How To Create An IHAC Department Code In Finex

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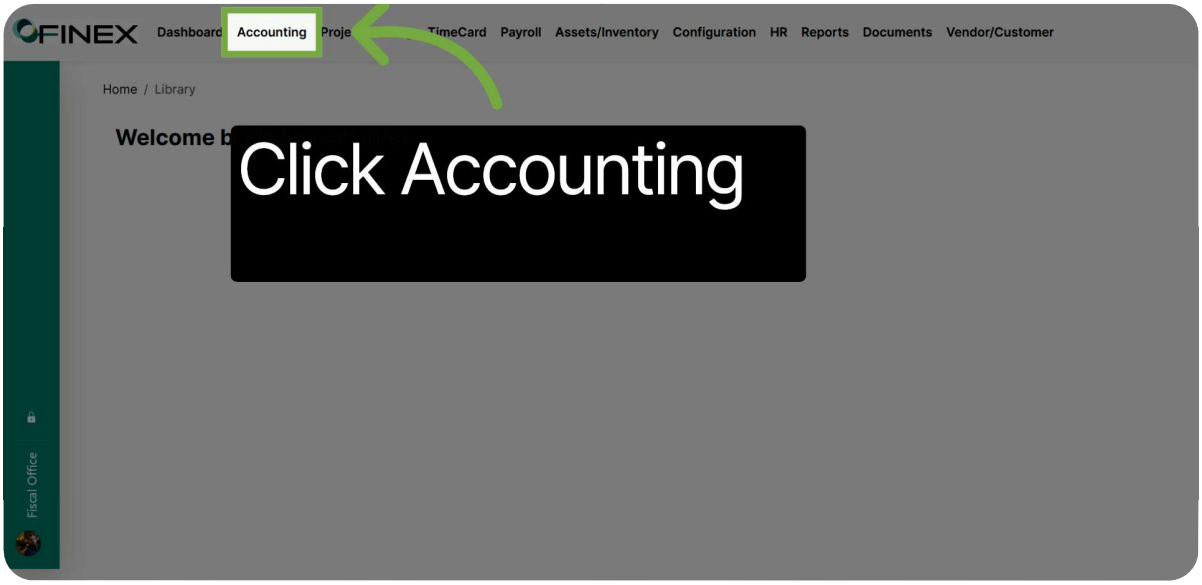
This tutorial guides you through creating an IHAC Department Code in Finex.

Go to www.finexweb.com

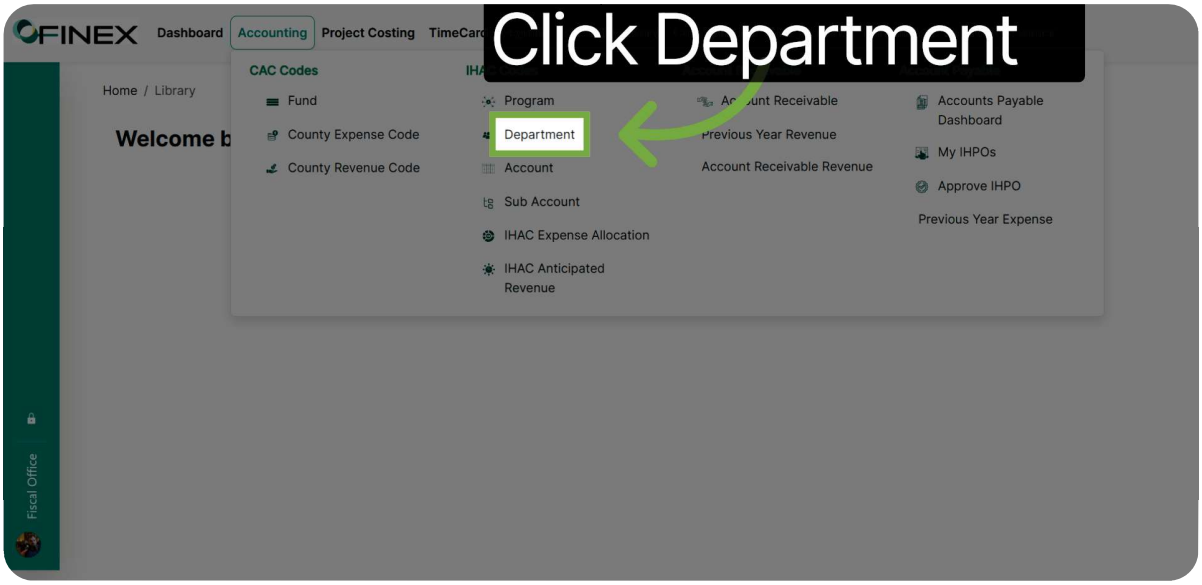
01 Navigate to Accounting Section

Click Accounting to access the financial section of Finex.



