

**APTTUS<sup>®</sup>**

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**Revenue Recognition August 2017 User Guide - Salesforce Platform**

07 September 2018

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You can use **Apttus Revenue Recognition** to easily manage revenue recognition schedules. Apttus Revenue Recognition is built on the Salesforce1 platform and you can generate complex revenue schedules for any combination of products, services, and subscriptions before posting final transactions on your General Ledger.

With Apttus Revenue Recognition, it's easy to take information from signed commitments and fulfilled orders to create revenue schedules that are fully compliant with accounting and corporate standards. In addition to GAAP, Apttus Revenue Recognition complies with FASB, IASB, SOP, and SEC regulations and Sarbanes-Oxley Section 404 requirements as well.

## Key Benefits

With Apttus Revenue Recognition, you can

- **Increase Productivity** - eliminate manual workarounds to generate and validate revenue schedules for your orders.
- **Improve Financial Agility** - quickly model revenue schedules for new products, services, or subscriptions, and acquisitions.
- **Increase Financial Insight** - get more accurate and real-time visibility into your revenue forecasts.

## Key Capabilities

With Apttus Revenue Recognition, you can

- **Integrate with Apttus Contract Management** - Automatically generate revenue schedules based on the products, services, subscriptions, and terms defined in your commitments.
- **Integrate with Apttus Order Management** - Automatically recognize revenue as goods are delivered or services are rendered, including methods like percent complete, milestones or usage.
- **Forecast Revenue, Set Baselines, and Create Reports** - Generate revenue baselines and analyze projected revenue trends across products, regions, and divisions.
- **Revenue Consumption:** Effectively manage prepays, true-ups, and adjustments.

## Overview

**Revenue Recognition** is the process used to align revenue with the delivery of goods and services.

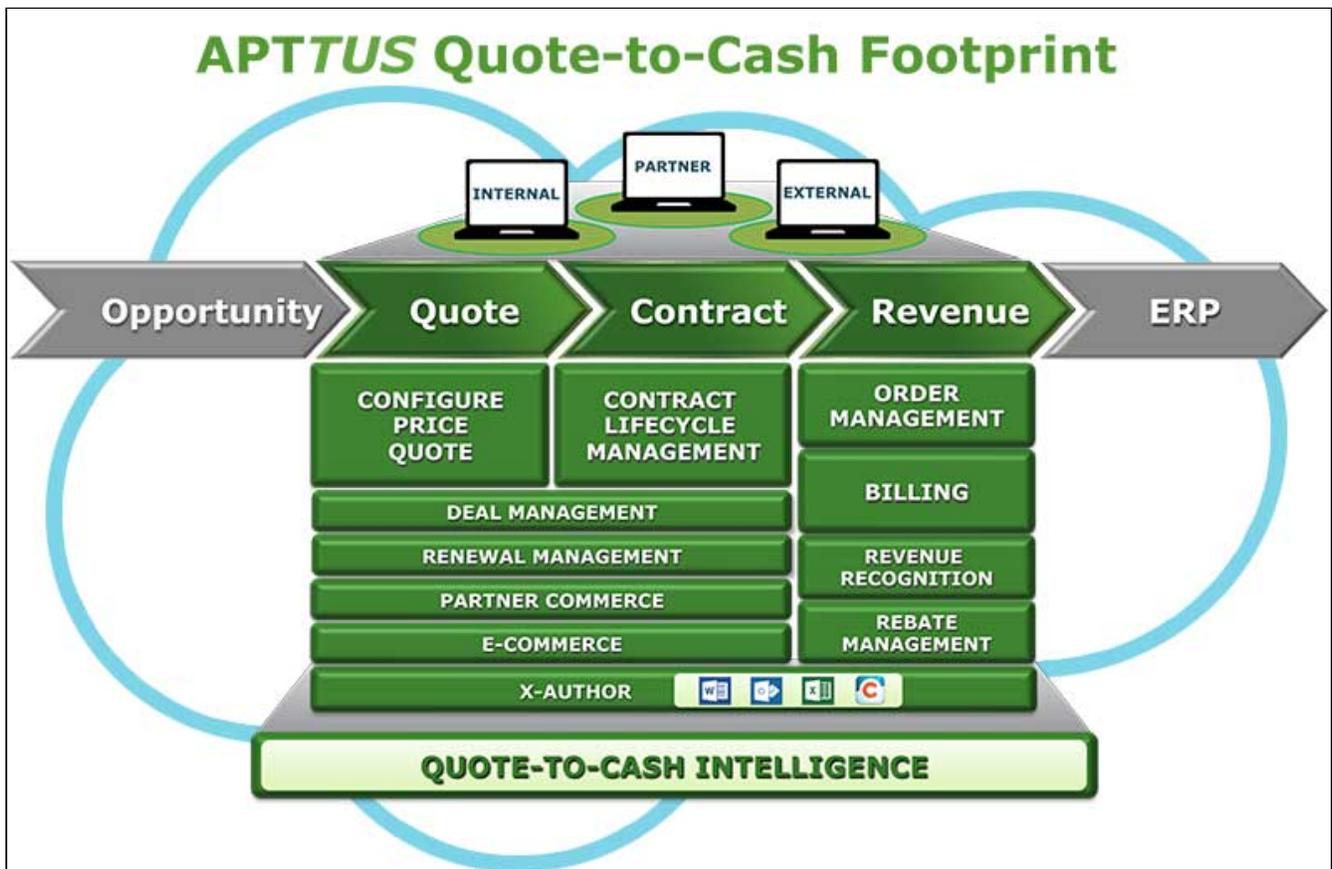
After you make a sale, you must report the revenue that results from your sales. You must consider the structure of the sale, contract terms, and the billing and fulfillment status for each deal to accurately report revenue to your investors, executives, and board members. It is vital to get this right because revenue is the most important measure of how well your company is performing.

Revenue is not the same as cash, and the two are distinctly different. Revenue is the fair market value of products or services delivered. This may differ from the invoice and payment amount for an individual service. This is especially true when sales and marketing teams offer free add-ons.

To better understand the challenges, let's look at a few transactions to see how this works in practice.

- When you buy a product for \$100 at a retail store, the store recognizes \$100 as revenue immediately since you received the product at the time you paid.
- When you sign up for an annual subscription to a video streaming service, the vendor will spread the revenue over 12 months since the service is delivered over the course of a year.
- When you buy a car and receive a free annual subscription for a radio service, the revenue is split between the car and the radio service. Revenue for the car is recognized immediately since you received the car at the time of purchase. Revenue for the radio is spread over 12 months as the service is delivered over time.

Complex contracts and flexible purchasing options can make managing revenue very challenging. Apttus Revenue Recognition inherits and uses information and data from other applications in the Apttus Quote-to-Cash suite. Revenue Recognition syncs seamlessly with Apttus CPQ, Apttus CLM, Apttus Billing Management, and Apttus Renewals Management. With this synchronization, you can increase your access to all the information you require, real-time, while reducing time and effort across all the teams involved.



This is why Apttus is uniquely suited to handle the Revenue Recognition process. Only Apttus with its end-to-end view of the entire Quote-to-Cash process has all of the information required without the need for messy integrations.

When using Apttus Revenue Recognition, you can

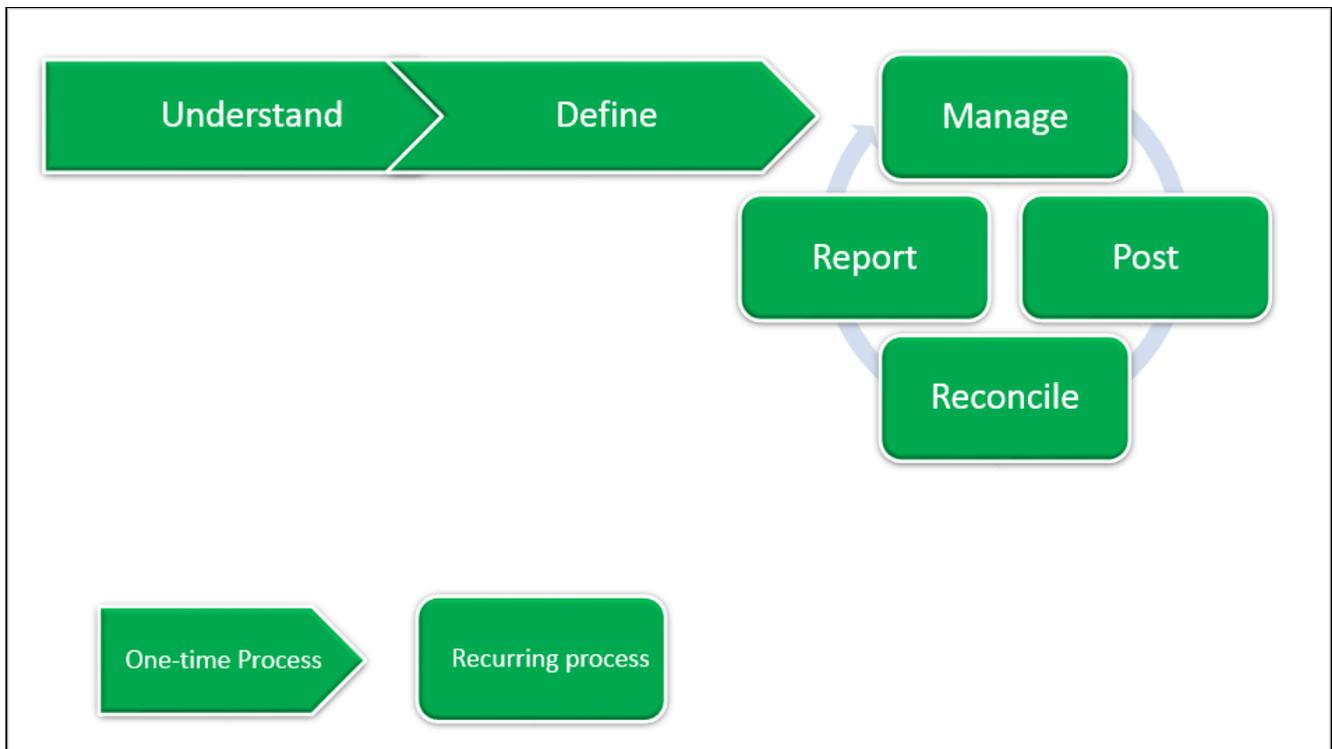
- streamline Revenue recognition and Account closing processes
- gain revenue by eliminating errors, lack of detail, and duplicate entries
- decrease tracking and revenue management costs and increase your focus on analysis and process
- accelerate complex and recurring billing processes
- improve channel management, efficiency, visibility, and compliance
- view real-time reporting to make critical business decisions in a quick manner
- increase financial reporting and accuracy, all while improving customer service

# Getting Started

**Apttus Revenue Recognition Life cycle** is the process used to manage the revenue of a deal from start to finish.

While the details of the process may vary between companies, every company follows the same major stages.

Apttus Revenue Recognition is designed around Revenue Life Cycle.



The phases of Apttus Revenue Recognition Life Cycle are:

- **Understand** - understand the essence of business transaction and determine which Revenue Recognition Policies apply to each good or service in the transaction.
- **Define** - define the specific plan including the amount of revenue to recognize and the specific accounts impacted for each good or service.
- **Manage** - manage the maintenance activities for each product or service. This includes creating adjustments to revenue, recording usage, processing up-sells or down-sells, or cancellations.
- **Post** - post the amount of revenue earned during the period to the GL during accounting close.
- **Reconcile** - reconcile your deferred revenue and revenue accounts and ensure accuracy for financial reporting.
- **Report** - report the company's financial position and plan appropriately.

## Logging in to Revenue Recognition

Log in to your [Salesforce.com](https://www.salesforce.com) org to access Apttus Revenue Recognition.

**Note**

Do not use the Back button on your browser when using Apttus Revenue Recognition.

Before you log in to Revenue Recognition, make sure you meet the following criteria.

- You have installed all of the required Revenue Recognition module packages.
- You have login credentials provided by Apttus.

## To log in to Apttus Revenue Recognition

1. Go to <http://www.salesforce.com>.

Or

If your organization is using a sandbox or test environment to access Apttus Revenue Recognition (for example, if you are doing user acceptance testing), go to <http://test.salesforce.com> instead.

2. In the toolbar at the top of the page, click Login. The login page opens.
3. Enter your User Name and Password, and click Log in to Salesforce.  
You have successfully logged into Revenue Recognition.
4. Navigate to the [Force.com](#) App Menu and select Apttus Revenue Management.



**Congratulations!** Now you are ready to start recognizing your revenue in Apttus Revenue Management.

## System Requirements

Apttus Revenue Recognition is a web-based, on demand application that is accessed via a standard web browser through the Internet. Before you install and start using Apttus Revenue Recognition, you must ensure the minimum system requirements.

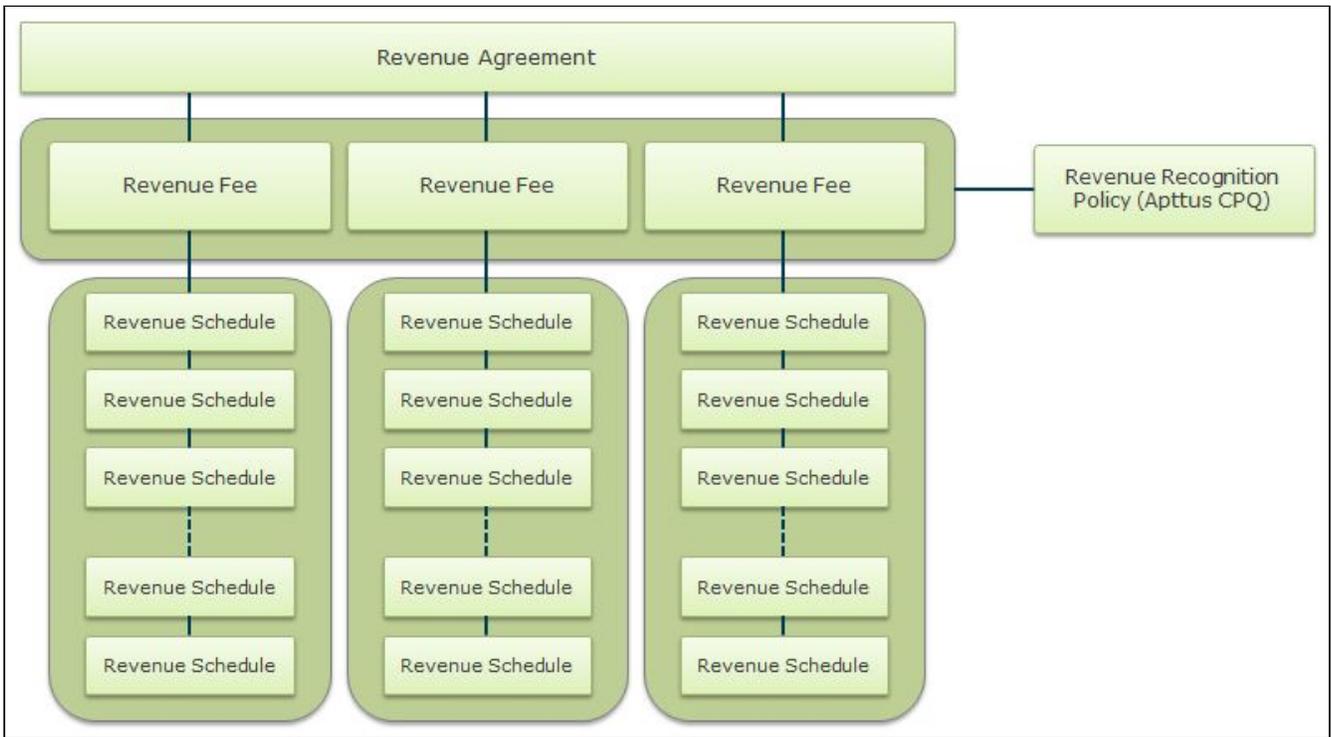
<b>System Requirements</b>	
<b>Item</b>	<b>Requirement</b>
Operating System	Standard Salesforce requirements. See <a href="#">Salesforce Technical Requirements</a> .
Browser	Standard Salesforce requirements. See <a href="#">Salesforce Technical Requirements</a> .

## Key Concepts

It is essential to understand the following concepts in order to work with Apttus Revenue Recognition.

- **Revenue Agreement** - A **Revenue Agreement** is an agreement established between a customer and vendor when the vendor agrees to provide products and services and the customer agrees to receive and pay for those products and services. This agreement may be a formal document with a signed contract or it could be an informal agreement as with any subscription service provider. It is important to note that an agreement always exists; if it does not exist, no revenue exists. This agreement is represented within Apttus by a Revenue Agreement record.
- **Agreement Fee** - An **Agreement Fee** is a revenue from the goods or services provided within an agreement. As many products and services can exist under a single agreement revenue, multiple revenue fees can exist under a single revenue agreement.
- **Revenue Recognition Policy** - A **Revenue Recognition Policy** defines how to recognize revenue for an Agreement Fee. It is essential to associate the Revenue Recognition Policy with the Agreement Fee as it determines when the revenue will be recognized - revenue can be recognized at once or it can be spread over a number of periods. Each Agreement Fee may have only a single policy but many policies can be created to reflect the different ways the revenue can be recognized.
- **Revenue Schedule** - A **Revenue Schedule** is an object where the amount of revenue to be recognized in each month is stored. By applying the Revenue Recognition Policy to the Agreement Fee, a waterfall can be created to show how much revenue will be recognized in each month. Since revenue can be recognized over time, many revenue schedules can exist under a single revenue fee.

The diagram below depicts the revenue agreement and its components.



## Understand

It is essential to analyze each transaction to identify the attributes of the transaction that impact revenue.

In order to recognize revenue from a transaction, companies must meet the following criteria.

- An Agreement exists between the company and the customer.
- Price must be fixed and determinable.
- The collection is reasonably assured.
- Proof of delivery of products or services must exist.

Before any other decisions can be made, it is essential that you analyze the transaction to determine how and when each criterion will be met. This means answering questions such as

- Which document represents the full transaction? Is the contract represented by a single order or multiple orders?
- Does this transaction modify an existing contract or is this a new agreement?
- Can each good or service be used individually or are they dependent on other goods or services being fully delivered?
- Is the price of this service fixed or does it vary based on usage?
- When will the good or service be delivered? Is it delivered all at once as a hard good? Or is it delivered over time as a service?
- Does the contract give the customer the ability to cancel at any time?
- Is this revenue recognized over time or immediately?
- What are the important dates for revenue? Will the start of revenue be delayed?
- If recognized over time, how will revenue be distributed across the revenue term?

