How To Create A County Revenue Code In Finex

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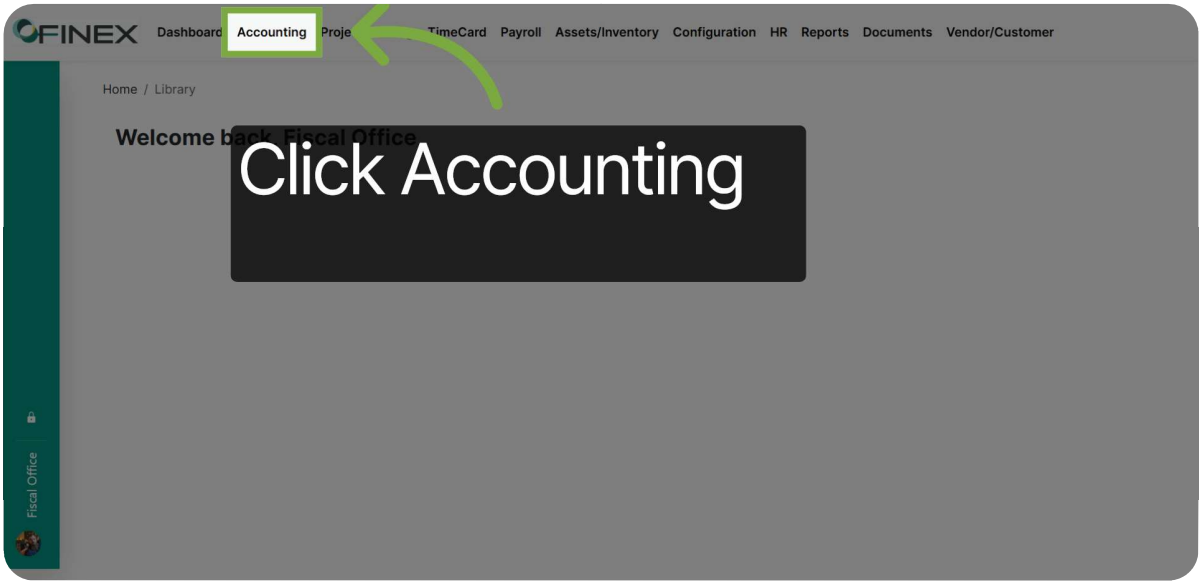
This tutorial guides you through creating a new County Revenue Code in Finex.

Go to www.finexweb.com

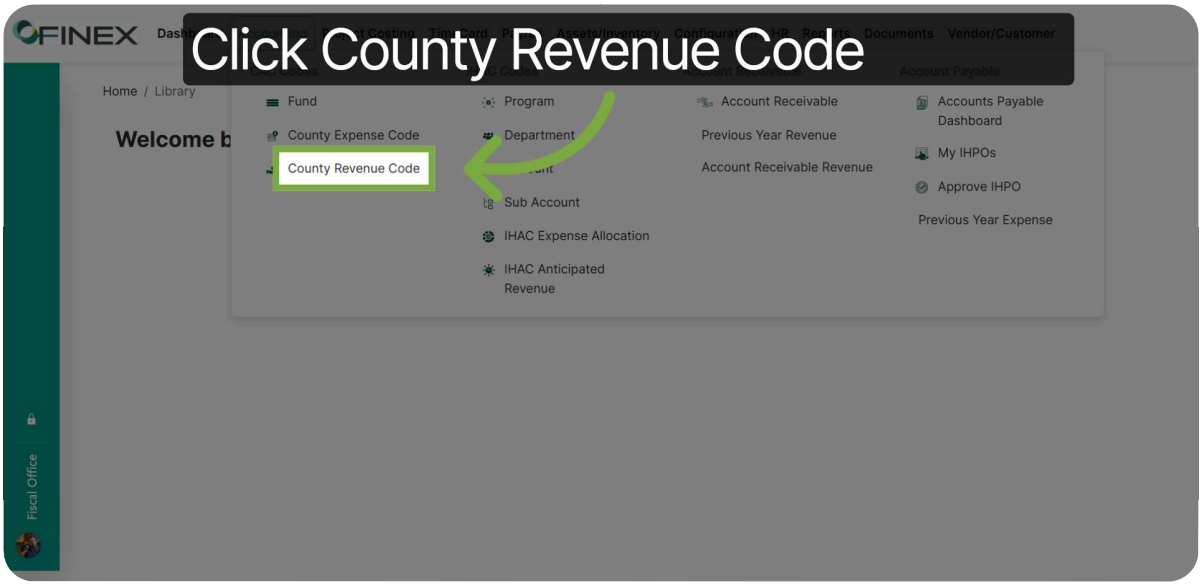
01 Navigate to Accounting Section

Click accounting to access the financial section of Finex.



