Running the Contracts Revenue Management Report

Purpose: Use this document as a reference for running the Contracts Revenue Management Report in ctcLink.

Audience: Settlement Manager, GL Accountant

Navigation: Main Menu > Customer Contracts > Reports > Revenue Management

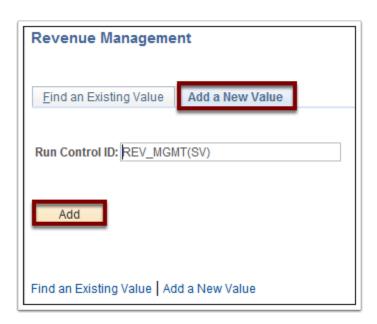
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- 1. Enter an existing Run Control ID or click the **Add a New Value** tab on the **Revenue Management** page to add a new value.
 - 1. Enter a meaningful Run Control ID for the accounting entry creation process in the **Run Control ID** field.

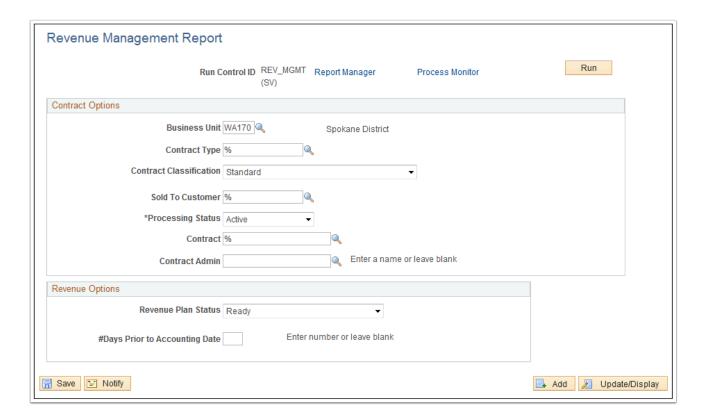


Note: A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process that is running. The Run Control ID defines parameters that are used when a process is run. These parameters ensure that when a process runs in the background, the system does not prompt the user for additional values.

2. Click the Add button.



- 2. Use the **Revenue Management Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.
 - 1. Enter or select a business unit in the **Business Unit** field.
 - 2. Use the **Revenue Plan Status** drop-down button to select the 'Ready' option.
 - 3. Click the **Run** button.

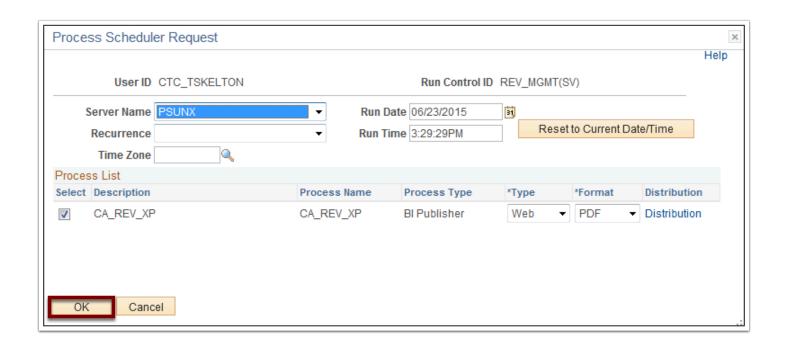


- 3. Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
 - 1. Use the **Server Name** drop-down button to select the appropriate processing server for the request.

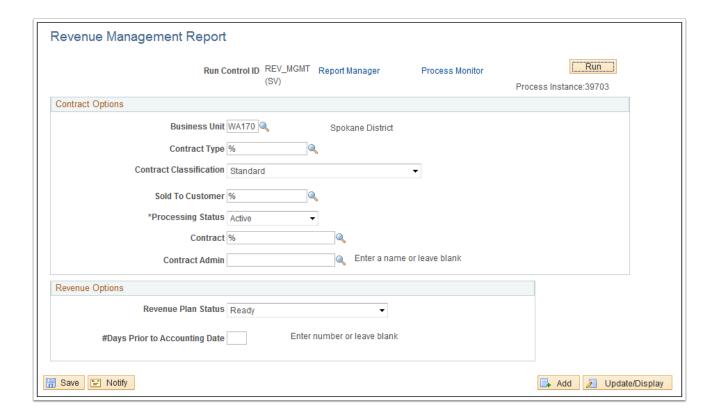


Note: The Server Name field can be left blank.

