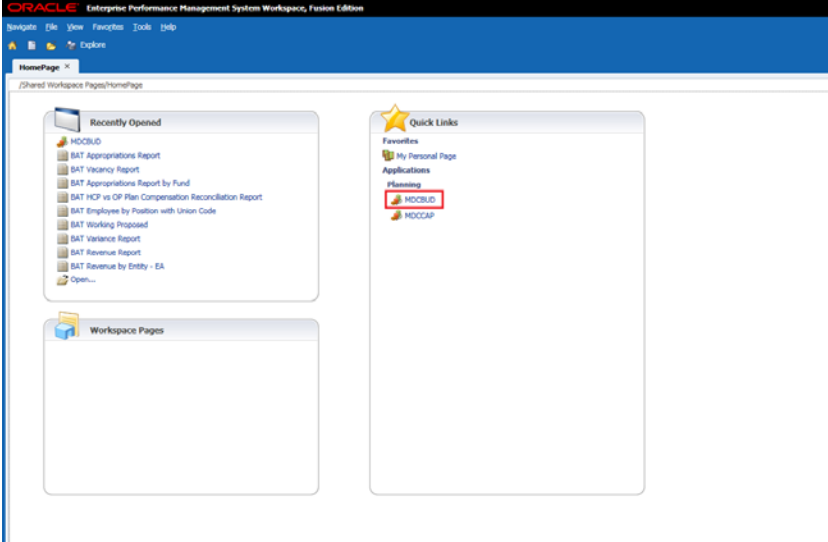
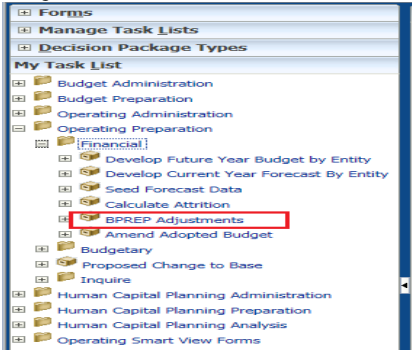


Job Aid 1: BPREP Process

This case will test allow you to test BPREP process in BAT to ensure that it is working properly.

The steps included in this process are:

- The correct rounding of HCP (to the nearest thousandth) and Operating (to the nearest hundredth) accounts/sub-objects.
- The correct aggregation of any Budget Only accounts/sub-objects.
- The correct aggregation of any attrition/furlough/COLA accounts/sub-objects.
- The correct aggregation of any approved enhancements/reductions.

Step	Action
1.	<p>Select the MDCBUD Application from the Quick Links are on the BAT Homepage shown below.</p> 
2.	<p>From My Task List, select Operating Preparation > Financial > BPREP Adjustments.</p> 

3. At the BPREP Adjustment Form, locate the BPREP column (on the right) and check that all accounts have been aggregated to the correct account. Ensure that all personnel cost accounts have been rounded to the nearest thousandth and that other operating sub-objects have been rounded to the nearest hundredth under the BPREP column. All accounts, including HCP accounts usually locked under the Develop Future/Current Year forms, will now be available for editing.

