How To Create A County Expense Code In Finex

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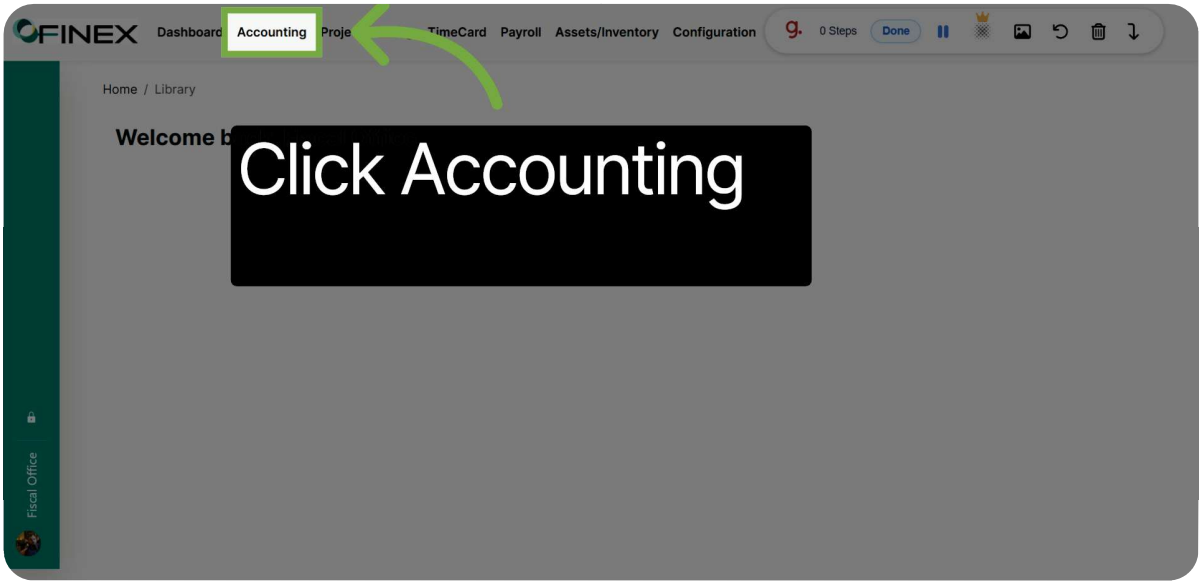
This tutorial guides you through creating a new County Expense Code in Finex.

Go to www.finexweb.com

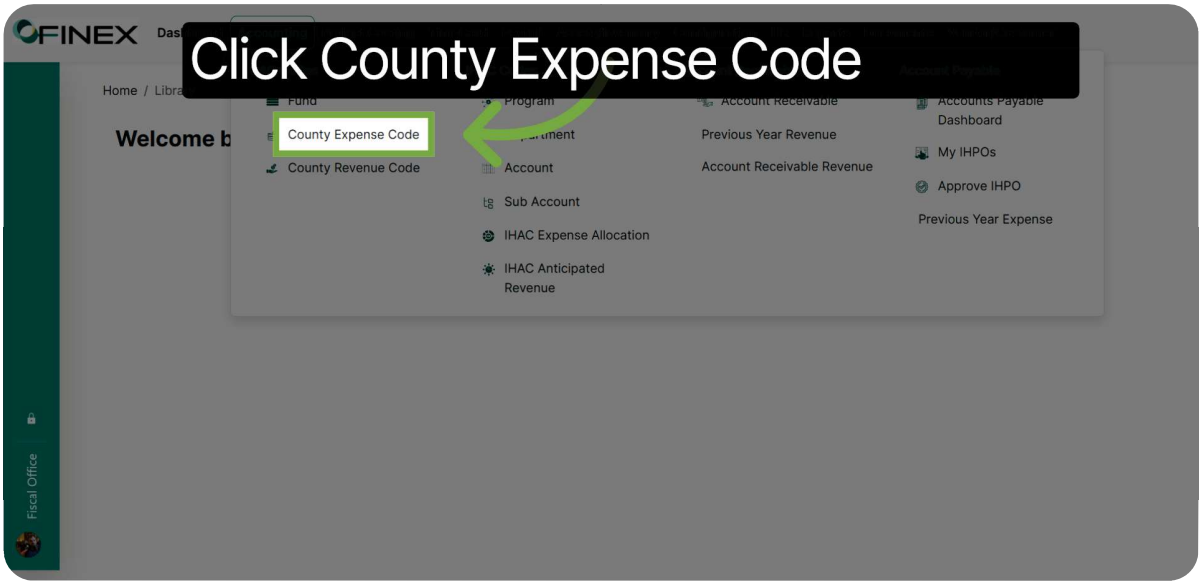
01 Navigate to Accounting Section

Click accounting to access the financial section of Finex.



