

[INSERT YOUR CAMPUS NAME]
 Revtrak Revenue Report
 [MONTH YEAR]

** Type your campus name

** Type the month and year of report

199.00.XXX.000.750.2119.000	\$0.00	Tablet			** Replace XXX with campus location, put total of tablet money in cell B6
199.00.000.000.999.5749.000	\$0.00	Refrigerator Permits			** Put total of Refrigerator permits in cell B8
199.00.XXX.000.858.5749.456	\$0.00	Laundry			** Replace XXX with campus location, put total of laundry money in cell B10
199.00.XXX.000.858.5749.457	\$0.00	Lost PE Clothes			** Replace XXX with campus location, put total of PE Clothes money in cell B12
199.00.XXX.000.822.2181.333	\$0.00	Textbooks			** Replace XXX with campus location, put total of textbook money in cell B14
461.00.XXX.000.XXX.5744.000	\$0.00	Activity-Donations			
Replace XXX with campus loc	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F17 thru F21
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.XXX.5749.000	\$0.00	Activity-Local Source			
Replace XXX with campus loc	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F24 thru F28
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.XXX.5752.000	\$0.00	Activity-Athletics			
Replace XXX with campus loc	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F31 thru F35
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.XXX.5755.000	\$0.00	Activity-Enterprising Services			
Replace XXX with campus loc	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F38 thru F42
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.XXX.5759.000	\$0.00	Activity-Taxable Revenue TAX FREE DAY			
Replace XXX with campus loc	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F45 thru F49
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.XXX.5759.00X	\$0.00	Activity-Taxable Revenue			
Replace XXX with campus loc and 00X with tax subcode.	↑		461.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put TAXABLE REVENUE total for each activity in cells F52 thru F56
Formula, do not edit.		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
		461.00.###.XXXX	0.00		
461.00.XXX.000.000.2181.00X	\$0.00	Sales Tax			** Replace XXX with campus location, and 00X with tax subcode, put total of sales tax in cell B58
865.00.XXX.000.XXX.2191.000	\$0.00	Agency			
Replace XXX with campus loc	↑		865.00.###.XXXX	0.00	** Replace ### with campus location, replace XXXX with activity designator, put total for each activity in cells F61 thru F64 (If taxable items are collected, put taxable revenue only.)
Formula, do not edit.		865.00.###.XXXX	0.00		
		865.00.###.XXXX	0.00		
		865.00.###.XXXX	0.00		
		865.00.###.XXXX	0.00		
Total	\$0.00				
	↑				Formula, do not edit.