Job Aide – Calculating BAT Data

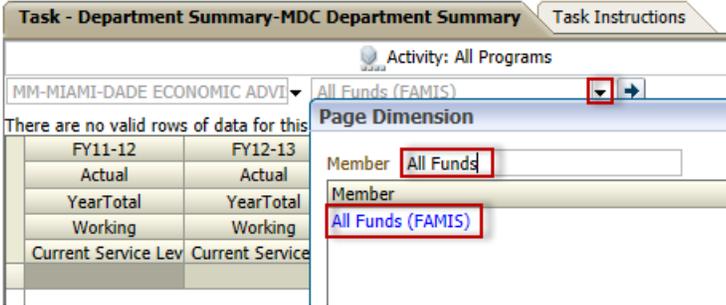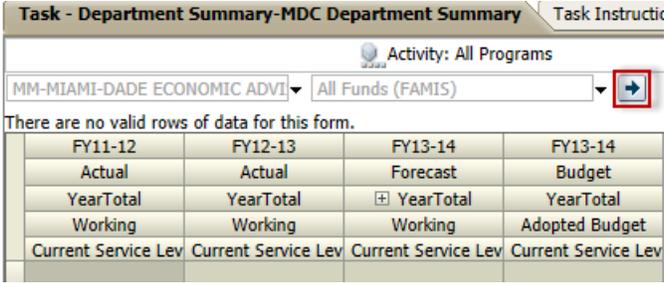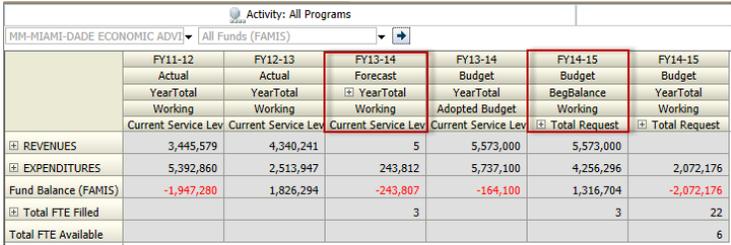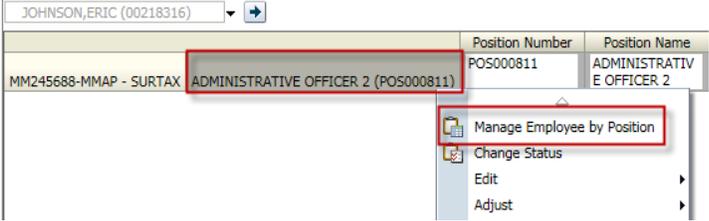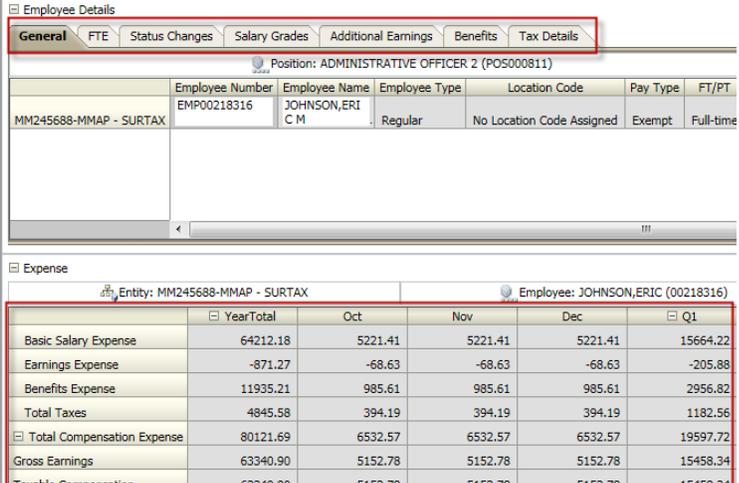This job aide will guide you through the steps to calculate your department data in the BAT system. If you have been making changes in the Operating Plan or HCP forms and you are reviewing data in Web Forms or BAT Reports, you may notice that data in the Year Total column may not be calculating correctly.

Follow the steps below to Calculate the data in your department. Once the data is calculated, it will display correctly on all Web Forms and BAT Reports.

The calculate option action is completed from the BAT Task List in the Inquire > Department Summary form.

Step	Action	Notes
1.	From the Task List, navigate to **Task List > Operating Preparation > Inquire > Department Summary.**	
2.	The **Department Summary** form displays.	
3.	From the **Entity** drop-down list, click the **Search Arrow** and click your department code.	
4.	From the **Fund** drop-down list, click the **Search Arrow** and type All Funds in the Search Field.	
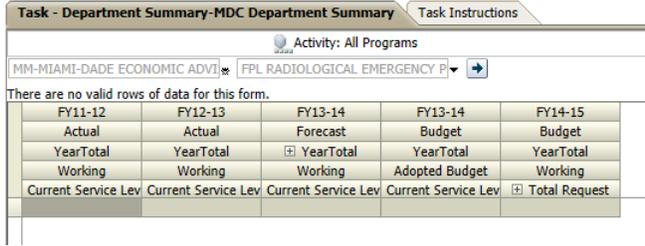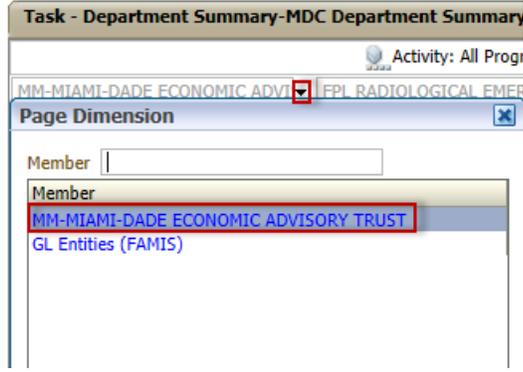
Step	Action	Notes
	Select the **All Funds (FAMIS)** member.	
4.	Click the **Go** arrow.	
4.	There are 2 scenarios that need to be calculated in the BAT system: • **Forecast FY13-14** • **Budget FY14-15** 	
5.	Right-click the **column header for FY13-14 Forecast**. From the menu select **Manage Employee by Position**.	

Step	Action	Notes
6.	The employee details, including earnings, display on the screen.	

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