



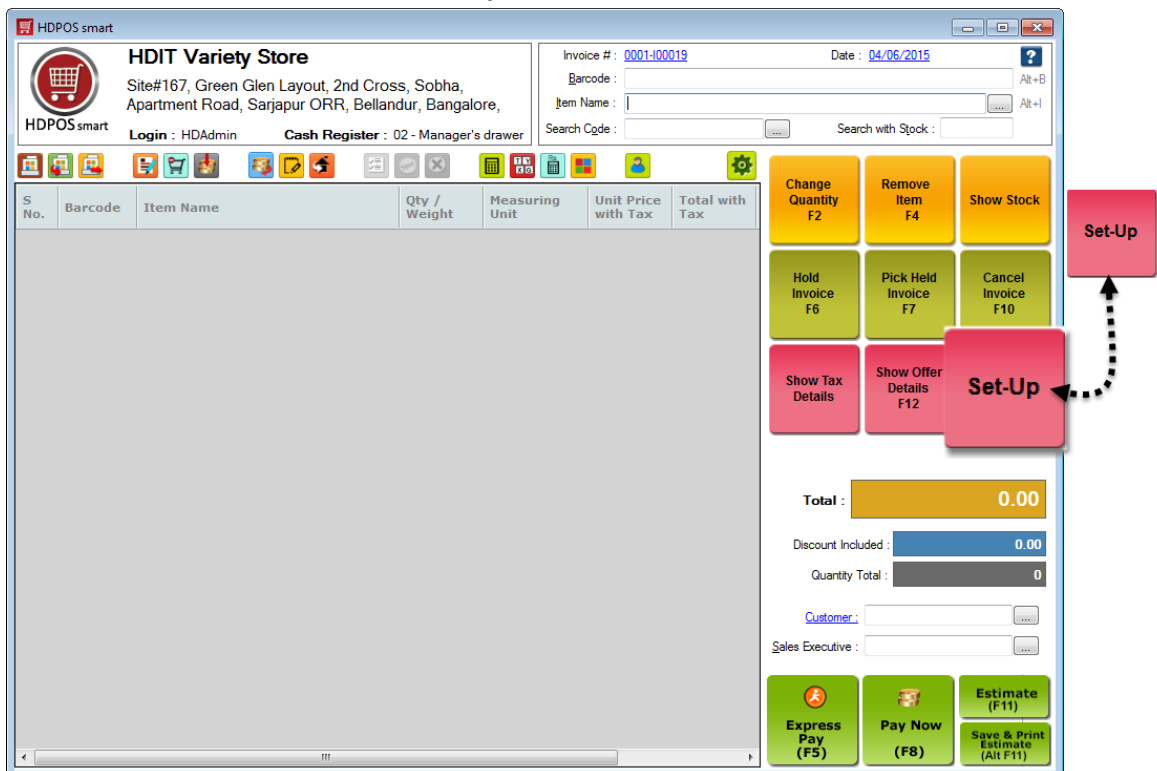
How to cancel issued gift card by deleting the invoice in HDPOS smart?

The steps below will guide you on how to cancel issued gift card by **Sales Invoice**.

- [Step1: Issue Gift Card Item.](#)
- [Step2: Make an invoice of Gift Card.](#)
- [Step3: Cancel issued Gift Card.](#)

Step1: To issue a Gift Card Item in HDPOS smart, follow the steps below.

- Run **HDPOSsmart**.
- From Main Invoice screen, click on **Set-Up**.



- From the 1st page of Set-Up, click on **Item**.

