

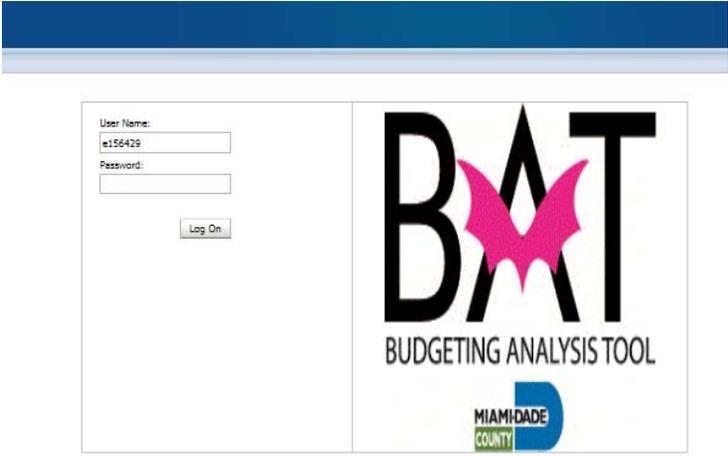
CBAT Job Aide: Printing An Unfunded Departmental Capital Report

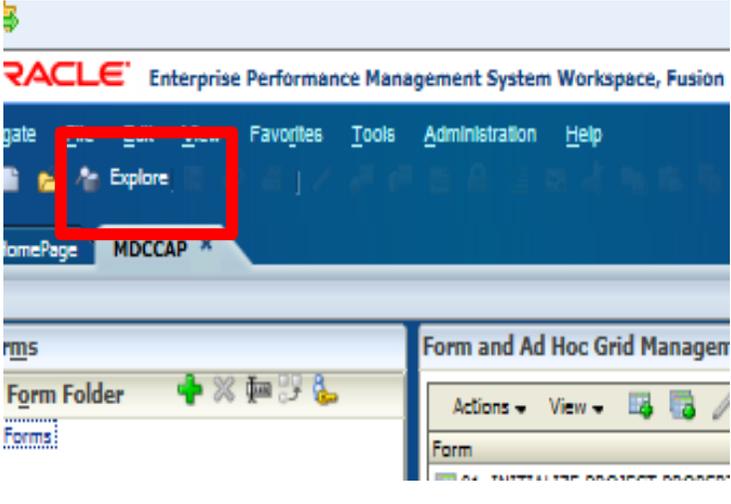
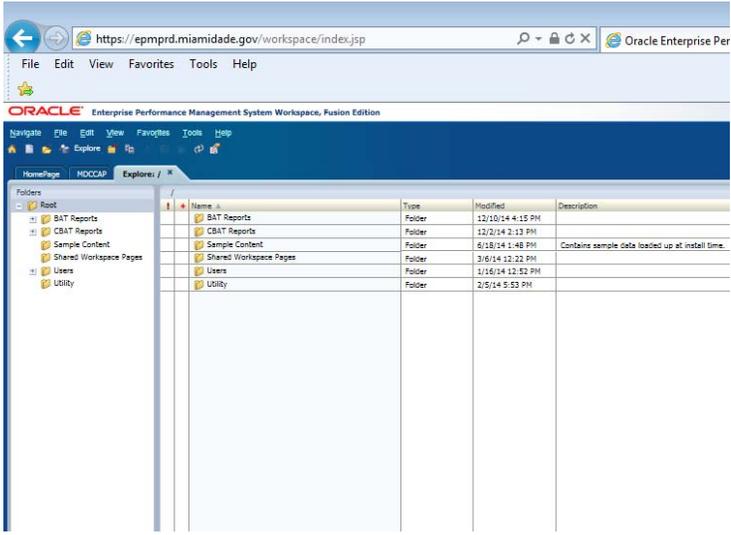
This job aide will guide the user through the steps to print all unfunded capital projects for a single department, as shown in both in the Proposed and Adopted budget books.

