

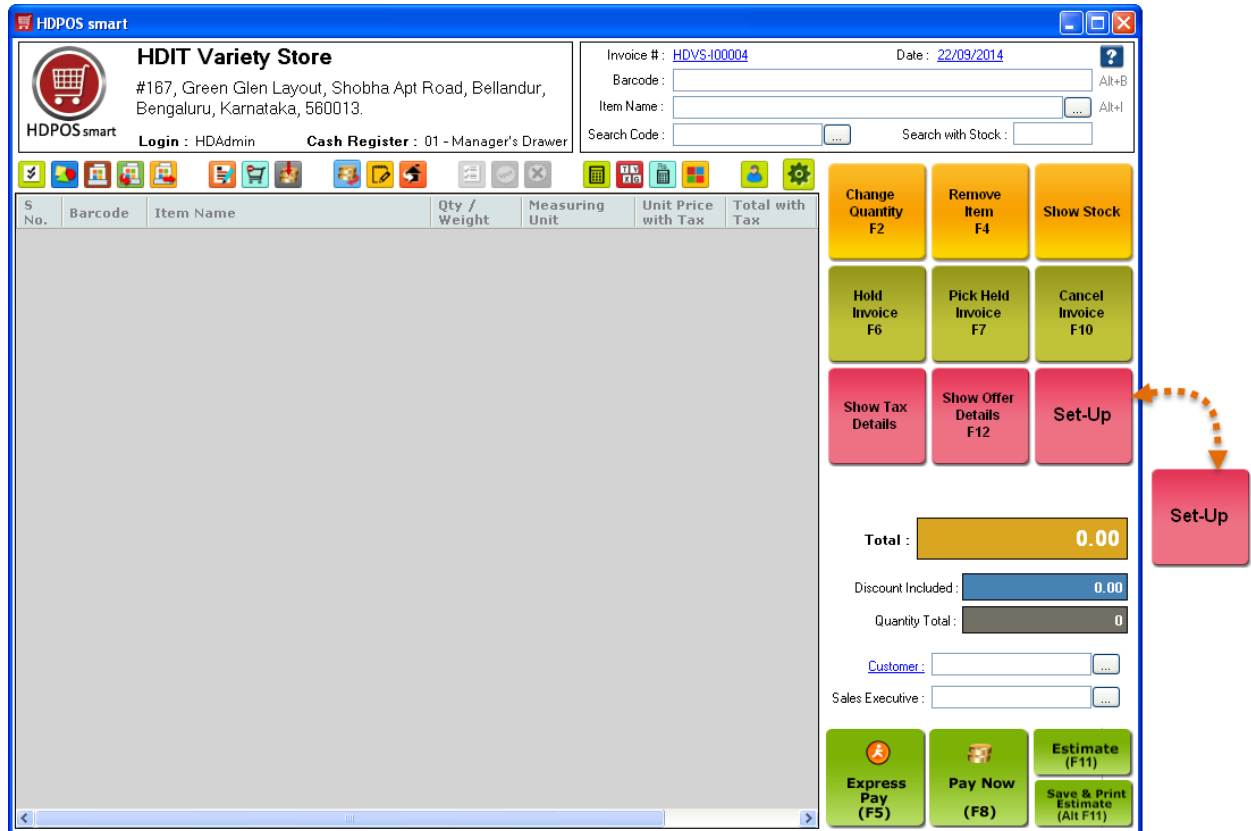
How to combine multiple estimates into a single sales invoice?



