Creating A Revenue Entry In Finex

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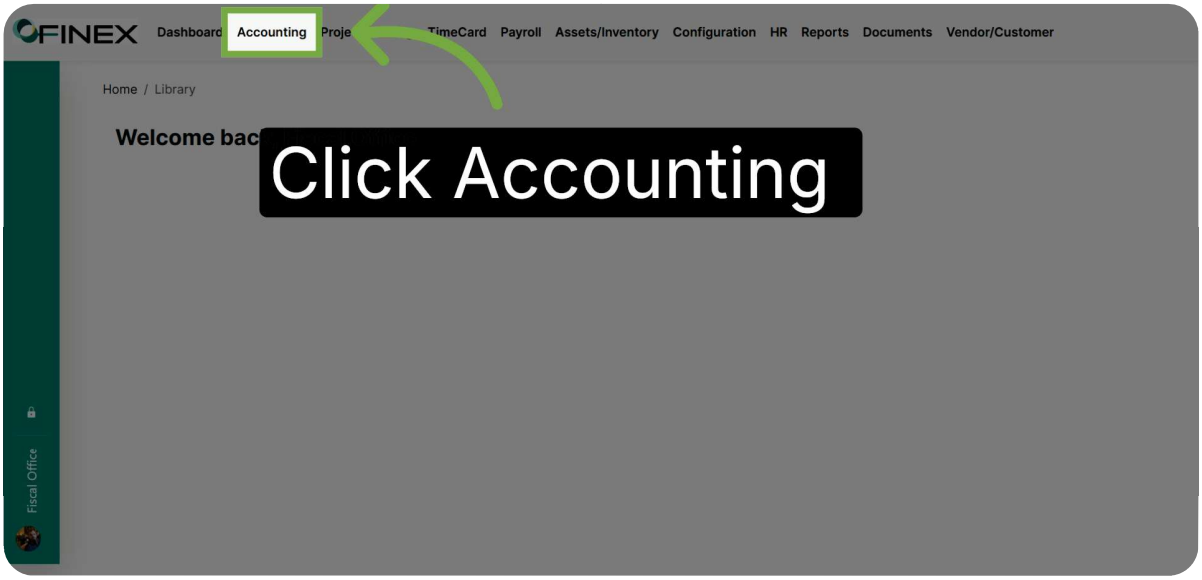
This tutorial guides you through creating a Revenue entry in Finex.

Go to www.finexweb.com

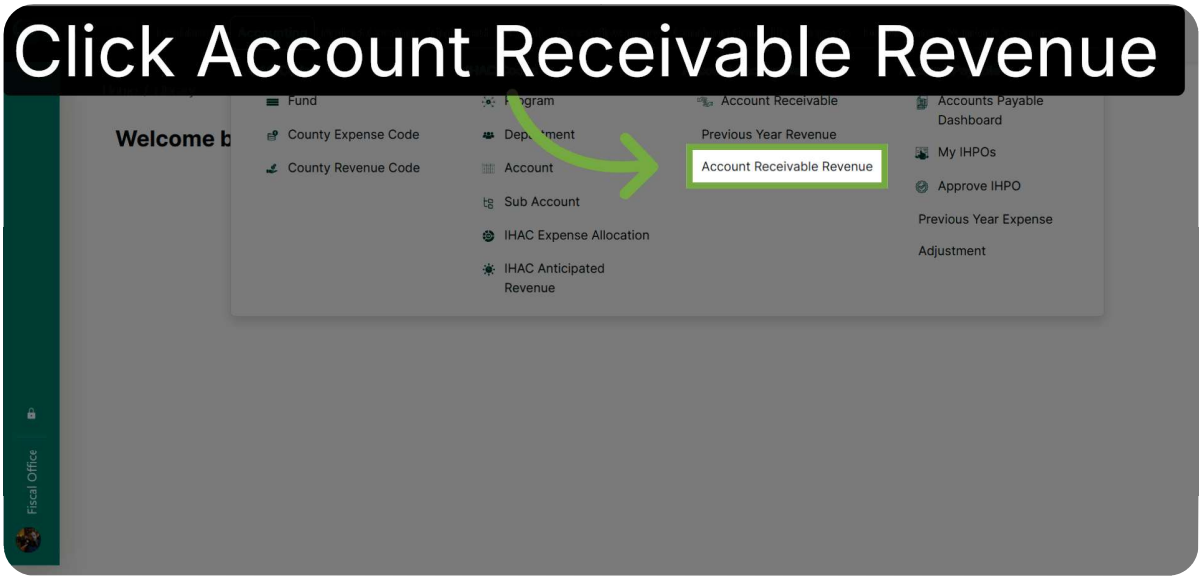
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



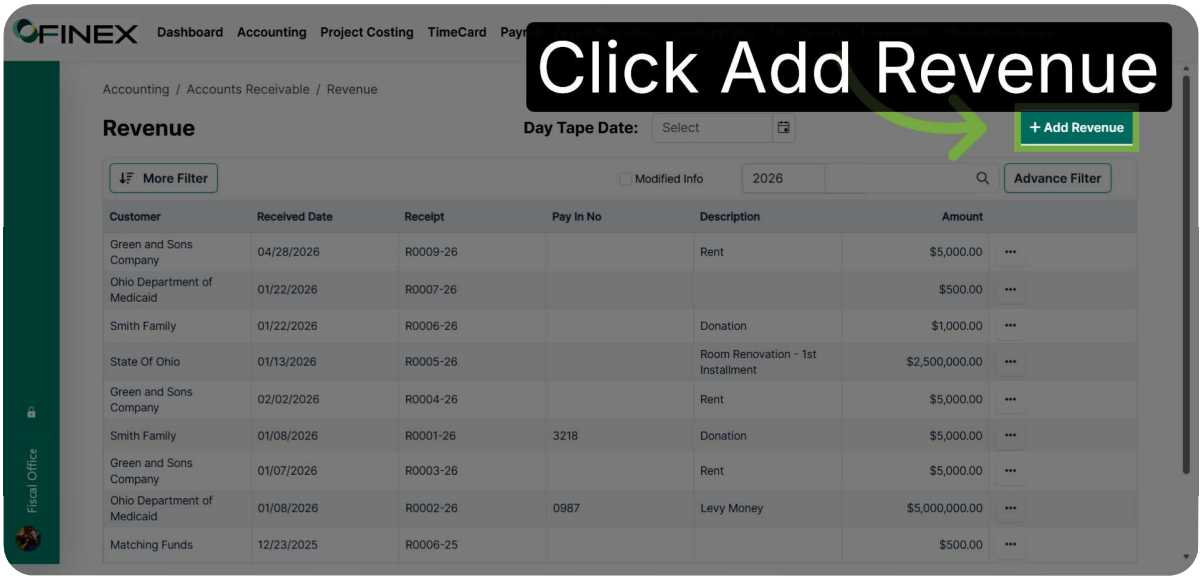
02 Open Account Receivable Revenue

Click Account Receivable Revenue to open the Revenue section of Finex.



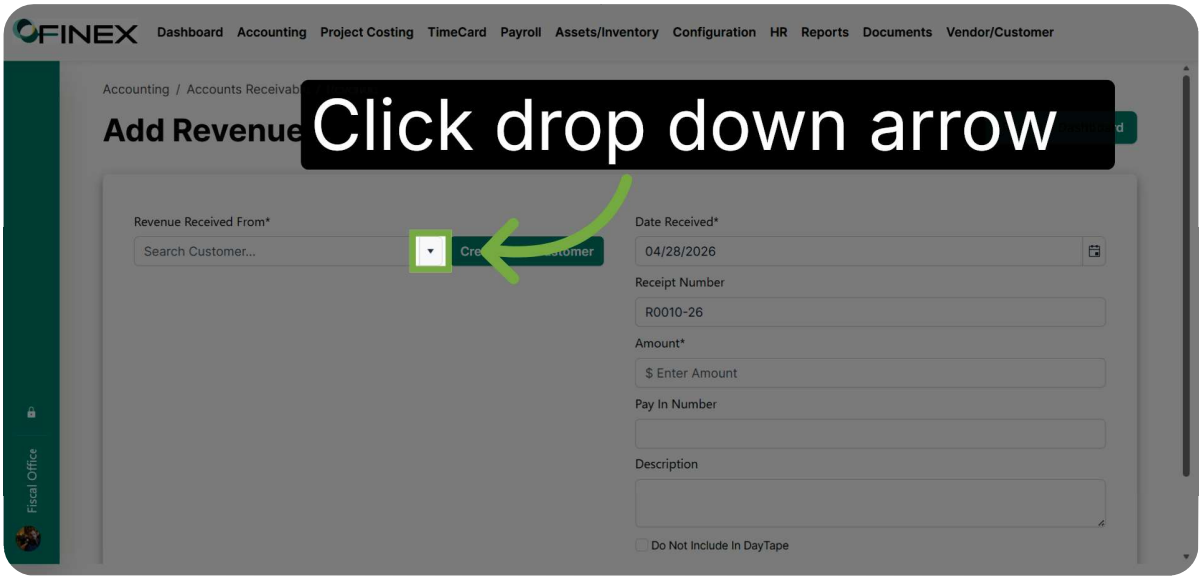
03 Select Add Revenue

Click Add Revenue to start creating a new Revenue entry.



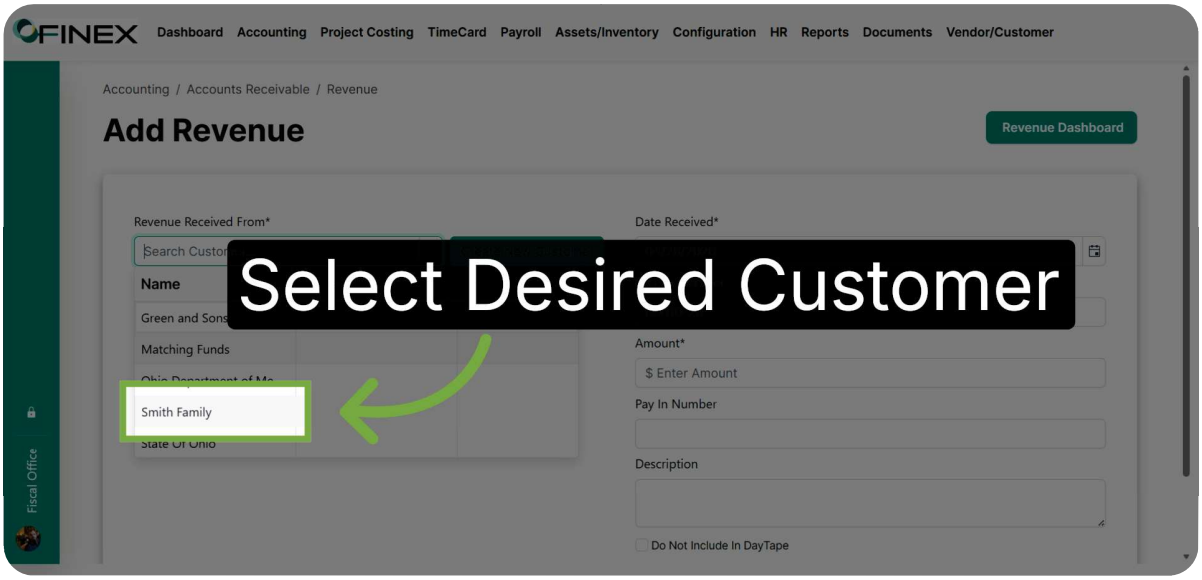
04 View List of Available Customers

Click the drop-down arrow to view the list of available Customers.



