



EUROPEAN
CONFERENCE 2015

5 & 6 NOVEMBER
NOTTINGHAM

REPORTING FOR FINANCE

CHECK IT ONCE, CHECK IT TWICE

PRESENTER

Tony Barnes: Tessitura Network



Agenda

- What does “reconciliation” mean?
- Basic financial setup in Tessitura
- Setup best practices for reconciliation
- Tools
- How it works



Reconciliation? What's that?

RULES OF DEBIT AND CREDIT





Reconciling Ticketing in Tessitura

- External reconciliation
 - Providing effective information to Finance
 - Setting up Tessitura to clearly report ticketing financial activity
 - Based on GL postings and GL reports
- Internal reconciliation
 - Balancing between different Tessitura reports
 - “Why doesn’t my [report 1] match my [report 2]?”
 - Based on logic of individual reports



Reconciling Ticketing to Finance

- Ticketing data only hits GL upon posting
- Only amounts actually received are posted
- Posting reports generated at time of posting or afterwards
 - Pre-Post/Posting Report
 - Reprint Posting Report
 - GL Summary Report
 - Transactions by Posting



GL Summary

Clydebank Performing Arts Center

General Ledger Summary

jsmillie 8/14/2015 1:16 PM
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Posting Dates: 2015-08-14 to 2015-08-14

GL Accounts:

Group: (All)

Mode: Detail

FYear:

Posting:

GL Account	Description	Post No	Posting Dt	FYear	Debit	Credit	Net
01-000-0000-100010	Cash/Check			2016	\$471.00	\$12.00	\$459.00
		45	8/14/2015		\$471.00	\$12.00	\$459.00
01-000-0000-100030	Visa			2016	\$644.00	\$426.00	\$218.00
		45	8/14/2015		\$644.00	\$426.00	\$218.00
01-000-0002-100010	Ticket Sales			2016	\$416.00	\$1,068.00	(\$652.00)
		45	8/14/2015		\$416.00	\$1,068.00	(\$652.00)
01-000-0002-100011	Ticketing Fees			2016	\$22.00	\$47.00	(\$25.00)
		45	8/14/2015		\$22.00	\$47.00	(\$25.00)
Totals:					\$1,553.00	\$1,553.00	\$0.00



Transactions by Posting

Clydebank Performing Arts Center

jsmillie 8/14/2015 1:17 PM

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Transactions by Posting

Post No: 0 Post Date Range: 2015-08-14 through 2015-08-14 FYear:
 GL Numbers: (All)
 Transaction Types: (All)
 Include Payments: Yes Group: (All)
 List: (None)

GL Number	Description	FYear					
Const ID Name	Post Date	Post No	Batch No	Transaction Type	Fund/PMap/Fee/Payment	Trans Amount	Trans No
01-000-0000-100010		Cash/Check		2016			
587 Mr. Leon A Mahoney	8/14/2015	45	86	Payment	Check	\$63.00	649
659 Mr. Lars Marland Laccetti	8/14/2015	45	85	Payment	Check	\$136.00	647
812 Mr. Edwin C Rapp	8/14/2015	45	84	Payment	Cash	(\$12.00)	644
812 Mr. Edwin C Rapp	8/14/2015	45	84	Payment	Cash	\$272.00	640
SubTotal	Count: 4					\$459.00	
01-000-0000-100030		Visa		2016			
70954 Jane Wilson Household	8/14/2015	45	87	Payment	Visa	(\$426.00)	657
70954 Jane Wilson Household	8/14/2015	45	87	Payment	Visa	\$426.00	654
70954 Jane Wilson Household	8/14/2015	45	88	Payment	Visa	\$218.00	658
SubTotal	Count: 3					\$218.00	
01-000-0002-100010		Ticket Sales		2016			
587 Mr. Leon A Mahoney	8/14/2015	45	86	Ticket Purchase	PGE Template	(\$60.00)	649
659 Mr. Lars Marland Laccetti	8/14/2015	45	85	Ticket Purchase	PGE Template	(\$124.00)	647
812 Mr. Edwin C Rapp	8/14/2015	45	84	Ticket Purchase	PGE Template	(\$260.00)	640
70954 Jane Wilson Household	8/14/2015	45	88	Ticket Purchase	Ticket Price	(\$104.00)	658
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Purchase	Ticket Price	(\$104.00)	654
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Purchase	PGE Template	(\$104.00)	654
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Purchase	PGE Template	(\$104.00)	654
70954 Jane Wilson Household	8/14/2015	45	88	Ticket Purchase	Ticket Price	(\$104.00)	658
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Purchase	Ticket Price	(\$104.00)	654
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Refund	PGE Template	\$104.00	657
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Refund	PGE Template	\$104.00	657
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Refund	Ticket Price	\$104.00	657
70954 Jane Wilson Household	8/14/2015	45	87	Ticket Refund	Ticket Price	\$104.00	657
SubTotal	Count: 13					(\$652.00)	
01-000-0002-100011		Ticketing Fees		2016			
587 Mr. Leon A Mahoney	8/14/2015	45	86	Ticket Purchase	Fee	(\$3.00)	649
659 Mr. Lars Marland Laccetti	8/14/2015	45	85	Fee Payment	15-16 Rental Per-Ticket	(\$12.00)	647
812 Mr. Edwin C Rapp	8/14/2015	45	84	Fee Payment	15-16 Rental Per-Ticket	(\$12.00)	640
70954 Jane Wilson Household	8/14/2015	45	88	Fee Payment	Rental Package Fee	(\$10.00)	658
70954 Jane Wilson Household	8/14/2015	45	87	Fee Payment	Rental Package Fee	(\$10.00)	654



