How To Approve An IHPO As The Fiscal Department In Finex

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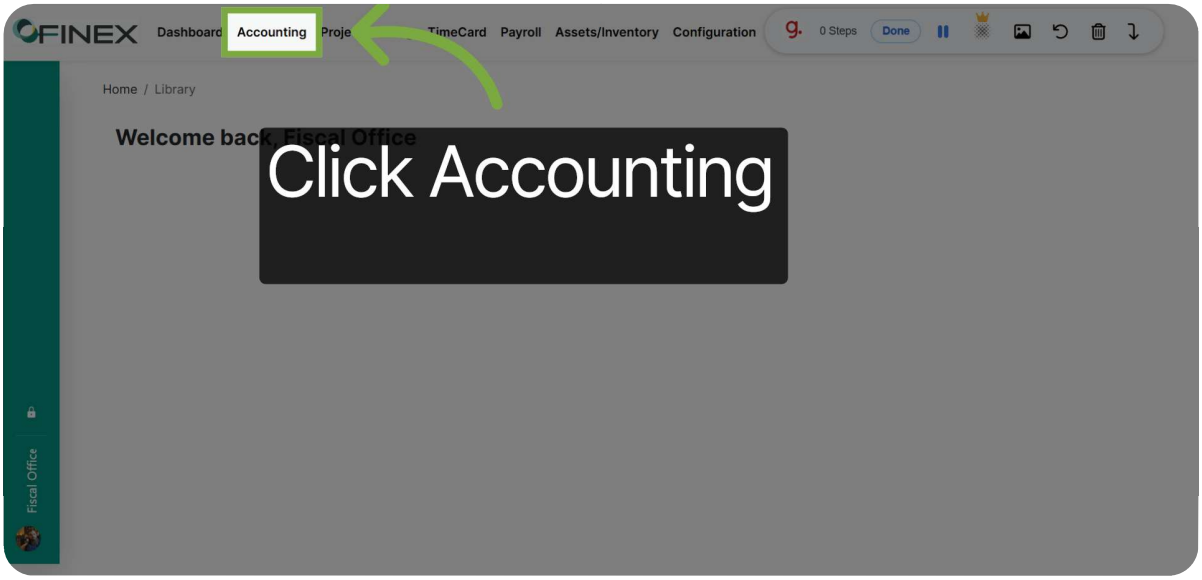
This tutorial guides you through how to approve an IHPO as the Fiscal Department in Finex.

Go to www.finexweb.com

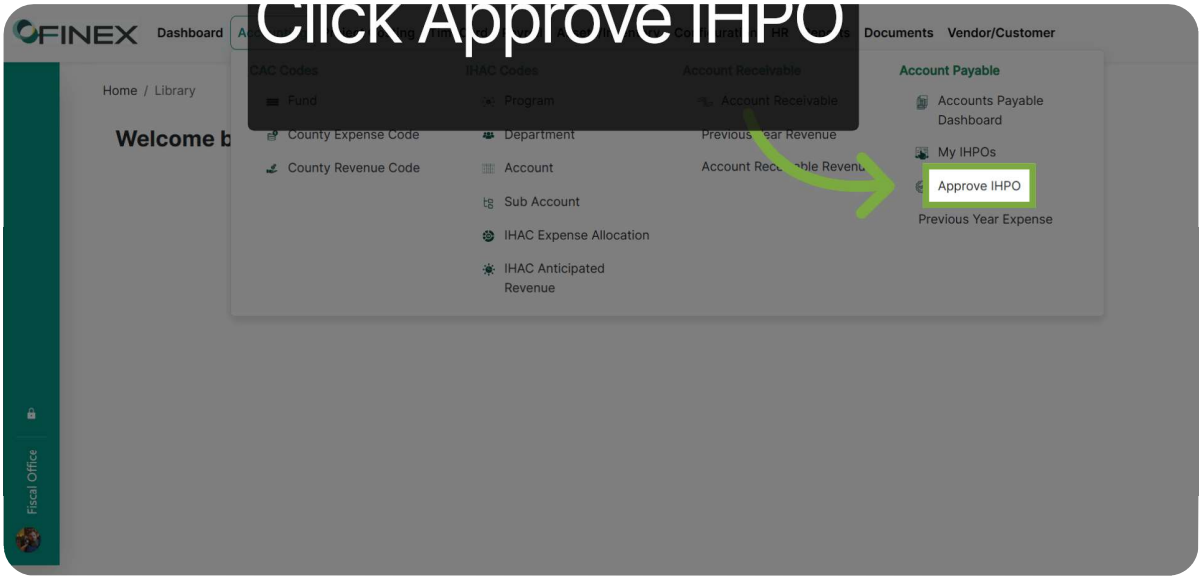
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



