

CBAT Job Aide #11

HOW TO ADD AN ACCOUNT/ACTIVITY (MILESTONE) TO A CAPITAL PROGRAM

This Job Aide will provide the USER with the tools necessary to **“To add an account/activity (milestone) 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

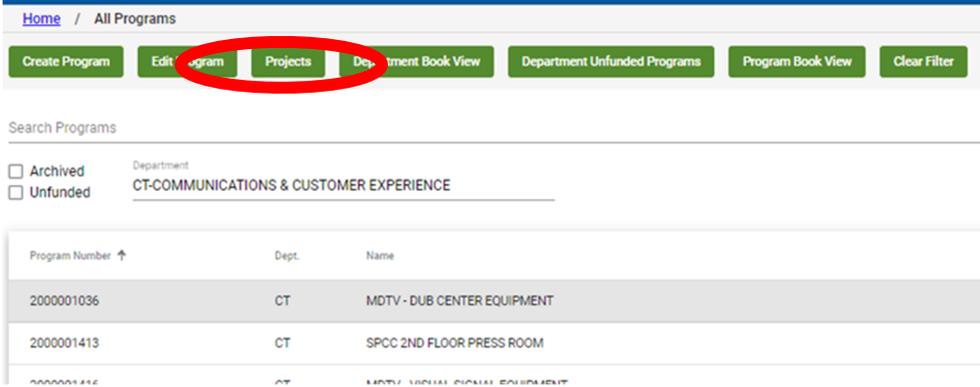
Search Programs

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

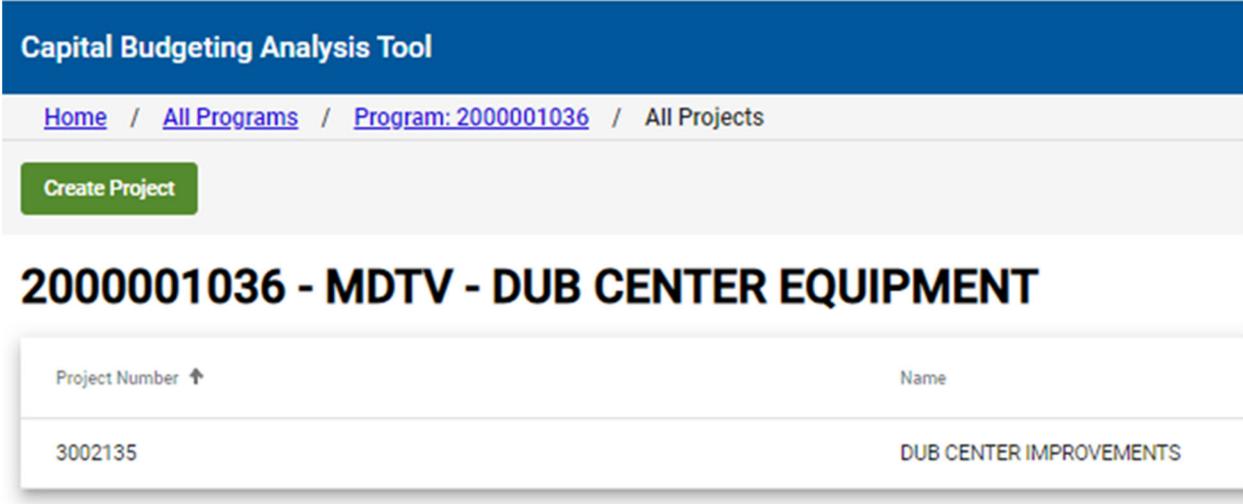


The screenshot shows the 'All Programs' page with a navigation bar containing buttons for 'Create Program', 'Edit Program', 'Projects', 'Department Book View', 'Department Unfunded Programs', 'Program Book View', and 'Clear Filter'. The 'Projects' button is circled in red. Below the navigation bar is a search section with filters for 'Archived' and 'Unfunded', and a dropdown 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 1ST FLOOR EQUIPMENT

