BLM AZ Budget Tool

http://web.az.blm.gov/azbudget/planning/index.cfm

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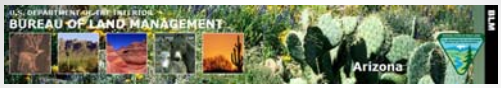
Budget Analyst
Arizona State Office



AZ914 – Budget Office

- Located in downtown Phoenix
- Consists of 3 Full-time employees
  - Budget Officer – Man-Yun (Monica) Chin
  - Budget Analyst – Angie Meece
  - Budget Analyst – Mark Harner
- Extensive assistance provided to this project by Phoenix ADM, Patrick Putnam

Patrick Putnam
Associate District Manager
Phoenix District Office

Lesson Objectives

- By the completion of this lesson, students will be able to:
  - Explain what the AZ Budget database is and why it is important.
  - Give examples of the benefits from using the database
  - Identify who is required to use it.
  - Describe where the database is and when it is required to be used.
  - Describe the physical characteristics/make-up of the database.
  - Explain what a task sheet is, why it is important, who uses it, and when it is used.
  - Describe what a task sheet looks like.
  - Identify the different types of reports available in the database.
  - Give examples of database future capabilities.

Course Map

- Budget Database General Knowledge
- Physical Characteristics/Makeup of Database
- Future Capabilities

Budget Database General Knowledge

What is a Relational Database?

What is the AZ Database?

- Lists, Tables, and Tasks Stored in a Relational Database enabling users enter data once, but utilize that data many times.
- State Office Budget Personnel maintain the Support Tables and Lists behind the scenes
- Division/District Personnel use that data to create Budget Requirements

Why is it Important?

- It creates a one-stop shop for a variety of budget-related information
- It allows users to utilize the same data across all levels of the State
- Data is maintained in a query-able and reportable fashion
- Allows State-wide Transparency

What are the Benefits?

- User
  - Exposes all levels of employees to the budget process
  - Manage up to ensure supervisors are aware of project ideas
  - Opportunity to plan projects in the user's Specialty
- Field Office / District Office
  - Encourage all levels of the Office to be involved in the process
  - Ensures transparency and fairness in funding procedures
- State Office
  - State Leads have thorough knowledge of proposed projects
  - Management can see the big picture based on specifics

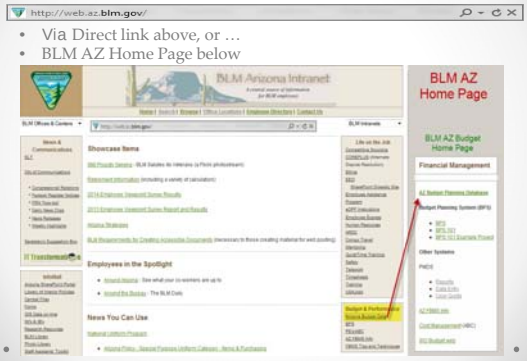
Who is Required to Use It?

- Required to Take this Training
  - All BLM Arizona Employees
- Required to Use the Database
  - Employees that Plan Work
  - Employees that Manage Work
  - Employees that Manage Funds
  - Program Leads Providing Guidance
- Encouraged to Use the Database
  - All BLM Arizona Employees
- Specific Policy (IM) will provide Direction

When Will it Be Used?

- Budget Planning (Required)
- Budget Execution (Required)
- Running Reports (All Authorized)
- Review Labor Plan / Charges

Where is it Located?



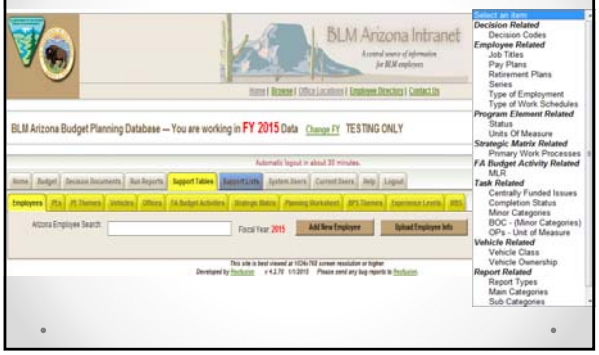
- Via Direct link above, or …
- BLM AZ Home Page below

