How To Create An IHAC Account Code In Finex

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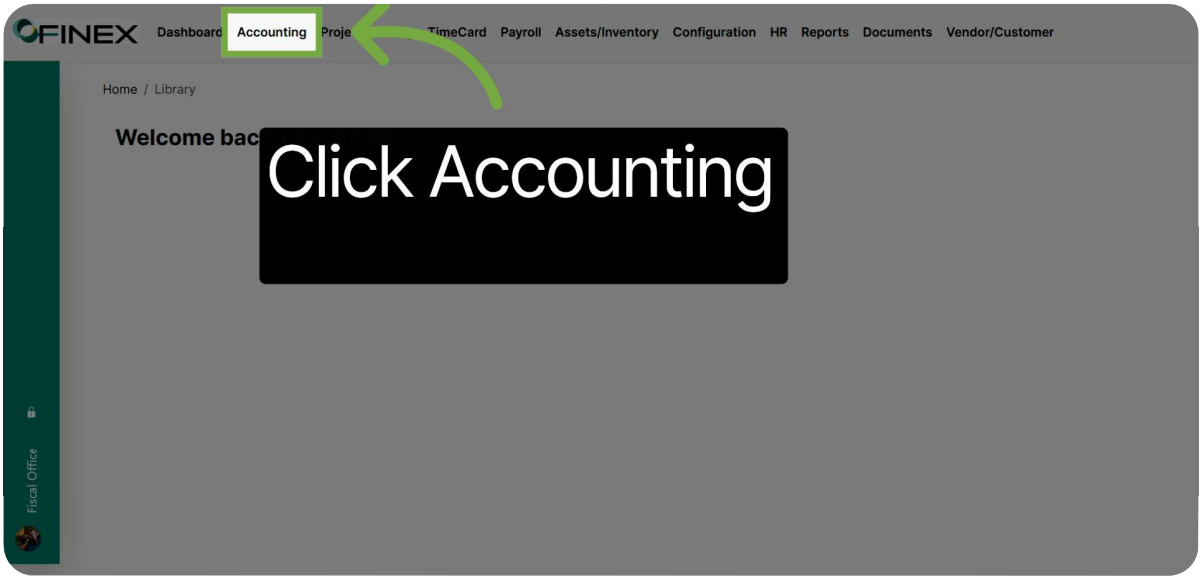
This tutorial guides you through creating an IHAC Account Code in Finex.

Go to www.finexweb.com

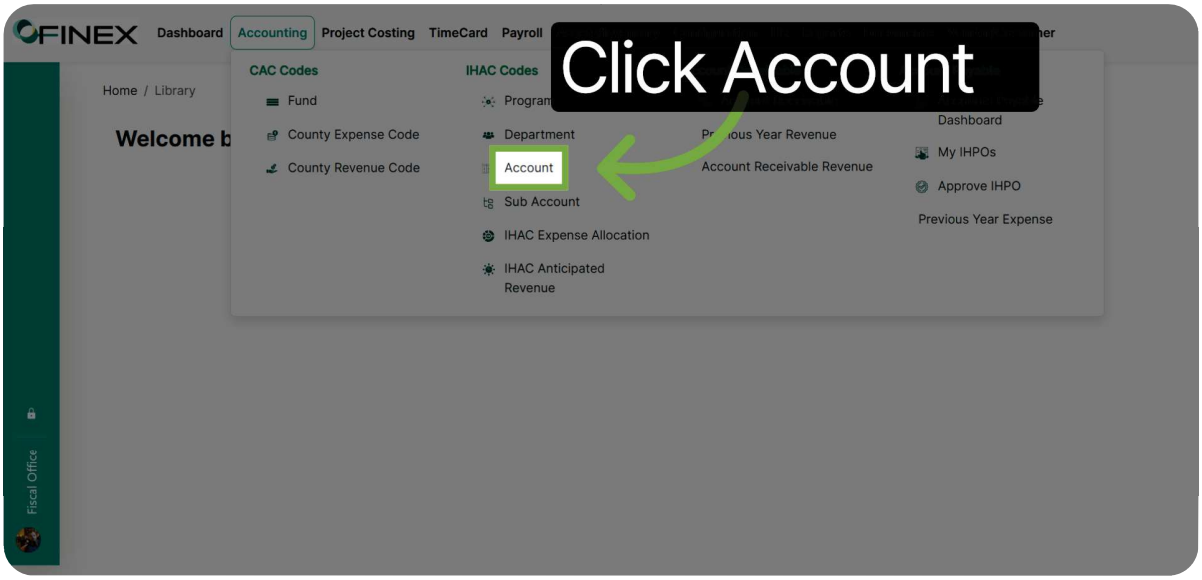
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