Posting Report

Posting Report

jsmillie 8/14/2015 1:14 PM

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Post No: 45 (Pre-Post)

Mode : Summary

Ticketing G/L Summary	GL Description	Received
	Ticket Sales	\$652.00
	Ticketing Fees	\$25.00
	Total	\$677.00

Ticketing MOS Summary	Mode of Sale	Received	Seats	Printed	Returned
	Group Sales	\$63.00			
	Mail	\$136.00	4		
	Management	\$260.00	4	4	
	Package Orders	\$218.00	16	8	8
	Totals	\$677.00	24	12	8

Payments Summary for all Batches:

Payment Method	Income		Refund		Total	
	#Trans	Amount	#Trans	Amount	#Trans	Amount
Visa	2	644.00	1	(426.00)	3	218.00
Check	2	199.00	0	0.00	2	199.00
Cash	1	272.00	1	(12.00)	2	260.00
Total	5	\$1,115.00	2	(\$438.00)	7	\$677.00

General Ledger Summary For All Batches

Account	Batch Type Group	FYear	Debit	Credit	Net
01-000-0000-100010	(no group)	2016	\$471.00	\$12.00	\$459.00
Cash/Check					
01-000-0000-100030	(no group)	2016	\$644.00	\$426.00	\$218.00
Visa					
01-000-0002-100010	(no group)	2016	\$416.00	\$1,068.00	(\$652.00)
Ticket Sales					
01-000-0002-100011	(no group)	2016	\$22.00	\$47.00	(\$25.00)
Ticketing Fees					
Total			\$1,553.00	\$1,553.00	\$0.00



Reconciling Ticketing to Finance

- Reports that use posted data
 - Income by Payment Method
 - Performance Transaction Detail
 - Ticketing Fee Revenue



Basic Ticketing Figures Reconciliation to GL

- Ticket sales = credit to price type GL
- Ticket returns/exchanges = debit to price type GL
- Fees = credit to fee GLs
- Payment methods = debit to payment account GL
- Net paid tickets + paid fees = payments received = what gets posted



GL Reconciliation Best Practice Suggestions

- Consider whether GL data will be directly imported or not
- Use Tessitura GL setup to mirror finance structure
 - Production- or project-specific GL codes?



Internal Reconciliation: Report to Report

- **Balancing the Posting Report to standard Tessitura reports**
 - **Ticketing income**
 - **Use only reports that limit to paid tickets**
 - **Fees**
 - **Compare posted amounts only**
 - **Payments**



TESSITURA INTERNAL FINANCIAL SETUP





General Ledger or Major Disaster?

- GL accounts are basis of external financial reporting
- Attached to core financial elements in Tessitura
 - Price types/price layers
 - Fees
 - Payment methods
 - Funds (contributions)



Formatting General Ledger Accounts In Tessitura

- System table: T_DEFAULTS
- GL NUMBER FORMAT
 - # = Number
 - ! = Letter
 - A= Letter or Number
 - (no entry) – any value

Id	Parent Table	Field Name	Default Value
53	Impresario	GL NUMBER FORMAT	!!!-!!!!-#####





Creating General Ledger Accounts

■ Campaigns/References/GL Accounts

Premiums	Source Groups	Media	Magazines	Funds	Appeal Categories	Acknowledgements	GL Accounts	Payment Methods	
Account No	▲ Description	Control Group	Inactive	Created By	Date	Updated By	Date		
00-000-0000-000000	Default GL Account	(Default Control Group)	<input type="checkbox"/>	Admin	2/22/2002	dbo	4/4/2013		
01-000-0000-100010	Cash/Check	(Default Control Group)	<input type="checkbox"/>	pmeacham	7/27/2006	dbo	4/4/2013		
01-000-0000-100020	Master Card	(Default Control Group)	<input type="checkbox"/>	pmeacham	7/27/2006	dbo	4/4/2013		
01-000-0000-100030	Visa	(Default Control Group)	<input type="checkbox"/>	pmeacham	7/27/2006	dbo	4/4/2013		

- Add/Edit
- Delete vs. Inactive



Price Layers

- Price Layers
- Price Category (filter for reporting)
 - GL Income
 - GL Resale (donated tickets only)
 - Both can be defaulted by layer
 - Designation (Income by Payment Method report)

Add New Price Layer

Price Category: Ticket Price

Apply Template: (Ad Hoc)

Price Layer Type: Ticket Price 2

Description: Ticket Price

Default GL Income No: 01-000-0002-100010

Default GL Resale No: 01-000-0002-100015

Default Designation: Ticketing

Base Price: Standard

Include layer in base price where present:

OK Cancel



Price layer details in a performance

Price Type	Start Date	End Date	GL Income	GL Resold
Standard	7/16/2013 10:27:00 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
50% off	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
Comp	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0002-100010	01-000-0002-100015
CYO Sub	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
Discount	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
Senior	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
Student	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112
Subscription	7/16/2013 10:27 AM	9/7/2014 8:00 PM	01-000-0001-201112	01-000-0001-201112