The answers to these questions will allow you to determine how should revenue be recognized for each good or service. This allows you to identify a Revenue Recognition Policy or Rev Rec Rule to be used to recognize revenue for each good or service.

For more complex scenarios, revenue for a service may be different than the amount which has been invoiced. In these situations, it is necessary to calculate the total revenue that will be recognized for each good or service over the life of the contract. Multi-element Arrangements (MEAs) occur when we group multiple items together for the revenue recognition purposes. This is most common in the case of bundles but could also occur when multiple items on a contract are related.

For example, a sales representative could provide 2 years of service for free as part of a deal. From a billing perspective, the value of the service is zero. For revenue, we need to consider the fair value of the service and account for that as revenue over the 2 years the service is provided.

A variety of approaches exist for calculating the fair market value in MEA scenarios:

- Vendor Specific Objective Evidence (VSOE) - this method is used when a good or service is sold by the vendor as a standalone offering. When using this method, the standalone price is used.
- Third Party Evidence (TPE) - this method is used when a good or service is not sold by the vendor as standalone but similar services are offered as standalone services by other vendors in the market.

When using this method, the average price of that other vendors charge for the equivalent service is used.

- **Best Estimated Selling Price (BESP)** - this method is used when the good or service is not sold as a standalone offering by any vendor.

Once calculated, this value will be stored in Apttus Revenue Recognition for each revenue item.

As a result of performing these steps, the transaction will be broken down into individual goods or services. For each good or service, you will know how much revenue will be recognized as well as the rule or policy you will use to distribute that revenue.

It is essential to understand the core elements of Apttus Revenue Recognition.

- [Revenue Recognition Rules](#)
- [Advanced Revenue Recognition Rules](#)
- [Revenue Recognition Policies \(Apttus CPQ\)](#)

## Revenue Recognition Rules

**Revenue Recognition Rules** determine how revenue will be recognized. Revenue Recognition Rules are the foundation rules of the policy that a company follows. Revenue Recognition Rules are assigned to each Agreement Fee.

The following table describes the three **basic rules** that Apttus supports.

Revenue Recognition Rule	Description
<b>Immediate</b>	Recognize the entire fee amount immediately. For example, when you buy groceries from a store, revenue is recognized immediately.
<b>Ratable</b>	Recognize the fee amount over a period of time and calculate the deferred balance accordingly. For example, when you subscribe to a video streaming and pay for one year upfront, then revenue will be recognized every month and the deferred balance will decline as revenue is recognized. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b> This model is useful when there is no end date to the subscribed product or service. The customer pays as per usage.</p> </div>

Revenue Recognition Rule	Description
Subscription	<p>Recognize the fee amount over a period of time but does not track deferred revenue. For example, you subscribe to any online magazine with a monthly payment, revenue will be recognized over a period of twelve months.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b> This model is useful for monthly subscription models where a customer is free to cancel at any time.</p> </div>

To add a Revenue Recognition Rule to your Agreement Fee, kindly refer [Agreement Fees](#).

**Note**  
You can opt to consider or ignore Leap year while calculating revenue from Custom Settings. Go to Setup > Build > Develop > Custom Setting and click Manage for Revenue System Properties. Click Edit for System Properties and select **Ignore Leap Year For Revenue Recognition** to ignore the leap year for revenue recognition.

## Advanced Revenue Recognition Rules

Revenue Recognition Rules determine how revenue will be recognized. Apttus Revenue Recognition supports three Advanced Revenue Recognition Rules.

The following table describes three Advanced Revenue Recognition Rules.

Advanced Revenue Recognition Rule	Description
Milestone	Recognize revenue based on one or more pre-defined milestones.
Prepay	Recognize revenue ratably from a prepaid amount (prepayment amount). When usage is above the prepayment ratable schedule, revenue is increased to reflect the increased usage.
True-up	Recognize revenue from committed revenue models. Revenue is increased to meet the minimum threshold if revenue is below a specific threshold on a specific day.

## Revenue Recognition Policies (Apttus CPQ)

**Note**

The Revenue Recognition Policies object is a part of Apttus CPQ product. After integration of Apttus Rev Rec and Apttus CPQ, Revenue Recognition Policies will impact the revenue to be generated.

Revenue Teams must be consistent in the methods they use to recognize revenue. This is done by identifying a set number of policies which are used to recognize revenue for all transactions. While exceptions may exist, the majority of their transactions will adhere to one of these policies. Revenue Recognition Policies allows users to create those rules within Apttus so the system can automatically distribute revenue according to their business policies. Revenue Recognition Policies must be assigned to Products or Price List Items to instruct the system on which rule to use for a particular transaction.

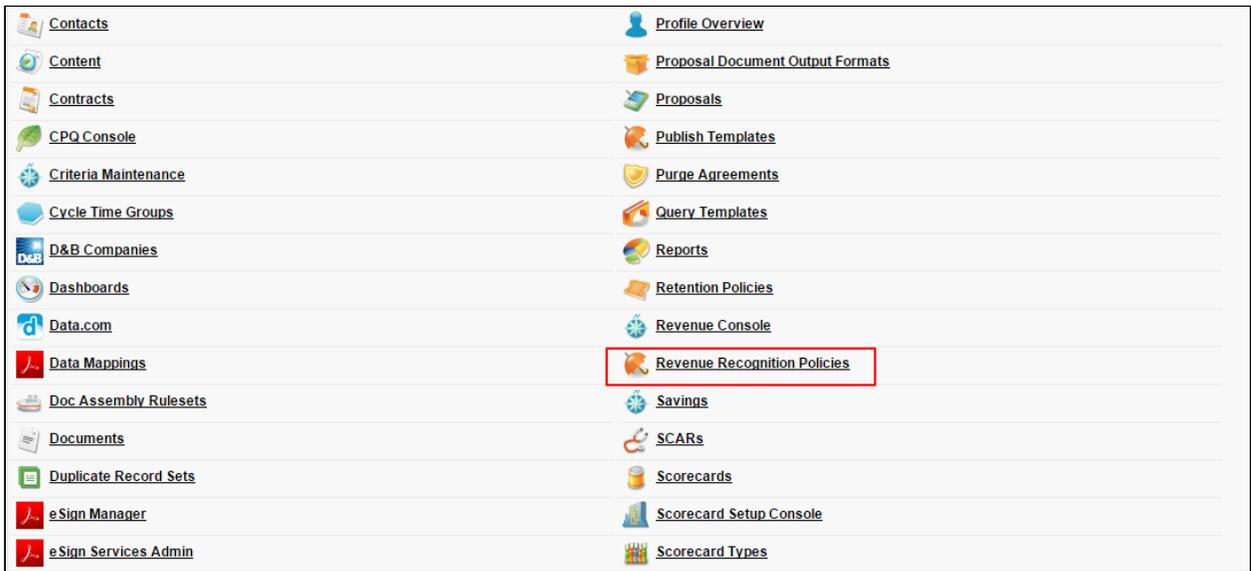
For more information on Revenue Recognition Rules, kindly refer [Revenue Recognition Rules](#).

### To create Revenue Recognition Policy

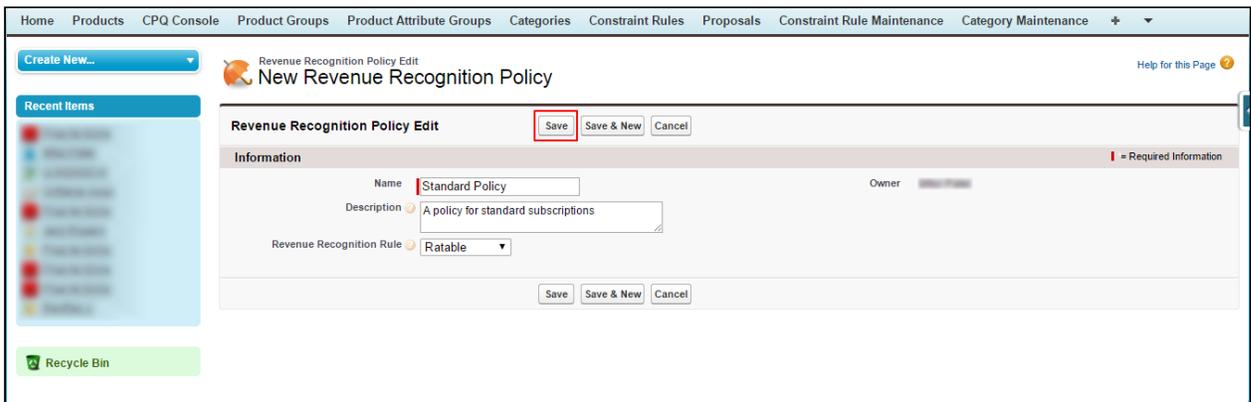
1. From Force.com drop down menu, select **Apttus Product Setup**.



2. Click **+** and select **Revenue Recognition Policies**.

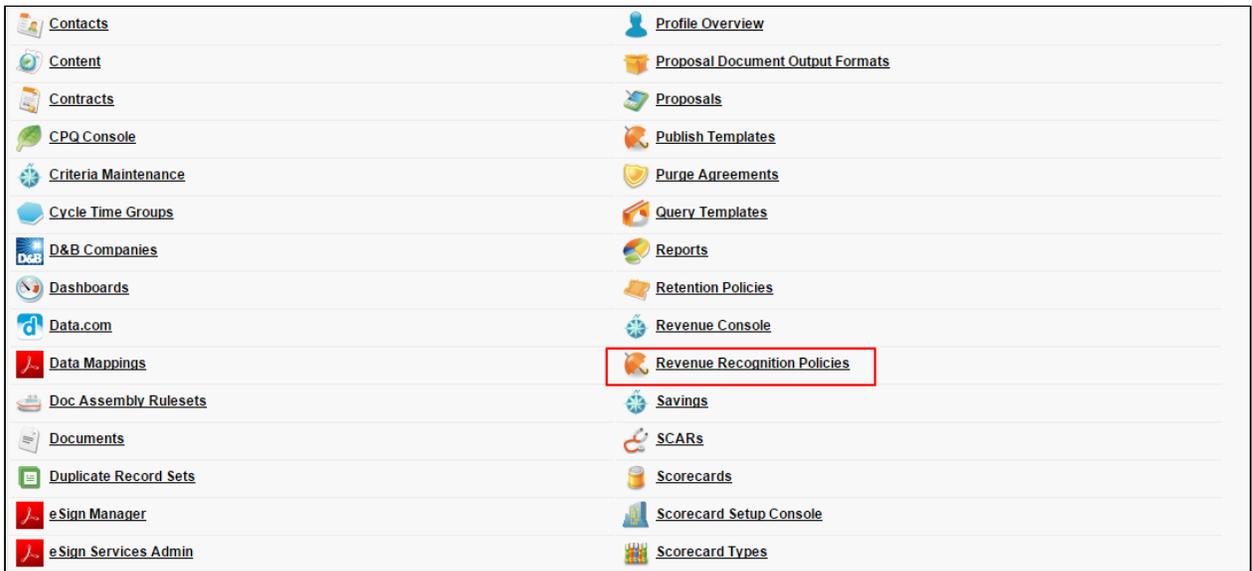


3. Click **New**.
4. Enter the **Name** and the **Description** of the Revenue Recognition Policy.
5. Select the appropriate **Revenue Recognition Rule** from the drop down menu.
6. Click **Save**.

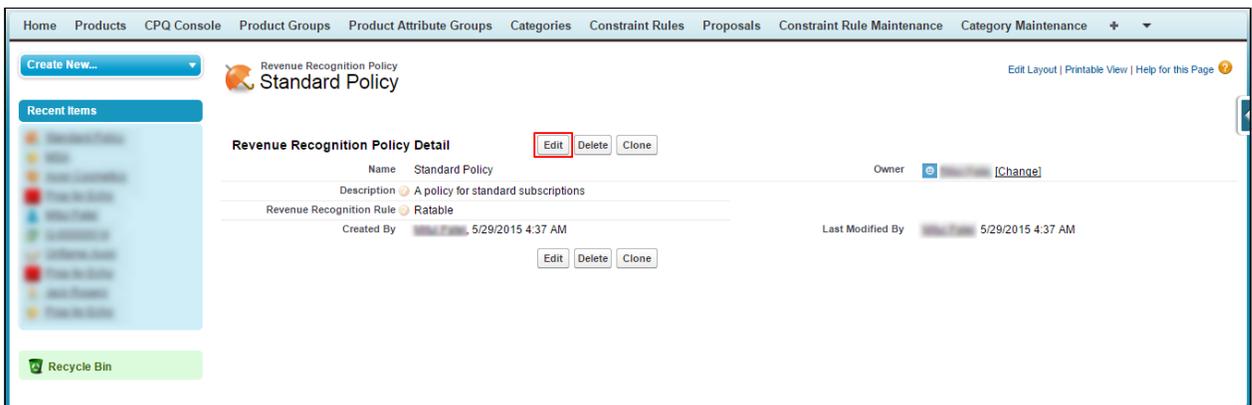


## To edit Revenue Recognition Policy

1. Click **+** and select **Revenue Recognition Policies**.



2. Select an appropriate revenue recognition policy.
3. Click **Edit**.



4. After making appropriate changes to the policy, click **Save**.

## Define

After analyzing the transaction and determining how you will recognize revenue, it is essential to define the specific plan for each good or service. This plan will determine the amount of revenue to be recognized each month during the revenue term and the specific accounts impacted as well.

For example, if a customer purchased 3 months of service for \$300, your plan for recognizing revenue may look like:

Month	Revenue
January	\$100
February	\$100
March	\$100

To record this transaction within Apttus, you need to:



### Caution

For changes to existing agreements, skip step 1 and perform following steps within an existing agreement.

1. Create a [Revenue Agreement](#) to represent the transaction.
2. Create [Agreement Fees](#) (one or more) for each good or service sold as a part of the transaction.
3. Generate [Agreement Revenue Schedules](#) that will allow you to distribute and forecast revenue for each Revenue Fee.

## Revenue Agreements

**Revenue Agreements** represent the agreements between the company and the customer. All revenue associated with that agreement can be found in Revenue Agreements. For example, you can find a summary of the revenue of all fees associated with the agreement. You can manage the calculation of earned and forecasted revenue for this agreement.

You can perform following actions from the Revenue Agreements object.

- Generate and Rollback Revenue

- Generate and Rollback Forecasts
- Manage Agreement Fees
- Manage Revenue Schedules
- Manage Products and Milestones
- Manage Prepays and True-ups
- Manage Revenue and Forecast snapshots

A new Revenue Agreement can be created or you can edit an existing agreement.

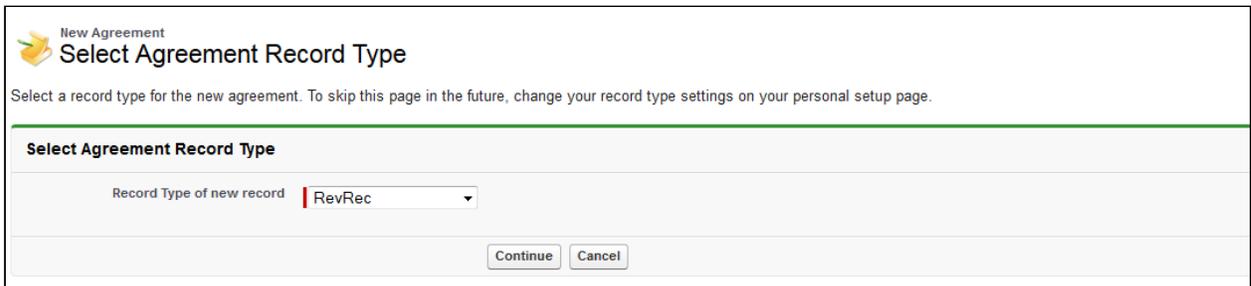
## Creating Agreements

Revenue Agreements can be created from Agreementstab. You have to set the Record type has to RevRec.

### To create an Agreement

You must have system administrative access into your Salesforce org.

1. Click the **Agreements** tab, and click **New**.
2. Select a record type from the **Record type of new record** drop down menu.



The screenshot shows a Salesforce interface for creating a new agreement. At the top, it says 'New Agreement' with a yellow icon. Below that is the heading 'Select Agreement Record Type'. A sub-heading reads: 'Select a record type for the new agreement. To skip this page in the future, change your record type settings on your personal setup page.' The main form area has a label 'Record Type of new record' followed by a dropdown menu currently showing 'RevRec'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

3. Click **Continue**.
4. Complete the following fields as shown in the table.

**Note**  
 The following table displays Agreement Fields related to Revenue Recognition product. For a list of all the Agreement Fields, please refer Agreement Fields in the Contract Management User Guide.

Field Name	Installed Package	Description
Agreement Name	Standard field	Name of the agreement
Created by	Standard field (System Generated)	Name of the user who created the agreement.
Currency	Standard field	Currency in which the revenue will be displayed.
Modified by	Standard field (System Generated)	Name of the user who modified the agreement.
Owner	Standard field (System Generated)	Owner of the agreement.

Field Name	Installed Package	Description
<b>Record Type</b>	Standard field	Record type for the agreement. <b>Note:</b> Record Type is set to RevRec for Revenue Agreements. This field can not be edited.
<b>Related Opportunity</b>	Apttus CLM	Related to the agreement.
<b>Related Quote / Proposal</b>	Apttus Quote/Proposal-Contract Integration	Quote/ Proposal related to the agreement.
<b>Status Category</b>	Apttus CLM	Status Category of the revenue agreement. Select <b>In Effect</b> for Revenue Recognition product.
<b>Status</b>	Apttus CLM	Status of the revenue agreement. Select <b>Activated</b> for Revenue Recognition.
<b>Agreement Start Date</b>	Apttus CLM	Start Date of the revenue agreement term.
<b>Agreement End Date</b>	Apttus CLM	End Date of the revenue agreement term.
<b>RevRec Active</b>	Apttus Rev Rec	Flags the agreement for RevRec. Revenue Schedules will not be created for this agreement if this check box is cleared.
<b>RevRec Forecast Active</b>	Apttus Rev Rec	Flags the agreement for RevRec forecasting. Revenue Forecasts will not be generated if this check box is cleared.
<b>RevRec Forecast End Date</b>	Apttus Rev Rec	End date of RevRec forecasting.
<b>RevRec Forecast Period Date</b>	Apttus Rev Rec	The last day of the period revenue forecasts have been generated through.
<b>RevRec Forecast Period Number</b>	Apttus Rev Rec	Counter of last forecast period.
<b>RevRec Period Date</b>	Apttus Rev Rec	Last day of the current revenue period.
<b>RevRec Period Number</b>	Apttus Rev Rec	Counter of the current revenue period.

