

LEEYO®

REVPRO

RevPro 2.4 Enterprise User Guide (Draft)

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About RevPro

What is RevPro?

RevPro is a proven out-of-box revenue solution that enables companies to manage their revenue. With RevPro, companies can automate their entire revenue recognition process while integrating with the Quote-to-Cash process. From detailed fair value analysis to revenue allocations and analytics reporting, RevPro automates all of the end-to-end steps required for companies to properly recognize and manage revenue on a timely basis.

The RevPro Environment

Companies have their choice of how to access RevPro:

- **RevPro On the Cloud:** RevPro hosted solutions are flexible to accommodate your business needs. Your implementation can be in a multi-tenant or stand-alone environment. Hosting allows for greater flexibility and scale while reducing the need for on-premise IT investment and resources.
- **RevPro On-Premise:** The RevPro On-Premise solution is installed in your company's IT infrastructure. Your current IT policies and procedures are maintained as RevPro operates within your hardware, database, and network environments.

RevPro is accessed via a web-based Internet browser.

Overview of the RevPro Modules

Leeyo offers a suite of RevPro modules to meet your revenue recognition needs. They include:

- RevPro Revenue Allocation (RRA)
- RevPro Revenue Management (RRM)
- RevPro Revenue Intelligence (RRI)

RevPro Revenue Allocation (RRA)

The RRA module is the core of RevPro and the platform for which other RevPro companion modules are built. With the RRA module, companies can automate all accounting tasks that require allocating revenue for multiple element arrangements.

With ASC 605-25 (modified with EITF 08-1) and ASC 985 (formerly SOP 97-2), companies are required to perform detailed fair value sensitivity studies. RevPro collects historical data from ERP systems (and other multiple sources as necessary) based on user-defined stratifications such as product family, business unit, customer, and region. Results are generated for VSOE (vendor-specific objective evidence) and BESP (best estimated selling price) analysis for the user's review. Multiple analyses based on different stratifications can be efficiently performed. Results are saved directly in RevPro, a single repository of fair value analyses for management, internal control purposes, and auditors' review.

RevPro users can freely define arrangements based on any data fields captured from the ERP and/or other source systems. For example, a user can define that all sales transactions for the same purchase order or contract number will automatically be grouped by RevPro into a single arrangement. Once an arrangement is identified, the user has the flexibility to manually link other transactions to the arrangement, or de-link transactions from the arrangement into separate (different) arrangements. Audit trails and RevPro reports capture all movement activity.

Revenue Carve-outs and Carve-ins are systematically calculated for each line item within an arrangement. RevPro posts the revenue adjustment Carve-outs/ins directly in the ERP system. RevPro reporting includes detailed summaries of revenue allocations and adjustments for ease of review and analysis.

RevPro Revenue Management (RRM) Module

With the RRM module, companies can competently manage the timing of revenue and COGS (cost of goods sold) release. RevPro users can set up contingency rules to release deferred revenue and COGS effortlessly.

Contingencies can be auto-released based on user-defined release events such as customer acceptance, extended payment terms, milestones, full shipment, or upon receipt of customer payment. RevPro also allows users the flexibility to manually release contingencies for release events such as upon completion of services.

The RRM module also empowers companies to perform real-time forecasting. Revenue waterfalls are auto-generated based on expected contingency release dates and amortized revenue schedules. Revenue forecasts can include scheduled revenue from invoiced items, as well as forecasted revenue from unshipped items in backlog. RevPro reports summarize deferred revenue by type of contingency giving organizations both real-time revenue visibility and the ability to manage their revenue.

RevPro Revenue Intelligence (RRI) Module

By adding the RevPro Revenue Intelligence (RRI) module to the unparalleled power of the RRA and RRM modules, RevPro provides enhanced revenue visibility and intelligence.

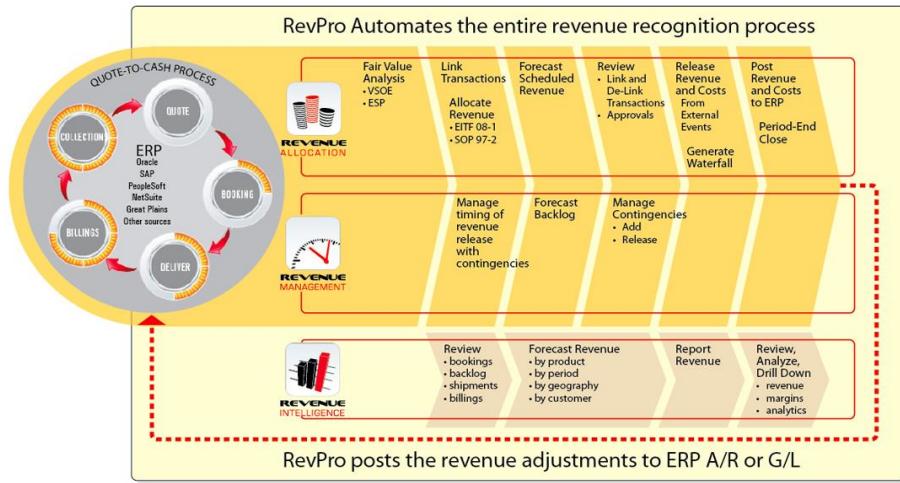
With the RRI module, RevPro delivers vital revenue information in real-time such as revenue-to-date, revenue forecast from backlog, and revenue performance by product, revenue and margin by customer. The real-time revenue intelligence from the RRI module provides management with the critical information needed to manage the business effectively. Access to revenue analytics and visibility will yield a high return on your investment in RevPro.

RevPro and ERP

RevPro is easily configurable to extract source data from any system. RevPro provides pre-built adaptors for Oracle EBS, SAP, NetSuite, Oracle PeopleSoft, Microsoft Dynamics, and RevPro on the cloud. RevPro can also integrate with Excel spreadsheets, Salesforce.com, Contracts database, home-grown legacy systems, and any other third-party applications.

With RevPro, companies can automate their entire revenue recognition process while integrating with the Quote-to-Cash process. From detailed fair value analysis to revenue allocations and analytics reporting, RevPro automates all of

the end-to-end steps required for companies to properly recognize and manage on a timely basis.



The RevPro Process

Source Data Uploaded

Sales order, billing, and contract data are pulled from various modules within the source systems: Order Management, Sales and Distributions, Accounts Receivable, Service Contracts, Project Accounting. Historical sales data is collected, stratified and analyzed to determine fair value (VSOE, ESP). Current (new) sales data is collected into multiple-element arrangements with linked transactions.

Transactions Linked into Arrangements

Current period bookings, sales, and invoicing data is collected and systematically grouped into arrangements. The RevPro user defines the criteria for transaction linkage such as purchase order, quote, or contract number. The RevPro user also has flexibility to manually link additional transactions to an existing arrangement or de-link transactions from an arrangement.

Revenue Allocations Performed

RevPro allocates revenue to each line of an arrangement based on fair value (VSOE, ESP) and the appropriate revenue allocation method (relative selling price allocation or residual allocation, for example). Carve-outs and Carve-ins for each

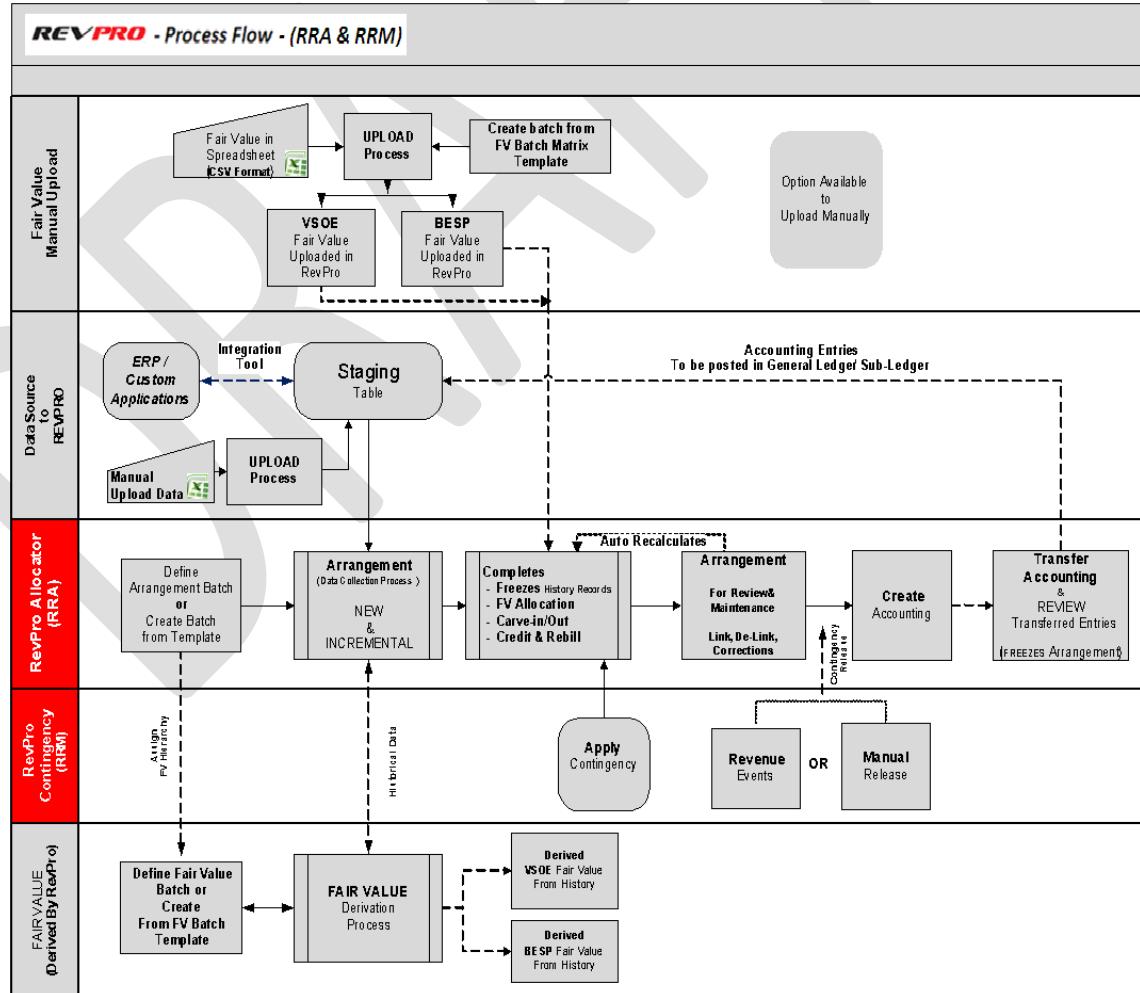
line within an arrangement are calculated based on the difference between actual selling prices when compared to allocated revenue.

Revenue Schedules Created and Revenue Workflow Completed

Revenue schedules and reports are auto-generated and provide detailed and summarized views of revenue allocations, deferred revenue, and waterfalls for management's review and internal control purposes.

Revenue Adjustments Transferred to the ERP System

Revenue adjustment Carve-outs and Carve-ins are pushed directly to the ERP system through either the General Ledger or Accounts Receivable module. Only revenue and deferred revenue balances are adjusted; there is no impact to Accounts Receivable or customer invoices.



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Logging into and Navigating RevPro

Logging into RevPro

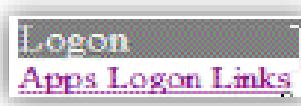
To log into RevPro, you need:

- The appropriate login URL
- A RevPro user name and password
- A RevPro responsibility pre-assigned to your user name

Logging into RevPro for Oracle Customers

In your browser, enter the appropriate URL for your ERP application (for example, <http://demo-orapp-d6:7003/>).

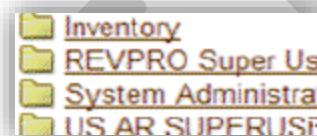
1. Click on Apps Logon Links.



2. Click on the e-business suite home.
3. Enter your user name and password.



4. Choose your RevPro responsibility (for example, RevPro Super User).



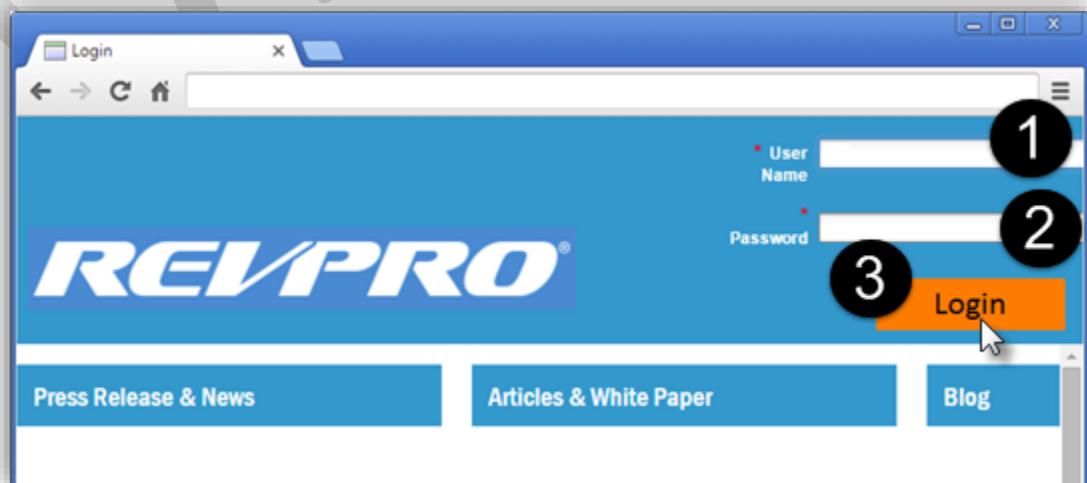
Logging into RevPro deployed On Cloud/Standalone

1. In your browser, enter appropriate URL.



The RevPro login screen displays.

2. Enter your user name and password.



3. Click on the **Login** button.

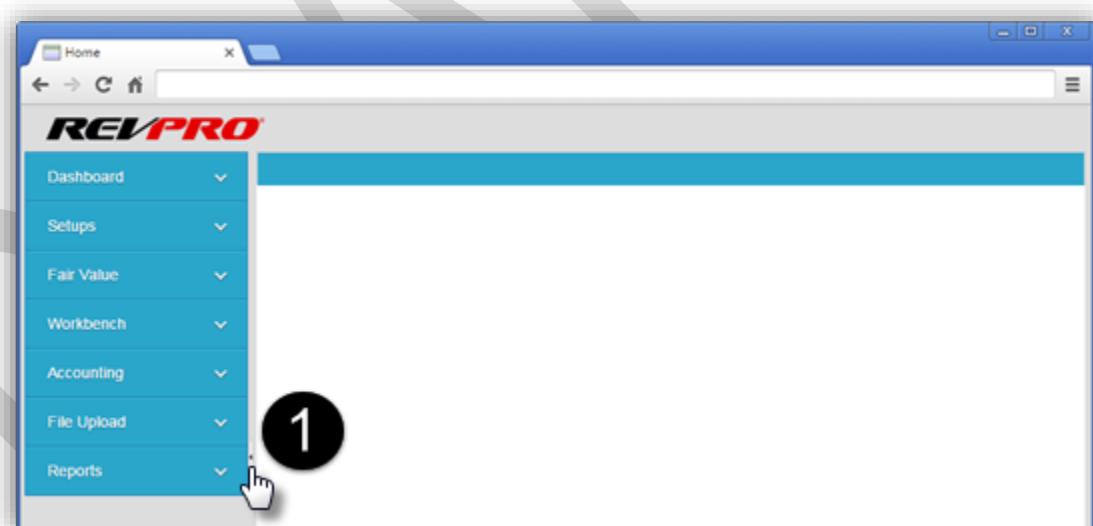
The Main Navigation Menu Options

When you log in to RevPro, you land on the home page of the RevPro application. On the left side of the page is the main navigation panel. Click the triangle icon to expand/collapse the main navigation panel.

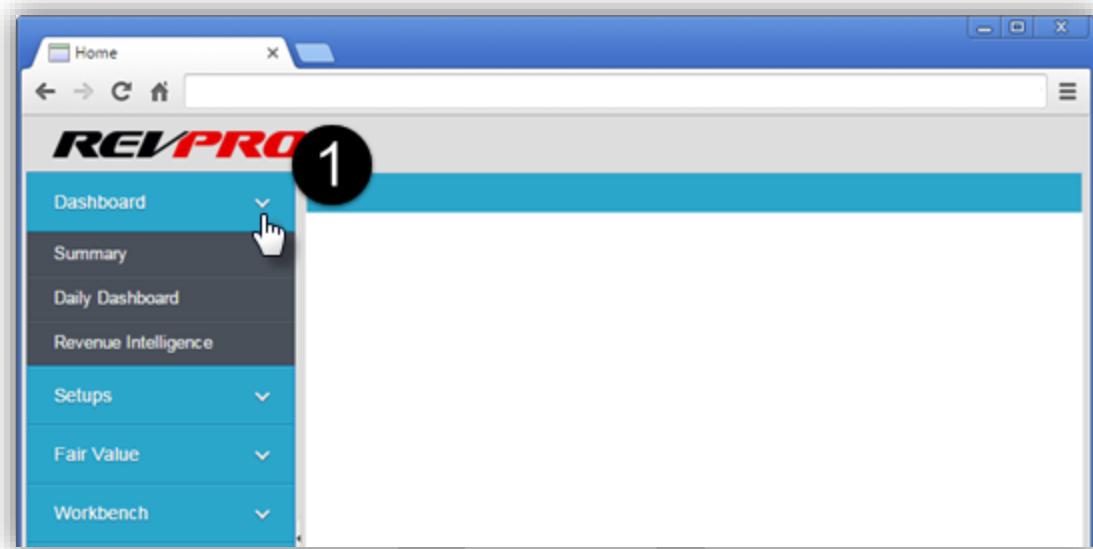
The main navigation panel displays seven menu options:

- Dashboard
- Setups
- Fair Value
- Workbench
- Accounting
- File Uploads
- Reports

This is the main navigation panel.

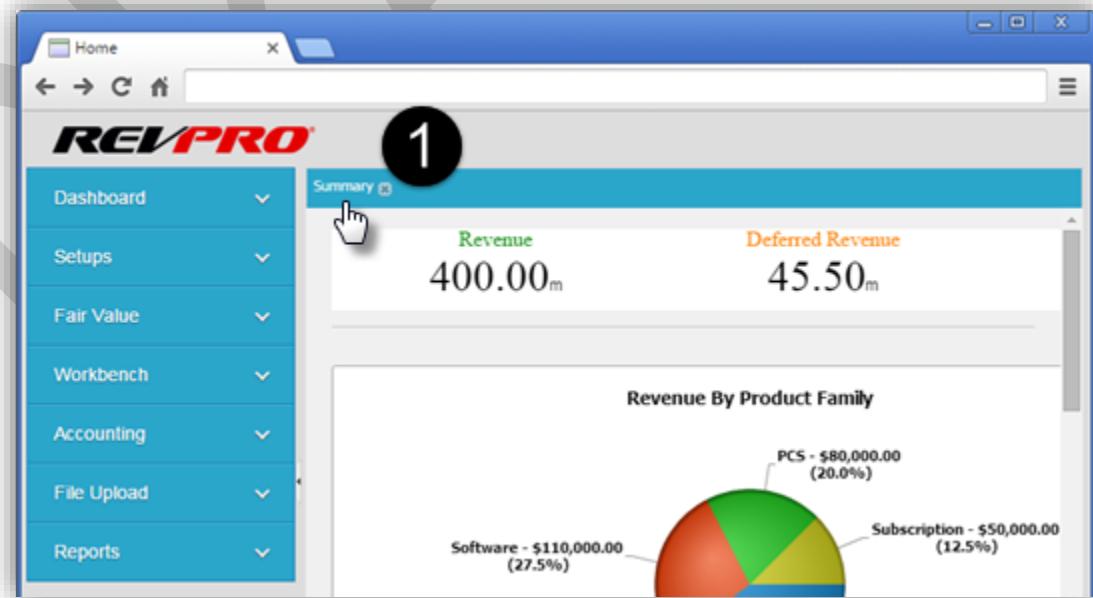


Click each main navigation menu option to expose sub-menus. For example, left mouse-click the Dashboard menu option to expose three sub-menus as shown here:



Summary Tab (Displayed by Default upon Login)

The 'Summary' tab is displayed by default upon logging into RevPro. The 'Summary' tab displays the Summary revenue dashboard. The Summary dashboard displays, at any given point in time, revenue, deferred revenue, gross margin, bookings, and other key performance indicators (KPIs) that show revenue. The 'Summary' tab may be tailored based on business requirements.



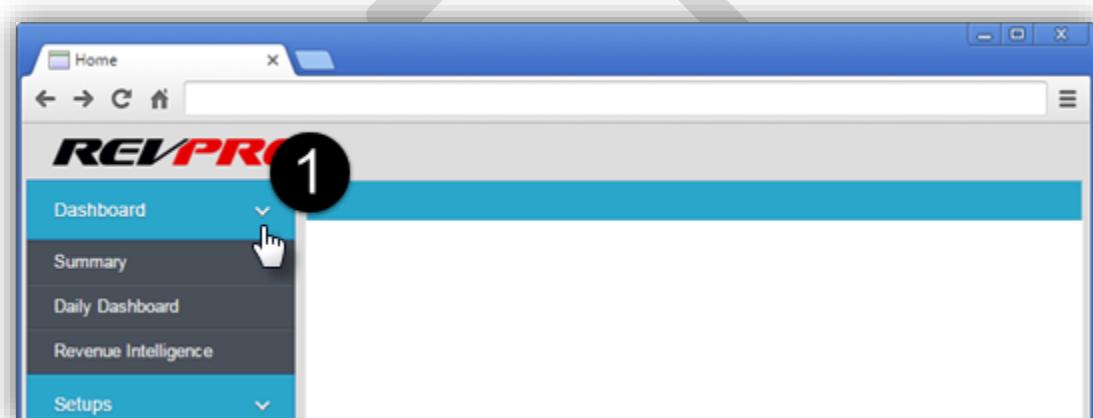
The data is summarized by revenue by product family, revenue by region, revenue waterfall, and YTD revenue comparison.

Dashboard

The three revenue dashboards display up-to-date, summarized revenue data and key performance indicators (KPIs) for review, investigation, and analysis.

The Dashboard menu option displays three sub-menu options:

- **Summary** displays a summarized revenue data such as year-on-year revenue data and may be tailored based on business requirements.
- **Daily Dashboard** displays up-to-date revenue data based on the most recent transactions and may be tailored based on business requirements.
- **Revenue Intelligence** is a powerful ‘business intelligence’ (BI) solution that can support dynamic and ever-evolving ‘business intelligence’ business requirements. Revenue Intelligence is a cloud-based solution that is available for an additional subscription fee.



Setups

The Setups menu option is where you set up and configure the system in terms of templates, dataset, accounting, job scheduling, and other general setup options. Also, you may access security setups in RevPro enabling you to create users, define roles, and assign particular functions to the roles you define. See *Defining Roles, Creating Users, and Assigning System Access* on page 10 for more information.

The Setups menu option displays seven sub-menu options:

- Application
- Security
- Grouping Rules
- Fair Value Dataset
- Contingencies

- Dataset
- Lookups



See *Setting up the System* on page [for more information](#).

Fair Value

The Fair Value menu option is where you set up and manage fair values in terms of analyzing batches of historical transactions, uploading fair value matrices, and/or defining fair value formulas.

The Fair Value menu option displays three sub-menu options:

- Analyzer
- Upload
- Formulas

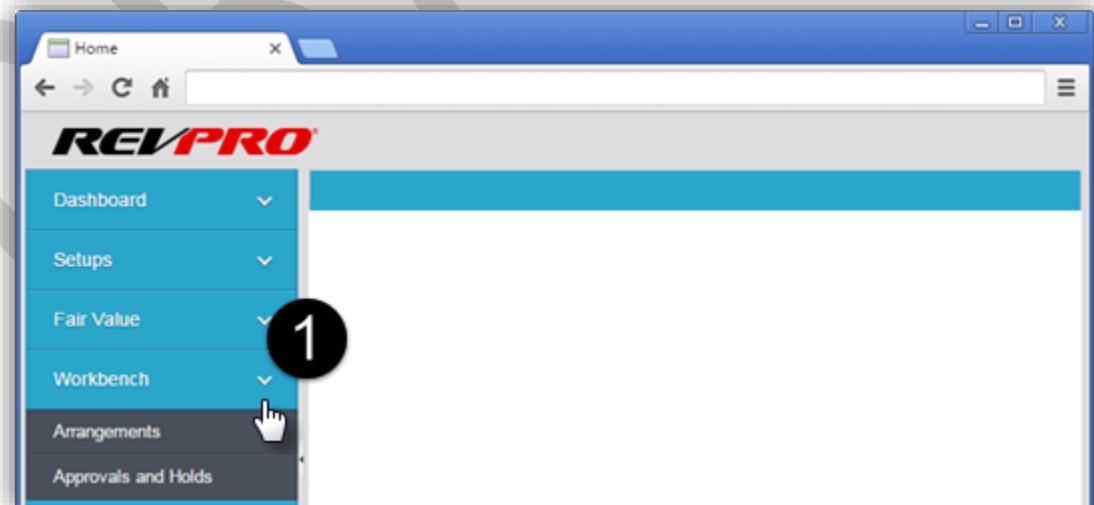


Workbench

The Workbench menu option is where you review, investigate, and/or make changes to arrangements if necessary. Also, manage approvals and holds.

The Workbench menu option displays two sub-menu options:

- Arrangements
- Approvals and Holds

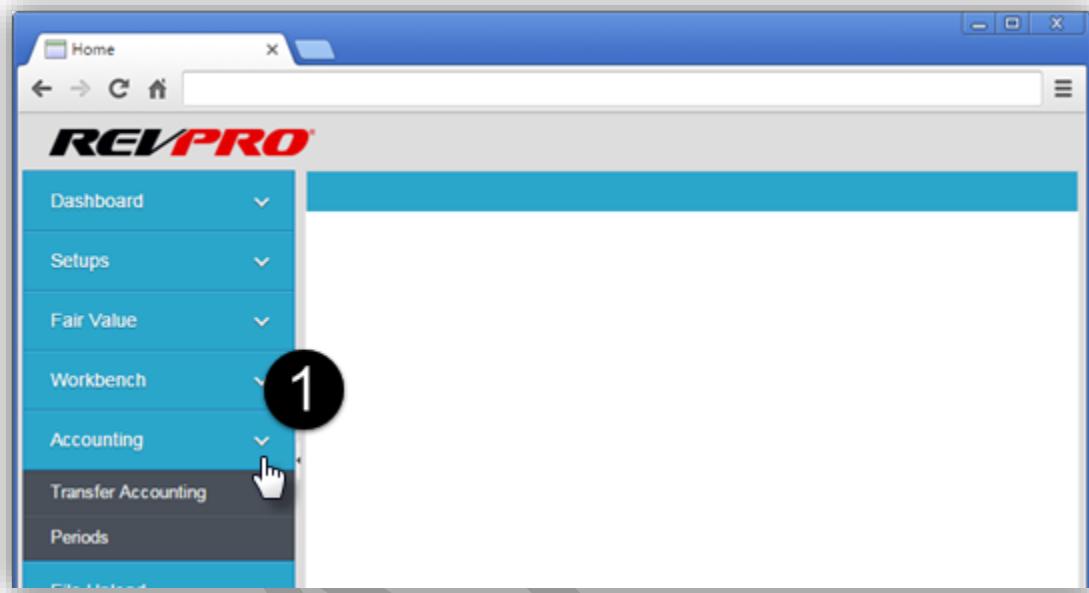


Accounting

Accounting enables you to transfer accounting, perform long-time short-term reclassification, and manage opening/closing of accounting periods.

The Accounting menu option displays two sub-menu options:

- Transfer Accounting
- Periods

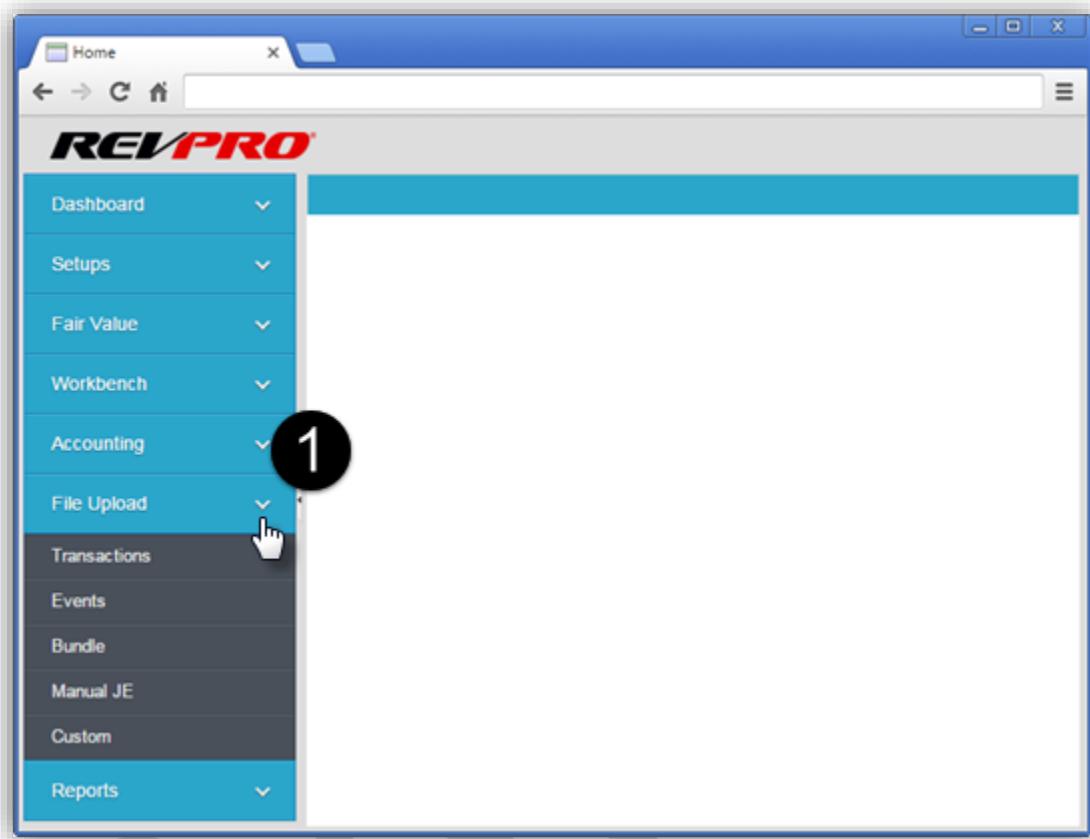


File Upload

The File Upload menu option offers five sub-menus. The Transactions sub-menu option enables you to upload batches of transaction source data for revenue processing. The Events sub-menu option enables you to upload batches of event source data to drive revenue recognition processing. The Bundles sub-menu option enables you to upload a bundle definition to RevPro so that RevPro may perform revenue bundle ‘explosion’ ('splitting' or 'expanding'). The Manual JE sub-menu options provides you the ability to upload manual journal entries. The Custom sub-menu option provides you with the capability to upload ‘other’ custom source data that may not be readily extractable from the source system(s).

The File Upload menu option displays five sub-menu options:

- Transactions
- Events
- Bundle
- Manual JE
- Custom



Reports

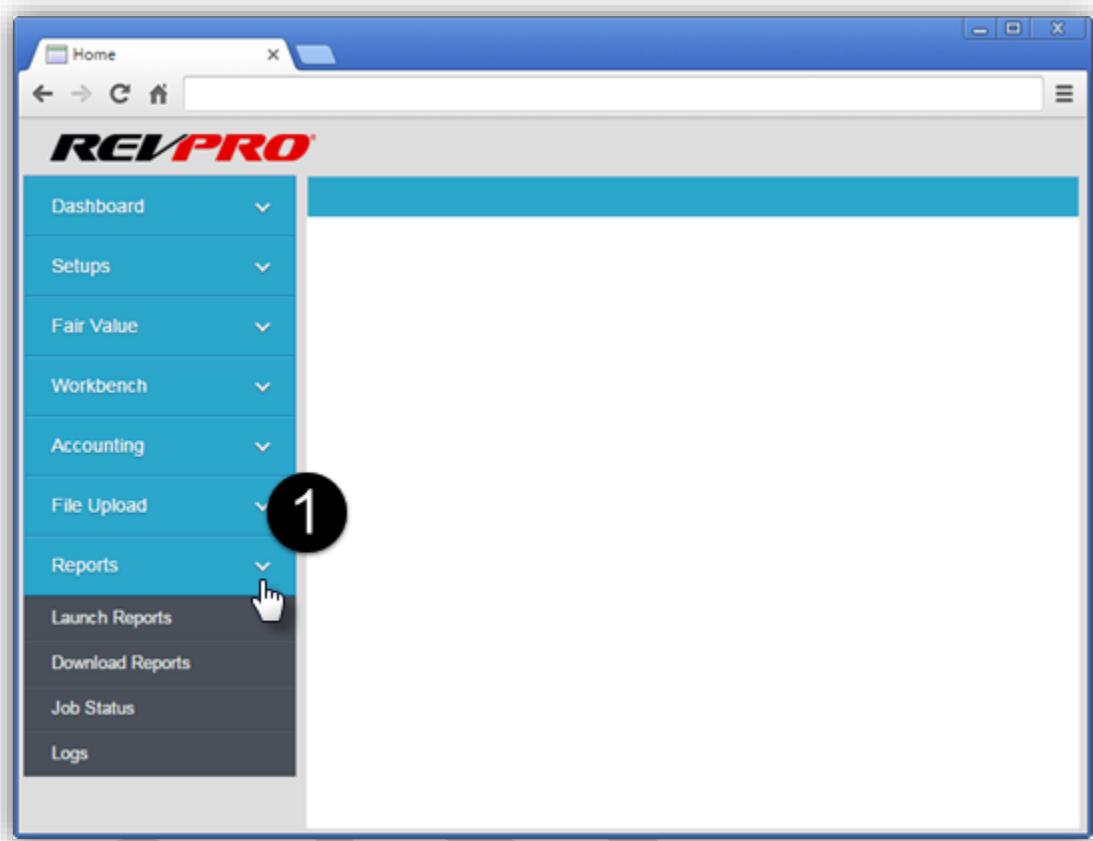
The Launch Reports sub-menu option is used to run ‘operational,’ ‘reporting,’ and ‘auditing’ reports. Reports that successfully run may be downloaded from Download Reports sub-menu option.

Jobs are small ‘programs’ that perform ‘activities’ or ‘actions’ when run. The Job Status sub-menu option displays the status of scheduled, running, or completed ‘jobs.’ Jobs may be scheduled from the Jobs sub-menu.

The Logs sub-menu option may be used to access logs and information about user activity, programs, and background job history. The amount of information that is logged and log retention duration is configured in RevPro Setups.

The Reports menu option displays four sub-menu options:

- Launch Reports
- Download Reports
- Job Status
- Logs



For information on RevPro reports, please refer to the *RevPro Reports Manual*.

3

Defining Roles, Creating Users, and Assigning System Access

The Security sub-menu located by clicking the Setups menu from the main sidebar navigation enables you to define user roles, assign specific system functions to roles, and create system users and assign roles to them.

RevPro Default Roles

The RevPro application is set up with default roles. The default role include:

Role Name	Access to...
RevPro Super User	All RevPro functions.

For example, you can define additional roles if needed:

Role Name	Access to...
User	Data collection and data processing functions in the Transaction Processor and Reports tabs.
Admin	Perform setup functions in Setups of the main menu sidebar navigation.
Read Only	Read only access. This user cannot create or save data.

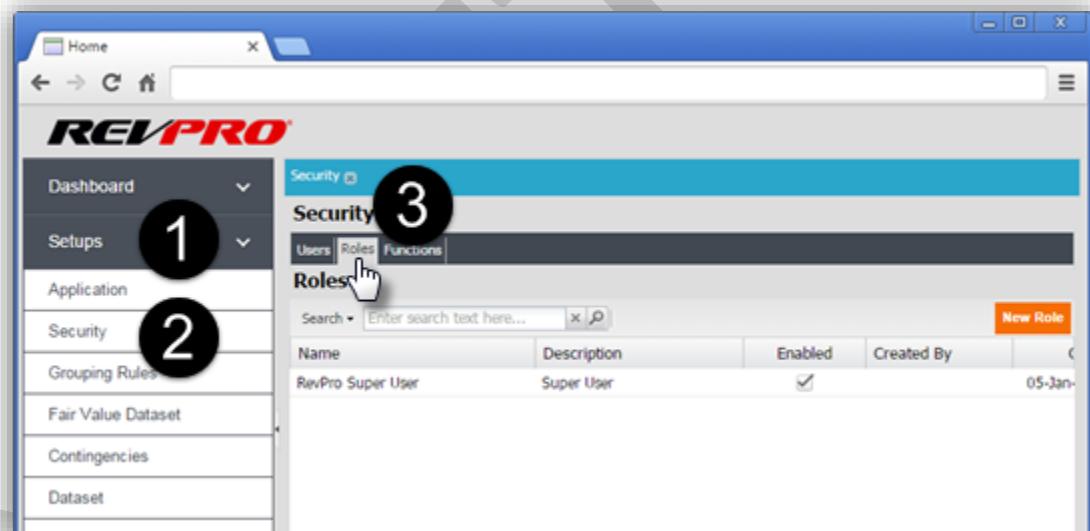
Defining Roles

The Roles function subtab enables you to control access to RevPro functionality. For instance, if you want a user to have access to only File Upload, you can create a role that only allows access to the File Upload main sidebar navigation menu option (File Upload tab).

Creating a Role

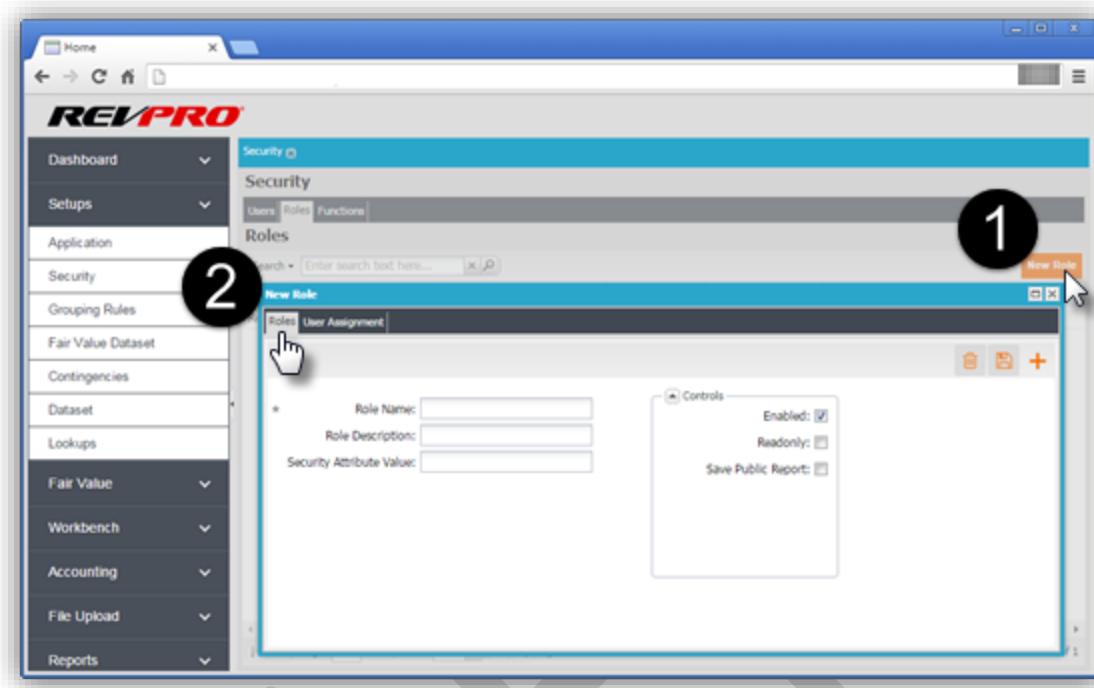
To create a role:

1. From the main sidebar navigation select **Setups, Security**, and then the **Roles** tab.

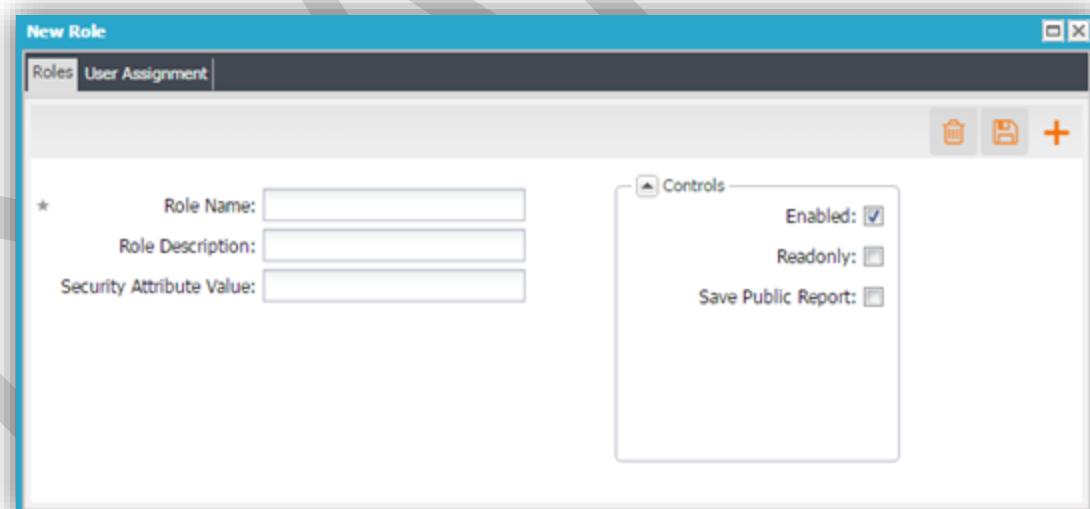


The system displays the Security Roles tab.

2. Click on the **New Role** button and then select the **Roles** tab.



Then edit Role areas displayed.

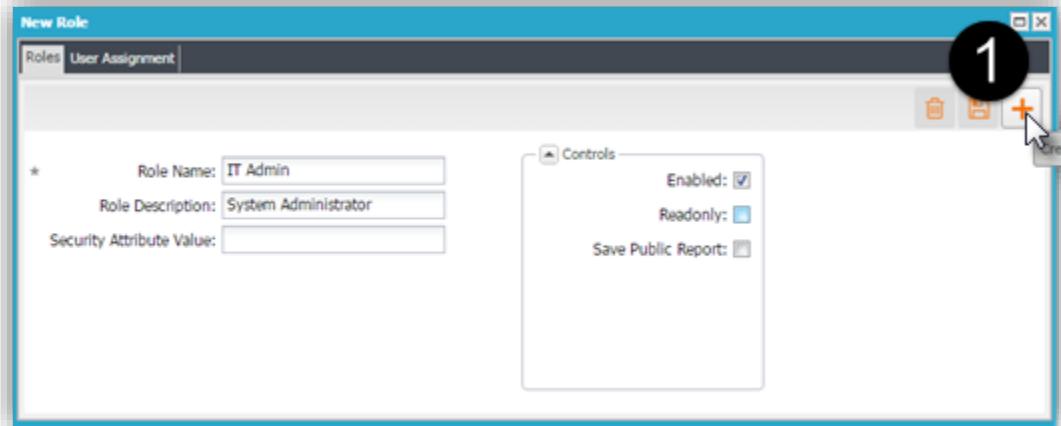


3. Enter a value in each field as described below.

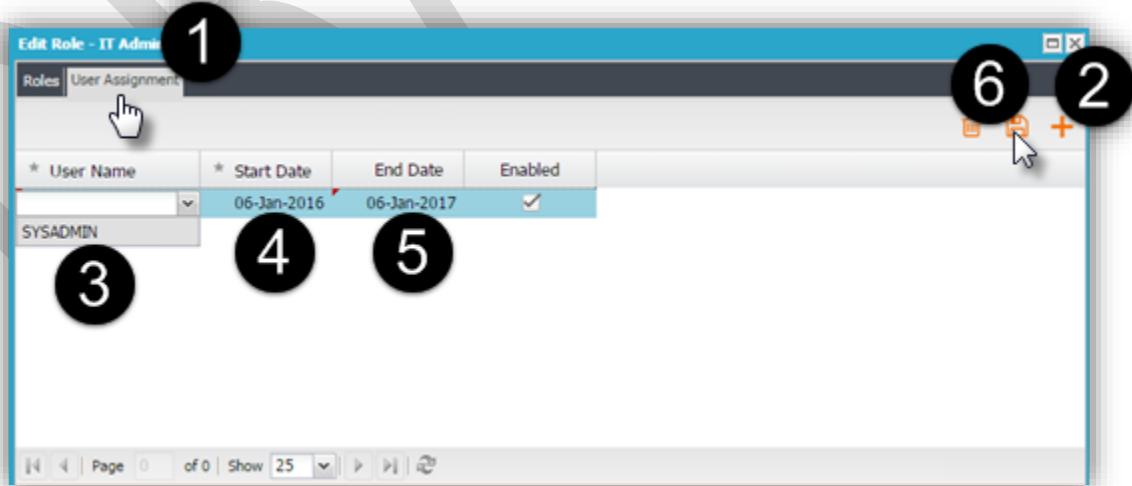
Field Name	Definition
Role Name	A name that describes the role. For example, IT Admin or Revenue User.
Role Description	A description of the role. For example, User and Group Administration.
Security Attribute Value	Restricts the role to accessing data to a specific organization represented by a value.

Enabled	This option makes the role either active (when checked) or inactive (when not checked). Inactive users remain in the system and can be enabled (made active) at any time.
Read only	Configures the role as read only.
Save Public Reports	Enables the role to save reports for other users to view.

4. Click on the **Create** button located in the far upper right corner of the screen.



Click on the User Assignment tab located in the far upper left corner of the window to assign the Role to a User. Add **New Row**, select **User Name**, enter **Start Date** and **End Date**, and then click **Save** icon.



5. Repeat steps 1 through 4 for each role you want to create and user role assignment.

Once you have created the necessary roles, you can assign users accordingly. You can assign roles to users here in the User Assignment

tab (see the next procedure, *Assigning an Existing User to a Role*) or at the time you create a new user (see *Assigning Roles to a User* on page .

Assigning an Existing User to a Role

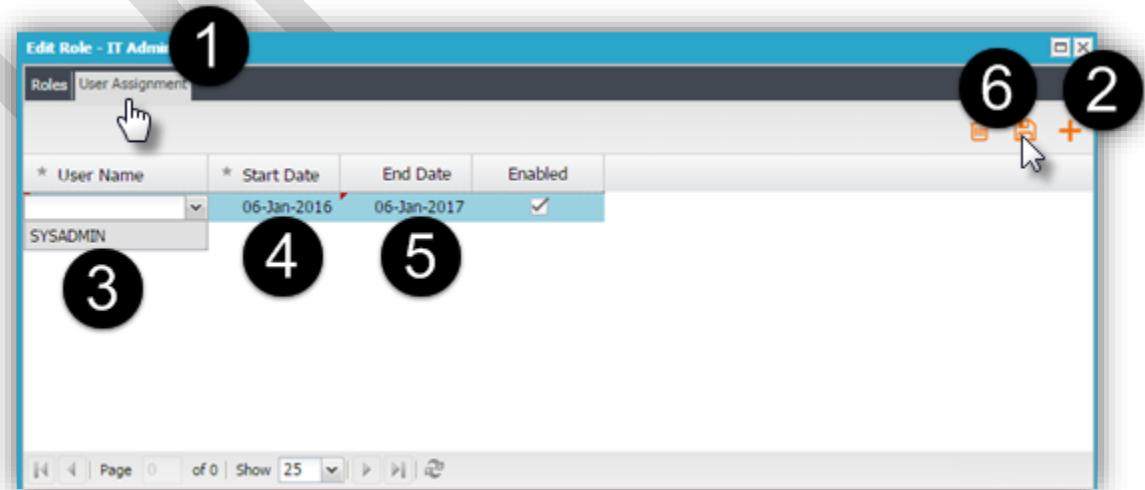
To assign a user to a role:

1. From the main sidebar navigation menu select **Setups, Security**, and then the **Roles** tab. Next, right mouse-click the role you want to assign to a user to access pop-up menu. Select **Edit** option.



The system displays the Edit Role screen.

2. Click on the **User Assignment**. Click **New Role** button, select **User Name**, enter **Start Date** and **End Date**, then click **Save**.



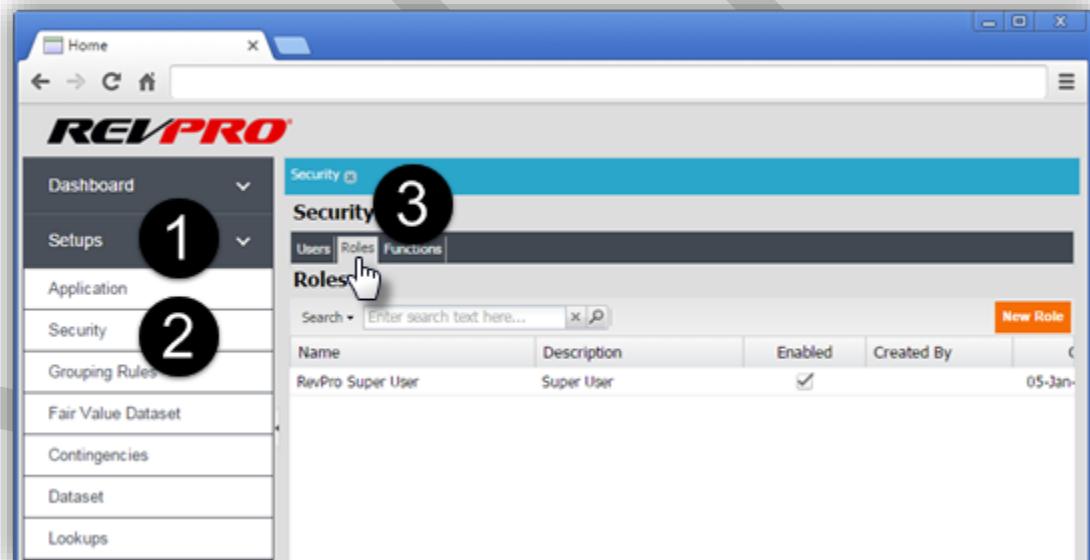
Enter a value in each field as described below.

Field Name	Definition
User Name	Select the user name from the drop-down arrow.
Start Date	Select a start date by clicking the cell to pop-up the calendar.
End Date	Select an end date by clicking the cell to pop-up the calendar to prevent the user from accessing the role (or leave this field blank).
Enabled	Keep the check in checkbox to enable the assignment.

Editing a Role

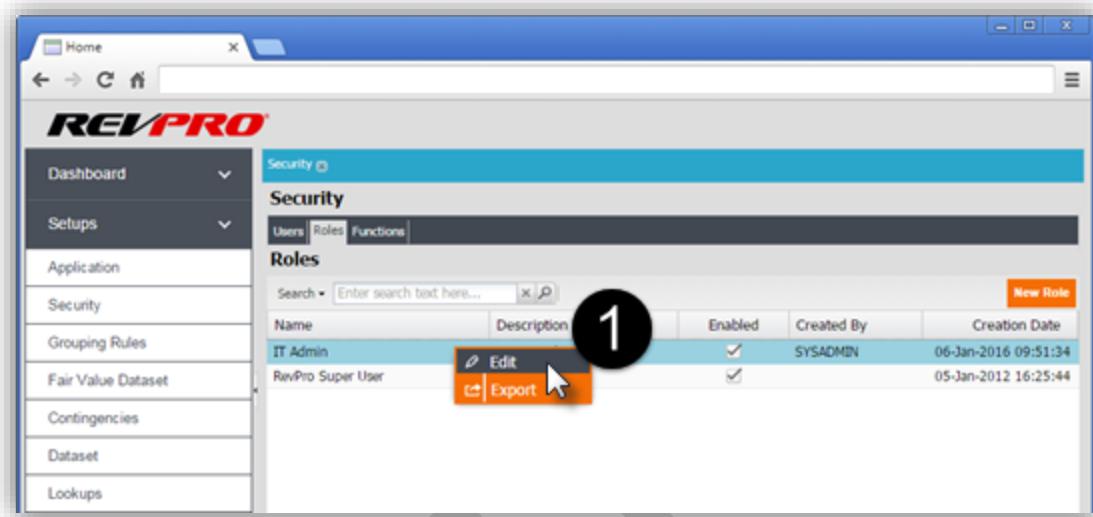
To edit a role:

1. From the main sidebar navigation menu select **Setups, Security**, and then the **Roles** tab.

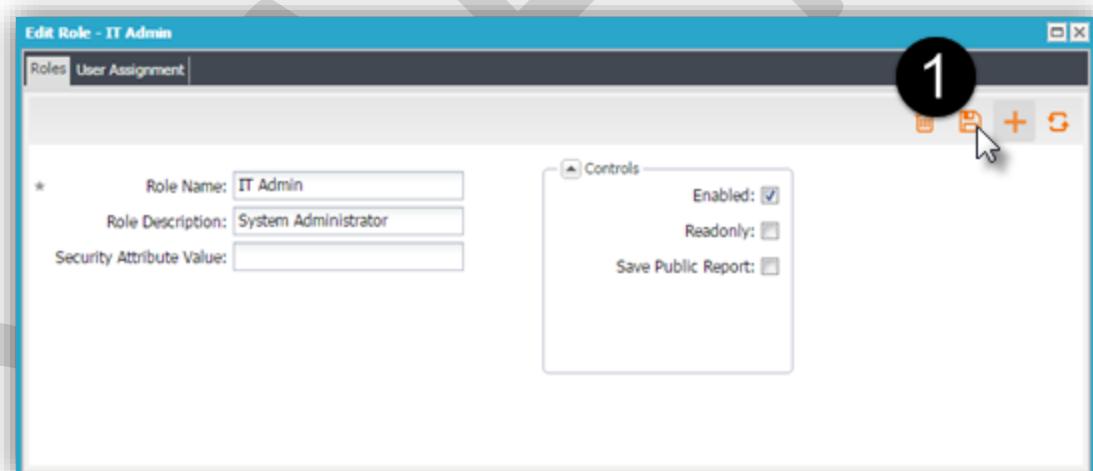


The system displays the Security Roles tab.

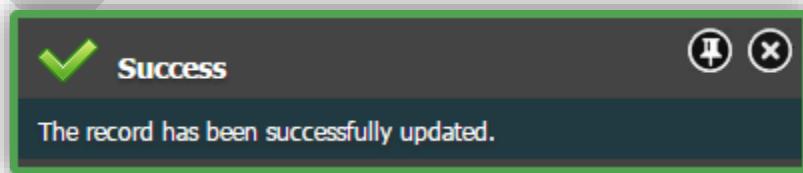
2. Right mouse-click to the left of the role name you want to edit to access pop-up menu. Select **Edit** option.



3. Make the necessary changes and click on the **Save** button (located next the **Add Row** button at the right of the screen).



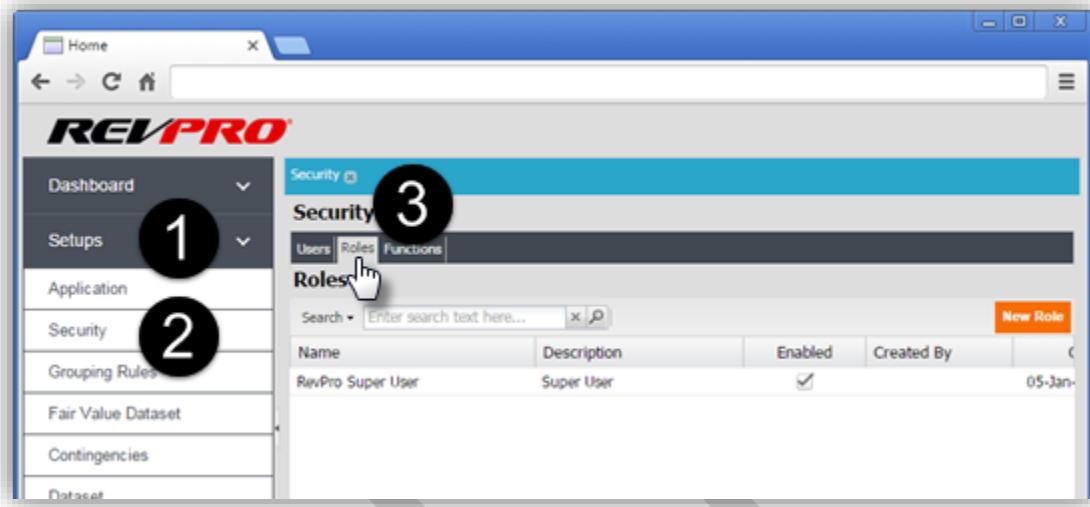
A message displays at the top right of the screen indicating that your modifications were made.



Deleting a Role

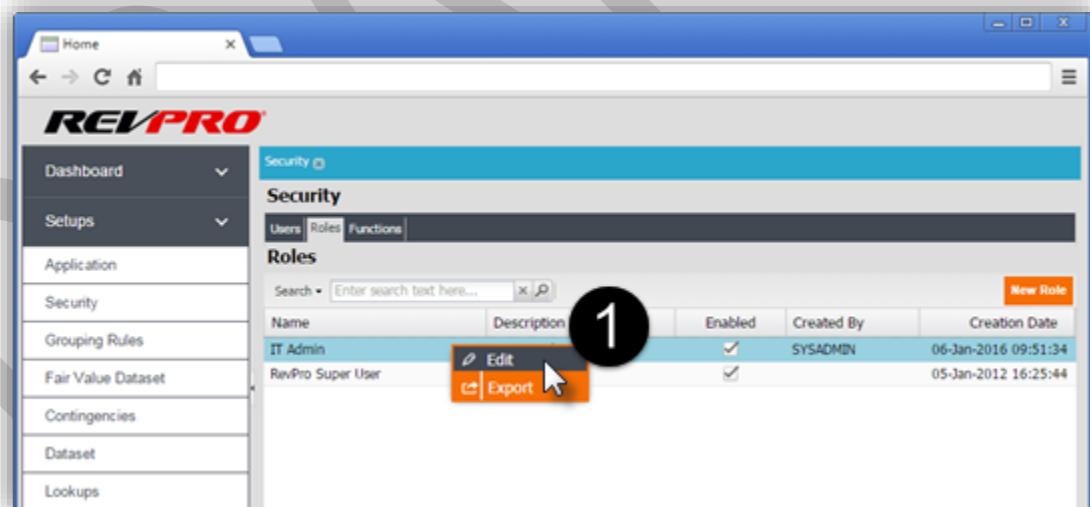
To delete a role:

1. From the main sidebar navigation menu select **Setups**, **Security**, and then the **Roles** tab.

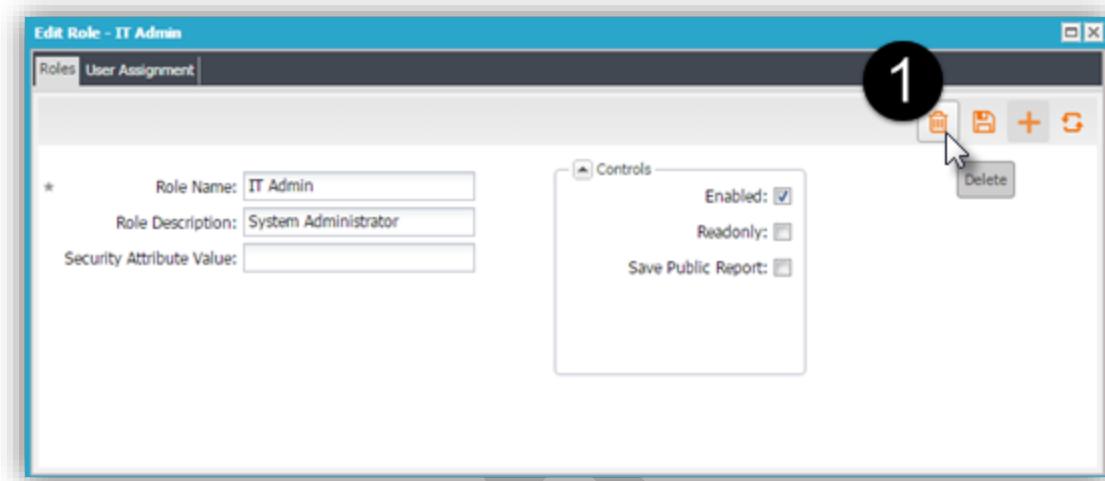


The system displays the Security Roles tab.

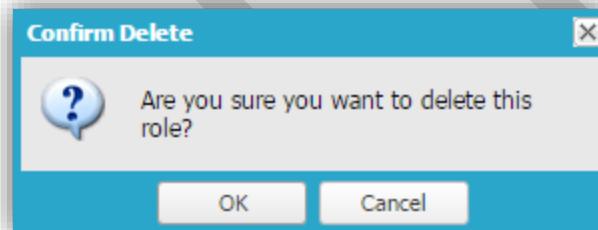
2. Right mouse-click to the left of the role name you want to edit to access pop-up menu. Select **Edit** option.



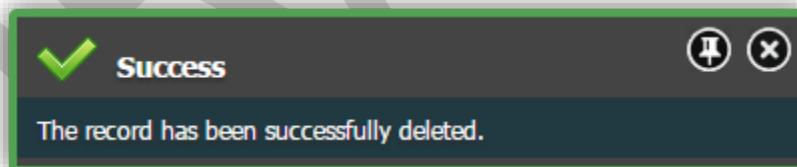
3. Click on the **Delete** button located in the upper right corner of the screen.



The system displays a confirmation dialog box.



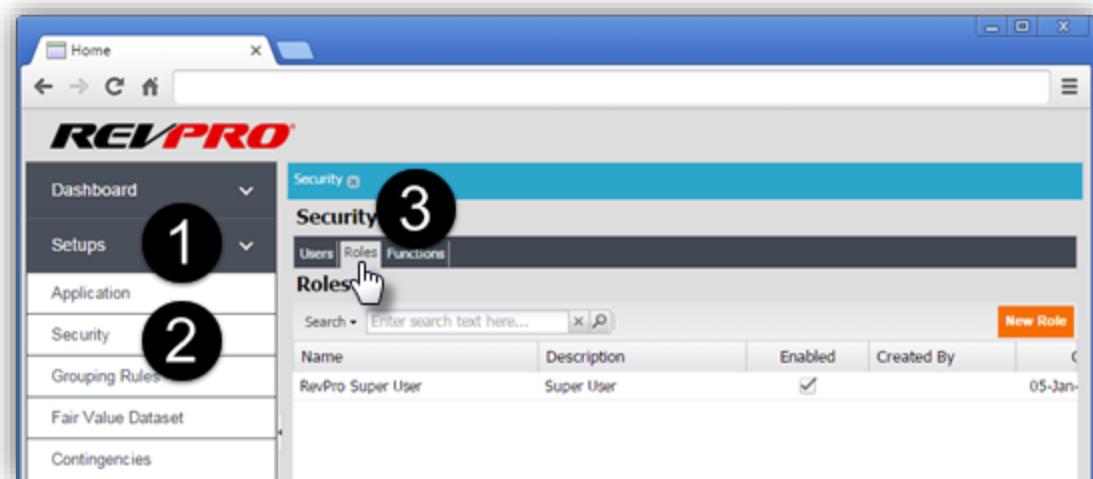
4. Click on the **OK** button. A message displays at the top right of the screen indicating that your deletion was made.



Deleting a User from a Role

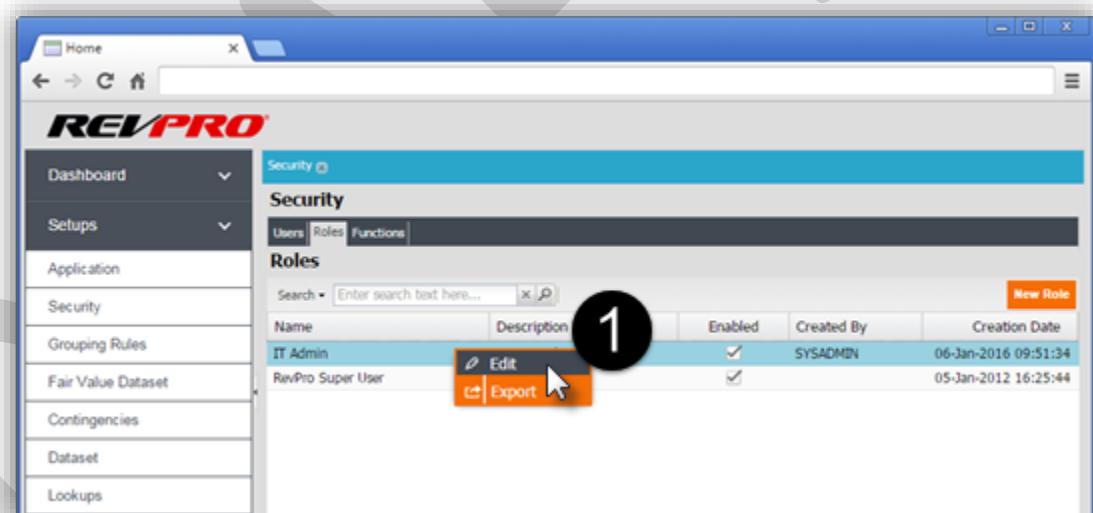
To delete a user from a role:

1. From the main sidebar navigation menu select **Setups**, **Security**, and then the **Roles** tab.

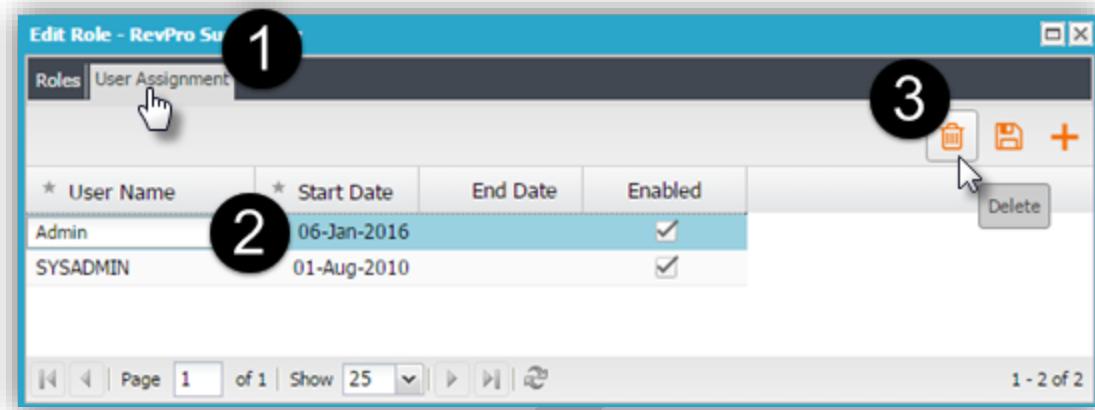


The system displays the Security Roles tab.

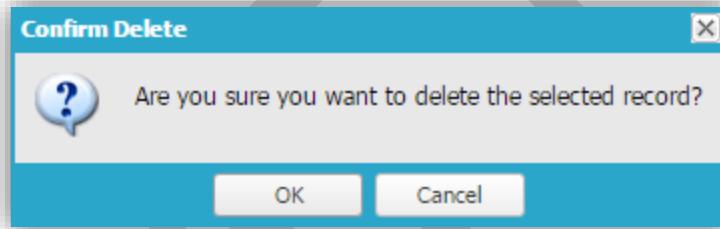
2. Right mouse-click to the left of the role name you want to delete to access pop-up menu. Select **Edit** option.



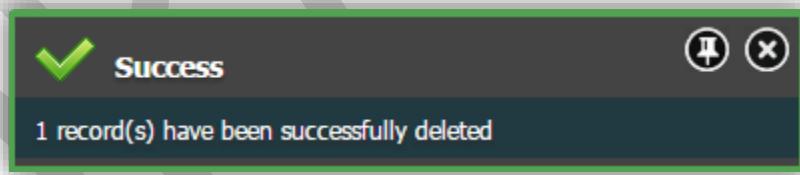
3. In the User Assignment tab of the screen, click on the User Name to select the user you want to delete from the role. Click on the **Delete** icon located to the right of the Save icon.



The system displays the following confirmation dialog box.

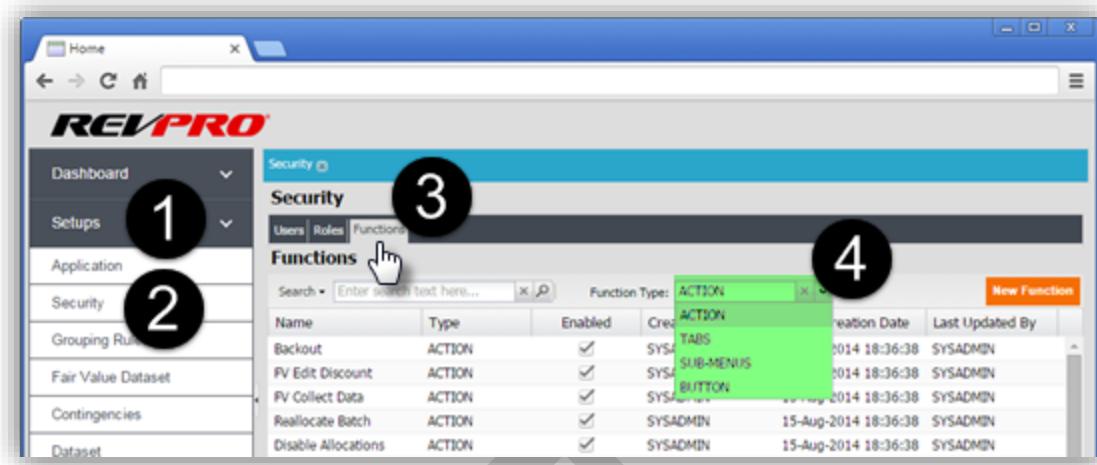


4. Click on the **OK** button. A message displays at the top right of the screen indicating that your deletion was made.



Assigning Functions to Roles

1. From the main sidebar navigation menu select **Setups**, **Security**, and the **Functions** tab. When you click on the Functions tab, you'll see Functions viewable by Function types. A partial list of Function Type ACTION is shown here:



By default, all system functions types are included when a role is created. You must then exclude a function or functions as necessary for a particular role based on your business requirements.

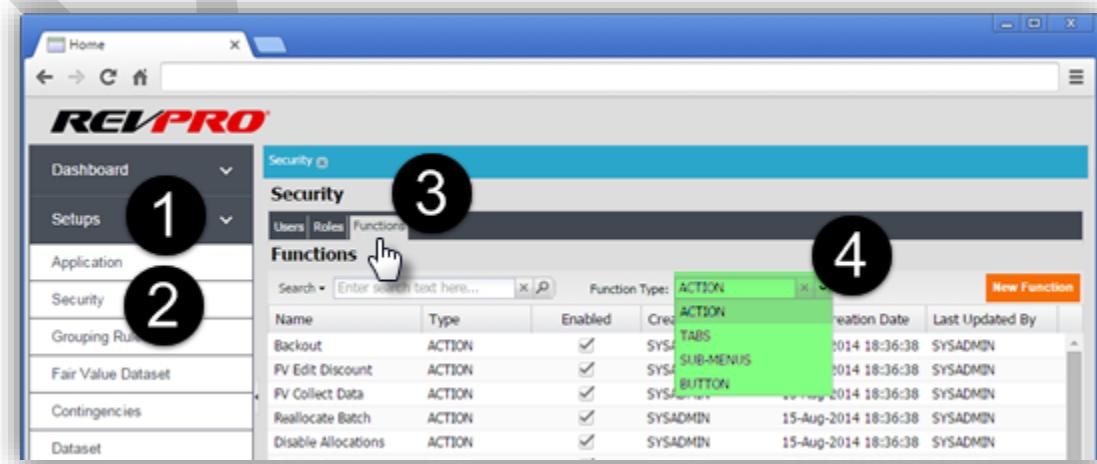
For example, an IT Admin role needs access to the Setups main sidebar navigation menu and additional IT related functions, so everything else needs to be excluded. In the case of the Fair Value main sidebar menu navigation, you must exclude all sub-menus—Analyzer, Upload, and Formulas.

Note: Role assignment to a User is mandatory to log in to RevPro.

Excluding an ACTION, TAB, SUBMENU, or BUTTON from a Role

To exclude an action, tab, submenu, or button function from a role:

- From the main sidebar navigation menu select **Setups**, **Security**, and then the **Functions** tab.



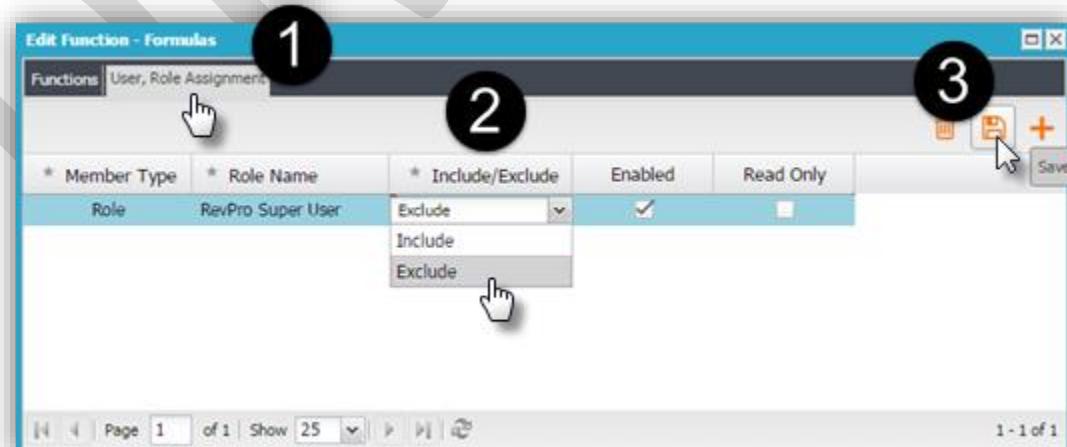
The system displays the Functions tab.

For example, how to exclude the function Formula (sub-menu) that is of the function type SUBMENUS from the Role of RevPro Super User. Select on the Function Type SUBMENUS and then enter 'Formula' in the Search box and click the Search icon. Next, right-click on the function to name to access the pop-up menu. Click Edit.



The system displays the Edit Function and **User, Role Assignment** tabs.

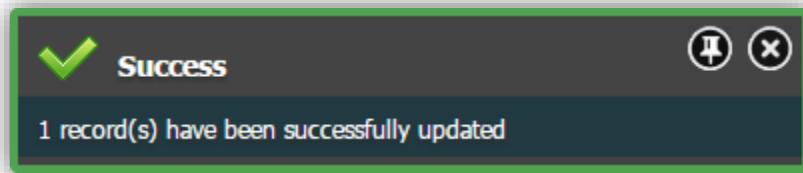
2. Click the **User, Role Assignment** tab. Select **Exclude** from the **Include/Exclude** menu for the Role of RevPro Super User. Each field is described in a table located below the screen capture. Click the **Save** icon.



Field Name	Definition
Member Type	Select a Role or User from the drop-down list as required.
Role	Select the required role. For example, RevPro Super User.

Include/Exclude	Select Exclude from the drop-down list.
Enabled	Keep the check in the checkbox.
Read only	Check the checkbox if you want the role to have read only access; otherwise uncheck it.

- Click on the **Save** button. A message displays at the top right of the screen indicating that your change was made.



Note: The next time a User with the role logs into RevPro, Roles changes will take effect.

Creating Users

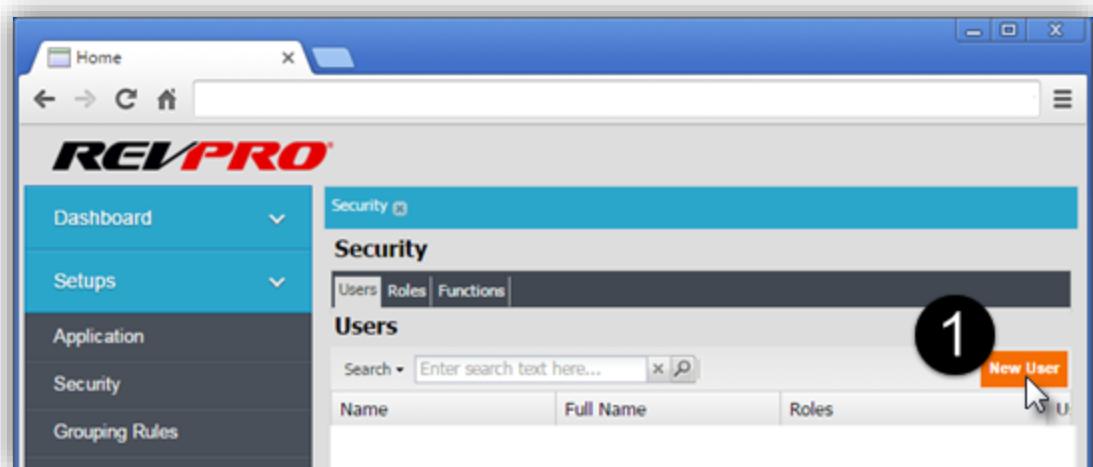
To create a user:

- From the main sidebar navigation select **Setups**, **Security**, and then the **Users** tab.

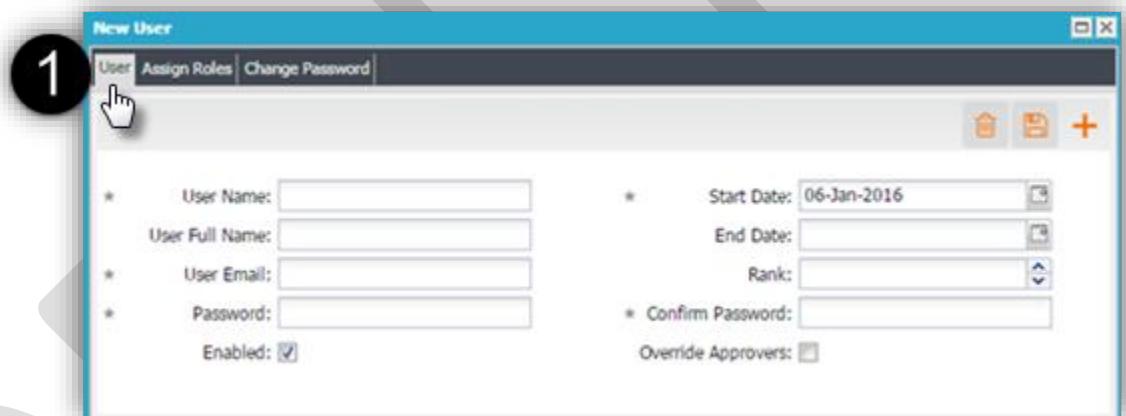


The system displays the Users.

- Click on the **Create** button.



3. Click the **User** tab.

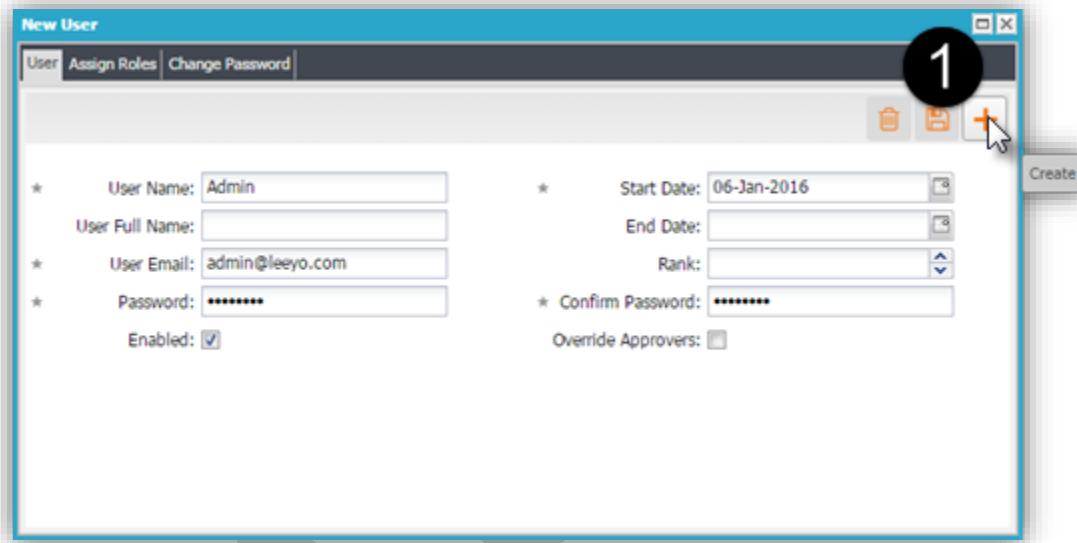


4. Enter a value in each field as described below.

Field Name	Definition
User Name	This is the user's login name. It's usually a short version of the individual's full name. For example, cbrown.
User Full Name	The user's first and last name.
User Email	The user's email address.
Rank	Establishes approval hierarchy.
Start Date	The date the user has access to the system. Select using the calendar icon.
End Date	The date the user no longer has access to the system. Select using the calendar icon. This deletes the user from RevPro.
Password	Enter a temporary password for the user.
Confirm Password	Enter the temporary password to confirm it.
Enabled	Activates the user in the system. Un-checking this box deactivates the user but does not delete the user completely.

Override Approver	Enables the user to approve other users' pending approvals.
--------------------------	---

5. Click on the **Create** button at the far upper right corner of the screen.



Note: The next time a User logs into RevPro, the User will be asked to change the password. It is important to remember, to access RevPro, a newly created User must be assigned at least one Role.

Resetting a User's Password

If a user loses or forgets his or her password, you can edit the user's account and reset the password. To reset a password:

1. From the main sidebar navigation menu select **Setups, Security**, and then the **Users** tab. Right mouse-click next to the user name to access the pop-up menu. Click **Edit**.



2. Select the **Change Password** tab. In the **Enter New Password** and **Confirm Password** fields, enter a new password. Click on either the **Reset Password** button or the **Reset Password and Email User** button.



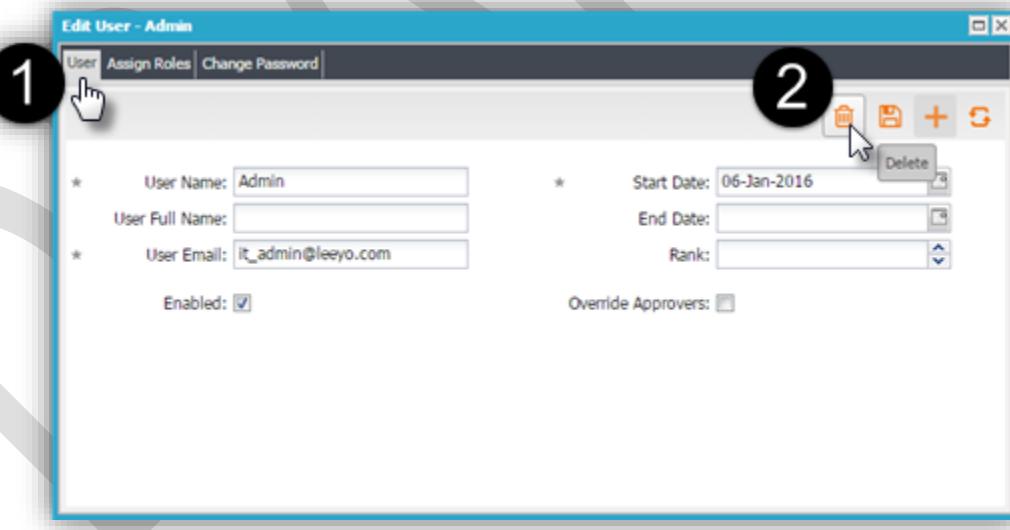
Deleting a User

To delete a user:

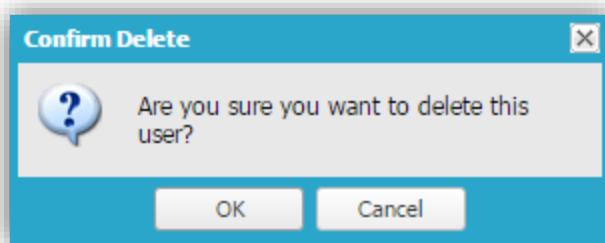
1. From the main sidebar navigation menu select **Setups**, **Security**, and then the **Users** tab. All current users are listed. Left mouse-click to left of the user name whose account you want to delete to access the pop-up menu. Click **Edit**.



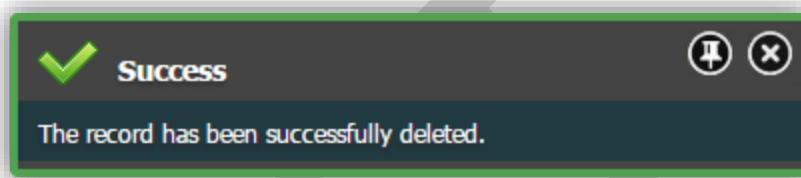
2. Click on the **User** tab. Then click the **Delete** icon. A confirmation dialog box displays:



3. Click on the **OK** button.



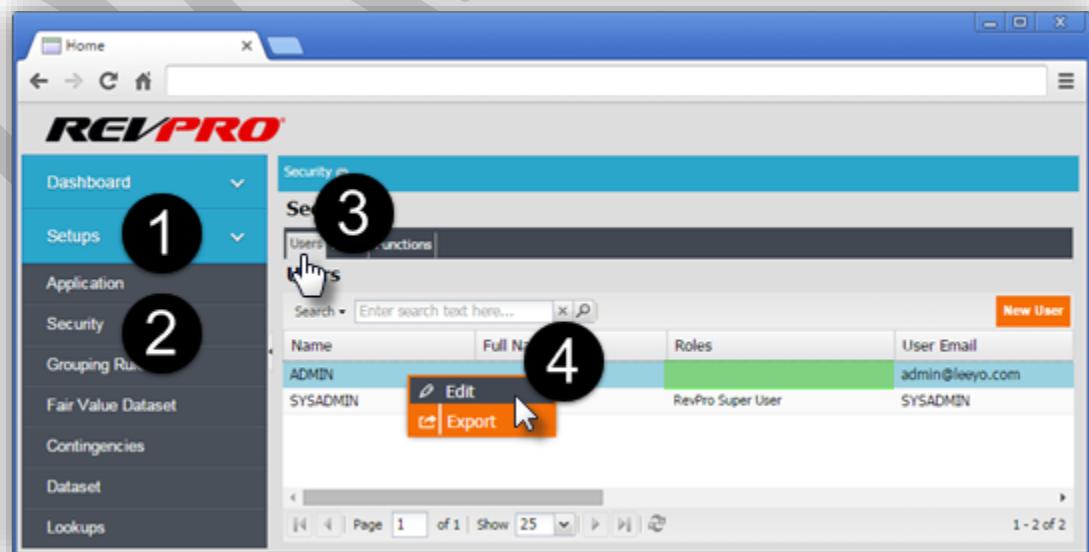
4. A message displays at the top center of the screen indicating that your deletion was made.



Assigning Roles to a User

Roles are assigned to each user depending upon their revenue responsibilities. To assign a role to an existing user:

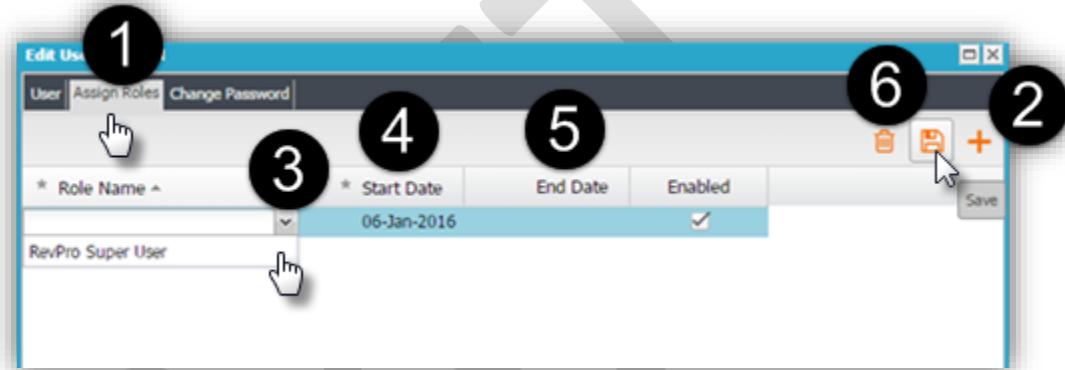
1. From the main sidebar navigation menu select **Setups, Security**, and then the **Users** tab. Right mouse-click next to the User to access the pop-up menu that you want to assign a role. In the pop-up menu click **Edit**.



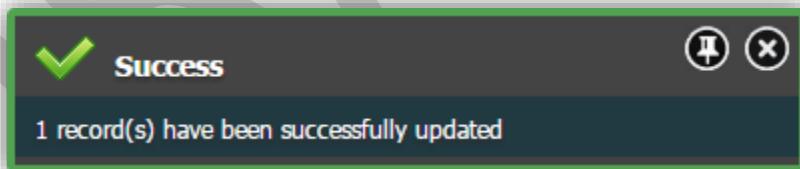
Note: The Admin User has no assigned role before role assignment.

2. Select the **Assign Roles** tab in the pop-up. Click **New Row** icon to add row. Select a role to assign from previously created roles. Enter a **Start Date** and **End Date**. Click the **Save** icon. Enter a value in each field as described below.

Field Name	Definition
Role	Select a role from the drop-down list.
Start Date	Using the calendar icon, select a date when you want the user to have access to the role.
End Date	Using the calendar icon, select a date, if applicable, that the user will no longer be in the system.
Enabled	Keep the checkbox checked to enable the role assignment.



3. A message displays at the top right of the screen indicating that your change was made.



4

Setting up the System

Setting up the RevPro system entails configuring the following:

- Setups
- Datasets
- Accounting
- Revenue
- Templates
- The job scheduler
- Approvals

Setting up Setups

You use the Setups main sidebar navigation to configure and capture basic information about the source system (ERP) and other general EITF information that will be used by the RevPro application. This setup function is typically configured by IT personnel. The Setups function contains seven submenus: Application, Security, Grouping Rules, Fair Value Dataset, Contingencies, Dataset, and Lookups.

Application

1. To navigate to the Application tab, click Setups from the main sidebar navigation, and then click the Application submenu to access the Application tab.



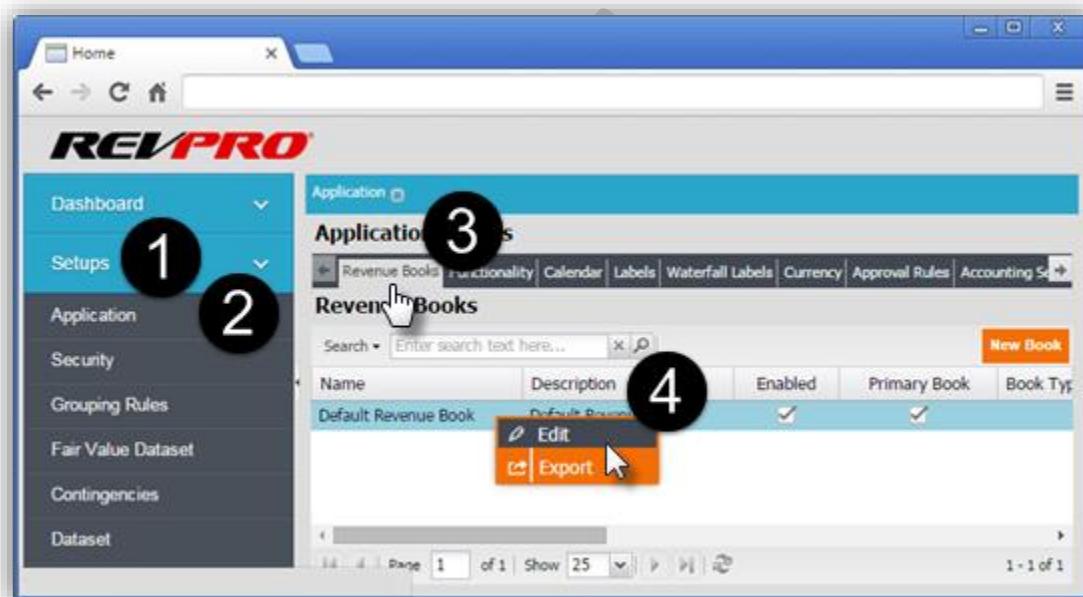
2. The Application tab contains sixteen subtabs.

