
Expenditure Reports Automated Download Process

ID: ASD-O8_4.7

Version: 1.0

Submission date: 03/18/10

Executive summary of the initiative

Develop, enhance, and implement a more robust process of the analytical expenditure reports for programs within Addictions and Mental Health Division (AMH) that are developed, produced, maintained, and analyzed, by the Budget Planning and Analysis (BPA) staff for distribution to management, program managers, department heads, and others. Generating a benefit to the customer by receiving timely budget information, budget staff spending more time doing analyst work and an annual savings of \$47,266 for the period February 2008 to February 2009.

Improvement summary

The old process required two analysts approximately 40 hours each month to complete the maintenance phase and approximately 10 hours each month to complete the analytical research phase. These phases were performed manually and required additional queries to obtain additional detailed information.

The new process has been automated resulting in users accessing cells, including all the desired details, with a simple click of the mouse. This new process utilizes more tools and functions embedded within Microsoft Excel and Microsoft Access reducing the required time to maintain each program file and as well as employing drilldown functions resulting in reduced analytical research time.

The primary focus was to reduce labor-hours; hence cost reduction of the current maintenance, analytical and research phases.

Benefit/outcome description

Cost Savings/Productivity

	Original Process	New Process	Difference
Standard hourly phase cost?	\$39.79	\$39.79	0
Number Staff	2	1	1
Number of hours to complete monthly	50	1	(-49)
Total monthly cost	\$3,979	\$39.79	\$3,339.21
Total annual cost	\$47,748	\$477.44	\$47,270.56
Total annual cost savings	\$47,270.56		

Quality

Replacing manual data entry with automated data download process reduced keying errors, time spent on looking for these errors and rework if it was necessary. As a result, the new process produces more accurate reports.

Service/People

The new process substantially reduced workload on this project for the BPA staff (from 50 hours to 1 hour per month). This process turned from tedious to more automated and increased staff's satisfaction with the process. The time savings is used for more comprehensive analysis of budget drivers and more collaborative work with program staff to identify strategies for more effective budget utilization.

With improved quality of the reports came better customer service. Executive management, program management and department heads also realized benefit from the

improved reporting tool. They now receive more reliable reports that can be created in a shorter period of time.

Attachments:

- Data Spreadsheet
- Reinvestment Plan
- Business Case

References:

Surveys – customer/client:

Reports – internal/external:

Web links: