

CBAT Job Aide: Printing A Report For One Individual Active Capital Project

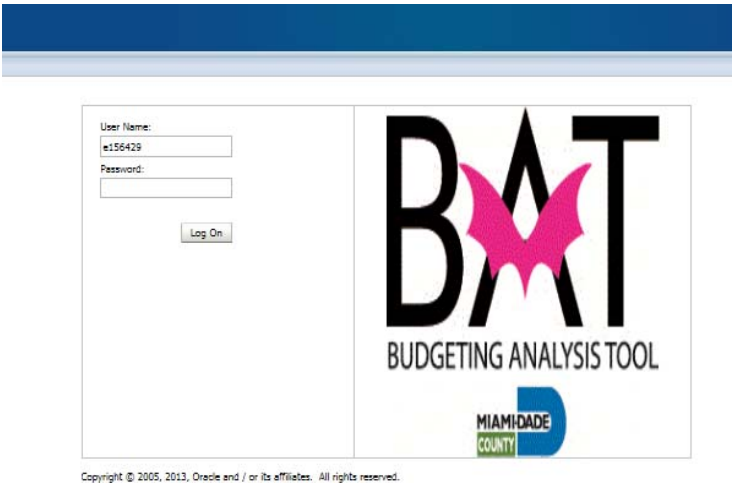

This job aide will guide the user through the steps to print **ONLY** one individual selected active capital project as shown in both in the Proposed and Adopted budget books.

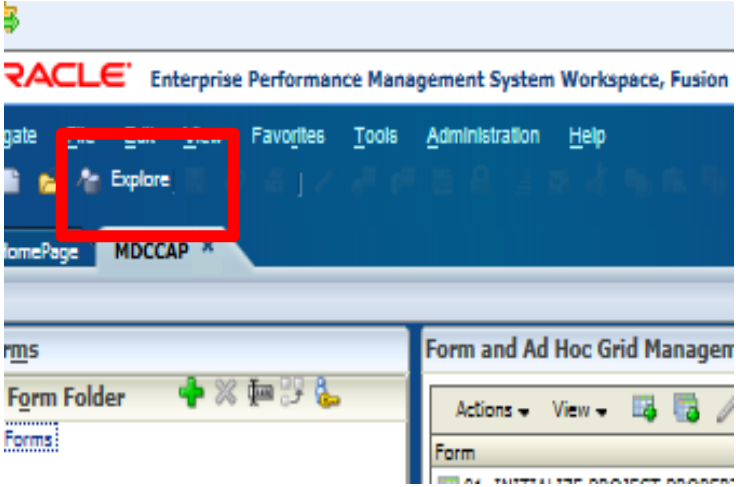
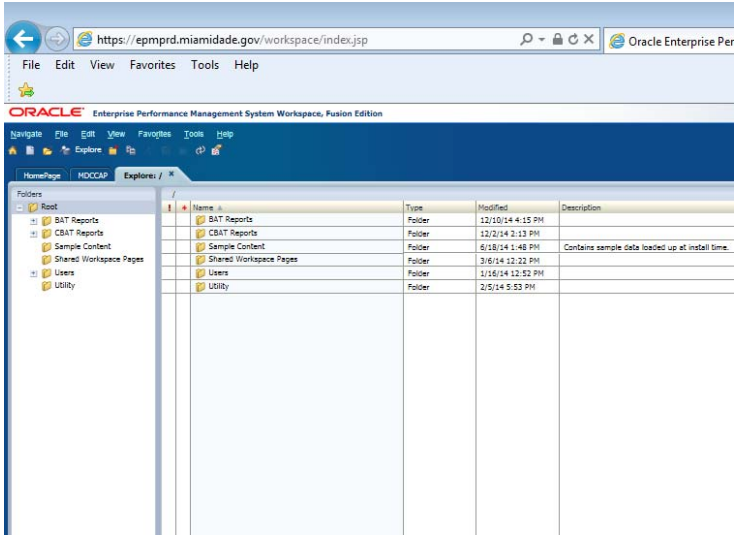
NOTE: You can only select **one** active capital project at a time with this report. This reporting function is not programmed for multiple project selections at this time.