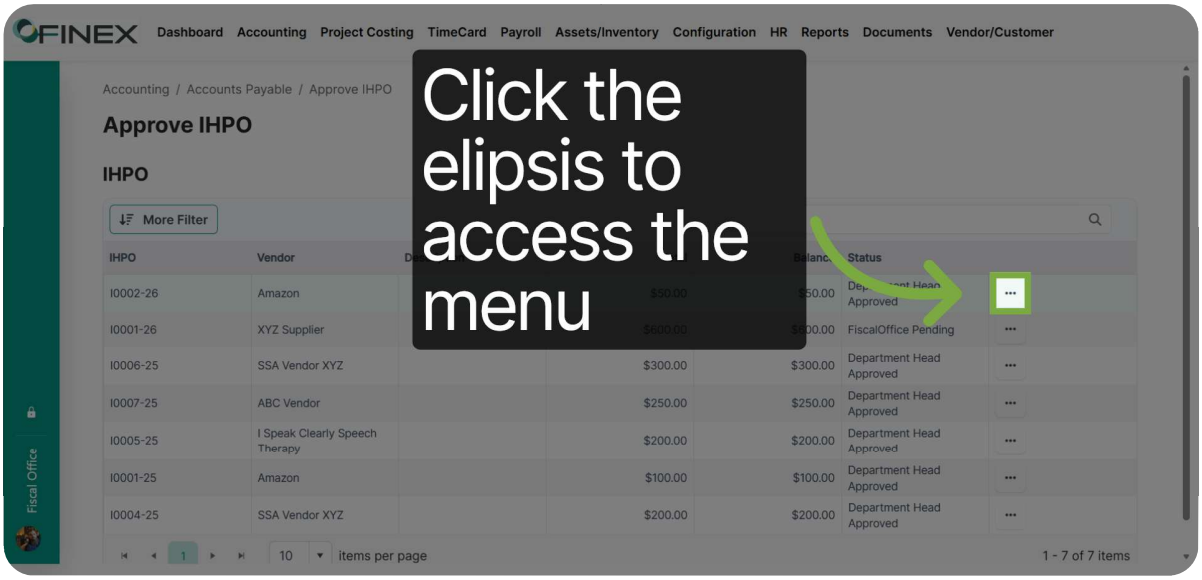
02 Open Approve IHPO Page

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



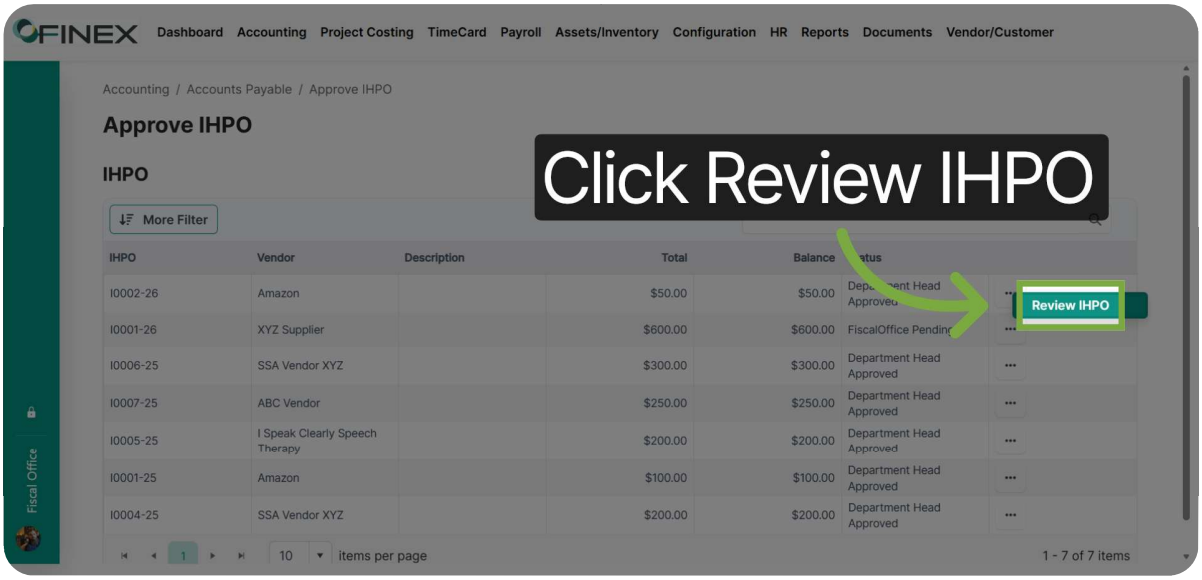
03 Navigate to IHPO Details

Click the ellipsis to access the menu.



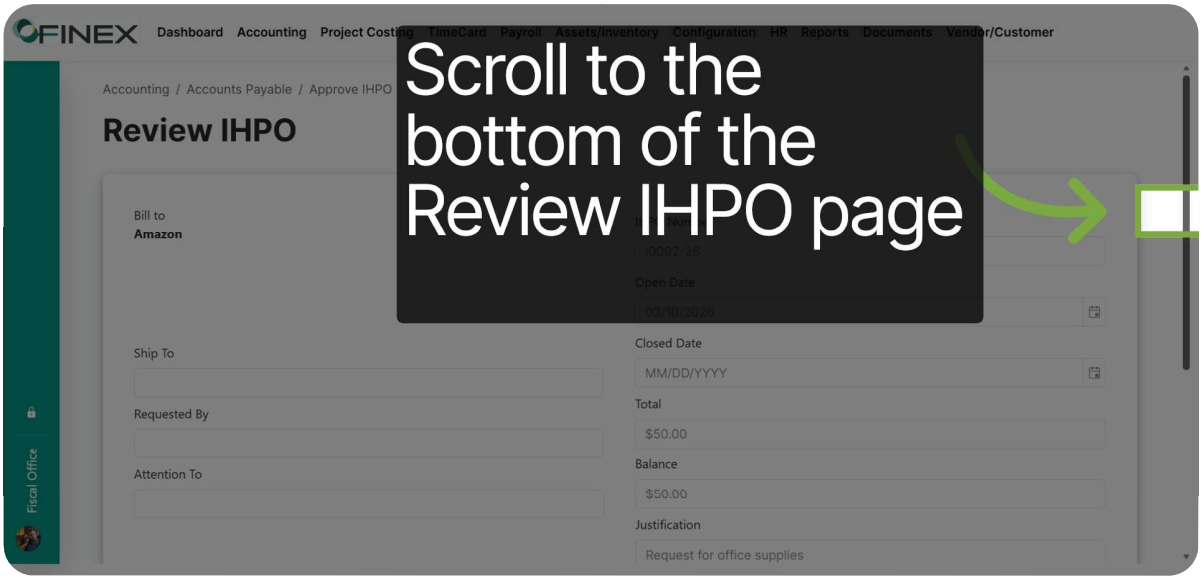
04 Select Review IHPO Option

Click the review IHPO button.



