AZ Budget Database Training

Planning the Budget Using the Task Sheet – Module 3

My name is Mark Harner. I am currently a budget analyst at the Arizona State Office. As part of my duties, I deal with all aspects of the budget planning and execution process. Also, I assist database users on a daily basis fielding questions and providing assistance. Additionally, I provide budget-related training on a quarterly basis via Online Webex Sessions. My name is Patrick Putnam and I am the Associate District Manager for the Phoenix District Office. A big part of my job is the planning and implementation of the District Budget. I also work with other Arizona Associate District Managers (ADMs) and am involved with the AZ Strategic Budget Team. I was brought into the AZ Budget Planning Tool expansion project to help provide a "Field" prospective on how the Districts might use this tool. Well, and maybe also because I think Budget Planning can be fun! Now that I've introduced myself and gone over why this training is important, let's take a look at the objectives of this lesson. By the end of this lesson and with the use of a computer, employees will be able to demonstrate the ability to perform a number of extremely important functions within the database. They will be able to locate and log into the database and then locate the Task Sheets, add new tasks to the database for a variety of funding types, edit existing tasks for a variety of required changes, run and review a variety of reports with the task sheet screen itself, and identify, run and review the vast number of reports available in the budget planning database. This lesson is important because you will gain the ability and the tools necessary to login to the database, create and edit tasks and ultimately access the vast amount of data available to you through the reporting function. Next, let's take a look at how we will go about achieving these objectives. OK, so let's briefly go over what this lesson covers. First, we will begin by demonstrating how easy it is to log into the database. Next, we will locate the Task Sheet screen and demonstrate the procedures involved in adding a new Task and editing existing tasks in the database. We will access reports available directly on the Task Sheet itself and demonstrate the key information which can be obtained while adding or editing tasks. To finish, we will demonstrate a few of the many Budget Planning reports available in the database. However, before we go to the live demo, we have a little bit of housekeeping to cover. For a variety of reasons, we are going to use the Testing Site for our demonstrations. We just wanted to let you know in case you notice that some of the looks are not exactly the same as what you might currently be seeing in the production side of the database. The key reasoning is that the while not in production yet, the upgrades that we will be discussing to some extent have already been installed to the test site (for testing purposes). Also, we certainly would not want to enter demo data in the live database. Please do not get hung up on the fact that reports we pull may show data that you are sure is not correct - because it definitely is not correct. We are just looking at the functionality which is the same as the live site will have when this training comes out. OK – All that said, let's go ahead and start the demo by reviewing the login procedures. We have previously covered where to find the database – either enter the website into you Internet Explorer, or you can take the route through the BLM AZ homepage, to the link on the Budget homepage for the AZ Budget Planning Database. Hopefully you either already have access to the database or are in the process of

getting access. Once you get to the login screen, there is a link in case forgot your password … Oops, I forgot my password. Here you can enter your UserName, First and Last Name & click the Remind Me button and a reminder will be automatically sent to the email address currently on file in the database. But we are not going to do that right now. To login, simply enter your UserID In my case that is TestDude and Password then click the Login button. You will get a popup requesting a Fiscal Year. Simply select the FY you plan to work in - I'm gonna select 2015 and click "Choose FY" The first thing that you might notice is that there are far less tabs available to the standard "budgetuser" named Test Dude compared to previous training sessions. This fact illustrates the simplicity of the database. While an administrator in the State Office Budget shop has many tabs required to keep the database up to date, most users will only need to access the Task Sheets and Reports to gain access to the vast amount of data available. So, our next obvious progression in this session will be to discuss the procedures involved when adding a new Task. We have discussed the "Who, What, When and Why" of the Task Sheet in the previous training video and you can certainly feel free to go back to that video for a review if you like. During this session, we will focus on the "How". In order to find the Task sheet, you should click on the "Budget" tab and then click on the "Tasks" tab directly below it. You may note that there is also a "Projects" tab next to the "Tasks" tab. We will NOT be discussing this feature in detail during this session as that functionality is being upgraded later in this fiscal year. When opening the Task tab, there are three items to note in the midsection of the screen. First, a search block titled "Arizona Task Sheet. This is where the user can search for existing tasks to edit or even copy & duplicate. We will discuss both of these options later in this video. Next there is a display showing Task Fiscal Year currently being used, plus the number of tasks both for the user's Office and for the State in the current FY. Finally, there is a simple note about the current task … in this case you'll see the word "NEW". When we get to editing tasks, there will be much more information displayed since a fully entered task will be involved at that time. As we scroll down to the lower section of the page. you will see the Tabs and basic form that we briefly discussed in the previous video. Now we can get down to business and start by discussing the Main Tab. The first option is the "Project" field. Since our user (Test Dude) is a member of LLAZ914000 (Also known as the Arizona State Office Budget), the "Unassigned-All Years" project is the only option available. Since this field is currently used somewhat differently by each District … AND as discussed, the functionality will be changing in the next few months, we recommend that users check with their District Budget Analyst for current selection procedures. That said, for the sake of this session Test Dude will of course select "Unassigned. Fields that are entered or modified will be shaded pink. The next line of the form displays the current Fiscal Year (2015). Note: Tasks can only be entered or modified for current (or future) fiscal years. On that same line is a new feature in this version of the database, the Task Owner. This field represents who owns the task (not necessarily who creates it). The default will always be the user who is logged into the database, but the user can select a different owner. The names initially shown on this pull-down list will be those from the User's Office Group (with a valid database account). Very rarely, the user may need to go out of his or her Office Group to find the Task Owner. In this case, click on the "Show all offices" link at the bottom of the pull-down list to show all users. When the list is reopened, all current database users will be available. For the sake of this session, we will go ahead and select Test Dude as the Owner. Next is the Funds Center of the Task. Again, the default is the