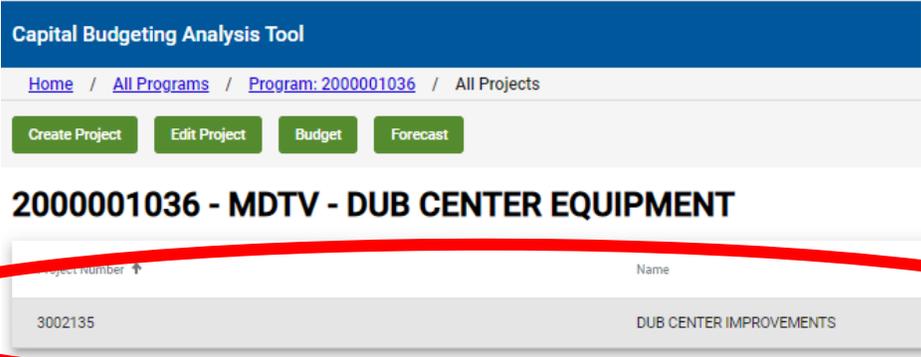
3. Next, you will be taken to the “PROJECT” page where you will find a listing of all the capital projects associated to the capital program you have selected.

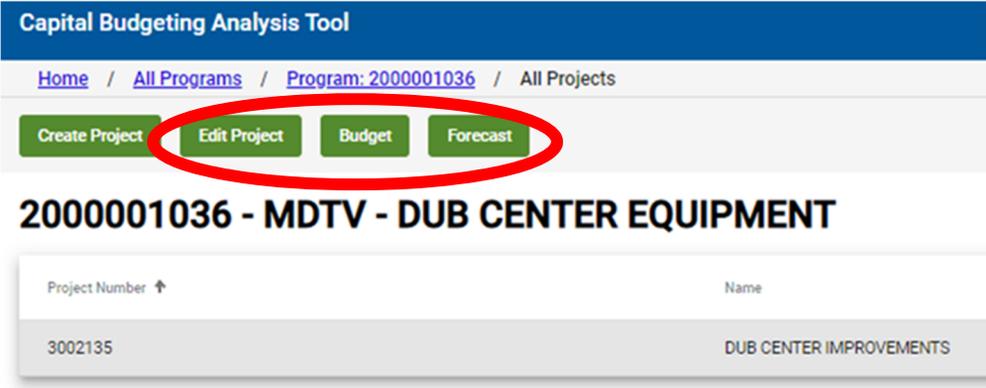
For this example, there is only one “capital project” associated to the “capital program” selected.



The screenshot shows the 'PROJECT' page for program 2000001036. The page title is '2000001036 - MDTV - DUB CENTER EQUIPMENT'. The breadcrumb trail is 'Home / All Programs / Program: 2000001036 / All Projects'. There is a 'Create Project' button. Below the title 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 “Account/ Activity” (“Milestone”) 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> 
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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

