

Arizona Criminal Justice Commission

Training Manual



Project Safe Neighborhoods

(PSN) Financial Reporting System



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Welcome to the Project Safe Neighborhoods Financial Reporting Online System!

Arizona Criminal Justice Commission (ACJC) web site:

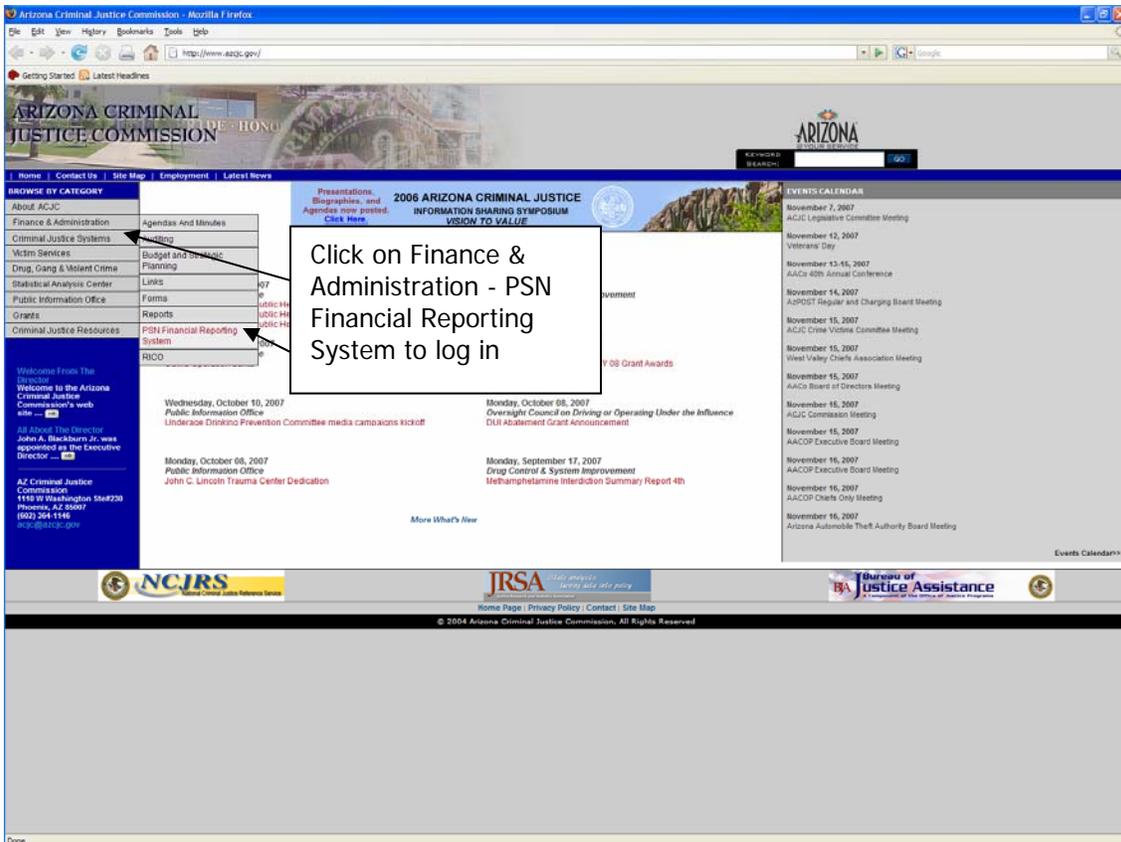
Using your web browser go to www.azcjc.gov



Have you checked out ACJC's web site? If not, you might be missing some important news...

Accessing the PSN Financial Reporting System:

On the left-hand side of the ACJC's web site, scroll to Finance & Administration on the menu, then to PSN Financial Reporting System on the submenu.



Logging In:

To begin, you will need to log in by entering your user name and password then click "Submit."

The user name is your e-mail address provided at set-up and your password is your very own!



Passwords should be made up of a combination of alpha and numeric characters to ensure security of your data. Always, keep your system safe and secure by not sharing your passwords.

Arizona Criminal Justice Commission
Project Safe Neighborhoods
Financial Reporting System

Welcome to the Arizona Criminal Justice Commission
Project Safe Neighborhoods Financial Reporting System.

Login

Email Address:

Password:

This is an ACJC financial system. ACJC financial systems are provided for the processing of official ACJC information only. All data contained in ACJC financial systems are owned by ACJC and may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.

This system has been brought to you as part of a nationwide commitment to reduce gun crime in America by reducing existing local programs that target gun crime and providing those programs with additional tools necessary to be successful.

PROJECT SAFE NEIGHBORHOODS

If you experience a problem logging in, please do not hesitate to contact your Grant Coordinator for assistance.



This system uses a number of popup screens, so please be sure to disable your popup blocker.

