Setting Up A Revenue Payment Account

1. Log in to **Administration**.

2. Click on the **Corporate Organization** icon.

3. Open up the **Accounting folder** and click on **Revenue-Payment Account**.



4. Right-click and select **New**.



5. **General tab**:



* **Account Type**: select the appropriate item from the drop-down. For most  accounts, **Redeemed** is appropriate. The other options are more specific.

         

* If selecting **Redeemed**, check the box next to **Create matching un-redeemed account** to create an identical account with Unredeemed as the Account Type.
* **Account Name**: name of the account. Examples: 6-pack revenue, movie revenue, special event revenue.

         

* **Account**: a shortened name of account.

         

* **Sales Line**: Select the appropriate item from the drop-down.

         

* **Sales Line Type**: select the appropriate item from the drop-down.

         

* **Price Category**: select the appropriate item from the drop-down, usually Price or Fee.

         

* **Donor Perfect Account**: *This is for Donor Perfect clients ONLY.* Select the correct account or click on the green plus sign to add a new one.
* **Enabled**: make sure this box is checked if the account should be enabled.

6. **Notes**: this tab is for internal notes only.



7. Click **Apply**and **OK**to save and exit that screen.