

Objective: Adding Revenue Directly to an Event

Step 1: Click on the Events tab. Click on the Dropdown to find the Event. Click on the Revenue tab. (Fig. A)

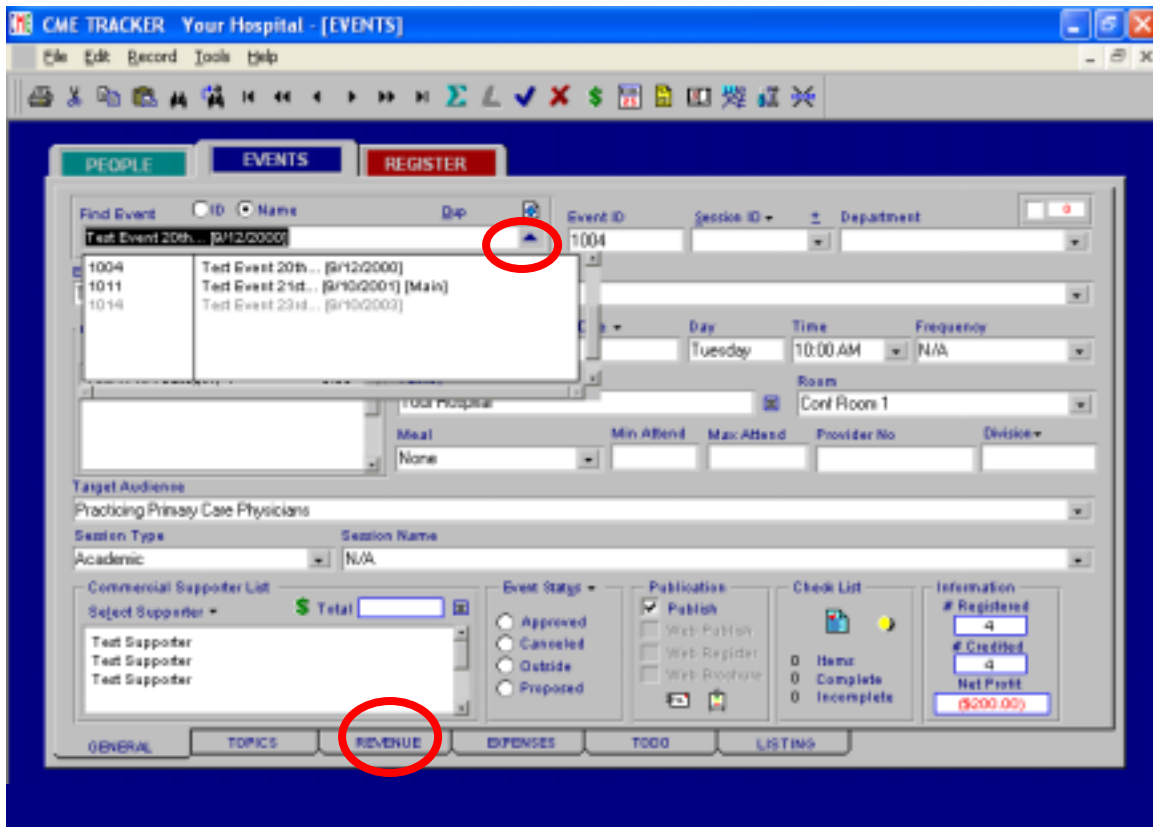
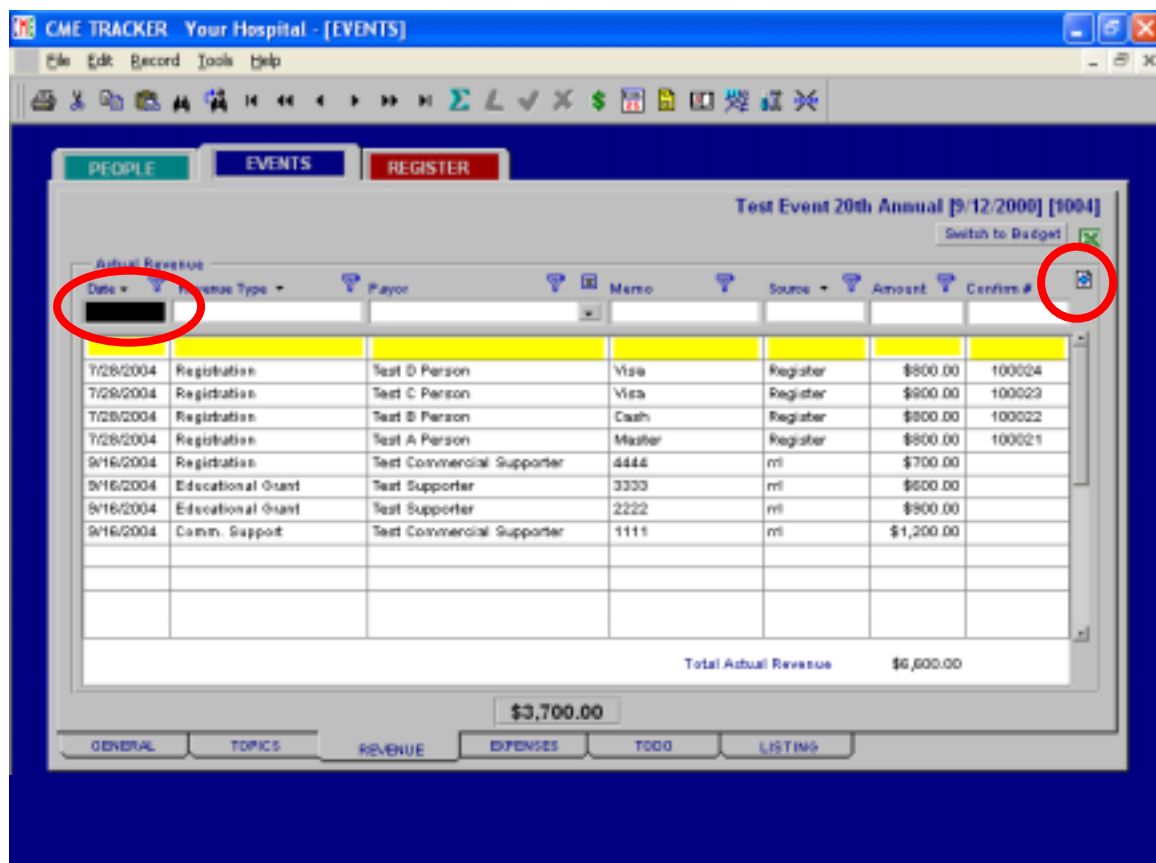


