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**.
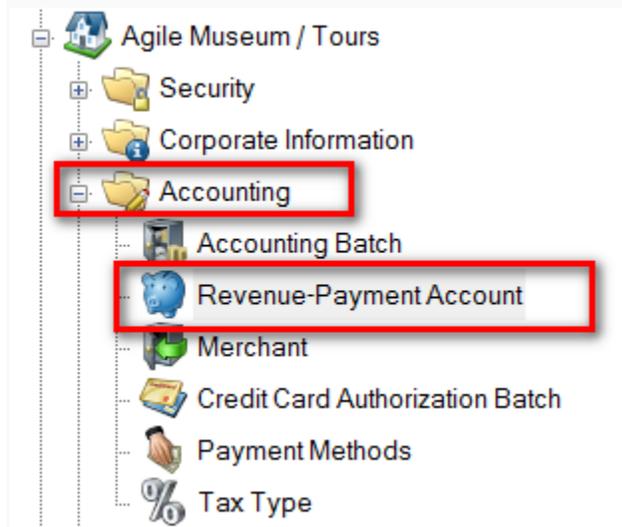
4. Right-click and select **New**.

Type	Name	Account	Sales Line	Sales Line Type	Price Category	Enabled
Redeemed	Delivery	DELIVERY				True
Redeemed	Fees	FEES				True
Redeemed	FoodRevenue	FR	Event	Meal	Price	True
Redeemed	Group Admission Revemue	GRADMREV	Event	Admission	Fee	True
Redeemed	Museum Revenue	MR-10004	Event	Admission	Price	True
Redeemed	Revenue	REVENUE				True
Redeemed	Tour Revenue	TR-10001	Event	Admission	Price	True
Unredeemed	Delivery	UNRED_DEL				True
Unredeemed	Fees	UNRED_FEES				True
Unredeemed	FoodRevenue	FR	Event	Meal	Price	True
Unredeemed	Group Admission Revemue	GRADMREV	Event	Admission	Fee	True
Unredeemed	Museum Revenue	MR-10004	Event	Admission	Price	True
Unredeemed	Museum Revenue - Group	MRGRP	Event	Admission	Price	True
Unredeemed	Revenue	UNRED_REV				True
Unredeemed	Tour Revenue	TR-10001	Event	Admission	Price	True
Payment	Payment	PAYMENT				True
Account Balance	Account Balance	ACCOUNT_BALANCE				True
Deferred Balance	Deferred Balance	DEFERRED_BALANCE				True
Tax	Tax	TAX				True
Donation	Donation	DONATION				True
Gift Card Program	Gift Card Rev	GCREV	Gift Card	Default		True
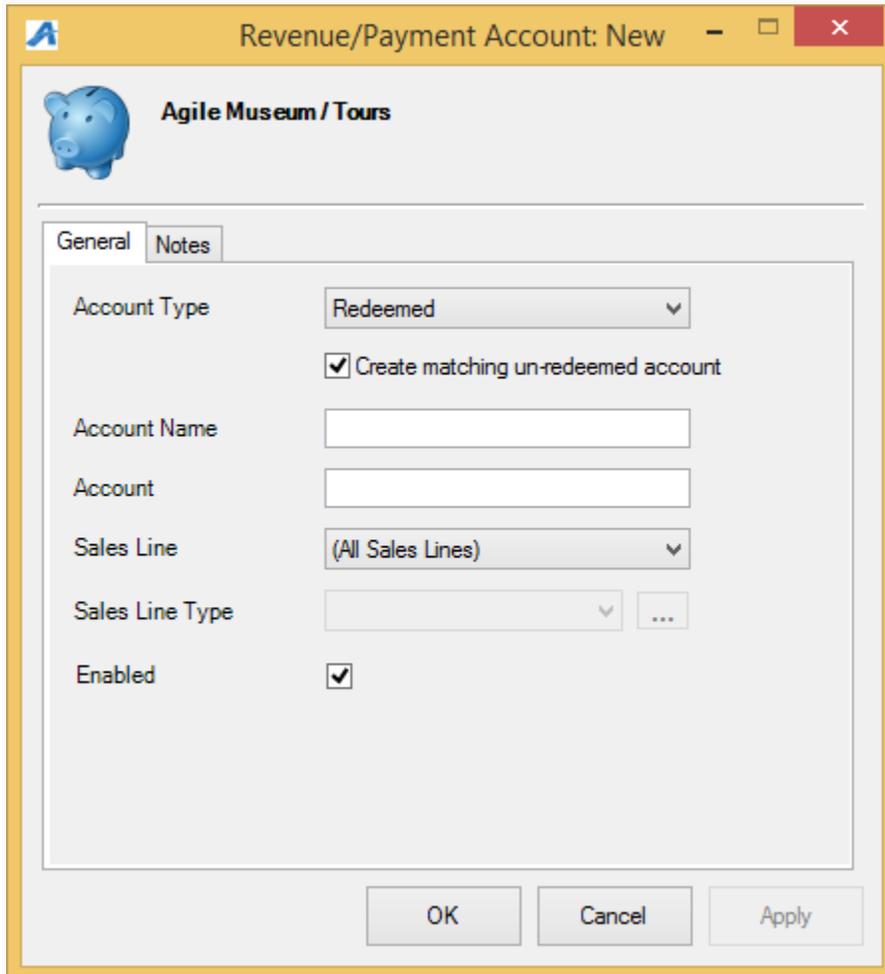
New
Properties

