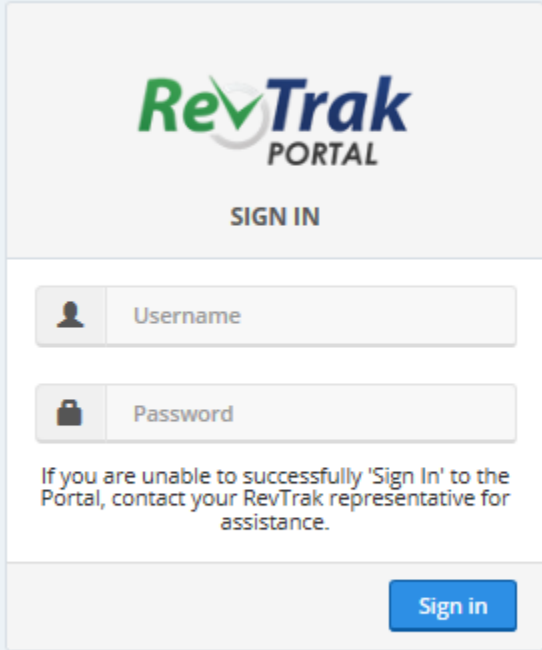


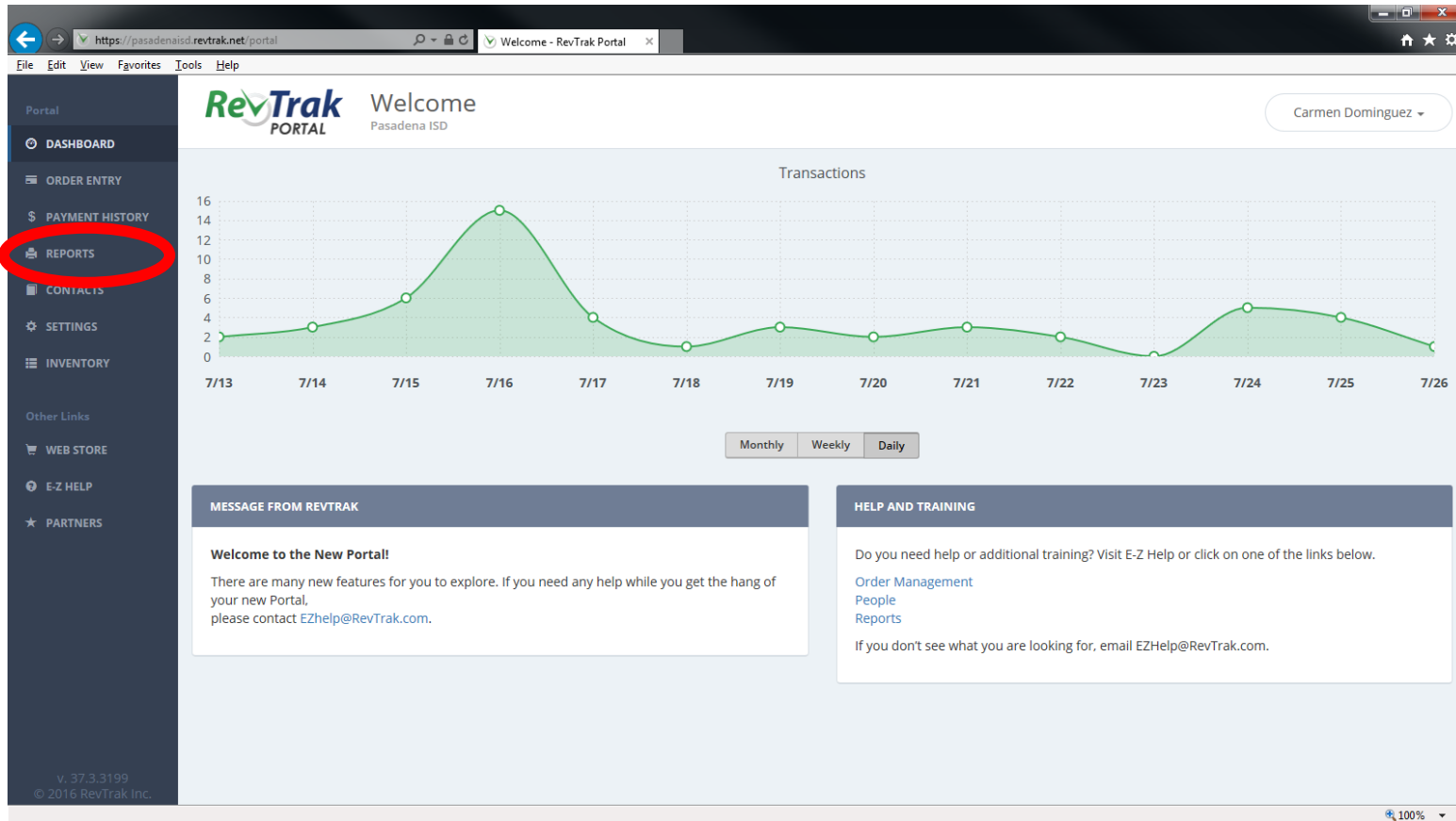
Instructions for Preparing a RevTrak Deposit Report