- Revenue Books
- Functionality
- Calendar
- Labels
- Waterfall Labels
- Currency
- Approval Rules
- Accounting Setup
- Pre/Post Processor
- Hold Definitions
- Report Setup
- Background Jobs
- System Option
- FV Customer Calculator
- Migration
- IT Admin Lookups

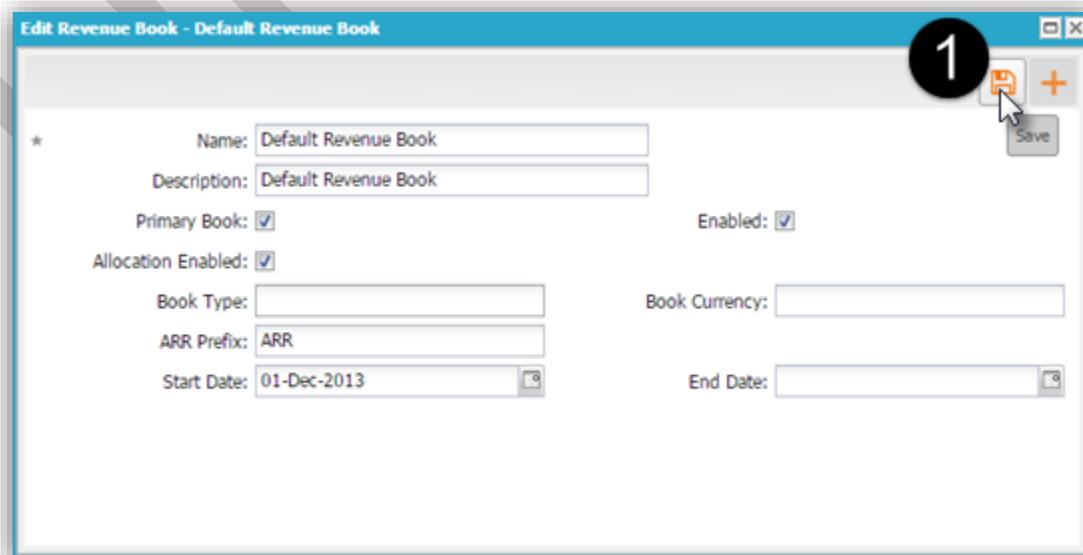
Revenue Books

A revenue book acts as the deferred revenue sub ledger.

1. To navigate to the **Revenue Books** subtab, click **Setups**, **Application**, and then select the **Revenue Books** subtab located within the **Application** tab. Right mouse-click the name of the Default Revenue Book and select **Edit** from the pop-up menu to edit the Default Revenue Book to meet business requirements.



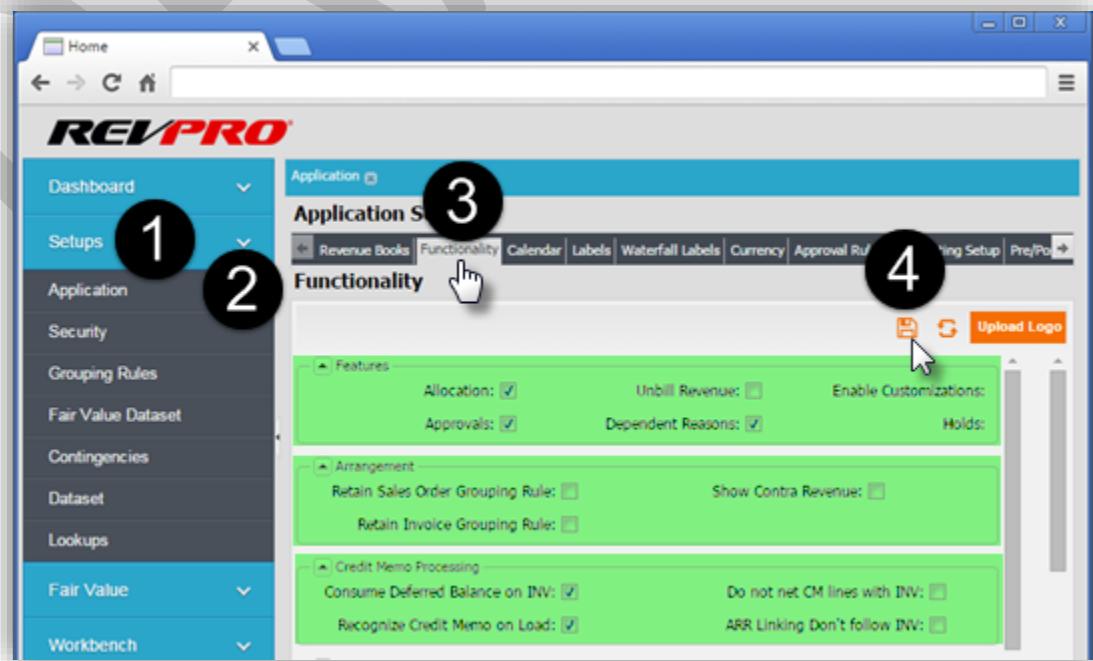
2. Enter a value in each field as described in the table below the screen capture. Click the **Save** to any changes to the Default Revenue Book.



Field Name	Definition
Name	The name of the revenue book.
Description	A short description of the revenue book.
Primary Book	The primary revenue book posts to the A/R or G/L.
Enabled	The revenue book must be enabled to act as a deferred revenue sub ledger.
Allocation Enabled	Check the allocation enabled checkbox to enable the revenue book for allocations.
Book Type	This is an optional field.
Book Currency	Enter the book currency for informational purposes.
ARR Prefix	Use the default arrangement prefix ARR or customize as needed.
Start Date	Choose a start date for the revenue book.
End Date	Choose an end date for the revenue book.

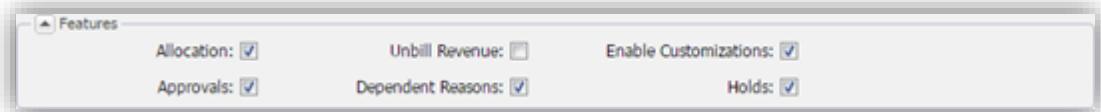
Functionality

1. To navigate to the **Functionality** subtab, click **Setups, Application**, and then select the **Functionality** subtab located within the **Application** tab. There are seven expandable setup menus in Functionality. The seven expandable setup menus are Features, Arrangement, Credit Memo Processing, Common Setup, Fair Value, Oracle, and Accounting & Posting. Highlighted in the screen capture below are three (of the seven) expandable setup menus: Features, Arrangement, and Credit Memo Processing.



Note: To save changes to, click the **Save** icon located on the right side of the subtab.

2. Click **Features** to expand the **Features** setup menu.



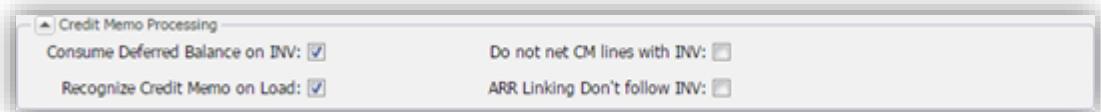
Field/Option/Button	Definition
Allocation	Check to enable the functionality of Allocation.
Unbill Revenue	Check to enable the functionality of Unbill Revenue.
Enable Customizations	Check to enable the functionality of Enable Customizations that instructs RevPro to run custom code provided by the customer.
Approvals	Check to enable the functionality of Approvals.
Dependent Reasons	Check to enable the functionality of Dependent Reasons.
Holds	Check to enable the functionality of Holds.

3. Click **Arrangement** to expand the **Arrangement** setup menu.



Field/Option/Button	Definition
Retain Sales Order Grouping Rule	
Show Contra Revenue	
Retain Invoice Grouping Rule	

4. Credit Memo Processing



Field/Option/Button	Definition
Consume Deferred Balance on INV	

Do not net CM lines with INV	
Recognize Credit Memo on Load	
ARR Linking Don't follow INV	

5. Common Setup



Field/Option/Button	Definition
Acctg Segment Delimiter	Defines the delimiter that you use in the accounting segment setup. This is typically a hyphen (-). This is used if you have more than one segment. Refer to <i>Setting up Accounting</i> on page for more information.
ERP Version	The ERP software version you are using.
Arrangement Prefix	The default arrangement ID prefix in the RevPro Application is ARR . You can change the prefix as required by your business. For example, if you want to change to RAN, enter RAN and click on the Apply button to save the changes.
DB Schema Name	The name of the schema where the RevPro application is installed. IT personnel will enter this name when the RevPro application is installed.
ERP	Enter ERP from the drop-down list according to your business requirements. For example, if your business ERP is Oracle, select Oracle .
BG Job Mode	
Hard Freeze	When checked, users will not able to import any external data but can make changes to accounting, FV, or allocation. This freeze helps during month-end processing when users have completed transaction processing and are in reconciliation.
Soft Freeze	When checked, users will not able to import any external data but can make internal changes within RevPro, such as linking and de-linking arrangements. This freeze helps during month-end processing when users have completed transaction processing and are in reconciliation.
Enable Log	Enable the checkbox if you want to see the logs. The RevPro log table shows detailed information that is useful

	while debugging any issues. To disable the log, uncheck the box and click on Apply button to save the changes. Note: Checking the checkbox will degrade system performance.
Enable RRM	Check the checkbox to enable the revenue management module.
Accounting Freeze	Check the checkbox so that accounting flexfields are frozen for data collection.

6. Fair Value

The screenshot shows the 'Fair Value' configuration window with the following fields:

- Allocation Method: Please Select ...
- BESP Optimizer Range: 0.5
- Range Calculation on: Fair Value %
- Apply VSOE Fail Contg:
- Override Compliance:
- Derive Fair Value Date: Lowest Book Date
- Tolerance Calculation Type: Relative
- Compliance Minimum Transactions: 1
- Within Range Allocation:

Field/Option/Button	Definition
Allocation Method	
Derive Fair Value Date	
BESP Optimizer Range	
Tolerance Calculation Type	
Range Calculation on	
Compliance Minimum Transactions	
Apply VSOE Fail Contg	
Within Range Allocation	
Override Compliance	

7. Oracle

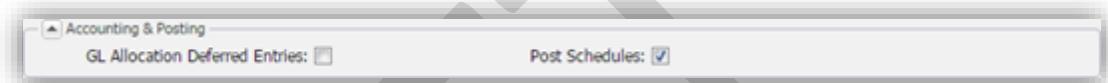
The screenshot shows the 'Oracle' configuration window with the following fields:

- AR Deferral Rule ID: 2
- Do Transfer Validation:
- VSOE Fail AR Integration:
- AR Variable Deferral Rule ID: 1
- Create AR Distributions:
- Create AR Reversal with ADJ:

Field/Option/Button	Definition
AR Deferral Rule ID	

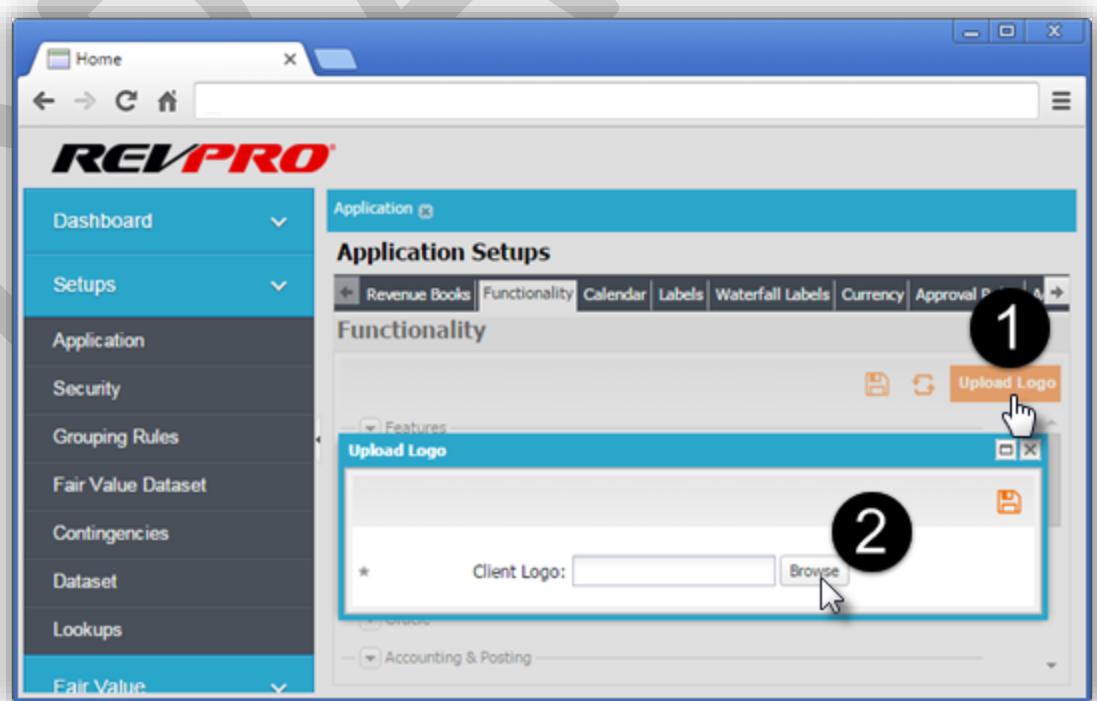
AR Variable Deferral Rule ID	
Do Transfer Validation	
Create AR Distributions	
VSOE Fail AR Integration	
Create AR Reversal with ADJ	

8. Accounting & Posting



Field/Option/Button	Definition
GL Allocation Deferred Entries	
Post Schedules	

9. Click the Upload Logo button to update logo.



Calendar

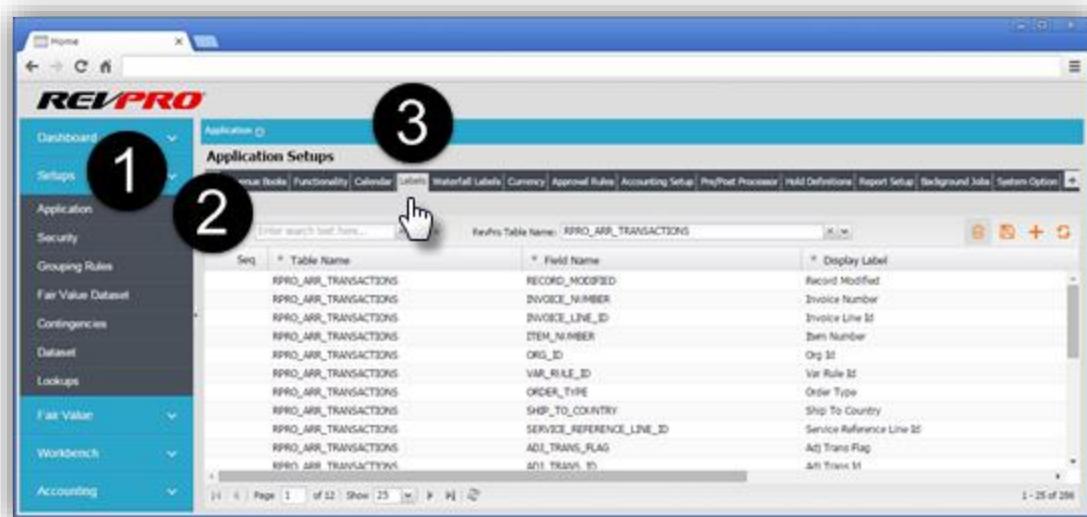
1. To navigate to the **Calendar** subtab, click **Setups**, **Application**, and then select the **Calendar** subtab located within the **Application** tab. The **Calendar** subtab displays accounting periods.



Labels

Transaction label setup enables you to control the display of the field names in the arrangement report and create a meaningful label or name for the report column headings.

1. To navigate to the **Labels** subtab, click **Setups**, **Application**, and then select the **Labels** subtab located within the **Application** tab.



2. Click **Search** to display the Search Fields.



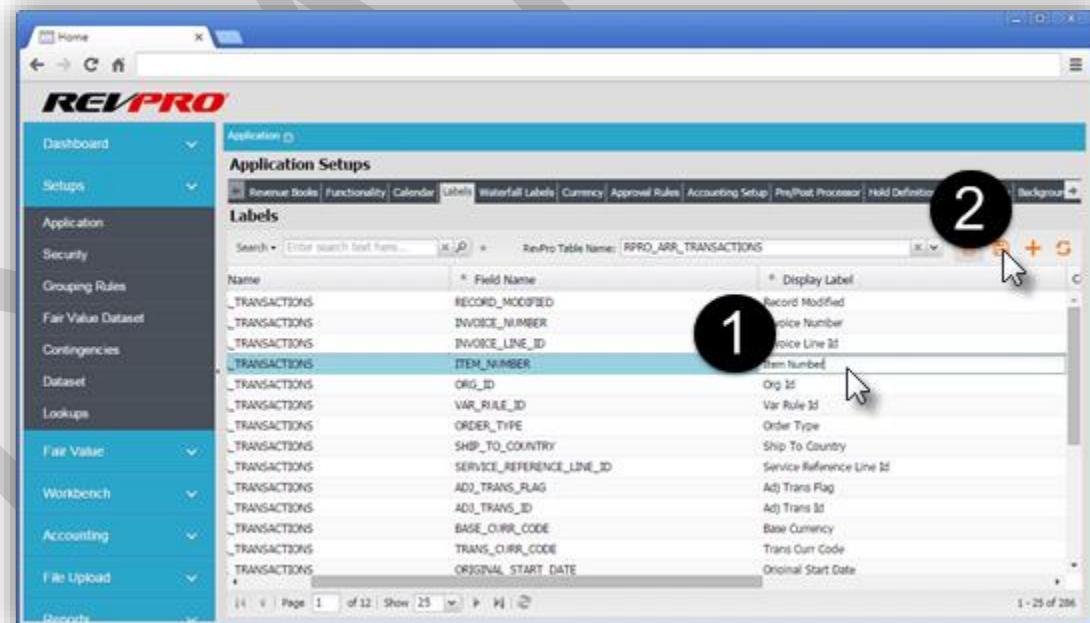
Search field names are defined as follows:

Field Name	Description
Seq	The sequence number.
Table name	The name of the RevPro table where the column name comes from.
Field Name	All available RevPro fields on the arrangement report.
Display Label	The name of the field to be displayed.

Column Type	Displays the column type (date, number, amount, and so on).
Is Editable	Specifies whether the column name is editable or not at the arrangement report level. Yes = Enable for editing. No = Disable for editing.
Is Manual	Specifies whether a field is editable manually when adding a new line or copying an existing line to an arrangement. For example, when copying an existing line to create a new line, select N for those fields you don't want to be changed and Y for those fields you do.
Group By	
Include in Billing Report	Check to make the column visible in the billing report in the Lines tab.

To change a transaction label:

3. Click on the display label and edit. Click **Save** icon.



4. Enter data into the fields as follows:

Field Name	Description
Seq	The sequence number.
Table Name	Select the table name from the drop-down list for the fields that display a label change.
Field Name	The Revpro field name.

Display Label	The name of the field to be displayed.
Column Type	Displays the column type (date, number, amount, and so on).
Is Editable	Select Yes if you want the field to be editable.
Is Manual	Specifies whether a field is editable manually when adding a new line or copying an existing line to an arrangement. For example, when copying an existing line to create a new line, select N for those fields you don't want to be changed and Y for those fields you do. Refer to <i>Lines Tab</i> on page for more information.
Group By	Check this checkbox to link the transaction into an arrangement.
Include in Billing Report	Check this checkbox if you want the column to be visible in the billing report in the Lines tab.

Waterfall Labels

The Waterfall Label setup controls the display of fields in the Waterfall Report. To change a waterfall label:

1. To navigate to the **Waterfall Labels** subtab, click **Setups, Application**, and then select the **Waterfall Labels** subtab located within the **Application** tab. Right mouse-click a **Display Label** and make changes as needed. Click the **Save** button to save changes.

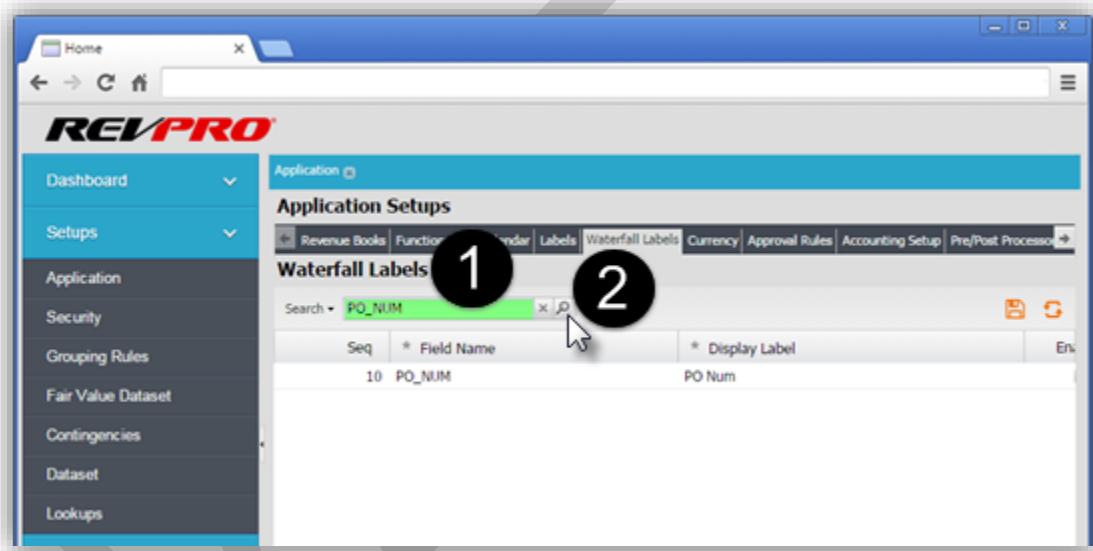


Fields are defined as follows:

Field Name	Description

Seq	The order in which the fields are displayed on the report.
Field Name	All available RevPro fields that display on the Waterfall Report.
Display Label	The name of the label that displays on the report.
Enabled	Enables you to choose if the field displays the report. Check the checkbox to enable and uncheck to disable.

2. To search for a field to change, in the **Search** field, enter the field (for example, PO_NUM).
3. Click on the **Search** icon.



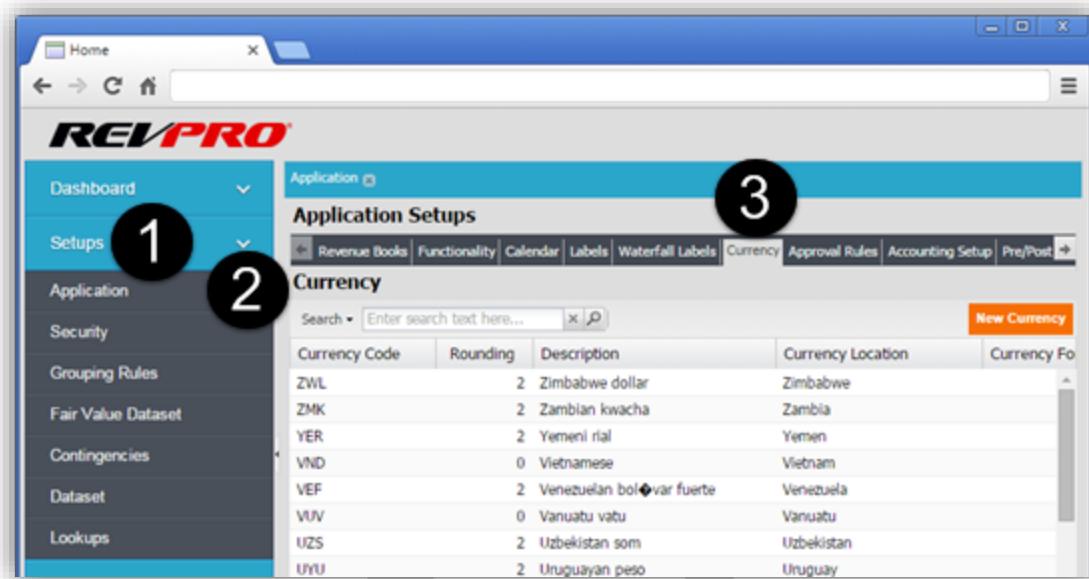
The system waterfall display label name.

4. Check the **Enabled** checkbox to enable/disable the field name.
5. Change the sequence of the field if desired.
6. Click on the **Save** button.

Currency

The Currency setup is used to create currency definitions. The rounding defined in RevPro should match the rounding defined in the source system.

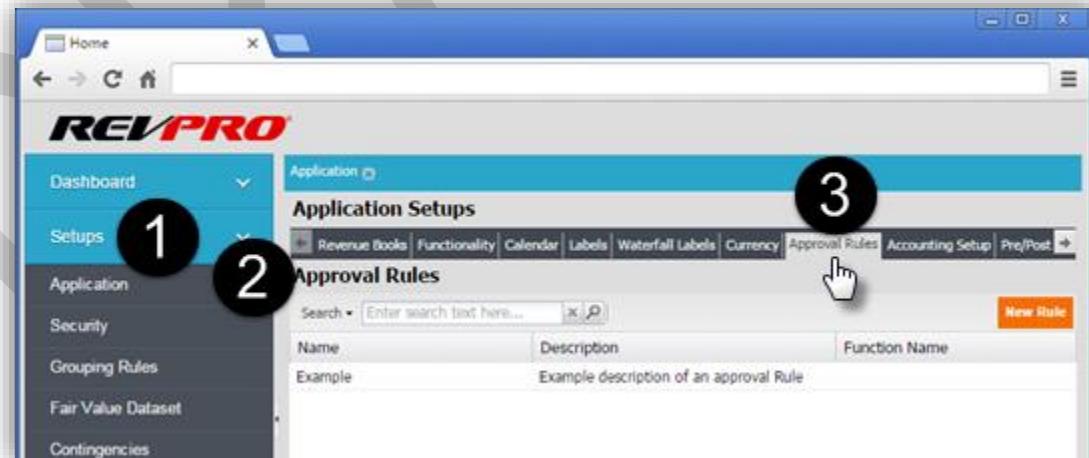
1. To navigate to the **Currency** subtab, click **Setups**, **Application**, and then select the **Currency** subtab located within the **Application** tab.



Approval Rules

You can create arrangement approval levels that specify which RevPro users must approve an arrangement and in what sequence.

1. To navigate to the **Approval Rules** subtab, click **Setups**, **Application**, and then select the **Approval Rules** subtab located within the **Application** tab.

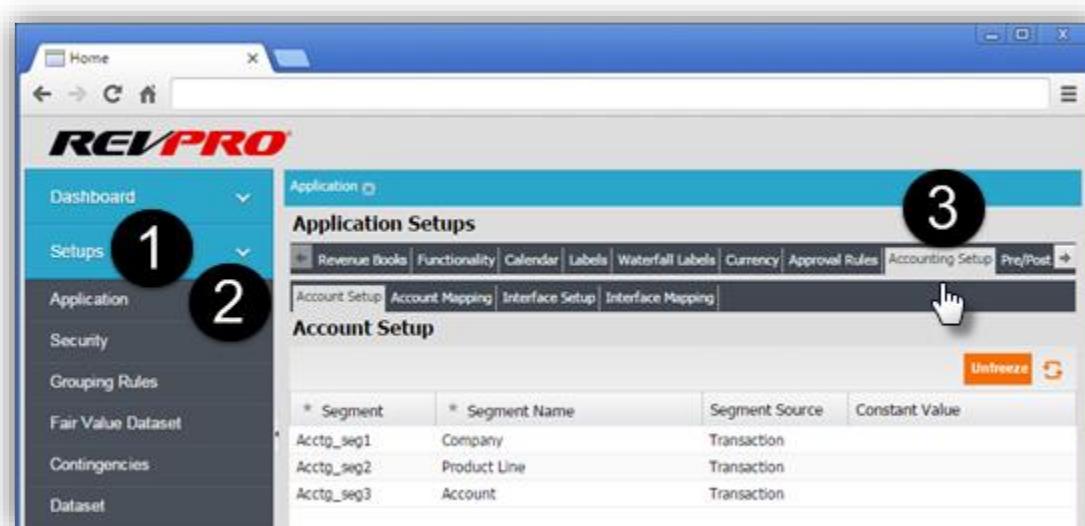


See *Creating Approval Rules* page for more information.

Accounting Setup

You can view account setups in RevPro.

- To navigate to the **Account Setups** subtab, click **Setups, Application**, and then select the **Account Setups** subtab located within the **Application** tab.

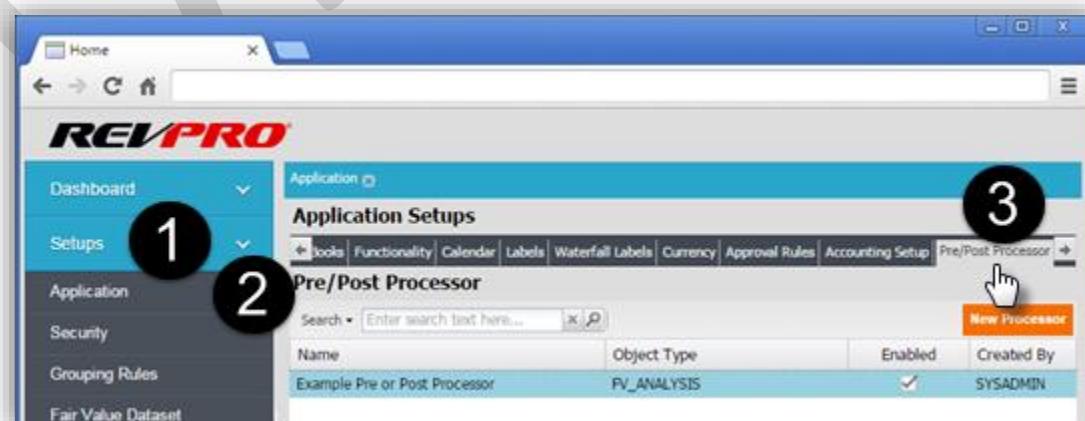


See *Setting up Accounting* page for more information.

Pre/Post Processor

The Pre/Post Processor enables you to extend the RevPro application for any customization or data manipulation. This is set up during the implementation; however, it can be extended after the implementation process as well. See *the RevPro Implementation Guide* for more information.

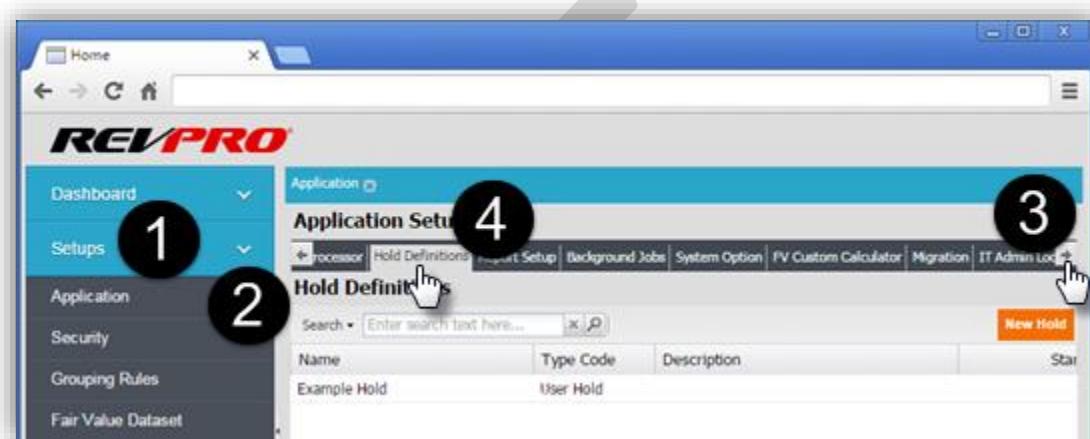
- To navigate to the **Pre/Post Processor** subtab, click **Setups, Application**, and then select the **Pre/Post Processor** subtab located within the **Application** tab.



Hold Definitions

Holds are used to stop posting revenue or adjustments for a particular arrangement. You can apply more than one hold on an arrangement. Before applying a hold, you must define it as described here. You can apply the hold using the Workbench tab.

1. To navigate to the **Holds Definitions** subtab, click **Setups, Application**, and then select the **Holds Definitions** subtab located within the **Application** tab.



See *Creating a Hold Definition* page for more information.

Creating a Hold Definition

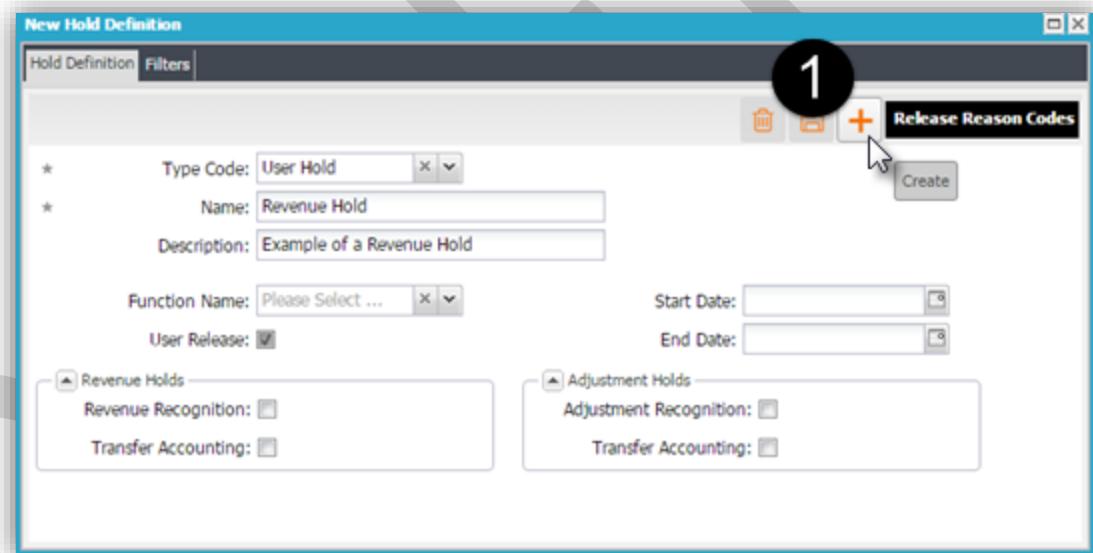
Holds are used to stop posting revenue or adjustments for a particular arrangement. You can apply more than one hold on an arrangement. Before applying a hold, you must define it as described here. You can apply the hold using the Workbench.

To create a hold definition:

1. To navigate to the **Holds Definitions** subtab, click **Setups, Application**, and then select the **Holds Definitions** subtab located within the **Application** tab.



1. Click on the **New Hold** button. The New Hold Definitions window displays. Enter data into fields as follows. Then click **Create** button.



2. Enter data into fields as follows:

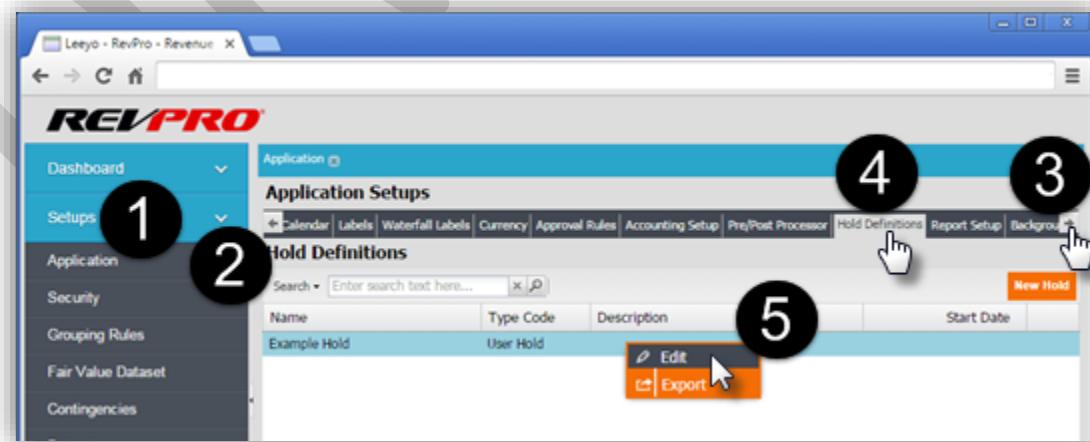
Field Name	the Description
Type Code	Choose System Hold or User Hold.
Name	A name for the hold definition.
Description	Text description of the hold.
Function Name	The Oracle PSSQL function name that defines the criteria to apply this hold on a particular arrangement. For information on how to create the function name refer to the <i>RevPro Technical Guide</i> .
Start Date	Select a date using the calendar icon when the hold is active and can be used.
End Date	Select a date using the calendar icon when the hold is non-active and can no longer be used.

User Release	Y = User can release the hold manually. N = User cannot release the hold; the system releases the hold automatically.
Revenue Holds Revenue Recognition	Check the checkbox if the revenue recognition needs to be held. This prevents any allocations and schedules for revenue entries.
Revenue Holds Transfer Accounting	Check the checkbox if the Schedules for Transfer Accounting needs to be held. This Prevents any revenue schedules for Transferred.
Adjustment Holds Adjustment Recognition	Check the checkbox if the EITF Schedules for revenue recognition need to be held. This Prevents any allocation for EITF Schedules entries.
Adjustment Holds Transfer Accounting	Check the checkbox if the EITF Schedules for Transfer need to be held. This Prevents any EITF allocation Entries to Transferred.

Editing a Hold Definition

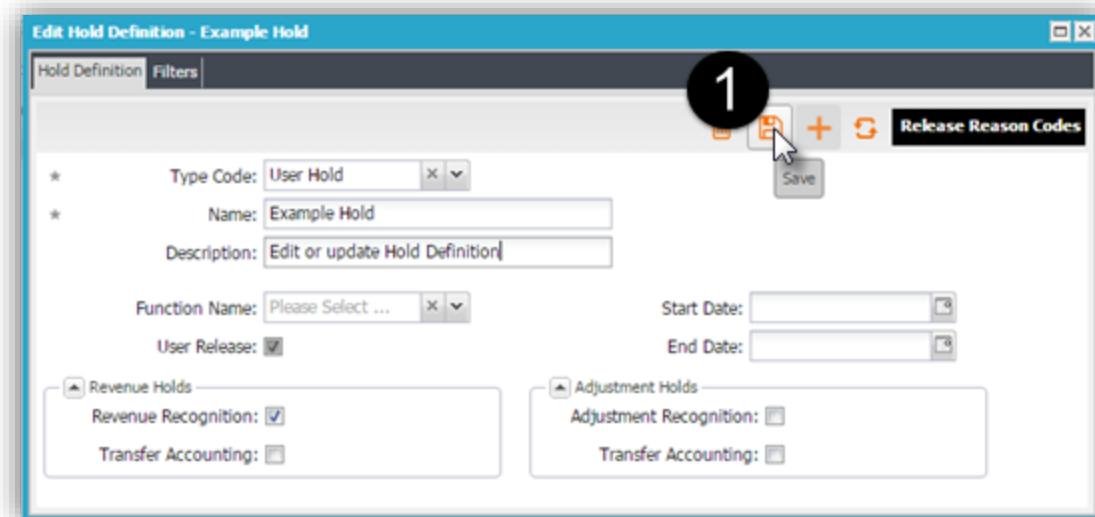
You can edit a hold definition only if it is not used anywhere within the RevPro system.

1. To navigate to the **Holds Definitions** subtab, click **Setups, Application**, and then select the **Holds Definitions** subtab located within the **Application** tab.
2. To edit a hold definition, right mouse-click to access the pop-up menu and select **Edit**.

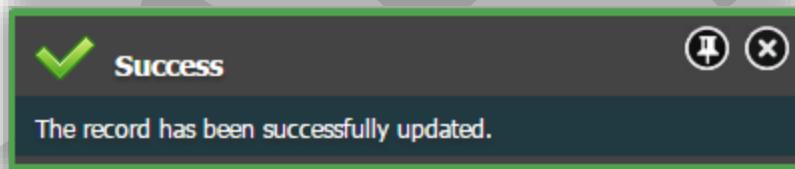


The Hold Definitions window displays.

3. Make edits as needed. Click the **Save** icon to save edits.



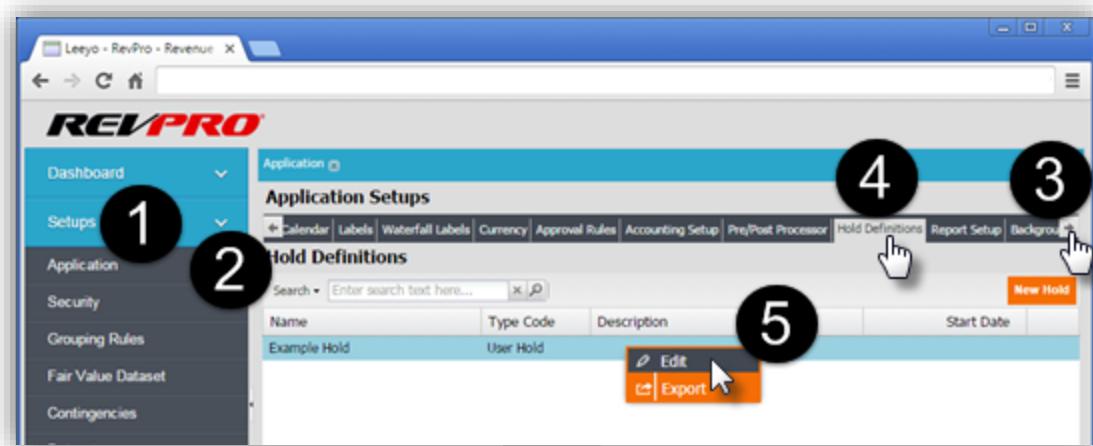
4. A message displays at the top center of the screen indicating that your edit was saved.



Deleting a Hold Definition

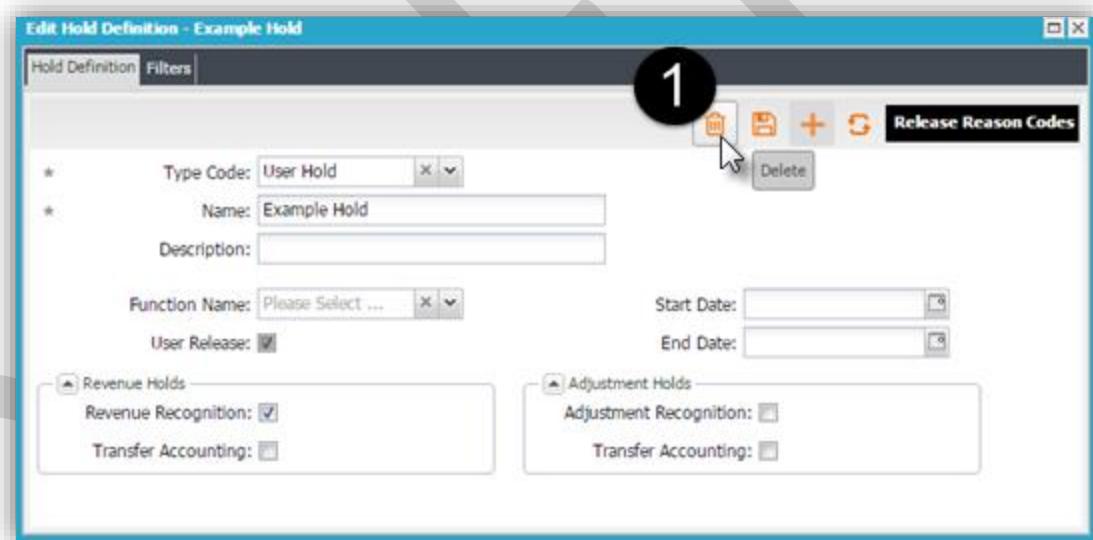
You can delete a hold only if it is not used anywhere within the RevPro system.
To delete a hold definition:

5. To navigate to the **Holds Definitions** subtab, click **Setups, Application**, and then select the **Holds Definitions** subtab located within the **Application** tab. Right mouse-click to access the pop-up menu and select edit.

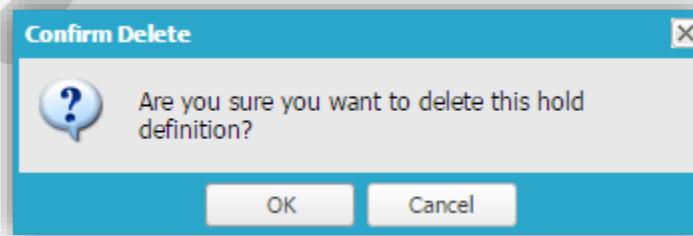


The Hold Definitions window displays.

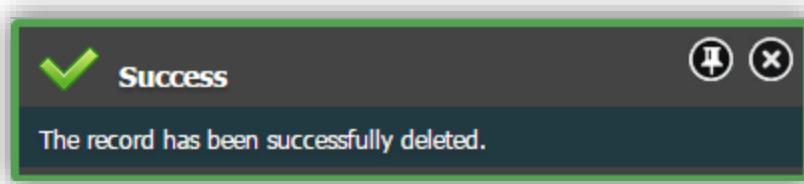
6. Click on the **Delete** icon.



The system displays a confirmation window.



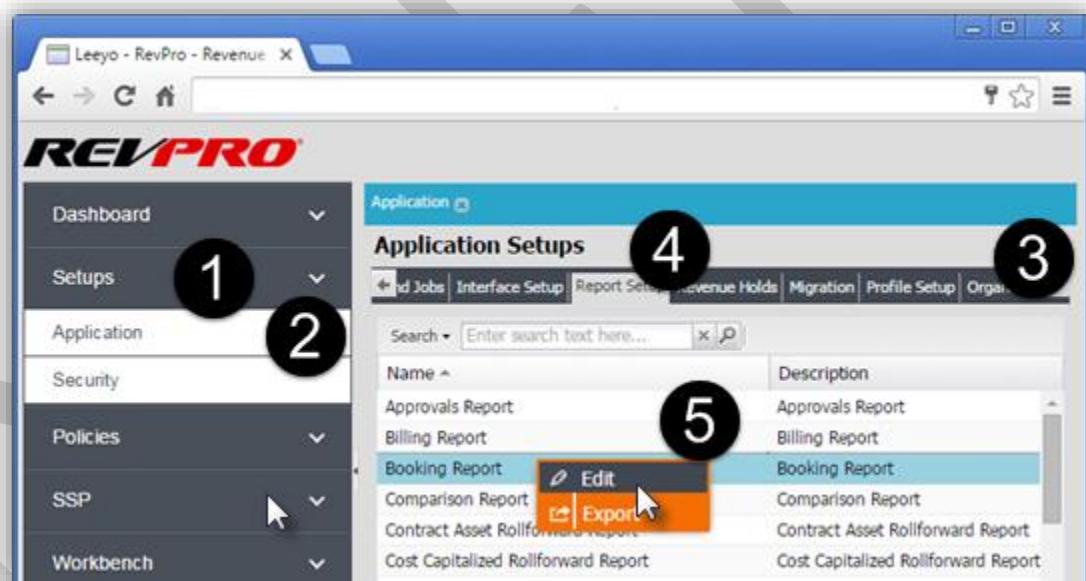
7. Click on the **OK** button to delete the hold definition. A message displays at the top center of the screen indicating that your deletion was made.



Report Setup

To view the seeded Reports, navigate to the Report Setup tab. Edit Reports to meet business requirements.

1. To navigate to the **Report Setup** subtab, click **Setups, Application**, and then select the **Report Setup** subtab located within the **Application** tab. Right mouse-click and select **Edit** from the pop-up menu to edit a report as needed.

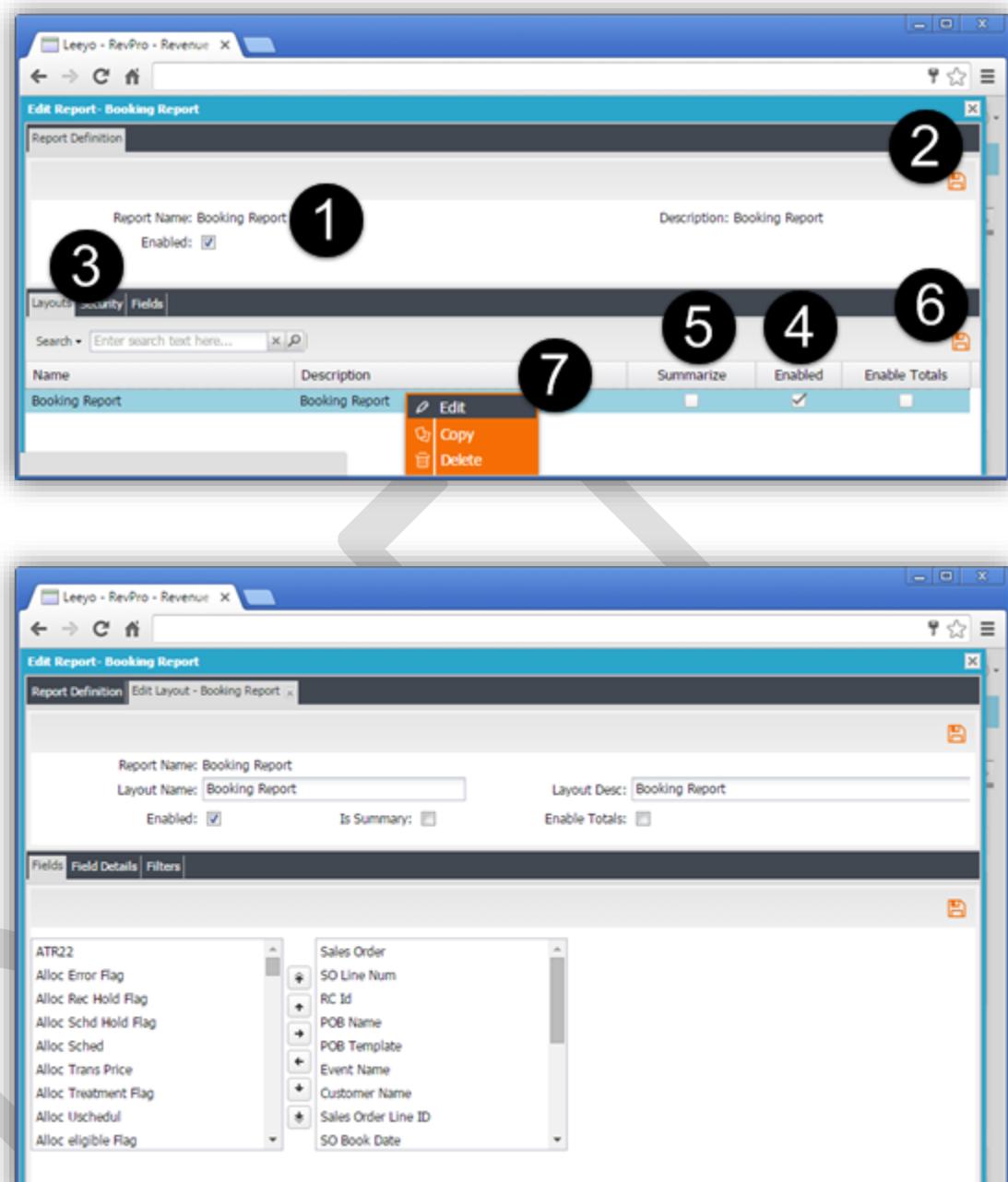


2. The report can be enabled or disabled in Edit Report, in which case it will not be available in Run Reports.

In the layout tab, the report layout can be summarized, and totals for the reports can be enabled. After making changes here, click on save.

To edit existing layouts, right click on the report in layout tab, and click on edit.

We can add/remove fields, set field details like sorting and zero check and create filters for the layout.



Background Jobs

To view the seeded Background Jobs, navigate to the Background Jobs tab.

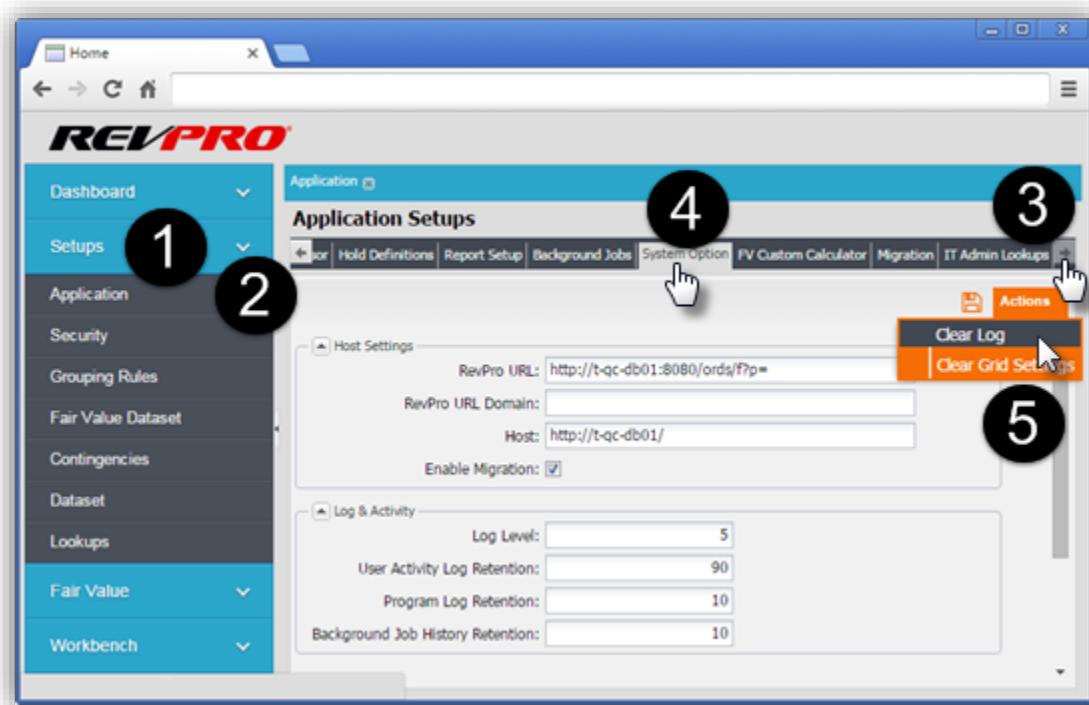
1. To navigate to the **Background Jobs** subtab, click **Setups**, **Application**, and then select the **Background Jobs** subtab located within the **Application** tab.



System Option

To view the System Option, navigate to the System Option tab.

1. To navigate to the **System Option** subtab, click **Setups**, **Application**, and then select the **System Option** subtab located within the **Application** tab. Select the **Clear Log** menu option to clear logs.



Enter data into fields as follows:

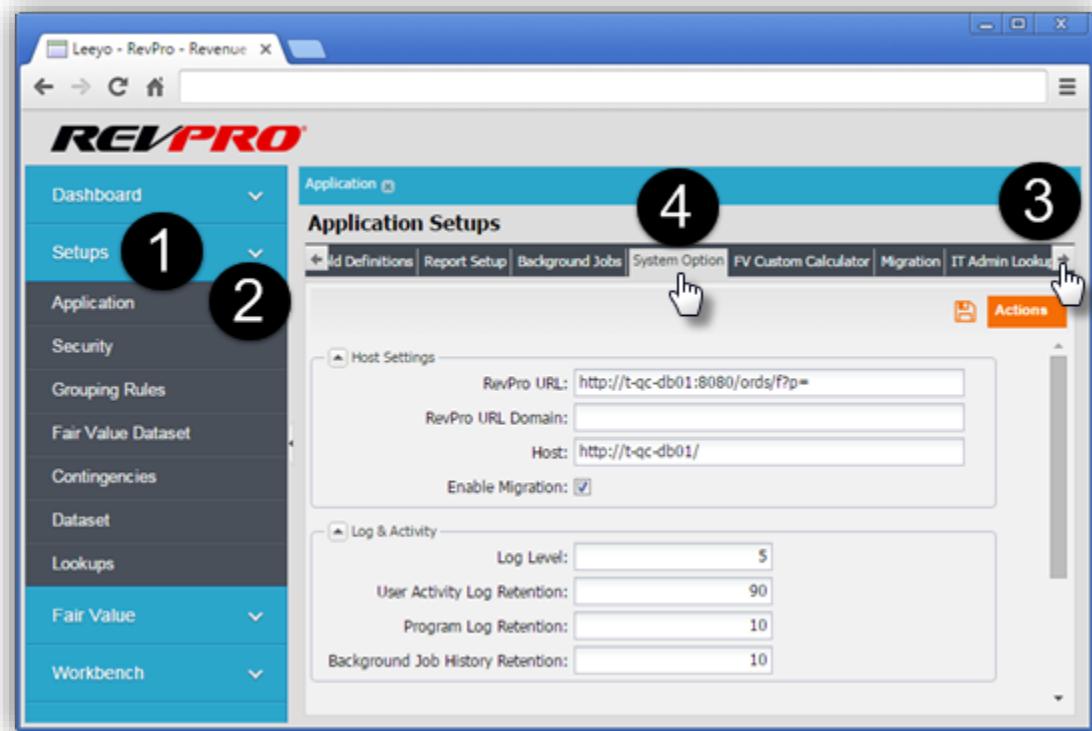
Field Name	the Description
RevPro URL:	
RevPro URL Domain:	
Host:	
Enabled Migration:	
Log Level:	
User Activity Log Retention:	
Program Log Retention:	
Background Job History Retention:	

Changing the Log Level Detail

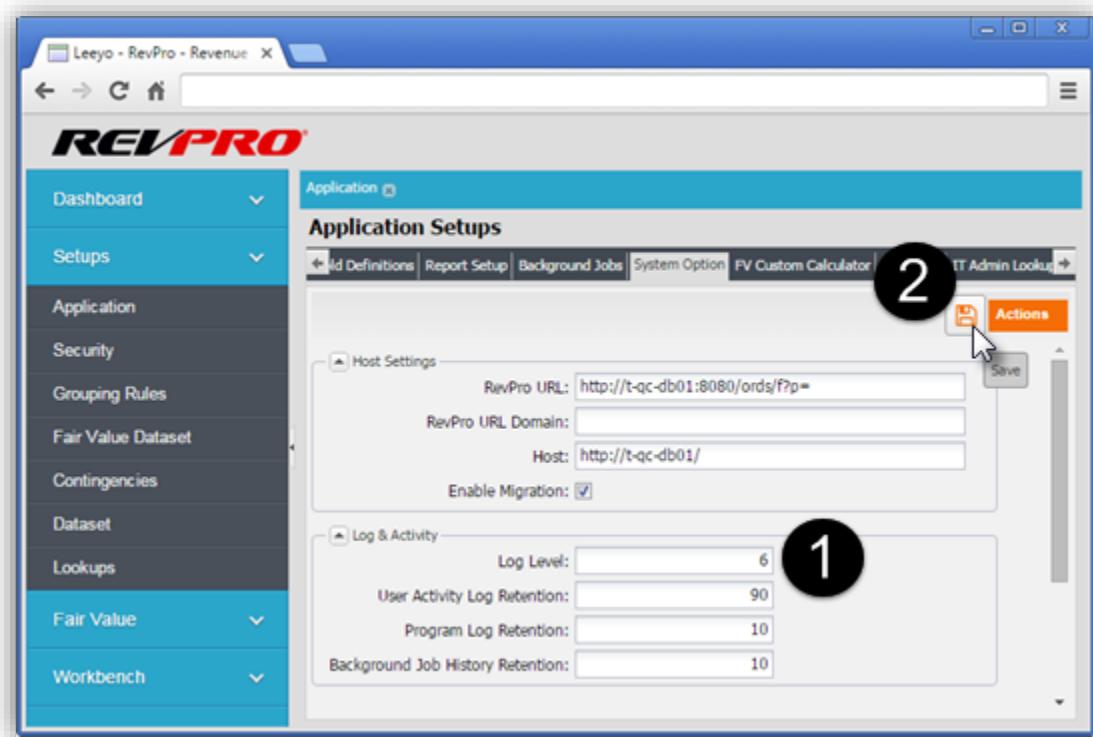
Log level setup defines the level of log details/debugging messages that display in the log section. This setup is already pre-defined; the default value is 5 on a scale of 1 (minimum) to 10 (maximum). You can change the value according to your business needs. As the number increases, the log provides more details of the process in the log sections. The higher the number the more detailed the messages.

To change the log level detail:

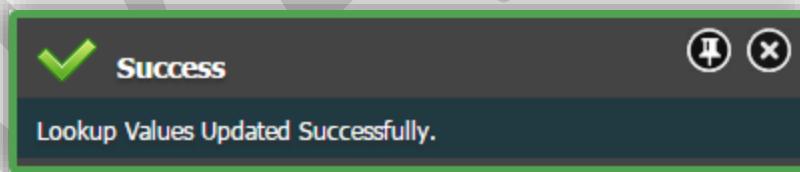
1. To navigate to the **System Option** subtab, click **Setups, Application**, and then select the **System Option** subtab located within the **Application** tab.



2. Edit **Log Level** (for example, 6) and click the **Save** icon.



A confirmation message displays at the top right of the screen indicating that your change was made.



FV Custom Calculator

Calculation Types are pre-defined fair value calculations. You can have additional calculation types created depending on your business needs.

1. To navigate to the **FV Custom Calculator** subtab, click **Setups**, **Application**, and then select the **FV Custom Calculator** subtab located within the **Application** tab.



FV Custom Calculation Types

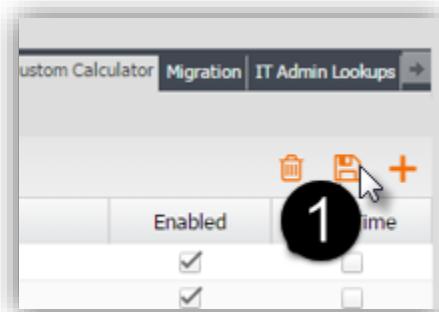
To enable or disable a calculation type:

1. To navigate to the **FV Custom Calculator** subtab, click **Setups**, **Application**, and then select the **FV Custom Calculator** subtab located within the **Application** tab.



The FV Custom Calculator Types screen displays.

2. To navigate to the **FV Custom Calculator** subtab, click **Setups**, **Application**, and then select the **FV Custom Calculator** subtab located within the **Application** tab.
1. Select **Y** or **N** from the **Active** drop-down list where:
 - N** = Disable the function
 - Y** = Enable the function
2. Check the **Run Time** checkbox when the fair value is derived by a custom program. The system calculates the fair value during the transaction collection process.
3. Click on the **Save** button to save your changes.



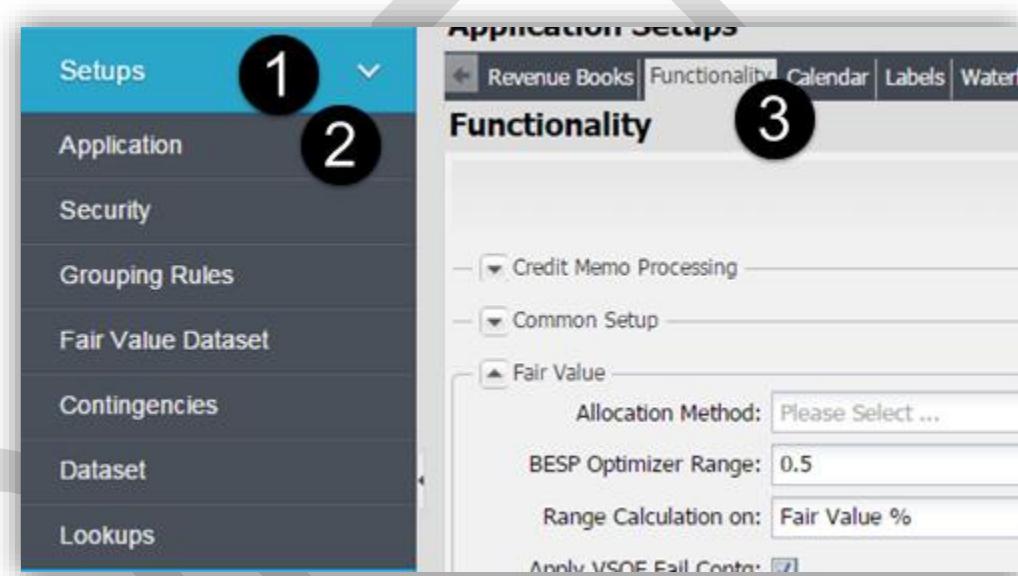
Note: To add a new calculation type, refer to the RevPro Implementation Guide for more information.

Calculation Name	Description
BESP Optimizer by Price	
Simple Median by Price	
BESP Optimizer	
Simple Median	

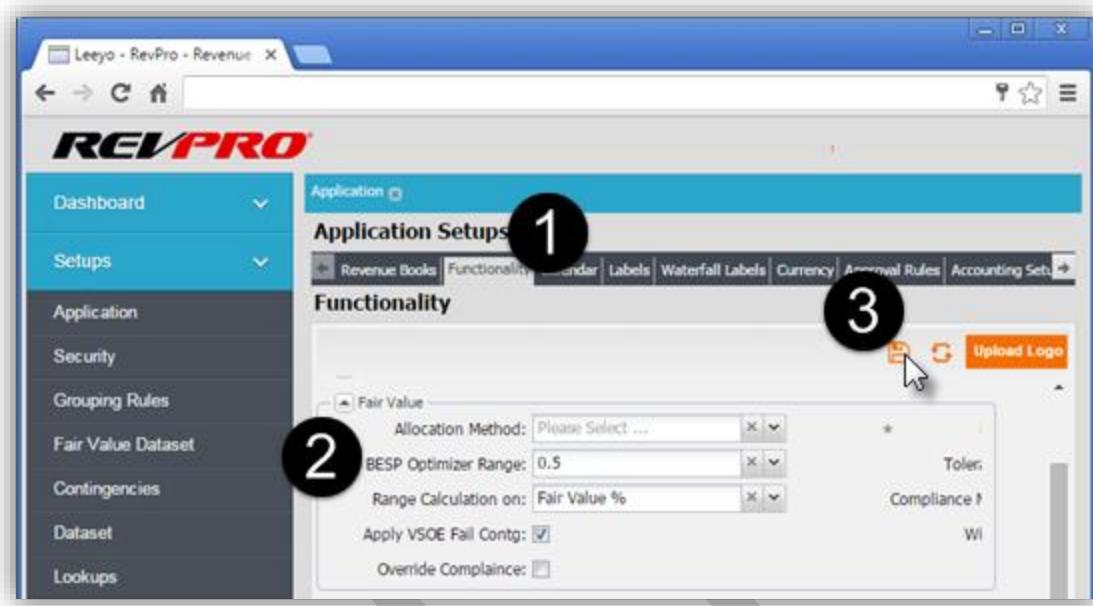
The FV Setup Tab

The FV setup tab captures basic information about the fair value process.

- To navigate to the FV setup tab, from the Setups menu, select Application, and then the Functionality function.



- Select the **Functionality** tab, then locate the **Fair Value** setup section.



3. Enter or use the function's fields, options, and buttons as described in the following table. Click the Save icon to save your changes.

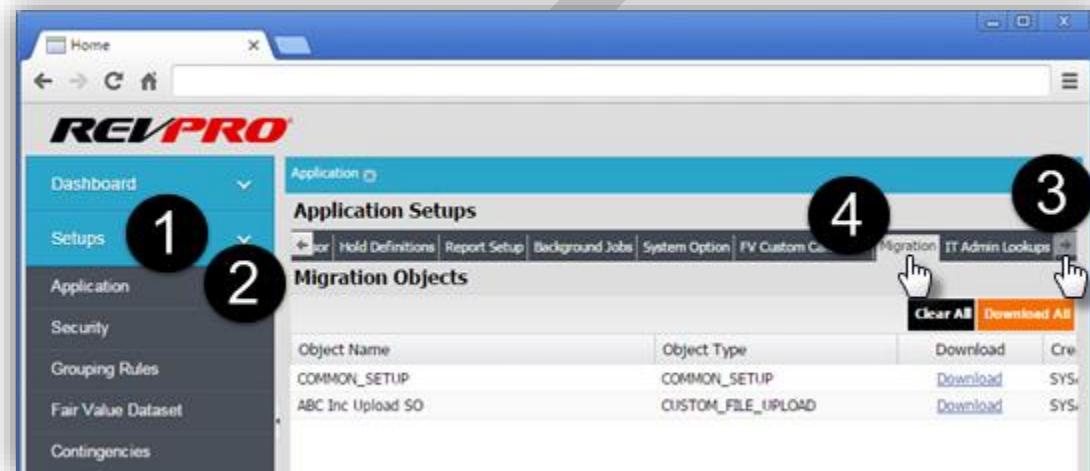
Field/Option/Button	Description
Allocation Method:	Select the allocation method from the dropdown list of values.
Derive Fair Value Date:	
BESP Optimizer Range:	Specifies the incremental discount range for BESP analysis.
Tolerance Calculation Type:	<p>This setting specifies the tolerance calculation type.</p> <ul style="list-style-type: none"> ● Absolute = A set percentage FV minimum and maximum value at the FV batch level. For example, if the discount is 30% and the FV minimum and maximum is 15%, then the low range is 15 (30 - 15) and the FV high range is 45 (30 + 15). ● Relative = The minimum and maximum FV at the FV batch level. For example, if the discount is 30% and the range is 15%, the range is 4.5 (30% * 15%). Applied to the 30%, 25.5 (30-4.5) is the low range and 34.5 (30 + 4.5) is the high range.
Range Calculation on:	<p>Specifies how to calculate tolerance.</p> <ul style="list-style-type: none"> ● Discount % = The FV minimum and maximum are applied on the discount price. ● Fair Value % = The FV minimum and maximum discount price percentage off of the list price.

Compliance Minimum Transactions:	The minimum required transactions for VSOE compliance (fair values).
----------------------------------	--

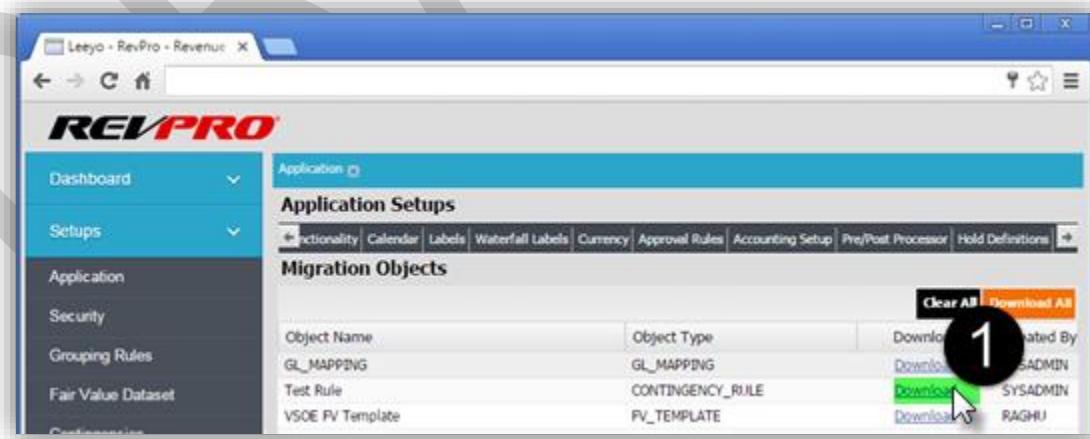
Migration

The Migration tab is used to migrate setups from one RevPro instance to another RevPro instance. To view the Migration, navigate to the Migration tab.

1. To navigate to the **Migration** subtab, click **Setups**, **Application**, and then select the **Migration** subtab located within the **Application** tab.



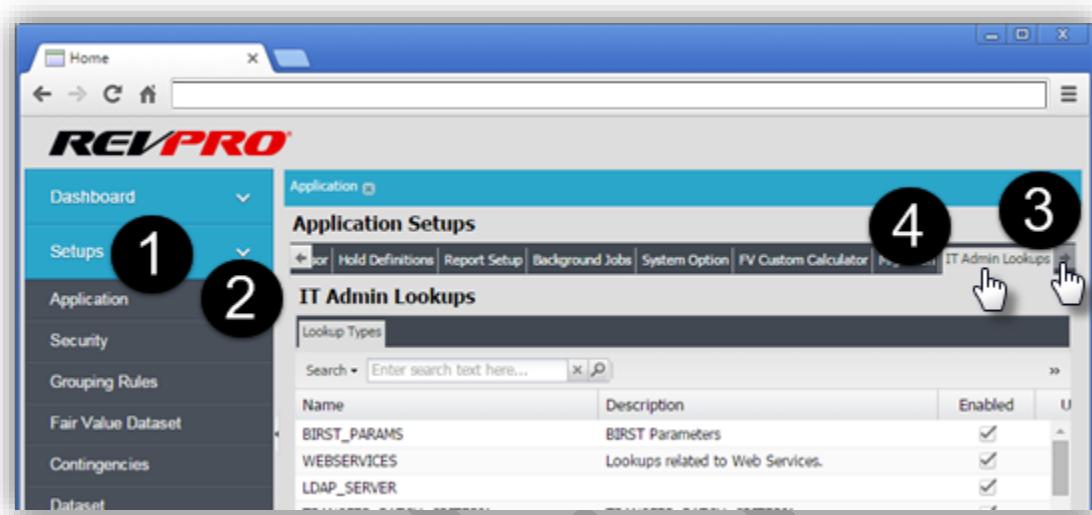
2. Click the **Download** link to download object to migrate.



IT Admin Lookups

The IT Admin Lookups function is used by RevPro to configure the application. The Lookup values configured drive system preferences and determine the enabling and disabling of functionality. Refer to the *RevPro Technical Guide* for more information.

- To navigate to the **IT Admin Lookups** subtab, click **Setups**, **Application**, and then select the **IT Admin Lookups** subtab located within the **Application** tab.



For example, you use the IT Admin Lookup function to change or view:

- The log level detail
- Transactions within fair value range
- APEX log retention

You can also view default setups including the sales order (SO) arrangement, invoice line setup, EITF conversion date, the application host, and custom code setup. See *Viewing RevPro-Seeded Lookup Types* on page .

Changing How the System Performs Rounding

You can specify how RevPro rounds decimals when it performs all calculations (this is a global setting). The default rounding value is 2. You can change the value according to your business needs.

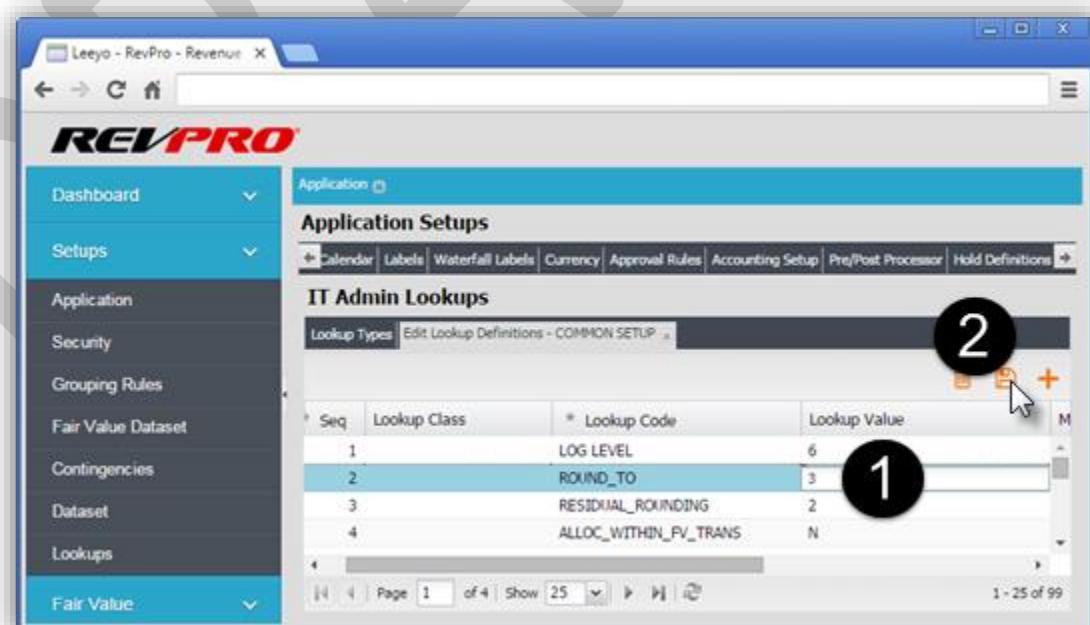
To change how rounding is performed:

- To navigate to the **IT Admin Lookups** subtab, click **Setups**, **Application**, and then select the **IT Admin Lookups** subtab located within the **Application** tab. Next, search using the term COMMON SETUP and right mouse-click to access the pop-up menu and select **Edit Lookup Definitions**.

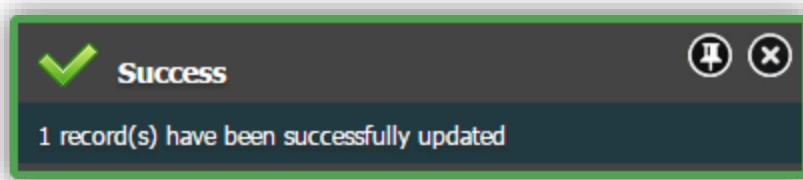


The Edit Lookup Definition screen displays.

2. For the Lookup Code ROUND_TO with a Lookup Description of ROUNDING, click in the **Lookup Value** field, delete the current value, and enter a new value (for example, 3). Click the **Save** icon.



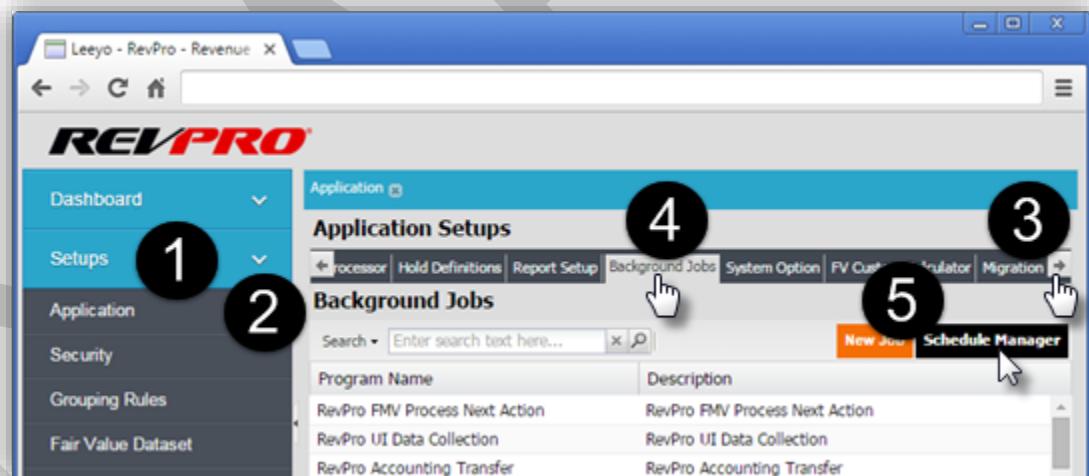
A confirmation message displays at the top right of the screen indicating that your change was made.



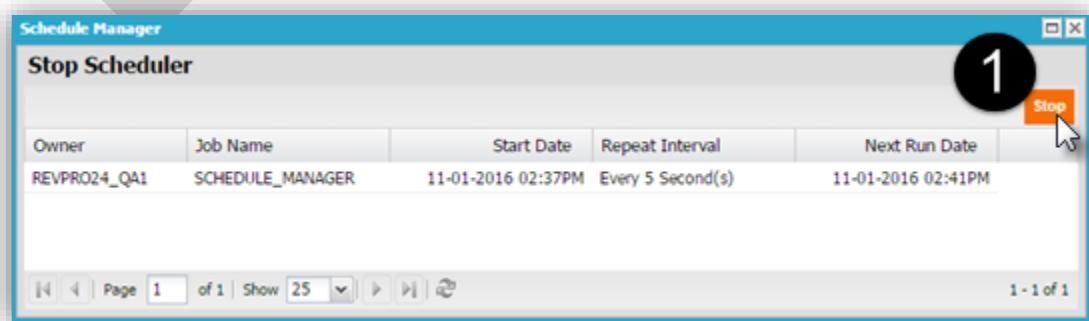
Stopping the Schedule Manager

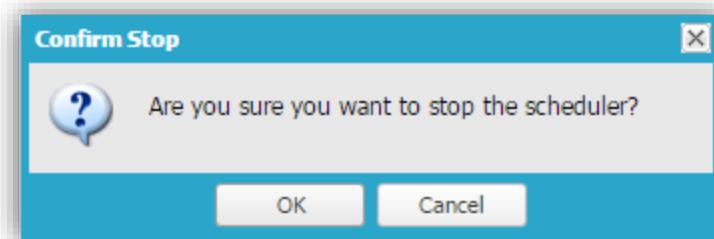
The Schedule Manager monitors all background processes so that automatic jobs are triggered. It is pre-configured to always run. You shouldn't need to stop the Schedule Manager, but if for any reason you do:

1. To navigate to the **Background Jobs** subtab, click **Setups**, **Application**, and then select the **Background Jobs** subtab located within the **Application** tab.
2. Click on the **Schedule Manager** button to access the Schedule Manager window.



3. Click on the **Stop** button to confirm that you want to stop the process.



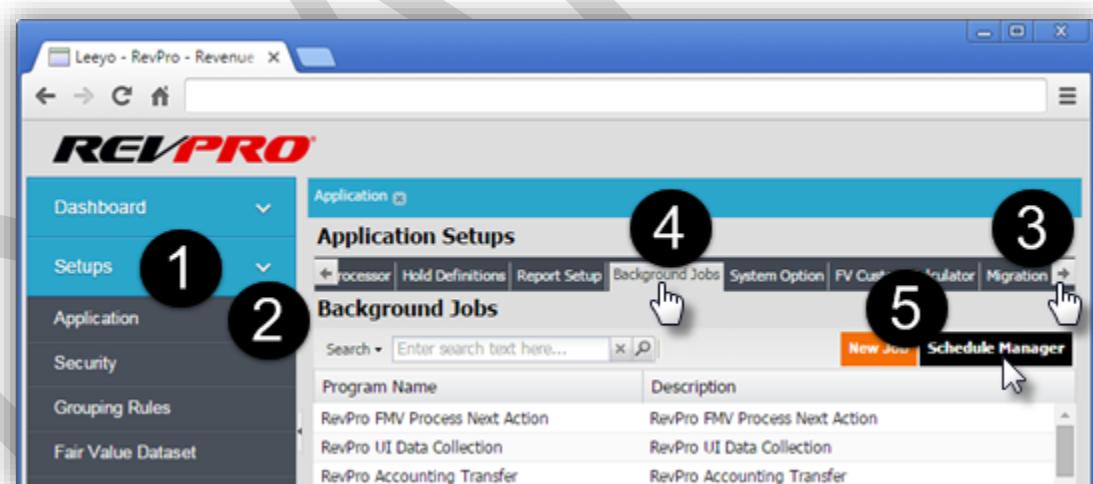


A notification message indicating the scheduler was stopped displays at the top of the window.

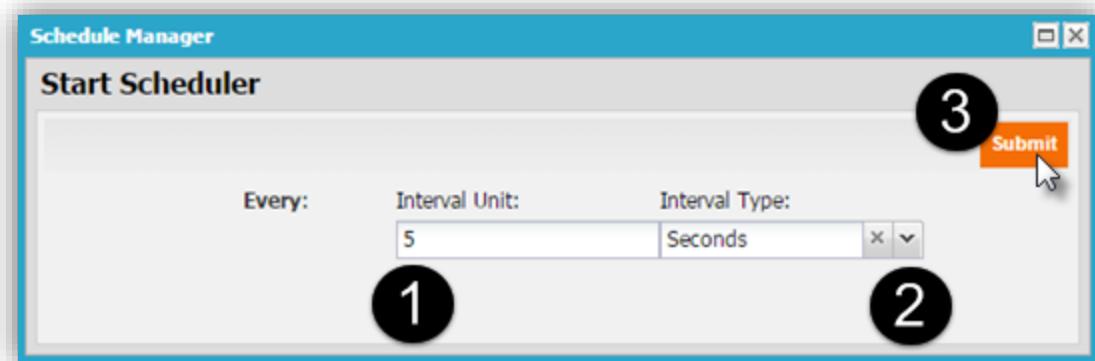
Restarting the Schedule Manager

To restart the Schedule Manager:

1. To navigate to the **Background Jobs** subtab, click **Setups**, **Application**, and then select the **Background Jobs** subtab located within the **Application** tab.
2. Click on the **Schedule Manager** button to access the Schedule Manager window.



3. In the **Interval Unit** field, enter a number. Then from the **Interval Type** drop-down list, select the time period. Click on the **Submit** button.



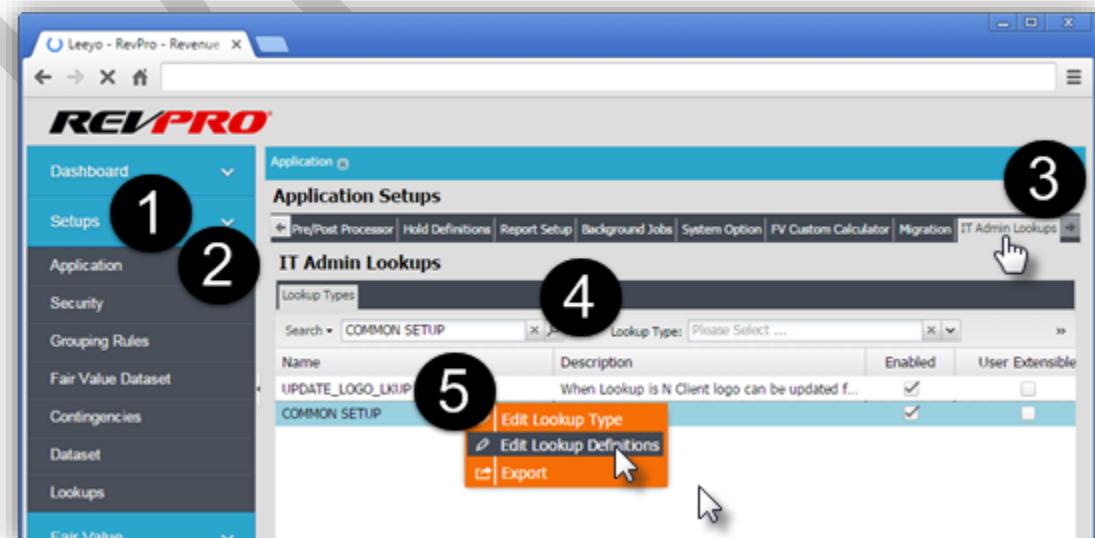
A notification message indicating the scheduler was started displays at the top of the window.

Changing the Within Fair Value Range Allocation Methodology

In an arrangement, if all the transactions are within the fair value range of the selling price then no allocation (Carve-outs or Carve-ins) are performed. The default setting value is N. You may change this setting depending upon your business needs. Changing the setting to Y means that allocation will occur even if the fair values are within the selling price.

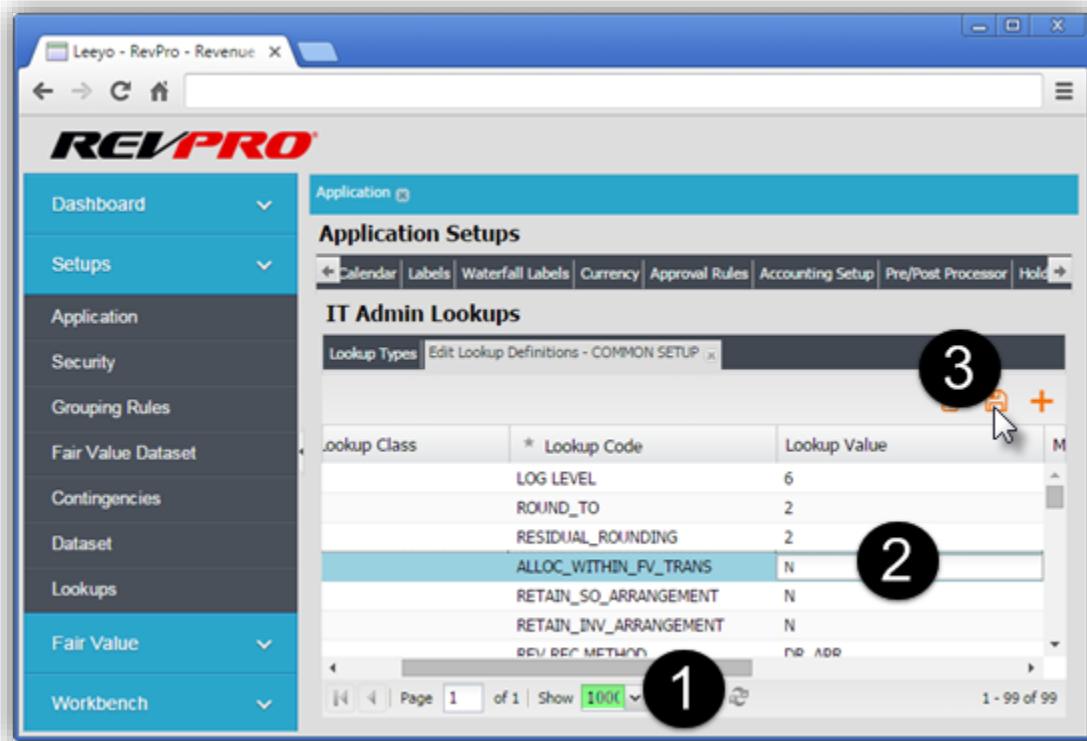
To change how allocation is performed:

1. To navigate to the **IT Admin Lookups** subtab, click **Setups**, **Application**, and then select the **IT Admin Lookups** subtab located within the **Application** tab. Next, search using the term COMMON SETUP and right mouse-click to access the pop-up menu and select **Edit Lookup Definitions**.



The RevPro Edit Lookup Definition screen displays.

2. Choose to show 1000. Then locate the Lookup Code **ALLOC_WITHIN_FV_TRANS**. Click in the **Lookup Value** field, delete the current value N, and enter Y. Click the **Save** icon.



Changing the User Log Archive Retention

The Log setup specifies how many days to retain user interface logs. The default is 90 days.

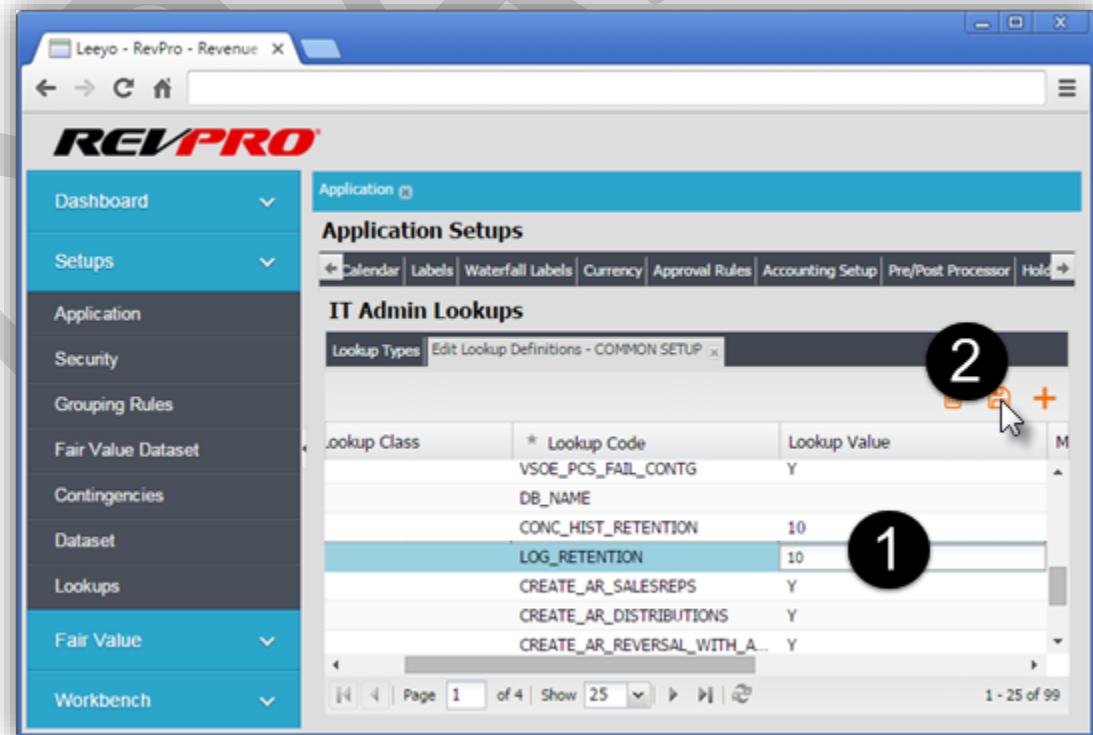
To change how rounding is performed:

1. To navigate to the **IT Admin Lookups** subtab, click **Setups**, **Application**, and then select the **IT Admin Lookups** subtab located within the **Application** tab. Next, search using the term **COMMON SETUP** and right mouse-click to access the pop-up menu and select **Edit Lookup Definitions**.



The Edit Lookups Definition screen displays.

