

CBAT Job Aide #10

HOW TO DELETE A REVENUE SOURCE IN A CAPITAL PROGRAM

This Job Aide will provide the USER with the tools necessary to “**Delete a 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.

Home / All Programs

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

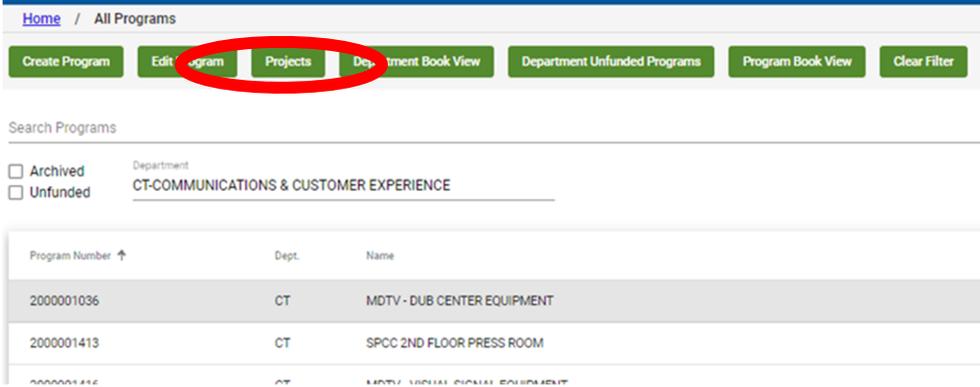
Search Programs

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

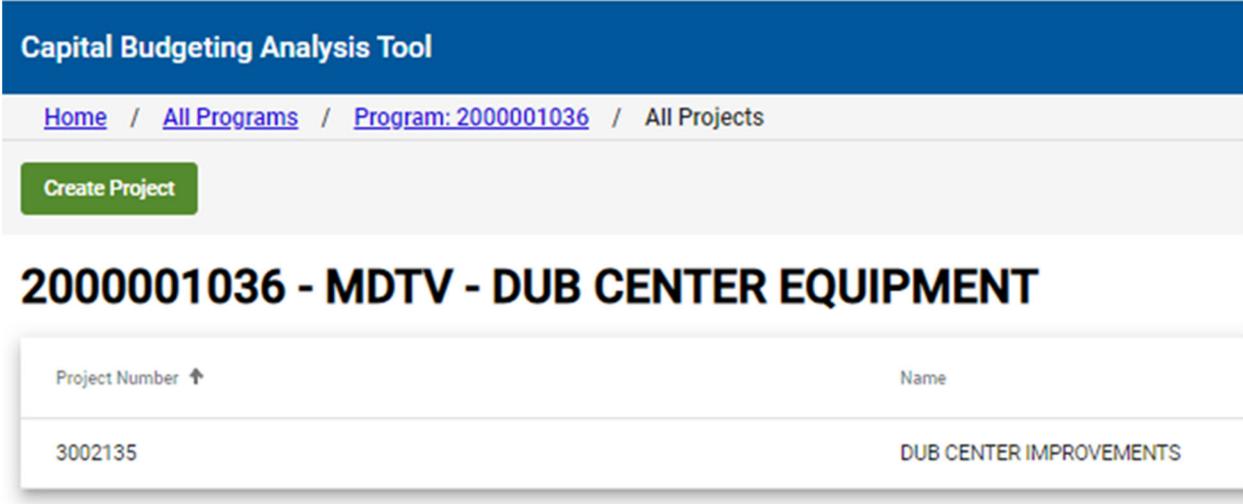


The screenshot shows the 'All Programs' page with a navigation bar containing buttons for 'Create Program', 'Edit Program', 'Projects', 'Department Book View', 'Department Unfunded Programs', 'Program Book View', and 'Clear Filter'. The 'Projects' button is circled in red. Below the navigation bar is 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