2. Click the **OK** button.



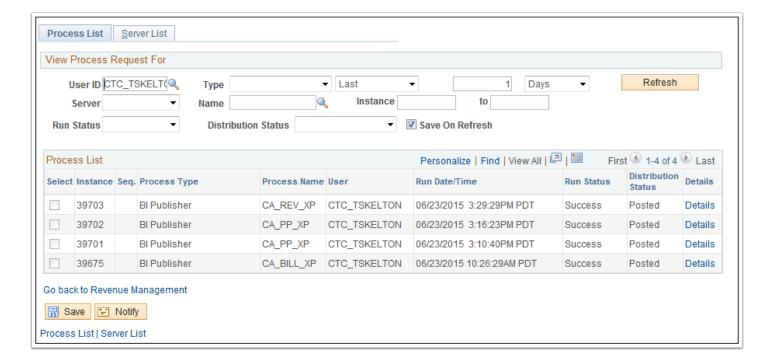
- Note: A Process Instance number appears. This number helps identify the process that has been run.
- 4. Click the **Process Monitor** link.



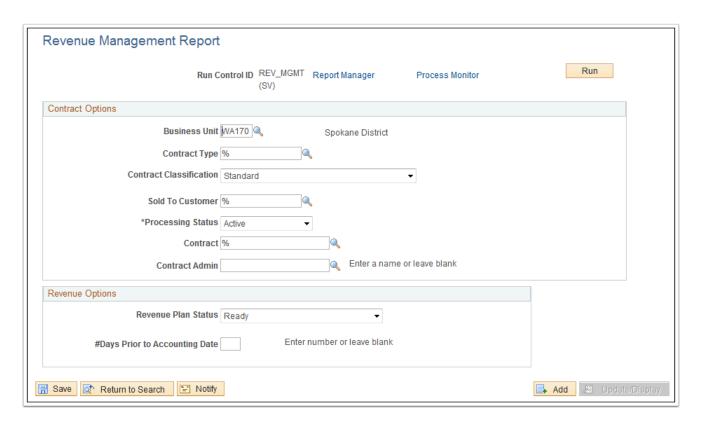
5. Use the **Process List** page to view the status of submitted process requests.

Note: The process has finished successfully when the **Run Status** column indicates 'Success.'

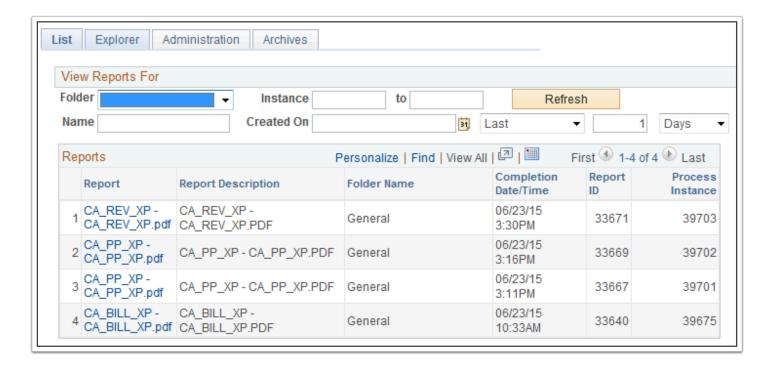
6. Click the **Go back to Revenue Management** link.



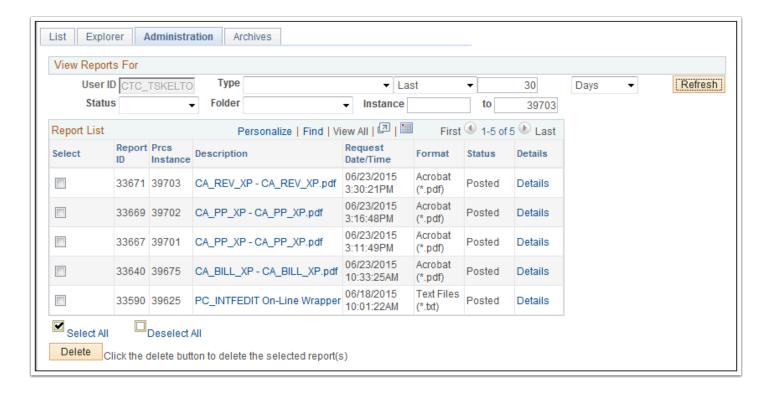
7. Click the **Report Manager** link.



8. Click the **Administration** tab.



9. Click the CA_REV_XP - CA_REV_XP.pdf file in the Description column.



10. Review the Contracts Revenue Management Report.

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Business Unit: WA170 Spokane District

Contract Currency: USD

Totals for BU WA170 in USD 0.00