How To Create An IHAC Program Code In Finex

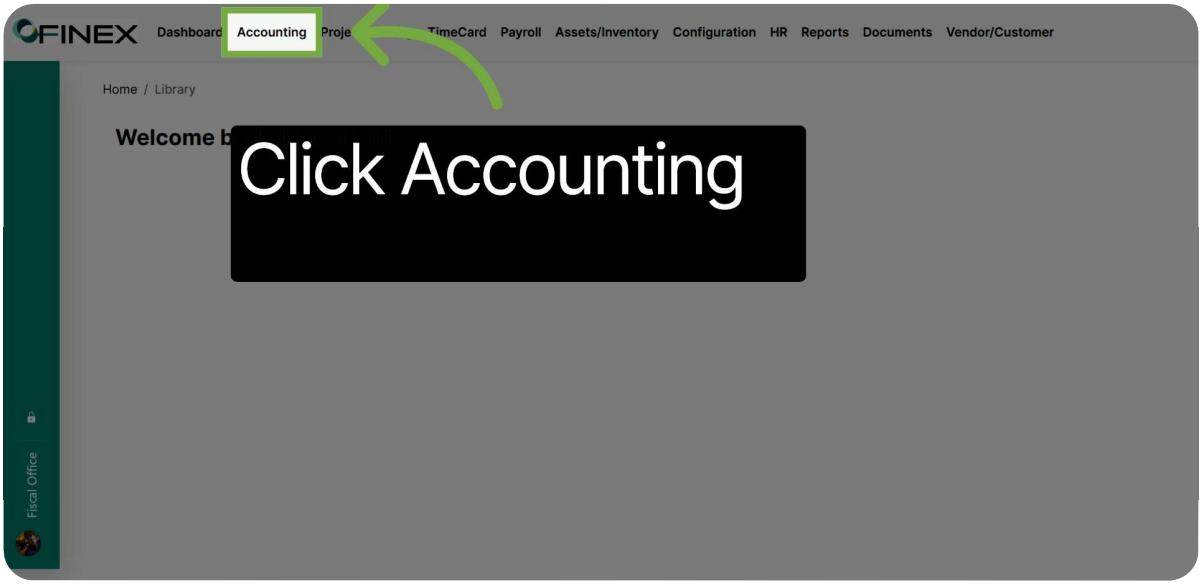
Powered by guidde

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

Go to www.finexweb.com

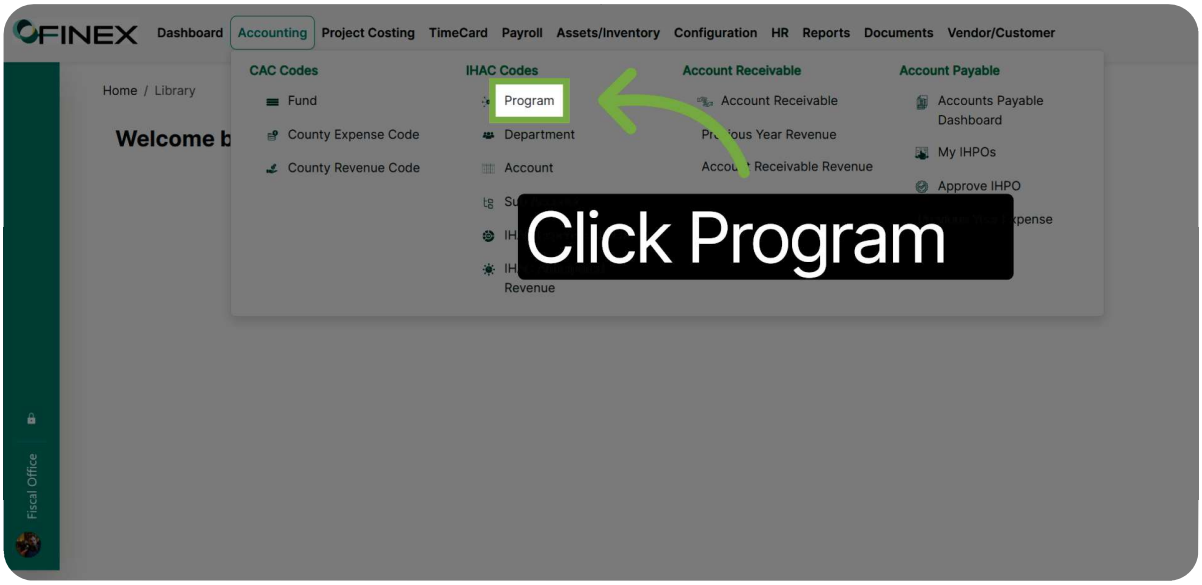
01 Navigate to Accounting Section

Click Accounting to access the financial section of Finex.



