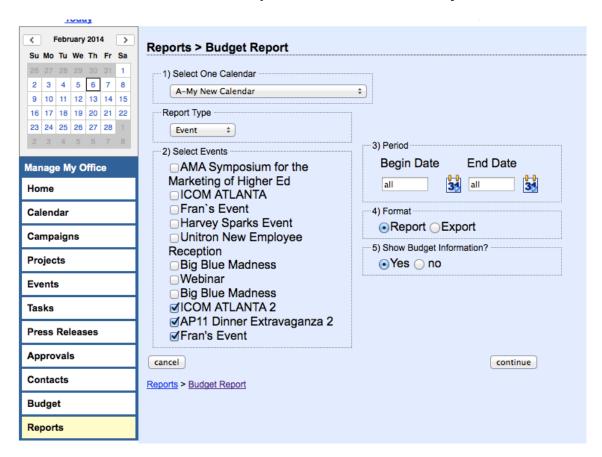
EVENT BUDGET REPORTS NEW FEATURE IN MARKETING CALENDAR OFFICE

You can consolidate different or all Events in the Event Summary Budget Report. Previously these could only be selected individually. The Report will show your Budget dollars entered for the Event, what has been Planned and the Balance remaining for that Budget number.

Click on Reports under Manage My Office, select your calendar, then Report Type, choose Event, then select the Events you want included in the Report.



EVENT BUDGET DETAIL REPORT

Calendar: A-My New Calendar
Event: ICOM ATLANTA 2,AP11 Dinner Extravaganza 2,Fran's
Event
Start Data: all End Data: all
Report Data: 02/06/2014
Account: CLAS A Marketing and Branding User: Fran Anderson

		EXPENSE				INCOM				
Compaign Brokert Event	Tacks				lalana.		Sudget Planned		Dalance	
Campaign Project - Event		Budget	Pia	nneu E	salanoe	Budge	Pik	inneu	Balance	
Looknet We're All About Doors and	Looks									
ICOM ATLANTA 2		\$5,000	\$0	ş	5,000	\$0	\$0		\$0	
	Meeting with Russell	\$0 \$0		Ş	0	\$0 \$0			\$0	
	Event Total	\$0 \$0		ş	0	\$0	\$0		\$0	
		EXPE	NSE			INC	INCOME			
Campaign Project - Event	Tacks	Budg	et i	Planned	Balano	e Bud	get	Planned	Balance	
Appurate- Health Insurance										
AP11 Dinner Extravaganza 2		\$6,50	0 8	\$100	\$6,400	\$0		\$0	\$0	
	Schedule date for ever	nt \$100	1	\$100	\$0	\$0		\$0	\$0	
	Event Tota	\$100	;	\$100	\$0	\$0		\$0	\$0	
					EXPENSE		INC		ME	
Campaign Project - Event	Tacks			Budge	t Plann	ed Ba	lance	Budg	et Planned	Balance
IU Admissions-First Year Experience										
Fran's Event				\$5,500	\$300	\$5	,200	\$0	\$0	\$0
	Reserve space at banquet hall		\$0	\$0	\$0		\$0	\$0	\$0	
	Brochure Graphic Des	ign Test E	vent	\$300	\$300	\$0		\$0	\$0	\$0
		Event T	otal	\$300	\$300	\$0		\$0	\$0	\$0