



FINANCE TRAINING

Class Income Record Part 1





The Class Income Record is where the money received by the class is recorded.

Select

Class Income Record_Single Page.rev 01162025.xlsx
Class Income Record_Two Page.rev 01162025.xlsx

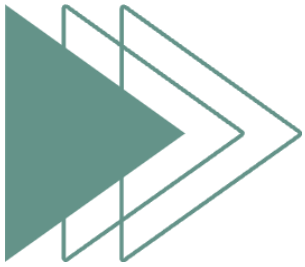




On the top right, are fields for the date and class specific information.

Class Account Code:	
Class Meeting Date:	
Class Name and State:	
Country Link:	
Region Link:	





Finance Training


Class Income Record


Class Income Record Overview


Where To Find The Class Account Code

BACK TO MAIN MENU

YOUR CLASS

 Overview

 Settings

 Calendar

Session Settings

CLASS SESSION MINISTRIES OFFERED

MINISTRY
United States - Adult Ministry

LEADERSHIP BRANCH

Area Director

ACCOUNT CODE: P0

CONFERENCE NUMBER:





On the top right, are fields for the date and class specific information.

After entering the names for the Country Link and Region Link, the corresponding donation categories will populate.





Class Income Record Overview

Where To Find The Country and Region Link

The screenshot displays the 'MANAGE REGISTRATION OPTIONS' interface. On the left, a sidebar menu lists various options: Resources & Courses, Orders, Reports, Class News, Additional Background Information, Class Attendance, and **Registration** (which is circled in orange). The main content area is titled 'MANAGE REGISTRATION OPTIONS' and features two tabs: 'REGISTRATION SETTINGS' (active) and 'LOCATION SETTINGS'. Under the 'REGISTRATION SETTINGS' tab, a red box highlights the following information:

- International Link
- Region link already selected: **EUROPE**
- Country link already selected: **UKRAINE**

Below this highlighted section, there are two more settings:

- Where can a participant register online?**
 - ☒ FISHER Participant Login
 - ☒ Class Website
- Send online registration mail?**
 - ☒ Send Mail to Class Coordinator





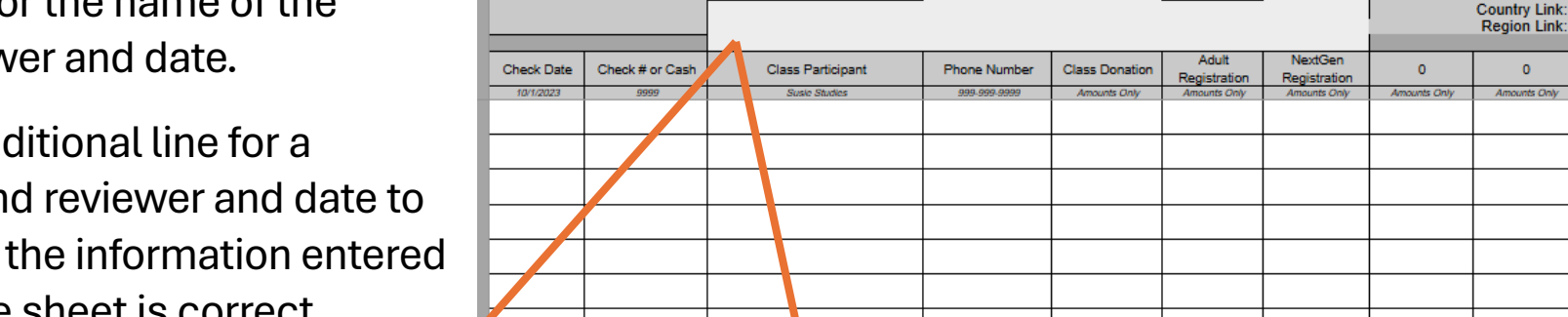
Class Income Record Overview

On the top left are:

- Line for the name of the reviewer and date.
- An additional line for a second reviewer and date to verify the information entered on the sheet is correct.

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The screenshot shows the 'Class Income Record' form. At the top left, there are two rows for reviewer information: 'Reviewer #1' with fields for name and date, and 'Reviewer #2' with fields for name and date. Below this is a table with columns: Check Date, Check # or Cash, Class Participant, Phone Number, Class Donation, Adult Registration, NextGen Registration, 0, 0, Zone TD Gathering, and Total. The first row of the table contains the example data: 10/1/2023, 9999, Susie Studios, 999-999-9999, Amounts Only, Amounts Only, Amounts Only, Amounts Only, Amounts Only, Amount Only, and Do Not Enter. The total for this row is \$0.00. The form also includes fields for Class Account Code, Class Meeting Date, Class Name and State, Country Link, and Region Link.





WellsOne Training

Class Income Record

This Completes
The Video Training on the Class Income Record – Part 1
Next is
The Video Training on the Class Income Record – Part 2

