Vancouver Board of Parks and Recreation

ActiveNet Financial Reporting

for Association Bookkeepers

Visit the Park Board web site at **vancouverparks.ca**

ActiveNet Reporting Agenda

1. Review of Financial Processes in ActiveNet

2. Reporting Overview

3. Association Payment Reports

4. ActiveNet Walkthrough

5. Key Financial Reports

Financial Process Overview

ActiveNet Financial Process Changes

Safari	ActiveNet

Safari
- Multiple Revenue Process Flows
- Cash Basis Accounting
- Limited Reporting Functionality
- Not PCI Compliant

ActiveNet
- Single Revenue Process Flow
- Accrual Accounting
- Managerial & Financial Reports Available
- PCI Compliant

Single Revenue Process Flow in ActiveNet

1. Tills are managed by the Park Board (PB) including cash-outs and bank pick-ups

2. Point of Sale transactions, including refundable deposits and refunds, are processed by the PB staff through ActiveNet

3. ActiveNet operates with 1 general ledger of accounts

4. Pass-through Model: All payments received for sales transactions will be forwarded on a bi-weekly basis, including GST to remit

Single Revenue Process Flow
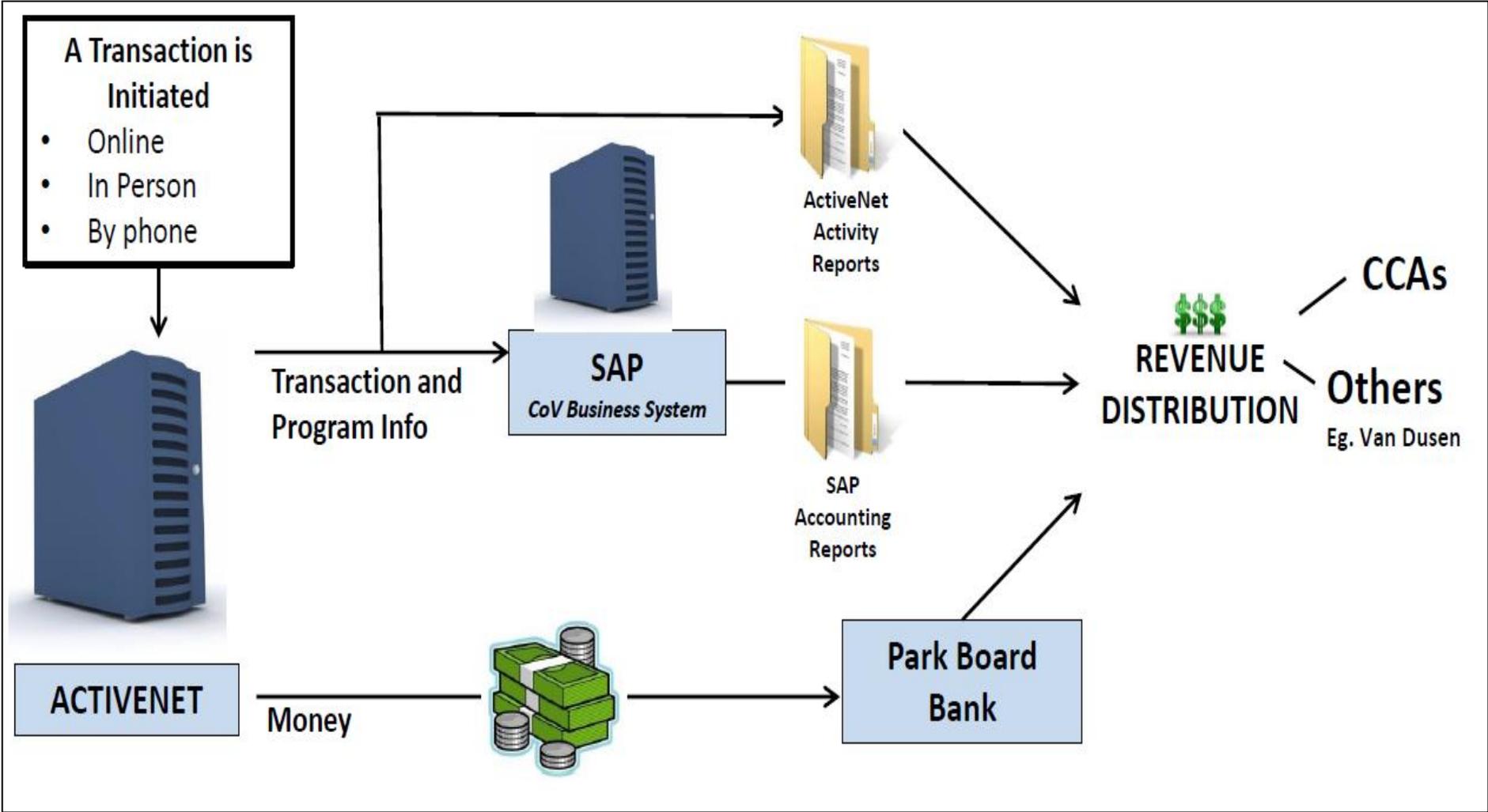
Reporting Overview