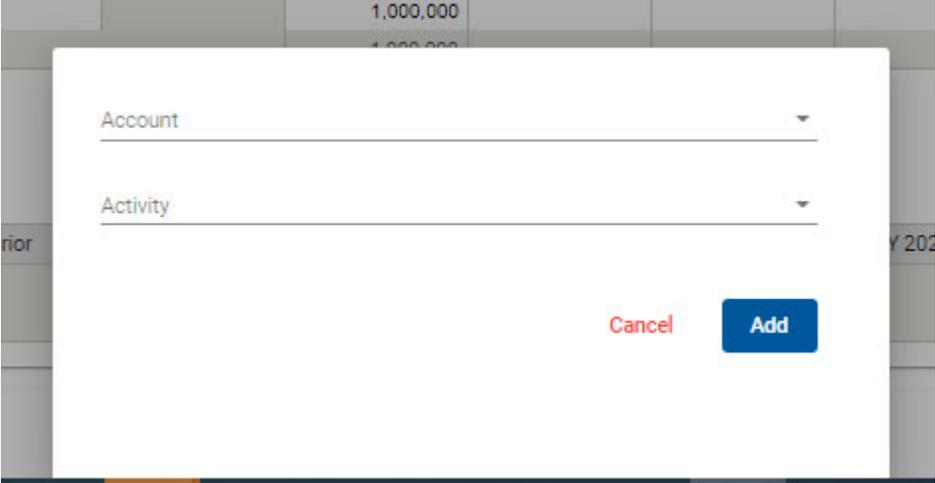
Expenditures

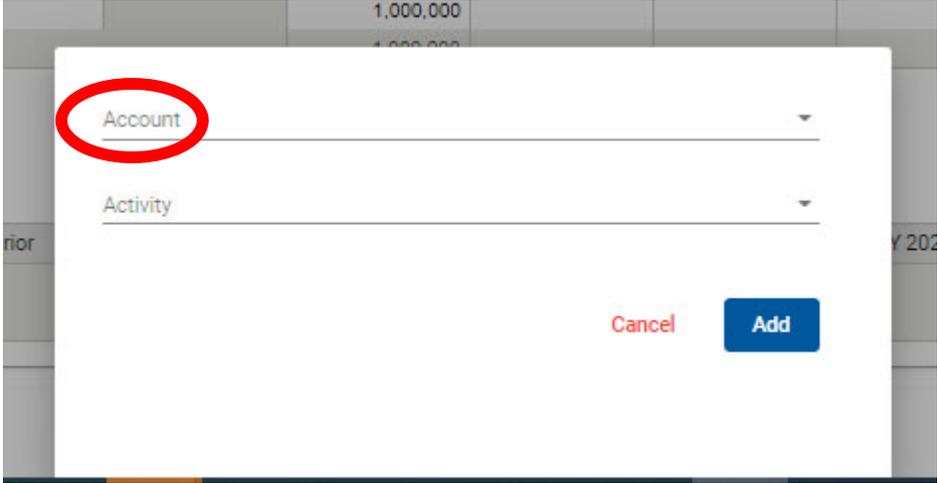
Expenditure Schedule:	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	Total
	Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
Furniture Fixtures and Equipment			60,000							60,000
Total Expenditures			60,000							60,000

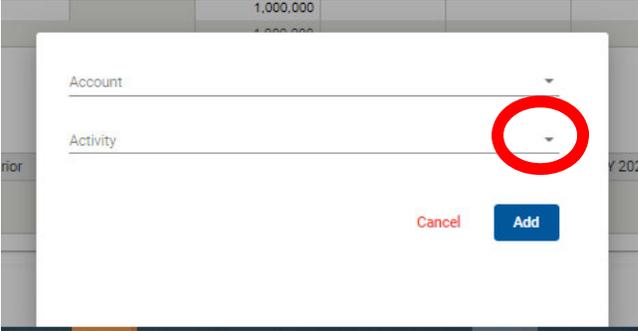
Close Save

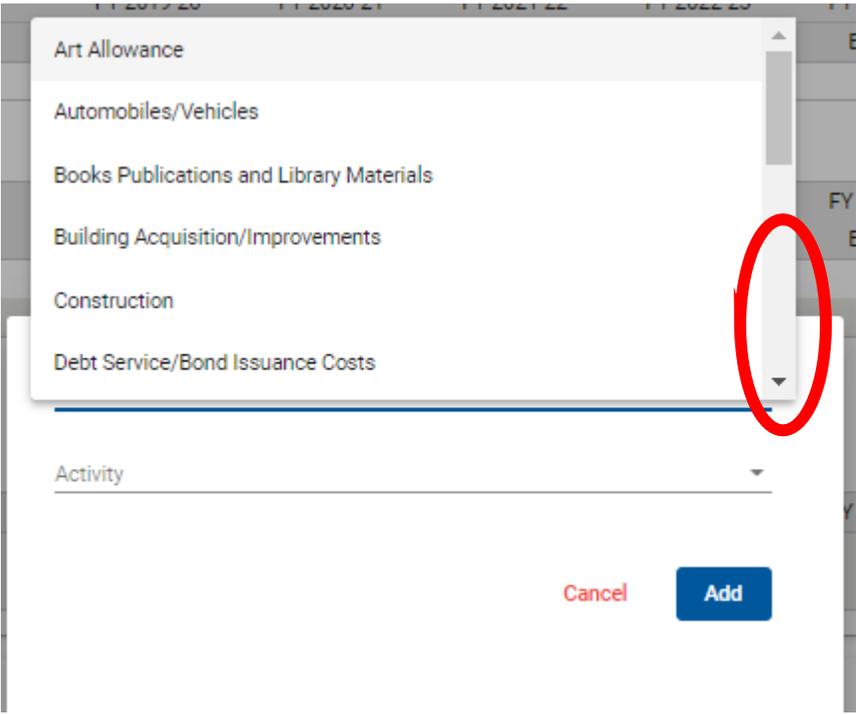
Step	Action
7	<p>To add an “Account/Activity” (“Milestone”), you must first open the revenue you will be adding the “Account/Activity” (“Milestone”) to, by selecting the down arrow.</p> <p>By CLICKING on the down arrow, you are expanding to the revenue box for budgeting purposes.</p>

