

**TESSITURA
EUROPEAN
CONFERENCE**

DUBLIN 2016





**TICKET AND
CONTRIBUTION
INCOME
SHOW ME THE
MONEY!**

- **PRESENTER**

Tony Barnes : Tessitura Network

**Share your favourite
content and photos!**

#TECDublin16





Session Objectives

- Understand what GL accounts are and why they matter
- Understand how transaction processing in Tessitura impacts your Finance Team
- Know the primary Tessitura reports that can summarise your sales/contribution activity



GENERAL LEDGER ACCOUNTS WITHIN TESSITURA



What are GL Accounts?

- **GL is short for “General Ledger”**
- **They are accounting structures used to track money**
- **Sometimes called a “Nominal” account**
- **GL Accounts in Tessitura match Accounts in your Finance software**



How are GL Accounts Used?

- **Payment Methods (form of payment received)**
- **Funds (Development)**
- **Price Types/Layers (Ticketing)**
- **Fees (Ticketing)**



Payment Methods

- **Campaigns/References/Payment Method**
 - Usage: Income, Refund, Both
 - Payment Types (non-editable)
 - Credit Card, Cash, Cheque, etc.
- **Shared by Development & Ticketing**





Payment Methods

Typical Methods

Cash

Cheque

Credit Card

Direct Debit

Special Methods

Gift Certificates

Invoice

On Account

In Kind

Stock

Other

**GL Numbers are assigned per
payment method**



Payment Method Setup

Premiums	Source Groups	Media	Magazines	Funds	Appeal Categories	Acknowledgements	GL Accounts	Payment Methods		
Description	Short Description	Business Unit	Income/ Refund	Asset GL No	Payment Type	Account Type	Require Postal Code	Open Cash Drawer	Require Check No	
Adjustment	Adjustment	Autumn Ridge	Both	01-000-0000-100060	Adjustment			<input type="checkbox"/>	<input type="checkbox"/>	
American Express	American E	Autumn Ridge	Both	01-000-0000-100050	Credit Card	American Express	Never	<input type="checkbox"/>	<input type="checkbox"/>	
Cash	Cash	Autumn Ridge	Both	01-000-0000-100010	Cash			<input type="checkbox"/>	<input type="checkbox"/>	
Check	Check	Autumn Ridge	Both	01-000-0000-100010	Check			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Direct Debit	Direct Deb	Autumn Ridge	Both	01-000-0000-100055	Direct Debit	Direct Debit		<input type="checkbox"/>	<input type="checkbox"/>	
Discover	Discover	Autumn Ridge	Both	01-000-0000-100040	Credit Card	Discover	Never	<input type="checkbox"/>	<input type="checkbox"/>	
gcoa	test	Autumn Ridge	Both	00-000-0000-000000	Gift Certificate			<input type="checkbox"/>	<input type="checkbox"/>	
Gift Certificate	Gift Certi	Autumn Ridge	Both	01-000-0000-100090	Gift Certificate			<input type="checkbox"/>	<input type="checkbox"/>	
Gift Certificate Write Off	Gift Certi	Autumn Ridge	Both	02-001-0001-100016	Adjustment			<input type="checkbox"/>	<input type="checkbox"/>	
In Kind	In Kind	Autumn Ridge	Both	00-000-0000-000000	Other			<input type="checkbox"/>	<input type="checkbox"/>	
Invoice	Invoice	Autumn Ridge	Both	01-000-0003-100010	Invoice			<input type="checkbox"/>	<input type="checkbox"/>	
Master Card	Master Car	Autumn Ridge	Both	01-000-0000-100020	Credit Card	Master Card	Never	<input type="checkbox"/>	<input type="checkbox"/>	
On-Account	On-Account	Autumn Ridge	Both	01-000-0003-100010	On Account			<input type="checkbox"/>	<input type="checkbox"/>	
Stock	Stock	Autumn Ridge	Both	00-000-0000-000000	Other			<input type="checkbox"/>	<input type="checkbox"/>	
Visa	Visa	Autumn Ridge	Both	01-000-0000-100030	Credit Card	Visa	Never	<input type="checkbox"/>	<input type="checkbox"/>	