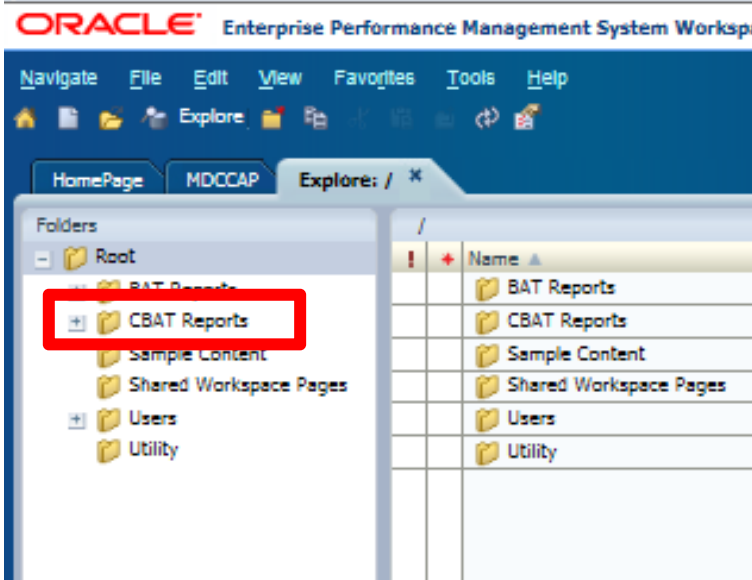
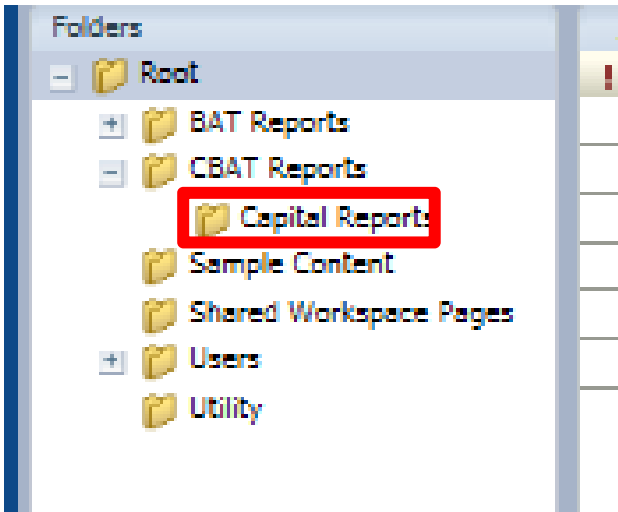
Important: This is **NOT** a report to print **ALL** your active departmental capital projects. To print a report that captures all your active departmental capital projects please refer to the CBAT Job Aide: Printing A Departmental Capital Projects Report

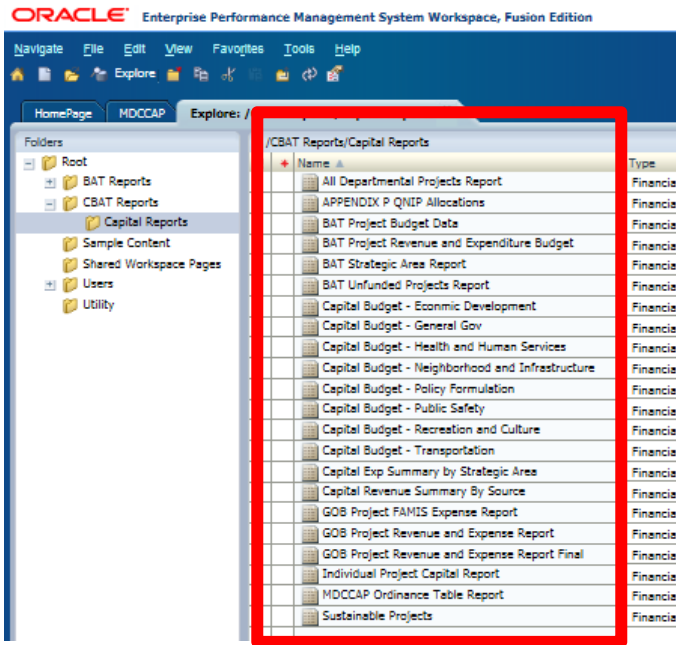
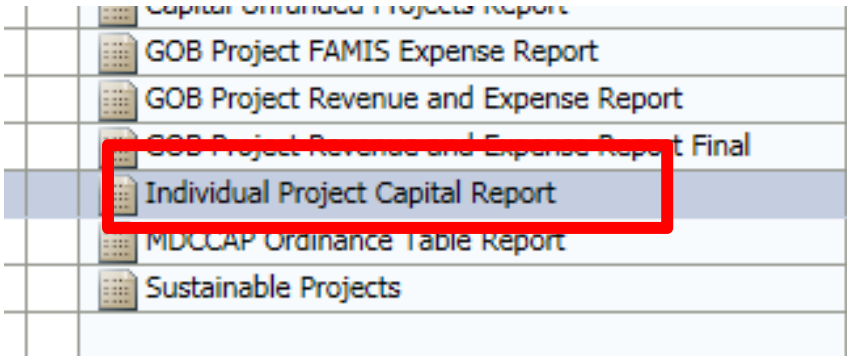
In the steps below you will:

