

# System Setup – Financial Settings

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Financial Settings lets you modify several system-wide financial settings, including:

## Preferences

- **Rounding** – lets you choose how you wish to round your currency calculations:
  - Round Up
  - Round Down
  - Round to Nearest
- **Track Payment Batches** – This option lets you assign payment batches to group, or "batch" together payments or refunds under a single batch number. This is useful if you want to prepare scheduled deposit reports and you want to easily track all payments and refunds in a specific time frame or payment cycle. When you select this option, you will see the option to set Payment Batches when processing payments or refunds. [Click here](#) for more information on Payment Batches.
- **Invoice, Receipt and Miscellaneous Invoice Options** – this section lets you modify and set elements of invoices, miscellaneous invoices or receipts, including:
  - **Prefix** – lets you set the prefix to go in front of all auto-generated numbers.
  - **Invoice Groups for Custom Invoice Layouts** – this feature lets you create custom layouts associated with different Invoice Groups (show in the dropdown list). This lets you have multiple layouts that can be used for different requirements
  - **Modify Layout** – this option opens the EventsAir editor where you can edit format, content and design of your Invoice, Miscellaneous Invoice or Receipt.
  - **Clone From** – lets you clone an existing invoice, miscellaneous invoice or receipt from a different event.
  - **Break down tax per item** – this option will separate tax charges and show them applied to individual items on the invoice.
  - **Enable Invoice Notes** – enabling this will allow organizers to add a note next to the total amount due in an invoice
- **Track Costs** – turn this on to enable Cost setup, and tracking of item costs through the system.

## Taxes

This option lets you define specific tax details, such as Hotel Taxes or GST, based on your country and taxing districts. Details include:

- **Code** – the name of the tax (e.g. GST, VAT)
- **Description** – the description of the tax.
- **Type** – this is where you will select how this tax is calculated.
- **Percentage or Amount** – this will reflect what Type of tax you chose from the previous item. This is where you can enter a percentage or a fixed amount for the tax.

- **Tax Paid Account** – select the Account Category you wish to assign these expenses. (Typically it will be a Tax Liability account).
- **Tax Collected Account** – select the Account Category you wish to assign tax funds received. (Typically it will be a Tax Liability account).
- **Default** – select this if you wish to make this a Default Tax. (It is possible to have more than one Default Tax applied.)

## Payment Types

This is where you will define the credit cards, checks, and other payment types you will accept at your event. Typical items can include:

- Bank Transfer
- Cash
- Check
- Money Order
- Diners Club
- Discover
- Mastercard
- Visa
- Refund Check
- American Express

Your requirements may be different from the list above; create the Payment Types your business handles.

Information you can modify includes:

- **Name** – name of the Payment Type.
  - **Unique code** – enter a specific name here, without spaces or special characters.
  - **Funding Type**– enter the type of funding here
    - Cash
    - Check
    - Credit Card [can also be enabled for Online Registration]
    - Direct Deposit [can also be enabled for Online Registration]
  - **Fee Account** – select the account you wish fees will be added to for accounting
  - **Taxes** – apply any Taxes (e.g. GST, VAT) to this Payment Type. This area will be pre-populated with any Default Taxes you have set up.
  - **Confirm Amount During Payment Entry** – check this option if you wish for EventsAir to present a confirmation window when you are collecting or processing payments.
  - **Bank Account** – your default bank account will display here unless you have created more than one bank account.
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