Funds

- **Income GLs**
 - Used for booking income to a fund
- **Receivable GLs**
 - Used for booking receivables to a fund
- **Write Off GL**





Restricted vs. Non-Restricted Income

- **Non-Restricted** – income to be used in the current year or period.
- **Restricted** – income to be used in future year(s) or periods. Time restricted, NOT purpose restricted.
- **Contributions may have a restriction schedule**
- **No Restricted Income GL** – can't create a restriction schedule



Current & Future Receivables

Current Receivable GL No: DEV-CAPC-10112

Future Receivable GL No: DEV-CAPF-10112

- **Current (to be received in current period)**
- **Future (to be received in future period)**
- **Pledge Schedule (when money should be received)**





Pledge Schedule

Contribution | Memberships | Prem/Ack | Matching/Credit | Event | Restricted | Notes/GIK | Summary | Custom Data

Details **New**

Fund: Ind General

Campaign: 2012 AF Individual

Designation: Undesignated

Pledge: 2,000.00

Amt. Paid: .00

Payment: .00

Billing

Billing Type: Normal Billing

Account:

Payment Plan

Beginning: 06/11/2012

Ending: 06/12/2013

of Payments: 2

Schedule

Clear

Amount	Date	Status	Received
\$1,000.00	06/11/2012	Current	\$.00
\$1,000.00	01/01/2013	Future	\$.00
\$2,000.00			\$0.00

Insert Delete

Total Paid .00 **Total Due .00**

OK Cancel Close



What is a Current Receivable?

- Payments scheduled within 12 months of gift (default)
- Payments scheduled prior to the 'FUTURE_RECEIVABLE_CUTOFF' value in T_DEFAULTS
 - Either a fixed number of days or a fixed date

System Table Maintenance: T_DEFAULTS			
Id	Parent Table	Field Name	Default Value
219	Impresario	FUTURE RECEIVABLE CUTOFF	365

Id	Parent Table	Field Name	Default Value
219	Impresario	FUTURE RECEIVABLE CUTOFF	01/01/2016



Price Types and Layers

- **GL Income Number – Used to record ticket sales**
- **GL Resale Number – Used to record sales for seats previously donated for resale**

Maintain Performance

General Pricing Modes of Sale Segments Credits

All Ticket Price 1 Dinner Price 1 +

Prices Price Type Properties Detailed View

	FStalls	RStalls	FCirde
Full	35.00	25.00	40.00
Child	20.00	10.00	25.00
Complimentary	0.00	0.00	0.00
Gala Dinner	35.00	25.00	40.00

All Ticket Price 1 Dinner Price 1 +

Prices Price Type Properties Bulk Edit

Price Type	Start Date	End Date	GL Income	GL Resold
Full	19/07/2014 1:47 PM	13/09/2014 7:30 PM	01-000-0002-100010	01-000-0002-100015
Child	19/07/2014 1:47 PM	13/09/2014 7:30 PM	01-000-0002-100010	01-000-0002-100015
Complimentary	19/07/2014 1:47 PM	13/09/2014 7:30 PM	01-000-0002-100010	01-000-0002-100015
Gala Dinner	18/07/2014 1:47 PM	12/09/2014 7:30 PM	01-000-0002-100010	01-000-0002-100015



Price Types and Layers

- Layers can be used to assign more than one GL code to the same Price Type

	FStalls	RStalls	FCircle	RCircle
Full	0.00	0.00	0.00	0.00
Child	0.00	0.00	0.00	0.00
Complimentary	0.00	0.00	0.00	0.00
Gala Dinner	20.00	20.00	20.00	20.00