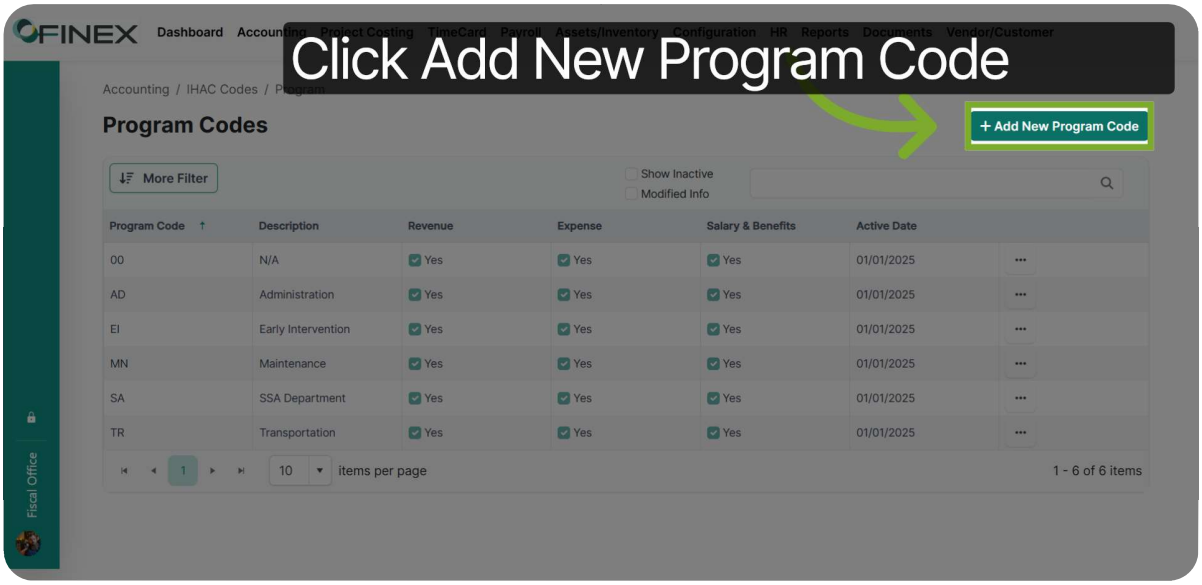
02 Open Program Menu

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



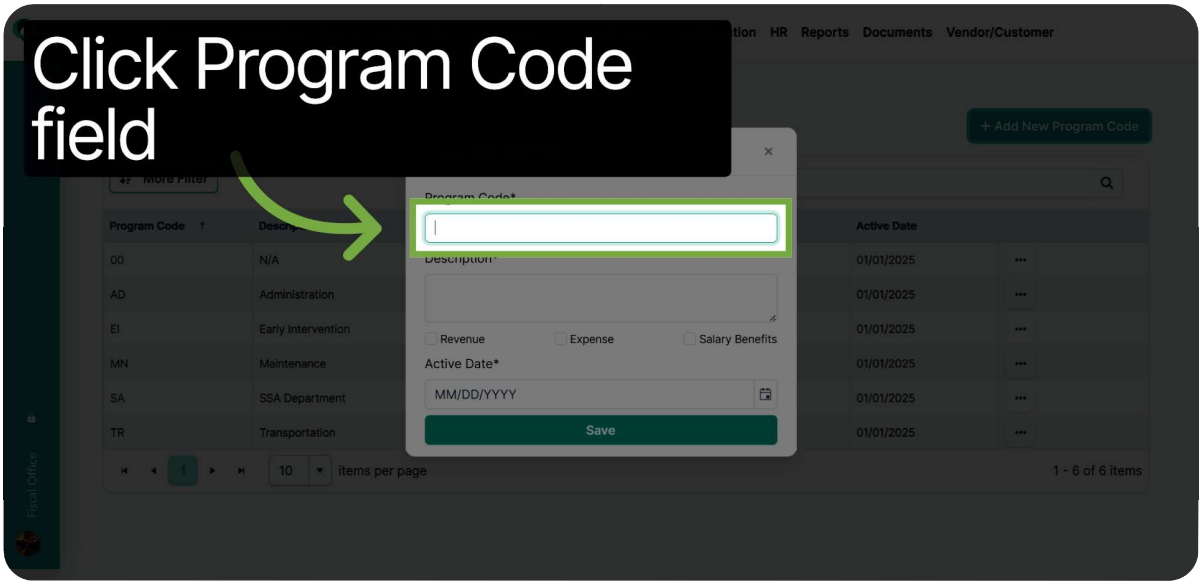
03 Add New Program Code

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



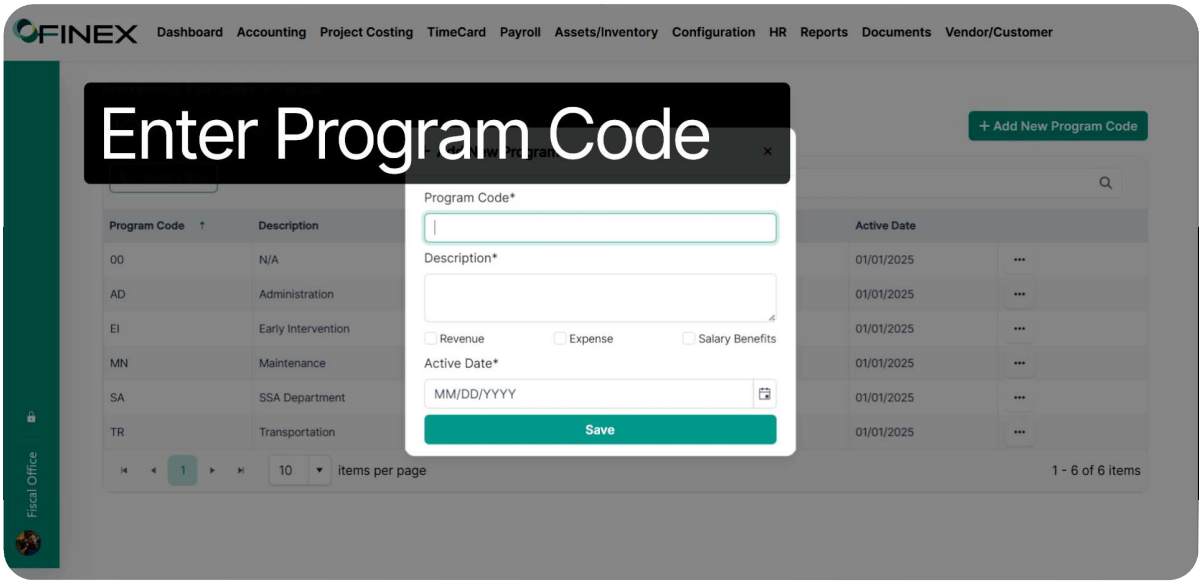
04 Select Program Code Field

Click the Program Code field.