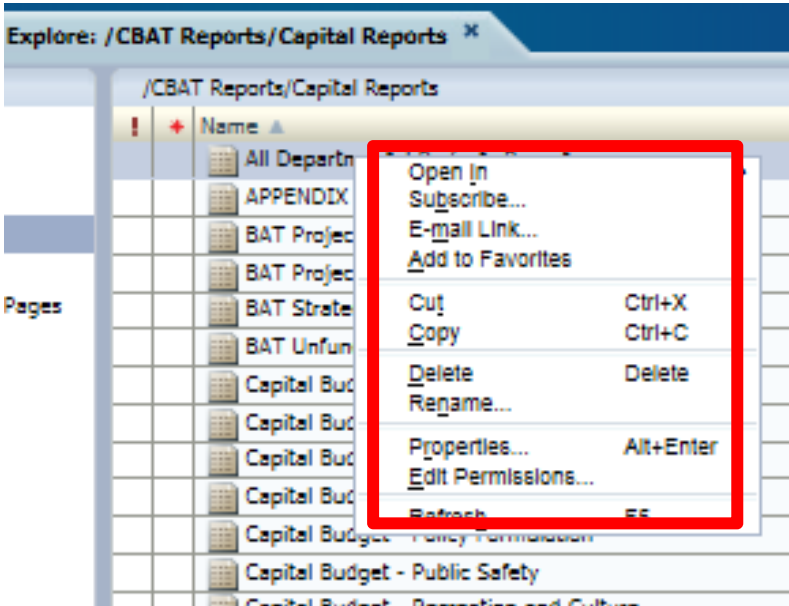
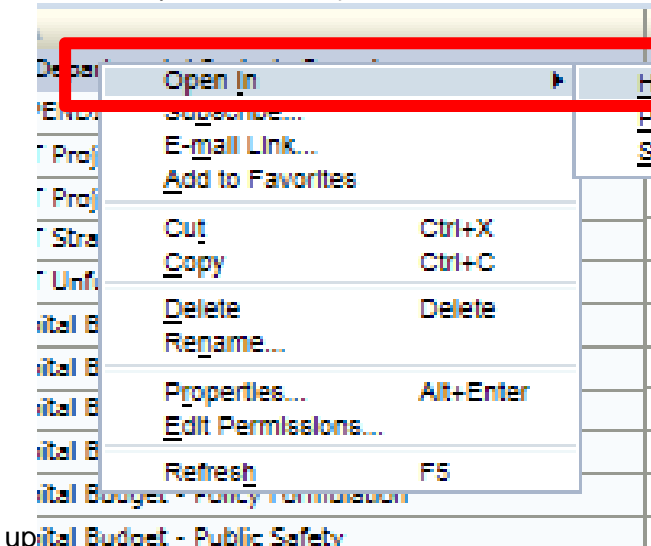
- Learn to navigate thru the capital reporting forms
- Select a report
- Identify a department
- Select a specific capital project you wish to print
- View the report
- Print a report

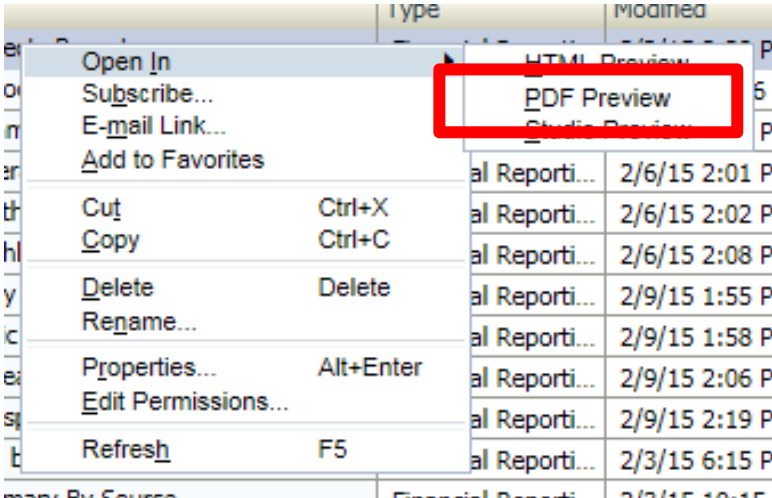
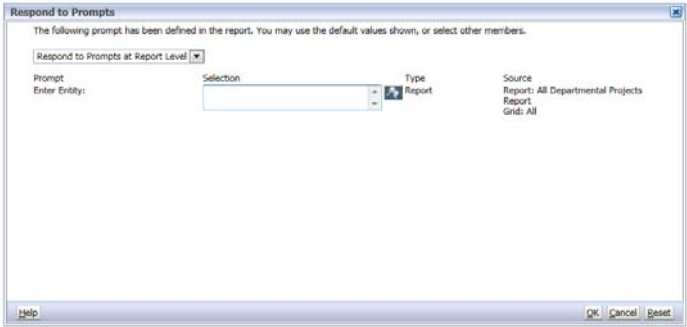
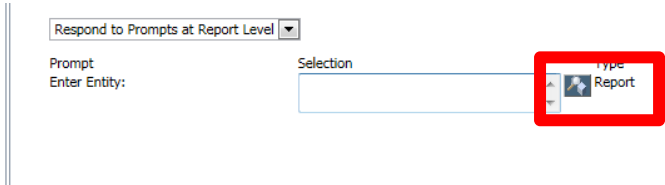
Step	Action	Notes
1.	<p>To access capital reports, you must be logged on the BAT system.</p> <p>Please remember that -</p> <ul style="list-style-type: none"> • your user name is your employee ID • your password is the password you selected 	
2.	<p>When you have logged into the system, below is what you 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> 	