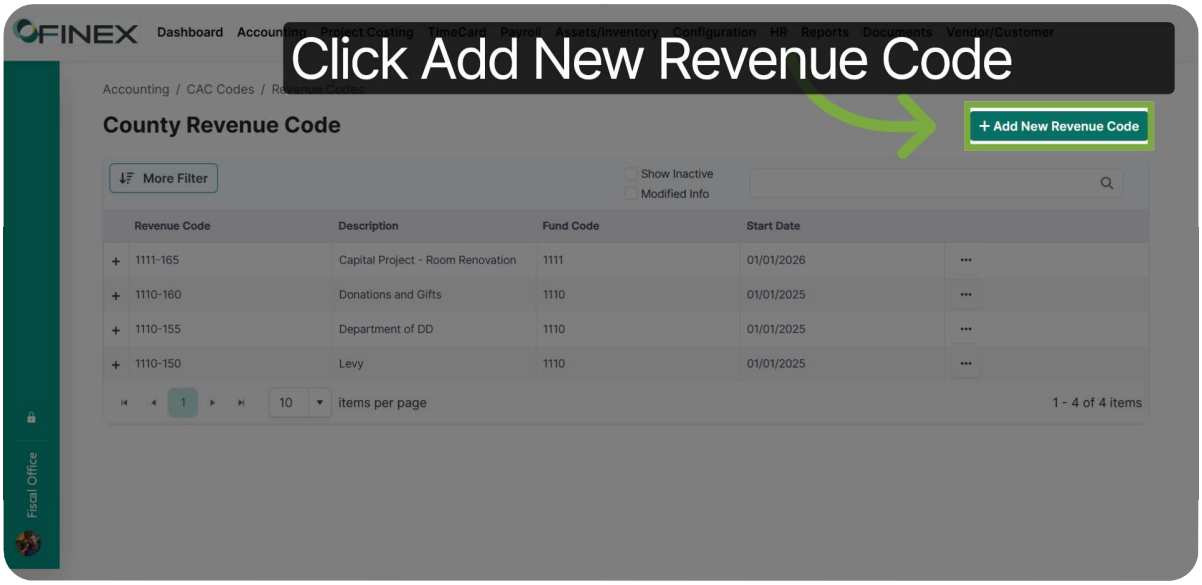
02 Open County Revenue Code

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



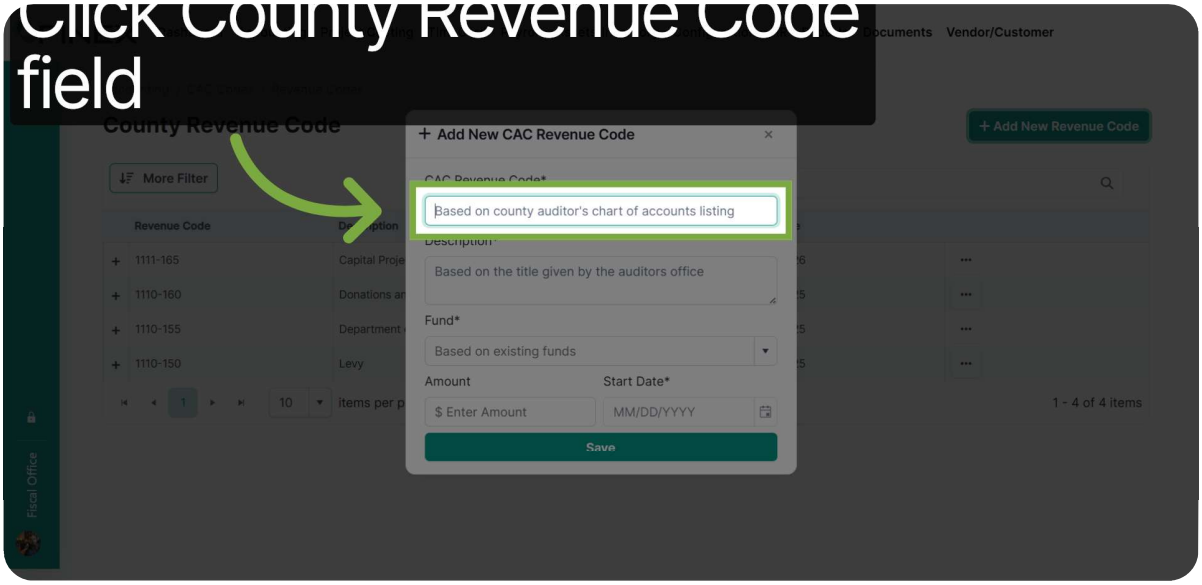
03 Initiate New County Revenue Code

Click add new Revenue Code to start creating a new County Revenue code.