Fees

Fee Maintenance

Fee Rules

Available Fees

10% Booking Fee (12/13)
2010-2011 Group Sales
2010-2011 MS Facility Fee
2010-2011 Subs Processing
2011-2012 Group Sales
2011-2012 MS Facility Fee
2011-2012 Subs Processing
Rumpus Reservation Fee
Rumpus Subs Fee
Subs Fee (12/13)
Test Fee

Fee Details

General Settings

Fee Description: 2010-2011 MS Facility Fee
Ticketing Season: 2010-2011 Main Stage
Fiscal Year: 2006
Business Unit: (none)
General Ledger No: 01-000-0002-100011
Campaign: 2010-2011 Ticketing
Designation: Default Designation
Fee Category: @ TR_FEE_CATEGORY

Calculation Method

Fee Type: Rule-Based

Calculation Rules

Fee Frequency: Performance Seat Level
Fee Amount: 1.25
Seat Price Range: .00 to .00
Amount is Percent: **Allow Neg %:**
Round To: 0 **Decimal Places**
System Never Deletes:
User Can Edit Amount: To Zero Only
Inactive:

Miscellaneous Text



Payment Methods

- Campaigns/References/Payment Method
 - Usage: Income, Refund, Both

Description	Asset GL No	Payment Type ▲	Account Type
American Express	01-000-0000-100050	Credit Card	American Express
Master Card	01-000-0000-100020	Credit Card	Master Card

- Payment Types (non-editable)
 - Credit Card, Cash, Check, etc.
 - Determines behavior of payment method, required information



Funds

Name: Ind General

Use In Ticketing:

Inactive:

ID: 5

Nonrestricted Income GL No: DEV-INDI-10001

Restricted Income GL No: DEV-INDD-10001

Current Receivable GL No: DEV-INDC-10001

Future Receivable GL No: DEV-INDF-10001

Write Off GL No: DEV-WOXX-00000

-
- **Nonrestricted/restricted income: Gifts**
 - **Current/Future Receivables: Pledges**
 - **Write-Off: Uncollectable pledges**
 - **For ticketing transactions, only applicable for gifts through Contributions tab**



Financial T_Defaults Entries

Default Name	Description	Org	Where Used	Version Added
CONTRIBUTION PMT DATE CHANGE	A value of 'Yes' will cause the payment date for payments that have been entered in the payment window to change when the contribution date field changes in the contribution editor. This was the behavior prior to v5.5.	Yes	Contributions	6.0
EIS FIRST DAY OF WEEK	The value of this setting can be between 1 (Sunday) and 7 (Saturday) and controls which day is considered the beginning of the weekly periods in the Season Overview. If this row does not exist, then the first day of the week is considered to be the day of the week of the first performance in the ticket year. Can be used with multiple organizations as of v8.0. The Ticket Sales by Period report (v9.0) also uses this value for determining the weekly period for grouping.	Yes	Season Manager/Season Overview	
EIS_ORIGINAL_MODE	If the value of this setting is 'No' (or if the setting does not exist) then the new style Season Overview window is used whereby sales are broken down by Price Type Category.	Yes	Season Manager/Season Overview	5.0
FUTURE RECEIVABLE CUTOFF	The value for this entry can be either a number of days after the pledge date or it can be a fixed date (like the end of the current fiscal year). If it is a fixed date, then any pledge payment scheduled after that date will be recorded as Future Receivable. If no entry exists in T_DEFAULTS, the system will behave as in past versions, calculating one year from the pledge date.	Yes	Contributions	7.5



Financial T_Defaults Entries

Default Name	Description	Org	Where Used	Version Added
GL NUMBER FORMAT	Desired formatting of General Ledger Numbers. Use the # symbol to stand for each numeral. (i.e. ##-###-###-#####); the ! symbol can be used for letters.	No	Campaigns/References/GL Accounts	
GLPOSTING_FORMAT_FILE	Complete path and file name of a BCP format file used to export data for General Ledger Posting. If this entry does not exist, or if it is blank the data will be exported in tab-delimited format.	Yes	General Ledger Posting	
GLPOSTING_FUNCTION	Name of a customized SQL Server table function that will be used to format the data for GL Posting. The function must accept a single parameter of posting_no. If no entry exists, the default function, FT_GL_POSTING, is used.	Yes	General Ledger Posting	
GLPOSTING_PASSWORD	Password used to export data for General Ledger posting. Must be a valid SQL Server password	Yes	General Ledger Posting	



Financial T_Defaults Entries

Default Name	Description	Org	Where Used	Version Added
GLPOSTING_PATH	File system or network folder path (UNC compliant) for GL Posting process to place files created in BCP process. (v10.0)	Yes	General Ledger Posting	10.0
GLPOSTING_USERID	Userid used to export data for General Ledger posting. Must be a valid SQL Server Userid.	Yes	General Ledger Posting	
MATCHING PLEDGE BILL TYPE	Billing type that all matching pledges are assigned	Yes	Contributions	
POSTING MAX BACKDATE DAYS	The maximum number of days that a posting can be backdated from the current date. If this entry does not exist, the default value is 30. As of v7.5, this value can also be entered as an absolute date in the format yyyy-mm-dd. This will prevent any postings from being backdated earlier than the specified date.	Yes	Batch Posting	7.5



