

CBAT Job Aide #9

HOW TO ADD A NEW REVENUE SOURCE TO A CAPITAL PROGRAM

This Job Aide will provide the USER with the tools necessary to “**Add a new revenue source to 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.

Home / All Programs

Create Program Edit Program Projects Department Book View Department Unfunded Programs Program Book View Clear Filter

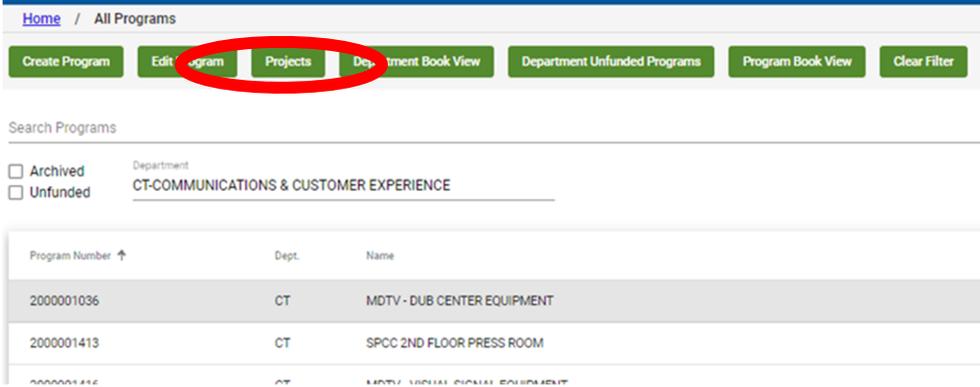
Search Programs

Archived Unfunded Department CT-COMMUNICATIONS & CUSTOMER EXPERIENCE

Program Number	Dept.	Name
2000001036	CT	MDTV - DUB CENTER EQUIPMENT
2000001413	CT	SECOND FLOOR OFFICE
2000001416	CT	MDTV - VISUAL SIGNAL EQUIPMENT
2000001417	CT	MDTV - PRO STUDIO PEDESTALS
2000001438	CT	CUSTOMER RELATIONSHIP MANAGEMENT MODERNIZATION

Step **Action**

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

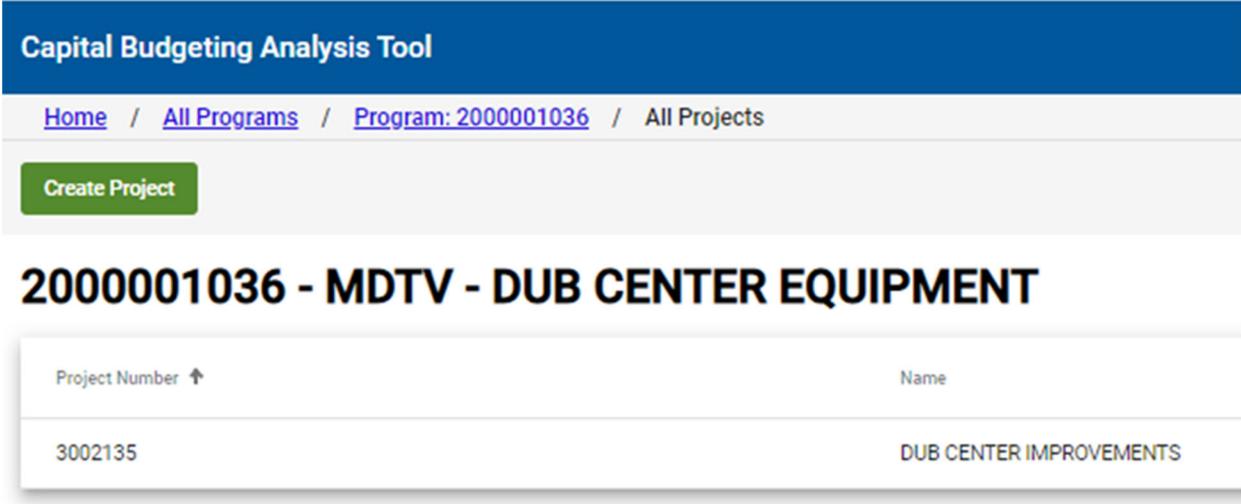


The screenshot shows the 'All Programs' page with a navigation bar containing buttons for 'Create Program', 'Edit Program', 'Projects', 'Department Book View', 'Department Unfunded Programs', 'Program Book View', and 'Clear Filter'. The 'Projects' button is circled in red. Below the navigation bar is a search section with filters for 'Archived' and 'Unfunded' programs, and a dropdown menu for 'Department' set to 'CT-COMMUNICATIONS & CUSTOMER EXPERIENCE'. A table lists programs with columns for 'Program Number', 'Dept.', and 'Name'.