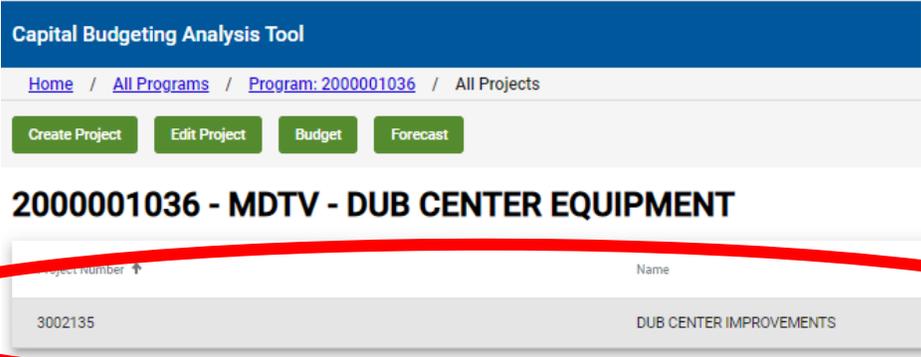
3. Next, you will be taken to the “PROJECT” page where you will find a listing of all the capital projects associated to the capital program you have selected.

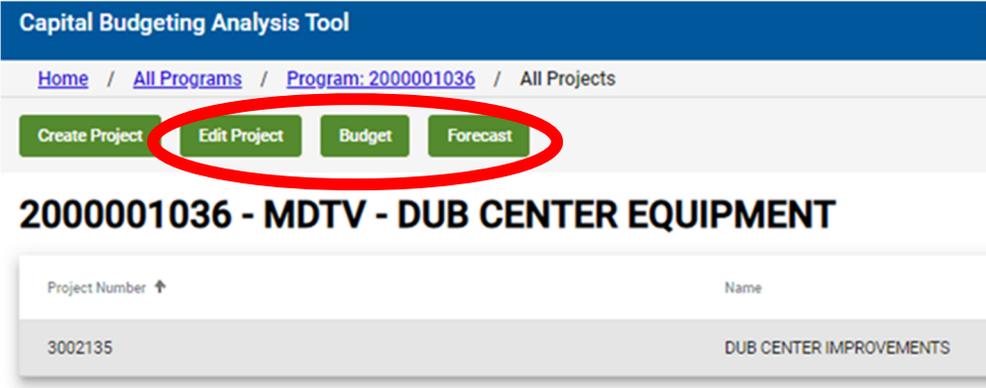
For this example, there is only one “capital project” associated to the “capital program” selected.



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 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> 
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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 delete a revenue source, you must first open the revenue to be deleted 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 the revenue to be deleted, you will see that the window expanded to the budgeting page.</p>

Step 9 Next, zero out ALL the values assigned to the revenue you have selected to be deleted.

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

Revenue: Communications Operating Revenue

Revenue: General Government Improvement Fund (GGIF)

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

Revenues

	Prior Actuals	FY 2019-20 Budget	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total
Total Revenues		1,000,000								1,000,000

Expenditures

Account	Activity	Prior Actuals	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total
Construction	Contractor/Consultant			1,000,000							1,000,000
Total Expenditures				1,000,000							1,000,000

Remove Revenue Add Expenditure

Step 10 After you have zeroed out all the values assigned to the revenue source to be deleted, CLICK on the “Save” icon

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)