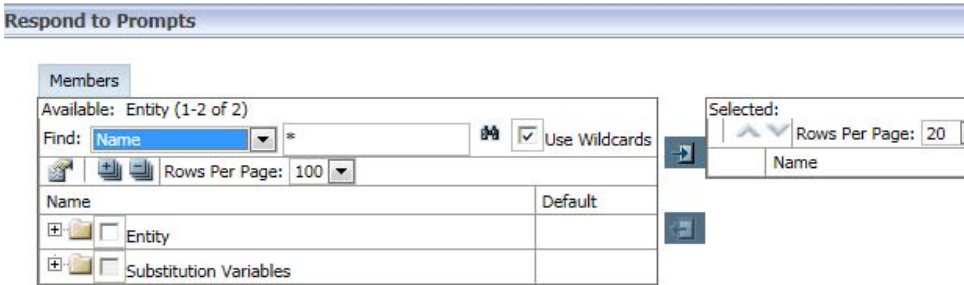
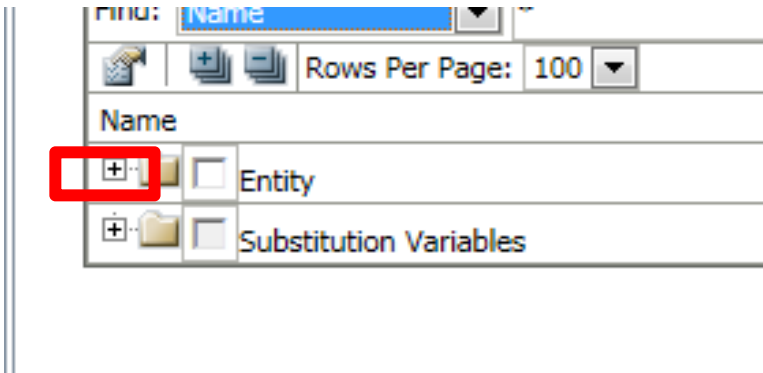
Step	Action	Notes
3.	<p>On the left hand side of the screen in the blue box will see “EXPLORE”.</p> <p>Click on the EXPLORE” icon.</p> 	
4.	<p>You will see the screen change</p> 	

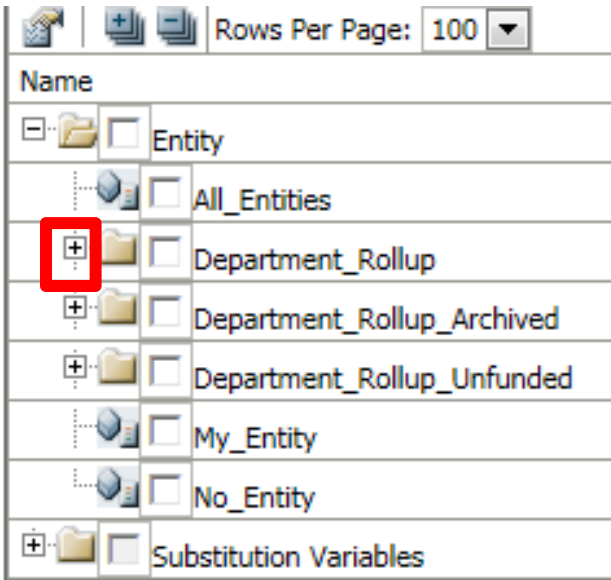
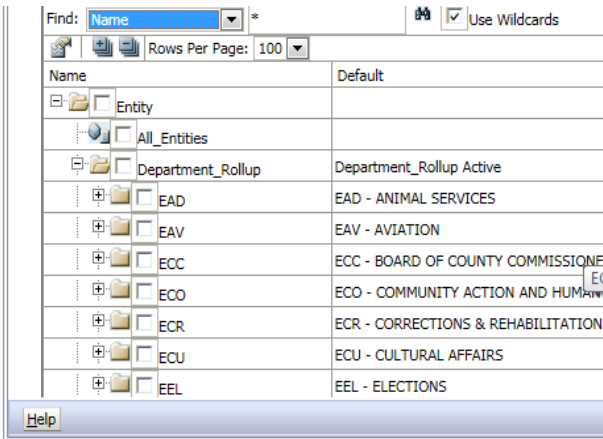
Step	Action	Notes
5.	<p>On the left hand side you will see a file that says “CBAT Reports”.</p> <p>Click on the + next to “CBAT Reports to expand the file</p> 	
6	<p>Now click on the “Capital Reports” icon.</p> 	

