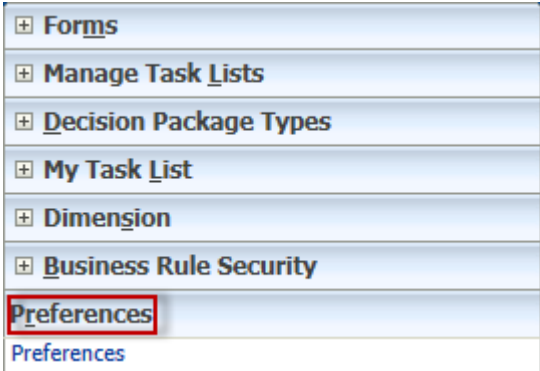
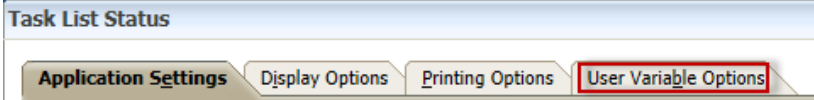


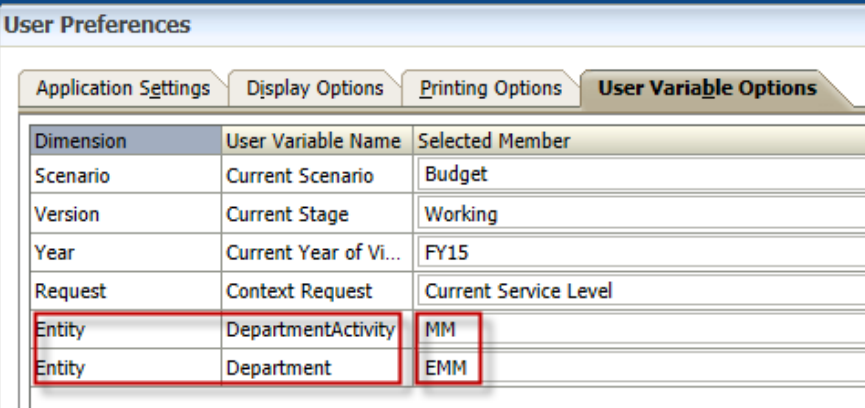
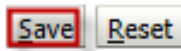
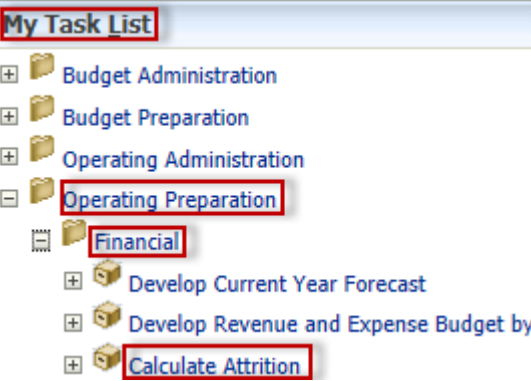
## Job Aide: Calculating Attrition in BAT