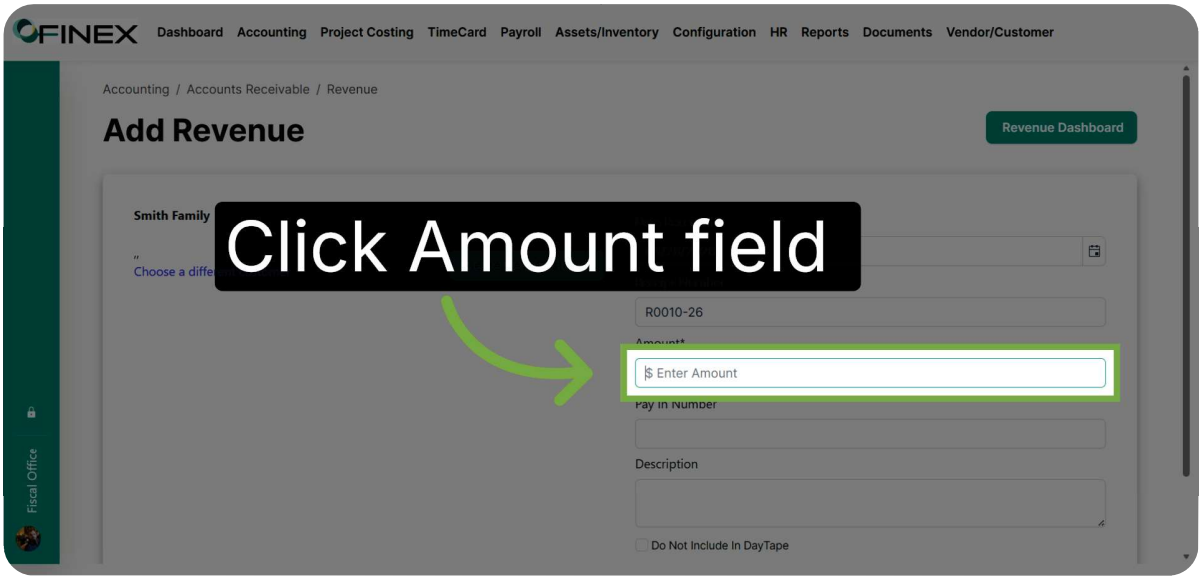
05 Select Customer Account

Select your desired Customer from the drop-down list.



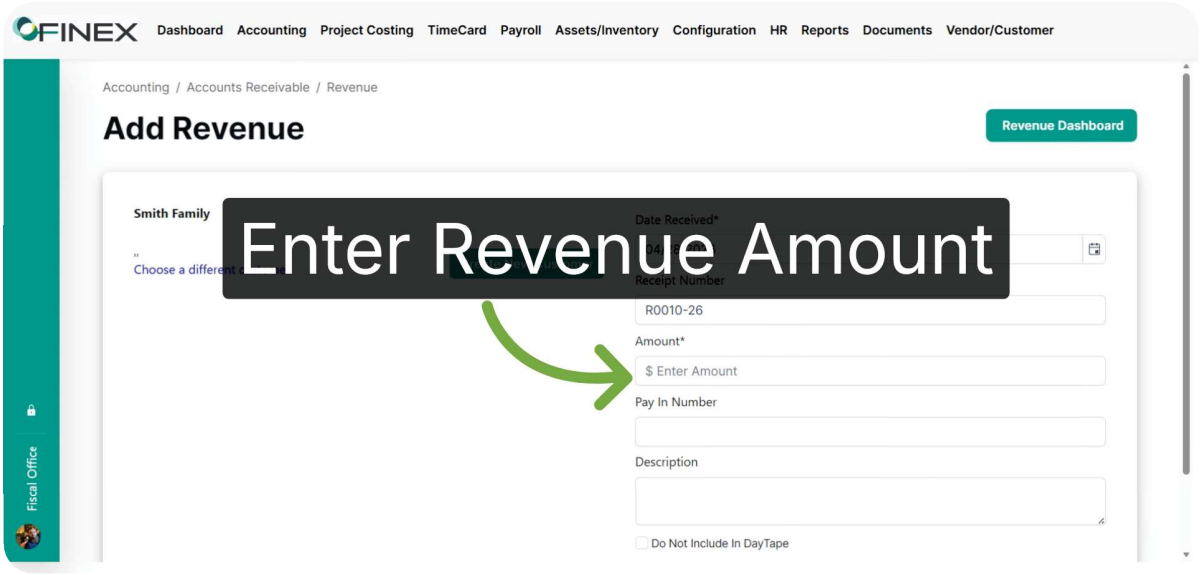
06 Select Amount Field

Select the Amount field.



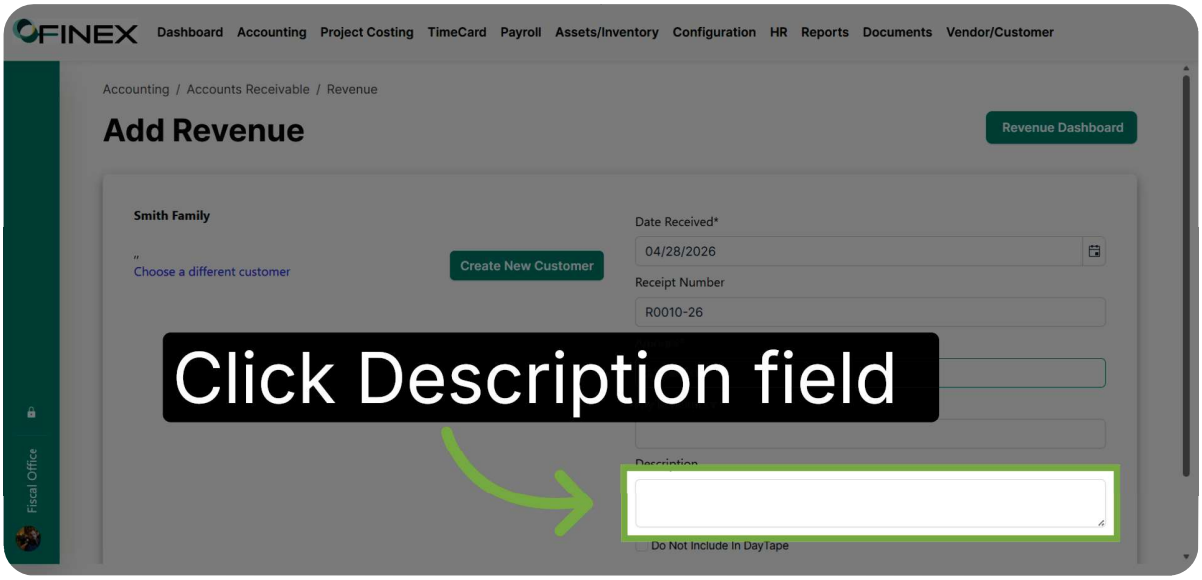
07 Enter Revenue Amount

Enter the Revenue amount.



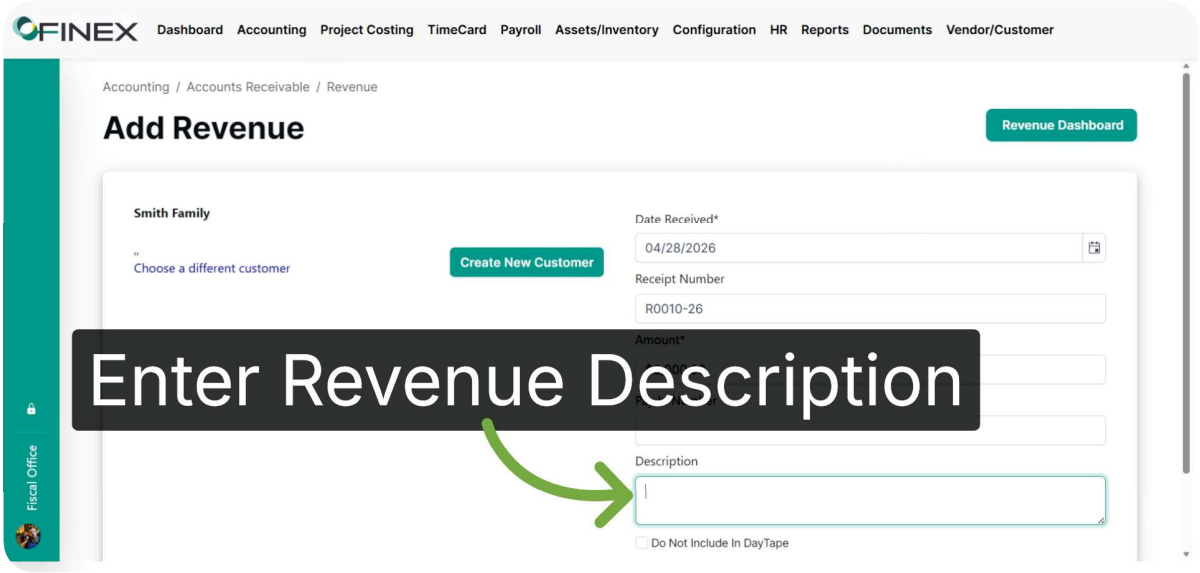
08 Select Description Field

Click the Description field.



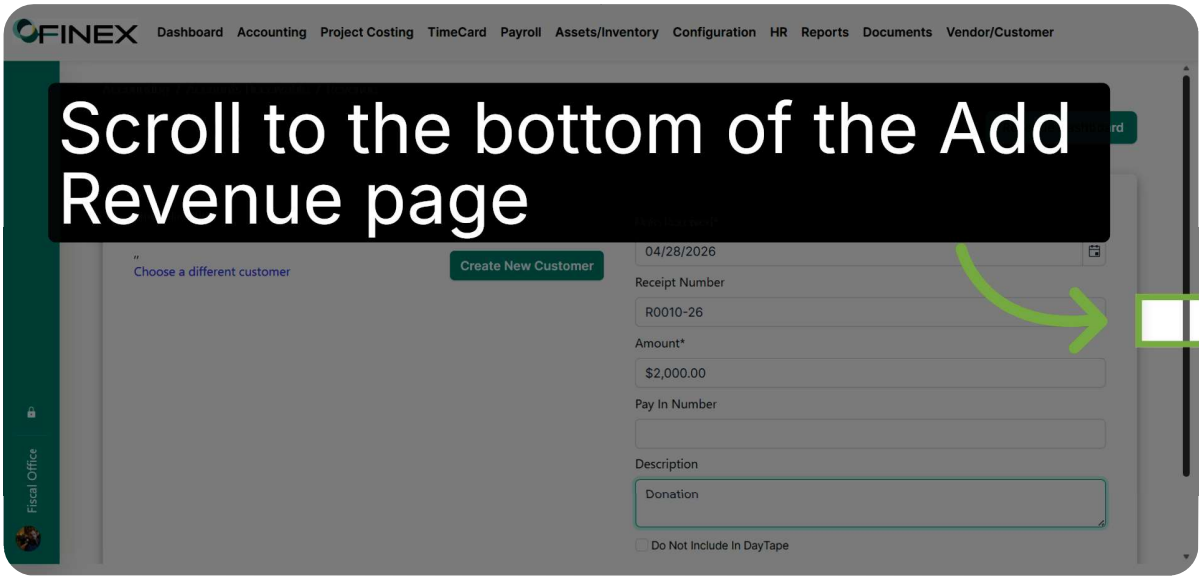
09 Enter Revenue Description

Enter a description for your Revenue.



