How do I record my Additional Expenses in HDPOS smart ?

Additional expenses refer to the day to day expenses that the business incurs like electricity bill payment, Water Expenses, Gas expenses, transportation expenses etc.

HDPOS smart in addition to recording your sales and purchase related transactions allows the user to create your own expense accounts and pass the required Journal Entry.

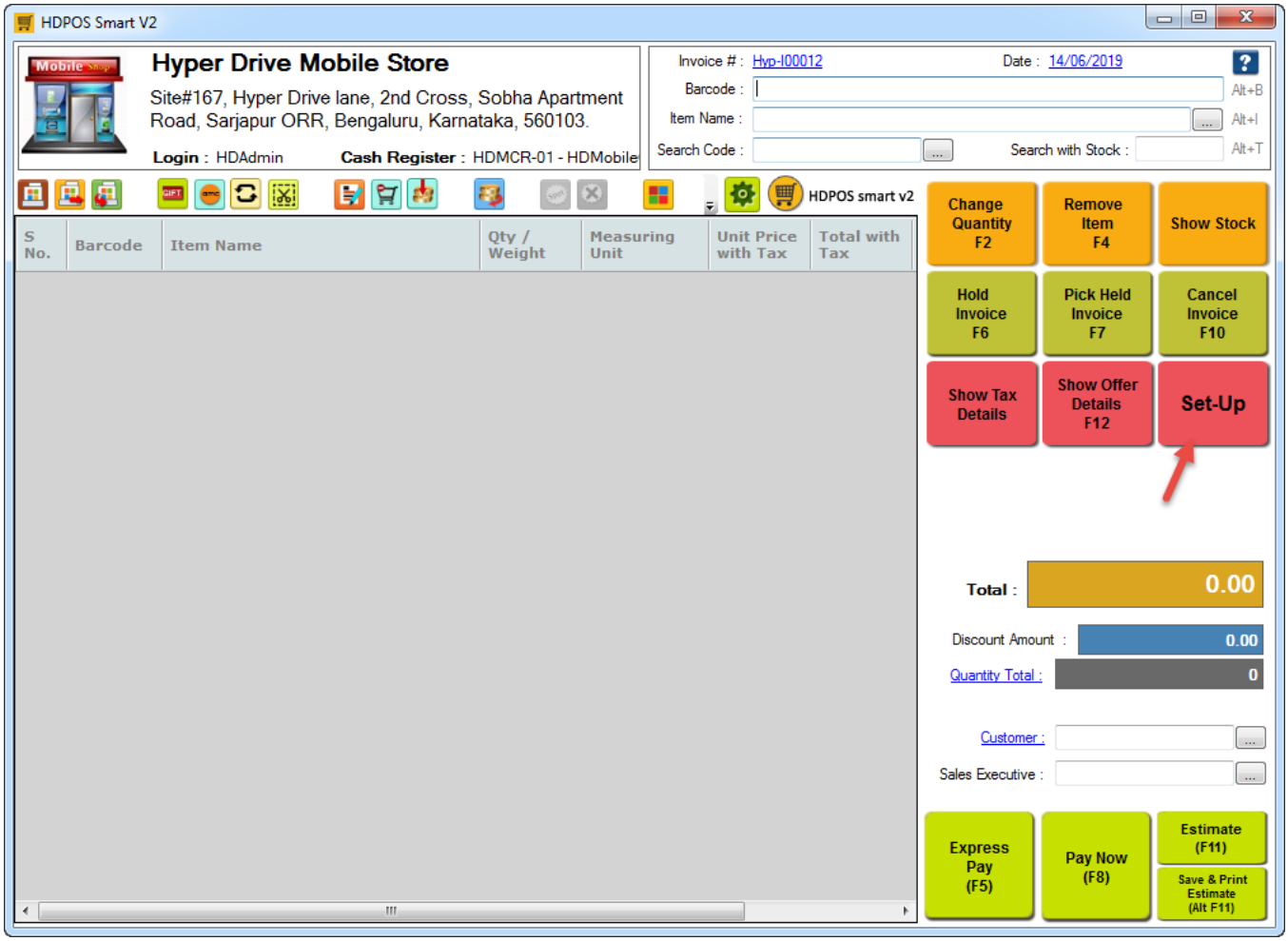
In this document we will cover how we record such additional expenses.

