Add A Distribution For An Employee In Payroll In Finex

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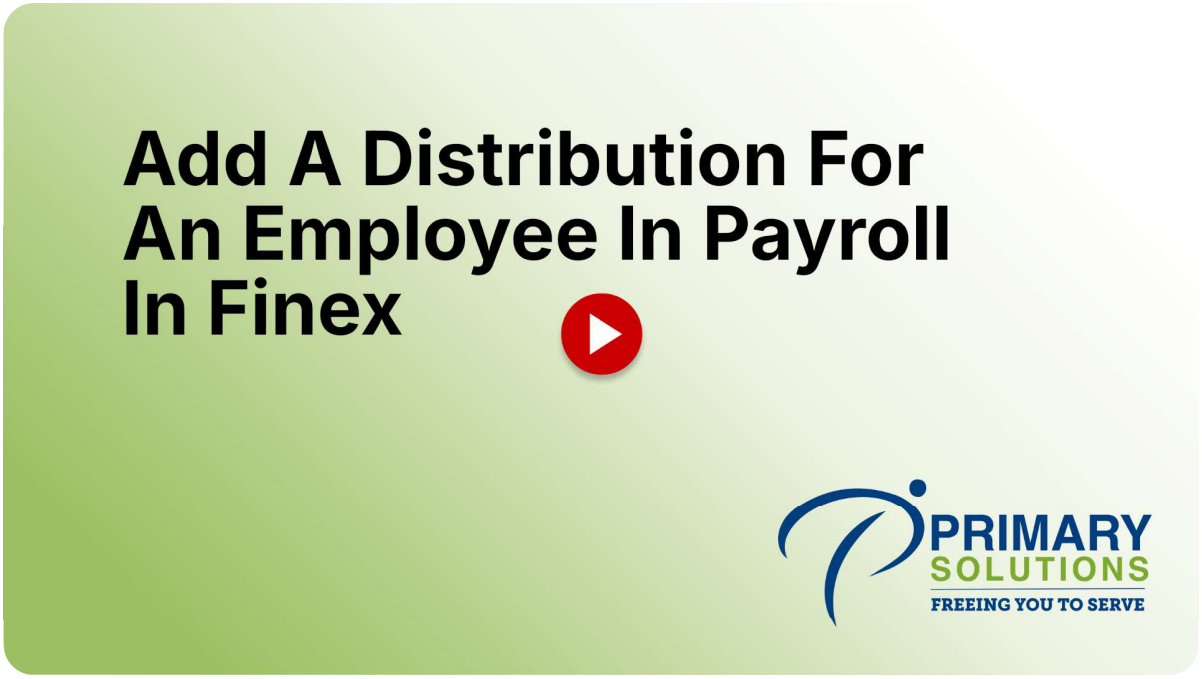
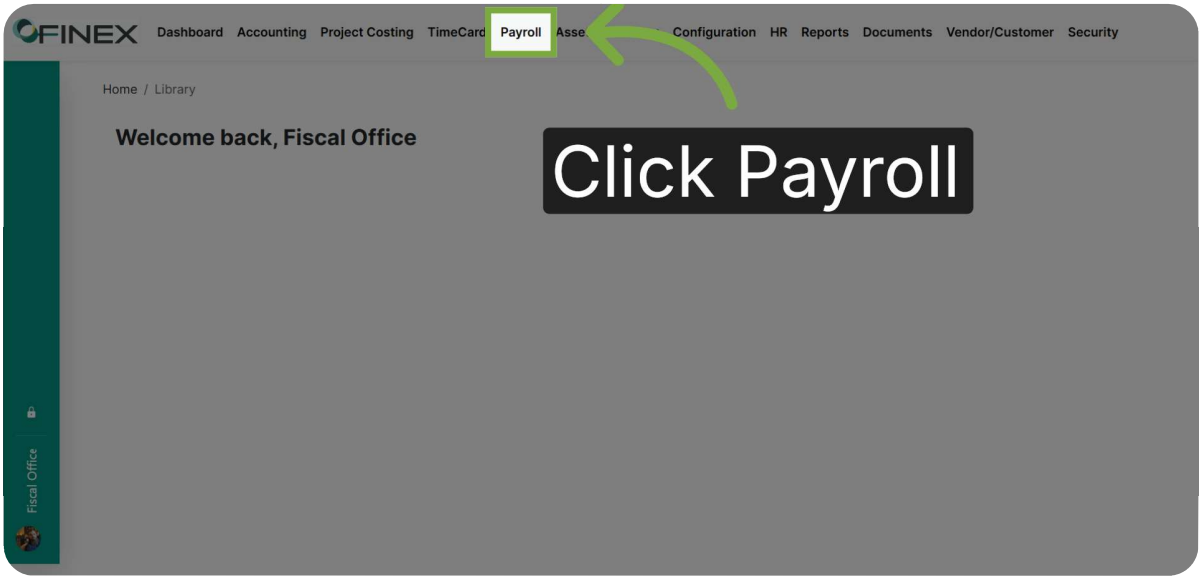


This tutorial guides you through adding a Distribution for an Employee in Payroll in Finex.

Go to www.finexweb.com

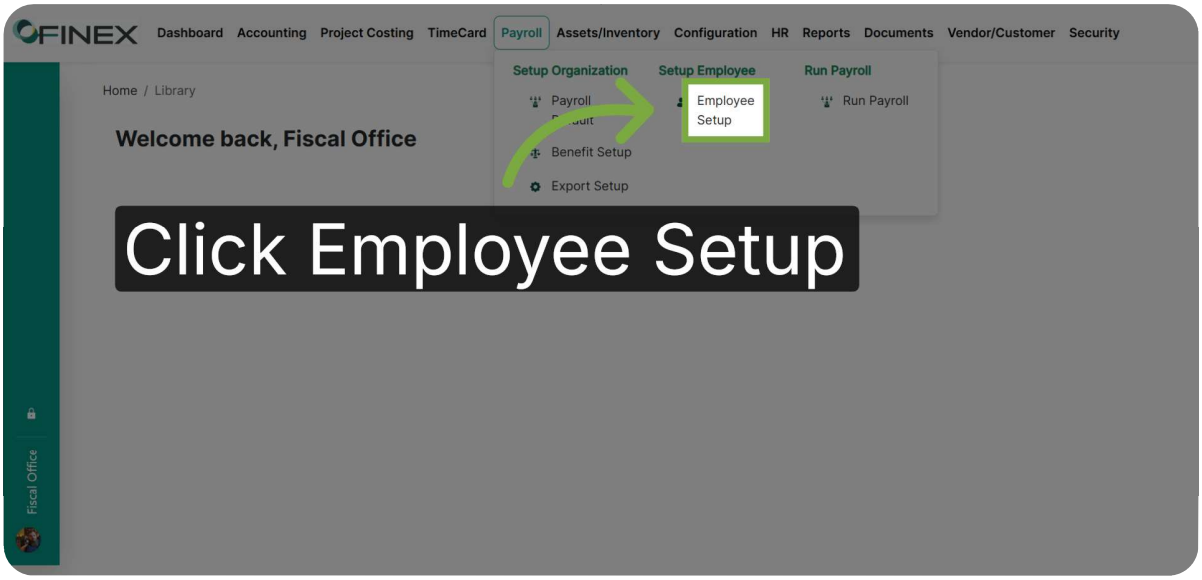
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



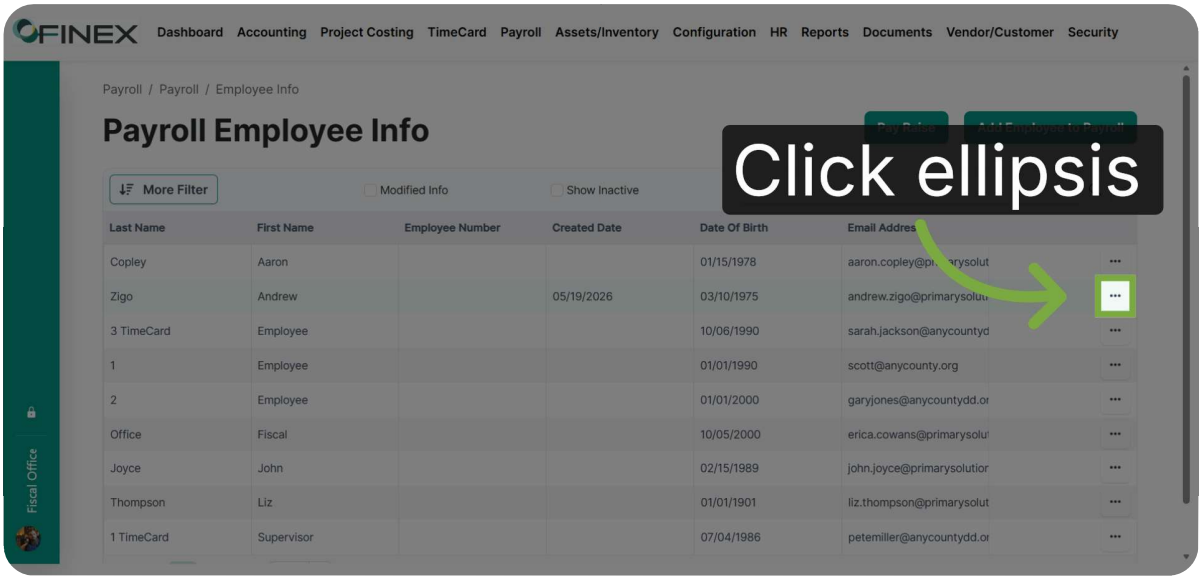
02 Open Employee Setup

Click Employee Setup to access the Employee Setup section of Finex.



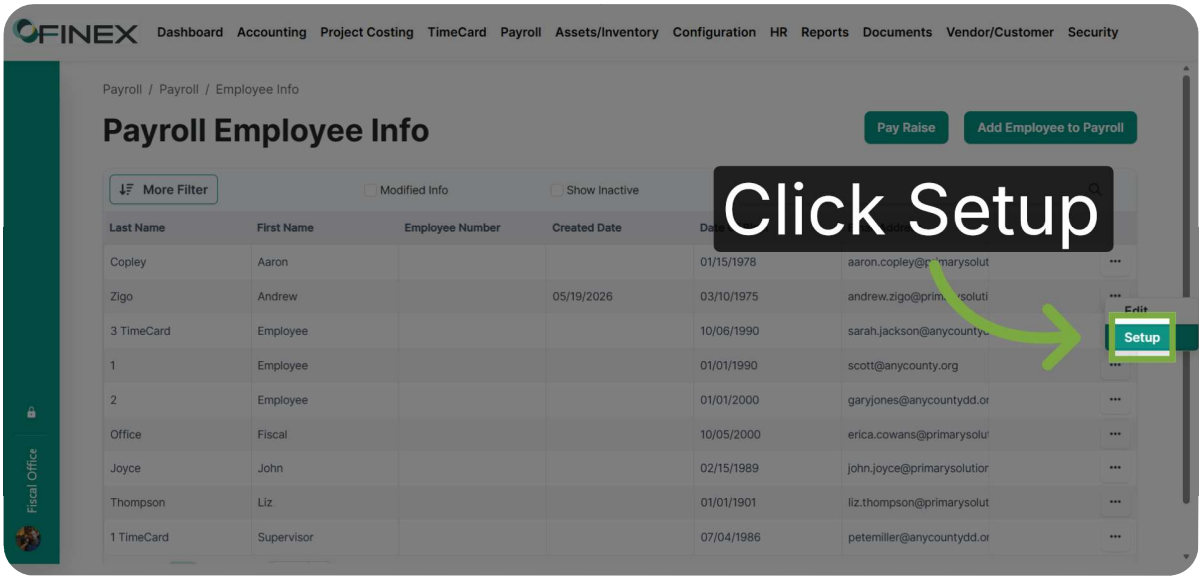
03 Open Payroll Employee Option Menu

Click the ellipsis to open the Payroll Employee option menu.