1) Go to the RevTrak Portal <https://wacoisd.revtrak.net/portal>. Sign in.

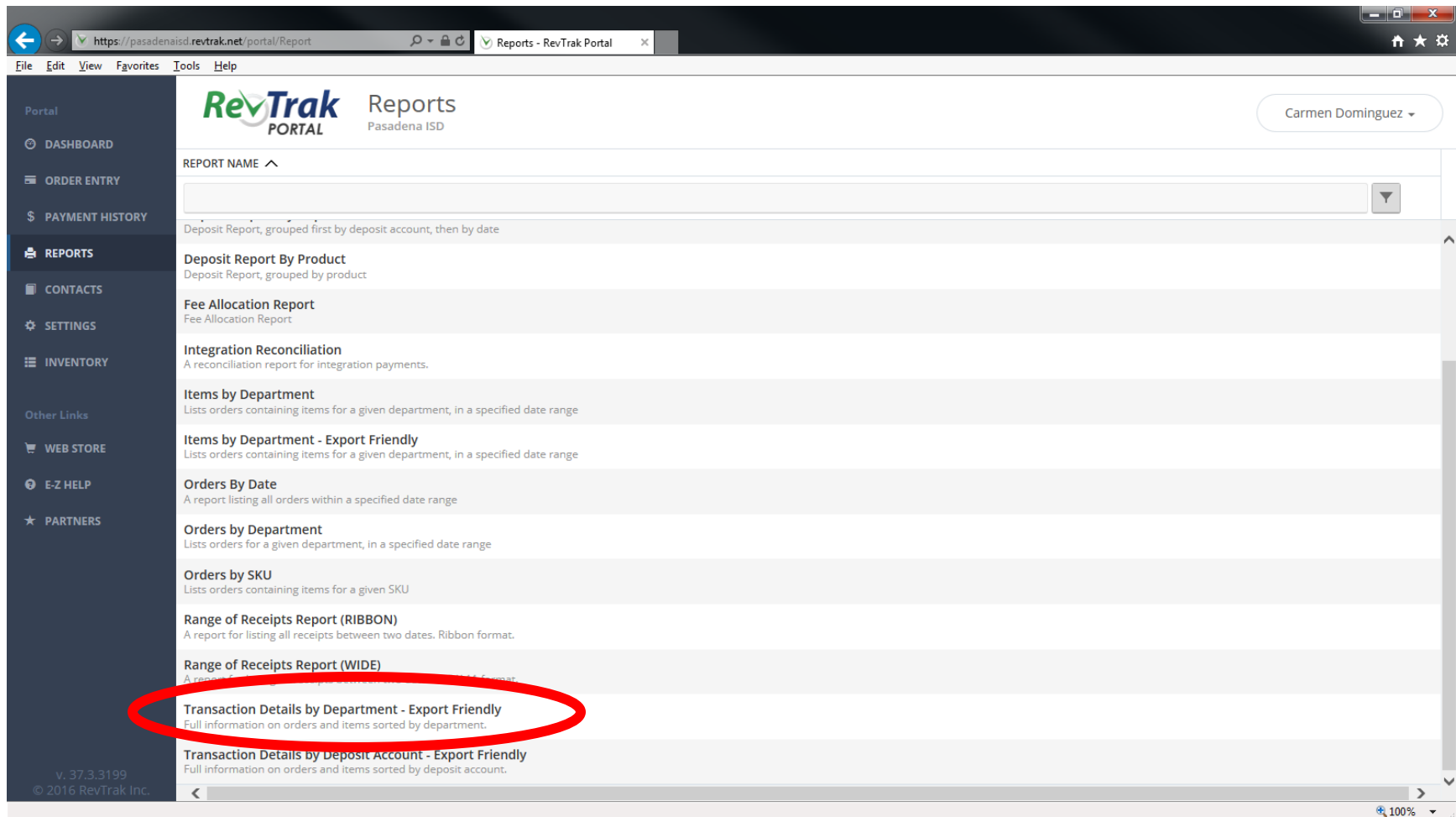


The image shows a screenshot of the RevTrak Portal sign-in interface. At the top, the RevTrak logo is displayed with the word 'PORTAL' underneath it. Below the logo, the text 'SIGN IN' is centered. There are two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields, a message reads: 'If you are unable to successfully 'Sign In' to the Portal, contact your RevTrak representative for assistance.' At the bottom right of the form is a blue button labeled 'Sign in'.

