

How to change Customer of an existing invoice?



HDPOS smart Tutorials

HDPOS smart allows you to change the customer for an already created invoice if the invoice does not include credit transactions, i.e., the invoice does not have advance amount, approve pending, cheque, or store credit as payment mode.

The steps to change customer for an already created invoice is as given below:

1. Run **HDPOS smart**.
2. Click on **Set-Up**.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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3. Click on **Sales Invoice**

Set-Up

1 2 3 4 5

Item Receive Item

Stock Stock Transfer

Cash Register Sales Invoice

Customer Rcv Payment

Supplier Pay Supplier

Shop(BL) Sales Return

Employee Access Rights

Reports Stickers

Backup Database Restore Database

Go Back To Main Screen About Us Feedback

Welcome to Set-Up

Please make your selection from the left side

Sales Invoice

4. Select the invoice, and click on **Change Customer** toolbar button

Manage Sales Invoice

1 2 3 4 5

Item Receive Item

Stock Stock Transfer

Cash Register Sales Invoice

Customer Rcv Payment

Supplier Pay Supplier

Shop(BL) Sales Return

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From Date : 19/01/2016 To Date : 19/01/2016 Apply Date

Show Invoices Only : Cleared Pending Delivered Not Delivered Web Order

Business Location	Inv Number	Invoice Date	Estimate Inv Number	Estimate Date	Customer Name	Finan Agenc
Hyper Drive Garment Store	Hyp-100012	19/01/2016 11:56 AM			Anamika Roy	
Hyper Drive Garment Store	Hyp-100011	17/03/2015 12:52 PM			Sindhura M	
Hyper Drive Garment Store	Hyp-100010	17/03/2015 12:51 PM				
Hyper Drive Garment Store	Hyp-100009	17/03/2015 12:50 PM			Mahesh V	
Hyper Drive Garment Store	Hyp-100008	17/03/2015 12:41 PM			Mahesh V	
Hyper Drive Garment Store	Hyp-100007	17/03/2015 12:33 PM			Raj Shekhar	
Hyper Drive Garment Store	Hyp-100006	17/03/2015 12:31 PM			Srujana V	
Hyper Drive Garment Store	Hyp-100005	17/03/2015 12:31 PM			Sindhura M	
Hyper Drive Garment Store	Hyp-100004	17/03/2015 12:30 PM				
Hyper Drive Garment Store	Hyp-100003	17/03/2015 12:29 PM			Raj Shekhar	
Hyper Drive Garment Store	Hyp-100002	17/03/2015 12:28 PM			Sindhura M	
Hyper Drive Garment Store	Hyp-100001	17/03/2015 12:27 PM			Srujana V	

Total Records : 12



5. Select the appropriate customer

Change Invoice Customer

Invoice No. : Hyp-100011

Customer : Anamika Roy

OK Cancel

6. Click on **OK**.

Note:

When the customer is changed, loyalty transaction of previously selected customer is reversed, and appropriate loyalty points are awarded for the newly selected customer, if applicable.

Also, if the newly selected customer was eligible for an offer or an additional discount by way of pricelist, the same is not applied while changing the customer.

You can also change the customer from View Sales Invoice screen.