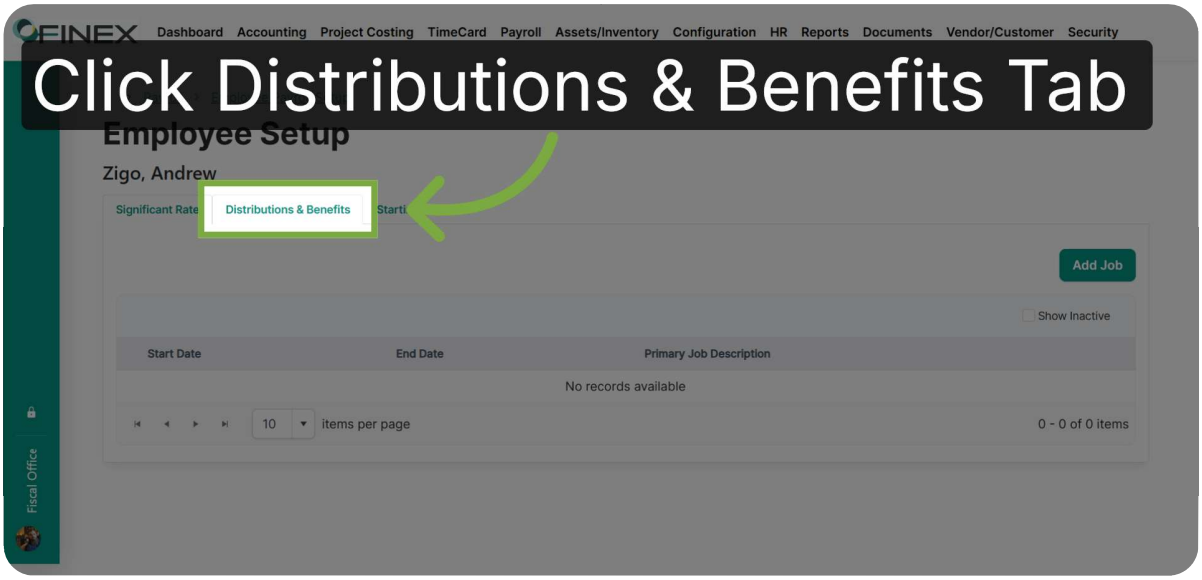
04 Select Setup Option

Click Setup in the option menu.



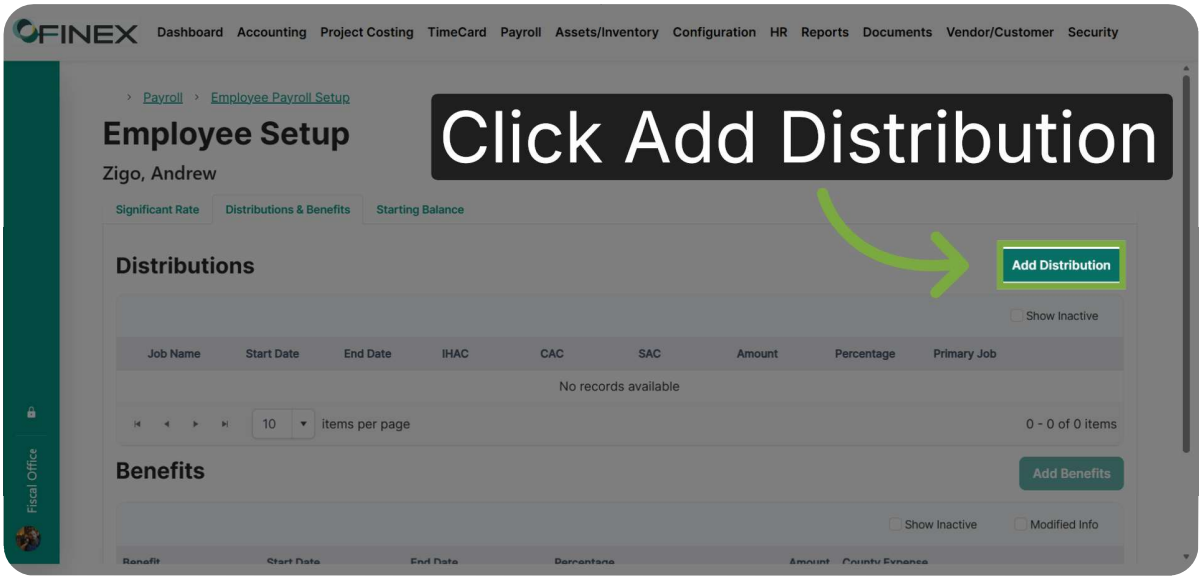
05 Select Distributions & Benefits Tab

Click the Distribution & Benefits tab.



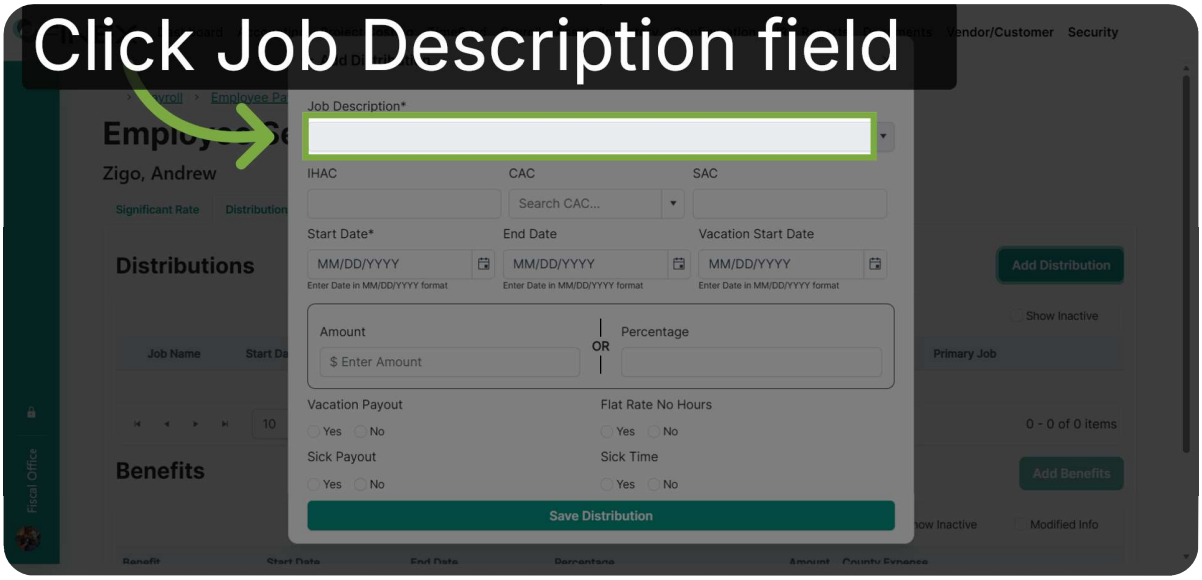
06 Select Add New Distribution

Click Add Distribution to create a new Distribution for an Employee.



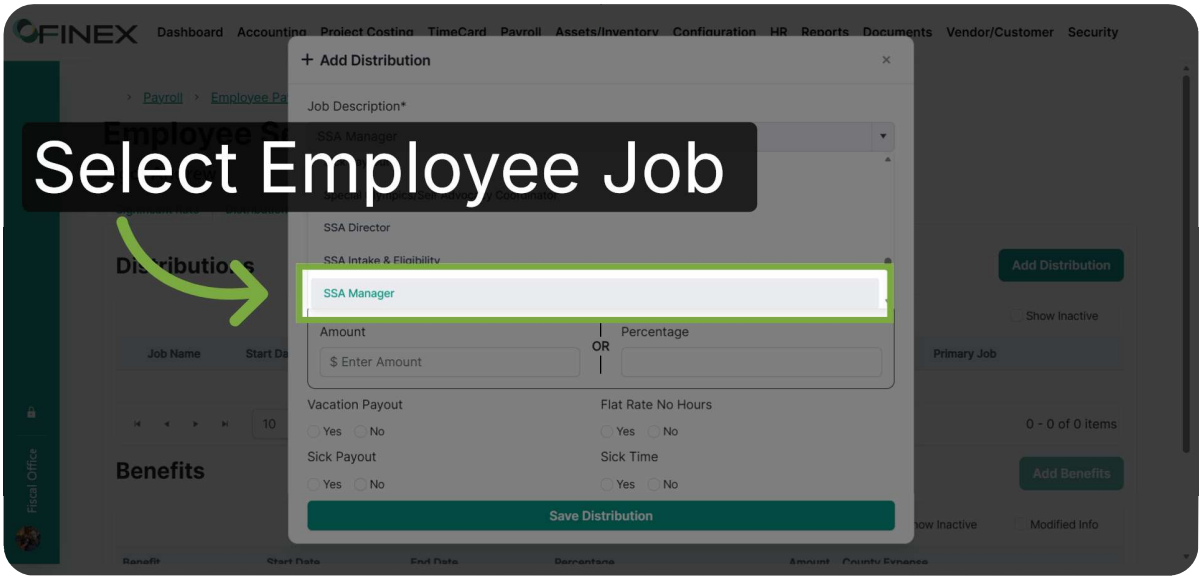
07 Select Job Description Field

Click the Job Description field.



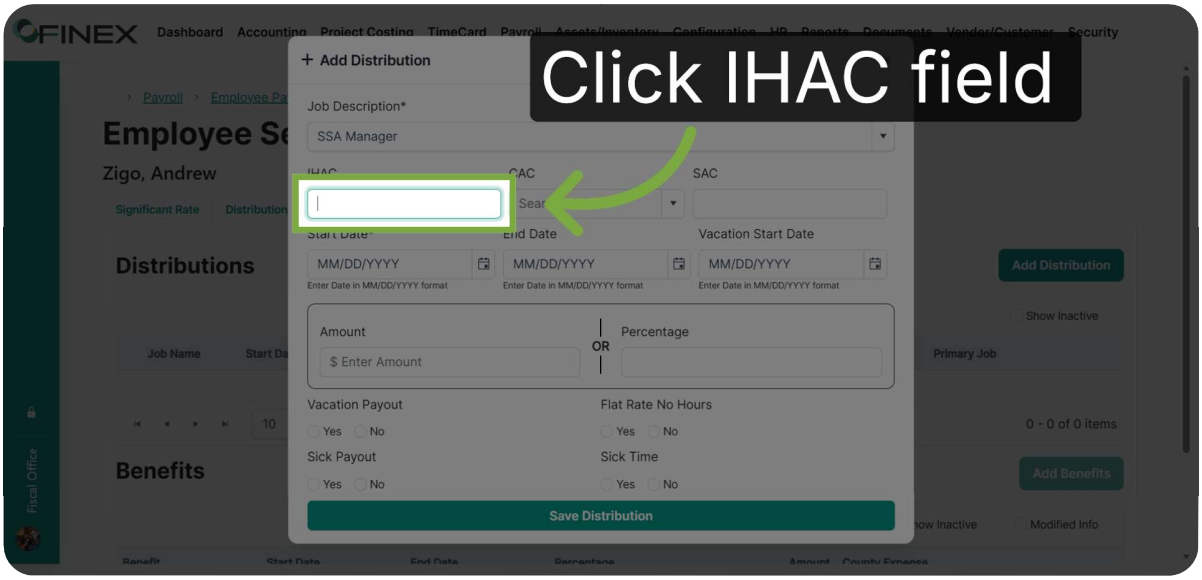
08 Select Employee Job

Select the applicable job for the Employee from the drop-down list.



