How To Create An IHAC Sub Account Code In Finex

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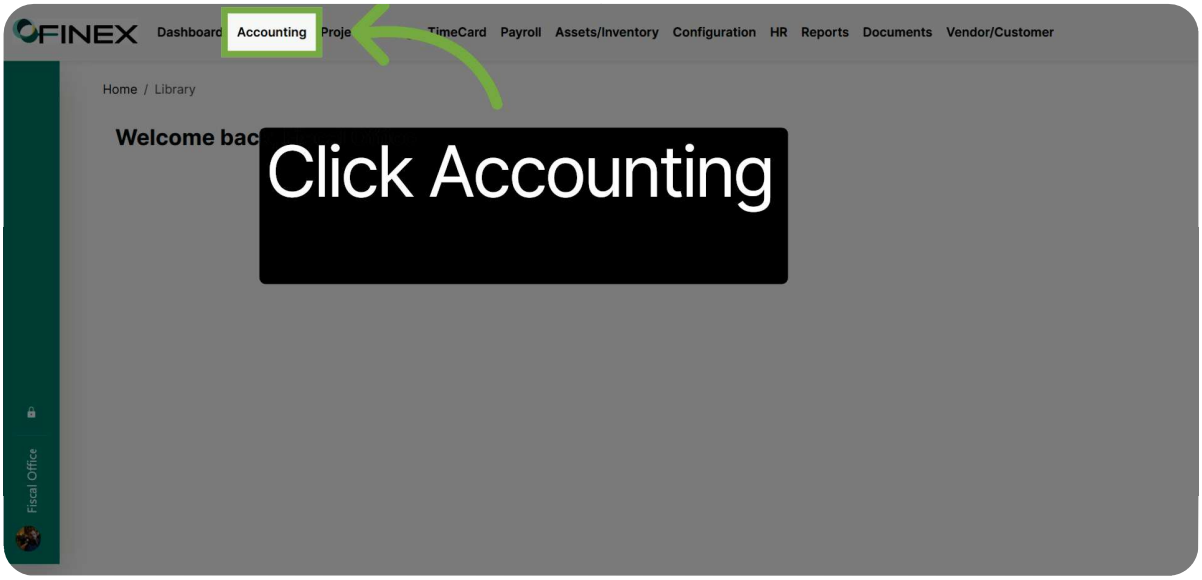
This tutorial guides you through creating an IHAC Sub Account Code in Finex.

Go to www.finexweb.com

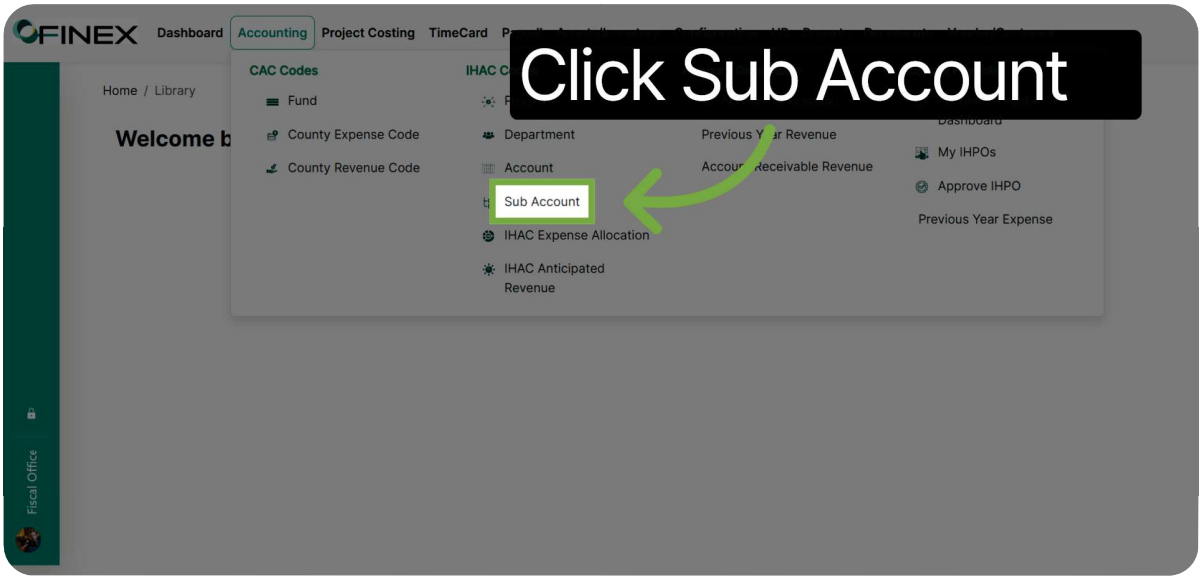
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



