

Objective: Adding Expenses to an Event

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

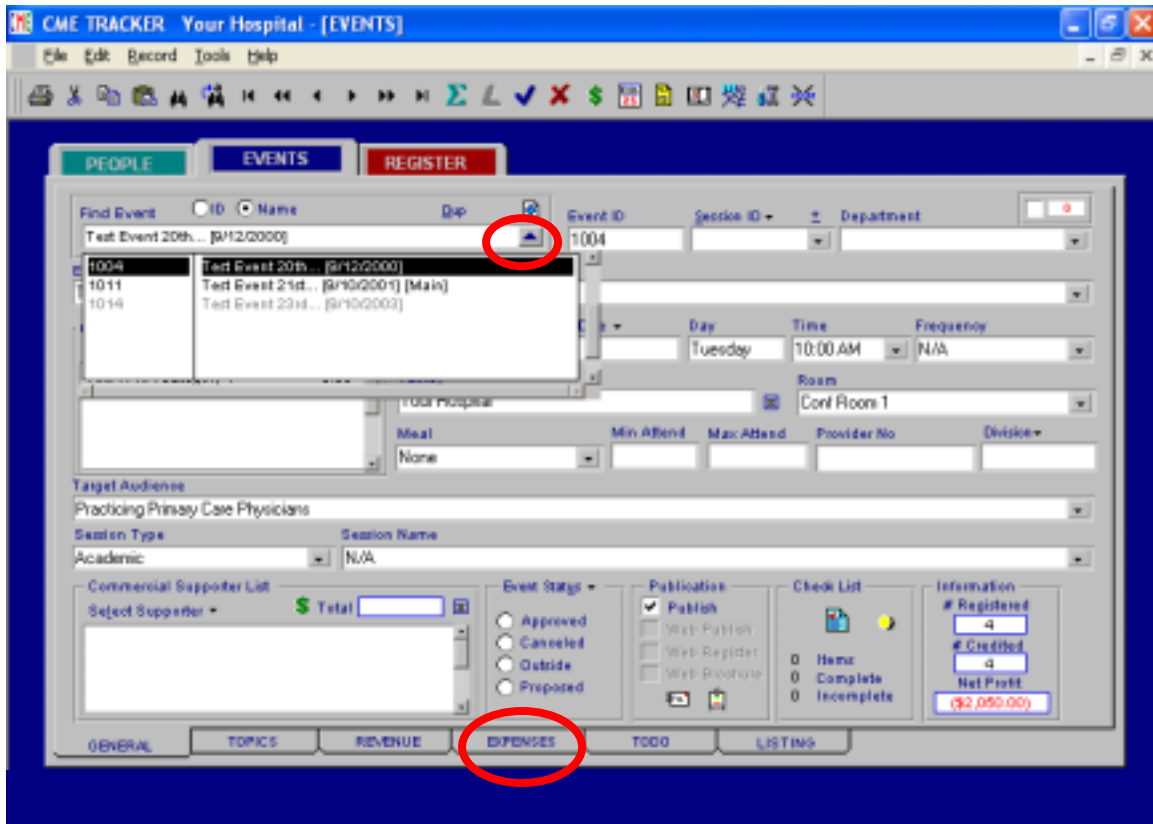
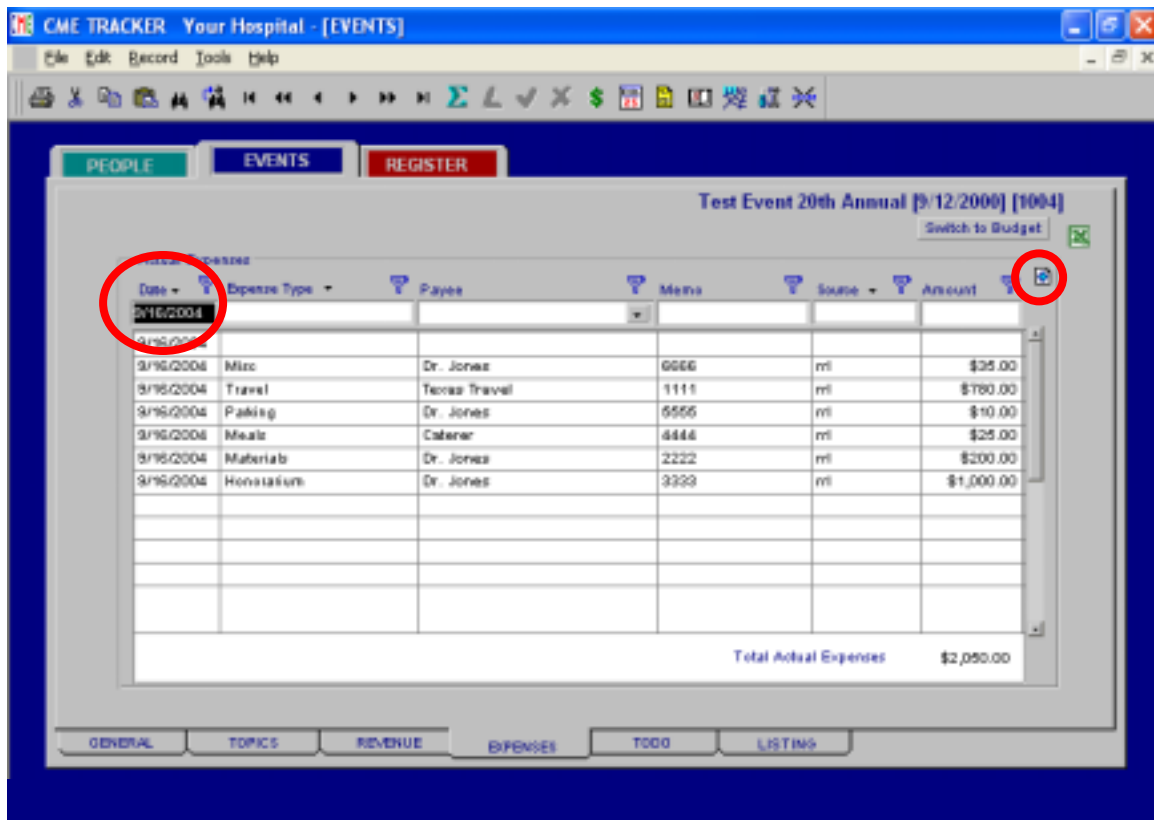