Program Number ↑	Dept.	Name
2000001036	CT	MDTV - DUB CENTER EQUIPMENT
2000001413	CT	SPCC 2ND FLOOR PRESS ROOM
2000001414	CT	MDTV USUAL SIGNAL EQUIPMENT

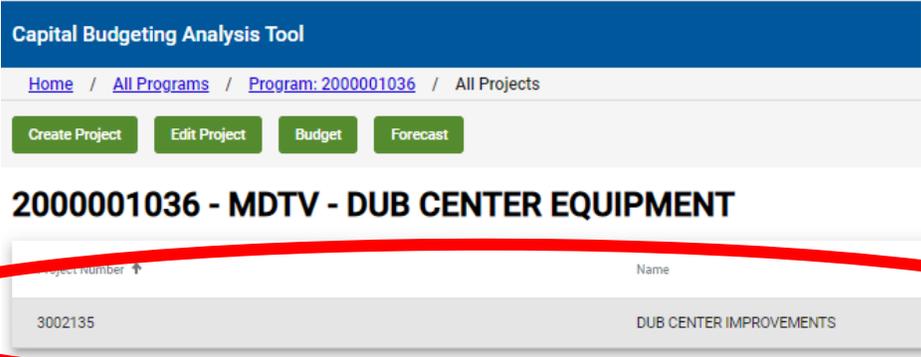
3. Next, you will be taken to the “PROJECT” page where you will find a listing of all the capital projects associated to the capital program you have selected.

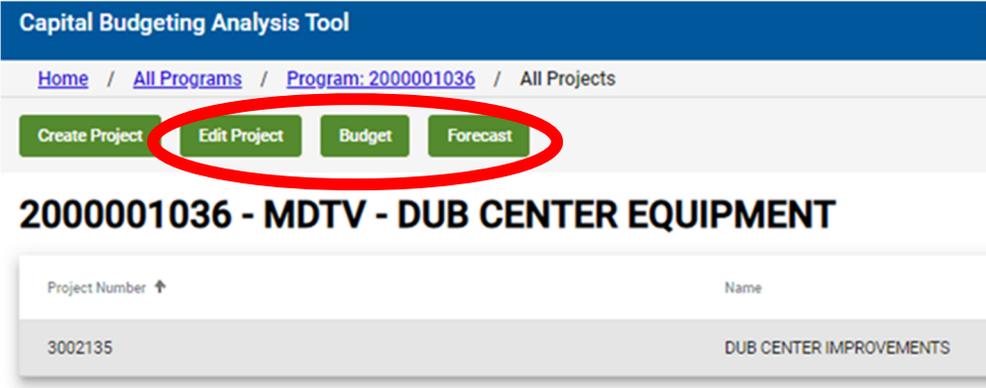
For this example, there is only one “capital project” associated to the “capital program” selected



The screenshot shows the 'Project: 2000001036' page. The page title is 'Capital Budgeting Analysis Tool' and the breadcrumb is 'Home / All Programs / Program: 2000001036 / All Projects'. There is a 'Create Project' button. The main heading is '2000001036 - MDTV - DUB CENTER EQUIPMENT'. Below this is a table listing projects with columns for 'Project Number' and 'Name'.

