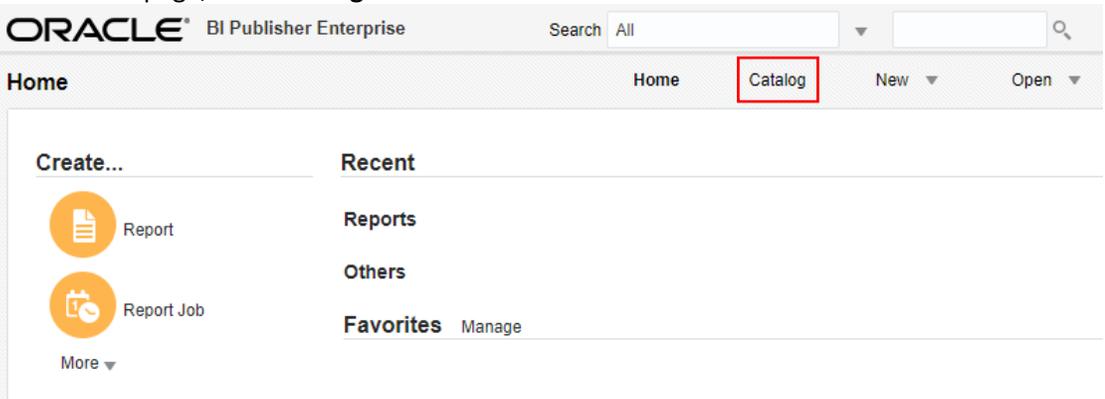
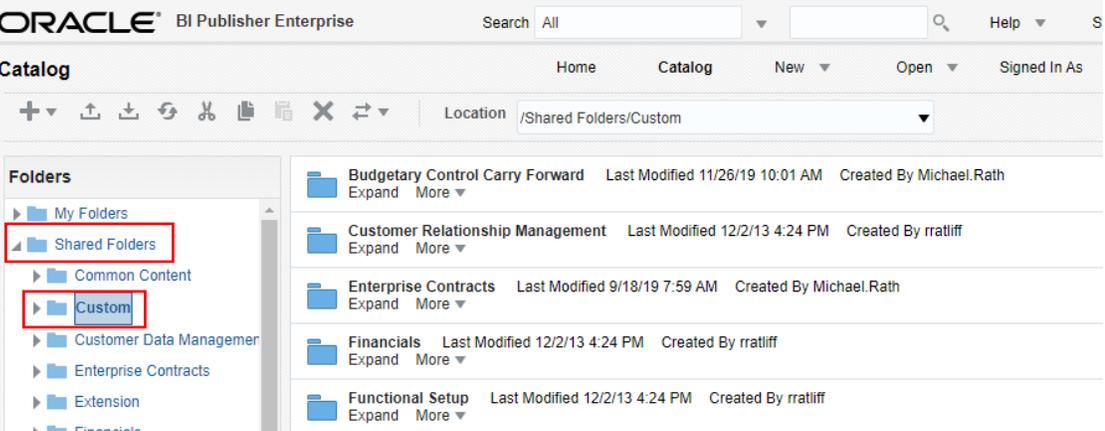
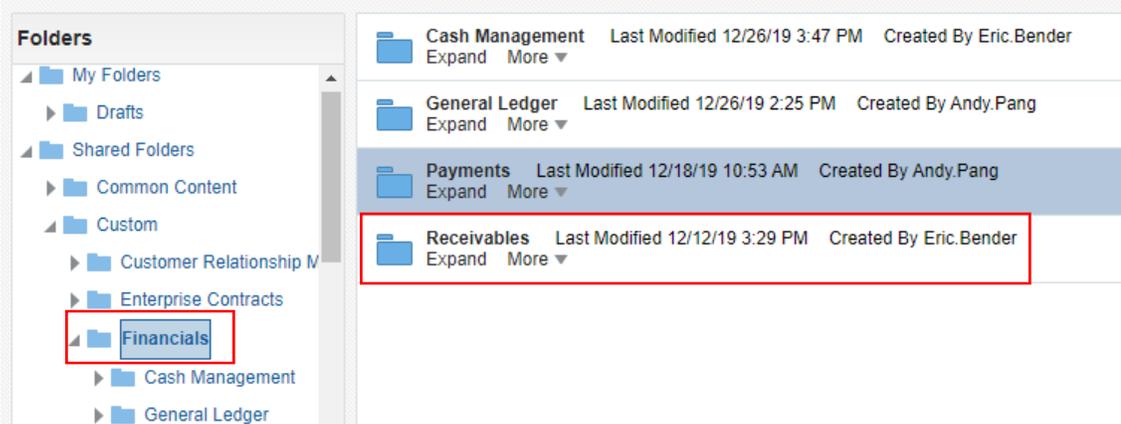
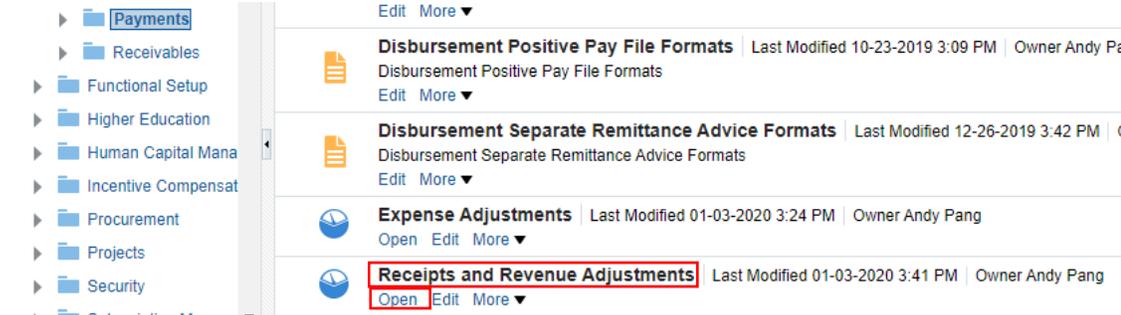
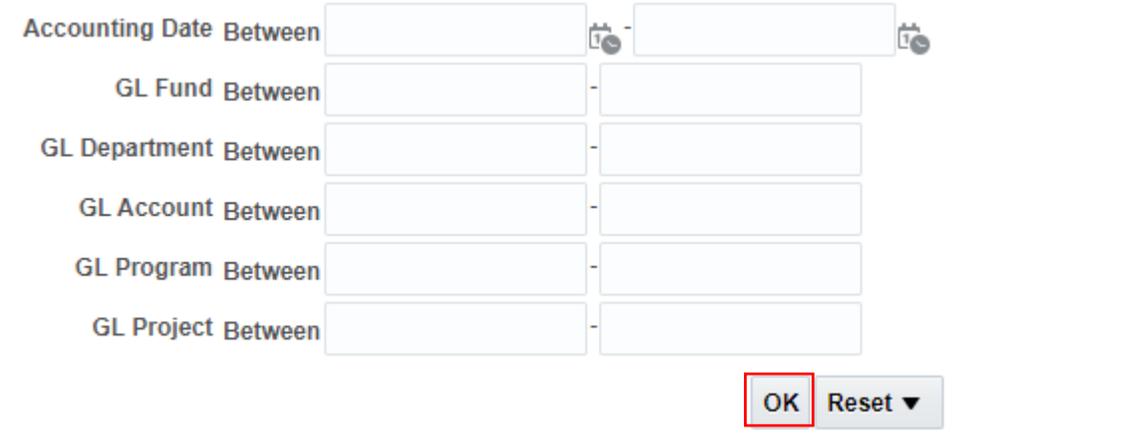


