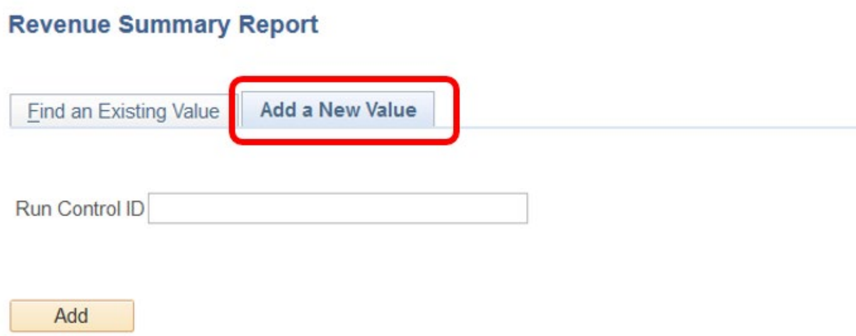
Revenue Summary Report Setup Instructions

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.

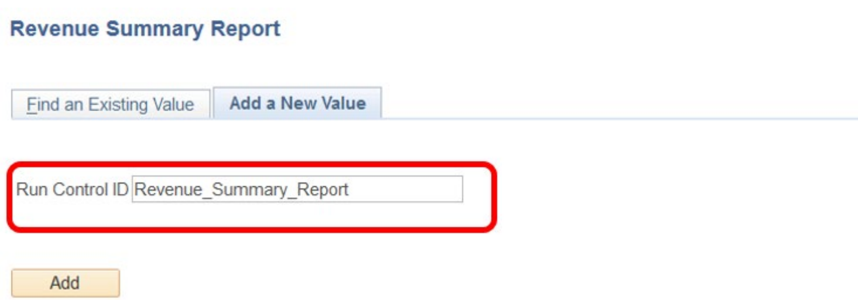
1. Navigate to the [GeorgiaFIRST Financials webpage](https://www.usg.edu/gafirst-fin/) (https://www.usg.edu/gafirst-fin/)
2. Select the **GeorgiaFIRST Financials** button (for Core Users)
3. If prompted, select the **GoWest** shield logo.
4. Login using your **UWG Username** and **Password**.
5. You will be prompted to dual authenticate using the OneLogin Protect 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.



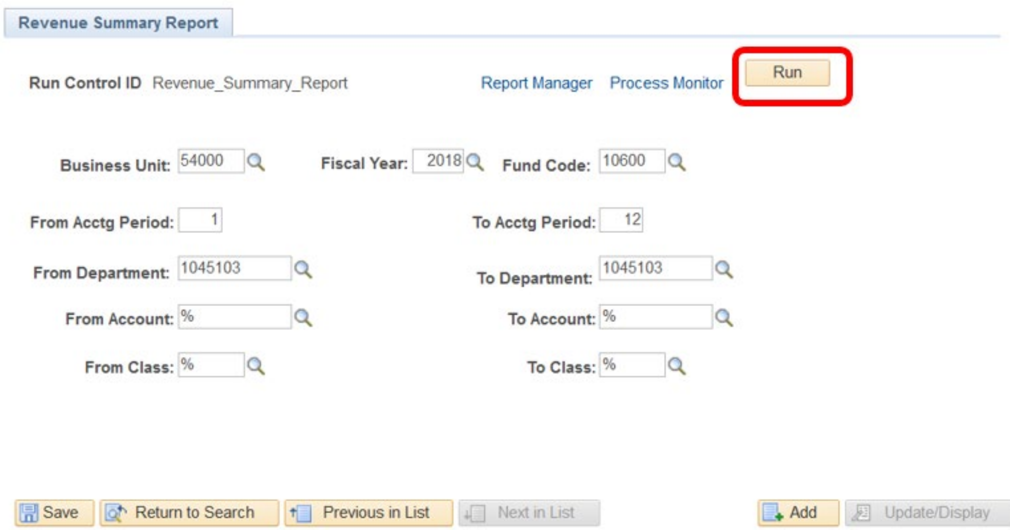
13. Type in a name for the report, underscoring between words, as shown in the screenshot below. Click the **Add** button. For future reports, you will click on the **Find an Existing Value** tab to select the run control and run the report. You will not need to create it again for future reports.