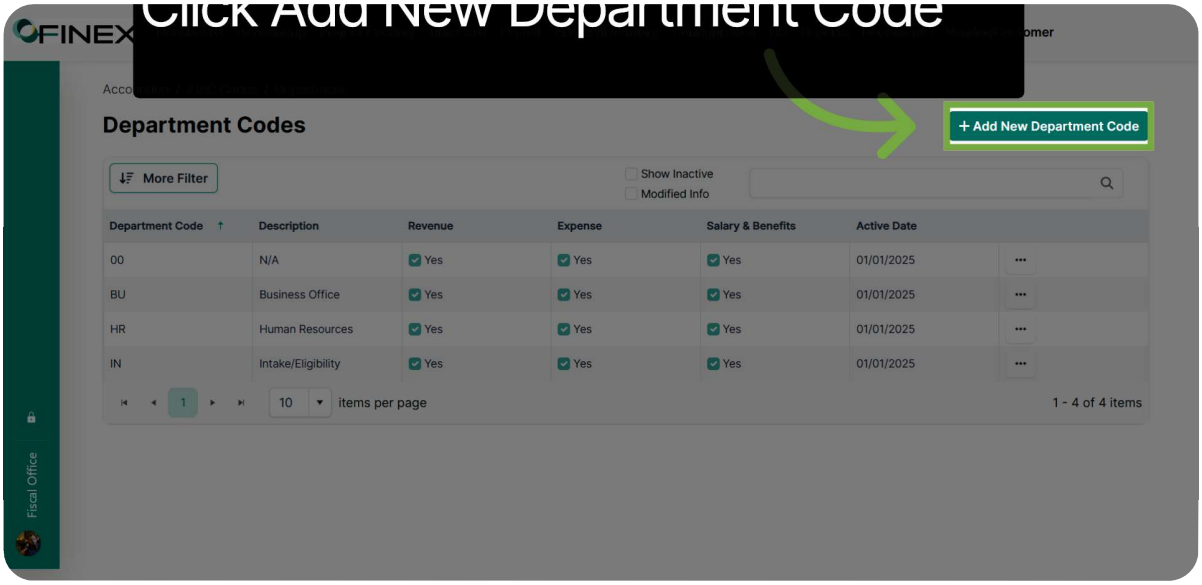
02 Open Department Menu

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



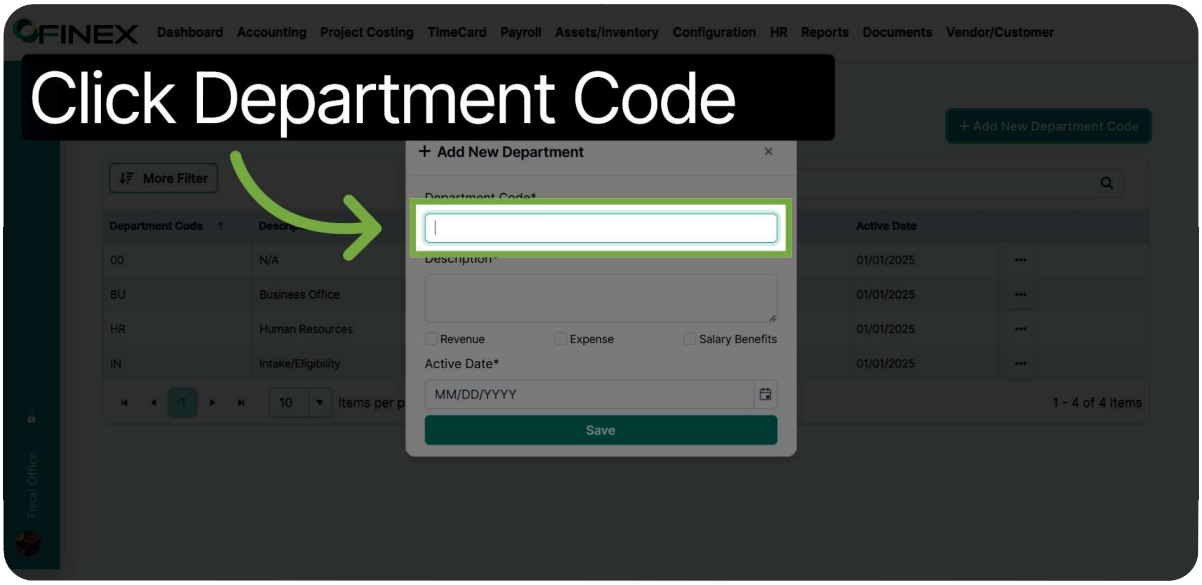
03 Select Add New Department Code

Click Add New Department Code to start creating a new Department Code.



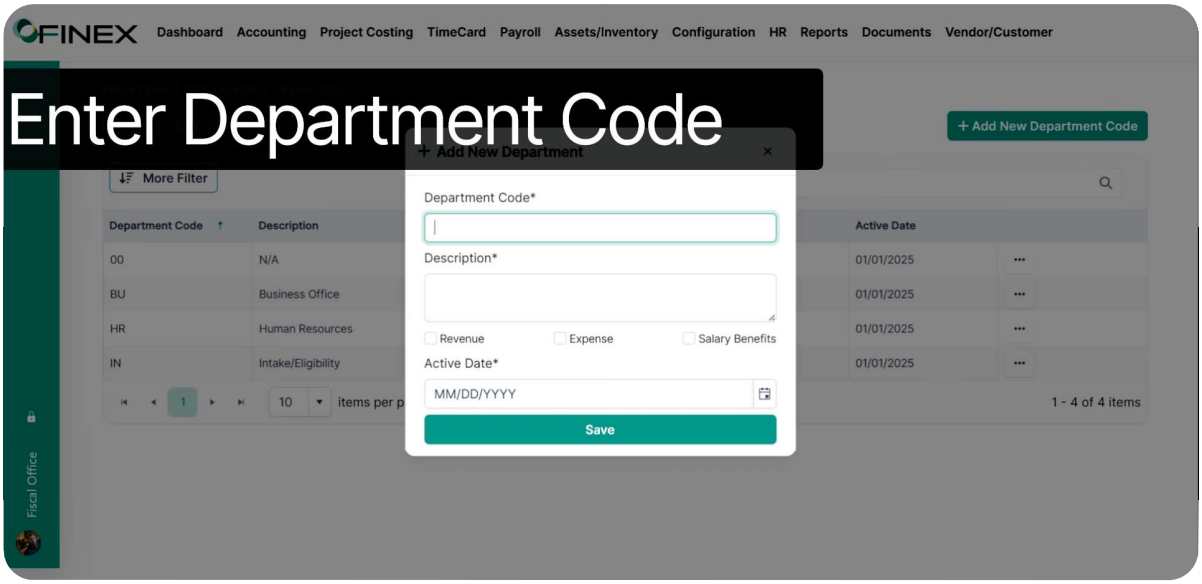
04 Select Department Code Field

Click the Department Code field.