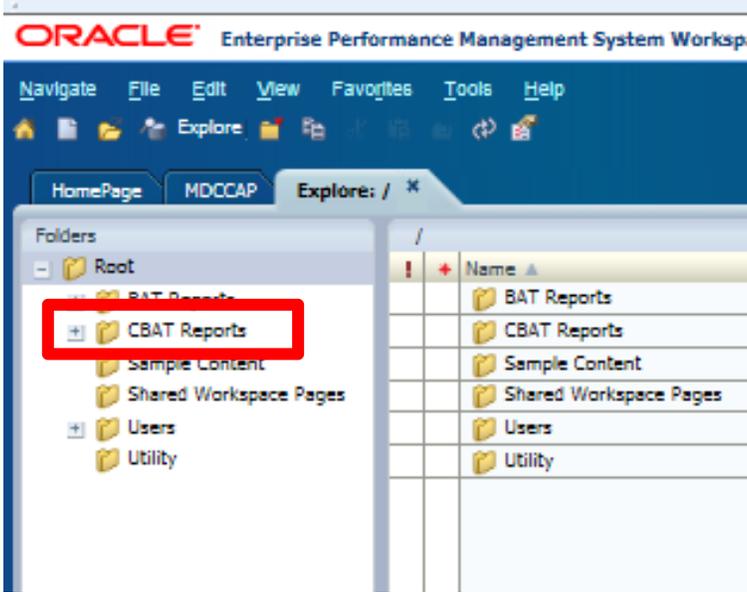
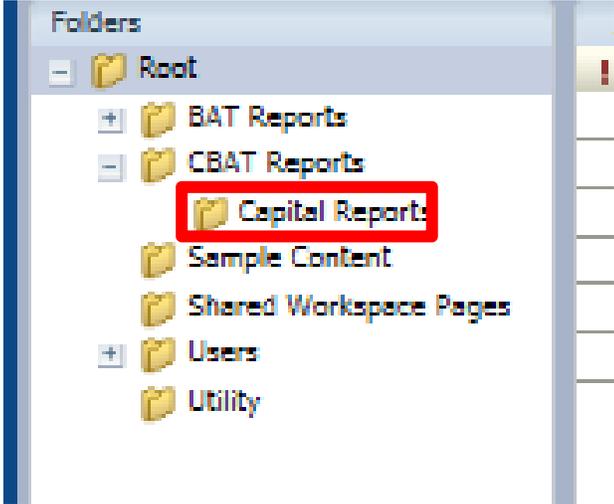
NOTE: You can only select one department at a time with this report. This reporting function is not programmed for multiple department selections.

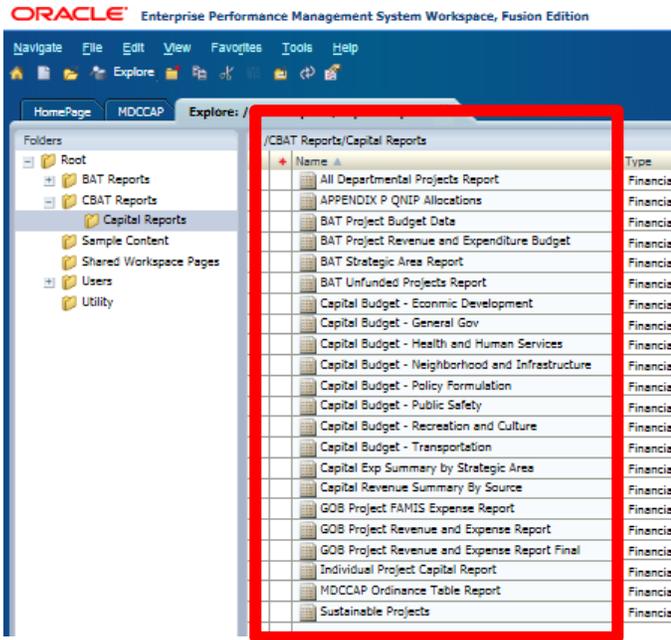
In the steps below you will:

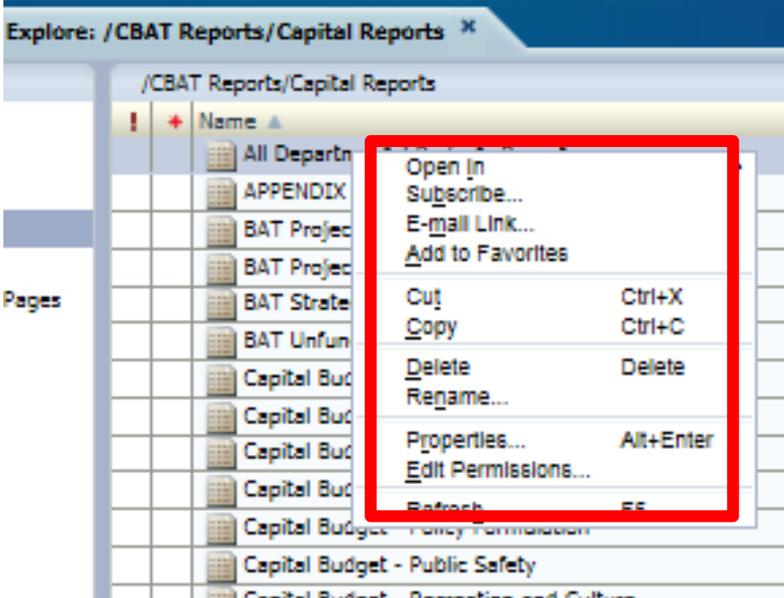
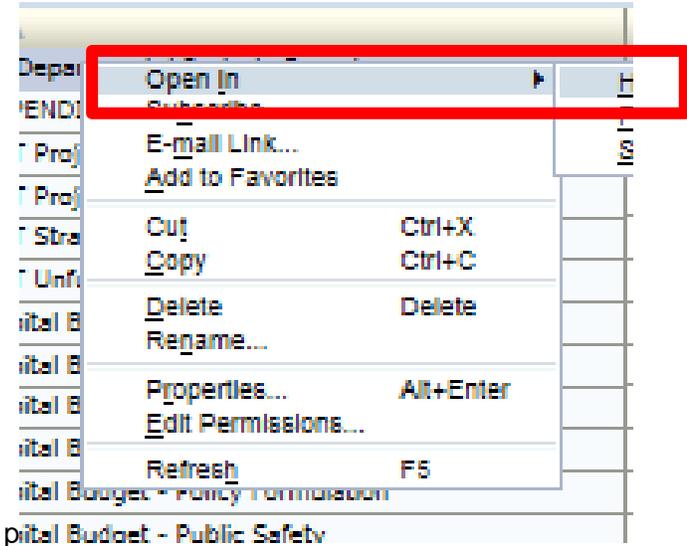
- Learn to navigate thru the capital reporting forms
- Select a report
- Identify a department
- View the report
- Print a report

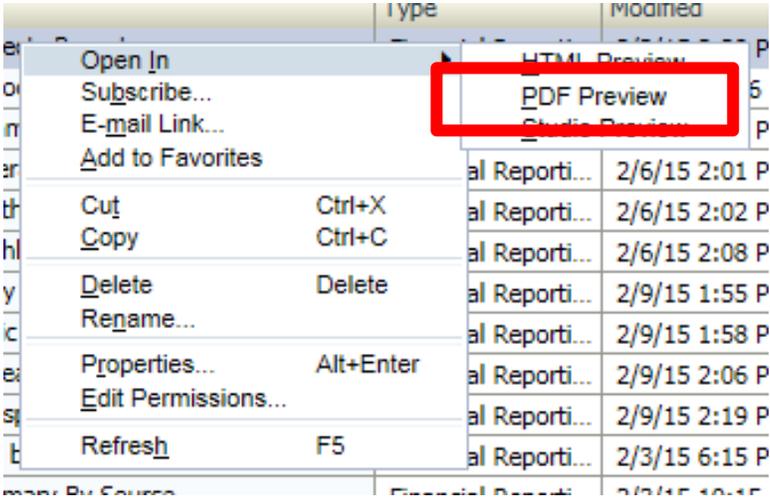
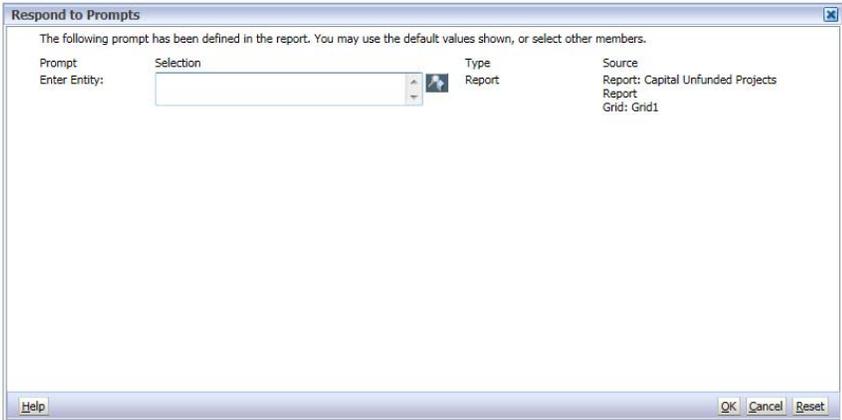
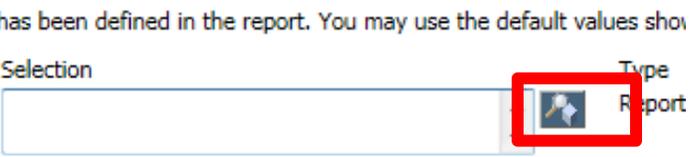
Step	Action	Notes
1.	<p>To access capital reports, you must be logged on the BAT system.</p> <p>Please remember that -</p> <ul style="list-style-type: none"> • your user name is your employee ID • your password is the password you selected  <p><small>Copyright © 2005, 2013, Oracle and / or its affiliates. All rights reserved.</small></p>	
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> 	