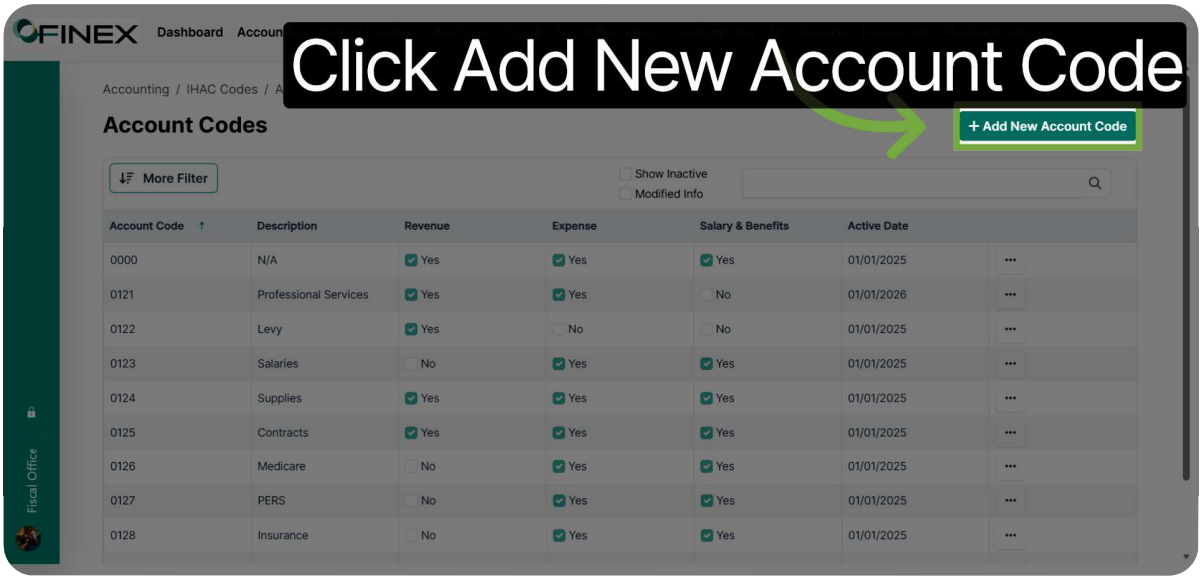
02 Open Account Menu

Click Account to access where you can maintain and create new Account Codes in Finex.



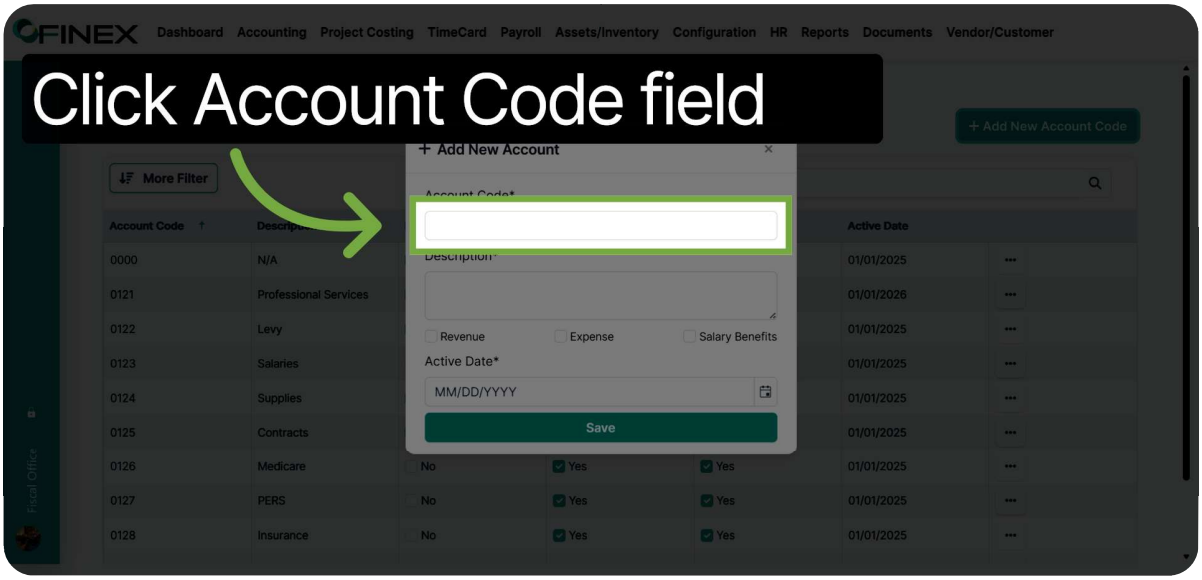
03 Add New Account Code

Click add new Account Code to start creating a new Account Code.



