InTempo

Process Documentation

Department:
Customer Support
Last Updated:
10/31/2025 8:48 AM

NAME OF PROCESS

Generating the Total Revenue Recap Report

Use Case / Objectives

This process document will walk you through how to generate the **Total Revenue Recap Report**. This report is where you can view a recap of revenue data for your location.

NOTE: You will not see this screen if you do not have code **Z15** set up in your security profile. That special security code allows you to specify the location for which you wish to view revenue recap data. Without the code, the program automatically skips this screen and goes straight to the recap display for your assigned location.

If your security profile has been set up with the following Z codes, you are presented with additional options in this screen:

- **Z2N -** Ability to view revenue recap for a specified region
- **Z2M -** Ability to view revenue recap for a specified district

NOTE2: Contact Customer Support for assistance with setup questions.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

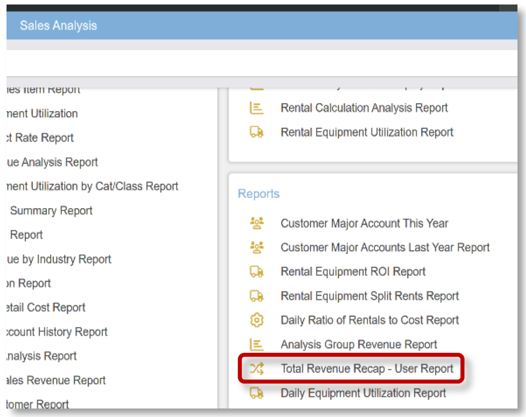
Menu options to access:

Sales Analysis => Reports => Total Revenue Recap – User Report

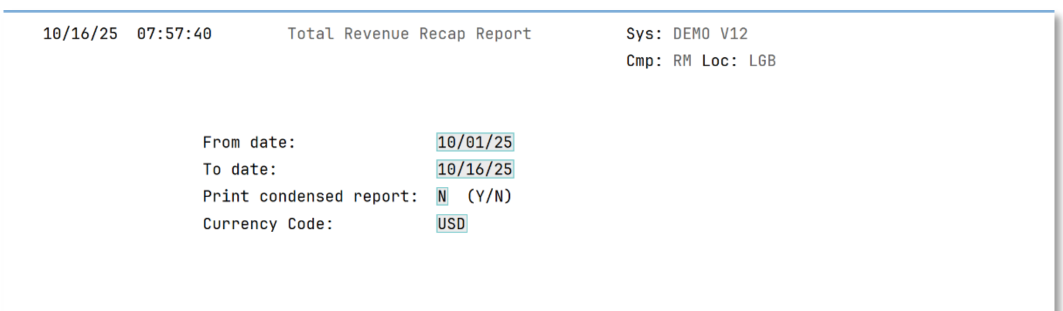
Generating the Total Revenue Recap Report

Process Steps

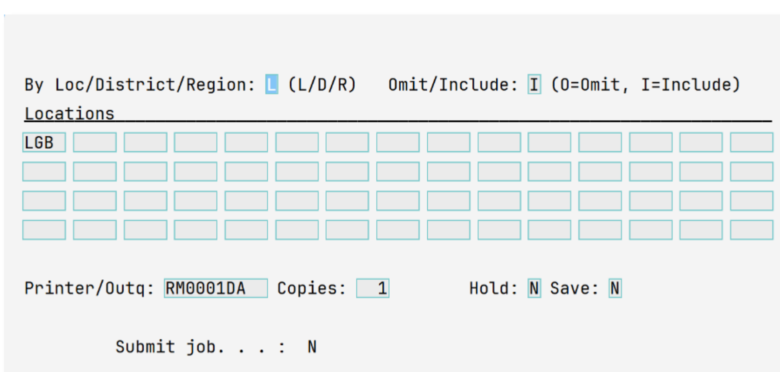
1. Log into the Roleplay Environment using your credentials.
2. Select the **Sales Analysis** menu from the left toolbar.
3. In the **Reports** section, click on the **Total Revenue Recap - User Report** option.



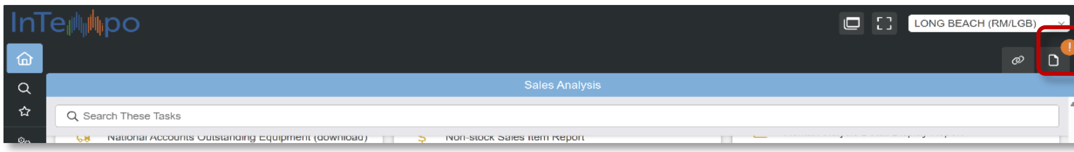
   a. The **Total Revenue Recap Report - Launch** screen opens.



