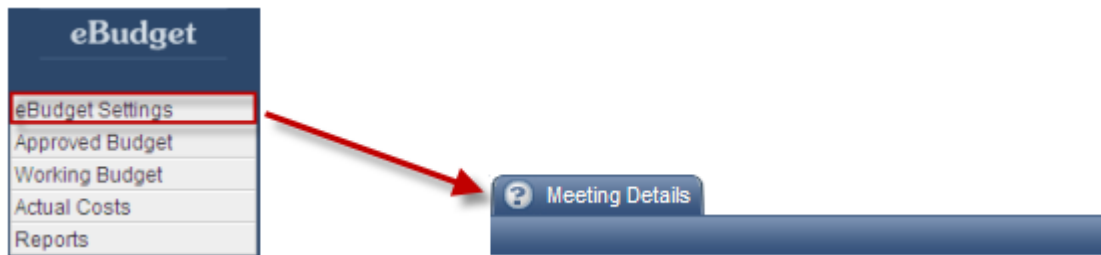


# eBudget Manual

**eBudget:** the eBudget module allows you to control and manage your budget for an event.



**eBudget Settings → Meeting Details:** By clicking on eBudget settings you will be brought to the meeting details section. In this section you will have to input the general details about your event as well as the currency and further details for pre event and post event.

## General Details:

**Event Name:** Here you will enter the name of your event if it is not already here.  
**Event Code:** If you choose to use a code for your event, input it here.

A screenshot of the 'General Details' form. It has a title bar with a dropdown arrow and the text 'General Details'. Below the title bar, there are two input fields. The first is labeled 'Event Name \*' and the second is labeled 'Event Code'.

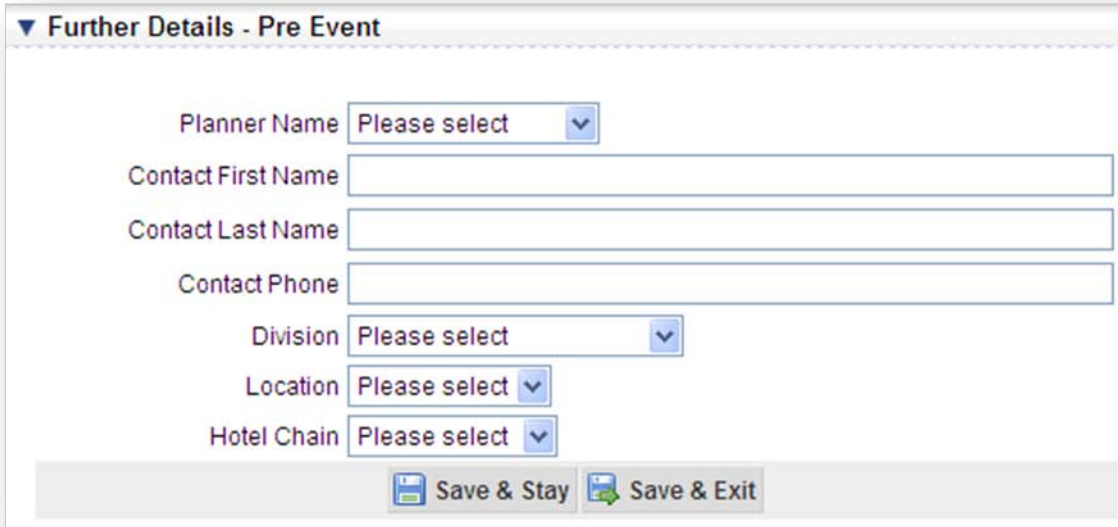
**Event Currencies:** In this section you can choose which currencies you want to use for your event. Use the checkboxes to check the currencies that you want. When a currency is selected you will see a small field appear to the right of it and you can input the value of the currency to 1 USD.

