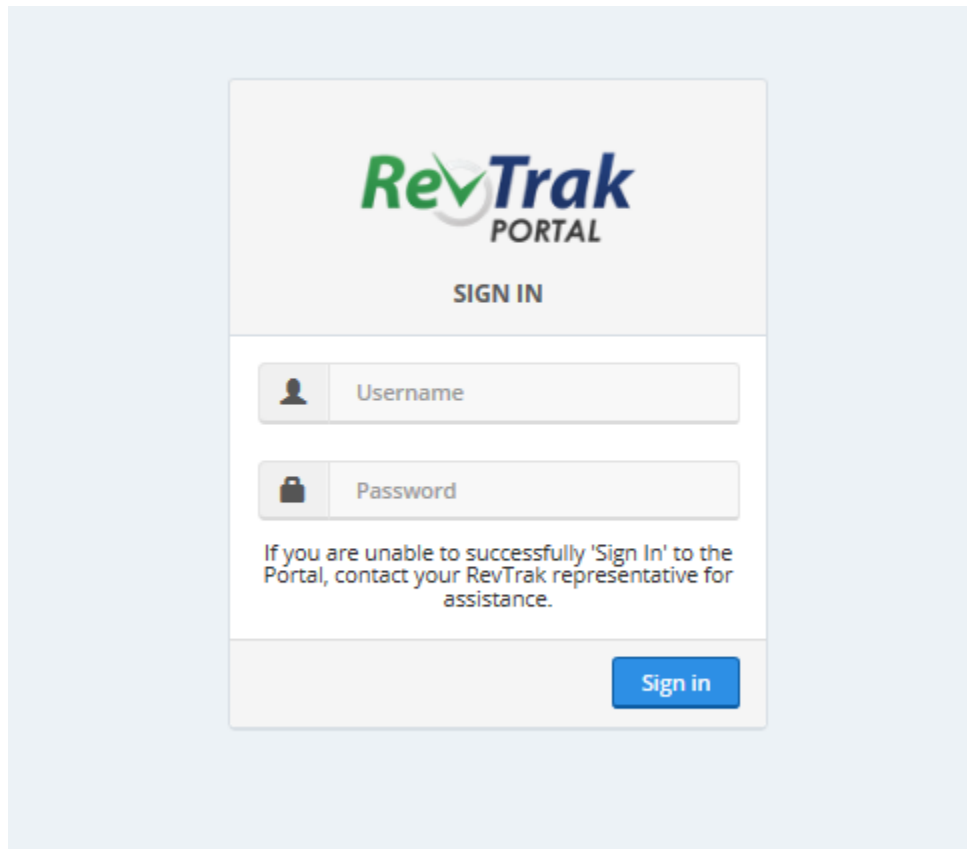


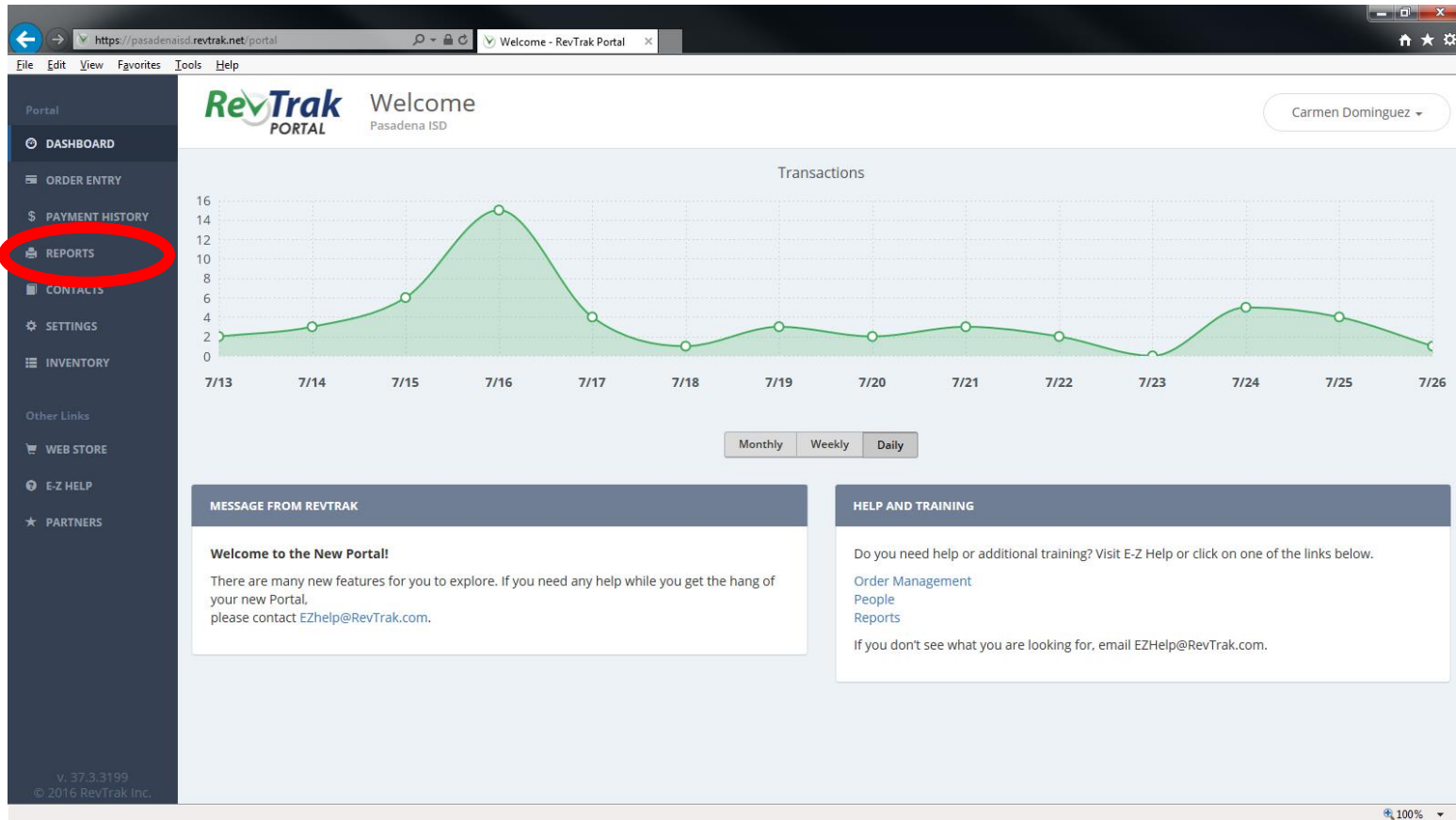
Instructions for Preparing a RevTrak Deposit Report

