

STEFANIE ROSALES

From Contract to Settlement: Your Guide to CP





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Support Team Lead



Let's Get a Feel for the Room

Who's already using Contracts Processing?

Who's seeing CP for the first time today?



1

Overview & Setup

2

CP in Action

3

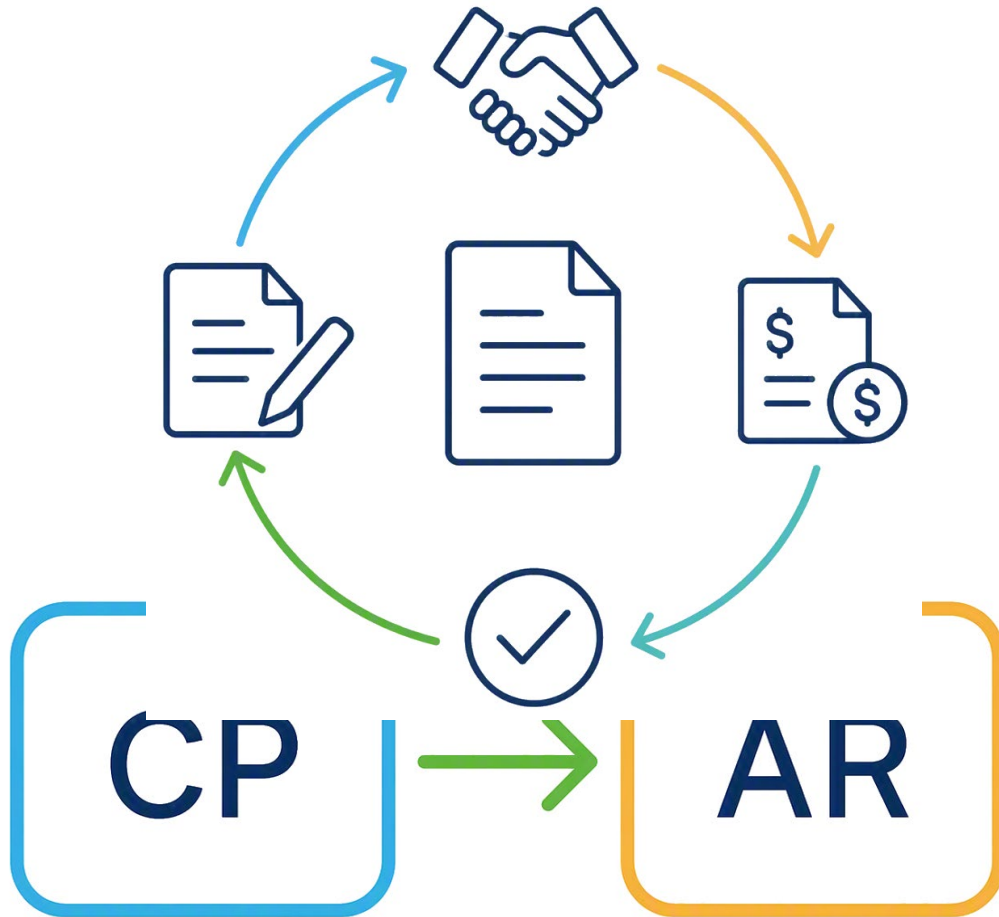
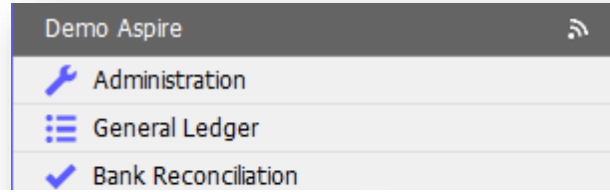
Visibility Features

4

Reporting Options

Contracts Processing Overview & Setup

WHAT IS CONTRACTS PROCESSING?

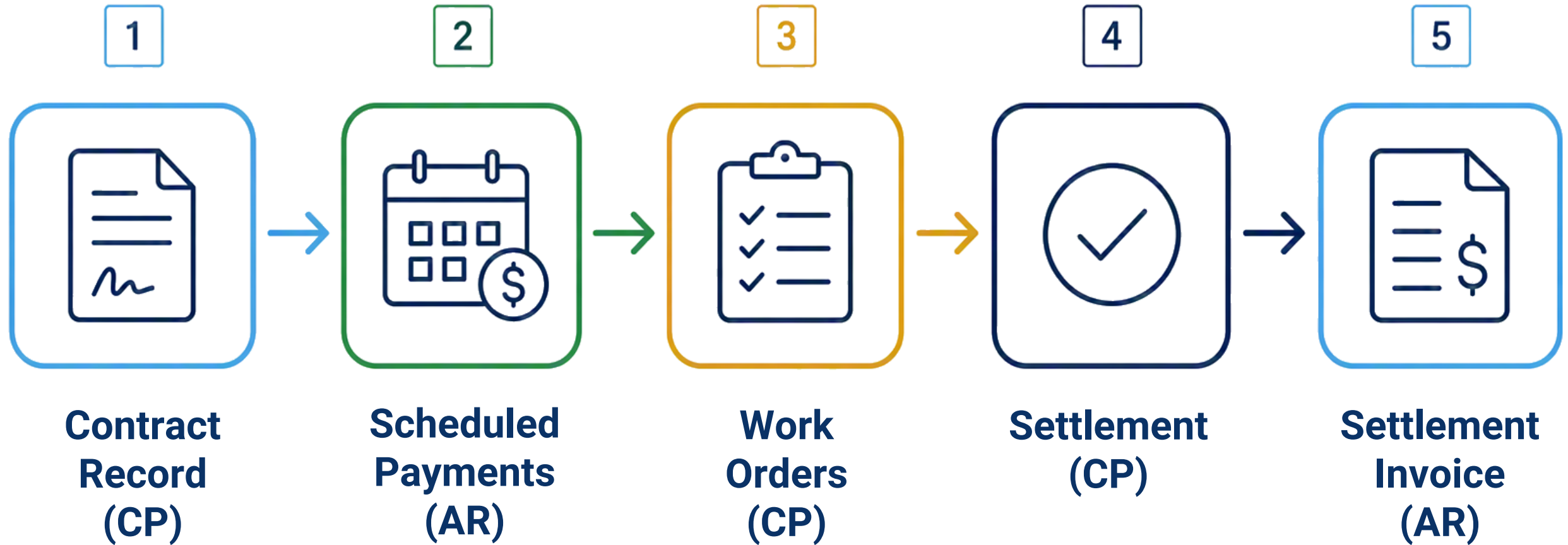


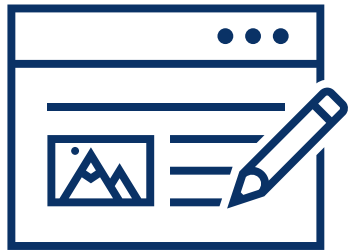
Separate package in ActivityHD

Manages the full contract life cycle

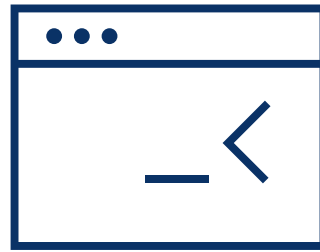
Posts into Accounts Receivable

THE CP → AR WORKFLOW

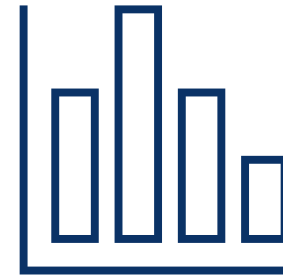




Products



**Payment
Types**



**Contract
Types**

Define Goods & Services

- Pricing
- Calculation Controls
- ARCodes
- Defaults for sorting and reporting



Products

Rental product - flat fee no override

Product for Demo Aspire

Type: Rent Building Rent

Code: StageRent **Description:** Stage Rental (Monthly Fee)

Pricing
Price: 2,500.00 ☐ Allow Override Minimum: Maximum:

Work Order Type: Building Building Setup/Sup

Payment Type: Rent Rent Payment

Groups: SummarizeRent

ARCode: Facility Facility Rental

Accrued/Deferred Revenue:

Credit ARCode:

Lead Time
Days: 0
Hours: 0
Minutes: 0

Expression
.Quantity * .Price

Credit Expression

Staff Product – Lead time

Product for Demo Aspire ?

Type: Security Security

Code: SecGuard **Description:** Security Guard

Pricing
Price: 37.50 ☐ Allow Override Minimum: Maximum:

Work Order Type: Staff Staff

Payment Type:

Groups: SummarizeSecurity

ARCode: Security Security Fees

Accrued/Deferred Revenue:

Credit ARCode:

Lead Time
Days: 8
Hours: 0
Minutes: 0

Expression
.Quantity * .Hours * .Price

Credit Expression

Equipment-type product with price override thresholds

Product for Demo Aspire ?

