


Edit Other Income

Last Modified on 02/09/2023 8:20 am
CST

You can make changes to your other income entries at any time.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.


Note: If you do not have an accounting PIN set, you are prompted to set one.

4. Click  and select **Other Income**. The Other Income page opens.
5. Click the income entry to change. The Other Income pop-up opens.

Other Income

Date *

09/29/2020



Category

Registration Fees

Amount *

\$ 25.00

Source

Oscar Wilde

Memo

Registration fee for Dorian.

Cancel

Save

6. Make changes, as needed.
7. When finished, click **Save**.