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

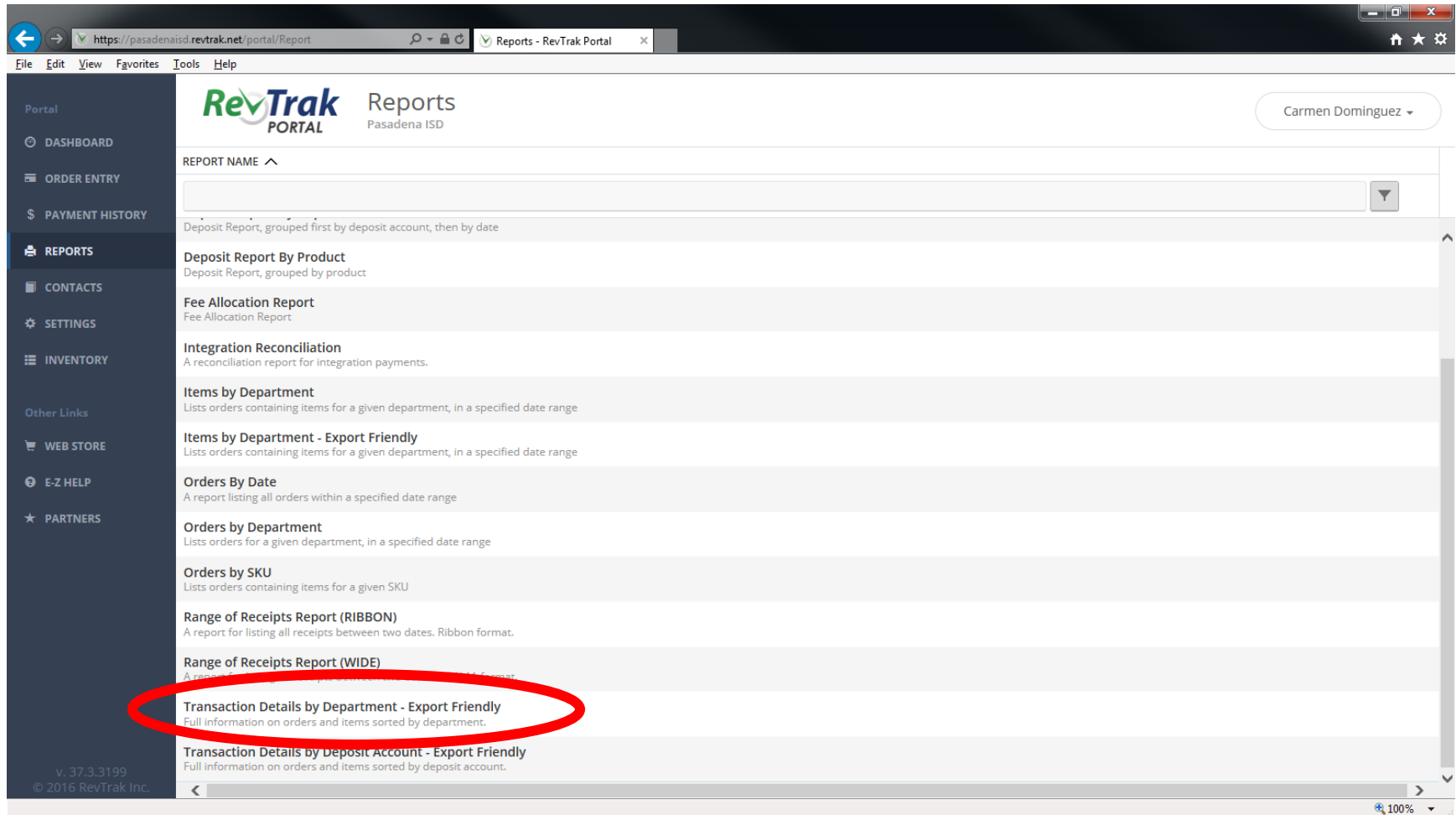


The image shows a screenshot of the RevTrak Portal sign-in interface. At the top, the RevTrak logo is displayed in green and blue, with the word 'PORTAL' underneath. Below the logo, the text 'SIGN IN' is centered. There are two input fields: the first is labeled 'Username' with a person icon, and the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

