

CBAT Job Aide #12

HOW TO ADD AN ERP FUND/GRANT CODE TO AN EXISTING REVENUE SOURCE IN A CAPITAL PROGRAM

This Job Aide will provide the USER with the tools necessary to “**Add an ERP Fund/Grant Code to an existing revenue source in a capital program**”

TIP:



To log on to the CBAT Production system, you need to be sure you are using one of the following web browsers

- Google Chrome
- Edge
- Fire Fox.



IMPORTANT:

In order to log on to the **CBAT** system, you need to have security access.

To get security access to the CBAT system, please refer to **Job Aide #7 – How to Request USER Access to the CBAT Production System**

Step

Action

1. First, you need to select the capital program you will be working on by **CLICKING** on the capital program.

Your selection is identified when it is highlighted in grey.

The screenshot displays the BAT interface with several navigation buttons at the top: 'Create Program', 'Edit Program', 'Projects', 'Department Book View', 'Department Unfunded Programs', 'Program Book View', and 'Clear Filter'. Below these is a search bar labeled 'Search Programs'. On the left, there are checkboxes for 'Archived' and 'Unfunded'. The 'Department' dropdown is set to 'OC-ADMIN OFFICE OF THE COURTS'. A table lists the following programs:

Program Number ↑	Dept.	Name	Archived
305200	OC	ADDITIONAL COURTROOMS AND ADMINISTRATION FACILITIES (BUILDING BETTER COMMUNITIES BOND PROGRAM)	
305410	OC	MENTAL HEALTH DIVERSION FACILITY (BUILDING BETTER COMMUNITIES BOND PROGRAM)	
3010620	OC	COURT FACILITIES REPAIRS AND RENOVATIONS	
20000000	OC	INFRASTRUCTURE IMPROVEMENTS - COURT FACILITIES STATEWIDE	

Step Action

2. Since capital programs are budgeted at the “PROJECT” level, you need to CLICK on the “PROJECT” icon

Search Programs

Archived Department
 Unfunded OC-ADMIN OFFICE OF THE COURTS

Program Number ↑	Dept.	Name	Archived
305200	OC	ADDITIONAL COURTROOMS AND ADMINISTRATION FACILITIES (BUILDING BETTER COMMUNITIES BOND PROGRAM)	
305410	OC	MENTAL HEALTH DIVERSION FACILITY (BUILDING BETTER COMMUNITIES BOND PROGRAM)	
3010620	OC	COURT FACILITIES REPAIRS AND RENOVATIONS	
2000001484	OC	INFRASTRUCTURE IMPROVEMENTS - COURT FACILITIES SYSTEMWIDE	

3. Next, you will be taken to the “PROJECT” page where you will find a listing of all the capital projects associated to the capital program you have selected.

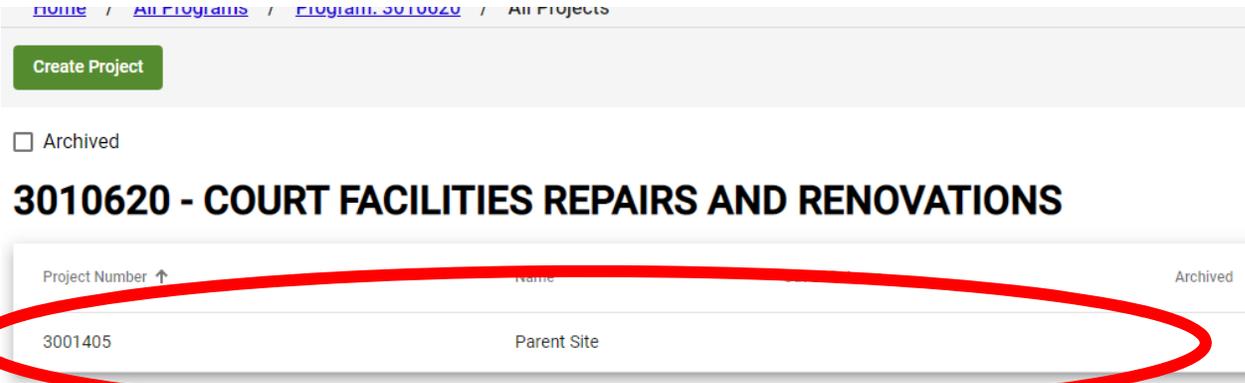
For this example, there is only one “capital project” associated to the “capital program” selected