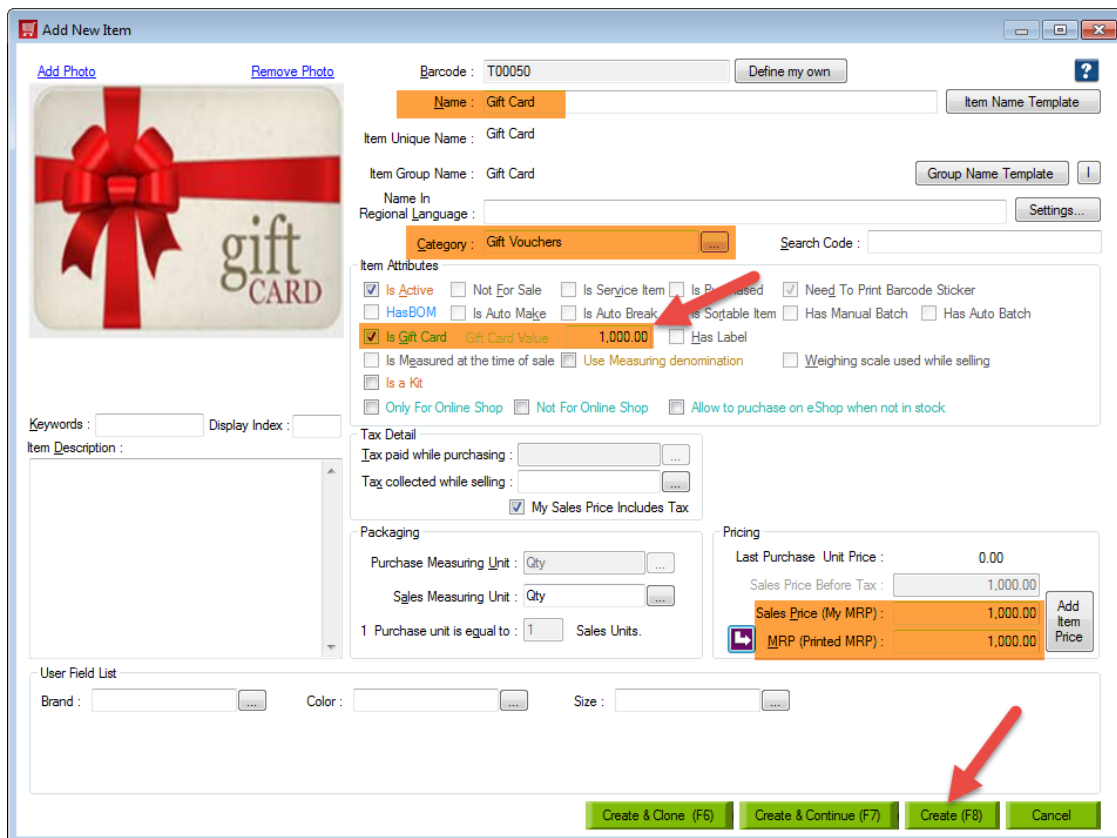




- From **Manage Items** screen, click on **Add Item** button.



- In the **Add Item** screen, enter the **name** and **category** of item.
 - Check the checkbox is **Gift Card**.
 - When this check box is checked, **Gift Card Value** field will be displayed beside it. Enter a value of Gift Card in that field.
 - Enter the **Sales Price** that is same as Gift Card Value. Enter a value for **MRP** also.
 - Click on **Create**.





Step2: To make a Sales invoice for Gift Card item, follow the steps below.

- From the main screen, select the gift card item that you created from **Step1**.
- Click on **Pay Now**.

HDPOS smart

HDIT Variety Store
Site#167, Green Glen Layout, 2nd Cross, Sobha,
Apartment Road, Sarjapur ORR, Bellandur, Bangalore,
Login : HDAdmin Cash Register : 02 - Manager's drawer

Invoice # : 0001-100019 Date : 04/06/2015
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
1	T00050	Gift Card	1	Qty	1,000.00	1,000.00

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 : 1,000.00
Discount Included : 0.00
Quantity Total : 1
Customer : Adam Wately
Sales Executive : Vijay k

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

- **Gift Card Number** screen will be displayed.
- Click on **Get Code** button to give a number for Gift Card (OR) you can type a number for Gift Card.
- Click on **OK**.



Gift Card Number

Item Name	Gift Card Number	Generate Code	Gift Card Value	Gift Card Price
Gift Card	G4QU3CF1AG	Get Code	1000	1,000.00

Print Gift Card : **OK(F8)** **Cancel**

- In the **Pay Now** screen, enter the amount to be paid. Click on **Save**.

Pay Now

Invoice Number : 0001-100019

Customer Info
Customer : Adam Wately Alt+C Sales Executive : Vijay k Alt+S
Available Credit Limit : 50,000.00 Customer Email : adamwately@gmail.com Send email to Customer
Customer Mobile Number : 9099966445 Send sms to Customer

Invoice Info
Total Before roundoff : 1,000.00 Quantity Total : 1
Roundoff Amount : 0.00 Number of Items : 1
Total : 1,000.00 Discount Included : 0.00
Tax Included : 0.00

Payment Detail
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Amount Received : 1,000.00 Alt+A Ctrl+P
Pending Amount : 0.00
Cash : 1,000.00

Note : Pick Message Total Commission Expense : 0.00
Goods Delivered : Print Delivery Challan : Total Received Amount : 1,000.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