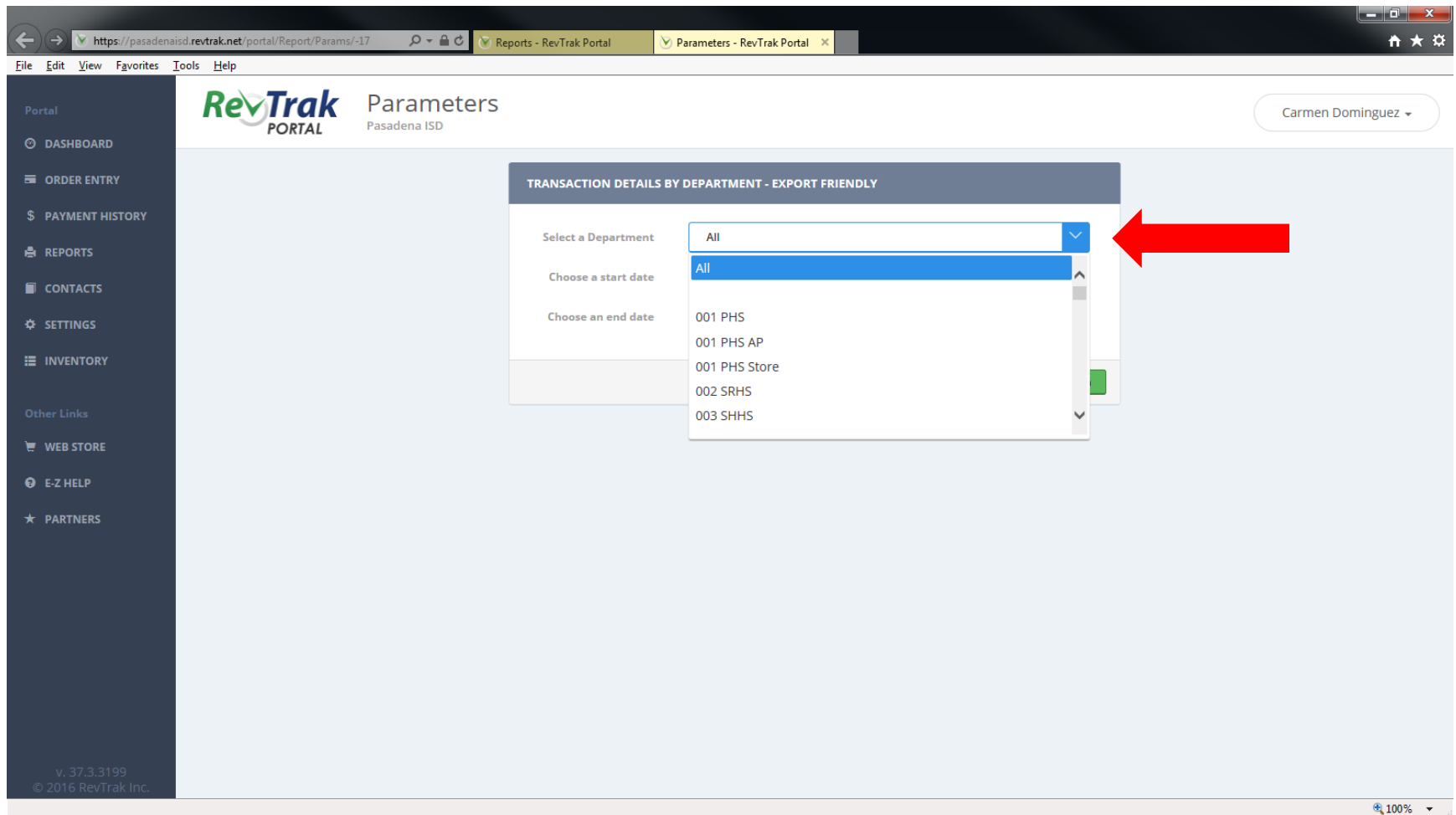
2) On the Home screen, click on Reports.



3) You will see a list of reports. Scroll down and find “Transaction Details by Department – Export Friendly”. Click on it



- 4) A new web page will open. Select your campus and the Activity by clicking on the down facing arrow beside “Select a Department”. Scroll until you find your campus and click on it.



5) Change the start date and end date. These may be typed in or a calendar drop down can be used. The report must be