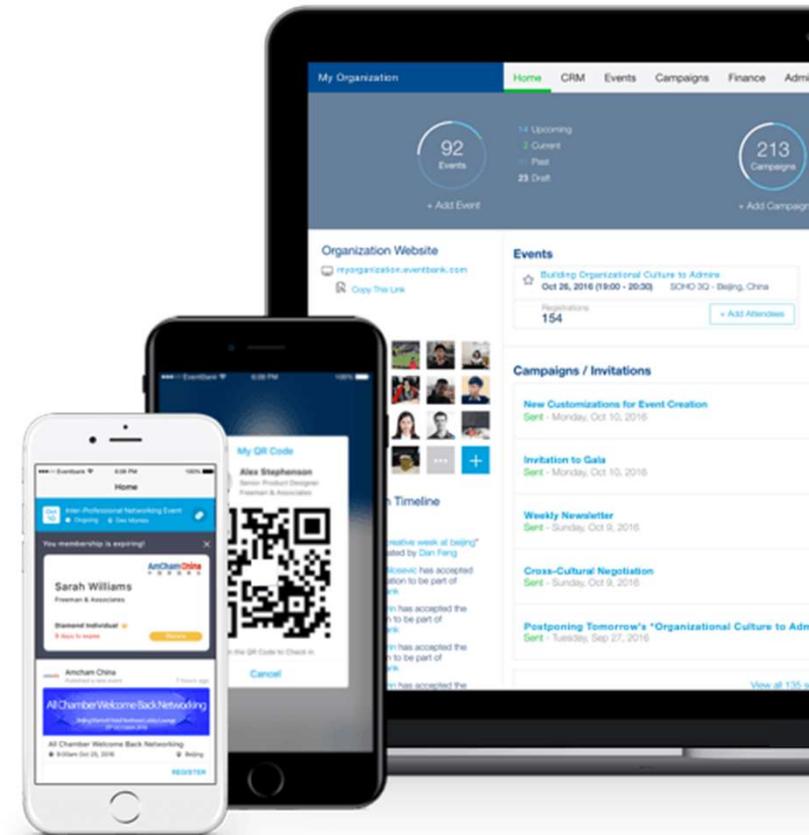
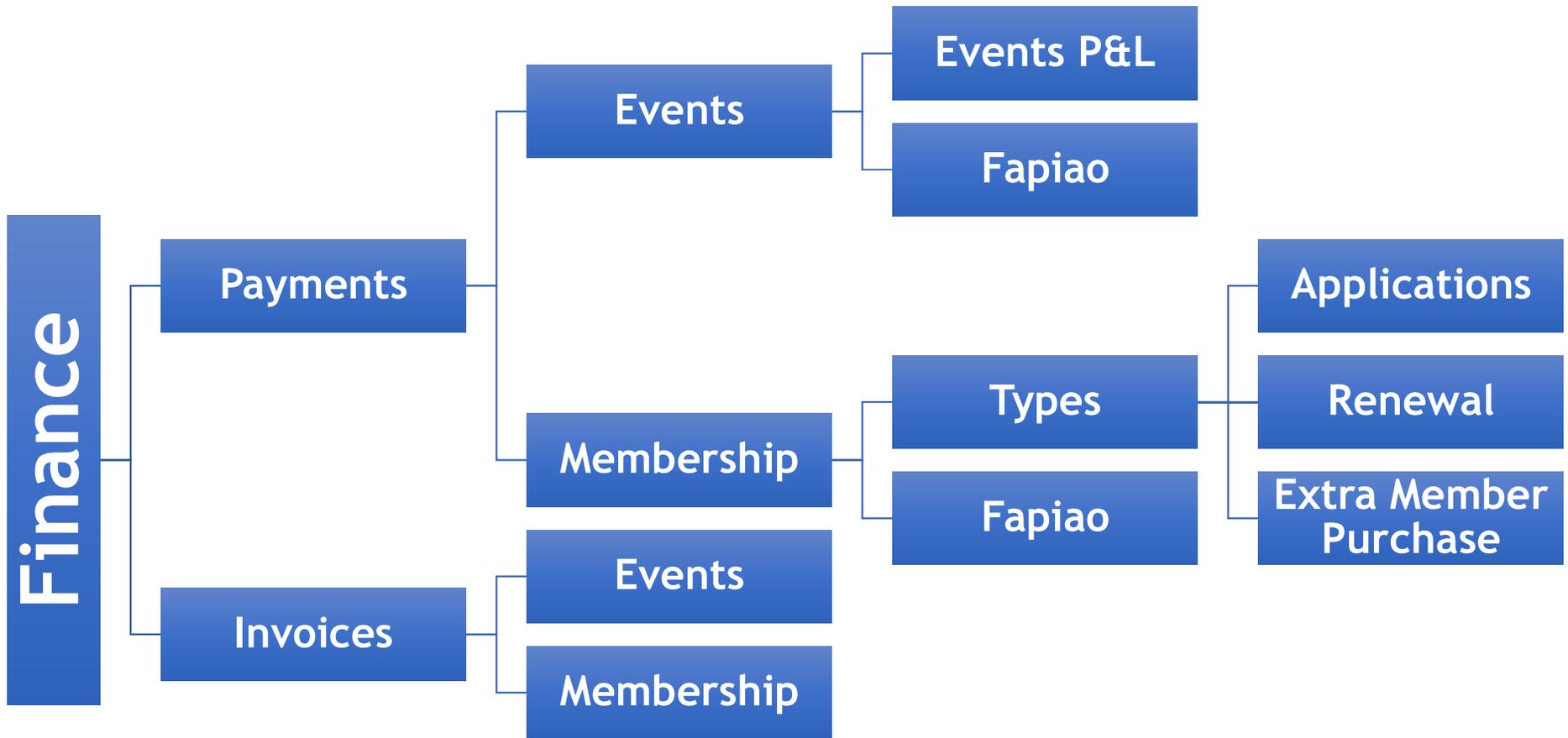