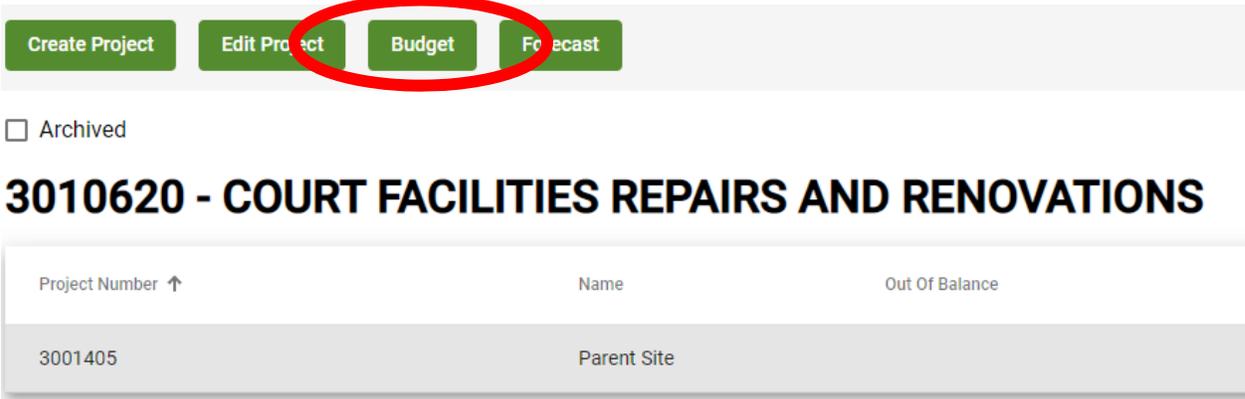
[Home](#) / [All Programs](#) / [Program: 3010620](#) / [All Projects](#)

