Transfer Amounts Between County Expense Codes In Finex

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This tutorial guides you through transferring amounts between County Expense Codes in Finex.

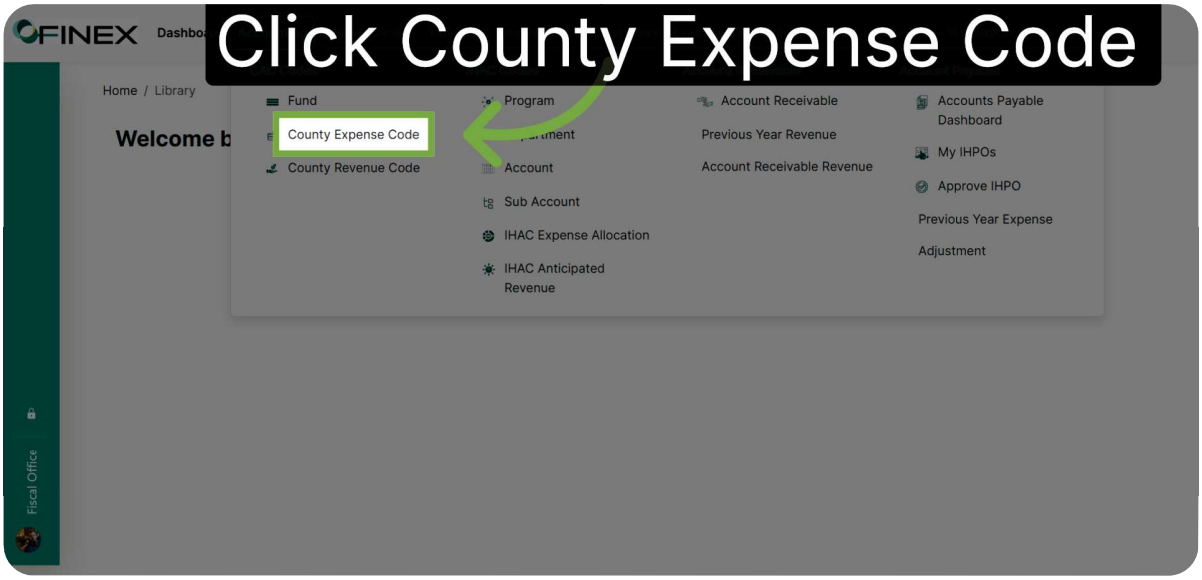
Go to www.finexweb.com

01 Access Accounting Section

Click Accounting to access the financial section of Finex.

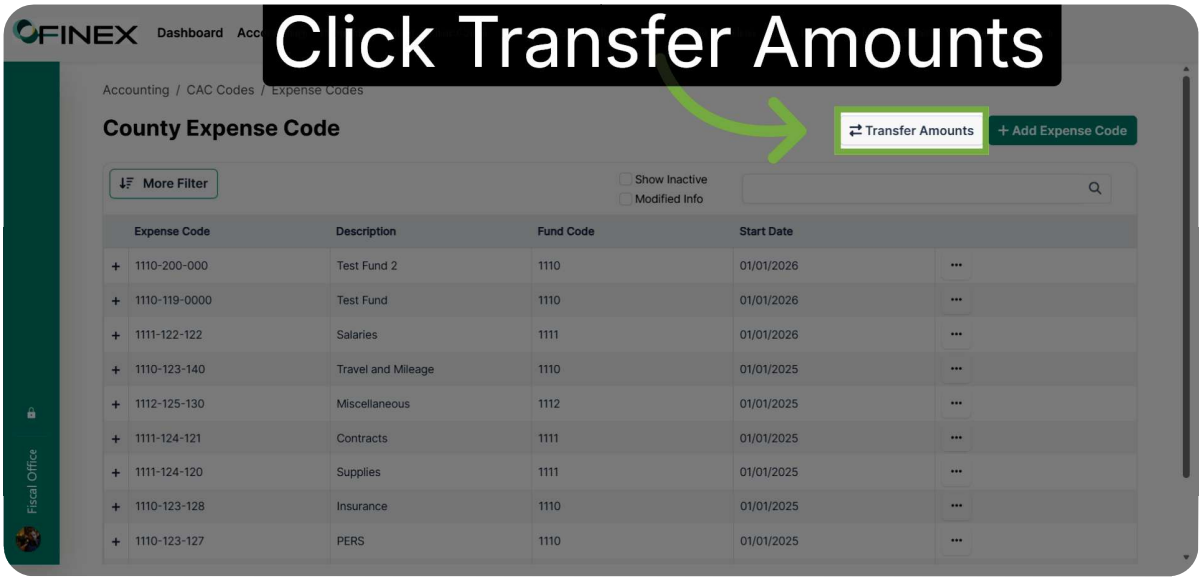
02 Open County Expense Codes

Click County Expense Code to access where you can manage County Expense Codes in Finex.