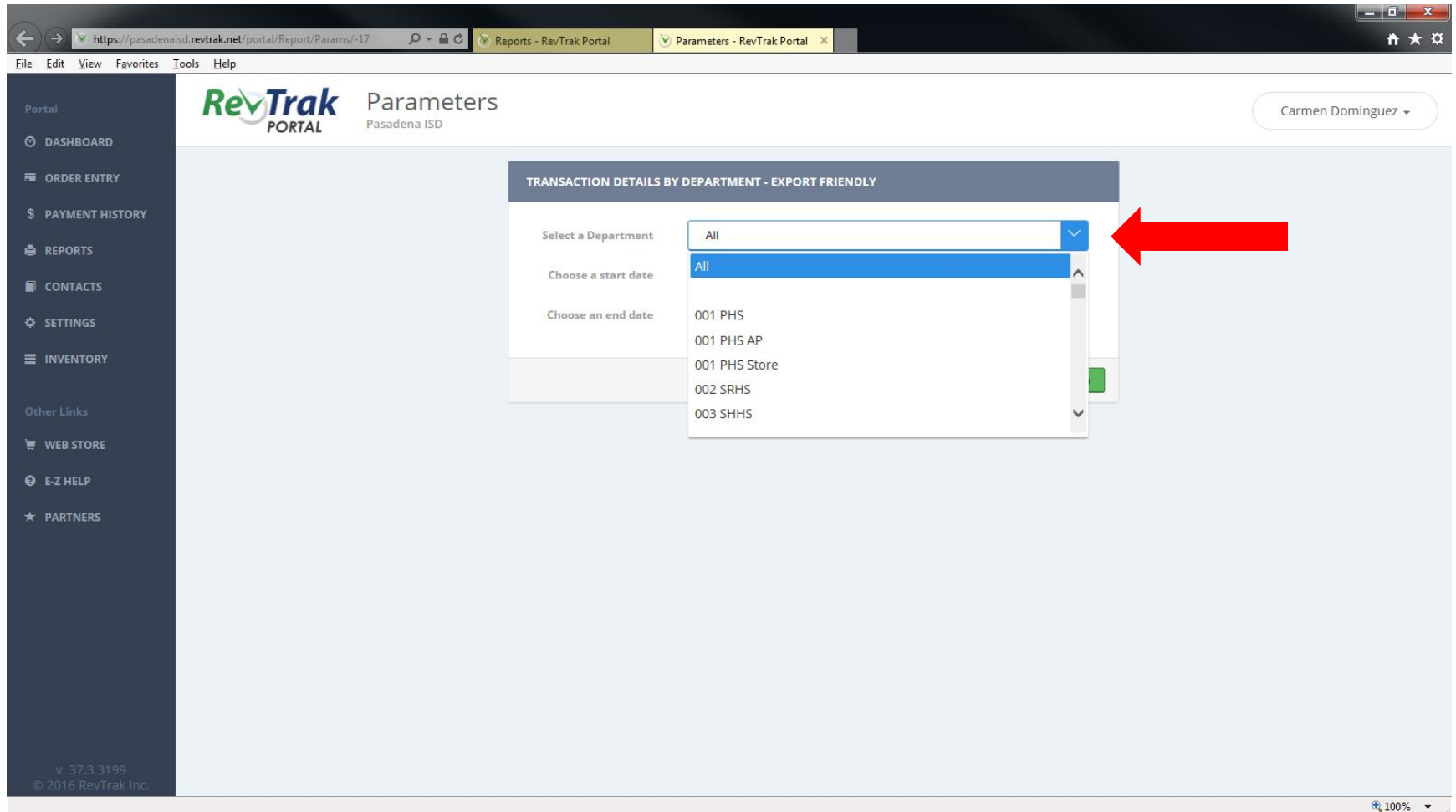
2) On the Home screen, click on Reports.



