

1. Ensure Your Accounts are Set Up

Financial accounts are utilized to break revenue up into different categories or buckets on your journal entry. One example of this is setting up a cancellation fee account to distinguish revenue collected from cancellation fees. You can make these accounts as specific or as general as you would like.

- Your park's financial accounts can be found under **Campground Setup > Accounting > Financial Accounts**.
- To add a new account select "add account." Each account needs an account ID and an account name. If you are hoping to import into another accounting system such as Quickbooks, these will need to match what currently exist in this other system.
- To edit an existing account, you can select the box to the left of the account and select edit at the top right corner of the page.

Once these accounts have been created, the next step is to complete your financial account mapping. To do this, we will first need to download the financial account mappings report.

2. Download Your Financial Account Mappings Report

- This report will list all of the items within Campspot that are mapped to a financial account and what that financial account is.
- This report will also show what deferred revenue account is currently set up for your items that collect revenue. Deferred revenue is only used on an accrual basis, and is the account that the revenue sits in until it is recognized as that service is performed.
- For your point of sale items, you also have the option to map your cost of goods and inventory accounts. These are needed if you do complete purchase orders within Campspot.
- The final column on this report is the financial mapping location. This will show step by step how to get to the location of this item in order to map it to the correct account.

Your financial account mapping report will be the main guide utilized during this process as it shows each item and where it can be found.

Please know all changes on this document will not reflect in Campspot. Changes also made after this report has been downloaded will not automatically update the document. If you redownload this report, those new changes will now appear.

3. Mapping the Accounts

The final step is to complete the actual mapping of these new accounts. Campspot defaults to general revenue and general liability. If these accounts are not mapped, only these two items will appear on your journal entry.

- To change the mapping of an item, first follow the steps to the financial mapping location on the financial account mappings report.
- Once at that item, you will want to edit it to view the financial account setup.
- Toward the bottom of the item, you will see a drop down list for the financial account and deferred financial account. As a reminder, the deferred financial account will only be utilized on an accrual basis.
- To change the mapping, you will want to select the new financial account you wish to associate the revenue from this item with and save.
- You will repeat this step for each item on your financial account mappings report.