

How can I make my first sales invoice in HDPOS smart?



HDPOS smart Tutorials

Invoices are created from the main invoice screen that is displayed after logging-in to the application. Creation of invoice requires items to be created. You can also select customer and the sales executive while creating an invoice.

Note: Please make sure you have items available for selection before creating invoice. Items would be available for creating invoice if you have started with a sample database. However, you will have to create your own items if you have started with a blank database.

You can refer '[How to add an item in HDPOSsmart](#)' tutorial on our website to create your first item in HDPOS.

The steps to create your first invoice are as below:

1. Run **HDPOSsmart**
2. Select Items using item name or barcode

HDPOS Smart

Hyper Drive Super Market
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment
Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka

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

Invoice #: Hyn-100011 Date : 06/01/2017

Barcode : Alt+B
Item Name : Alt+I
Search Code : Search with Stock : Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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Change Quantity F2 Remove Item F4 Show Stock
Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10
Show Tax Details Show Offer Details F12 Set-Up

Total : 0.00
Discount Included : 0.00
Quantity Total : 0
Customer :
Sales Executive :

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





3. Selected items get added to the invoice grid

Hyper Drive Super Market
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka
Login : HDAdmin

S No.	Barcode	Item Name
1	T00124	Tata Salt - Lite, 1 kg Pouch

Invoice #: Hvp-100011 Date: 06/01/2017

Price	Total with Tax
30.00	30.00

Total : 30.00
Discount Included : 0.00
Quantity Total : 1

Customer :
Sales Executive :

- 4. Add more items as required.
- 5. Select Customer and Sales Executive

Hyper Drive Super Market
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka
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	T00124	Tata Salt - Lite, 1 kg Pouch	2	Qty	30.00	60.00
2	T00106	Aashirvaad Atta - Whole Wheat, 10 kg P...	1	Qty	322.00	322.00
3	T00030	Amul Milk Fat Low Fat, 1 It Carton	1	Qty	185.00	185.00
4	T00095	B B Popular Raw Peanuts/Mungaphali, 2...	2	Qty	26.00	52.00
5	T00132	HD Sugar, 1Kg Pack	3	Qty	55.00	165.00

Invoice #: Hvp-100011 Date: 06/01/2017

Price	Total with Tax
784.00	784.00

Total : 784.00
Discount Included : 0.00
Quantity Total : 9

Customer : Nataasha Jose
Sales Executive : Shankar Vasudev





6. Click on Pay Now (F8)

HDPOS Smart

Hyper Drive Super Market
 Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka
 Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: **Hyp-100011** Date: **06/01/2017**

Barcode: _____ Alt+B
 Item Name: _____ Alt+I
 Search Code: _____ Search with Stock: _____ Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00124	Tata Salt - Lite, 1 kg Pouch	2	Qty	30.00	60.00
2	T00106	Aashirvaad Atta - Whole Wheat, 10 kg P..	1	Qty	322.00	322.00
3	T00030	Amul Milk Fat Low Fat, 1 Lt Carton	1	Qty	185.00	185.00
4	T00095	B B Popular Raw Peanuts/Mungaphali, 2...	2	Qty	26.00	52.00
5	T00132	HD Sugar, 1Kg Pack	3	Qty	55.00	165.00

Total : 784.00

Discount Included : 0.00
 Quantity Total : 9
 Custom : Natasha Jose
 Sales Executive : Shankar Vasudev

Pay Now (F8)

7. Enter the amount received from the customer

Pay Now

Invoice Number : Hyp-100011 Invoice Date : 06/01/2017

Customer Info
 Customer : Natasha Jose Alt+C Sales Executive : Shankar Vasudev Alt+S
 Available Credit Limit : 3,000.00 Customer Email : natasha@abc.com Send email to Customer
 Customer Mobile Number : 9100000018 Send sms to Customer

Invoice Info
 Total Before roundoff : 784.00 Quantity Total : 9
 Roundoff Amount : 0.00 Number of Items : 5
Total : 784.00 Discount Included : 0.00
 Tax Included : 40.87

