

# FINANCIAL REPORTS



Access Path: EMS > [Competition Management](#)

EMS provides the LOC with an accessible budget tool, allowing the LOC to manage competition financials. The tool offers profit & loss support, practice ice reconciliation, and entry fee reconciliation.

The Financial Reports tab provides the following:

- P&L and Budget (on landing page)
- Practice Ice Reconciliation
- Entry Fee Reconciliation
- HQ Reconciliation

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After logging in to Members Only ([m.usfigureskating.org](https://m.usfigureskating.org)), select **EMS**. Select **Competition Management** and then select the competition.

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Click **Financial Reports**.

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3 Click **All Financial Reports** to view financial graphs onscreen. Click **Hide Financial Reports** to hide the graphs.

4 Click **Download Financial Report** to create an Excel file of the data.

The screenshot shows the 'Overall Financial Performance' section with a bar chart comparing Revenue, Expenses, and Net Income. It also features a pie chart for 'Actuals: Revenue By Category' and a table for 'Actuals: Expense By Category'. At the bottom, an Excel spreadsheet is displayed with columns for Budgeted and Actual values. Callouts 3, 4, and 6 point to the 'All Financial Reports', 'Download Financial Report', and 'Save Financials' buttons respectively.

5 Budget Tool:  
 a. Enter your budget in the Budgeted column  
 b. Enter the actuals in the Actual column

*Note:* Highlighted fields cannot be changed.

6 Be sure to **Save** each time you add information to the Actual column.

ACCOUNT DESCRIPTION	BUDGETED	ACTUAL	VARIANCE	%VARIANCE
<b>REVENUE</b>				
Entry Fees	\$23,250.00	\$22,600.00	(\$650.00)	-2.8%
Entry Fee Refunds	\$0.00	\$0.00	\$0.00	0.0%
Byed Athletes-In	\$0.00	\$0.00	\$0.00	0.0%
<b>Net Entry Fees</b>	<b>\$23,250.00</b>	<b>\$22,600.00</b>	<b>(\$650.00)</b>	<b>-2.8%</b>
All-Event Ticket Pre-Purchase	\$6,352.23	\$0.00	(\$6,352.23)	-100.0%
Single Event Ticket Pre-Purchase	\$0.00	\$0.00	\$0.00	0.0%
All Event Ticket On-site Purchase	\$0.00	\$0.00	\$0.00	0.0%
Single Event Ticket On-site Purchase	\$0.00	\$0.00	\$0.00	0.0%

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Practice Ice Reconciliation provides an accounting of the practice ice fees that have been collected and whose transaction has settled.

7 Review the Practice Ice Reconciliation Report.

The following items are available:

- Inv/Refund # – Invoice or refund number
- Invoice Date
- Member # – Member identification number
- Name
- PrePurchase – Dollars
- Open Sale – Dollars
- On-Site Sale – Dollars
- Total to LOC – Total dollars collected from member

9 Practice Ice Reconciliation Report

Date to reconcile: All

EXPORT TO EXCEL

Inv/Refund #	Invoice Date	Member #	Name	Pre-Purchase	Open Sale	On-Site Sale	Total to LOC	Settlement Date
Settlement Date: 09/17/2018								
Settlement Date: 09/18/2018								
Settlement Date: 09/18/2018								
1112228	08/24/2018		Skater, Jane	\$0.00	\$0.00	\$40.00	\$40.00	09/18/2018
0001221	08/24/2018		Ice, Sara	\$0.00	\$0.00	\$40.00	\$40.00	09/18/2018
3333333	08/24/2018		Blades, Terri	\$0.00	\$0.00	\$20.00	\$20.00	09/18/2018
	08/24/2018			\$0.00	\$0.00	\$20.00	\$20.00	09/18/2018
	08/24/2018			\$0.00	\$0.00	\$20.00	\$20.00	09/18/2018
	08/24/2018			\$0.00	\$0.00	\$40.00	\$40.00	09/18/2018
	08/24/2018			\$0.00	\$0.00	\$20.00	\$20.00	09/18/2018
							To LOC: \$200.00	
Settlement Date: 10/24/2018								
							Total to LOC: \$9,500.00	

8 You can view the report by All dates or choose a specific date using the Date to reconcile drop-down. Use the filter funnel icon to filter the report by Settlement Date.

8 Practice Ice Reconciliation Report

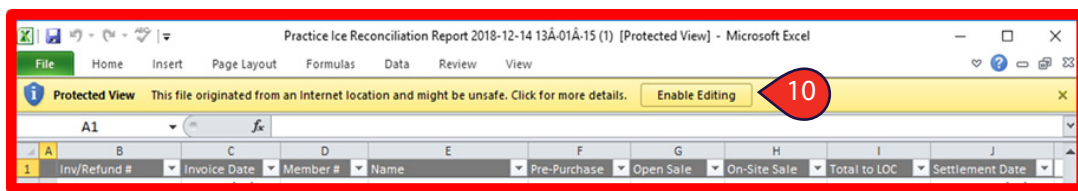
Date to reconcile: All

EXPORT TO EXCEL

Member #	Name	Pre-Purchase	Open Sale	On-Site Sale	Total to LOC	Settlement Date
Settlement Date: 09/18/2018						

9 Click **Export To Excel** to download the report.

10 Click **Enable Editing** to customize the report.



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Entry Fee Reconciliation provides an accounting of the entry fees that have been collected and whose transaction has settled.

11 From Financial Reports page, click **Entry Fee Reconciliation**.



12 Review the Entry Fee Reconciliation Report.

13 You can view the report by All dates or select a specific date using the Date to reconcile drop-down. Use the funnel icon to filter the report by Settlement Date.

14 Click **Export To Excel** to download the report.

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**Non-Qualifying Entry Fee Reconciliation Report**

Date to reconcile: All

EXPORT TO EXCEL

Inv/Refund #	Invoice Date	Member #	Name	Entry Fee	Early Bird Discount	Ice Fee	Music Ice Fee	PPC Ice Fee	Amount to LOC	Settlement Date
Settlement Date: 07/03/2018										
001213	06/25/2018	7777777	Jane Skater	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00	07/03/2018
Settlement Date: 07/14/2018										
001214	07/12/2018	5555555	Sophie Blades	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	07/14/2018
Settlement Date: 07/18/2018										
Settlement Date: 07/20/2018										
Settlement Date: 07/24/2018										
Settlement Date: 07/26/2018										
Settlement Date: 07/30/2018										
Settlement Date: 07/31/2018										
Settlement Date: 08/03/2018										
Settlement Date: 08/16/2018										
Settlement Date: 08/21/2018										
Settlement Date: 08/22/2018										
Settlement Date: 08/23/2018										
Settlement Date: 09/10/2018										
									Total Amount to LOC:	\$36,355.00

15 HQ Reconciliation Report combines settled entry fees and practice ice fees and can be used to reconcile the ACH payments received from headquarters.

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Inv/Refund	Invoice Date	Member	Name	Entry Fee
Settlement Date: 07/16/2018				
0172043		7/16/2021	1111111 John Skater	175
Settlement Date: 07/20/2018				
0173392		7/20/2021	5555555 Sarah Skater	175