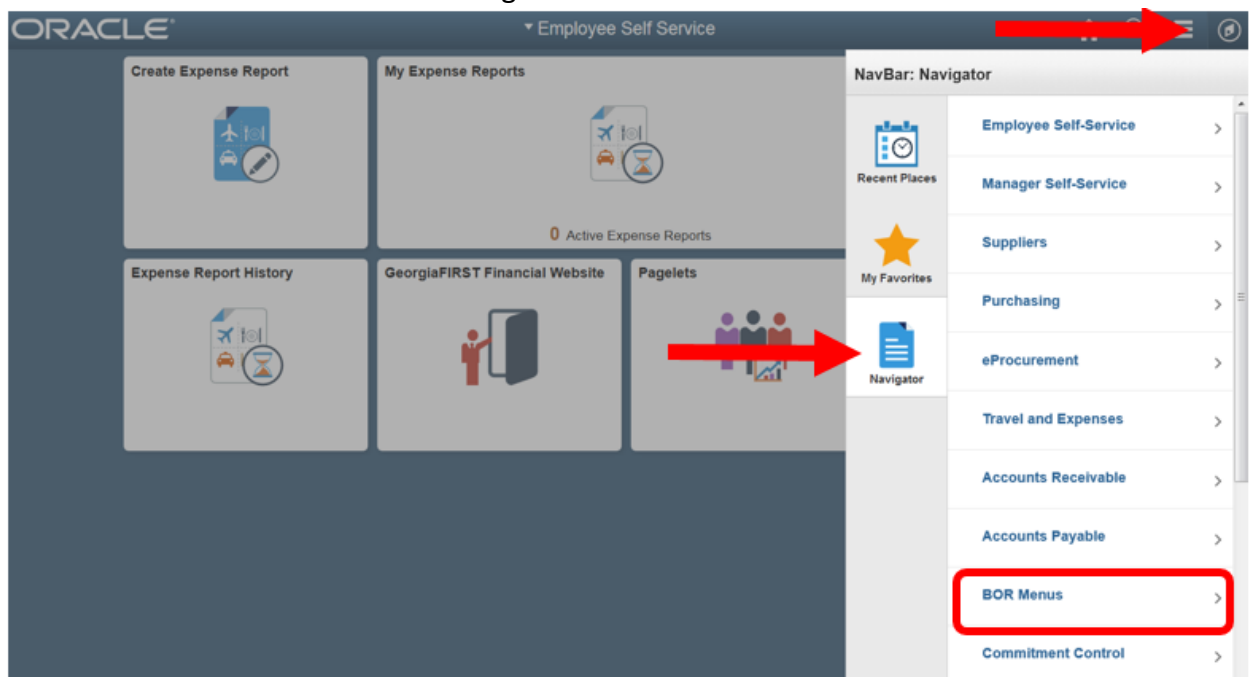


Revenue Summary Report Setup Instructions

This report will give you the amount of revenue that has been earned and posted in the revenue account that you request in the parameters of the report.

1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (<https://www.usg.edu/gafirst-fin/>)
2. Select the **GeorgiaFIRST Financials** button (for Core Users)
3. If prompted, select the **GoWest** shield logo.
4. Login using your **UWG Username** and **Password**.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. From the PeopleSoft Financials homepage, select the **NavBar** (compass) icon.
7. Click the **Navigator** icon.
8. Click **BOR Menus** from the menu listing.



9. Click **BOR General Ledger**.
10. Click **BOR GL Reports**.
11. Click **Revenue Summary Report**.

12. First time users of this report will need to set up a **Run Control ID** that will be used each time you run the report. Click on the **Add a New Value** tab.

Revenue Summary Report

Find an Existing Value | **Add a New Value**

Run Control ID

Add

13. Type in a name for the report, underscoring between words, as shown in the screenshot below. Click the **Add** button. For future reports, you will click on the **Find an Existing Value** tab to select the run control and run the report. You will not need to create it again for future reports.

Revenue Summary Report

Find an Existing Value | Add a New Value

Run Control ID

Add

14. The screen for the Revenue Summary Report will appear. Complete the fields using the **Look Up** tool (magnifying glass) if needed. Tab to navigate between fields or click into each box. In PeopleSoft, the percent sign (%) is a wildcard and generally means *all*.
- Business Unit: **54000**
 - Fiscal Year: Enter the current **Budget Year**
 - Fund Code: Enter a single **Fund Code** or % for all fund codes.
 - From Accounting Period: Enter **1**
 - To Accounting Period: Enter **12**
 - From Department/To Department: Enter your department's 7 digit **Department ID** in both fields.
 - From Account/To Account: Enter **percent (%)** in both fields.

