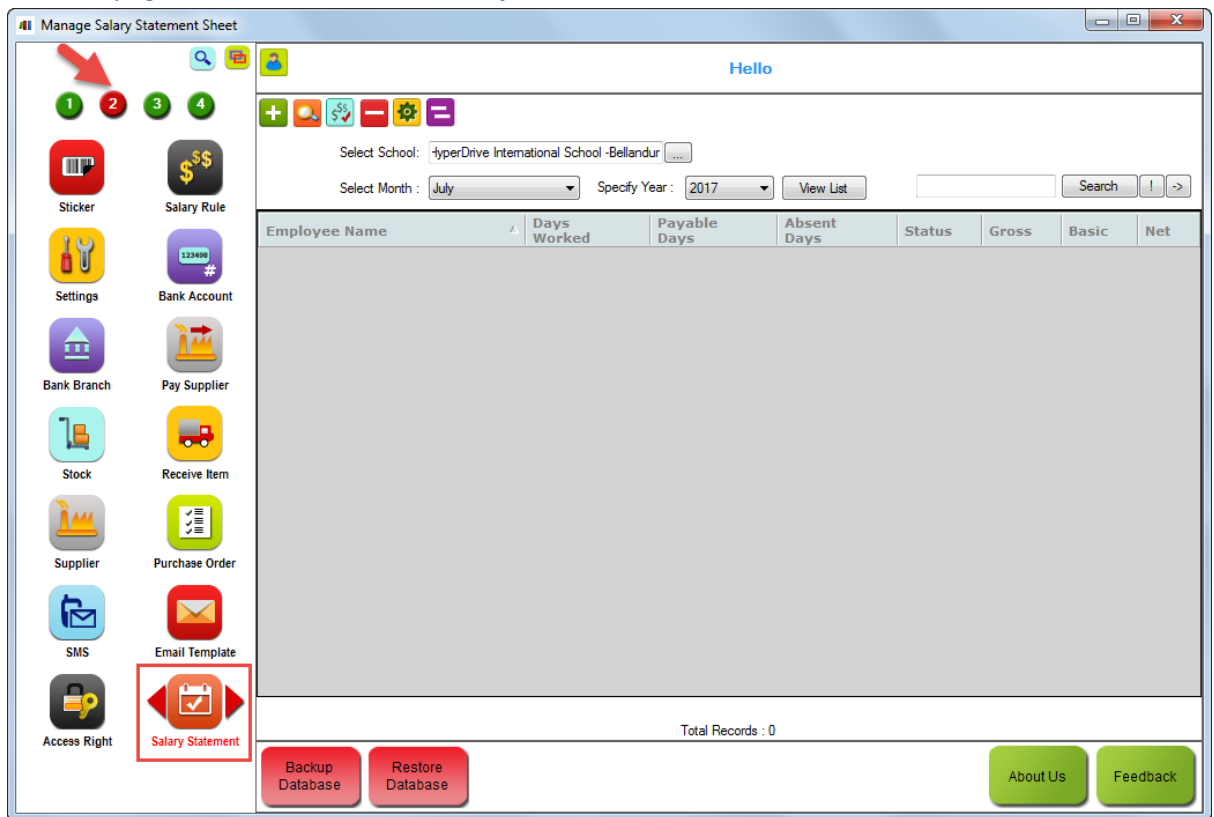


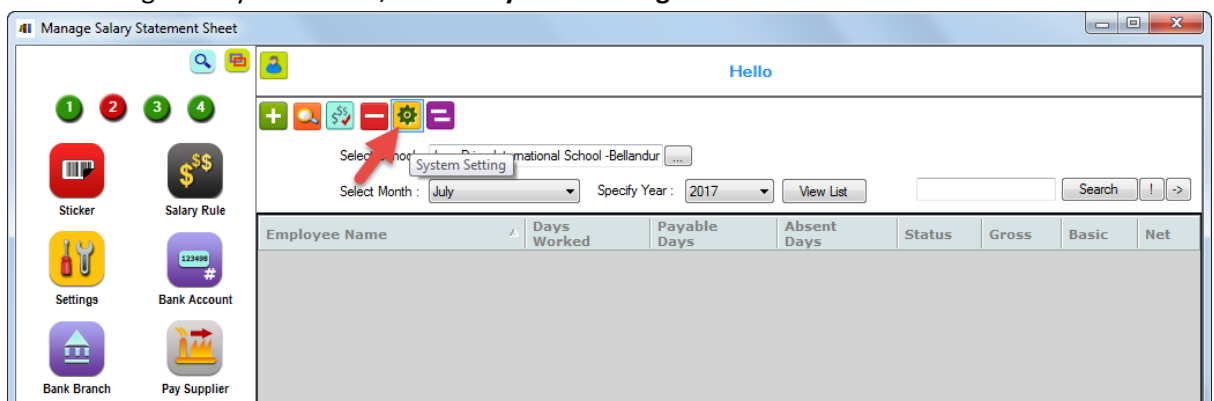
# How assign Salary Expense and other financial accounts for salary statement in HDSchool?