	FY14-15	FY14-15
	Budget	BPREP
	BegBalance	BegBalance
	Working	Working
A0100100110:EMPLOYEE REGULAR (00110)	807,723	775,000
A0100100110AT:EMPLOYEE REGULAR ATTRITION (00110)	(33,158)	
A0100100122:FLEX DOLLARS (00122)	5,500	5,000
A0100100122AT:FLEX DOLLARS ATTRITION (00122A)	(440)	
A0100100125:LONGEVITY PAYMENTS (00125)	4,321	4,000
<input type="checkbox"/> EXP001:SALARIES (001)	783,946	784,000
A0101001010:SOCIAL SECURITY (01010)	50,688	49,000
A0101001010AT:SOCIAL SECURITY ATTRITION (01010)	(2,099)	
A0101001011:RETIREMENT (01011)	59,529	57,000
A0101001011AT:RETIREMENT ATTRITION (01011)	(2,444)	
A0101001076:HEALTH CONTRIBUTION REIMBURSEMENT (01076)	(19,849)	(20,000)
A0101001099:FRINGE BENEFITS - BUDGET ONLY (01099)	(1,560)	(2,000)
A0101001110:GROUP HEALTH INSURANCE (01110)	98,600	95,000
A0101001110AT:GROUP HEALTH ATTRITION (01110A)	(3,944)	
A0101001111:GROUP LIFE INSURANCE (01111)	1,703	2,000
A0101001111AT:GROUP LIFE ATTRITION (01111)	(70)	
A0101001113:MICA MEDICARE HOSPITAL INSURANCE (01113)	11,854	11,000
A0101001113AT:MICA MEDICARE HOSPITAL ATTRITION (01113)	(492)	
A0101001114:DENTAL PLANS (01114)	3,100	3,000
A0101001114AT:DENTAL PLANS ATTRITION (01114A)	(124)	
<input type="checkbox"/> EXP010:FRINGE BENEFITS (010)	194,892	195,000
<input type="checkbox"/> EXP01:PERSONNEL SERVICES (01)	978,838	979,000
<input type="checkbox"/> EXPENSE:EXPENDITURES	978,838	979,000
<input type="checkbox"/> GL Accounts:Fund Balance (FAMIS)	(978,838)	(979,000)

Note: The BPREP process, which is run by the BAT administrators, will aggregate all HCP budget accounts to their natural FAMIS sub-object codes (e.g. attrition will roll up to its natural sub-object code). The BPREP process will also roll up all approved enhancement and reduction requests.

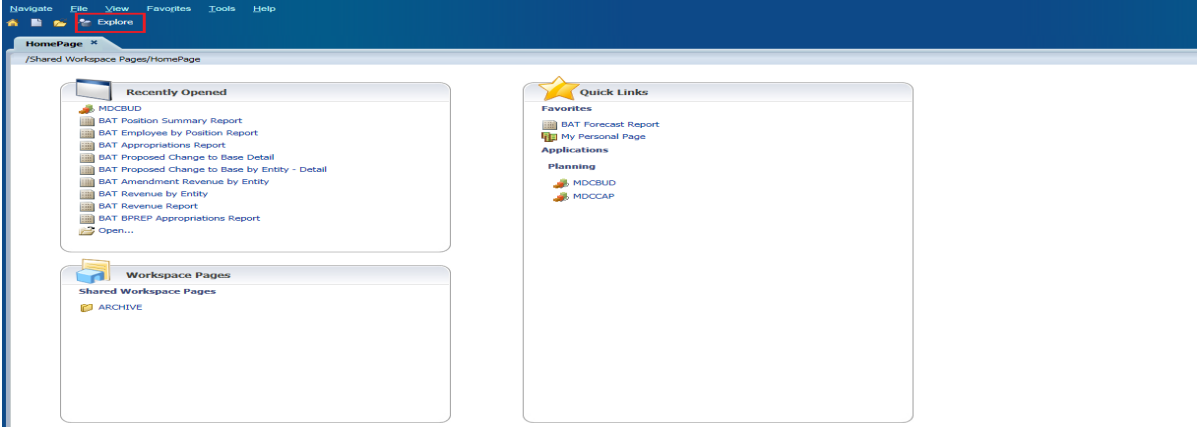
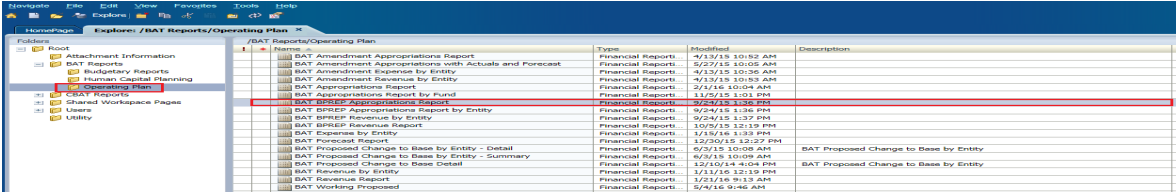
If your department budgeted dollars in any Budget Only sub-objects (e.g. Salaries Only (00199)), the BPREP process will not aggregate these values. It is the department's responsibility to manually aggregate these values in the BPREP column.

