

## Job Aide: Calculating Operating Plan Data

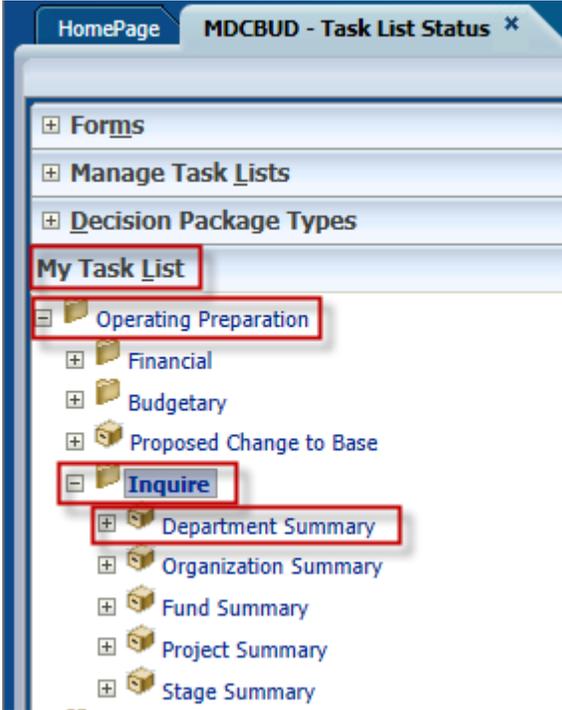
This job aide will guide you through the steps to calculate Operating Plan Data in the BAT system.

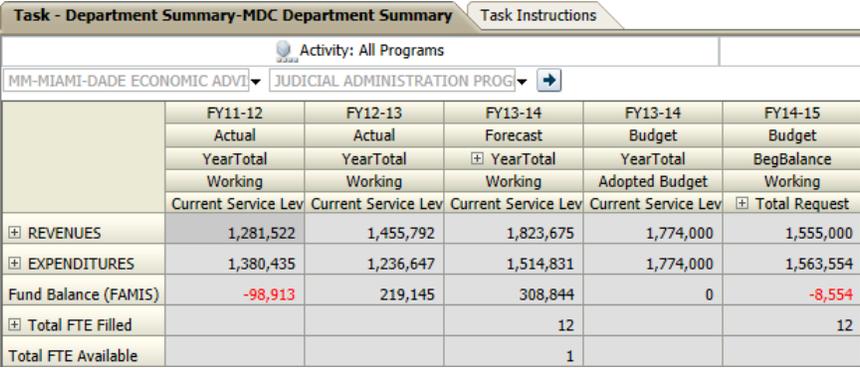
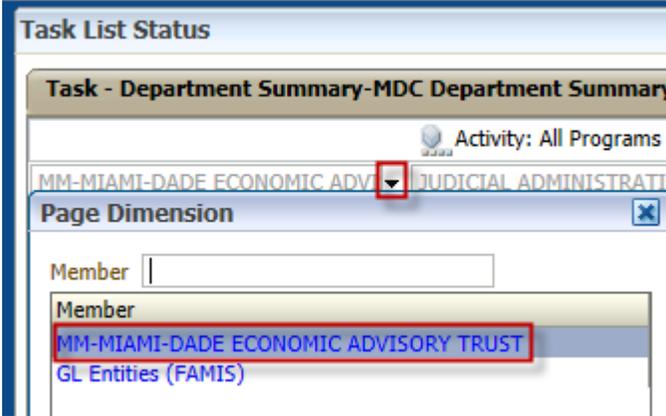
As index code mapping changes take place in BAT, you may notice that the data on the Forecast and Budget Web Forms, Smart View and Reports may not total correctly. Whenever data does not total correctly in Operating Plan, follow the steps below to calculate the data in your department.