Main Menu:

After you have successfully logged in you will see the following main page. From this page you will be able to navigate through the following categories:

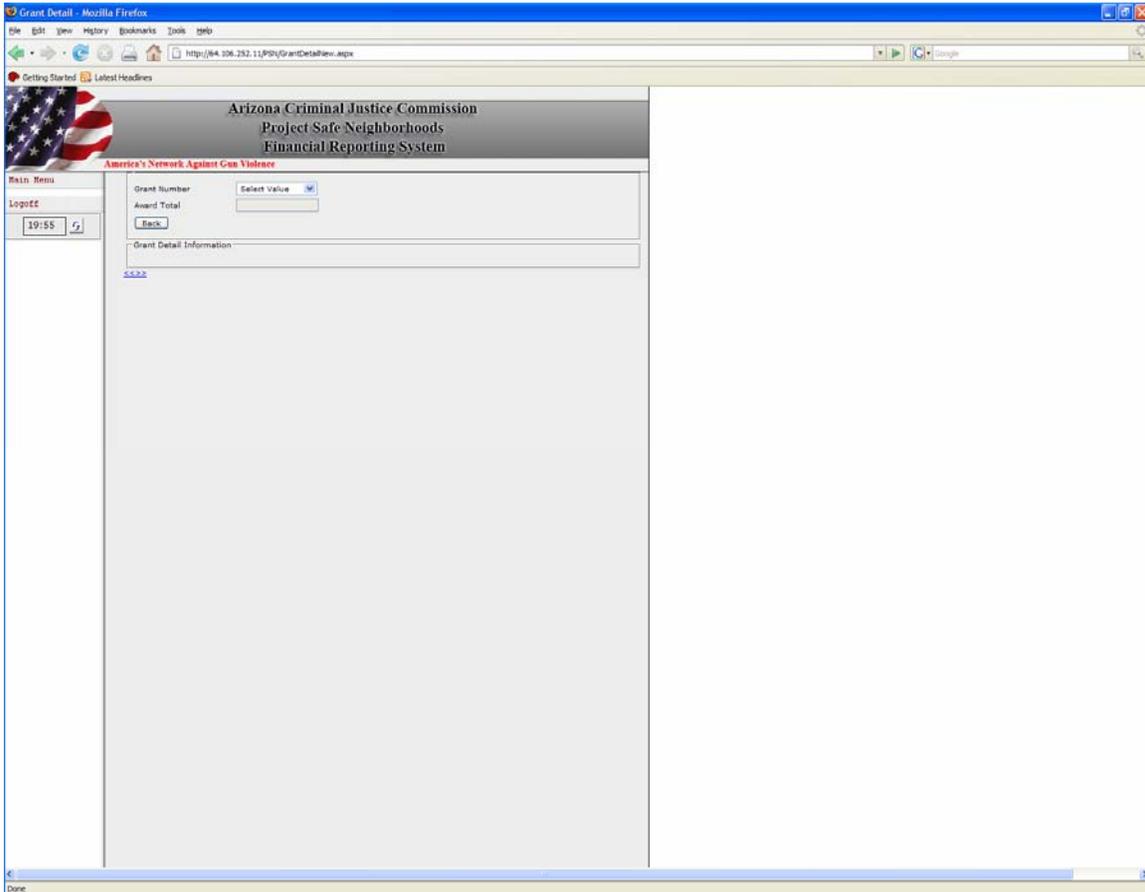
- Grant Detail
 - A quick report that allows you to view your approved reimbursement requests approved budget and available grant balance.
- Create New Financial Report
 - Entry for ACJC monthly/quarterly reimbursement requests.
- Financial Report Tracking
 - Real-time overview of financial report and "check sent" status.
- Budget Modification
 - Change requests for current budget.



Keep an eye on the timer; if you are inactive on the web site for 20 minutes it will kick you out and you will have to log back in. Remember to save or refresh the clock.

Grant Detail:

The grant detail is a quick report that allows you to view your approved reimbursement request, approved budget and available grant balance.



To begin, select the "Grant Number" drop down box. You will see a list of your grants and then select the grant you want to view.

Arizona Criminal Justice Commission
Project Safe Neighborhoods
Financial Reporting System

Grant Number: Test2
Award Total: \$50,000

Grant Detail Information

Period	Salary	Overtime	Prof. Serv.	In State Travel	Out of State Travel	Confidential	Open Exp.	Capital Equip.	Non Capital Equip.	Total
(6/1/03 - 8/1/03)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Column Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100
Approved Budget	\$20,000	\$2,000	\$13,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000	\$1,000	\$50,000
Balance	\$20,000	\$2,000	\$13,000	\$1,000	\$1,000	\$1,000	\$1,000	\$9,900	\$1,000	\$49,900
Budget History	\$20,000	\$2,000	\$13,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000	\$1,000	\$50,000

You now have a real-time view of your current grant's financial status. You can print this page for your records or save the page as a web page for an electronic version.



By clicking the "<<>>" link, you will transfer the page to a print screen view. To go back to the working view, just click it again.

To get back to the main menu, click the "Back" button. Or if you want to check on the details for another grant, simply select a new grant number from the drop down box.

Create A New Financial Report:

This page represents the financial report form used for reimbursement requests.

First, select the grant number you are reporting financial information on by clicking the arrow in the drop down box.

In the next drop down box, choose the reporting period.

The screenshot shows the PSN Financial Reporting System interface. It includes a header with the Arizona Criminal Justice Commission logo and the text "Project Safe Neighborhoods Financial Reporting System". Below the header, there are fields for "Agency Name", "Grant Number" (set to "Test2"), and "Report Period" (set to "(7/1/03-9/30/03)"). A "Grant Remaining Balance" of \$49,900 is displayed. A table lists various expense categories with columns for "No.", "Category", "Expenses", and "Encumbrances". The table includes items like "Salaries & Fringe Benefits", "Overtime", "Professional & Outside / Consultant & Contractual Services", "In-State Travel", "Out-of-State Travel", "Confidential Expenses", "Operating Expenses", "Equipment", "Capital", and "Non-Capital". A "TOTAL" row shows \$2,000 in expenses and \$0 in encumbrances. Below the table, there are fields for "Interest Earned This Period", "Program Income Received This Period", and "Program Income Spent This Period". A "Save" button and a "Calculate" button are visible at the bottom of the form. Callouts point to the "Grant Number" and "Report Period" dropdowns, the "Grant Remaining Balance" field, and the "Save" button.

