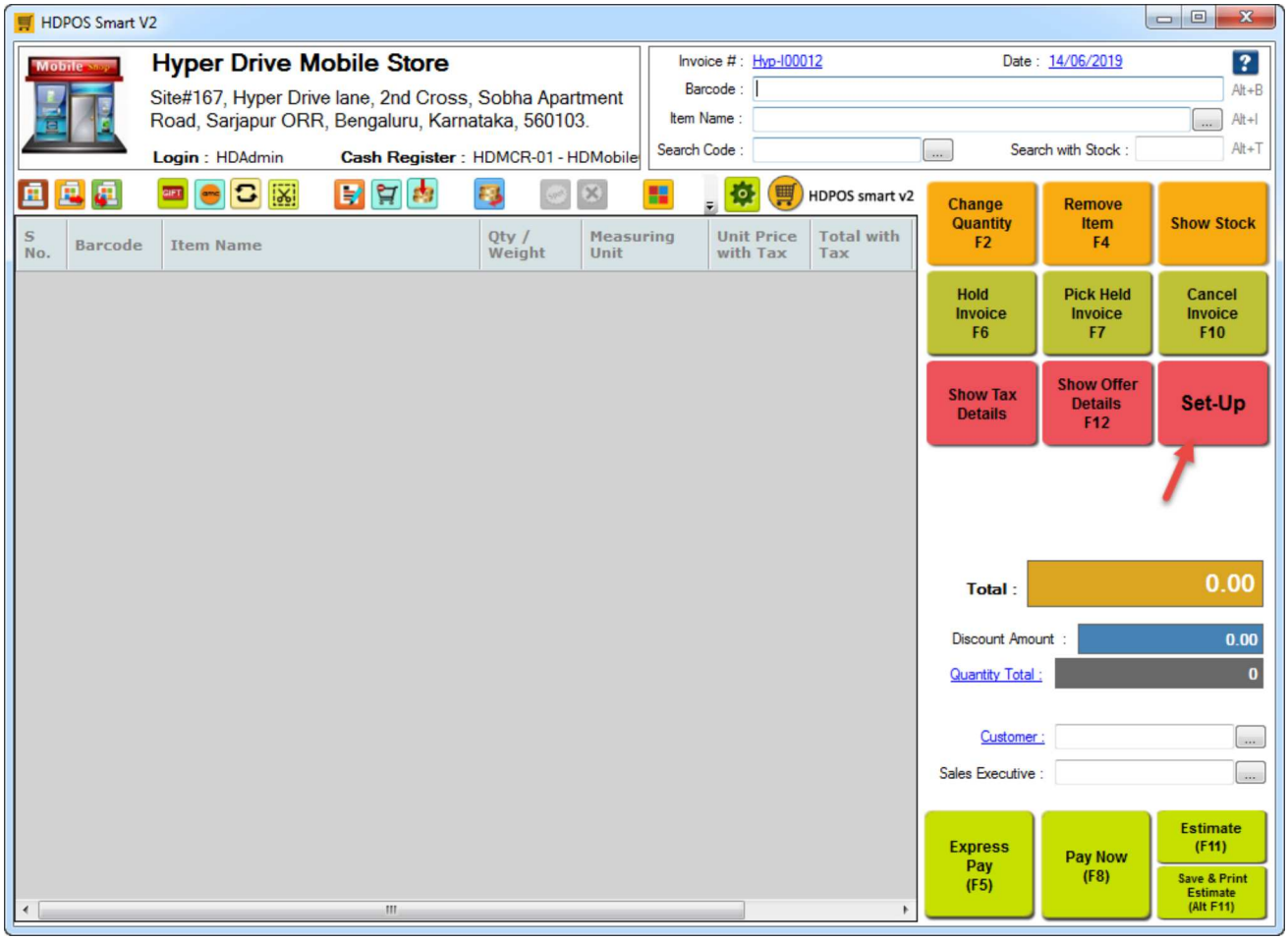
How to create FA Transaction Document in HDPOS smart?