Type: Equipment Equipment

Code: SoundSys **Description:** Sound System

Price: 100.00 ☒ Allow Override **Minimum:** 90.00 **Maximum:** 125.00

Work Order Type: Equip Equipment Setup

Payment Type: ContPay Contract Payment

Groups:

ARCode: Sound Sound Equipment

Accrued/Deferred Revenue:

Credit ARCode:

Lead Time

Days: 1

Hours: 0

Minutes: 0

Expression

.Quantity * .Price

Credit Expression

PRODUCT EXAMPLE: COMMISSION

- Taxable vs. non-taxable products
- Calculation can “back out” the tax
- Guarantee payment types

Product for Demo Aspire

Type: Comm Commissions
Code: FoodComm Description: Food Commission on NT Sales

Pricing
Price: ☐ Allow Override Minimum: Maximum:

Work Order Type: Comm Commissions on Sales
Payment Type: ConcessGuar Concession Guarantee
Groups: Comm
ARCode: FoodBevNT Food and Beverage Fees - NT
Accrued/Deferred Revenue:
Credit ARCode:

Lead Time
Days: 0
Hours: 0
Minutes: 0

Expression
.Quantity * CommPct/100

Credit Expression

- Guarantees, Deposits, Rent Payments, Add-On, and Contract Payment
- Each payment type maps to an Invoice Type and ARCode for posting to AR

Payment Type for Demo Aspire

Code: Rent **Description:** Rent Payment

Invoice Type: Invoice Sales Invoice
ARCode: Definc Deferred Income (CP)

Payment Type Products Contract Lines Scheduled Payments Settlement Lines Change Logs Other

Edit

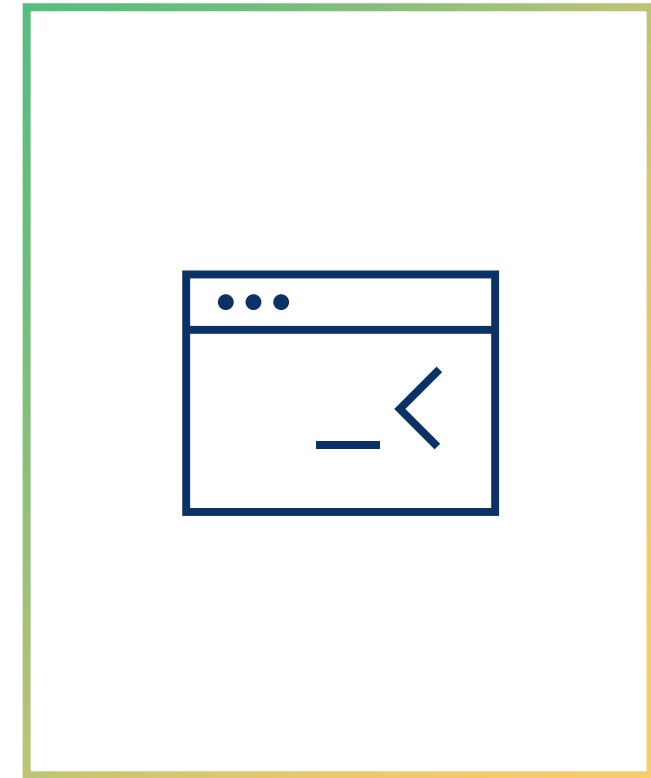
Payment Type for Demo Aspire

Code: SecDep **Description:** Security Deposit

Invoice Type: Invoice Sales Invoice
ARCode: Deposit Deposit

Payment Type Products Contract Lines Scheduled Payments Settlement Lines Change Logs Other

Edit



Payment Types

- Commercial Rentals, Concession, and Interim Events
- Create templates to speed up contract creation
- Sets default descriptions carried onto Settlement

Contract Type for Demo Aspire ?

Code: **Description:**

Charge Invoice Type: Sales Invoice

Credit Invoice Type: Credit Memo

Sales Tax Payment Type:

Settlement Description:



Contract Types



KEY TAKEAWAY

CP Setup consists of Products, Payment Types, and Contract Types. A good set up will make everything else flow smoothly.

CP in Action

CREATE & GENERATE IN 3 STEPS

1

New Copy

2

**Adjust
Details**

3

**Run the
BOT**



Contract for Demo Aspire

Type: Interim Interim Event

Begin: 10/10/2026

Number: 4

Customer: Template Template Customer for CP

End: 10/10/2026

Status: New

Description: Template for Interim

Signed:

Contractor: Template for Interim

Signatory: Template for Interim

Salesperson:

Location:

Attributes

EventAttr:

Booth:

Year: 2026

Lines														
Line	Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	BallRoom	Ball Room	10/10/2026				1	1,850.00	1,850.00		Rent			
2	SecGuard	Security Guard ST	10/10/2026	08:00 AM	05:00 PM	9:00	1	37.50	337.50		ContPay			
3	Tbl8ft	8' Table	10/10/2026				15	10.00	150.00		ContPay			
4	MicWired	Wired Microphone	10/10/2026				2	25.00	50.00		ContPay			
5	ChrClarion	Clarion Chairs	10/10/2026				90	2.00	180.00		ContPay			
6	StanTensa	Stanchion - Weighted bl	10/10/2026				15	12.00	180.00		ContPay			

Totals: 2,747.50

Terms				Scheduled Payments						
Code	Data Type	Expression	Me	Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance
				9/1/2026	9/1/2026	Rent	Facility Rental	1,850.00		
Totals:								1,850.00		

Payables					
Line	AP Vendor	AP Vendor Description	APCode	Account	Expression

Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit

Contract for Demo Aspire

Type: Commercial Commercial Rentals

Customer: Youth Youth Alliance of Lubbock

Description: Template for Rental

Begin: 9/1/2026

End: 11/30/2026

Signed:

Number:

Status: New

Contractor: Youth Alliance of Lubbock

Signatory: Youth Alliance of Lubbock

Salesperson: Barnfield Mollie Kay Barnfield

Location:

Attributes

EventAttr:

Booth:

Year:

2026

2026

Lines

Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
RntSales	Sales Pavilion (per month)	9/1/2026				2	1,800.00	3,600.00		Rent			
UtilityPkg	Utility Package	9/1/2026				2	150.00	300.00		ContPay			

Totals:

3,900.00

Terms

Code	Data Type	Expression
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Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
5/15/2023	8/15/2026	Rent	Rent Payment	3,600.00			
4/22/2026	8/31/2026	ContPay	Contract Payment	300.00			

Totals:

3,900.00

Payables

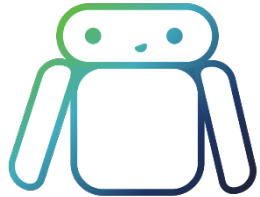
Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo
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Contract Other

New Copy

3

Run the
BOT



Contract - "1045" for Demo Aspire - ACW - Stefanie Rosales

Contract for Demo Aspire

Type: Commercial Commercial Rentals
Customer: Youth Youth Alliance of Lubbock
Description: Fall Semester Rental
Begin: 9/1/2026
End: 11/30/2026
Signed:
Number: 1045
Status: New

Contractor: Youth Alliance of Lubbock
Signatory: Youth Alliance of Lubbock
Salesperson: Barnfield Mollie Kay Barnfield
Location:
Attributes
EventAttr:
Booth:
Year: 2026 2026

Product	Description	Date	Start	End	Unit	Credit	Payment Type	Notes	Work Order	Memo
RntSales	Sales Pavilion (per month)	9/1/2026					Rent			
UtilityPkg	Utility Package	9/1/2026					ContPay			

Totals:

Code	Data Type	Expression	Me

Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
5/15/2023	8/15/2026	Rent	Rent Payment	3,600.00			
4/22/2026	8/31/2026	ContPay	Contract Payment	300.00			

Totals: 3,900.00

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo

Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit

SCHEDULED PAYMENTS, WORK ORDER, & SETTLEMENTS



Scheduled payments are collected prior to the event and post as deferred income via the contract's Post process



Tip: deposits should never be a contract line item or a manual AR invoice



Work orders are the electronic to-do list — created from contract lines, or added manually for add-ons



Settle by marking deliverables complete and recording actual vs. expected; create settlement invoice or refund.