run from the first day of the month to the last day of the month for each month's deposit report. Once the date range is correct, click Run.

Portal

RevTrak PORTAL Parameters Pasadena ISD

Carmen Dominguez

TRANSACTION DETAILS BY DEPARTMENT - EXPORT FRIENDLY

Select a Department: 043 PVI

Choose a start date: 7/01/16

Choose an end date: 7/31/2016

Run

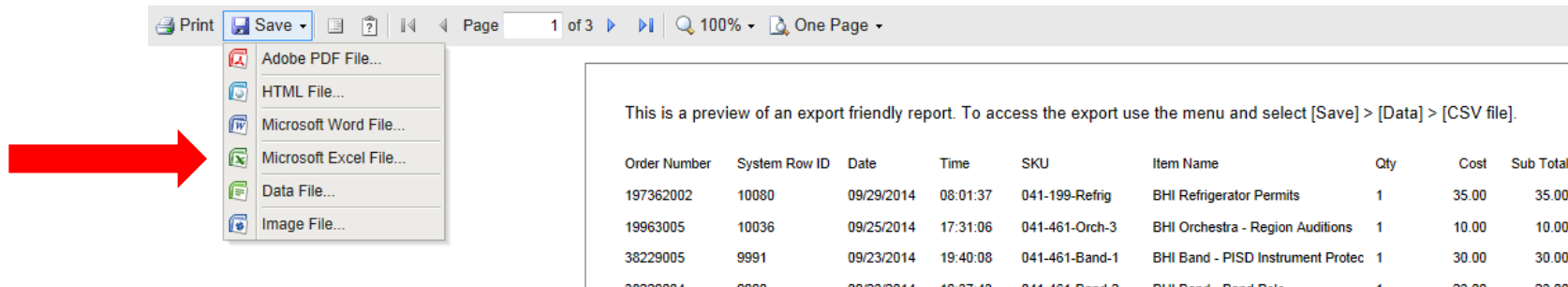
July 2016

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Tuesday, July 26, 2016

v. 37.3.3199
© 2016 RevTrak Inc.