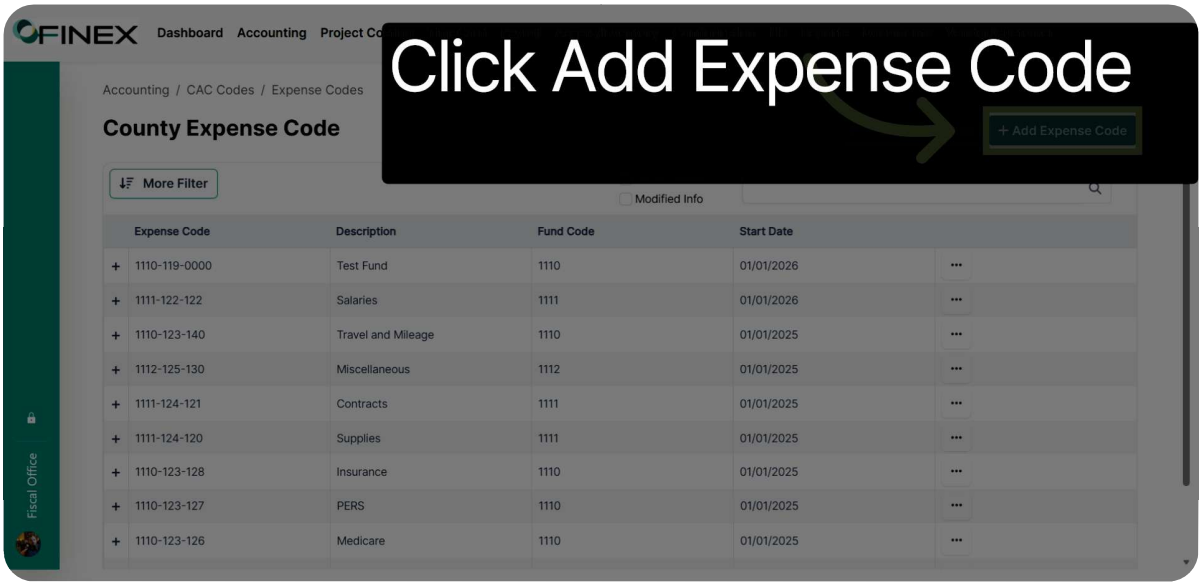
02 Open County Expense Code Page

Click County Expense Code to view and manage County Expense Codes in Finex.



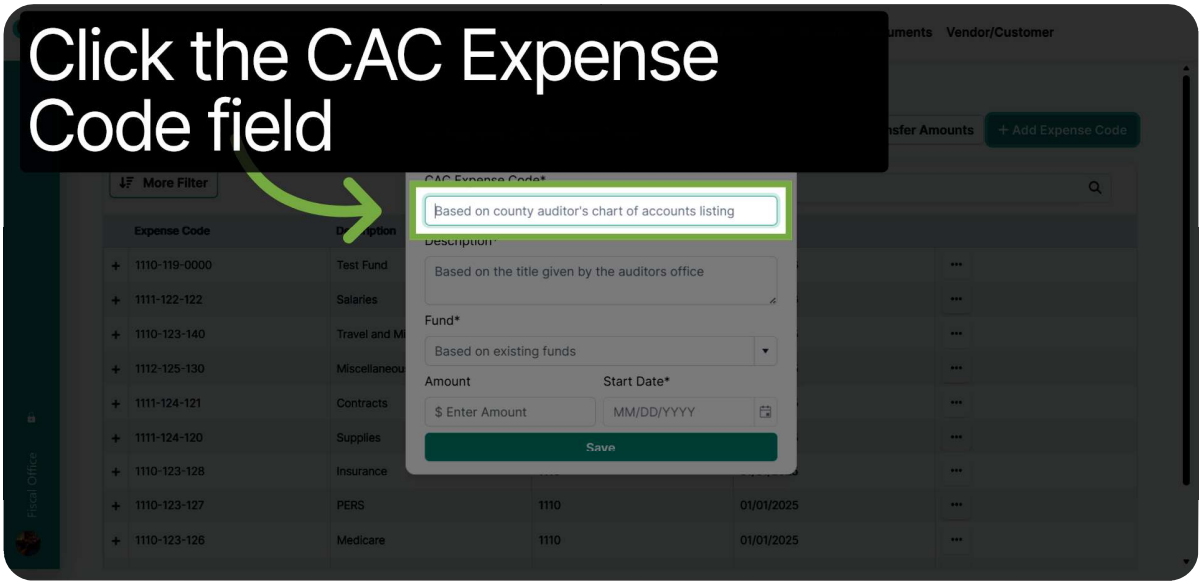
03 Initiate Adding New Expense Code

Click County Expense Codes to access where you can manage and create new County Expense Codes in Finex.



