Adding An Adjustment In The Adjustment Window in Finex

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This tutorial guides you through adding an Adjustment in the Adjustment window in Finex.

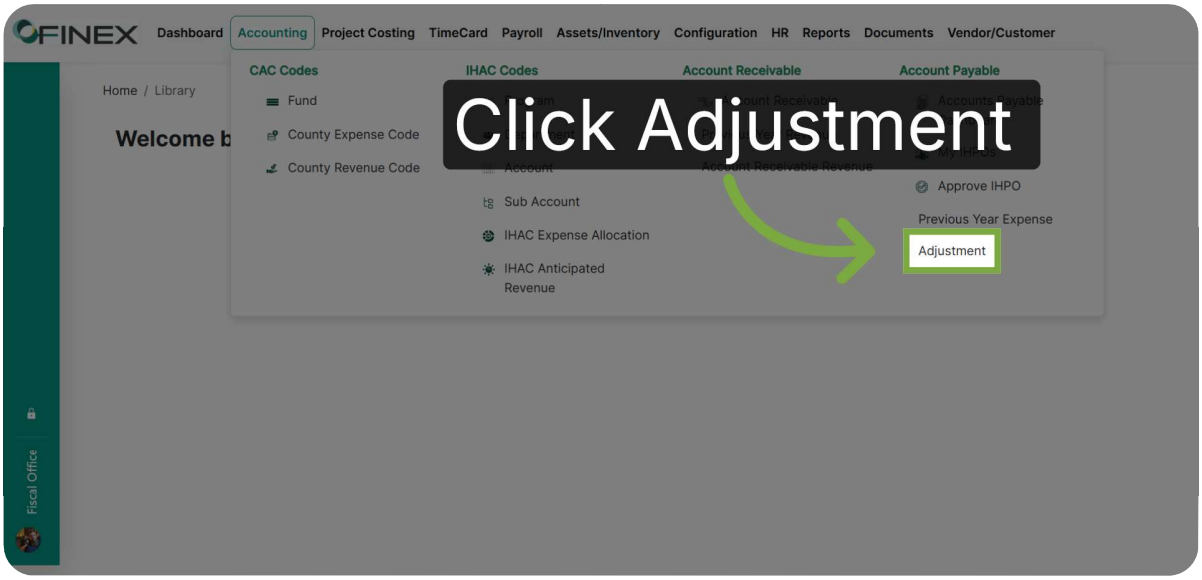
Go to www.finexweb.com

01 Access Accounting Section

Click Accounting to access the financial section of Finex.

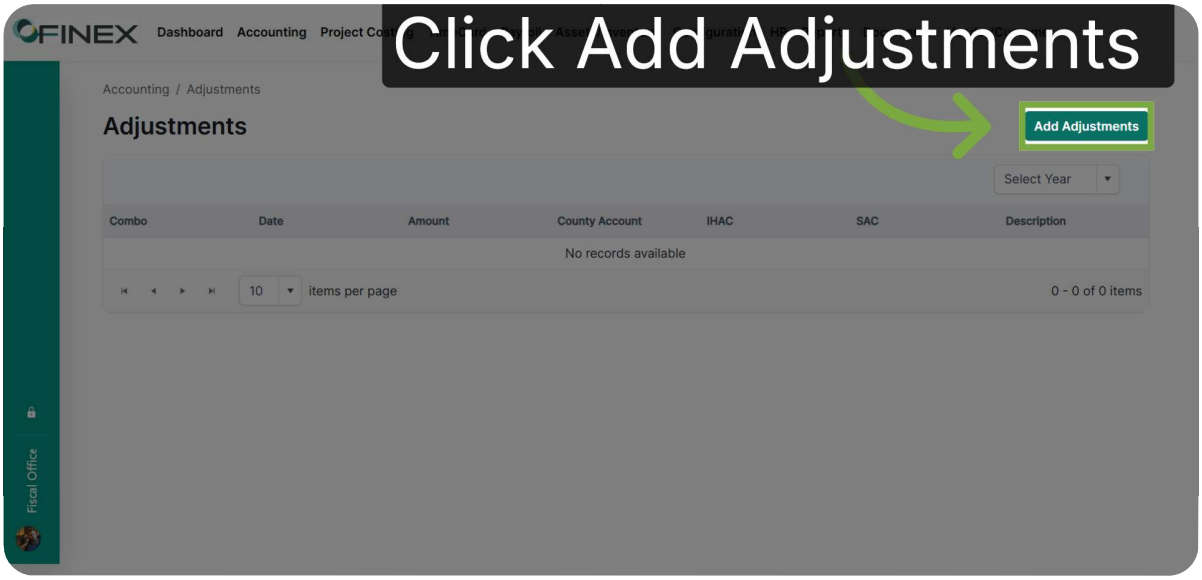
02 Open Adjustment Menu

Click Adjustment to open where you can create and manage Adjustments in Finex.



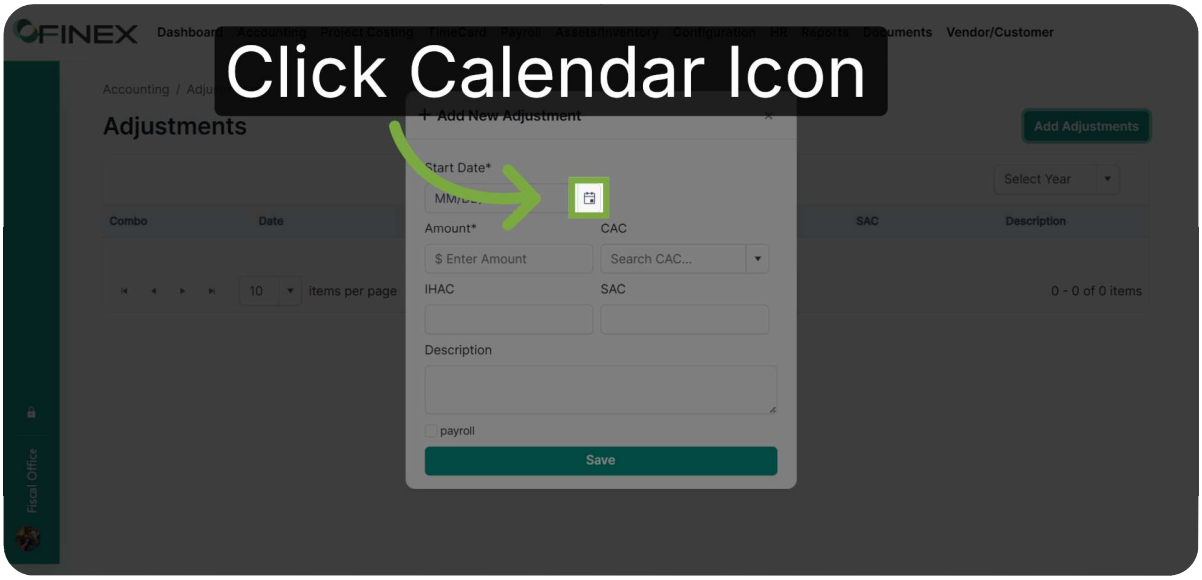
03 Select Add Adjustments

Click Add Adjustments to start the process of creating an Adjustment.



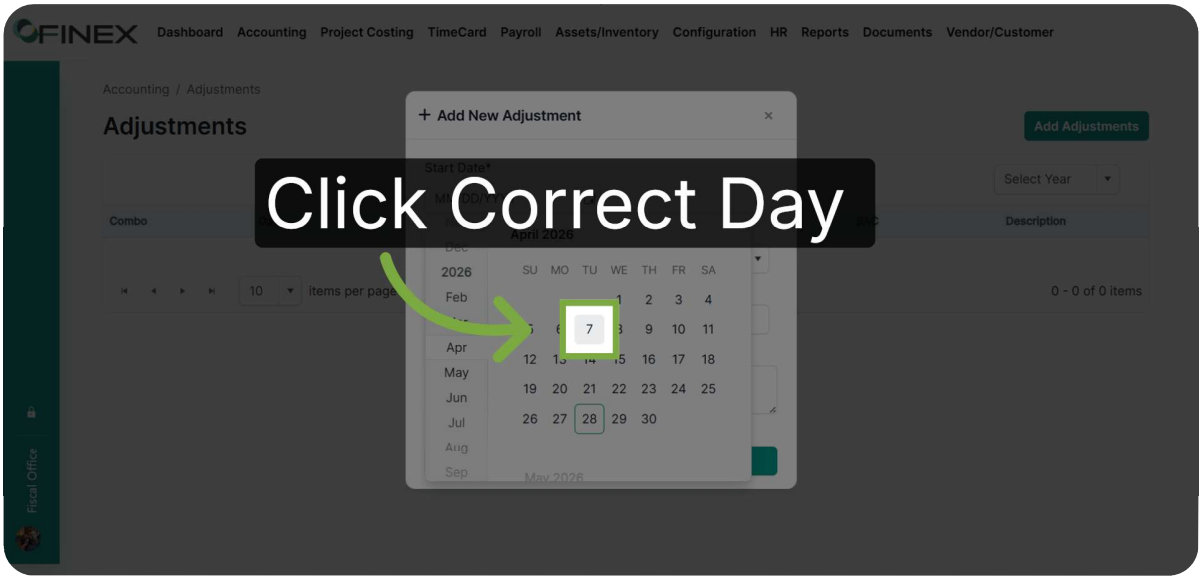
04 Select Calendar Icon

Click the Calendar Icon to start the process of choosing the start date for your Adjustment.



