

Balance Sheet Manual

Venues & Festivals

Balance Sheet

Overview

Here’s a quick look at the integrated Balance Sheet with instructions to follow. Once each Artist Settlement is complete, all necessary details will automatically sync into the Balance Sheet along with your **atVenu Register** CC totals. Upon completion, the Balance Sheet can be downloaded and emailed to all appropriate parties

Events

Reporting

Shows

Shipping

Headline Artist (03/29/22) - USD

Counts

Register Report

Settlement

Mobile Orders

Worksheets

Balance Sheet

Vendor Settlement

Total Gross

\$182,415.00

Total Credit Cards

\$187,960.82

CC Sales: \$183,288.75 CC Tips: \$4,672.07

Expected Cash

\$-873.75

Payouts: 0 \$0.00

Settlements

Artist	Merch	Music	Total
Headline Artist	\$160,850.00	\$1,450.00	\$162,300.00
Support Artist	\$4,470.00	\$0.00	\$4,470.00
Another Support Artist	\$15,645.00	\$0.00	\$15,645.00
Total Gross:			\$182,415.00
Taxes:			\$13,902.30
Total Net:			\$168,512.70

Credit Cards

atVenu Register Receipts: \$187,960.82 Fee: Fee:

Cash Payouts

Payout	Amount
Artist Fee Paid On-Site	\$ 0.00
Total Cash Payouts	\$0.00

Cash Deposits

Deposit #	Amount
Total Cash Deposits	\$0.00

Totals

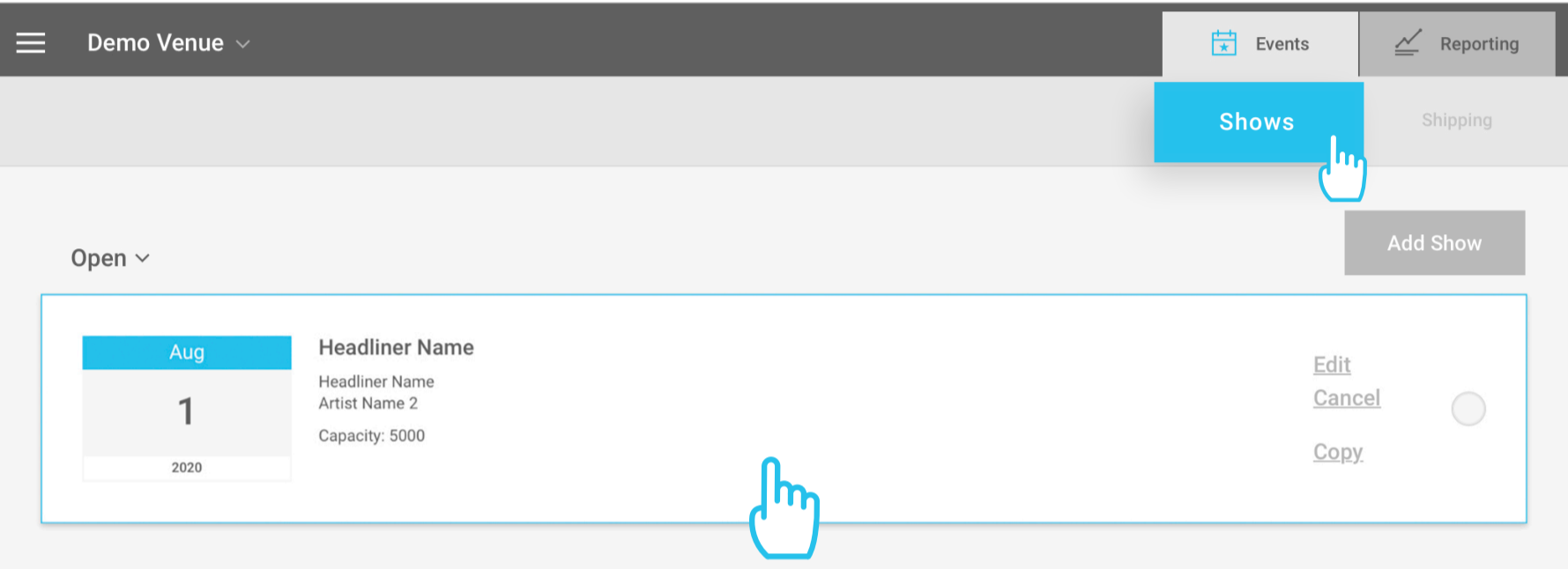
Gross Sales	\$182,415.00	CC & Cash Payouts	\$5,433.56	Deposit Due	\$176,981.44
Cash Deposit	\$0.00	CC Deposit	\$182,527.26	Actual Deposit	\$182,527.26