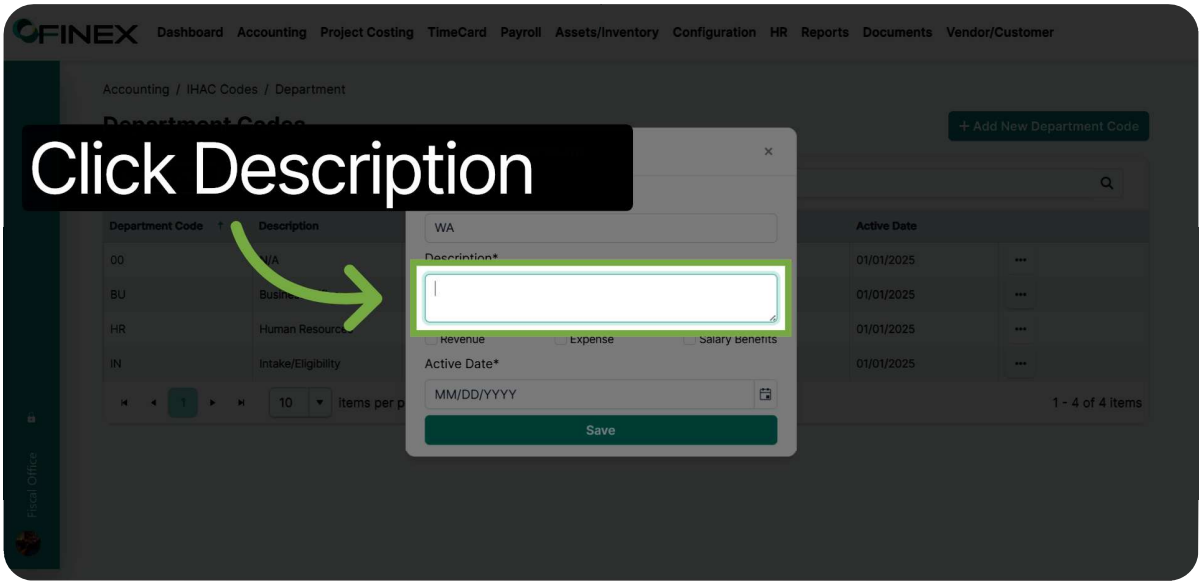
05 Enter Department Code

Enter the Department Code.



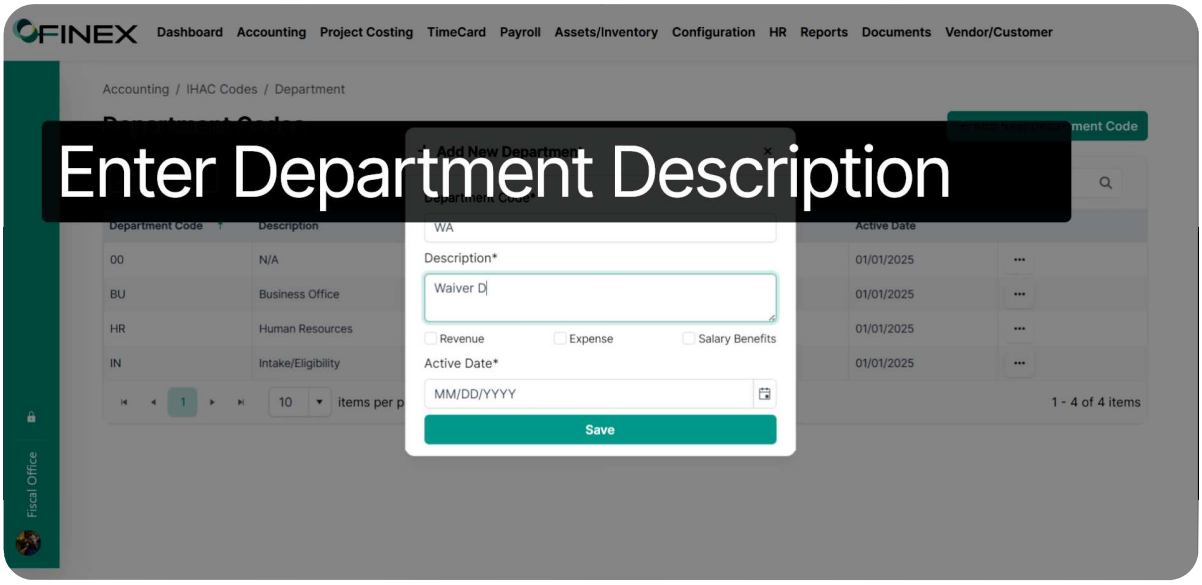
06 Select Description Field

Click the Description field.



