

How to allow Manual Discount in Invoice?



HDPOS smart Tutorials

HDPOS smart allows for providing 'manual discount' on items while creating an invoice. When using a manual discount, other discounts and offers cannot be used.

For using manual discount, appropriate settings need to be done in HDPOS.

STEP 1: Change settings to allow manual discount

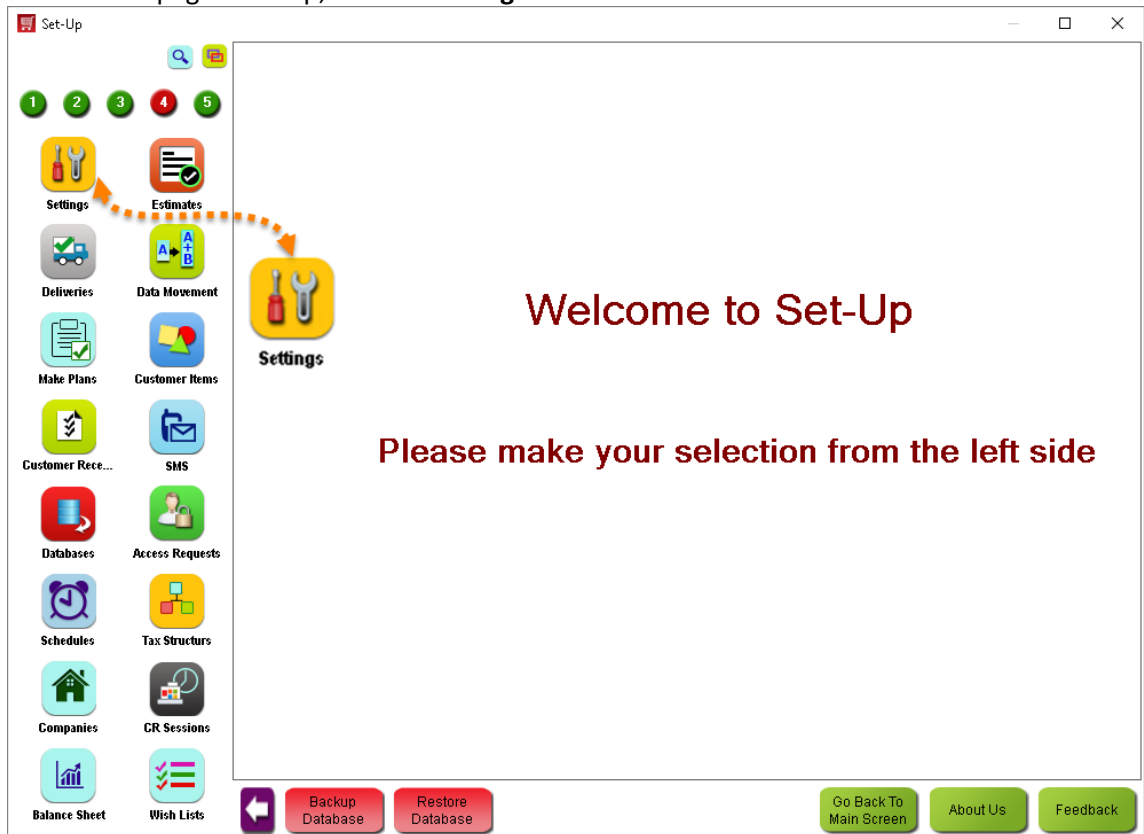
1. Run HDPOSsmart, and Click on **Setup**

The screenshot shows the HDPOS Smart application interface for 'Hyper Drive Grocery Store'. The window title is 'HDPOS Smart'. The store name is 'Hyper Drive Grocery Store' with address 'Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka'. The login is 'HDAdmin' and the cash register is '01 - Manager's Drawer'. The invoice number is 'Hyp-100010' and the date is '10/12/2016'. The interface includes a table with columns: S No., Barcode, Item Name, Qty / Weight, Measuring Unit, Unit Price with Tax, and Total with Tax. On the right side, there are several buttons: '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', and 'Set-Up'. Below these buttons, there are fields for 'Total : 0.00', 'Discount Included : 0.00', 'Quantity Total : 0', 'Customer :', and 'Sales Executive :'. At the bottom right, there are buttons for 'Express Pay (F5)', 'Pay Now (F8)', 'Estimate (F11)', and 'Save & Print Estimate (Alt F11)'. An orange dashed arrow points from the 'Set-Up' button in the main interface to a larger 'Set-Up' button on the right side of the image.