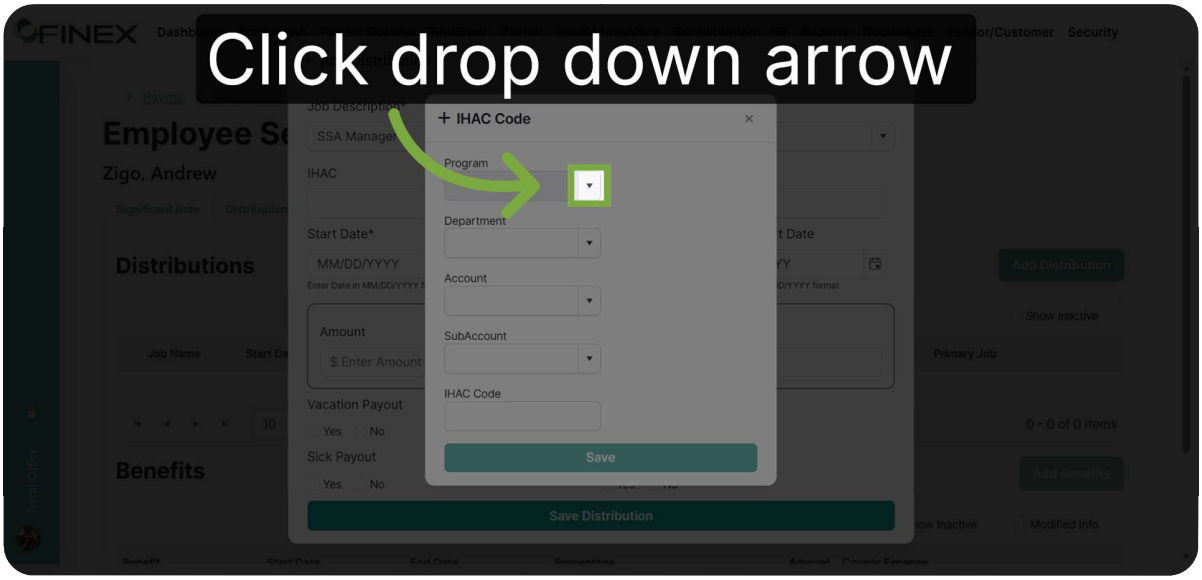
09 Select IHAC Field

Click the IHAC field.



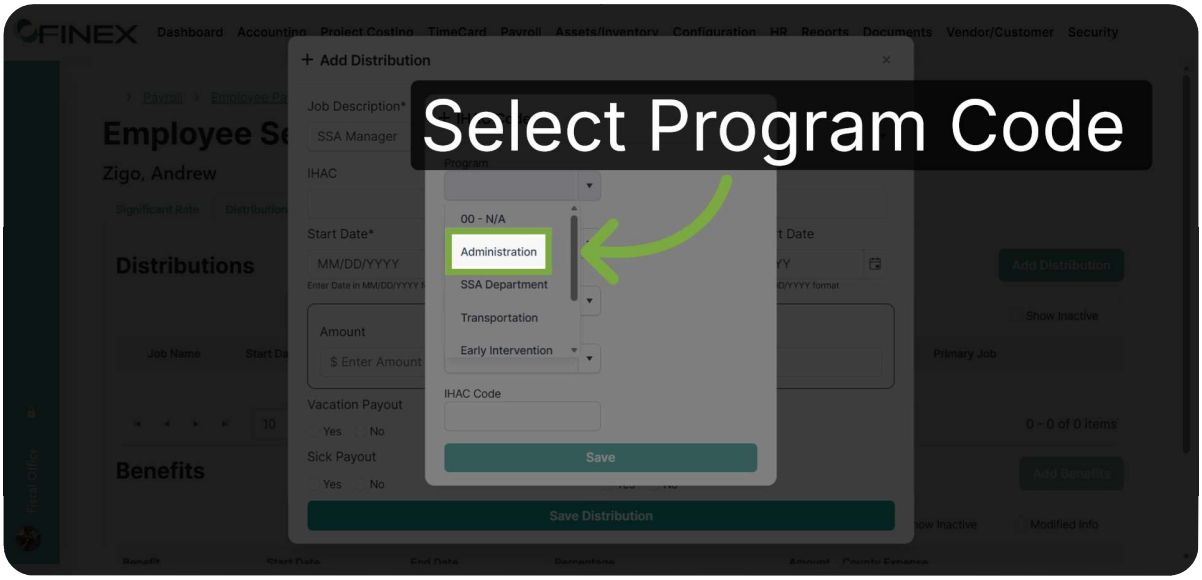
10 Open Program Code Menu

Click the drop-down arrow to show the list of available Program codes.



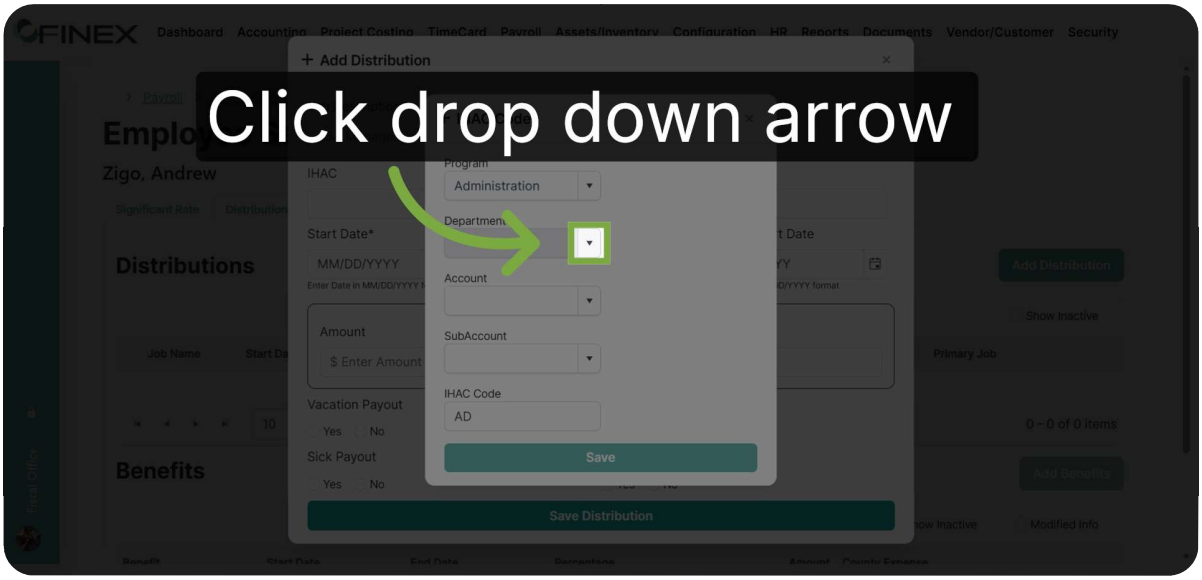
11 Select Program Code From Drop Down List

Select the appropriate Program Code for your IHAC.



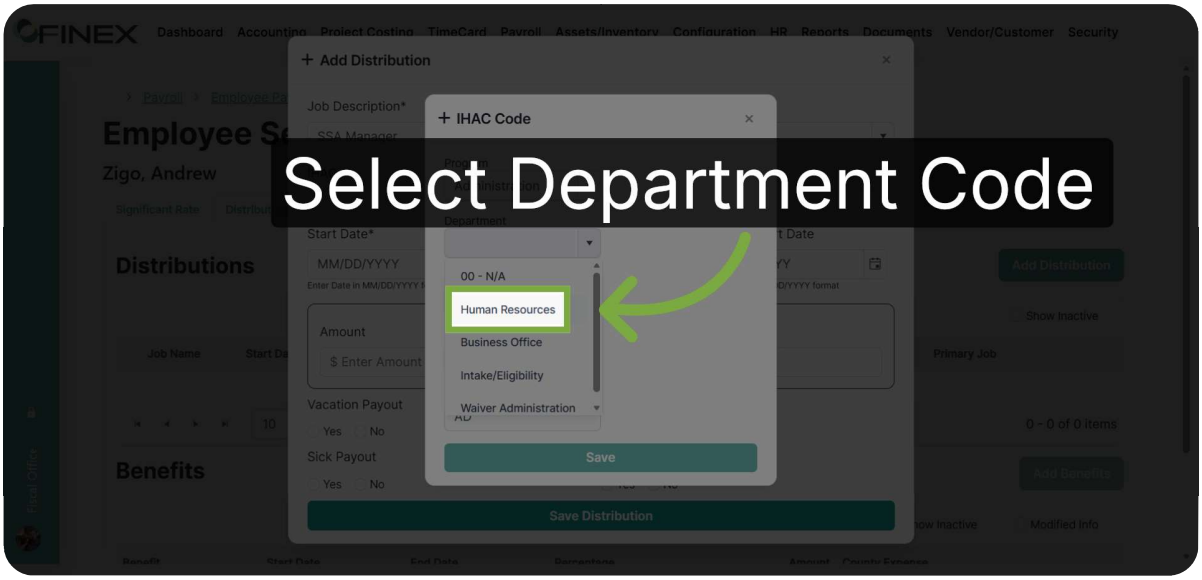
12 Open Department Code Menu

Click the drop-down arrow to show the list of available Department codes.



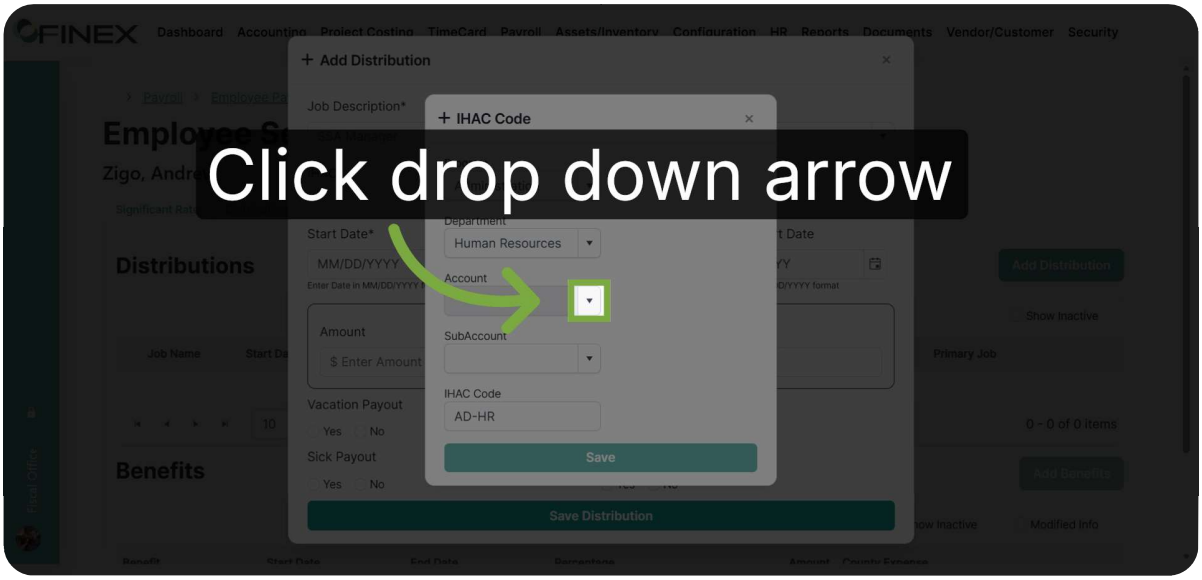
13 Select Department Code From Drop Down List

Select the appropriate Department Code for your IHAC.