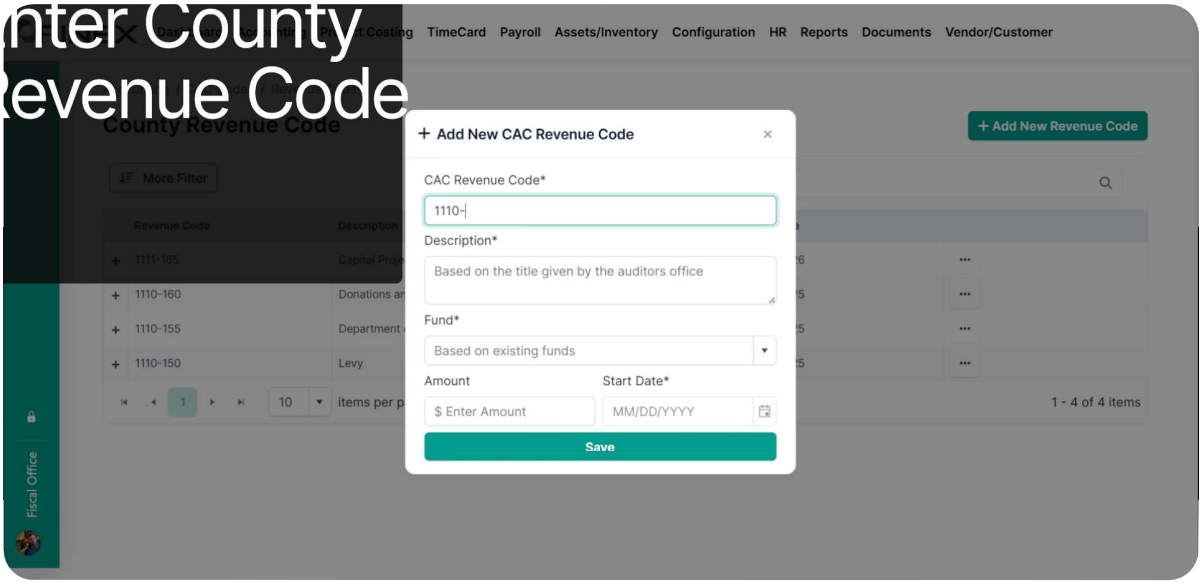
04 Select County Revenue Code Field

Click the County Revenue Code field.