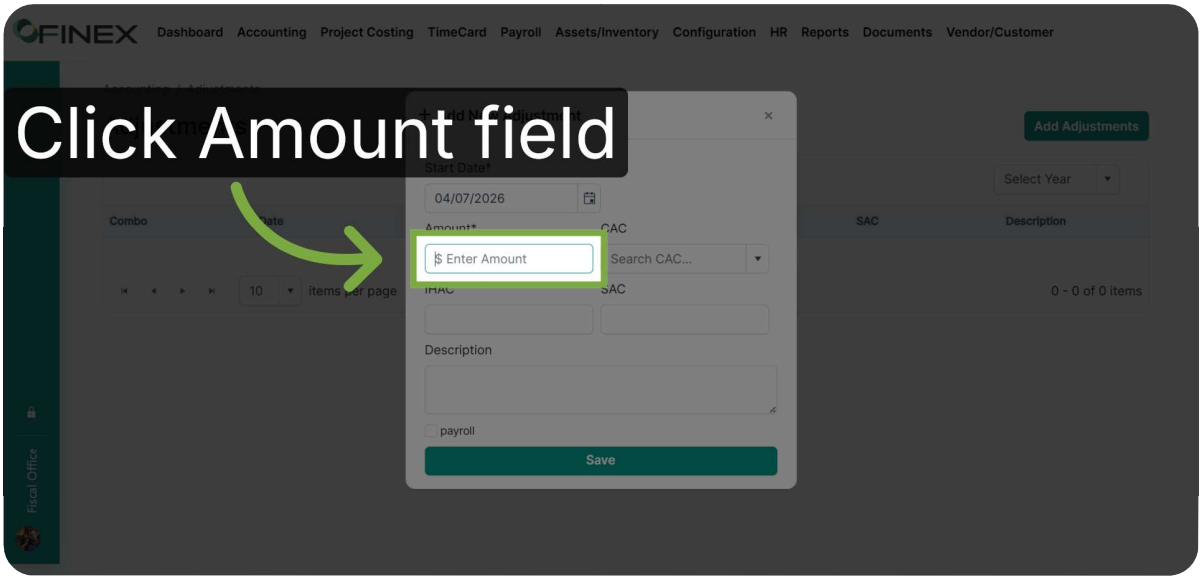
05 Select Start Date

Click the correct date that corresponds with the Start Date of your Adjustment.



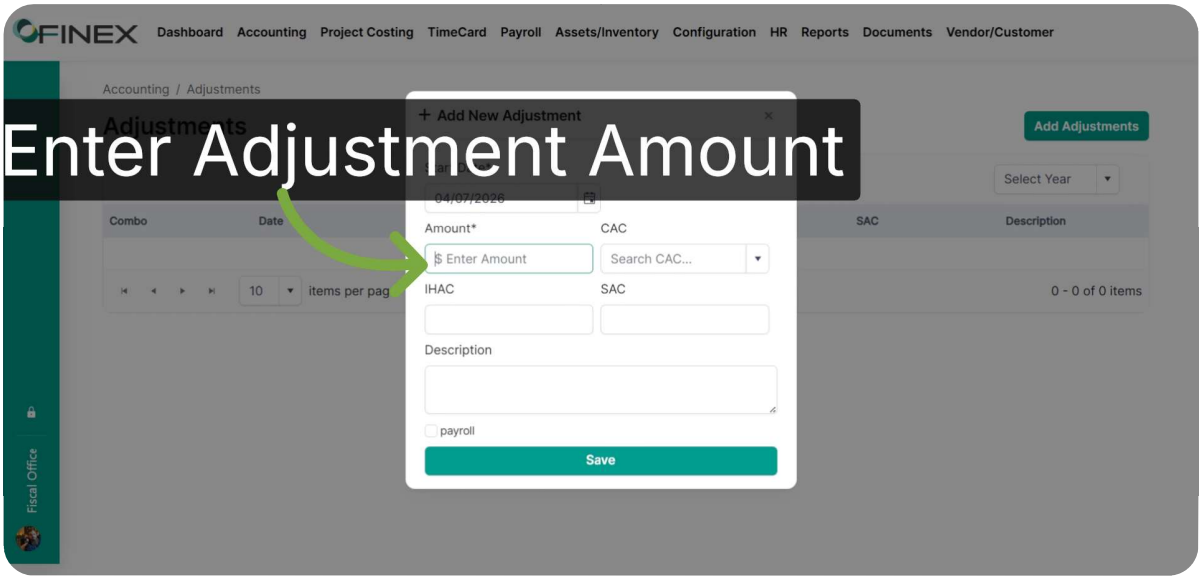
06 Access Amount Field

Click the Amount field.



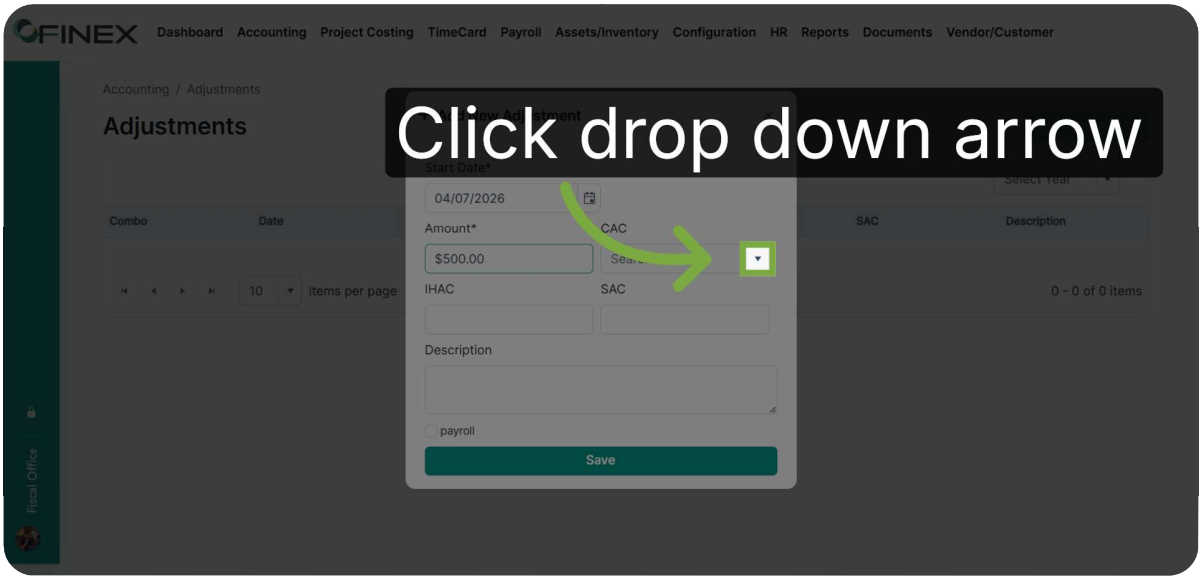
07 Enter Adjustment Amount

Enter your Adjustment amount.