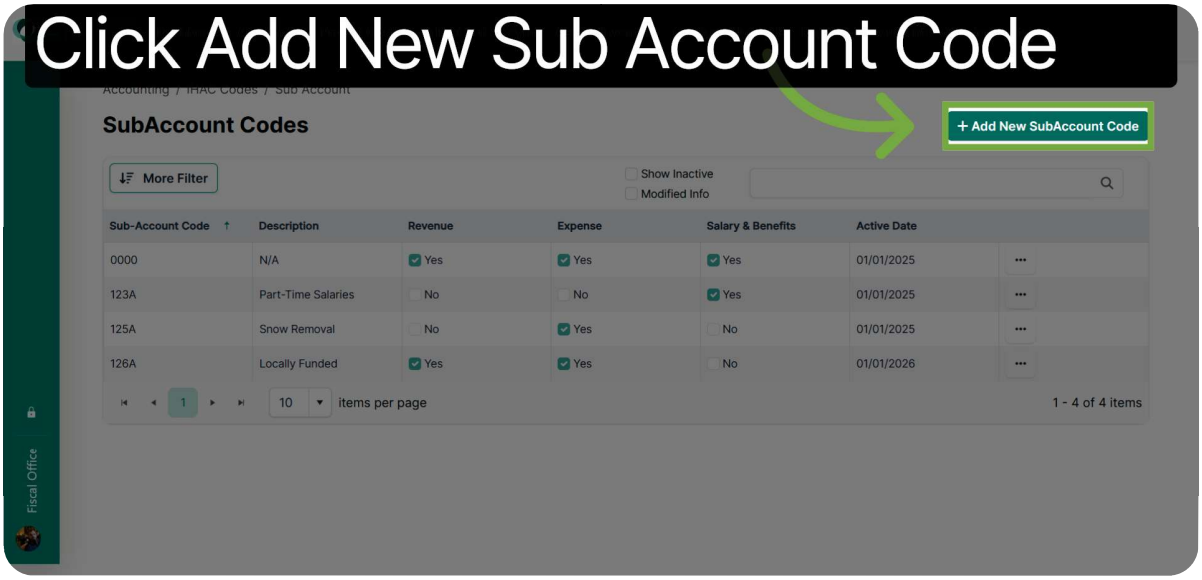
02 Open Sub Account Menu

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



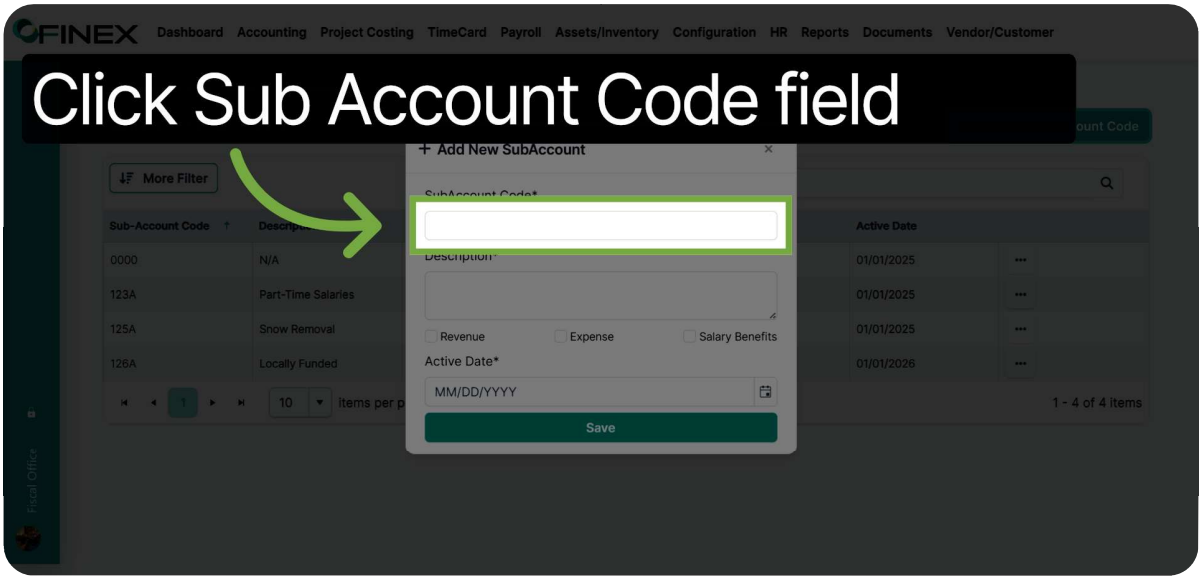
03 Create New Sub Account Code

