



Setting up the Accounting Section of Teesnap

Step by Step Guide

Step 1: SETTING UP GL CODES

Follow the step-by-step guide to add and map your existing GL codes on a categorical level into the Teesnap system.

This will make it easier to import your assets and expenses directly into Quickbooks or another Accounting software.

1) Log into the [Teesnap Admin Portal](#). You should've received an email to set up your account on the day of the kick-off call. (If you don't have a login, request one from a Teesnap Representative.)

2) Select the ACCOUNTING tab from the left-hand column.

A dark grey rectangular button with the word "Accounting" in white text.

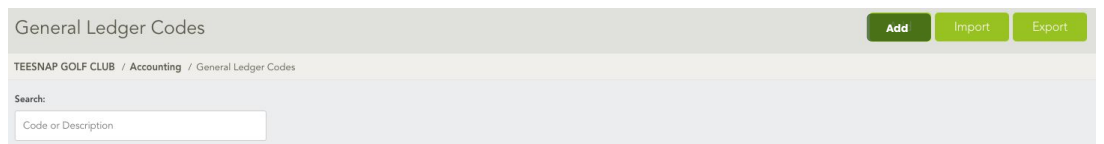
3) On the next screen, click *GENERAL LEDGER CODES*.



4) You have two options to add new GL codes into the system:
a. If entering from a template, select IMPORT. (If you need assistance with the template upload, contact a Teesnap Representative)

b. If entering in manually, select ADD.


*Note – You will only need to add GL accounts that are relevant to the activity on the Teesnap POS. Not all accounts will be needed.




Enter in an alphanumeric GL Code and a description to make it easier to locate/identify


Cancel Add GL Code Save



GL Code: Description:



Summary

4020 Greens Fees 

*Click  the on the right-hand side to quickly add multiple GL codes.
NOTE: The system will automatically notify you if there's already an existing GL code to prevent duplicates.
Select SAVE when complete.

5) If an error was made when creating a GL code, select either the delete or the edit button.  


When all of your GL Codes have been added, proceed to the Category Assignments Section.


Step 2: CATEGORY ASSIGNMENTS


Once all of your GL codes have been entered in the system, select the CATEGORY ASSIGNMENTS tab on the Accounting page. This will allow you to map each GL code on a parent and sub-category level.

Accounting

TEESNAP GOLF CLUB / Accounting

General Ledger Codes 

Category Assignments 

Balance Sheet Accounts 

1) On the next page, map the corresponding GL code to the correct category by typing it in or selecting from the drop-down. It will turn a light orange color when it has been recently modified.

Category	GL Code - Product Sale	GL Code - Product COGS	GL Code - Product Inventory
Tournament	4110 Tournament Income	None	None
Wedding	4135 Event Income	None	None
Food & Beverage	4000 Food and Beverage Sales	5000 Food and Beverage COGS	1300 Kitchen and Lounge Inventory

2) If a GL code is not specified on a sub-category level, it will roll-up to the parent category. For example, if we left the GL code blank for "Bags," it will roll-up to the "Retail – Hard Goods" once it has been saved.

***To create additional inventory categories:**

Go to Inventory – Departments and Inventory Categories – click "Add" in the top right corner of the page.

3) Click SAVE when complete.

***TIP – Export your product list and make sure there is a GL assigned for each inventory category being used. To do this, go to inventory – products – and export your product list in the top right hand corner of the page.**

Once you've completed your Category Assignments, proceed to Balance Sheet Accounts.

Step 3: BALANCE SHEET ACCOUNTS

1) Click on BALANCE SHEET ACCOUNTS from the Accounting page.

Accounting

TEESNAP GOLF CLUB / Accounting

General Ledger Codes >

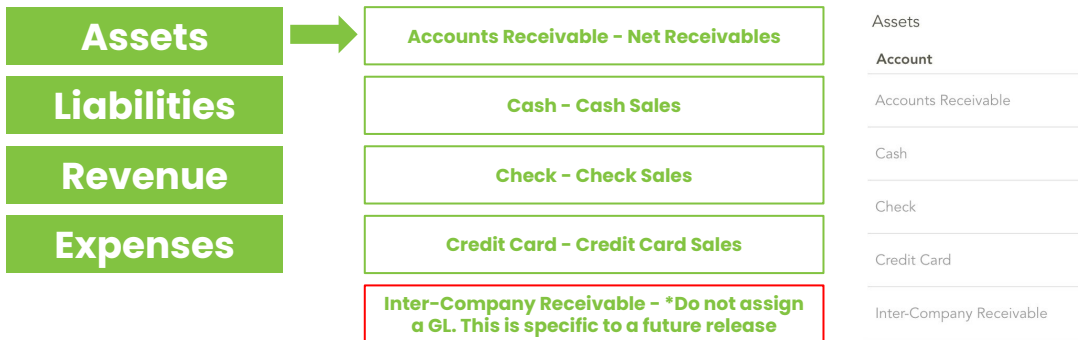
Category Assignments >

Balance Sheet Accounts >

2) Add the correct GL code to the corresponding Balance Sheet Account by typing or selecting the option from the drop-down menu. The GL code will turn a light orange color when it has been recently modified to make it easy to identify. ****Not all Balance Sheet Accounts need a GL assigned. Pay attention to the accounts outlined in red.**

Assets	GL Code
Account	
Accounts Receivable	1500 Accounts Receivable (A/R)
Cash	1400 Undeposited Cash/Checks
Check	1400 Undeposited Cash/Checks
Credit Card	1000 Operating Account/TB&T

3) Click SAVE when complete.



- Assets**
- Liabilities**
- Revenue**
- Expenses**



- Club Credit - Net Club Credit
- Gift Cards - Net Gift Card Sales/redeemed
- Inter-Company Payable - *Do not use
- Rain Checks - Net Rain checks issued/redeemed
- Taxes - Tax amounts collected
- Teesnap Fees Payment - *Do not use.
- Tips - Tips collected to be paid out via payroll

Liabilities

- Account**
-
- Club Credit

 - Gift Cards

 - Inter-Company Payable

 - Rain Checks

 - Taxes

 - Teesnap Fees Payment

 - Tips

- Assets**
- Liabilities**
- Revenue**
- Expenses**



- Fees- Fees created in taxes/fees of the inventory section

Revenue

- Account**
-
- Fees

- Assets**
- Liabilities**
- Revenue**
- Expenses**



- All adjustments- This is specific to A/R adjustments (Not Club Credit)**
- All Over/Shorts - Over/Short is related to the EOD Closeout**
- Booking Fees *Not active. Do not assign a GL**
- Cashback *Not active. Do not assign a GL**
- Coupon - * Not active. Do not assign a GL**
- Merchant Fees -CC Fees *See QB export/import document**
- Pay Out - Petty Cash taken out of the cash drawer**
- Tip Out - Specific to facilities that pay out Credit Cards and/or A/R tips by having the employee take cash out of the cash drawer.**

Expenses

- Account**
-
- All Adjustments

 - All Over/Shorts

 - Booking Fees

 - Cashback

 - Coupon

 - Merchant Fees

 - Pay Out

 - Tip Out

Once you have added all your GL codes, assigned GL's to relevant category assignments and Balance Sheet Accounts, you have successfully set up the accounting section of Teesnap.

Congratulations!