2



Scheduled Payments

Contract for Demo Aspire

Type: Commercial Commercial Rentals Begin: 9/1/2026 Number: 1045
Customer: Youth Youth Alliance of Lubbock End: 11/30/2026 Status: New
Description: Fall Semester Rental Signed:
Contractor: Youth Alliance of Lubbock
Signatory: Youth Alliance of Lubbock
Salesperson: Barnfield Mollie Kay Barnfield
Location:
Attributes
EventAttr:
Booth:
Year: 2026 2026

Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
RntSales	Sales Pavilion (per month)	9/1/2026				2	1,800.00	3,600.00		Rent			
UtilityPkg	Utility Package	9/1/2026				2	150.00	300.00		ContPay			

Totals: 3,900.00

Terms

Code	Data Type	Expression	Memo

Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
5/15/2023	8/15/2026	Rent	Rent Payment	3,600.00			
4/22/2026	8/31/2026	ContPay	Contract Payment	300.00			

Totals: 3,900.00

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo

Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit

2



Scheduled Payments

Contract for Demo Aspire

Type: Commercial Commercial Rentals Begin: 9/1/2026 Number: 1045
Customer: Youth Youth Alliance of Lubbock End: 11/30/2026 Status: New
Description: Fall Semester Rental Signed: |

Contractor: Youth Alliance of Lubbock
Signatory: Youth Alliance of Lubbock
Salesperson: Barnfield Mollie Kay Barnfield
Location: |

Attributes
EventAttr: |
Booth: |
Year: |

Line	Product	Description	Date	Start	End	Ho	Ice	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	RntSales	Sales Pavilion (per month)	9/1/2026				00	3,600.00		Rent			
2	UtilityPkg	Utility Package	9/1/2026				00	300.00		ContPay			

Totals: 3,900.00

Code	Data Type	Expression	Me
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Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
5/15/2023	8/15/2026	Rent	Rent Payment	3,600.00			
4/22/2026	8/31/2026	ContPay	Contract Payment	300.00			

Totals: 3,900.00

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo
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Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit



Work Orders



New

Read

Save

Report

Previous

Next

Post

Process

Settle

Bots

Contract for Demo Aspire

Type: Interim

Interim Event

Customer: Boys&Girls

Boys & Girls Club of America

Description: Fall Festival

Begin: 11/15/2026

End: 11/15/2026

Signed:

Number: 1046

Status: New

Contractor: Boys & Girls Club of America

Signatory: Boys & Girls Club of America

Salesperson: Straton

Elizabeth Straton

Location:

Attributes

EventAttr:

Booth:

Year: 2026

Line	Product	Description	Date	Start	End	Hours	Quantity	Price	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	RntNoHall	North Hall Rent	11/15/2026				1	3,000.00	3,000.00		Rent			
2	SecGuard	Security Guard ST	11/15/2026	05:00 PM	11:00 PM	6:00	3	37.50	675.00		ContPay			
3	EvtCoordSt	Event Coordinator ST	11/15/2026	05:00 PM	11:00 PM	6:00	1	71.00	426.00		ContPay			
4	MirBall	Mirror Ball - 60" Ball	11/15/2026				1	75.00	75.00		ContPay			
5	LEDHseTruss	Truss Lighting - 100'	11/15/2026				1	1,500.00	1,500.00		ContPay			
6	MicWireless	Wireless Microphone	11/15/2026				1	115.00	115.00		ContPay			
7	Tbl8ft	8' Table	11/15/2026				30	10.00	300.00		ContPay			
8	TblCvr	8' Fitted Table Covers	11/15/2026				30	5.00	150.00		ContPay			
9	ChrClarion	Clarion Chairs	11/15/2026				180	2.00	360.00		ContPay			
Totals:									6,601.00					

Terms

Code	Data Type	Expression	Memo

Scheduled Payments

Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
9/1/2026	9/1/2026	Rent	Rent Payment	3,000.00	CP - 14	3,000.00	
11/15/2026	11/15/2026	ContPay	Contract Payment	3,601.00	CP - 15	3,601.00	
Totals:				6,601.00		6,601.00	

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo

Contract

Work Orders

Settlements

AR Invoices

AR Receipts

AP Invoices

Notes

Attachments

Change Logs

Other

Edit

3



Work Orders

Contract for Demo Aspire

Type: Interim Interim Event **Begin:** 11/15/2026 **Number:** 1046
Customer: Boys&Girls Boys & Girls Club of America **End:** 11/15/2026 **Status:** Master
Description: Fall Festival **Signed:** 9/1/2026

Contractor: Boys & Girls Club of America
Signatory: Boys & Girls Club of America
Salesperson: Stratan Elizabeth Stratan
Location:

Attributes
EventAttr:
Booth:
Year: 2026 2026

Line	Product	Description	Date	Start	End	Amount	Credit	Payment Type	Notes	Work Order	Memo
1	RntHrHall	North Hall Rent	11/15/2026			3,000.00		Rent			
2	SecGuard	Security Guard ST	11/15/2026	05:00 PM	11:00 PM	675.00		ContPay			
3	EvtCoordSt	Event Coordinator ST	11/15/2026	05:00 PM	11:00 PM	426.00		ContPay			
4	MirBall	Mirror Ball - 60" Ball	11/15/2026			75.00		ContPay			
5	LEDHseTruss	Truss Lighting - 100'	11/15/2026			1,500.00		ContPay			
6	McWireless	Wireless Microphone	11/15/2026			115.00		ContPay			
7	Tblblft	8' Table	11/15/2026			300.00		ContPay			
8	TblCvr	8' Fitted Table Covers	11/15/2026			150.00		ContPay			
9	ChrClarion	Clarion Chairs	11/15/2026			360.00		ContPay			
Totals:						6,601.00					

Invoice Date	Due	Type	Description	Amount	Invoice	Invoice Balance	Memo
9/1/2026	9/1/2026	Rent	Rent Payment	3,000.00	CP - 14	3,000.00	
11/15/2026	11/15/2026	ContPay	Contract Payment	3,601.00	CP - 15	3,601.00	
Totals:				6,601.00		6,601.00	

Payables

Line	AP Vendor	AP Vendor Description	APCode	Account	Expression	Memo

Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit

4



Settle

Contract for Demo Aspire

Type: Interim **Customer:** Boys & Girls **Begin:** 11/15/2026 **Number:** 1046
Description: Fall Festival **End:** 11/15/2026 **Status:** Master
Signed: 9/1/2026

Work Orders

Options: Personal Filters: Lookup:

Number	Type	Contractor	Contract	Contract Line	Product	Line Description	Con...	Contract...	Start	Due	Finis
239	Building	Boys & Girls Club ...	1046	1046-1	RntNoHall	North Hall Rent			1 11/15/2026 12:00:00...	11/15/2026 12:00:...	
242	Equip	Boys & Girls Club ...	1046	1046-4	MirBall	Mirror Ball - 60" Ball			1 11/15/2026 12:00:00...	11/15/2026 12:00:...	
243	Equip	Boys & Girls Club ...	1046	1046-5	LEDHseTruss	Truss Lighting - 100'			1 11/15/2026 12:00:00...	11/15/2026 12:00:...	
244	Equip	Boys & Girls Club ...	1046	1046-6	MicWir				1 11/15/2026 12:00:00...	11/15/2026 12:00:...	
245	Equip	Boys & Girls Club ...	1046	1046-7	Tbl8ft				30 11/15/2026 12:00:00...	11/15/2026 12:00:...	
246	Equip	Boys & Girls Club ...	1046	1046-8	TblCvr				30 11/15/2026 12:00:00...	11/15/2026 12:00:...	
247	Equip	Boys & Girls Club ...	1046	1046-9	ChrCla				180 11/15/2026 12:00:00...	11/15/2026 12:00:...	
240	Staff	Boys & Girls Club ...	1046	1046-2	SecGu		6:00		3 11/12/2026 9:00:00 ...	11/15/2026 5:00:0...	11/1
241	Equip	Boys & Girls Club ...	1046	1046-3	EvtCoo		6:00		1 11/15/2026 5:00:00 PM	11/15/2026 5:00:0...	11/1

Contract Work Orders Settlements AR Invoices AR Receipts AP Invoices Notes Attachments Change Logs Other

Edit Total: 9 Selected: 1 Contract Hours: 0:00 Contract Quantity: 1 Hours: 0:00 Quantity: 0 Order: *Contract Hours

5



Settlement Invoice (AR)

Contract - "1046" for Demo Aspire - ACW - Stefanie Rosales

Contract for Demo Aspire

Type: Interim
Customer: Boys&Girls
Description: Fall Festival

Settlements Settlement Lines Settlement Payables

Options: Personal

Filters:

Contract 1046 1 Settlement: Fall Festival

Settlement - "1046-1" for Demo Aspire - ACW - Stefanie Rosales

Number: 1 Contract: 1046 Fall Festival
Description: Settlement: Fall Festival, 2026-11-15
Date: 11/16/2026 Sales tax: 0.00 Total: 6,601.00
AR Invoice: Invoice Amount: 0.00 Invoice Balance:

Contractor: Boys & Girls Club of America
Customer: Boys & Girls Club of America
Attributes:
EventAttr:
Booth:
Year: 2026

Scheduled Payments

Payment Type	Amount	Balance	Refund?	Memo
ContPay	3,601.00	0.00		
Rent	3,000.00	0.00		
Totals:	6,601.00	0.00		

