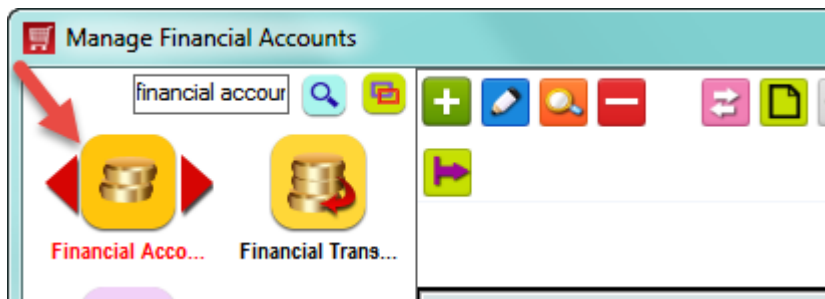




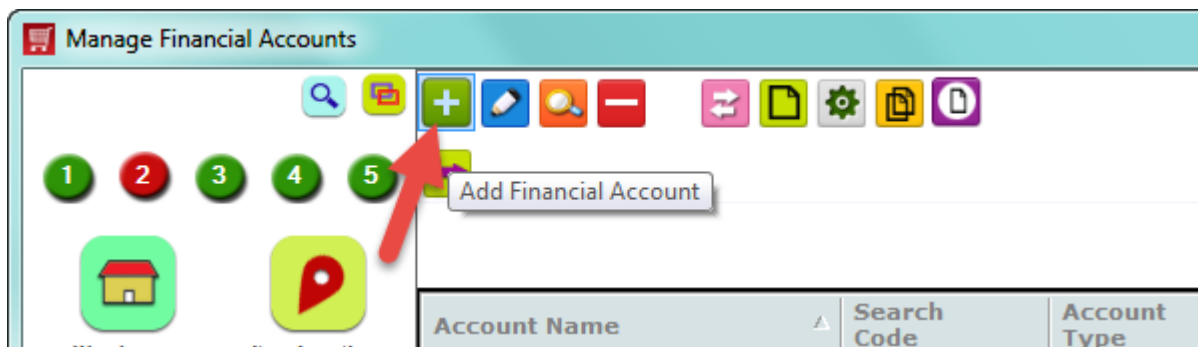
A business may incur day-to-day expenses such as rent, telephone bills, Internet Bill, stationery, petty-cash expenses, and so on, to record the expenses in HDPOS Smart, follow the steps below:

Create Expense Ledger

1. From Set-up go to **Financial Accounts**.



2. Click on **Add New Financial Account** in Manage Financial Accounts.



3. Now you are in Ledger Creation Screen. Fill in the following Fields.

Note: While accounting for expenses, the ledgers have to be grouped either under **Direct Expenses** or **Indirect Expenses** under **Profit & Loss**.



Add New Financial Account

Name : Telephone Expense

Description : Telephone Expense

Account Search Code : ACTE

Account Type : Balance Sheet Profit and Loss

Account Group : Direct Expenses

Alternate Account Name : Telephone Expense

Select Business Location For Opening Balance : Hyper Drive

Opening Balance : Db

Transaction Date : 01/04/2018 12:00 AM

User Field List

FA Fields

Save (F8) Cancel

- **Name:** Type expense Account Name.
- **Description:** Here you can type description of the account you are creating.
- **Search Code:** Enter the search code of the account you are creating.
- **Account Type:** Select account type as **Profit & Loss**
- **Account Group:** Expenses can be grouped as **Direct or Indirect** expenses, select the account group based on the type of account you are creating. For example: Internet Bill is Direct Expense.
- **Opening Balance:** Enter opening balance of previous period (Financial year) if any.