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

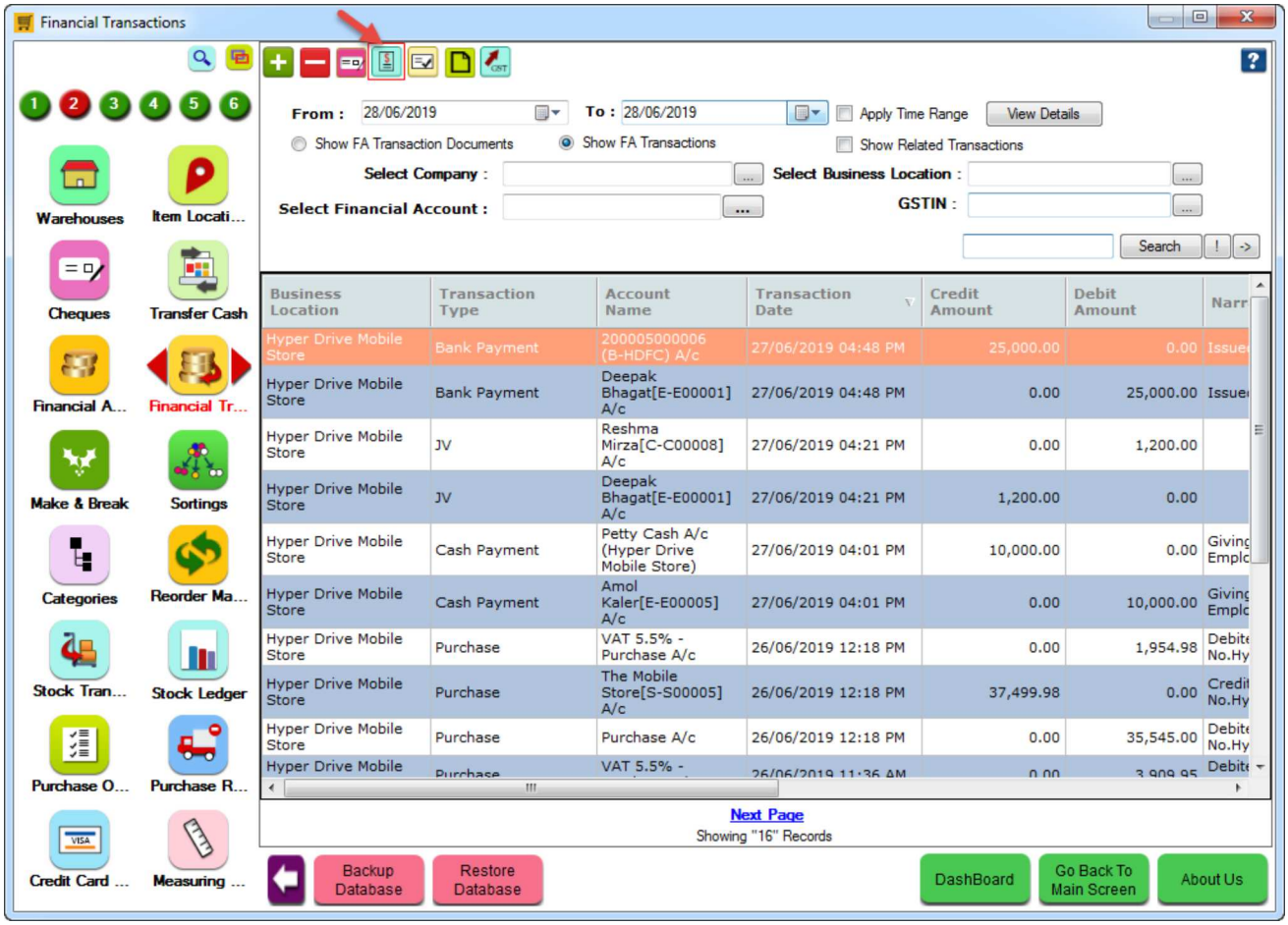
1. Run **HDPOS smart**. From the **Main Invoice Screen**, select **Set-Up**.