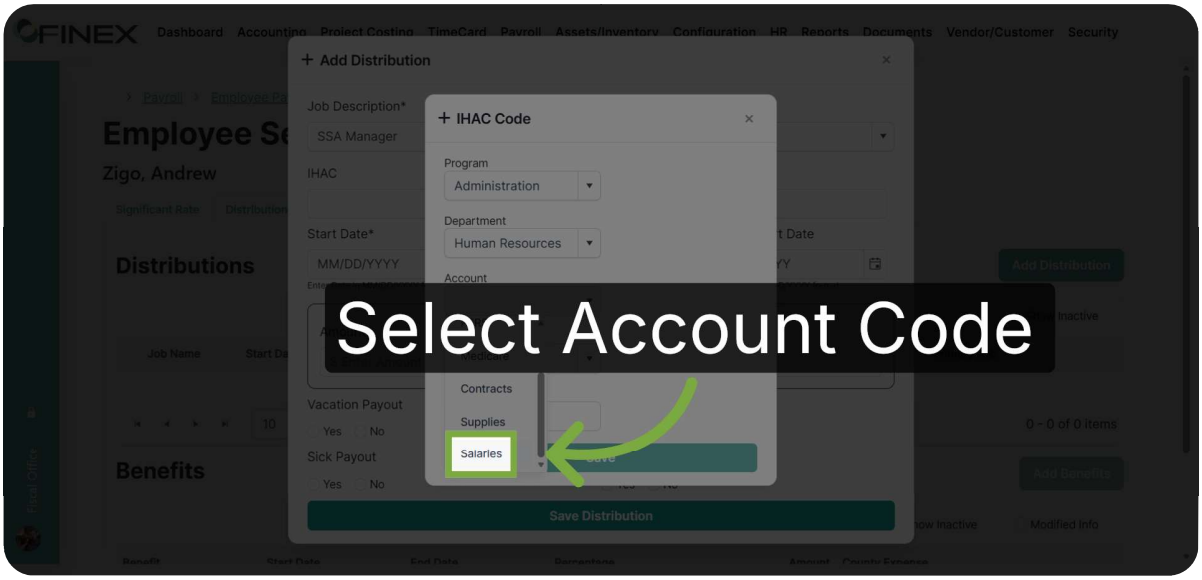
14 Open Account Code Menu

Click the drop-down arrow to show list of available Account codes.



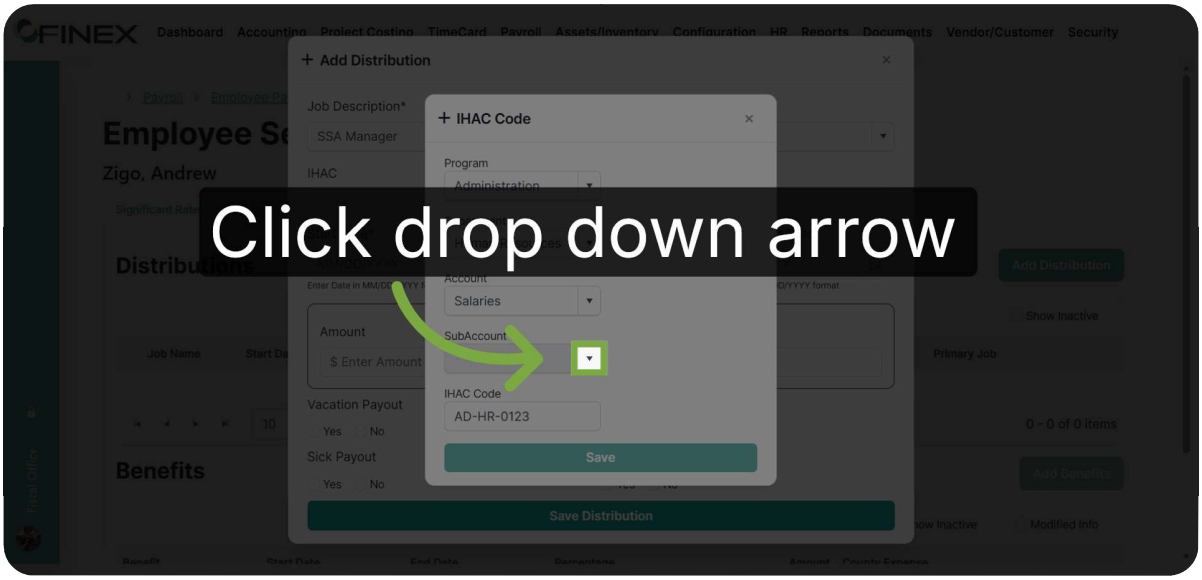
15 Select Account Code From Drop Down List

Select the appropriate Account Code for your IHAC.



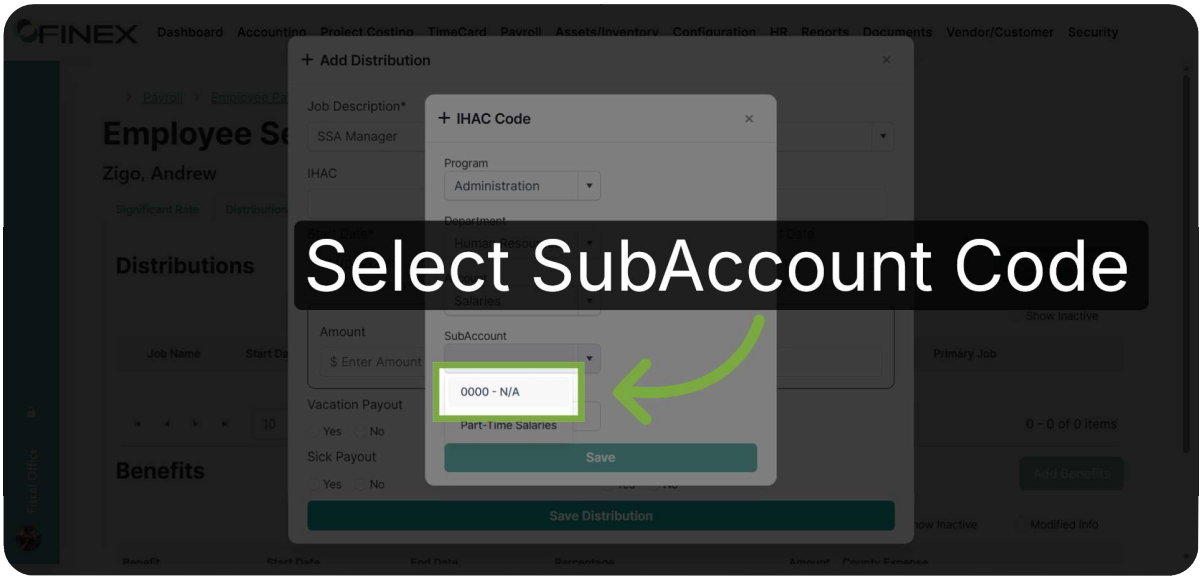
16 Open SubAccount Menu

Click the drop-down arrow to open the SubAccount menu.



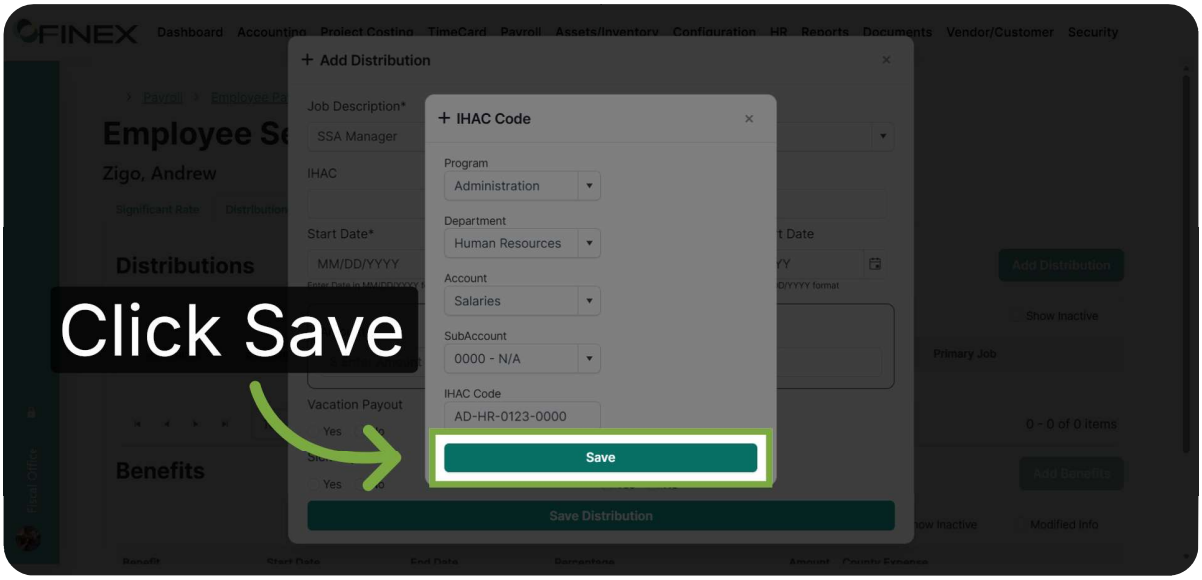
17 Select SubAccount Code From Drop Down List

Select the appropriate sub-account code for your IHAC.



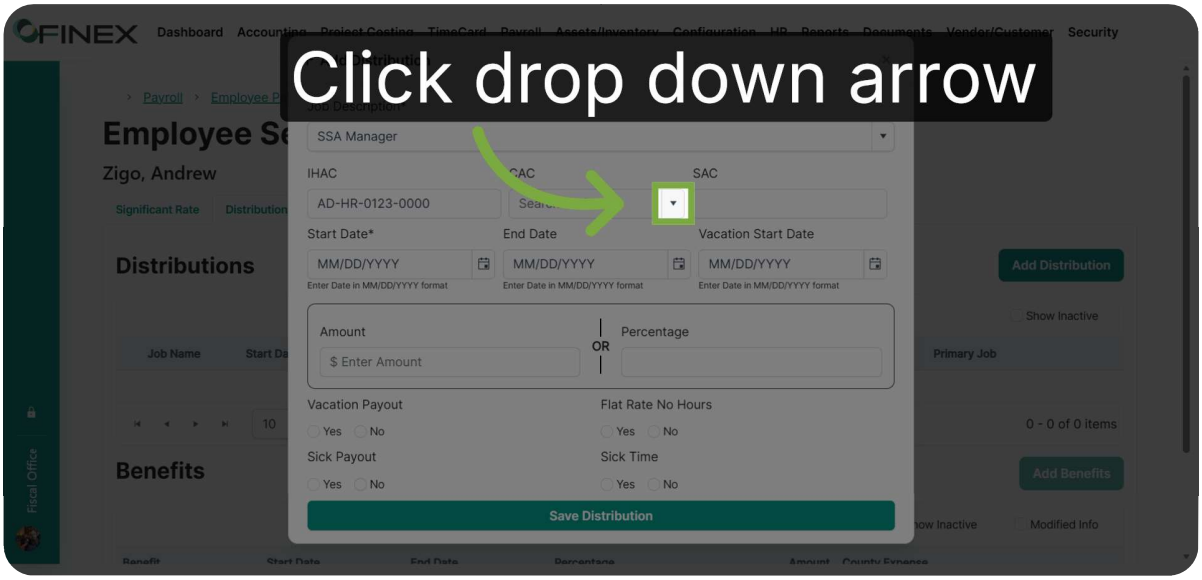
18 Save IHAC

Click Save to save the IHAC code for your Distribution.



