



Job Aide: Running the BAT HCP vs Op Plan Compensation Reconciliation Report

This job aide will guide you through the steps to run the BAT HCP vs Op Plan Compensation Reconciliation Report.

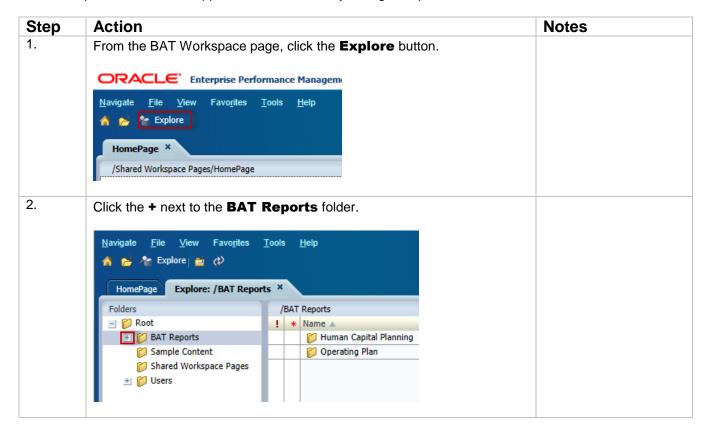
You will use this report to assist in the reconciliation of both FTE and compensation dollars for your department. On each detail row you will find Index Code, Total FTE and Total Compensation Expenses (for HCP and for Operating Plan).

Each row on the report should reconcile (FTE and Total Operating Expenses) for HCP and Operating Plan. If differences exist, navigate to each respective component and make changes to the problem items.

In order to complete full reconciliation analysis, you may export this form to Microsoft Excel and add a variance column to check for differences.

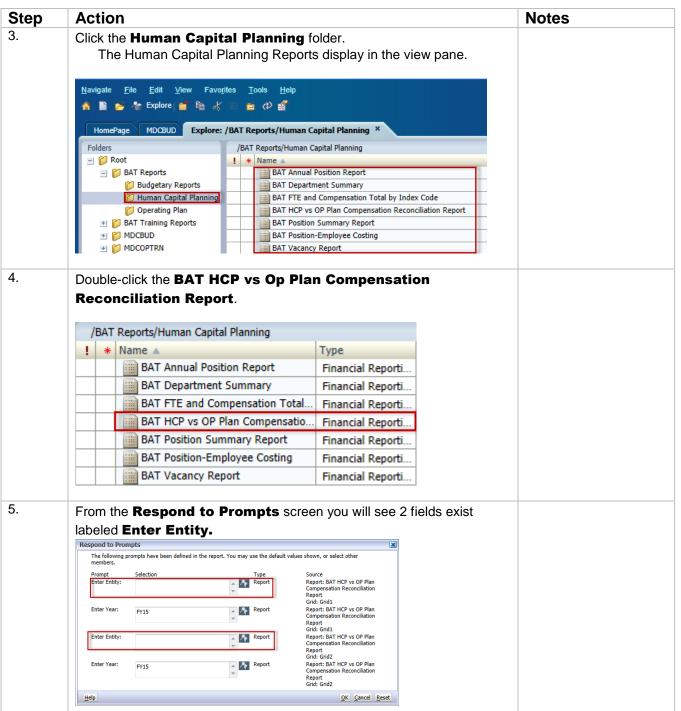
In the steps below you will:

- Open the Report in BAT Workspace
- On the Respond to Prompts, set the Entity Dimension
- Export the Report to Microsoft Excel
- Change the orientation of the report in Excel
- Create variance analysis in Excel
- Open the MDCBUD application and make any changes to problem areas



