Miami-Dade County

Capital

User Acceptance Testing Guide

Table of Contents

Activity 1: Initialize Project Dashboard

This activity describes to the user on how to initialize the project.

Initializing a project is a **very important step** as it allows the user the ability to capture Project/Project Site budget and actuals as well as develop a forecast..

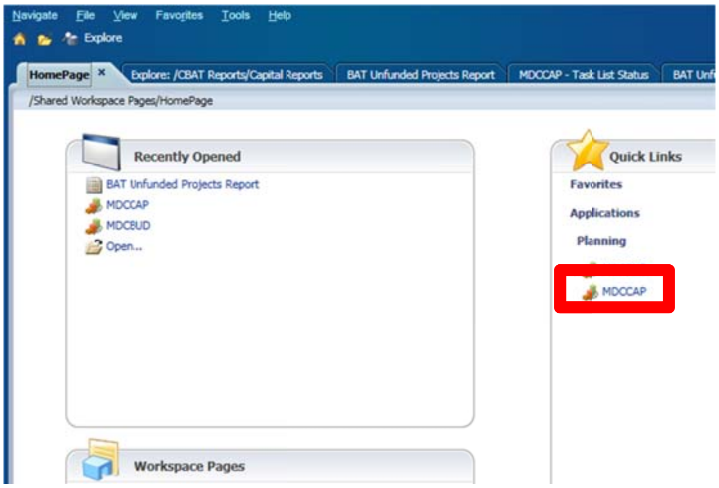
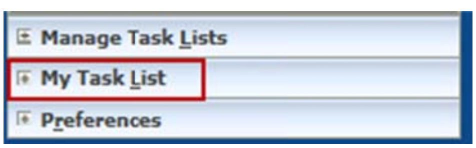
If you do not initialized a Project/Project Site you will not be able capture Project/Project Site budget or actuals and will not be able to forecast.

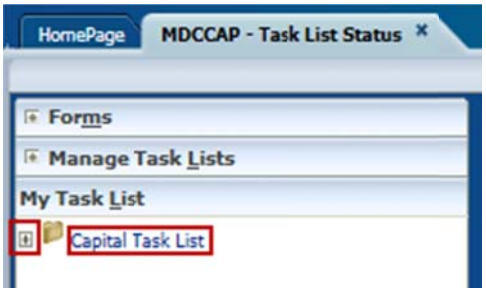
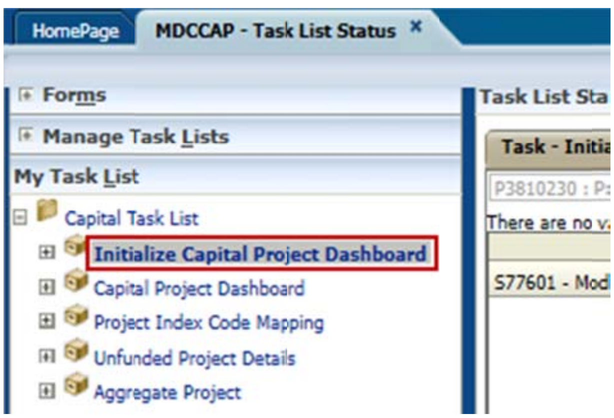
This activity is called "**Initializing the Project Dashboard**".

It is a one-time process that **MUST be done** the first time you log in the system and/or the first time you create a new project in the system.

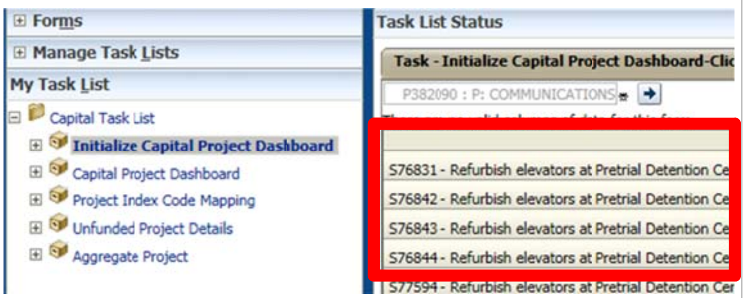
In this activity, you will:

- Open the Task List
- Navigate to the Initialize Capital Project Dashboard task list
- Select a valid project/project site to initialize
- Initialize the project/project site

Step	Action	Notes
1.	When you have logged into the system, below is what you will see. On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process. 	
2.	On the left-hand side of the screen there is a list. This is called the View Pane. In the View Pane find the My Task List icon.  Click on the + sign next to My Task List.	

3.	You will see the My Task List folder expand. Click on the + sign next to the Capital Task List. .  	
4.	You will see the Capital Task List folder expand. Look for the folder Initialize Capital Project Dashboard.  Click on the Initialize Capital Project Dashboard icon.	

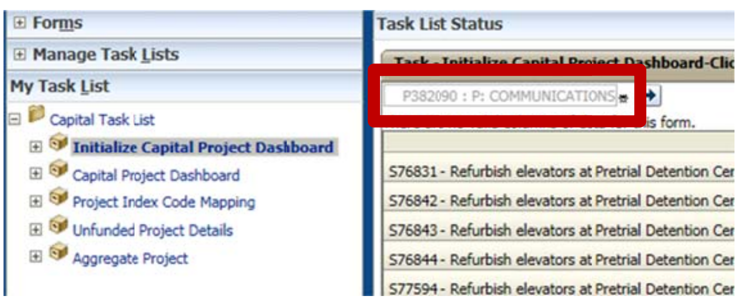
<table>
<tr><td>4A.</td><td>You will notice that the screen to the right has changed its view.



NOTE:
This is a very important step.

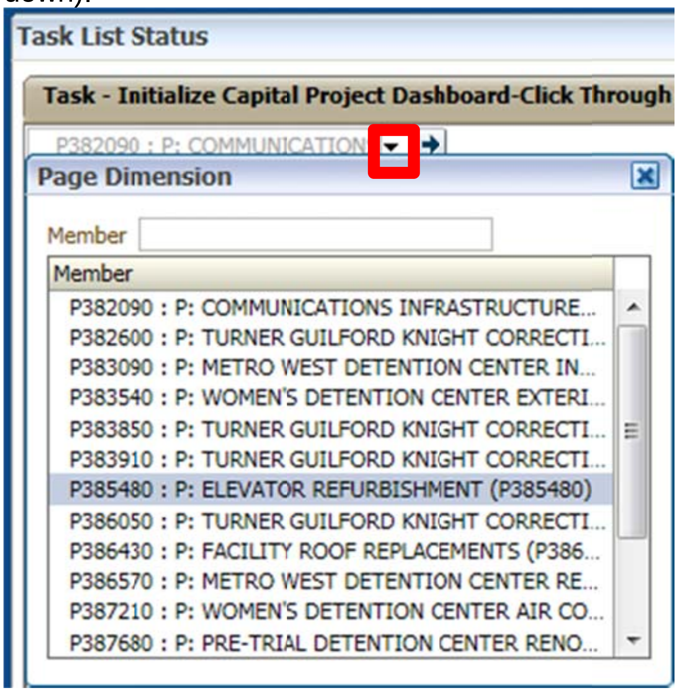
If you do not initialize your projects first, you will not be able to create a budget, get actuals, and/or forecast.</td><td></td></tr>
<tr><td>4B.</td><td>To the right of your screen you will notice a brown tab Task – Initialize Capital Project Dashboard

Underneath the tab Task – Initialize Capital Project Dashboard is a drop down box with **<u>ALL</u>** your capital projects.

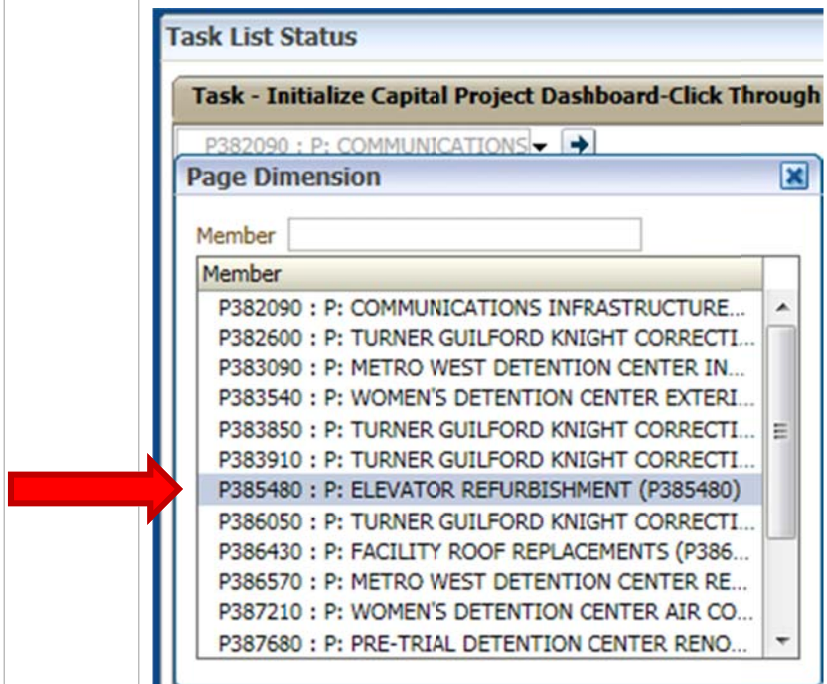
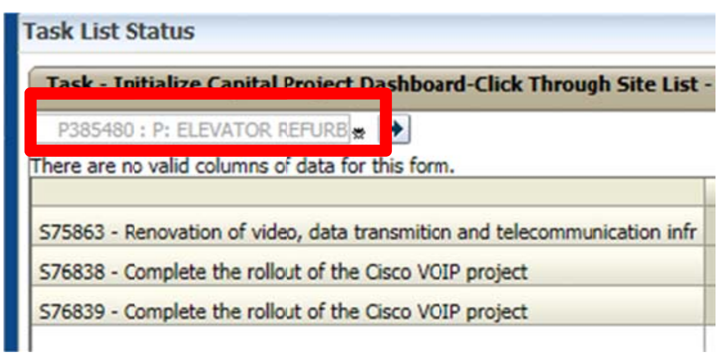


NOTE:
You will only be able to see those projects in your department and/or capital projects you manage for other departments.</td><td></td></tr>
</table>

<table>
<tr>
<td>5.</td>
<td>To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



NOTE:
All Projects will have the letter “P” in front of the number.
“P” denotes Project.</td>
<td></td>
</tr>
</table>

5A.	When you have highlighted your selected Project just click on it.  	
5B.	Now the project you selected is showing in the dropdown box.  NOTE: Write the project number selected in the notes column so that you can keep track of all the projects you initialized.	**Project #** _________

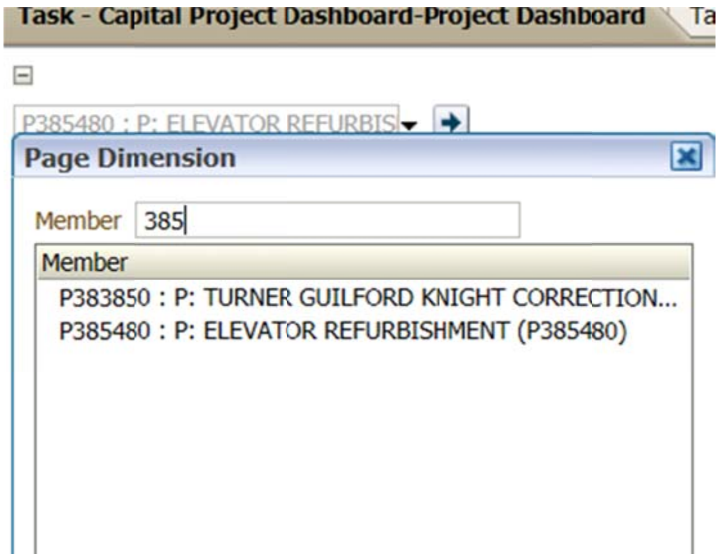
6.

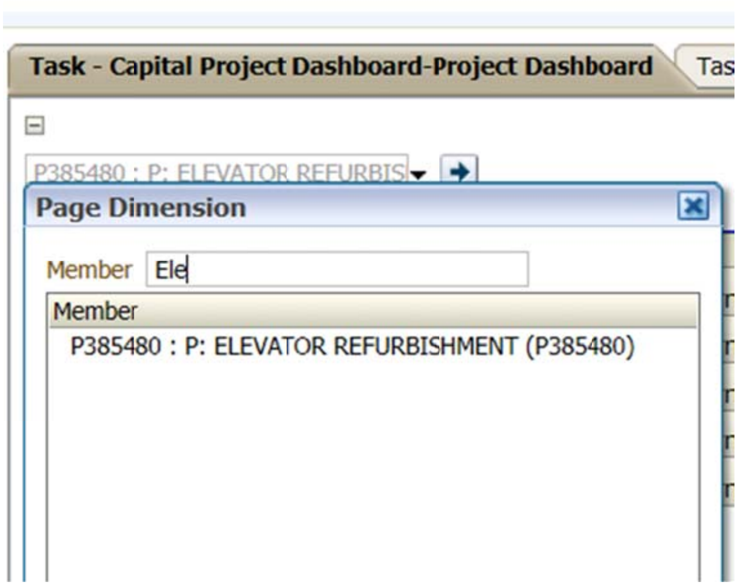
Helpful Hint:

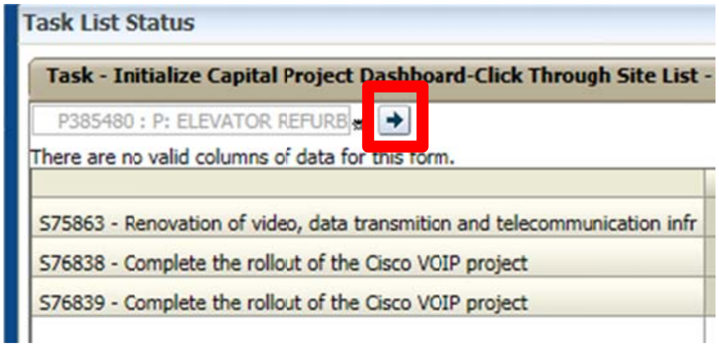
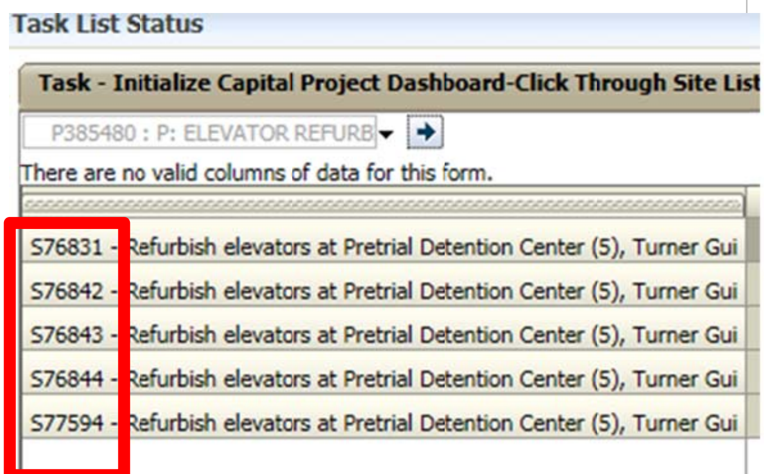
To make it easier for the user for the user to find a Project,, the user can either type in:

- The project number
  or
- The project name

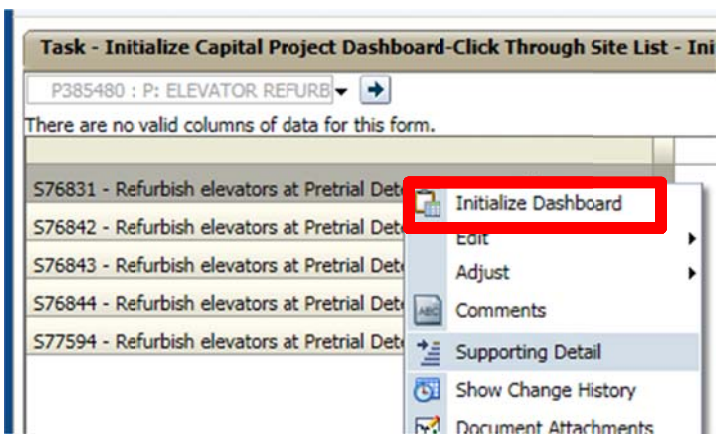
in the "Member" box to find your project of choice.

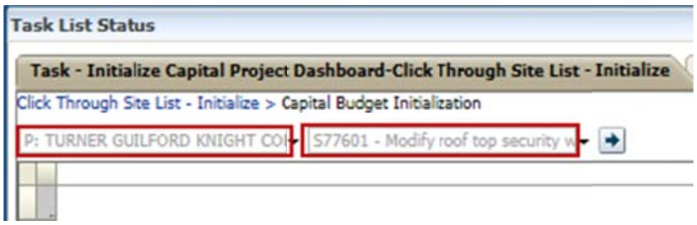


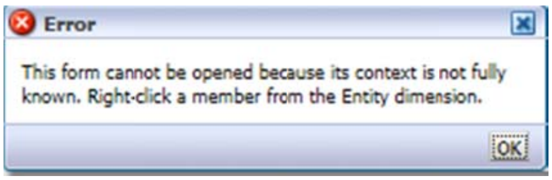


7.	To initialize, click on the horizontal arrow button - also called the GO icon.  	
7A.	You will now see a list of project sites, associated with the Project you selected.  NOTE: All Projects Sites will have the letter “S” in front of the number. “S” denotes Projects Sites.	

BUDGETING ANALYSIS TOOL

7B.	NOTE: Because this information was transferred from CIIS, there may be some clean-up that users may need to do. If you find that there are Projects and/or Project Sites that need to be deleted because they are invalid or not necessary, please make a note of the: • Project # • Site # IMPORTANT Projects and Project Sites can only be deleted in PeopleSoft not Hyperion.	
8.	Now select a **<u>valid Project Site</u>** you wish to initialize. Just use your mouse to select and highlight the valid Project Site and right click. You will notice a small pop-up box to the right. Select the Initialize Dashboard menu item. 	

8A.	You will notice that after you clicked on the Initialize Dashboard icon, you were immediately taken to a form that displayed both the Project Number as well as the Project Site Number.  This is how you now the project initialization was a success. ☺ NOTE: This successfully completes the initialization of the Project process.	
8B.	NOTE: The project initialization step needs to be competed with every valid Project/Project Site that you want to receive actuals on, budget and forecast for. It is a one-time action.	

9.	NOTE: Should you encounter the error message below…repeat this exercise to re-initialize the Capital Project Dashboard. 	
	Test Results ☐ **Pass** ☐ **Fail** ☐ **Incomplete** **Comments:**______________________________ ____________________________________ ____________________________________	

Activity 2: View Project Details in Hyperion

This activity will describe to users how to view Project/ Project Site details in Hyperion.

It is important for the user to remember that capital Projects/Project Sites are created in the PeopleSoft component **NOT** Hyperion.

Any informational changes (additions, edits, and/or deletions) to a Project and/or Project Site **MUST** be made in PeopleSoft.

The information stored in PeopleSoft about a Project and/or Project Site is called "Metadata".

The various components of a Project/ Project Site are called **"**Attributes".
The following are various examples of Project/ Project Site attributes**.**

- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments

These Project/ Project Site attributes can be found and viewed in Hyperion from the CAPITAL PROJECT DASHBOARD.

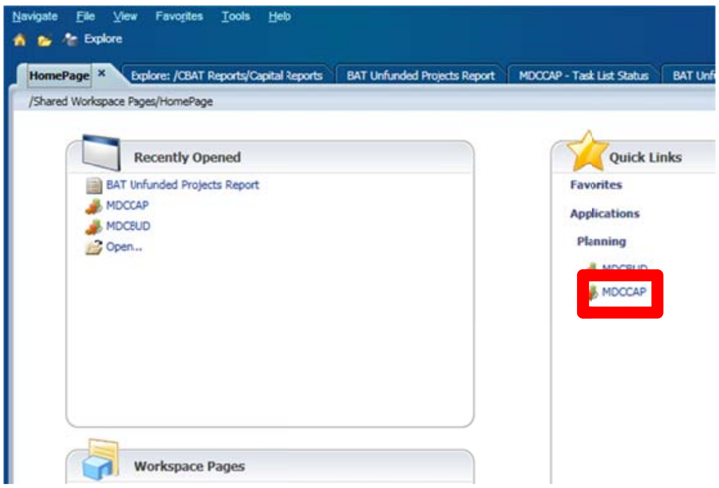
In this activity, you will:

- Open the Capital Project Dashboard
- Select a Project
- Select a project Site
- Load project attributes for viewing

<table>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1.</td><td>

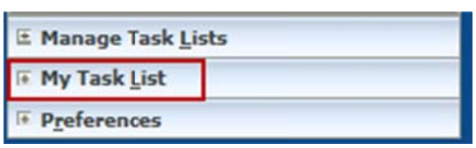
When you have logged into the system, below is what you will see.

On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.



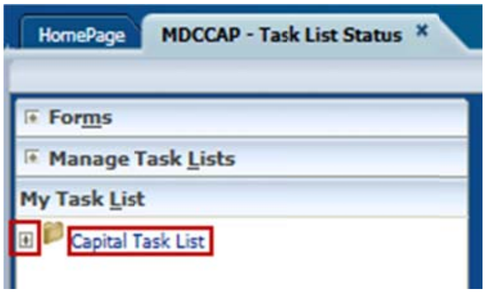
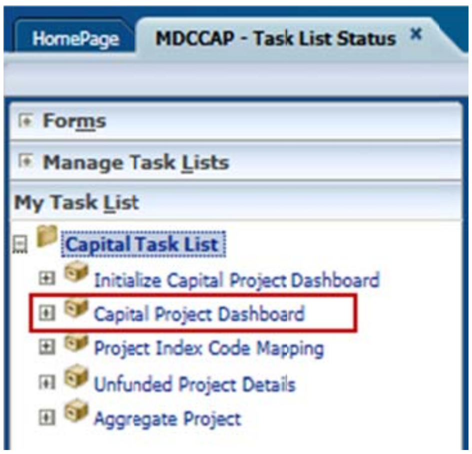
</td><td></td></tr>
<tr><td>2.</td><td>

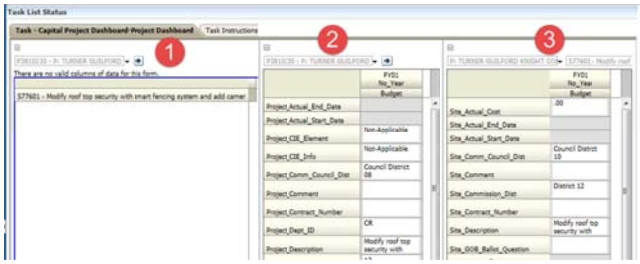
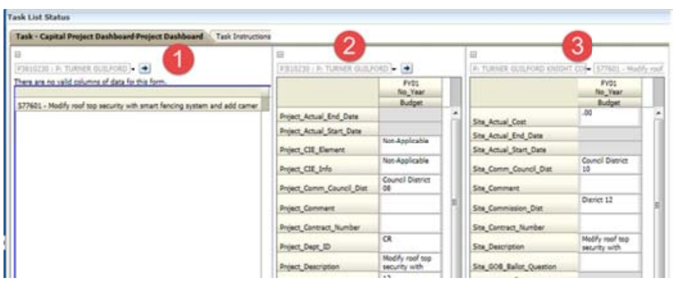
On the left hand side of the screen there is a list. This is called the View Pane. In the View Pane find the My Task List icon.



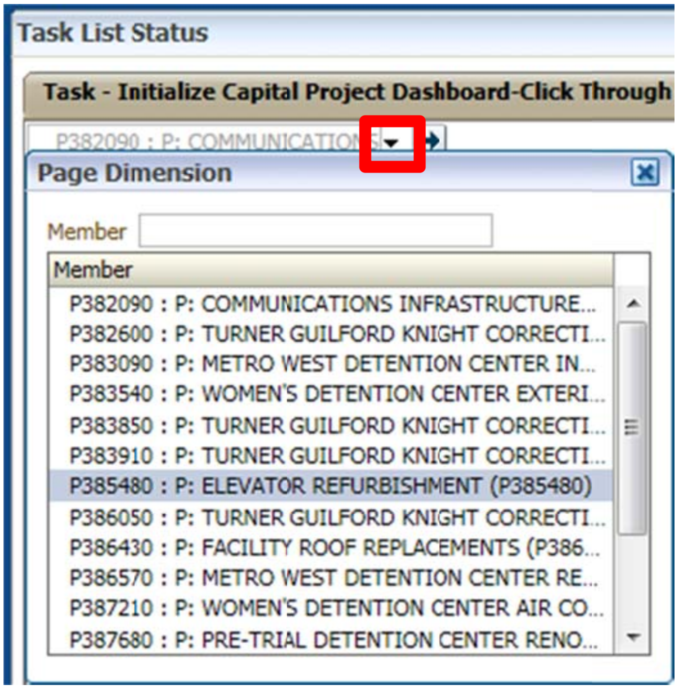
Click on the + sign next to My Task List.

</td><td></td></tr>
</table>

3.	You will see the My Task List folder expand. Click on the + sign next to the Capital Task List. .  	
4.	You will see the Capital Task List folder expand. Look for the folder Capital Project Dashboard  Click on the Capital Project Dashboard icon.	

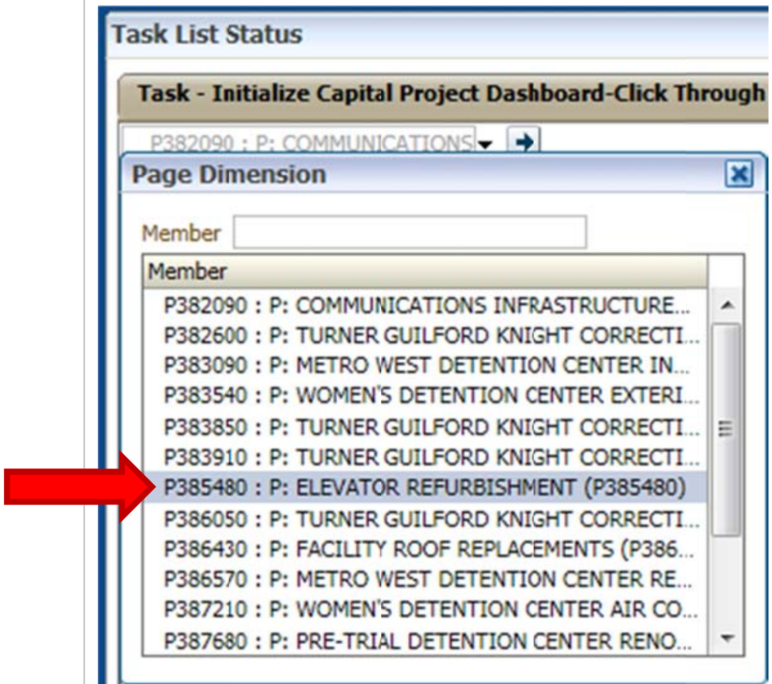
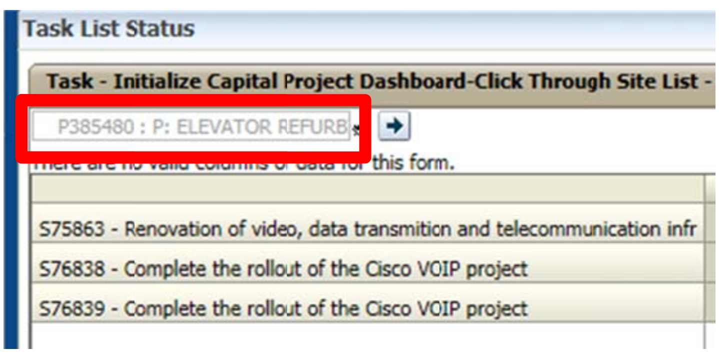
4A.	You will notice that the screen has changed and that there are now three columns displaying information. This is your Capital Project Dashboard. Form/Column 1 – **Information Driver** Form/Column 2 – **Project Information <u>ONLY</u>** Form/Column 3 – **Project Site Information ONLY** 	
4B.	Form/Column 1 – **Information Driver** This is the driver of your Capital Project Dashboard. It is called the "Master" form and it is interactive.  In the form/column 1 is where you select the Project and Project Site.	

<table>
<tr>
<td>5.</td>
<td>To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



NOTE:
All Projects will have the letter “P” in front of the number.

“P” denotes Project.</td>
<td></td>
</tr>
</table>

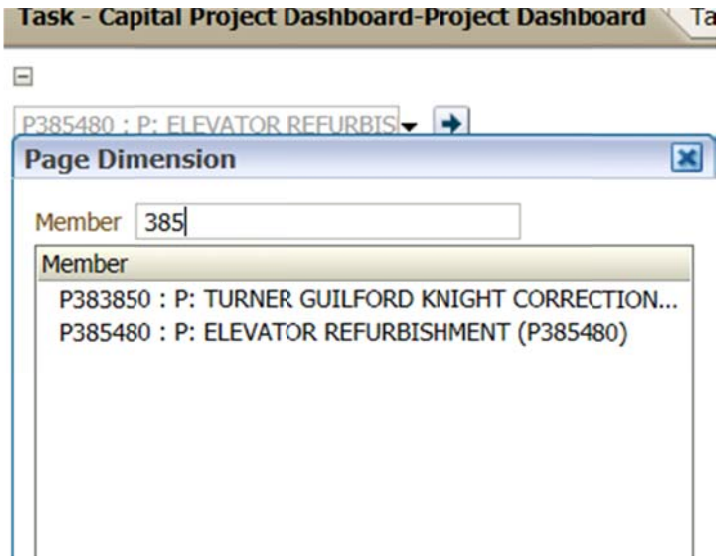
<table>
<tr><td>5A.</td><td>When you have highlighted your selected Project just click on it.

</td><td></td></tr>
<tr><td>5B.</td><td>Now the project you selected is showing in the dropdown box.

