Exhibitor Accounts

Exhibitor accounts include the financial information for each exhibitor. Several functions are available including issuing individual checks, entering deductions and refunds, and entering cash payoffs.

Individual Accounts

1. Click **Go to > Financial > Exhibitor Accounts (Exhibitor Acnts)**.
2. Click the **ID** button to list exhibitors by **ID** or the **Name** button to list exhibitors by name. See Figure 1.

Figure 1. Exhibitor Accounts

3. Highlight the exhibitor. The exhibitor's name, address, placings, fees, deductions, and awards display.

4. Several actions are available: payoff by check or cash, partial payment by check or cash, enter deductions and refunds, and enter deposit.

Payoff by Check

1. Make a note of the check number. Load it in the printer.
2. Click the **Payoff by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2.
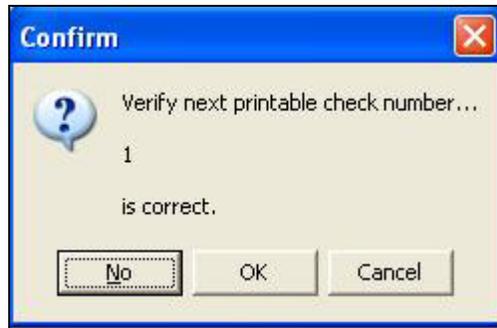
Figure 2. Confirm Check Number

4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Payoff by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3 on page 3.

A check is not printed again for an exhibitor when a batch printing is done.

Figure 3. Check Number

Partial Payoff by Check

A partial payment can be made to an exhibitor. The balance is then paid by cash or by check at a later time.

1. Make a note of the check number. Load it in the printer.
2. Click the **Partial Pay by Check** button.
3. A confirm message displays so the next printable check number is verified. See Figure 2 on page 2.
4. Click **No** to change the check number.
5. Type the next available check number. Click **Return**.
6. Click **Partial Pay by Check**.
7. Click **OK** to verify the check number and to verify the check amount.
8. The check number displays in the check area. See Figure 3.

Payoff by Cash

1. Click the **Payoff by Cash** button.
2. A confirm message displays to verify the cash amount is correct. Click **OK**. See Figure 4.

Figure 4. Payoff by Cash

3. Click **OK** to verify the amount.
4. The exhibitor account reflects the amount paid by cash. See Figure 5 on page 5.
5. The balance changes to reflect the amount paid.

Figure 5. Paid by Cash Balance

Partial Payoff by Cash

1. Click the **Partial Pay by Cash** button.

2. Enter the **cash amount** being paid. See Figure 6 on page 6.

3. Press **Enter**.

4. A confirm message displays to verify the cash amount is correct. Click **OK**.

5. Click **OK** to verify the amount.

6. The exhibitor account reflects the amount paid by cash. See Figure 7 on page 6.

7. The balance changes to reflect the amount paid.

Figure 6. Partial Cash Payment

Figure 7. Balance after Partial Cash Payment

Refunds

1. Click **Go to > Financial > Exhibitor Accounts**.

2. Click the **ID** button or the **Name** button to display the exhibitors.

3. Highlight an exhibitor.

4. Click the **Enter/Change Refunds** button. The cursor displays in the *Refunds* field.

5. Type a **refund description**. Press **Tab**.

6. Type an **amount**. Press **Tab**.

7. The amount is reflected in *Total Refunds* and the balance is adjusted. See Figure 8.

Figure 8. Refunds

Deductions

1. Click **Go to > Financial > Exhibitor Accounts**.

2. Click the **ID** button or the **Name** button to display the exhibitors.

3. Highlight an exhibitor.

4. Click the **Enter/Change Deducts** button. The cursor displays in the *Deductions* field.

5. Type a **deduction description**. Press **Tab**.

6. Type an **amount**. Press **Tab**.

7. The amount is reflected in *Total Deductions* and the balance is adjusted. See Figure 9.

Figure 9. Deductions