2. For the Lookup Code **LOG_RETENTION** lookup code, click in the **Lookup Value** field and change the number of days.



3. Click on the **Save** icon.

Viewing RevPro-Seeded Lookup Types

There are several lookup types that you can view but that we recommend you not change from their default values without consulting the RevPro support team. You access them via the COMMON SETUP lookup type. They include:

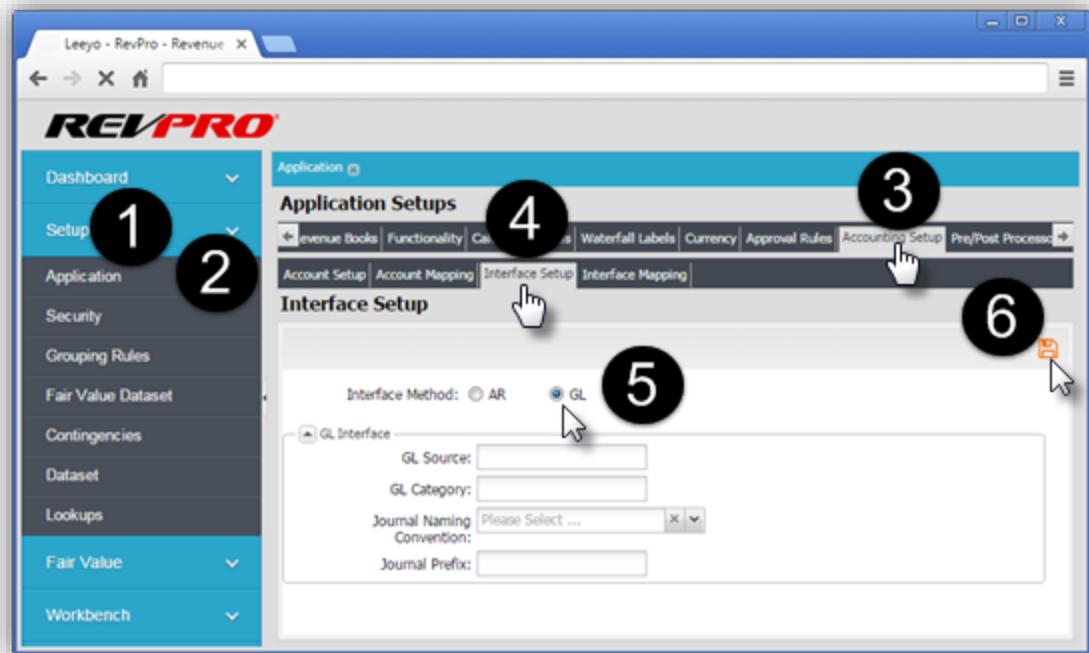
Lookup Code	Lookup Value	Lookup Desc	Description
RETAIN_SO_ARRANGEMENT	SO_LINE	RETAIN_SO_ARRANGEMENT Possible values: SO SO_LINE	Any sales order transaction line that flows into RevPro will group with other existing SO lines. By default, an arrangement is created based on the grouping rule specified in the arrangement batch. If, for any reason, a user links those lines into a different arrangement, all of the new lines for the SO will be grouped under the new arrangement.
RETAIN_INV_ARRANGEMENT	INV_LINE	RETAIN_INV_ARRANGEMENT Possible Values: INV INV_LINE	Any invoice transaction line that flows into RevPro will group with other existing invoice lines. Be default, an arrangement is created based on the grouping rule specified in the arrangement batch. If, for any reason, a user links those lines into a different arrangement, all of the new lines for the invoice will be grouped under the new arrangement.
HOST		Customer specific.	Where the RevPro application is hosted.
CUSTOM_CODE_ALLOWED		Used to disable/enable Custom Code	This setup is enabled by default. While troubleshooting, this is disabled to determine the location of a problem.
APPLICATION_ID	812	APPLICATION_ID	Application ID name.
DB_NAME		Depends on the business configuration.	The RevPro database name for which RevPro is licensed. If actual database ID is different than the lookup value, RevPro will immediately flag it as a test environment and the application menu color changes to blue.
CONC_HIST_RETENTION	10	CONC_HIST_RETENTION: In Days	Any job that is older than the number of days specified by the lookup value will be deleted.

Setting up the Post Accounting Method

You can select where (AR or GL) to post adjustments to in your source ERP system. To set up the posting accounting method:

1. To navigate to the **Interface Setup** subtab, click **Setups, Application, Accounting Setup** and then select the **Interface Setup** subtab located

within the **Application Setup** subtab. Choose the Interface Method (AR or GL) and click the **Save** icon.



Setting up Datasets

Datasets include:

- The fair value dataset
- The fair value matrix
- The arrangement dataset
- The Carve-out interface mapping
- Transaction labels
- Waterfall labels

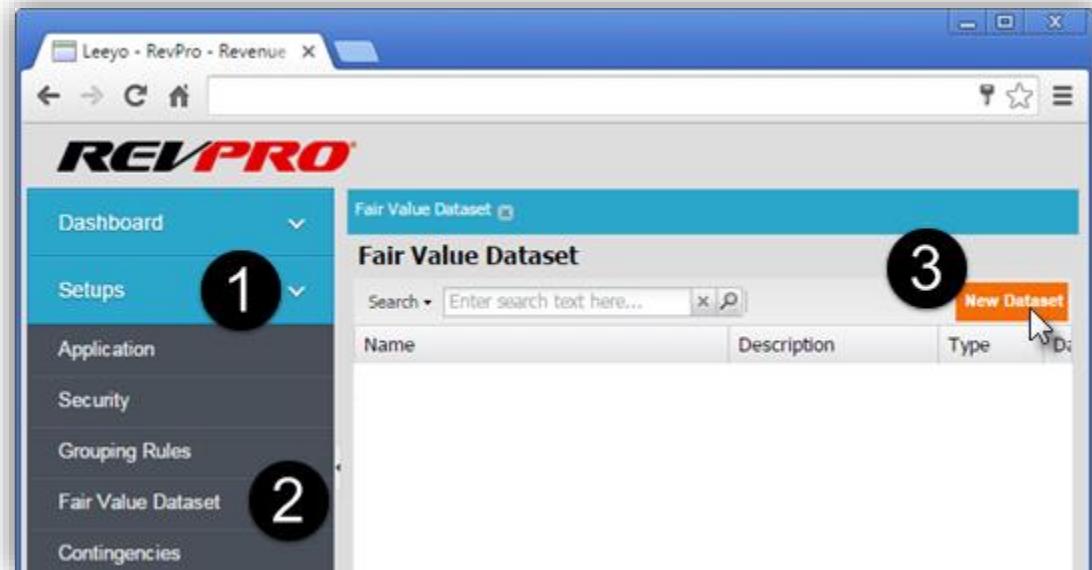
Setting up the Fair Value Dataset

If you want RevPro to calculate the fair value, you must set up this option. The fair value dataset configures and maps the source data to RevPro columns during data collection. You can create separate fair value datasets for VSOE and BESP depending on your requirements. Setting up the fair value dataset involves:

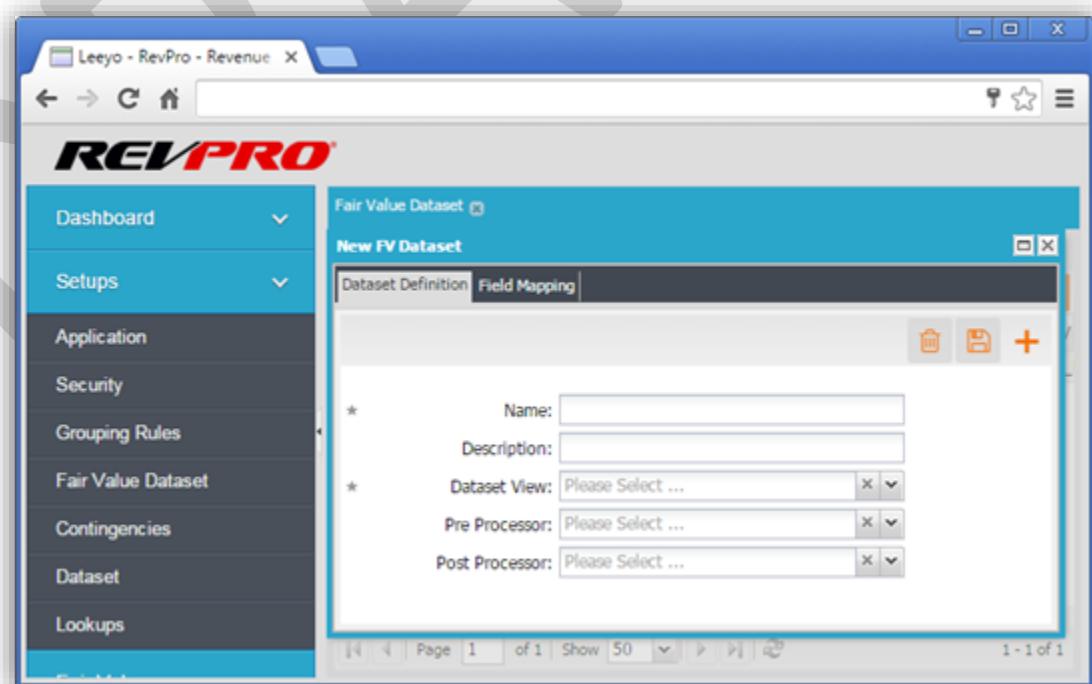
1. Creating the dataset definition.
2. Mapping the dataset.

Step 1: Creating the Fair Value Dataset

- From the **Setups** menu, select **Setups** and then click on **Fair Value Dataset**. The system displays the Fair Value Dataset tab. Click the **New Dataset** button. The system displays Dataset Definitions Tab.



- The **New FV Dataset** window is displayed.



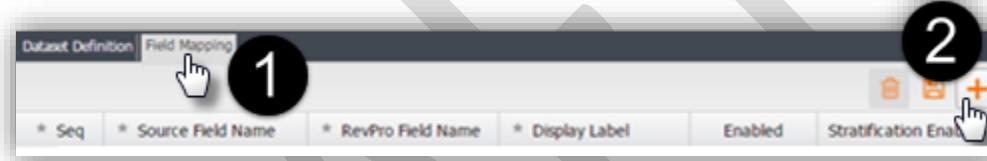
- Enter data in the fields as follows:

Field Name	Description
Name	The name of the transactions that will be pulled into RevPro. For example, Renewals VSOE Fair Value.
Description	A text description of the dataset.
Dataset View	Choose from predefined values.
Pre Processor	Choose from predefined values.
Post Processor	Choose from predefined values

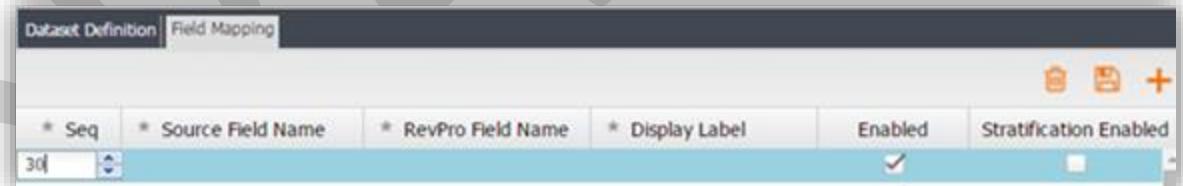
4. Click on the **Create** button. The system displays Dataset Definition Field Mapping window.
5. Continue to *Step 2: Mapping the Dataset Definition*.

Step 2: Mapping the Dataset Definition

1. Click on the **Add Row** button.



A blank row displays:



2. Enter data in the fields as follows:

Field Name	Description
Seq	A sequence number.
Source Field Name	From the drop-down list, select the appropriate field to map from the source.
RevPro Field Name	From the drop-down list, select the appropriate RevPro field to map the source field to.
Display Label	Enter the field label that will appear in the user interface in RevPro.
Enabled	Check the box to enable the field to be eligible for extracting for fair value analysis.
Stratification Enabled	Enables or disables a Fair Value stratification field. Y = Eligible for stratification. N = Not eligible for stratification.

3. To add another row, click on the **Add Row** button and repeat step 2. Add as many rows as needed depending upon your requirements.

Note: Make sure that all of the RevPro mandatory fields are mapped to the source fields. To understand which source fields to map the RevPro field, refer to the *RevPro Technical Guide*.

4. When you are finished adding rows, click on the **Save** button.

★ Seq	★ Source Field Name	★ RevPro Field Name	★ Display Label	Enabled	Stratification
1	CUSTOMER_NAME	ATTRIBUTE1	Customer Name	<input checked="" type="checkbox"/>	

5. Click on the **Apply** button to the right of the Dataset Definitions input area.

Setting up the Fair Value Matrix

The fair value matrix is used to upload VSOE/TPE/ESP from a CSV file. Before uploading, you define the structure of the file and type of data the file contains. Following are requirements for the CSV file:

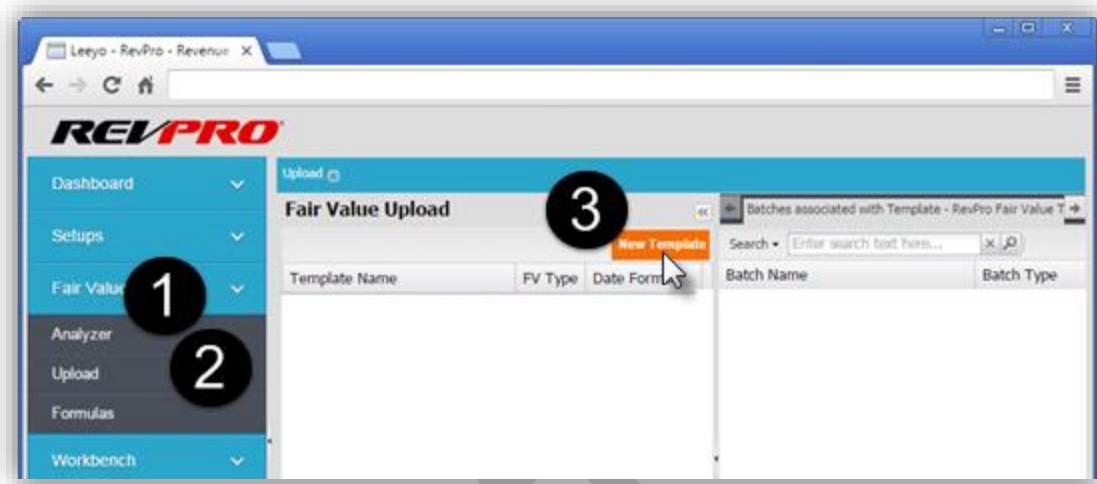
- The first row is considered to be header and it will be ignored when uploaded (Start row 2).
- The fields in the CSV file should be in the same sequence as defined in the FV matrix.
- The values in the CSV file should comply with the same format as defined in the FV matrix.

If you are uploading FV as a percent, there are six mandatory fair value RevPro fields as follows:

Mandatory RevPro Field	Description
FV Discount Low	Low end range of the discount percentage.
FV Discount PCT	Discount midpoint (100 – midpoint).
FV Discount High	High end range of the discount percentage.
Below FV Midpoint	Low end range of the midpoint.
FV PCT	Midpoint (the percentage multiplied by the list price).
Above FMV Midpoint	High end range of the midpoint.

To set up a fair value matrix:

1. To navigate to the **Upload** tab, click **Setups** and then **Upload**. Click the **New Template** button to create a fair value matrix.

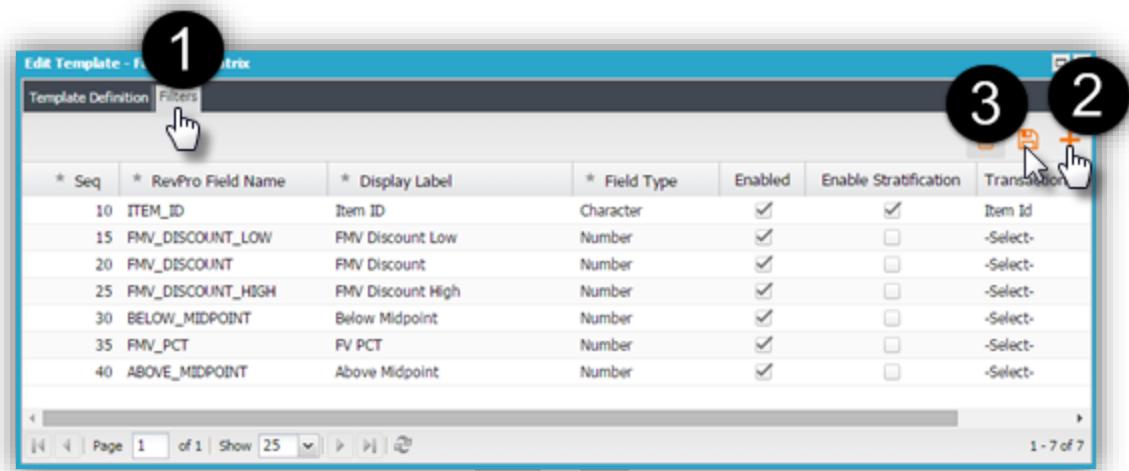


The system displays the New FV Template setups window.

2. Enter template name, FV type, and select date format. Click on the **Create** icon.

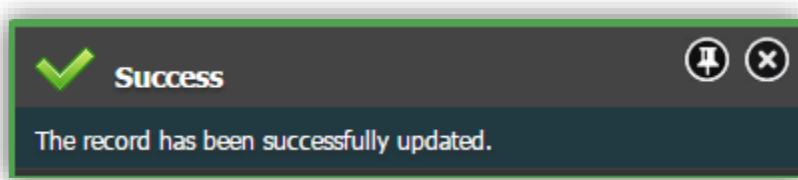


3. Click the **Filters** tab. Next click the **New Row** icon to add rows as needed. The system displays a blank row which you use to map the fields as follows:



Field	Description
Seq	The sequence number. Note: The sequence in which you set up your fields must match the data file that is uploaded.
RevPro Field Name	From the drop-down list, select attribute to map all of the stratification fields your business uses to a field label (for example, FMV_DISCOUNT_LOW).
Display Label	Enter the display field name (for example, FMV Discount Low).
Field Type	From the drop-down list, select a field type as follows: Character = The mapping field is a character (alphanumeric). Date = The mapping field is a date. Number = The mapping field is numeric.
Enabled	Checking this checkbox enables the mapping field to use the fair value matrix.
Enable Stratification	Check the checkbox to enable only for stratification fields. Do not check the box for the six mandatory fair value RevPro fields.
Transaction Field Map	The ITEM_ID field is added as the stratification criteria for illustration. A company chooses stratification criteria based on business requirements.

- 4 Repeat steps 1 and 3 for each attribute (field) you want to map.
- 5 Click on the **Save** icon to save the FV Matrix.



A confirmation displays at the top of the page indicating that your matrix was created.

Setting up the Arrangement Dataset

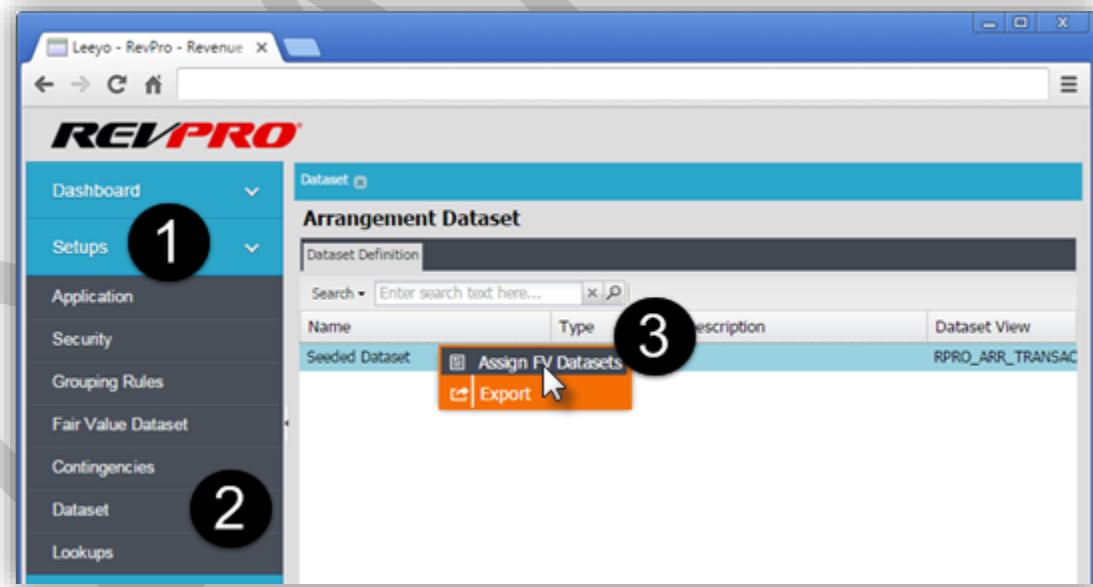
The system provides a seeded dataset. You, must, however:

1. Assign the fair value datasets/matrix.
2. Map the fair value stratification fields.

Step 1: Assign the Fair Value Datasets

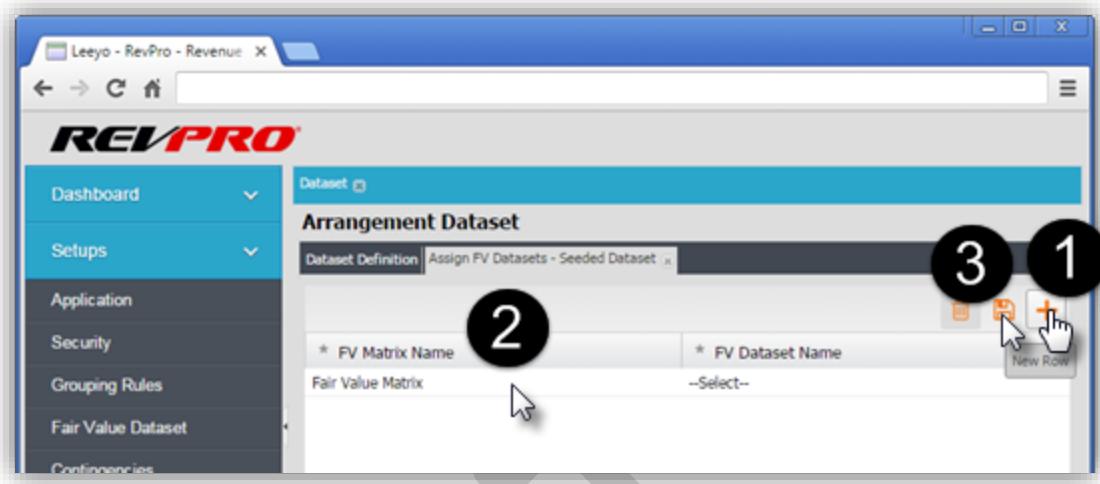
Assigning the fair value dataset and/or fair value matrix in the arrangement dataset enables RevPro to assign the fair value to transactions to perform allocations. Fair value can be assigned by the FV Matrix ID (user calculated) and/or by the FV Dataset (calculated by RevPro) depending upon your business needs.

1. To navigate to the **Dataset** tab, click **Setups** and then **Dataset**. Right mouse-click the **Seeded Dataset** to assign a fair value dataset.



The Assign FV Datasets – Seeded Dataset subtab displays.

2. Click the **New Row** icon field. Enter data into the fields as follows:



Field Name	Description
FV Matrix Name	Select a fair value name from the drop-down list.
OR	
FV Dataset Name	Select a fair value dataset from the drop-down list.
Enabled	Check the box to make the values enabled.

3. Click the **Save** icon.
4. Next add a stratification map. Right mouse-click the FV Matrix mapping and select **Stratification Map** from the pop-up window.



Field Name	Description
Stratification Map	Click on this icon to map the fair value stratification field to the transaction stratification field. Only stratification fields are allowed to be mapped. Refer to <i>Setting up the Fair Value Matrix</i> on page 82 for mandatory fields.

The FV Stratification Mapping window appears.

- Click the **New Row** icon. Map stratification fields as needed.

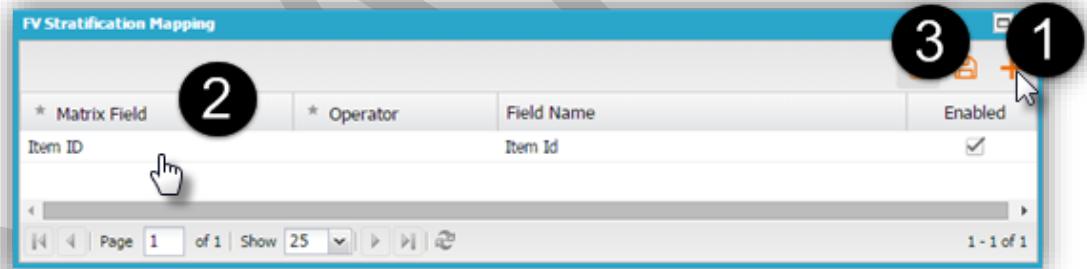


- Continue to *Step 4: Mapping the Fair Value Stratification Fields*.

Step 4: Mapping the Fair Value Stratification Fields

Note: It is recommended that you not change or edit these fields before consulting with the RevPro support team.

- Click on the **Add Row** button.



- Enter data into the fields as follows:

Field Name	Description
Matrix Field	This represents the fair value stratification field. The RevPro system displays the Group By (stratification) field from the Fair Value matrix or fair value dataset. From the drop-down list, select the required field (for example, Item Number).
Operator	From the drop-down list, select the required operator as required (for example, =).
RevPro Field Name	From the drop-down list, select the required field to be mapped against the Group By field (for example, Item Number).
Enabled	Enables the fair value stratification fields when checked.

- Repeat steps 1 and 2 to map other matrix fields as required.
- When you are finished mapping fields, click on the **Save** icon.

Selecting and Configuring the Carve-out Interface Dataset

This function is used to select the interface method and configure (map) the required Carve-out interface fields to RevPro fields. Refer to the *RevPro Technical Guide* for more information.

Setting up Accounting

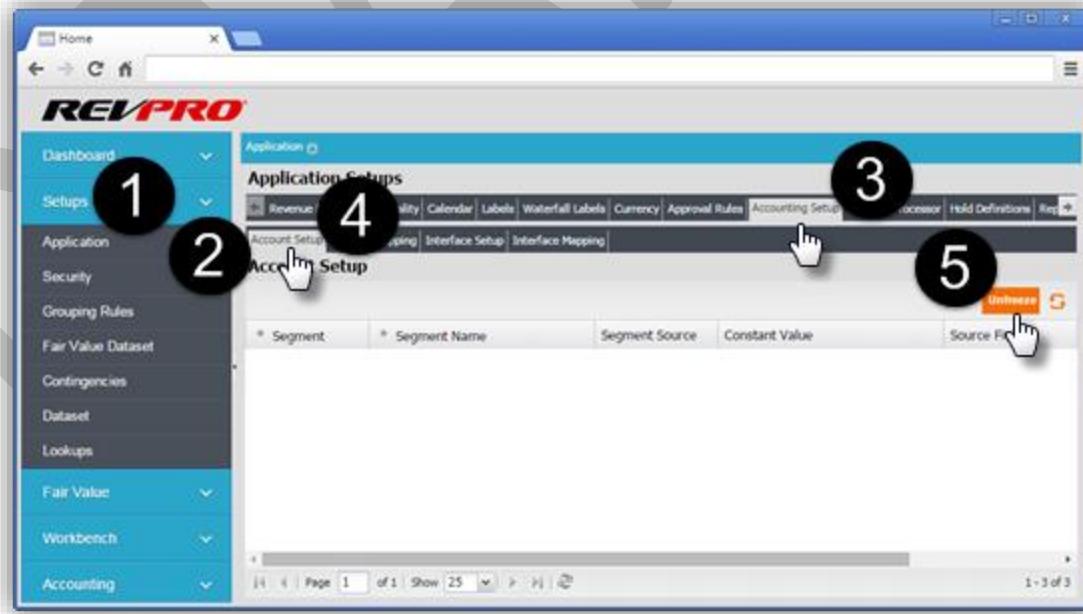
Setting up accounting involves:

- Defining your accounting segment to the RevPro accounting setup (tables)
- Mapping your accounting type to the source field to drive the value for your accounting segments

Mapping your Accounting Structure to the RevPro Setup

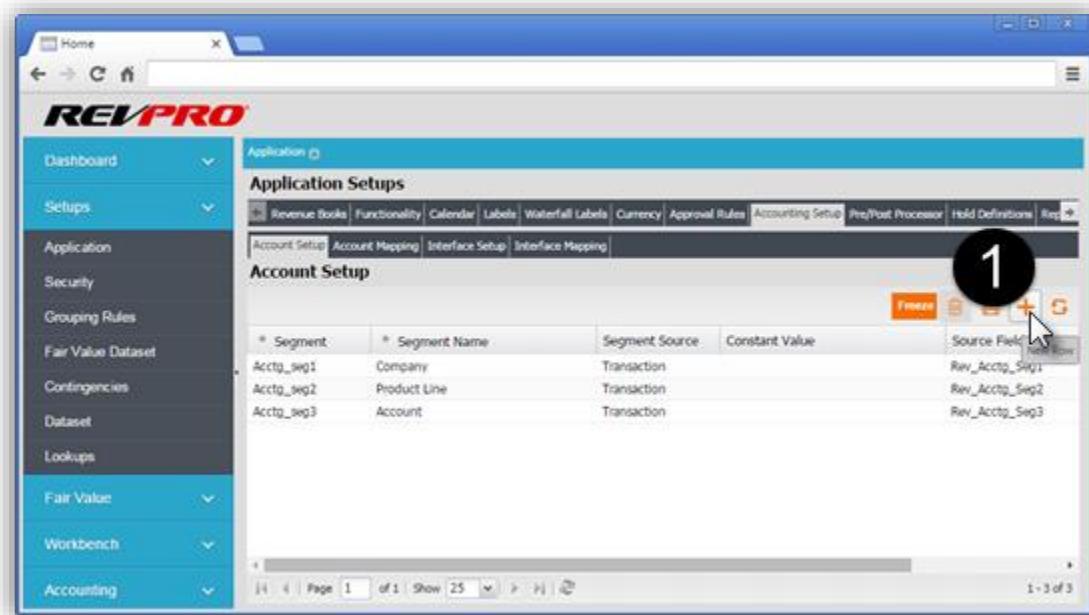
To map your accounting structure to the RevPro accounting setup:

1. From the main sidebar navigation menu select **Setups**, **Application**, and then the **Accounting Setup** tab. Next click the **Account Setup** to access the Accounting setup mapping window. Click **Unfreeze** to begin mapping.



The Accounting Setup window displays.

2. Then click **Add Row** button to add a new row.

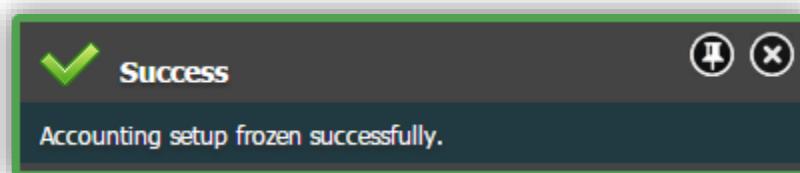


A blank row displays.

Enter values in the fields as follows:

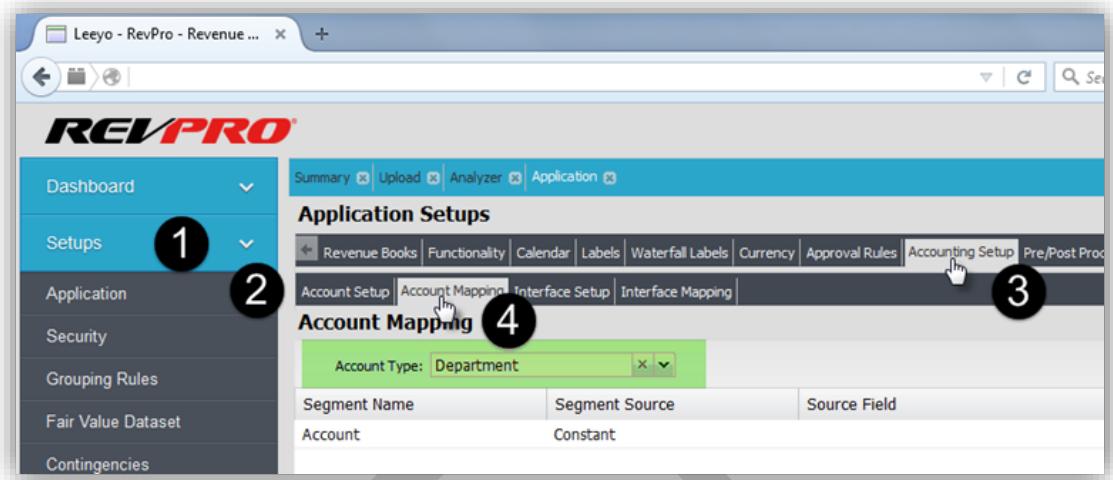
Field Name	Description
Segment	Select an accounting segment from the drop-down list.
Segment Name	A description or name of the segment.
Segment Source	Select Transaction if the accounting segment is populated at the line level. Select Constant if the accounting segment is populated one time by system.
Constant Value	For Constant source only, enter the accounting segment value.
Source Field	For Transaction source only, select accounting flexfields.
Enabled	Y = Enables the setup. N = Disables the setup.

- Click on the **Save** icon and then **Freeze** button. A confirmation message displays at the top right of the screen indicating that your change was made.



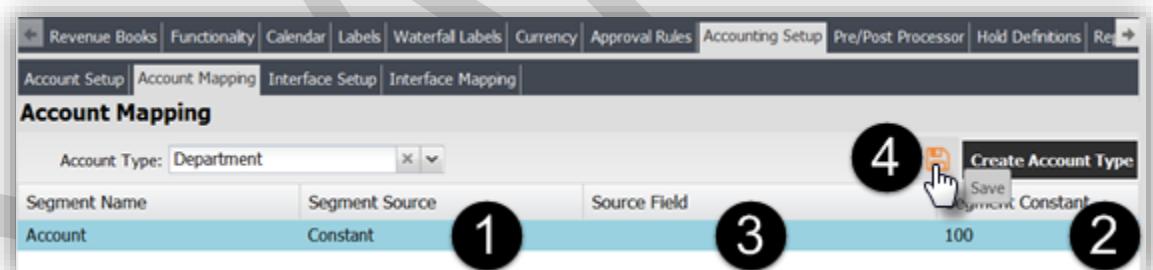
Mapping your Accounting Type to the Source Field

- From the **Setups** menu, select **Application**, then **Accounting Setup** and then select the **Account Mapping** function.



The Account Mapping window displays.

- From the **Account Type** drop-down list, select an accounting type.



- From the Segment **Source** drop-down list, select **Constant** or **Transaction**.
 - If you selected **Constant**, enter a value in the **Segment Constant** field.
 - If you selected **Transaction**, select a field name from the **Source Field** drop-down list.
- Click on the **Save** button.

Managing Revenue

RevPro's revenue management functionality enables you to manage the timing of revenue and COGS (cost of goods sold) releases. You can define events, set up contingencies, and assign rules to release deferred revenue and COGS. All transactions have revenue deferred until either the related contingency expires or you manually schedule revenue.

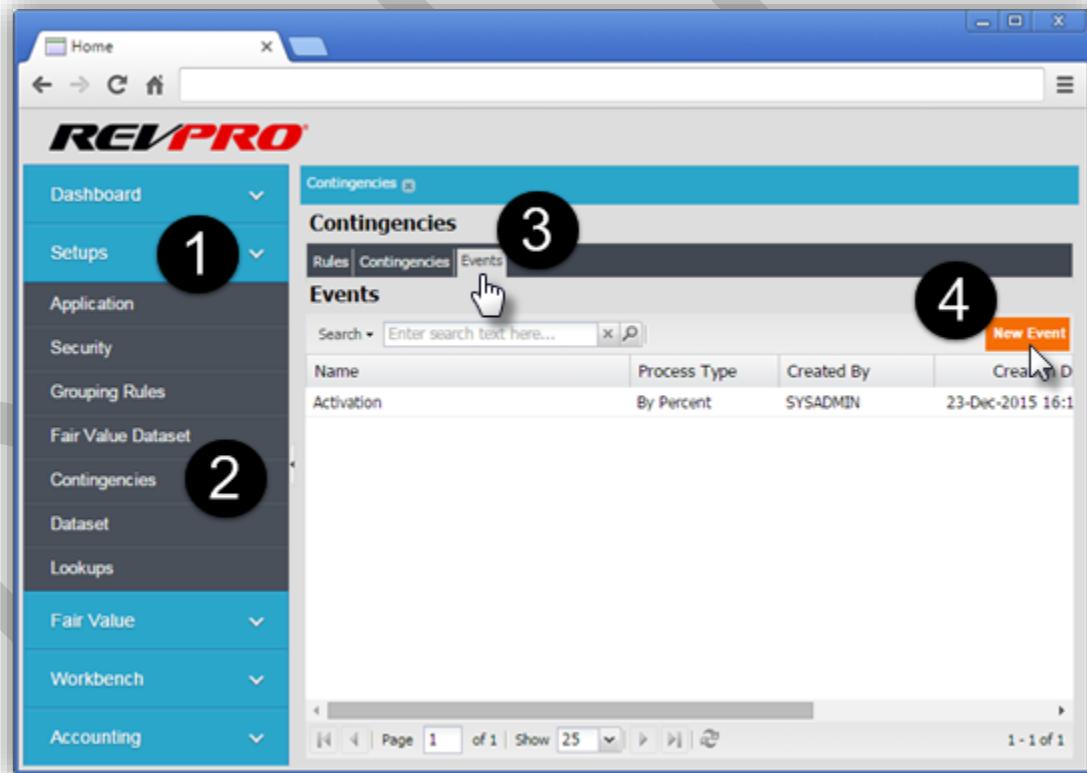
Defining Events

By using events-based revenue management, RevPro will automatically release revenue when an event occurs. Revenue is subsequently recognized depending upon certain events, such as customer acceptance, receipt of payments, or sell-through information.

The objective in this definition is to define the event as well as provide for a mechanism to define what columns from the event data need to be used to match to which columns in the arrangement transactions so that RevPro can then take the action to release the revenue proportionally on the matched invoice/arrangement transaction.

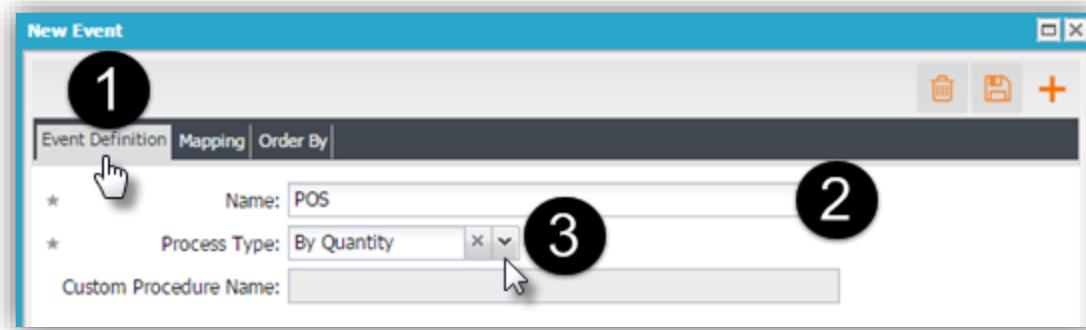
To define events:

1. From the main sidebar navigation menu select **Setups, Contingencies**, and then the **Events** tab. Next, click the **New Event** button.



The system displays the New Events window

2. Click the **Event Definition** tab. Enter event definition **Name** and select a **Process Type**.



Field Name	Description
Event Name	The name of the event, as required. For example: POS.
Process Type	Select the process type as required (By Quantity , By Absolute , or By Percent) from the drop-down list.
Custom Procedure Name	N/A. Designed for future use.

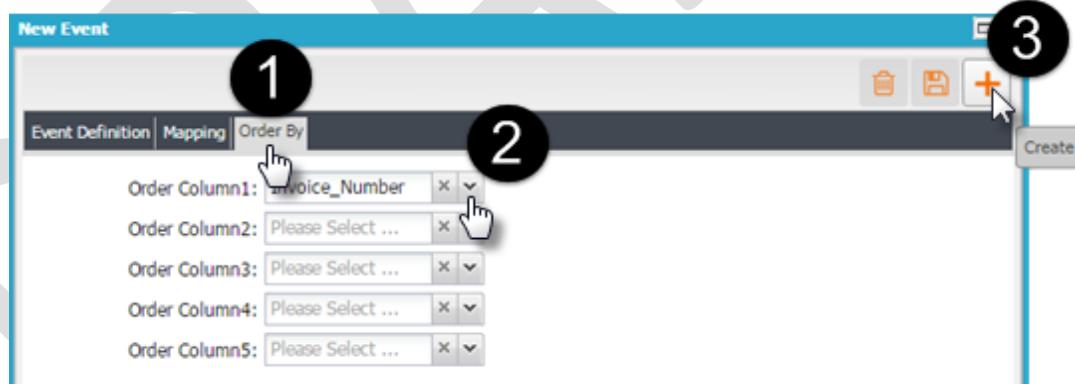
3. Click the **Mapping** tab. Map as many source column to event columns as needed.



Field Name	Description
Source Column(x)	Enables you to map source columns to event columns. This defines the relationship between the event data and the arrangement transaction so that RevPro can match the two and release the proportional revenue (based on event details) on the arrangement transaction. Select the field you want to map from the drop-down list. For example, in a training attendance register invoices created for registrants are deferred because the registrants have not yet attended the class. These invoice lines remain in RevPro as arrangement transactions and are deferred on an event-based contingency called "Training Attendance."

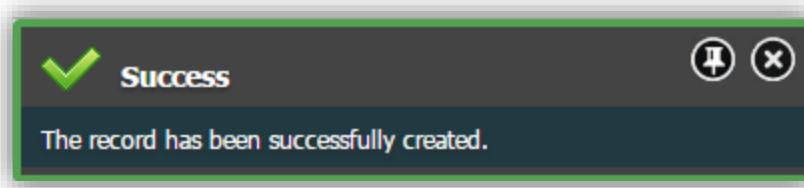
	<p>Once the registrant attends the class, RevPro must match the attendance event information to the arrangement transaction and take revenue on the invoice. To do this, RevPro must know on what columns it needs to relate the event data to the arrangement transaction. In our example, Invoice Number coming into the events data "attendance register" must be related to Invoice Number in the arrangement transaction. This is the mapping that needs to be done in this definition. Source Column denotes the column that need to be used to match to the Arrangement Transaction side.</p> <p>Source Column1 = Invoice Number</p> <p>Note: The lists of values are from the RPRO_ARR_TRANSACTIONS table. Refer to the <i>RevPro Technical Guide</i> for more information.</p>
Event Column(x)	<p>Event Column denotes the column on events data that is used to match to the associated Source Column. Select the field you want to map to the associated Source Column(x) from the drop-down list.</p> <p>For example:</p> <p>Event Column1 = Key_Attr1 (assuming that the Key_Attr1 column in the event data contains the invoice number).</p>

1. Click the **Order by** tab. Select order column(s) fields. The click the **Create** icon.



Field Name	Description
Order Column(x)	If the Source Column brings in more than one transaction, the Order Column will determine in which order the revenue is consumed (for example, Invoice Date).

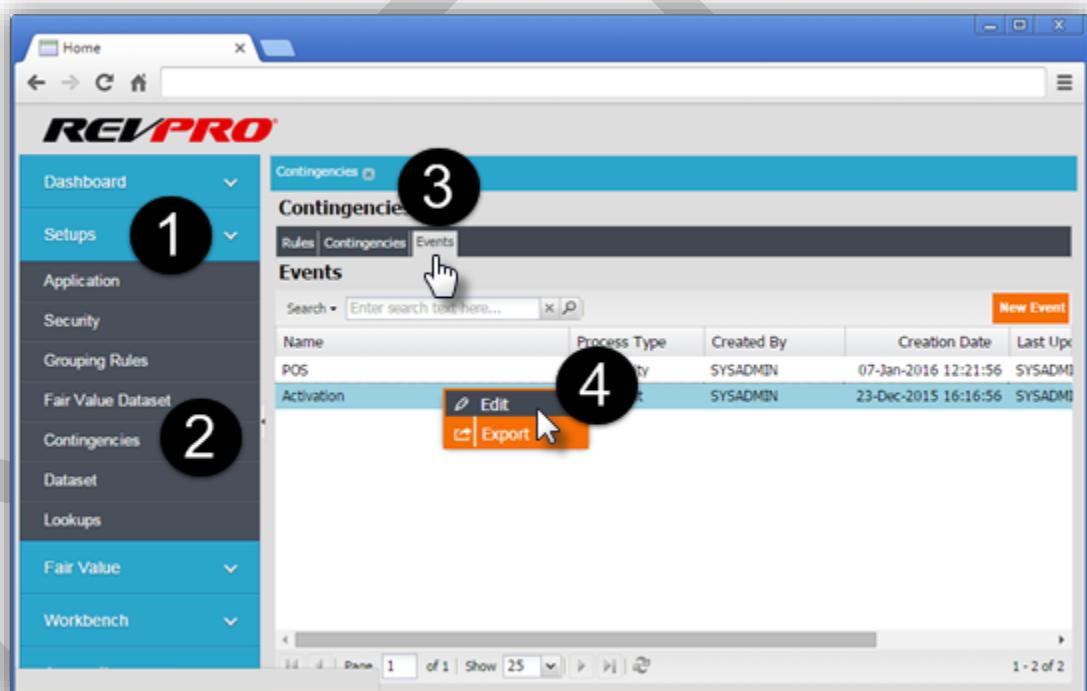
A confirmation message displays at the top right of the screen indicating that your change was made.



Editing Events

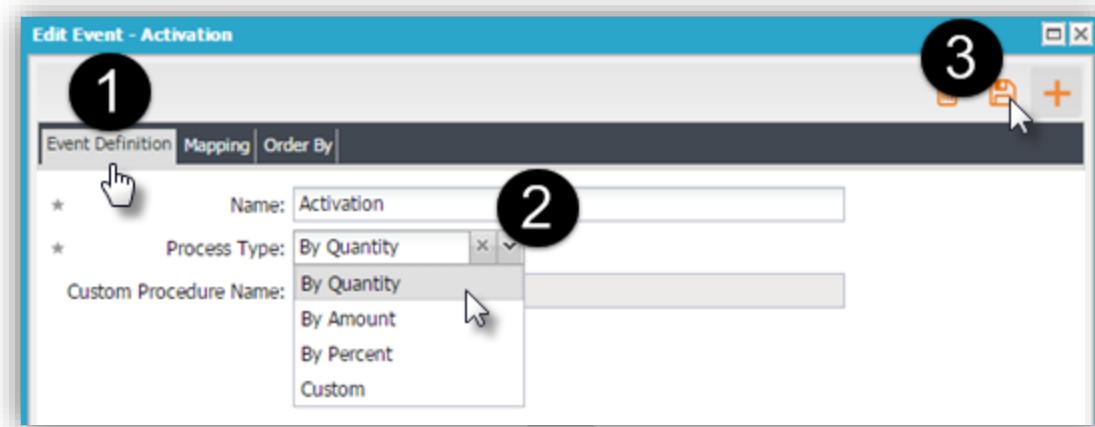
To edit an event:

1. From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Events** tab. Right mouse-click next to the event to access the pop-up menu. Click **Edit**.

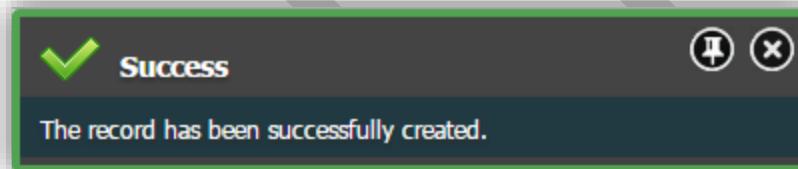


The system displays the **Event Edit** window.

2. Click a tab such as the **Edit Definition** tab. Make edits as needed (for example, change 'By Percent' to 'By Quantity'). Click the **Save** icon to save edit(s).



A confirmation message displays at the top right of the screen indicating that your change was made.



Deleting Events

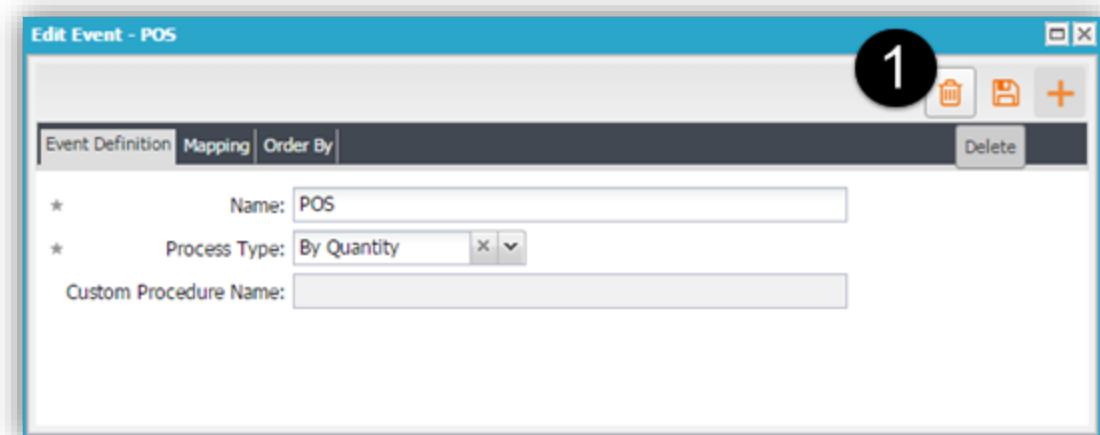
To delete an event:

1. From the main sidebar navigation menu select **Setups, Contingencies**, and then the **Events** tab. Right mouse-click next to the event to access the pop-up menu. Click **Edit**.

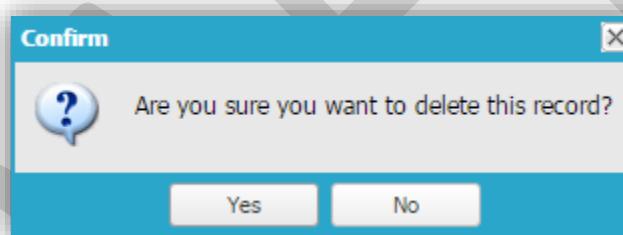


The system displays the **Event Edit** window.

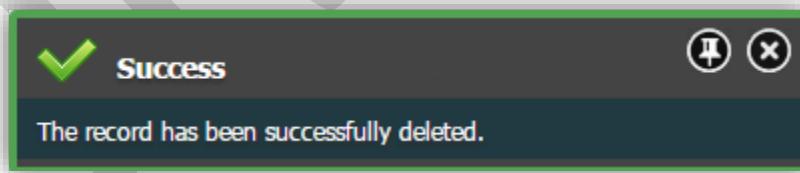
2. Click the **Delete** icon.



The system displays a confirmation dialog box.



1. Click on the **OK** button. A message displays at the top right of the screen indicating that your deletion was made.



Defining Contingencies

RevPro contingencies are used to manage the timing of revenue and define how much revenue is to be recognized. For each contingency that you define you can assign rules to control what contingencies are assigned to which customer invoices.

Note: Being a rule based automation solution, to release revenue automatically on transactions where no specific contingencies apply, RevPro uses an “Auto Release” contingency (which is a seeded contingency) that is

applied automatically to such transactions. The auto release contingency releases 100 percent of revenue immediately for any line imported into RevPro as 100 percent deferred.

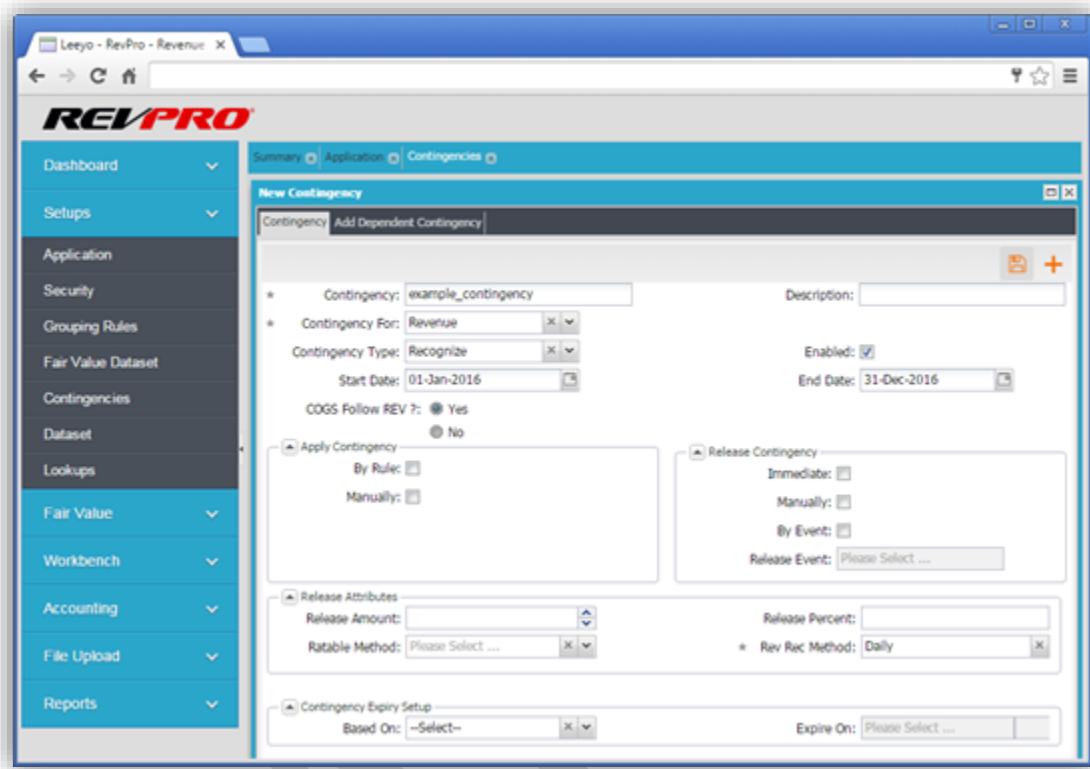
To define a contingency:

1. From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Contingencies** tab. Next, click the **New Contingency** button.



The Contingencies window displays, which lists all defined contingencies.

2. The system displays the **New Contingency** window.



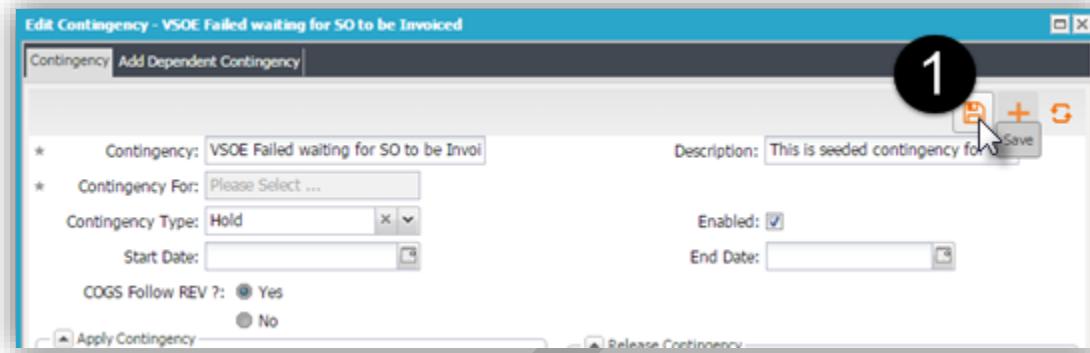
Enter data in the fields as follows:

Field Name	Description
Contingency	The name of the contingency, as required
Description	The description of the contingency.
Contingency For	Select Recognize , Deferral , or Hold from the drop-down list where: <ul style="list-style-type: none"> • Recognize will recognize the revenue or COGS depending upon the type selected. • Deferral will defer the transaction depending upon the requirement. • Hold will hold the transaction until the rule is expires.
Contingency Type	Select Rev (Revenue) from the drop-down list.
Enabled	Click the checkbox to enable the contingency. Only enabled contingencies can be applied automatically or manually to transactions.
Start Date	Select the start date of the contingency.
End Date	Select the end date of the contingency.
COGS Follow Rev ?	Click on a radio button where: <ul style="list-style-type: none"> • Yes indicates you want the same release amount/percent for the COGS to be recognized.

	<ul style="list-style-type: none"> • No indicates the COGS revenue schedule is different than revenue.
Commission Follow REV	Click on a radio button where: <ul style="list-style-type: none"> • Yes indicates you want commission schedules to follow revenue schedules. • No indicates you want commission schedules not to follow revenue schedules. In this case, commission revenue will have its own scheduled start and end date.
Apply Contingency	By Rule Check to enable application of the contingency by rule. Manually Check to enable manual application of the contingency.
Release Contingency	Immediate Check to enable immediate release of contingency. Manually Check to enable manual release of contingency. By Event Check to enable release of contingency by event.
Release Amount	The absolute value of revenue to be released. You can enter either the release amount or release percent. Do not enter the value if the contingency is an event-based.
Release Percent	The value of revenue to be released in percent. You can enter either the release amount or release percent. Do not enter the value if the contingency is an event-based.
Ratable Method	Choose a ratable method of revenue release.
Rev Rec Method	Revenue recognized. Select Daily or Partial Monthly .
Based on	Choose an appropriate referenceable date.
Expire On	Or choose an Expire On date.

5. For example, in the **Apply Contingency** area, select how you want to apply the contingency, where:
 - a. **By Rule** = RevPro applies the contingency automatically to transactions.
 - b. **Manually** = You want to apply the contingency manually.
6. In the Release Contingency area, select a release contingency, where:
 - a. **Immediate** = RevPro releases the contingency immediately.
 - b. **Manually** = You want to release the contingency manually.
 - c. **By Event** = You want to release contingency by events. (In this case, the system automatically disables the Immediate and Manual releases.)

7. Click on the **Save** button.



Defining Dependent Contingencies

You define a dependent contingency if you want to apply a hold on the original “parent” contingency. For example, an Awaiting Delivery contingency was applied on the HW, line 1 of an arrangement. Line 2 is a PS line. Revenue cannot be released on line 1 until PS is delivered. So, you must define a dependent contingency for the PS line and apply it to Line 1, which will hold Line 1 from being recognized.

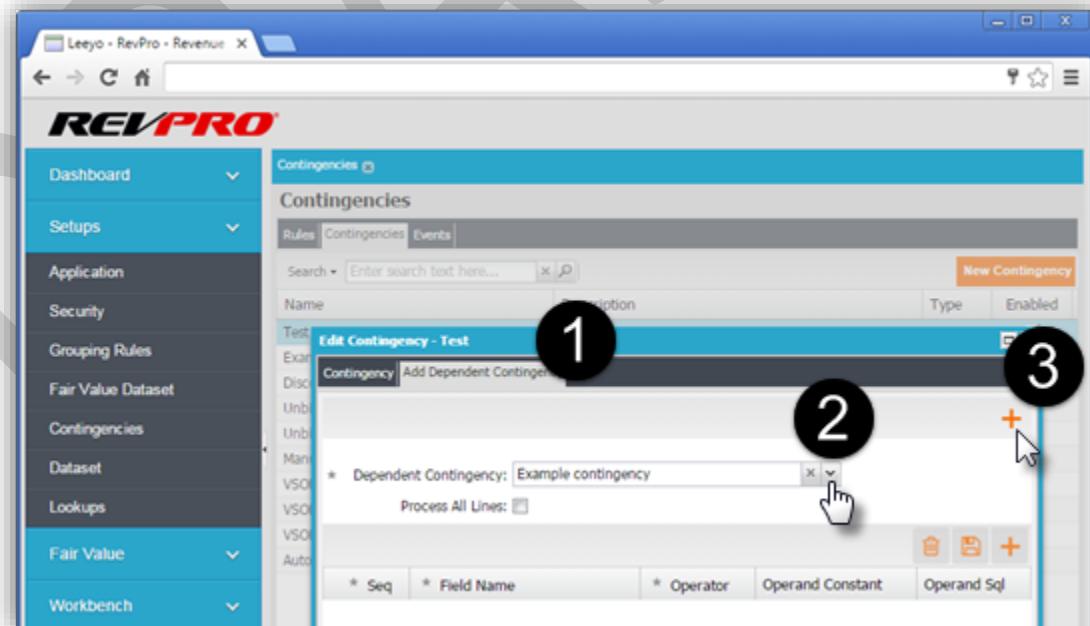
You can assign any number of dependent contingencies on the parent contingency; however, a dependent contingency cannot have other dependent contingencies applied to it.

To define a dependent contingency:

1. From the main sidebar navigation menu select **Setups, Contingencies**, and then the **Contingencies tab**. Next, right mouse-click an existing contingency to which you would like to add a dependent contingency and select **Edit** from pop-up menu.



- In the **Edit Contingency** window select the **Add Dependent Contingency** tab. Next select the desired **Dependent Contingency**. Click the **Create** button.



Enter data into the fields as follows:

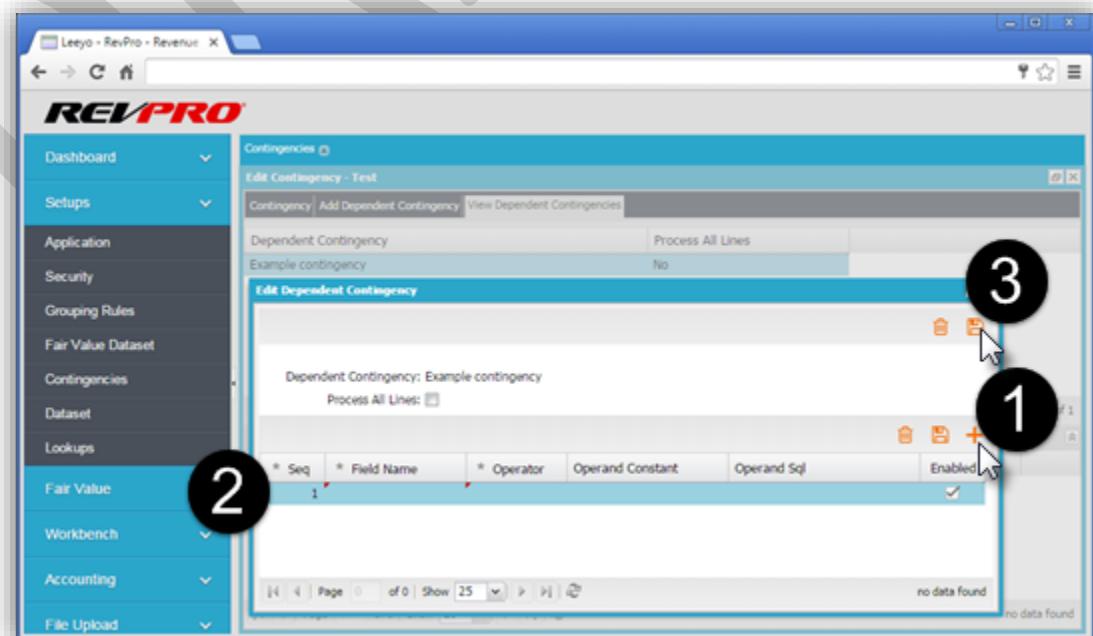
Field Name	Description
Dependent Contingency	Select the contingency, as required, from the drop-down list.

Process All Lines	Check the Process All Lines checkbox if you want the dependent contingency to apply on all the lines (new and old) of an arrangement. Keep it unchecked if you want to apply the contingency for only new lines in an arrangement.
--------------------------	--

3. Right mouse-click the Dependent Contingency and select **Edit** from the pop-up menu to edit the dependent contingency criteria.



4. Click the **New Row** icon. Edit the Dependent Contingency as needed and click the **Save** icon.



Fields are defined as follows:

Field Name	Description
Process All Lines	Displays Yes if the contingency is applied to all lines or No if it applies to only new lines in an arrangement.
Seq	Enter a unique sequence number.
Field Name	
Operator	
Operand Constant	From the drop-down list, select the operator.
Operand Sql	
Enabled	Check to enable.

5. Add as many as dependent contingencies as required by repeating the above steps.
6. Click on the **Close** button.

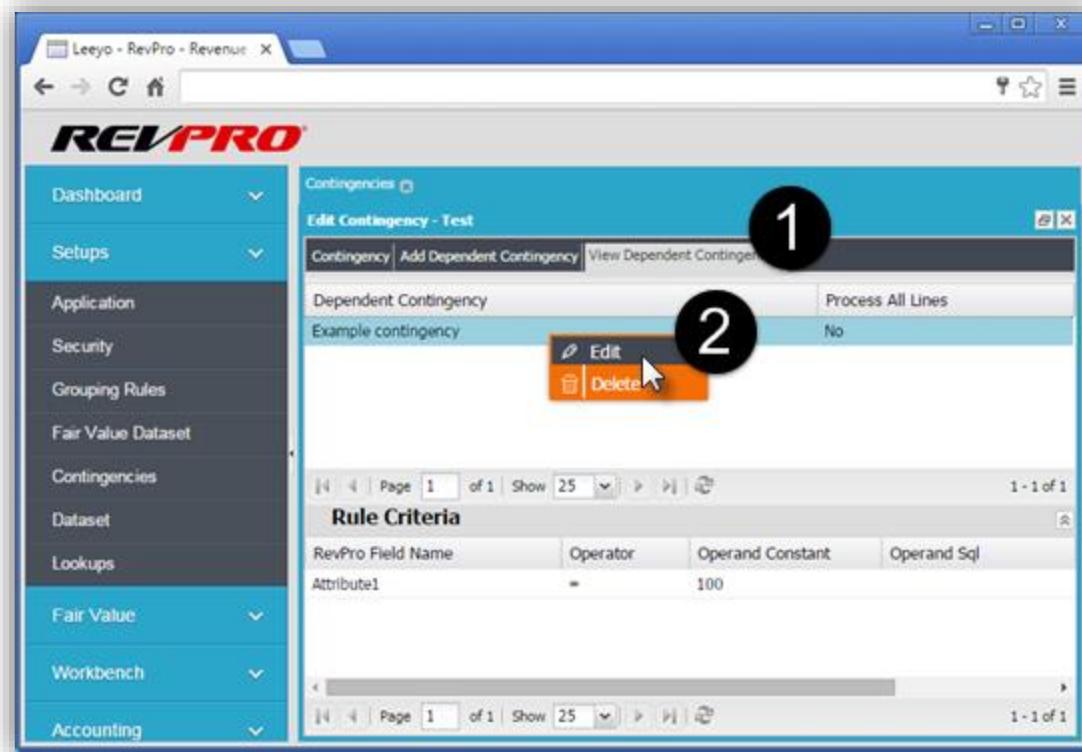
Editing a Dependent Contingency

To edit a dependent contingency:

1. From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Contingencies** tab. Next, right mouse-click an existing contingency with an existing dependent contingency and select **Edit** from pop-up menu.

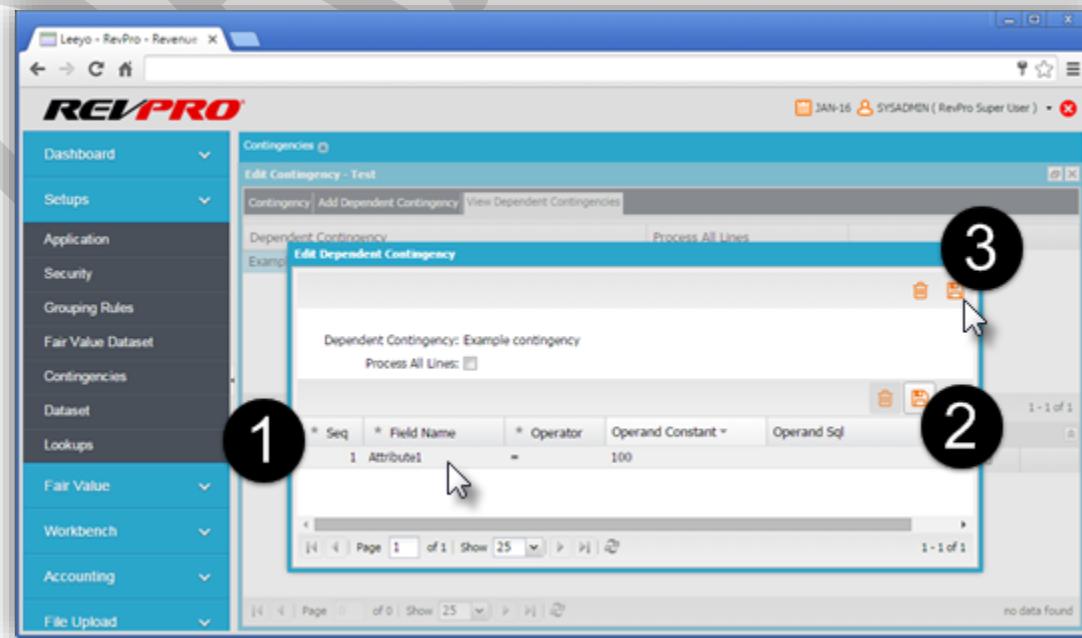


- Click on the **View Dependent Contingency** tab. Right mouse-click the dependent contingency to edit and select **Edit** from the pop-up menu.

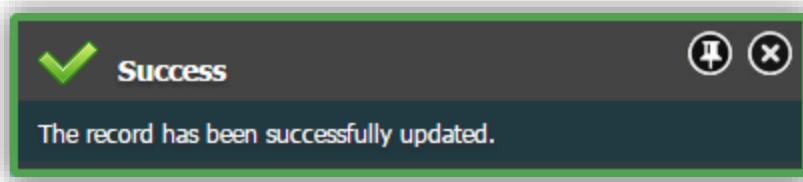


The system displays the Edit Dependent Contingency window.

- Edit the dependent contingency fields as needed and click the **Save** icons.



A confirmation message is displayed.



- Click on the **Close** button to exit the window.

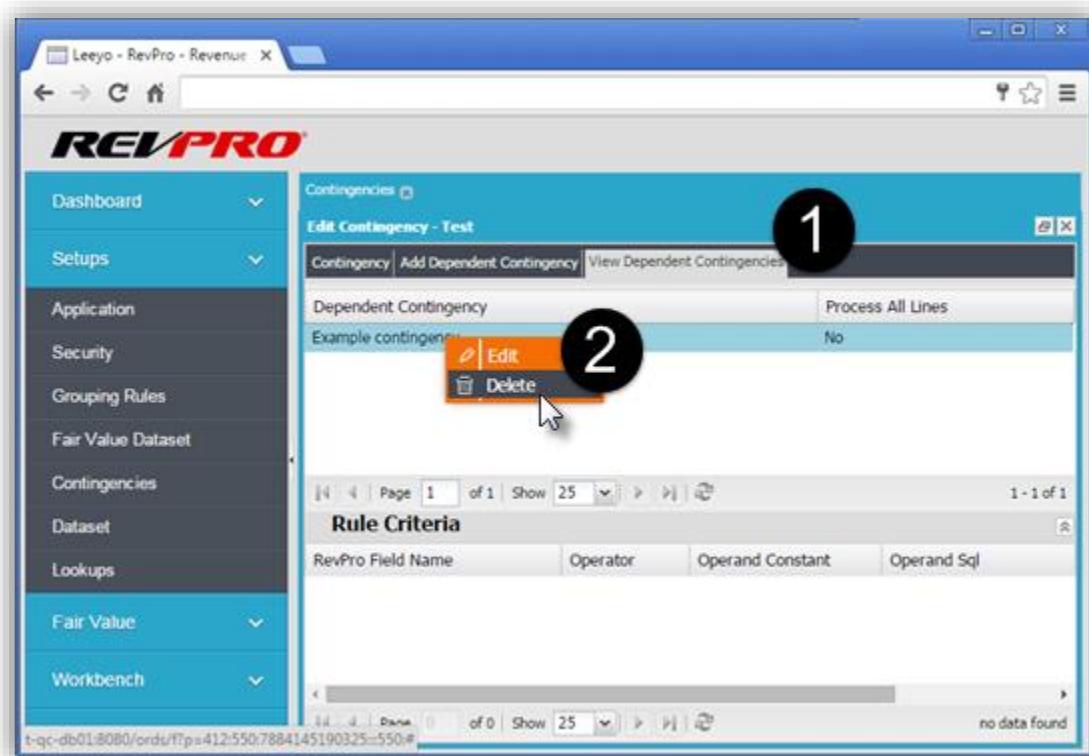
Deleting a Dependent Contingency

To delete a dependent contingency:

- From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Contingencies** tab. Next, right mouse-click an existing contingency with an existing dependent contingency and select **Edit** from pop-up menu.



Right mouse-click the dependent contingency and select **Delete** from the pop-menu.



Defining Rules

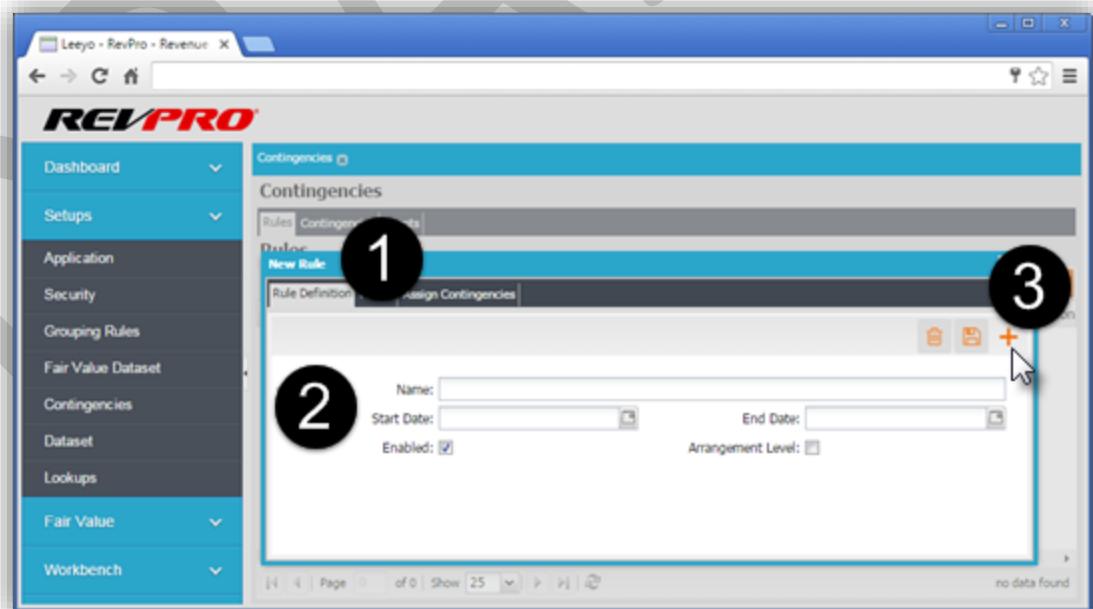
As a rule based automation solution, RevPro provides the flexibility to automate the application of contingencies to the eligible transaction that meets specific eligibility criteria. The eligibility criteria are the rules for the contingencies. For each rule you define, you can have more than one criterion. If the rule's stated criteria are matched, then RevPro assigns the contingency that you select.

To define rules:

1. From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Rules** tab. Next, click the **New Rule** button.



- In the New Rule window, click the **Rule Definition** tab. Enter the details of the rule and then click the **Create** icon to save the rule.



Enter data into the fields as follows:

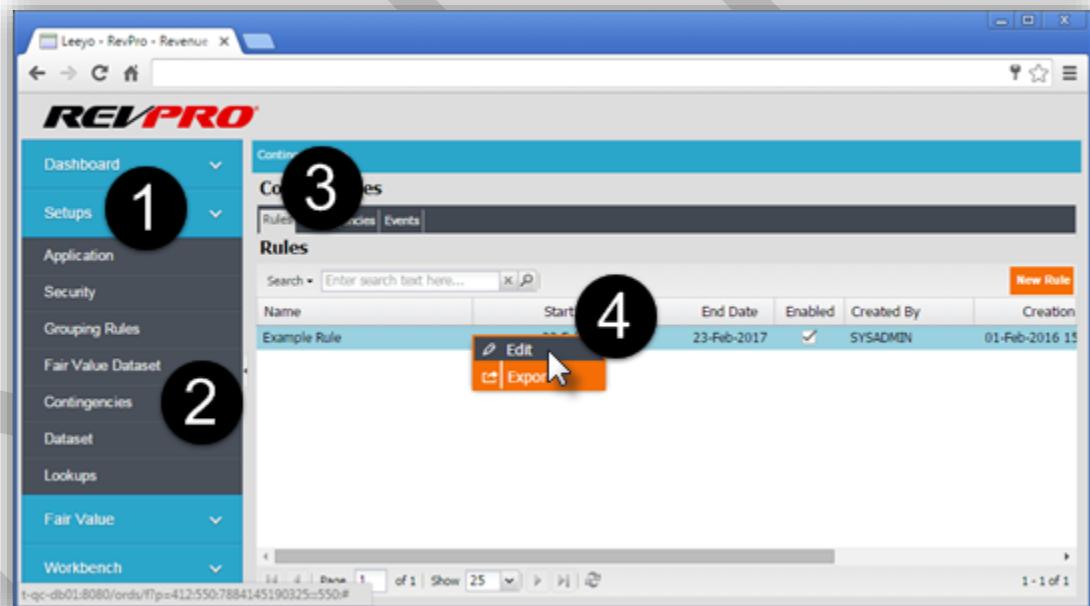
Field Name	Description
Name	The name of the rule.
Start Date	Select the start date of the contingency rule using the calendar icon.

Rule End Date	Select the end date of the rule using the calendar (or leave this field blank).
Enabled	By default, the Enabled box is checked. Y = Enables you to enable the rule or eligibility criteria. Only enabled rules can be assigned to contingencies. N = Prevents from assigning the rule.
Arrangement Level	Check this box if the contingency should apply to all the lines in an arrangement.

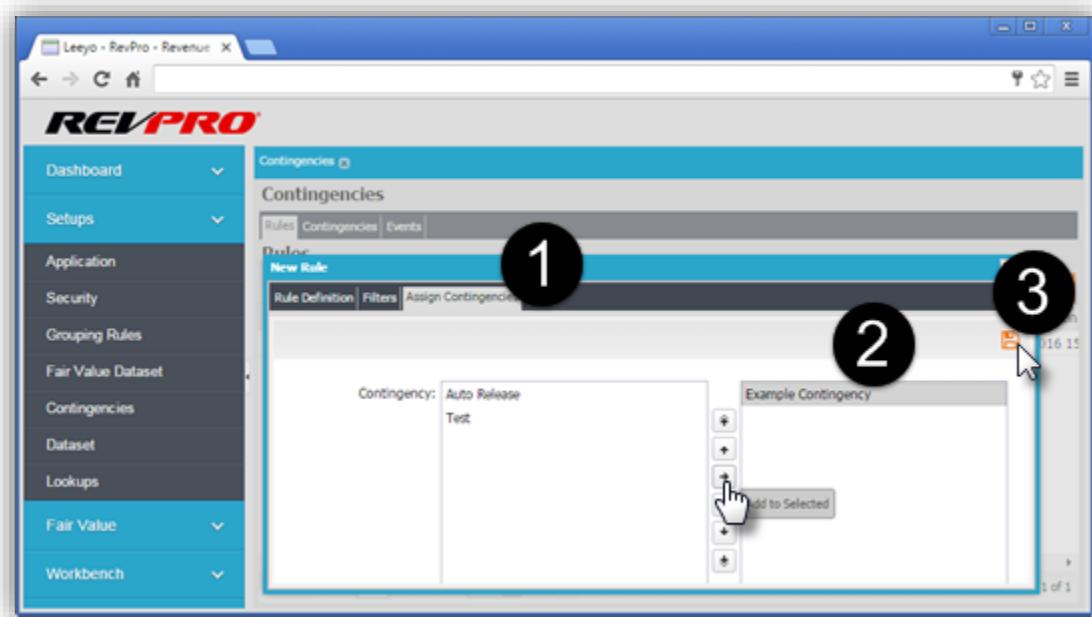
Assigning a Contingency to a Rule

To assign a contingency to a rule:

1. From the main sidebar navigation menu select **Setups**, **Contingencies**, and then the **Rules** tab. Next, right mouse-click an existing rule and select **Edit** from the pop-up menu.

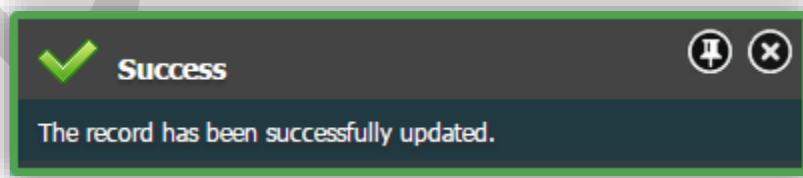


1. Click the **Assign Contingencies** tab. Choose contingencies to assign. Click the **Save** icon.



Field Name	Field Description/Value
	Moves the highlighted value to the top of the row.
	Moves the highlighted value to up one row.
	Moves the highlighted value from the left box to the right box.
	Moves the highlighted value from the right box to the left box
	Moves the highlighted value to down one row.
	Moves the highlighted value to the bottom of the row.

A Success message appears



Setting up Templates

The Templates setup menu enables you to:

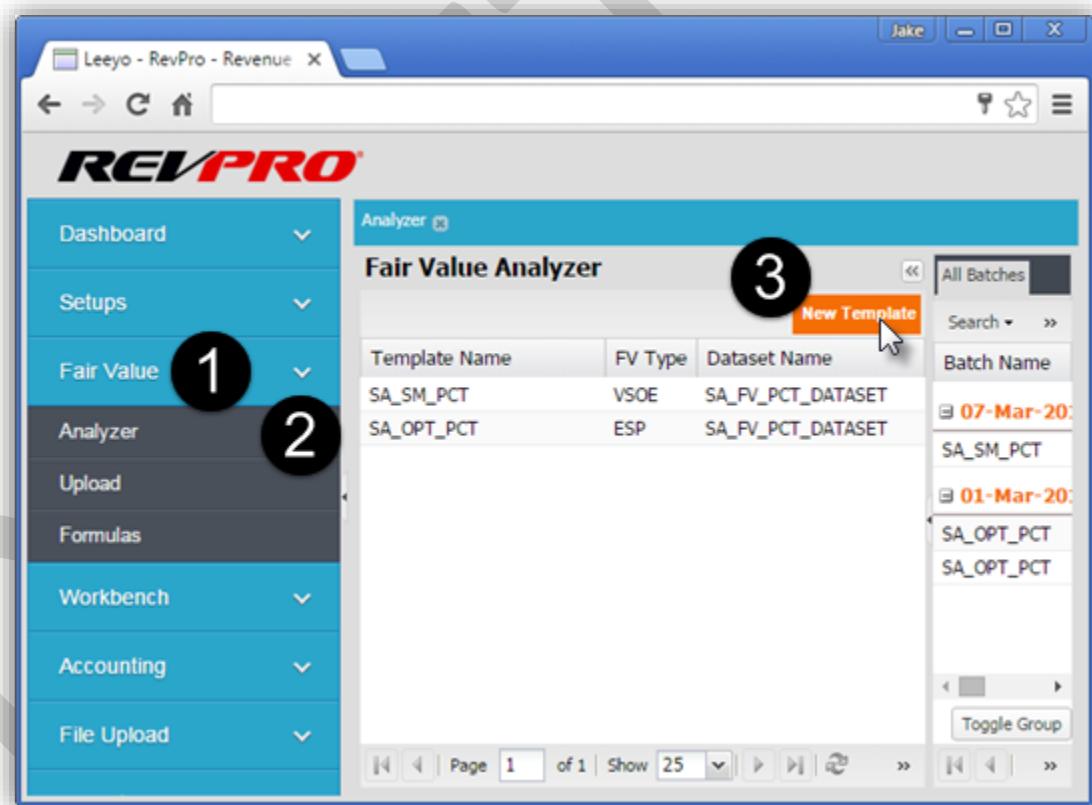
- Set up an fair value template

- Set up a custom user interface template
- Create template schedules

Setting up a Fair Value Template

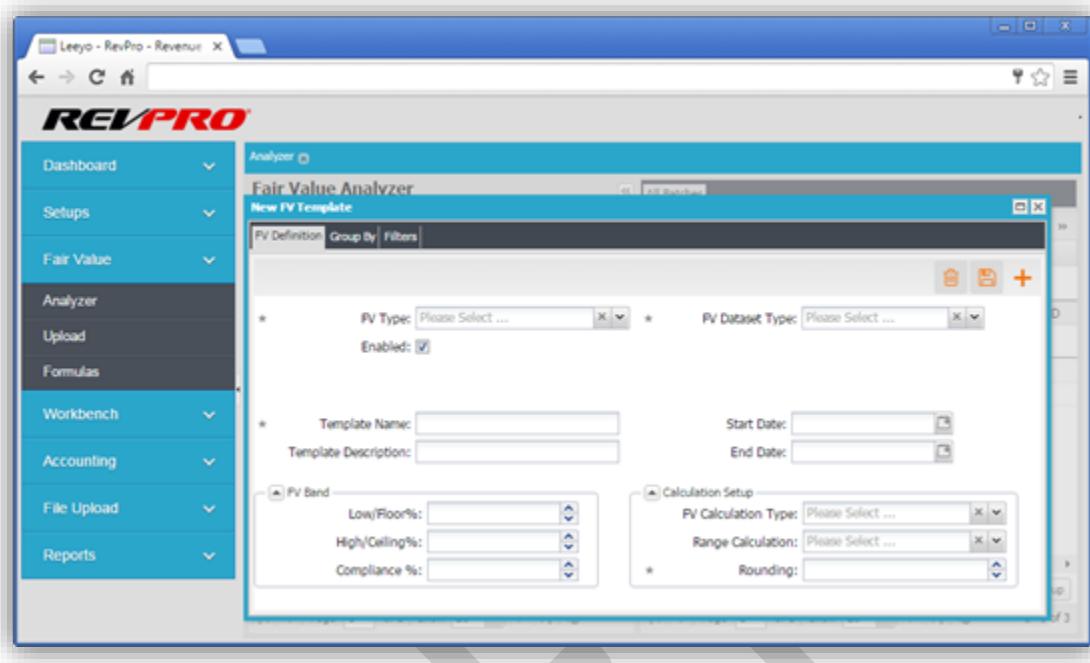
You set up a template for each fair value type. By using a template, values are automatically populated for all the fields. To set up a fair value template:

1. From the **Menu List, Select Fair Value** select **Templates**, and then select **Fair Value** and then select Analyzer. Then click on the **Create** button New Template Button.
- 2.



The system displays a Fair Value Analyzer Screen a FV Template window.

The New FV Template window displays.



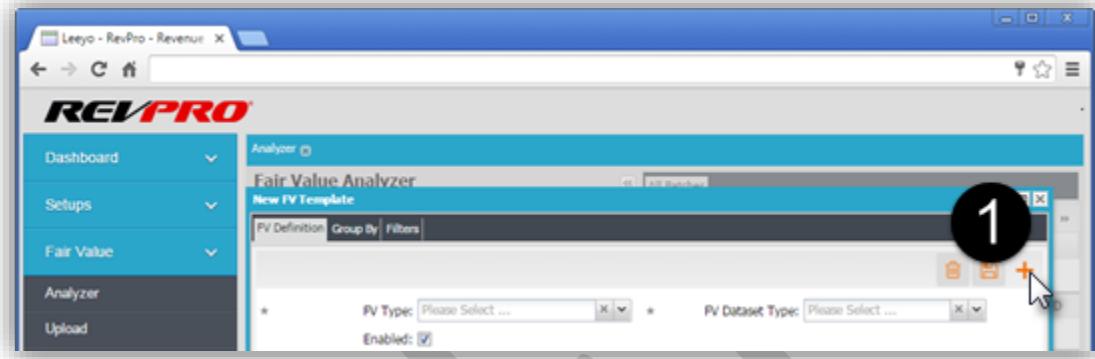
3. Enter data into the fields as follows:

Field Name	Field Description/Value
FV Type	From the drop-down list, select the fair value type (VSOE TPE, or ESP).
FV Dataset Type	From the drop-down list, select the appropriate dataset name provided by your IT administrator.
Enabled	Check this checkbox to enable the template in the system.
Template Name	The name of the template.
Start Date	The earliest transaction date applied at the transaction (allocation) level.
Template Description	A text description of the template.
End Date	The latest transaction date applied at the transaction (allocation) level.
FV Band Low/Floor %:	Enter a value as per the business requirement.
FV Band High/Ceiling %:	Enter a value as per the business requirement.
FV Band Compliance %	This field is used for VSOE only. The percentage used to make sure transactions in a particular stratification fall within the calculated VSOE range.
Calculation Setup FV Calculation Type	From the drop-down list, select Simple Median or BESP optimizer. BESP optimizer is the calculation type used for BESP.

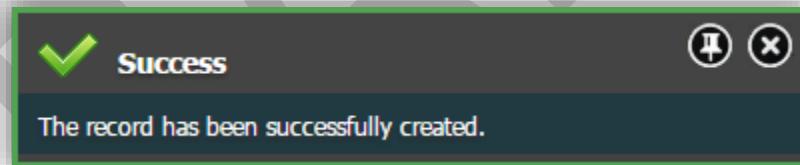
Calculation Setup	For future development.
Range Calculation	

Calculation Setup	Select the values to round the decimals.
Rounding	

4. Click on the **Create** Icon.

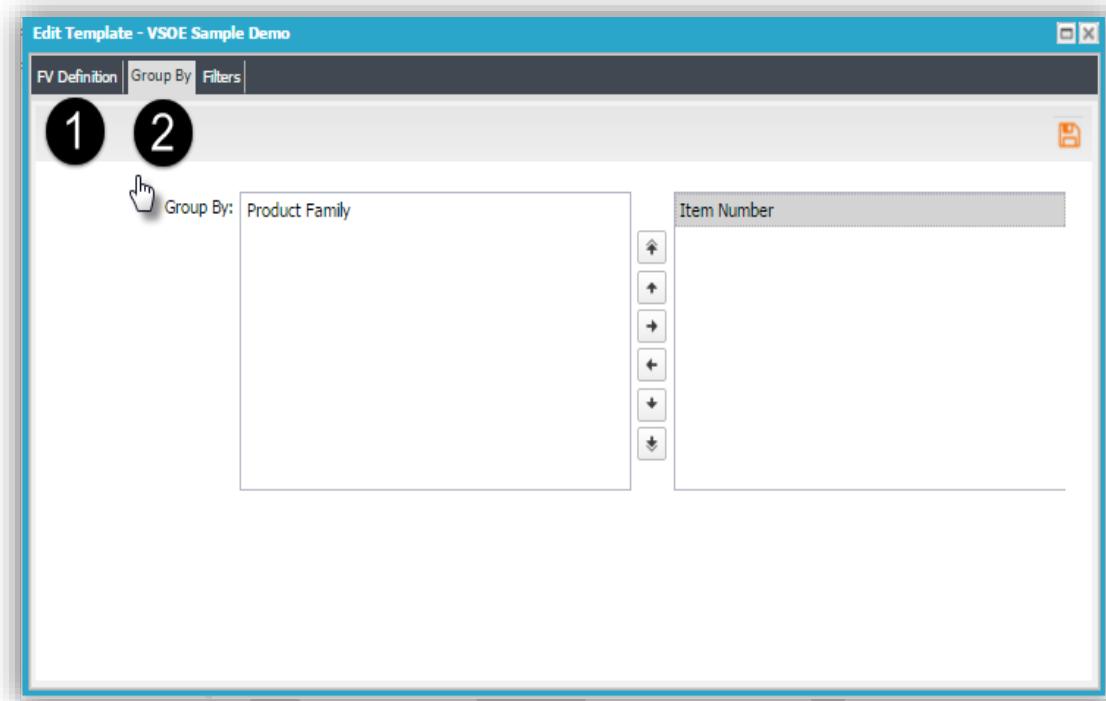


If the template was created successfully, a notification message indicates this at the top right of the window-Record has been Successfully Created

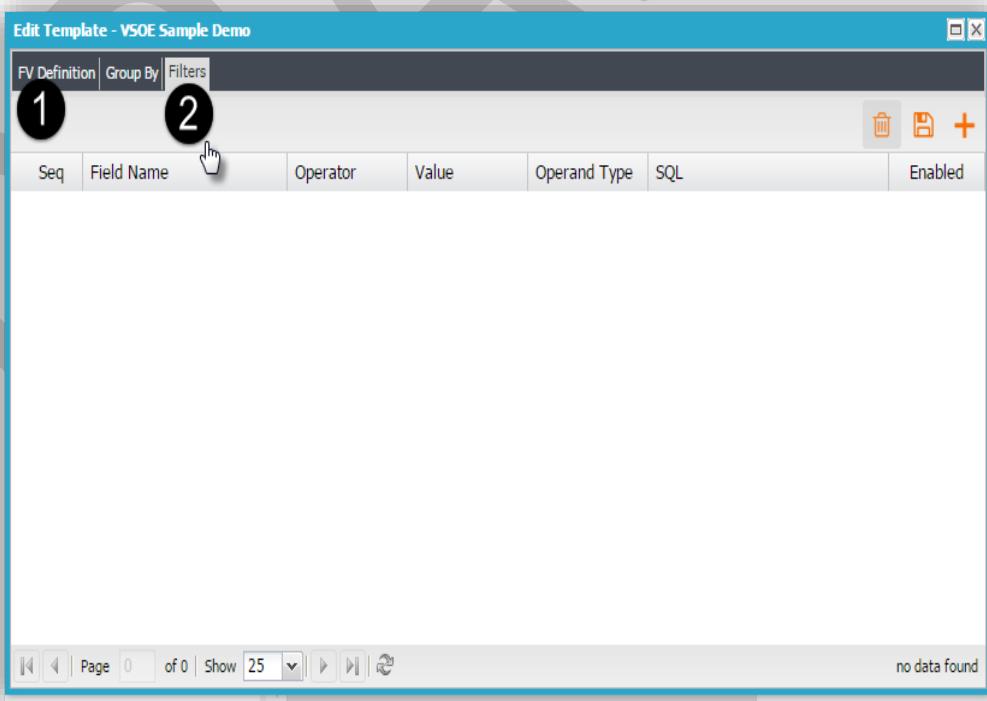


The system displays the Group by.