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



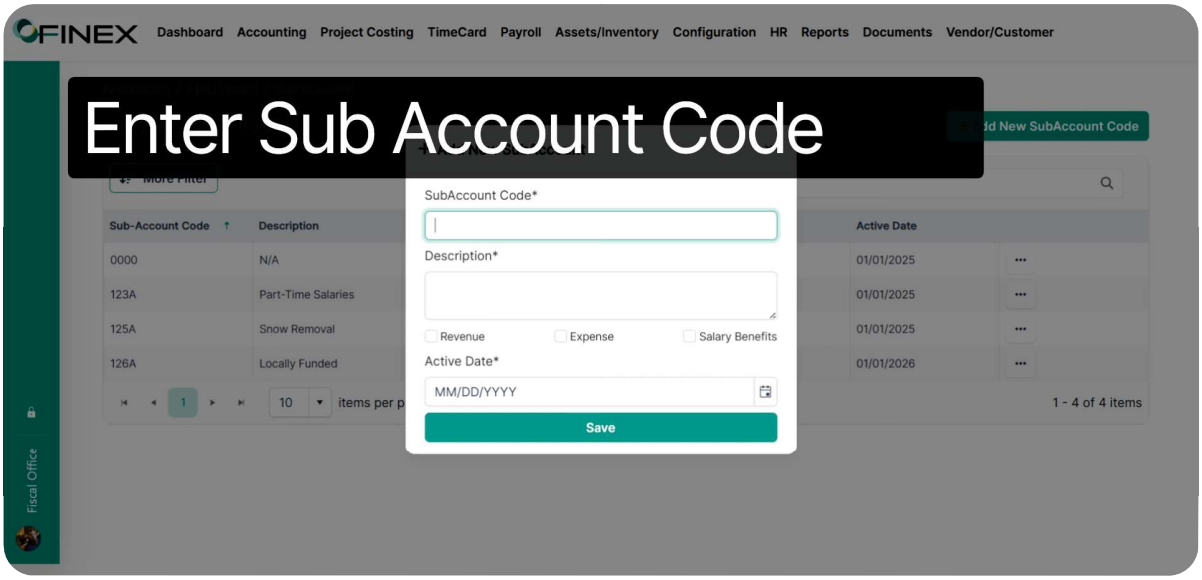
04 Select Sub Account Code Field

Click the Sub Account Code field.