Project Number ↑	Name
3002135	DUB CENTER IMPROVEMENTS

Step	Action
4.	<p>To begin the budgeting process, you must select the capital “PROJECT” you wish to add a new revenue to.</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> 

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> 
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Step

Action

6 Once the “BUDGET” icon is selected, you will be taken to the budgeting page

Capital Budgeting Analysis Tool Reports Administration Logout

[Home](#) / [All Programs](#) / [Program: 2000001036](#) / [All Projects](#) / [Project: 3002135](#) / Budget

[Add Revenue](#) [Forecast](#) [Update Revenue Mapping](#) [Close](#) [Save](#)

Program: 2000001036 - MDTV - DUB CENTER EQUIPMENT
Project: 3002135 - DUB CENTER IMPROVEMENTS

Revenue: Communications Operating Revenue ▼

Budget Overview ▲

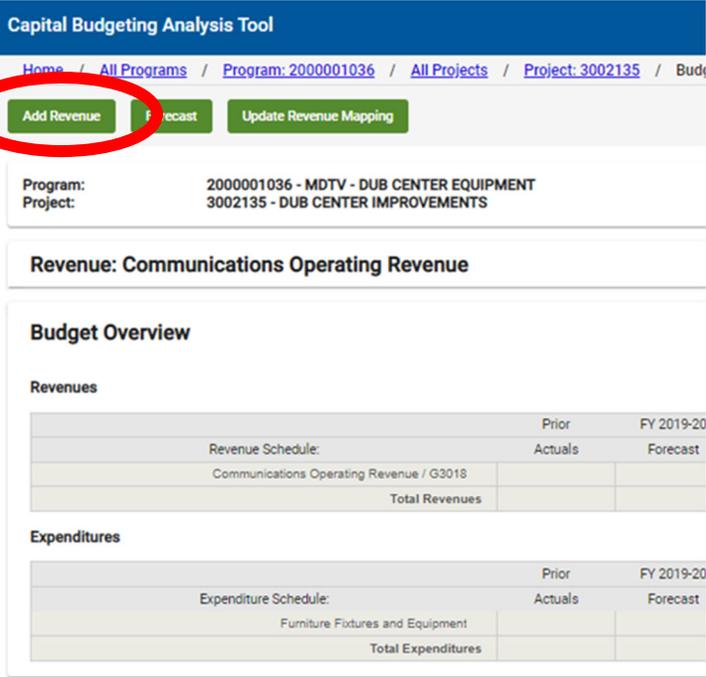
Revenues

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	
Communications Operating Revenue / 03018			60,000							60,000
Total Revenues			60,000							60,000

Expenditures

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	Budget	Budget	Budget	Budget	Budget	Budget	
Furniture Fixtures and Equipment			60,000							60,000
Total Expenditures			60,000							60,000

[Close](#) [Save](#)

Step	Action																																
7	<p>To add a new revenue source, CLICK on the “Add Revenue” icon</p>  <p>Capital Budgeting Analysis Tool</p> <p>Home / All Programs / Program: 2000001036 / All Projects / Project: 3002135 / Budget</p> <p>Add Revenue Forecast Update Revenue Mapping</p> <p>Program: 2000001036 - MDTV - DUB CENTER EQUIPMENT Project: 3002135 - DUB CENTER IMPROVEMENTS</p> <p>Revenue: Communications Operating Revenue</p> <p>Budget Overview</p> <p>Revenues</p> <table border="1"> <thead> <tr> <th></th> <th>Prior</th> <th colspan="2">FY 2019-20</th> </tr> <tr> <th>Revenue Schedule:</th> <th>Actuals</th> <th></th> <th>Forecast</th> </tr> </thead> <tbody> <tr> <td>Communications Operating Revenue / G3018</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Revenues</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Expenditures</p> <table border="1"> <thead> <tr> <th></th> <th>Prior</th> <th colspan="2">FY 2019-20</th> </tr> <tr> <th>Expenditure Schedule:</th> <th>Actuals</th> <th></th> <th>Forecast</th> </tr> </thead> <tbody> <tr> <td>Furniture Fixtures and Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Expenditures</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Prior	FY 2019-20		Revenue Schedule:	Actuals		Forecast	Communications Operating Revenue / G3018				Total Revenues					Prior	FY 2019-20		Expenditure Schedule:	Actuals		Forecast	Furniture Fixtures and Equipment				Total Expenditures			
	Prior	FY 2019-20																															
Revenue Schedule:	Actuals		Forecast																														
Communications Operating Revenue / G3018																																	
Total Revenues																																	
	Prior	FY 2019-20																															
Expenditure Schedule:	Actuals		Forecast																														
Furniture Fixtures and Equipment																																	
Total Expenditures																																	

Step	Action
8	<p>Once you have CLICKED on the “Add Revenue” icon, the revenue box below will appear.</p>  <p>Prior Actuals</p> <p>Revenue</p> <p>Fund</p> <p>Grant</p> <p>Cancel Add</p>

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

9

On the “Revenue” line, type in the name of the revenue as it appears in the “Proposed and/or Adopted Budget Book”.



