

Adding Other Income and Expenses

ACCOUNT HEAD

ACCOUNT HEAD is used to add income and expenses of you school.

Go to Account Head and click on ADD.



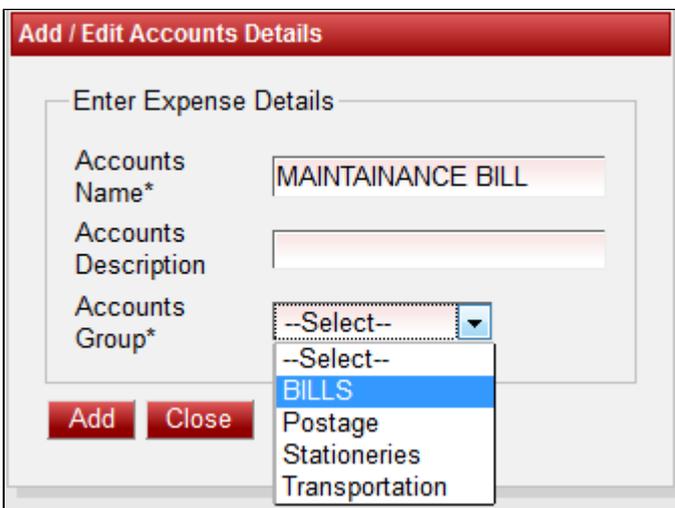
Enter Group Name

Select Account Type Whether it come under Income and Expense

Click on ADD. You will get a message that "Account Head Added Successfully".

ACCOUNT

Account is used to add the name of the expense/income. Under Account Head you can create many accounts. Go to masters and click on Account. Click On ADD.



Enter Account Name.

Enter Description - Any details you want to add

Accounts Group - Select from the dropdown to which that account belong.