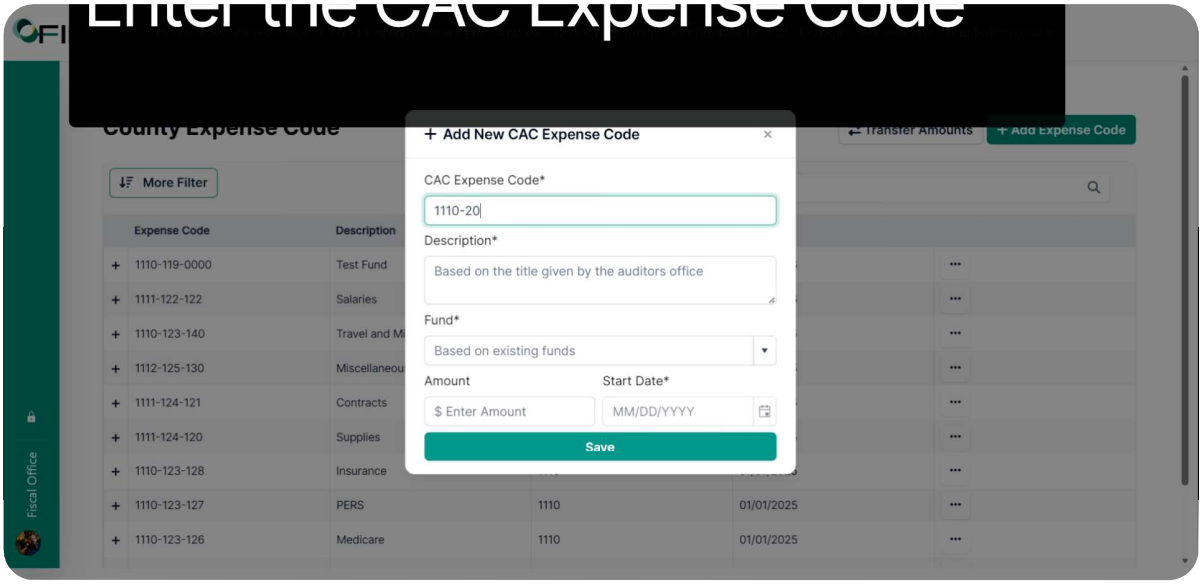
04 Select CAC Expense Code Field

Click add Expense Code and then click in the County Expense Code field.