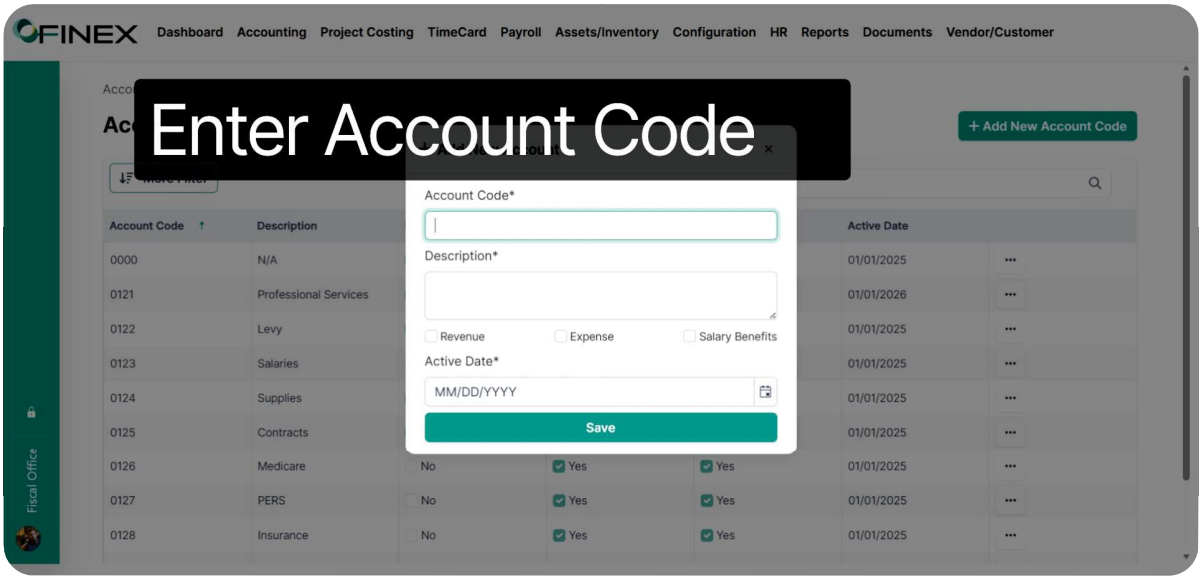
04 Select Account Code Field

Click the Account Code field.



