



Job Aide: Entering Termination Data in BAT

This job aide will guide you through the steps to enter Termination Data in the Develop

Revenue and Expense Budget by Organization form. If there is no previous data in the Termination Payouts account (from previous periods), you will need to add the account on the form – and enter the data and save it to the BAT database.

In the steps below, you will:

- Open the Develop Revenue and Expense Budget by Organization form
- Set the Point of View members
- Add Expense account (subobject) 00155 Termination Payments on the form
- Calculate the Termination Payout total (outside of the system)
- Enter and save the Termination amount on the form

Please note that **Adding Expense Account** is covered in section 22B of the BAT training manual (page 211-214)

| Step | Action | Notes |
|------|--|-------|
| 1. | After terminating all employees in HCP, the Department | |
| | will need to estimate termination payment for Unused | |
| | Sick and Annual Leave by Entity/Index-code. | |
| 2. | From the My Task List, open the Developing a | |
| | Revenue and Expense Budget by Organization | |
| | form | |
| | | |
| | Manage Tack Licts | |
| | | |
| | My Task List | |
| | Budget Administration | |
| | 🕀 💴 Budget Preparation | |
| | Operating Administration | |
| | Poperating Preparation Poperating | |
| | E Seven Current Vear Forecast | |
| | ☑ 🞯 Develop Revenue and Expense Budget by Organization | |
| | Government Calculate Attrition Government Calculate Attrition | |
| | Budgetary | |
| | E Popused Change to base | |
| | 😥 🛍 Inquire | |
| | E 💜 Copy Budget Request Data | |
| | F Human Capital Planning Administration | |
| | Plantan Capital Planning ricpdfd001 Plantan Capital Planning Analysis | |
| | Poperating Smart View Forms | |





| 3. | Set the Point of View (POV), to the Entity/Index-code where the Termination needs to be budgeted. | | | | | | | |
|----|--|------------------|----------------------|-------------------------|--|--|--|--|
| | Note: Fund, Program/FAMIS Project and Grant must be set correctly for the selected Entity/Index-code. | | | | | | | |
| | HomePage MDCOPTST - Task List Status × | | | | | | | |
| | Task List Status | | | | | | | |
| | Task - Develop Revenue and Expense Budget by Or | | | | | | | |
| | | | Request: Current Se | ervice Level | | | | |
| | ET11254136-IT BUSINESS OFFIC ENTERPRISE TEC | CHNOLOGY SERV | No Operating Program | ✓ No Operating Grant | | | | |
| | | FY13-14 | FY14-15 | | | | | |
| | | Budget | Budget | | | | | |
| | | Adopted Budget | Working | | | | | |
| | EMPLOYEE REGULAR (00110) | 969,000 | 1,122,732 | | | | | |
| | EXECUTIVE BENEFIT PAYMENTS (00120) | | 7,500 | | | | | |
| | FLEX DOLLARS (00122) | | 15,401 | | | | | |
| | LONGEVITY PAYMENTS (00125) | 5,000 | 11,025 | | | | | |
| | SALARIES - BUDGET ONLY (00199) | -15,000 | -15,000 | | | | | |
| | Furlough - BUDGET ONLY (00110F) | | -16,711 | | | | | |
| | SALARIES (001) | | | | | | | |
| 4. | To add the Termination Pay | yout acco | ount to the fo | orm, right-click a data | | | | |
| | cell in the Budget column. Se | elect Add | Expense | Account. | | | | |
| | 15 401 | | | | | | | |
| | Add Expense Account | | | | | | | |
| | Add Revenue Account | | | | | | | |
| | Edit | • | | | | | | |
| | Adjust | • | | | | | | |
| | 1,1 Comments | | | | | | | |
| | | | | | | | | |
| | Show Change History | | | | | | | |
| | Document Attachmente | | | | | | | |
| | A Lock/Uplock Cells | | | | | | | |
| | | | | | | | | |
| | Analyze | | | | | | | |
| | New Ad Hoc Grid | | | | | | | |
| | 3 Select All | | | | | | | |