<input type="checkbox"/> Australian Dollar	<input type="checkbox"/> New Zealand Dollar
<input type="checkbox"/> Euro	<input type="checkbox"/> Philippine Peso
<input type="checkbox"/> Canadian Dollar	<input type="checkbox"/> Pakistani Rupee
<input type="checkbox"/> Swiss Franc	<input type="checkbox"/> Polish Zlotych
<input type="checkbox"/> Czech Republic Koruny	<input type="checkbox"/> Chinese Renminbi
<input type="checkbox"/> Danish Kroner	<input type="checkbox"/> Russian Rubles
<input type="checkbox"/> Hong Kong Dollar	<input type="checkbox"/> Singapore Dollar
<input type="checkbox"/> Indonesian Rupiah	<input type="checkbox"/> UK Sterling
<input type="checkbox"/> Indian Rupee	<input type="checkbox"/> Thai Baht
<input type="checkbox"/> Swedish Krona	<input type="checkbox"/> Taiwan Dollar
<input type="checkbox"/> South Korean Wan	<input checked="" type="checkbox"/> US Dollar Full
<input type="checkbox"/> Mexican Peso	<input type="checkbox"/> Vietnamese Dong
<input type="checkbox"/> Malaysian Ringgit	<input type="checkbox"/> Japanese Yen
<input type="checkbox"/> Norwegian Kroner	<input type="checkbox"/> South African Rand

USD  = \$1

---

## Further Details- Pre Event:



▼ Further Details - Pre Event

Planner Name

Contact First Name



Contact Last Name

Contact Phone

Division

Location

Hotel Chain

 Save & Stay  Save & Exit

**Planner Name:** Use the dropdown box to select the name of your planner.

**Contact First Name:** Enter the first name of your contact in this field.

**Contact Last Name:** Enter the last name of your contact in this field.

**Contact Phone:** Enter the phone number of your contact in this field.

**Division:** Use the dropdown box to select the division.

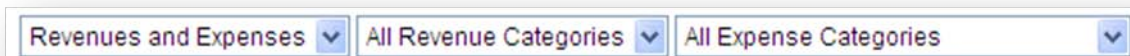
**Location:** Use the dropdown box to select the location.

**Hotel Chain:** Use the dropdown box to select the name of your hotel chain.

\*Please note that the Planner Names, Divisions, Locations and Hotel Chains can all be entered under Account Setup- Account Details-Event Organization.

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**Sorting of Revenue and Expense Categories:** Within each budget view you have the ability to sort based off of your available Revenue and Expense categories. As shown below you will have a drop down selection of all available selections to sort by when viewing each budget section.



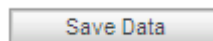
**Approved Budget:** This is the first section of your budget that you will work with in this module. In this section you will be able to enter the approved revenues and expenses for your event.



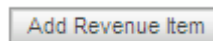
**Revenues:** This section will list the revenues that you have entered into your budget. To add a new revenue click the “Add Revenue Item” button at the bottom of the list.

 A screenshot of the 'Revenues' section in the eBudget application. It features a table with the following columns: Revenue Name (with a dropdown arrow), Revenue Category (with a dropdown arrow), Attendees (with a dropdown arrow), Weight (with a dropdown arrow), Unit/Aggregate Rev (with a dropdown arrow), Total (with a dropdown arrow), copy (with a document icon), and delete (with a trash icon). The first row of the table is empty, showing input fields for each column. Below the table, there are three buttons: 'Save Data', 'Add Revenue Item', and 'Export to Excel'.

**Save Data:** To save all information entered into your revenue, click the Save Data button



**Add Revenue Item:** When you add a revenue item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.



**Revenue Name:** Enter the revenue name into this field, this will be what you will identify your revenue as in your budget.

**Revenue Category:** Use the dropdown box to select the category that the revenue falls under. These categories come from your attendee categories built at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the revenue can be accounted for.

**Weight:** Enter the weight of the revenue here.

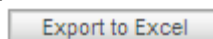
**Unit/ Aggregate rev:** Select whether your revenue is a unit or aggregated revenue. Then enter the amount of revenue in the blank field after the dropdown box. If unit revenue was selected then the revenue will be multiplied by the number of attendees.

**Total:** In this column will be the total amount of revenue from the row.

**Copy:** Here you can choose to copy the details of this revenue option.

**Delete:** Here you can select to delete this revenue option.

**Export to Excel:** Clicking this button will export the revenue from your approved budget to an excel document.



**Transfer to Working Budget:** Here you can transfer any revenue displayed in your approved budget to your Working Budget using the dropdown box in the bottom left corner of the revenue.

<input type="checkbox"/>	Attendee Revenue
<input checked="" type="checkbox"/>	Attendee Revenue
<input checked="" type="checkbox"/>	Advertising
<input type="checkbox"/>	sales
<input checked="" type="checkbox"/>	Sponsors

Transfer to Working Budget

When transferring revenues to the working budget, be sure to check the checkbox to the left of each revenue item you want to transfer like shown in the above screenshot. Once this is done, locate the dropdown box and select “Transfer to Working Budget.” The items that were checked will remain on the approved budget, however, they will now be edited in the in the working budget.

