

# Miami-Dade County



## Capital Budget

### Classroom Training Manual FY 2015-16

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## Supplemental Activity: Using the PeopleSoft Project Dashboard


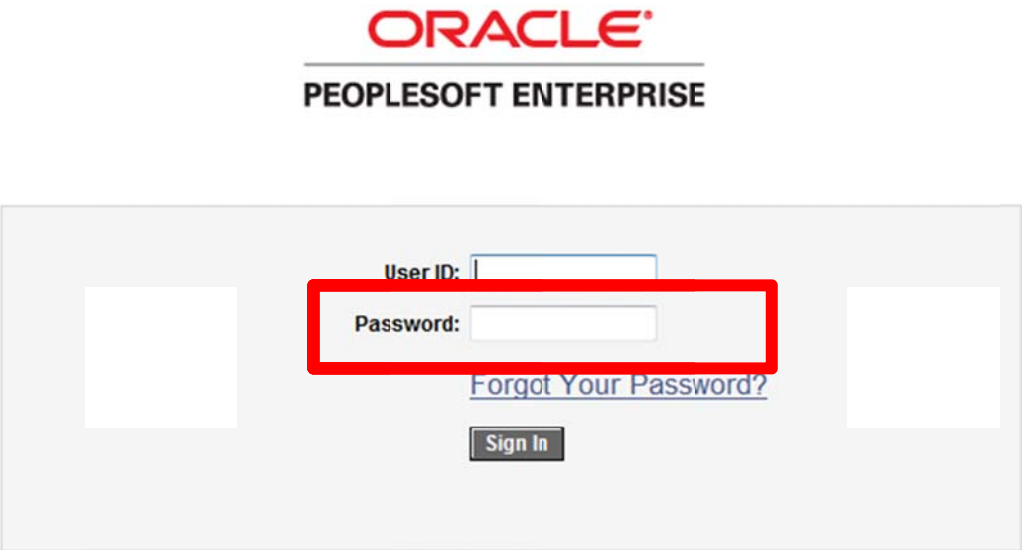
This activity will describe to users how to use and read the PeopleSoft Capital Project Dashboard.

Understanding how to read and use the PeopleSoft Capital Project Dashboard is important because:

- This is where new capital projects are created
- Where new capital project numbers and project site numbers are assigned
- This is where **ALL** edits to a capital project are done
- This is where all important information(data) regarding a capital project gets inputted to include but not limited to:
  - Project address
  - Comments
  - Status updates
  - District
  - Project description
  - Project manager
  - Strategic area

### In this activity, you will:

- Navigate thru the PeopleSoft Capital Project Dashboard
- Create a Project/Project Site
- Enter project information (data)
- Search for an existing project

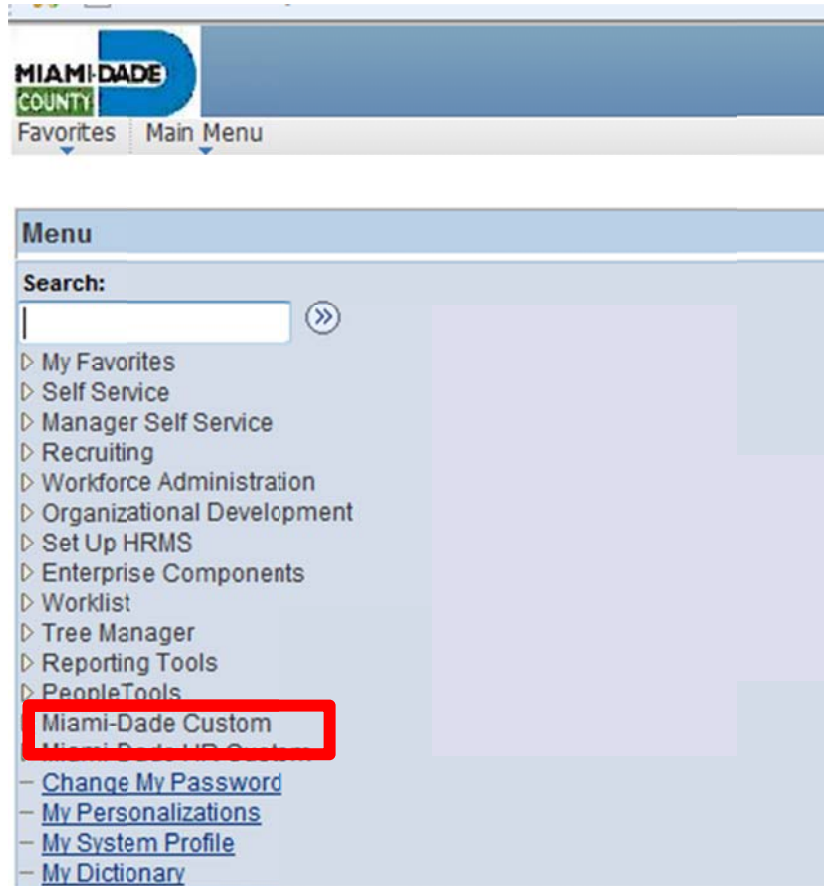
Step	Action
1.	<p data-bbox="337 279 1144 315">To sign in, use your employee ID, to include the letter “e”.</p> <div data-bbox="370 373 1386 919">  <p>The screenshot shows the Oracle PeopleSoft Enterprise login interface. At the top, the Oracle logo is in red, followed by 'PEOPLESFT ENTERPRISE' in black. Below this is a light gray login box. Inside the box, the 'User ID:' label is to the left of a text input field, which is highlighted with a red rectangle. Below the 'User ID' field is the 'Password:' label followed by another text input field. To the right of the password field is a blue link that says 'Forgot Your Password?'. At the bottom of the login box is a dark gray button with the text 'Sign In' in white.</p> </div>
2.	<p data-bbox="337 1041 1360 1119">Your password will be the same password you use when signing in to do your e-Par.</p> <div data-bbox="370 1178 1386 1724">  <p>This screenshot is identical to the one in step 1, showing the Oracle PeopleSoft Enterprise login page. However, in this step, the 'Password:' text input field is highlighted with a red rectangle, while the 'User ID' field is not.</p> </div>



3.

Once you have logged on, the screen below will appear.

Scroll down and click on the Miami-Dade Custom icon.



4.

The next screen that will appear is shown below.

Please click on the Projects icon.



5.

This is the screen where you will begin your search for an existing project.

The screenshot shows the 'MDC\_CI\_PROJECT' search interface. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Miami-Dade Custom > Capital Improvement'. Below this, the page title is 'MDC\_CI\_PROJECT'. A text prompt says: 'Enter any information you have and click Search. Leave fields blank for a list'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there are three rows of input fields: 'Project Number:' with a dropdown set to '=' and an empty text box; 'Department Id:' with a dropdown set to 'begins with' and an empty text box; and 'Project Name:' with a dropdown set to 'begins with' and an empty text box. There is also a checkbox labeled 'Case Sensitive'. At the bottom, there are four buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon). At the very bottom, there is a small text link: 'Find an Existing Value | Add a New Value'.

6.

NOTE: If you look at the top of the screen, you will see that it will always tell you what screen you are in.

MIAMI-DADE COUNTY

Favorites Main Menu > Miami-Dade Custom > Capital Improvement

**MDC\_CI\_PROJECT**

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value Add a New Value

▼ Search Criteria

Project Number: = [text box]

Department Id: begins with [text box]

Project Name: begins with [text box]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

7.

You can search for a project two ways...

1. By entering the project number
2. By entering the project name

NOTE:

You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department.

8.

Search via Project Number.

Just enter your Project number in the empty field box to the right of the "Project Number" icon which is highlighted below.

Then click on the SEARCH icon.

MIAMI-DADE COUNTY

favorites | Main Menu > Miami-Dade Custom > Capital Improvement

### MDC\_CI\_PROJECT

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

**Search Criteria**

Project Number: =

Department Id: begins with

Project Name: begins with

☐ Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

NOTE:

Once you have entered the Project Number, you will be immediately taken to the project information screen below.

MIAMI-DADE COUNTY

favorites | Main Menu > Miami-Dade Custom > Capital Improvement > Projects

CI Projects | Project Sites List | Project Sites

Project Number: 116910 | \*Dept. Id. ID INTERNAL SERVICES | ☐ Archived

\*Project Name: BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Proj. Desc.: Purchase Overtown Transit Village Tower 2; build out interior, provide equipment, and furnish facility to accommodate County Departments and the Office of the State Attorney

Address: 100 NW 6 St

Location: City of Miami

9.

## Search via Project Name

To search for a project by using the project names, just enter the first word or two in the empty field box to the right of the “Project Name” icon which is highlighted below.

Then click on the SEARCH icon.

### MDC\_CI\_PROJECT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

#### Search Criteria

Project Number: =

Department Id: begins with

Project Name: begins with

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

### Search Results

View All

First 1-3 of

Project Number	Department Id	Project Name
1110950	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 1
116910	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2
119670	ID	BUILD OUT SECURITY OPERATIONS AT INTEGRATED COMMAND FACILITY

10.

The more of the project name you input, the more the project is narrowed down.

Once you have clicked on the Search icon, the user will see a listing of projects from which to choose from.

#### MDC\_CI\_PROJECT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Project Number: =

Department Id: begins with

Project Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

#### Search Results

View All First 1-3 of 3 Last

Project Number	Department Id	Project Name	Archived
1110950	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 1	Y
116910	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2	N
119670	ID	BUILD OUT SECURITY OPERATIONS AT INTEGRATED COMMAND FACILITY	N

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When using the name search function, be sure to click on the search box which defines the search - in this case it reads **"begins with"**

#### MDC\_CI\_PROJECT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Project Number: =

Department Id: begins with

Project Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

#### Search Results

View All First 1-3 of 3 Last

Project Number	Department Id	Project Name	Archived
1110950	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 1	Y
116910	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2	N
119670	ID	BUILD OUT SECURITY OPERATIONS AT INTEGRATED COMMAND FACILITY	N

12.

The search listing provides the user with a wealth of information.

1. Project Number
2. Department
3. Project Name
4. Archived yes/no

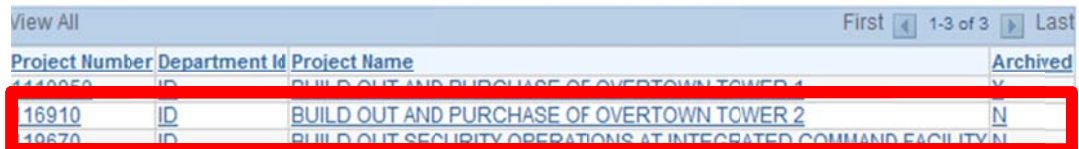


Project Number	Department Id	Project Name	Archived
1110950	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 1	Y
116910	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2	N
119670	ID	BUILD OUT SECURITY OPERATIONS AT INTEGRATED COMMAND FACILITY	N

13.

From the listing of projects, select one and right click

#### Search Results



Project Number	Department Id	Project Name	Archived
1110950	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 1	Y
116910	ID	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2	N
119670	ID	BUILD OUT SECURITY OPERATIONS AT INTEGRATED COMMAND FACILITY	N







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MIAMI-DADE COUNTY

Favorites | Main Menu > Miami-Dade Custom > Capital Improvement > Projects

CI Projects | Project Sites List | Project Sites

Project Number: 116910 \*Dept. Id.: ID INTERNAL SERVICES ☐ Archived

\*Project Name: BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Proj. Desc.: Purchase Overtown Transit Village Tower 2; build out interior, provide equipment, and furnish facility to accommodate County Departments and the Office of the State Attorney

Address: 100 NW 6 St

Location: City of Miami

Project Number – The number that is auto assigned to your project when it was first created

Department ID – The department the project belongs to; most users only have access to the department they are in unless you manage a project for another department;

Archived – if the box is checked, the project is inactive.

Project Name – The name created by the user when the project was first created

Project Description – Describes the project

Project Address – Physical location of the project

Project Location – Where it resides: municipality, UMSA, Special Taxing District etc ; the users chooses from a drop down box

16

Dist. Located: ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☒ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ CW ☐ UM ☐ TD ☐ NA ☐ SY

Dist. Served: ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☒ CW ☐ UM ☐ TD ☐ NA ☐ SY

Community Council District: Countywide

\*Strategic Area: General Government

How Configured

District Location – The district the project physically resides in; can only be in one district

District Served – The district(s) the project serves; a project can serve multiple districts

Community Council District – The Community Council District the project physically resides in; there is a drop down box for the user to select from

Strategic Area – The Strategic Area the project resides in; there is a drop down box for users to select from; the strategic area ties to the County's strategic plan as well as the County's proposed and Adopted budget books

Economic Development  
General Government  
Health and Human Services  
Neighborhood and Infrastructure  
Policy Formulation  
Public Safety  
Recreation and Culture  
Transportation

17

Function **New Facilities** 

Strategic Object

CIE Info Future Growth CIE Element Not-Applicable

Sust. Comp. Energy Efficiency

Function – is basically the function the project serves; there is a drop down box from which the user can select from

Strategic Area

Function **New Facilities**

Strategic Object New Fire Stations

CIE Info New Head Start Facilities

Sust. Comp. New Health Care Facilities

Addtl FTE's New Jail Facilities

Unfunded: ☐ New Passenger Facilities

Federal Stimulus: ☐ New Police Facilities

FY Impact Nuisance Control

Estimated Total Project Ocean Rescue Facilities

Percent Complete Other

Project Schedule Park and Ride Improvements and New Facilities

Projected Start Date Park, Recreation, and Culture Projects

Actual Start Date Passenger Facilities Improvements

Project Manager Info Pedestrian Facilities Improvements

First Name Pedestrian Paths and Bikeways

Proj. Comments Performing Arts Center Facility - New

18

Strategic Object **3G5-2** **W** **P** Provide well maintained, accessible facilities and assets

CIE Info: Future Growth CIE Element: Not-Applicable

Sust. Comp.: Energy Efficiency

Strategic Objective – to select the Strategic Objective most suited for the project, there is a drop down box for the user to select from (see below); the strategic objective ties to the County’s overall strategic plan and should tie to the department’s business plan

### Look Up Strategic Object

Strategic Object ID: begins with

Strategic Objective Desc: begins with

[Basic Lookup](#)

### Search Results

View 100 First 1-91 of 91 Last

Strategic	Strategic Objective Desc
3D1-1	Reduce income disparity by increasing per capita income
3D1-2	Attract industries that have high wage jobs and high growth potential
3D1-3	Enhance and expand job training opportunities and education programs to ensure they are aligned with the needs of emerging and growth industries
3D2-1	Attract more visitors, meetings and conventions
3D2-2	Improve customer service at airports, hotels and other service providers that support travel and tourism
3D3-1	Attract and increase foreign direct investments and international trade from targeted countries
3D3-2	Support international banking and other financial services
3D4-1	Encourage creation of new small businesses
3D4-2	Create a business friendly environment
3D4-3	Expand opportunities for small businesses to compete for County contracts
3D5-1	Provide adequate public infrastructure that is supportive of new and existing businesses
3G1-1	Provide easy access to information and services
3G1-2	Develop a customer-oriented organization
3G1-3	Foster a positive image of County government
3G1-4	Improve relations between communities and governments
3G2-1	Attract and hire new talent
3G2-2	Develop and retain excellent employees and leaders
3G2-3	Ensure an inclusive workforce that reflects diversity
3G2-4	Provide customer-friendly human resources services
3G3-1	Ensure available and reliable systems
3G3-2	Effectively deploy technology solutions
3G3-3	Improve information security

19.

Strategic Object **GG5-2** Provide well maintained, accessible facilities and assets

**CIE Info** Future Growth CIE Element Not-Applicable

Sust. Comp. Energy Efficiency

Addtl FTE's ☐

CIE (Capital Improvement Element) info – In this section, the user also has a drop down box from which to select from; this identifies which category the project sits in:

- Is this project addressing future growth?
- Is this project addressing an existing deficiency?
- Both future growth and a deficiency
- Or not applicable

Strategic Object **GG5-2** Provide well maintained, accessible facilities and assets

CIE Info Future Growth

Sust. Comp. Combined/Other

Addtl FTE's Existing Deficiency

Unfunded: ☐ Future Growth

Not-Applicable

20.

CIE (Capital Improvement Element) info – – In this section, the user has a drop down box from which to select from; this identifies which category the capital project sits in:


- Aviation
- Coastal Management
- Conservation
- Drainage etc.

NOTE:

This information may not seem important to the user, but when the County is applying for a grant, this aids the County in identifying capital project that fall under these categories by advising us as to:

:

- What projects fall under each of these categories
- How many projects
- And how much has been allocated

Strategic Object   Provide well maintained, accessible facilities and assets

CIE Info

Sust. Comp.

Addtl FTE's

CIE Element

Assets

CIE Element

SNP: ☐

Estimated Operating Costs

Not-Applicable

Table 02: Aviation

Table 03: Coastal Management

Table 04: Conservation

Table 05: Drainage

Table 06: Park and Recreation

Table 07: Seaport

Table 08: Sewer Facilities

Table 09: Solid Waste Management

Table 10: Traffic Circulation

Table 11: Mass Transit

Table 12: Water Facilities

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Strategic Object **GG5-2** Provide well maintained, accessible facilities and assets

CIE Info **Future Growth** CIE Element **Not-Applicable**

Sust. Comp. **Energy Efficiency**

Addtl FTE's

Unfunded: ☐

Federal Stimulus: ☐

FY Impact

Estimated Total Project Cost  Estimated Operating Cost

**Sustainability Component – as the County moves toward being more “Green - Sustainable”, this aides the County in identifying which capital projects are “Green - Sustainable”; sustainable projects are highlighted in the budget book by a leaf; the user also has a drop down box from which to choose from**

CIE Info **Future Growth** CIE Element **Not-App**

Sust. Comp. **Energy Efficiency**

Addtl FTE's

Unfunded: ☐

Federal Stimulus: ☐

FY Impact

Estimated Total Project Cost  Estimated Operating Cost

Climate Change Adaptation  
Energy Efficiency  
Innovative Water/Wastewater Feature  
LEED or Other Green Building Certification  
Not Applicable  
**Other Sustainability**  
Renewable Energy Feature

22.

Sust. Comp. **Energy Efficiency**

Addtl FTE's

Unfunded: ☐

Federal Stimulus: ☐ PTP: ☐ TIP: ☐ SNP: ☐ QNIP: ☐ BBC GOB: ☐

Additional FTE – this is where the user will add information as to how many positions will be needed by the Department after the project is completed in order to sustain it; in most cases no additional positions will be needed by the Department; when filing in this information, the user **MUST** work with the Department’s budget section to ensure everyone is on the same page

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Unfunded: ☐

Federal Stimulus: ☐ PTP: ☐ TIP: ☐ SNP: ☐ QNIP: ☐ BBC GCB: ☐

FY Impact:

Estimated Total Project Cost:  Estimated Operating Cost:

Percent Complete:

Unfunded – if a project is **NOT** funded, the user **MUST** check the “Unfunded” box; this will ensure the project shows up on the Department’s “Unfunded” project listing and not on the budgeted list

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For the following boxes, the user must check that which applies:

Unfunded: ☐

Federal Stimulus: ☐ PTP: ☐ TIP: ☐ SNP: ☐ QNIP: ☐ BBC GCB: ☐

FY Impact:

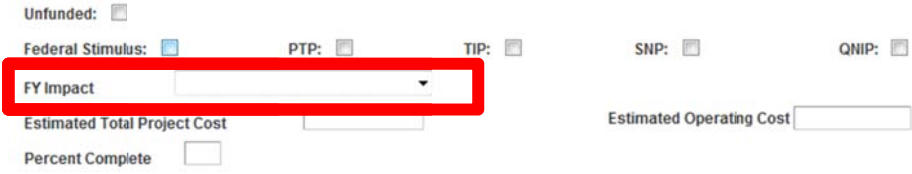

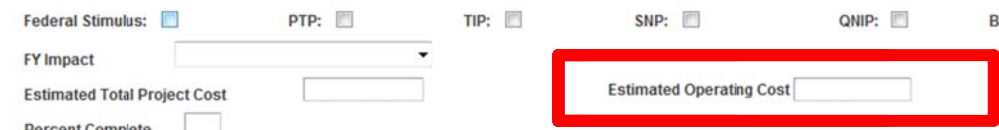
Estimated Total Project Cost:  Estimated Operating Cost:

Percent Complete:

- Federal Stimulus
- Peoples Transportation Plan (PTP)
- Transportation Improvement Program(TIP)
- Safe Neighborhood Parks (SNP)
- Quality Neighborhood Improvement Program (QNIP)
- Building Better Communities General Obligation Bond program (BBC GOB)

This is **VERY** important, as it assists in identifying what type of capital projects they are when printing reports



25	 <p>FY Impact - This section is <b><u>only filled</u></b> out when there is a Departmental operating impact; in this section, the user, selects from the dropdown box in which fiscal year the project will have an operating impact to the Department; not all projects have an operating impact; when entering information, the user <b><u>MUST</u></b> work with the Department's budget section to ensure everyone is on the same page; if you are entering information in this field, the user must make sure that they are also entering information in the "Estimated Operating Cost" field as well too - as they both go hand in hand</p>
26	 <p>Estimated Total Project Cost - if you are entering information in this field, the user must make sure that they have check the "Unfunded" box;" field as well too - as they both go hand in hand; in this section, the user enters the project's total cost; this information will also show up in the "Unfunded Project" report</p>
27	 <p>Estimated Operating Cost - This section is <b><u>only filled</u></b> out when there is a Departmental operating impact; if you are entering information in this field, the user must make sure that they are also entering information in the "FY Impact" field as well too - as they both go hand in hand; when entering information in this filed, the user <b><u>MUST</u></b> work with the Department's budget section to ensure everyone is on the same page</p>

28	<div data-bbox="329 207 1422 401"> <p>Unfunded: <input type="checkbox"/></p> <p>Federal Stimulus: <input type="checkbox"/> PTP: <input type="checkbox"/> TIP: <input type="checkbox"/> SNP: <input type="checkbox"/> QNIP: <input type="checkbox"/> BBC GCB: <input type="checkbox"/></p> <p>FY Impact <input type="text"/></p> <p>Estimated Total Project Cost <input type="text"/> Estimated Operating Cost <input type="text"/></p> <p>Percent Complete <input type="text"/></p> </div> <p>Percentage complete - in this field, the user inputs the percentage complete for the <b>entire project</b> YTD</p>
29	<div data-bbox="329 667 1349 863"> <p><b>Project Schedule</b></p> <p>Projected Start Date <input type="text" value="06/01/2007"/> <input type="button" value="31"/> Projected End Date <input type="text" value="12/31/2009"/> <input type="button" value="31"/></p> <p>Actual Start Date <input type="text"/> <input type="button" value="31"/> Actual End Date <input type="text"/> <input type="button" value="31"/></p> </div> <p>In this section, the user enters in projected start and end date for the overall project as well as the actual start and end date.</p> <p>There</p> <p>NOTE:</p> <p>There is a calendar box to assist the user in their selection of dates.</p>
30	<div data-bbox="329 1171 1409 1444"> <p><b>Project Manager Information</b></p> <p>First Name <input type="text"/> Last Name <input type="text"/> Tel. No.: <input type="text"/></p> <p>Proj. Comments <input type="text"/></p> <p>Delete Project <input type="checkbox"/></p> </div> <p>This section contains information to assist those viewing the project who to contact when seeking information.</p>

31

Project Manager Information

First Name  Last Name  Tel. No.:

Proj. Comments

Delete Project ☐

Project Comments – in this field, the user can make comments on the projects status and/or point out any issues

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## Project Sites

Once the user has selected a project, they can now view/edit the various project sites by clicking on the tab marked "Project Site List"

CI Projects **Project Sites List** Project Sites

Project Number 116910 \*Dept. Id. ID INTERNAL SERVICES

\*Project Name BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

33

Once the user has click on the tab marked "Project Site List", they will be taken to another screen which will list ONLY those project sites associated to the project selected

CI Projects **Project Sites List** Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site
1	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	05

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CI Projects | **Project Sites List** | Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site
1	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	09

Project Number - the project number associated to the project site you are currently viewing, which shows in the budget book

Department - the Department that the project belongs to

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CI Projects | **Project Sites List** | Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site
1	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	09

If the user is seeking more information on a project site, click on the "Details" icon

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CI Projects | **Project Sites List** | Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site
<a href="#">+</a>	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	09

To add more project sites to a project, click on the + icon

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CI Projects | **Project Sites List** | Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site Work End Date
1	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	

This screen shows the user the basic information of a project site.

- Site Number
- Site Name
- Site Description
- Site Location
- Start and end date

Personalize | Find | View All | First 1-3 of 3 Last

	Site Work Start Date	Site Work End Date	Site Comments	Delete Site
	08/11/2008	09/30/2015	CS 11/21/13 -	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

This screen shows the user the basic information of a project site.

- Site Comments
- The ability to delete a site

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CI Projects | **Project Sites List** | Project Sites













Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site Work End Date
1	<a href="#">Details</a>	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	09/30/2015
	<a href="#">Details</a>						
	<a href="#">Details</a>						

When adding a project site, the user can type directly into the fields shown above

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Personalize   Find   View All   First 1-3 of 3 Last				
	Site Work Start Date	Site Work End Date	Site Comments	Delete Site
	08/11/2008 	09/30/2015 	CS 11/21/13 - 	<input type="checkbox"/>
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>

When deleting a project site:

1. You must **Always** check the delete box
2. You must **Always** enter a value in the Site Name

After these two criteria's have been met, a pop up message will show

**Message**

Are you sure you want to delete this site (0,0)

Click YES to delete the project site

40

## Project Site details

CI Projects

Project Sites List

Project Sites

Project Number


116910

BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department

ID

INTERNAL SERVICES

	Details	Site Number	*Site Name	Site Description	Site Location	Site Work Start Date	Site
1	 Details	75629	W50247- Acquire new	W50247-	100 NW 6TH	08/11/2008	0

Once the user has clicked on either icon, they will be taken to another screen where only the project site information is shown

41

Below is a sample project site information screen

CI Projects		Project Sites List		Project Sites	
Project Number	116910	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2			
Department	ID	INTERNAL SERVICES			
Project Sites <span>End   View All   First   1 of 1   Last</span>					
Site Number	75629	Site Status	On Schedule		
*Site Name	W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications				
Site Description	W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications				
Location Type	Address				
Site Location	100 NW 6TH S, 33136				
Commission District	District 3				
Community Council District	No District				
Work Order No.		Work Order Amt			
Original Budget		Actual Cost			
Percent Complete					
PTP Projects					
PTP Scope of Work					
B/P					
QNIP Projects					
QNIP Scope of Work		Funding Source			
Contract Number	116910	Approval Date			
BBC GOB Projects					
Ballot Question No					



42

CI Projects Project Sites List Project Sites

Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2

Department ID INTERNAL SERVICES

Project Sites Find | View All First 1 of 1 Last

Site Number 75629 Site Status On Schedule

\* Site Name W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications

Site Description W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications

Location Type Address

Site Location 100 NW 6TH ST , 33136

Project Number - the project number associated to the project site you are currently viewing

Department - the Department that the project belongs to

Site Number - the auto generated project site number issued when the project site was created

Site Name - The name created by the user when the project site was first created

Site Description - Describes the project associate specifically to the project site

Location Type - describes the type of address provided; it is a drop down box

Location Type Address

Site Location Address  
Area  
Intersection  
Land Mark  
Other  
Segment

Commision District

Community Council District

Site Location - the street address of the project site



43

Commision District	District 3 ▼		
Community Council District	No District ▼		
Work Order No.	<input type="text"/>	Work Order Amt	<input type="text"/>
Original Budget	<input type="text"/>	Actual Cost	<input type="text"/>
Percent Complete	<input type="text"/>		

Commission District – The district the project physically resides in; can only be in one district

Community Council District – The Community Council District the project physically resides in; there is a drop down box for the user to select from

Work order Number and Work order Amount

Original Budget – the budgeted amount for the project

Actual Cost – what the project actually cost

Percent Complete – what is the percent completion YTD for the project site

44

## PTP Project Information



PTP Projects

PTP Scope of Work

B/P

If you are entering information in this box, this mean your project is a PTP project

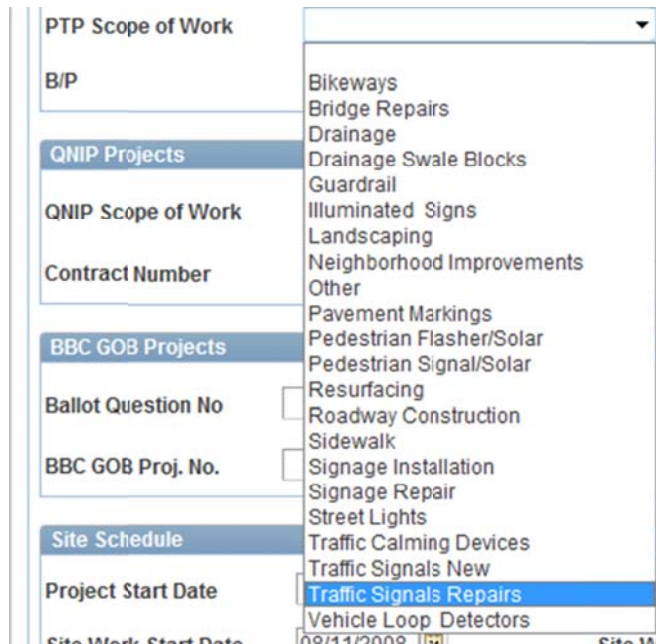


PTP Projects

PTP Scope of Work

B/P

PTP Scope of Work - in this field, the user selects from a drop down box the type of work to be done



PTP Scope of Work

B/P

QNIIP Projects

QNIIP Scope of Work

Contract Number

BBC GOB Projects

Ballot Question No ☐

BBC GOB Proj. No. ☐

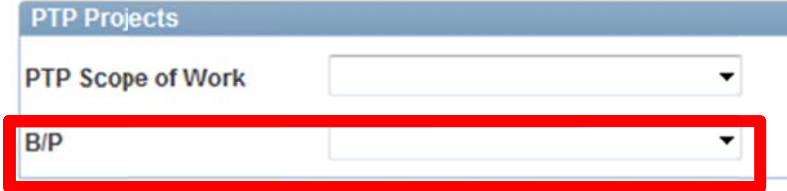
Site Schedule

Project Start Date

Site Work Start Date

- Bikeways
- Bridge Repairs
- Drainage
- Drainage Swale Blocks
- Guardrail
- Illuminated Signs
- Landscaping
- Neighborhood Improvements
- Other
- Pavement Markings
- Pedestrian Flasher/Solar
- Pedestrian Signal/Solar
- Resurfacing
- Roadway Construction
- Sidewalk
- Signage Installation
- Signage Repair
- Street Lights
- Traffic Calming Devices
- Traffic Signals New
- Traffic Signals Repairs**
- Vehicle Loop Detectors

45.



PTP Projects

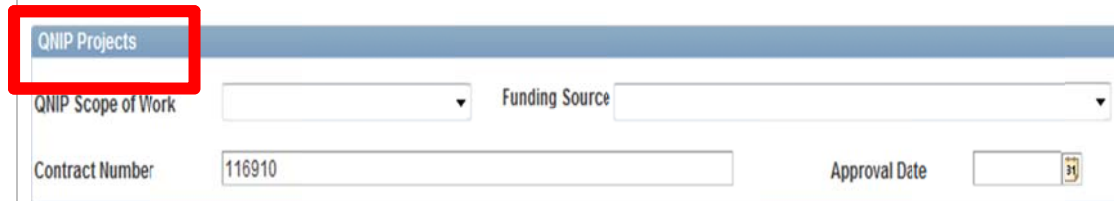
PTP Scope of Work

B/P

In this section, the user uses the drop down box to identify whether the project is a "B" Bond project or a "P" Pay-As-You – Go project

46

## QNIP Project Information



QNIP Projects

QNIP Scope of Work  Funding Source

Contract Number  Approval Date

You should only be entering information in this area if your project is a QNIP project

47

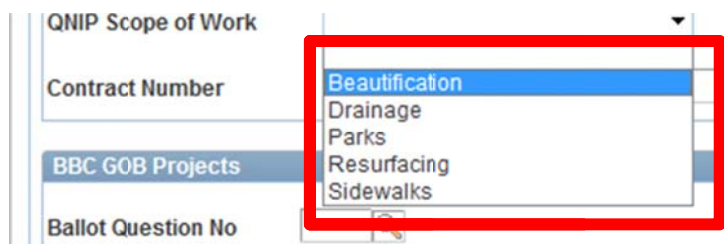


QNIP Projects

QNIP Scope of Work  Funding Source

Contract Number  Approval Date

QNIP Scope of Work - in this field, the user selects from a drop down box the type of work to be done



QNIP Scope of Work

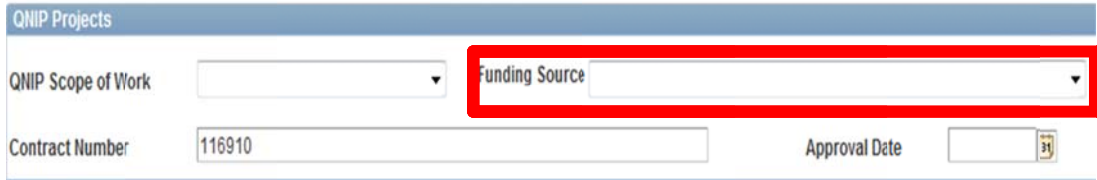
Contract Number

BBC GOB Projects

Ballot Question No

Beautification  
Drainage  
Parks  
Resurfacing  
Sidewalks

48

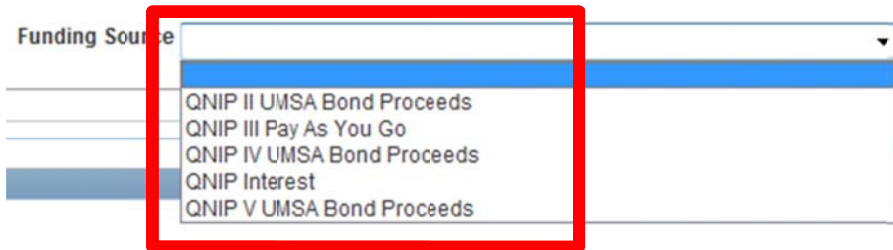


QNIP Projects

QNIP Scope of Work  Funding Source

Contract Number  Approval Date

Funding Source - in this field, the user selects from a drop down box to which they select the QNIP funding source - funding this project



Funding Source

- QNIP II UMSA Bond Proceeds
- QNIP III Pay As You Go
- QNIP IV UMSA Bond Proceeds
- QNIP Interest
- QNIP V UMSA Bond Proceeds

49



QNIP Projects

QNIP Scope of Work  Funding Source

Contract Number  Approval Date

In this section, the user enters the contract being referenced for this project

50



QNIP Projects

QNIP Scope of Work  Funding Source

Contract Number  Approval Date

Approval Date - the date in which the Commissioner approved the funding for this project

51

## BBC GOB Project Information

BBC GOB Projects

Ballot Question No

🔍

BBC GOB Proj. No.

🔍

You should only be entering information in this area if your project is a BBC GOB project

52

Ballot Question No - in this field, the user selects from a drop down box for the voter approved “Ballot Question” tied to the project

BBC GOB Projects

Ballot Question No

🔍

BBC GOB Proj. No.

🔍

Look Up Ballot Question No

GOB Ballot Question No:

begins with

GOB Ballot Question:

begins with

Look Up

Clear

Cancel

[Basic Lookup](#)

Search Results

View 100
First 1-10 of 10 Last

GOB Ballot Question No	GOB Ballot Question
1	<a href="#">Construct And Improve Water, Sewer And Flood Control Systems</a>
2	<a href="#">Construct And Improve Park And Recreational Facilities</a>
3	<a href="#">Construct And Improve Bridges, Public Infrastructure, And Neighborhood Improvements</a>
4	<a href="#">Construct And Improve Public Safety Facilities</a>
5	<a href="#">Construct And Improve Emergency And Healthcare Facilities</a>
6	<a href="#">Construct And Improve Public Services Outreach Facilities</a>
7	<a href="#">Construct And Improve Housing For The Elderly And Families</a>
8	<a href="#">Construct And Improve Cultural, Library And Multicultural Educational Facilities</a>
9	<a href="#">Debt Service, Interest Expense And Premium Funds</a>
A	<a href="#">Interest Proceeds</a>

53

BBC GOB Ballot Proj No - in this field, the user selects from a drop down box for the BBC GOB project number assigned to the voter approved "Ballot Question" tied to the project

**BBC GOB Projects**

Ballot Question No

**BBC GOB Proj. No.**

**Look Up BBC GOB Proj. No.**

GOB Proj. No.:  begins with

GOB Project Name:  begins with

[Basic Lookup](#)

**Search Results**

Only the first 300 results can be displayed.

[View 100](#)

GOB Proj. No.	GOB Project Name
1	<a href="#">Local Drainage Improvements</a>
1.1	<a href="#">Local Drainage Improvements - Municipality Biscayne Park</a>
10	<a href="#">Purchase Development Rights (PDR)</a>
100	<a href="#">Unincorporated Municipal Service Area - Local Parks CD# 4</a>
101	<a href="#">Unincorporated Municipal Service Area - Southdade Park</a>
102	<a href="#">Unincorporated Municipal Service Area - Leisure Lakes Park</a>
103	<a href="#">Unincorporated Municipal Service Area - Medsouth Park</a>
104	<a href="#">Unincorporated Municipal Service Area - Continental Park</a>
105	<a href="#">Unincorporated Municipal Service Area - Chuck Pezoldt Park</a>
106	<a href="#">West Perrine Park</a>
107	<a href="#">Unincorporated Municipal Service Area - Royal Colonial Park</a>
108	<a href="#">Sgt Joseph Delancy Park</a>
109	<a href="#">Goulds Park</a>
110	<a href="#">Unincorporated Municipal Service Area - Naranja Park</a>
111	<a href="#">Unincorporated Municipal Service Area - Local Park Improvements CD# 10</a>
112	<a href="#">Unincorporated Municipal Service Area - Westwind Lakes Park</a>
113	<a href="#">Unincorporated Municipal Service Area - Wild Lime Park</a>
114	<a href="#">Unincorporated Municipal Service Area - Eden Lakes Park</a>
115	<a href="#">Unincorporated Municipal Service Area - Olympic Park</a>
116	<a href="#">Unincorporated Municipal Service Area - Bird Lakes Park</a>
117	<a href="#">Unincorporated Municipal Service Area - Lago Mar Park</a>
118	<a href="#">Unincorporated Municipal Service Area - International Gardens Park</a>
119	<a href="#">Unincorporated Municipal Service Area - Local Park Improvements CD# 11</a>
120	<a href="#">Unincorporated Municipal Service Area - North Trail Park</a>
121	<a href="#">Unincorporated Municipal Service Area - Country Lake Park</a>
122	<a href="#">Unincorporated Municipal Service Area - Ferri Property</a>
123	<a href="#">Unincorporated Municipal Service Area - Local Park Improvements CD# 13</a>
123.1	<a href="#">Florida Memorial University Multi-Purpose Arena</a>
124	<a href="#">Economic Development Fund</a>
125	<a href="#">West Dixie Highway Bikeway</a>
126	<a href="#">Miami River Greenway</a>
127	<a href="#">Improve and Extend the Commodore Biko Trail</a>
128	<a href="#">Old Cutler Road Bikeway</a>

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## Project Site Schedule Information

Site Schedule			
Project Start Date	<input type="text"/>	Project End Date	09/30/2013
Site Work Start Date	08/11/2008	Site Work End Date	09/30/2013

In this section, the user enters in projected start and end date for the project site.

Project Start Date - the projected start date of the project

Project End Date - the projected end date of the project

Site Work Start Date - actual start work date of the project

Site Work End Date - actual end date of the project

NOTE:

There is a calendar box to assist the user in their selection of dates.



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## Project Site Management Information

**Site Manager Information**

First Name  Last Name  Tel. Number

**Site Comments**

CS 11/21/13 - Contingency Draw No. 1 encompassing RCOs 1 to 4 has been entered in the CIIS, and is being routed for signatures. CS 11/6/13 - Permit revision for 15th floor has been secured. CS 9/19/13 - A Notice to Proceed has been issued. Pre-construction meeting is scheduled for 9/23/13. Construction start date is 9/30/13. CS 9/18/13 - Building permit has been secured for all floors. RL 9/16/13 - Test and balance was performed on 8/26/13. Final mechanical inspection is scheduled for 9/17/13. RL 8/20/13 - HVAC work was completed on 8/14/13, pending BMS connections by Vendor. Test and balance by Vendor pending, followed by final mechanical inspection. DM 7/31/13 - Plans to be delivered to the Building Department on 8/2/13 for permitting purposes. CS 6/6/13 - A&E Section will complete their review of the contractor's bid schedule of values by COB on 6/14/13. CS 5/29/13 - Meeting held with lowest bidder. Schedule of values not in compliance with bid documents. Lowest bidder was asked to revise the document, which was provided the same day. LG 1/26/12 - Actual expenditures and scheduled dates have been updated based on the latest information available. FP 6/8/11 - Milestones and revenues have been updated and matched to bring the total project budget to \$12,655,000. Actual expenditures through FY 2010-11 have been matched against FAMIS. MDT 5/25/11 - Seating for 9th and 10th floors ordered. Shelving walk-thru with vendor on 5/17/11. Pending minor punch-list items and 2nd floor products stored on 15th floor.

This section contains information to assist those viewing the project who to contact when seeking information on the project site.

56

**Site Manager Information**

First Name  Last Name  Tel. Number

**Site Comments**

CS 11/21/13 - Contingency Draw No. 1 encompassing RCOs 1 to 4 has been entered in the CIIS, and is being routed for signatures. CS 11/6/13 - Permit revision for 15th floor has been secured. CS 9/19/13 - A Notice to Proceed has been issued. Pre-construction meeting is scheduled for 9/23/13. Construction start date is 9/30/13. CS 9/18/13 - Building permit has been secured for all floors. RL 9/16/13 - Test and balance was performed on 8/26/13. Final mechanical inspection is scheduled for 9/17/13. RL 8/20/13 - HVAC work was completed on 8/14/13, pending BMS connections by Vendor. Test and balance by Vendor pending, followed by final mechanical inspection. DM 7/31/13 - Plans to be delivered to the Building Department on 8/2/13 for permitting purposes. CS 6/6/13 - A&E Section will complete their review of the contractor's bid schedule of values by COB on 6/14/13. CS 5/29/13 - Meeting held with lowest bidder. Schedule of values not in compliance with bid documents. Lowest bidder was asked to revise the document, which was provided the same day. LG 1/26/12 - Actual expenditures and scheduled dates have been updated based on the latest information available. FP 6/8/11 - Milestones and revenues have been updated and matched to bring the total project budget to \$12,655,000. Actual expenditures through FY 2010-11 have been matched against FAMIS. MDT 5/25/11 - Seating for 9th and 10th floors ordered. Shelving walk-thru with vendor on 5/17/11. Pending minor punch-list items and 2nd floor products stored on 15th floor.

Project Comments – in this field, the user can make comments on the project site status and/or point out any issues





## 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..

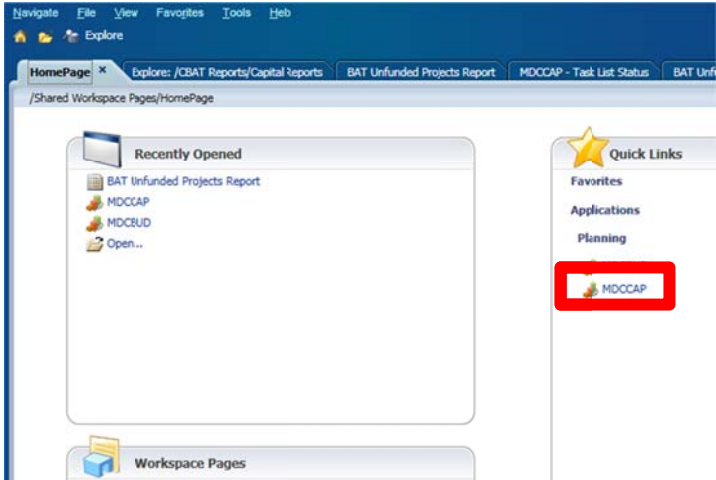
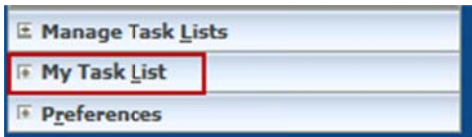
If you do not initialized a Project/Project Site you will not be able capture Project/Project Site budget or actuals and will not be able to forecast.

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

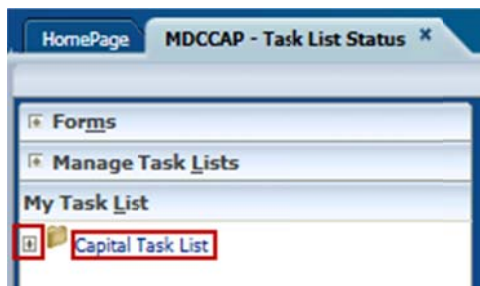
It is a one-time process that **MUST be done** the first time you log in the system and/or the first time you create a new project in the system.

### In this activity, you will:

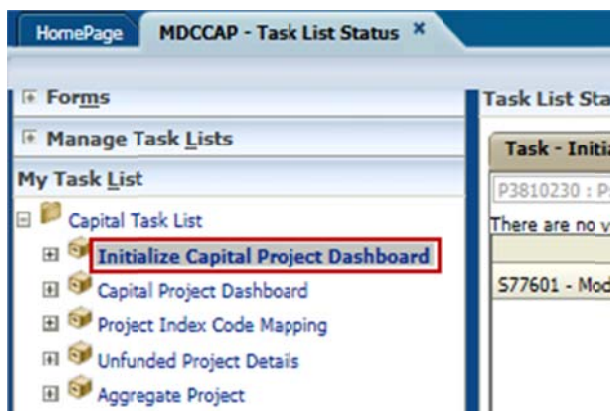
- Open the Task List
- Navigate to the Initialize Capital Project Dashboard task list
- Select a valid project/project site to initialize
- Initialize the project/project site

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

3. You will see the My Task List folder expand.  
Click on the + sign next to the Capital Task List. .



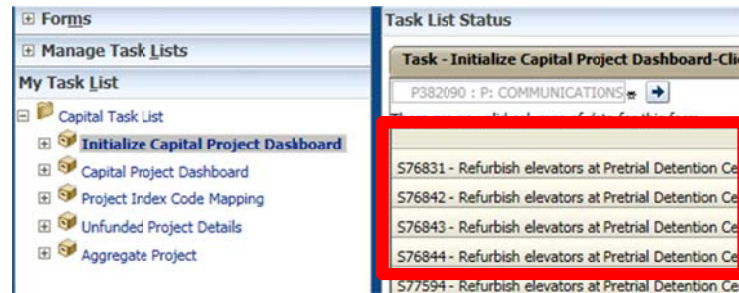
4. You will see the Capital Task List folder expand.  
Look for the folder Initialize Capital Project Dashboard.



Click on the Initialize Capital Project Dashboard icon.

4A.

You will notice that the screen to the right has changed its view.



NOTE:

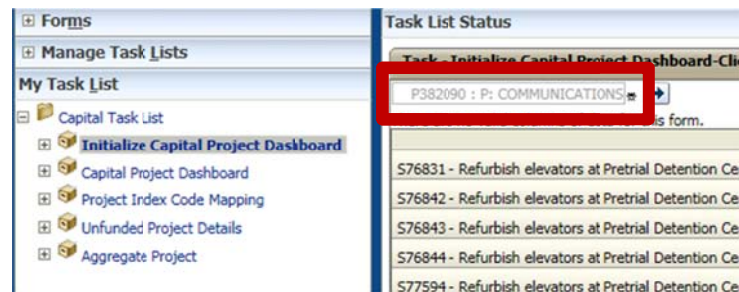
**This is a very important step.**

If you do not initialize your projects first, you will not be able to create a budget, get actuals, and/or forecast.

4B.

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 **ALL** your capital projects.

