How To Approve An IHPO As A Department Head Or Supervisor In Finex

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This tutorial guides you through approving an IHPO as a Department Head or Supervisor in Finex.

Go to www.finexweb.com

01 Access Accounting Section

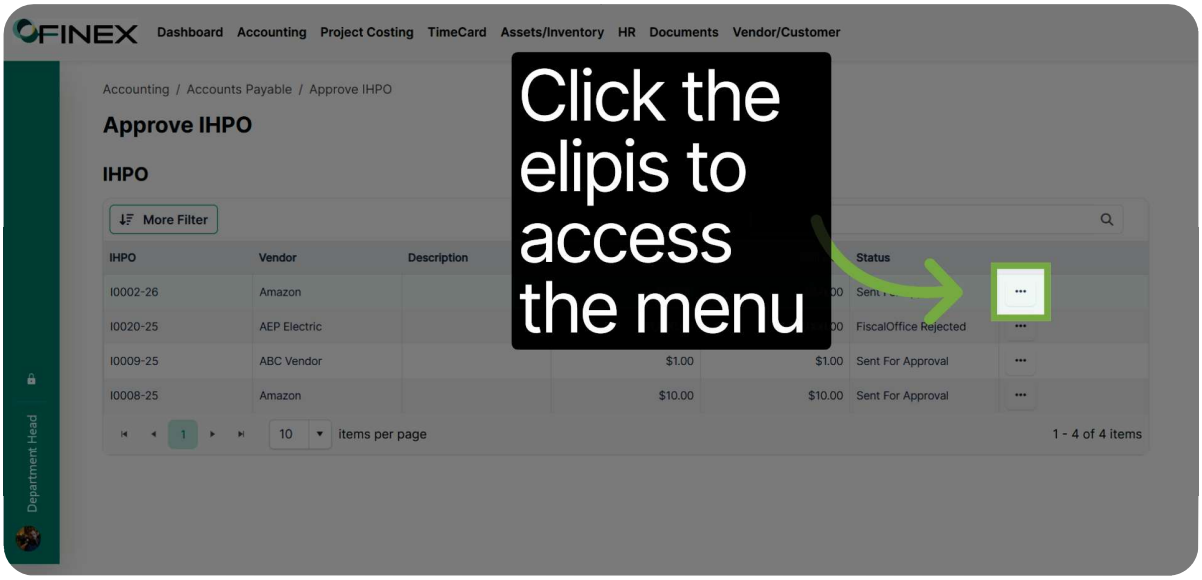
Click accounting to access the financial section of Finance.

02 Open Approve IHPO Page

Click Approve IHPOs to access where you can review and approve IHPOs.

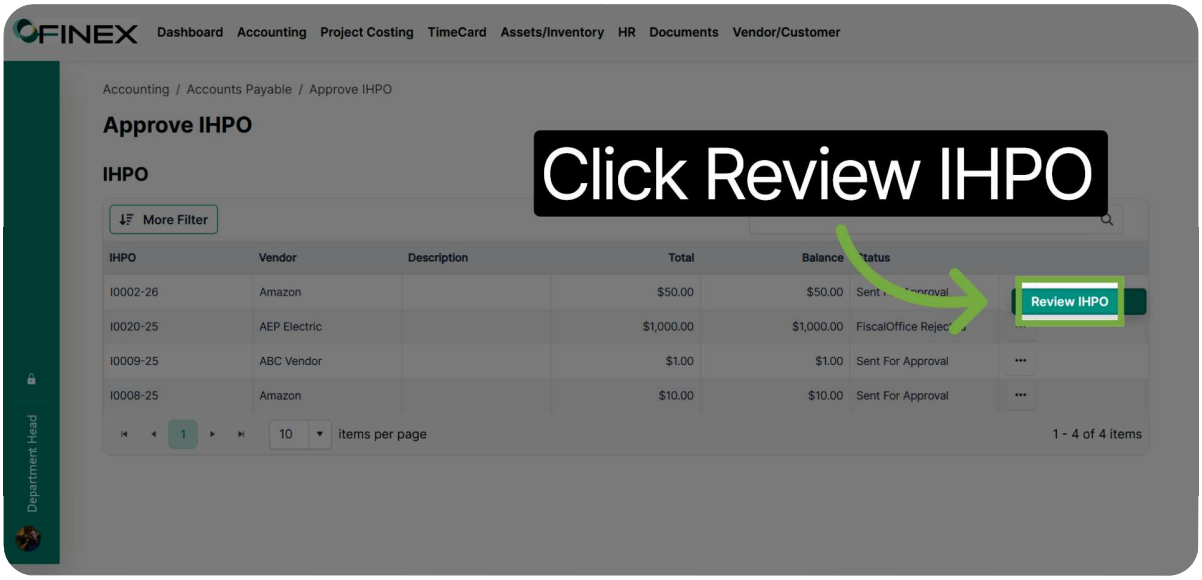
03 Select The Menu

Click the elipsis to access the menu to the right of your desired IHPO.