2. From the 4th page of setup, click on **Settings**.



3. Click on **Invoice**





4. Click on **Page 2**

Invoice Settings

Page1 Page2

Warnings

- Show warning for negative stock
- Show warning when sales price is less than purchase price
- Show warning when item expiration date is earlier than today

Operations

- Always ask for quantity once item is added to the invoice
- Always ask for price change once item is added to the invoice
 - Mark price down by % by default
- Ask For Print Format And Printer On Every Print.
- Ask For Email Template On Every Send Email to Customer.
- Ask For Hold Note
- Change Price On Enter Key
- Accept Search Code in Item Name
- Accept Barcode in Item Name
- Warn when item not found on PDS Main

Number of invoices to print :
Number of Customer Receipts to Print : [Search with Stock Settings](#)

Customer

- Is Customer Mandatory
- Use Customer Group Price
- Email Invoice to Customer Always Send Email
- SMS Invoice To Customer
- Collect Credit Card and Food Coupon Commission Expense From Customer

Bottom Panels

- Show Offer Details
- Show Hold Note Panel
- Show Dining Table Panel
- Mark Table as Available On Invoice Complete

Invoice Screen Grid

- Show Measuring Unit Column
- Show Item Description In Column
- Show MRP Column
- Show Item Images in Main Invoice Screen

Totals

- Show Invoice Total Before Discount
- Add all quantity in invoice for total quantity
- Allow Invoice DR Advance Booking with Zero Grand Total
- Allow Advance Booking Document With Zero Booking Amount

Payment Settings

Default payment mode :

- Show Returnable Amount PopUp
- Round off Invoice amount to nearest :
- Apply Additional Tax
Default Additional Tax :
- Apply Additional Charges
- Is Use Finance Agency

Invoice Express Pay Settings

- Show Express Pay Button
- Show Invoice Express Pay Warning
- Print Invoice In Express Pay
- Default payment mode of Express Pay :
- Ask for payment mode in Express Pay
- Show Express Pay Returnable Amount PopUp

Apply Cancel

5. Check the **Use only Manual Discount** checkbox.

Invoice Settings

Page1 Page2

Sales Executive

- Is Sales Executive Mandatory
- Calculate Sales Executive Commission on Grand Total with Additional Charges
- Show Invoice Item Level Sales Executive Panel
 - Show Invoice Level Sales Executive Also
 - Apply Commission to Sales Invoice
 - Apply Commission only for Items without Item Level Executive

Invoice Delivery

- Ask For Invoice Delivery Information

Label Settings

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

Subsidy

- Offer Subsidy

Other Settings

Max Items can be removed from Sales Invoice :
Number of days to hold invoice : days
While Showing purchase price from Invoice screen add % Amount :

Invoice Token Settings

- Delete Attached Tokens when Invoice is Cancelled

Pictorial Billing Settings

- Allow to Scan or Search Item

Manual Discount

- Use Only Manual Discount


Apply Cancel





6. If any active offers are available, a message is displayed informing you about the same. Click on **OK**.

Information

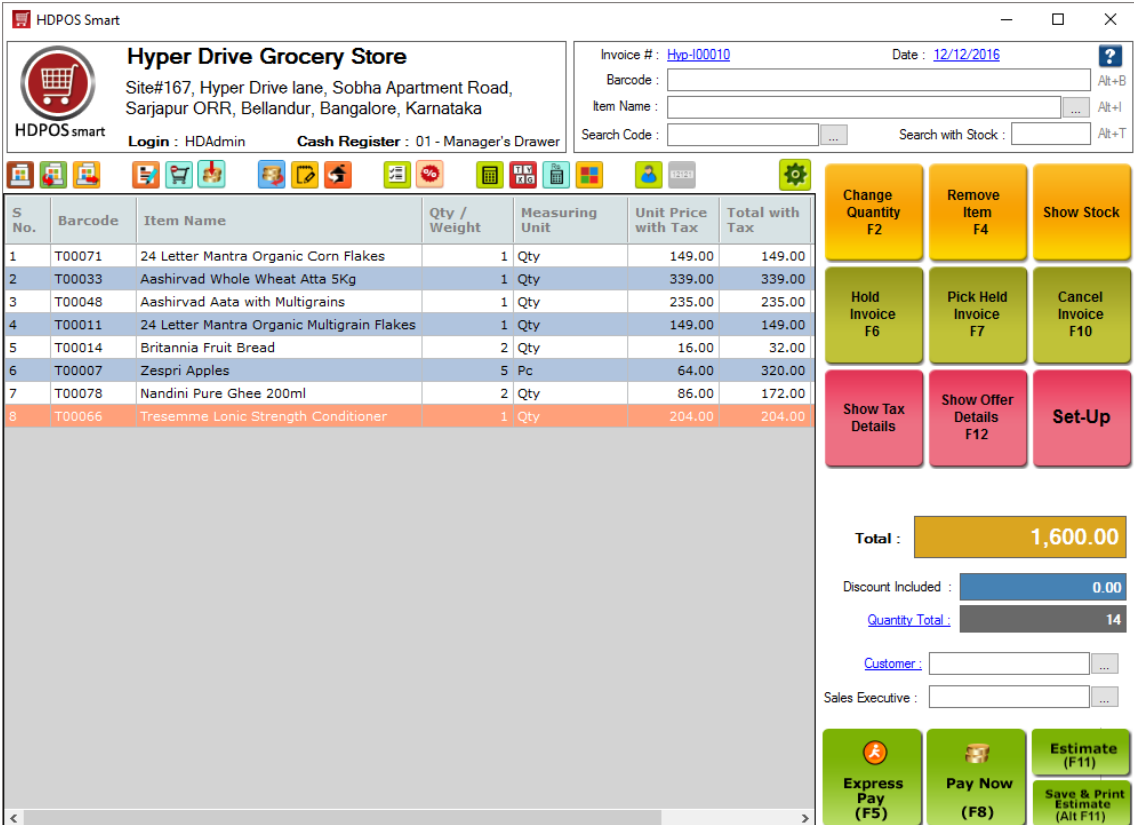
 You have activate the system define offer.
In order to use manual discount, all system define offer will have to be deactivated.