5. Click **Save**.

### Editing Agreements

You can make changes to an existing agreement by editing the agreement.

## To edit an Agreement

You must have already created an agreement.

1. Click the Agreements tab and select the appropriate agreement.
2. Click Edit.

The screenshot shows the 'Agreement Detail' page for 'MW Doc Testing 2'. At the top, there are navigation links for various agreement-related sections. Below the title, there are three buttons: 'Edit', 'Delete', and 'Clone'. The 'Edit' button is highlighted with a red box. The main content area is a table of agreement details.

Agreement Detail		Record Type: RevRec [Change]	
Agreement Number	00000475.0	Agreement Category	Sales
Agreement Name	MW Doc Testing 2	Status Category	In Effect
Account	<a href="#">MW-RevTesting</a>	Status	Activated
Related Opportunity		Approval Status	Approved
Total Agreement Value	USD 50,000.00000	Subtype	Default
Agreement Start Date	5/1/2015	Parent Agreement	
Agreement End Date	5/26/2016	Primary Contact	
Term (Months)	12	Requestor	
Description		Owner	
Special Terms			
Business Hours			
Send For eSignature			
Check eSignature Status			

3. Click **Save** after you make the appropriate changes.

## Managing Revenue Forecasts

Revenue Forecasts are used to predict a company's future financial state. This allows executives to plan future activities and provide guidance to investors and stakeholders on future performance. Forecasted Revenue differs from actual revenue as it is never posted to the GL and does not appear on financial statements.

You can perform the following activities to manage Revenue Forecasts on the Revenue Agreement page.

- [Generate Revenue Forecasts](#)
- [Rollback Revenue Forecasts](#)

## Generate Revenue Forecasts

Forecasted Revenue is an estimate of the amount of revenue that will be earned in future periods. As this is an estimate, it may or may not tie to actual revenue. The Generate Forecast Revenue job will calculate the revenue forecast for a single agreement from the current period through the end of the agreement term.

The **Generated Forecast Revenue** job on the agreement will generate revenue for this agreement only. To forecast revenue for all agreements, refer to [Using the Revenue Console](#).

## To generate Revenue Forecast

1. Select an appropriate agreement.
2. Under the Custom Links section, click **Generate Forecast Revenue**.

**Note**  
The **Return** button will be gray and unselectable until the generation of the revenue forecast is complete.

<b>Revenue Recognition</b> RevRec Period Date 10/31/2014 RevRec Period Number 1 RevRec Active <input checked="" type="checkbox"/>	
<b>CPI Increase</b> Price Increase Minimum Margin Maximum	
<b>Custom Links</b> <a href="#">Generate Forecast Revenue</a> <a href="#">Rollback Forecast Revenue</a> <a href="#">Generate Actual Revenue</a> <a href="#">Rollback Actual Revenue</a>	
<b>Revenue Recognition Forecast</b> RevRec Forecast Period Date 10/31/2015 RevRec Forecast Period Number 13 RevRec Forecast End Date RevRec Forecast Active <input type="checkbox"/>	

3. Click **Return**.

**Note**  
The Agreement Revenue Schedules will now reflect the updated revenue forecasts.

**Note**  
For more information on Agreement Revenue Schedules, please refer [Agreement Revenue Schedules](#).

**Generate Revenue (Forecast)**

**Done!** Return

**Agreement Information**

Agreement Name	RevRec Prepay6	Agreement Start Date	10/7/2014
Agreement Number	00000281.0	Agreement End Date	10/7/2015
RevRec Forecast Period Date	10/31/2015	RevRec Forecast Period Number	13
Current Period Date	11/30/2014	RevRec Forecast Active	<input type="checkbox"/>

processing time 0 seconds.

## Rollback Revenue Forecasts

**Rollback Forecasts** enables to remove the forecast schedules for all fees in an Agreement.

Performing the Rollback Forecast action will rollback forecasts for the current agreement only. To rollback forecasts for all agreements, refer to [Using the Revenue Console](#). The Revenue Rollback will take place for one period at a time.

### To rollback revenue forecast

1. Select an appropriate agreement.
2. Under the Custom Links section, click **Rollback Forecast Revenue**.

Custom Links

<a href="#">Generate Forecast Revenue</a>	<a href="#">Generate Actual Revenue</a>
<a href="#">Generate Forecast Revenue2</a>	<a href="#">Rollback Actual Revenue</a>
<a href="#">Rollback Forecast Revenue</a>	

**Note**

Once started, the Rollback Forecast job will rollback revenue one period at a time until all forecasted revenue has been rolled back. The **Return** button will be grayed out until the process is completed.

3. Click **Return**.

The screenshot shows the Salesforce interface for the 'Rollback Revenue (Forecast)' process. The top navigation bar includes 'Home', 'Agreements', 'Reports', 'Dashboards', 'Accounts', 'Contacts', 'Agreement Revenue Summary', and 'Revenue Console'. The main content area displays the 'Rollback Revenue (Forecast)' page with a 'Done!' status and a 'Return' button highlighted in red. Below this, the 'Agreement Information' section provides details for the agreement 'MW Doc Testing 2', including the agreement number, start and end dates, forecast period date, forecast period number, current period date, and a checked 'RevRec Forecast Active' status. The processing time is noted as 78 seconds.

**Note**

The Agreement Revenue Schedules will no longer contain revenue forecasts after this action is complete.

## Managing Actual Revenue

**Actual Revenue** is the revenue data which will be posted to the General Ledger (GL) and reported on financial statements. Actual revenue differs from Budget and Forecast revenue which is used for planning purposes and not reported to GL.

You can perform the following activities to manage Actual Revenue on the Revenue Agreement page.

- [Generate Actual Revenue](#)
- [Rollback Actual Revenue](#)

## Generate Actual Revenue

**Actual Revenue** is the revenue earned for the current period. Actual revenue differs from Budget and Forecast revenue by reflecting the results of operations. Budget and Forecast revenue is used primarily for planning and may or may not be accurate.

**Generate Actual Revenue** is used to generate the actual revenue for the current period of the agreement. The Agreement Revenue Schedule for the current period will be updated to reflect the actual revenue

amount. The RevRec Period Date is incremented to the end of next month and RevRec Period Number is incremented by 1.

**Note**

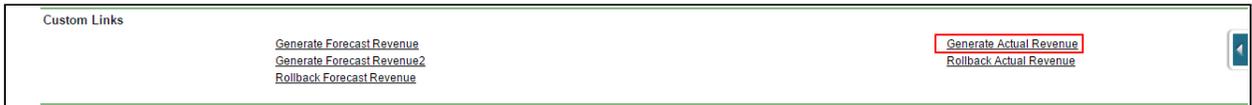
You can opt to account for or ignore the leap year while calculating revenue from Custom Settings. Go to Setup > Build > Develop > Custom Setting and click Manage for Revenue System Properties. Click Edit for System Properties and select **Ignore Leap Year For Revenue Recognition** to ignore the leap year for revenue recognition.

**To generate actual revenue**

1. Select an existing agreement.
2. Under the **Custom Links** section, click **Generate Actual Revenue**.

**Note**

The **Return** button will be gray until the generation of actual revenue is complete.



3. Click **Return**.

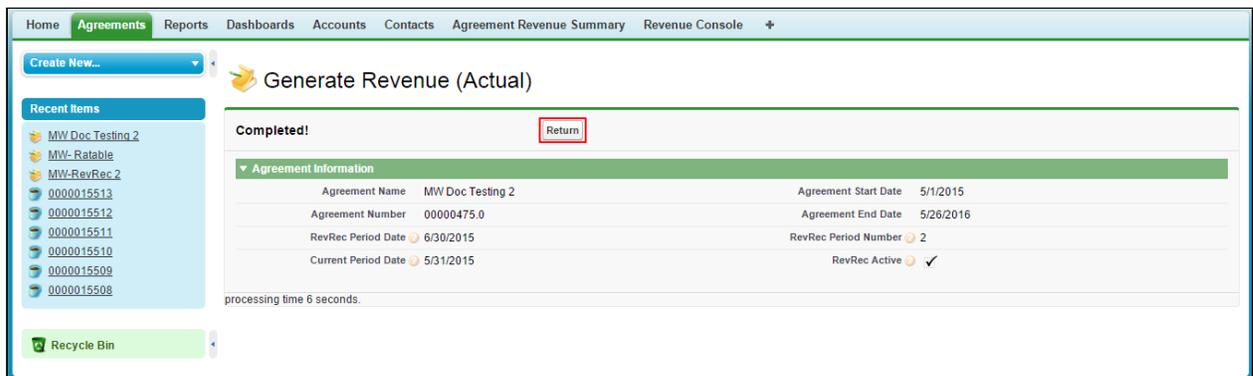
**Note**

The Agreement Revenue Schedules will now reflect actual revenue for the period.

Action		Agreement Revenue Schedule Id	RevRec Source	Period Number	Period Date	Revenue Type	Revenue Subtype	RevRec Rule	Actual Units	Actual Amount	Actual Recognized Revenue
Edit   Del	0000007128		Fee		5/30/2015	Product	Advertising Revenue	Ratable	50.0000	USD 500.00000	USD 400.00000
Edit   Del	0000007129		Fee	1	5/31/2015	Product	Advertising Revenue	Ratable		USD 38.94000	USD 38.94000
Edit   Del	0000007130		Fee	1	5/31/2015	Product	Advertising Revenue	Ratable	20.0000		
Edit   Del	0000007131		Adjustment	1	5/31/2015	Product	Ecommerce Revenue				USD 50.00000
Edit   Del	0000007132		Adjustment	1	5/31/2015	Product	Commission Income				USD 20.00000

**Note**

Agreement Revenue Schedules are generated automatically when you click **Generate Forecast Revenue**. For more information on Agreement Revenue Schedules, please refer to [Agreement Revenue Schedules](#).



## Rollback Actual Revenue

**Rollback Actual Revenue** will rollback revenue for the current period.

### **Note**

Rollback Actual Revenue will run only if Actual Revenue has been generated for the current period.

When you rollback the actual revenue, it will impact the following objects.

- Delete all Agreement Revenue Schedules in the agreement for the current period.
- Delete all Agreement Revenue Snapshots in the agreement for the current period.
- Delete Actual Revenue data from the Agreement Revenue Summary in the agreement for the current period.

RevRec Period Date is decremented to the end of the previous month. RevRec Period Number is decremented by one.

## To rollback actual revenue

1. Select an existing agreement.
2. Under the **Custom Links** section and click **Rollback Actual Revenue**.

### **Note**

The **Return** button will be gray until the rollback of actual revenue is complete.



3. Click **Return**.



**Note**  
The Agreement Revenue Schedules no longer reflect actual revenue for the period.

## Agreement Fees

**Agreement Fees** are the sources of revenue contained within a Revenue Agreement. Agreement Fees track the amount of revenue that will be recognized for each item and the period for which the revenue will be recognized. The method by which the revenue is recognized is determined by this object as well.

### Creating Agreement Fees

Agreement Fees have the fee details, effectivity period, start date, applicable products, applicable prepaids, and applicable trueups.

The activity history section displays the activities that have been done by the user in the past. One Agreement can have one or more Agreement Fees.

## To create an Agreement fee

1. Select an appropriate agreement.
2. Under the Agreement Fee section, and click **New Agreement Fee**.

Agreement Fees										
Action	Agreement Fee Id	Active	Revenue Subtype	Fee Type	RevRec Rule	Unit Price	Quantity	Fixed Start Date	Fixed End Date	Flat Fee
Edit   Del	0000002912	<input type="checkbox"/>	Advertising Revenue	Per Unit	Ratable	USD 10.00000		5/1/2015	5/26/2016	
Edit   Del	0000002913	<input checked="" type="checkbox"/>	Advertising Revenue	Flat Fee	Ratable			5/1/2015	5/26/2016	USD 500.00000

Agreement Revenue Adjustment Schedules						
Action	Revenue Adj Id	Period Date	Adjustment Amount	Revenue Type	Revenue Subtype	
Edit   Del	0000000005	5/31/2015	USD 20.00000	Product	Commission Income	
Edit   Del	0000000006	5/31/2015	USD 50.00000	Product	Ecommerce Revenue	

3. Complete the following fields as shown in the table.

**APTUS**  
Configure - Quote - Contract

Search... Search

Home **Agreements** Reports Dashboards Accounts Contacts Agreement Revenue Summary Revenue Console +

Create New... **Fees and Associations** Save Save & New Cancel

**Fee Details** ⓘ = Required Information

Agreement **MW Doc Testing 2**

Revenue Type **Services**

Revenue Subtype **Software Maintenance**

Fee Type **Per Unit**

Unit Price **500**

RevRec Rule **Subscription**

Invoice Number

Invoice Date **5/30/2015** [5/30/2015]

Comments

**Effectivity Period** ⓘ = Required Information

One Time / Recurring **Recurring** Frequency **Monthly**

**Start Date**

Is Start Date Milestone Based?  Fixed Start Date **5/30/2015** [5/30/2015]

**End Date**

Fixed End Date **5/26/2016** [5/30/2015]

**Select Applicable Products**

There are no Products associated with this Agreement

**Select Applicable Prepays**

There are no Prepays associated with this Agreement

**Select Applicable Trueups**

There are no Trueups associated with this Agreement

**Activity History**

Save Save & New Cancel

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Field Name	Description
<b>Agreement</b> (System Generated)	Name of the parent agreement.
<b>RevRec Term</b> (System Generated)	Duration of the period over which revenue will be allocated. RevRec Term is used to calculate the amount of revenue to be recognized each month.
<b>Agreement Fee ID</b> (System Generated)	Id of Agreement Fee.
<b>Fee Type</b>	The available options are <b>Flat Fee</b> or <b>Usage</b> .
<b>RevRec Rule</b>	Revenue recognition policy that is applicable to this fee.
<b>Flat Fee Amount</b>	Total amount of revenue to be recognized on this fee.
<b>Usage Amount</b>	Total amount of revenue to be recognized on this fee based on actual usage entered.
<b>Fees</b>	The available options are <b>One Time</b> or <b>Recurring</b> .
<b>Frequency</b>	Frequency at which the revenue has to be calculated. The available options are <b>Monthly</b> , <b>Quarterly</b> , or <b>Yearly</b> .
<b>Actual Start Date</b>	Start date of the revenue period. It is used with RevRec Term to determine the end date of the revenue period.
<b>Current Period Date</b>	End date of the current period for generating Actual Revenue.
<b>Current Period Number</b>	Term number for generating Actual Revenue.
<b>Active</b>	Flags fee as Active or Inactive for RevRec.
<b>Cumulative Actual Units</b>	Total of all active usage units.
<b>Cumulative Actual Amount</b>	Total of all earned revenue for this fee.
<b>Deferred Balance Amount</b>	Deferred balance for this fee.
<b>Forecast Period Date</b>	End date for the current forecasting period.
<b>Forecast Period Number</b>	Term number for the current forecasting period.
<b>Forecast Active</b>	Flags fee as active or inactive for forecasting.
<b>Forecast Cumulative Actual Units</b>	Sum of all forecast usage units.
<b>Forecast Cumulative Actual Amount</b>	Sum of all forecast amounts.

Field Name	Description
Forecast Deferred Balance Amount	Deferred balance after all forecasted earned revenue.

4. Click **Save**.

## Editing Agreement Fees

### To edit an agreement fee

1. Select an appropriate agreement.
2. Under the Agreement Fee section, click **Edit** next to the agreement fee you want to edit.

Agreement Fees										
Action	Agreement Fee Id	Active	Revenue Subtype	Fee Type	RevRec Rule	Unit Price	Quantity	Fixed Start Date	Fixed End Date	Flat Fee
<a href="#">Edit</a>   <a href="#">Del</a>	0000002912	<input type="checkbox"/>	Advertising Revenue	Per Unit	Ratable	USD 10.00000		5/1/2015	5/26/2016	
<a href="#">Edit</a>   <a href="#">Del</a>	0000002913	<input checked="" type="checkbox"/>	Advertising Revenue	Flat Fee	Ratable			5/1/2015	5/26/2016	USD 500.00000

Agreement Revenue Adjustment Schedules						
Action	Revenue Adj Id	Period Date	Adjustment Amount	Revenue Type	Revenue Subtype	
<a href="#">Edit</a>   <a href="#">Del</a>	0000000005	5/31/2015	USD 20.00000	Product	Commission Income	
<a href="#">Edit</a>   <a href="#">Del</a>	0000000006	5/31/2015	USD 50.00000	Product	Ecommerce Revenue	

3. Make appropriate changes to the agreement fee and click **Save**.

### Note

You cannot edit the **Fee Type**, **Fee Amount** and **RevRec Rule**.

Fees and Associations	
<a href="#">Save</a>	<a href="#">Cancel</a>
▼ Fee Details	
Agreement	MW Doc Testing 2
Revenue Type	Product
Revenue Subtype	Advertising Revenue
Fee Type	Flat Fee
Flat Fee	USD 500.00000
RevRec Rule	Ratable
Invoice Number	
Invoice Date	[5/31/2015]
Comments	

## Tracking Fee Completion

With the help of a Percentage completion button, you can track the progress of a revenue fee towards completion. You need to enter the completion percentage of a revenue fee for each month in the term. Based on your inputs, the system will create appropriate revenue schedules to recognize the revenue.

## Configuration

1. If you have upgraded to the latest package, you need to add the new Revenue Rule 'Percent Complete' to the **RevRec Rule** picklist. Go to the **Agreement Fee** object, under **Custom Fields & Relationships** select the **RevRec Rule** field and click **New** to add the Percent Complete rule. For a new install, this rule is available in the picklist.
2. Edit the **Agreement Fee** object Layout and add the **Enter % Complete** button to the page layout.

## Procedure

1. Open the **Agreement** for which you want to track the Agreement Fee.
2. From the **Agreement Fee** related list, open the Agreement Fee for which you want to track or enter the completion percentage.

