

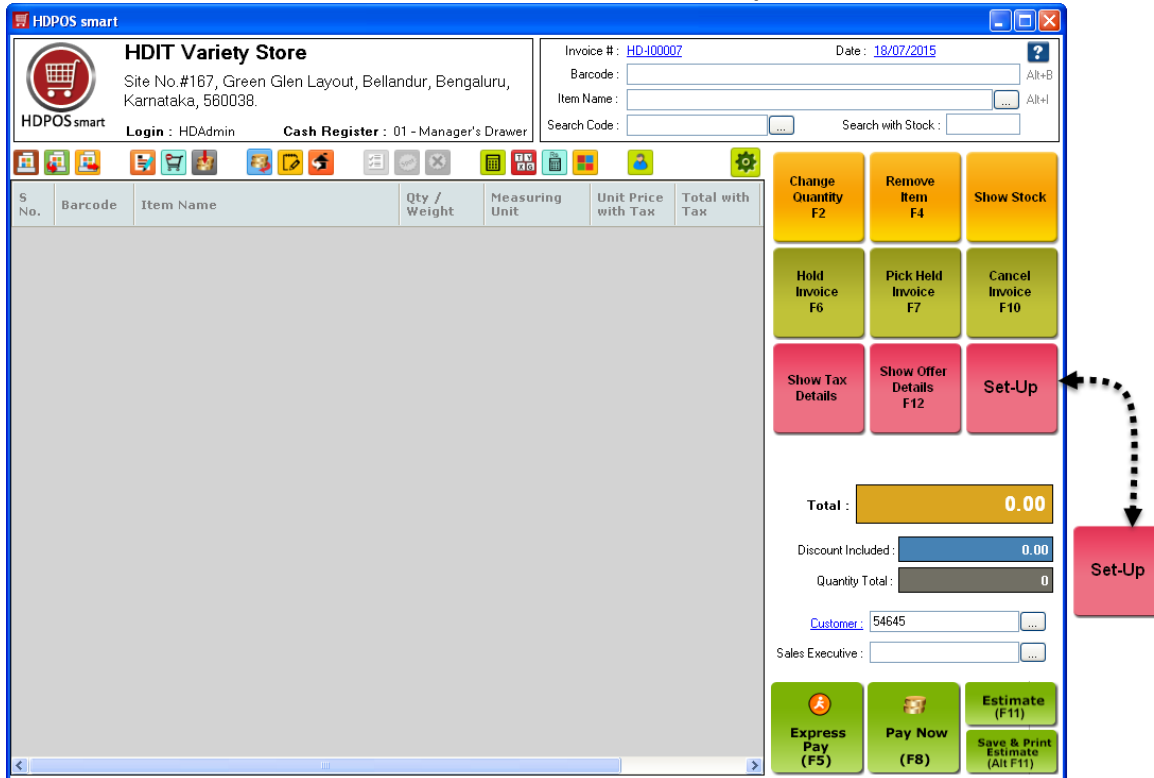
How to create FA Transaction Document in HDPOS smart?



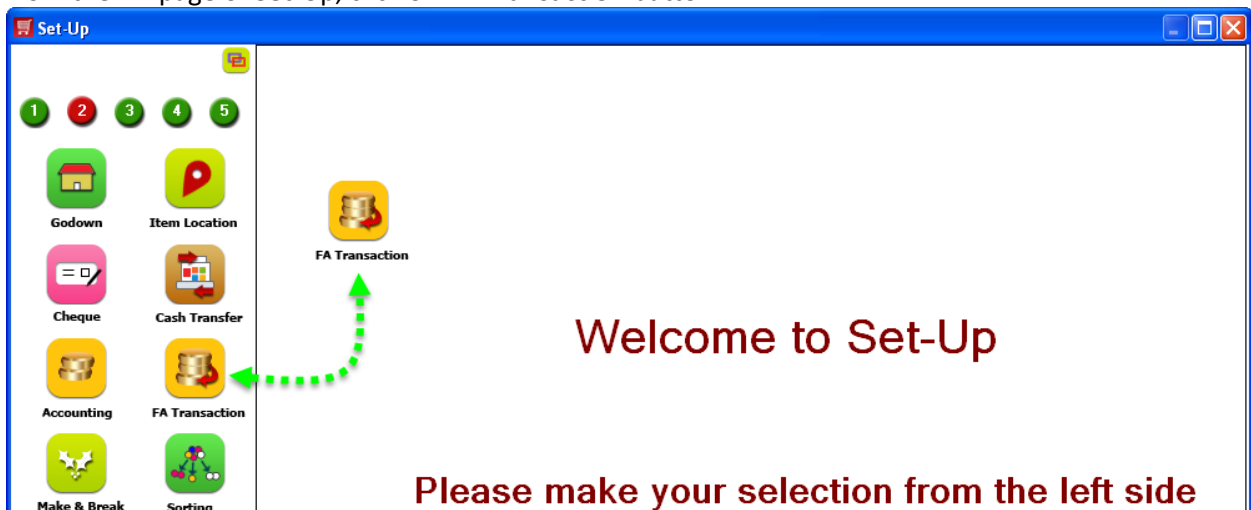
HDPOS smart Tutorials

In order to create a FA Transaction Document, follow the steps below.

1. Run **HDPOS smart**. From the **Main Invoice Screen**, select **Set-Up**.



2. From the 2nd page of Set-Up, click on **FA Transaction** button.





3. You will see **Manage Financial Account Transaction** window as shown below with all the FA transactions. Click on **FA Transaction Document** button on the tool strip.

