REVENUE SUMMARY

The following screen shots will show you how to access the Revenue Summary Report. This report will give you a quick look at the summary of your revenue associated with your area.

BOR MENUS>BOR GENERAL LEDGER>BOR GL REPORTS>REVENUE SUMMARY REPORT

At this time you can save this process as a favorite for future reference. You just need to click on the Add to Favorites link at the top and enter a description before clicking OK.

You would then need to click on the tab for Add a New Value. It would then ask you to give the Run Control ID a name such as REVENUE_SUMMARY then click the Add button.

Home | Worklist | Add to Favorites | Sign out

ORACLE

New Window | Help | Personalize Page |

Revenue Summary Report

Run Control ID rev   Report Manager   Process Monitor   Run

Business Unit: 28000   Fiscal Year: 2015   Fund Code:

From Acctg Period: To Acctg Period:

From Department: %   To Department: %

From Account: %   To Account: %

From Class: %   To Class: %

Save   Add   Update/Display

At this time you would enter all the revenue account information associated with your area. Then click on the Run button at the top to initiate the process.

When the Process Scheduler Request screen appears, you will need to click on OK in order to schedule the process.

After clicking on OK, it will take you back to the report format screen. You will notice a Process Instance number just under the Run button at the top of the page. You need to make a note of this Process Instance number that will be used in the next section of the process. At this time, you will click on the Process Monitor link.

If at this time the <u>Run Status</u> on your Process Instance doesn't show as Success or <u>Distribution Status</u> doesn't show as Posted, you will need to click on the Refresh button at the top until it reaches this status.

In order to access the report that you just ran, you will need to click on the <u>Details</u> link in the line for your Process Instance number.

From the Process Detail screen, click on the link View Log/Trace.

From the <u>View Log/Trace</u> screen, you will click on the link for the <u>PDF file</u> in the File List. This will bring up the Budget Status Report that you just ran. You can then either Save As or Print the report.

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                              REVENUE SUMMARY REPORT
                              Clayton State University

Business Unit: 28000
Fiscal Year:  2009                    From Acct. Period:   1   To Acct. Period:   12


Fund:  10600              Department: 4710100    Transcript Fee



  Class: 11000    Gen Opns - General          Project/Grant:

       409000 - Other Fees
       409601   #Transcript Fee                                      -60,610.50
                                                                 ---------------
                                                  Class Sub-Total    -60,610.50
                                                                 ---------------
                                                     Dept Total      -60,610.50
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