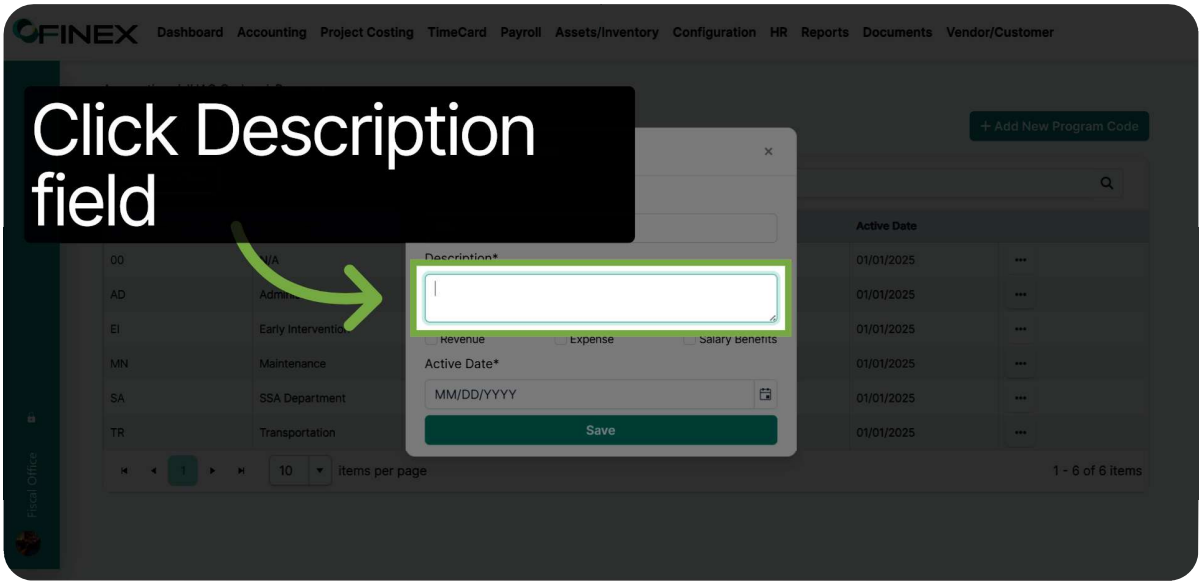
05 Enter Program Code

Enter your Program Code.



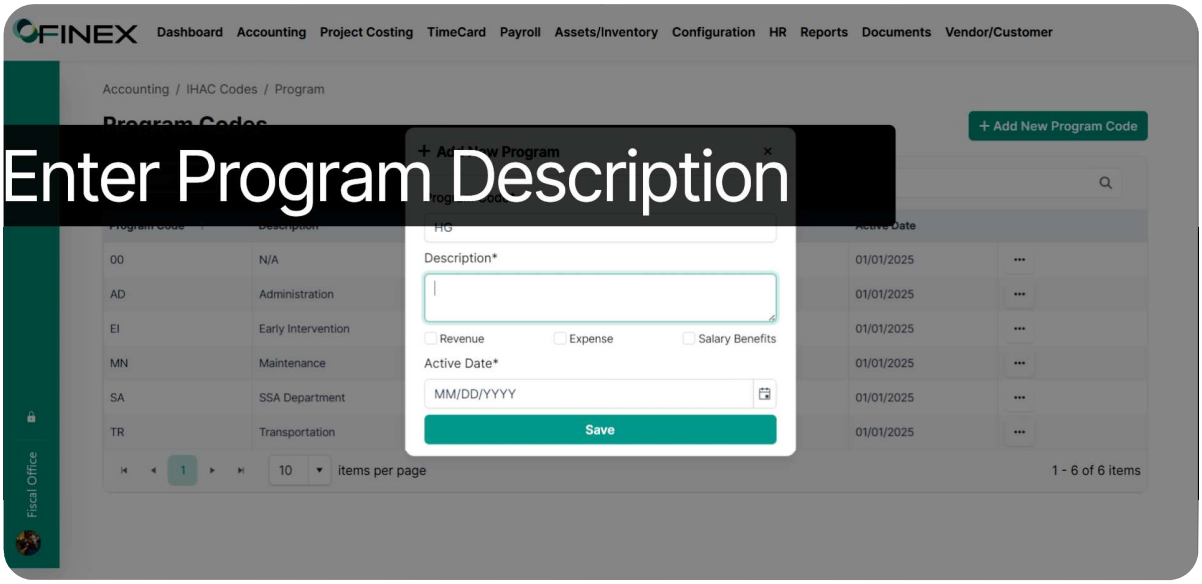
06 Select Description Field

Click the Description field.