user's office and generally, you will probably stick with that when creating a new task. However, we understand that is not always the case, and the user has the ability to select a different office within the same group. As previously discussed, this is one layer of security where users can only enter tasks for their own office group. Next is the FA Budget Activity, or SubActivity to be used for this task. It is actually, the SubActivity and PE combination. As you can see, there are quite a few options on this list and it might be easier to jump to a certain subactivity. For example, if we wanted to jump down to L1711, we could simply type those digits in and it will bring us there. Then, you can reopen the pull-down and find the correct PE combination. When selected, an interesting thing happens … the Subactivity Description or (MLR National Monuments & Conservation Areas), PE Description (Inventory Recreation Resources), the Program Element Theme (As Funds Available), the Strategies (Several for this PE) and the Intermediate Outcome Strategy are all selected for the User based on the behind the scenes data. Very cool, isn't it! At this point, it would probably be important to reiterate that this is just test data to show how the database is used. The budget shop will probably never be spending 914 funds under the "BA" PE nor inventorying any acres of Recreation Resources. So just chill out! The next required field is the Task Name. As discussed in previous sessions, the Task Name is a user-defined short name which will easily identify the Task. Next is the optional field of WBS (or Work Breakdown Structure). If used for the specific Task, there is a series of two pull-down lists. If the WBS Type is not known, the user can jump straight to the 2nd pull-down to determine the WBS … but the list will be long. "AZ Special Projects" are designated by LXSS… while the "BLM Special Projects" all start with LXSI…. Other WBSs are based on the Subactivity used with them. Again, keep in mind that this has only been partially populated within the Test Site. Once these lists are fully populated, you may want to narrow the list down a bit. To get you in the ballpark, select the WBS Type and select the type you are looking for. This selection will populate the second pull-down only with WBSs that fall under that initial type. For this example we will say that this task is Safety related. We will use LXSS088A0000. The Budget shop will work hard to keep this ever-changing list current, but if you ever do come across a missing WBS simply send in an email and it can be easily added. The next fields of "Centrally Funded Issues" and BPS Number are no longer required or used to any extent. Plans are in the works to convert these fields to a more appropriate function. The next field is new to this database upgrade and was specifically requested by the field. The Task Status was requested in order to distinguish between various stages of the Task's life. As you can see, the current options include Active, Completed and Void. There have been further discussions to add more options and that flexibility is totally available thru the State Budget Office. The measure used for this work is always supplied based on the PE, and in this case it is Acres. In other words, the workload planned and eventually accomplished is measured in Acres. To plan work under this task, the user will simply enter the Planned Acres by Quarter, based on the funds that will be planned later in this task. Remember – We are planning Funding based on the Work to be accomplished. Any acres that could be accomplished with additional funding should be entered in the Additional Needs Quantity – While noting that required funding in the Additional Needs column of the Labor and/or Ops tabs as well. Therefore, workload that is entered in the Base or One-time columns can be said to be "Planned and Funded" … while workload in the Additional Needs column is known as "Planned but not Funded". All that said, Test Dude will simply enter the planned & funded workload measures in

the corresponding fields. Note how the total is calculated while the data is entered. The final field on the Main Tab is the Task Description. Similar to the Task Name, information entered in this field can go into much more detail. Some Districts have specific data elements or requirements for this field, and it can be used to any and all information required to justify the workload and the funding that will come with it. There is also a Yes/No button for marking the task for copying into the next FY. The default is yes and unless you know for a fact that this task is a once-and-done deal, we recommend that you leave it on Yes. While there is a Save Task button on the bottom of the page, for training purposes we will scroll up and click the button at mid-screen. Notice how the "Current Task" area goes thru a number of gyrations and a blue spinning disk which flashes several times. This can go on for 10 or more seconds depending on the connection. Please be patient to wait and ensure that the Task has fully reloaded before trying to enter any additional data. It will also provide the user who last updated the task along with the time and date. Another new feature is the Modification Link. This popup was created to show what changes were made to the task, by whom and when. We will look at this feature again in this session. Also, there are plans for more uses for this functionality in the future. So, now that we have covered the Main Tab, let's move on to the Labor Tab. You will notice that as you select these tabs, the upper portion of the screen remains the same … providing basic data for the current task. On the Labor tab, we are simply planning the employees and their hours required to complete this task. As discussed, the funding will automatically calculate based on those two variables.When selecting an Employee from the pull-down - only those employees in your office will be displayed. Once the selection is made, Tab to the the appropriate hours block and we will use base hours and enter 80. As you can see, the Work Months and Salary will be calculated for you (a little less than ½ a month and $960 … Nice $12/hr employee). From here you have a number of options. You could enter additional hours in either One-time or Additional Needs, click the Edit button and enter some text, go to the next line and enter an additional employee … or click Save Task. We will add another employee. The second employee in this task is George Washington and we will plan him for a full month in base. That will be 174 hours. You can see the WM is actually "1" and the cost is $6960. Now we will save the task. It is a good idea to save fairly often just so you don't get timed out Other catastrophes could happen without saving. As you can tell, it will go thru all the gyrations again and you will be back at the Main Task. Simply click to the tab you want to work next. We are going to take a brief look at the Needed Skill tab. This tab is currently not used at all and is basically a work-in-progress. The idea was to plan hours for an un-named job title and experience level which would be standard in all Offices. That combination would be used to calculate Work Months based on hours. This function is currently covered through the use of Vacant Positions which will be discussed later. Next, we will discuss the Operations tab. Here the user can enter all of the Operations needs related to this Task. This can include anything Supplies to Equipment and so much more. The first step is to determine the category of your first operations Cost, all of which are shown on the pull-down list. Please take a moment to review the listing. We will select "Supplies". Next comes the optional field of BOC (or Budget Object Class). Take a moment to look at this listing. As you can see, there are quite a few options available to you. The use of the BOC is also intended to help the user "tell the story" of what goes into the project. However, the user should also not get "wrapped around the axle" on this either. Some will be obvious and others more problematic. You can always look at past