Physical Characteristics/Makeup of Budget Database

Warehouse

Behind the Scenes Operations

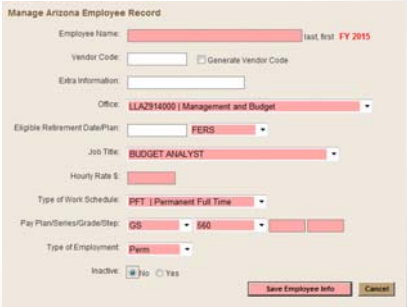
Support Tables and Lists



Support Tables - Employees

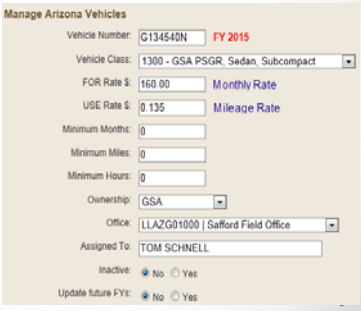
Employees

- Info can either be uploaded or manually updated from FBMS data
- Includes all data required for budget planning purposes



Support Tables – Vehicles

- Info updated from FBMS and GSA/DOI Annual Vehicle Rate Notification
- Includes all data required for budget planning purposes



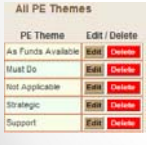
Support Tables - PEs

Program Elements (PE)

- KEY to the entire database
- Directly tied to Strategic Matrix, AZSO Themes & Strategies, Work Process and other components of database and BLM Processes.
- In the near future, PMDS and Resource Plans

Support Tables - Themes/Strategies

- Managed behind the scenes
- Easily updatable if the Themes, Strategies or relationships change

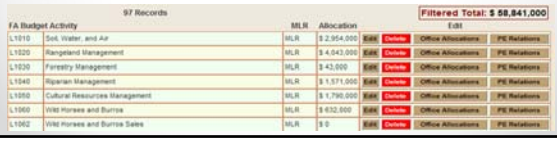


PE	PE Theme	PE Strategy
AE	Strategic	Heritage Properties
AJ	Must Do	Heritage Properties
AJ	Must Do	NLCS
AJ	Must Do	Tribal
AJ	Must Do	Water
AK	Must Do	Heritage Properties
AK	Must Do	NLCS
AK	Must Do	Tribal
AL	Strategic	Heritage Properties
AL	Strategic	NLCS
AL	Strategic	Recreation
AM	As Funds Available	Heritage Properties
AP	Must Do	Tribal
AQ	Not Applicable	None
BA	As Funds Available	Border/Public Safety
BA	As Funds Available	NLCS
BA	As Funds Available	Recreation
BA	As Funds Available	Water
BB	Not Applicable	None
BC	Strategic	Heritage Properties
BD	Must Do	Tribal
BE	Must Do	NLCS
BF	Must Do	Border/Public Safety
BG	As Funds Available	Border/Public Safety
BG	As Funds Available	NLCS
BH	Strategic	Border/Public Safety
BJ	As Funds Available	NLCS
BJ	As Funds Available	Recreation
BJ	As Funds Available	Working Landscapes
BK	As Funds Available	NLCS
BK	As Funds Available	Recreation
BK	As Funds Available	Working Landscapes

Support Tables – FA Budget Tab

FA Budget Activities (SubActivities) – The most powerful screen in the database

- AZ914 personnel enter Allocations (based on PTA)
- AZ914 also enters Office allocations (by SubAct)
- Most importantly, AZ914 updates Subactivity/PE relationships based on FBMS (i.e. which PEs are authorized for use with each Subactivity)

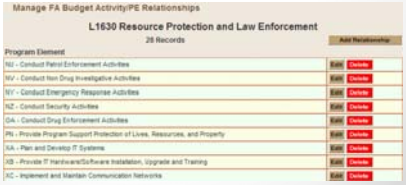


Support Tables

FA Budget Activity Tab (Examples)

- Office Allocations

- PE Relationships to SubActs



Storefront

The Front Door to the Database

Budget Task Sheets

- **What is a Task Sheet?**
- Basically, a series of forms to be completed in order to determine funding requirements for Work.