The system setting in the salary statement is as follow:

1. Run **HDSchool**.
2. From 2<sup>nd</sup> page of **HDSchool**, click on **Salary Statement**.



3. From Manage Salary Statement, click on **System Settings**.



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

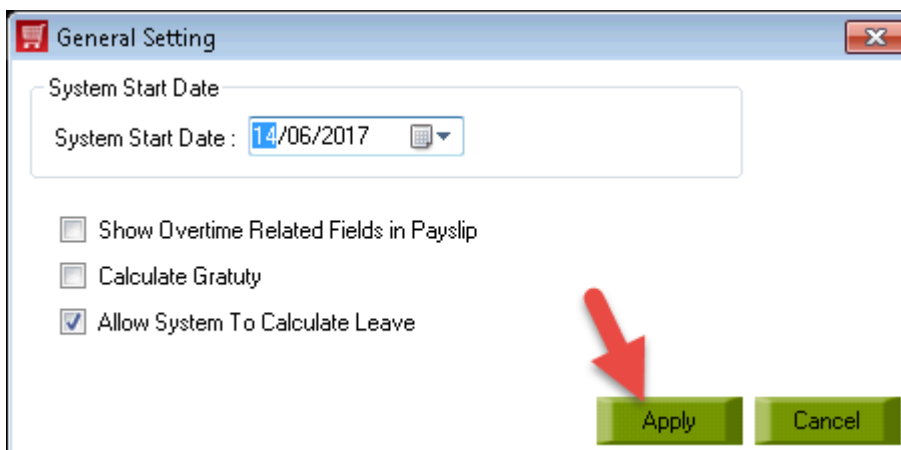


## General

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 Payslip:** Check the check box if you want to see the Overtime fields in payslip.

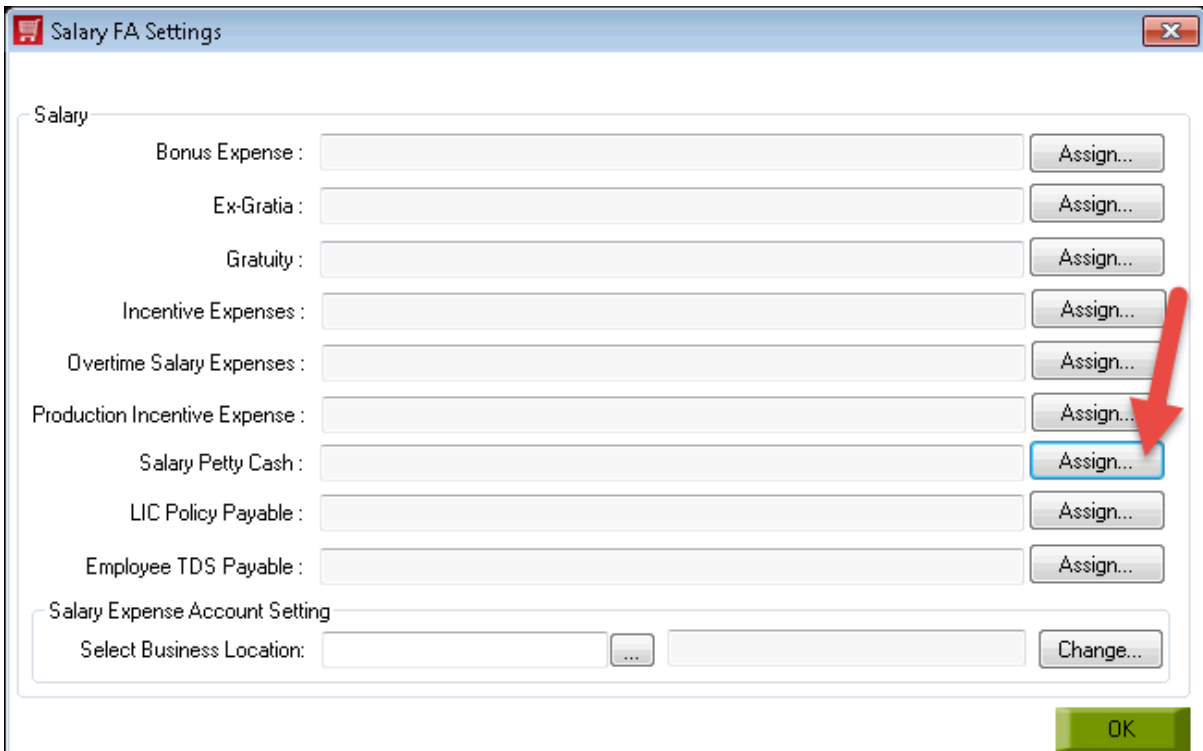
- **Allow System To Calculate leave:** Checking this check box, system auto calculates available leaves of employee based on your Leave Definition.