Finance overview







Summary

General Information About Event & Membership

- ✓ Setup for receiving payment
- ✓ Event Profit & Loss

Invoices

- ✓ Invoice information setting

Refund Procedure

- ✓ Make the transaction void
- ✓ Email to EventBank with details

Fapiao

- ✓ EventBank service fee fapiao requests
- ✓ Event attendee fapiao feature

Payment Procedure

- ✓ Setup bank details for funds transfer
- ✓ Payment plan
- ✓ Payment procedure



- Setup for Events and Membership
- Events Profit and Loss



SetUp Your Payment Options For Events

Setup Your Payment Options For Events

When building an Event, go to "Event Settings" > "Payment Options"

The screenshot displays the 'Payment Options' configuration page in the EventBank interface. On the left, a dark blue sidebar menu contains various navigation items, with 'Event Settings' highlighted in white and outlined in red. The main content area has a light gray header with three tabs: 'General Settings', 'Payment Options' (which is selected and highlighted with a red box), and 'Registration Form'. Below the tabs, the 'Payment Options' section is divided into several parts. The 'Select Payment Methods' section features four checkboxes: 'No payment method (This is a free event, you will still be able to create several tickets types)', 'Allow Online Payment', 'Allow Payment by Bank Transfer', and 'Allow Payment by Check'. Below these are two text input fields: 'Give the details for your preferred bank account for payment *' and 'Give details for check payment *'. The 'Supported Currencies and Cards' section includes a 'Select Currency' dropdown menu. At the bottom, a red-bordered box contains a row of payment logos: PayPal, Alipay (支付宝), WeChat Pay (微信支付), UnionPay (财付通), VISA, MasterCard, and Maestro.