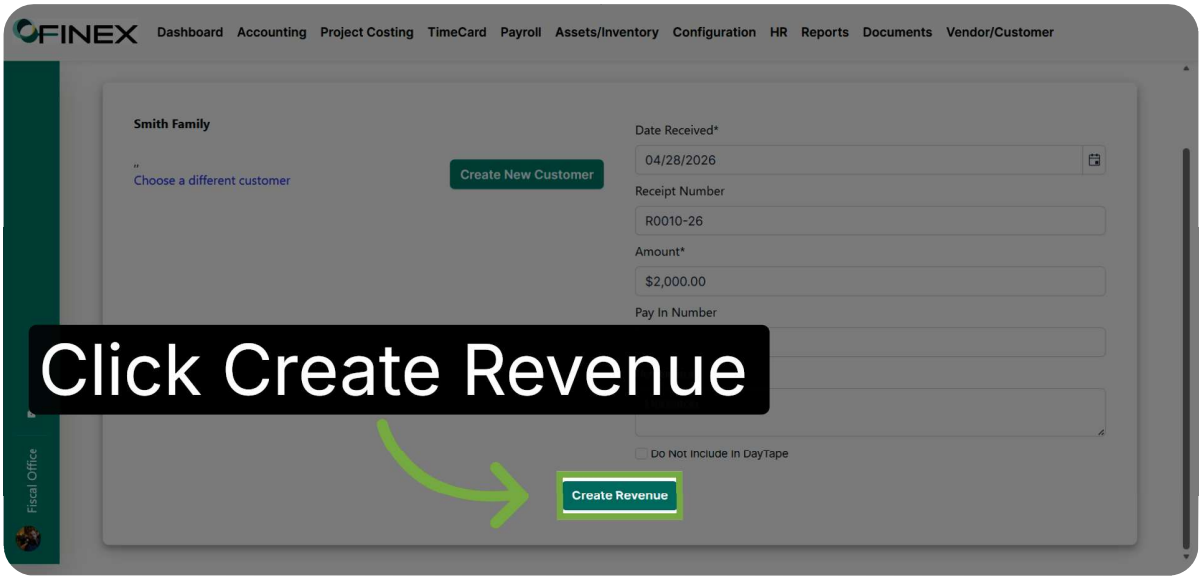
10 Review Revenue Entry Details

Scroll to the bottom of the Add Revenue page.



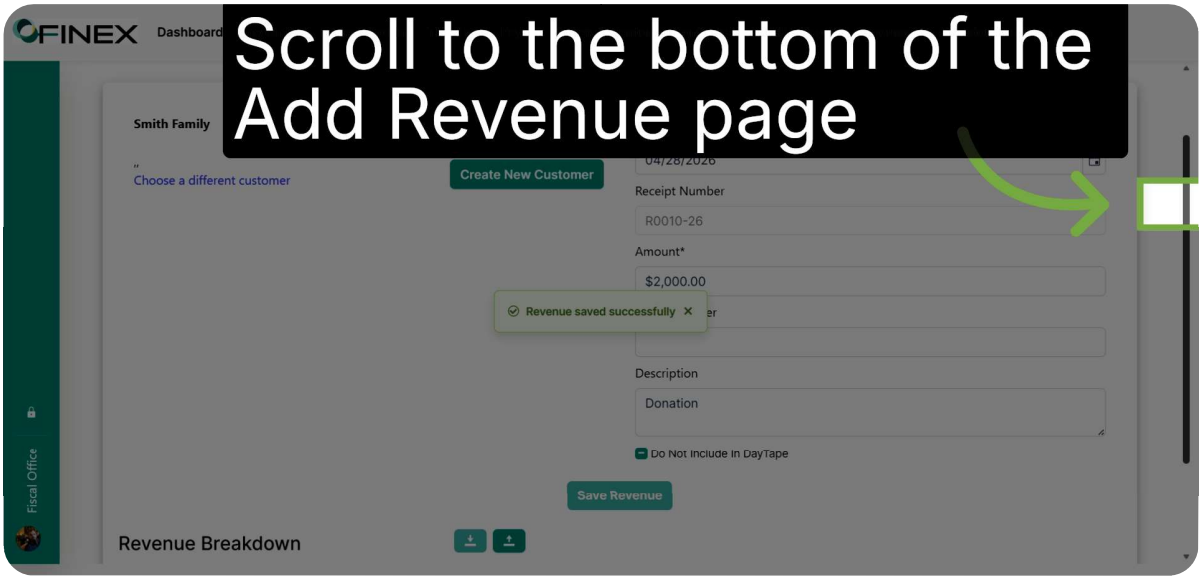
11 Select Create Revenue

Click Create Revenue to continue adding details to your Revenue entry.



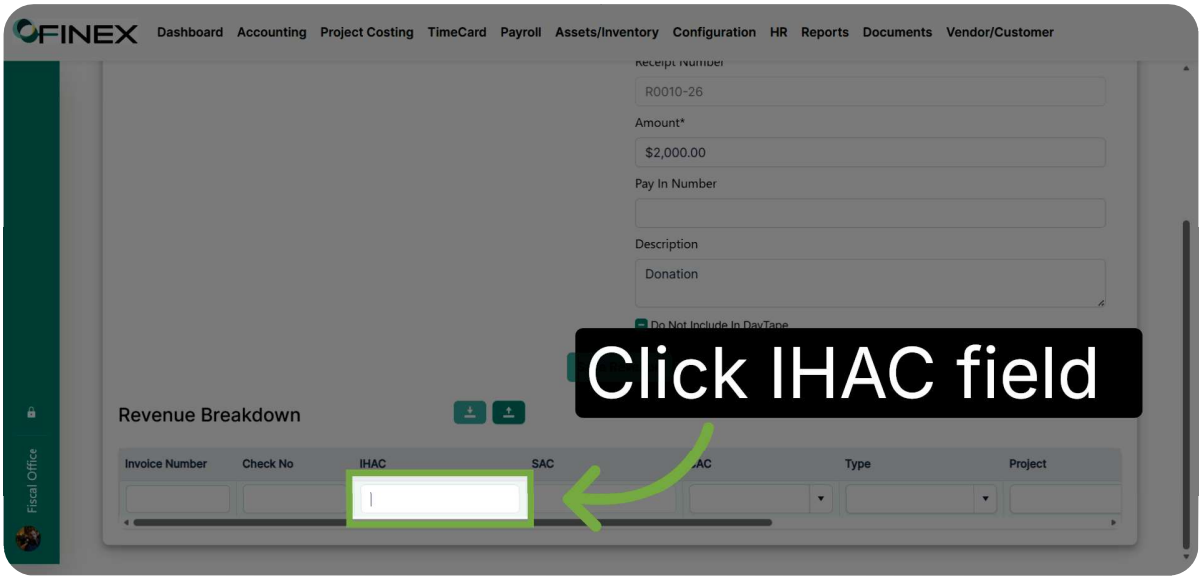
12 Review Revenue Entry Details

Scroll to the bottom of the Add Revenue page again.



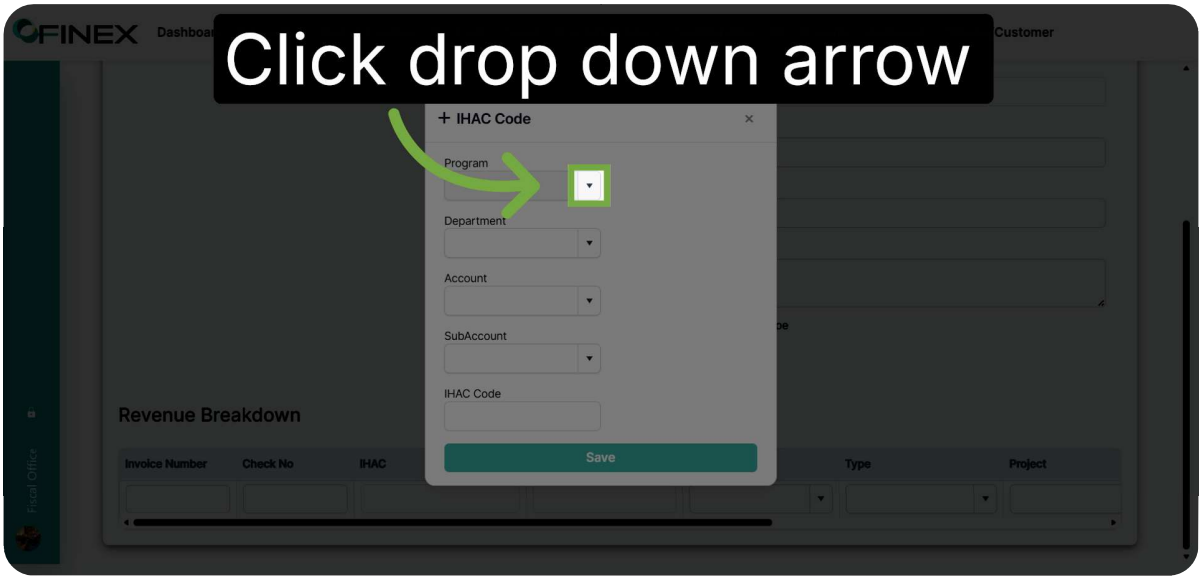
13 Select IHAC Field

Click the IHAC field.