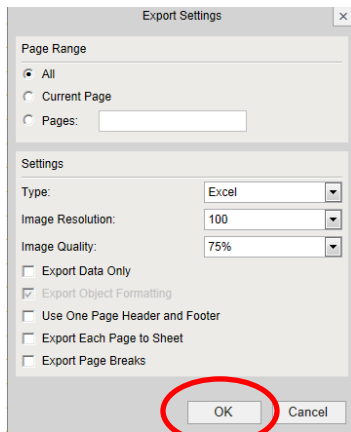
6) When the report appears, save it as an Excel File by clicking the Save drop menu and selecting DATA File.



The screenshot shows a report viewer interface. At the top, there is a toolbar with buttons for 'Print', 'Save', and other functions. The 'Save' button is highlighted, and its dropdown menu is open, showing options: 'Adobe PDF File...', 'HTML File...', 'Microsoft Word File...', 'Microsoft Excel File...', 'Data File...', and 'Image File...'. A red arrow points to the 'Data File...' option. Below the menu, there is a preview of the report data, which is a table with columns: Order Number, System Row ID, Date, Time, SKU, Item Name, Qty, Cost, and Sub Total. The preview text above the table says: 'This is a preview of an export friendly report. To access the export use the menu and select [Save] > [Data] > [CSV file].'

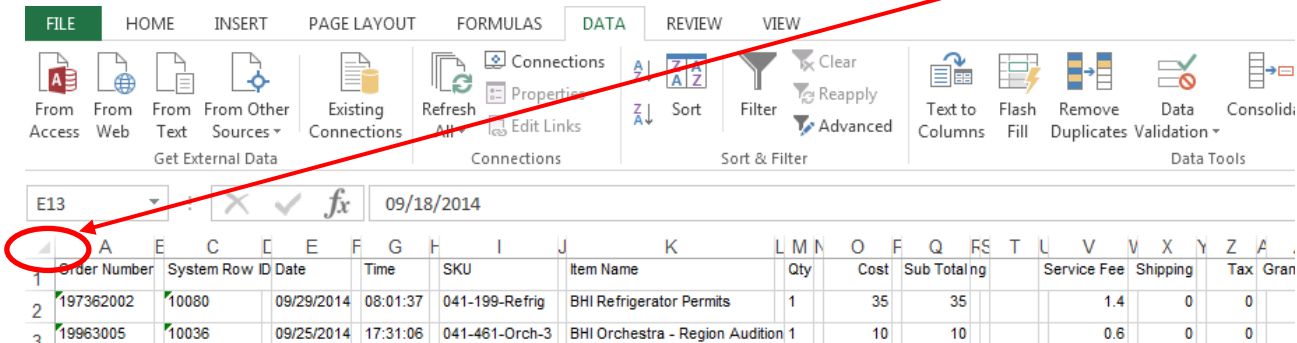
Order Number	System Row ID	Date	Time	SKU	Item Name	Qty	Cost	Sub Total
197362002	10080	09/29/2014	08:01:37	041-199-Refrig	BHI Refrigerator Permits	1	35.00	35.00
19963005	10036	09/25/2014	17:31:06	041-461-Orch-3	BHI Orchestra - Region Auditions	1	10.00	10.00
38229005	9991	09/23/2014	19:40:08	041-461-Band-1	BHI Band - PISD Instrument Protec	1	30.00	30.00
38229004	9990	09/23/2014	19:40:08	041-461-Band-2	BHI Band - Band Data	1	30.00	30.00

7) On the Export Setting box, click OK.