Agreement Fee Detail		Edit	Delete	Clone	Enter Actuals	Enter Forecast	Enter Budget	Enter % Complete
Agreement Fee Id	0000000001							Agreement <input type="radio"/> Percent Complete <input type="radio"/>
Revenue Type	Product							RevRec Term <input type="radio"/> 12.0000000000 <input type="radio"/>
Revenue Subtype	Advertising Revenue							RevRec Term (Days) <input type="radio"/> 365 <input type="radio"/>
Fee Type	Per Unit							Current Period Date <input type="radio"/> 9/30/2016 <input type="radio"/>
Flat Fee								Current Period Number <input type="radio"/> 1 <input type="radio"/>
Unit Price	\$1.0000							Cumulative Actual Units <input type="radio"/>

3. From the **Agreement Fee Detail** page, click **Enter % Complete** button to open the **Completion Percentage** user-interface.
4. Enter **Input Completion Percentage** by entering the **Actual Percent Complete** and **Actual Current Month Revenue** values.

**Input Completion Percentage** Save Cancel

---

**Fee Details**

Revenue Type	Product	Agreement	<u>Percent Complete</u>
Revenue Subtype	Advertising Revenue	Fee Type	Per Unit
RevRec Rule	Percent Complete		

---

**Enter Actuals**

Period	Period Date	Actual Percent Complete	Current Month Actual	Actual Current Month Revenue	Comments	Forecast Percent Complete	Current Month Forecast	Forecast Current Month Revenue
1	9/30/2016	<input type="text" value="10"/>	10%	<input type="text" value="1000"/>	<input type="text"/>			
2	10/31/2016							
3	11/30/2016							
4	12/31/2016							
5	1/31/2017							
6	2/28/2017							
7	3/31/2017							
8	4/30/2017							
9	5/31/2017							
10	6/30/2017							
11	7/31/2017							
12	8/31/2017							

Field Name	Description
<b>Period Date</b>	This field denotes the End Date of the Revenue Recognition period for the respective line.
<b>Actual Percent Complete</b>	Enter the cumulative completion percentage for this period. For example, if the project is at a completion stage of 40%, enter 40 here.
<b>Current Month Actual</b>	The portion of cumulative percentage attributed to this month.
<b>Actual Current Month Revenue</b>	System derives this value from the formula: Total revenue for this fee * Current Month Actual
<b>Comments</b>	You can enter comments for this revenue completion input.

- Click **Save** after you have entered the Actuals for Completion Percentage.

## Agreement Revenue Schedules

**Agreement Revenue Schedules** are used to store the amount of revenue to be recognized during a period for a revenue fee. The actual revenue, as well as the forecasted revenue, can be found here.

**i** Agreement Revenue Schedules are created systematically by the **Generate Actual Revenue** and **Generate Forecast Revenue** jobs.

### To create an Agreement Revenue Schedule

1. Click the **Agreements** tab.
2. Select an appropriate agreement.
3. Under the Agreement Revenue Schedules section, click **New Agreement Revenue Schedule**.

Agreement Revenue Schedules										
Action	Agreement Revenue Schedule Id	RevRec Source	Period Number	Period Date	Revenue Type	Revenue Subtype	RevRec Rule	Actual Units	Actual Amount	Actual Recognized Revenue
Edit   Del	0000007124	Fee	1	5/31/2015	Product	Advertising Revenue	Ratable	20.0000		
Edit   Del	0000007125	Fee	1	5/31/2015	Product	Advertising Revenue	Ratable		USD 38.94000	USD 38.94000

Agreement Revenue Summary										
Action	Agreement Revenue Summary Id	Period Date	Recognized Revenue	Deferred Balance Amount	Forecast Recognized Revenue	Forecast Deferred Balance Amount	Actual Units	Actual Amount	Forecast Units	Forecast Amount
Edit   Del	0000015489	5/31/2015	USD 38.94000	USD 461.06000			20.0000	USD 38.94000		

Agreement Revenue Snapshots			
Action	Agreement Revenue Snapshot Id	Agreement Fee	Current Period Date
Edit   Del	0000893817	0000002912	5/31/2015
Edit   Del	0000893818	0000002913	5/31/2015

4. Complete the following fields as shown in the image.

Home | **Agreements** | Reports | Dashboards | Accounts | Contacts | Agreement Revenue Summary | Revenue Console

Create New... Agreement Revenue Schedule Edit 0000007128

Agreement Revenue Schedule Edit **Save** Save & New Cancel

**Information**

Agreement Revenue Schedule Id: 0000007128  
 Period Date: 5/30/2015 { 5/30/2015 }  
 Period Number:   
 RevRec Source: Fee  
 Actual Units: 50.0000  
 Actual Amount: 500.0000  
 Actual Recognized Revenue: 400.0000  
 Actual Deferred Balance Amount:   
 Comments:

Agreement: MW Doc Testing 2  
 Agreement Fee: 0000000965  
 Agreement Prepay:   
 Agreement Trueup:   
 Agreement Revenue Adjustment:

Save Save & New Cancel

5. Click **Save**.

### To edit an Agreement Revenue Schedule

1. Click the **Agreements** tab.
2. Select an appropriate agreement.

- Under the Agreement Revenue Schedules section, click **Edit** next to the agreement revenue schedule that you want to edit.

Action	Agreement Revenue Schedule Id	RevRec Source	Period Number	Period Date	Revenue Type	Revenue Subtype	RevRec Rule	Actual Units	Actual Amount	Actual Recognized Revenue
<b>Edit</b> Del	0000007128	Fee		5/30/2015	Product	Advertising Revenue	Ratable	50.0000	USD 500.00000	USD 400.00000

- Make necessary changes to the agreement revenue schedule.
- Click **Save**.

Agreement Revenue Schedule Edit  
0000007128

Agreement Revenue Schedule Edit **Save** Save & New Cancel

**Information**

Agreement Revenue Schedule Id	0000007128	Agreement	MW Doc Testing 2
Period Date	6/17/2015 [7/6/2015]	Agreement Fee	0000000965
Period Number		Agreement Prepay	
RevRec Source	Fee	Agreement Trueup	
Actual Units	50.0000	Agreement Revenue Adjustment	
Actual Amount	500.0000		
Actual Recognized Revenue	400.0000		
Actual Deferred Balance Amount			
Comments			

Save Save & New Cancel

## Agreement Fee Schedules for Extended Contracts

If your contract term gets extended, you can generate agreement fee schedules for the extended term. To accommodate extensions in your contract terms, you can edit the agreement fee and enter the new end date of your contract. New agreement fee schedules are generated for the extended terms.

**⚠** Apttus recommends changing the end date of the Agreement Fee through the standard Salesforce UI only.

Use Case: Generating agreement fee schedules for an extended term of the contract

Description: This use case describes how to generate agreement fee schedules for the extended term of the contract.

Suppose you are the financial admin of a hardware company and your company has a contract to deliver 100 laptops every month from 1/1/2018 to 6/30/2018. Due to delay in the delivery, you need to extend the contract end date to 8/31/2018.

**Pre-requisites:** Generate an agreement and agreement fee schedules for the contract period of 1/1/2018 to 6/30/2018.

To generate agreement fee schedule for the extended term,

1. Navigate to your agreement fee record. The following agreement fee schedules are generated.

Agreement Fee Schedule ID	Period Number	Period Date
AF0001	1	1/31/2018
AF0002	2	2/28/2018
AF0003	3	3/31/2018
AF0004	4	4/30/2018
AF0005	5	5/31/2018
AF0006	6	6/30/2018

2. Click **Edit**.
3. Enter your new end date 8/31/2018, in **Fixed End Date**.
4. Click **Save**.
5. Navigate back to your agreement fee record. The following 2 new agreement fee schedules are generated.

Agreement Fee Schedule ID	Period Number	Period Date
AF0001	1	1/31/2018
AF0002	2	2/28/2018
AF0003	3	3/31/2018
AF0004	4	4/30/2018
AF0005	5	5/31/2018
AF0006	6	6/30/2018
AF0007	7	7/31/2018
AF0008	8	8/31/2018

You can now enter the **Forecast % Complete** for the newly created agreement fee schedules to recognise the revenue.

## Manage

After setting up your initial plan for recognizing revenue, it may be necessary to perform various maintenance activities. Some revenue may be dependent upon usage that needs to be uploaded. As more information becomes available, it may be appropriate to update forecast and budget revenue to provide more accurate forecast reports. Or it may be necessary to adjust your existing revenue schedules to account for exceptions to business activities.

To accommodate all of the varied scenarios you may run into that impact revenue, Apttus Revenue Recognition supports a number of actions including:

- [Manage Usage](#)
- [Manage Adjustments](#)

## Usage

You can perform the following tasks under manage usage.

- [Manage Actuals](#)
- [Manage Forecast](#)
- [Manage Budget](#)

### Managing Actuals

**Actuals** represent usage during a period and may or may not tie directly to forecasted and budgeted usage. Revenue for a usage fee for a period is generated from the Actuals usage value.

Actuals are managed from the Agreement Fee and can only be entered for the current period.

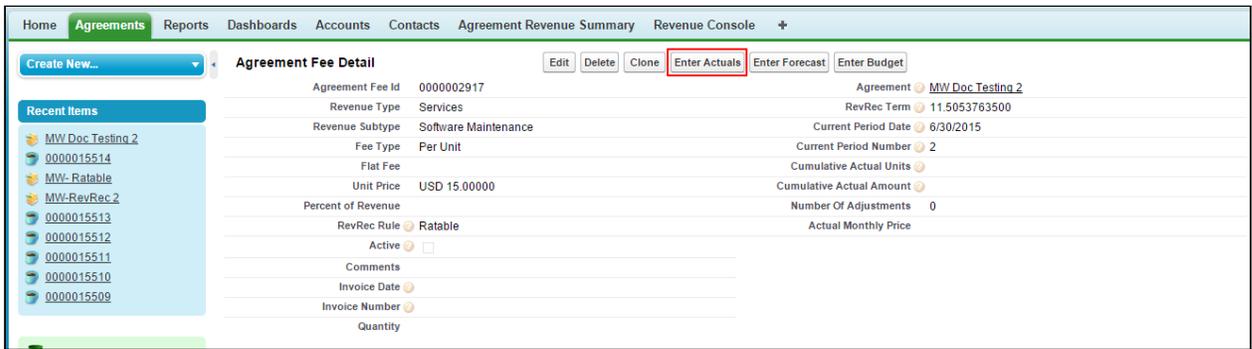
### To enter Actuals

1. Select the appropriate Agreement.
2. Select the appropriate Agreement Fee.
3. Click **Enter Actuals**.

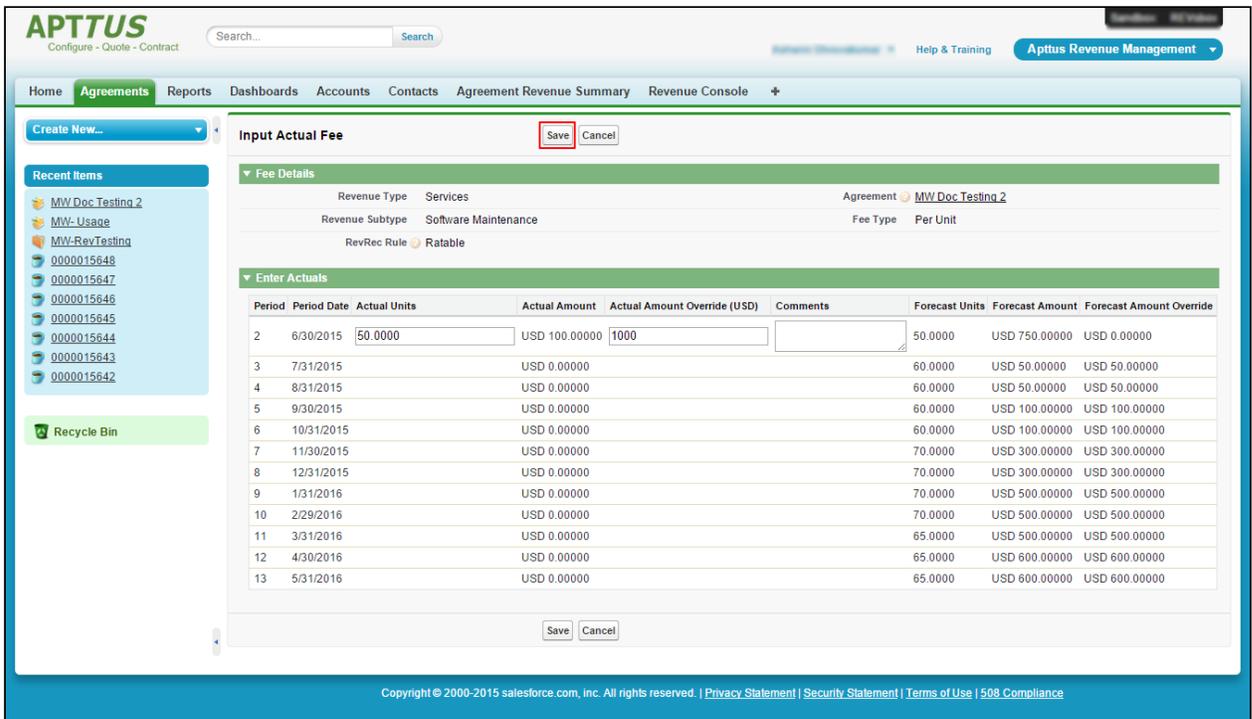


#### Note

You can override the calculated actual revenue amount using the **Actual Amount Override** field.



4. Complete the following fields as per the table.



Field Name	Description
Actual Units	Actual units
Actual Amount Override	Actual amount override
Comments	Comments (if any)

5. Click **Save**.

### To edit Actuals

1. Select an appropriate agreement.
2. Select an appropriate agreement fee.
3. Click **Enter Actuals** and enter the appropriate units and amount.

**Agreement Fee Detail** [Edit] [Delete] [Clone] **Enter Actuals** [Enter Forecast] [Enter Budget]

Agreement Fee Id: 0000002917 Agreement: MW Doc Testing 2  
 Revenue Type: Services RevRec Term: 11.5053763500  
 Revenue Subtype: Software Maintenance Current Period Date: 6/30/2015  
 Fee Type: Per Unit Current Period Number: 2  
 Flat Fee: Cumulative Actual Units:   
 Unit Price: USD 15.00000 Cumulative Actual Amount:   
 Percent of Revenue: Number Of Adjustments: 0  
 RevRec Rule: Ratable Actual Monthly Price:   
 Active:    
 Comments:   
 Invoice Date:   
 Invoice Number:   
 Quantity:

4. Click **Save**.

**Input Actual Fee** [Save] [Cancel]

**Fee Details**

Revenue Type: Services Agreement: MW Doc Testing 2  
 Revenue Subtype: Software Maintenance Fee Type: Per Unit  
 RevRec Rule: Ratable

**Enter Actuals**

Period	Period Date	Actual Units	Actual Amount	Actual Amount Override (USD)	Comments	Forecast Units	Forecast Amount	Forecast Amount Override
2	6/30/2015	60.0000	USD 1,000.00000	1,500.0000		50.0000	USD 750.00000	USD 0.00000
3	7/31/2015		USD 0.00000			60.0000	USD 50.00000	USD 50.00000
4	8/31/2015		USD 0.00000			60.0000	USD 50.00000	USD 50.00000
5	9/30/2015		USD 0.00000			60.0000	USD 100.00000	USD 100.00000
6	10/31/2015		USD 0.00000			60.0000	USD 100.00000	USD 100.00000
7	11/30/2015		USD 0.00000			70.0000	USD 300.00000	USD 300.00000
8	12/31/2015		USD 0.00000			70.0000	USD 300.00000	USD 300.00000
9	1/31/2016		USD 0.00000			70.0000	USD 500.00000	USD 500.00000
10	2/29/2016		USD 0.00000			70.0000	USD 500.00000	USD 500.00000
11	3/31/2016		USD 0.00000			65.0000	USD 500.00000	USD 500.00000
12	4/30/2016		USD 0.00000			65.0000	USD 600.00000	USD 600.00000
13	5/31/2016		USD 0.00000			65.0000	USD 600.00000	USD 600.00000

[Save] [Cancel]

## Managing Forecasts

**Forecasts** represent the predicted usage for an agreement fee. Unlike actuals, forecast usage can be entered for all periods within the term of an agreement fee. If desired, forecast override amount can be used to override the calculated forecasted revenue.