No.	Category	Expenses	Encumbrances
1	Salaries & Fringe Benefits	\$500	\$0
2	Overtime	\$900	\$0
3	Professional & Outside / Consultant & Contractual Services	\$0	\$0
4	In-State Travel	\$100	\$0
5	Out-of-State Travel	\$0	\$0
6	Confidential Expenses	\$0	\$0
7	Operating Expenses	\$500	\$0
8	Equipment		
	Capital	\$0	\$0
	Non-Capital	\$0	\$0
9	TOTAL	\$2,000	\$0
10	Interest Earned This Period	\$0	
11	Program Income Received This Period	\$1,000	
12	Program Income Spent This Period	\$0	



All financial data entered must be rounded to the nearest whole dollar. Decimal points are not necessary.

Enter all pertinent financial data in the appropriate line items. If you are entering expenditures for equipment, see the Equipment Expense section for detailed instructions.

PSN Financial Reporting System Instructions

Click the "Calculate" button to move forward. After the calculate button has been selected, the "Save" button will appear. If the monies reported are consistent with remaining approved budget line items, you will be taken to the second page of the financial report for certification. Otherwise see Budget Modification Section.

You will need to enter the name of the person preparing the report including his/her telephone number and the certifying official's name.

In order to print the complete financial report, you will need to select the "Print" button. This will direct you to a new screen where you will print using your browser's print function.

The printed version must be signed by the preparer and certified official and retained in the grant file for future review purposes.

Arizona Criminal Justice Commission
Project Safe Neighborhoods
Financial Reporting System
America's Network Against Gun Violence

Main Menu
Logoff
17:06

Certify

Agency Name: Agency X
Grant Number: Test2
Report Period: (10/1/03-12/31/03)

Line	Status of Funds	Current Period Amount
A	Total Funds Spent From Prior Reporting Periods	\$27,000
B	Total Funds Spent This Period	\$2,000
C	Total Funds Spent To Date	\$29,000
D	Total Encumbrances This Period	\$0
E	Total Spent and Encumbered To Date	\$29,000
F	Total Grant Award	\$50,000
G	Balance of Grant	\$21,000
H	Interest Earned This Period	\$0
I	Program Income Received This Period	\$0
J	Program Income Spent This Period	\$0

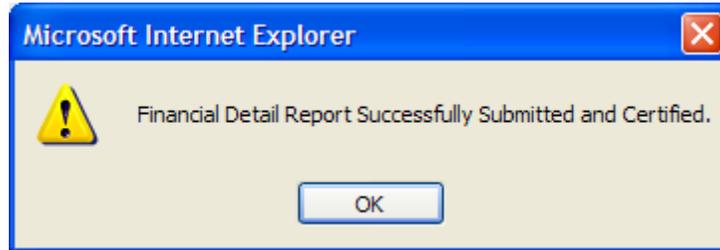
All interest earned must be reported for all programs receiving federal grant funds. All interest earned on federal funds must be reverted to the Commission at the end of the grant period. Program income must be reported for those programs that generate income from forfeitures. Program income should be reported when earned or adjudicated by the court. Please consult the OJP Financial Guide at <http://ojp.usdoj.gov/Finguide> for an explanation of program income and interest. To check if a vendor/contractor has been debarred or suspended for doing business with federal dollars consult the Excluded Parties Listing System at <http://epls.gov>

Certification Statement: Certification: I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Prepared By: Jane Does Phone: (555) 555-1212 Ext: 1234
Certified By: John Smith

Print Approve Back

Once you have printed your report, use your Internet browser's "back" button to be directed back to the financial report for approval. To submit the financial report, select the "Approve" button. The following confirmation box will appear.



If you forget to print your report, see the Financial Report Tracking section.

Once you have submitted your financial report for approval, it will be reviewed by your Grant Coordinator, Grant Manager, and ACJC financial staff. If any questions or problems arise, you will be contacted and your financial report will be reopened for modifications.

If changes are needed after the report has been submitted and a check has not been processed, contact your Grant Coordinator. Otherwise, the adjustment will need to be reflected on your next financial report. Please save supporting documentation with your signed financial report for future review.