| 5. | From the Add Expense Account screen, click Search icon. | | | | | | |
|----|---|--|-------------|-----------------------|-------------------------|--------|--|
| | Prompt Text Value Year Year * Expense Account "Unspecified Account" | | | | | | |
| 6. | Type 00155 in the | | | | | | |
| | Members Variables | | | | | | |
| | 00155 | | | | | | |
| | Member Name | | | | | | |
| | Account Account | | | | | | |
| | AV700155 Termination Payments (7 | | | | | | |
| | A0100100155 TERMINATION PAYMENT | | | | | | |
| | | TER | MINATION | PAYMENT | | | |
| _ | ⊞ WS700155 | Terr | nination Pa | yments (| | | |
| 1. | Depending on your | Department's G | ieneral l | _edger syste | em, please sele | ect | |
| | the following accour | nt to add Term | inatior | n Paymen ^a | t to the form. C | Click | |
| | OK. | | | | | | |
| | | | | | | | |
| | All FAMIS | = A0100100 ⁻ | 155 | | | | |
| | Aviation = | AV700155 | | | | | |
| | | AV/00155 | | | | | |
| | PHCD= HD | | | | | | |
| | • WASD = W | | | | | | |
| | | | | | | | |
| | Example of FAMIS | department in a | screens | not below: | | | |
| | Members Variables | | | | | | |
| | 00155 🔹 🔍 🐎 🖁 | ≽ 🔜 🍸 🅰 🦙 🔂 | | ~ ~ | | | |
| | Member Name | Alias | M | ember Name | Alias | | |
| | | Termination Payments (7 | | A0100100155 | TERMINATIO | ON PA | |
| | + A0100100155 + HDA00155 | TERMINATION PAYMENT TERMINATION PAYMENT | > | | | | |
| | ₩S700155 | Termination Payments (| Add | | | | |
| | | | Remove | | | | |
| | | | ≪≼ | | | | |
| | | | Remove All | | | | |
| | | | | | | | |
| | | | L | | | | |
| | | | | | | | |
| | Help | | | | ОК | Cancel | |
| 8. | Click Launch. | | | | | | |
| | Launch Cancel | | | | | | |





| 9. | | | | | |
|----|---|----------------|------------|--|--|
| | The Termination account is added (Subobject = Termination Payments - 00155) | | | | |
| | | FY13-14 | FY14-15 | | |
| | | Budget | Budget | | |
| | | YearTotal | BegBalance | | |
| | | Adopted Budget | Working | | |
| | EMPLOYEE REGULAR (00110) | 969,000 | 1,122,732 | | |
| | EXECUTIVE BENEFIT PAYMENTS (00120) | | 7,500 | | |
| | FLEX DOLLARS (00122) | | 15,401 | | |
| | LONGEVITY PAYMENTS (00125) | 5,000 | 11,025 | | |
| | TERMINATION PAYMENTS (00155) | | 0 | | |
| | Annual amount is <u>\$9,293</u> for a Total Termination Payment of <u>\$16,545</u> in the Entity/Index-code. The total Termination amount should be entered to account TERMINATION PAYMENTS (00155). | | | | |
| | TERMINATION PATMENTS (00155) | • | | | |
| | TERMINATION PAYMENTS (00155) | | 16,545 | | |
| | TERMINATION PAYMENTS (00155) SALARIES - BUDGET ONLY (00199) | -15,000 | 16,545 | | |





| 12. | The results display on the W | | | | | | |
|-----|--|----------------|------------|---|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | ET11254136-IT BUSINESS OFFICE - ENTERPRISE TECHN | | | | | | |
| | | FY13-14 | FY14-15 | | | | |
| | | Budget | Budget | | | | |
| | | YearTotal | BegBalance | | | | |
| | | Adopted Budget | Working | | | | |
| | EMPLOYEE REGULAR (00110) | 969,000 | 1,122,732 | | | | |
| | EXECUTIVE BENEFIT PAYMENTS (00120) | | 7,500 | | | | |
| | FLEX DOLLARS (00122) | | 15,401 | | | | |
| | LONGEVITY PAYMENTS (00125) | 5.000 | 11.025 | | | | |
| | TERMINATION PAYMENTS (00155) | | 16,545 | | | | |
| | SALARIES - BUDGET ONLY (00199) | -15,000 | -15,000 | - | | | |
| | Furlough - BUDGET ONLY (00110F) | | -16,711 | | | | |

--End--