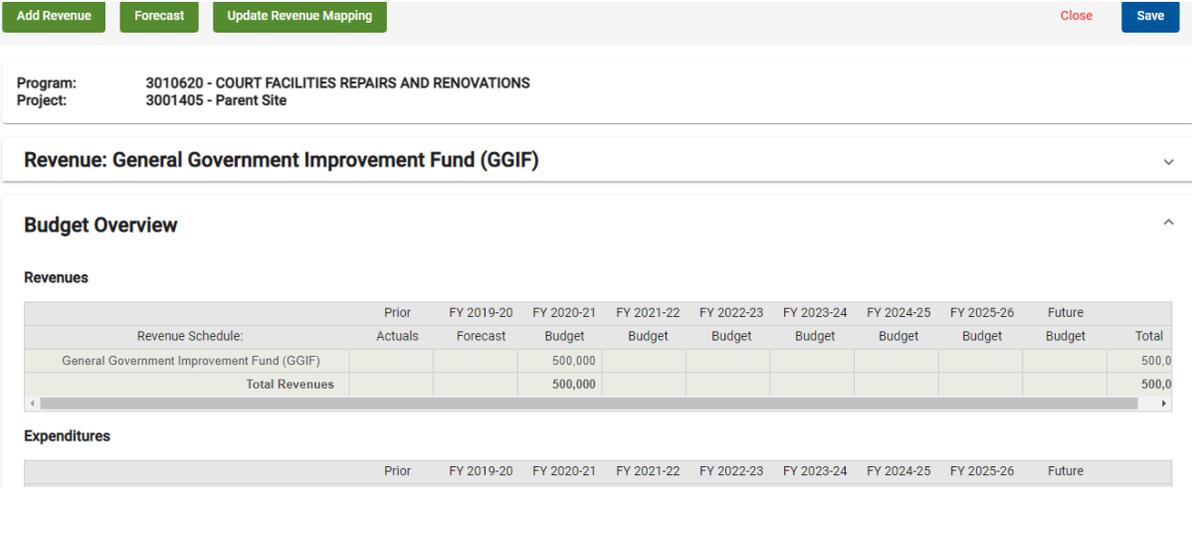
Archived

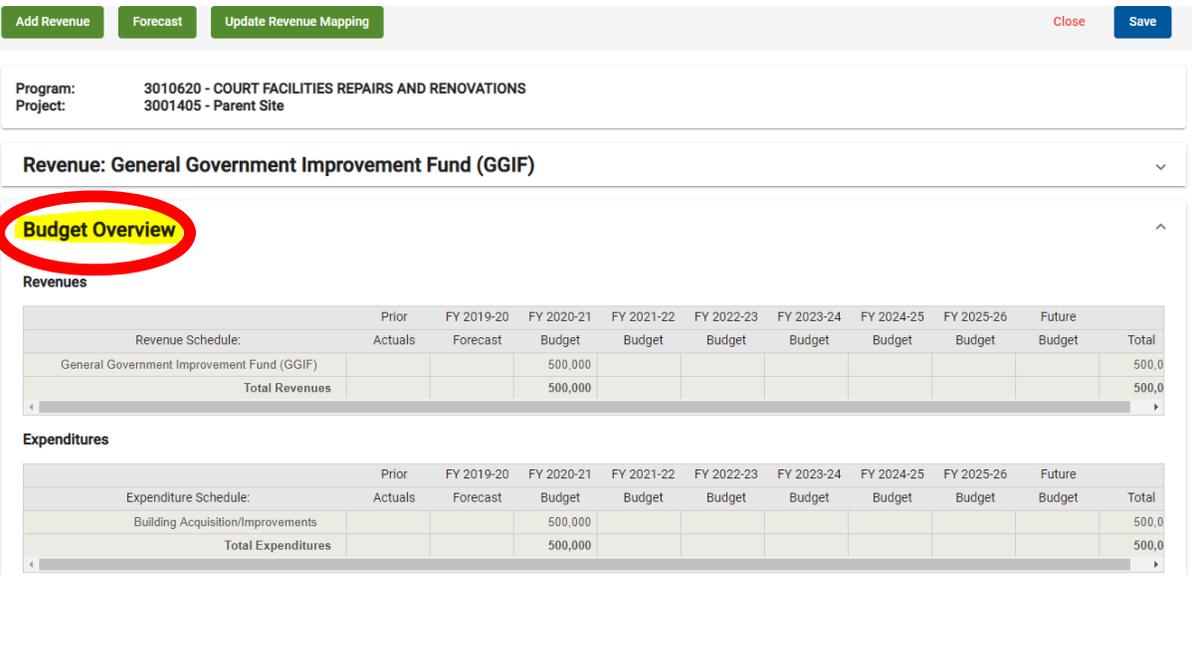
3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS

Project Number ↑	Name	Out Of Balance	Archived
3001405	Parent Site		

Step	Action
4.	<p>To begin the budgeting process, you must select the capital “PROJECT” to which you will be updating the revenue to include the corresponding “ERP Fund/Grant Code”</p> <p>To select the capital “PROJECT”, simply CLICK on the project.</p> <p>Your selection is identified when it is highlighted in grey.</p>  <p>The screenshot shows a breadcrumb trail: Home / All Programs / Program 3010620 / All Projects. Below this is a 'Create Project' button and an 'Archived' checkbox. The main heading is '3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS'. A table below lists projects with columns for Project Number, Name, and Archived. The first row is highlighted in grey and circled in red: Project Number 3001405, Name Parent Site, Archived.</p>

5	<p>Once you have selected the capital “PROJECT”, three icons will appear</p> <ol style="list-style-type: none"> Edit Project Budget Forecast <p>Select the “BUDGET” icon</p>  <p>The screenshot shows the same breadcrumb trail and heading as the previous step. Below the heading are four buttons: 'Create Project', 'Edit Project', 'Budget', and 'Forecast'. The 'Budget' button is circled in red. Below the buttons is an 'Archived' checkbox and the same table as in step 4, which is now greyed out.</p>
---	---