Lines

Line	Product	Description	Contract Line	Hours	Quantity	Actual	Settlement						
						Hours	Quantity	Price	Date	Hours	Quantity	Price	Discount
1	RnHnHall	North Hall Rent	1046-1		1				11/15/2026		1	3,000.00	0.00
2	SecGuard	Security Guard ST	1046-2	6:00	3	6:00	3	37.50	11/15/2026	6:00	3	37.50	0.00
3	EvntCoordSt	Event Coordinator ST	1046-3	6:00	1	6:00	1	71.00	11/15/2026	6:00	1	71.00	0.00
4	Mdral	Mirror Ball - 60" Ball	1046-4		1		1	75.00	11/15/2026		1	75.00	0.00
5	LEDHseTruss	Truss Lighting - 100'	1046-5		1		1	1,500.00	11/15/2026		1	1,500.00	0.00
6	McWireless	Wireless Microphone	1046-6		1		1	115.00	11/15/2026		1	115.00	0.00
7	TblRft	8' Table	1046-7	30			25	10.00	11/15/2026	30		10.00	0.00
8	TblCvr	8' Fitted Table Covers	1046-8	30			25	5.00	11/15/2026	30		5.00	0.00
9	ChrClarion	Clarion Chairs	1046-9	180			150	2.00	11/15/2026	180		2.00	0.00
Totals:													1.00

Terms

Code	Data Type	Value	Memo
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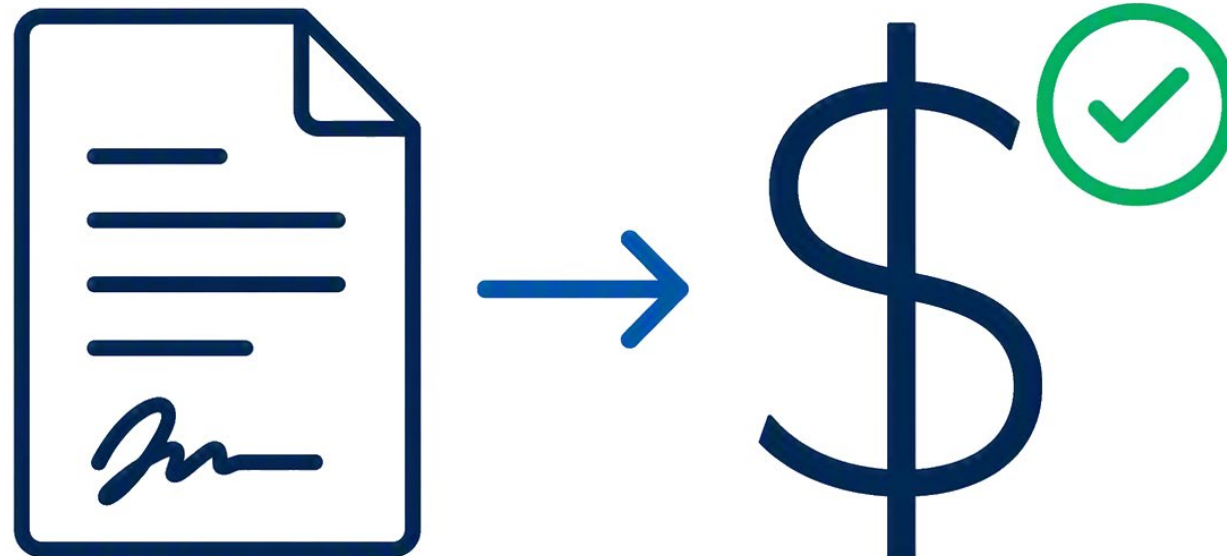
Exevables

Line	AP Vendor	AP Vendor Description	AP Code	Account	Amount	AP Invoice	Memo
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Settlement Contract Lines Work Orders AR Invoices AR Receipts AP Invoices Notes Change Logs Other

Revenue Recognition

Recording when it actually happened



Timing is everything!

Recognition Date on Settlement Date

No additional setup needed

Settlement posts directly to revenue

Adds negative lines to apply scheduled payments

Recognition Date Before Settlement Date

Settlement posts to deferral accounts defined in setup

Revenue recognition schedule generated

Adds negative lines to apply the scheduled payments

Recognition Date = Settlement Date

EVENT DATES: 6/16 – 6/18/2026

REVENUE DATE = 6/18/2026

Type: Invoice	Settlement: 1040-1	Destination: U.TX.DAL	Source: Destination	Tax Entity: U.TX.DAL	Category: Non	Amount: 0.00
PO #:						
Description:	Settlement: Ramirez Wedding, 2023-06-18					
Location:	Main					
Irma Ramirez 4679 Broadway Avenue Plano, TX 75025 USA Phone: 972-564-7895						
Salesperson:	Sanchez					
General Ledger						
A/R Account: 1200-01-00000-A						
GL Date: 06/18/2026						
GL Batch: AR						

U	0.00	
U.TX	0.00	2300-01-00000-A
U.TX.DAL	0.00	2300-01-00000-A

Attributes

EventAttr: RAMIR Ramirez Wedding

Booth:

Year:

Payment Terms

Terms: UponRec **Due:**

Basis: 0.00 **Finance:** AvgDBal0

Detail: < < > > ✓

Line	ARCode	Description	Quantity	Unit Price	Amount	Sales Account	Sales Account Description	EventAttr		
1	Facility	Ball Room 06/16/2026	Quantity: 1	Price: 1,850.00	1	1,850.00	1,850.00	4200-01-RAMIR-A	Facilities Revenue - Lubb - RAMIR	
2	Security	Security Guard 06/16/2026	Hours: 9:00	Quantity: 1	Price: 37.50	1	337.50	337.50	4000-01-RAMIR-A	Labor Revenue - Lubb - R RAMIR
3	Table	8' Table 06/16/2026	Quantity: 20	Price: 10.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - R RAMIR	
4	Chair	Clarion Chairs 06/16/2026	Quantity: 100	Price: 2.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - R RAMIR	
5	Sound	Sound System 06/16/2026	Quantity: 1	Price: 100.00	1	100.00	100.00	4100-01-RAMIR-A	Equip Revenue - Lubb - R RAMIR	
6	Definc	Less Contract Payment			1-	837.50	837.50	2185-01-00000-A	Deferred Income RAMIR	
7	Definc	Less Rent Payment			1-	1,850.00	1,850.00	2185-01-00000-A	Deferred Income RAMIR	

Recognition Date BEFORE Settlement Date

EVENT DATES: 6/16 – 6/18/2026

REVENUE DATE = 6/16/2026

Invoice (Charge)		Sales Tax		Sales Tax Detail	
Source:	Settlement	☒ Print Invoice	Origin:	U.TX.LUBB	
Type:	Invoice	☐ On Hold	Destination:	U.TX.DAL	
PO #:		Settlement:	Source:	Destination	
		1040-1	Tax Entity:	U.TX.DAL	
Description:	Settlement: Ramirez Wedding, 2023-06-18				
Location:	Main				
	Irma Ramirez 4679 Broadway Avenue Plano, TX 75025 USA Phone: 972-564-7895				
Salesperson:	Sanchez				
			Category:	Non	
			Amount:	0.00	
			General Ledger		
			A/R Account:	1200-01-00000-A	
			GL Date:	06/18/2026	
			GL Batch:	AR	
			Attributes		
			EventAttr:	RAMIR Ramirez Wedding	
			Booth:		
			Year:		
			Payment Terms		
			Terms:	UponRec	
			Due:	i	
			Basis:	0.00	
			Finance:	AvgDBal0	

Detail:									
Line	ARCode	Description	Quantity	Unit Price	Amount	Sales Account	Sales Account Description	EventAttr	
1	Facility	Ball Room 06/16/2026Quantity: 1 Price: 1,850.00	1	1,850.00	1,850.00	4200-01-RAMIR-A	Facilities Revenue - Lubb - RAMIR		
2	Security	Security Guard 06/16/2026Hours: 9:00 Quantity: 1 Price: 37.50	1	337.50	337.50	4000-01-RAMIR-A	Labor Revenue - Lubb - RAMIR		
3	Table	8' Table 06/16/2026Quantity: 20 Price: 10.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - RAMIR		
4	Chair	Clarion Chairs 06/16/2026Quantity: 100 Price: 2.00	1	200.00	200.00	4100-01-RAMIR-A	Equip Revenue - Lubb - RAMIR		
5	Sound	Sound System 06/16/2026 Quantity: 1 Price: 100.00	1	100.00	100.00	4100-01-RAMIR-A	Equip Revenue - Lubb - RAMIR		
6	DefInc	Less Contract Payment	1-	837.50	837.50	2185-01-00000-A	Deferred Income	RAMIR	
7	DefInc	Less Rent Payment	1-	1,850.00	1,850.00	2185-01-00000-A	Deferred Income	RAMIR	

Recognition Date BEFORE Settlement Date

EVENT DATES: 6/16 - 6/18/2026

REVENUE DATE = 6/16/2026

AR Invoice for Demo Aspire

Batch: LB Customer: Ramirez Date: 6/18/2026 Amount: 0.00 Summary Type:
Entry #: 49 Irma Ramirez Invoice #: 00529 Balance: 0.00 Summary Invoice:

Extra GL

Line	Date	Account	Account Description	EventAttr	Booth	Year	Debit	Credit
1	6/16/2026	2185-01-00000-A	Deferred Income	RAMIR			1,850.00	
2	6/16/2026	4200-01-RAMIR-A	Facilities Revenue - Lubb - RAMIR					1,850.00
3	6/16/2026	2185-01-00000-A	Deferred Income	RAMIR			337.50	
4	6/16/2026	4000-01-RAMIR-A	Labor Revenue - Lubb - Ra RAMIR					337.50
5	6/16/2026	2185-01-00000-A	Deferred Income	RAMIR			200.00	
6	6/16/2026	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR					200.00
7	6/16/2026	2185-01-00000-A	Deferred Income	RAMIR			200.00	
8	6/16/2026	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR					200.00
9	6/16/2026	2185-01-00000-A	Deferred Income	RAMIR			100.00	
10	6/16/2026	4100-01-RAMIR-A	Equip Revenue - Lubb - Ra RAMIR					100.00

????-??-????-A

Date: 6/16/2023

Unit: \$

Dollars

Debit: 2,687.50

Credit: 2,687.50

Entry Totals...

