

# How do I choose different printing format when printing an invoice?



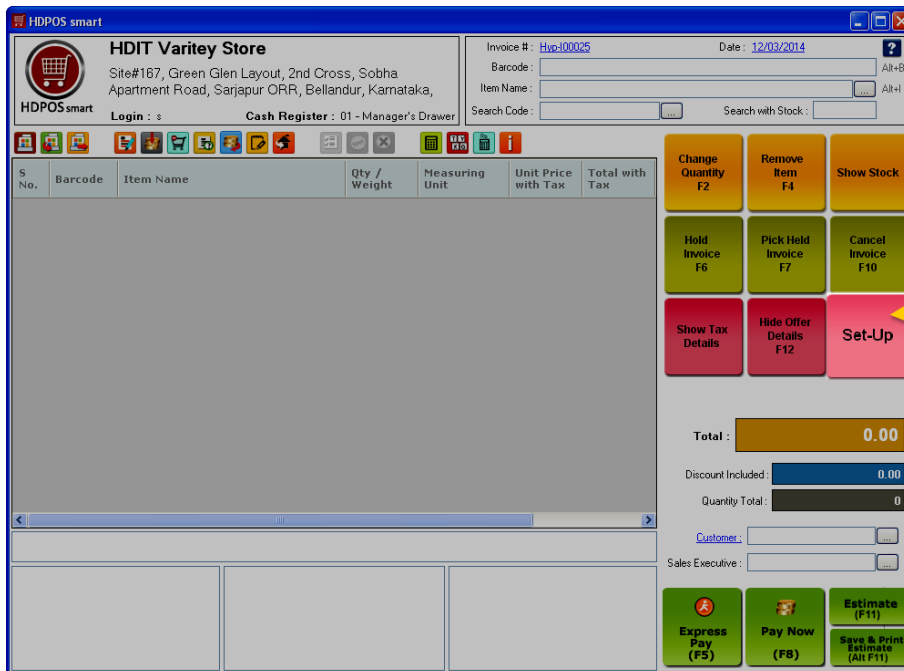
There are some instances where you may have different invoice formats for different customers. In that case it is essential to be able to choose the report at the time of printing.

In HDPOS smart we have provided a setting for the same, if this setting is enabled user will be prompted to select the printer and the invoice format to be printed.

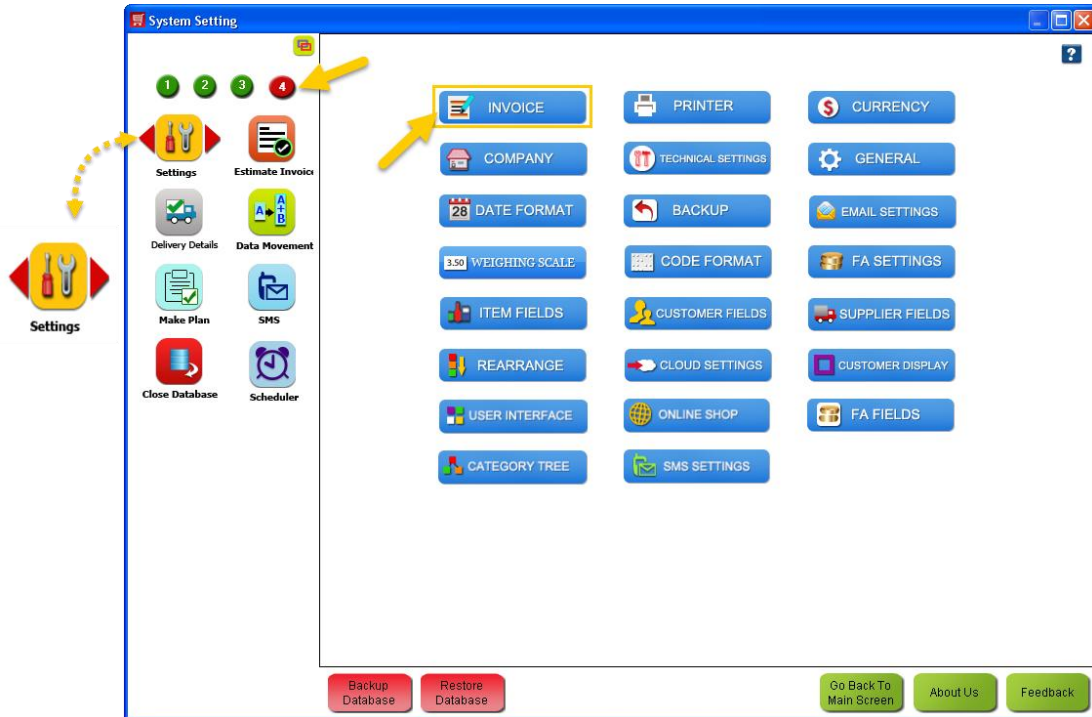
Below are steps to Enable the required setting and print your invoice by selecting the right invoice format.