Step	Action																																																																																								
6	<p>Once the “BUDGET” icon is selected, you will be taken to the budgeting page.</p>  <p>Revenues</p> <table border="1"> <thead> <tr> <th>Revenue Schedule:</th> <th>Prior</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> <th>FY 2024-25</th> <th>FY 2025-26</th> <th>Future</th> <th>Total</th> </tr> <tr> <th></th> <th>Actuals</th> <th>Forecast</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th></th> </tr> </thead> <tbody> <tr> <td>General Government Improvement Fund (GGIF)</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> <tr> <td>Total Revenues</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> </tbody> </table> <p>Expenditures</p> <table border="1"> <thead> <tr> <th>Expenditure Schedule:</th> <th>Prior</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> <th>FY 2024-25</th> <th>FY 2025-26</th> <th>Future</th> <th>Total</th> </tr> <tr> <th></th> <th>Actuals</th> <th>Forecast</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th></th> </tr> </thead> <tbody> <tr> <td>Building Acquisition/Improvements</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> <tr> <td>Total Expenditures</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> </tbody> </table>	Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total		Actuals	Forecast	Budget		General Government Improvement Fund (GGIF)			500,000							500,0	Total Revenues			500,000							500,0	Expenditure Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total		Actuals	Forecast	Budget		Building Acquisition/Improvements			500,000							500,0	Total Expenditures			500,000							500,0												
Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total																																																																															
	Actuals	Forecast	Budget																																																																																						
General Government Improvement Fund (GGIF)			500,000							500,0																																																																															
Total Revenues			500,000							500,0																																																																															
Expenditure Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total																																																																															
	Actuals	Forecast	Budget																																																																																						
Building Acquisition/Improvements			500,000							500,0																																																																															
Total Expenditures			500,000							500,0																																																																															

Step	Action																																																																																								
7	<p>To check and see if an ERP Fund code has been added to a revenue, the quickest way is to simply scroll down to the bottom of the page to the “Budget Overview” section.</p>  <p>Budget Overview</p> <p>Revenues</p> <table border="1"> <thead> <tr> <th>Revenue Schedule:</th> <th>Prior</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> <th>FY 2024-25</th> <th>FY 2025-26</th> <th>Future</th> <th>Total</th> </tr> <tr> <th></th> <th>Actuals</th> <th>Forecast</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th></th> </tr> </thead> <tbody> <tr> <td>General Government Improvement Fund (GGIF)</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> <tr> <td>Total Revenues</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> </tbody> </table> <p>Expenditures</p> <table border="1"> <thead> <tr> <th>Expenditure Schedule:</th> <th>Prior</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> <th>FY 2024-25</th> <th>FY 2025-26</th> <th>Future</th> <th>Total</th> </tr> <tr> <th></th> <th>Actuals</th> <th>Forecast</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th></th> </tr> </thead> <tbody> <tr> <td>Building Acquisition/Improvements</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> <tr> <td>Total Expenditures</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500,0</td> </tr> </tbody> </table>	Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total		Actuals	Forecast	Budget		General Government Improvement Fund (GGIF)			500,000							500,0	Total Revenues			500,000							500,0	Expenditure Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total		Actuals	Forecast	Budget		Building Acquisition/Improvements			500,000							500,0	Total Expenditures			500,000							500,0												
Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total																																																																															
	Actuals	Forecast	Budget																																																																																						
General Government Improvement Fund (GGIF)			500,000							500,0																																																																															
Total Revenues			500,000							500,0																																																																															
Expenditure Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total																																																																															
	Actuals	Forecast	Budget																																																																																						
Building Acquisition/Improvements			500,000							500,0																																																																															
Total Expenditures			500,000							500,0																																																																															

Step	Action
------	--------

8 If you do not see the ERP Fund Code listed next to the revenue, an ERP Fund Code has not been linked to the revenue.

Add Revenue
Forecast
Update Revenue Mapping
Close
Save

Program: 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS
 Project: 3001405 - Parent Site

Revenue: General Government Improvement Fund (GGIF)

Budget Overview

Revenues		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
Revenue Schedule:	Actuals	Forecast	Budget	Budget							
General Government Improvement Fund (GGIF)				500,000							500,000
Total Revenues				500,000							500,000

Expenditures		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
Expenditure Schedule:	Actuals	Forecast	Budget	Budget							
Building Acquisition/Improvements				500,000							500,000
Total Expenditures				500,000							500,000

