## **How-to Add GL Code To Your Fees**

- 1. Log into Cvent and go to your event
- 2. Go to Event Details > Fees
- 3. Select Edit and go into each fee that you have setup
- 4. Click on the pencil icon to edit each fee
- 5. Under General Ledger Code, select the general ledger code associated to the fee type
- 6. Click Ok
- 7. Click Save