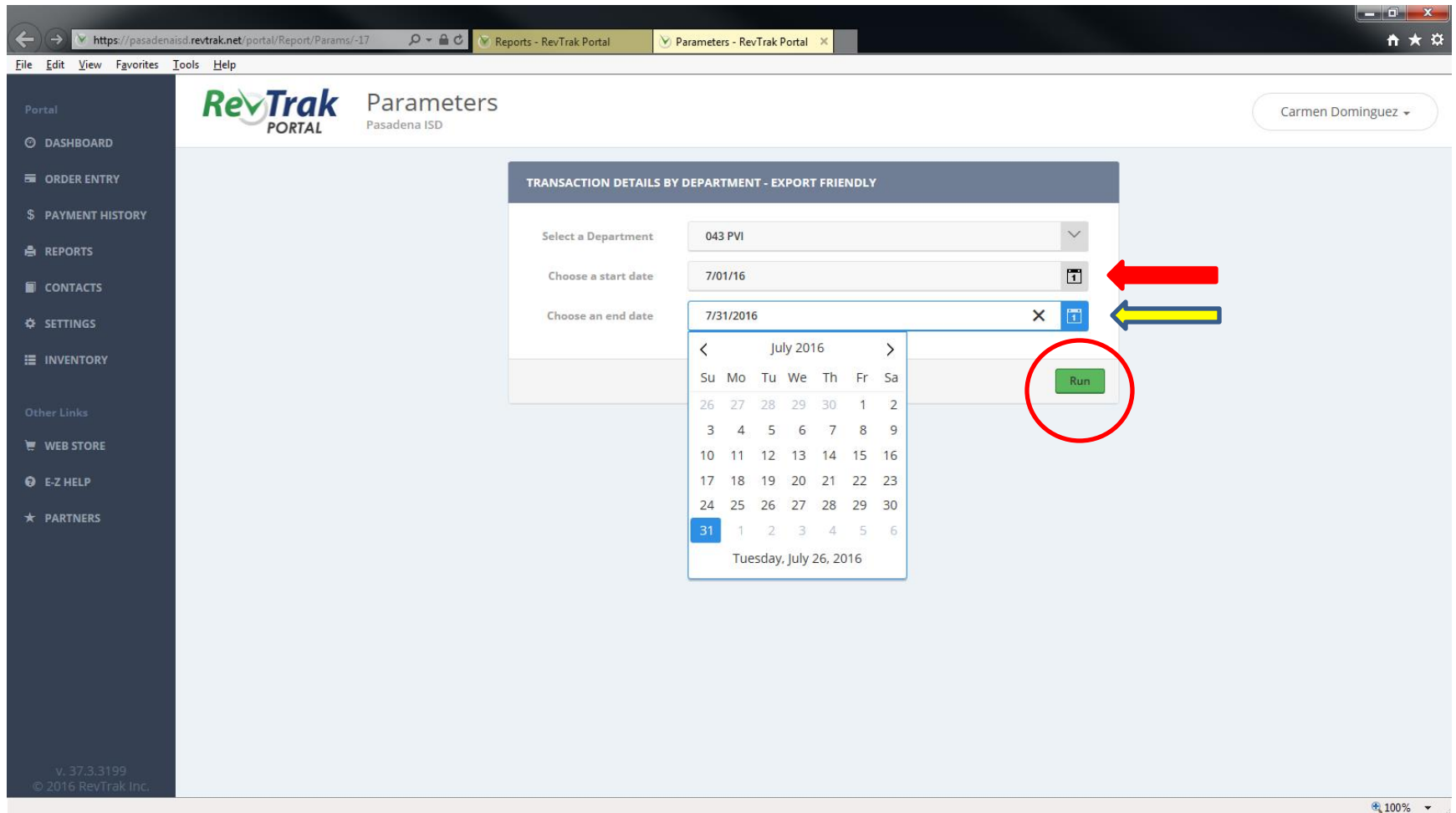
3) You will see a list of reports. Scroll down and find “Transaction Details by Department – Export Friendly”. Click on it



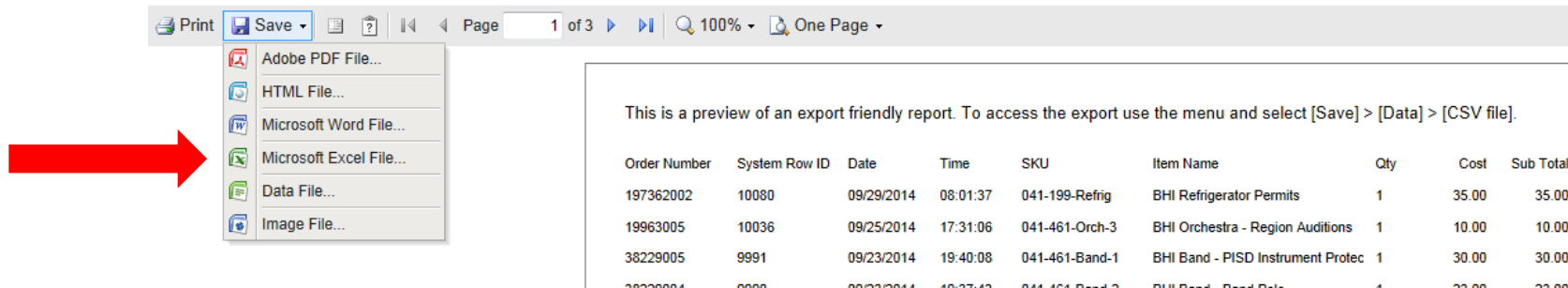
4) A new web page will open. Select your campus by clicking on the down facing arrow beside “Select a Department”. Scroll until you find your campus and click on it.



