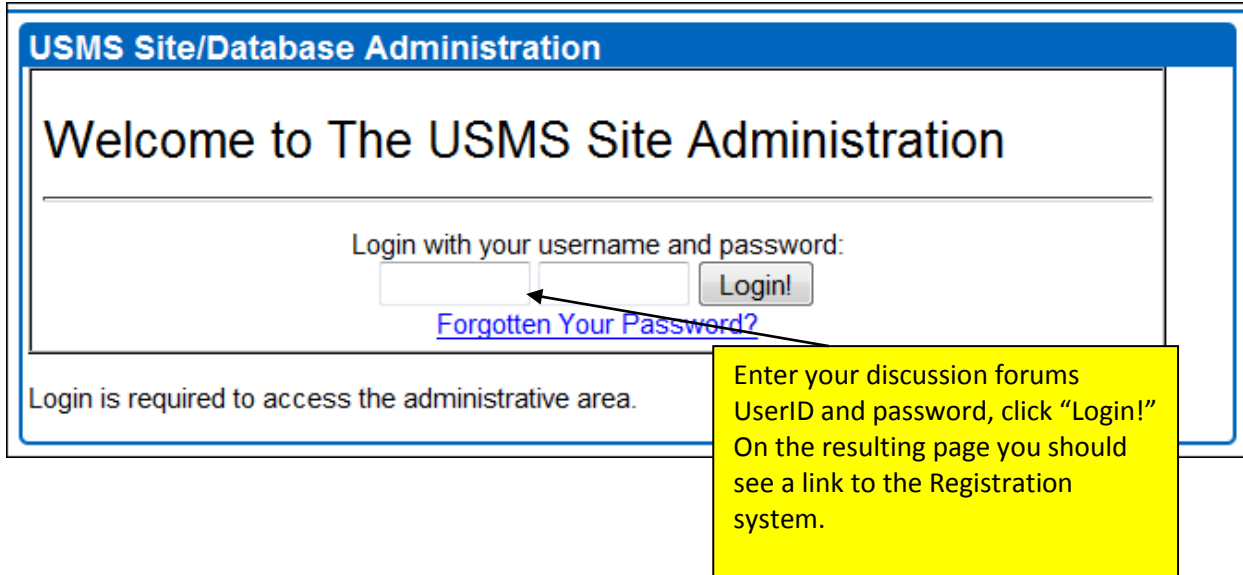


## Creating Accounting Reports for Member Registration Income

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 to The USMS Site Administration' message, and a login form with fields for 'Username' and 'Password', and a 'Login!' button. A link for 'Forgotten Your Password?' is also present. A yellow callout box with an arrow pointing to the 'Forgotten Your Password?' link contains the 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. It lists 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 'Registration Money Received' link contains the text: 'Select “Registration Money Received”'

## Accounting Report - USMS Member Registrations

### Report Parameters-USMS Member Registrations

Begin Date:

End Date:

Individuals:  Transfers:

Credit Card:  LMSC Check:  LMSC Cash:

Registration Year(s): All

Limit to LMSC: New England

**Refresh Report**

Here is the main page for the money received for individual registrations

### USMS Individual Member Registration - All Data, Members - Transfers - Credit card - LMSC Check - LMSC Cash - NE LMSC only

	Trx#	Type	Last Name	First Name	MI	Swimmer ID	Reg Year	LMSC	Trx Date	Total	USMS	SSL	ISHOF	LMSC
1	681	-Trans	Grilli	Speedo	Z	09017	2014	NE	1/9/2014	3.00	2.00	0.00	0.00	1.00
2	748	-Indiv	Namath	Joe		0904X	2014	NE	2/28/2014	814.00	35.00	0.00	678.00	7.00
3	747	-Indiv	Flutie	Doug		0904W	2014	NE	2/28/2014	1089.00	35.00	500.00	0.00	7.00
4	691	-Indiv	Ortiz	David		0903C	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
5	701	-Indiv	Jones	Howard	S	07KD6	2014	NE	1/31/2014	42.00	35.00	0.00	0.00	7.00
6	692	-Indiv	Thornton	Matt		0903D	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
7	690	-Indiv	Talib	Aquib		0903B	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
8	689	-Indiv	Brady	Tom		0903A	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
										2116.00	247.00	500.00	678.00	50.00

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### Report Parameters-USMS Member Registrations

Begin Date:

End Date:

Individuals:  Transfers:

Credit Card:  LMSC Check:  LMSC Cash:

Registration Year(s): All

Limit to LMSC: New England

**Refresh Report**

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 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.