## Step 1: Enable the required setting in Settings - Invoice

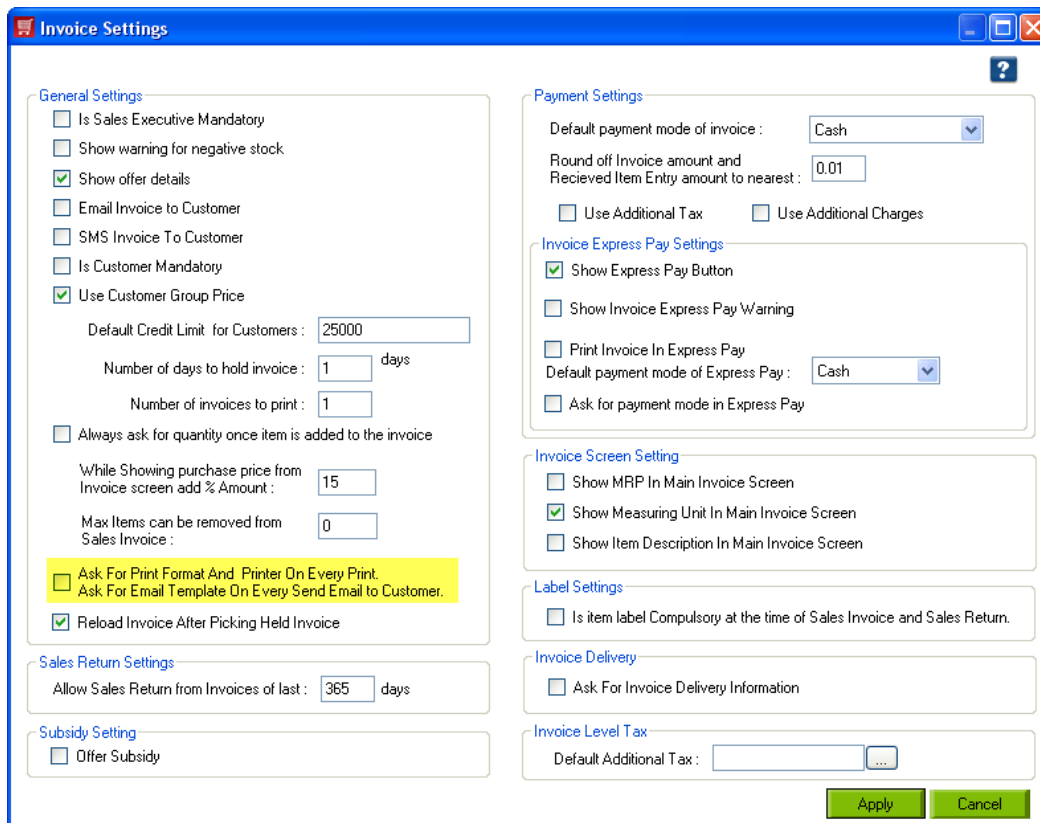
1. Run **HDPOSsmart**.
2. From **Main Invoice** screen, select **Set-Up**.



3. From 4<sup>th</sup> page of **Set-Up** select **Setting-Invoice**.



4. In **Invoice Setting** screen that opens as shown below you will see a checkbox **Ask For Print Format And Printer On Every Print. Ask For Email Template On Every Send Email To Customer.**





5. Click the checkbox to enable this feature and click on **Apply** button.

**Invoice Settings**

**General Settings**

- Is Sales Executive Mandatory
- Show warning for negative stock
- Show offer details
- Email Invoice to Customer
- SMS Invoice To Customer
- Is Customer Mandatory
- Use Customer Group Price

Default Credit Limit for Customers : 25000

Number of days to hold invoice : 1 days

Number of invoices to print : 1

- Always ask for quantity once item is added to the invoice

While Showing purchase price from Invoice screen add % Amount : 15

Max Items can be removed from Sales Invoice : 0

- Ask For Print Format And Printer On Every Print.  
Ask For Email Template On Every Send Email to Customer.
- Reload Invoice After Picking Held Invoice

**Sales Return Settings**

Allow Sales Return from Invoices of last : 365 days

**Subsidy Setting**

- Offer Subsidy

**Payment Settings**

Default payment mode of invoice : Cash

Round off Invoice amount and Received Item Entry amount to nearest : 0.01

- Use Additional Tax
- Use Additional Charges

**Invoice Express Pay Settings**

- Show Express Pay Button
- Show Invoice Express Pay Warning
- Print Invoice In Express Pay

Default payment mode of Express Pay : Cash

- Ask for payment mode in Express Pay

**Invoice Screen Setting**

- Show MRP In Main Invoice Screen
- Show Measuring Unit In Main Invoice Screen
- Show Item Description In Main Invoice Screen

**Label Settings**

- Is item label Compulsory at the time of Sales Invoice and Sales Return.