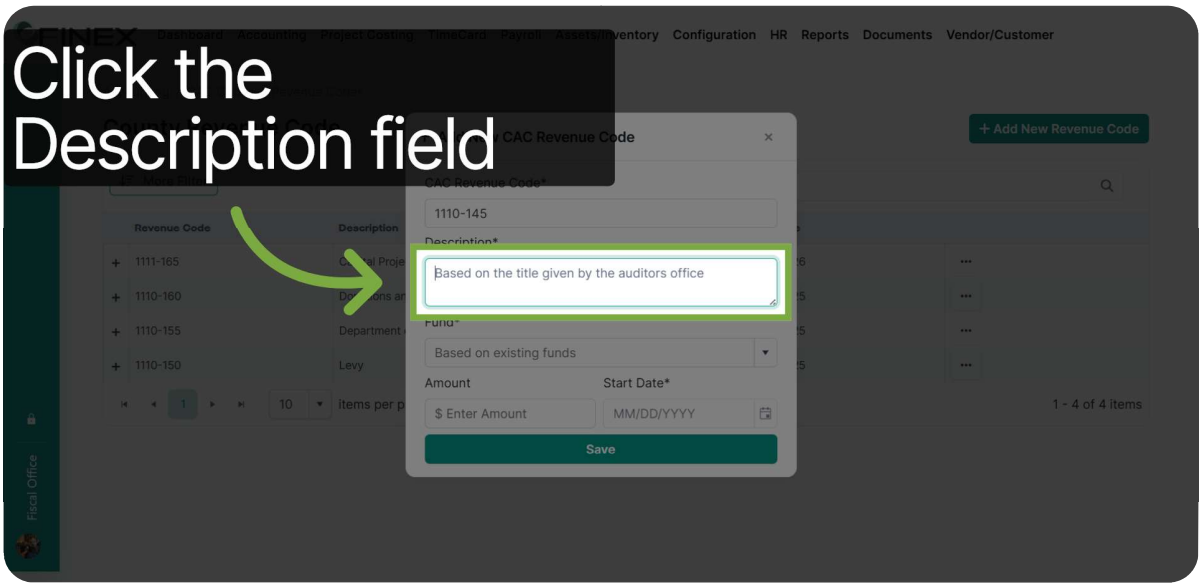
05 Enter County Revenue Code

And to the County Revenue Code.



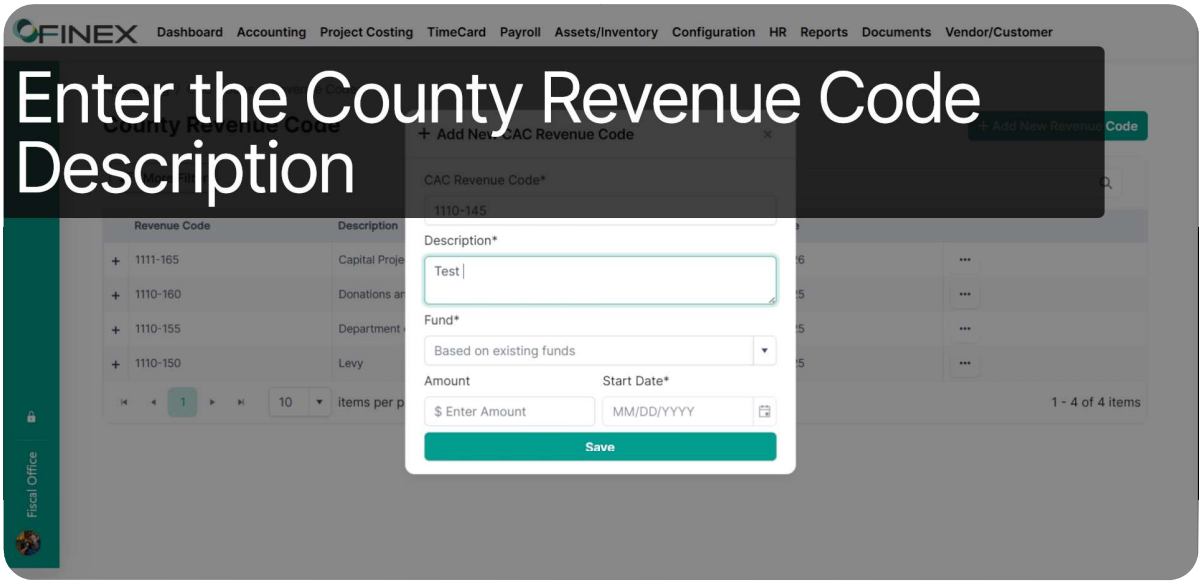
06 Select Description Field

Click the description field.