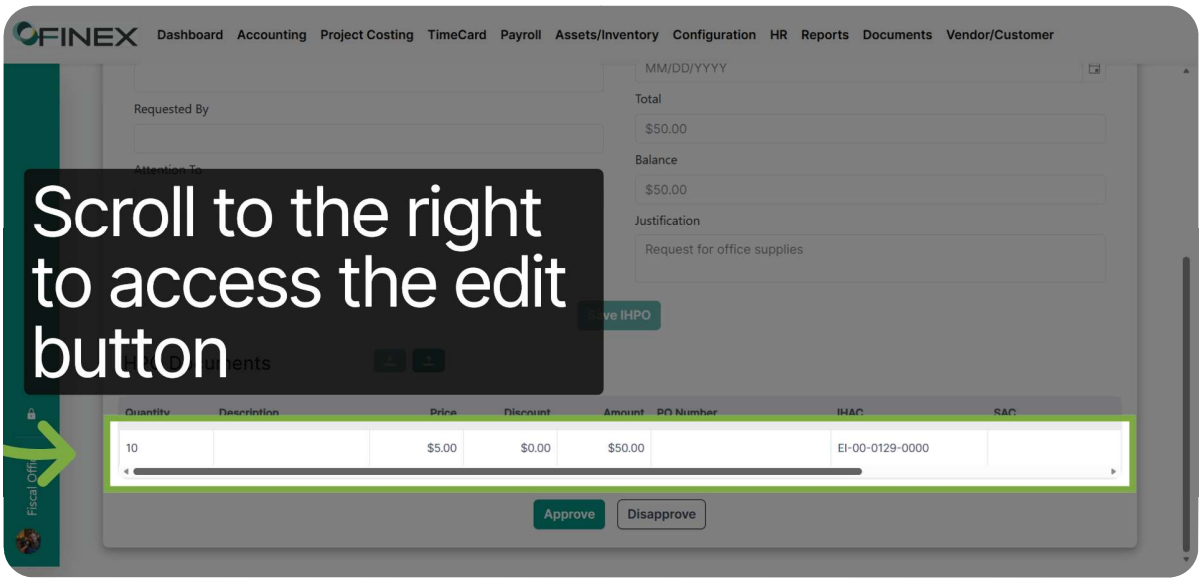
05 Scroll to the bottom of the Review IHPO page

Scroll to the bottom of the review IHPO page.



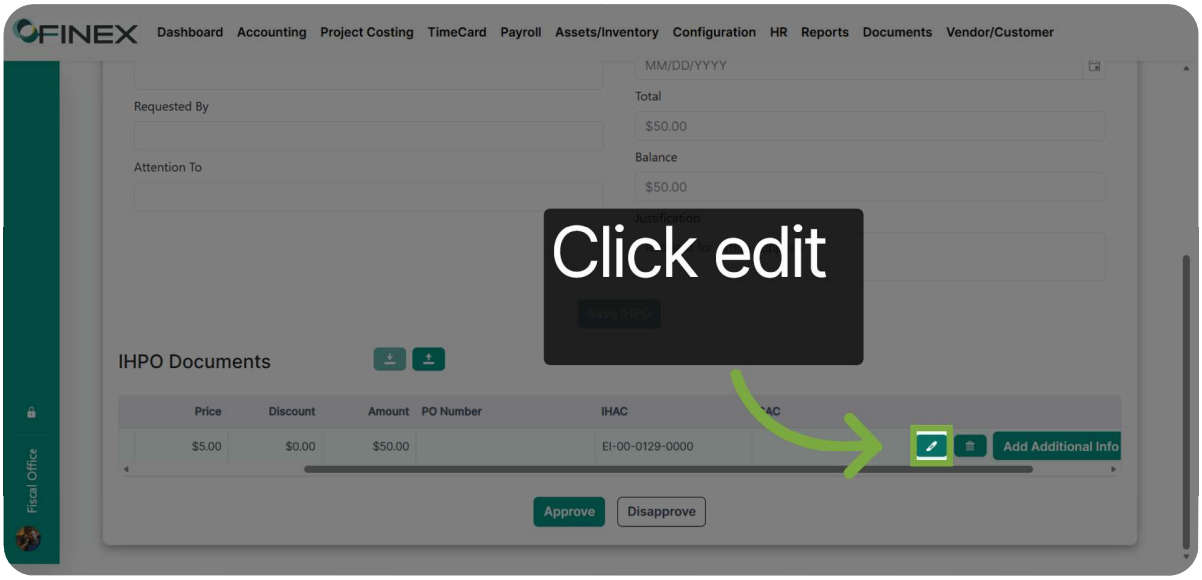
06 Scroll to the right to access the edit button

Scroll to the right to access the edit button.