</td><td></td></tr>
</table>

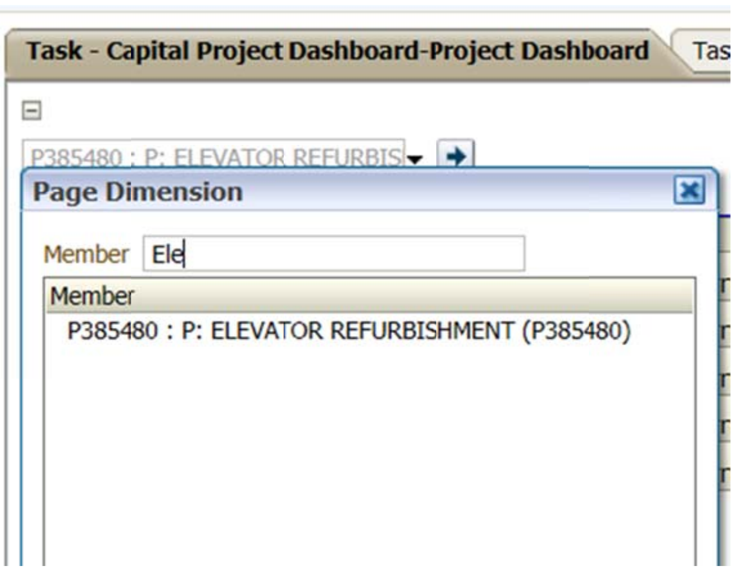
Helpful Hint:

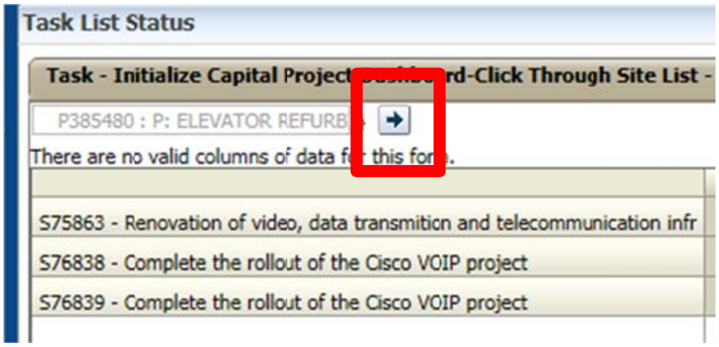
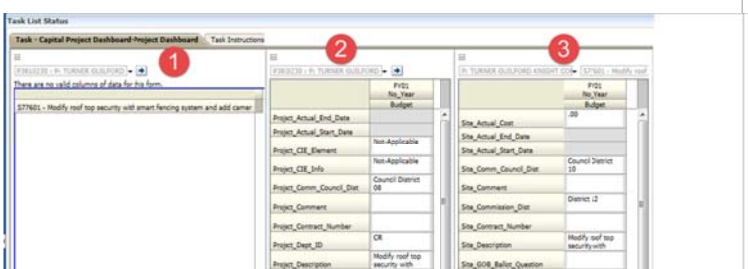
To make it easier for the user for the user to find a Project,, the user can either type in:

- The project number
  or
- The project name

in the "Member" box to find your project of choice.





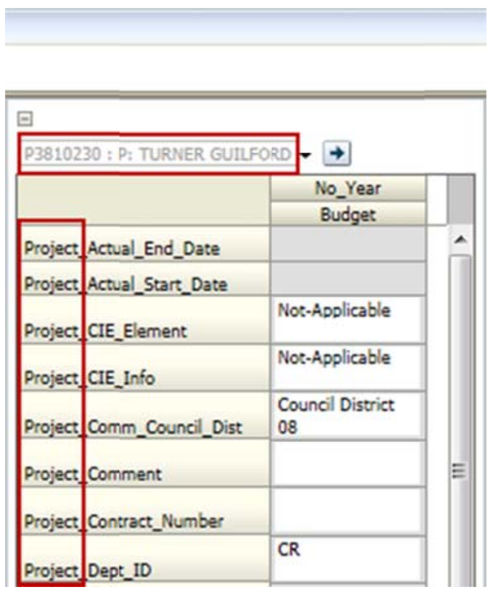
6.	When you have selected the Project and it is showing in the drop down box - click on the horizontal arrow button - also called the GO icon  If you do not click on the GO icon, your correct Project information will not populate inform/column 1 or 2.	
6A.	When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate and in addition, you will also see information about the Project populate in form/column 2 as well. 	

<table>
<tr>
<td>6B.</td>
<td>
Form/Column 2 – Project Information <u>ONLY</u>

This displays the Project’s attributes. The “Project” is the <u>“BIG”</u> picture information.

Each heading “account” is prefixed with “Project” for user clarity.

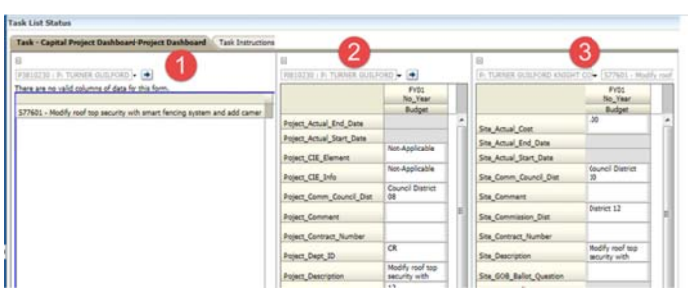
The Project Number and Name is displayed at the top of column 2



.
</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>
Form/Column 3 – Project Site Information ONLY

In order for the user to populate information in form/column 3, the user must select a Project Site.

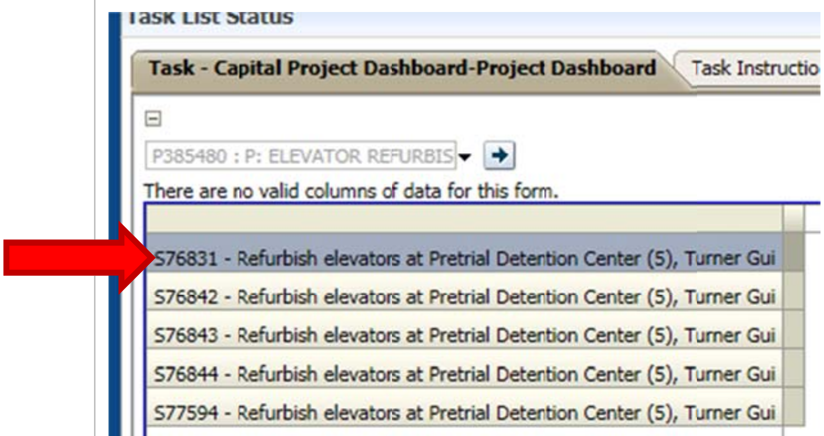
Selecting a Project Site is done in form/column 1.



</td>
<td></td>
</tr>
</table>

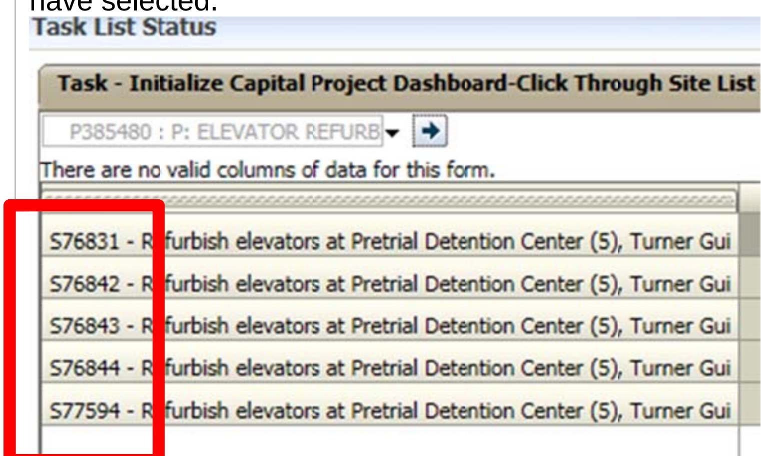
<table>
<tr>
<td>7A.</td>
<td>
Selecting a Project Site should be done immediately after the user has selected a Project.

To select, just move your curser to a Project Site, highlight, and double click.



The information for the Project Site selected will now appear in form/column 3.

NOTE:
All Project Sites will have the letter “S” in front of the number.

“S” denotes Project Site.
</td>
<td></td>
</tr>
<tr>
<td>7B.</td>
<td>
The Project Site list that you will see, are <u>ONLY</u> those Project Sites associated to the Project you have selected.


</td>
<td></td>
</tr>
</table>

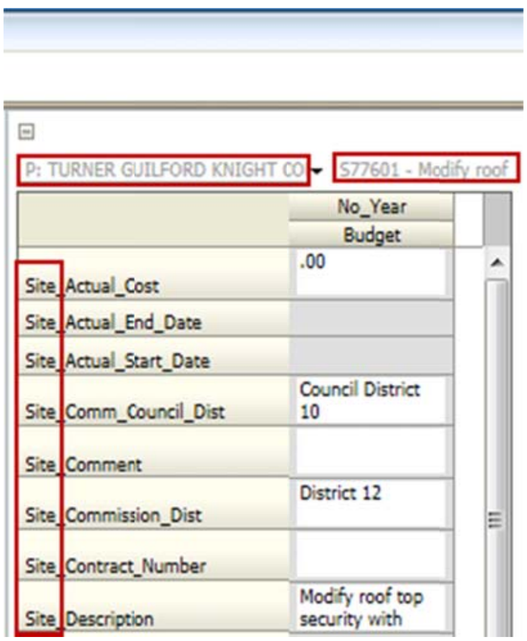
7C.

Form/Column 3 – **Project Site Information <u>ONLY</u>**

In this form/column the Project Site attributes are shown.

Each heading **"account"** is prefixed with **"Site"** for user clarity.

The Project Name and Project Site Number are displayed at the top of the column.



7D.

NOTE:

The user can switch from Site to Site in a project by simply double clicking on the project site listed in form/column 1.

Test Results

☐ Pass ☐ Fail ☐ Incomplete

Comments:____________________________________

____

____

BUDGETING ANALYSIS TOOL

Activity 3: Budget A New Project

Sub Activity 3A – View the Budget Dashboard Form

This activity will describe to the user how to view your Dashboard Budget - Rev & Exp form within the Hyperion CBAT system.

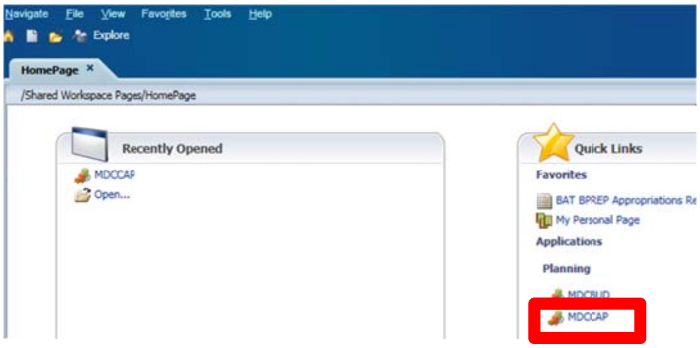
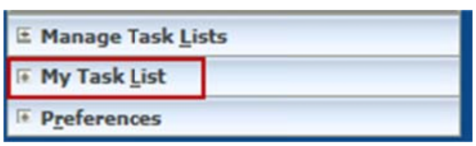
It is important for the user to remember that **All** budgets for capital projects are budgeted at the Project Site level of a Project.

To budget at any Project Site, the user **MUST** always know the Project name or number as well as the Project Site name or number.

The Capital Project Dashboard will always display the Project Sites associated to the Project selected.

In this activity, you will:

- Open the Budget Revenue and Expense Form
- Learn the dual nature of the split form
- Add a Funding Source
- Add a Milestone
- Input Numbers and Save
- Verify form calculations

Step	Action	Notes
1.	When you have logged into the system, below is what you will see. On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process. 	
2.	On the left hand side of the screen there is a list. This is called the View Pane. In the View Pane find the My Task List icon.  Click on the + sign next to My Task List.	

<table>
<tr>
<td>3.</td>
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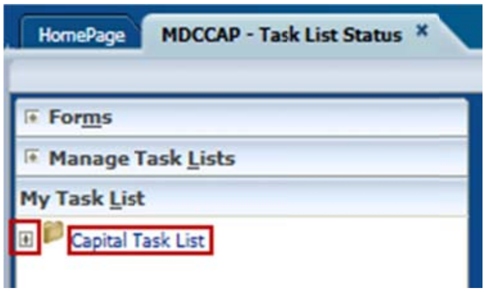
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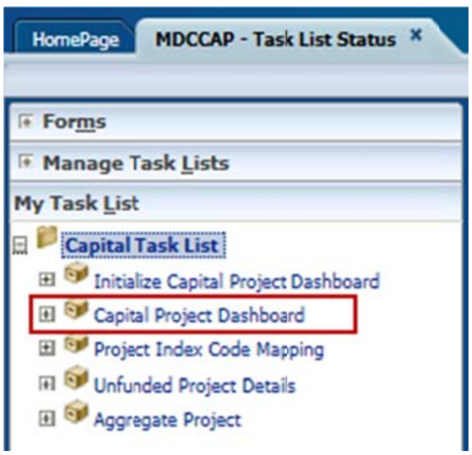

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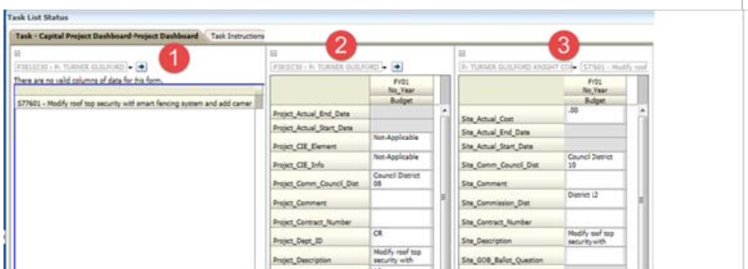
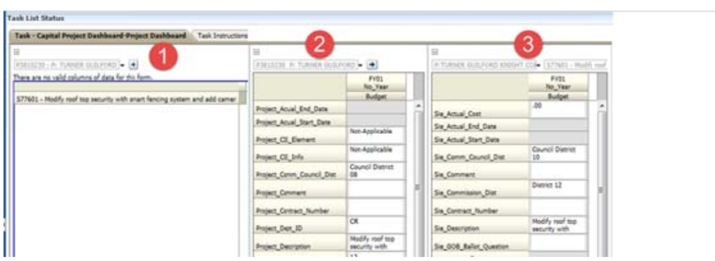
4A.	You will notice that the screen has changed and that there are now three columns displaying information. This is your Capital Project Dashboard. Form/Column 1 – **Information Driver** Form/Column 2 – **Project Information <u>ONLY</u>** Form/Column 3 – **Project Site Information ONLY**  	
4B.	Form/Column 1 – Information Driver This is the driver of your Capital Project Dashboard. It is called the "Master" form and it is interactive.  In the form/column 1 is where you select the Project and Project Site.	

<table>
<tr>
<td>5.</td>
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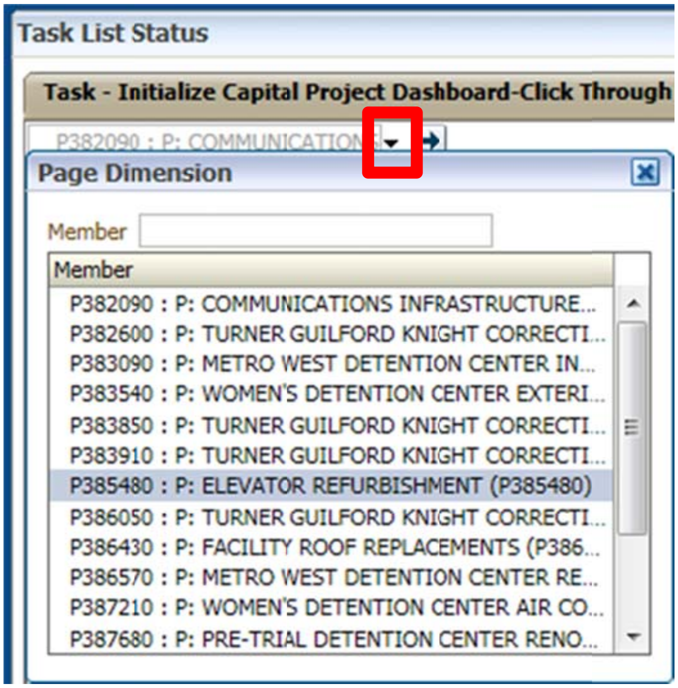

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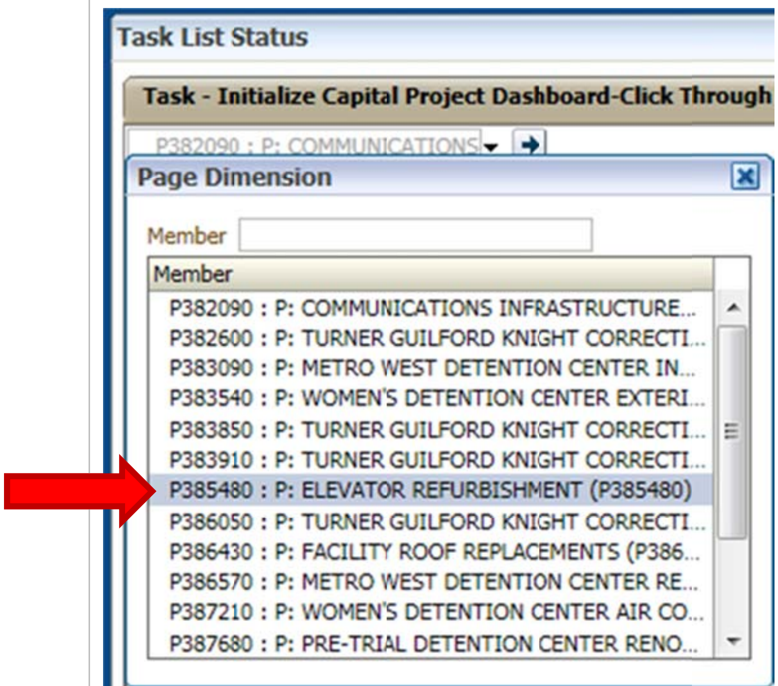
5A.	When you have highlighted your selected Project just click on it. 	

<table>
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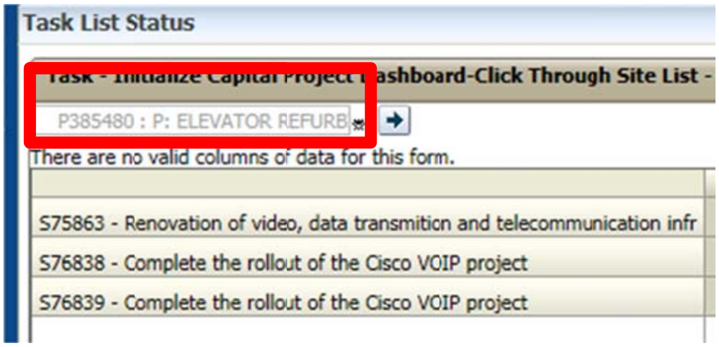
<td>5B.</td>
<td>

Now the project you selected is showing in the dropdown box.



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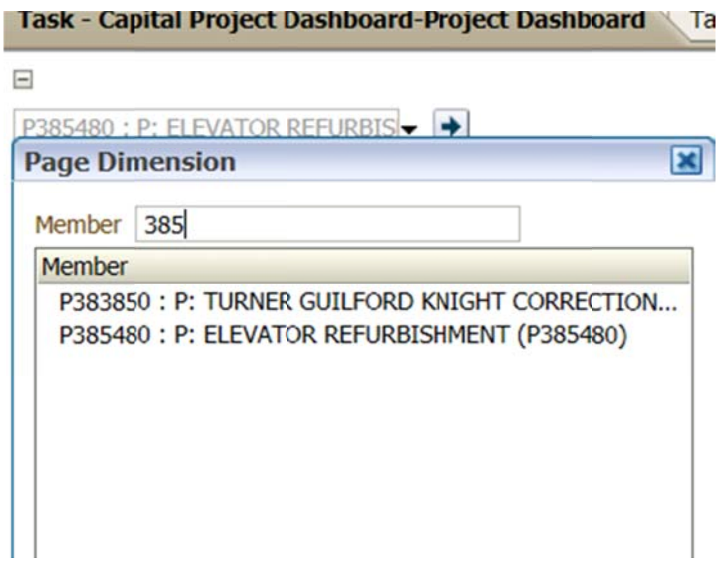

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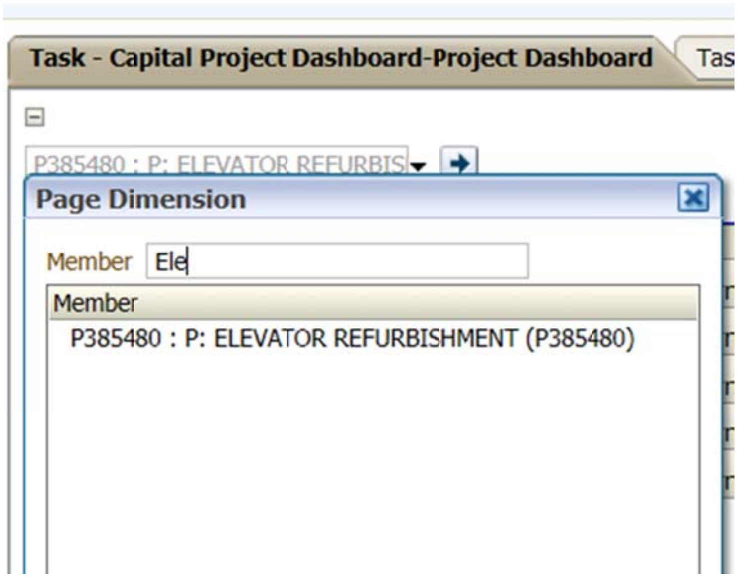
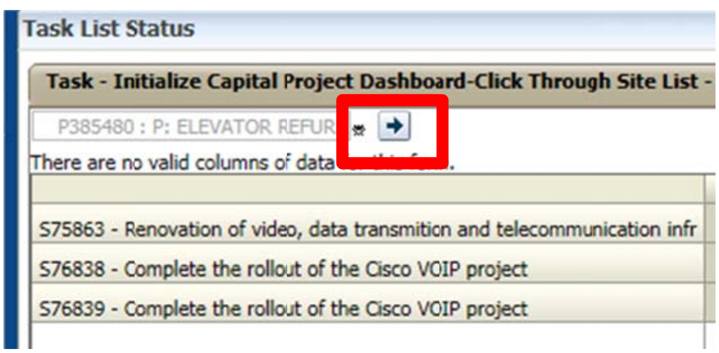
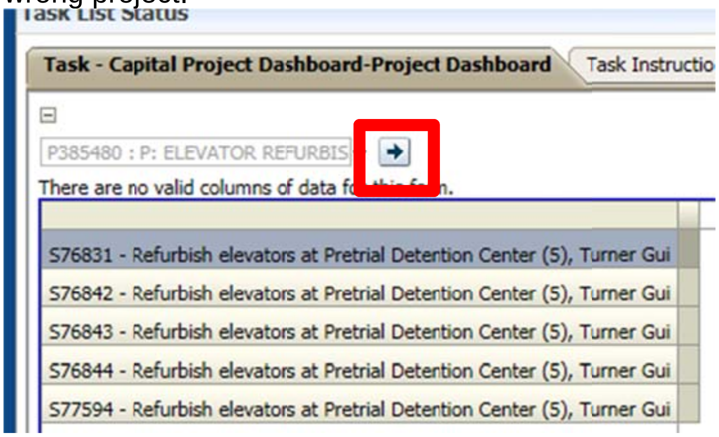
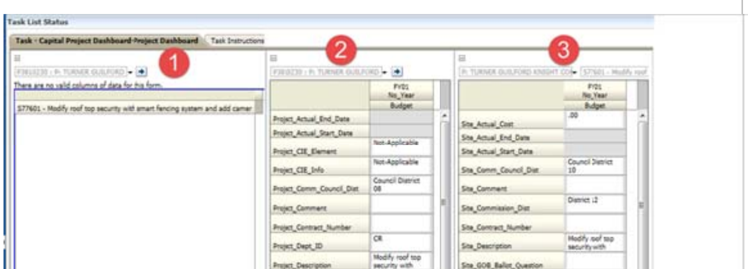
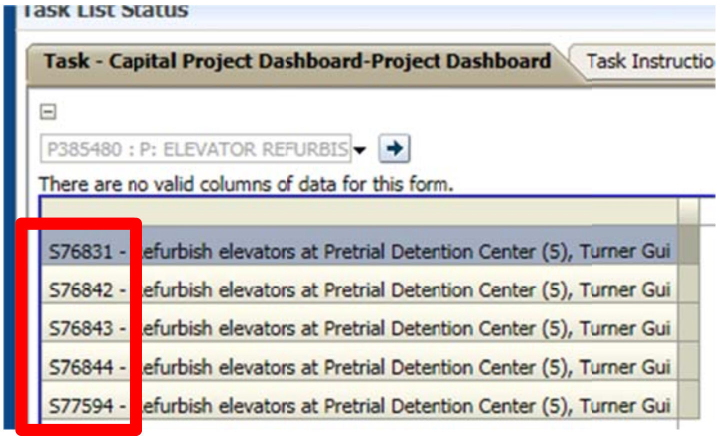
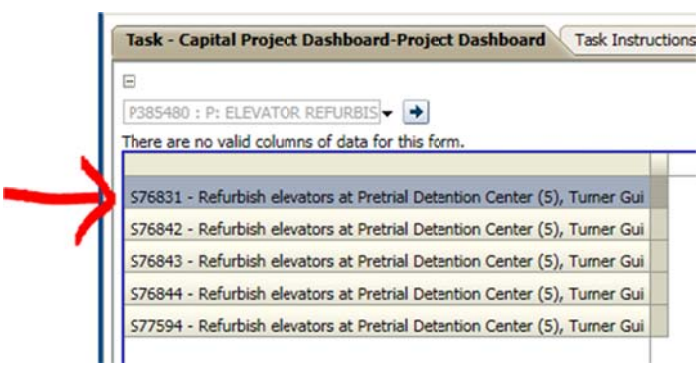
</tr>
</table>

		
6.	When you have selected the Project and it is showing in the drop down box - click on the horizontal arrow button - also called the GO icon 	

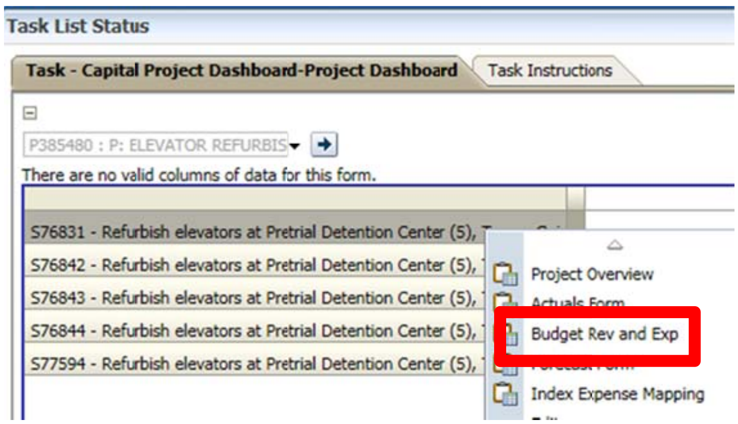
6A.	If you do not click on the GO icon, your Project information will not populate in form/column 1 and therefore, you will not be able to see the Project Sites associated to the project selected. Or worst case scenario, you begin working on the wrong project. 	
6B.	When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate. 	

6C.	The Project Site list that you will see, are **<u>ONLY</u>** those Project Sites associated to the Project you have selected.  NOTE: All Project Sites will have the letter **"S"** in front of the number. **"S"** denotes Project Site.	
7.	Since the user can only budget at the Project Site level, a Project Site must be selected. Selecting a Project Site should be done immediately after the user has selected a Project. To select a Project Site, just move your curser to a Project Site and left click on your mouse.  The Project Site you selected will now be highlighted.	

8.

After you have selected your Project Site to budget, keep your cursor on the highlighted Project Site and right click with your mouse.

You will see a box appear to the right, click on Budget Rev and Exp icon.

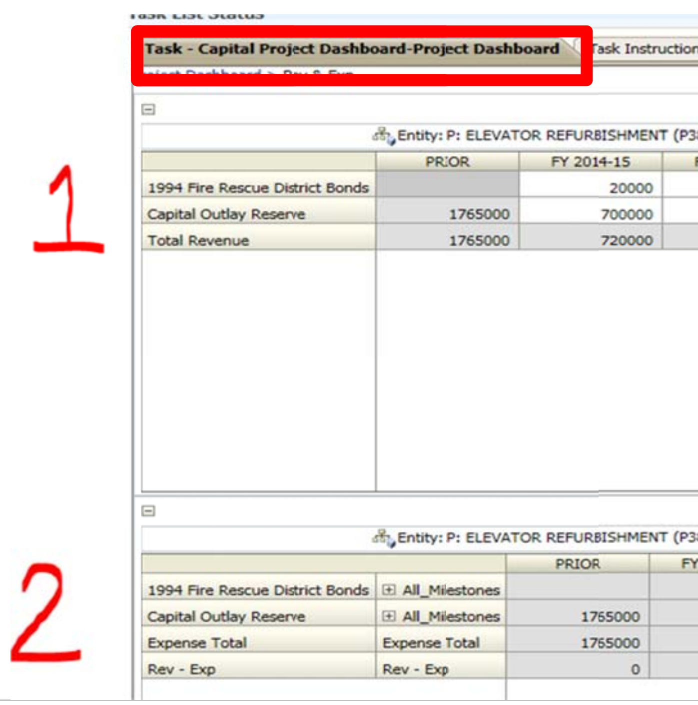


8A.

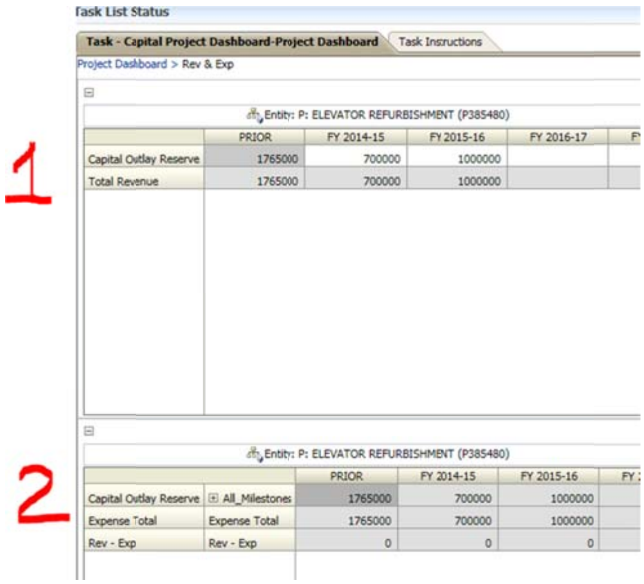
You will see that your view has now changed to a split screen.

This is your Rev and Exp form.

Your Capital Project Dashboard will always let you know what screen you are in.



8B. Please note that Revenues (1) are displayed at the top of the screen while Expenditures (2) are shown at the bottom.



Test Results

☐ **Pass** ☐ **Fail** ☐ **Incomplete**

Comments:___________________________________

____

____

Activity 3: Budget A New Project

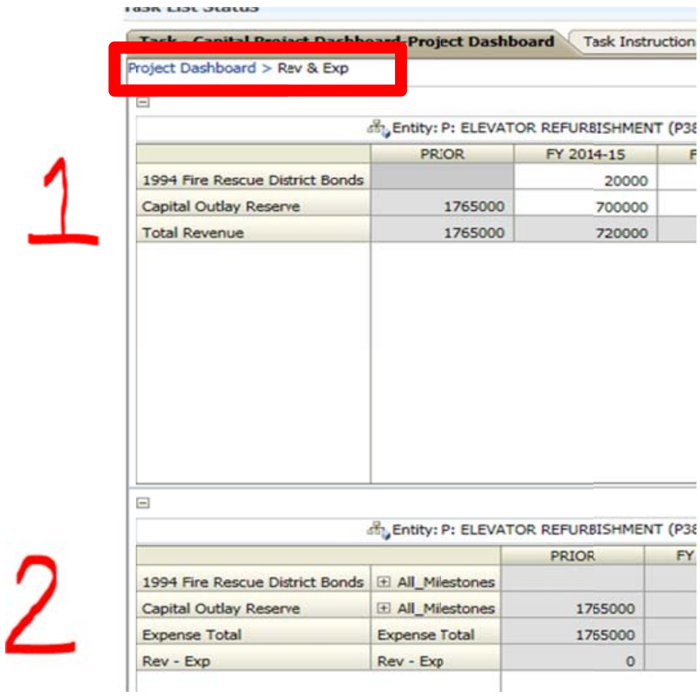
Sub Activity 3B: Add a Funding Source – New Project

This activity will describe to the user how to add a Funding Source to a new project in the new Hyperion CBAT system.

