

Reports: Accounting Summary and GLA#

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Note: These instructions are for club administrators who have staff access to their club's management resources

Overview

The accounting report allows you to see registrations, payments and discounts for any service. Additionally this report will show General Ledger Account Numbers (GLA#) for your services if you have set them up. This grouping can be used to view income across multiple services that have been coded with the same GLA#. GLA#'s typically match what is used in the club's accounting software (such as Quickbooks). Below is a step-by-step guide on how to generate the report and additional information on GLA#'s for your convenience.

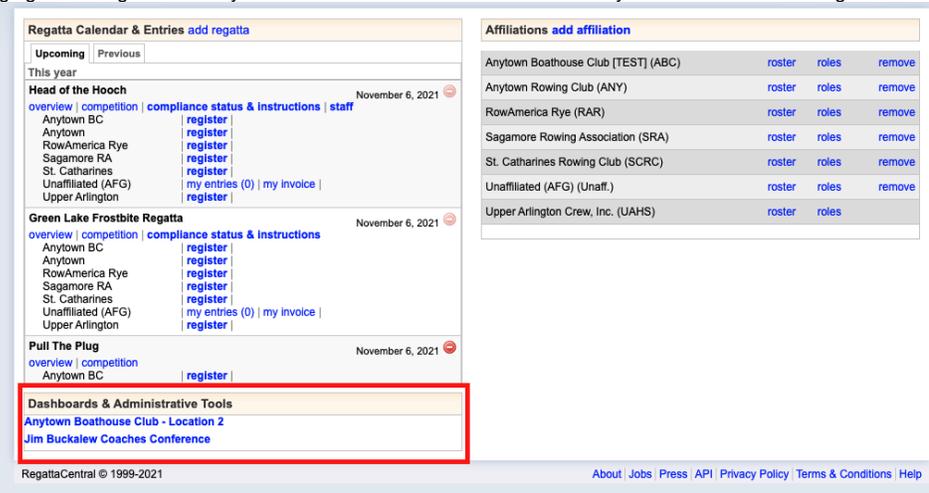
How to generate the Accounting Report

To generate an Accounting Report follow the instructions listed below:

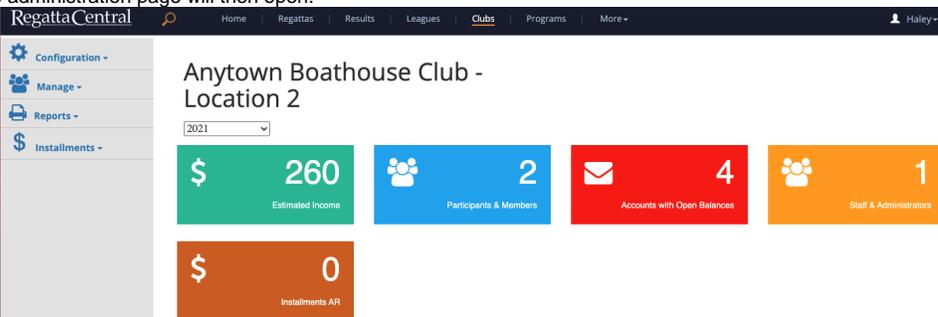
1. Login using the 'Login' at the top of the RegattaCentral homepage.
 - a. If you do not have an account, need to reset your password, or username please follow the instructions in 'How to Create an Account' above.



2. To be given administrator access to a team you will need to contact the individual in charge of your club's RegattaCentral account or your regatta central account manager.
3. After Logging on to RegattaCentral your club will be located on the lower left of your dashboard below regatta calendar. Click on **your club name**.

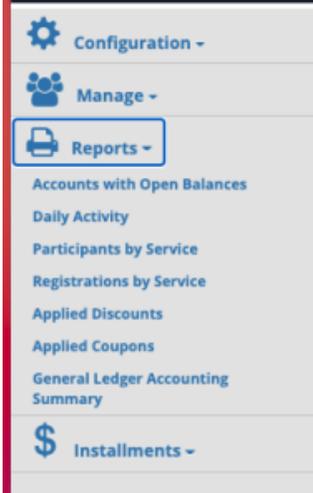


- a.
4. Your club administration page will then open.



- a.
- b. You can click on any title in the left hand tool bar, or on the colored boxes in the center of the screen to navigate the page.

- c. To see descriptions of each item click [here](#)
- 5. Click on reports to the left, then click general ledger account summary



- a.
- 6. From the upper left hand corner you can export this to excel.

GLA#	SKU	Group Code	Service(s)	Price	Qty	Total
.	6371-16-45, 6371-16-46		Summer Camp, Summer Camp Location 2	\$10.00	1	\$10.00
.	6371-1-23		Annual Membership 2021	\$250.00	1	\$250.00
.	6371-12-24, 6371-12-48		Spring Masters, Summer Masters	\$50.00	0	\$0.00

a.

GLA#'s on the Accounting Report:

GLA#	SKU	Group (Acct. Class)	Service(s)	Price	Qty	Total
.	204-1-266		Annual Membership - Single	\$550.00	2	\$1,100.00
1200.500	294-33-270, 294-34-271		Test Camp II - Summer Learn to Row, Test Camp III - Summer Learn To Row	\$280.00	2	\$560.00
.	204-225-268, 204-225-269, 204-18-265		Learn to Row 1 - NOVEMBER, Learn to Row 1 - DECEMBER, 2015 Boat & Facility	\$150.00	1	\$150.00
.	294-252-275		Chip's LTR (xyz)	\$100.00	0	\$0.00
.	294-243-259, 294-245-261, 294-237-253, 294-239-255, 294-241-257		Novice 3 - TEST, Novice 4 - TEST, Affiliate Fee, Novice 1 - TEST, Novice 2 - TEST	\$50.00	4	\$200.00
.	294-247-278, 294-128-277		Learn to Row 3B, ER Affiliate Membership	\$10.00	4	\$40.00

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

How to Adding a GLA# and GLA Sub#

1. Click on 'Services, Fields, Periods, Groups & Discounts'
2. Go to the 'Services Catalog' tab to add the GLA#.
3. Click on the catalog item's title, enter the number into the 'GLA#' field, then click 'OK'

Catalog Editor

Title: Test Camp II

GLA#: 1200

Group Code:

Expiration: End of service period

Registration Form: Participant Birthdate At

Required Required

a.

4. Go the 'Services' tab to add the GLA Sub #
5. Click on the service title, enter the sub-number into the 'GLA Sub#' field, then click 'OK'

Service Editor

Title: Test Camp II - Summer Learn to Row

Days & Times:

Cost: 280.00

GLA Sub#: 1200. 500

Group Code:

a.

6. The combined number will now appear in the 'GLA#' column

Anytown Rowing Club

Services Service Catalog Discounts & Coupons Fields Service Periods Groups

Service Period: 2015 Category: Camps & Clinics Add Services

◆ CID ◆	SID ◆	GLA# ◆	Group ◆	Title	◆ Days/Times ◆	Cost ◆	Display ◆	Participant Fields (r,o,s)
33	270	1200.500		Test Camp II - Summer Learn to Row		\$280.00	Yes	3,0,0 sort
34	271	1200.500		Test Camp III - Summer Learn To Row		\$280.00	Yes	5,0,0 sort

Support

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact support@regattacentral.com with "Please forward to Account Manager" in subject line or call 614-360-2922.

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