Invoice Extra GL Receipt Detail Receipts Notes Attachments Other

Edit

Trust, but verify...Check your GL!

AR INVOICE LISTING INCLUDE GL SUMMARY

GL Summary:

Account	Unit	Source	Count	Total Debits	Total Credits
1000-01-00000-A Corporate Checking Account	\$	Bank	2	2,687.50	
1200-01-00000-A Accounts Receivable	\$	Receivables	4	2,687.50	2,687.50
2185-01-00000-A Deferred Income	\$	Extra	5	2,687.50	
2185-01-00000-A Deferred Income	\$	Sales	9		2,687.50
4000-01-RAMIR-A Labor Revenue - Lubb - Ramirez Wedding - A	\$	Extra	1		337.50
4100-01-RAMIR-A Equip Revenue - Lubb - Ramirez Wedding - A	\$	Extra	3		500.00
4200-01-RAMIR-A Facilities Revenue - Lubb - Ramirez Wedding - A	\$	Extra	1		1,850.00
				8,062.50	8,062.50

Refunds

AR TO AP INTERFACE

Receipt for Demo Aspire

Batch - #: LB - 14 **Customer:** LubChild **Date:** 7/31/2023 **Deposit Type:** **Reference:** Refund
Merge #: 405 **Lubbock Children's Theater** **Receipt Type:** Refund **Amount:** 0.00

Receipt (Other)

Source: Manual

Description:

Deposit:

Location

Main

Lubbock Children's Theater
1986 Broadway Avenue
Lubbock, TX 79413
USA

General Ledger

GL Date: 7/31/2023

GL Batch: AR

GL Entry: AR - 40

Bank: 1000-01-00000-A

Discount:

Adjustment:

Detail: < < > > >

Line	Command	Invoice	Invoice #	Invoice Type	Terms	Invoice Date	Due Date	Balance	unt Available	Payment	Discount	Adjustment	Sales Tax	ARCode
1	Payment	LB - 51	CR0010	Credit	Net10	7/31/2023	8/10/2023	0.00	0.00	131.37-	0.00	0.00	218.63	
2	Miscellaneous	LB - 52	REF00110	Refund		7/31/2023	7/31/2023	0.00	0.00	131.37	0.00	0.00	0.00	Refund

Totals:

0.00

0.00

0.00

0.00

0.00

Receipt Notes Other



KEY TAKEAWAY

CP doesn't just track a contract, it drives the invoice, the work, and the revenue recognition all from one record.

Visibility Features

Contract View

View Options for Contracts in Demo Implementation - ACW - Stefanie Rosal...

Answers: Personal

Columns Selection

Hidden Columns: Attachment Size

Visible Columns: Number*

Contracts for Demo Implementation																	
Options: Personal																	
Filters: Templates																	
Lookup:																	
Num...	Customer Name	Status	Type	Description	Signed	Begin	End	Total	Total Scheduled	Posted	Processed	Delivered	Settled	Settlements Posted	Attachments	Created	Created By
1081	Irma Ramirez	Master	Interim	Ramirez - Smith Wedding Reception	1/19/2026	5/2/2026	5/2/2026	3,057.50	3,057.50	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	1/15/2026	srosales
1076	Gallery Studios	New	Commercial	Day Rental	8/21/2025	1/2/2026	1/4/2026	6,000.00	6,000.00							8/21/2025	srosales
1075	Boys & Girls Club of America	Master	Interim	Games & Fundraiser	8/21/2025	11/15/2025	11/15/2025	3,150.25	3,650.25							8/21/2025	srosales
1074	Compassionate Charities	New	Interim	Fundraiser Gala		10/20/2025	10/20/2025	4,659.00	4,659.00							8/21/2025	srosales
1073	4-H Club of Lubbock	Master	Interim	Back To School Celebration	7/1/2025	8/29/2025	8/29/2025	2,905.00	2,350.00							8/19/2025	srosales
1067	Anderson Architects, Inc.	Master	Interim	Day Rental North Hall	7/20/2025	8/2/2025	8/2/2025	4,390.00	2,500.00							8/6/2025	gstroble
1071	Lubbock Children's Theater	Master	Commercial	Theatre Rental for Summer Productions	5/1/2025	7/29/2025	7/29/2025	13,325.00	7,000.00	Posted	Processed					8/11/2025	gstroble
1066	Home Decor & More	Closed	Interim	Summer Home Show	6/18/2025	7/21/2025	7/24/2025	5,950.00	2,350.00	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	6/18/2025	srosales
35	Template Customer for CP	New	Conc	Template for Concessions		7/3/2025	7/16/2025	902.50	5,902.50							4/15/2023	lbogart
1070	Irma Ramirez	Master	Interim	Ramirez Wedding	4/30/2025	6/14/2025	6/14/2025	2,773.75	2,517.50		Processed					8/7/2025	gstroble
36	Template Customer for CP	New	Commercial	Template for Rental		6/1/2025	7/31/2025	3,900.00	3,900.00							4/15/2023	lbogart
1068	Amped Recording Studios	Master	Commercial	2 month rental for the Pavilion for shows	5/15/2025	6/1/2025	7/31/2025	3,900.00	3,900.00							8/6/2025	gstroble
1077	Teatro Vision	Master	Commercial	DEMO - Construction and Rental	5/1/2025	6/1/2025	6/30/2025	11,440.00	9,440.00	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	8/22/2025	srosales
1069	Lubbock Children's Theater	New	Commercial	Stage Rent for Lubbock Children's Theater		5/1/2025	6/30/2025	5,470.00	3,900.00							8/6/2025	gstroble
1072	Home Decor & More	Master	Interim	Spring Home Show	3/1/2025	4/21/2025	4/23/2025	5,950.00	3,700.00	Posted	Processed					8/11/2025	gstroble
1065	4-H Club of Lubbock	Master	Interim	New Years 2025 Celebration	4/10/2025	4/10/2025	4/10/2025	2,905.00	2,732.50	Posted	Processed	Delivered	Settled	Settlements Posted		4/10/2025	srosales
1064	Bryant Realty	Master	Interim	New Years 2025 Celebration	11/15/2024	12/31/2024	12/31/2024	2,905.00	2,732.50	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf, ..	12/9/2024	srosales
1047	Metro Productions, Inc.	Master	Interim	Company Holiday Party		12/13/2024	12/14/2024	4,232.50	4,232.50	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	8/26/2024	srosales
1050	Irma Ramirez	Master	Interim	Ramirez Wedding		11/15/2024	11/17/2024	3,023.50	3,023.50	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	8/28/2024	srosales
1051	Irma Ramirez	Closed	Interim	Ramirez Wedding	9/15/2024	11/15/2024	11/17/2024	3,023.50	3,023.50	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	8/28/2024	srosales
1052	Irma Ramirez	Master	Interim	Ramirez Wedding		11/15/2024	11/17/2024	2,573.50	1,000.00	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	8/28/2024	srosales
1053	Irma Ramirez	Master	Interim	Ramirez Wedding		11/15/2024	11/17/2024	1,885.00	885.00	Posted	Processed	Delivered	Settled	Settlements Posted	Contract.pdf	11/18/2024	srosales

OK Cancel

Contract Payments View

- **Not Posted:** invoice not posted
- **Not Merged:** posted but not merged
- **Outstanding:** merged, balance remaining
- **Paid:** merged, zero balance

Activity System (CustAct2)

Demo Implementation

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Contracts

Contract Lines

Contract Payables

Contract Payments

Contract Terms

Work Orders

Settlements

Reports

Setup

Fixed Assets

Payroll / Human Resources

Purchasing

Options: Personal

Filters: Outstanding Payment Invoices

Lookup:

Contract	Invoice Date	Due	Payment Type	Contract Description	AR Invoice	Amount	Invoice Balance	Status	Contract Type	Customer
1081	3/2/2026	3/2/2026	ContPay	Ramirez - Smith Wedding Reception	CP - 26	1,207.50	1,207.50	Not Merged	Interim	Ramirez
1081	1/15/2026	1/15/2026	Rent	Ramirez - Smith Wedding Reception	CP - 25	1,850.00	1,850.00	Not Merged	Interim	Ramirez
4	1/1/2026	1/1/2026	ContPay	Template for Interim Ball Room Rental		1,207.50		Not Posted	Interim	Template
4	1/1/2026	1/1/2026	Rent	Template for Interim Ball Room Rental		1,850.00		Not Posted	Interim	Template
1076	10/31/2025	10/31/2025	Rent	3 Day Rental		6,000.00		Not Posted	Commercial	Gallery
1075	6/1/2022	10/15/2025	ContPay	Games & Fundraiser		1,000.00		Not Posted	Interim	Boys&Girls
1074	10/1/2025	10/1/2025	SecDep	Fundraiser Gala		1,500.00		Not Posted	Interim	Compassionate
1075	9/15/2025	9/15/2025	ContPay	Games & Fundraiser		1,150.25		Not Posted	Interim	Boys&Girls
1074	8/21/2025	8/21/2025	ContPay	Fundraiser Gala		2,159.00		Not Posted	Interim	Compassionate
1067	7/20/2025	7/20/2025	SecDep	Day Rental North Hall		2,500.00		Not Posted	Interim	Anderson
1066	7/15/2025	7/15/2025	Rent	Summer Home Show	CP - 23	1,850.00	0.00	Paid	Interim	Home
1071	7/1/2025	7/1/2025	ContPay	Theatre Rental for Summer Productions	AR - 27	3,000.00	3,000.00	Not Merged	Commercial	LubChild
1073	7/1/2025	7/1/2025	ContPay	Back To School Celebration	AR - 28	500.00	500.00	Outstanding	Interim	4HLubb
1073	7/1/2025	7/1/2025	Rent	Back To School Celebration		1,850.00		Not Posted	Interim	4HLubb

Invoice Balance Column: Contract Payments View

ActivityHD Explorer - Contract Payments for Demo Implementation - ACW - Stefanie Rosales

Read Edit Change Delete Report Post

Activity System (CustAct2)

Demo Implementation

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Contracts Processing
 - Contracts
 - Contract Lines
 - Contract Payables
 - Contract Payments**
 - Work Orders
 - Settlements
 - Settlement Lines
 - Settlement Payables
 - Reports
 - Setup
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Service

Contract Payments for Demo Implementation

Options: Personal

Filters: Outstanding Payment Invoices

Lookup:

C..	Invoice Date	Due	Paym...	Description	Status	AR Invoice	Amount	Invoice Balance	Contract ...	Contra
1073	7/1/2025	7/1/2025	ContPay	Contract Payment	Not Merged	AR - 28	500.00	500.00	Interim	Back T
1073	7/1/2025	7/1/2025	Rent	Rent Payment	Not Posted		1,850.00		Interim	Back T
1072	3/15/2025	3/15/2025	ContPay	Contract Payment	Outstanding	gms - 1	1,850.00	925.00	Interim	Spring
1072	4/15/2025	4/15/2025	Rent	Rent Payment	Outstanding	gms - 2	1,850.00	850.00	Interim	Spring
1071	5/1/2025	5/1/2025	SecDep	Security Deposit	Not Merged	AR - 25	1,000.00	1,000.00	Commercial	Theatr
1071	6/1/2025	6/1/2025	ContPay	Contract Payment	Not Merged	AR - 26	3,000.00	3,000.00	Commercial	Theatr
1071	7/1/2025	7/1/2025	ContPay	Contract Payment	Not Merged	AR - 27	3,000.00	3,000.00	Commercial	Theatr
1070	4/30/2025	4/30/2025	Rent	Facility Rental	Not Posted		1,850.00		Interim	Ramir
1070	6/1/2025	6/1/2025	ContPay	Contract Payment	Not Posted		667.50		Interim	Ramir
1069	5/15/2025	5/15/2025	ContPay	Contract Payment	Not Posted		300.00		Commercial	Stage
1069	5/15/2025	5/15/2025	Rent	Rent Payment	Not Posted		3,600.00		Commercial	Stage
1068	5/15/2025	5/15/2025	ContPay	Contract Payment	Not Posted		300.00		Commercial	2 mon
1068	5/15/2025	5/15/2025	Rent	Rent Payment	Not Posted		3,600.00		Commercial	2 mon
1067	7/20/2025	7/20/2025	SecDep	Security Deposit	Not Posted		2,500.00		Interim	Day R
1066	6/30/2025	6/30/2025	ContPay	Contract Payment	Paid	CP - 22	500.00	0.00	Interim	Summ
1066	7/15/2025	7/15/2025	Rent	Rent Payment	Paid	CP - 23	1,850.00	0.00	Interim	Summ
1065	4/10/2025	4/10/2025	ContPay	Contract Payment	Outstanding	sr - 36	882.50	432.50	Interim	New Y

Total: 95 Selected: 1 Amount: 1,850.00 Invoice Balance: 0.00 Order: Contract

Outstanding Payment Invoices Filter:

Contracts View & Contracts Payments View

- Shows contracts with outstanding balances on at least one scheduled payment invoice in AR.
- Excludes contracts with scheduled payments not yet posted to AR.
- Includes contracts with any unpaid scheduled payment invoices in AR and unmerged invoices

Contract Payments for Demo Implementation

Options: Personal

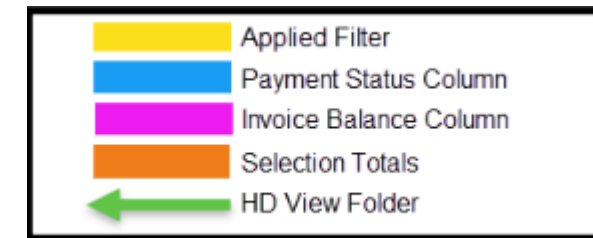
Filters: Outstanding Payment Invoices

Lookup:

Contract Number	Contract Type	Customer Code	Due Date Range	Invoice Date Range	Payment Type	Status
1072						Outstanding
1072						Outstanding
1071						Not Merged
1071	6/1/2025	6/1/2025	ContPay	Contract Payment		Not Merged

Columns & Filters

Contract Payments View



Activity System (CustAct2)

Demo Implementation

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Contracts Processing
 - Contracts
 - Contract Lines
 - Contract Payables
 - Contract Payments** (HD View Folder)
 - Work Orders
 - Settlements
 - Reports
 - Setup
- Fixed Assets
- Payroll / Human Resources
- Purchasing
- Sales and Marketing

Options: Personal

Filters: Outstanding Payment Invoices

Lookup:

Cont...	Invoice Date	Due	Paym...	Description	Status	AR Invoice	Amount	Invoice Balance	Cont
1072	4/15/2025	4/15/2025	Rent	Rent Payment	Outstanding	gms - 2	1,850.00	850.00	Inter
1065	4/10/2025	4/10/2025	ContPay	Contract Payment	Outstanding	sr - 36	882.50	432.50	Inter
1065	4/10/2025	4/10/2025	Rent	Facility Rental	Outstanding	sr - 37	1,850.00	1,850.00	Inter
1072	3/15/2025	3/15/2025	ContPay	Contract Payment	Outstanding	gms - 1	1,850.00	925.00	Inter
1046	9/28/2024	9/28/2024	ContPay	Contract Payment	Outstanding	SR - 14	2,325.00	2,325.00	Corr
1052	9/15/2024	9/15/2024	Rent	Facility Rental	Outstanding	sr - 27	500.00	500.00	Inter
1046	8/1/2024	8/31/2024	ContPay	Contract Payment	Outstanding	SR - 13	5,000.00	5,000.00	Corr
1043	3/15/2024	3/15/2024	SecDep	Security Deposit	Outstanding	AR - 6	3,000.00	3,000.00	Inter
38	7/31/2023	7/31/2023	ContPay	Contract Payment	Outstanding	AR - 1	300.00	300.00	Corr
38	7/31/2023	7/31/2023	Rent	Rent Payment	Outstanding	AR - 7	3,600.00	3,600.00	Corr
1041	4/30/2023	5/15/2023	Rent	Facility Rental	Outstanding	LB - 42	15,000.00	15,000.00	Inter
32	3/5/2022	10/1/2022	Rent	Rent Payment on Cont...	Outstanding	LB - 41	2,000.00	2,000.00	Corr
32	3/5/2022	9/1/2022	Rent	Rent Payment on Cont...	Outstanding	LB - 40	2,000.00	2,000.00	Corr

Total: 37 Selected: 1 Amount: 1,850.00 Invoice Balance: 850.00 Order: Due

Undelivered & Unsettled Work Orders Filter

Work Orders View

Activity System (CustAct2)