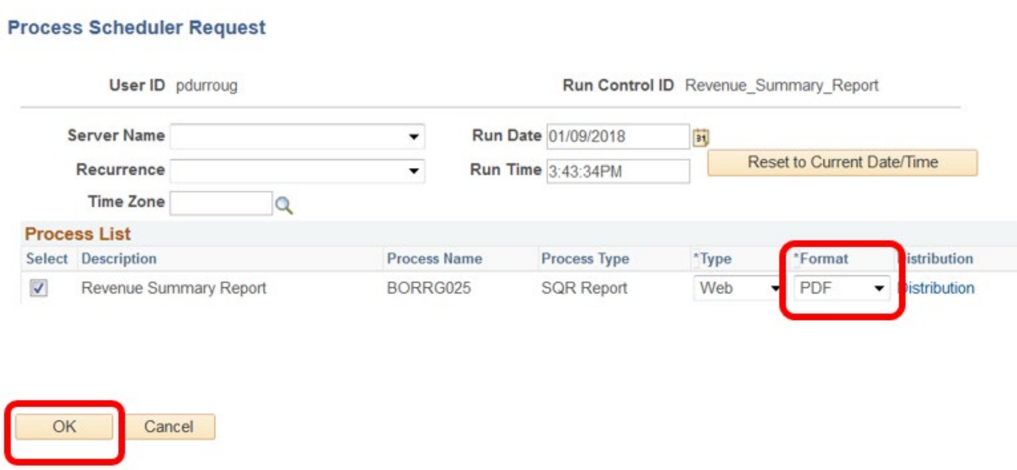
14. The screen for the Revenue Summary Report will appear. Complete the fields using the **Look Up** tool (magnifying glass) if needed. Tab to navigate between fields or click into each box. In PeopleSoft, the percent sign (%) is a wildcard and generally means *all.*
    a. Business Unit: **54000**
    b. Fiscal Year: Enter the current **Budget Year**
    c. Fund Code: Enter a single **Fund Code** or % for all fund codes.
    d. From Accounting Period: Enter **1**
    e. To Accounting Period: Enter **12**

f. From Department/To Department: Enter your department's 7 digit **Department ID** in both fields.
g. From Account/To Account: Enter **percent** (%) in both fields.
h. From Class/To Class: Enter **percent** (%) in both fields.

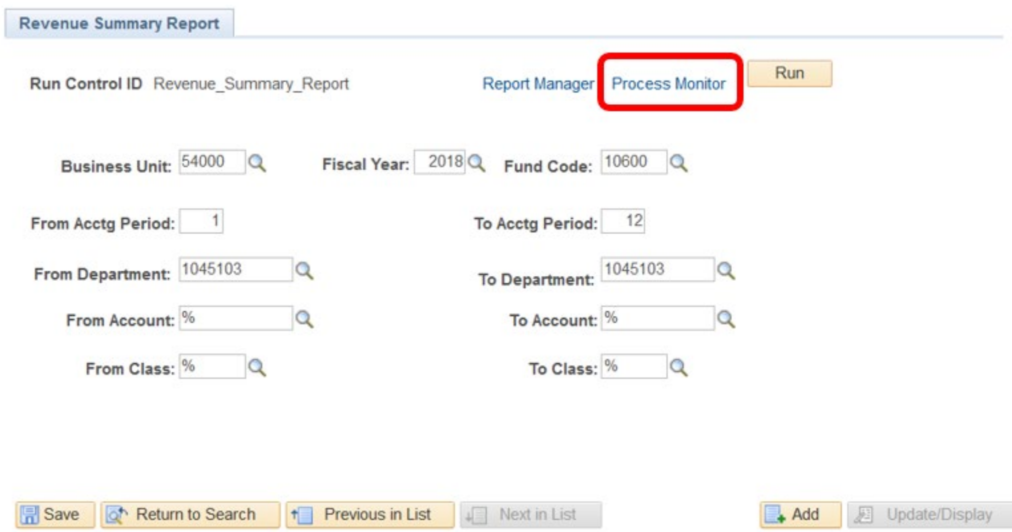
15. Click the **Save** button.
16. Once all values are entered click the **Run** button.



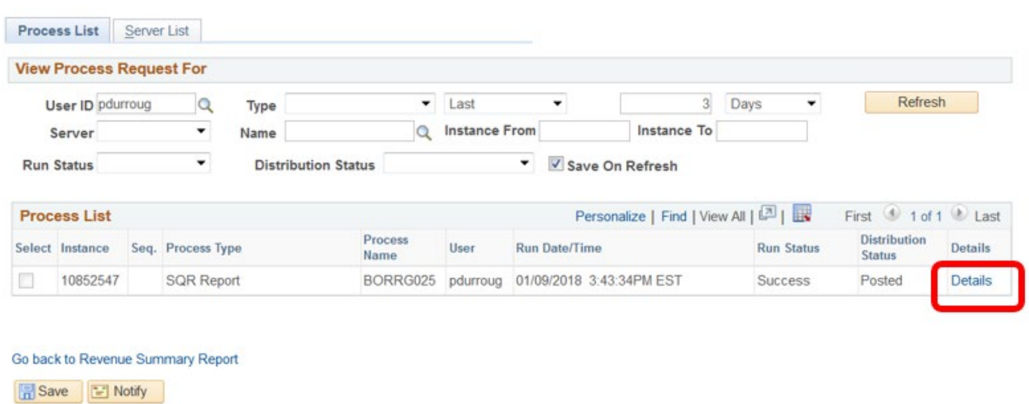
17. The **Process Scheduler Request** screen will appear. The identified format should be a PDF. This can be changed by using the dropdown to select a CSV file, if an Excel file is desired. Click the **OK** button to return to the Revenue Summary Report screen.



