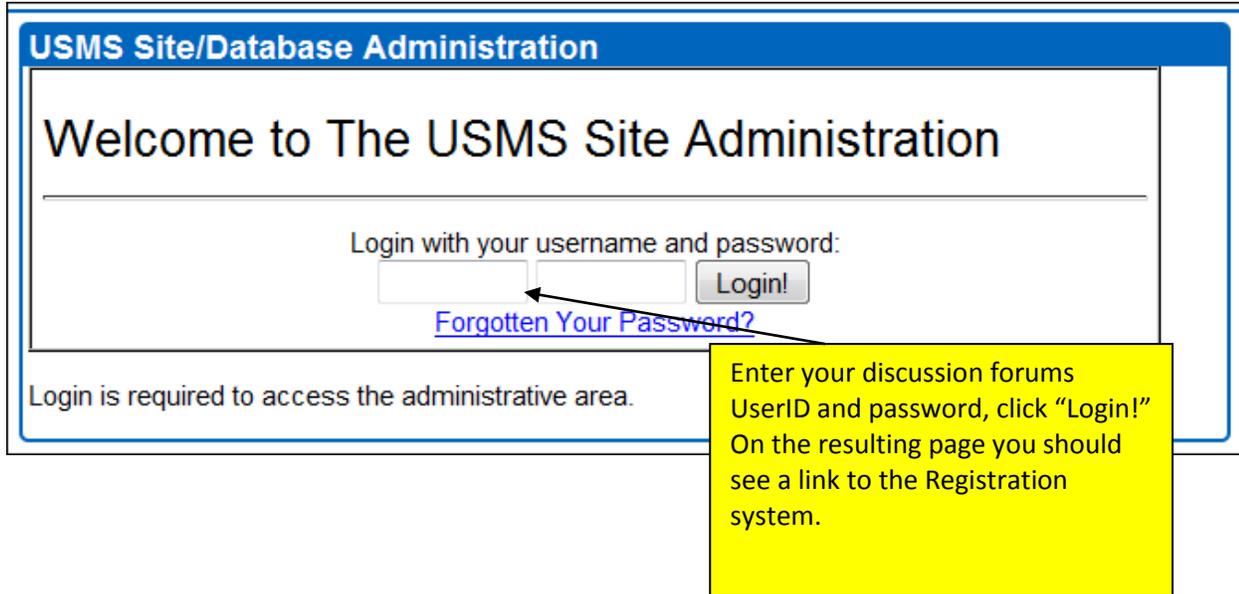


Creating Accounting Reports for Club & Workout Group Registration Income

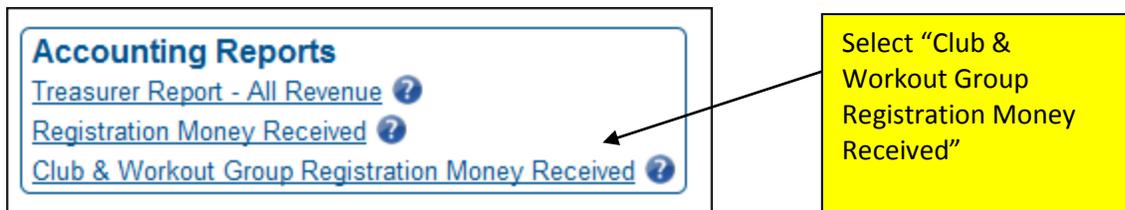
Begin by going to <https://www.usms.org/usmsadmin/>



The screenshot shows the 'USMS Site/Database Administration' login page. It features a blue header, a welcome message, and a login form with fields for username and password, a 'Login!' button, and a 'Forgotten Your Password?' link. A yellow callout box with an arrow pointing to the 'Forgotten Your Password?' link contains the following text:

Enter your discussion forums UserID and password, click "Login!" On the resulting page you should see a link to the Registration system.

Both registrars and treasurers can run accounting reports to compare against the statements that are sent to the LMSCs from the USMS National Office. One report summarizes all of the paper registrations entered for the month. The other report summarizes all of the online registrations for your LMSC for that month.



The screenshot shows the 'Accounting Reports' menu with three options: 'Treasurer Report - All Revenue', 'Registration Money Received', and 'Club & Workout Group Registration Money Received'. A yellow callout box with an arrow pointing to the 'Club & Workout Group Registration Money Received' link contains the following text:

Select "Club & Workout Group Registration Money Received"

USMS Accounting Report - Clubs and Workout Groups

Here is the main page for the money received for club and workout group registrations

Report Parameters - USMS Clubs and Workout Groups

Begin Date:

End Date:

Clubs: Workout Groups:

Credit Card: LMSC Check LMSC Cash

Registration Year(s): All

Limit to LMSC: North Carolina

USMS Club and WO Group Registration - All Data, Clubs - WO Groups - Credit card - LMSC Check - LMSC Cash - NC LMSC only

	Trx #	LMSC	Club Abbr.	WOG Abbr.	Trx Date	Total	USMS	LMSC	Reg. Yr.
1	673	NC	NCMS	NIST	2/2/2014	25.00	25.00	0.00	2014
2	644	NC		CSM	1/18/2014	25.00	25.00	0.00	2014
3	641	NC		RAM	1/17/2014	25.00	25.00	0.00	2014
4	643	NC	NCMS		1/17/2014	25.00	25.00	0.00	2014
5	527	NC		FTF	1/1/2014	25.00	25.00	0.00	2014
6	526	NC	NCMS		1/1/2014	25.00	25.00	0.00	2014
7	633	NC	GOSC		12/21/2013	25.00	25.00	0.00	2014
8	577	NC	HURR		12/6/2013	25.00	25.00	0.00	2014

Report Parameters - USMS Clubs and Workout Groups

Begin Date:

End Date:

Clubs: Workout Groups:

Credit Card: LMSC Check LMSC Cash

Registration Year(s): All

Limit to LMSC: North Carolina

Reports can be run on a variety of parameters. You can select a date range using the Begin and End dates.