**Expenses:** This section will list the expenses that you have entered into your budget. To add a new expense click the “Add Expense Item” button at the bottom of the list.

Expense Name	Date & Time	Expense Category	Vendor	Attendees	Weight
				0	100 %

Unit/Aggregate Cost	Svc	Tax	Tax After Svc	Total	copy	delete
UC AC \$ 0.00	0.00 %	0.00 %		\$0.00		

Save Data Add Expense Item Export to Excel

**Save Data:** To save all information entered into your expense, click the Save Data button

Save Data

**Add Expense Item:** When you add an expense item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.

Add Expense Item

**Expense Name:** Enter the expense name into this field, this will be what you will identify your expense as in your budget.

**Date & Time:** To adjust the date and time of your expense, simply click the edit icon which will populate date and time fields. You can then use the calendar to select a date and the dropdown menus to select a time. Once the information is entered, select "Save Data."

**Expense Category:** Use the dropdown box to select the category that the expense falls under. These categories come from your attendee categories at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Vendor:** Select the vendor name from the dropdown box here. (For details on how to add vendors to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the expense can be accounted for.

**Weight:** Enter the weight of the expense here.

**Unit/ Aggregate rev:** Select whether your expense is a unit or aggregated expense. Then enter the amount of expense in the blank field after the dropdown box. If unit expense was selected then the expense will be multiplied by the number of attendees.

**Srvc:** Input the service percentage in this field.

**Tax:** Input the tax percentage in this field.

**Tax After Srvc:** Check this box if you would like the tax after the service.

**Total:** In this column will be the total amount of expense from the row.

**Copy:** Here you can choose to copy the details of this expense option.

**Delete:** Here you can select to delete this expense option.

**Export to Excel:** Clicking this button will export the expense from your approved budget to an excel document.

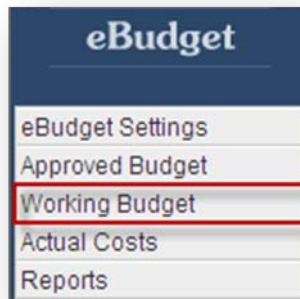
Export to Excel

**Transfer to Working Budget:** Here you can transfer any expense displayed in your approved budget to your Working Budget using the dropdown box in the bottom left corner of the expense.

The screenshot shows a window titled "Expenses" with a list of items. Each item has a checkbox on the left and a text box on the right. The items are: "Monday Brunch", "Afternoon Munchies-Mon", and "Afternoon Munchies-Tues". The checkboxes for "Monday Brunch" and "Afternoon Munchies-Tues" are checked, and red arrows point to them. Below the list is a dropdown menu with a blue arrow pointing down. The dropdown menu is open, showing the option "Transfer to Working Budget" which is highlighted in blue. A mouse cursor is pointing at this option.

When transferring expenses to the working budget, be sure to check the checkbox to the left of each expense item you want to transfer like shown in the above screenshot. Once this is done, locate the dropdown box and select "Transfer to Working Budget." The items that were checked will remain on the approved budget, however, will be edited in the working budget.

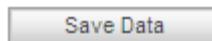
**Working Budget:** This is the second section of your budget that you will work within. In this section you will be able to view and edit your working revenues and expenses for your event or transfer them back to the approved budget.



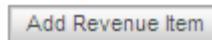
**Revenues:** This section will list the revenues that you have entered into your budget. To add a new revenue click the “Add Revenue Item” button at the bottom of the list.

A screenshot of the 'Revenues' section in the eBudget application. It features a table with columns for 'Revenue Name', 'Revenue Category', 'Attendees', 'Weight', 'Unit/Aggregate Rev', 'Total', 'eReg', 'copy', and 'delete'. The first row is empty, showing input fields for each column. Below the table are three buttons: 'Save Data', 'Add Revenue Item', and 'Export to Excel'.

**Save Data:** To save all information entered into your revenue, click the Save Data button



**Add Revenue Item:** When you add a revenue item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.



**Revenue Name:** Enter the revenue name into this field, this will be what you will identify your revenue as in your budget.

**Revenue Category:** Use the dropdown box to select the category that the revenue falls under. These categories come from your attendee categories built at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the revenue can be accounted for.