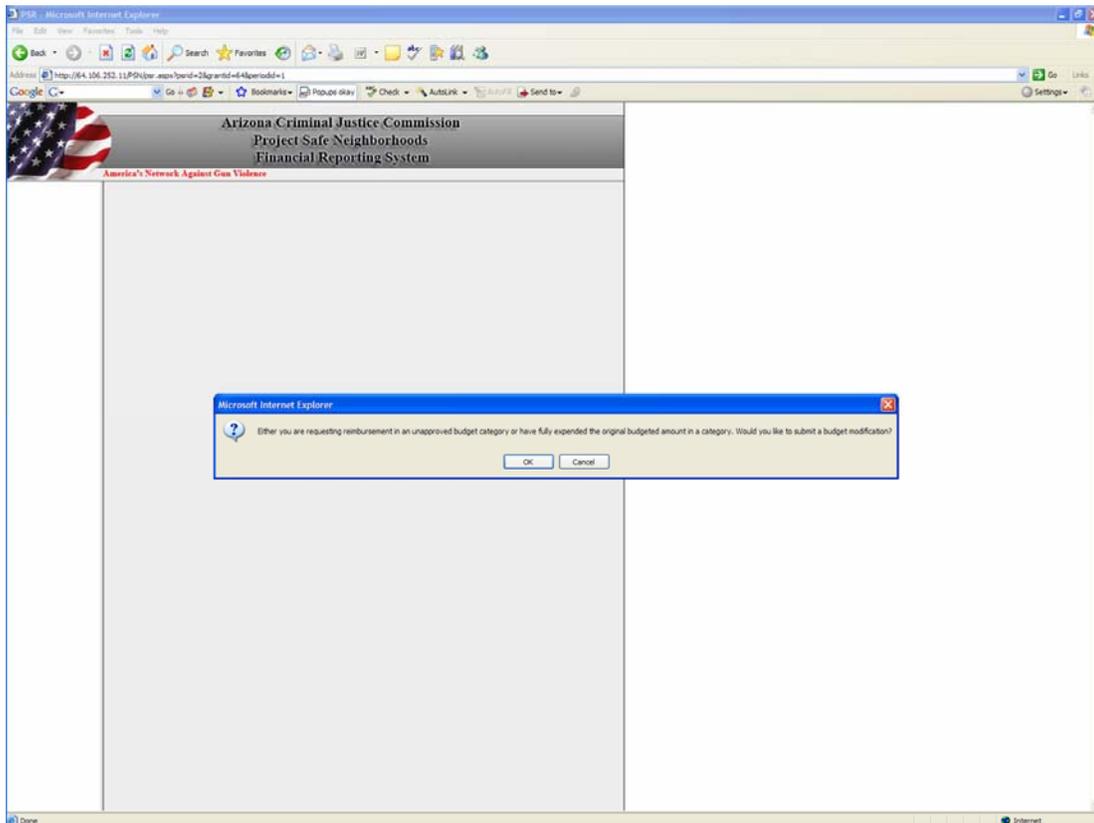
If you are requesting reimbursement in an unapproved line item or you are over the available budget line item balance, an error message will appear. This will provide you an opportunity for a budget modification. By selecting "OK" you will be directed to the budget modification screen.

See the Budget Modification section for instructions on how to complete a budget modification.



If a budget modification needs to be completed, you will not be able to submit your financial report until the budget modification has been approved by ACJC.

Selecting "Cancel" will take you back to the Financial Report form where you will be able to make changes.



Remember to set your "popup" blocker to allow new screens.

Equipment Expense:

Equipment may be approved under certain grants; however, equipment purchases require additional reporting.



Budget Category Guidelines and Definitions are linked for your review. After reviewing this document select the "back" button to return to the financial report.

The screenshot shows the 'Financial Detail' page for 'Agency X' with Grant Number '10512' and Report Period '(7/1/03-9/30/03)'. The 'Grant Remaining Balance' is \$49,900. A table lists various expense categories with their respective amounts for 'Expenses' and 'Encumbrances'. A link for 'Budget Category Guidelines for Definitions' is highlighted under category 8.

No.	Category	Expenses	Encumbrances
1	Salaries & Fringe Benefits	\$500	\$0
2	Overtime	\$900	\$0
3	Professional & Outside / Consultant & Contractual Services	\$0	\$0
4	In-State Travel	\$100	\$0
5	Out-of-State Travel	\$0	\$0
6	Confidential Expenses	\$0	\$0
7	Operating Expenses	\$500	\$0
8	Equipment Budget Category Guidelines for Definitions		
	Add/View Equipment		
	Capital	\$0	\$0
	Non-Capital	\$0	\$0
9	TOTAL	\$2,000	\$0
10	Interest Earned This Period	\$0	
11	Program Income Received This Period	\$1,000	
12	Program Income Spent This Period	\$0	

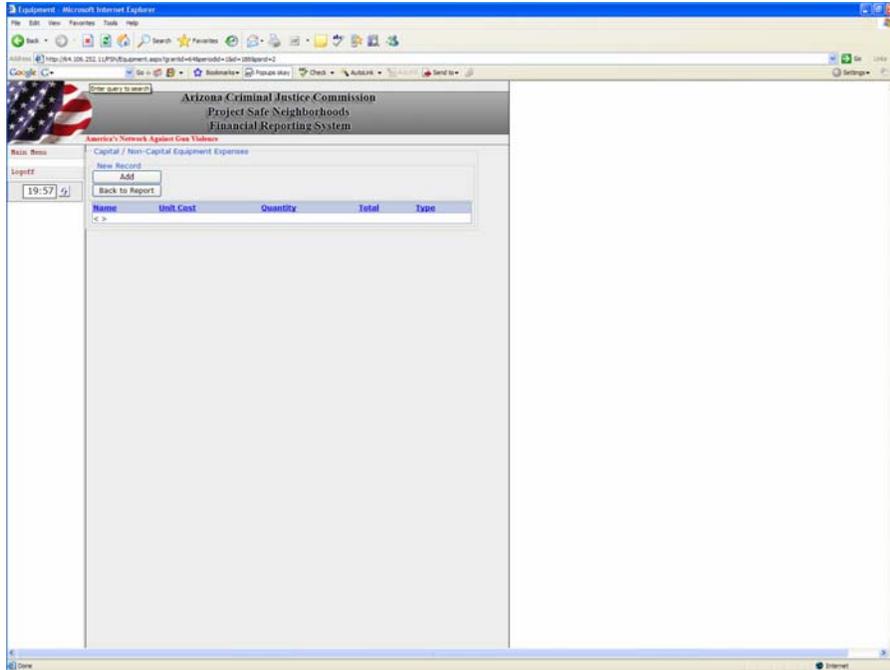
All interest earned must be reported for all programs receiving federal grant funds. All interest earned on federal funds must be reverted to the Commission at the end of the grant period. Program income must be reported for those programs that generate income from forfeitures. Program income should be reported when earned or adjudicated by the court. Please consult the OJP Financial Guide at <http://osp.usdoj.gov/Finguide> for an explanation of program income and interest. To check if a vendor/contractor has been debarred or suspended for doing business with federal dollars consult the Excluded Parties Listing System at <http://epis.gov>