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

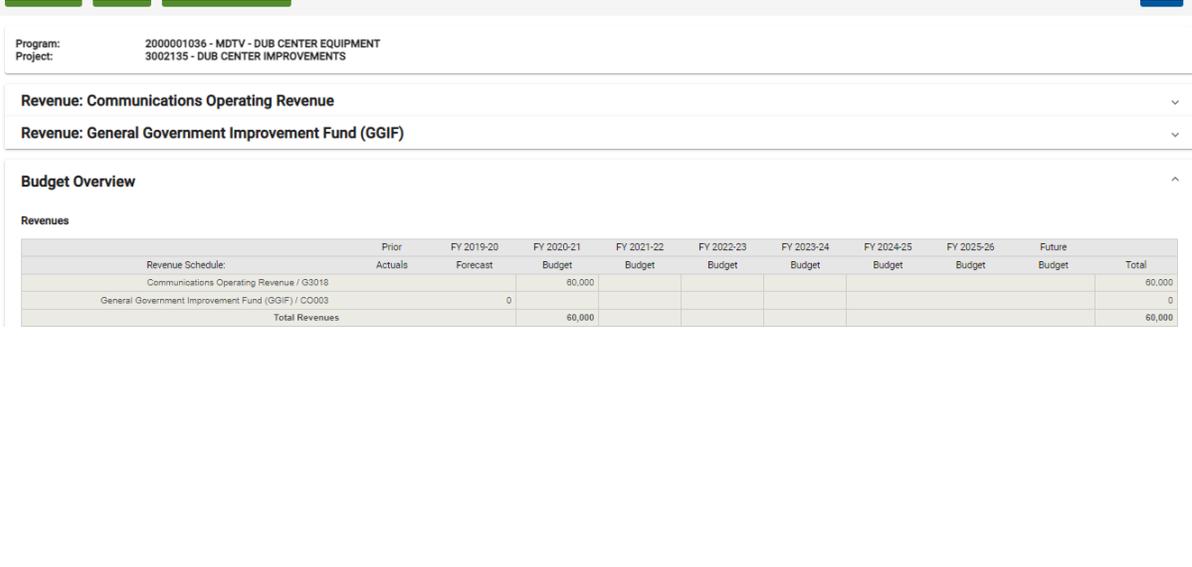
Revenues

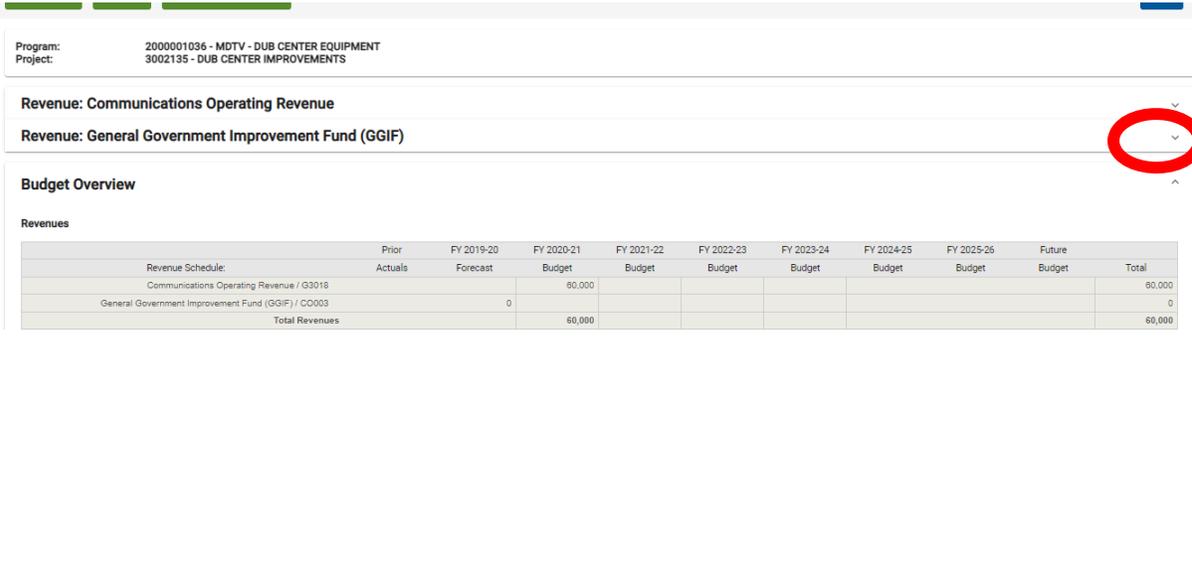
	Prior Actuals	FY 2019-20 Budget	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total
Total Revenues		0								0

Expenditures

Account	Activity	Prior Actuals	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total
Construction	Contractor/Consultant			0							0
Total Expenditures				0							0