5. Click on the Group by Tab to Add to select **Group By** criteria.



6. Navigate to Filters Tab to Enter the Criteria Enter information in the fields as follows:



Field Name	Description
------------	-------------

Seq	The sequential order for each row.
Field Name	Select a RevPro field name from the drop-down list.
Operator	Select an operator from the drop-down list.
Operand Type	Select Constant from the drop-down list.
Value	Enter the value for the selected field name (or you can enter this at the time of the batch creation).
Active	Select Y from the drop-down list to keep the row active.

7. To enter additional criteria, repeat steps 5 and 6.

The screenshot shows a software interface titled "Edit Template - VSOE Sample Demo". At the top, there are three tabs: "FV Definition", "Group By", and "Filters". Below the tabs is a toolbar with icons for delete, save, and add. The main area is a grid table with the following columns: Seq, Field Name, Operator, Value, Operand Type, SQL, and Enabled. There are two rows of data:

Seq	Field Name	Operator	Value	Operand Type	SQL	Enabled
2	Ext Sell Price	>	100	Constant		<input checked="" type="checkbox"/>
1	Item Number	=	'Andriod1'	Constant		<input checked="" type="checkbox"/>

At the bottom of the grid, there are navigation buttons for pages and a message "no data found".

8. When you are finished adding criteria, click on the **Apply** button. The system displays a message at the top center of the window indicating the changes made.

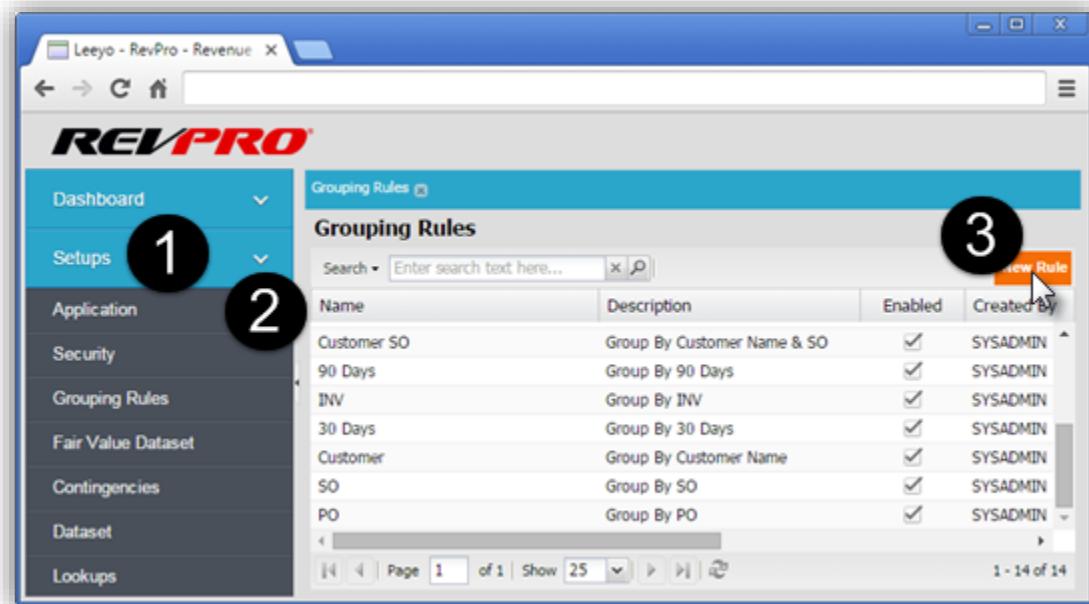
Setting up a Grouping Rule

You set up a grouping rule to define the data source, grouping fields, and fair value hierarchy. You can also define criteria for data extraction filters. By using a template, values are automatically populated for all the fields. Setting up an arrangement template entails:

1. Creating the grouping rule.
2. Specifying criteria.
3. Assigning a fair value hierarchy.

Step 1: Create the Grouping Rule

- From the main sidebar navigation menu select **Setups** and then the **Application**. Next, mouse-click the **New Rule** button.



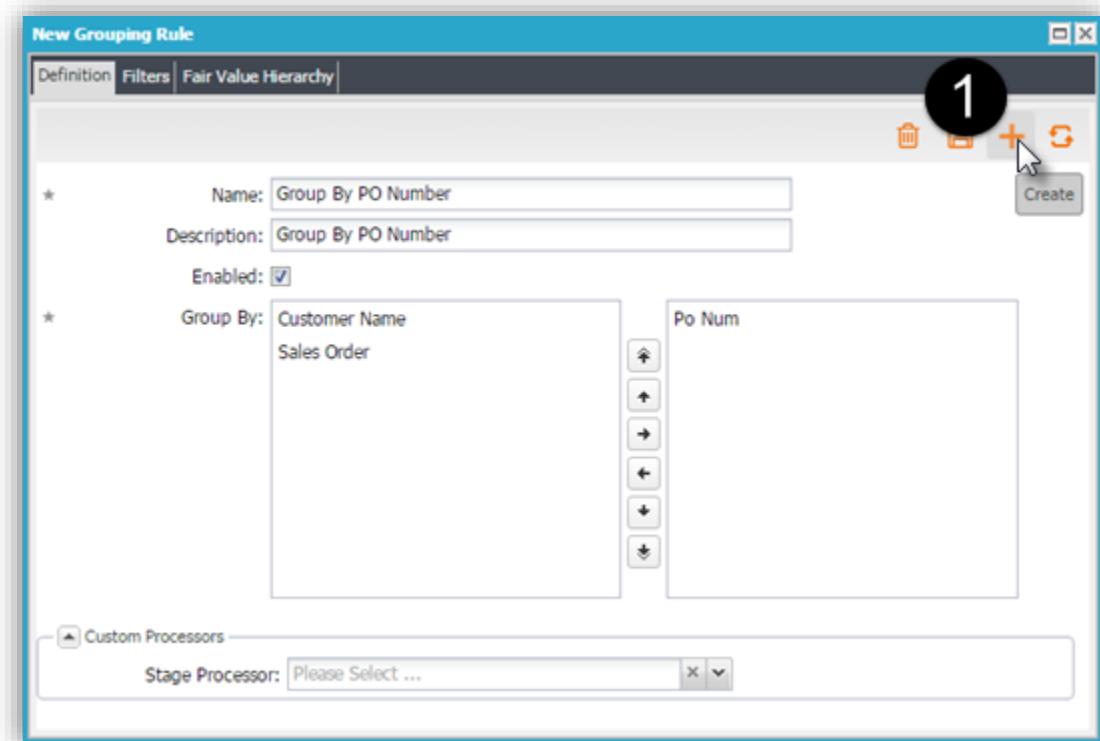
The system displays the New Grouping Rule window.

- Enter data into the fields as follows:

Name:	Customer SO
Description:	
Enabled:	<input checked="" type="checkbox"/>
Group By:	Customer Name Sales Order Po Num
<input type="button" value="↑"/> <input type="button" value="↑"/> <input type="button" value="→"/> <input type="button" value="←"/> <input type="button" value="↓"/> <input type="button" value="↓"/>	
Custom Processors Stage Processor: Please Select ...	

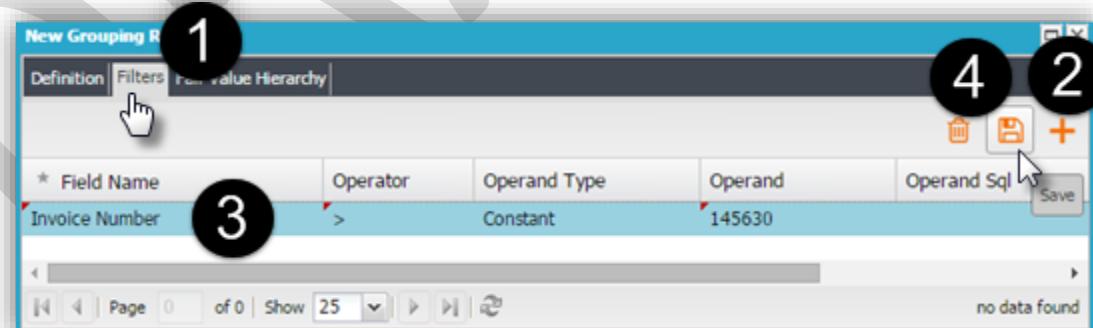
Field Name	Field Description/Value
Name	The name of the grouping rule.
Description	A text description of the grouping rule.
Enabled	Check the checkbox to enable this grouping rule in the system.
Stage Processor	From the drop-down list, select the stage processor, if used.
Group By	<p>Specifies linking of transactions into arrangements. The left box contains all available data fields for the selected dataset. Move those to include in the template to the right box.</p> <p>For example, if arrangements are grouped by PO number, select the PO number from the left box and move it to the right box.</p> <p>Use the navigation icons to move the values between boxes. See the Group By Field Navigation Icons explanation below.</p>
	Moves the highlighted value to the top of the row.
	Moves the highlighted value up one row.
	Moves the highlighted value from the left box to the right box.
	Moves the highlighted value from the right box to the left box
	Moves the highlighted value down one row.
	Moves the highlighted value to the bottom of the row.

2. Click on the **Create** icon.



Step 2: Specify Filters

1. Click on the **Filters** tab. Next click **Add Row** button to add a blank row. This enables you to specify filter criteria based on how your organization wants to filter data.



2. Enter data in the fields as follows:

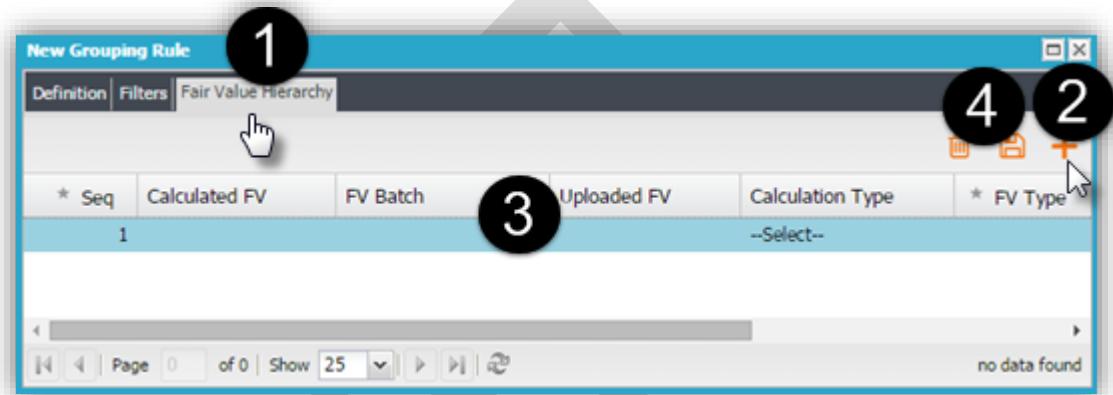
Field Name	Field Description/Value
Field Name	From the drop-down list, select a field name.
Operator	From the drop-down list, select the operator.
Operand Type	From the drop-down list, select the operator type.
Operand	Enter the operand.

Operand Sql	Leave this field blank.
Enabled	Check to enable.

3. Add rows and repeat as needed.
4. Click on the **Save** icon to save your filter criteria.

Step 3: Assign a Fair Value Hierarchy

1. Click on the **Fair Value Hierarchy** tab. The FV Assignment window displays, which you use to assign fair values to the template.



2. Click on the **Add Row** icon. A blank row displays.
3. Enter data in the fields as follows:

Field Name	Field Description/Value
Seq	The hierarchy. Be sure to assign in same order in which fair values are assigned.
Calculated FV	Select the appropriate calculated FV from the drop-down list.
FV Batch	Select the appropriate batch from the drop-down list.
Uploaded FV	Select the appropriate uploaded FV from the drop-down list. Uploaded FV is used when calculating VSOE outside of RevPro.
Calculation Type	If any customer calculation is set up to calculate the fair value, select the required Calc Type from the drop-down list.
FV Type	Select the appropriate fair value type from the drop-down list.
Relative Base Line	
Residual Base Line	Select the FV range (low, high, or midpoint) for allocation purposes.
Enabled	Check on the checkbox to make the fair value hierarchy enabled.

4. Repeat steps 2 and 3 for each fair value you want to assign to the fair value hierarchy.

5. Click on the **Save** button.

Template Schedules

All templates can be scheduled to automatically run and retrieve data from the source system. These schedules were configured during implementation.

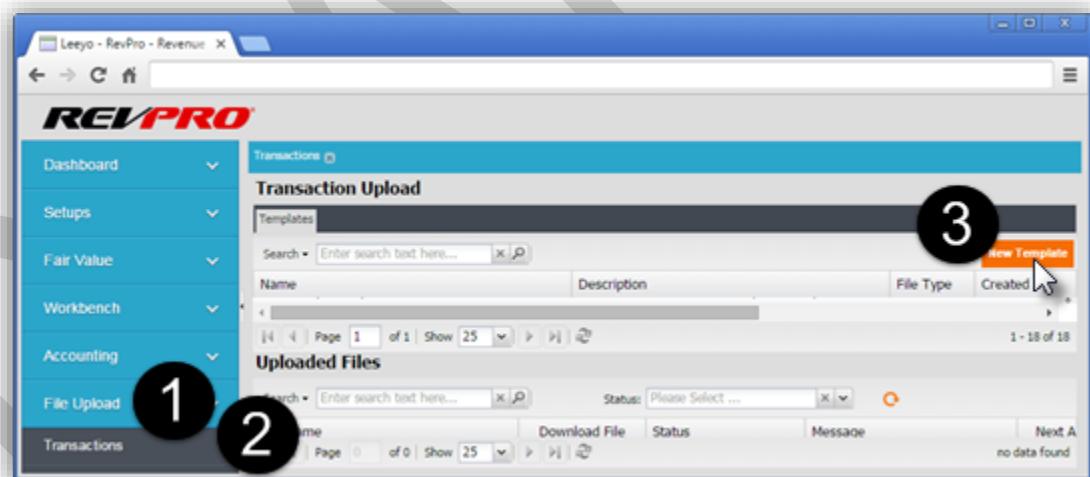
Defining a File Upload

The File Upload setup is used to configure RevPro to upload any data in the source system that is not available directly. For every File Upload, a table is created in the backend and all the data is stored in that table. You can upload transactions, events, bundle, manual je, and custom uploads.

Creating a Transaction Upload Template

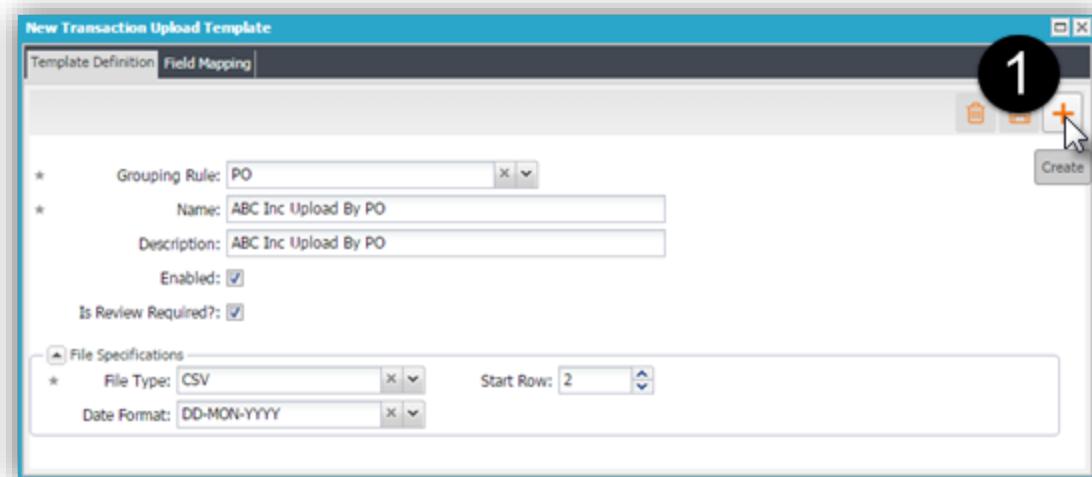
To create a transaction upload template:

1. To navigate to the **Transaction Upload** subtab, click **File Upload** and the **Transactions** in the main side navigation. Then click the **New Template** to begin the process to create a transaction upload template.



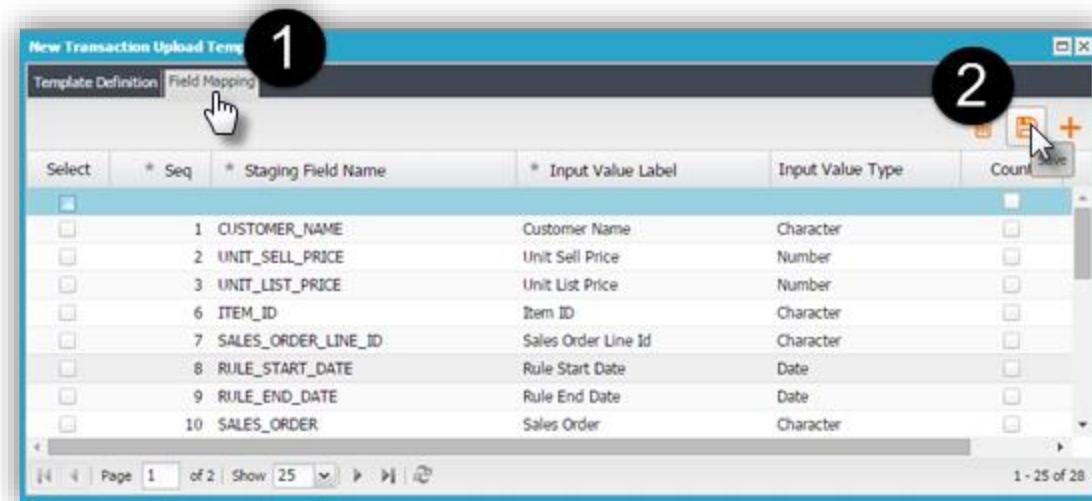
The New Transaction Upload Template window displays.

2. Enter data into the fields as follows. Then click the **Create** icon.



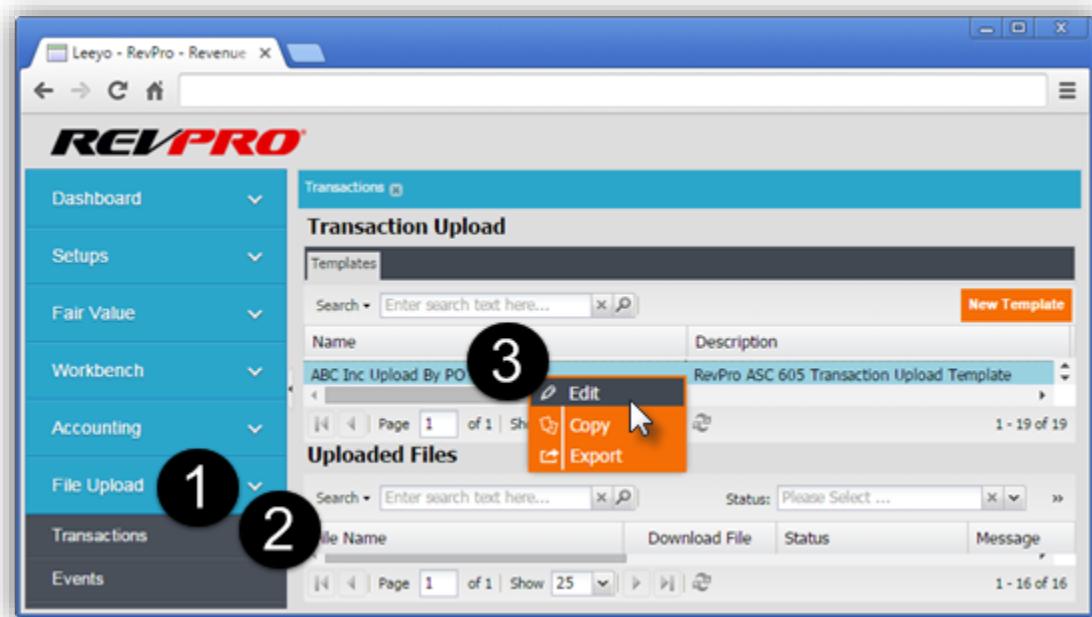
Field Name	Field Description/Value
Grouping rule	Select the Transaction Grouping rule from the drop-down list.
Name	Enter name of the transaction upload template.
Description	Enter description of the transaction upload template.
Enabled	Click on this box to enable the UI file.
Is Review Required	Check this box to review the upload data before data collection for the arrangement.
File Type	Select CSV from the drop-down list.
Start Row	Enter the row RevPro should begin reading data from in the CSV file. For example, 2.
Date Format	Select the required date format from the drop-down list.

3. Next click the **Field Mapping** tab to view, update, or modify fields of the template. For example, click the **Add Row** button if you want to map more fields. Enter data into the fields as follows:

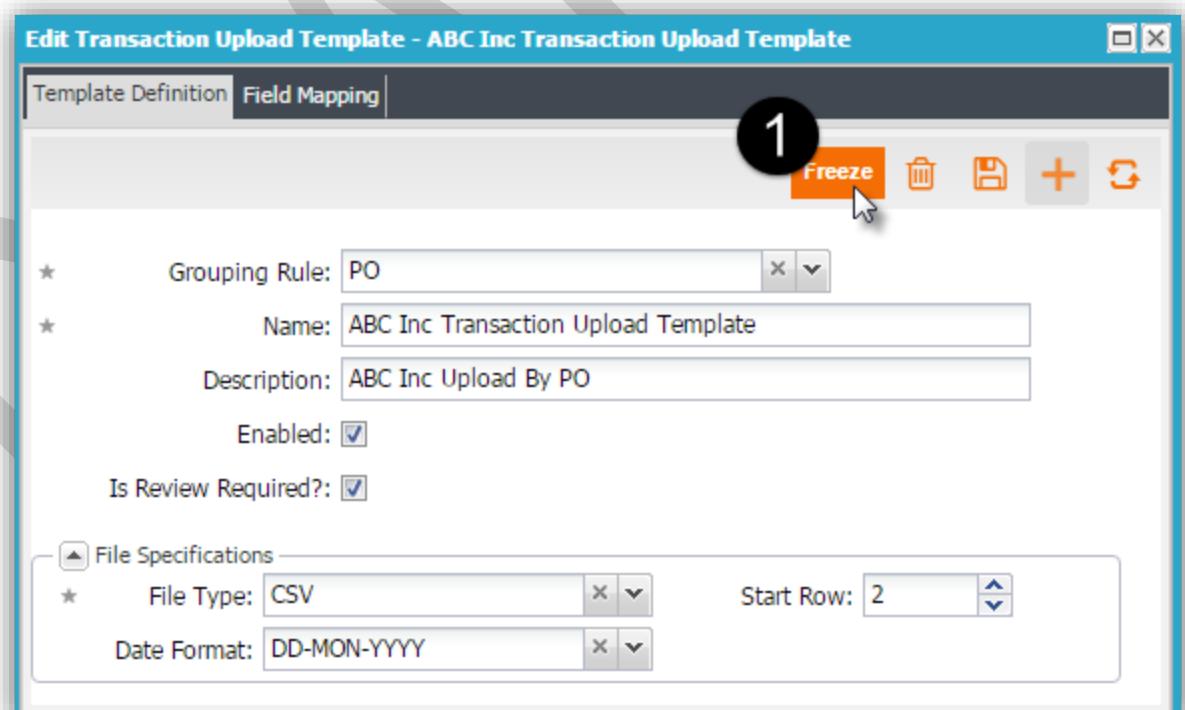


Field Name	Field Description/Value
Seq	Enter a unique sequence number.
Staging Field Name	Choose a staging field name from the drop-down list.
Input Value Label	Enter the name of the field (for example, Invoice Number).
Input Value Type	Select Character , Date , or Number from the drop-down list.
Column Count	Check the box to view the count on the number of lines uploaded.
Column Sum	Check the box to view the sum of the fields uploaded.

4. Repeat steps 4 and 5 for all fields you want to map.
5. Once finish, click the **Save** icon to save your mapping.
6. Navigate back to the newly created transaction upload template and right mouse-click the template name to access the pop-up menu and select **Edit** from the pop-up menu.



7. Click the **Freeze** button to freeze the definition of the transaction upload template.



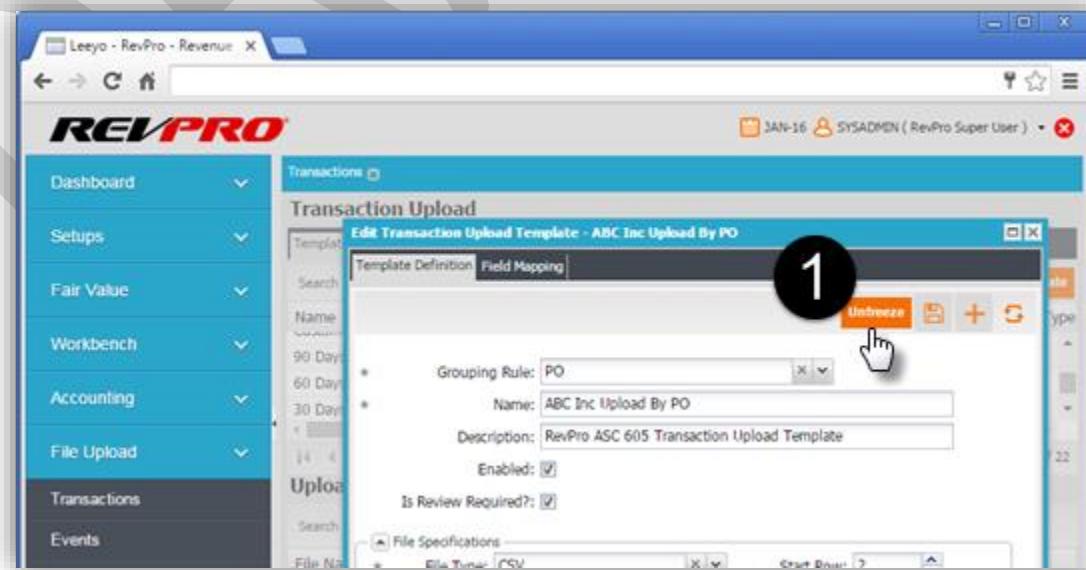
Editing a Transaction Upload Template

To edit the transaction upload template:

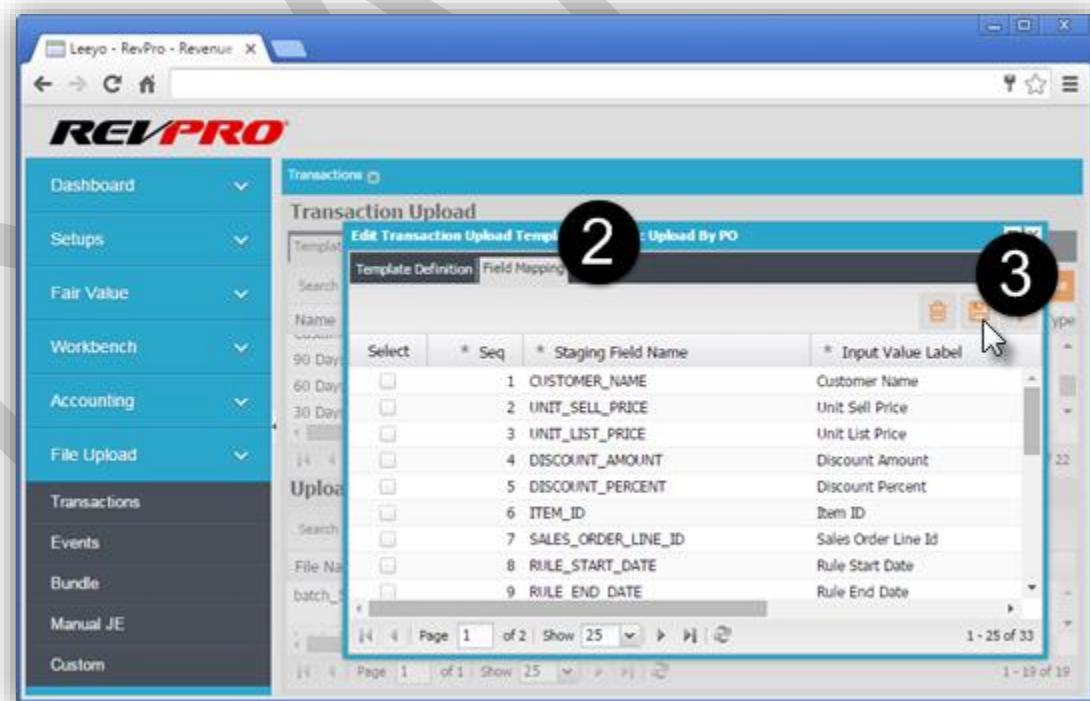
- To navigate to the **Transactions** tab, click **File Upload** and then **Transactions** in the main side navigation. Next, right mouse-click the transaction upload template to edit and select **Edit** from the pop-up menu.



- Click on the **Unfreeze** button to unfreeze the template definition.



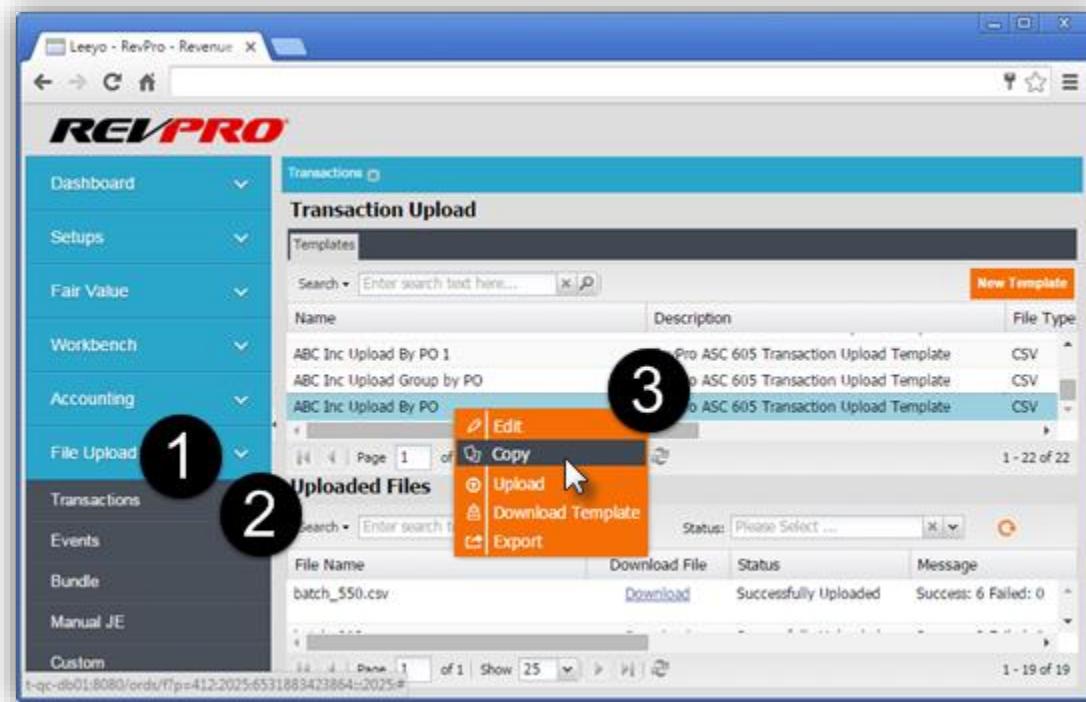
- Edit the template definition and field mappings as required and click on the **Save** button.



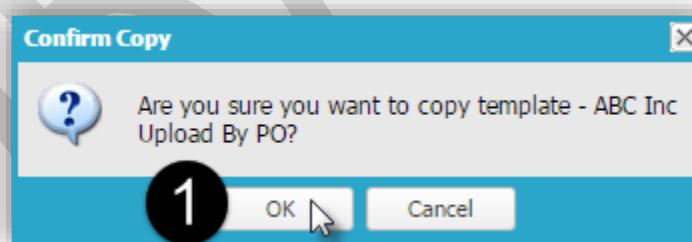
Copying a Transaction Upload Template

To copy the transaction upload template:

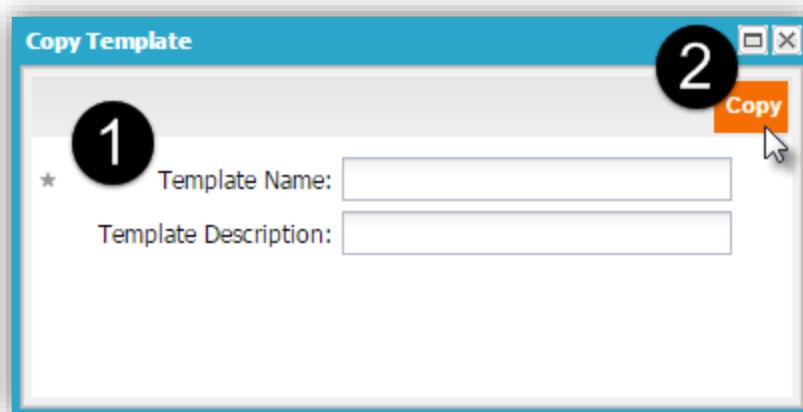
1. To navigate to the **Transactions** tab, click **File Upload** and then **Transactions** in the main side navigation. Next, right mouse-click the transaction upload template to edit and select **Copy** from the pop-up menu.



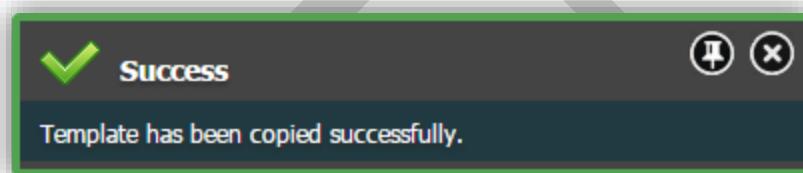
2. Click **OK** to confirm that you want to copy template.



3. Enter a Template Name and Template Description and click the **Copy** button.



A confirmation dialog box displays.



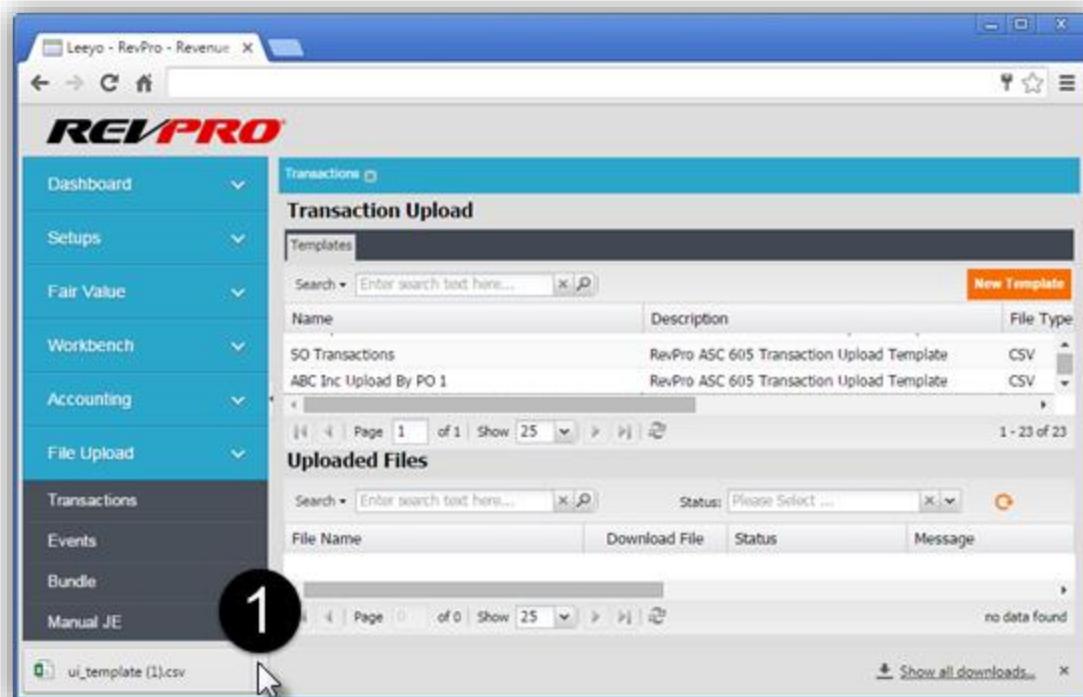
Downloading a Transaction Upload Template

To download the template:

1. To navigate to the **Transactions** tab, click **File Upload** and then **Transactions** in the main side navigation. Next right mouse-click the transaction upload template to edit and select **Download Template** from the pop-up menu.



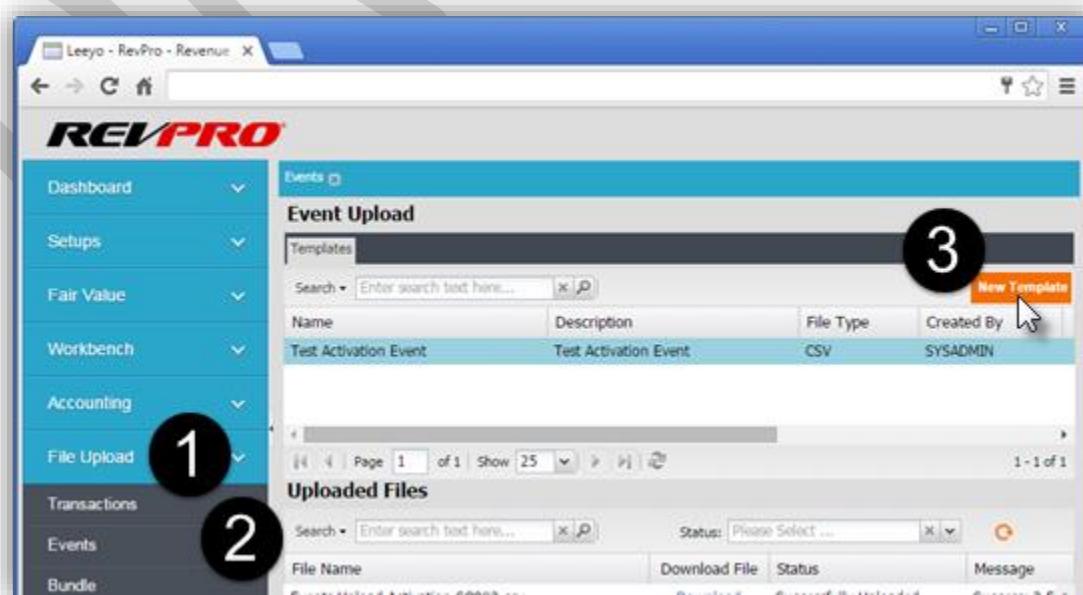
The transaction upload template appears as a downloaded CSV file.



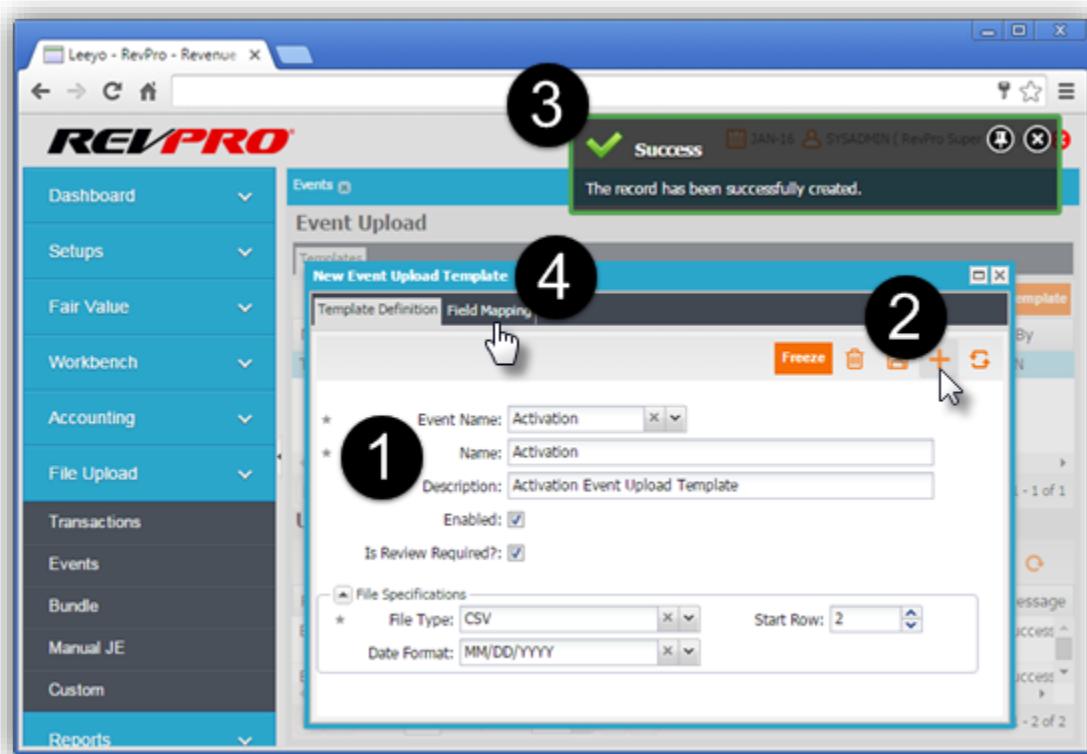
Creating an Events Upload Template

To create the events upload template:

1. To navigate to the **Events** tab, click **File Upload** and then **Events** in the main side navigation. Next, click the **New Template** button.



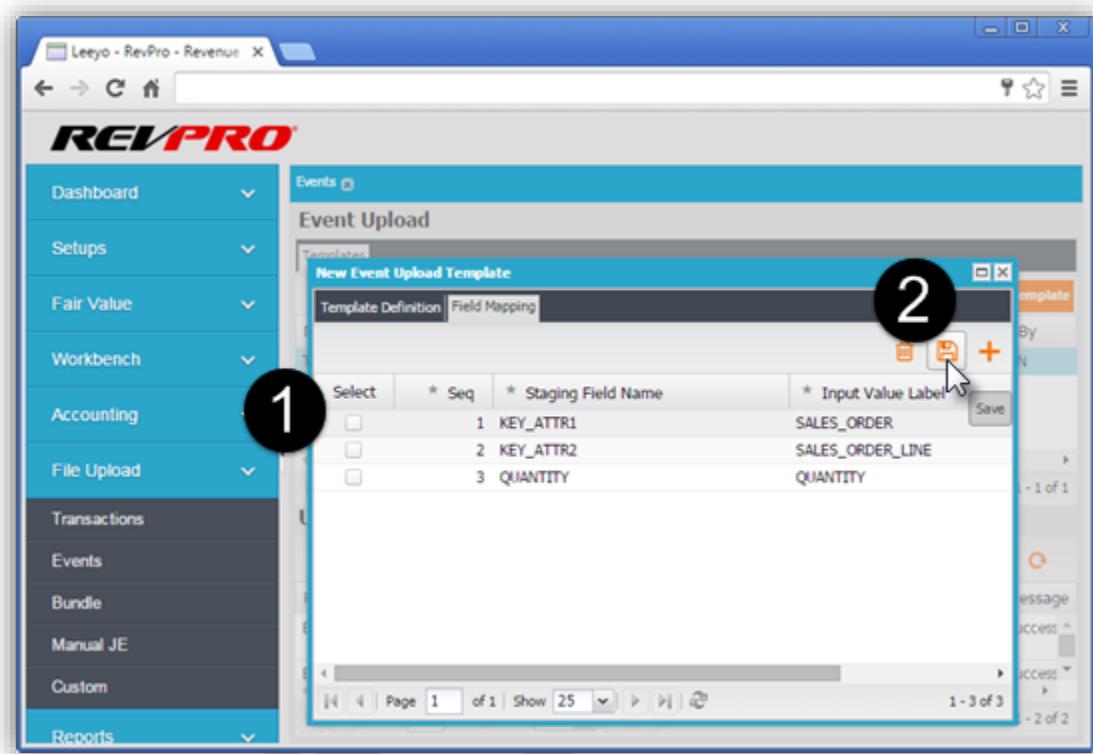
2. In the Template Definition tab if the New Event Upload Template window, enter details. Then click the **Create** icon. After the **Success** message appears, click the **Field Mapping** tab.



Enter data into the fields as follows:

Field Name	Field Description/Value
Event Name	Select the required event name from the drop-down list. Refer to <i>Defining Events</i> on page .
Name	Enter a name for the event template.
Description	Enter a description of the event template.
Enabled	Click on this box to enable the event template upload file.
Is Review Reqd	Check this box to review the upload data before collection of arrangement data.
File Type	Select CSV from the drop-down list.
Start Row	Enter the row RevPro should begin reading data from in the CSV file. For example, 2.
Date Format	Select the required date format from the drop-down list.

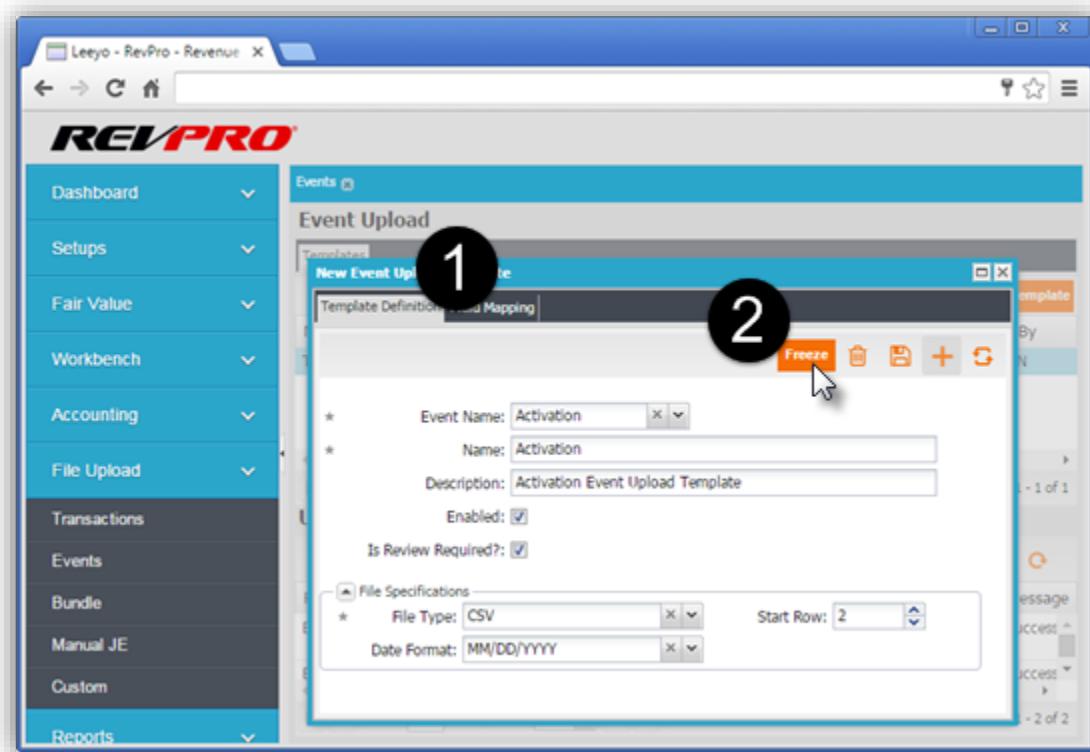
3. Make any necessary updates to Field Mappings and the click the **Save** icon.



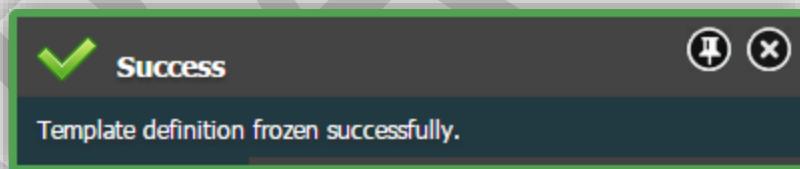
Enter data into the fields as follows:

Field Name	Field Description/Value
Select	Check the select checkbox and click the delete icon to delete row(s).
Seq	The sequential order for each row.
Staging Field Name	The Name of the Staging Field.
Input Value Label	The Input Value Label.
Input Value Type	Either Character or Number type.

4. On the Template Definition tab, click the Freeze Button.



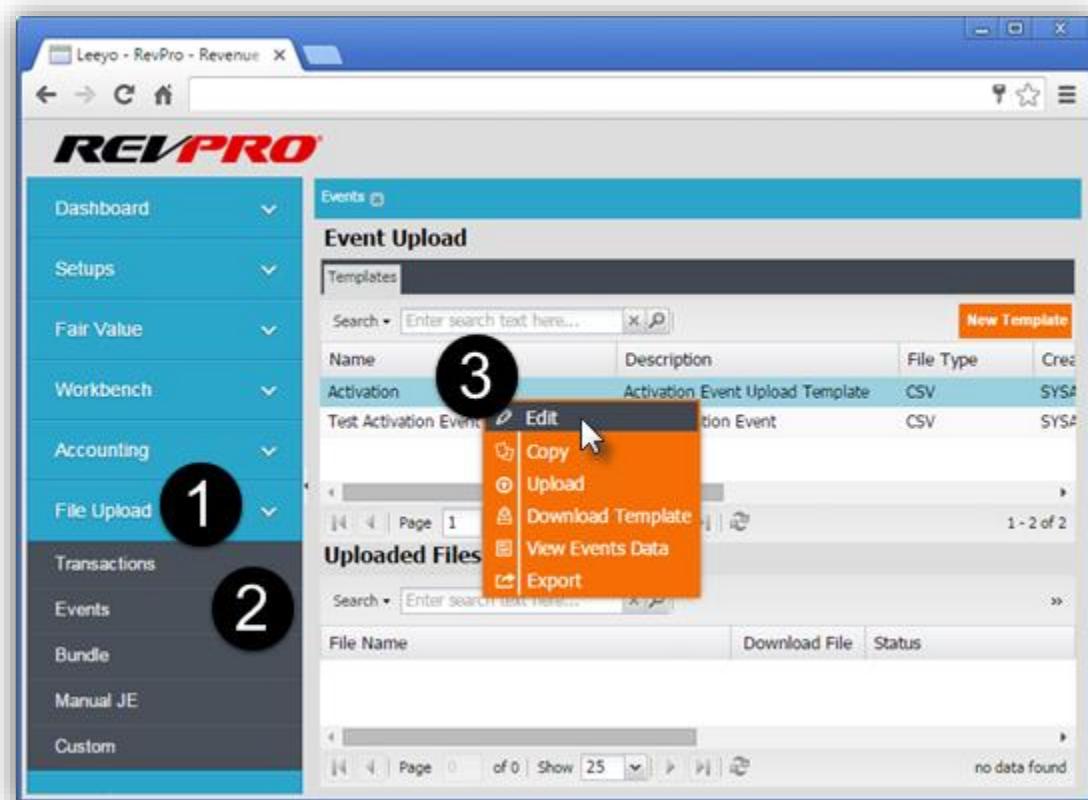
A confirmation dialog box displays.



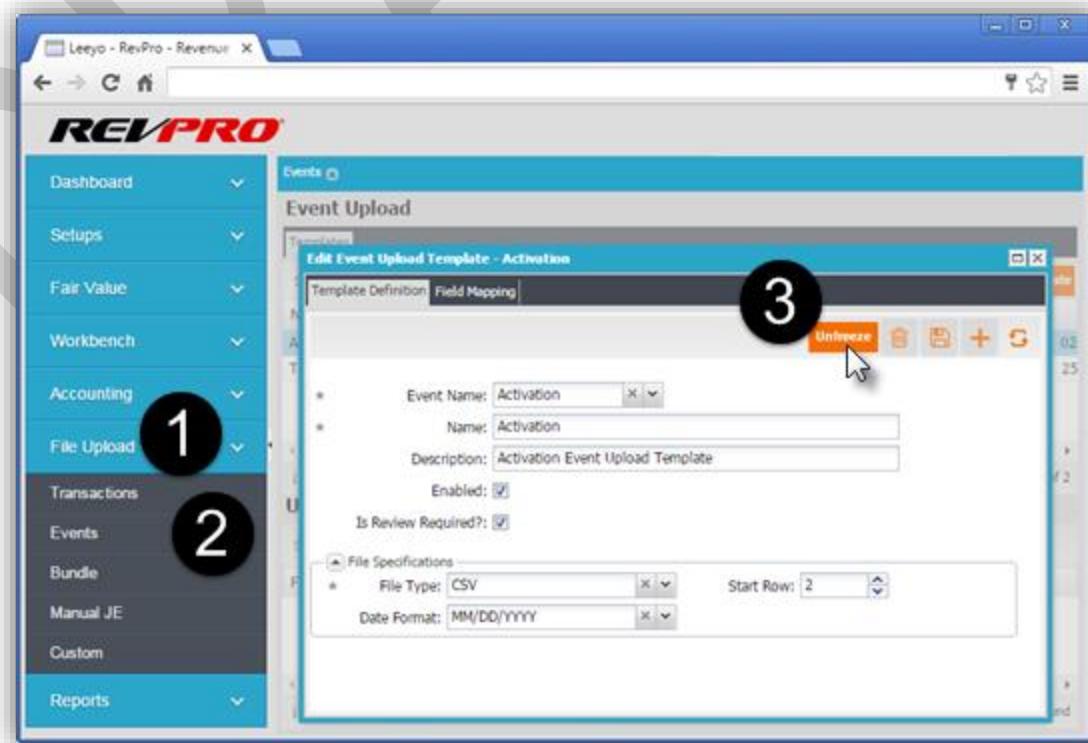
Editing an Event Upload Template

To edit the events upload template:

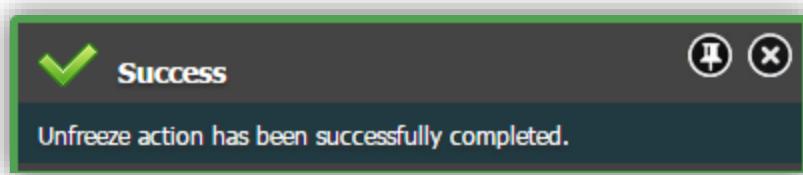
1. Navigate to the **Events** tab, click **File Upload** and then **Events** in the main side navigation. Next, right mouse-click the **Event Template** and select **Edit** from the pop-up menu.



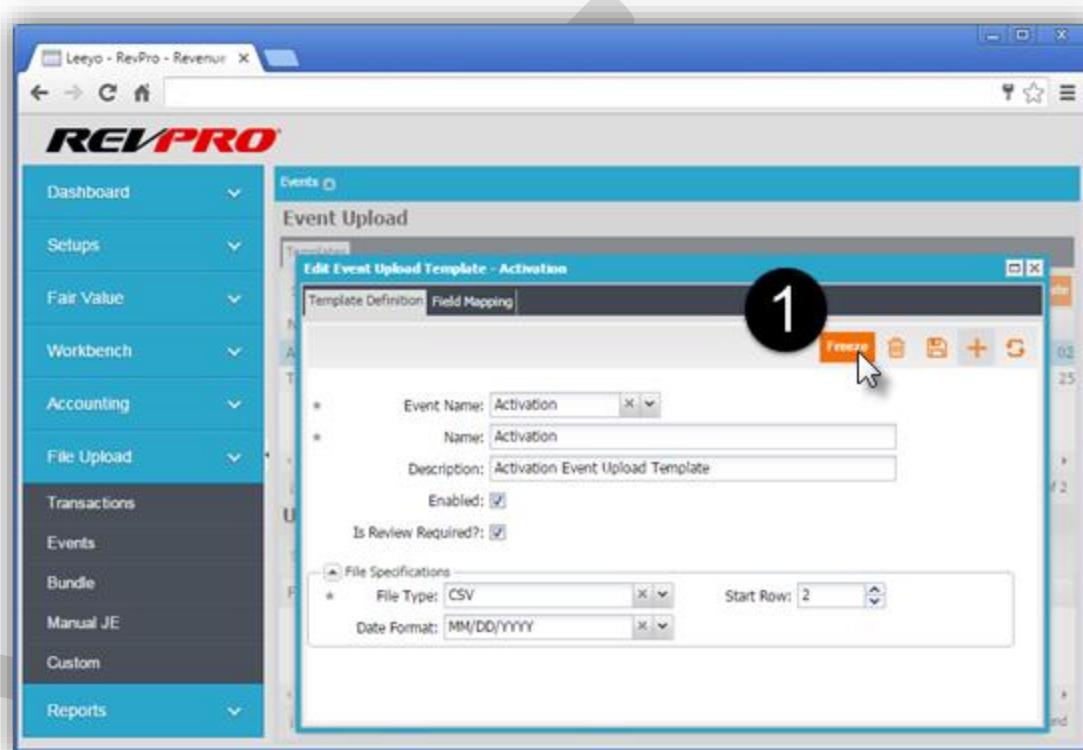
2. Click the **Unfreeze** button to unfreeze the Event Template.



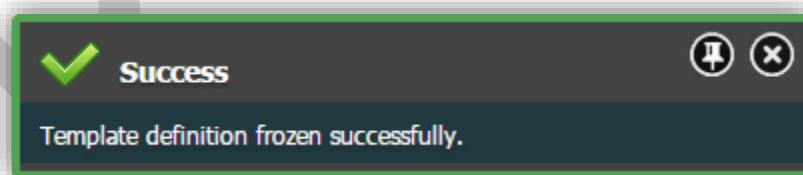
A confirmation dialog box displays.



3. Edit the fields as required and click on the **Freeze** button.



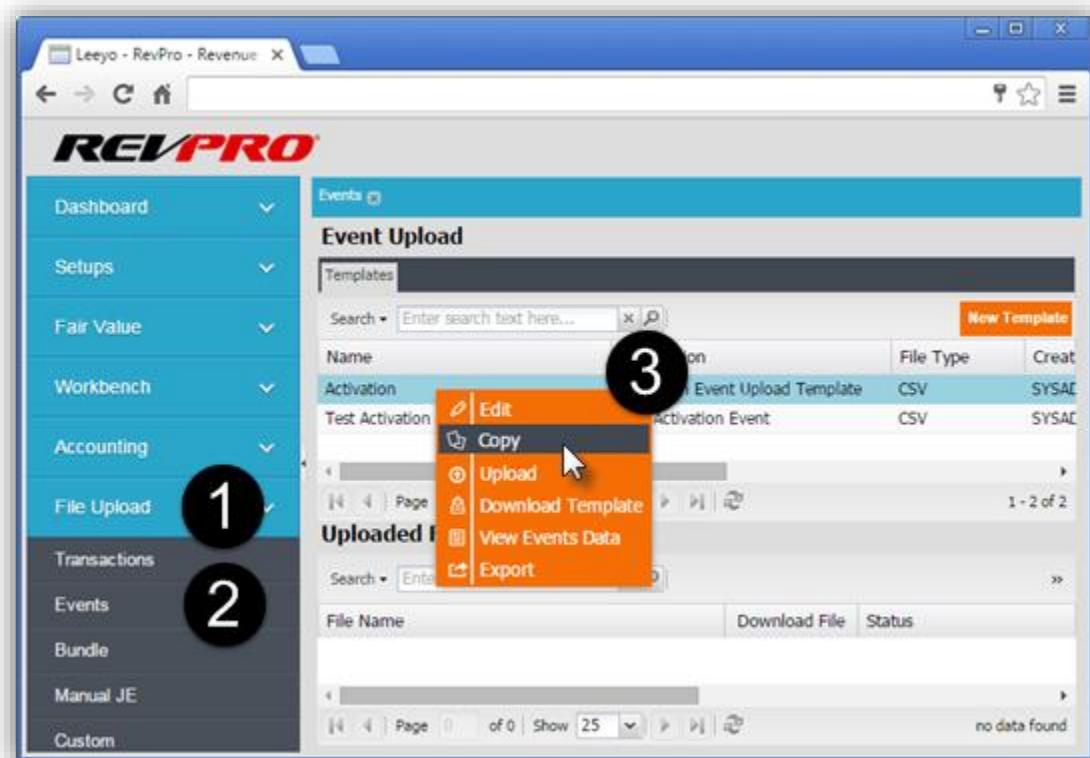
A confirmation dialog box displays.



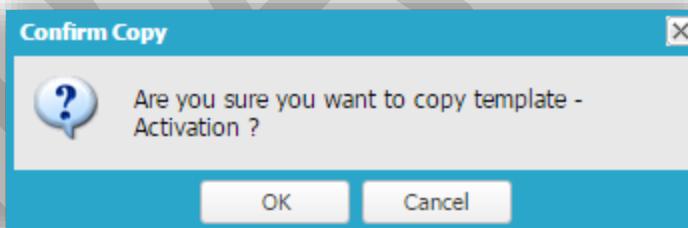
Copying an Event Upload Template

To create a copy of the events upload template:

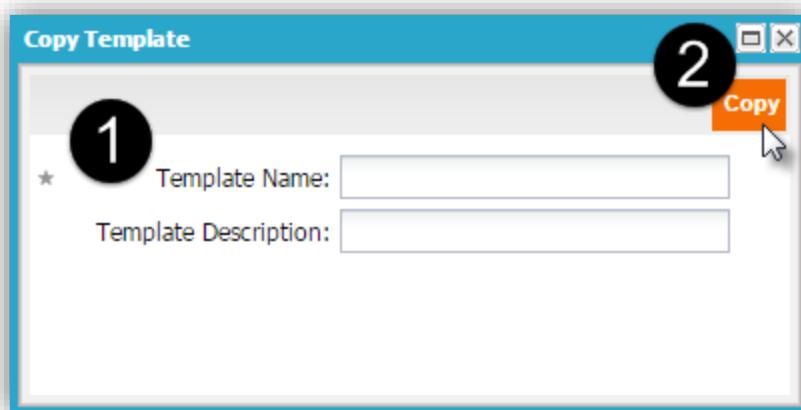
1. Navigate to the **Events** tab, click **File Upload** and then **Events** in the main side navigation. Next, right mouse-click the **Event Template** and select **Copy** from the pop-up menu.



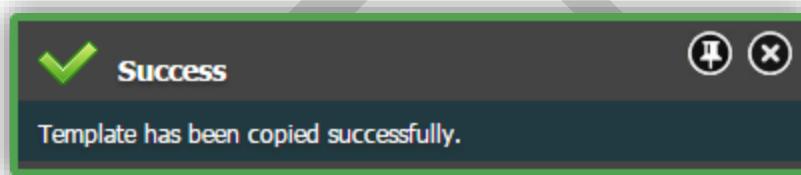
A confirmation dialog box displays.



2. Enter a Template Name and Template Description and click the **Copy** button.



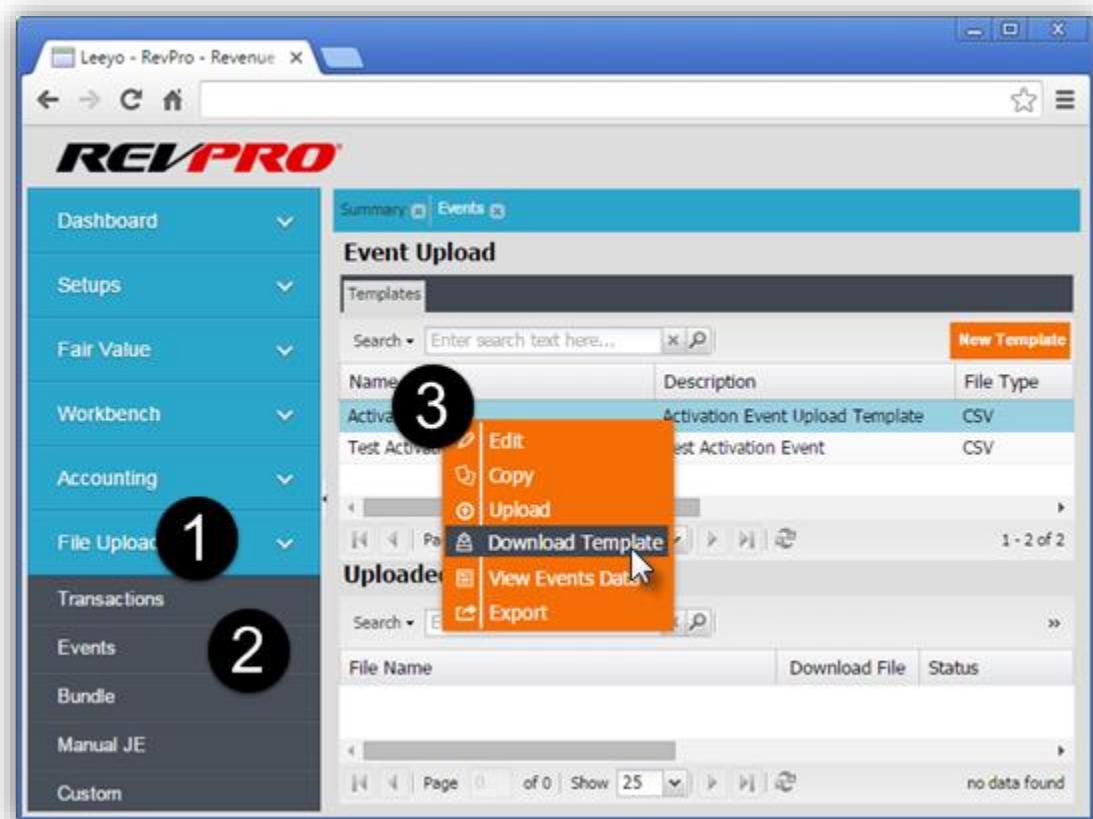
A confirmation dialog box displays.



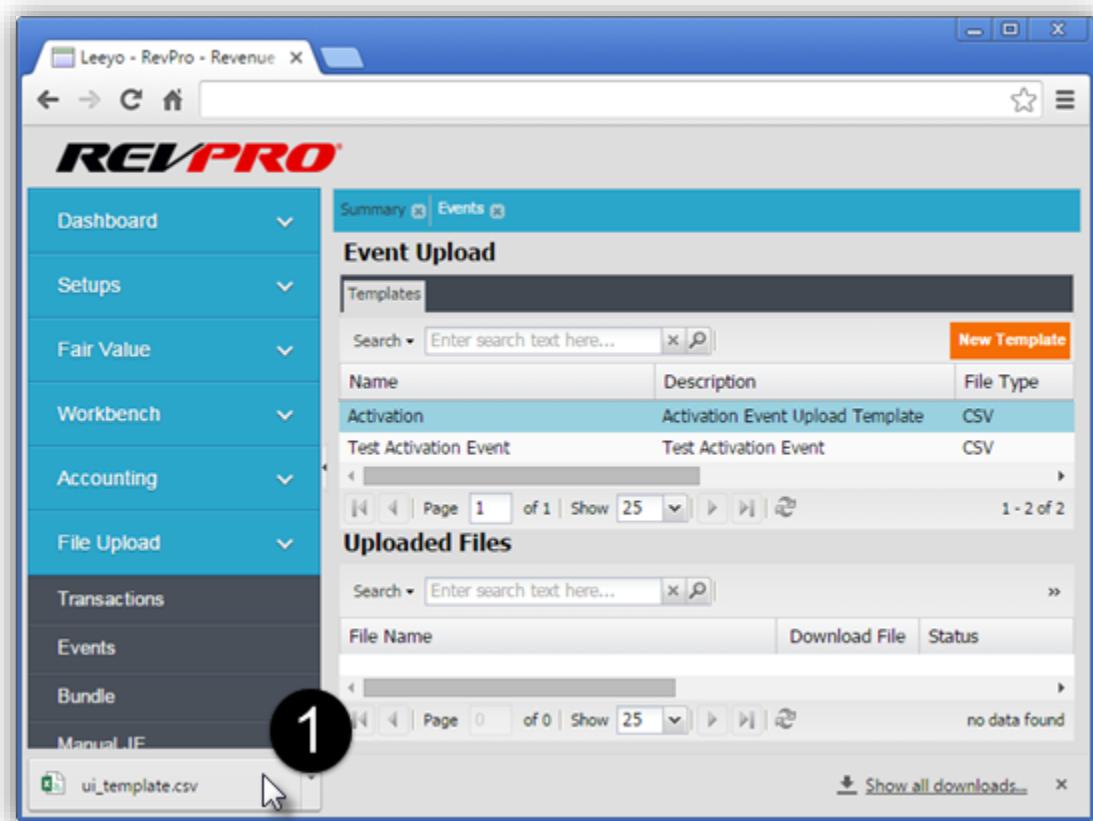
Downloading the Event Upload Template

To download a copy of the events upload template:

1. Navigate to the **Events** tab, click **File Upload** and then **Events** in the main side navigation. Next, right mouse-click the **Event Template** and select **Copy** from the pop-up menu.



2. The Events template is a CSV file that opens in Excel, which you can save as necessary.

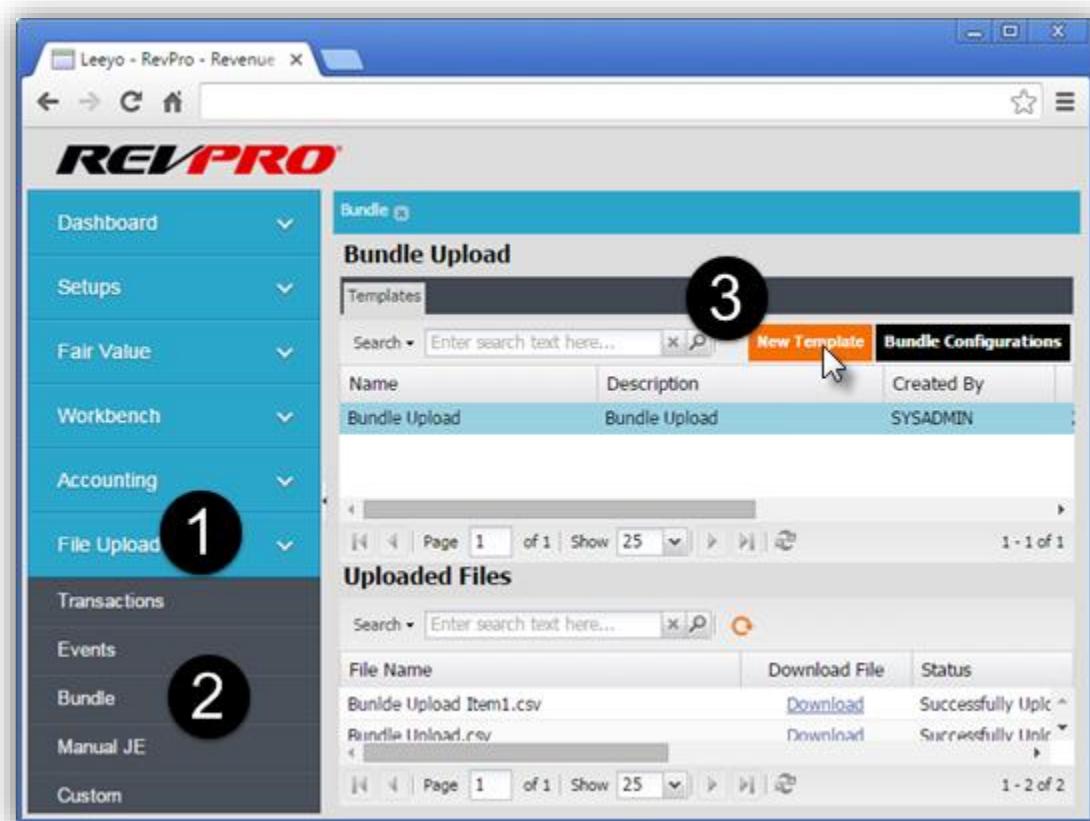


Creating a Bundle Upload Template

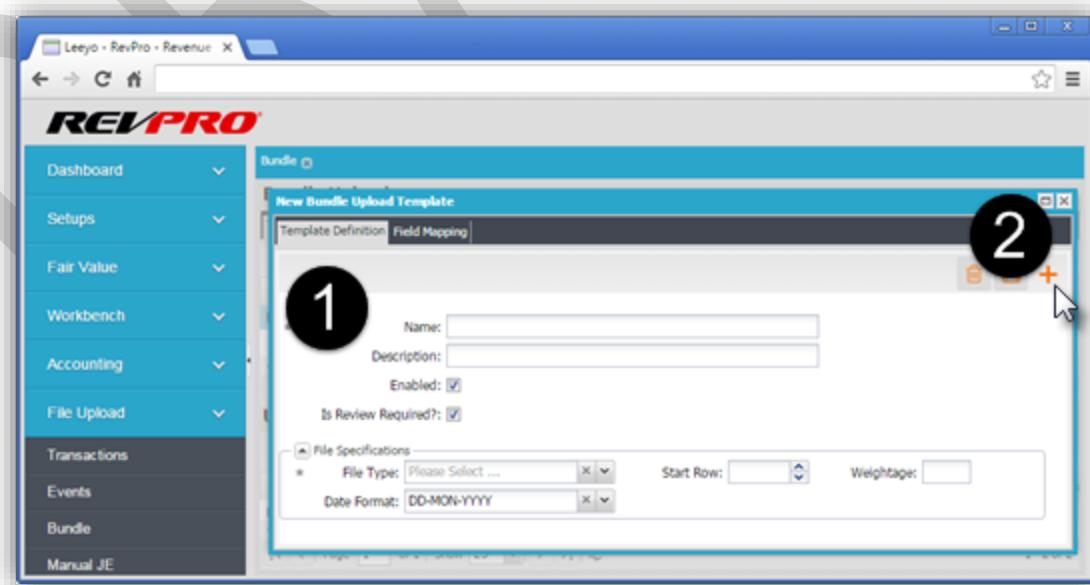
You can use the bundle upload function to upload item bifurcation percentages for the bundled items.

To create the bundle upload template:

1. Navigate to the Bundles tab, click **File Upload** and then **Bundles** in the main side navigation. Next click the **New Template** button.



2. The New Bundle Upload window appears. Enter the template definition and click the **Create** icon

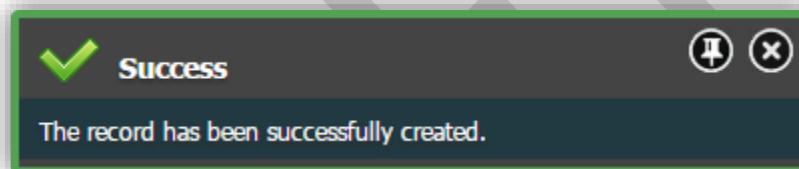


Enter data into the fields as follows:

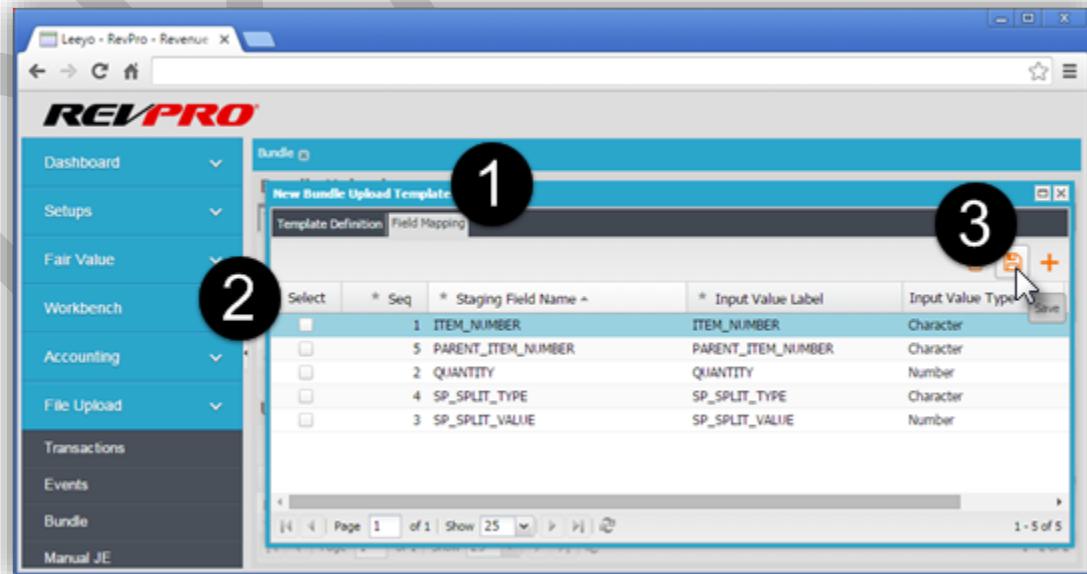
Field Name	Description
------------	-------------

Name	Enter the name of the template.
Description	Enter the description of the template.
Enabled	Click on this box to enable the template file.
Is Review Reqd?	Check this box to review the upload data before data is collected.
File Type	Select CSV from the drop-down list.
Start Row	Enter the row RevPro should begin reading data from in the CSV file. For example, 2.
Weightage	When multiple bundle configurations exists added feature to apply the bundle configuration in a sequence based on the weightage defined every configuration.
Date Format	Select the required date format from the drop-down list.

A confirmation dialog box displays.



3. Then click the **Field Mapping** tab. Make updates and click the **Save** Icon.

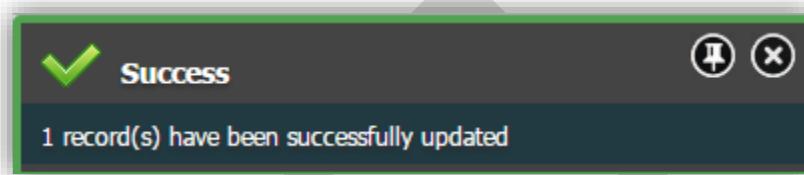


Enter data into the fields as follows:

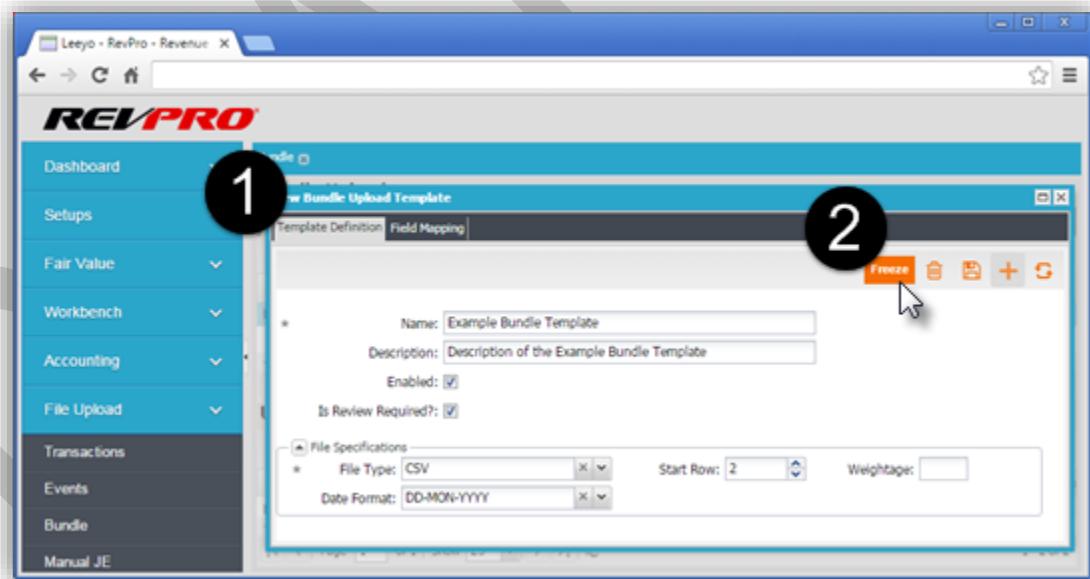
Field Name	Field Description/Value
------------	-------------------------

Select	Check the select checkbox and click the delete icon to delete row(s).
Seq	The sequential order for each row.
Staging Field Name	The Name of the Staging Field.
Input Value Label	The Input Value Label.
Input Value Type	Either Character or Number type.
Bundle Criteria	Check to identify bundle criteria.

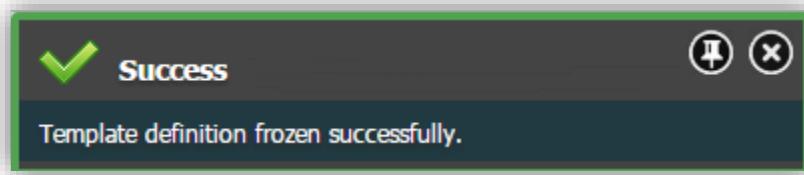
A confirmation dialog box displays.



- On the **Template Definition** tab, click the **Freeze** Button.



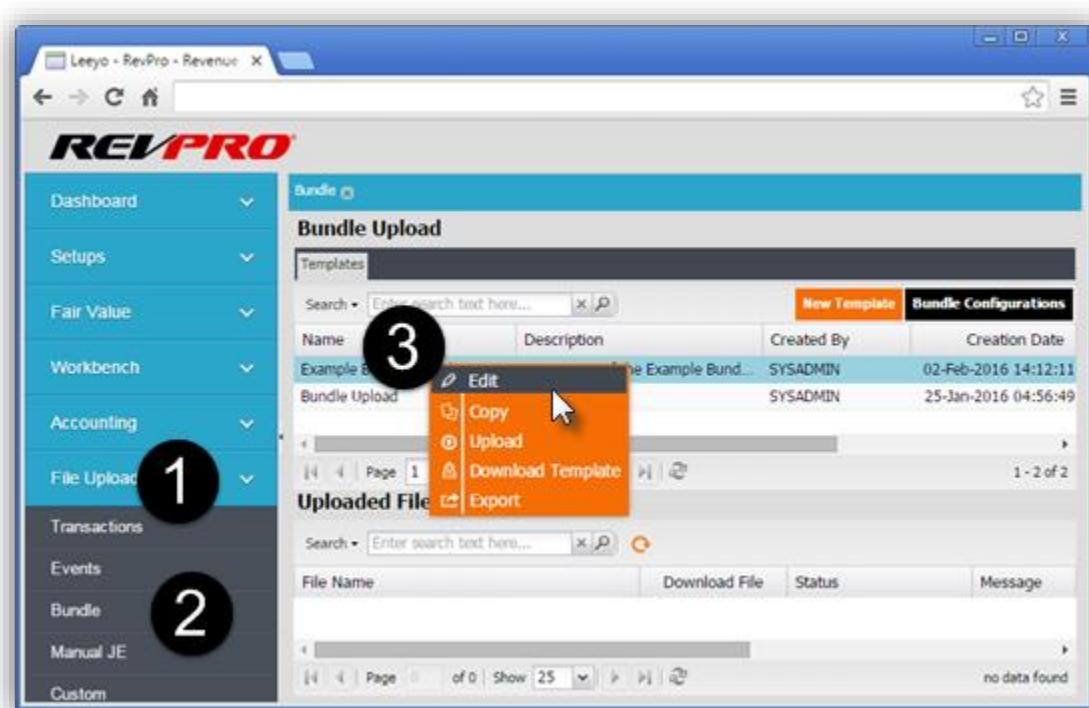
A confirmation dialog box displays.



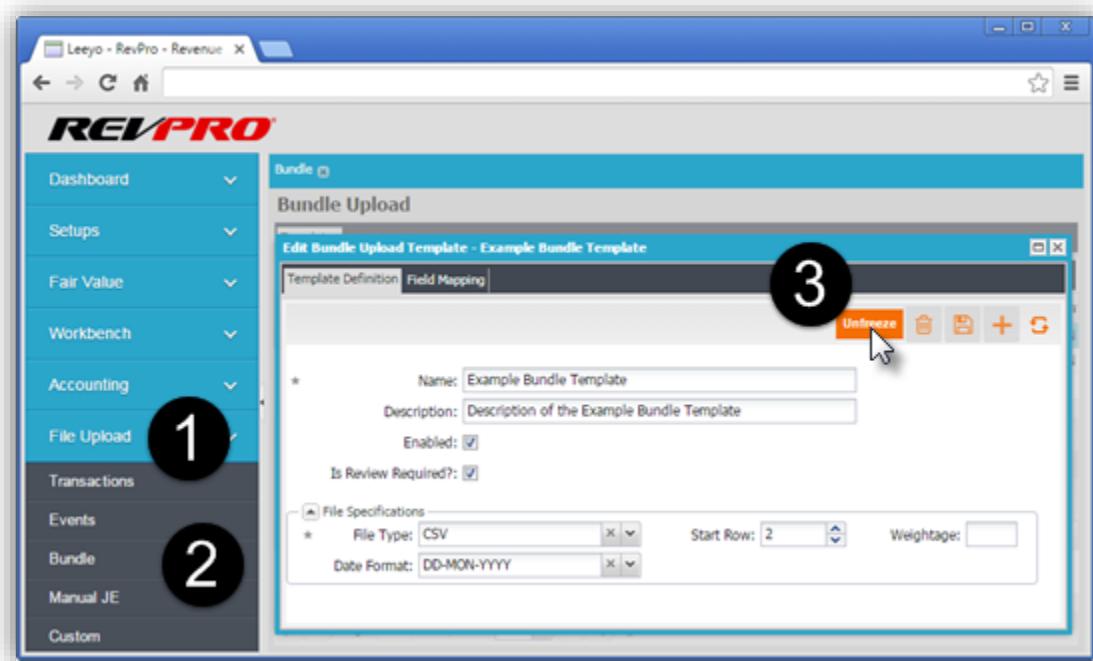
Editing a Bundle Upload Template

To edit a bundle upload template:

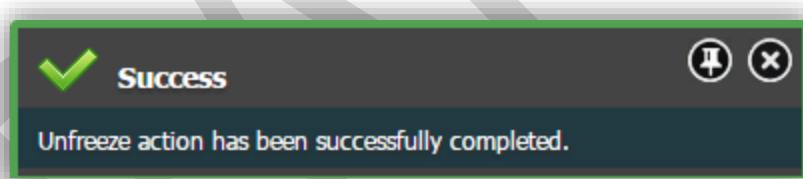
1. Navigate to the **Bundles** tab, click **File Upload** and then **Events** in the main side navigation. Next, right mouse-click the **Event Template** and select **Edit** from the pop-up menu.



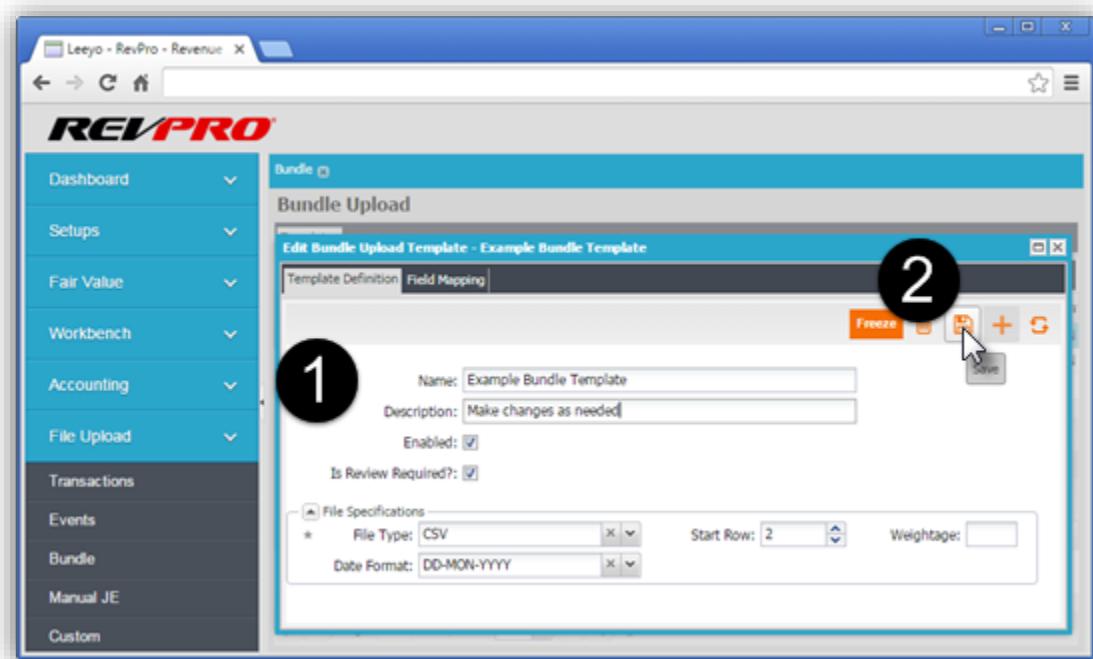
2. Click the **Unfreeze** button to unfreeze the bundle upload template.



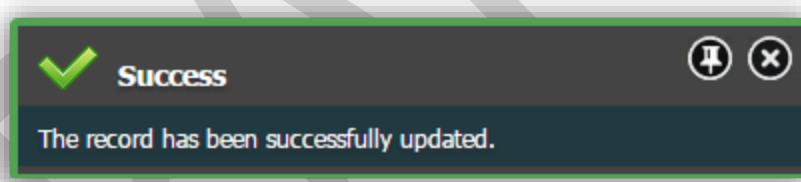
A confirmation dialog box displays.



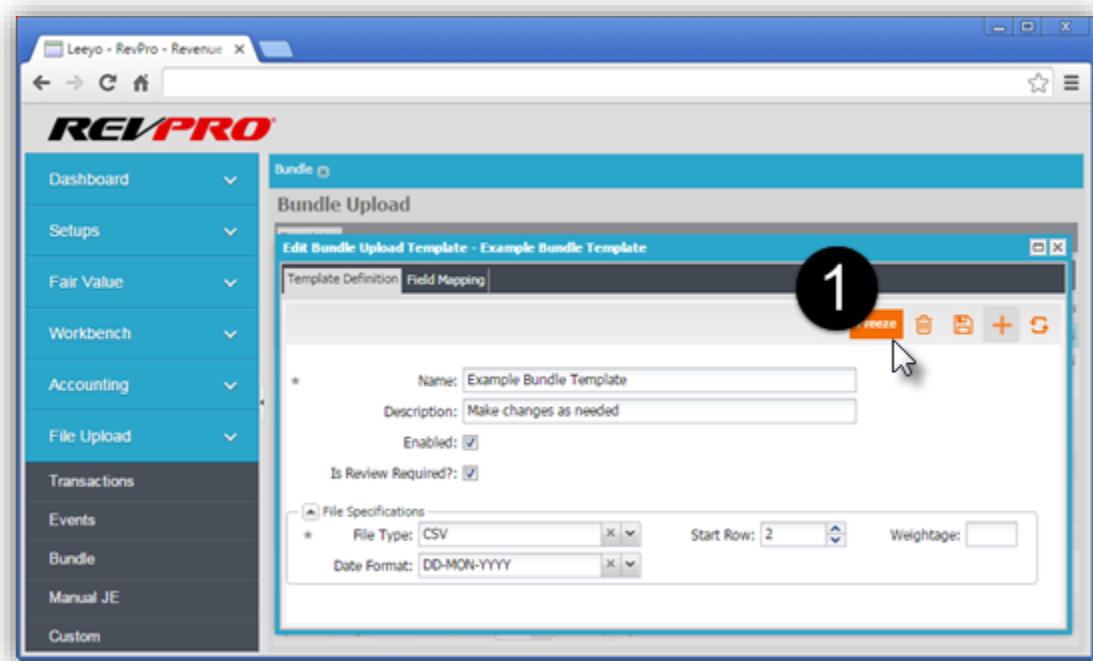
3. Make changes as needed. Click the **Save** icon.



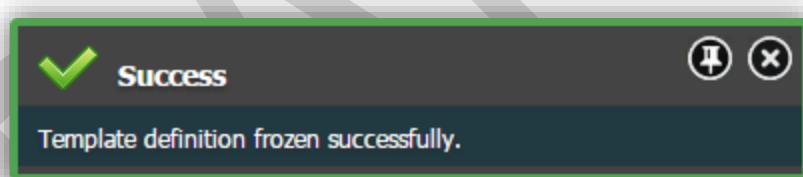
A confirmation dialog box displays.