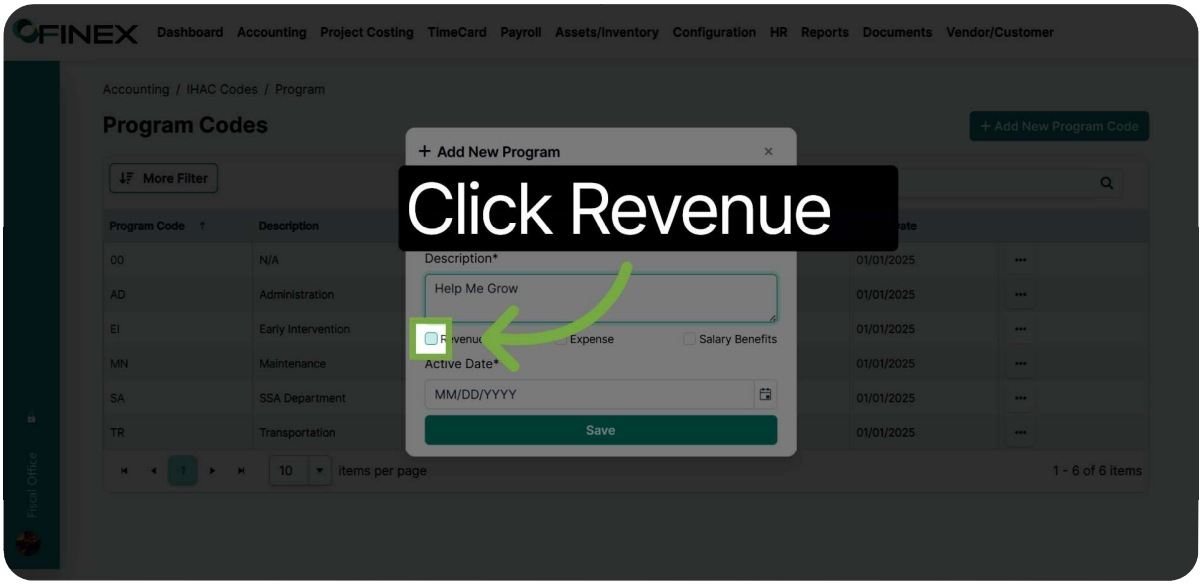
07 Enter Program Description

Enter your Program description.



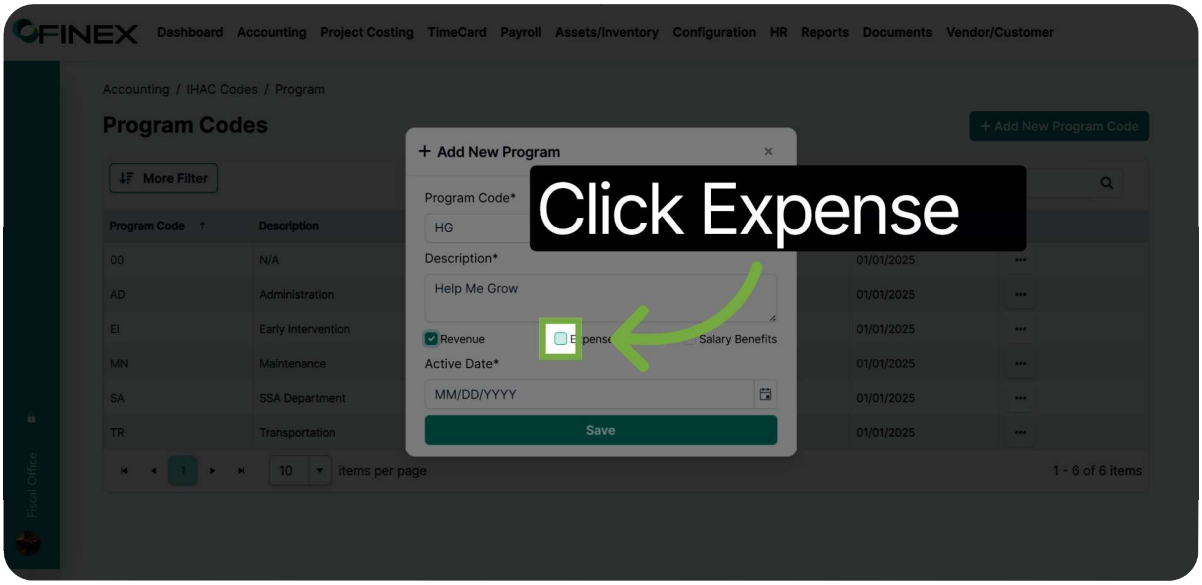
08 Select Revenue Option

Click Revenue if your Program Code qualifies as Revenue.