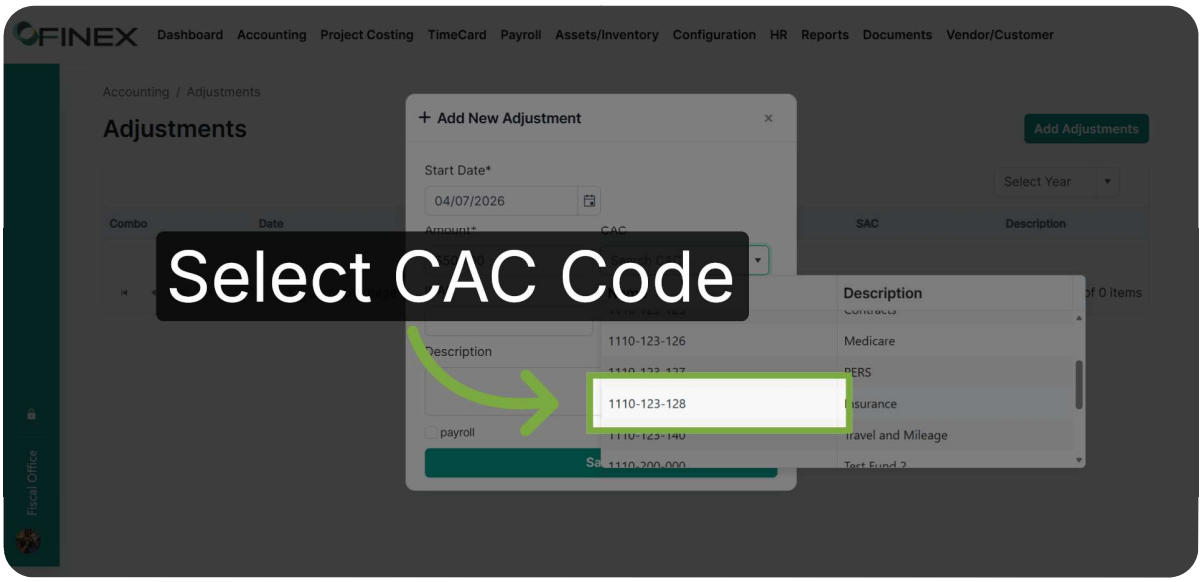
08 Open CAC Code Selection

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



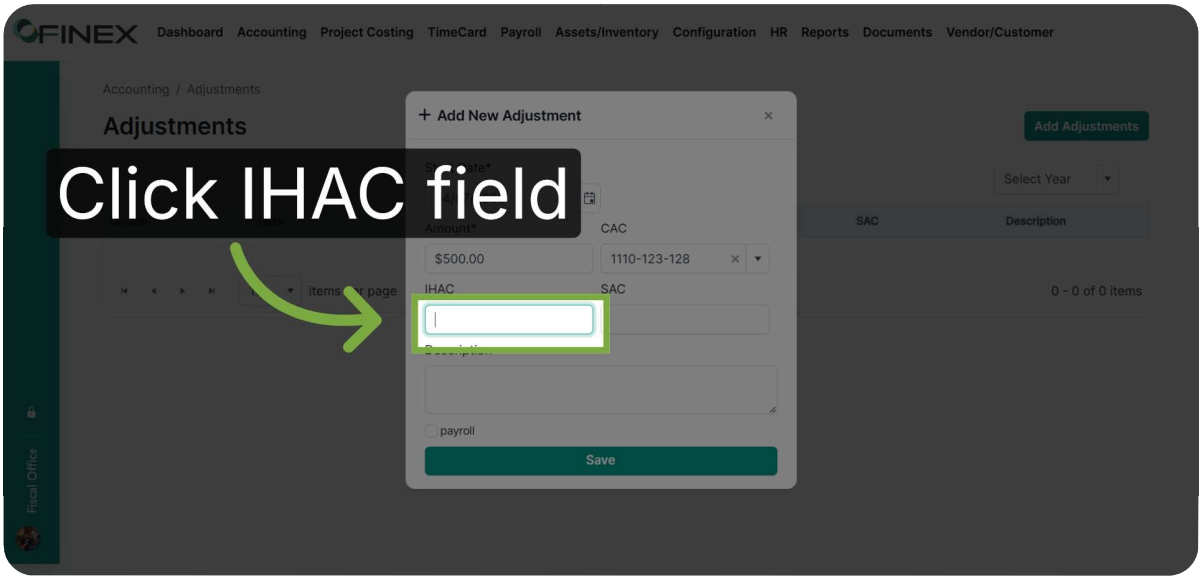
09 Select CAC Code

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



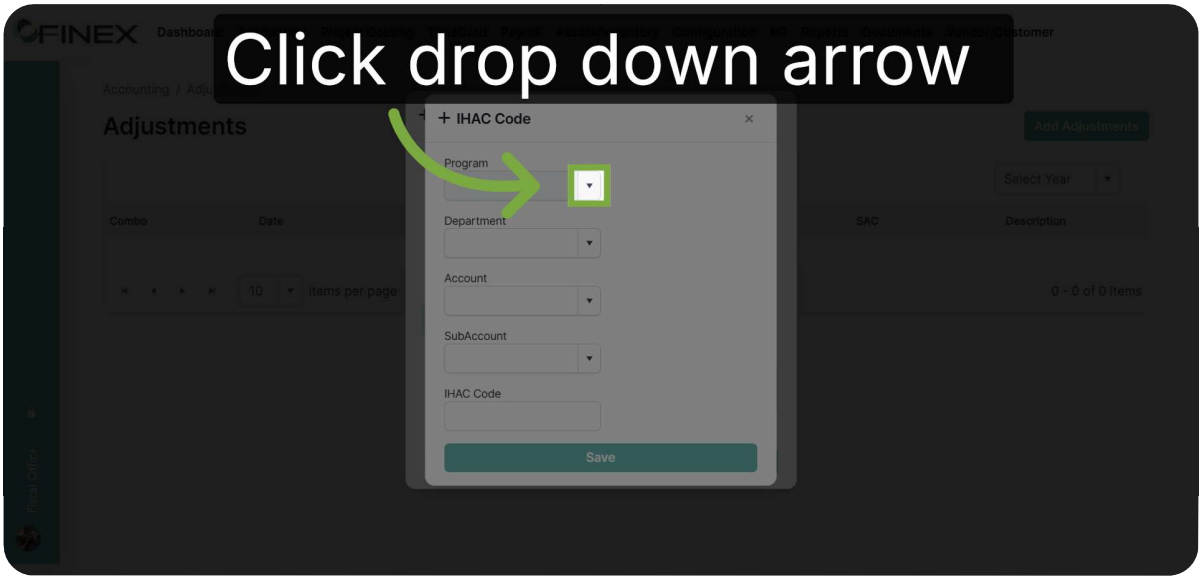
10 Select IHAC Field

Click the IHAC field to start the process of entering the IHAC for your Adjustment.



