Conference Financial Reporting Instructions

Once you have logged into the Data Hub, go to **Record Management** and select **Conferences**. Click on the name of your conference and click on the **Conference Finances tab**.
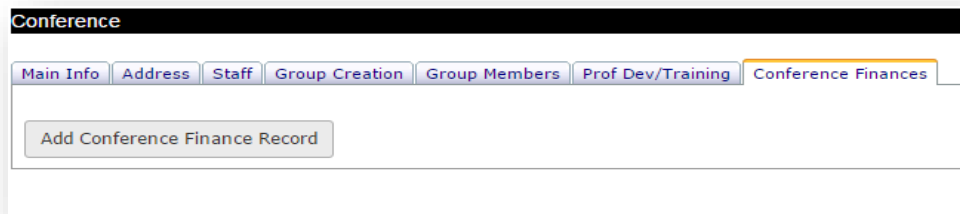
Click on **Add Conference Finance Record.** Use the drop down to select the **Year** that corresponds with the data you'll enter.

There will be three tabs. (1) Incoming Dollars/Income, (2) Outgoing Dollars/Expenses, and (3) Other. See the Definitions Tip sheet for clarity of the fields within each tab.
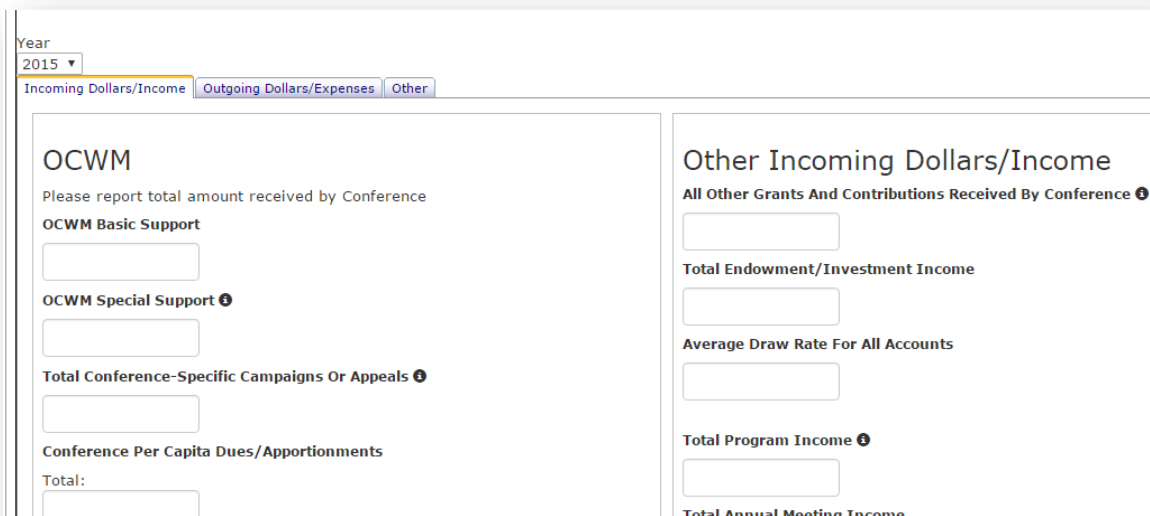
Enter the conference finance information into the corresponding fields and click the **Add** button. You must click on the **Add** button in order to save the information and to reveal the Association fields: **Association Per Capita/Apportionments**, **Association Ministerial Dues**, and **Other Income/Other Expenses.**

Once you have entered all the information for one tab, click on **Update**. Then continue entering information onto the remaining sub tabs under the **Conference Finances Tab**.

*NOTE: This year we ask that you include zeros "0" instead of leaving a cell blank This helps to provide accuracy when reporting trends.

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