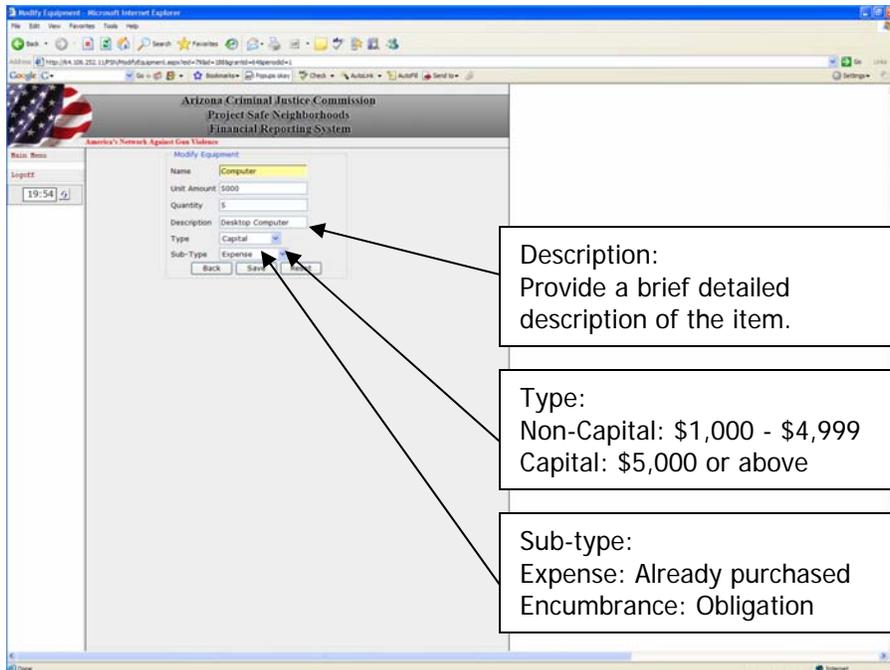
All financial data entered must be rounded to the nearest whole dollar. Decimal points are not necessary.

PSN Financial Reporting System Instructions

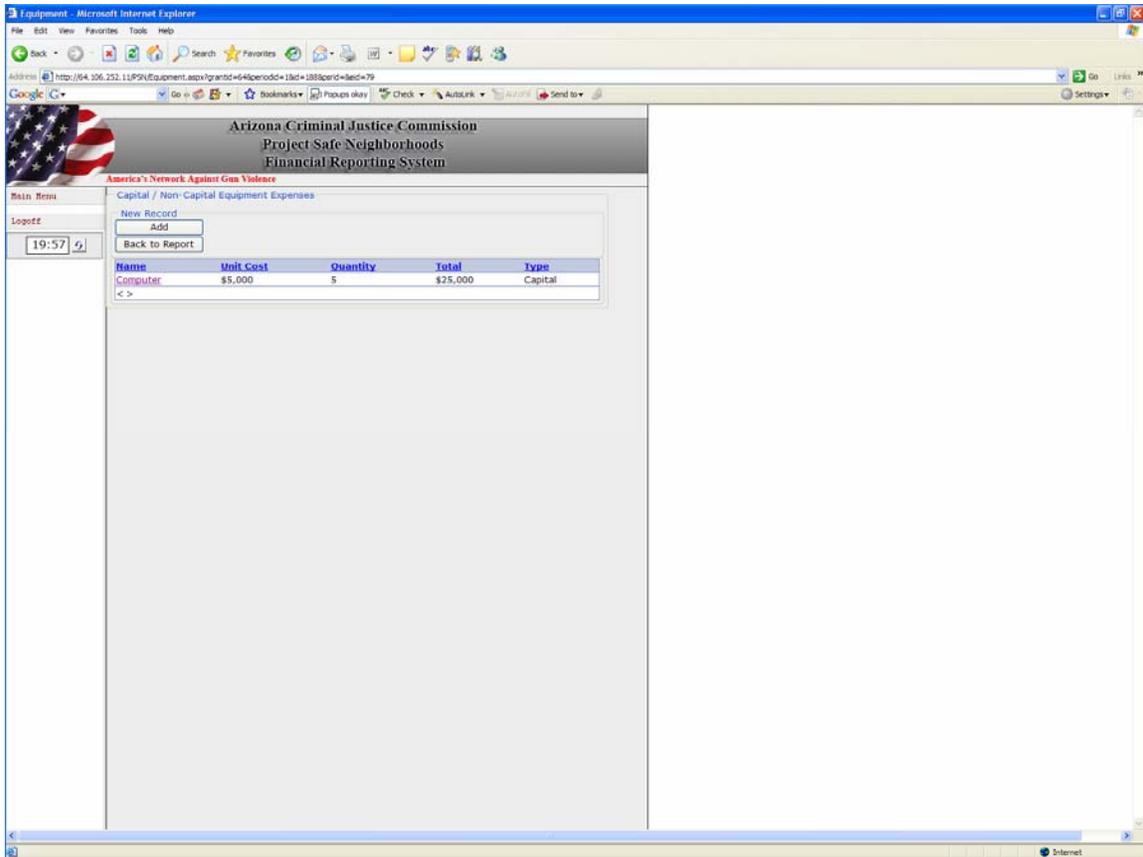
To report on a new equipment purchase, click on the "Add/View Equipment" button. You will then be taken to a new screen to enter your data.