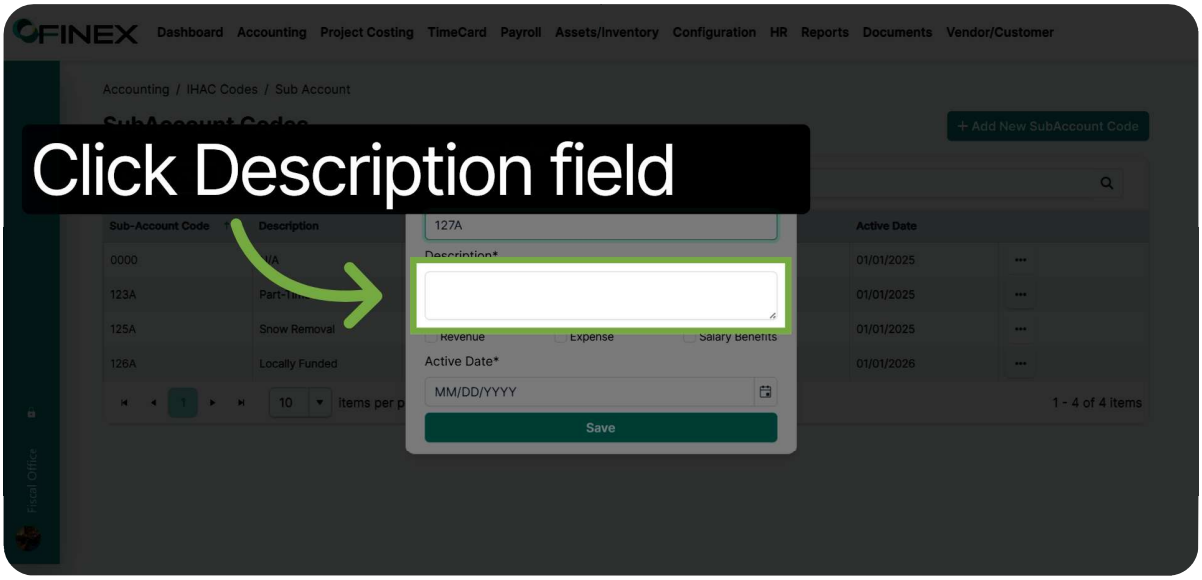
05 Enter SubAccount Code

Enter your Sub Account Code.



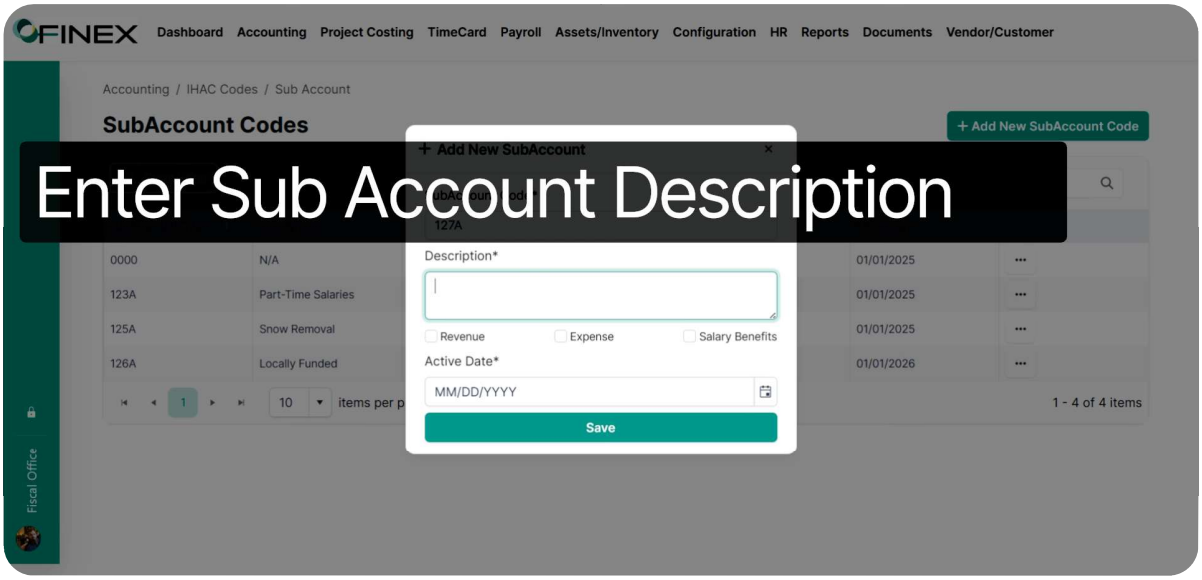
06 Select Description Field

Click the Description field.



