



## **BUDDIES, AZIPS, and CLIFF Training, Summer 2011**

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**Registration:** Email OSPB at [pray@az.gov](mailto:pray@az.gov). Include the name of your agency, the names of the attendees, and email addresses for the attendees. Pam Ray will be handling the registration for all classes.

Seating is limited. If you realize that you won't be able to attend, please notify Pam.

**Location:** All OSPB training classes are being held in Room 300 at the Department of Administration, 100 North 15<sup>th</sup> Avenue.

Enter the building at the northeast entrance. Take the elevator to the 3rd floor. There will be signs posted to help you find the training room.

**Attendance:** Please sign-in when you enter the training room so can get credit for attending. Pick up a User Guide at the sign-up table (also available on the OSPB website).

All classes are taught by OSPB staff. Class time is also a chance to get to know you and discuss your agency's specific concerns about how the systems are used to gather data. We encourage everyone to make full use of their attendance by asking questions and sharing your experiences with others.

Please take the time to complete a training survey at the end of class.

**Venue:** Please wear your state ID visibly when you're outside the training room. Don't wonder the floor or open doors looking for something. Please remember that we are guests in the building.

Restrooms are located in the hallway between the elevators and the training room. Vending machines are on the first floor near the entrance.

**Systems:** Installing the systems is pretty easy so it isn't covered as a regular part of the course agenda. OSPB's System Support staff are present to demonstrate hands-on for anyone that would like to stay after class.

**Offerings:**

- ✓ Budget Basics and Operating the Budget Development System (BUDDIES)
- ✓ Operating the Arizona Integrated Planning System (AZIPS)
- ✓ Operating the Consolidated Ledger of Information on Federal Funds (CLIFF)



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### **Budget Basics and Operating the Budget Development System (BUDDIES)**

This class will provide an understanding of budgeting, the budget process, terminology, timelines, fund types, sources for data, and the roles of OSPB, JLBC, and the agency in the budget development process. The class will also provide a detailed walk-through of the automated budget development system (BUDDIES).

**Class Length:** 3 hours

**Who Should Attend:**

Budget professionals who either need a refresher on budget development or are new to the state budgeting process should attend.

**Dates & Times:**

- July 19, 2011 9:00 – 12:00 Tuesday
- July 26, 2011 1:30 – 4:30 Tuesday

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### **Operating the Arizona Integrated Planning System (AZIPS)**

Attendees will be provided an in-depth presentation of the Arizona Integrated Planning System (AZIPS), the state's automated system used to publish the Master List of State Government Programs.

**Class Length:** 2 hours

**Who Should Attend:**

Planning professionals who have never used AZIPS or need a refresher course. There have been no major system or policy changes from last year so experienced AZIPS users need not attend unless a refresher course is desired.

**Dates & Times:**

- July 19, 2011 1:00 – 3:00 Tuesday
- July 28, 2011 3:00 – 5:00 Thursday

**Note:** *Basic information about the Arizona State strategic planning model will not be covered in this class. New state planners should refer to the [Managing for Results-Strategic Planning and Performance Measurements Handbook](#), available on the OSPB website.*

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### **Operating the Consolidated Ledger of Information on Federal Funds (CLIFF)**

This class provides a presentation of the Operating the Consolidated Ledger of Information on Federal Funds (CLIFF).

**Class Length:** 2 hours

**Who Should Attend:**

Budget professionals who are responsible for reporting their agencies federal funds.

**Dates & Times:**

- July 19, 2011 3:00 – 5:00 Tuesday
- July 28, 2011 1:00 – 3:00 Thursday

**Note:** *This training is relevant for agencies that are receive federal funds (grants).*