

How assign salary expense and other financial accounts for salary statement in HDPOS smart?



HDPOS smart Tutorials

The system setting in the salary statement is as follow:

1. Run **HDPOS smart**, click on **Set-Up**.
2. From Set-Up screen go to 5th page and click on Salary Statement.
3. Manage **Salary Statement Sheet** screen will display, click on **System Setting**.





4. **System Setting** screen will be displayed.

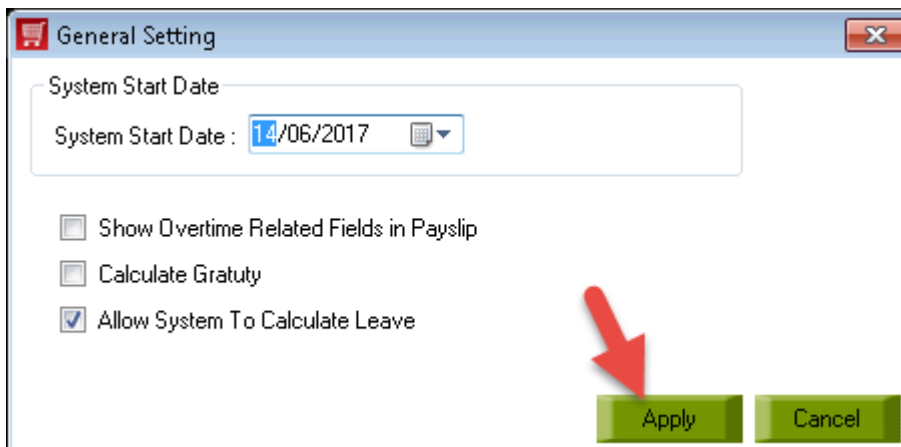


General

I. In System Setting screen, click on General.



II. Check the necessary checkbox and click on **Apply**.



- **System Start Date:** You can select system start date as required.
- **Show Overtime Related Fields in Pay slip:** Check the check box if you want to see the Overtime fields in pay slip.
- **Allow System To Calculate leave:** Checking this check box, system auto calculates available leaves of employee based on your leave definition.



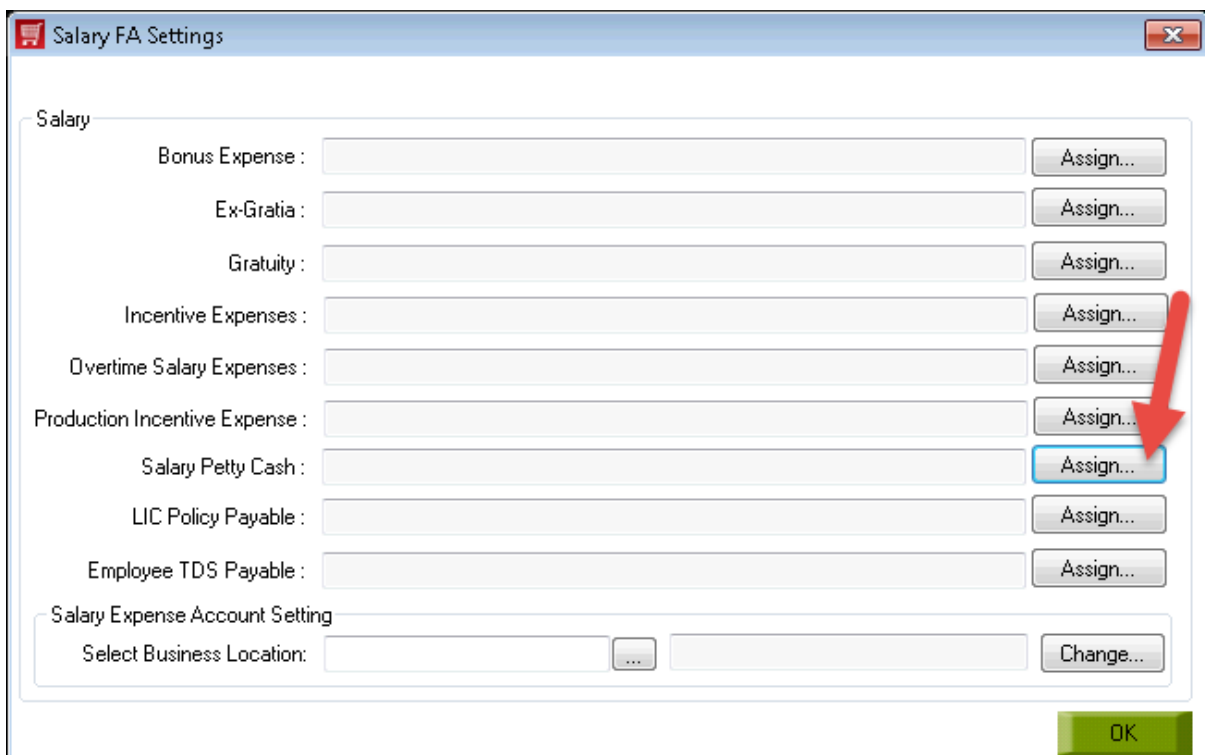


Financial Account Settings

- i. In the System Setting screen, click on FA Setting.



