



RECORDING REVENUE GUIDE

Recording Revenue Guide

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INTRODUCTION

This guide is a tool to help record revenue and reconcile your Sports Illustrated Play activity.

Please note that this guide offers suggestions, but recording revenue/reconciling in this manner may not be right for your organization. It's best to consult with your organizations accountant to determine what is best for you.

OVERVIEW

Revenue is the amount generated from providing your service (sports program) and selling merchandise (spirit wear/uniforms) for a given time period, before expenses are deducted.

HOW TO SET UP REVENUE ACCOUNTS

If you have travel, intramural, and sell merchandise, create a revenue account for each.

Orders can have adjustments (order discounts, scholarships, membership fees, etc) applied. These are summarized for the reporting period, and you can choose to give each type of adjustment its own revenue account, lump the adjustments into one account, or roll adjustments into one of your sports accounts.

For the example that follows, we will have the following revenue accounts in our accounting system (the account number precedes the account name):

- 4004 – Travel Program
- 4005 – Spring Recreational Soccer
- 4006 – Camps
- 4008 – Merchandise Sales
- 4009 – Adjustments

ORDER SUMMARY REPORT

To run the order summary report:

1. Go to **Finances > Order Summary**.
2. Select the date range start and end dates.
3. Click **Go**.

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Order Summary Export				
Date Range Start: 3-1-2009		End: 3-31-2009		Go
Name	Amount	Total	Sales Tax	SIP Fee
Total	\$18,117.50	\$18,117.50	\$0.00	\$587.00
All Programs	\$22,460.00	\$22,460.00	\$0.00	\$587.00
Travel Soccer	\$1,370.00	\$1,370.00	\$0.00	\$18.00
Travel 2008/2009	\$1,370.00	\$1,370.00	\$0.00	\$18.00
Under 14 Boys	\$900.00	\$900.00	\$0.00	\$9.00
Under 14 Girls	\$225.00	\$225.00	\$0.00	\$3.00
Under 16 Boys	\$245.00	\$245.00	\$0.00	\$3.00
Under 17 Boys	\$245.00	\$245.00	\$0.00	\$3.00
Under 17 Girls	\$-245.00	\$-245.00	\$0.00	\$0.00
Spring Recreational Soccer	\$21,090.00	\$21,090.00	\$0.00	\$569.00
Spring Recreational 2009	\$21,090.00	\$21,090.00	\$0.00	\$569.00
Under 6	\$4,180.00	\$4,180.00	\$0.00	\$110.00
Under 8	\$4,560.00	\$4,560.00	\$0.00	\$122.50
Under 10	\$5,035.00	\$5,035.00	\$0.00	\$140.00
Under 12	\$-95.00	\$-95.00	\$0.00	\$0.00
Under 14	\$7,410.00	\$7,410.00	\$0.00	\$196.50
All Adjustments	\$-4,342.50	\$-4,342.50	\$0.00	\$0.00
Adjustments	\$-2,697.50	\$-2,697.50	\$0.00	\$0.00
Correcting Entry	\$-112.50	\$-112.50	\$0.00	\$0.00
Discount	\$-2,470.00	\$-2,470.00	\$0.00	\$0.00
Refund	\$-115.00	\$-115.00	\$0.00	\$0.00
Discounts & Fees	\$-1,645.00	\$-1,645.00	\$0.00	\$0.00
Mid year sign up	\$-125.00	\$-125.00	\$0.00	\$0.00
Multi Reg Discount	\$-1,520.00	\$-1,520.00	\$0.00	\$0.00

Journal Entry

Here's a sample journal entry recording the revenue for this report.

The 3 circled totals are recorded against the proper accounting system accounts (the highlighted rows). Note that revenue is generally recorded as credit – however, in this case, the Adjustments are negative, so must be recorded as a debit. The first row is the Account Receivable account, which is the total of the other 3 rows, and is also seen on the Total row of the Order Summary report.

Account	Debit	Credit	Customer
1200- Accounts Receivable	\$18,117.50		Sports Illustrated Play
4010- Adjustments	4342.5		Sports Illustrated Play
4004- Travel Program		\$1,370	Sports Illustrated Play
4005- Spring Recreational Soccer		21090	Sports Illustrated Play

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Accounts Receivable

If a registrant decides to pay by check or payment plan, the amount that has not yet been received or recorded yet is an **Accounts Receivable**.

To record payments, we recommend looking at your Sports Illustrated Play statement (if you are using easyMerchant—if you use your own merchant account, pull up that statement) to see the deposit amounts for the period you are reconciling.

Add all of the deposits together, and make a single entry recorded against your Accounts Receivable account.