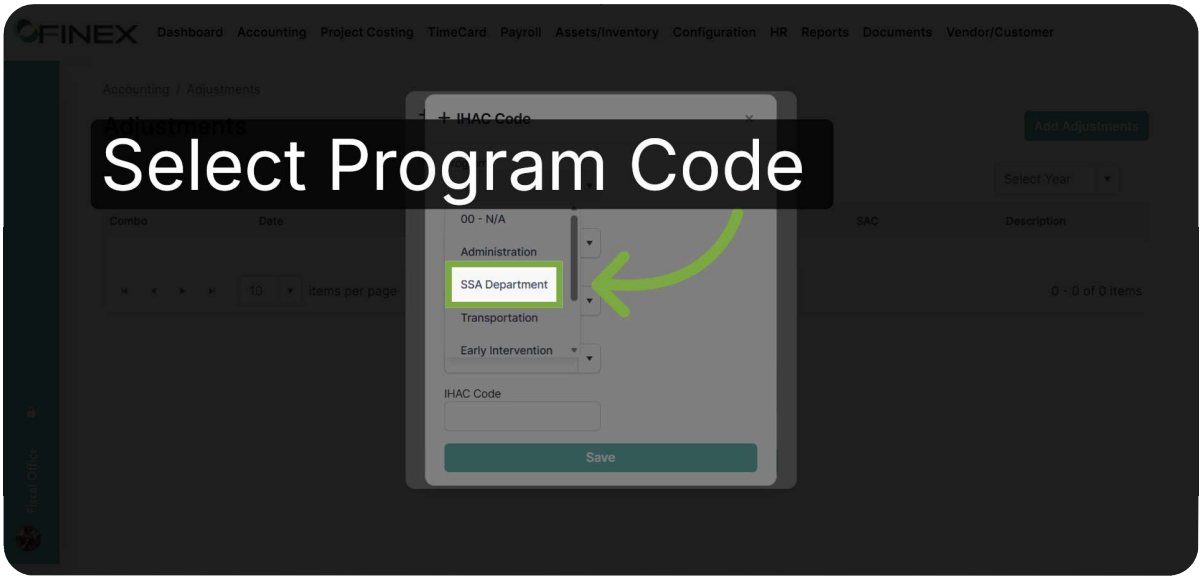
11 Open Program Dropdown

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



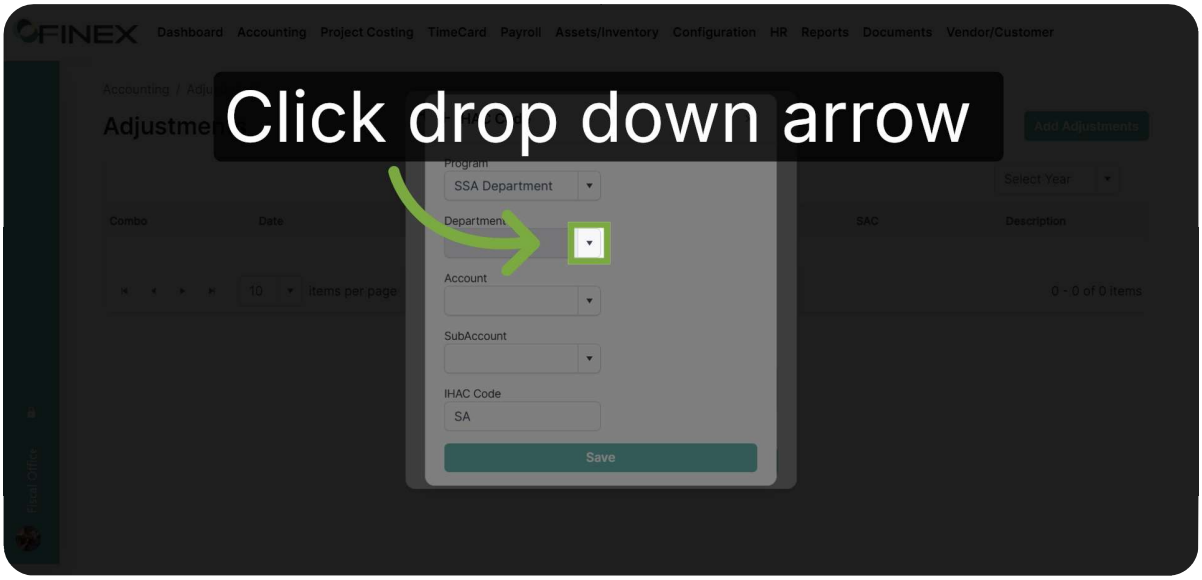
12 Select Program From Drop Down List

Select the appropriate Program code for your IHAC.



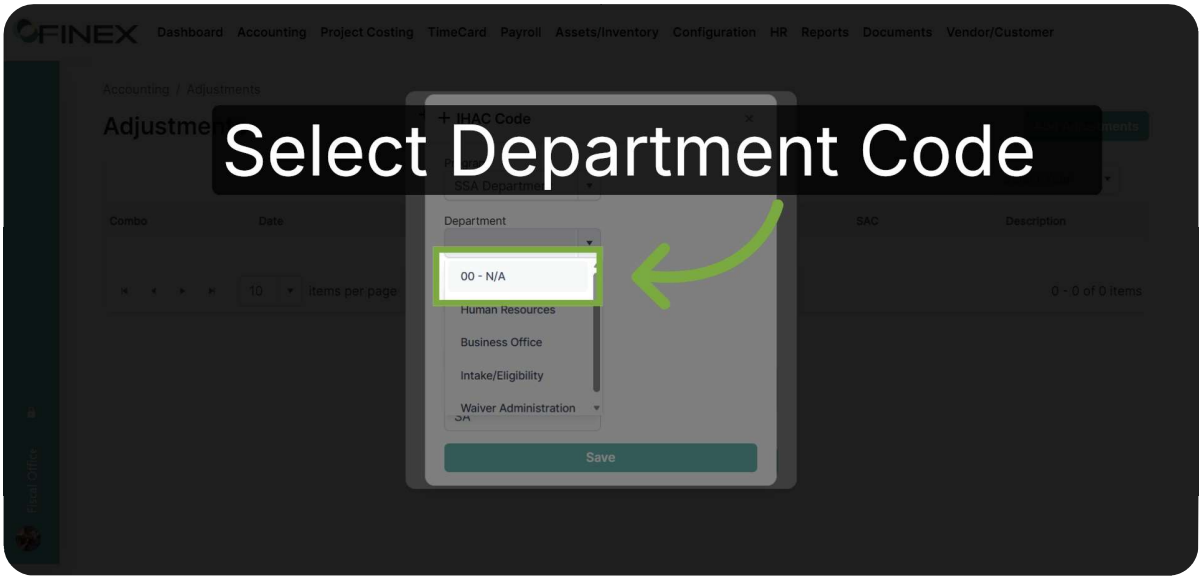
13 Open Department Menu

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



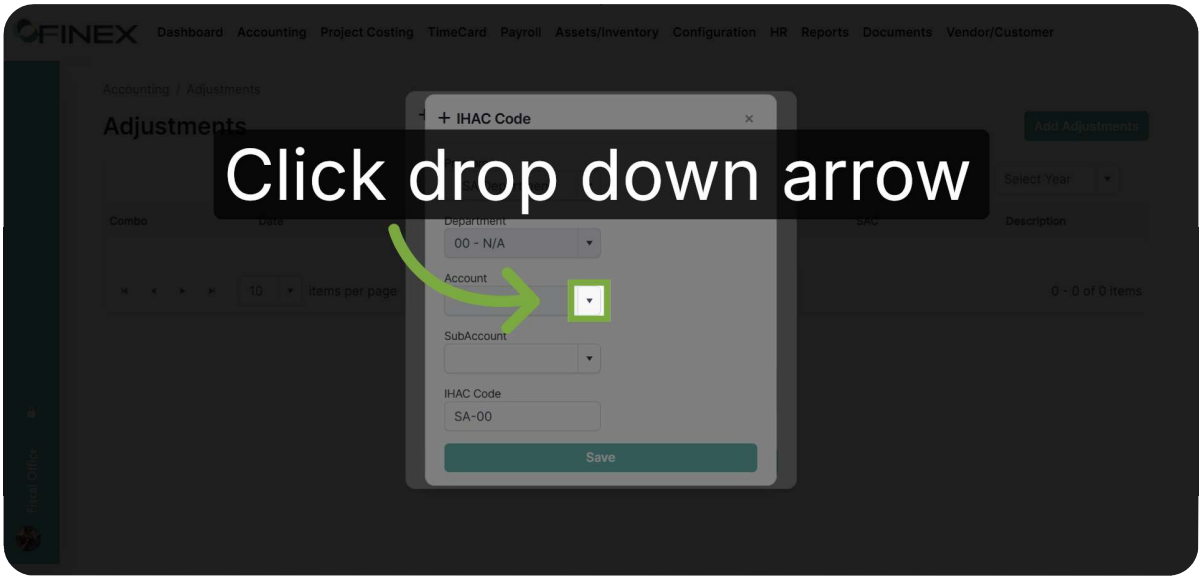
14 Select Department From Drop Down List

Select the appropriate Department code for your IHAC.