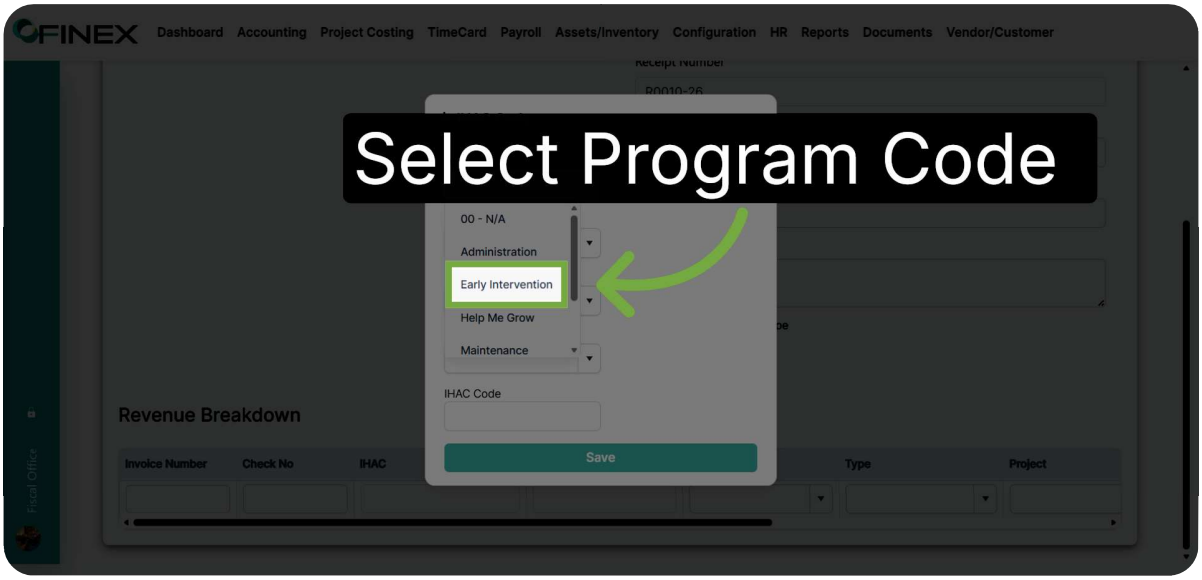
14 Open Program Drop Down

Click the drop-down arrow to show the list of available Program codes.



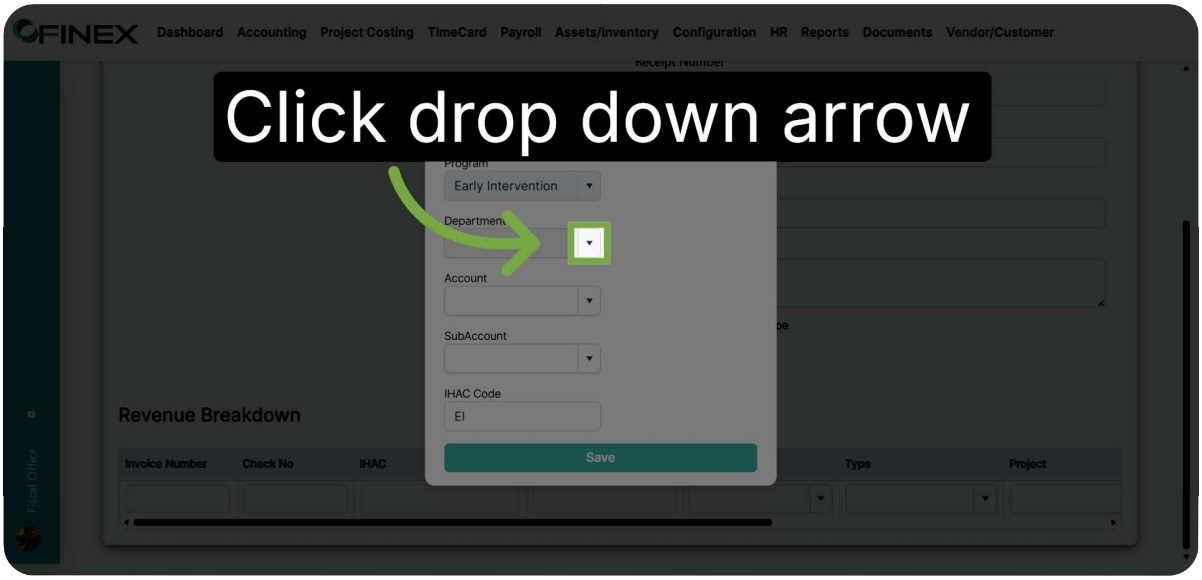
15 Select Program Code From Drop Down List

Select the appropriate Program code for your IHAC.



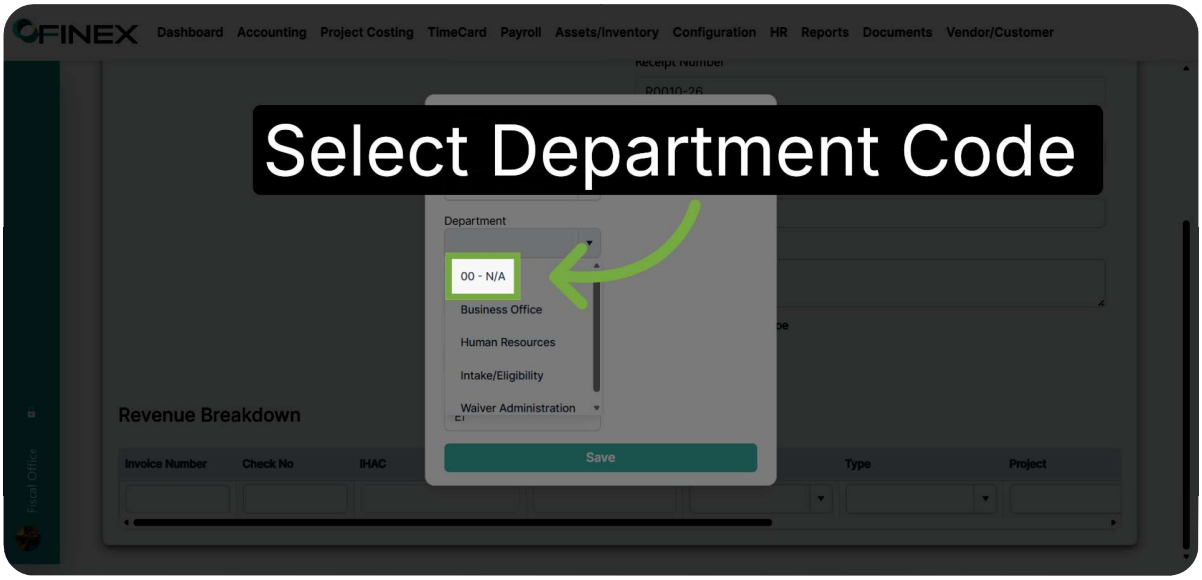
16 Open Category Dropdown

Click the drop-down arrow to show the list of available Department codes.



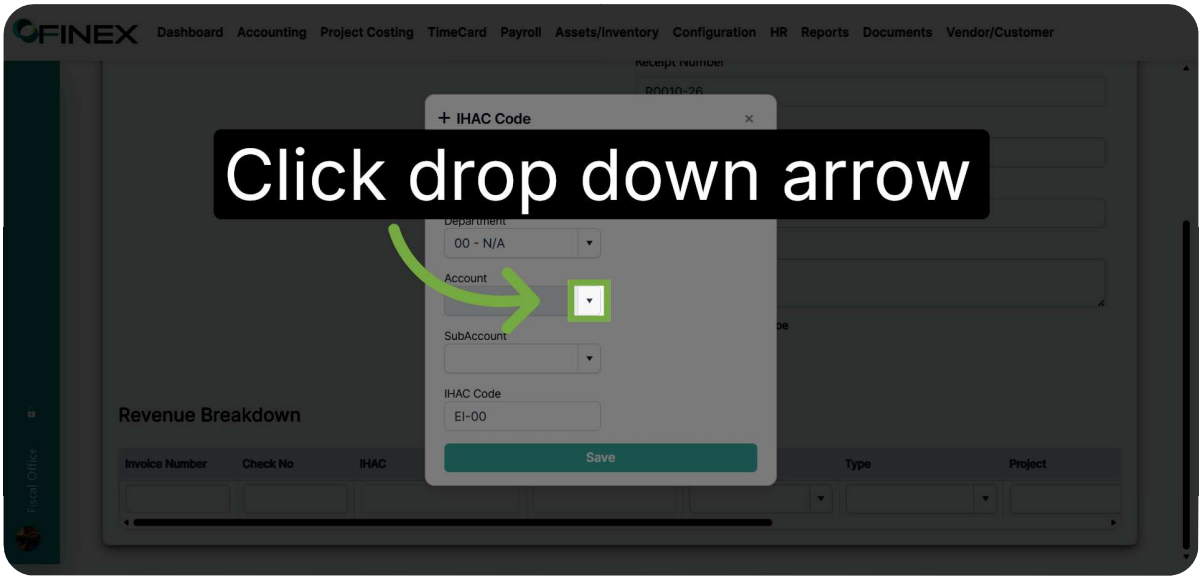
17 Select Department From Drop Down List

Select the appropriate Department code for your IHAC.



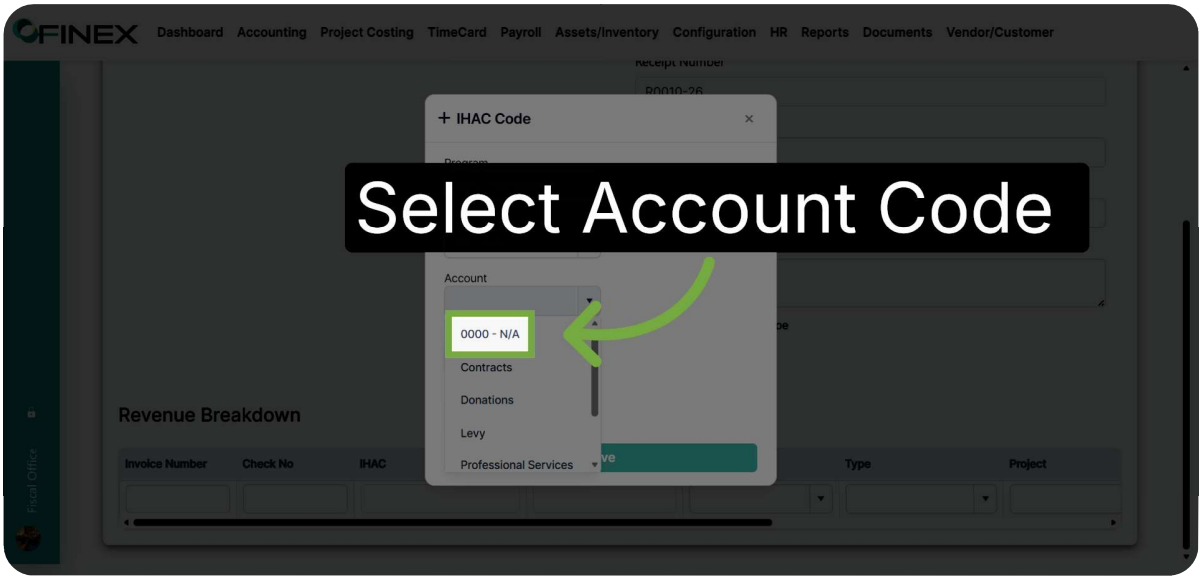
18 Open Account Menu

Click the drop-down arrow to show the list of available Account codes.



