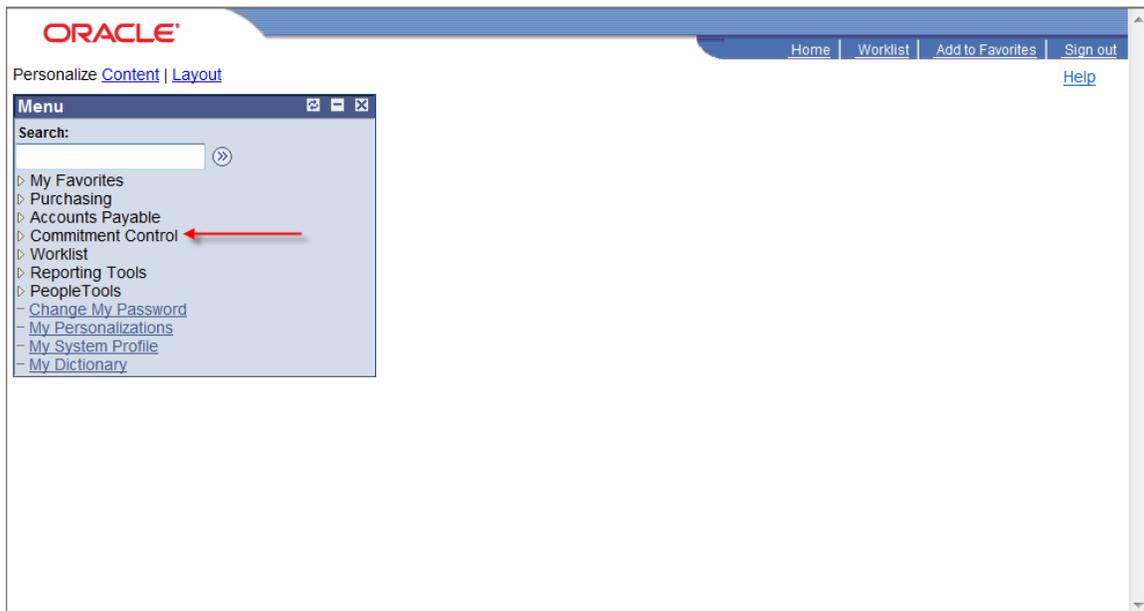


LBC REVENUE & EXPENSE REPORT 8.9

LBC Revenue and Expense Report 8.9

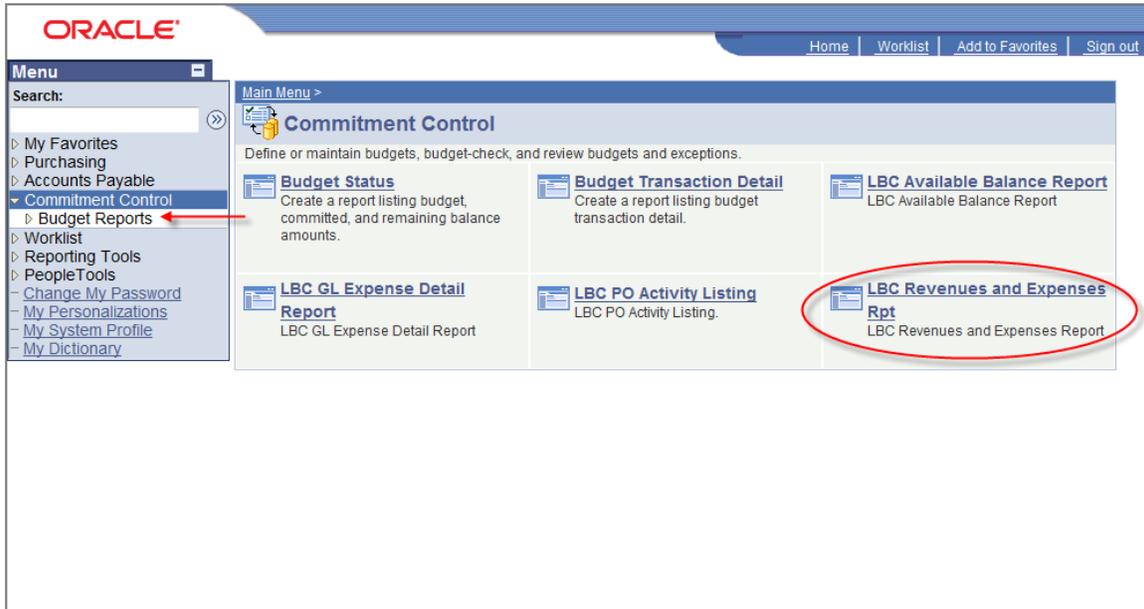
1. The **LBC Revenue and Expense Report** is a report showing Programs or Funds which have revenue dollars and the related expenses. To run the **LBC Revenue and Expense Report**, click the **Commitment Control** menu item.



