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"



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.



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.
	Create Program Edit Program Projects Department Book View Department Unfunded Programs Program Book View Clear Filter
	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
<	3010620 OC COURT FACILITIES REPAIRS AND RENOVATIONS
	200000111 NEPASTRUCTURE IMPROVEMENTS - COURT FACILITIES OF SUMPLE



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 partment Book View Department Unfunded Programs Program Book View Clear Filter
	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
	Create Project
	Archived
	3010620 - COURT FACILITIES REPAIRS AND RENOVATIONS
	Project Number 🛧 Name Out Of Balance Archived
<	3001405 Parent Site



р	Action		
	To begin the budgeting process, you updating the revenue to include the	•	-
	To select the capital "PROJECT", si	mply CLICK on the project.	
	Your selection is identified when	it is highlighted in grey.	
	<u> </u>		
	Create Project		
	Archived		
	3010620 - COURT FACILIT	TIES REPAIRS AND R	ENOVATIONS
	Project Number 🛧	Name	Archived
(3001405	Parent Site	
	Once you have selected the capital	"PROJECT", three icons will	l appear
	a. Edit Project	"PROJECT", three icons will	l appear
		"PROJECT", three icons will	l appear
	a. Edit Project b. Budget c. Forecast	"PROJECT", three icons will	l appear
	a. Edit Project b. Budget	"PROJECT", three icons will	l appear
	a. Edit Project b. Budget c. Forecast	"PROJECT", three icons will	l appear
	a. Edit Project b. Budget c. Forecast Select the "BUDGET" icon		I appear
	a. Edit Project b. Budget c. Forecast Select the "BUDGET" icon Create Project Edit Project Budget	Fo ecast	
	 a. Edit Project b. Budget c. Forecast Select the "BUDGET" icon Create Project Edit Protect Budget Archived	Fo ecast	



Step	Action										
6	Once the "BUDGET" icor	n ie eo	lactad		vill ba	takon	to the	buda	otina n	ane	
		113 30	iecteu,	you v		lanen		buuy	eung p	aye.	
										- 1	
	Add Revenue Forecast Update Revenue Map	pping								Close	Save
	Program: 3010620 - COURT FACILITIES F	REPAIRS AND	RENOVATION	s							
	Project: 3001405 - Parent Site										
	Revenue: General Government Impr	ovement	Fund (GGI	F)							```
	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	
	Revenue Schedule:	Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total
	General Government Improvement Fund (GGIF)			500,000							500,
	Total Revenues			500,000							500,
	Expenditures										
						514 00000 000	EV 0000 04				
		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	
		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	

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.										
	Add Revenue Forecast Update Revenue Mapp	bing								Close	Save
	Program: 3010620 - COURT FACILITIES RI Project: 3001405 - Parent Site	EPAIRS AND	RENOVATION	S							
	Revenue: General Government Impro	ovement	Fund (GGI	F)							~
	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	
	Revenue Schedule:	Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total
	General Government Improvement Fund (GGIF)			500,000							500,0
	Total Revenues			500,000							500,0
	4										•
	Expenditures										
		Prior	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Future	
	Expenditure Schedule:	Actuals	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total
	Building Acquisition/Improvements			500,000							500,0
	Total Expenditures			500,000							500,0
	4										þ.