TICKETING SETUP





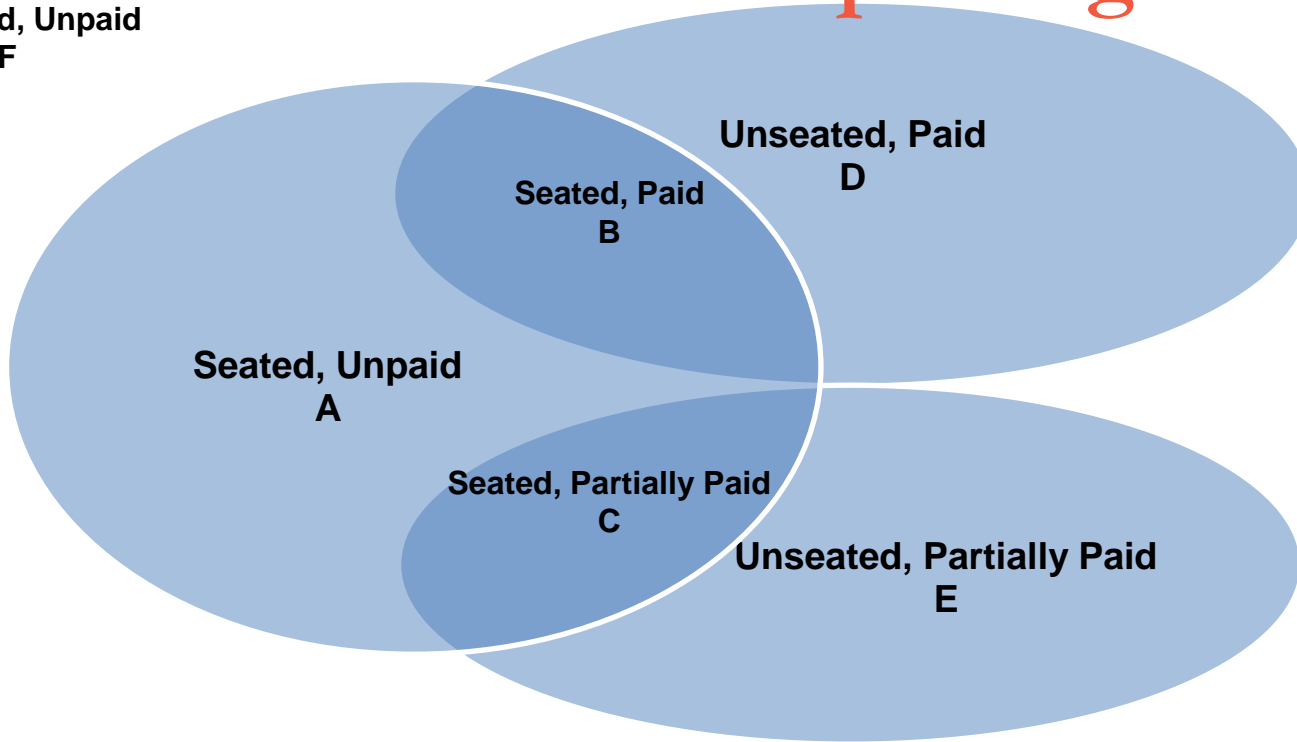
Terminology (con't.)

- Seated & Unseated Status
- Paid
 - Paid = fully (100%) paid
 - Partially Paid = between 0.01 and full
 - Unpaid = 0.0 paid
- Resold Seat
 - Return in Benevolent Mode
 - Sell the seat again



Ticket Sale Income Reporting

Unseated, Unpaid
F



General Ledger
Ticket Sales by Period
Performance Sales Summary
Season Overview
BO Statement
Pmts by Performance

BCDE
B (with options for C and DE)
BC (C shown as full value)
BCDE (C shown as full value)
BCDE
BCDE



Ticket Sales Reports

- Ticket Sales by Period
- Performance Sales Summary
- Performance Sales Summary by PT Category
- Payments by Performance
- Box Office Statement





TICKETING SCENARIOS

23434

— THE BEATLES —

CITY PARK STADIUM
NEW ORLEANS, LA.

WEDNESDAY EVENING 8:00 P. M.

SEPT'BR 16 1964	ADMIT ONE		TOTAL \$5.00
	EST. PR. 4.32		
	FED. TAX .33		
	WEL. TAX .22		
	C & S TAX .13		

NO REFUNDS FOR ANY REASON EXCEPT CANCELLATION OF SHOW.

GOOD ONLY
WEDNESDAY EVE.
SEPTEMBER
16
1964

THE BEATLES
CITY PARK STADIUM — NEW ORLEANS, LA.

23434

GLOBE TICKET CO. INC., ATLANTA



Ticketing Scenario #1

- Seated, paid single ticket order
- Single Price Layer (ticket price category)
- Fees waived (MOS change)
- Reports:
 - Ticket Sales by Period
 - Performance Sales Summary
 - Posting Report



Order #1

Owner: 812	Source: 53	Solicitor: jsmillie	Delivery: Standard Mail	Hold Until: 09/15/2015
Order #: 511	Date: 08/14/2015	MOS: Box Office	Channel: Box Office	Pmt Schedule: Net 30
Initiator:			Category: (none)	Alt Address: No
Notes:				

Line Items	Sub Line Items	Fees	Contributions	Custom Data						
Pkg Code	Perf Code	Description	Product Date	Price Type	Zone	Pur	Pur Amt	Ret	Ret Amt	Std
*****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	Stan	FORCH	4	260.00	0	0.00	4