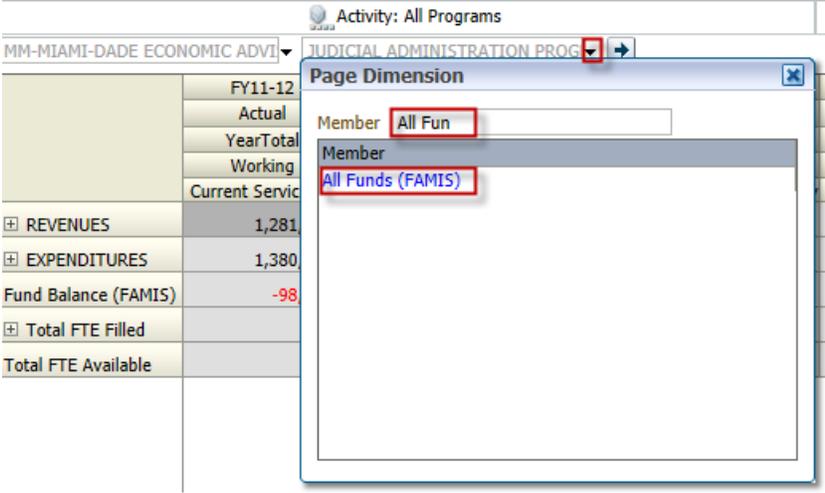
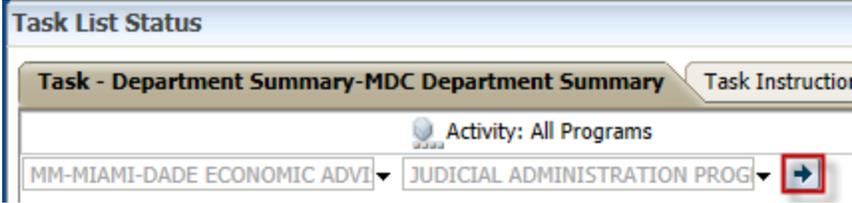
**Note:** BAT data is calculated automatically, 3 times per day (at 7:00am, 12:00pm and 6:00pm) for the scenarios **Current Year Forecast** and **Next Year's Budget**. You may choose to follow the steps below and calculate your department data manually, or wait until the times listed above and the data will be calculated in the automated process. Actuals data is not calculated automatically and must be calculated using the steps outlined in this Job Aide.

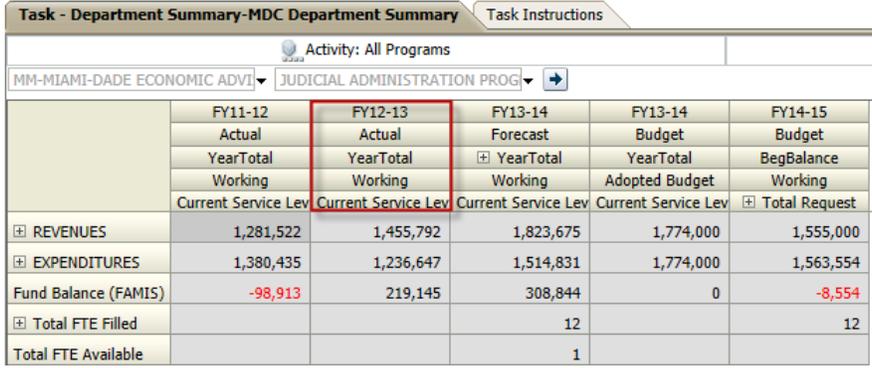
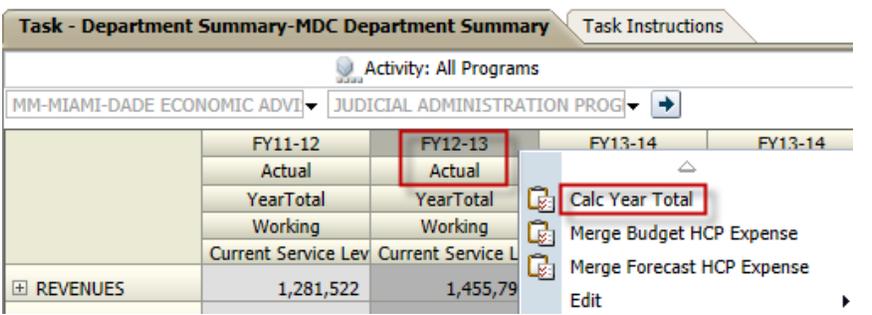
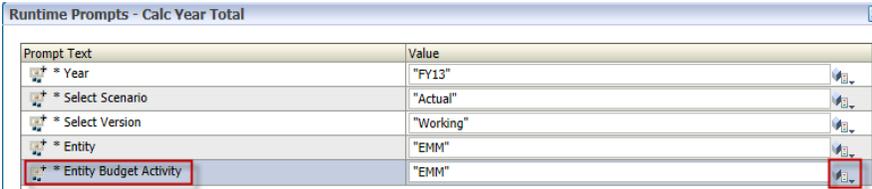
In the steps below you will:

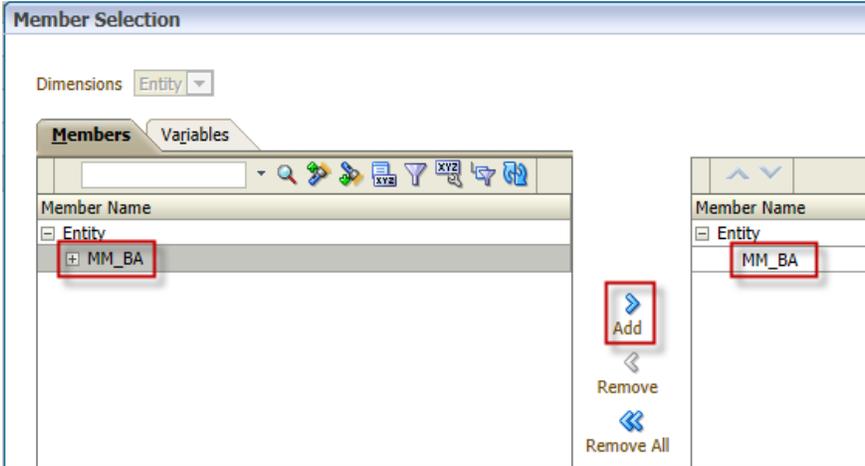
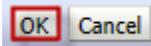
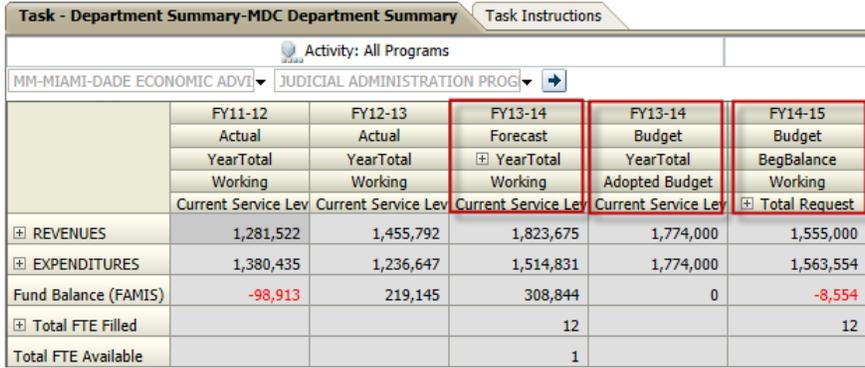
- Navigate the Task List and open the Department Summary form
- Set the Point of View members
- Execute the Calc Year Total business rule for:
  - Actual Data
  - Forecast Data
  - Budget Data
- Open the Forecast and Budget Web Forms to view the calculated results

Step	Action	Notes
1.	<p>From My Task List, navigate to <b>Operating Preparation &gt; Inquire &gt; Department Summary.</b></p> 	

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2.	<p>The <b>Department Summary</b> form displays.</p>  <table border="1" data-bbox="375 428 1235 695"> <thead> <tr> <th></th> <th>FY11-12</th> <th>FY12-13</th> <th>FY13-14</th> <th>FY13-14</th> <th>FY14-15</th> </tr> </thead> <tbody> <tr> <td></td> <td>Actual</td> <td>Actual</td> <td>Forecast</td> <td>Budget</td> <td>Budget</td> </tr> <tr> <td></td> <td>YearTotal</td> <td>YearTotal</td> <td>⊕ YearTotal</td> <td>YearTotal</td> <td>BegBalance</td> </tr> <tr> <td></td> <td>Working</td> <td>Working</td> <td>Working</td> <td>Adopted Budget</td> <td>Working</td> </tr> <tr> <td></td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>⊕ Total Request</td> </tr> <tr> <td>⊕ REVENUES</td> <td>1,281,522</td> <td>1,455,792</td> <td>1,823,675</td> <td>1,774,000</td> <td>1,555,000</td> </tr> <tr> <td>⊕ EXPENDITURES</td> <td>1,380,435</td> <td>1,236,647</td> <td>1,514,831</td> <td>1,774,000</td> <td>1,563,554</td> </tr> <tr> <td>Fund Balance (FAMIS)</td> <td>-98,913</td> <td>219,145</td> <td>308,844</td> <td>0</td> <td>-8,554</td> </tr> <tr> <td>⊕ Total FTE Filled</td> <td></td> <td></td> <td>12</td> <td></td> <td>12</td> </tr> <tr> <td>Total FTE Available</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>		FY11-12	FY12-13	FY13-14	FY13-14	FY14-15		Actual	Actual	Forecast	Budget	Budget		YearTotal	YearTotal	⊕ YearTotal	YearTotal	BegBalance		Working	Working	Working	Adopted Budget	Working		Current Service Lev	Current Service Lev	Current Service Lev	Current Service Lev	⊕ Total Request	⊕ REVENUES	1,281,522	1,455,792	1,823,675	1,774,000	1,555,000	⊕ EXPENDITURES	1,380,435	1,236,647	1,514,831	1,774,000	1,563,554	Fund Balance (FAMIS)	-98,913	219,145	308,844	0	-8,554	⊕ Total FTE Filled			12		12	Total FTE Available			1			
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3.	<p>Click the drop-down arrow next to <b>Entity</b>. Select your department <b>Entity</b> member.</p> 																																																													