actual charges to see what BOC was assigned when the material was received. These issues will be addressed during the Budget Cruncher training module.Now let's select 261A or Basic Office Supplies for this example. Next is the Unit Cost / Unit of Measure and Quantity combination. These three fields must be used in concert to ensure that the proper amount is planned. If you take a look at the Unit of Measure list you will see that there are quite a few options here too. Generally you might use "Each" or "Job" if all of the supplies in this example can be summed up into a single amount. "Each can also be used (for example) with Equipment where quantity can be defined in units (such as 1, 2 or 58 for that matter). Some other examples - Utilities - you might use Year for to enter an annual amount or use Month to enter the Monthly amount where the variation would be the Quantity of 1 or 12. Travel – It would be best to use "Trip" as your Unit and then go with a Unit Cost for a single trip. If there are 4 of these trips planned in the course of this project, enter 4 and the amount will be calculated for you. Of course we will recommend that if you know specifically who will be travelling, that the Employee Operations tab be used. There could be many such examples, but they are all pretty self-explanatory. The KEY is to make sure that these three fields are correctly combined to accurately display the cost. Doomsday Scenario: Annual Utilities amount used with "Month" Unit & Quantity of "12". For this example, we will enter a unit cost of $800, unit of measure of Each and Base Qty of 1. < Again, the total cost of this line will be calculated and displayed. We could then go out to the Edit button and enter some Optional Comments if applicable. These comments can be very useful if used properly to continue to tell the story of why we need the funds. Mark will enter some additional lines while I discuss the Additional Needs field. First as a reminder, Base and One-Time are both considered Funded in the Task Sheet … while Additional Needs are Unfunded. The additional needs field is used to document Labor or Ops which are required to complete the Workload of the Task, but cannot be funded under current funding levels. It is very important to document this and as discussed move to the funded side at some point if possible. OK, now that we have three lines under the Ops tab let's save the task again. Then go back to the Operations tab. You may have noticed that Mark did not select a BOC with Travel. The reason is that most travel vouchers include multiple BOCs (211B-TMC, 211C-Airfare etc) and it probably would not be plausible to plan down to that level. Also, you will note that the reason the General Ops tab was used for this travel was because the traveler was not known at this time. Now, let's take a little side trip from entering this Task. As part of the Objectives for this lesson, we discussed the ability to review reports directly from the Task Screen. We will take a look at some of these reports that are available. View Task Sheet As you can see, there is a popup that shows the user all of the data and amounts currently planned in this task. It includes a summary of the Labor that we entered earlier and the Ops that we just completed. While this report does not show any detail regarding Labor or Ops, it is definitely a handy tool to determine how much the task is costing. Other report options from the Task screen can be found by hovering the cursor over the "Task Summarys" link. All of these reports are (as the link indicates) Task Summaries. The actual names of these reports are also quite self-explanatory as well. The first is a summary of this specific Task – Named Summarize Task. This is very similar to the View Task Sheet, but with a bit less data. Next let's look at the "Summarize Tasks by Funds Center, FA Budget Activity and Program Element"; this report will display a summary of all Tasks with the same combination of Funds Center (LLAZ914000), SubActivity (L1711) and PE (BA). This report only shows more data if there are multiple tasks with that same combination…that's