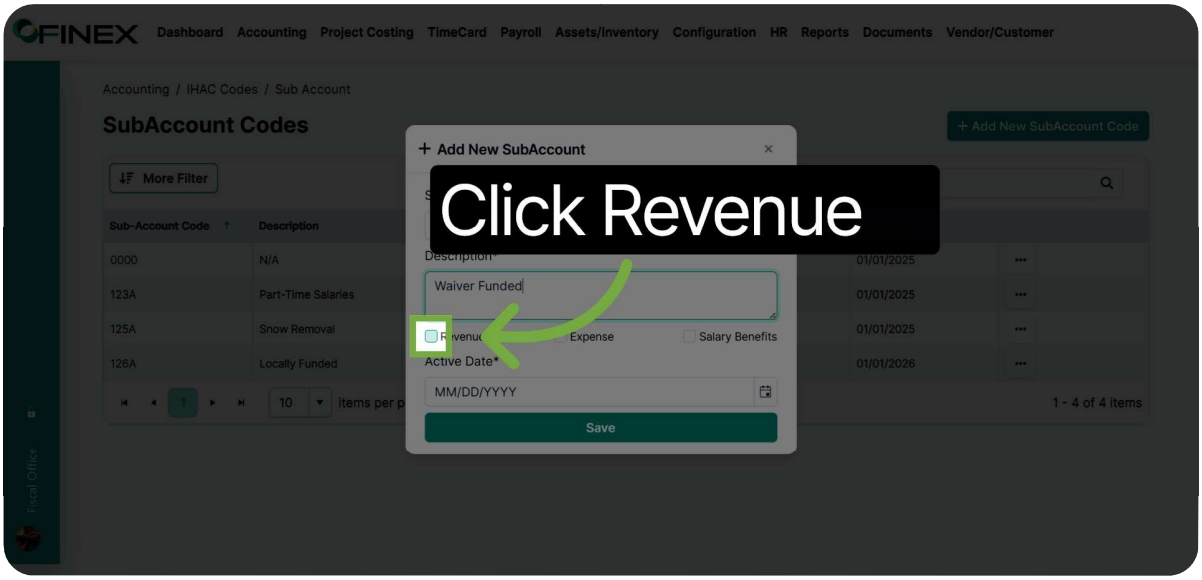
07 Enter Sub Account Description

Enter your Sub Account description.



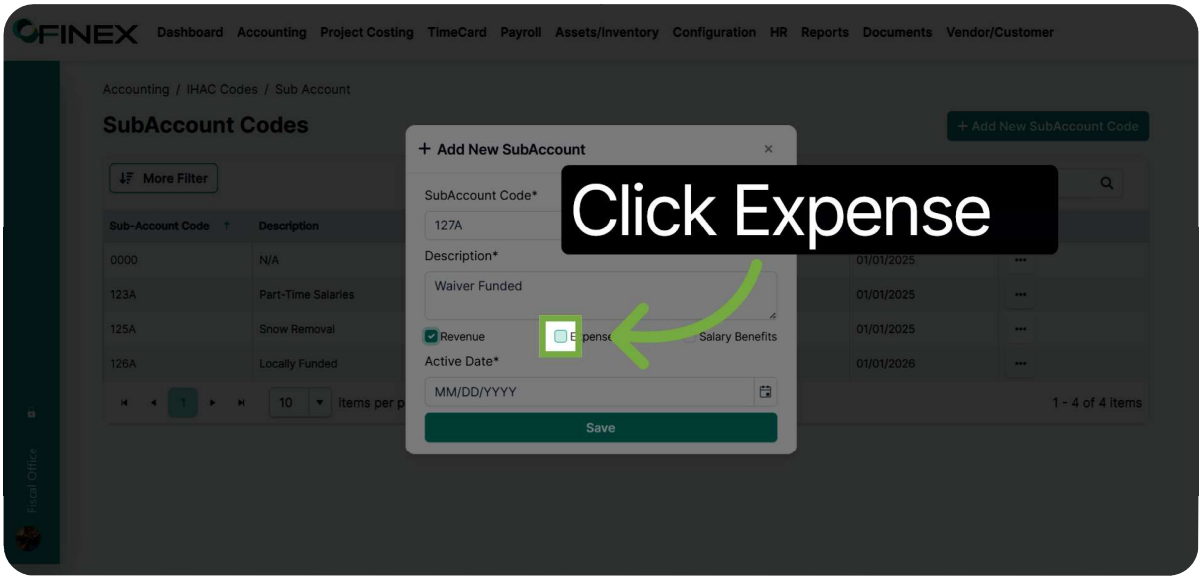
08 Select Revenue Option

Click Revenue if your Sub Account Code qualifies as Revenue.