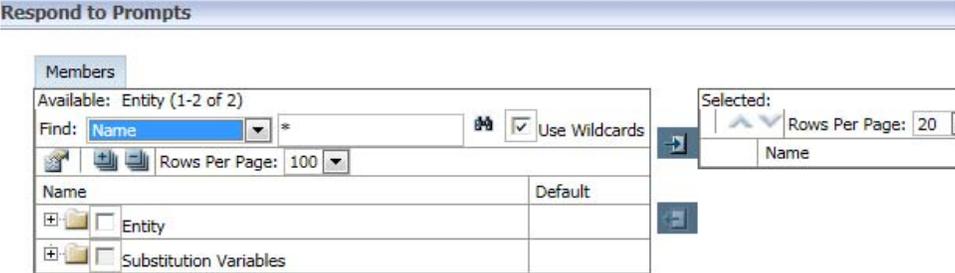
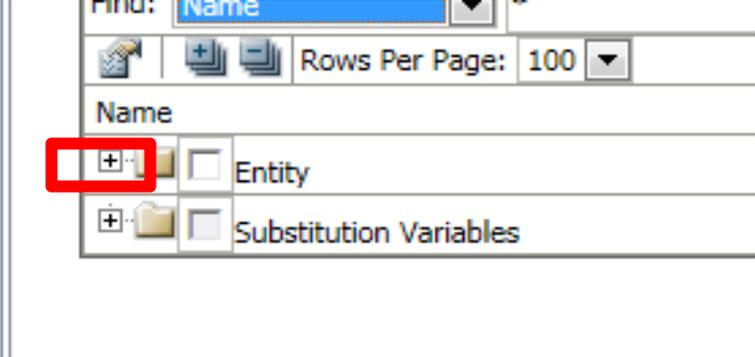
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3.	<p>On the left hand side of the screen in the blue box will see "EXPLORE".</p> <p>Click on the EXPLORE" icon.</p> 																													
4.	<p>You will see the screen change</p>  <table border="1" data-bbox="472 1339 1052 1675"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Modified</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BAT Reports</td> <td>Folder</td> <td>12/10/14 4:15 PM</td> <td></td> </tr> <tr> <td>CBAT Reports</td> <td>Folder</td> <td>12/2/14 2:12 PM</td> <td></td> </tr> <tr> <td>Sample Content</td> <td>Folder</td> <td>8/28/14 1:48 PM</td> <td>Contains sample data loaded up at install time.</td> </tr> <tr> <td>Shared Workspace Pages</td> <td>Folder</td> <td>3/6/14 12:22 PM</td> <td></td> </tr> <tr> <td>Users</td> <td>Folder</td> <td>1/16/14 12:52 PM</td> <td></td> </tr> <tr> <td>Utility</td> <td>Folder</td> <td>2/5/14 9:53 PM</td> <td></td> </tr> </tbody> </table>	Name	Type	Modified	Description	BAT Reports	Folder	12/10/14 4:15 PM		CBAT Reports	Folder	12/2/14 2:12 PM		Sample Content	Folder	8/28/14 1:48 PM	Contains sample data loaded up at install time.	Shared Workspace Pages	Folder	3/6/14 12:22 PM		Users	Folder	1/16/14 12:52 PM		Utility	Folder	2/5/14 9:53 PM		
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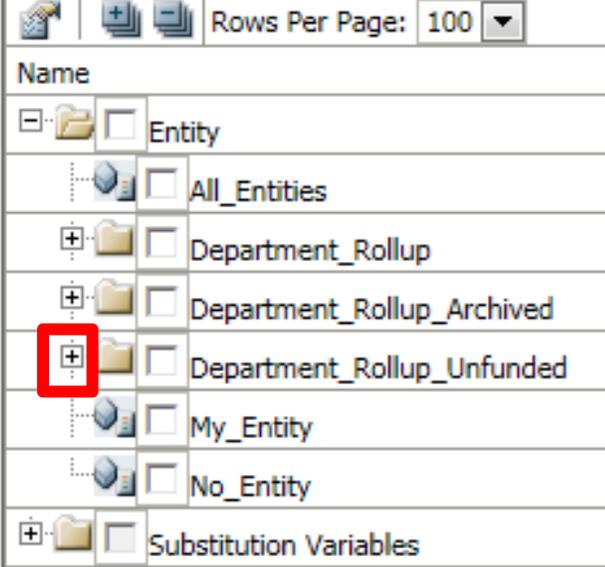
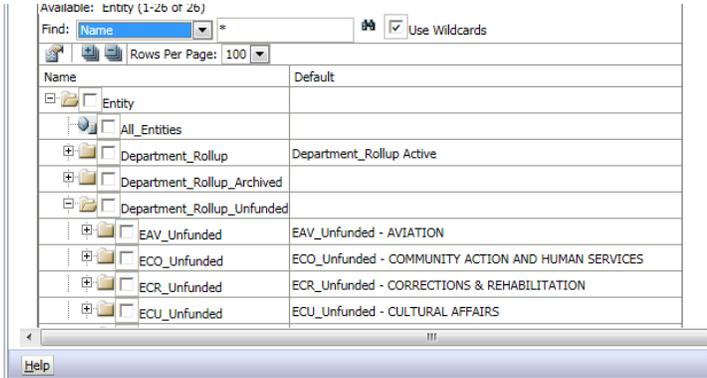
Step	Action	Notes
5.	<p>On the left hand side you will see a file that says “CBAT Reports”.</p> <p>Click on the + icon next to “CBAT Reports to expand the file</p> 	
6	<p>Now click on the “Capital Reports” icon.</p> 	