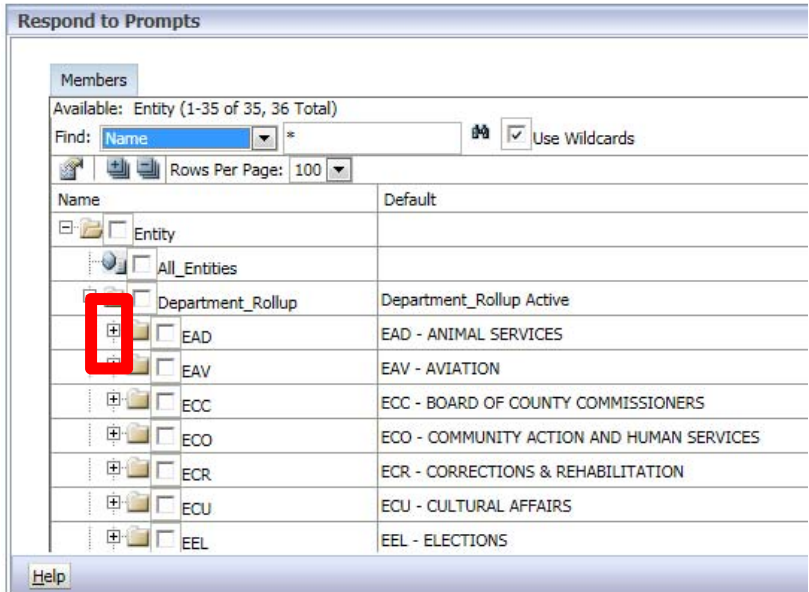
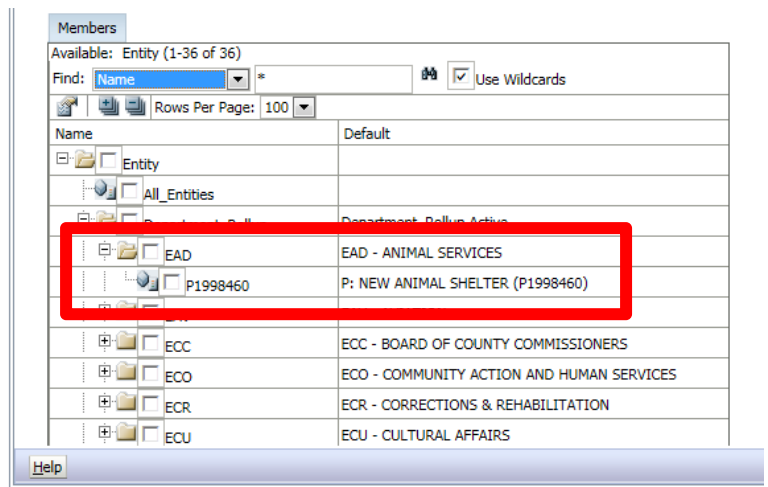
Step	Action	Notes
7	<p>You will see the screen change to the right</p> 	
8	<p>To print a report to see <u>one individually selected</u> active capital project, click on “Individual Project Capital Report” so that it is highlighted in grey.</p> 	

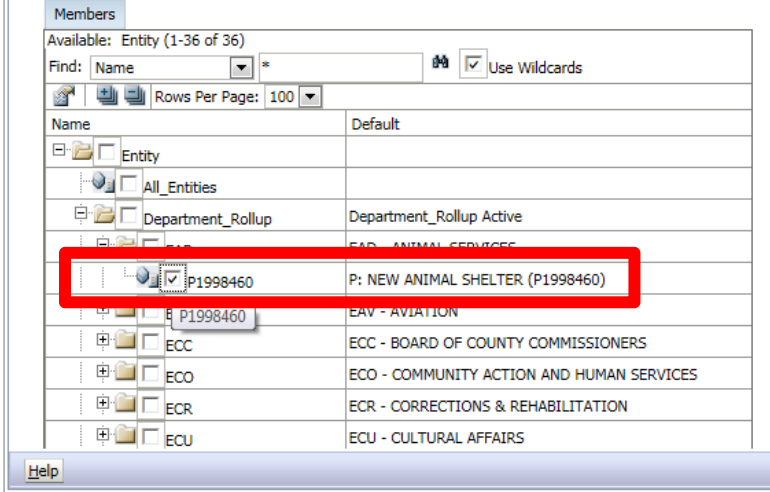
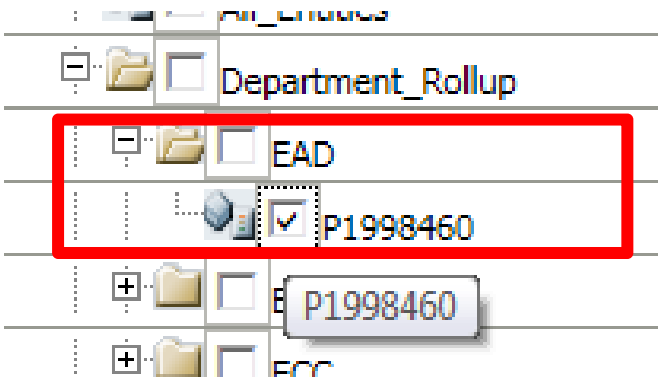
Step	Action	Notes
9	<p>Right click on the “Individual Project Capital Report” icon and you will see a small box appear to the right pop up.</p> 	
10.	<p>Click on “Open In” and you will see another box to the right pop</p> 	