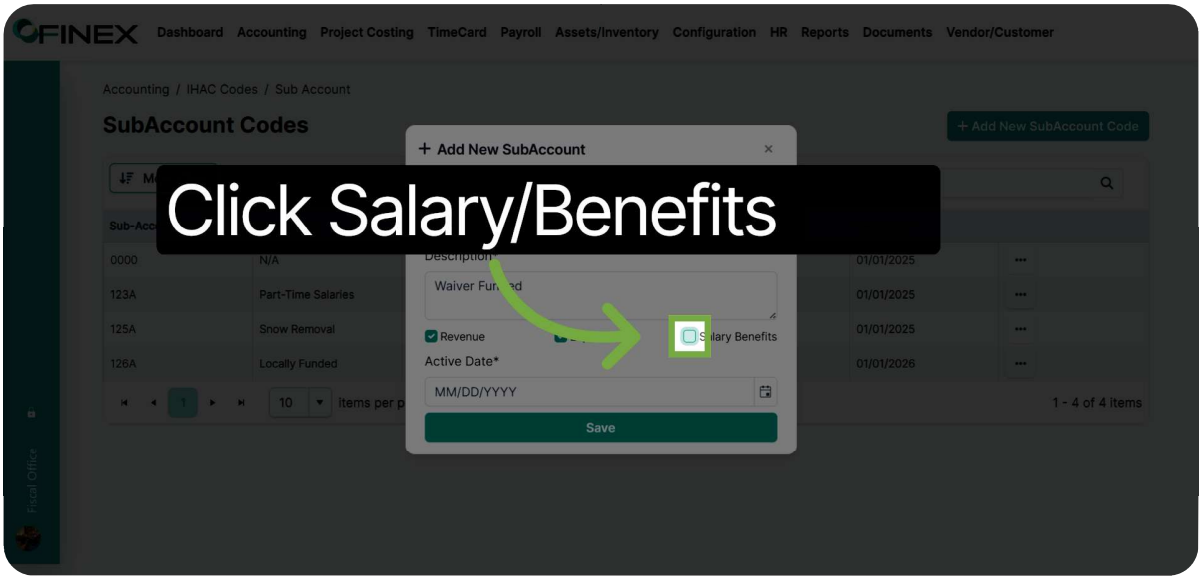
09 Select Expense Option

Click Expense if your Sub Account code qualifies as an Expense.



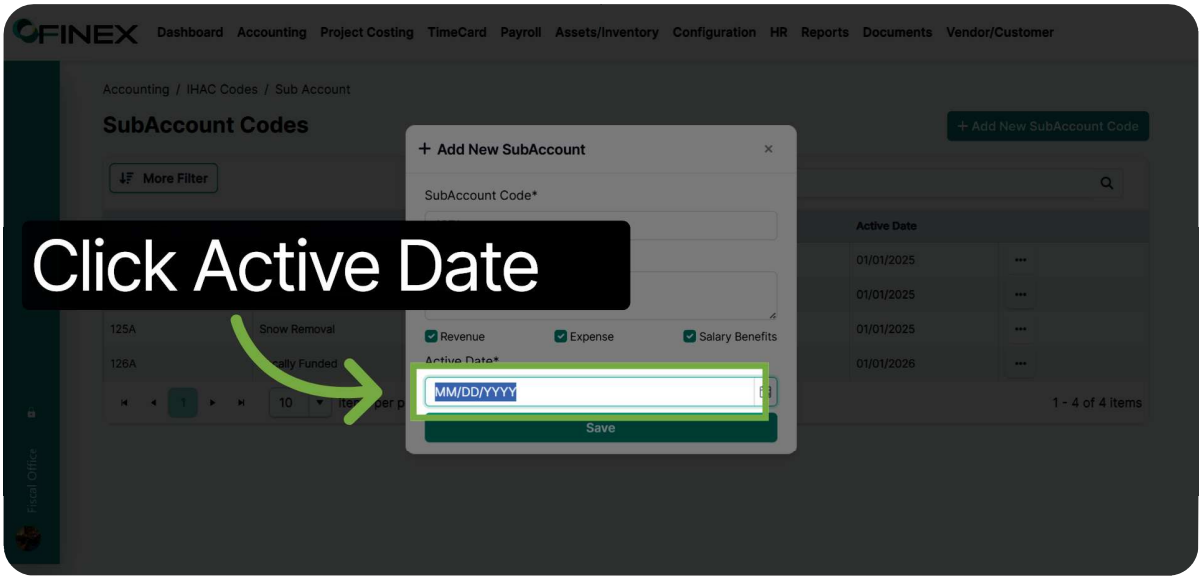
10 Select Salary Benefits Option

Click Salary and Benefits if your Sub Account code qualifies as Salary and Benefits.