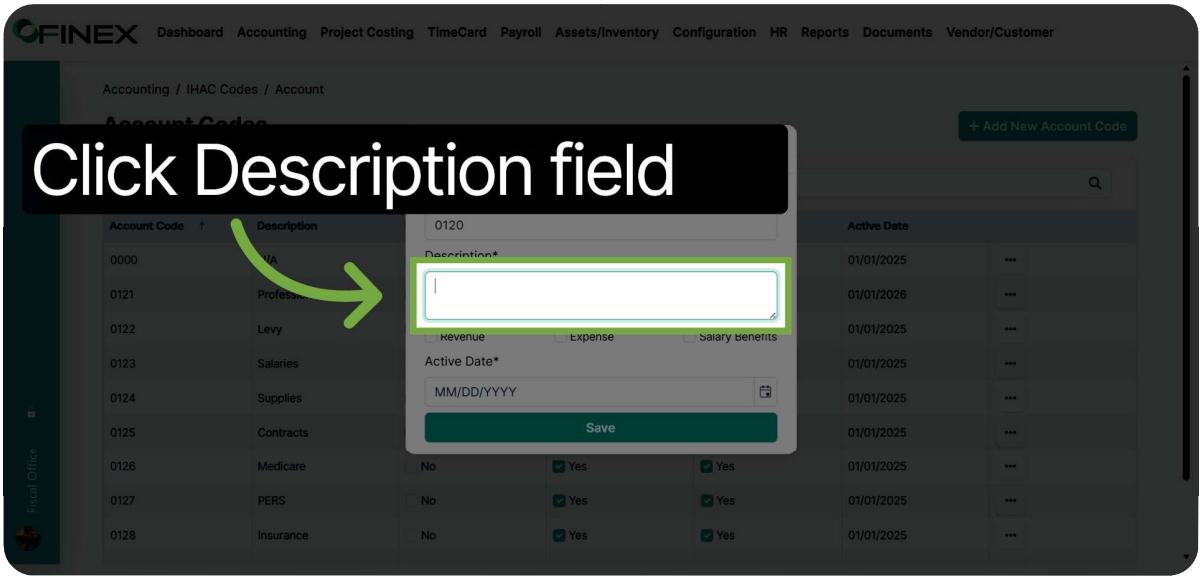
05 Enter Account Code

Enter your Account Code.



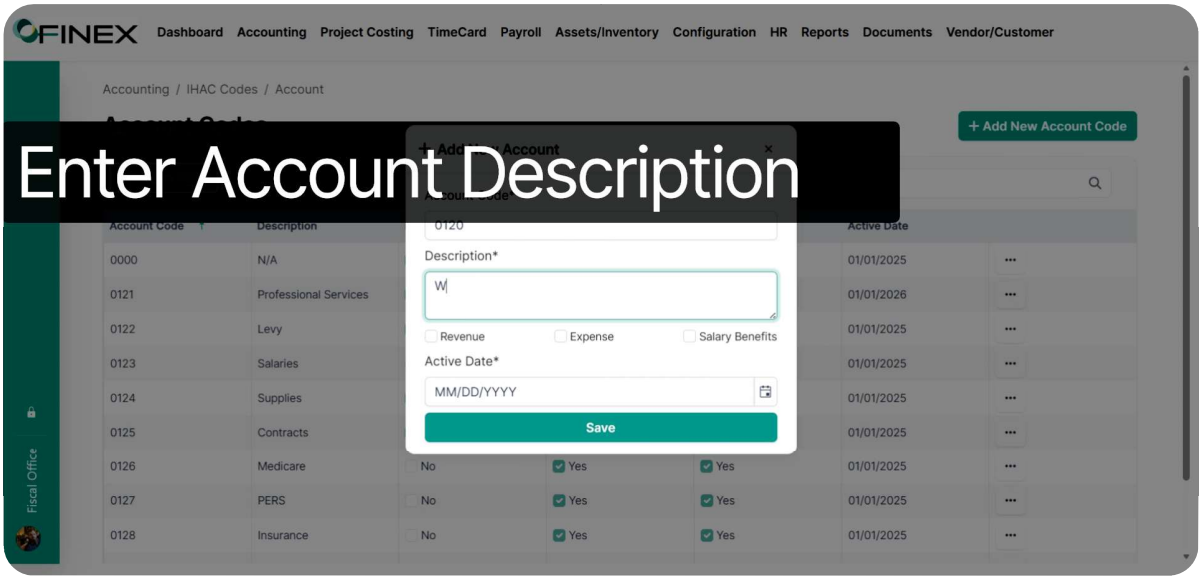
06 Select Description Field

Click the Description field.