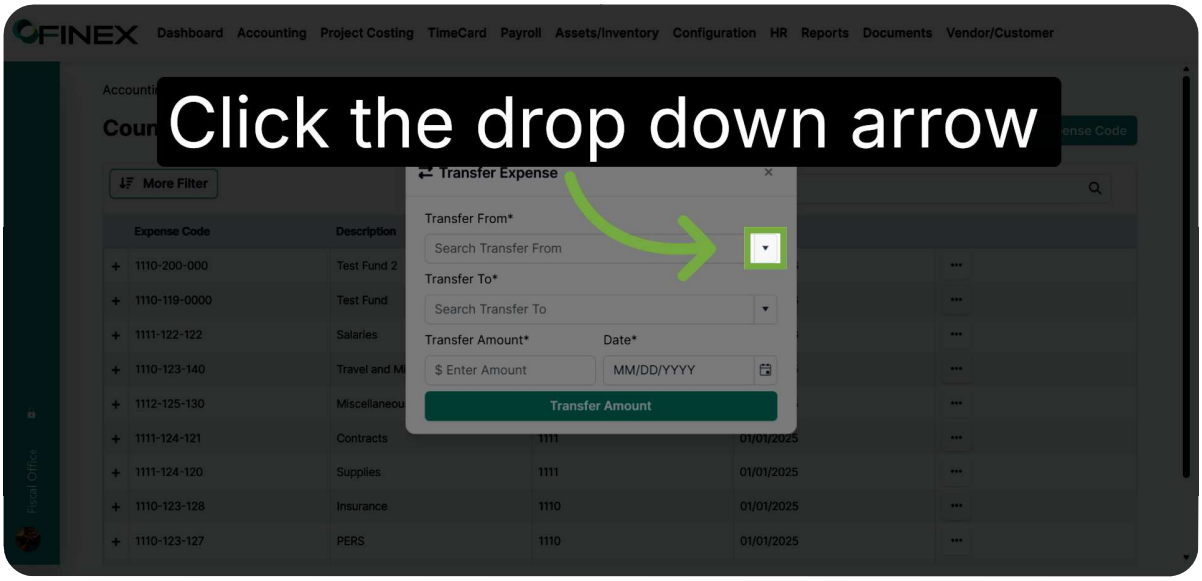
03 Select Transfer Amounts

Click Transfer Amounts to start the process of transferring money between two County Expense Codes.



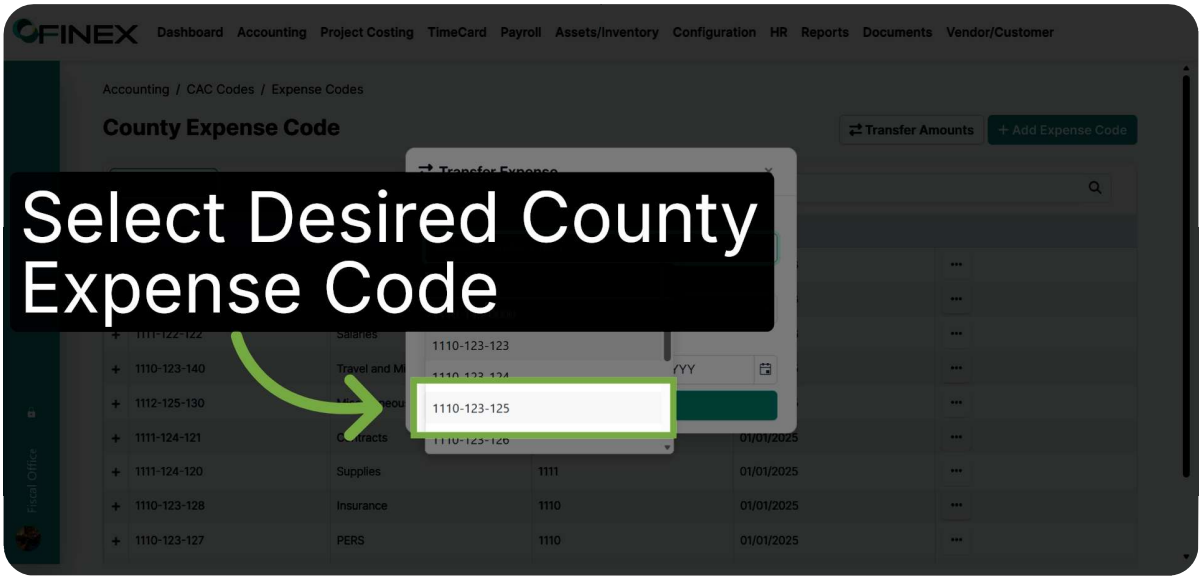
04 View The List of County Expense Codes For Transferring Money