Step 1: Create your expense Account

Follow the below steps to create your expense account.

1. Run **HDPOSsmart.**

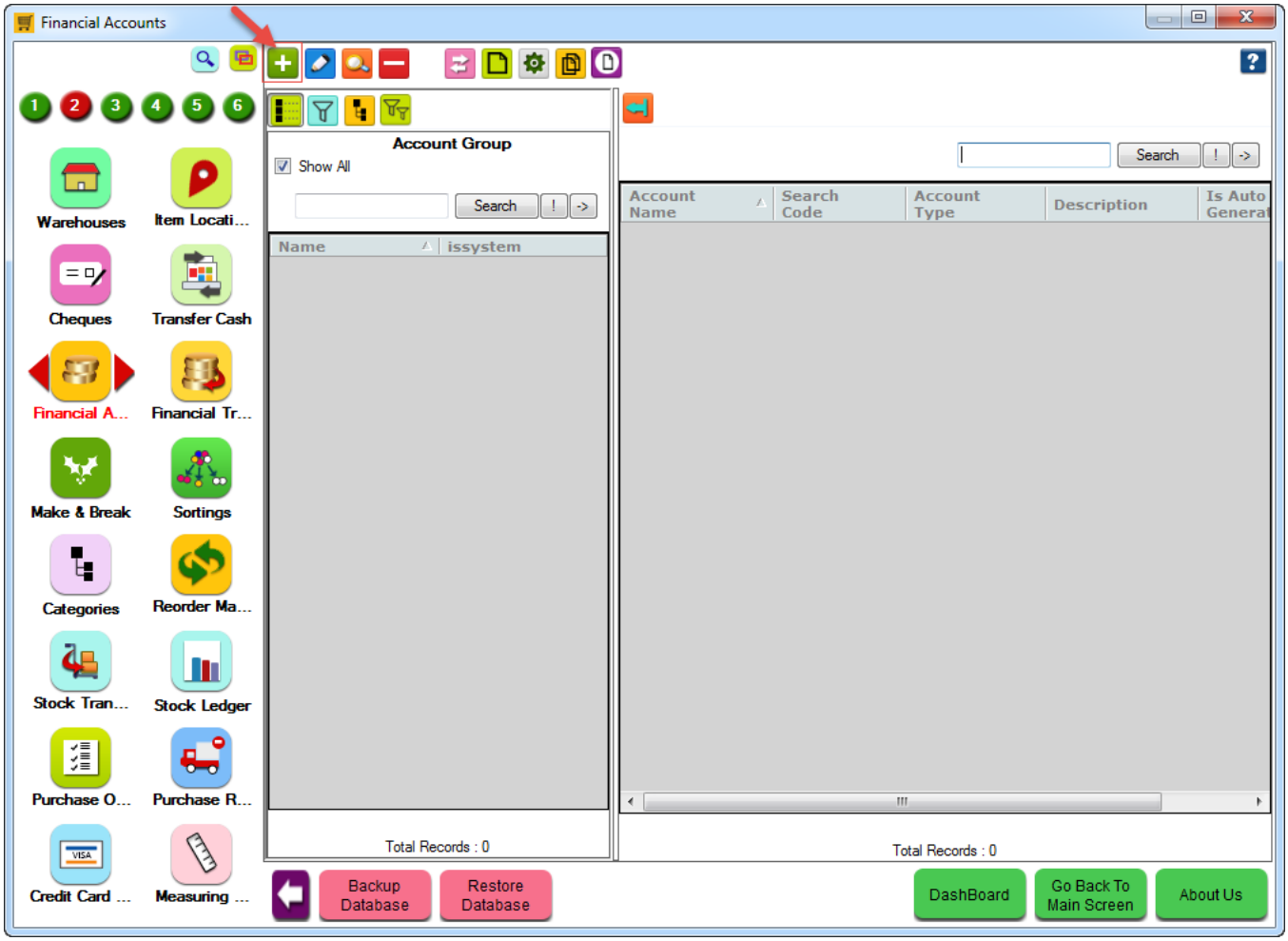
2. From the **Main screen** select **Setup**.



