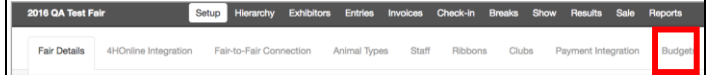


## FairEntry Budgets

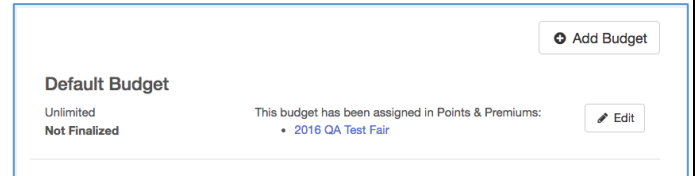
Budgets are linked to points & premiums and checks/reports.

### Setting Up Budgets

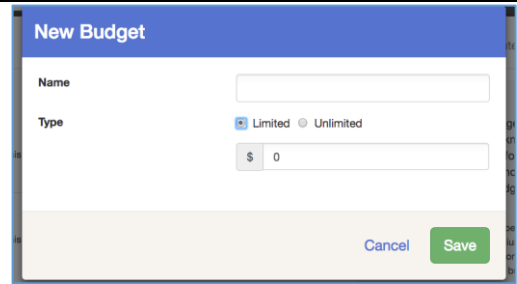
1. Select the Setup tab.
2. Select Budgets



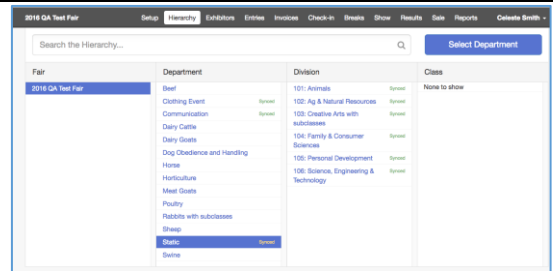
1. A default unlimited budget is automatically configured for each fair. You may need to Add and/edit the budget:
  - If you have a limited budget (formerly called a money pool)
  - If you would like to print checks for one area of the fair at a different time from another area of the fair.
2. Click **Edit** to edit the default budget or **Add Budget** to add an additional budget.



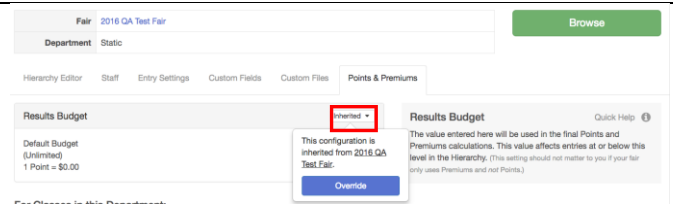
3. Enter the name of the budget.
4. Select if the budget will be Limited or Unlimited.
5. If the budget is Limited, enter the amount, if this amount is known at this time.



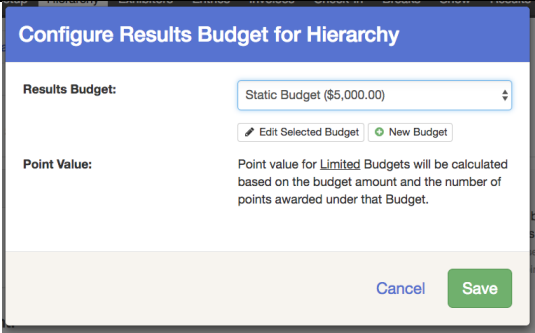
6. To assign a budget to an area of the fair, select the Hierarchy tab, then select the area of the hierarchy to which you would like to apply the budget.



7. Select the Points and Premiums subtab.
8. By default, the Default Budget has been applied to the entire fair. To override this setting, select to override the setting from the button at the top right.

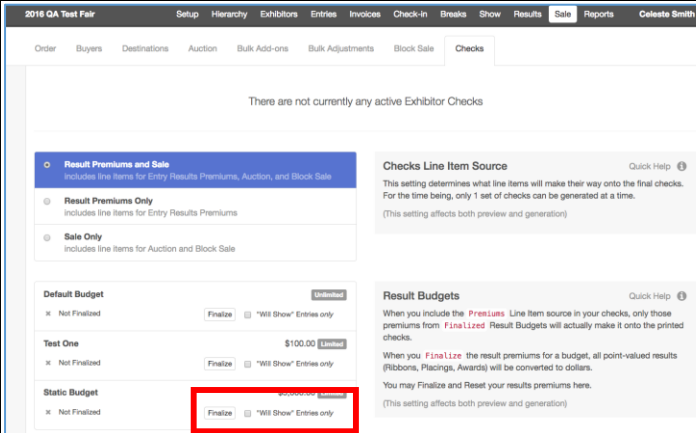


9. Select the budget to apply to this area & click Save.
10. If you need to edit the budget or add a new budget to use in the area, you may select to do so from this screen as well.



## Using Budgets After the Fair

1. After results have been entered and you are ready to print premiums checks and/or reports, select the Sale tab and click on Checks.
2. Click "Finalize" next to the budget for which you would like to print checks and/or reports.
3. Select if you would only like entries marked as "Will Show" to be counted in the Premium calculations.



4. Once a budget has been finalized an overview of the funds will be listed.
5. If changes are made to results that are part of a budget that has been finalized, the budget must be Reset and finalized again to pull in those changes.
6. Class Breaks in a Finalized budget may not be reset and/or broken. If changes to classes are needed, the budget must be reset.
7. Click Preview and/or Generate Checks.  
**NOTE:** only Finalized Budgets will be included in checks.

