Creating A Voucher In Finex

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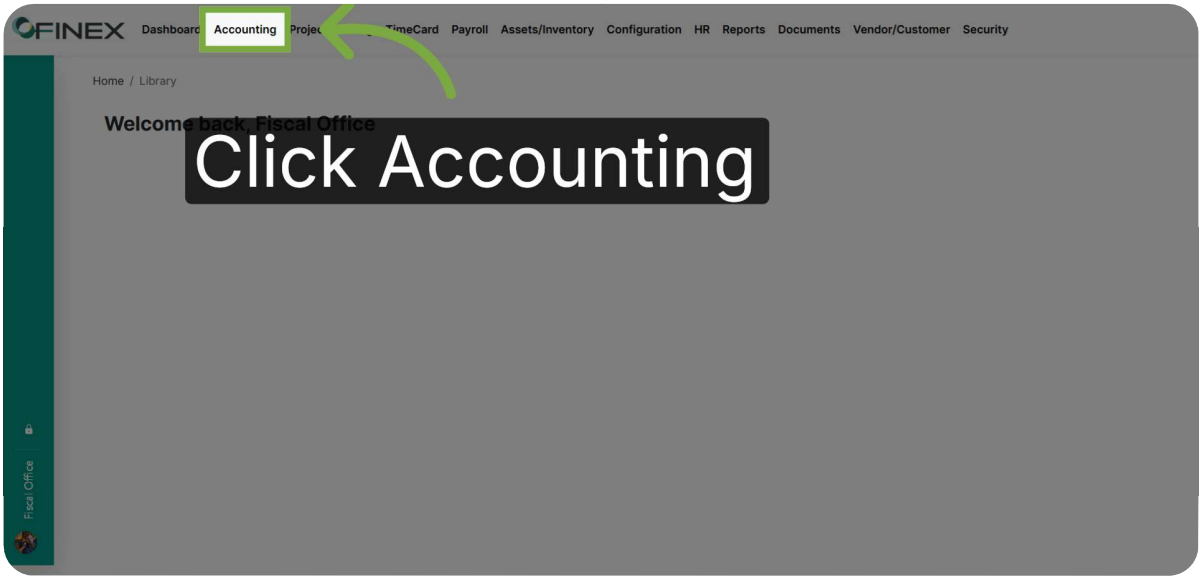
This tutorial guides you through creating a Voucher in Finex.

Go to www.finexweb.com

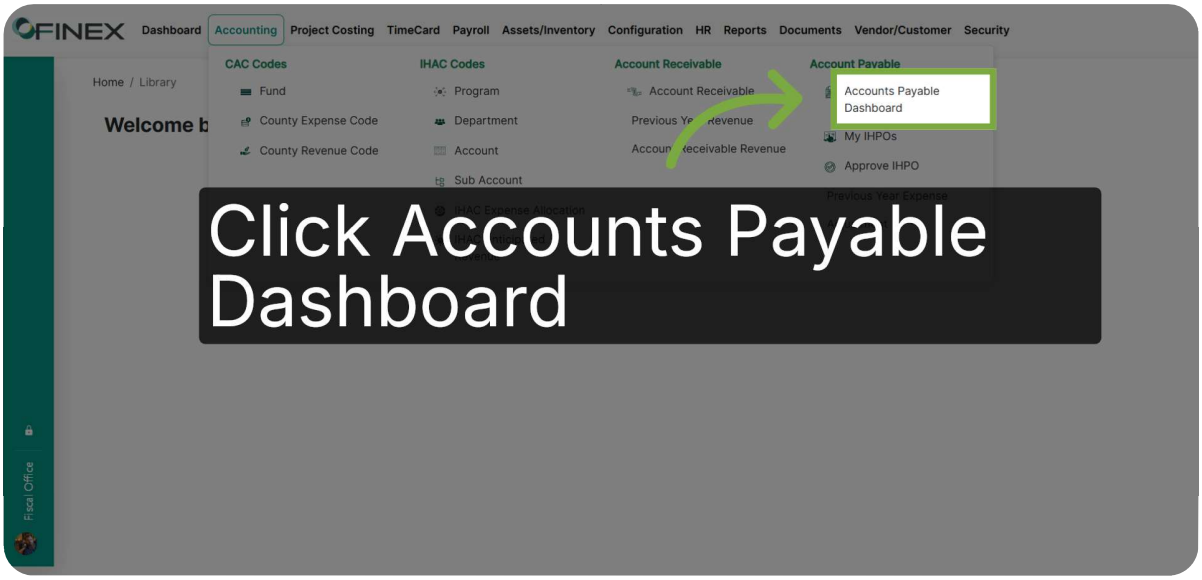
01 Navigate To Accounting Section

Click Accounting to access the financial section of Finex.



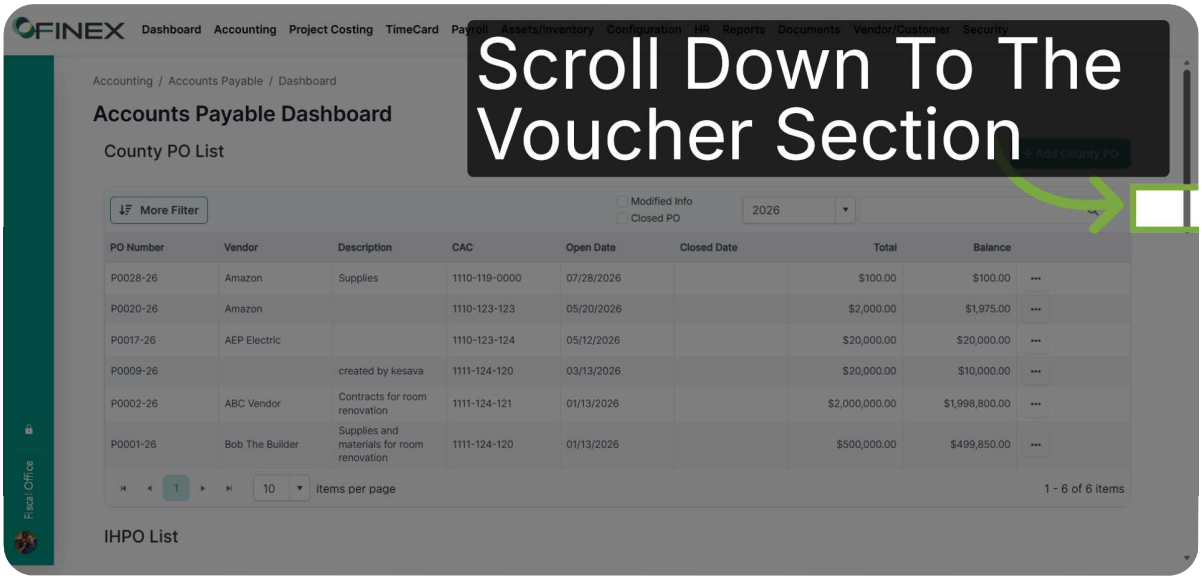
02 Open Accounts Payable Dashboard

Click the Accounts Payable Dashboard to access where you can create a Voucher.



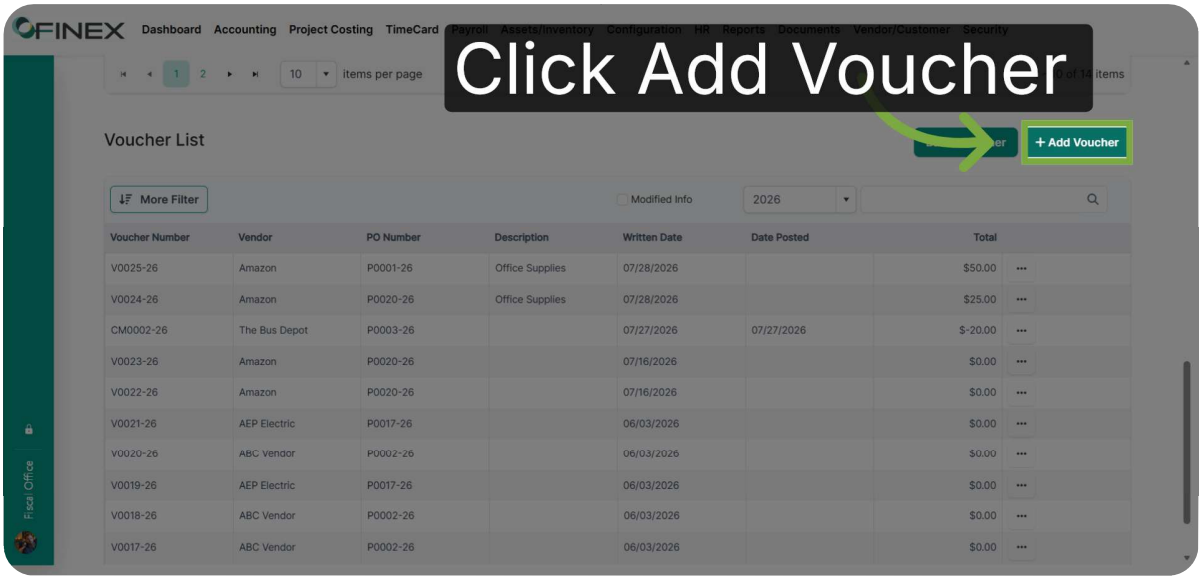
03 Scroll To The Bottom Of The Accounts Payable Dashboard

Scroll to the bottom of the Accounts Payable Dashboard to access the Voucher section.



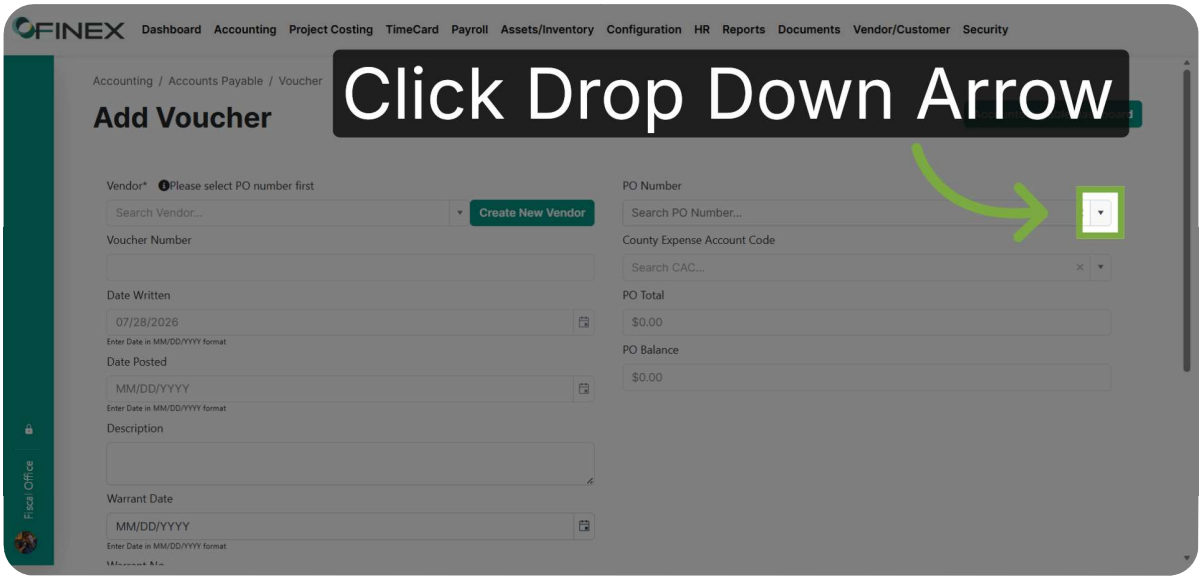
04 Select Add Voucher

Click Add Voucher to start the process of creating a Voucher.



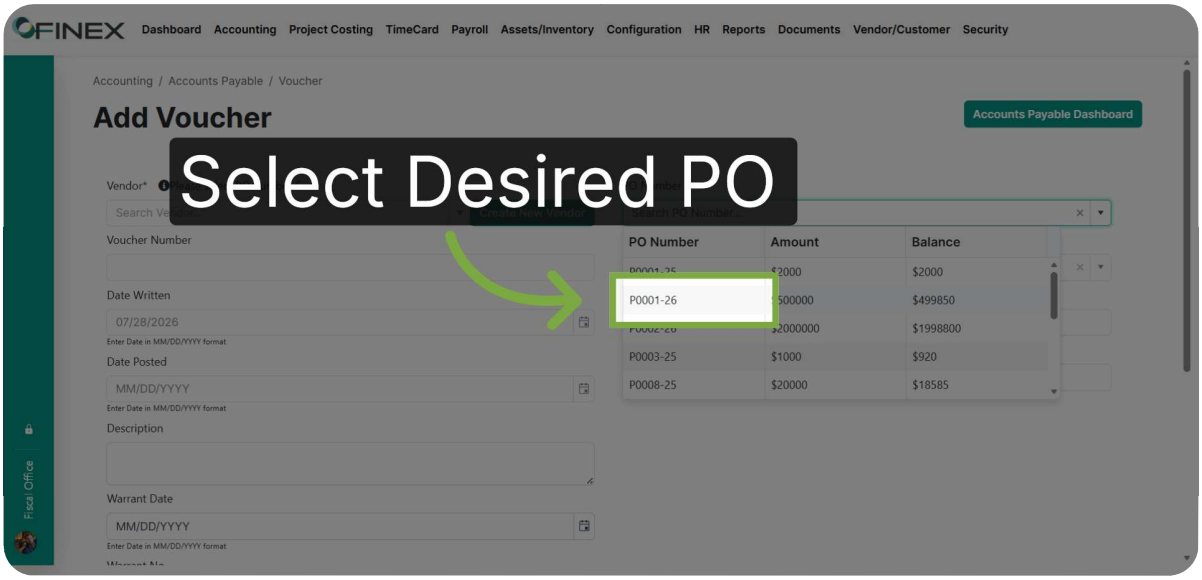
05 Open PO Selection Menu

Click the drop-down arrow to view the list of available Purchase Orders.