SetUp Your Payment Options For Memberships

Setup Your Payment Options For Memberships

Please go to “Membership” > “Setup” > “Settings” > “Payment Options”

The screenshot shows the EventBank web application interface. The top navigation bar includes 'Home', 'CRM', 'Events', 'Campaigns', 'Membership', 'Finance', and 'Admin'. The 'Membership' menu item is highlighted with a red box. A dropdown menu is open under 'Membership', with 'Payment Options' selected and highlighted with a red box. A red arrow points from the 'Payment Options' menu item to the main content area. The main content area displays the 'Payment Options' settings page. It includes a 'Save' button in the top right corner, highlighted with a red box. The page content includes a heading 'Select the Membership Currencies Available for Payments' and a list of currencies with checkboxes: US Dollar, Chinese RMB, Euro, Hong Kong Dollar, British Pound, Malaysian Ringgit, and South Korean Won. Below this is a dropdown menu labeled 'Add another currency'. At the bottom, there is a section 'Select the Payment Methods Available' with a checked checkbox for 'Allow Online Payment'.

Overview whole Events Profit & Loss

Please go to “Finance” > “Events Profit & Loss”

Events Profit & Loss

RMB 203M
PROFIT & LOSS

approx. 203M
REVENUE IN RMB

- 99% Sponsorships
- 0% Non-Members
- 0% Members
- 1% Other

approx. 61.1k
EXPENSES IN RMB

- 40% F&B
- 28% Venue
- 8% Suppliers
- 0% Gifts
- 24% Other

All Profit / Loss ▾ All Event Status ▾ All Host Committees ▾ All Event Tags ▾

From Date [Calendar Icon] To Date

EVENT NAME	EVENT STATUS	START DATE	EVENT TAGS	HOST COMMITTI	ACT
PMI REP现代卓越---《PMP®认证考前培训班》(沈阳)	Upcoming	10/14/2017 12 AM	--	--	



Add The Extra Revenues and Expenses

Add Revenues and Expenses

Please go to “Events” > Choose the Event > “Finance” > “Add Revenue” or “Add Expenses”

The screenshot displays the EventBank dashboard. On the left is a dark blue sidebar menu with the following items: Team & Planner, 01. Setup (Event Settings, Tickets & Coupons), 02. Publish (Content, Layout & Design), 03. Promote (Invitation List, Event Campaigns), 04. Manage (Attendee List, Onsite Toolkit), and Finance. The 'Finance' item is highlighted with a red box. A red arrow points from the 'Events' tab in the top navigation bar to the 'Finance' menu item. The top navigation bar includes Home, CRM, Events (highlighted with a red box), Campaigns, Membership, Finance, and Admin. Below the navigation bar, the 'Profit & Loss' section is active, showing three circular cards: PROFIT & LOSS (0), REVENUE (0), and EXPENSES (0). Below these cards are two sections: 'Revenue +Add Revenue' and 'Expenses +Add Expense', both highlighted with red boxes. The 'Revenue' section lists 'Member Registrations' and 'Non-Member Registrations'. The 'Expenses' section lists 'F&B' and 'Venue'. At the bottom of the page, there is a 'Get Eventbank' link.