Click the drop-down arrow to view the list of available County Expense Codes to transfer money out of.



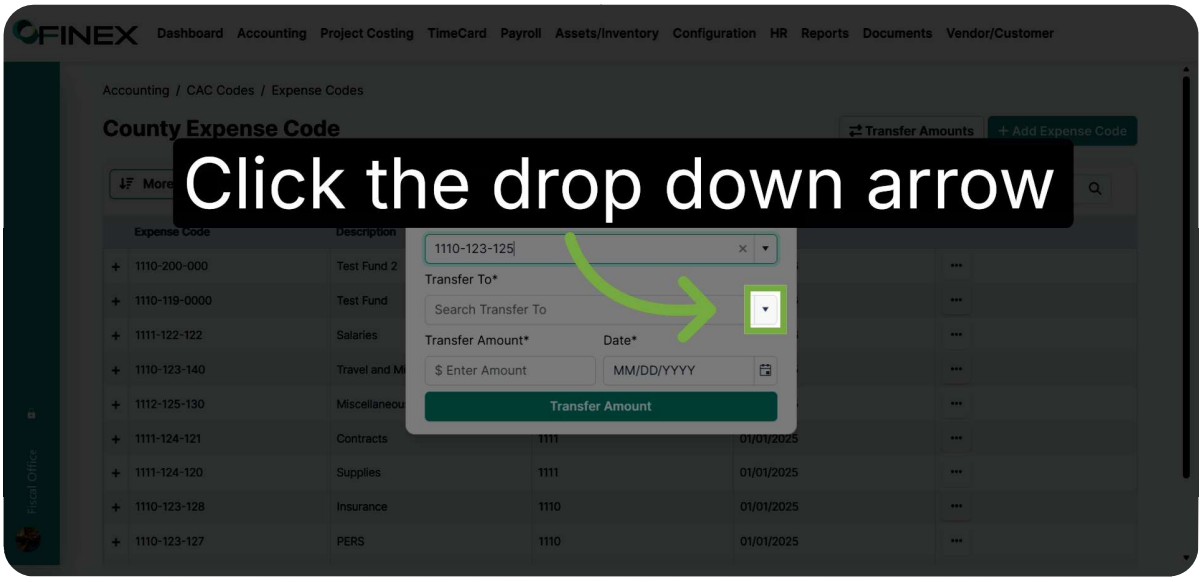
05 Select The First County Expense Code

Select your desired County Expense Code from the drop-down list.