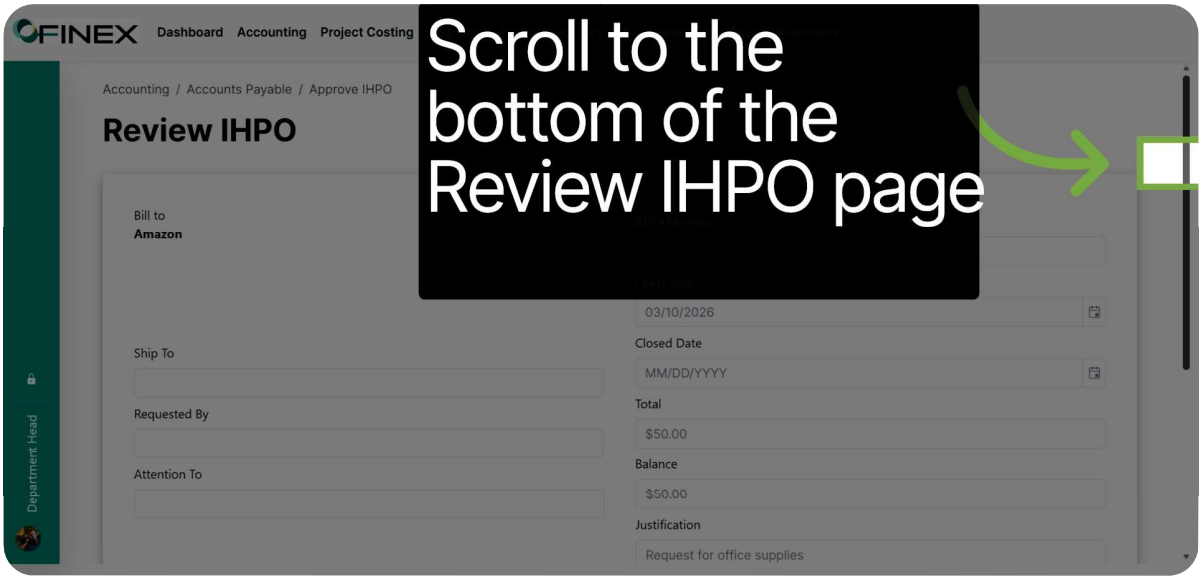
04 Select Review IHPO

Click the Review IHPO button.



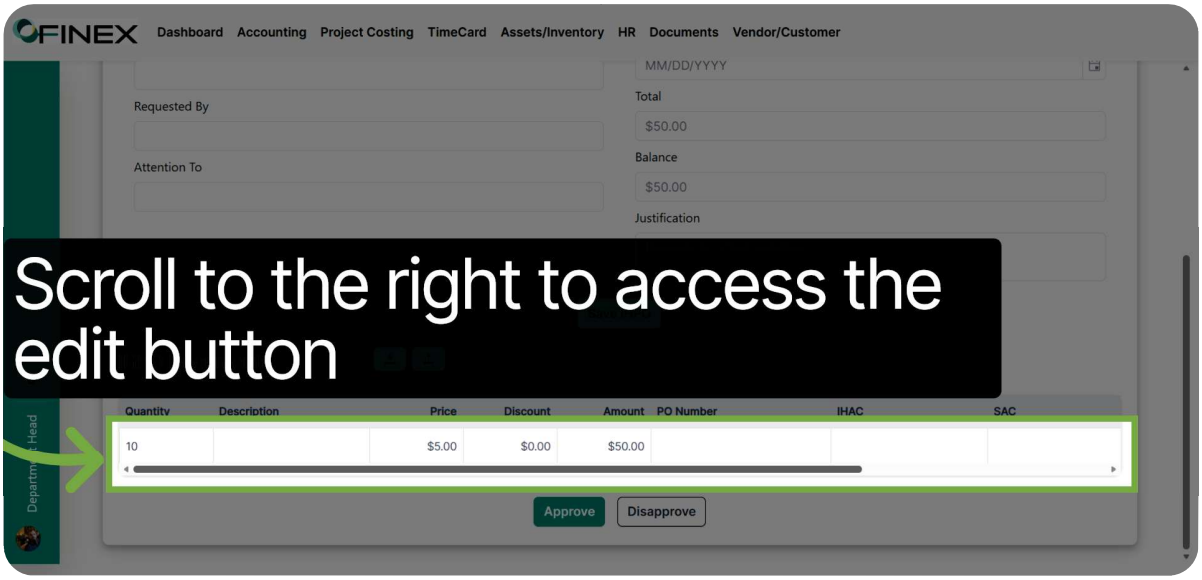
05 View IHPO Details

Scroll to the bottom of the Review IHPO page.