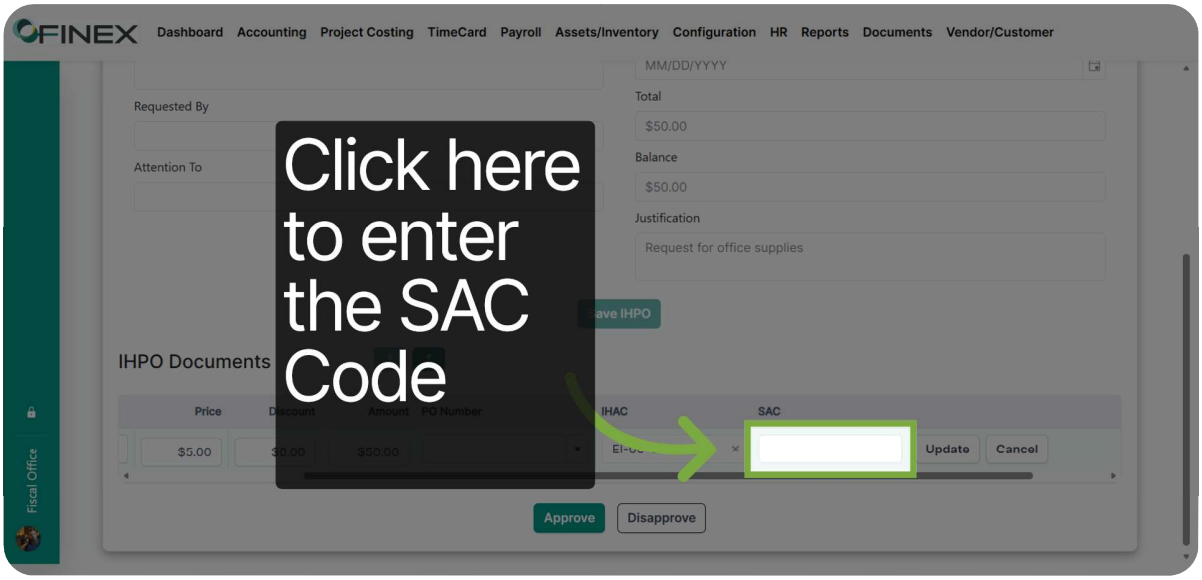
07 Click the edit button to start entering information

Click the edit button to start the process of entering the SAC code and PO number.



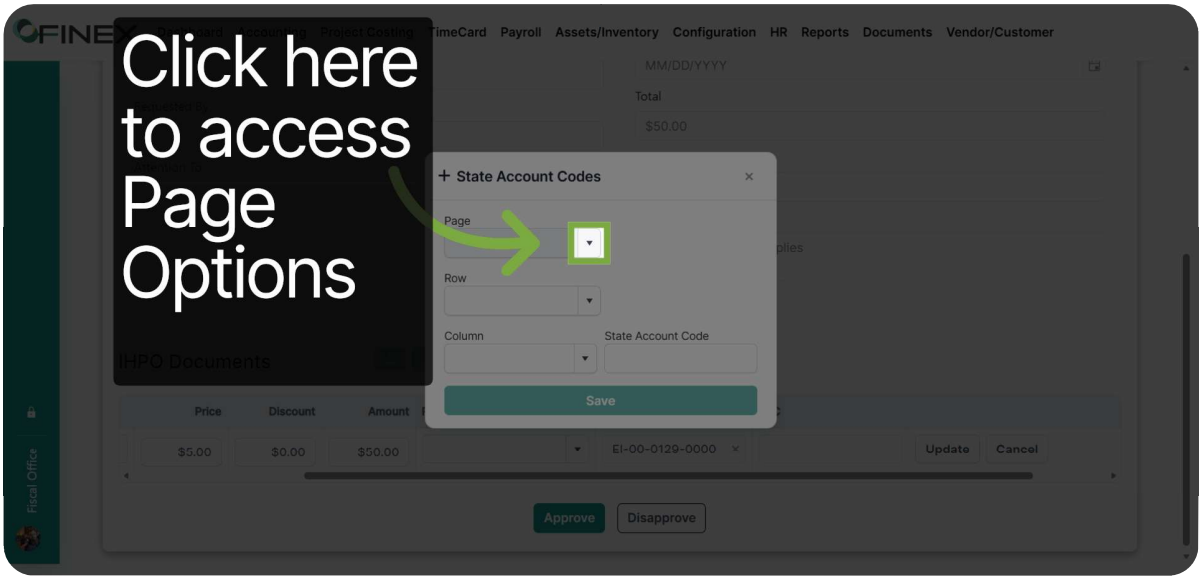
08 Entering the SAC Code

Click here to start entering the SAC code.