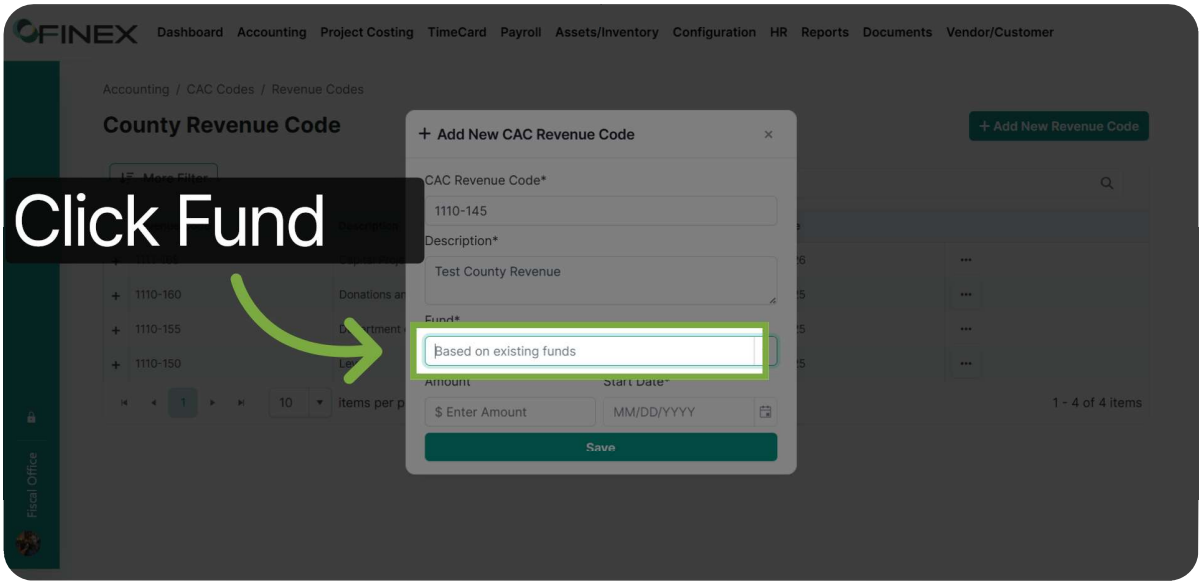
07 Enter County Revenue Code Description

Enter the County Revenue Code description.



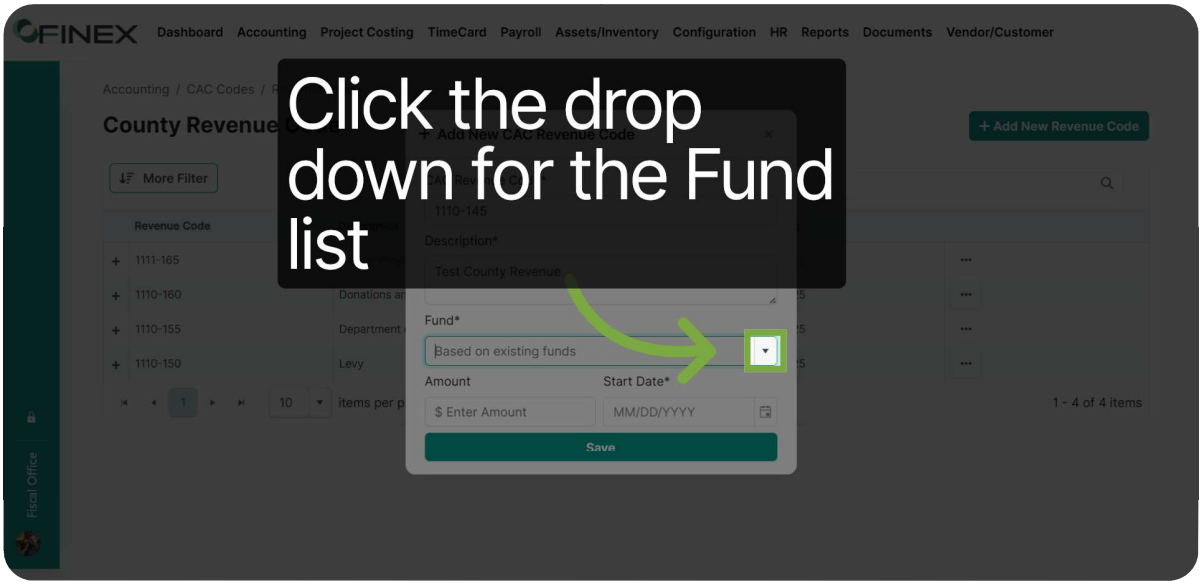
08 Select Fund Field

Click the Fund field.