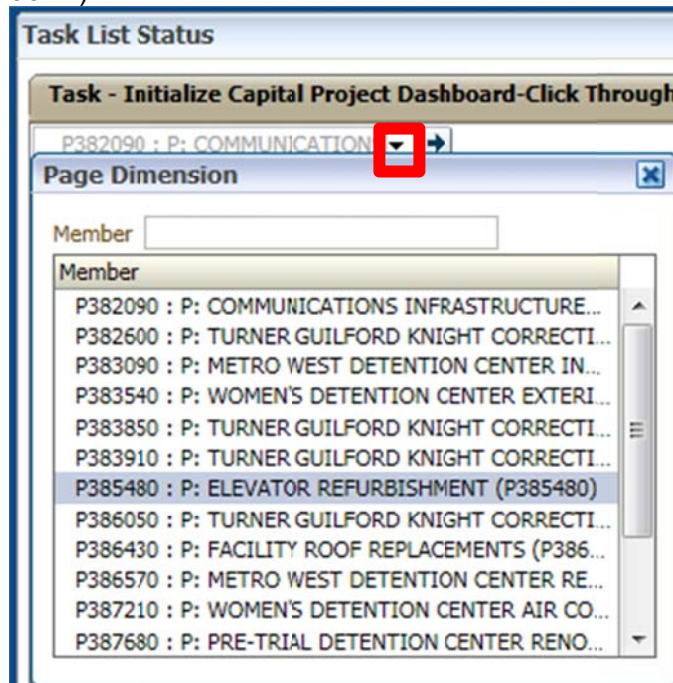


NOTE:

You will only be able to see those projects in your department and/or capital projects you manage for other departments.

5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



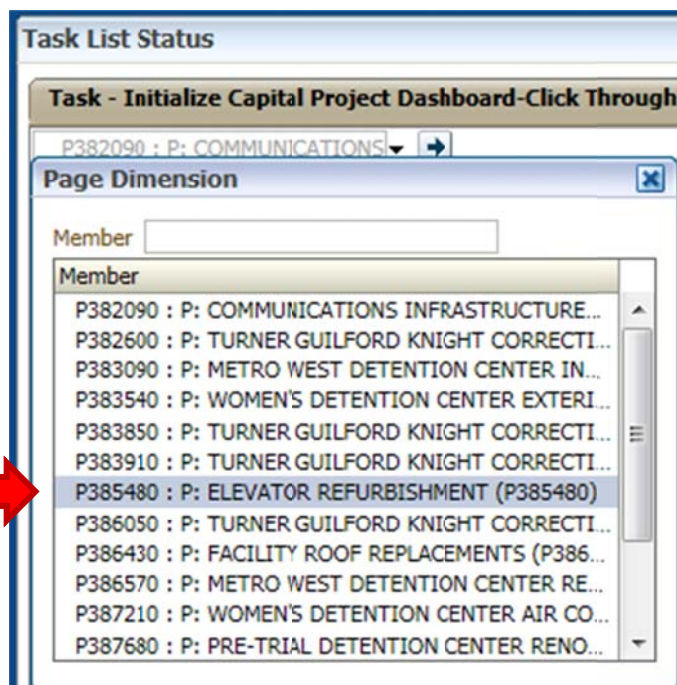
NOTE:

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

"P" denotes Project.

5A.

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



**Task List Status**

Task - Initialize Capital Project Dashboard-Click Through

P382090 : P: COMMUNICATIONS

**Page Dimension**

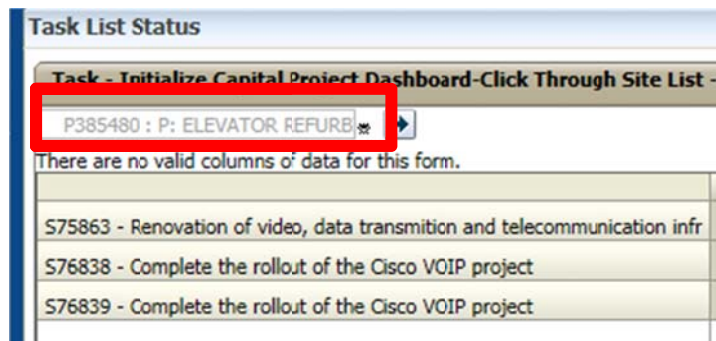
Member

Member
P382090 : P: COMMUNICATIONS INFRASTRUCTURE...
P382600 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383090 : P: METRO WEST DETENTION CENTER IN...
P383540 : P: WOMEN'S DETENTION CENTER EXTERI...
P383850 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383910 : P: TURNER GUILFORD KNIGHT CORRECTI...
<b>P385480 : P: ELEVATOR REFURBISHMENT (P385480)</b>
P386050 : P: TURNER GUILFORD KNIGHT CORRECTI...
P386430 : P: FACILITY ROOF REPLACEMENTS (P386...
P386570 : P: METRO WEST DETENTION CENTER RE...
P387210 : P: WOMEN'S DETENTION CENTER AIR CO...
P387680 : P: PRE-TRIAL DETENTION CENTER RENO...

5B.

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

Project # \_\_\_\_\_



**Task List Status**

Task - Initialize Capital Project Dashboard-Click Through Site List -

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

NOTE:

Write the project number selected in the notes column so that you can keep track of all the projects you initialized.

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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

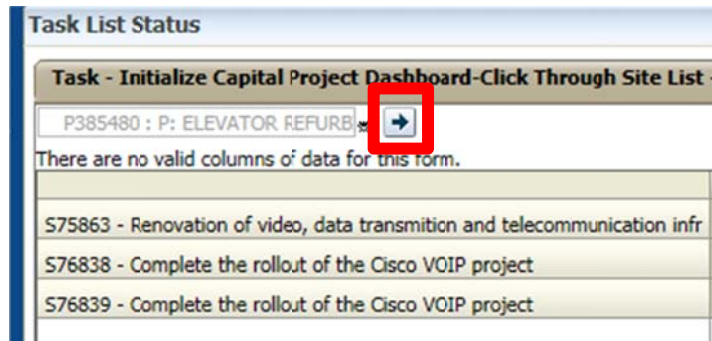
Member Ele

Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)



7. To initialize, click on the horizontal arrow button - also called the GO icon.



**Task List Status**

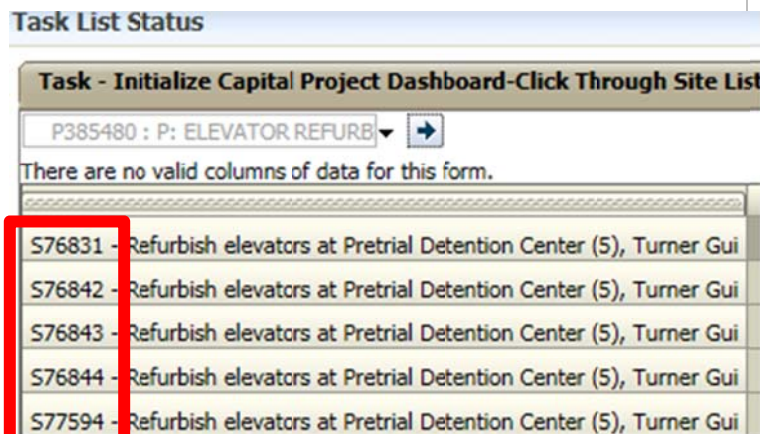
**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 7A. You will now see a list of project sites, associated with the Project you selected.



**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List**

P385480 : P: ELEVATOR REFURB

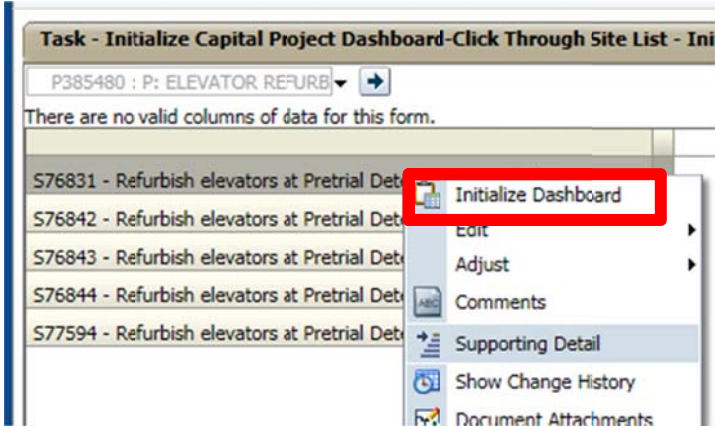
There are no valid columns of data for this form.

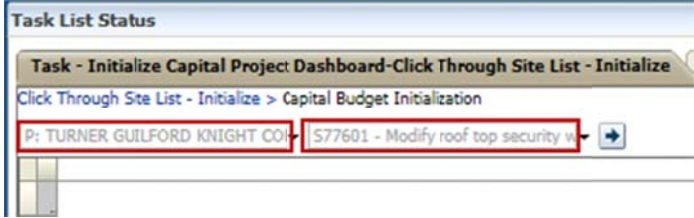
S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

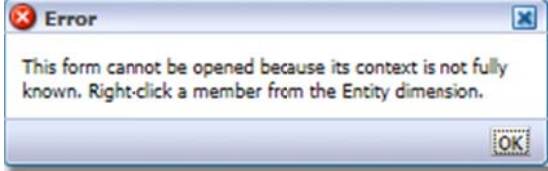
NOTE:

All Projects Sites will have the letter "S" in front of the number.

"S" denotes Projects Sites.

7B.	<p>NOTE:</p> <p>Because this information was transferred from CIIS, there may be some clean-up that users may need to do.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Project #</li> <li>• Site #</li> </ul> <p>IMPORTANT</p> <p>Projects and Project Sites can only be deleted in PeopleSoft not Hyperion.</p>	
8.	<p>Now select a <b><u>valid Project Site</u></b> you wish to initialize.</p> <p>Just use your mouse to select and highlight the valid Project Site and right click.</p> <p>You will notice a small pop-up box to the right.</p> <p>Select the Initialize Dashboard menu item.</p> 	

8A.	<p>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.</p>  <p>This is how you now the project initialization was a success. 😊</p> <p>NOTE: This successfully completes the initialization of the Project process.</p>	
8B.	<p>NOTE:</p> <p>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.</p> <p>It is a one-time action.</p>	

9.	<p>NOTE:</p> <p>Should you encounter the error message below...repeat this exercise to re-initialize the Capital Project Dashboard.</p> 	
----	---	--

## 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".

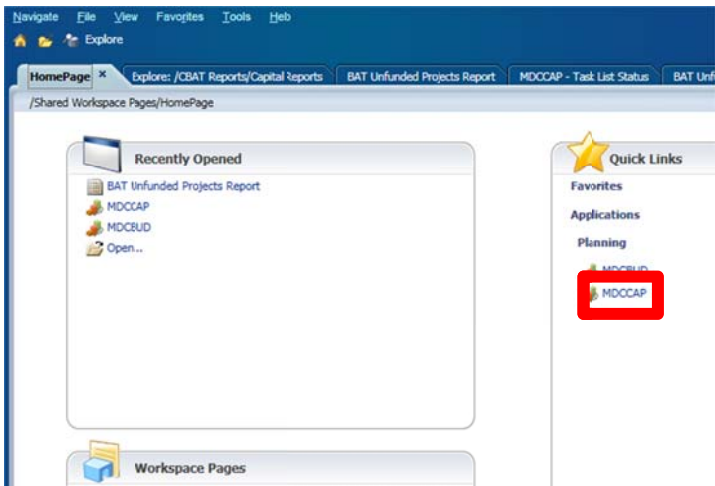
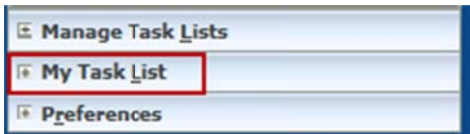
The various components of a Project/ Project Site are called "Attributes".  
The following are various examples of Project/ Project Site attributes.

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

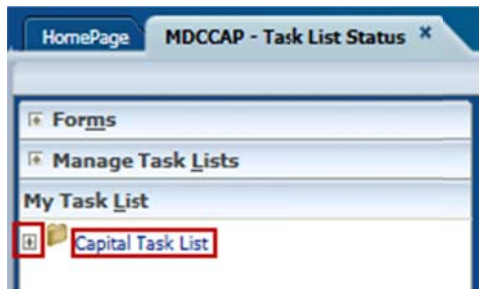
These Project/ Project Site attributes can be found and viewed in Hyperion from the CAPITAL PROJECT DASHBOARD.

### **In this activity, you will:**

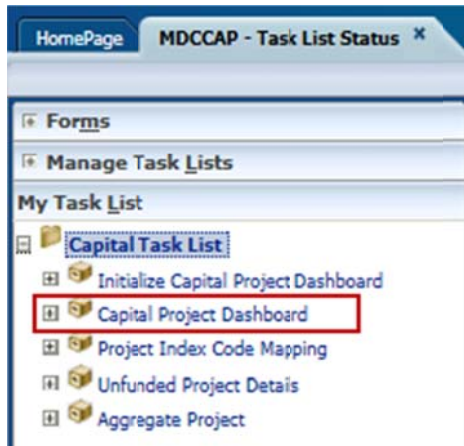
- Open the Capital Project Dashboard
- Select a Project
- Select a project Site
- Load project attributes for viewing

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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



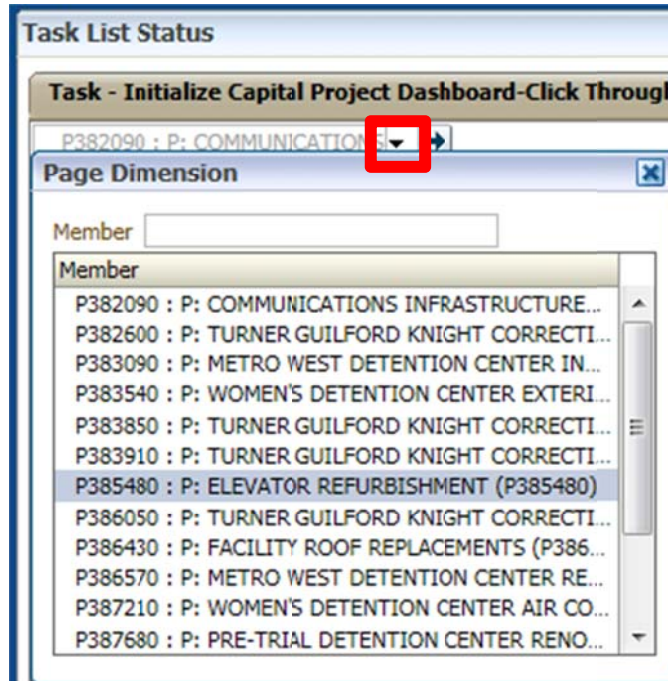
Click on the Capital Project Dashboard icon.





5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).

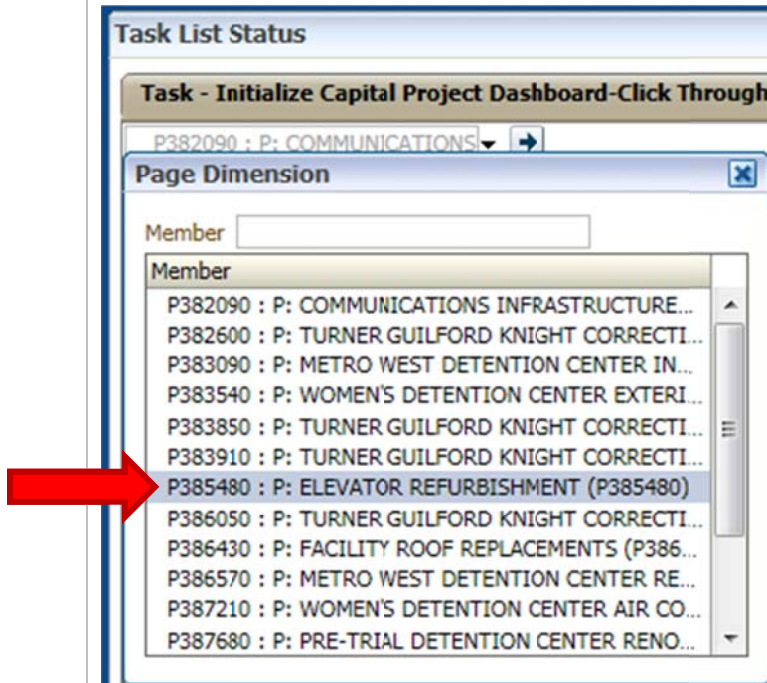


NOTE:

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

"P" denotes Project.

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



**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through**

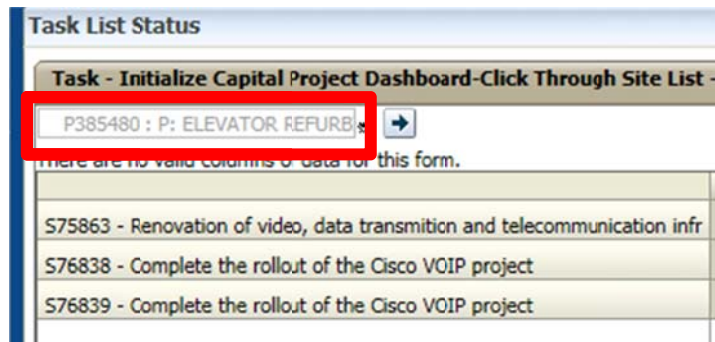
P382090 : P: COMMUNICATIONS

**Page Dimension**

Member

Member
P382090 : P: COMMUNICATIONS INFRASTRUCTURE...
P382600 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383090 : P: METRO WEST DETENTION CENTER IN...
P383540 : P: WOMEN'S DETENTION CENTER EXTERI...
P383850 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383910 : P: TURNER GUILFORD KNIGHT CORRECTI...
<b>P385480 : P: ELEVATOR REFURBISHMENT (P385480)</b>
P386050 : P: TURNER GUILFORD KNIGHT CORRECTI...
P386430 : P: FACILITY ROOF REPLACEMENTS (P386...
P386570 : P: METRO WEST DETENTION CENTER RE...
P387210 : P: WOMEN'S DETENTION CENTER AIR CO...
P387680 : P: PRE-TRIAL DETENTION CENTER RENO...

- 5B. Now the project you selected is showing in the dropdown box.



**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT

There are no valid columns of data for this form.

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...

P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member Ele

Member

P385480 : P: ELEVATOR REFURBISHMENT (P385480)

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

The screenshot shows a window titled "Task List Status". Below the title bar, there is a section labeled "Task - Initialize Capital Project Dashboard-Click Through Site List -". Inside this section, there is a dropdown menu showing "P385480 : P: ELEVATOR REFURB". To the right of the dropdown is a small blue button with a white right-pointing arrow. This button is highlighted with a red rectangular box. Below the dropdown, there is a message: "There are no valid columns of data for this form." Below this message is a table with three rows of project information:

575863 - Renovation of video, data transmission and telecommunication infr
576838 - Complete the rollout of the Cisco VOIP project
576839 - Complete the rollout of the Cisco VOIP project

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.

The screenshot shows a window titled "Task List Status" with three columns of data. Red circles 1, 2, and 3 are placed over specific areas:

- Circle 1 is over the dropdown menu showing "P385480 : P: TURNER GOLFPOLE".
- Circle 2 is over the "GO" button (a small blue button with a white right-pointing arrow).
- Circle 3 is over the "Site" column header in the table.

The table has three columns: "Project", "Site", and "Task". The "Project" column contains project information, the "Site" column contains site information, and the "Task" column contains task information. The table is populated with data for the selected project.

6B.

## Form/Column 2 – **Project Information ONLY**

This displays the Project's attributes. The “**Project**” is the “**BIG**” 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

P3810230 : P: TURNER GUILFORD	
	No_Year
	Budget
Project_Actual_End_Date	
Project_Actual_Start_Date	
Project_CIE_Element	Not-Applicable
Project_CIE_Info	Not-Applicable
Project_Comm_Council_Dist	Council District 08
Project_Comment	
Project_Contract_Number	
Project_Dept_ID	CR

7.

## Form/Column 3 – **Project Site Information ONLY**

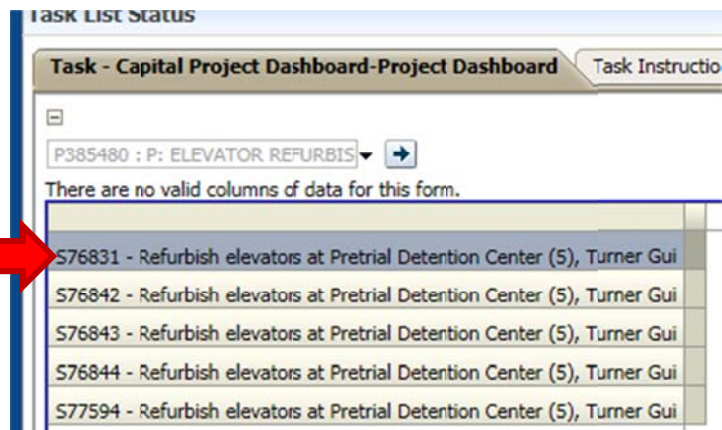
In order for the user to populate information in form/column 3, the user must select a Project Site.

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

Task List Status		Task Instructions	
P3810230 : P: TURNER GUILFORD		P3810230 : P: TURNER GUILFORD	
There are no valid columns of data for this form.		There are no valid columns of data for this form.	
377621 - Modify roof top security with smart fencing system and add camera			

7A. Selecting a Project Site should be done immediately after the user has selected a Project.

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



Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instruction

P385480 : P: ELEVATOR REFURBIS →

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

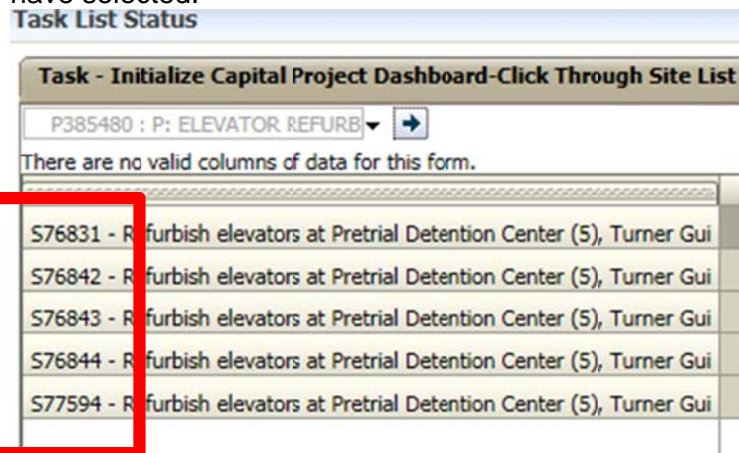
The information for the Project Site selected will now appear in form/column 3.

NOTE:

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

“S” denotes Project Site.

7B. The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.



Task List Status

Task - Initialize Capital Project Dashboard-Click Through Site List

P385480 : P: ELEVATOR REFURB →

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

7C.

Form/Column 3 – **Project Site Information ONLY**

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.

P: TURNER GUILFORD KNIGHT CO		577601 - Modify roof
	No_Year	
	Budget	.00
Site_Actual_Cost		
Site_Actual_End_Date		
Site_Actual_Start_Date		
Site_Comm_Council_Dist	Council District	10
Site_Comment		
Site_Commission_Dist	District 12	
Site_Contract_Number		
Site_Description	Modify roof top	security with

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.



## 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.

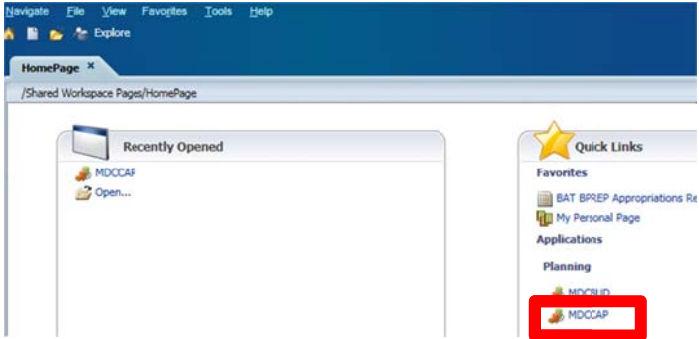
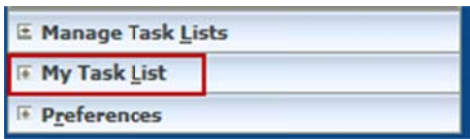
To budget at any Project Site, the user **MUST** always know the Project name or number as well as the Project Site name or number.

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

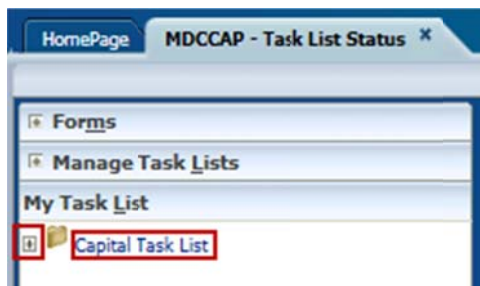
#### In this activity, you will:

- 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

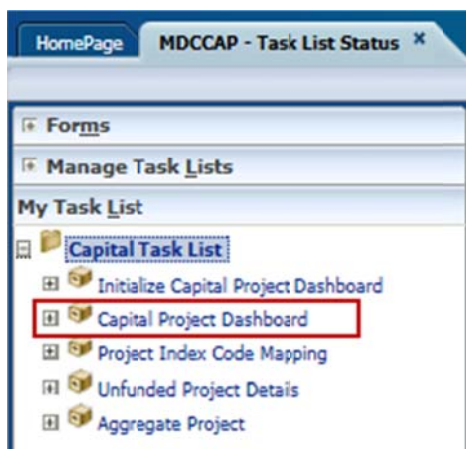


Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p>  <p>The screenshot shows a web browser window with the address bar displaying "/Shared Workspace Pages/HomePage". The page layout includes a "Recently Opened" section on the left with a folder icon and "MDCCAP" listed. On the right, there is a "Quick Links" section with a star icon. Under "Favorites", there are links for "BAT BP&amp;EP Appropriations Re" and "My Personal Page". Under "Applications", there is a link for "Planning". Under "MDCCAP", there is a link for "MDCCAP" which is highlighted with a red rectangle.</p>	
2.	<p>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.</p>  <p>The screenshot shows a vertical list of three items: "Manage Task Lists", "My Task List", and "Preferences". The "My Task List" item is highlighted with a red rectangle.</p> <p>Click on the + sign next to My Task List.</p>	

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

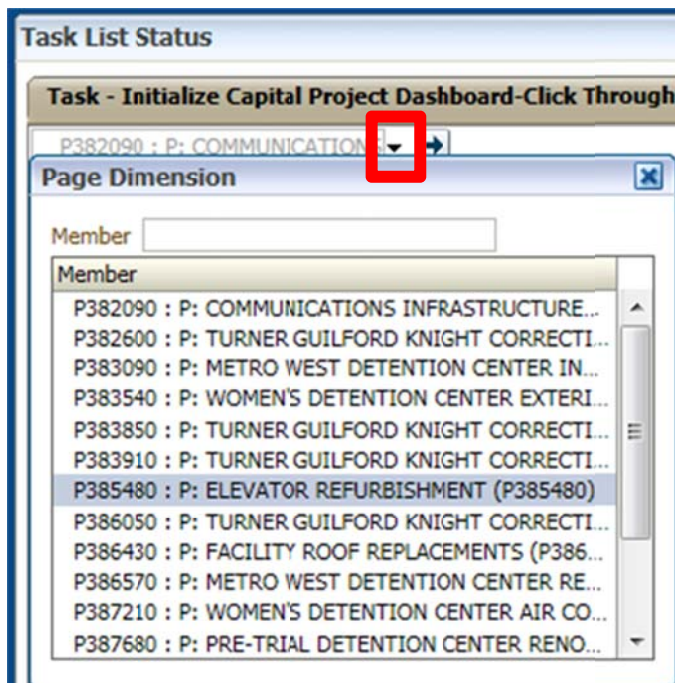


Click on the Capital Project Dashboard icon.



5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



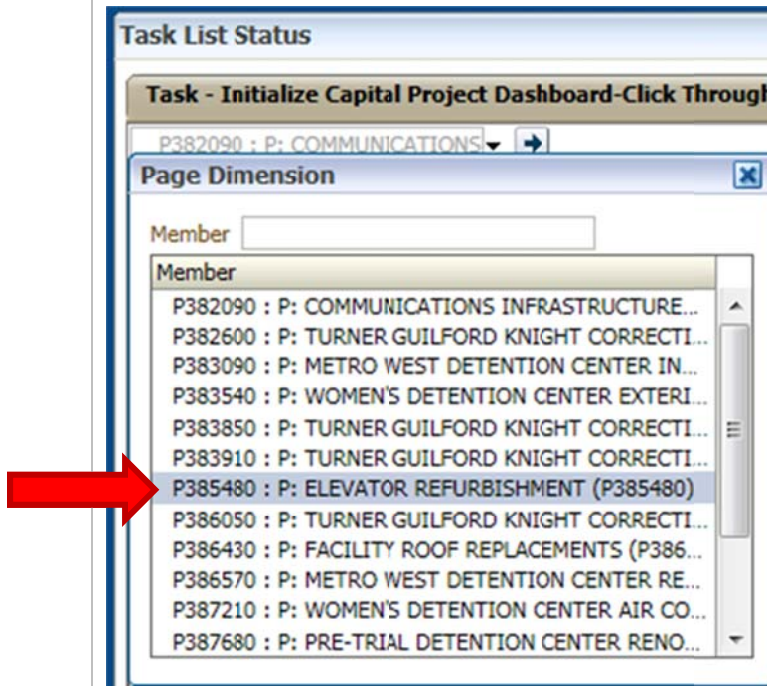
NOTE:

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

"P" denotes Project.

5A.

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



5B.

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

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

Helpful Hint:

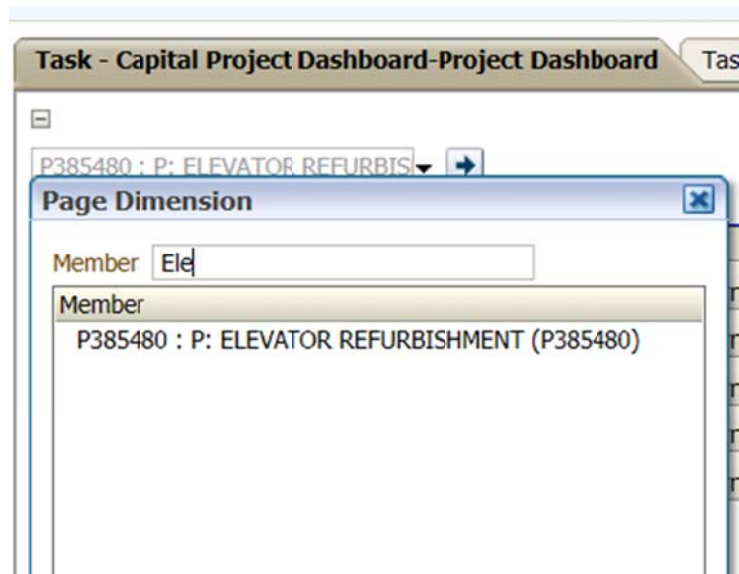
To make it easier for the user for the user to find a Project,, the user can either type in:

- The project number
- or
- The project name

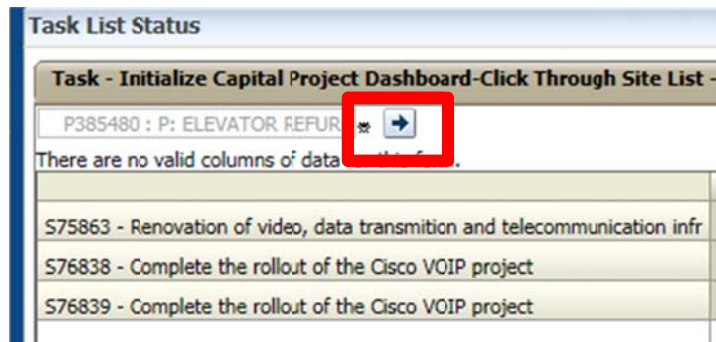
in the "Member" box to find your project of choice.

Member 385

- Member
- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)



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.

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instruction

P385480 : P: ELEVATOR REFURBIS ➔

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

6B.

When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate.

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

1. P385480 : P: TURNER GUILFORD

2. P385480 : P: TURNER GUILFORD

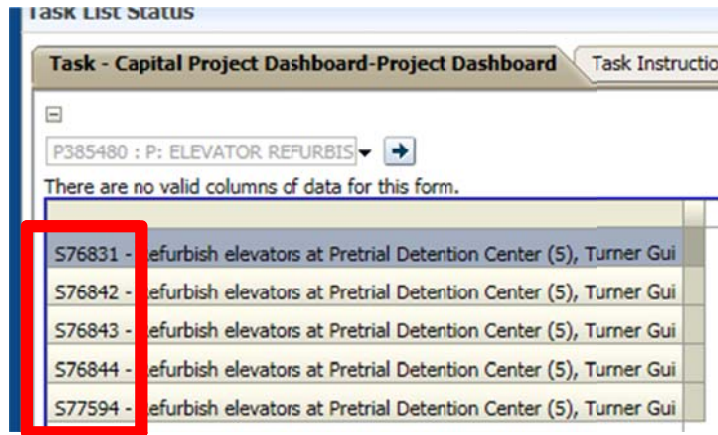
3. S76831 - Modify roof

Project	Project Details	Site Details																																		
S76831 - Modify roof top security with smart fencing system and add camera	<table border="1"> <tr><td>Project_Actual_End_Date</td><td></td></tr> <tr><td>Project_Actual_Start_Date</td><td></td></tr> <tr><td>Project_Cat_Element</td><td>Non-Applicable</td></tr> <tr><td>Project_Cat_Info</td><td>Not-Applicable</td></tr> <tr><td>Project_Comm_Council_Dist</td><td>Council District 08</td></tr> <tr><td>Project_Comment</td><td></td></tr> <tr><td>Project_Contract_Number</td><td></td></tr> <tr><td>Project_Dept_ID</td><td>08</td></tr> <tr><td>Project_Description</td><td>Modify roof top security with</td></tr> </table>	Project_Actual_End_Date		Project_Actual_Start_Date		Project_Cat_Element	Non-Applicable	Project_Cat_Info	Not-Applicable	Project_Comm_Council_Dist	Council District 08	Project_Comment		Project_Contract_Number		Project_Dept_ID	08	Project_Description	Modify roof top security with	<table border="1"> <tr><td>Site_Actual_End_Date</td><td></td></tr> <tr><td>Site_Actual_Start_Date</td><td></td></tr> <tr><td>Site_Comm_Council_Dist</td><td>Council District 08</td></tr> <tr><td>Site_Comment</td><td></td></tr> <tr><td>Site_Construction_Dist</td><td>District 02</td></tr> <tr><td>Site_Contract_Number</td><td></td></tr> <tr><td>Site_Description</td><td>Modify roof top security with</td></tr> <tr><td>Site_G008_Balot_Question</td><td></td></tr> </table>	Site_Actual_End_Date		Site_Actual_Start_Date		Site_Comm_Council_Dist	Council District 08	Site_Comment		Site_Construction_Dist	District 02	Site_Contract_Number		Site_Description	Modify roof top security with	Site_G008_Balot_Question	
Project_Actual_End_Date																																				
Project_Actual_Start_Date																																				
Project_Cat_Element	Non-Applicable																																			
Project_Cat_Info	Not-Applicable																																			
Project_Comm_Council_Dist	Council District 08																																			
Project_Comment																																				
Project_Contract_Number																																				
Project_Dept_ID	08																																			
Project_Description	Modify roof top security with																																			
Site_Actual_End_Date																																				
Site_Actual_Start_Date																																				
Site_Comm_Council_Dist	Council District 08																																			
Site_Comment																																				
Site_Construction_Dist	District 02																																			
Site_Contract_Number																																				
Site_Description	Modify roof top security with																																			
Site_G008_Balot_Question																																				



6C.

The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.



Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

P385480 : P: ELEVATOR REFURBIS

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

NOTE:

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

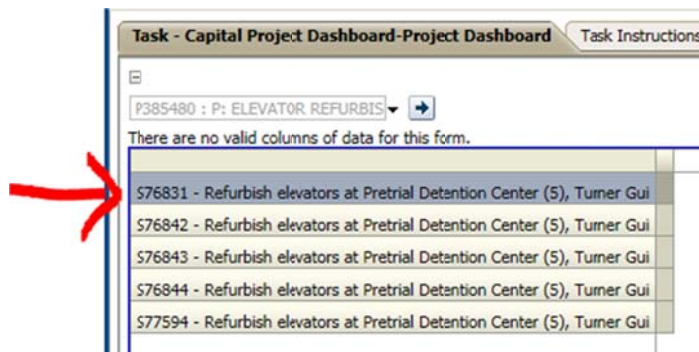
“**S**” denotes Project Site.

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 cursor to a Project Site and left click on your mouse.



Task - Capital Project Dashboard-Project Dashboard Task Instructions

P385480 : P: ELEVATOR REFURBIS

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

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.

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

P385480 : P: ELEVATOR REFURBIS

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (S),

S76842 - Refurbish elevators at Pretrial Detention Center (S),

S76843 - Refurbish elevators at Pretrial Detention Center (S),

S76844 - Refurbish elevators at Pretrial Detention Center (S),

S77594 - Refurbish elevators at Pretrial Detention Center (S),

Project Overview

Actuals Form

**Budget Rev and Exp**

Personnel Form

Index Expense Mapping

- 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.

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	720000	

Entity: P: ELEVATOR REFURBISHMENT (P385480)

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

8B.

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

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

1

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Total Revenue	1765000	700000	1000000		

2

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	700000	1000000		
Rev - Exp		0	0	0	

## **Activity 3: Budget A New Project**

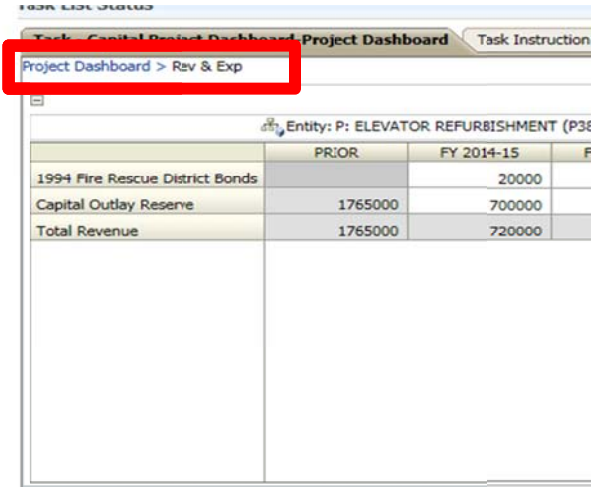
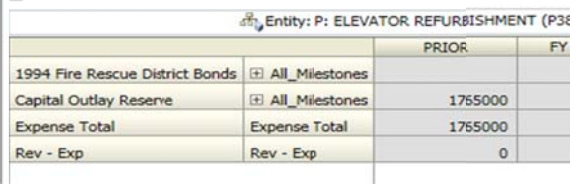
### **Sub Activity 3B: Add a Funding Source – New Project**

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.	<p>To add a New Revenue to a Project, the user must first be in the Rev &amp; Exp form.</p> <div> <div>1</div>  </div> <div> <div>2</div>  </div>	
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>	

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.

**1**

	PRIOR	FY 2014-15	F
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
	1765000	720000	

**2**

	PRIOR	FY
1994 Fire Rescue District Bonds	All_Milestones	
Capital Outlay Reserve	All_Milestones	1765000
Expense Total	Expense Total	1765000
Rev - Exp	Rev - Exp	0

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

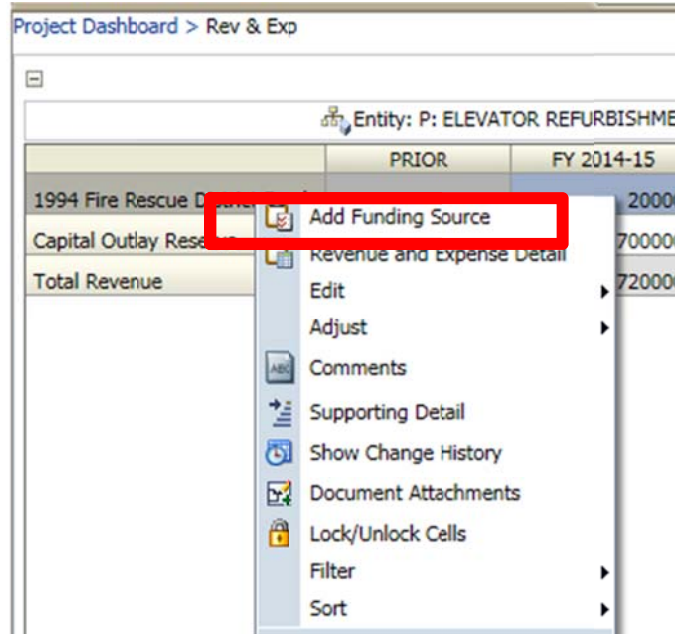
**1**

	PRIOR	FY 2014-15	F
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	720000	

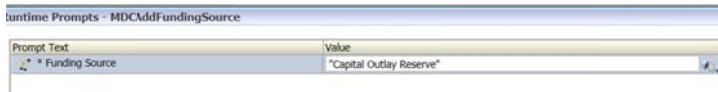
**2**

	PRIOR	FY
1994 Fire Rescue District Bonds	All_Milestones	
Capital Outlay Reserve	All_Milestones	1765000
Expense Total	Expense Total	1765000
Rev - Exp	Rev - Exp	0

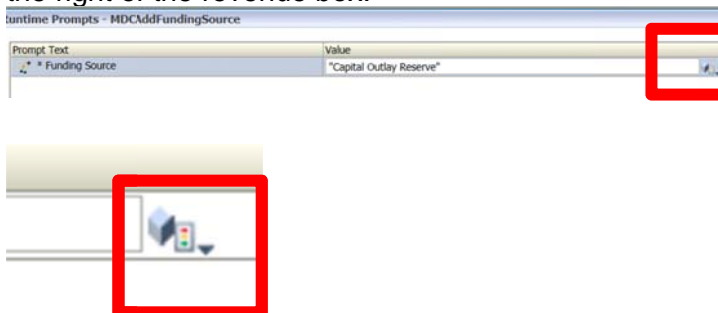
- 2B. After you have right clicked in the Revenue box you will see a box appear to the right, click on Add Funding Source icon.



3. After the user has clicked on the Add Funding Source icon. The user will see the screen below appear.



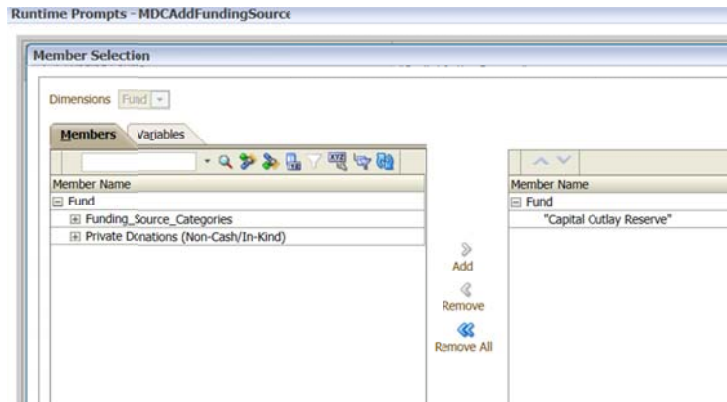
- 3A. To select a new Revenue (Funding Source) the user must click on the "Member Selection" icon to the right of the revenue box.



3B.

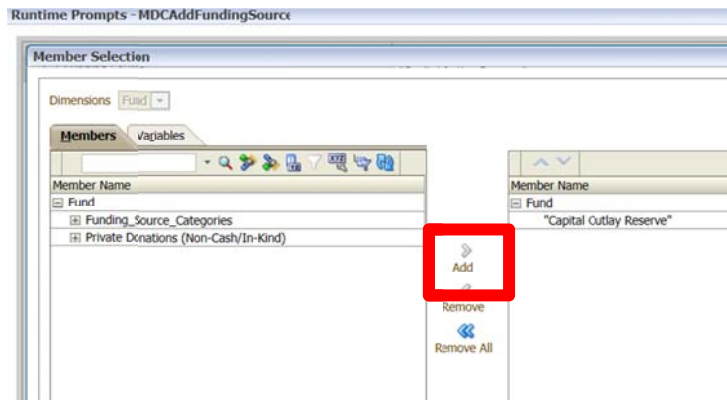
After clicking on the “Member Selection” icon, the box below will appear in the users screen.

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



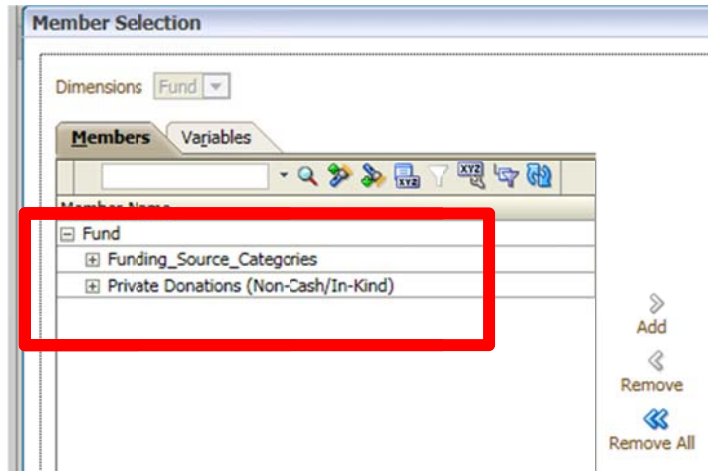
3C.

In this section the user can add or delete a Revenue (Funding Source)





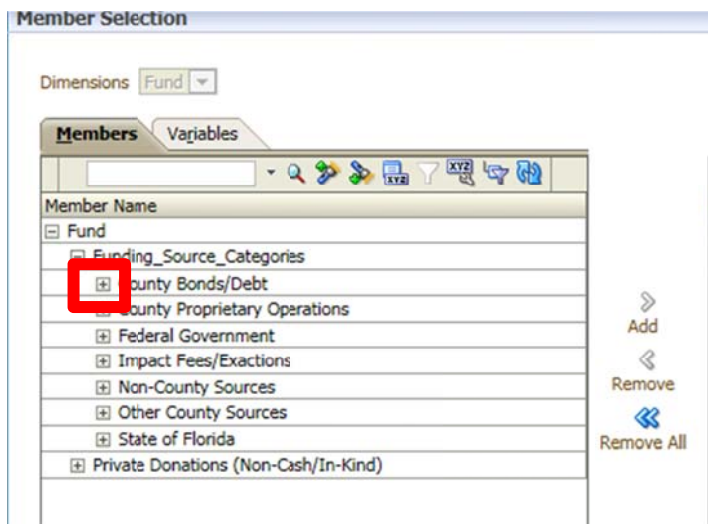
4. To find a Revenue (Funding Source), click on the + next to Funding Source Categories.



- 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).

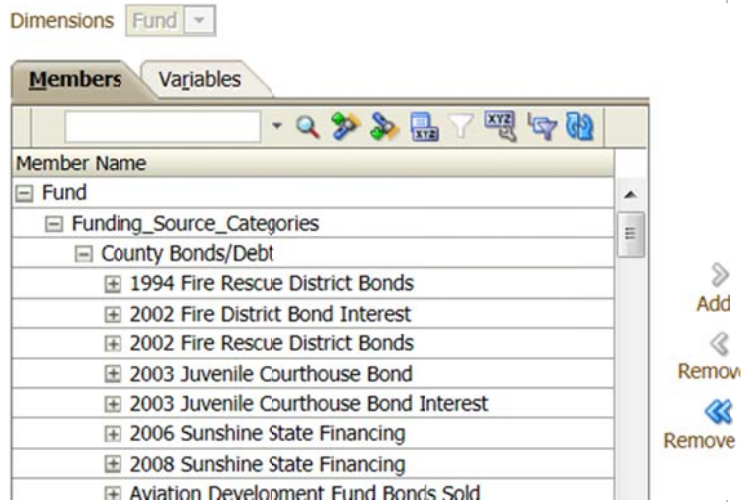
**The First** is by clicking on the + next to the funding source it falls under.



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.



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

### VERY IMPORTANT

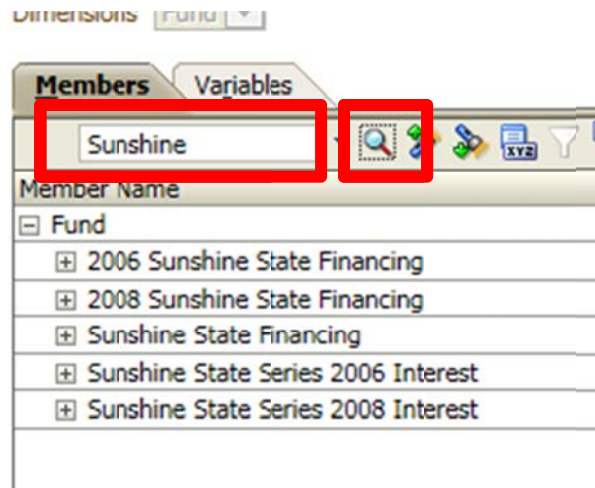
If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.