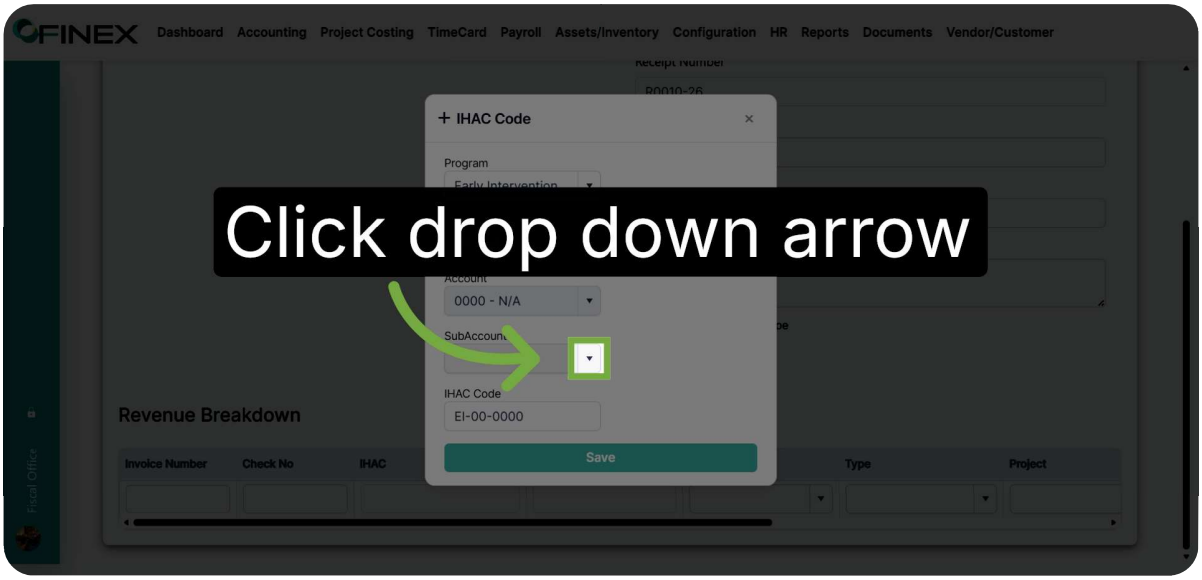
19 Select Account Code

Select the appropriate Account code for your IHAC.



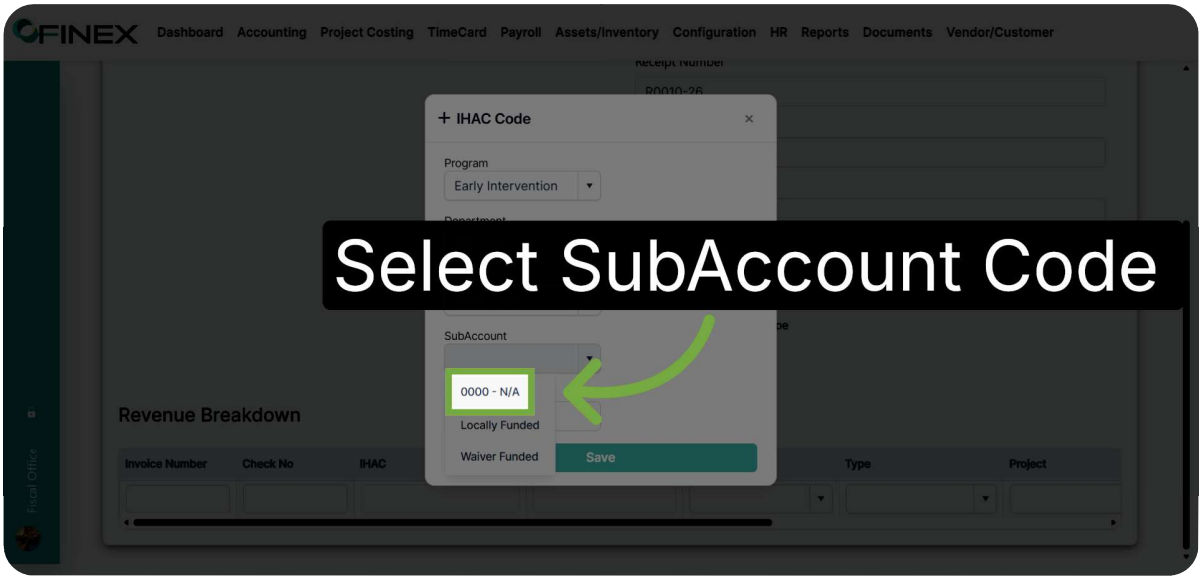
20 Open Sub Account Menu

Click the drop-down arrow to open the SubAccount menu.



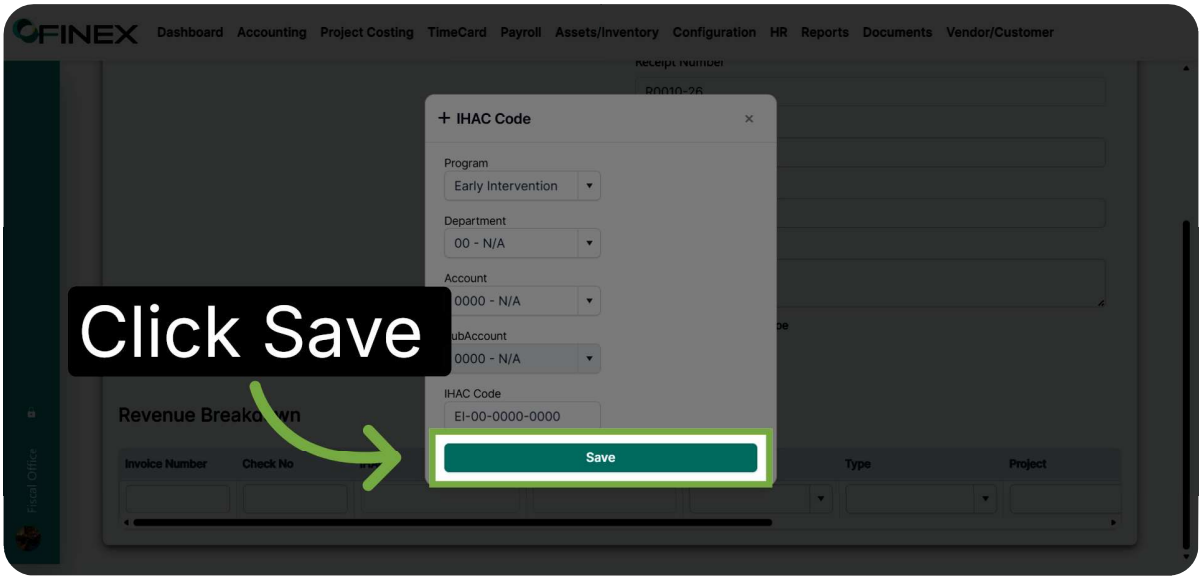
21 Select SubAccount Code

Select the appropriate SubAccount code for your IHAC.



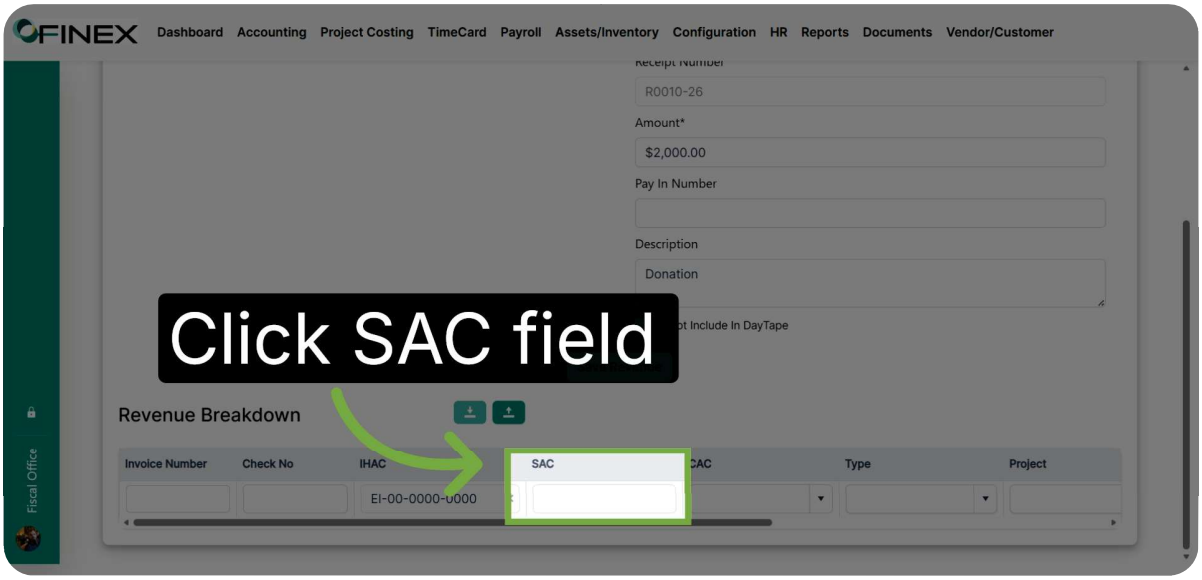
22 Save IHAC

Click Save to complete the IHAC code for your Revenue.



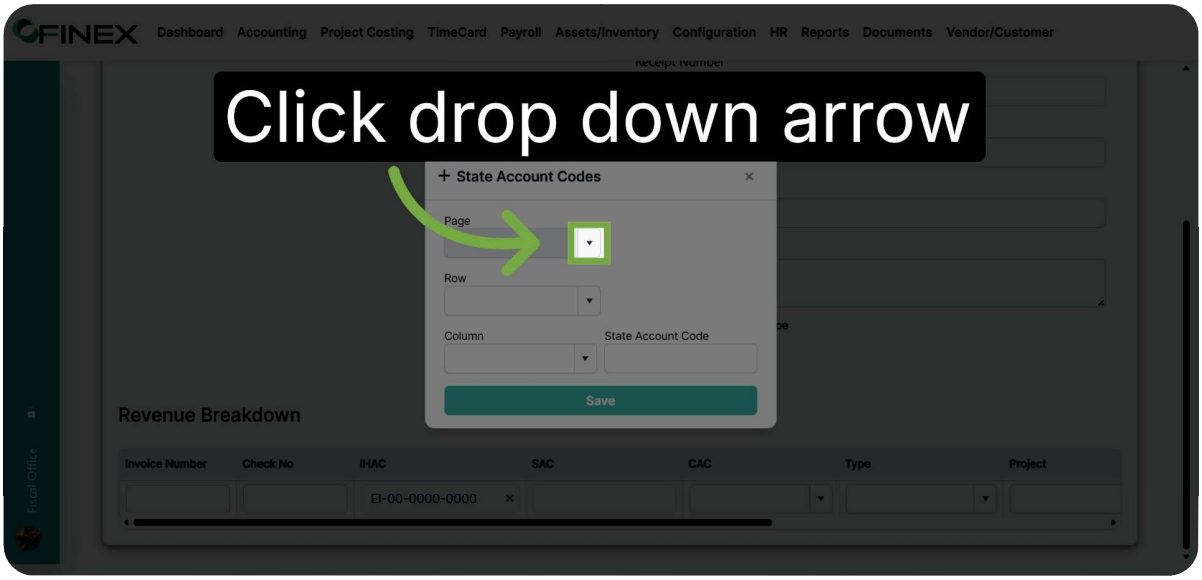
23 Select SAC Field

Click the SAC field.