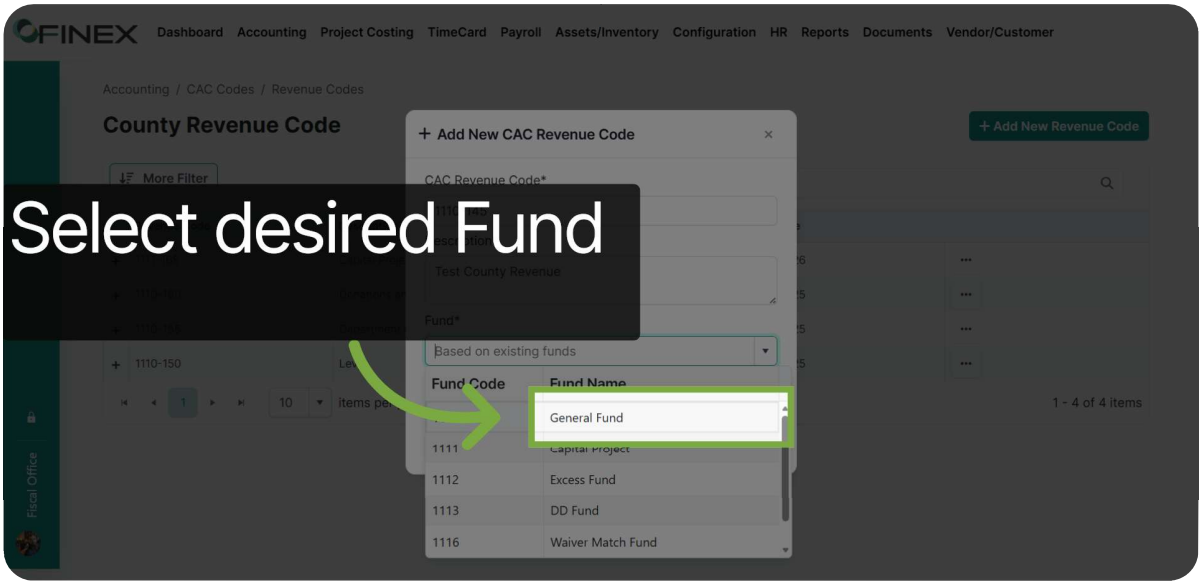
09 Open Fund Options

Click the drop-down for the list of Fund codes.



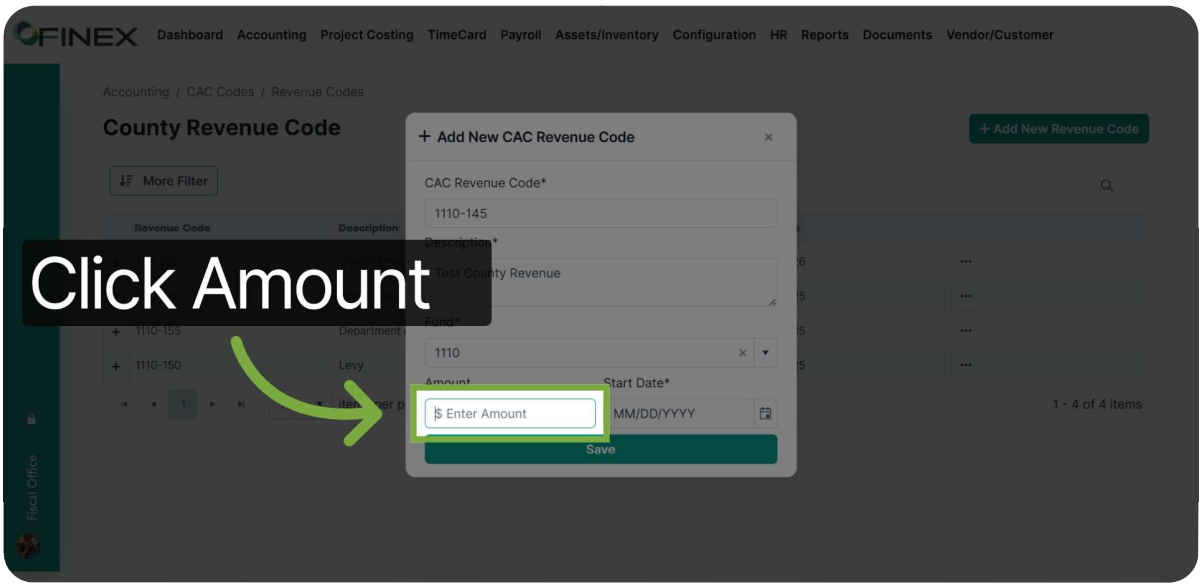
10 Select Desired Fund

Select the desire to Fund from the list.