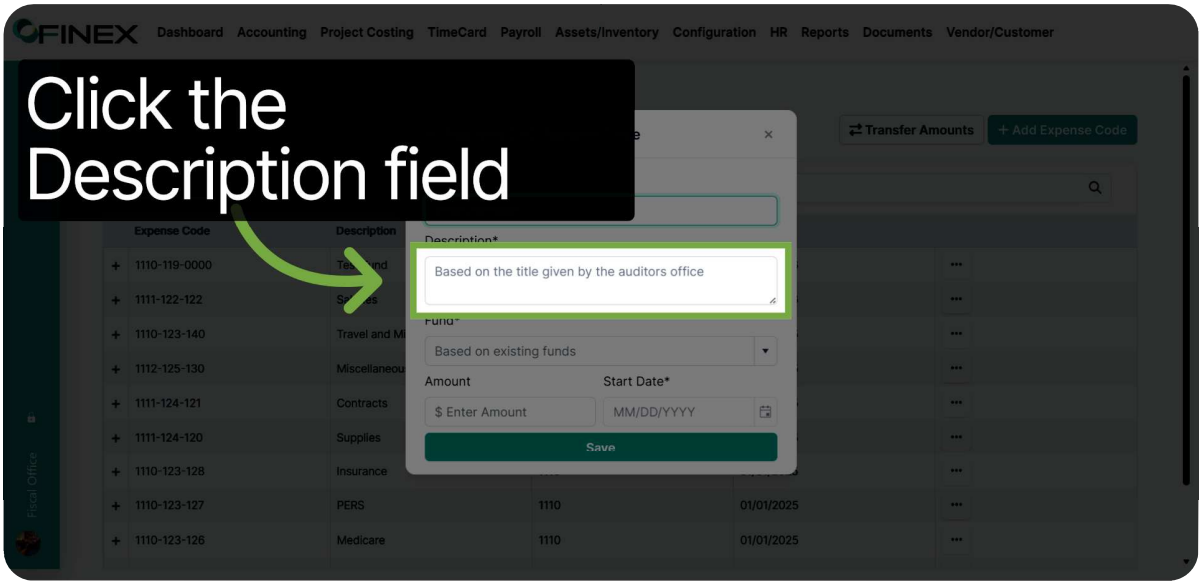
05 Enter Expense Code Number

Enter your County Expense Code.



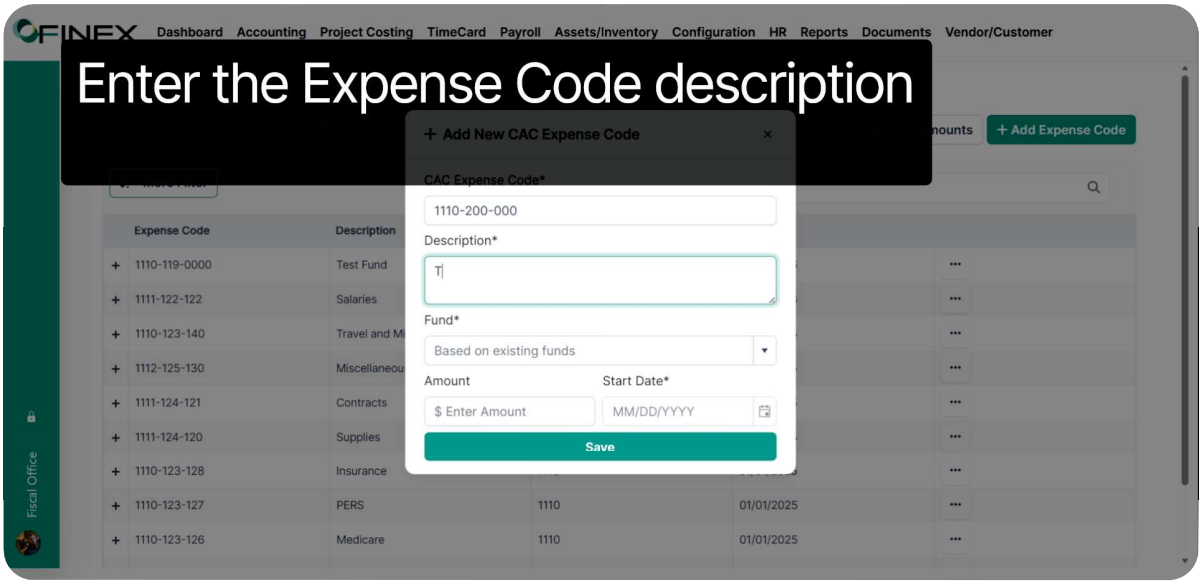
06 Select Description Field

Click the description field for the County Expense Code.