**i** Forecast Revenue is an estimate of future usage and may not tie with actual usage.

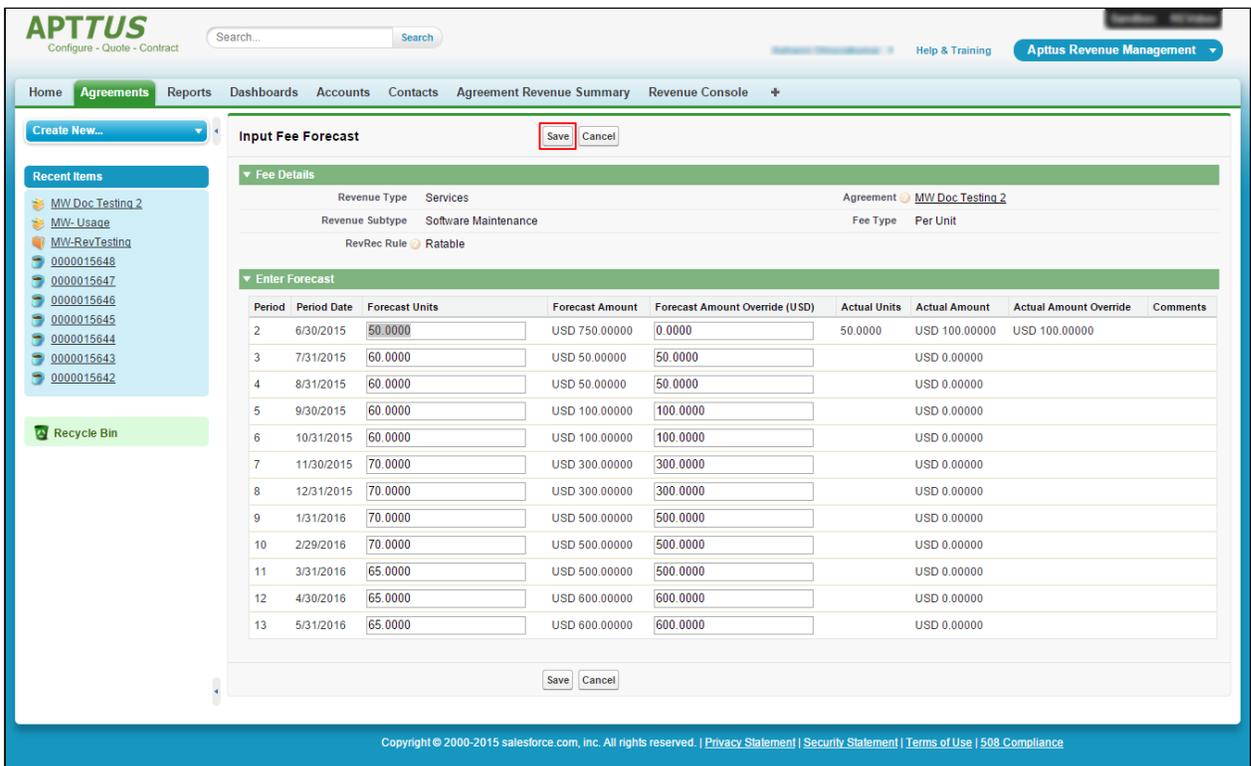
### To enter forecast

1. Select the appropriate agreement.
2. Select the appropriate agreement fee.
3. Click **Enter Forecast**.

The screenshot shows the 'Agreement Fee Detail' page in Salesforce. The 'Enter Forecast' button is highlighted with a red box. The page displays the following information:

Agreement Fee Id	000002917	Agreement	MW Doc Testing 2
Revenue Type	Services	RevRec Term	11.5053763500
Revenue Subtype	Software Maintenance	Current Period Date	6/30/2015
Fee Type	Per Unit	Current Period Number	2
Flat Fee		Cumulative Actual Units	
Unit Price	USD 15.00000	Cumulative Actual Amount	
Percent of Revenue		Number Of Adjustments	0
RevRec Rule	Ratable	Actual Monthly Price	
Active	<input type="checkbox"/>		
Comments			
Invoice Date			
Invoice Number			
Quantity			

4. Complete the fields as per the table.



Field Name	Description
Forecast Units	Forecast units
Forecast Amount Override	Forecast amount override

5. Click **Save**.

### To edit Forecasts

1. Select an appropriate agreement.
2. Select an appropriate agreement fee.
3. Click **Enter Forecast** and enter the appropriate units and amount.

**Agreement Fee Detail** Edit Delete Clone Enter Actuals Enter Forecast Enter Budget

Agreement Fee Id	0000002917	Agreement	MW Doc Testing 2
Revenue Type	Services	RevRec Term	11.5053763500
Revenue Subtype	Software Maintenance	Current Period Date	6/30/2015
Fee Type	Per Unit	Current Period Number	2
Flat Fee		Cumulative Actual Units	
Unit Price	USD 15.00000	Cumulative Actual Amount	
Percent of Revenue		Number Of Adjustments	0
RevRec Rule	Ratable	Actual Monthly Price	
Active	<input checked="" type="checkbox"/>		
Comments			
Invoice Date			
Invoice Number			
Quantity			

4. Click **Save**.

**Input Fee Forecast** Save Cancel

▼ Fee Details

Revenue Type	Services	Agreement	MW Doc Testing 2
Revenue Subtype	Software Maintenance	Fee Type	Per Unit
RevRec Rule	Ratable		

▼ Enter Forecast

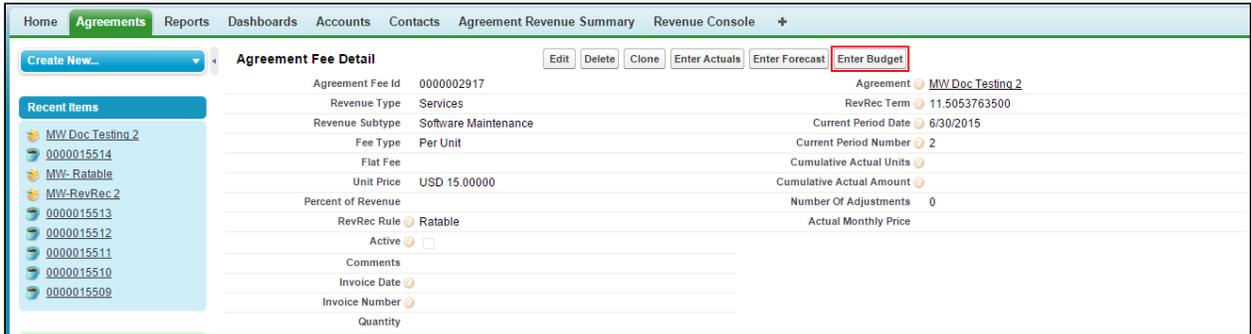
Period	Period Date	Forecast Units	Forecast Amount	Forecast Amount Override (USD)	Actual Units	Actual Amount	Actual Amount Override	Comments
2	6/30/2015	50.0000	USD 750.00000	0.0000	60.0000	USD 1,500.00000	USD 1,500.00000	
3	7/31/2015	60.0000	USD 50.00000	50.0000		USD 0.00000		
4	8/31/2015	75.0000	USD 50.00000	25.0000		USD 0.00000		
5	9/30/2015	60.0000	USD 100.00000	100.0000		USD 0.00000		
6	10/31/2015	60.0000	USD 100.00000	100.0000		USD 0.00000		
7	11/30/2015	70.0000	USD 300.00000	300.0000		USD 0.00000		
8	12/31/2015	70.0000	USD 300.00000	300.0000		USD 0.00000		
9	1/31/2016	70.0000	USD 500.00000	500.0000		USD 0.00000		
10	2/29/2016	70.0000	USD 500.00000	500.0000		USD 0.00000		
11	3/31/2016	65.0000	USD 500.00000	500.0000		USD 0.00000		
12	4/30/2016	65.0000	USD 600.00000	600.0000		USD 0.00000		
13	5/31/2016	65.0000	USD 600.00000	600.0000		USD 0.00000		

## Managing Budget

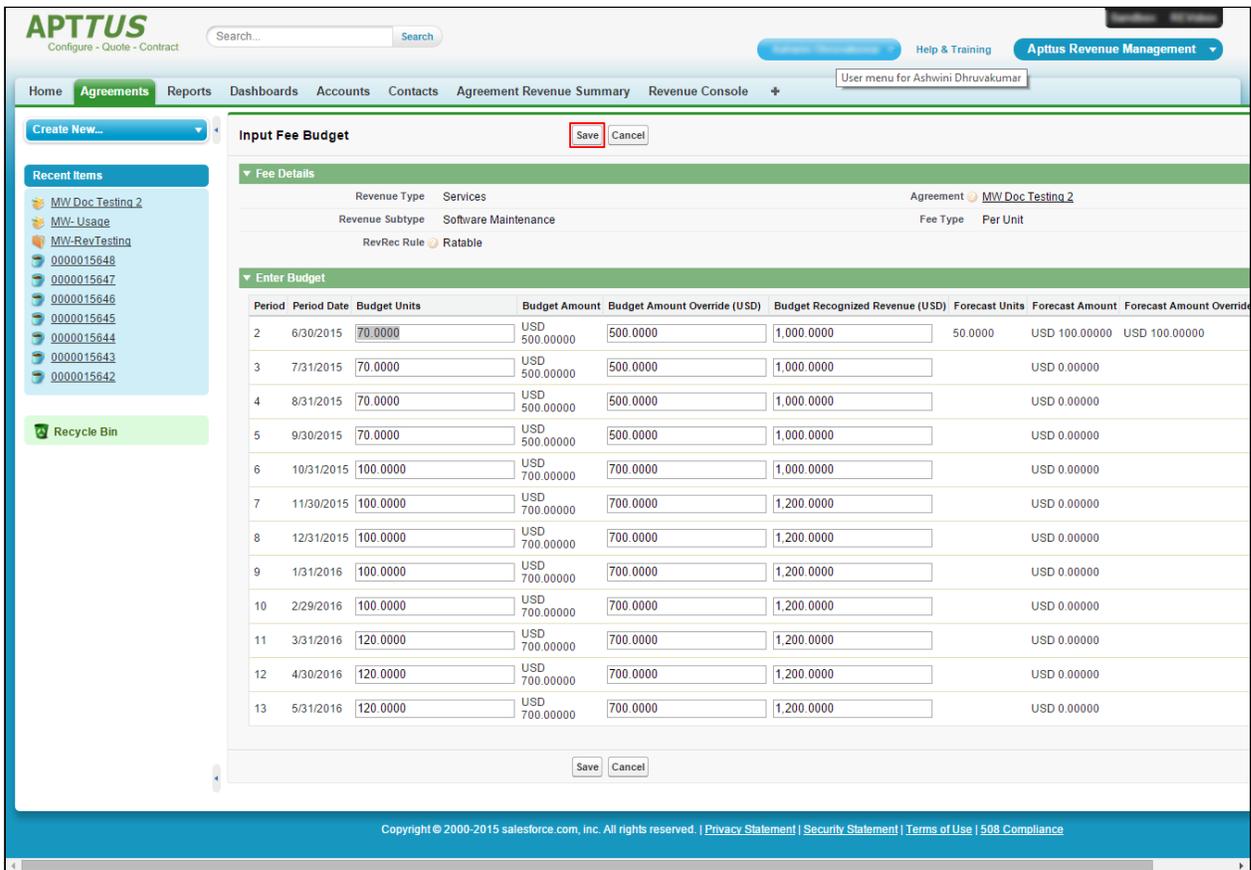
**Budget** represented the budgeted usage for an agreement fee. In Apttus Revenue Recognition, you can plan your Budget Units, Budget Amount Override, and Budget Recognized Revenue from an Agreement Fee. Entering the budget doesn't affect Agreement Revenue Schedules. Entering budget helps in better visualization of the real scenario - you plan a budget, you plan a forecast and you enter the actuals. You can generate the reports and see the difference.

### To enter budget

1. Select appropriate agreement.
2. Select appropriate agreement fee.
3. Click **Enter Budget**.



4. Complete the following field as per table.



Field Name	Description
Budget Units	Budget units
Budget Amount Override	Budget amount override
Budget Recognized Revenue	Budget recognized revenue

5. Click **Save**.

### To edit Budget

1. Select an appropriate agreement.
2. Select an appropriate agreement fee.
3. Click **Enter Budget** and enter the appropriate units and amount.

**Agreement Fee Detail**

Agreement Fee Id	0000002917	Agreement	MW Doc Testing 2
Revenue Type	Services	RevRec Term	11.5053763500
Revenue Subtype	Software Maintenance	Current Period Date	6/30/2015
Fee Type	Per Unit	Current Period Number	2
Flat Fee		Cumulative Actual Units	
Unit Price	USD 15.00000	Cumulative Actual Amount	
Percent of Revenue		Number Of Adjustments	0
RevRec Rule	Ratable	Actual Monthly Price	
Active	<input checked="" type="checkbox"/>		
Comments	<input type="text"/>		
Invoice Date	<input type="text"/>		
Invoice Number	<input type="text"/>		
Quantity	<input type="text"/>		

4. Click **Save**.

**Input Fee Budget** Save Cancel

**Fee Details**

Revenue Type: Services Agreement: MW Doc Testing 2  
 Revenue Subtype: Software Maintenance Fee Type: Per Unit  
 RevRec Rule: Ratable

**Enter Budget**

Period	Period Date	Budget Units	Budget Amount	Budget Amount Override (USD)	Budget Recognized Revenue (USD)	Forecast Units	Forecast Amount	Forecast Amount Override
2	6/30/2015	50.0000	USD 750.00000	0.0000		50.0000	USD 750.00000	USD 0.00000
3	7/31/2015	60.0000	USD 50.00000	50.0000		60.0000	USD 50.00000	USD 50.00000
4	8/31/2015	60.0000	USD 50.00000	50.0000		75.0000	USD 25.00000	USD 25.00000
5	9/30/2015	69.0000	USD 100.00000	123.0000		60.0000	USD 100.00000	USD 100.00000
6	10/31/2015	60.0000	USD 100.00000	100.0000		60.0000	USD 100.00000	USD 100.00000
7	11/30/2015	70.0000	USD 300.00000	300.0000		70.0000	USD 300.00000	USD 300.00000
8	12/31/2015	70.0000	USD 300.00000	300.0000		70.0000	USD 300.00000	USD 300.00000
9	1/31/2016	70.0000	USD 500.00000	500.0000		70.0000	USD 500.00000	USD 500.00000
10	2/29/2016	70.0000	USD 500.00000	500.0000		70.0000	USD 500.00000	USD 500.00000
11	3/31/2016	65.0000	USD 500.00000	500.0000		65.0000	USD 500.00000	USD 500.00000

## Agreement Revenue Adjustments

**Agreement Revenue Adjustments** represent the changes to the amount of revenue recognized during a period. Revenue Adjustments have their own revenue schedules. These are used to record one-time changes to revenue that do not carry over to multiple periods.

### To add Agreement Revenue Adjustment Schedules

1. Select an appropriate agreement.
2. Under the Agreement Revenue Adjustments Schedules section, click **New Agreement Revenue Adjustments Schedules**.

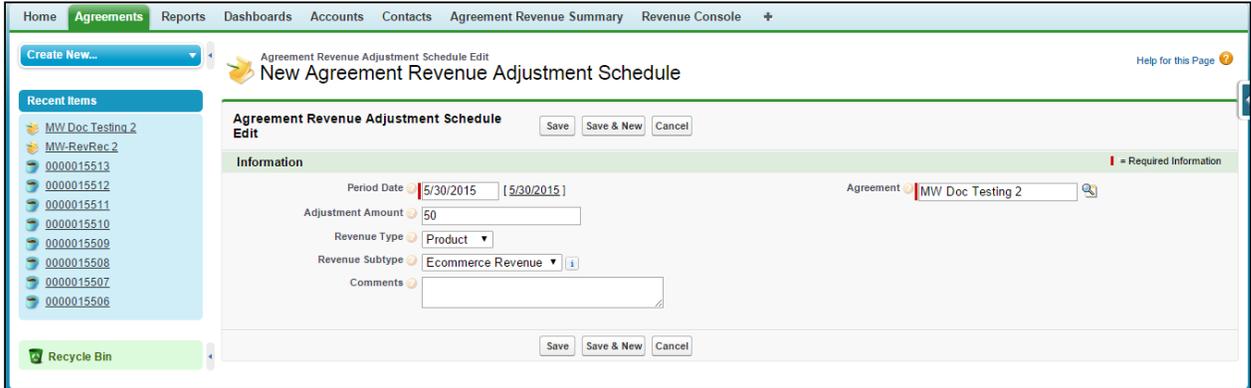
**Agreement Fees** New Agreement Fee Agreement Fees Help ?

Action	Agreement Fee Id	Active	Revenue Subtype	Fee Type	RevRec Rule	Unit Price	Quantity	Fixed Start Date	Fixed End Date	Flat Fee
Edit   Del	0000002912	<input type="checkbox"/>	Advertising Revenue	Per Unit	Ratable	USD 10.00000		5/1/2015	5/26/2016	
Edit   Del	0000002913	<input checked="" type="checkbox"/>	Advertising Revenue	Flat Fee	Ratable			5/1/2015	5/26/2016	USD 500.00000

**Agreement Revenue Adjustment Schedules** New Agreement Revenue Adjustment Schedule Agreement Revenue Adjustment Schedules Help ?

Action	Revenue Adj Id	Period Date	Adjustment Amount	Revenue Type	Revenue Subtype
Edit   Del	0000000005	5/31/2015	USD 20.00000	Product	Commission Income
Edit   Del	0000000006	5/31/2015	USD 50.00000	Product	Ecommerce Revenue

3. Complete the following fields as per the table.



Field Name	Description
Period Date	Period date of Rev Rec Agreement
Agreement	The Agreement for which you want to create Agreement Revenue Adjustment Schedule.
Adjustment Amount	Adjustment amount of the agreement
Revenue Type	Revenue type from the drop down menu
Revenue Subtype	Revenue subtype from the drop down menu
Comments	Comments (if any)

4. Click **Save**.

### To edit Agreement Revenue Adjustment Schedules

1. Select an appropriate agreement.
2. Under the Agreement Revenue Adjustment Schedules, click **Edit** next to the appropriate agreement revenue adjustment schedule.