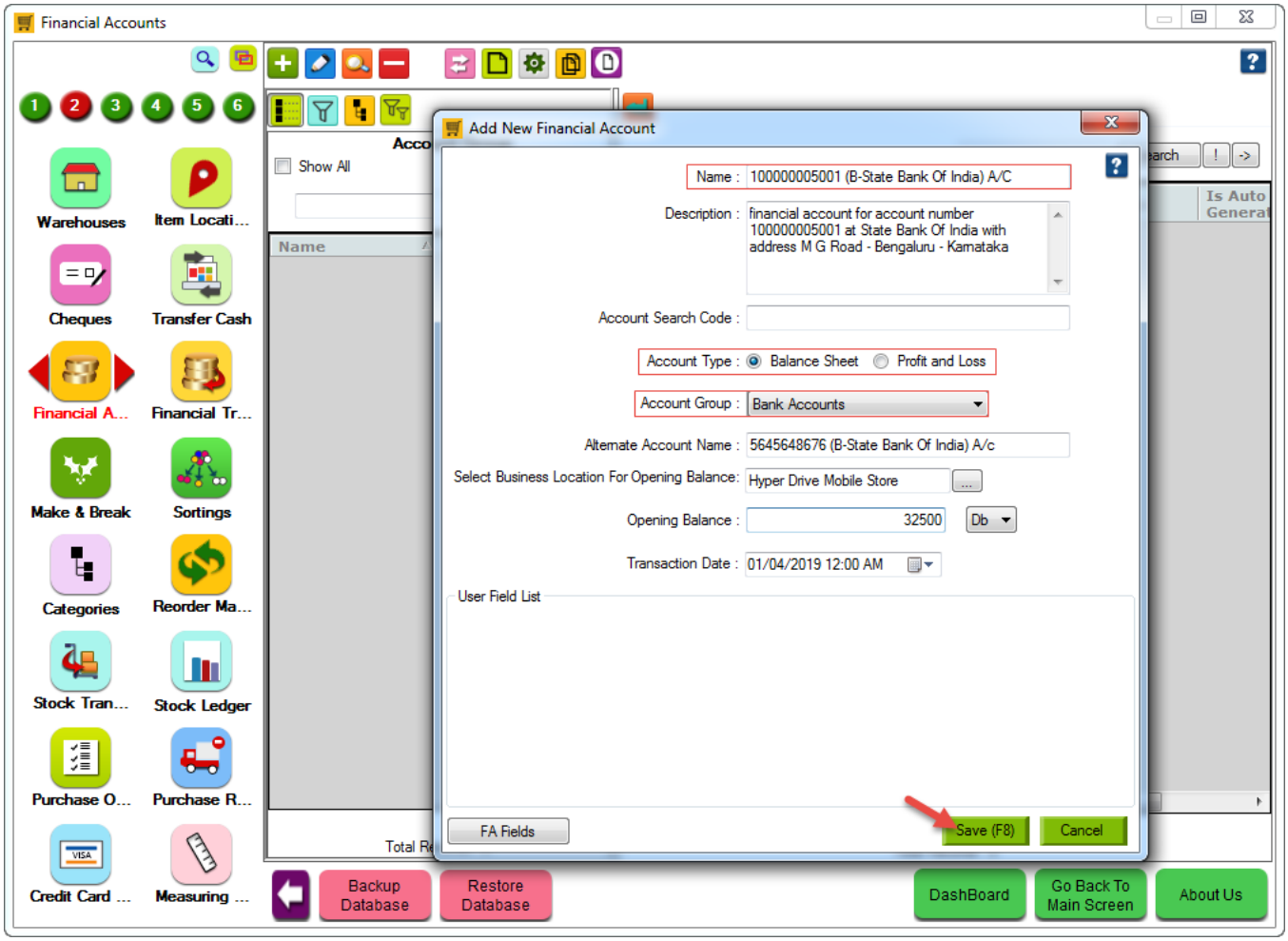
3. From the **2nd page** of Setup select **Financial Accounts**.