Purchase	Return	Fees	Contributions	Total Amount	Total Paid	Total Due
4 260.00	0 0.00	12.00	0.00	272.00	272.00	0.00



Order #1

Clydebank Performing Arts Center

Ticket Sales by Period

Season(s): 2015-16 Rentals
 Productions: (All)
 Performances: (All)
 Perf Start Date: End Date: Group By: Production Season Categ
 Sale Start Date: 2015-08-14 Sale End Date: 2015-08-14 Include Comps: No
 Price Categories: Ticket Price, Fee
 MOS Categories: (All)
 Sales Channels: (All)

Perf Code	Date/Time	Standard		Total	
		Tkts	Amt	Tkts	Amt
R16EB0115	Fri 1/15/2016 8:00 PM Einstein On The Beach				
R160211GW	Thu 2/11/2016 8:00 PM Glassworks: The Concert				
R16PG0612	Fri 6/12/2015 8:00 PM				
R16PG0614	Sun 6/14/2015 2:00 PM Koyaanisqatsi Live				
R160916MF	Wed 9/16/2015 8:00 PM Philip Glass: Music for Films	4	\$260.00	4	\$260.00
R160306SL	Sun 3/6/2016 8:00 PM Songs From Liquid Days				
	Total	4	\$260.00	4	\$260.00



Order #1

Clydebank Performing Arts Center

Performance Sales Summary by Price Type Category

jsmillie 8/14/2015 10:39 AM

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Start Date: 9/1/2015 End Date: 1/15/2016
 History Date: Include Resold Seats: No
 Season(s): 2015-16 Rentals

Perf	Date	Budget	Package	Single	Discount	Comp	Other	Total	Reserved					
Avail	% Cap	#	\$	#	\$	#	\$	#	\$					
R.16EB0115	1/15/2016 8:00 PM		0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00
448	1.5%			\$0.00		\$15.00		\$0.00	0	0				\$0.00
Event		.0%	0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00
448	1.5%													
R.160916MF	9/16/2015 8:00 PM		0	\$0.00	4	\$260.00	0	\$0.00	0	0	\$0.00	\$260.00	0	\$0.00
450	1.0%													
Event		.0%	0	\$0.00	4	\$260.00	0	\$0.00	0	0	\$0.00	\$260.00	0	\$0.00
450	1.0%													
** Report Totals **		.0%	0	\$0.00	10	\$645.00	0	\$0.00	0	0	\$0.00	\$645.00	0	\$0.00
898	1.3%			\$0.00		\$15.00		\$0.00	0		\$0.00	\$15.00		\$0.00



Order #1

Posting Report

jsmillie 8/14/2015 10:47 AM
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Post No: 40 (Pre-Post)
Mode : Summary

Ticketing G/L Summary	GL Description	Received
	Ticket Sales	\$260.00
	Ticketing Fees	\$0.00
	Total	\$260.00

Ticketing MOS Summary	Mode of Sale	Received	Seats	Printed	Returned
	Management	\$260.00	4	4	
	Totals	\$260.00	4	4	

Payments Summary for all Batches:

Payment Method	#Trans	Income		Refund		Total	
		Amount	#Trans	Amount	#Trans	Amount	
Cash	1	272.00	1	(12.00)	2	260.00	
Total	1	\$272.00	1	(\$12.00)	2	\$260.00	

General Ledger Summary For All Batches

Account	Batch Type Group	FYear	Debit	Credit	Net
01-000-0000-100010 Cash/Check	(no group)	2016	\$272.00	\$12.00	\$260.00
01-000-0002-100010 Ticket Sales	(no group)	2016	\$0.00	\$260.00	(\$260.00)
01-000-0002-100011 Ticketing Fees	(no group)	2016	\$12.00	\$12.00	\$0.00
Total			\$284.00	\$284.00	\$0.00



Ticketing Scenario #2

- Seated, partially paid single ticket order
- Single Price Layer (ticket price category)
- Fees attached
- Reports
 - Ticket Sales by Period
 - Performance Sales Summary by PT Category
 - Posting Report



Order #2



Mr. Lars Marland Laccetti

#659

Memb Level:
Last Contrib:
Address: **55 Exchange Blvd**
Phone: **7173377989**

Next Perf:
Email: **aperson@msn.com**

Owner: Source: Solicitor: Delivery: Hold Until:
 Order #: Date: MOS: Channel: Pmt Schedule:
 Initiator: Category: Alt Address:
 Notes:

Line Items	Sub Line Items	Fees	Contributions	Custom Data							
Pkg Code	Perf Code	Description	Product Date	Price Type	Zone	Section	Row	Seat	Tkt Amt	Status	Rule
*****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	Stan	FORCH	FORCH	D	1	65.00	SUP	
*****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	Stan	FORCH	FORCH	D	3	65.00	SUP	
*****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	Stan	FORCH	FORCH	D	5	65.00	SUP	
*****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	Stan	FORCH	FORCH	D	7	65.00	SPD	

Purchase	Return	Fees	Contributions	Total Amount	Total Paid	Total Due
4 260.00	0 0.00	12.00	0.00	272.00	136.00	136.00