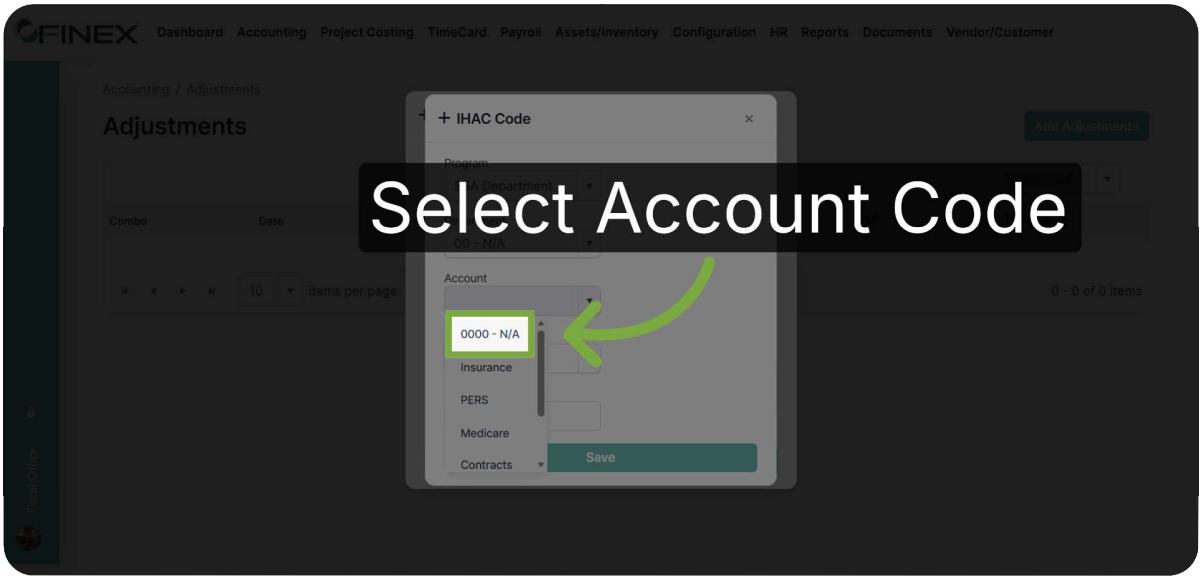
15 Open Account Menu

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



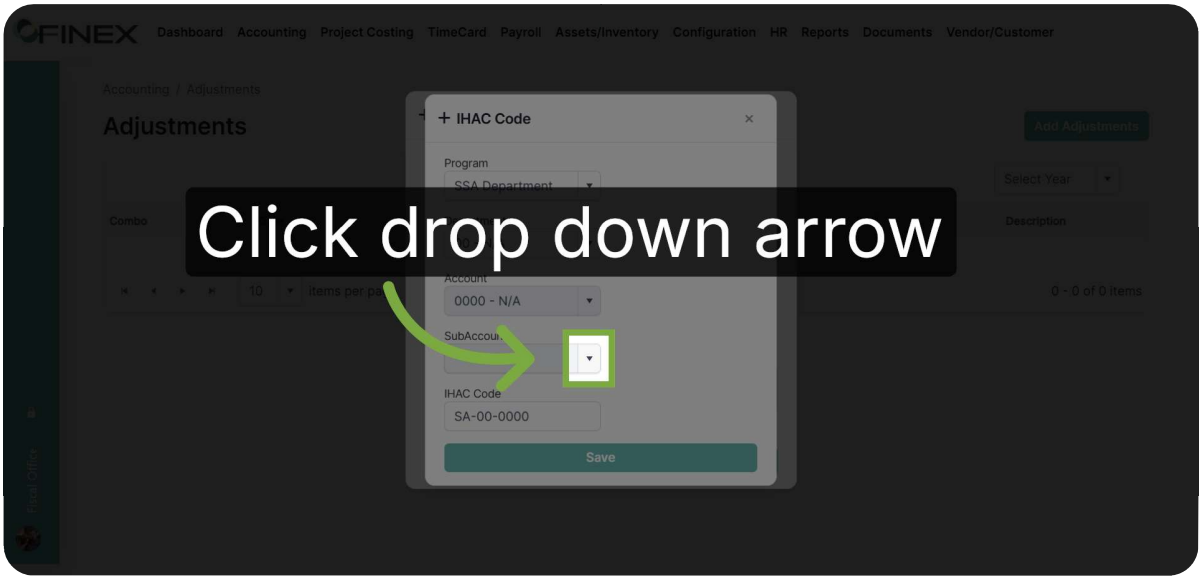
16 Select Account From Drop Down List

Select the appropriate Account code for your IHAC.



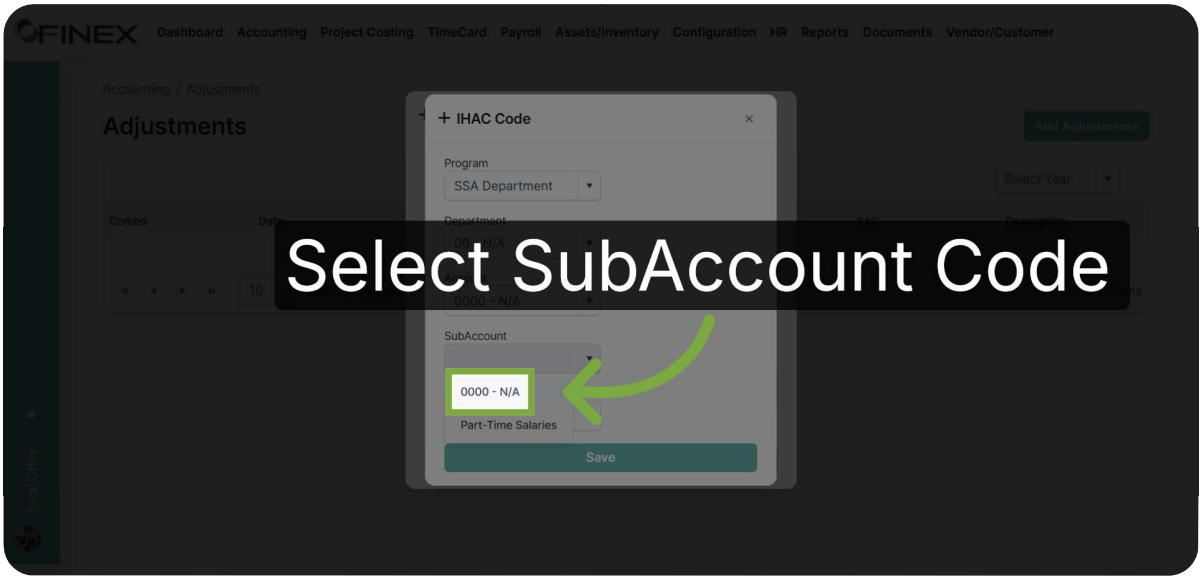
17 Open SubAccount Menu

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



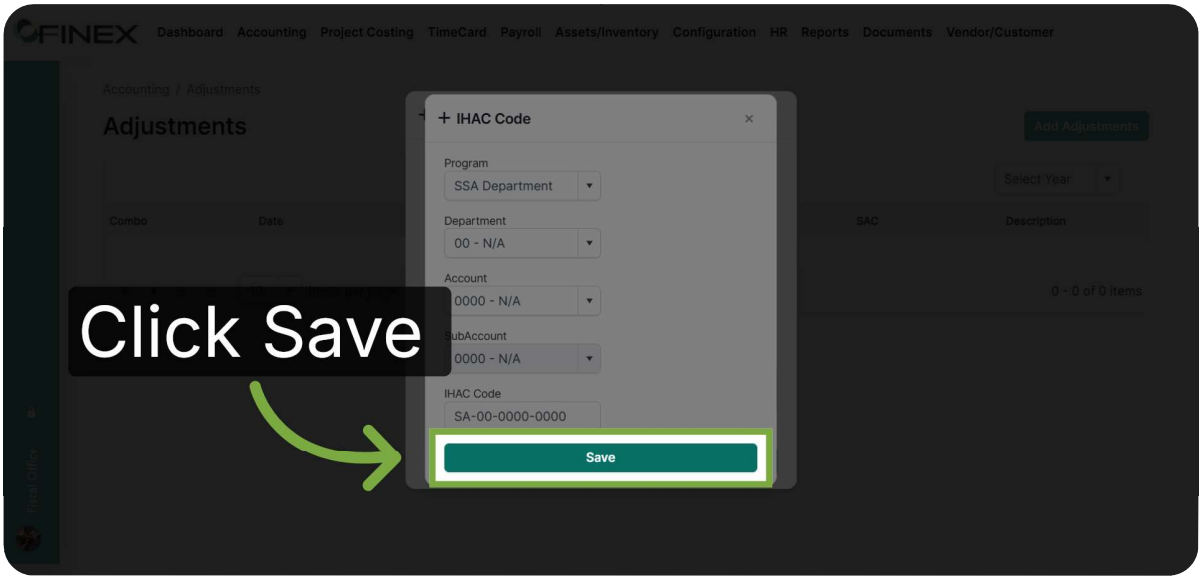
18 Select SubAccount From Drop Down List

Select the appropriate SubAccount code for your IHAC.



