

Accounts

Last Modified on 03/07/2024 7:08 pm EST

Accounts set up in the Account Setup section form the "Chart of Accounts" or "General Ledger" for your event or meeting. The codes set up here are used in your budgets, forecasts, and all accounting transactions. These codes are typically already in use by your accounting department, and should precisely match the codes used by your company. This is especially important if you are exporting financial data from your meeting to your company's accounting system.

[Click here](#) to learn more about the budgeting tool in the Accounting Panel.

Creating Accounts

To create a new account, press the **Add Account** button (bottom right), and enter the following information:

- **Account Number**
- **Name**
- **Type:**
 - **Heading** – this is used to designate an account number for use just as a heading.
 - **Income Fixed** – these items are typically known income items, such as sponsorships or other fixed income, contracted in advance.
 - **Income Variable** – most income items at a conference or meeting will be variable. This includes any income, such as registration fees, exhibitor fees and function fees that will change with the number of registrations you receive.
 - **Expense Fixed** – these items are typically known expense items that will not vary, such as venue rental, AV rental, staffing and other items that are fixed no matter how many registrations you receive.
 - **Expense Variable** – many expense items at a conference or meeting will be variable. This includes any expenses that will change with the number of registrations you receive, such as food and beverage.
- **Notes** – any information you want to remember about this account.
- **Reference Number** – legacy account number for old data.
- **External Account Number** – useful for linking your data to other accounting systems.
- **Deactive Account** – you can "turn off" old unwanted account codes by ticking this checkbox. Only unused accounts (with a 0 balance) can be marked as Deactive.

Details

ACCOUNT NO.		NAME	TYPE	REFERENCE NUMB...	NOTES	DR / CR	BALANCE
1000	◀ ▶	Income	Heading			Dr	⊗
1010	◀ ▶	Income Account	Income - Variable			Dr	⊗
1020	◀ ▶	Registrations Income	Income - Variable			Dr	⊗
1030	◀ ▶	Tour Incom	Income - Variable			Dr	⊗
1040	◀ ▶	Exhibition Income	Income - Variable			Dr	⊗
1050	◀ ▶	Sponsorship Income	Income - Fixed			Dr	⊗
2000	◀ ▶	Expenses	Heading			Dr	⊗
2010	◀ ▶	Venue Hire	Expense - Fixed			Dr	⊗
2020	◀ ▶	Food Expenses	Expense - Variable			Dr	⊗
2030	◀ ▶	Alcoholic Beverages	Expense - Variable			Dr	⊗
2040	◀ ▶	Non-Alcoholic Bev...	Expense - Variable			Dr	⊗
2050	◀ ▶	Décor Expenses	Expense - Fixed			Dr	⊗
2060	◀ ▶	Entertainment Expe...	Expense - Fixed			Dr	⊗

Add Account

Tip: The totaling of the accounts is controlled by the level of indent. Use the left and right arrows to change the indent (under a heading account). In the example image, the 1000-series accounts will all total to account 1000, and the 2000-series accounts will all total to account 2000. You can nest the indenting by several levels – just insert another Heading account.