It is important for the user to always remember that a Funding Source can only be added in the Rev & Exp form – in the revenue section only.

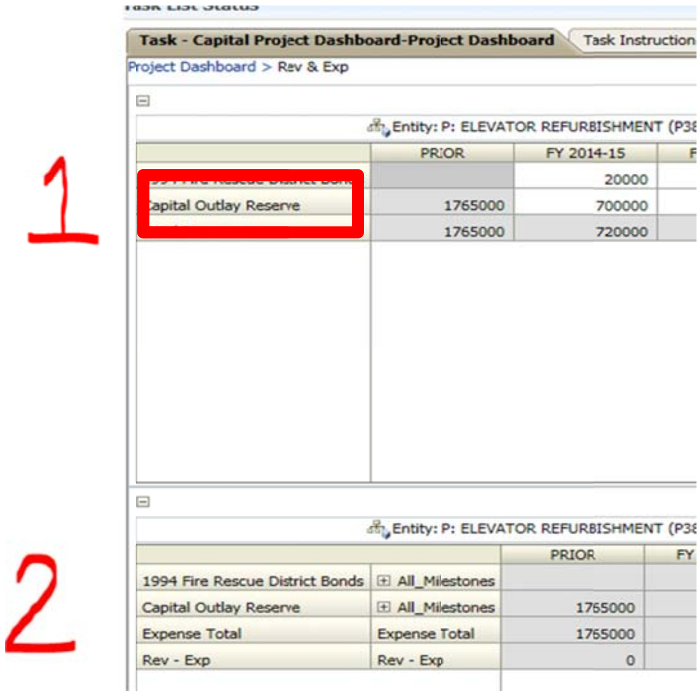
In this activity, you will:

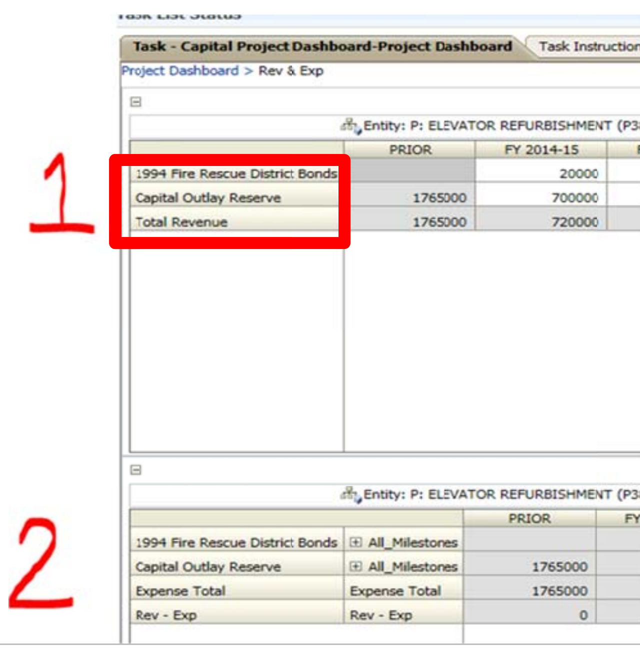
- Navigate to the Rev & Exp form
- Add a Revenue (Funding Source)

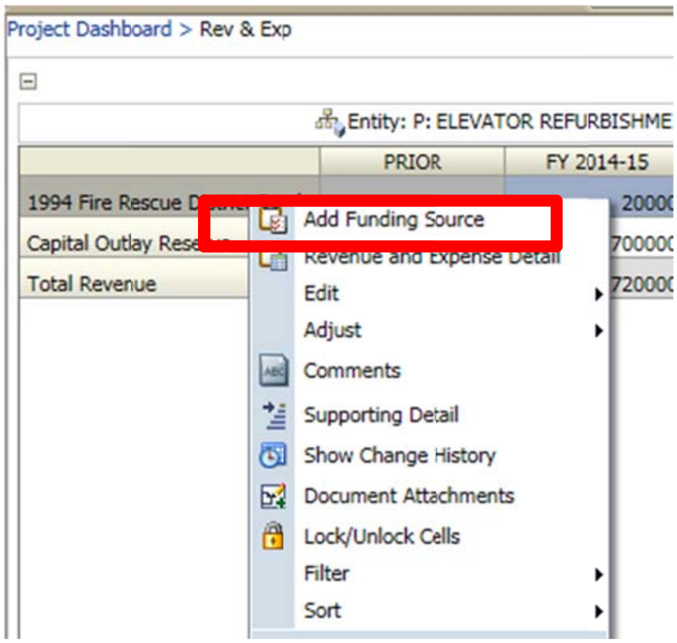
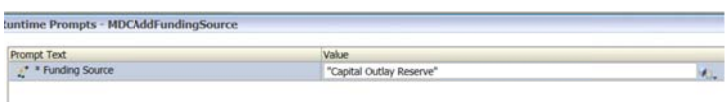
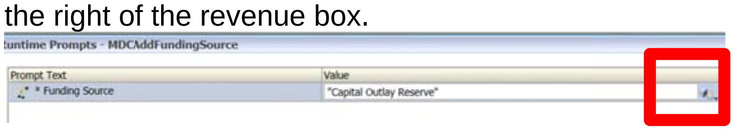
Step	Action	Notes
1.	To add a New Revenue to a Project, the user must first be in the Rev & Exp form. 	
1A.	If you are not in the Rev & Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.	

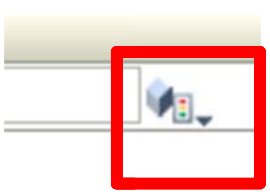
<table>
<tr>
<td>2.</td>
<td>Now that you are in the Rev & Exp form screen, you can begin the process of adding a new Revenue (Funding Source) to your Project/Project Site.

Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom.


</td>
<td></td>
</tr>
<tr>
<td>2A.</td>
<td>To add a new Revenue (Funding Source) just right click anywhere in the revenue box

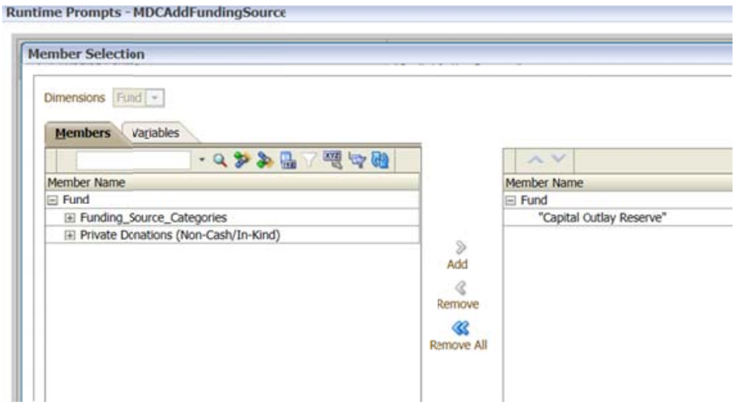

</td>
<td></td>
</tr>
</table>

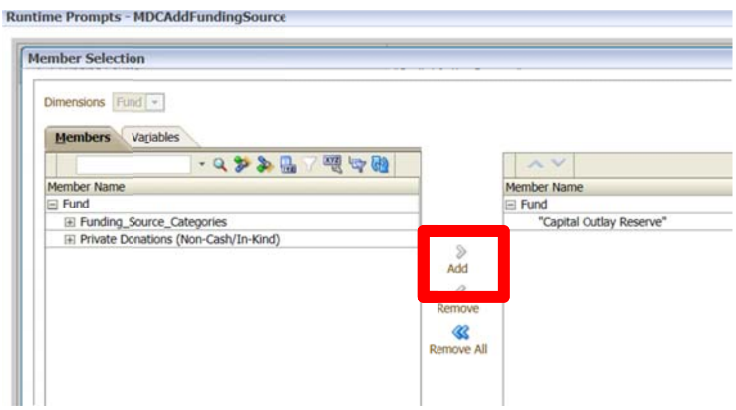
<table>
<tr>
<td>2B.</td>
<td>After you have right clicked in the Revenue box you will see a box appear to the right, click on Add Funding Source icon.

</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>After the user has clicked on the Add Funding Source icon. The user will see the screen below appear.

</td>
<td></td>
</tr>
<tr>
<td>3A.</td>
<td>To select a new Revenue (Funding Source) the user must click on the "Member Selection" icon to the right of the revenue box.


</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>3B.</td>
<td>After clicking on the “Member Selection” icon, the box below will appear in the users screen.

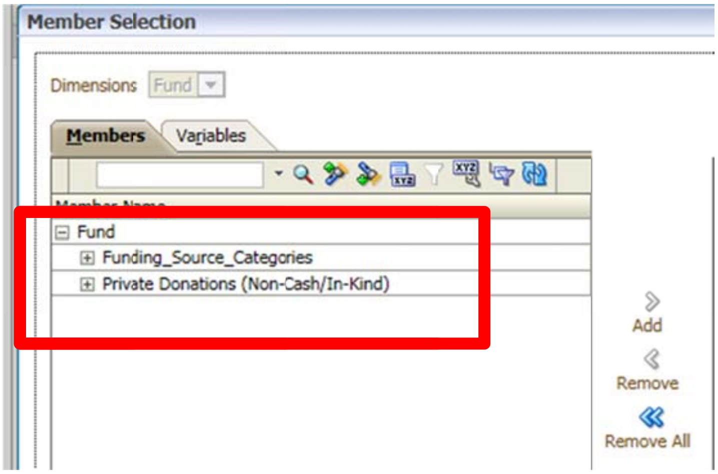
This is where the user selects his/her new Revenue (Funding Source).


</td>
<td></td>
</tr>
<tr>
<td>3C.</td>
<td>In this section the user can add or delete a Revenue (Funding Source)


</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>4.</td>
<td>

To find a Revenue (Funding Source), click on the + next to Funding Source Categories.

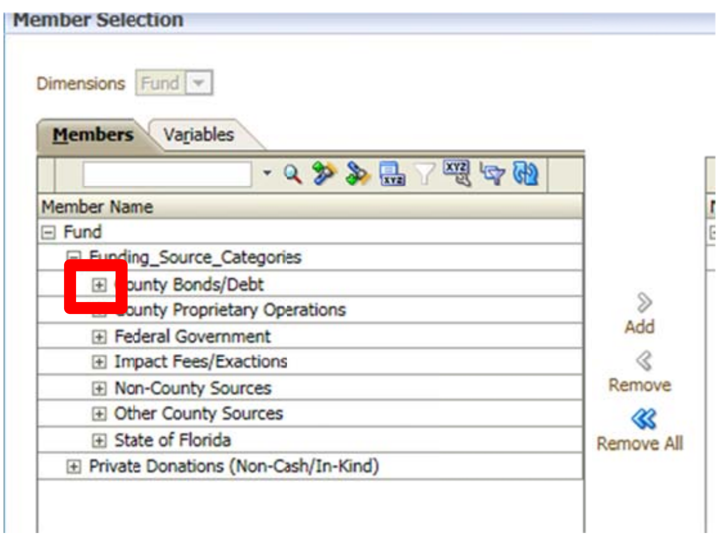


</td>
<td></td>
</tr>
<tr>
<td>4A.</td>
<td>

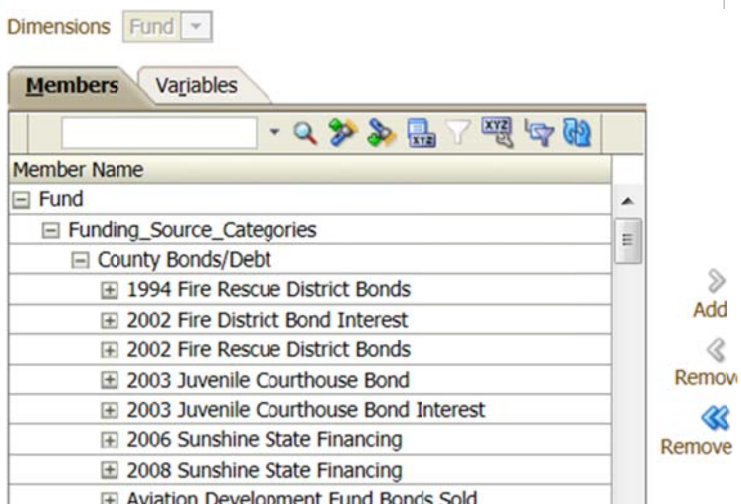
When the user clicks on the + next to Funding Source Categories, you will see another drop down box with a listing of Revenue categories.

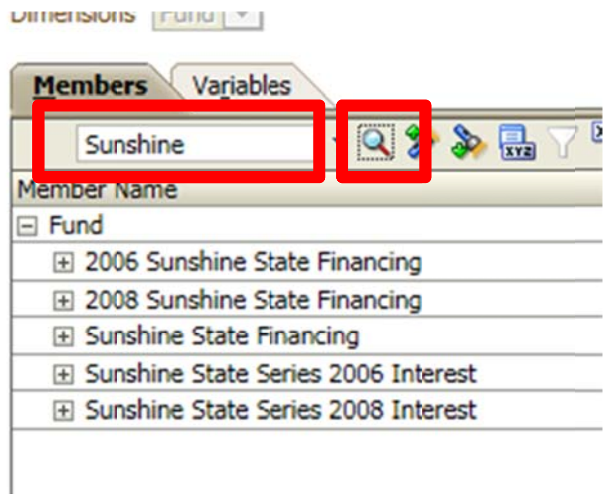
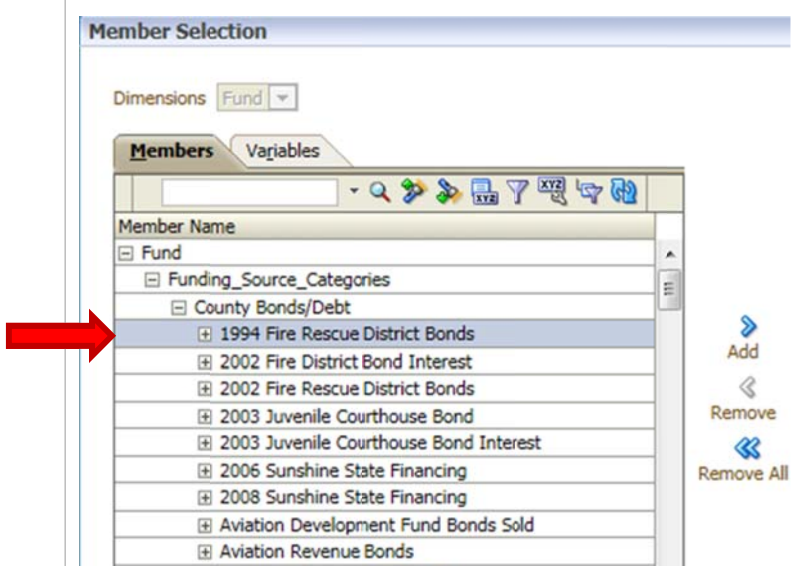
The user has two options to find and select his/her Revenues (Funding Source).

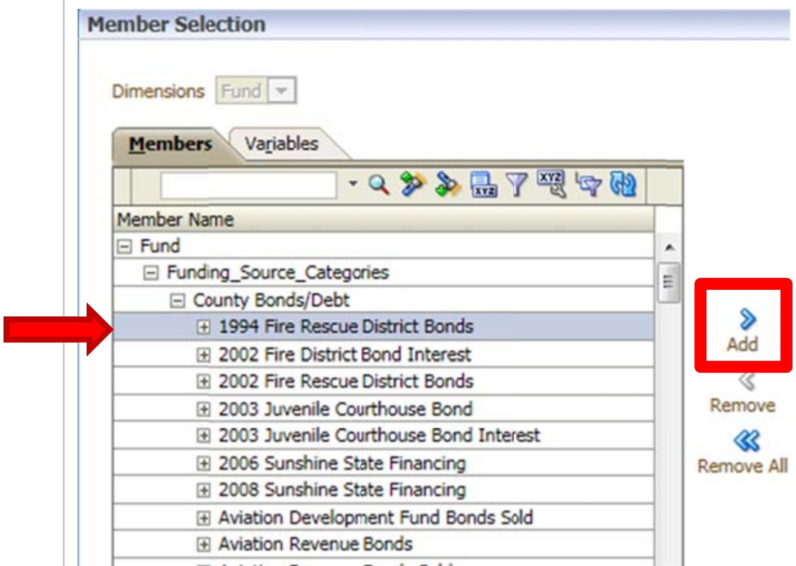
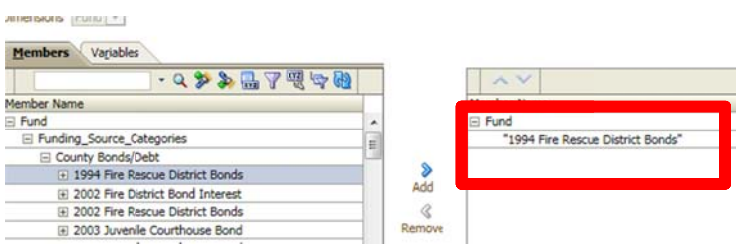
The First is by clicking on the + next to the funding source it falls under.

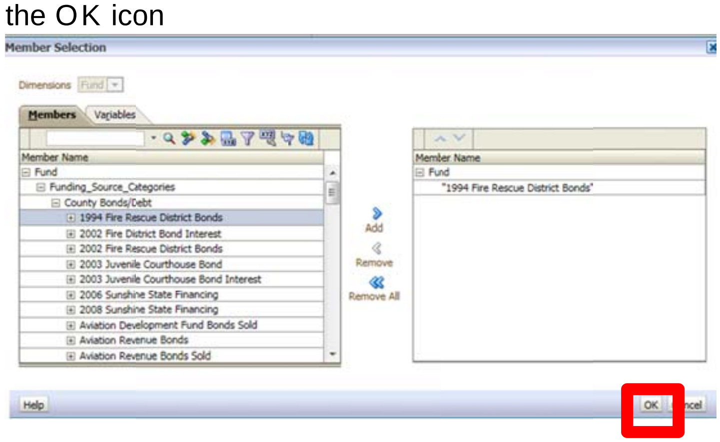


</td>
<td></td>
</tr>
</table>

4B.	Once the Funding Source is chosen, you will see another drop down box appear. These are **<u>ALL</u>** the revenues that fall under the Funding Source category you selected.  NOTE: If you do not see your Revenue (Funding Source), two things happened. 1) You are looking in the wrong category Or 2) It is a new Revenue and it has not been added <u>VERY IMPORTANT</u> If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.	

4C.	**The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box. Below, "Sunshine" was typed in and the Search icon was clicked and all the various revenues with Sunshine in its name populated. The user can now select his/her revenue of choice. 	
5.	To select the Revenue (Funding Source) the user needs to left click on the Revenue 	

<table>
<tr><td>5A.</td><td>When the Revenue has been selected the user then needs to click on the ADD arrow to the right.
</td><td></td></tr>
<tr><td>5B.</td><td>When the Revenue has been added, you will see it displayed.
</td><td></td></tr>
<tr><td>5C.</td><td>If the Revenue (Funding Source) selected is correct, the next step is to SAVE.

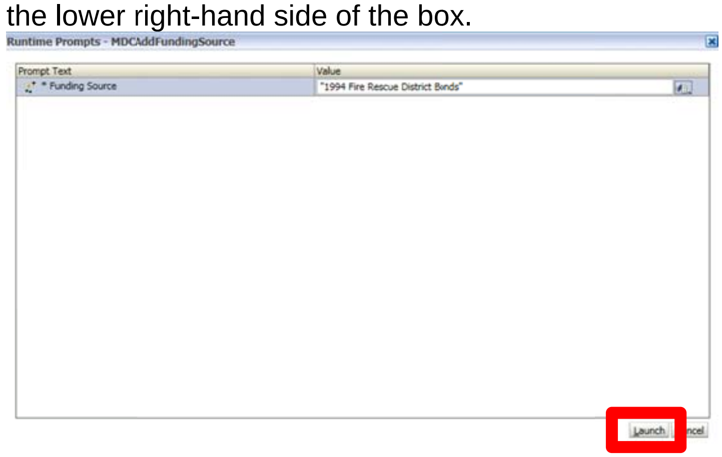
To SAVE the Revenue (Funding Source) click on the OK icon
</td><td></td></tr>
</table>

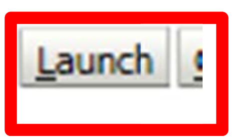
<table>
<tr>
<td>6.</td>
<td>Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.

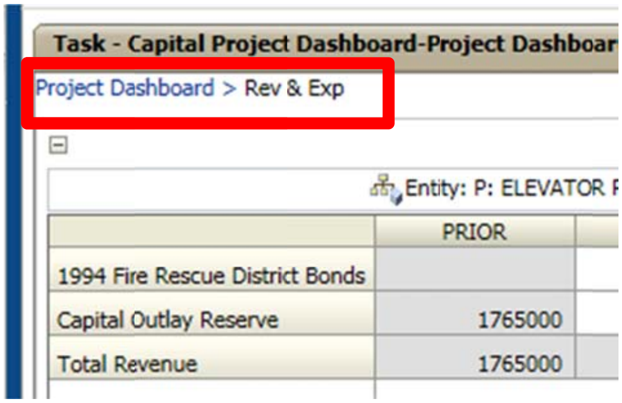
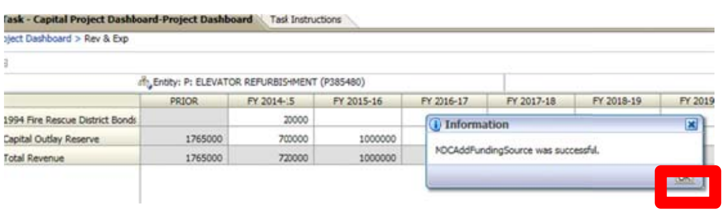
But you are not done yet.


</td>
<td></td>
</tr>
<tr>
<td>6A.</td>
<td>The last and final step in adding new Revenue (Funding Source) is to LAUNCH it.

By launching it, the revenue will be officially added to your Project/Project Site.

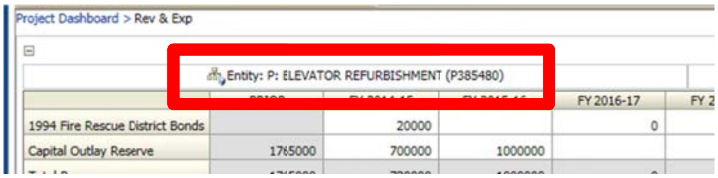
To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.



</td>
<td></td>
</tr>
</table>

7.	Once the Revenue has been LAUNCHED, the user will be taken back to the Capital Project Dashboard > Rev & Exp screen.  For budgeting purposes, you will now see in your Capital Project Dashboard > Rev & Exp form the new revenue you added as well as a pop-up that tells you, you have succeeded. ☺ Click OK 	

HELPFUL HINT:

In the Rev & Exp form, you will always see the Project name and number in the upper left-hand side of the form.



And the Project Site name and number in the upper right-hand side of the form.

Test Results

☐ **Pass** ☐ **Fail** ☐ **Incomplete**

Comments:______________________________

____

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Activity 3: Budget A New Project

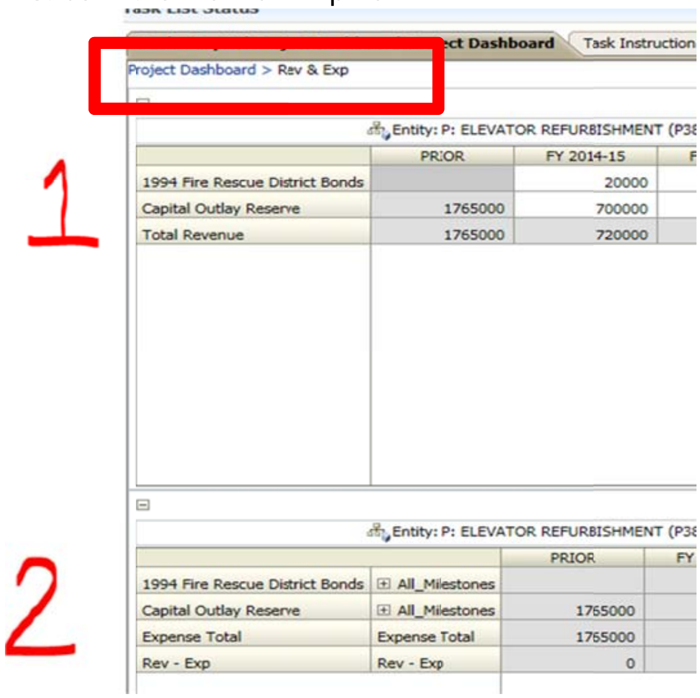
Sub Activity 3C: Add a Milestone – New Project

This activity will describe to the user how to add a Milestone (Expense Category) to a new project in the new Hyperion CBAT system.
.
It is important for the user to always remember that:

- a Milestone can only be added in the Rev & Exp form – in the expenditure section only
- Milestones are loaded to a specific Revenue (Funding Source)

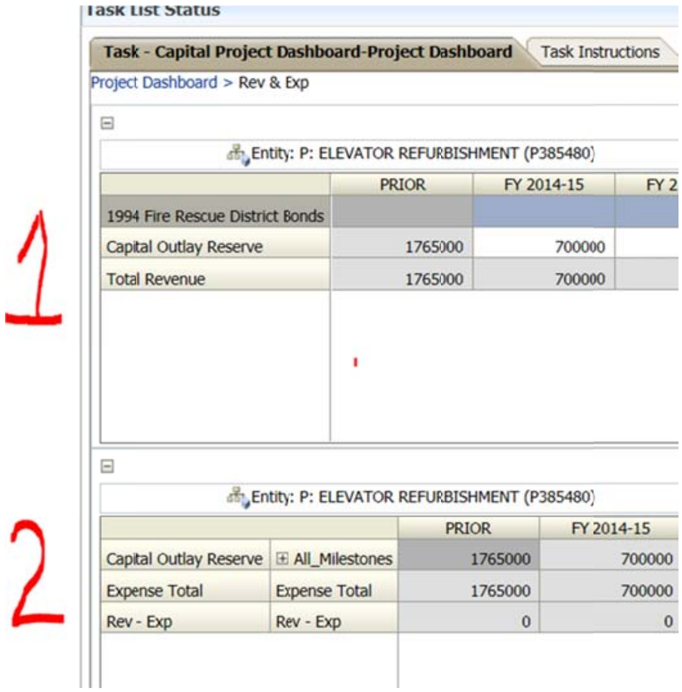
In this activity, you will:

- Navigate to the Rev & Exp form
- Associate a Revenue (Funding Source) with a specified Milestone
- Add a Milestone

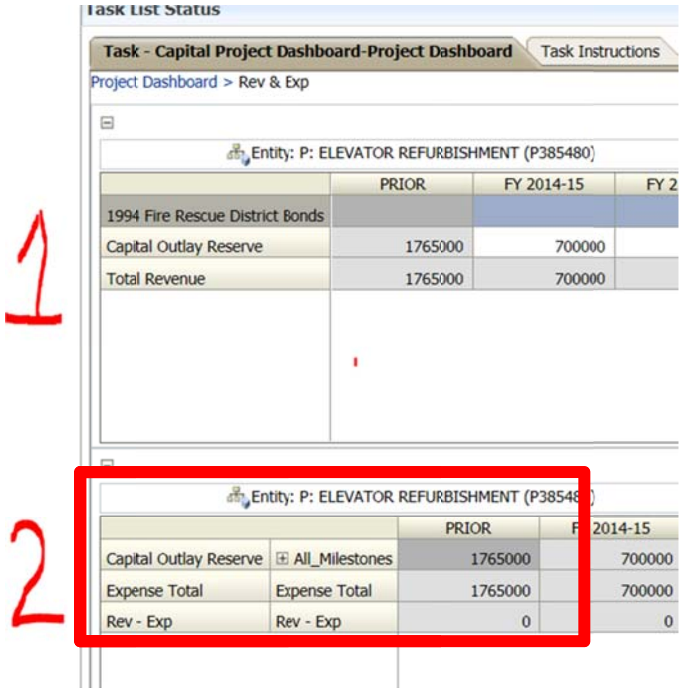
<table>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1.</td><td>To add a New Milestone to a Project, the user must first be in the Rev & Exp form.

</td><td></td></tr>
<tr><td>1A.</td><td>If you are not in the Rev & Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</td><td></td></tr>
</table>

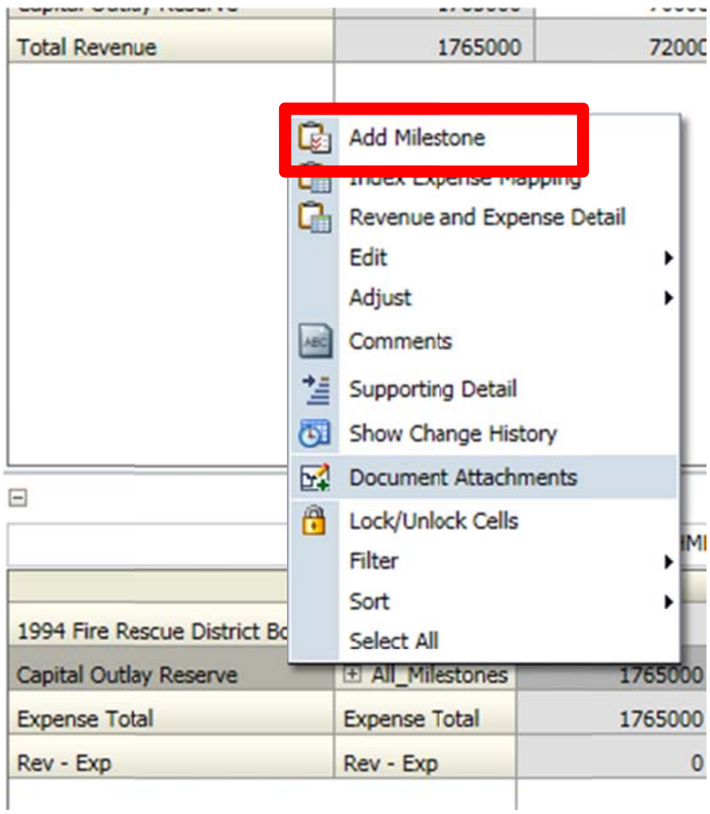
<table>
<tr>
<td>2.</td>
<td>Now that you are in the Rev & Exp form screen, you can begin the process of adding a new Milestone to your Project/Project Site.