Agreement Revenue Adjustment Schedules						
Action	Revenue Adj Id	Period Date	Adjustment Amount	Revenue Type	Revenue Subtype	
<a href="#">Edit</a>   <a href="#">Del</a>	0000000005	5/31/2015	USD 20.00000	Product	Commission Income	
<a href="#">Edit</a>   <a href="#">Del</a>	0000000006	5/31/2015	USD 50.00000	Product	Ecommerce Revenue	

3. Make the appropriate changes and click **Save**.

Agreement Revenue Adjustment Schedule Edit Help for this Page

**0000000005**

---

**Agreement Revenue Adjustment Schedule Edit** [Save](#) [Save & New](#) [Cancel](#)

**Information** i = Required Information

Revenue Adj Id: 0000000005 Agreement MW Doc Testing 2

Period Date:  [ 6/5/2015 ]

Adjustment Amount:

Revenue Type:

Revenue Subtype:  i

Comments:

[Save](#) [Save & New](#) [Cancel](#)

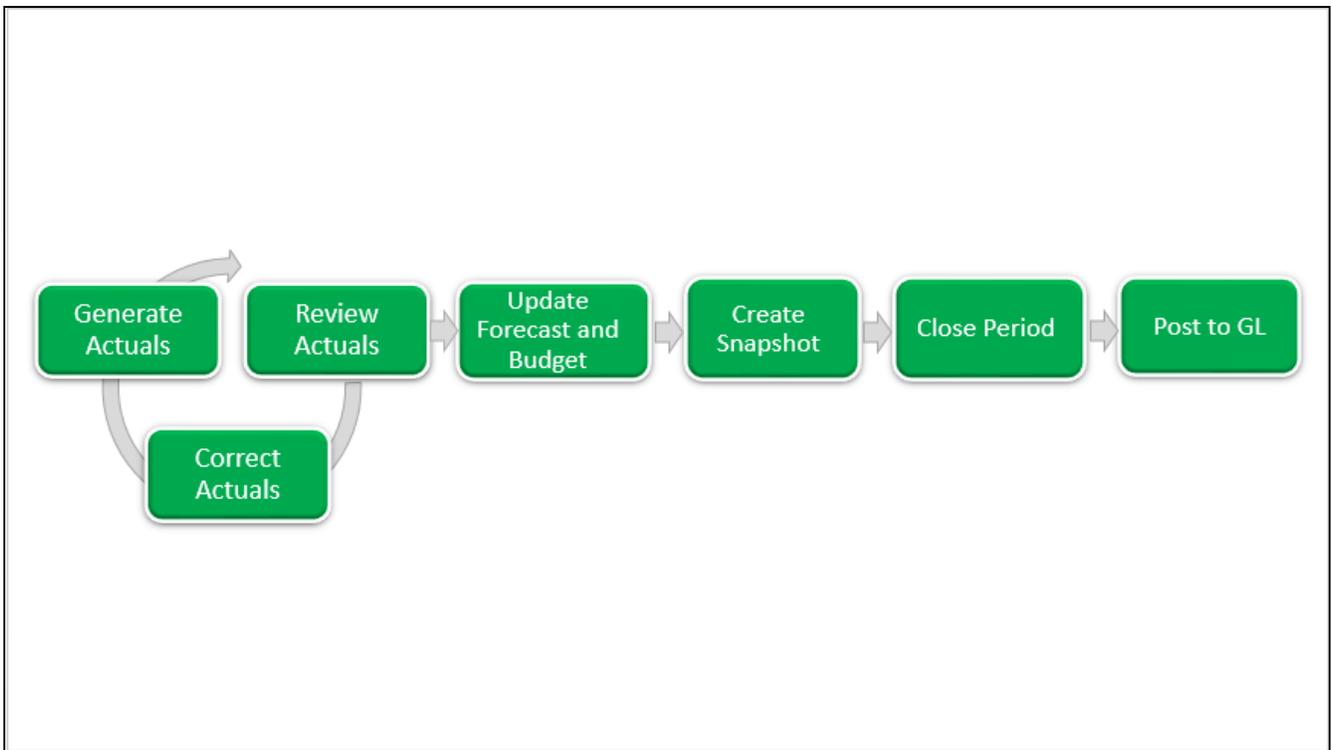
## Post

At the end of every period, the Finance team closes the period and posts the revenue totals in their GL. This allows the company to report the amount of revenue that was generated in that period. During the close process, revenue teams will be managing revenue across all agreements. The Revenue Console is used to manage all agreements and revenue for the period during the close.

For more information on Revenue Console, refer to [Using the Revenue Console](#).

## Close Process

The Close Process is the activities that are performed by the Finance team to finalize the numbers they will report on their financial statements. The Revenue Recognition Close is the portion of close which relates to finalizing their revenue numbers for the period. The diagram below depicts the Close Process used in Apttus.



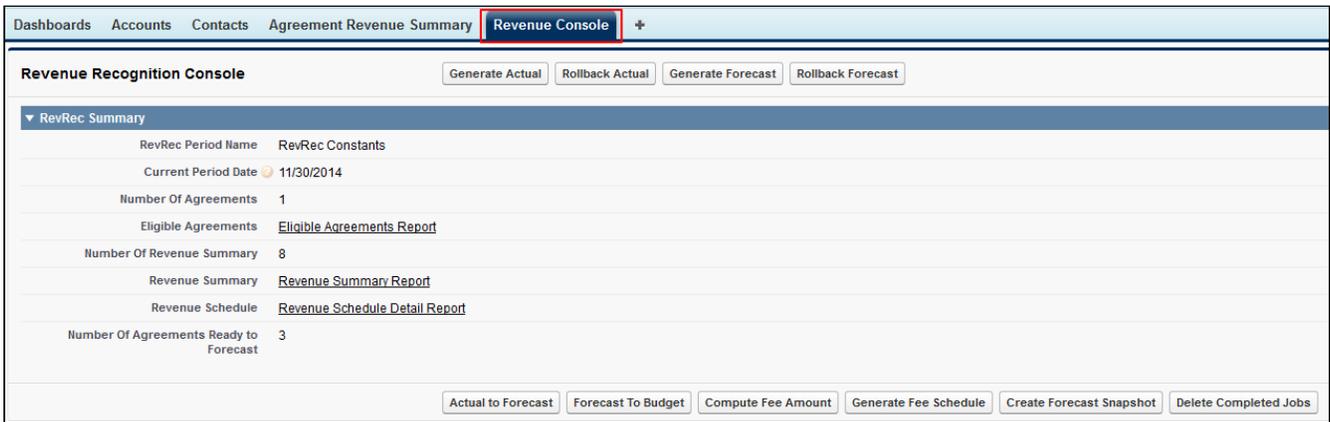
The details of each activity and its related activity from Revenue Console is described in the table.

Activity	Action from Revenue Console	Description
Generate Actuals	Generate Actual Revenue	Generate actual revenue for all the agreements.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><span style="font-size: 1.2em;">i</span> Correct errors on Agreements if they are listed in the <b>Eligible Agreements Report</b>.</p> </div>
Review Actuals	Review Summary Report and Revenue Schedule Detail Report	Review summary reports and revenue schedule detail reports for exceptions.
Correct Actuals		Correct exceptions on individual agreements and agreement fees, if found any.
Update Forecast and Budget	Actual to Forecast	Copy the actual revenue to the forecast revenue for accurate forecasts.
Update Forecast and Budget	Forecast to Budget	Copy the forecast revenue to the budget.
Create Snapshots	Create Forecast Snapshot	Create forecast snapshots for all the agreements.
Close Period	Close Period	Looks current period and advances to the next period.
Post to GL	Generate closing revenue entries and post to GL	Records recognized revenue for the current period in the GL.

## Using the Revenue Console

The **Revenue Console** is the primary screen for managing all revenue agreements at one time. The console provides detailed and summary revenue and allows the user to perform a variety of actions on all agreements.

The image shows the Revenue Recognition Console and Rev Rec Summary.



The following table gives details of the RevRec Summary fields and their description.

RevRec Summary Item	Description
RevRec Period Name	Name of the RevRec period
Current Period Date	End date of the current period.
Number of Agreements	Number of Agreements in your system.
Eligible Agreements	Number of Agreements that do not have actual revenue for the current period.
Number of Revenue Summary	Number of revenue summaries that are included in the current RevRec Period.
Revenue Summary	Summary of all recognized revenue for the current period.
Revenue Schedule	Report of all Revenue Schedules in the current RevRec period.
Number of Agreements Ready to Forecast	Number of Agreements that do not have forecasted revenue for the current period.

## To access revenue console

1. Click the **Revenue Console** tab.  
-or-  
Click  and select **Revenue Console**.

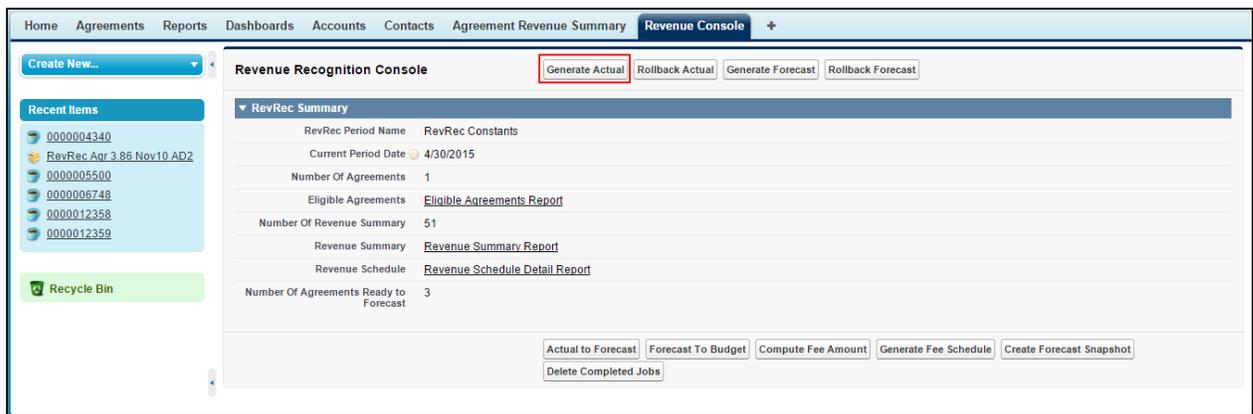
The screenshot displays the Salesforce navigation console interface. At the top, navigation tabs include Home, Agreements, Reports, Dashboards, Accounts, Contacts, Agreement Revenue Summary, and Revenue Console. Below the navigation bar, there is a 'Create New...' dropdown and a 'Help for this Page' link. The main area is titled 'All Tabs' and contains a list of application tabs. A 'View:' dropdown is set to 'All Tabs', and there are buttons for 'Add Tabs to Your Default Display' and 'Customize My Tabs'. On the left side, there is a 'Recent Items' list with links like 'MW-RevRec 2' and 'MW-Usage', and a 'Recycle Bin' button. The central list of tabs includes various modules such as 'About', 'Accounts', 'Admin', 'Agreements', 'Cases', 'Contracts', 'CPQ Console', 'Dashboards', 'Data.com', 'Documents', 'Files', 'Formula Fields', 'Home', 'Leads', 'Libraries', 'Opportunities', 'People', 'Price Books', 'Price Lists', 'Product Groups', 'Reports', 'Revenue Console', and 'Term Exceptions'. The 'Revenue Console' tab is highlighted with a red rectangular box. At the bottom of the page, there is a copyright notice: 'Copyright © 2000-2015 salesforce.com, Inc. All rights reserved. | Privacy Statement | Security Statement | Terms of Use | 508 Compliance' and a 'Chat' button.

## To generate actual revenue

1. Click the **Revenue Console** tab.
2. Click **Generate Actual**.

**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job. The following table displays the actions and their descriptions that can be performed on the agreements in a batch



Action Button	Description
<a href="#">Generate Actual</a>	Generate the actual revenue for all the agreements.
<a href="#">Rollback Actual</a>	Rollback the actual revenue for all the agreements.
<a href="#">Generate Forecast</a>	Generate the forecast revenue for all the agreements.
<a href="#">Rollback Forecast</a>	Rollback the forecast revenue for all the agreements.
<a href="#">Actual to Forecast</a>	Copy the actual revenue to the forecast revenue for accurate forecasts for all the agreements.
<a href="#">Forecast to Budget</a>	Copy the forecast revenue to the budget for all the agreements.
<b>Compute Fee Amount</b>	Compute the fee amount.

Action Button	Description
<b>Generate Fee Schedule</b>	Generate fee schedule for all the agreements.
<a href="#">Create Forecast Snapshot</a>	Create forecast snapshots for all the agreements.
<b>Delete Completed Jobs</b>	Delete the completed jobs of your system.

3. Click **Return**.

**Note**

You can see the updated Agreement Revenue Schedules.

## Managing Actual Revenue using Revenue Console

During the **Generate Actuals** step of the Rev Rec Close process, finance teams need to generate actual revenue for all agreements. The **Generate Actual** and **Rollback Actual** buttons on Revenue console allow finance teams to manage all agreements and agreement fees with a single action.

You can perform the following actions to manage Actual Revenue from Revenue Console.

- Generate Actual
- Rollback Actual

### Generate Actual Revenue

**Generate Actual** generates actual revenue for this period for all agreements.

The Generate Actual button runs Generate Actual Revenue Job on all agreements. Requirements for generating actual revenue for each agreement and agreement fee are unchanged from the Generate Actual Revenue job which can be run from individual agreements. For more information on the Generate Actual Revenue job, refer [Generate Actual Revenue](#).

**Eligible Agreement Reports** provides a view of all agreements which have not had revenue generated for this period. Actual revenue for each agreement in this report is generated by Generate Actual action. Eligible Agreement Reports will have 0 agreements after Generate Actual is run.

### To generate actuals using Revenue Console

1. Click the **Revenue Console** tab.
2. Click **Generate Actual**.

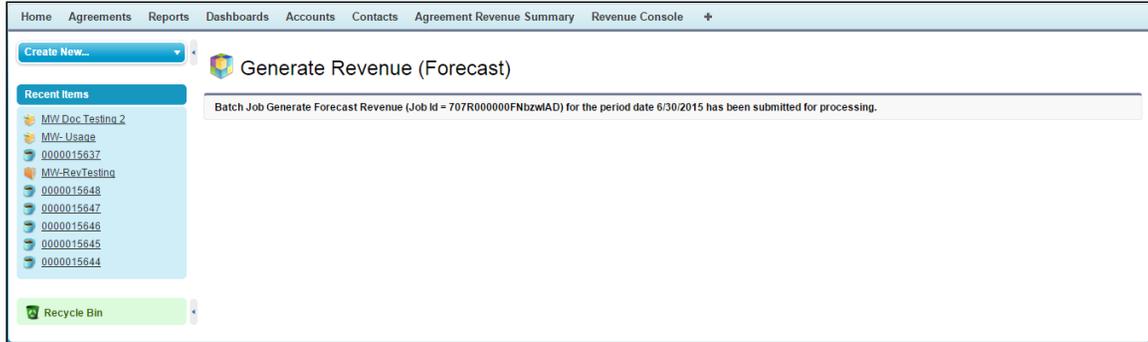
The screenshot displays the Revenue Recognition Console interface. At the top, there are navigation tabs: Home, Agreements, Reports, Dashboards, Accounts, Contacts, Agreement Revenue Summary, and Revenue Console (which is the active tab). Below the tabs, there is a 'Create New...' button and a 'Recent Items' list. The main content area is titled 'Revenue Recognition Console' and contains several buttons: 'Generate Actual' (highlighted with a red box), 'Rollback Actual', 'Generate Forecast', and 'Rollback Forecast'. Below these buttons is a 'RevRec Summary' section with the following details:

RevRec Period Name	RevRec Constants
Current Period Date	4/30/2015
Number Of Agreements	1
Eligible Agreements	<a href="#">Eligible Agreements Report</a>
Number Of Revenue Summary	51
Revenue Summary	<a href="#">Revenue Summary Report</a>
Revenue Schedule	<a href="#">Revenue Schedule Detail Report</a>
Number Of Agreements Ready to Forecast	3

At the bottom of the console, there are several action buttons: 'Actual to Forecast', 'Forecast To Budget', 'Compute Fee Amount', 'Generate Fee Schedule', 'Create Forecast Snapshot', and 'Delete Completed Jobs'.

**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.



3. Click **Return**.

**Note**

Agreement Revenue Schedules will be updated to include actual revenue for the current period.

**Note**

A message is displayed as shown in the image for respective actions.

## Rollback Actual Revenue

**Rollback Actual Revenue** reverses the actual revenue for this period for all the agreements.

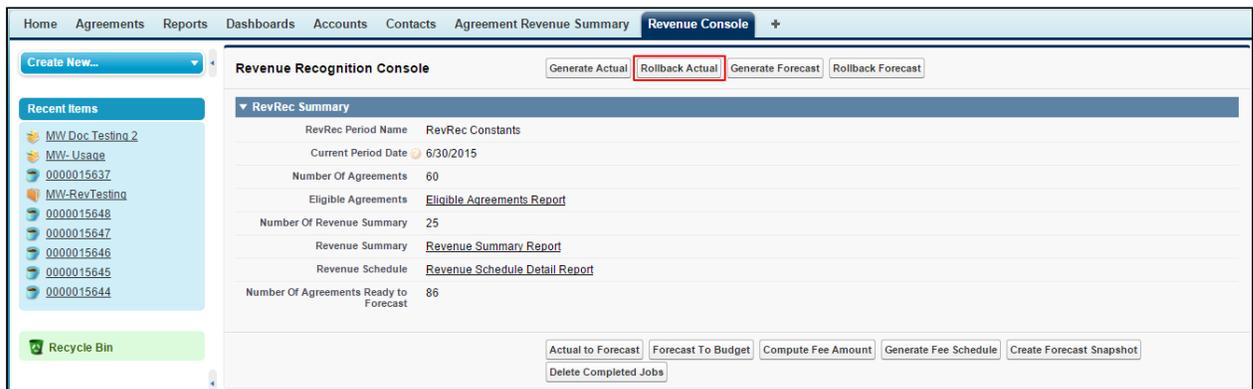
The Rollback Actual button runs the Rollback Actual Revenue Job on all agreements. Requirements for rolling back actual revenue for each agreement and agreement fee are unchanged from the Rollback Actual Revenue job which can be run from individual agreements. For more information on the Rollback Actual Revenue job, refer to [Rollback Actual Revenue](#).

After this job completes, Eligible Agreements Report contains all agreements where:

- RevRec Active box must be checked.
- RevRec Period Date on the agreement must be same as the Current Period Date on the Revenue Console.
- Status Category must be **In Effect**.
- Status must be **Activated**.

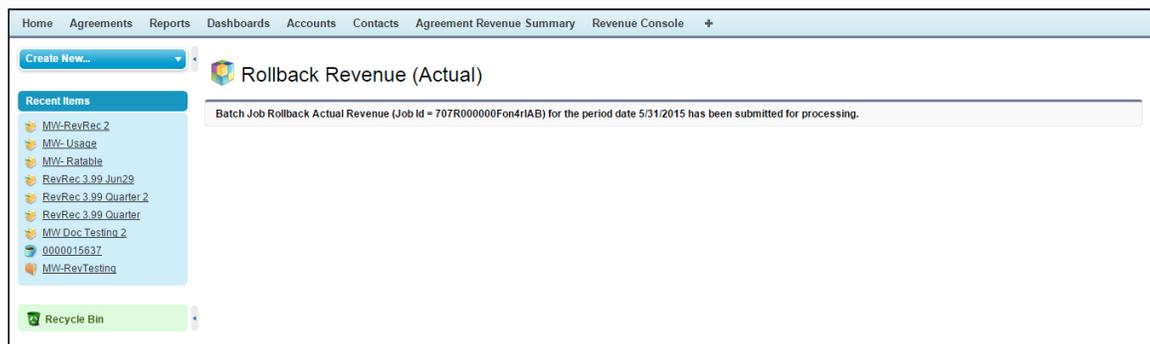
## To rollback actual revenue using Revenue Console.

1. Click the **Revenue Console** tab.
2. Click **Rollback Actual**.



**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for batch job.



3. Click **Return**.

**Note**

Agreement Revenue Schedules will be updated to reflect the rollback of actual revenue for the current period.

