

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

Running the Contracts Revenue Management Report

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.

Revenue Management

Find an Existing Value

Add a New Value

Run Control ID: REV_MGMT(SV)

Add

Find an Existing Value | Add a New Value

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.

Revenue Management Report

Run Control ID REV_MGMT (SV) Report Manager Process Monitor Run

Contract Options

Business Unit WA170 Spokane District

Contract Type %

Contract Classification Standard

Sold To Customer %

*Processing Status Active

Contract %

Contract Admin Enter a name or leave blank

Revenue Options

Revenue Plan Status Ready

#Days Prior to Accounting Date Enter number or leave blank

Save Notify Add Update/Display

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.

Process Scheduler Request Help

User ID CTC_TSKELTON Run Control ID REV_MGMT(SV)

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CA_REV_XP	CA_REV_XP	BI Publisher	Web	PDF	Distribution

Note: A Process Instance number appears. This number helps identify the process that has been run.

4. Click the **Process Monitor** link.

Revenue Management Report

Run Control ID REV_MGMT (SV) **Report Manager** **Process Monitor**

Process Instance: 39703

Contract Options

Business Unit Spokane District

Contract Type

Contract Classification

Sold To Customer

*Processing Status

Contract

Contract Admin Enter a name or leave blank

Revenue Options

Revenue Plan Status

#Days Prior to Accounting Date Enter number or leave blank

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.

Process List

Server List

View Process Request For

User ID

CTC_TSKELT

Type

Last

1

Days

Refresh

Server

Name

Instance

to

Run Status

Distribution Status

Save On Refresh

Process List

Personalize

Find

View All

First

1-4 of 4

Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	39703		BI Publisher	CA_REV_XP	CTC_TSKELT	06/23/2015 3:29:29PM PDT	Success	Posted	Details
<input type="checkbox"/>	39702		BI Publisher	CA_PP_XP	CTC_TSKELT	06/23/2015 3:16:23PM PDT	Success	Posted	Details
<input type="checkbox"/>	39701		BI Publisher	CA_PP_XP	CTC_TSKELT	06/23/2015 3:10:40PM PDT	Success	Posted	Details
<input type="checkbox"/>	39675		BI Publisher	CA_BILL_XP	CTC_TSKELT	06/23/2015 10:26:29AM PDT	Success	Posted	Details

[Go back to Revenue Management](#)

Save

Notify

Process List | Server List

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

Revenue Management Report

Run Control ID

REV_MGMT

Report Manager

Process Monitor

Run

(SV)

Contract Options

Business Unit

WA170

Spokane District

Contract Type

%

Contract Classification

Standard

Sold To Customer

%

*Processing Status

Active

Contract

%

Contract Admin

Enter a name or leave blank

Revenue Options

Revenue Plan Status

Ready

#Days Prior to Accounting Date

Enter number or leave blank

Save

Return to Search

Notify

Add

Update/Display

8. Click the **Administration** tab.

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CA_REV_XP - CA_REV_XP.pdf	CA_REV_XP - CA_REV_XP.PDF	General	06/23/15 3:30PM	33671	39703
2 CA_PP_XP - CA_PP_XP.pdf	CA_PP_XP - CA_PP_XP.PDF	General	06/23/15 3:16PM	33669	39702
3 CA_PP_XP - CA_PP_XP.pdf	CA_PP_XP - CA_PP_XP.PDF	General	06/23/15 3:11PM	33667	39701
4 CA_BILL_XP - CA_BILL_XP.pdf	CA_BILL_XP - CA_BILL_XP.PDF	General	06/23/15 10:33AM	33640	39675

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

View Reports For

User ID CTC_TSKELTO Type Last 30 Days Refresh

Status Folder Instance to 39703

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	33671	39703	CA_REV_XP - CA_REV_XP.pdf	06/23/2015 3:30:21PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	33669	39702	CA_PP_XP - CA_PP_XP.pdf	06/23/2015 3:16:48PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	33667	39701	CA_PP_XP - CA_PP_XP.pdf	06/23/2015 3:11:49PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	33640	39675	CA_BILL_XP - CA_BILL_XP.pdf	06/23/2015 10:33:25AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	33590	39625	PC_INTFEDIT On-Line Wrapper	06/18/2015 10:01:22AM	Text Files (*.txt)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

10. Review the Contracts Revenue Management Report.

Business Unit: WA170 Spokane District
Contract Currency: USD

Sold To Customer	Contract	Contract Type	Rev Rec Plan Id	Rev Rec Method	Event Num	Event Type	Event Status	Milestone Event Origin	Mc Nbr	Accounting Date	Revenue Amount
FDN00103 ColSpark	000000000000000000 0047	GRANT	R101	As Incur	2	Date	Ready			6/23/2015	0.00
Totals for BU WA170 in USD											0.00