Action If you do not see the ERP Fund Code listed next to the revenue, an ERP Fund has not been linked to the revenue. Make the end of the revenue. Make the end of the revenue. Make the end of the end of the revenue. Make the end of the en	Close Save FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Total FY 2023-24 FY 2024-25 FY 2025-26 Future 500.0 FY 2023-24 FY 2024-25 FY 2025-26 Future 500.0 FY 2023-24 FY 2024-25 FY 2025-26 Future 500.0 Budget Budget Budget Budget Total Sudget Budget Budget Budget Total S Financial system and th Sortant as it allows several Sortant as it allows several													
has not been linked to the revenue. Marrier Interference Program: 301020 - OURT FACILITIES REPAIRS AND RENOVATIONS Program: S01020 - OURT FACILITIES REPAIRS AND RENOVATIONS Program: Program: Program: S01020 - OURT FACILITIES REPAIRS AND RENOVATIONS Program: Program: Program: Prog	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Total FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Total FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Total Sudget Budget Budget Total South Sudget Budget Budget Total S Financial system and the several South South South													
has not been linked to the revenue.	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future 500 FY 2023-24 FY 2024-25 FY 2025-26 Future 500 Budget Budget Budget Budget 500 FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget 300 FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget 300 FY 2023-24 FY 2024-25 Fy 2025-26 Future Budget Budget Budget 300 Sudget Budget Budget 300 Code, your capital S Financial system and til 500 Srtant as it allows several 500	If you d	o not see the ERF	P Fund	l Code	e listed	l next	to the	rever	iue, ai	n ERP	Fund	Со	
Million Construction Million Construction Program: 3010020 - OUNT FACULITES REPARS AND RENOVATIONS Program: 3010020 - OUNT FACULITES REPARS AND RENOVATIONS Program: 3010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: 3010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: 3010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: S010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: S010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: S010020 - DUNT FACULITES REPARS AND RENOVATIONS Program: Budget Overview Revenue: General Overview Revenue: Budget Overview Revenue: Budget Overview Revenue: Budget Overview Revenue: Program Project will error out. Mapping ERP Fund/Grant codes are extremely important as it allows server things to happen in the INFORMS Financial system Allows your capital program/project budget to be loaded in the INFORMS Financial system Allows yout copital program/project budget to be loaded in the INFORMS Financial system <td>FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Sudget Budget Budget Budget Soc S Financial system and the several several Several Several</td> <td>-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>,</td> <td></td> <td></td> <td></td>	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Sudget Budget Budget Budget Soc S Financial system and the several several Several Several	-								,				
Program: 2010/201-OURF FACULITIES REPAIRS AND RENOVATIONS Project: 3001/401-Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview Project: Revenue: Freight: Project: Project: Project: Project: Project: Project: Status Project: Project: Project:	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Budget Budget Budget Budget Tota Sudget Budget Budget Budget Tota S Financial system and the several several Several Several	nas not			nuc.									
Program: 2010/201-OURF FACULITIES REPAIRS AND RENOVATIONS Project: 3001/401-Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview Project: Revenue: Freight: Project: Project: Project: Project: Project: Project: Status Project: Project: Project:	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota Sudget Budget Budget Budget Tota S Financial system and t Several Srtant as it allows several Several													
Program: 2010/201-OURF FACULITIES REPAIRS AND RENOVATIONS Project: 3001/401-Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview Project: Revenue: Freight: Project: Project: Project: Project: Project: Project: Status Project: Project: Project:	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tota Sudget Budget Budget Budget Tota S Financial system and t Several Srtant as it allows several Several													
Project: 3001405 - Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview Revenue:	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital SFinancial system and t S Financial system and t	Add Revenue	Forecast Update Revenue Map	ping								Close	Sav	
Project: 3001405-Parent Site Revenue: General Government Improvement Fund (GGIF) Budget Overview Revenue: Revenue: Become State Project: Total Expenditures Project: Project: Project: Budget:	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital SFinancial system and t S Financial system and t													
Revenue: General Government Improvement Fund (GGIF) Budget Overview Revenue: General Government Improvement Fund (GGIF) Revenue: General Government Improvement Fund (GGIF) Revenue: General Government Improvement Fund (GGIF) Fund Fund (GGIF) Fund Fund (GGIF) Fund Fund Fund Fund Fund Fund Fund Fund	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital SFinancial system and t S Financial system and t			EPAIRS AND R	RENOVATION	S								
Budget Overview Revenues Processed Budget	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital S Financial system and t S Financial system and t	-												
Rvenue Prior Frizility 2019 20	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital S Financial system and t S Financial system and t	Revenue	: General Government Impro	ovement F	und (GGI	F)								
Prior PV201920 PV2021-22 PV2022-23 PV2022-23 PV2022-24 PV2024-25	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital S Financial system and t S Financial system and t	Budget (Verview											
Prior Pri2019-20 Pri202-22 Pri2022-23 Pri2022-24 Pri2024-25 Pri2022-26 Putter Dependitures Expenditures Schedule: Prior Pri2019-20 Pri2022-21 Pri2022-23 Pri2023-24 Pri203-24 Pri203-24 Pri2023-24 Pri2023-24 Pri2023-24 Pri2023-24 Pri2023-24 Pri203-24 Pri	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital SFinancial system and t S Financial system and t	Pevenues												
Revenue Schedule Forecast Budget <	Budget Budget Budget Budget Tot. FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Tot. Budget Budget Budget Budget Tot. Solution Solution Solution Solution Code, your capital SFinancial system and t S Financial system and t	Revenues		Brion	EV 2010 20	EV 2020 21	EV 2021 22	EV 2022 22	EV 2022 24	EV 2024 25	EV 2025 26	Euturo		
Image: Stream in the intervenue in the intervenue interve	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Budget Total Code, your capital 50 S Financial system and t ortant as it allows several		Revenue Schedule	Aurola									Tota	