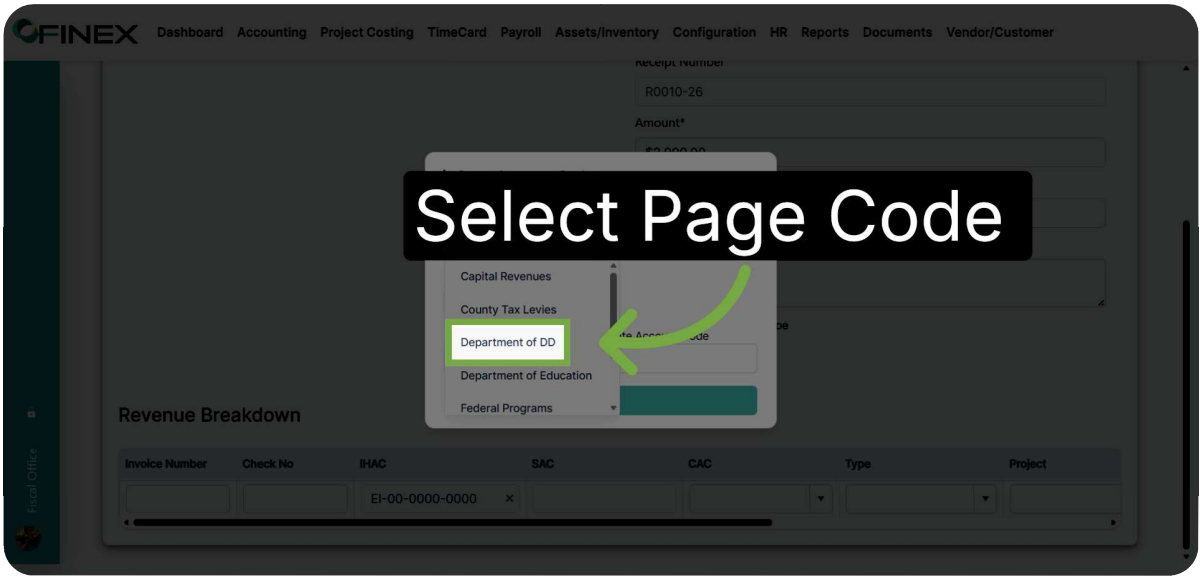
24 Open Page Menu

Click the drop-down arrow to show the list of available Page codes.



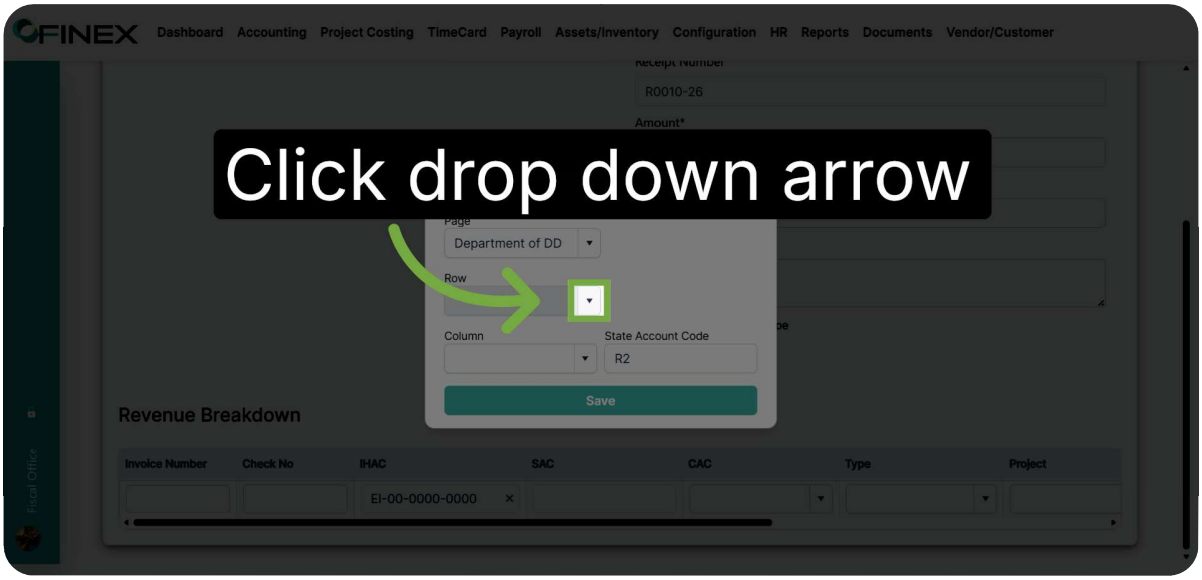
25 Select Page From Drop Down List

Select the appropriate Page code for your SAC.



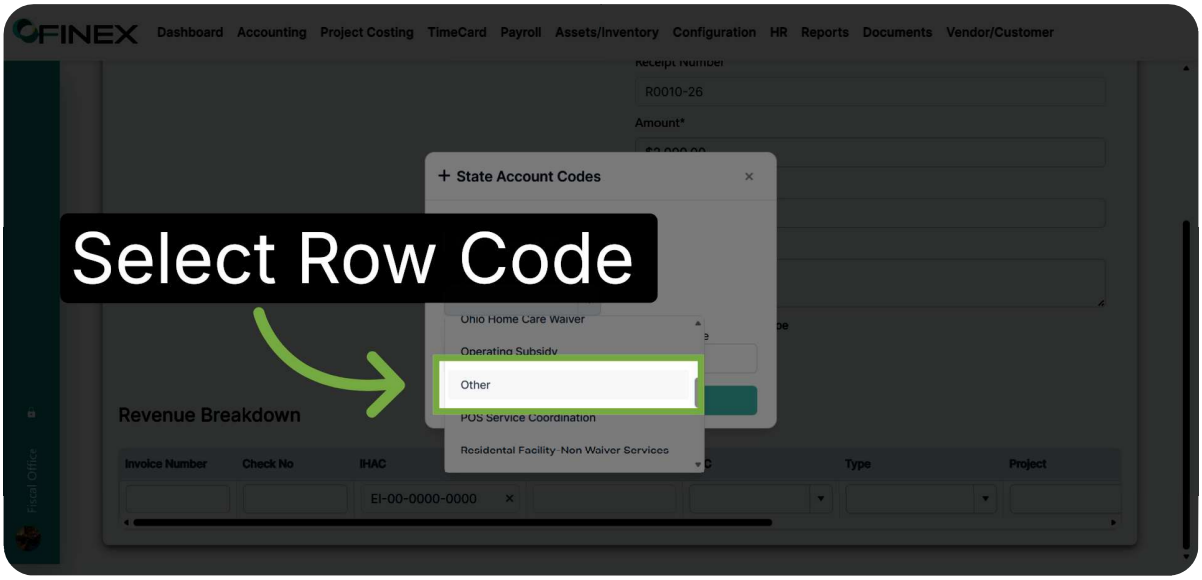
26 Open Row Menu

Click the drop-down arrow to view the list of available Row codes.



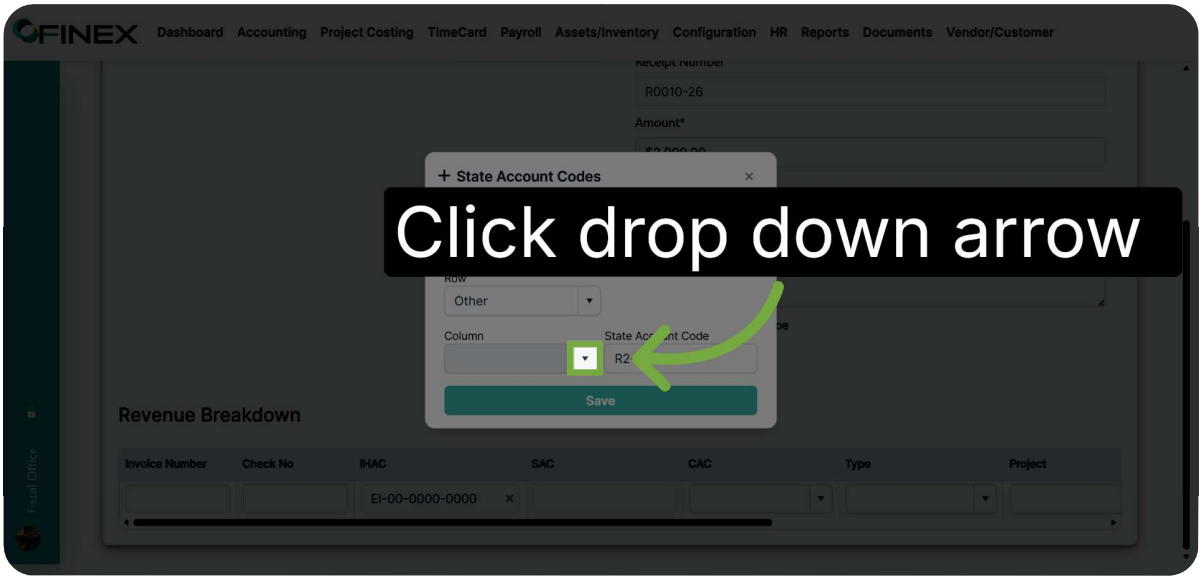
27 Select Row From Drop Down List

Select the appropriate Row code for your SAC.



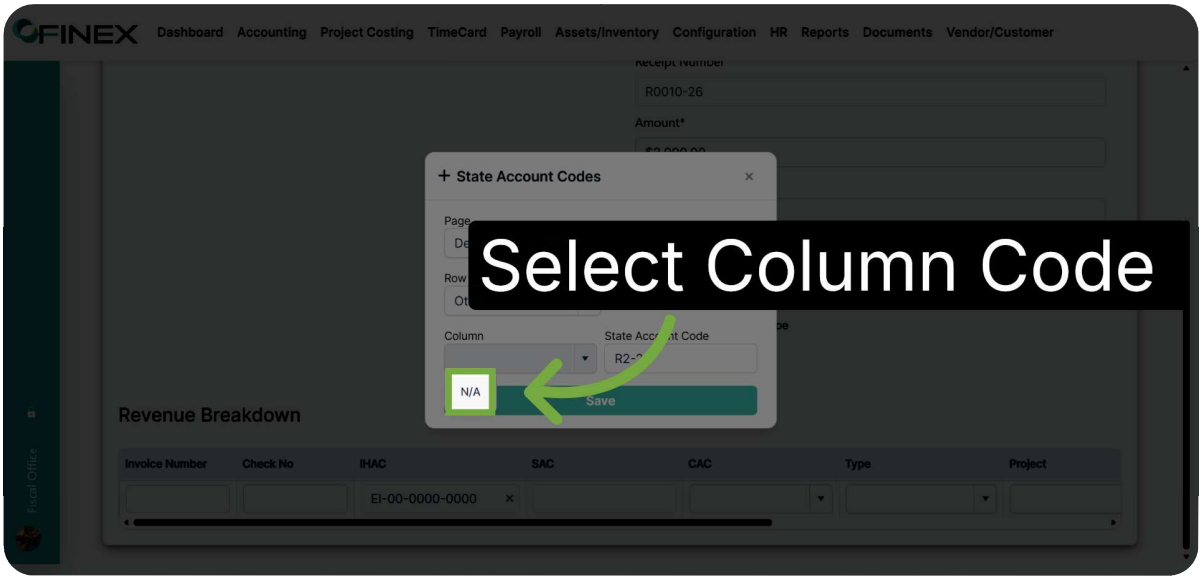
28 Open Column Menu

Click the drop-down arrow to show the list of available Column codes.