not too often though. However, the majority of the other reports can be very useful to determine where the Office, SubActivity and/or PE are currently planned. Another example is the "Summarize Tasks by Funds Center and FA Budget Activity". You can see that this report summary shows all L1711 costs within AZ914. I believe you can see how this one would be much more useful than the last one. Keep in mind that if you don't select Funds Center and go with the "Task Summary by FA Budget Activity" report, you will get ALL of L1711 for AZ which may only be useful at the State Office level. So, you can see that there is currently a wide variety report summaries available which can be helpful to take a peek at without the need to leave the Task Sheet. Now back to our regularly scheduled Task and moving on to the Employee Operations tab. The first thing you might notice when opening this tab is how closely it resembles the Operations tab just discussed. The only difference is the fact that you can tie the operations requirement to a specific employee. It's possible that most users would only use this tab for Travel (as discussed earlier), but it can also be used for categories like Premium Labor, Transit, PCS or even Awards. The process would look the same no matter the category, so we will just look at a couple of examples. When we click the Employee pull-down list, it looks just like it did under the Labor Tab. Only 914 employees are listed … however, we could of course click the "More Employees" link at the bottom of the list and all employees would be available. We will select "Abe Lincoln" tab to the category and select Travel. Again, we will bypass BOC and enter a unit cost of $200. Unit of Measure will be Trip and Abe will make the trip twice. Finally, we will click the Edit button to enter additional information … these actions can make travel roll up into a travel plan for the Office right up through the State level. Ok, Mark will enter one more travel record for this task, while I discuss a current use of this feature: The new DIART program is funded under AZ9801 State Priorities and they have 1 or 2 meetings per Fiscal Year. When planning the budget it was quite easy to enter team members names into the AZ9801 task and with the help of EEO use actual estimated costs based on the location each member was travelling to and from. That was some good planning! Now that all that is updated, let's move on to the GSA Vehicles Tab. As you can see, the Vehicle tabs may be the easiest of all to complete. It starts with a pull-down list for the Vehicles and once again, it only shows vehicles managed by the user's office. As you can see, there are no vehicles in the case of AZ914. This brings up an interesting sidelight … you may remember when we were looking at the Operations tab, that there was a category on the list for "Vehicles". This raises the question of when should Operations be used versus either Vehicle Tab? The answer actually comes as a series of answers: The basic answer is that the Vehicle Tabs should be used for the vast majority of Vehicle costs. There is a system in place to accurately plan these costs based on actual Lease and Mileage rates, so the more the system is properly utilized, the more accurate the plan will be. However, there are some costs that must be planned through Operations. They could include Truck or Heavy Equipment Rentals (for special projects), or maybe as a District, you might need to budget for possible accidents. Sometimes an office like AZ914 who does not own any vehicles might plan an amount of $200/year to be covered, but they don't know which vehicle they may use. This must be the exception rather than the rule. So, we will plan to use a specific vehicle in this case. Since we have no vehicles available in our office, we must click the "More Vehicles" link. We plan to use the Pool Sedan in AZ910, G11-1627K. As you can see, all of the current vehicle data is pulled into the screen including the Lease or (FOR) and Mileage (USE) rates. Generally, only the Office that actually owns these vehicles will enter any months

regarding the Lease rates since it is usually only Miles involved when borrowing a vehicle. So if we know that we will be using this vehicle once in the FY for a 200 mile round trip site visit, we would enter 200 in the USE & Base block. Again, the total cost was calculated automatically. If we were to enter 12 months under FOR & Base that total is also calculated. If this is correct, we can either enter another vehicle or simply Save Task. At this point, we could take another look at any or all of the Task Summaries or move on to the Interior Vehicle tab. Let's do the latter. As you can see, this form looks suspiciously similar to the previous one. However, there are a few subtle differences. When we click the vehicle pull-down you will see that we fudged in some vehicles from other Offices so you can see this side of it. Simply select the applicable vehicle, I00149E. Hey, check out the description. Could the AZ Budget shop be the only one in the Bureau with a Backhoe? Anyway, you can see that once again it pulls in all of the vehicle's data and that this vehicle's rates are based on Hours used. So, we estimate that we will require 20 hours on the backhoe to complete this task. As previously discussed, we only need to enter this number once and both rates will be calculated for us. $315 for USE and $540.40 in FOR. Total is $855. This looks good and we will go ahead and enter data for our other two vehicles. You will see that the second vehicle is a Midsize Sedan which we will need 100 miles; and the 3rd vehicle is a 4x4 Crew Cab and we are planning for 200 miles. One more time we will click the Save Task tab and all those vehicle costs will be tallied into our Task Totals. Now, when we click on the "View Task Sheet" button we can see the entire budget plan for this task. We see all of the general task data at the top, the summary funding totals for each category (totaling over $20,000), the number of Acres we plan to accomplish with this funding, and then details on the Labor, Operations and all of those categories. As you can see in both OPS categories, the Optional comments can be very useful in explaining where the funds will be used. As discussed, these reports can be very useful at all levels and we would recommend taking a look on your own to see what is available to you. It is likely that some will turn into your favorites. Next we will look at editing existing Tasks. In order to edit an existing task, you will first need to pull up that task. This is accomplished through the Arizona Task Search at the top of the screen. We will be looking for the New Task that we just added. Like it says, you can start the search by typing three digits of either the Office, the SubActivity, or Task Name. Choose any of these methods that you might find most effective. As you can see, the Task was last edited by Test Dude on the date of recording. Let's click the modification link and see what has been happening with this task. Hmmm, looks pretty interesting!! Test Dude recently added vehicle charges, Ops, Labor etc. Now we can see the time and dates that these changes were completed. From this point, editing is basically as simple following the same procedures that were discussed in the "Add New" section. All fields that are available on any of the tabs are subject to change. We can go to labor and add another employee's hours to the task. We need to plan 80 hours for Abe Lincoln. Again, it will calculate what those hours will cost and we can Save the Task, and move on to other edits. Next, we can go back to the Employee Operations tab and plan some travel for George Washington. Then we might find out that we need 10 more hours on the Budget Backhoe. So we go to the Interior Vehicles tab and change the 20 hours to 30. We could save the Task and make additional changes, review the summary reports or quit for the day. Since you can see how easy it is to go back and edit an existing task, let's take a look at the Copy Task function. Sometimes there may be a number of very similar NEW Tasks which must be added where it might be easier be able to Copy & Edit an existing task