Image: Strengthure Stretcher Prior FY 2019-20 FY 2021-22 FY 2023-24 FY 2024-25	FY 2023-24 FY 2024-25 FY 2025-26 Future Budget Budget Budget Toto 50 Code, your capital S Financial system and t	Genera	I Government Improver ant Fund (GGIF)			500,000							50	
Prior FY 2019-20 FY 2022-23 FY 2025-23 FY 2025-23 <th colspa<="" td=""><td>Budget Budget Budget Budget Tot 50 50 50 50 Code, your capital S Financial system and t S Financial system and t ortant as it allows several</td><td>4</td><td>LRevenues</td><td></td><td></td><td>500,000</td><td></td><td></td><td></td><td></td><td></td><td></td><td>50</td></th>	<td>Budget Budget Budget Budget Tot 50 50 50 50 Code, your capital S Financial system and t S Financial system and t ortant as it allows several</td> <td>4</td> <td>LRevenues</td> <td></td> <td></td> <td>500,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>50</td>	Budget Budget Budget Budget Tot 50 50 50 50 Code, your capital S Financial system and t S Financial system and t ortant as it allows several	4	LRevenues			500,000							50
Expenditure Schedule: Actuals Forecast Budget	Budget Budget Budget Tot. 50 50 Code, your capital S Financial system and t ortant as it allows several	Expenditure	S											
Building Acquisition/Improvements 500.00 Total Expenditures 500.00 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 ar capital program/project will error out. Mapping ERP Fund/Grant codes are extremely important as it allows seven 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	Code, your capital S Financial system and t				FY 2019-20	FY 2020-21				FY 2024-25				
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 ar capital program/project will error out. Mapping ERP Fund/Grant codes are extremely important as it allows seven things to happen in the INFORMS Financial system • Allows your capital program/project budget to be loaded in the INFORMS Financial system • Allows you capital program/project budget to be loaded in the INFORMS Financial system • Allows you to post purchase orders	Code, your capital S Financial system and t ortant as it allows several			Actuals	Forecast		Budget	Budget	Budget	Budget	Budget	Budget		
 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 ar capital program/project will error out. Mapping ERP Fund/Grant codes are extremely important as it allows seven 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 	Code, your capital S Financial system and t ortant as it allows several													
 capital program/project will error out. Mapping ERP Fund/Grant codes are extremely important as it allows seven 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 	ortant as it allows severa													
 Mapping ERP Fund/Grant codes are extremely important as it allows seven 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 		lf you ł	nave not linked tl							-			nd t	
 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 		lf you l progra	nave not linked tl m/project will NC)T be	pushe	ed to t				-			nd t	
 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 		lf you l progra	nave not linked tl m/project will NC)T be	pushe	ed to t				-			nd t	
 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 		lf you l progra	nave not linked tl m/project will NC)T be	pushe	ed to t				-			nd t	
 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 		lf you l progra	nave not linked tl m/project will NC)T be	pushe	ed to t				-			nd t	
 Allows your capital program/project budget to be loaded in the INFORMS Financial system Allows you to post purchase orders 		lf you ł progra capital	nave not linked ti m/project will NC program/project)T be : will e	pushe rror o	ed to t out.	he IN	FORM	IS Fin	ancia	l syst	em ar		
INFORMS Financial systemAllows you to post purchase orders	o be loaded in the	lf you ł progra capital Mappir	nave not linked ti m/project will NC program/project ng ERP Fund/Gra)T be : will e int coo	pushe rror o des ar	ed to t out. re exti	he IN remel	FORM y imp	IS Fin ortant	ancia	l syst	em ar		
INFORMS Financial systemAllows you to post purchase orders		lf you ł progra capital Mappir	nave not linked ti m/project will NC program/project ng ERP Fund/Gra)T be : will e int coo	pushe rror o des ar	ed to t out. re exti	he IN remel	FORM y imp	IS Fin ortant	ancia	l syst	em ar		
Allows you to post purchase orders		If you h progra capital Mappir things	nave not linked th m/project will NC program/project ng ERP Fund/Gra to happen in the)T be : will e int coo INFO	pushe rror o des ar RMS I	ed to t out. re exti Financ	he IN remel cial sy	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	nave not linked th m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capi	DT be : will e int coo INFO tal pro	pushe rror o des ar RMS I ogram	ed to t out. re exti Financ	he IN remel cial sy	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
Allows you to post expenditures		If you h progra capital Mappir things	have not linked th m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capi NFORMS Financ	DT be : will e int coo INFOI tal pro	pushe rror o des ar RMS I ogram stem	ed to t out. re extr Finan /proje	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	have not linked th m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capi NFORMS Financ	DT be : will e int coo INFOI tal pro	pushe rror o des ar RMS I ogram stem	ed to t out. re extr Finan /proje	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	have not linked the m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capit NFORMS Finance Allows you to po	OT be : will e int coo INFOI tal pro tal pro tal sys st pur	pushe rror o des ar RMS I ogram stem chase	ed to t out. Fe extr Finan /proje e orde	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	have not linked the m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capit NFORMS Finance Allows you to po	OT be : will e int coo INFOI tal pro tal pro tal sys st pur	pushe rror o des ar RMS I ogram stem chase	ed to t out. Fe extr Finan /proje e orde	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	have not linked the m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capit NFORMS Finance Allows you to po	OT be : will e int coo INFOI tal pro tal pro tal sys st pur	pushe rror o des ar RMS I ogram stem chase	ed to t out. Fe extr Finan /proje e orde	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		
		If you h progra capital Mappir things	have not linked the m/project will NC program/project ng ERP Fund/Gra to happen in the Allows your capit NFORMS Finance Allows you to po	OT be : will e int coo INFOI tal pro tal pro tal sys st pur	pushe rror o des ar RMS I ogram stem chase	ed to t out. Fe extr Finan /proje e orde	he IN remely cial sy ect bu	FORM y imp ystem	IS Fin ortant	ancia as it	allow:	em ar s seve		



