 for Highway and Local projects. 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)

- Other Grants

# PROJECT MASTER – Home Page

Microsoft Edge  
is your 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 Report
- 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, manual entries don't work!
- For ITD projects (on our system), a GIS location MUST be generated, otherwise a Fed Aid number cannot be generated. If it is MAG or Statewide a GIS location is not needed.
- 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 (5year Program).

**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)

Update History New Request New Subproject Assign Fed Seq

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

Location Name SR-389 Intersection Assessment at Arizona Ave. Major Program Short Name SR89-ArizonaAve Status: Valid Location

Route State Route 389 Crossing Feature / MP M001 Offset 0 Project Length 0 Lat: 36.9884838289082 Lon: -112.9894459478

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

2 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

RHWA Standard Place N/A RHWA Project Type Conventional RHWA Improvement Type 15-Preliminary Engineering RHWA Area N/A

Bit Construction Date (optional) Safety 100% ☐ Yes ☒ No 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 – New Project

**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)

Update History New Request New Subproject Assign Fed Seq

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

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 Lat: 36.9884836286082 Lon: -112.9894459478

**2** 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 Place N/A FHWA Project Type Conventional FHWA Improvement Type 15-Preliminary Engineering FHWA Area N/A

Est Construction Date (optional) Safety 100% Temp Matching FTA Infrastructure Federal Aid System NHS Non Interstate

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

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)

## PROJECT OVERSIGHT

Fully Oversight = PODi projects  
FHWA has the oversight

Delegated Oversight = Majority of our projects, ADOT has the oversight

## PROJECT ACCOUNTING – New Phases

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. Based on the Federal Aid number FHWA knows where the project is located.

Program Category must be accurate as this rolls up to a federal report ADOT submits annually to FHWA.

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		Budget Amount				Total Budget \$0
Enter New Budget Item		\$0.00				
Funding Source	Fiscal Year	STIP Amend				
Comments (optional) Please add subphase for construction. STBGP Flex - 18392000 please assign Fed Aid number						

## PROJECT MASTER – New Phases

Sub-project 01	Phase C	Request Status Pending Approval	Technical Support Manager Olivier Mirza (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 Olivier Mirza (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				

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

**DO NOT** make any changes/corrections after the request was submitted. This will cause major issues on the submission and will result in additional time as ITG needs to be involved to recover the project! If you need to make changes, let us know and we will find the best solution to resolve this.

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

## 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
- Update Project Information

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. The Major Program and the phase are not approved on the same day to ensure accurate interface process.*

## 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 to confirm 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.....

## Project Accounting - AZ360

- 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

## Project Accounting – AZ360

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

**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 (pay code 100 or 110) 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)

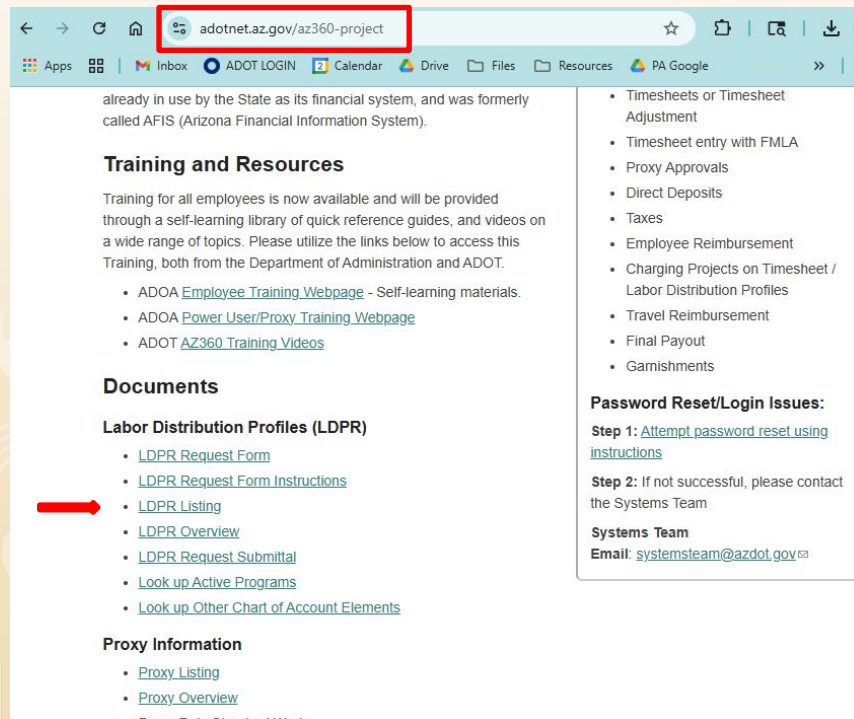
# Project Accounting – Payroll and LDPR

Submit by Wednesday and approve by Thursday!