You can narrow the report to show only online (credit card) income, or only paper registration (check/cash) income.

Report of Paper Club & Workout Group Registration Income

To run the report showing all of your paper (registrar-entered) registrations for the month, select the parameters as shown below. Next, select the time period. You can select a custom start and end date.

The screenshot shows a web form titled "Report Parameters - USMS Clubs and Workout Groups". The form contains the following fields and options:

- Begin Date:** An empty text input field.
- End Date:** An empty text input field.
- Clubs:** A checkbox that is checked.
- Workout Groups:** A checkbox that is checked.
- Credit Card:** An unchecked checkbox.
- LMSC Check:** A checked checkbox.
- LMSC Cash:** A checked checkbox.
- Registration Year(s):** A dropdown menu currently set to "2014".
- Limit to LMSC:** A text field containing "North Carolina".
- Refresh Report:** A blue button at the bottom of the form.

Two yellow callout boxes with arrows provide instructions:

- The first callout box points to the "Begin Date" and "End Date" fields with the text: "Enter a date range, if desired".
- The second callout box points to the "Clubs", "Workout Groups", "LMSC Check", and "LMSC Cash" checkboxes with the text: "Select these checkboxes for paper registrations".

Next, select the "Refresh Report" button. The report will be displayed on the screen. Here is part of the report:

USMS Club and WO Group Registration - All Data, Clubs - WO Groups - LMSC Check - LMSC Cash - 2014 only - NC LMSC only									
	Trx #	LMSC	Club Abbr.	WOG Abbr.	Trx Date	Total	USMS	LMSC	Reg. Yr.
1	<u>644</u>	NC		<u>CSM</u>	1/18/2014	25.00	25.00	0.00	2014
2	<u>641</u>	NC		<u>RAM</u>	1/17/2014	25.00	25.00	0.00	2014
3	<u>643</u>	NC	<u>NCMS</u>		1/17/2014	25.00	25.00	0.00	2014
4	<u>527</u>	NC		<u>FTF</u>	1/1/2014	25.00	25.00	0.00	2014
5	<u>526</u>	NC	<u>NCMS</u>		1/1/2014	25.00	25.00	0.00	2014
6	<u>633</u>	NC	<u>GOSC</u>		12/21/2013	25.00	25.00	0.00	2014
7	<u>577</u>	NC	<u>HURR</u>		12/6/2013	25.00	25.00	0.00	2014
8	<u>522</u>	NC		<u>SYM</u>	11/3/2013	25.00	25.00	0.00	2014
9	<u>540</u>	NC	<u>PANT</u>		11/3/2013	25.00	25.00	0.00	2014
10	<u>765</u>	NC	<u>WWS</u>		11/1/2013	25.00	25.00	0.00	2014
11	<u>659</u>	NC		<u>AMS</u>	11/1/2013	25.00	25.00	0.00	2014
12	<u>608</u>	NC	<u>CARY</u>		10/22/2013	25.00	25.00	0.00	2014
13	<u>647</u>	NC		<u>TRYM</u>	10/19/2013	25.00	25.00	0.00	2014
14	<u>646</u>	NC		<u>MSAM</u>	10/18/2013	25.00	25.00	0.00	2014
15	<u>645</u>	NC		<u>GSAM</u>	10/18/2013	25.00	25.00	0.00	2014
16	<u>520</u>	NC	<u>FMSA</u>		10/3/2013	25.00	25.00	0.00	2014
17	<u>519</u>	NC	<u>FYRS</u>		10/3/2013	25.00	25.00	0.00	2014
						425.00	425.00	0.00	

of 1 >> >>> View 1 - 17 of 17

Note the two icons in the lower left corner of the report

After you've viewed the report and you're satisfied that it contains the data you want, you can download the report as either an Excel spreadsheet or a PDF document.

16	<u>520</u>	NC	<u>FMSA</u>	
17	<u>519</u>	NC	<u>FYRS</u>	

Click this icon to download the report as a PDF file

Click this icon to download the report as an Excel file

Report of Online Club & Workout Group Registration Income

To run the report showing all of your online (credit card) registrations for the month, select the parameters as shown below. Next, select the time period. You can select a custom start and end date.

Report Parameters - USMS Clubs and Workout Groups

Begin Date:

End Date:

Clubs: Workout Groups:

Credit Card: LMSC Check LMSC Cash

Registration Year(s): 2014

Limit to LMSC: North Carolina

Refresh Report

Next, select the “Refresh Report” button. The report will be displayed on the screen. Here is part of the report:

USMS Club and WO Group Registration - All Data, Clubs - WO Groups - Credit card - 2014 only - NC LMSC only

Trx #	LMSC	Club Abbr.	WOG Abbr.	Trx Date	Total	USMS	LMSC	Reg. Yr.	
1	673	NC	NCMS	NIST	2/2/2014	25.00	25.00	0.00	2014
					25.00	25.00	0.00		

Page 1 of 1 View 1 - 1 of 1

After you've viewed the report and you're satisfied that it contains the data you want, you can download the report as either an Excel spreadsheet or a PDF document.

- NC LMSC only				
	Trx #	LMSC	Club Abbr.	WOG Abb
1	<u>673</u>	NC	<u>NCMS</u>	<u>NIST</u>

Click this icon to download the report as an Excel file

Click this icon to download the report as a PDF file