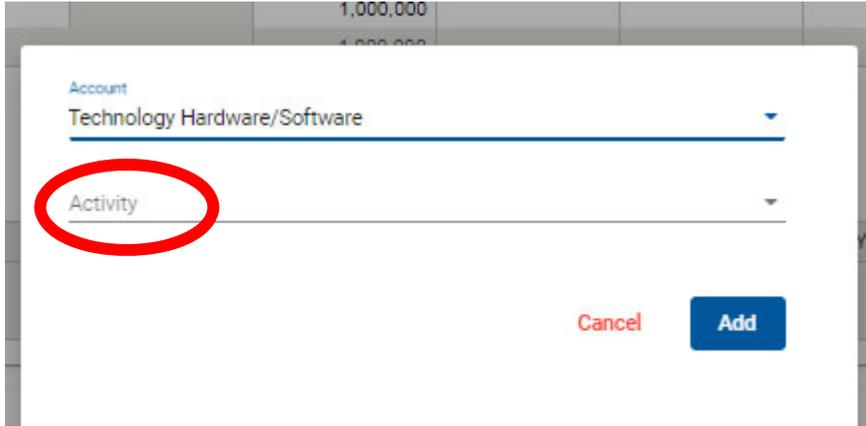
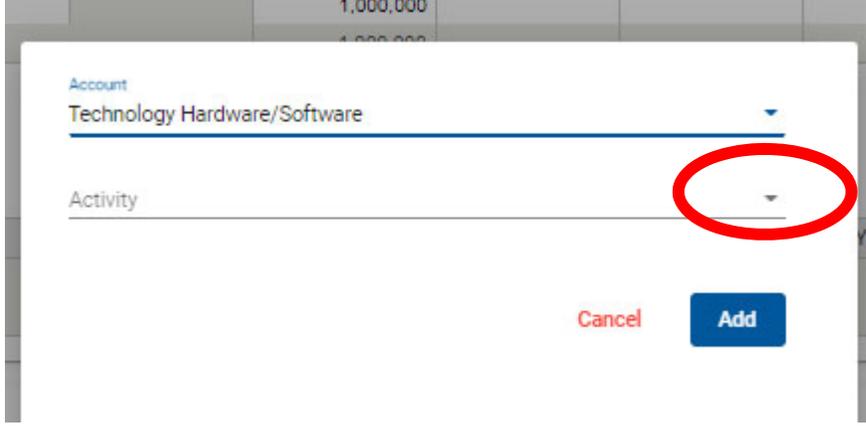
Step	Action
8	<p>Once you have selected the down arrow of revenue you will be adding a new “Account/Activity” (“Milestone”) to, you will find that the window expanded to the budgeting page.</p>