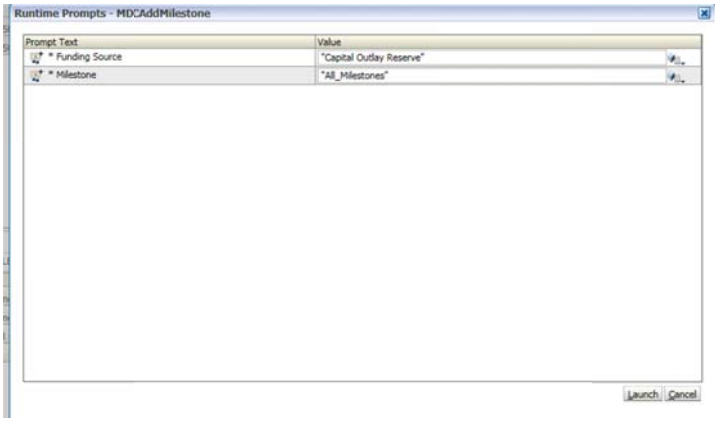
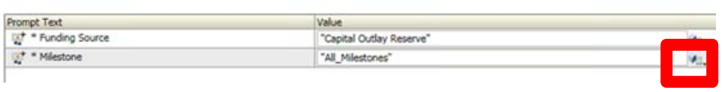
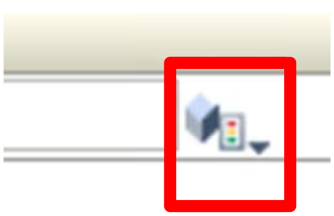
Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom.


</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HELPFUL HINT:

Before you select your Milestone, you must first select the Revenue (Funding Source) that will be tied to it.</td>
<td></td>
</tr>
</table>

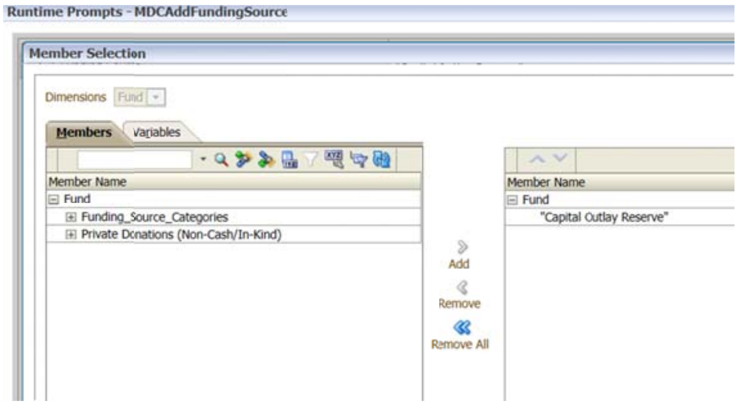
2A..	To add a new Milestone (Expenditure Category) just right click anywhere in the expenditure box. 	

2B.	After you have right clicked anywhere in the Expenditure box you will see a box appear to the right, click on Add Milestone icon.  	

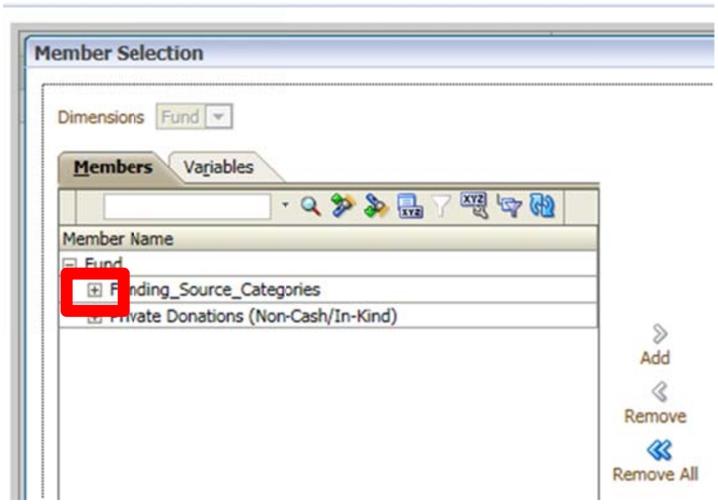
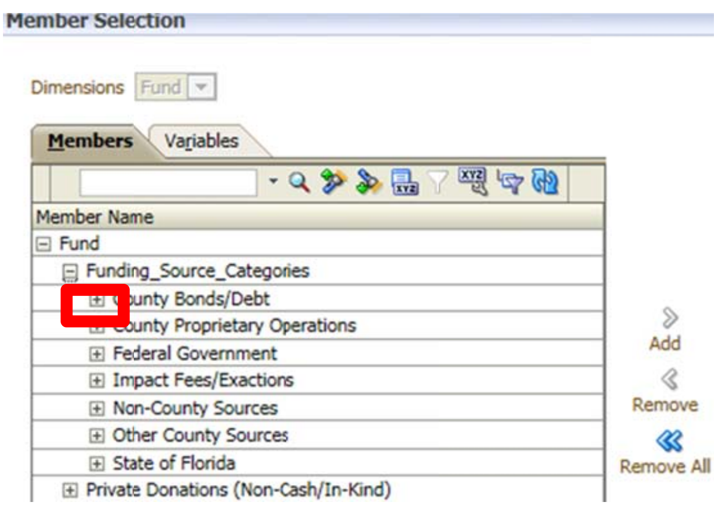
3.	After the user has clicked on the Add Milestone icon. The user will see the screen below appear.  	
3A.	The user should see two rows. 1 - Funding Source 2 - Milestone  It is in this section that the user **<u>MUST associate</u>** the Milestone (Expenditure Category) with Revenue (Funding Source).	
3B.	To select a Revenue (Funding Source) the user must click on the "Member Selection" icon to the right of the revenue box  	

<table>
<tr>
<td>3C.</td>
<td>
After clicking on the “Member Selection” icon, the box below will appear in the users screen.

This is where the user selects his/her Revenue (Funding Source).



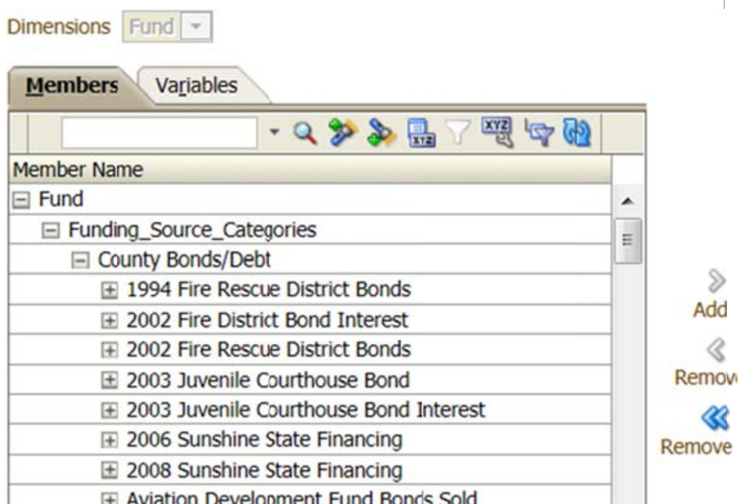
NOTE:
In this section the user can add a Revenue (Funding Source)
</td>
<td></td>
</tr>
</table>

4.	To find a Revenue (Funding Source), click on the + next to Funding Source Categories.  	
4A.	When the user clicks on the + next to Funding Source Categories, you will see another drop down box with a listing of Revenue categories. The user has two options to find and select his/her Revenues (Funding Source). **The First** is by clicking on the + next to the funding source it falls under.  	

4B.

Once the Funding Source is chosen, you will see another drop down box appear.

These are **ALL** the revenues that fall under the Funding Source category you selected.



NOTE:

If you do not see your Revenue (Funding Source), two things happened.

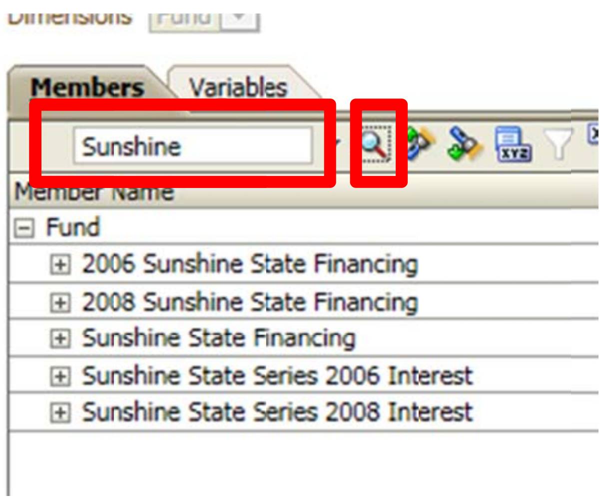
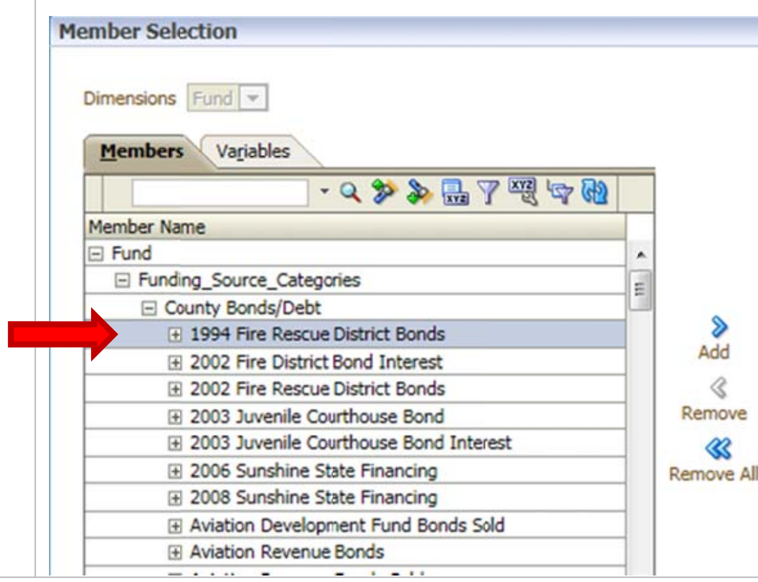
3) You are looking in the wrong category

Or

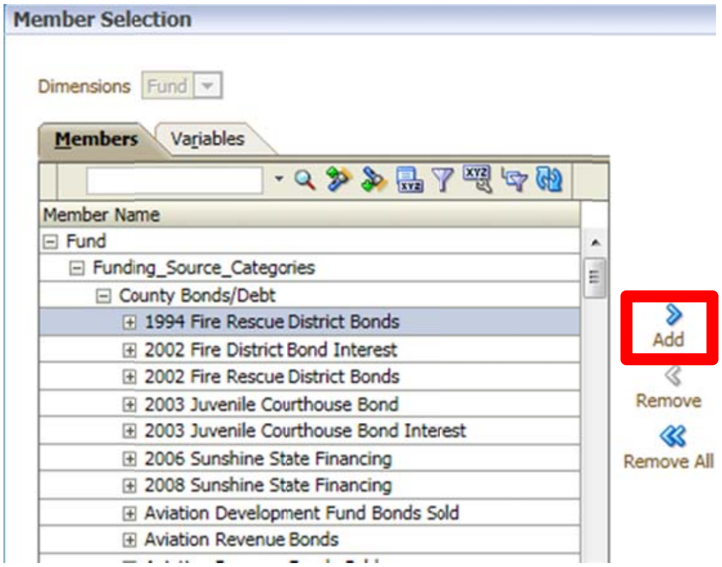
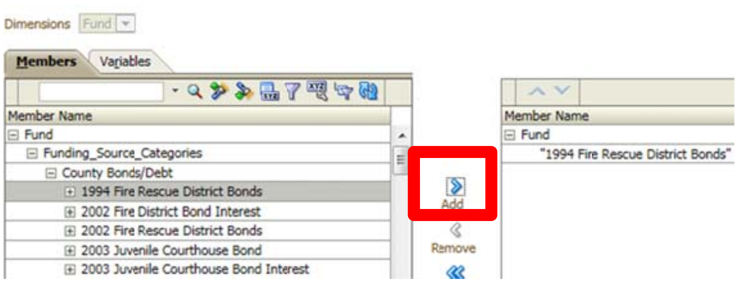
4) It is a new Revenue and it has not been added

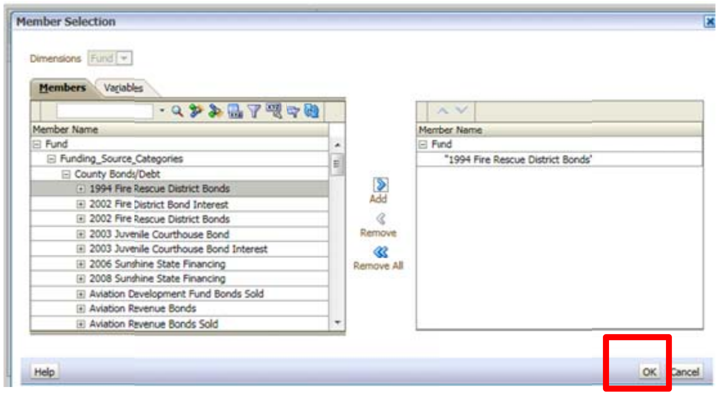
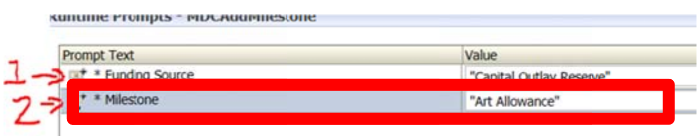
VERY IMPORTANT

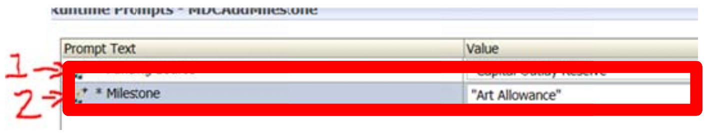
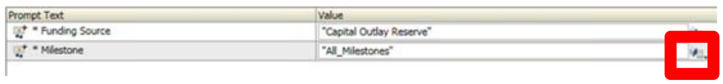
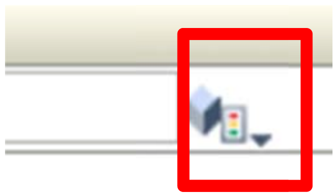
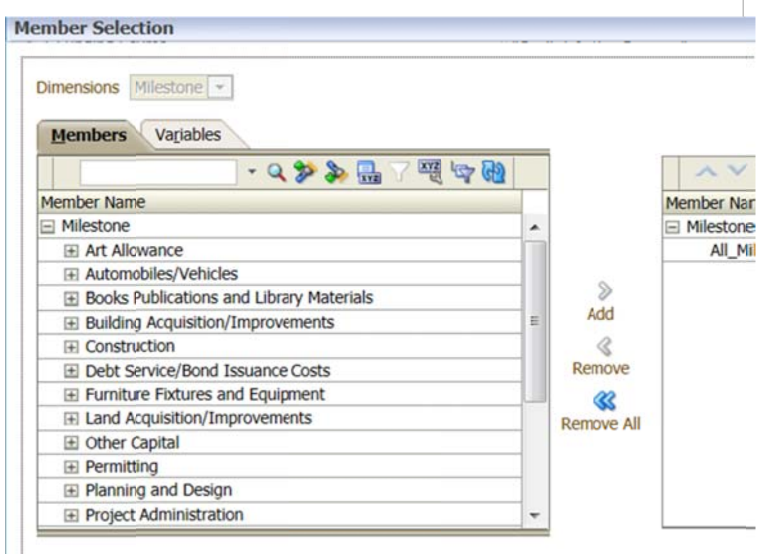
If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.

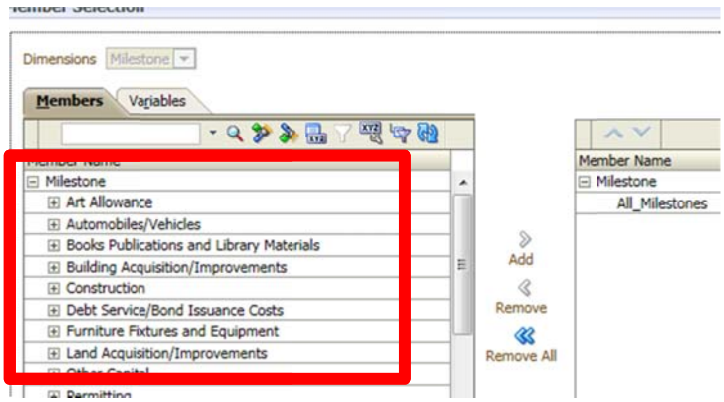
4C.	**The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box. Below, “Sunshine” was typed in and the Search icon was clicked and all the various revenues with Sunshine in its name populated. The user can now select his/her revenue of choice. 	
5.	To select the Revenue (Funding Source) the user needs to left click on the Revenue 	

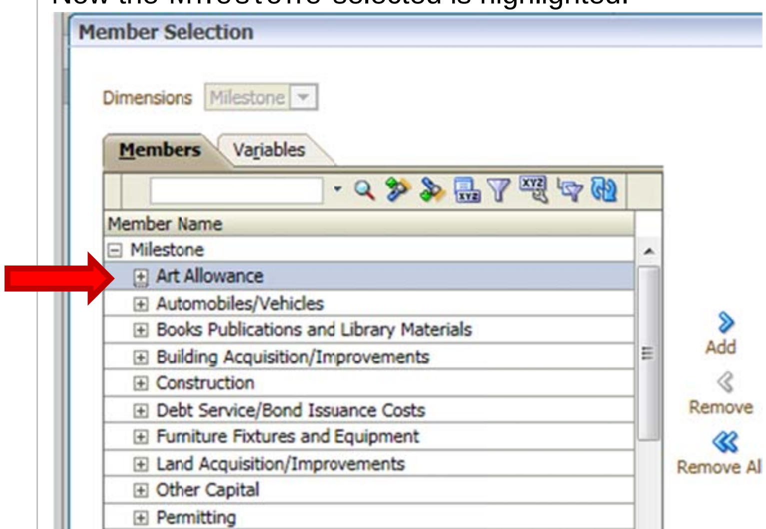
BUDGETING ANALYSIS TOOL

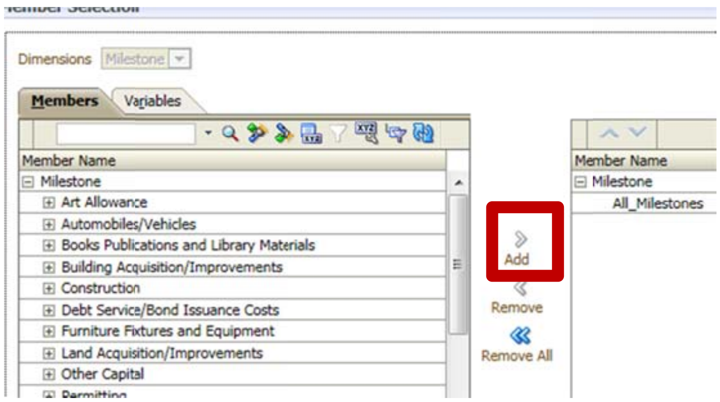
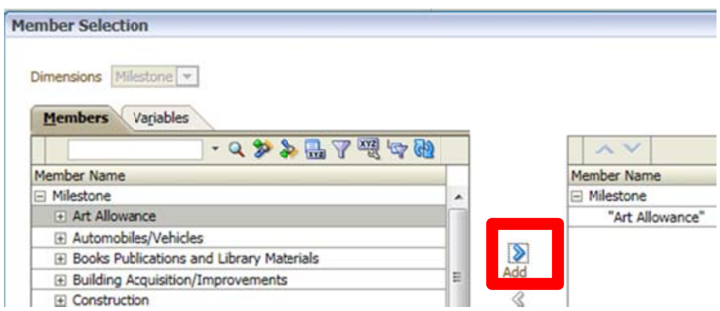
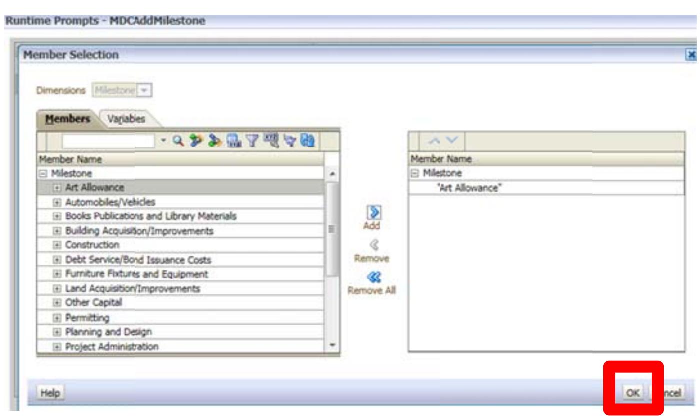
5A.	When the Revenue has been selected the user then needs to click on the ADD arrow to the right.  	
5B.	When the Revenue has been added, you will see it displayed.  	

5C.	If the Revenue (Funding Source) selected is correct, the next step is to SAVE. To SAVE the Revenue (Funding Source) click on the OK icon 	
5D.	Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed. **<u>But you are not done yet.</u>**  Your next step is to select the Milestone for the Revenue (Funding Source) you wish to add.	

6.	To select a new Milestone (Expenditure Category) the user must click on the “Member Selection” icon to the right of the revenue box   	
6A.	After clicking on the “Member Selection” icon, the box below will appear in the users screen. This is where the user selects his/her new Milestone (Expenditure Category).  	

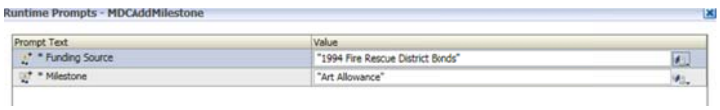
<table>
<tr>
<td>6B.</td>
<td>NOTE:
In this section the user can add a Milestone (Expenditure Category)

</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>To select a Milestone (Expenditure Category), just move your cursor and click on the Milestone selected.

Now the Milestone selected is highlighted.

</td>
<td></td>
</tr>
</table>

7A.	When the Milestone has been selected the user then needs to click on the ADD arrow to the right.  	
7B	When the Milestone has been added, you will see it displayed.  	
8.	If the Milestone (Expenditure Category) selected is correct, the next step is to SAVE. To SAVE the Milestone (Expenditure Category) click on the OK icon  	

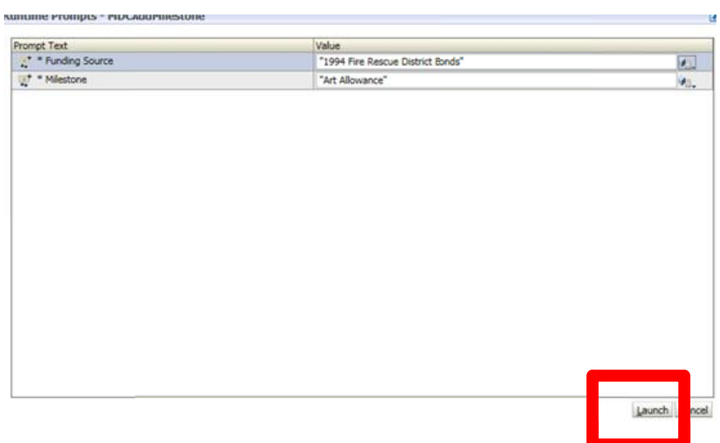
<table>
<tr><td>8A.</td><td>Once the user has ADDED and SAVED the new Milestone (Expenditure Category), a new box will appear on the screen with the name of the Milestone (Expenditure Category) and the Revenue (Funding Source) it is tied to.

But you are not done yet.


</td><td></td></tr>
<tr><td>9.</td><td>The last and final step in adding the new Milestone (Expenditure) is to LAUNCH it.

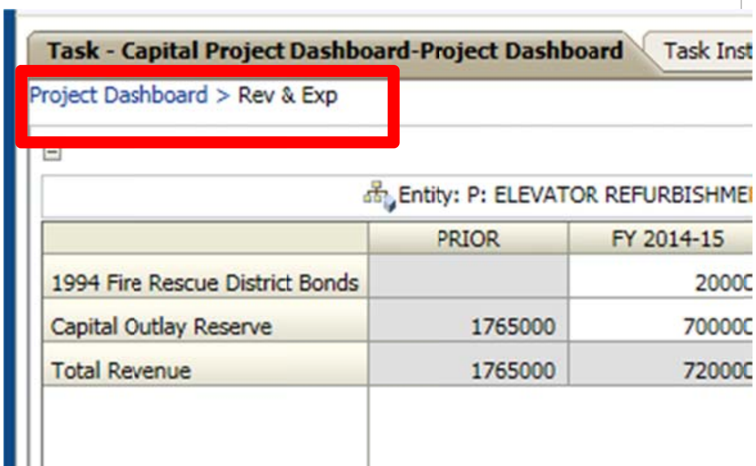
By launching it, the Revenue (Funding Source) and your Milestone (Expenditure category) will be officially linked and added to your Project/Project Site.

To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.

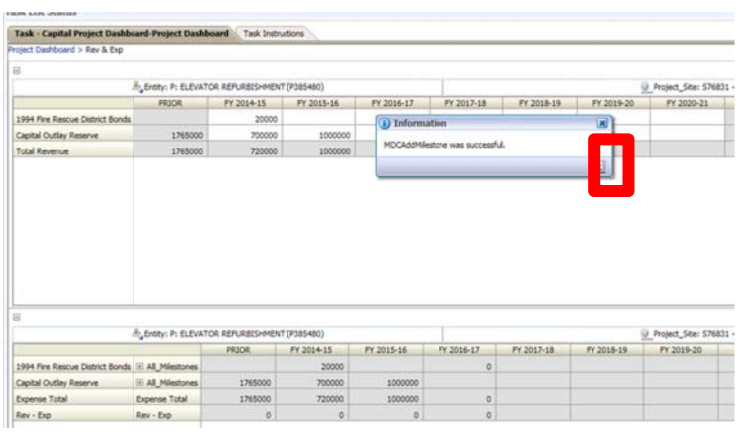



</td><td></td></tr>
</table>

10. Once the Revenue/Expenditures has been LAUNCHED, the user will be taken back to the Capital Project Dashboard > Rev & Exp screen.

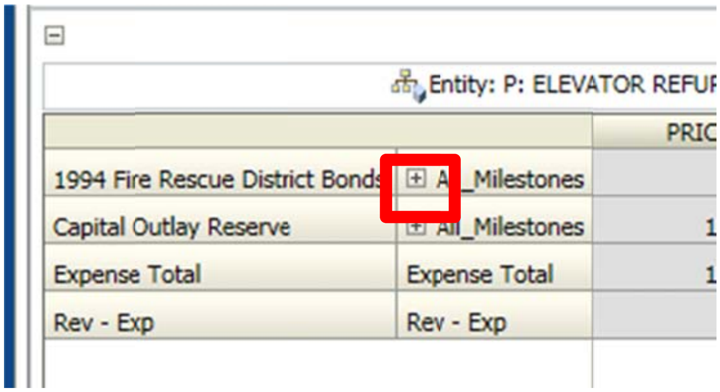
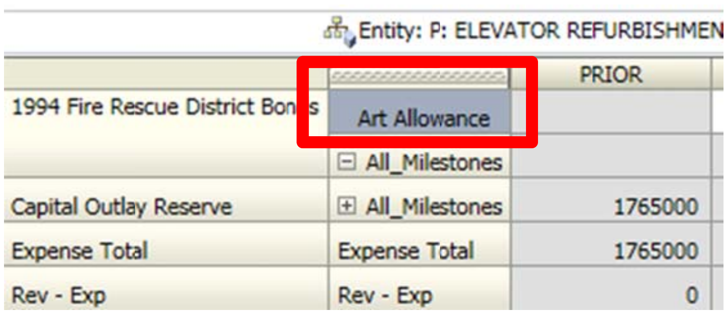


For budgeting purposes, you will now see in your Capital Project Dashboard > Rev & Exp form the Revenue (Fund Source) added to the Expenditure form.



A pop-up will also show, to advise the user that he/she has succeed. ☺

Click OK

11.	To see and budget in the Milestone that has just been added click on the + next to the Milestone 	
11A.	By clicking on the + next to the Milestone, you will see the Milestone (Expenditure Category) added. 	
	Test Results ☐ **Pass** ☐ **Fail** ☐ **Incomplete** **Comments:**________________________________ ____ ____	

Activity 3: Budget A New Project

Sub Activity 3D: Input Budget/Verify Calculations – New

This activity will describe to users how to input budget numbers into both the Rev & Exp form.

It is in the Rev & Exp form that the user will be able to allocate funds to their selected Project/Project Site.

The Rev & Exp form contains calculations to aid the user in the budgeting process.

These calculations contain:

- Conditional formatting to change color when the revenues and expenses are out of balance.

Revenues

The new Hyperion CBAT system requires that the user enter the budget revenue for all projects.

The validation of the correct revenue amount **MUST** be done by the user.

The new Hyperion CBAT system does not download any revenue information from FAMIS.

Expenditures

The new Hyperion CBAT system will download actuals from FAMIS if the once the user has mapped their index codes to the Project/Project Site.

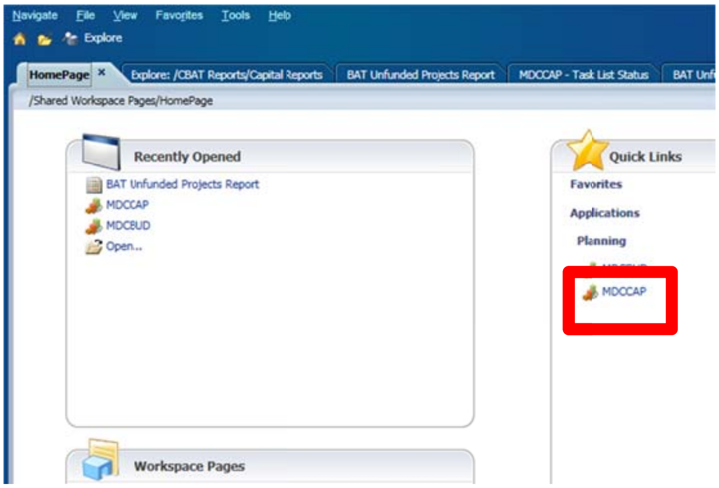
- It is important to remember that data can only be entered into white cells. Data will only be stored in the database after the SAVE button is clicked.

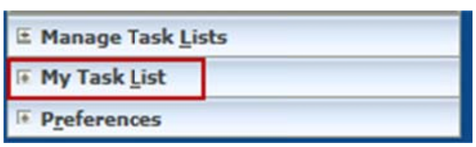
In this activity, you will:

- Enter Data into the Revenue and Expense forms
- Save Data
- Verify the forms total calculations work correctly

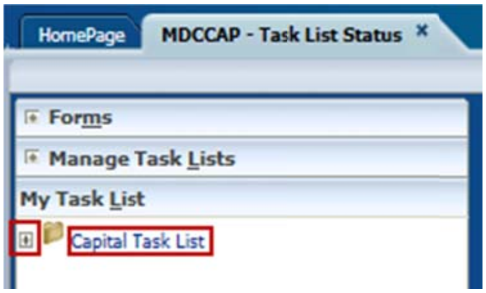
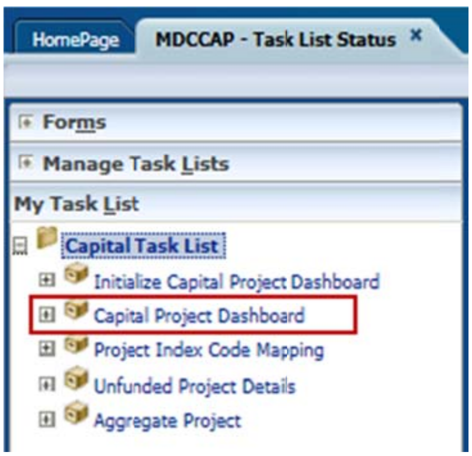
<table>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1.</td><td>When you have logged into the system, below is what you will see.