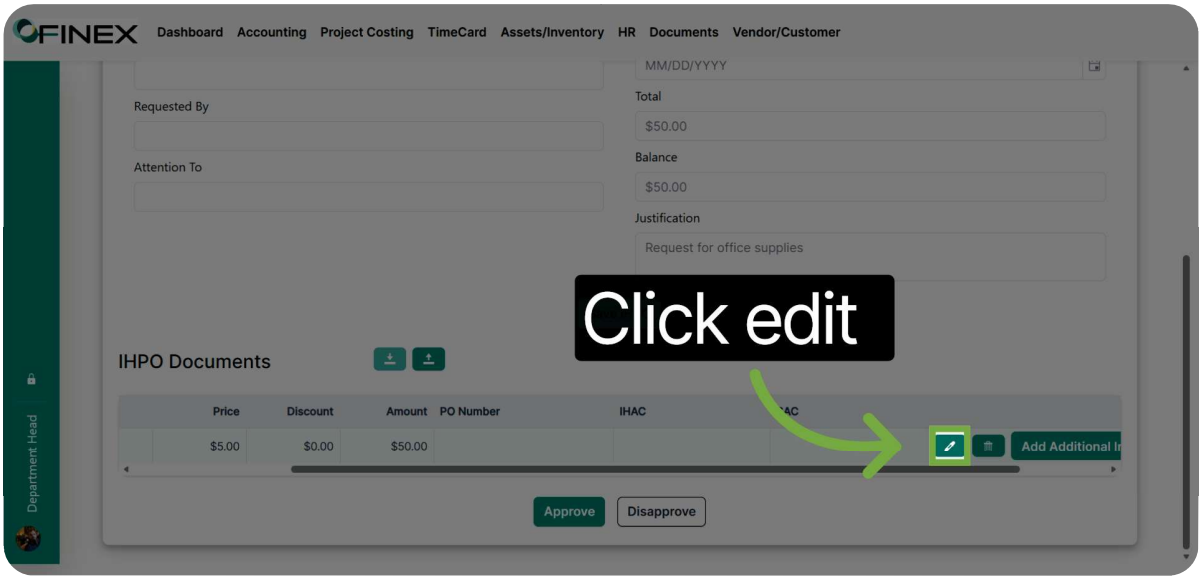
06 Scroll to the right to access the edit button

Scroll to the right to access the edit button.



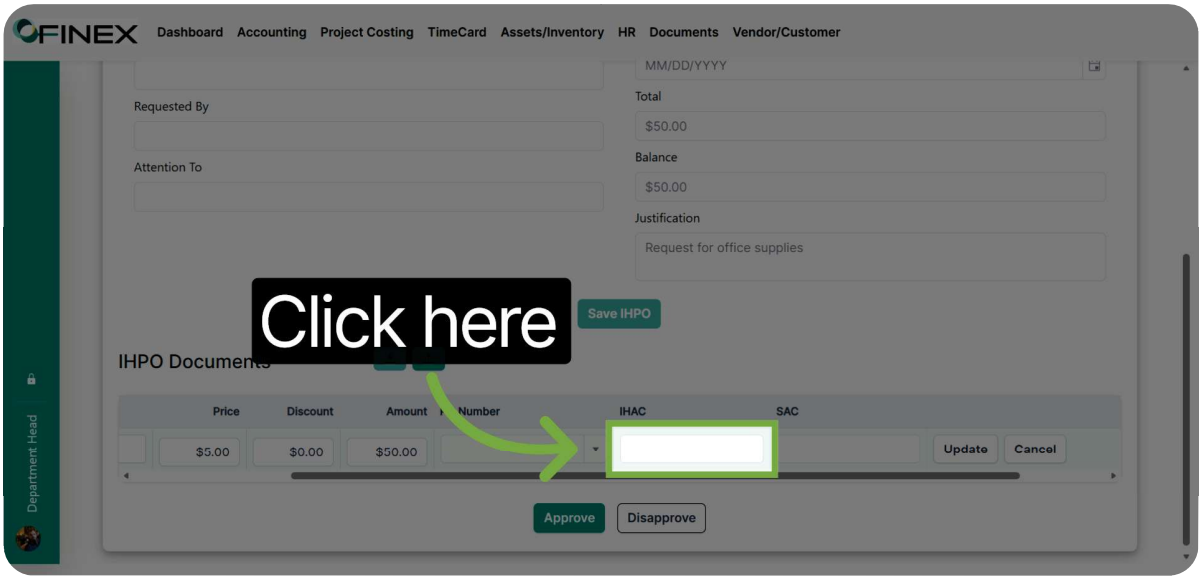
07 Click the edit button to start entering information

Click the edit button to start the process of entering the IHAC code.



