

# Edit Other Income

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CST

To edit an Other Income entry:

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 account PIN set, you are prompted to set one.

4. Click  and select **Other Income**.
5. Click the entry to change. The Other Income pop-up opens.
6. Enter new information over the existing information.
7. Click **Save**.