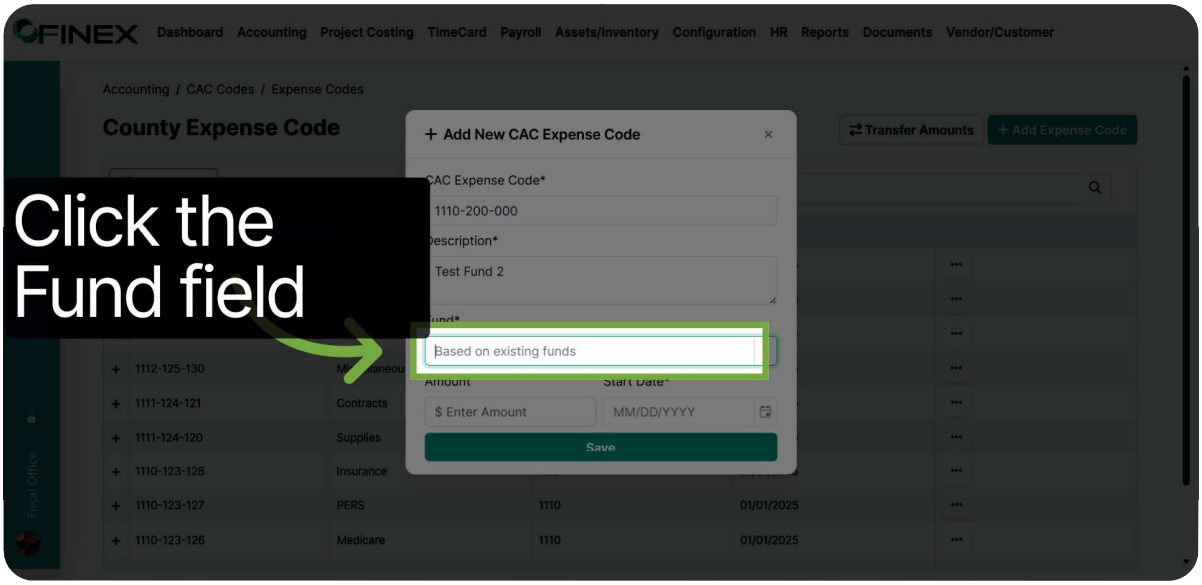
07 Enter Expense Code Description

Add the description of your County Expense Code.



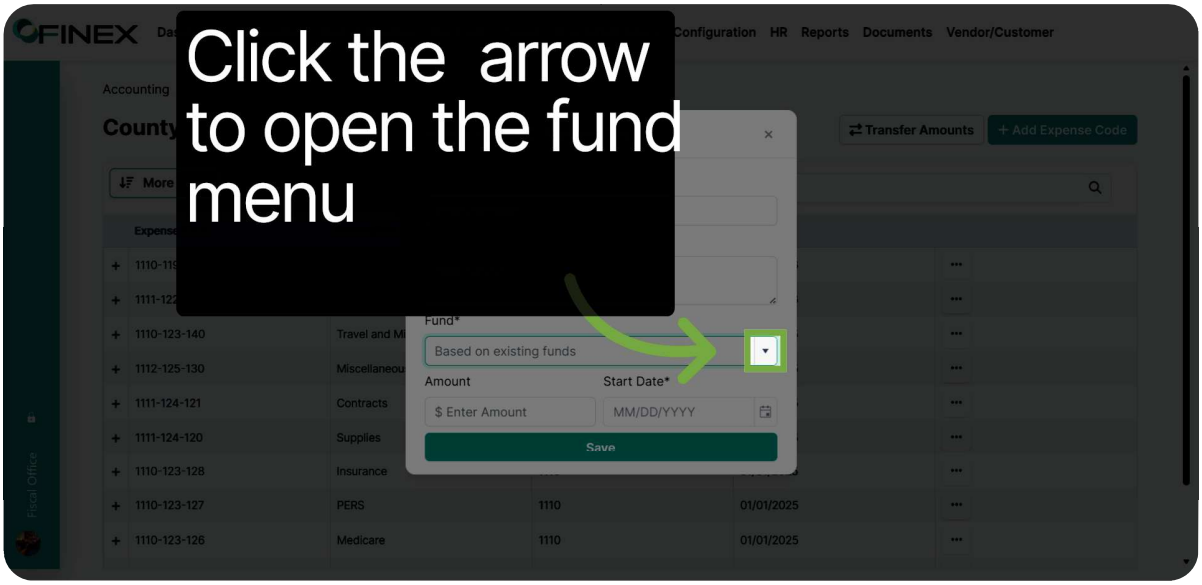
08 Select Fund Field

Select the Fund field.