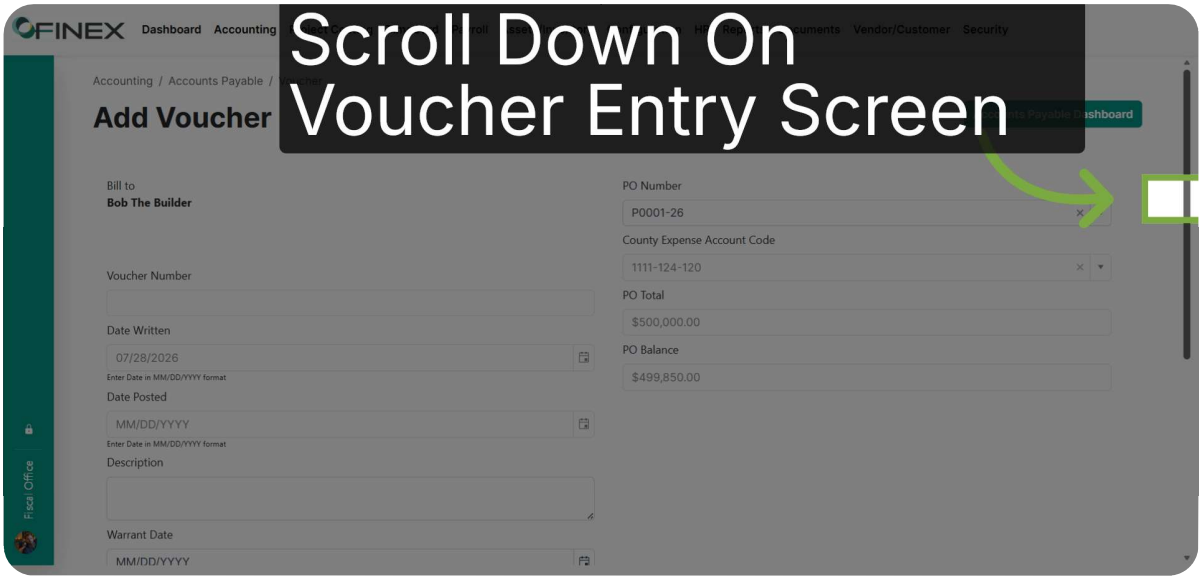
06 Select Desired PO

Select your desired Purchase Order from the list.



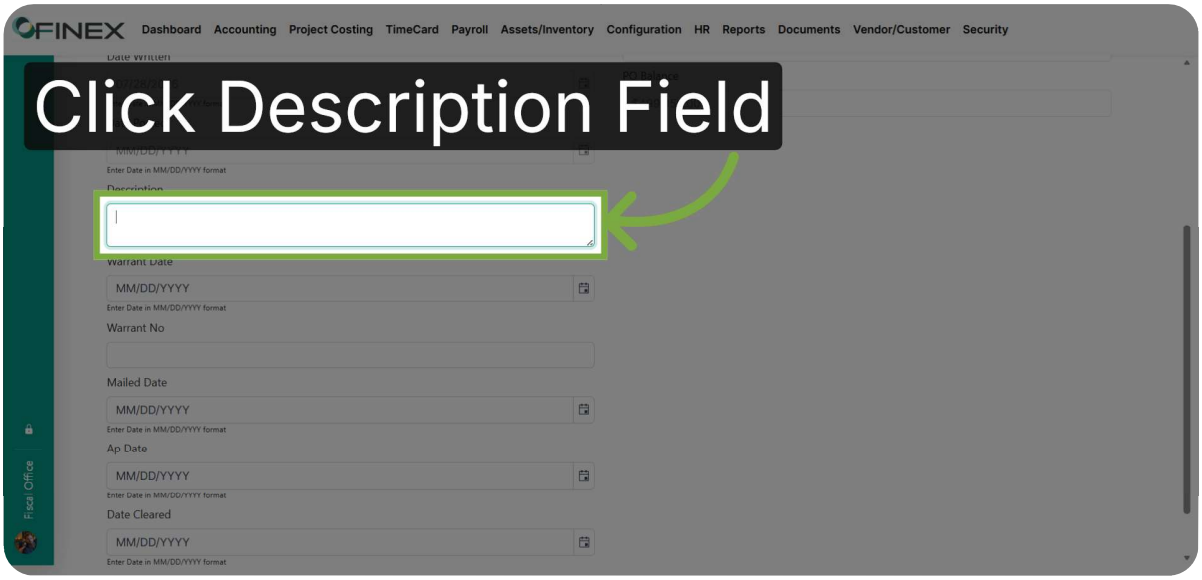
07 Scroll Down On Voucher Entry Screen

Scroll down on the Voucher Entry screen.



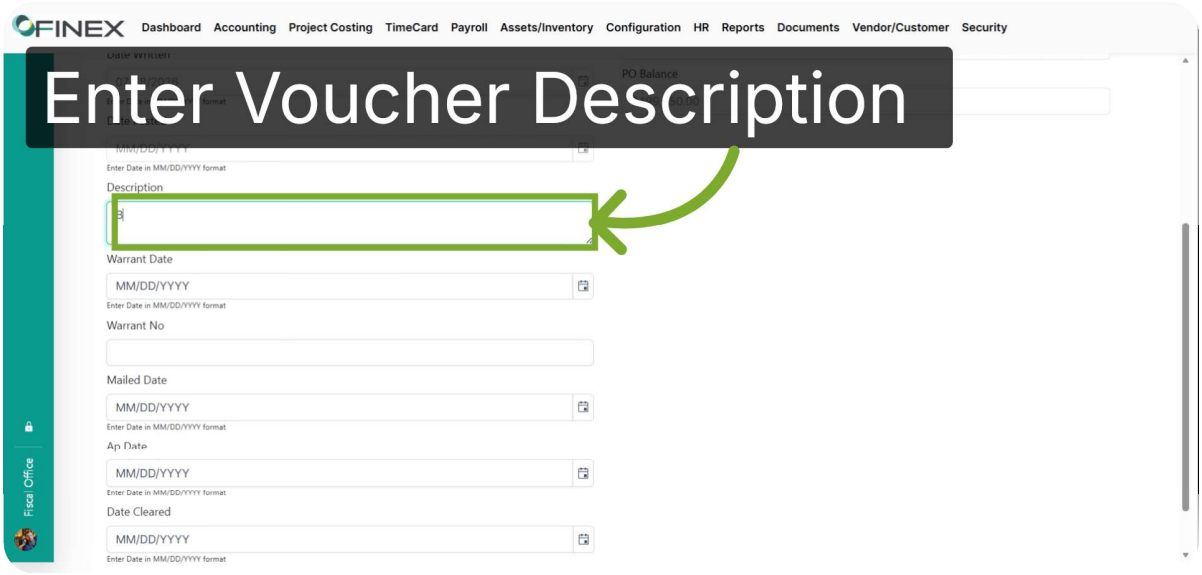
08 Select Description Field

Click the description field.



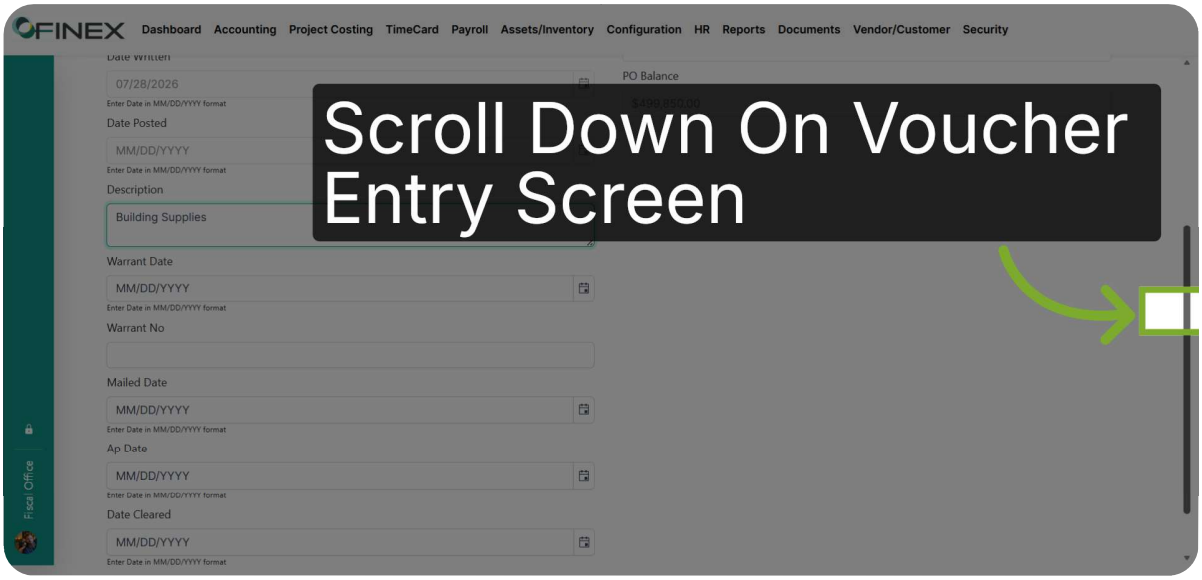
09 Enter Voucher Description

Enter your Voucher description.



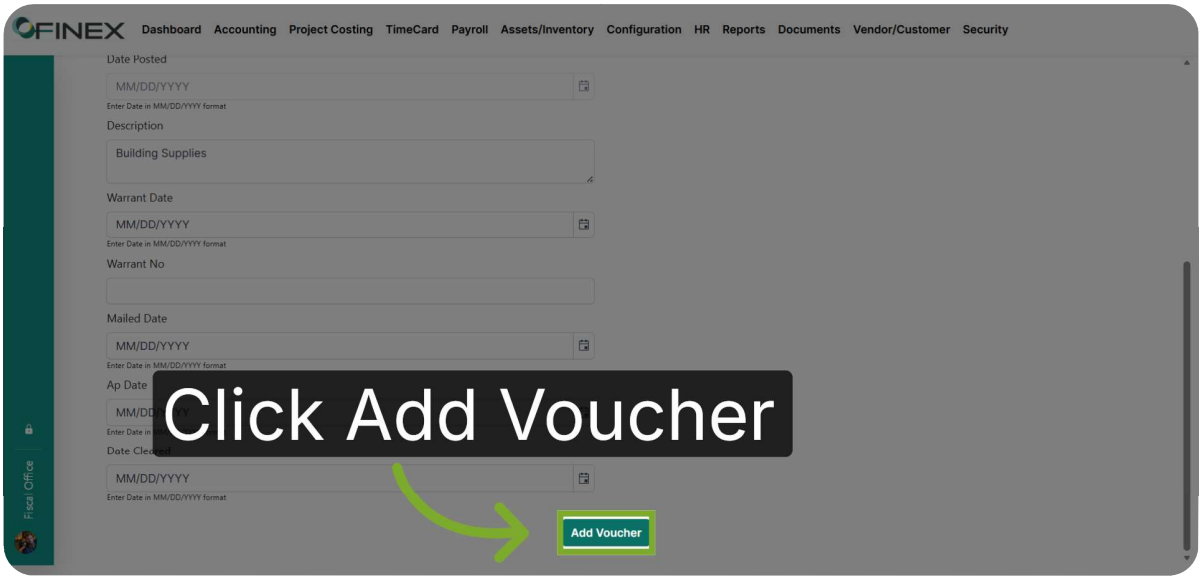
10 Scroll Down On Voucher Entry Screen

Scroll down on the Voucher Entry screen.



