

## How to Clone an existing Invoice?

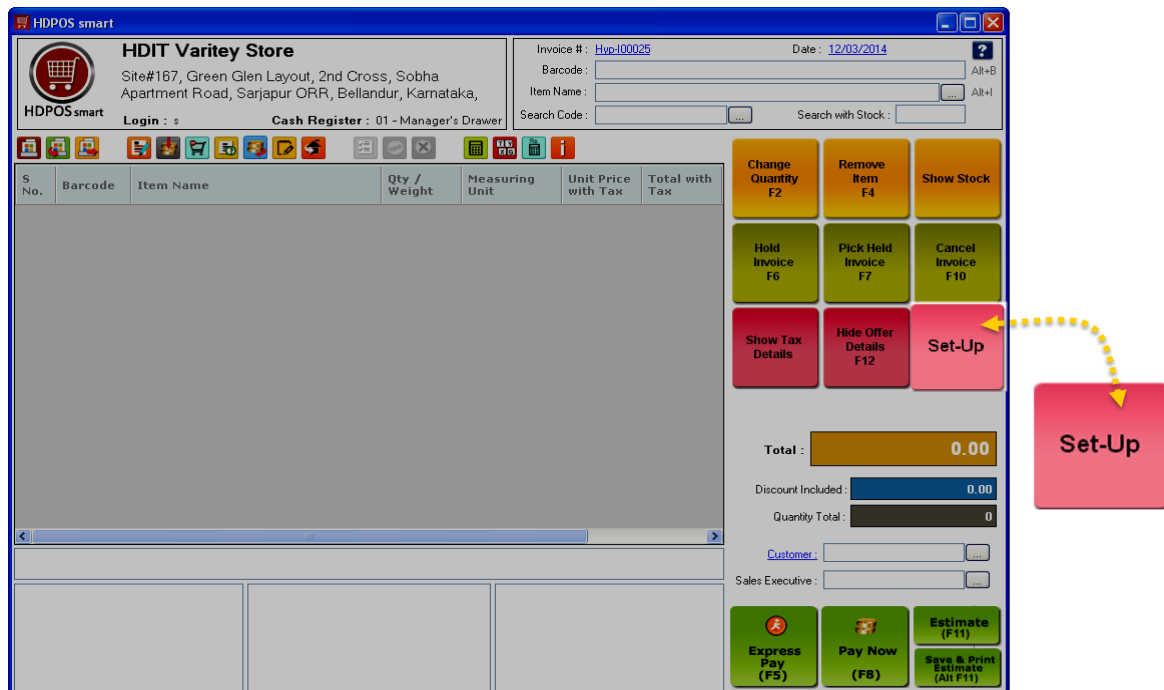


HDPOS smart Tutorials

Clone is nothing but making a copy of something. There are many instances where we have a regular customer who takes bulk supply of the same items regularly. In this case we can avoid the procedure of scanning each and every item again and again by simply cloning any of the customer's previous invoices.

Here is how you would do that

1. Run **HDPOS smart**.
2. From **Main Invoice screen** select **Set-Up**.



3. From **1<sup>st</sup>** page of **Set-Up** select **Sales Invoice**.



4. From **'Manage Sales Invoice'** screen select the invoice which you want to **Clone** and click on **'Clone Invoice'** option from the tool strip.





5. This will open the selected invoice in the Main Invoice screen.
6. You can now make changes to the quantity/price or add/ remove any items as you would do in a normal invoice.

HDPOS smart

**HDIT Variety Store**  
Site #167, Green Glen Layout, Sobha Apartment Road,  
Bellandur, Bangalore, Karnataka, 560130.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDI400123 Date: 27/05/2014  
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	T00009	Besan	1	Qty	137.40	137.40
2	T00002	Fancy Baby clip	1	Qty	158.25	158.25
3	T00005	Ladies Belt	1	Qty	572.50	572.50
4	T00003	Panasonic hair Dryer	1	Qty	1,055.00	1,055.00

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 : 1,923.15  
Discount Included: 0.00  
Quantity Total: 4  
Customer:   
Sales Executive:

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

7. Click on **Express Pay (F5)** to complete your sale.

**Note:** The cloned invoice will be treated just like a new invoice and will have a new invoice number.