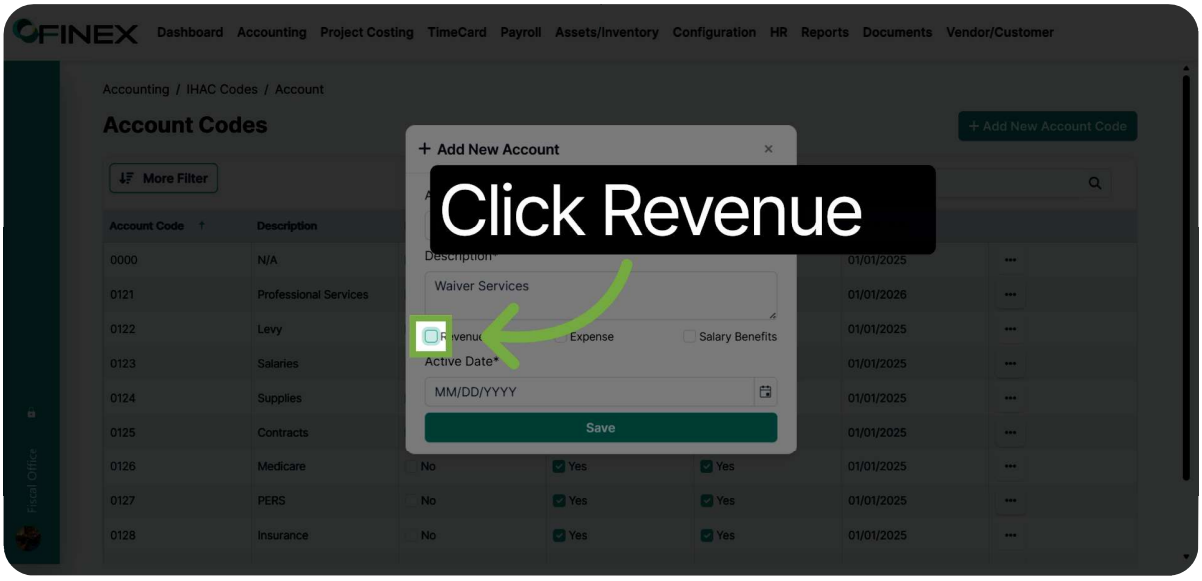
07 Enter Account Description

Enter your Account description.



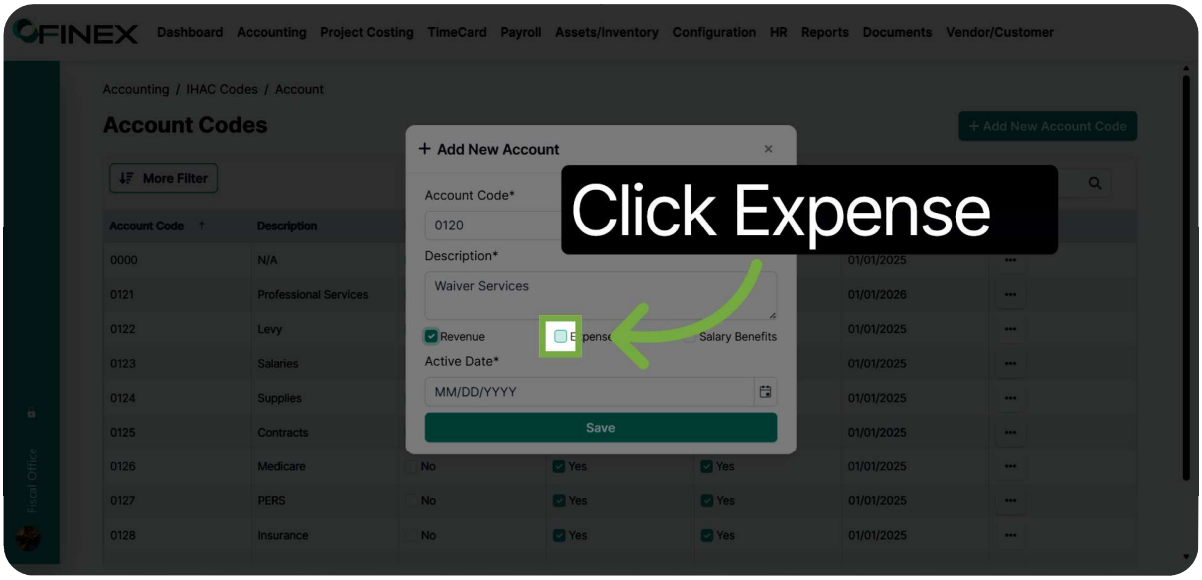
08 Select Revenue Option

Click Revenue if your Account Code qualifies as Revenue.