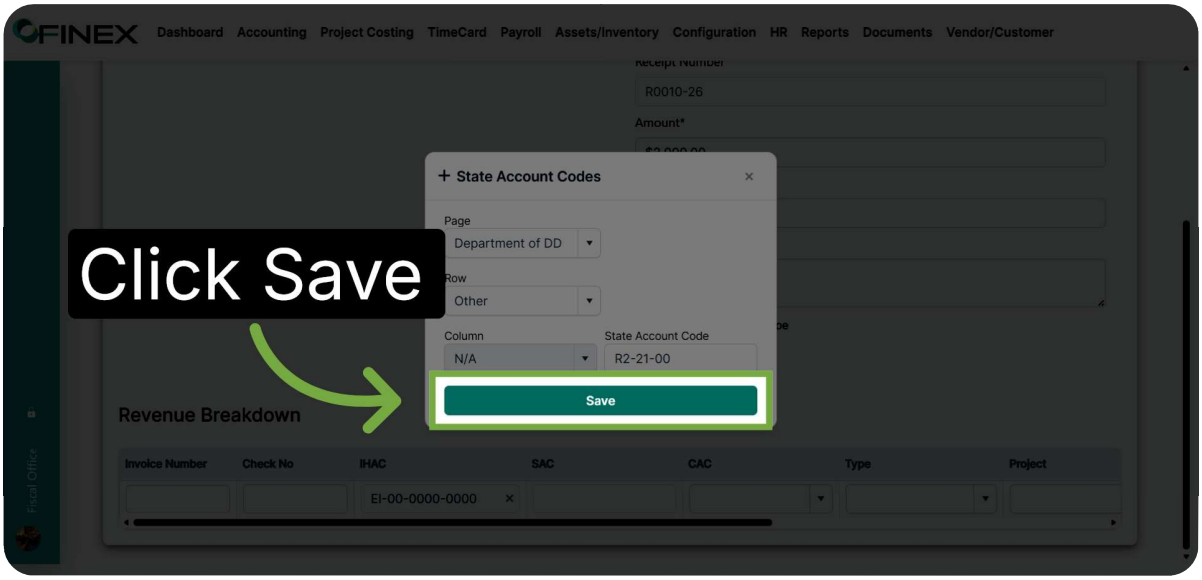
29 Select Column From Drop Down List

Select the appropriate Column Code for your SAC.



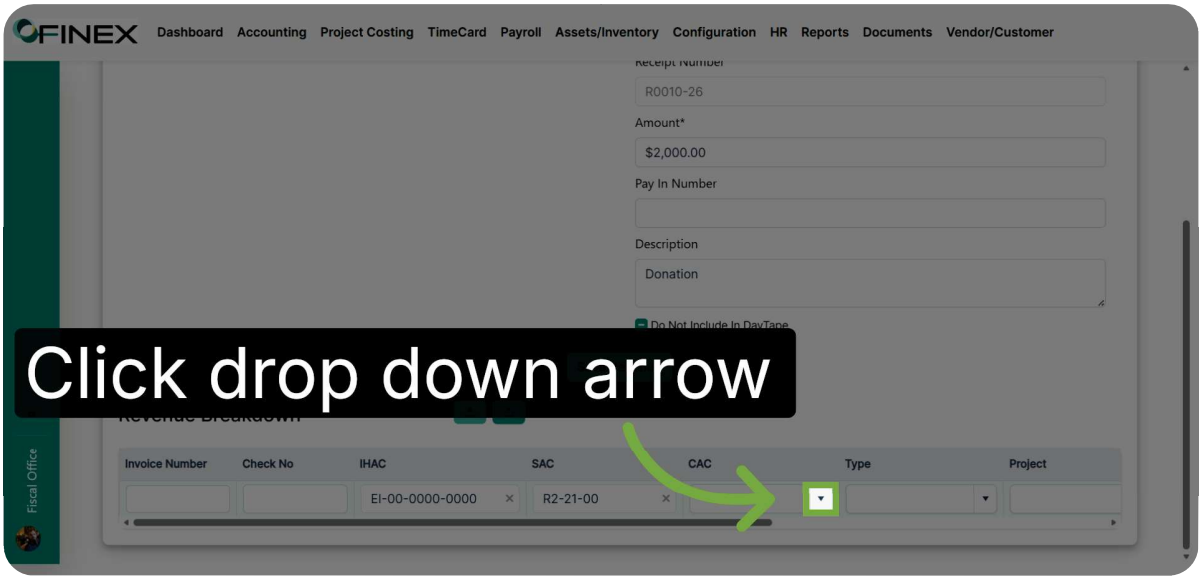
30 Save SAC Code

Click Save to complete the SAC code for your Revenue.



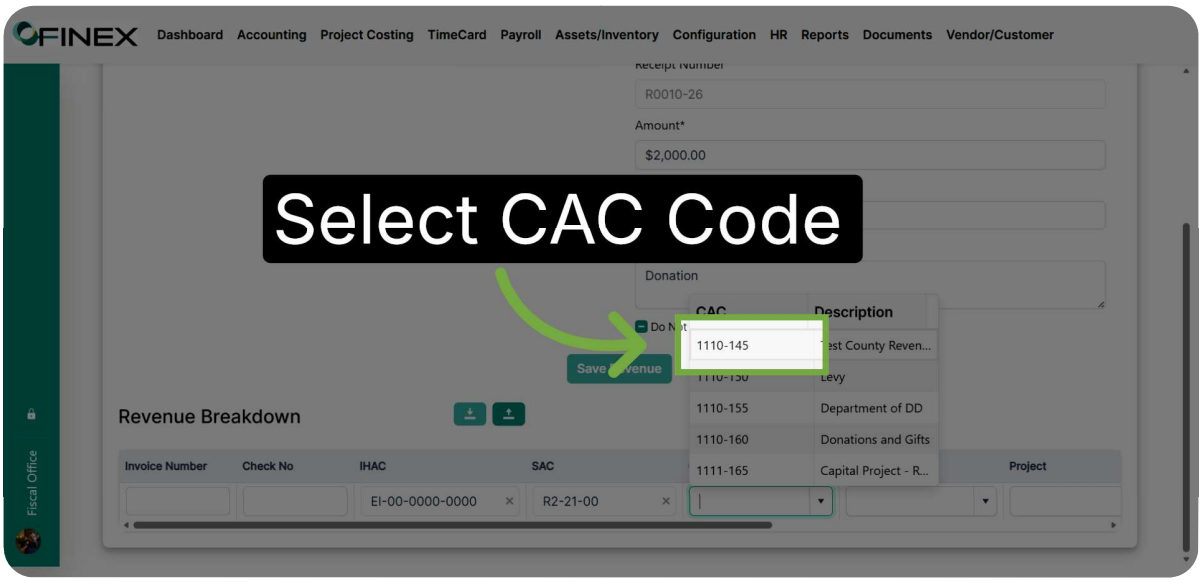
31 Open CAC Code Menu

Click the drop-down arrow to view the list of available CAC codes.



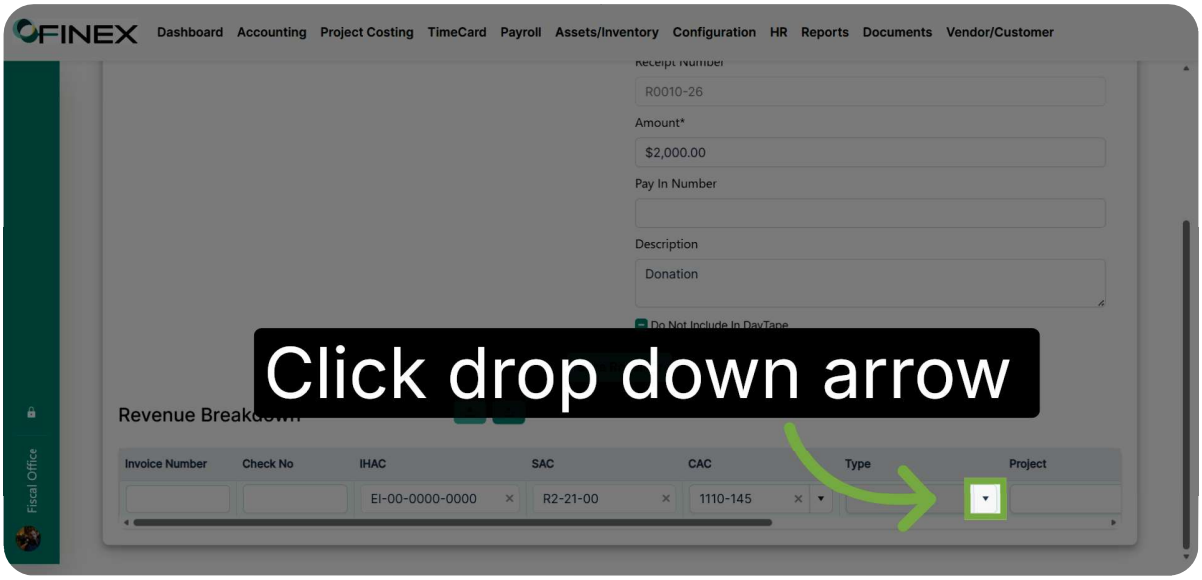
32 Select CAC Code

Choose the appropriate CAC code from the drop-down list.