4. Click the **Freeze** button.



A confirmation dialog box displays.



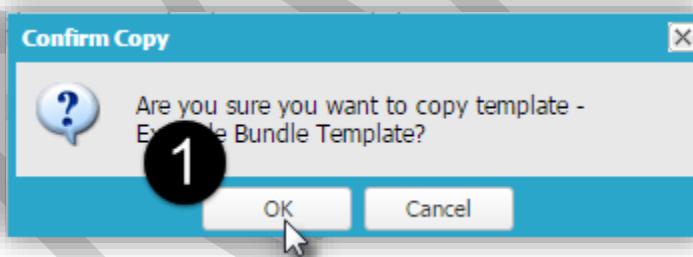
Copying a Bundle Upload Template

To copy the bundle upload template:

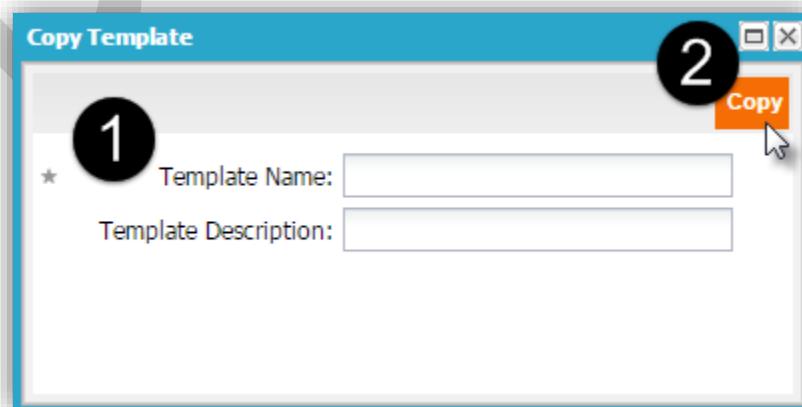
1. Navigate to the **Bundle** tab, click **File Upload** and then **Bundle** in the main side navigation. Next, right mouse-click the **Event Template** and select **Copy** from the pop-up menu.



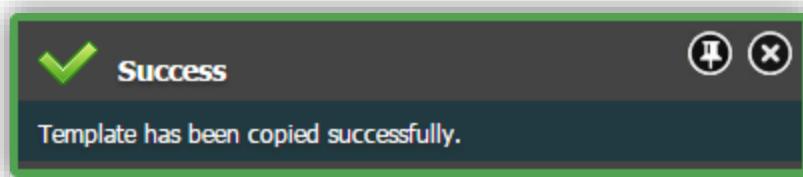
A confirmation dialog box displays.



2. Enter a Template Name and Template Description and click the **Copy** button.



A confirmation dialog box displays.



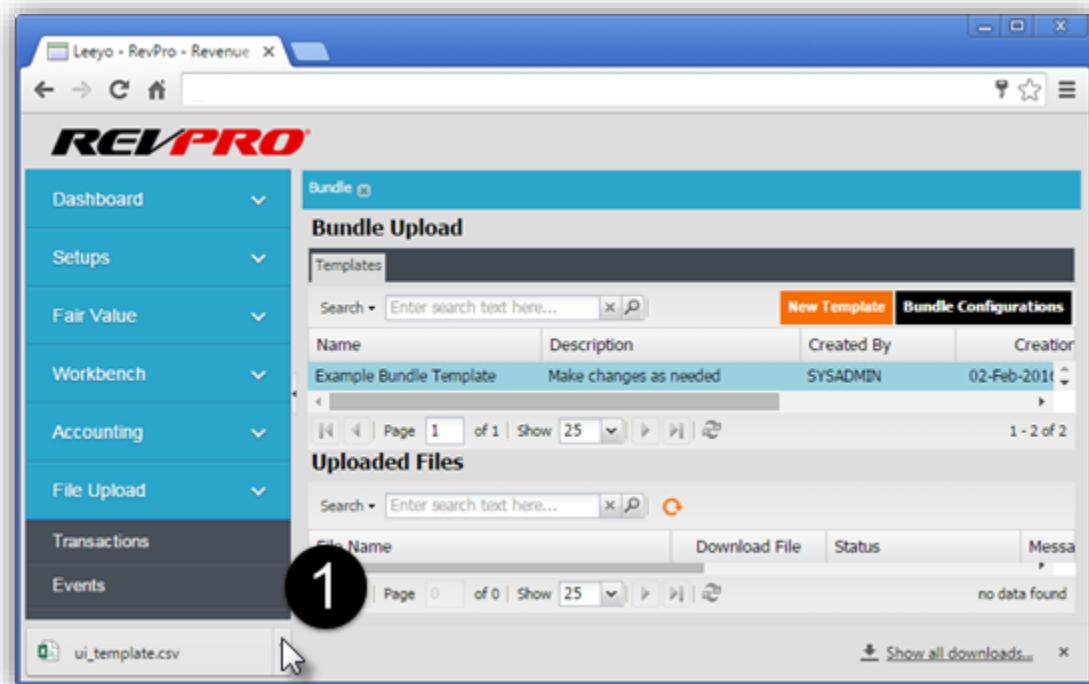
Downloading a Bundle Upload Template

To download a bundle uploads template:

1. Navigate to the **Bundles** tab, click **File Upload** and then **Bundle** in the main side navigation. Next, right mouse-click the **Event Template** and select **Download Template** from the pop-up menu.



1. The Bundle template is a CSV file that opens in Excel, which you can save as necessary.



Using the Custom Upload Template

You can use the Custom Uploads function to upload any data for revenue recognitions (for example, POS data or product life data). Follow any upload template's (transactions, events, or bundle) creation, editing or copying procedures to create, edit, or copy the custom template.

Using the Job Scheduler

You can use the Job Scheduler to:

- View job setup
- Monitor job processing status

Viewing Job Setup

Some default jobs are set up in RevPro and they are scheduled to run as configured. They include:

- **Re-allocation Process:**
- **Archive Activity Log Process:**
- **RevPro GL Outbound Interface:** This program is run to import Transferred data in RevPro to the source data.
- **RevPro Contingency Release:**

- **RevPro Event Collection:**
- **Gather Stats:** A background process program that is run to improve the performance of the system.
- **Load FV File:** A background process that monitors the fair value file upload process.
- **RevPro Month End Process:**
- **Revenue Waterfall Report:**
- **RevPro Jobs History Maintenance:** A maintenance log created when the job scheduler is run.
- **RevPro Log Maintenance:**
- **Refresh Dashboard Mviews:**
- **FV Submit Download Reports:**
- **Revenue Waterfall Universal Report:**
- **Deferred Revenue by Contingency Header Section Report:**
- **Deferred Revenue Aging Report by Contingency:**
- **Deferred Revenue Aging Report by Acctg Segments:**
- **Refresh Waterfall Mviews:**
- **RevPro Data Collection:**
- **RevPro Revenue Transfer:**
- **RevPro Revenue Adjustment Transfer:**
- **Load JE Lines File:**
- **RevPro FV Batch Collection:**
- **Refresh DashBoard:**
- **RevPro Custom File Upload:**
- **Resume Data Collection:**
- **Submit Download Reports:**
- **Summarize Data:**
- **Summarize Data for current period:**
- **Event UI Load Background Job:**
- **Reclassify Short term Accounts:**
- **RevPro Contingency Release Threads:**
- **RevPro Event Collection Thread:**
- **RevPro Archival Process:**

- RevPro Retrieve archived data:
- RevPro Accounting Transfer:
- RevPro UI Data Collection:
- RevPro FMV Process Next Action:

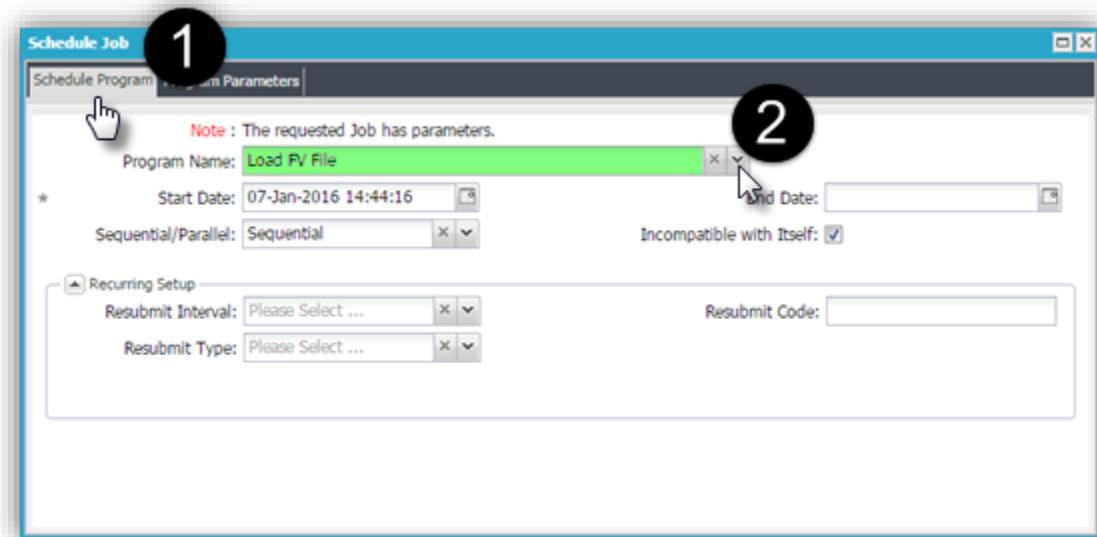
To view how each job was set up:

1. From the main sidebar navigation menu select **Reports** and **Job Status**.
Next, click the **Schedule Job** button.

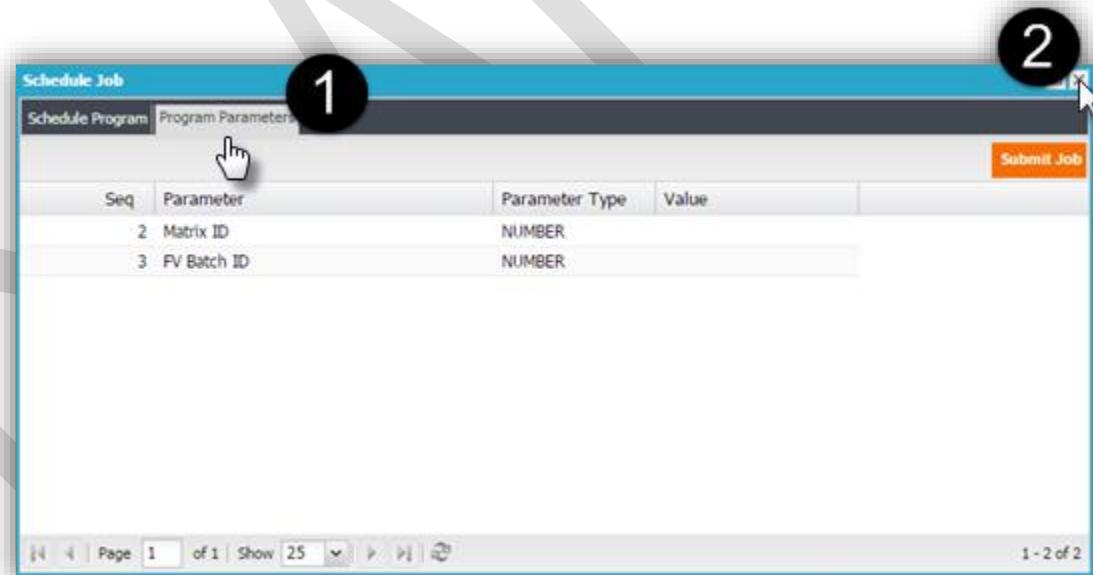


Note: ‘Scheduled Jobs’ may be referred to as ‘Scheduled Programs.’

2. Click on the **Schedule Program** tab. Then select a **Program Name**. For example, select the Program Name **‘Load FV File.’**



The set up details for the Program Name are displayed. Click the Program Parameters tab to see additional set up details. Click the close window button to exit the window.



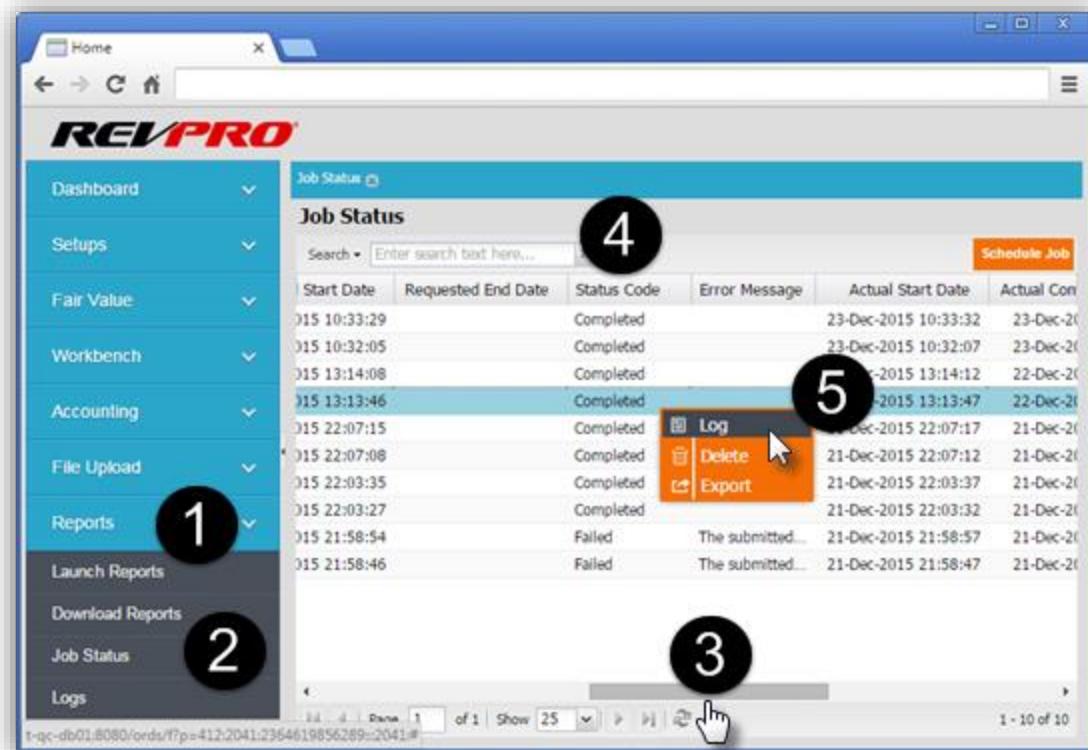
Note: The **Program Parameters** tab is displayed only for jobs that have program parameters.

Monitor Job Processing

To monitor job processing:

1. From the main sidebar navigation menu select **Reports** and then **Job Status**. Next, use the scrollbar to scroll right to view the **Status Code**

column. View the status of the job. Right mouse-click and select **Log** to view the job's log details.



The Schedule Monitor window displays listing completed and pending jobs. The **Status Code** column indicates the whether the job is completed or pending.

2. The **Log Details** tabs display log information about the job.



Creating Arrangement Approvals

You can create arrangement approval levels that specify which RevPro users must approve an arrangement and in what sequence. Creating an arrangement approval entails:

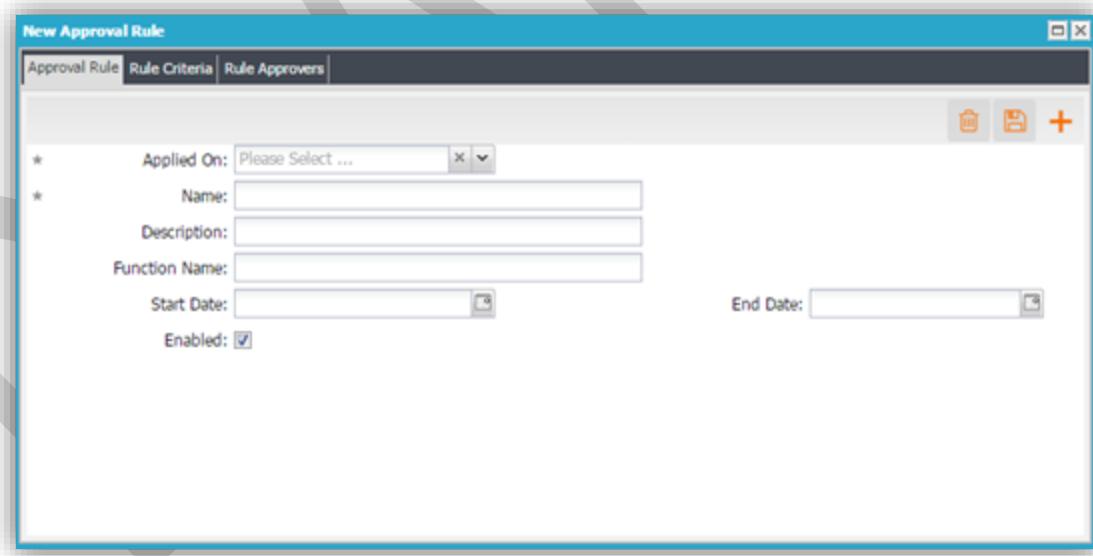
1. Setting up the approval rule.
2. Establishing rule criteria.
3. Assigning rule approvers.

Step 1: Setting up the Approval Rule

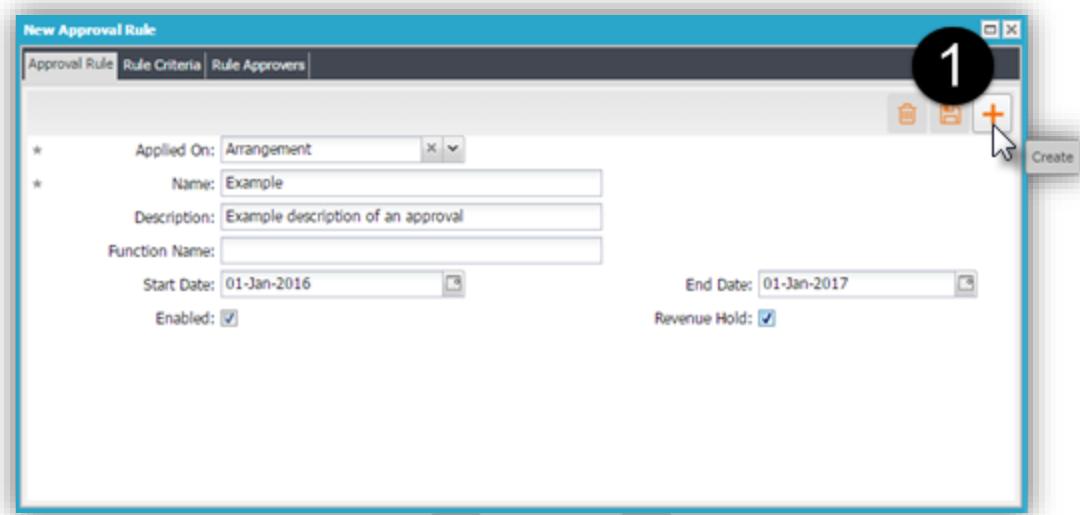
1. From the main sidebar navigation menu select **Setups** and then **Application**. Next, click the **Approval Rules** subtab. To create an arrangement approval setup, click the **New Rule** button.



The New Approval Rule window displays.

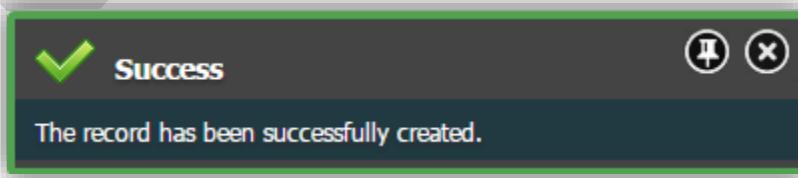


2. Enter data in the fields. Then click the **Create** icon.



Field Name	Field Description/Value
Applied On	Select either Arrangement or Manual JE from the drop-down list.
Name	The name of the approval rule.
Description	The description of the approval rule.
Function Name	Eligible for custom programming.
Enabled	Click on this checkbox to enable this rule.
Start Date	The date the approval rule goes into effect.
End Date	The date the approval rule ends.
Enabled	Click on this checkbox to enable this rule.
Revenue Hold	Check the checkbox if revenue should be held. This will hold the accounting entries from the transfer process. Revenue Hold checkbox appears only when an approval rule is created for an arrangement (not a manual JE).

A message displays at the top right of the screen indicating that your modifications were made.



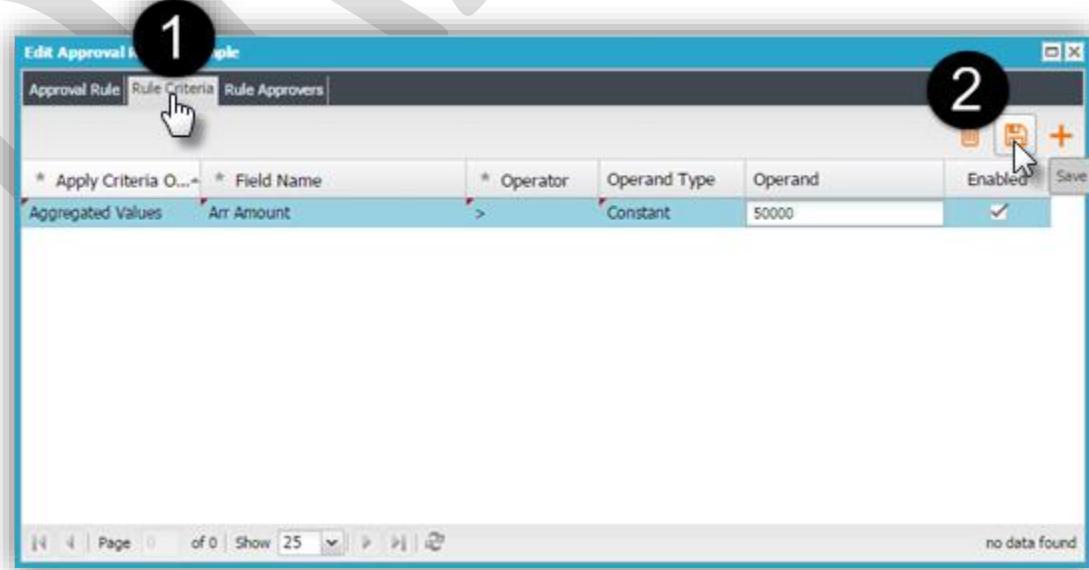
3. Continue to *Step 2: Establishing Rule Criteria*.

Step 2: Establishing Rule Criteria

1. From the main sidebar navigation menu select **Setups** and then **Application**. Next, click the **Approval Rules** subtab. To establish rule criteria, right mouse-click the approval rule and select **Edit** from the pop-up menu.



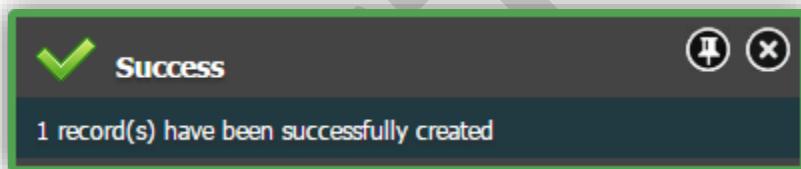
2. For example, enter **Rule Criteria** data into the fields as follows. Then click the **Save** icon.



Field Name	Description
------------	-------------

Apply Criteria On	From the drop-down list, select whether to apply the criteria to All Lines , Any Line , or Aggregate Values .
Field Name	From the drop-down list, select the name of the field you want to specify as criteria (for example, Arr Amount).
Operator	From the drop-down list, select the operator (for example, >).
Operand Type	Select Constant .
Operand	Enter the value (for example, '50000').
Enabled	Select Y from the drop-down list to enable the criteria for the rule.

A message displays at the top right of the screen indicating that your modifications were made.



3. Continue to *Step 3: Assigning Rule Approvers*.

Step 3: Assigning Rule Approvers

1. Click on the **Rule Approvers** tab to the right of the Rule Criteria tab. Next, click on the **New Row** button. Then **Approver** data into the fields as follows and click the **Save** Icon.

A screenshot of the "Edit Approval Rule - Example" window. The window has tabs at the top: "Approval Rule", "Rule Criteria", and "Rule Approvers". The "Rule Approvers" tab is selected, indicated by a blue bar and a white tab. There are four numbered callouts overlaid on the window:

- 1: A circle with the number 1 containing a hand cursor icon is positioned above the "Rule Approvers" tab.
- 2: A circle with the number 2 containing a hand cursor icon is positioned over the "Save" button in the top right corner.
- 3: A circle with the number 3 containing a hand cursor icon is positioned over the "New Row" button in the top right corner.
- 4: A circle with the number 4 containing a hand cursor icon is positioned over the "Seq" column header in the data grid.

The data grid below shows one row of data:

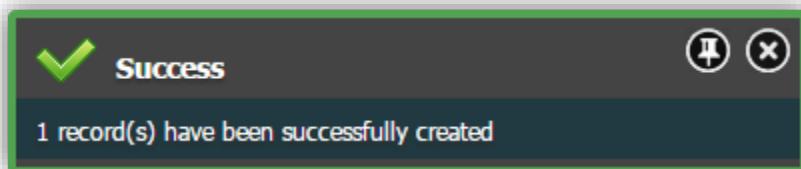
* Seq	* Approver
1	Sysadmin

At the bottom of the window, there are navigation buttons (back, forward, search, etc.) and a status message "no data found".

Field Name	Field Description
------------	-------------------

Seq	The numerical sequence (hierarchy) of approver.
Approver	From the drop-down list, select the user name of the approver.

A message displays at the top right of the screen indicating that your modifications were made.



Note: To view and approve pending approvals, see *Approvals tab* on page 234.

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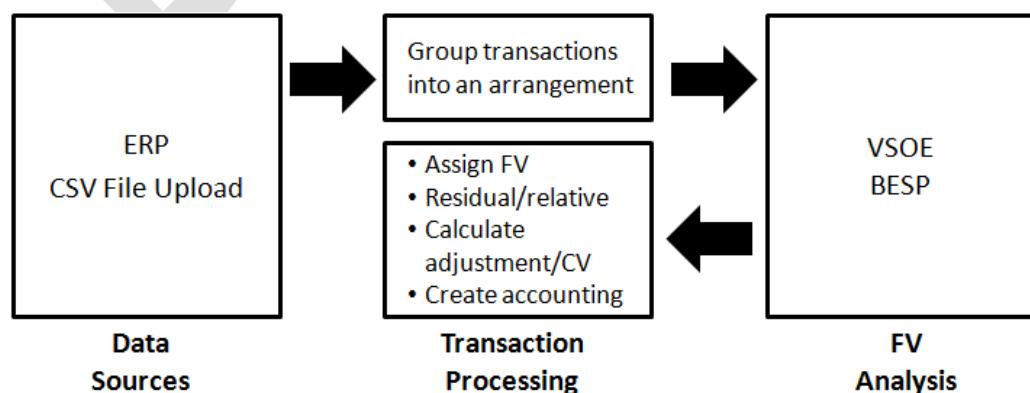
Using the Workbench

Use the workbench to manage transactions collected from source ERP systems and/or via a manual data upload and:

- Performs fair value calculations and analysis
- Links transactions into arrangements
- Performs revenue allocations and Carve-outs
- Posts back the adjustments to the source system

Data Flow

An **arrangement** is the grouping of transactions by specific data fields based on business requirements. For example, you can group all sales transactions for the same purchase order or contract number into a single arrangement. You can define arrangements using grouping rules based on any data fields captured from the source system.



Data is captured from the source system (ERP) and/or through a CSV file upload via a custom UI.

Any source data that flows into RevPro groups into an arrangement based on specified data fields. Structures for all arrangements are created using arrangement templates. See *Managing Revenue* in page . Revenue Carve-outs and Carve-ins are systematically calculated for each line item within an arrangement.

Uploading Data

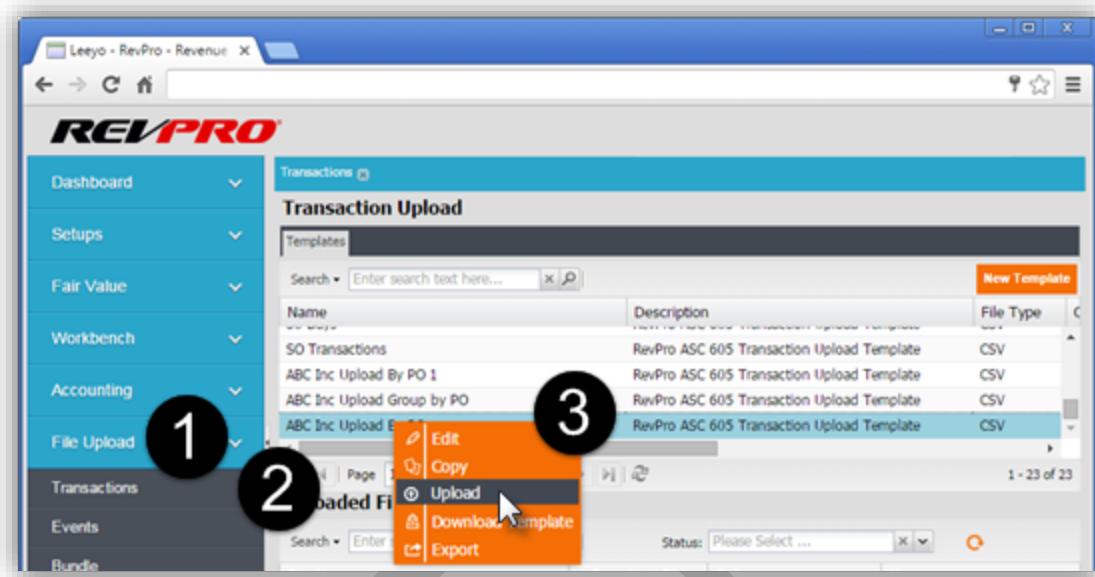
All data must be uploaded before data collection for allocation and fair value analysis can occur. RevPro's custom UI uploads any data that RevPro cannot access directly. For every custom UI, a table is created in the back end and all the data is stored in that table. RevPro will read the latest uploaded file to capture the most current data. Before uploading the data, be sure the:

- Data is available to upload
- Custom UI matrix is available (refer to *Defining a File Upload* on page for more information)
- Upload file format matches the sequence defined in the custom UI matrix
- Format of the file is in CSV format

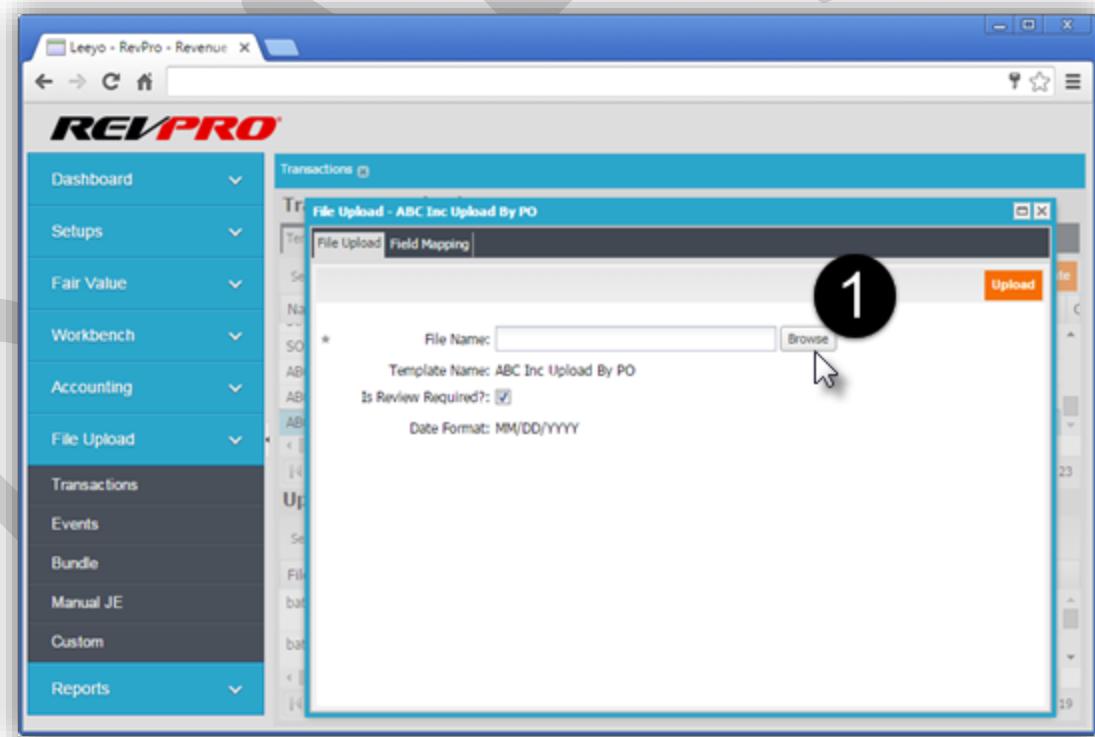
Uploading Transaction Data

To upload transaction data:

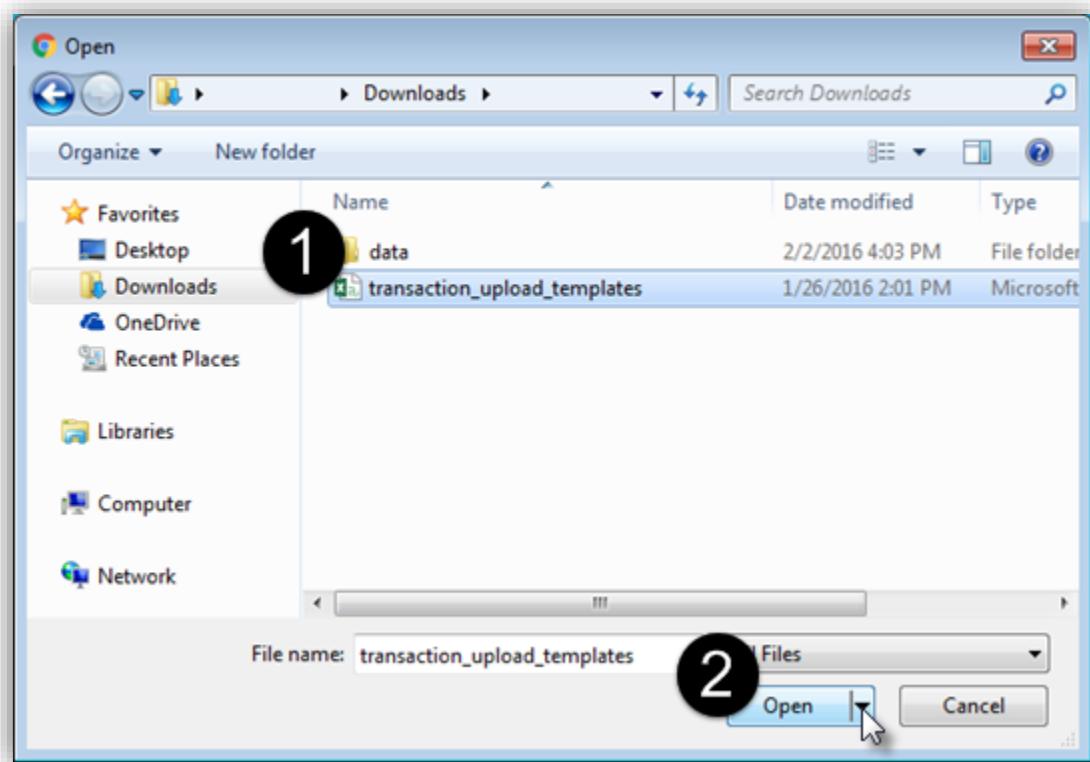
1. From the main sidebar navigation menu, select **File Upload** and then **Transactions**. Right mouse-click a transaction upload template and select **upload** from the pop-up menu.



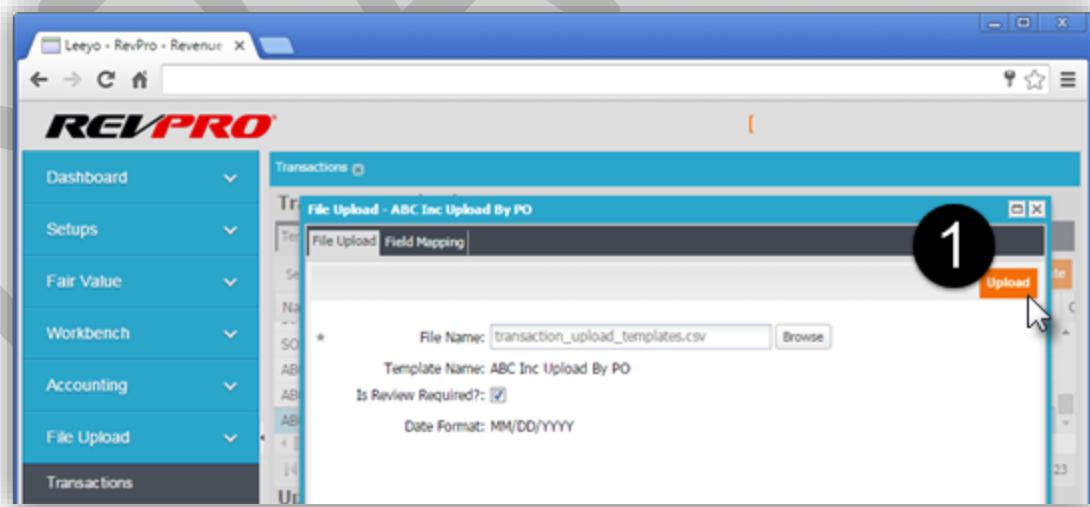
2. Click **Browse** button to locate transaction upload CSV file.



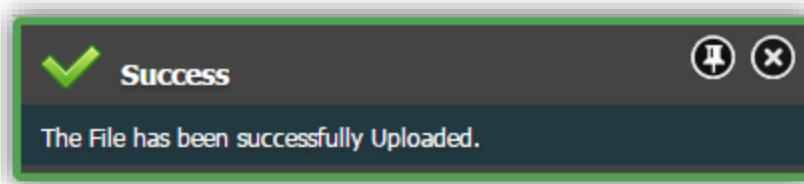
3. Click the transaction upload CSV file to select file, then click the **Open** button.



4. Click the **Upload** button to upload transaction upload CSV file.



A confirmation dialog box displays.

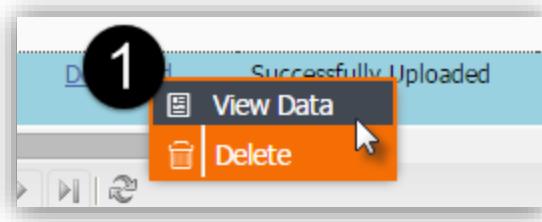


- The system populates the values in the field in the Uploaded Files Screen, where:

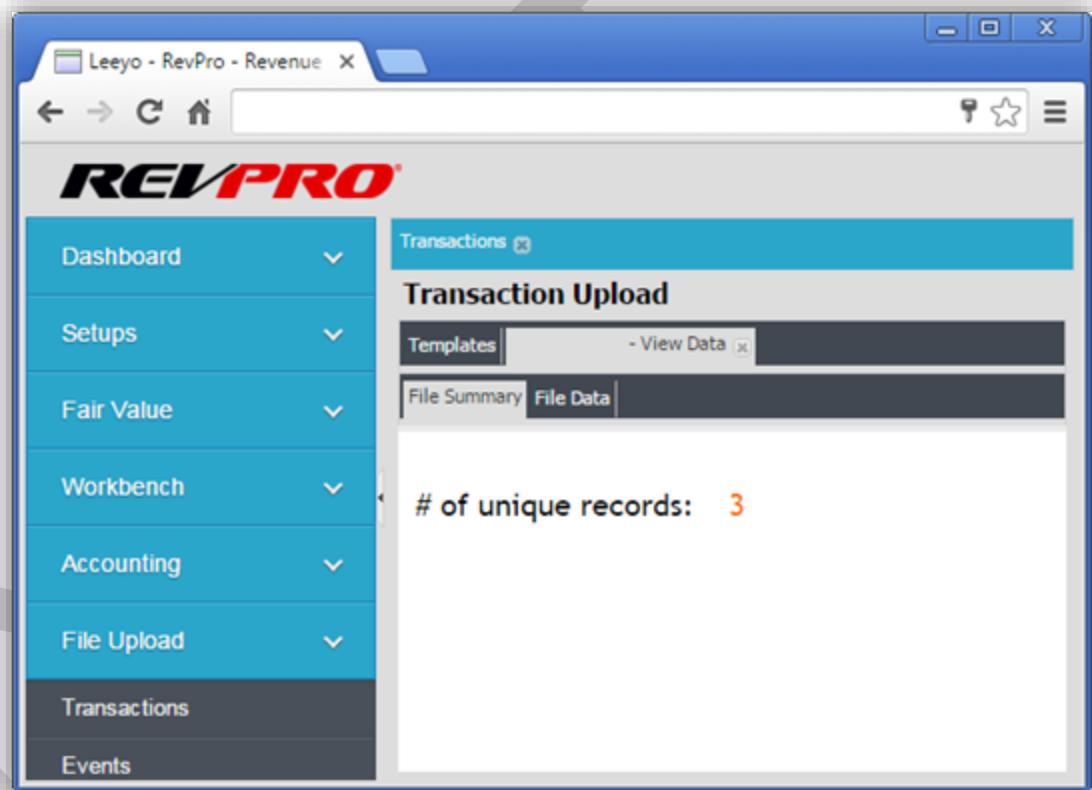
The screenshot shows the RevPro software interface. On the left, there is a sidebar with various menu items: Dashboard, Setups, Fair Value, Workbench, Accounting, File Upload (which is currently selected), Transactions, Events, Bundle, Manual JE, Custom, and Reports. A large number '1' is circled in black over the 'File Upload' menu item. The main content area is titled 'Transaction Upload' and contains two sections: 'Templates' and 'Uploaded Files'. The 'Templates' section lists several pre-defined upload templates with their names, descriptions, and file types. The 'Uploaded Files' section shows a single entry: 'transaction_upload_templates.csv' with a status of 'Successfully Uploaded' and a message indicating 3 successful uploads and 0 failures. The URL in the browser bar is <http://t-qc-db01:8080/ords/f?p=412:1:2834367890565>.

Field Name	Description
File name	The name of the uploaded file.
Download File	File Uploaded can be Downloaded at any time.
Status	The description the status of the upload.
Message	The description of the success and failure of the upload.
Next Action	The next action for the user (for example, where the user clicks on Arrow button to collect and create the upload data into arrangements).
Arr Batch	The batch ID and batch status of the next action.
Creation By	The user who uploaded the file.
Creation Date	The date when file was uploaded.

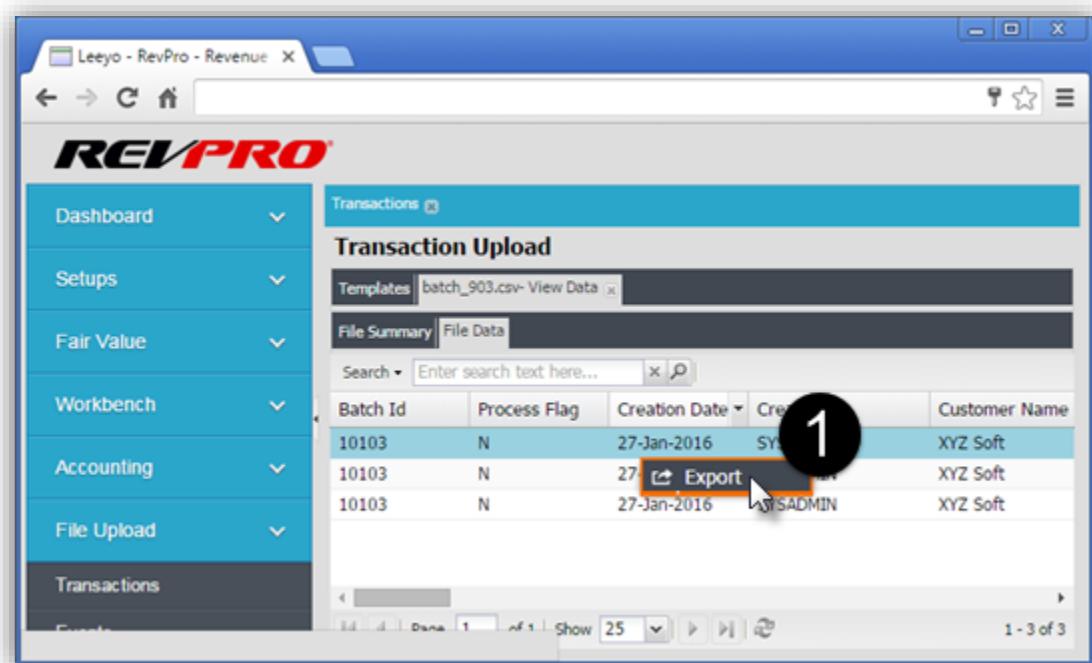
- Select the Batch and Right Click on the View Data ID to make sure the correct file was uploaded.



The system displays the View Batch Data window. File summary describes the data information configured during the transaction upload template creation and file data tab displays the data uploaded into the system.



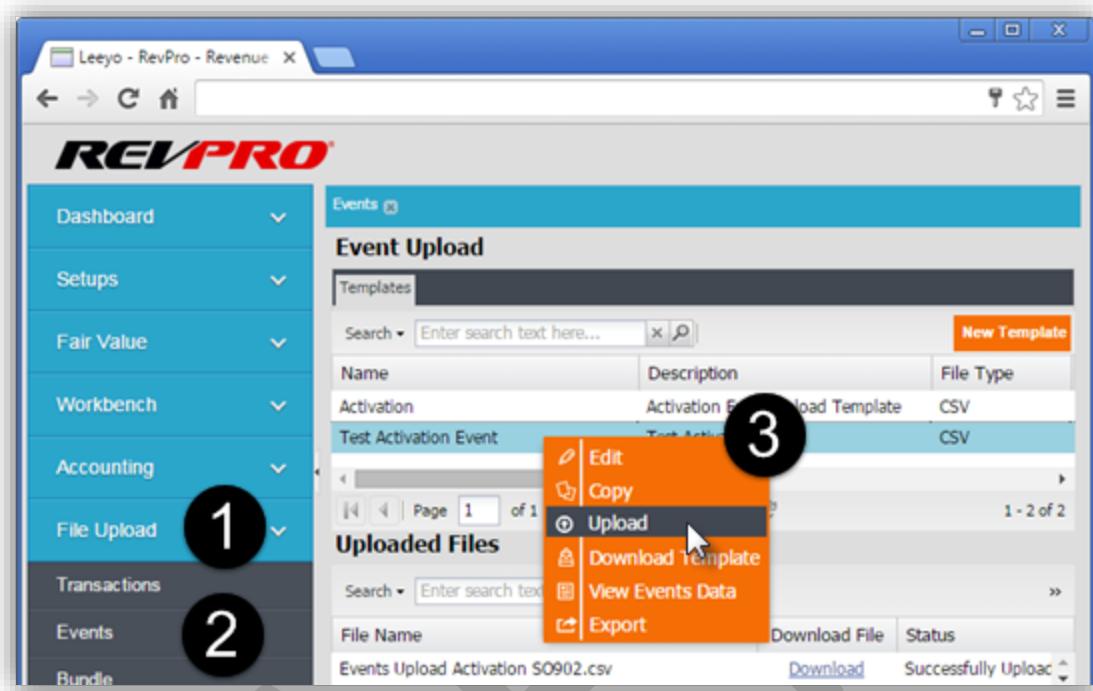
7. Click on the File Data tab. Next right mouse-click and select **Export** from the pop-up menu to export data in a CSV file for review.



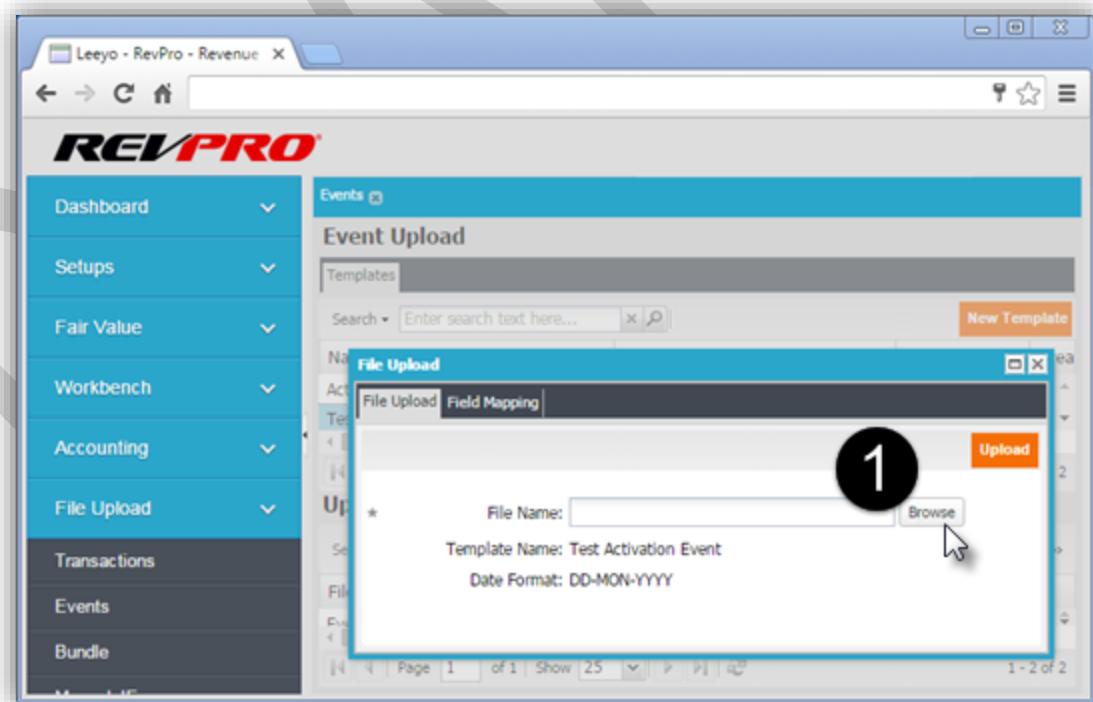
Uploading Events Data

To upload events data:

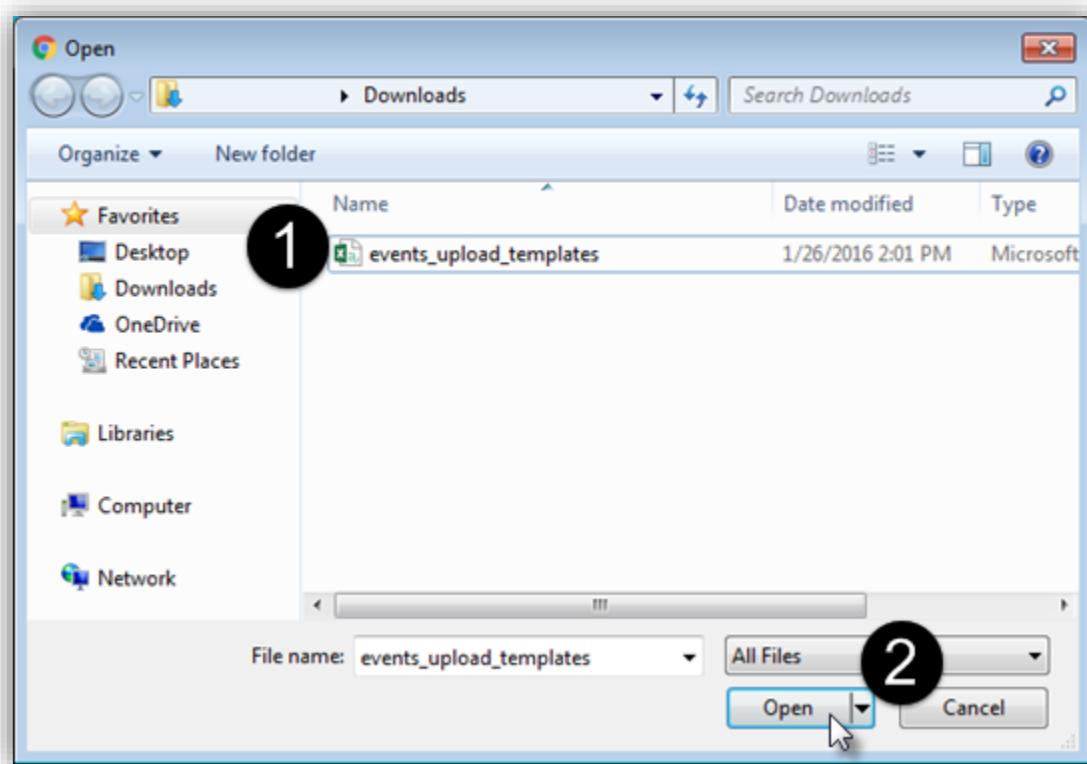
1. To Navigate to **Events**, click on the **File Upload** menu then the **Events** menu. Right mouse-click an Event template and select **Upload** from the pop-up menu.



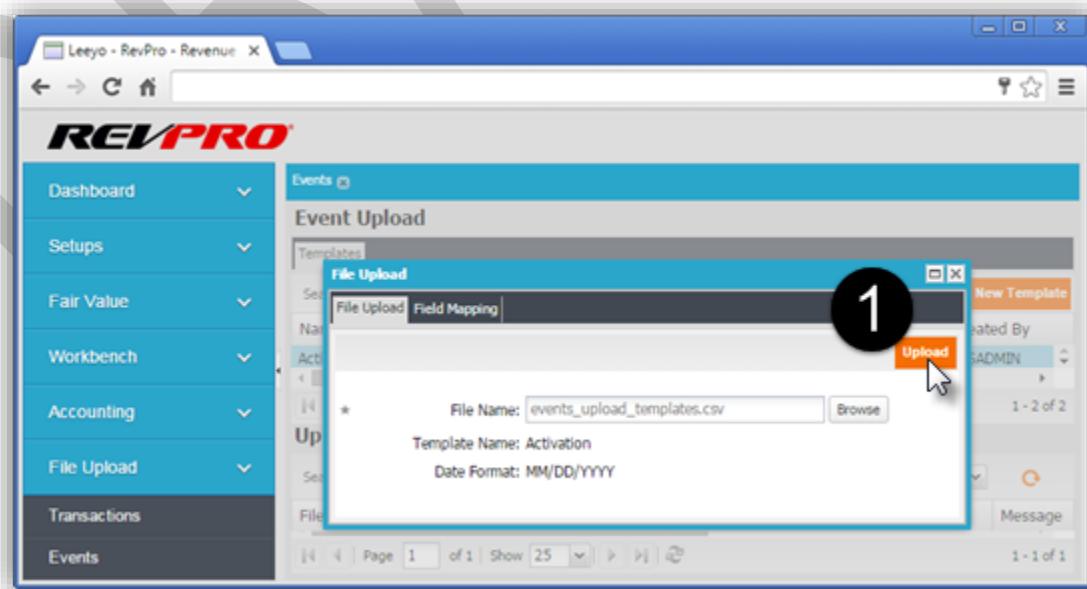
2. Click on the **Browse** button.



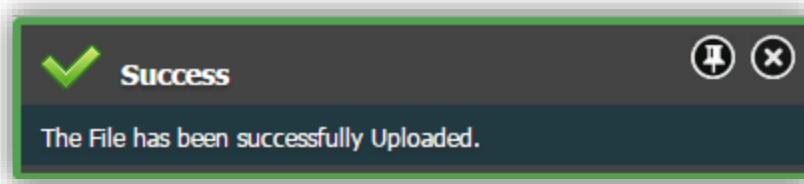
The Choose File to Upload window displays.



3. Navigate to the location where the file is located, select the file, and click on the **Open** button.
4. Click on the **Upload** button.



A confirmation dialog box displays.

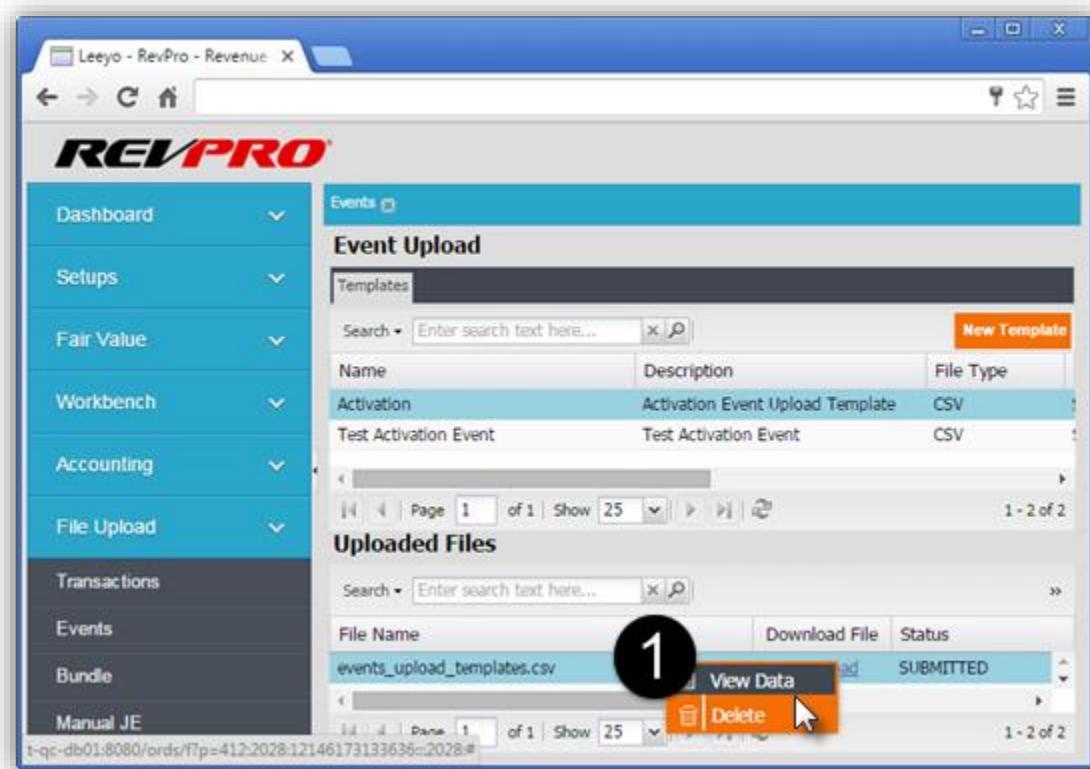


- The system populates the values in the field in the Uploaded Files Screen, where:

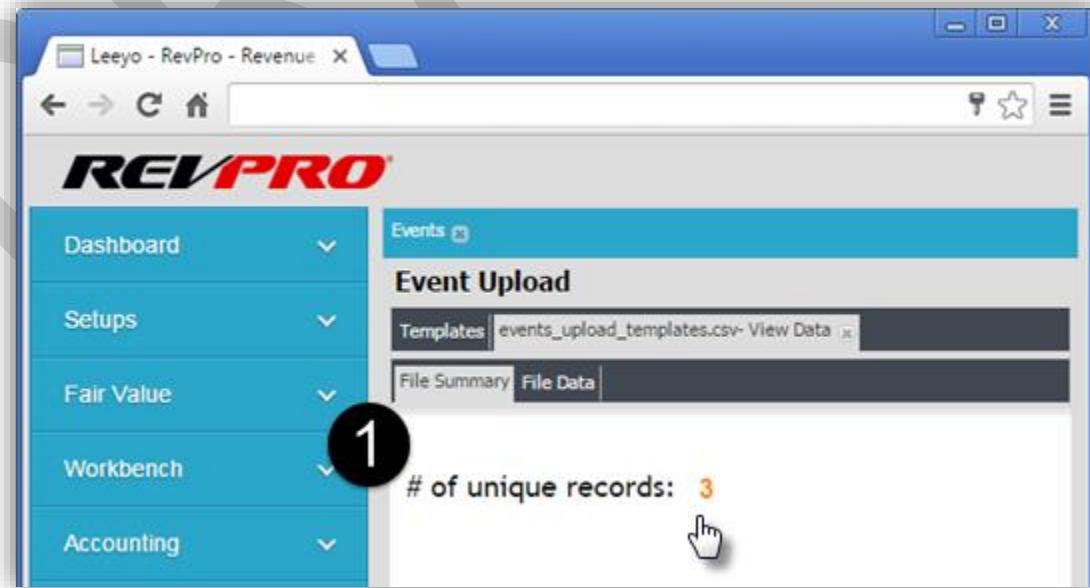
The screenshot shows the RevPro software interface with a blue header bar. The main window title is 'Leeyo - RevPro - Revenue'. The left sidebar menu includes 'Dashboard', 'Setups', 'Fair Value', 'Workbench', 'Accounting', 'File Upload' (which is currently selected), 'Transactions', 'Events', 'Bundle', and 'Manual JE'. The main content area is titled 'Event Upload' and contains two tables. The first table, 'Templates', lists 'Activation' and 'Test Activation Event' with their descriptions and file types (CSV). The second table, 'Uploaded Files', lists a single file named 'events_upload_templates.csv' with a status of 'SUBMITTED'. A circled '1' is placed over the 'File Name' column in the 'Uploaded Files' table.

Field Name	Description
File name	The name of the uploaded file.
Download File	File Uploaded can be Downloaded at any time.
Status	The description the status of the upload.
Message	The description of the success and failure of the upload.
Next Action	The next action for the user (for example, where the user clicks on Arrow button to collect and create the upload data into arrangements).
Creation By	The user who uploaded the file.
Creation Date	The date when file was uploaded.

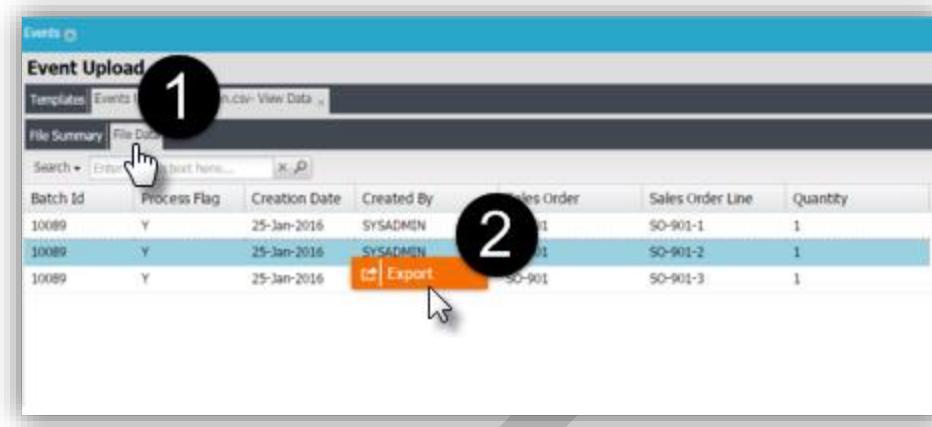
- Click on the View Data ID to make sure the correct file was uploaded.



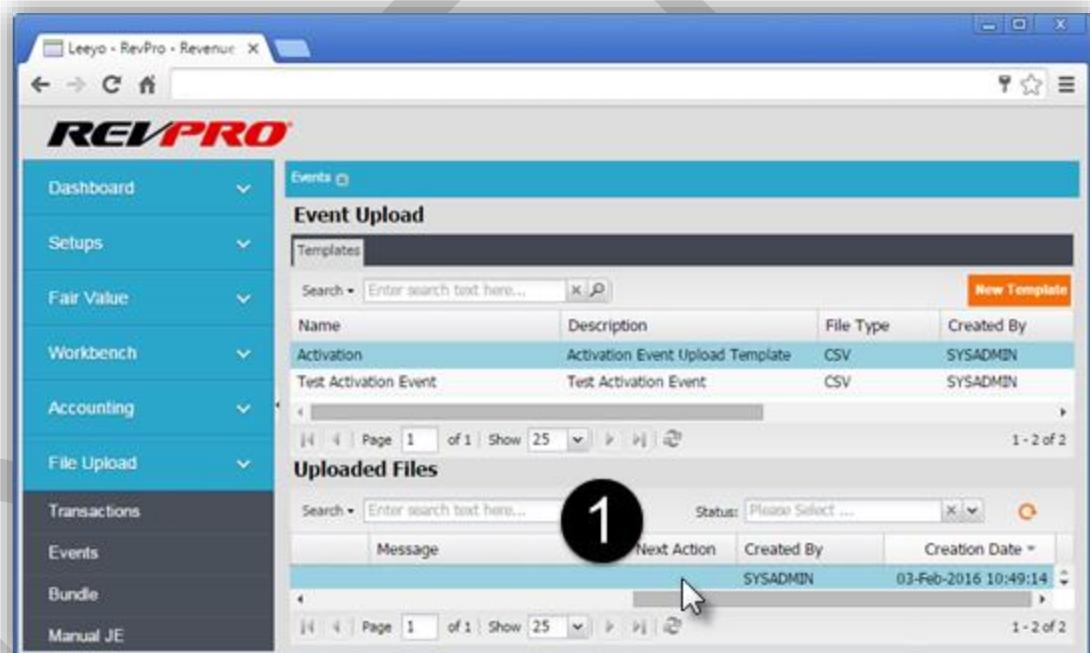
The system displays the View Batch Data window. File summary describes the data information configured during the transaction upload template creation and file data is the data uploaded into the system.



7. Right Click on File Data and then do Export and open the data in Excel. There, you can review and check the data.



8. Click on the **Arrow** button on the next action column.



Uploading Bundle Data

To upload bundle data:

1. To Navigate to **Bundle**, click on the **File Upload** menu then the **Bundle** menu. Right mouse-click a Bundle template and select **Upload** from the pop-up menu.

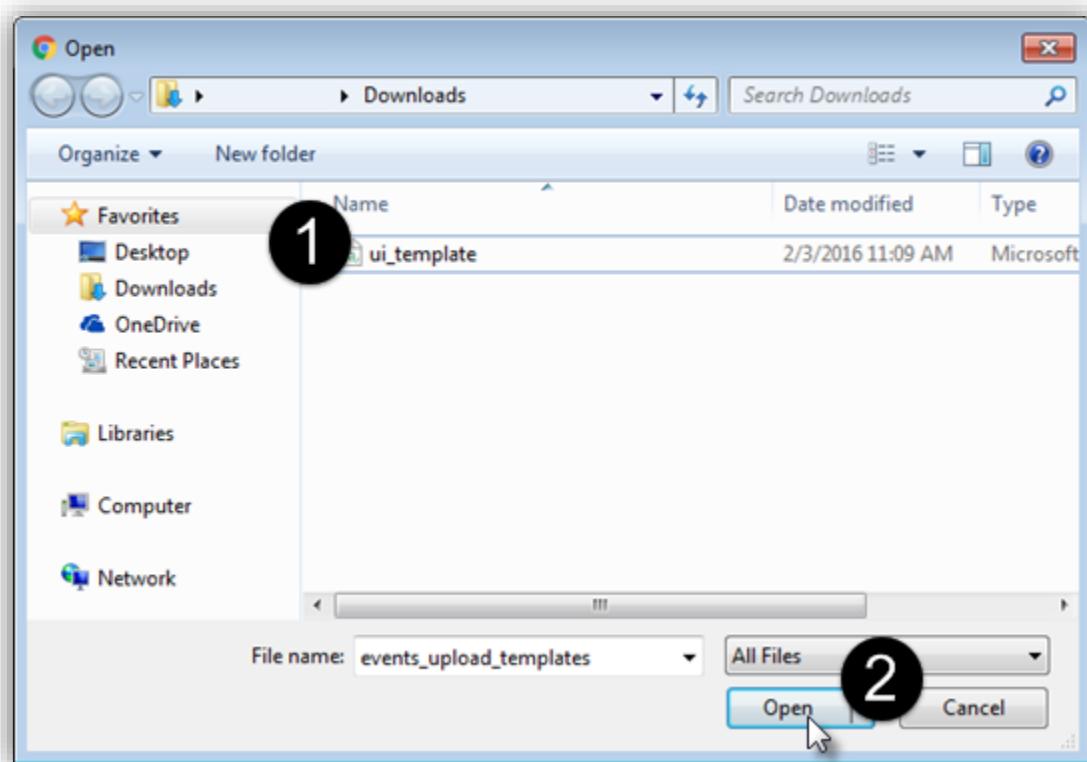


The system displays the File Upload window.

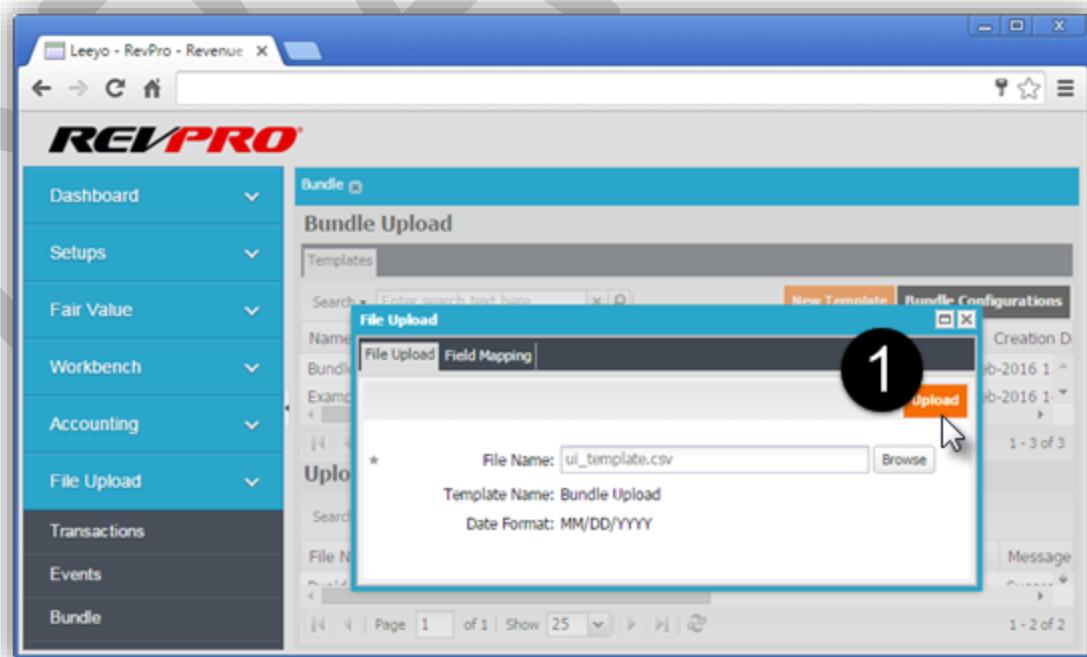
2. Click on the **Browse** button.



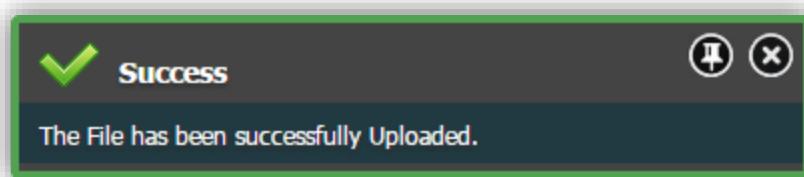
3. In the **Open** window Select **Name of the Template** for file Upload. Then navigate to the location where the file is located, select the file, and click on the **Open** button.



4. Click on the **Upload** button.



A confirmation dialog box displays.



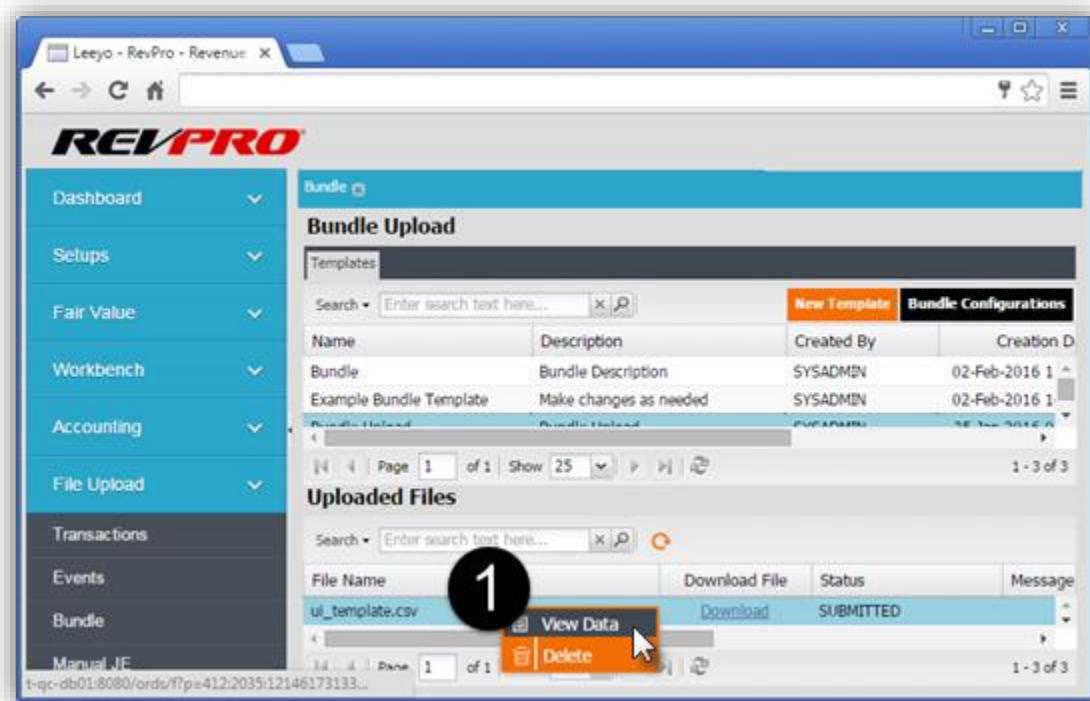
The system populates the values in the field in the Uploaded Files Screen, where:

Field Name	Description
File name	The name of the uploaded file.
Download File	File Uploaded can be Downloaded at any time.
Status	The description the status of the upload.
Message	The description of the success and failure of the upload.
Next Action	The next action for the user (for example, where the user clicks on Arrow button to collect and create the upload data into arrangements).
Creation By	The user who uploaded the file.
Creation Date	The date when file was uploaded.

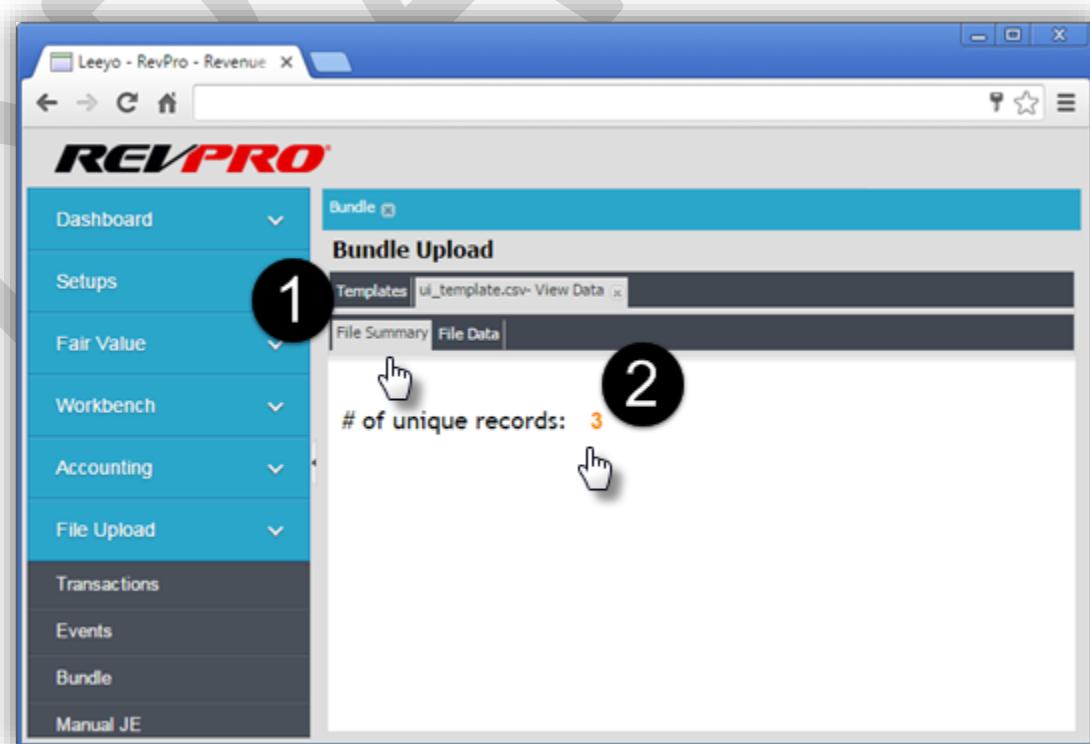
The system displays the job status as submitted.

The screenshot shows the REVPRO software interface. On the left is a vertical navigation menu with items like Dashboard, Setups, Fair Value, Workbench, Accounting, File Upload (which is selected), Transactions, Events, Bundle, and Manual JE. The main area is divided into two sections: 'Bundle' and 'Uploaded Files'. The 'Bundle' section shows a table for 'Bundle Upload' with columns for Name, Description, Created By, and Creation Date. One row is visible: 'Example Bundle Template' by 'SYSADMIN' on '02-Feb-2016'. The 'Uploaded Files' section shows a table with columns for File Name, Download File, Status, and Message. One file, 'ui_template.csv', is listed with a status of 'SUBMITTED'. A large number '1' is circled in the bottom right corner of the 'Uploaded Files' table area.

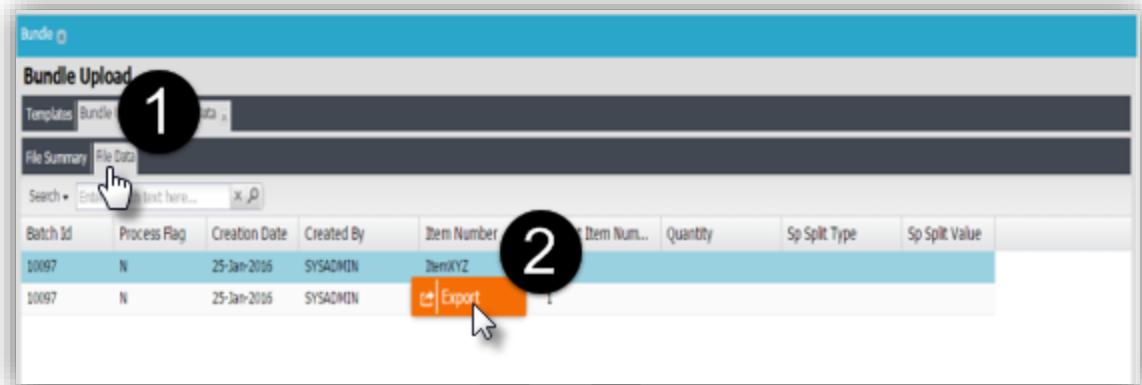
- Right Click on the File name and Select View Data ID to make sure the correct file was uploaded.



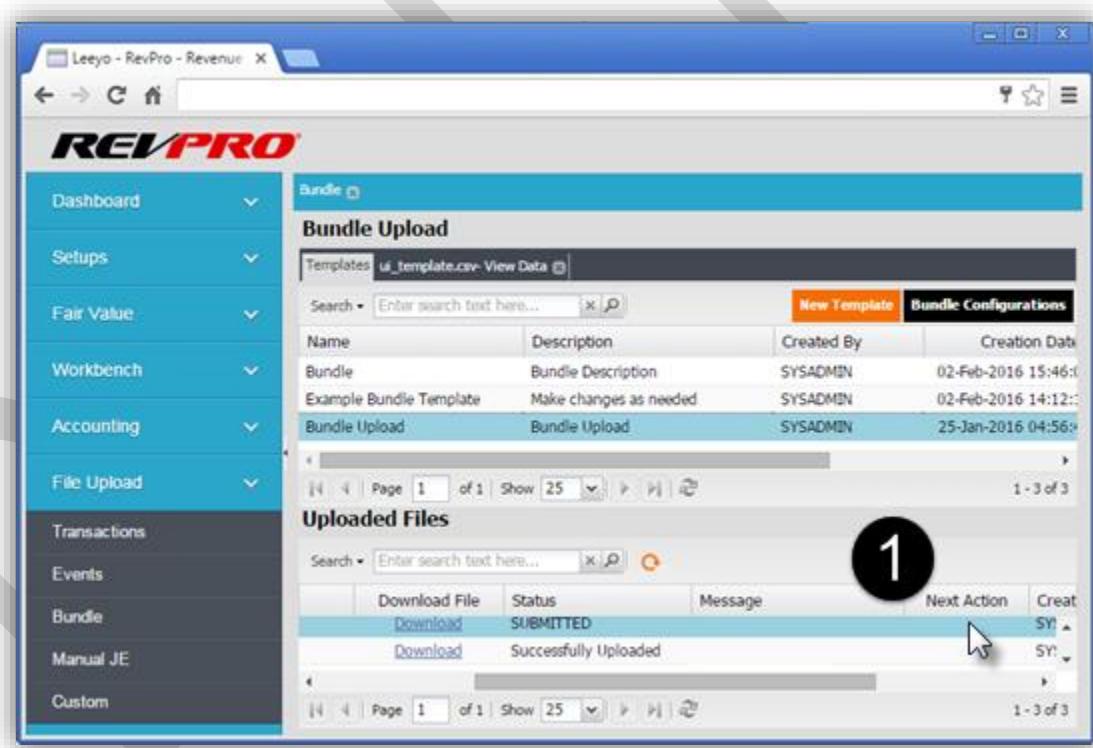
The system displays the File Summary tab. File summary describes the data information configured during the transaction upload template creation and file data is the data uploaded into the system.



6. Right Click on File Data and then do Export and open the data in Excel.
There, you may review and check the data.



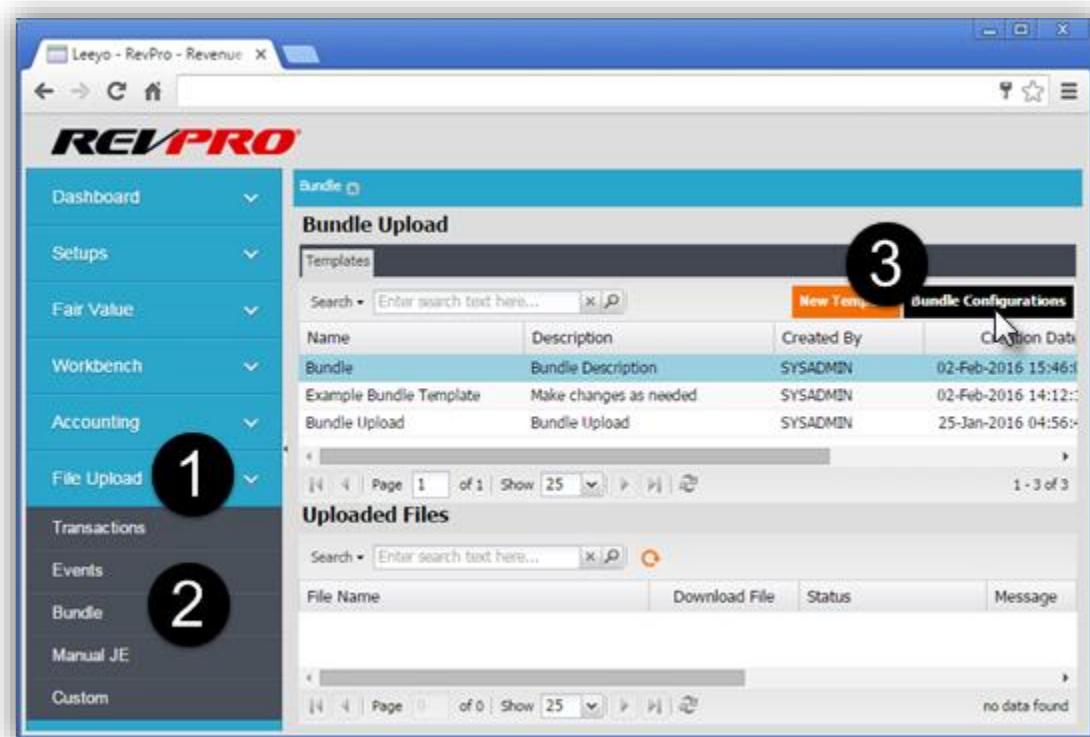
7. Click on the **Arrow** button on the next action column.



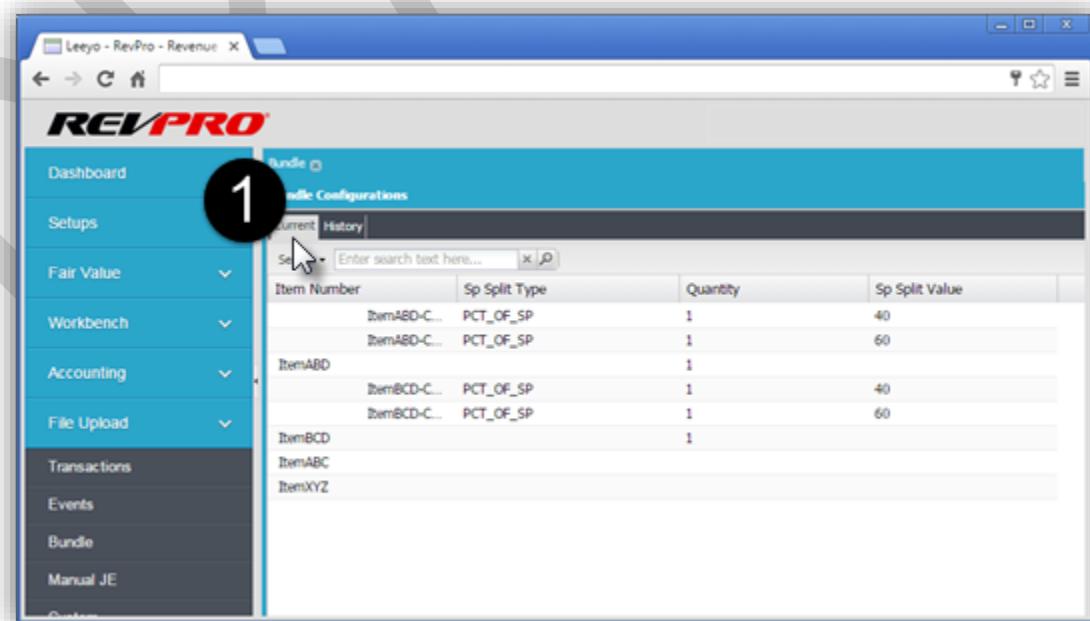
Bundle Configuration

To configure bundle data:

1. Navigate to **Bundle**, click on the **File Upload** menu then the **Bundle** menu. Click the **Bundle Configuration** button.



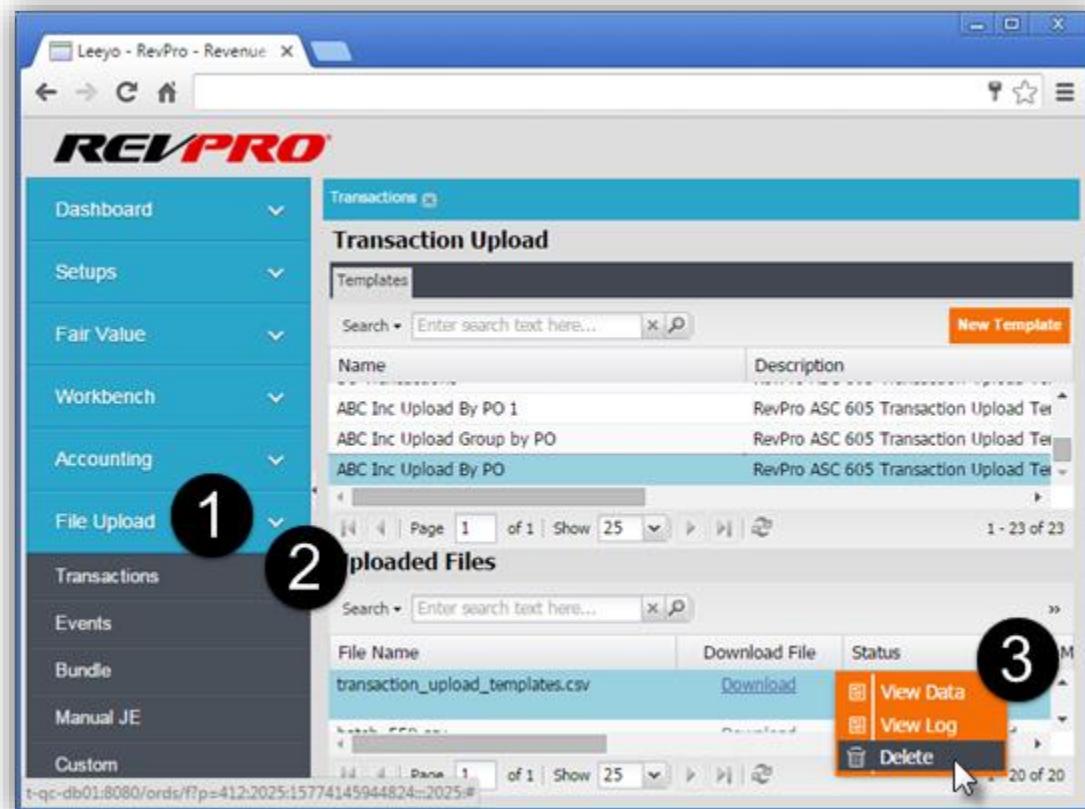
The system displays the Current and History tabs. The Current tab displays the latest part number upload records. The History tab displays old part number upload records (saved for audit trail purposes).



Deleting Uploaded Data

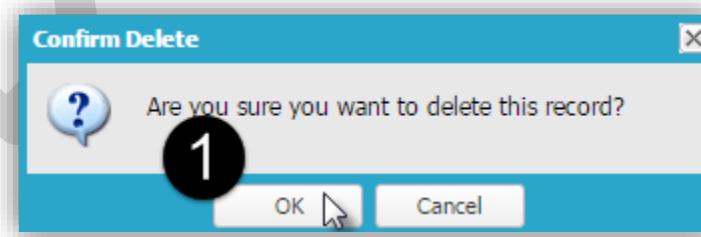
To delete an uploaded data file after the upload process:

1. From the **File Upload** Menu, select **Transactions**. Locate the uploaded file to delete. Right mouse-click the file and select **Delete** from the pop-up menu.

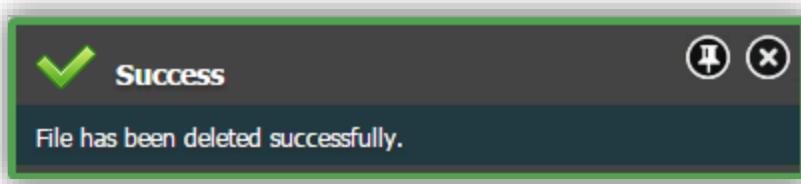


The system displays a message indicating 'Are you sure want to delete this record?'

2. Click on the **OK** button.



A confirmation message is displayed.



Fair Value Calculation and Analysis

RevPro collects historical data from source systems based on user-defined stratifications such as product family, business unit, customer, and region. Results are auto-generated for VSOE (Vendor Specific Object Evidence) and BESP (Best Estimated Selling Price) analysis. You can perform multiple analyses based on different stratifications. Results are saved directly in RevPro for management and auditor review and for internal control purposes.

When you want to upload the fair value, use the fair value matrix. When RevPro performs the fair value analysis, use the fair value template to create the fair value batch.

Creating a Fair Value Batch by Upload

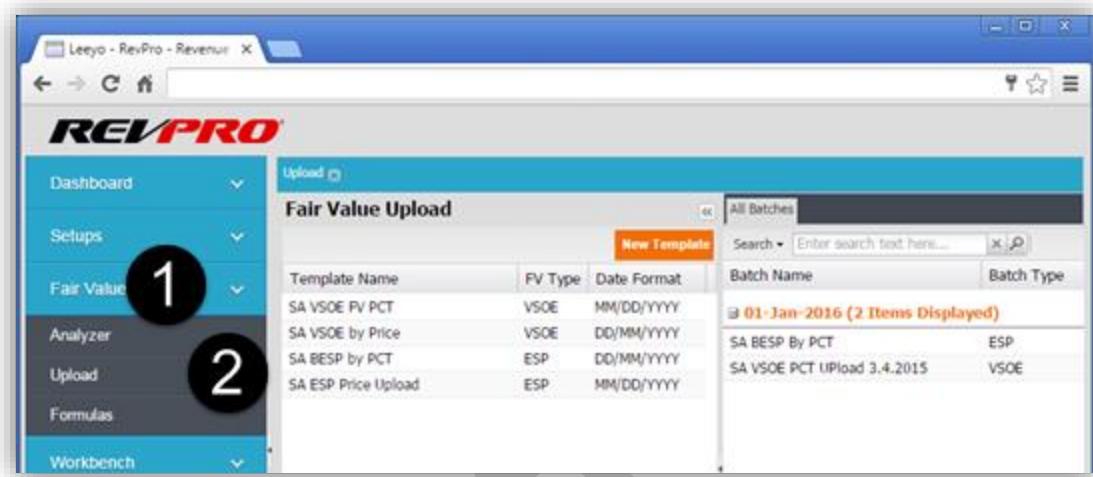
This procedure involves:

1. Creating fair value batch from the fair value upload.
2. Reviewing the fair value batch.
3. Finalizing the fair value batch.

Step 1: Create the Fair Value Batch from the Fair Value Upload

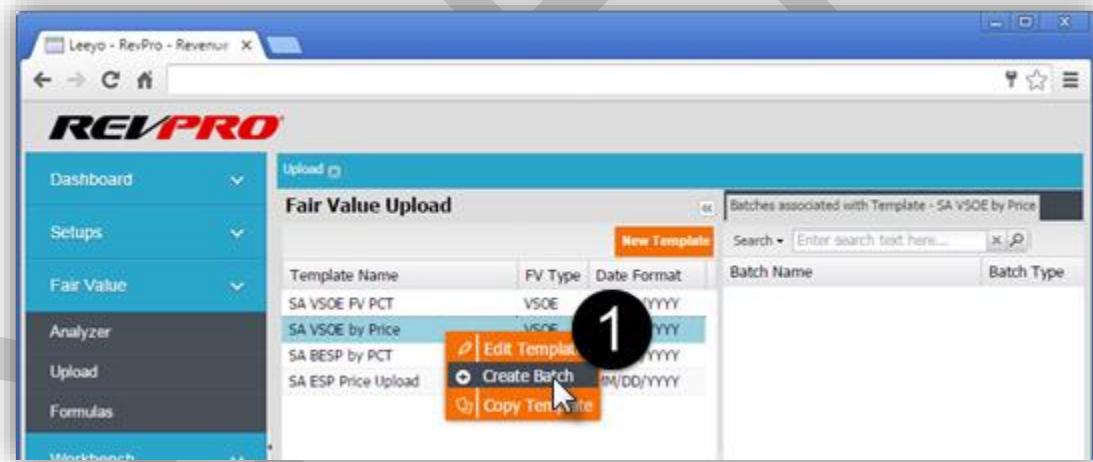
To create fair value batch from fair value matrix:

1. From the **Fair Value** menu, select **Upload**

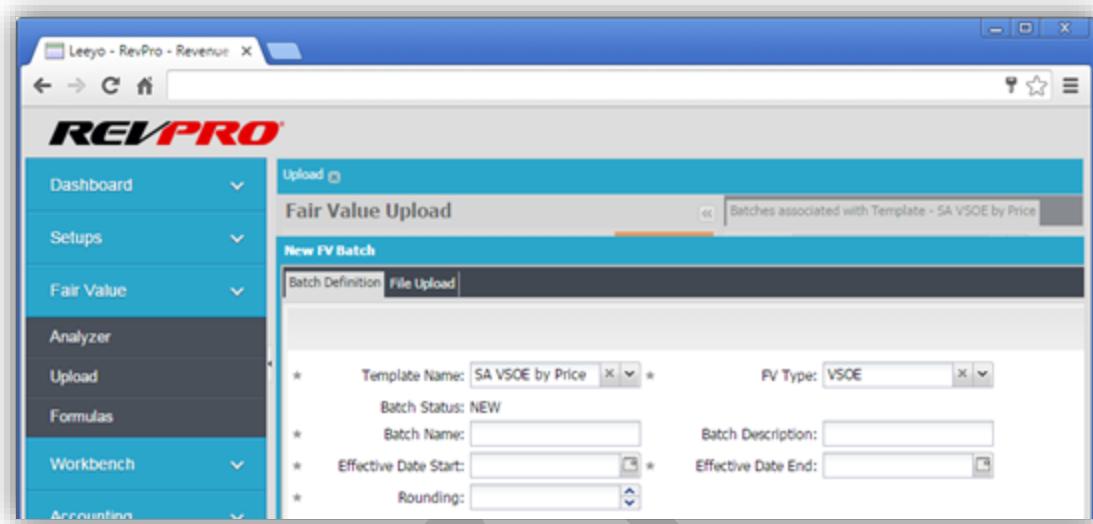


The system displays the Fair Value Upload window.

2. Right Click on any of the Template and Select **Create Batch** menu option.



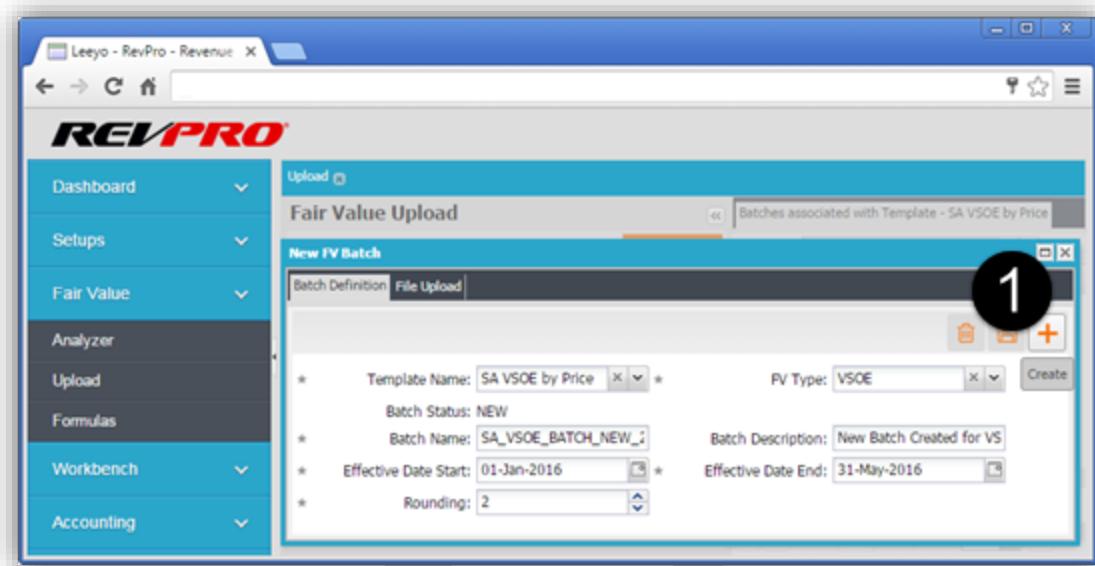
The system displays the **New FV Batch** Window.



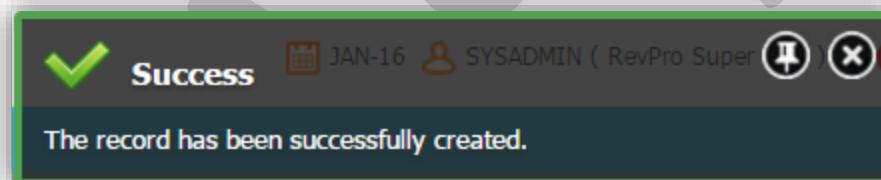
1. Enter data into the fields as follows:

Field Name	Field Description/Value
Template Name	This is required only if the fair value batch is created using the template (where RevPro calculates the fair value), not the fair value matrix (file upload).
FV Type	Select a fair value type from the drop-down list per your business requirements.
Batch Status	Batch Status Displayed based on the Status of the Batch like New, Final.
Batch Name	Enter the name of the batch.
Batch Description	Enter a description of the batch.
Effective Date Start	This is a required field. Using the calendar icon, select the date of the earliest date to be applied at the transaction (allocation) level.
Effective Date End	This is a required field. Using the calendar icon, select the latest date applied at the transaction (allocation) level.
Rounding	This Field is used to Enter the Rounding of the Fair value.

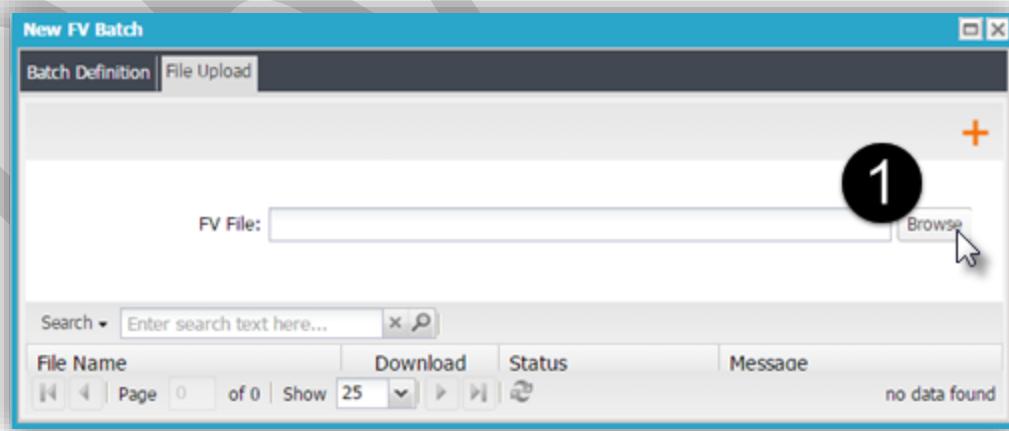
2. Click on the **Create** button.



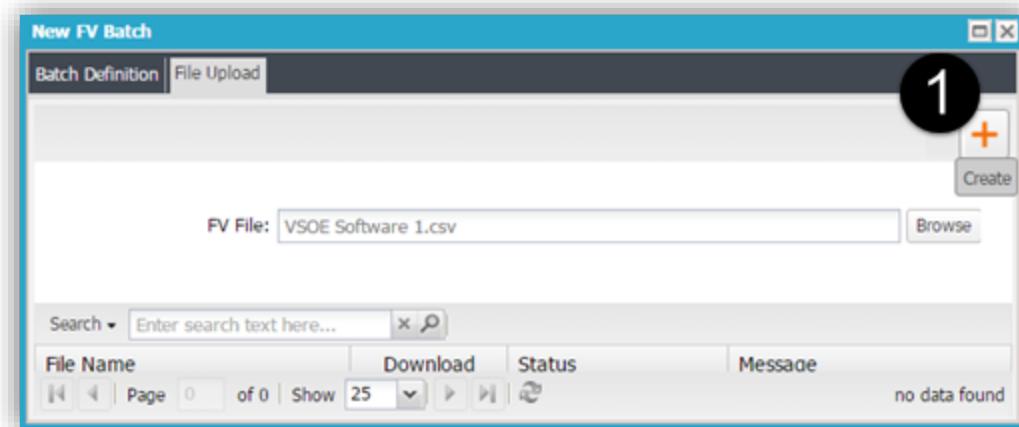
A success message is displayed.



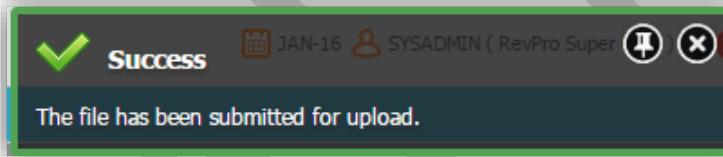
The System automatically Navigate the File Upload Screen.



3. Click on the **Browse** button, navigate to where the file is located, and select the file.
4. Click on the + icon button.



The system displays the Request ID number and indicates whether the upload was successful.



Once the file has been successfully uploaded, the system displays the Uploaded Files Upload Window, showing the File Name, Download, Status, Message, Created By and Creation Date. You can view or download the file by clicking on Download Hyperlink.

File Name	Download	Status	Message	Created By	Creation Date
VSOE Software 1.csv	Download	Successfully Uploaded	Success: 8 Failed: 0	SYSADMIN	09-Feb-2016 04:12:08

You can view the job log for this request ID (for example, 39554) using the Setups tab. Refer to *Monitor Job Processing* on page for more information.

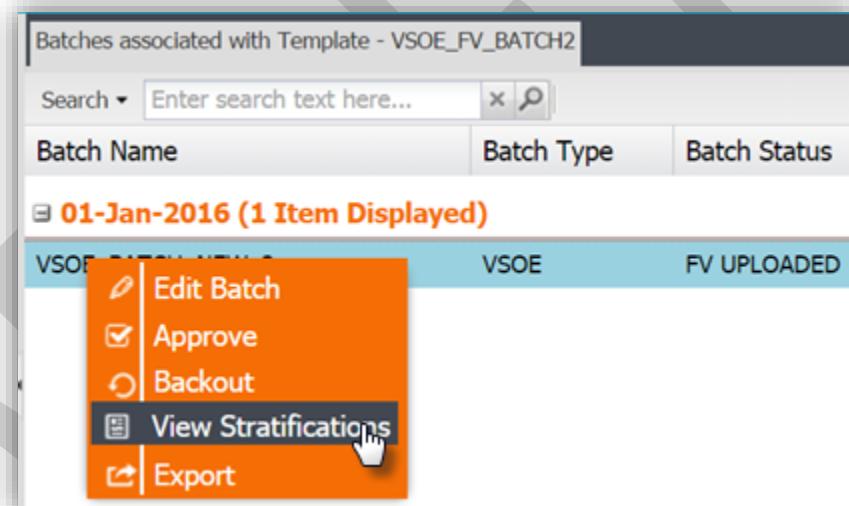
Step 2: Review the Summary of the Fair Value Batch

- From the **Fair Value** menu, select **Fair Value Upload**, click on the **template** for which the FV batch was created.



The system displays the “Batched associated with...” window which displays all the batches created for that template.

Right click batch you want review. Select **View Stratification**



The system displays the fair value analyses based on the different stratification (summary details of the batch) with the Group ID field. The Group ID is unique and is generated by RevPro for every data point.

Batch Id	Group Id	Item ID	Below Midpoint	FMV PCT	Above Midpoint	FMV Discount Low	FMV Discount High
10029	10017	1177062	50%	59%	68%	0%	0%
10029	10018	1069154	50%	60%	68%	0%	0%
10029	10019	1177847	50%	61%	70%	0%	0%
10029	10020	1176985	50%	59%	70%	0%	0%
10029	10021	952731	50%	59%	68%	0%	0%
10029	10022	917445	50%	60%	68%	0%	0%

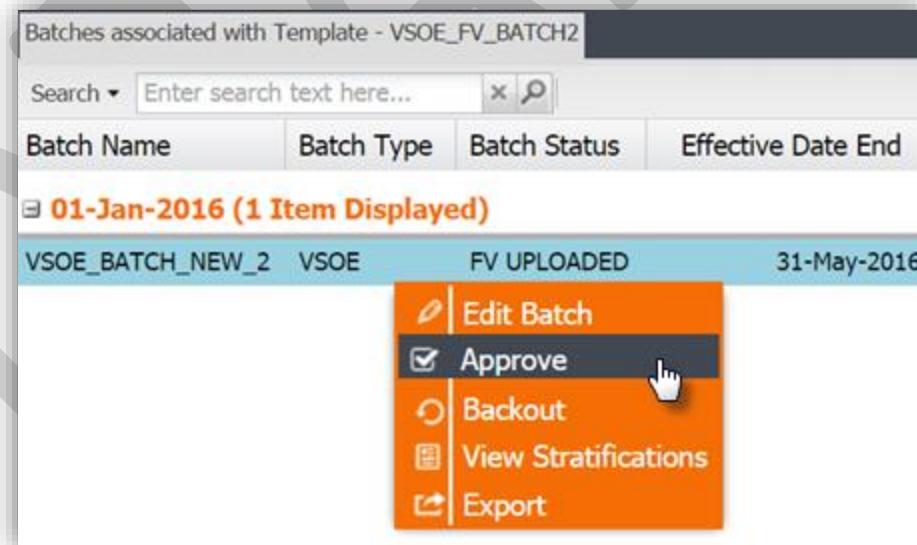
Step 3: Finalize the Fair Value Batch

Any number of the fair value batches can be created but only the **latest finalized batch** will be used for allocation purpose. To finalize a fair value batch:

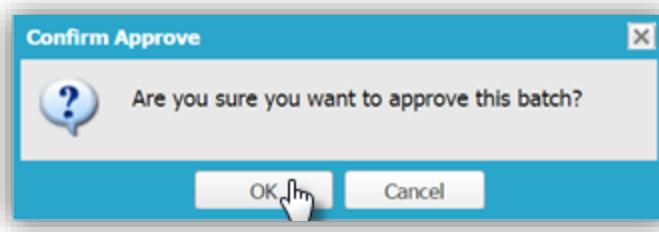
1. From the **Fair Value** menu, select **Fair Value Upload**, then click on the template for which the FV batch was created.



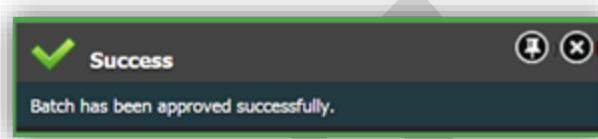
2. The system displays the “Batched associated with...” window. Select the batch and right click on the FV batch to Approve. From the pop-up menu select the **Approve** menu option.



A confirmation message pops up for the Approval. Click on OK.



A success message shows up if the batch is approved.



The system displays FV Batch window. The **Batch Status** column should now contain the text **FINAL**.

Batches associated with Template - VSOE_FV_BATCH2				
Batch Name	Batch Type	Batch Status	Effective Date End	Created By
01-Jan-2016 (1 Item Displayed)				
VSOE_BATCH_NEW_2	VSOE	FINAL	31-May-2016	SYSADMIN

Creating a VSOE Fair Value Batch using the Template

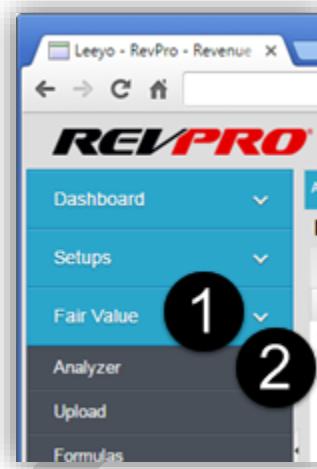
The fair value template automatically populates all values set up in the fair value template. Before creating the VSOE fair value batch using the fair value template, make sure the VSOE fair value template is set up and configured. Refer to *Setting up a Fair Value Template* on page for information on how to set up the template. This procedure consists of the following six steps:

1. Creating the fair value (VSOE) batch.
2. Collecting the data for the fair value batch.
3. Performing a compliance check.
4. Reviewing the fair value calculation.
5. Editing non-compliant transactions (for VSOE only).
6. Finalizing the fair value batch.

Step 1: Creating a VSOE Fair Value Batch

To create a VSOE fair value batch:

1. From the **Fair Value** menu, select **Analyzer**.



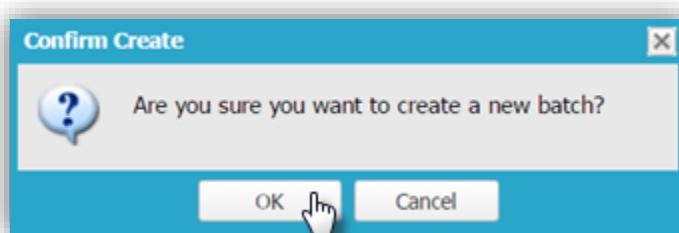
The system displays the Fair Value Analyzer Screen

Right click on the Template and click on **Create Batch**

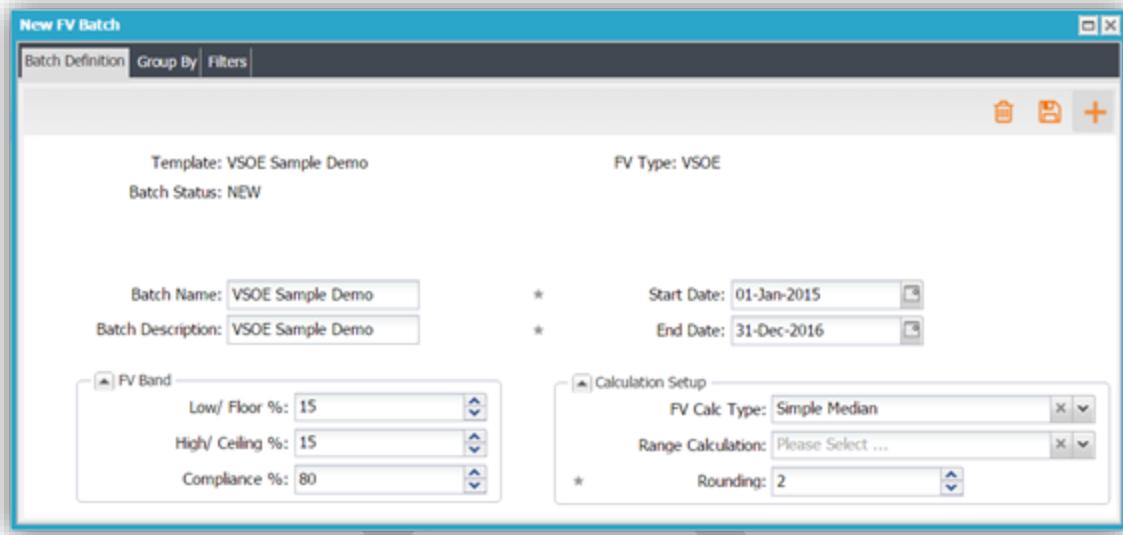
Template Name	FV Type	Dataset Name
VSOE Sample Demo	VSOE	FV Dataset
VSOE Sample		Dataset
VSOE FV Template		Dataset

A context menu is open over the third row of the table, containing the following options: "Edit Template", "Create Batch" (which is highlighted with a mouse cursor), and "Export".

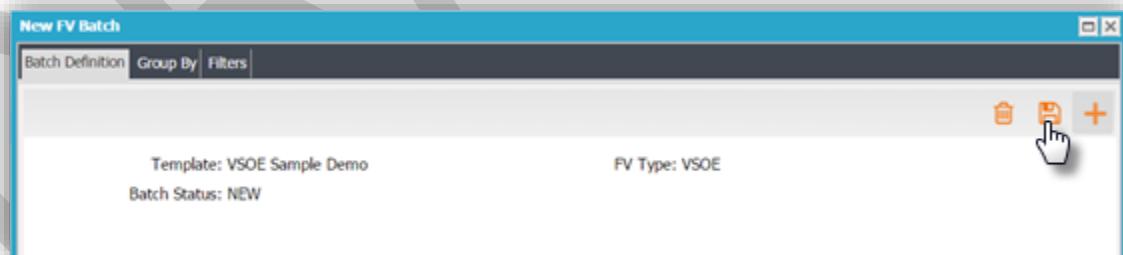
Confirm Create Window opens. Click on OK



The system displays the New FV Batch window.

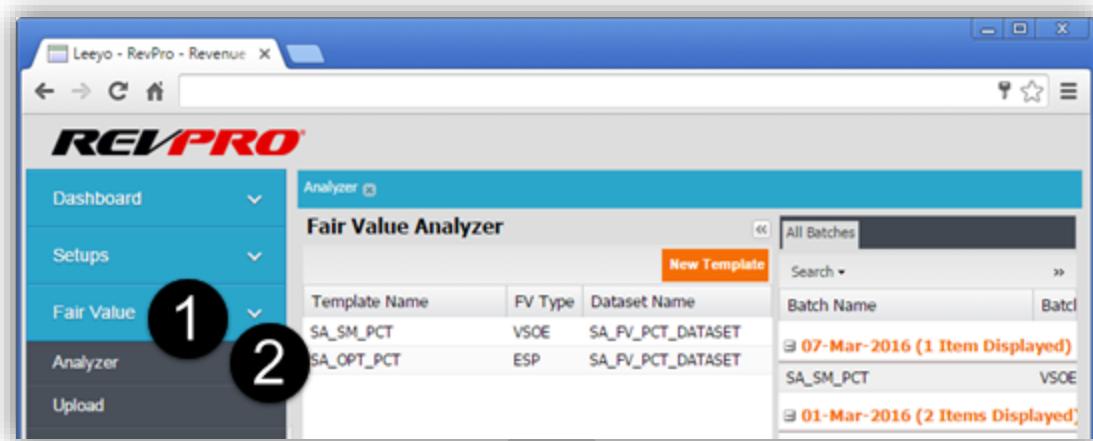


2. Select the applicable fair value template from the **Create from Template** drop-down list. The system automatically populates all the fields from the fair value template.
3. Once all the fields are populated, validate values in the FV Batch window and the criteria in the Batch Criteria window. Make any changes as necessary.
4. Click on the **Save** button at the top right of the FV Batch window.



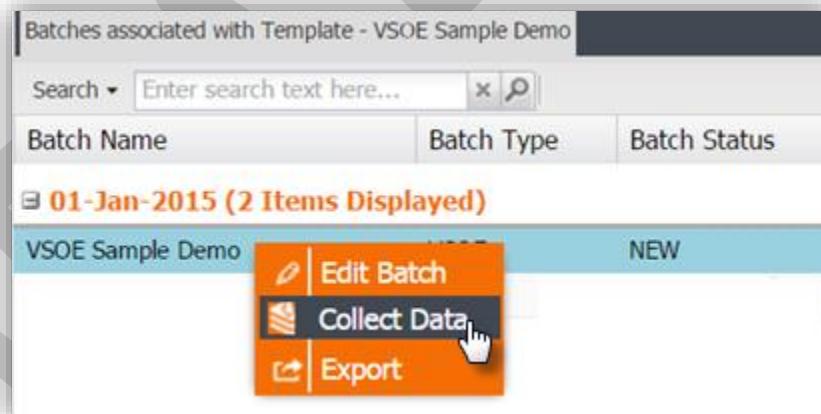
Step 2: Collect the Data

1. From the **Fair Value** menu, select **Analyzer**, and then select **Template Name**.

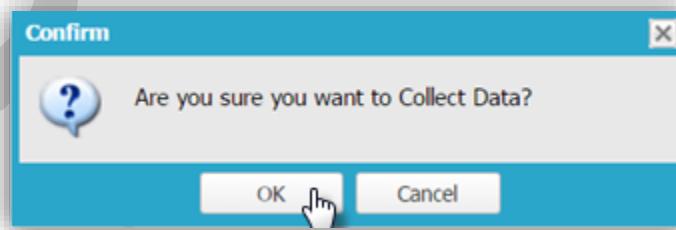


The system displays the All Batches List window. The batch you created displays in the list with a **Batch Status** column of **NEW** and the Next Action column of **COLLECT DATA**.

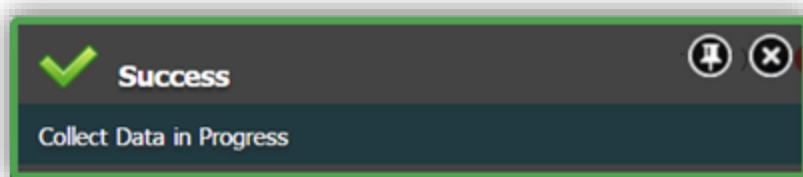
2. In the **Next Action** column, click on the **COLLECT DATA** link.



A Confirmation window opens. Click on OK



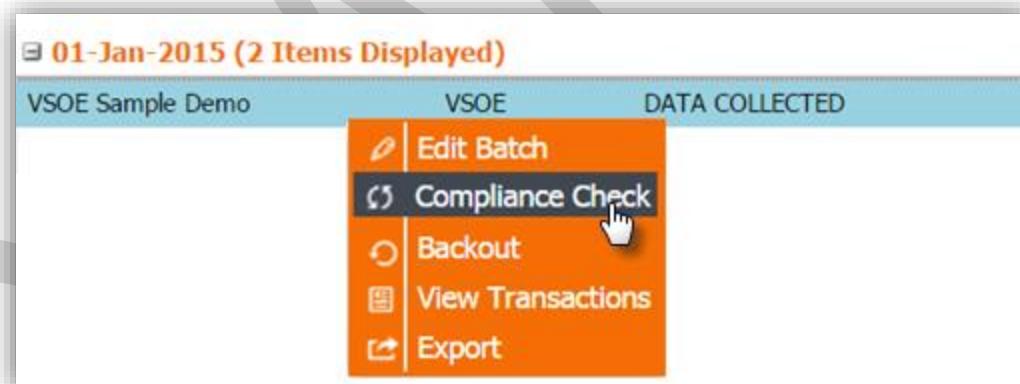
A success message shows up that data collection is in progress



The status of the batch changes to Data Collected

Batches associated with Template - VSOE Sample Demo		
Batch Name	Batch Type	Batch Status
01-Jan-2015 (2 Items Displayed)		
VSOE Sample Demo	VSOE	DATA COLLECTED

Right click on the batch and click on Compliance Check.



Step 3: Perform a Compliance Check

Next, you need to perform a compliance check to validate the derived fair values with parameter values. To do so, in the All Batches list window, right click on the batch and click on Compliance Check.

The system updates the Batch Status column to FMV CALCULATED and the Next Action columns to FINALIZE BATCH.

Batch Name	Batch Type	Batch Status
01-Jan-2015 (2 Items Displayed)		
VSOE Sample Demo	VSOE	FMV CALCULATED

Step 4: Review the Fair Value Calculation

To review the fair value calculation:

1. From the **Fair Value** menu, select **Analyzer**, and then select **Template Name**.



2. The system displays the Fair Value Analyzer Screen. Click on the template to see all the batches for that template. To check the fair value population for a batch, right click on the batch and click on View Transactions.

Batch Name	VSOE	FMV CALCULATED
VSOE Sample Demo		
01-Jan-2015 (2 Items Displayed)		
	Edit Batch	
	Approve	
	Backout	
	View Stratifications	
	View Transactions	
	Export	

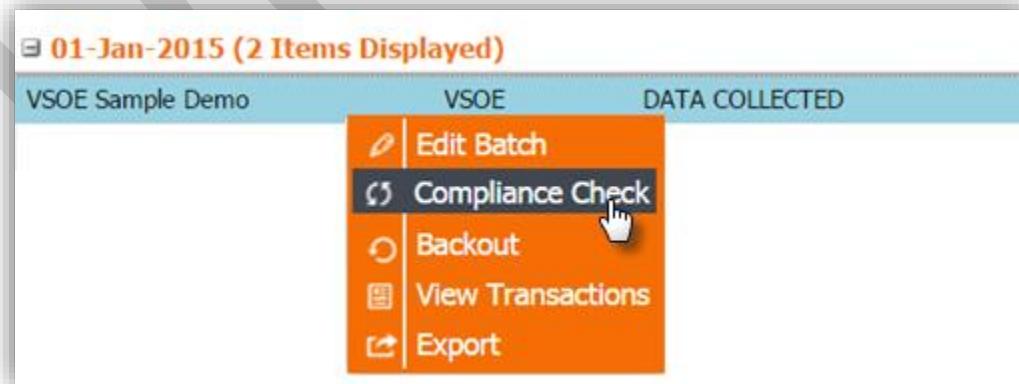
The FV Transactions Summary displays.

Batches associated with Template - VSOE Sample Demo		Transactions - VSOE Sample Demo						
Search	Enter search text here...			Record Type:	Please Select ...			
Include L...	Group Id	Item ID	Item Number	Ext Sell Price	Customer Na...	List Price	Below FV Price	FV Pri...
✓	10133	Android2	Android2	12,000	GOOGLE			
✓	10117	Android3	Android3	120,000	GOOGLE			
✓	10138	Android4	Android4	120,000	GOOGLE			
✓	10139	Android1	ABC	300	CSC			
✓	10133	Android2	ABC	200	CSC			
✓	10117	Android3	ABC	400	CSC			
✓	10138	Android4	ABC	200	CSC			
✓	10139	Android1	ABC	300	CSC			
✓	10133	Android2	ABC	200	CSC			
✓	10117	Android3	ABC	400	CSC			
✓	10138	Android4	ABC	200	CSC			
✓	10139	Android1	Android 1	120	IBM			
✓	10133	Android2	Android 2	3,500	IBM			
✓	10117	Android3	Android3	200	MCAFEE			
✓	10138	Android4	Android4	120	MCAFEE			

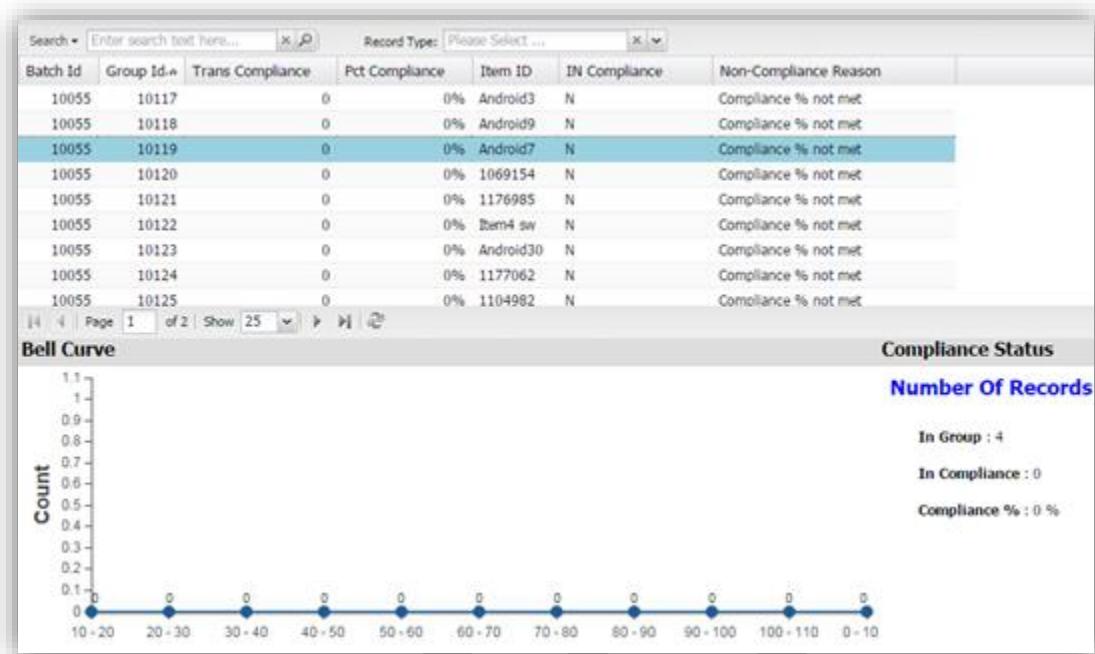
- From the **Fair Value** menu, select **Analyzer**, and then select **Template Name**.



- All the batches for that template are displayed.
- Right click on the batch and click on Compliance Check.

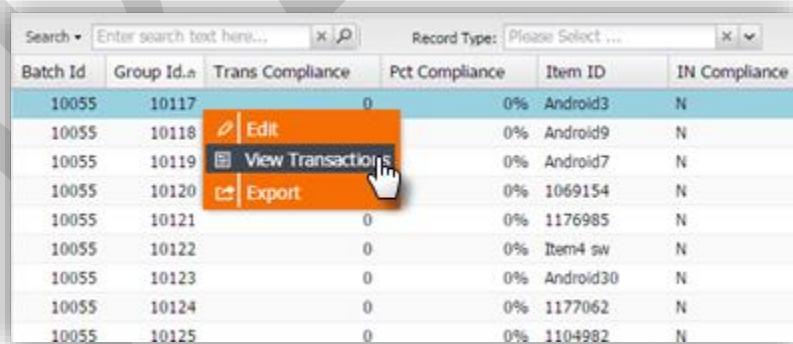


The system displays A column “IN Compliance” if the value is Y, the record is compliant. If the value is N, the record is not compliant



Note: You can also download the data to Excel by right clicking on the tab and selecting Export.

4. Right Click on a Group ID.



The system displays the all transactions for that group.

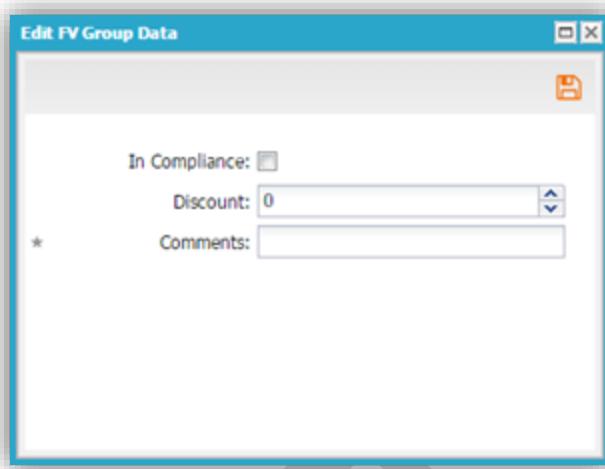
Include i...	Group Id	Item ID	Item Number	Ext Sell Price	Customer N
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM
✓	10117	Android3	Android3	3,000	IBM

Step 5: Edit Non-Compliant Transactions (if required)

Depending on your business, you may have the option to edit the fair value transactions and change them from non-compliant to compliant. At that point, audit trails are collected on the changes. To edit non-compliant transactions:

Batch Id	Group Id	Trans Compliance	Pct Compliance	Item ID	IN Compliance	Non-Compliance
10055	10117	0	0%	Android3	N	Compliant
10055	10118	0	0%	Android9	N	Compliant
10055	10119	0	0%	Android7	N	Compliant
10055	10120	0	0%	1069154	N	Compliant
10055	10121	0	0%	1176985	N	Compliant
10055	10122	0	0%	Item4 sw	N	Compliant
10055	10123	0	0%	Android30	N	Compliant
10055	10124	0	0%	1177062	N	Compliant
10055	10125	0	0%	1104082	N	Compliant

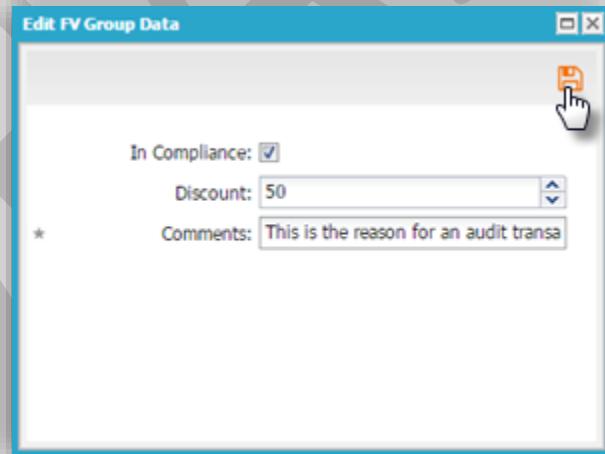
1. Click on the **Edit** icon for the group you want to edit. The system displays the Edit FV Group Data window.



- Enter data into the fields as follows:

Field Name	Field Description/Value
In Compliance	Click on the checkbox so that a check appears in the box.
Discount	Change the discount percentage as required.
Comments	Enter the reason for the change.

- Click on the **Save** button.



The system moves the group to the compliant summary tab and recalculates the above and below midpoint based on the revised discount percentage.

- Review and validate the revised transaction in the **Stratification** tab or download the data to Excel and review using the **Export** option by right clicking

Step 6: Finalize the Fair Value Batch

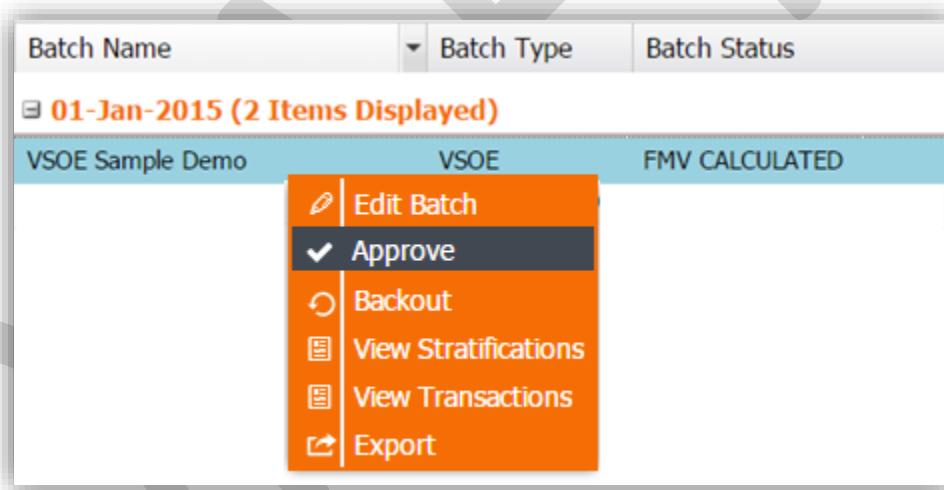
You should review the fair value before finalizing the batch. Any number of fair value batches can be created, however, only the **latest finalized batch** will be used for allocation purpose. To finalize a fair value batch:

1. From the **Transaction Processor** menu, select **Fair Value (VSOE/ESP)**, and then select **FV Batch**.



The system displays the Batch List window.

2. In the **Next Action** column click on the **Approve** link for the FV batch you want to finalize.



The system displays FV Batch List window. The **Batch Status** column should now contain the text **FINAL**.

Creating BESP from the Fair Value Template

Before creating the BESP using the fair value template, make sure the BESP fair value template is setup and configured. This procedure involves:

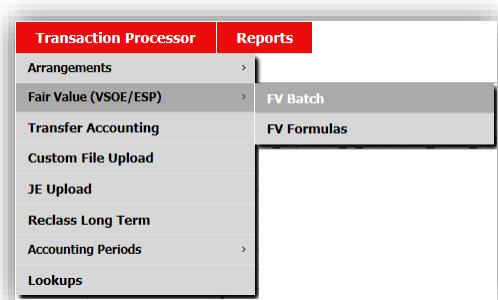
1. Creating the BESP batch.
2. Collecting data.
3. Checking for compliance.
4. Reviewing the fair value batch.

5. Finalizing the fair value batch.

Step 1: Create the BESP Batch

To create the BESP batch:

1. From the **Transaction Processor** menu, select **Fair Value (VSOE/ESP)**, and then select **FV Batch**.



The system displays the Batch List window.

2. Click on the **Create New Batch** button.

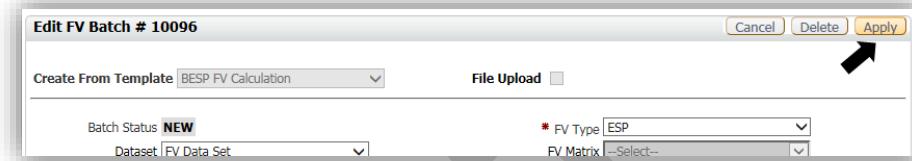
View	Edit	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date
		ESP	Uploaded	FBX_ESP	-	10190	01/01/2019
		ESP	Uploaded	CA_ESP	-	10189	01/01/2019
		FCB	Calculated	BATCH_NAME	-	10188	01/01/2019

The system displays the FV Batch window.

The Create FV Batch dialog box contains the following fields:

- Create From Template: A dropdown menu set to "Select".
- File Upload: A checkbox that is unchecked.
- Batch Status: Set to "NEW".
- Dataset: A dropdown menu labeled "Dataset --Select--".
- * Batch Name: An input field labeled "Batch Name" containing "BATCH_NAME".
- * Effective Date Start: An input field labeled "Effective Date Start" with a date selector.
- Below Midpoint Pct: An input field labeled "Below Midpoint Pct" with a percentage value.
- Compliance Pct: An input field labeled "Compliance Pct" with a percentage value.
- Calc Type: A dropdown menu labeled "Calc Type --Select--".
- Rounding: An input field labeled "Rounding" with the value "4".
- * FV Type: A dropdown menu labeled "FV Type --Select--".
- FV Matrix: A dropdown menu labeled "FV Matrix --Select--".
- Batch Description: An input field labeled "Batch Description" with a placeholder.
- * Effective Date End: An input field labeled "Effective Date End" with a date selector.
- Above Midpoint Pct: An input field labeled "Above Midpoint Pct" with a percentage value.
- Range Cal Type: A dropdown menu labeled "Range Cal Type --Select--".
- Group By: A section with two dropdown menus and a set of navigation icons (up, down, left, right).

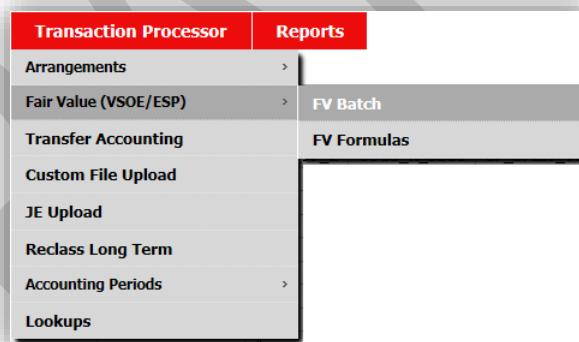
3. Select the applicable BESP fair value template from the **Create from Template** drop-down list. The system automatically populates all the fields from the fair value template.
4. Once all the fields are populated, validate values in the FV Batch window and the criteria in the Batch Criteria window. Make any changes as necessary.
5. Click on the **Apply** button at the top right of the Edit FV Batch window.



Step 2: Collect Data

To collect the historical data for the BESP batch:

1. From the **Transaction Processor** menu, select **Fair Value (VSOE/ESP)**, and then select **FV Batch**.



The system displays the Batch List window. The batch you created displays in the list with a **Batch Status** column of **NEW** and the Next Action column of **COLLECT DATA**.

2. In the **Next Action** column, click on the **COLLECT DATA** text displayed for the batch.

View	Edit	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date Start	Effective Date End	Low Band %	High Band %	Batch Status	Next Action
		ESP	Automated	BESP FV Calculation 2	FV Data Set	10096	30-SEP-2014	30-SEP-2015	15	15	NEW	COLLECT DATA
		VSOE	Automated	Demo Template 2	FV Data Set	10095	01-JAN-2014	31-DEC-2014	15	15	NO DATA FOR THIS PERIOD	
		ESP	Automated	BESP FV Calculation AMS	FV Data Set	10094	23-SEP-2014	30-SEP-2014	15	15	FINAL	

The System submits the job to collect the history data.

On completion of the data collection, the system updates the Batch Status column to DATA COLLECTED and Next Action column to COMPLIANCE CHECK.

	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date Start	Effective Date End	Low Band %	High Band %	Batch Status	Next Action
	ESP	Automated	BESP PV Calculation 2	FV Data Set	10096	30-SEP-2014	30-SEP-2015	15	15	DATA COLLECTED	COMPLIANCE CHECK
	VSOE	Automated	Demo Template 2	FV Data Set	10095	01-JAN-2014	31-DEC-2014	15	15	NO DATA FOUND	-
	ESP	Automated	BESP PV Calculation AMS	FV Data Set	10094	23-SEP-2014	30-SEP-2014	15	15	FINAL	-

Step 3: Perform a Compliance Check

Next, you need to perform a compliance check to validate the derived fair values with parameter values. To do so, in the Batch List window, click on the **COMPLIANCE CHECK** text in the **Next Action** column.

	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date Start	Effective Date End	Low Band %	High Band %	Batch Status	Next Action
	ESP	Automated	BESP PV Calculation 2	FV Data Set	10096	30-SEP-2014	30-SEP-2015	15	15	DATA COLLECTED	COMPLIANCE CHECK
	VSOE	Automated	Demo Template 2	FV Data Set	10095	01-JAN-2014	31-DEC-2014	15	15	NO DATA FOUND	-
	ESP	Automated	BESP PV Calculation AMS	FV Data Set	10094	23-SEP-2014	30-SEP-2014	15	15	FINAL	-

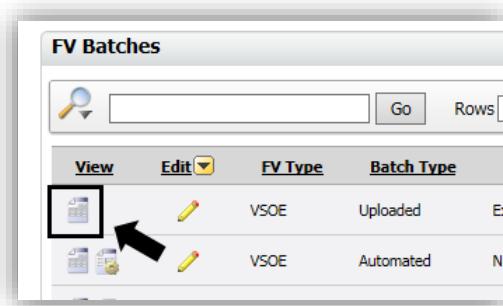
The system updates the Batch Status column to **FMV CALCULATED** and the Next Action columns to **FINALIZE BATCH**.

High Band %	Batch Status	Next Action	Compl
15	FMV CALCULATED	FINALIZE BATCH	-
15	NO DATA FOUND	-	Compl
15	FINAL	-	-

Step 4: Review the Fair Value Batch

To review the batch:

1. Click on the **Summary** icon to the left of the batch name.



The system displays two tabs: Compliant Summary and Non-Compliant Summary.

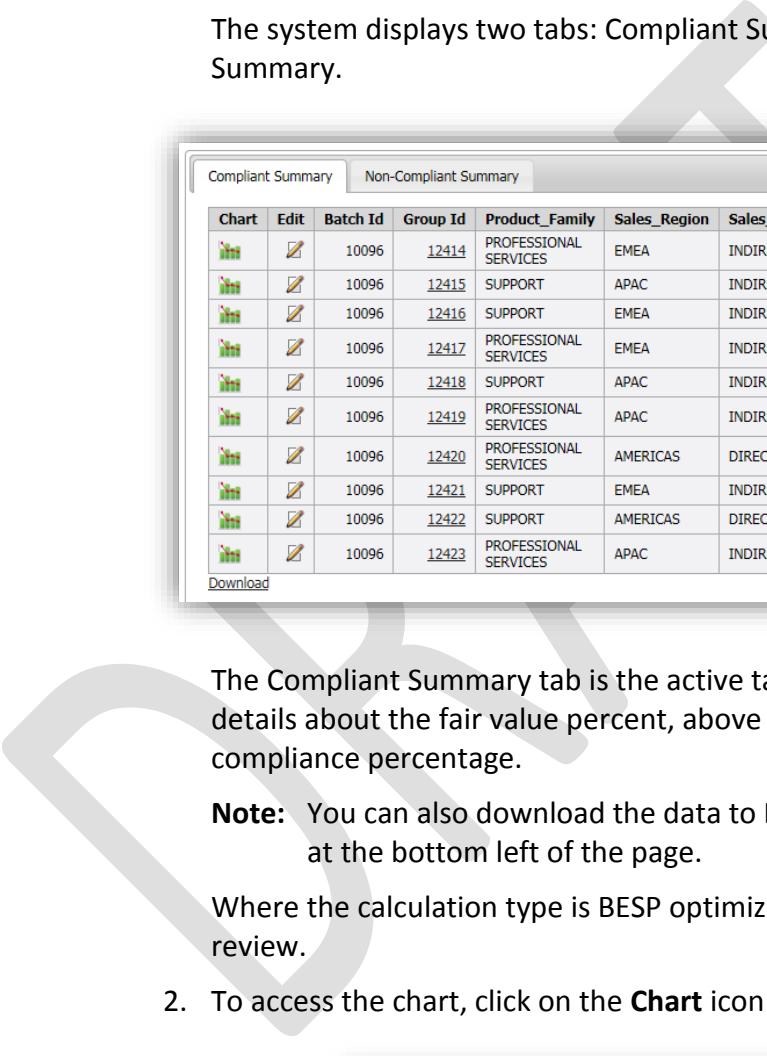


Chart	Edit	Batch Id	Group Id	Product_Family	Sales_Region	Sales_Channel	Customer_Class	Pct Compliance
		10096	12414	PROFESSIONAL SERVICES	EMEA	INDIRECT	BIOTECH	81.01%
		10096	12415	SUPPORT	APAC	INDIRECT	HIGH TECH	100%
		10096	12416	SUPPORT	EMEA	INDIRECT	HIGH TECH	77.78%
		10096	12417	PROFESSIONAL SERVICES	EMEA	INDIRECT	HIGH TECH	22.22%
		10096	12418	SUPPORT	APAC	INDIRECT	BIOTECH	100%
		10096	12419	PROFESSIONAL SERVICES	APAC	INDIRECT	HIGH TECH	100%
		10096	12420	PROFESSIONAL SERVICES	AMERICAS	DIRECT	HIGH TECH	89.66%
		10096	12421	SUPPORT	EMEA	INDIRECT	BIOTECH	68.35%
		10096	12422	SUPPORT	AMERICAS	DIRECT	HIGH TECH	89.66%
		10096	12423	PROFESSIONAL SERVICES	APAC	INDIRECT	BIOTECH	100%

[Download](#)

The Compliant Summary tab is the active tab and displays summarized details about the fair value percent, above and below midpoint, and compliance percentage.

Note: You can also download the data to Excel using the **Download** link at the bottom left of the page.

Where the calculation type is BESP optimizer, a chart is available for your review.

2. To access the chart, click on the **Chart** icon to the left of the batch ID.

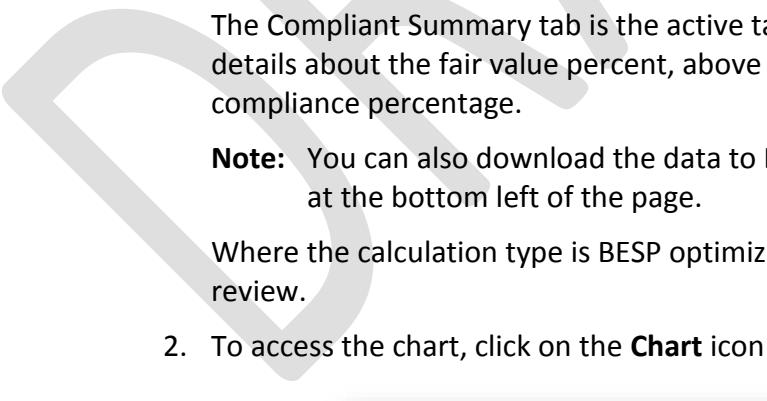
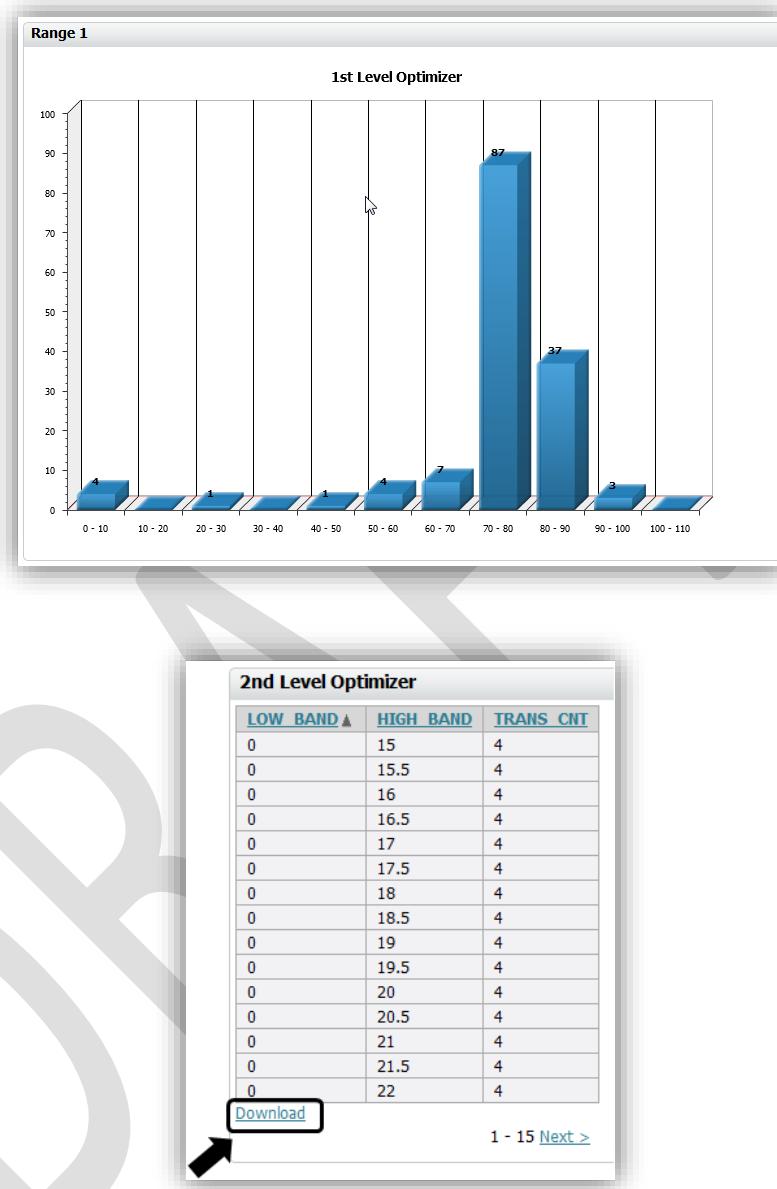


Chart	Edit	Batch Id	Group Id	Product_Family	Sales_R
		10096	12414	PROFESSIONAL SERVICES	EMEA
		10096	12415	SUPPORT	APAC
		10096	12416	SUPPORT	EMEA
		10096	12417	PROFESSIONAL	EMEA

The system displays 1st and 2nd level optimizer information. At the bottom of the 2nd level optimizer data is a Download link. You can click it to export the data to Excel for review, if desired.



3. Click on your browser's back button to return to the Compliant Summary tab.
4. Click on a **Group ID** (for example, 12414).

Compliant Summary		Non-Compliant Summary		
Chart	Edit	Batch Id	Group Id	Product_Famil
		10096	<u>12414</u>	PROFESSIONAL SERVICES
		10096	<u>12415</u>	SUPPORT
		10096	<u>12416</u>	SUPPORT
		10096	12417	PROFESSIONAL SERVICES

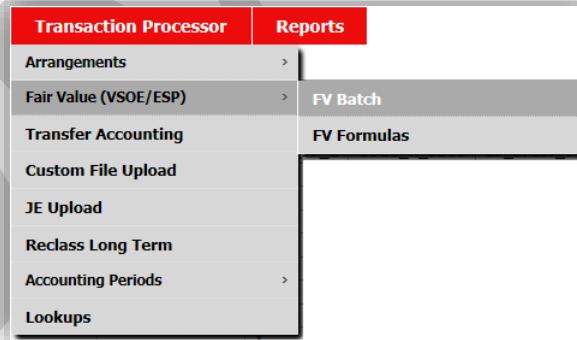
The system displays the transactions for that group.

FMV Batch Data									
Arrangement_Id	Customer_Name	Discount_Amount	Discount_Pct	Item_ID	SO	Transaction_Id	Sell_Price	B	E
ARR139317	Walmart	6800	34	CONSULTING	110309	317463	13200	-	
ARR124675	Walmart	6800	34	CONSULTING	110310	317466	13200	-	
ARR138624	Walmart	6800	34	CONSULTING	110311	317469	13200	-	
ARR135868	Walmart	6800	34	CONSULTING	110312	317472	13200	-	
ARR147908	Walmart	6800	34	CONSULTING	110007	317617	13200	-	
ARR135869	Walmart	6800	34	CONSULTING	110008	317620	13200	-	
ARR128537	Walmart	6800	34	CONSULTING	110009	317623	13200	-	
ARR128539	Walmart	6800	34	CONSULTING	110022	317626	13200	-	

Step 5: Finalize the Fair Value Batch

Any number of fair value batches can be created, however, only the **latest finalized batch** will be used for allocation purpose. To finalize a fair value batch:

- From the **Transaction Processor** menu, select **Fair Value (VSOE/ESP)**, and then select **FV Batch**.



The system displays the Batch List window.

- In the **Next Action** column click on the **FINALIZE BATCH** text for the FV batch you want to finalize.

FV Batches														
	View	Edit	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date Start	Effective Date End	Low Band %	High Band %	Batch Status	Next Action	Con
			ESP	Automated	BESP FV Calculation 2	FV Data Set	10096	30-SEP-2014	30-SEP-2015	15	15	FMV CALCULATED	FINALIZE BATCH	CONFIRM
			VSOE	Automated	Demo Template 2	FV Data Set	10095	01-JAN-2014	31-DEC-2014	15	15	NO DATA FOUND		
			ESP	Automated	BESP FV Calculation AMS	FV Data Set	10094	23-SEP-2014	30-SEP-2014	15	15	FINAL		
			VSOE	Automated	VSOE FV	FV Data Set	10093	23-SEP-2014	24-SEP-2014	20	20	FINAL		

The system displays FV Batch List window. The **Batch Status** column should now contain the text **FINAL**.

FV Batches														
	View	Edit	FV Type	Batch Type	Batch Name	Dataset Name	Batch Id	Effective Date Start	Effective Date End	Low Band %	High Band %	Batch Status		
			ESP	Automated	BESP FV Calculation 2	FV Data Set	10096	30-SEP-2014	30-SEP-2015	15	15	FINAL		
			VSOE	Automated	Demo Template 2	FV Data Set	10095	01-JAN-2014	31-DEC-2014	15	15	NO DATA FOUND		
			ESP	Automated	BESP FV Calculation AMS	FV Data Set	10094	23-SEP-2014	30-SEP-2014	15	15	FINAL		

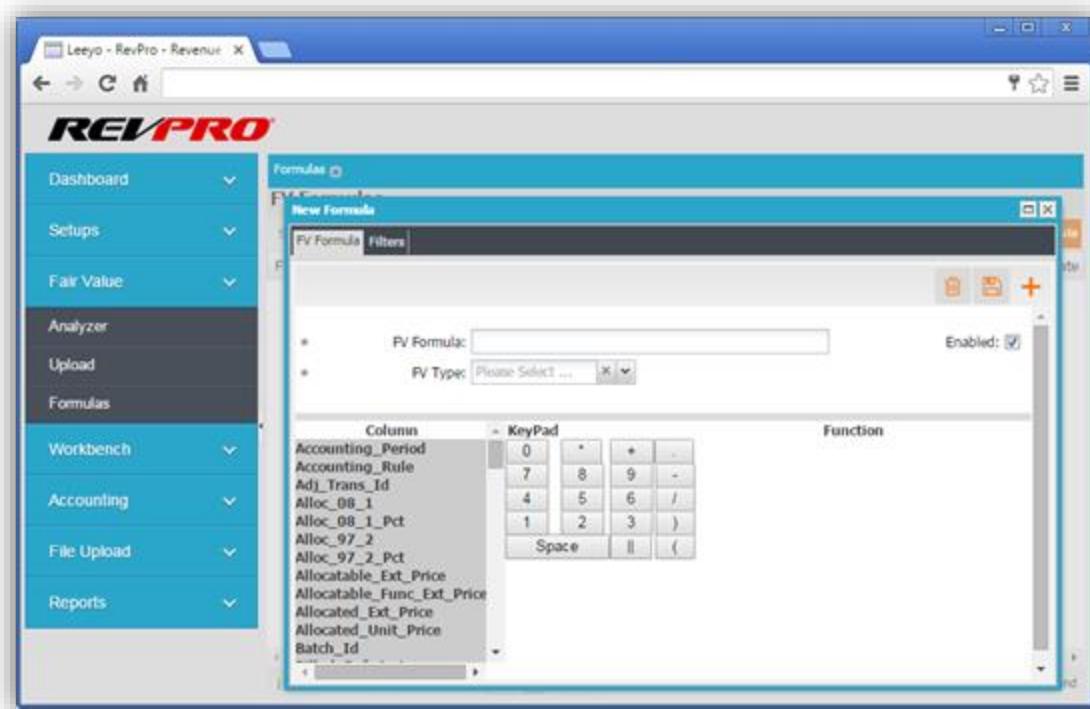
Creating Fair Value Formulas

This FV Formulas function enables you to create fair value calculations on the fly. To create a formula:

1. Click **Fair Value** menu and then click **Formulas**. Next, click the New Formula button.



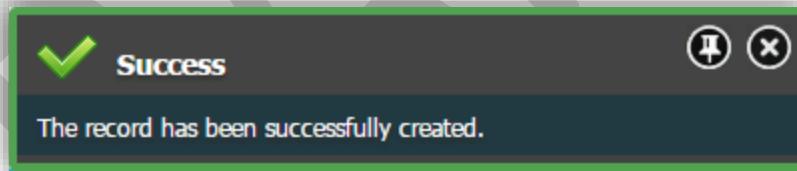
The New Formula window displays.



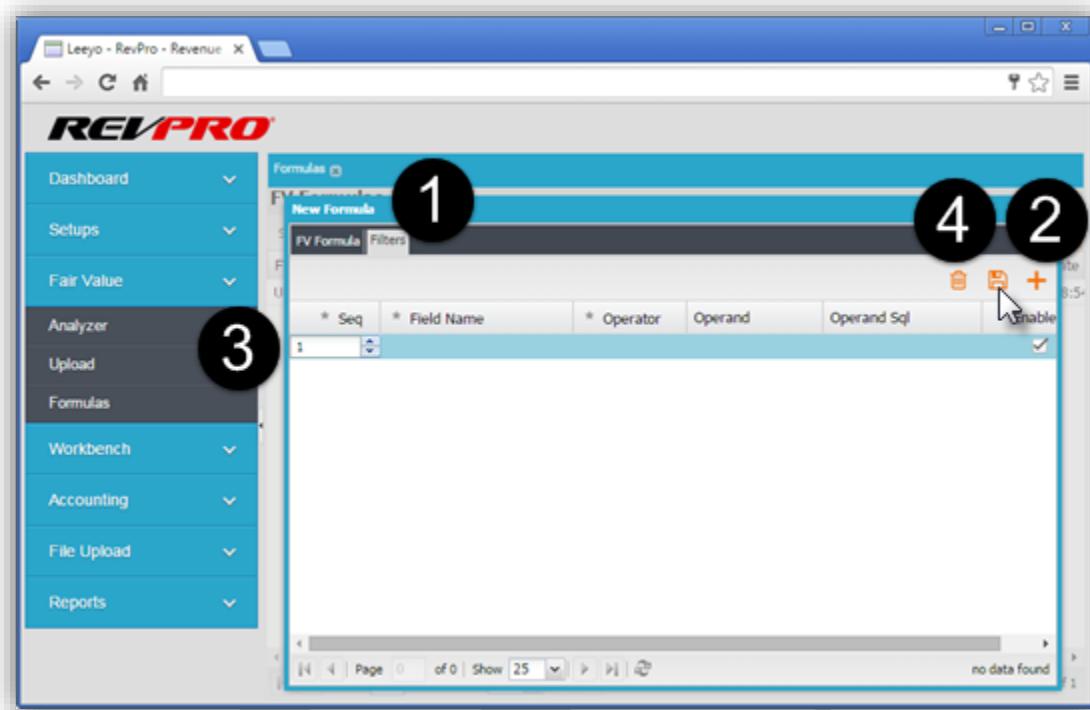
2. Create the fair value formula by selecting a column name from the column list and using the keypad. For example, to calculate the fair value as 25% off of the unit selling price:
 - Click on the unit selling price field from the **Column** list. The system displays the column name in the **Formula** area at the top of the window.
 - Using the keypad, click on the multiplication symbol (*) and then click on the **.75**.
 - The system displays the entered formula on the **Formula** area.
 - From the **RV Type** drop-down list, select a fair value type.
 - Click on the **Create** button.



The system displays a message indicating the formula was created.



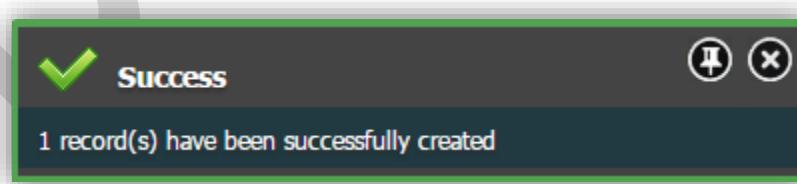
3. Click on **Filters** tab to add the criteria (fields for which this formula should apply). Next, click the **New Row** icon. Enter filter criteria and click the **Save** icon to save,



Enter data into the fields as follows:

Field Name	Description
Field Name	Select the required field (for example, customer_name).
Operator	From the drop-down list, select the operator (for example, =).
Operand	Enter the operand as required (for example, 'Demo').
Operand Sql	
Enabled	Check to enable filter criteria.

A confirmation message is displayed.



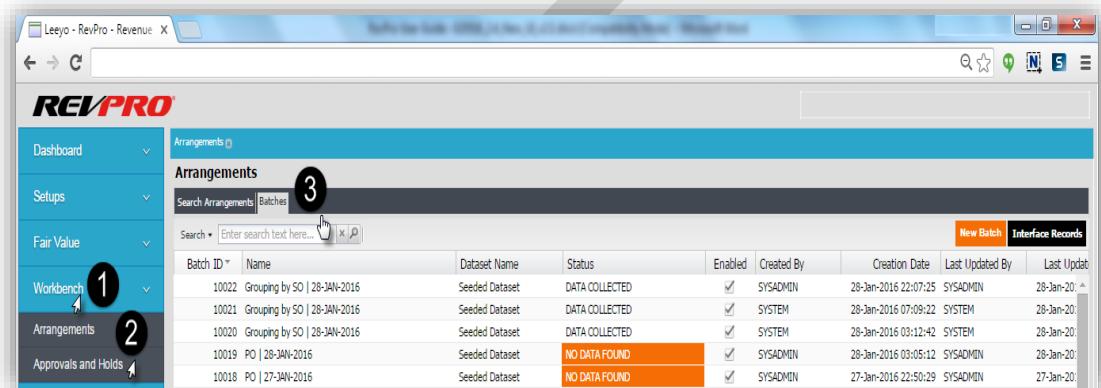
Allocation Arrangements

When you initiate the process to collect data, RevPro performs revenue allocations and creates revenue schedules all at once. To do this, an arrangement template must be already be configured and fair values should be assigned to the template.

Collecting Data and Creating a New Arrangement

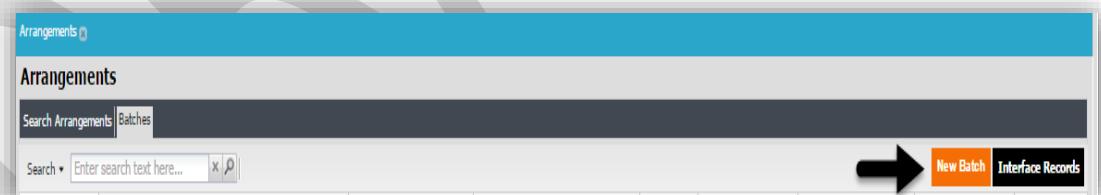
RevPro collects the data from the source systems, groups transactions into arrangements, and allocates revenue to each line of an arrangement based on fair value (VSOE/BESP) using the appropriate revenue method (relative selling price/residual). To create a new arrangement:

1. From the Workbench menu, select **Arrangements**, and then select **Batches**.

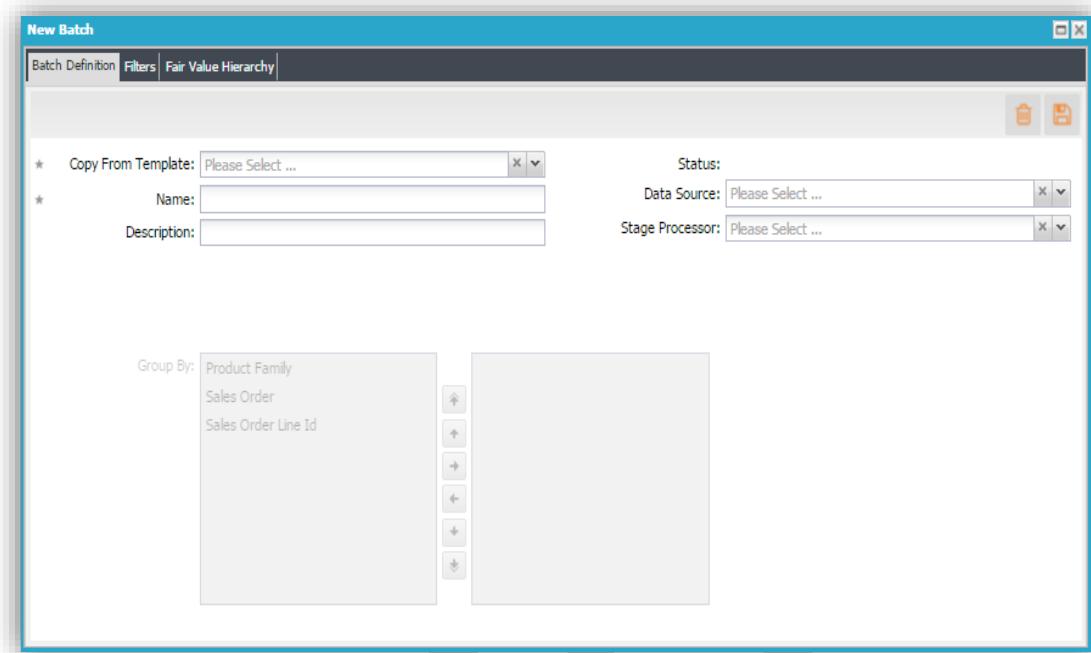


The system displays the Arrangement Batch window.

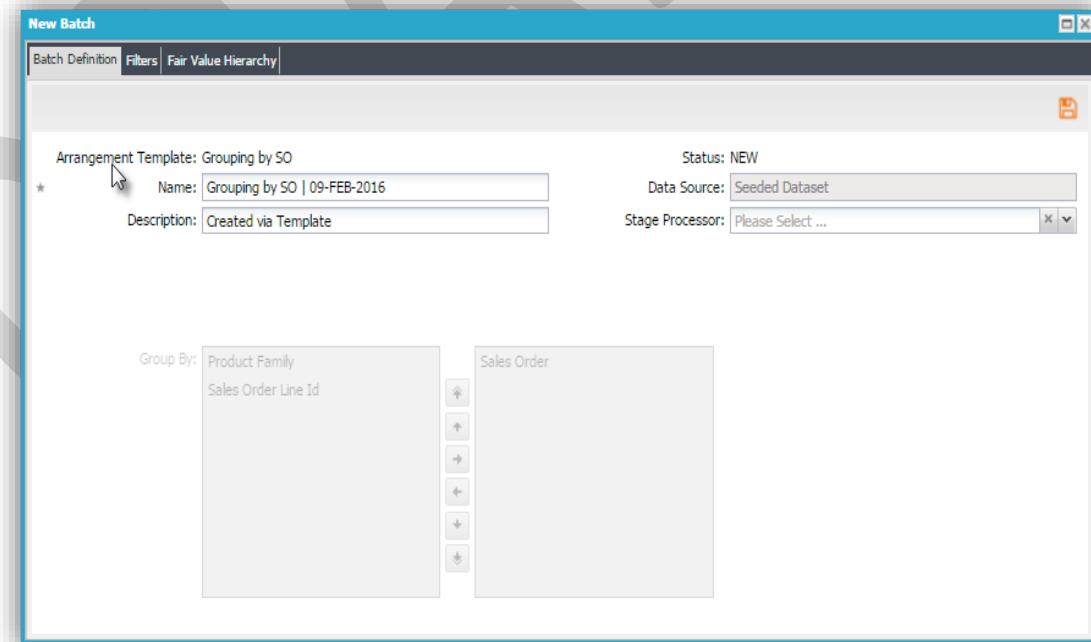
2. Click on the New Batch button.



The system displays the Create Arrangement Batch window.

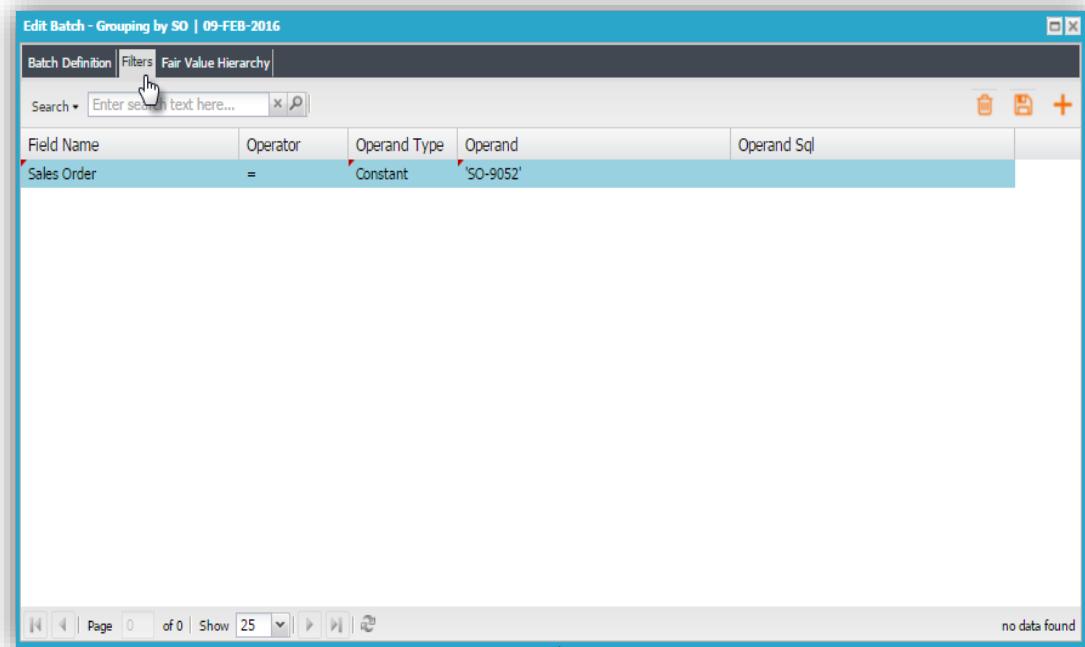


- From the **Copy From Template** drop-down list, select the appropriate arrangement template. Now Navigate to Filters Tab and Fair Value Hierarchy Tab to set the Critieria and Assign Fair Value. For example:

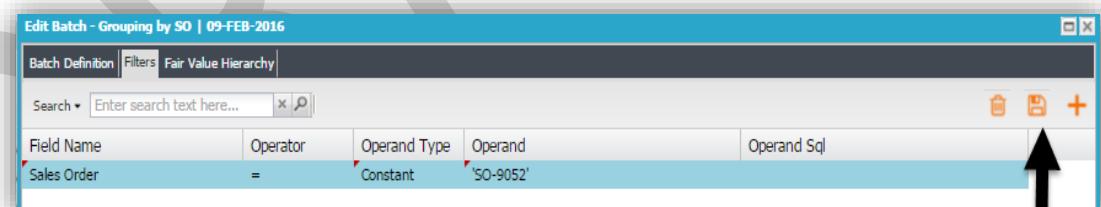


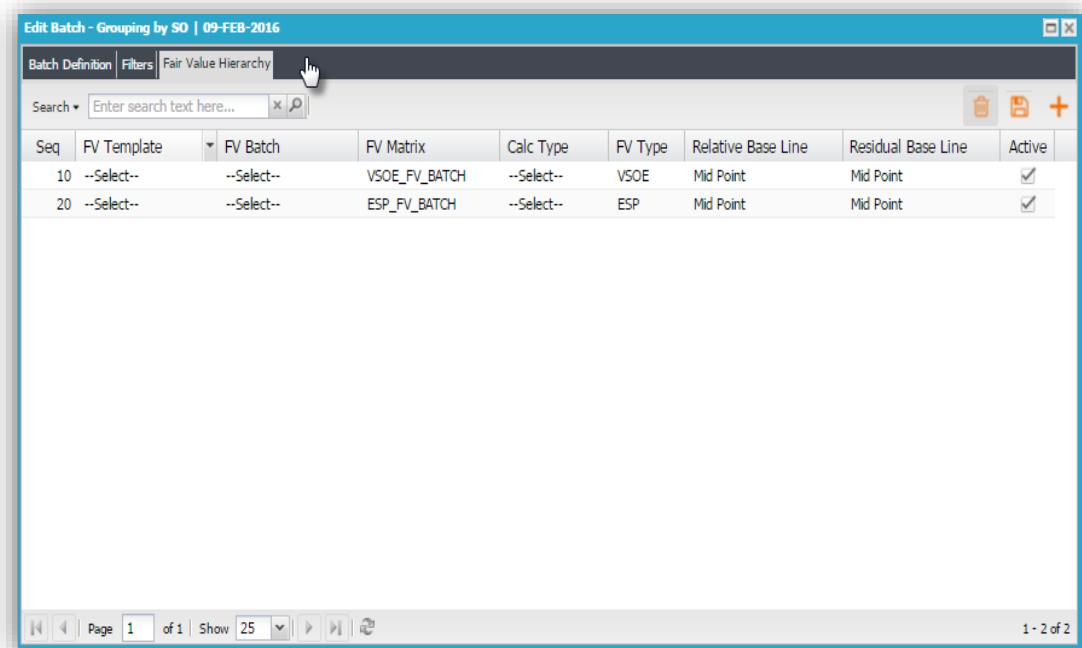
- Review the Edit Arrangement Batch, Group by, Filters and Assign FV Hierarchy window data to ensure it is valid.

5. In the **Name** and **Description** fields, enter a batch name and description of the new batch as required (for example, July Arrangements).
6. In the Filters Tab change the batch criteria per your requirements and click on the **Save** button at the right side of Batch Criteria window.

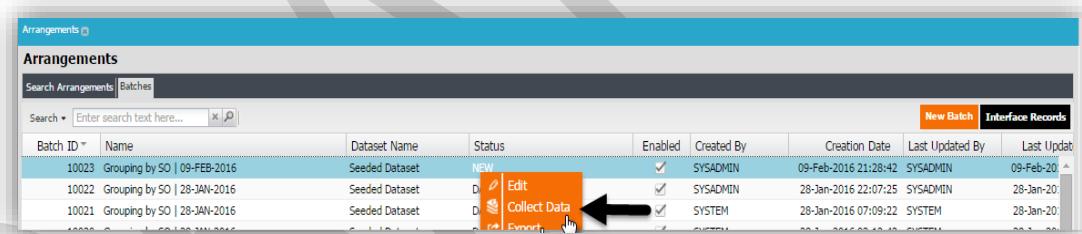


7. Click on the **Save** button in the Edit Batch window.

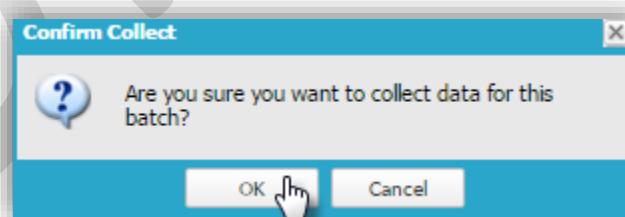




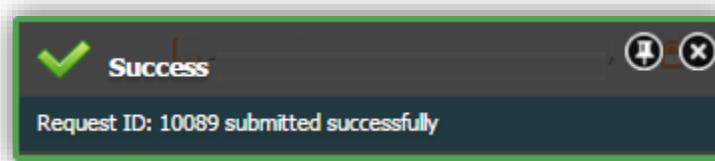
8. Select the Name CClick on the **Collect Data** button to collect the data.



Once Collect Data is Clicked Confirm Collect Msg Get Displayed, Click ok to Collect the data.



Once Ok is clicked Success msg with the Request ID is Displayed.



Once the data is collected, an arrangement batch record displays in the batch list with batch status as **DATA COLLECTED**.

Arrangements				
Arrangements				
Search Arrangements		Batches		
Search <input type="button" value="▼"/> Enter search text here... <input type="text"/>			<input type="button" value=""/>	
Batch ID	Name	Dataset Name	Status	Enabled
10024	Grouping by SO 09-FEB-2016	Seeded Dataset	DATA COLLECTED	<input checked="" type="checkbox"/>

The arrangement is ready for users to review. Refer to *Reviewing an Arrangement* on page for more information.

Reviewing an Arrangement

There are two ways you can review an arrangement.

- Using the workbench
- Using the arrangement batch

Reviewing an Arrangement Using the Workbench

To review an arrangement using the workbench:

1. From the **Workbench**, select **Arrangements**, then Navigate to the **Search Arrangements**.

The screenshot shows the RevPro Workbench interface. The left sidebar has a tree structure with 'Dashboard', 'Setups', 'Fair Value', 'Workbench' (which is expanded, showing 'Arrangements' and 'Approvals and Holds'), and 'Approvals and Holds'. The 'Arrangements' item under 'Workbench' is highlighted with a red circle and the number 1. In the main content area, there's a search bar with tabs for 'Search Arrangements' and 'Batches'. The 'Search Arrangements' tab is selected. Below the search bar are three input fields: 'Arrangement:' (with a magnifying glass icon), 'Sales Order:' (with a magnifying glass icon), and 'Item Number:' (with a magnifying glass icon). To the right of these fields are 'Customer:' and 'Purchase Order:' input fields. At the bottom of the search bar are three buttons: 'Search' (orange), 'Create Arrangement' (orange), and 'Search in Archival' (grey).

The system displays the Search Arrangement Screen window.

2. Enter the Values Required, select either **Sales Order** or **Arrangement ID** (or perform a query as per your requirements such as Sales Order # or PO #), and enter the ID in the blank field to the right of the icon.

Arrangements

Search Arrangements | Batches

Arrangement: Customer:
 Sales Order: Purchase Order:
 Item Number:

Search | **Create Arrangement** | **Search in Archival**

Results

- Click on the **Search** Button. The system displays the records based on the selection criteria.

Arrangements

Search Arrangements | Batches

Arrangement: **ARR10006** Customer:
 Sales Order: Purchase Order:
 Item Number:

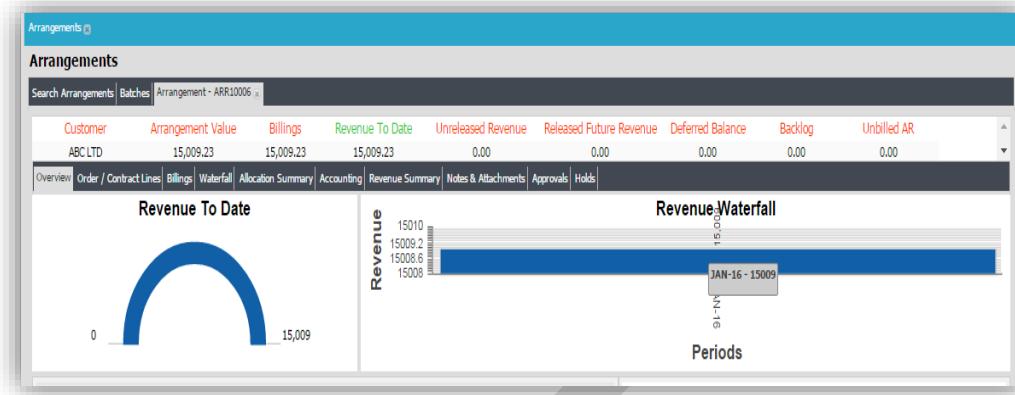
Search | **Create Arrangement** | **Search in Archival**

Results

- Right Click on the **Arrangement Id** on left of the **Results Screen** you want to review, Select View Arrangement.

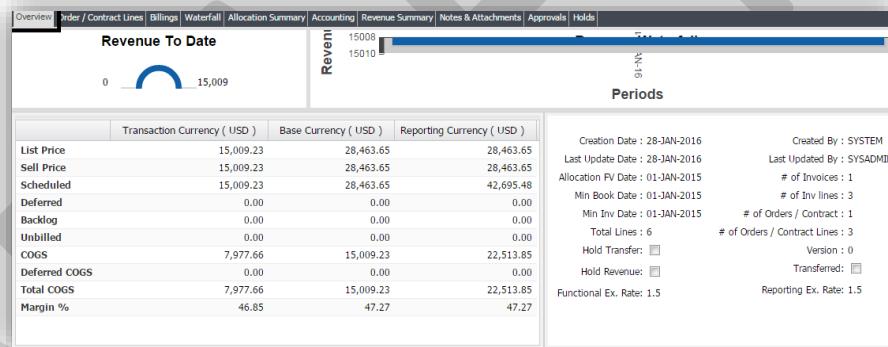
Arrangement Id	Customer Name	Po Num	Sales Order	Sales Order Line	Item Number
ARR10006	ABC LTD	PO-9050	SO-9050	1	Doople 1
ARR10006	ABC LTD	ARR10006	SO-9050	2	Doople 2
ARR10006	ABC LTD	JAY10006	SO-9050	3	Doople 3

The system displays a window with multiple tabs. Each tab has relevant information for review as described below.



OverviewTab

The Overview tab provides summary information of the arrangement, including total list price, sell price, revenue, and other relevant information at the summary level.



Fields on this screen are system populated as follows:

Field Name	Description
Created Date	The creation date of the arrangement.
Last Updated Date	The last updated date of the arrangement.
Allocation FV Date	The minimum book date of the arrangement for the effective Fair Value date to be eligible. The system will use either minimum book date or minimum invoice date to apply the effective Fair Value date.
Min Book Date	The lowest date of the sales order in the arrangement.
Min Inv Date	The lowest date of the invoice in the arrangement.
Created By	The user name that created the arrangement.
Last Updated By	The user name that last updated the arrangement.
Transferred	Checked if the accounting entries are transferred.
Hold Transfer	Checked if there is hold on transfer accounting. No accounting is transferred until the hold is released.

Hold Revenue	Checked if revenue is on the hold. No revenue schedule is created until the hold is released.
# of Invoices	The number of invoices in the arrangement.
# of Sales Orders	The number of sales orders in the arrangement.
Total Lines	System displays number of transaction lines in the arrangement.
Version	The version number.

Within this tab you can perform several functions using buttons as follows:

Unfreeze	When accounting is transferred from RevPro to the source system, RevPro freezes the arrangement so no changes can happen to it. Click on the Unfreeze button to bring in changes to the arrangements. Unfreeze will create a copy of the arrangement with the prefix 'ADJ' attached to the arrangement ID.
Re-Allocate	Click on this button to re-calculate the allocation. This button is available until the arrangement is unfrozen.
Close Arrangement	Click on this button to close the arrangement. New lines added to the sources order will form into new arrangement in RevPro.
Allocation Ineligible	The default is Eligible . Click on this button if the arrangement is not required to perform any allocation.

Order/Contract Lines

The Order/Contract Lines tab displays detailed information (Lines Details) about the transaction line for the selected arrangement.

Name	Action	Released Amount	Released Percen...	Revenue Start Date	Revenue End Date	Cogs Follow Rev	Manual Released	Released By
Auto Release	Revenue Recognized	1,210.00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SYSADMIN
Auto Release	Revenue Recognized	1,210.00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SYSADMIN

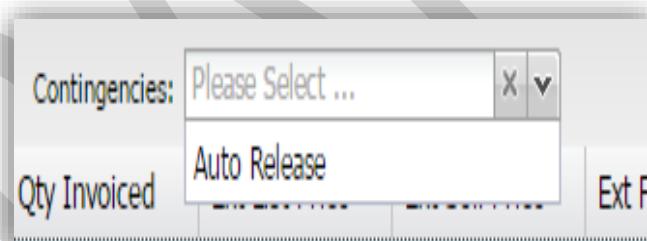
It also displays a Contingencies window that enables you to view the details about the contingencies applied on an arrangement.

Arrangement - ARR1009								
Customer	Arrangement Value	Billing	Revenue To Date	Unreleased Revenue	Released Future Revenue	Deferred Balance	Backlog	Unbilled AR
ABC LTD	17,009.23	17,009.23	0.00	17,009.23	0.00	17,009.23	0.00	0.00

Field names and function are defined as follows:

Scheduled	The recognized (scheduled) revenue for an arrangement.
Deferred	The unrecognized (deferred) revenue for an arrangement.
Unbilled	The recognized un-billed revenue for an arrangement.
Backlog	The unbilled amount available to be released for an arrangement.
Clear Selection	Click on this link to refresh the data to default settings.
Name	The names of the contingencies applied on the arrangement.
View	Click on the View icon to display details of the contingencies.

When you click on a Sales Order Line ID link, the system highlights the transaction line and the contingencies associated with the transaction in red.



Within this tab are also several buttons you can use to perform various functions.

Adjustment Button

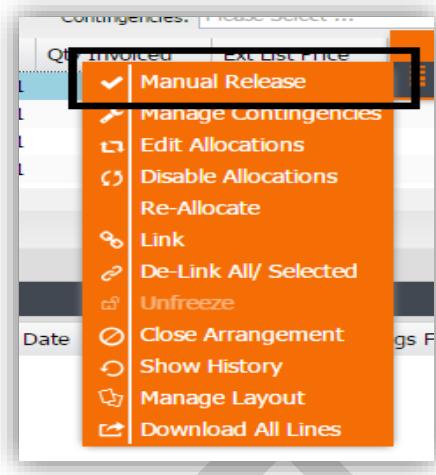
The Adjustment button enables you to manually recognize or defer revenue by an absolute amount or by a defined percentage. You can perform the adjustment on a transaction line or on an entire arrangement. The adjustment overwrites all assigned contingencies applied by rules.

Note: When a hold contingency exists, or if there is a VSOE failure, the system does not allow you to make manual adjustments.

Performing an Adjustment on an Arrangement

To perform an adjustment on an arrangement:

1. In the **LinesOrder/Contract Lines**, click on the **Manual Release** button.



The system displays the Manual Release window.

A screenshot of the 'Manual Release' window. The window has a title bar 'Manual Release'. Inside, there are several input fields and dropdown menus. On the right side, there is a summary table titled 'Revenue Amounts (USD)' with four rows: Scheduled, Deferred, Unbilled, and Backlog, each with a value of 0.00.

Revenue Amounts (USD)	
Scheduled:	0.00
Deferred:	17,009.23
Unbilled:	0.00
Backlog:	0.00

2. Enter data into the fields as follows:

Arrangement ID	The arrangement ID.
Transaction ID	ALL indicates that the adjustment will be performed on all lines in the arrangement.
Action	Select the Recognize or Deferral radio button, where: <ul style="list-style-type: none"> • Recognize will recognize the revenue. • Deferral will defer the transaction, depending on the requirement.
Type	Select Rev (revenue) from the drop-down list.
COGS Follow Rev	Select the Yes or No radio button, where: <ul style="list-style-type: none"> • Yes if the Type is Rev and if you want the same release amount/percent for the COGS to be recognized. • No if the COGS revenue schedule is different than revenue.
Release Amount	Enter the absolute value of revenue to be released.
Revenue Percent	Enter the value of revenue to be released in percent.
Revenue Start Date	Select the revenue start date on the arrangement.

Revenue End Date	Select the revenue end date on the arrangement.
GL Period	Select the GL period.
Rev Rec Method	Select if the Rev Rec (revenue recognized) method (Minute , Daily , Monthly) from the drop-down list.
Comments	Enter reasons for performing this function so an audit trail is captured.
Revenue Timing	Select a revenue timing option from the drop-down list, where: <ul style="list-style-type: none"> • Immediate will recognize revenue immediately, discarding contract start and end date • Ratable Condense will recognize revenue ratably from the current open period or user-selected period to the contract end date (with no catch up from prior period). • Ratable Sliding will recognize revenue ratably from the current open period or user-selected period over the remaining undelivered service periods (with no catch up from prior period and ignoring the contract end date). • Contract Ratable will recognize revenue ratably over the contract start and end date based on billing amount, but no more than the contract amount. • Contract Ratable Sliding will recognize revenue ratably from the current open period over the remaining undelivered service periods (with no catch up from prior period), but no more than the contract amount. • Contract Ratable Condense will recognize revenue ratably from the current open period to the contract end date (with no catch up from prior period), but no more than the contract amount.

3. Click on the **Save** button.

The screenshot shows the 'Manual Release' dialog box. It contains the following fields:

- Arrangement ID: ARR10009
- Action: Recognize Deferral
- Release Amount: [Input field]
- Release Percent: 100
- Ratable Method: Please Select ...
- Type: Revenue
- Comments: [Input field]
- Transaction ID: ALL
- COGS Follow REV?: Yes No
- Revenue Start Date: [Input field]
- Revenue End Date: [Input field]
- Rev Rec Method: Daily
- GL Period: JAN-16
- Revenue Amounts (USD)** section:

Scheduled:	0.00
Deferred:	17,009.23
Unbilled:	0.00
Backlog:	0.00

The system moves all revenue as specified.

Customer	Arrangement Value	Billings	Revenue To Date	Unreleased Revenue	Released Future Revenue	Deferred Balance	Backlog	Unbilled AR
ABC LTD	17,009.23	17,009.23	0.00	17,009.23	0.00	17,009.23	0.00	0.00

Performing an Adjustment on a Transaction Line

To perform an adjustment on a transaction line:

1. From **Select** column, check the checkbox on the transaction line you want to perform the adjustment on and click on the **Adjustment** button.

Search	Enter search text here...	Item / SKU:	Please Select ...	Contingencies:			
Select	Sales Order	Sales Order ...	Tran Type	Item Number	Qty Ordered	Qty Invoiced	Fvt List Price
<input checked="" type="checkbox"/>	SO-9051	2	SO	Doogle 2	1		Manual Release
<input type="checkbox"/>	SO-9051	3	SO	Doogle 3	1		Manage Contingencies

The system displays the Manual Adjustment window for the selected transaction ID.

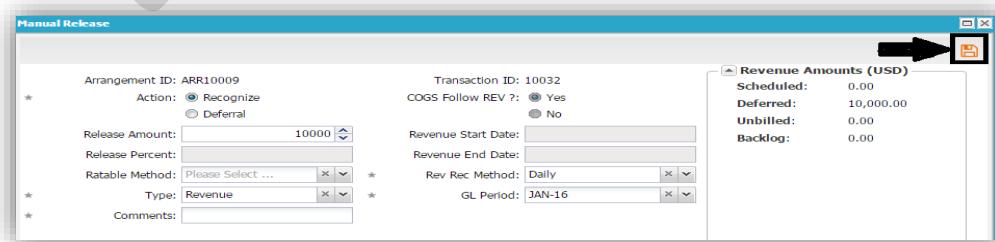
Arrangement ID: ARR10009	Transaction ID: 10032				
Action: <input checked="" type="radio"/> Recognize	COGS Follow REV ?: <input checked="" type="radio"/> Yes				
<input type="radio"/> Deferral	<input type="radio"/> No				
Release Amount: 10000	Revenue Start Date:				
Release Percent:	Revenue End Date:				
Ratable Method: Please Select ...	Rev Rec Method: Daily				
Type: Revenue	GL Period: JAN-16				
Comments:					
Revenue Amounts (USD) <table border="1"> <tr> <td>Scheduled: 0.00</td> </tr> <tr> <td>Deferred: 10,000.00</td> </tr> <tr> <td>Unbilled: 0.00</td> </tr> <tr> <td>Backlog: 0.00</td> </tr> </table>		Scheduled: 0.00	Deferred: 10,000.00	Unbilled: 0.00	Backlog: 0.00
Scheduled: 0.00					
Deferred: 10,000.00					
Unbilled: 0.00					
Backlog: 0.00					

4. Enter data into the fields as follows:

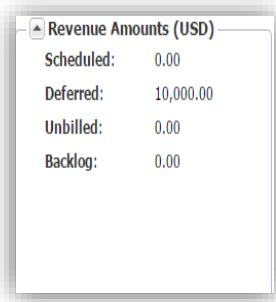
Arrangement ID	The arrangement ID.
Transaction ID	ALL indicates that the adjustment will be performed on all lines in the arrangement.
Action	Select the Recognize or Deferral radio button, where: <ul style="list-style-type: none"> • Recognize will recognize the revenue. • Defer will defer the transaction, depending on the requirement.
Type	Select Rev (revenue) from the drop-down list.

COGS Follow Rev	Select the Yes or No radio button, where: <ul style="list-style-type: none"> • Yes if the Type is Rev and if you want the same release amount/percent for the COGS to be recognized. • No if the COGS revenue schedule is different than revenue.
Release Amount	Enter the absolute value of revenue to be released.
Revenue Percent	Enter the value of revenue to be released in percent.
Revenue Start Date	Select the revenue start date on the arrangement.
Revenue End Date	Select the revenue end date on the arrangement.
GL Period	Select the GL period.
Rev Rec Method	Select if the Rev Rec (revenue recognized) method (Minute , Daily , Monthly) from the drop-down list.
Comments	Enter reasons for performing this function so an audit trail is captured.
Revenue Timing	Select a revenue timing option from the drop-down list, where: <ul style="list-style-type: none"> • Immediate will recognize revenue immediately, discarding contract start and end date • Ratable Condense will recognize revenue ratably from the current open period or user-selected period to the contract end date (with no catch up from prior period). • Ratable Sliding will recognize revenue ratably from the current open period or user-selected period over the remaining undelivered service periods (with no catch up from prior period and ignoring the contract end date). • Contract Ratable will recognize revenue ratably over the contract start and end date based on billing amount, but no more than the contract amount. • Contract Ratable Sliding will recognize revenue ratably from the current open period over the remaining undelivered service periods (with no catch up from prior period), but no more than the contract amount. • Contract Ratable Condense will recognize revenue ratably from the current open period to the contract end date (with no catch up from prior period), but no more than the contract amount.

5. Click on the **Apply** button.



The system moves all revenue as specified.



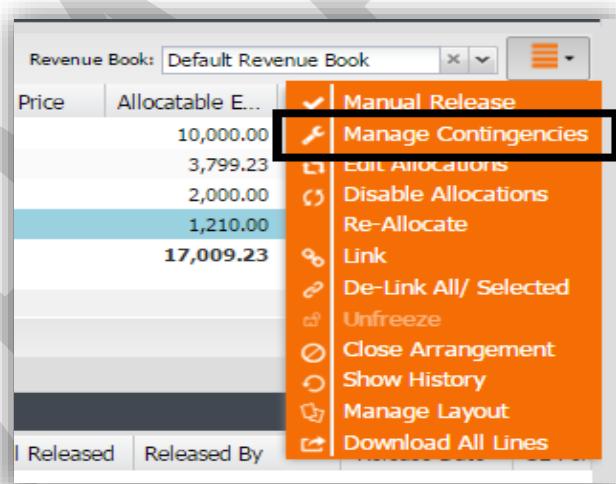
Remove Contingency Button

The Remove Contingency button enables you to remove the assigned contingency manually. You can remove the contingency on either a transaction line or on an entire arrangement.

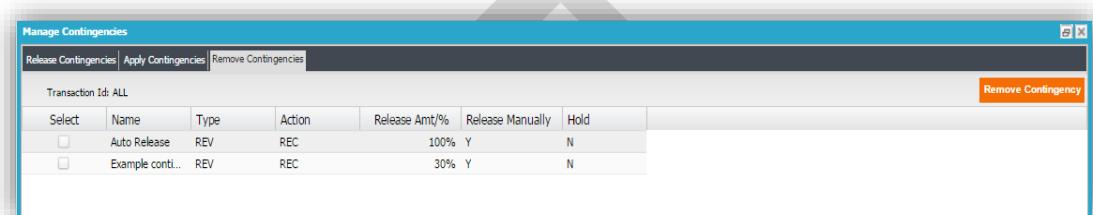
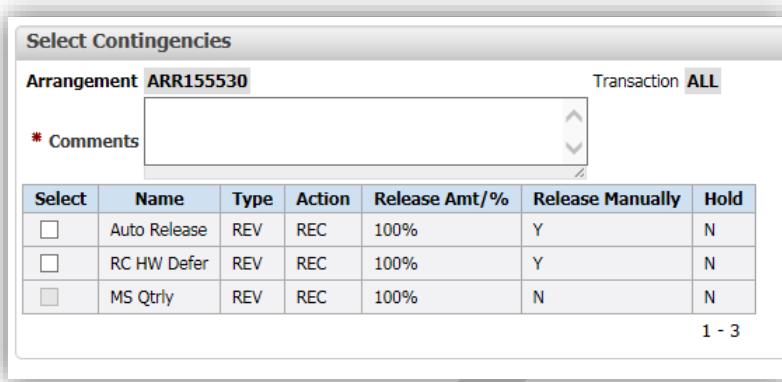
Removing a Contingency from an Arrangement

To remove a contingency from an arrangement:

1. Select Manage Contingencies and Navigate to Remove Contingencies Tab



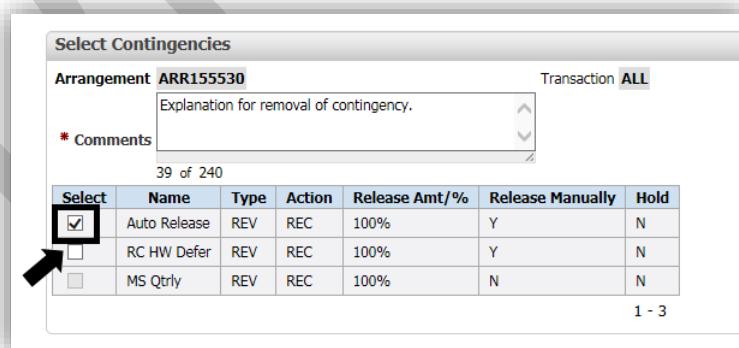
The system displays the Remove Contingencies Tab.

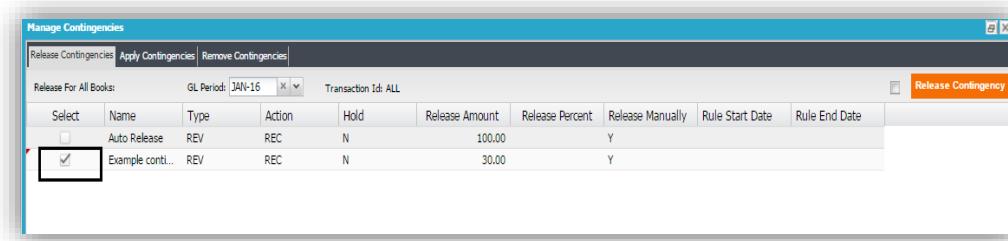


- Enter data into the fields as follows:

Arrangement	The arrangement ID (system-populated). We have added Request to update Arrangement ID
Transaction	All indicates that the adjustment function will be performed for all the lines in the arrangement (system-populated).
Comments	In the Popup Window, Enter comments as required for auditing purposes.

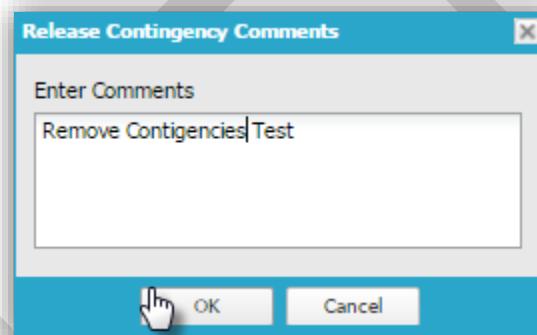
- Select the required contingency and Click on Release Contingency



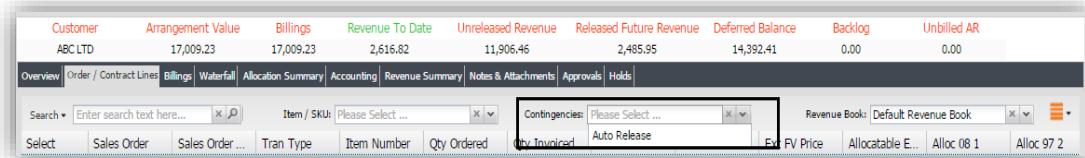
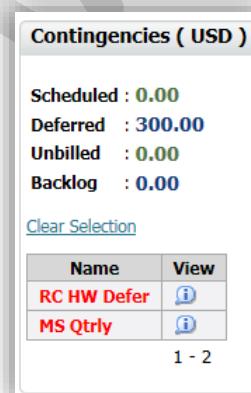


Release Contingency Comments Window is popup, Enter the comments and click ok to Remove contingency or Click Cancel to Cancel Removal of Contingencies.

Click on Ok to Remove Contingencies

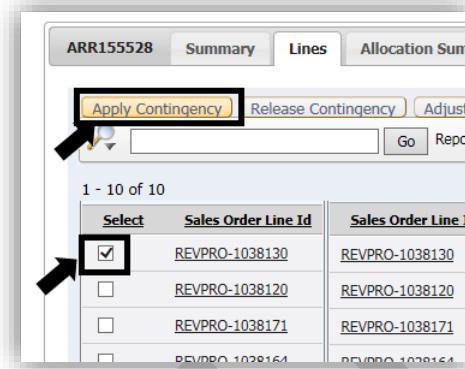


The system removes the selected contingency for all the transactions.

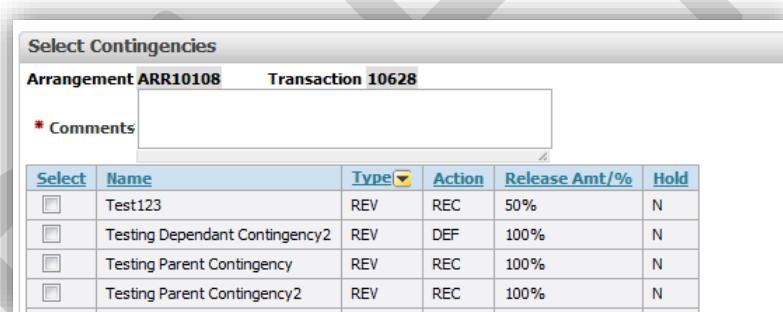


Applying a Contingency to a Transaction Line

- From the **Select** column, check the transaction you want to apply a contingency to and click on the **Apply Contingency** button.



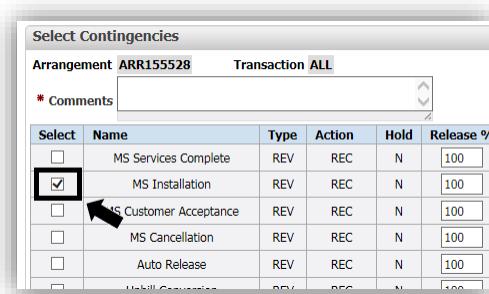
The system displays the Select Contingencies window with the transaction ID for the line.



- Enter data into the fields as follows:

Arrangement	The arrangement ID (system-populated).
Transaction	All indicates that the adjustment function will be performed for all the lines in the arrangement (system-populated).
Comments	Enter comments as required for auditing purposes.

- Select a contingency.



- Click on the **Apply** button.

The system applies the contingency to the selected transaction.

Contingencies (USD)	
Scheduled :	900.00
Deferred :	0.00
Unbilled :	0.00
Backlog :	0.00
Clear Selection	
Name	View
CG_Right_Refund	(i)
Defer All	(i)
1 - 2	

Order Line	Po Num	Item Number
-	119131	
-	MKTG_Exper	
-	119131	
-	119131	

Release Contingency

The Release Contingency button enables you to manually release contingencies. You can release a contingency on a transaction line or on an entire arrangement.

Release Contingency on an Arrangement

To release a contingency on an arrangement:

- Click on the **Release Contingency** button.

ARR155528		Summary	Lines	Allocation Summary	V
<input type="button" value="Apply Contingency"/> <input type="button" value="Release Contingency"/> <input type="button" value="Adjustment"/> <input type="button" value="Re"/> <input type="button" value="Go"/> Reports 1. Primary					
1 - 10 of 10					
Select	Sales Order Line Id		Sales Order Line Id		
<input type="checkbox"/>	REVPOR-1038130		REVPOR-1038130		

The system displays Release Contingency window.

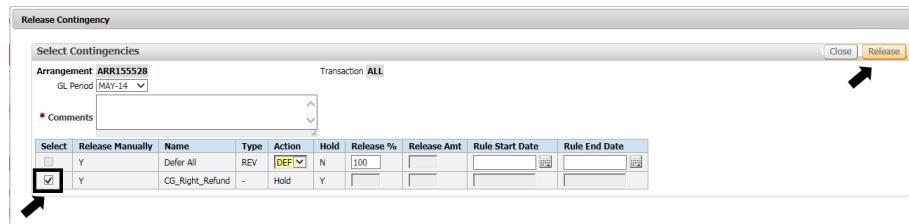
Select Contingencies									
Arrangement		Transaction ALL							
ARR155528		MAY-14							
<input type="text"/> * Comments									
Select	Release Manually	Name	Type	Action	Hold	Release %	Release Amt	Rule Start Date	Rule End Date
<input type="checkbox"/>	Y	Defer All	REV	DEF	N	100			
<input type="checkbox"/>	Y	CG_Right_Refund	-	Hold	Y				

- Enter data in the fields as follows:

Arrangement	The arrangement ID (system-populated).
--------------------	--

Transaction	All indicates that the adjustment function will be performed for all the lines in the arrangement (system-populated).
GL Period	Select the GL period to recognize the revenue as required.
Comments	Enter comments as required for auditing purposes.

3. Select the contingency you want to release and click on the **Release** button.

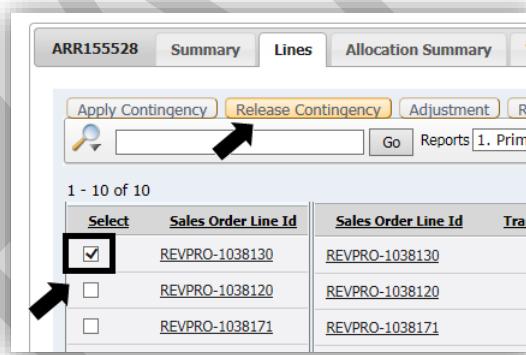


The system releases the contingency for all transactions.

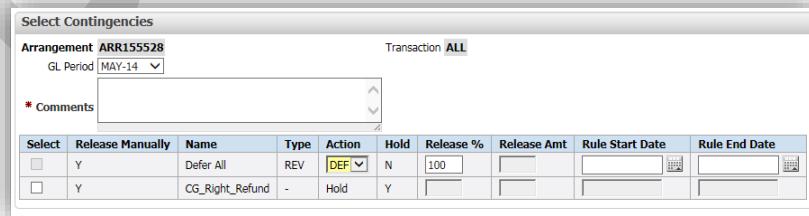
Release a Contingency for a Transaction Line

To release a contingency for a transaction line:

1. From the **Select** column, select on the transaction for which you want to release a contingency and click on **Release Contingency** button.



The system displays Select Contingencies window.

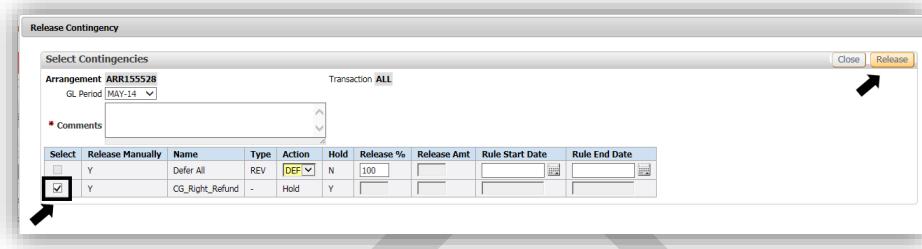


4. Enter data in the fields as follows:

Arrangement	The arrangement ID (system-populated).
--------------------	--

Transaction	All indicates that the adjustment function will be performed for all the lines in the arrangement (system-populated).
GL Period	Select the GL period to recognize the revenue as required.
Comments	Enter comments as required for auditing purposes.

5. Select the contingency you want to release and click on the **Release** button.



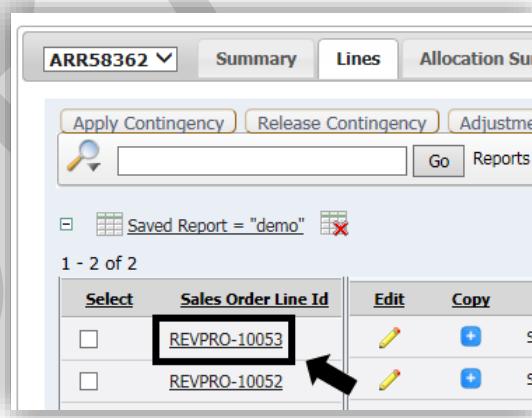
The system releases the contingency for all transactions.

Released Action

The Released Action window provides information about the revenue related action applied manually on a transaction line. The Revenue Details icon on the released action line represents the revenue schedule for that action.

To see what release activities were applied on the arrangement transactions:

1. Click on the **Transaction or Sales Order Line ID** link on required line.



The system displays **Released Actions** window at the bottom of the screen.

Released Actions										
-	Action	Name	Revenue Start Date	Revenue End Date	Release Date	Period	Released Amount	Released Percent	Released By	Comments
	Revenue Deferred	Manual Release	-	-	10-AUG-2014	JUN-14	1200	-	ANURADHA.S	zccz
	Revenue Recognized	Auto Release	-	-	08-JUL-2014	APR-14	1200	-	ANURADHA.S	TEST
Download										
1 - 2										

2. Click on the **Revenue Details** icon for the required action.

Released Actions		
-	Action	Name
	Revenue Recognized	SC_RECOGNIZE_RATABLE
	Revenue Deferred	SC_DEFER_IMMEDIATE
Download		

The system displays the Revenue Details window on right side of the window.

Revenue Details			
Rev Type	Period Name	Dr	Cr
DEF	MAY-14	7.12	0.00
REV	MAY-14	0.00	7.12
DEF	JUN-14	8.21	0.00
REV	JUN-14	0.00	8.21
DEF	JUL-14	8.49	0.00
REV	JUL-14	0.00	8.49
DEF	AUG-14	8.49	0.00
REV	AUG-14	0.00	8.49
DEF	SEP-14	8.21	0.00
REV	SEP-14	0.00	8.21
DEF	OCT-14	8.49	0.00
REV	OCT-14	0.00	8.49
DEF	NOV-14	8.21	0.00
REV	NOV-14	0.00	8.21
DEF	DEC-14	8.49	0.00
Download			
1 - 15 Next >			

3. Click on the **Download** link to export the data to Excel.

Revenue Details			
Rev Type	Period Name	Dr	Cr
DEF	MAY-14	7.12	0.00
REV	MAY-14	0.00	7.12
DEF	JUN-14	8.21	0.00
REV	JUN-14	0.00	8.21
DEF	JUL-14	8.49	0.00
REV	JUL-14	0.00	8.49
DEF	AUG-14	8.49	0.00
REV	AUG-14	0.00	8.49
DEF	SEP-14	8.21	0.00
REV	SEP-14	0.00	8.21
DEF	OCT-14	8.49	0.00
REV	OCT-14	0.00	8.49
DEF	NOV-14	8.21	0.00
REV	NOV-14	0.00	8.21
DEF	DEC-14	8.49	0.00

1 - 15 [Next >](#)



Viewing a Revenue Summary

The Revenue Summary window provides information about the billing, revenue, unbilled revenue, unbilled receivables, deferred revenue balance, COGS and deferred COGS balance in the waterfall format.

To view a revenue summary:

1. Click on the **Transaction or Sales Order Line ID** link on required line.

ARR155528					Summary	Lines	Allocation Summary	Waterfall		
					Apply Contingency					
					Release Contingency					
					Adjustment					
					Remove Contingency					
					Go	Reports	1. Primary Report			
1 - 10 of 10										
<input type="checkbox"/>	Select	Sales Order Line Id			Sales Order Line Id	Transaction Id				
<input type="checkbox"/>		REVPROM-1038130			REVPROM-1038130	1038130				
<input type="checkbox"/>		REVPROM-1038120			REVPROM-1038120	1038120				
<input type="checkbox"/>		REVPROM-1038171			REVPROM-1038171	1038171				



The system displays **Released Actions** window at the bottom of the screen.

2. Click on the **Revenue Summary** tab at the bottom of the page.

Released Actions				
-	Action	Name	Revenue Start Date	Revenue End Date
	Revenue Recognized	SC_RECOGNIZE_RATABLE	-	-
	Revenue Deferred	SC_DEFER_IMMEDIATE	-	-



The Revenue Summary window displays.

3. Click on the **Download** link to download the data to Excel.

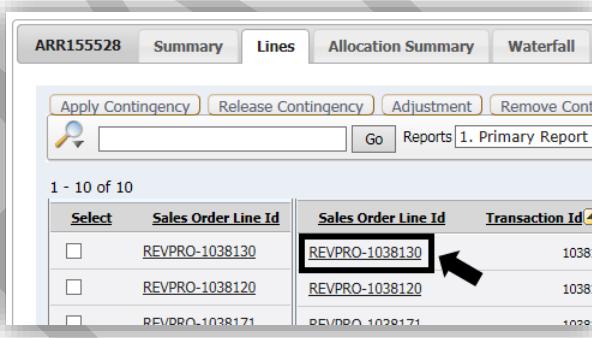


Viewing a Billing Summary

The Billing Summary window provides billing information for the selected sales order line and allows you to edit the billing information.

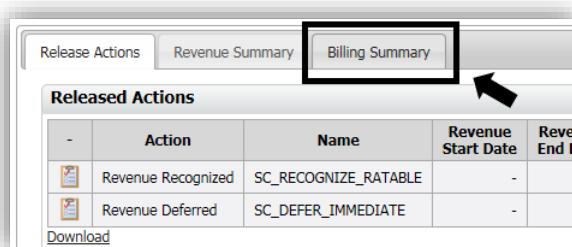
To view a billing summary:

1. Click on the **Transaction or Sales Order Line ID** link on required line.

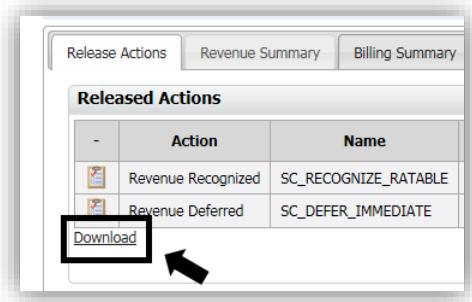


The system displays **Released Actions** window at the bottom of the screen.

2. Click on the **Billing Summary** tab at the bottom of the page.



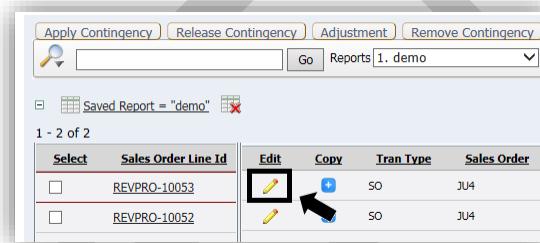
3. Click on the **Download** button to export the billing summary to Excel.



Editing a Billing Summary Line

To edit the billing line:

1. Click on the **Edit** icon to the left of the line item you want to edit.

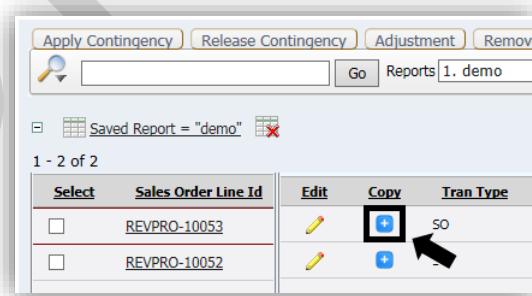


2. Refer to *Editing a Transaction* on page for more information on how to edit a line.

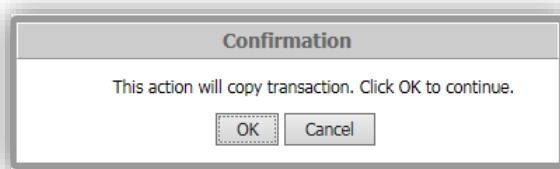
Copying a Transaction

The Copy Transaction icon enables you to create a new transaction line by copying the existing transaction line. To copy a transaction:

1. Click on the **Copy** icon to the left of the transaction line you want to copy.



The system displays a confirmation dialog box.



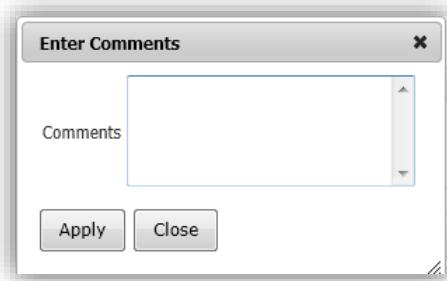
2. Click on the **OK** button.

The system displays the Edit Transaction Fields, Edit Transaction Flags, Edit Attributes and Edit Date & Numbers windows. The system automatically assigns a transaction ID and an arrangement ID from the copied original (line).

Note: Whether other field values are copied from the original line depends on whether the **Is Manual** field was enabled when transaction labels were set up. Only those fields where the **Is Manual** field was enabled (set to **Y**) are copied from the original line. Refer to *Changing Transaction Labels* on page 224 for more information.

3. Enter the values as required.
4. Click on the **Apply** button.

The system displays an Enter Comments window.

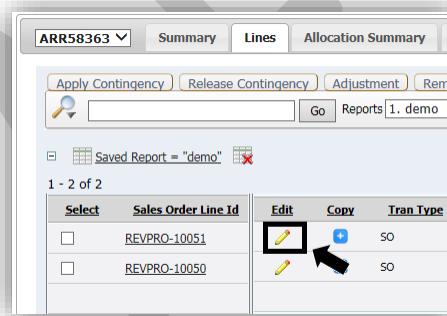


5. Enter any comments as required and click on the **Apply** button.

Editing a Transaction

The Edit icon enables you to edit transaction line values if required. To edit a transaction:

1. Click on the **Edit** icon to the left of the transaction line or sales order line you want to edit.



The system displays the Edit Transaction Fields, Edit Transaction Flags, Edit Attributes and Edit Date & Numbers windows. The system automatically assigns a transaction ID and arrangement ID from the copied original (line).

Edit Transaction Fields

Arrangement ID	ARR185751	Transaction ID	3539080
Unit List Price	164.94	Adj Unit List Price	
Original Invoice Line ID		Item Description	DOMESTIC WFC
Discount Percent	8600	Ext Sell Price	14184.84
Cost Amount	0	Def Amt	14184.84
Allocated Unit Price	High Band FMV Price	FMV High Band	
FMV Low Band	FMV Price	Ext FV Price	
FMV PCT	FMV Disc Low Band Pct	FMV Disc Pct	FMV Disc High Band Pct
Rule Start Date	Rule End Date	Invoice Date	Ship Date

Edit Transaction Flags

PCS Flag Undelivered Flag HW Flag SW Flag Within FV Range Eligible for CV Standalone Flag
 Stated Flag DEF 97-2 Flag Eligible For FV Renewal Flag Cancelled Flag Full Recognized Return Flag

Edit Attributes

Attribute1	Attribute2	Attribute3	Attribute4	Attribute5	Attribute6	Attribute7	Attribute8	Attribute9	Attribute10	Attribute11	Attribute12	Attribute13	Attribute14
CUSTOMER_ACCEPTANCE	-	-	Kronos4	-	-	-	-	-	-	-	-	-	-

Edit Date & Numbers

Edit	Date1	Date2	Date3	Date4	Transaction Date	Orig Unit List Price	Orig Ext List Price	Number3	Number4	Number5
<input type="button" value="Edit"/>	-	-	-	-	-	-	-	-	-	-

2. Edit the fields as required.

Note: The system will do any recalculations, if necessary. For example, if you edit the FMV price, the system will recalculate the allocations.

3. Click on the **Submit** button.

Edit Transaction Fields		Cancel	Apply
Arrangement Id	ARR58363	Transaction Id	10056
Unit List Price	5000	Unit Sell Price	4000
Accounting Period		Orig Inv Line Id	
Discount %	10.00	Final Inv Line Id	
		Tran Type	SO
		Item Description	PCS Software
		Final Inv Line	10056
		Discount Amount	1000
		Ex. Retain	1

The system displays an Enter Comments window.

A screenshot of a Windows-style dialog box titled "Enter Comments". The main area contains a large text input field labeled "Comments". At the bottom are two buttons: "Apply" on the left and "Close" on the right.

4. Enter any comments as required and click on the **Apply** button.

De-link Button

You can de-link a specific line by sales order or de-link all transaction lines from an arrangement. When you de-link arrangement lines from an arrangement, the line is placed in an “orphan” area. You can add orphan lines to a new arrangement or to another existing arrangement.

Note: The system requires you to enter a reason for de-linking a line from an arrangement for audit control purpose.

De-linking an Arrangement

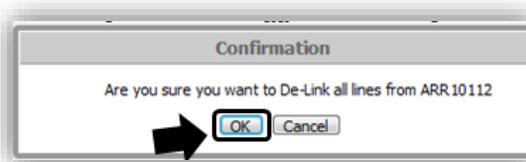
To de-link an arrangement:

1. Click on the **DeLink** button.

ARR155528	Summary	Lines	Allocation Summary	Waterfall	Accounting	Attachments	Hold
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Apply Contingency Release Contingency Adjustment Remove Contingency Link DeLink Edit CV </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; align-items: center;"> 🔍 <input style="width: 100%; height: 30px; border: 1px solid #ccc; padding: 5px; font-size: 1em; border-radius: 10px; outline: none;" type="text"/> </div> </div> <div style="flex: 1; text-align: right;"> Go Reports 1. Primary Report ▼ Actions </div> </div>							

The system displays a Confirmation window.

2. Click the **OK** button.



The system displays the Enter Reason for De-Linking window.

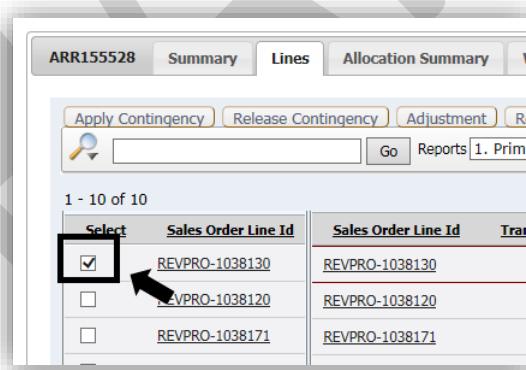
3. Enter the reason for de-linking the arrangements and click on the **Apply** button.



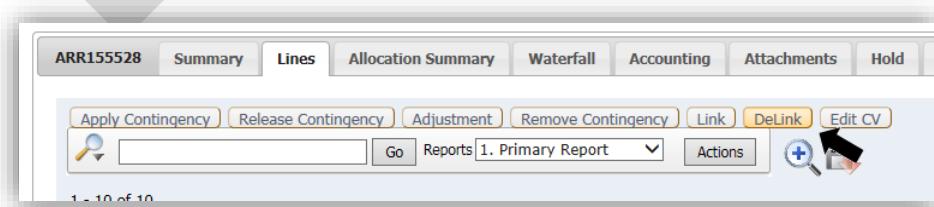
De-linking a Transaction Line

To de-link a transaction line:

1. In the **Select** column, check on the transactions you want to de-link.



2. Click on the **DeLink** button.



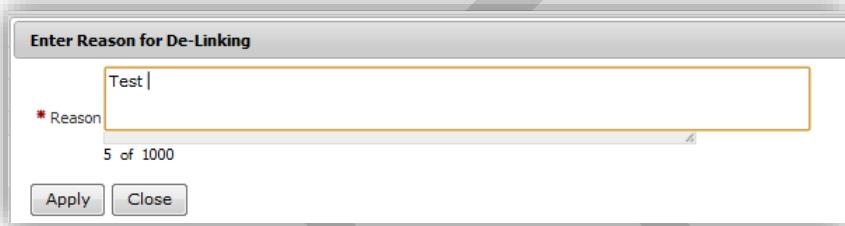
The system displays a Confirmation window.

4. Click the **OK** button.



The system displays the Enter Reason for De-Linking window.

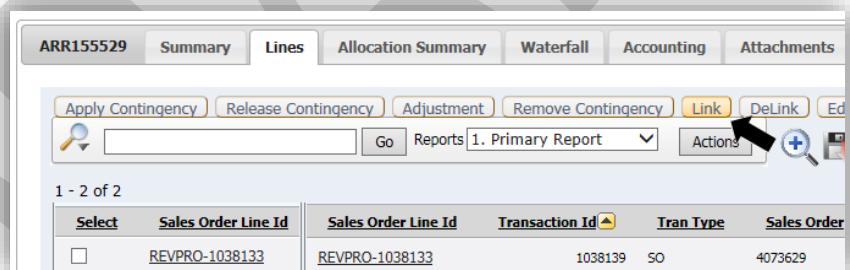
- Enter the reason for de-linking the arrangements and click on the **Apply** button.



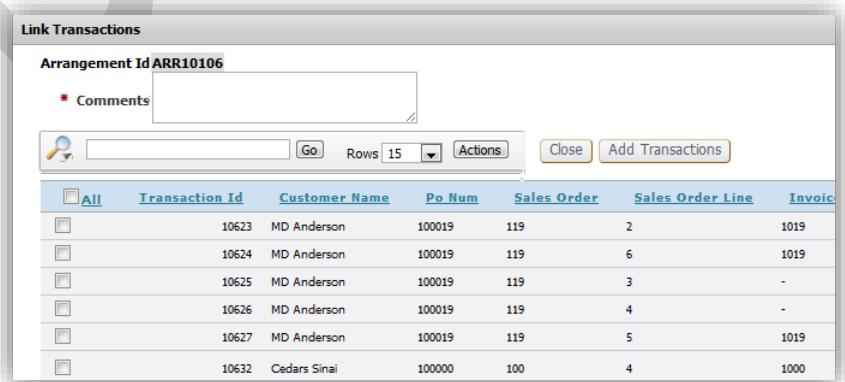
Linking a De-linked Line to an Existing Arrangement

To link a de-linked line to an existing arrangement:

- Click on the **Link** button.



The system displays the **Link Transactions** window.



2. Select the transaction that you want to link by clicking in the checkbox to the left of the transaction ID. You can link more than one transaction. Select on ALL if you want to link all of the transactions.

The screenshot shows a software interface titled 'Arrangement Id ARR10106'. At the top, there is a 'Comments' field containing 'TEST'. Below it is a search bar and buttons for 'Go', 'Rows 15', 'Actions', 'Close', and 'Add Transactions'. A table lists transactions with columns: All, Transaction Id, Customer Name, Po Num, Sales Order, Sales Order Line, Invoice Number, and Inv. Two checkboxes are checked in the 'All' column for the first two rows (Transaction IDs 10623 and 10624). A large black arrow points from the text above to these checked boxes.

All	Transaction Id	Customer Name	Po Num	Sales Order	Sales Order Line	Invoice Number	Inv
<input checked="" type="checkbox"/>	10623	MD Anderson	100019	119	2	1019	2
<input checked="" type="checkbox"/>	10624	MD Anderson	100019	119	6	1019	6
<input type="checkbox"/>	10625	MD Anderson	100019	119	3	-	-
<input type="checkbox"/>	10626	MD Anderson	100019	119	4	-	-
<input type="checkbox"/>	10627	MD Anderson	100019	119	5	1019	5
<input type="checkbox"/>	10632	Cedars Sinai	100000	100	4	1000	4

3. Enter the text in the **Comments** field for audit trail purposes.

The screenshot shows a 'Link Transactions' dialog box. It includes a 'Comments' field with 'TEST', a search bar, and buttons for 'Go', 'Rows 15', 'Actions', 'Close', and 'Add Transaction'. Below is a table with the same transaction data as the previous screen, showing checkboxes for rows 10623 and 10624. A large black arrow points from the text above to the 'Comments' field.

All	Transaction Id	Customer Name	Po Num	Sales Order	Sales Order Line	Invoice Number	Inv
<input checked="" type="checkbox"/>	10623	MD Anderson	100019	119	2	1019	2
<input checked="" type="checkbox"/>	10624	MD Anderson	100019	119	6	1019	6
<input type="checkbox"/>	10625	MD Anderson	100019	119	3	-	-

4. Click on the **Add Transactions** button.

The screenshot shows the 'Arrangement Id ARR10106' screen again. The 'Comments' field now contains 'TEST'. The 'Add Transactions' button at the bottom right is highlighted with a black box and a large black arrow pointing to it. The transaction list table remains the same as in the previous screens.

All	Transaction Id	Customer Name	Po Num	Sales Order	Sales Order Line	Invoice Number	Inv
<input checked="" type="checkbox"/>	10623	MD Anderson	100019	119	2	1019	2
<input checked="" type="checkbox"/>	10624	MD Anderson	100019	119	6	1019	6

The system links the selected transactions to the arrangement.

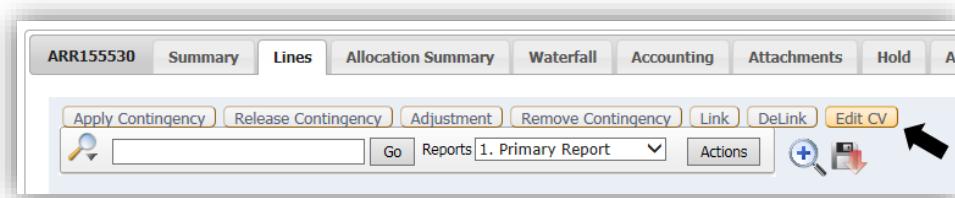
Edit CV Button

You can edit a Carve-out/in amount only on an unfrozen arrangement.

Note: When editing the Carve-out amount, the total amount must equal zero or the system will not save the changes and will retain the original values.

To edit a carve-out/in amount:

1. Click on the **Edit CV** button.



The system displays the Edit Carve-out Amounts window.

2. In the **Edit Carve-out Amount** field, change the values as per required. Make sure the sum of the field nets to zero.

Edit Carveout Amounts					
<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Actions"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>	
1 - 4					
Arrangement Id	Transaction Id	Carveout Amount1	Edit Carveout Amount	Orig	
ARR10106	10633	5,203.00	100		
ARR10106	10634	-1,348.00	-100		
ARR10106	10635	-13,417.00	100		
ARR10106	10636	9,562.00	-100		
				0.00	

3. Click on the **Apply** button.

Edit Carveout Amounts					
<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Actions"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>	
1 - 4					
Arrangement Id	Transaction Id	Carveout Amount1	Edit Carveout Amount	Orig	
ARR10106	10633	5,203.00	100		
ARR10106	10634	-1,348.00	-100		
ARR10106	10635	-13,417.00	100		
ARR10106	10636	9,562.00	-100		
				0.00	

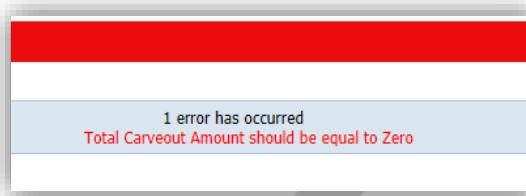
The system displays the Enter Comments window.

4. Enter the reason for correcting the CV amount for audit trail purposes (this is required).

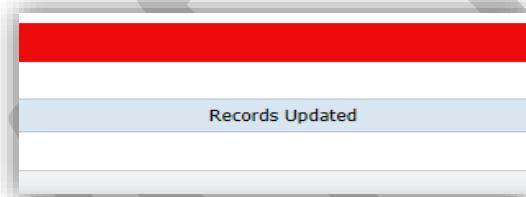
Enter Comments	
<input type="text" value="Comments"/>	
<input type="button" value="Apply"/>	<input type="button" value="Close"/>

5. Click on the **Apply** button.

The system validates the CV amount total. If the total CV amount does not equal zero, the system will not save the changes and will retain the original values. An error message displays at the top center of the window.



If the changes you made are valid, the system displays a confirmation message at the top of the page.



Allocation Summary Tab

The Allocation Summary tab shows the Allocation summary for the arrangement batch.

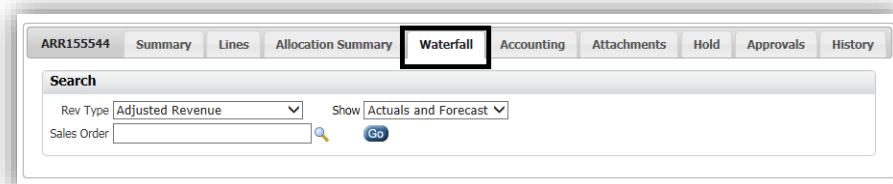
ARR155544	Summary	Lines	Allocation Summary	Waterfall	Accounting	Attachments	Hold	Approvals	History
Allocation Summary									
Analysis Type	Product Family	Product Category	Product Line	Invoice Amount	Net Adjustment	Net Revenue	Delivered Rev	Undelivered Rev	
97-2	MATTRESS	INNOVATION	I10	300.00	0.00	300.00	0.00	300.00	

You can download this data into Excel in CSV format, if desired, using the **Download** link at the bottom left of the data.

Allocation Summary									
Analysis Type	Product Family	Product Category	Product Line	Invoice Amount	Net Adjustment	Net Revenue	Delivered Rev	Undelivered Rev	
97-2	MC-VSOE-LSW	LSW	PowerChart	12,500.00	0.00	12,500.00	12,500.00	0.00	
	MC-VSOE-SVC	LSW SUPPORT	PowerChart Support	7,600.00	0.00	7,600.00	0.00	7,600.00	
	MC-VSOE-SVC	MINGD SVC - RECURRING	Managed Services	17,000.00	0.00	17,000.00	0.00	17,000.00	
	MC-VSOE-SVC	MINGD SVS - AMT	Managed Services	1,000.00	0.00	1,000.00	0.00	1,000.00	
	MC-VSOE-SVC	PROF SVCS - INCURRED	MethodM Cerner Build	5,077.00	0.00	5,077.00	0.00	5,077.00	
	MC-VSOE-SVC	PROF SVCS - MS	MethodM	10,612.00	0.00	10,612.00	0.00	10,612.00	
	MC-VSOE-SVC	SUB -RECURRING	Knowledge Solutions	9,000.00	0.00	9,000.00	0.00	9,000.00	
Analysis Type Total:				62,789.00	0.00	62,789.00	12,500.00	50,289.00	
Totals				62,789.00	0.00	62,789.00	12,500.00	50,289.00	
Download									

Waterfall Tab

The Waterfall tab shows the waterfall summary for an invoice or sales order, and displays amortization by period for the arrangement batch.



Scroll the cursor to right to see the entire period shown with the amortized amount. You can download this data into Excel in CSV format, if desired, using the **Download** link at the bottom left of the data.

Waterfall Report													
Transaction Id	Revenue Start Date	Revenue End Date	Rev Type	Unamortized Def Amount	APR-11	JUL-11	AUG-11	SEP-11	OCT-11	NOV-11	DEC-11	JAN-12	FEB-12
10023	01-JUN-2011	31-DEC-2011	REV	0	0	63.28	32.16	31.12	32.16	31.12	32.16	0	0
10022	01-JUN-2011	31-DEC-2011	REV	0	0	969.16	492.52	476.64	492.52	476.64	492.52	0	0
10017	15-MAY-2011	15-MAY-2011	REV	8750	0	3750	0	0	0	0	0	0	0
10021	01-JUN-2011	31-DEC-2011	REV	0	0	414.74	210.77	203.97	210.77	203.97	210.78	0	0
10019	15-MAY-2011	14-OCT-2011	REV	0	0	0	0	0	0	0	0	0	0
10018	15-OCT-2011	14-OCT-2012	REV	0	0	0	0	0	353.01	622.95	643.72	643.72	602.19
10020	15-APR-2011	14-APR-2016	REV	9000	0	0	0	0	0	0	0	0	0

Accounting Tab

The Accounting tab shows all accounting entries created for the selected arrangement. You can view the data in summary form or detailed form using the **Summary** and **Detail** radio buttons in the Report View window. You can download this data into Excel using the **Download** link at the bottom left of the page.

The screenshot shows the 'Accounting' tab selected in a software interface. The main content is a 'Report View' titled 'Accounting Summary'. It displays a table of financial data with columns for Account Type, Period Name, Account Seg, Currency Code, Dr Amount, Cr Amount, and GL Date. At the bottom of the report area, there is a 'Download' button with a black arrow pointing to it.

Attachments (Tab)

This Attachments tab enables you to attach supporting documentation as required.

The screenshot shows the 'Attachments' tab selected. The interface includes fields for 'File Name' with a 'Browse...' button, 'Comments', and 'Hyperlink'. In the top right corner, there is a 'Save' button.

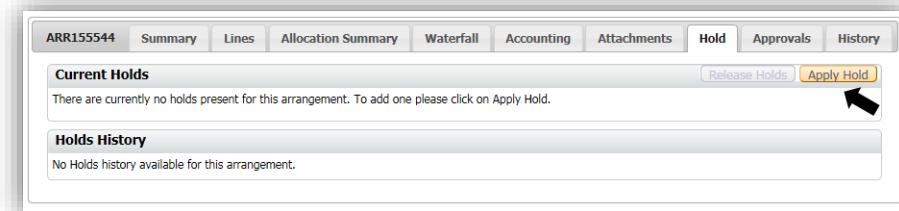
Hold Tab

The Hold tab enables you to view if there any holds for the arrangement, and enables you to create a hold using the **Add Hold** button. The system also displays the holds history for the arrangement.

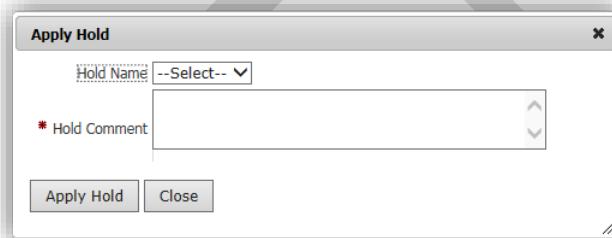
The screenshot shows the 'Hold' tab selected. It contains two sections: 'Current Holds' (which states 'There are currently no holds present for this arrangement. To add one please click on Apply Hold.') and 'Holds History' (which states 'No Holds history available for this arrangement.'). In the top right corner, there are 'Release Holds' and 'Apply Hold' buttons.

To apply the hold, the hold must already be defined on the Hold definition setup. Refer to *Creating a Hold Definition* on page for more information. To apply a hold:

1. Click on the **Apply Hold** button.



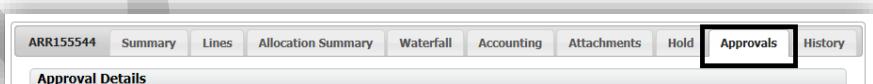
The system displays the Apply Hold window.



2. From the **Hold Name** drop-down list, select the hold name that you want to use.
3. Enter a comment in the **Hold** comment field.
4. Click on the **Apply Hold** button to apply the hold.

Approvals Tab

You use the Approvals tab to check for pending approvals and to approve or reject the approval.



Click on the **Approve** button in the Approve field to release the arrangement from the hold

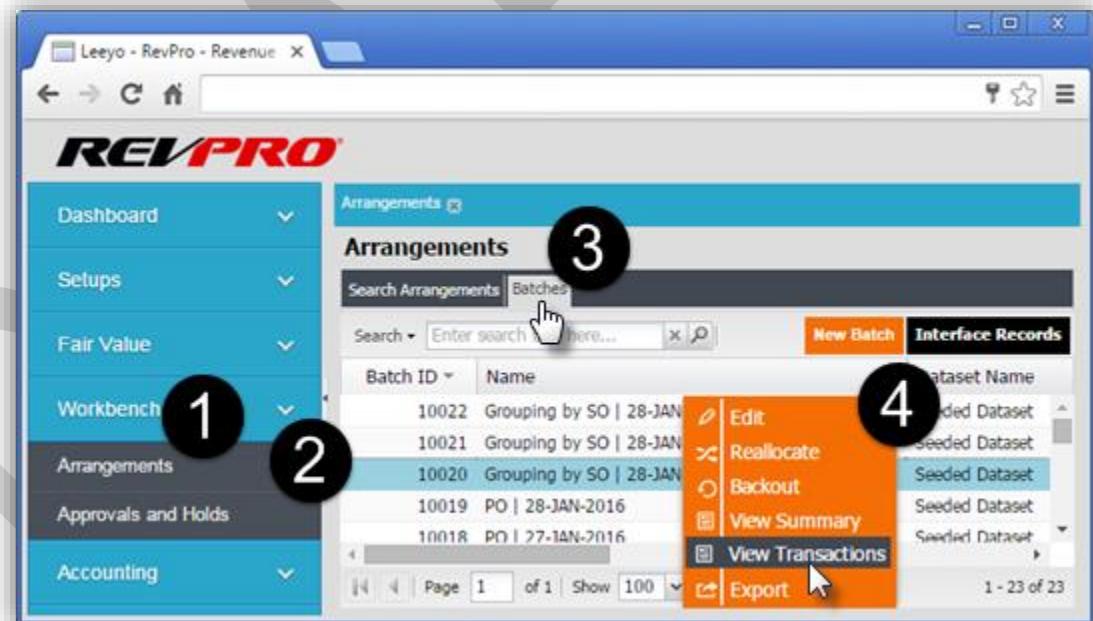
Approval Details					
Approver	Status	Comments	Approval Date	Approve	Reject
Project_Acg	Pending	-	-	<input type="button" value="Approve"/>	-
Asst_Ctrl	-	-	-	-	-
Download					
1 - 2					

Rule Details		
Rule Name	Description	Creation Date
Deal Less Than 10000	Deal Less Than 10000	15-DEC-2011 02:07
1 - 1		

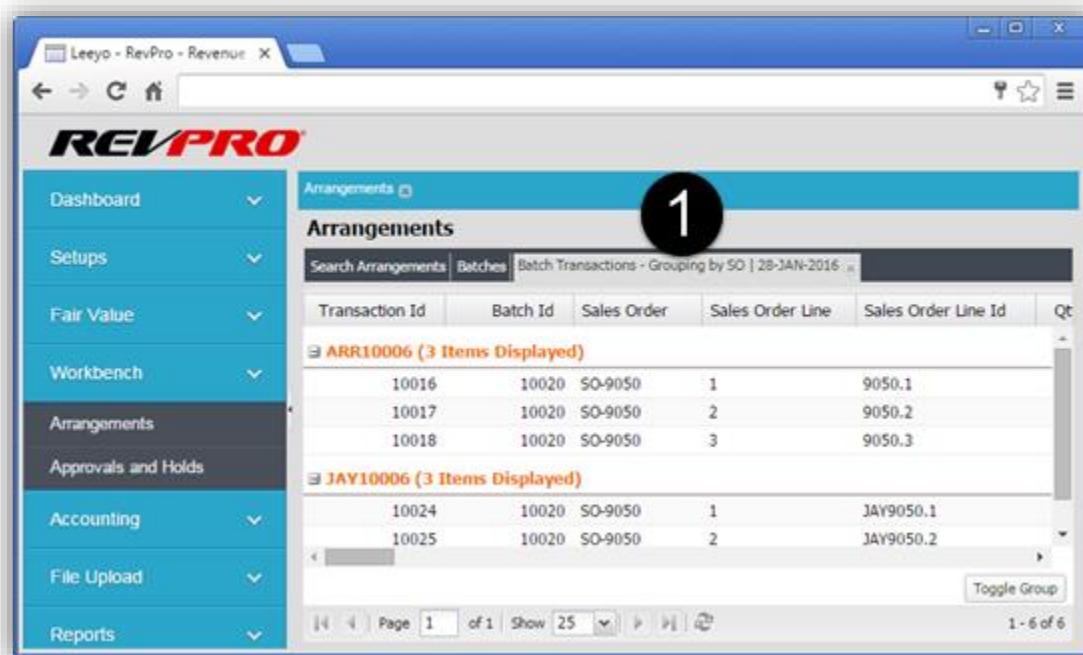
Reviewing an Arrangement with Arrangement Batch

To review an arrangement using the Arrangement Batch function:

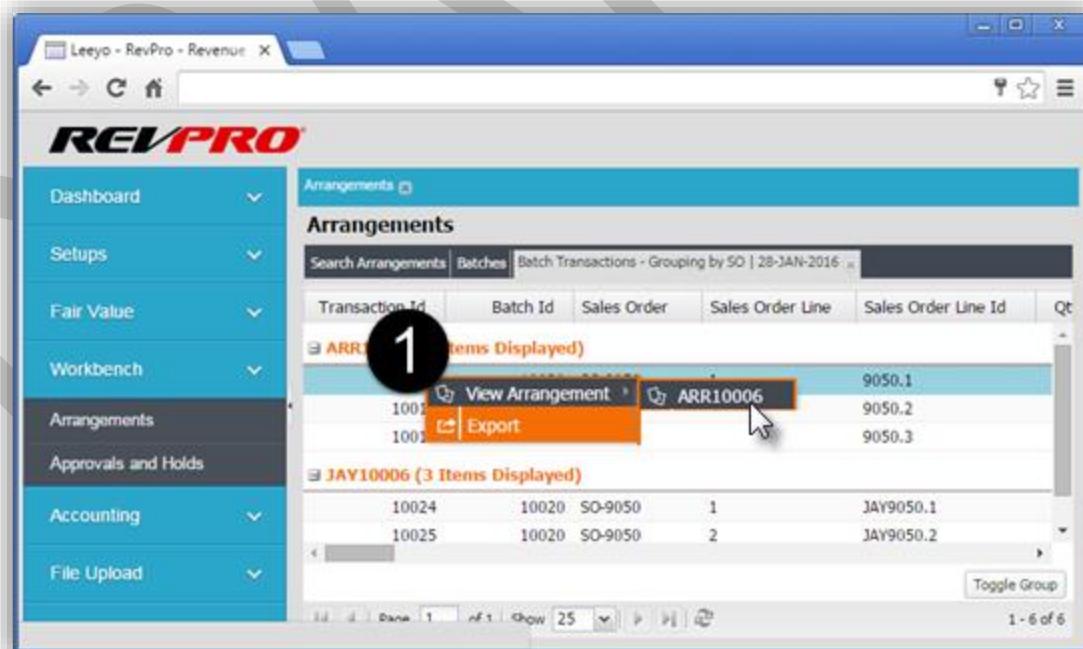
1. From the **Workbench**, select **Arrangements**, and then select **Batches**.
From the **Batch Name** column, right mouse-click on the batch name of the arrangement you want to view and select **View Transactions** from the pop-up menu.



The system displays Arrangement Transaction details.



- Right Click on the Arrangement Id and Select **View Arrangement** to view arrangement details.



The system displays a window with multiple tabs. Each tab has relevant information for review as described on pages through .

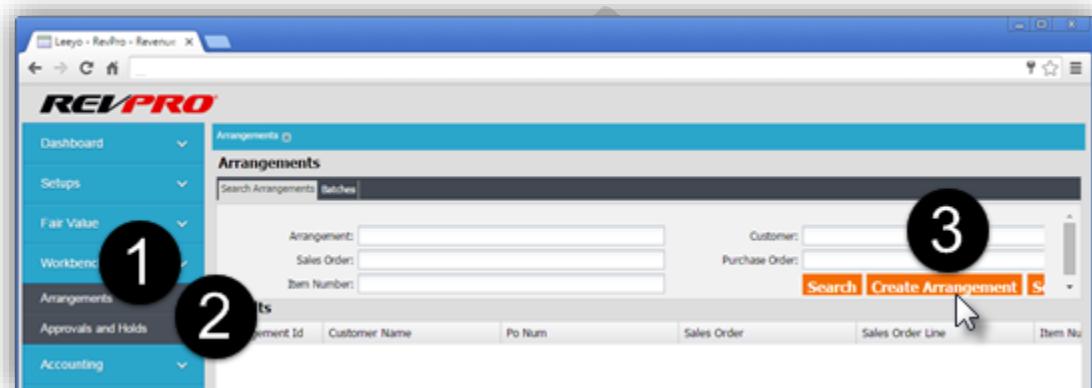
Linking a De-linked Line to a New Arrangement

Note: When you add a line to an arrangement, the system requires you to enter a valid reason for audit trail purposes before it is added to the arrangement.

To add an orphaned line to a new arrangement:

1. From the **Workbench** menu, select **Arrangements**.

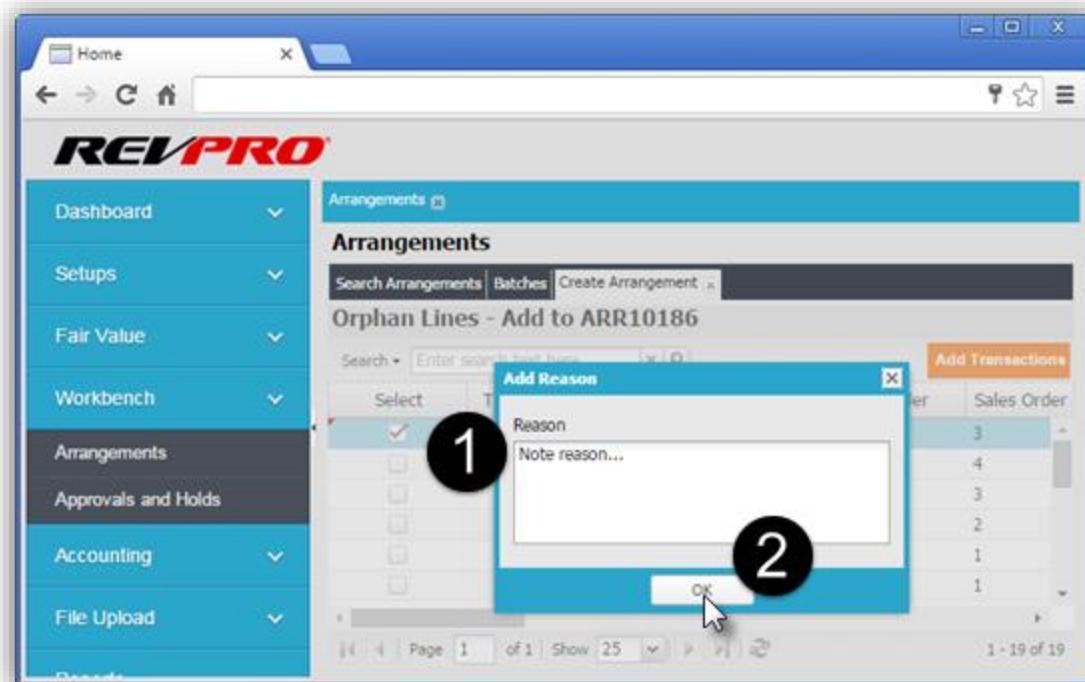
The system displays the Workbench window, which shows all arrangements in the system. Click on the **Create Arrangement** button.



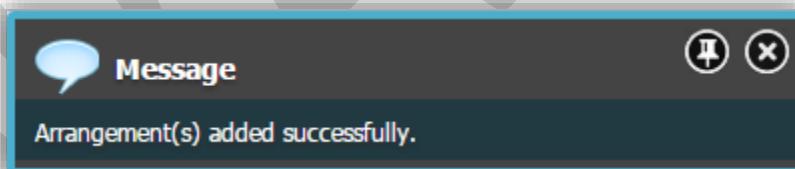
2. The system automatically generates the arrangement ID for the new arrangement. Select the orphan line to be added to the arrangement by clicking on the **checkbox** to the left of the transaction ID. Click on the **Add Transactions** button.



1. Enter the reason for adding the transaction to the arrangement and click on the **OK** button.



A confirmation message displays.



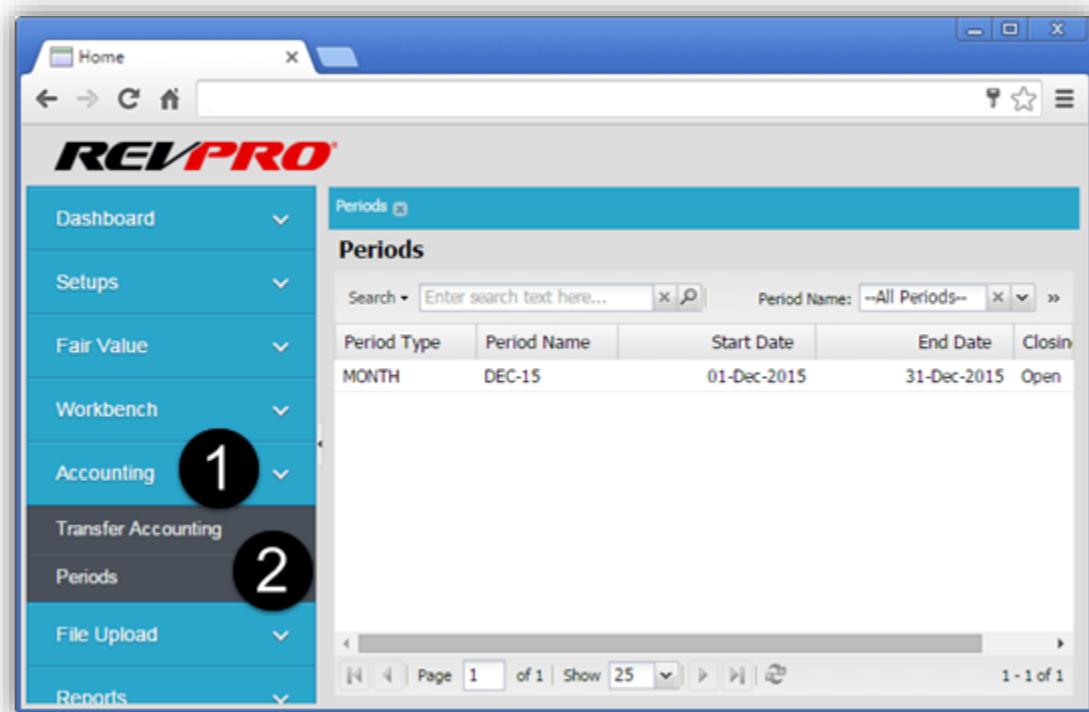
RevPro Revenue Periods

RevPro revenue accounting periods are opened and closed depending upon the month that will be posting the transactions to the upstream source system. Only one accounting period should be open at any given time. Un-transferred transactions from the previous month “catch up” to the current open period.

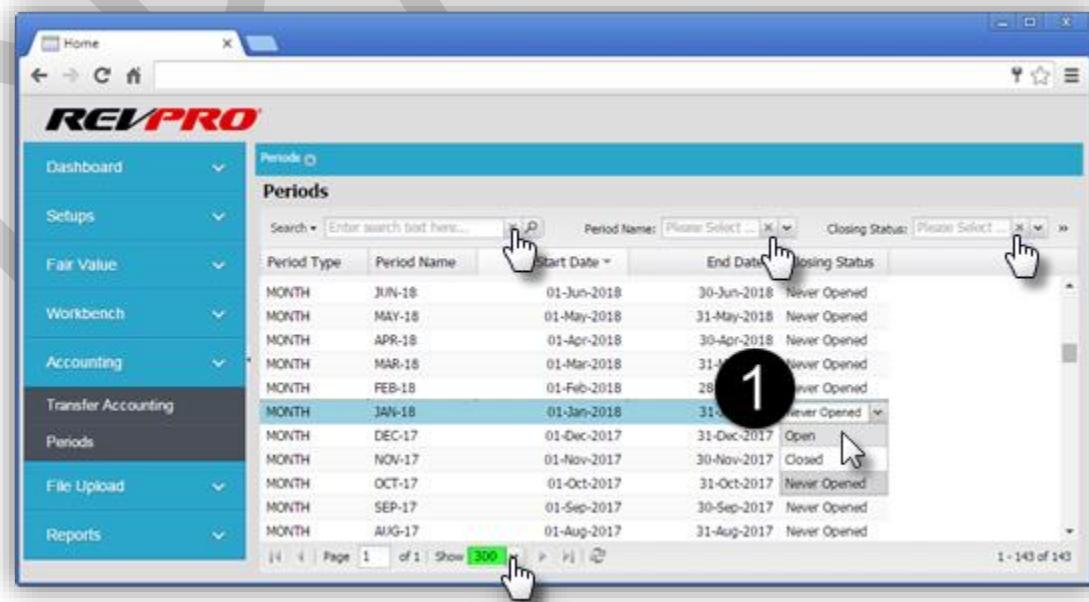
Opening a Revenue Period

To open the current period:

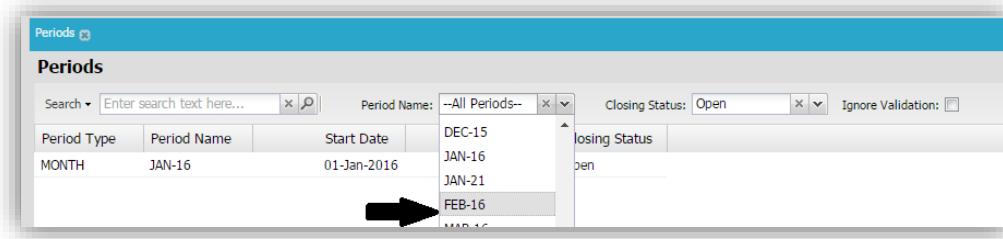
1. From the **Accounting** menu, select **Periods**.



1. The Period Window Screen get Displayed. To see all periods, clear search criteria and select show 300, for example. Locate the period you want to open from the list (for example, Jan-18). Select **Open** from the **Closing Status** column drop-down list.

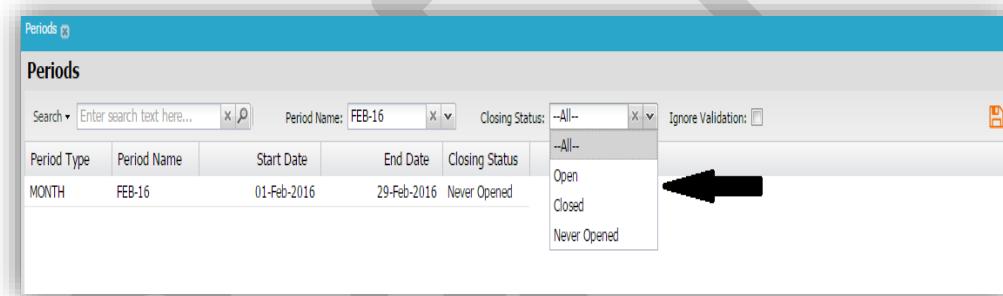


2. Select the period you want to open from the **Period Name** drop-down list (for example, Jan-18).



The system displays the selected RevPro revenue period in the Revenue Periods window.

3. Click on the **Ignore Validation** checkbox if you don't want to run the validation you close a period. Other the validation runs and checks for any open revenue schedules (waterfall).
4. Select **Open** from the **Closing Status** drop-down list.

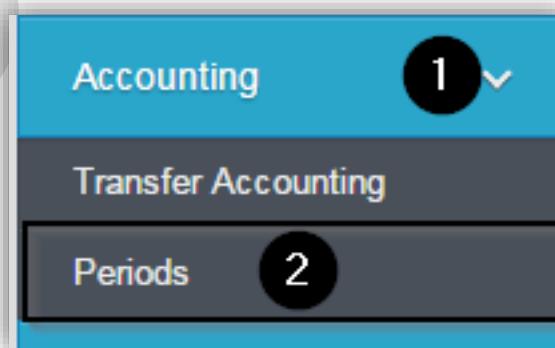


5. Click on the **Save** button located at the far right of the Revenue Periods window.

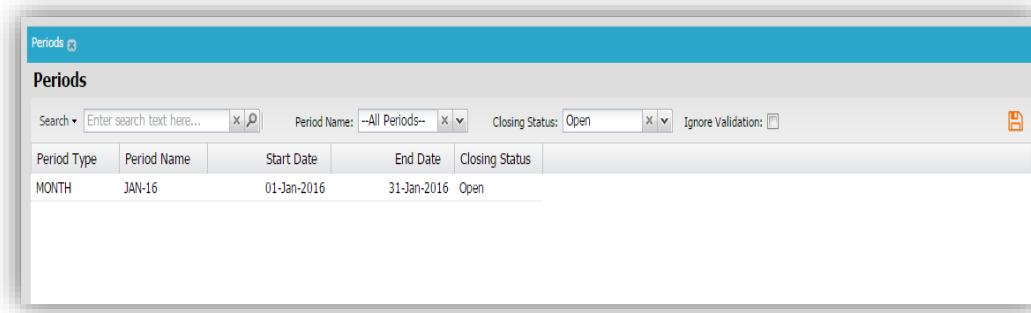
Closing a Revenue Period

To close the current period:

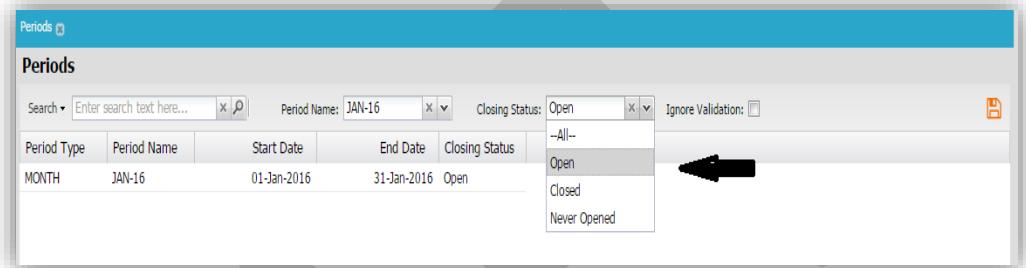
1. From the **Accounting** menu, select **Periods**.



The Period Window Screen Get Displayed.

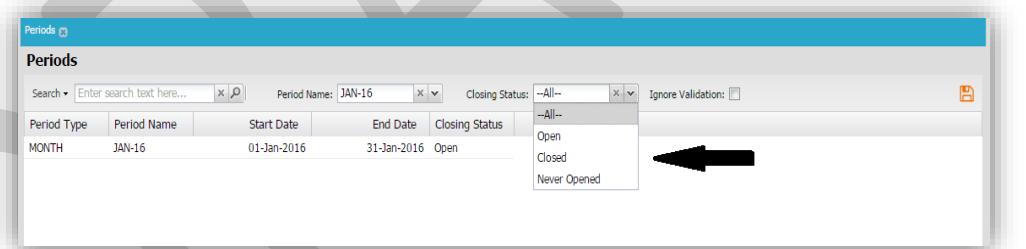


2. In the Period Screen, select **Open** from the **Closing Status** drop-down list.



The current open revenue period displays in the Revenue Period window.

3. From the **Closing Status** drop-down list, select **Closed**.



4. Click on the **Save** button located at the far right of the Revenue Periods window.

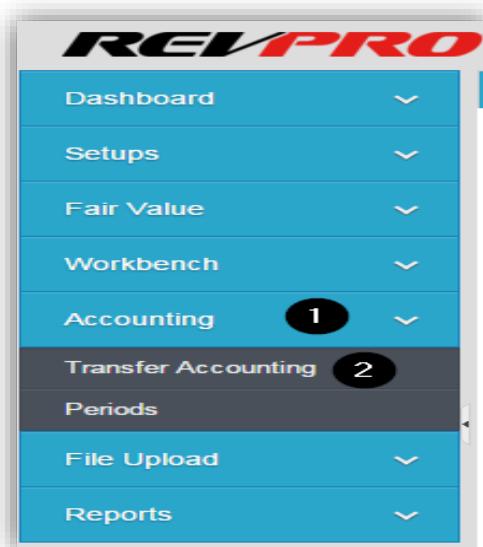
Transferring EITF Accounting Entries

You transfer EITF accounting entries to the source ERP system via either General Ledger (GL) or Accounts Receivable (AR) depending on your business requirements. The interface mapping was configured for one or the other during implementation.

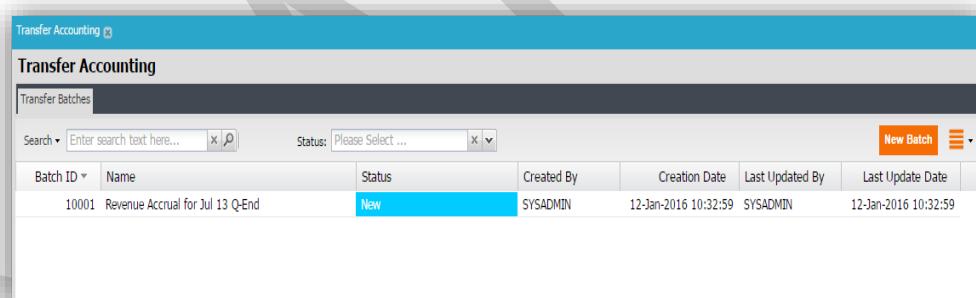
Note: Make sure the required revenue periods are open and the periods not required are closed. Only one period should be kept open at a time.

To transfer EITF accounting entries:

1. From the **Accounting** menu, select **Transfer Accounting**.

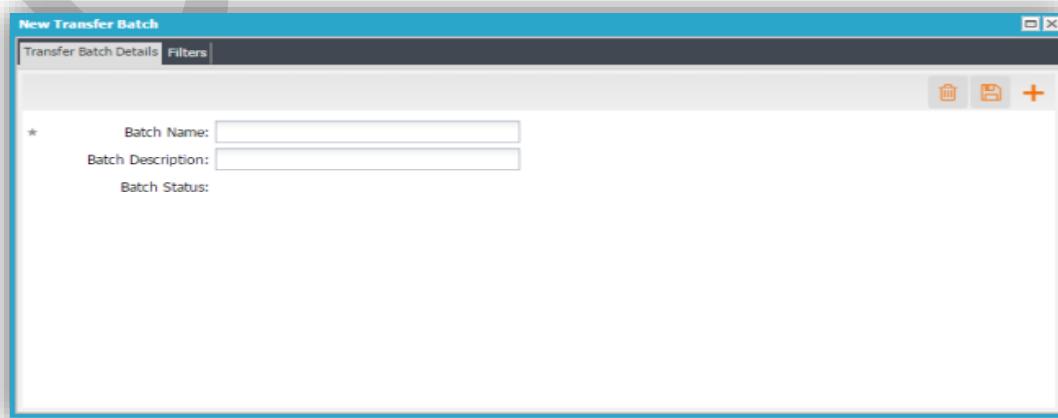


The system displays the Transfer Accounting window.



2. Click on the **New Batch** button to create a posting batch.

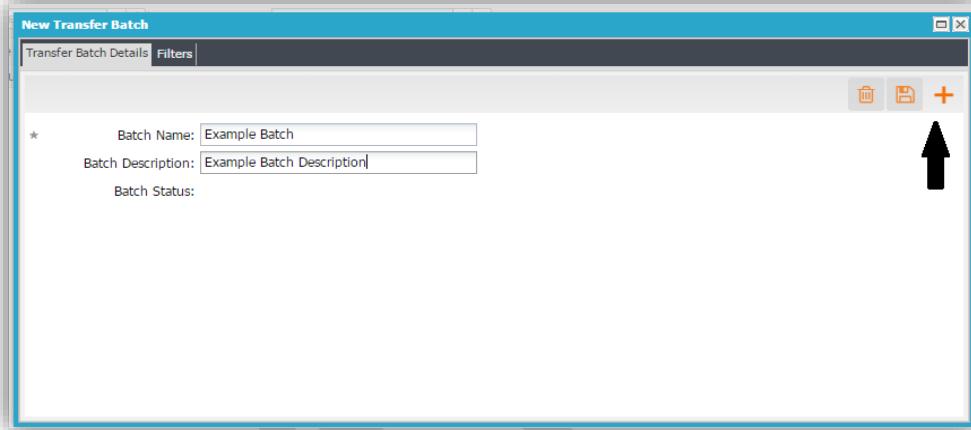
The system displays New Transfer Batch Window with Following Tab Transfer Batch Details and Filters windows.



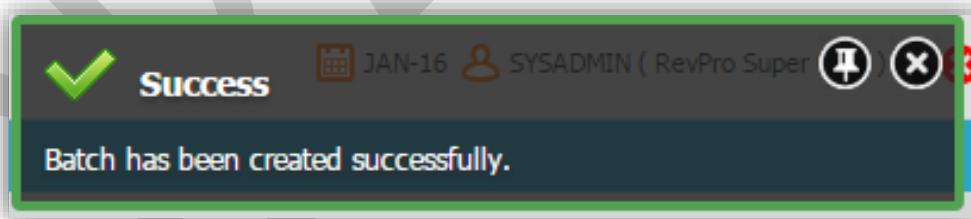
3. Enter data into the fields as follows:

Batch Name	Enter the batch name as per your requirements.
Batch Description	Enter the batch description as per your requirements.

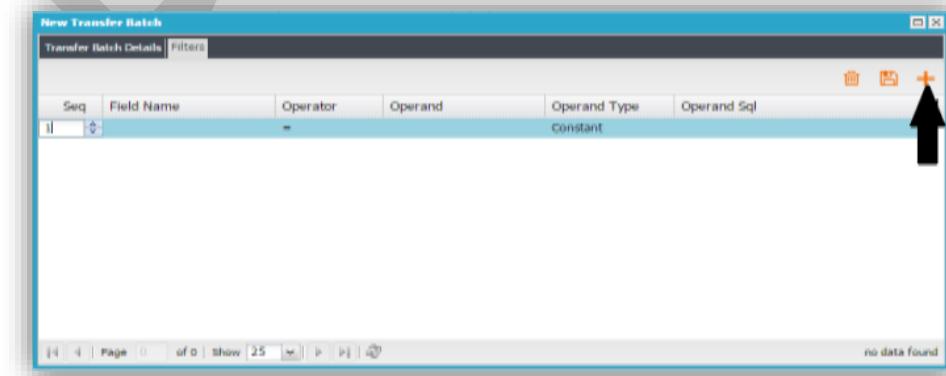
4. Click on the + (Plus) button.



Clicking on the + (Plus) Button Success message with Batch has been created successfully.



5. In the Filter Tab window, click on the + (Plus) button.

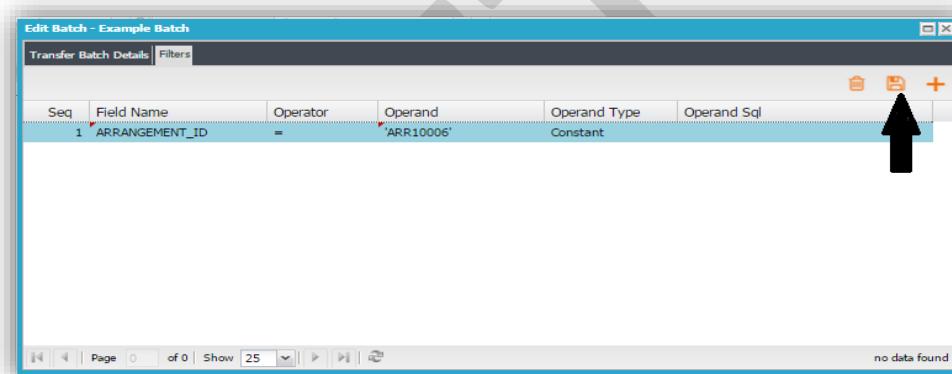


A blank row displays.

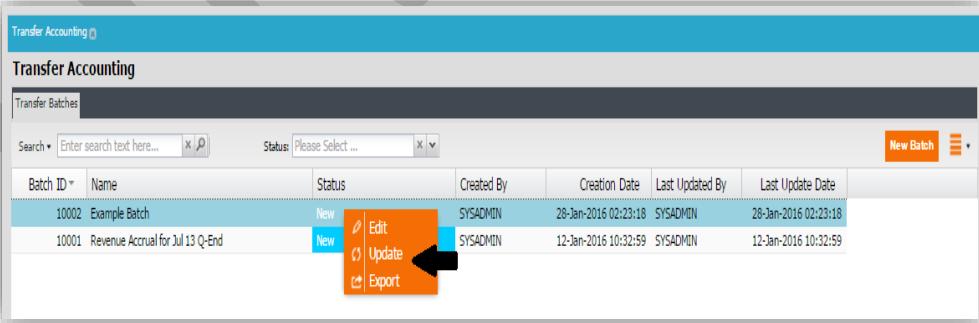
- Enter data into the fields as follows:

Field Name	Select from the available fields as required. It is recommended that you select the GL Date.
Operator	Select from the available operators as required.
Operand	Enter the Arrangement Id.
Operand Type	Select Constant.
Operand Sql	Enter the Required Operand Sql.

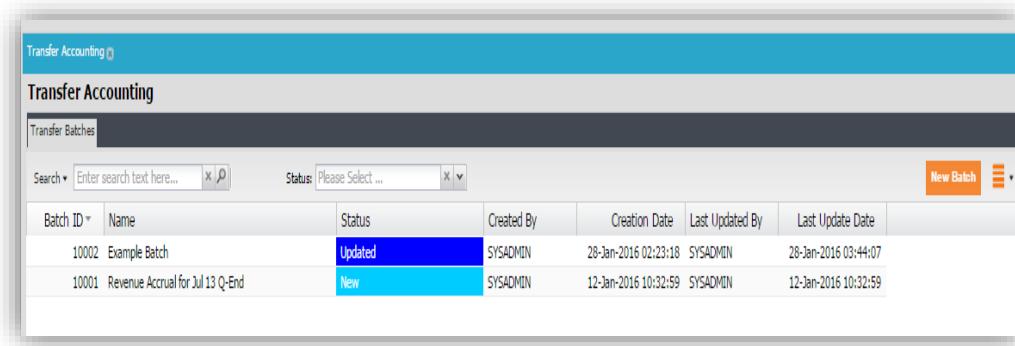
- Click on the **Save** button.



- Right Click on the Batch Name and Select **Update** button to update the Post Accounting batch to collect all flagged transaction for posting based on the batch criteria.



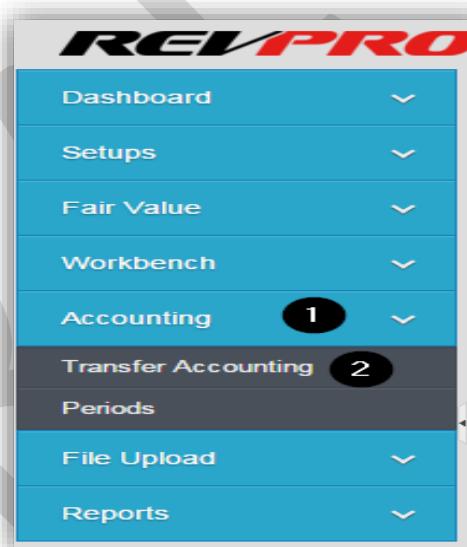
The system displays the batch status as updated.



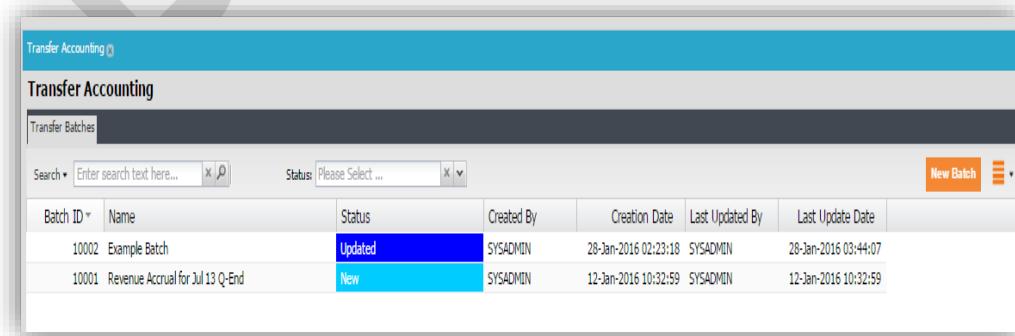
Viewing the Updated Data

To view updated data:

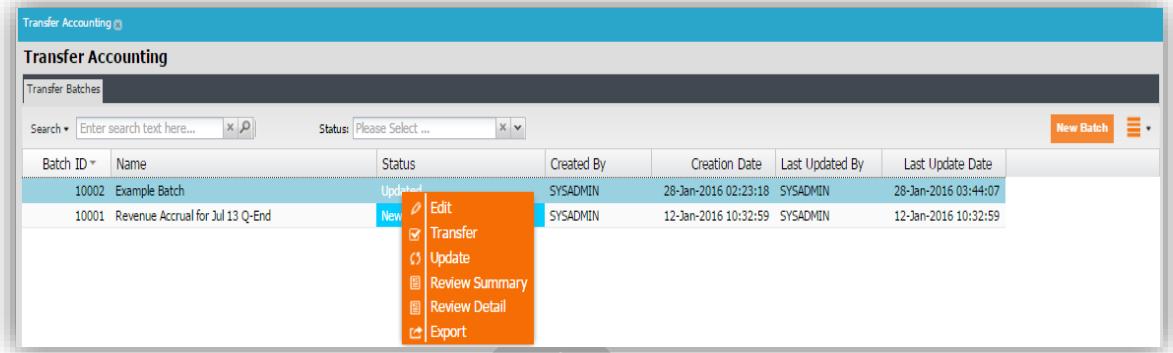
1. From the Accounting menu, select Transfer Accounting.



The system displays the Transfer Accounting window.



2. Select the **Batch ID**(For Eg: 10002. Right-click and select Required Selection



The system displays the batch details with Review Summary, Review Details.

- The **Summary** Window is the active tab and provides summary information based on the account segment. You can download this data to Excel by Right clicking on the Export.

Arrangement ID	Transaction ID	Customer Name	Accounting Type	Period Name	Sales Order Line	Sales Order	Invoice Line	Invoice Number	Tran T
ARR10006	10023	ABC LTD	Deferred Revenue	JAN-16	4	SO-9050	4	INV-9050	INV
ARR10006	10023	ABC LTD	Revenue	JAN-16	4	SO-9050	4	INV-9050	INV
ARR10006	10023	ABC LTD	COGS Deferred	JAN-16	4	SO-9050	4	INV-9050	INV
ARR10006	10023	ABC LTD	COGS	JAN-16	4	SO-9050	4	INV-9050	INV
ARR10006	10022	ABC LTD	Deferred Revenue	JAN-16	3	SO-9050	3	INV-9050	INV
ARR10006	10022	ABC LTD	Revenue	JAN-16	3	SO-9050	3	INV-9050	INV
ARR10006	10022	ABC LTD	COGS Deferred	JAN-16	3	SO-9050	3	INV-9050	INV
ARR10006	10022	ABC LTD	COGS	JAN-16	3	SO-9050	3	INV-9050	INV
ARR10006	10021	ABC LTD	Deferred Revenue	JAN-16	2	SO-9050	2	INV-9050	INV
ARR10006	10021	ABC LTD	Revenue	JAN-16	2	SO-9050	2	INV-9050	INV
ARR10006	10021	ABC LTD	COGS Deferred	JAN-16	2	SO-9050	2	INV-9050	INV
ARR10006	10021	ABC LTD	COGS	JAN-16	2	SO-9050	2	INV-9050	INV
ARR10006	10020	ABC LTD	Deferred Revenue	JAN-16	1	SO-9050	1	INV-9050	INV
ARR10006	10020	ABC LTD	Revenue	JAN-16	1	SO-9050	1	INV-9050	INV
ARR10006	10020	ABC LTD	COGS Deferred	JAN-16	1	SO-9050	1	INV-9050	INV
ARR10006	10020	ABC LTD	COGS	JAN-16	1	SO-9050	1	INV-9050	INV

- The **Details** Window displays arrangement information at the transaction line level. To download the data to Excel, use the Export.

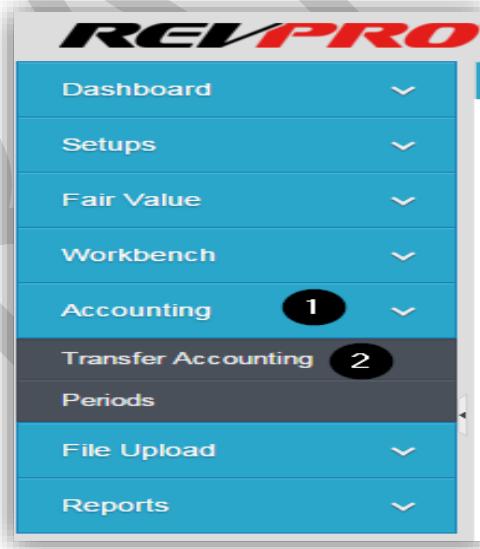
Transfer Accounting									
Period Name	Account	Accounting Type	Rev Type	Currency Code	Transaction Debit	Transaction Credit	Functional Debit	Functional Credit	Reporting D
Jan-16	12460-12461-12462	Deferred Revenue	DEF	USD	17,009.23	0.00	32,383.65	0.00	48.5
Jan-16	123857-12458-12459	COGS	DCOGS	USD	17,009.23	0.00	17,009.23	0.00	25.5
Jan-16	123856-12463-12464	Revenue	REV	USD	0.00	17,009.23	0.00	32,383.65	
Jan-16	123457-12458-12459	COGS Deferred	DCOGS	USD	0.00	17,009.23	0.00	17,009.23	
					34,018.46	34,018.46	49,392.88	49,392.88	74.0

- The **View Log** tab lists all transactions where accounting entries are not transferred.

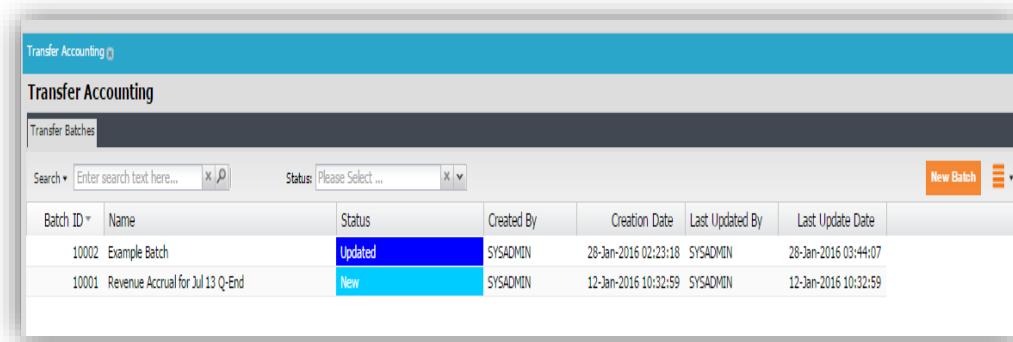
Transferring a Batch

To transfer a batch:

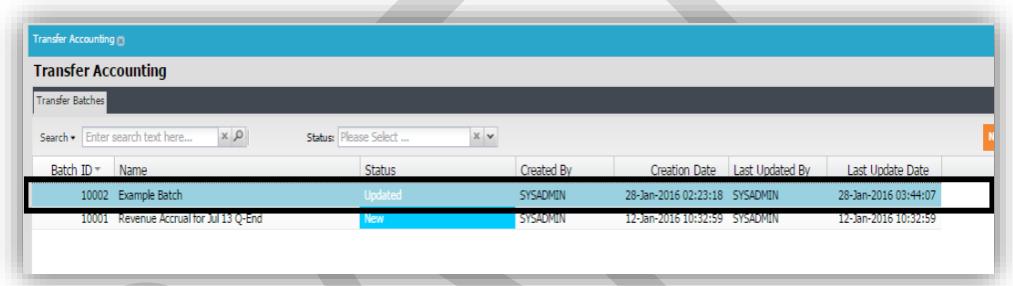
- From the **Accounting** menu, select **Transfer Accounting**.



The system displays the Transfer Accounting window.

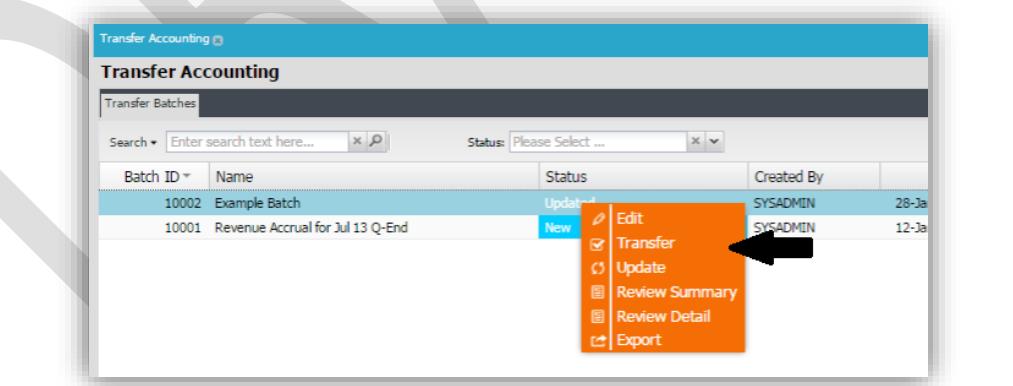


2. For the batch you want to post, make sure the status field is in **Updated** status.
3. Right Click on the **Batch ID** to Select the batch you want to post.

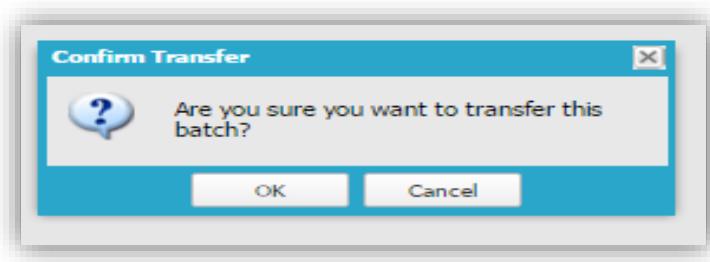


The system displays the Transfer Batches Window.

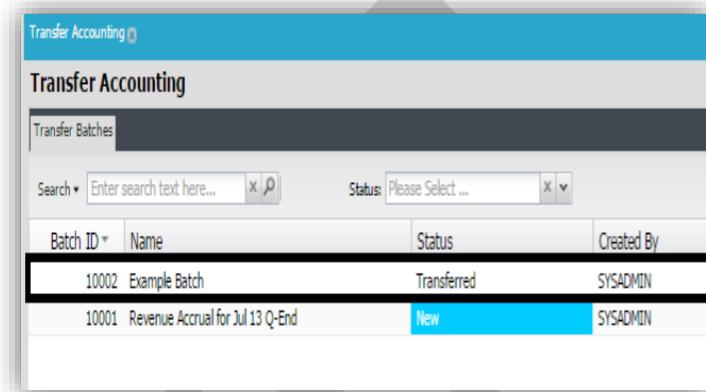
4. Click on the **Transfer** button to transfer the batch.



A confirmation dialog box displays.



5. Click on the **OK** button.
6. After Transfer Batch Status is updated as Transferred.



The screenshot shows the "Transfer Accounting" application window. The title bar says "Transfer Accounting". Below it is a toolbar with a magnifying glass icon. The main area is titled "Transfer Batches". There are two search fields: "Search" and "Status". The status dropdown says "Please Select...". A table lists two transfer batches:

Batch ID	Name	Status	Created By
10002	Example Batch	Transferred	SYSADMIN
10001	Revenue Accrual for Jul 13 Q-End	New	SYSADMIN

6

Creating Manual Journal Entries

About Manual Journal Entries

Manual journal entries are top-sided entries, or adjustment entries, which are created directly to update specific account balances or make adjustments for specific revenue-related situations.

Manual journal entries can be used to:

- Re-classify deferred revenue to contra AR at period ends
- Re-classify deferred revenue between short-term and long-term
- Create auto reversible revenue accruals for items where revenue can be taken as a top sided journal entry, even if a transaction is not captured in the sub ledger due to a delay in creating the transactions or a delay in sourcing the complete information
- Re-classify/re-allocate internal revenue (in terms of product splits and allocations)
- Handle billing-related adjustments
- Make top-sided manual FV overrides (VSOE or BESP)

Configuring Manual Journal Entry Setups

Before creating manual journal entries, you must:

1. Configure common setups.

2. Configure manual journal entry lookups.

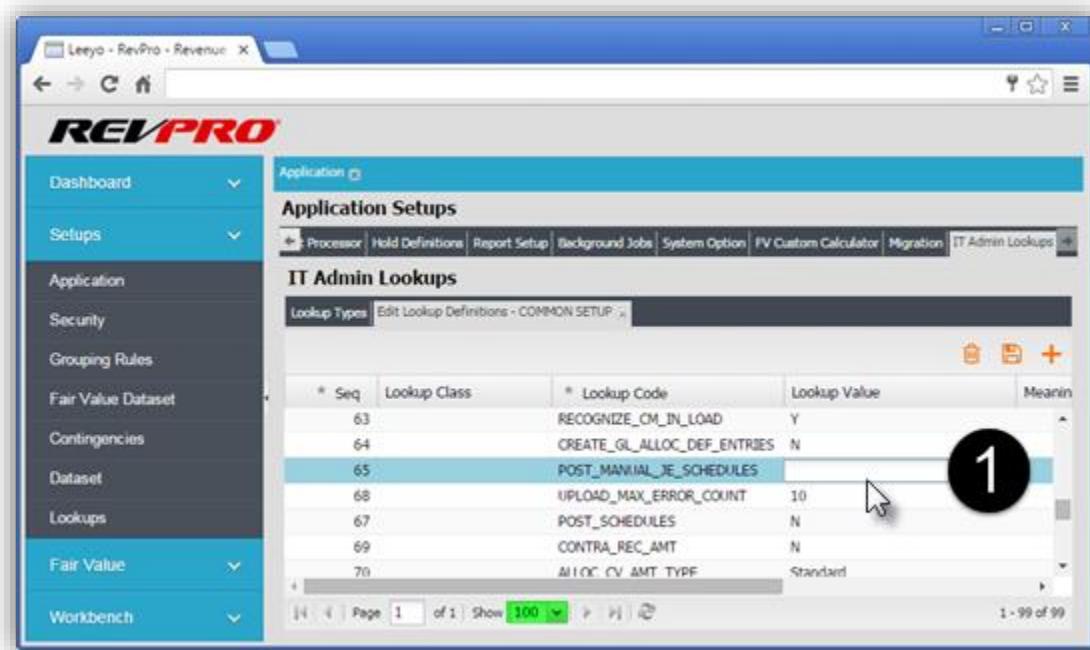
Step 1: Configure Common Setups

To configure common setups:

1. From the main sidebar navigation menu select **Setups**, **Application**, and then scroll right to locate the **IT Admin Lookups** tab. Next, enter ‘Common’ in the **Search** box and click the search icon. Right mouse-click the **COMMON SETUP** Lookup Type and select **Edit Lookup Definitions** from the pop-up menu.



2. Scroll down to the **POST_MANUAL_JE_SCHEDULES** lookup code. Note, change show to 100 to view available lookup codes.



3. Define configuration fields as follows:

Field	Description
Lookup Value	Y = If the manual journal entry schedules need to be posted to the GL source application. N = If the manual journal entry schedules do NOT need be posted to the GL source application.
Active	Denotes whether the configuration is activated. Set this to Y .

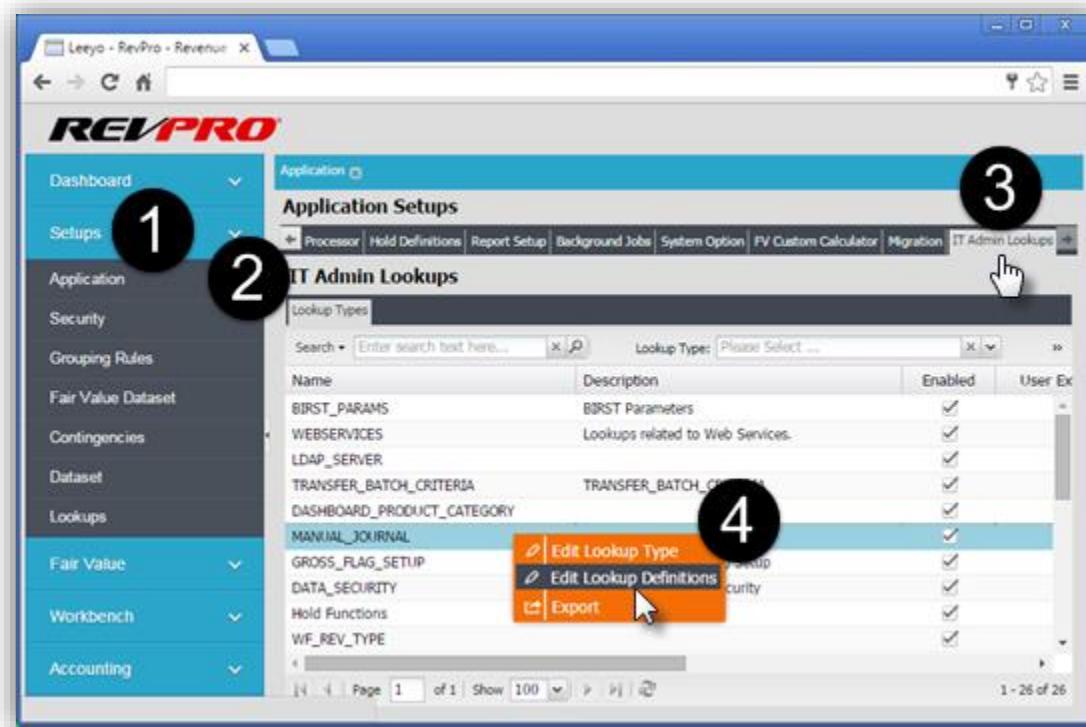
Note: Leave all other fields as is.

4. Click on the **Save** button.

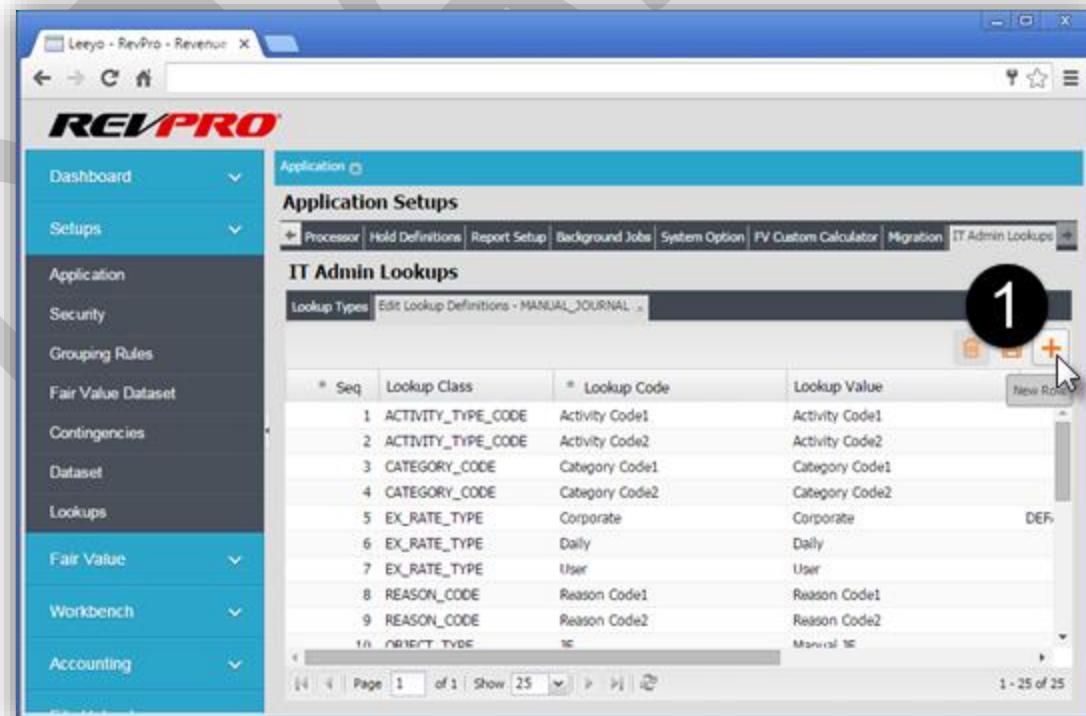
Step 2: Configure Manual Journal Lookups

To configure the manual journal lookups:

1. From the **Setups** menu, select **Applications**, and then click on the right arrow until **IT Admin Lookup tab** is seen. Click on **IT Admin Lookup**. Right mouse-click **MANUAL_JOURNAL** lookup type and select **Edit Lookup Definitions**.



2. Click on the **Add Row** button.



3. Define the configurations for each **Lookup Class** or **Lookup Code** as described in the following tables.

Note: The system allows you to define multiple values for the same lookup class.

Lookup Class	EX_RATE_TYPE
Lookup Class	Denotes the possible types of exchange rates that can be chosen in the manual journal entry.
Lookup Code	Lookup codes are Corporate , Daily , and User . These are seeded values.
Lookup Desc	A text description of the exchange rate type.
Meaning	Specifies the default value for the exchange rate type. Set this to DEFAULT so the system defaults to the corresponding lookup code in exchange rate type in the Manual Journal Entry screen.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date the configuration is valid until. By default, the End Date is set to blank.
Active	Denotes whether configuration is activated. Set this up to Y .

Field	Description
Lookup Class	OBJECT TYPE Required for approval rules definitions to denote whether the approval rule is specific for manual journal entries or arrangement transactions. This is a seeded lookup.
Lookup Code	Seeded lookup codes are JE and ARR. For the manual journal entry approval process, you must set this to JE .
Description	A text description of the lookup code.
Meaning	Specifies the default value. This can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date the configuration is valid until. By default, the End Date is set to blank.
Active	Denotes whether configuration is activated. Set this up to Y .

Field	Description
Lookup Class	CR_ACTIVITY_TYPE Required for the system to identify what activity the journal lines are creating, whether it is a deferral, revenue activity, or any other accounting activity. Deferral Activity and Revenue Activity are mandatory; others are user-definable.
Lookup Code	Seeded lookup codes are Deferral Activity and Revenue Activity.

Description	A text description of the lookup code.
Meaning	Specifies the default value. This can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date the configuration is valid until. By default, the End Date is set to blank.
Active	Denotes whether configuration is activated. Set this up to Y.

Field	Description
Lookup Class	DR_ACTIVITY_TYPE Required for the system to identify what activity the journal lines are creating, whether it is a deferral, revenue activity, or any other accounting activity. Deferral Activity and Revenue Activity are mandatory; others are user-definable.
Lookup Code	Seeded lookup codes are Deferral Activity and Revenue Activity.
Description	A text description of the lookup code.
Meaning	Specifies the default value. This can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date the configuration is valid until. By default, the End Date is set to blank.
Active	Denotes whether configuration is activated. Set this up to Y.

Lookup Code	SOB_VALIDATION Denotes whether SOB (Set of Books) validation is required or not. An Oracle application concept, SOB must be captured as part of the manual journal entry. This is a seeded lookup. You must define whether the system should do the validation or not.
Description	A text description of the lookup code.
Lookup Value	Y = The SOB value must be validated. N = The SOB value does not need to be validated against Oracle applications master list of set of books.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date the configuration is valid until. By default, the End Date is set to blank.
Active	Denotes whether configuration is activated. Set this up to Y.

Lookup Code	EX_RATE_VALIDATION Denotes whether the exchange rate type validation is required or not.
Description	A text description of the lookup code.
Lookup Value	Y = The system will access Oracle to look up an exchange rate definition for the exchange rate type and From Currency and To Currency in the journal line. N = No validation will be done for the exchange rate.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.

Lookup Code	CC_ID_VALIDATION Denotes whether code combination ID validation is required or not. In Oracle, code combinations are a valid set of accounting segment combinations.
Description	A text description of the lookup code.
Lookup Value	Y = The system will access Oracle applications to validate accounting segment combinations entered in the journal lines. N = No validation will be done for the accounting segments.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.

Lookup Class	ACTIVITY_TYPE_CODE Denotes the master list of activity type codes that can be captured in the journal lines.
Lookup Code	Required for the system to identify what activity the journal lines are creating, whether it is a deferral, revenue activity, or any other accounting activity. Deferral Activity and Revenue Activity are mandatory; others are user-definable.
Description	A text description of the lookup code.
Meaning	Used to specify default value. Can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.

Active	Denotes whether configuration is activated. Set this up to Y.
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Lookup Class	CATEGORY CODE
	Denotes the master list of category codes that can be captured in the journal lines. These user definable classifications enable you to organize journal entries meaningfully.
Lookup Code	Codes are user definable (for example, Accruals, Re-Class, Corrections).
Description	A text description of the lookup code.
Meaning	Used to specify default value. Can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
Active	Denotes whether configuration is activated. Set this up to Y.

Lookup Class	REASON_CODE
	Denotes the master list of reason codes that can be captured in the journal lines.
Lookup Code	User definable reason code.
Description	A text description of the lookup code.
Meaning	Used to specify default value. Can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
Active	Denotes whether configuration is activated. Set this up to Y.

Lookup Class	AUTO_APPROVE
	Denotes whether the journal lines loaded need to be automatically approved.
Lookup Code	AUTO_APPROVE
Lookup Value	<p>Y = The journal lines will be automatically approved and will not initiate an approval process.</p> <p>N = The loaded manual journal entry lines will be submitted to an approval process.</p>

Description	User definable text description.
Meaning	Used to specify default value. Can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
Active	Denotes whether configuration is activated. Set this up to Y .

Lookup Class	CREATE_SUMMARY_MANUAL_JE Denotes whether manual journal entries must be summarized at the accounting segment level and transferred to the source application or transferred as detailed lines.
Lookup Code	CREATE_SUMMARY_MANUAL_JE
Lookup Value	Y = Manual journal entry lines are summarized at the accounting segment level and transferred to source application. N = Manual journal entry lines are transferred in detail in the same way they were entered-loaded into the system.
Description	User definable text description
Meaning	Used to specify default value. Can be left blank.
Start Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
End Date	Defines the date this configuration is valid. By default, the Start Date is the date this configuration is enabled.
Active	Denotes whether configuration is activated. Set this up to Y .

Creating Approval Rules

Before creating manual journal entries you must create approval rules. To create approval rules:

1. Set up the approval rule.
2. Establish criteria for the rule.
3. Assign users to approve the rule.

Step 1: Set Up an Approval Rule

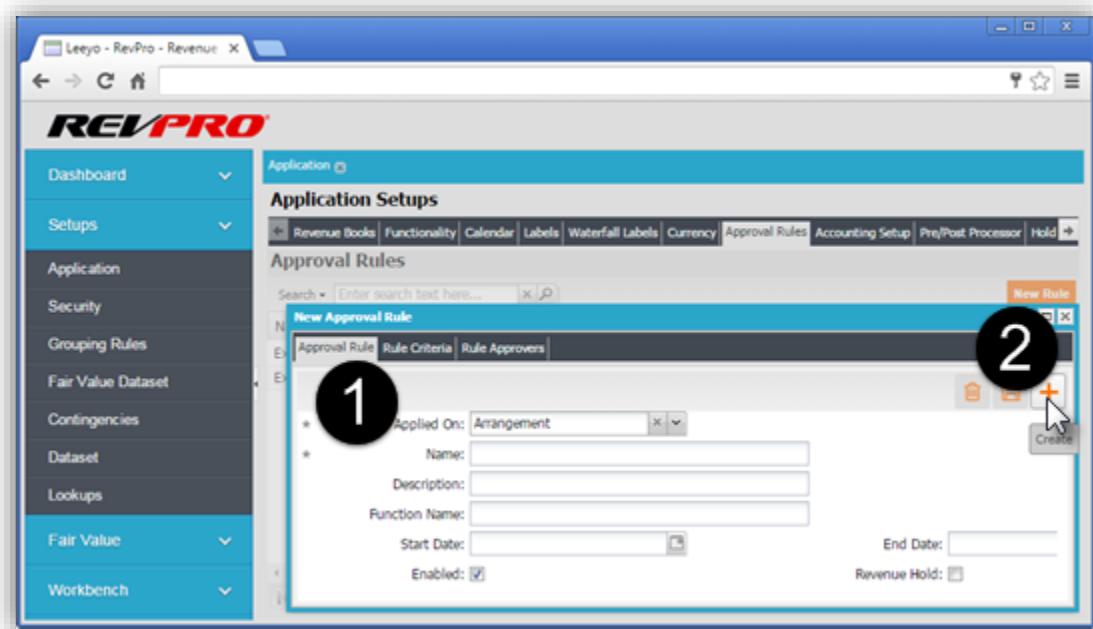
To set up an approval rule:

1. From the **Setups** menu select **Applications**, then **Approval Rules**.



The Approval Rule Details form displays.

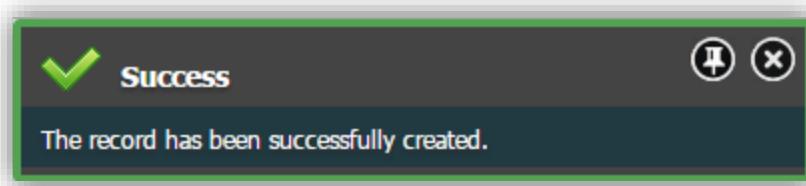
2. Add details and click on the **Create** icon.



Enter data into the fields as follows:

Applied On	Select Manual JE (for manual journal entries) from the drop-down list.
Name	The name or title of the approval rule.
Description	An explanation or description of the rule.
Function Name	Leave this field blank (default). This field is populated only if a custom approval rule needs to be defined (rather than the default RevPro approval process).
Enabled	Enable the checkbox (a check mark should display next to the field name). Denotes whether the approval rule is enabled or disabled.
Start Date	The start date of the rule.
End Date	The end date of the rule.
Enabled	Enable the checkbox (a check mark should display next to the field name). Only if this box is checked, the Approval rule will apply.
Revenue Hold	Hold revenue enabled.

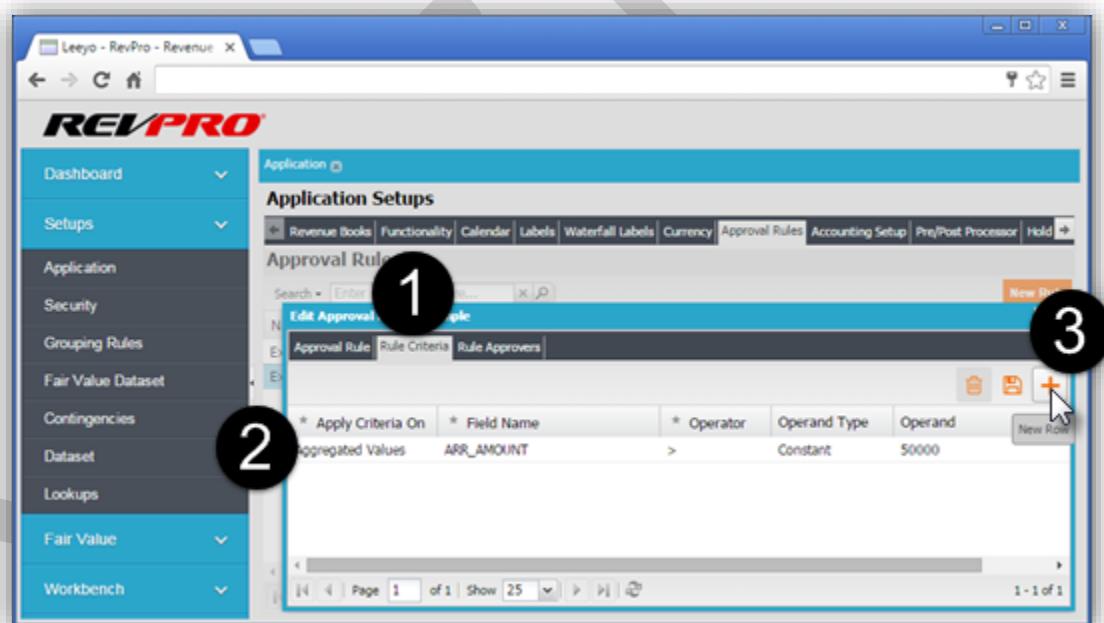
A success message appears.



Step 2: Establish Approval Rule Criteria

To establish criteria for the rule:

1. Click on the Rule Criteria Tab, click on the New Row icon and add rule criteria details.



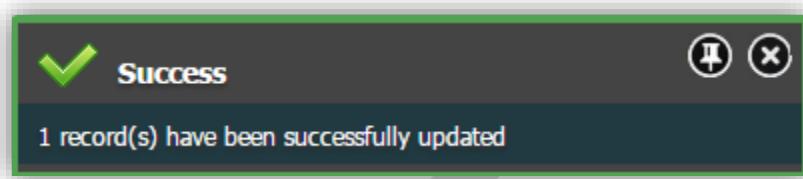
2. Enter data into the fields as follows:

Apply Criteria On	Leave default entry as Any line.
Field Name	Choose the field on which you want to base the criteria (either Manual Journal Hash Total or Sob Name).
Operator	Select the appropriate operator from the drop-down list.
Operand Type	Leave default entry as Constant .
Operand	Value to compare.
Enabled	Enable this checkbox (a check mark should display next to the field name).

For example, Hash Total = 5000; whereas, if a Hash Total equal to 5000 field occurs in any of the manual journal entries, this approval rule will be activated.

3. Click on the **Save** button.

A Success message appears

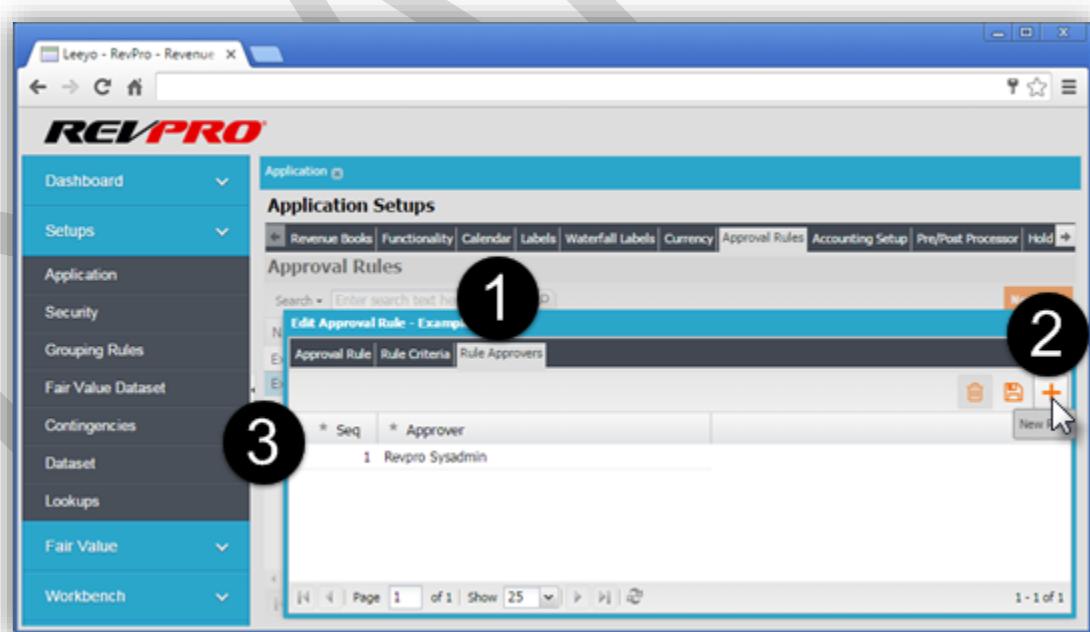


4. Go to *Step 3: Assign Users to Approve the Rule* on page .

Step 3: Assign Users to Approve the Rule

To assign users to approve the rule:

1. Click on the **Rule Approvers** Tab. Next, click the **New Row** icon and add details.



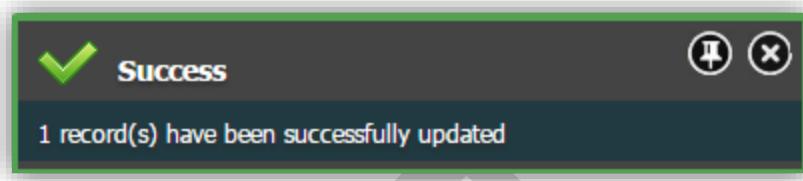
Enter data into the fields as follows:

Seq	Approval sequence. Use when multiple approvers are necessary. Entering 1 indicates that the approver needs to approve the item first, 2 indicates the next person that needs to approve the item, and so on.
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Approver	Select the user name of the approver from the drop-down list. If integrated to Oracle applications, the user name dropdown list is auto populated. If not users can be created through Administration > Security > User Maintenance option in RevPro.
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2. Click on the **Save** button.

A Success message appears



Editing an Approval Rule

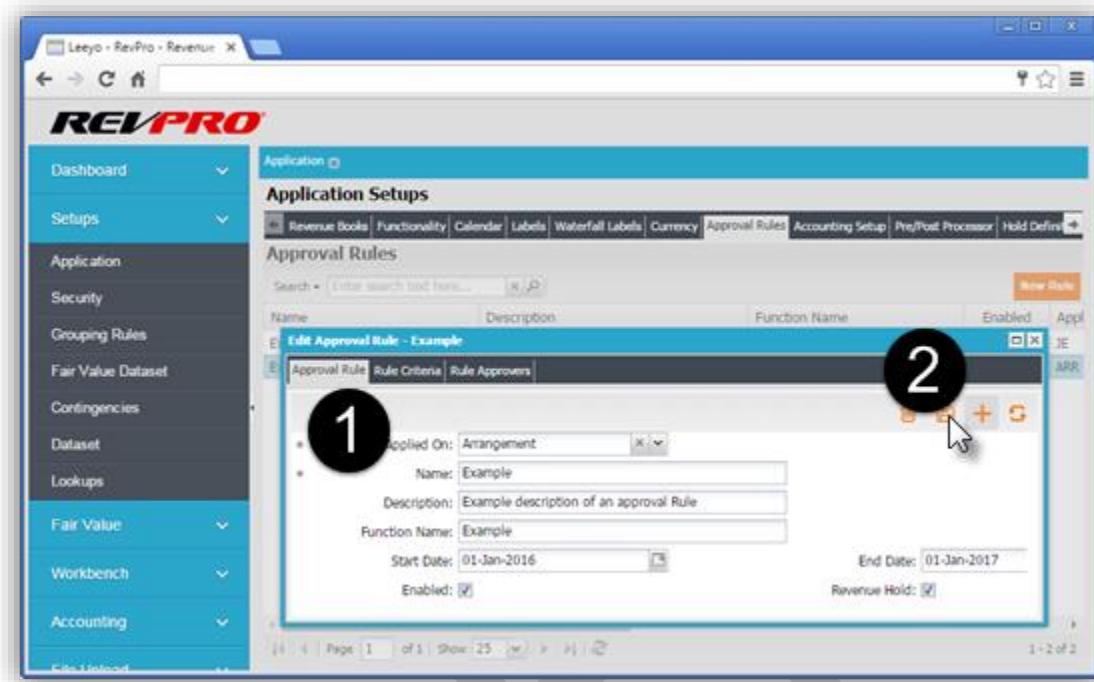
To view or edit an approval:

1. From the **Setups** menu select **Applications**, then **Approval Rules**. Then right mouse-click the approval rule to edit and select **Edit** from the pop-up menu.

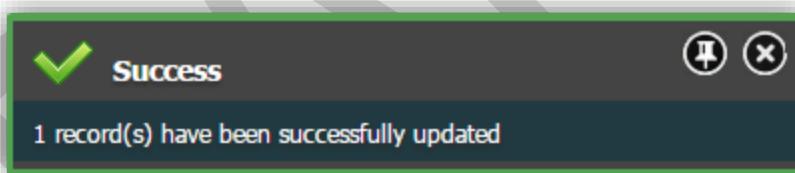


The Edit Approval Rule details screen displays.

2. Edit fields as necessary and click on the **Save** button.



A Success message appears



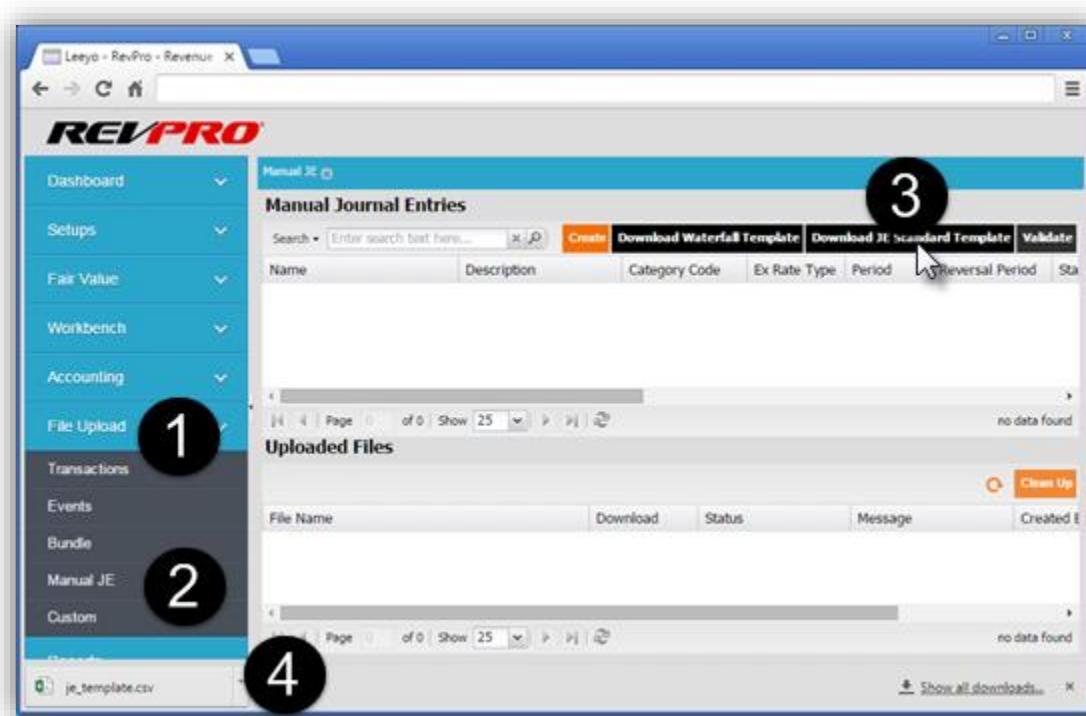
Creating a Manual Journal Entry

Creating a manual journal entry involves seven steps:

1. Download a CSV template.
2. Create a header for journal entries.
3. Create and upload a journal entry batch.
4. Check uploaded data.
5. Validate the data.
6. Correct any data errors.
7. Submit changes for approval.

Step 1: Download a CSV Template

1. From the main sidebar navigation menu select **File Upload** and then **Manual JE**. The Manual Journal Entries screen displays. Next, click the **Download JE Standard Template**.



je_template - Excel														
FILE		HOME		INSERT		PAGE LAYOUT		FORMULAS		DATA		REVIEW		VIEW
1	NAME	ACTIVITY	CURRENCY	EX_RATE	EX_RATE	RCURR	E	AMOUNT	REASON	<LINE_DES>	COMMENT	CR_ACTIV	DR_ACTIV	Dr Compa Dr Prod
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														

2. Enter manual journal entries into each row as follows:

Field Name		Description
A	NAME	User-defined name.
B	ACTIVITY_TYPE_CODE	A user definable code to further classify journal lines into specific activities under the chosen category code. For example, "Month End Day Shipment Accruals" can be an activity type under the Accruals category code.
C	CURRENCY_CODE	The functional currency code (for example, USD).
D	EX_RATE_DATE	Exchange Rate Date. This date is used to identify and derive the exchange rate if the rate type chosen is Corporate or Daily .
E	EX_RATE	Denotes the exchange rate to be used to convert the transactional amount to a functional amount. This field is editable only if the exchange rate type at the header level is set to User . If it is set to Corporate or Daily , the system derives that from the corresponding exchange rate table based on the exchange rate date.
F	RCURR_EX_RATE	Denotes the exchange rate to be used to convert the functional amount to the reporting amount. This field is editable only if the exchange rate type at the header level is set to User . If it is set to Corporate or Daily , the system derives that from the corresponding exchange rate table based on the exchange rate date.
G	AMOUNT	The sum of the adjustments.
H	REASON_CODE	Reason for manual adjustment. Used for auditing purposes.
I	LINE_DESC	As required by your business.
J	COMMENTS	As required by your business.
K	CR_ACTIVITY_TYPE	Denotes whether the credit side of the journal entry line is for a Deferral Activity or a Deferral Re-class Activity or a Revenue Activity , Revenue Re-class Activity or Other types of accounting activities such as Receivables, Inventory, etc. RevPro uses this field to track whether this entry needs to be considered as a deferral, recognition, or others.
L	DR_ACTIVITY_TYPE	Denotes whether the debit side of the journal entry line is for a Deferral Activity or a Deferral Re-class Activity or a Revenue Activity , Revenue Re-class Activity or Other types of accounting activities such as Receivables, Inventory, etc. RevPro uses this field to track whether this entry needs to be considered as a deferral, recognition, or others.
M	Dr Company	Debit Company
N	Dr Product Line	Debit Product Line

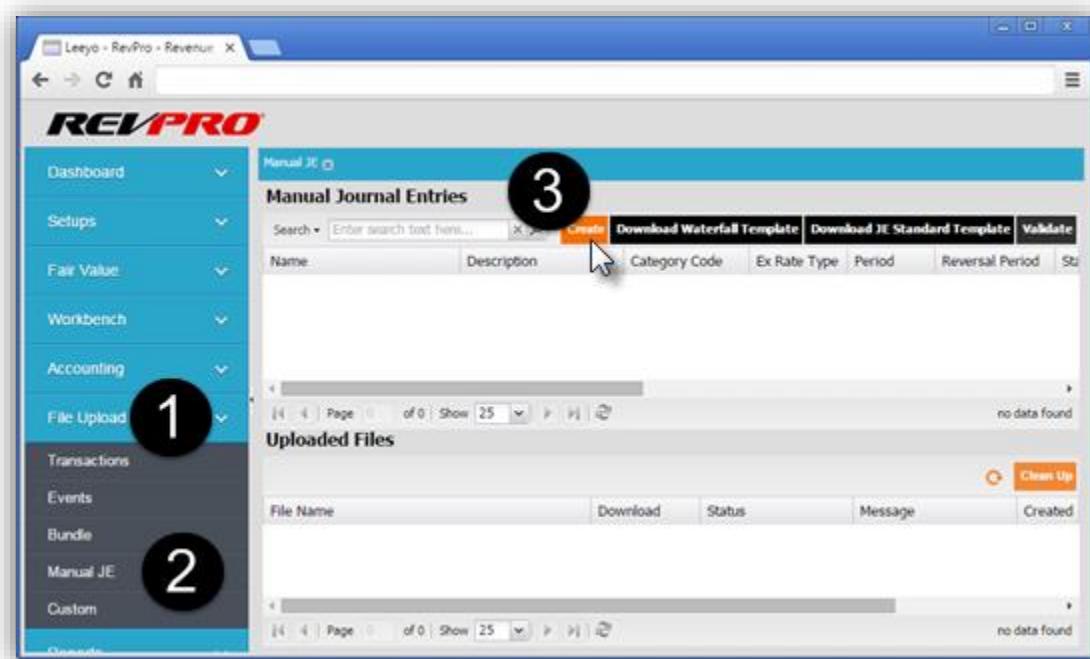
O	Dr Account	Debit Account
P	Cr Company	Credit Company
Q	Cr Product Line	Credit Product line
R	Cr Account	Credit Account
S	Reference 1	As required by your business.
T	Reference2	As required by your business.
U	Reference3	As required by your business.
V	Reference 4	As required by your business.
W	Reference 5	As required by your business.
X	Reference 6	As required by your business.
Y	Reference 7	As required by your business.
Z	Reference 8	As required by your business.
AA	Reference 9	As required by your business.
AB	Reference 10	As required by your business.
AC	Reference 11	As required by your business.
AD	Reference 12	As required by your business.
AE	Reference 13	As required by your business.
AF	Reference 14	As required by your business.
AG	Reference 15	As required by your business.

3. Save the template in **.CSV** (comma separated values) format to the appropriate network or hard drive using a unique name.

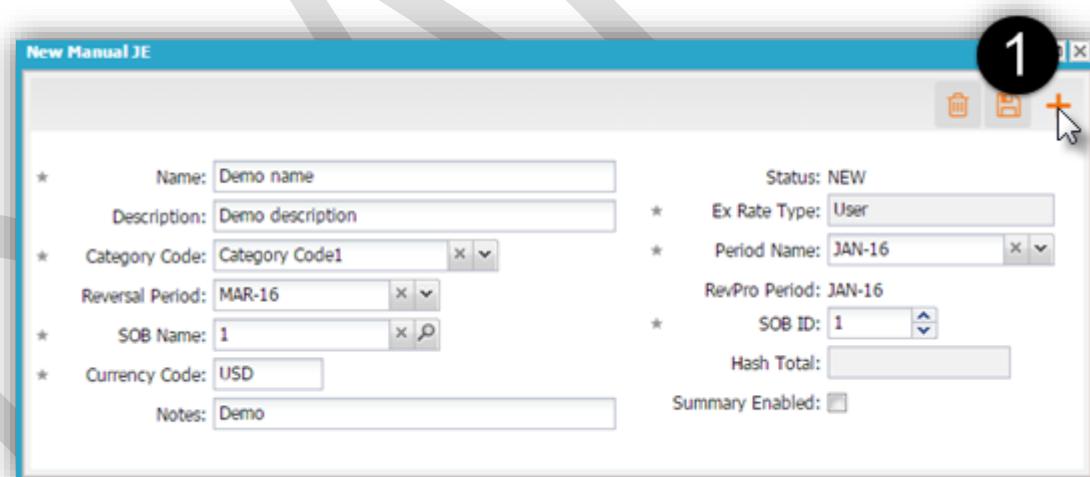
Step 2: Create a Header for Journal Entries

To add a header for the journal entries:

1. Click on the **Create** button.



The Journal Entry Header screen displays.



2. Enter data into the fields as follows:

Field Name	Description
Name	The name of the journal entry header.
Status	Indicates the status of the journal entry as Error, Submit for Approval, Approved. This is a display-only field.
Description	A description of the journal entry header.
Ex Rate Type	Select an exchange rate type to be used for converting transactional amounts into functional amounts. The available options are User , Corporate , or Daily , where User denotes that a user defined rate needs to be applied, and Corporate

	and Daily denote the rates maintained by the GL team to be used to do the conversion.
Category Code	Select a code from the drop-down list.
Period Name	There is a drop-down list which displays RevPro period names. Be sure this name matches the current open period.
Reversal Period	Select the period within which entries can be reversed from the drop-down list.
RevPro Period	Select the current period from the drop-down list.
Sob Name	Set of Books (SOB) name (used when the system is integrated with Oracle).
Sob Id	Set of Books ID number (used when the system is integrated with Oracle). This information is populated automatically by the system and a display-only field.
Currency Code	Functional currency code. Used when the system is integrated with Oracle. This information is populated by the system automatically and is based on the Set of Books chosen. This is a display-only field.
Hash Total	The total amount for all detail lines. This is a system display-only field calculated from the amount in the journal lines.
Notes	As required by your business.
Summary Enabled	Check to enable summary.

- Click the **Create** icon.

Step 3: Create JE Batch to Load

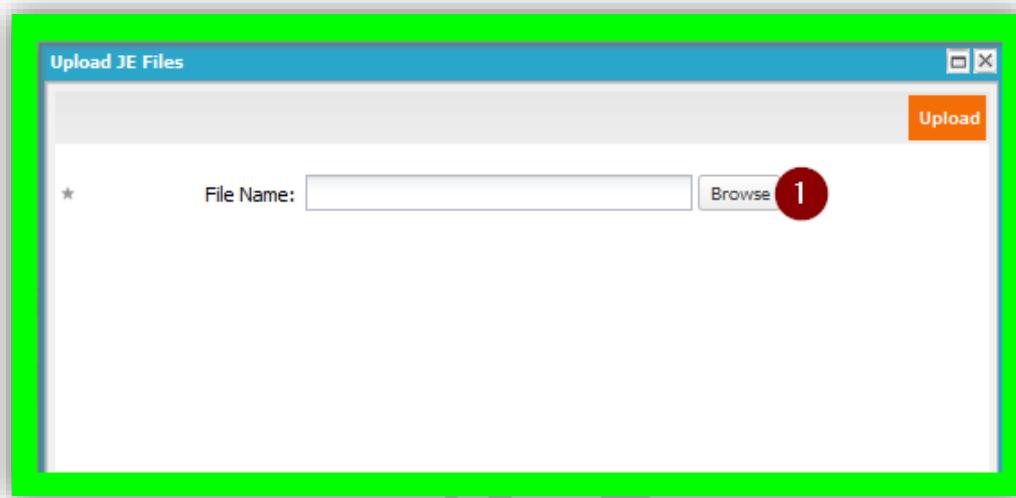
To create a journal entry batch and upload it into the RevPro system:

- After creating the journal entry header (see previous procedure), right click on the journal entry and select 'Upload'.

The system displays an Upload JE Files screen.

- Click on the **Browse** button.



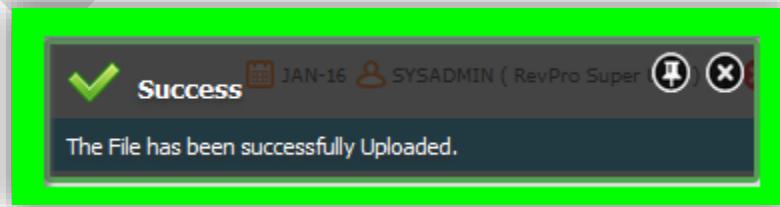
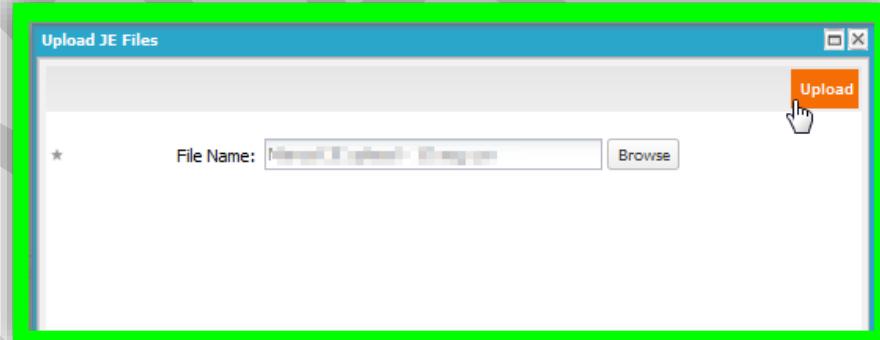


The Choose File to Upload dialog box displays.

2. Navigate to and select a previously saved .CSV file containing your journal entries and click on the **Open** button.

The file path displays in the File Name field.

3. Click the on the **Upload** button.



The file displays in the Uploaded Files area of the screen. You can click on the .CSV file name to open it in Excel.

File Name	Download	Status	Message	Created By	Created On	
MJE 1.csv	Download	SUBMITTED		SYSADMIN	28-Jan-2016 07:00:14	

Note: The status of the uploaded file initially displays as SUBMITTED. Once RevPro processes the upload request successfully, the status changes to Successfully Uploaded. To refresh your web page and see the changed status, click on the orange refresh button.

Step 4: Check Uploaded Data

After you upload the journal entries, right click on the Manual Journal Entry and select JE Details.



To view journal entry line data:

1. By default, the Lines tab data displays. If not, click on the **JE Lines** tab.

JE Details - MJE Test2								
JE Lines		Errors		Approvals		Manual JE Schedules		
Line ID	Name	Activity Type Code	* Currency Code	Ex Rate Date	Rcurr Ex Rate	* Amount	Function	
10115	MJE Test2	Activity Code1	USD	10		1,000.00		

Data for the uploaded batch displays for each line in the batch. You will need to use the scroll bar at the bottom of the screen to view all columns for each line. Field descriptions are as follows:

Field Description	
Name	User-defined name of the journal.
Activity Type Code	A user definable code to further classify journal lines into specific activities under the chosen category code. For example, "Month End Day Shipment Accruals" can be an activity type under Accruals category code.
Currency Code	The company's transactional currency code (for example, USD).
Ex Rate Date	Exchange rate date.

Ex Rate	Exchange rate.
Rcurr Ex Rate	Reporting exchange rate.
Amount	Enter the sum of the adjustments.
Functional Amount	Denotes the journal amount converted into functional currency. This is a system calculated and display-only field.
Start Date	Revenue start date. Revenue start and end dates must be entered if the amount on the journal entry needs to be amortized. This is applicable if the entry is non-reversible where there is no reversible period selected at the header level.
End Date	Revenue end date. Revenue start and end dates needs to be entered if the amount on the journal entry needs to be amortized. This is applicable if the entry is non-reversible where there is no reversible period selected at the header level.
Reason Code	Used for auditing purposes. A standardized, user defined set of reason codes used to categorize journal lines.
Line Desc	As required by the business.
Comments	As required by the business.
Line Status	Denotes whether the line is in error or not.
Active Flag	Can be checked to specify that the line is active and should be considered for accounting and transferring.
Dr Activity Type	Denotes whether the debit side of the journal entry line is for a Deferral Activity or a Deferral Re-class Activity or a Revenue Activity , Revenue Re-class Activity or Other types of accounting activities such as Receivables, Inventory, etc. RevPro uses this field to track whether this entry needs to be considered as a deferral, recognition, or others.
Dr Acctg Seg1	The account that should be debited. The GL account is captured as multiple segments; this is the first segment of the debit GL account.
Dr Acctg Seg2	The account that should be debited. The GL account is captured as multiple segments; this is the second segment of the debit GL account.
Dr Acctg Seg3	The account that should be debited. The GL account is captured as multiple segments; this is the third segment of the debit GL account.
Dr Acctg Seg4	The account that should be debited. The GL account is captured as multiple segments; this is the fourth segment of the debit GL account.
Dr Acctg Seg5	The account that should be debited. The GL account is captured as multiple segments; this is the fifth segment of the debit GL account.
Dr Acctg Seg6	The account that should be debited. The GL account is captured as multiple segments; this is the sixth segment of the debit GL account.

Dr Acctg Seg7	The account that should be debited. The GL account is captured as multiple segments; this is the seventh segment of the debit GL account.
Dr Acctg Seg8	The account that should be debited. The GL account is captured as multiple segments; this is the eighth segment of the debit GL account.
Cr Activity Type	Denotes whether the credit side of the journal entry line is for a Deferral Activity or a Deferral Re-class Activity or a Revenue Activity , Revenue Re-class Activity or Other types of accounting activities such as Receivables, Inventory, etc. RevPro uses this field to track whether this entry needs to be considered as a deferral, recognition, or others.
Cr Acctg Seg1	The account that should be credited. The GL account is captured as multiple segments; this is the first segment of the credit GL account.
Cr Acctg Seg2	The account that should be credited. The GL account is captured as multiple segments; this is the second segment of the credit GL account.
Cr Acctg Seg3	The account that should be credited. The GL account is captured as multiple segments; this is the third segment of the credit GL account.
Cr Acctg Seg4	The account that should be credited. The GL account is captured as multiple segments; this is the fourth segment of the credit GL account.
Cr Acctg Seg5	The account that should be credited. The GL account is captured as multiple segments; this is the fifth segment of the credit GL account.
Cr Acctg Seg6	The account that should be credited. The GL account is captured as multiple segments; this is the sixth segment of the credit GL account.
Cr Acctg Seg7	The account that should be credited. The GL account is captured as multiple segments; this is the seventh segment of the credit GL account.
Cr Acctg Seg8	The account that should be credited. The GL account is captured as multiple segments; this is the eighth segment of the credit GL account.
Reference 1	As required by the business.
Reference 2	As required by the business.
Reference 3	As required by the business.
Reference 4	As required by the business.
Reference 5	As required by the business.
Reference 6	As required by the business.
Reference 7	As required by the business.
Reference 8	As required by the business.
Reference 9	As required by the business.

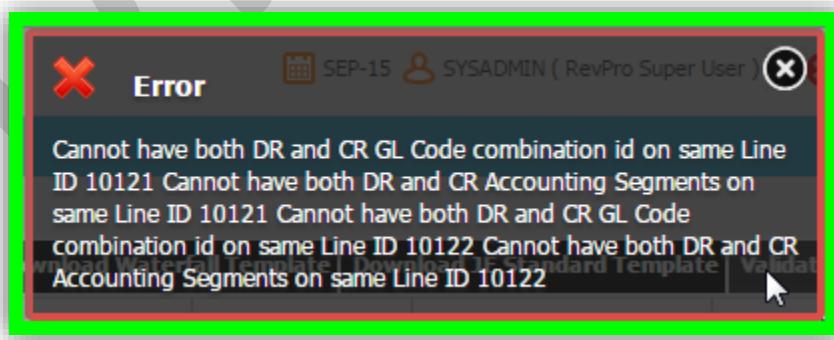
Reference 10	As required by the business.
Reference 11	As required by the business.
Reference 12	As required by the business.
Reference 13	As required by the business.
Reference 14	As required by the business.
Reference 15	As required by the business.
Dr Cc Id	Debit account code combination ID (used if integrated with the Oracle ERP application). This is a system populated, display-only field. If populated, users can confirm that the debit account segments is a valid one and exists in the Oracle ERP GL.
Cr Cc Id	Credit account code combination ID (used if integrated with the Oracle ERP application). This is a system populated, display-only field. If populated, users can confirm that the credit account segments is a valid one and exists in the Oracle ERP GL.

Step 5: Validate Data

To validate the data you uploaded, click on the **Validate** button in the Journal Entry Header menu bar.

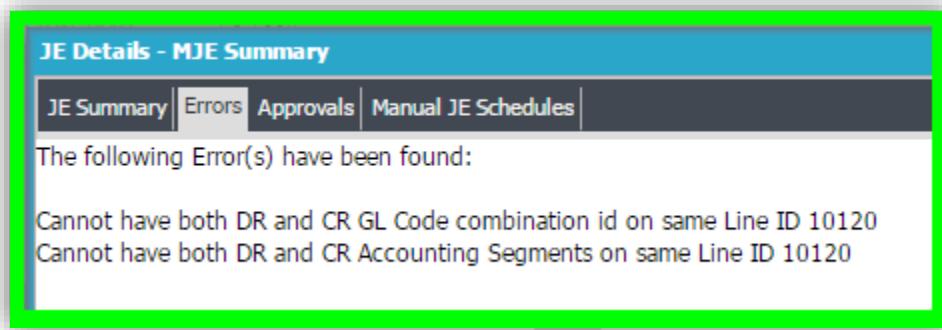


If errors in the data exist, you will receive an error message dialog box that lists all errors found by line ID number.



You will need to correct/edit all errors (see *Step 6: Correct Invalid Data* on page).

Note: The Errors tab, under JE details for the Manual Journal Entry, displays all errors found once you validate the data.



Step 6: Correct Invalid Data

To correct invalid data:

1. Select the **Lines** tab in the JE Lines area of the Journal Entry Header screen.
2. Enter the correct data for those fields with errors for each line ID number.
3. Click the **Save** button.

The screenshot shows the 'JE Lines' screen. It has tabs at the top: Lines, Errors, Approvals, and Schedules. The 'Lines' tab is selected. A single line is displayed in a table with columns: Line Id, Name, Activity Type Code, * Currency Code, Ex Rate Date, Ex Rate, Rcurr Ex Rate, * Amount, and Functional Amount. The 'Name' field contains 'Demo AMS 2' and the 'Activity Type Code' dropdown is set to 'Release Activity'. The 'Save' button is highlighted with a yellow box and an arrow points to it from the text above.

The status will change to Validated when all errors have been corrected.

The screenshot shows the 'Journal Entry Header' screen. It has tabs at the top: Cancel, Delete, Apply, and Submit Approval. The 'Apply' tab is selected. Various fields are filled out, including Name (Demo AMS 2), Description, Category Code, Period Name (JUN-13), Sob Name (Demo AMS), Sob Id (111), and Currency Code (USD). A status message 'Status Validated' is displayed in a box with an arrow pointing to it from the text above.

Deleting Uploaded Data

As an alternative to editing incorrect data line by line in the system, you can opt to delete the uploaded .CSV file from RevPro, correct the errors in the .CSV itself,

and then upload the.CSV again. You may also want to delete multiple files that were uploaded files for ease of identification.

Note: This will not delete the.CSV file itself; this only deletes the data from RevPro.

To clean up or delete uploaded files, click on the **Clean Up** button located in the Uploaded Files area of the Journal Entry Header form.

Uploaded Files				
Filename	Created By	Created On	Status	Message
je_template 4.10.13.csv	ANNEMARIE	27-JUN-2013	Successfully Uploaded	Success: 1 Failed: 0

The file and its associated data are deleted from RevPro.

Step 7: Submit Corrections for Approval

Once your data is validated a Submit Approval button displays on the Journal Entry Header screen. Click on the Submit Approval button to submit your changes for approval (according to defined approval rules).

The status of the journal entry batch changes to Approval Pending.

Note: Once you submit change for approval, you can cancel the approval, if needed using the **Cancel Approval** button. The status will change to Approval Cancelled.

You can check on the status of your submitted approvals by clicking on the **Approvals** tab located at the bottom of the Journal Entry Header screen.

Approver	Status	Approve	Reject	Comments	Approval Date
Ishwaryaa	Pending	-	-	-	-

1 - 1

Rule Name	Description	Creation Date
Re-Class Deferred Revenue to Contra AR at Period Ends	-	27-JUN-2013

1 - 1

Approval History					
no data found					

Once the approver(s) approves the changes, the status changes from Pending to Approved and a checkmark appears in the Approve column. If rejected, the Status changes to Rejected and a checkmark appears in the Reject column.

Approver	Status	Approve	Reject	Comments	Approval Date
Sarita	Approved	✓	-	sa	10-APR-2013
Sysadmin	Approved	✓	-	sa	10-APR-2013

1 - 2

Once the journal entries have been validated and approved by the appropriate approve, journal entries are created (one for debits and one for credits). To view these entries, click on the **Schedules** tab.

Line Id	Period Name	Account	Dr Amount	Cx Amount	Func Dr Amount	Func Cx Amount	Recur Dr Amount	Recur Cx Amount	Post Batch Id	Interfaced Flgs	Interfaced Date	Period Start Date	Period End Date	Posted Period Name	Rev Type
31021	-	-	492.14	0.00	492.14	0.00	492.14	0.00	11120	Y	03-MAY-2013	01-MAY-2013	24-MAY-2013	APR-13	Defer Activity
31022	MAY-13	-	0.00	164.38	0.00	164.38	0.00	164.38	-	N	-	03-MAY-2013	24-MAY-2013	-	Other Activity
31031	MAY-13	-	169.86	0.00	169.86	0.00	169.86	0.00	-	N	-	01-MAY-2013	31-MAY-2013	-	Defer Activity
31032	JUN-13	-	164.38	0.00	164.38	0.00	164.38	0.00	-	N	-	01-JUN-2013	30-JUN-2013	-	Defer Activity

Note: If there is a period chosen in the Reversal Period field, the system will auto generate entries for reversal in the reversal period chosen. Those entries will be eligible to post when that period is opened.

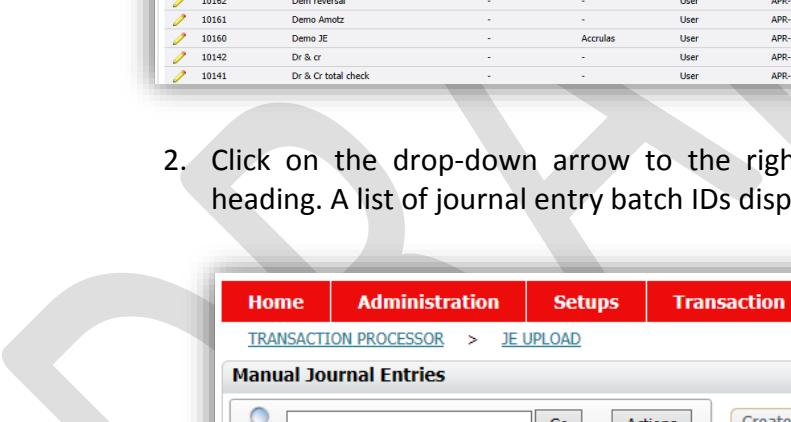
Essentially, this is a “staging” area for the data before it is transferred into ERP system or Oracle system. Refer to Transferring EITF Accounting Entries in the *RevPro User Guide*.

Filtering Manual Journal Entries

If you would like to view and/or edit a specific manual journal entry, you can use the filter function on the Manual Journal Entries screen. To do so:

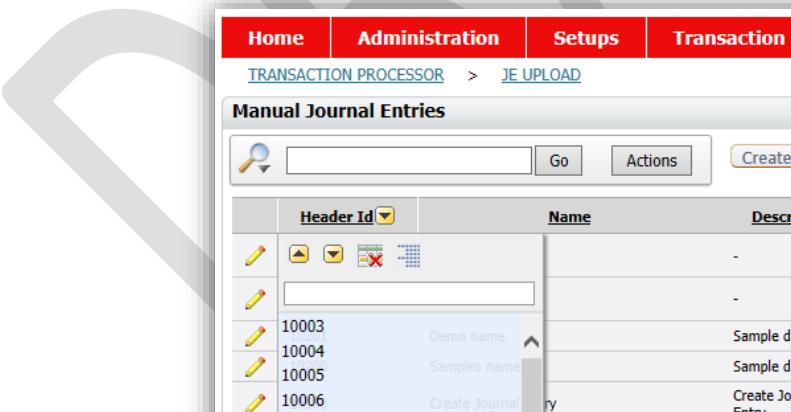
1. From the **Transaction Processor** menu, select **JE Upload**.

The Manual Journal Entries screen displays.



Header Id	Name	Description	Category Code	Ex Rate Type	Repro Period	Reversal Period	Status	Hash Total	Sub Id
10206	AMS Demo 4	-	User	JUN-13	-	Error	2000	555	
10205	Demo AMS 2	-	User	JUN-13	-	Approval Pending	2000	111	
10204	Demo AMS	-	User	JUN-13	-	Validated	-	232	
10201	Demo name	Sample description	Accrulas	User	JUN-13	-	NEW	-	222
10200	Samples name	Sample description	Accrulas	User	JUN-13	-	NEW	-	222
10180	Create Journal Entry	Create Journal Entry	Re-Class	User	APR-13	MAY-13	NEW	-	123
10162	Dem reversal	-	User	APR-13	MAY-13	Approved	7000	999	
10161	Demo Amotz	-	User	APR-13	-	Approved	7000	999	
10160	Demo JE	-	Accrulas	User	APR-13	-	Approved	7000	999
10142	Dr & cr	-	User	APR-13	-	Approved	7000	999	
10141	Dr & Cr total check	-	User	APR-13	-	Approved	7000	888	

2. Click on the drop-down arrow to the right of the **Header Id** column heading. A list of journal entry batch IDs displays.



Header Id	Name	Description	Category Code	Ex R
10003	Demo name	-	-	User
10004	Samples name	Sample description	Accrulas	User
10005	-	Sample description	Accrulas	User
10006	Create Journal Entry	Create Journal Entry	Re-Class	User
10007	Dem reversal	-	-	User
10011	Demo Amotz	-	-	User
10013	-	-	-	User
10026	Demo JE	-	Accrulas	User
10028	Dr & cr	-	-	User
10040	Dr & Cr total c	-	-	User
10041	JE CC	-	-	User

3. Select an ID from the list.

The system will filter out all other IDs and list only the selected ID on the screen, which you can then view or edit by clicking on the Edit icon.

Recently selected IDs display above the list of entries with the most recently selected ID marked with a check. You can uncheck the selected ID and select another in the list by checking the associated check box.

You can also delete these filters by clicking on X to the right of the check box.



Transferring Manual Journal Entries to GL

The final step in the manual journal entry process is to transfer the entries into GL. This transfer is handled by RevPro's Transfer Accounting function, which transfers all types of accounting entries from RevPro into the source application. The Transfer Accounting function manages not only manual journals entries but also all entries generated by RevPro, including revenue management and allocations.

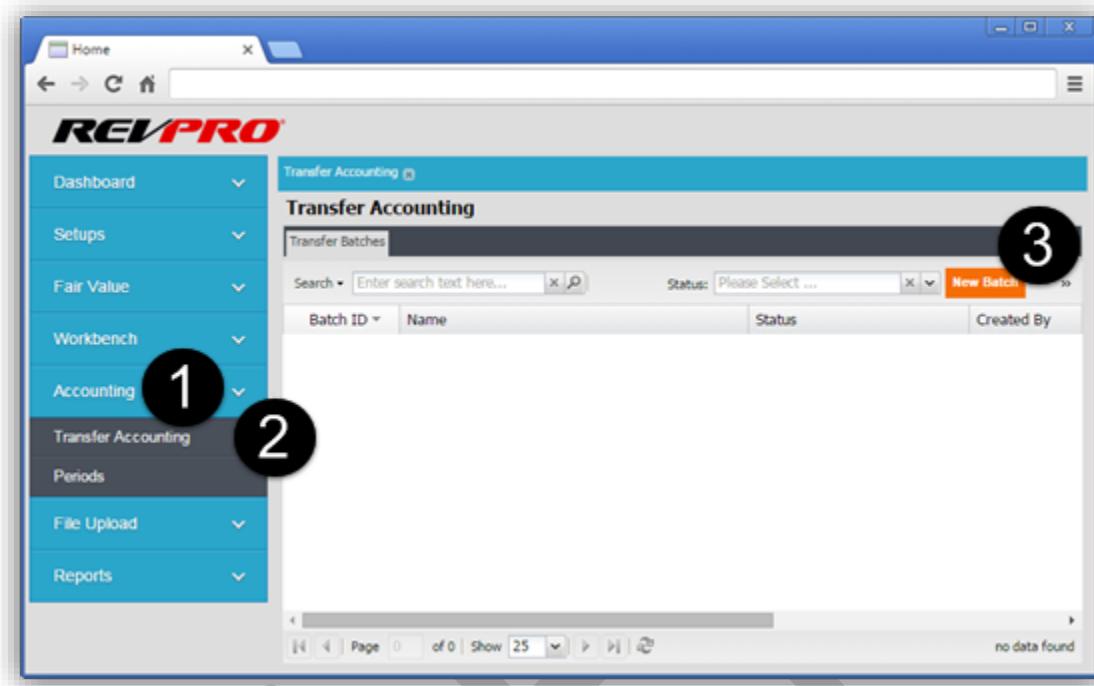
To transfer manual journal entries to GL:

1. Create a batch of manual journal entries to transfer.
2. Attach selection criteria to the batch.
3. Update and review the batch.
4. Transfer the batch.

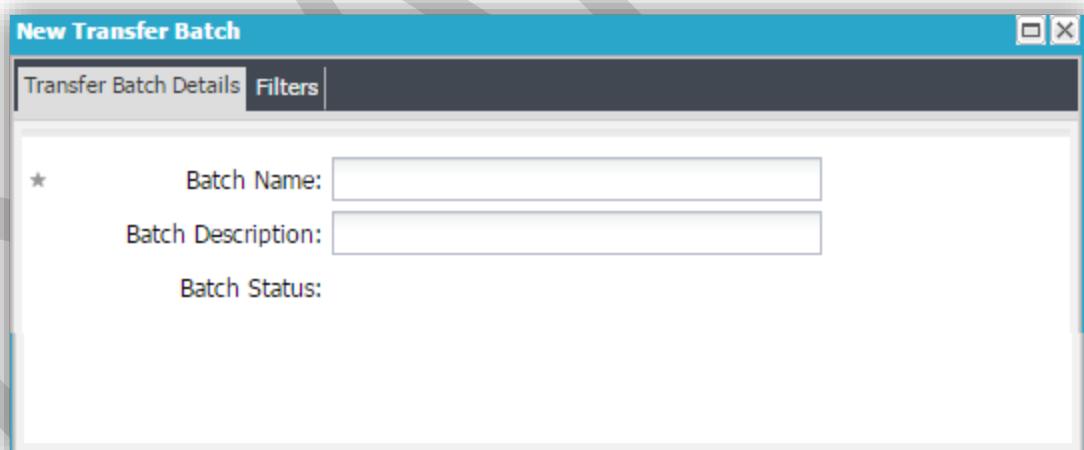
Step 1: Create a Transfer Accounting Batch

To create a new batch to transfer manual journal entries:

1. From the main sidebar navigation menu select **Accounting**, and then the **Transfer Accounting** menu option.
2. Click on the **New Batch** button.



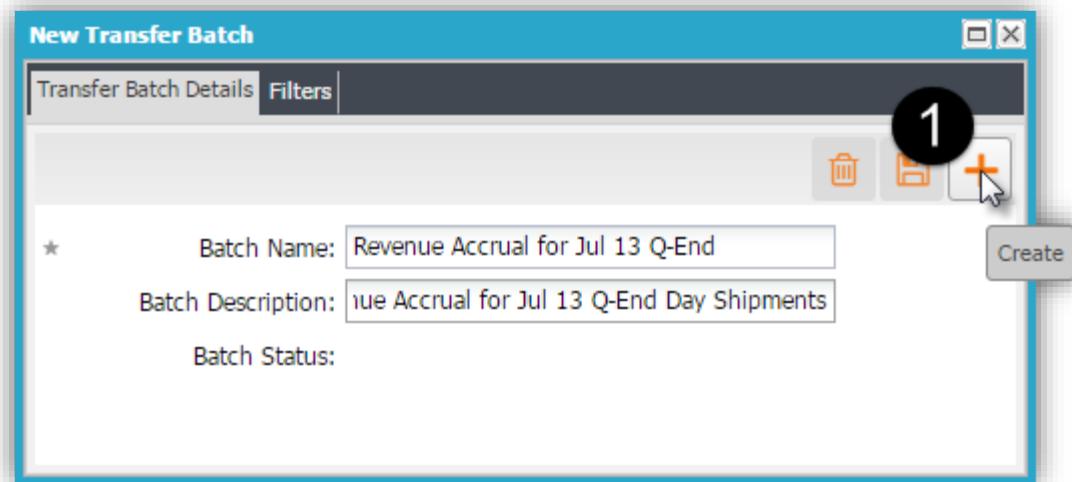
The Transfer Accounting batch creation screen displays.



3. Enter data into the fields as follows:

Field Name	Description
Batch Name	The name of the batch. For example, Revenue Accrual JVs for Jul-13 Q-End Day Shipments.
Batch Description	An explanation or description of the batch.
Batch Status	Denotes whether the batch is in Error, Transferred, or No Records Transferred. This is a display-only, system-generated status.

4. Click on the **Create** icon.



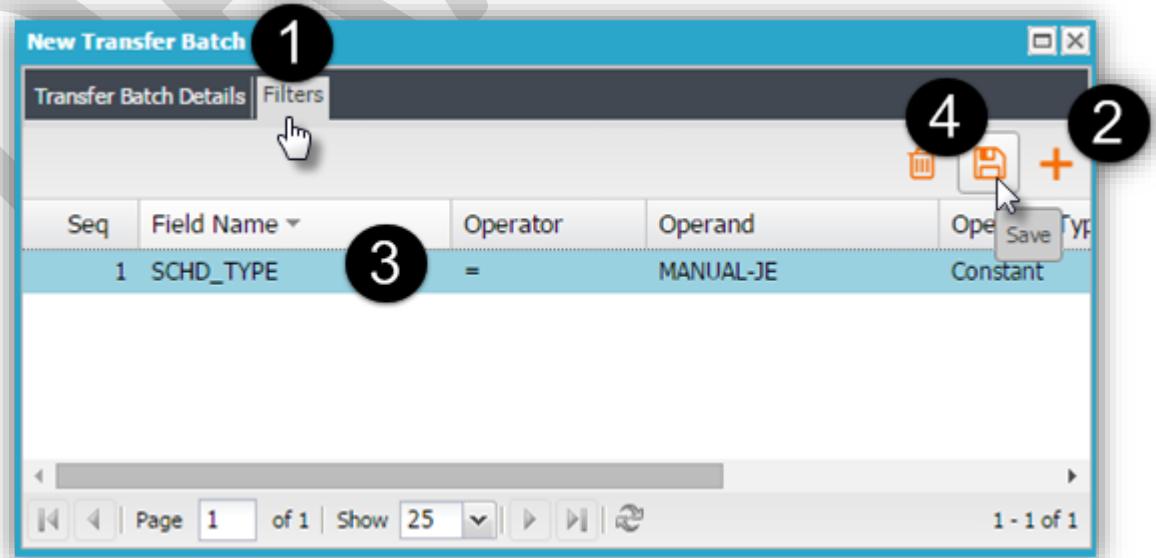
The Transfer Accounting Criteria definition screen displays.

5. Go to *Step 2: Attach Selection Criteria to the Batch* on page .

Step 2: Attach Selection Criteria to the Batch

To establish filter criteria for the batch:

1. In the New Transfer Batch window, click on the **Add Row** icon.



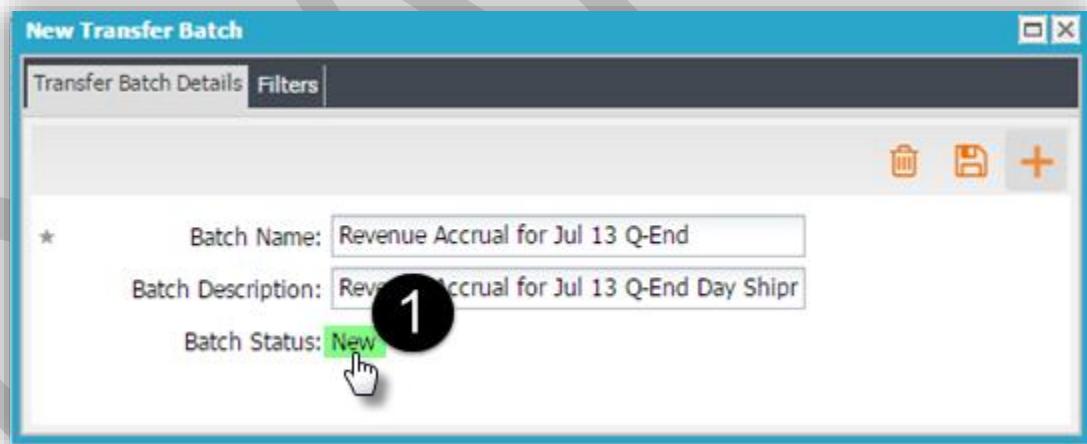
A new row with empty fields displays.

2. Enter data into the fields as follows:

Filter Criteria	
Seq	Sequence of filter criteria.
Field Name	Select SCHD_TYPE from the drop-down list.
Operator	Select the appropriate operator from the drop-down list.
Operand	Enter MANUAL-JE .
Operand Type	Leave default entry as Constant .
Operand Sql	Leave this field blank.

3. Click on the **Save** icon.

A confirmation message displays as well as the batch status of New.

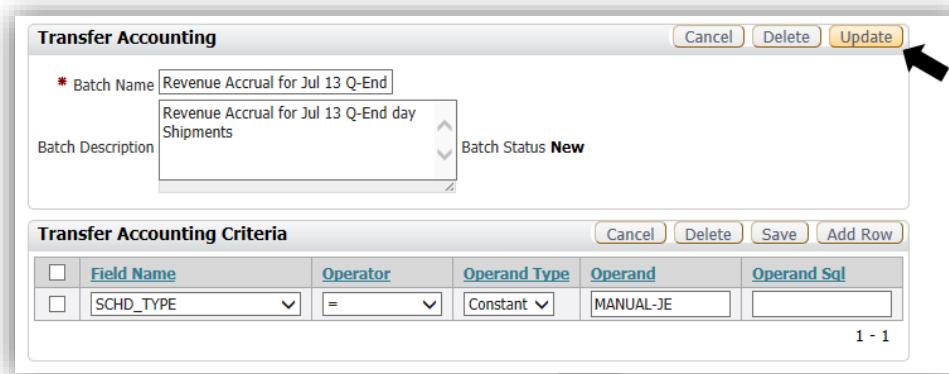


4. Go to *Step 3: Update and Review the Batch* on page .

Step 3: Update and Review the Batch

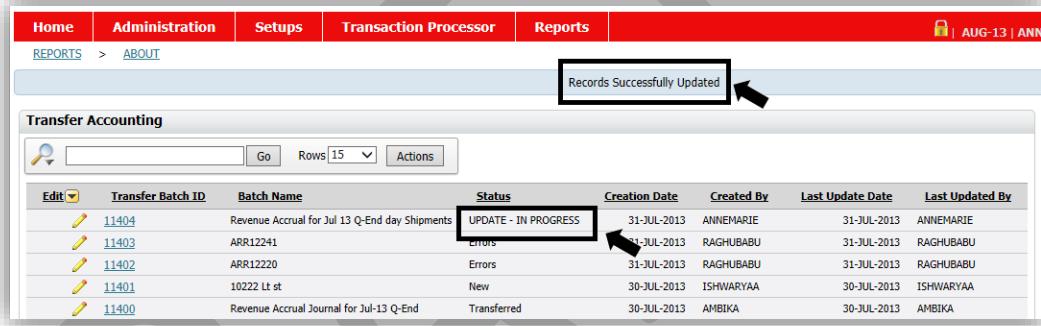
To update and review the batch entries:

1. Click on the **Update** button.



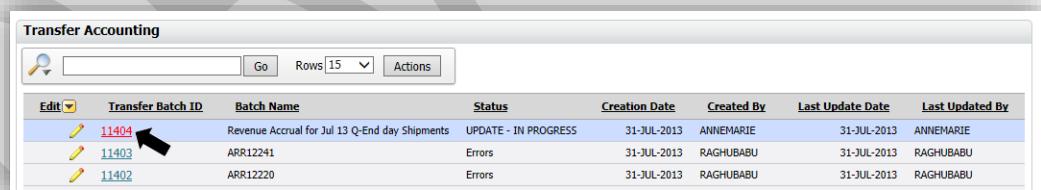
The screenshot shows the 'Transfer Accounting' dialog box. At the top, there are fields for 'Batch Name' (Revenue Accrual for Jul 13 Q-End) and 'Batch Description' (Revenue Accrual for Jul 13 Q-End day Shipments). A dropdown menu shows 'Batch Status New'. Below the dialog is the 'Transfer Accounting Criteria' section, which contains a single row: Field Name 'SCHD_TYPE', Operator '=' (selected), Operand Type 'Constant', Operand 'MANUAL-JE', and Operand Sql (empty). Buttons for 'Cancel', 'Delete', 'Update' (highlighted with a black arrow), 'Save', and 'Add Row' are at the top right.

A confirmation displays indicated if the record was updated and the batch status changes to UPDATE – IN PROGRESS.



The screenshot shows the 'Transfer Accounting' list view. The header includes 'Home', 'Administration', 'Setups', 'Transaction Processor', 'Reports', and a date 'AUG-13 | ANN'. Below the header, a message 'Records Successfully Updated' is highlighted with a black arrow. The main table lists transfer batches with columns: Transfer Batch ID, Batch Name, Status, Creation Date, Created By, Last Update Date, and Last Updated By. One row for Transfer Batch ID 11404 has its 'Status' field highlighted with a black box and a black arrow pointing to it, showing 'UPDATE - IN PROGRESS'.

2. Click on the Transfer Batch ID hyperlink.



The screenshot shows the 'Transfer Accounting' list view again. A Transfer Batch ID '11404' is highlighted with a black arrow. The table columns are the same as the previous screenshot, showing the details for each transfer batch.

The Summary Tab displays summarized debit and credit amounts for the batch at account and activity level.

Transfer Batch Id 11400 Batch Name Revenue Accrual Journal for Jul-13 Q-End
Status Updated

Transfer Batch Id	Period Name	Account	Rev Type	Accounting Type	Currency Code	Dr Amount	Cr Amount	Func Dr Amount	Func Cr Amount	Rcurr Dr Amount	Rcurr Cr Amount
11400	MAY-13	-	Other Activity	Manual JE	INR	17,540.98	15,000.00	877,049.00	750,000.00	35,081,960.00	30,000,000.00
11400	MAY-13	-	Deferral Activity	Manual JE	USD	169.86	0.00	169.86	0.00	169.86	0.00
11400	JUN-13	-	Deferral Activity	Manual JE	USD	164.38	0.00	164.38	0.00	164.38	0.00
11400	MAY-13	-	Other Activity	Manual JE	USD	12,027.78	12,197.64	12,027.78	12,197.64	66,377.80	66,447.66
11400	MAY-13	-	Deferral Activity	Manual JE	INR	0.00	2,540.98	0.00	127,049.00	0.00	5,081,960.00
11400	JUN-13	-	Other Activity	Manual JE	USD	972.22	1,126.60	972.22	1,126.60	9,722.20	9,886.58
11400	JUL-13	-	Deferral Activity	Manual JE	USD	169.86	0.00	169.86	0.00	169.86	0.00
11400	JUL-13	-	Other Activity	Manual JE	USD	0.00	169.86	0.00	169.86	0.00	169.86
11400	AUG-13	-	Deferral Activity	Manual JE	USD	169.86	0.00	169.86	0.00	169.86	0.00
11400	AUG-13	-	Other Activity	Manual JE	USD	0.00	169.86	0.00	169.86	0.00	169.86

Download row(s) 1 - 10 of 10

3. Review the summary details of the batch journal.
4. Click on the **Manual –JE** tab, which provides details of individual entries.

Transfer Batch Id 11420 Batch Name 10121
Status Updated

Header Id	Line Id	Name	Activity Type Code	Currency Code	Dr Cc Id	Cr Cc Id	Ex Rate Date	Ex Rate	Reporting Ex Rate (USD)	Amount	Functional Amount	Status
10260	39959	Test JE_INR	Deferral Activity	INR	999	999	-	50	40	5,000.00	250,000.00	-
10260	39959	Test JE_INR	Deferral Activity	INR	999	999	-	50	40	5,000.00	250,000.00	-
10260	39960	Test JE_USD	Deferral Activity	USD	999	999	-	1	1	2,000.00	2,000.00	-
10260	39960	Test JE_USD	Deferral Activity	USD	999	999	-	1	1	2,000.00	2,000.00	-

Download

5. Review and verify that the entries are correct.
6. Go to Step 4: Transfer the Batch on page .

Step 4: Transfer the Batch

To transfer the batch:

1. Click on the **Transfer** button.

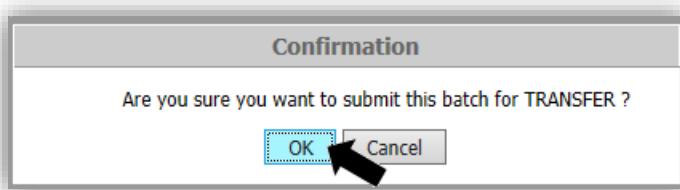
Transfer Batch Id 11420 Batch Name 10121
Status Updated

Transfer Batch Id	Period Name	Account	Rev Type	Accounting Type	Currency Code	Dr Amount	Cr Amount	Func Dr Amount	Func Cr Amount	Rcurr Dr Amount	Rcurr Cr Amount
11420	AUG-13	-	Other Activity	Manual JE	INR	5,000.00	5,000.00	250,000.00	250,000.00	10,000,000.00	10,000,000.00
11420	AUG-13	-	Other Activity	Manual JE	USD	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00

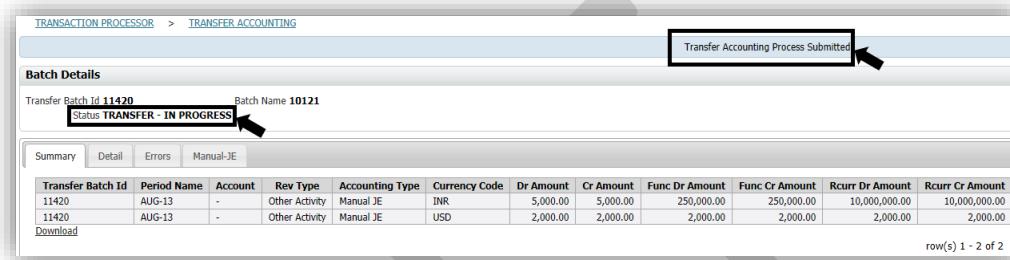
Download row(s) 1 - 2 of 2

The system displays a confirmation dialog box.

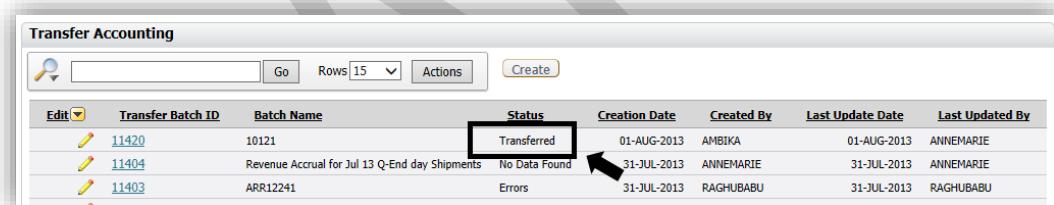
2. Click on the **OK** button to continue.



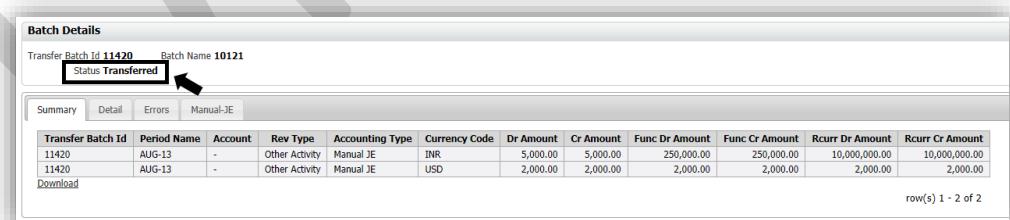
3. The system displays the confirmation and the transfer status of the batch.



4. Return to the Transfer Accounting screen and verify that the batch status changed to Transferred.



5. Click on the Transfer Batch ID link to view the batch details and confirm that the status is Transferred.



Creating a Reclass Long Term Manual Journal Entry

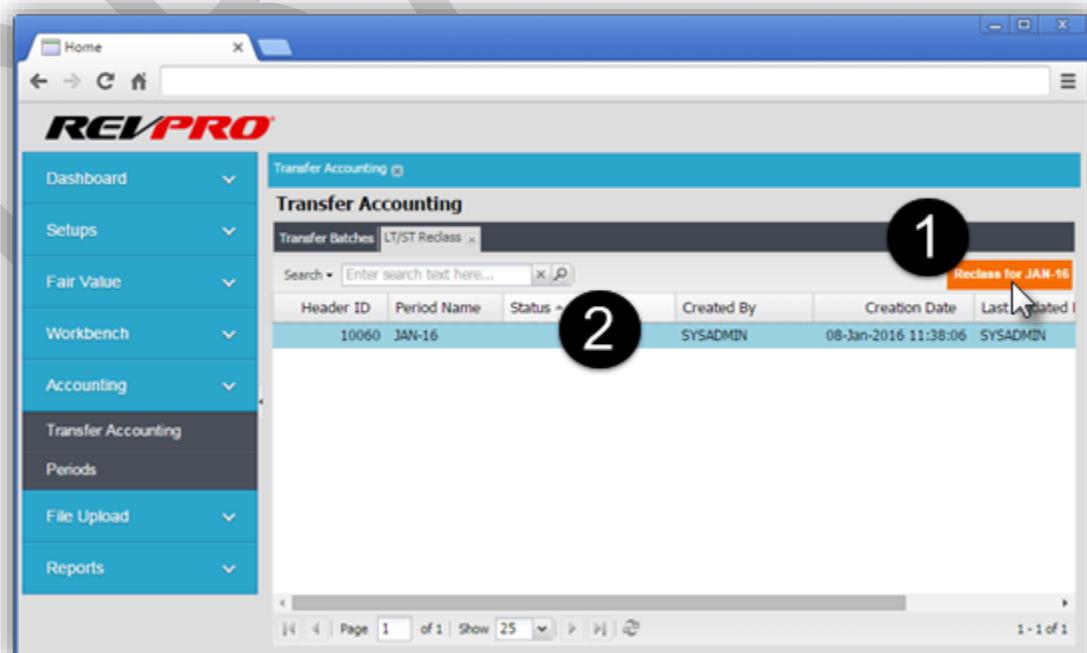
To create a reclass long term manual journal entry:

1. From the main sidebar navigation menu select **Accounting** and then **Transfer Accounting** menu option. Next, mouse-click the menu button to access the **LT/ST Reclass** menu option. Select **LT/ST Reclass**.



The LT/ST Reclass tab appears.

2. Click on the **Reclass for xx** button (where xx is the current open period).



The system submits a background job to reclass the short and long term analysis.