Price Type	Start Date	End Date	GL Income	GL Resold
Gala Dinner	18/07/2014 1:47 PM	12/09/2014 7:30 PM	02-001-0002-100001	02-001-0002-100001



Fees

- **Income for fees collected on ticket sales**
- **Typically, new fees are set up for each new Season of ticket sales**
- **Fields to note:**
 - **General Ledger No and Campaign fields**
 - **Ticketing Season and Fiscal Year fields**

Fees



Fee Maintenance Fee Rules

Available Fees

- 12/13 Exchange Fee
- 12/13 Postage Fee
- 13/14 Postage Fee
- 14/15 Postage Fee**
- 14/15 Registered Post Fee
- 2014 Manual Fee

Fee Details

General Settings

Fee Description: 14/15 Postage Fee

Ticketing Season: (all in fyear) ▼

Fiscal Year: 2014

Business Unit: HBAC ▼

General Ledger No: 01-000-0002-100013 ▼

Campaign: 14/15 Fees and Extras ▼

Designation: Fees Income ▼

Fee Category: Service ▼

Calculation Method

Fee Type: Rule-Based ▼

Calculation Rules

Fee Frequency: Order Level ▼

Fee Amount: 1.00

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

- GL fiscal year comes from the Campaign

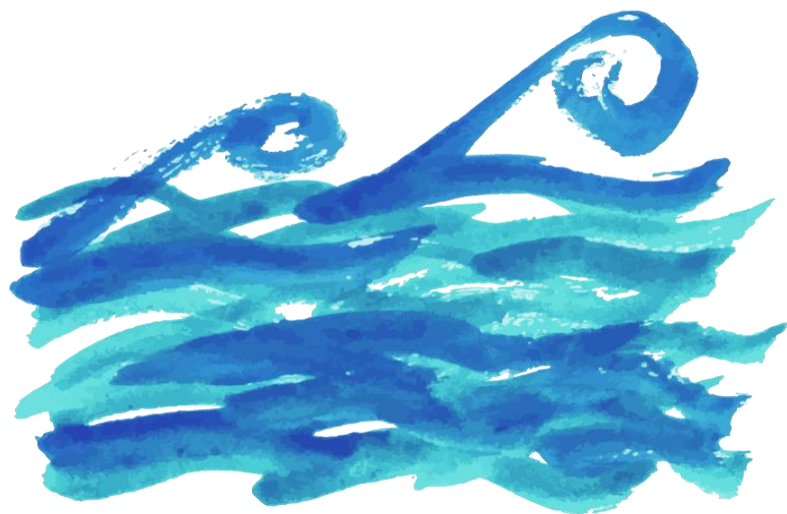


Fees

General Settings

Fee Description:	2012-2013 MS Facility Fee
Ticketing Season:	2012-2013 Main Stage ▼
Fiscal Year:	2013
Business Unit:	(none) ▼
General Ledger No:	01-5100-00 ▼
Campaign:	2010-2011 Ticketing ▼
Designation:	Default TR_DESIG_CODE ▼
Fee Category:	Default TR_FEE_CATEGORY ▼

- **Ticketing Season** - defines the products to which a fee can be applied.
- **Fiscal Year** - used with the (All in Fyear) option in Ticketing Season.



BATCHES AND POSTING



Tessitura Batches

- Used to group a user's financial transactions (orders & contributions) during a work session
- Transactions contained in a batch are not recorded to GL accounts until the batch is posted



Batch Closing

- When a user is finished entering transactions within a batch, the batch must be closed
- Batch Report can be used to balance cash drawers
- Once a batch is closed it cannot be reopened





Posting

- **Distributes money to GL accounts**
- **The manner in which batches are posted often determines the ease by which GL accounts and bank deposits are reconciled**





Posting Considerations

- Batches can be posted individually or in groups (one posting # can be related to multiple batch #s)
- When posting batches in groups, their transactions are combined for posting reports
- Using batch types based on purpose, such as Ticketing and Development, helps to facilitate the grouping of batches for posting