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.
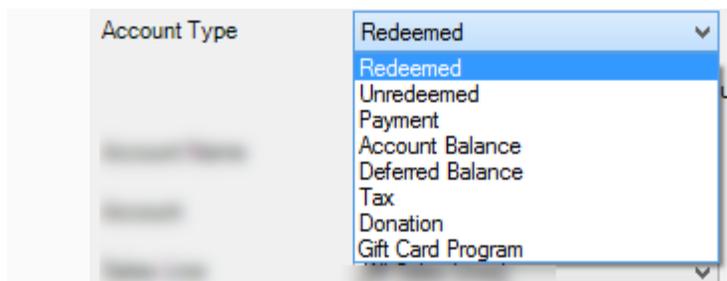
- If selecting **Redeemed**, check the box next to **Create matching un-redeemed account** to create an identical account with Unredeemed as the Account Type.

- **Account Name**: name of the account. Examples: 6-pack revenue, movie revenue, special event revenue.

| Account Name | Delivery | |

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

| Account | DELIVERY |

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

| Sales Line | (All Sales Lines) ⌄ |

(All Sales Lines)
Catalog
Delivery Fee
Event
Membership
Order Fee
Service Fee
Ticket Forward Fee

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

| Sales Line Type | (All Sales Line Types) ⌄ |

(All Sales Line Types)
Admission
Meal

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

| Price Category | (All Price Categories) ⌄ |

(All Price Categories)
Fee
Price

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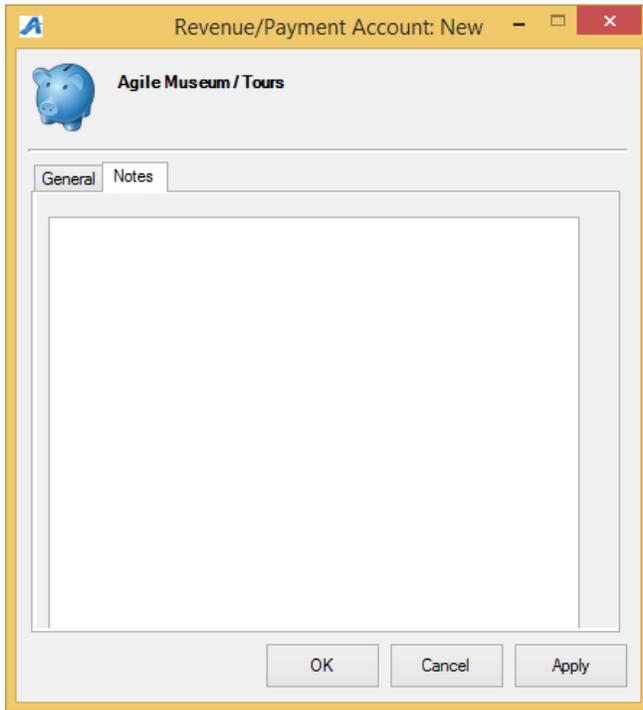
7. Click **Apply** and **OK** to save and exit that screen.