Step	Action
9	To link an ERP Fund/Grant Code to a revenue, CLICK on the "Update Revenue Mapping" icon
	Home / All Programs / Program: 3010620 / All Projects / Project: 3001405 / Budget
	Add Revenue Forey a Update Revenue Mapping
	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 202
	Revenue Schedule: Actuals Forecast Budget Budget Budget Budget
	General Government Improvement Fund (GGIF) 500,000

Action					
		•			
associated to the c	capital program selected	one ca	apital		Administration
Capital Budgeting Analysis In	JOI			Reports	Administration
Home / All Programs / Prog	gram: 3010620 / All Projects				
Project ↑	Revenue	Fund	Grant	Revenue Total	
3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000	
	After CLICKING or page where you w capital program. For this example, t associated to the c Capital Budgeting Analysis To Home / All Programs / Programs	After CLICKING on the "Update Revenue Mapping" icor page where you will find all the revenues to every capital capital program. For this example, there is only one revenue source and associated to the capital program selected Capital Budgeting Analysis Tool Home / All Programs / Program: 3010620 / All Projects	After CLICKING on the "Update Revenue Mapping" icon you we page where you will find all the revenues to every capital project capital program. For this example, there is only one revenue source and one car associated to the capital program selected Capital Budgeting Analysis Tool Home / All Programs / Program: 3010620 / All Projects	After CLICKING on the "Update Revenue Mapping" icon you will be page where you will find all the revenues to every capital project lister capital program. For this example, there is only one revenue source and one capital passociated to the capital program selected Capital Budgeting Analysis Tool Home / All Programs / Program: 3010620 / All Projects	After CLICKING on the "Update Revenue Mapping" icon you will be taken to an 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 Capital Budgeting Analysis Tool Reports Home / All Programs / Program: 3010520 / All Projects Projet ↑ Reves 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 name	t site associated to the revenue sour of the revenue source you are mapp evenue value for that revenue associ	ping	-
	Home / All Programs /	Program: 3010620 / All Projects		
	Project 1	Revenue	Fund Grant	Revenue Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)		500,000
	<u>Home</u> / <u>All Programs</u> /	Program: 3010620 / All Projects		
	Project 个	Revenue	Fund Grant	Revenue Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)		500,000
	Home / All Programs /	Program: 3010620 / All Projects		
	Project 个	Revenue	Fund Grant	Revenue Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)		500,000