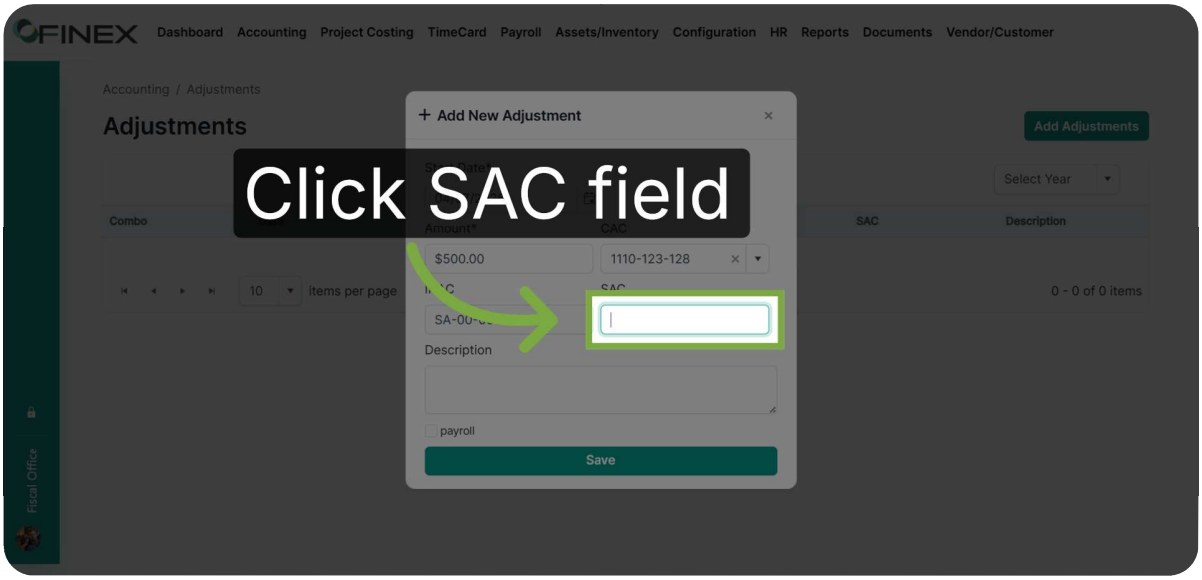
19 Save IHAC Code

Click Save to complete the IHAC code for your Adjustment.



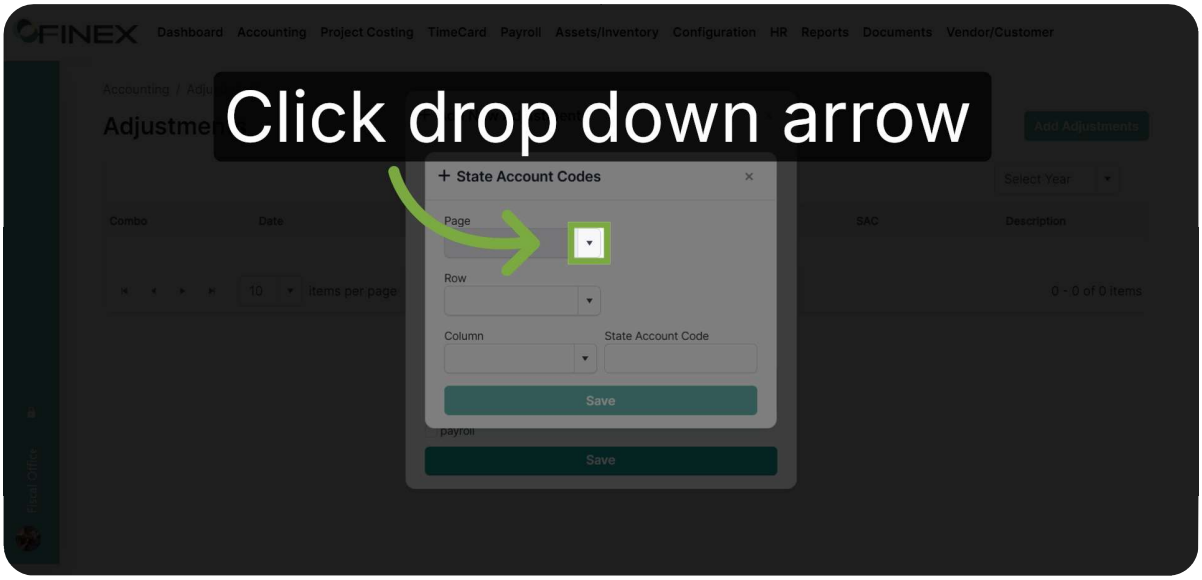
20 Select SAC Field

Click the SAC field to start the process of entering the SAC for your Adjustment.



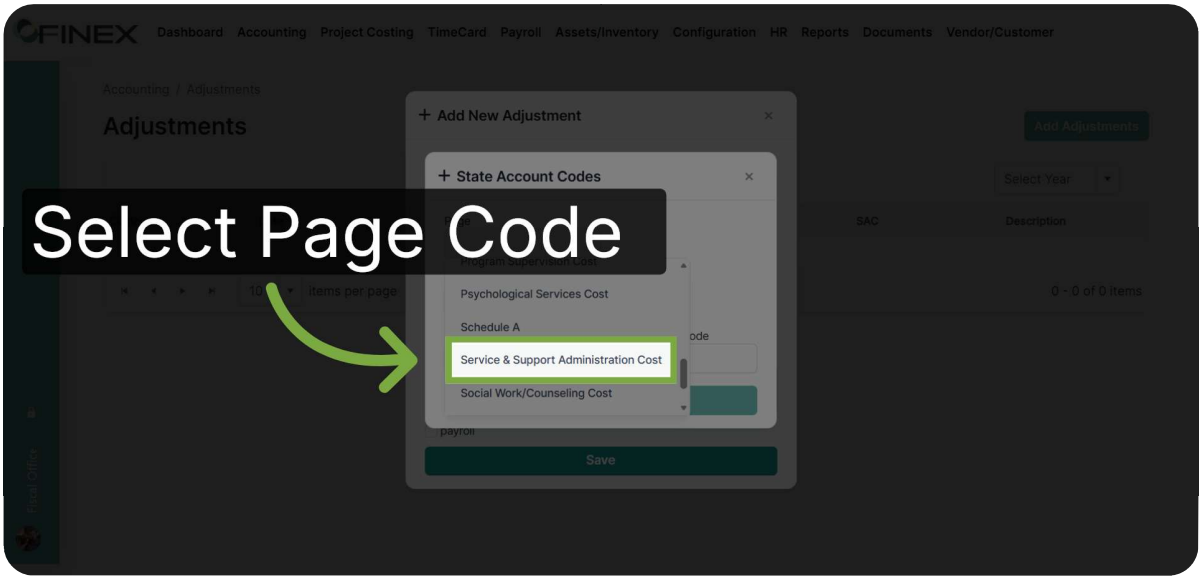
21 Open Page Menu

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



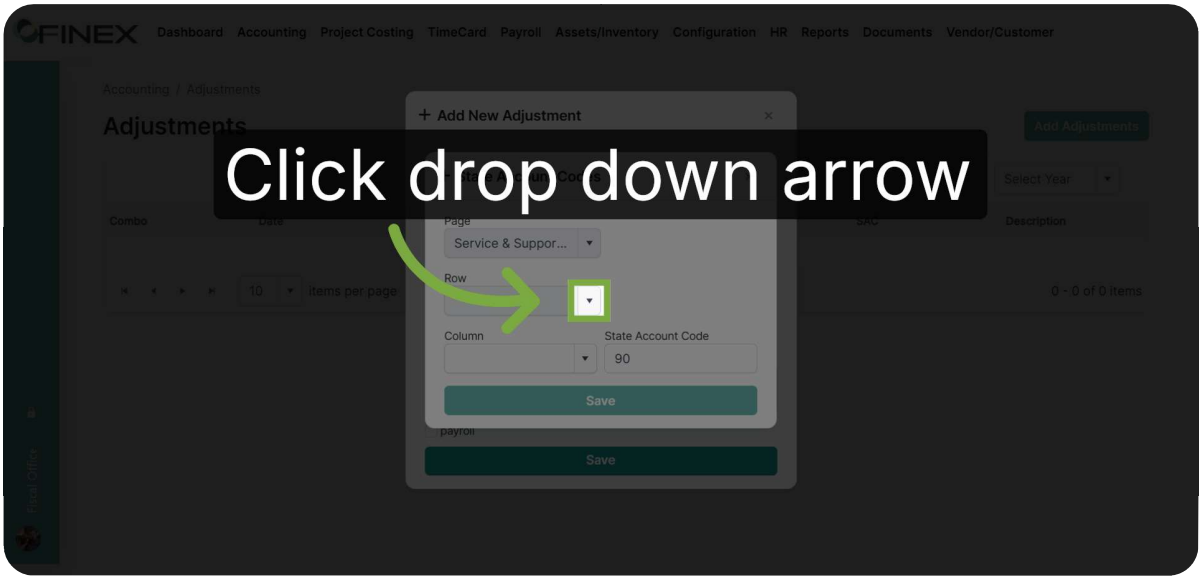
22 Select Page From Drop Down List

Select the appropriate Page code for your SAC.