Account	Debit	Credit	Customer
1004-My Checking Account	\$17,780		Sports Illustrated Play
1200- Accounts Receivable		\$17,780	Sports Illustrated Play

In the above example, for the month there was \$17,780 in credit card deposits. We record the amount as a deposit in our cash account (1004-My Checking Account)

Since payments of \$17,780 came in, and the total in our Order Summary Report is \$18,117.50, there is still \$337.50 that is owed to us that hasn't arrived yet.

If you have check deposits, please make sure that you are only reconciling deposits made of Sports Illustrated Play related checks. You will record the deposit in the same manner as above.

MERCHANDISE/RECONCILING SALES TAX

If you are selling merchandise with MySportStore, merchandise revenue also appears on the **Order Summary** report. When recording your merchandise revenue into your accounting system, you may need to account for Sales Tax, which will be collected and remitted to your appropriate jurisdiction as required by law.

Sales Tax is generally recorded as **Current Liabilities**, as these are funds collected but due to others. When sales tax is paid to your jurisdiction, write your check against the **Sales Tax Payable** account to zero it out.

In the example below, the first squared item is the revenue for merchandise, which will be recorded in the revenue account **4008 Merchandise Sales**. The second squared item is the sales tax collected, which will be recorded in the revenue account **2202 Sales Tax Payable**.

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Order Summary Export				Help for this Page	
Date Range Start: 2/1/2010		End: 2/28/2010	Go		
Name	Amount	Sports Raffle	Total	Cost	SIP Fee
Total	\$8,200.00	\$4,250.00	\$12,451.62	\$72.50	\$328.50
All Programs	\$8,560.00	\$4,250.00	\$12,810.00	\$0.00	\$312.00
Baseball	\$6,640.00	\$3,350.00	\$9,990.00	\$0.00	\$243.50
2010 Baseball	\$6,640.00	\$3,350.00	\$9,990.00	\$0.00	\$243.50
Tee Ball	\$1,440.00	\$700.00	\$2,140.00	\$0.00	\$54.50
Coach Pitch Ages 7-8	\$1,200.00	\$550.00	\$1,750.00	\$0.00	\$43.00
AAA-Majors Ages 9-12	\$4,000.00	\$2,100.00	\$6,100.00	\$0.00	\$146.00
Softball	\$1,920.00	\$900.00	\$2,820.00	\$0.00	\$68.50
2010 Girls Softball	\$1,920.00	\$900.00	\$2,820.00	\$0.00	\$68.50
Coach Pitch ages 7-8	\$320.00	\$150.00	\$470.00	\$0.00	\$11.50
AAA - Major Ages 9-12	\$1,360.00	\$700.00	\$2,060.00	\$0.00	\$49.00
JR. - SR. Ages 13-16	\$240.00	\$50.00	\$290.00	\$0.00	\$8.00
All Merchandise	\$165.00	\$0.00	\$165.00	\$72.50	\$16.50
Eastbay TEE	\$40.00	\$0.00	\$40.00	\$14.13	\$4.00
Eastbay HOODY	\$81.00	\$0.00	\$81.00	\$32.30	\$8.10
Eastbay CAP	\$19.00	\$0.00	\$19.00	\$10.16	\$1.90
Eastbay DUFFLE	\$25.00	\$0.00	\$25.00	\$15.91	\$2.50
Taxes	\$0.00	\$0.00	\$1.62	\$0.00	\$0.00
Sales Tax	\$0.00	\$0.00	\$1.62	\$0.00	\$0.00
All Adjustments	\$-525.00	\$0.00	\$-525.00	\$0.00	\$0.00
Adjustments	\$-90.00	\$0.00	\$-90.00	\$0.00	\$0.00
Discount	\$-90.00	\$0.00	\$-90.00	\$0.00	\$0.00
Discounts & Fees	\$-435.00	\$0.00	\$-435.00	\$0.00	\$0.00
Multi Reg Discount	\$-450.00	\$0.00	\$-450.00	\$0.00	\$0.00
Standard Shipping	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00

Below is the journal entry to record revenue for this new example, recording the circled items as we did above, and the items with squares for the Merchandise items:

Account	Debit	Credit	Customer
1200 - Accounts Receivable	\$12,451.62		Sports Illustrated Play
4010 - Adjustments	\$ 525.00		Sports Illustrated Play
2202 - Sales Tax		\$ 1.62	Sports Illustrated Play
4004 - Baseball		\$9,990.00	Sports Illustrated Play
4005 - Softball		\$2,820.00	Sports Illustrated Play
4008 - Merchandise Sales		\$ 165.00	Sports Illustrated Play