Tax Details :
 VAT 5.5 40.87

Payment Detail
 Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
 Pending Amount : 0.00
Cash : 784.00

Amount Received : 784.00 Alt+A Ctrl+P

Note : _____ Pick Message
 Total Commission Expense : 0.00
 Total Received Amount : 784.00
 Returnable Balance : 0.00
 Save Returnable Amount as Customer Advance (F4) :

Goods Delivered : Print Delivery Challan :

Save & Print Invoice (F8)





8. Click on **Save Invoice (F8)**

Pay Now

Invoice Number : Hyp-100012 Invoice Date : 06/01/2017

Customer Info
 Customer : Natasha Jose Alt+C Sales Executive : Shankar Vasudev Alt+S
 Available Credit Limit : 3,000.00 Customer Email : natasha@abc.com Send email to Customer
 Customer Mobile Number : 9100000018 Send sms to Customer

Invoice Info
 Total Before roundoff : 784.00 Quantity Total : 9
 Roundoff Amount : 0.00 Number of Items : 5
 Total : 784.00 Discount Included : 0.00
 Tax Included : 40.87 Tax Details : VAT 5.5 40.87

Payment Detail
 Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
 Pending Amount : 0.00
 Cash : 784.00
 Amount Received : 784.00 Alt+A Ctrl+P
 Note : Pick Message
 Total Comission Expense : 0.00
 Total Received Amount : 784.00
 Returnable Balance : 0.00
 Save Returnable Amount as Customer Advance (F4) :

Goods Delivered : Print Delivery Challan :

Save & Print Estimate (F11) Save Estimate (F12) Save & Print Booking (F6) Save Booking (F7) Save & Print Invoice (F5) Save Invoice (F8) Cancel

Note: You can click on **Save and Print Invoice (F5)** if you also want to print the invoice.


9. Click on **Sales Invoice** toolbar button to view the invoice created

HDPOS Smart

Hyper Drive Super Market
 Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment
 Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka
 Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice # : Hyp-100012 Date : 06/01/2017
 Barcode : Alt+B
 Item Name : Alt+I
 Search Code : Search with Stock : Alt+T

Change Quantity F2 Remove Item F4 Show Stock
 Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10
 Show Tax Details Show Offer Details F12 Set-Up

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
						

Total : 0.00
 Discount Included : 0.00
 Quantity Total : 0
 Customer :
 Sales Executive :

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





10. Check the invoice created

Sales Invoice Manager

From Date : 06/01/2017 To Date : 06/01/2017 Apply Date

Show Invoices Only : Cleared Pending Delivered Not Delivered Web Order

Hold Invoice Note	Inv Number	Invoice Date	Grand Total	Tax Grand Total	Total Item Qty	Payment Status
	Hyp-I00011	06/01/2017 04:32 PM	784.00	40.87	9.00	Cleared
	Hyp-I00010	06/01/2017 03:08 PM	100.00	5.21	1.00	Cleared
	Hyp-I00009	06/01/2017 02:54 PM	110.00	5.73	1.00	Cleared
	Hyp-I00008	06/01/2017 02:54 PM	110.00	5.73	1.00	Cleared
	Hyp-I00007	06/01/2017 02:40 PM	110.00	0.00	1.00	Cleared
	Hyp-I00006	05/05/2016 10:53 AM	1,035.00	53.96	7.00	Cleared
	Hyp-I00005	15/04/2016 05:11 PM	347.70	18.13	4.00	Cleared
	Hyp-I00004	15/04/2016 05:07 PM	5,430.00	283.08	4.00	Cleared
	Hyp-I00003	15/04/2016 05:05 PM	1,292.00	67.35	7.00	Cleared
	Hyp-I00002	15/04/2016 05:03 PM	495.55	25.83	4.00	Cleared
	Hyp-I00001	15/04/2016 05:02 PM	1,050.00	51.25	8.00	Cleared

Total Records : 11