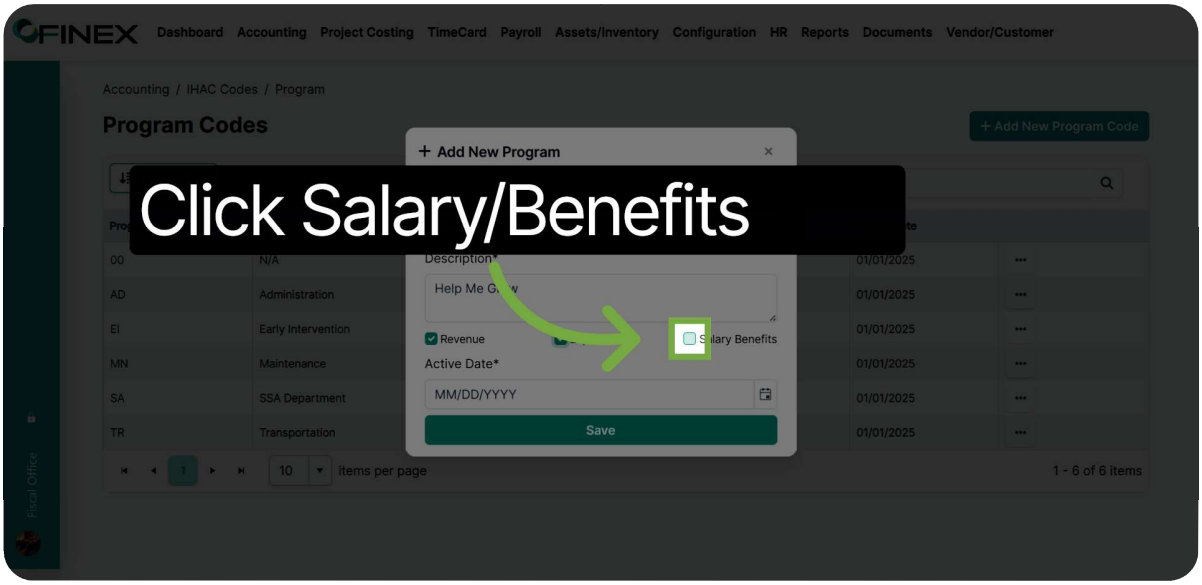
09 Select Expense Option

Click Expense if your Program Code qualifies as an Expense.