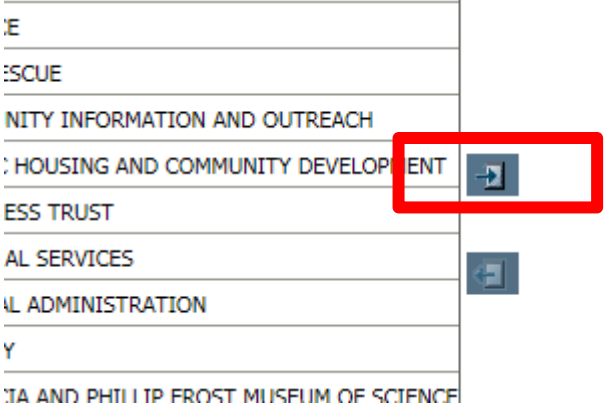
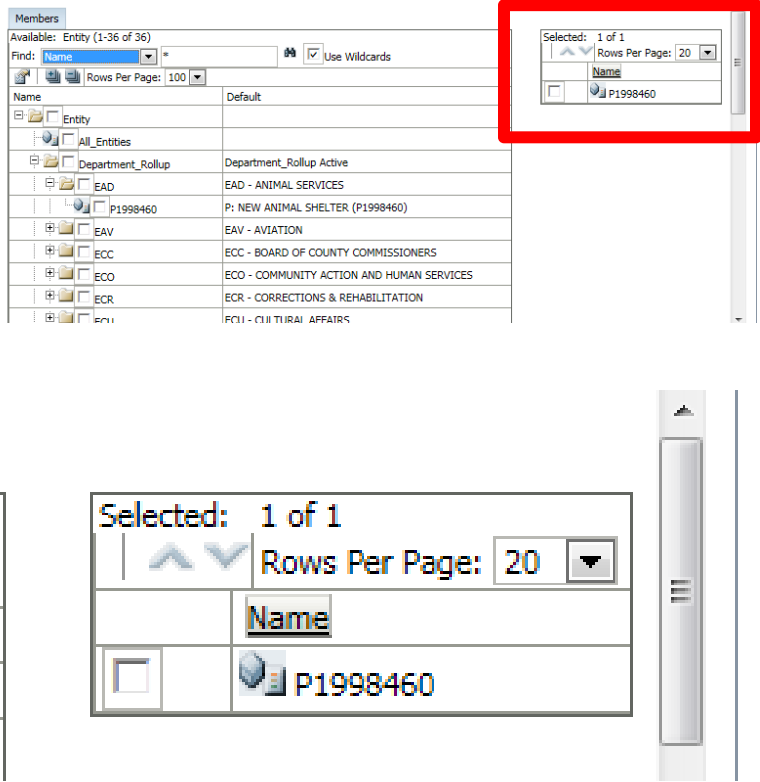
Step	Action	Notes
11	<p>Now click on the “PDF Preview” icon.</p> 	
12	<p>Next, you will see the following screen appear</p>  <p>Click on the icon to the right of the box</p> 	

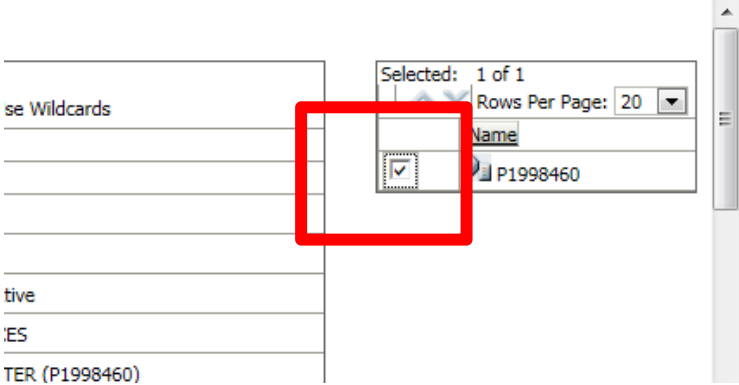
Step	Action	Notes
13	<p>Next, you will see the screen below appear</p> 	
14.	<p>Click on the + next to “Entity” folder to expand the file</p> 	

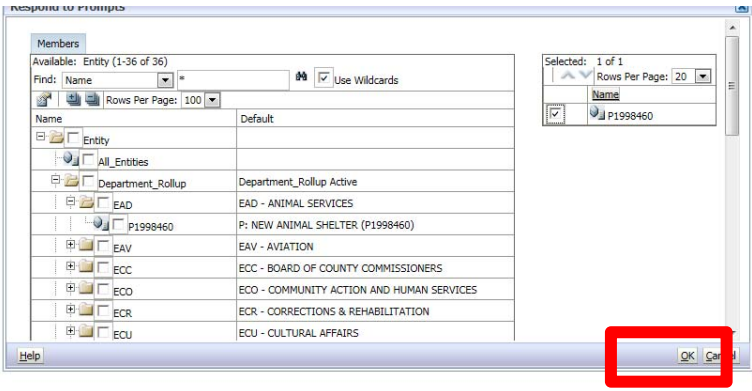

Step	Action	Notes
15	<p>Now you will see the folder expanded.</p> <p>IMPORTANT NOTE: “Department_Rollup” is <u>ONLY</u> for active capital projects</p> <p>Click on the + next to “Department_Rollup” folder to expand the file</p> 	
16	<p>Now you will see that the folder has expanded again.</p> <p>Scroll down and find the two letter code for your department</p> 	