rather than jumping thru all the hoops of adding an entirely new task. Another possibility is that there may be a task in a prior Fiscal Year which represents the same or similar NEW task that you are looking at building. In either case, the Copy Task function is definitely for you! By clicking the Copy Task button there will be a series of two prompts which will determine where the Task will be copied. First, whether it should be copied to a new FY or the current FY; we want to copy this task to the current FY2015 so Cancel is our option. Next we just need to click OK to confirm. The screen will go through those gyrations and eventually come to stop on a new Task name "Copy of Test". The first step would be to change the Task Name. Again, everything can be changed at this point to the correct information for this new task. The user could change the Subactivity/PE combination to L1220 BA. Adjust the WMs. And, we are only doing about ½ the Workload measures since we will only have George Washington's Labor for this Task. We should also remove George's Travel as well. Now we have a NEW task which is very similar to the task we recently added … but now it has been fine-tuned for a L1220.BA vice the L1711 subactivity. So, this concludes the sessions for adding, editing and copying Task Sheets. Since we have already covered the Reports available within the Task sheet, we will now move on to the standard Budget Planning Reports. In a previous session, we briefly discussed the fact that the reports module has been completely upgraded in order to make for a more user-friendly interface. Now we will take a closer look at some the enhancements while reviewing some of the capabilities from the previous version for any new users taking this class. The first and most important enhancement is the Multi-Year functionality now available for reports. We will look at that in some detail shortly, but for now we will just look at FY15 Reports. The second enhancement is the layout for selecting a report. In previous versions, there was just a single pull-down list with almost 50 reports to scroll through in order to find the one you were looking for. Now the user can narrow his or her search with a sequence of pull-down lists. The first criteria in selecting is the report type. Currently, there is only a single option "Module". In the near future there will be additional options including User-Defined and more. Next we have the Main Category. Currently, there are two options … "Budget Planning" and "Budget Cruncher". We have a full video planned to discuss the Budget Cruncher reports, so today we are focusing on the Budget Planning to coincide with the Task work we just completed. In the near future there will be additional options including PMDS and RMP among others. The next criteria is the Sub Category. The options available are dependent on what was selected for the Main Category. Based on that selection, there are seven options available here. Each Sub Category will include separate reports. For example, selection "Labor" will generate a list of Labor only reports. Selecting Operations as the Sub Category will cause only operations-related reports to be displayed. This procedure is the same for all reports that the user will want to display. Even with the hundreds of reports which will be added in the future, they will remain easy to access. We will take a look at a number reports which will give you a flavor for what type of data is available, but it will be very beneficial for each of you to take a good look at all of the reports and try to determine which will be most useful in your particular situation. First, we will start with an Allocation Report Allocation by District/Division and FA Budget Activity. This report only has 3 criteria to select. Funds Center (if you want to see the full District or Division, you must select all those offices). For example, if we want to see the AZ910 Division, we should select 910, 912 & 914. Please note the directions which discuss the use of Control-Click and/or Shift-Click to select multiple items. Same goes for the FA Budget

Activities. You could select ALL from the bottom of the list or select a single or multiple Subactivity from the list. In this case, we will select L1010 thru L1060. The final option is Base and One-Time together or separate (which is Funded) or select Additional Needs (or Unfunded). We will be looking at Base and One-Time, so click Preview to see the report. This report shows a summary of the Division (without a reference to the individual offices) including Allocation, Labor, Ops for Total Planned and then a balance (Allocated but not yet planned or funded). In this example of **Test Data** there is $516 available L1010 to plan, over $2500 in L1020 available to be planned etc. Conversely, there is nearly $25,000 planned in L1060 for which there is no allocation. In a real world scenario, we would want to investigate this further. A key feature of most database reports is that they can be exported to MS-Excel. Simply click on the "Export to Excel" link and wait a moment. Then click the open or save button. We will click the open button. The report will come up in Excel and you can either view the report in the same general format or as Raw Data which will be very easy to manipulate as an Excel Spreadsheet. Also included on the popup report are the parameters used in the Report under the User Query section. Plus the Date and time that the report was run. The second allocation report we will look at is the "Allocation by Office and FA Budget Activity" and use the same parameters that we used on the previous report. The difference here is easily recognized on the screen. The same subactivities are displayed including the same Grand Totals, but they are broken down by individual office. You may remember the previous discussion regarding Allocations starting in FY15 being spread to the individual Office (including Field Offices vice District level). This is part of the reasoning behind that decision, but it will become even more evident in the next video when we discuss the FBMS based Budget Cruncher reports. We will take a very brief look at the Allocation by WBS, Funds Center and FA Budget Activity. This is a NEW report created due to the recent addition of the WBS on the Task Sheets. Obviously, there is not much WBS data in the Test database yet except that which we just recently entered. So, the parameters we will enter are LLAZ914, All Subactivities and the Safety WBS (LXSS088A0000). Note that the WBSs are again segregated by the Type and then in alphabetic order … also, there is an option to select "No WBS assigned". You can see that our tasks for L1220 and L1711 are reflected on the report, with the Labor and Ops planned costs shown and totaled. Most WBSs will not have Allocation assigned, although some might. Either way, you can certainly see the benefit for this report at all levels of the State. Let'ss take a look at some Labor Reports. There are 10 total Labor Reports currently available within the Budget Planning module. All have a specific function, but it will be up to the User to decide which reports work best or are most important to their specific position and needs. The first one we will look at is the "Employees – All Hours/Workmonths". The first thing you will notice is that the selection criteria for most Labor Reports include two Office listings. Funds Center indicates the Office where the funds are Planned, while the Assigned Office is basically the FPPS Org (or the home office) of the employees planned. If the user requires a report for ALL AZ914 employees no matter where the hours are planned, the Funds Center would be set to ALL with an Assigned Office of AZ914. Conversely, if the report required is for all planned hours to AZ914 no matter which office the planned employees are from, the Funds Center would be AZ914 and the Assigned Office would be ALL. Keep this rule in mind for all Labor Reports. For our example, we will select Funds Center of AZ910 thru AZ914 with the same Assigned Offices. As you can see, this report shows all 910-914 employees along with the total number of hours and Work Months planned. Full-