The BAT BPREP Appropriations Report can assist you in calculating the correct amounts to enter into the BPREP column.

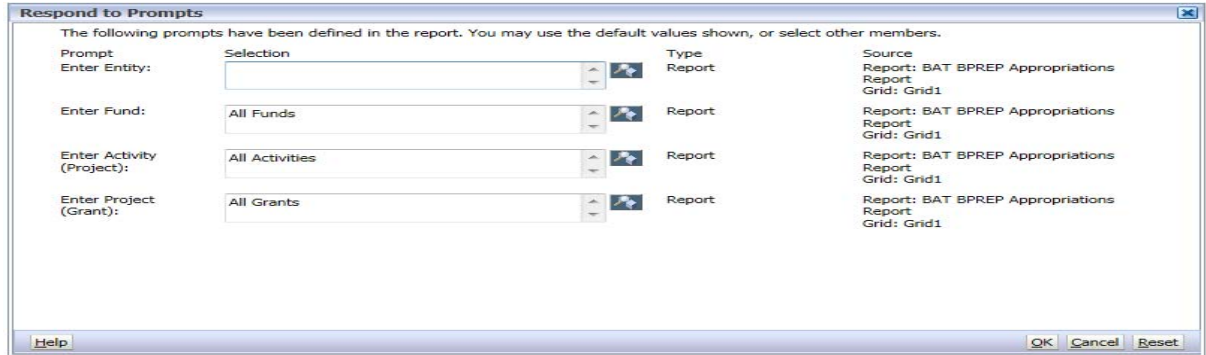
--End Activity--

Job Aid 2: Running the BAT BPREP Appropriations Report

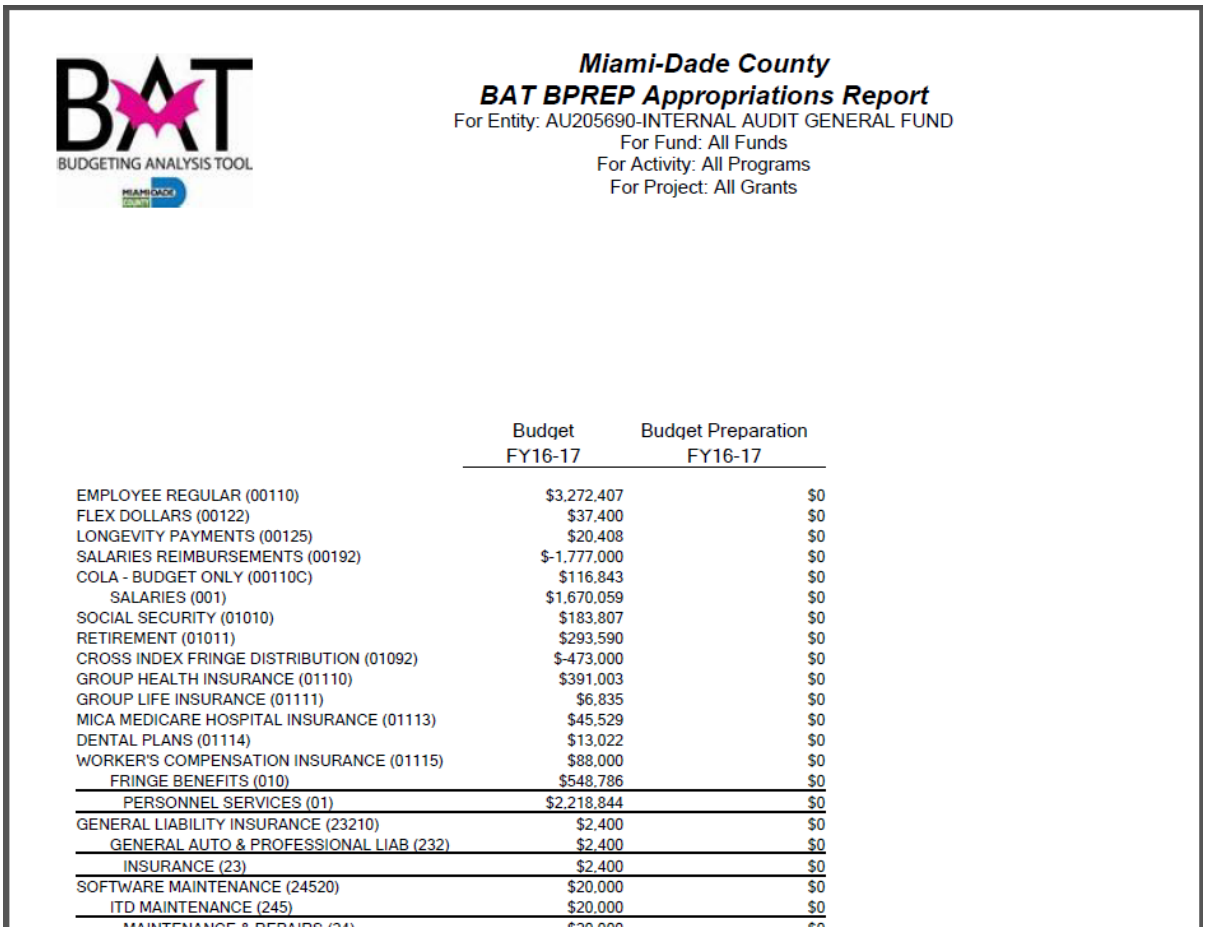
This section will show the user how to run the BAT BPREP Appropriations Report. This report will assist the user in populating the BPREP Adjustment Form detailed in Case 1.

Step	Action
1.	<p>Click on Explore on the BAT Homepage shown below.</p> 
2.	<p>From the BAT Reports folder, select Operating Plan and choose the BAT BPREP Appropriations Report from the window on the right.</p> 

3. Fill out the appropriate fields in the pop up screen below.



4. The following report will be generated with the BPREP amounts in the Budget Preparation column. These amounts can then be used to load the BPREP Adjustment Form.



	Budget FY16-17	Budget Preparation FY16-17