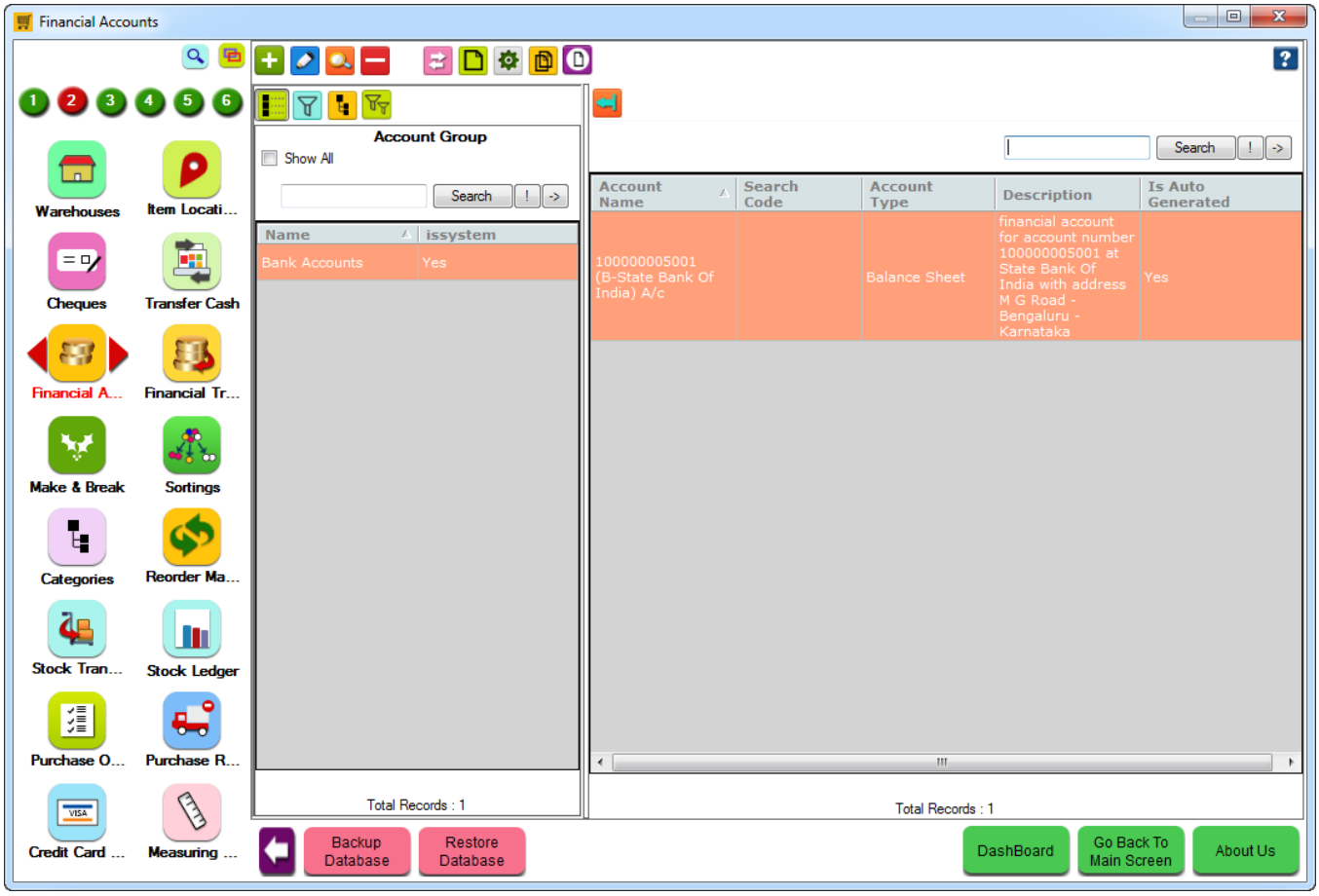
4. Click on **Add Financial Account** option from the tool strip.



5. Enter the **Account Name** and Select the **Account type** and **Account group** as required (all other fields are optional) and click on **Save.**



6. Your expense account is now created and you can see your expense account listed with the auto generated accounts as shown below.