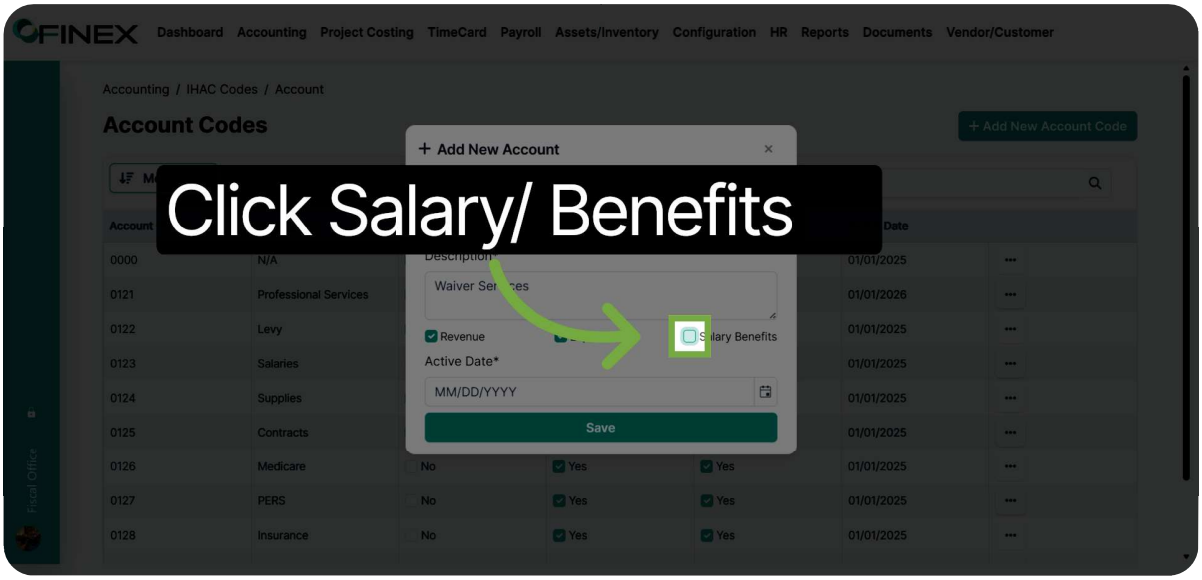
09 Select Expense Option

Click Expense if your Account Code qualifies as an Expense.



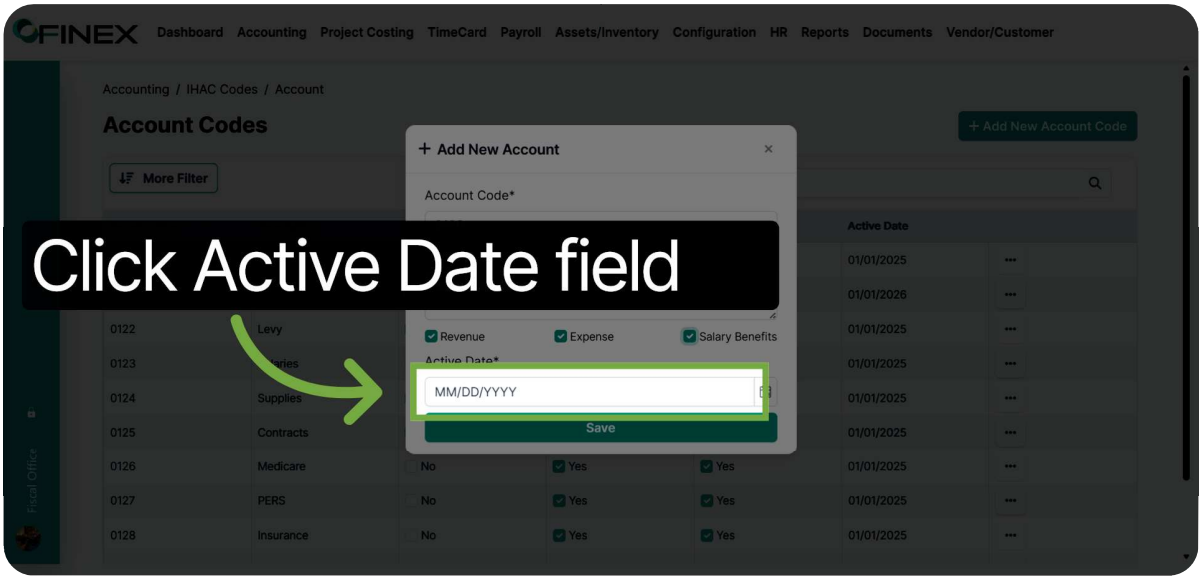
10 Select Salary Benefits Option

Click Salary and Benefits if your Account Code qualifies as Salary and Benefits.