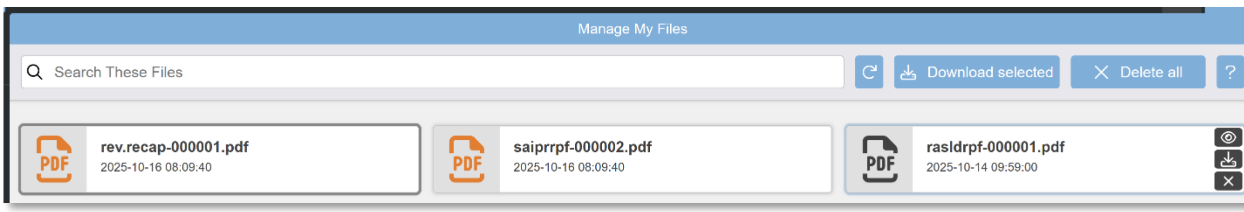
4. Update the parameters as necessary for this report and press Enter.
   a. The **Print Job** screen opens.



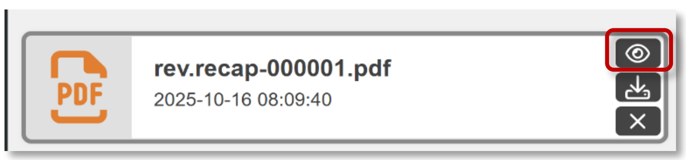
5. On this screen, you can choose to run the report by Location (**L**), District (**D**), or Region (**R**), whether to Include (**I**) or Omit (**O**) the locations noted and enter locations.
6. Update the details as desired and press Enter to run the report.
    a. The **Submit Job** screen closes, and the **Sales Analysis** menu screen displays. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



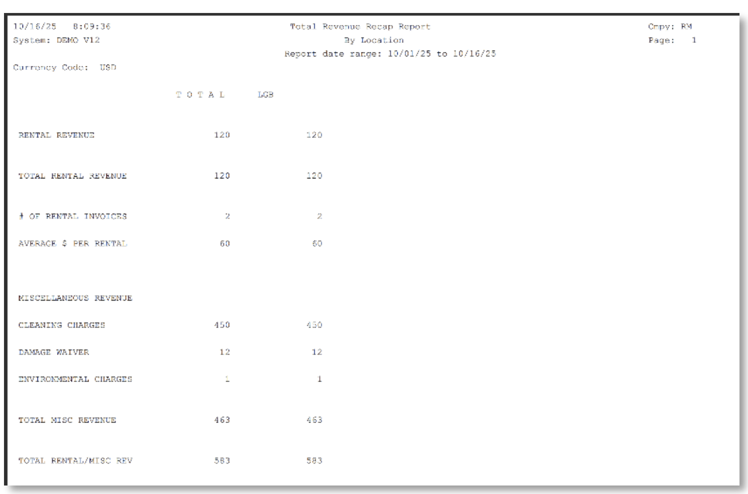
7. Click the **Manage My Files** icon.
8. The **Manage My Files** screen opens displaying your files.



9. Click the **Open** icon or double click on the desired file.



10. The **Total Revenue Recap Report** opens showing the revenue recap for the location entered on the launch screen. **NOTE:** The screenshot below is only a sample of the **Total Revenue Recap Report**.



10/16/25 8:09:36 — Total Revenue Recap Report — Cmpy: RM
System: DEMO V12 — By Location — Page: 1
Report date range: 10/01/25 to 10/16/25
Currency Code: USD

	T O T A L	LGB
RENTAL REVENUE	120	120
TOTAL RENTAL REVENUE	120	120
# OF RENTAL INVOICES	2	2
AVERAGE $ PER RENTAL	60	60
MISCELLANEOUS REVENUE		
CLEANING CHARGES	450	450
DAMAGE WAIVER	12	12
ENVIRONMENTAL CHARGES	1	1
TOTAL MISC REVENUE	463	463
TOTAL RENTAL/MISC REV	583	583

Reference Glossary

Field Definitions for Tasks

Total Revenue Recap Report – Launch

- *From/To Date* - Allows the user to select the period of time for the report.
- *Print Condensed Report* - Allows the user to select a condensed report which can print on a standard printer.
- *Currency Code* - Allows the user to select which currency (if multiple in company) to display on the report.