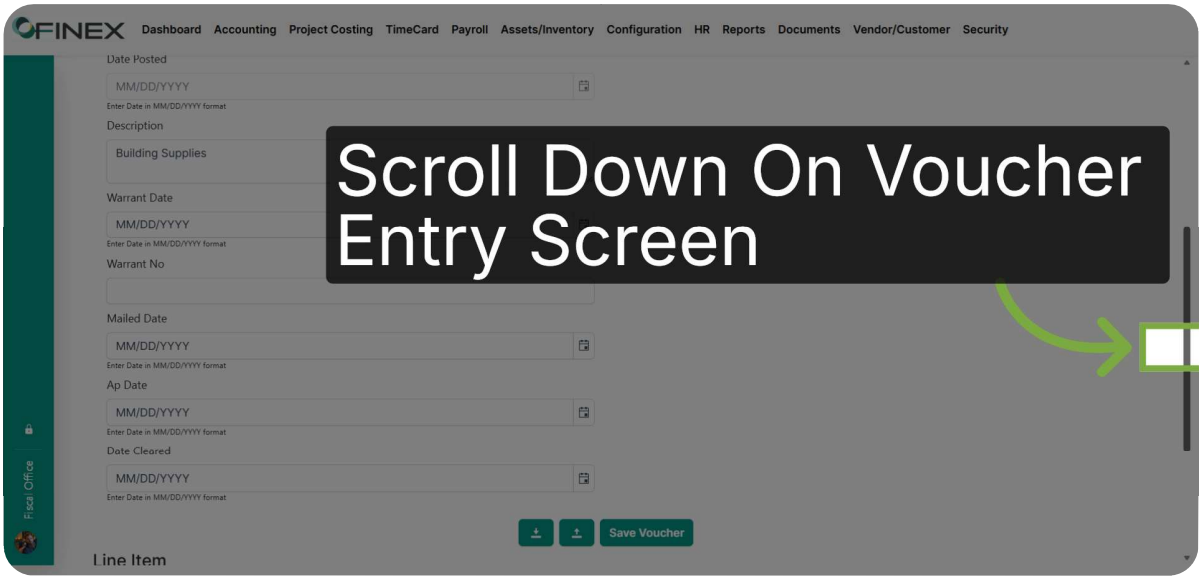
11 Select Add Voucher

Click Add Voucher.



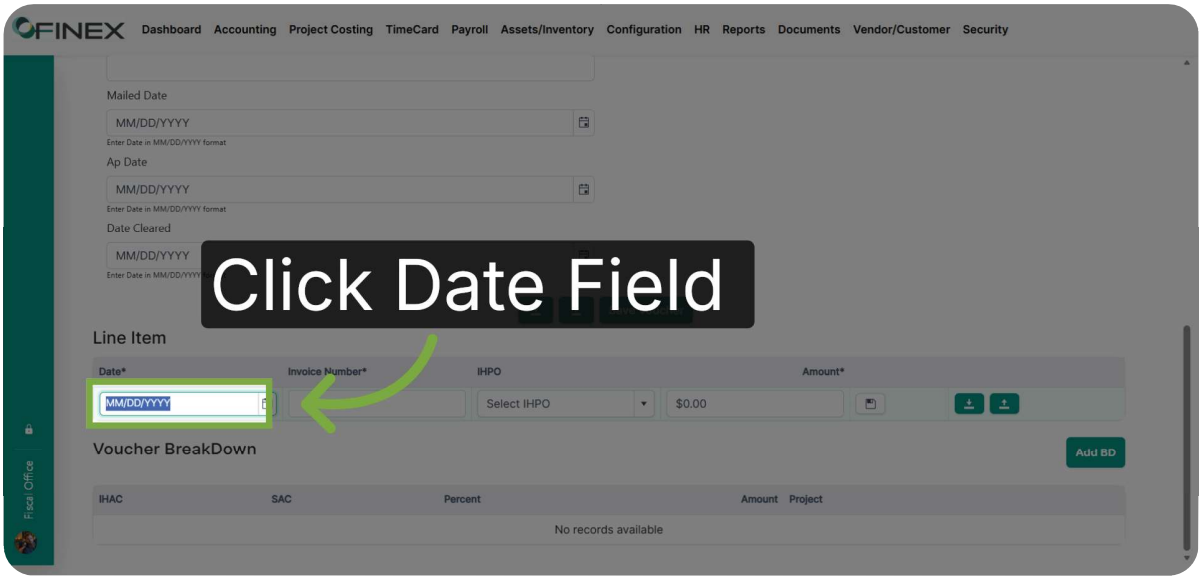
12 Scroll Down On Voucher Entry Screen

Scroll down on the Voucher Entry screen.



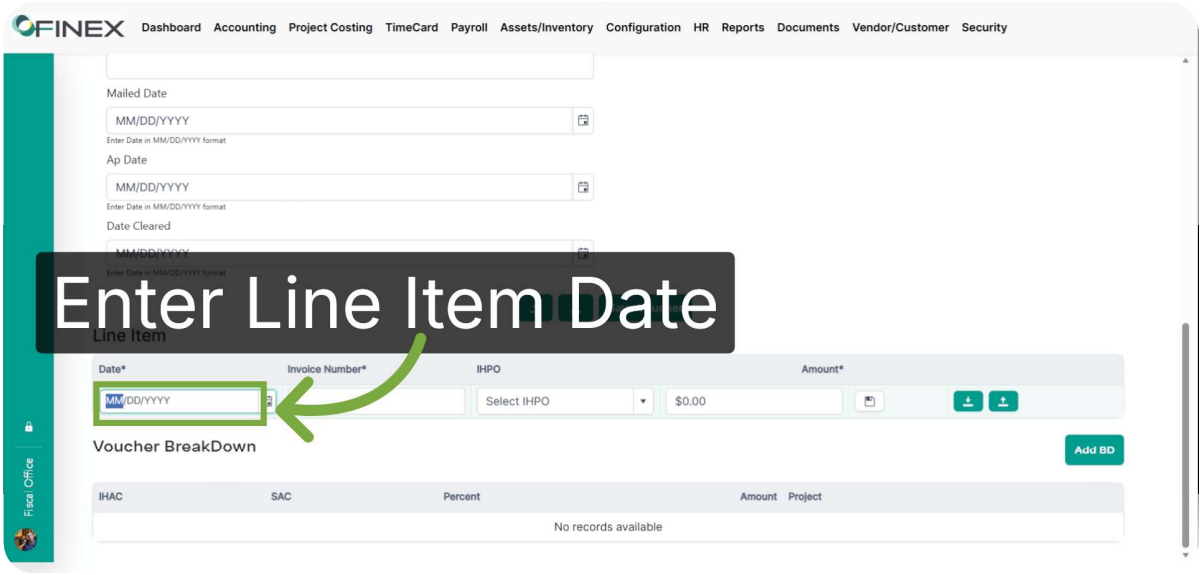
13 Select Date Field

Click the date field.



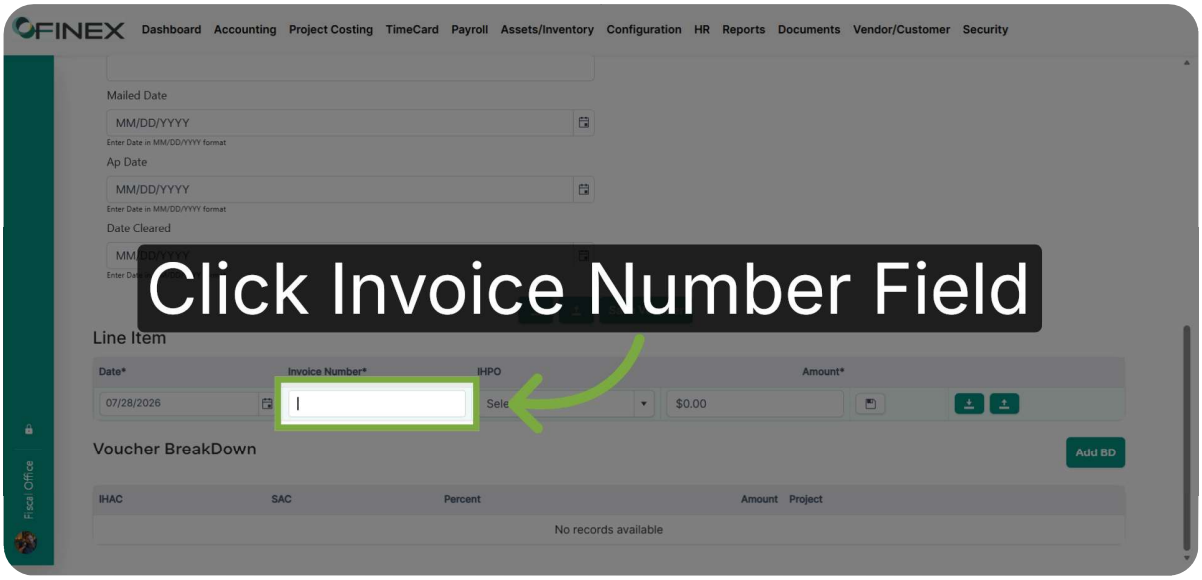
14 Enter Line Item Date

Enter the date for your line item.



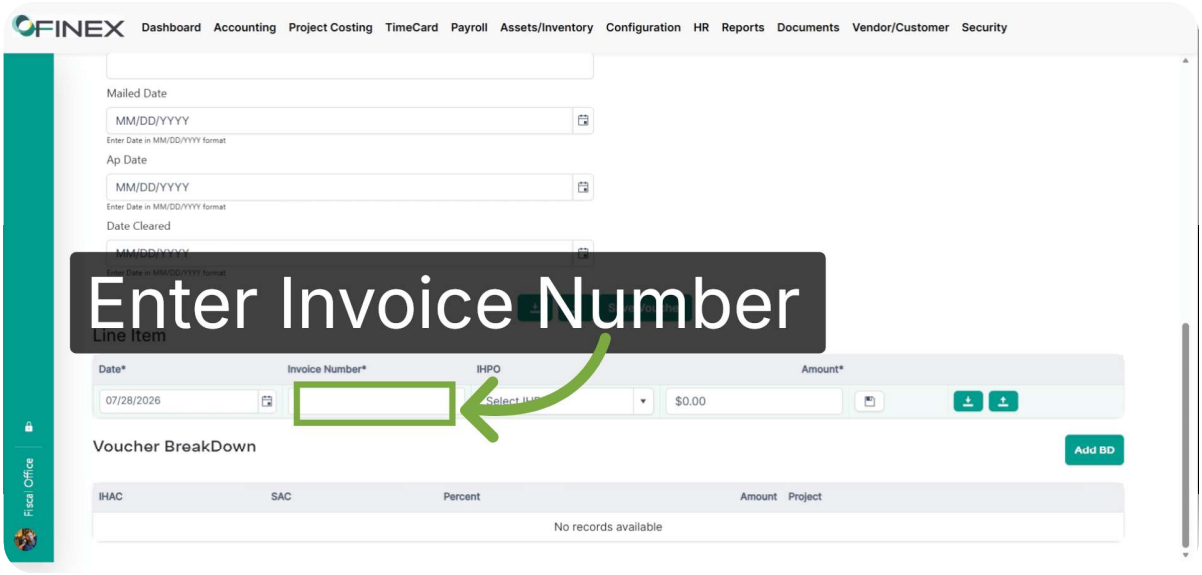
15 Select Invoice Number Field

Click the invoice number field.



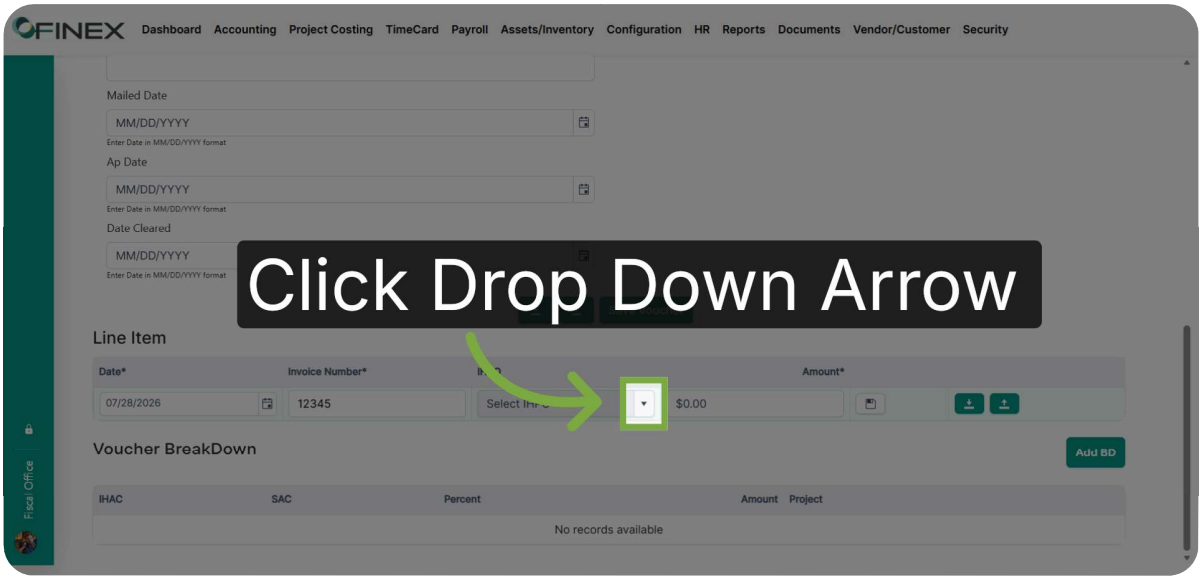
16 Enter Invoice Number

Enter your invoice number.