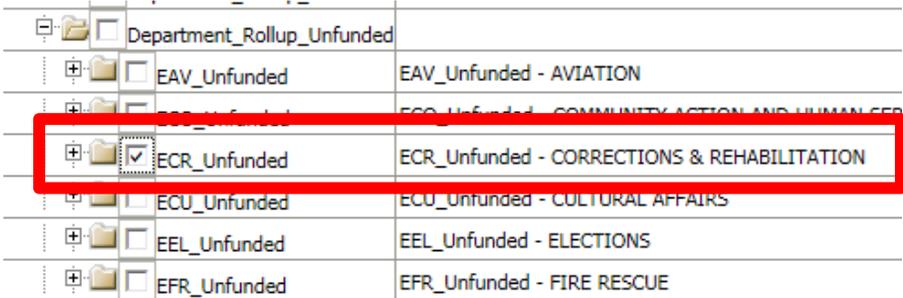
Step	Action	Notes
7	<p>You will see the screen change to the right</p> 	
8	<p>To print a report to view all unfunded capital projects for a specific department, click on “Capital Unfunded Projects Report” so that it is highlighted in grey</p> 	

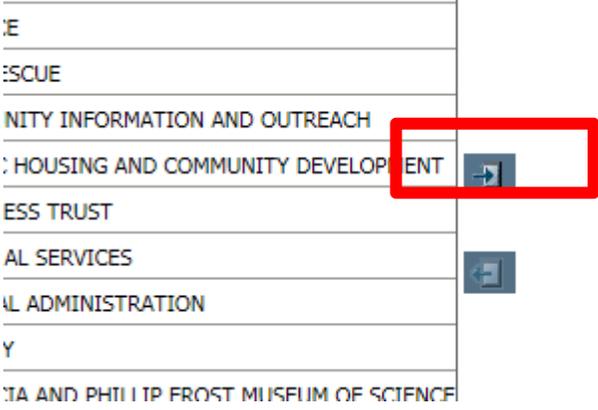
Step	Action	Notes
9	<p>Right click on the “Capital Unfunded Projects Report” icon and you will see a small box pop-up to the right</p> 	
10.	<p>Click on “Open In” and you will see another box pop-up appear to the right</p> 	