If time is not submitted timely it will cause issues with the approvals. All time sheets can be amended at any time after approval.

Always use the LDPR list from the Google drive/intranet. Do not use a downloaded versions as we are constantly updating the list.

[ADOTNet LDPR List](#)



The screenshot shows the ADOTNet website at [adotnet.az.gov/az360-project](http://adotnet.az.gov/az360-project). The browser's address bar is highlighted with a red box. The page content includes a section for "Training and Resources" with links to "ADOA Employee Training Webpage", "ADOA Power User/Proxy Training Webpage", and "ADOT AZ360 Training Videos". A red arrow points to the "LDPR Listing" link under the "Labor Distribution Profiles (LDPR)" section. The "Documents" section also lists "LDPR Request Form", "LDPR Request Form Instructions", "LDPR Overview", "LDPR Request Submittal", "Look up Active Programs", and "Look up Other Chart of Account Elements". The "Proxy Information" section lists "Proxy Listing", "Proxy Overview", and "Proxy Role Standard Work". A sidebar on the right contains a "Password Reset/Login Issues" section with "Step 1: Attempt password reset using instructions" and "Step 2: If not successful, please contact the Systems Team". The "Systems Team" contact information is listed as "Email: [systemsteam@azdot.gov](mailto:systemsteam@azdot.gov)".

## Project Accounting – Payroll and LDPR

If the project phase is not on the LDPR list and still shows as not active or/and NOPR on the phase level, your project phase is not ready to be charged.

Project Summary
Project Detail
Fund Type
Final Voucher

Last Updated From AFIS Extract On: Aug 9 2025 8:54AM

Select Detail View  
Budget Detail

Search  
F0685

Program Phase Code  
(All)

ProgramPhase Status Code  
(All)

Unit Code (Only applicable to Encumbrance detail)

### Budget 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
Bearat, Lina (E8443)	F0685	Linden Showlow	F068501	D	O	Null	\$187,346	\$375,000	\$29,492
Grand Total							\$187,346	\$375,000	\$29,492

<input type="checkbox"/>	Department	Program	Program Short Name	Phase	Phase Short Name	Attachments	Active	Effective From Date
<input checked="" type="checkbox"/>	DTA	F068501	LindenShowLow	C	CONSTRUCTION		No	11/04/2024
<input type="checkbox"/>	DTA	F068501	LindenShowLow	D	DESIGN/PE		Yes	06/30/2023

## Project Accounting – Payroll and LDPR

Check the activity codes! Ineligible LDPRs will not be federally reimbursed. “Administration is the most used ineligible activity code which is not the same as “Project Administration”.

Below are two LDPR examples for the same project with “Administration” as activity code. The green one is “Project Administration” and is eligible for federal reimbursement. The red one is not eligible as the activity is “Administration” (general).

Labor Distribution Profile	Short Description	Long Description	Dept	Distribution Percent	Fund	Sub Fund	Unit	Sub Unit	Appr Unit	Activity	Sub Activity	Function	Reporting	Program Period	Program	Phase	Task	Sub Task	Task Order	Location	Sub Location
10062	547612F007201C6911	CNTR DT RWT ADM, I-10BASL-RAYEB, CONSTRUCTION, Pr Adm Off Job	DTA		DT2030	DT2030	5476		DT58172	6911		547612			F007201	C	ITD	MAIN		48	
16460	412611F007201C6911	MAJOR PROJECTS, I-10BASL-RAYEB, CONSTRUCTION, Pr Adm Off Job	DTA		DT2030	DT2030	4126		DT58000	6911		412611			F007201	C	ITD	CONST		5	
16477	494511F007201R0640	RIGHT OF WAY, I-10BASL-RAYEB, ROW, Administration	DTA		DT2030	DT2030	4945		DT58000	640		494511			F007201	R	ITD	CONST		4	
16491	459111F010201C6914	TUCSON CON, Gila Bridge 501, CONSTRUCTION, Pr Adm Off Lab	DTA		DT2030	DT2030	4591		DT58000	6914		459111			F010201	C	ITD	CONST		273	
16494	459311F010201C6912	TUCSON EAST CON, Gila Bridge 501, CONSTRUCTION, Pr Adm Off Fid	DTA		DT2030	DT2030	4593		DT58000	6912		459311			F010201	C	ITD	CONST		273	
10088	498311F010201D0640	PROJ MGMT, Gila Bridge 501, DESIGN/PE, Administration	DTA		DT2030	DT2030	4983		DT58000	640		498311			F010201	D	ITD	CONST		4	
10102	467111F012101C6911	PHX CON, 101L-I-17-PIMA, CONSTRUCTION, Pr Adm Off Job	DTA		DT2030	DT2030	4671		DT58000	6911		467111			F012101	C	ITD	CONST		6	
10103	467811F012101C6911	VALLEY WEST CON, 101L-I-17-PIMA, CONSTRUCTION, Pr Adm Off Job	DTA		DT2030	DT2030	4678		DT58000	6911		467811			F012101	C	ITD	CONST		43	