EMPLOYEE REGULAR (00110)	\$3,272,407	\$0
FLEX DOLLARS (00122)	\$37,400	\$0
LONGEVITY PAYMENTS (00125)	\$20,408	\$0
SALARIES REIMBURSEMENTS (00192)	\$-1,777,000	\$0
COLA - BUDGET ONLY (00110C)	\$116,843	\$0
SALARIES (001)	\$1,670,059	\$0
SOCIAL SECURITY (01010)	\$183,807	\$0
RETIREMENT (01011)	\$293,590	\$0
CROSS INDEX FRINGE DISTRIBUTION (01092)	\$-473,000	\$0
GROUP HEALTH INSURANCE (01110)	\$391,003	\$0
GROUP LIFE INSURANCE (01111)	\$6,835	\$0
MICA MEDICARE HOSPITAL INSURANCE (01113)	\$45,529	\$0
DENTAL PLANS (01114)	\$13,022	\$0
WORKER'S COMPENSATION INSURANCE (01115)	\$88,000	\$0
FRINGE BENEFITS (010)	\$548,786	\$0
PERSONNEL SERVICES (01)	\$2,218,844	\$0
GENERAL LIABILITY INSURANCE (23210)	\$2,400	\$0
GENERAL AUTO & PROFESSIONAL LIAB (232)	\$2,400	\$0
INSURANCE (23)	\$2,400	\$0
SOFTWARE MAINTENANCE (24520)	\$20,000	\$0
ITD MAINTENANCE (245)	\$20,000	\$0
MAINTENANCE & REPAIRS (24)	\$20,000	\$0