Balance Sheet

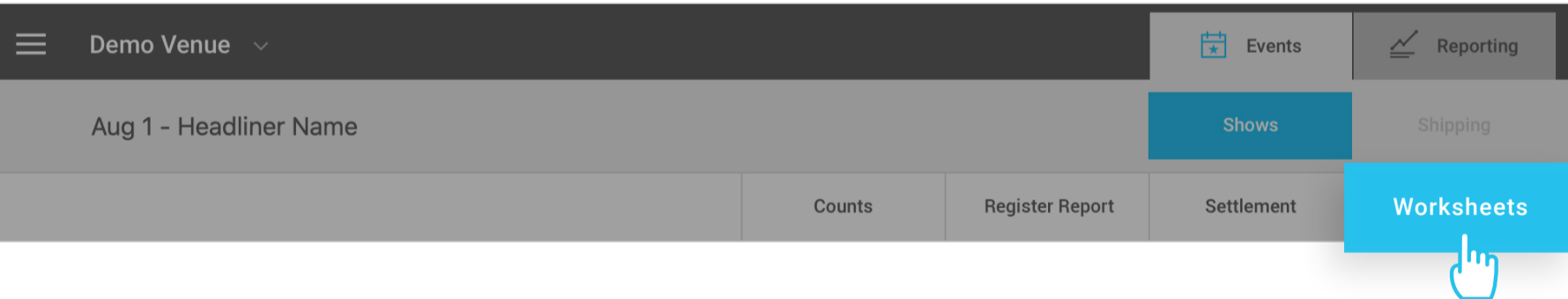
Access the Balance Sheet

You can view the Balance Sheet at anytime, even prior to Settlements, however Artist Settlement data does not auto-sync until each Artist Settlement has been completed.

- From the **Events > Shows** page, click on any show tile to access the show's Counts page



- Click on the **Worksheets** button



- The page will default to **Balance Sheet**

Balance Sheet			Vendor Settlement
Total Gross	Total Credit Cards	Expected Cash ⓘ	
\$182,415.00	\$187,960.82	\$-873.75	
CC Sales: \$183,288.75 CC Tips: \$4,672.07		Payouts: 0 \$0.00	

Balance Sheet

Expected Cash, Tips, Settlements, Credit Cards

Expected Cash

Once you’ve completed all of the Artist Settlements for a show, the Balance Sheet will display your **Total Gross**, **Total Credit Cards** (which includes **CC Sales + CC Tips**), and **Expected Cash** at the top of the page.

Expected Cash is the amount of cash you should have on hand. Once the show is Settled, this is your Total Gross less CC Sales less any Cash Payouts you’ve logged on the Balance Sheet.

Balance Sheet Vendor Settlement		
Total Gross \$182,415.00	Total Credit Cards \$187,960.82 <small>CC Sales: \$183,288.75 CC Tips: \$4,672.07</small>	Expected Cash @ \$-873.75 <small>Payouts: 0 \$0.00</small>

Settlements

The Balance Sheet will automatically sync all of your Settlement information by Artist.


- When more than 1 Artist is Settled, this area expands to include all Artists with totals for each
- Click any Artist Name to view their Settlement in a new window

Settlements			
Artist	Merch	Music	Total
Headline Artist	\$160,850.00	\$1,450.00	\$162,300.00
Support Artist	\$4,470.00	\$0.00	\$4,470.00
Another Support Artist	\$15,645.00	\$0.00	\$15,645.00
Total Gross:			\$182,415.00
Taxes:			\$13,902.30
Total Net:			\$168,512.70

Credit Cards

The Balance Sheet will automatically sync all of your atVenu Registers Credit Card information, including: **Receipts**, **Fee %**, and **Fee \$**.

Credit Cards			
atVenu Register	Receipts: \$187,960.82	Fee: <div></div>	Fee: <div></div>



The Fee % displayed on the Balance Sheet is the Fee % you are charged by atVenu. This is your true CC Fee, not the % you are charging the Artist, and this has no impact on your Artist Settlements

Balance Sheet

Cash Payouts

Cash Payouts Overview

The Balance Sheet will automatically sync your total **logged in Artist Payouts** (Artist Fees paid on-site in cash) from your Settlements. This number is the sum of all Artist Cash Payouts.

Show Adjustments / Show Costs, even if already logged into Settlements, are not synched into the Balance Sheet and must be manually entered.

To Enter Payouts

When you first access the Balance Sheet, this section will not have any configured Payouts except for **Artist Fees Paid On-Site** which automatically pull in from your Settlements.