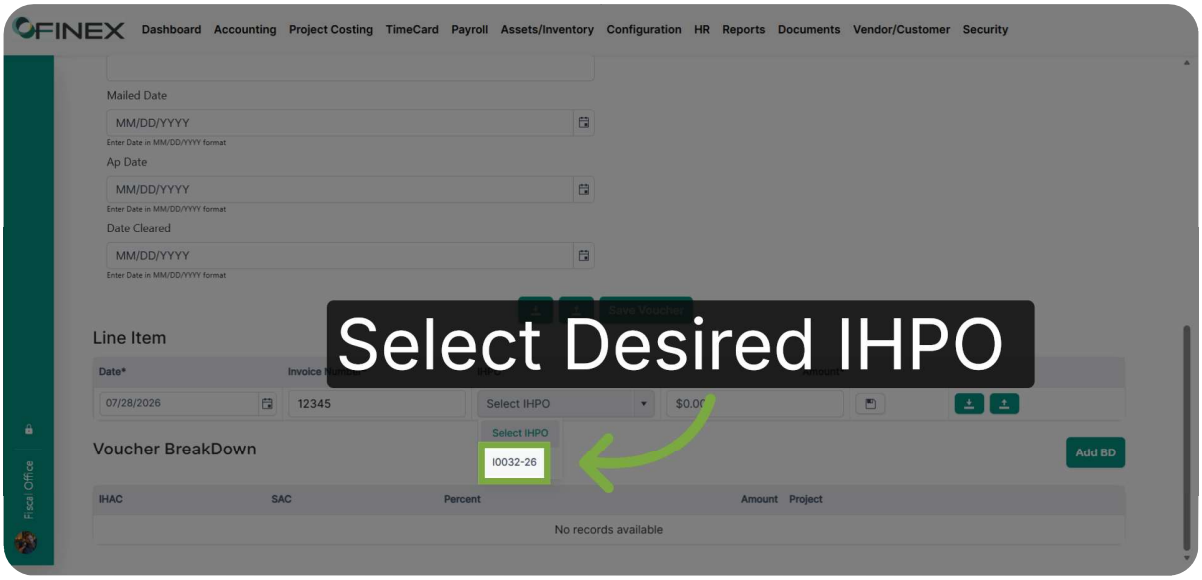
17 Open IHPO Selection Menu

Click the drop-down arrow to open the IHPO selection menu.



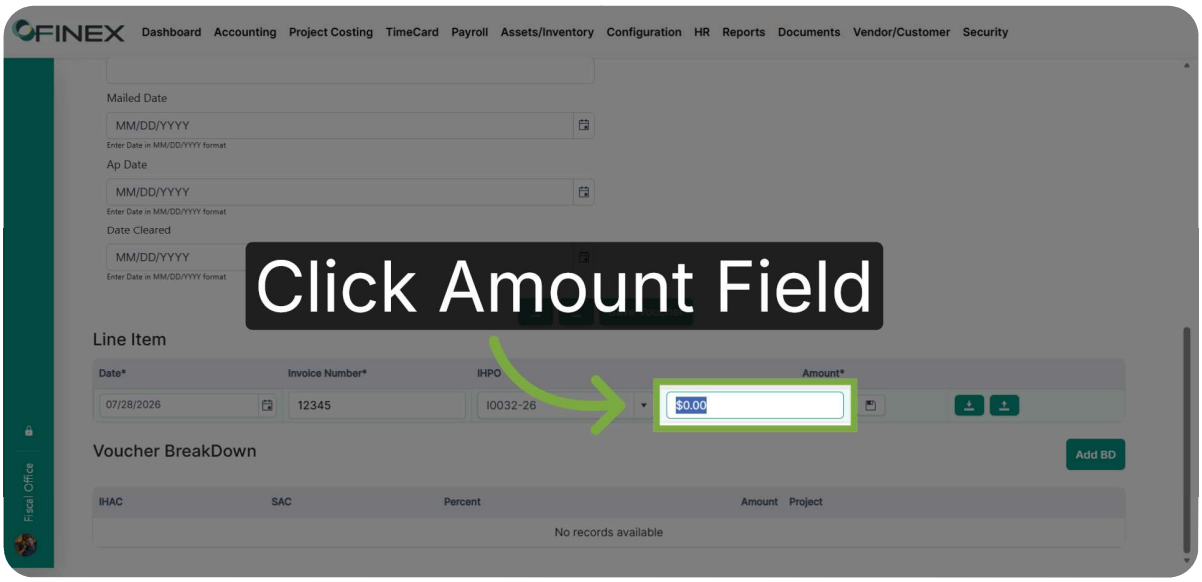
18 Select Desired IHPO

Select your desired IHPO.



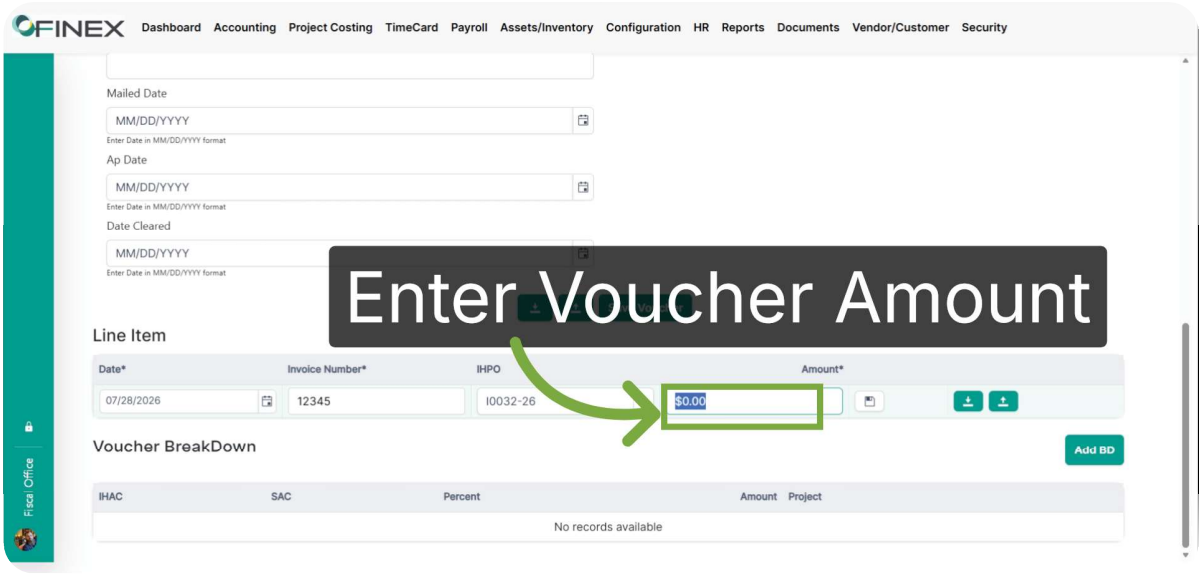
19 Select Amount Field

Click the amount field.



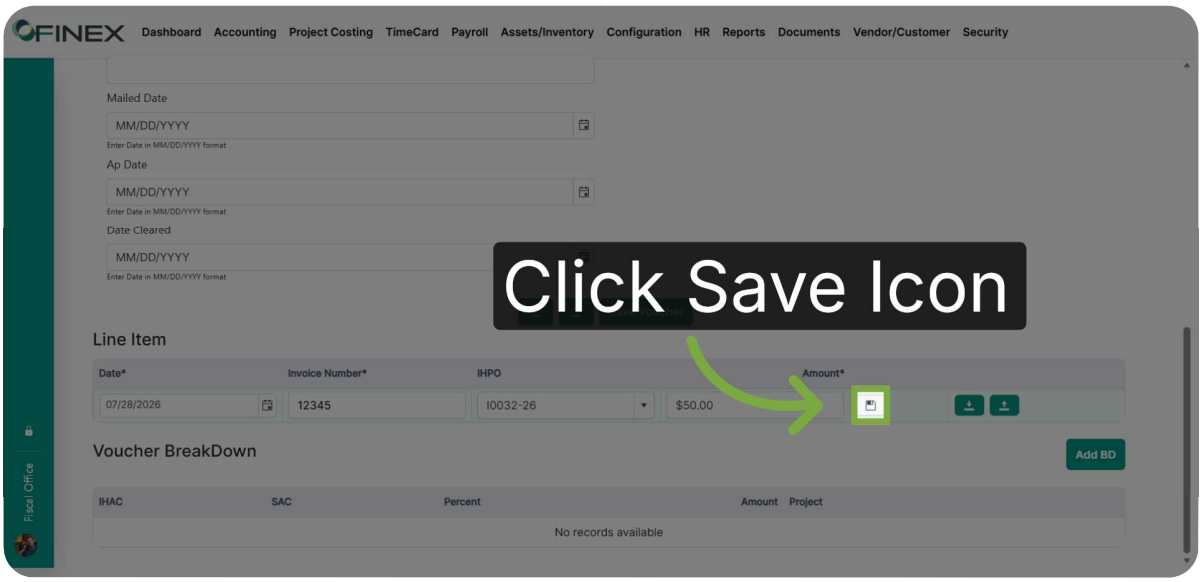
20 Enter Voucher Amount

Enter the amount for your Voucher.



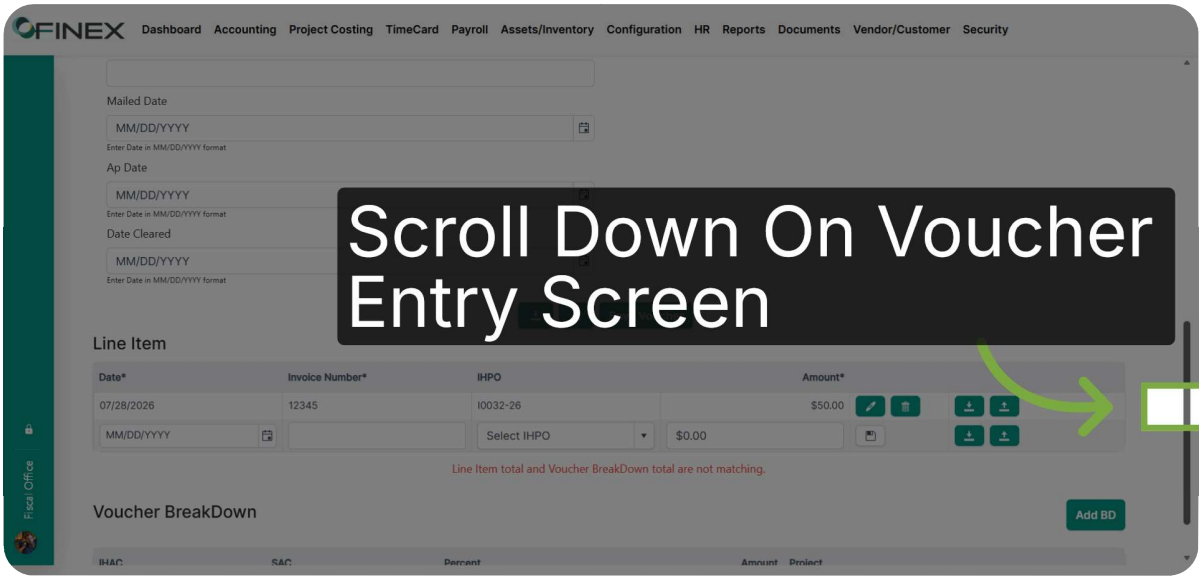
21 Select Save Icon

Click the save icon to save your line item.



