

# CampusGroups Budgeting Guide

## Accounting Book

The accounting book is a global view of the finances within your organization. Each CampusGroups club has an accounting book that shows each budget and the status of revenues and expenses.

- **Revenue:** Approved revenues that can be used for events
- **Pending Revenues:** Revenues submitted but not yet approved
- **Expenses:** Approved expenses, lowering balance of budget
- **Pending Expenses:** Expenses submitted but not yet approved
- **Balance:** Revenue minus Expenses. *Pending Revenues and Expenses are not included in this calculation as they are not final and may not be approved.*


Accounting Book		Show Archived	Upload Transactions (Admin Only)
Budgets	Allocations/Revenues	Expenses	Balance
Test Budget 2	\$500.00 (+ \$220.00 pending)	\$0.00 (+ \$180.00 pending)	\$500.00
Group Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$500.00</b> (+ \$220.00 pending)	<b>\$0.00</b> (+ \$180.00 pending)	<b>\$500.00</b>

Budgets that have been closed will move to the archived state where they are view-only and can be used for reference. Click on the **Show Archived** button to show these budgets.

## Transaction List

The numbers in the accounting book can be tracked through the transactions list directly below the accounting book summary. All transactions, pending and approved, will appear in this list.

### Transactions (19)

#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
1	e Jan 17, 2019	 Todd Rasmussen CampusGroups Finance	Spring 2019 Group Funds Usage ONLY Rolling Budget	-	-	Payment into Online Payment Gateway	-	PENDING APPROVAL	-	\$100.00