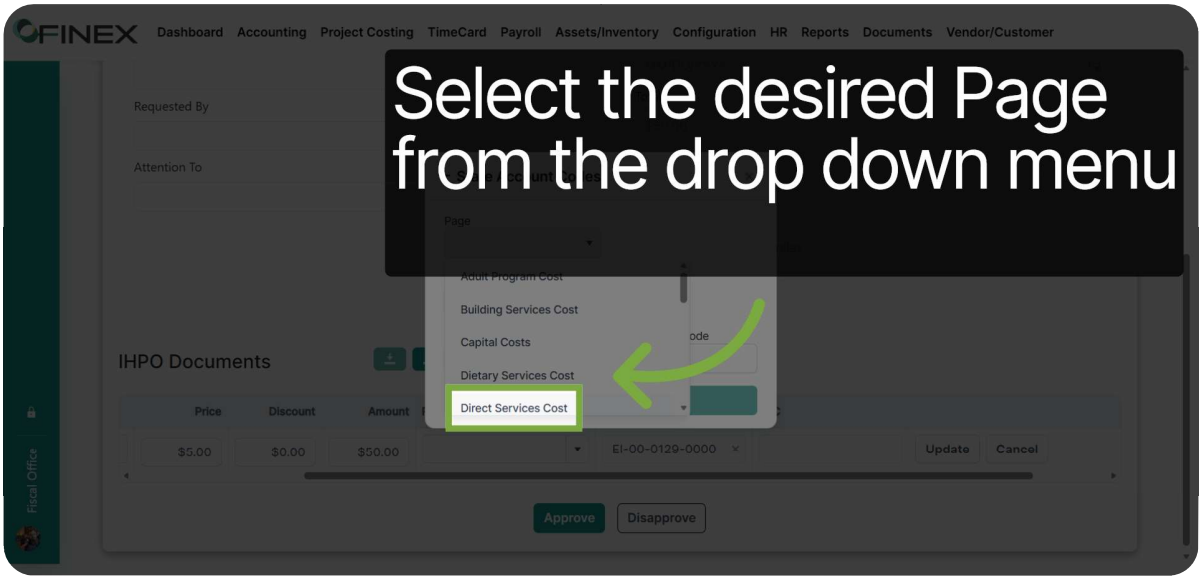
09 Access Page Options

Click here to access the Page options.



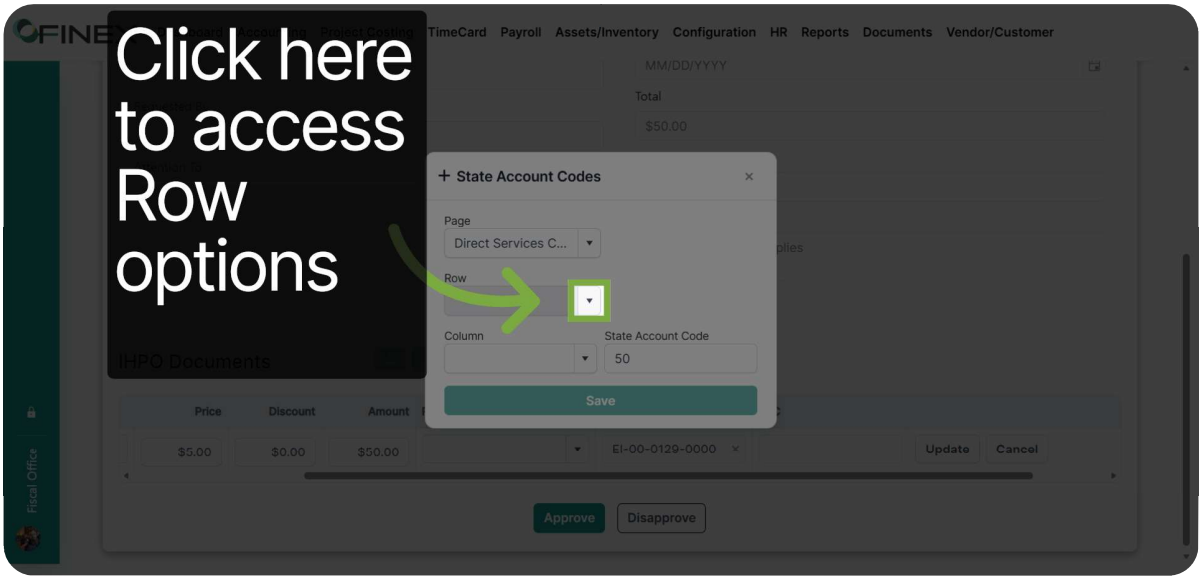
10 Select Desired Page Option

Select the desired Page from the drop-down menu.



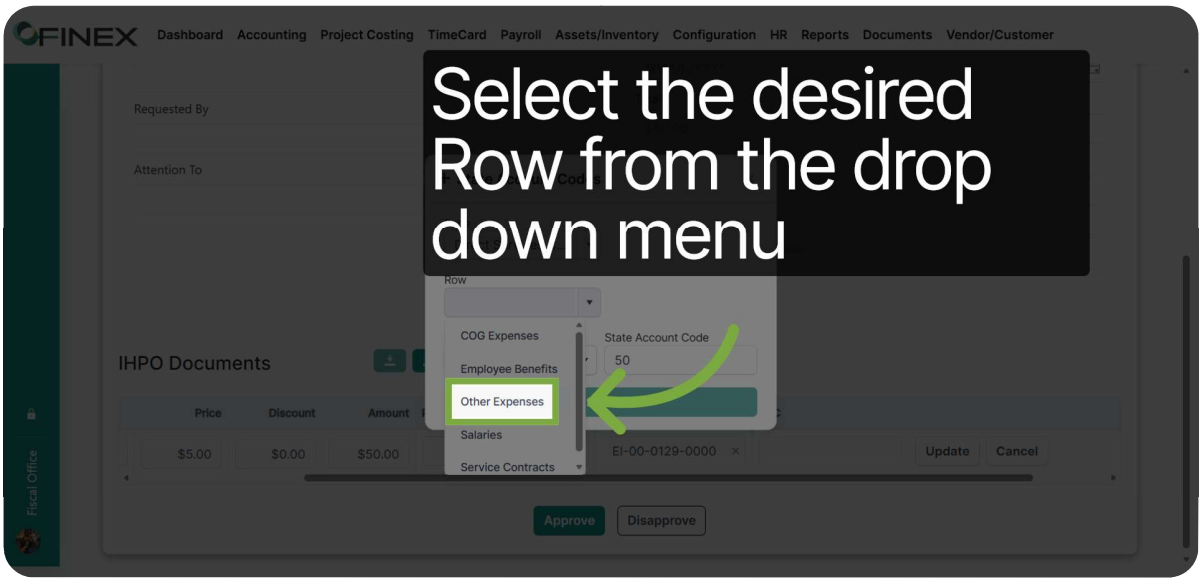
11 Access Row Options

Click here to access the Row options.