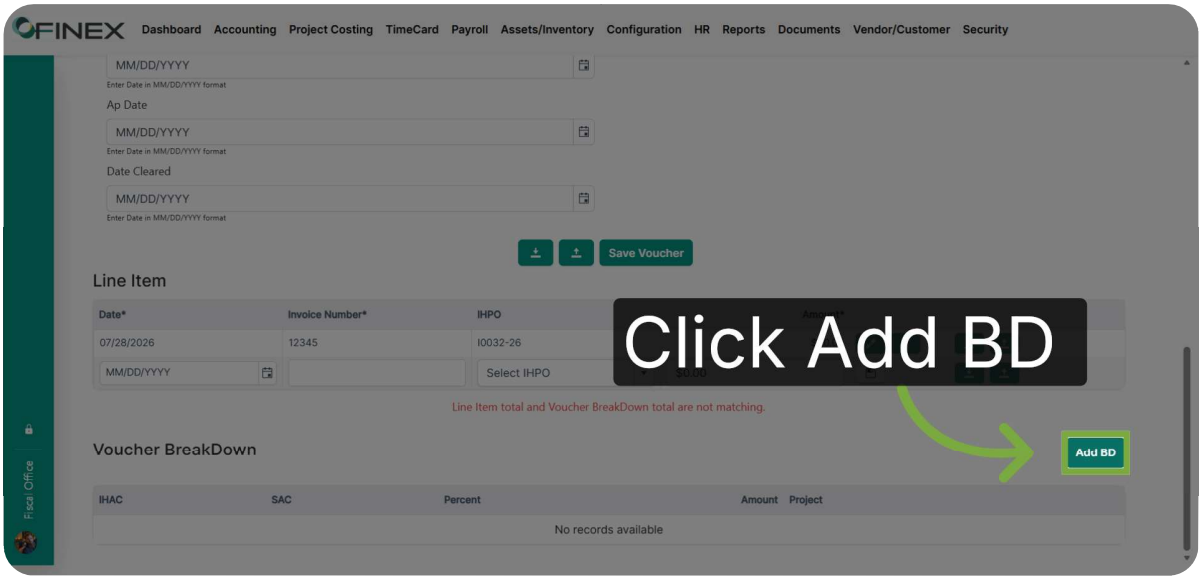
22 Scroll Down On Voucher Entry Screen

Scroll down on the Voucher Entry screen.



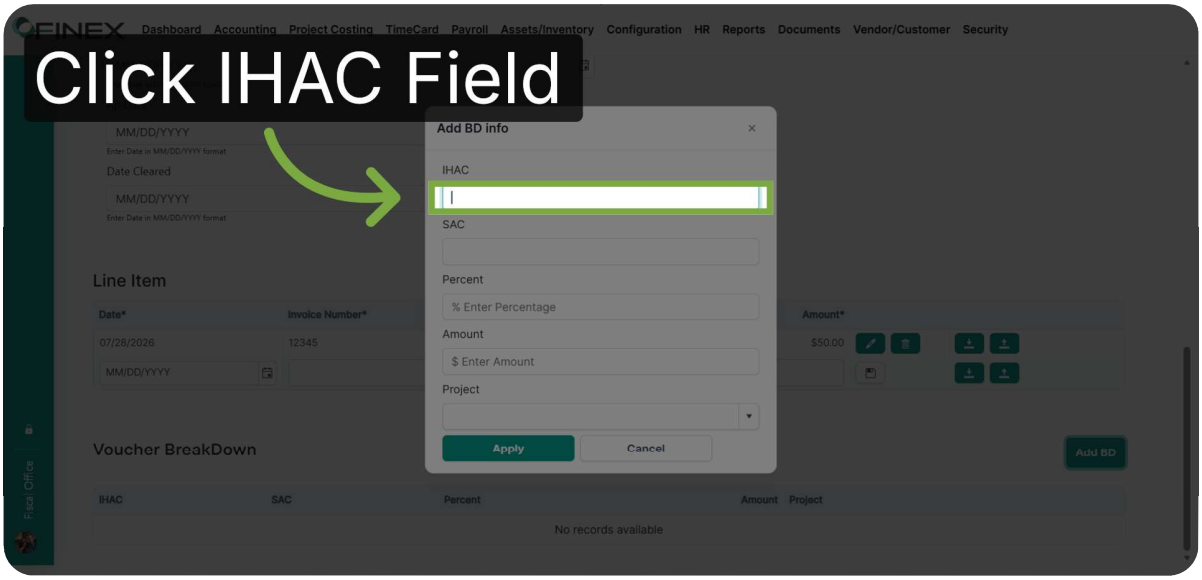
23 Select Add BD

Click Add BD to start the process of adding the Voucher breakdown.



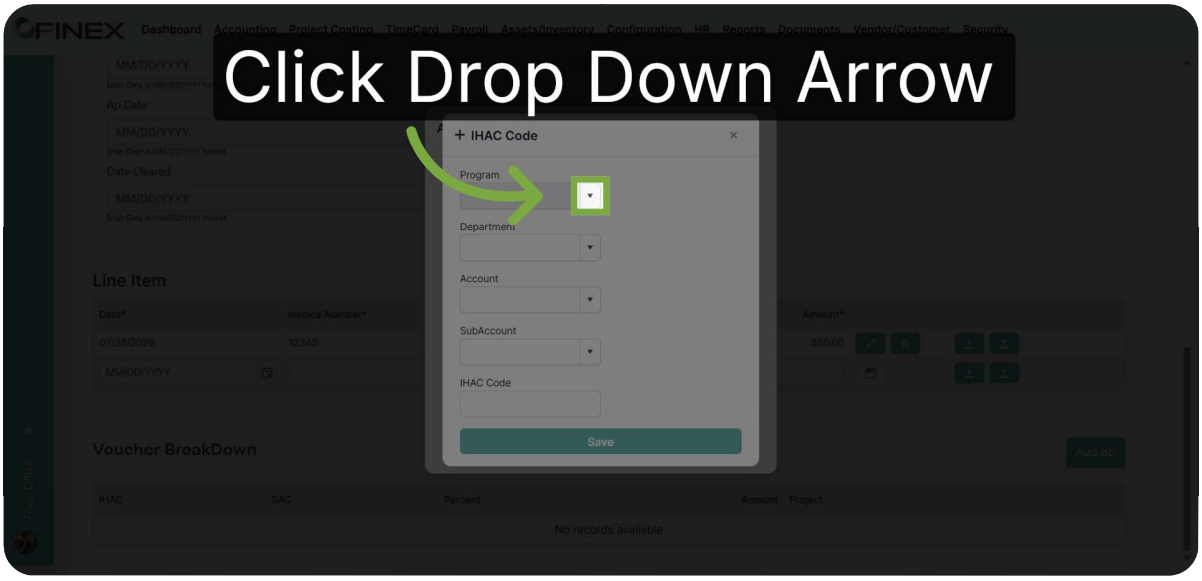
24 Select IHAC Field

Click the IHAC field to start the process of entering the IHAC for your Voucher.



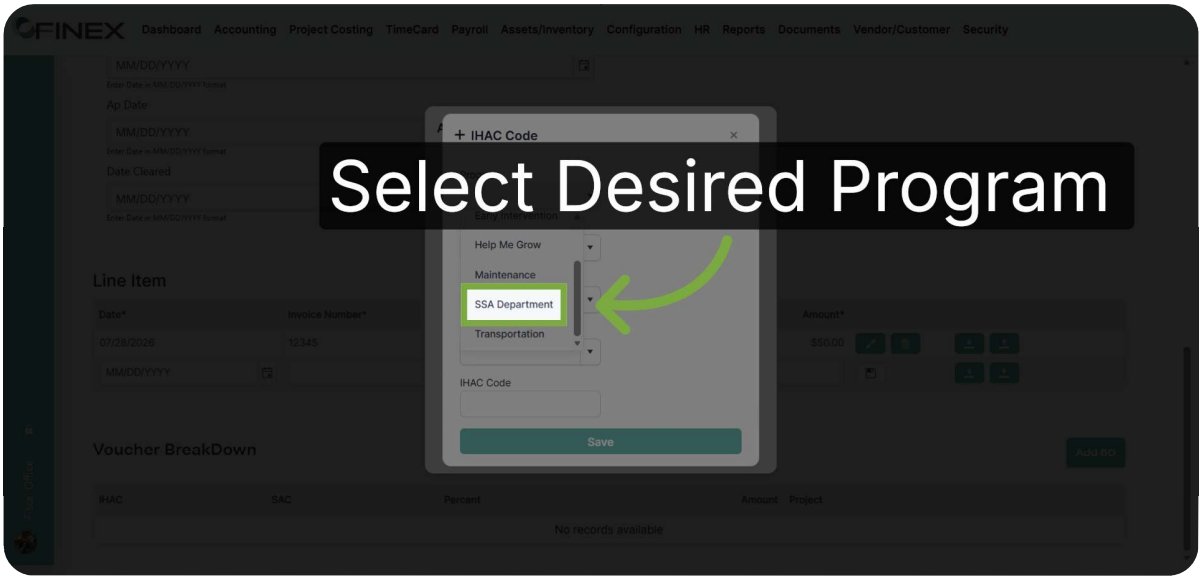
25 Access Program Options

Click the drop-down arrow to access the Program options menu.



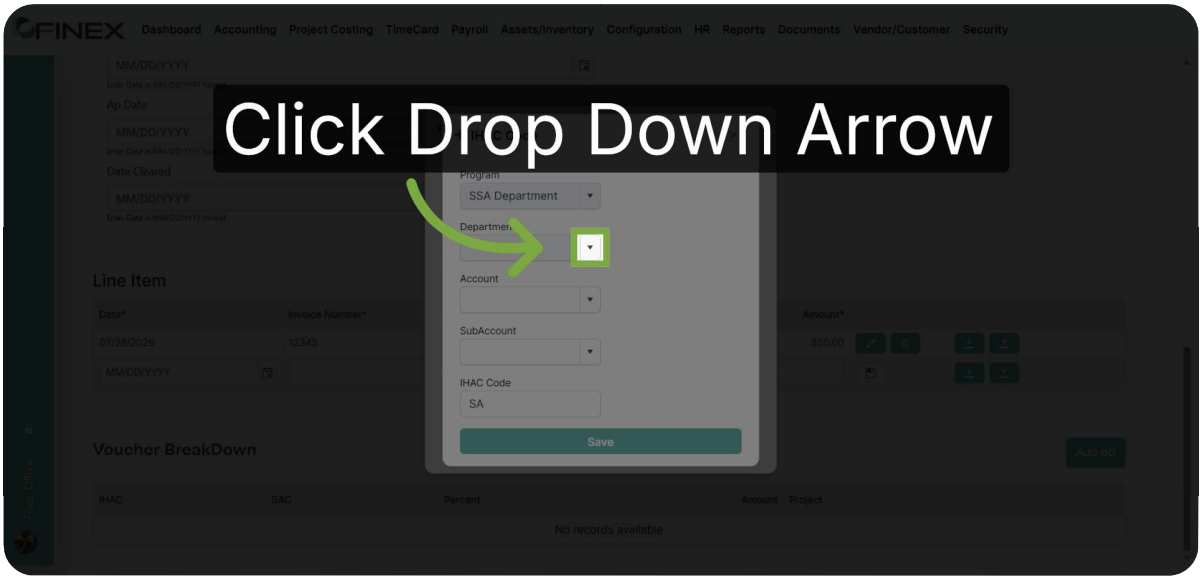
26 Select Desired Progam Option

Select your desired Program option.



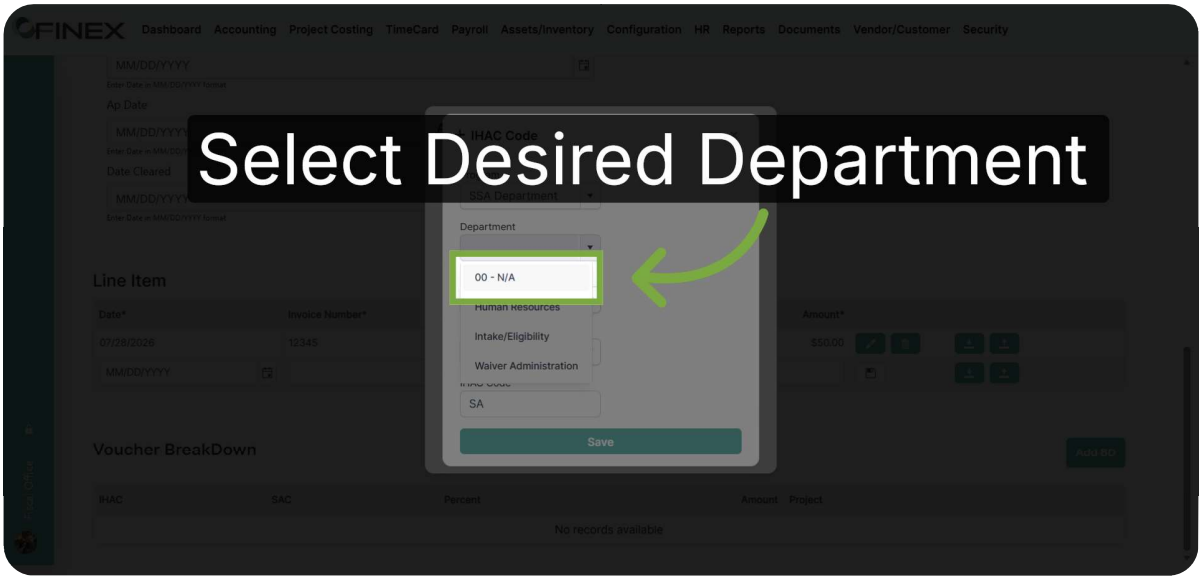
27 Access Department Options

Click the drop-down arrow to access the Department options menu.