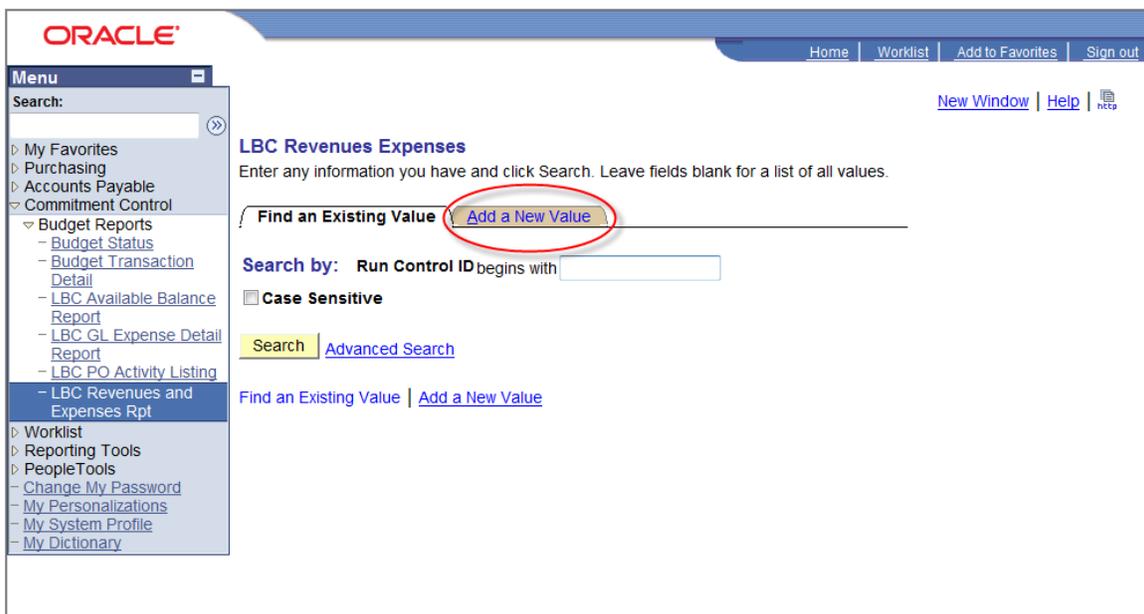
NOTE: When signing out or closing PeopleSoft 8.8 remember to click the **Sign out** link in the top right corner and DO NOT just click the red X close button.

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- From the right side of the Commitment Control page click the **LBC Revenue and Expense Report** link directly.



- Each user should initially set up (Add) a **Run Control** for each process/report that will be carried out (such as the LBC Revenue and Expense Report, LBC Available Balance Report, LBC GL Expense Detail Report and LBC PO Activity Listing Report). The Run Control ID is keyed to the Operator ID of the user that created the Run Control. After this **Add a New Value** is done the first time you will use **Find an Existing Value** for all future **LBC Revenue and Expense Reports**. **Please do NOT Add any other new Run Control ID's.**



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- To Add the Run Control select the **Add a New Value** tab and enter **LBC_REVENUE_EXPENSE_RPT** (be sure to put an underscore between each word and use caps) in the **Run Control ID** field then click **Add**.

The screenshot shows the Oracle LBC Revenues Expenses page. The 'Add a New Value' tab is selected and highlighted with a red circle. The 'Run Control ID' field contains the text 'LBC_REVENUE_EXPENSE_RPT', with a red arrow pointing to it. The 'Add' button is also highlighted with a red circle. The left-hand menu is visible, showing various report options under 'Budget Reports'.