**Invoice Delivery**

- Ask For Invoice Delivery Information

**Invoice Level Tax**

Default Additional Tax : ...

**Apply** **Cancel**

## Step 2: Create your invoice and select your invoice format

1. Go to **Main Invoice** screen and select item to make invoice.
2. Click on **Pay Now**.



HDPOS smart  
HDIT Variety Store  
Green Glen Layout, 2nd cross, Shoba apt. road,  
Bellandur, Bangalore, Karnataka.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: hvp-100029 Date: 15/05/2014  
Barcode: [ ] Alt+B  
Item Name: [ ] Alt+I  
Search Code: [ ] Search with Stock: [ ]

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00053	Bandani Dress Material	1	meter	Rs. 250	Rs. 250
2	T00051	Green Embroidery Dress Material	1	meter	Rs. 281	Rs. 281
3	T00024	Ladies Trousers-Women-Grey-T00024	1	Qty	Rs. 3,300	Rs. 3,300
4	T00022	Bell Bottom-Women-Black-T00022	1	Qty	Rs. 2,100	Rs. 2,100

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Hold Invoice (F7), Cancel Invoice (F10), Show Tax Details, Hide Offer Details (F12), Set-Up

Total: **Rs. 5,931**  
Discount Included: Rs. 0  
Quantity Total: 4  
Customer: Deepika A  
Sales Executive: [ ]

Buttons: Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt+F11)



- 3. In the **Pay Now** screen that opens as shown below enter all required details and click on **Save & Print** button at the bottom of screen.

Pay Now  
Invoice Number : hvp-100029

Customer Info  
Customer: Deepika A Alt+C Sales Executive: [ ] Alt+S  
Available Credit Limit: Rs. 25,000 Customer Email: [ ] Send email to Customer  
Customer Mobile Number: 7895489056 Send sms to Customer

Invoice Info  
Total Before roundoff: Rs. 5,931 Quantity Total: 4  
Roundoff Amount: Rs. 0 Number of Items: 4  
Total: Rs. 5,931 Discount Included: Rs. 0  
Tax Included: Rs. 239

Tax Details:  
Sale Tax Rs. 208  
Vat 12.5% Rs. 31

Payment Detail  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Pending Amount: Rs. 0  
Cash: Rs. 5,931

Amount Received: [Rs. 5,931] Alt+A [ ] Alt+P

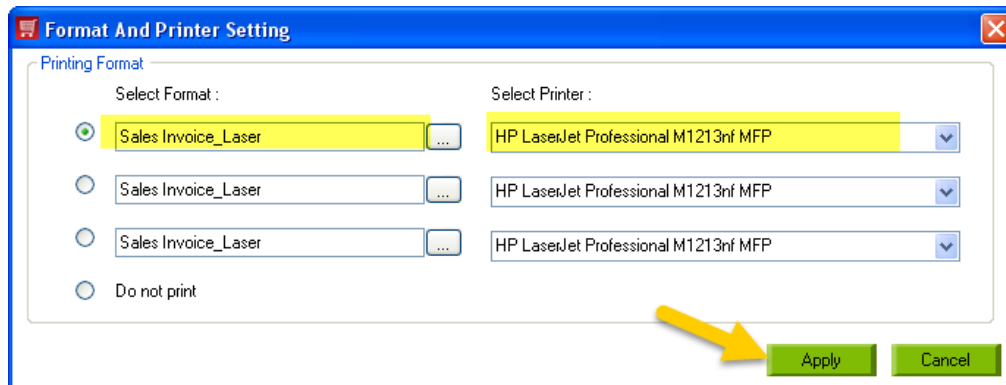
Note: [ ] Pick Message

Total Received Amount: Rs. 5,931  
Returnable Balance: Rs. 0  
Save Returnable Amount as Customer Advance (F4) [ ]

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



4. In the **Format And Printer Setting** screen that comes up select the invoice format in **Select Format** and select the printer in **Select Printer**.



5. Click on **Apply** button to get the desired print.