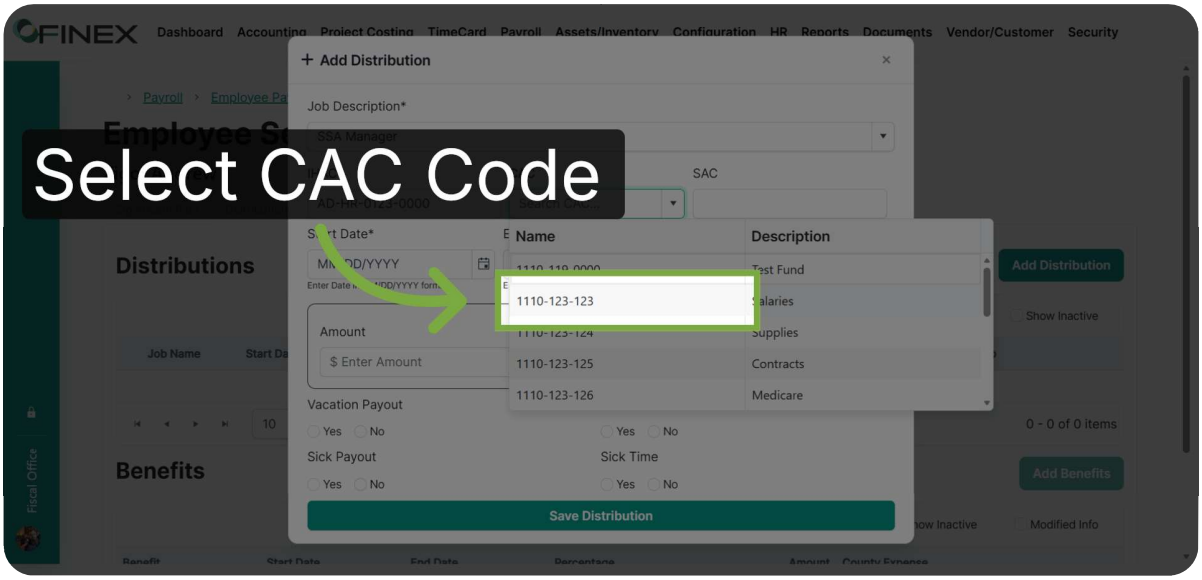
19 Open CAC Code Menu

Click the drop-down arrow to see the list of available CAC Codes.



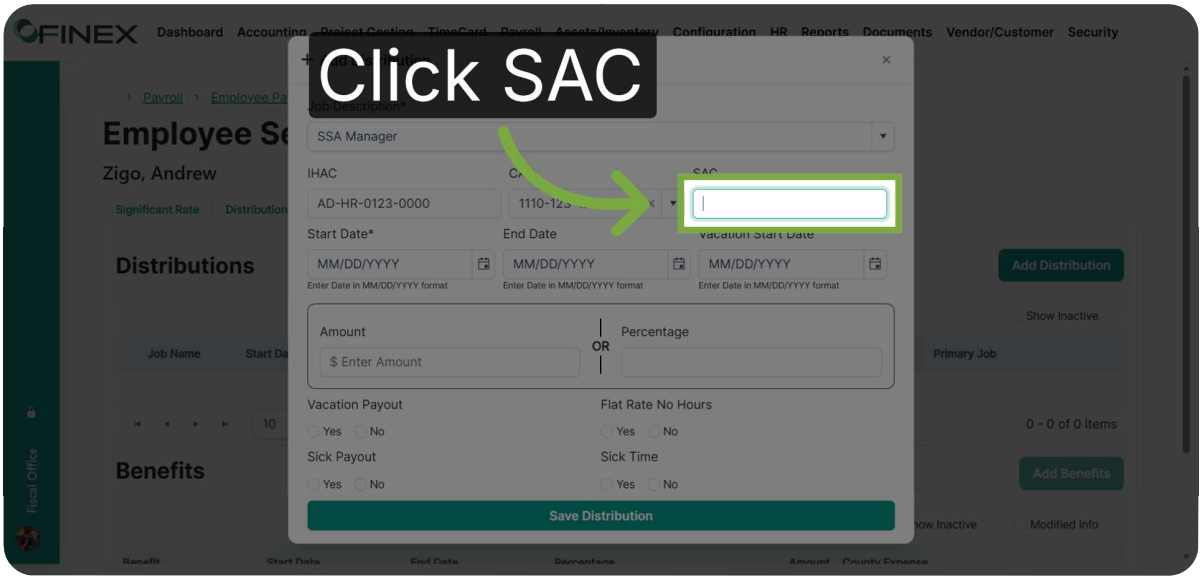
20 Select CAC Code

Choose the appropriate CAC Code from the drop-down list.



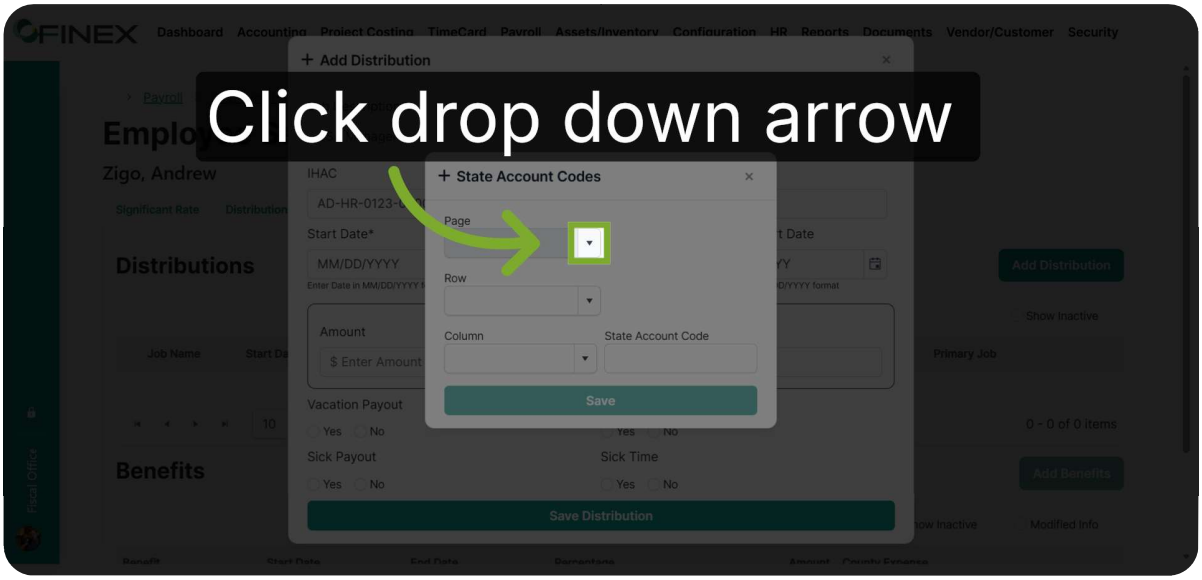
21 Select SAC Field

Click the SAC field.



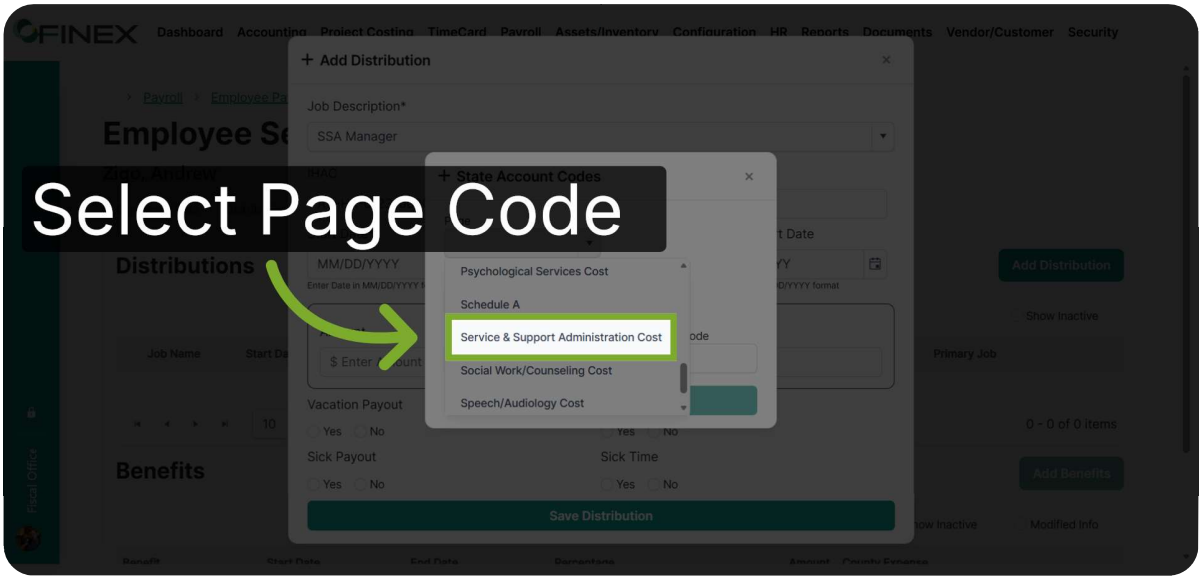
22 Open Page Menu

Click the drop-down arrow to show the list of available Page codes.



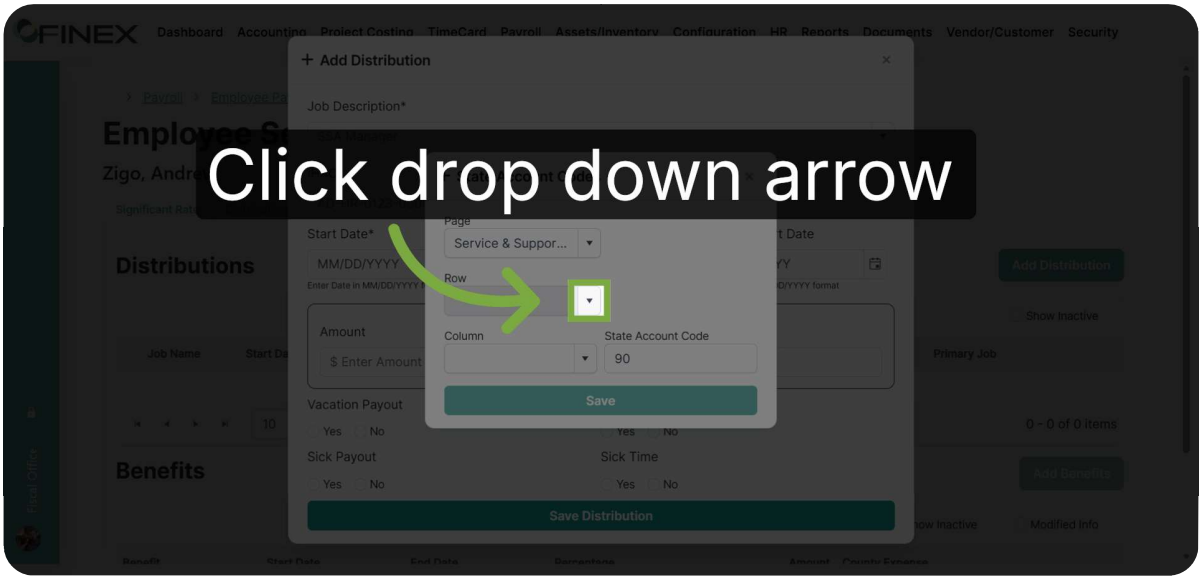
23 Select Page From Drop Down List

Select the appropriate Page Code for your SAC.