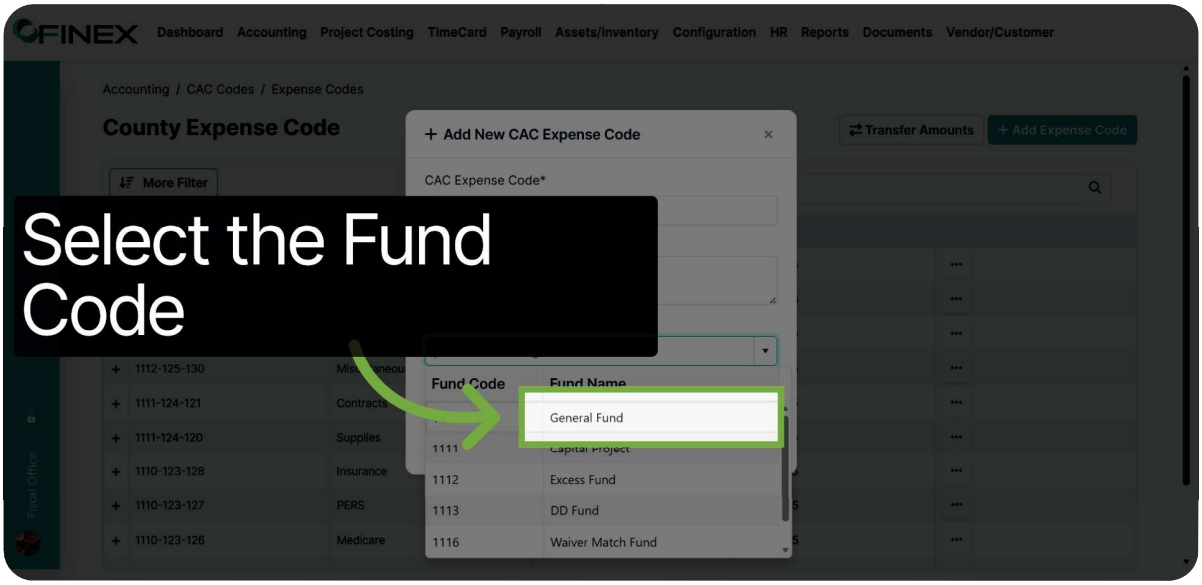
09 Open Fund Options

Click the arrow to open the Fund menu.



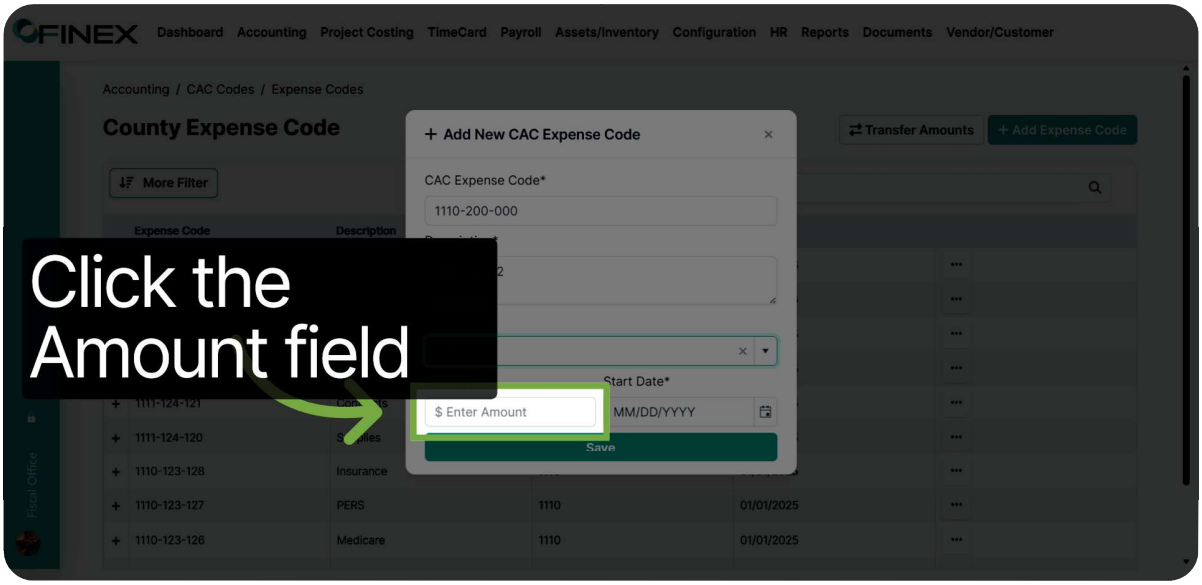
10 Choose General Fund

Select the Fund code that correlates with your County Expense Code.