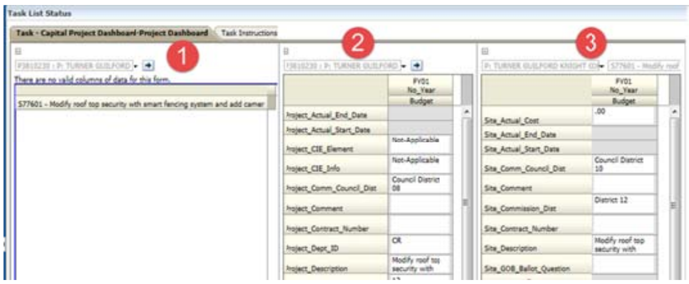
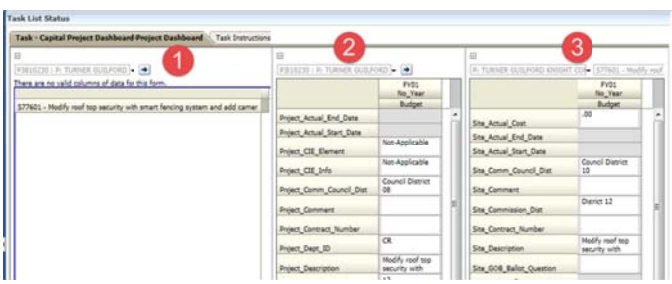
On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.

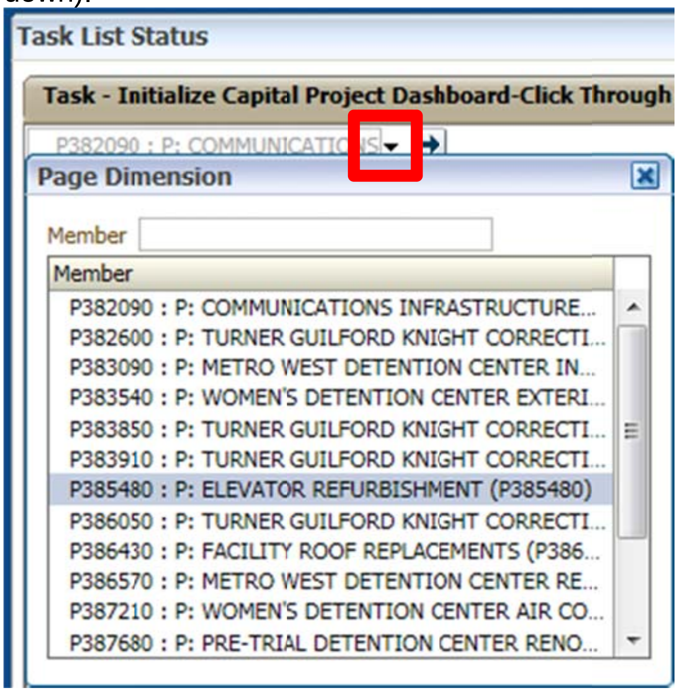

</td><td></td></tr>
<tr><td>2.</td><td>On the left hand side of the screen there is a list. This is called the View Pane. In the View Pane find the My Task List icon.



Click on the + sign next to My Task List.</td><td></td></tr>
</table>

3.	You will see the My Task List folder expand. Click on the + sign next to the Capital Task List.  	
4.	You will see the Capital Task List folder expand. Look for the folder Capital Project Dashboard  Click on the Capital Project Dashboard icon.	

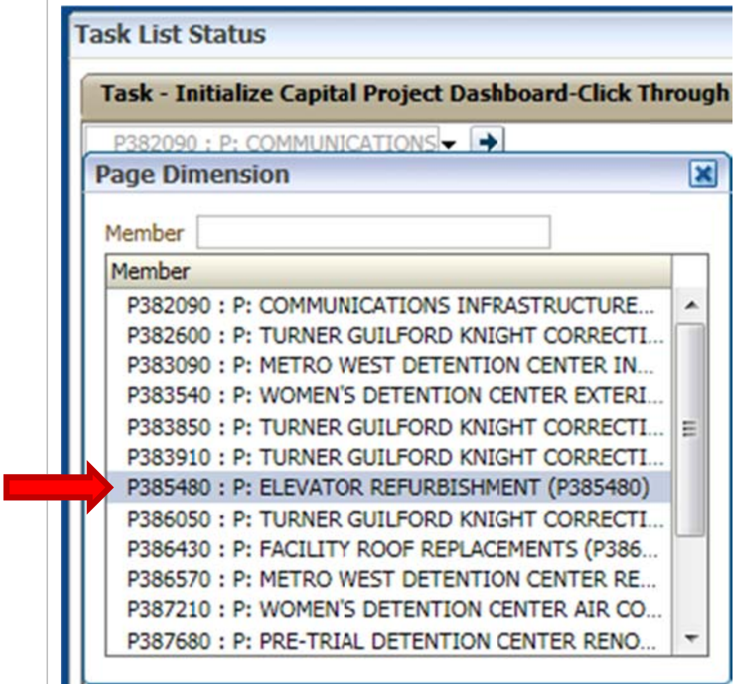
4A.	You will notice that the screen has changed and that there are now three columns displaying information. This is your Capital Project Dashboard. Form/Column 1 – **Information Driver** Form/Column 2 – **Project Information <u>ONLY</u>** Form/Column 3 – **Project Site Information ONLY** 	
4B.	Form/Column 1 – Information Driver This is the driver of your Capital Project Dashboard. It is called the "Master" form and it is interactive.  It is in form/column 1 where you select the Project and Project Site	

<table>
<tr>
<td>5.</td>
<td>To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).


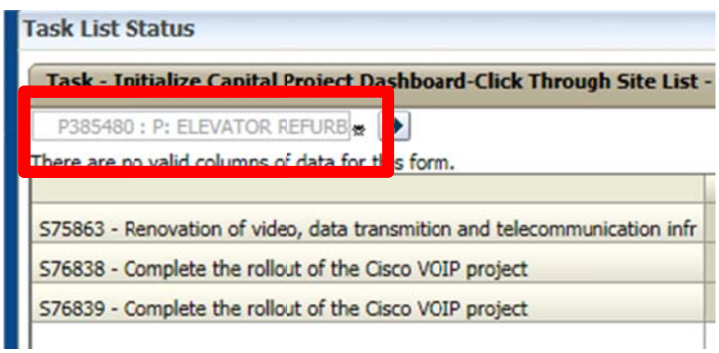
NOTE:
All Projects will have the letter “P” in front of the number.

“P” denotes Project.</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>5A.</td>
<td>When you have highlighted your selected Project just click on it.



</td>
<td></td>
</tr>
<tr>
<td>5B.</td>
<td>Now the project you selected is showing in the dropdown box.



</td>
<td></td>
</tr>
</table>

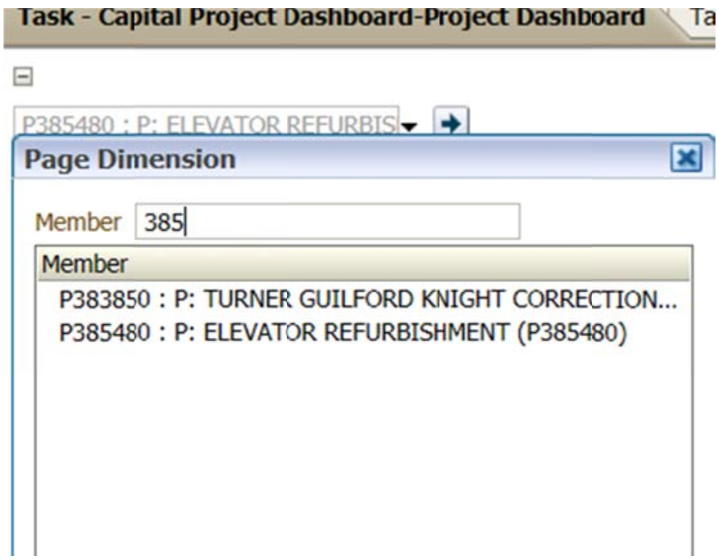
Helpful Hint:

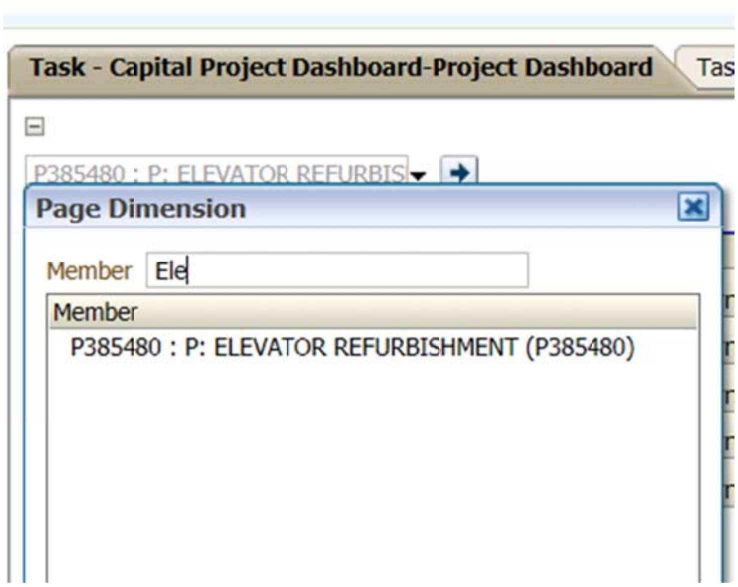
To make it easier for the user for the user to find a Project,, the user can either type in:

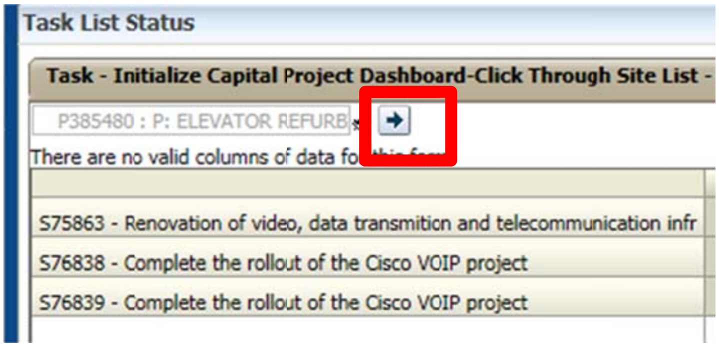
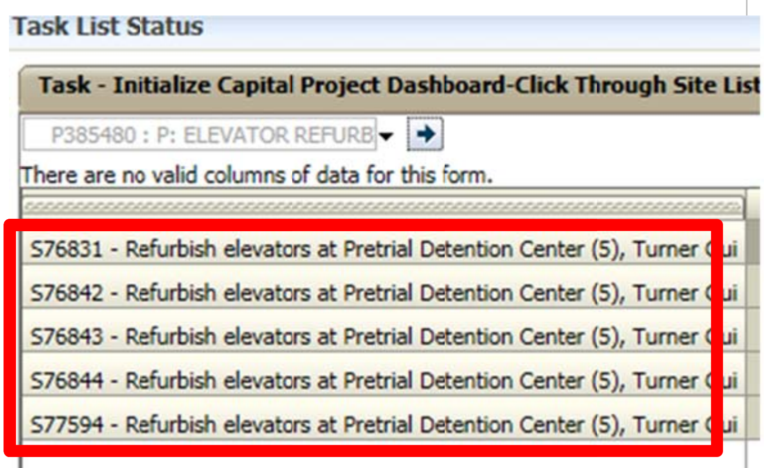
- The project number

  or
- The project name

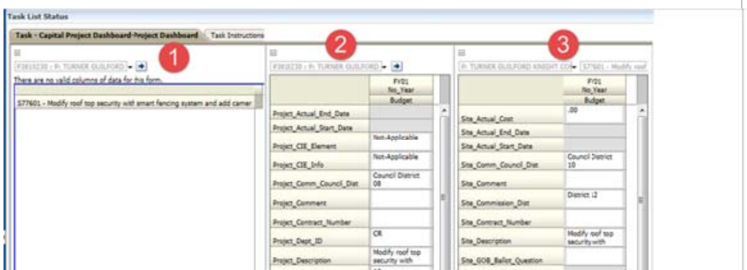
in the "Member" box to find your project of choice.

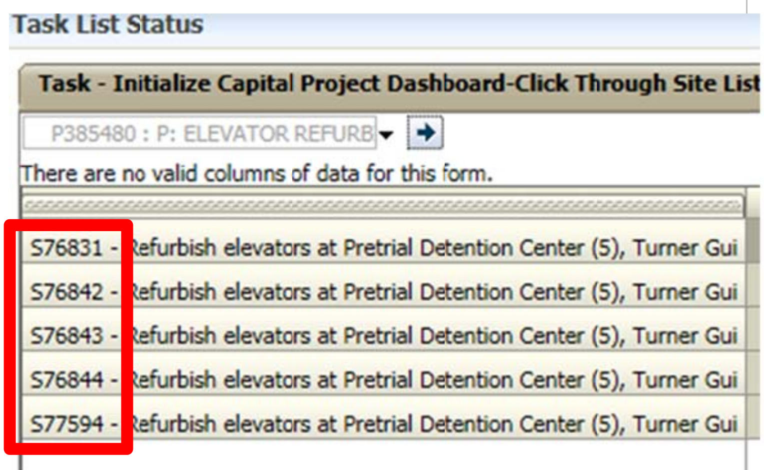




6.	When you have selected the Project and it is showing in the drop down box - click on the horizontal arrow button - also called the GO icon 	
6A.	If you do not click on the GO icon, your Project information will not populate in form/column 1 and therefore, you will not be able to see the Project Sites associated to the project selected. Or worst case scenario, you begin working on the wrong project. 	

<table>
<tr><td>6B.</td><td>When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate.


</td><td></td></tr>
<tr><td>6C.</td><td>The Project Site list that you will see, are <u>ONLY</u> those Project Sites associated to the Project you have selected.



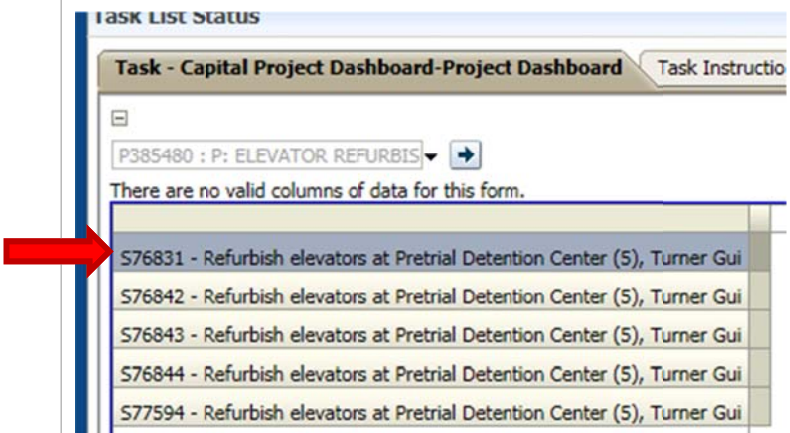
NOTE:
All Project Sites will have the letter “S” in front of the number.

“S” denotes Project Site.</td><td></td></tr>
</table>

<table>
<tr>
<td>7.</td>
<td>
Since the user can only budget at the Project Site level, a Project Site must be selected.

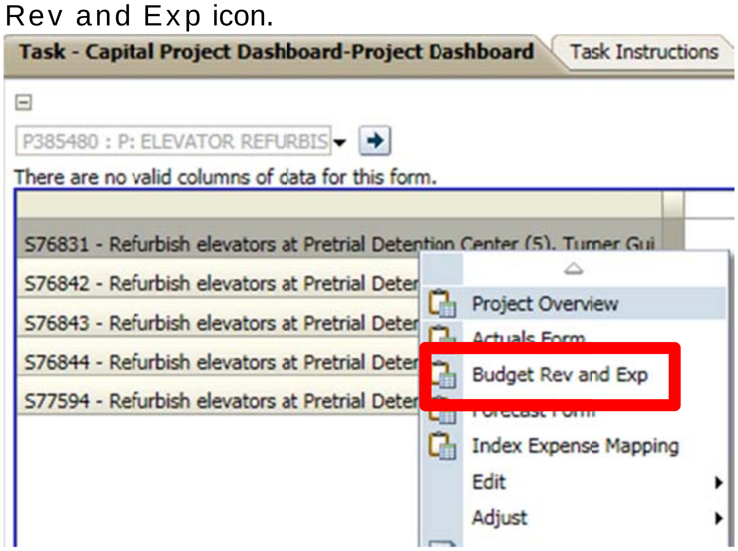
Selecting a Project Site should be done immediately after the user has selected a Project.

To select a Project Site, just move your curser to a Project Site and left click on your mouse.



The Project Site you selected will now be highlighted.
</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>
After you have selected your Project Site to budget, keep your cursor on the highlighted Project Site and right click with your mouse.

You will see a box appear to the right, click on Budget Rev and Exp icon.



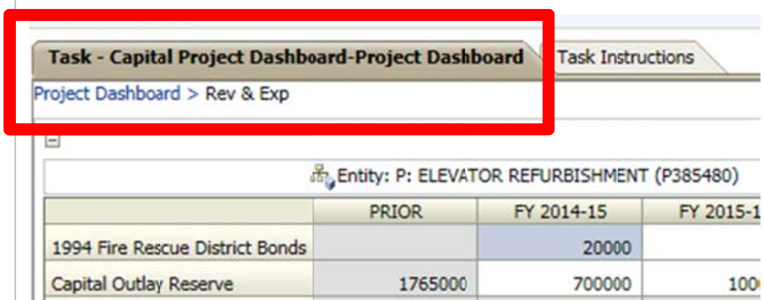
</td>
<td></td>
</tr>
</table>

8A.

You will see that your view has now changed to a split screen.

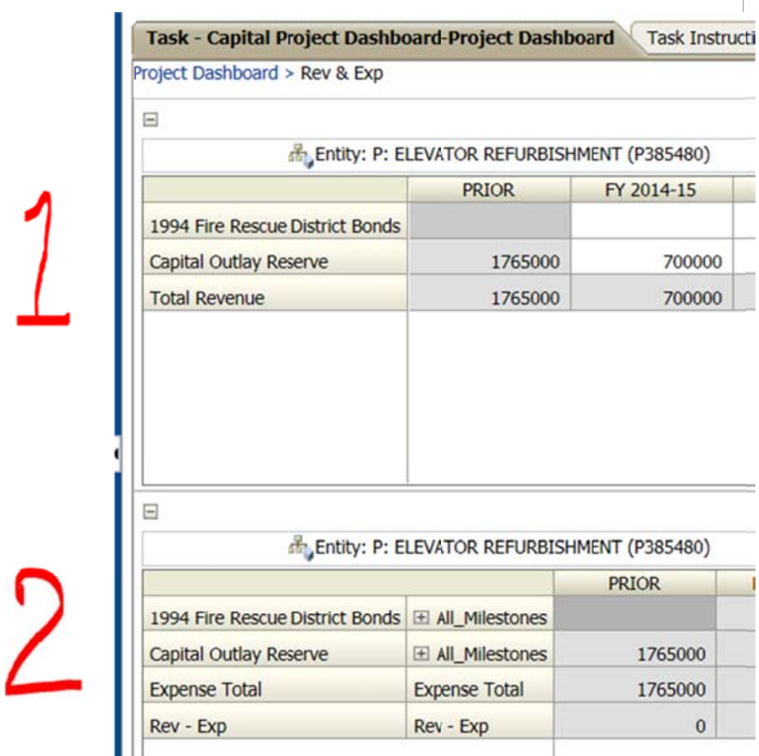
This is your Rev and Exp form.

Your Capital Project Dashboard will always let you know what screen you are in.



8**B.**

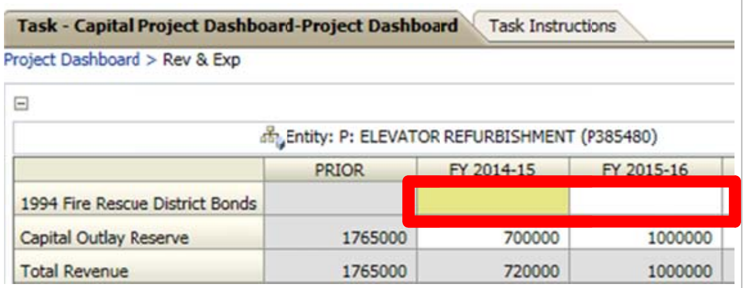
Please note that Revenues (1) are displayed at the top of the screen while Expenditures (2) are shown at the bottom.



9.

REVENUES

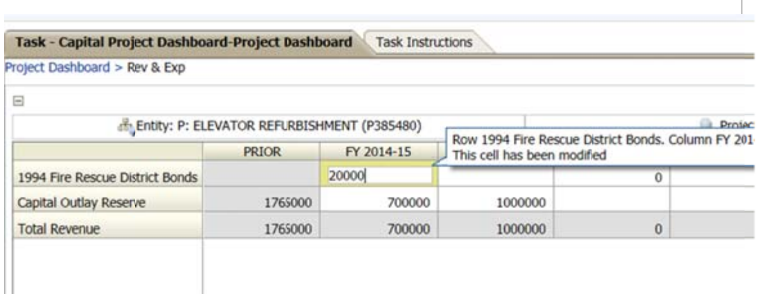
From the Rev & Exp form , pick a Funding Source and enter a value (amount).



NOTE:
Data values can only be entered into WHITE cells.

9A

When the user enters a value (amount) into the Revenue form the box will turn yellow.

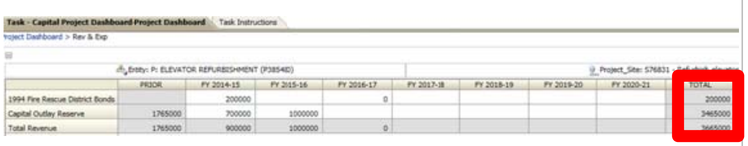


NOTE:
The YELLOW alerts the user that the value is not saved and has not been put in the database.

<table>
<tr>
<td>9B.</td>
<td>Click on the SAVE icon to save the data entered on the form

NOTE:
The **YELLOW** box now turns **WHITE** – this alerts the user that the data has been saved.</td>
<td></td>
</tr>
<tr>
<td>9C.</td>
<td>After your data has been entered and saved on the form, it is important for the user to check the total at the end, just to ensure there are no errors.

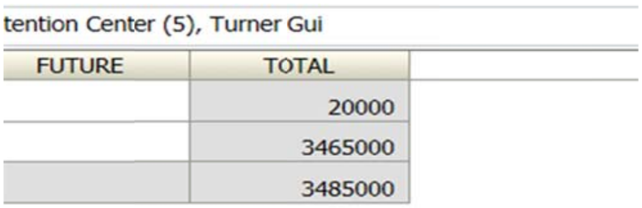
Totals are automatically calculated for the user.

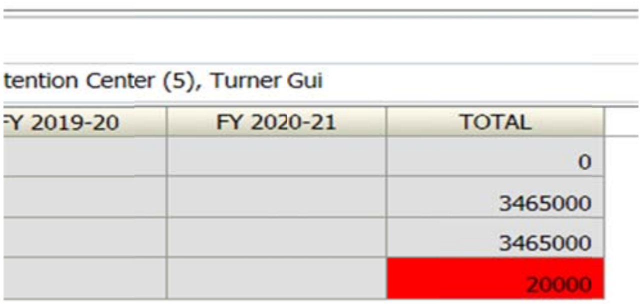

</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>10.</td>
<td>
If the user does not add a corresponding expense, to account for the revenue added, the user will see a box in the total column turn RED.

NOTE:

The RED box in the Totals column indicates that the Project Site is imbalanced and by how much.


tention Center (5), Turner Gui
FUTURE | TOTAL
| 20000
| 3465000
| 3485000

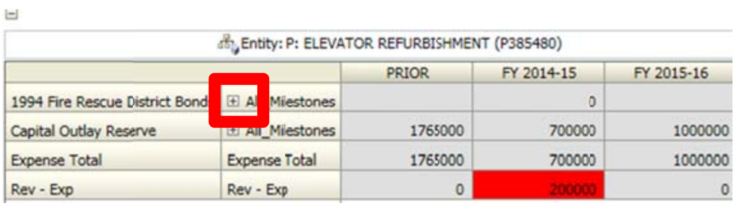

tention Center (5), Turner Gui
FY 2019-20 | FY 2020-21 | TOTAL
| | 0
| | 3465000
| | 3465000
| | 20000
</td>
<td></td>
</tr>
</table>

BAT
BUDGETING ANALYSIS TOOL

11.

Expenditures

To enter a value on the expenditure side, on the Rev & Exp form, pick a Funding Source and the click on the + next to the Milestone to expand the Milestones and select.

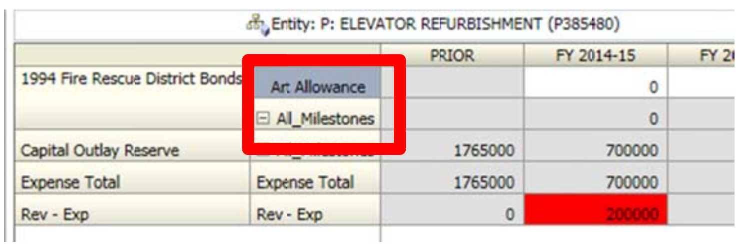


Entity: P: ELEVATOR REFURBISHMENT (P385480)

		PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District Bond	All_Milestones		0	
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000
Expense Total	Expense Total	1765000	700000	1000000
Rev - Exp	Rev - Exp	0	200000	0

11A.

The user should see a listing of all the Milestones associated and/or added to the Revenue (Funding Source)



Entity: P: ELEVATOR REFURBISHMENT (P385480)

		PRIOR	FY 2014-15	FY 2(
1994 Fire Rescue District Bonds	Art Allowance		0	
	All_Milestones		0	
Capital Outlay Reserve		1765000	700000	
Expense Total	Expense Total	1765000	700000	
Rev - Exp	Rev - Exp	0	200000	

11B.

Once the user has expanded the Milestones, a value (amount) can be entered.

Entity: P: ELEVATOR REFURBISHMENT (P385480)

		PRIOR	FY 2014-15	FY 2015-16	FY 2016
1994 Fire Rescue District Bonds	Art Allowance		20000		
	All_Milestones				
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000	
Expense Total	Expense Total	1765000	700000	1000000	
Rev - Exp	Rev - Exp	0	20000	0	

NOTE:
The YELLOW alerts the user that the value is not saved and has not been put in the database.

<table>
<tr><td>11C.</td><td>Click on the SAVE icon to save the data entered on the form

NOTE:
The YELLOW box now turns WHITE – this alerts the user that the data has been save.</td><td></td></tr>
</table>

<table>
<tr>
<td>12</td>
<td>
Verify the Expense Total calculated correctly

<table>
<tr><th>TOTAL</th></tr>
<tr><td>200000</td></tr>
<tr><td>3465000</td></tr>
<tr><td>3665000</td></tr>
</table>

331 - Refurbish elevators at Pretrial Detentio

<table>
<tr><th>FY 2020-21</th><th>TOTAL</th></tr>
<tr><td></td><td>200000</td></tr>
<tr><td></td><td>200000</td></tr>
<tr><td></td><td>3465000</td></tr>
<tr><td></td><td>3665000</td></tr>
<tr><td></td><td>0</td></tr>
</table>

NOTE:
If the calculations are correct the formula cell should turn GREY in color.
</td>
<td></td>
</tr>
<tr>
<td></td>
<td>
Test Results
☐ Pass ☐ Fail ☐ Incomplete
Comments:_______________________________
____
____
</td>
<td></td>
</tr>
</table>

Activity 3: Budget A New Project

Sub Activity 3E: View Revenue and Expense Detail

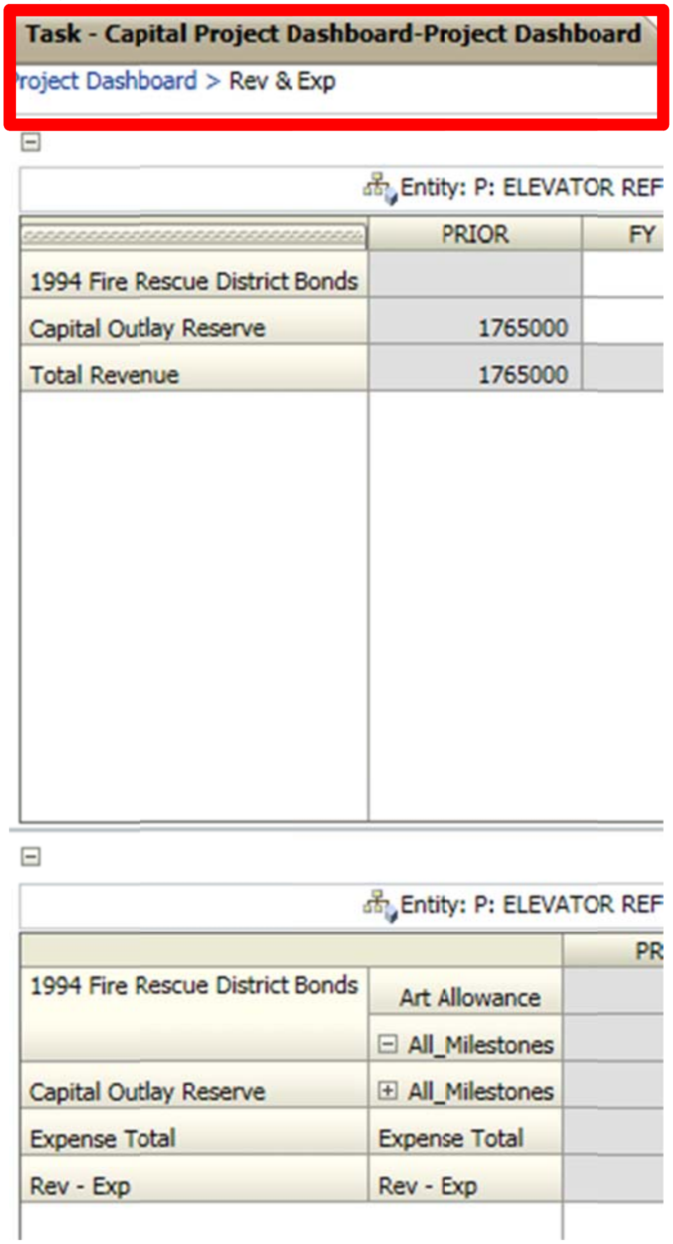
This activity will describe to users how to view the lowest level of detail for specific Revenue (Funding Source) within a Project Site.

This will allow the user the ability to view whether a specific revenue source balances with expenditures and also budget.

This is a great resource when a project site has multiple funding sources.

