

## Business Process Procedures

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### 5.15 RUN REVENUE REPORTS

**Overview** These procedures document the process for running the VCCS Revenue Reports.

**Key Points** The **VCCS Custom Revenue Report** will produce a summary and detailed report titled “Net Item Type Activity by FRS Account”.

The “**Net Item Type Activity by FRS Account**” contains net activity for the satisfaction of student charges and reversals in SIS. The “Net Item Type Activity by FRS Account” report should reflect zero “0” net FRS activity for the day.

Using the “Net Item Type Activity by FRS Account”, the college will prepare a **daily Agency Transaction Voucher (ATV)** to record the net accrual activity in the Financial Records System (FRS).

The summary report is required as part of the daily settlement and deposit procedures. The detailed report is very voluminous, and will likely only be run for troubleshooting purposes.

Please refer to business process 5.10 GL Interface Process and Reports for more information regarding the GL Interface process, the Revenue Reports and preparation of the daily ATV.

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#### Part 1 – Running the Summary Revenue Report


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##### Detailed Directions

**Step 1.1** Navigate to the REVENUE REPORTS per the following:


[VCCS Custom](#) > [VCCS Student Financials](#) > [Revenue Reports](#)


**Step 1.2** The Revenue Reports page displays.

Type in the run-control ID you have created for the Revenue Reports or click  to look it up.

**Step 1.3** The Revenue Reports run control page displays.


Accept the Language default of English.

Enter **NV280** as the Business Unit, or click  to lookup.

Enter the Journal Date (the date the GL Interface process was originally run), or click  to lookup.

Enter the Process Instance recorded in Step 1.11 above, or click  to lookup.

**Step 1.4** Click  to save the page.

**Step 1.5** Click  to run the Summary Revenue Report. The Process Scheduler Request page displays.

**Process Scheduler Request**

User ID: 1061608      Run Control ID: rev-reports

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Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Detail Net Item Type Activity	VCREVRPT	Crystal	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	Summary Net Item Type Activity	VCREVSUM	Crystal	Web	PDF	<a href="#">Distribution</a>

Verify the following on the page:

1. The Server Name is **PSNT**
2. The Select checkbox is checked for **Summary Net Item Type Activity**
3. The Type is **Web**
4. The Format is **PDF**

Click  to run the Revenue Refund report.

**Step 1.6** After initiating the process, the Generate Accounting Entries page will reappear.

**Step 1.7** Click [Process Monitor](#) and the Process List page will appear.

**Process List**      [Server List](#)

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View Process Request For

User ID:       Type:       Last:            

Server:       Name:       Instance:  to

Run Status:       Distribution Status:        Save On Refresh


**Process List**      [Customize](#) | [Find](#) | [View All](#)      First 1 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3344		Crystal	VCREVSUM	1061608	08/14/2006 4:52:42PM EDT	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3342		SQR Report	VCFRSREF	1061608	08/14/2006 4:34:46PM EDT	Error	Posted	<a href="#">Details</a>

[Go back to Revenue Reports](#)

[Process List](#) | [Server List](#)

**Step 1.8** Periodically click  to refresh the Process Monitor page. Use this page to check the process until it has finished processing and the Run Status for your report shows Success.

**Step 1.9** When the Run Status displays success, click [Details](#) for your process.

**Step 1.10** The Process Detail page appears.

Process	
<b>Instance:</b> 3344	<b>Type:</b> Crystal
<b>Name:</b> VCREVSUM	<b>Description:</b> Summary Net Item Type Activity
<b>Run Status:</b> Error	<b>Distribution Status:</b> Posted
Run	Update Process
<b>Run Control ID:</b> rev-reports	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSNT	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
<b>Request Created On:</b> 08/14/2006 4:56:25PM EDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 08/14/2006 4:52:42PM EDT	<a href="#">Message Log</a>
<b>Began Process At:</b>	Batch Timings
<b>Ended Process At:</b> 08/14/2006 4:56:48PM EDT	<a href="#">View Log/Trace</a>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

**Step 1.11** Click [View Log/Trace](#) . The View Log/Trace page appears.

**View Log/Trace**

**Report**

**Report ID:** 2822      **Process Instance:** 3344      [Message Log](#)

**Name:** VCREVSUM      **Process Type:** Crystal

**Run Status:** Error

Summary Net Item Type Activity

**Distribution Details**

**Distribution Node:** S89HTTP      **Expiration Date:**

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	221	08/14/2006 4:56:48.000000PM EDT
<a href="#">pssqltrace.trc</a>	503	08/14/2006 4:56:48.000000PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	1061608

[Return](#)

**Step 1.12** Click [vcrevsun3342.PDF](#) (where 3342 represents the process instance number of your report). The report will display in a separate Adobe Reader window.

The screenshot shows the Adobe Acrobat Professional interface. The main content area displays a report titled "Virginia Community College System Summary Net Item Type Activity". The report includes input parameters and a table of activity items.

**Input Parameters:** Business Unit: NV280    Journal Date: 5/19/2006    Process Instance: 3349833

Desc.	DistID	Acct	Sum Amount
0400 - E & G	010110	1310	245.94
Comm Ed-Stdy Fees-Campus 1	101161	0270	-470.00
Comm Ed-Stdy Fees-Campus 2	101162	0270	-44,541.60
Comm Ed-Stdy Fees-Campus 3	101163	0270	-265.00
Def Revenue - Tuition In-State	100500	0100	-11,828.21
Def Revenue - Comm Ed - Campus 1	100541	0100	5,100.00

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## Part 2 – Run the Detailed Revenue Report (Optional)

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**Detailed Directions:**

- Step 2.1** Follow Steps 2.1 through 2.4 above.
- Step 2.2** Following Step 2.5 above, select the checkbox for **Detail Net Item Type Activity**.
- Step 2.3** Continue following Steps 2.6 through 2.12 above.
- Step 2.4** The report will display in a separate Adobe Reader window.