Order #2

Clydebank Performing Arts Center

Ticket Sales by Period

Season(s): 2015-16 Rentals
 Productions: (All)
 Performances: (All)
 Perf Start Date: End Date: Group By: Production Season Categ
 Sale Start Date: 2015-08-14 Sale End Date: 2015-08-14 Include Comps: No
 Price Categories: Ticket Price, Fee
 MOS Categories: (All)
 Sales Channels: (All)

Perf Code	Date/Time	Call Center		In-Person		Total	
		Tkts	Amt	Tkts	Amt	Tkts	Amt
R16EB0115	Fri 1/15/2016 8:00 PM Einstein On The Beach						
R160211GW	Thu 2/11/2016 8:00 PM Glassworks: The Concert						
R16PG0612	Fri 6/12/2015 8:00 PM						
R16PG0614	Sun 6/14/2015 2:00 PM Koyaanisqatsi Live						
R160916MF	Wed 9/16/2015 8:00 PM Philip Glass: Music for Films	1	\$124.00	4	\$260.00	5	\$384.00
		1	\$124.00	4	\$260.00	5	\$384.00
R160306SL	Sun 3/6/2016 8:00 PM Songs From Liquid Days						
	Total	1	\$124.00	4	\$260.00	5	\$384.00



Order #2

Clydebank Performing Arts Center

Performance Sales Summary by Price Type Category

jsmillie 8/14/2015 11:07 AM
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Start Date: 9/1/2015 End Date: 1/15/2016
History Date: Include Resold Seats: No
Season(s): 2015-16 Rentals

Perf	Date		Budget	Package		Single		Discount		Comp		Other		Total	Reserved	
	Avail	% Cap		#	\$	#	\$	#	\$	#	#	\$	#		\$	
R16EB0115	1/15/2016	8:00 PM		0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00	
	448	1.5%					\$15.00		\$0.00	0	0				\$0.00	
Event			.0%	0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00	
	448	1.5%														
R160916MF	9/16/2015	8:00 PM		0	\$0.00	5	\$325.00	0	\$0.00	0	0	\$0.00	\$325.00	3	\$195.00	
	446	2.0%														
Event			.0%	0	\$0.00	5	\$325.00	0	\$0.00	0	0	\$0.00	\$325.00	3	\$195.00	
	446	2.0%														
** Report Totals **			.0%	0	\$0.00	11	\$710.00	0	\$0.00	0	0	\$0.00	\$710.00	3	\$195.00	
	894	1.8%			\$0.00		\$15.00		\$0.00	0		\$0.00	\$15.00		\$0.00	



Order #2

Clydebank Performing Arts Center

jsmillie 8/14/2015 11:25 AM
Page 1 of 1

Fees by Performance

Season(s): 2015-16 Rentals
 Production: (None) Performance: (None)
 Performance Dates: to
 Fee Categories: (All)
 Fee(s): (All)
 Order Dates: 2015-08-13 to 2015-08-14 Grouping: Performance
 Mode(s) of Sale: (All)
 Channel(s): (All)
 List: (None)

Performance Fee Category	Perf Code Fee	Day Date/Time	#Fees	Override Loss	Fees Total	Fees Paid
Philip Glass: Music for Films	R160916MF	Wed 9/16/2015 8:00 PM				
Service	15-16 Rental Per-Ticket		4	\$0.00	\$12.00	\$12.00
	Philip Glass: Music for Films Total		4	\$0.00	\$12.00	\$12.00
Einstein On The Beach	R16EB0115	Fri 1/15/2016 8:00 PM				
Service	15-16 Rental Per-Ticket		1	\$0.00	\$3.00	\$3.00
	Einstein On The Beach Total		1	\$0.00	\$3.00	\$3.00
Glassworks: The Concert	R160211GW	Thu 2/11/2016 8:00 PM				
Service	15-16 Rental Per-Ticket		4	\$0.00	\$12.00	\$12.00
	Glassworks: The Concert Total		4	\$0.00	\$12.00	\$12.00
		Report Total	9	\$0.00	\$27.00	\$27.00



Order #2

Posting Report

jsmillie 8/14/2015 11:27 AM
Page 1 of 1

Post No: 41 (Pre-Post)

Mode : Summary

Ticketing G/L Summary	GL Description	Received
	Ticket Sales	\$124.00
	Ticketing Fees	\$12.00
	Total	\$136.00

Ticketing MOS Summary	Mode of Sale	Received	Seats	Printed	Returned
	Mail	\$136.00	4		
	Totals	\$136.00	4		

Payments Summary for all Batches:

Payment Method	Income		Refund		Total	
	#Trans	Amount	#Trans	Amount	#Trans	Amount
Check	1	136.00	0	0.00	1	136.00
Total	1	\$136.00	0	\$0.00	1	\$136.00

General Ledger Summary For All Batches

Account	Batch Type Group	FYear	Debit	Credit	Net
01-000-0000-100010 Cash/Check	(no group)	2016	\$136.00	\$0.00	\$136.00
01-000-0002-100010 Ticket Sales	(no group)	2016	\$0.00	\$124.00	(\$124.00)
01-000-0002-100011 Ticketing Fees	(no group)	2016	\$0.00	\$12.00	(\$12.00)
Total			\$136.00	\$136.00	\$0.00

Batches in this Posting Session

Batch No	Batch Type	Owner	Created By	Create Date	Closed By	Close Date
85	Ticket Uncontrolled	jsmillie	jsmillie	8/14/2015 11:00	jsmillie	8/14/2015 11:27



