Merchandise settlement

PDF: calculate and review totals manually. Use Excel for calculations. One currency. Blue entries are completed by the team; totals are entered manually here. Resolve checks before review.

Show / venue		**Currency**	
Show date		**Report / version**	

Line	Amount / entry	Evidence / guidance
Net sales		Sales after refunds and discounts
Included tax		Tax already included in sales; enter 0 if none
Commission basis		Enter the basis agreed in the contract
Commission rate		Enter 25% for a 25 percent rate
Venue commission		Entered basis × commission rate
Other venue fees		Approved fees only; enter 0 if none
Processing fees		Deduct once; enter 0 if none
Artist proceeds		Sales less tax, commission, and fees
Previously remitted		Prior remittance references; enter 0 if none
Balance to tour		Negative = credit balance to review
Net cash received		After refunds; exclude opening float
Card receipts		After refunds, BEFORE processor fees
Other receipts		Other tender after refunds; enter 0 if none
Total collected		Cash + card + other receipts
Collection variance		Collected less net sales; explain any variance
Calculation check		A calculation check is not approval
Agreement / basis ref		Signed deal and commission basis calculation
Prepared by / date		Name, role, date
Tour / venue review		Names, dates, approval record
Evidence / payment ref		Reports / status; no bank details

A show-level reconciliation aid, not a tax return or payment authorization. Do not count refunds or fees twice. Handle cross-show returns and unusual adjustments in a separately reviewed calculation.

Merchandise sales

PDF: calculate and review totals manually. Use Excel for calculations. Units BEFORE returns × gross unit price, less refunds / discounts. Split different prices. Enter 0 for none; avoid double-counting returns. No sales: enter a referenced zero row.

Show / venue		**Currency**	
Show date		**Prepared / reviewed**	

Item / SKU	Units sold	Gross unit price	Refund amount	Discount amount	Net sales	Sales report / ref	Notes

A show-level reconciliation aid, not a tax return or payment authorization. Do not count refunds or fees twice. Handle cross-show returns and unusual adjustments in a separately reviewed calculation.

Merchandise settlement workbook

Close a merchandise stand with itemized net sales, the agreed venue commission basis, artist proceeds, and a cash / card reconciliation.

For merchandise managers, tour managers, venue sellers, and finance reviewers

WHEN TO USE

After each show or selling session, once sales, refunds, fees, and tender reports are confirmed.

HOW TO USE

01 Use one currency. Enter units before returns, gross unit price, refunds, and discounts by item / price; enter 0 where none applies. Reference sales reports.

02 Enter included tax, the contract-approved commission basis and rate, and approved fees. Use 25% for a 25 percent rate. Attach the agreed basis calculation.

03 Enter net cash excluding opening float, card receipts before processor fees, and other receipts, all after refunds. Resolve the collection variance.

04 Enter prior remittances and review the signed balance, deductions, and evidence together. The PDF is for manual completion; calculations run in Excel.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

A show-level reconciliation aid, not a tax return or payment authorization. Do not count refunds or fees twice. Handle cross-show returns and unusual adjustments in a separately reviewed calculation.

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