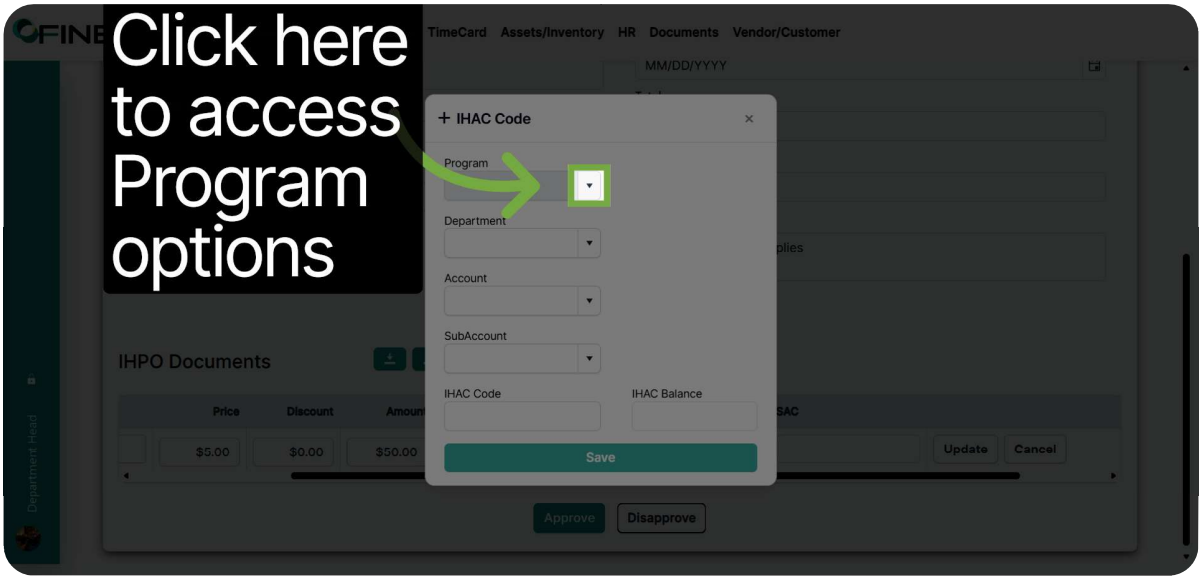
08 Entering the IHAC Code

Click here to start entering the IHAC code.



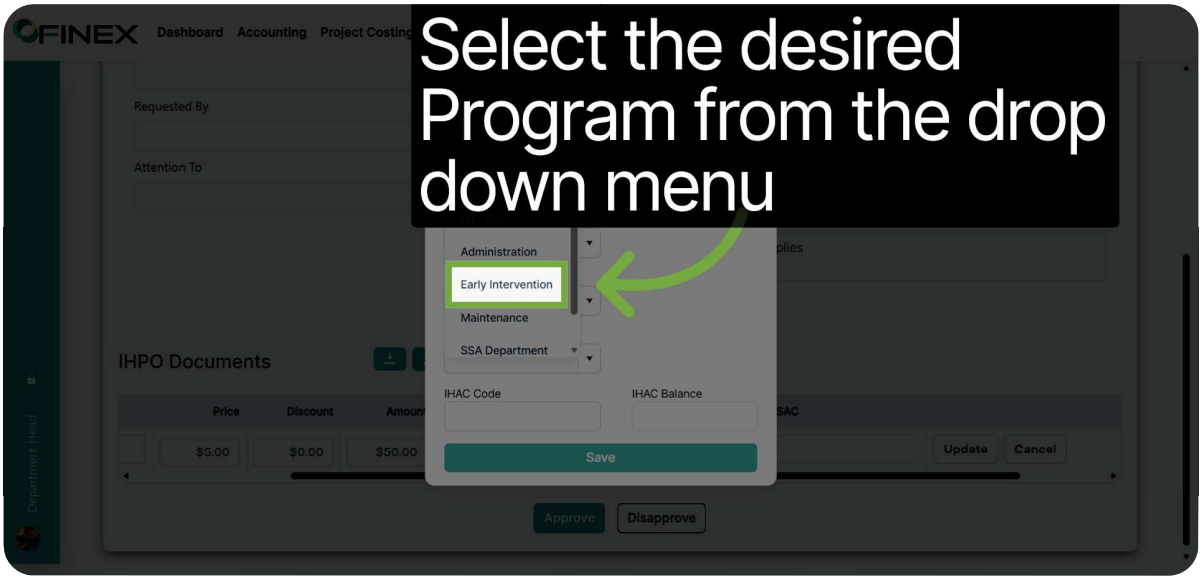
09 Access Program Options

Click here to access the Program options.