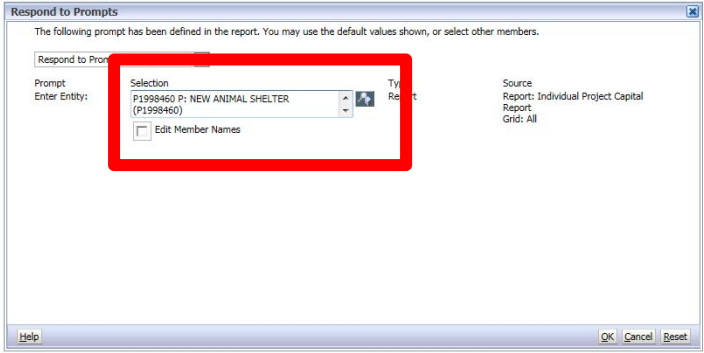
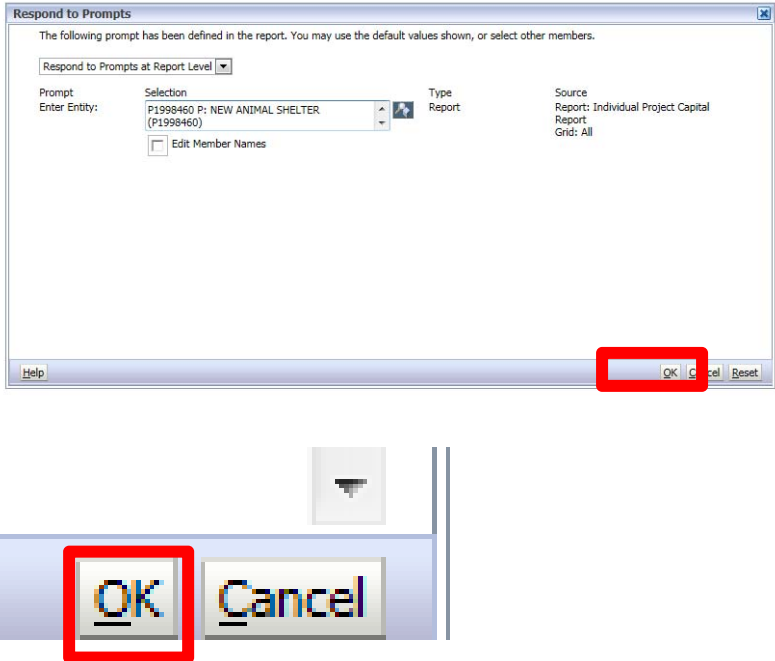
Step	Action	Notes
17	<p>Once you have found your department's two letter code, click on the + icon to expand and view the department's individual active capital projects</p> 	
18	<p>Once you have clicked on the + icon, you will see the folder expand and only those capital projects that are active within that department will show</p> 	

