

## BLM AZ Budget Tool



BLM Arizona Budget Planning Database --- You are working in **FY 2015** Data [Change FY](#)

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

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## Lesson Objectives



- By the completion of this lesson with the use of a computer, students will be able to:
  - Login in to the AZ Budget Database
  - Add a NEW Task to the Database
  - Edit Existing Tasks Sheets
  - Run and Review Task-Related Reports
  - Run & Review Budget Planning Labor & Ops Reports

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## Course Map



- **Live Demo!**
  - Review Database Login Procedures
  - Demonstrate Adding and Editing Task Sheets
  - Demonstrate How to Execute Reports
  - Discuss the review process for these Reports

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## Demo Login Info



- For the upcoming DEMO, we will be utilizing the AZ Database Tool "Test Site".
  - Slightly different look than the current production site
  - Current upgrades have already been installed
  - Data entered during these Demos will not be saved
  - Data contained in any reports is not current or accurate
  - ALL Functionality will be in step with the User's environment upon completing this training.

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## Conclusion / Objectives



- Lesson Complete - students should be able to:
  - Demonstrate the ability to login to the AZ Budget Database and add and edit tasks.
  - Discuss the availability of reports in the database and demonstrate the ability to execute the process.

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## Key Takeaways

- Database plays key role in the AZ Budget Planning process
- Task Sheets are used for all funding requirements at all levels of BLM Arizona.
- Reports are available to analyze requirements and plans at each level

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## Next Session

**Running Budget Cruncher Reports**

### Live Demo!

- Review FBMS Data Elements
- Labor Reports
- Ops Reports
- Miscellaneous Reports

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