EventBank Invoices

Setting Invoice information

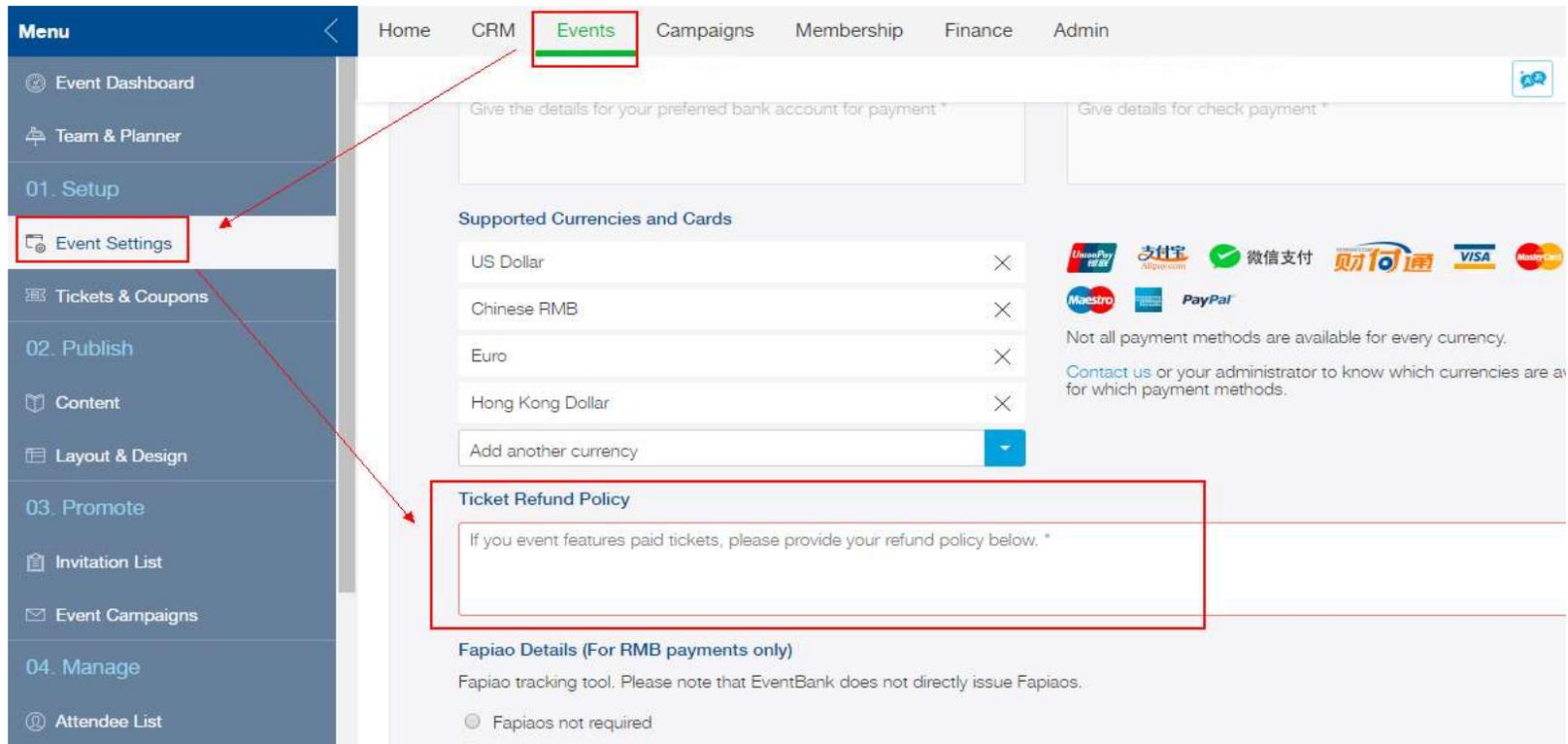
- Finance > Finance Setting

The screenshot displays the EventBank interface for setting invoice information. The left sidebar, under the 'Cebex' header, lists several modules: Invoices, Payments, Fapiao, Events Profit & Loss, and Finance Settings (which is highlighted with a red box). The main content area, titled 'Finance Settings', contains the following information:

- Company & Billing information:** A section with the instruction 'Enter the information you would like to appear in the header of all invoices and receipts.' It includes a text input for 'Official Company Name' with the value '捷会易CEBEX'.
- Billing Address:** A text input containing '中国北京上海中国北京朝阳区光华路9号光华路SOHO2期D3-1' and '邮编: 100020', with a secondary line showing 'Guanghua Road SOHO 2-D, 3-1, Chaoyang, Beijing'.
- Invoice Prefix:** A text input with the value 'INV'. To its right, a 'Next Invoice' label shows the number '000017'.
- Invoice Due Period:** A dropdown menu set to '30 days net'.
- Automatic Generation Options:** Three checked checkboxes: 'Generate invoices for orders automatically', 'Send invoices to online purchasers automatically', and 'Send receipts for all completed payments automatically'.
- Company Policy:** A text input field currently empty.