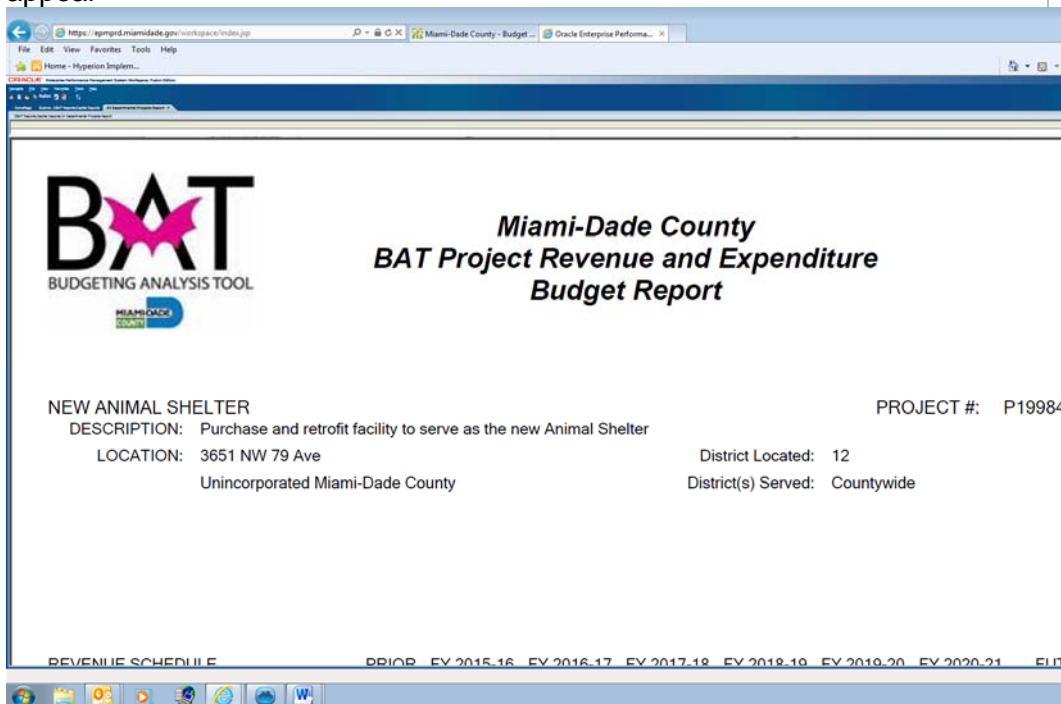
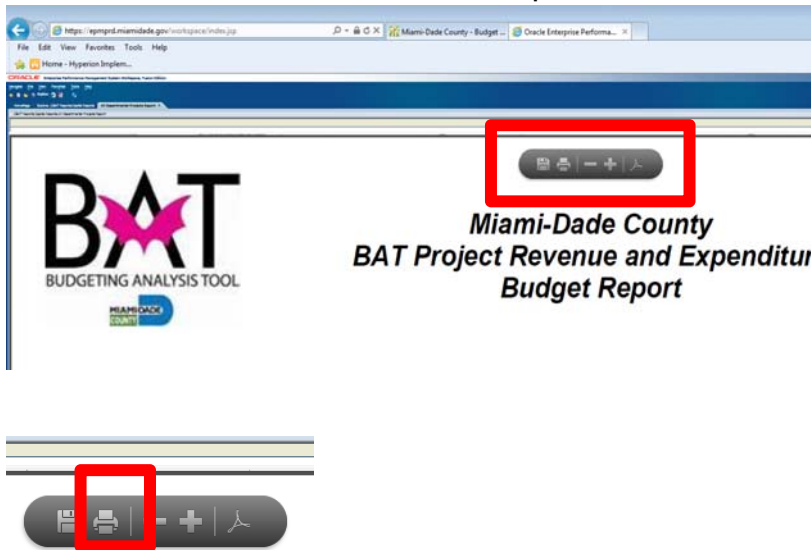
Step	Action	Notes
19	<p>Once you have identified the project you wish to print, click on the box until you see a check mark appear.</p> <p>NOTE: You can only select one capital project. This reporting function is not programmed for multiple project selections at this time.</p> 	
20		

Step	Action	Notes
21	<p>Now scroll down until you see two arrows on your right-hand side</p> <p>Click on the arrow pointing to the right</p> 	
Step	Action	Notes
22	<p>Now you will see in the box to your right, the project you selected appear</p> 	

Step	Action	Notes
23	<p>Click on the box until you see a check mark appear</p> 	

Step	Action	Notes
24	<p>Click on the OK icon located at the bottom right-hand side of the box</p> 	
25		

Step	Action	Notes
26	<p>Once you have clicked on the OK icon located at the bottom right-hand side of the box it will bring you back to the box below where you will see your project number you selected</p> 	
27	<p>If the project you selected appears in the box then click the OK icon located at the bottom right-hand side of the box</p> 	

Step	Action	Notes												
28	<p>Within a few minutes, you should see a report for the project your selected appear</p>  <p>The screenshot shows a web browser displaying the BAT Project Revenue and Expenditure Budget Report. The report title is "Miami-Dade County BAT Project Revenue and Expenditure Budget Report". The project details are as follows:</p> <table><tr><th>Project #</th><th>Project Name</th><th>Description</th><th>Location</th><th>District Located</th><th>District(s) Served</th></tr><tr><td>P19984</td><td>NEW ANIMAL SHELTER</td><td>Purchase and retrofit facility to serve as the new Animal Shelter</td><td>3651 NW 79 Ave Unincorporated Miami-Dade County</td><td>12</td><td>Countywide</td></tr></table> <p>At the bottom of the report, there is a "REVENUE SCHEDULE" section with a table showing fiscal years from 2015-16 to 2020-21.</p>	Project #	Project Name	Description	Location	District Located	District(s) Served	P19984	NEW ANIMAL SHELTER	Purchase and retrofit facility to serve as the new Animal Shelter	3651 NW 79 Ave Unincorporated Miami-Dade County	12	Countywide	
Project #	Project Name	Description	Location	District Located	District(s) Served									
P19984	NEW ANIMAL SHELTER	Purchase and retrofit facility to serve as the new Animal Shelter	3651 NW 79 Ave Unincorporated Miami-Dade County	12	Countywide									
29	<p>To print your report, simply click on the print icon on your screen</p>  <p>The screenshot shows the same report as in step 28, but with red boxes highlighting the print icon in the top and bottom toolbars. The top toolbar is located at the top of the report area, and the bottom toolbar is located at the bottom of the report area.</p>													