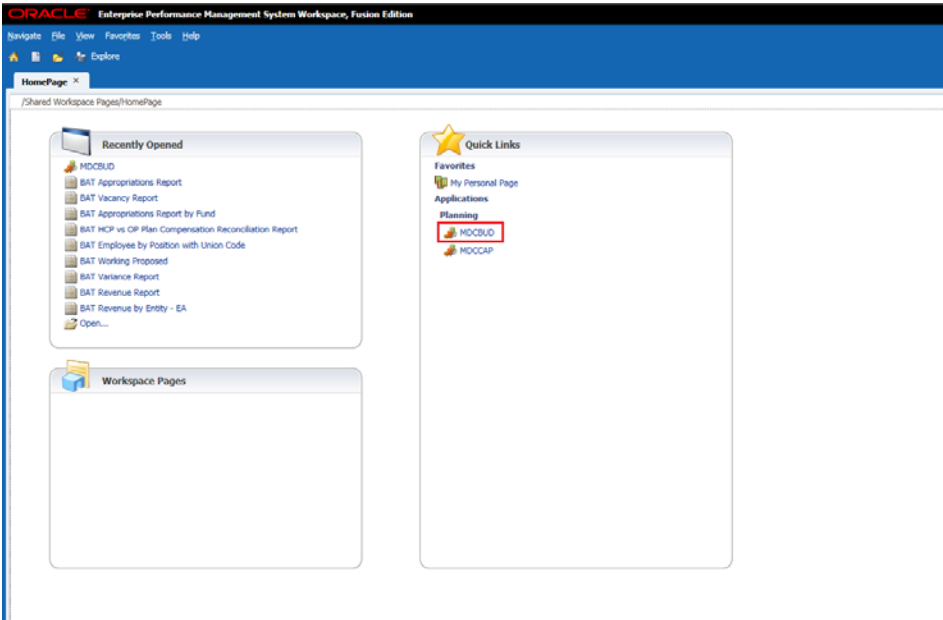
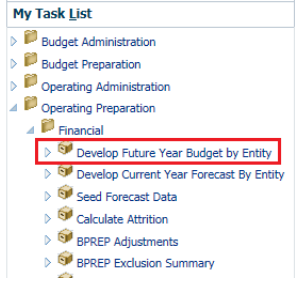
--End Activity--

Job Aid 3: Excluding Intersections from the Budget Load

This case will test allow you to exclude intersections that you do not want loaded into the final budget.

The steps included in this process are:

- Selecting and running the Create Exclusion List rule.
- Validating that an excluded entity has been added to the BPREP Exclusion Summary form.

Step	Action
1.	<p>Select the MDCBUD Application from the Quick Links are on the BAT Homepage shown below.</p> 
2.	<p>From My Task List, select Operating Preparation > Financial > Develop Future Year Budget by Entity.</p> 

3. In the Develop Future Year Budget by Entity form, select the intersection you would like to be excluded from the budget load.

Task - Develop Future Year Budget by Entity Task Instructions

AU205690-INTERNAL AUDIT GE? GENERAL FUND OPERATIONS (GFC) No Operating Program No Operating Grant