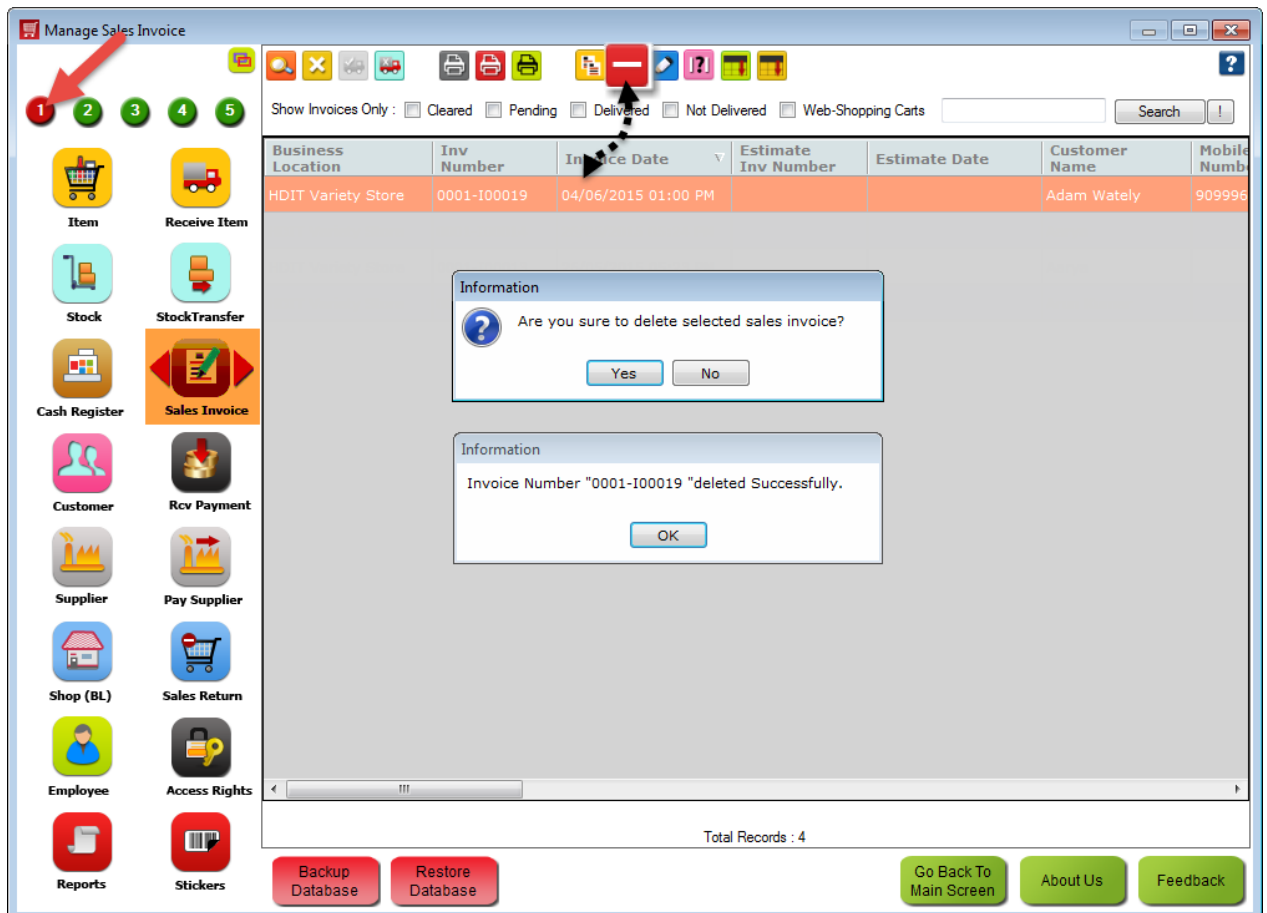
Save & Print Estimate (F11) **Save Estimate (F12)** **Save & Print Booking (F6)** **Save Booking (F7)** **Save & Print Invoice (F5)** **Save Invoice (F8)** **Cancel**





Step3: Cancel issued Gift Card item by Delete Invoice, follow the steps below.

- From 1st page, click on **Sales Invoice**.
- From **Manager Sales Invoice** screen. Select the **Sales Invoice** for which you want to cancel issued gift card.
- Click on **Delete Invoice** button.
- You will get **Information** window “**Are you sure to delete selected sales invoice**”.
- Click on **Yes** button than you will see **deleted successfully** window.
- Click on **OK** button.
- The sales Invoice will get deleted.



- In 3rd page, click on **Gift Card**.
- From **Manage Gift Card** screen. You can see that there is no Gift Card showing on the screen.
- The gift card associated with the deleted sales invoice also got deleted.



Manage Gift Card

1 2 3 4 5

Gift Card Number Gift Card Amount Gift Card Balance Status Gift Card Issue Date

Gift Card

Total Records : 0

Backup Database Restore Database Go Back To Main Screen About Us Feedback

The interface includes a sidebar with icons for Loyalty, Customer Gp., Offer, Tax, Bank Branch, Bank Account, Email Templates, Notes, Rounding Off, Gift Card, Daily Sales, Send FA Data, Sales Vs Purchase, Document Notes, and Price List. A search bar and filter options (Show All, Show Issued Gift Card, Show Cancelled Gift Card, Show Zero Balance Gift Card) are located at the top right of the main area.