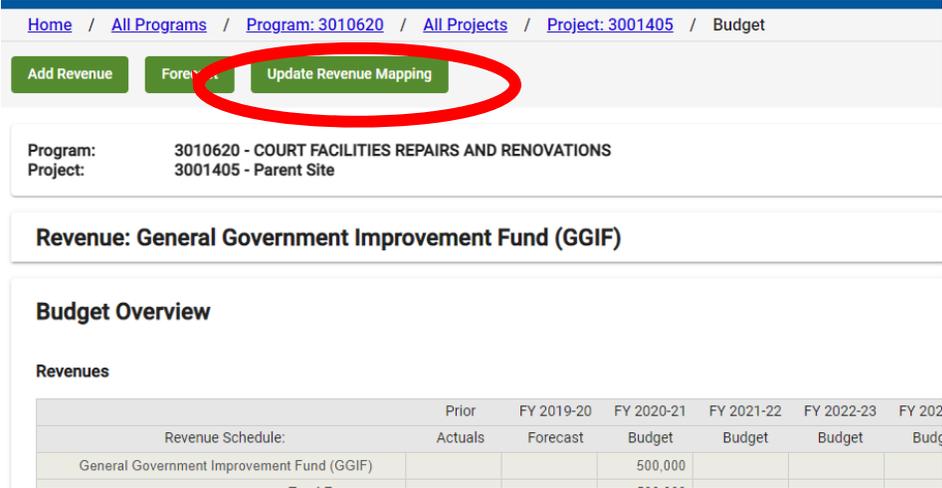


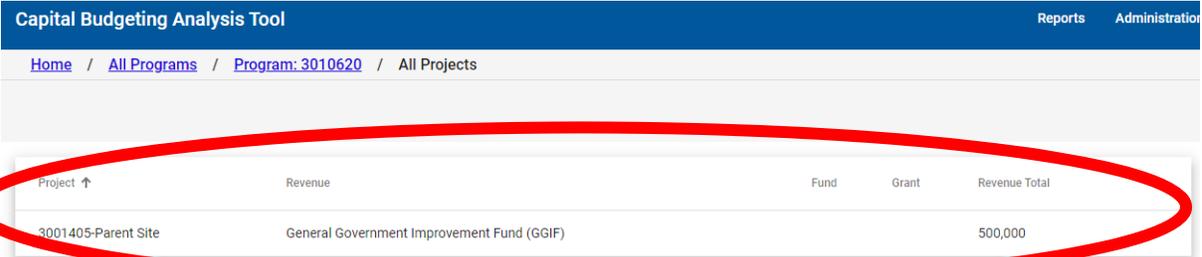
IMPORTANT:

If you have not linked the revenue to an ERP Fund Code, your capital program/project will NOT be pushed to the INFORMS Financial system and the capital program/project will error out.

Mapping ERP Fund/Grant codes are extremely important as it allows several things to happen in the INFORMS Financial system

- Allows your capital program/project budget to be loaded in the INFORMS Financial system
- Allows you to post purchase orders
- Allows you to post expenditures

Step	Action																					
9	<p>To link an ERP Fund/Grant Code to a revenue, CLICK on the “Update Revenue Mapping” icon</p>  <p>The screenshot shows the BAT interface with the following elements:</p> <ul style="list-style-type: none"> Navigation bar: Home / All Programs / Program: 3010620 / All Projects / Project: 3001405 / Budget Buttons: Add Revenue, Forecast, and Update Revenue Mapping (circled in red). Program: 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS Project: 3001405 - Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview section with a table: <table border="1"> <thead> <tr> <th>Revenue Schedule:</th> <th>Prior</th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> </tr> <tr> <td></td> <td>Actuals</td> <td>Forecast</td> <td>Budget</td> <td>Budget</td> <td>Budget</td> <td>Budget</td> </tr> </thead> <tbody> <tr> <td>General Government Improvement Fund (GGIF)</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24		Actuals	Forecast	Budget	Budget	Budget	Budget	General Government Improvement Fund (GGIF)			500,000			
Revenue Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24																
	Actuals	Forecast	Budget	Budget	Budget	Budget																
General Government Improvement Fund (GGIF)			500,000																			