time employees are planned to 10 work months or 1740 hours since their hourly rates used in the database include Leave Surcharge factored in. This report is very useful to verify that each employee's hours are fully planned. The next labor report that we will take a quick look at is the "Employees by Charge Code". In this example we will select AZ914 with all Subactivities and PEs. The report shows Hours, Work Months and Labor planned for each employee by Subactivity. Now let's take a look at a labor report which shows a WBS – the "Employees by FA Budget Activity, Funds Center and WBS". We will select AZ914, All subactivities, and the Safety WBS again. Now we can see the specific labor planned for the employees that we entered on those tasks earlier in this video. The subtotals are much more useful when there might be multiple offices or WBSs, but you can get the idea how many uses that this report will have in your budget planning journey. One more labor report that we will look at is the "Vacant Positions by FA Budget Activity". We will select ALL for each parameter so that basically we have a report of all the vacant positions which are planned within the State. This report has so many uses at many levels of management. Scrolling down to the bottom of the report; one thing that jumps out (**and again, this is just test data**) is that fact that there is nearly a million and a half dollars planned for vacant positions state-wide. This report could be exported to Excel, sorted by Office or Position or Job Title to determine where we might have vacancy issues to specific programs or a variety of other areas. That's all we have time for with the Labor reports, but please feel free (once you have access) to check out all the reports and see what works best for you. Next we will move on to Ops Reports. There are only 4 total Ops Report under the Budget Planning category. However, these reports can supply lots of information. Mark says his favorite Ops report is the "Operations by Minor Category", so let's go ahead and take a look at that one first! Here we have the standard list of parameters to choose from, plus the additional option of Minor Category. For this example, let's take a look at the Arizona Strip District Office … LLAZA00000, for All Subactivities and PEs in the Travel Category. Again, any or all of the Minor Categories could be selected, but in this case we want to focus on just Travel. The first thing that jumps off the page to me are the Optional Comments. Anybody can take a look at each line of the plan and see exactly where these planned funds are going. As we scroll down a bit, it gets even better. It looks like the Fire Program was also using the Employee Operations tab to enter this travel. We can see employee names for each line of the LF100 travel plan. At this point, we could export out to Excel and further manipulate our Travel Plan. We could use it to show who is planned to travel and when, or to decide which task might need updated with an employee's name. Now that's pretty good stuff! The "Operations by Budget Object Class" will be a good report if BOCs are used more frequently in tasks in the future. Currently, there are only a few OPS items where the Database automatically assigns a BOC. One example is for funds planned in the Vehicle tabs. For example, all planned costs resulting from GSA Vehicle Lease (FOR) or Mileage (USE) will fall to BOC 222E. While Interior Vehicle (FOR) will be reflected in BOC 253F and (USE) will show in BOC 253U. To Illustrate this, let's pull up a report showing the Colorado River District, using all Subactivities and PEs but only "Vehicles" under Minor Category. You can see the $2,000 charge entered under OPS. This is OK, it is probably a rental. Next are all of the GSA charges planned under 222E, and finally the Interior Fleet usage under 253F and 253U. This report could also show such information for all BOCs if we would use the feature more often. The "Operations by WBS and Funds Center" is very similar to the same report which we