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.

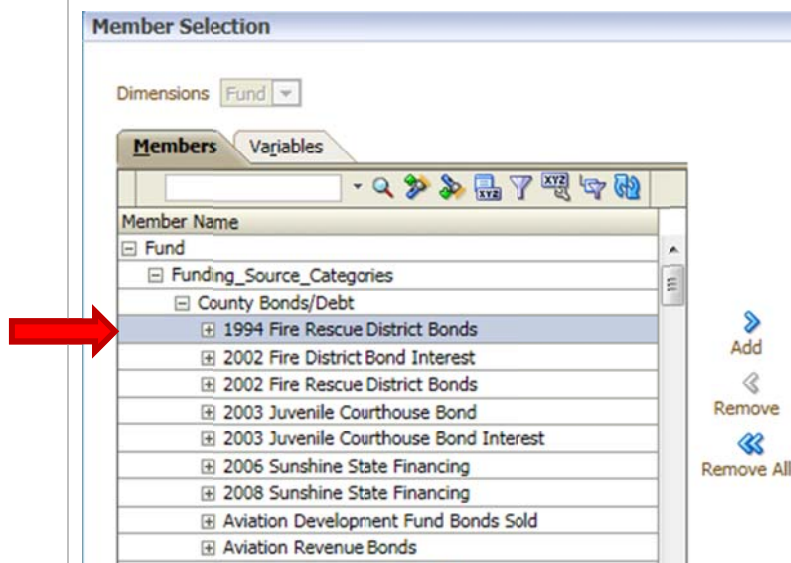
Below, "Sunshine" was typed in and the Search icon was clicked and all the various revenues with Sunshine in its name populated.

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



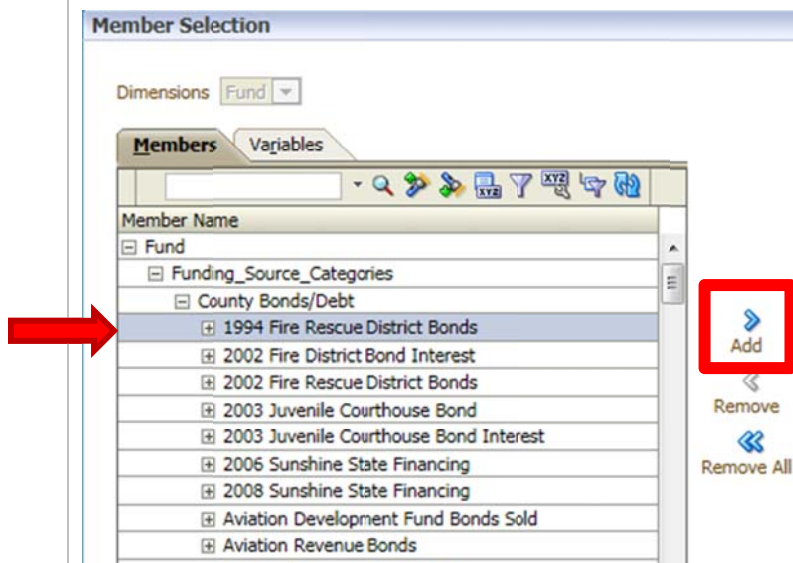
5.

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



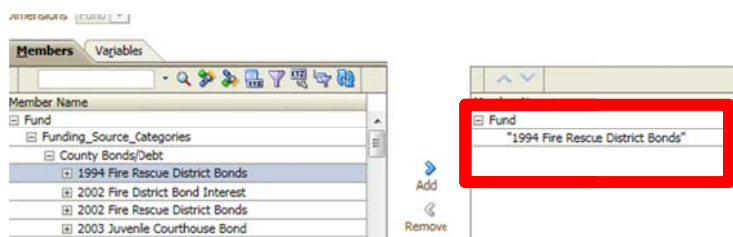
5A.

When the Revenue has been selected the user then needs to click on the ADD arrow to the right.



5B.

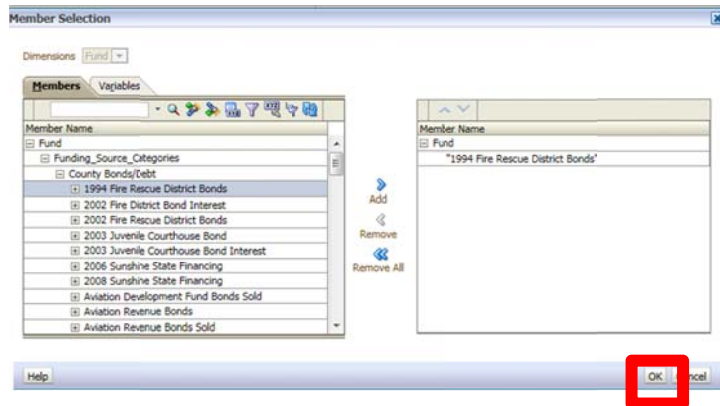
When the Revenue has been added, you will see it displayed.

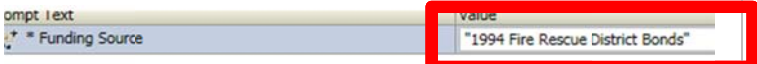
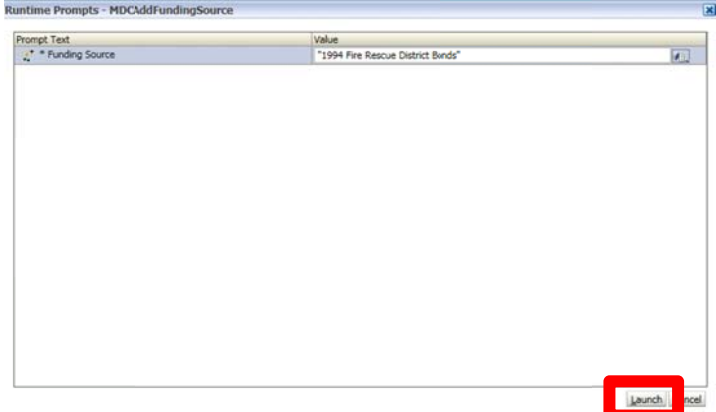



5C.

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



6.	<p>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.</p> <p><b>But you are not done yet.</b></p> 	
6A.	<p>The last and final step in adding new Revenue (Funding Source) is to LAUNCH it.</p> <p>By launching it, the revenue will be officially added to your Project/Project Site.</p> <p>To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.</p>  	

7.

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

	PRIOR
1994 Fire Rescue District Bonds	
Capital Outlay Reserve	1765000
Total Revenue	1765000

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

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019
1994 Fire Rescue District Bonds		20000					
Capital Outlay Reserve	1765000	700000	1000000				
Total Revenue	1765000	720000	1000000				

## 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.

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)				
			FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds		20000		0
Capital Outlay Reserve	1715000	700000	1000000	

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

Project_Site: 576831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gul			
FY 2017-18	FY 2018-19	FY 2019-20	
			20000

## **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.

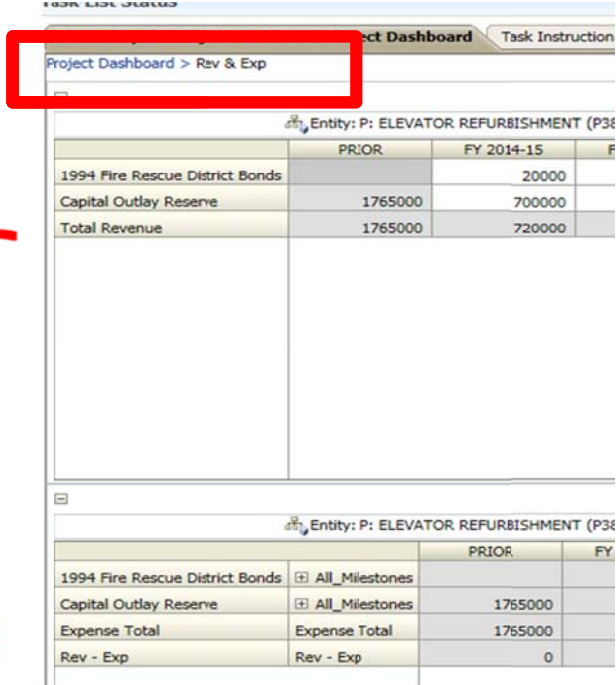
It is important for the user to always remember that:

- 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



Step	Action	Notes																																				
1.	<p>To add a New Milestone to a Project, the user must first be in the Rev &amp; Exp form.</p> <div><p>1</p><table><tr><th></th><th>PRIOR</th><th>FY 2014-15</th><th>F</th></tr><tr><td>1994 Fire Rescue District Bonds</td><td></td><td>20000</td><td></td></tr><tr><td>Capital Outlay Reserve</td><td>1765000</td><td>700000</td><td></td></tr><tr><td>Total Revenue</td><td>1765000</td><td>720000</td><td></td></tr></table><p>2</p><table><tr><th></th><th></th><th>PRIOR</th><th>FY</th></tr><tr><td>1994 Fire Rescue District Bonds</td><td>All_Milestones</td><td></td><td></td></tr><tr><td>Capital Outlay Reserve</td><td>All_Milestones</td><td>1765000</td><td></td></tr><tr><td>Expense Total</td><td>Expense Total</td><td>1765000</td><td></td></tr><tr><td>Rev - Exp</td><td>Rev - Exp</td><td>0</td><td></td></tr></table></div>		PRIOR	FY 2014-15	F	1994 Fire Rescue District Bonds		20000		Capital Outlay Reserve	1765000	700000		Total Revenue	1765000	720000				PRIOR	FY	1994 Fire Rescue District Bonds	All_Milestones			Capital Outlay Reserve	All_Milestones	1765000		Expense Total	Expense Total	1765000		Rev - Exp	Rev - Exp	0		
	PRIOR	FY 2014-15	F																																			
1994 Fire Rescue District Bonds		20000																																				
Capital Outlay Reserve	1765000	700000																																				
Total Revenue	1765000	720000																																				
		PRIOR	FY																																			
1994 Fire Rescue District Bonds	All_Milestones																																					
Capital Outlay Reserve	All_Milestones	1765000																																				
Expense Total	Expense Total	1765000																																				
Rev - Exp	Rev - Exp	0																																				
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>																																					

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.

**Task List Status**

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

**1**

	PRIOR	FY 2014-15	FY 2
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

**2**

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15
Capital Outlay Reserve All_Milestones	1765000	700000
Expense Total Expense Total	1765000	700000
Rev - Exp Rev - Exp	0	0

### 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.

**1**

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

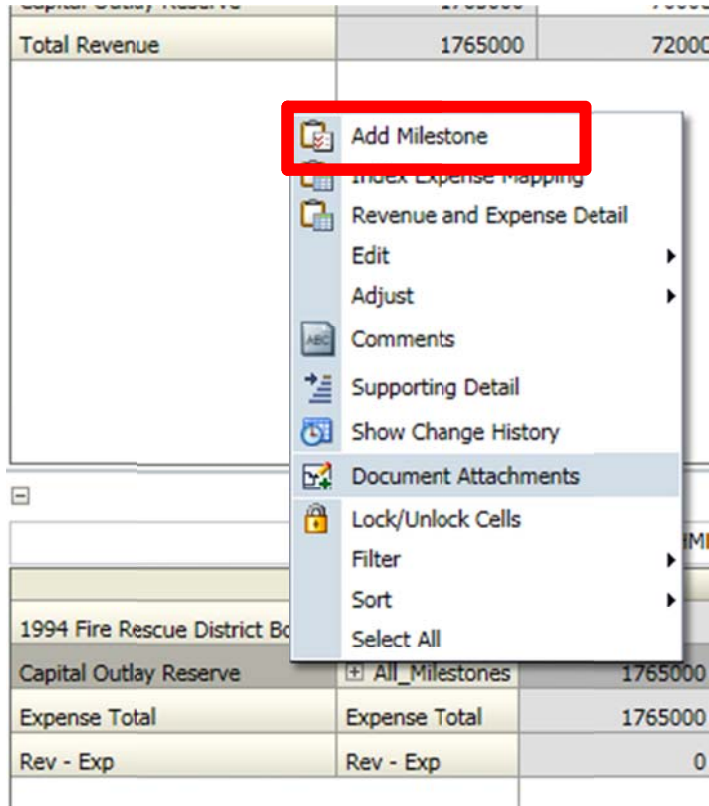
**2**

Entity: P: ELEVATOR REFURBISHMENT (P385480)

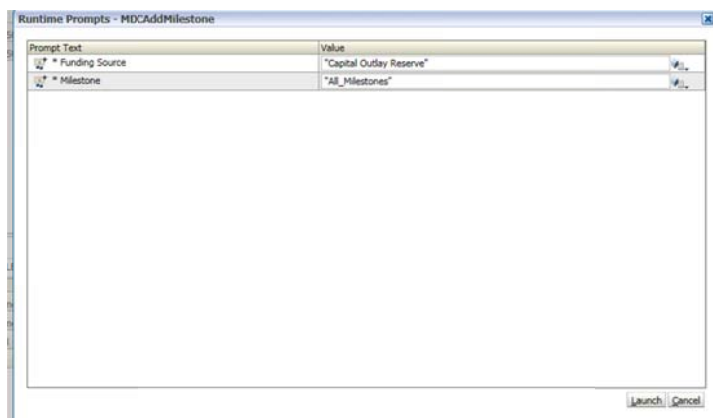
		PRIOR	FY 2014-15	FY 2015-16
Capital Outlay Reserve	All_Milestones	1765000	700000	
Expense Total	Expense Total	1765000	700000	
Rev - Exp	Rev - Exp	0	0	

2B.

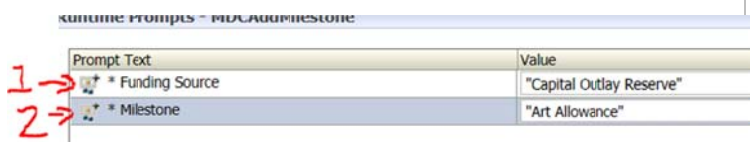
After you have right clicked anywhere in the Expenditure box you will see a box appear to the right, click on Add Milestone icon.



3. After the user has clicked on the Add Milestone icon. The user will see the screen below appear.

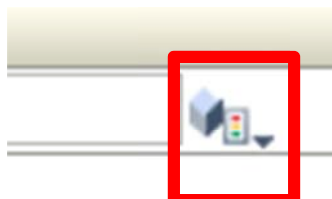
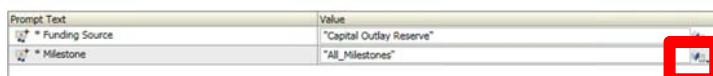


- 3A. The user should see two rows.  
1 - Funding Source  
2 - Milestone



It is in this section that the user **MUST associate** the Milestone (Expenditure Category) with Revenue (Funding Source).

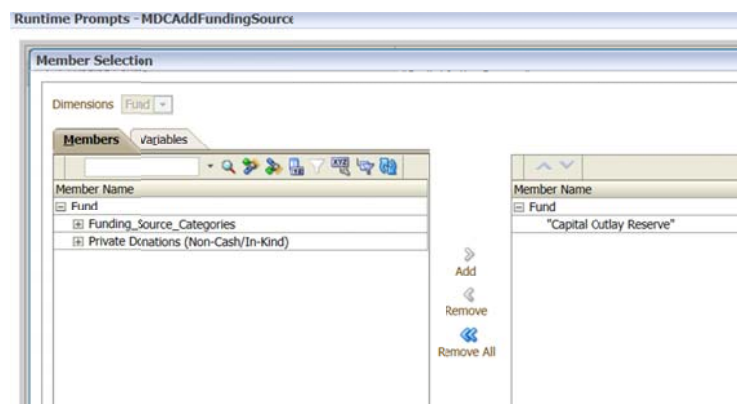
- 3B. To select a Revenue (Funding Source) the user must click on the "Member Selection" icon to the right of the revenue box



3C.

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

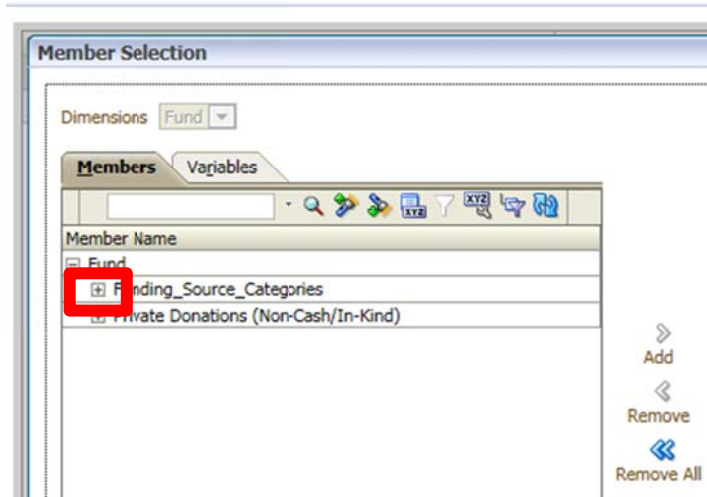
This is where the user selects his/her Revenue (Funding Source).



NOTE:

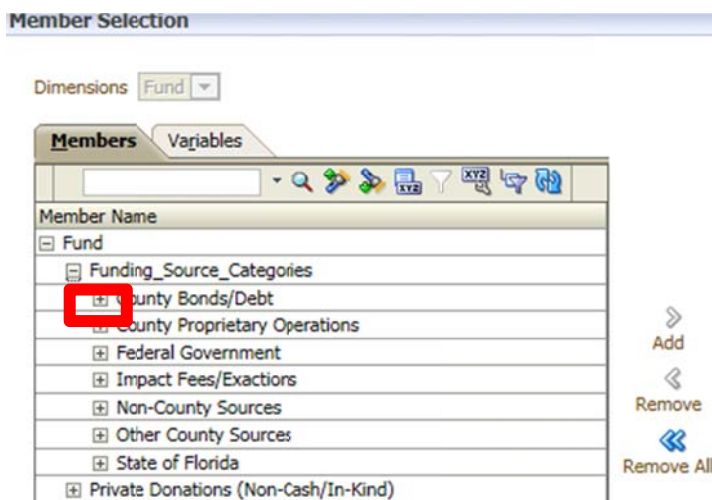
In this section the user can add a Revenue (Funding Source)

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).

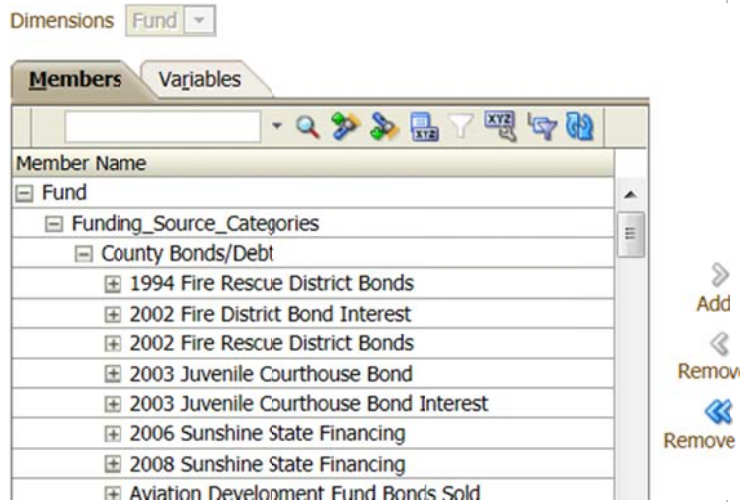
**The First** is by clicking on the + next to the funding source it falls under.



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**

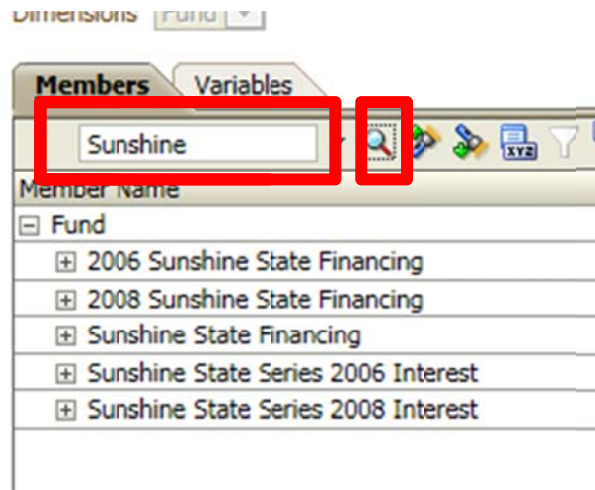
If you have added or need to add new Revenue (Funding Source), please be sure to tell your OMB Budget Analyst and the Capital Coordinator.



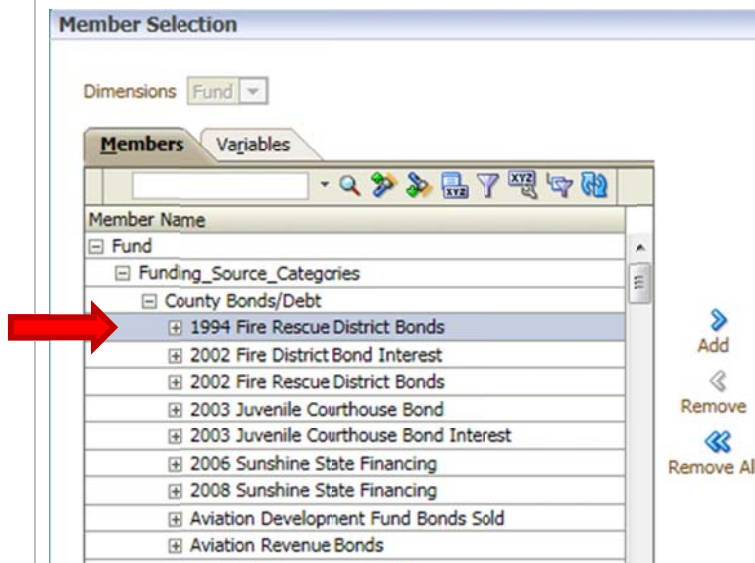
4C. **The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box.

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.

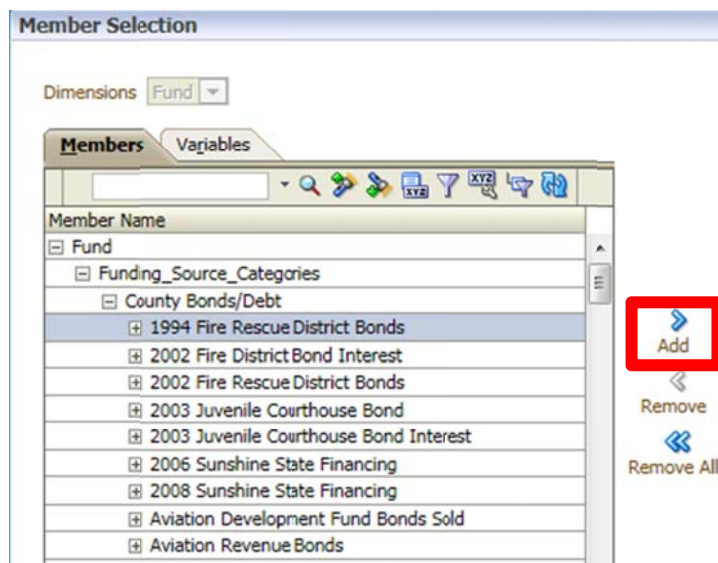


5. To select the Revenue (Funding Source) the user needs to left click on the Revenue



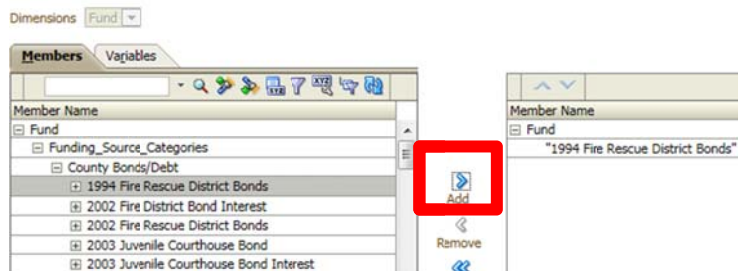
5A.

When the Revenue has been selected the user then needs to click on the ADD arrow to the right.



5B.

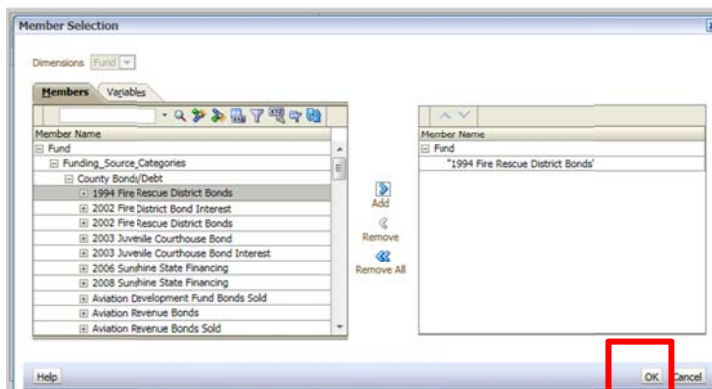
When the Revenue has been added, you will see it displayed.



5C.

If the Revenue (Funding Source) selected is correct, the next step is to SAVE.

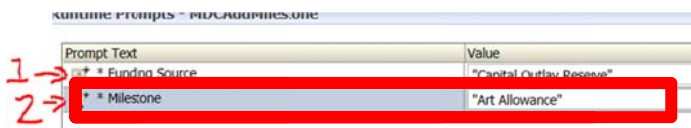
To SAVE the Revenue (Funding Source) click on the OK icon



5D.

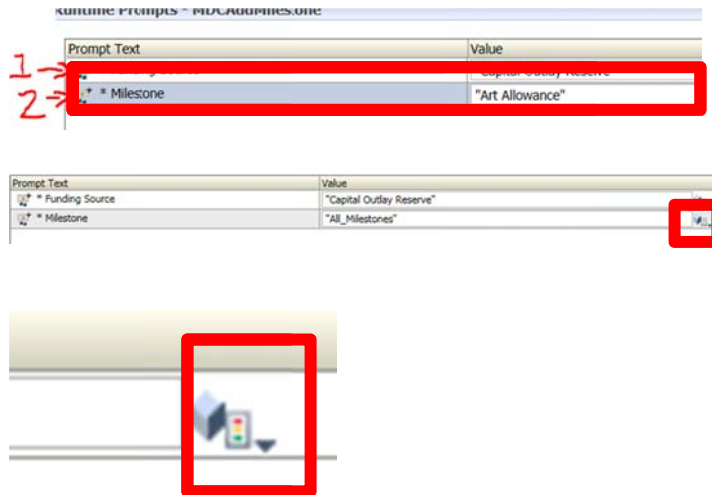
Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.

**But you are not done yet.**

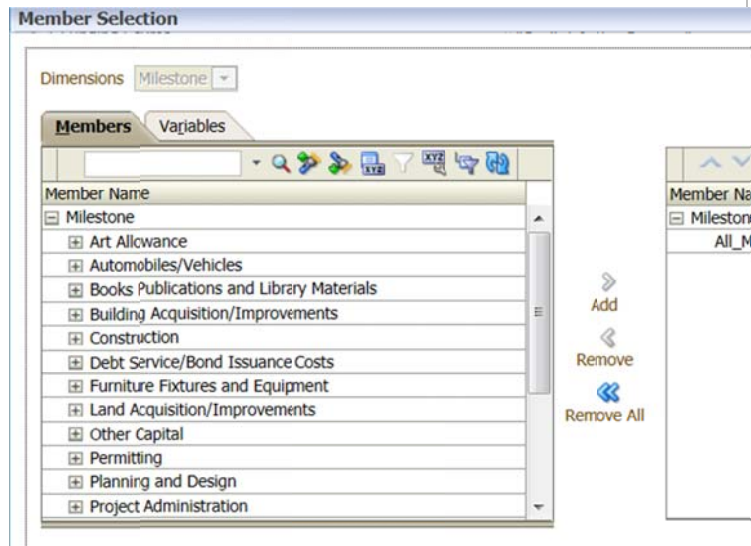


Your next step is to select the Milestone for the Revenue (Funding Source) you wish to add.

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

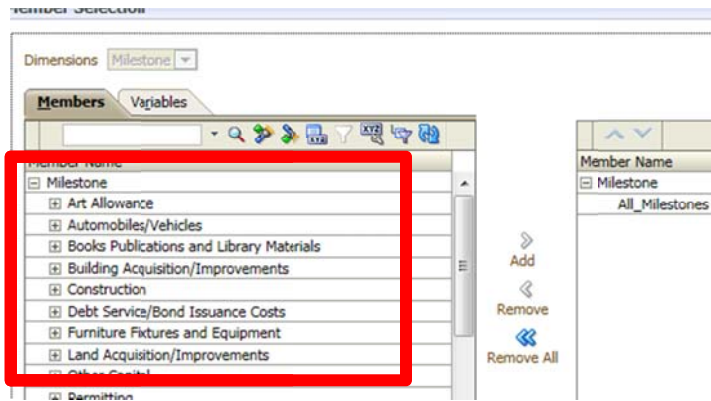


- 6A. After clicking on the “Member Selection” icon, the box below will appear in the users screen.
- This is where the user selects his/her new Milestone (Expenditure Category).



6B.

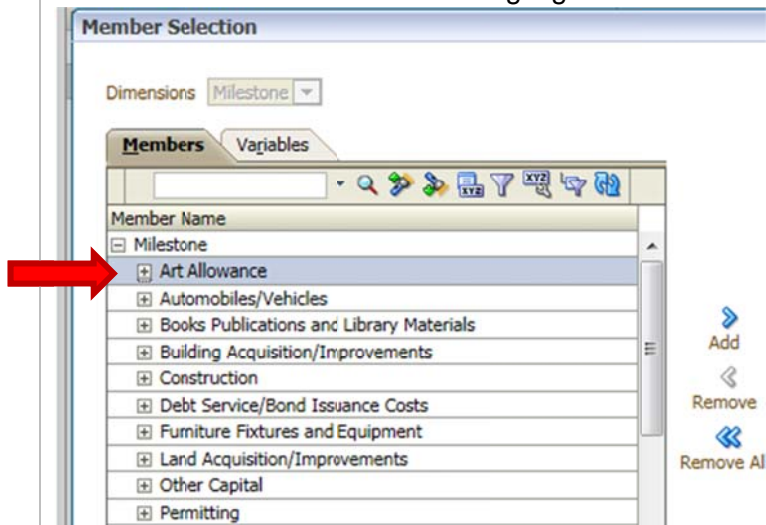
NOTE:  
In this section the user can add a Milestone  
(Expenditure Category)



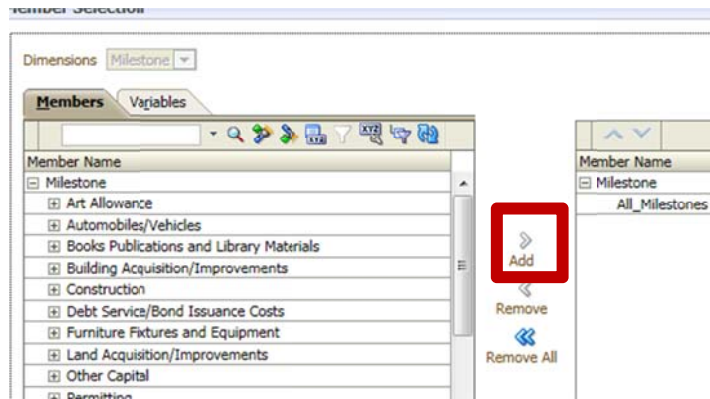
7.

To select a Milestone (Expenditure Category),  
just move your cursor and click on the Milestone  
selected.

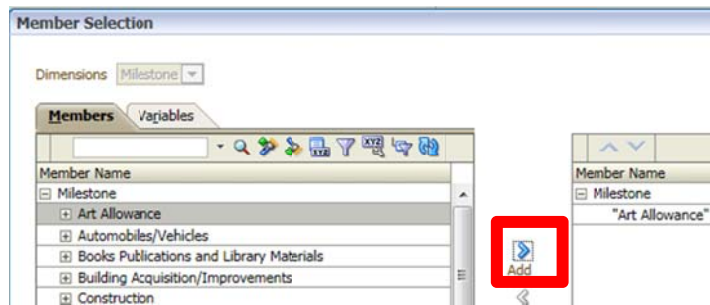
Now the Milestone selected is highlighted.



- 7A. When the Milestone has been selected the user then needs to click on the ADD arrow to the right.

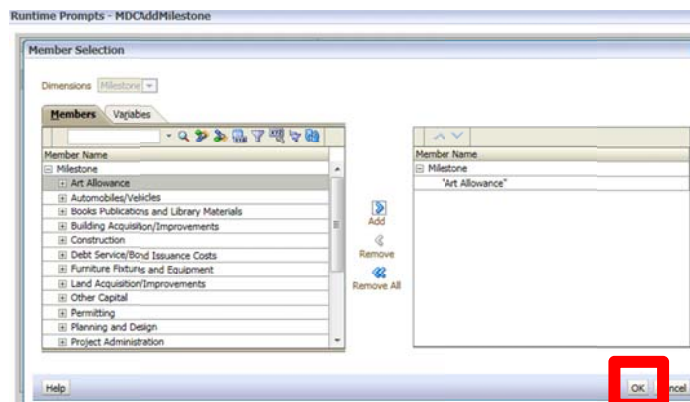


- 7B When the Milestone has been added, you will see it displayed.



8. If the Milestone (Expenditure Category) selected is correct, the next step is to SAVE.

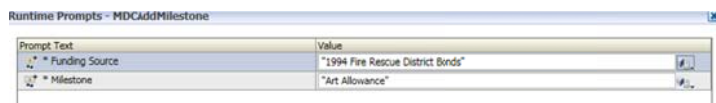
To SAVE the Milestone (Expenditure Category) click on the OK icon



8A.

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.**

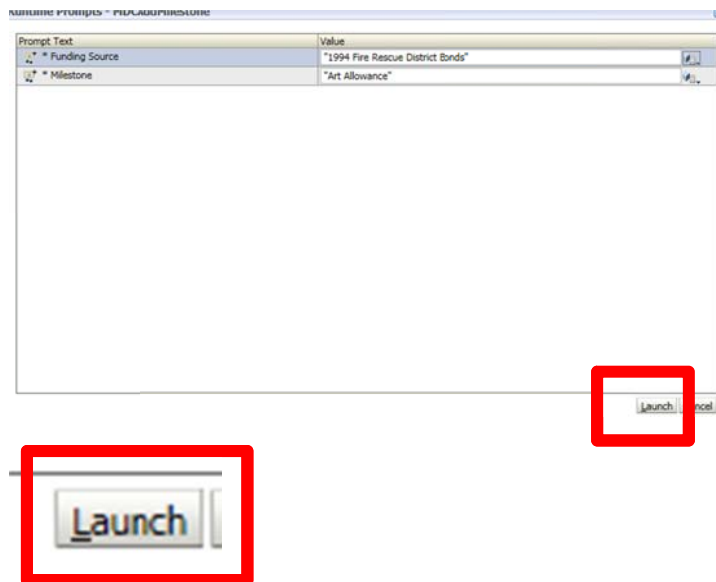


9.

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

	PRIOR	FY 2014-15
1994 Fire Rescue District Bonds		20000
Capital Outlay Reserve	1765000	700000
Total Revenue	1765000	720000

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

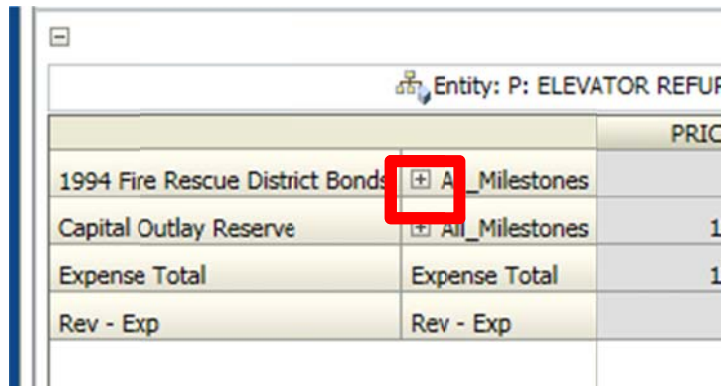
	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
1994 Fire Rescue District Bonds		20000					
Capital Outlay Reserve	1765000	700000	1000000				
Total Revenue	1765000	720000	1000000				

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

Click OK



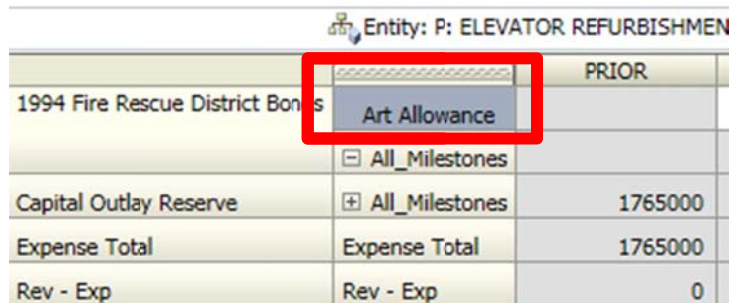
11. To see and budget in the Milestone that has just been added click on the + next to the Milestone



Entity: P: ELEVATOR REFURBISHMENT

		PRICE
1994 Fire Rescue District Bonds	+ All_Milestones	
Capital Outlay Reserve	+ All_Milestones	1
Expense Total	Expense Total	1
Rev - Exp	Rev - Exp	

- 11A. By clicking on the + next to the Milestone, you will see the Milestone (Expenditure Category) added.



Entity: P: ELEVATOR REFURBISHMENT

		PRIOR
1994 Fire Rescue District Bonds	Art Allowance	
	+ All_Milestones	
Capital Outlay Reserve	+ All_Milestones	1765000
Expense Total	Expense Total	1765000
Rev - Exp	Rev - Exp	0

## 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.

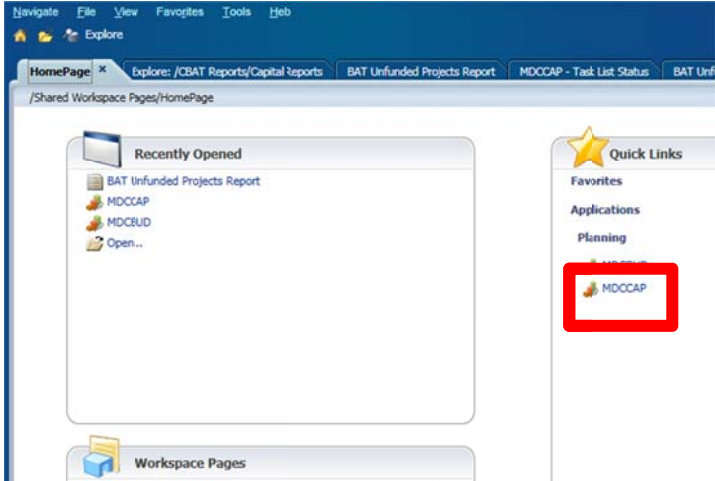
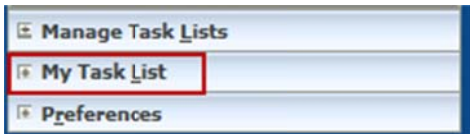
### **Expenditures**

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.

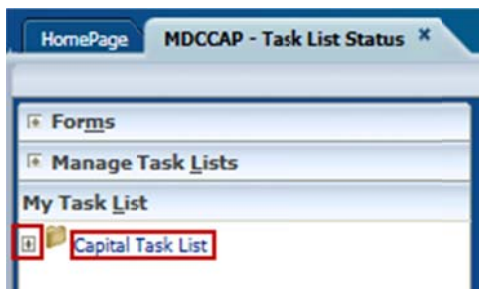
### **In this activity, you will:**

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

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

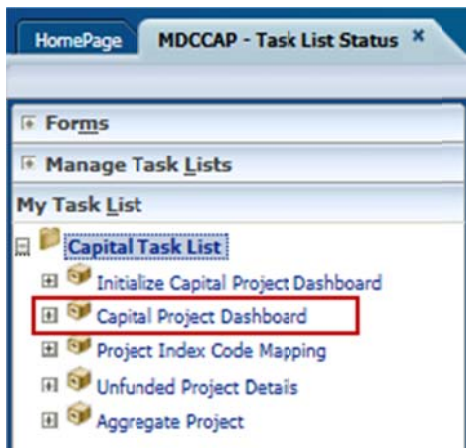
3.

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.

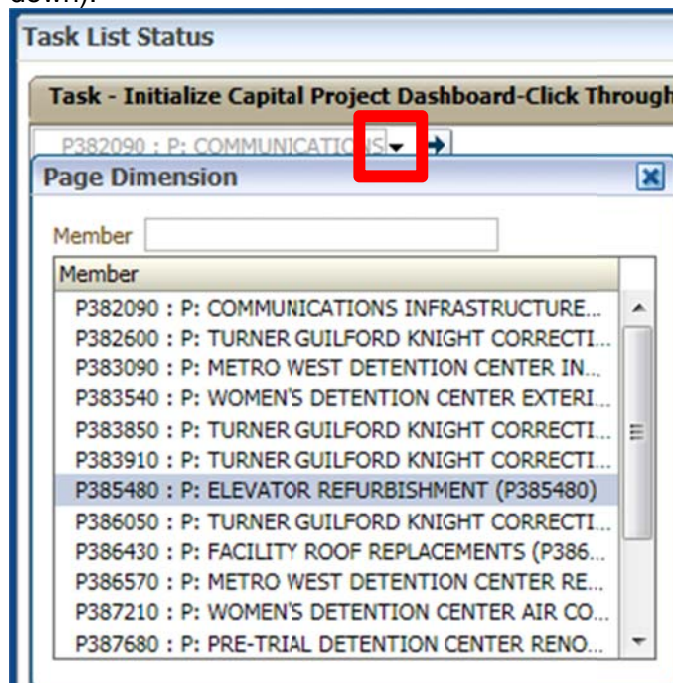
- 4A. You will notice that the screen has changed and that there are now three columns displaying information.
- This is your Capital Project Dashboard.
- Form/Column 1 – **Information Driver**  
Form/Column 2 – **Project Information ONLY**  
Form/Column 3 – **Project Site Information ONLY**

- 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

5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).

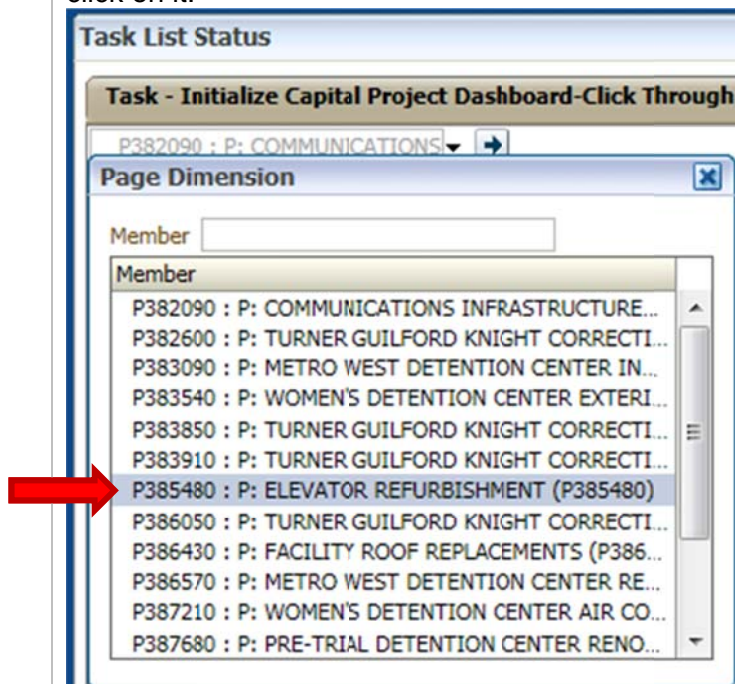


NOTE:

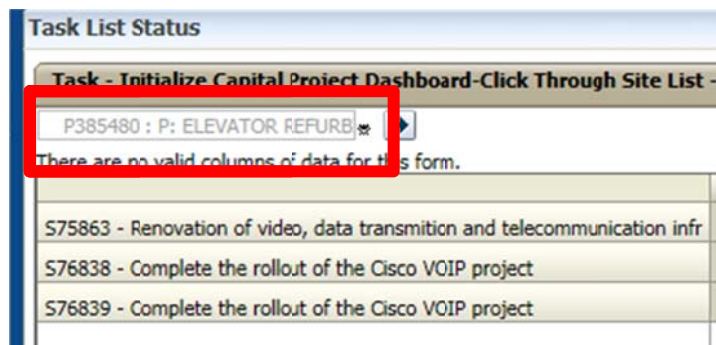
All Projects will have the letter "P" in front of the number.

"P" denotes Project.

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



- 5B. Now the project you selected is showing in the dropdown box.



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.

Task - Capital Project Dashboard-Project Dashboard

P385480 : P: ELEVATOR REFURBIS

Page Dimension

Member 385

Member

P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...

P385480 : P: ELEVATOR REFURBISHMENT (P385480)

Task - Capital Project Dashboard-Project Dashboard

P385480 : P: ELEVATOR REFURBIS

Page Dimension

Member Ele

Member


P385480 : P: ELEVATOR REFURBISHMENT (P385480)



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

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT 


There are no valid columns of data for this form.

S75863 - Renovation of video, data transmission and telecommunication infrastructure
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 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.

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT 

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner County
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner County
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner County
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner County
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner County

6B.

When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate.

6C.

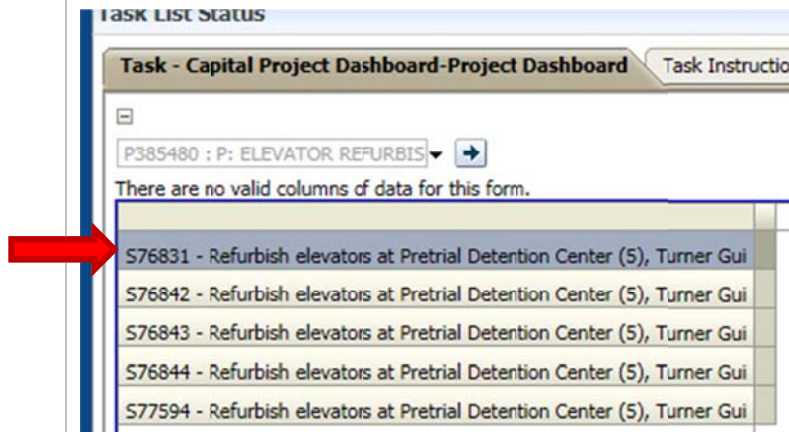
The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.

NOTE:

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

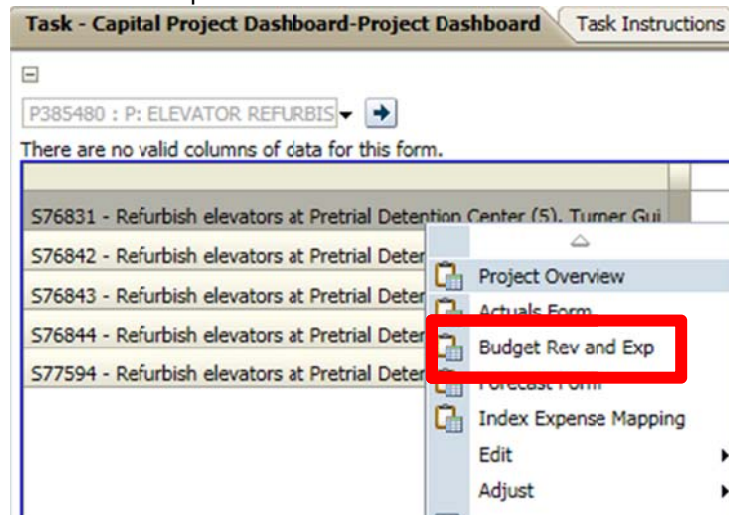
“S” denotes Project Site.

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 cursor 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.

Task - Capital Project Dashboard-Project Dashboard			
Project Dashboard > Rev & Exp			
Entity: P: ELEVATOR REFURBISHMENT (P385480)			
	PRIOR	FY 2014-15	FY 2015-1
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	100

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

Task - Capital Project Dashboard-Project Dashboard			
Project Dashboard > Rev & Exp			
Entity: P: ELEVATOR REFURBISHMENT (P385480)			
	PRIOR	FY 2014-15	
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

Entity: P: ELEVATOR REFURBISHMENT (P385480)			
		PRIOR	
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	
Expense Total	Expense Total	1765000	
Rev - Exp	Rev - Exp	0	

9.