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



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



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

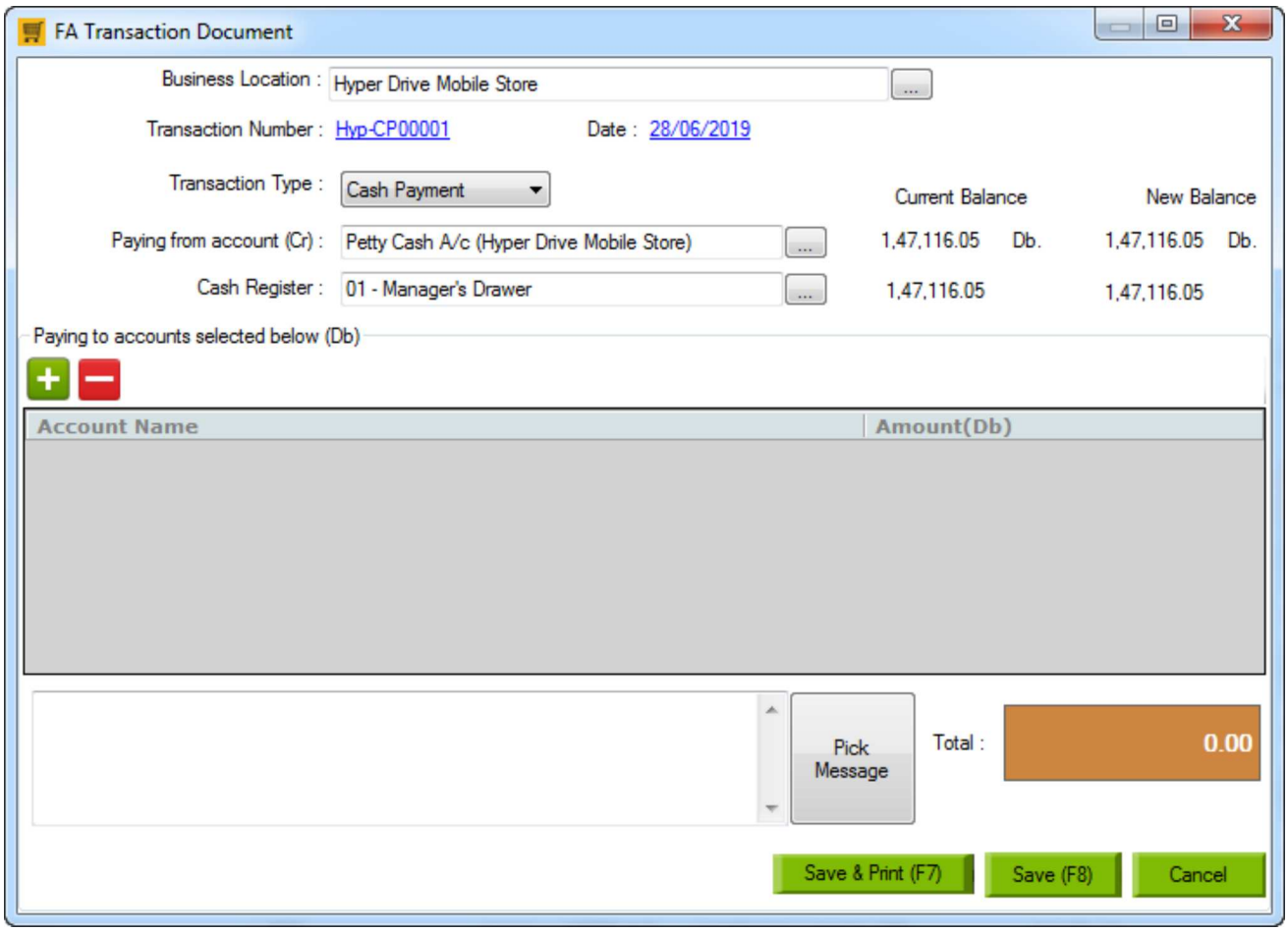
- **Select Business location**: The default Business Location in which you are logged in will be shown to you. You can also select required Business Location.
- **Transaction Number**: The transaction number will be displayed here.
- **Date**: Current date will be displayed here. **Note**: You can change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

1. Cash payment
2. Bank payment
3. Cash receipt
4. Bank receipt
5. Money transfer and
6. JV

Note:

1. 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.
2. When you select the **Type** as **Bank Payment** and **Bank Receipt**, the bank accounts created in your HDPOS smart will appear in **Account** field.
3. When you select the **Type** as **JV**, you can see all the accounts in HDPOS smart in **Account** field.
4. 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**).