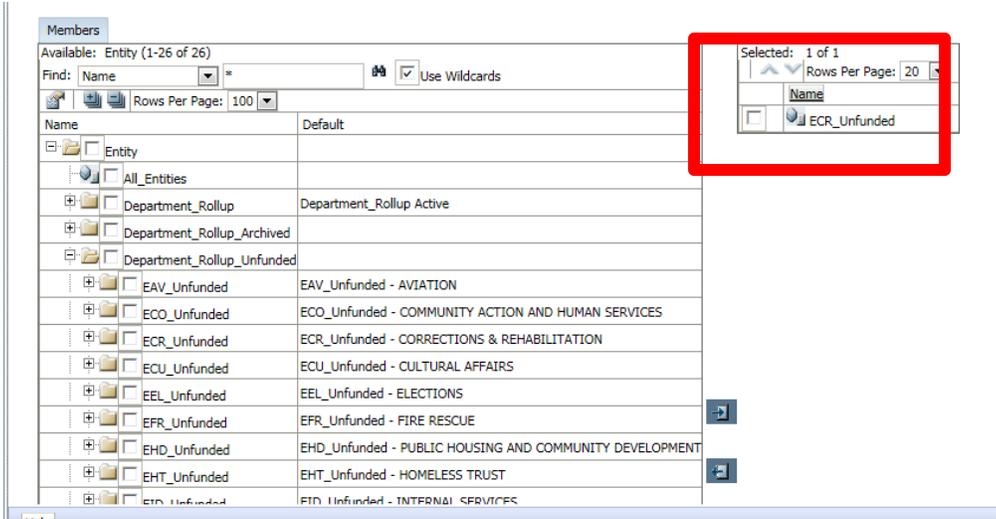
Step	Action	Notes
11	<p>Now click on the “PDF Preview” icon</p> 	
12	<p>Next, you will see the following screen appear</p>  <p>Click on the icon to the right of the box</p> 	

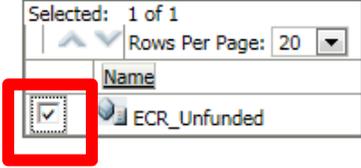
Step	Action	Notes
13	<p>Next, you will see the screen below appear</p> 	
14.	<p>Click on the + icon next to the “Entity” folder to expand the file</p> 	

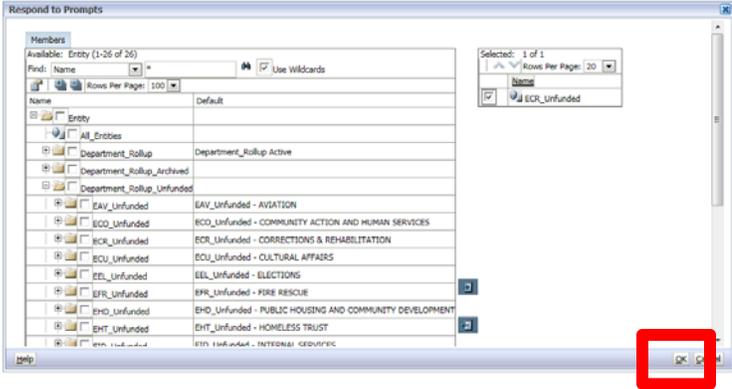
Step	Action	Notes
15	<p>Now you will see the folder expanded.</p> <p>IMPORTANT NOTE: “Department_Rollup _Unfunded” is <u>ONLY</u> for unfunded capital projects</p> <p>Click on the + icon next to “Department_Rollup _Unfunded” folder to expand the file</p> 	
16	<p>Scroll down and find the two letter code for the Department you wish to print</p> 	

Step	Action	Notes
17	<p>Once you have identified the Department you wish to print, click on the box next to the two letter department code until you see a check mark appear</p> <p>NOTE: You can only select one department at a time. This reporting function is not programmed for multiple department selections at this time.</p> 	
18		