- **Why is the Task Sheet Important?**
- The user-identified tasks are the backbone of this database and the budget planning process in AZ

Budget Task Sheets

- **Who uses the Task Sheet?**
- Task Sheets are used throughout the State to determine work to be done and funds required to complete that work.

- **When is the Task Sheet used?**
- All phases of Budget Planning and Execution
  - Before Fiscal Year begins … Pre-PTA
  - Upon receipt of PTA Funding
  - Upon receipt of AWP Funding
  - Any changes to the Work Plan or Funding

Budget Task Sheets

- **What does the Task Sheet look like?**
- We will discuss this briefly today, but in great detail during upcoming training sessions.

Tasks / Budget Planning

Main Task | Labor | ~~Needed Skills~~ | Operations | Employee Operations | GSA Vehicles | Interior Vehicles

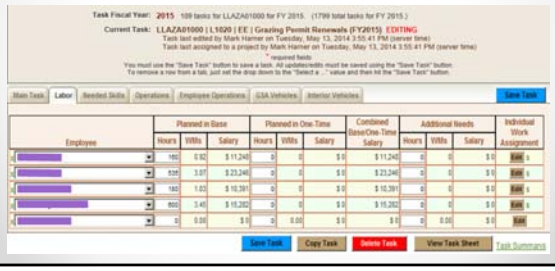
Each Task includes options for up to - elements to be funded:

- **Main Task** - General info about the task incl Funds Center, PE, Workload Measures and more
- **Labor** – User assigns employee hours to the task and DB calculates Work Months and total funds required.
- **Operations** – User enters Ops requirements by Minor Category and DB totals Base, One-time & Additional Costs.
- **Employee Operations** – Ops tied to a specific employee.
- **GSA Vehicles** – User determines funding required by specific GSA-Leased Vehicle(s).
- **Interior Vehicles** – Same for specific Interior-owned Vehicle(s).

Main Task - Tab

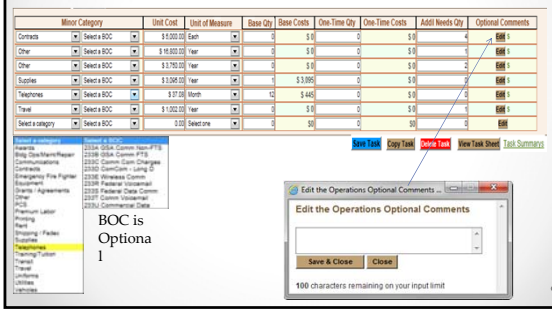
Labor - Tab

- User selects Employee Name from pull-down list and assigns hours in columns. DB calculates Work Months & Costs.
- Target 1740 hours (total) for each Full-Time employee.
- On-Screen reports and Summaries available for review



Operations - Tab

- User chooses from a pull-down list, the applicable Minor Category(ies), Unit Cost, Unit of Measure and the Quantity required by Base, One-Time and Additional Needs.



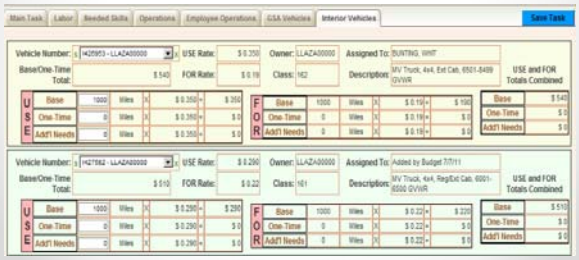
BOC is Optional

GSA-Leased Vehicles - Tab

- User selects Vehicle(s) from a pull-down list – Each vehicle will have a separate line entry.
- Enter anticipated number of miles and months under Base, One-Time & Additional Needs
- Database calculates annual costs based on vehicle rates stored in other tables.

Interior-Owned Vehicles - Tab

- Same procedures as with GSA Vehicles, although different rates and costs are used and there is no monthly charge for these vehicles.