Step	Action										
10	<p>After CLICKING on the “Update Revenue Mapping” icon you will be taken to another page where you will find all the revenues to every capital project listed for your capital program.</p> <p>For this example, there is only one revenue source and one capital project associated to the capital program selected</p>  <p>The screenshot shows the BAT interface with the following elements:</p> <ul style="list-style-type: none"> Page Title: Capital Budgeting Analysis Tool Navigation bar: Home / All Programs / Program: 3010620 / All Projects Table with one row circled in red: <table border="1"> <thead> <tr> <th>Project ↑</th> <th>Revenue</th> <th>Fund</th> <th>Grant</th> <th>Revenue Total</th> </tr> </thead> <tbody> <tr> <td>3001405-Parent Site</td> <td>General Government Improvement Fund (GGIF)</td> <td></td> <td></td> <td>500,000</td> </tr> </tbody> </table>	Project ↑	Revenue	Fund	Grant	Revenue Total	3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000
Project ↑	Revenue	Fund	Grant	Revenue Total							
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000							

Step

Action

11

On this page you will find the following...

- The project site associated to the revenue source you have selected to map
- The name of the revenue source you are mapping
- The total revenue value for that revenue associated that a particular capital project

[Home](#) / [All Programs](#) / [Program: 3010620](#) / All Projects

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

[Home](#) / [All Programs](#) / [Program: 3010620](#) / All Projects

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

[Home](#) / [All Programs](#) / [Program: 3010620](#) / All Projects

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

Step 12 Action

You will notice that the ERP Fund/Grant codes have not been identified, thus alerting you it has not been mapped

Home / All Programs / Program: 3010620 / All Projects

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

Step 13 Action

To map a revenue to an ERP Fund/Grant Code, simply select the revenue to be mapped by **CLICKING** on the revenue

Home / All Programs / Program: 3010620 / All Projects

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

Step 14 Action

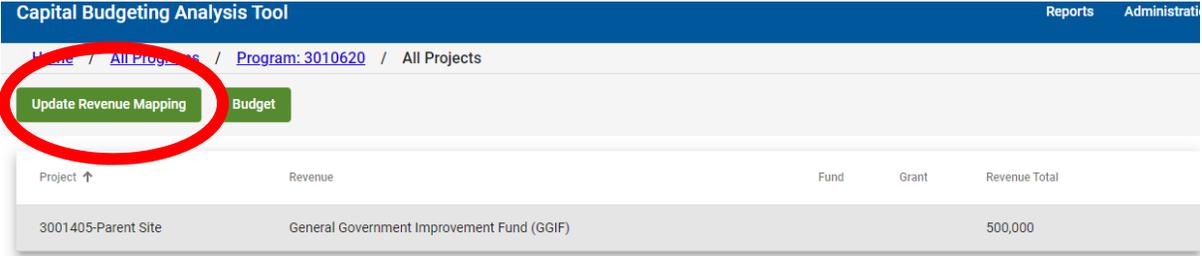
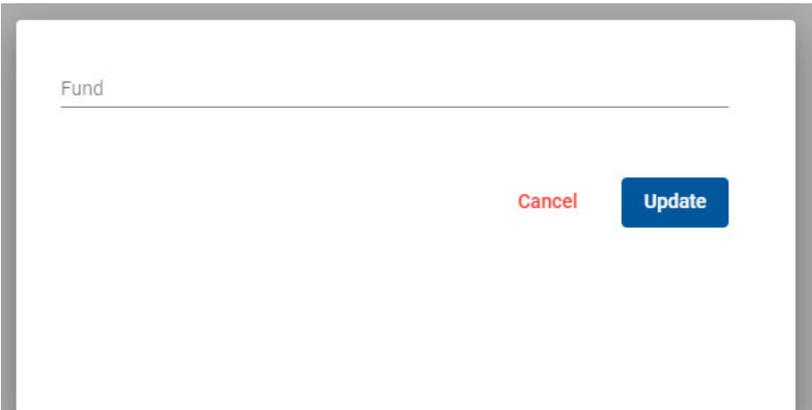
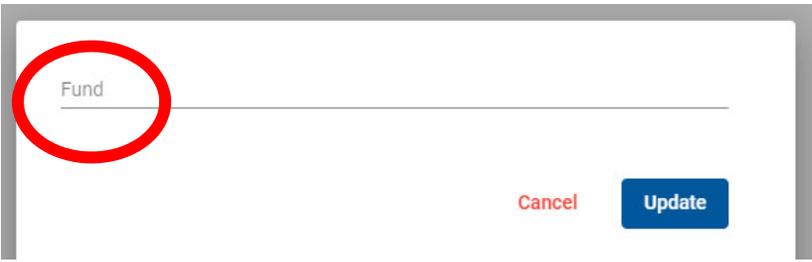
When a revenue has been selected for mapping it will turn grey and immediately, the following two icons will appear.