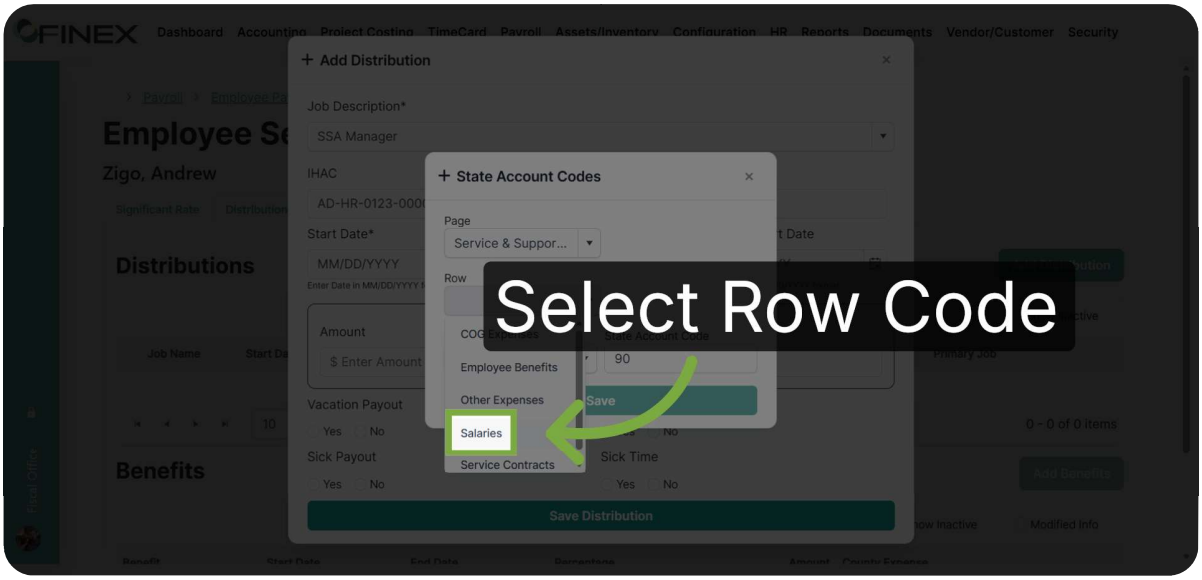
24 Open Row Menu

Click the drop-down arrow to view the list of available Row codes.



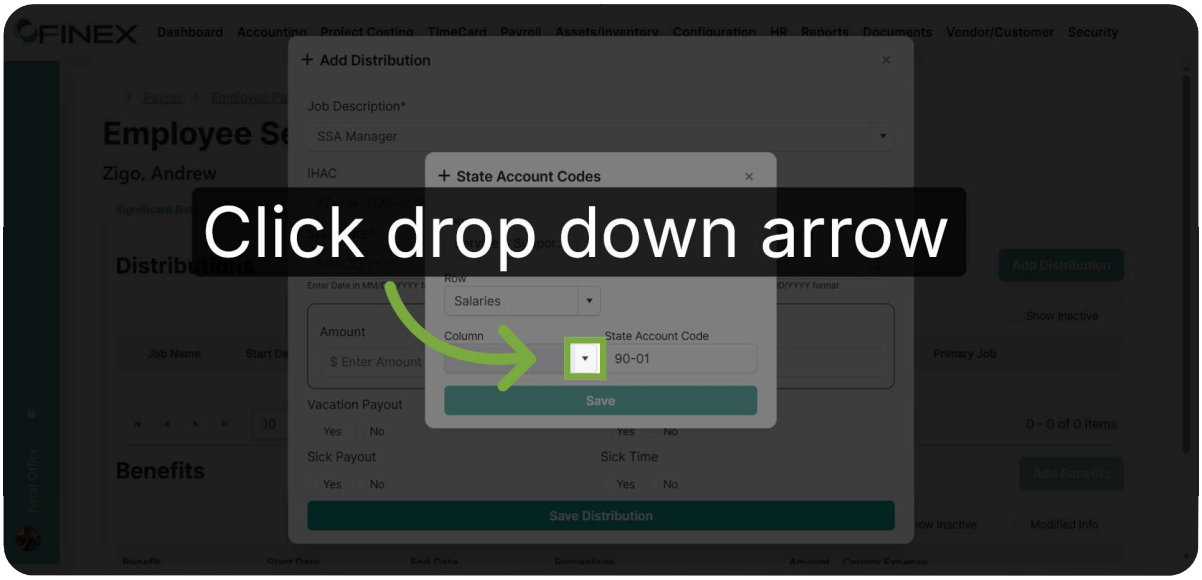
25 Select Row From Drop Down List

Select the appropriate Row Code for your SAC.



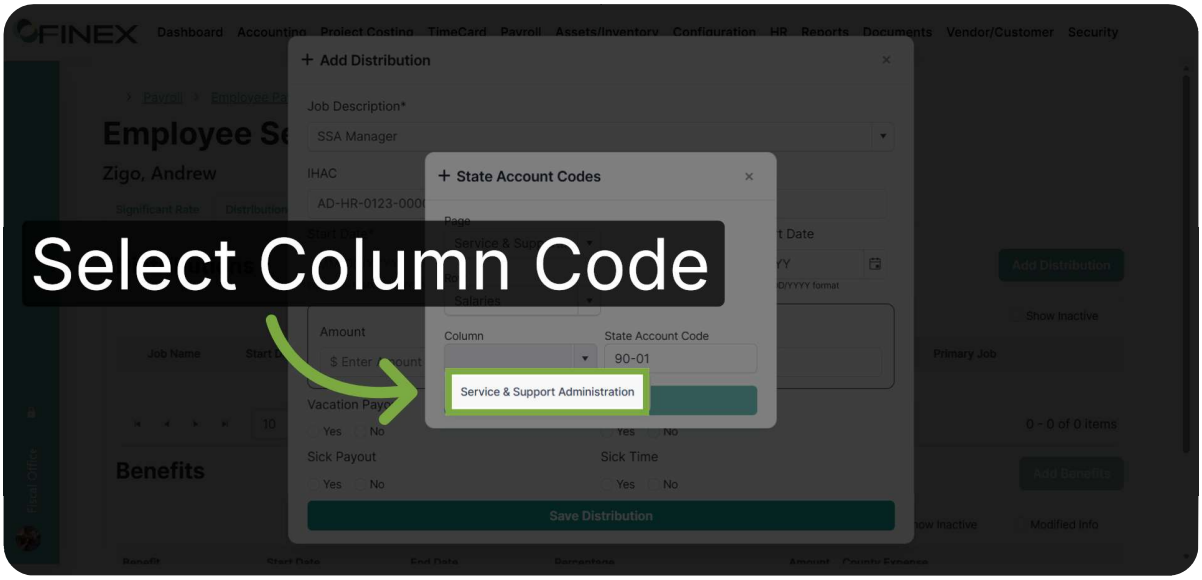
26 Open Column Menu

Click the drop-down arrow to show the list of available Column codes.



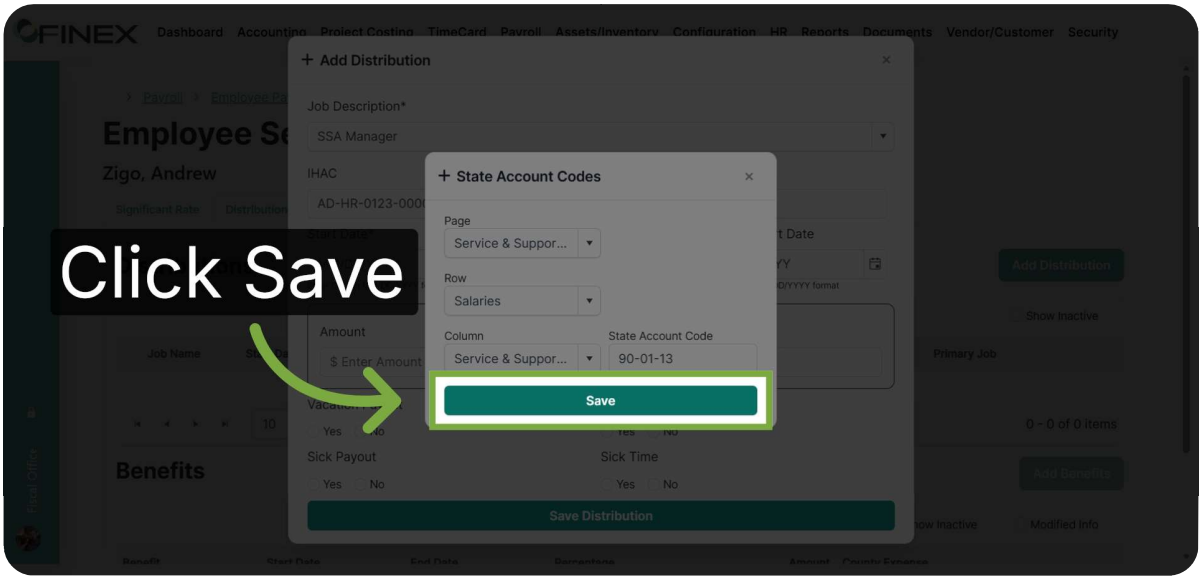
27 Select Column From Drop Down List

Select the appropriate Column Code for your SAC.



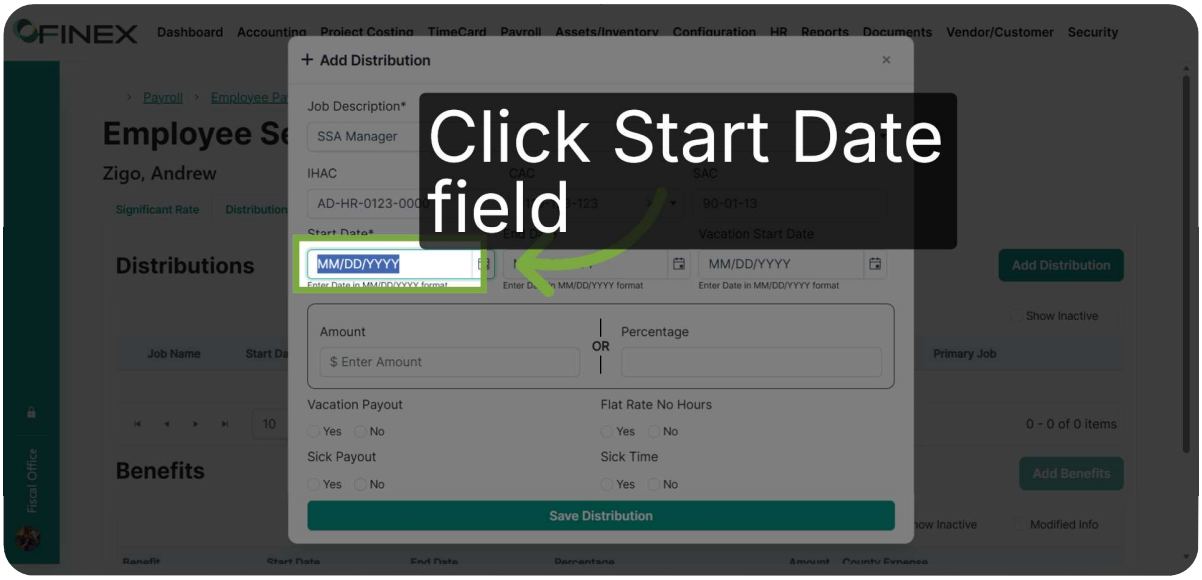
28 Save SAC Code

Click Save to complete the SAC Code for your Distribution.



