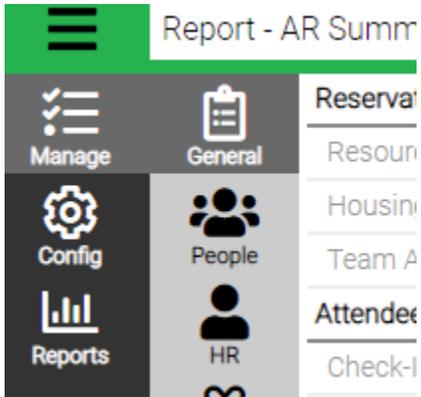
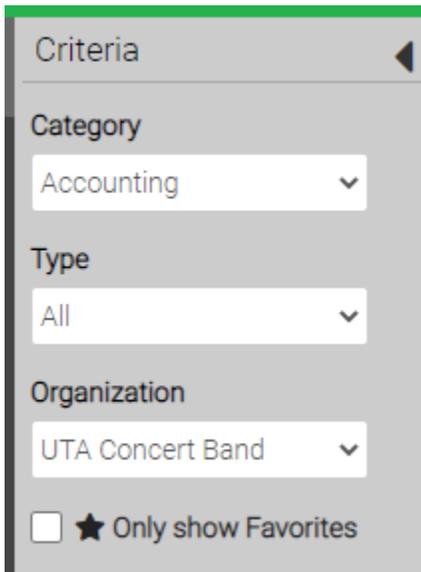


Checking program Revenue:

1. Click on *Reports* in the upper left corner of the screen.



2. Fill out the Criteria and select *Accounting* in the dropdown Category



3. To view the amount of revenue brought in for your program click *View report -96 AR Summary by Cost Center.*



- Fill out the Criteria on the left side of the screen.

Criteria

Period Begin *
05/01/2022

Period End *
07/31/2022

Period Date To Use *
GL Post Date

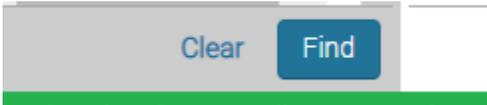
Event Location
UTA All-State Cho +

Cost Center
UTA All-State Cho +

Event
2022 All-State Chc +

Event Type

- Click the blue *Find* button at the bottom left corner of the screen



- The Report will appear for the dates you selected when you completed the Criteria.

AR Summary By Cost Center			
5/1/2022 - 7/31/2022		Cost Center: [REDACTED]	
Category #	Description	Period Requested	Year to Period End
1	Refund of Credit Balance	\$3,480.00	\$3,480.00
3	Account Payment	-\$45,902.00 Credit	-\$45,902.00 Credit
9	Transfer Payment	-\$100.00 Credit	-\$100.00 Credit