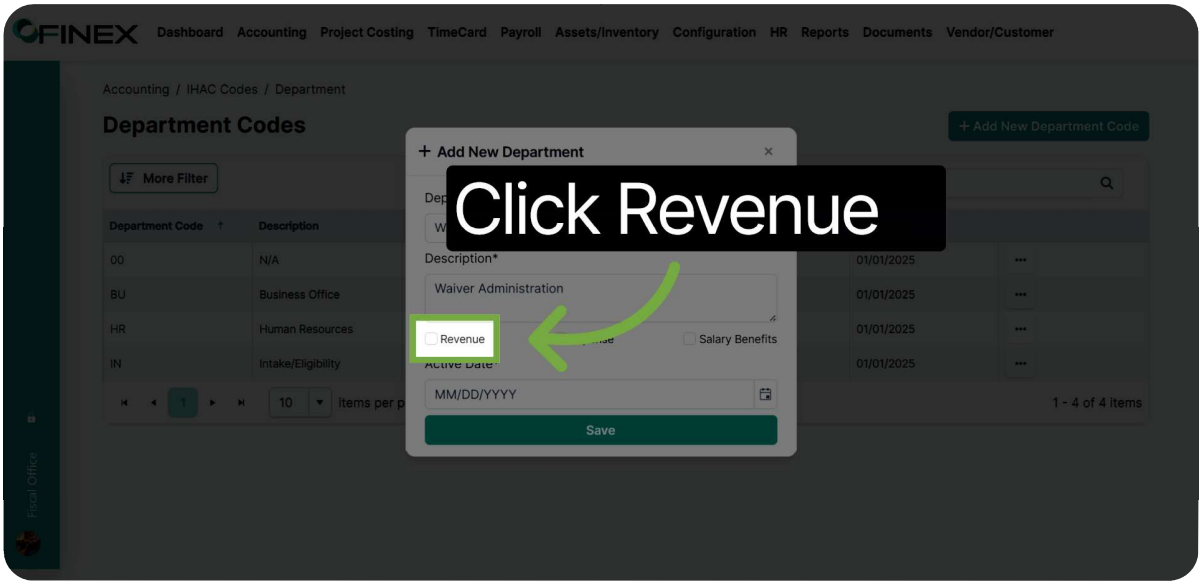
07 Enter Department Description

Enter the Department description.



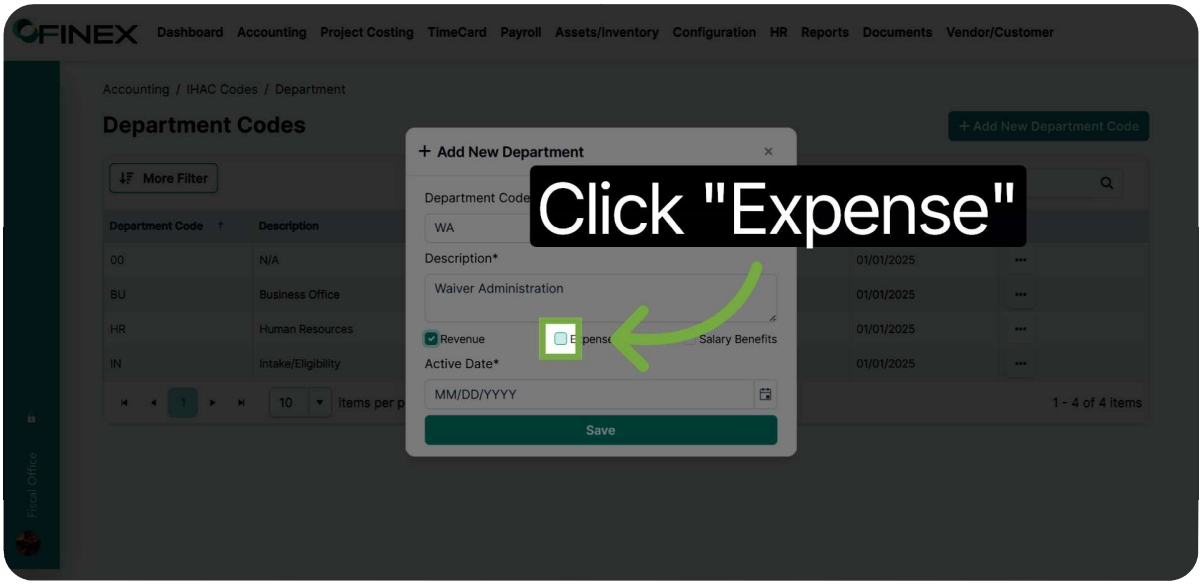
08 Select Revenue Option

Click Revenue if your Department Code qualifies as Revenue.