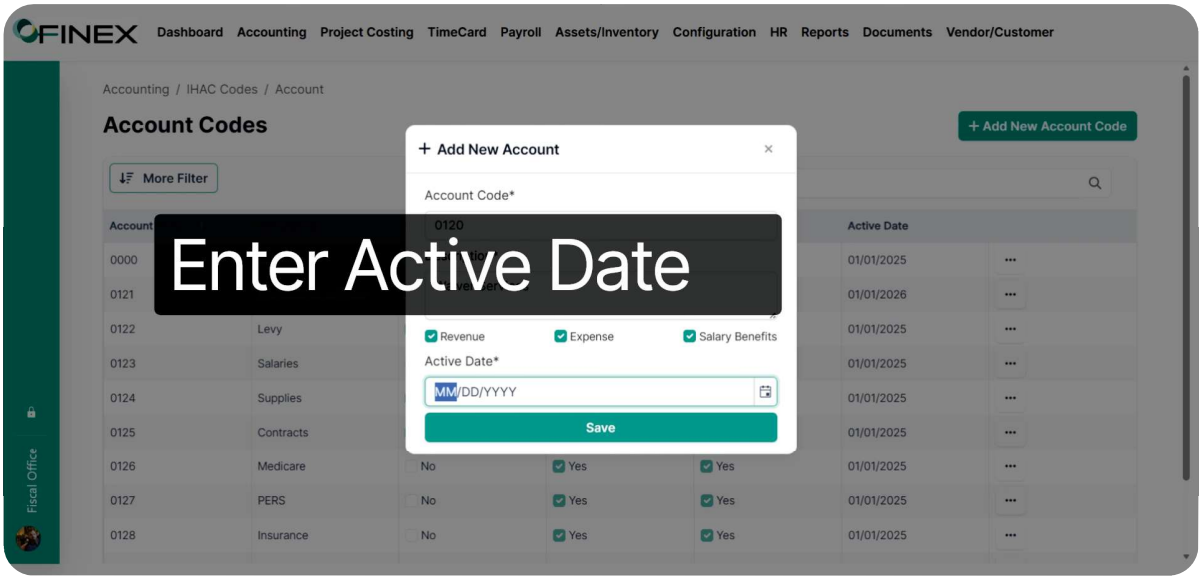
11 Select Active Date Field

Click the Active Date field.



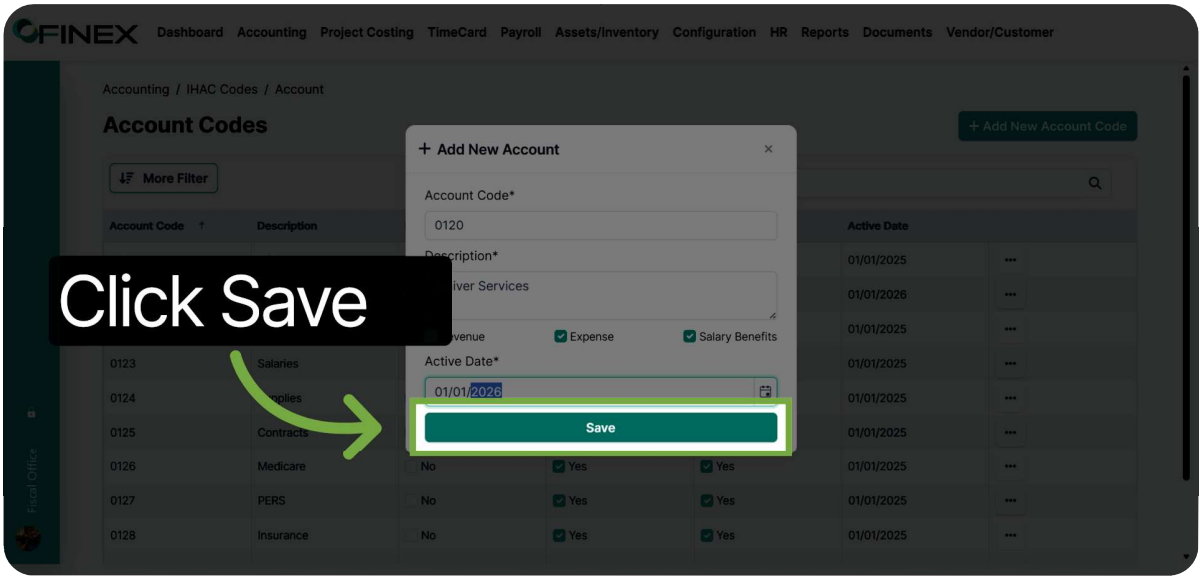
12 Enter Active Date

Enter the Active Date for your Account Code.



13 Save Account Code

Click save to finalize your Account Code.



You have now successfully created a new Account Code in Finex. You can utilize the Account Code page to manage existing Account Codes or create additional Account Codes as needed.

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