	FY15-16 Actual YearTotal	FY16-17 Budget YearTotal	FY17-18 Budget BegBalance	FY17-18 Budget BegBalance	FY17-18 Budget BegBalance
	Working	Adopted Budget	Working	Enhancement	Working Proposed
EMPLOYEE REGULAR (00110)	2,530,831	3,082,000	3,129,473	351,389	3,480,862
EMPLOYEE REGULAR ATTRITION (00110A)			(312,947)		(312,947)
FLEX DOLLARS (00122)	31,858	37,000	37,400	6,600	44,000
FLEX DOLLARS ATTRITION (00122A)			(3,740)		(3,740)
LONGEVITY PAYMENTS (00125)	19,404	20,000	23,849		23,849
JURY DUTY PAY (00133)	1,692				
SICK PAY (00150)	52,171				
HOLIDAY PAY (00151)	127,849				
ANNUAL LEAVE PAY (00152)	158,467				
TERMINATION PAYMENTS (00155)	7,021				
EMPLOYEE OVERTIME OT (00160)			20,000		20,000
OT HIGH RISK (ABDS ONLY) (00161)			10,000		10,000
SALARIES REIMBURSEMENTS (00192)	(1,939,91...)	(1,777,000)	(1,777,500)		(1,777,500)
WAGE ACCRUALS (00197)	(62,550)				
▲ SALARIES (001)	926,828	1,362,000	1,126,535	357,989	1,484,524

4. Once selected, right click on any account and select the Create Exclusion List rule. This will add the intersection to the BPREP Exclusion List.

	FY15-16 Actual YearTotal	FY16-17 Budget YearTotal	FY17-18 Budget BegBalance
	Working	Adopted Budget	Working
EMPLOYEE REGULAR (00110)	2,530,831	3,082,000	3,129,473
EMPLOYEE REGULAR ATTRITION (00110A)			(312,947)
FLEX DOLLARS (00122)	31,858	37,000	37,400
FLEX DOLLARS ATTRITION (00122A)			(3,740)
LONGEVITY PAYMENTS (00125)	19,404	20,000	23,849
JURY DUTY PAY (00133)	1,692		
SICK PAY (00150)	52,171		
HOLIDAY PAY (00151)	127,849		
ANNUAL LEAVE PAY (00152)			
TERMINATION PAYMENTS (00155)			
EMPLOYEE OVERTIME OT (00160)			20,000
OT HIGH RISK (ABDS ONLY) (00161)			10,000
SALARIES REIMBURSEMENTS (00192)			(777,000) (1,777,500)
WAGE ACCRUALS (00197)			
▲ SALARIES (001)		362,000	1,126,535
SOCIAL SECURITY (01010)		184,000	189,130

Right-click context menu for SALARIES REIMBURSEMENTS (00192):

- Add Expense Accounts
- Add Revenue Accounts
- Aggregates
- Create Exclusion List
- Edit
- Adjust
- Comments

5. When the rule has run, navigate to the Operating Preparation > Financial > BPREP Exclusion Summary form.

My Task List

- Budget Administration
- Budget Preparation
- Operating Administration
- Operating Preparation
 - Financial
 - Develop Future Year Budget by Entity
 - Develop Current Year Forecast By Entity
 - Seed Forecast Data
 - Calculate Attrition
 - BPREP Adjustments
 - BPREP Exclusion Summary**

6. When this form is rendered, you will see a listing of all the excluded intersections for your department.

Task - BPREP Exclusion Summary Task Instructions

Request: Current Service Level Year: No Year Scenario: BPREP Version: Working Account: GL Accounts: Fund Balance (FAMIS)