TIP: Refer to your departmental capital budget financial summary for the exact name of your capital revenue.

If the revenue is an existing revenue, you will begin to start seeing the names of the various revenues with similar letters.

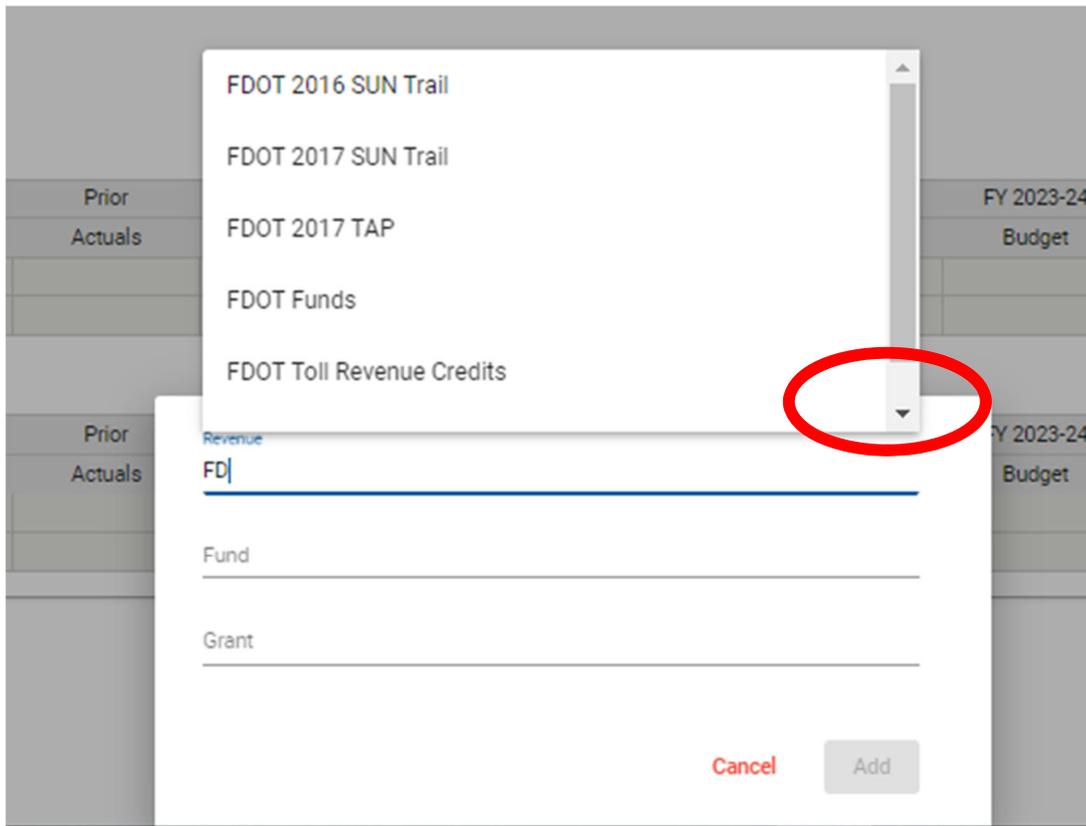
Next, select your revenue choice.

If your revenue does not appear on the screen, use the scroll down button to reveal more like revenues.



IMPORTANT:

If you still do not see your revenue of choice, please reach out to the OMB Capital Coordinator for assistance.



Step

Action

10

Next, on the “Fund” line, type in the “ERP Fund Code” assigned to your capital revenue during the ERP development process.



IMPORTANT:

If you do not know the “ERP Fund Code” assigned to the capital revenue you have selected, please reach out to your OMB Budget Analyst for assistance.

enues | 60,000

Prior

Actuals

Revenue

FDOT-County Incentive Grant Program

Fund

This field is required.