It is important to charge the projects appropriately and accurately. The eligibility of the activity codes can be found here [ADOTNet - Chart of Accounts](#).

## Project Accounting – FHWA Billing

We are responsible for billing FHWA an average of **90 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.

## Project Accounting - AZ360 Data

### Want to Check Your Project and Budget?

- Did the project interface to AZ360?
- Is it ready to be charged?
- Has it been authorized?
- How much budget is left on the project?
- What type of funds are used that might impact the transactions?
- 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

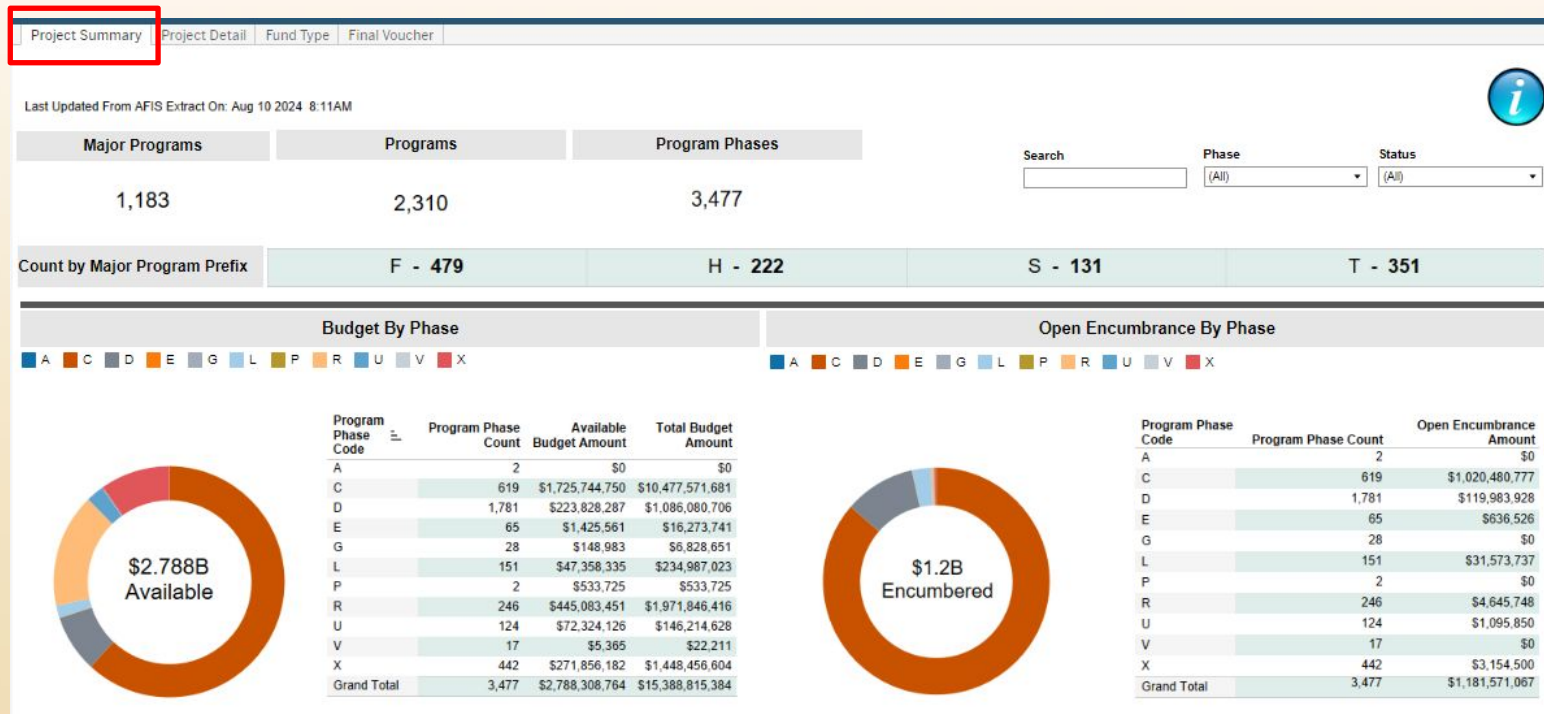