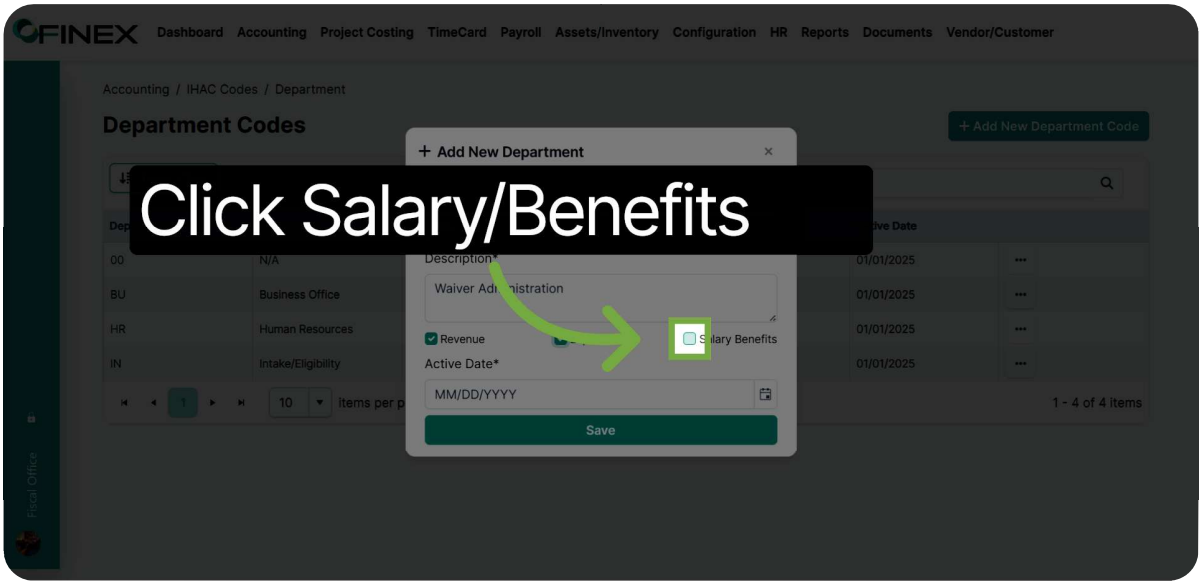
09 Select Expense Option

Click Expense if your Department Code qualifies as an Expense.