## Managing Forecast Revenue using Revenue Console

As part of period closing and at various times within a period, finance teams want the ability to forecast revenue for future periods for all agreements. Generate Forecast and Rollback Forecast buttons allow finance teams to manage forecasts for all agreements and agreement fees with a single action.

You can perform following actions to manage Forecast Revenue using Revenue Console.

- Generate Revenue Forecast
- Rollback Revenue Forecast

### Generate Forecast Revenue

Generate Forecast Revenue generates forecast revenue for the entire term of each agreement fee.

The Generate Forecast button runs the Generate Forecast Revenue Job on all agreements. Requirements for generating forecast revenue for each agreement and agreement fee are unchanged from the Generate Forecast Revenue job which can be run from individual agreements. For more information on Generate Forecast Revenue job, refer to [Generate Forecast Revenue](#).

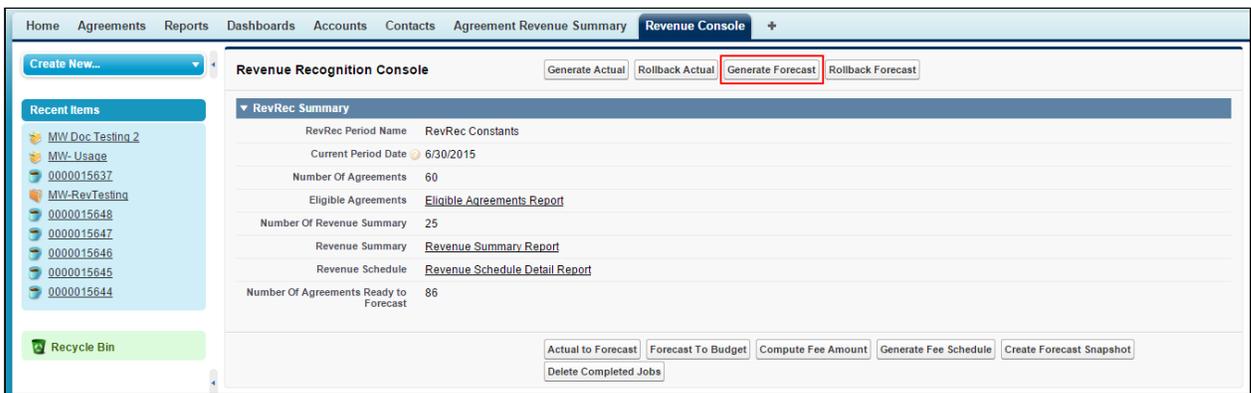
**Number of Agreements Ready for Forecast** provides a count for all agreements that will be impacted by Generate Forecast action.

 **Note**

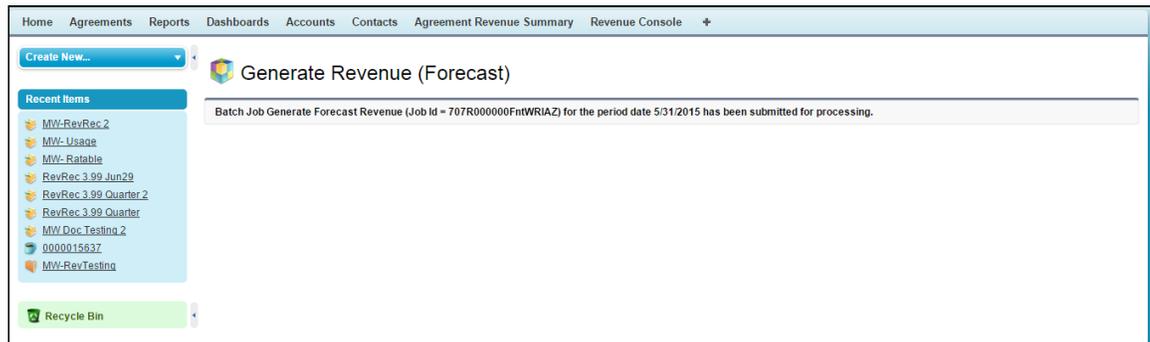
Number of Agreements Ready for Forecast will be zero after the job completes.

### To generate forecast revenue using Revenue Console

1. Click the **Revenue Console** tab.
2. Click **Generate Forecast**.



**Note**  
The appropriate process will begin and a message will be displayed indicating the Apex ID for batch job.



3. Click **Return**.

**Note**  
Agreement Revenue Schedules will be updated to include forecasted revenue.

## Rollback Forecast Revenue

**Rollback Forecast Revenue** reverses the forecasted revenue for all periods for all agreement fees.

The Rollback Forecast button runs the Rollback Forecast Revenue Job on all agreements. Requirements for rolling back forecast revenue for each agreement and agreement fee are unchanged from the Rollback Forecast Revenue job which can be run from individual agreements. For more information on Rollback Forecast Revenue, refer to [Rollback Forecast Revenue](#).

After this job completes, Eligible Agreements Report contains all agreements where:

- RevRec Forecast Active box must be checked on the Revenue Agreement.
- Status Category must be **In Effect**.

- Status must be **Activated**.

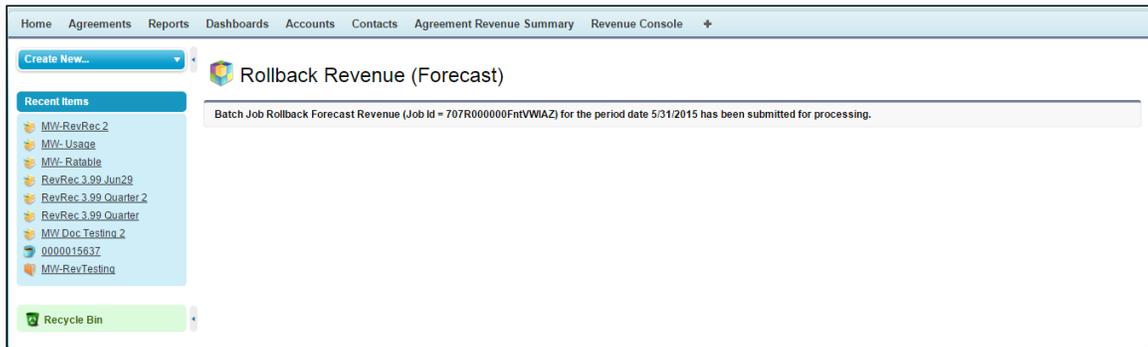
## To rollback forecasted revenue using Revenue Console.

1. Click the **Revenue Console** tab.
2. Click **Rollback Forecast**.



**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.



3. Click **Return**.

**Note**

Agreement Revenue Schedules will be updated to include rollback of forecasted revenue.

## Managing Forecast and Budget Usage using Revenue Console

Usage revenue is based on customer activity so revenue recognized will vary each month. This introduces challenges to forecasting as usage does not have the same level of predictability as other forms of revenue. But finance teams still want to include usage revenue in their revenue forecasts. This is done by looking at historical data and current year goals to estimate usage through the upcoming year.

The accuracy of these forecasts varies based on how accurately the company is able to predict usage. As the actual amount of usage becomes known, it is common to update forecasts to reflect the more accurate information now available. Using this process, forecasts become increasingly accurate for existing agreements as the agreement approaches the end of its term.

### Actual to Forecast

Actual to Forecast updates the forecast units, amount and override amount with actual usage for each usage agreement fee for all periods. This doesn't update the forecast information on any existing revenue schedules. You need to roll back and regenerate forecasts to update these existing schedules.

### To use actual to forecast

1. Click the **Revenue Console** tab.
2. Click **Actual to Forecast**.

The screenshot shows the Revenue Recognition Console interface. The top navigation bar includes Home, Agreements, Reports, Dashboards, Accounts, Contacts, Agreement Revenue Summary, and Revenue Console. The main content area is titled 'Revenue Recognition Console' and contains a 'RevRec Summary' section with the following data:

RevRec Period Name	RevRec Constants
Current Period Date	6/30/2015
Number Of Agreements	60
Eligible Agreements	<a href="#">Eligible Agreements Report</a>
Number Of Revenue Summary	25
Revenue Summary	<a href="#">Revenue Summary Report</a>
Revenue Schedule	<a href="#">Revenue Schedule Detail Report</a>
Number Of Agreements Ready to Forecast	86

At the bottom of the console, there are several action buttons: 'Actual to Forecast' (highlighted with a red box), 'Forecast To Budget', 'Compute Fee Amount', 'Generate Fee Schedule', 'Create Forecast Snapshot', and 'Delete Completed Jobs'. A 'Recycle Bin' button is also visible on the left side of the interface.

**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.



3. Click **Return**.

## Forecast to Budget

**Forecast to Budget** updates the budget units, amount and overrides amount with the forecast usage agreement fee for all periods. You should run this job after running Actual to Forecast job to ensure that actual usage data is carried through all forecast and budget data for a period.

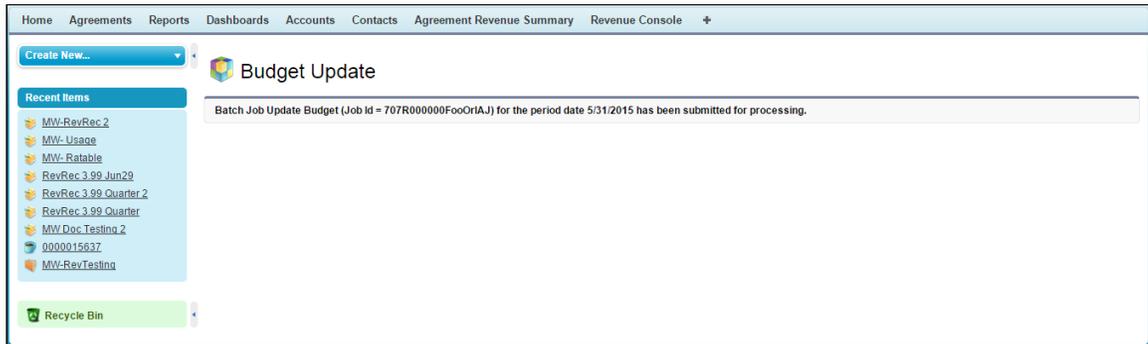
### To use Forecast to Budget

1. Click the **Revenue Console** tab.
2. Click **Forecast to Budget**.



**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.



3. Click **Return**.

### Create Forecast Snapshot

**Create Forecast Snapshot** creates a forecast snapshot that contains the forecast revenue data for all agreements and agreement fees. It is primarily used for reporting purposes as this allows a comparison of forecasts as of specific days.

When used with Actual to Forecast, it allows reviewing the accuracy of forecasting by comparing forecasts at the start of the year versus the end of the year.

### To create forecast snapshot

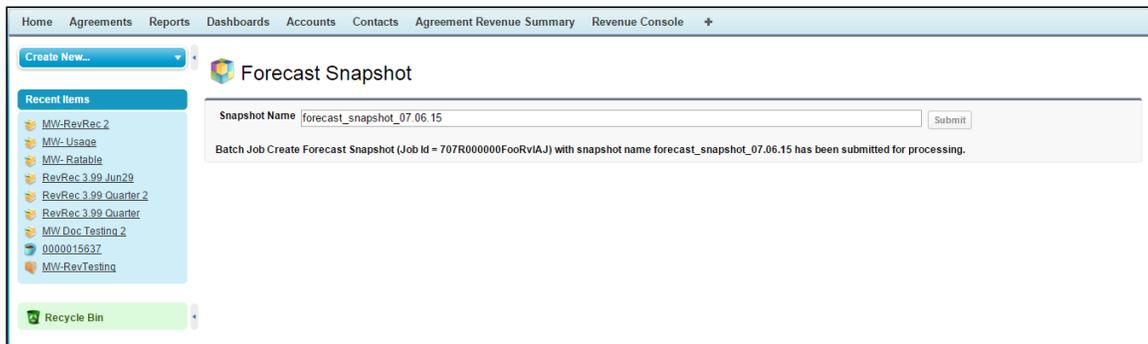
1. Click the **Revenue Console** tab.

2. Click **Create Forecast Snapshot**.



**Note**

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.



3. Click **Return**.

## Managing Accounting Periods Using Revenue Console

While it is generally avoided, mistakes do happen that require the reopening a closed period. Apttus supports this by providing an option to reopen an accounting period. Due to the sensitivity of this action, it is strongly advised that access to this feature be limited using Salesforce permissions.

If it is necessary to change the revenue for a closing period, a method must be provided to allow for the reporting of a period to allow connections to be made. This very rarely happens as the accompanying corrections to the financial statements has a direct impact on investor confidence which in turn lowers share prices and reduces the value of the company. As such, the ability to reopen accounting periods is

frequently locked down to allow only a few number of high-level employees (CFO and Controller) to perform this action.

## Close Period

**Close Period** button will only be visible if the Eligible Agreements Report contains no agreements. Close Period advances the **Current Period Date** to the last date of the next period.

## To close a period

1. Click the **Revenue Console** tab.
2. Click **Close Period**.

**Note**  
The **Close Period** button will only be visible only after actual revenue is generated for all agreement fees.

The screenshot shows the 'Revenue Recognition Console' interface. At the top, there are navigation tabs: Home, Agreements, Reports, Dashboards, Accounts, Contacts, Agreement Revenue Summary, and Revenue Console. The 'Revenue Console' tab is active. Below the navigation, there is a 'Create New...' dropdown and a 'Recycle Bin' button. The main content area is titled 'Revenue Recognition Console' and contains a 'RevRec Summary' section. This section displays the following information:

RevRec Period Name	RevRec Constants
Current Period Date	5/31/2015
Number Of Agreements	0
Eligible Agreements	<a href="#">Eligible Agreements Report</a>
Number Of Revenue Summary	60
Revenue Summary	<a href="#">Revenue Summary Report</a>
Revenue Schedule	<a href="#">Revenue Schedule Detail Report</a>
Number Of Agreements Ready to Forecast	75

At the bottom of the console, there are several action buttons: 'Actual to Forecast', 'Forecast To Budget', 'Compute Fee Amount', 'Generate Fee Schedule', 'Create Forecast Snapshot', and 'Delete Completed Jobs'. The 'Close Period' button is highlighted with a red box.

**Note**  
The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.

3. Click **Return**.

## Reopen Period

**Reopen Period** button will only be visible if no agreements have actual revenue generated for the current period. Running **Rollback Actual** will ensure this is true. Reopen Period changes the **Current Period Date** to the last date of the prior period. This means that revenue for the new current period has already been generated.

## To reopen a period

1. Click the **Revenue Console** tab.
2. Click **Rollback Period**.



### Note

The **Rollback Period** button will only be visible if no revenue schedules for the current period contain actual revenue.

RevRec Summary	
RevRec Period Name	RevRec Constants
Current Period Date	5/31/2015
Number Of Agreements	64
Eligible Agreements	<a href="#">Eligible Agreements Report</a>
Number Of Revenue Summary	0
Revenue Summary	<a href="#">Revenue Summary Report</a>
Revenue Schedule	<a href="#">Revenue Schedule Detail Report</a>
Number Of Agreements Ready to Forecast	75



### Note

The appropriate process will begin and a message will be displayed indicating the Apex ID for the batch job.

3. Click **Return**.

## Post to GL



### Note

This section covers manual posting of recognized revenue to the GL through one more journal entries.

Once the period is closed in Apttus, it will be essential to post recognized revenue to the GL. This must be done after the period is closed as that ensures that no additional records will be created that would change the revenue numbers. Posting recognized revenue is the act of moving revenue out of a deferred revenue account and into a revenue account to show some portion of that deferred amount has been delivered to the customer.

For example, A customer purchases one year of service for \$120.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10

## Creating a Journal Entry

When posting revenue to the GL, a journal entry will be created to move revenue from a Deferred account to a Recognized Revenue account.

You have to create a report within Salesforce with the following settings.

Data Object:

- Agreement with Agreement Revenue Schedule

Filters:

- Agreement Revenue Schedule.Period Date equals <end date of the current period>.

Minimum fields:

- Agreement Revenue Schedule.Period Date
- Agreement.Agreement Name
- Agreement Revenue Schedule.Agreement Revenue Schedule ID
- Agreement Revenue Schedule.Recognized Revenue GL Account
- Agreement Revenue Schedule.Actual Recognized Revenue
- Agreement Revenue Schedule.Deferred Revenue GL Account

A Salesforce report with the following settings will aid in the creation of the journal entry:

For example, a single record in this report looks like.

Period Date	Agreement Name	Agreement Revenue Schedule ID	Recognized Revenue GL Account	Actual Recognized Revenue	Deferred Revenue GL Account
5/31/15	RevRec Agmt 3.92	0000010239	5000.12.76.34	\$100.00	2100.12.76.34

This record would be journalized as:

Date	Debit Account	Credit Account	DR	CR
5/31/15	2100.12.76.34 - Deferred Revenue		100.00	
		5000.12.76.34 - Recognized Revenue		100.00
Recognize \$100.00 Revenue for Agreement "RevRec Agmt 3.92" for period ending 5/31/15				

## Reconcile

Reconciliation process is the primary method used to verify the accuracy of an account's balance. Some of the methods that can be used to reconcile accounts are.

- Reconcile beginning to ending balance
- Account details

Many accounts are reconciled using multiple methods, each meets a different reconciliation requirement.

### Reconciling beginning to ending balance

To perform this reconciliation, it is necessary to identify all transactions affecting an account. These transactions are then applied to the beginning balance to reach the ending balance.

This report can be created using X-Author for Excel to pull the appropriate fields.

The following table shows an example of this type of report.

A/R Reconciliation for June 2015					
Balance as of 6/1/xx					\$1,000.00
	Add:				
		Invoice 000110	100.00		
		Invoice 000111	175.00		
		Invoice 000112	65.00		
		Invoice 000113	<u>335.00</u>		
	Total Additions			\$675.00	
Sub-Total					\$1,675.00
	Less:				
		Payment 000078	(500.00)		
		Payment 000079	(100.00)		
		Payment 000080	(125.00)		
		Payment 000081	(50.00)		

A/R Reconciliation for June 2015					
		Payment 000082	<u>(65.00)</u>		
	Total Subtractions			<u>\$(840.00)</u>	
Ending Balance as of 6/30/xx					\$835.00

## Account Details

This approach provides the breakdown of individual accounts that are contained within a summary account. This style report is most commonly used for breaking down Accounts Receivable into specific customer accounts but could also be used to provide a revenue breakdown by product line, region, etc. These types of reports can be useful to management and auditors in identifying exception accounts for further investigation.