- NOTE:** To access a **current** Run Control (a Run Control for LBC Revenue and Expense Report that was set up earlier), click the **Find an Existing Value** tab and then click the Search button **Search**. Choose the Run Control below named **LBC Revenue and Expense Report** and click on the link.

The screenshot shows the Oracle LBC Revenues Expenses page with the search results displayed. The 'Find an Existing Value' tab is selected. The search criteria is 'Run Control ID begins with'. The search results table is as follows:

Run Control ID	Language Code
LBC_AVAILABLE_BALANCE_RPT	English
LBC_GL_EXPENSE_DETAILS	English
LBC_PO_ACTIVITY_LISTING	English
LBC_REVENUE_EXPENSE_RPT	English

A red arrow points to the 'LBC_REVENUE_EXPENSE_RPT' link in the search results table. The left-hand menu is also visible.

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6. The fields to enter information in for this report are the **Fund**, **Program**, **Dept/Act**, **Fiscal Year**, **From Period**, and **To Period** (enter 1 in the From Period and 12 for the To Period). Enter the 4 digit **Fiscal Year** for the year needed such as **2008** or **2009**. Usually you will need to enter the Fund and a Program number and use a % sign in the Dept/Act field. The % sign is a wild card that will pick up all the information in this field that corresponds to the Fund and Program numbers entered. For some areas there may be a need to just enter the **Fund** or just the **Program** number.

The screenshot shows the Oracle LBC Revenues & Expense Report interface. The 'Report Request Parameters' section is highlighted, showing the following fields: Fund: %, Program: %, Dept/Act: %, Fiscal Year: (circled in red), From Period: (circled in red), and To Period: (circled in red). Red arrows point to the Fund, Program, and Dept/Act fields. The 'Run' button is visible in the top right corner.

7. The **Fiscal Year**, the **From Period** and the **To Period** are required fields. The report will usually be run by a Fund and Program number. After entering the information into the fields click the **Run** button.

The screenshot shows the Oracle LBC Revenues & Expense Report interface with the 'Report Request Parameters' section filled out. The fields are: Fund: 12, Program: 0490, Dept/Act: %, Fiscal Year: 2008 (circled in red), From Period: 1 (circled in red), and To Period: 12 (circled in red). Red arrows point to the Fund, Program, and Dept/Act fields. The 'Run' button is circled in red.

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- In the Process Scheduler Request panel under the Server Name, if the field is not grayed out, select **PSNT** by clicking the drop down arrow. After selecting the PSNT click the yellow **OK** button below. If the field is grayed out then just click the **OK**.

ORACLE Home Worklist Add to Favorites Sign out

Menu Search: []

Process Scheduler Request

User ID: ANOVATON Run Control ID: LBC_REVENUE_EXPENSE_RPT

Server Name: PSNT Run Date: 07/18/2008
 Recurrence: [] Run Time: 1:59:29PM [Reset to Current Date/Time]

Time Zone: []

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	LBC Revenues & Expenses Report	LBCGL001	Crystal	Web	PDF	Distribution

OK Cancel

- After clicking the OK button this panel will show again. From this panel click the **Report Manager** link at the top of the page.

ORACLE Home Worklist Add to Favorites Sign out

Menu Search: []

LBC Revenues & Exp

Run Control ID: LBC_REVENUE_EXPENSE_RPT Report Manager Process Monitor Run

Process Instance: 351418

Report Request Parameters

Fund: 12 Program: 0490 Dept/Act: %
 Fiscal Year: 2008 From Period: 1 To Period: 12

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

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10. From the next panel, click on the **Administration** tab (it defaults to the List tab) then click the yellow **Refresh** button on the right side until the **Status** is **Posted** and the **Details** link shows to the right of **Posted**. In the Report Manager panel the current report will always be at the top of the Report List. Click the **Details** link next to the Posted status on the **LBC Revenue and Expense Report** line.

NOTE: If you need to access a report from a previous day you can change the number under Last from 1 to any number up to 7 Days and then click the yellow Refresh button.

11. In the **Report Detail** panel click the **LBCGL001** **.PDF** link under File List.

