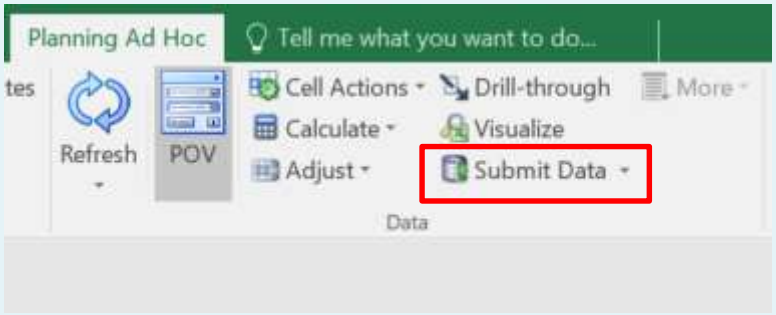
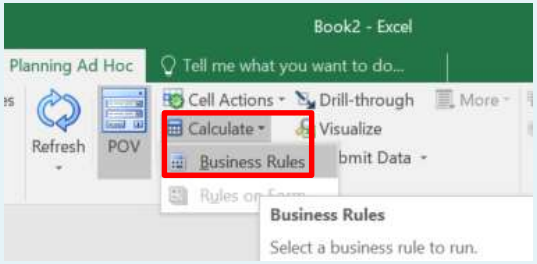
# Revenue Monitoring – Business Rule

## 1

1. Once all amendments have been made to the Revenue Monitoring file click **Submit Data** as shown below:

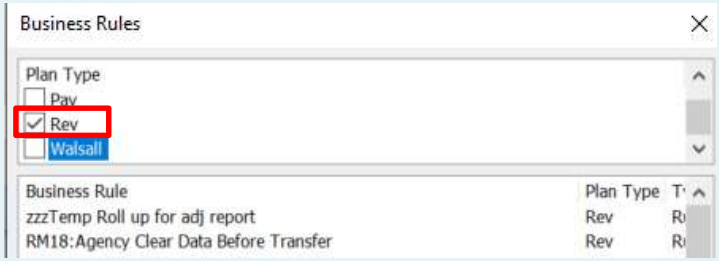



2. To run the business rule to change the forecast calculations, click the drop-down arrow next to **Calculate- Business Rules.**

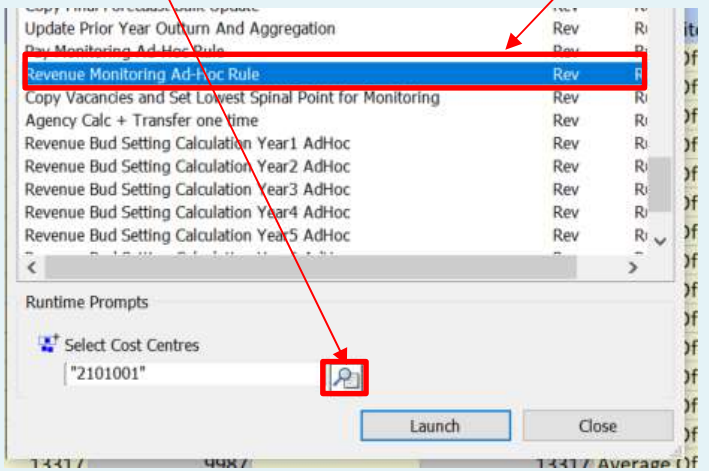



## 2

3. A Business Rules pop up will appear, **Select Rev** ONLY in the **Plan Type** section. This will bring up all of the business rules related to revenue monitoring.




4. Select the Business Rule – **Revenue Monitoring Ad-Hoc Rule.**
5. Click the **Magnifying Glass** next to the Select Cost Centres Field



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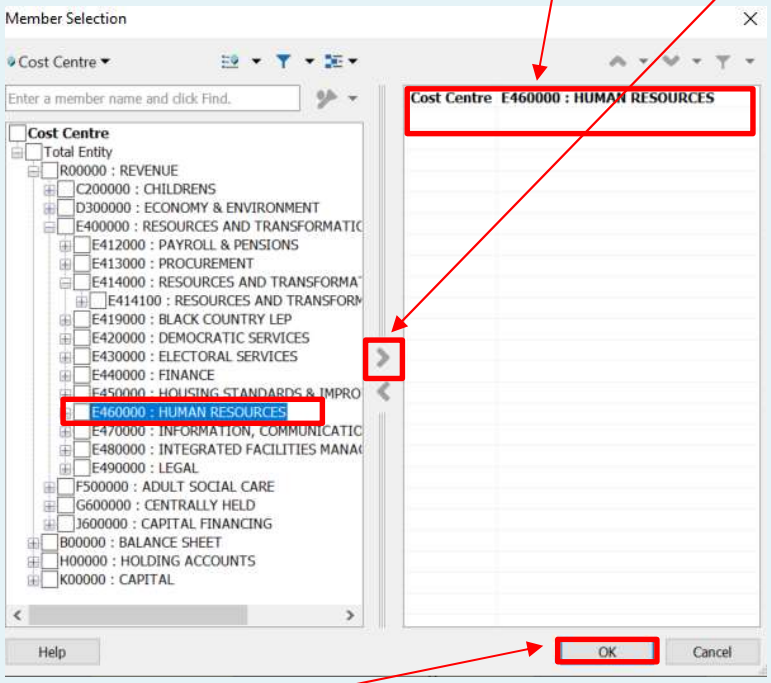
## 3

6. A Member Selection pop up box will appear

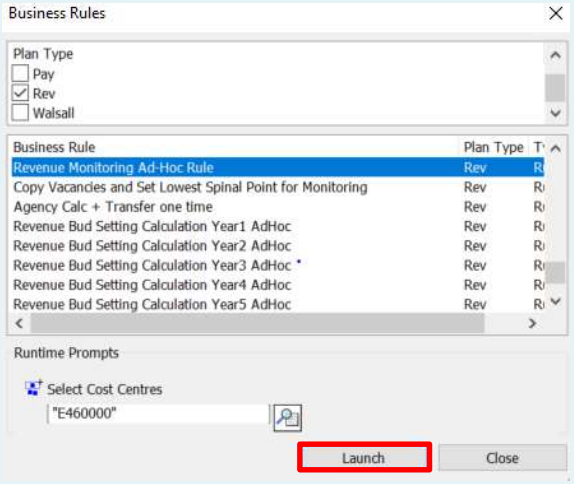
7. Click the **[+]** next to expand **Total Entity- Revenue- Select the Directorate** the service area falls under**.** e.g. **Resources and Transformation – Human Resources** and click the **Right Arrow** to bring the service area you want to the **right-hand side** as shown below:




8. Click **OK**

## 4

9. This will take you back to the Business Rule screen and the selected cost centre field will update with the new selection.




10. Click **Launch** to run the rule
11. A **prompt** should appear saying Business Rule completed successfully, click **OK** to close it.
12. Click **Refresh** in the Planning Ad-hoc Ribbon and the calculations will update in the Final Forecast Column etc.

Further Support If you have any further queries, please contact the **One Source helpdesk** on **01922 654320.**