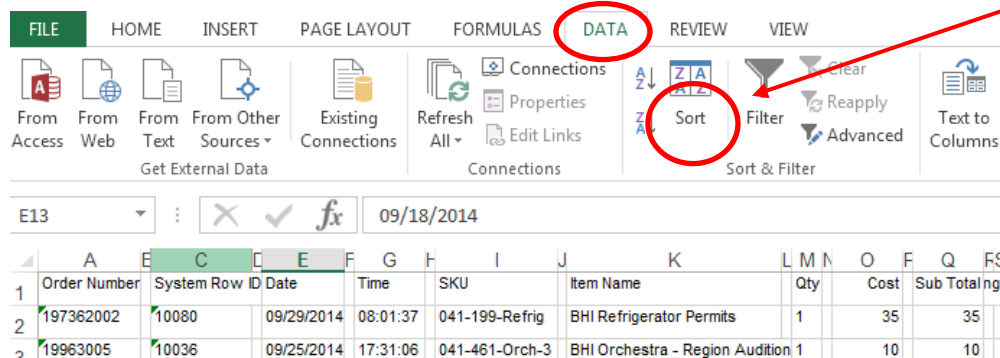


The screenshot shows the 'Export Settings' dialog box. It has a 'Page Range' section with radio buttons for 'All', 'Current Page', and 'Pages:'. Below that is a 'Settings' section with dropdown menus for 'Type' (set to 'Excel'), 'Image Resolution' (set to '100'), and 'Image Quality' (set to '75%'). There are also checkboxes for 'Export Data Only', 'Export Object Formatting' (checked), 'Use One Page Header and Footer', 'Export Each Page to Sheet', and 'Export Page Breaks'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is circled in red.

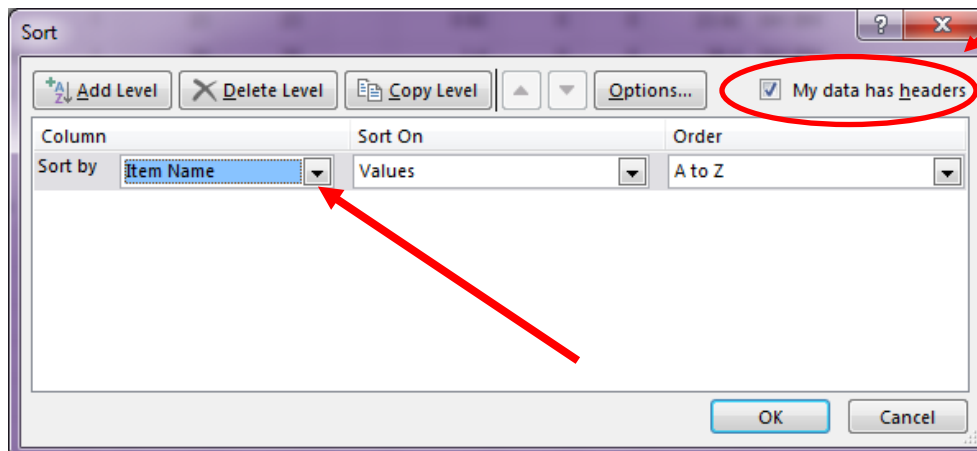
- 8) If the report is large, the data can be sorted for convenience. To sort, click the arrow in the top left corner of the worksheet to highlight the entire worksheet.



- 9) Once the spreadsheet is highlighted, click the Data menu and click Sort.



10) The Sort dialog box will appear. Check the box that states 'My data has headers', Select 'Item Name' from the Sort by drop down. Click OK.