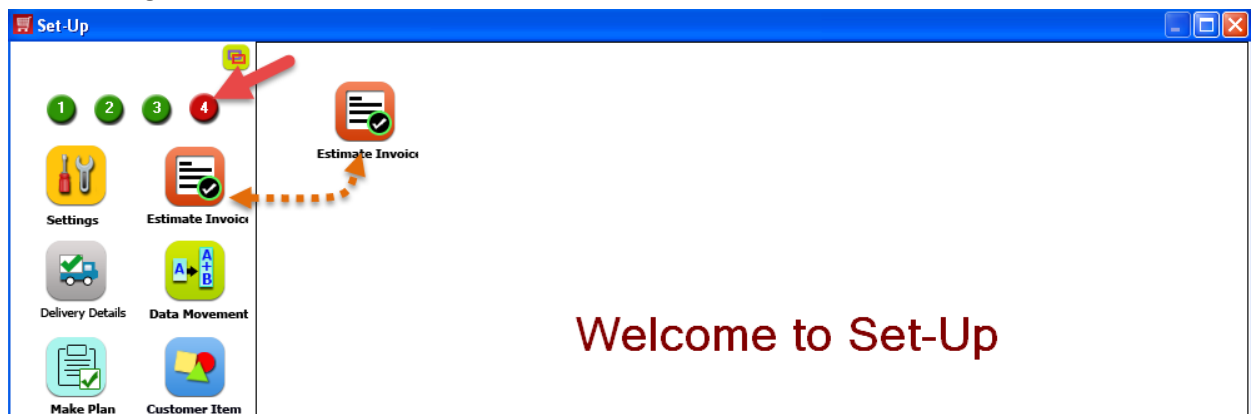
HDPOS smart Tutorials

To combine multiple estimated into a single sales invoice, follow the steps below.

1. Run **HDPOS smart**. From Main screen, click on **Set-Up**.



2. Go to 4th Page. Click on **Estimate Invoice**.





- From **Estimate Invoice Manager**, select the estimates which you want to combine to make a single invoice and click on **Convert Multiple Estimates into Single Invoice** button.

Note: To select multiple estimates, press down the ctrl button and click on estimate.

The screenshot shows the 'Manage Estimate Invoice' application window. The left sidebar contains various menu items, with 'Estimate Invoice' highlighted. The main area displays a table with the following data:

Hold Note	Customer Name	Invoice Note	Grand Total	Estimate Date	Estimate Number	Business Location
	Arun Kumar		1,450.00	22/09/2014 05:32 PM	HDVS-EI00003	HDIT Variety Stor
	Arun Kumar		900.00	22/09/2014 05:32 PM	HDVS-EI00002	HDIT Variety Stor
	Arun Kumar		3,500.00	22/09/2014 05:20 PM	HDVS-EI00001	HDIT Variety Stor

At the bottom of the window, there are buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'. The status bar at the bottom indicates 'Total Records : 3'.



4. You can see all items from selected estimate invoices added into main screen.

HDPOS smart

HDIT Variety Store
#187, Green Glen Layout, Shobha Apt Road, Bellandur, Bengaluru, Karnataka, 560013.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDVS-100015 Date : 25/09/2014
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	T00010	Flex Cable	3	Qty	500.00	1,500.00
2	T00011	Battery Cover	2	Qty	450.00	900.00
3	T00008	Battery	2	Qty	800.00	1,600.00
4	T00007	Charger	1	Qty	700.00	700.00
5	T00004	Bandani Dress Material	1	meter	250.00	250.00
6	T00009	LCD Display	1	Qty	900.00	900.00

Show Stock

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

Total : 5,850.00

Discount Included: 0.00
Quantity Total: 10

Customer: Arun Kumar
Sales Executive: Ram K

Express Pay (F5) **Pay Now (F8)** **Cancel (F10)**

5. As you can see from above image, **Change Quantity**, **Remove Item**, **Hold Invoice**, and **Pick Held Invoice** some functionality keys are missing from main screen as they are not required while making invoice from estimate.

6. You can click on **Express Pay** or **Pay Now** to complete the invoice.



7. Click on **Save** to complete the invoice.

Pay Now Invoice Number : HDVS-100015

Customer Info
Customer : Arun Kumar Alt+C Sales Executive : Ram K Alt+S
Available Credit Limit : 10,000.00 Customer Email : Send email to Customer
Customer Mobile Number : Send sms to Customer

Invoice Info
Total Before roundoff : 5,850.00 Quantity Total : 10
Roundoff Amount : 0.00 Number of Items : 6
Total : 5,850.00 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 : 5,850.00 Alt+A Ctrl+P
Pending Amount : 0.00
Cash : 5,850.00

Note : Total Commission Expense : 0.00
Total Received Amount : 5,850.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance :

Goods Delivered : Print Delivery Challan :