Capital Budgeting Analysis Tool Reports Administration

Home / All Programs / Program: 3010620 / All Projects

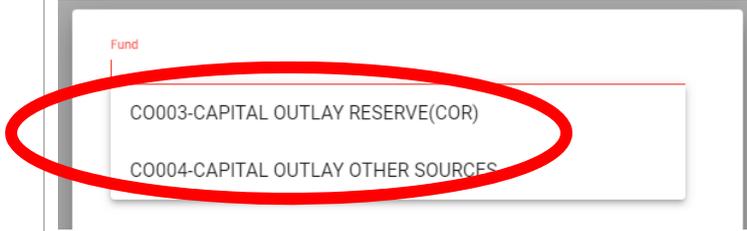
Update Revenue Mapping Budget

Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000

Step	Action
15	<p>Next, CLICK on the “Update Revenue Mapping” icon to begin the mapping process</p> 
16	<p>When you have CLICKED on the “Update Revenue Mapping” icon, the following box below will pop up on your screen.</p> 
17	<p>Next, type in your ERP Fund Code identifier on the “Fund” Line</p> 

Step	Action
------	--------

18 As you begin to type in your associated ERP Fund Code, you will start to see various ERP Fund codes associated to that revenue appear.



IMPORTANT:
The User may find various ERP Fund codes assigned to a revenue due to various departments using that revenue source.

Some ERP Fund codes will be countywide ERP Fund codes while others will be specific to a department.

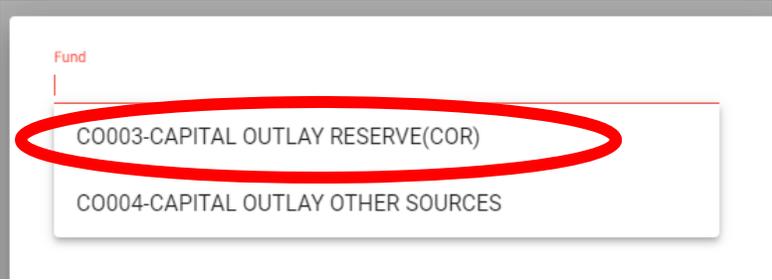
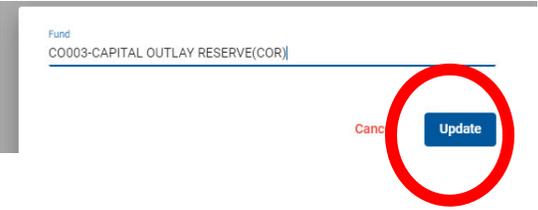


TIP: If you do not know your ERP Fund/Grant codes, you can either work with your departmental ERP Team or go to the ERP INFORMS website

<https://secure.miamidade.gov/employee/informs/finance.page>

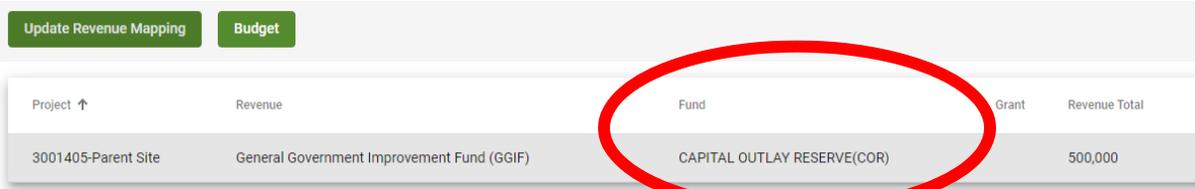
Documents and Resources

- ▶ [Chart of Accounts](#)
- ▶ [INFORMS Department ID Values as of 1-20-21](#)
- ▶ [Index Code Crosswalk as Nov. 2020 Activity](#)
- ▶ [Financial Crosswalk: FAMIS GL Sub-object to INFORMS Account & FAMIS GL Sub-funds to INFORMS Fund](#)
- ▶ [Grants & Grants Project Data Collection](#)
- ▶ [Budget, Finance & Supply Chain Business Leadership Council](#)

