Reports – Session Catalog Report

Although this report has numerous uses, these instructions guide you through the steps RTCs can use to generate the information for quarterly calendars.

From the **Main Menu**

- **Reports**
- *Session Catalog Report*
- Assign report parameters (all fields are optional):
  - **Primary Sort Options:**
    - ♦ Sort Option 1: Session Responsible Organization
  - **Secondary Sort Options:**
    - ♦ Sort Option 1: Revenue Code
  - **Tertiary Sort Options:**
    - ♦ Sort Option 1: Session Start Date
    - ♦ Session Start Date: (m/d/yy format)
    - ♦ Session End Date: (m/d/yy format)
    - ♦ Responsible Organization options:
      - CORTC%
      - ECORTC%
      - NCORTC%
      - NWORTC%
      - SEORTC%
      - SWORTC%
      - WORTC%
    - ♦ Revenue Code options:
      - Staff
      - Caregiver
      - Assessor/Adoption
      - CAPMIS
      - Other
      - Statewide
      - ODJFS Init
      - No Fee
      - PCSAO

      (Leave the Revenue Code field empty to generate a report that includes ALL sessions regardless of revenue source)

    - ♦ Export Format: Microsoft Word (RTF) or Adobe Acrobat (PDF)
- **Run Report**