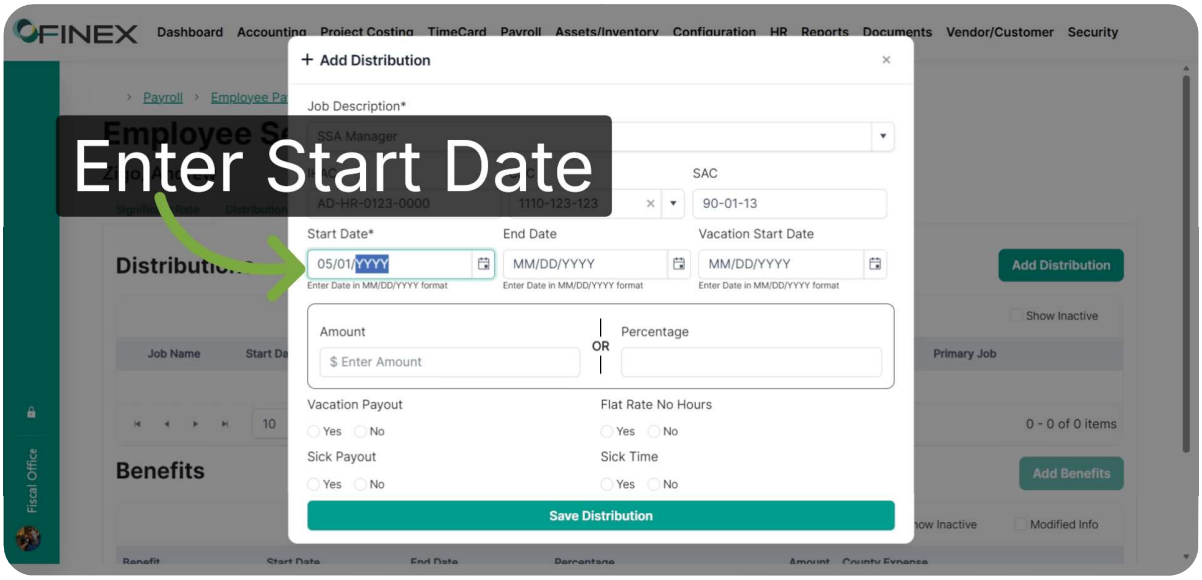
29 Select Start Date Field

Click the Start Date field.



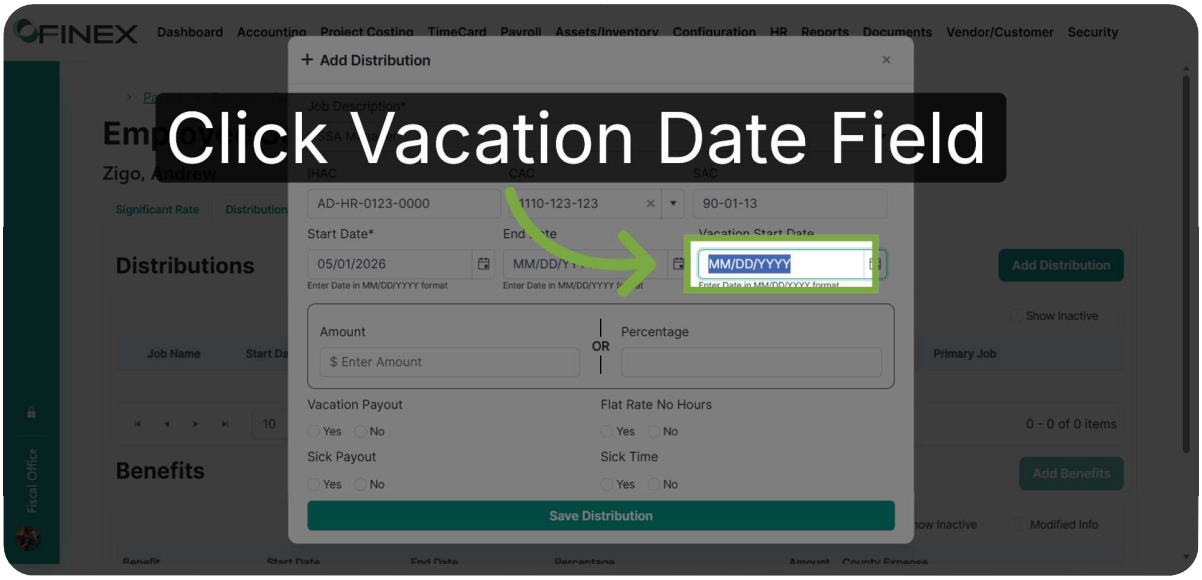
30 Enter Start Date

Enter the Start Date for your Employee.



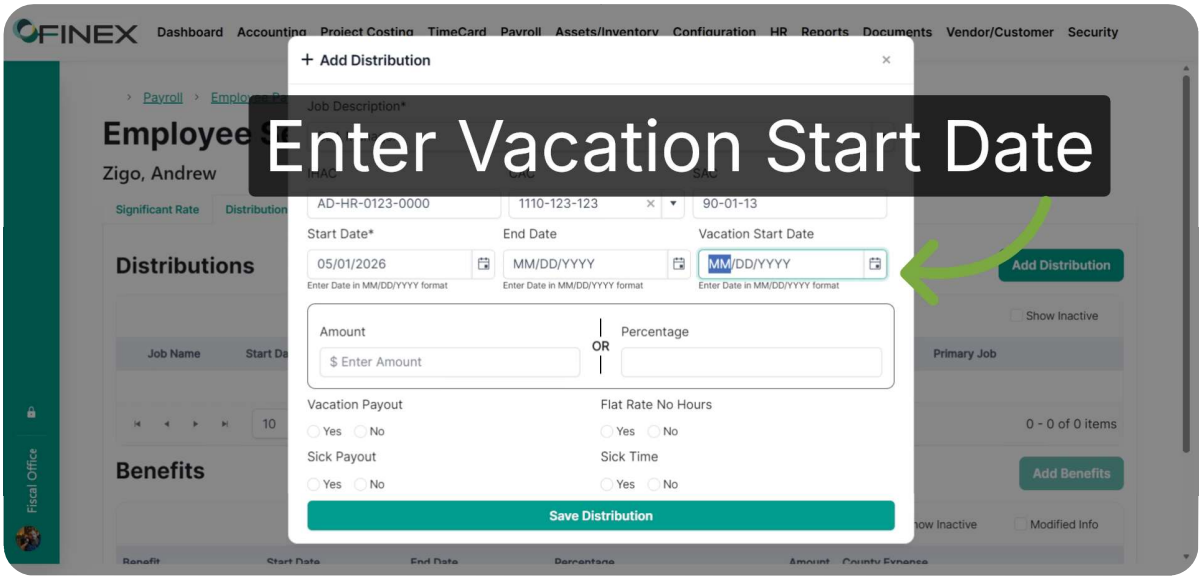
31 Select Vacation Start Date Field

Click the Vacation Start Date field.



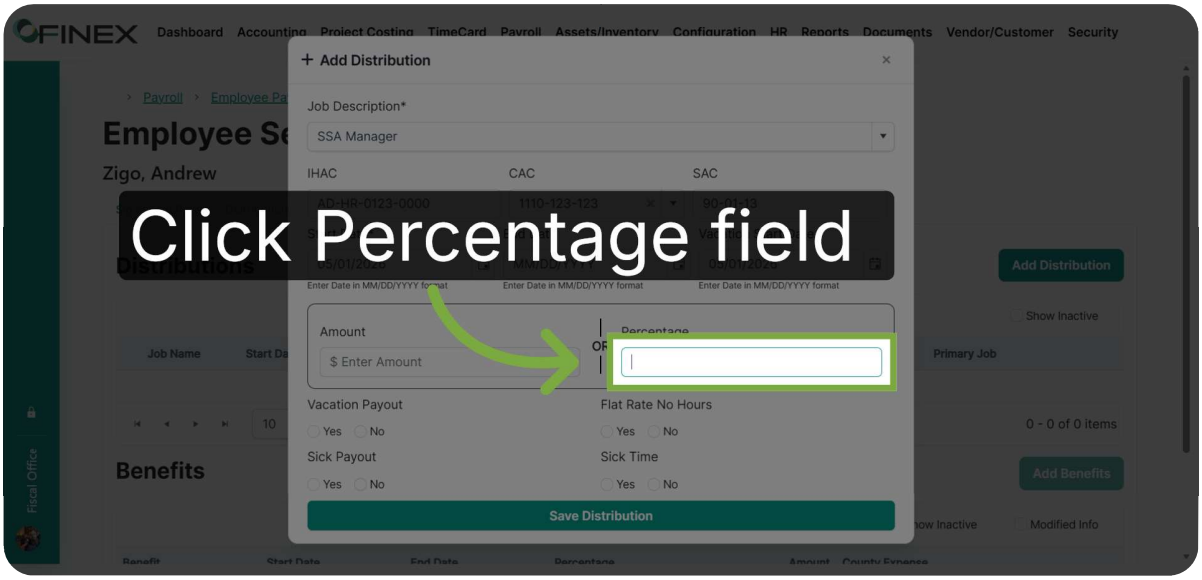
32 Enter Vacation Start Date

Enter the Vacation Start Date for the Employee.



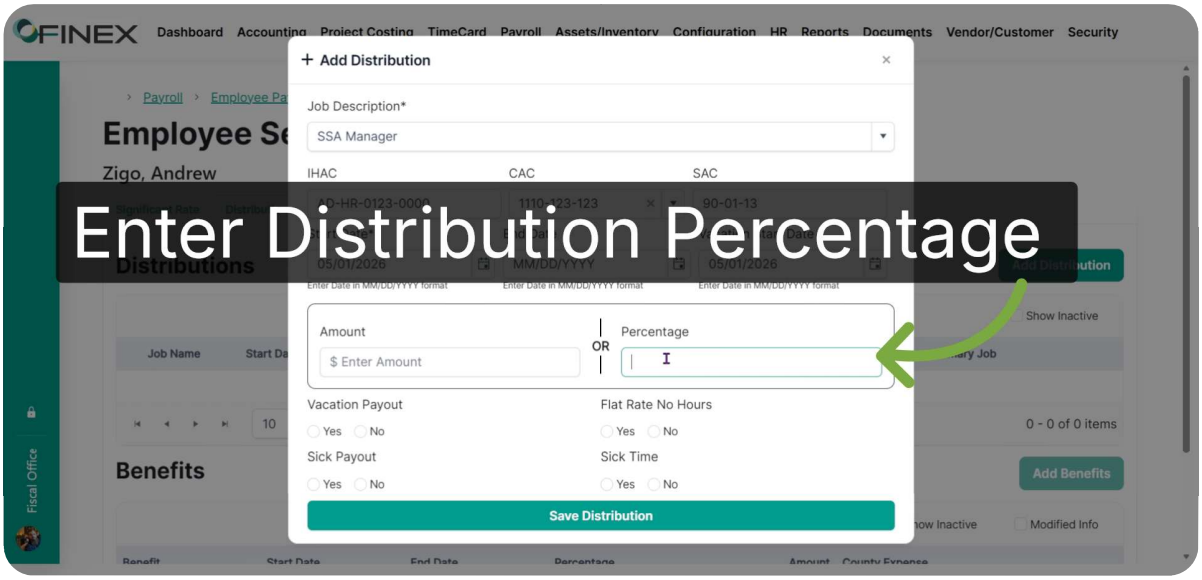
33 Select Percentage Field

Click the Percentage field.