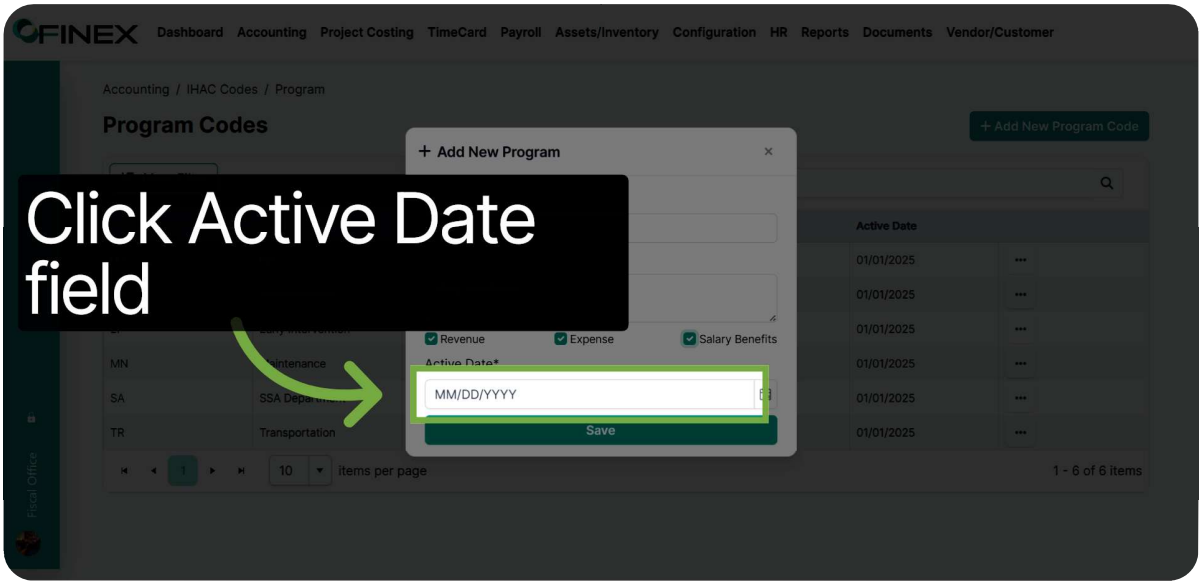
10 Select Salary Benefits Option

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



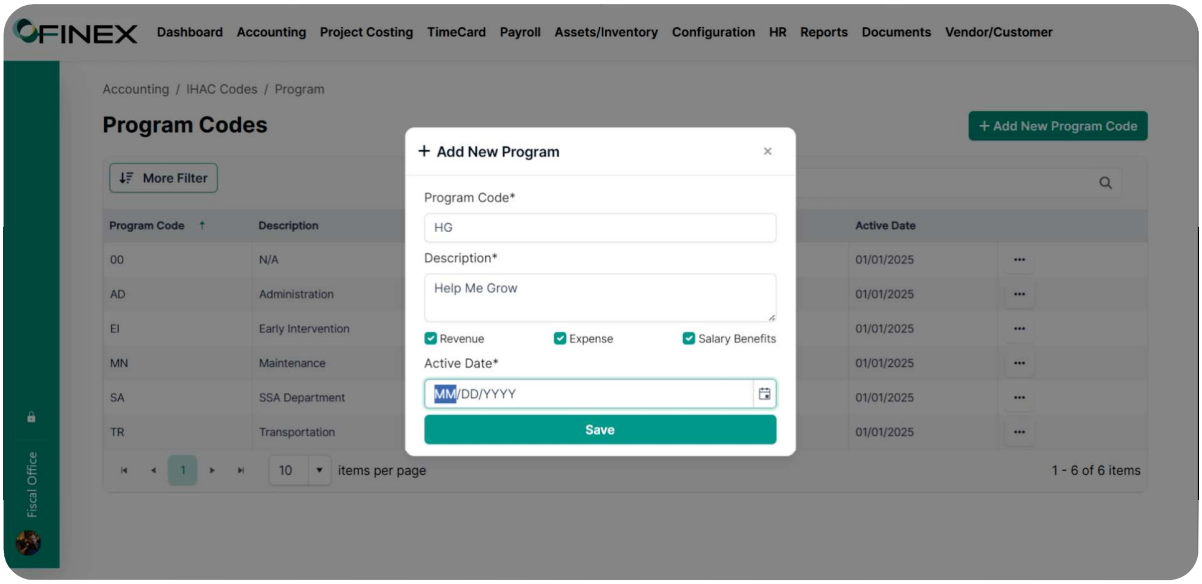
11 Select Active Date Field

Select the Active Date field.