Step	Action
19	<p>After viewing the selection, select the ERP Fund Code by CLICKING on the selection.</p> 
20	<p>After CLICKING on your selected ERP Fund Code, it will automatically populate on the “Fund” line</p> 
21	<p>If a Grant Code had been assigned to the ERP Fund Code you selected, a “Grant” line would appear, and you would go thru the same mapping process as in Step 18 except it would be for an ERP Grant Code.</p>
22	<p>Since there is no ERP Grant Code assigned to the ERP Fund code selected, CLICK on the “Update” icon to complete the revenue mapping process</p> 

Step **Action**

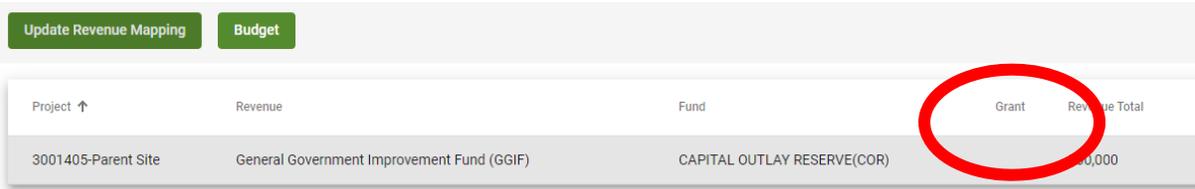
23 After CLICKING on the “Update” icon, you will find that the revenue mapping screen has been updated to show the revenue has been mapped.



Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)	CAPITAL OUTLAY RESERVE(COR)		500,000

Step **Action**

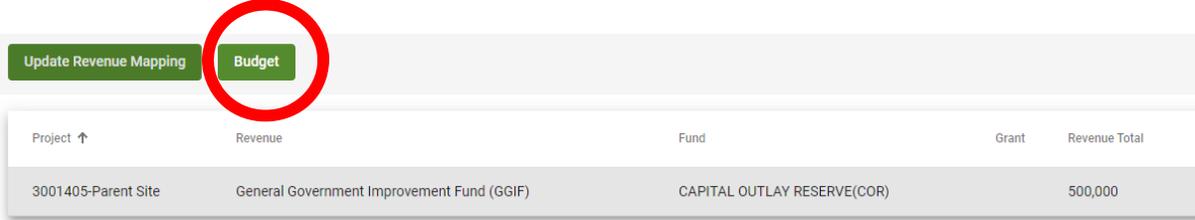
24 Had you mapped an ERP Grant Code to the revenue, the section below would have populated.



Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)	CAPITAL OUTLAY RESERVE(COR)		500,000

Step **Action**

25 Next, CLICK on the “Budget” icon



Project ↑	Revenue	Fund	Grant	Revenue Total
3001405-Parent Site	General Government Improvement Fund (GGIF)	CAPITAL OUTLAY RESERVE(COR)		500,000

Step

Action

25

By CLICKING on the “Budget” icon, you will automatically be taken back to the budgeting page where you will find two identifiers confirming that your revenue has been mapped

Home / All Programs / Program: 3010620 / All Projects / Project: 3001405 / Budget

Add Revenue Forecast Update Revenue Mapping Close Save

Program: 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS
Project: 3001405 - Parent Site

Revenue: General Government Improvement Fund (GGIF)

Budget Overview

Revenues

Revenue Schedule	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
	Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
General Government Improvement Fund (GGIF) / COI			500,000							500,0
Total Revenues			500,000							500,0

Program: 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS
Project: 3001405 - Parent Site

Revenue: General Government Improvement Fund (GGIF)

Fund: CO003-CAPITAL OUTLAY RESERVE(COR)

Revenues

	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	Actuals	Budget	Budget	Budget	Budget
Total Revenues			500,000		

Expenditures

Step	Action
26	Now you can continue the budgeting process.

--End Activity--