**Weight:** Enter the weight of the revenue here.

**Unit/ Aggregate rev:** Select whether your revenue is a unit or aggregated revenue. Then enter the amount of revenue in the blank field after the dropdown box. If unit revenue was selected then the revenue will be multiplied by the number of attendees.

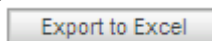
**Total:** In this column will be the total amount of revenue from the row.

**eReg:** Here you will choose what eReg information you would like to link this revenue to for your event.

**Copy:** Here you can choose to copy the details of this revenue option.

**Delete:** Here you can select to delete this revenue option.

**Export to Excel:** Clicking this button will export the revenue from your working budget to an excel document.



**Re-Open Item in Approved Budget:** Any revenue items that are currently located in your working budget can be re-opened in your approved budget. To do this check the boxes to the right of the item you want to re-open and then select “Re-open Item in Approved Budget” from the dropdown box beneath the list of revenue items.

The screenshot shows a window titled "Revenues". It contains a table with a header row: 

<input type="checkbox"/>	Revenue Name
<input checked="" type="checkbox"/>	Attendee Revenue
<input type="checkbox"/>	

 Below the table is a dropdown menu with two options: "Re-open Item in Approved Budget" (highlighted in blue) and "Transfer to Actual Budget". A mouse cursor is pointing at the first option.

**Transfer to Actual Budget:** Any revenue items that are currently located in your working budget can be transferred to your actual budget. To do this check the boxes to the left of the items you want to transfer and then select “Transfer to Actual Budget” from the dropdown box beneath the list of revenue items.

The screenshot shows a window titled "Revenues". It contains a table with a header row: 

<input type="checkbox"/>	Revenue Name
<input checked="" type="checkbox"/>	Attendee Revenue
<input type="checkbox"/>	Advertising
<input checked="" type="checkbox"/>	sales
<input type="checkbox"/>	Sponsors
<input type="checkbox"/>	

 Below the table is a dropdown menu with two options: "Re-open Item in Approved Budget" and "Transfer to Actual Budget" (highlighted in blue). A mouse cursor is pointing at the second option. Red arrows point to the checked boxes for "Attendee Revenue" and "sales".

**Expenses:** This section will list the expenses that you have entered into your budget. To add a new expense click the “Add Expense Item” button at the bottom of the list.

The screenshot shows a window titled "Expenses". It contains a table with the following columns: Expense Name, Date & Time, Expense Category, Vendor, Attendees, and Weight. The first row is empty, and the second row contains the following values: 

Expense Name	Date & Time	Expense Category	Vendor	Attendees	Weight
				0	100 %



Unit/Aggregate Cost	Srvc	Tax	Tax After Srvc	Total	eReg	copy	delete
<input checked="" type="radio"/> UC <input type="radio"/> AC           \$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>	\$0.00			

Save Data

Add Expense Item

Export to Excel

**Save Data:** To save all information entered into your expense, click the Save Data button

Save Data

**Add Expense Item:** When you add an expense item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.

Add Expense Item

**Expense Name:** Enter the expense name into this field, this will be what you will identify your expense as in your budget.

**Date & Time:** To adjust the date and time of your expense, simply click the edit icon which will populate date and time fields. You can then use the calendar to select a date and the dropdown menus to select a time. Once the information is entered, select "Save Data."

**Expense Category:** Use the dropdown box to select the category that the expense falls under. These categories come from your attendee categories at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Vendor:** Select the vendor name from the dropdown box here. (For details on how to add vendors to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the expense can be accounted for.

**Weight:** Enter the weight of the expense here.

**Unit/ Aggregate rev:** Select whether your expense is a unit or aggregated expense. Then enter the amount of expense in the blank field after the dropdown box. If unit expense was selected then the expense will be multiplied by the number of attendees.

**Srvc:** Input the service percentage in this field.

**Tax:** Input the tax percentage in this field.

**Tax After Srvc:** Check this box if you would like the tax after the service.

**Total:** In this column will be the total amount of expense from the row.

**eReg:** Here you will choose what eReg information you would like to link this expense to for your event.

**Copy:** Here you can choose to copy the details of this expense option.

**Delete:** Here you can select to delete this expense option.

**Export to Excel:** Clicking this button will export the expense from your working budget to an excel document.

Export to Excel

**Re-Open Item in Approved Budget:** Any expense items that are currently located in your working budget can be re-opened in your approved budget. To do this check the boxes to the right of the item you want to re-open and then select "Re-open Item in Approved Budget" from the dropdown box beneath the list of expense items.