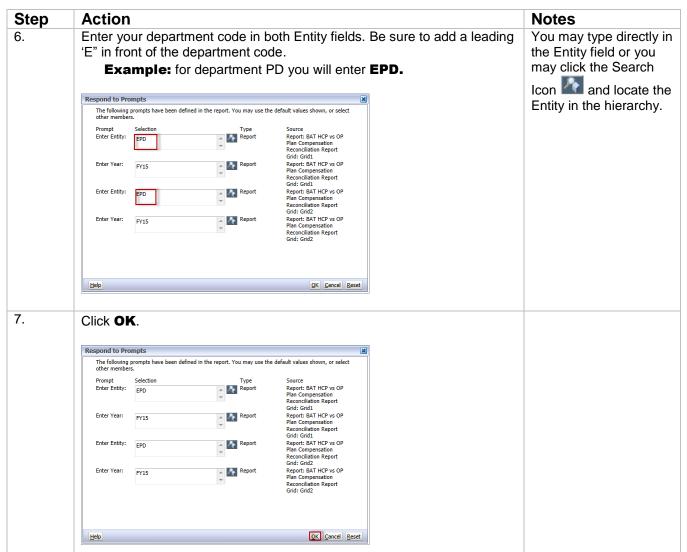






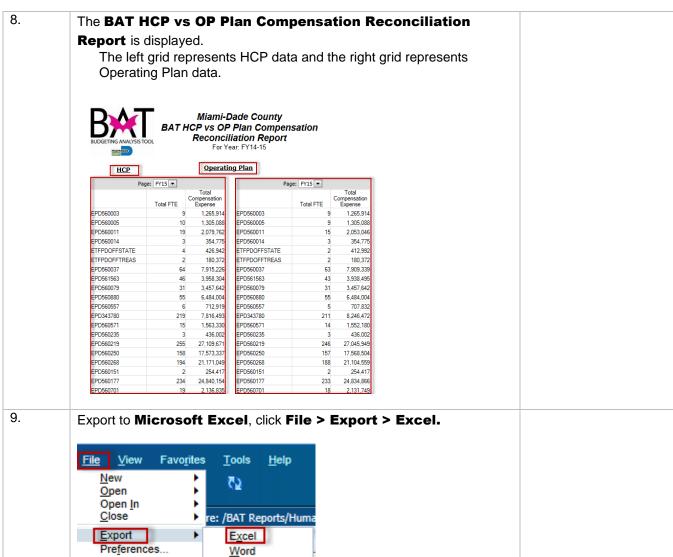










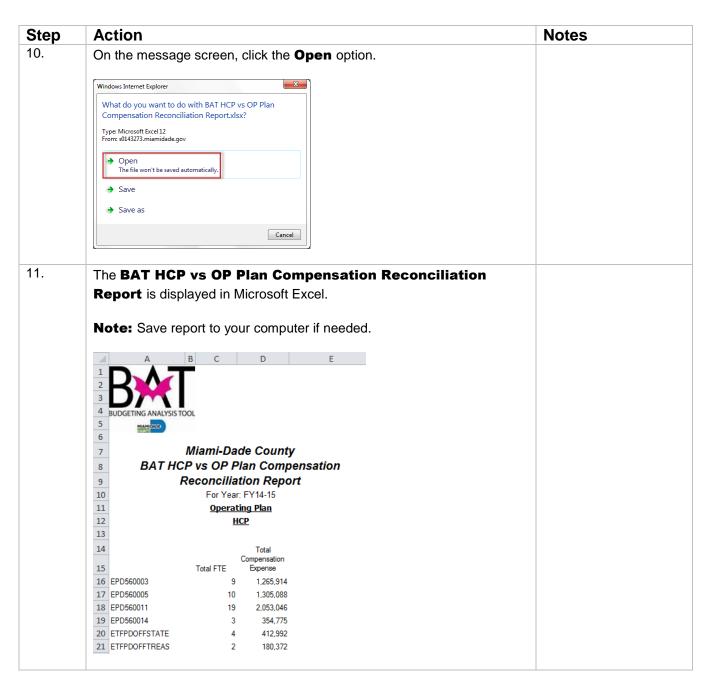


PowerPoint PowerPoint

Log Off Exit

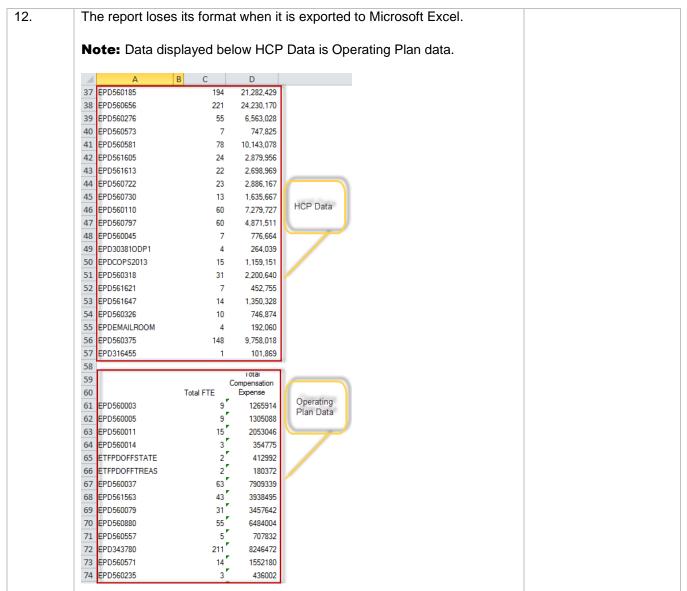












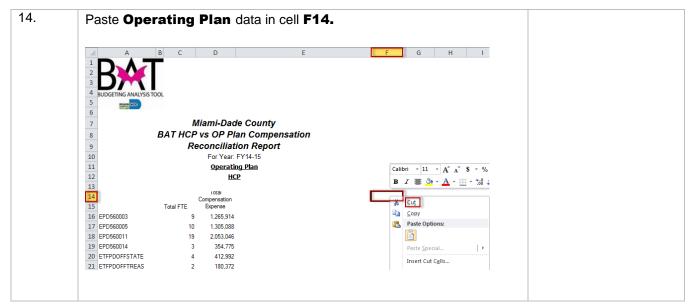




13. Highlight all Operating Plan data (including column headers) Right-Click > Cut. 57 EPD316455 101,869 Include 58 Column 59 Compensation Headers Total FTE 9 61 EPD560003 9 62 EPD560005 Calibri - 11 - A A ! 15 63 EPD560011 B I 🖀 🐎 - 🗛 - 🔢 3 2 2 64 EPD560014 65 ETFPDOFFSTATE ႘ Cu<u>t</u> 66 ETFPDOFFTREAS 63 43 <u>C</u>opy 67 EPD560037 Paste Options: 68 EPD561563 43 31 55 5 EPD560079 EPD560880 Paste <u>S</u>pecial... 70 EPD560557 <u>I</u>nsert... 211 EPD343780 72 Delete... 14 73 EPD560571 Clear Contents 3 74 EPD560235 Filt<u>e</u>r 246 75 EPD560219 S<u>o</u>rt 76 EPD560250 157 188 77 EPD560268 Insert Comment 2 78 EPD560151 Format Cells... 233 79 EPD560177 Pick From Drop-down L 18 185 80 EPD560701 Define Name... 81 EPD560227 193 Myperlink... 82 EPD560185 218 83 EPD560656 24230170 52 EPD560276 6563028 7° 76 EPD560573 747825 86 EPD560581 10143078 24 EPD561605 87 2879956 22 EPD561613 88 2698969 22 89 EPD560722 2886167 13 90 EPD560730 1635667 58 ^r 91 EPD560110 7279727 58 ^r 92 EPD560797 4871511 93 EPD560045 776664 94 EPD303810DP1 264039