Fig. A

**Step 2:** To add Expenses, Click on the Add New Record button. Enter the Date. Press Enter on your keyboard. The Date is now entered in the Actual Expenses Table. The Expense Type will then be highlighted. Enter all the information across each column for Payee, Memo, Source and Amount. Once you enter the Amount and press Enter on your keyboard, this will be added to your Actual Expenses. (Fig. B)



**Fig. B**

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

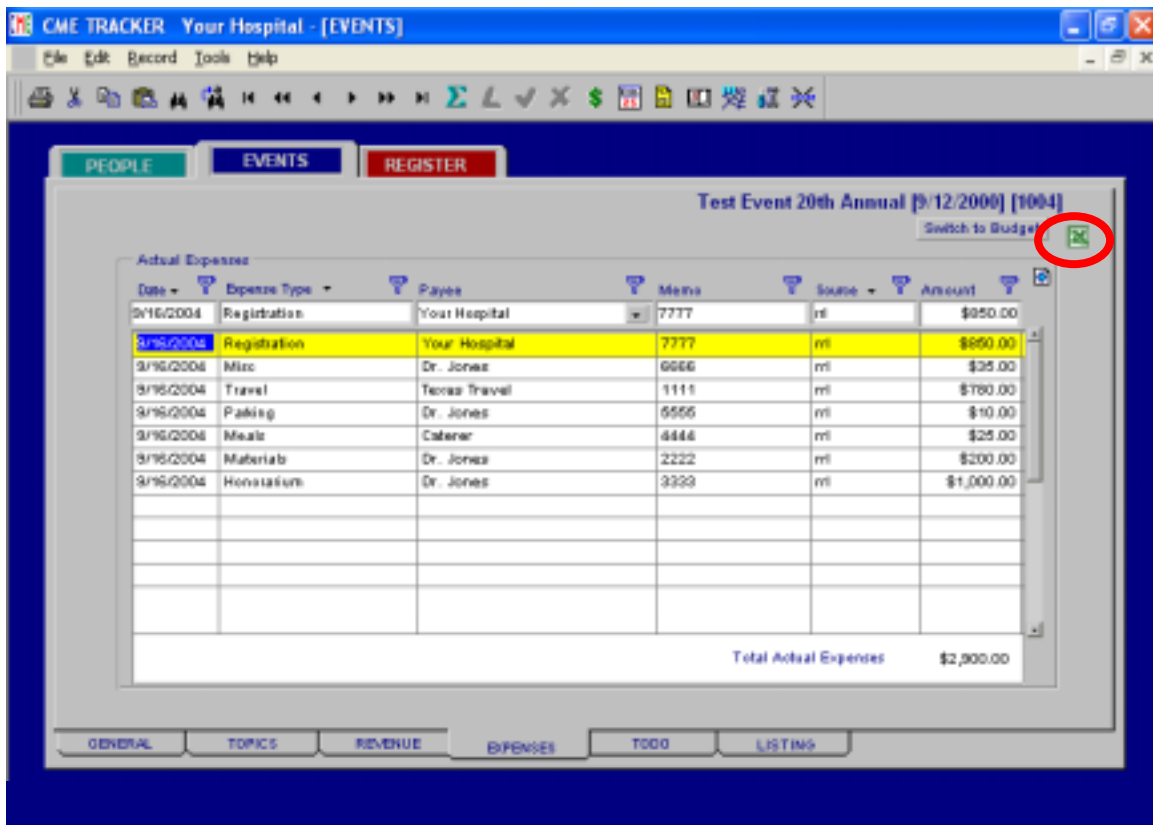


Fig. C

**Result:** You now have a spreadsheet showing the Expenses for a selected Event. (Fig. D)

1004 - Test Event 20th Annual						
9/12/2000						
Date	Expense Type	Payee	Amount	Memo	Source	
09/16/04	Honorarium	Dr. Jones	\$1,000.00	3333	rf	
09/16/04	Materials	Dr. Jones	\$200.00	2222	rf	
09/16/04	Meals	Caterer	\$25.00	4444	rf	
09/16/04	Misc	Dr. Jones	\$35.00	6666	rf	
09/16/04	Parking	Dr. Jones	\$10.00	5555	rf	
09/16/04	Travel	Texas Travel	\$780.00	1111	rf	
09/21/04	Registration	Your Hospital	\$850.00	7777	rf	
<b>Total</b>			<b>\$2,900.00</b>			

**Fig. D**