## FA Setting

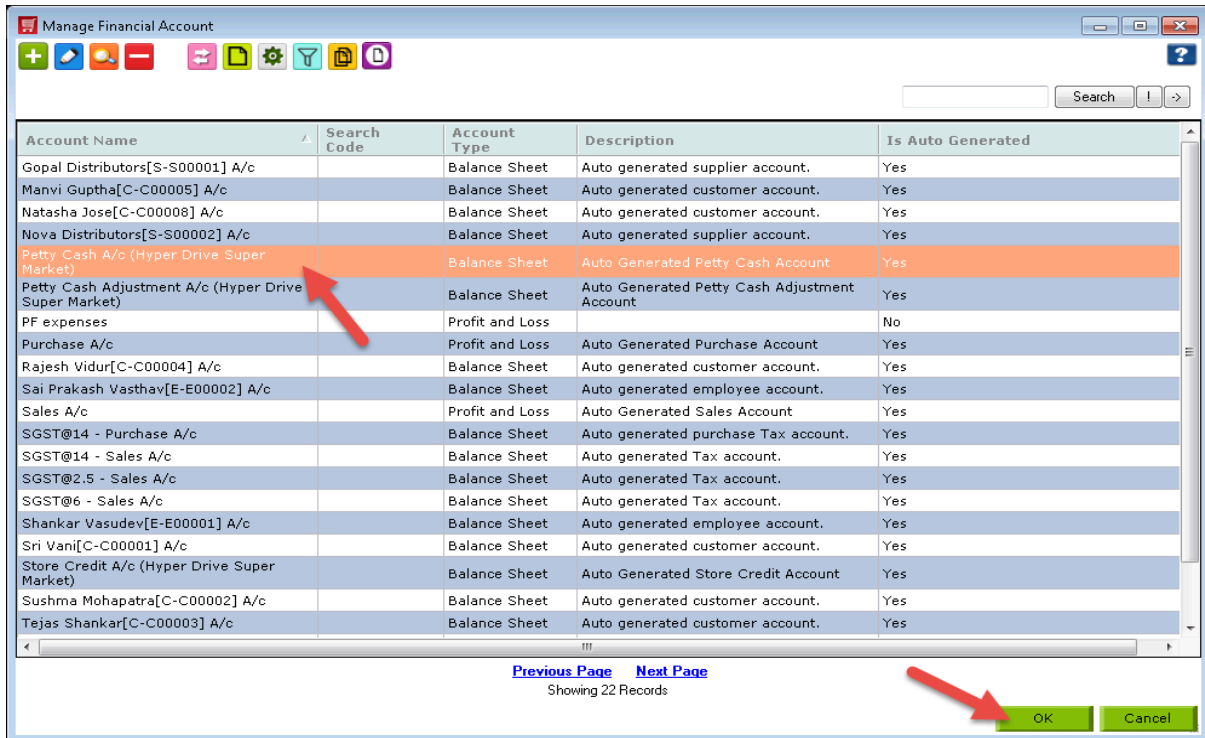
- In the System Setting screen, click on FA Setting.