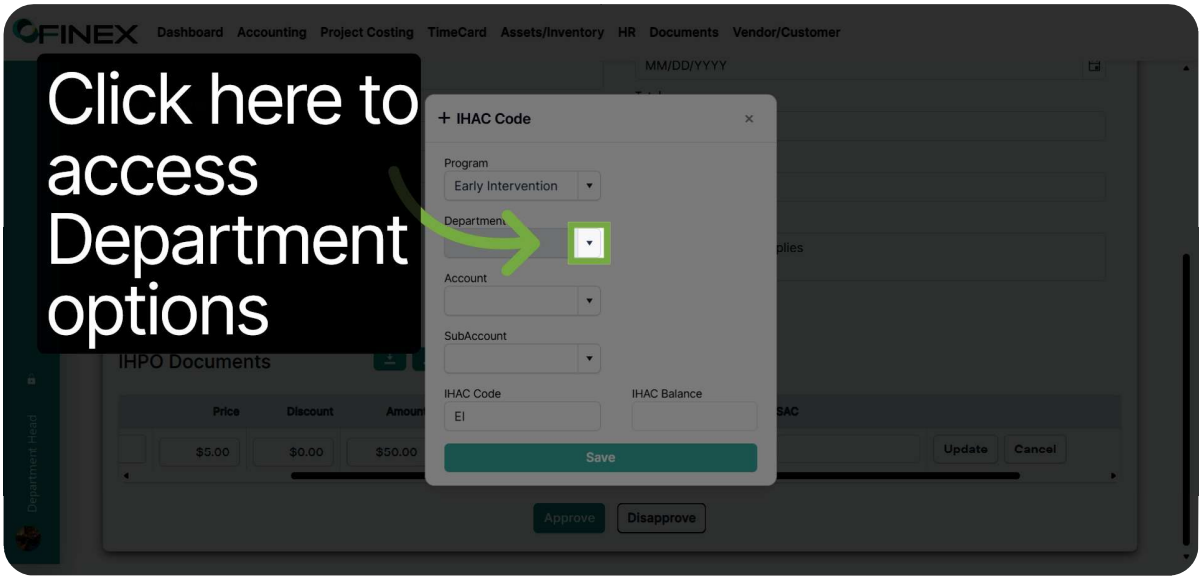
10 Select Desired Program Option

Select the desired Program from the drop-down menu.



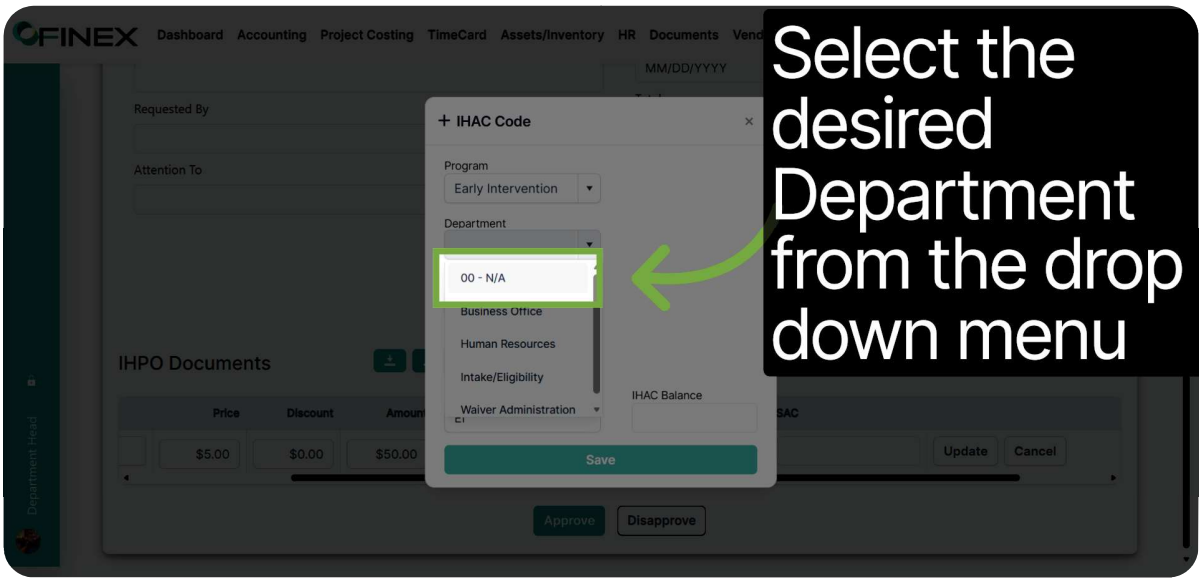
11 Access Department Options

Click here to access the Department options.