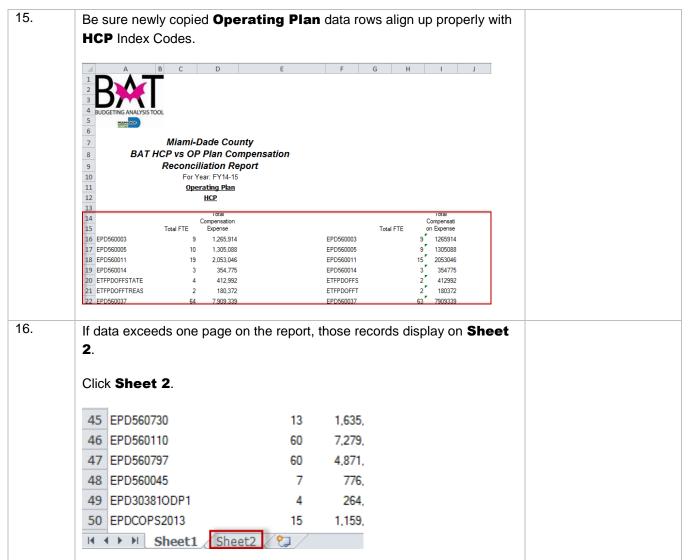












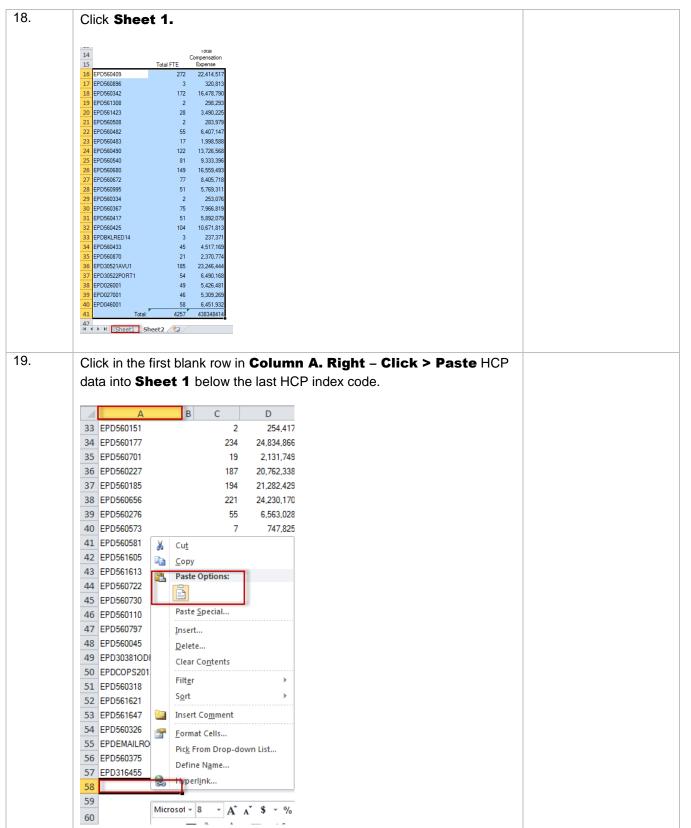




17. Highlight HCP data excluding column headers, Right-Click > Cut. Note: The first set of data on Sheet 2 is from HCP. Include Totals. 12 13 Do Not Cut Microsot ≠ 8 rotai Headers 14 Compensation B I 15 Total FTE Expense 16 EPD560409 272 22,414,517 ∦ Cu<u>t</u> EPD560896 17 3 320,813 Сору EPD560342 16,478,790 172 Paste Opti 19 EPD561308 2 298,293 20 EPD561423 28 3,490,225 21 EPD560508 2 283,979 Paste Spec 22 EPD560482 55 6,407,147 <u>I</u>nsert... 23 EPD560483 17 1,998,588 Delete... 24 EPD560490 122 13,726,568 Clear Cont 25 EPD560540 81 9,333,396 26 EPD560680 149 16,559,493 Filt<u>e</u>r 27 EPD560672 77 8,405,718 S<u>o</u>rt 28 EPD560995 51 5,769,311 Insert Co<u>m</u> 29 EPD560334 2 253,076 Format Ce 30 EPD560367 75 7,966,819 31 EPD560417 51 5,892,079 Pick From EPD560425 104 10,671,813 32 Define Na EPDBKLRED14 3 237,371 Hyperlink. 34 EPD560433 45 4,517,169 35 EPD560870 21 2,370,774 36 EPD30521AVU1 185 23,246,444 Include 37 EPD30522PORT1 54 6,490,168 Totals 38 EPD026001 49 5,426,481 39 EPD027001 46 5,309,269 40 EPD046001 58 6,451,932 41 4257 Total: 438348414