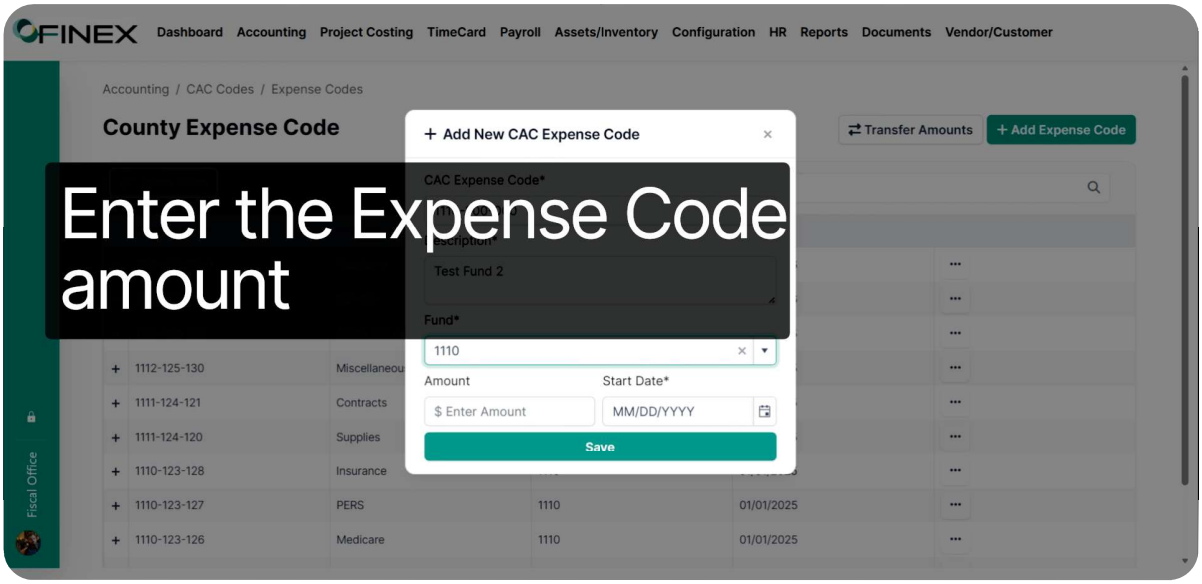
11 Select Amount Field

Click the Amount field.



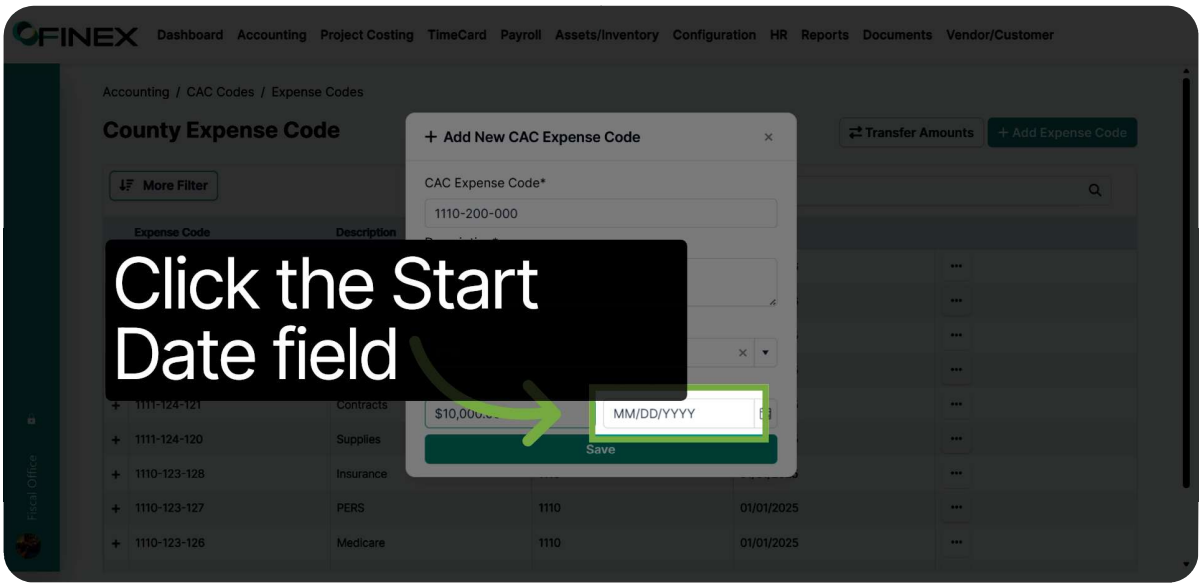
12 Enter Budget Amount

Enter the Expense Code amount.



