Accounting (Advanced Setup)

The Accounting module in EventsAir is a powerful tool that lets you manage all facets of your event's financials through the built-in accounting platform. With EventsAir Accounting, you can:

- **Prepare Budgets and Forecasts** – create and store multiple budgets and revisions. As part of this, you can calculate different scenarios, such as how changing the number of attendees, or changing the registration fees could impact profits. You can also monitor and compare the actual financials to the established budget in real time and generate reports.
- **Manage Payments** – including tracking how payments were made (cash, credit card, check or wire transfer), applying payments properly (e.g., whether a check was intended to pay for the hotel, or an optional dinner) and handling payments for extended stays and partner buy-ins on incentive trips. The tool handles multiple currencies, tracks supplier expenses, and generates profit and loss data, which can be exported to your accounting system.
- **Track and Audit Finances** – with Audit Trail, you can track and audit each event with detailed reports and Audit Trails that will satisfy any post-event audit requirements.

The areas you will be setting up are:

- Accounting Preferences
- Accounts
- Suppliers
- Job Codes

Click on each link for *more information.*