## Receipts and Revenue Adjustments

**Audience:** Lucas County

**Purpose:** This job aid will assist with the steps to run a Receipts and Revenue Adjustments report using the Reports and Analytics URL to replace the FROGS report “Receipts and Revenue Adjustments”

| Step | Action  |
|------|---|
| 1    | Login to Oracle Cloud, then navigate to the URL:<br><a href="https://eieb.fa.us6.oraclecloud.com/analytics">https://eieb.fa.us6.oraclecloud.com/analytics</a>   |
| 2    | <p>On the Home page, click <b>Catalog</b></p>  <p>The screenshot shows the Oracle BI Publisher Enterprise interface. At the top, there is a search bar and navigation tabs: Home, Catalog (highlighted with a red box), New, and Open. Below the navigation, there are sections for 'Create...' (Report, Report Job) and 'Recent' (Reports, Others, Favorites). A 'More' dropdown is also visible.</p>   |
| 3    | <p>In the Folders tab, click <b>Shared Folders</b> then <b>Custom</b> (either expanding the tabs or double clicking on the folders to the right)</p>  <p>The screenshot shows the Oracle BI Publisher Enterprise Catalog page. The 'Catalog' tab is selected. On the left, a 'Folders' pane shows a tree view with 'My Folders', 'Shared Folders' (highlighted with a red box), 'Common Content', 'Customer Data Management', 'Enterprise Contracts', 'Extension', and 'Financials'. Under 'Shared Folders', the 'Custom' folder is highlighted with a red box. The main content area displays a list of folders with details like 'Budgetary Control Carry Forward', 'Customer Relationship Management', 'Enterprise Contracts', 'Financials', and 'Functional Setup'.</p> |

|          |  |
|----------|--|
| <p>4</p> | <p>Then, either expand or double click the folder that says <b>Financials</b> and once clicked, then open <b>Receivables</b></p>   |
| <p>5</p> | <p>Once open, select <b>Receipts and Revenue Adjustments</b> and click <b>Open</b></p>    |
| <p>6</p> | <p>Enter the <b>Accounting Date</b> for the desired range and optionally enter <b>Fund, Department, Account, Program, or Project</b> then click <b>OK</b></p>                            |
| <p>7</p> | <p>The report will open and be produced as a webpage. To save or export into another format click <b>Export</b> at the bottom of the screen, then select <b>PDF</b> – the file will be automatically downloaded to your computer so you can then open the file and print</p> |

|      |                     |    |                     |
|------|---------------------|----|---------------------|
| 1010 | <b>113001 Total</b> |    |                     |
| 1010 | 125001              | 10 | 410002              |
| 1010 | 125001              | 10 | <b>410002 Total</b> |
| 1010 | 125001              | 13 | 412001              |
| 1010 | 125001              |    | 2001                |
| 1010 | 125001              |    | 2001                |
| 1010 | 125001              |    | 2001                |
| 1010 | 125001              |    | 2001                |
| 1010 | 125001              |    | 2001                |
| 1010 | 125001              |    | 2001                |

 PDF

 Excel 2007+

 Powerpoint 2007+

 Web Archive (.mht)

 Data ▶

Edit - Refresh - Print - **Export** - Add to Briefing Book -