Step	Action		
12	You will notice that you it has not bee	at the ERP Fund/Grant codes have need	ot been identified, thus alerting
	<u>Home</u> / <u>All Programs</u> /	Program: 3010620 / All Projects	\frown
	Project ↑ 3001405-Parent Site	Revenue General Government Improvement Fund (GGIF)	Fund Grant Revenue Total
13	mapped by CLICI	e to an ERP Fund/Grant Code, simply KING on the revenue Program: 3010620 / All Projects	y select the revenue to be
	Project 🕈	Revenue	Fund Grant Revenue Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)	500,000

Step	Action					
14	When a revenu following two ic	e has been selected for mapping it v ons will appear.	will turn gre	y and	immediate	ly, the
	Capital Budgeting Analy	/sis Tool			Reports	Administratio
	He All Programs	Program. 210620 / All Projects				
	Update Revenue Mapping	Budget				
	Project 个	Revenue	Fund	Grant	Revenue Total	
	3001405-Parent Site	General Government Improvement Fund (GGIF)			500,000	



Step	Action
15	Next, CLICK on the "Update Revenue Mapping" icon to begin the mapping process
	Capital Budgeting Analysis Tool Reports Administration
	Visite / All Program: 3010620 / All Projects Update Revenue Mapping Budget
	Project ↑ Revenue Total
	3001405-Parent Site General Government Improvement Fund (GGIF) 500,000
Step	Action
16	When you have CLICKED on the "Update Revenue Mapping" icon, the following box below will pop up on your screen.
	Fund Cancel Update
17	Next, type in your ERP Fund Code identifier on the "Fund" Line
	Fund Cancel Update



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.
	Fund
(C0003-CAPITAL OUTLAY RESERVE(COR)
	C0004-CAPITAL OUTLAY OTHER SOURCES
17	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.
:	<u>TIP</u> : 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
	S 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
	S Grants & Grants Project Data Collection
	Budget, Finance & Supply Chain Business Leadership Council 12



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		G on the "Update" icon, you v ted to show the revenue has		mapping screen
	Project ↑	Revenue	Fund	Grant Revenue Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)	CAPITAL OUTLAY RESERVE(COR)	500,000
Step	Action			
24		ed an ERP Grant Code to th	e revenue, the section be	elow would have
	Update Revenue Mapping	Budget		
	Project 🛧	Revenue	Fund	Grant Reverse Total
	3001405-Parent Site	General Government Improvement Fund (GGIF)	CAPITAL OUTLAY RESERVE(COR)	0,000

Step	Action				
25	Next, CLICK or	n the "Budget" icon			
	Update Revenue Mapping	Budget			
	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 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 Prior FY 2019-20 FY 2020-21 FY 2023-24 FY 2024-25 FY 2025-26 Future Revenue Schedul Actuals Forecast Budget Source Total General Government Improvement Fit d (GGIF) / CO(500,000 500,000 0 0 500,000 500,
	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 Total Revenues 500,000
	Expenditures



Step	Action
26	Now you can continue the budgeting process.

--End Activity--