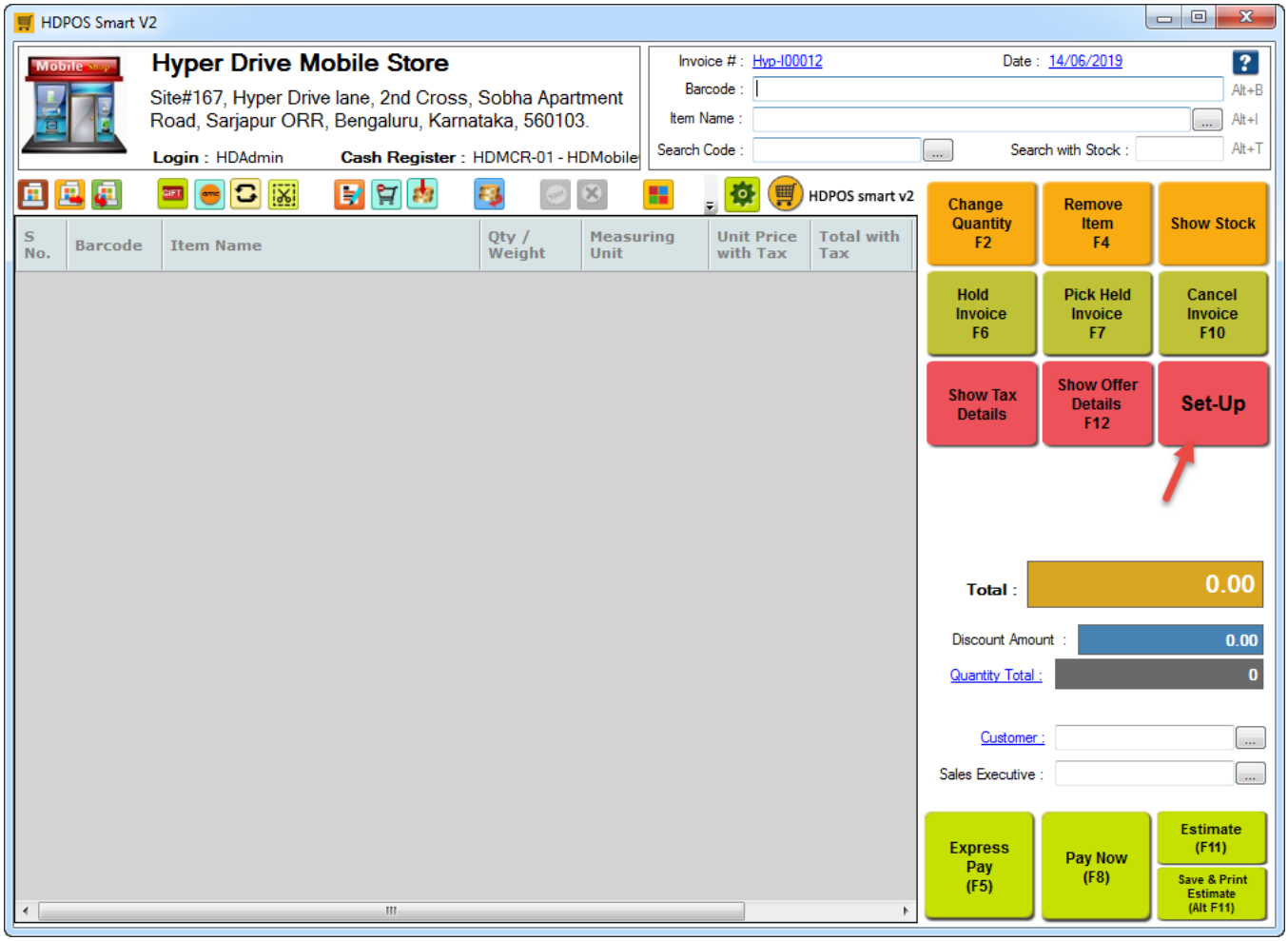


Step 2: Pass the required Financial Transaction

Now that we have created our expense account lets record our expense as shown below :