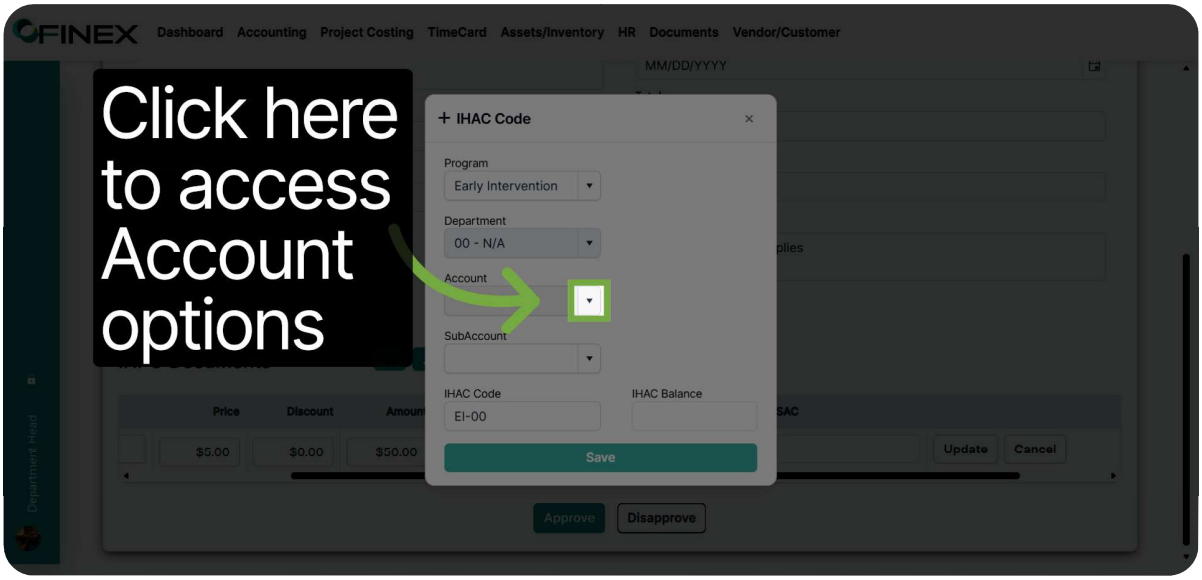
12 Select Desired Department Option

Select the desired Department from the drop-down menu.



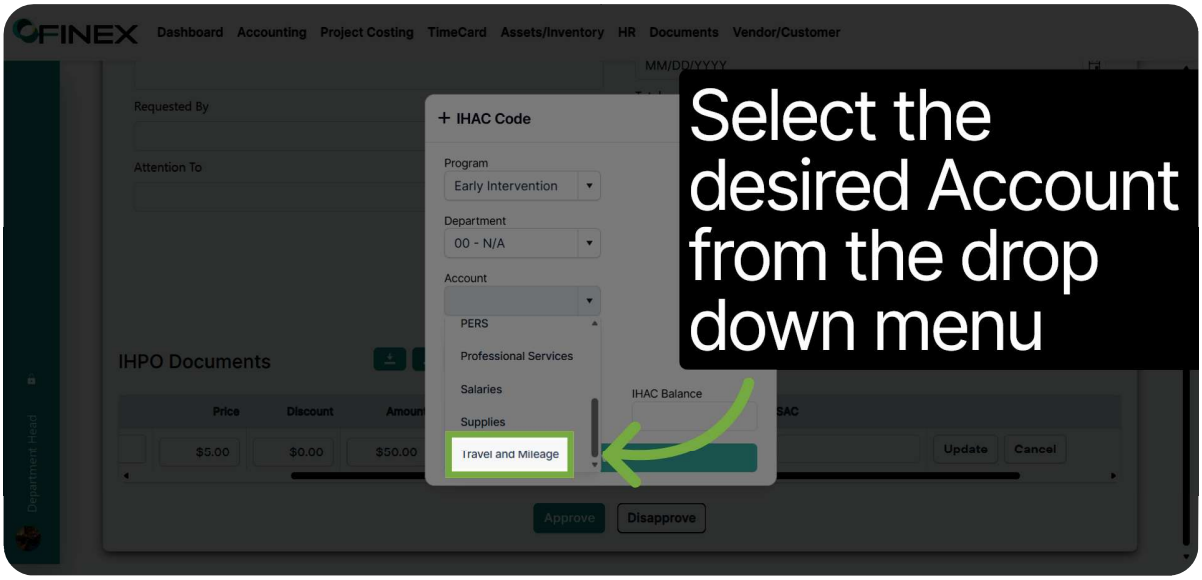
13 Access Account Options

Click here to access the Account options.



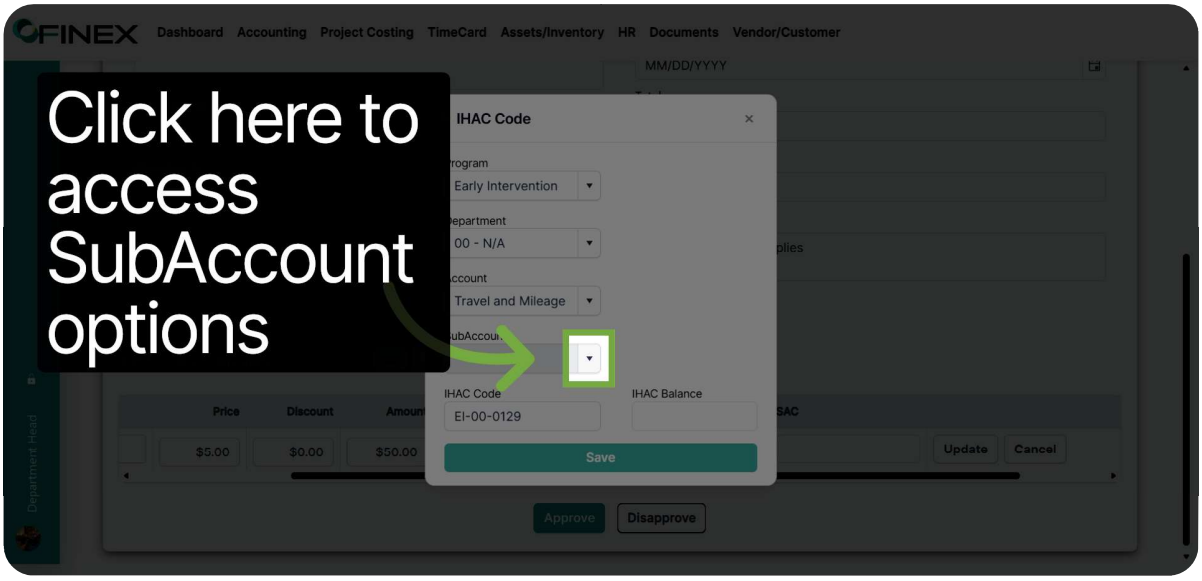
14 Select Desired Account Option

Select the desired Account option from the drop-down menu.