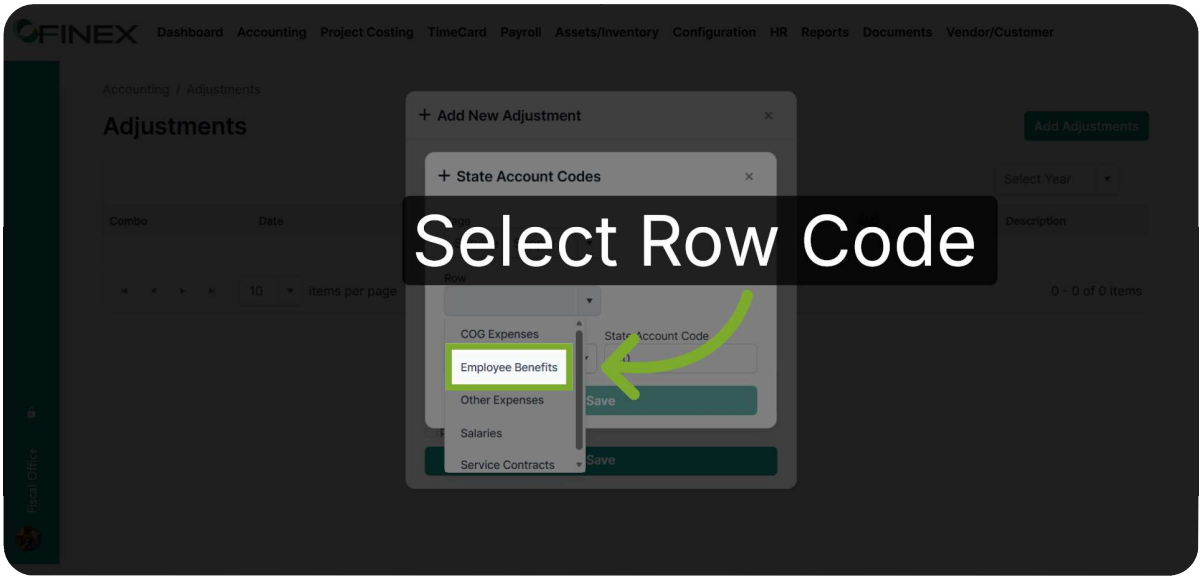
23 Open Row Menu

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



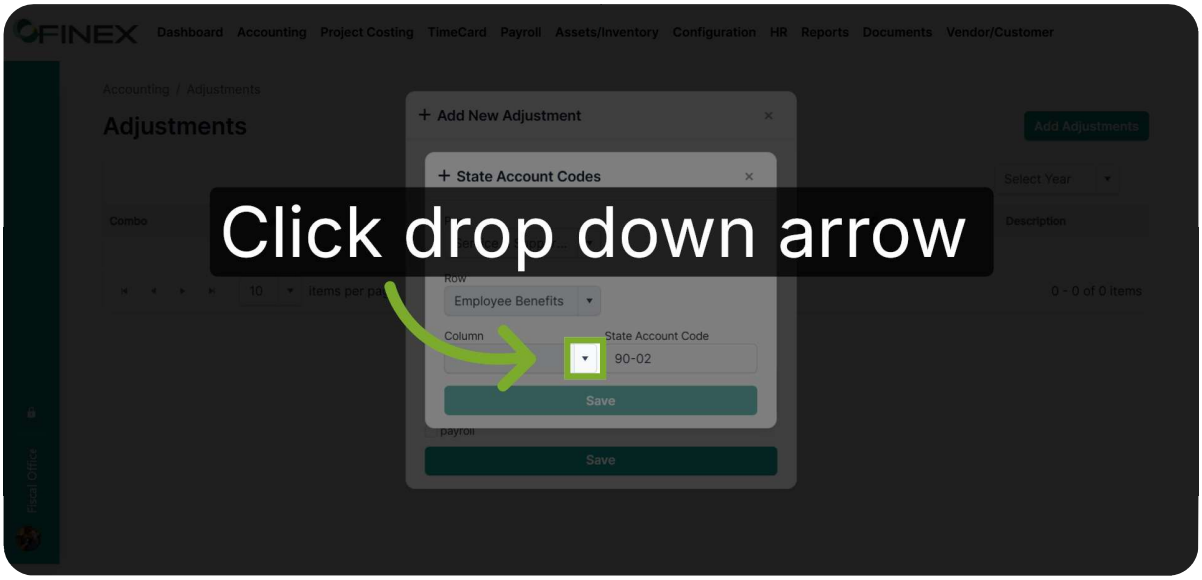
24 Select Row From Drop Down List

Select the appropriate Row code for your SAC.