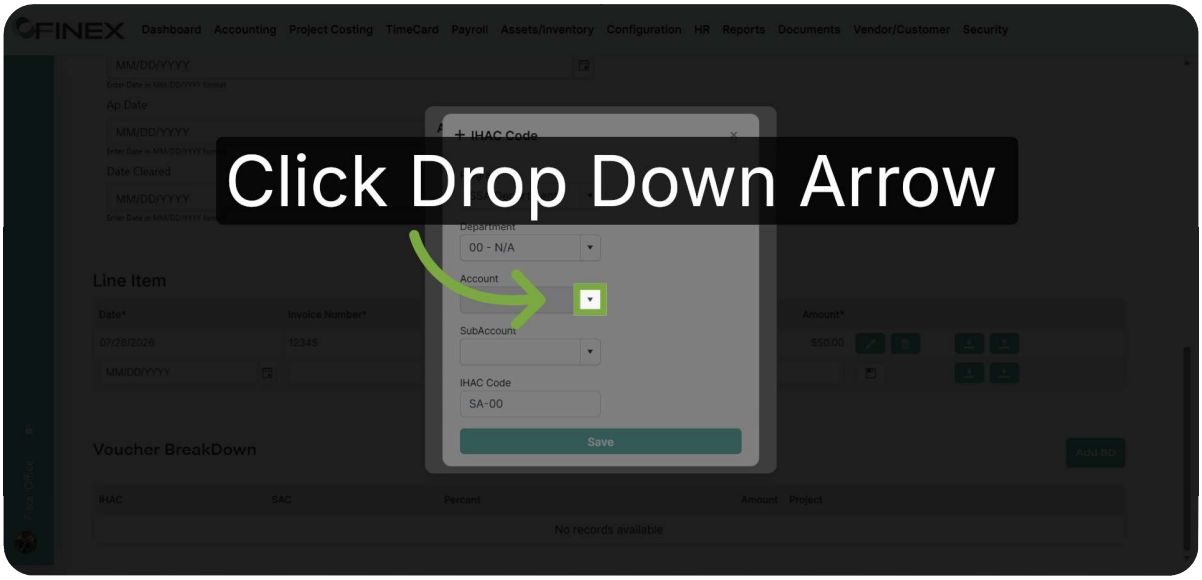
28 Select Desired Department Option

Select your desired Department option.



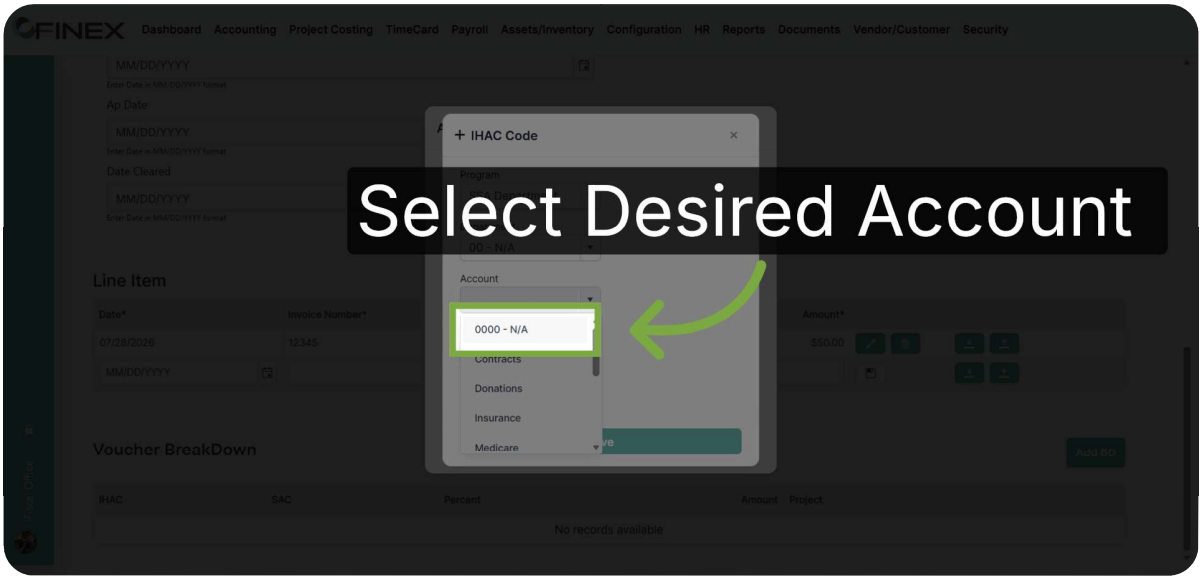
29 Access Account Options

Click the drop-down arrow to access the Account options menu.



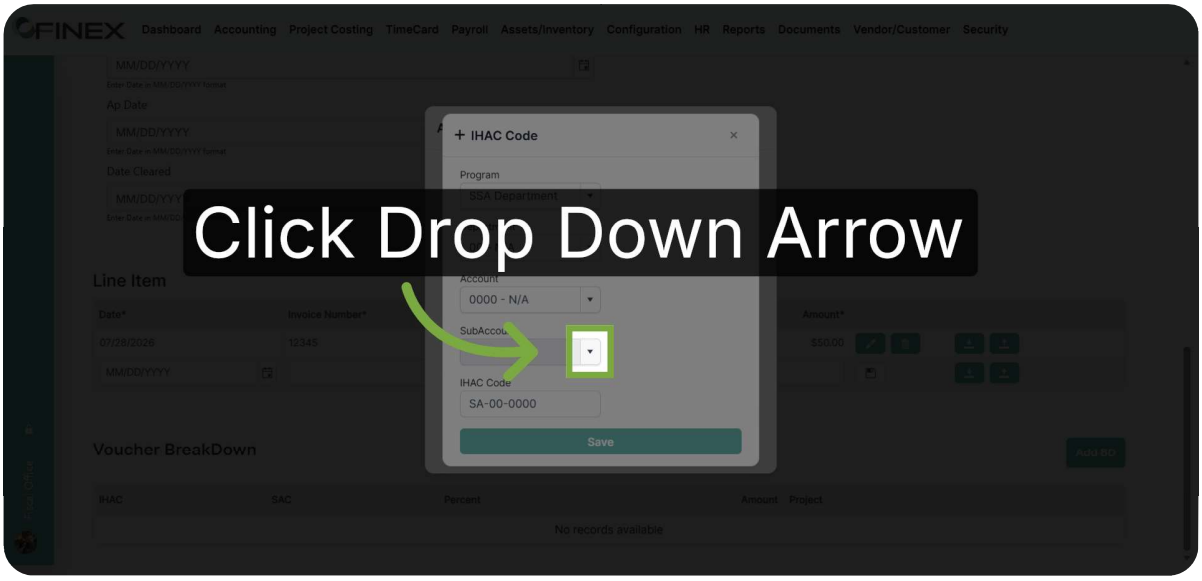
30 Select Desired Account Option

Select your desired Account option.



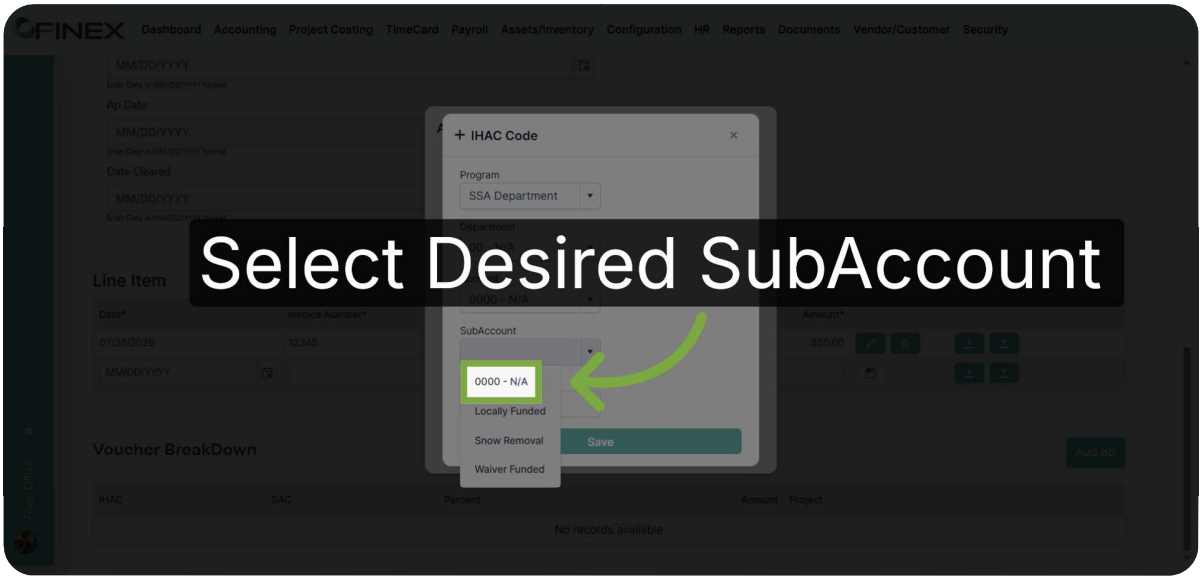
31 Access SubAccount Options

Click the drop-down arrow to access the SubAccount options menu.



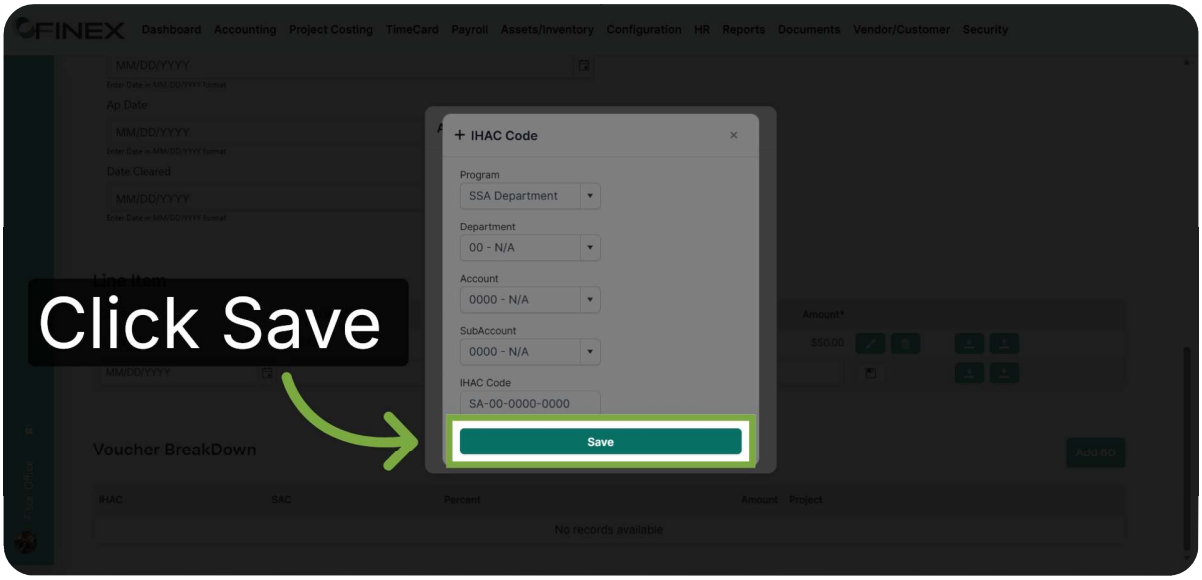
32 Select Desired SubAccount Option

Select your desired SubAccount option.



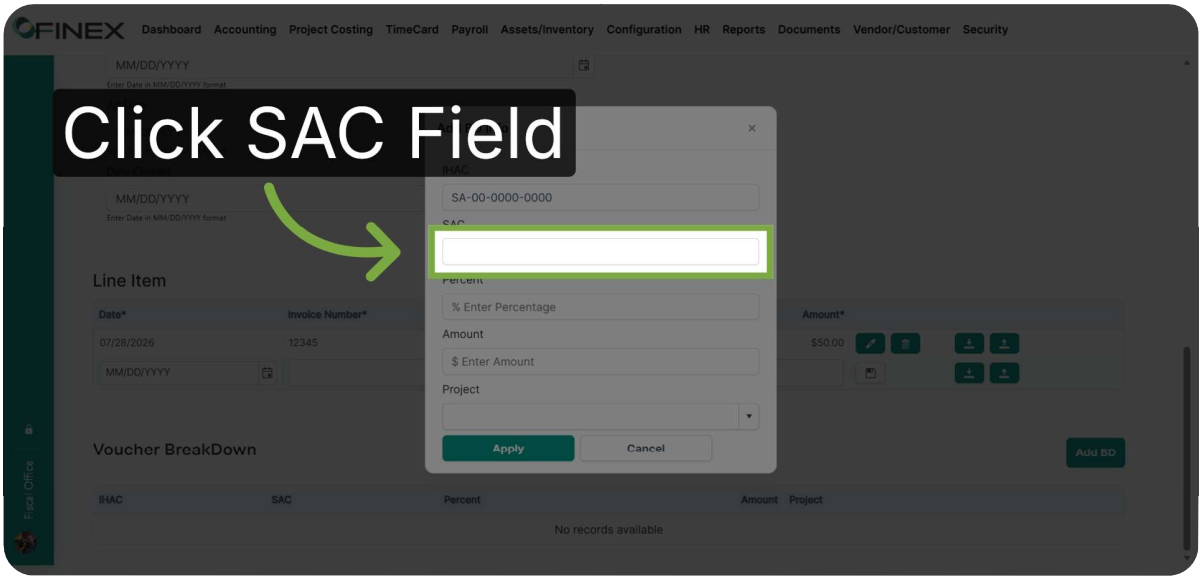
33 Select Save

Click save to save your IHPO code.