1. Run **HDPOSsmart**

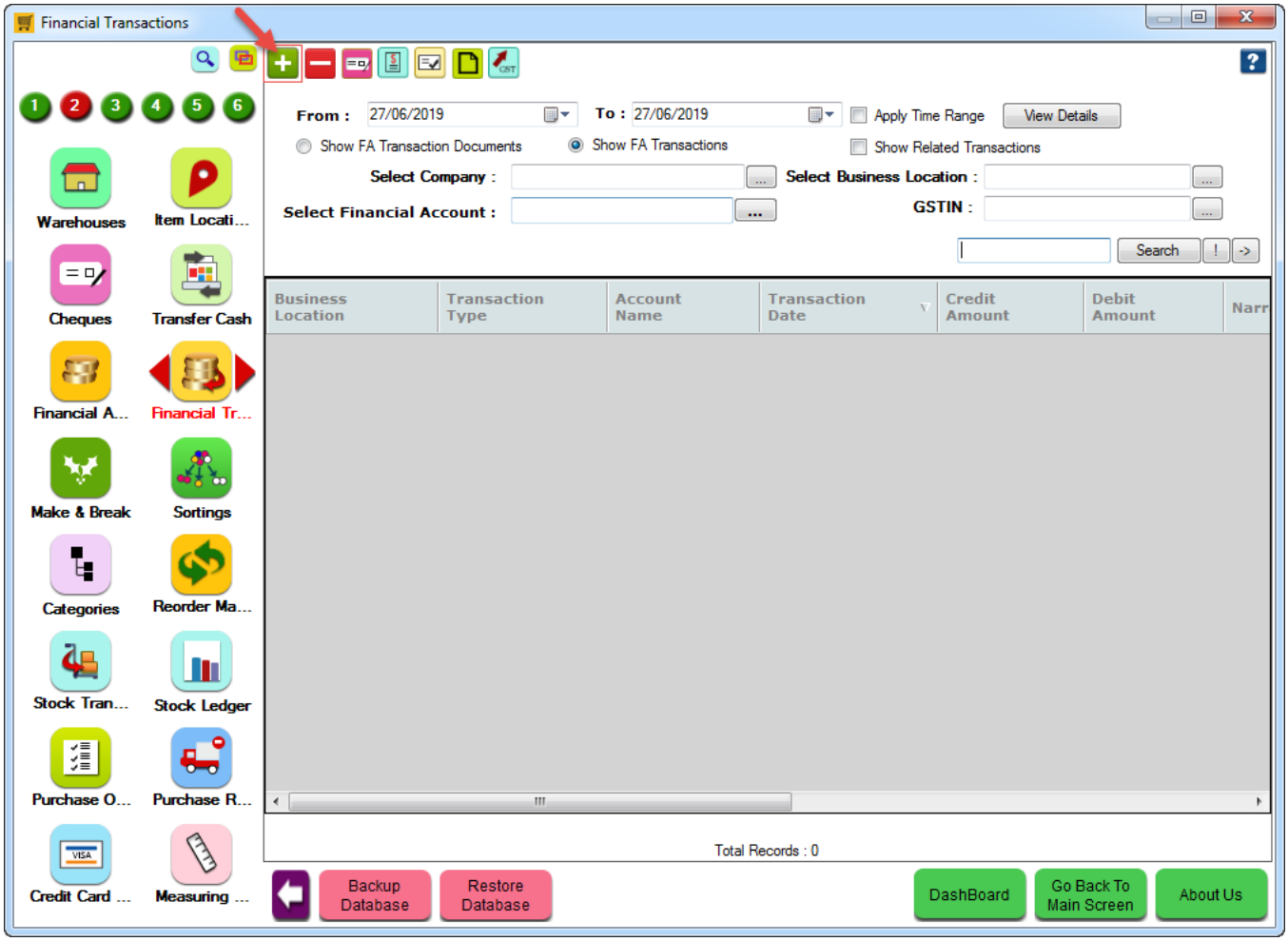
2. From the **Main screen** select **Setup.**