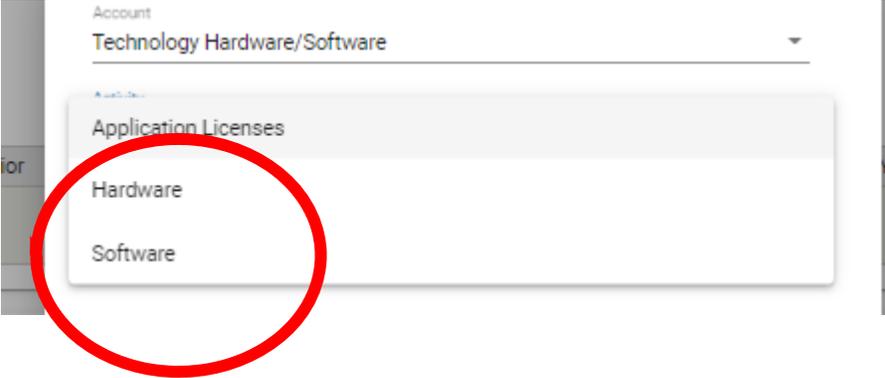
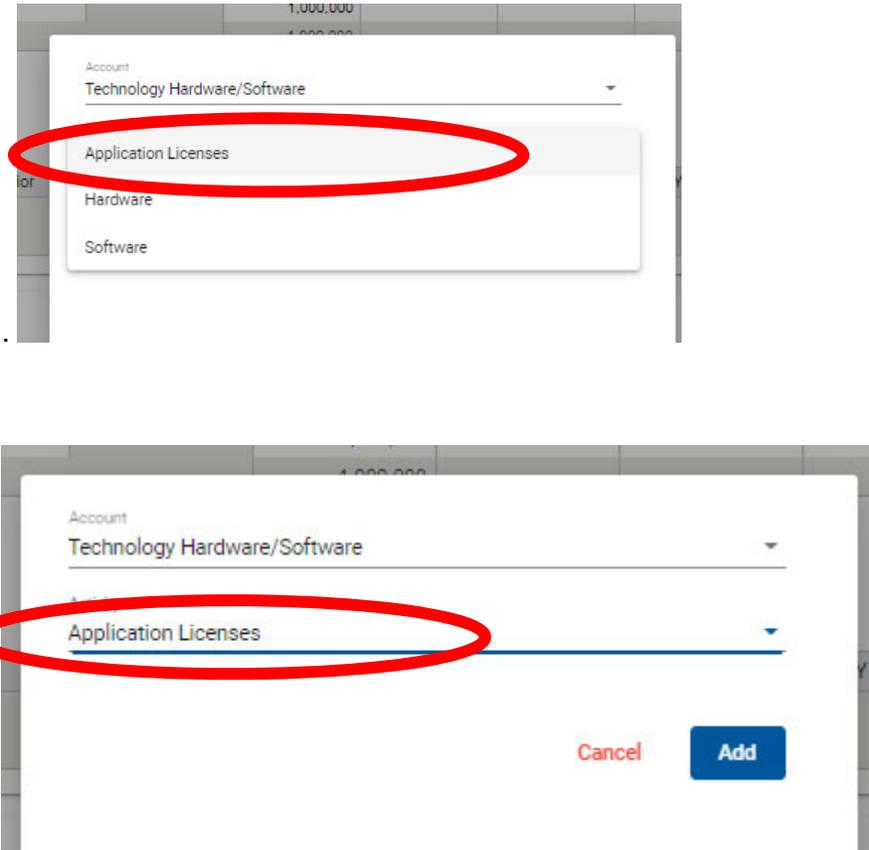
Step	Action																																																																			
9	<p>Next, CLICK on the “Add Expenditure” icon to add a new “Account/Activity” (“Milestone”) to.</p> <p>Revenue: General Government Improvement Fund (GGIF)</p> <p>Fund: CO003-CAPITAL OUTLAY RESERVE(COR) Grant: -</p> <p>Revenues</p> <table border="1"> <thead> <tr> <th></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> </tr> <tr> <th></th> <th>Actuals</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Total Revenues</td> <td></td> <td>1,000,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Expenditures</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Activity</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> </tr> <tr> <th></th> <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> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>Contractor/Consultant</td> <td></td> <td></td> <td>1,000,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Expenditures</td> <td></td> <td></td> <td>1,000,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Remove Revenue Add Expenditure</p>		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		Actuals	Budget	Total Revenues		1,000,000							Account	Activity	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Construction	Contractor/Consultant			1,000,000						Total Expenditures				1,000,000											
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Construction	Contractor/Consultant			1,000,000																																																																
Total Expenditures				1,000,000																																																																
10	<p>Immediately after CLICKING on the “Add Expenditure” icon, an “Account/Activity” (“Milestone”) box below will appear on your screen.</p> 																																																																			

Step	Action
11	<p data-bbox="217 281 1412 352">On the “Account” line, type in the name of the “Account” (“Milestone”) as it appears in the “Proposed and/or Adopted Budget Book”.</p> <p data-bbox="110 443 181 506"></p> <p data-bbox="217 449 1412 527">TIP: For the new ERP INFORMS process “Milestones” are now called “Accounts”.</p> <div data-bbox="217 653 1154 1136"><p>The screenshot shows a white dialog box with two dropdown menus. The top dropdown is labeled 'Account' and is circled in red. The bottom dropdown is labeled 'Activity'. At the bottom right of the dialog box are two buttons: 'Cancel' (in red text) and 'Add' (in a blue box).</p></div>

Step	Action
12	<p>To select an “Account” simply CLICK on the down arrow and a selection of all the “Accounts” will appear.</p> 