## REVENUES

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

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	1000000
Total Revenue	1765000	720000	1000000

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.

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds		20000			
Capital Outlay Reserve	1765000	700000	1000000		
Total Revenue	1765000	700000	1000000	0	

Row 1994 Fire Rescue District Bonds, Column FY 2014-15  
This cell has been modified

NOTE:

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

9B.

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.

9C.

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.

Task - Capital Project Dashboard Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Project: 576821

	FISCAL	FY 2016-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	TOTAL
2014 Fire Rescue District Bonds		200000		0					200000
Capital Outlay Reserve	1765000	700000	1000000						3465000
Total Revenue	1765000	900000	1000000	0					3665000

10.

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



11.

## Expenditures

To enter a value on the expenditure side, on the Rev & Exp form, pick a Funding Source and then 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 Bonds	AI_Milestones		0	
Capital Outlay Reserve	AI_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 2015-16
1994 Fire Rescue District Bonds	Art Allowance		0	
	AI_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 2016-17
1994 Fire Rescue District Bonds	Art Allowance		20000		
	AI_Milestones				
Capital Outlay Reserve	AI_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.



11C.

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.

12

Verify the Expense Total calculated correctly

TOTAL
200000
3465000
3665000

331 - Refurbish elevators at Pretrial Detention	
FY 2020-21	TOTAL
	200000
	200000
	3465000
	3665000
	0

NOTE:

If the calculations are correct the formula cell should turn GREY in color.

## **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.	<p>To view your Revenue and Expense Detail you need to make sure you are in the Capital Project Dashboard.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p><b>Task - Capital Project Dashboard-Project Dashboard</b></p> <p><a href="#">Project Dashboard</a> &gt; Rev &amp; Exp</p> </div> <div style="margin-bottom: 10px;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: right;">Entity: P: ELEVATOR REF</th> </tr> <tr> <th></th><th>PRIOR</th><th>FY</th></tr> </thead> <tbody> <tr> <td>1994 Fire Rescue District Bonds</td><td></td><td></td></tr> <tr> <td>Capital Outlay Reserve</td><td>1765000</td><td></td></tr> <tr> <td>Total Revenue</td><td>1765000</td><td></td></tr> </tbody> </table> </div> <div>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: right;">Entity: P: ELEVATOR REF</th> </tr> <tr> <th></th><th></th><th>PR</th></tr> </thead> <tbody> <tr> <td>1994 Fire Rescue District Bonds</td><td>Art Allowance</td><td></td></tr> <tr> <td></td><td> All_Milestones</td><td></td></tr> <tr> <td>Capital Outlay Reserve</td><td> All_Milestones</td><td></td></tr> <tr> <td>Expense Total</td><td>Expense Total</td><td></td></tr> <tr> <td>Rev - Exp</td><td>Rev - Exp</td><td></td></tr> </tbody> </table> </div>	Entity: P: ELEVATOR REF				PRIOR	FY	1994 Fire Rescue District Bonds			Capital Outlay Reserve	1765000		Total Revenue	1765000		Entity: P: ELEVATOR REF					PR	1994 Fire Rescue District Bonds	Art Allowance			 All_Milestones		Capital Outlay Reserve	 All_Milestones		Expense Total	Expense Total		Rev - Exp	Rev - Exp		
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	 All_Milestones																																					
Capital Outlay Reserve	 All_Milestones																																					
Expense Total	Expense Total																																					
Rev - Exp	Rev - Exp																																					
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>																																					

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.

**Task List Status**

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (F385480)

**1**

	PRIOR	FY 2014-15	F
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
<b>Total Revenue</b>	<b>1765000</b>	<b>720000</b>	

Entity: P: ELEVATOR REFURBISHMENT (F385480)

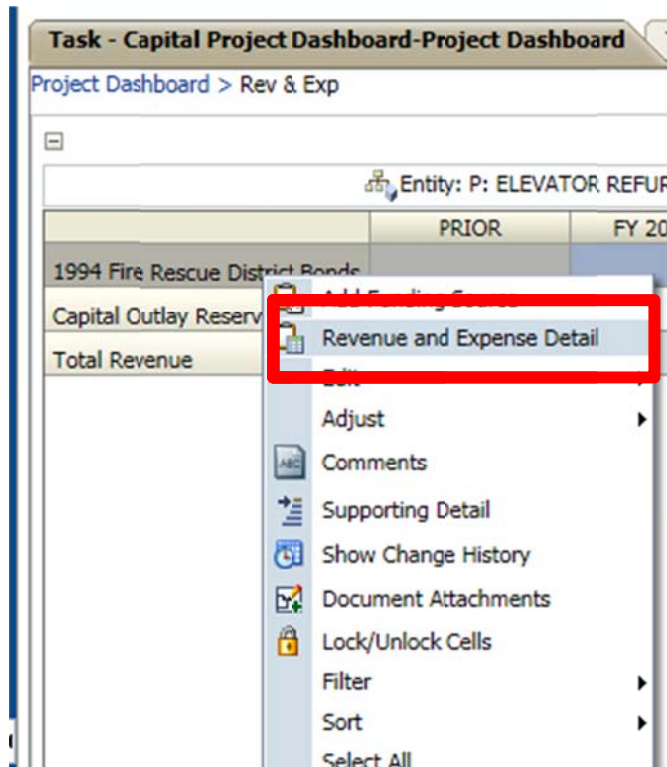
**2**

		PRIOR	FY :
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	
<b>Expense Total</b>	<b>Expense Total</b>	<b>1765000</b>	
<b>Rev - Exp</b>	<b>Rev - Exp</b>	<b>0</b>	

3.

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.

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.

**Task - Capital Project Dashboard-Project Dashboard**
Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		

3B.

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

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		



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.

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		

NOTE:

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

## 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.


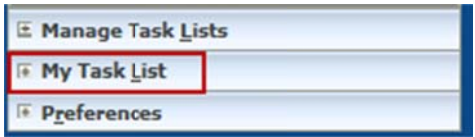
It is important for the user to remember that **All** budgets for capital projects are budgeted at the Project Site level of a Project.

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.

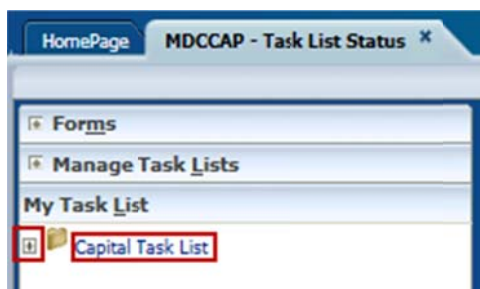
The Capital Project Dashboard will always display the Project Sites associated to the Project selected.

#### In this activity, you will:

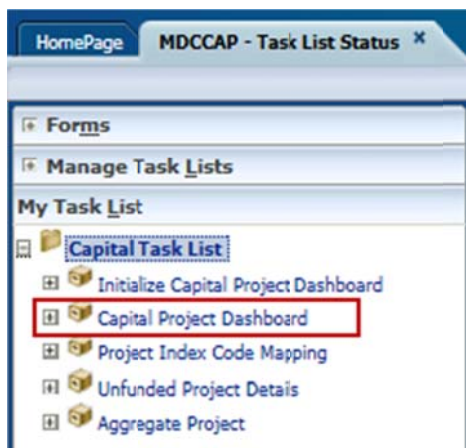
- Open the Budget Revenue and Expense Form
- Learn the dual nature of the split form
- Add a Funding Source
- Add a Milestone
- Input Numbers and Save
- Verify form calculations

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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 ONLY**  
 Form/Column 3 – **Project Site Information ONLY**

The screenshot shows the Capital Project Dashboard with three columns. Column 1 (1) is the Information Driver, Column 2 (2) is Project Information ONLY, and Column 3 (3) is Project Site Information ONLY. The dashboard includes a Task List Status bar and a Task Instructions section.

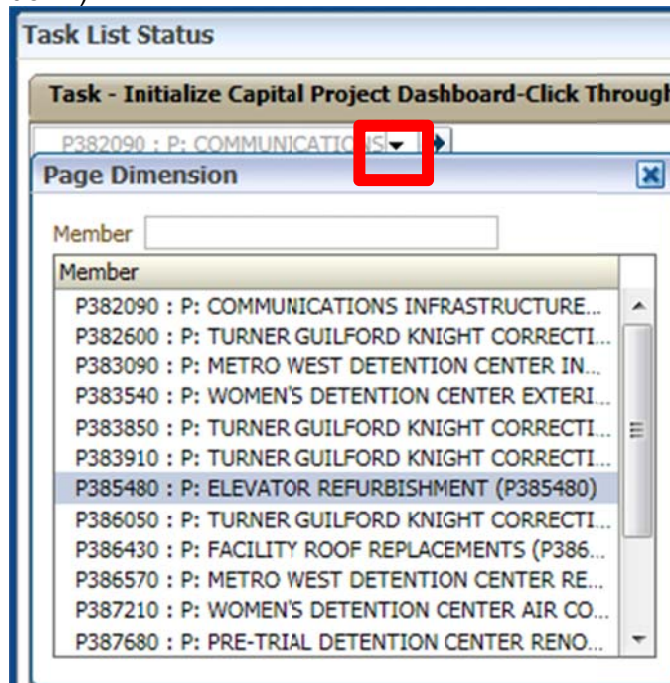
- 4B. Form/Column 1 – Information Driver
- This is the driver of your Capital Project Dashboard.
- It is called the “Master” form and it is interactive.

The screenshot shows the Capital Project Dashboard with three columns. Column 1 (1) is the Information Driver, Column 2 (2) is Project Information ONLY, and Column 3 (3) is Project Site Information ONLY. The dashboard includes a Task List Status bar and a Task Instructions section.

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

5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



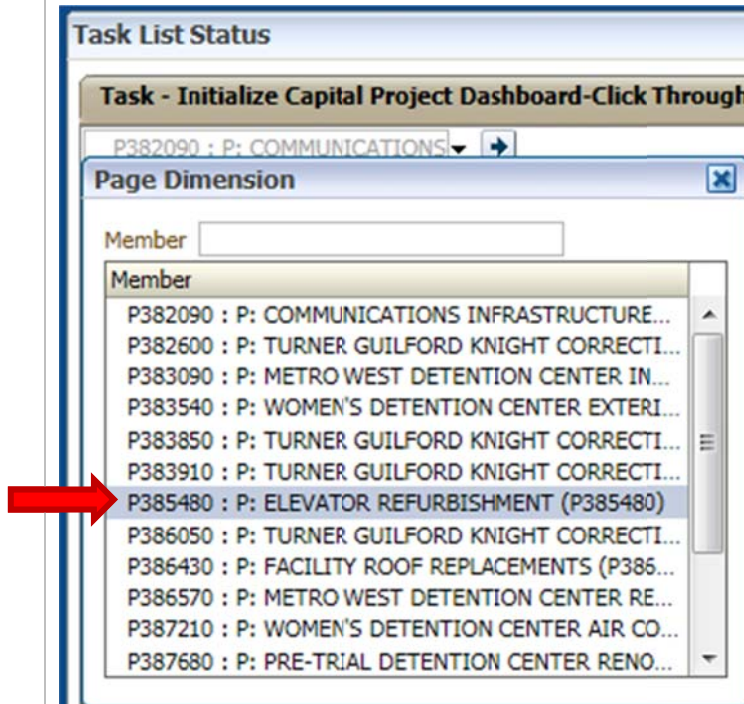
NOTE:

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

"P" denotes Project

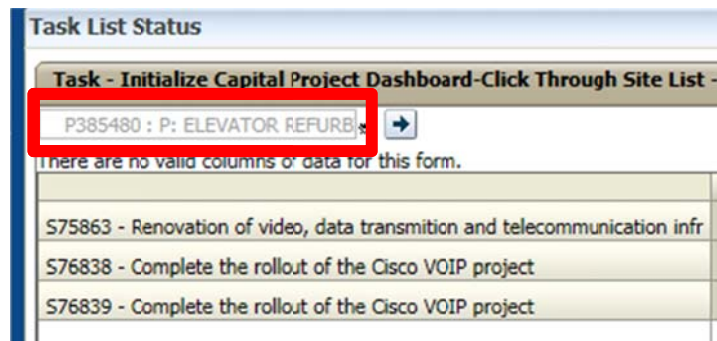
5A.

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



5B.

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



### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member Ele

Member


- P385480 : P: ELEVATOR REFURBISHMENT (P385480)



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

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBIS 

There are no valid columns of data for this form.



S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 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.

**Task List Status**

**Task - Capital Project Dashboard-Project Dashboard** Task Instruction

 P385480 : P: ELEVATOR REFURBIS 

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

6B.

When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate.

6C.

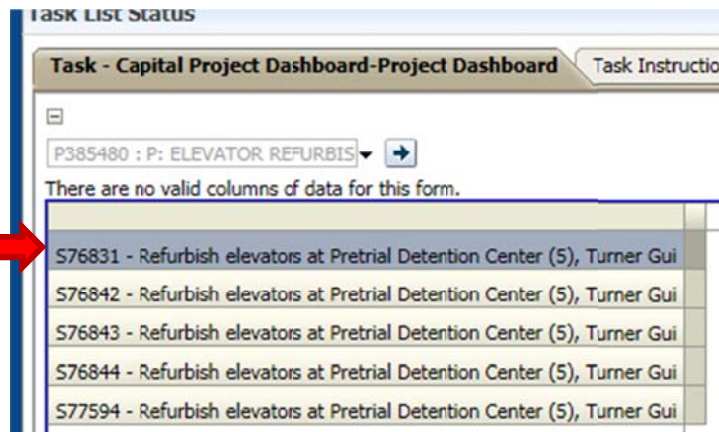
The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.

NOTE:

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

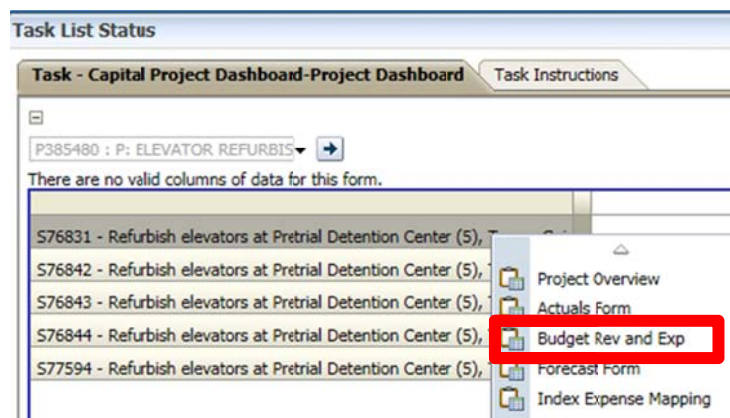
“S” denotes Project Site.

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 cursor 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.

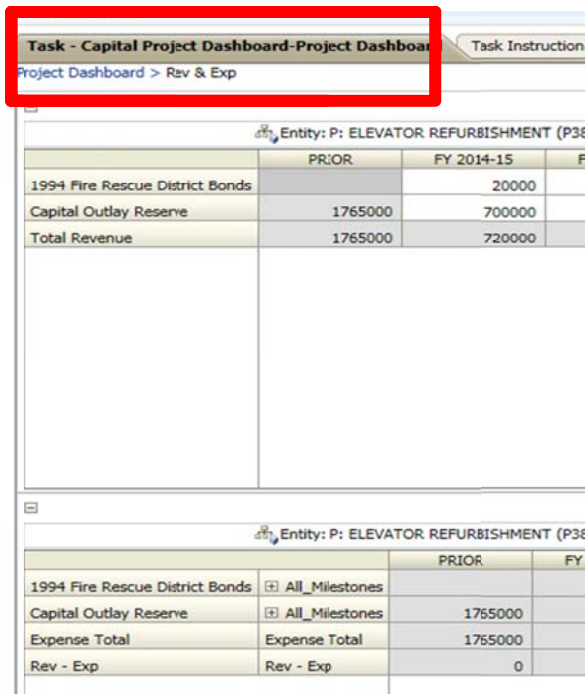


8A.

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.



**Task - Capital Project Dashboard-Project Dashboard** Task Instruction

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P38)

	PRIOR	FY 2014-15	F
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	720000	

Entity: P: ELEVATOR REFURBISHMENT (P38)

		PRIOR	FY
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	
Expense Total	Expense Total	1765000	
Rev - Exp	Rev - Exp	0	

8B.

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

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entb: P: ELEVATOR REFURBISHMENT (P385480)

1

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Total Revenue	1765000	700000	1000000		

2

Entb: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	700000	1000000		
Rev - Exp		0	0	0	

## **Activity 4: Budget an Existing Project**

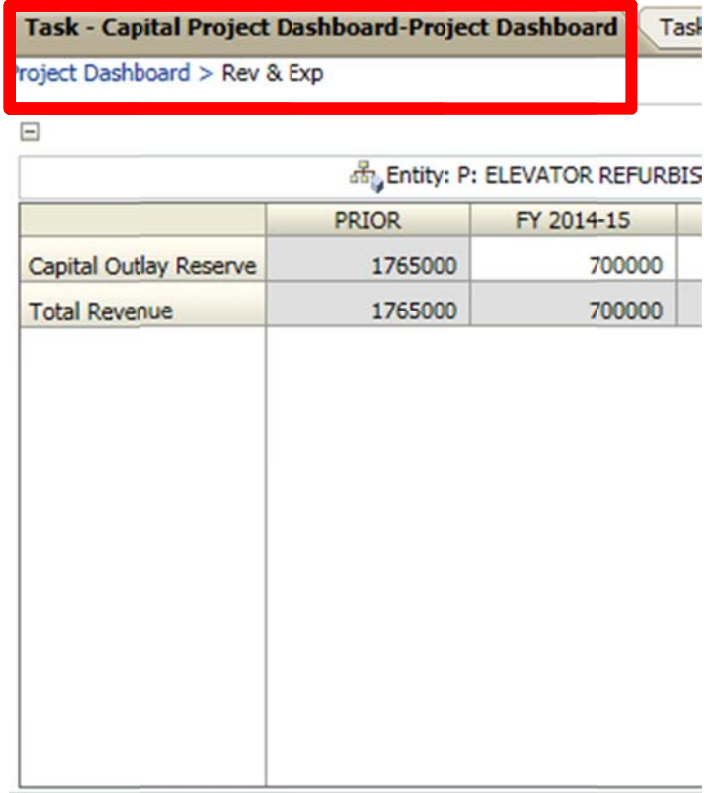
### **Sub Activity 4B: Add a Funding Source – to an Existing Project**

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)

Step	Action	Notes									
1.	<p>To add a New Revenue to a Project, the user must first be in the Rev &amp; Exp form.</p>  <p>The screenshot shows the 'Task - Capital Project Dashboard-Project Dashboard' tab selected. Below the tab, there is a breadcrumb trail: 'Project Dashboard &gt; Rev &amp; Exp'. The main content area displays a table for 'Entity: P: ELEVATOR REFURBIS' with the following data:</p> <table border="1"> <thead> <tr> <th></th><th>PRIOR</th><th>FY 2014-15</th></tr> </thead> <tbody> <tr> <td>Capital Outlay Reserve</td><td>1765000</td><td>700000</td></tr> <tr> <td>Total Revenue</td><td>1765000</td><td>700000</td></tr> </tbody> </table>		PRIOR	FY 2014-15	Capital Outlay Reserve	1765000	700000	Total Revenue	1765000	700000	
	PRIOR	FY 2014-15									
Capital Outlay Reserve	1765000	700000									
Total Revenue	1765000	700000									
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>										

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.

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
<b>Total Revenue</b>	<b>1765000</b>	<b>700000</b>	<b>1000000</b>		

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	700000	1000000		
Rev - Exp	0	0	0		

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

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

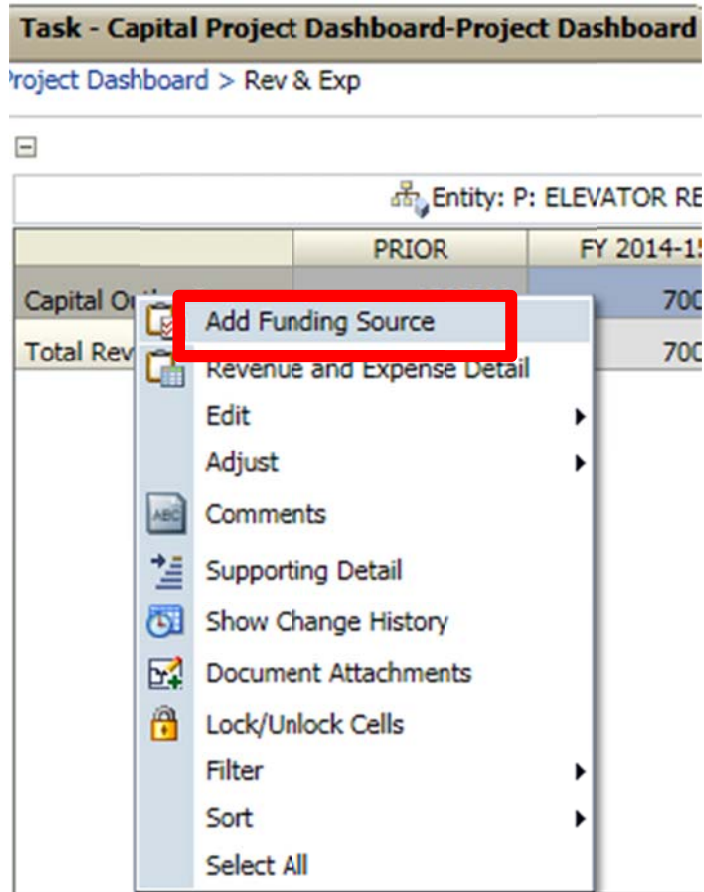
	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
<b>Total Revenue</b>	<b>1765000</b>	<b>700000</b>	<b>1000000</b>		

Entity: P: ELEVATOR REFURBISHMENT (P385480)

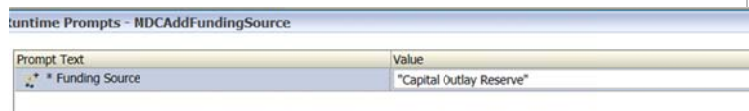
	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	700000	1000000		
Rev - Exp	0	0	0		



- 2B. After you have right clicked in the Revenue box you will see a box appear to the right, click on Add Funding Source icon.

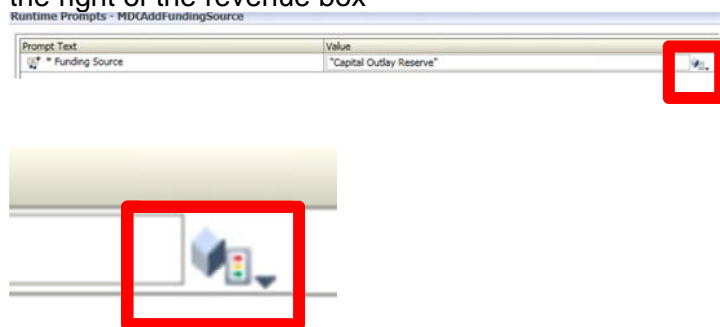


3. After the user has clicked on the Add Funding Source icon. The user will see the screen below appear.



3A.

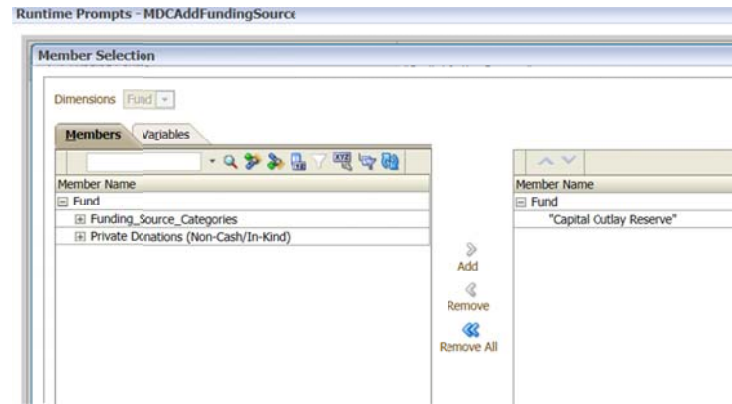
To select a new Revenue (Funding Source) the user must click on the “Member Selection” icon to the right of the revenue box



3B.

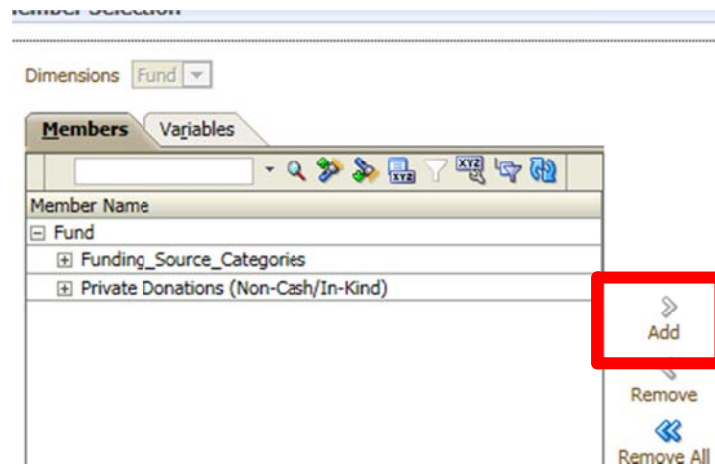
After clicking on the “Member Selection” icon, the box below will appear in the users screen.

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

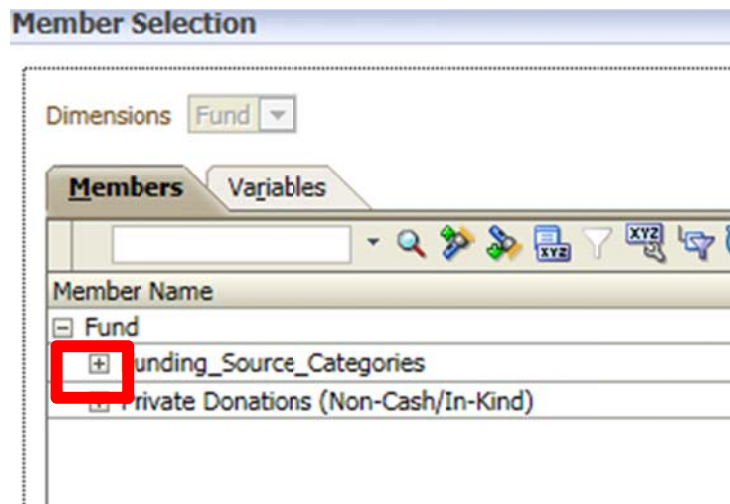


NOTE:

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



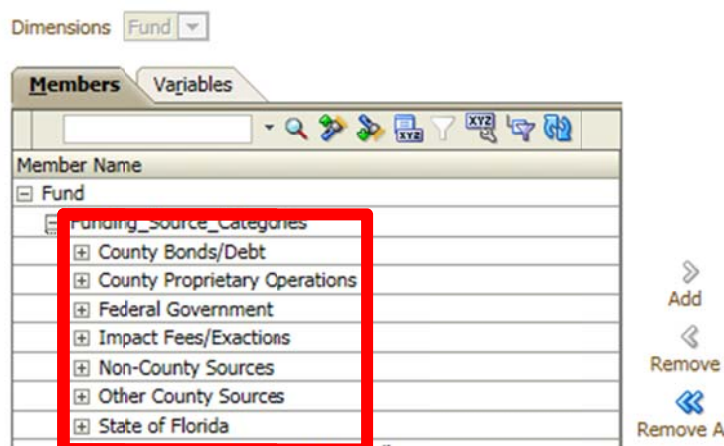
4. To find a Revenue (Funding Source), click on the + next to Funding Source Categories.



- 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).

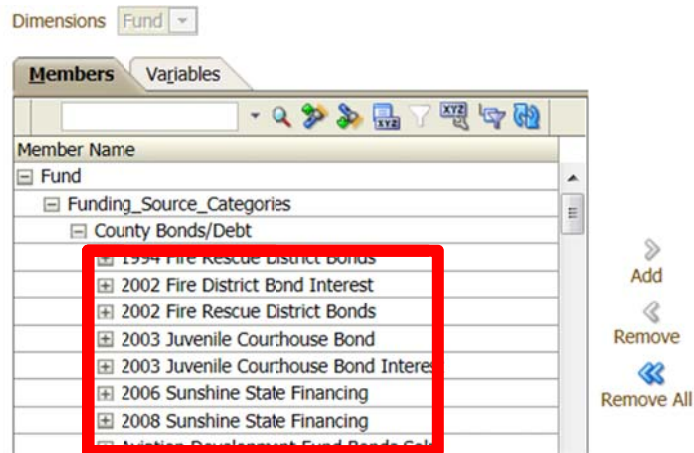
**The First** is by clicking on the + next to the funding source it falls under.



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

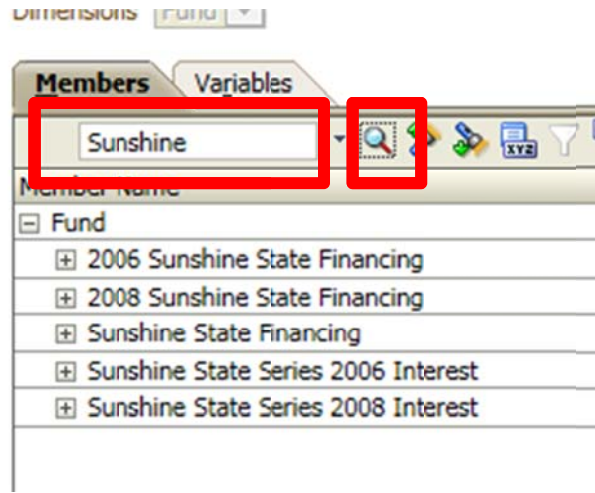
#### VERY IMPORTANT

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.

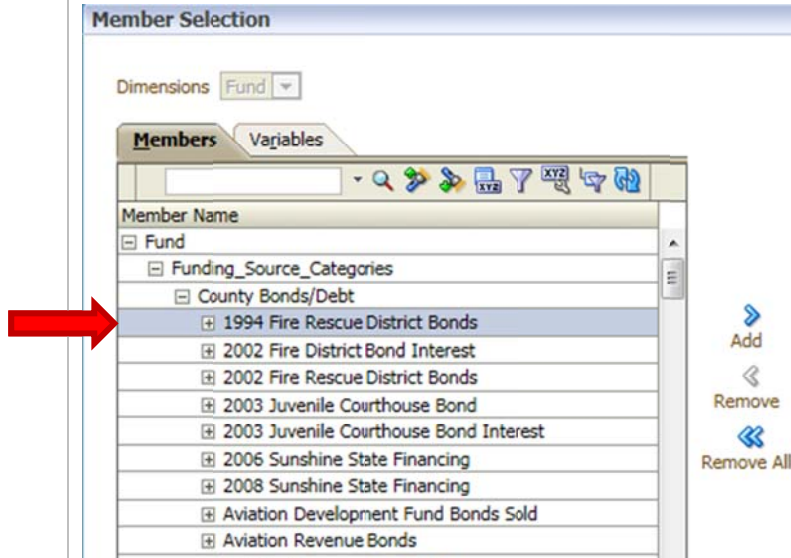
4C. **The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box.

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

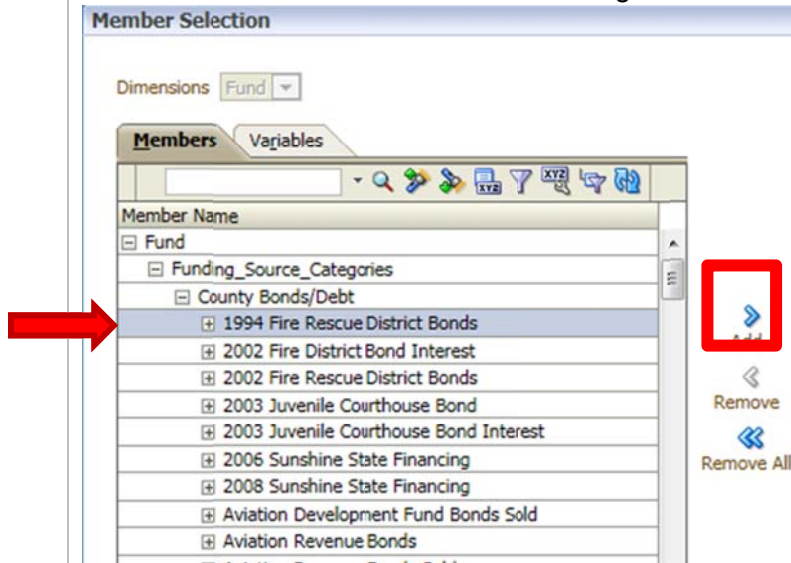
The user can now select his/her revenue of choice.



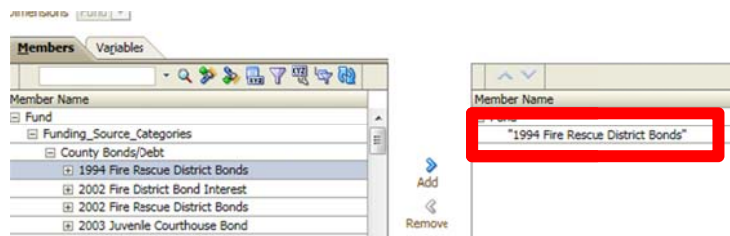
5. To select the Revenue (Funding Source) the user needs to left click on the Revenue



- 5A. When the Revenue has been selected the user then needs to click on the ADD arrow to the right.

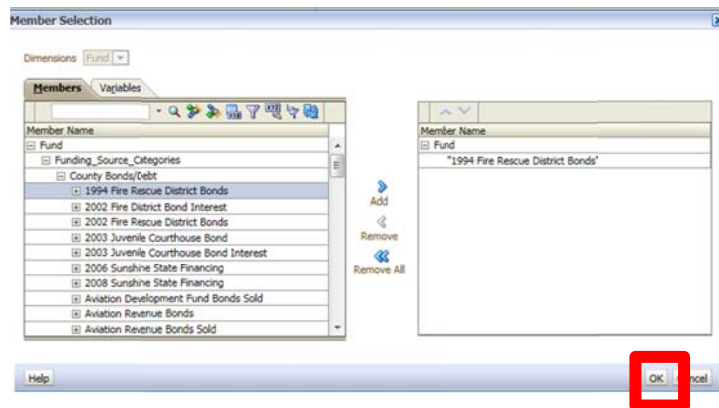



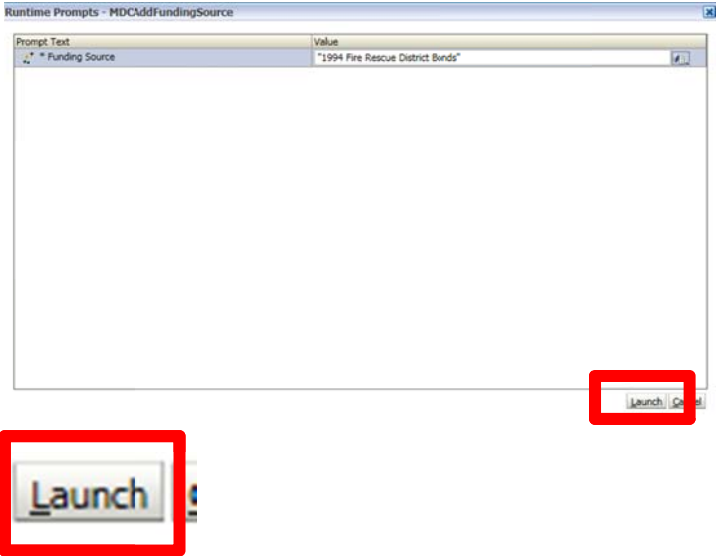
- 5B. When the Revenue has been added, you will see it displayed.



- 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

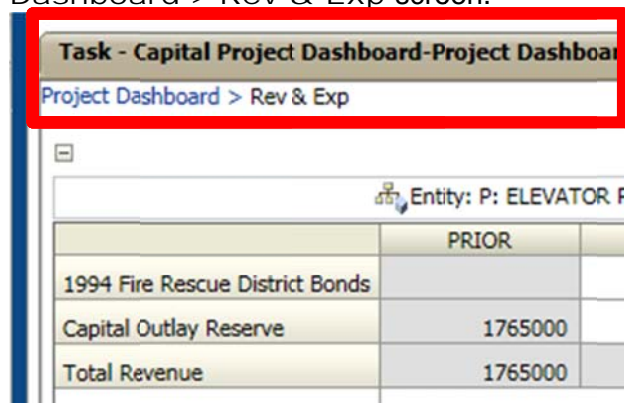


6.	<p>Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.</p> <p><b>But you are not done yet.</b></p> 	
6A.	<p>The last and final step in adding new Revenue (Funding Source) is to LAUNCH it.</p> <p>By launching it, the revenue will be officially added to your Project/Project Site.</p> <p>To LAUNCH, you must click on the LAUNCH icon in the lower right-hand side of the box.</p> 	



7.

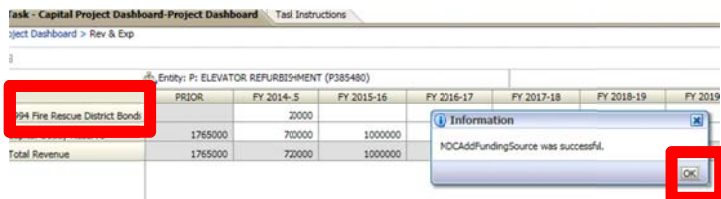
Once the Revenue has been LAUNCHED, the user will be taken back to the Capital Project Dashboard > Rev & Exp screen.



	PRIOR
1994 Fire Rescue District Bonds	
Capital Outlay Reserve	1765000
Total Revenue	1765000

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



	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019
1994 Fire Rescue District Bonds		20000					
	1765000	700000	1000000				
Total Revenue	1765000	720000	1000000				

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.

Task - Capital Project Dashboard-Project Dashboard				Task Instructions
Project Dashboard > Rev & Exp				
Entity: P: ELEVATOR REFURBISHMENT (P385480)				
1994 Fire Rescue District Bonds				
Capital Outlay Reserve	1765000	700000	1000000	
Total Revenue	1765000	700000	1000000	

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

Project_Site: S76831 - Refurbish elevators at Pretrial Detention Center (5), Turn			
FY 2019-20	FY 2020-21	TOTAL	
		0	
		3465000	
		3465000	

## **Activity 4: Budget An Existing Project**

### **Sub Activity 4C: Add a Milestone – Existing Project**

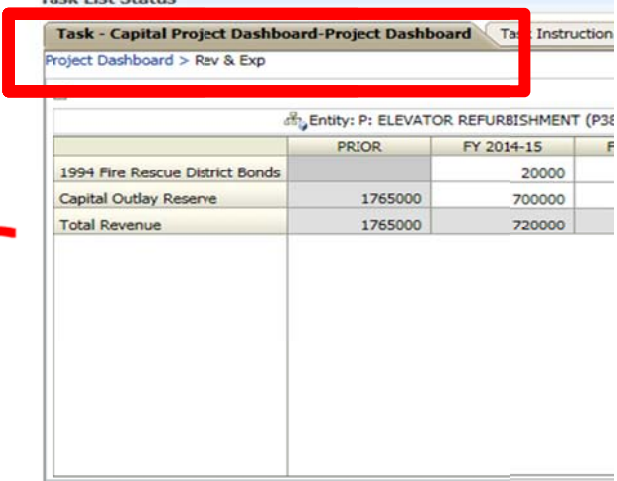
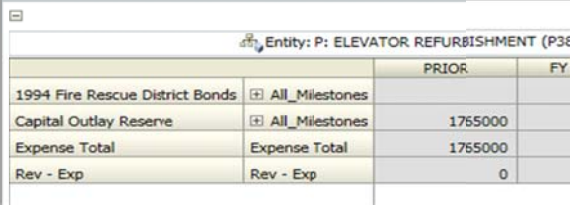
This activity will describe to the user how to add a Milestone (Expense Category) to an existing project in the new Hyperion CBAT system.

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.	<p>To add a New Milestone to a Project, the user must first be in the Rev &amp; Exp form.</p> <div> <div>1</div>  </div> <div> <div>2</div>  </div>	
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>	

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.

**Task List Status**

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

**1**

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

**2**

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15
Capital Outlay Reserve All_Milestones	1765000	700000
Expense Total	1765000	700000
Rev - Exp	0	0

### 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.

**Task List Status**

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

1

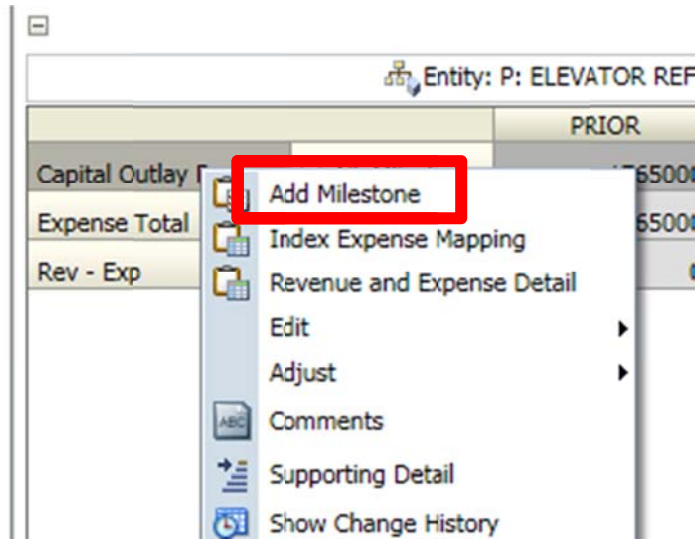
Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
Capital Outlay Reserve	1765000	700000	
Expense Total	1765000	700000	
Rev - Exp	0	0	

2

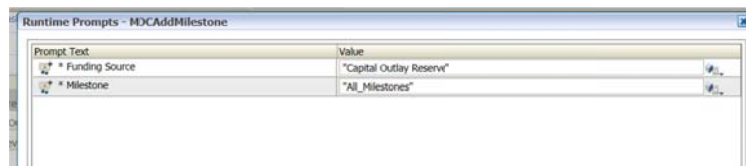
2B.

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

Runtime Prompts - MDCAddMilestone

Prompt Text	Value
* Funding Source	"Capital Outlay Reserve"
* Milestone	"Art Allowance"

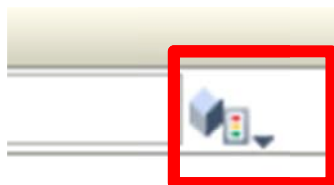
1 →  
2 →

It is in this section that the user **MUST associate** 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

Prompt Text	Value
* Funding Source	"Capital Outlay Reserve"
* Milestone	"All_Milestones"

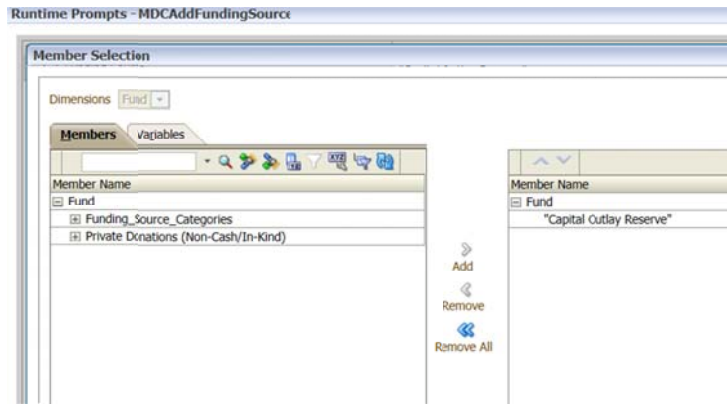




3C.

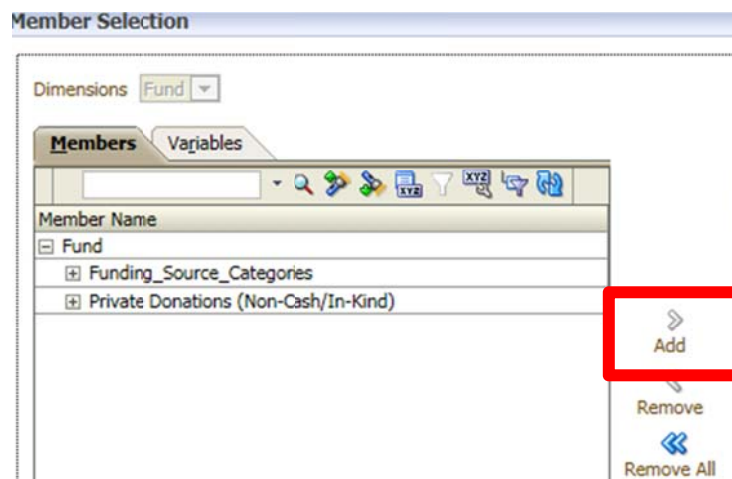
After clicking on the “Member Selection” icon, the box below will appear in the users screen.

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

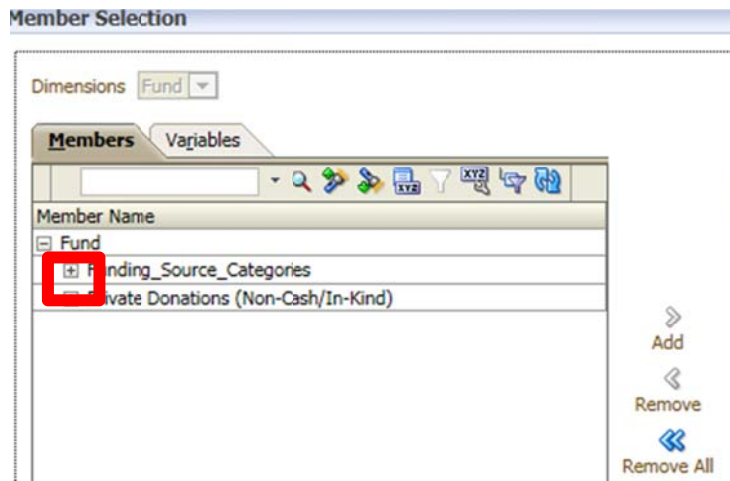


NOTE:

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



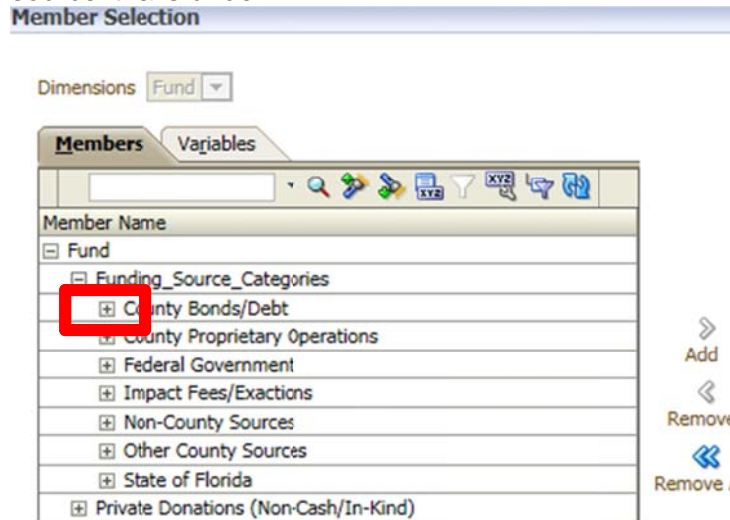
4. To find a Revenue (Funding Source), click on the + next to Funding Source Categories.



- 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).

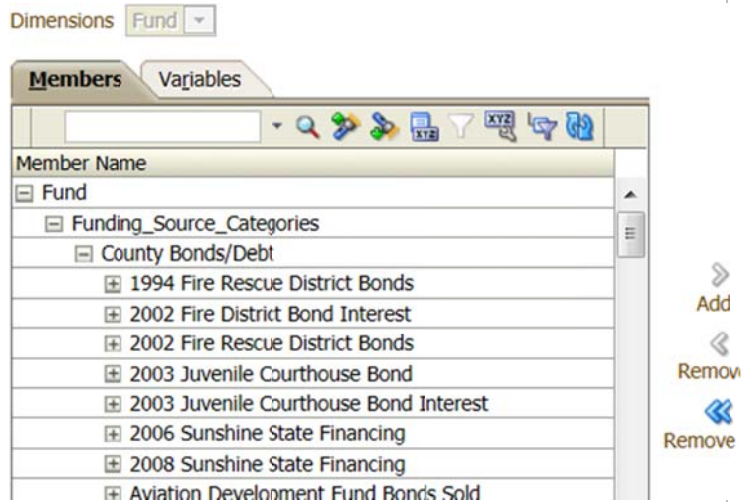
**The First** is by clicking on the + next to the funding source it falls under.