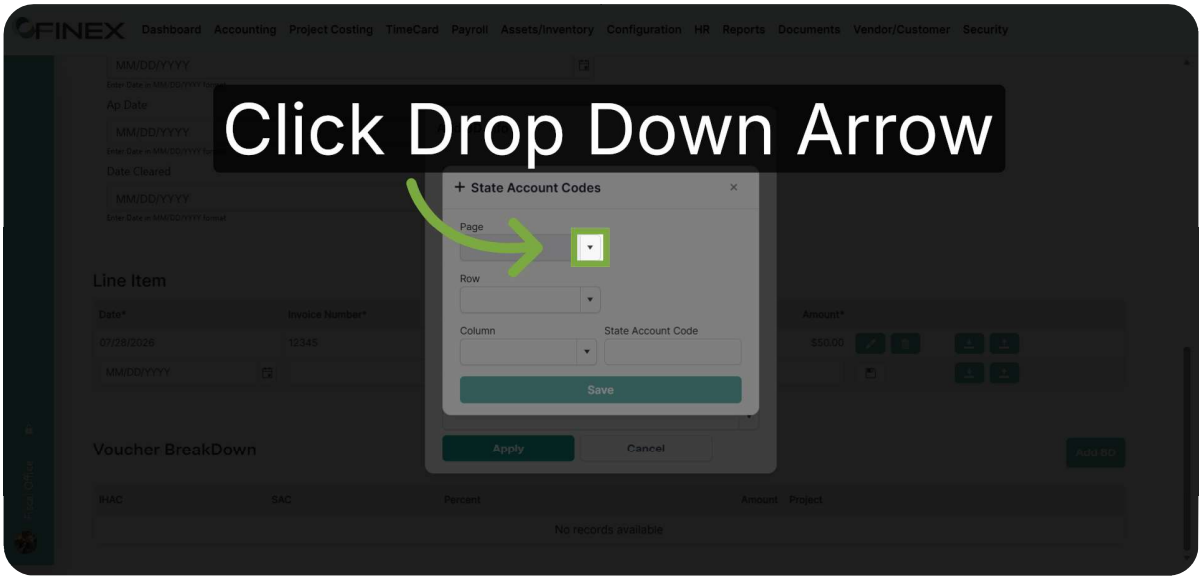
34 Select SAC Field

Click the SAC field.



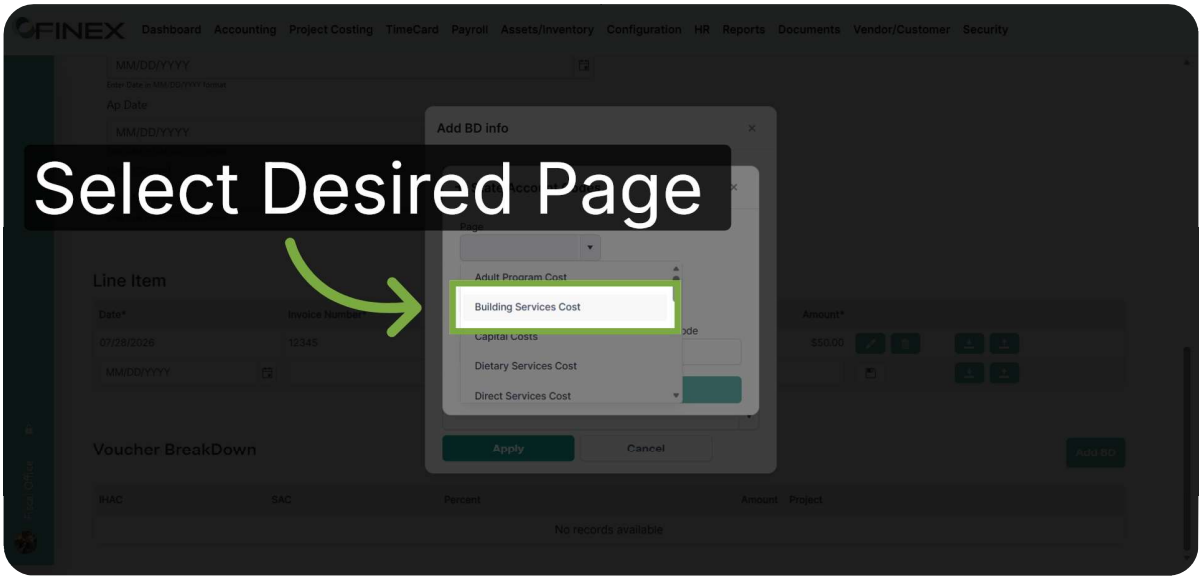
35 Access Page Options

Click the drop-down arrow to access the Page options menu.



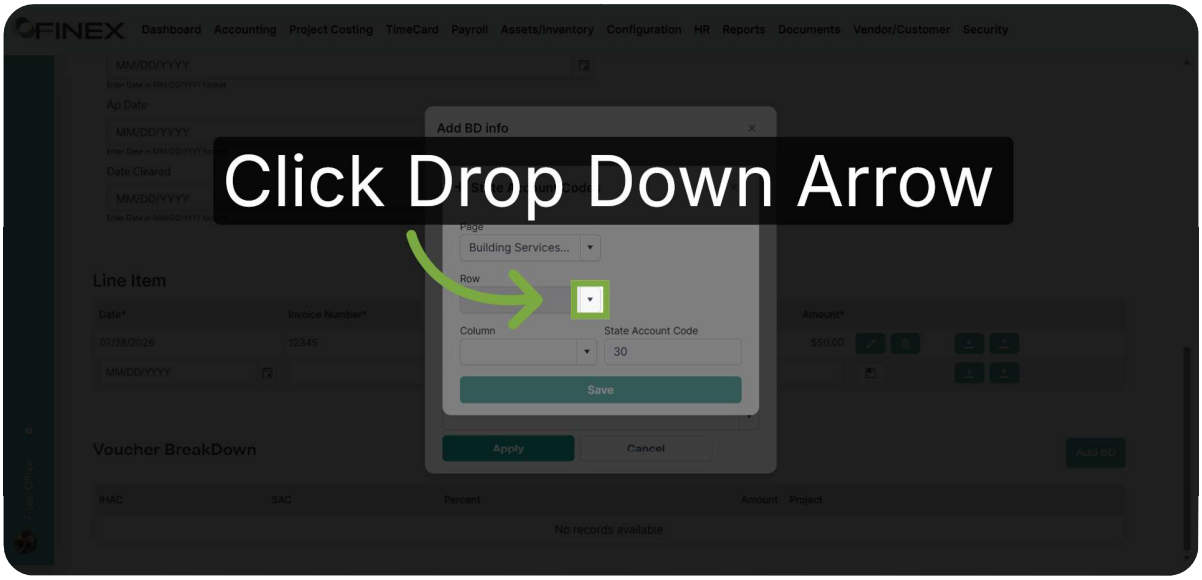
36 Select Desired Page Option

Click the desired Page option.



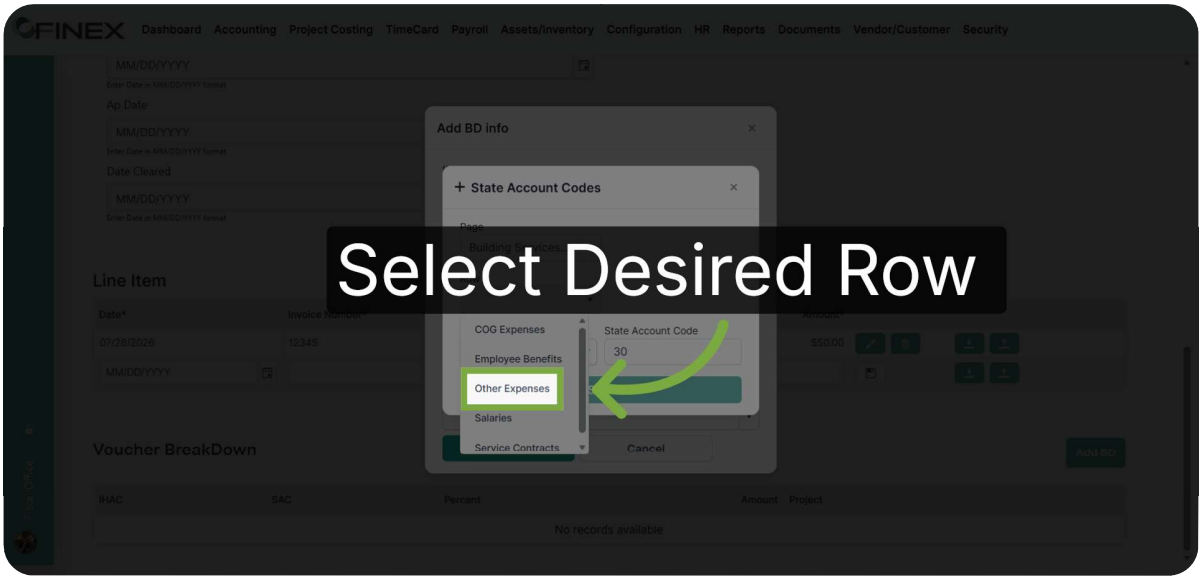
37 Access Row Options

Click the drop-down arrow to access the Row options menu.



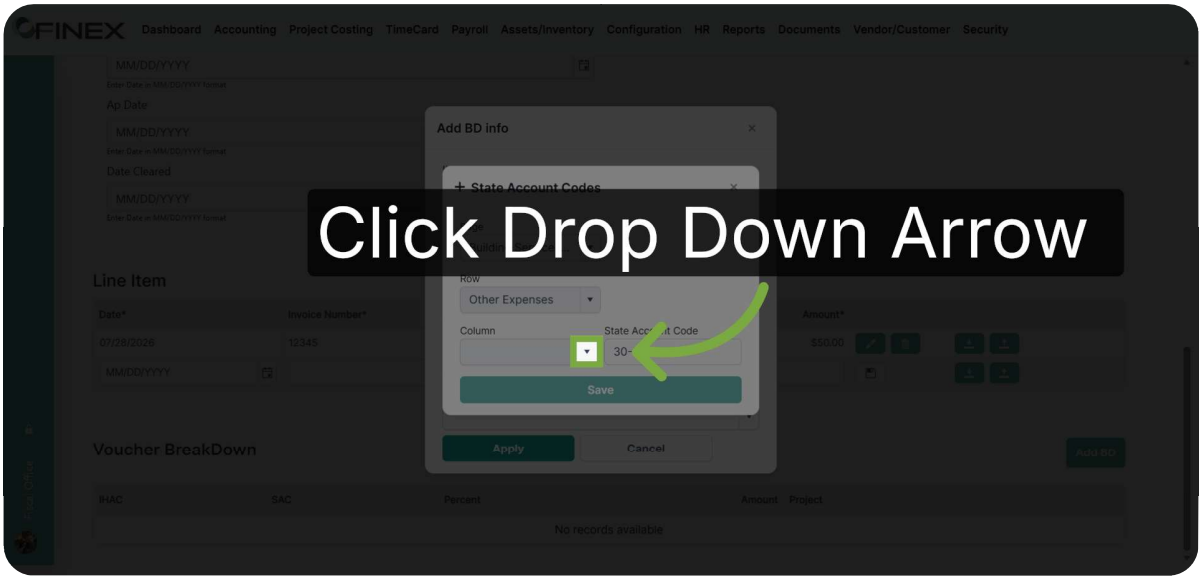
38 Select Desired Row Option

Select your desired Row option.