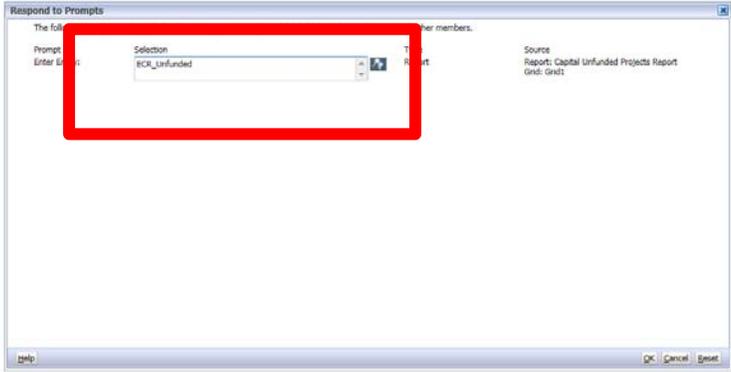
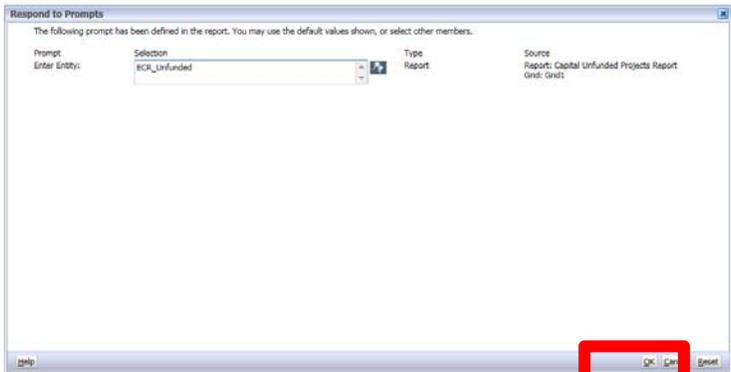
Step	Action	Notes
19	<p>Now scroll down until you see two arrows on your right-hand side</p> <p>Click on the arrow pointing to the right</p> 	

Step	Action	Notes
20	<p>Now you will see in the box to your right, the Department you selected appear</p> 	

Step	Action	Notes
21	<p>Click on the box next to the Department's two letter code until you see a check mark appear</p> 	