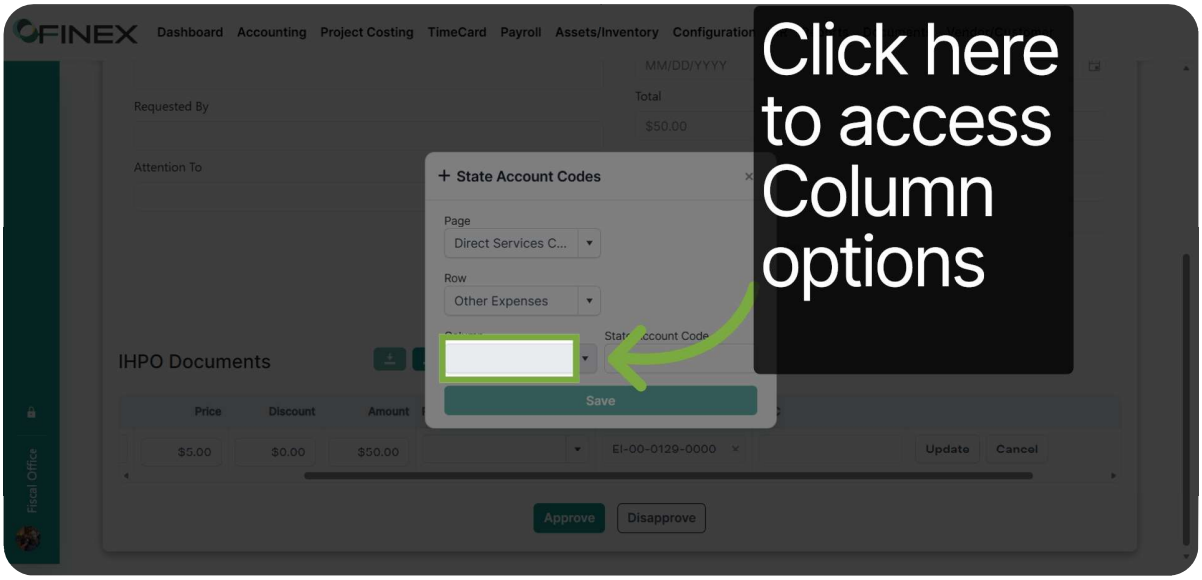
12 Select Desired Row Option

Select the desired Row from the drop-down menu.



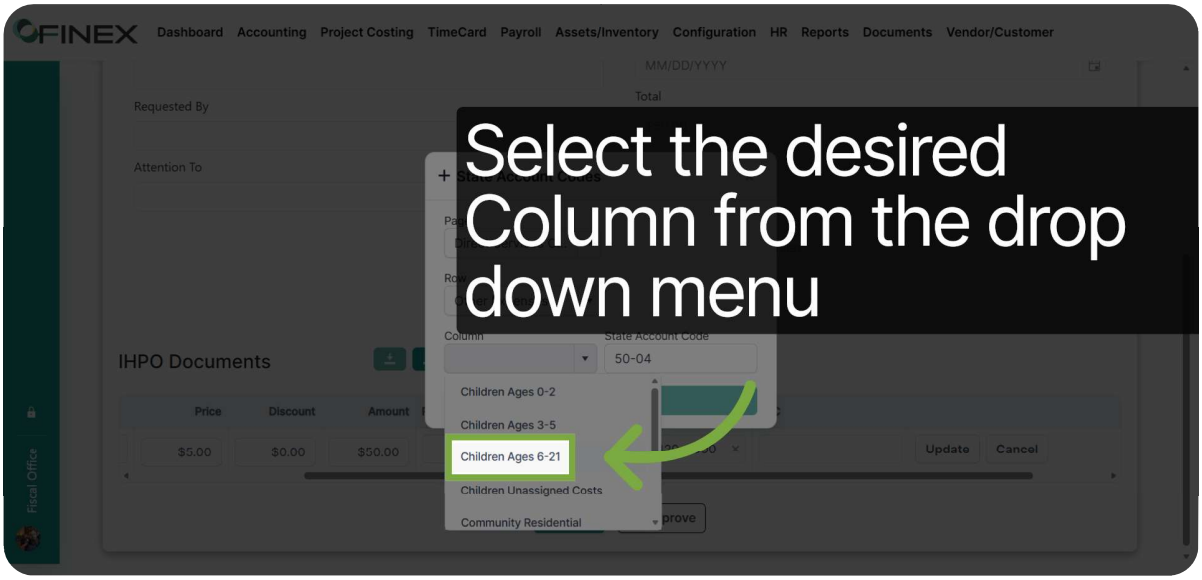
13 Access Column Options

Click here to access the Column options.