- Use the **New Item** dropdown to add Payouts
- Select from the list of available options
- Repeat as needed. The column will continue to expand as you add more Payouts
- To remove a Payout you’ve added, click on the **Trash Can**
- The **Expected Cash** listed at the top of the page will dynamically update as you continue to add Payouts

Setting up Default Payouts

Payout categories can be set as defaults so you do not have to manually enter your most common payouts night after night. To create your default list contact us at support@atVenu.com.

- **For custom Payout types, select ‘Other’ which can be edited**

Cash Payouts			
Payout	Amount		Deposit #
Artist Fee Paid On-Site	\$	4,000.00	New Item
	\$		
Bootleg Security		\$4,000.00	
Equipment			
Gas			
House Merch Vend			
Totals			

Cash Payouts			
Payout	Amount		Deposit #
Artist Fee Paid On-Site	\$	4,000.00	1. New Item
Bootleg Security	\$	400.00	New Item
New Item	▼	\$	
Total Cash Payouts		\$4,400.00	Total Cash Deposits

Balance Sheet

Cash Deposits, Totals

Cash Deposits Overview

Log all of your Cash Deposits into this area. With each new entry, the **Over/Short** number at the bottom of the page will dynamically update.

- Begin typing a description for your Deposit
- Enter the Deposit amount
- The New Item row will remain visible so you can continue to add Deposits as needed
- To remove a Deposit you’ve added, click on the **Trash Can**

Amount

4,000.00

\$4,000.00

Cash Deposits

Deposit #	Amount
New Item	\$ <input type="text"/>
Total Cash Deposits	
\$0.00	

Totals

Amount

4,000.00

400.00

\$4,400.00

Cash Deposits

Deposit #	Amount
1. Deposit 1	\$ 2,600.00
New Item	\$ <input type="text"/>
Total Cash Deposits	
\$2,600.00	

Totals Overview

The **Totals** section will list the following:

- **Gross Sales:** Total gross
- **CC & Cash Payouts:** atVenu CC fee + logged in Cash Payouts
- **Deposit Due:** Gross Sales - CC & Cash Payouts
- **Cash Deposit:** Total of all logged in Cash Deposits
- **CC Deposit:** Total CC Receipts - atVenu CC Fee \$
- **Actual Deposit:** Cash Deposit + CC Deposit
- **CC Tips:** Total CC Tips are backed out

Totals					
Gross Sales	\$182,415.00	CC & Cash Payouts	\$5,433.56	Deposit Due	\$176,981.44
Cash Deposit	\$0.00	CC Deposit	\$182,527.26	Actual Deposit	\$182,527.26
			CC Tips		\$4,672.07
			Over/Short		\$873.75
Complete					

Balance Sheet

Completion, Vendors & Locations

Completion

Once you’ve balanced, you’re ready to wrap things up. Export your PDF and send it out to all of the appropriate parties.

- Click on the **Complete** button
- This button will become an **Unlock** button once the Balance Sheet has been completed in case you need to make any edits
- Click the **Download PDF** link to export the Balance Sheet so that you can email it to all appropriate parties

Totals			
\$24,000.00	CC & Cash Payouts	\$4,827.50	Deposit Due
\$4,600.00	CC Deposit	\$14,572.50	Actual Deposit
Over/Short			
<div>Complete</div>			

Totals			
\$24,000.00	CC & Cash Payouts	\$4,400.00	Deposit Due
\$19,600.00	CC Deposit	\$0.00	Actual Deposit
Over/Short			
<div>Unlock</div>			
<div><div>PDF</div>Download PDF</div>			

Vendors & Locations

The PDF Balance Sheet export includes **Vendors** and **Locations**. You can enter these numbers when you first create the Show under **Events > Shows > Add or Edit Show > Details**

Artists		Stands		Details	
Start Date 03/20/19	End Date 03/20/19	# of Shows 1	Event Name Headliner Name		
# of Vendors 0			# of Locations 0		
Show Capacity 5000					


Balance Sheet

Unlocking & Edits

Unlocking & Edits

You can unlock the Balance Sheet at any time for necessary edits by clicking on the **Unlock** button.

- Make changes to the Balance Sheet or to an Artist Settlement
- Click **Complete** when you're done with your edits
- Click the **Download PDF** link to export the Balance Sheet so that you can email it to all appropriate parties

Totals			
\$24,000.00	CC & Cash Payouts	\$4,400.00	Deposit Due
\$19,600.00	CC Deposit	\$0.00	Actual Deposit
Over/Short			
Unlock			
 Download PDF			



If you make any edits to an Artist Settlement that will have an impact on a completed Balance Sheet, you must **Unlock** the Balance Sheet in order for those changes to sync. Then, once synched, you can click on **Complete** to re-lock it and export a new PDF for redistribution.



Thank You!

If you have any further questions or concerns please contact us:

atVenu.com/support or support@atVenu.com