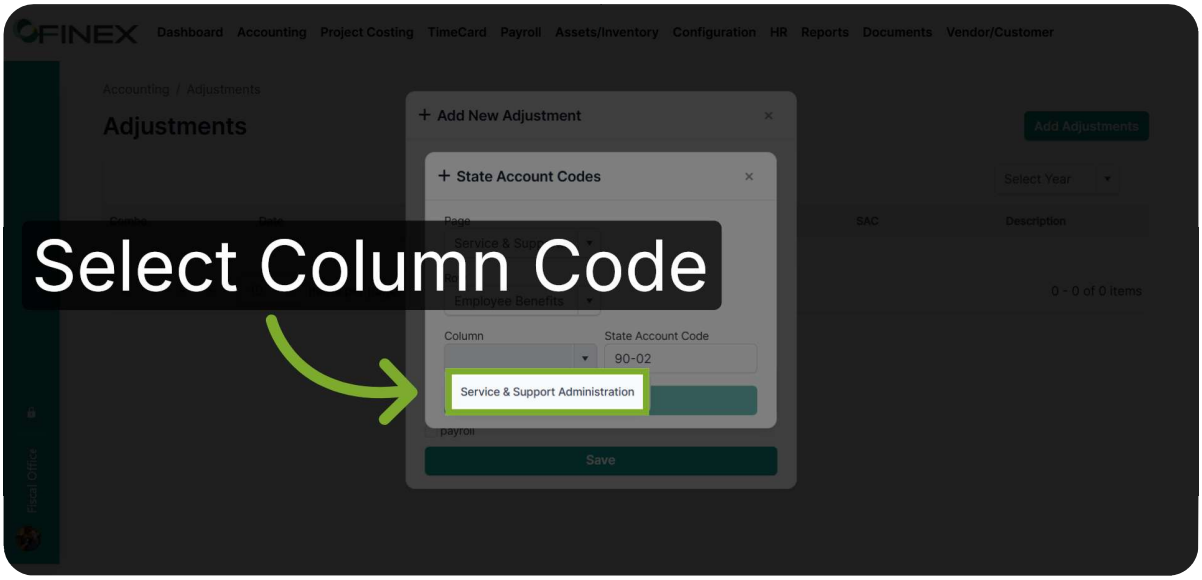
25 Open Column Menu

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



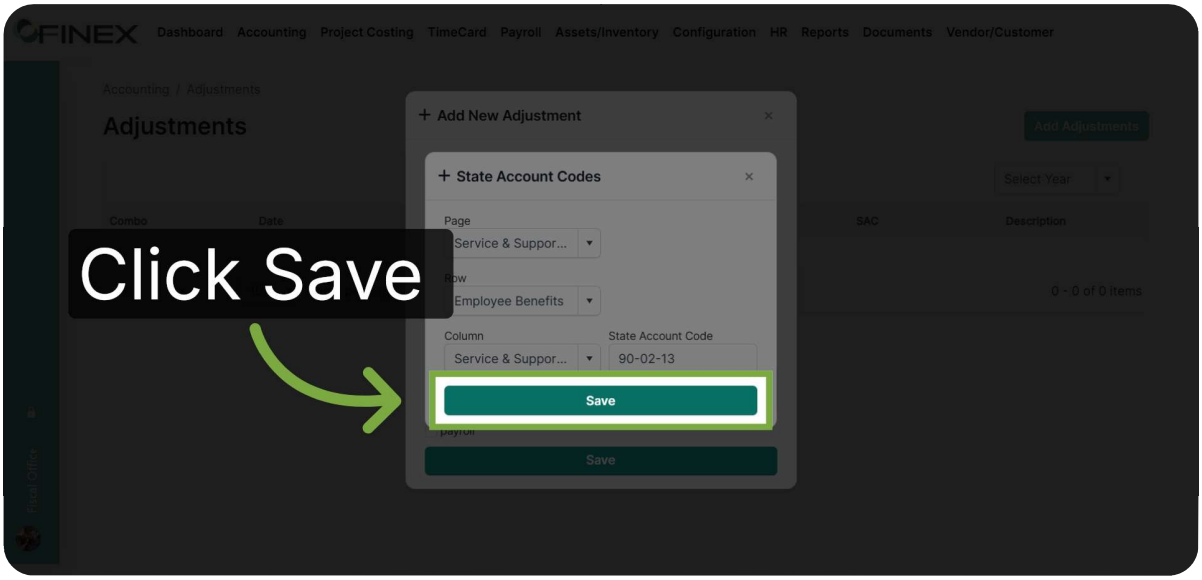
26 Select Column From Drop Down List

Select the appropriate Column code for your SAC.



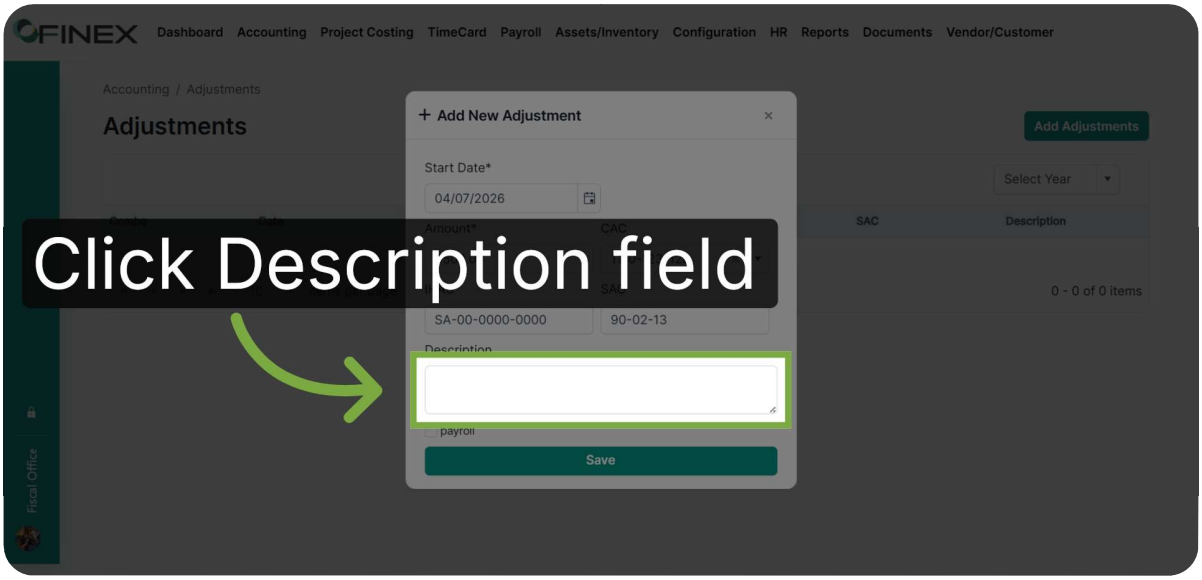
27 Save SAC Code

Click Save to complete this SAC code for your Adjustment.



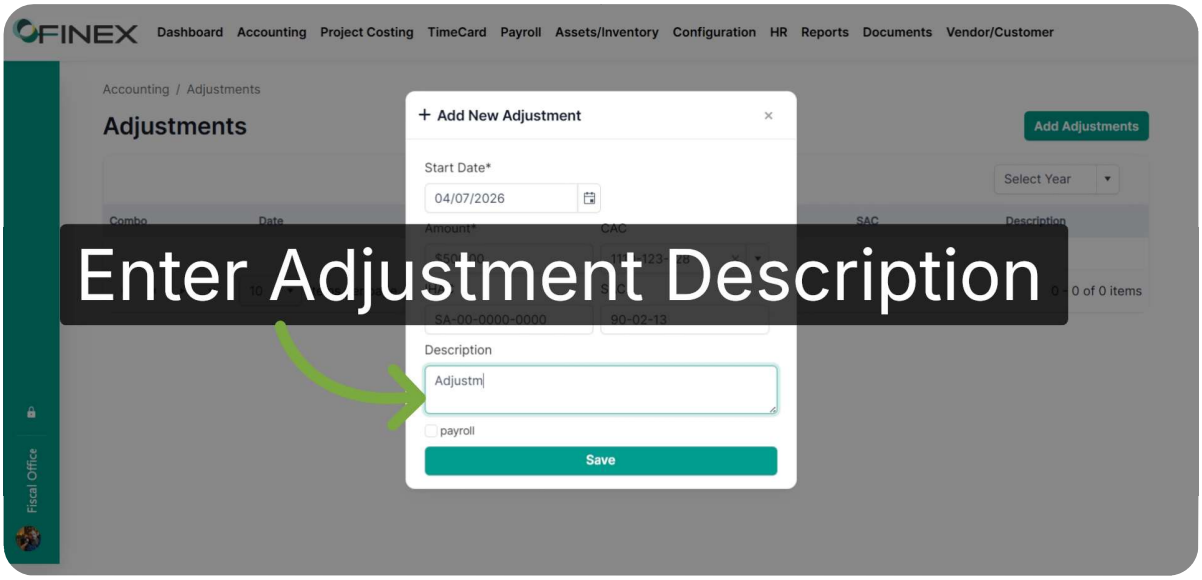
28 Select Description Field

Click the Description field.



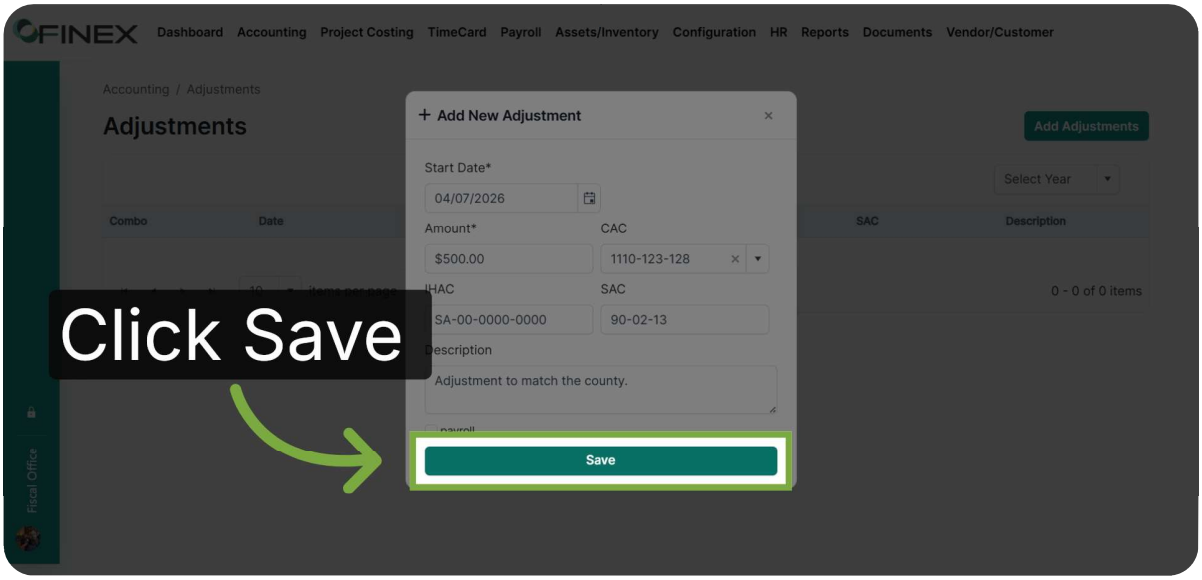
29 Enter Adjustment Description

Enter a description for your Adjustment.



30 Save Adjustment

Click Save to finalize and save your Adjustment.



You have now successfully created an Adjustment in Finex. You can use the same window to edit and delete Adjustments as well.

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