Demo Implementation

- Administration
- General Ledger
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Contracts Processing
 - Contracts
 - Contract Lines
 - Contract Payables
 - Contract Payments
 - Work Orders**
 - Settlements
 - Settlement Lines
 - Settlement Payables
 - Reports
 - Setup
- Fixed Assets

Work Orders for Demo Implementation

Options: Personal

Filters: ? Contract Number () ? Contract Type ? Customer Code ? Due Date Range ? Product ? Work Order Type

Undelivered Work Orders
Unsettled Work Orders

Lookup:

Number	Contract Line	Contract Description
1		Rental - Make A Bear Event
32	1	Games & Fundraiser
61	1	3 Day Rental
63	3	3 Day Rental
65	16-5	3 Day Rental
95	13-1	Monthly Rental
97	13-3	Monthly Rental
99	13-5	Monthly Rental
101	13-7	Monthly Rental
103	13-9	Monthly Rental
105	13-11	Monthly Rental
107	13-13	Monthly Rental
109	21-1	Fundraiser Gala

Ready-to-Post to AR Filter:

Settlements View

Activity System (CustAct2)

Demo Implementation

Administration

General Ledger

Bank Reconciliation

Accounts Payable

Accounts Receivable

Contracts Processing

Contracts

Contract Lines

Contract Payables

Contract Payments

Work Orders

Settlements

Settlement Lines

Settlement Payables

Reports

Setup

Fixed Assets

Settlements for Demo Implementation

Options: Personal

Filters:

? Contract Number

? Contract Type

? Customer Code

? Date Range

1072

1066

1065

1064

1061

1053

1052

1052

1051

1050

1047

1046

1043

1

1

1

1

1

2

3

1

1

1

1

1

Settlement: New Years 2025 Celebratio...

Settlement: New Years 2025 Celebratio...

Settlement: New Years 2024 Celebratio...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Ramirez Wedding, 2024-11...

Settlement: Company Holiday Party, 20...

Settlement Theatre Rental for Summer ...

Settlement: 2024 Art Sale Fundraiser. ...

4HLubb

Bryant

Bryant

Ramirez

Ramirez

Ramirez

Ramirez

Ramirez

Ramirez

Metro

LubChild

Gallerv

Customer Name

Home Decor & More

Home Decor & More

4-H Club of Lubbock

Bryant Realty

Bryant Realty

Irma Ramirez

Irma Ramirez

Irma Ramirez

Irma Ramirez

Irma Ramirez

Metro Productions, In

Lubbock Children's Th

Gallerv Studios

Ready to Post to AR



KEY TAKEAWAY

CP gives you all the visibility to see exactly where every contract stands right from the HD View.

Reporting Options

Contract Reports

- Contract Listing
- Contract Report (also works as a Quote)
- Type & Product Listings

Payment & Work Orders

- Contract Payment Analysis
- Contract Payments Listing
- Work Order Listing/Report

Settlement Reports

- Settlement Listing
- Settlement Report
- Aged Invoice Analysis (from CP)

Contract Report for Quote

Company Name/Logo

Demo Aspire
5227 S Loop 289 #207
Lubbock, TX 79424

Irma Ramirez
4679 Broadway Avenue
Plano, TX 75025
USA

Contract No: 1,081

Year: 2026

2026

Scheduled Payments		
1/15/2026	Facility Rental	1,850.00
3/2/2026	Contract Payment	1,207.50

Description	Date	Quantity	Price	Amount	Credit
Equipment					
8' Table	5/2/2026	20	10.00	200.00	
Clarion Chairs	5/2/2026	120	2.00	240.00	
Mirror Ball - 60" Ball	5/2/2026	1	75.00	75.00	
Wireless Microphone	5/2/2026	1	115.00	115.00	
Building Rent					
Ball Room	5/2/2026	1	1,850.00	1,850.00	
Security					
Security Guard	5/2/2026	2	37.50	450.00	
5:00PM 11:00PM 6:00 Hrs					
Show Staff					
Parking Attendant ST	5/2/2026	1	21.25	127.50	
5:00PM 11:00PM 6:00 Hrs					

Total Amount: 3,057.50

Signature: _____ Date: _____

Signature: _____ Date: _____

QUOTE



Demo Aspire
12345 Main Street
Lubbock, Tx 79424

Quote No: 1,081

Year: 2026

2026

Scheduled Payments		
1/15/2026	Facility Rental	1,850.00
3/2/2026	Contract Payment	1,207.50

Description	Date	Quantity	Price	Amount	Credit
Equipment					
8' Table	5/2/2026	20	10.00	200.00	
Clarion Chairs	5/2/2026	120	2.00	240.00	
Mirror Ball - 60" Ball	5/2/2026	1	75.00	75.00	
Wireless Microphone	5/2/2026	1	115.00	115.00	
Building Rent					
Ball Room	5/2/2026	1	1,850.00	1,850.00	
Security					
Security Guard	5/2/2026	2	37.50	450.00	
5:00PM 11:00PM 6:00 Hrs					
Show Staff					
Parking Attendant ST	5/2/2026	1	21.25	127.50	
5:00PM 11:00PM 6:00 Hrs					

Total Amount: 3,057.50

Contract Payment Analysis Report

2025 - Contract Payment Analysis									
Demo Implementation ACW - Stefanie Rosales						Page 1 8/18/2025 3:30:18PM			
Contract	Inv Date	Due	Type	Description	Status	Invoice	Invoice Balance	Amount	
Status: Not Posted									
36	5/15/2025	5/15/2025	ContPay	Contract Payment	Not Posted			300.00	
36	5/15/2025	5/15/2025	Rent	Rent Payment	Not Posted			3,600.00	
1,068	5/15/2025	5/15/2025	ContPay	Contract Payment	Not Posted			300.00	
1,068	5/15/2025	5/15/2025	Rent	Rent Payment	Not Posted			3,600.00	
1,069	5/15/2025	5/15/2025	ContPay	Contract Payment	Not Posted			300.00	
1,069	5/15/2025	5/15/2025	Rent	Rent Payment	Not Posted			3,600.00	
35	6/20/2025	6/20/2025	ConcessGuar	Concession Guarantee	Not Posted			5,000.00	
35	6/20/2025	6/20/2025	ContPay	Contract Payment	Not Posted			902.50	
4	1/1/2025	1/1/2025	ContPay	Contract Payment	Not Posted			667.50	
4	1/1/2025	1/1/2025	Rent	Facility Rental	Not Posted			1,850.00	
1,067	7/20/2025	7/20/2025	SecDep	Security Deposit	Not Posted			2,500.00	
1,070	4/30/2025	4/30/2025	Rent	Facility Rental	Not Posted			1,850.00	
1,070	6/1/2025	6/1/2025	ContPay	Contract Payment	Not Posted			667.50	
Totals: Not Posted								25,137.50	
Status: Not Merged									
1,071	5/1/2025	5/1/2025	SecDep	Security Deposit	Not Merged	AR - 25	1,000.00	1,000.00	
1,071	6/1/2025	6/1/2025	ContPay	Contract Payment	Not Merged	AR - 26	3,000.00	3,000.00	
1,071	7/1/2025	7/1/2025	ContPay	Contract Payment	Not Merged	AR - 27	3,000.00	3,000.00	
Totals: Not Merged							7,000.00	7,000.00	
Status: Outstanding									
1,065	4/10/2025	4/10/2025	ContPay	Contract Payment	Outstanding	sr - 36	432.50	882.50	
1,065	4/10/2025	4/10/2025	Rent	Facility Rental	Outstanding	sr - 37	1,850.00	1,850.00	
1,072	3/15/2025	3/15/2025	ContPay	Contract Payment	Outstanding	gms - 1	925.00	1,850.00	
1,072	4/15/2025	4/15/2025	Rent	Rent Payment	Outstanding	gms - 2	850.00	1,850.00	
Totals: Outstanding							4,057.50	6,432.50	
Status: Paid									
1,066	6/30/2025	6/30/2025	ContPay	Contract Payment	Paid	CP - 22	0.00	500.00	
1,066	7/15/2025	7/15/2025	Rent	Rent Payment	Paid	CP - 23	0.00	1,850.00	
Totals: Paid							0.00	2,350.00	
Grand Totals:					Count:	22	11,057.50	40,920.00	