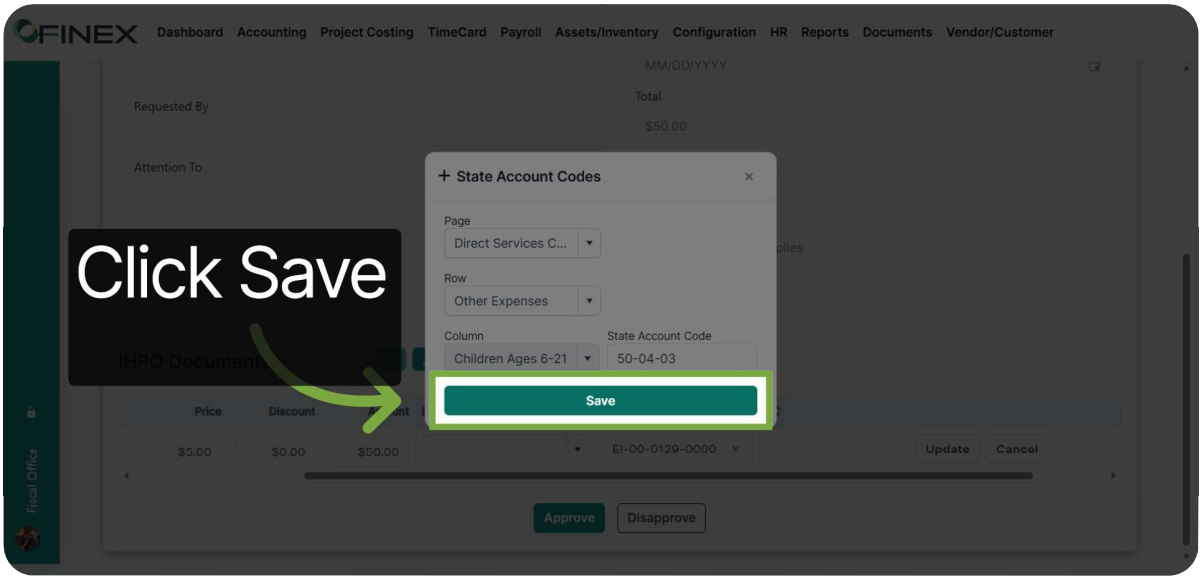
14 Select Desired Column Option

Select the desired Column from the drop-down menu.



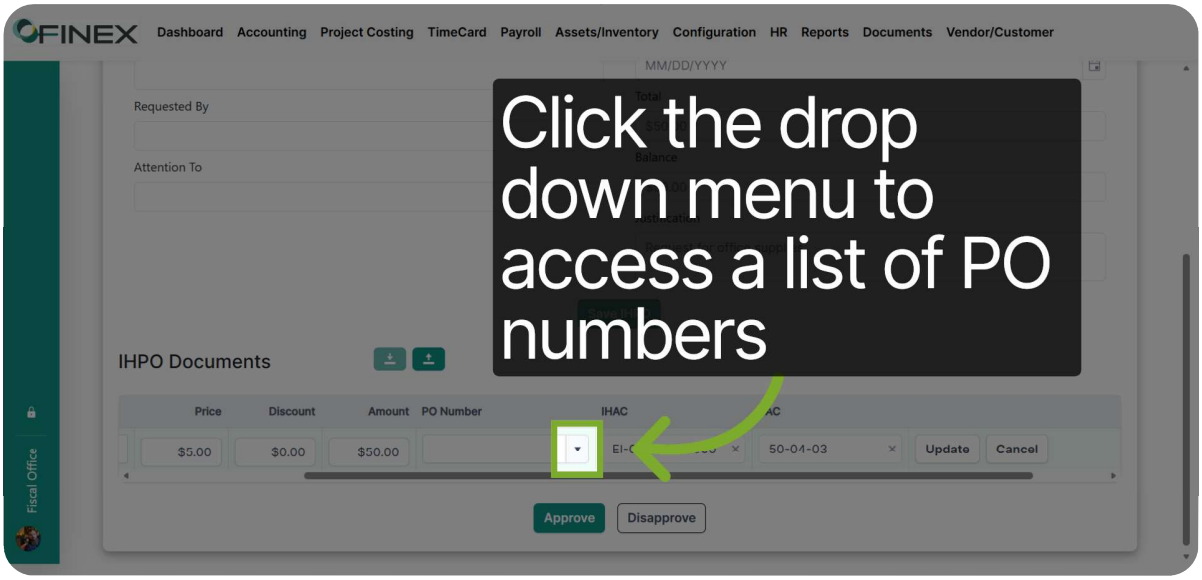
15 Saving SAC Code

Click save to save your SAC code.



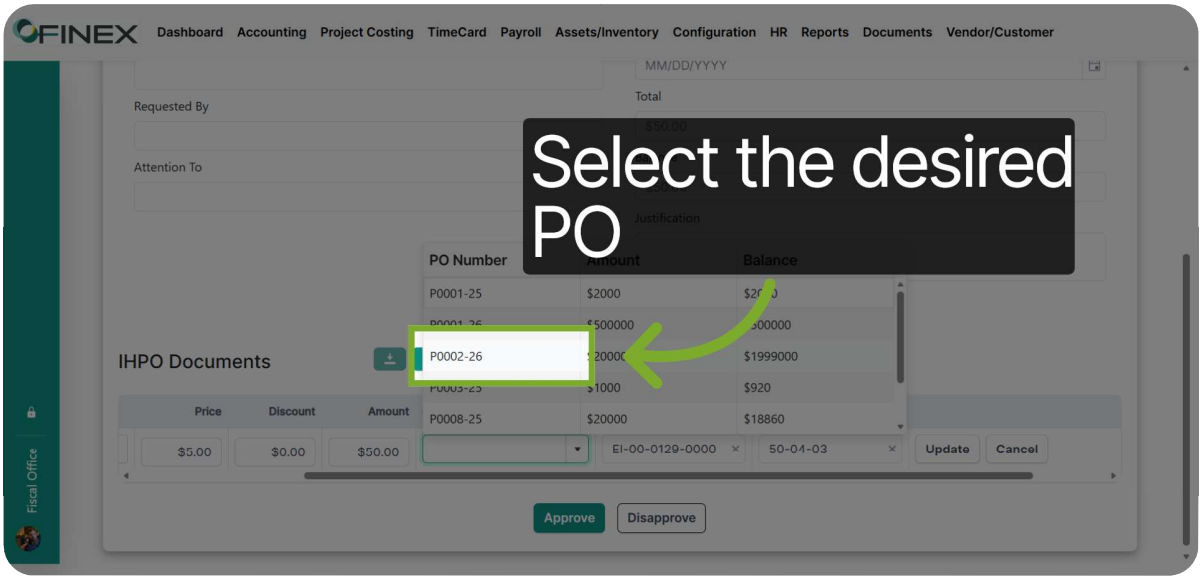
16 Adding PO number

Click the drop-down menu to access a list of PO numbers.