discussed for Labor. With it, the user can target an individual or several WBS and retrieve all of the OPS planning data for that WBS. Once again we will select AZ910-912 & 914, All Subactivities and PEs, and LXSS088A0000. Now we can see all the OPS Safety plans for AZ910 Division. Again, the Optional Comments come in handy for determining precisely what is planned and it is also great to see the Employee Name for Travel. The final Ops report is the "Operations for FBMS w/PE". This report is something of a holdover from the days when the Budget Shop had to export planning data from this database to compare with FBMS Obligation data. We do not believe that there is really very much use for this report any longer, but users can certainly feel free to pull the report and determine if they have any use for it. Or if you believe it would be more useful if some of the fields were tweaked, shoot an email to the State Budget Office for consideration. Now let's move to the Arizona Strategies Sub category. These reports are quite interesting, but have not been used all that often. They show planned costs as they relate to our Arizona Themes and Strategies. First, we will take a look at the PE Themes & Strategies Task Totals by Office Group. This time we'll take a look at the Gila District, All PE Themes and All Strategies. The combinations chosen as parameters, determine what the report tells the user. If multiple Districts were chosen, it would be comparing those Districts within each Theme and Strategy. Since we selected a single District, it is simply comparing how the planned budget was spread between Themes. You can see that almost 7% is planned for "As Funds Available" (or soon to be known as Flexible) PEs, 70% on Must Do (or soon to be called Tactical) PEs and 23% on Strategic PEs. It is further drilled down within each Theme by how much is planned for each Strategy. A really cool feature of these reports is the pie charts which are based on this data. Just like the data above, they also show the percentage of each Strategy within Theme and that same 70/23/7 breakdown of Themes for the District. Who could ask for anything more?! No need to ask, there is more! If we go back to those exact same parameters, we can check the box "Display all offices in an Office Group". Now you get the same report, except the funds District Grand Totals are now broken down by Field Office. And of course, the charts will look the same too. Next, we will look at the similar report which is based on Strategies first and Themes second. Again, we will select the same parameters, and as you can see the first sort level is the Strategy with the next level being the Theme within that Strategy. So if this were not simply test data we were reviewing, we could determine that roughly 1/3rd of Gila's Funding went toward NLCS PEs (or 35.38%), another 1/3rd went to Recreation (or 36.54%) and the rest was spread amongst other Strategies. Once again, this report shows the information graphically through pie charts. We could also display all Field Offices within our parameters if we wanted too. Now let's look at some Task Reports. There are many Task reports available to the user. Some of these we have already viewed from the Task Sheet itself earlier in this video. Also, there are some of the Theme/Strategy reports that we just looked at under the last section. However, there are still quite a few additional reports available and we will take a look at a few of these. First, let's start with the simple Task Sheet report. We have also seen this report layout before (from the task sheet), but it warrants another quick look. We will pull up the two that we created earlier by selecting LLAZ914000, All Subactivities and the BA Program Element. Once again, you can see all of the general data about the Task (for example, Owner, Funds Center etc); the Funding totals by category, Workload Measures planned, plus the same detailed Labor, Operations and Vehicle information. Then as we scroll down, the next Task is displayed with all the same information for that Task. Users should be

careful when pulling these tasks as there are over 1800 in the database and the system may not accommodate that size of report. There would just be an error and you would need to try again with smaller parameters. Next we will look at the "Summarize Tasks by Employee" report. In this case, there is only one parameter to select … which is the Employee Name. For this example, we will first select George Washington - and we see those two tasks that we created. 174 hours, 1 Work Month and a total amount of L1220 and L1711.To see a more realistic report for a full-time employee, let's look at a Geologist in the Hassayampa Field Office, Ben Franklin (he's been on staff for quite some time). As previously discussed, full-time employees are planned for 10 work months or 1,740 hours. The bulk of Ben's hours are planned in L1330-FW for processing Mineral Disposals, while a full work month is planned for L1330-NF Mineral Material Site Inspections. The remaining 200+ hours have been disbursed in a number of other Tasks common to a Geologist in that District. A Similar report is the "Summarize Tasks by Employee and Minor Category" report. Here you can select a specific Minor Category and Employee. Ok,let's pull up Abe Lincoln's Travel that we just input earlier. And there it is … the entries of two $200 trips in both the L1220 and L1711 Subactivities. As you can see, it is a pretty simple report that can have many uses. That is the way most of these Task Reports are … the key is just finding the one or more that works for you. We will just take a brief look at a few more of these. The "Summarize Tasks by Vehicle" is good to use to see what tasks are planned for a specific vehicle. We will look at an Arizona Strip Fire vehicle – I427571. You can see that this vehicle is assigned to George Washington. By the way, did you know that George was a volunteer firefighter in Alexandria Virginia? Yep, it's true! Saw it on the internet. The vehicle costs in this case are spread to 3 separate fire related tasks for a total of over $14 thousand dollars. If more detail is required or desired, simply use this information and go look at the specific tasks listed in report. The "Summarize Task Workload by Owner" is a new report now available due to the addition of the Task Owner field. Again, the possible uses for this report are numerous. Let's pull up all the Tasks owned by Test Dude. This report provides the workload measures for both the L1220 and L1711 tasks, as well as the Unit of Measure, in "Acres". There is a similar report which provides the Dollars summarized by Task Owner. You might note that this report has the option to also select the Task Status. A user could use that option to narrow your selection to a specific status, or you could go to the specific reports designed to summarize tasks by Status. Once again, there are quite a few more reports here, so feel free to see which reports might benefit you in your particular situation. The next sub category we will look at is "Vehicles". There are currently only 5 of these reports available (in addition to those we just looked at under the "Task" sub category). The first report we look at is the "Vehicle List by Office". Again, simply select the Office or Offices that you want to see in your report and click Preview. We will choose all of the Offices in the Gila District. This report just shows the basic vehicle information for all selected offices. It shows the vehicle number, class, ownership, rates and much more. Unfortunately, it also includes the obsolete Minimums (Month, Miles or Hours). We hope to have that cleaned up prior to release … if not, in the near future. Users can compare this report to the vehicle coordinator's reports and verify that the database is properly updated in the case of recently acquired or turned-in vehicles. As with the Employee Table, the "Inactive" field reflects whether individual vehicles are Active or Inactive. They are never really deleted from the database as there would be prior year data lost. The next report, "Vehicles by Assigned Office" provides actual planning data which the user could