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.

7) You are looking in the wrong category

Or

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

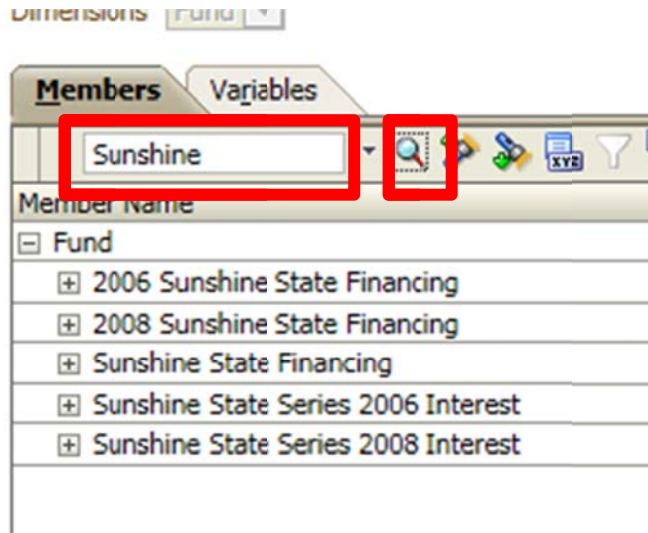
**VERY IMPORTANT**

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.

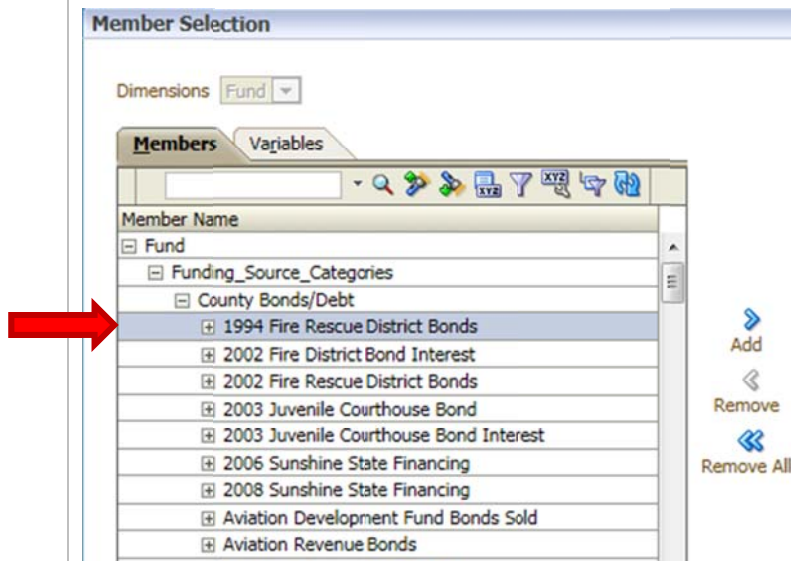
4C. **The Second** way for the user to find his/her Revenue (Funding Source) is to type part of the name in the Member box.

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

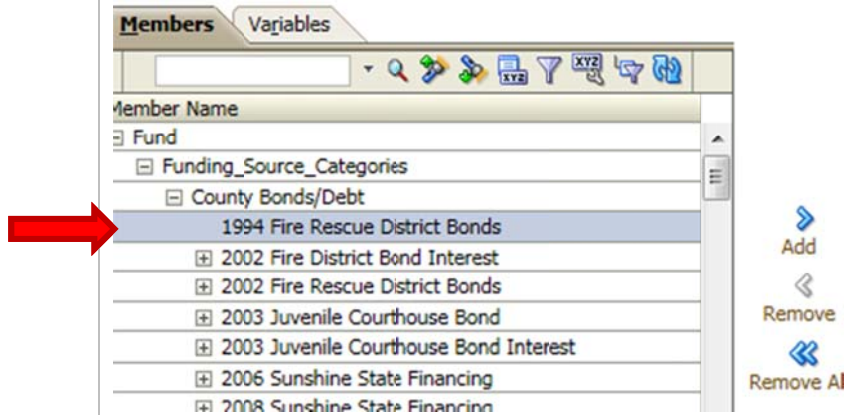
The user can now select his/her revenue of choice.



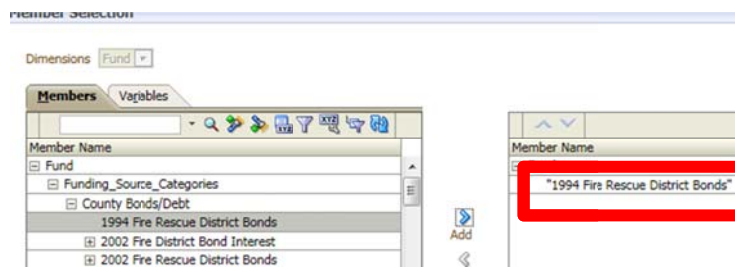
5. To select the Revenue (Funding Source) the user needs to left click on the Revenue



- 5A. When the Revenue has been selected the user then needs to click on the ADD arrow to the right.



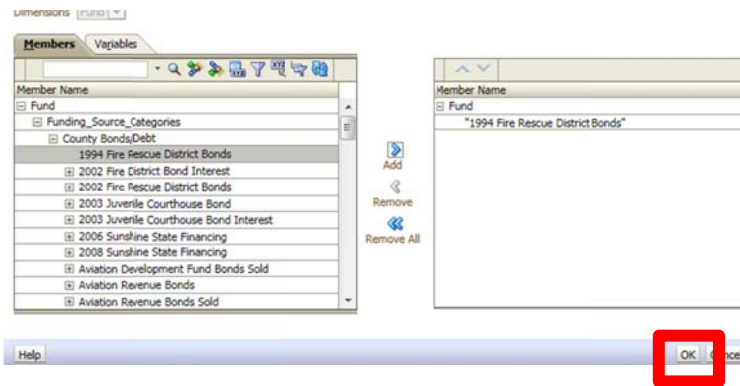
- 5B. When the Revenue has been added, you will see it displayed.



5C.

If the Revenue (Funding Source) selected is correct, the next step is to SAVE.

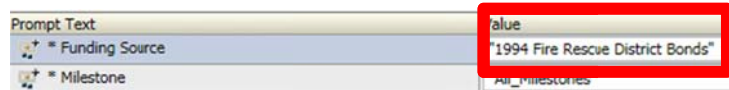
To SAVE the Revenue (Funding Source) click on the OK icon



5D.

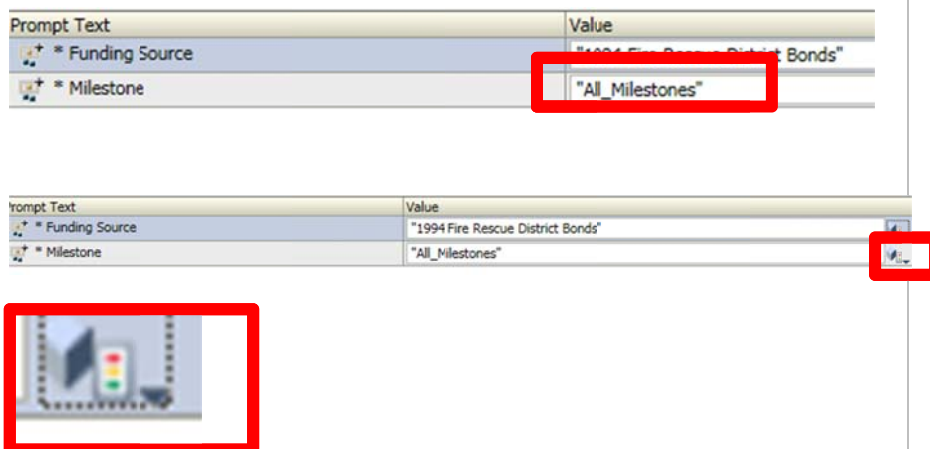
Once the user has ADDED and SAVED the new Revenue (Funding Source), a new box will appear on the screen with the name of the Revenue (Funding Source) displayed.

**But you are not done yet.**



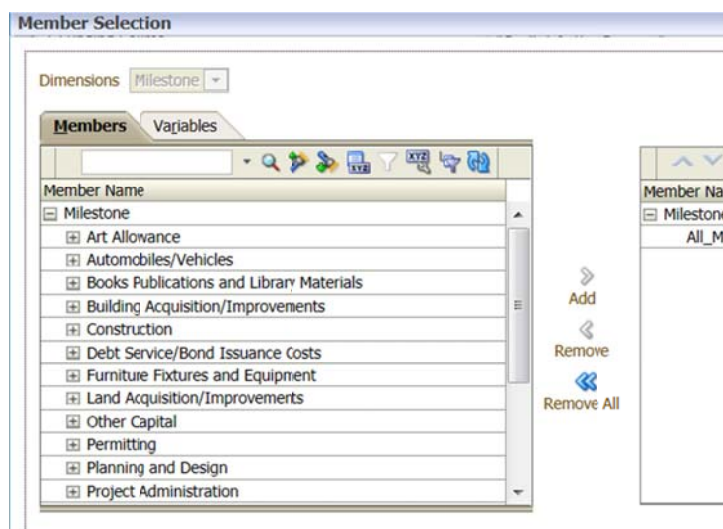
Your next step is to select the Milestone for the Revenue (Funding Source) you wish to add.

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.

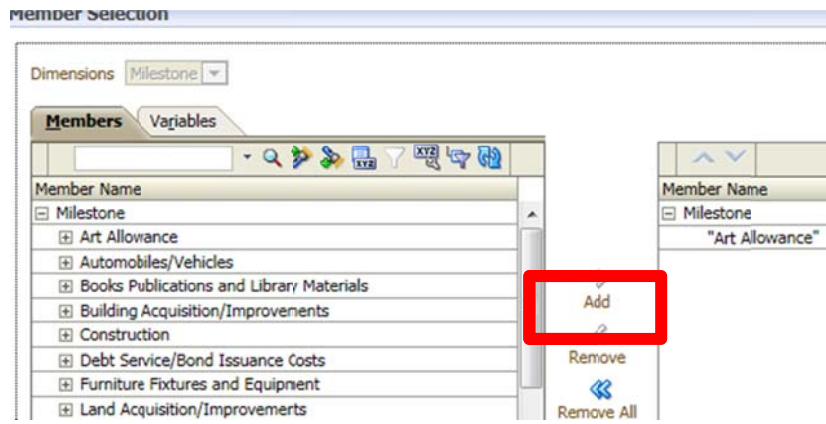
This is where the user selects his/her new Milestone (Expenditure Category).



6B.

NOTE:

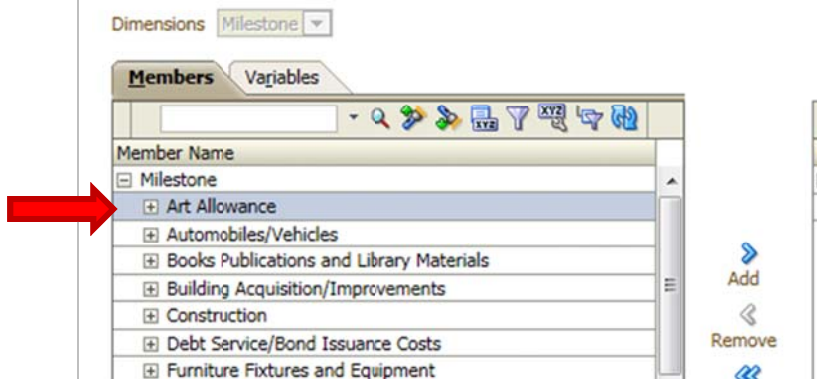
In this section the user can add a Milestone (Expenditure Category)



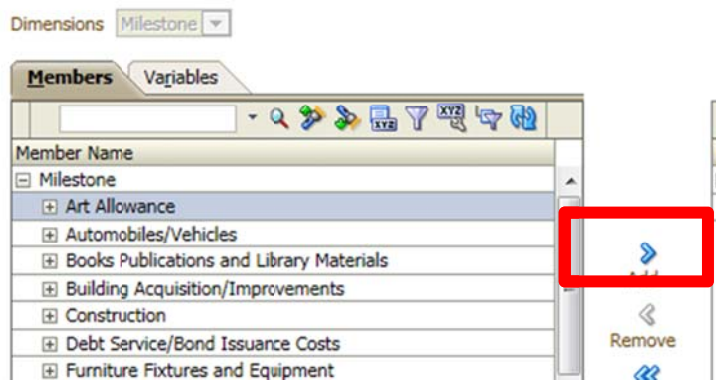


7. To select a Milestone (Expenditure Category), just move your cursor and click on the Milestone selected.

Now the Milestone selected is highlighted.

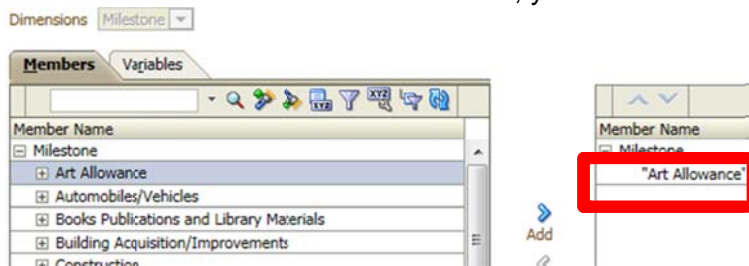


- 7A. When the Milestone has been selected the user then needs to click on the ADD arrow to the right.



7B.

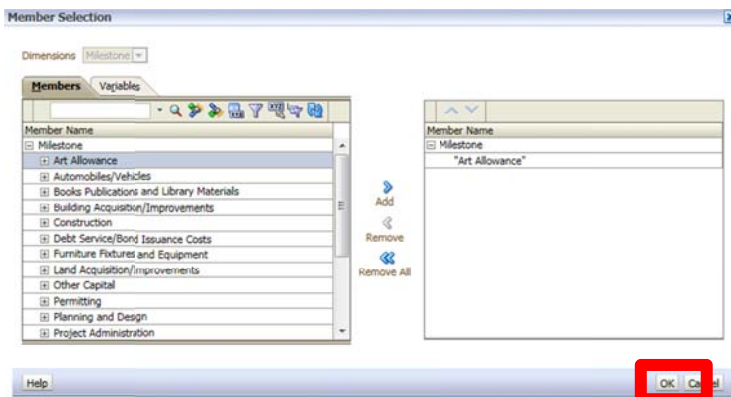
When the Milestone has been added, you will see it displayed.



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



8A.

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.**

Prompt Text	Value
* Funding Source	"1994 Fire Rescue District Bonds"
* Milestone	"Art Allowance"

9.

The last and final step in adding the new Milestone (Expenditure) is to LAUNCH it.

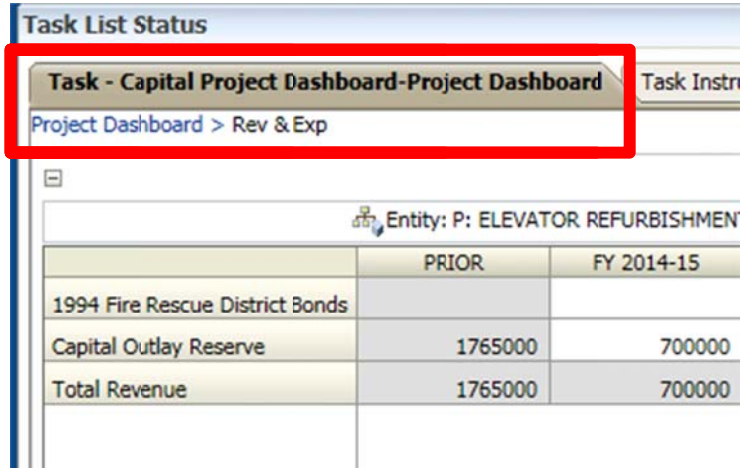
By launching it, the Revenue (Funding Source) and your Milestone (Expenditure category) will be officially linked and added to your Project/Project Site.

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

Prompt Text	Value
* Funding Source	"1994 Fire Rescue District Bonds"
* Milestone	"Art Allowance"

10.

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



**Task List Status**

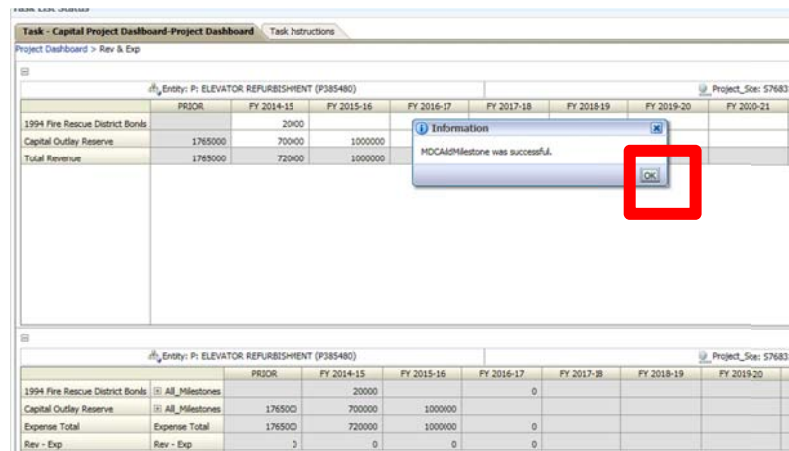
**Task - Capital Project Dashboard-Project Dashboard** Task Instr

[Project Dashboard > Rev & Exp](#)

Entity: P: ELEVATOR REFURBISHMEN

	PRIOR	FY 2014-15
1994 Fire Rescue District Bonds		
Capital Outlay Reserve	1765000	700000
Total Revenue	1765000	700000

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



**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

[Project Dashboard > Rev & Exp](#)

Entity: P: ELEVATOR REFURBISHMENT (P385480) Project\_Site: S76831

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
1994 Fire Rescue District Bonds		20000						
Capital Outlay Reserve	1765000	700000	1000000					
Total Revenue	1765000	720000	1000000					

Information: MCCA6Milestone was successful. OK

Entity: P: ELEVATOR REFURBISHMENT (P385480) Project\_Site: S76831

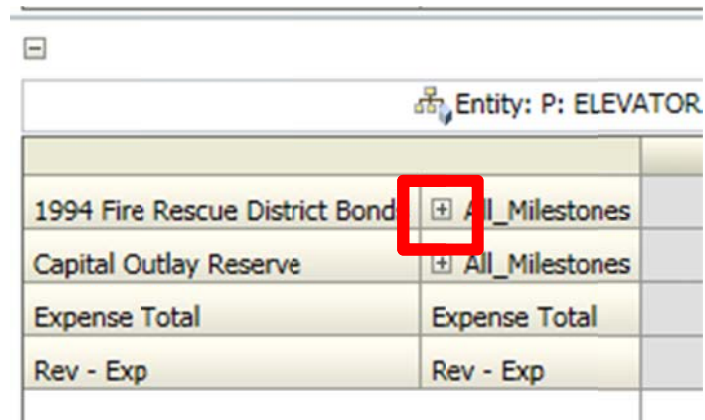
	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
1994 Fire Rescue District Bonds	All_Milestones	20000			0		
Capital Outlay Reserve	All_Milestones	176500	700000	1000000			
Expense Total	Expense Total	176500	720000	1000000	0		
Rev - Exp	Rev - Exp	0	0	0	0		

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

Click OK

11.

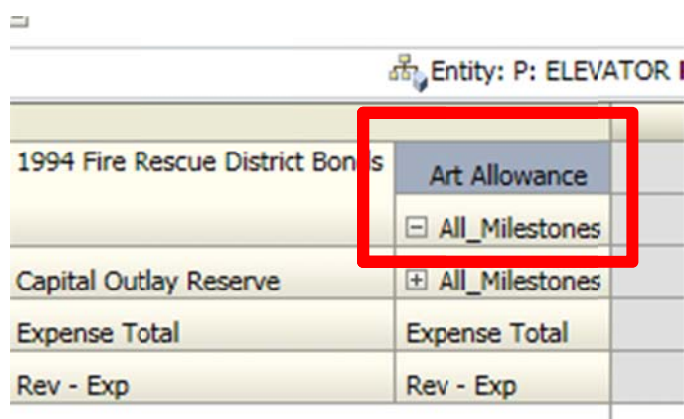
To see and budget in the Milestone that has just been added click on the + next to the Milestone



Entity: P: ELEVATOR	
1994 Fire Rescue District Bonds	+ All_Milestones
Capital Outlay Reserve	+ All_Milestones
Expense Total	Expense Total
Rev - Exp	Rev - Exp

11A.

By clicking on the + next to the Milestone, you will see the Milestone (Expenditure Category) added.



Entity: P: ELEVATOR	
1994 Fire Rescue District Bonds	<div> Art Allowance </div> <div> - All_Milestones </div>
Capital Outlay Reserve	+ All_Milestones
Expense Total	Expense Total
Rev - Exp	Rev - Exp

## Activity 4: Budget An Existing Project

### **Sub Activity 4D: Input Budget/Verify Calculations – Existing**

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.

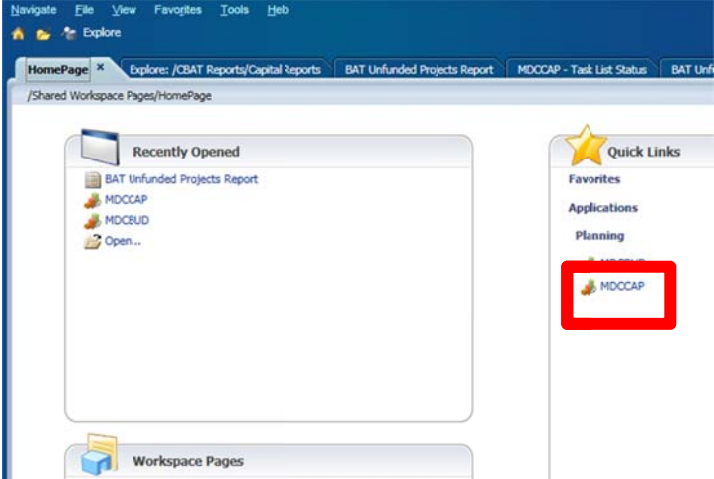
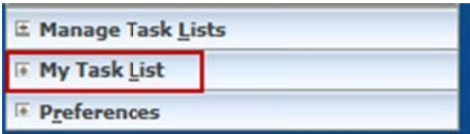
### **Expenditures**

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.

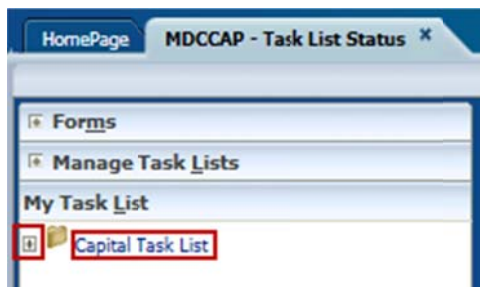
It is important to remember that data can only be entered into white cells. Data will only be stored in the database after the SAVE button is clicked.

#### **In this activity, you will:**

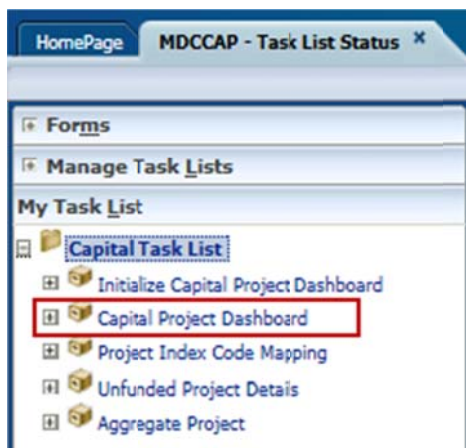
- Enter Data into the Revenue and Expense forms
- Save Data
- Verify the forms total calculations work correctly

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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



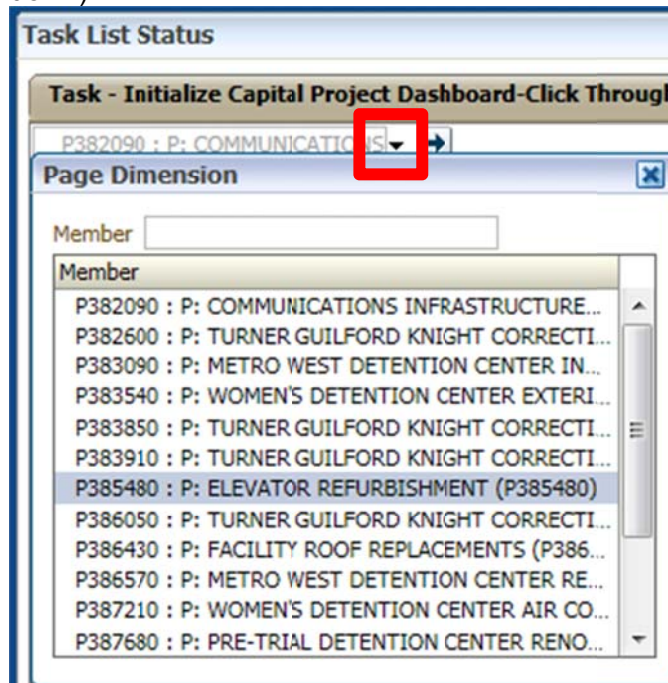
Click on the Capital Project Dashboard icon.





5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).

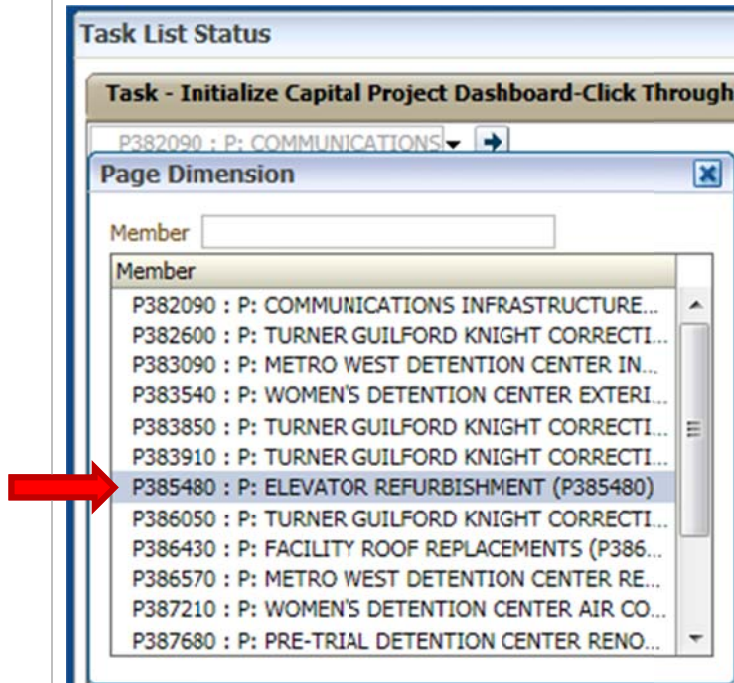


NOTE:

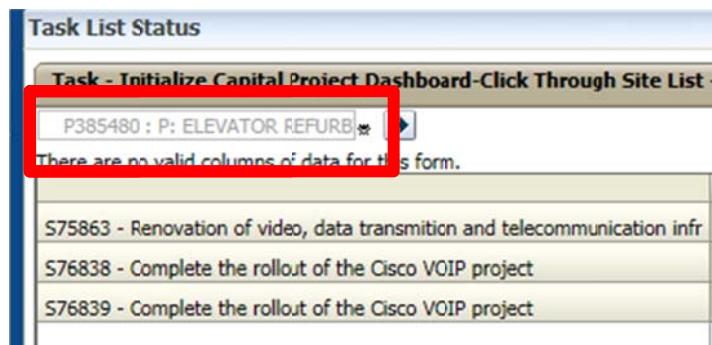
All Projects will have the letter "P" in front of the number.

"P" denotes Project.

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



- 5B. Now the project you selected is showing in the dropdown box.



### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member Ele


Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

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

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT 


There are no valid columns of data for this form.

S75863 - Renovation of video, data transmission and telecommunication infrastructure
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 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.

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT 

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner County Jail
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner County Jail
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner County Jail
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner County Jail
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner County Jail

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 **ONLY** those Project Sites associated to the Project you have selected.

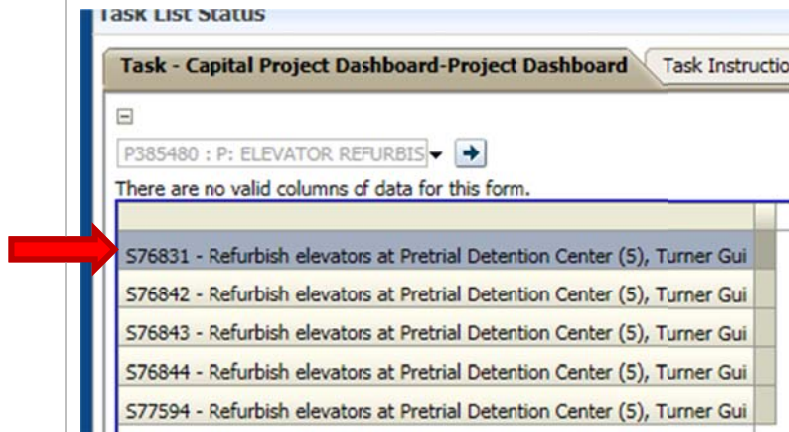
NOTE:

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

“S” denotes Project Site.

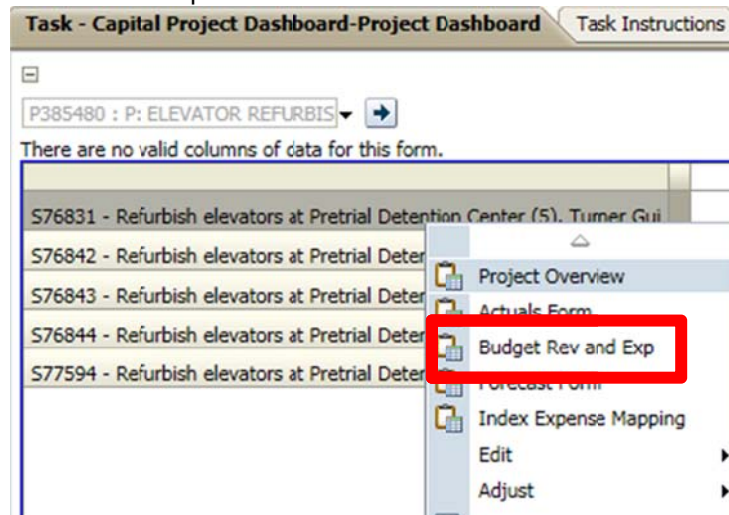


7. Since the user can only budget at the Project Site level, a Project Site must be selected.
- Selecting a Project Site should be done immediately after the user has selected a Project.
- To select a Project Site, just move your cursor to a Project Site and left click on your mouse.



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.

Task - Capital Project Dashboard-Project Dashboard			
Project Dashboard > Rev & Exp			
Entity: P: ELEVATOR REFURBISHMENT (P385480)			
	PRIOR	FY 2014-15	FY 2015-1
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	100

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

Task - Capital Project Dashboard-Project Dashboard			
Project Dashboard > Rev & Exp			
Entity: P: ELEVATOR REFURBISHMENT (P385480)			
	PRIOR	FY 2014-15	
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	
Total Revenue	1765000	700000	

Entity: P: ELEVATOR REFURBISHMENT (P385480)			
		PRIOR	
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	
Expense Total	Expense Total	1765000	
Rev - Exp	Rev - Exp	0	



9.

## REVENUES

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

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16
1994 Fire Rescue District Bonds			
Capital Outlay Reserve	1765000	700000	1000000
Total Revenue	1765000	720000	1000000

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.

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds		20000			
Capital Outlay Reserve	1765000	700000	1000000		
Total Revenue	1765000	700000	1000000	0	

Row 1994 Fire Rescue District Bonds, Column FY 2014-15  
This cell has been modified

NOTE:

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

- 9B. 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.

- 9C. 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.

Task - Capital Project Dashboard Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Project: 576821

	FISCAL	FY 2016-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	TOTAL
2014 Fire Rescue District Bonds		200000		0					200000
Capital Outlay Reserve	1765000	700000	1000000						3465000
Total Revenue	1765000	900000	1000000	0					3665000

10.

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

11.

## Expenditures

To enter a value on the expenditure side, on the Rev & Exp form, pick a Funding Source and then 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 Bonds	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 2015-16
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 2016-17
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.

11C.

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.

12

Verify the Expense Total calculated correctly

TOTAL
200000
3465000
3665000

331 - Refurbish elevators at Pretrial Detention	
FY 2020-21	TOTAL
	200000
	200000
	3465000
	3665000
	0

NOTE:

If the calculations are correct the formula cell should turn GREY in color.

## **Activity 4: Budget An Existing Project**

### **Sub Activity 4E: 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.	<p>To view your Revenue and Expense Detail you need to make sure you are in the Capital Project Dashboard.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p><b>Task - Capital Project Dashboard-Project Dashboard</b></p> <p><a href="#">Project Dashboard</a> &gt; Rev &amp; Exp</p> </div> <div style="margin: 10px 0;"> <p>Entity: P: ELEVATOR REF</p> <table border="1"> <thead> <tr> <th></th><th>PRIOR</th><th>FY</th></tr> </thead> <tbody> <tr> <td>1994 Fire Rescue District Bonds</td><td></td><td></td></tr> <tr> <td>Capital Outlay Reserve</td><td>1765000</td><td></td></tr> <tr> <td>Total Revenue</td><td>1765000</td><td></td></tr> </tbody> </table> </div> <div style="margin: 10px 0;"> <p>Entity: P: ELEVATOR REF</p> <table border="1"> <thead> <tr> <th></th><th></th><th>PR</th></tr> </thead> <tbody> <tr> <td>1994 Fire Rescue District Bonds</td><td>Art Allowance</td><td></td></tr> <tr> <td></td><td>All_Milestones</td><td></td></tr> <tr> <td>Capital Outlay Reserve</td><td>All_Milestones</td><td></td></tr> <tr> <td>Expense Total</td><td>Expense Total</td><td></td></tr> <tr> <td>Rev - Exp</td><td>Rev - Exp</td><td></td></tr> </tbody> </table> </div>		PRIOR	FY	1994 Fire Rescue District Bonds			Capital Outlay Reserve	1765000		Total Revenue	1765000				PR	1994 Fire Rescue District Bonds	Art Allowance			All_Milestones		Capital Outlay Reserve	All_Milestones		Expense Total	Expense Total		Rev - Exp	Rev - Exp		
	PRIOR	FY																														
1994 Fire Rescue District Bonds																																
Capital Outlay Reserve	1765000																															
Total Revenue	1765000																															
		PR																														
1994 Fire Rescue District Bonds	Art Allowance																															
	All_Milestones																															
Capital Outlay Reserve	All_Milestones																															
Expense Total	Expense Total																															
Rev - Exp	Rev - Exp																															
1A.	<p>If you are not in the Rev &amp; Exp form, please follow the instructions in Sub Activity 3A - View the Budget Dashboard.</p>																															



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.

**Task List Status**

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (F385480)

**1**

	PRIOR	FY 2014-15	F
1994 Fire Rescue District Bonds		20000	
Capital Outlay Reserve	1765000	700000	
<b>Total Revenue</b>	<b>1765000</b>	<b>720000</b>	

Entity: P: ELEVATOR REFURBISHMENT (F385480)

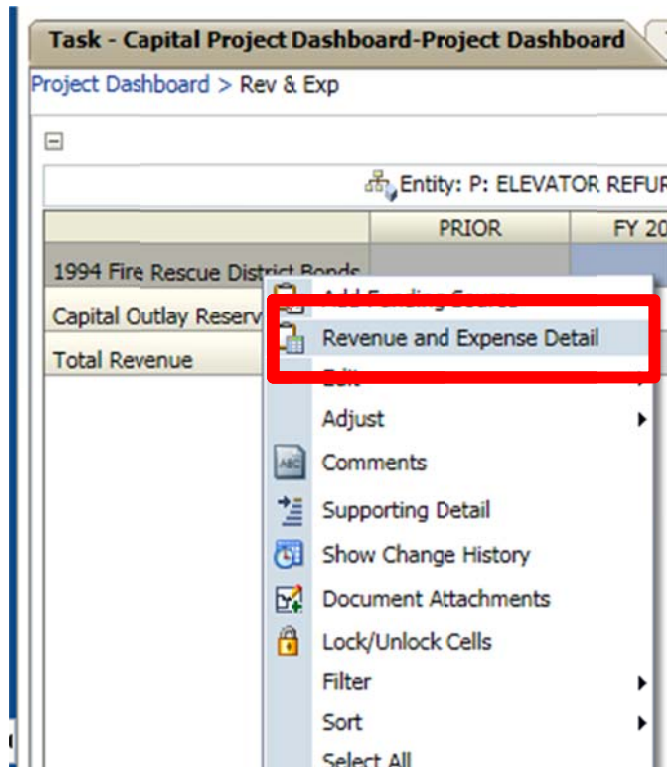
**2**

		PRIOR	FY :
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	
<b>Expense Total</b>	<b>Expense Total</b>	<b>1765000</b>	
<b>Rev - Exp</b>	<b>Rev - Exp</b>	<b>0</b>	

3.

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.

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.

**Task - Capital Project Dashboard-Project Dashboard**
Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		

3B.

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

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		

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.

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

[Project Dashboard](#) > [Rev & Exp](#) > Revenue and Expense Detail

Entity: P: ELEVATOR REFURBISHMENT (P38548)

	PRIOR	FY 2014-15	FY 20
1994 Fire Rescue District Bonds		200000	
Revenue Total		200000	

Entity: P: ELEVATOR REFURBISHMENT (P38548)

		PRIOR	FY 2014-1
1994 Fire Rescue District Bonds	Art Allowance		200
Expense Total	Expense Total		200
Rev - Exp	Rev - Exp		

NOTE:

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

## Activity 5: Map Index Code to Project/Project Site

This activity will describe to users how to map an Index Code to a Project/Project Site within Hyperion CBAT system.

By mapping an index code to a Project/Project Site creates an association:

- That is used in the downloading of actuals from FAMIS into the Hyperion CBAT system
- That enables the users to forecast projects/project sites using actuals from FAMIS
- And allows for the mapping of expenses from funding sources to Index Codes so that the budget can be uploaded and exported into FAMIS.


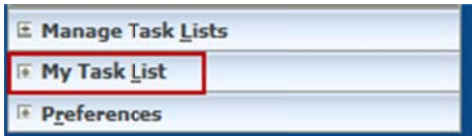
The mapping of index codes to Projects/Project Sites alleviates some of the burden on users doing annual journal entries to load project expenditures in FAMIS.

It is important to note that the mapping of expenditure index codes is a one-time process.

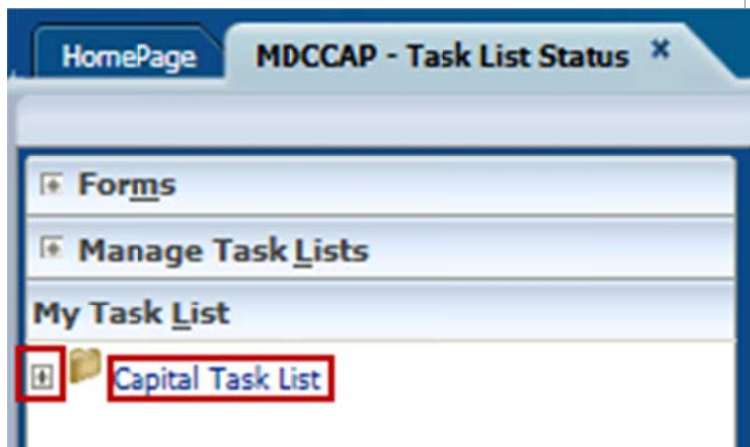
Since CBAT is a new system, the user will need to map **ALL** projects/project sites to index codes. However, after your first initial mapping please note that only new index codes will have to be mapped by the user, moving forward.

### In this activity, you will:

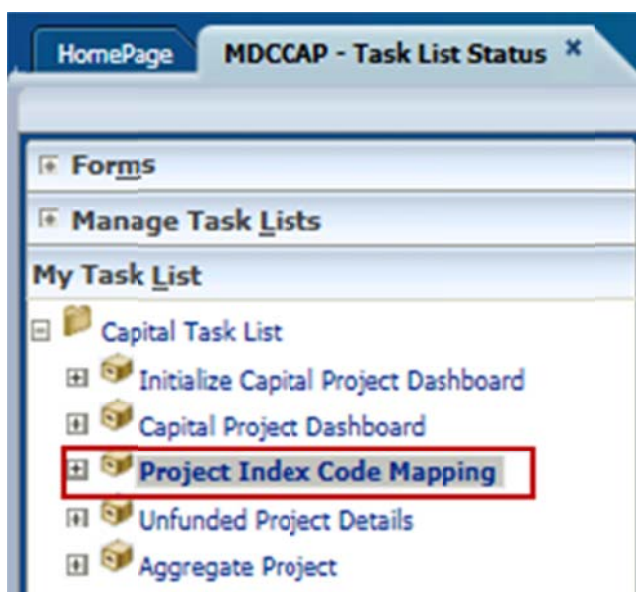
- Open the Project Index Code Mapping Form
- Select a Project/Project Site to map an Index Code
- Enter a Value
- Save to successfully map the Index Code

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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 Project Index Code Mapping



Click on the Project Index Code Mapping icon.



4A.

You will notice that the screen to the right has changed its view.

**Manage Task Lists**

**y Task List**

- Capital Task List
- Initialize Capital Project Dashboard
- Capital Project Dashboard
- Project Index Code Mapping**
- Unfunded Project Details
- Aggregate Project

**Task - Project Index Code Mapping-Index Mapping Click Through Site List**

P385480 : P: ELEVATOR REFURBIS

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

5.

To the right of your screen you will notice a brown tab Task – Project Index Code Mapping

**Task - Project Index Code Mapping-Index Mapping Click Through Site List**

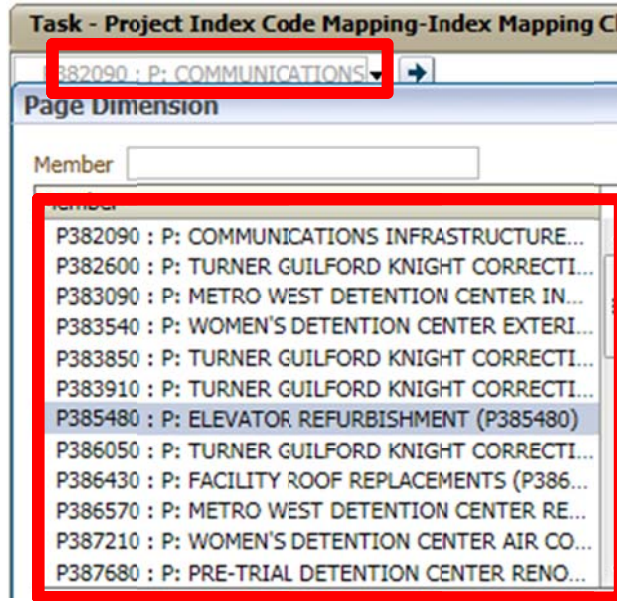
P385480 : P: ELEVATOR REFURBIS

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

5A.

Underneath the tab - Task - Project Index Code Mapping is a drop down box with **ALL** your capital projects.

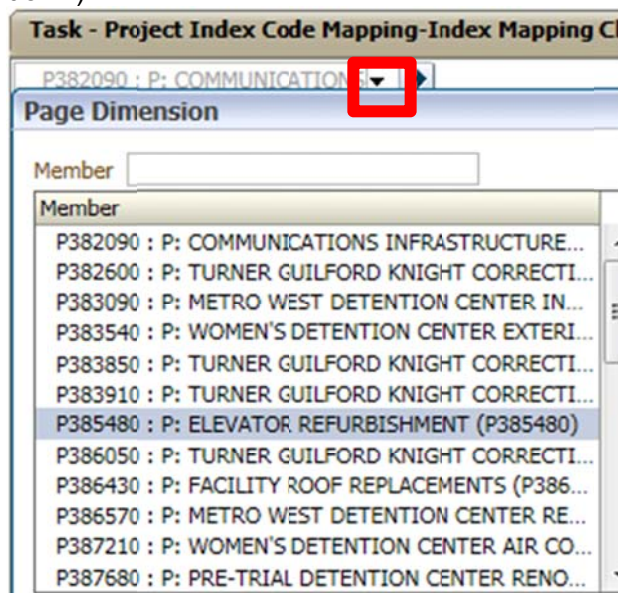


NOTE:

All Projects will have the letter "P" in front of the number. "P" denotes Project.

You will only be able to see those projects in your department and/or a department's capital project you manage.

- 5B. To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



Task - Project Index Code Mapping-Index Mapping Cl

P382090 : P: COMMUNICATIONS

Page Dimension

Member

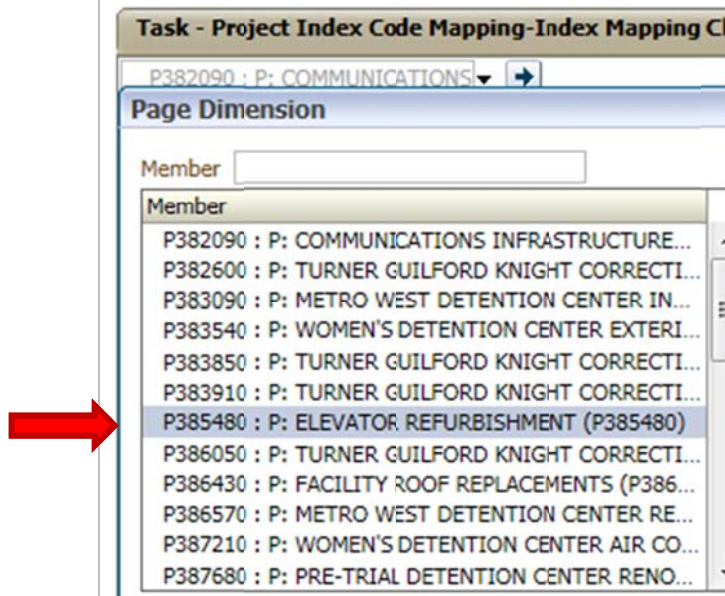
Member
P382090 : P: COMMUNICATIONS INFRASTRUCTURE...
P382600 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383090 : P: METRO WEST DETENTION CENTER IN...
P383540 : P: WOMEN'S DETENTION CENTER EXTERI...
P383850 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383910 : P: TURNER GUILFORD KNIGHT CORRECTI...
P385480 : P: ELEVATOR REFURBISHMENT (P385480)
P386050 : P: TURNER GUILFORD KNIGHT CORRECTI...
P386430 : P: FACILITY ROOF REPLACEMENTS (P386...
P386570 : P: METRO WEST DETENTION CENTER RE...
P387210 : P: WOMEN'S DETENTION CENTER AIR CO...
P387680 : P: PRE-TRIAL DETENTION CENTER RENO...

NOTE:

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

"P" denotes Project.

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



Task - Project Index Code Mapping-Index Mapping Cl

P382090 : P: COMMUNICATIONS

Page Dimension

Member

Member
P382090 : P: COMMUNICATIONS INFRASTRUCTURE...
P382600 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383090 : P: METRO WEST DETENTION CENTER IN...
P383540 : P: WOMEN'S DETENTION CENTER EXTERI...
P383850 : P: TURNER GUILFORD KNIGHT CORRECTI...
P383910 : P: TURNER GUILFORD KNIGHT CORRECTI...
P385480 : P: ELEVATOR REFURBISHMENT (P385480)
P386050 : P: TURNER GUILFORD KNIGHT CORRECTI...
P386430 : P: FACILITY ROOF REPLACEMENTS (P386...
P386570 : P: METRO WEST DETENTION CENTER RE...
P387210 : P: WOMEN'S DETENTION CENTER AIR CO...
P387680 : P: PRE-TRIAL DETENTION CENTER RENO...

5D.

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

The screenshot shows the 'Task Project Index Code Mapping-Index Mapping Click Through Site' window. A dropdown menu is open, displaying the selected project: 'P385480 : P: ELEVATOR REFURB'. Below the dropdown, a message states: 'There are no valid columns or data for this form.' A table with three rows of project data is visible below the message.