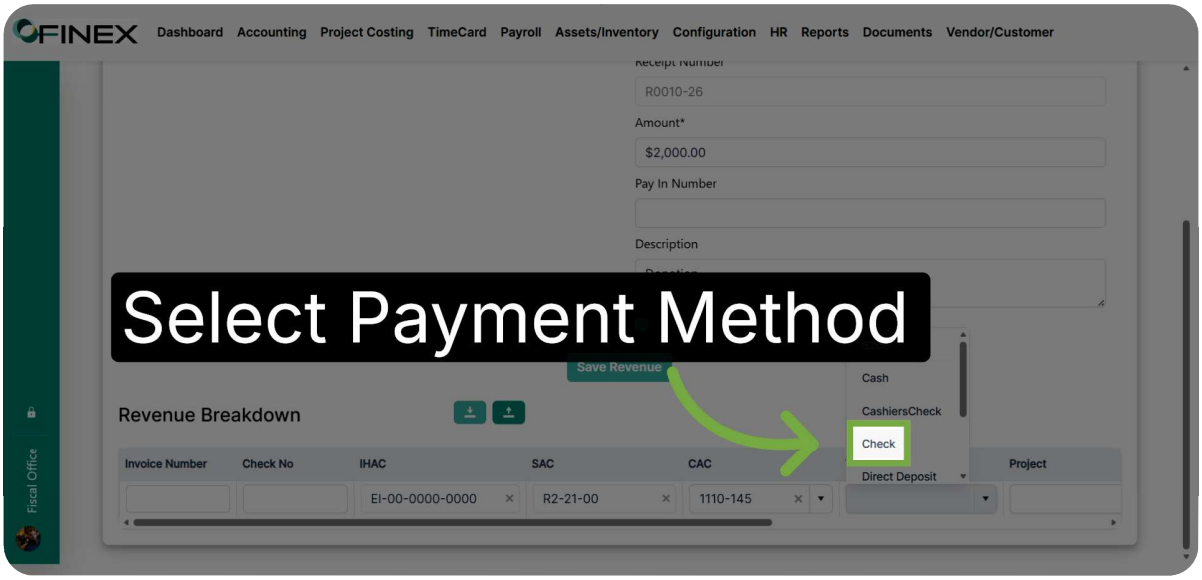
33 Open Payment Menu

Click the drop-down arrow to show the list of available Payment options.



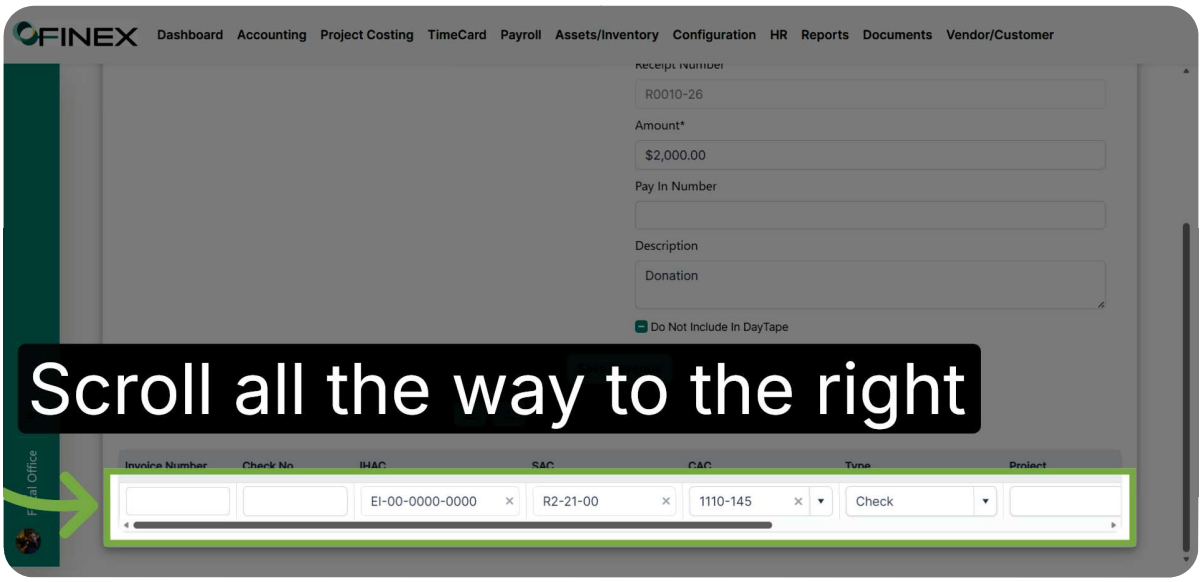
34 Choose Payment Method

Click the appropriate Payment method for how the Revenue was received.



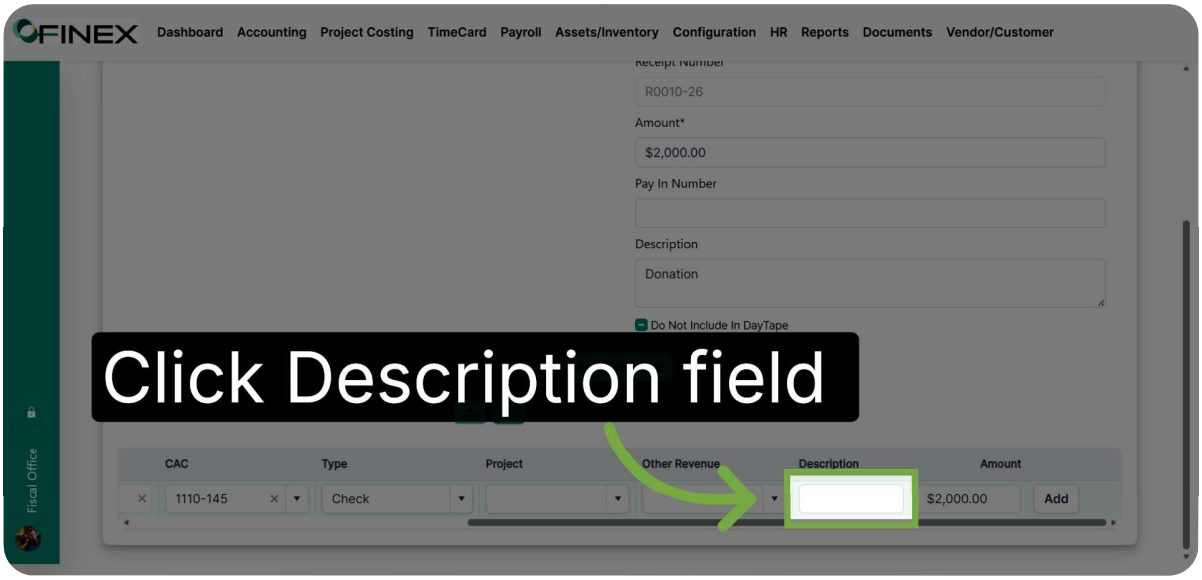
35 Continue Adding Revenue Information

Move the scroll bar all the way to the right to continue adding Revenue information.



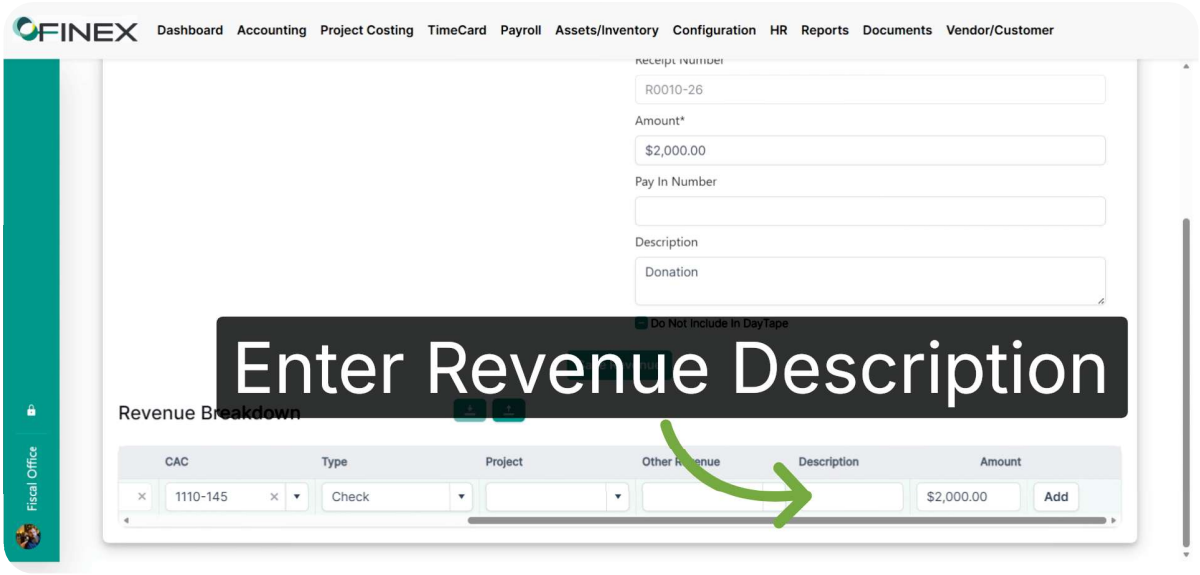
36 Select Description Field

Click the Description field.



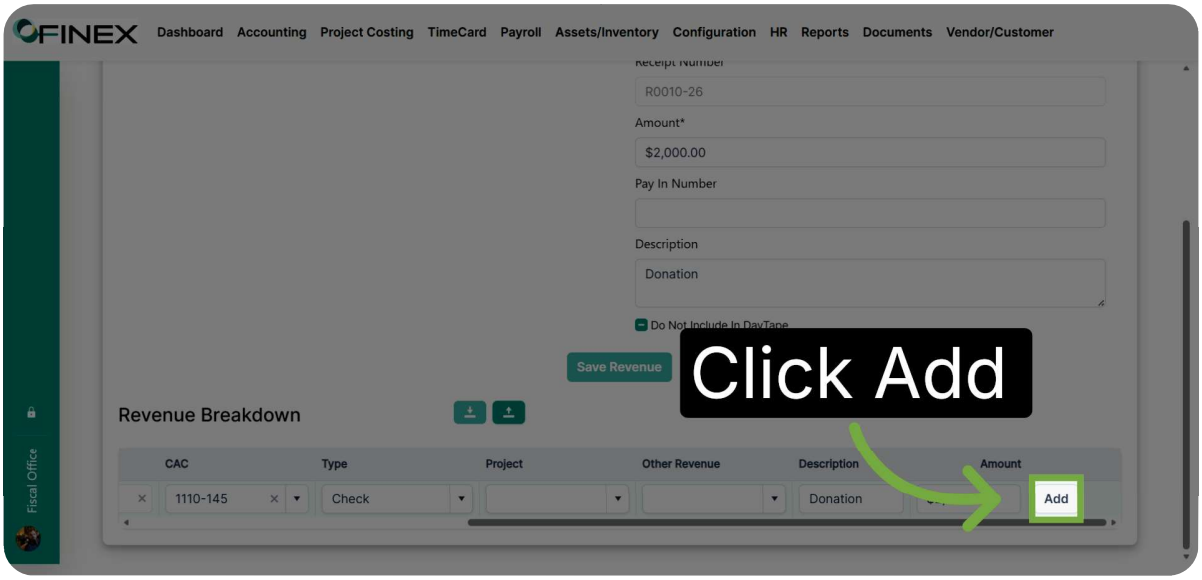
37 Enter Payment Description

Enter a Description for your Revenue.



38 Complete Revenue

Click Add to save and complete your Revenue entry.



You have now successfully completed a Revenue entry in Finex.

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