Ticketing Scenario #3

- 1 ticket (\$60 each plus facility fee) to 9/16/2015 performance
- Unseated, paid single ticket order
- Multiple Price Layers
- Reports:
 - Ticket Sales by Period
 - Performance Sales Summary



Order #3



Mr. Leon A Mahoney
#587

Memb Level:
Last Contrib:
Address: **555 Tully Rd**
Phone: **8047988517**

Next Perf:
Email: **aperson@msn.com**

Owner: 587 Source: 54 Solicitor: jsmillie Delivery: Hold at Box Office Hold Until: 09/14/2015
 Order #: 514 Date: 08/14/2015 MOS: Group Sales Channel: Mail Pmt Schedule: Net 30
 Initiator: Category: none Alt Address: Notes:

Line Items		Sub Line Items	Fees	Contributions			Custom Data			
Pkg Code	Perf Code	Description	Product Date	Price Type	Zone	Pur	Pur Amt	Ret	Ret Amt	Std
****	R160916MF	Philip Glass: Music for Films	Wed, 9/16/2015 8:00 PM	GrpSales	RORCH	1	63.00	0	0.00	0

Purchase	Return	Fees	Contributions	Total Amount	Total Paid	Total Due
1 63.00	0 0.00	0.00	0.00	63.00	63.00	0.00



Order #3

Clydebank Performing Arts Center

Ticket Sales by Period

Season(s): 2015-16 Rentals
Productions: (All)
Performances: (All)
Perf Start Date: **End Date:** **Group By:** Production Season **Category:** MOS Category
Sale Start Date: 2015-08-14 **Sale End Date:** 2015-08-14 **Include Comps:** No **List:** (None)
Price Categories: Ticket Price, Fee
MOS Categories: (All)
Sales Channels: (All)

Perf Code	Date/Time	Call Center		In-Person		Phone		Total	
		Tkts	Amt	Tkts	Amt	Tkts	Amt	Tkts	Amt
R.16EB0115	Fri 1/15/2016 8:00 PM Einstein On The Beach								
R.160211GW	Thu 2/11/2016 8:00 PM Glassworks: The Concert								
R.16PG0612	Fri 6/12/2015 8:00 PM								
R.16PG0614	Sun 6/14/2015 2:00 PM Koyaanisqatsi Live								
R.160916MF	Wed 9/16/2015 8:00 PM Philip Glass: Music for Films	1	\$124.00	4	\$260.00	5	\$63.00	5	\$447.00
		1	\$124.00	4	\$260.00	5	\$63.00	5	\$447.00
R.160306SL	Sun 3/6/2016 8:00 PM Songs From Liquid Days								
	Total	1	\$124.00	4	\$260.00	5	\$63.00	5	\$447.00



Order #3

Clydebank Performing Arts Center

Performance Sales Summary by Price Type Category

jsmillie 8/14/2015 11:57 AM
Page 1 of 1

Start Date: 9/1/2015 End Date: 1/15/2016
History Date: Include Resold Seats: No
Season(s): 2015-16 Rentals

Perf	Date		Budget	Package		Single		Discount		Comp		Other		Total	Reserved	
	Avail	% Cap		#	\$	#	\$	#	\$	#	#	\$	#		\$	
R16EB0115	1/15/2016	8:00 PM		0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00	
	448	1.5%			\$0.00		\$15.00		\$0.00	0	0				\$0.00	
Event			.0%	0	\$0.00	6	\$385.00	0	\$0.00	0	0	\$0.00	\$385.00	0	\$0.00	
	448	1.5%														
R160916MF	9/16/2015	8:00 PM		0	\$0.00	5	\$325.00	0	\$0.00	0	0	\$0.00	\$325.00	3	\$195.00	
	446	2.0%														
Event			.0%	0	\$0.00	5	\$325.00	0	\$0.00	0	0	\$0.00	\$325.00	3	\$195.00	
	446	2.0%														
** Report Totals **			.0%	0	\$0.00	11	\$710.00	0	\$0.00	0	0	\$0.00	\$710.00	3	\$195.00	
	894	1.8%			\$0.00		\$15.00		\$0.00	0		\$0.00	\$15.00		\$0.00	



Order #3

Clydebank Performing Arts Center

Posting Report

jsmillie 8/14/2015 12:25 PM

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Post No: 42 (Pre-Post)

Mode : Summary

Ticketing G/L Summary	GL Description	Received			
	Ticket Sales	\$60.00			
	Ticketing Fees	\$3.00			
	Total	\$63.00			

Ticketing MOS Summary	Mode of Sale	Received	Seats	Printed	Returned
	Group Sales	\$63.00			
	Totals	\$63.00			

Payments Summary for all Batches:

Payment Method	Income		Refund		Total	
	#Trans	Amount	#Trans	Amount	#Trans	Amount
Check	1	63.00	0	0.00	1	63.00
Total	1	\$63.00	0	\$0.00	1	\$63.00

General Ledger Summary For All Batches

Account	Batch Type Group	FYear	Debit	Credit	Net
01-000-0000-100010 Cash/Check	(no group)	2016	\$63.00	\$0.00	\$63.00
01-000-0002-100010 Ticket Sales	(no group)	2016	\$0.00	\$60.00	(\$60.00)
01-000-0002-100011 Ticketing Fees	(no group)	2016	\$0.00	\$3.00	(\$3.00)
Total			\$63.00	\$63.00	\$0.00