S75863	- Renovation of video, data transmission and telecommunication infr
S76838	- Complete the rollout of the Cisco VOIP project
S76839	- Complete the rollout of the Cisco VOIP project

NOTE:

Write the project number selected in the notes column so you can keep track of all the projects you have mapped

### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member Ele

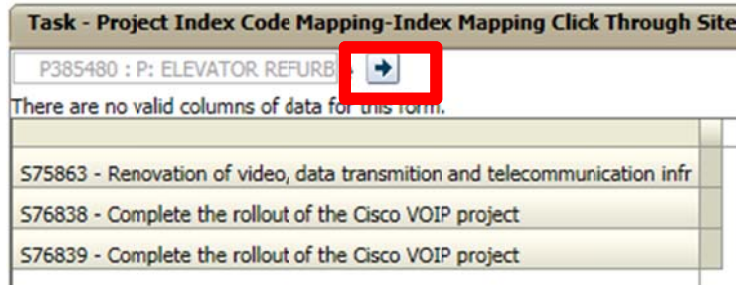
Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

6.

Now that your selected Project is in the drop down box, you can begin mapping.

To begin mapping, click on the horizontal arrow icon - also called the GO icon.



Task - Project Index Code Mapping-Index Mapping Click Through Site	
P385480 : P: ELEVATOR REFURB	
There are no valid columns of data for this form.	
S75863 - Renovation of video, data transmission and telecommunication infr	
S76838 - Complete the rollout of the Cisco VOIP project	
S76839 - Complete the rollout of the Cisco VOIP project	

NOTE:

It is **IMPORTANT** to make sure that you **ALWAYS** click on the GO icon.

If you do not click on the GO icon, your screen will not refresh which in turn will cause you to map your index codes incorrectly to a Project Site if you are not careful.

8B.

You will now see a list of Project Sites, associated with the Project you just selected.

**Task - Project Index Code Mapping-Index Mapping Click Through Si**

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S76831	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui

NOTE:

All Projects Sites will have the letter "S" in front of the number.

"S" denotes Projects Sites.

9.

Next, highlight the Project Site you wish to map and right click on the desired Project Site.

You will notice a box pop-up to the right.


Click on - MAP INDEX CODE icon

**Task List Status**

**Task - Project Index Code Mapping-Index Mapping Click Through**

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S76831	- Refurbish elevators at Pretrial	 Map Index Code Edit Adjust Comments Supporting Detail Show Change History Document Attachments Lock/Unlock Cells Filter
S76842	- Refurbish elevators at Pretrial	
S76843	- Refurbish elevators at Pretrial	
S76844	- Refurbish elevators at Pretrial	
S77594	- Refurbish elevators at Pretrial	

NOTE:

Write the project site number selected in the notes column so you can keep track, what you have mapped.

Project Site #

---



9A.

To view the list of Index Codes from the drop down box - click on the arrow icon (which is pointing down).

Task - Project Index Code Mapping-Index Mapping Click Through Site List

Index Mapping Click Through Site List > PROJECT INDEX CODE CROSSWALK

Entity: P385480:P: ELEVATOR REFURBISHMENT (P385480)

CPA001DE0841 - DRNG NW 67

Budget

F0\_Index\_Project\_Mapping

Task List Status

Task - Project Index Code Mapping-Index Mapping Click Through Site List > PROJECT INDEX CODE CROSSWALK

Entity: P385480:P: ELEVATOR REFURBISHMENT (P385480)

CPA001DE0841 - DRNG NW 67

Page Dimension

Member CPE313CR

Member

- CPE313CR3200 - COR TKG-KITCHEN UPGRADES
- CPE313CR3325 - COR PTDC-DOUBLE DOOR SECURITY
- CPE313CR3390 - COR PTDC-A/C DUCTRENOV
- CPE313CR401R - COR-CORRECTIONS 40 YEAR RECE...
- CPE313CR4FSI - COR-CORRECTIONS FIRE SYSTEM I...
- CPE313CR5292 - COR EMRGY GENERATOR UPGRADE
- CPE313CR5407 - COR CORR TTC ROOF
- CPE313CR5474 - COR PTDC-PLUMBING UPGRADES
- CPE313CR5508 - COR TTC-SHOWER PAN REPL
- CPE313CR9250 - COR TTD ROOF
- CPE313CR9912 - COR PTDC-9TH FLOOR MEDICAL
- CPE313CRBOOK - COR-PTDC CENTRALBOOKING RE...

NOTE:

Write the Index Code selected in the notes column so you can keep track of what you have mapped.



9B. Using the drop down, select the desired Index Code to map.

NOTE:

The user will see a listing of **ALL** capital Index Codes.

**Task - Project Index Code Mapping-Index Mapping Click**

[Index Mapping Click Through Site List](#) > PROJECT INDEX CODE CR

Entity: P385480:P: ELEVATOR REFURBISHME

CPE313CRELEV - COR-ELEVATOR

**Page Dimension**

Member

Member
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT
CPE313CRFENC - COR-SECURITY FENCE ENHANCEM...
CPE313CRFRES - COR-CORRECTIONS RESERVE FOR...
CPE313CRFSST - COR-CORRECTIONS FIRE SYSTEM...
CPE313CRFUEL - COR-CORRECTIONS TKG REPLACE...
CPE313CRIMPR - COR-CORRECTIONS FACILITY IMP...
CPE313CRKITE - COR-CORRECTIONS KITCHEN EQUI...
CPE313CRKREV - COR-KROME ENVIRONMENTAL MIT...
CPE313CRKSCC - COR-SECURITY CAMERAS FOR MW...
CPE313CRLAUN - COR-LAUNDRY UPGRADES
CPE313CRLFRA - COR-WDC HVAC AND FIRE ALARM...
CPE313CRLOGI - COR-MWDC LOGIC CONTROLLERS

9C.

Helpful Hint:

To make it easier for the user, type in the Index Code in the "Member" box....

Task - Project Index Code Mapping-Index Mapping Click Through Site List > PROJECT INDEX CODE CRO

Entity: P385480:P: ELEVATOR

CPA001DE0841 - DRNG NW 67 AVE

Page Dimension

Member CPE313CR

- CPE313CR3200 - COR TGK-KITCHEN UPGRADES
- CPE313CR3325 - COR PTDC-DOUBLE DOOR SECURITY
- CPE313CR3390 - COR PTDC-A/C DUCT RENOV
- CPE313CR40YR - COR-CORRECTIONS 40 YEAR RECE...
- CPE313CR4FSI - COR-CORRECTIONS FIRE SYSTEM I...
- CPE313CR5292 - COR EMRGY GENERATOR UPGRADE
- CPE313CR5407 - COR CORR TTC ROOF
- CPE313CR5474 - COR PTDC-PLUMBING UPGRADES
- CPE313CR5508 - COR TTC-SHOWER PAN REPL
- CPE313CR9250 - COR TTD ROOF
- CPE313CR9912 - COR PTDC-9TH FLOOR MEDICAL
- CPE313CRBOOK - COR-PTDC CENTRAL BOOKING RE...

Task - Project Index Code Mapping-Index Mapping Click Through Site List > PROJECT INDEX CODE CRO

Entity: P385480:P: ELEVATOR REFURBISHMENT

CPE313CR4FSI - COR-CORRECTI

Page Dimension

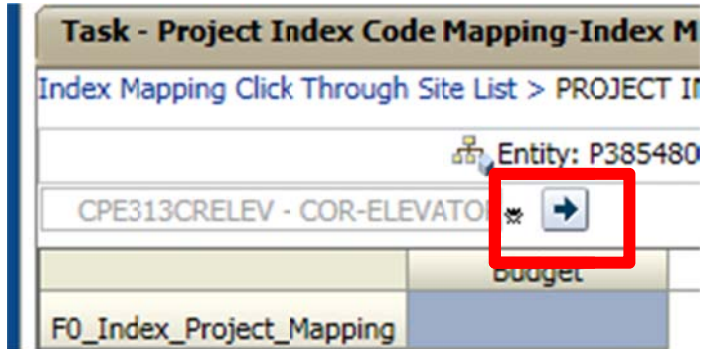
Member CPE313CREL

- CPE313CRELEV - COR-ELEVATOR REFURBISHMENT

.... And click on the Index Code.

10.

Once the Index Code has been selected and to begin mapping, click on the horizontal arrow icon - also called the GO icon.



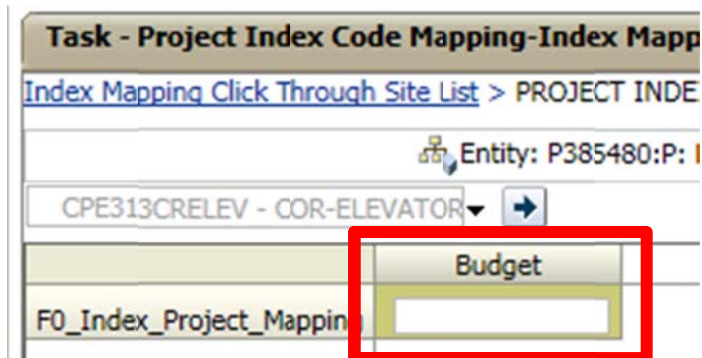
IMPORTANT

You **MUST** click on the horizontal arrow icon - also called the GO icon, when you have selected an Index Code to map.

11.

You will now see an empty field (box) displayed under the Budget heading.

To map the Index Code, you **must** enter a value of "1" in the field (box).



NOTE:

If you do not enter in the field a value of "1", your Index Code will **NOT** be mapped.

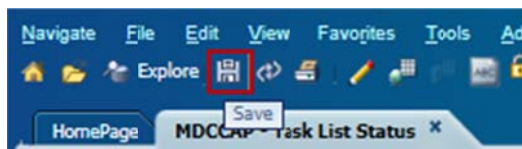
11A.

Please note that the field (box) will turn YELLOW until the form is saved.

The screenshot shows a window titled 'Task List Status'. Inside, there's a section 'Task - Project Index Code Mapping-Index Map'. Below this, it says 'Index Mapping Click Through Site List > PROJECT IND'. Then, 'Entity: P3810230:P: TURNER GUILFORD KNI'. Below that, 'CPA001DE1138 - DRNG 5010 NW 1'. There's a 'Budget' button. At the bottom, there's a table with one row: 'F0\_Index\_Project\_Mapping' and '1'. The cell containing '1' is highlighted in yellow.

11B.

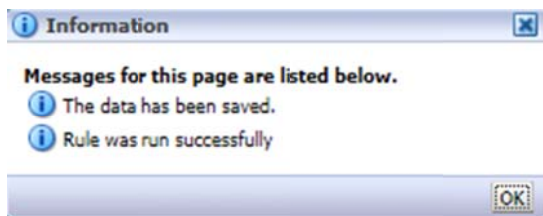
To SAVE, click on the Save icon.



11C.

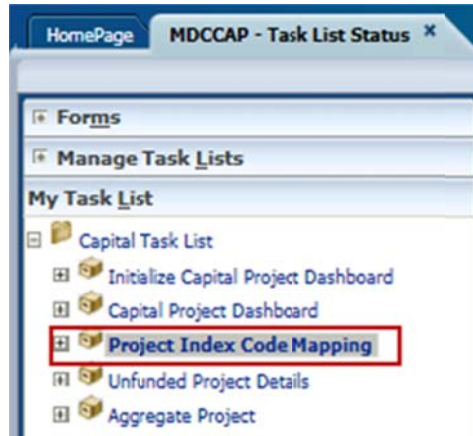
After saving, a message will be displayed to advise you that:

- It was run successfully and
- That the data was saved.



12.

To map another index code to a Project/ Project Site, just double click on the Project Index Code Mapping icon, to start the mapping process all over again.



## Activity 6: MAP Budget Expenses to Index Codes in Hyperion

This activity will describe to users how to map budgetary expenses to Index Codes in preparation for export to FAMIS.

There are multiple ways to access the Expense Mapping Composite form. Both ways will be described in this activity.


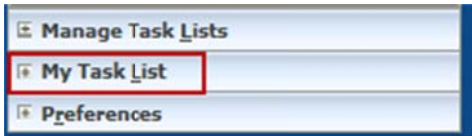
1. The **FIRST** way is to do the following:
  - Open the Capital Project Dashboard
  - Select a Project
  - Open the Expense Mapping Composite form
  - Map and Save budgetary expenses to related Index Codes.
2. The **Second** way is to do the following:
  - Open the Capital Project Dashboard
  - Select a Project
  - Open the Budget Revenue and Expense form
  - From the Expense section, open the Expense Mapping Composite form
  - Map and Save budgetary expenses to related Index Codes.

### IMPORTANT:

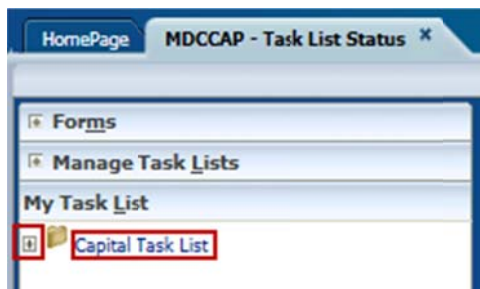
If you have not mapped an index code in Activity 5, you cannot continue on with this activity.

Below is the **FIRST** way an individual can MAP Budget Expenses to Index Codes in the new Hyperion CBAT system.

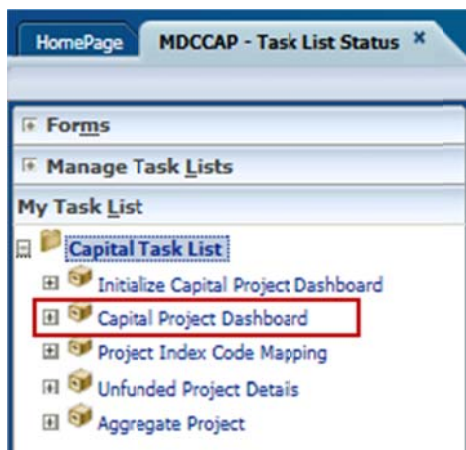
- Open the Capital Project Dashboard
- Select a Project
- Open the Expense Mapping Composite form
- Map and Save budgetary expenses to related Index Codes

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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 ONLY**

Form/Column 3 – **Project Site Information ONLY**

The screenshot shows the 'Task List Status' window for the 'Capital Project Dashboard'. It contains three main sections labeled 1, 2, and 3. Section 1 (left) is the 'Information Driver' and contains a list of tasks, with the first task being '577601 - Modify roof top security with smart fencing system and add camera'. Section 2 (middle) is the 'Project Information ONLY' section and contains a form with fields for 'Project\_Actual\_End\_Date', 'Project\_Actual\_Start\_Date', 'Project\_CSE\_Element', 'Project\_CSE\_Info', 'Project\_Committee\_Council\_Dist', 'Project\_Committee', 'Project\_Contract\_Number', 'Project\_Department', and 'Project\_Description'. Section 3 (right) is the 'Project Site Information ONLY' section and contains a form with fields for 'Site\_Actual\_Cost', 'Site\_Actual\_End\_Date', 'Site\_Actual\_Start\_Date', 'Site\_Committee\_Council\_Dist', 'Site\_Committee', 'Site\_Committee\_Dist', 'Site\_Contract\_Number', 'Site\_Description', and 'Site\_G008\_Roller\_Question'.

4B.

Form/Column 1 – **Information Driver**

This is the driver of your Capital Project Dashboard.

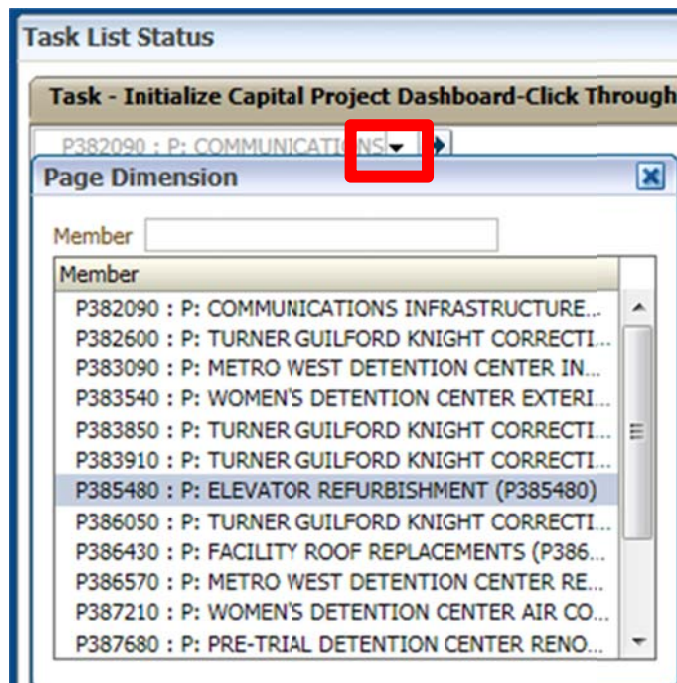
It is called the “Master” form and it is interactive.

This screenshot is identical to the one in section 4A, showing the 'Task List Status' window for the 'Capital Project Dashboard' with three columns: 1 (Information Driver), 2 (Project Information ONLY), and 3 (Project Site Information ONLY). Red circles 1, 2, and 3 highlight the respective columns.

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

5.

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.

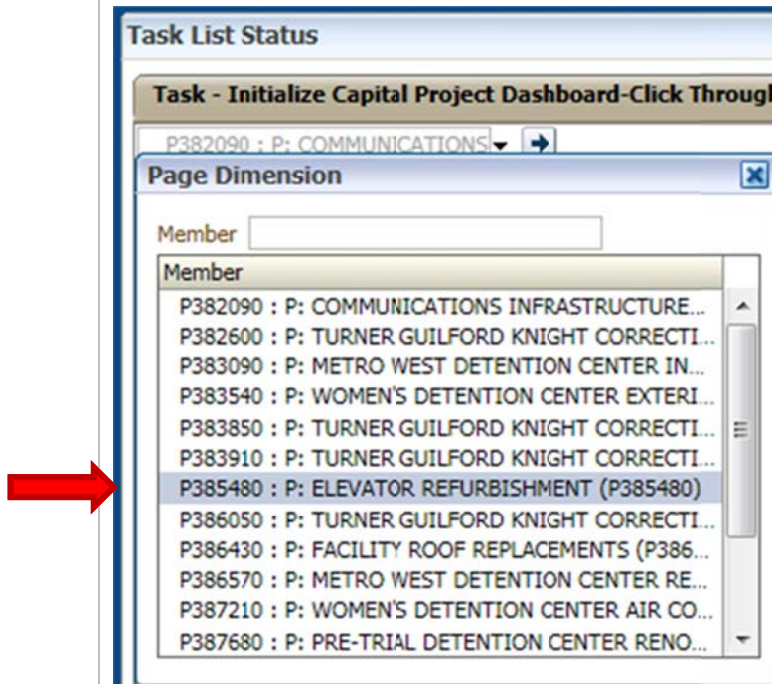
**Project #**

5A.

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

**Project #**

---

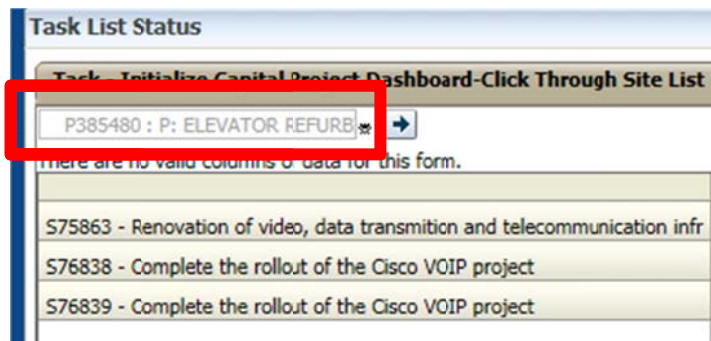


5B.

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

**Project #**

---



### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

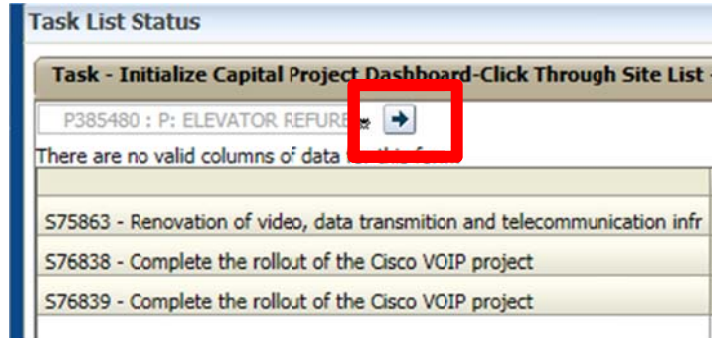
**Page Dimension**

Member Ele

Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

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



Task List Status

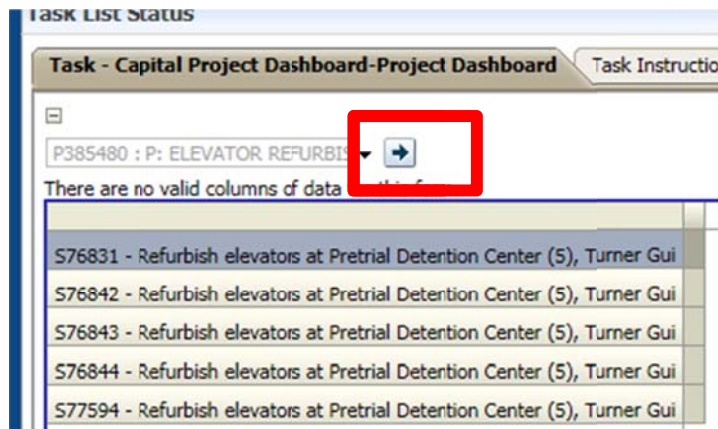
Task - Initialize Capital Project Dashboard-Click Through Site List -

P385480 : P: ELEVATOR REFURBISHMENT

There are no valid columns of data

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 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.



Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instruction

P385480 : P: ELEVATOR REFURBISHMENT

There are no valid columns of data

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

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 **ONLY** 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.

**Project Site #**

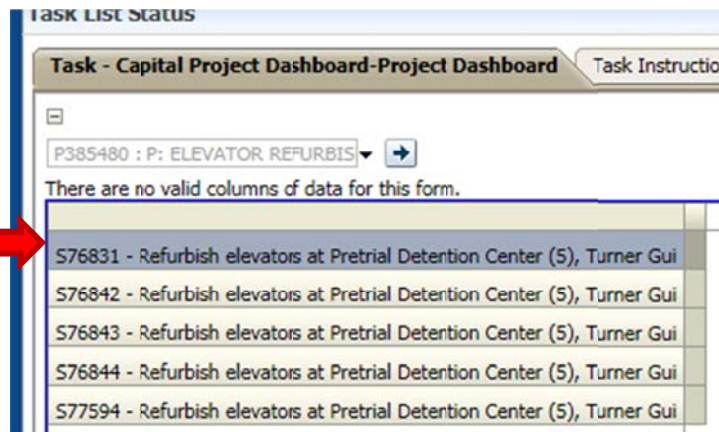


7.

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 cursor to a Project Site and left click on your mouse.



The Project Site you selected will now be highlighted.

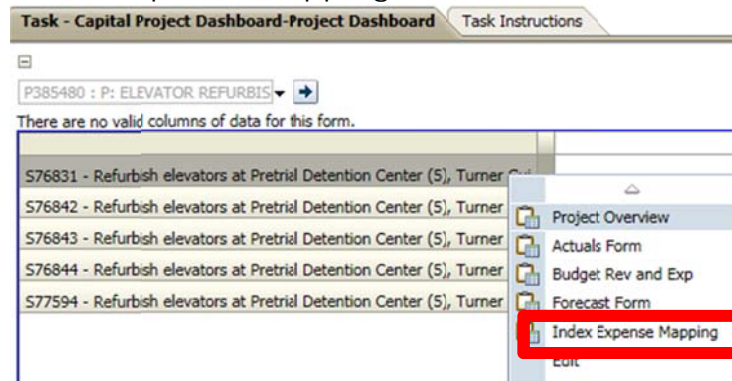
**Project Site #**

---

7A.

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 pop-up to the right, click on the Index Expense Mapping icon.



NOTE:

Write the project site number selected in the notes column so you can keep track, what you have mapped

**Project Site #**

---

8. You will notice that the screen has changed again.

You will also see the **project name and number** displayed underneath the tab – Task – Capital Project Dashboard –Project Dashboard

Task - CapitalProject Dashboard-Project Dashboard				Task Instructions
Project Dashboard > Rev & Exp				
Entity: P: ELEVATOR REFURBISHMENT (P385480)				
	PRIOR	FY 2014-15	FY 2015-16	
1994 Fire Rescue District Bonds				
Capital Outlay Reserve	1765000	700000	1000000	
Total Revenue	1765000	700000	1000000	

....as well as the **project site name and number**.

Project_Site: S76831 - Refurbish elevators at Pretrial Detention Center (5), Turn			
FY 2019-20			
		0	
		3465000	
		3465000	



### Helpful Hint:

The user will always know what screen they are in if they look at the “**Bread Crumbs Trail**” underneath the tab – Task – Capital Project Dashboard – Project Dashboard

The “**Bread Crumbs Trail** is....  
Project Dashboard > Option 2 Index Budgeting

The screenshot shows the 'Task List Status' window. The 'Task - Capital Project Dashboard-Project Dashboard' tab is selected. Below the tab, the 'Bread Crumbs Trail' is displayed as 'Project Dashboard > Option 2 index budgeting'. The window also shows the 'Entity: P: ELEVATOR REFURBISHMENT (P38)' and a table with columns 'PRIOR' and 'FY 2'.

	PRIOR	FY 2
1994 Fire Rescue District Bonds		

8A.

This screen is the Expense Mapping composite form.

The screenshot shows the 'Expense Mapping composite form'. It displays the 'Task - Capital Project Dashboard-Project Dashboard' tab and the 'Bread Crumbs Trail' as 'Project Dashboard > Option 2 index budgeting'. The form shows the 'Entity: P: ELEVATOR REFURBISHMENT (P385480)' and the 'Project\_Site: S76831 - Ref'. Below this, there is a table with columns 'PRIOR', 'FY 2014-15', 'FY 2015-16', 'FY 2016-17', and 'FY 2017-18'.

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds		20000		0	
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	720000	1000000	0	

8B.

The top section (1) is the “Budgetary View” of Expenses by Fund and Milestone.

The bottom section (2) is the “Financial View” of Expenses by Revenue (Funding Source), Index Code, and Milestone.

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Option 2 index budgeting

Entity: P: ELEVATOR REFURBISHMENT (P385480) Project\_Site: S76831 - F

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds	All_Milestones		20000		0	
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000		
Expense Total	Expense Total	1765000	720000	1000000	0	

1

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17
		PRIOR	S76831	S76831	S76831
		PRIOR	P385480	P385480	P385480
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT	All_Milestones				

2

IMPORTANT:

The information entered in section 2 “Financial View” Expenses by Index Code and Milestone will be exported “uploaded” into FAMIS.

8C.

Users can view the individual Milestones by clicking on the + icon in front of all the Milestones.

**Task - Capital Project Dashboard-Project Dashboard** Task Ins

Project Dashboard > Option 2 index budgeting

Entity: P: ELEVATOR REFURBISHM

		PRIOR
1994 Fire Rescue District Bonds	+ All_Milestones	
Capital Outlay Reserve	+ All_Milestones	1765000
Expense Total	Expense Total	1765000

CPE313CRELEV - COR-ELEVATOR REFURBISHMENT + All\_Milestones

CPE313CRELEV - COR-ELEVATOR REFURBISHMENT

- Art Allowance
- Automobiles/Vehicles
- Books Publications and Library Materials
- Building Acquisition/Improvements
- Construction
- Debt Service/Bond Issuance Costs
- Furniture Fixtures and Equipment
- Land Acquisition/Improvements
- Other Capital
- Permitting

9.

To budget expenses in this form, the user needs identify the Revenue (Funding Source) and expand the Milestone to click on a cell.

Only WHITE cells are available for entering information.

Entity: P: ELEVATOR REFURBISHMENT (P385480)

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
994 Fire Rescue District Bonds	All_Milestones					0
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000		
Expense Total	Expense Total	1765000	700000	1000000	0	

Revenue (Funding Source)

Index Code

		PRIOR	FY 2014-15
PE313CRELEV - COR-ELEVATOR REFURBISHMENT		PRIOR	576831
		PRIOR	P385480
	Art Allowance		
	Automobiles/Vehicles		
	Books Publications and Library Materials		
	Building Acquisition/Improvements		
	Construction		

9A.

When entering information in the cell, please note that the field (box) will turn YELLOW until the form is saved.

PRIOR	FY 2014-15	FY
PRIOR	576831	S
PRIOR	P385480	P3
	300000	

9B.

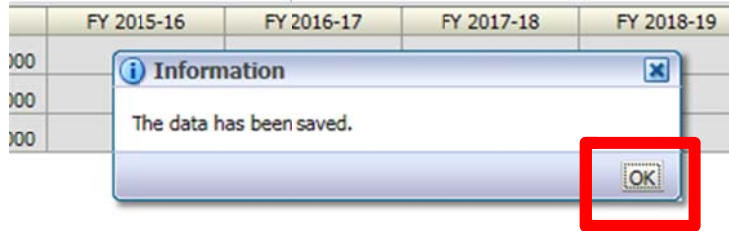
To SAVE, click on the Save icon.



9C.

After saving, a message will be displayed to advise you that:

- The data has been SAVED.



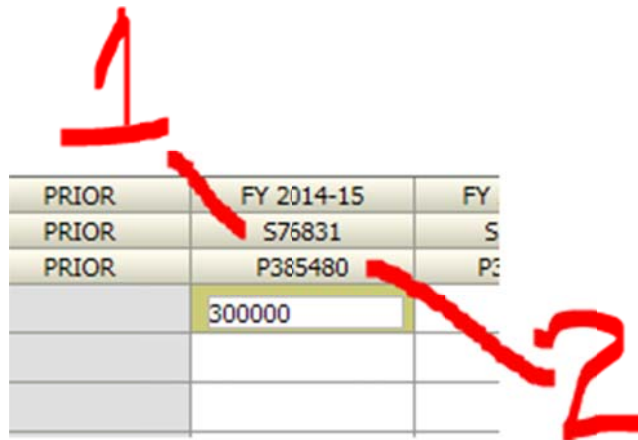
Click ok

Helpful Hints:

In this form, the user will notice two numbers displayed underneath the Fiscal Year.

1 = The Project Site Number


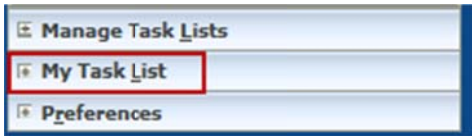
2= The project Number



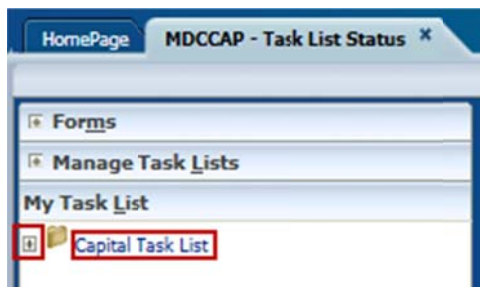
This is to assist the user in keeping track of what Project/Project Site they are budgeting for.

Below is the Second way an individual can MAP Budget Expenses to Index Codes in the new Hyperion CBAT system.

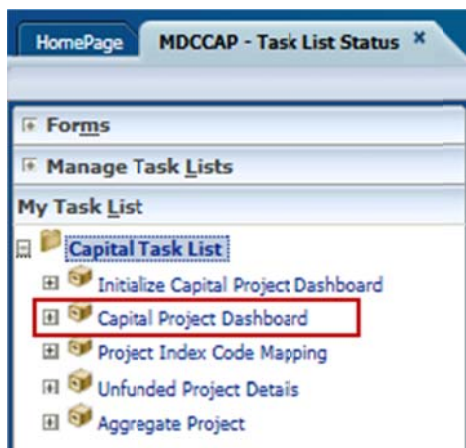
- Open the Capital Project Dashboard
- Select a Project
- Open the Budget Revenue and Expense form
- From the Expense section, open the Expense Mapping Composite form
- Map and Save budgetary expenses to related Index Codes

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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 ONLY**

Form/Column 3 – **Project Site Information ONLY**

The screenshot shows the 'Task List Status' window for the 'Capital Project Dashboard'. It contains three main columns. Column 1 (left) is the 'Information Driver' and contains a list of tasks, with the first one being '577601 - Modify roof top security with smart fencing system and add camera'. Column 2 (middle) is 'Project Information ONLY' and contains fields for 'Project\_Actual\_End\_Date', 'Project\_Actual\_Start\_Date', 'Project\_CSE\_Element', 'Project\_CSE\_Info', 'Project\_Commitment\_Council\_Dist', 'Project\_Comment', 'Project\_Contract\_Number', 'Project\_Department', and 'Project\_Description'. Column 3 (right) is 'Project Site Information ONLY' and contains fields for 'Site\_Actual\_Cost', 'Site\_Actual\_End\_Date', 'Site\_Actual\_Start\_Date', 'Site\_Commitment\_Council\_Dist', 'Site\_Comment', 'Site\_Contract\_Number', 'Site\_Description', and 'Site\_G008\_Roller\_Question'. Red circles 1, 2, and 3 are placed above the respective columns.

4B.

Form/Column 1 – **Information Driver**

This is the driver of your Capital Project Dashboard.

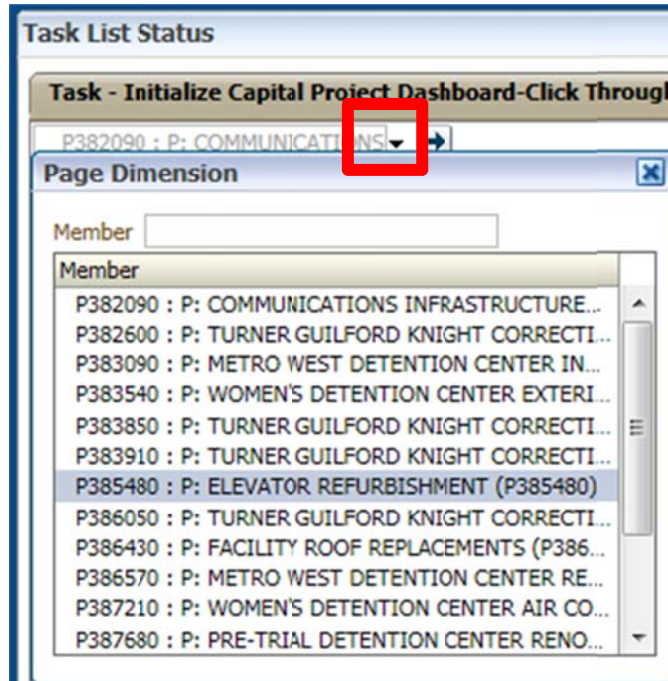
It is called the “Master” form and it is interactive.

This screenshot is identical to the one in 4A, showing the 'Task List Status' window with three columns: 'Information Driver' (left), 'Project Information ONLY' (middle), and 'Project Site Information ONLY' (right). Red circles 1, 2, and 3 highlight the respective columns.

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



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

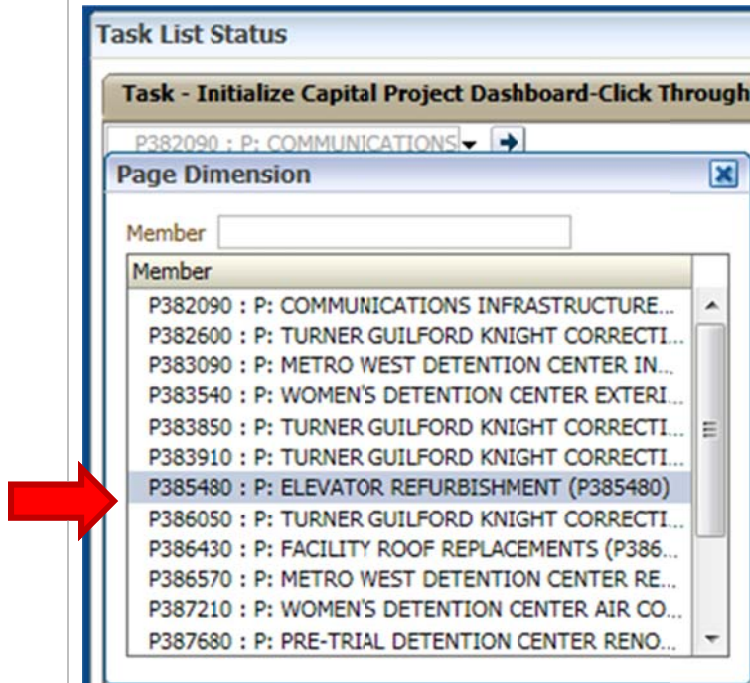


NOTE:

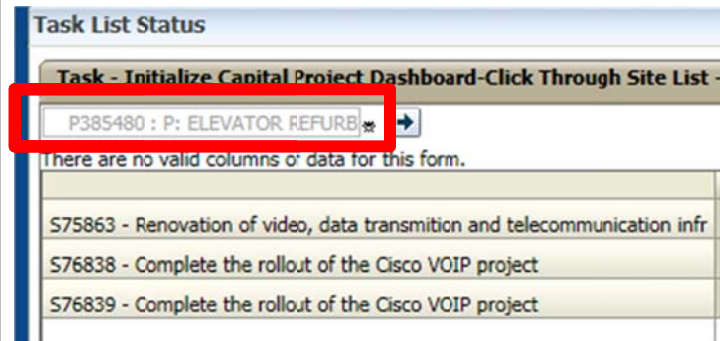
All Projects will have the letter "P" in front of the number.

"P" denotes Project.

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



- 5B, Now the project you selected is showing in the dropdown box.



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.

Task - Capital Project Dashboard-Project Dashboard

P385480 : P: ELEVATOR REFURBIS

Page Dimension

Member 385

Member

P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...

P385480 : P: ELEVATOR REFURBISHMENT (P385480)

Task - Capital Project Dashboard-Project Dashboard

P385480 : P: ELEVATOR REFURBIS

Page Dimension

Member Ele

Member

P385480 : P: ELEVATOR REFURBISHMENT (P385480)

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

**Task List Status**

**Task - Initialize Capital Project Dashboard-Click Through Site List -**

P385480 : P: ELEVATOR REFURBISHMENT →

There are no valid columns of data in this form

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

- 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.

**Task List Status**

**Task - Capital Project Dashboard-Project Dashboard** Task Instruction

P385480 : P: ELEVATOR REFURBISHMENT →

There are no valid columns of data in this form

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

6B.

When a Project has been selected, you will see in form/column 1 a variety of Project Sites begin to populate.

The screenshot shows the 'Task List Status' window with three columns of data. Column 1 (labeled 1) shows project details for 'P385480 : P: TURNER GULFORD'. Column 2 (labeled 2) shows project details for 'P385480 : P: TURNER GULFORD'. Column 3 (labeled 3) shows project details for 'P385480 : P: TURNER GULFORD'.

6C.

The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.

The screenshot shows the 'Task List Status' window with a list of project sites. The list is highlighted with a red box. The list contains five entries, all starting with 'S' followed by a number and a description.

S76831	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594	- Refurbish elevators at Pretrial Detention Center (5), Turner Gui

NOTE:

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

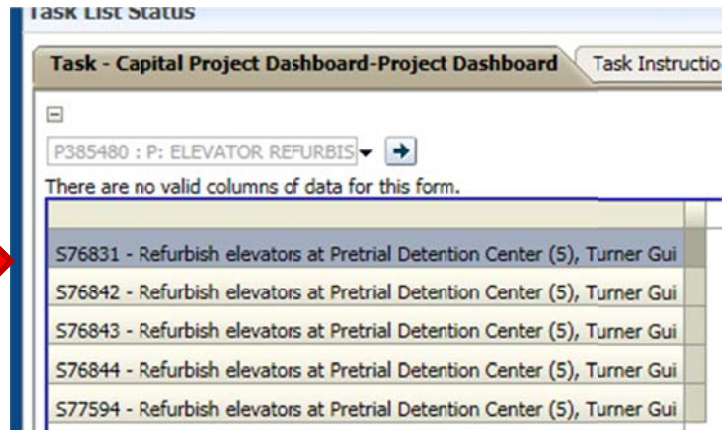
“S” denotes Project Site.

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 cursor to a Project Site and left click on your mouse.



The screenshot shows a window titled "Task List Status" with a tab labeled "Task - Capital Project Dashboard-Project Dashboard". Below the tab is a search bar containing "P385480 : P: ELEVATOR REFURBIS" and a search button. Below the search bar is a message: "There are no valid columns of data for this form." Below the message is a table with five rows of project sites. A red arrow points to the first row of the table.

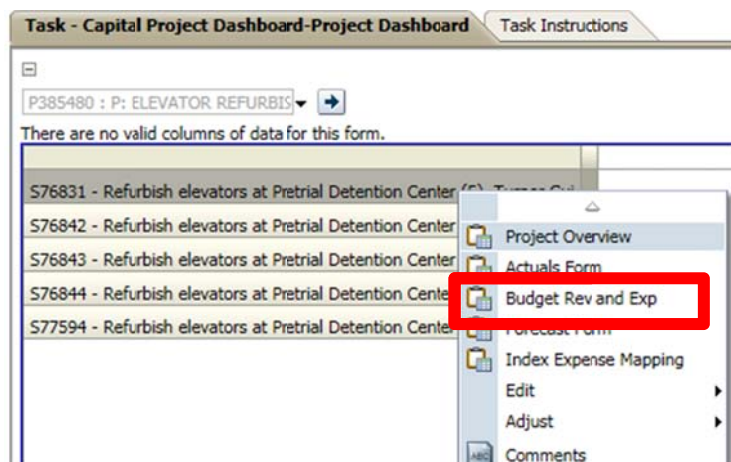
S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

The Project Site you selected will now be highlighted.

7A.

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 pop-up to the right, click on the Budget Rev and Exp icon.



NOTE:

Write the project site number selected in the notes column so you can keep track, what you have mapped

Project Site #

---



7C.

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

Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

1

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Total Revenue	1765000	700000	1000000		

2

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Capital Outlay Reserve	1765000	700000	1000000		
Expense Total	1765000	700000	1000000		
Rev - Exp	0	0	0		

Helpful Hint:

The user will always know what screen they are in if they look at the “**Bread Crumbs Trail**” underneath the tab – Task – Capital Project Dashboard – Project Dashboard

The “**Bread Crumbs Trail** is....  
Project Dashboard > Rev & Exp

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR REFURBISHMENT (P385480)

	PRIOR	FY 2014-15
1994 Fire Rescue District Bonds		
Capital Outlay Reserve	1765000	700000



8B.

In the Expense section (2), right-click on a Revenue (Funding Source).

Revenues = 1  
Expenses = 2

1

**Task - Capital Project Dashboard-Project Dashboard**

Project Dashboard > Rev & Exp

Entity: P: ELEVATOR

	PRIOR
1994 Fire Rescue District Bonds	
Capital Outlay Reserve	1765000
Total Revenue	1765000

2

Entity: P: ELEVATOR

1994 Fire Rescue District Bonds	⊕ All_Milestones
Capital Outlay Reserve	⊕ All_Milestones
Expense Total	Expense Total
Rev - Exp	Rev - Exp

8C.

Now click on the Index Expense Mapping icon.

1

**Task - Capital Project Dashboard-Project Dashboard**  
Project Dashboard > Rev & Exp

Entity: P: ELEVATOR

	PRIOR
1994 Fire Rescue District Bonds	
Capital Outlay Reserve	1765000
Total Revenue	1765000

- Add Milestone
- Index Expense Mapping**
- Revenue and Expense Detail
- Edit
- Adjust
- Comments
- Supporting Detail
- Show Change History
- Document Attachments
- Lock/Unlock Cells
- Filter
- Sort
- Select All

	All_Milestones
1994 Fire Rescue	
Capital Outlay Reserve	
Expense Total	Expense Total
Rev - Exp	Rev - Exp

2

9.

You will notice that the screen has changed again.

You will also see the **project name and number** displayed underneath the tab – Task – Capital Project Dashboard – Project Dashboard

Task - Capital Project Dashboard-Project Dashboard

Task Instructions

Project Dashboard > Rev & Exp > Option 2 index budgeting

Entity: P: ELEVATOR REFURBISHMENT (P385480)

		PRIOR	FY 2014-15	FY 2015
1994 Fire Rescue District Bonds	All_Milestones			
Capital Outlay Reserve	All_Milestones	1765000	700000	10
Expense Total	Expense Total	1765000	700000	10

....as well as the **project site name and number**.

Project_Site: S76831 - Refurbish elevators at Pretrial Detention Center (S), Turner Gui				
FY 2017-18	FY 2018-19			0
				3465000
				3465000

FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	TOTAL
S76831	S76831	S76831	S76831	S76831	TOTAL
P385480	P385480	P385480	P385480	P385480	TOTAL

Helpful Hint:

The user will always know what screen they are in if they look at the “**Bread Crumbs Trail**” underneath the tab – Task – Capital Project Dashboard –Project Dashboard

The “**Bread Crumbs Trail** is....

Project Dashboard > Option 2 Index Budgeting

		PRIOR	FY
1994 Fire Rescue District Bonds	All_Milestones		
Capital Outlay Reserve	All_Milestones	1765000	

9A.

This screen is the Expense Mapping composite form.

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds	All_Milestones		20000		0	
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000		
Expense Total	Expense Total	1765000	720000	1000000	0	

9B.

The top section (1) is the “Budgetary View” of Expenses by Fund and Milestone.

The bottom section (2) is the “Financial View” of Expenses by Revenue (Funding Source), Index Code, and Milestone.

Task - Capital Project Dashboard-Project Dashboard Task Instructions

Project Dashboard > Option 2 index budgeting

Entity: P: ELEVATOR REFURBISHMENT (P385480) Project\_Site: S76831 - F

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1994 Fire Rescue District Bonds	All_Milestones		20000		0	
Capital Outlay Reserve	All_Milestones	1765000	700000	1000000		
Expense Total	Expense Total	1765000	720000	1000000	0	

1

		PRIOR	FY 2014-15	FY 2015-16	FY 2016-17
		PRIOR	S76831	S76831	S76831
		PRIOR	P385480	P385480	P385480
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT	All_Milestones				

2

IMPORTANT:

The information entered in section 2 “Financial View” Expenses by Index Code and Milestone will be exported “uploaded” into FAMIS.

9C.

Users can view the individual Milestones by clicking on the + icon in front of all the Milestones.

**Task - Capital Project Dashboard-Project Dashboard** Task Insti

Project Dashboard > Rev & Exp > Option 2 index budgeting

Entity: P: ELEVATOR REFURBISHME

		PRIOR
1994 Fire Rescue District Bonds	+ All_Milestones	
Capital Outlay Reserve	+ All_Milestones	1765000
Expense Total	Expense Total	1765000

CPE313CRELEV - COR-ELEVATOR REFURBISHMENT + All\_Milestones

10.

To budget expenses in this form, the user needs identify the Revenue (Funding Source) and expand the Milestone to click on a cell.

CPE313CRELEV - COR-ELEVATOR REFURBISHMENT		PRIOR
		PRIOR
		PRIOR
Art Allowance		
Automobiles/Vehicles		
Books Publications and Library Materials		
Building Acquisition/Improvements		
Construction		
Debt Service/Bond Issuance Costs		
Furniture Fixtures and Equipment		
Land Acquisition/Improvements		
Other Capital		
Permitting		

Only WHITE cells are available for entering information.

		PRIOR	FY 2014-15	FY 2015-16
		PRIOR	576831	576831
		PRIOR	P385480	P385480
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT	Art Allowance			
	Automobiles/Vehicles			
	Books Publications and Library Materials			
	Building Acquisition/Improvements			
	Construction			
	Debt Service/Bond Issuance Costs			

10A.

When entering information in the cell, please note that the field (box) will turn YELLOW until the form is saved.

PRIOR	FY 2014-15	FY 2015-16
PRIOR	576831	576831
PRIOR	P385480	P385480
	300000	

10B.

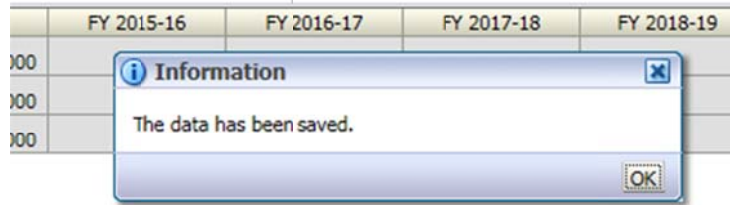
To SAVE, click on the Save icon.