### Project Dashboard Link

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

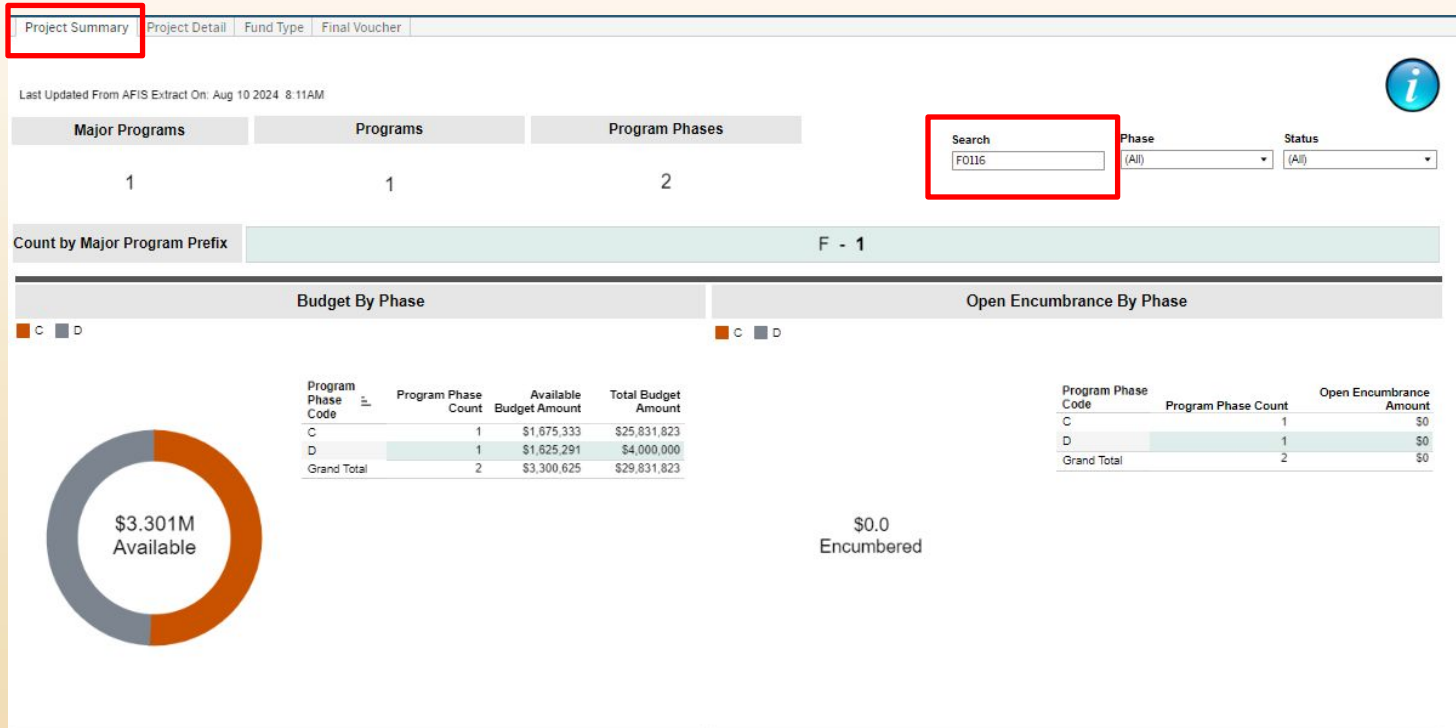
The screenshot shows a web browser window with the address bar containing "adotdw/". Below the browser, the ADOT Data Warehouse homepage is displayed. On the left, there is a list of report categories with counts in circles. A red arrow points from the "Project Dashboard" link at the bottom of this list to the left margin. Another red arrow points from the browser's address bar to the right margin. On the right side of the page, there is a "Welcome to the ADOT Data Warehouse" message and a graphic with three overlapping circles containing icons for a document, a bar chart, and a laptop.

