

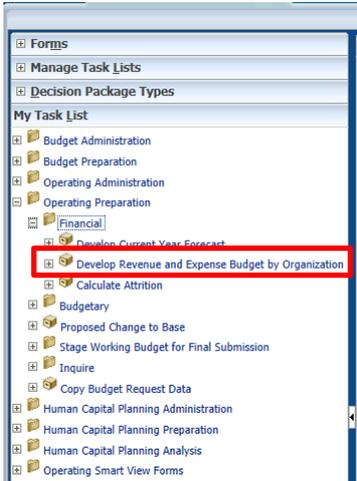
# Job Aide: Entering Termination Data in BAT

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 (subject) 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)

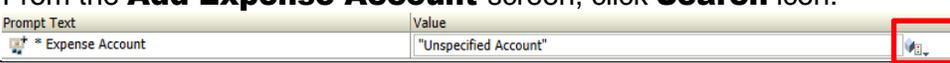
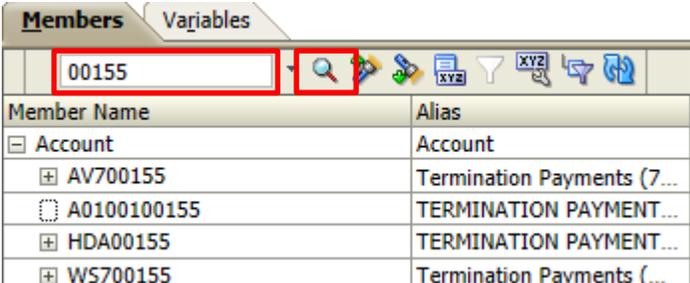
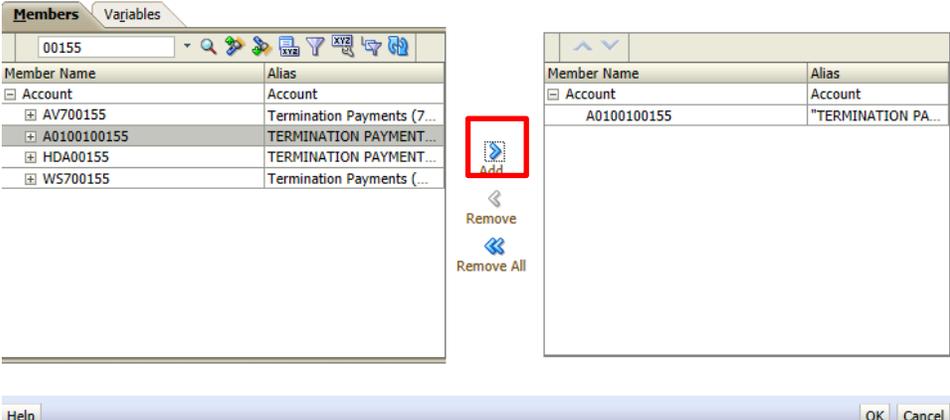
Step	Action	Notes
1.	After terminating all employees in HCP, the Department will need to estimate termination payment for <b>Unused Sick</b> and <b>Annual Leave</b> by Entity/Index-code.	
2.	<p>From the <b>My Task List</b>, open the <b>Developing a Revenue and Expense Budget by Organization</b> form.</p> 	

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.

	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
SALARIES - BUDGET ONLY (00199)	-15,000	-15,000
Furlough - BUDGET ONLY (00110F)		-16,711
<input type="checkbox"/> SALARIES (001)	959,000	1,124,947

4. To add the **Termination Payout** account to the form, right-click a data cell in the **Budget** column. Select **Add Expense Account**.

15,401	<ul style="list-style-type: none"> <li><b>Add Expense Account</b></li> <li>Add Revenue Account</li> <li>Edit</li> <li>Adjust</li> <li>Comments</li> <li>Supporting Detail</li> <li>Show Change History</li> <li>Document Attachments</li> <li>Lock/Unlock Cells</li> <li>Analyze</li> <li>New Ad Hoc Grid</li> <li>Select All</li> </ul>
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5.	<p>From the <b>Add Expense Account</b> screen, click <b>Search</b> icon.</p> 													
6.	<p>Type <b>00155</b> in the <b>Search</b> field, and click <b>Search Icon</b>.</p>  <table border="1" data-bbox="251 451 941 640"> <thead> <tr> <th>Member Name</th> <th>Alias</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Account</td> </tr> <tr> <td>AV700155</td> <td>Termination Payments (7...</td> </tr> <tr> <td>A0100100155</td> <td>TERMINATION PAYMENT...</td> </tr> <tr> <td>HDA00155</td> <td>TERMINATION PAYMENT...</td> </tr> <tr> <td>WS700155</td> <td>Termination Payments (...)</td> </tr> </tbody> </table>	Member Name	Alias	Account	Account	AV700155	Termination Payments (7...	A0100100155	TERMINATION PAYMENT...	HDA00155	TERMINATION PAYMENT...	WS700155	Termination Payments (...)	
Member Name	Alias													
Account	Account													
AV700155	Termination Payments (7...													
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HDA00155	TERMINATION PAYMENT...													
WS700155	Termination Payments (...)													
7.	<p>Depending on your Department's General Ledger system, please select the following account to add <b>Termination Payment</b> to the form. Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>• <b>All FAMIS = A0100100155</b></li> <li>• <b>Aviation = AV700155</b></li> <li>• <b>PHCD= HDA00155</b></li> <li>• <b>WASD = WS700155</b></li> </ul> <p>Example of <b>FAMIS</b> department in screenshot below:</p> 													
8.	<p>Click <b>Launch</b>.</p> 													



12. The results display on the Web Form.

ET11254136-IT BUSINESS OFFICE   ENTERPRISE TECHNOLOGY SERVICE   No Operating Program   No Operating Grant			
	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	
<b>TERMINATION PAYMENTS (00155)</b>		<b>16,545</b>	
SALARIES - BUDGET ONLY (00199)	-15,000	-15,000	
Furlough - BUDGET ONLY (00110F)		-16,711	

**--End--**