**Expenses**

<input type="checkbox"/>	Expense Name
<input checked="" type="checkbox"/>	Wednesday Lunch
<input checked="" type="checkbox"/>	Wednesday Breakfast
<input type="checkbox"/>	Tuesday Lunch
<input type="checkbox"/>	Tuesday Breakfast

Dropdown menu options:

- Re-open Item in Approved Budget
- Transfer to Actual Budget

**Transfer to Actual Budget:** Any expense items that are currently located in your working budget can be transferred to your actual budget. To do this check the boxes to the left of the items you want to transfer and then select “Transfer to Actual Budget” from the dropdown box beneath the list of expense items as shown below.

**Expenses**

<input type="checkbox"/>	Expense Name
<input checked="" type="checkbox"/>	Wednesday Lunch
<input checked="" type="checkbox"/>	Wednesday Breakfast
<input type="checkbox"/>	Tuesday Lunch
<input type="checkbox"/>	Tuesday Breakfast

Dropdown menu options:

- Re-open Item in Approved Budget
- Transfer to Actual Budget

**Actual Costs:** This is the last section of your budget that you will work with. In this section you will be able to view and edit the actual revenues and expenses for your event.

**eBudget**

- eBudget Settings
- Approved Budget
- Working Budget
- Actual Costs**
- Reports

**Revenues:** This section will list the revenues that you have entered into your budget. To add a new revenue click the “Add Revenue Item” button at the bottom of the list.

<input type="checkbox"/>	Revenue Name	Revenue Category	Attendees	Weight	Unit/Aggregate Rev	Total	copy	delete
<input type="checkbox"/>	Attendee Revenue	Registrations	2	100	% UR AR \$	1000.00	\$1000.00	

**Save Data:** To save all information entered into your revenue, click the Save Data button.

**Add Revenue Item:** When you add a revenue item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.

**Revenue Name:** Enter the revenue name into this field, this will be what you will identify your revenue as in your budget.

**Revenue Category:** Use the dropdown box to select the category that the revenue falls under. These categories come from your attendee categories built at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the revenue can be accounted for.

**Weight:** Enter the weight of the revenue here.

**Unit/ Aggregate rev:** Select whether your revenue is a unit or aggregated revenue. Then enter the amount of revenue in the blank field after the dropdown box. If unit revenue was selected then the revenue will be multiplied by the number of attendees.

**Total:** In this column will be the total amount of revenue from the row.

**eReg:** Here you will choose what eReg information you would like to link this revenue to for your event.

**Copy:** Here you can choose to copy the details of this revenue option.

**Delete:** Here you can select to delete this revenue option.

**Export to Excel:** Clicking this button will export the revenue from your actual budget to an excel document.

**Re-Open Item in Working Budget or Approved Budget:** Any revenue items that are currently located in your actual budget can be re-opened in your working budget or approved budget. To do this check the boxes to the right of the item you want to re-open and then select “Re-open Item in Working Budget” or “Re-open Item in Approved Budget” from the dropdown box beneath the list of revenue items.

**Revenues**

☐ Revenue Name ⇅

☒ Attendee Revenue

▼

Re-open Item in Approved Budget

Re-open Item in Working Budget

**Expenses:** This section will list the expenses that you have entered into your budget. To add a new expense click the “Add Expense Item” button at the bottom of the list.

**Expenses**

<input type="checkbox"/>	Expense Name ⇅	Date & Time ⇅	Expense Category ⇅	Vendor ⇅	Attendees ⇅	Weight ⇅
<input type="checkbox"/>					0	100 %

Unit/Aggregate Cost ⇅	Srvc ⇅	Tax ⇅	Tax After Srvc ⇅	Total ⇅	eReg	copy	delete
UC AC \$ 0.00	0.00 %	0.00 %		\$0.00			

Save Data Add Expense Item Export to Excel

**Save Data:** To save all information entered into your expense, click the Save Data button

Save Data

**Add Expense Item:** When you add an expense item it will appear as a row on your list with blank fields. To enter information into these fields, simply click on them and start typing or selecting an option.

Add Expense Item

**Expense Name:** Enter the expense name into this field, this will be what you will identify your expense as in your budget.

**Date & Time:** To adjust the date and time of your expense, simply click the edit icon which will populate date and time fields. You can then use the calendar to select a date and the dropdown menus to select a time. Once the information is entered, select “Save Data.”

