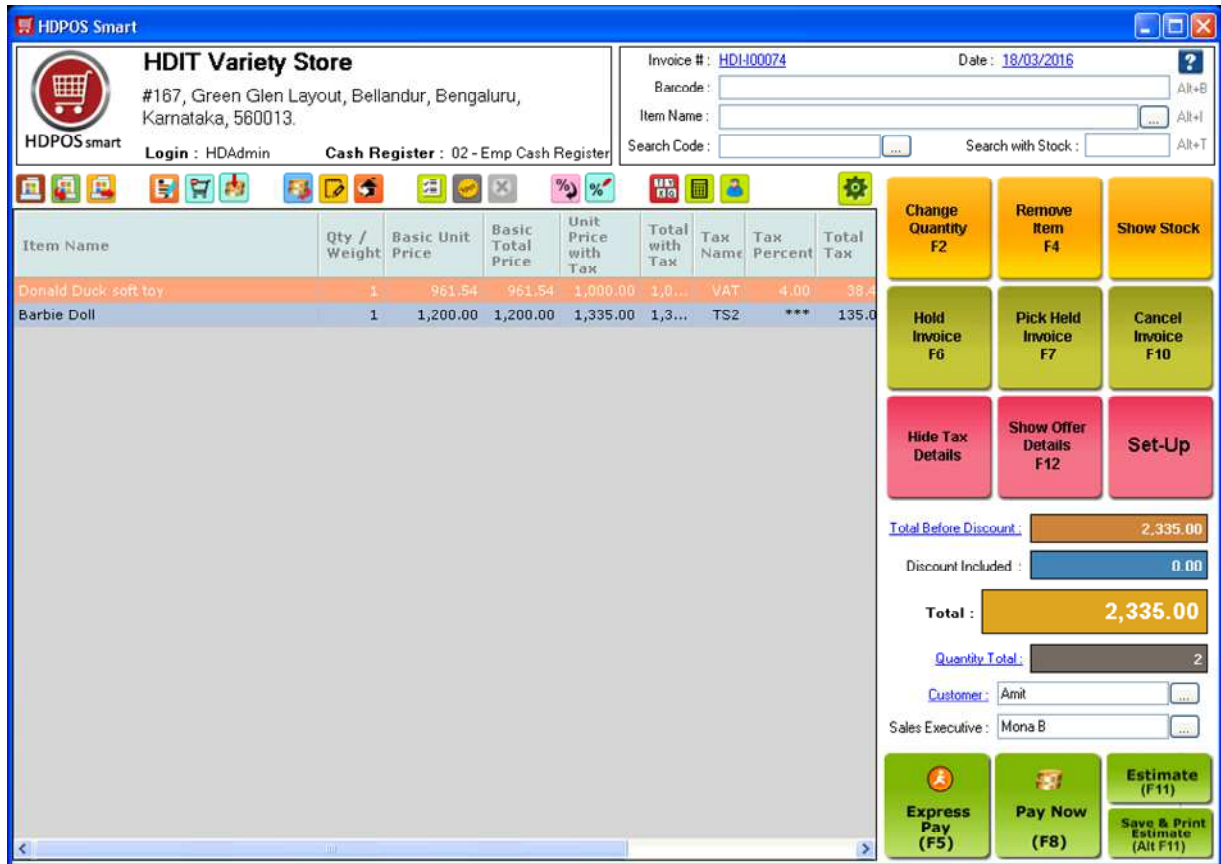




How to change price of an item in HDPOS Smart?

To change price of an item in HDPOS smart from main invoice screen, follow the steps below.

1. Run HDPOS smart.
2. Add items to invoice by scanning its barcode or searching for that item.



3. Select the item that has simple tax and click on **Change Item Price** button from the tool strip, to change its price.





4. You will see the **Change Price** screen as shown below.

- You can see the old sales price and MRP.
- Enter the new **Sales Price** and **MRP** directly in the field
- You can also choose to select the **%Increase By** or **%Decrease By** to enter new sales price. If you choose any one of these buttons, then enter the percentage with which you want to increase or decrease.
- You can either change the Base Price or Price with tax.
- Check the checkbox **“New Base Price”** if you want to change the base price.
- You can also mention the reason for changing the price.
- If you want to change price permanently then check the checkbox **“Apply Change permanently”**.
- Click on **Change** button.

Code : T00007
Name : Donald Duck soft toy

Old Price : 1,000.00
Old MRP : 1,000.00

% Increase By % Decrease By

Percentage :

New Base Price :

New Price (with tax) :

New MRP :

Price Change Reason :

Apply Change Permanently

5. You can see the changed price if an item. Then click on Pay Now to generate invoice.