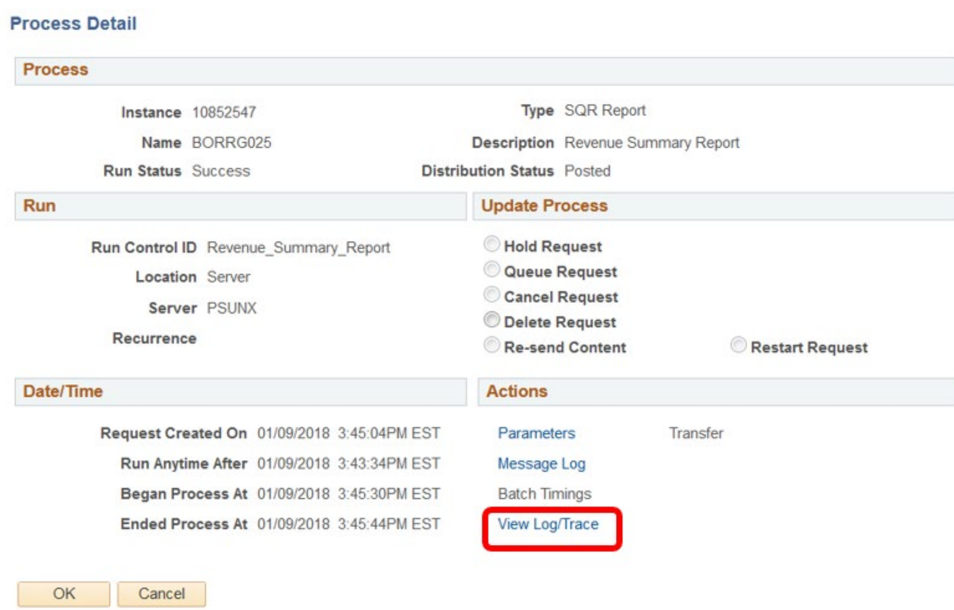
18. Click on the **Process Monitor** link.



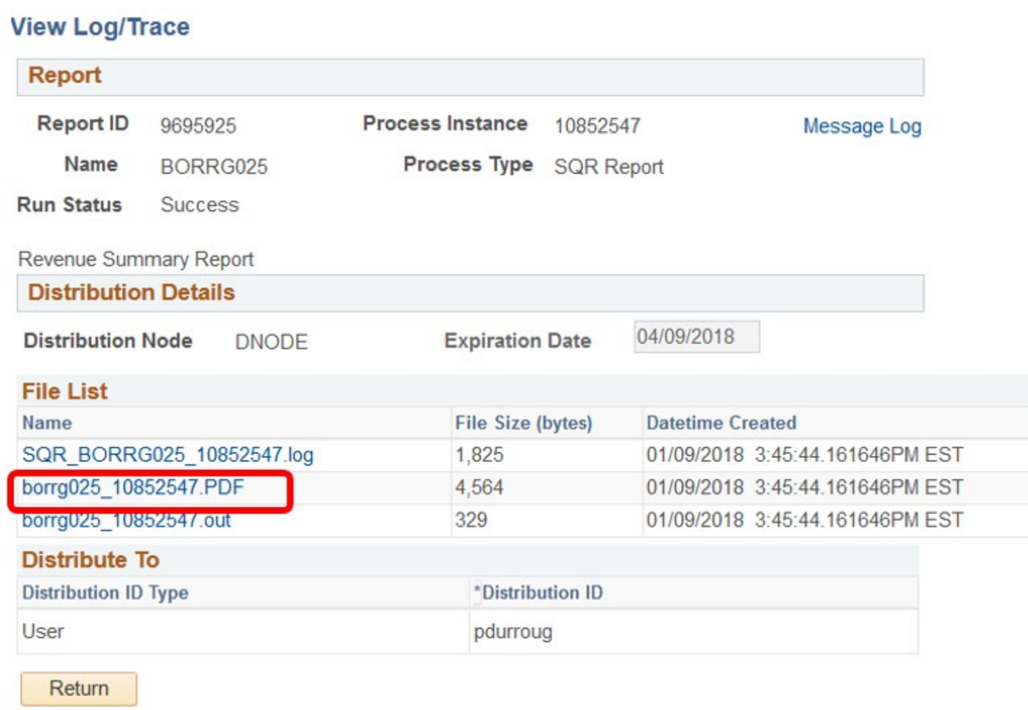
19. This will take you to a window showing all reports you have run for a period of time. Click on the **Refresh** button until the Run Status reflects *Success* and the Distribution Status reflects *Posted*.
20. Click the **Details** link. Do not select specifics for server, run status, type, name or distribution status.



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



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



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.