These reports can be created by using standard Salesforce reporting functionality.

The following table shows an example of this type of report.

Revenue Breakdown by Product Line For Period 6/1/xx to Present (in thousands)		
Revenue		
	Consulting	1,700.00
	Implementation	4,150.00
	Hosting and Web Services	725.00
	<u>Licensing</u>	<u>50.00</u>
Total Revenue		6,625.00

## Deferred Revenue Reconciliation

Deferred Revenue Reconciliation is primarily concerned with verifying the accuracy of the Deferred Revenue balance. This is done by ensuring that the change in balance over the period is understood and by reviewing the details for errors. Some reports that can be used to reconcile Deferred Revenue are.

- Reconcile Beginning to Ending Balance
- Account Details

### Reconcile Beginning to Ending Balance

This method provides a reconciliation of starting Deferred Revenue balance to ending balance. The basic formula for calculating the ending balance is: Starting Balance + New Fees +/- Net Adjustments - Recognized Revenue = Ending Balance.

Currently, this report can be generated using X-Author.

### Account Details

Account Details are generated from the breakdown details provided by Revenue Summary report from Revenue Console. Custom Reports can be created using existing Salesforce Reporting.

When creating a custom report, fields for a minimum viable report are.

- Salesforce object: Agreements with Agreement Revenue Schedules
- Filter: Agreement Revenue Schedule.Period Date = <last date of period>
- Fields:
  - Agreement Revenue Schedule.Period Date
  - Agreement.Agreement Name
  - Agreement Revenue Schedule.Agreement Fee
  - Agreement Revenue Schedule.Actual Deferred Balance Amount

## Revenue Reconciliation

Revenue Reconciliation is primarily concerned with reviewing transactions throughout the period of accuracy. Since revenue begins each period at \$0, it is not necessary to perform a beginning to ending reconciliation. Account Details is one of the reports needed to reconcile Deferred Revenue.

## Account Details

Revenue Details within a period can be found in the Revenue Schedule Detail Report within the Revenue Console. Custom Reports can be created using existing Salesforce Reporting.

When creating custom reports, fields for a minimum viable report:

- Salesforce object: Agreements with Agreement Revenue Schedules
- Filter: Agreement Revenue Schedule.Period Date = <last date of period>
- Fields:
  - Agreement Revenue Schedule.Period Date
  - Agreement.Agreement Name
  - Agreement Revenue Schedule.Agreement Fee
  - Agreement Revenue Schedule.Actual Recognized Revenue

## Reports

Reporting is primarily concerned with analyzing and understanding Revenue data. This provides finance teams, executives, and investors with an understanding of how the company is performing, and, develop plans to address any areas that need improvement.

While working with financial data, users will frequently analyze data from various dates in past, present, and future. The financial information can be displayed in the form of trend lines but it could also be account balance as of a specific date as well. For example, year over year comparisons is a commonly run report. This requires looking at the balances of selected accounts from the same month of the prior years and comparing them to the current year's balances and to determine how well the company is doing.

The ability to create revenue snapshots and summaries makes data more accessible for reporting by allowing the user to capture the state of revenue data as of a specific date at a detail or summary level.

Most reporting within Apttus will be performed using Salesforce Reporting. Since Apttus is 100% Salesforce native, all Apttus data is available to report on by Salesforce.

You can use the following functionalities for reporting.

- [Agreement Revenue Snapshots](#)
- [Agreement Revenue Summary](#)

## Agreement Revenue Snapshots

Revenue Snapshots allow users to save their revenue data for future reporting. Snapshots can be created for both forecast and actual revenue. This allows users to view the data as it existed on the date the snapshot was created. Any subsequent changes to actual or forecast revenue will not be reflected in the snapshot.

Two different revenue snapshots are provided.

- Agreement Revenue Snapshot
- Agreement Revenue Forecast Snapshot

Snapshots can be created from the Revenue Console for Forecast Snapshots or from Revenue Agreements for Forecast and Actual Snapshots.

Agreement Revenue Snapshot captures the actual revenue data for an agreement fee on the date the snapshot is created.

## To create Agreement Revenue Snapshots

1. Select an appropriate agreement.
2. Under the Agreement Revenue Snapshots section, click **New Agreement Revenue Snapshots**.
3. Complete the following fields.

Field	Description
Agreement Revenue Snapshot ID	Displays the Agreement Revenue Snapshot ID.
Currency	Select the Currency.
Created By	Displays the name of the owner of the Agreement Revenue Snapshot.
Last Modified By	Displays the name of the person who modified the Agreement Revenue Snapshot.
Active	Indicates if the Agreement Revenue Snapshot is active.
Actual Amount	Enter the Actual Amount.
Actual Units	Enter Actual Units.
Actual Units (Old)	Enter the Actual Units (old).
Agreement	Displays the name of the source agreement.
Agreement Fee	Enter name of the source fee.
Agreement Prepay	Enter name of the source prepay.
Agreement True Up	Enter name of the source true up.
Cumulative Actual Amount	Enter cumulative actual amount
Cumulative Actual Units	Enter cumulative actual units.
Cumulative Actual Units (Old)	Enter cumulative actual units (old).
Cumulative Prepaid Amount	Enter cumulative prepaid amount.
Cumulative Recognized Amount	Enter cumulative recognized amount.
Current Period Date	Enter current period date.
Current Period Number	Enter current period number.

Field	Description
Deferred Balance Amount	Enter deferred balance amount.
Monthly Price	Enter monthly price.
Revenue Subtype	Select revenue subtype
Revenue Type	Select revenue type.
RevRec Period Date	Enter RevRec period date.
RevRec Period Number	Enter RevRec period number.
RevRec Rule	Select RevRec rule.
RevRec Source	Select RevRec source.
Snapshot Category	Select Snapshot category.

4. Click **Save**.

Agreement Revenue Snapshot Edit  
0000890604

Help for this Page

**Agreement Revenue Snapshot Edit** Save Save & New Cancel

**Information**

Agreement Revenue Snapshot Id 0000890604

RevRec Period Date 3/31/2015 [6/18/2015]

RevRec Period Number 3

Snapshot Category Forecast

RevRec Source Fee

Current Period Date 3/31/2015 [6/18/2015]

Current Period Number 3

Active

Deferred Balance Amount 1,200.0000

Actual Units 50

Actual Amount 500

Cumulative Actual Units 560

Cumulative Actual Amount 3740

Cumulative Prepaid Amount 6260

Cumulative Recognized Amount 2300

Monthly Price 100

Agreement RevRec 3.99 Quarter

Agreement Fee 0000002903

Agreement Prepay 0000000021

Agreement Trueup 0000000001

Save Save & New Cancel

Chat

### Agreement Revenue Forecast Snapshot

The Agreement Revenue Forecast Snapshot captures the forecast data for an agreement fee on the date the snapshot is created. This data is generated from the Agreement Revenue Schedule Forecast object. This data can be viewed from the Agreement Fee by clicking the **Enter Forecast** button.

### To create agreement revenue forecast snapshot

1. Select the appropriate agreement.
2. Under the Agreement Revenue Snapshots section, click **New Agreement Revenue Snapshot**.
3. Complete the fields as per the following table.

Field	Description
Agreement Revenue Forecast Snapshot Name	Enter name of the agreement revenue forecast snapshot.
Actual Amount	Enter actual amount.
Actual Recognized Revenue	Enter actual recognized revenue.
Actual Units	Enter actual units.
Agreement	Displays name of the related agreement.
Agreement Fee	Select Name of related agreement fee
Agreement Prepay	Enter name of prepay
Agreement True Up	Enter name of true up
Amount Variance to Budget	Enter the difference between actual and budget amount.
Amount Variance to Forecast	Enter the difference between actual and forecast amount.
Annual Average Rate	Enter average annual rate.
Budget Amount	Enter budget amount.
Budget Recognized Revenue	Enter budget recognized revenue.
Budget Units	Enter budget units.
Comments	Enter comments. (if any)
Created By	Displays the name of the owner of the agreement.
Currency	Select the currency.
Forecast Amount	Enter forecast amount.
Forecast Deferred Balance Amount	Enter forecast deferred balance amount.
Forecast Recognized Revenue	Enter forecast recognized revenue.

Field	Description
Forecast Units	Enter forecast units.
Invoice Date	Select invoice date.
Invoice Number	Enter invoice number.
Last Modified By	Displays the name of the person who modified the record.
Period Average Rate	Enter the period average rate.
Period Date	Enter the period date.
Period End Rate	Enter the period end rate.
Period Number	Enter the period number.
Quarter Average Rate	Enter the quarter average rate.
Revenue Subtype	Select the revenue subtype.
Revenue Type	Select the revenue type.
RevRec Rule	Select the RevRec rule. Immediate, Ratable, Subscription
RevRec Source	Select the RevRec source.
Snapshot Name	Enter the name of the snapshot.
Unit Variance to Budget	Enter the difference between Actual and Budget Units
Unit Variance to Forecast	Enter the difference between Actual and Forecast Units

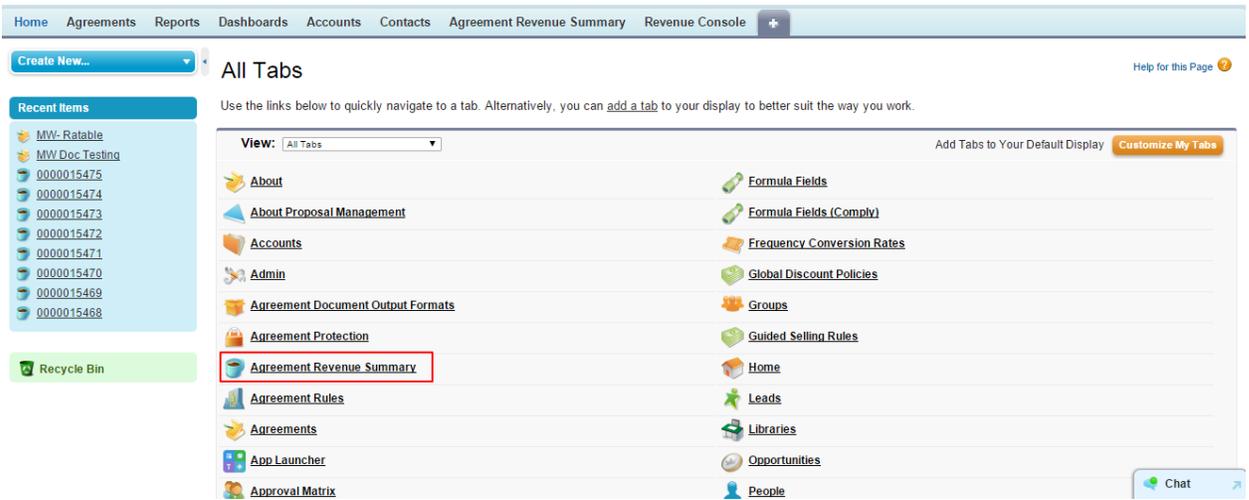
4. Click **Save**.

## Agreement Revenue Summary

**Agreement Revenue Summary** represents the summary of all recognized and forecast revenue and deferred revenue balances for a single period for all agreement fees within an agreement. It gives detailed information about the forecast amount, forecast unit, recognized revenue, deferred balance amount forecasted deferred balance amount, actual units, and actual amount. Revenue Summaries are generated automatically when actual revenue is generated for an agreement.

### To view Agreement Revenue Summary

1. Click **+** and select **Agreement Revenue Summary**.



The Agreement Revenue Summary will be displayed as shown in the image.

Agreement Revenue Summary ID	Agreement	Period Date	Recognized Revenue	Deferred Balance Amount	Forecast Recognized Revenue	Forecast Deferred Balance Amount
0000015489	MW Doc TestInq	05/12/15	USD 38 94000	USD 461 05000	USD 38 94000	USD 461 05000
0000015491	MW Doc TestInq 2	01/12/16			USD 32 66000	
0000015500	MW Doc TestInq 2	4/30/2016			USD 38 95000	USD 32 66000
0000015498	MW Doc TestInq 2	3/31/2016			USD 38 94000	USD 71 61000
0000015498	MW Doc TestInq 2	2/29/2016			USD 38 95000	USD 115 55000
0000015492	MW Doc TestInq 2	1/31/2016			USD 38 94000	USD 149 50000
0000015498	MW Doc TestInq 2	12/31/2015			USD 38 95000	USD 188 44000
0000015495	MW Doc TestInq 2	11/30/2015			USD 38 94000	USD 227 39000
0000015488	MW Doc TestInq 2	10/31/2015			USD 38 95000	USD 266 33000
0000015493	MW Doc TestInq 2	9/30/2015			USD 38 94000	USD 305 28000
0000015492	MW Doc TestInq 2	8/31/2015			USD 38 95000	USD 344 23000
0000015481	MW Doc TestInq 2	7/31/2015			USD 38 94000	USD 383 17000
0000015490	MW Doc TestInq 2	6/30/2015			USD 38 95000	USD 422 11000
0000015492	MW Doc TestInq	01/12/19				
0000015413	MW_Farable	01/12/15	USD 16 20000	USD 165 00000	USD 15 00000	USD 165 00000
0000015412	MW_Farable	4/30/2016			USD 15 00000	USD 15 00000
0000015411	MW_Farable	3/31/2016			USD 15 00000	USD 15 00000
0000015410	MW_Farable	2/29/2016			USD 15 00000	USD 30 00000
0000015409	MW_Farable	1/31/2016			USD 15 00000	USD 45 00000
0000015408	MW_Farable	12/31/2015			USD 15 00000	USD 60 00000
0000015407	MW_Farable	11/30/2015			USD 15 00000	USD 75 00000
0000015406	MW_Farable	10/31/2015			USD 15 00000	USD 90 00000
0000015405	MW_Farable	9/30/2015			USD 15 00000	USD 105 00000
0000015404	MW_Farable	8/31/2015			USD 15 00000	USD 120 00000
0000015403	MW_Farable	7/31/2015			USD 15 00000	USD 135 00000

## Appendix

Appendix in this user guide includes the detailed information of the objects, system properties, and their description. Apttus and Apttus Support suggest that you view this set of information with care to ensure you fully understand how the system is working.

 **Note**

All implementation of Apttus Revenue Management are different due to different business requirements.

## Apttus Revenue Recognition Package Objects

### Apttus Revenue Recognition Package Objects

The following table displays the objects of the Apttus Revenue Recognition Package and their purpose.

Apttus Object	Purpose of the Object
Agreement Fee	Represents a fee associated with an agreement.
Agreement Fee Adjustment	Holds the adjustments for a fee.
Agreement Fee Schedule	Holds the budget, forecast, and actual units for a fee.
Agreement Fee Tier	Holds the tier for a fee.
Agreement Fee-Prepay	Holds the many to many relationships between agreement fee and agreement prepay objects.
Agreement Fee-Product	Holds the many to many relationships between agreement fee and agreement product objects.
Agreement Fee-Trueup	Holds the many to many relationships between agreement fee and agreement trueup objects.
Agreement Prepay	Represents a prepaid amount associated with an agreement.
Agreement Prepay-Trueup	Holds the many to many relationships between agreement prepay and agreement trueup objects.
Agreement Product	Represents a product associated with an agreement.
Agreement Revenue Adjustment Schedule	Holds the revenue adjustments for an agreement.
Agreement Revenue Forecast Snapshot	Holds revenue forecast snapshot for an agreement.
Agreement Revenue Schedule	Holds a revenue schedule for an agreement.
Agreement Revenue Schedule Forecast	Holds a revenue schedule forecast for an agreement.
Agreement Revenue Snapshot	Holds a revenue snapshot for an agreement.

Apttus Object	Purpose of the Object
Agreement Revenue Summary	Holds a revenue summary for an agreement.
Agreement Trueup	Represents guaranteed units or amount for an agreement.
BatchJob	Holds batch jobs.
Milestone	Represents milestones associated with other business objects.
Related Agreement Fee	Holds the many to many relationships between agreement fee objects.
RevRec Period	Holds revenue recognition period constants.

## Apttus Revenue Recognition System Properties

You can drive the functioning of certain features in the application from the fields available in Revenue System Properties.

From **Setup**, enter **Custom Settings** in the *Quick Find* box and search for Revenue System Properties. Then select **Revenue System Properties** and click **Manage** to see **System properties**. **Edit** System Properties to provide value for the fields.

### Revenue System Properties Edit

Provide values for the fields you created. This data is cached with the application.

**Edit Revenue System Properties** Save Save & New Cancel

**Revenue System Properties Information**

Name  i

Default Scale ?

Disable Triggers ?

Fee Adjustment Callback Class ?

Ignore Leap Year For Revenue Recognition ?

Instance Url ?

Max Batch Iterator Size ?

Process Revenue For Closed Periods ?

Revenue Record Types

Revenue Term Rounding Mode ?

Revenue Term Rounding Method ?

The following table lists the available fields and their significance.

Field	Description
Default Scale	The number of decimal places for computed revenue.
Disable Triggers	Indicates whether managed triggers are disabled. The application would not work correctly when triggers are turned off. <div style="border: 1px solid #ffc107; padding: 5px; margin-top: 10px;"> <p><b>Note</b> Please use this only in special data load situations like data migration.</p> </div>

Field	Description
<b>Fee Adjustment Callback Class</b>	The fee adjustment callback class name. The class should implement the CustomClass.IFeeAdjustmentCallback interface.
<b>Ignore Leap Year For Revenue Recognition</b>	Indicates whether leap year should be ignored for revenue recognition
<b>Instance URL</b>	The URL of your Salesforce instance. The instance URL will be used to create an absolute URL for your custom pages.
<b>Max Batch Iterator Size</b>	The maximum batch records to process in a single iteration.
<b>Process Revenue For Closed Periods</b>	Indicates whether revenue would be recognized for fees in closed periods. This is to support business transactions backdated under a variety of circumstances.
<b>Revenue Record Types</b>	Indicates the record type to be used to recognize the revenue, generate forecasts, and rollback revenue.
<b>Revenue Term Rounding Mode</b>	The rounding mode for computing the revenue term. Valid values are UP, DOWN, HALF_UP, and HALF_DOWN.
<b>Revenue Term Rounding Method</b>	The rounding method for computing the revenue term. Valid values are SPREAD_DEFERRED-BALANCE, APPLY_FIRST, APPLY_LAST, APPLY_FIRST_MONTHS and APPLY_LAST_MONTHS.

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