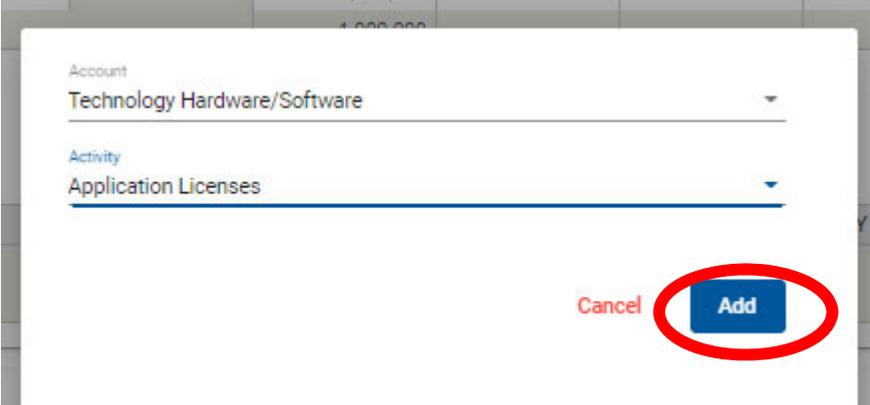
13	<p>To select an “Account”, use the arrow to scroll thru the “Account” listings. When you have found the “Account” you wish to budget too, simply CLICK on the “Account” and it will populate on the “Account” line.</p> 
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Step	Action
14	<p data-bbox="215 304 1263 340">Next, you must select an “Activity” under the “Account” you have selected.</p> 
15	<p data-bbox="215 1102 1406 1180">To select an “Activity” CLICK on the down arrow and a selection of all the “Activities” associated to the “Account” (“Milestone”) will appear.</p> 

Step	Action
16	<p>To select an “Account” simply CLICK on the down arrow and a selection of all the “Accounts” will appear.</p>  <p>The screenshot shows a dropdown menu for the 'Account' field. The current selection is 'Technology Hardware/Software'. The dropdown list is open, showing three options: 'Application Licenses', 'Hardware', and 'Software'. The 'Application Licenses' option is circled in red.</p>
17	<p>To select an “Activity”, simply CLICK on the “Activity” and it will populate the “Activity” line.</p>  <p>The first screenshot shows the dropdown menu for 'Account' with 'Application Licenses' circled in red. The second screenshot shows the 'Application Licenses' option selected in the dropdown menu, with a blue underline and a blue arrow pointing to the right. Below the dropdown menu, there are two buttons: 'Cancel' (in red text) and 'Add' (in a blue box).</p>

Step	Action
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18 Next, CLICK on the “Add” icon to add both the “Account” and “Activity” to your revenue - to begin the budgeting process.



19 After CLICKING on the “Add” icon, to add your new “Account/Activity”, you will immediately be taken back to the budgeting page where you will find both your new “Account/Activity” added to your revenue.

Revenue: General Government Improvement Fund (GGIF)

Fund: C0003-CAPITAL OUTLAY RESERVE(COR)
Grant: -

Revenues

	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	Actuals	Budget	Budget	Budget	Budget
Total Revenues		1,000,000			

Expenditures

Account	Activity	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
		Actuals	Forecast	Budget	Budget	Budget
Technology Hardware/Software	Application Licenses			1,000,000		
Total Expenditures				1,000,000		

Remove Revenue Add Expenditure

Step 20 Action: To save the “Account/Activity” information you just added, you will need to add a value or values.

Revenue: General Government Improvement Fund (GGIF)

Fund: C0003-CAPITAL OUTLAY RESERVE(COR)
Grant: -

Revenues

	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	Actuals	Budget	Budget	Budget	Budget
Total Revenues		1,000,000			

Expenditures

Account	Activity	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
		Actuals	Forecast	Budget	Budget	Budget
Construction	Contractor/Consultant			1,000,000		
Technology Hardware/Software	Application Licenses				500,000	
Total Expenditures				1,000,000		

Remove Revenue Add Expenditure

Step 21 Action: Next, CLICK on the “Save” icon to complete the process.

Home / All Programs / Program:2000001036 / All Projects / Project:3002135 / Budget

Add Revenue Forecast Update Revenue Mapping **Save**

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

Revenue: Communications Operating Revenue

Revenue: General Government Improvement Fund (GGIF) Budget out of Balance

Fund: C0003-CAPITAL OUTLAY RESERVE(COR)
Grant: -

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
	Actuals	Budget	Budget							
Total Revenues		1,000,000								1,000,000

Expenditures

Account	Activity	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	
Construction	Contractor/Consultant			1,000,000							1,000,000
Technology Hardware/Software	Application Licenses				500,000						500,000
Total Expenditures				1,000,000	500,000						1,500,000

Remove Revenue Add Expenditure

Step	Action
	<p>IMPORTANT: For budgeting purposes, REVENUES must always equal EXPENDITURES.</p> <p>This exercise was to show the USER how to add and “Account/Activity” not to advise how to balance a budget.</p> <p>The User must now balance the budget for after adding a value and/or values in the new “Account/Activity”</p>

--End Activity--