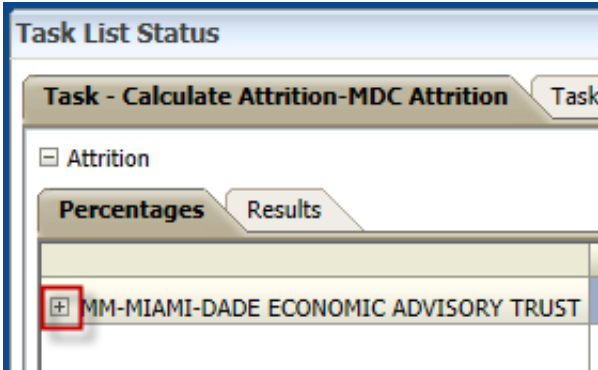
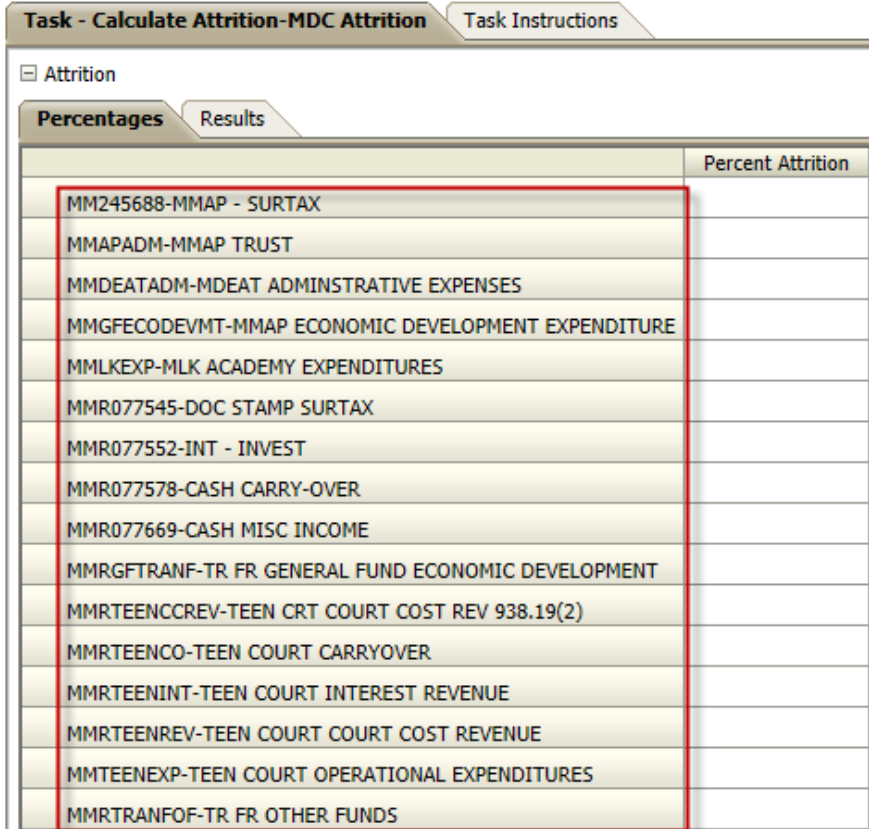
This job aide will guide you through the steps to run the Calculate Attrition business rule.

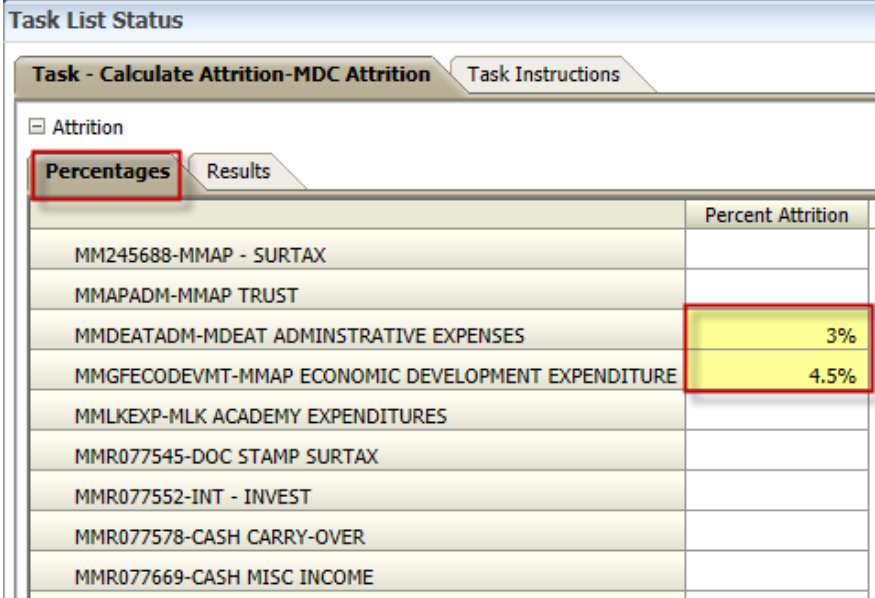


In the steps below you will:

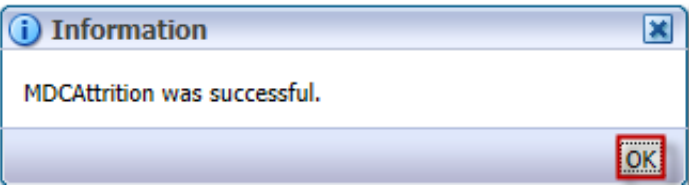
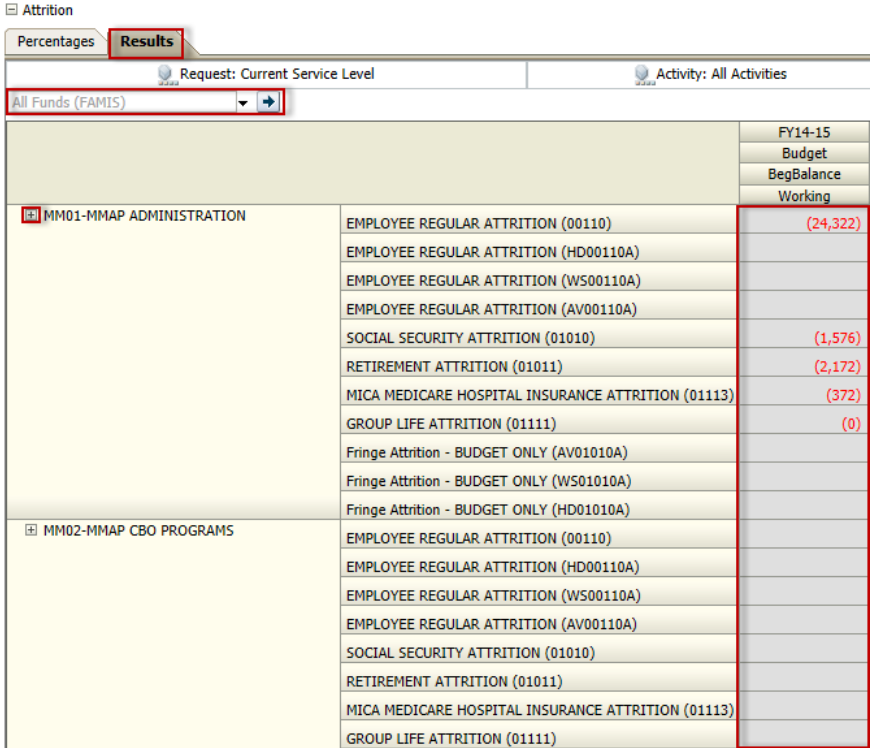
- Verify that Preferences for Entity are set correctly
- Navigate the Task List and choose the Calculate Attrition option
- Enter attrition percentages and save to the database
- Calculate the attrition values
- View the attrition calculation results

Step	Action	Notes
1.	<p>On the left-hand navigation pane of the page, select My Task List &gt; Preferences. You must verify that the Entity options are set correctly.</p> 	
2.	<p>From the User Preference screen, click the User Variable-Options tab.</p> 	

Step	Action	Notes																					
3.	<p>Ensure User Variable Options for Scenario, Version, Year, Request, and Entity are set correctly.</p> <p>Note: Be sure that the fields for DepartmentActivity and Department are set correctly.</p>  <table border="1" data-bbox="391 527 1219 793"> <thead> <tr> <th>Dimension</th> <th>User Variable Name</th> <th>Selected Member</th> </tr> </thead> <tbody> <tr> <td>Scenario</td> <td>Current Scenario</td> <td>Budget</td> </tr> <tr> <td>Version</td> <td>Current Stage</td> <td>Working</td> </tr> <tr> <td>Year</td> <td>Current Year of Vi...</td> <td>FY15</td> </tr> <tr> <td>Request</td> <td>Context Request</td> <td>Current Service Level</td> </tr> <tr> <td>Entity</td> <td>DepartmentActivity</td> <td>MM</td> </tr> <tr> <td>Entity</td> <td>Department</td> <td>EMM</td> </tr> </tbody> </table>	Dimension	User Variable Name	Selected Member	Scenario	Current Scenario	Budget	Version	Current Stage	Working	Year	Current Year of Vi...	FY15	Request	Context Request	Current Service Level	Entity	DepartmentActivity	MM	Entity	Department	EMM	
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4.	<p>Click the Save button.</p> 																						
5.	<p>From My Task List, navigate to Operating Preparation &gt; Financial &gt; Calculate Attrition.</p> 																						