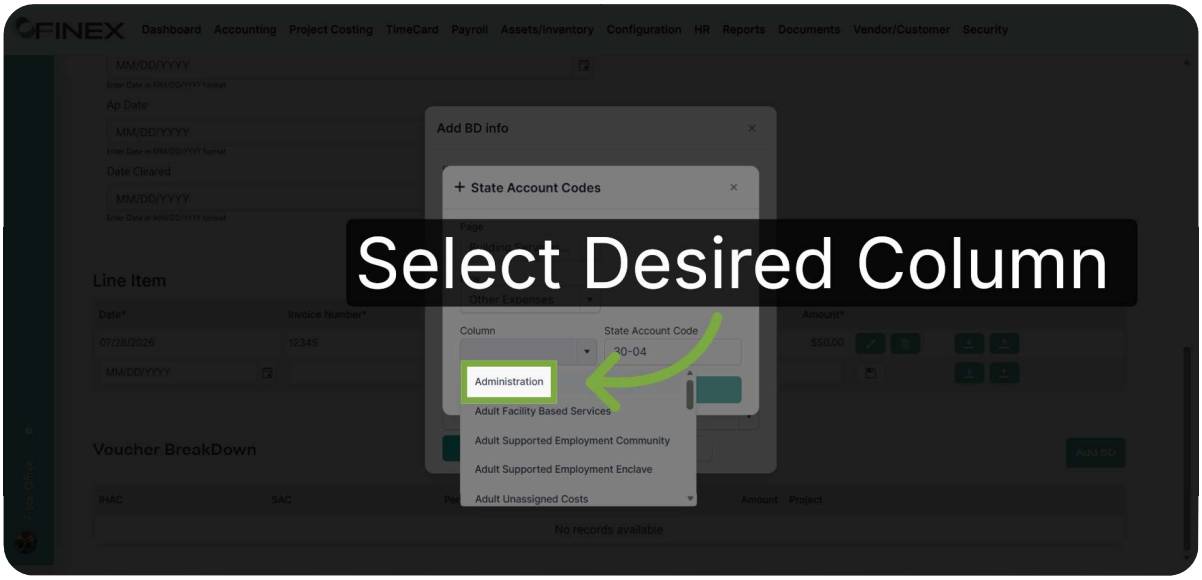
39 Access Column Options

Click the drop-down arrow to access the Column options menu.



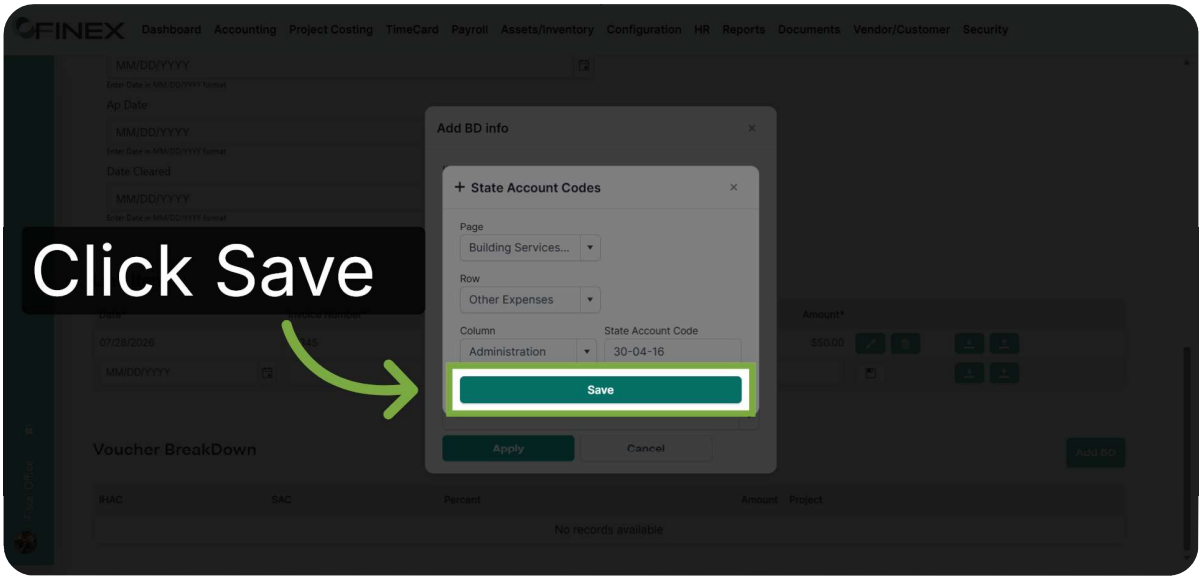
40 Select Desired Column Option

Select your desired Column option.



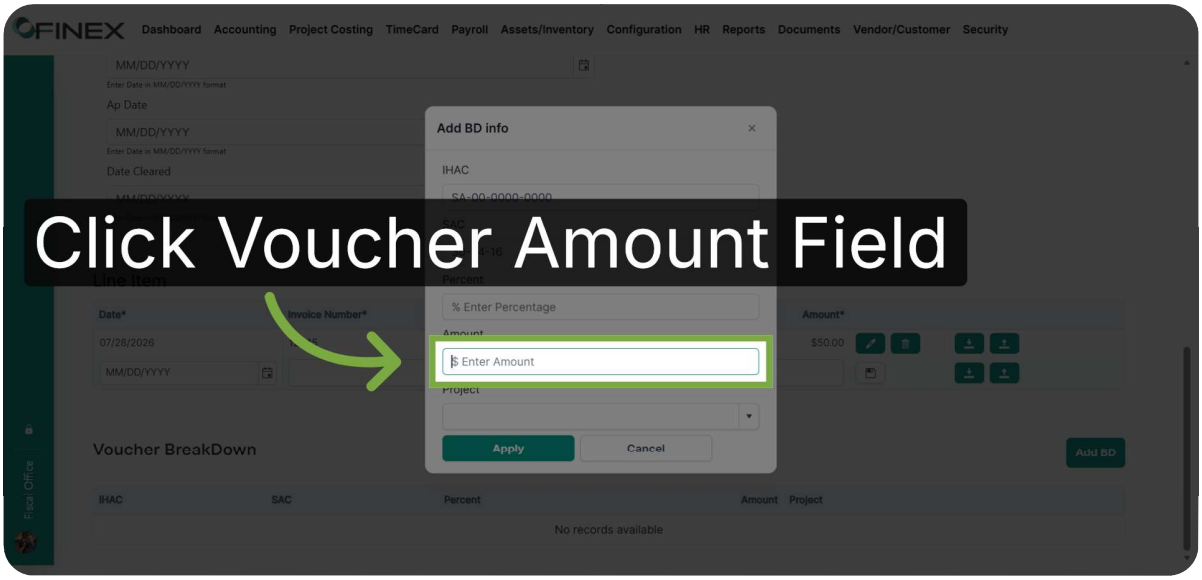
41 Select Save

Click save to save your SAC code.



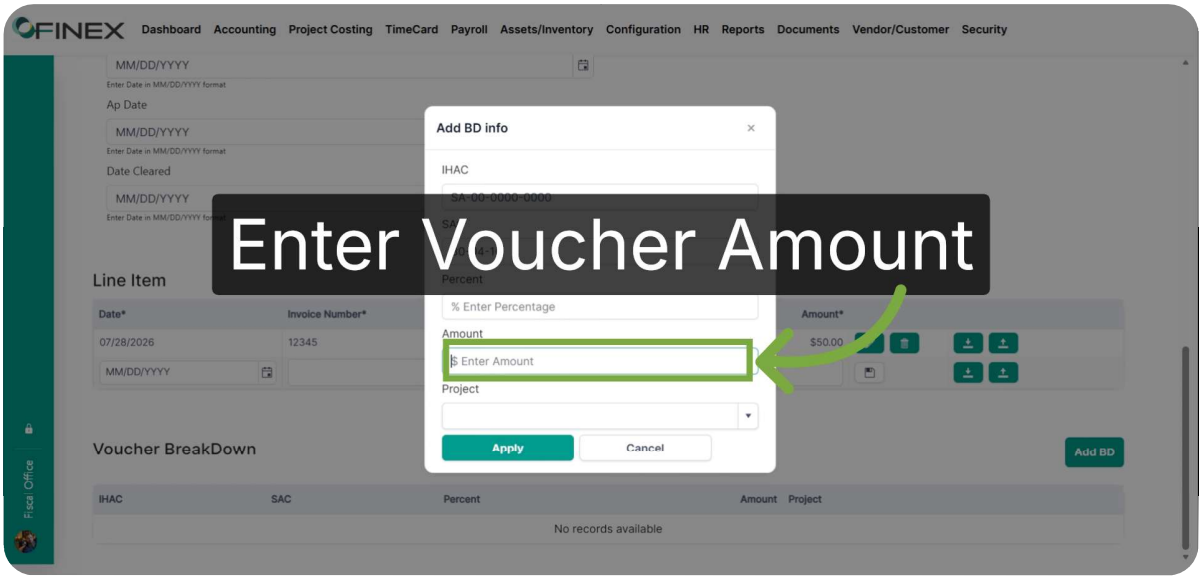
42 Select Voucher Amount Field

Click the Voucher amount field.



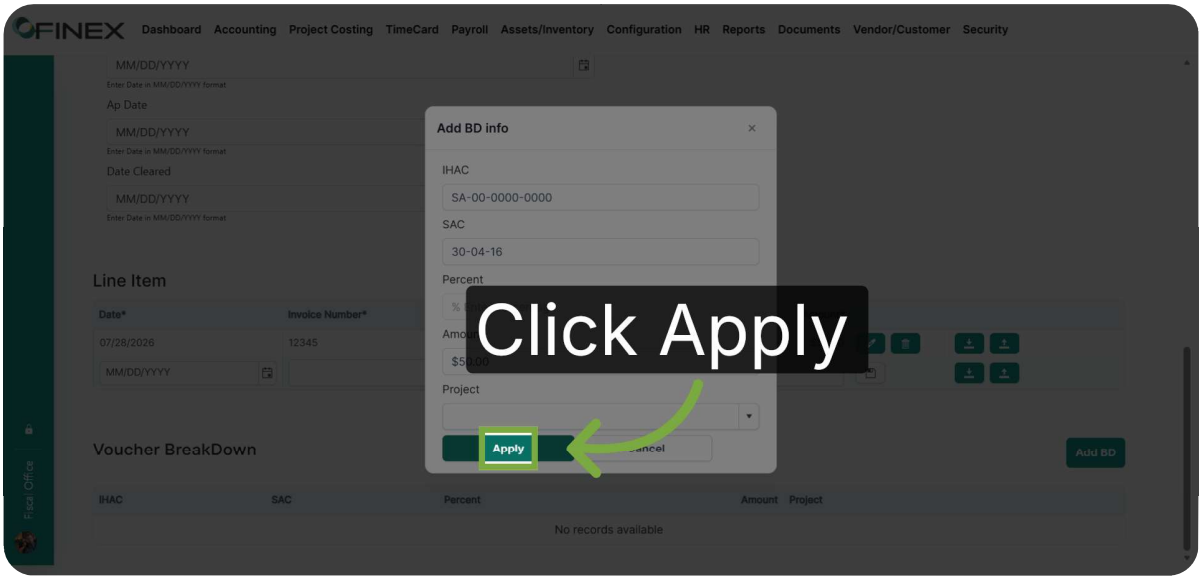
43 Enter Voucher Amount

Enter your Voucher amount.



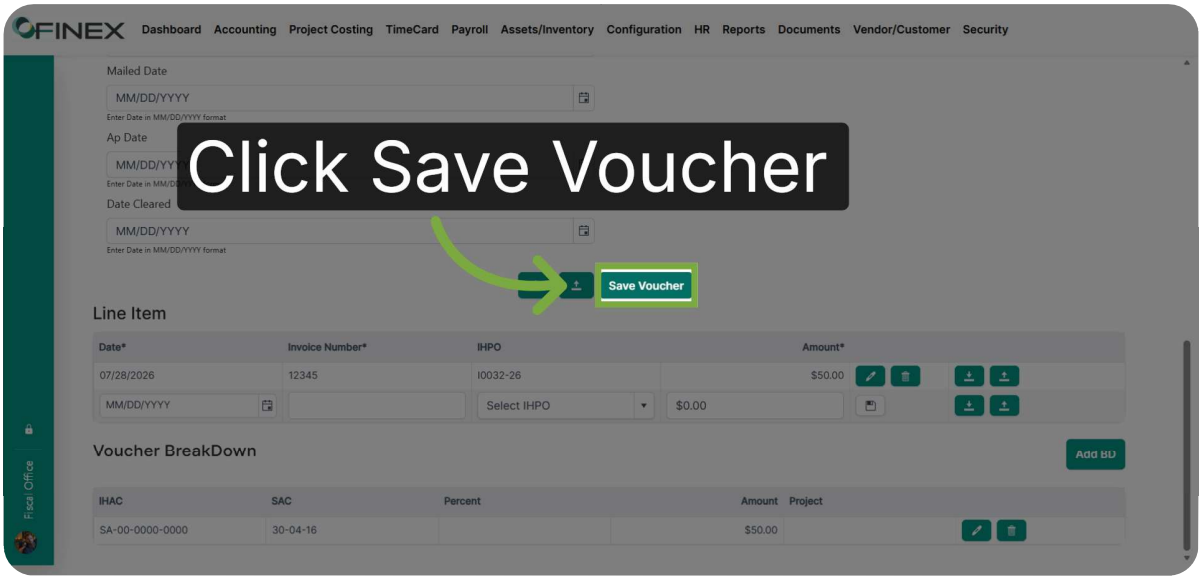
44 Select Apply

Click Apply to finish adding the Voucher Breakdown.



45 Select Save Voucher

Click Save Voucher to complete your Voucher.



You have now successfully created a Voucher in Finex.

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