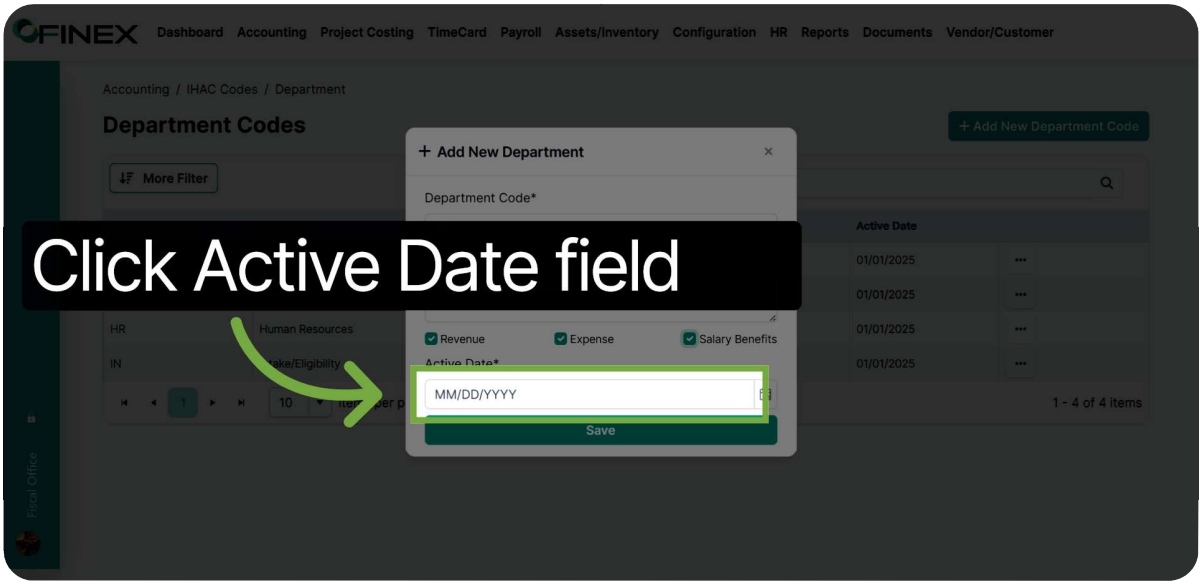
10 Select Salary Benefits Option

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



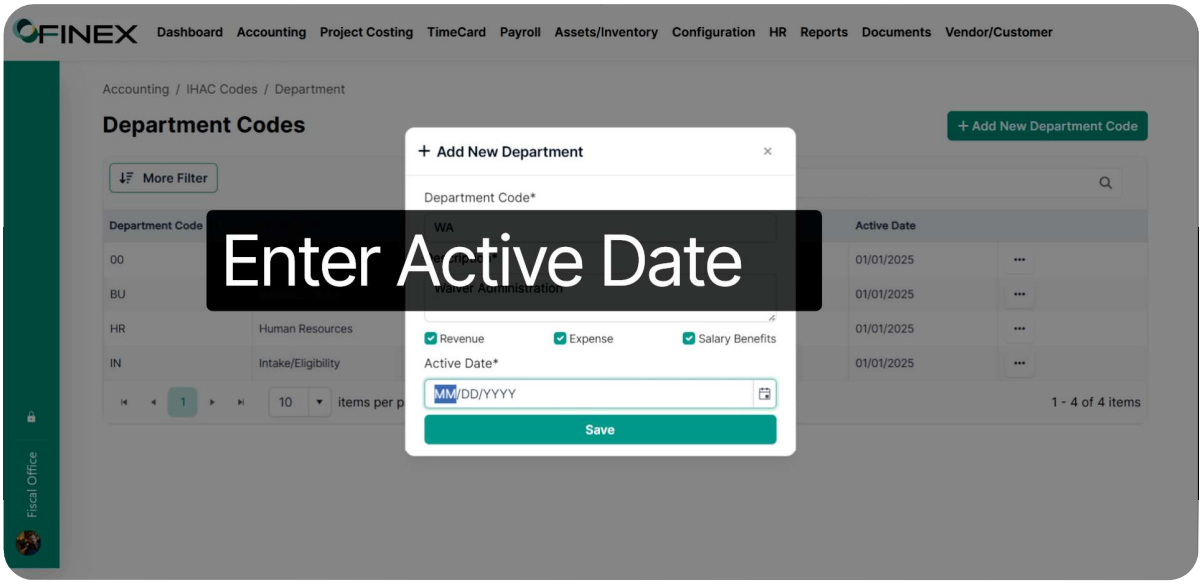
11 Select Active Date Field

Click the Active Date Field.



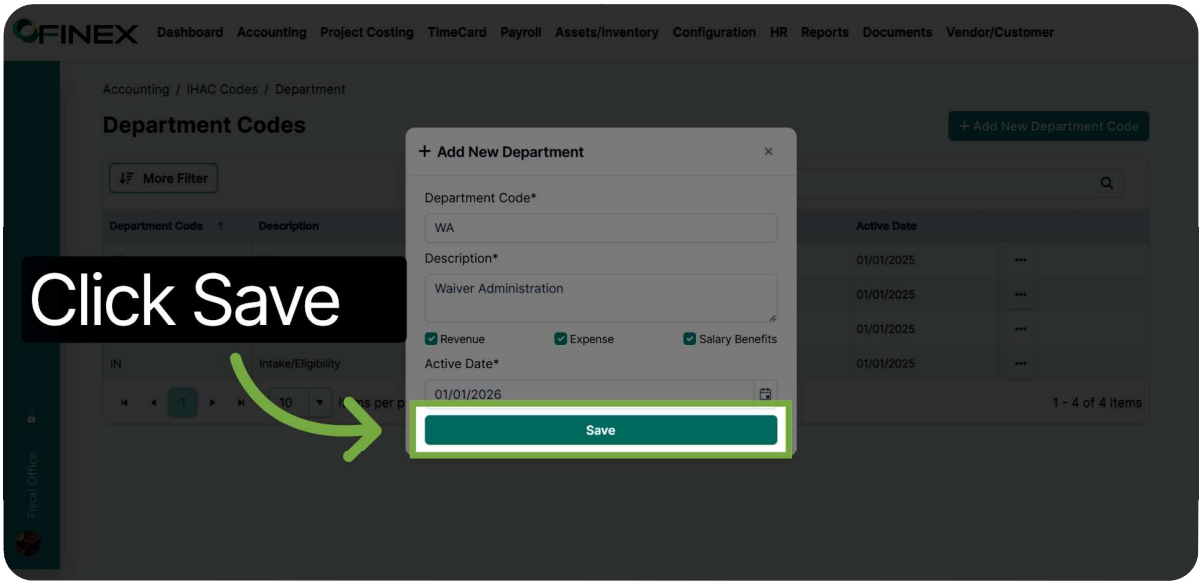
12 Enter Active Date

Enter the active date for your Department Code.



13 Save Department Code

Click save to finalize your Department Code.



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

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