- h. From Class/To Class: Enter **percent** (%) in both fields.
- 15. Click the **Save** button.
- 16. Once all values are entered click the **Run** button.

Revenue Summary Report

Run Control ID Revenue_Summary_Report Report Manager Process Monitor **Run**

Business Unit: 54000 Fiscal Year: 2018 Fund Code: 10600

From Acctg Period: 1 To Acctg Period: 12

From Department: 1045103 To Department: 1045103

From Account: % To Account: %

From Class: % To Class: %

Save Return to Search Previous in List Next in List Add Update/Display

- 17. The **Process Scheduler Request** screen will appear. The identified format should be a PDF. This can be changed by using the dropdown to select a CSV file, if an Excel file is desired. Click the **OK** button to return to the Revenue Summary Report screen.

Process Scheduler Request

User ID pdurroug Run Control ID Revenue_Summary_Report

Server Name Run Date 01/09/2018

Recurrence Run Time 3:43:34PM Reset to Current Date/Time

Time Zone

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|------------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Revenue Summary Report | BORRG025 | SQR Report | Web | PDF | Distribution |

OK Cancel

18. Click on the **Process Monitor** link.

Revenue Summary Report

Run Control ID Revenue_Summary_Report Report Manager **Process Monitor** Run

Business Unit: 54000 Fiscal Year: 2018 Fund Code: 10600

From Acctg Period: 1 To Acctg Period: 12

From Department: 1045103 To Department: 1045103

From Account: % To Account: %

From Class: % To Class: %

Save Return to Search Previous in List Next in List Add Update/Display

19. This will take you to a window showing all reports you have run for a period of time.

Click on the **Refresh** button until the Run Status reflects *Success* and the Distribution Status reflects *Posted*.

20. Click the **Details** link. Do not select specifics for server, run status, type, name or distribution status.

Process List Server List

View Process Request For

User ID pdurroug Type Last 3 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|----------|--------------------------|------------|---------------------|----------------|
| <input type="checkbox"/> | 10852547 | | SQR Report | BORRG025 | pdurroug | 01/09/2018 3:43:34PM EST | Success | Posted | Details |

Go back to Revenue Summary Report

Save Notify

21. Click the **View/Log Trace** link.

Process Detail

| Process | |
|---------------------|------------------------|
| Instance | 10852547 |
| Type | SQR Report |
| Name | BORRG025 |
| Description | Revenue Summary Report |
| Run Status | Success |
| Distribution Status | Posted |

| Run | Update Process |
|----------------|--|
| Run Control ID | Revenue_Summary_Report |
| Location | Server |
| Server | PSUNX |
| Recurrence | |
| | <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request |

| Date/Time | Actions |
|--------------------|---|
| Request Created On | 01/09/2018 3:45:04PM EST |
| Run Anytime After | 01/09/2018 3:43:34PM EST |
| Began Process At | 01/09/2018 3:45:30PM EST |
| Ended Process At | 01/09/2018 3:45:44PM EST |
| | Parameters Transfer Message Log Batch Timings View Log/Trace |

22. Under the **File List**, click the file name with the **PDF** extension.

View Log/Trace

| Report | | | |
|---------------------------|-------------------|---------------------------------|------------|
| Report ID | 9695925 | Process Instance | 10852547 |
| Name | BORRG025 | Process Type | SQR Report |
| Run Status | Success | | |
| Revenue Summary Report | | | |
| Distribution Details | | | |
| Distribution Node | DNODE | Expiration Date | 04/09/2018 |
| File List | | | |
| Name | File Size (bytes) | Datetime Created | |
| SQR_BORRG025_10852547.log | 1,825 | 01/09/2018 3:45:44.161646PM EST | |
| borrg025_10852547.PDF | 4,564 | 01/09/2018 3:45:44.161646PM EST | |
| borrg025_10852547.out | 329 | 01/09/2018 3:45:44.161646PM EST | |
| Distribute To | | | |
| Distribution ID Type | *Distribution ID | | |
| User | pdurroug | | |

23. This will take you to a PDF file with the requested report. Click the printer icon to print or the PDF file can be saved.
24. Once the report is reviewed, printed or saved locally, you can close the PDF window, and you'll be back at the **View/Log Trace** window. You can click the **Return** button to return to the process detail page, and click the **OK** button to return to the Process List.