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount
HDIT Variety Store	Cash	Purchase A/c	18/07/2015 01:42 PM	57,095.00	0.00
HDIT Variety Store	Cash	Petty Cash A/c (HDIT Variety Store)	18/07/2015 01:42 PM	0.00	57,095.00
HDIT Variety Store	Cash	Petty Cash A/c (HDIT Variety Store)	18/07/2015 01:42 PM	3,900.00	0.00
HDIT Variety Store	Cash	SK Jain Suppliers[S-S00001] A/c	18/07/2015 01:42 PM	0.00	3,900.00
HDIT Variety Store	Cash	Petty Cash A/c (HDIT Variety Store)	18/07/2015 01:42 PM	53,195.00	0.00
HDIT Variety Store	Cash	SK Jain Suppliers[S-S00001] A/c	18/07/2015 01:42 PM	0.00	53,195.00
HDIT Variety Store	AdvanceAmount	Satish G[C-C00002] A/c	17/07/2015 01:34 PM	2,589.00	0.00
HDIT Variety Store	AdvanceAmount	Sales A/c	17/07/2015 01:34 PM	0.00	5,198.00
HDIT Variety Store	StoreCredit	Store Credit A/c (HDIT Variety Store)	17/07/2015 01:34 PM	2,609.00	0.00
HDIT Variety Store	AdvanceAmount	Service Tax@5.5% Expense A/c	17/07/2015 01:34 PM	247.52	0.00

4. If you are creating FA Transaction Document for the first time, you will see the following message box to set the format for Document Number.

Click on Yes and you will see the below screen of Code Format for FA Transaction Document.

In Code Format screen,

- The **Type** will be shown as “FA Transaction Document”.
- Enter any **Document Prefix**.
- If you want you can also change the **Minimum Code Length, Code Start Number**.



- You will be able to see the **Sample Code**.
- Click on **Apply**.

Code Format

Select Type : FATransaction Document

Current Code Format :

Business Location : HDIT Variety Store

Business Location Prefix : HD

Select Prefix Template :

Document Prefix : FA|TD

Minimum Code Length : 5

Code Start Number : 00001

Sample Code : HDFA-TD00001

Sample Barcode Format : HDFA-TD00001

Apply Cancel

- You will see the following success message. Click on **OK**.

Information

"Code Format" Updated Successfully

OK

5. You will see the **FA Transaction Document** screen as shown below.

- **Select Business location:** The default Business Location in which you are logged in will be shown to you. You can also select required Business Location.
- **Transaction Number:** The transaction number will be displayed here.
- **Date:** Current date will be displayed here.
Note: You can change the number and date by double clicking on date.
- **Transaction type:** Select any one transaction type from here. The listed types are
 - Cash payment
 - Bank payment
 - Cash receipt
 - Bank receipt
 - Money transfer **and**
 - JV



Note:

- When you select the **Type** as **Cash Payment**, **Cash Receipt** and **Money Transfer**, the accounts that appear in **Account** field are all **Petty Cash Accounts** of your business locations.
- When you select the **Type** as **Bank Payment** and **Bank Receipt**, the bank accounts created in your HDPOS smart will appear in **Account** field.
- When you select the **Type** as **JV**, you can see all the accounts in HDPOS smart in **Account** field.
- You can define the Code Format for Bank Payment, Bank Receipt, Cash Payment, Cash Receipt, Money Transfer and JV differently.
- **Account:** Choose the account from which money has to be moved to other accounts. If you select the Petty Cash Account, then a field will appear to select the cash register also.
- **Current Balance:** Selected Account's current balance will be shown here.
- **New Balance:** Selected Account's New Balance will be shown here. New Balance will show the **(Current Balance-Money transferred to other account)**.

FA Transaction Document

Select Business Location : HDIT Variety Store

Transaction Number : HDF A-TD00001 Date : 20/07/2015

Transaction Type : Cash Payment

	Current Balance	New Balance
Account : Petty Cash A/c (HDIT Variety Store)	31,402.00 Db.	31,402.00 Db.
Cash Register : 01 - Manager's Drawer	31,402.00	31,402.00

Money is going into selected account

Account Name | Amount

Total : 0.00

Save & Print (F7) Save (F8) Cancel



- **Money is going into Selected Account:**
 - **Add Account:** Click on **Add Account** button to add the details of account to into which you want to transfer money.

Clicking on this button will open Add Account screen as shown below.

- **Account Name:** Select the Account Name.
- **Amount:** Enter the amount how much you want to transfer.
- **Click on Save.**

Add Account

Account Name : Chandra S[E-E00002] A/c

Amount : 5000

Save(F8) Cancel

- You will see the details as shown below. The New Balance value will get changed accordingly.

FA Transaction Document

Select Business Location : HDIT Variety Store

Transaction Number : HDFFA-TD000001 Date : 20/07/2015

Transaction Type : Cash Payment

Account : Petty Cash A/c (HDIT Variety Store)

Cash Register : 01 - Manager's Drawer

Current Balance	New Balance
31,402.00 Db.	26,402.00 Db.
31,402.00	26,402.00

Money is going into selected account

Account Name	Amount
Chandra S[E-E00002] A/c	5,000.00

Gave advance amount to Employee.

Pick Message

Total : 5,000.00

Save & Print (F7) Save (F8) Cancel

- Enter any notes if you want in notes section to describe the transaction.
- Click on **Save**.



6. You will see the FA Transaction Document entry that got created as shown below.

Manage Financial Account Transaction

From : 20/07/2015 To : 20/07/2015 Apply Date

Show FA Transaction Documents Show FA Transactions

Search

Business Location	Transaction Type	Document Number	Date	Amount
HDIT Variety Store	Cash Payment	HDFFA-TD00001	20/07/2015 01:10 PM	5,000.00

You can double click on this entry to open it in **View Mode**.