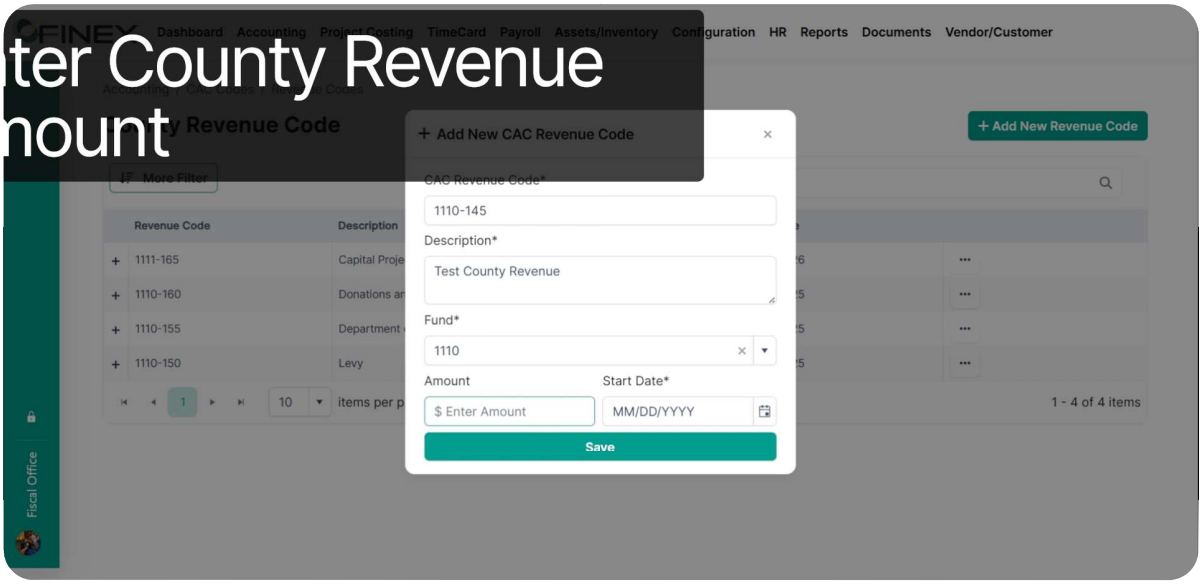
11 Select Amount Field

Click the amount field.



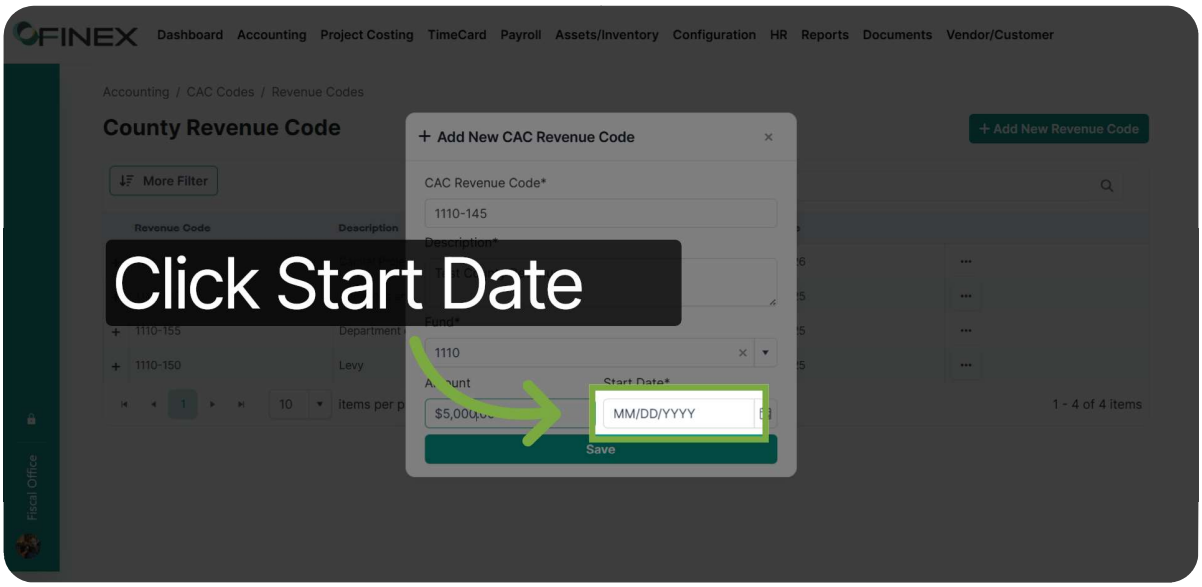
12 Enter Revenue Amount

Add the amount for your County Revenue.