- ii. Salary FA Settings Screen will display, Click on Assign to select an account for the salary and other expenses.





iii. **Manage Financial Account** screen will display, select the account and click on **OK**.

| Account Name | Search Code | Account Type | Description | Is Auto Generated |
|--|-------------|-----------------|--|-------------------|
| Gopal Distributors[S-S00001] A/c | | Balance Sheet | Auto generated supplier account. | Yes |
| Manvi Guptha[C-C00005] A/c | | Balance Sheet | Auto generated customer account. | Yes |
| Natasha Jose[C-C00008] A/c | | Balance Sheet | Auto generated customer account. | Yes |
| Nova Distributors[S-S00002] A/c | | Balance Sheet | Auto generated supplier account. | Yes |
| Petty Cash A/c (Hyper Drive Super Market) | | Balance Sheet | Auto Generated Petty Cash Account | Yes |
| Petty Cash Adjustment A/c (Hyper Drive Super Market) | | Balance Sheet | Auto Generated Petty Cash Adjustment Account | Yes |
| PF expenses | | Profit and Loss | | No |
| Purchase A/c | | Profit and Loss | Auto Generated Purchase Account | Yes |
| Rajesh Vidur[C-C00004] A/c | | Balance Sheet | Auto generated customer account. | Yes |
| Sai Prakash Vasthav[E-E00002] A/c | | Balance Sheet | Auto generated employee account. | Yes |
| Sales A/c | | Profit and Loss | Auto Generated Sales Account | Yes |
| SGST@14 - Purchase A/c | | Balance Sheet | Auto generated purchase Tax account. | Yes |
| SGST@14 - Sales A/c | | Balance Sheet | Auto generated Tax account. | Yes |
| SGST@2.5 - Sales A/c | | Balance Sheet | Auto generated Tax account. | Yes |
| SGST@6 - Sales A/c | | Balance Sheet | Auto generated Tax account. | Yes |
| Shankar Vasudev[E-E00001] A/c | | Balance Sheet | Auto generated employee account. | Yes |
| Sri Vani[C-C00001] A/c | | Balance Sheet | Auto generated customer account. | Yes |
| Store Credit A/c (Hyper Drive Super Market) | | Balance Sheet | Auto Generated Store Credit Account | Yes |
| Sushma Mohapatra[C-C00002] A/c | | Balance Sheet | Auto generated customer account. | Yes |
| Tejas Shankar[C-C00003] A/c | | Balance Sheet | Auto generated customer account. | Yes |

Note: You can create new financial accounts by clicking **Add New Financial Account** from Manage Financial Account window

iv. Assign the accounts and click on **Ok**.

Salary

Bonus Expense : bonus acc Change...

Ex-Gratia : Ex-Gratia acc Change...

Gratuity : Gratuity acc Change...

Incentive Expenses : Incentives account Change...

Overtime Salary Expenses : Overtime salary acc. Change...

Production Incentive Expense : production incentives acc Change...

Salary Petty Cash : Petty Cash A/c (Hyper Drive Super Market) Change...

LIC Policy Payable : Assign...

Employee TDS Payable : TDS payable acc Change...

Salary Expense Account Setting

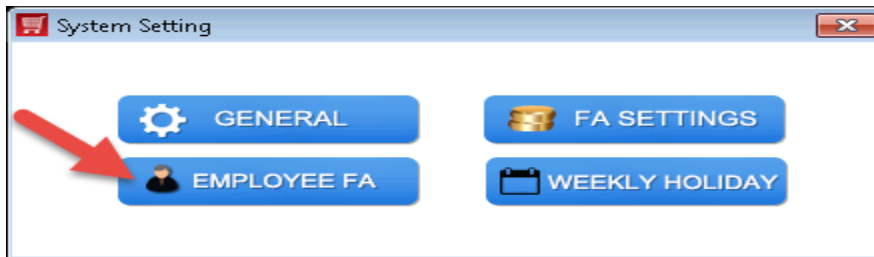
Select Business Location: Hyper Drive Super Market ... ty Cash A/c (Hyper Drive Super Market) Change...



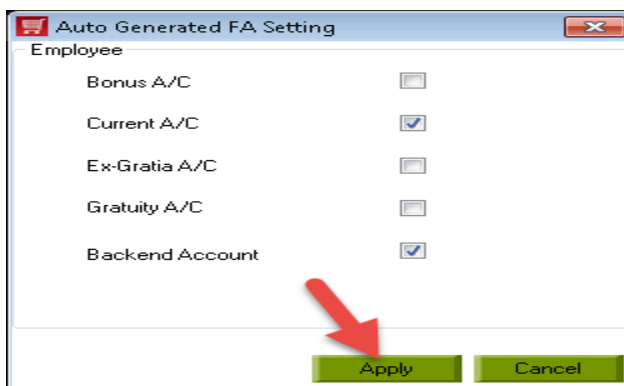


Employee Financial Accounts

- 1) In the **System Setting** screen, click on **Employee FA**.

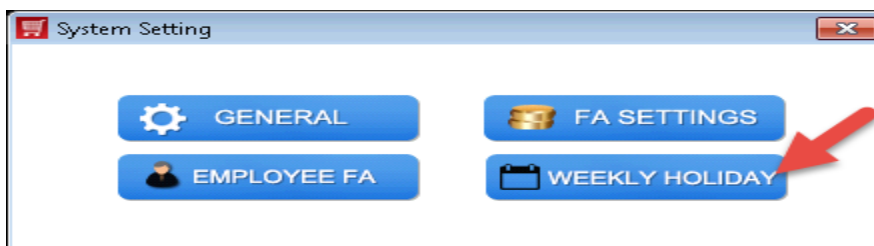


- 2) Auto Generated FA Setting screen will be displayed. Select the employee accounts from the list. Click on **Apply**.



Weekly Holiday

- i. In the **System Setting** screen, click on **Weekly Holiday**.



- ii. Weekly Holiday Setting screen will display, select the **Business location** and check the checkbox to select the days for holidays. Click on **Apply**.