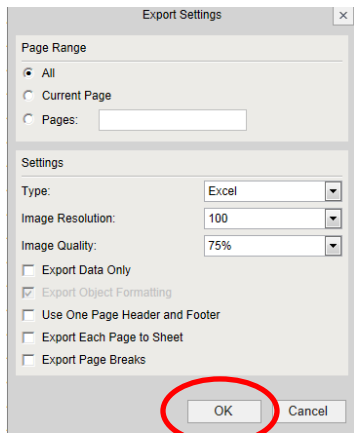
5) Change the start date and end date. These may be typed in or a calendar drop down can be used. The report must be run from the first day of the month to the last day of the month for each month's deposit report. Once the date range is correct, click Run.



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



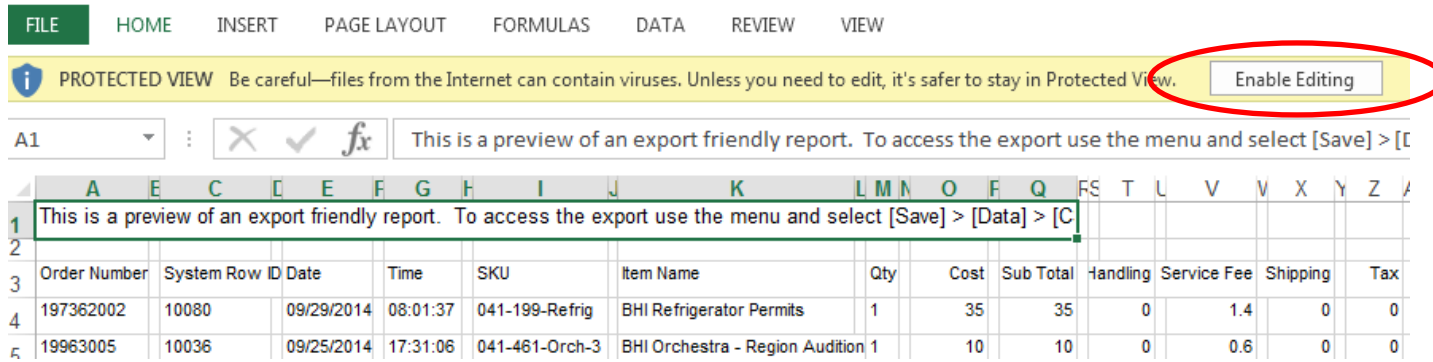
7) On the Export Setting box, click OK.



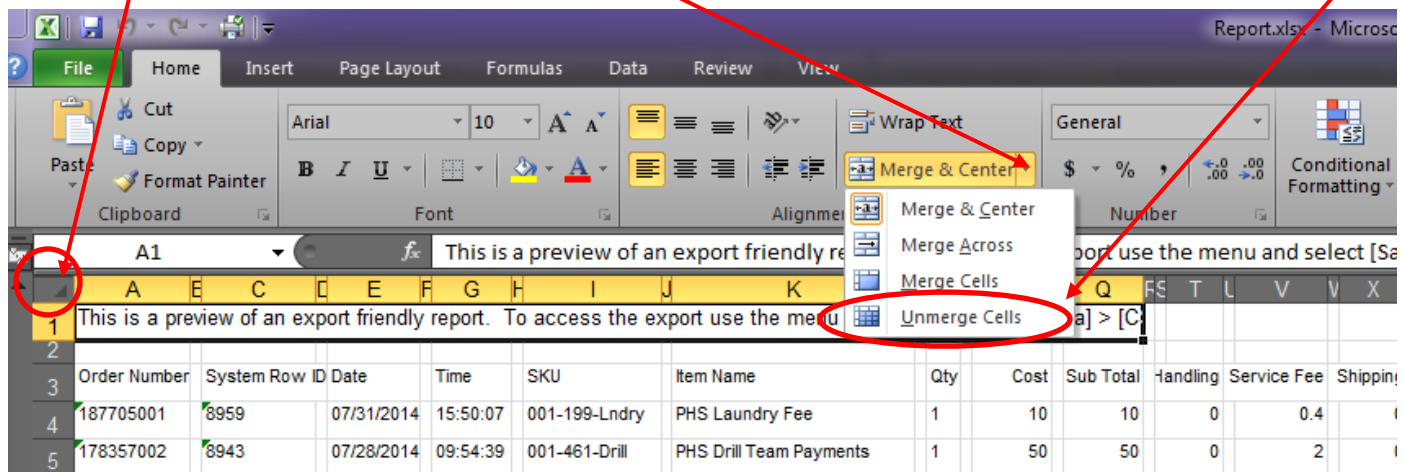
8) A yellow framed dialog box will appear at the bottom of the screen. Save it to another location by choosing Save As from the drop down.