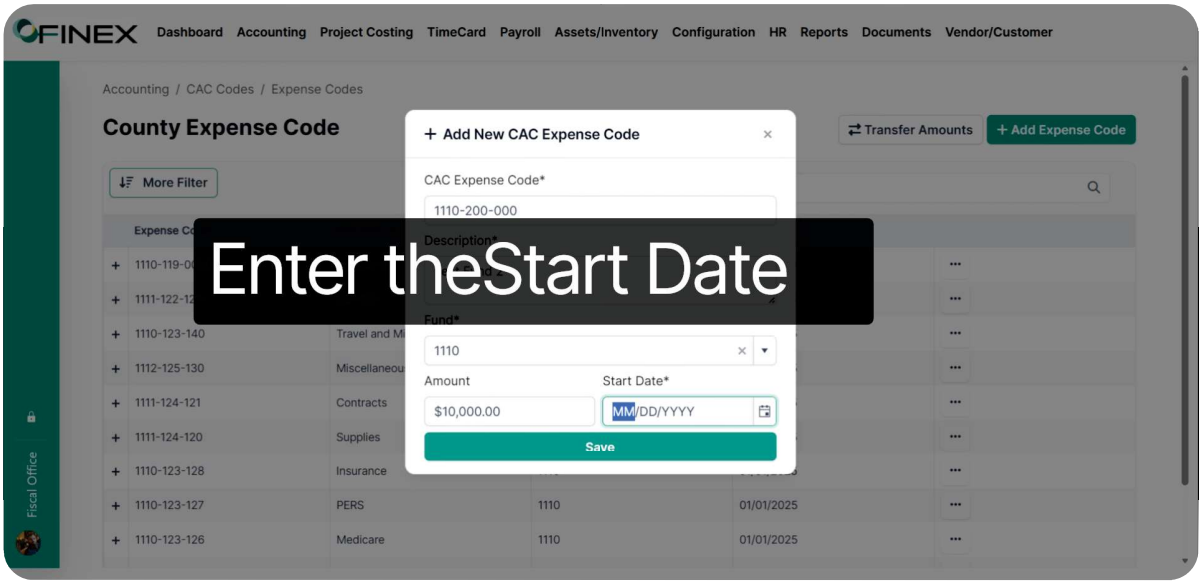
13 Select Start Date Field

Select the start date field.



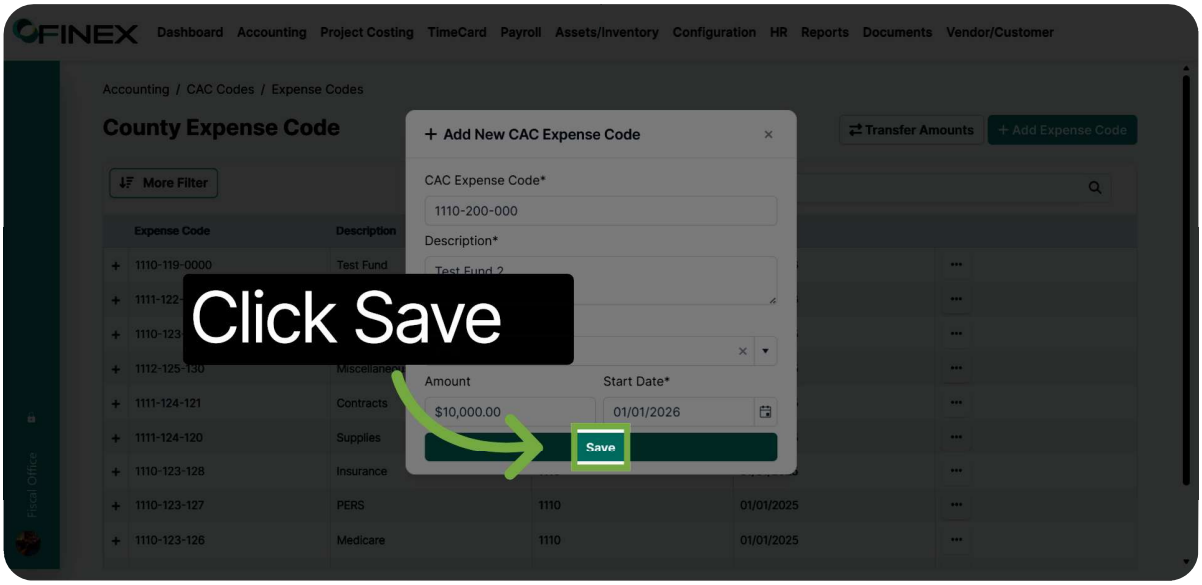
14 Enter Start Date

Enter the start date for your County Expense Code.



15 Save Expense Code

Click save to finalize your County Expense Code.



You have now successfully created a new County Expense Code in Finex. You can utilize the County Expense Code page to manage existing County Expense Codes and create additional County Expense Codes as needed.

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