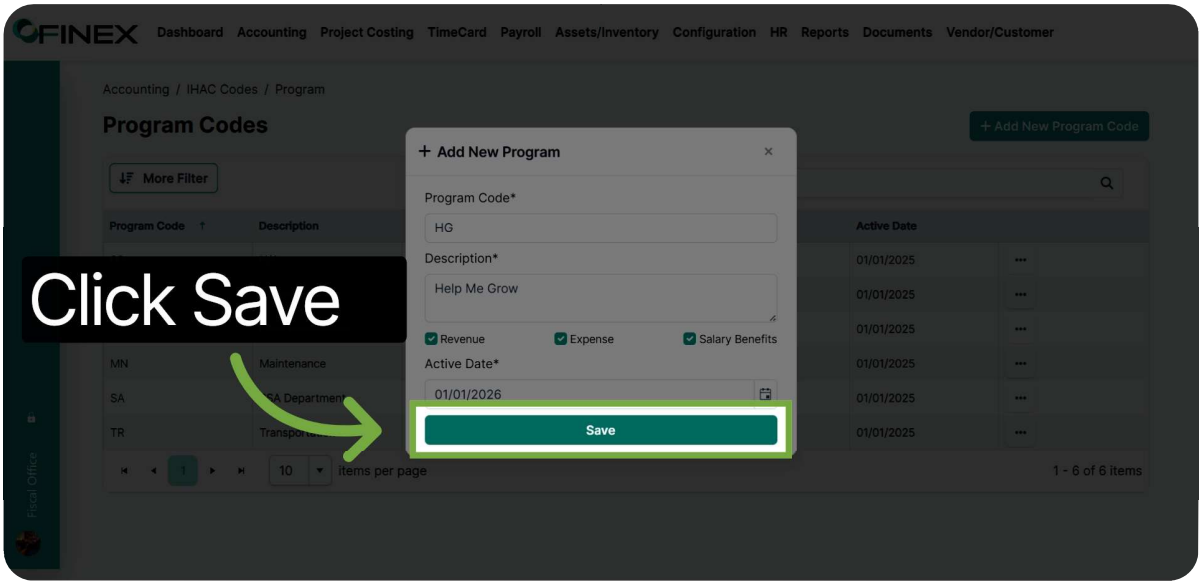
12 Enter Active Date

Enter the Active Date for your Program Code.



13 Save Program Code

Click save to finalize your Program Code.



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

Powered by guidde