In this activity, you will:

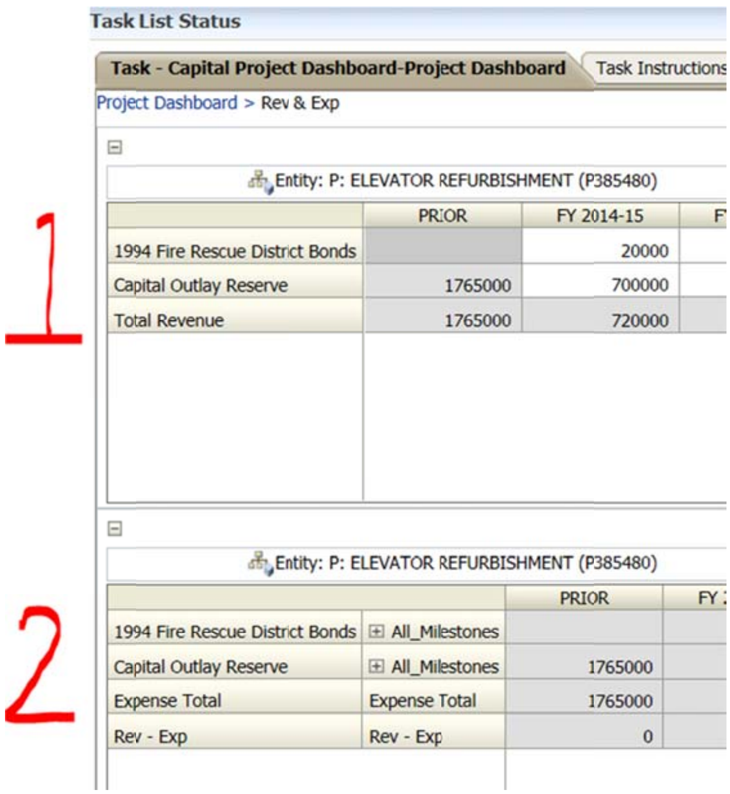
- Check to see if a specific revenue is balanced to expenditures for a Project Site

Step	Action	Notes
1.	To view your Revenue and Expense Detail you need to make sure you are in the Capital Project Dashboard.  	
1A.	If you are not in the Rev & Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.	

2.

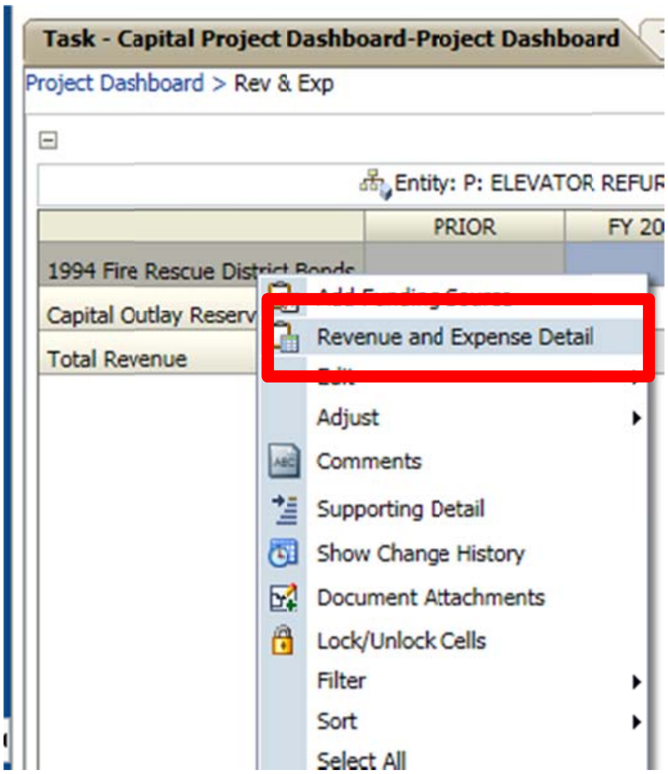
Now that you are in the Rev & Exp form screen, you can begin the process of checking whether a specific revenue balances to its expenditures.

Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom.



<table>
<tr>
<td>3.</td>
<td>
From the Rev & Exp form from right click on the Revenue (Funding Source) you want to check.

Once clicked, you will notice a pop-up box appear.



Click on the Revenue and Expense Detail icon.

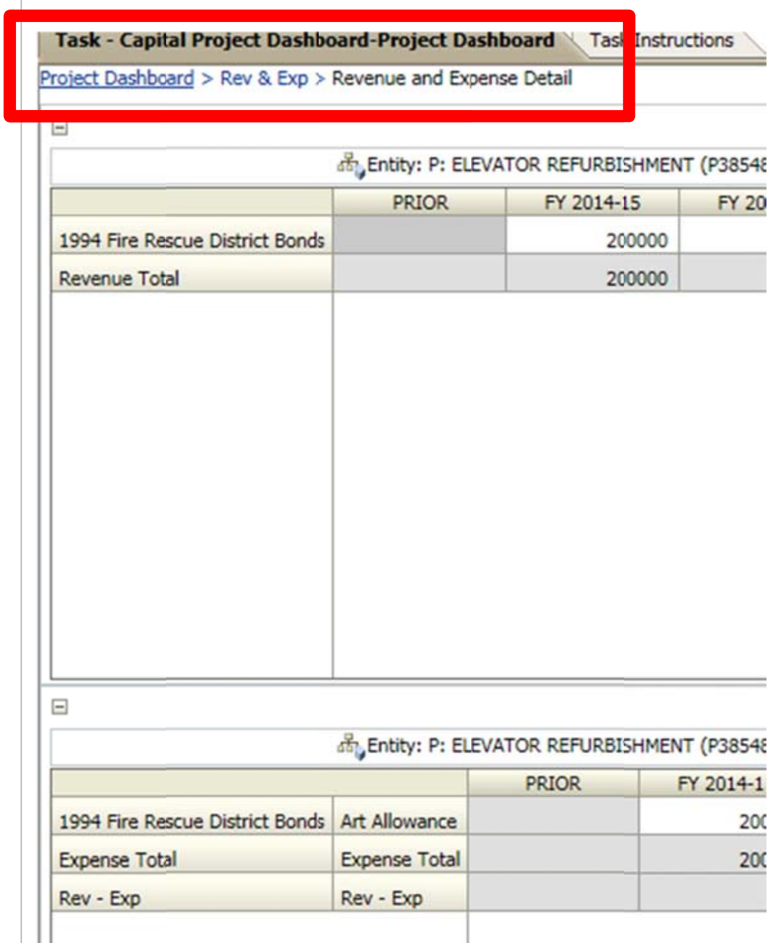
Note:
A funding Source can be clicked from either the Expense or Revenue portion of the form.
</td>
<td></td>
</tr>
</table>

BUDGETING ANALYSIS TOOL

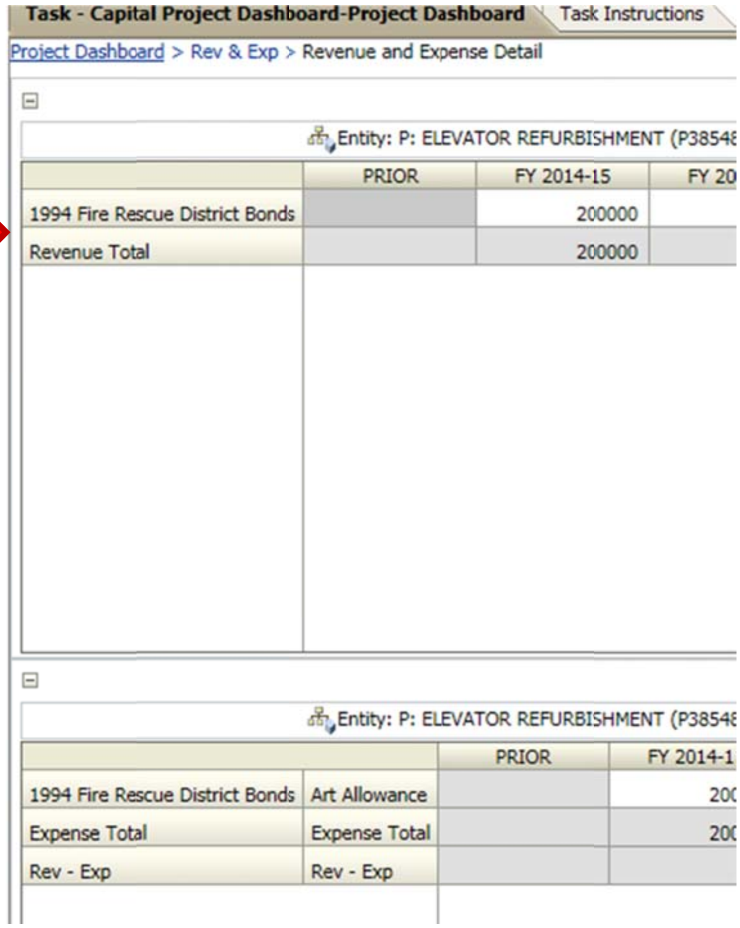
3A.

Once the user has clicked on the Revenue and Expense Detail icon, they will notice that the screen has changed.

NOTE:
The user will always know what screen they are in by simply looking underneath the tab.

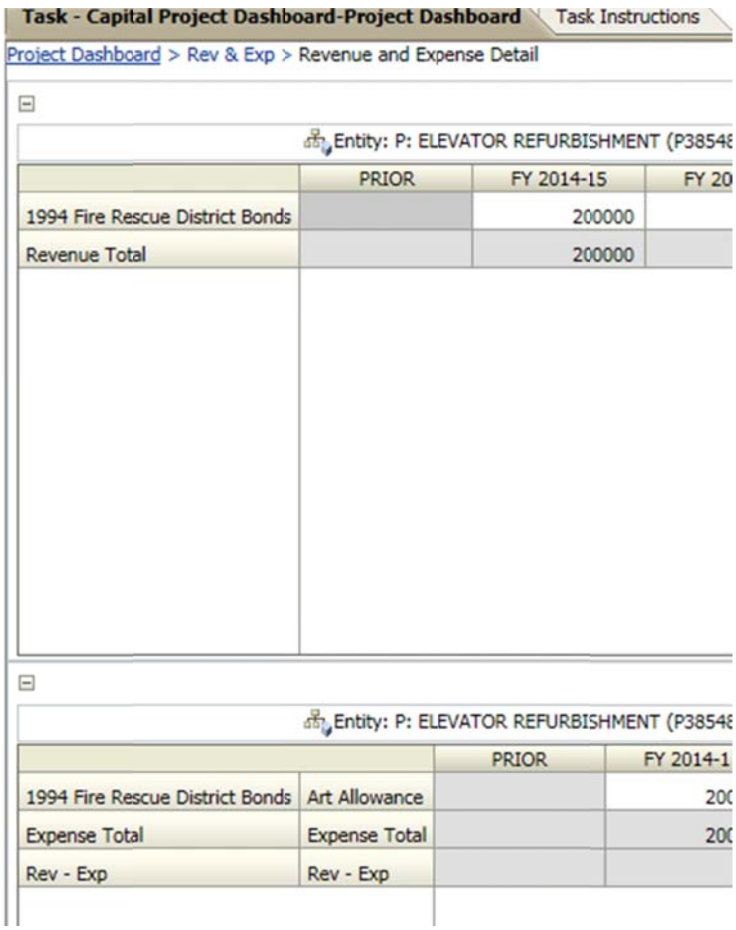


3B.	The Revenue form on top will only show the selected Revenue (Funding Source) with a Revenue Total row.	



3C.

The Expense form on bottom will show only the selected Revenue (Funding Source) with the Milestones already expanded and ready for data entry if the user chooses to budget from the form.



NOTE:

The user can add Milestones in this form as well too.

Test Results

☐ **Pass** ☐ **Fail** ☐ **Incomplete**

Comments:________________________________

____

____

Activity 4: Budget An Existing Project

Sub Activity 4A – View the Budget Dashboard Form

This activity will describe to the user how to view your Dashboard Budget - Rev & Exp form within the Hyperion CBAT system.

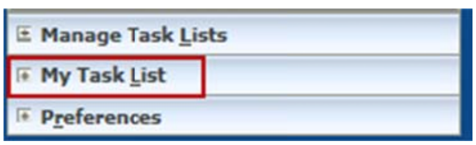
It is important for the user to remember that **All** budgets for capital projects are budgeted at the Project Site level of a Project.

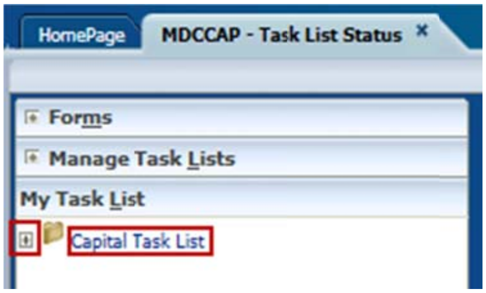
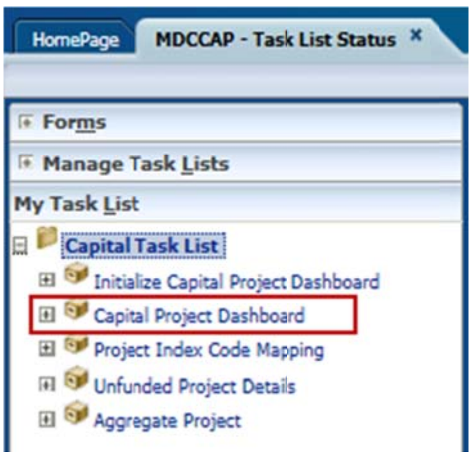
To budget at any Project Site, the user **MUST** always know the Project name or number as well as the Project Site name or number.

The Capital Project Dashboard will always display the Project Sites associated to the Project selected.

In this activity, you will:

- Open the Budget Revenue and Expense Form
- Learn the dual nature of the split form
- Add a Funding Source
- Add a Milestone
- Input Numbers and Save
- Verify form calculations

Step	Action	Notes
1.	When you have logged into the system, below is what you will see. On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process. 	
2.	On the left-hand side of the screen there is a list. This is called the View Pane. In the View Pane find the My Task List icon.  Click on the + sign next to My Task List.	

<table>
<tr>
<td>3.</td>
<td>You will see the My Task List folder expand.
Click on the + sign next to the Capital Task List. .

</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>You will see the Capital Task List folder expand.
Look for the folder Capital Project Dashboard


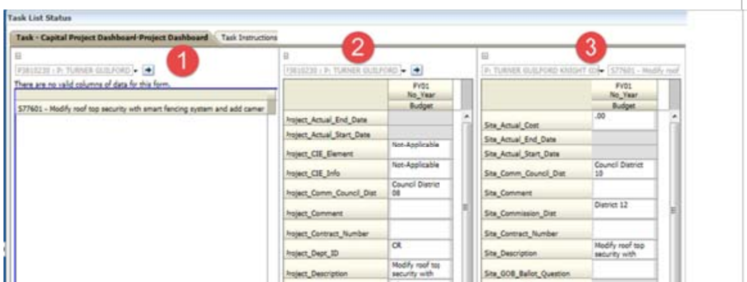
Click on the Capital Project Dashboard icon.</td>
<td></td>
</tr>
</table>

4A.

You will notice that the screen has changed and that there are now three columns displaying information.

This is your Capital Project Dashboard.

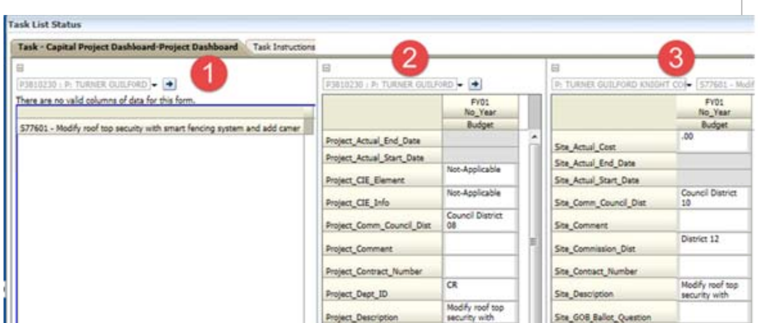
Form/Column 1 – **Information Driver**
Form/Column 2 – **Project Information <u>ONLY</u>**
Form/Column 3 – **Project Site Information ONLY**



4B.

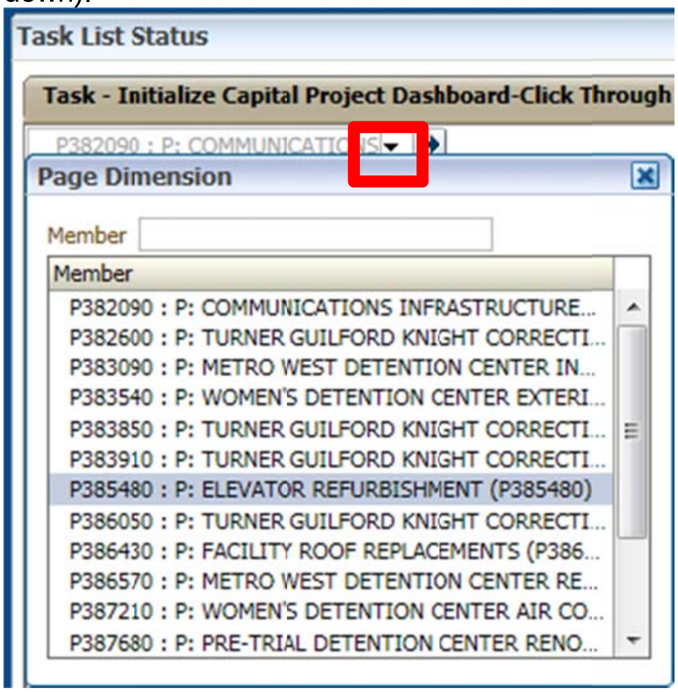
Form/Column 1 – Information Driver

This is the driver of your Capital Project Dashboard.
It is called the "Master" form and it is interactive.



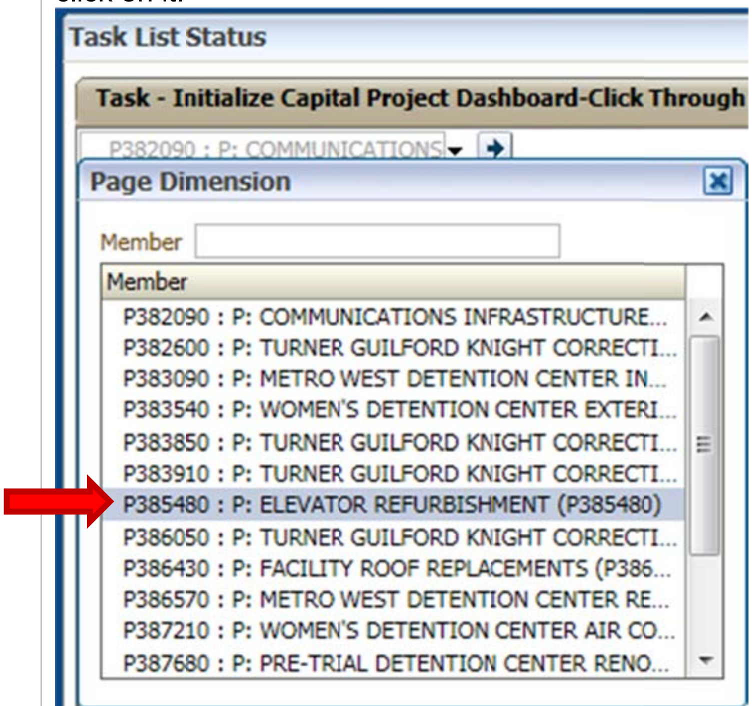
It is in form/column 1 where you select the Project and Project Site.

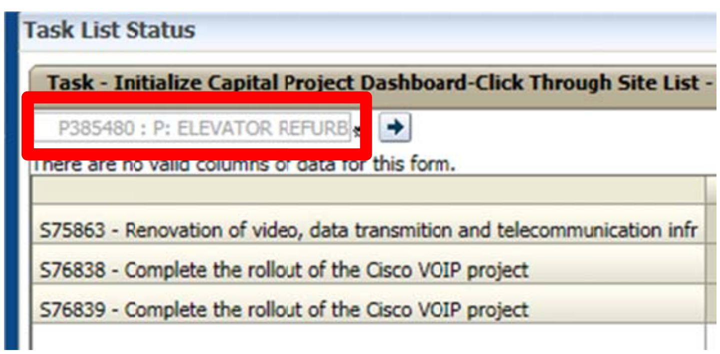
<table>
<tr>
<td>5.</td>
<td>
To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



NOTE:
All Projects will have the letter "P" in front of the number.

"P" denotes Project
</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>5A.</td>
<td>When you have highlighted your selected Project just click on it.


</td>
<td></td>
</tr>
<tr>
<td>5B.</td>
<td>Now the project you selected is showing in the dropdown box.


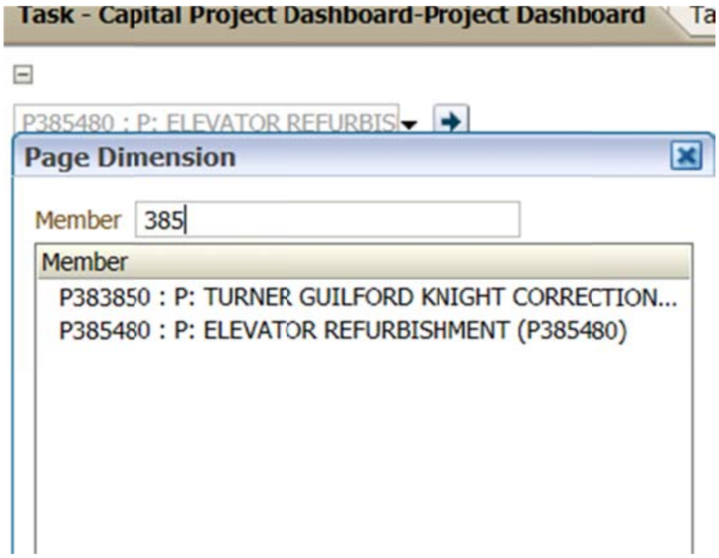
</td>
<td></td>
</tr>
</table>

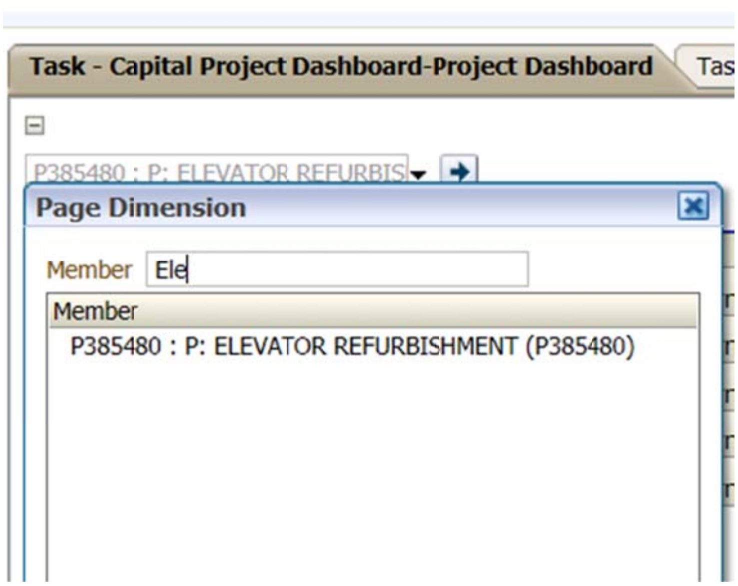
Helpful Hint:

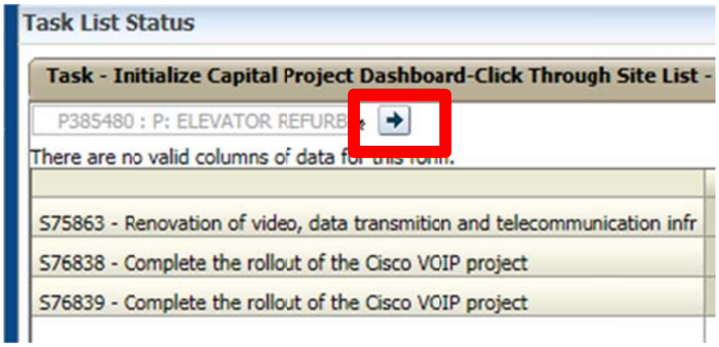
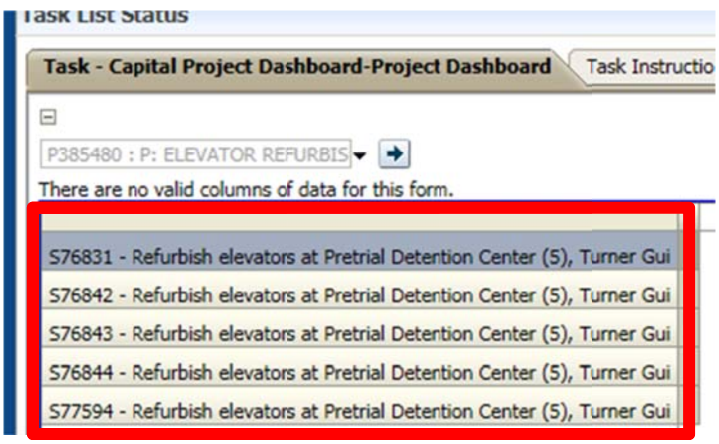
To make it easier for the user for the user to find a Project,, the user can either type in:

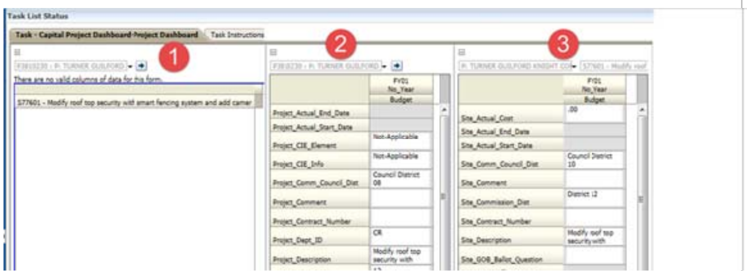
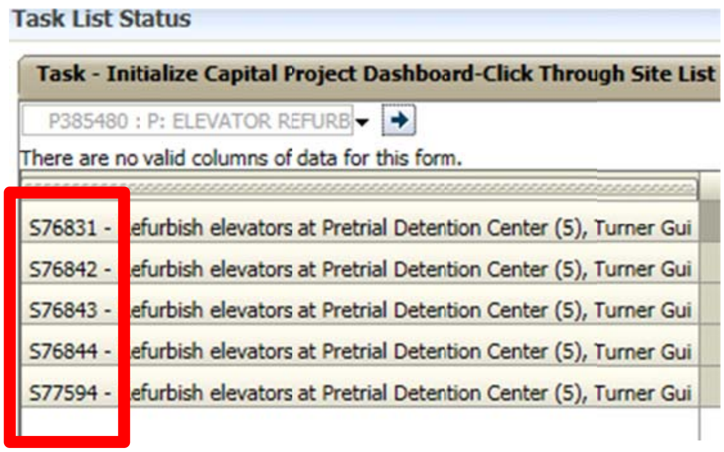
- The project number
  or
- The project name

in the “Member” box to find your project of choice.





6.	When you have selected the Project and it is showing in the drop down box - click on the horizontal arrow button - also called the GO icon  	
6A.	If you do not click on the GO icon, your Project information will not populate in form/column 1 and therefore, you will not be able to see the Project Sites associated to the project selected. Or worst case scenario, you begin working on the wrong project.  	

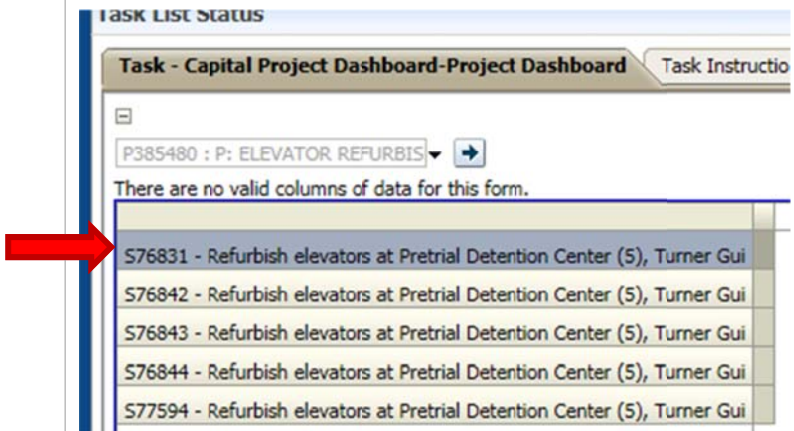
6B.	When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate. 	
6C.	The Project Site list that you will see, are **<u>ONLY</u>** those Project Sites associated to the Project you have selected.  NOTE: All Project Sites will have the letter **"S"** in front of the number. **"S"** denotes Project Site.	

BUDGETING ANALYSIS TOOL

<table>
<tr>
<td>7.</td>
<td>Since the user can only budget at the Project Site level, a Project Site must be selected.

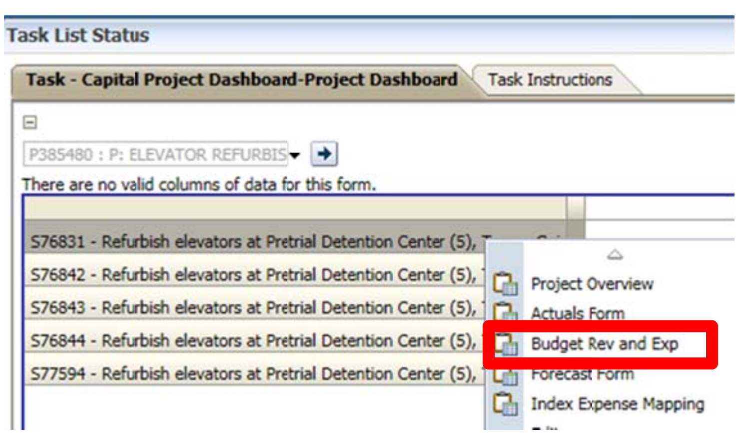
Selecting a Project Site should be done immediately after the user has selected a Project.

To select a Project Site, just move your curser to a Project Site and left click on your mouse.



The Project Site you selected will now be highlighted.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>After you have selected your Project Site to budget, keep your cursor on the highlighted Project Site and right click with your mouse.

You will see a box appear to the right, click on Budget Rev and Exp icon.