Grant

Cancel Add

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

11	As you start typing in the letters of the “ERP Fund Code”, you will start to see all the “ERP Fund Codes” assigned to that capital revenue source.
----	----------------------------------------------------------------------------------------------------------------------------------------------------



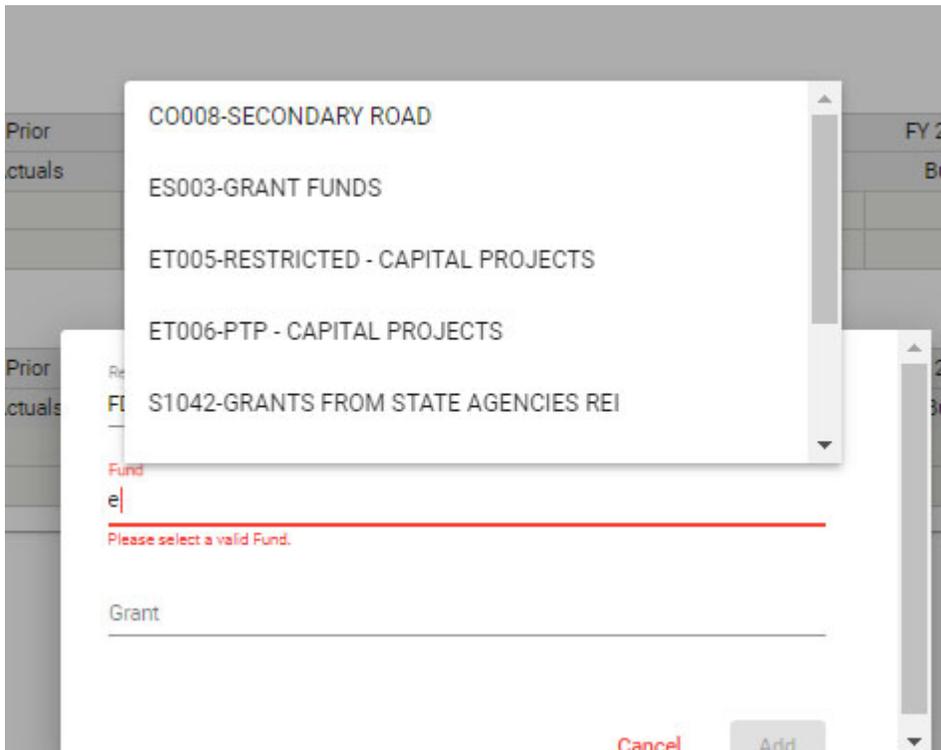
TIP: Capital revenues may have different “ERP Fund Codes” due to the various departments that may use the same revenue source.

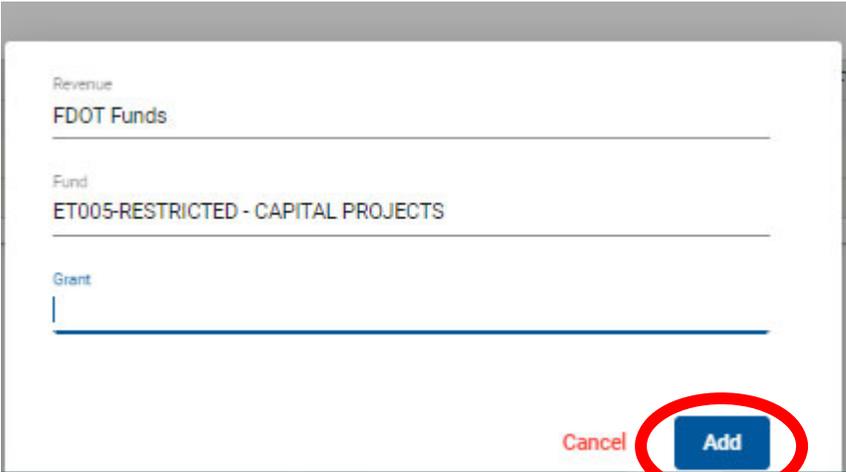
Next, select, the “ERP Fund Code” assigned to your specific revenue choice.