You can delete columns that you do not need for the report (System Row ID, Time, Handling, Service Fee, Shipping, Tax, Grand Total, Department, Modifiers, Addresses, phone, email, credit card info, Account Code, Source system, Skyward x 3). You can widen the columns that hold more information than what is showing.

Read each comment to line to make sure what the student is paying for matches the Item name.

Total each item group, determine what account code should be used for each charge within that group. Determine what is taxable and back out the sales tax.

FileHomeInsertPage LayoutFormulasDataReviewViewHelpACROBAT

CutCopyPasteFormat Painter

Clipboard

Calibri11A⁺

B I U

Font

ab Wrap Text

General

\$ % , .00

Number

Conditional Formatting

Format as Table

NormalBadGoodNeutral

CalculationCheck CellExplanatory ...Input

Styles

L2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Order ID	Date	Item Name	Last Name	First Name	ID	Qty	Cost	Comment	Payor Name					
1	489756002	6/6/2023	DHS Laundry				1	10	laundry fee	christian andrade					
2															
3	489496002	6/1/2023	DHS Art Activity	BROOKS	EBONY	358715	1	30	Ebony Brooks 0358715	Kimberly M Lewis		5749			
4	489496002	6/1/2023	DHS Tablet	BROOKS	EBONY	358715	1	30	Ebony Brooks 0358715^Laptop Keyboard	Kimberly M Lewis					
5															
6	489756002	6/6/2023	DHS Drama Activity Payments	ANDRADE	CHRISTIAN	313731	1	20	drama late fees	christian andrade		5749			
7	489727002	6/5/2023	DHS Drama Activity Payments	VAZQUEZ	MARIA	346229	1	25	Theatre Officer tee	Maria Vazquez	taxable	5755.02			
8	467663009	6/3/2023	DHS Drama Activity Payments	PICHARD	RICARDO	387988	1	25	Officer t-shirt	Sonnet Pichardo	taxable	5755.02			
9	489640002	6/2/2023	DHS Drama Activity Payments	BURGESS	ALYSSA	390955	1	25	Dobie theatre officer shirt.	Vanessa Martinez	taxable	5755.02			
10	489586002	6/1/2023	DHS Drama Activity Payments	TAPIA	MAXIMO	309401	1	25	Officer T-shirt	Maximo Tapia	taxable	5755.02			
11								120	20 is 5749 \$100 is taxable \$92.38 7.62 Sales tax						
12	489756002	6/6/2023	DHS Library Fines or Fees	ANDRADE	CHRISTIAN	313731	1	10	late fees	christian andrade		5749			
13															
14	325797002	6/5/2023	DHS Orchestra Payments	RODRIGUEZ	LUIS	333784	1	569	Orchestra fees	Luis Rodriguez		5749			
15	456435013	6/2/2023	DHS Orchestra Payments	HUERTA	CIANNA	309993	1	150	Cyan Huerta Disney Trip Fee	Cianna Huerta		5755			
16								719							
17	482578011	6/4/2023	Dobie HS Summer School				1	130	Pleasant De?Shoun #0387990	Deshoun Pleasant					
18															
19								1049							
20															

11) Keep the spreadsheet monthly. Use these item amounts to create receipts in Frontline. If there is taxable items, enter a receipt for the sales tax as a whole for the month. Attach the spreadsheet as the backup in Frontline. This report is due on the 1st business day of each month for the previous month's transactions. You do not need to submit a report if you have no transactions for the month.

Your report should total the same amount as the report downloaded from RevTrak that the GL team emails out.

12) Once the RevTrak Monthly Report is completed, the worksheet and the batch report from Frontline should be kept in a file on the campus/department.

You can also pull the report from Items by Department – Export Friendly. This report is slightly different. You will need to double check the quantity to make sure each item listed has a 1 for the quantity. If more than one, then you will need to change the “Cost” column to reflect the quantity. 2 at \$10 – change the 10 to \$20. Delete the Item Total column because it contains the service fee. Same report, different order and contains less information to be deleted.