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

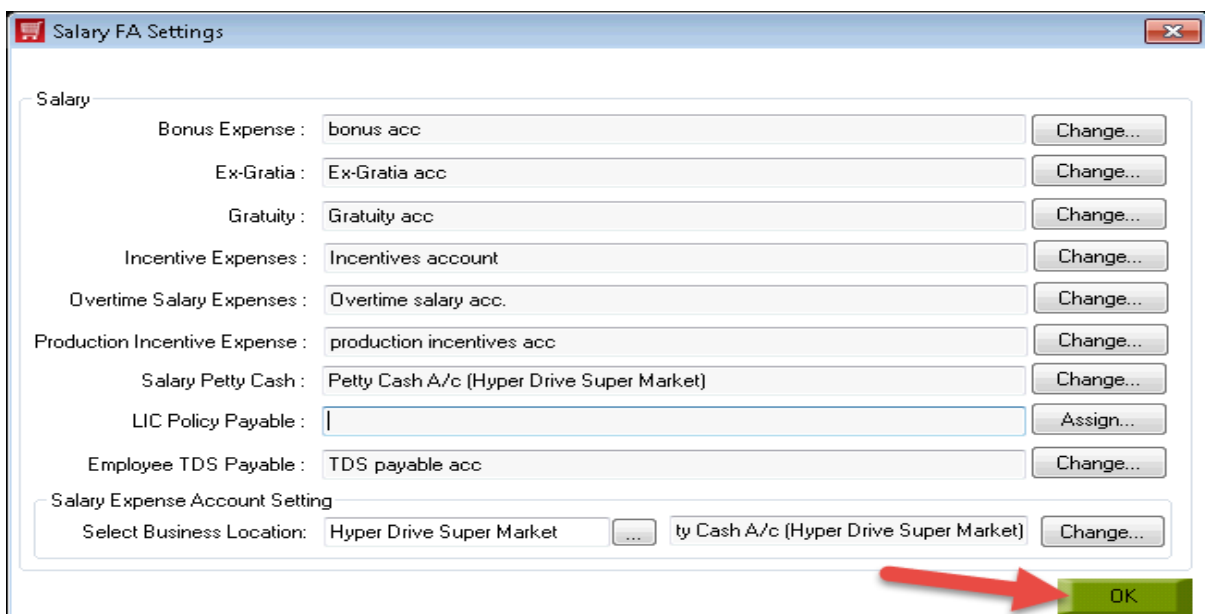


iii. **Manage Financial Account** screen will display, select the account and click on **OK**.



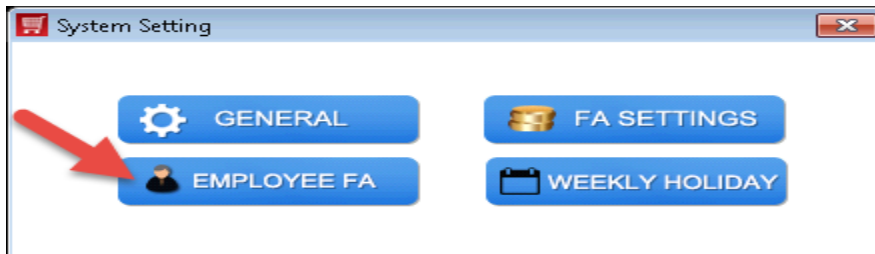
**Note:** You can create new financial accounts by clicking **Add New Financial Account** from Manage Financial Account window

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

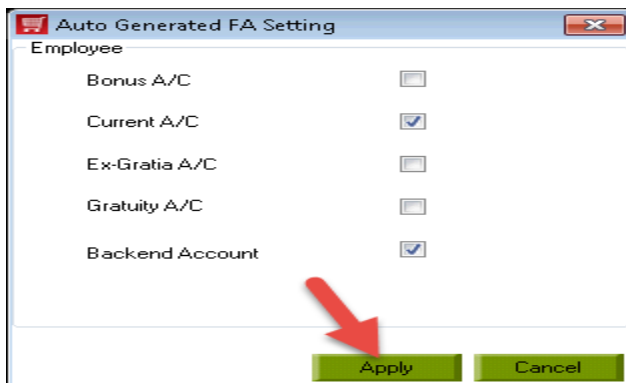


## Employee FA

- 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**.



**Weekly Holiday Setting**

Select Business Location:  ...

Select Weekly Holidays

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    **Sunday**

