

How to change the sales tax of an item while making a sales invoice?




HDPOS smart Tutorials

Sometimes you may need to change the sales tax of items based on your customers. There may be situations where you need to sell the same item with different taxes. So it becomes necessary to change the sales tax while making invoices.

The sales tax can be either Simple Tax or Tax Structure.

To change the sales tax of an item while making the sales invoice, follow the steps below.

1. Run HDPOS smart.

- You can see 2 buttons  in the main screen tool strip to change the tax. You can add them to the tool bar from the available buttons from Manage Tool Strip Button screen.

Check this tutorial link for help on this:

How to rearrange buttons on main screen tool strip?

<http://www.hdpos.in/ReportHandler.ashx?TutorialId=hd-20150723-1232-15808-158-00000-000>.



3. Add items to the main screen for the sales invoice.
 - a. Select an item and click on **Change Tax** button.
 - b. You can see that the selected item has VAT tax applied on it.

HDPOS smart

HDIT Variety Store
#167, Green Glen Layout, Bellandur, Bengaluru, Karnataka, 560013.
080-42717700, 9900473575
Login : HDAdmin Cash Register : 02 - Emp Cash Register

Invoice #: HDH00068 Date: 16/03/2016

Barcode: _____ Alt+B
Item Name: _____ Alt+I
Search Code: _____ Search with Stock: _____ Alt+T

S No.	Barcode	Item Name	Qty / Weight	Basic Unit Price	Basic Total Price	Unit Price with Tax	Total with Tax	Tax Name	Tax Percent	Total Tax
1	T00001	Hot wheels Blue Car	1	1,260.00	1,260.00	1,398.60	1,398.60	TS1	***	138.60
2	T00043	Barbie Doll	1	1,442.31	1,442.31	1,500.00	1,500.00	VAT	4.00	57.69
3	T00008	Bat Man	1	961.54	961.54	1,000.00	1,000.00	VAT	4.00	38.46

Change Quantity F2 Remove Item F4 Show Stock
Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10
Hide Tax Details Show Offer Details F12 Set-Up

Total Before Discount: 3,898.60
Discount Included: 0.00
Total: 3,898.60
Quantity Total: 3
Customer: Amit
Sales Executive: Vishwa S

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

4. You will see the **Tax Manager** screen as shown below. Select the tax which you want and click on **OK**.



Tax Manager

Search [] [!] [→]

Tax Name	Tax Percent	Is Tax Structure	Is Maintain Seperate Financial Transaction
Catering Levy	2	No	No
CST	3	No	No
Service Tax	5	No	No
TS1		Yes	N/A
TS2		Yes	N/A
TS3		Yes	N/A
VAT	4	No	No
VAT 2.5	2.5	No	No

Total Records : 5

OK Cancel

5. You can see the tax got changed and applied accordingly on item.

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Barcode: [] Alt+B
Item Name: [] Alt+I
Search Code: [] Search with Stock: [] Alt+T

S No.	Barcode	Item Name	Qty / Weight	Basic Unit Price	Basic Total Price	Unit Price with Tax	Total with Tax	Tax Name	Tax Percent	Total Tax
1	T00001	Hot wheels Blue Car	1	1,260.00	1,260.00	1,398.60	1,398.60	TS1	***	138.60
2	T00043	Barbie Doll	1	1,442.31	1,442.31	1,500.00	1,500.00	VAT	4.00	57.69
3	T00008	Bat Man	1	961.54	961.54	990.39	990.39	CST	3.00	28.85

Change Quantity (F2) **Remove Item (F4)** **Show Stock**

Hold Invoice (F6) **Pick Held Invoice (F7)** **Cancel Invoice (F10)**

Hide Tax Details **Show Offer Details (F12)** **Set-Up**

Total Before Discount: 3,888.99
Discount Included: 0.00
Total: 3,888.99

Quantity Total: 3
Customer: Amit
Sales Executive: Vishva S

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

6. Select another item that has tax structure applied on it and click on **Change Tax** button.



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Invoice #: HDI100068 Date: 16/03/2016

Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock: Alt+T

Login: HDAdmin Cash Register: 02 - Emp Cash Register

S No.	Barcode	Item Name	Qty / Weight	Basic Unit Price	Basic Total Price	Unit Price with Tax	Total with Tax	Tax Name	Tax Percent	Total Tax
1	T00001	Hot wheels Blue Car	1	1,260.00	1,260.00	1,398.60	1,398.60	TS1	***	138.60
2	T00043	Barbie Doll	1	1,442.31	1,442.31	1,500.00	1,500.00	VAT	4.00	57.69
3	T00008	Bat Man	1	961.54	961.54	990.39	990.39	CST	3.00	28.85

Change Quantity F2 Remove Item F4 Show Stock
Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10
Hide Tax Details Show Offer Details F12 Set-Up

Total Before Discount: 3,888.99
Discount Included: 0.00
Total: 3,888.99
Quantity Total: 3
Customer: Anit
Sales Executive: Vishva S

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

7. You will see the **Tax Manager** screen as shown below. Select the tax you want and click on **OK**.

Tax Manager

Search ! ->

Tax Name	Tax Percent	Is Tax Structure	Is Maintain Seperate Financial Transaction
Catering Levy	2	No	No
CST	3	No	No
Service Tax	5	No	No
TS1		Yes	N/A
TS2		Yes	N/A
TS3		Yes	N/A
VAT	4	No	No
VAT 2.5	2.5	No	No

Total Records : 5

OK Cancel



8. You can see the tax got changed and applied accordingly on the item. Click on **Pay Now** button.

HDPOS Smart

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Login : HDAdmin Cash Register : 02 - Emp Cash Register

Invoice #: HDI00068 Date: 16/03/2016
Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock: Alt+T

S No.	Barcode	Item Name	Qty / Weight	Basic Unit Price	Basic Total Price	Unit Price with Tax	Total with Tax	Tax Name	Tax Percent	Total Tax
1	T00001	Hot wheels Blue Car	1	1,260.00	1,260.00	1,310.40	1,310.40	VAT	4.00	50.40
2	T00043	Barbie Doll	1	1,442.31	1,442.31	1,500.00	1,500.00	VAT	4.00	57.69
3	T00008	Bat Man	1	961.54	961.54	990.39	990.39	CST	3.00	28.85

Change Quantity F2 **Remove Item F4** **Show Stock**

Hold Invoice F6 **Pick Held Invoice F7** **Cancel Invoice F10**

Hide Tax Details **Show Offer Details F12** **Set-Up**

Total Before Discount: 3,800.79
Discount Included: 0.00
Total: 3,800.79
Quantity Total: 3
Customer: Amit
Sales Executive: Vishwa S

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

9. Enter the amount and click on **Save Invoice** button.



Pay Now

Invoice Number : HDI-100068 Invoice Date : 16/03/2016

Customer Info

Customer : Amit Sales Executive : Vishva S Additional Charges

Available Credit Limit : 25,000.00 Customer Email : Send email to Customer Freight : 0.00

Customer Mobile Number : Send sms to Customer Packing : 0.00

Invoice Info

Total Before roundoff :	3,800.79	Quantity Total :	3	Tax Details :	CST	28.85
Roundoff Amount :	0.00	Number of Items :	3		VAT	108.09
Total :	3,800.79	Discount Included :	0.00			
		Tax Included :	136.94			

Payment Detail

Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon

Amount Received : 3,800.79 Pending Amount : 0.00

Cash : 3,800.79

Note : Total Commission Expense : 0.00 Total Received Amount : 3,800.79

Goods Delivered : Print Delivery Challan : 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**