**Expense Category:** Use the dropdown box to select the category that the expense falls under. These categories come from your attendee categories at the account level. (For details on how to add categories to the account level please see pages 14-15)

**Vendor:** Select the vendor name from the dropdown box here. (For details on how to add vendors to the account level please see pages 14-15)

**Attendees:** Input the amount of attendees that the expense can be accounted for.

**Weight:** Enter the weight of the expense here.

**Unit/ Aggregate rev:** Select whether your expense is a unit or aggregated expense. Then enter the amount of expense in the blank field after the dropdown box. If unit expense was selected then the expense will be multiplied by the number of attendees.

**Srvc:** Input the service percentage in this field.

**Tax:** Input the tax percentage in this field.

**Tax After Srvc:** Check this box if you would like the tax after the service.

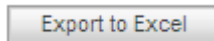
**Total:** In this column will be the total amount of expense from the row.

**eReg:** Here you will choose what eReg information you would like to link this expense to for your event.

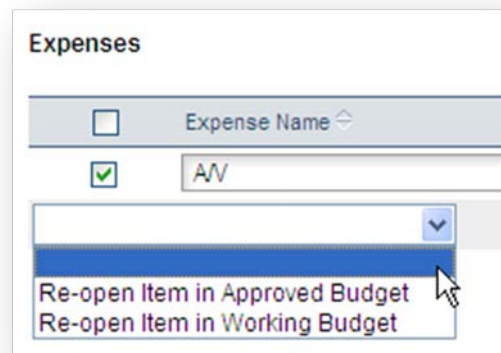
**Copy:** Here you can choose to copy the details of this expense option.

**Delete:** Here you can select to delete this expense option.

**Export to Excel:** Clicking this button will export the expense from your actual budget to an excel document.



**Re-Open Item in Working Budget or Approved Budget:** Any expense items that are currently located in your actual budget can be re-opened in your working budget or approved budget. To do this check the boxes to the right of the item you want to re-open and then select “Re-open Item in Working Budget” or “Re-open Item in Approved Budget” from the dropdown box beneath the list of expense items.



**Reports:** In this section you will have the ability to view and export the summary report regarding your event budget revenues and expenses. You will also have the options to import a budget within this section.



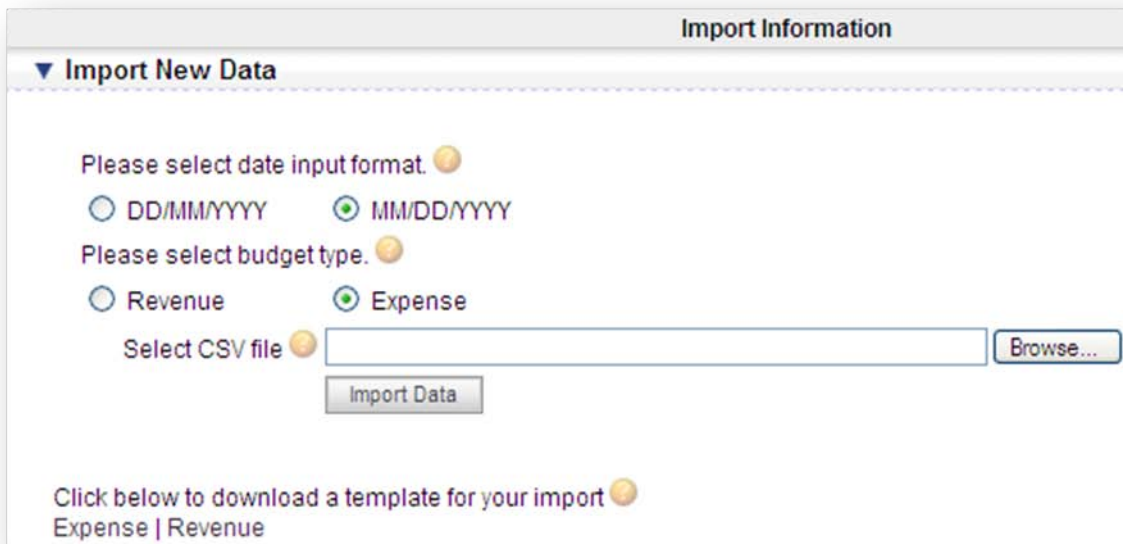
**Standard Reports → Summary Report:** The Layout of the budget summary will be separated by revenues and expenses like the example below. Each of these items have sub-items that display the amount in each column for your approved, working and actual budgets. The bottom row highlighted in black under the expenses and revenues sections show the total for all items based on the Approved, working, and actual budget. If there is a deficit in your budget this number will appear in a red font alerting you of this deficit.