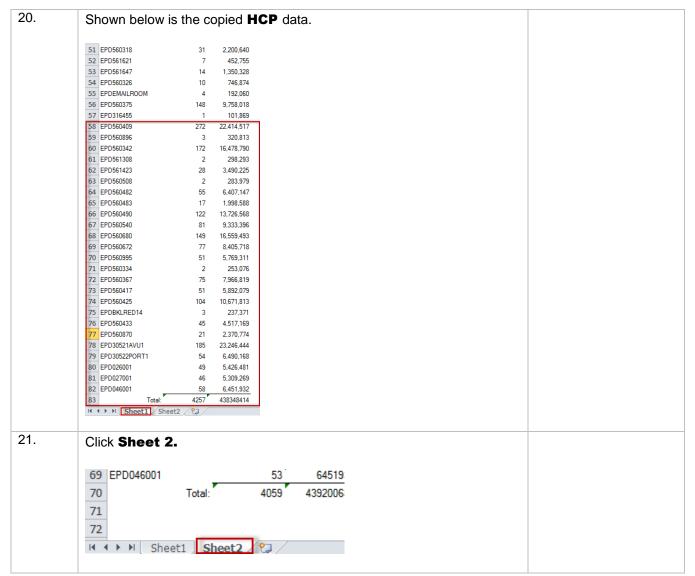






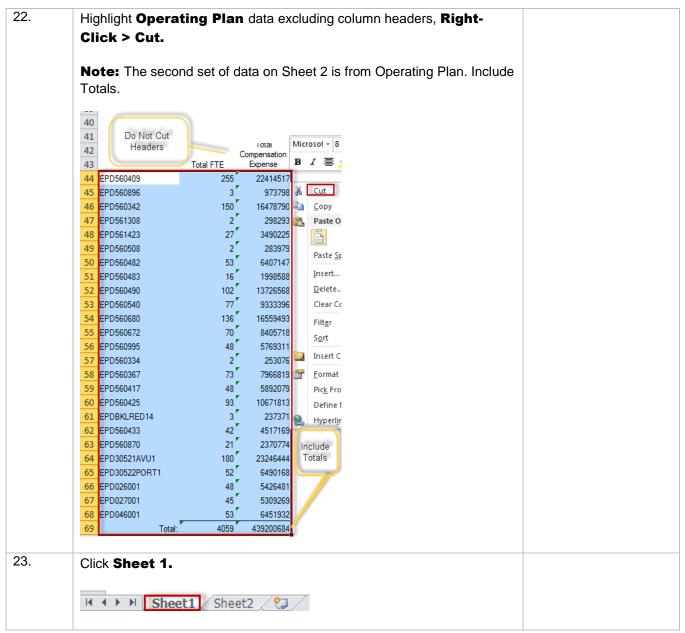






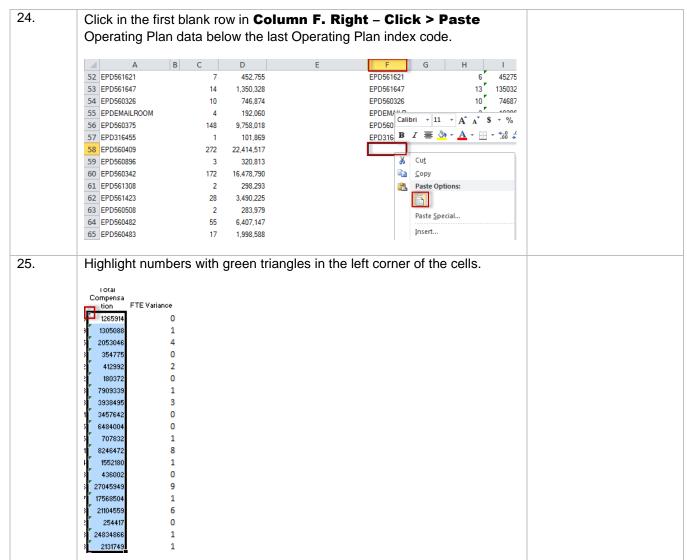






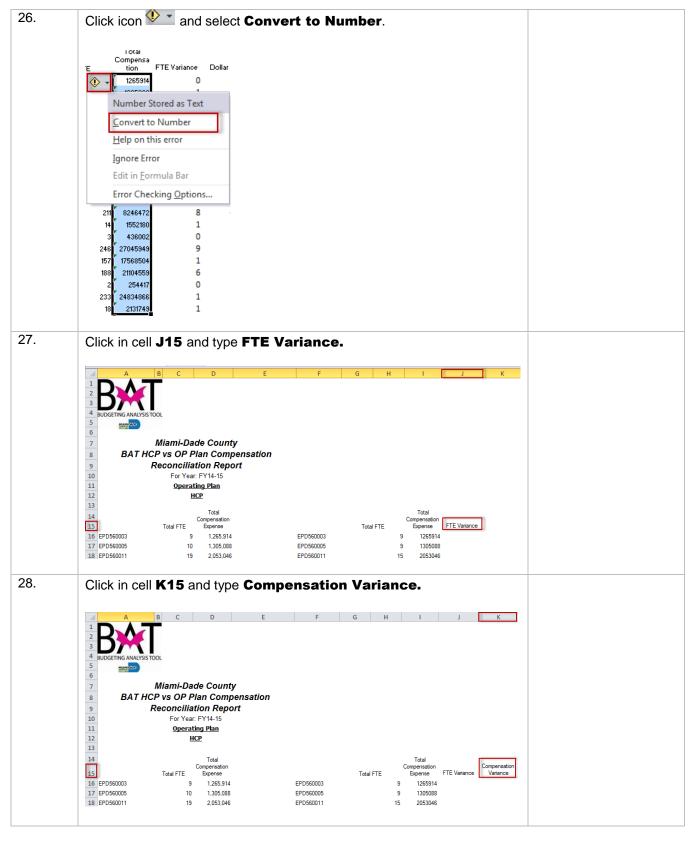






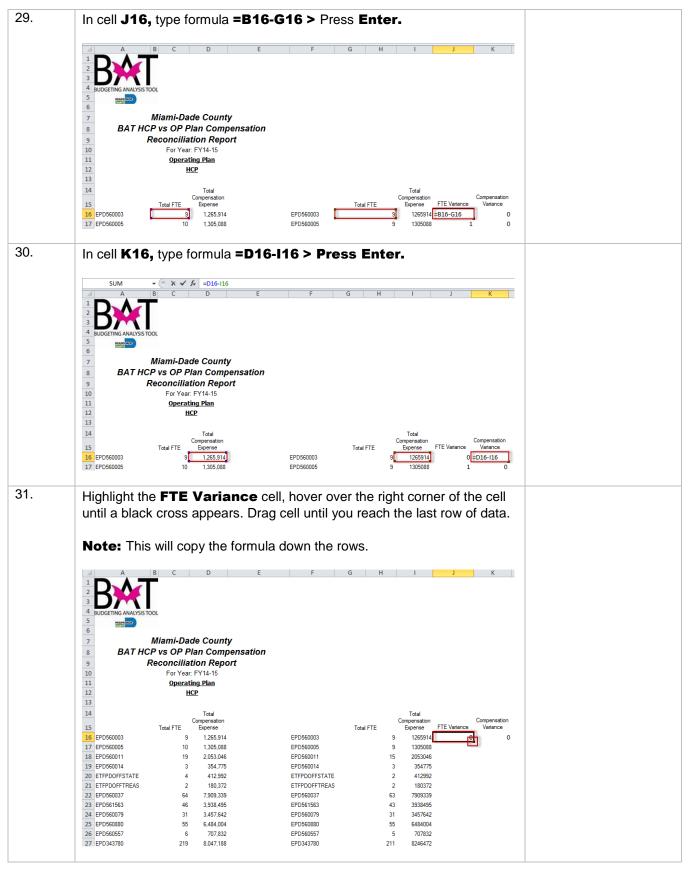
















32. Highlight the Compensation Variance cell, hover over the right corner of the cell until a black cross appears. Drag cell until you reach the last row of data. **Note:** This will copy the formula down the rows. F G H I J K 6 7 8 9 10 11 12 13 Miami-Dade County BAT HCP vs OP Plan Compensation Reconciliation Report For Year: FY14-15 Operating Plan Total ompensati Expense 15 16 EPD560003 17 EPD560005 18 EPD560011 19 EPD560014 Total FTE Total FTE 1.305.088 EPD560005 1305088 2.053.046 EPD560011 2053046 EPD560014 354,775 354775 20 ETFPDOFFSTATE 21 ETFPDOFFTREAS 22 