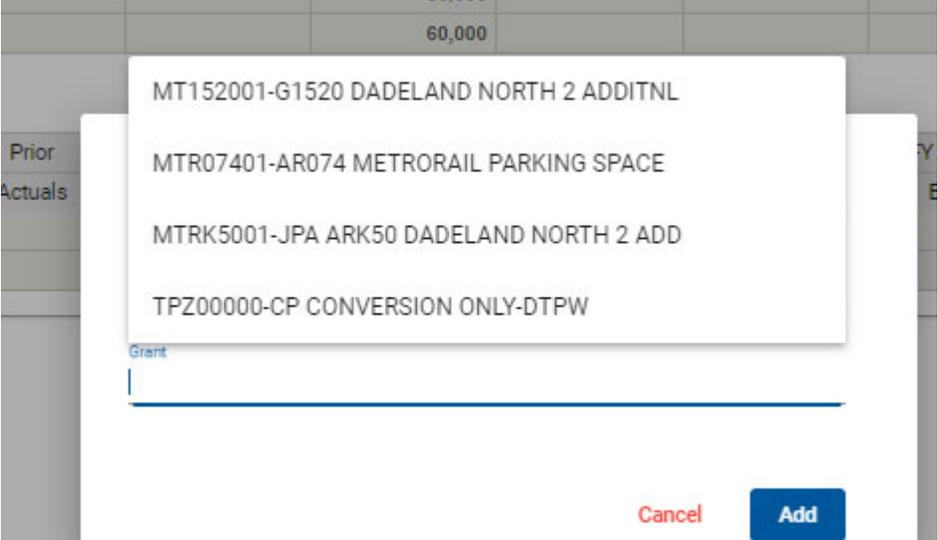


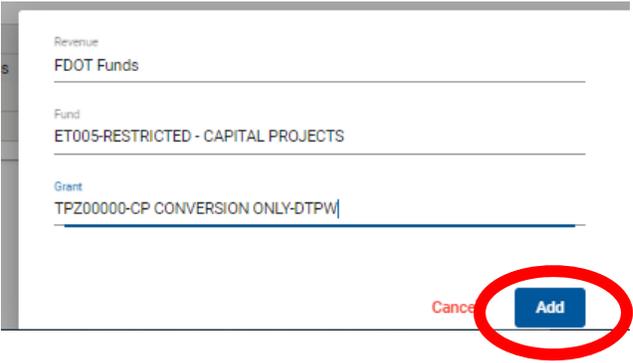
IMPORTANT:

If you cannot find the “ERP Fund Code” assigned to your revenue source, please reach out to your OMB Budget Analyst for assistance.



Step	Action
12	<p>Once you have selected the “ERP Fund Code” assigned to your revenue source, then next and final selection will be to select the “ERP Grant Code”</p> <p> IMPORTANT: Not every “ERP Fund Code” has a grant code assigned. If you do not have an “ERP Grant Code” assigned to your revenue source, skip this step and CLICK on the “ADD” button to save</p> <div data-bbox="219 779 1065 1251"></div>

Step	Action
13	<p>As you start typing in the letters of the “ERP Grant Code”, you will start to see all the “ERP Grant Codes” assigned to that capital revenue source.</p> <p> TIP: Capital revenues may have different “ERP Grant Codes” due to the various departments that may have different grants that fall under that particular revenue.</p> 

Step	Action
14	<p>Once you have selected the “ERP Grant Code” that is tied to the revenue source you have selected, CLICK on the “Add” button to complete the process</p> 

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

15 Now you will see that the revenue source you selected has been added to your capital program and you can begin to complete the budgeting process.

The screenshot displays the 'Capital Budgeting Analysis Tool' interface. At the top, there is a blue header with the title. Below it is a breadcrumb trail: Home / All Programs / Program: 2000001036 / All Projects / Project: 3002135 / Budget. Three green buttons are visible: 'Add Revenue', 'Forecast', and 'Update Revenue Mapping'. Below the buttons, the program and project details are listed: Program: 2000001036 - MDTV - DUB CENTER EQUIPMENT and Project: 3002135 - DUB CENTER IMPROVEMENTS. Underneath, there are two revenue source options: 'Revenue: Communications Operating Revenue' and 'Revenue: FDOT Funds', with the latter circled in red. Below this is a 'Budget Overview' section with 'Revenues' and 'Expenditures' sub-sections, each containing a table with columns for 'Prior Actuals' and 'FY 2019-20 Forecast'.

--End Activity--