Contract Payments Listing Report

Contract Payments Listing

Demo Implementation
ACW - Stefanie Rosales

Page 1
8/19/2025 11:15:46AM

Contract	Description	Type	Description	Customer	Status	Invoice	Invoice Balance	Amount
Inv Date	Due							
35	Template for Concessions			Template Customer for CP		New	7/3/2025 - 7/16/2025	
6/20/2025	6/20/2025	ConcessGuar	Concession Guarantee		Not Posted			5,000.00
6/20/2025	6/20/2025	ContPay	Contract Payment		Not Posted			902.50
1,066	Summer Home Show			Home Decor & More		Closed	7/21/2025 - 7/24/2025	
6/30/2025	6/30/2025	ContPay	Contract Payment		Paid	CP - 22	0.00	500.00
7/15/2025	7/15/2025	Rent	Rent Payment		Paid	CP - 23	0.00	1,850.00
1,067	Day Rental North Hall			Anderson Architects, Inc.		Master	8/2/2025 - 8/2/2025	
7/20/2025	7/20/2025	SecDep	Security Deposit		Not Posted			2,500.00
1,070	Ramirez Wedding			Irma Ramirez		Master	6/14/2025 - 6/14/2025	
6/1/2025	6/1/2025	ContPay	Contract Payment		Not Posted			667.50
1,071	Theatre Rental for Summer Productions			Lubbock Children's Theater		Master	7/29/2025 - 7/29/2025	
6/1/2025	6/1/2025	ContPay	Contract Payment		Not Merged	AR - 26	3,000.00	3,000.00
7/1/2025	7/1/2025	ContPay	Contract Payment		Not Merged	AR - 27	3,000.00	3,000.00
1,073	Back To School Celebration			4-H Club of Lubbock		Master	8/29/2025 - 8/29/2025	
7/1/2025	7/1/2025	ContPay	Contract Payment		Not Merged	AR - 28	500.00	500.00
7/1/2025	7/1/2025	Rent	Rent Payment		Not Posted			1,850.00

Total Contract Payments: 10

Settlement Listing

Settlements Listing

Demo Implementation
ACW - Stefanie Rosales

Page 1
8/20/2025 11:29:20AM

Number	Description	Customer	Contractor	Date
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1,065-1	Settlement: New Years 2025 Celebration, 2025-04-10	4-H Club of Lubbock	4-H Club of Lubbock	8/20/2025
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Event:	4HLUB	4-H Club of Lubbock	Payment Type	Amount Applied	Refund
Year:	2025	2025	Contract Payment	882.50	
			Rent Payment	1,850.00	
			Total	2,732.50	

Line	Product	Description	Date	Hours	Quantity	Price	Discount	Amount
1	BallRoom	Large Ball Room South	4/10/2025		1	1,850.00	0.00	1,850.00
		Payment Type: Rent						
2	SecGuard	Evening Security Guard	4/10/2025	6:00	2	37.50	0.00	450.00
		Payment Type: ContPay						
3	Tbl8ft	Round Tables	4/10/2025		18	10.00	0.00	180.00
		Payment Type: ContPay						
4	ChrClarion	White Clarion Chairs V Form	4/10/2025		115	2.00	0.00	230.00
		Payment Type: ContPay						
5	Projedor	Projector Cart & Remote + AV Cables	4/10/2025		1	75.00	0.00	75.00
		Payment Type: ContPay						
6	Usher	Evening Usher	4/10/2025	6:00	1	20.00	0.00	120.00
		Payment Type: ContPay						
7	BallRoom	Small Ball Room South	4/10/2025		1	1,850.00	0.00	1,850.00
		Payment Type: ContPay						

Before Posting to AR

Detail:	4,755.00
Sales Tax	0.00
Total	4,755.00

Total Settlements: 1

Settlements Listing

Demo Implementation
ACW - Stefanie Rosales

Page 1
8/20/2025 9:23:04PM

Number	Description	Customer	Contractor	Date
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1,065-1	Settlement: New Years 2025 Celebration, 2025-04-10	4-H Club of Lubbock	4-H Club of Lubbock	8/20/2025
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Event:	4HLUB	4-H Club of Lubbock	Payment Type	Amount Applied	Refund
Year:	2025	2025	Contract Payment	882.50	
			Rent Payment	1,850.00	
			Total	2,732.50	

Line	Product	Description	Date	Hours	Quantity	Price	Discount	Amount
1	BallRoom	Large Ball Room South	4/10/2025		1	1,850.00	0.00	1,850.00
		Payment Type: Rent						
2	SecGuard	Evening Security Guard	4/10/2025	6:00	2	37.50	0.00	450.00
		Payment Type: ContPay						
3	Tbl8ft	Round Tables	4/10/2025		18	10.00	0.00	180.00
		Payment Type: ContPay						
4	ChrClarion	White Clarion Chairs V Form	4/10/2025		115	2.00	0.00	230.00
		Payment Type: ContPay						
5	Projedor	Projector Cart & Remote + AV Cables	4/10/2025		1	75.00	0.00	75.00
		Payment Type: ContPay						
6	Usher	Evening Usher	4/10/2025	6:00	1	20.00	0.00	120.00
		Payment Type: ContPay						
7	BallRoom	Small Ball Room South	4/10/2025		1	1,850.00	0.00	1,850.00
		Payment Type: ContPay						

After Posting to AR

AR Invoice		Detail:	4,755.00
Amount:	2,022.50	Sales Tax	0.00
Balance:	522.50	Total	4,755.00

Total Settlements: 1

Customized – Post Event Invoice



Preview

Print

Email

Export

Answers: POST EVENT INVOICE

OptionsOutput

☐ Include Attributes

☐ Include Timestamps

☒ Include Lines

☐ Include Memos

☒ Include Payments

☐ Include Terms

☐ Include Payables

☒ Include Report Options

Settlements Listing for Demo Implementation - ACW - Stefanie Rosales



Preview

Print

Email

Export

Answers: POST EVENT INVOICE

OptionsOutput

Design: Settlements Listing with Invoice Amount

Demo Aspire			
1234 Main Street - Lubbock, TX 79424 - (555) 777-1234 - Fax (555) 777-6789			
POST EVENT INVOICE			Page 1
			1/19/2026 9:29:59AM
Customer	Number	Description	Event Date
Irma Ramirez	1,081-1	Settlement: Ramirez - Smith Wedding Reception, 2026-05-01	5/2/2026
		Payment Type	Deposits
		Contract Payment	1,207.50
		Rent Payment	1,850.00
		Deposit Total:	3,057.50
Description	Quantity	Price	Amount
Ball Room	1	1,850.00	1,850.00
Mirror Ball - 60" Ball	1	75.00	75.00
8' Table	25	10.00	250.00
Clarion Chairs	150	2.00	300.00
Wireless Microphone	1	115.00	115.00
Security Guard	2	37.50	450.00
Parking Attendant ST	1	21.25	127.50
Grand Total:			3,167.50
Sales Tax			0.00
Total:			3,167.50
Balance Due:			110.00

Settlement Report

Demo Implementation

Demo Aspire
5227 S Loop 289 #207
Lubbock, TX 79424

Settlement: New Years 2025 Celebration, 2025-04-10

4-H Club of Lubbock
3625 Clovis Road
Lubbock, TX 79415
USA

Date: 8/20/2025

Contract: 1065

Settlement: 1

Event: 4HLUB	4-H Club of Lubbock
Year: 2025	2025

Payments	
Rent Payment	1,850.00
Contract Payment	882.50

Description	Date	Quantity	Price	Amount	Credit
Equipment					
Round Tables	4/10/2025	18	10.00	180.00	
White Clarion Chairs V Form	4/10/2025	115	2.00	230.00	
Projector Cart & Remote + AV Cables	4/10/2025	1	75.00	75.00	
Building Rent					
Large Ball Room South	4/10/2025	1	1,850.00	1,850.00	
Small Ball Room South	4/10/2025	1	1,850.00	1,850.00	
Usher					
Evening Usher	4/10/2025	6:00 Hrs	20.00	120.00	
Security					
Evening Security Guard	4/10/2025	6:00 Hrs	37.50	450.00	

Total Amount: 4,755.00
Sales Tax: 0.00

Total Payments: 2,732.50
Settlement Amount: \$2,022.50

Before Posting to AR

Demo Implementation

Demo Aspire
5227 S Loop 289 #207
Lubbock, TX 79424

Settlement: New Years 2025 Celebration, 2025-04-10

4-H Club of Lubbock
3625 Clovis Road
Lubbock, TX 79415
USA

Date: 8/20/2025

Contract: 1065

Settlement: 1

Event: 4HLUB	4-H Club of Lubbock
Year: 2025	2025

Payments	
Rent Payment	1,850.00
Contract Payment	882.50

Description	Date	Quantity	Price	Amount	Credit
Equipment					
Round Tables	4/10/2025	18	10.00	180.00	
White Clarion Chairs V Form	4/10/2025	115	2.00	230.00	
Projector Cart & Remote + AV Cables	4/10/2025	1	75.00	75.00	
Building Rent					
Large Ball Room South	4/10/2025	1	1,850.00	1,850.00	
Small Ball Room South	4/10/2025	1	1,850.00	1,850.00	
Usher					
Evening Usher	4/10/2025	6:00 Hrs	20.00	120.00	
Security					
Evening Security Guard	4/10/2025	6:00 Hrs	37.50	450.00	

Total Amount: 4,755.00
Sales Tax: 0.00

Total Payments: 2,732.50
Settlement Amount: \$2,022.50
Invoice Balance: \$2,022.50

After Posting to AR



KEY TAKEAWAY

CP includes all the reports you need to keep your contract processing running smoothly.

Thank You!

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