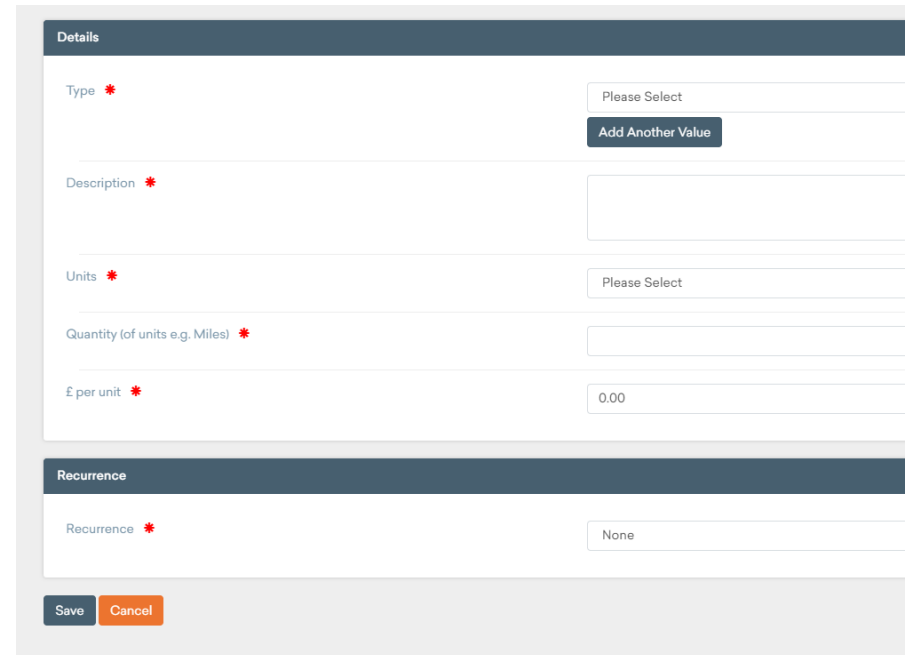


How to Add Income and Expenditure to a Session Group

The Views finance module allows users to record income and expenditure at a Session Group. This may include donations, booking fees, staffing costs and venue hire.

To record income or expenditure:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on the **Finances** section from the **Tools** tab on the left-hand side
- Select either the **Income** or **Expenses** tab
- Click on **Add Income** or **Add Expense**
- Complete the form and click **Save**



The screenshot shows a form with two main sections: 'Details' and 'Recurrence'. The 'Details' section includes fields for 'Type' (with a dropdown menu showing 'Please Select' and an 'Add Another Value' button), 'Description', 'Units' (with a dropdown menu showing 'Please Select'), 'Quantity (of units e.g. Miles)', and '£ per unit' (with a text input field containing '0.00'). The 'Recurrence' section includes a 'Recurrence' field with a dropdown menu showing 'None'. At the bottom of the form are 'Save' and 'Cancel' buttons.