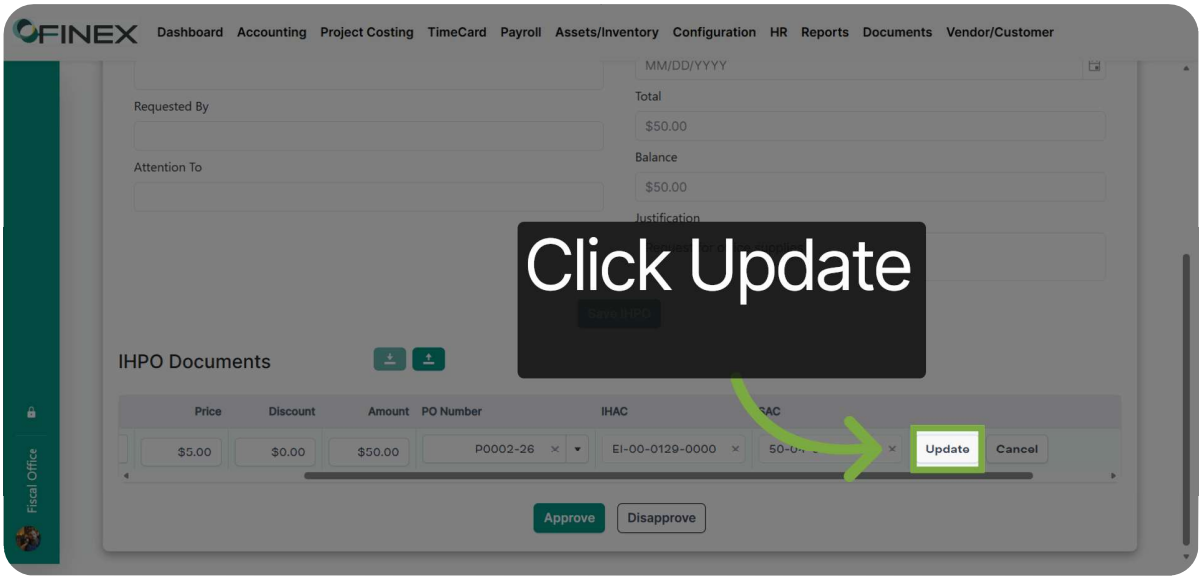
17 Select PO number

Click to add the desired PO from the list.



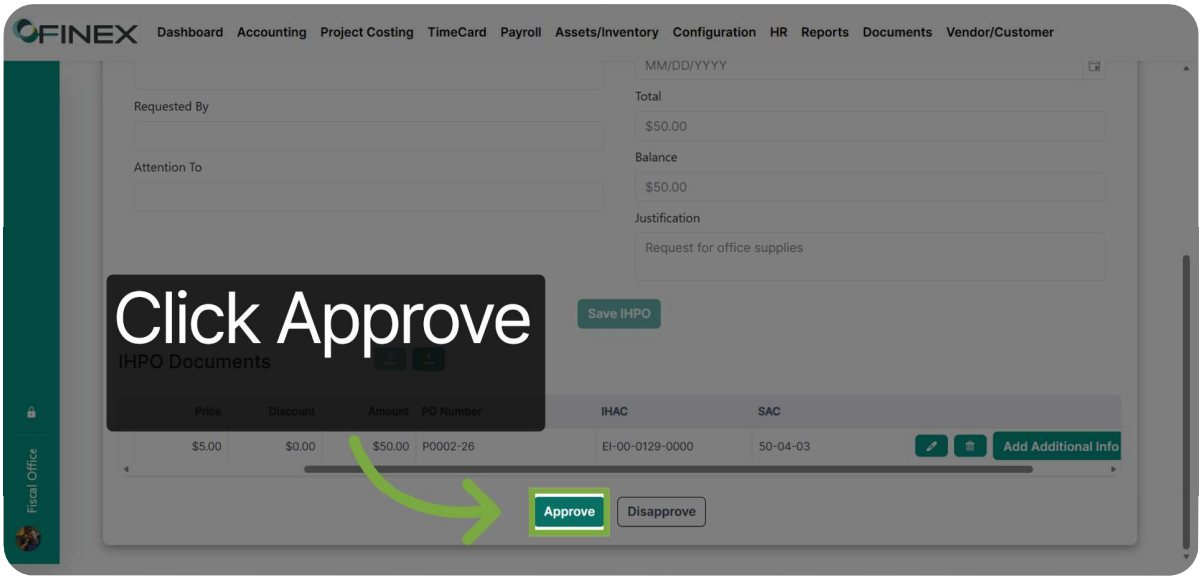
18 Update and Save Information

Click update to save the added SAC code and PO number.



19 Approve IHPO Request

Click approve to approve the IHPO as the Fiscal Department.



You have now successfully reviewed and approved an IHPO as the Fiscal Department.

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