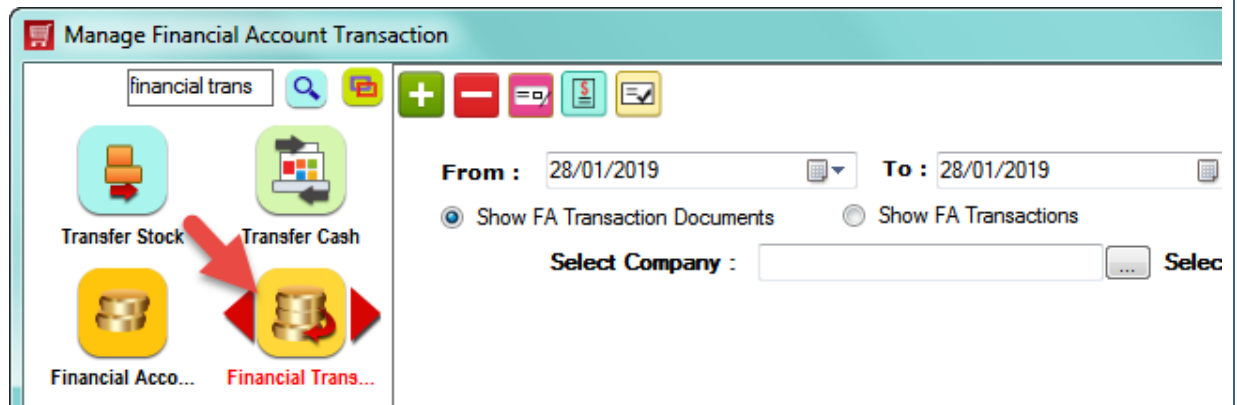




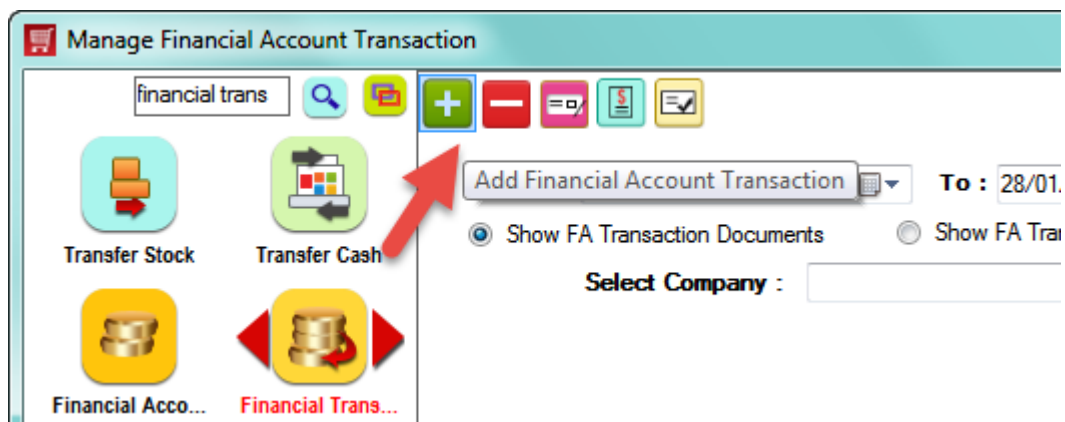
4. Click on **Save**.

Record an expense (Journal entry voucher (JV))

1. Go to **Financial Transactions**.



2. Click on Add Financial Account Transaction from Manage Financial Account Transaction.



3. In **Add New Financial Account Transaction** screen, fill in the following details:

Consider the following example: Telephone bill from Vodafone for the month Jan 2019 is 2500, bill received on 10 Jan 2019. To record this expense in HDPOS Smart journal voucher as shown below:



Date	Particulars	Credit (Cr)	Debit (Db)
31-01-2019	Telephone Expense A/c		2500/-
	Telephone Expense Payable A/c	2500/-	

Payable Account (Credit)

Expense account (Debit)

- **Transaction Amount:** Enter the Transaction Amount. Here in this example telephone bill is 2500/-
- **Financial Account to Credit (Cr):** Select the payable account here. In this example I have selected Petty Cash Account
- **Financial Account to Debit (Db):** Select the Expense account here. In this example I have selected Telephone Expense A/C
- **Narration:** Enter the narration for the transaction you are recording in HDPOS smart this narration will be displayed in account ledger.
- **Transaction Date:** This will display your current system date. Click to change the transaction date.





4. Click on Save.
5. You'll see the following transactions created in HDPOS Smart.

Date	Particulars	Credit (Cr)	Debit (Db)
31-01-2019	Telephone Expense A/c		2500/-
	Petty Cash A/c	2500/-	

Manage Financial Account Transaction

financial trans

From : 28/01/2019 To : 28/01/2019 Apply Time Range View Details

Show FA Transaction Documents Show FA Transactions Show Related Transactions

Select Company : Select Business Location :

Select Financial Account :

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration Text
Hyper Drive	Cash Payment	Petty Cash A/c (Hyper Drive)	28/01/2019 12:00 PM	2,500.00	0.00	Being telephone Expense for the period of 01-01-2019 to 31-01-2019 payable to Vodafone
Hyper Drive	Cash Payment	Telephone Expense	28/01/2019 12:00 PM	0.00	2,500.00	Being telephone Expense for the period of 01-01-2019 to 31-01-2019 payable to Vodafone