Refund Policy

If when creating your event, under Event Settings > Payment Options you have indicated under “Refund Policy” that refund requests are accepted... [note: refund policy appears in confirmation email after completing an event registration]



The screenshot displays the EventBank dashboard with the 'Events' tab selected in the top navigation bar. The left sidebar menu is open, showing 'Event Settings' highlighted. The main content area is divided into several sections:

- Payment Options:** Includes fields for 'Give the details for your preferred bank account for payment *' and 'Give details for check payment *'.
- Supported Currencies and Cards:** Lists currencies: US Dollar, Chinese RMB, Euro, and Hong Kong Dollar, each with a close button. Below the list is an 'Add another currency' dropdown. To the right, logos for payment methods are shown: UnionPay, Alipay.com, 微信支付 (WeChat Pay), 财付通 (Tenpay), VISA, and MasterCard. Below these logos, it states: 'Not all payment methods are available for every currency. Contact us or your administrator to know which currencies are available for which payment methods.'
- Ticket Refund Policy:** A section with a heading 'Ticket Refund Policy' and a text input field containing the prompt: 'If your event features paid tickets, please provide your refund policy below. *'. This section is highlighted with a red box.
- Fapiao Details (For RMB payments only):** A section with a heading 'Fapiao Details (For RMB payments only)' and a text input field containing the prompt: 'Fapiao tracking tool. Please note that EventBank does not directly issue Fapiaos.' Below this is a radio button option: 'Fapiaos not required'.



The Type of Refund

> A Full Refund

Void transaction > Email to Finance@eventbank.com with details list below,

Event ID:

Order ID/Registration ID:

Date:

Amount:

Gateway:

> A Partial Refund

Email to Finance@eventbank.com with details list below,

Event ID:

Order ID/Registration ID:

Date:

Amount:

Gateway:



Full Refunds

Void the transaction on the platform

I. A Full Refund

If your client or attendee ask for a full refund. Please void the transaction on platform first.

On the section "Finance" > "Events" , and move your cursor to Transaction. Click on "Void Transaction" in order to ensure that your data is accurate and matches your accounting records.

04. Manage	35015	05/08/2017 10:58 AM	Valid	182332	Amy LIU	Cash	AXE	⋮
Attendee List	35016	05/08/2017 10:58 AM	Valid	182333	Ellen WANG	Cash	COCO&KIKI	View Transaction Details
Onsite Toolkit	34457	05/05/2017 6:17 PM	Valid	180754	Ekaterina Vaulina	Credit Card	--	Void Transaction
Finance	31921	04/12/2017 2:01 PM	Valid	167216	Ekaterina Vaulina	Bank Transfer	Eventbank	⋮

Email finance@eventbank.com with the following information:

- Attendee's name
- Payment Date & Gateway
- Event ID & Order ID
- Refund Amount



Partial Refunds

Void the transaction on the platform

II. A Partial Refund

If your client or attendee ask for a partial refund. Please **DO NOT** void the transaction on platform. Just email finance@eventbank.com with the same details what mentioned below,

Send a Refund Request

Email finance@eventbank.com with the following information:

- Attendee's name
- Payment Date & Gateway
- Event ID & Order ID
- Refund Amount



Fapiao





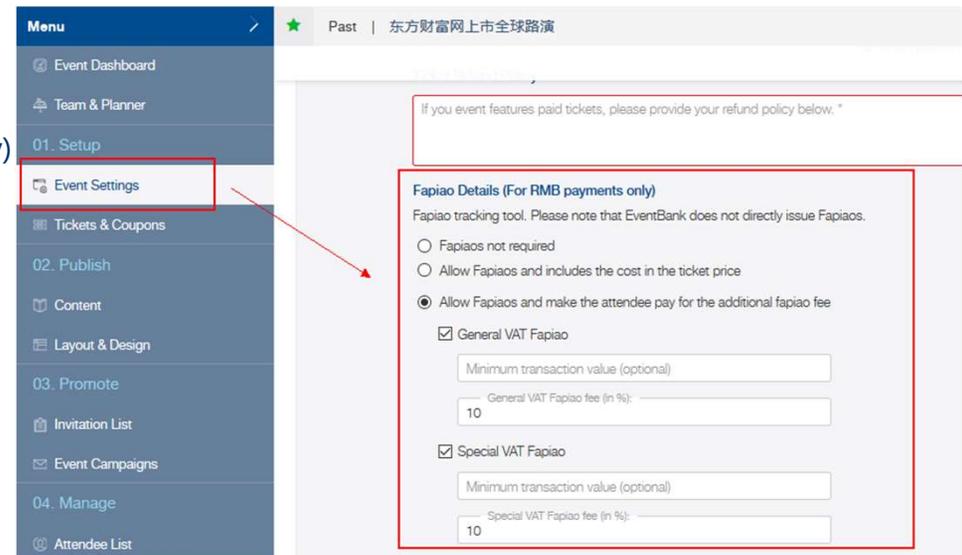
Fapiao Tracking Tool

EventBank provides an optional Fapiao Tracking Tool for transactions related to events and memberships:

- > Allows event attendees and members to submit their Fapiao details information.
- > Allows you to track and update the status for each Fapiao request.

How to enable the Fapiao tracking tool:

- > Go to Event Settings > Payment Options (after selecting RMB currency)
- > Customize your Fapiao preferences
- > **Note:** EventBank does not issue Fapiaos.





Payment Procedure



The Gateway charge rate and EB service fee

Payment Methods and Charge

OFFLINE	ONLINE	Gateway transaction fee					
<p>1. Cash or check [at door] This option needs to be selected when setting up the Ticket price</p> <p>2. Bank transfer [instructions in the next slide] •For the above two methods, payment is sent directly to the bank account set by the client.</p>	<p>1. Online Payment</p> <ul style="list-style-type: none"> WeChat Pay, Alipay, Paypal, Union Pay, International Credit cards Automatic update for the payment status Fees deducted from online payment transactions* <p>* Breakdown of fees</p> <ul style="list-style-type: none"> EventBank service fee: 2% for Total Amount Gateway transaction fee 		Alipay	WeChat Pay	Union Pay Cards (Yeepay)	Paypal	Braintree
		Mainland China	1.5% per transaction	0.6%	0.4% per transaction	4.4%+0.3USD	4.4%+2.35HKD Per transaction
		APAC	Not available	Not available	Not available	4.4%+2.35HKD	(HKD) 3.4%+2.35HKD (non-HKD) 4.4%+2.35HKD
		Untied States	Not available	Not available	Not available	4.4%+0.3USD	(USD) 2.9%+0.3usd (non-USD) 3.9%+0.3USD
<p>Note: Payment status processed through Offline payment methods will have to be manually updated on the EventBank platform.</p>		<p>*All fees submitted to variations depending on the gate way platform.</p>					



Payment Procedure

Choose a Payment Plan

After your first event, you may contact EventBank Finance department(finance@eventbank.com) and choose between the 2 below options

Monthly Basis

- At 1st or 23rd per month , EventBank will email you with a payout summary in 2 working days. After received your confirmation. The payment will be in process.

Event Basis

- After each event, EventBank will email you with a payout summary in 2 working days. After received your confirmation, the payment will be in process.



Event fees transfer procedure

Event Basis Payment Procedure





Finance@eventbank.com
Support@eventbank.com
Eventbank.cn