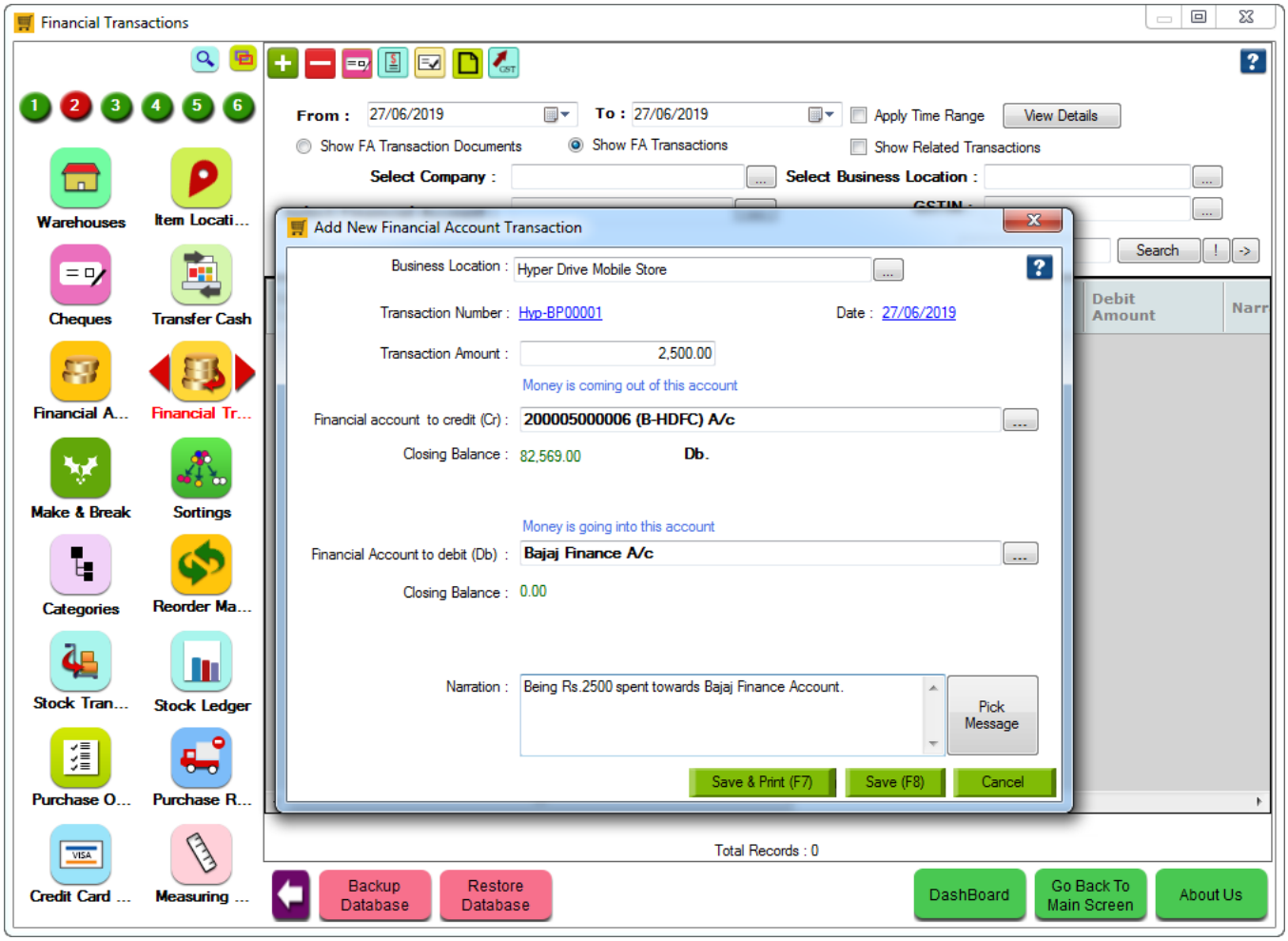
3. From the **2nd page** of Setup select **FA Transaction**.



4. Click on **Add Financial Transaction** button in the **tool strip.**



5. In the screen that opens enter the **Transaction Amount** and **select the required Accounts** to record the expense.



6. Click on **Save** to Save the transaction.