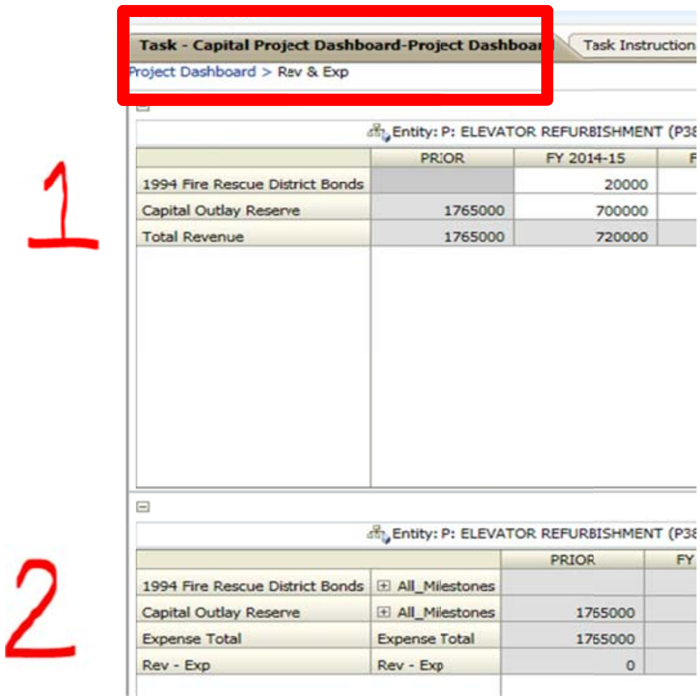

</td>
<td></td>
</tr>
</table>

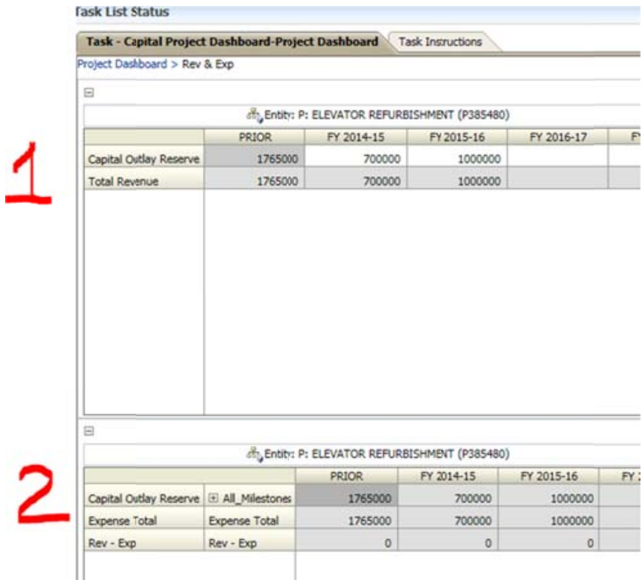
8A.

You will see that your view has now changed to a split screen.

This is your Rev and Exp form.

Your Capital Project Dashboard will always let you know what screen you are in.



8B.	Please note that Revenues (1) are displayed at the top of the screen while Expenditures (2) are shown at the bottom.  	
	Test Results ☐ **Pass** ☐ **Fail** ☐ **Incomplete** **Comments:**______________________________ ____ ____	

Activity 4: Budget an Existing Project

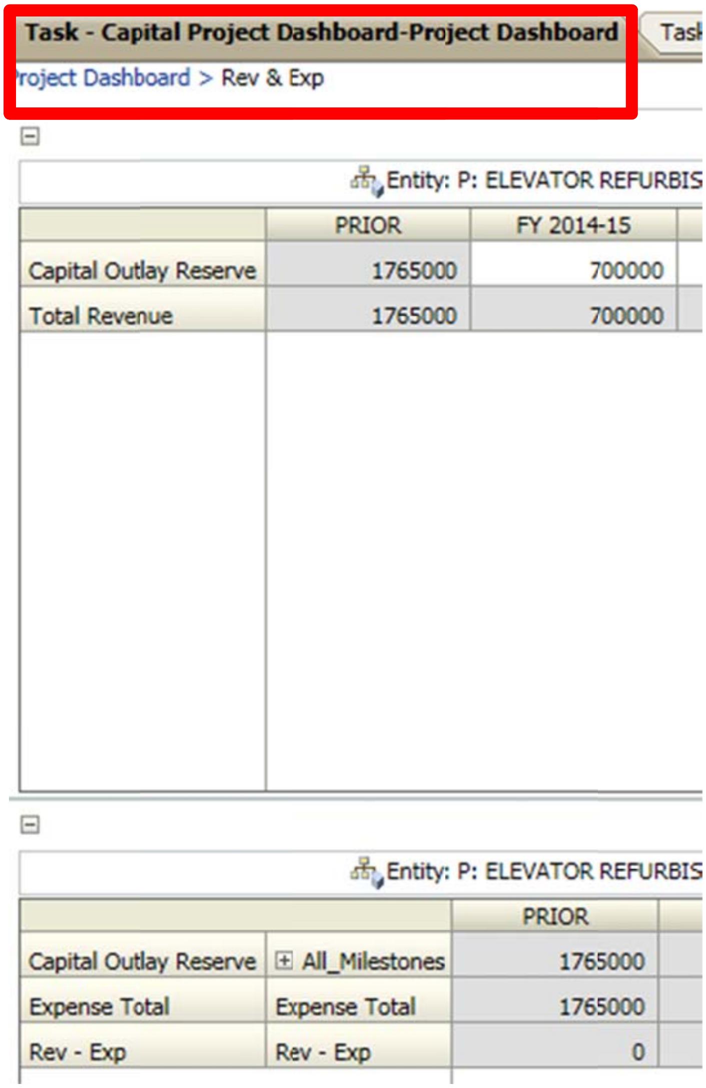
Sub Activity 4B: Add a Funding Source – to an Existing Project

This activity will describe to the user how to add a Funding Source to an existing project in the new Hyperion CBAT system.

It is important for the user to always remember that a Funding Source can only be added in the Rev & Exp form – in the revenue section only.

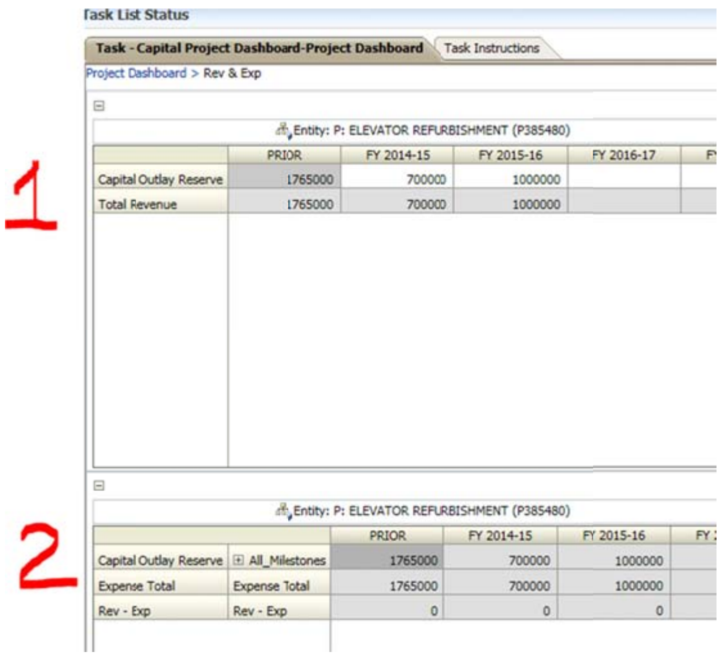
In this activity, you will:

- Navigate to the Rev & Exp form
- Add a Revenue (Funding Source)

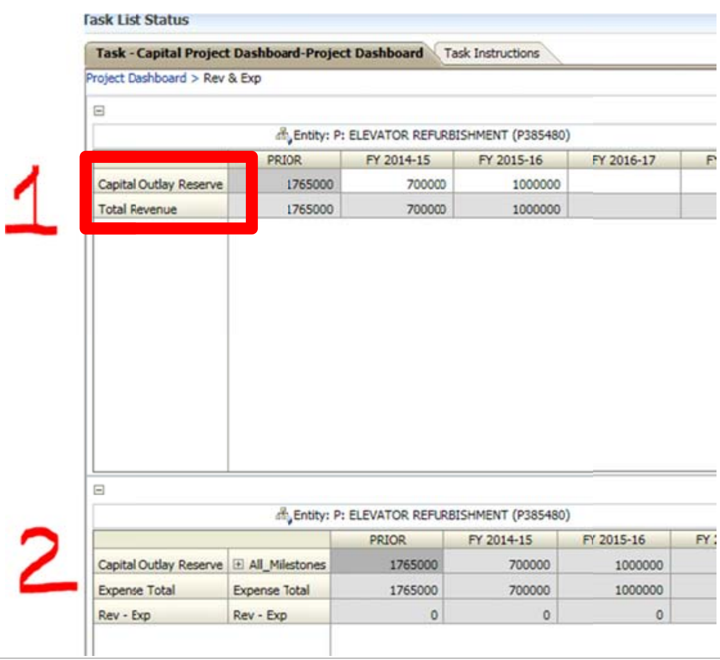
<table>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1.</td><td>To add a New Revenue to a Project, the user must first be in the Rev & Exp form.

</td><td></td></tr>
<tr><td>1A.</td><td>If you are not in the Rev & Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</td><td></td></tr>
</table>

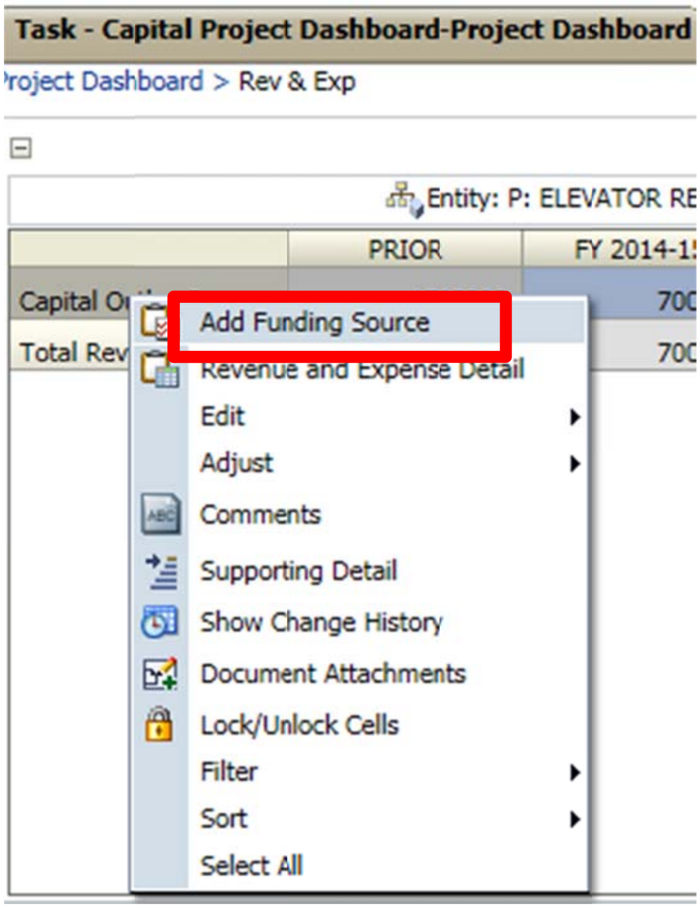
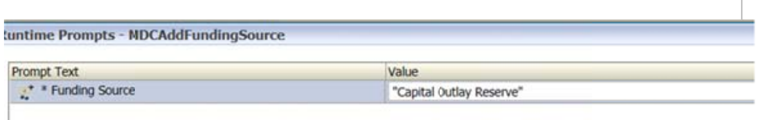
2. Now that you are in the Rev & Exp form screen, you can begin the process of adding a new Revenue (Funding Source) to your Project/Project Site.

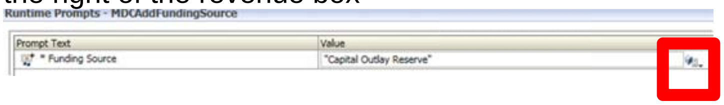
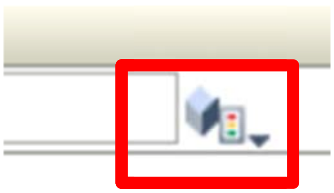
Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom.



2A. To add a new Revenue (Funding Source) just right click anywhere in the revenue box



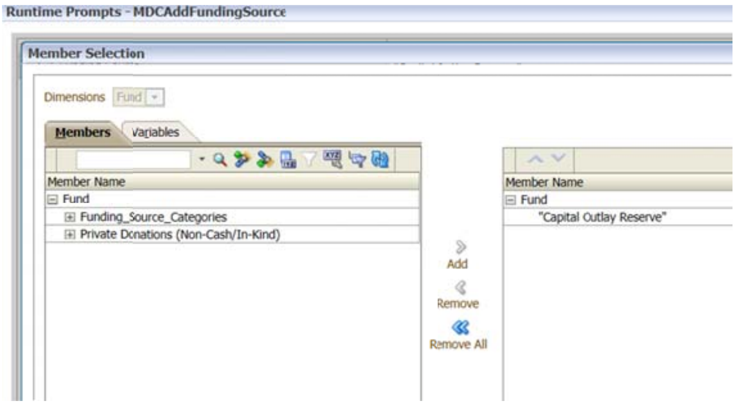
<table>
<tr>
<td>2B.</td>
<td>After you have right clicked in the Revenue box you will see a box appear to the right, click on Add Funding Source icon.

</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>After the user has clicked on the Add Funding Source icon. The user will see the screen below appear.

</td>
<td></td>
</tr>
</table>

3A.	To select a new Revenue (Funding Source) the user must click on the “Member Selection” icon to the right of the revenue box  	

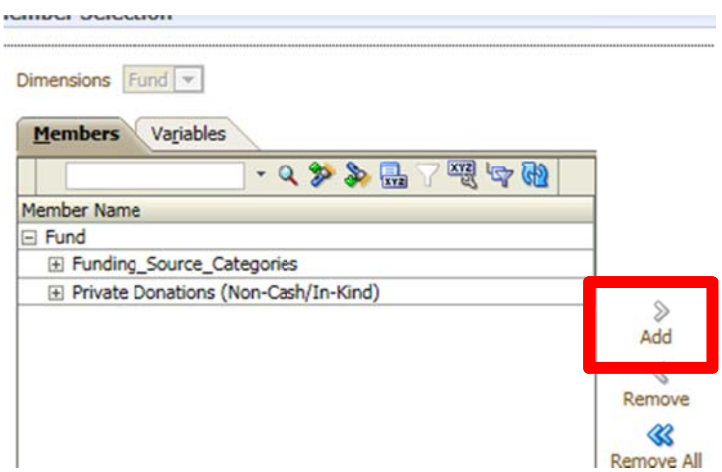
3B.

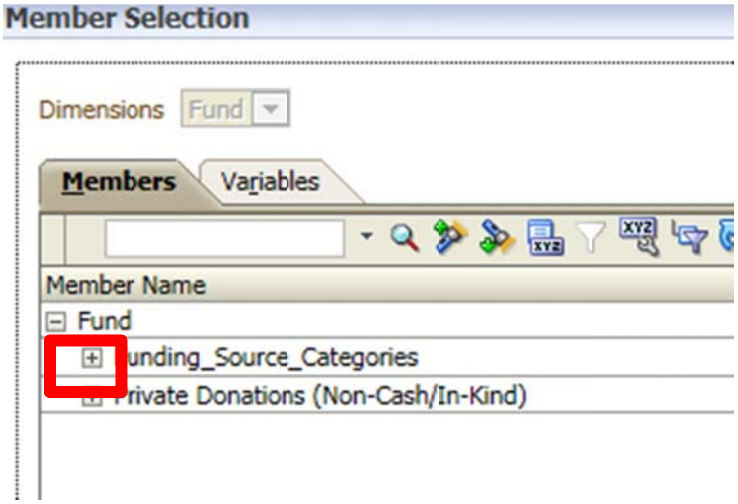
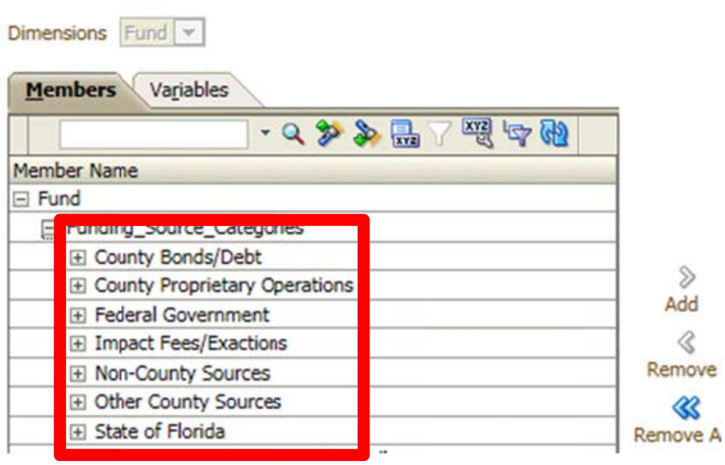
After clicking on the "Member Selection" icon, the box below will appear in the users screen.

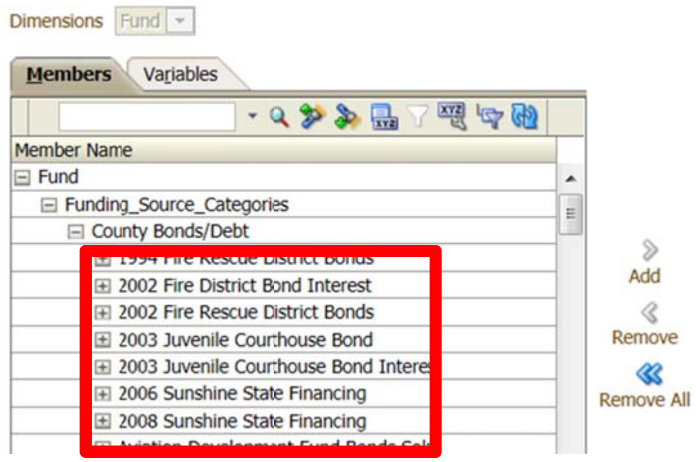
This is where the user selects his/her new Revenue (Funding Source).



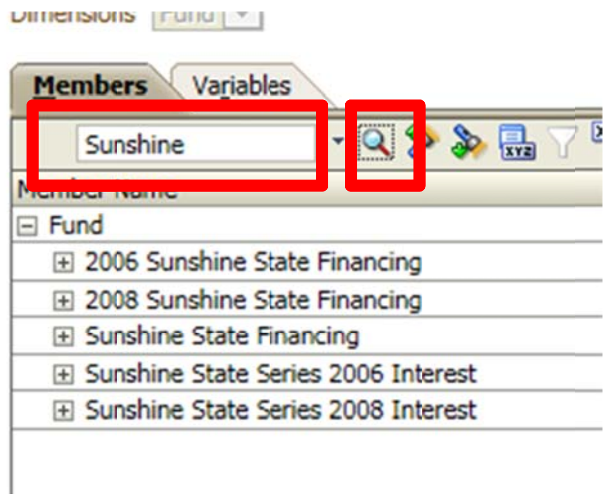
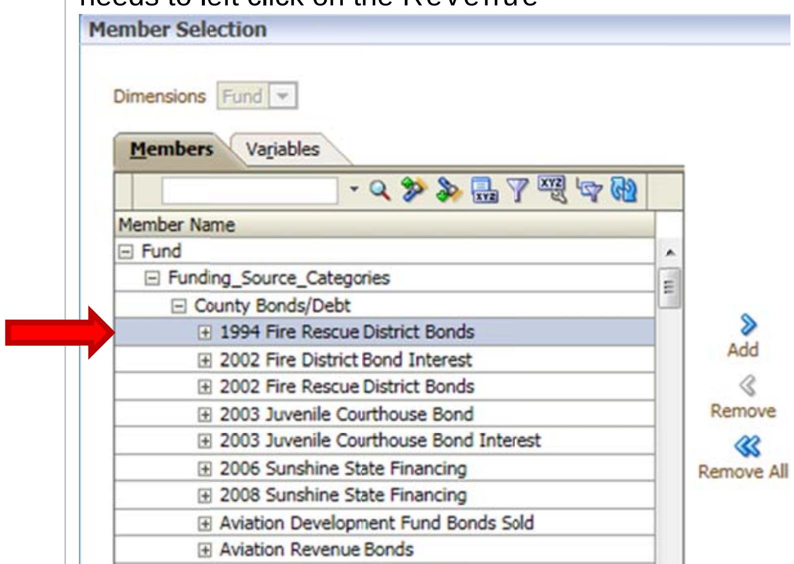
NOTE:
In this section the user can add a Revenue (Funding Source)

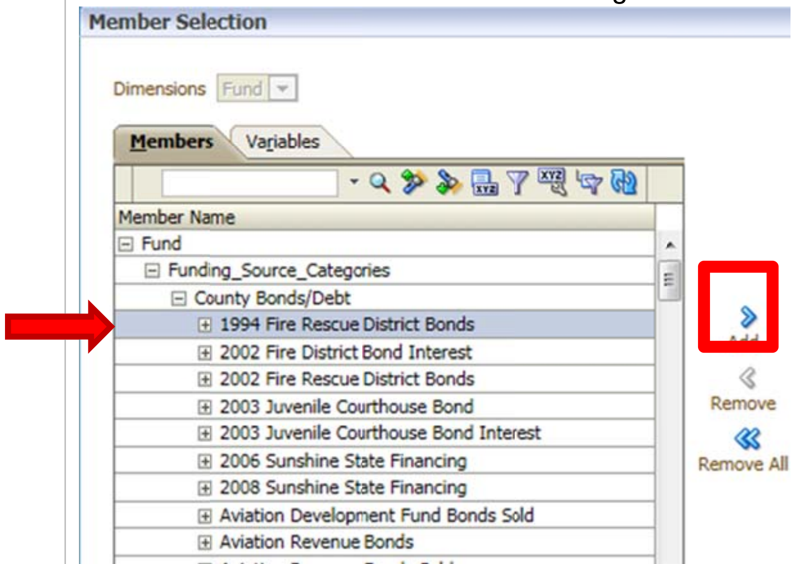
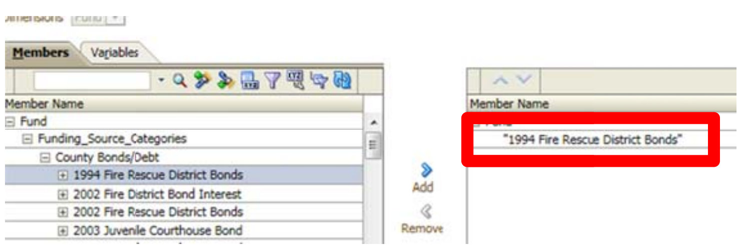
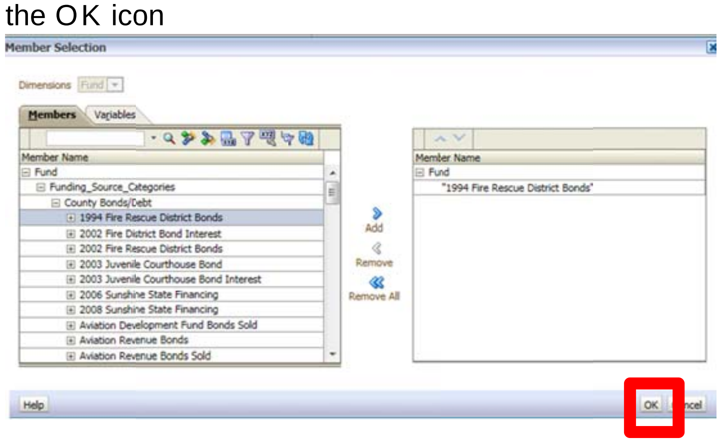


4.	To find a Revenue (Funding Source), click on the + next to Funding Source Categories. 	
4A.	When the user clicks on the + next to Funding Source Categories, you will see another drop down box with a listing of Revenue categories. The user has two options to find and select his/her Revenues (Funding Source). **The First** is by clicking on the + next to the funding source it falls under. 	

4B.	Once the Funding Source is chosen, you will see another drop down box appear. These are **ALL** the revenues that fall under the Funding Source category you selected.  Helpful Hint: If you do not see your Revenue (Funding Source), two things happened. 5) You are looking in the wrong category Or 6) It is a new Revenue and it has not been added <u>VERY IMPORTANT</u> If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.	

BAT BUDGETING ANALYSIS TOOL

4C.	**The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box. Below, "Sunshine" was typed in and the Search icon was clicked and all the various revenues with Sunshine in its name populated. The user can now select his/her revenue of choice. 	
5.	To select the Revenue (Funding Source) the user needs to left click on the Revenue 	

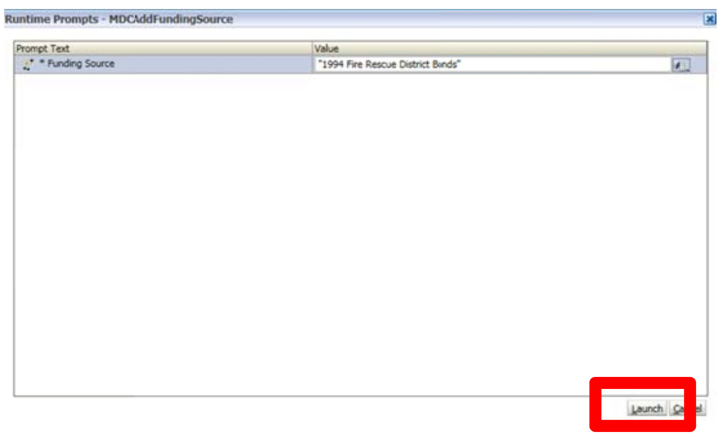
5A.	When the Revenue has been selected the user then needs to click on the ADD arrow to the right.  	
5B.	When the Revenue has been added, you will see it displayed. 	
5C.	If the Revenue (Funding Source) selected is correct, the next step is to SAVE. To SAVE the Revenue (Funding Source) click on the OK icon 	

<table>
<tr>
<td>6.</td>
<td>Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.

But you are not done yet.

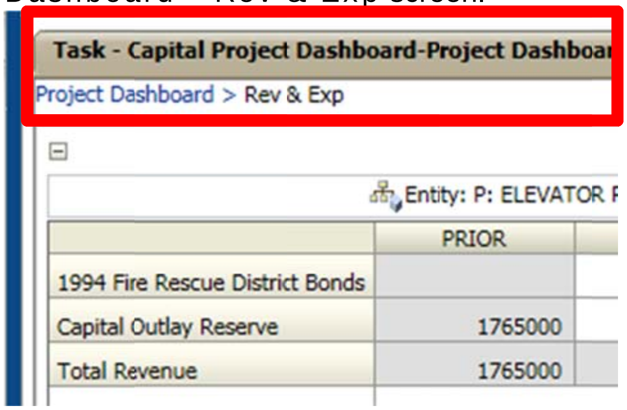
</td>
<td></td>
</tr>
<tr>
<td>6A.</td>
<td>The last and final step in adding new Revenue (Funding Source) is to LAUNCH it.

By launching it, the revenue will be officially added to your Project/Project Site.

To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.


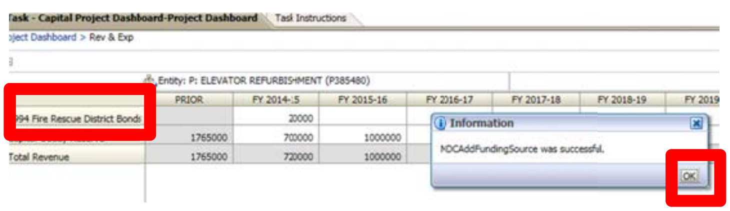

</td>
<td></td>
</tr>
</table>

7. Once the Revenue has been LAUNCHED, the user will be taken back to the Capital Project Dashboard > Rev & Exp screen.



For budgeting purposes, you will now see in your Capital Project Dashboard > Rev & Exp form the new revenue you added as well as a pop-up that tells you, you have succeeded. ☺

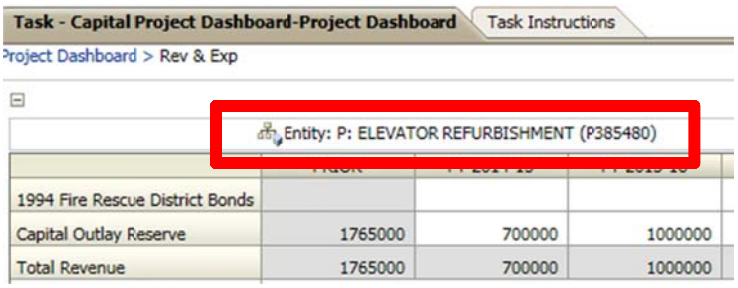
Click OK



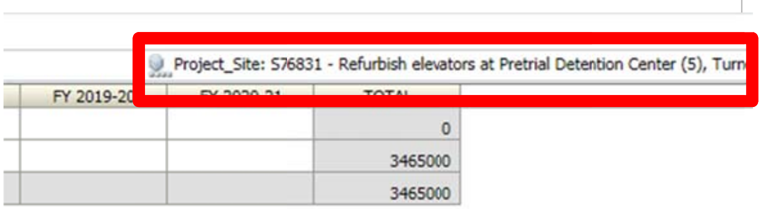
8.

HELPFUL HINT:

In the Rev & Exp form, you will always see the Project name and number in the upper left-hand side of the form.



And the Project Site name and number in the upper right-hand side of the form.



Test Results

☐ **Pass** ☐ **Fail** ☐ **Incomplete**

Comments:________________________________

____

____

Activity 4: Budget An Existing Project

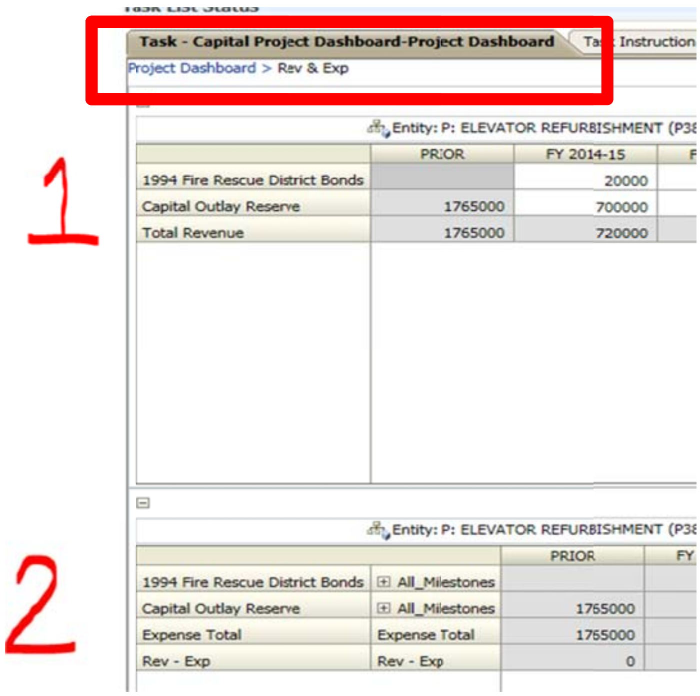
Sub Activity 4C: Add a Milestone – Existing Project

This activity will describe to the user how to add a Milestone (Expense Category) to an existing project in the new Hyperion CBAT system.
.
It is important for the user to always remember that:

- a Milestone can only be added in the Rev & Exp form – in the expenditure section only
- Milestones are loaded to a specific Revenue (Funding Source)

In this activity, you will:

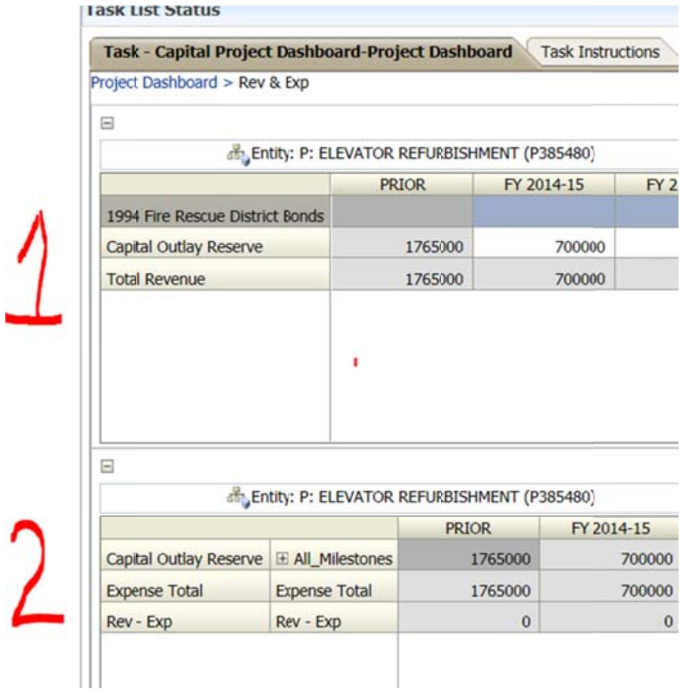
- Navigate to the Rev & Exp form
- Associate a Revenue (Funding Source) with a specified Milestone
- Add a Milestone

Step	Action	Notes
1.	To add a New Milestone to a Project, the user must first be in the Rev & Exp form. 	
1A.	If you are not in the Rev & Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.	