Reporting Overview: Accounting Practice

1. ActiveNet is set up with accrual accounting
  * Activity and pass revenue (greater than one month) is deferred and recognized on the 1st of each month that the activity occurs.
  * Drop-in/Point of Sale revenue and taxes are not deferred and recognized immediately.
  * Bi-weekly payments to Associations still occur on a cash basis

2. The general ledger in ActiveNet is simplified
  Details are gathered through report filters. Generally, each Association has 6 GL accounts in ActiveNet:
  * A deferral account (e.g. CCA: West End Def)
  * A recognition account (e.g. CCA: West End)
  * A rental revenue account (e.g. CCA: West End Rentals)
  * A GST tax account (e.g. CCA: West End GST)
  * A PST tax account (e.g. CCA: West End PST)
  * A Childcare account (e.g. CCA: West End Childcare)

Reporting Overview: Financial Posting Behaviours

1. ActiveNet transactions are posted and balanced through several accounts (e.g. Pay accounts) before settling as revenue in a deferred and/or recognition account.

2. All transactions are posted and balanced through the Accounts Receivable (A/R) account. Any amount owing by the customer will remain in A/R. Customers who are placed on a payment plan will have the amount posted in A/R Cash Not Yet due.

Association Payment Reports

Association Payments – Supporting Financial Reports

In order to record payments, the following reports are provided bi-weekly:

- Bi-weekly Account Distribution Summary Report directly from ActiveNet System
- Bi-weekly Account Distribution Detailed Report directly from ActiveNet System
- Bi-weekly Transaction Export directly from ActiveNet System
- Payment receipt information (Bank statement for EFT; or Cheque copy), emailed from CoV Treasury
- Payment Agency report (credit / debit fees), emailed from Project Team
- Completed ActiveNet Payment template (Excel file) to determine accounting entries, emailed from Project Team

Transition to ActiveNet – Financial Reports

Currently, the following reconciling items have been identified when reviewing the Transaction Export and the Account Distribution Report.

- *Uncategorized data – Discuss with programmer*

- *Data tagging error – Should be resolved as they are identified*

- *Tax recognition behaviour on payment plan – Difference adjusted on ActiveNet Payment Template*

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ActiveNet Walkthrough

Log into ActiveNet

1. Log into ActiveNet through:
   https://activenet005ca.active.com/vancouver/servlet/adminlogin.sdi

2. A login screen will appear:
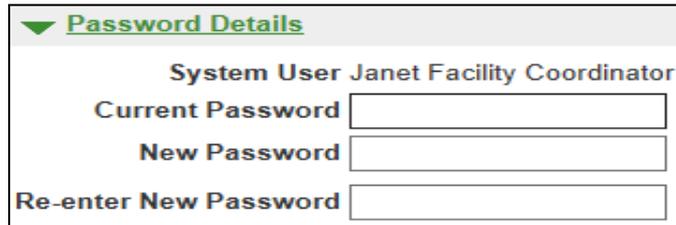

3. Enter your **username** and **password**. If your password does not work, contact IT Help Centre at 604.873.7127 or ithelpcentre.e-help@vancouver.ca

Change Your ActiveNet Password

1. Click on **Account** (top right-hand of screen),

2. Click **View/Edit Profile**
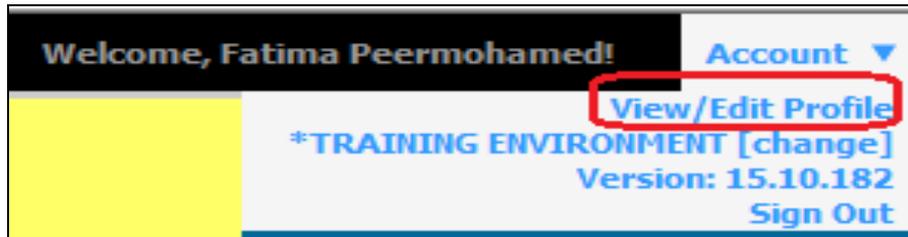
3. Select **Change Password**

- **Current Password:** Enter the current password.
- **New Password:** Create a new password (minimum of 8 characters and a combination of letters and numbers)
- **Re-enter New Password:** Re-enter & click **Save**

Assigning a Workstation

Note: The system will prompt to assign a workstation the first time a user logs into ActiveNet or when the internet history has been deleted.

