CBAT Job Aide #12
HOW TO ADD AN ERP FUND/GRANT CODE TO AN EXISITING 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.

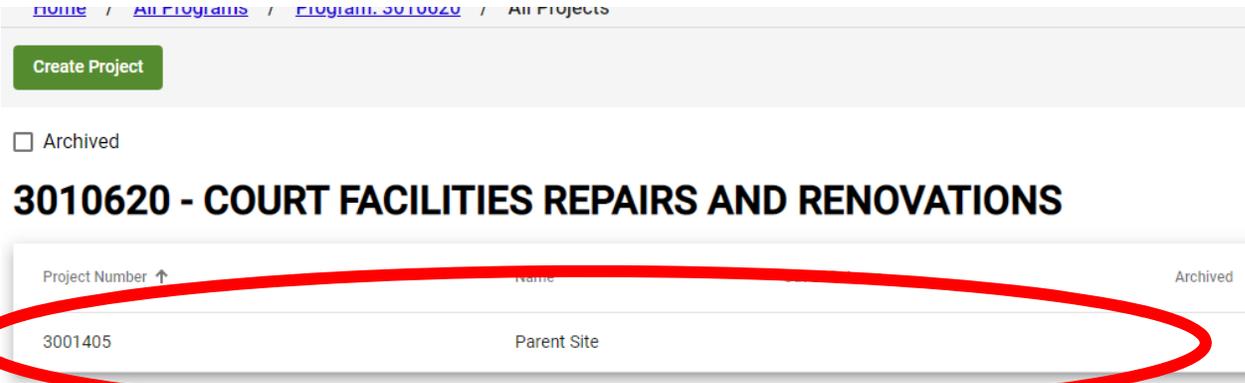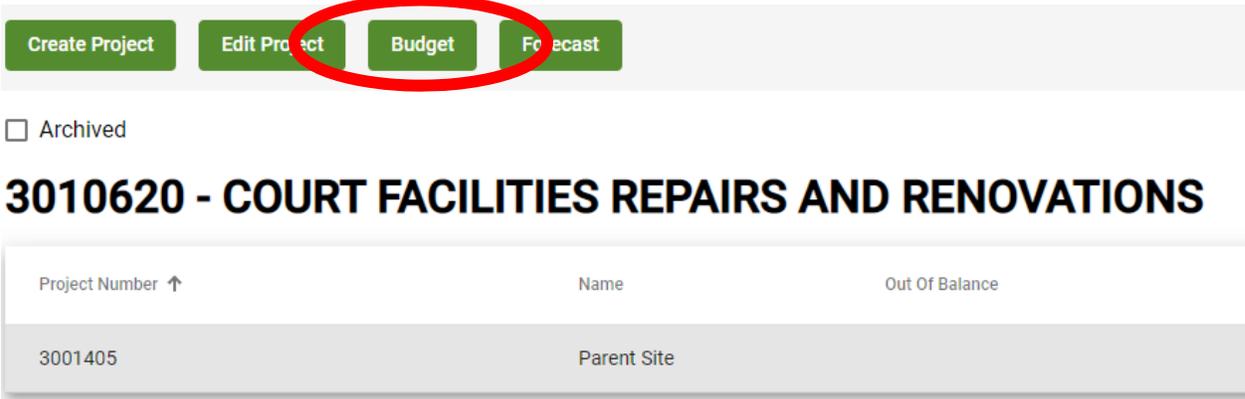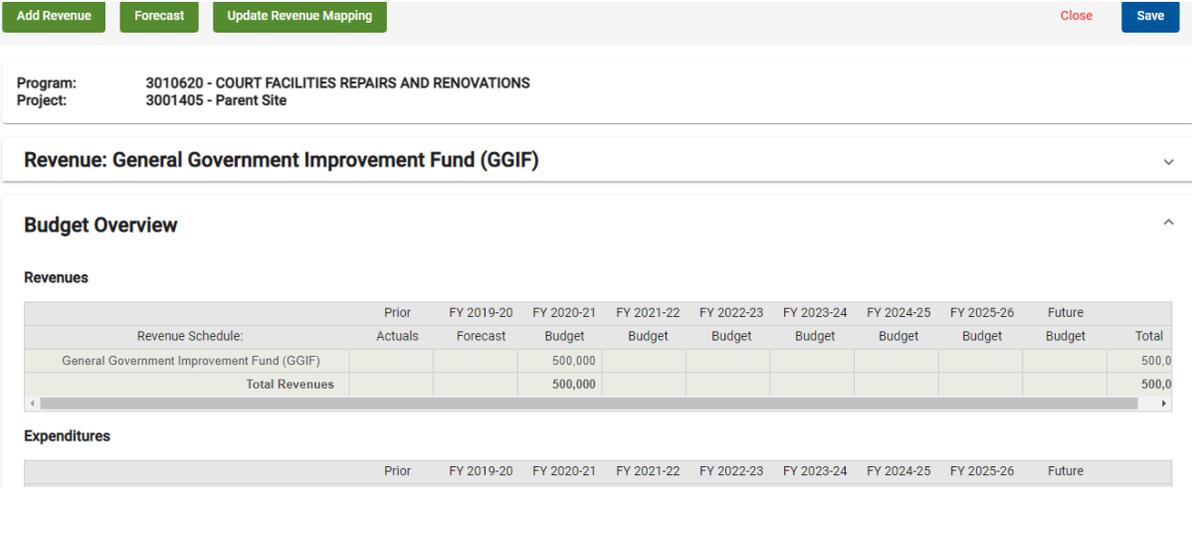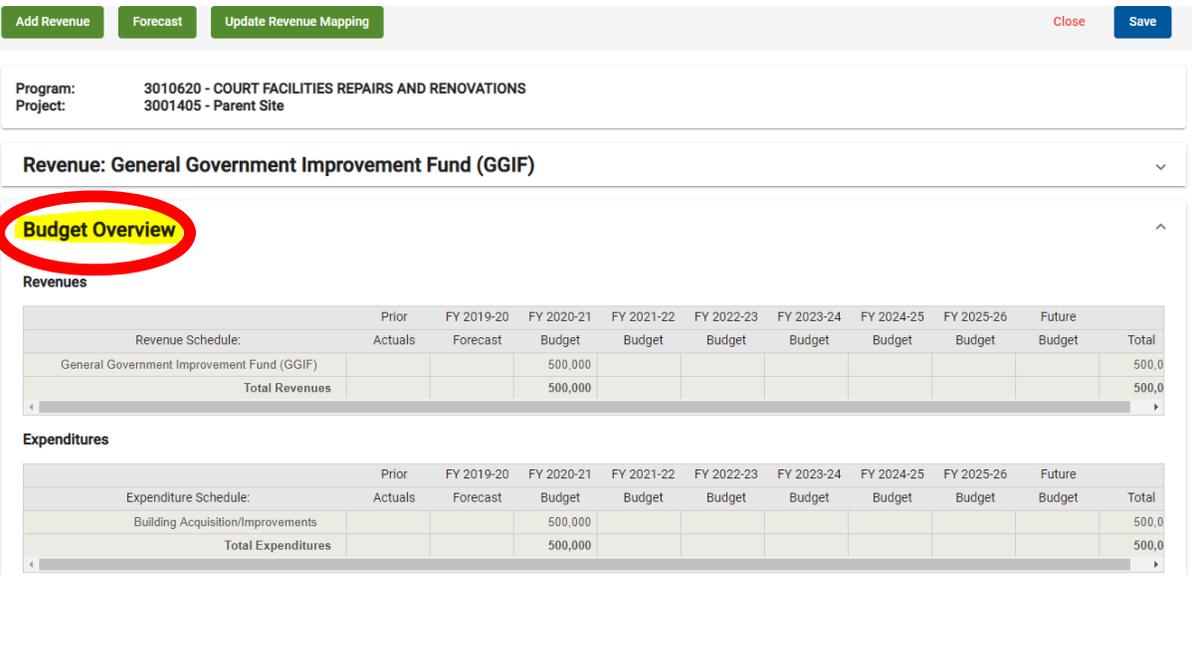| Step	Action
2.	Since capital programs are budgeted at the "PROJECT" level, you need to CLICK on the "PROJECT" icon **Create Program** **Edit Program** **Projects** **Department Book View** **Department Unfunded Programs** **Program Book View** **Clear Filter** Search Programs ☐ Archived ☐ Unfunded Department OC-ADMIN OFFICE OF THE COURTS | Program Number ↑	Dept.	Name	Archived
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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 **Create Project** ☐ Archived ### 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS | Project Number ↑	Name	Out Of Balance	Archived
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3001405	Parent Site			