EPD560037 412.992 ETFPDOFFSTATE 412992 ETFPDOFFTREAS 7,909,339 EPD560037 7909339 23 EPD561563 24 EPD560079 3.938.495 EPD561563 3938495 EPD560079 25 EPD560880 26 EPD560557 27 EPD343780 6.484.004 EPD560880 55 6484004 707,832 8,047,188 EPD560557 EPD343780 707832 211 8246472 33. The results of FTE Variance and Compensation Variance are displayed. 6 7 8 9 10 11 12 13 Miami-Dade County BAT HCP vs OP Plan Comp Reconciliation Report
ForYear: PY14-15
Operating Plan
HCP Total
Compensatio
n Expense
1,265,944
1,305,048
2,052,046
354,775
412,992
180,372
7,903,339
3,338,495
3,457,642
6,484,004 Total Compensati on Expense 126591-1305081 2053044 354775 41299; 180327 15 EPC560003
16 EPC560003
18 EPC56001
10 EPC56001
20 ETPF0CFFTEAS
22 EPC56007
22 EPC56007
23 EPC560607
24 EPC56007
25 EPC56007
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38 EPC56007
31 EPC56007 EPD660003 EPD660005 EPD660014 EPD660014 ETEPD0FFTRE EPD660037 EPD661683 EPD660057 EPD660557 EPD343780 EPD660571 15 3 2 2 63 43 31 55 5 211 14 3 246 157 188 52 7 76 24 22 21 33 58 58 3938495 3457642 6484004 707832 707,832 8,047,188 8246472 1552180 436002 27045949 17588504 21104559 254417 24834868 2131749 20782338 21282423 24230170 6563028 747825 -199,284 1,552,190 436,002 27,045,949 17,568,504 21,104,559 254,417 24,834,866 2,131,749 20,762,749 21,282,429 24,230,170 6,563,028 747,825 10,143,078 EPD560571 EPD560235 EPD560219 EPD560250 EPD560268 EPD560151 EPD560177 EPD560227 EPD560185 EPD560656 EPD560276 EPD560573 EPD560581 2,879,956 EPD561605 2,698,969 EPD561613 2,886,167 1,635,667 EPD560730 34. Use Compensation Variance to troubleshoot position and employee discrepancies.