Remove Revenue Add Expenditure

Step	Action																																												
11	<p>After you have CLICKED on the “Save” icon, you will be taken back to the budgeting screen.</p>  <p>Program: 200001036 - MDTV - DUB CENTER EQUIPMENT Project: 3002135 - DUB CENTER IMPROVEMENTS</p> <p>Revenue: Communications Operating Revenue</p> <p>Revenue: General Government Improvement Fund (GGIF)</p> <p>Budget Overview</p> <p>Revenues</p> <table border="1"> <thead> <tr> <th>Revenue Schedule:</th> <th>Prior Actuals</th> <th>FY 2019-20 Forecast</th> <th>FY 2020-21 Budget</th> <th>FY 2021-22 Budget</th> <th>FY 2022-23 Budget</th> <th>FY 2023-24 Budget</th> <th>FY 2024-25 Budget</th> <th>FY 2025-26 Budget</th> <th>Future Budget</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Communications Operating Revenue / G3018</td> <td></td> <td></td> <td>60,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>60,000</td> </tr> <tr> <td>General Government Improvement Fund (GGIF) / C0003</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total Revenues</td> <td></td> <td></td> <td>60,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>60,000</td> </tr> </tbody> </table>	Revenue Schedule:	Prior Actuals	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total	Communications Operating Revenue / G3018			60,000							60,000	General Government Improvement Fund (GGIF) / C0003		0								0	Total Revenues			60,000							60,000
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Step	Action																																												
12	<p>Once again, open the revenue source to be deleted by CLICKING on the down arrow to expand the revenue box for budgeting</p>  <p>Program: 200001036 - MDTV - DUB CENTER EQUIPMENT Project: 3002135 - DUB CENTER IMPROVEMENTS</p> <p>Revenue: Communications Operating Revenue</p> <p>Revenue: General Government Improvement Fund (GGIF)</p> <p>Budget Overview</p> <p>Revenues</p> <table border="1"> <thead> <tr> <th>Revenue Schedule:</th> <th>Prior Actuals</th> <th>FY 2019-20 Forecast</th> <th>FY 2020-21 Budget</th> <th>FY 2021-22 Budget</th> <th>FY 2022-23 Budget</th> <th>FY 2023-24 Budget</th> <th>FY 2024-25 Budget</th> <th>FY 2025-26 Budget</th> <th>Future Budget</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Communications Operating Revenue / G3018</td> <td></td> <td></td> <td>60,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>60,000</td> </tr> <tr> <td>General Government Improvement Fund (GGIF) / C0003</td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> </tr> <tr> <td>Total Revenues</td> <td></td> <td></td> <td>60,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>60,000</td> </tr> </tbody> </table>	Revenue Schedule:	Prior Actuals	FY 2019-20 Forecast	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Budget	FY 2024-25 Budget	FY 2025-26 Budget	Future Budget	Total	Communications Operating Revenue / G3018			60,000							60,000	General Government Improvement Fund (GGIF) / C0003		0								0	Total Revenues			60,000							60,000
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General Government Improvement Fund (GGIF) / C0003		0								0																																			
Total Revenues			60,000							60,000																																			

Step 13 **Action**

Next, CLICK on the “Remove Revenue” icon, to delete the revenue source you have selected.

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		0			

Expenditures

Account	Activity	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
		Actuals	Forecast	Budget	Budget	Budget
Construction	Contractor/Consultant			0		
Total Expenditures						

Remove Revenue Add Expenditure

Step 14 **Action**

Immediately after CLICKING on the “Remove Revenue” icon, the message box below will appear.

The message box provides the User with an opportunity to abort the revenue deletion process, should you have deleted the revenue in error.

If you wish to continue with the revenue deleting process, simply CLICK on the “OK” icon.

Step	Action
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15 After CLICKING on the “OK” icon, you will immediately be taken back to the budgeting screen below.

You will notice, that the revenue source you selected to be deleted, no longer appears in your capital program.

Next, CLICK on the “Save” icon to complete the process.

Add Revenue
Forecast
Update Revenue Mapping

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

Revenue: Communications Operating Revenue

Budget Overview

Revenues

	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Revenue Schedule:	Actuals	Forecast	Budget	Budget	Budget
Communications Operating Revenue / G3018			60,000		
Total Revenues			60,000		

Expenditures

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

	Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future

--End Activity--