

## How can I attach a Note to every Sales Invoice?



HDPOS smart Tutorials

When making a sales invoice you may sometimes need to attach notes to that sales invoice for e.g. a customer has made part payment of an invoice and has promised to pay the remaining in 2 installments or the customer wants goods to be delivered at a specific time.

Here are the steps which you need to follow for attaching a note to a sales invoice.

1. Run **HDPOS smart**.
2. Select the items for which you want to make invoice and click on **Pay Now** button.

HDPOS smart

**HDIT Variety Store**  
Green Glen Layout, Sodha Apartment, Bellandur,  
Bangalore, Karnataka

Invoice #: HDI100019 Date: 31/05/2014

Barcode:  Alt+B

Item Name:  Alt+I

Search Code:  Search with Stock:

Login: HDAdmin Cash Register: 01 - Manager's Drawer

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00005	Cello Water Bottle	5	Qty	150.00	750.00
2	T00002	Nike Women's Deodrant	2	Qty	180.00	360.00
3	T00001	Phillips Hair Dryer	1	Qty	1,200.00	1,200.00
4	T00004	Himalya Body Lotion	3	Qty	135.00	405.00

Change Quantity F2 Remove Item F4 Show Stock

Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10

Show Tax Details Hide Offer Details F12 Set-Up

Total: 2,715.00

Discount Included: 0.00

Quantity Total: 11

Customer: Prieta

Sales Executive: Siddhant Malhotra

Express Pay (F5) Pay Now (F8) Estimate (F11) Save & Print Estimate (Alt F11)



3. Enter all required details in the **Pay Now** screen that opens and here you will see a **Note** section at the bottom of screen.



**Pay Now** Invoice Number : HDH00019

**Customer Info**  
Customer: Prerna Alt+C Sales Executive: Siddhant Malhotra Alt+S  
Available Credit Limit : 0.00 Customer Email : prerna@gmail.com Send email to Customer  
Customer Mobile Number : 9999991234 Send sms to Customer

**Invoice Info**  
Total Before roundoff : 2,715.00 Quantity Total : 11  
Roundoff Amount : 0.00 Number of Items : 4  
**Total** : 2,715.00 Discount Included : 0.00  
Tax Included : 141.54  
Tax Details : CST (Central Sales Tax) @ 5.5% 141.54

**Payment Detail**  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Amount Received : 2,715.00 Alt+A Ctrl+P  
Pending Amount : 0.00  
Cash : 2,715.00  
Total Received Amount : 2,715.00  
Total Commission Expense : 0.00  
Save Returnable Amount as Customer Advance (F4) :

Note : Customer is not a premium member so current discount is not applied on his invoice. Pick Message

Goods Delivered :  Print Delivery Challan :  Save & Print Estimate (F11) Save Estimate (F12) Save & Print (F5) Save (F8) Cancel

Note : Customer is not a premium member so current discount is not applied on his invoice. Pick Message

4. You can enter the note to invoice in two ways.
  - a) Type the **note** in the **Note section**.
  - b) Click on **Pick Message** button next to **Note** and select a message from **Manage Document Note**.
5. Click on **Save** or **Save and print** to save the note with the invoice.