Step	Action
4.	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" To select the capital "PROJECT", simply CLICK on the project. Your selection is identified when it is highlighted in grey. Home / All Programs / Program: 3010620 / All Projects **Create Project** ☐ Archived ## 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS Project Number ↑ Name Archived 3001405 Parent Site
5	Once you have selected the capital "PROJECT", three icons will appear a. Edit Project b. Budget c. Forecast Select the "BUDGET" icon **Create Project** **Edit Project** **Budget** **Forecast** ☐ Archived ## 3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS Project Number ↑ Name Out Of Balance 3001405 Parent Site

Step	Action
6	Once the "BUDGET" icon is selected, you will be taken to the budgeting page.

Step	Action
7	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.

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.

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	To link an ERP Fund/Grant Code to a revenue, CLICK on the "Update Revenue Mapping" icon

Step	Action
10	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. For this example, there is only one revenue source and one capital project associated to the capital program selected

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	Action
12	You will notice that the ERP Fund/Grant codes have not been identified, thus alerting you it has not been mapped
13	To map a revenue to an ERP Fund/Grant Code, simply select the revenue to be mapped by CLICKING on the revenue

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

Step	Action
15	Next, CLICK on the "Update Revenue Mapping" icon to begin the mapping process
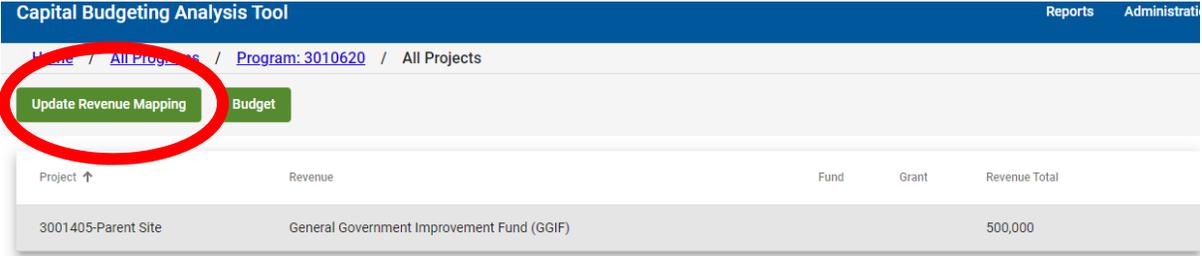
Step	Action
16	When you have CLICKED on the "Update Revenue Mapping" icon, the following box below will pop up on your screen.
17	Next, type in your ERP Fund Code identifier on the "Fund" Line
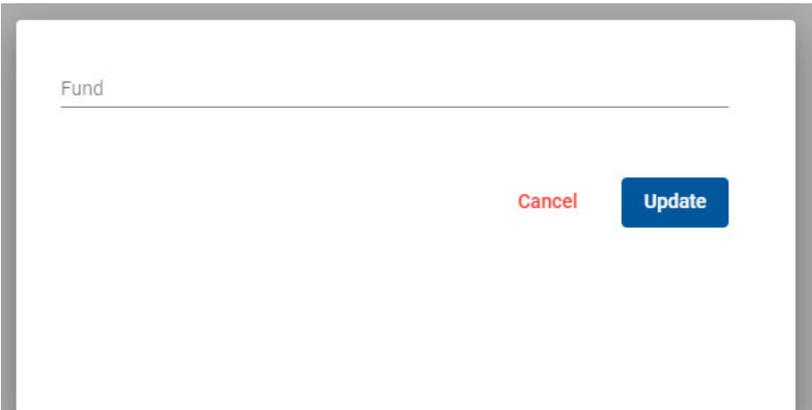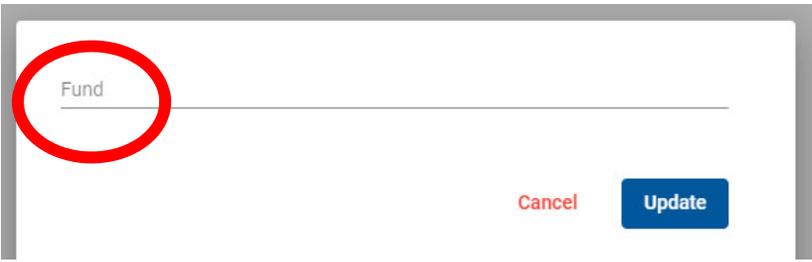
Step	Action
18	As you begin to type in your associated ERP Fund Code, you will start to see various ERP Fund codes associated to that revenue appear.
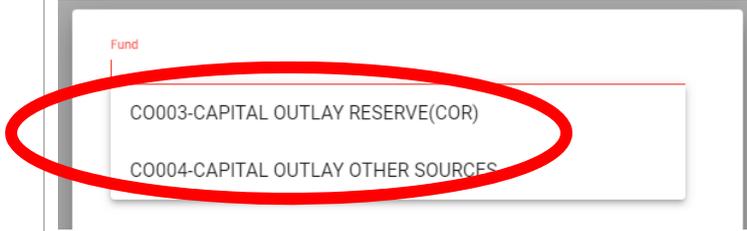
IMPORTANT:

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	After viewing the selection, select the ERP Fund Code by CLICKING on the selection.
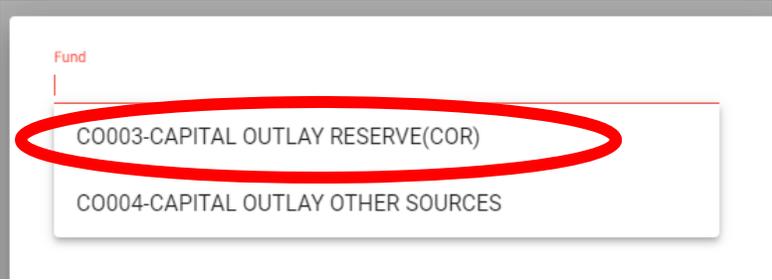
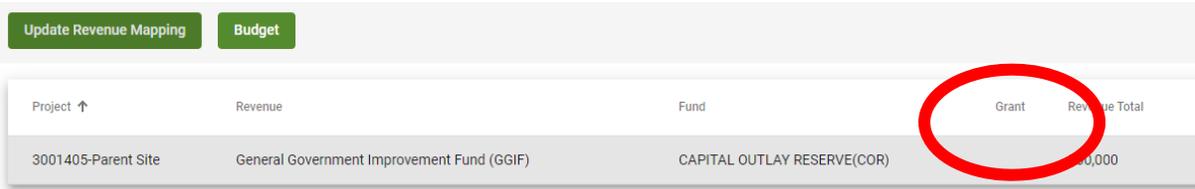| Step	Action
20	After CLICKING on your selected ERP Fund Code, it will automatically populate on the "Fund" line
21	If a Grant Code had been assigned to the ERP Fund Code you selected, a "Grant" line would appear, and you would go thru the same mapping process as in Step 18 except it would be for an ERP Grant Code.
22	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
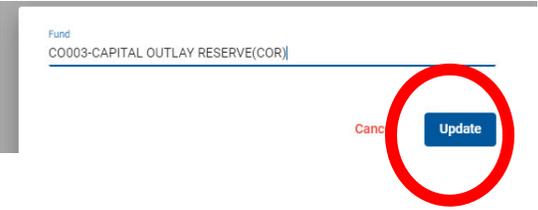
Step	Action
23	After CLICKING on the "Update" icon, you will find that the revenue mapping screen has been updated to show the revenue has been mapped.
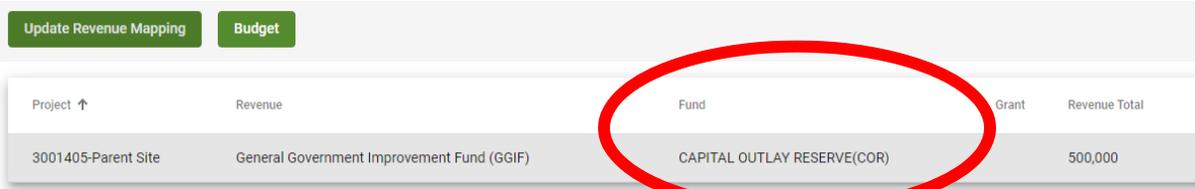
Step	Action
24	Had you mapped an ERP Grant Code to the revenue, the section below would have populated.

Step	Action
25	Next, CLICK on the "Budget" icon
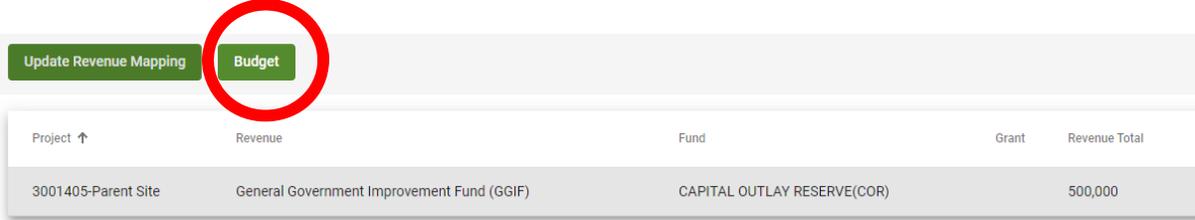
Step	Action
25	By CLICKING on the "Budget" icon, you will automatically be taken back to the budgeting page where you will find two identifiers confirming that your revenue has been mapped

Step	Action
26	Now you can continue the budgeting process.

--End Activity--