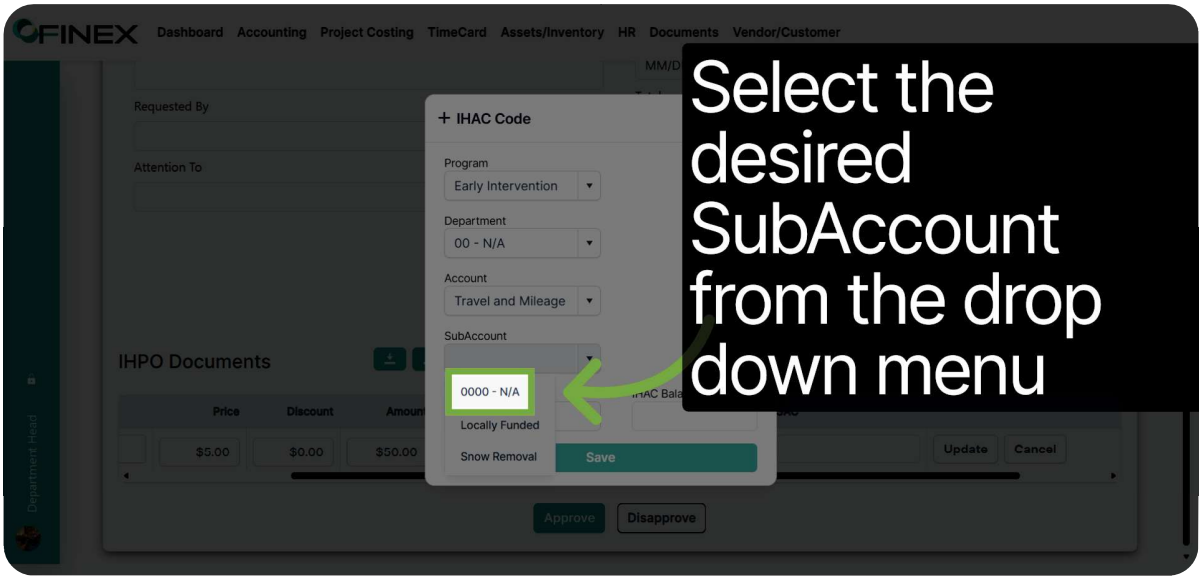
15 Access SubAccount Options

Click here to access the SubAccount options.



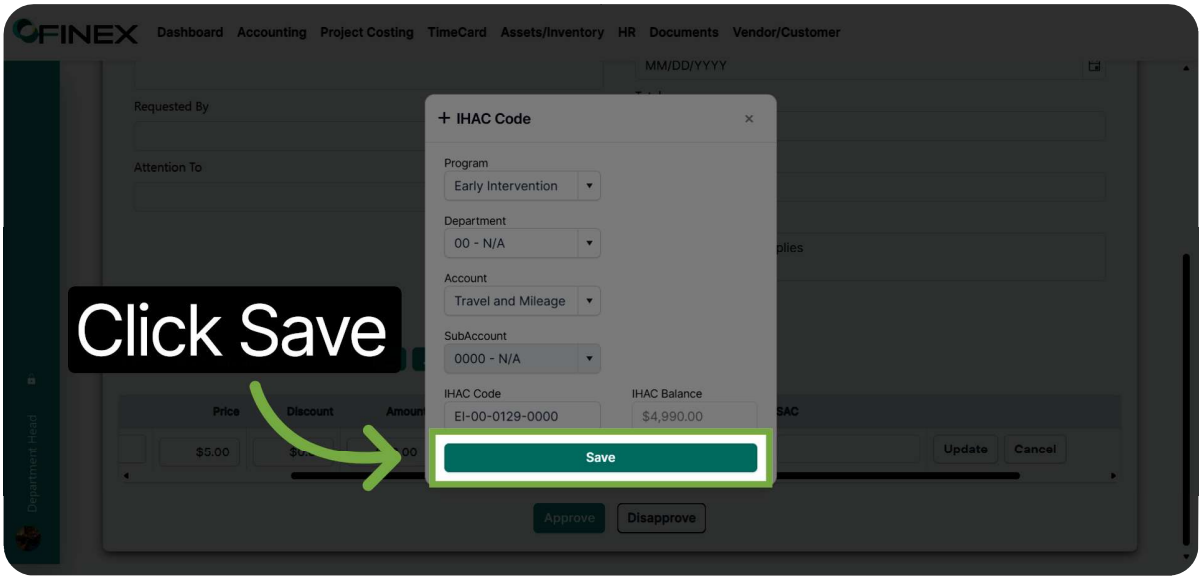
16 Select Desired SubAccount Option

Select the desired SubAccount option from the drop-down menu.