compare to the previous report. We will select the same criteria as the last report, but there is an extra option for Funds Center. From there you can ensure that all "Active" vehicles have been planned 12 months lease (on GSA only) and an adequate number of miles or hours. The next report, "Vehicles by FA Budget Activity" provides the planning data for each vehicle sorted by the SubActivity, and this report also provides the USE and FOR in addition to the cost totals. We will select the same criteria as the last report, but will go with the 914 this time so we can see data from the tasks we created earlier. The report shows you pretty much what you were expecting to see … The two tasks (test & trial) with detailed vehicle plans in L1220 and L1711. The next report, "Vehicles by Vehicle Number" might be the most useful of the vehicle reports. It provides the planning data for each vehicle while listing the SubActivities and Tasks used. We will select the same criteria as the last report, and we will again see data from the tasks we created earlier. Exact same data, but sorted in a better manner to verify each vehicle. The final vehicle report, "Vehicle Minimums vs Planned" is an old report that really is no longer necessary since vehicles no longer have the same type of minimums. We will take a quick look by selecting the same criteria as the last report, and we will again see data from the tasks we created earlier. Again, the report really has no use any longer and we are working to change it to a more effective report. So, now we can move on to our final Report sub-category in Budget Planning, and that is Workload. Workload currently only has 2 reports available (in addition to those we looked at under different sub categories). Both reports provide the same information, based on selection criteria, but just display it slightly different. First let's take a look at the Workload Measures by Office and select all subactivities and PEs for AZ914. This shows a quick and dirty report of the Workload Measures we input earlier. Another option might be a District wanting to see all of their EE planned accomplishments for FY15. Select the Offices in PDO with all subactivities and only EE. Here the user gets a nice view of how may "Grazing Permits" each Field Office is planning. Finally, maybe the State Program Lead wants to pull a report to see how many Targets are planned State-wide for the L1210 subactivity, so he or she pulls this report with ALL Funds Center, L1210 Subactivity and All PEs. The report shows a variety of PEs with all the targets associated. Then the user realizes that he was only interested in was the Acres monitored under MD. No problem … simply close the report and modify the PE selection to MD. Boom! The user has a nice listing of which Offices are doing this monitoring in FY15 and specific amounts of how many acres are planned. As discussed, the second report – "Workload Measures by Program Element" is basically the same but is sorted by PE first and then by Office. So, if we were to pull that same Program Lead report from the last example citing only one PE, we see an even cleaner listing which at a glance can show the user all of the information he or she was looking to find. We recommend that users spend some time with these two reports once access is granted. They can provide a lot of information, depending on what you ask and how you ask. Finally we would like to discuss the Multi-year reports that we briefly mentioned earlier. The multi-year functionality is available on most budget planning reports, and is very easy to request. If a report will only allow for a single FY, it simply will not be available when multiple years are selected in the fiscal year range criteria (like Mark just did). First let's look at an Allocations report – Namely, "Allocation by District/Division and FA Budget Activity". The user has the same parameters available as if it was a single-FY report being requested. The only thing that will change is the output data on the report. Let's keep this simple and request the AZ930 & 950 offices and include only L1340.

Once again, the data contained in this test database is not necessarily accurate so please do not try to read anything into it … other that what the report would be telling you if it were accurate. The Subtotals may or may not mean much depending on the criteria selected. In this case, it looks like 930 Division received about $275K more in FY14 than FY13. They spent less in Labor, but much more in Ops. Maybe there was a one-time allocation? Also, it does not look like the allocation was balanced in FY13 as there was $32K more planned than allocated. 950 Division took about a $13K reduction in this subactivity and most of it ($10K) came out of Labor while the other $3k from Ops. Let's take a moment and pause the video to study these figures more closely. For the last example let's select a FY range of 2012 to 2015 and pull the same Workload report from earlier showing all of the State-wide EE Targets. This time we still see the Grazing Permits for each office, but now we can compare our Targets within each office by recent Fiscal Years. This example shows a perfect snapshot of what we are looking for in the report, while others may work better with an Excel export or by tweaking the selection criteria. It is up to each user to make the reports do what they want! This concludes the Live Demo portion of this training video, but please stay tuned for the conclusion and some key takeaways from this session. None of this means anything in real-life, but could be helpful for users to understand how to read the report when it contains actual live data.

As mentioned earlier, the objective of this lesson was, to provide employees with the necessary information to demonstrate the ability to login to the AZ budget database tool and complete a number of essential functions. These new capabilities include the capacity to plan budget costs and workload by adding new Task Sheets, editing existing tasks and producing a variety of reports. In order to reach that objective, we demonstrated the login procedures, added new tasks and edited existing tasks within the Test Database. Also, we demonstrate a number of reports both within the Task Sheet form as well as thru the standard report module. At the same time we demonstrated what data in these reports will be important to pay attention to during certain times during the Fiscal Year. Before we conclude this lesson, we'd like to go over a few key takeaways. 1) The Arizona Budget Database Tool plays a key role for budget planning within all level of BLM Arizona. 2) This process utilizes Task Sheets to initiate and modify funding requirements from the Field Offices right up through the State Office. These task sheets can document funded and unfunded requirements AND associated work. 3) There is an easy to use Reporting system which is available to analyze budget requirements and plans at each level of the State. Some of these reports can be retrieved while entering Tasks and others are available through the standard reporting module. The information presented in this lesson should be useful to you regardless of what role you play in the AZ Budget Planning Process. Understanding and familiarization with the database will be a very important step in your current position or perhaps in future positions. Budget can play such an important role in any position that you might hold. The next training session will be "Running Budget Cruncher Reports". It will also be a Live Demo which will demonstrate to users the use of FBMS or Obligation data to determine how the budget planning process is keeping up with actual spending. Thank you for your time and interest! We hope you will also take advantage of future offerings.