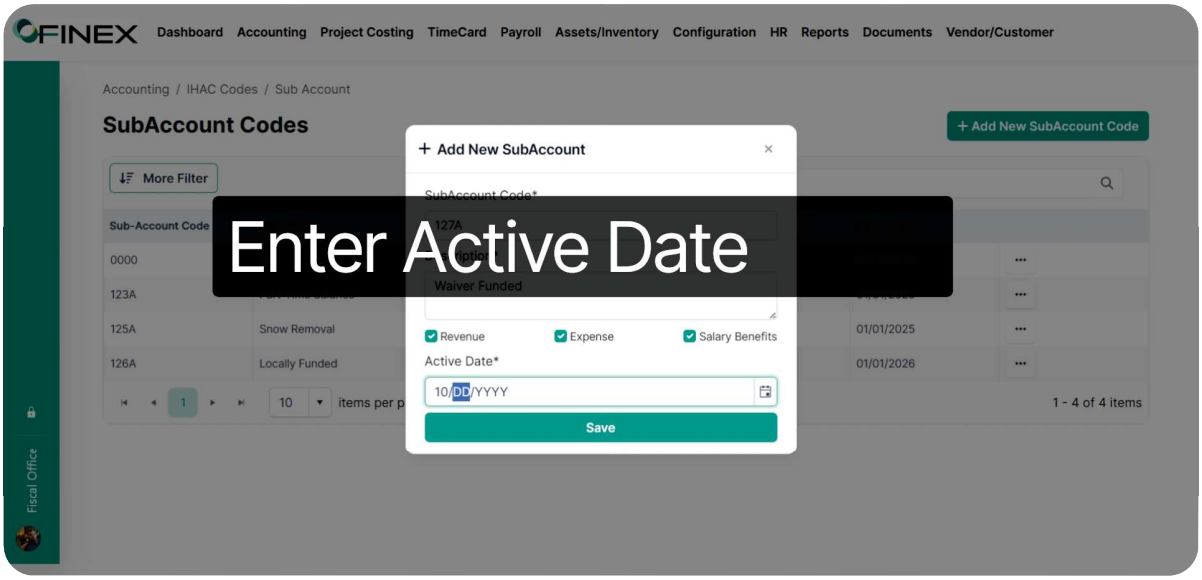
11 Select Active Date Field

Click the Active Date field.



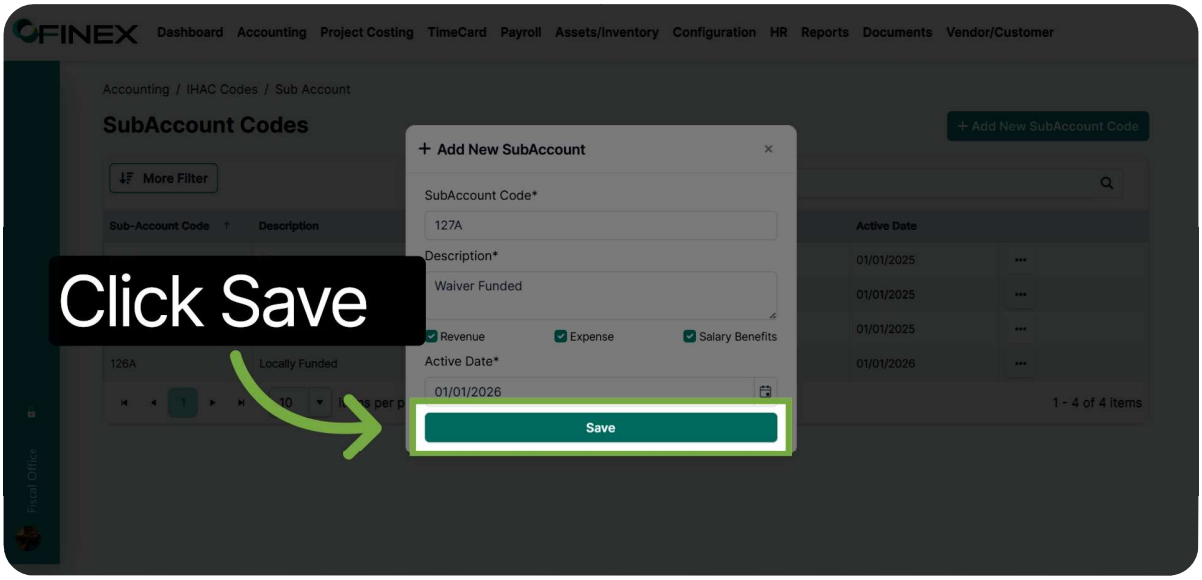
12 Enter Active Date

Enter the active date for your Sub Account Code.



13 Save Sub Account Code

Click save to finalize your Sub Account Code.



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

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