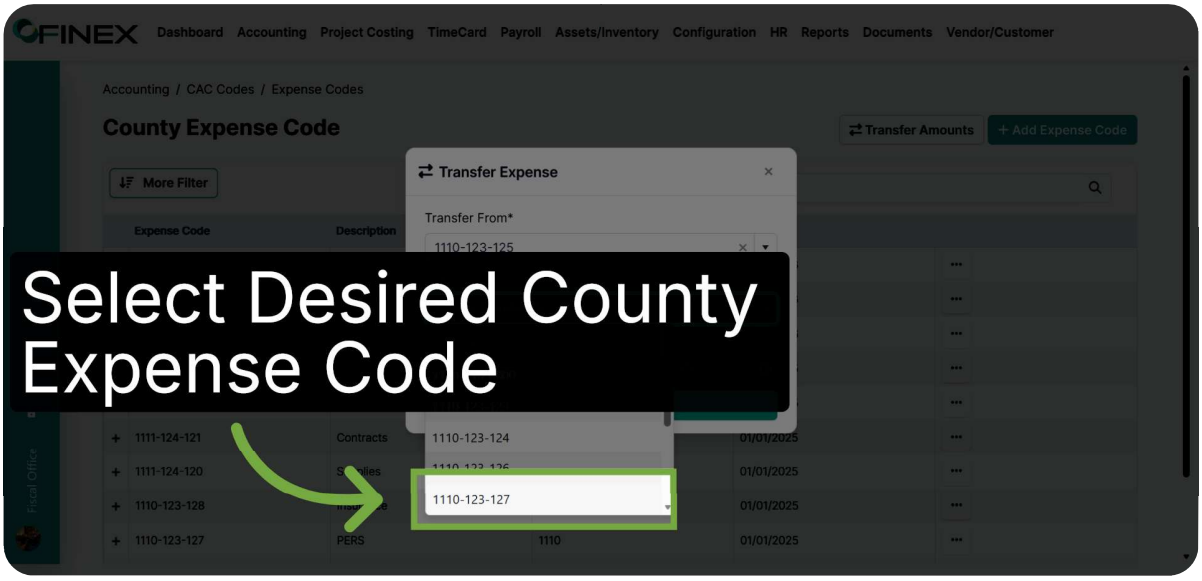
06 View The List Of Available County Expense Codes To Receive Money

Select the drop-down arrow to view the list of available County Expense Codes to transfer money into.



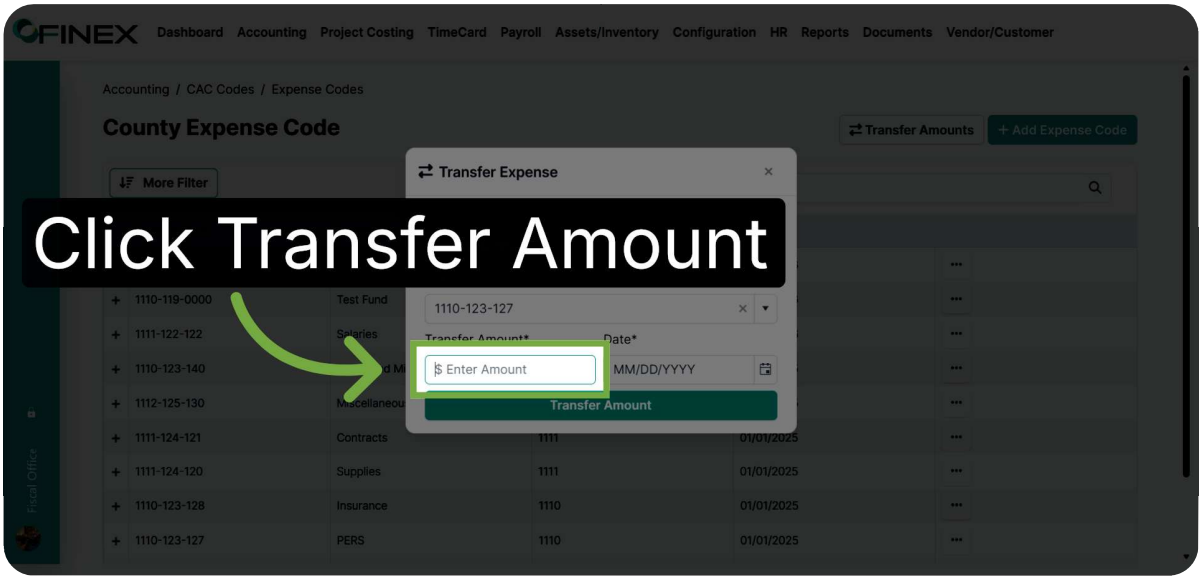
07 Select The Second County Expense Code

Select your desired County Expense Code from the drop-down list.