Enter the appropriate identifying information to describe the equipment. When finished select "Save" to add the equipment to the financial report. By selecting "Reset" all data entered will be cleared.

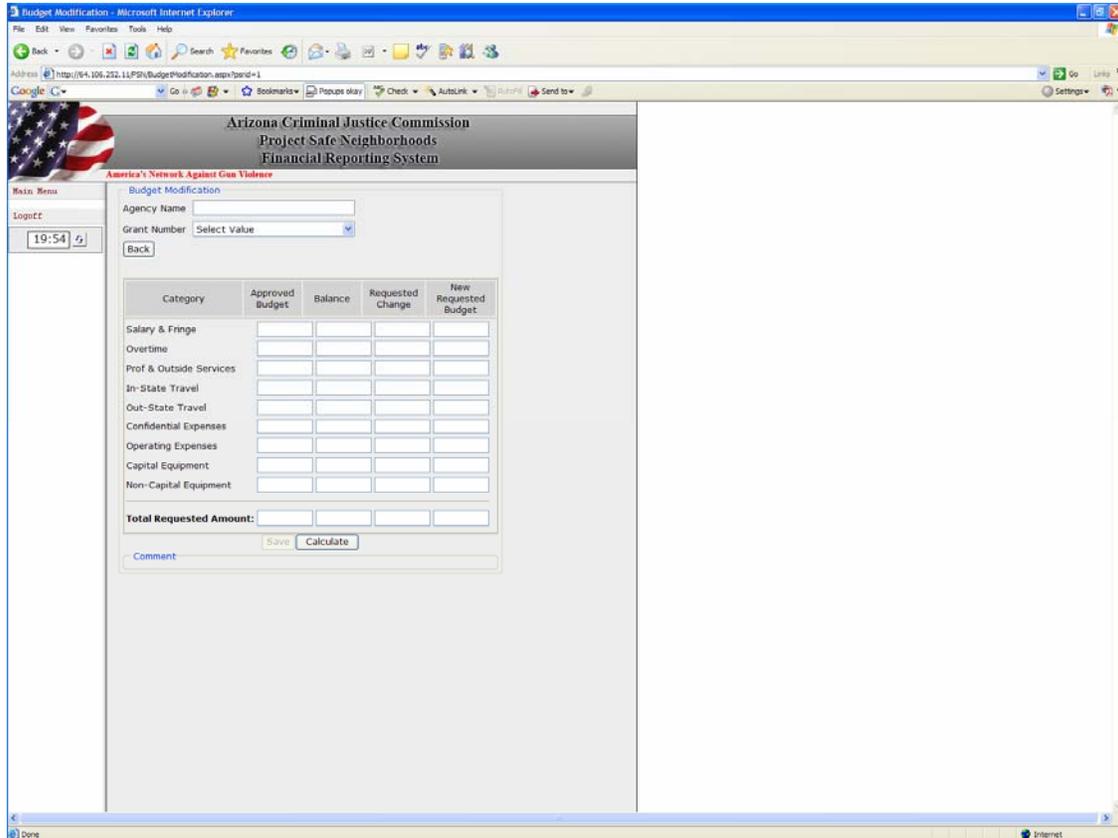


After selecting "Save," you are directed to a page that will allow you to add additional equipment or go back to complete your financial report.



Budget Modification:

A great feature of this online system is the budget modification process.



There are two ways to access the budget modification form:

1. Through the "Main Menu" by selecting Budget Modification, or
2. When submitting a financial report and a budget category is over the available limit. The following pop up will appear.



To make an adjustment to the approved budget you will need to increase and decrease budget line items by desired amounts. Adjustments to the budget must have a net effect of zero. This means that you may not increase or decrease the total budget amount, only shift available dollars between categories.

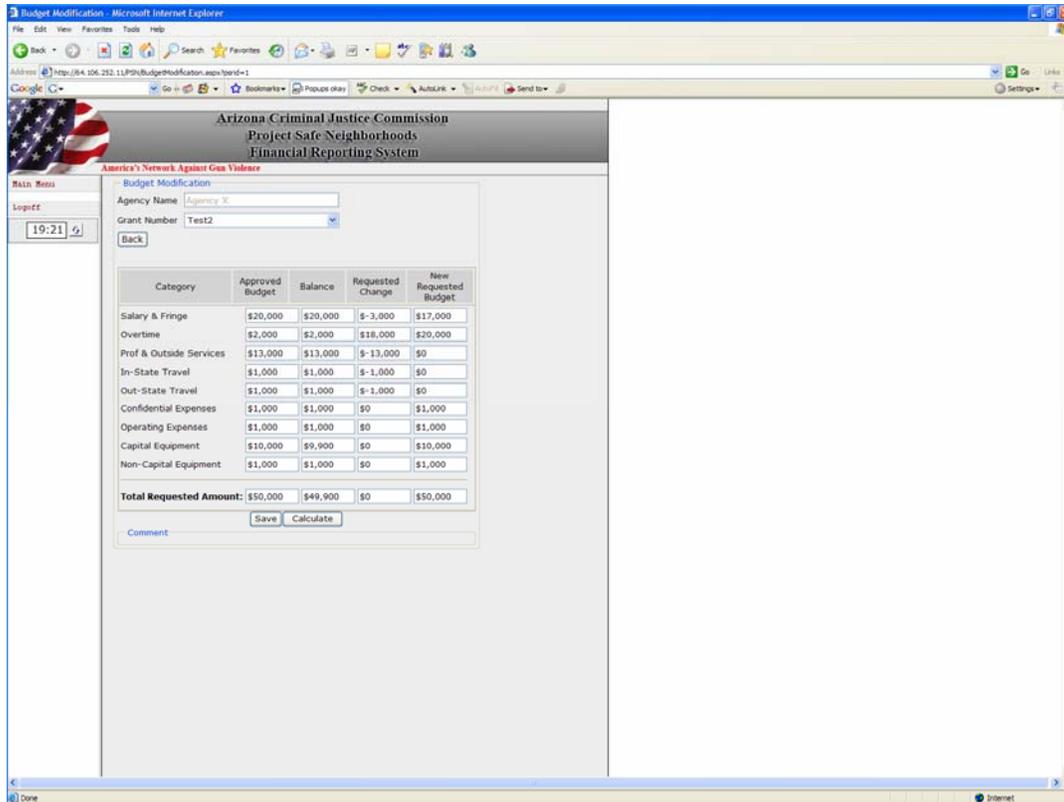
To reduce a budget line item, simply use a negative at the beginning of the amount. (Example -4,000)