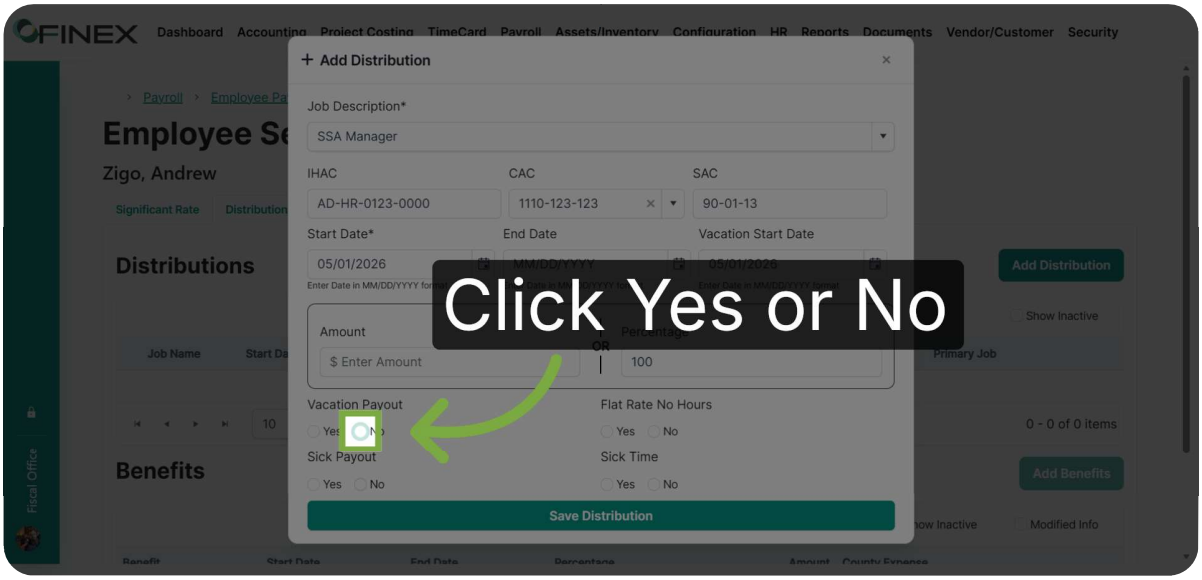
34 Enter Distribution Percentage

Enter your Distribution Percentage.



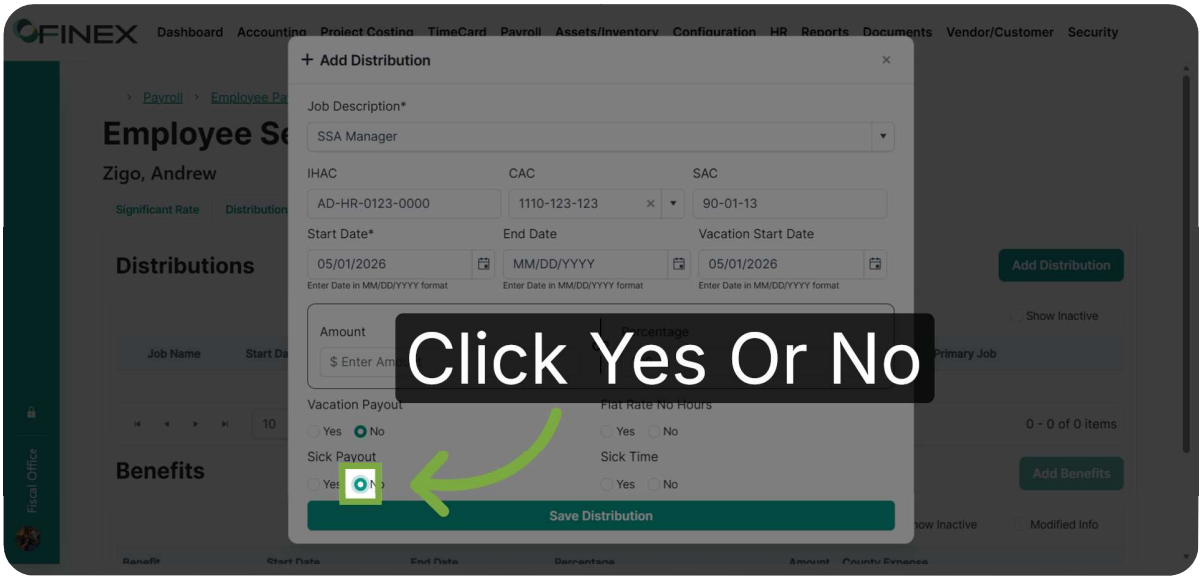
35 Select Whether Distribution Is A Vacation Payout

Select whether the Distribution is a Vacation Payout.



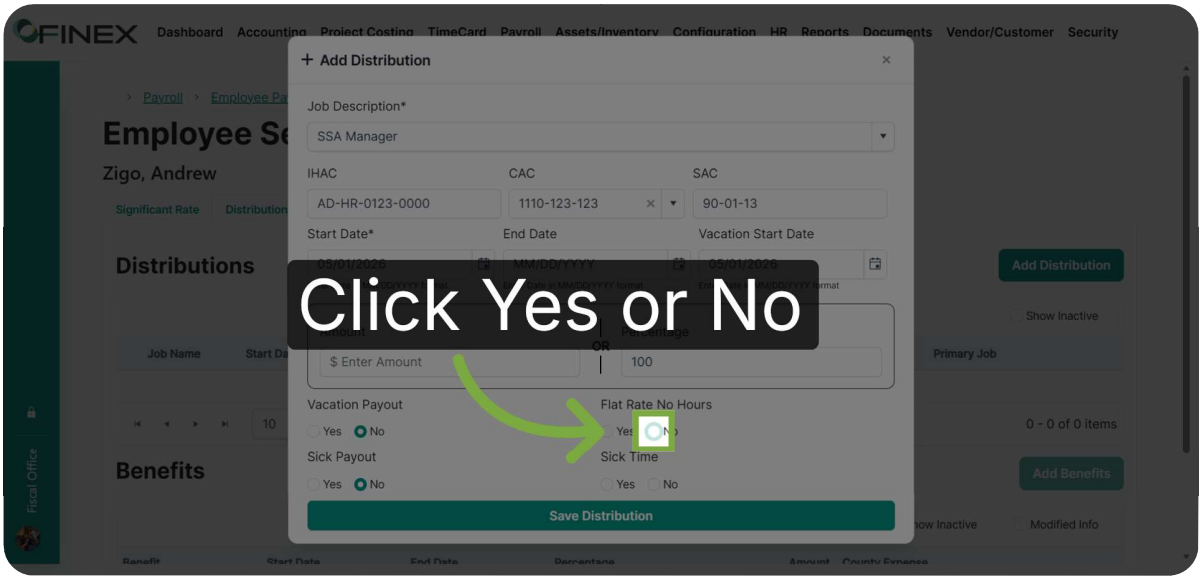
36 Select Whether Distribution Is A Sick Payout

Select whether the Distribution is a Sick Payout.



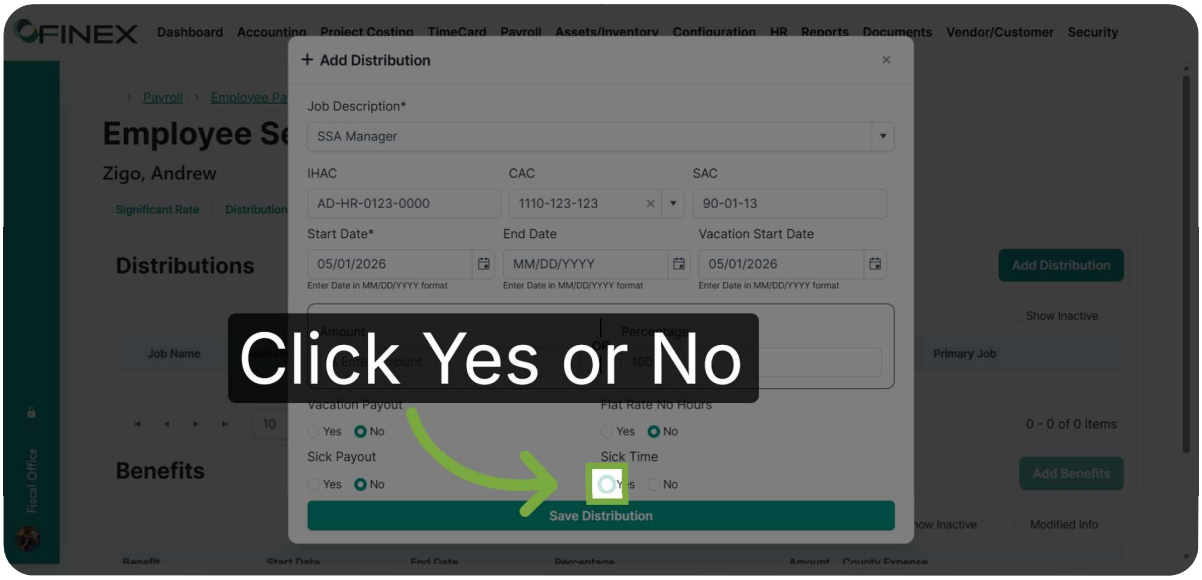
37 Select Whether Distribution Is Flat Rate No Hours

Select whether the Distribution is Flat Rate No Hours.



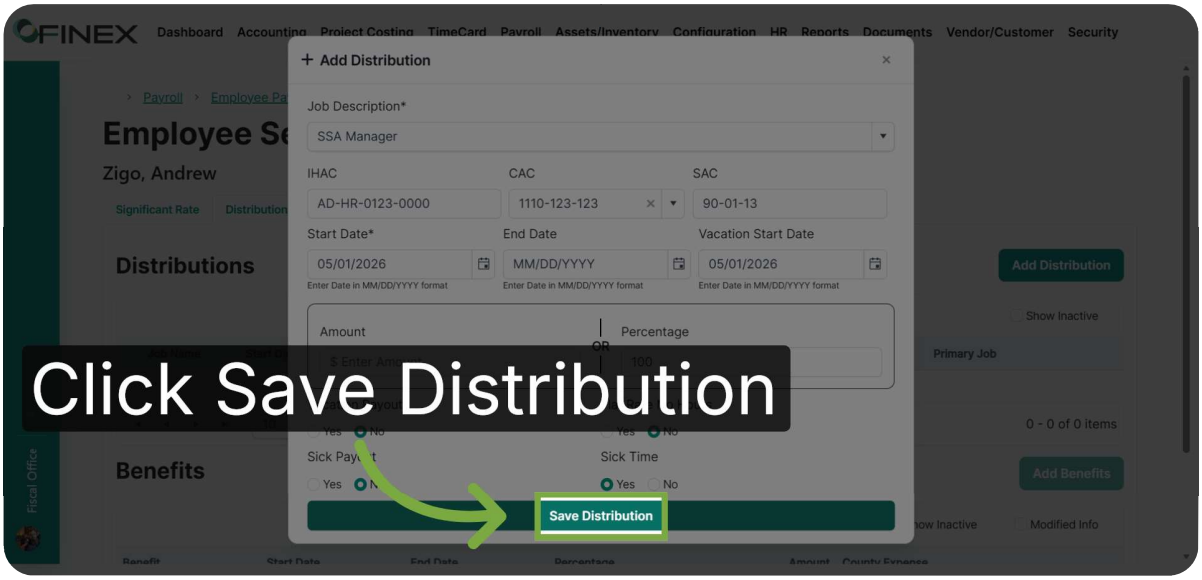
38 Select Whether Distribution Has Sick Time

Select whether the Distribution has Sick Time.



39 Save Distribution

Click Save Distribution to complete the Distribution.



You have now successfully completed a Distribution for an Employee in Payroll in Finex.

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