1. To assign a Workstation, **click on the drop-down menu** and select from the list
2. Association staff should log in to their own **"Admin" Community Centre site**
3. Click **Submit**
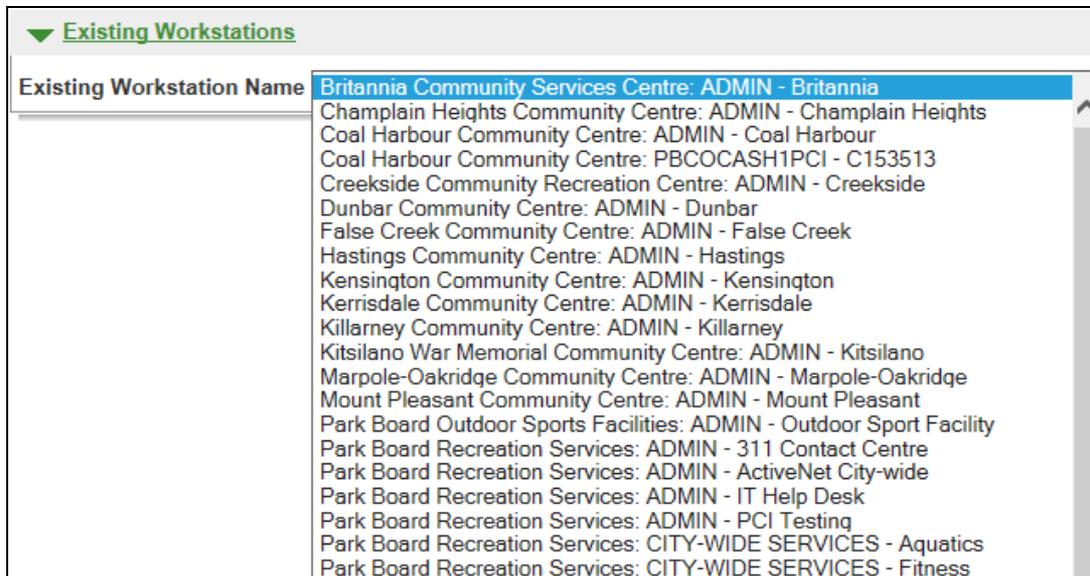
Sign out of ActiveNet

1. Select the drop-down menu near **Account** (top right-hand of screen)
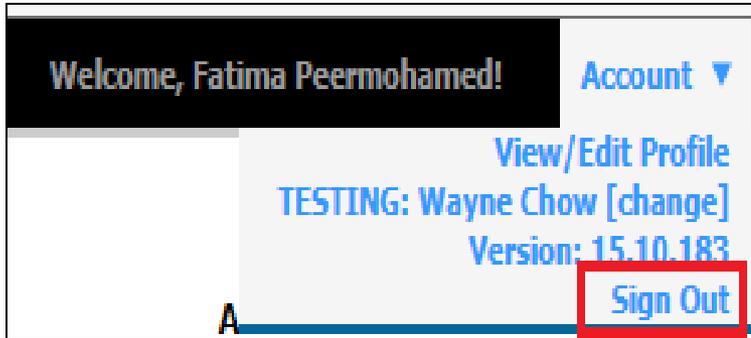
2. Select **Sign Out**

Key Financial Reports

Report Access

1. **Select** the Report Menu

2. **Expand** available reports by **clicking on the Financial Report section** on the left hand menu

Currently, there are 9 standard reports that have been set up for the bookkeepers' access based on past Safari usage patterns.

We're looking for your feedback regarding additional reports requirements to make adjustments on system permissions.

Please contact the IT Help Centre for additional reports.

Walkthrough of Key Financial Reports

- **A/R Aging:** Provides an overview of A/R owing and A/R that is overdue based on what has been configured in the payment plan for the customer.

- **A/R Receivables:** View any customers that have a balance on their account for a specific date range

- **Deferred Revenue:** Valuable for month-end reporting to get summary or detail of deferred revenue. Dates filters can provide information on when revenue deferred (as of date), when it will be recognized or deferral over a certain period of transaction dates. Association GST should only be in Deferral if it is related to an A/R (e.g. a facility rental where money has not yet been collected). All other taxes are recognized immediately once payment is received.

- **Discounts:** Provides an overview report of discounts issued to customers, sortable by discount name and system user.

- **Expenses:** Provides a report of expenses. Also, this report will show instructor expenses posted against an activity.

Walkthrough of Key Financial Reports

- **Internet Income by Site:** Provide a detailed report of revenue generated through online sales for a site by receipt number.

- **Net Revenue, generated by:**
  - <u>Facility Name</u>: With the correct filters, this report will provide details on revenue generated through facility/room rental. Includes rental deposit revenue.
  - <u>POS Product</u>: With the correct filters, this report will provide details on point of sale/drop-in revenue.
  - <u>Pass Package</u>: With the correct filters, this report will provide details on revenue generated through pass transactions.

- **Refunds:** Produces a report of all refund transactions related to the recognition account.

- **Reprint Receipt:** Print a copy of a receipt

System Support

- ActiveNet will prompt to change password every two months

- For ActiveNet system access or technical questions contact the City's IT Help Desk by email ITHelpCentre.E-Help@vancouver.ca (subject: ActiveNet Bookkeeper Question) or phone 604.873.7127