When finished adjusting the affected budget line items, click on the "Calculate" button. Calculations must equal zero in the "Requested Change" column; otherwise, the system will provide an error message.

The screenshot shows a web browser window titled "Budget Modification - Microsoft Internet Explorer". The page header includes the Arizona Criminal Justice Commission logo and the text "Project Safe Neighborhoods Financial Reporting System". Below the header, there is a "Budget Modification" section with fields for "Agency Name" (Agency 3) and "Grant Number" (Test2). A table displays budget data with columns for Category, Approved Budget, Balance, Requested Change, and New Requested Budget. The table shows various categories with their respective budget amounts and requested changes. At the bottom of the table, a red error message states "Total Requested Change Must Equal Zero". A callout box with an arrow points to this message, containing the text "Calculation error message." Below the table, there are "Save" and "Calculate" buttons, and a "Comment" field.

Category	Approved Budget	Balance	Requested Change	New Requested Budget
Salary & Fringe	\$20,000	\$20,000	+4000	\$20,000
Overtime	\$2,000	\$2,000	\$18,000	\$20,000
Prof & Outside Services	\$13,000	\$13,000	\$-13,000	\$0
In-State Travel	\$1,000	\$1,000	-1000	\$1,000
Out-State Travel	\$1,000	\$1,000	-1000	\$1,000
Confidential Expenses	\$1,000	\$1,000	-1000	\$1,000
Operating Expenses	\$1,000	\$1,000	\$0	\$1,000
Capital Equipment	\$10,000	\$9,900	\$0	\$10,000
Non-Capital Equipment	\$1,000	\$1,000	\$0	\$1,000
Total Requested Amount:	\$50,000	\$49,900	\$-5,000	\$55,000

If no calculation problems exist, print the page for your records and then click "Save."



A message box appears inquiring if a comment would like to be added to the budget modification. Selecting "OK" will allow a comment to be entered.

When the comment is finished, click "Save." If no comment is desired, select "Cancel."

Although, it is optional to submit a comment, please provide a brief description (see example) of the purpose for the budget modification. This comment can speed up the budget modification approval process.

Example: To cover the increase in Overtime expenses, a reduction in the following categories are needed: \$3,000 in Salary & Fringe, \$13,000 in Prof & Outside Services, \$1,000 in In-State Travel and \$1,000 in Out-State Travel.



For equipment, a detailed explanation of items being purchased and what they will be used for must be provided.

The screenshot displays the 'Budget Modification' page in a Microsoft Internet Explorer browser. The page title is 'Arizona Criminal Justice Commission Project Safe Neighborhoods Financial Reporting System'. The main content area features a table with the following data:

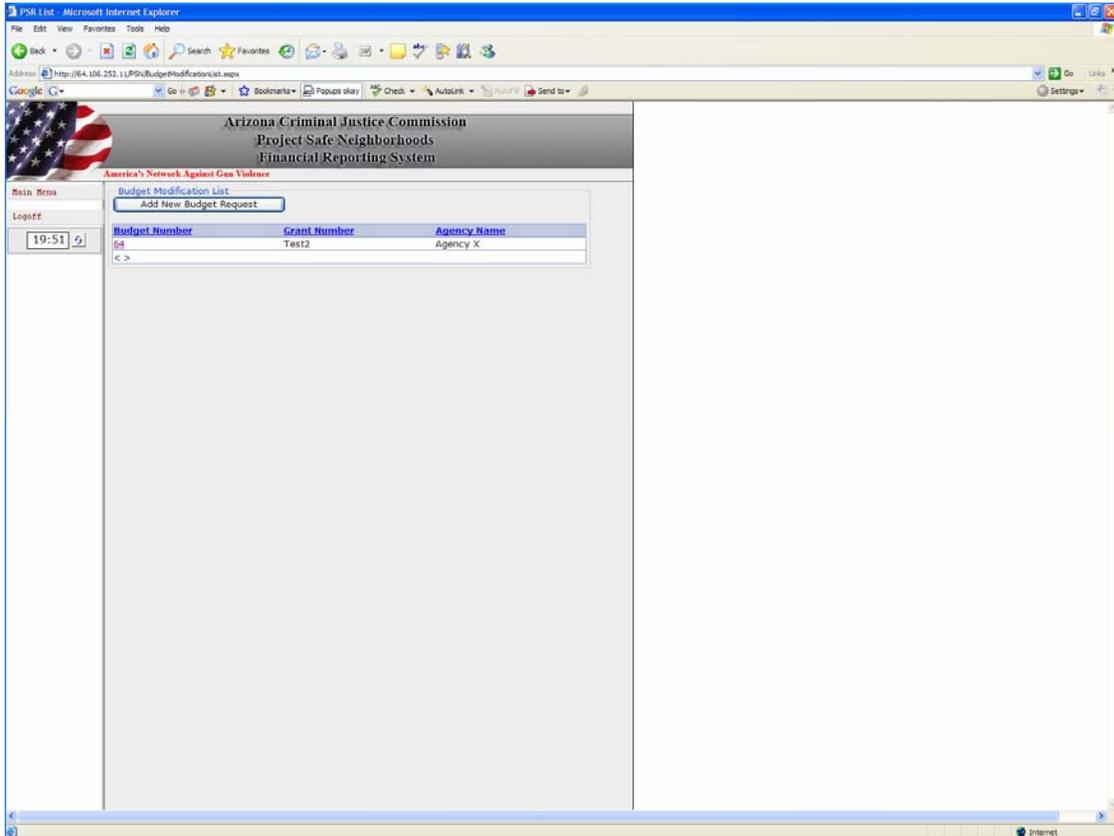
Category	Approved Budget	Balance	Requested Change	New Requested Budget
Salary & Fringe	\$20,000	\$20,000	\$-3,000	\$17,000
Overtime	\$2,000	\$2,000	\$18,000	\$20,000
Prof & Outside Services	\$13,000	\$13,000	\$-13,000	\$0
In-State Travel	\$1,000	\$1,000	\$-1,000	\$0
Out-State Travel	\$1,000	\$1,000	\$-1,000	\$0
Confidential Expenses	\$1,000	\$1,000	\$0	\$1,000
Operating Expenses	\$1,000	\$1,000	\$0	\$1,000
Capital Equipment	\$10,000	\$9,900	\$0	\$10,000
Non-Capital Equipment	\$1,000	\$1,000	\$0	\$1,000
Total Requested Amount:	\$50,000	\$49,900	\$0	\$50,000

Below the table is a 'Comment' text area. A small dialog box titled 'Add New Comment' is open, showing a 'Description' field with the text: 'To cover the increase in Overtime expenses, a reduction in the following categories are needed: \$3,000 in Salary & Fringe, \$13,000 in Prof & Outside Services, \$1,000 in In-State Travel and \$1,000 in Out-State Travel.' The dialog box has 'Save' and 'Cancel' buttons.



It is highly recommended not to wait until the deadline to submit your financial report. If a budget modification is needed, your financial report cannot be submitted until the modification has been approved by ACJC, which may make your financial report late.

When completed, click on the "Back" button above the budget modification breakdown to a view unapproved budget modifications. To print and view the modification with comments submitted, click on the budget number linked to the grant.



Once a modification is submitted for approval, it will be reviewed by your Grant Coordinator and Grant Manager. If any questions or problems arise you will be contacted and your modification request will need to be resubmitted.

Budget Modification

Agency Name:
 Grant Number:

Category	Approved Budget	Balance	Requested Change	New Requested Budget
Salary & Fringe	\$20,000	\$20,000	\$-3,000	\$17,000
Overtime	\$2,000	\$2,000	\$18,000	\$20,000
Prof & Outside Services	\$13,000	\$13,000	\$-13,000	\$0
In-State Travel	\$1,000	\$1,000	\$-1,000	\$0
Out-State Travel	\$1,000	\$1,000	\$-1,000	\$0
Confidential Expenses	\$1,000	\$1,000	\$0	\$1,000
Operating Expenses	\$1,000	\$1,000	\$0	\$1,000
Capital Equipment	\$10,000	\$0,900	\$0	\$10,000
Non-Capital Equipment	\$1,000	\$1,000	\$0	\$1,000
Total Requested Amount:	\$50,000	\$49,900	\$0	\$50,000

Comment

Name	Created	Description
userpmousepima	11/6/2007	To cover the increase in Overtime expenses, a reduction in the following categories are needed: \$3,000 in Salary & Fringe, \$13,000 in Prof & Outside Services, \$1,000 in In-State Travel and \$1,000 in Out-State Travel.



Print a copy of your comment(s) for your records. The printed version must be signed by the preparer and certified official and retained in the grant file for future review purposes.

Financial Report Tracking:

Select a grant from drop down list. All requests for reimbursement will appear for this grant along with the current status of each request.

Click "View" to see the actual the financial report.

Arizona Criminal Justice Commission
Project Safe Neighborhoods
Financial Reporting System
America's Network Against Gun Violence

Main Menu
Logoff
19:56

Grant and Agency Info
Agency Name: Agency X
Grant Number: Test2

Totals
Total Grant: \$50,000
Balance of Grant: \$47,900
Total Amount: \$2,100

View	Period	Status	Amount	Check Sent
View	(7/1/03-9/30/03)	Data Not Complete		
View	(10/1/03-12/31/03)	Certified	\$2,000	
View	(1/1/04-3/31/04)	Data Not Complete		
View	(1/1/05-3/31/05)	PSR Submitted		
View	(1/1/06-3/31/06)	Data Not Complete		
View	(6/1/03 - 8/1/03)	Certified	\$100	
View	(5/1/03 - 6/1/03)	PSR Submitted		

Check Sent:
This will be the area to track the date the checks or ACH payments have been sent.

ACJC Contact Information:

Tiffany S. Ashworth, Grants Program Coordinator

tashworth@azcjc.gov

(602) 364-1168 - Office

(602) 320-8435 - Cell

(602) 364-1175 - Fax

Karen Ziegler, Deputy Director

kzeigler@azcjc.gov

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