

# How to Collect Partial Penalty From Customers?



HDPOS smart Tutorials

Sometimes, the customer would not be able to pay the full amount including the penalty and the pending invoice amount. You would need to collect only a part of the pending invoice amount and a part of the penalty amount.

The steps to collect partial penalty in HDPOS Smart is as given below:

1. Run **HDPOS Smart**
2. Click on **Setup** button.

Hyper Drive Mart  
Outer Ring Road, Bellanduru, Bengaluru, Karnataka, 560103.  
Login : HDAdmin    Cash Register : 01 - Manager's Drawer

Invoice #: Hyp-100001    Date : 26/05/2015

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
-------	---------	-----------	--------------	----------------	---------------------	----------------

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)

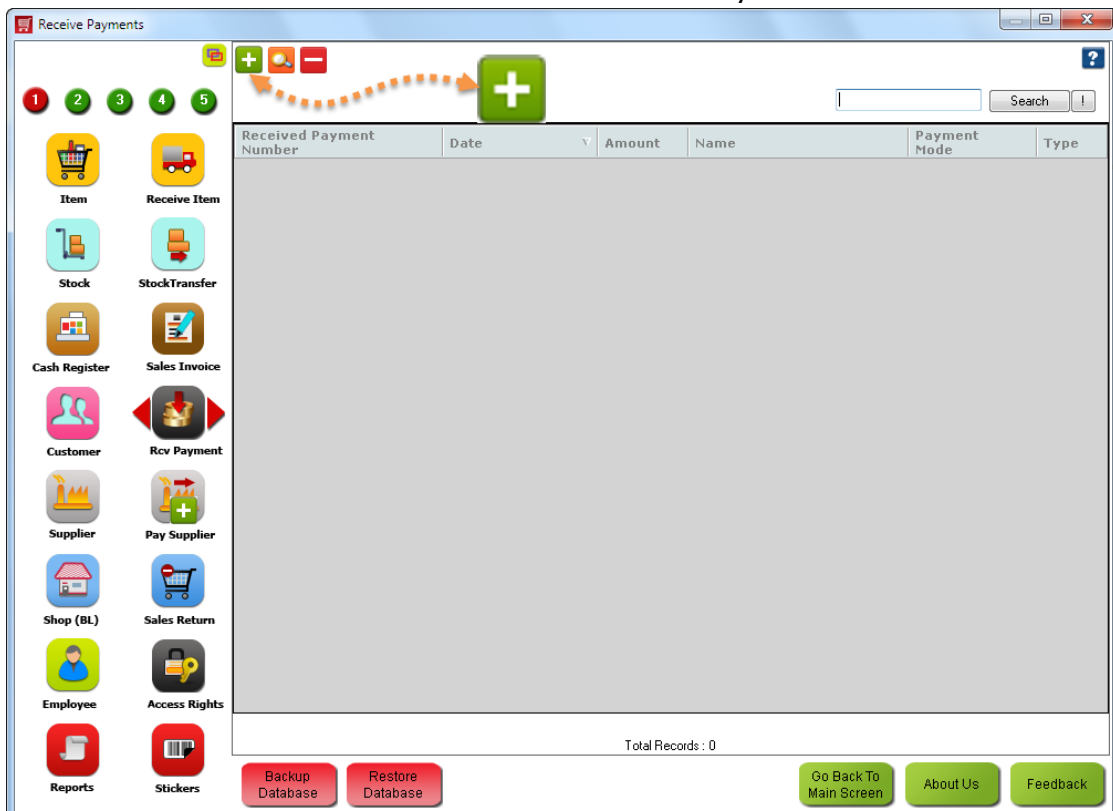
Set-Up



3. From the first page of setup, click on **Rcv Payment**



4. Click on **Add** button to create a new 'Received Payment' document.





5. Select the customer.

6. Select the invoices from the list of pending invoices for completing the payment in the 'Invoice Info' section.

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Penalty Amount	Actual Penalty Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Hyp-100005	01/06/2015	1,000.00	500.00	20.00	20.00	10.00	Adjust Balance

7. Enter the pending invoice amount that is being collected from the customer in the **Adjusted Amount** column.

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Penalty Amount	Actual Penalty Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Hyp-100005	01/06/2015	1,000.00	500	20.00	20.00	20.00	Adjust Balance

Adjusted Amount  
500



8. Enter the partial penalty amount that is being collected from the customer in the **Adjusted Penalty Amount** column.

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Penalty Amount	Actual Penalty Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Hyp-100005	01/06/2015	1,000.00	500.00	20.00	20.00	10	Adjust Balance

**Adjusted Penalty Amount**  
10

9. Observe that the total amount is the sum of the 'Adjusted Amount' and the 'Adjusted Penalty Amount'.

Receive Payment

Received Payment Number : Hyp-RP00002      Date : 16/07/2015

Business Location : Hyper Drive Mart      Select Cash Register : 01 - Manager's Drawer

Customer Info  
Customer : Anamika Roy      Customer Email : anamika\_roy@hyperdrive  
Other Pending Amount : 0.00      Customer Mobile No : 9663167930

Clear Other Pending Amount :  Current Payable Amount : 0.00

Invoice Info

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Penalty Amount	Actual Penalty Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Hyp-100005	01/06/2015	1,000.00	500.00	20.00	20.00	10.00	Adjust Balance

Payment Detail

Total Selected Payable Amount : **510.00**      Pending Amount : **510.00**

Cash   Card   Store Credit   Discount   Gift Card   Bank Transfer   Cheque   Food Coupon

Amount Received : 0.00      Ctrl+P

Remaining Amount After This Payment : **510.00**      Total Received Amount : **0.00**

Note :      Total Commission Expense : **0.00**      Returnable Balance : **0.00**

Save Returnable Amount as Customer Advance (F4) :

**Save & Print (F5)**   **Save (F8)**   **Cancel**

10. Select the appropriate payment modes for the creation of receive payment document, and click on **Save**.