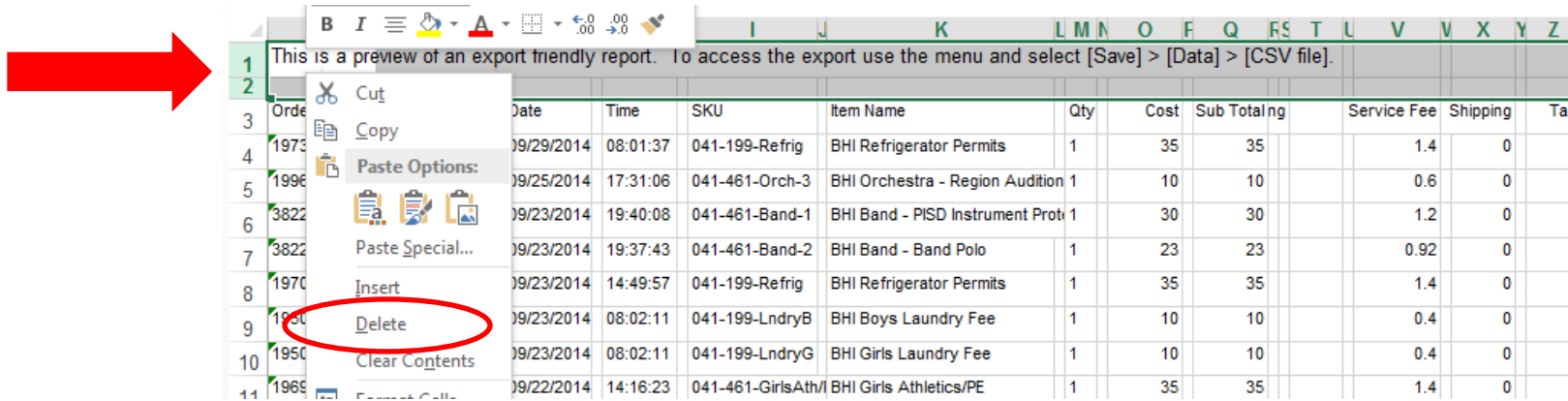
9) Once the report opens, click on the Enable Editing box in the yellow area at the top of the Excel file.



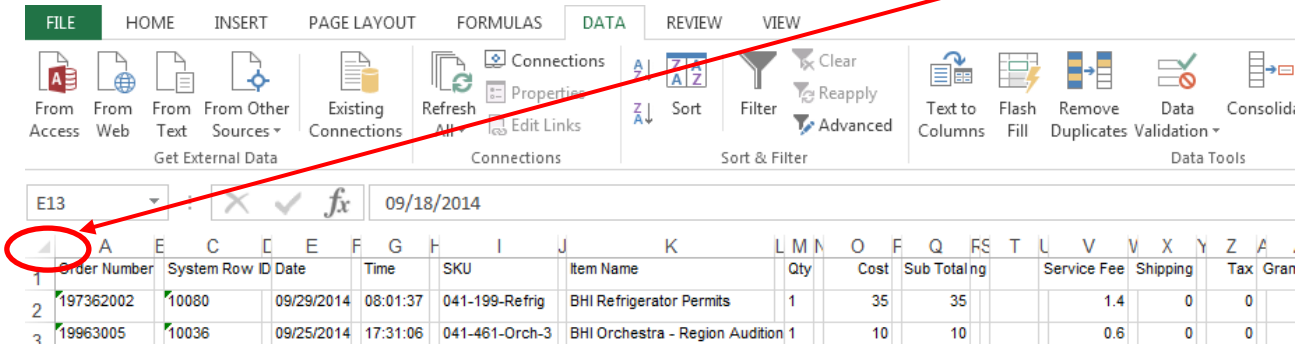
10) Click the arrow in the top left corner of the worksheet to highlight the entire worksheet and click the downward facing arrow on the Merge & Center menu and select Unmerge Cells.