HomePage MDCorp Task List Status x

10C.

After saving, a message will be displayed to advise you that:

- The data has been SAVED.



Click ok

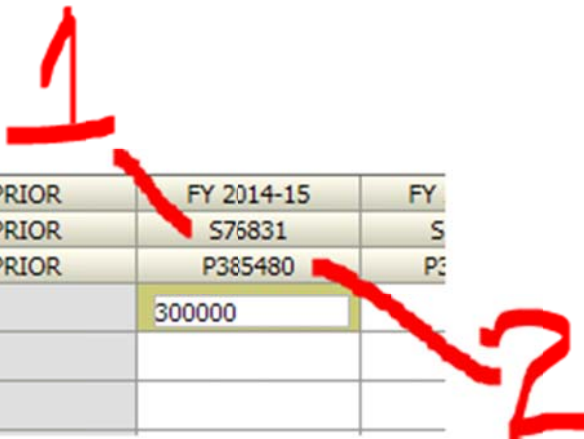


Helpful Hints:

In this form, the user will notice two numbers displayed underneath the Fiscal Year.

1 = The Project Site Number

2= The project Number



PRIOR	FY 2014-15	FY
PRIOR	S75831	S
PRIOR	P385480	P:
	300000	

This is to assist the user in keeping track of what Project/Project Site they are budgeting for.

## Activity 7: Forecast Current Year Expenses in Hyperion

This activity will describe to users how to view Forecast Current Year Expenses in Hyperion.

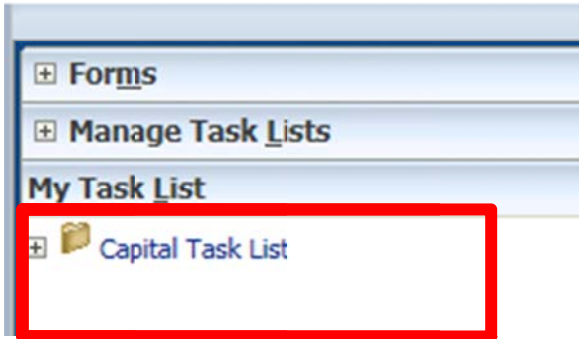
This task utilizes the Forecast Composite form which will display project/project site Actuals, Budget, and Forecasted data.

It is important to note that if the user has not mapped their index codes to a Project/Project Site, the user will **NOT** be able to forecast.

### In this activity, you will:

- Open the Capital Project Dashboard
- Select a Project
- Open the Forecast Composite form
- View related Index Codes.

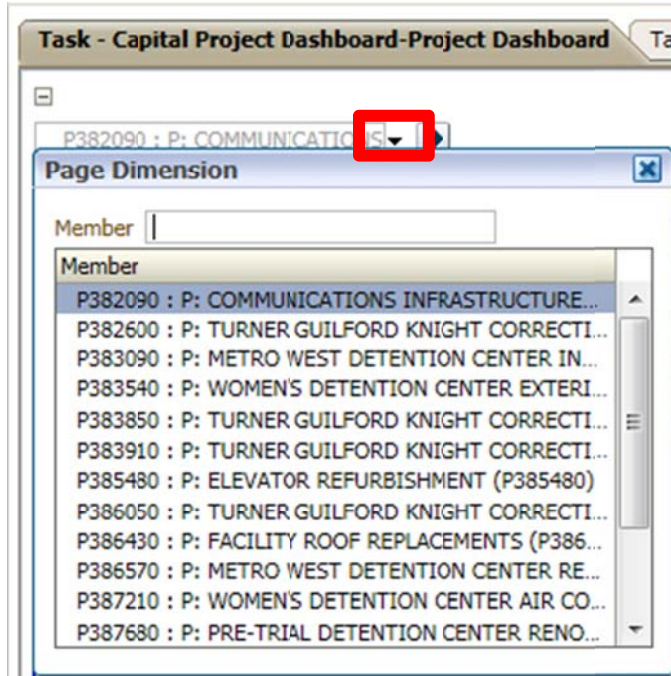
Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>On the left hand side of the screen there is a list. This is called the View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

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



5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).

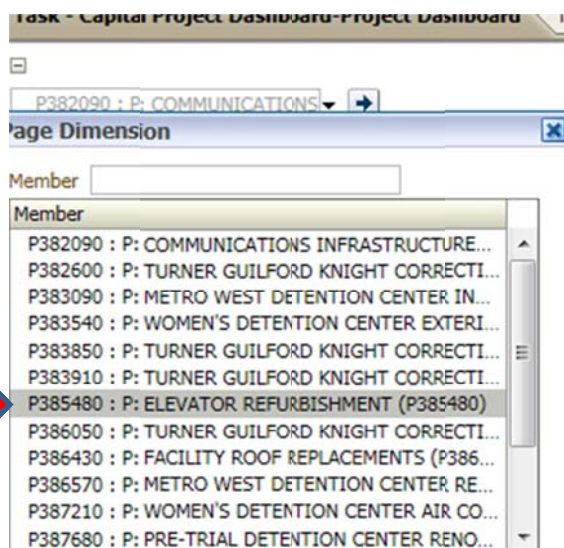


NOTE:

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

"P" denotes Project.

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



Task - Capital Project Dashboard-Project Dashboard

P382090 : P: COMMUNICATIONS

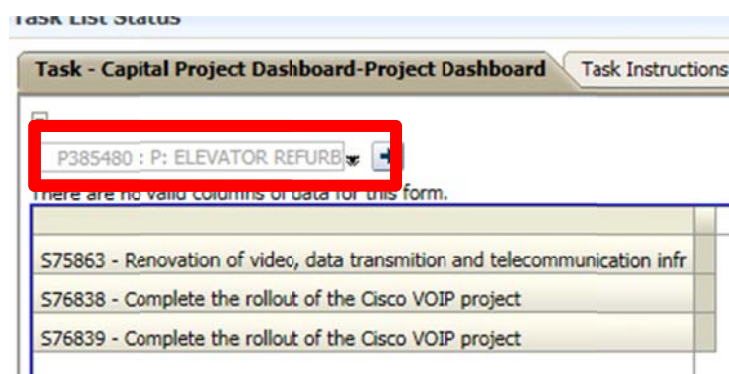
Page Dimension

Member

Member

- P382090 : P: COMMUNICATIONS INFRASTRUCTURE...
- P382600 : P: TURNER GUILFORD KNIGHT CORRECTI...
- P383090 : P: METRO WEST DETENTION CENTER IN...
- P383540 : P: WOMEN'S DETENTION CENTER EXTERI...
- P383850 : P: TURNER GUILFORD KNIGHT CORRECTI...
- P383910 : P: TURNER GUILFORD KNIGHT CORRECTI...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)**
- P386050 : P: TURNER GUILFORD KNIGHT CORRECTI...
- P386430 : P: FACILITY ROOF REPLACEMENTS (P386...
- P386570 : P: METRO WEST DETENTION CENTER RE...
- P387210 : P: WOMEN'S DETENTION CENTER AIR CO...
- P387680 : P: PRE-TRIAL DETENTION CENTER RENO...

5B.. Now the project you selected is showing in the dropdown box.



Task List Status

Task - Capital Project Dashboard-Project Dashboard Task Instructions

P385480 : P: ELEVATOR REFURB...

There are no valid columns or data for this form.

S75863 - Renovation of video, data transmission and telecommunication infr
S76838 - Complete the rollout of the Cisco VOIP project
S76839 - Complete the rollout of the Cisco VOIP project

### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member Ele

Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)



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 in form/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.

6B.

### Form/Column 2 – **Project Information ONLY**

This displays the Project's attributes. The “**Project**” is the “**BIG**” 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

	No Year	Budget
Project_Actual_End_Date		
Project_Actual_Start_Date		
Project_CIE_Element		Not-Applicable
Project_CIE_Info		Not-Applicable
Project_Comm_Council_Dist		Council District 08
Project_Comment		
Project_Contract_Number		
Project_Dept_ID		CR

7.

### 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.

	No Year	Budget
Site_Actual_End_Date		
Site_Actual_Start_Date		
Site_Actual_End_Date		
Site_Actual_Start_Date		
Site_Comm_Council_Dist		Council District 08
Site_Comment		
Site_Contract_Number		
Site_Dept_ID		CR

7A. Selecting a Project Site should be done immediately after the user has selected a Project.

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

Task - Capital Project Dashboard-Project Dashboard Task Instructio

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

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.

7B. The Project Site list that you will see, are **ONLY** those Project Sites associated to the Project you have selected.

Task - Capital Project Dashboard-Project Dashboard Task Instructio

P385480 : P: ELEVATOR REFURB

There are no valid columns of data for this form.

S76831 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76842 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76843 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S76844 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui
S77594 - Refurbish elevators at Pretrial Detention Center (5), Turner Gui

7C.

Form/Column 3 – **Project Site Information ONLY**

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.

P: TURNER GUILFORD KNIGHT CO		577601 - Modify roof
	No_Year	
	Budget	.00
Site_Actual_Cost		
Site_Actual_End_Date		
Site_Actual_Start_Date		
Site_Comm_Council_Dist	Council District	10
Site_Comment		
Site_Commission_Dist	District 12	
Site_Contract_Number		
Site_Description	Modify roof top	security with

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.

8. Now that you have selected your Project Site to Forecast, right-click on the project site and a pop-up box will appear to the right

Click on the Forecast Form icon.

The screenshot shows the 'Task - Capital Project Dashboard-Project Dashboard' window. At the top, there is a tab labeled 'Task Instruc'. Below the tab, there is a search bar containing 'P385480 : P: ELEVATOR REFURB' and a right-pointing arrow button. Below the search bar, a message states 'There are no valid columns of data for this form.' Below this message is a list of project items, each with a small icon to its left. The first item, 'S76831 - Refurbish elevators at Pretrial', is highlighted with a red box. To the right of this list, a context menu is open, displaying several options: 'Project Overview', 'Actuals Form', 'Budget Rev and Exp', 'Forecast Form', 'Index Expense Mapping', and 'Edit'. The 'Forecast Form' option is highlighted with a red box.

9. The user will now notice that the screen has changed its view.
- This is called the Forecast Composite form view.
- The Forecast Composite form is divided into 3 sections:
1. Actuals
  2. Budget
  3. Forecast

**Task - Capital Project Dashboard-Project Dashboard** Task Instructions

Project Dashboard > Forecast Composite

P: ELEVATOR REFURBISHMENT (P) 576831 - Refurbish elevators at Pre

	FY15	TOTAL
	YearTotal	null
TOTAL	null	

1

P: ELEVATOR REFURBISHMENT (P) 576831 - Refurbish elevators at Pre

		FY 2014-15	
		Budget	
		BegBalance	Oct
Capital Outlay Reserve	All_Milestones	700,000	
CPA001DE0841 - DRNG NW 67 AVE. AND IW 22 ST.	All_Milestones		
No_Funding_Source	All_Milestones		

2

3

9A.

The bottom of the form (section 2) contains:

- The Revenue (Funding Source)
- The Index Code mapped -by the user to that Revenue (Funding Source)
- The Adopted Budget (current year) for the Milestone associated to the Revenue (Funding Source)

Form Screenshot:

Section 2: ELEVATOR REFURBISHMENT (P3) S76831 - Refurbish elevators at Pre

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	+ All_Milestones	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	+ All_Milestones	
No_Funding_Source	+ All_Milestones	

NOTE:

The user cannot edit the Budget from this form.

9B.

You should be able to see the Revenue (Funding Source)

Form Screenshot:

Section 2: ELEVATOR REFURBISHMENT (P3) S76831 - Refurbish elevators at Pre

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	+ All_Milestones	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	+ All_Milestones	
No_Funding_Source	+ All_Milestones	

9C.

The index code mapped to the Revenue (Funding Source)

Form Screenshot:

Section 2: ELEVATOR REFURBISHMENT (P3) S76831 - Refurbish elevators at Pre

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	+ All_Milestones	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	+ All_Milestones	
No_Funding_Source	+ All_Milestones	

9D.

And lastly, you should see Milestones.

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	<input type="button" value="+ All_Milestones"/>	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	<input type="button" value="+ All_Milestones"/>	
No_Funding_Source	<input type="button" value="+ All_Milestones"/>	

9E.

To open a Milestone and view all the Milestones, the user must click on the + icon

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	<input type="button" value="+ All_Milestones"/>	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	<input type="button" value="+ All_Milestones"/>	
No_Funding_Source	<input type="button" value="+ All_Milestones"/>	

9F.

Once you click on the + icon next to the Milestone, you will see the list expand.

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	<input type="button" value="+ All_Milestones"/>	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	<input type="button" value="+ All_Milestones"/> <ul style="list-style-type: none"> <li>Art Allowance</li> <li>Automobiles/Vehicles</li> <li>Books Publicationsand Library Materials</li> <li>Building Acquisition/Improvements</li> <li>Construction</li> <li>Debt Service/Bond Issuance Costs</li> <li>Furniture Fixtures and Equipment</li> <li>Land Acquisition/Improvements</li> <li>Other Capital</li> </ul>	



9G.

Section 2 of the form is where the user can see the budgeted expenses and forecast.

The user will be able to forecast by Revenue (Funding Source) and Milestone.

NOTE:

If you have not mapped your index codes, you will NOT be able to forecast.

P: ELEVATOR REFURBISHMENT (P) S76831 - Refurbish elevators at Pre

		FY 2014-15
		Budget
		BegBalance
Capital Outlay Reserve	All_Milestones	700,000
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	All_Milestones	
No_Funding_Source	All_Milestones	

10.

To forecast, just select the index code, and the Milestone you wish to add a dollar value to.

P: ELEVATOR REFURBISHMENT (P) S76831 - Refurbish elevators at Pre

		FY 2014-15	Oct	Nov	Dec	Jan	Feb	Mar
		Budget						
		BegBalance						
Capital Outlay Reserve	All_Milestones	700,000						
CPA001DE0841 - DRNG NW 67 AVE. AND NW 22 ST.	All_Milestones							
	Art Allowance							
	Automobiles/Vehicles							
	Books Publications and Library Materials							
	Building Acquisition/Improvements							
	Construction							
	Debt Service/Bond Issuance Costs							
	Furniture Fixtures and Equipment		50,000	200,000				
	Land Acquisition/Improvements							

10A.

The user has two ways to forecast:

- 1 – Monthly
- 2 – Quarterly

10B.

For monthly forecasting, the user just adds a dollar value in the Milestone and Month

		Budget	Oct	Nov
		BegBalance		
All_Milestones		700,000		
Art Allowance				
Automobiles/Vehicles				
Books Publications and Library Materials				
Building Acquisition/Improvements				
Construction				
Debt Service/Bond Issuance Costs				
Furniture Fixtures and Equipment			50,000	200,000
Land Acquisition/Improvements				

10B.

For quarterly forecasting, the user just needs adds the dollar value in the quarter in which it will be expended.

Oct	Nov	Dec	Q1
250,000	250,000	250,000	750,000

NOTE:

If you forecast quarterly, the CBAT system will divide that number in 3 and equally distribute the value across the three months for that particular quarter chosen.

11.

When adding a value, the user will notice that the cell turns **YELLOW**.

This is to remind the user that the information stored in that cell has not been saved.

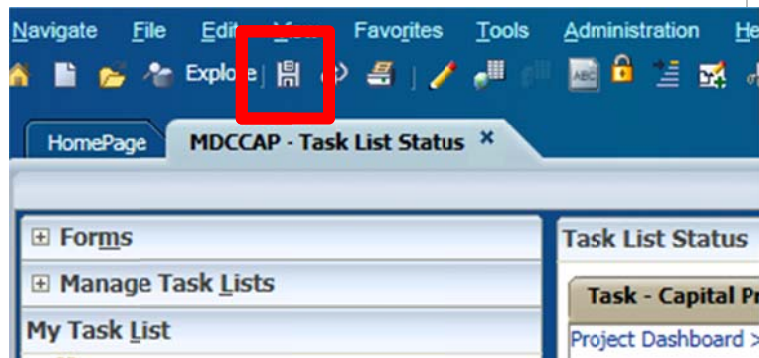
Debt Service/Bond Issuance Costs		
Furniture Fixtures and Equipment		250,000
Land Acquisition/Improvements		

NOTE:

GRAYcells = means that the user cannot make a change to that cells value.

11A.

To SAVE the information stored in the YELLOW cell, the user must click on the SAVE icon found in the upper right-hand corner of the screen

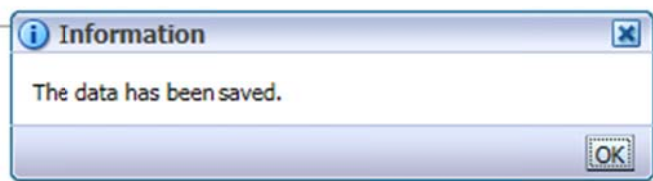


11B.

Once the value has been saved, the user will see a box like the one below pop up on their screen.

Also note, that the values saved now reside in a white box.

WHITE cells = Saved information

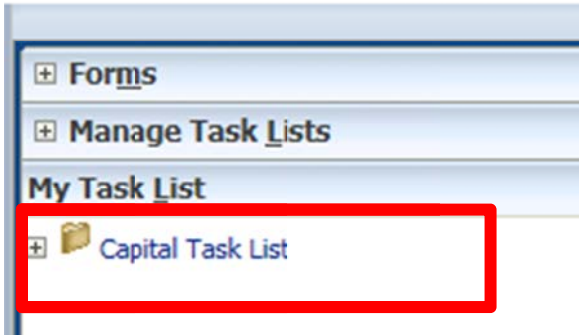
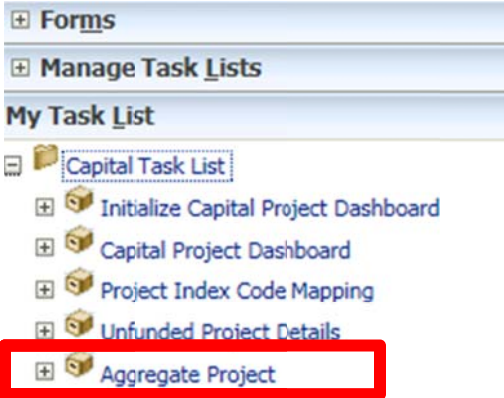


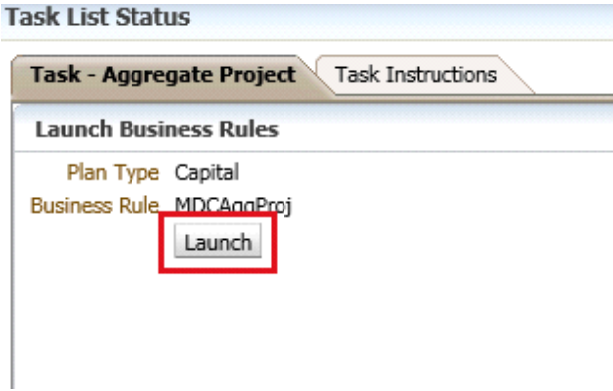
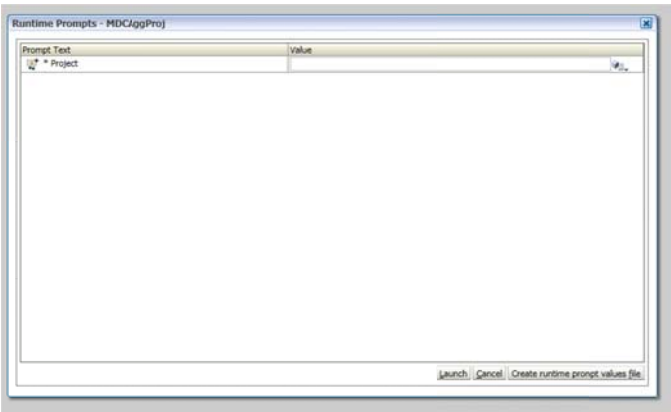
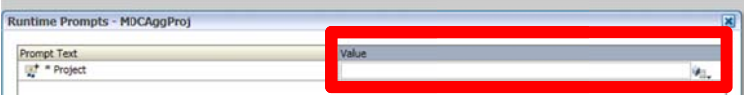
## **Activity 8: Aggregate Project in Hyperion**

This activity describes how to Aggregate Project in Hyperion.

This task aggregates data from the Project level up to the Department level.

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

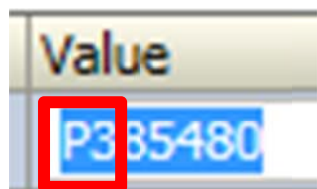
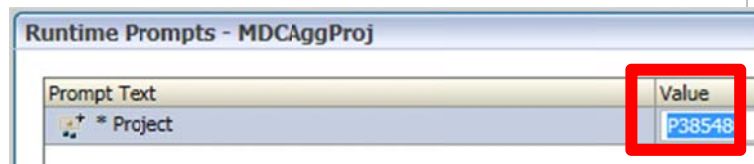
3.	<p>You will see the My Task List folder expand. Click on the + sign next to the Capital Task List. .</p> 	
4.	<p>You will see the Capital Task List folder expand. Look for the folder Aggregate Project</p>  <p>Click on the Aggregate Project icon.</p>	

5.	<p>You will notice that the screen to the right has now changed.</p> <p>Click the Launch icon to execute the aggregation process.</p> 	
6.	<p>After clicking on the Launch icon you will see another box pop-up on your screen</p> 	
6A.	<p>In this screen, you will input your Project Number.</p> 	

6B.

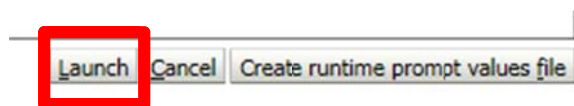
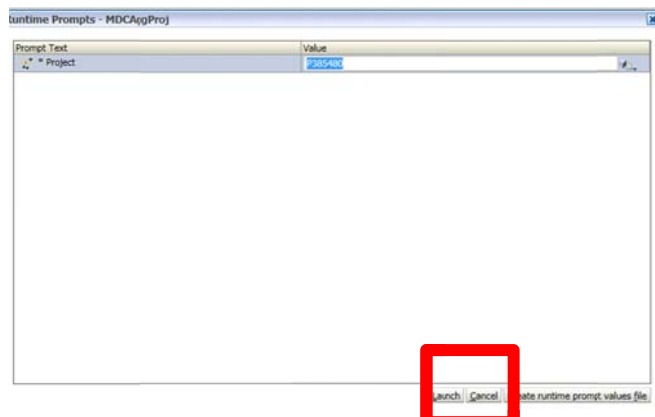
If you know your Project Number you can enter it directly into the field.

**Please note that all project numbers must begin with the letter “P” than the number.**



6C.

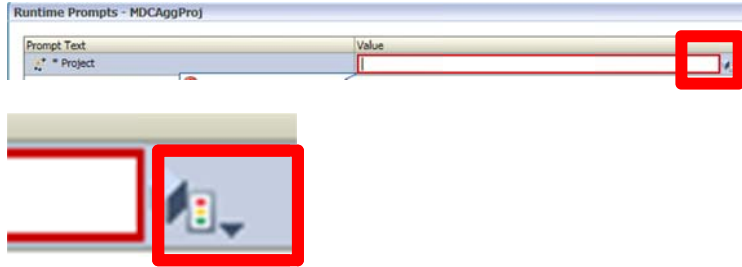
After you have entered the Project Number directly into the field, click on the Launch icon located at the lower right-hand corner of the pop-up box.





6D.

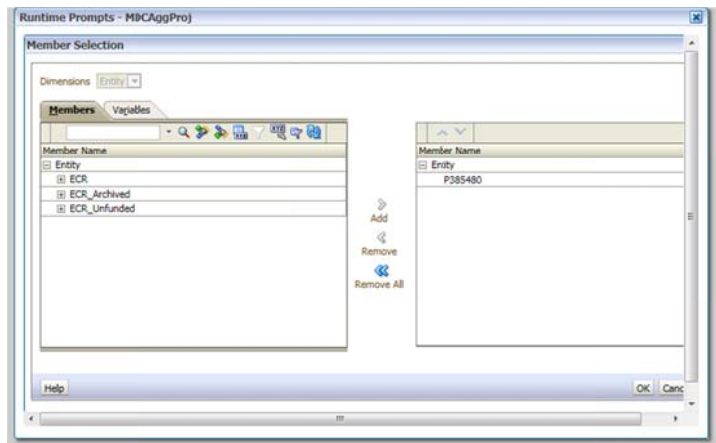
If you do not know your Project Number, click on the Member icon directly to the right of the project field box.



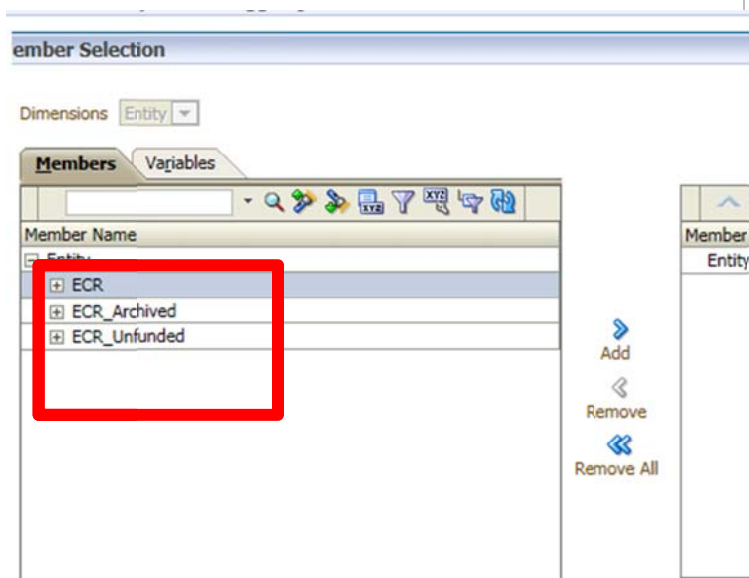
7.

Once you have clicked on the Member icon, the screen below will appear.

This is what the user will use to find their project.

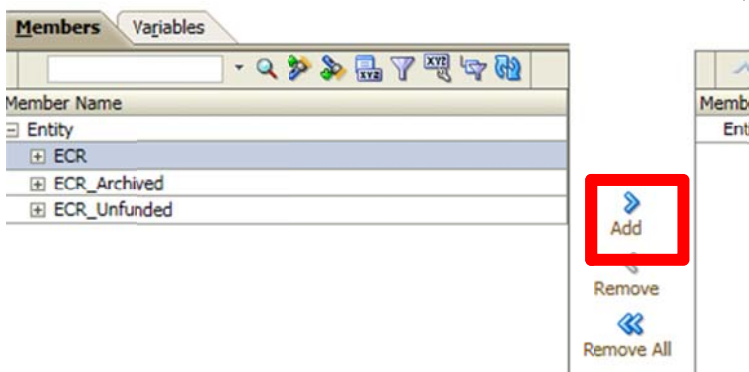


- 7A. From the Member Selection ,  
1. Select a Member from the left panel



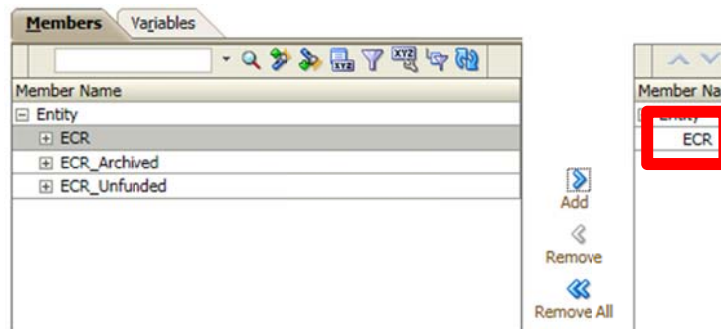
- 7B. NOTE:  
  
The user will only see the department that he/she has security access to.  
  
If you manage projects for another department, you will see more than one department listed on the screen.

- 7C. Once you have selected the Department, click on the ADD icon to the right.



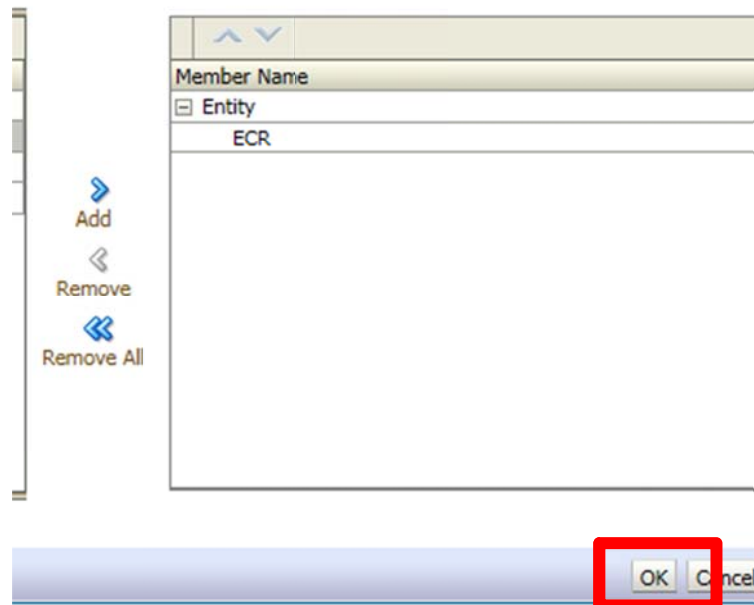
7D.

Once you have clicked on the ADD icon, you will see the Department has moved to the right



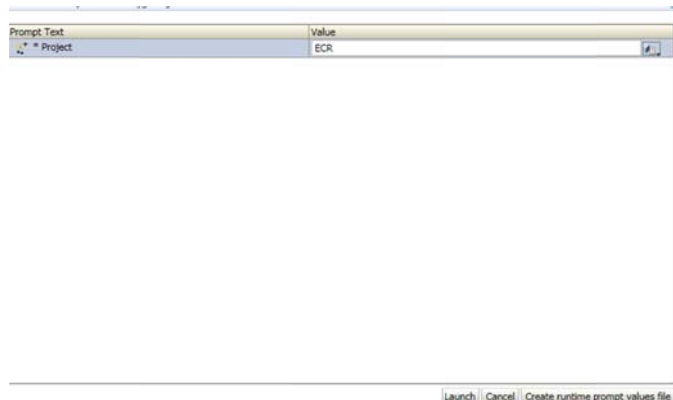
7E.

Then click on the OK icon found in the lower right-hand corner



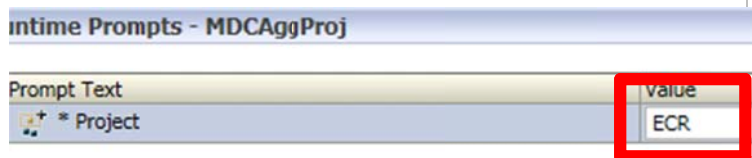
7F.

You will now notice that you were brought back to where you originally started.



7G.

You will also see in the upper right-hand corner, your Department

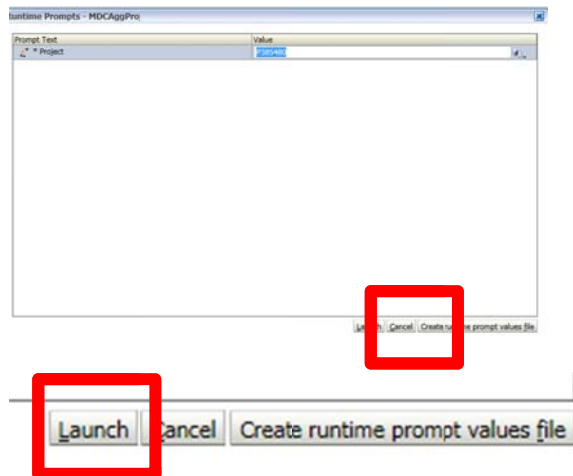


NOTE:

“E” in front of your two letter department code stands for “Entity”

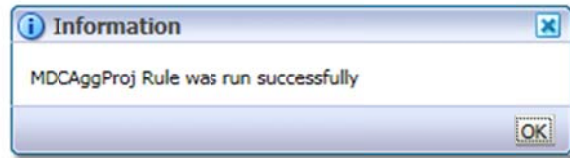
7H.

After you have entered the Project Number directly into the field, click on the Launch icon located at the lower right-hand corner of the pop-up box.



8.

If you have launched your application successfully, you will see the message below pop up



Click on the OK icon.

## Activity 9: View Unfunded Project Details in Hyperion

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

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 and/or project site are called “**Attributes**”. The following are various examples of Project/Project Site attributes.

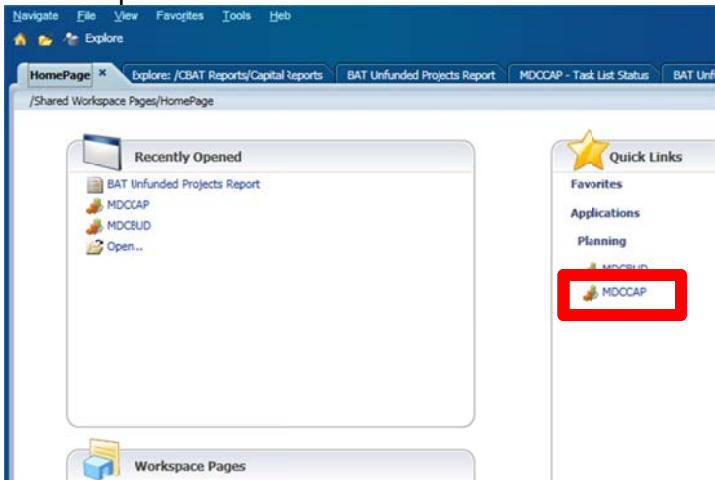
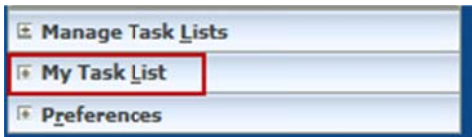
- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments
- Unfunded

It is important to note that to mark a project as “**Unfunded**”, the user will have to go into PeopleSoft.

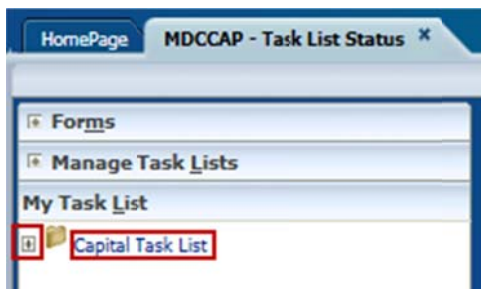
This activity **only** assists the user in viewing Unfunded Project Details in Hyperion.

### **In this activity, you will:**

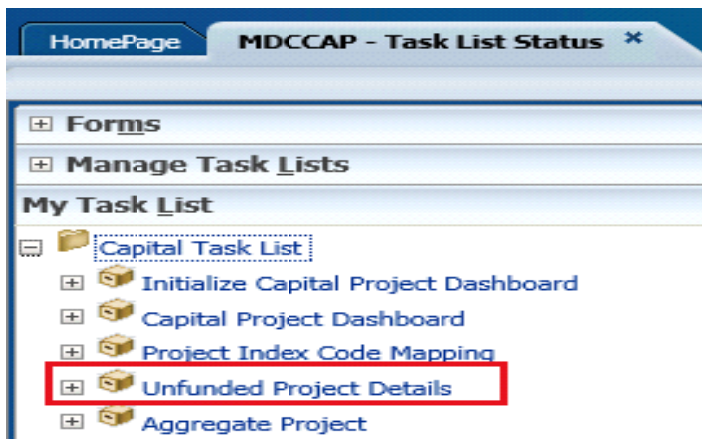
- Learn how to view your unfund capital projects

Step	Action	Notes
1.	<p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

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 Unfunded Project Details.



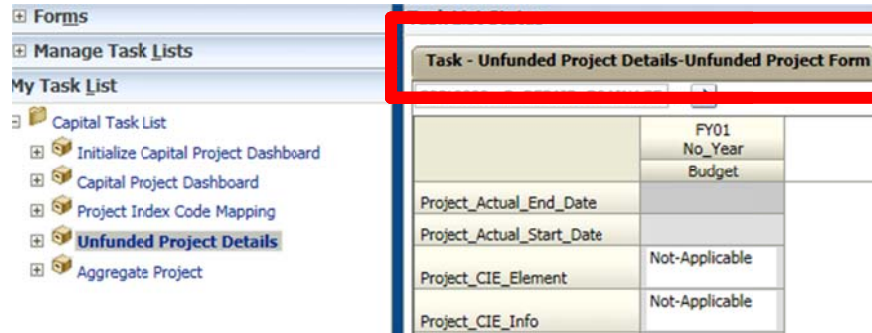
Click on the Unfunded Project Details icon.



4A.

To the right of your screen you will notice a brown tab Task – Unfunded Project Details.

This is your Unfunded Project Details form.



Task - Unfunded Project Details-Unfunded Project Form	
	FY01 No_Year
	Budget
Project_Actual_End_Date	
Project_Actual_Start_Date	
Project_CIE_Element	Not-Applicable
Project_CIE_Info	Not-Applicable

NOTE:

You will notice that the Unfunded Project Details form is similar to that of your Project and Project Site Details form.

4B.

Underneath the tab - Task – Unfunded Project Details is a drop down box with **ALL** your unfunded capital projects.

The screenshot shows a software window titled 'Task List Status'. Inside, there is a tab labeled 'Task - Unfunded Project Details-Unfunded Project'. Below the tab is a dropdown menu with a red border around it, displaying the text 'P3810000 : P: REPAIR DRAINAGE'. To the right of the dropdown is a blue arrow button. Below these elements are several input fields: 'FY01 No\_Year', 'Budget', and 'Project\_Actual\_End\_Date'.

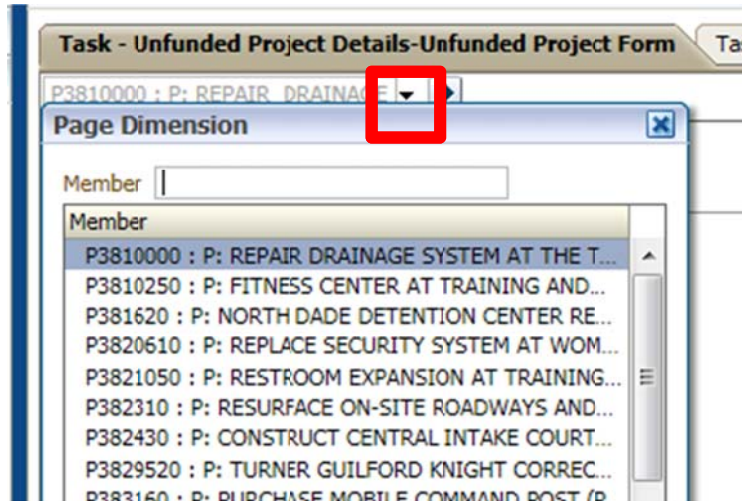
NOTE:

You will only be able to see those unfunded capital projects in your department and/or the capital projects you manage for another department.

The drop down box will **ONLY** display unfunded capital projects.

5.

To view the list of unfunded projects from the drop down box - click on the arrow icon (which is pointing down).

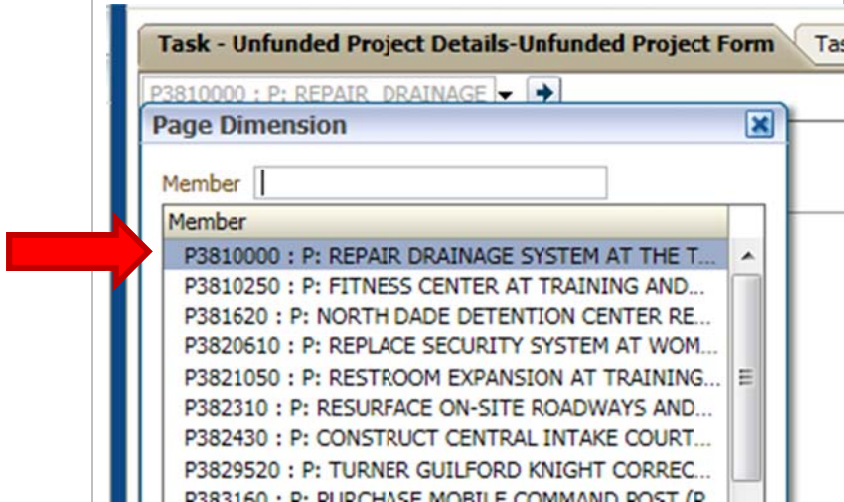


NOTE:

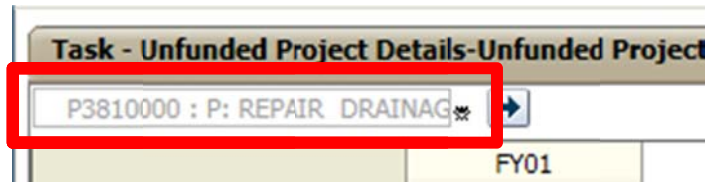
All Projects will have the letter "P" in front of the number.

"P" denotes Project.

6. To select an Unfunded Project from the drop down box, just use your mouse to highlight the project and click.

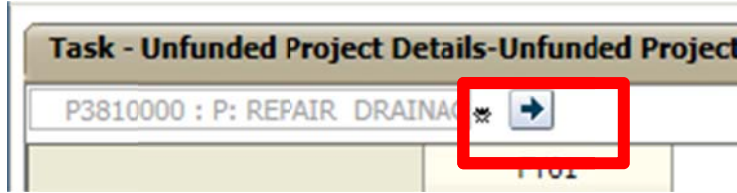


- 6A. You will now see the Unfunded Project you selected in the drop down box.



7.

To select the Unfunded Project and review the project information “project attributes”, click on the horizontal arrow button - also called the GO icon.



7A.

The Unfunded Project Details form will appear.

Each attribute (account) is prefixed with "Project" for user clarity.

It is important to note that at the top of the form, the Project name and number is displayed.

**P3810000 – Repair Drainage System at the Training and Treatment Center**

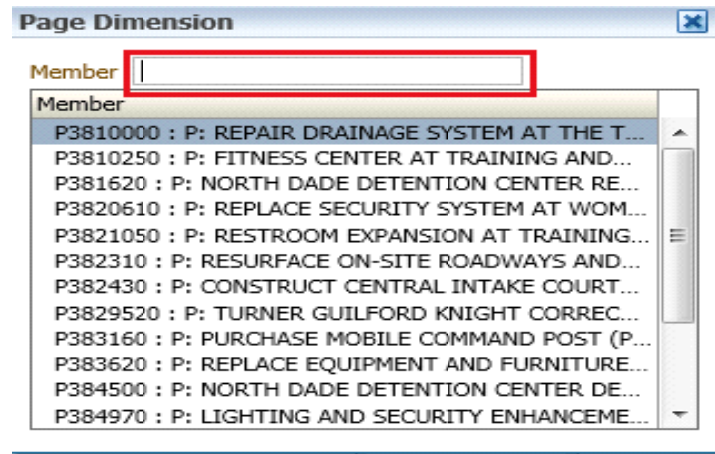
Task List Status	
Task - Unfunded Project Details-Unfunded Project Form	
P3810000 : P: REPAIR DRAINAGE	
	FY01 No_Year Budget
Project_Actual_End_Date	
Project_Actual_Start_Date	
Project_CIE_Element	Not-Applicable
Project_CIE_Info	Not-Applicable
Project_Comm_Council_Dist	Council District 08
Project_Comment	
Project_Contract_Number	
Project_Dept_ID	CR
Project_Description	Repair the drainage system
Project_District_Located	12
Project_District_Served	Countywide

Note:

Only "unfunded projects" are listed in this form.

7B.

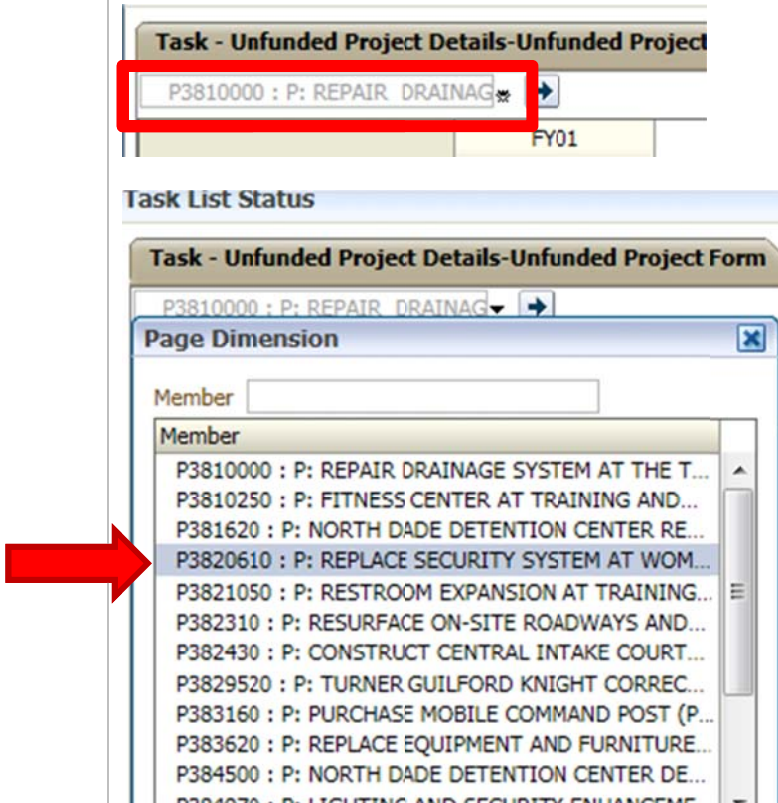
Unfunded Projects can be found by either entering the project number or typing part of the project name in the Member field.



The screenshot shows a window titled "Page Dimension" with a "Member" field and a list of projects. The "Member" field is highlighted with a red rectangle. The list of projects is as follows:

Member
P3810000 : P: REPAIR DRAINAGE SYSTEM AT THE T...
P3810250 : P: FITNESS CENTER AT TRAINING AND...
P381620 : P: NORTH DADE DETENTION CENTER RE...
P3820610 : P: REPLACE SECURITY SYSTEM AT WOM...
P3821050 : P: RESTROOM EXPANSION AT TRAINING...
P382310 : P: RESURFACE ON-SITE ROADWAYS AND...
P382430 : P: CONSTRUCT CENTRAL INTAKE COURT...
P3829520 : P: TURNER GUILFORD KNIGHT CORREC...
P383160 : P: PURCHASE MOBILE COMMAND POST (P...
P383620 : P: REPLACE EQUIPMENT AND FURNITURE...
P384500 : P: NORTH DADE DETENTION CENTER DE...
P384970 : P: LIGHTING AND SECURITY ENHANCEME...

8. To select another unfunded project, simply go back to the drop down box and click on the arrow icon (which is pointing down) to view the list of unfunded projects again.



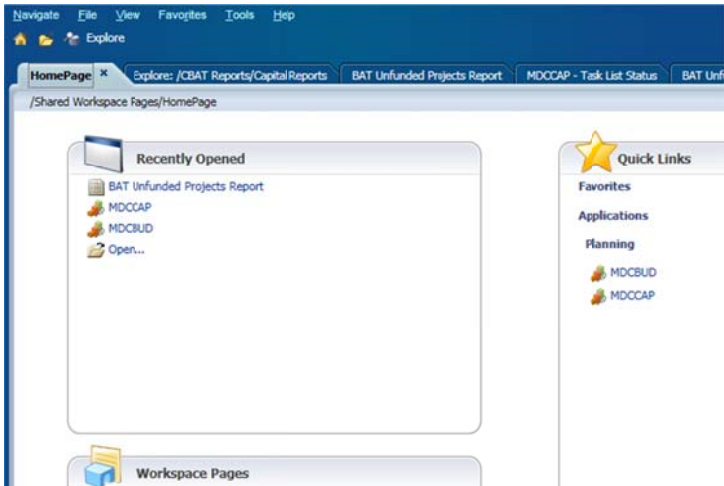
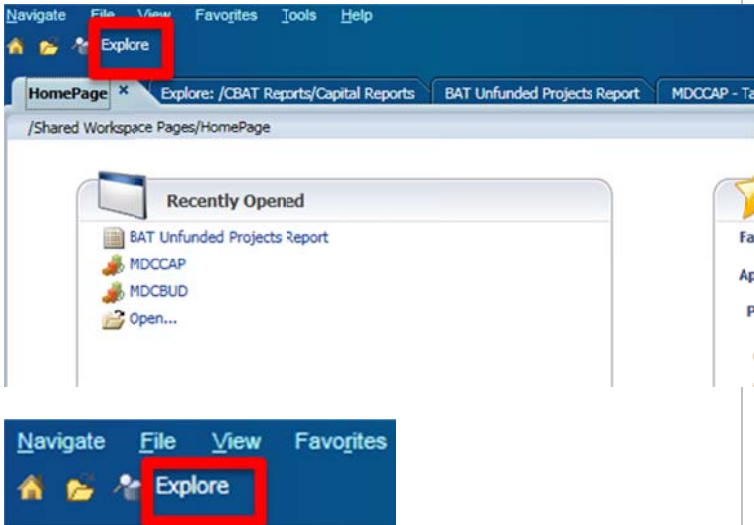


## **Activity 10: Running the BAT Unfunded Projects Report**

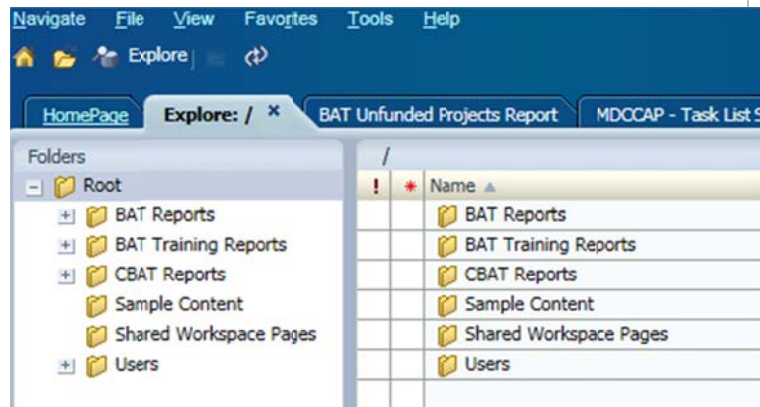
This activity will guide the user you through the steps in running the BAT Unfunded Projects Report, and reviewing the data.