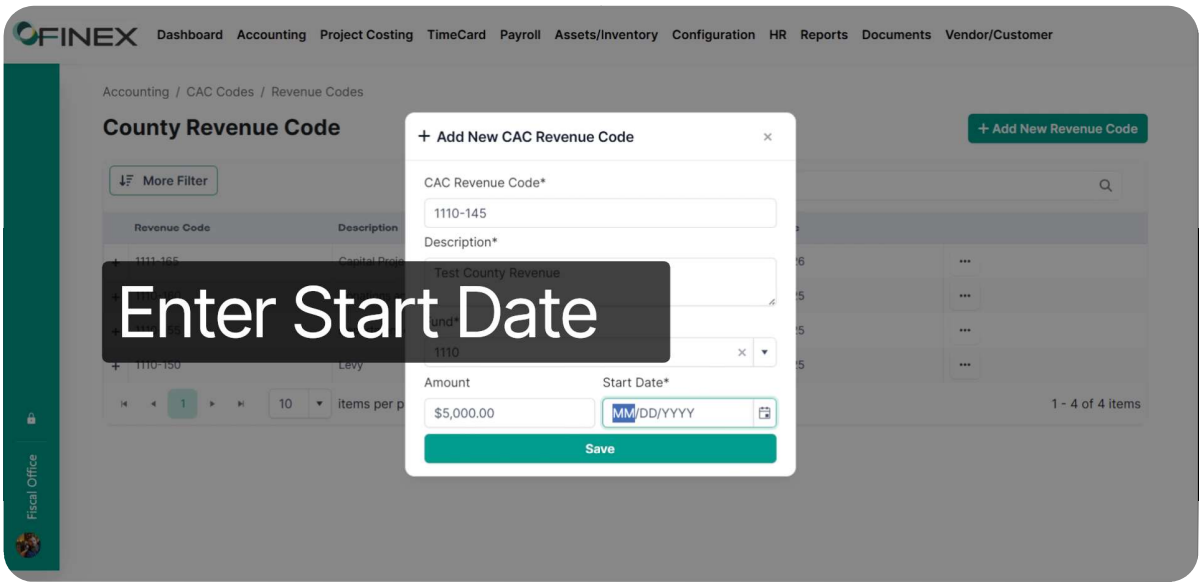
13 Select Start Date Field

Click the start date field.



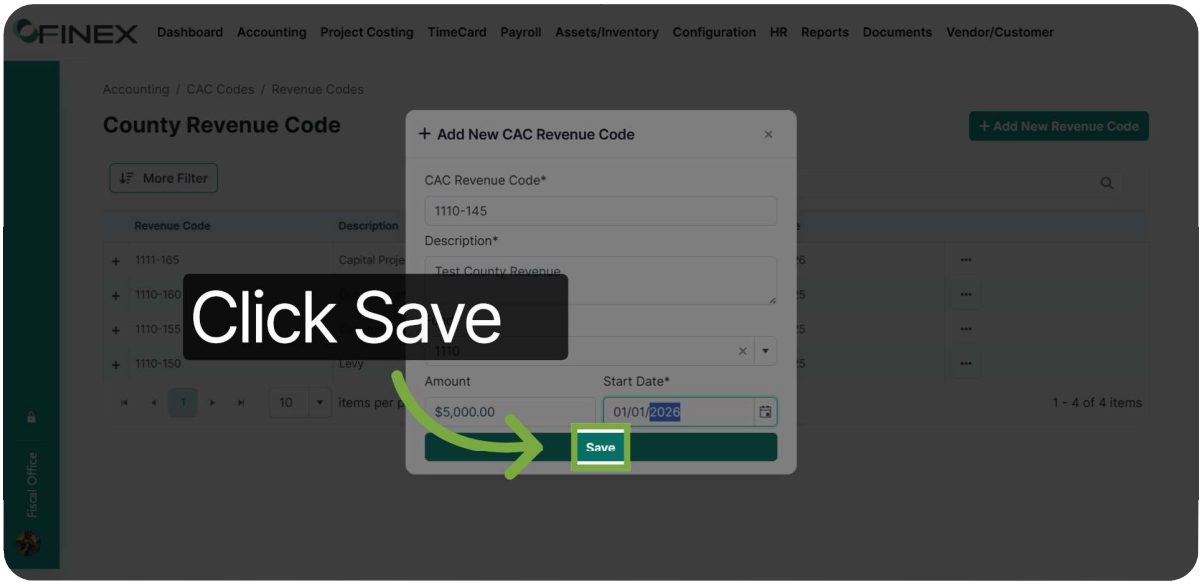
14 Enter Start Date

Enter your start date.



15 Save County Revenue Code

Click save to save your County Revenue Code.



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

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