Export to Excel			
<b>Revenues</b>			
Name	Approved	Working	Actual
<input checked="" type="checkbox"/> <u>Registrations</u>	\$606750.00	\$1000.00	\$1000.00
<input checked="" type="checkbox"/> <u>Other</u>	\$100.00	\$100.00	\$100.00
<input checked="" type="checkbox"/> <u>Sponsor A</u>	\$100000.00	\$100000.00	\$100000.00
	<b>\$706850.00</b>	<b>\$101100.00</b>	<b>\$101100.00</b>
<b>Expenses</b>			
Name	Approved	Working	Actual
<input checked="" type="checkbox"/> <u>Audio/Visual</u>	\$2700.00	\$2700.00	\$2700.00
<input type="checkbox"/> <u>Facilities</u>	\$104500.00	\$0.00	\$0.00
Meeting Rooms	\$4500.00	\$0.00	\$0.00
Meeting Space Rental	\$100000.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <u>Food &amp; Beverage</u>	\$29625.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <u>Marketing</u>	\$52000.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <u>Printing</u>	\$3000.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <u>Supplies &amp; Materials</u>	\$25.00	\$30.00	\$30.00
<input checked="" type="checkbox"/> <u>Telecoms</u>	\$6600.00	\$0.00	\$0.00
	<b>\$198450.00</b>	<b>\$2730.00</b>	<b>\$2730.00</b>
<b>Total Surplus/Deficit</b>	<b>\$508400.00</b>	<b>\$98370.00</b>	<b>\$98370.00</b>

**Export to Excel:** Clicking this button will export the summary to an excel document.

Export to Excel

**Special Functions → Import Budget:** Selecting to import a budget will allow you to import your own budget details. You will have the option to add your report in the forms of Revenues and Expenses. You can download a template at the bottom of this section that will assist you with the correct format for uploading this information.



**Import Information**

▼ Import New Data

Please select date input format. 🟡

☐ DD/MM/YYYY    ☒ MM/DD/YYYY

Please select budget type. 🟡

☐ Revenue    ☒ Expense

Select CSV file 🟡

Click below to download a template for your import 🟡

Expense | Revenue

**Please select date input format:** Here you will select the input type your dates are in.

**Please select budget type:** Here you will select if your budget type you are importing is Revenue or Expense.

**Select CSV File:** Here you can click browse to search your hard drive for the applicable CSV file.

**Click below to download a template for your import:** Here you will click on Expense/ Revenue to download a template for your import.

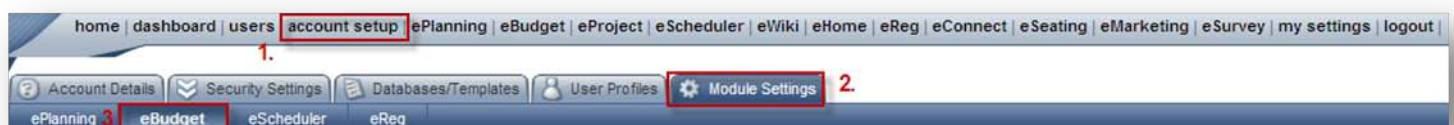
**Viewing eBudget Cross Event Reports:** To view cross event budgets click cross-event reports as shown below. By clicking here this will give you the ability to cross event budget summaries as well as cross event expense reports.



on  
view

## Adding Revenue Categories, Expense Categories, and Vendors to the account level for

**selection within eBudget:** In order to add or edit the selections within eBudget for your Revenue, Expense or Vendor selection, this must be done on the account level by a user with access to the account setup.



## Adding Revenue Categories:

### ▼ Revenue categories

Account Setup → Module Settings → eBudget → Click add new under the revenue category section → Insert revenue category name → Save & Stay.



Add New

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## Adding Expense Categories:

### ▼ Expense categories

Account Setup → Module Settings → eBudget → Click add new under the expense category section → Insert expense category name → Save & Stay.



Add New

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## Adding Vendors:

### ▼ Vendors

Account Setup → Module Settings → eBudget → Click add new under the vendor section → Insert vendor name → Save & Stay.



Add New

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