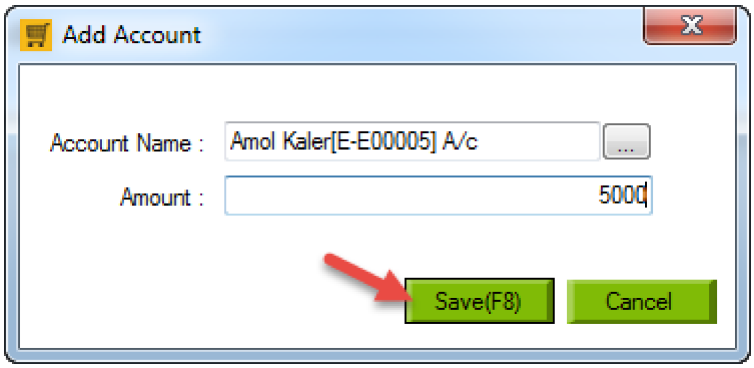


- **Money is going into Selected Account**:

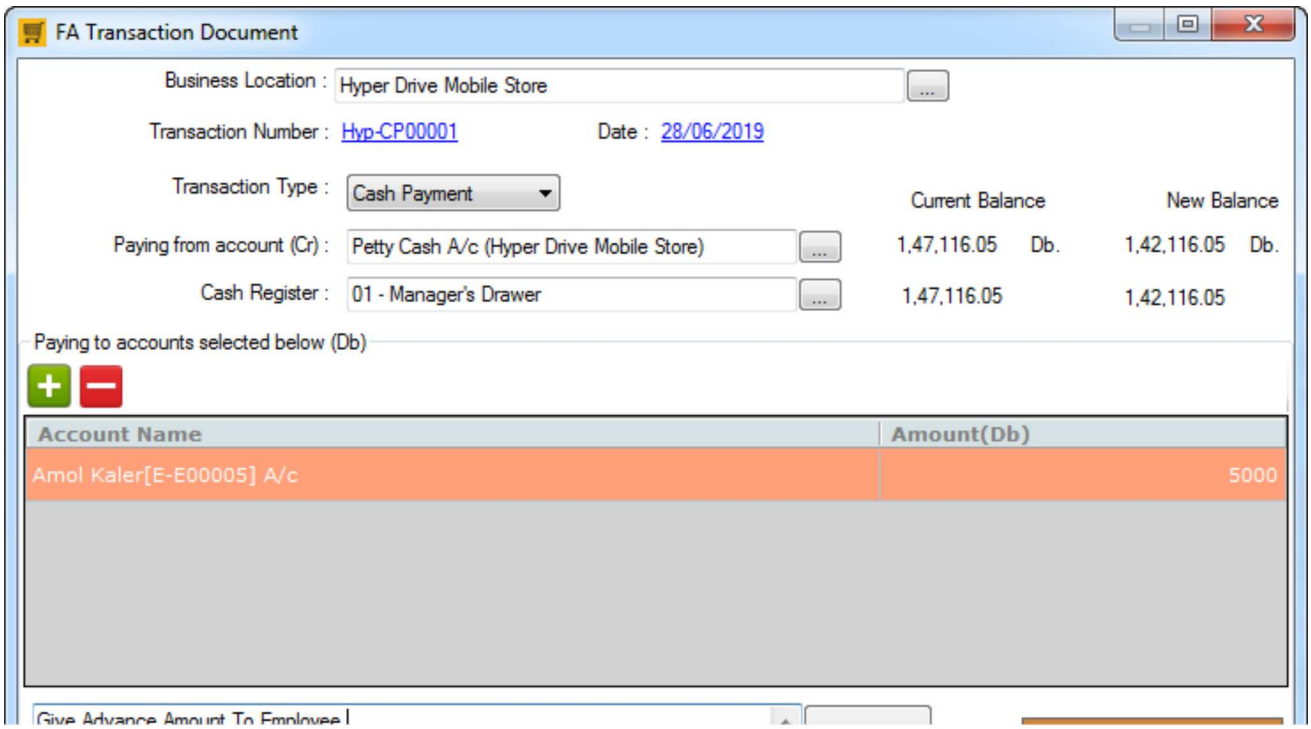
i) Add Account: Click on Add Account button to add the details of account to into which you want to transfer money.