Step	Action	Notes
6.	<p>Click the + to display the list of entities. Click through until you reach the desired level in the hierarchy.</p> <p>Note: You may apply attrition on any desired level (e.g. Department, Division, or Index-code).</p>   <p>Note: The entities displayed are based on member selection in Preferences &gt;User Variable Options.</p>	

Step	Action	Notes																								
7.	<p>Click the Percentages tab. Type the attrition percentage for each entity member.</p> <p>Note: For 3%, type .03. For 4.5%, type .045</p>  <p><b>Task List Status</b></p> <p>Task - Calculate Attrition-MDC Attrition    Task Instructions</p> <p>Attrition</p> <p><b>Percentages</b>    Results</p> <table border="1"> <thead> <tr> <th></th> <th>Percent Attrition</th> </tr> </thead> <tbody> <tr> <td>MM245688-MMAP - SURTAX</td> <td></td> </tr> <tr> <td>MMAPADM-MMAP TRUST</td> <td></td> </tr> <tr> <td>MMDEATADM-MDEAT ADMINISTRATIVE EXPENSES</td> <td>3%</td> </tr> <tr> <td>MMGFECODEVMT-MMAP ECONOMIC DEVELOPMENT EXPENDITURE</td> <td>4.5%</td> </tr> <tr> <td>MMLKEXP-MLK ACADEMY EXPENDITURES</td> <td></td> </tr> <tr> <td>MMR077545-DOC STAMP SURTAX</td> <td></td> </tr> <tr> <td>MMR077552-INT - INVEST</td> <td></td> </tr> <tr> <td>MMR077578-CASH CARRY-OVER</td> <td></td> </tr> <tr> <td>MMR077669-CASH MISC INCOME</td> <td></td> </tr> </tbody> </table>		Percent Attrition	MM245688-MMAP - SURTAX		MMAPADM-MMAP TRUST		MMDEATADM-MDEAT ADMINISTRATIVE EXPENSES	3%	MMGFECODEVMT-MMAP ECONOMIC DEVELOPMENT EXPENDITURE	4.5%	MMLKEXP-MLK ACADEMY EXPENDITURES		MMR077545-DOC STAMP SURTAX		MMR077552-INT - INVEST		MMR077578-CASH CARRY-OVER		MMR077669-CASH MISC INCOME						
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8.	<p>After entering the percentages, click Save.</p>  <p><b>Note:</b> User <u>must save changes</u> before completing the next steps. If data is not saved, the business rule will not calculate the attrition percentages correctly.</p>																									
9.	<p>Click the Results tab. To calculate attrition, right-click the FY14-15 column header and select Calculate Attrition.</p>  <p>Attrition</p> <p><b>Percentages</b>    <b>Results</b></p> <p>Request: Current Service Level    Activity: All Activities    Project: All</p> <p>All Funds (FAM15)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>FY14-15</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Budget</td> <td></td> </tr> <tr> <td></td> <td></td> <td>ReqBalance</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Working</td> <td></td> </tr> <tr> <td>MM-MIAMI-DADE ECONOMIC ADVISORY TRUST</td> <td>EMPLOYEE REGULAR ATTRITION (00110)</td> <td>(15,900)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (HD00110A)</td> <td></td> <td></td> </tr> </tbody> </table> <p>Calculate Attrition Edit Adjust Comments</p>			FY14-15				Budget				ReqBalance				Working		MM-MIAMI-DADE ECONOMIC ADVISORY TRUST	EMPLOYEE REGULAR ATTRITION (00110)	(15,900)			EMPLOYEE REGULAR ATTRITION (HD00110A)			
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10.	<p>At the confirmation screen, click OK.</p> 																																																																						