OK

7. Disable all offers, and repeat steps 1 to 5.
8. Click on **Apply**

STEP 2: Using Manual Discount in Invoice

1. Add items to invoice screen



HDPOS Smart

Hyper Drive Grocery Store
Site#167, Hyper Drive lane, Sobha Apartment Road,
Sarjapur ORR, Bellandur, Bangalore, Karnataka

Invoice #: Hyd-100010 Date: 12/12/2016

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

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	T00071	24 Letter Mantra Organic Corn Flakes	1	Qty	149.00	149.00
2	T00033	Aashirvad Whole Wheat Atta 5Kg	1	Qty	339.00	339.00
3	T00048	Aashirvad Aata with Multigrains	1	Qty	235.00	235.00
4	T00011	24 Letter Mantra Organic Multigrain Flakes	1	Qty	149.00	149.00
5	T00014	Britannia Fruit Bread	2	Qty	16.00	32.00
6	T00007	Zespri Apples	5	Pc	64.00	320.00
7	T00078	Nandini Pure Ghee 200ml	2	Qty	86.00	172.00
8	T00066	Tresemme Ionic Strength Conditioner	1	Qty	204.00	204.00

Total : 1,600.00

Discount Included : 0.00
Quantity Total : 14
Customer :
Sales Executive :

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

2. Select an item for which a discount is to be allowed





- Click on **Apply Manual Discount**  toolbar button

HDPOS Smart

Hyper Drive Grocery Store
 Site#167, Hyper Drive lane, Sobha Apartment Road,
 Sarjapur ORR, Bellandur, Bangalore, Karnataka

Invoice #: [Hyp-100010](#)
 Barcode :
 Item Name :
 Search Code :

HDPOS smart Login : HDAdmin Cash Register : 0 Manager's Drawer

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00071	24 Letter Mantra Organic Corn Flakes	1	Qty	149.00	149.00
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7	T00078	Nandini Pure Ghee 200ml	2	Qty	86.00	172.00
8	T00066	Tresemme Lonic Strength Conditioner	1	Qty	204.00	204.00

- Enter the discount value – either an amount or a percentage to be applied either on the basic price of the item, or the price after tax.

Add Manual Discount [X]

Barcode : T00066
 Item Name : Tresemme Lonic Strength Conditioner

Discount Amount
 Discount Percentage (%)

Apply Discount After Tax Apply Discount Before Tax

Original Item Basic Price : **193.36**
 Original Item Sales Price : **204.00**
 Item Quantity : **1.00**
 Discount Percentage : **6.86** %
 Discount Amount Before Tax : **13.27**
 Total Item Sales Price After Tax : **204.00**
 Discount Amount After Tax : **14.00**
 Discounted Total Sales Price : **190.00**

Reason for Discount :





5. Enter a note for the discount, if needed.
6. Click on **OK**
7. Repeat Steps 1 to 5 to apply discount for more items.
8. Proceed with the billing.

NOTE: To cancel the manual discount applied on an item, click on manual discount toolbar button after selecting the item, and click on **Cancel Discount**.

Add Manual Discount [Close]

Barcode : T00066
Item Name : Tresemme Lonic Strength Conditioner

Discount Amount
 Discount Percentage (%)

Apply Discount After Tax Apply Discount Before Tax

Original Item Basic Price :	193.36
Original Item Sales Price :	204.00
Item Quantity :	1.00
Discount Percentage :	6.86 %
Discount Amount Before Tax :	13.27
Total Item Sales Price After Tax :	204.00
Discount Amount After Tax :	14.00
Discounted Total Sales Price :	190.00

Reason for Discount :

A discount of 14 has been allowed on Tresemme Lonis Strength Conditioner

Cancel Discount **OK (F8)** **Cancel**