2.

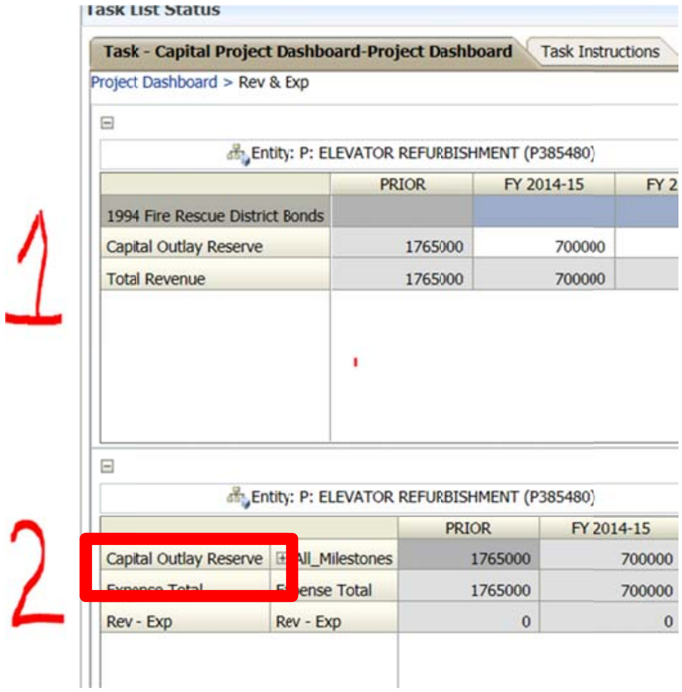
Now that you are in the Rev & Exp form screen, you can begin the process of adding a new Milestone to your Project/Project Site.

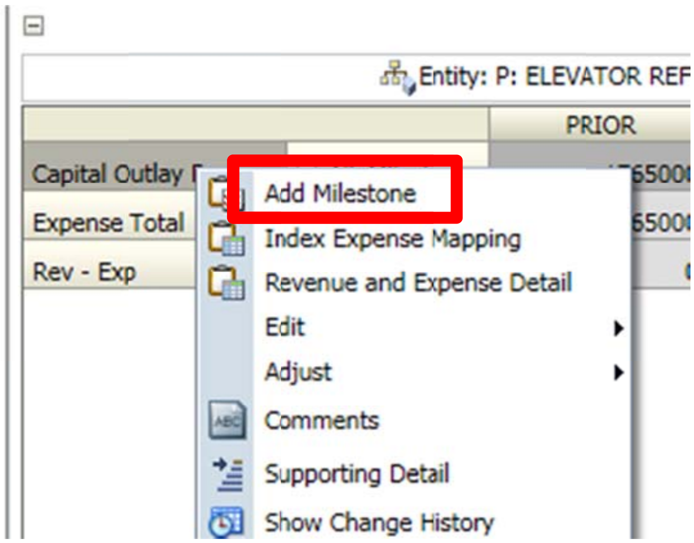
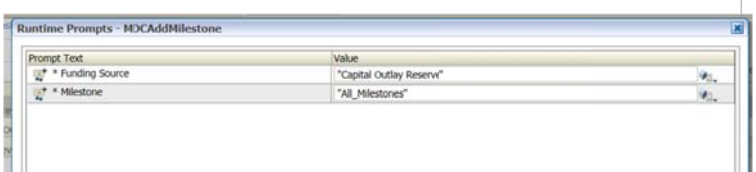
Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom.



HELPFUL HINT:

Before you select your Milestone, you must first select the Revenue (Funding Source) that will be tied to it.

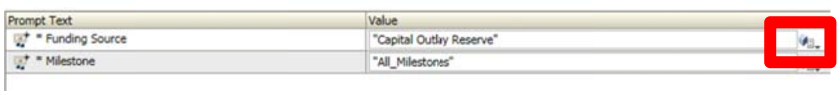
2A.	To add a new Milestone (Expenditure Category) just right click anywhere in the expenditure box.  	

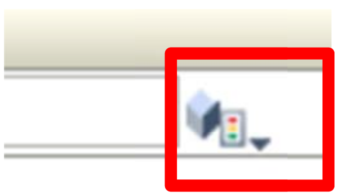
2B.	After you have right clicked anywhere in the Expenditure box you will see a box appear to the right, click on Add Milestone icon. 	
3.	After the user has clicked on the Add Milestone icon. The user will see the screen below appear. 	

BUDGETING ANALYSIS TOOL

<table>
<tr>
<td>3A.</td>
<td>The user should see two rows.
1 - Funding Source
2 - Milestone

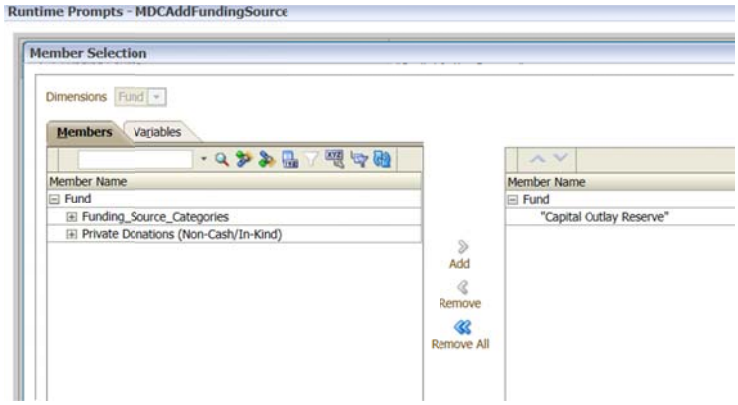
It is in this section that the user <u>MUST associate</u> the Milestone (Expenditure Category) with Revenue (Funding Source).</td>
<td></td>
</tr>
<tr>
<td>3B.</td>
<td>To select a Revenue (Funding Source) the user must click on the “Member Selection” icon to the right of the revenue box



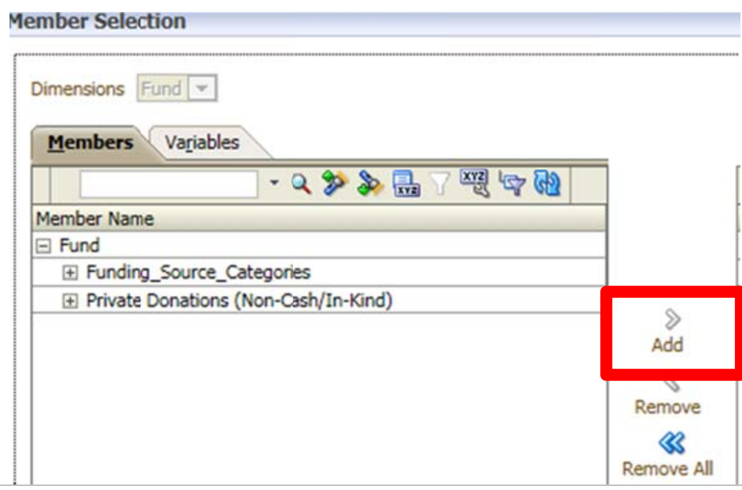
</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>3C.</td>
<td>
After clicking on the “Member Selection” icon, the box below will appear in the users screen.

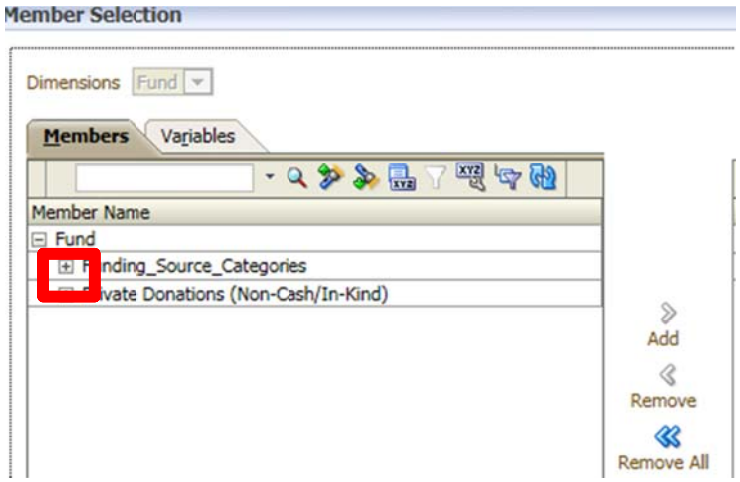
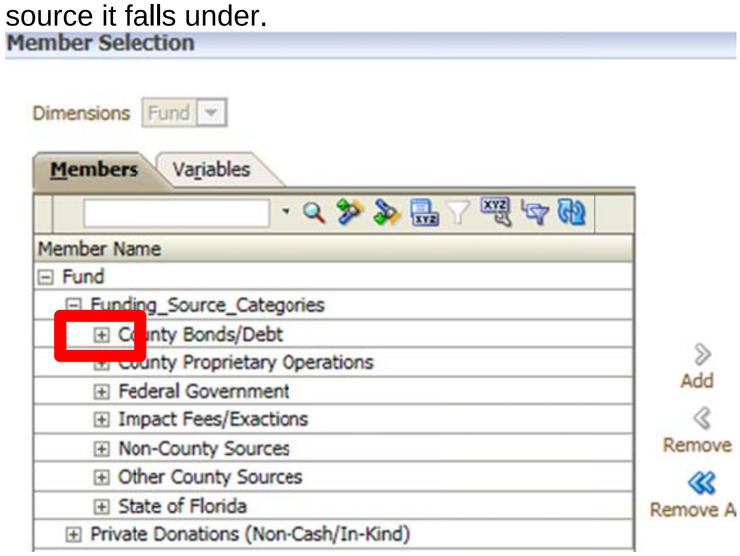
This is where the user selects his/her Revenue (Funding Source).

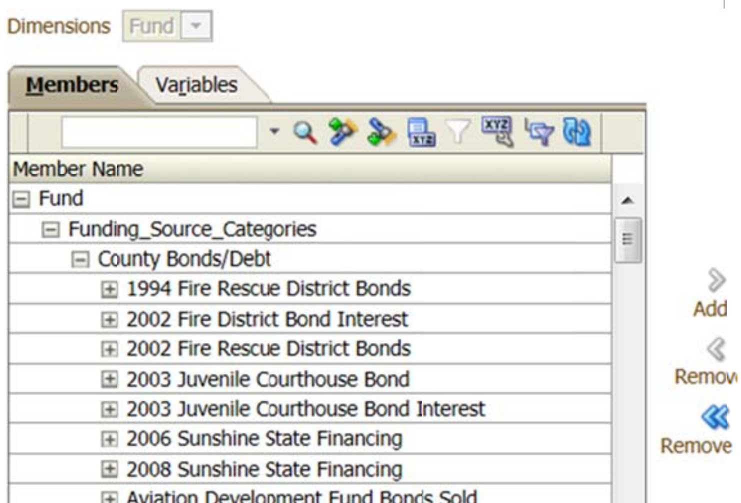


NOTE:
In this section the user can add a Revenue (Funding Source)



</td>
<td></td>
</tr>
</table>

4.	To find a Revenue (Funding Source), click on the + next to Funding Source Categories. 	
4A.	When the user clicks on the + next to Funding Source Categories, you will see another drop down box with a listing of Revenue categories. The user has two options to find and select his/her Revenues (Funding Source). **The First** is by clicking on the + next to the funding source it falls under. 	

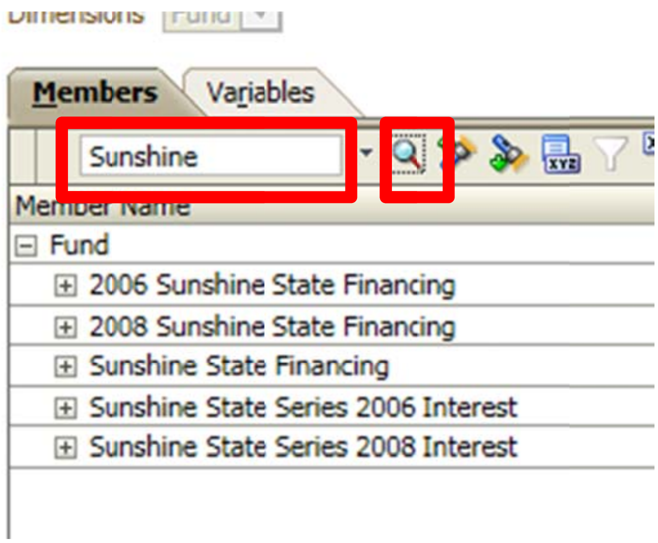
4B.	Once the Funding Source is chosen, you will see another drop down box appear. These are **<u>ALL</u>** the revenues that fall under the Funding Source category you selected.  NOTE: If you do not see your Revenue (Funding Source), two things happened. 7) You are looking in the wrong category Or 8) It is a new Revenue and it has not been added <u>VERY IMPORTANT</u> If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.	

<table>
<tr><td>4C.</td><td>

The Second way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box.

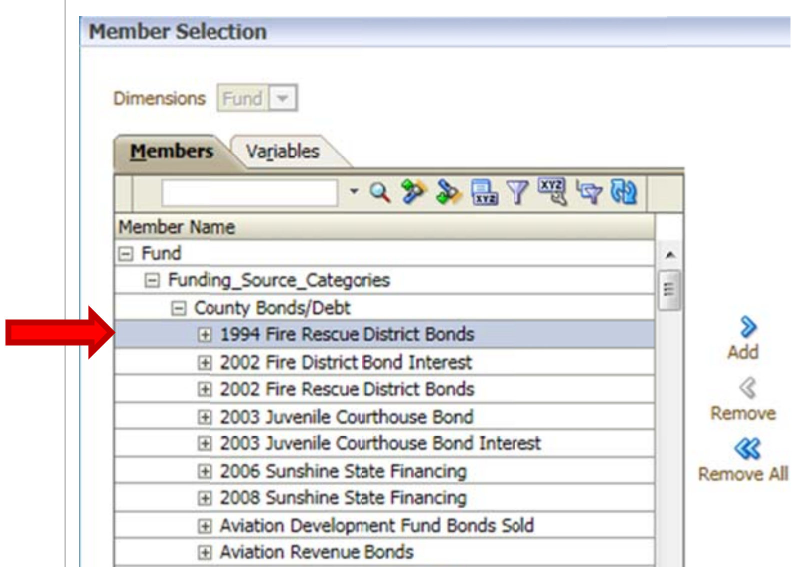
Below, “Sunshine” was typed in and the Search icon was clicked and all the various revenues with Sunshine in its name populated.

The user can now select his/her revenue of choice.

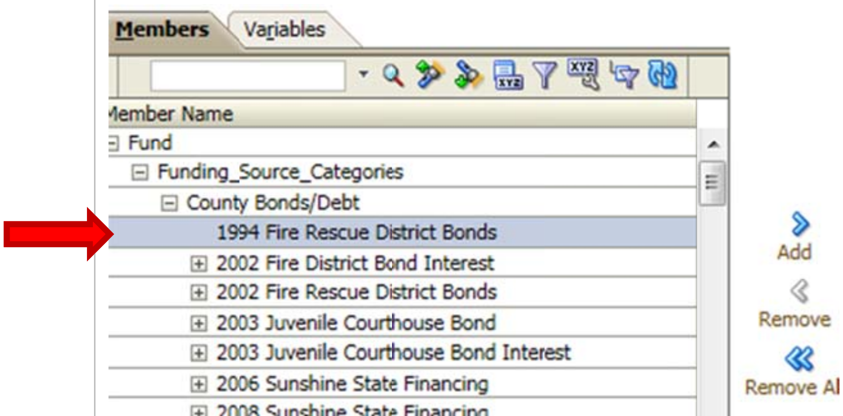
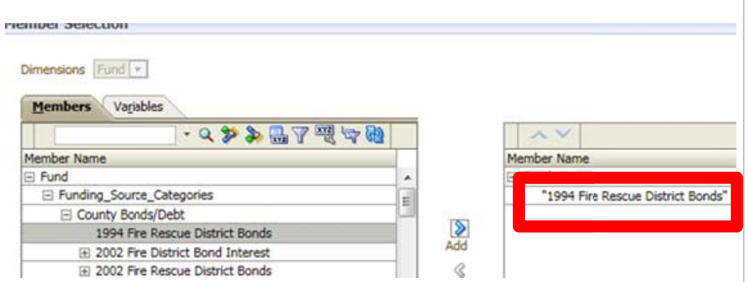


</td><td></td></tr>
<tr><td>5.</td><td>

To select the Revenue (Funding Source) the user needs to left click on the Revenue

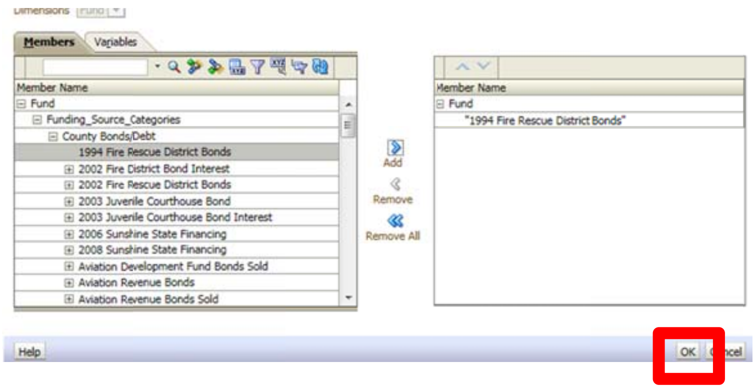


</td><td></td></tr>
</table>

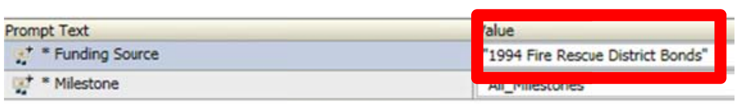
5A.	When the Revenue has been selected the user then needs to click on the ADD arrow to the right. 	
5B.	When the Revenue has been added, you will see it displayed. 	

<table>
<tr>
<td>5C.</td>
<td>If the Revenue (Funding Source) selected is correct, the next step is to SAVE.

To SAVE the Revenue (Funding Source) click on the OK icon

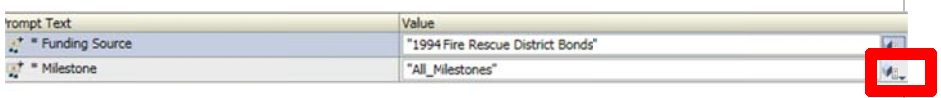

</td>
<td></td>
</tr>
<tr>
<td>5D.</td>
<td>Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.

<u>But you are not done yet.</u>

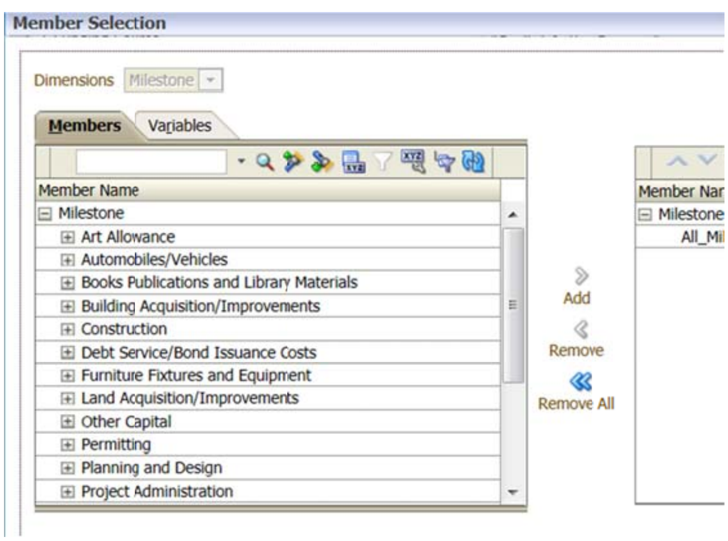


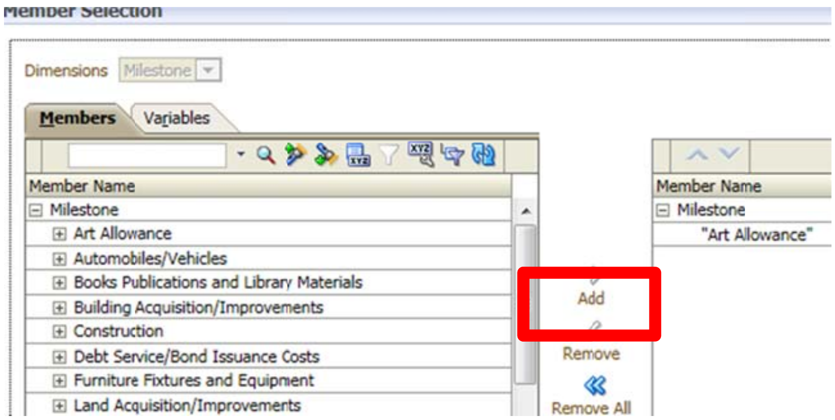
Your next step is to select the Milestone for the Revenue (Funding Source) you wish to add.</td>
<td></td>
</tr>
</table>

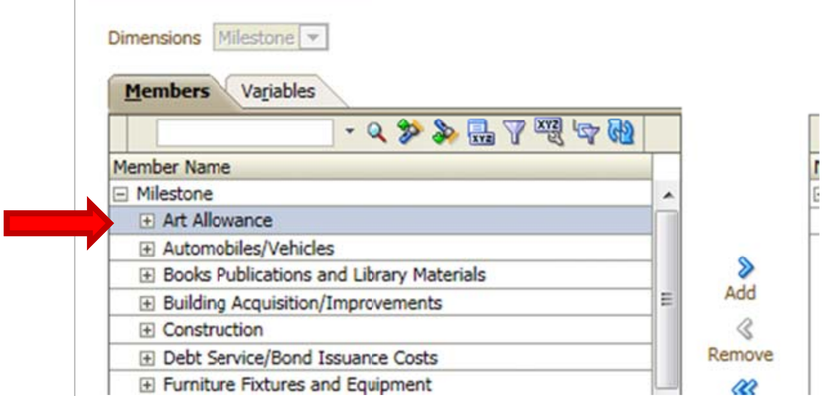
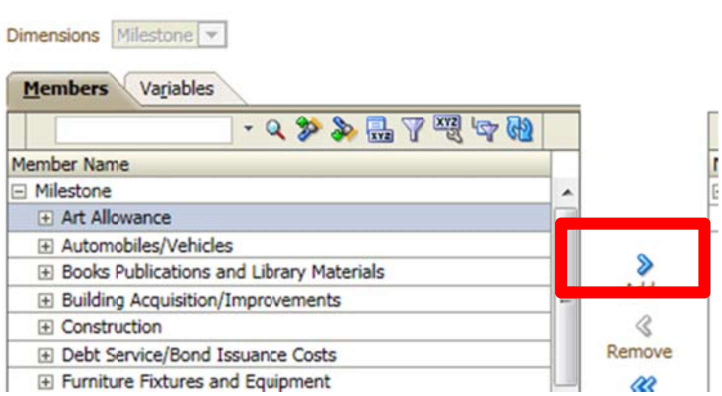
<table>
<tr>
<td>6.</td>
<td>To select a new Milestone (Expenditure Category) the user must click on the “Member Selection” icon to the right of the revenue box

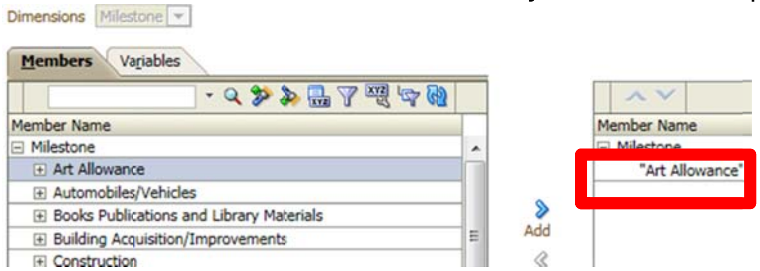



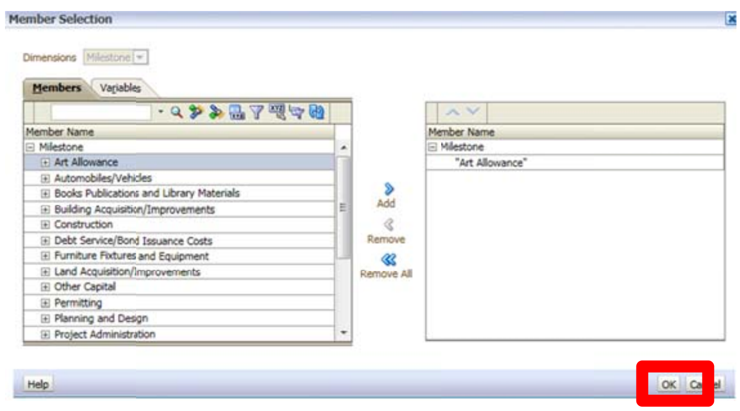
</td>
<td></td>
</tr>
<tr>
<td>6A.</td>
<td>After clicking on the “Member Selection” icon, the box below will appear in the users screen.

This is where the user selects his/her new Milestone (Expenditure Category).

</td>
<td></td>
</tr>
</table>

6B.	NOTE: In this section the user can add a Milestone (Expenditure Category)  	

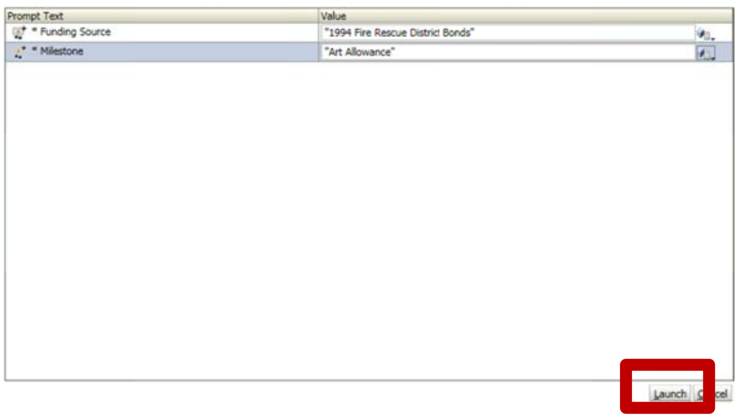
7.	To select a Milestone (Expenditure Category), just move your cursor and click on the Milestone selected. Now the Milestone selected is highlighted. 	
7A.	When the Milestone has been selected the user then needs to click on the ADD arrow to the right. 	

<table>
<tr><td>7B.</td><td>When the Milestone has been added, you will see it displayed.

</td><td></td></tr>
<tr><td>8.</td><td>If the Milestone (Expenditure Category) selected is correct, the next step is to SAVE.

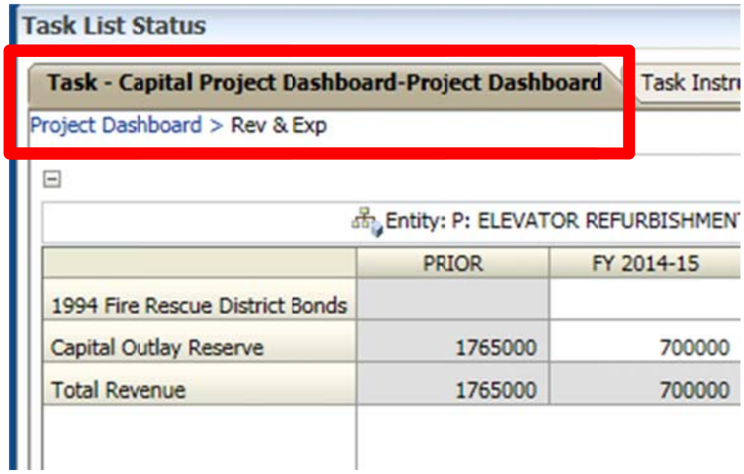
To SAVE the Milestone (Expenditure Category) click on the OK icon

</td><td></td></tr>
<tr><td>8A.</td><td>Once the user has ADDED and SAVED the new Milestone (Expenditure Category), a new box will appear on the screen with the name of the Milestone (Expenditure Category) and the Revenue (Funding Source) it is tied to.

But you are not done yet.

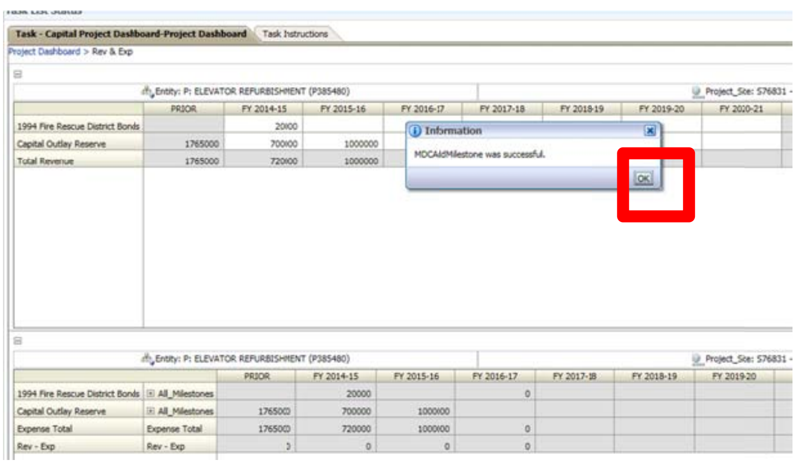
</td><td></td></tr>
</table>

9.	The last and final step in adding the new Milestone (Expenditure) is to LAUNCH it. By launching it, the Revenue (Funding Source) and your Milestone (Expenditure category) will be officially linked and added to your Project/Project Site. To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.  	

10. Once the Revenue has been LAUNCHED, the user will be taken back to the Capital Project Dashboard > Rev & Exp screen.

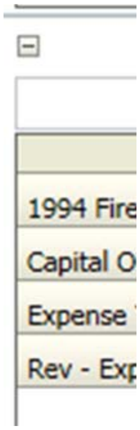


For budgeting purposes, you will now see in your Capital Project Dashboard > Rev & Exp form the Revenue (Fund Source) added to the Expenditure form.



A pop-up will also show, to advise the user that he/she has succeed. ☺

Click OK

11.	To see an been adde 
11A.	By clicking see the M added. 
	Test Res ☐ **Pass** **Commen** ________ ________