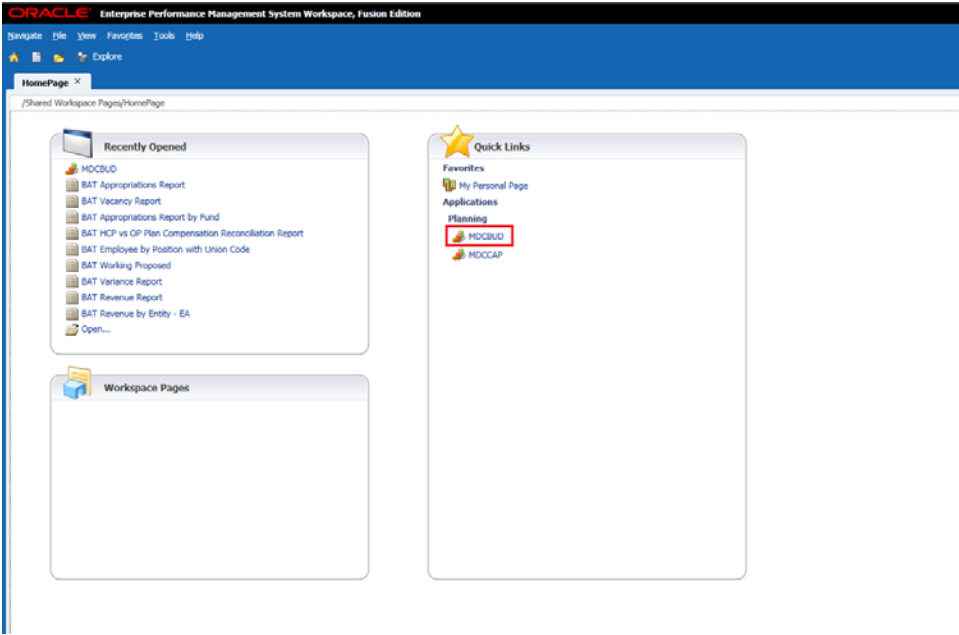
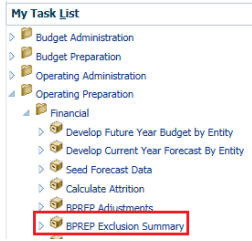
				EXCL_FLAG
EMT7108	UndefinedProject	UndefinedActivity	FET411411	(1)
EMT8103	UndefinedProject	UndefinedActivity	FET411411	(1)
EAU205690	UndefinedProject	UndefinedActivity	FGF010010	(1)
EFREOPS012002	UndefinedProject	UndefinedActivity	FSF011111	(1)

7. Repeat steps 1 – 6 as necessary to remove all the intersections you do not want loaded into the budget.

--End Activity--

Job Aid 4: Deleting an Intersection from Exclusion List

This case will test allow you to remove an intersection from the BPREP Exclusion Summary form.

Step	Action
1.	<p>Select the MDCBUD Application from the Quick Links are on the BAT Homepage shown below.</p> 
2.	<p>From My Task List, select Operating Preparation > Financial > BPREP Exclusion Summary form.</p> 

3. In the BPREP Exclusion Summary form, right-click on the row that contains the intersection you would like removed from the exclusion list and select Delete Excludes from the list.

Task - BPREP Exclusion Summary Task Instructions

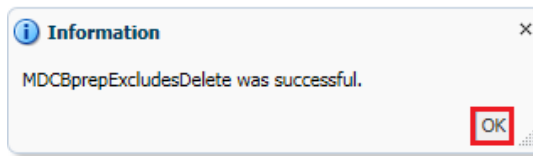
Request:Current Service Level Year:No Year Scenario:BPREP

				EXCL_FLAG
EMT7108	UndefinedProject	UndefinedActivity	FET411411	(1)
EMT8103	UndefinedProject	UndefinedActivity	FET411411	(1)
EAU205690	UndefinedProject	UndefinedActivity	FGF010010	(1)
EFREOPS012002	UndefinedProject	UndefinedActivity	FSF011111	(1)

Context menu for selected row (EFREOPS012002):

- Delete Excludes
- Edit
- Adjust
- Comments
- Connection Detail

4. A business rule will run excluding the selected intersection. When the rule has successfully executed, you will get the following prompt and click on OK.



5. You will note that the intersection you selected has been removed from the list.

Request:Current Service Level Year:No Year Scenario:BPREP

		Activity		EXCL_FLAG
EMT7108	UndefinedProject	UndefinedActivity	FET411411	(1)
EMT8103	UndefinedProject	UndefinedActivity	FET411411	(1)
EFREOPS012002	UndefinedProject	UndefinedActivity	FSF011111	(1)

--End Activity--