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

# Project Dashboard – Summary Page



## Project Dashboard – Summary Page



Last Updated From AFIS Extract On: Mar 15 2022 9:03AM

Select Detail View

**Budget Detail**

Search

H7696

Program Phase Code

(AID)

### 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
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
				R	O	12/31/2032	\$30,162	\$1,683,553	\$0
				U	O	12/31/2032	\$640,408	\$2,010,601	\$0
			H769602	X	O	12/31/2032	\$18,567,250	\$27,055,758	\$0
				C	C	12/31/2032	\$28,678	\$318,839	\$0
				D	C	12/31/2032	\$3,782	\$2,475,020	\$0
			H769603	R	C	12/31/2032	\$184,682	\$19,174,231	\$0
				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)



Unit Code (Only applicable to Encumbrance detail)

Budget 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	S OCD	TRISTAR ENGINEERING AND MANA..	\$114,633
								140	2022-014.03	S OCD	CONSULTANT ENGINEERING INC	\$197,648
									2022-014.08	S OCD	HDR CONSTRUCTION CONTROL C..	\$125,582
								1	F045301C	S OCD	FNF CONSTRUCTION INC	\$5,333,384
F0454	Schulze Ranch - Town of Miami	OLIVIER MIRZA (E2465)	D	O	4945	RIGHT OF WAY	AR22	3	PO0000637949	SOED	Cart Enterprises LLC	\$223
								9	PO0000678163	SOED	TIERRA RIGHT OF WAY SERVICE L..	\$653
								1	2022-007.01	SOED	AZTEC ENGINEERING GROUP INC	\$13,884
									2022-017	SOED	AZTEC ENGINEERING GROUP INC	\$5,613
F0459	Picacho - Pinal Airpark Rd	JEFFREY DAVIDSON (C1455)	C	O	4310	CONSTRUCTION & MATERIALS	AR26	66	2022-014.15	S OCD	TRISTAR ENGINEERING AND MANA..	\$27
								102	2022-014.03	S OCD	CONSULTANT ENGINEERING INC	\$2,352
								124	2022-014.08	S OCD	HDR CONSTRUCTION CONTROL C..	\$118,249
								1	F045901C	S OCD	SUNLAND ASPHALT & CONSTRUCT..	\$898,988
					4980	ENGINEERING CONSULTA..	AR20	16	2022-006.09	S OCD	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)



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
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 9 2025 8:54AM

Select Detail View  
Inactive Report

Search  
Boland

Program Phase Code  
C

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
F0663	Wilcox - Old Stewart Rd	DEREK BOLAND (B8348)	F066301	C	F	Null	12/11/2023	10/30/2024	Null	283	\$2,260,582	\$4,800,000	\$0
F0665	TOWNSEND-WINONA-BUFFALO RAN.	DEREK BOLAND (B8348)	F066501	C	F	040-D-NFA	6/27/2023	2/8/2025	Null	182	\$11,992	\$1,050,053	\$0
F0667	SR 260 - Clints Well	DEREK BOLAND (B8348)	F066701	C	F	087-C-NFA	6/27/2023	8/10/2024	Null	364	\$0	\$6,416,315	\$0
F0668	Legend Ranch Rd - Date Creek Ranch	DEREK BOLAND (B8348)	F066801	C	F	093-A-NFA	6/27/2023	1/25/2025	Null	196	\$328,601	\$1,743,079	\$0
SS998	RIO RICO DR & PENDLETON DR INT.	Derek Boland (B8348)	SS99801	C	F	SSC0204T	9/19/2019	1/11/2023	12/31/2025	941	\$3,844	\$1,142,463	\$0
SZ156	PAPERMILL RD, TOWN OF TAYLOR	DEREK BOLAND	SZ15601	C	F	TAY0201T	7/16/2020	2/7/2022	3/1/2022	1279	\$0	\$771,499	\$0
Grand Total											\$2,605,018	\$15,923,409	\$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 project related
- Project related data/reports if not already available
- Expenditure corrections for previous fiscal years or if it includes charges like ICAP and payroll additive

Send an email to [PAccounting@azdot.gov](mailto: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, the majority of the team is fairly new and it takes a while to provide



# Questions?

Contact info:  
[PAccounting@azdot.gov](mailto:PAccounting@azdot.gov)