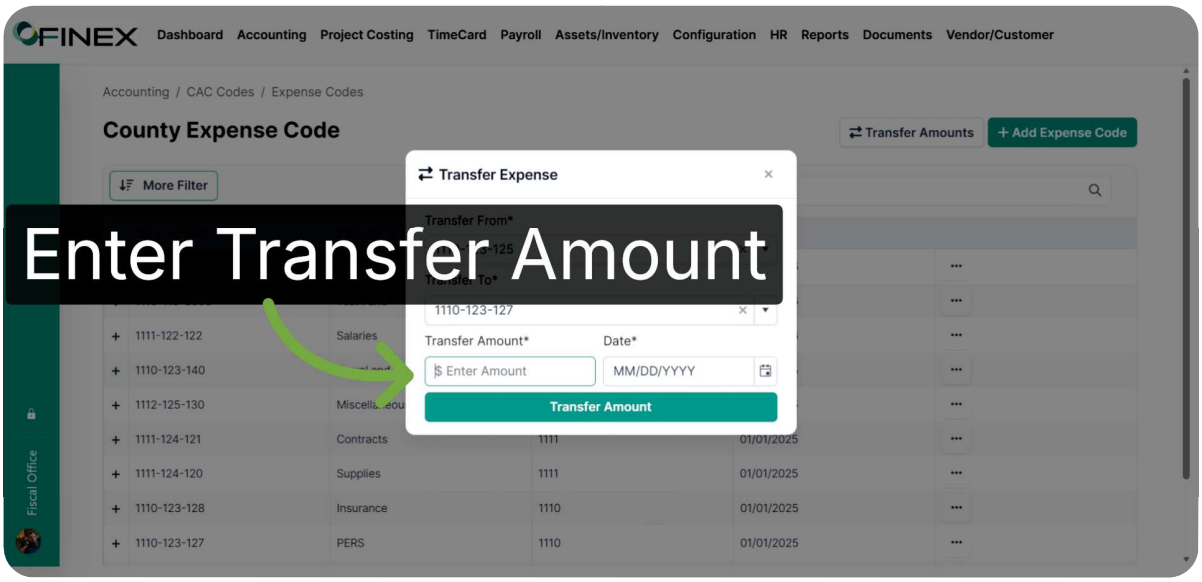
08 Select The Transfer Amount Field

Click in the Transfer Amount field.



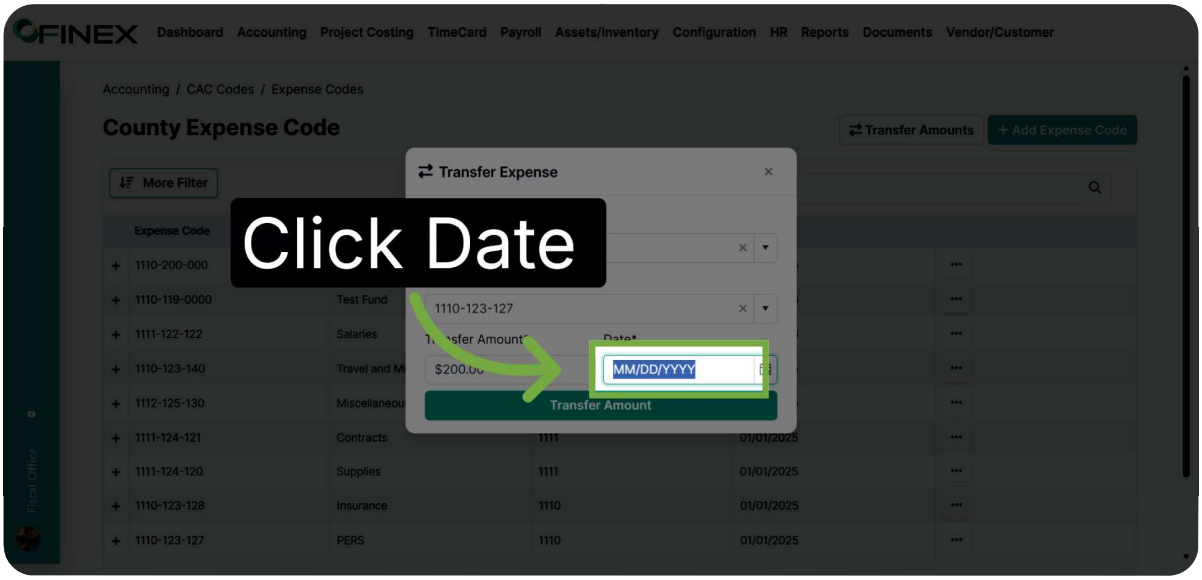
09 Enter Transfer Amount

Enter your transfer amount.