Fig. A

**Step 2:** To add Revenue, Click on the Add New Record button. Enter the Date. Press Enter on your keyboard. The Date is now entered in the Actual Revenue table. The Revenue type will then be highlighted. Enter all the information across each column for Payor, Memo, Source and Amount. (Fig. B)

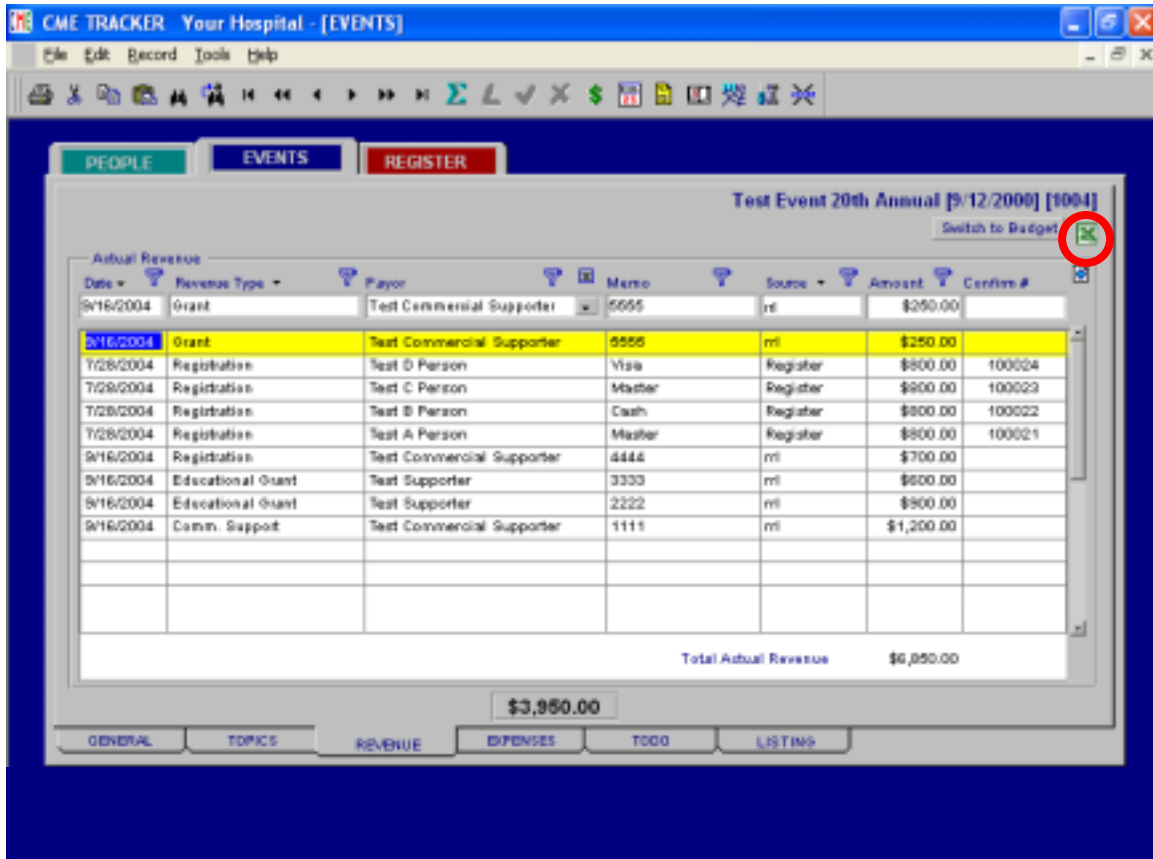
**Note:** Once you enter the Amount and press Enter on your keyboard, this will be added to your Actual Revenue. If the Amount is left empty, the Record is deleted.

**Note:** The Confirm # will be automatically entered at the time of Registration.



**Fig. B**

**Step 3:** When complete, click on Launch Excel to view the Actual Revenue Spreadsheet. (Fig. C)



**Fig. C**

**Result:** You now have a Spreadsheet showing the Revenue for a selected Event. ([Fig. D](#))

The screenshot shows a Microsoft Excel spreadsheet titled 'Revenue1004.xls'. The spreadsheet displays the following data:

1004 - Test Event 20th Annual							
9/12/2000							
Date	Revenue Type	Payer	Amount	Confirm #	Memo	Source	
07/28/04	Registration	Test A Person	\$800.00	100021	Mester	Register	
07/28/04	Registration	Test B Person	\$800.00	100022	Cash	Register	
07/28/04	Registration	Test C Person	\$800.00	100023	Mester	Register	
07/28/04	Registration	Test D Person	\$800.00	100024	Visa	Register	
09/16/04	Comm. Support	Test Commercial Supporter	\$1,200.00		1111	nl	
09/16/04	Educational Grant	Test Supporter	\$600.00		3333	nl	
09/16/04	Educational Grant	Test Supporter	\$900.00		2222	nl	
09/16/04	Grant	Test Commercial Supporter	\$250.00		5555	nl	
09/16/04	Registration	Test Commercial Supporter	\$700.00		4444	nl	
			<b>Total</b>				<b>\$6,850.00</b>

**Fig. D**