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

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

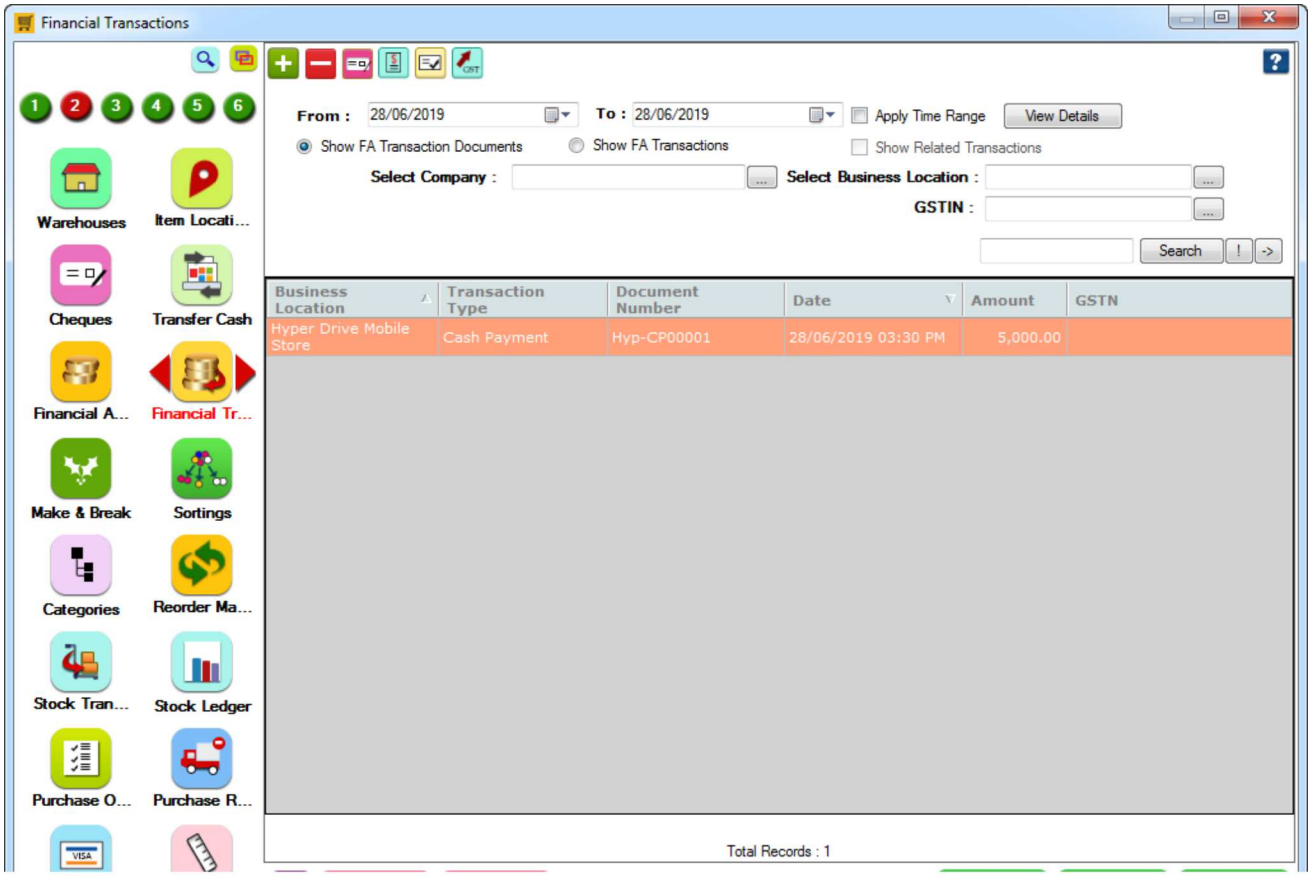


- You will see the details as shown below. The New Balance value will get changed accordingly.



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

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



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