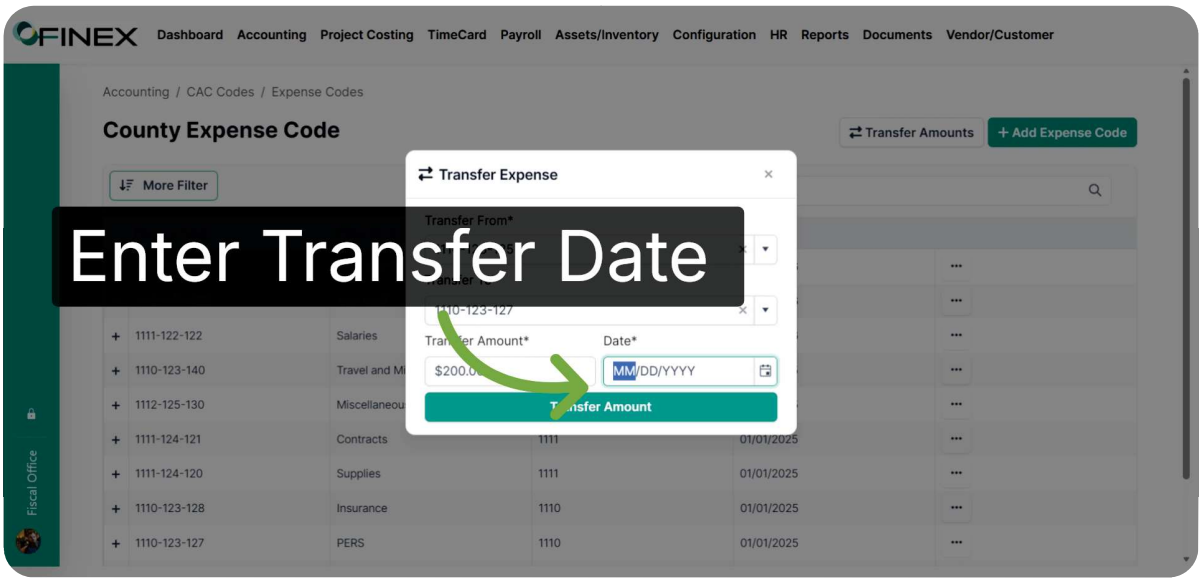
10 Select The Date Field

Click in the Date field.



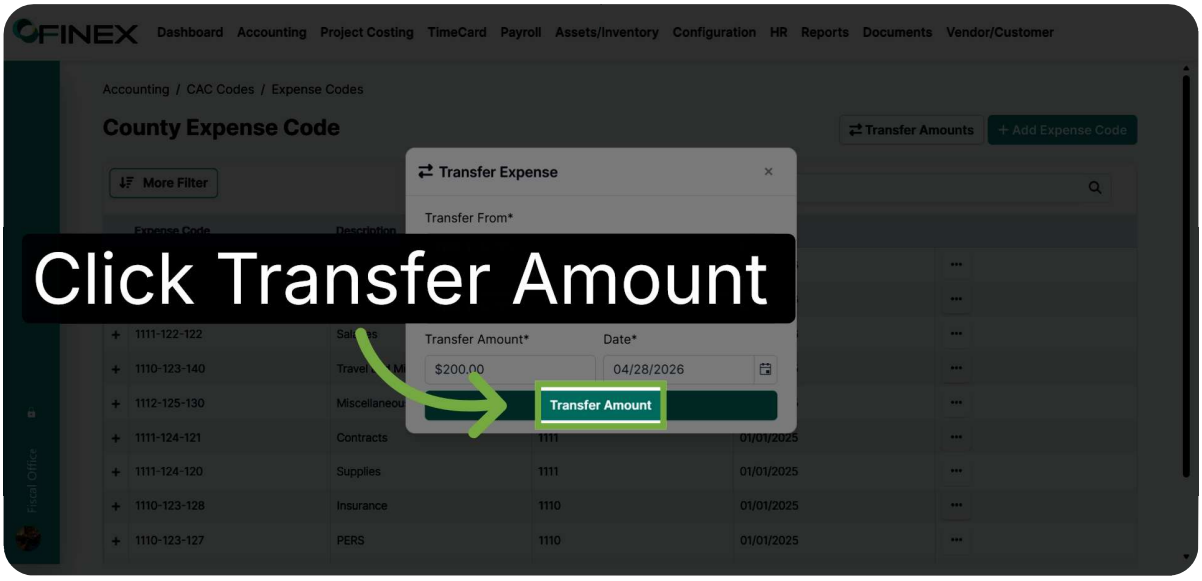
11 Enter Transfer Date

Enter your transfer date.



12 Confirm County Expense Code Transfer

Click Transfer Amount to complete the transfer process.



You have now successfully transferred amounts between two County Expense Codes in Finex.

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