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4.	<p>Click the drop-down arrow next to <b>Fund</b>.</p> <p>In the <b>Search</b> field type <b>All Funds</b>. Click the member <b>All Funds (FAMIS)</b>.</p> 	<p>If you are a Non-FAMIS department, select the correct <b>All Fund</b> member for your department.</p>
5.	<p>Click the <b>Go</b> icon.</p> 	

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6.	<p>The <b>Calc Year</b> rule may be run for different scenarios (Actual, Budget and Forecast) in BAT.</p> <p>To calculate <b>Actual FY12-13</b>, click the column header.</p>  <table border="1" data-bbox="370 525 1242 798"> <thead> <tr> <th></th> <th>FY11-12</th> <th>FY12-13</th> <th>FY13-14</th> <th>FY13-14</th> <th>FY14-15</th> </tr> <tr> <td></td> <td>Actual</td> <td>Actual</td> <td>Forecast</td> <td>Budget</td> <td>Budget</td> </tr> <tr> <td></td> <td>YearTotal</td> <td>YearTotal</td> <td>YearTotal</td> <td>YearTotal</td> <td>BegBalance</td> </tr> <tr> <td></td> <td>Working</td> <td>Working</td> <td>Working</td> <td>Adopted Budget</td> <td>Working</td> </tr> <tr> <td></td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>Current Service Lev</td> <td>Total Request</td> </tr> </thead> <tbody> <tr> <td>REVENUES</td> <td>1,281,522</td> <td>1,455,792</td> <td>1,823,675</td> <td>1,774,000</td> <td>1,555,000</td> </tr> <tr> <td>EXPENDITURES</td> <td>1,380,435</td> <td>1,236,647</td> <td>1,514,831</td> <td>1,774,000</td> <td>1,563,554</td> </tr> <tr> <td>Fund Balance (FAMIS)</td> <td>-98,913</td> <td>219,145</td> <td>308,844</td> <td>0</td> <td>-8,554</td> </tr> <tr> <td>Total FTE Filled</td> <td></td> <td></td> <td>12</td> <td></td> <td>12</td> </tr> <tr> <td>Total FTE Available</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>		FY11-12	FY12-13	FY13-14	FY13-14	FY14-15		Actual	Actual	Forecast	Budget	Budget		YearTotal	YearTotal	YearTotal	YearTotal	BegBalance		Working	Working	Working	Adopted Budget	Working		Current Service Lev	Current Service Lev	Current Service Lev	Current Service Lev	Total Request	REVENUES	1,281,522	1,455,792	1,823,675	1,774,000	1,555,000	EXPENDITURES	1,380,435	1,236,647	1,514,831	1,774,000	1,563,554	Fund Balance (FAMIS)	-98,913	219,145	308,844	0	-8,554	Total FTE Filled			12		12	Total FTE Available			1			
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<p>9.</p>	<p>Click the <b>Entity</b> then click the <b>Right Arrow</b> to move it to the <b>Selection Area</b>.</p> 	
<p>10.</p>	<p>Click <b>OK</b>.</p> 	
<p>11.</p>	<p>Click <b>Launch</b>.</p> 	<p>The calculation process may take several minutes to run. You will be notified when the process has completed.</p>
<p>12.</p>	<p>Once the process has completed, click <b>OK</b> at the confirmation screen.</p>	
<p>13.</p>	<p>You may repeat <b>Steps 7 -11</b> to calculate the other <b>Scenarios (Forecast and Budget)</b> as required.</p> 	<p>When calculating the <b>Forecast Scenario</b>, the processing time is much greater – as the detail in the Forecast is stored at a monthly level.</p>
<p>14.</p>	<p>Once the calculation has completed, you may view the results in <b>BAT Web Forms</b> and <b>Smart View</b>.</p>	