

Dear BAT Users,

As many of you are aware, we have been working to improve the reports produced by BAT to better assist you as you develop your departmental budget submissions. We are happy to announce that we are adding two new reports for your reference.

1. Revenue by Index Code Report – This report will show all revenues in the system by index code. This report is to be run at the department level (ex: EPE, EFR), however only the index code will display on the left rows of the report.
2. FTE and Compensation Report – This report displays information from the HCP portion of BAT. It shows a comprehensive list of Positions, Employees, and Vacancies in relation to their FTE's and compensation elements. This report reflects information as you update it in BAT. It is not dependent on the reporting cube data refresh. However it can only be run at the Index Code level. It will not display any data if run at a division or departmental level.

Lastly, with the assistance of ITD, we are able to refresh the reporting cube three times a day: 7 am, 12 noon, and 6 pm. It takes approximately one hour for the data to be refreshed in reporting cube therefore we recommend that you print reports after 8 am, 1 pm, and 7 pm. As we continue to make improvements to the reporting cube we hope to perform data refreshes more frequently during the day.

Should you experience any issues trying to run these reports or any other information in BAT, please remember to complete the BAT incident report and copy your OMB Budget Analyst when transmitting it to [BAT@miamidade.gov](mailto:BAT@miamidade.gov).

Happy Budgeting!! ☺