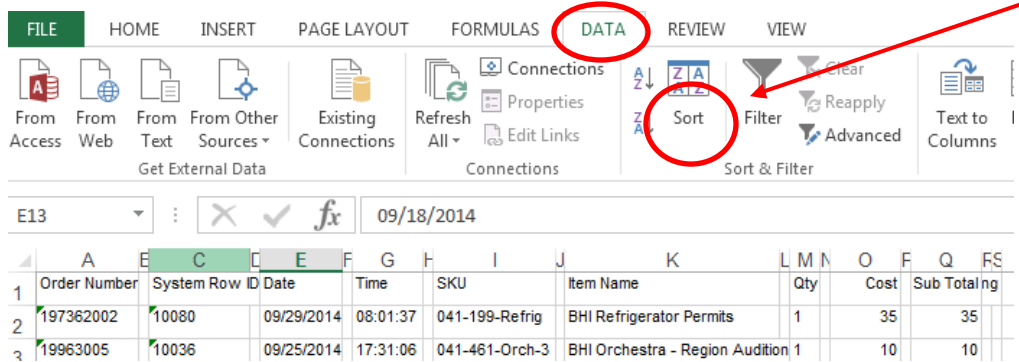
11) Delete lines 1 & 2 of the report by clicking on the 1 and dragging down to 2. This will highlight both rows. Right click and select “Delete”



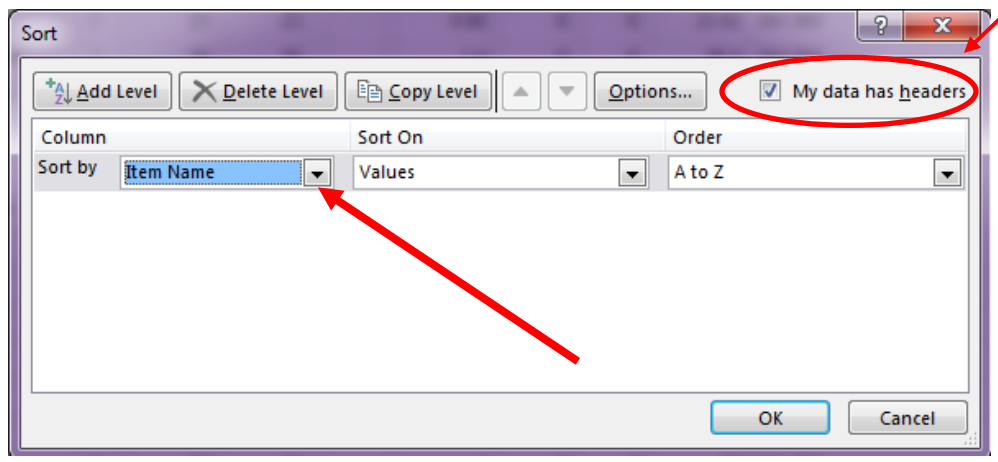
12) If the report is large, the data can be sorted for convenience. To sort, click the arrow in the top left corner of the worksheet to highlight the entire worksheet.



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



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



15) This is the information you will use to get your amounts for the Excel RevTrak Monthly Report. This report is due on the 1st working day of each month for the previous month's transactions. **You do not need to submit a report if you have no transactions for the month.** *You can find an example report in the BOPM under the Cashier's Office-RevTrak Reporting.*

Sum your amounts from the Cost column of your like items (i.e....Cheer payments or Refrigerator payments) and transfer that total to your report under the correct account and activity code if applicable. Taxable items will need tax broken out. **Please don't forget to fill in the campus information/date on your report header and please don't forget to fill in the XXX's in your account codes and activity codes.** Your report should total the same amount as the report downloaded from RevTrak.

A generic RevTrak Monthly Report can be found in the BOPM under download forms for you to use.

16) Once the RevTrak Monthly Report is completed, it should be emailed to the staff accountant responsible for RevTrak on the 1st working day of the month. Please do not send it before because you might have transactions on the last day of the reporting month.