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

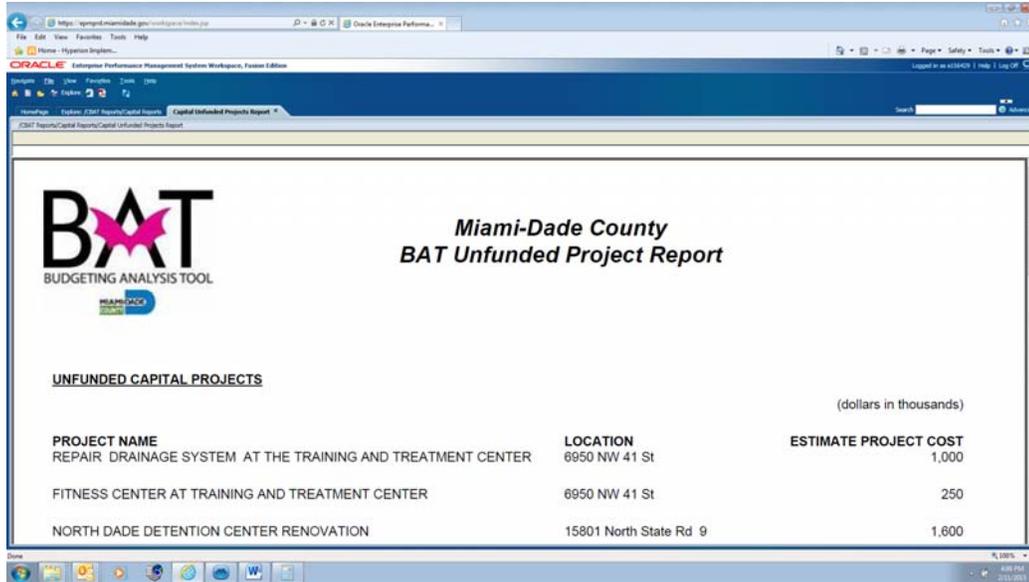
23		
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Step	Action	Notes
24	<p>Once you have clicked on the OK icon it will bring you back to the box below where you will see the name of the Department you requested for your unfunded capital projects report</p>  <p>The following prompt has been defined in the report. You may use the default values shown, or select other members.</p> <p>Prompt: Selection Enter Entity: ECR_Unfunded</p> <p>Type: Report Source: Report: Capital Unfunded Projects Report Grid: Grid1</p>	
25	<p>If the Department 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
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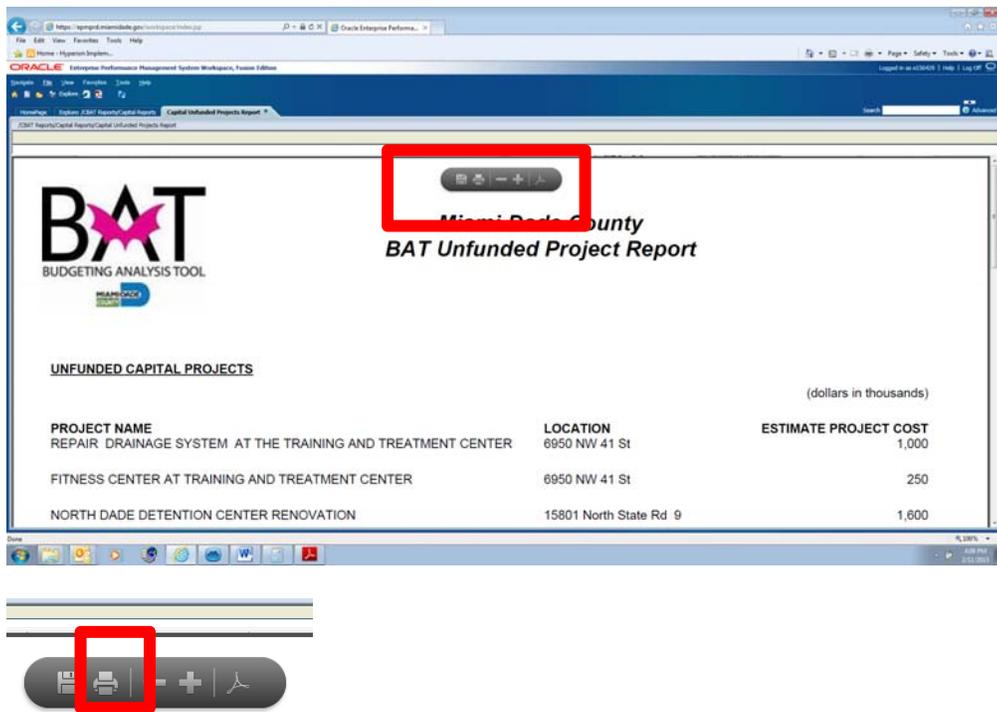
26

Within a few minutes, you should see the unfunded capital projects report for the Department you selected appear



27

To print your report, simply click on the print icon on your screen



Step	Action	Notes
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28

Below is an example of what your report will look like.

		(Amount in thousands)
PROJECT NAME	DESCRIPTION	BUDGETED PROJECT COST
PROJECT 1: [Project Name]	DESCRIPTION	1,000
PROJECT 2: [Project Name]	DESCRIPTION	100
PROJECT 3: [Project Name]	DESCRIPTION	1,000
PROJECT 4: [Project Name]	DESCRIPTION	1,000
PROJECT 5: [Project Name]	DESCRIPTION	100
PROJECT 6: [Project Name]	DESCRIPTION	100
PROJECT 7: [Project Name]	DESCRIPTION	100,000
PROJECT 8: [Project Name]	DESCRIPTION	100
PROJECT 9: [Project Name]	DESCRIPTION	100
PROJECT 10: [Project Name]	DESCRIPTION	100
PROJECT 11: [Project Name]	DESCRIPTION	100
PROJECT 12: [Project Name]	DESCRIPTION	100
PROJECT 13: [Project Name]	DESCRIPTION	100
PROJECT 14: [Project Name]	DESCRIPTION	100
PROJECT 15: [Project Name]	DESCRIPTION	1,000
PROJECT 16: [Project Name]	DESCRIPTION	1,000
PROJECT 17: [Project Name]	DESCRIPTION	100
PROJECT 18: [Project Name]	DESCRIPTION	100
		75,000

----- **Job Aide Ends** -----