FINANCIAL REPORTING



Income by Payment Method – Purpose

- Selects all payments with payment dates in date range
- Payments can be further filtered by a list, or the location of the workstation on which the payment was entered
- Located in Finance folder



Income by Payment Method – Parameters

7 Enter parameters to run Income By Payment Method in the Foreground

Transaction Start Date(Required)	01/01/2010	OK
Transaction End Date(Required)	12/31/2010	Cancel
Detail Level(Required)	Unit only	Next
List(Optional)	(None)	Previous
Location(s)(Optional)		Clear
Include GL Posted(Required)	Yes	Report Help
Detail all Payment Methods(Required)	Yes	



Income by Payment Method – Report

Hebden Bridge Arts Centre

Income By Payment Method

TBarnes 01/08/2014 04:14 PM

Page 1 of 1

Parameters Payment Date Range : 01/08/2014 - 01/08/2014

Detail Level: Unit Only

List:

Locations: (All)

Include GL Posted: Yes

Break Out Payment Methods: Yes

Business Unit/Designation	Income		Refund		Totals		Posted to GL	Variance to GL
	#Trans	Amount	#Trans	Amount	#Trans	Amount	Amount	Amount
Unit: HBAC								
All Designations								
Cash	1	£120.00	0	£0.00	1	£120.00	£120.00	£0.00
Cheque	1	£210.00	0	£0.00	1	£210.00	£210.00	£0.00
Visa Credit	3	£176.00	0	£0.00	3	£176.00	£176.00	£0.00
Unit Subtotal	5	£506.00	0	£0.00	5	£506.00	£506.00	£0.00
GRAND TOTAL	5	£506.00	0	£0.00	5	£506.00	£506.00	£0.00



Payments by Performance – Purpose

- Lists all payments for one or more selected performances
- Use for performance financial settlement
- Payments made in ticket orders for fees, contributions, on account or gift certificates are not included in results
- Located in Ticketing Box Office folder



Payments by Performance – Parameters

7 Enter parameters to run Payments by Performance in the current window

Season	(Required)	Mainstage 2014 - 2015	OK
Performance	(Optional)	(None)	Cancel
Performance Start Date	(Optional)	01/08/2014	Next
Performance End Date	(Optional)	31/08/2014	Previous
Production Season	(Optional)	(None)	Clear
Mode	(Required)	Detail	Report Help
Price Categories	(Optional)		

Payments by Performance – Report



Hebden Bridge Arts Centre			
Performance Payment Summary			TBarnes 01/08/2014 04:20 PM Page 1 of 1
Season: Mainstage 2014 - 2015		Performance: (None)	
Production Season: (None)		Mode: Detail	
Performance Dates: 2014-08-01 to 2014-08-31			
Price Categories:			
Perf Code	Day	Perf Date	
Payment Method		Type	Amount
(All Perfs)			
Mastercard		Credit Card	£140.00
MasterCard Credit: CNP		Credit Card	£90.00
Visa Credit		Credit Card	£60.00
Visa Credit: CNP		Credit Card	£60.00
Invoice		Invoice	£130.00
Cash		Cash	£250.00
Total			£730.00
HAM0826E	Tue	26/08/2014 7:30 pm	
Cash		Cash	£120.00
Total			£120.00
HAM0827E	Wed	27/08/2014 7:30 pm	
Visa Credit		Credit Card	£60.00
Invoice		Invoice	£130.00
Total			£190.00
HAM0828E	Thu	28/08/2014 7:30 pm	
MasterCard Credit: CNP		Credit Card	£90.00
Visa Credit: CNP		Credit Card	£60.00
Cash		Cash	£60.00
Total			£210.00

QUESTIONS?



“Compliments pass when the quality meet.”

Brendan Behan, *Borstal Boy*

WHAT'S NEXT?



BREAK 15.30-15.45

Hogan Foyer / Level 6 Foyer

BREAKOUT SESSION EIGHT

15.45-16.45