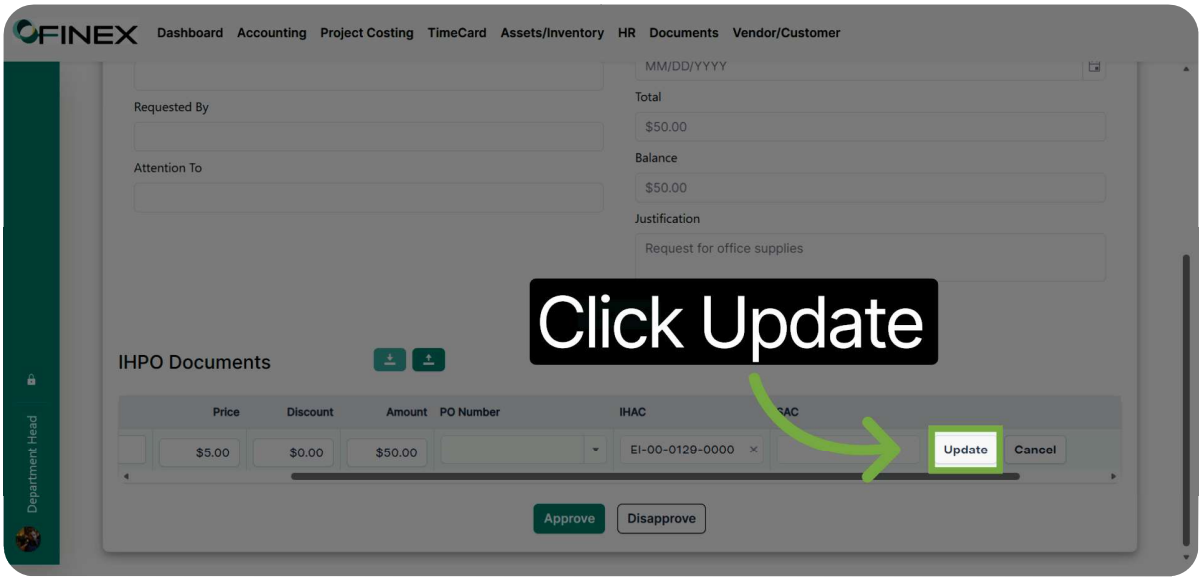
17 Saving IHAC Code

Click save to save your IHAC code.



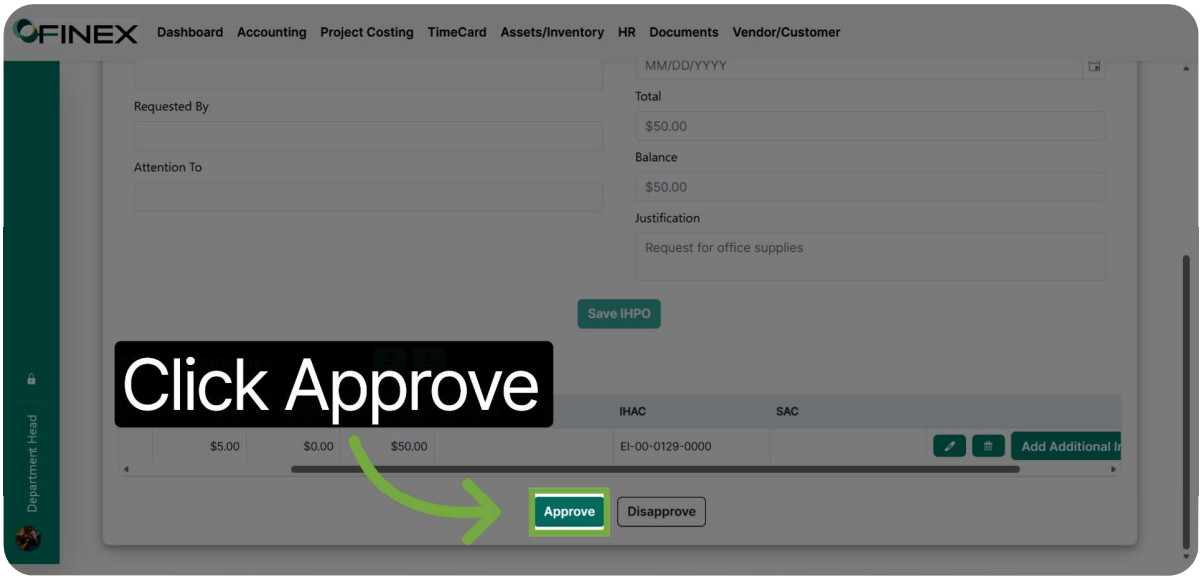
18 Update And Save Information

Click update to save your IHAC code and any other changes you may have made while reviewing this IHPO request.



19 Approve IHPO Request

Click approve to approve this IHPO as a Department Head or Supervisor.



You have now successfully approved an IHPO as a Department Head or Supervisor.

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