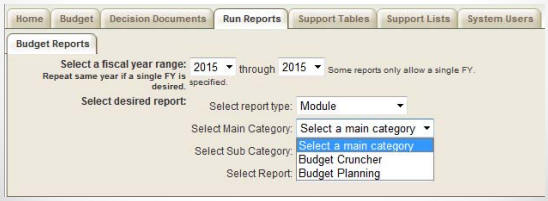


Budget Reports

- Many reports available to consolidate and analyze the vast amount of data
- The new Report Module has a brand new look and is far more user-friendly

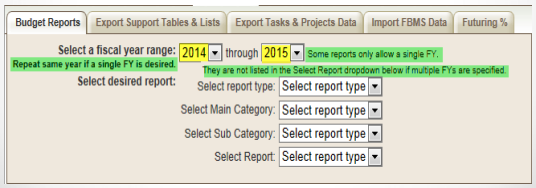
Types of Reports

- Budget Planning
- Budget Cruncher (Planning vs Obligations)
- Many more coming in the future



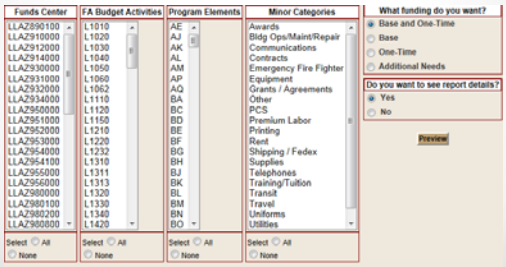
Multi-Year Functionality

- Reports are available which can compare data across any number of Fiscal Years



Selection Criteria

- Reports have a wide variety of selection criteria so the user can narrow request to any level



Database Access

- Access hierarchy is managed on three levels
  - Office Group – District or Division
  - User Role – Access Level
  - Data Entry Access (Yes or No)

User Office Designation

- Each user has a designated Office
  - i.e. AZG03 – Ironwood Forest NM)
- Within an Office Group
  - i.e. AZG – Gila District
- Regulates Tasks that can be created for each Group
- Sets Task pull-down defaults for Employees, Vehicles … Limiting the unnecessarily long lists

User Roles

- BudgetDeveloper – Reserved for the Contractor
  - Complete access to DB
- BudgetAdmin – AZ914 employees
  - Access to Support Tables/Lists
  - Access to all District/Division and Office data.
- BudgetGroupAdmin –1 or 2 at Each District
  - Access to all data for their Office Group
- BudgetUser – Basic Users
  - Access only to their Office Data

Data Entry Access

- User can enter/modify data

or

- Simply view Reports Only

Access Request

- Request database access by email to AZ914 via Supervisor
  - Include the level of access required and Office
- Complete required training, if applicable
- Once approved, an email will be sent containing a link to the database login screen (below) plus the UserID and Password.

Save link to your Favorites ...

Or, use BLM AZ Homepage path shown earlier

Future Capabilities Budget Database

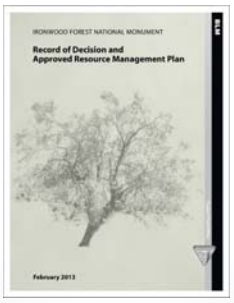
PMDS – Performance

Workload Measures / Targets and Accomplishments

U.S. Department of the Interior
2014/2015 Annual Performance Plan

March 10, 2014

RMP / Implementation Plans


IRONWOOD FOREST NATIONAL MONUMENT
Record of Decision and Approved Resource Management Plan
February 2013

BLM AZ Budget Tool

Conclusion

Lesson Objectives

- Employees should now be able to:
  - Explain what the AZ Budget database is and why it is important.
  - Give examples of the benefits from using the database
  - Identify who is required to use it.
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Key Takeaways

- Powerful Tool – Formulate and Track AZ Budget
- Use of Database Task Sheets for all funding requirements at all levels of BLM Arizona.
- Documentation of Unfunded Needs
- Reports are available to analyze requirements and plans at each level

Next Session

Planning the Budget Using the Task Sheet

Live Demo!

- Add a New Task Sheet
- Edit Existing Task Sheets
- Run/Review Task Reports
- Running Budget Planning Reports