11.	<p>Click the Results tab. From the Fund drop-down list, choose the desired fund or select All Funds. Expand the Entity hierarchy to display the Index Codes. The calculated values display for the attrition accounts.</p>  <table border="1" data-bbox="375 814 1240 1438"> <thead> <tr> <th colspan="2"></th> <th>FY14-15</th> </tr> <tr> <th colspan="2"></th> <th>Budget</th> </tr> <tr> <th colspan="2"></th> <th>BegBalance</th> </tr> <tr> <th colspan="2"></th> <th>Working</th> </tr> </thead> <tbody> <tr> <td>MM01-MMAP ADMINISTRATION</td> <td>EMPLOYEE REGULAR ATTRITION (00110)</td> <td>(24,322)</td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (HD00110A)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (WS00110A)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (AV00110A)</td> <td></td> </tr> <tr> <td></td> <td>SOCIAL SECURITY ATTRITION (01010)</td> <td>(1,576)</td> </tr> <tr> <td></td> <td>RETIREMENT ATTRITION (01011)</td> <td>(2,172)</td> </tr> <tr> <td></td> <td>MICA MEDICARE HOSPITAL INSURANCE ATTRITION (01113)</td> <td>(372)</td> </tr> <tr> <td></td> <td>GROUP LIFE ATTRITION (01111)</td> <td>(0)</td> </tr> <tr> <td></td> <td>Fringe Attrition - BUDGET ONLY (AV01010A)</td> <td></td> </tr> <tr> <td></td> <td>Fringe Attrition - BUDGET ONLY (WS01010A)</td> <td></td> </tr> <tr> <td></td> <td>Fringe Attrition - BUDGET ONLY (HD01010A)</td> <td></td> </tr> <tr> <td>MM02-MMAP CBO PROGRAMS</td> <td>EMPLOYEE REGULAR ATTRITION (00110)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (HD00110A)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (WS00110A)</td> <td></td> </tr> <tr> <td></td> <td>EMPLOYEE REGULAR ATTRITION (AV00110A)</td> <td></td> </tr> <tr> <td></td> <td>SOCIAL SECURITY ATTRITION (01010)</td> <td></td> </tr> <tr> <td></td> <td>RETIREMENT ATTRITION (01011)</td> <td></td> </tr> <tr> <td></td> <td>MICA MEDICARE HOSPITAL INSURANCE ATTRITION (01113)</td> <td></td> </tr> <tr> <td></td> <td>GROUP LIFE ATTRITION (01111)</td> <td></td> </tr> </tbody> </table> <p>Note: In BAT Reports, attrition results will be displayed after the next scheduled Reporting refresh.</p>			FY14-15			Budget			BegBalance			Working	MM01-MMAP ADMINISTRATION	EMPLOYEE REGULAR ATTRITION (00110)	(24,322)		EMPLOYEE REGULAR ATTRITION (HD00110A)			EMPLOYEE REGULAR ATTRITION (WS00110A)			EMPLOYEE REGULAR ATTRITION (AV00110A)			SOCIAL SECURITY ATTRITION (01010)	(1,576)		RETIREMENT ATTRITION (01011)	(2,172)		MICA MEDICARE HOSPITAL INSURANCE ATTRITION (01113)	(372)		GROUP LIFE ATTRITION (01111)	(0)		Fringe Attrition - BUDGET ONLY (AV01010A)			Fringe Attrition - BUDGET ONLY (WS01010A)			Fringe Attrition - BUDGET ONLY (HD01010A)		MM02-MMAP CBO PROGRAMS	EMPLOYEE REGULAR ATTRITION (00110)			EMPLOYEE REGULAR ATTRITION (HD00110A)			EMPLOYEE REGULAR ATTRITION (WS00110A)			EMPLOYEE REGULAR ATTRITION (AV00110A)			SOCIAL SECURITY ATTRITION (01010)			RETIREMENT ATTRITION (01011)			MICA MEDICARE HOSPITAL INSURANCE ATTRITION (01113)			GROUP LIFE ATTRITION (01111)		
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