Ticketing Scenario #4


- MOS = Package Sales
- 2 package tickets (\$208 each)
- Unseated, partially paid (50% plus fees) subscription order
- Reports:
 - Ticket Sales by Period
 - Performance Sales Summary



Order #4


Ms. Jane Wilson
 #70954

Memb Level:
 Last Contrib: **07/17/15 \$1000.00**
 Address: **1532 Cherokee Road**
 Phone: **5023912048**

Next Perf: **09/14/15 Noah's Flood**
 Email: **jsmillie@tessituranetwoi**


Owner: 70954 **Source:** 53 **Solicitor:** jsmillie **Delivery:** Hold at Box Office **Hold Until:** 0
Order #: 520 **Date:** 08/14/2015 **MOS:** Package Orders **Channel:** Mail **Pmt Schedule:** N
Initiator: **Category:** (none) **Alt Address:** N
Notes:

Line Items		Sub Line Items	Fees	Contributions			Custom Data			
Pkg Code	Perf Code	Description	Product Date	Price Type	Zone	Pur	Pur Amt	Ret	Ret Amt	Std
16MINA	****	Minimalist A 2016		Package	FORCH	2	416.00	0	0.00	2

Purchase	Return	Fees	Contributions	Total Amount	Total Paid	Total Due
8 416.00	0 0.00	10.00	0.00	426.00	218.00	208.00



Order #4

Performance Sales Summary by Price Type Category

jsmillie 8/14/2015 1:07 PM

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Start Date: 6/1/2015 End Date: 12/31/2016
 History Date: Include Resold Seats: No
 Season(s): 2015-16 Rentals

Perf	Date	Budget	Package		Single		Total	Reserved	
			#	\$	#	\$		#	\$
R16EB0115	1/15/2016 8:00 PM		2	\$104.00	6	\$385.00	\$489.00	0	\$0.00
	446 1.9%			\$0.00		\$15.00			\$0.00
Event		.0%	2	\$104.00	6	\$385.00	\$489.00	0	\$0.00
	446 1.9%								
R160211GW	2/11/2016 8:00 PM		0	\$0.00	6	\$380.00	\$380.00	2	\$104.00
	446 1.9%								
Event		.0%	0	\$0.00	6	\$380.00	\$380.00	2	\$104.00
	446 1.9%								
R16PG0612	6/12/2015 8:00 PM		2	\$104.00	2	\$150.00	\$254.00	0	\$0.00
	450 1.0%								
R16PG0614	6/14/2015 2:00 PM		0	\$0.00	35	\$2,100.00	\$2,100.00	0	\$0.00
	419 8.2%								
Event		.0%	2	\$104.00	37	\$2,250.00	\$2,354.00	0	\$0.00
	869 4.6%								
R160916MF	9/16/2015 8:00 PM		0	\$0.00	5	\$325.00	\$325.00	3	\$195.00
	446 2.0%								
Event		.0%	0	\$0.00	5	\$325.00	\$325.00	3	\$195.00
	446 2.0%								
R160306SL	3/6/2016 8:00 PM		0	\$0.00	4	\$240.00	\$240.00	2	\$104.00
	448 1.3%								
Event		.0%	0	\$0.00	4	\$240.00	\$240.00	2	\$104.00
	448 1.3%								
** Report Totals **		.0%	4	\$208.00	58	\$3,580.00	\$3,788.00	7	\$403.00
	2,655 2.7%			\$0.00		\$15.00	\$15.00		\$0.00



Order #4

Posting Report

jsmillie 8/14/2015 1:11 PM
Page 1 of 1

Post No: 43 (Pre-Post)

Mode : Summary

Ticketing G/L Summary	GL Description	Received
	Ticket Sales	\$208.00
	Ticketing Fees	\$10.00
	Total	\$218.00

Ticketing MOS Summary	Mode of Sale	Received	Seats	Printed	Returned
	Package Orders	\$218.00	8		
	Totals	\$218.00	8		

Payments Summary for all Batches:

Payment Method	Income		Refund		Total	
	#Trans	Amount	#Trans	Amount	#Trans	Amount
Visa	1	218.00	0	0.00	1	218.00
Total	1	\$218.00	0	\$0.00	1	\$218.00

General Ledger Summary For All Batches

Account	Batch Type Group	FYear	Debit	Credit	Net
01-000-0000-100030 Visa	(no group)	2016	\$218.00	\$0.00	\$218.00
01-000-0002-100010 Ticket Sales	(no group)	2016	\$0.00	\$208.00	(\$208.00)
01-000-0002-100011 Ticketing Fees	(no group)	2016	\$0.00	\$10.00	(\$10.00)
Total			\$218.00	\$218.00	\$0.00

Jessitura



**EUROPEAN
CONFERENCE 2015**

**5 & 6 NOVEMBER
NOTTINGHAM**

QUESTIONS?

- Please tell us who you are and where you are from.....

Jessitura



**EUROPEAN
CONFERENCE 2015**

**5 & 6 NOVEMBER
NOTTINGHAM**

WHAT'S NEXT?

🕒 LUNCH! 1.15PM – 2.05PM

Lunch will be served in the Royal Suite in the Crowne Plaza Hotel, access is on the lower level off reception

🕒 NEXT SESSION: Conference Welcome in the Auditorium, Royal Concert Hall