**In this activity, you will:**

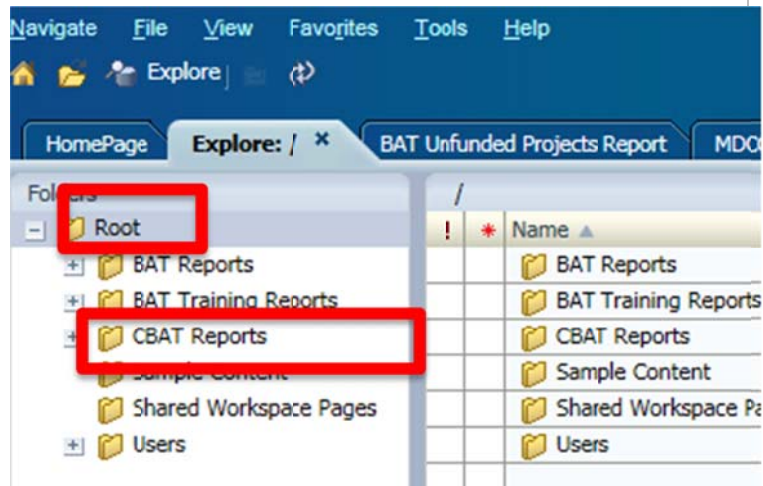
- Navigate the Hyperion Reports Structure
- Open the BAT Unfunded Projects Report
- Respond to Prompts
- Review the report data

Step	Action	Notes
1.	<p>Immediately after logging on to CBAT, you will see the screen below</p> 	
2.	<p>To access CBAT Reports, you need to click on the Explore icon, located in the upper left-hand side of the screen.</p> <p>This is called the "Tool Bar"</p> 	

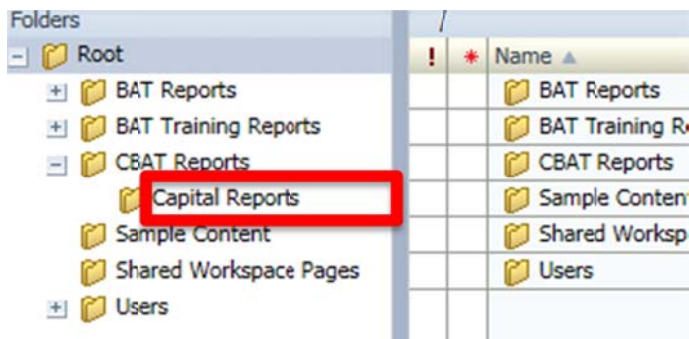
3. Once you have clicked on the Explore icon, the screen will change again to what you see below.



- 3A. Under Folders, you will see a grouping of folders.  
  
Click on + next to the CBAT Reports icon.

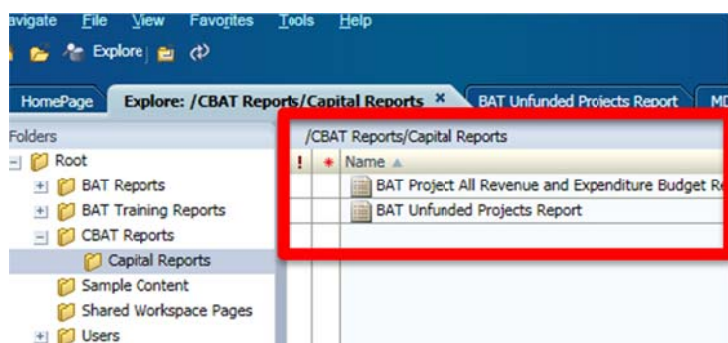


- 3B. When you click on + next to the CBAT Reports icon you will see the folder expand.

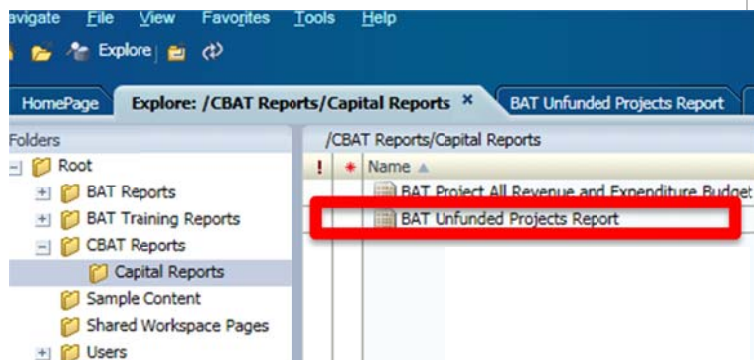


- 3C. Once you have clicked on the + next to the CBAT Reports icon you will see the right side of the screen change.

It will contain a listing of available Capital – CBAT reports

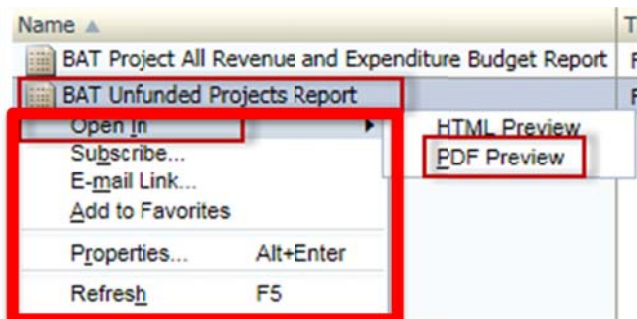


4. From the listing of CBAT (Capital) Reports, right click on the BAT Unfunded Project Report icon



4A.

After you have right clicked on the BAT Unfunded Project Report icon, the following pop-up box below will appear.

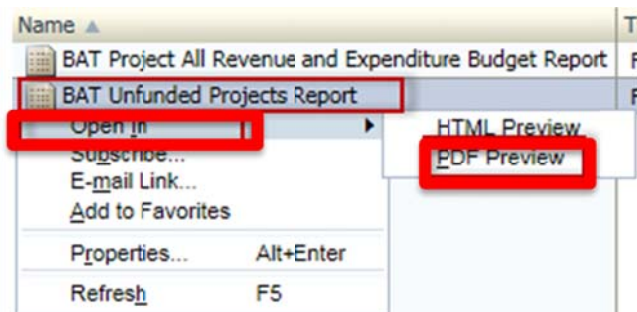


5.

Click on the Open In icon.

Open In icon asks the user, in what format do you wish to view the report in.

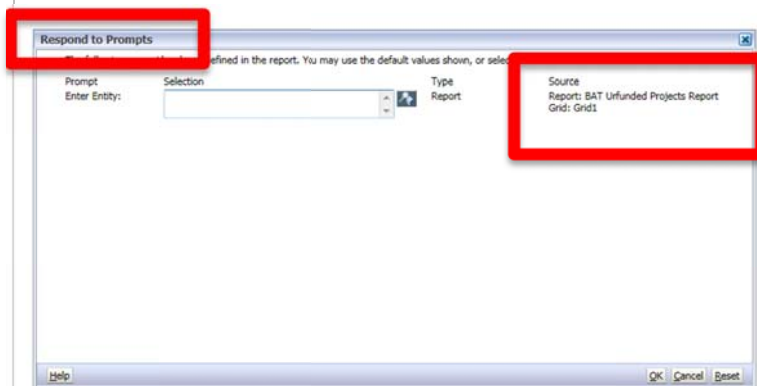
Click on the PDF Preview icon



5A.

After you have click on the PDF Preview icon, the following screen pops up.

This is the Respond to Prompts screen



NOTE:

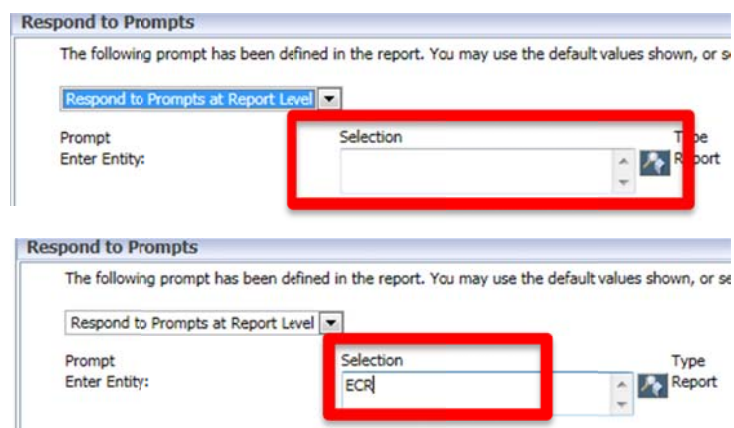
On the right-hand side of the screen there is a notation to let you know what report your are running.

5B.

In this screen, you must enter your two letter department code.

However, in addition to your two letter department code, you must always type in the letter "E".

"E" stands for entity.



5C.

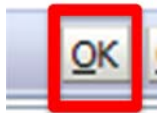
After you have entered "E" and your two letter department code, click the OK icon, located in the lower right-hand of the screen

Respond to Prompts

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Entity:	ECR	Report	Report: BAT Unfunded Projects Report Grid: Grid1

Help OK Cancel Reset



6.

The BAT Unfunded Project Report displays for the Department selected on the Respond to Prompts screen.



**Miami-Dade County**  
**BAT Unfunded Project Report**

**UNFUNDED CAPITAL PROJECTS**

		(dollars in thousands)
PROJECT NAME	LOCATION	ESTIMATE PROJECT COST
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 Nw 41 St	350
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St	
COMMUNICATIONS INFRASTRUCTURE EXPANSION	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	7000 Nw 41 St	
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 Nw 41 St	
WOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 Nw 7 Ave	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 Nw 41 St	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 Nw 41 St	600
ELEVATOR REFURBISHMENT	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 Nw 41 St	200
FACILITY ROOF REPLACEMENTS	Various Sites	
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS	13850 Nw 41 St	
WOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 Nw 7 Avenue	480,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	1321 Nw 13 St	
KITCHEN EQUIPMENT REPLACEMENT	Various Sites	2,100,000
		2,581,150



6A.

This is what you will see in both the Proposed and Adopted budget books for your department.

The Unfunded Project's name....

**BAT** *Miami-Dade County*  
BUDGETING ANALYSIS TOOL **BAT Unfunded Project Report**

UNFUNDED CAPITAL PROJECTS

PROJECT NAME	LOCATION	(dollars in thousands) ESTIMATE PROJECT COST
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 NW 41 St	350
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St	
COMMUNICATIONS INFRASTRUCTURE EXPANSION	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	7000 NW 41 St	
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 NW 41 St	
WOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 NW 7 Ave	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 NW 41 St	600
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 NW 41 St	
ELEVATOR REFURBISHMENT	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 NW 41 St	200
FACILITY ROOF REPLACEMENTS	Various Sites	
METRO WEST DETENTION CENTER REPLACE HOUSNG UNIT SECURITY WINDOWS	13850 NW 41 St	
WOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 NW 7 Avenue	480,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	1321 NW 13 St	
KITCHEN EQUIPMENT REPLACEMENT	Various Sites	2,100,000
		2,581,150

6B.

The Unfunded Project's location

**BAT** *Miami-Dade County*  
BUDGETING ANALYSIS TOOL **BAT Unfunded Project Report**

UNFUNDED CAPITAL PROJECTS

PROJECT NAME	LOCATION	(dollars in thousands) ESTIMATE PROJECT COST
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 NW 41 St	350
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St	
COMMUNICATIONS INFRASTRUCTURE EXPANSION	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	7000 NW 41 St	
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 NW 41 St	
WOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 NW 7 Ave	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 NW 41 St	600
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 NW 41 St	
ELEVATOR REFURBISHMENT	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 NW 41 St	200
FACILITY ROOF REPLACEMENTS	Various Sites	
METRO WEST DETENTION CENTER REPLACE HOUSNG UNIT SECURITY WINDOWS	13850 NW 41 St	
WOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 NW 7 Avenue	480,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	1321 NW 13 St	
KITCHEN EQUIPMENT REPLACEMENT	Various Sites	2,100,000
		2,581,150



6C. And The Unfunded Project's total estimated cost

**BAT** *Miami-Dade County*  
BUDGETING ANALYSIS TOOL **BAT Unfunded Project Report**

UNFUNDED CAPITAL PROJECTS

PROJECT NAME	LOCATION	ESTIMATE PROJECT COST
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 NW 41 St	350
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St	
COMMUNICATIONS INFRASTRUCTURE EXPANSION	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	7000 NW 41 St	
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 NW 41 St	
WOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 NW 7 Ave	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 NW 41 St	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 NW 41 St	600
ELEVATOR REFURBISHMENT	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 NW 41 St	200
FACILITY ROOF REPLACEMENTS	Various Sites	
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS	13850 NW 41 St	
WOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 NW 7 Avenue	480,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	1321 NW 13 St	
KITCHEN EQUIPMENT REPLACEMENT	Various Sites	2,100,000
		2,581,150

7. To Print and Save the report just, right click on the report screen and do as you would normally would do when the Print icon appears.

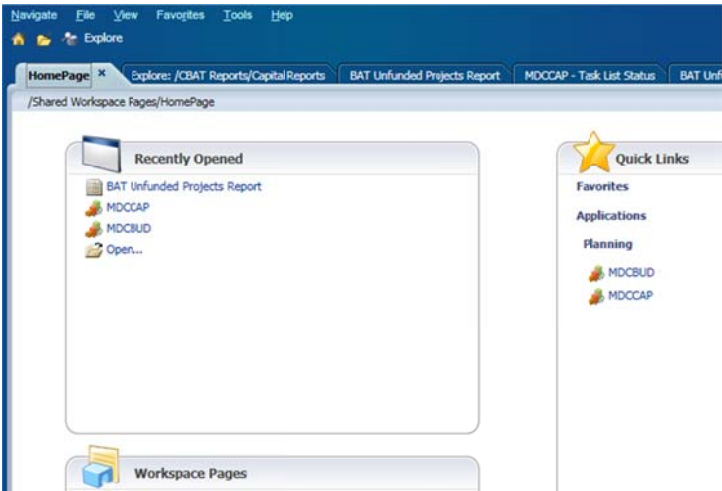
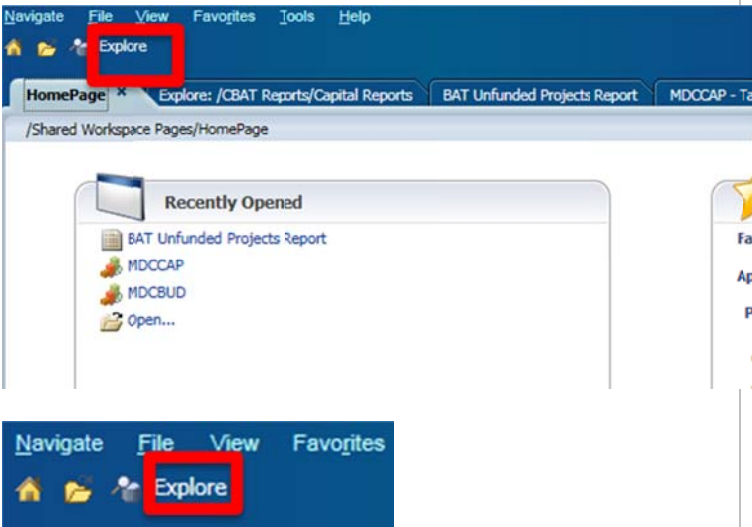
You can save this report as a PDF.

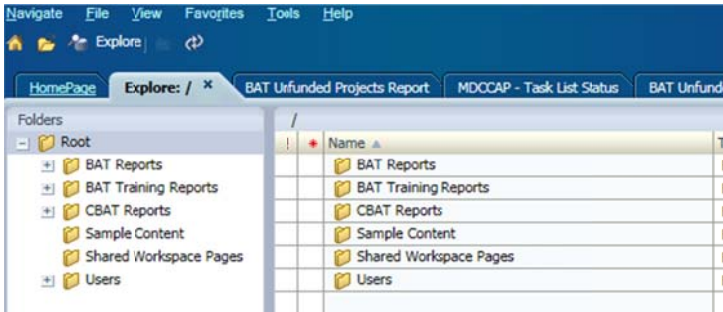
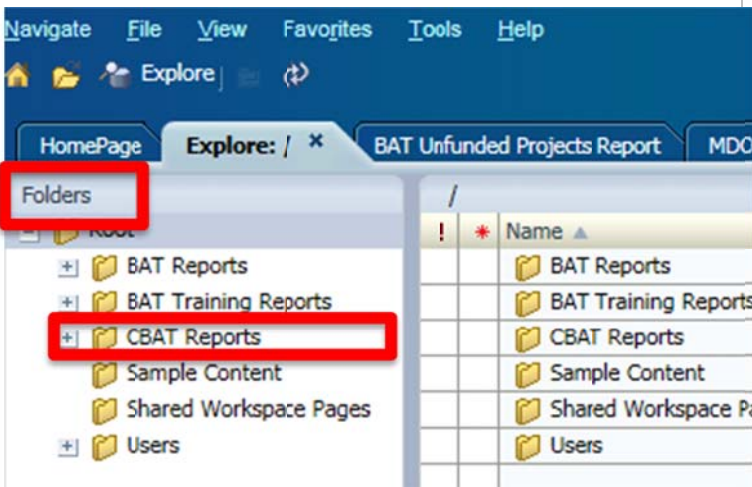
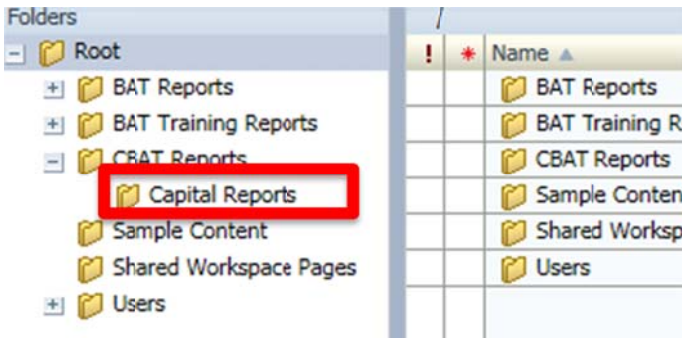
## **Activity 10A: Running the BAT Project All Revenue and Expenditure Budget Report**

This activity will guide the user through the steps in running the BAT Project All Revenue and Expenditure Budget Report, and reviewing the data.

**In this activity, you will:**

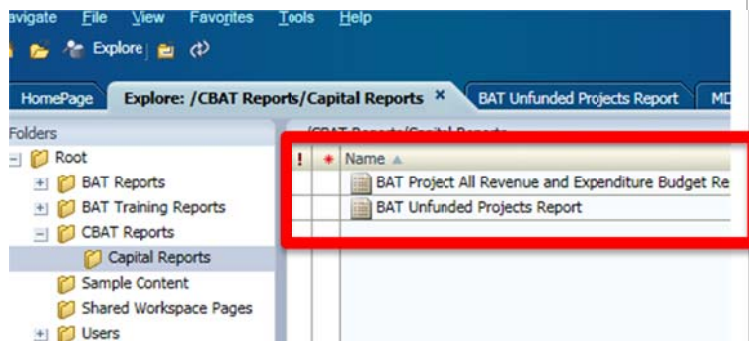
- Navigate the Hyperion Reports Structure
- Open the BAT Project All Revenue and Expenditure Budget Report
- Respond to Prompts
- Review the report data

Step	Action	Notes
1.	<p>Immediately after logging on to CBAT, you will see the screen below</p>  <p>The screenshot shows the CBAT homepage. At the top is a blue navigation bar with 'Navigate', 'File', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with icons for 'Home', 'Explore', and 'Recent'. The main content area is divided into two sections: 'Recently Opened' on the left, which lists 'BAT Unfunded Projects Report', 'MDCCAP', 'MDCBUD', and 'Open...'; and 'Quick Links' on the right, which includes 'Favorites', 'Applications', and 'Planning' with sub-links for 'MDCBUD' and 'MDCCAP'. A 'Workspace Pages' section is visible at the bottom left.</p>	
2.	<p>To access CBAT Reports, you need to click on the Explore icon, located in the upper left-hand side of the screen.</p> <p>This is called the "Tool Bar"</p>  <p>The first screenshot shows the top navigation bar with the 'Explore' icon highlighted by a red rectangle. The second screenshot shows a closer view of the toolbar, also with the 'Explore' icon highlighted by a red rectangle.</p>	

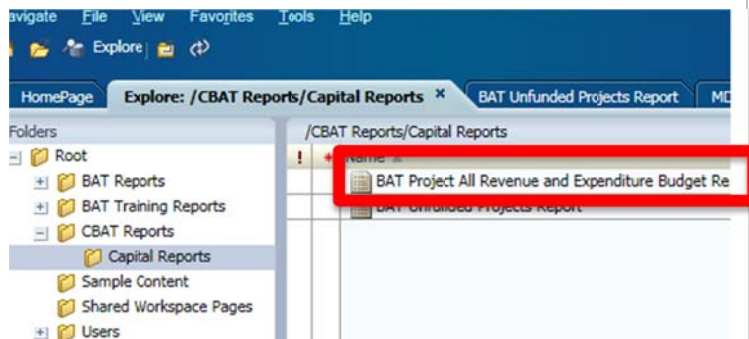
Step	Action	Notes
3.	<p>Once you have clicked on the Explore icon, the screen will change again to what you see below.</p> 	
3A.	<p>Under Folders, you will see a grouping of folders.</p> <p>Click on + next to the CBAT Reports icon.</p> 	
3B.	<p>When you click on + next to the CBAT Reports icon you will see the folder expand.</p> 	

3C. Once you have clicked on the + next to the CBAT Reports icon you will see the right side of the screen change.

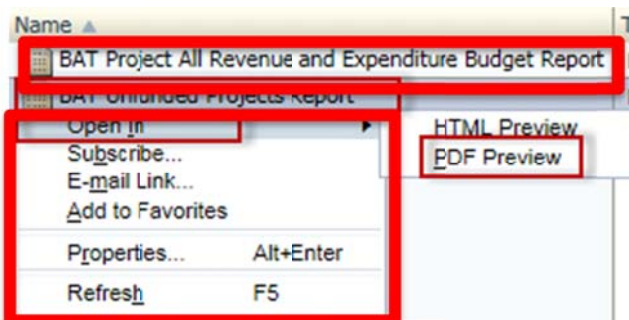
It will contain a listing of available Capital – CBAT reports



4. From the listing of CBAT (Capital) Reports, right click on the BAT Project All Revenue and Expenditure Report icon



4A. After you have right clicked on the BAT Project All Revenue and Expenditure Report icon, the following pop-up box below will appear.

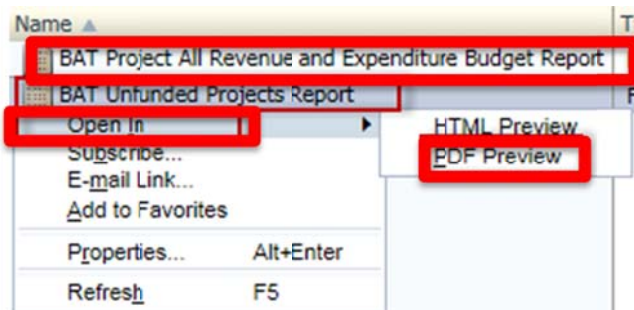


5.

Click on the Open In icon.

Open In icon asks the user, in what format do you wish to view the report in.

Click on the PDF Preview icon



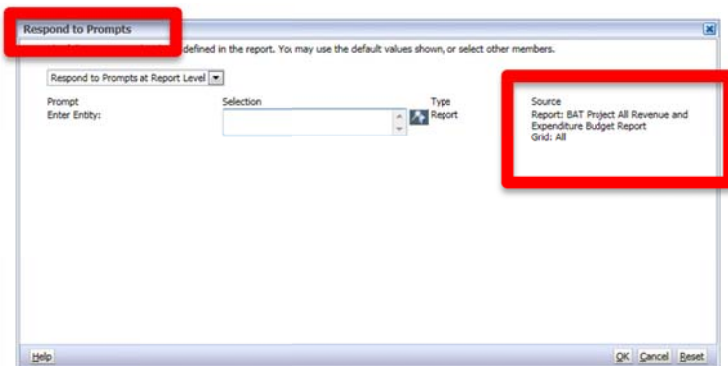
5A.

After you have click on the PDF Preview icon, the following screen pops up.

This is the Respond to Prompts screen

NOTE:

On the right-hand side of the screen there is a notation to let you know what report your are running.



5B.

In this screen, you must enter your two letter department code.

However, in addition to your two letter department code, you must always type in the letter "E".

"E" stands for entity.

The first screenshot shows the 'Respond to Prompts' dialog box with the 'Enter Entity' field highlighted by a red box. The second screenshot shows the same dialog box with 'ECR' entered in the 'Enter Entity' field and the 'Type Report' button highlighted by a red box.

5C.

After you have entered "E" and your two letter department code, click the OK icon, located in the lower right-hand of the screen

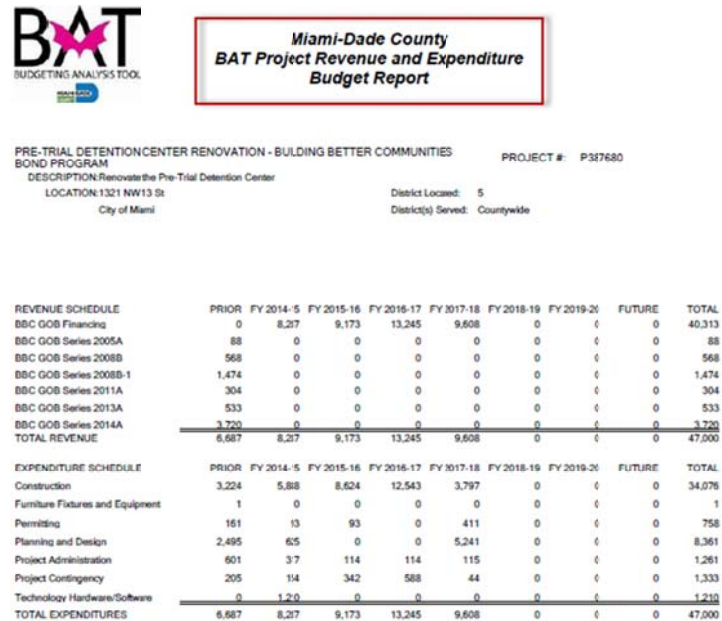
The screenshot shows the 'Respond to Prompts' dialog box with the 'OK' button highlighted by a red box. Below the dialog box is a separate 'OK' button icon also highlighted by a red box.

6. The BAT Project All Revenue and Expenditure Budget Report displays all the projects that correspond to your department selected in the Respond to Prompts screen.

Users will only have access to the department they are in and/or the department they manage a project for.

The report will print out a listing of all your funded projects.

Below is just a snap shot of a project displayed.



**BAT**  
BUDGETING ANALYSIS TOOL

**Miami-Dade County**  
**BAT Project Revenue and Expenditure**  
**Budget Report**

PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES  
BOND PROGRAM  
DESCRIPTION: Renovate the Pre-Trial Detention Center  
LOCATION: 1321 NW13 St  
City of Miami  
District Located: 5  
District(s) Served: Countywide  
PROJECT #: P327680

REVENUE SCHEDULE	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FUTURE	TOTAL
BBC GOB Financing	0	8,217	9,173	13,245	9,608	0	0	0	40,313
BBC GOB Series 2005A	88	0	0	0	0	0	0	0	88
BBC GOB Series 2008B	568	0	0	0	0	0	0	0	568
BBC GOB Series 2008B-1	1,474	0	0	0	0	0	0	0	1,474
BBC GOB Series 2011A	304	0	0	0	0	0	0	0	304
BBC GOB Series 2013A	533	0	0	0	0	0	0	0	533
BBC GOB Series 2014A	3,720	0	0	0	0	0	0	0	3,720
<b>TOTAL REVENUE</b>	<b>6,667</b>	<b>8,217</b>	<b>9,173</b>	<b>13,245</b>	<b>9,608</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

EXPENDITURE SCHEDULE	PRIOR	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FUTURE	TOTAL
Construction	3,224	5,888	8,624	12,543	3,797	0	0	0	34,076
Furniture Fixtures and Equipment	1	0	0	0	0	0	0	0	1
Permitting	161	13	93	0	411	0	0	0	758
Planning and Design	2,495	65	0	0	5,241	0	0	0	8,361
Project Administration	601	37	114	114	115	0	0	0	1,261
Project Contingency	205	14	342	588	44	0	0	0	1,333
Technology Hardware/Software	0	120	0	0	0	0	0	0	120
<b>TOTAL EXPENDITURES</b>	<b>6,667</b>	<b>8,217</b>	<b>9,173</b>	<b>13,245</b>	<b>9,608</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

7. To Print and Save the report just, right click on the report screen and do as you would normally do when the Print icon appears.

You can save this report as a PDF.

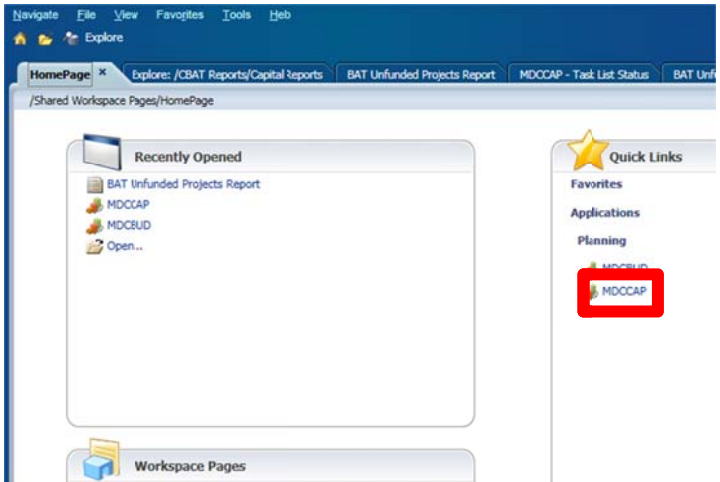
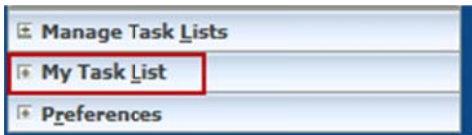


## **Activity 11: Forecast Current Year Expenses in Hyperion – (Seed ‘Prior’)**

This activity will describe how to use the forecasting function in CBAT.

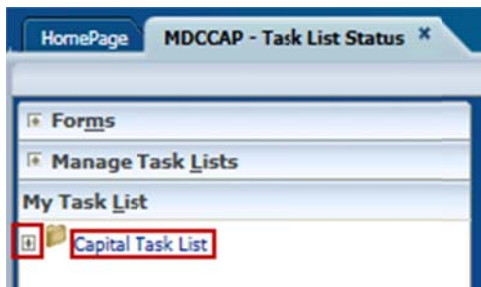
### **In this activity, you will:**

- Open the Capital Project Dashboard
- Select a Project
- Open the Forecast Composite form
- Forecast data and seed “Prior” column on budget form

Step	Action	Notes
1.	<p>When you have logged into the system, below is what you will see.</p> <p>On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.</p> 	
2.	<p>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.</p>  <p>Click on the + sign next to My Task List.</p>	

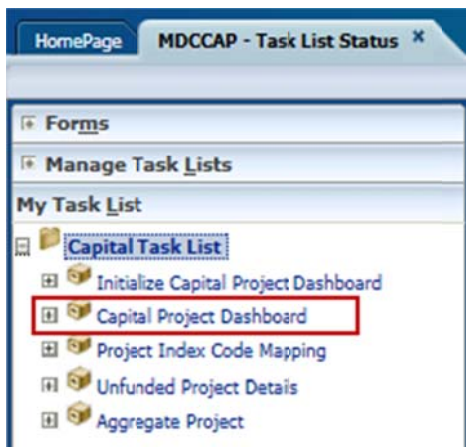
3.

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 ONLY**

Form/Column 3 – **Project Site Information ONLY**

The screenshot shows the 'Task - Capital Project Dashboard' interface. It has three main sections labeled 1, 2, and 3. Section 1 (left) is the 'Information Driver' and contains a list of tasks, with the first one being '577621 - Modify roof top security with smart fencing system and add camera'. Section 2 (middle) is the 'Project Information ONLY' section and contains a form with fields for Project Actual End Date, Project Actual Start Date, Project CPE Element, Project CPE Info, Project Comm Council Dist, Project Comment, Project Contract Number, Project Dept ID, and Project Description. Section 3 (right) is the 'Project Site Information ONLY' section and contains a form with fields for Site Actual Cost, Site Actual End Date, Site Actual Start Date, Site Comm Council Dist, Site Comment, Site Commission Dist, Site Contract Number, Site Description, and Site BOB Refor Question.

4B.

Form/Column 1 – **Information Driver**

This is the driver of your Capital Project Dashboard.

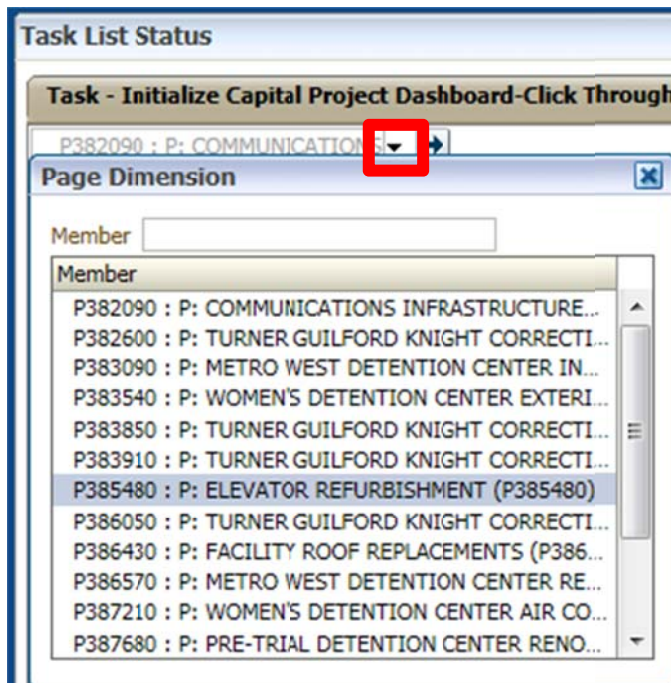
It is called the “Master” form and it is interactive.

This screenshot is identical to the one in 4A, showing the 'Task - Capital Project Dashboard' interface with three columns: 1 (Information Driver), 2 (Project Information ONLY), and 3 (Project Site Information ONLY). Red circles 1, 2, and 3 highlight the respective columns.

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

5.

To view the list of your capital projects from the drop down box - click on the arrow icon (which is pointing down).



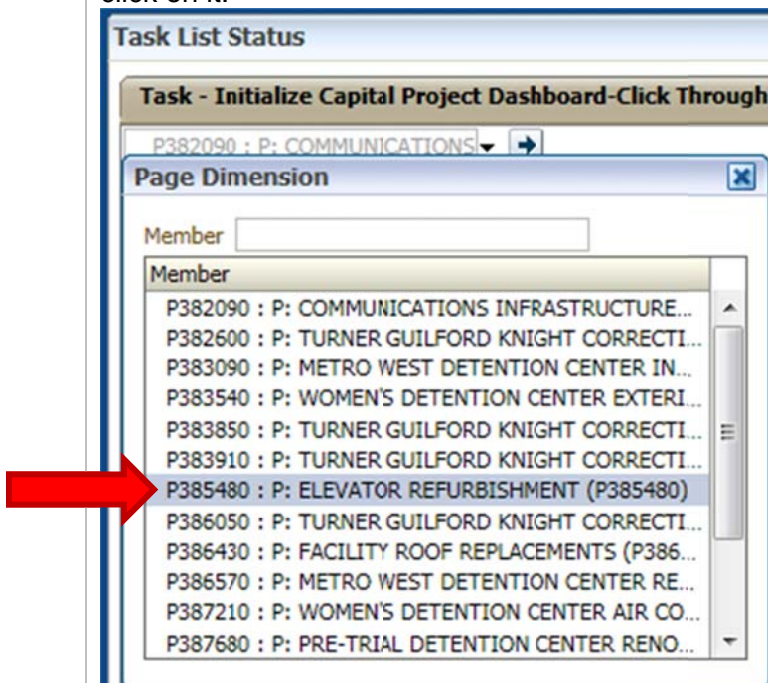
NOTE:

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

"P" denotes Project.

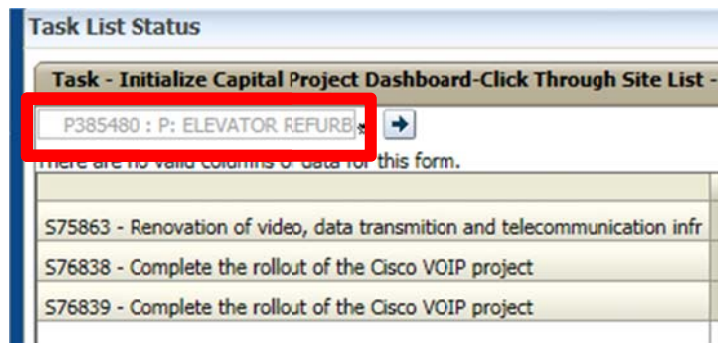
5A.

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



5B.

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



### 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.

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

Member 385

Member

- P383850 : P: TURNER GUILFORD KNIGHT CORRECTION...
- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

**Task - Capital Project Dashboard-Project Dashboard**

P385480 : P: ELEVATOR REFURBIS

**Page Dimension**

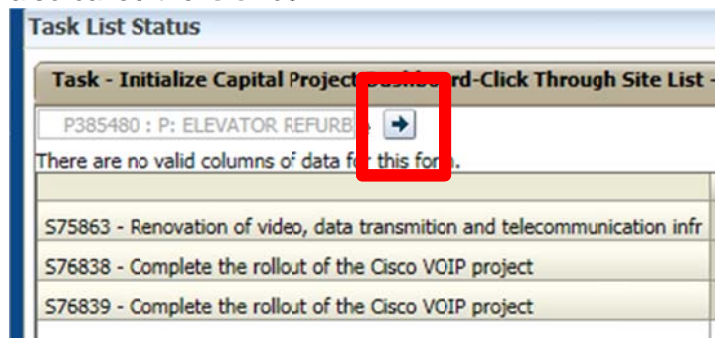
Member Ele

Member

- P385480 : P: ELEVATOR REFURBISHMENT (P385480)

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



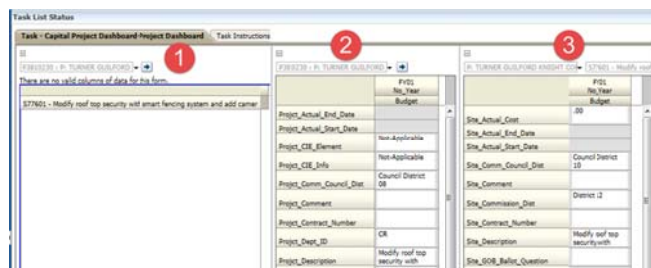
The screenshot shows the 'Task List Status' window. At the top, there is a dropdown menu with the text 'P385480 : P: ELEVATOR REFURB'. To the right of the dropdown is a small blue button with a white right-pointing arrow, which is highlighted by a red square. Below the dropdown, there is a message: 'There are no valid columns of data for this form.' Below this message is a list of project items:

- S75863 - Renovation of video, data transmission and telecommunication infr
- S76838 - Complete the rollout of the Cisco VOIP project
- S76839 - Complete the rollout of the Cisco VOIP project

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.



The screenshot shows the 'Task List Status' window with three columns of data. Red circles 1, 2, and 3 highlight specific elements:

- Circle 1: Points to the dropdown menu showing 'P385480 : P: TURNER GOLFPOLE'.
- Circle 2: Points to the horizontal arrow button (GO icon) to the right of the dropdown.
- Circle 3: Points to the 'Task Instructions' tab on the right side of the window.

The left column (Form/Column 1) shows a list of project sites with the following fields:

- Project\_Actual\_End\_Date
- Project\_Actual\_Start\_Date
- Project\_CSE\_Element
- Project\_CSE\_Info
- Project\_Comm\_Council\_Dist
- Project\_Comment
- Project\_Contract\_Number
- Project\_Dept\_ID
- Project\_Description

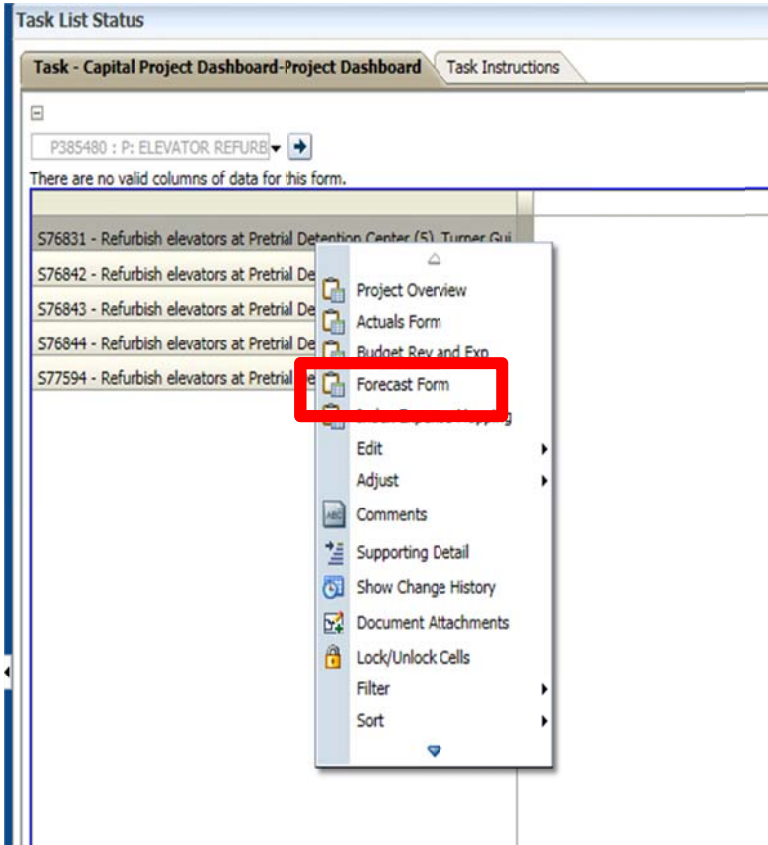
The middle column (Form/Column 2) shows a list of project sites with the following fields:

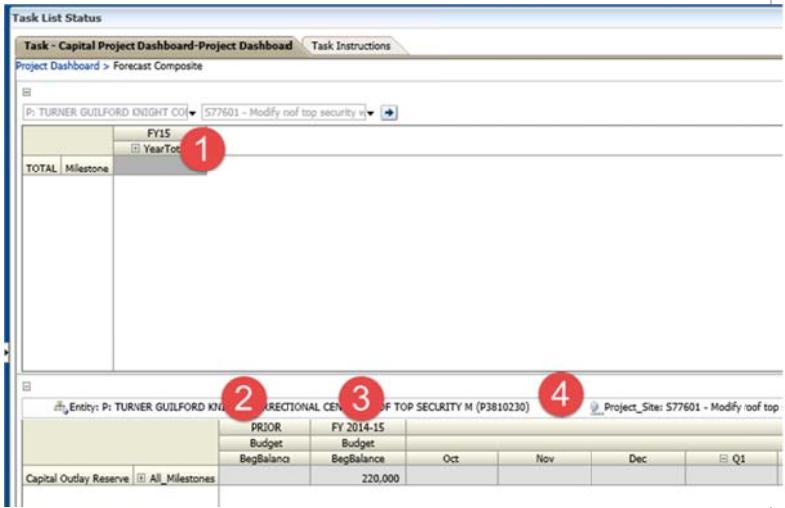

- Site\_Actual\_End\_Date
- Site\_Actual\_Start\_Date
- Site\_Actual\_Cost
- Site\_Actual\_Start\_Date
- Site\_Comm\_Council\_Dist
- Site\_Comment
- Site\_Commission\_Dist
- Site\_Contract\_Number
- Site\_Description
- Site\_SOB\_Roller\_Question

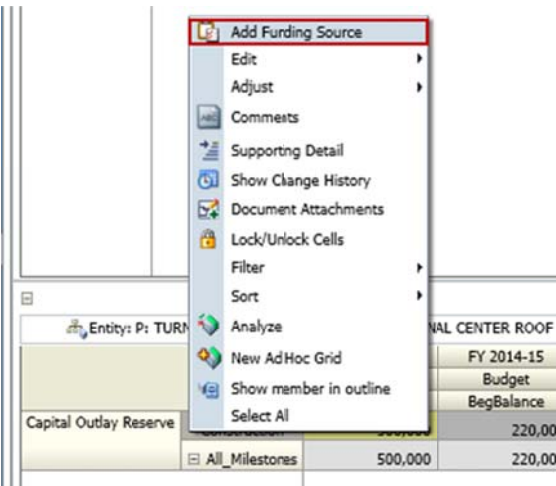
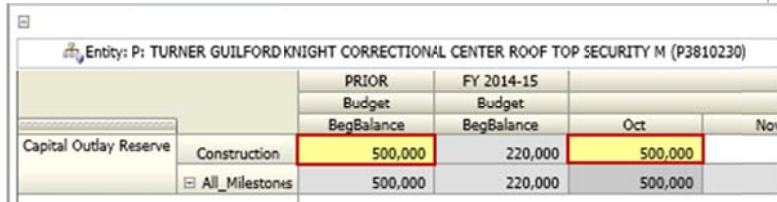
The right column (Form/Column 3) shows a list of project sites with the following fields:

- Site\_Actual\_End\_Date
- Site\_Actual\_Start\_Date
- Site\_Actual\_Cost
- Site\_Actual\_Start\_Date
- Site\_Comm\_Council\_Dist
- Site\_Comment
- Site\_Commission\_Dist
- Site\_Contract\_Number
- Site\_Description
- Site\_SOB\_Roller\_Question



Step	Action	Notes
7	<p>After you have selected your Project Site to budget, keep your cursor on the highlighted Project Site and right click with your mouse.</p> <p>You will see a box appear to the right, click on the Forecast Form icon.</p> 	

Step	Action	Notes
8.	<p>The Forecast Composite form displays the following data:</p> <ol style="list-style-type: none"> <li>Actuals</li> <li>Historical Years Data</li> <li>Current Year Budget</li> <li>Current Year Forecast</li> </ol> 	<p>2. Historical Years budget is for all years previous FY14-15</p> <p>“Prior Year” in the Budget Book is calculated by adding Column 2 and Column 4.</p>
9	<p>Data can be entered for the specific project/site combination by opening the + sign next to the Milestones.</p> 	

Step	Action	Notes
10.	<p>Using the right click menu, a funding source can be added for historical information and current year forecast if it is not available.</p> 	
10.	<p>Data can only be entered in the Historical Data field and the Current Year Forecast.</p> 	
11.	<p>Once entered the values will also appear on the Budget Revenue and Expense Form to enhance the data available for Budgeting</p> 