**Report Parameters-USMS Member Registrations**

Begin Date:

End Date:

Individuals:  Transfers:

Credit Card:  LMSC Check:  LMSC Cash:

Registration Year(s): 2014

Limit to LMSC: New England

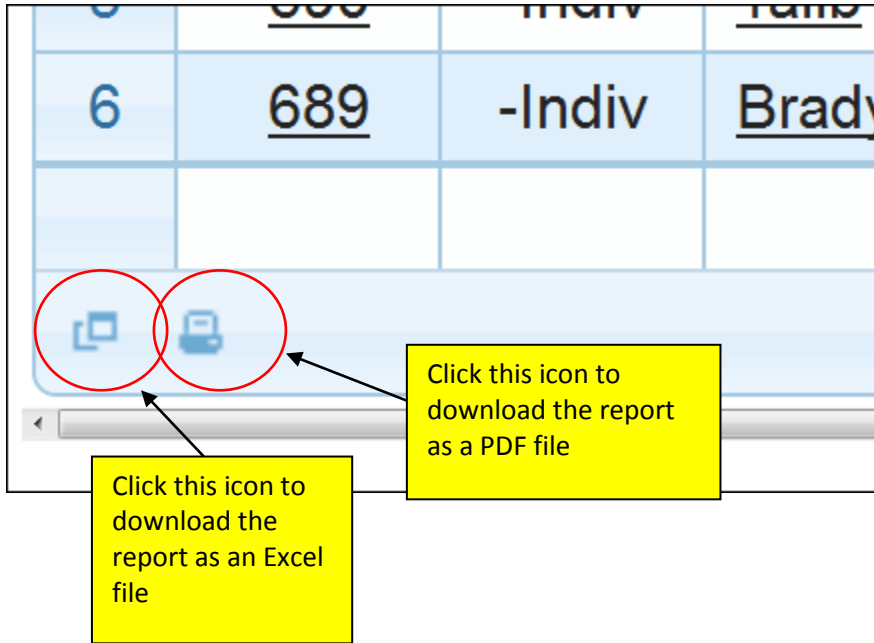
**Refresh Report**

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

	Trx#	Type	Last Name	First Name	MI	Swimmer ID	Reg Year	LMSC	Trx Date	Total	USMS	SSL	ISHOF	LMSC
1	681	-Trans	Grilli	Speedo	Z	09017	2014	NE	1/9/2014	3.00	2.00	0.00	0.00	1.00
2	691	-Indiv	Ortiz	David		0903C	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
3	701	-Indiv	Jones	Howard	S	07KD6	2014	NE	1/31/2014	42.00	35.00	0.00	0.00	7.00
4	692	-Indiv	Thornton	Matt		0903D	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
5	690	-Indiv	Talib	Aquib		0903B	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
6	689	-Indiv	Brady	Tom		0903A	2014	NE	11/25/2013	42.00	35.00	0.00	0.00	7.00
										213.00	177.00	0.00	0.00	36.00

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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.



### Report of Online 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.

A screenshot of a web form titled 'Report Parameters-USMS Member Registrations'. The form contains several input fields and checkboxes. The 'Begin Date:' and 'End Date:' fields are empty. The 'Individuals:' checkbox is checked and circled in red. The 'Credit Card:' checkbox is also checked and circled in red. The 'Transfers:', 'LMSC Check:', and 'LMSC Cash:' checkboxes are unchecked. The 'Registration Year(s):' dropdown menu is set to '2014'. The 'Limit to LMSC:' field is set to 'New England'. A 'Refresh Report' button is at the bottom. Two yellow callout boxes with arrows point to the form. The first callout box says 'Enter a date range, if desired' and points to the 'Begin Date:' and 'End Date:' fields. The second callout box says 'Select these checkboxes for paper registrations' and points to the 'Credit Card:' and 'Individuals:' checkboxes.

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

USMS Individual Member Registration - All Data, Members - Transfers - Credit card - 2014 only - NE LMSC only														
	Trx#	Type	Last Name	First Name	MI	Swimmer ID	Reg Year	LMSC	Trx Date	Total	USMS	SSL	ISHOF	LMSC
1	<u>748</u>	-Indiv	<u>Namath</u>	<u>Joe</u>		<u>0904X</u>	2014	NE	2/28/2014	814.00	35.00	0.00	678.00	7.00
2	<u>747</u>	-Indiv	<u>Flutie</u>	<u>Doug</u>		<u>0904W</u>	2014	NE	2/28/2014	1089.00	35.00	500.00	0.00	7.00
										1903.00	70.00	500.00	678.00	14.00

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.

6	<u>689</u>	-Indiv	<u>Brady</u>
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Click this icon to download the report as an Excel file

Click this icon to download the report as a PDF file