



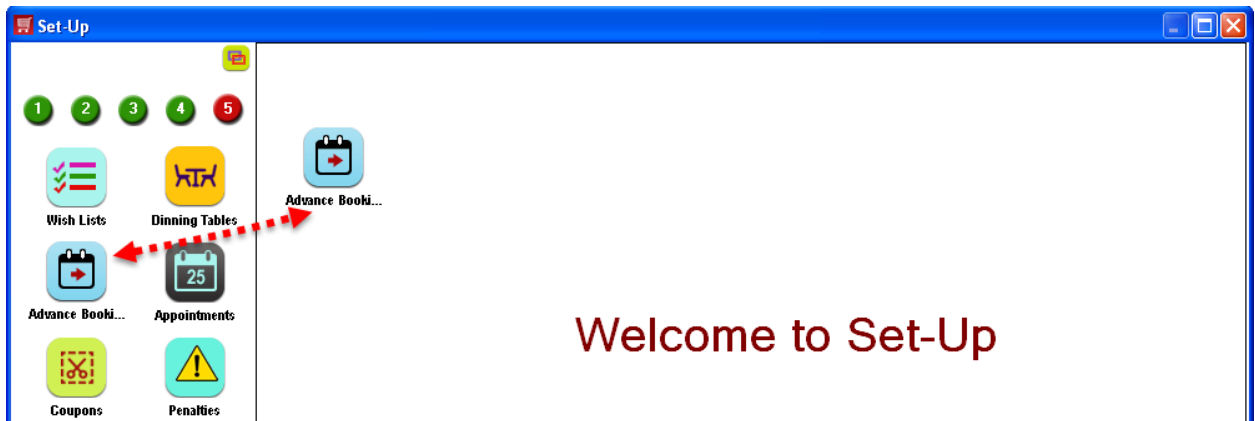
How to convert an advance booking document into sales invoice?

Steps to convert an advance booking document into sales invoice are as given below:

1. Run **HDPOS smart** and click on **Set-Up** button.

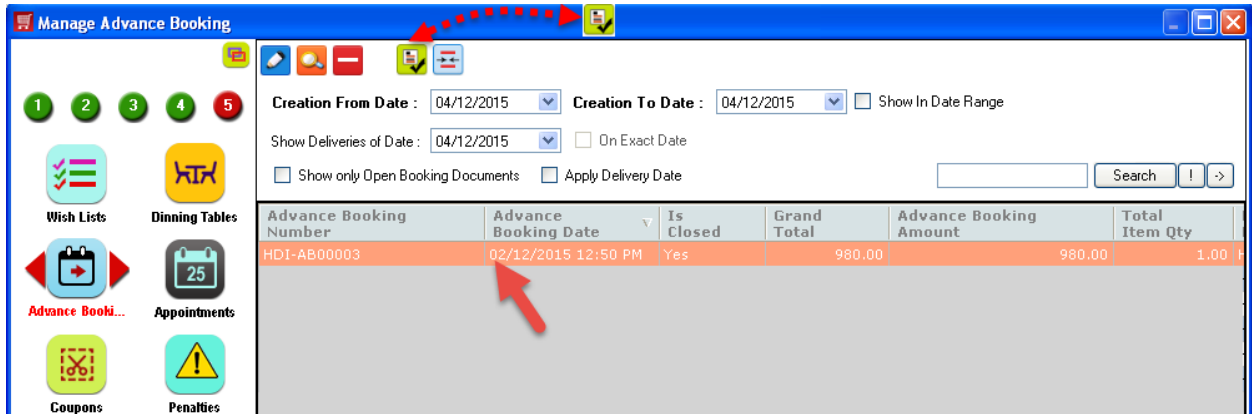


2. From the **Set-up** screen, go to 5th page and click on **Advance Booking** button.

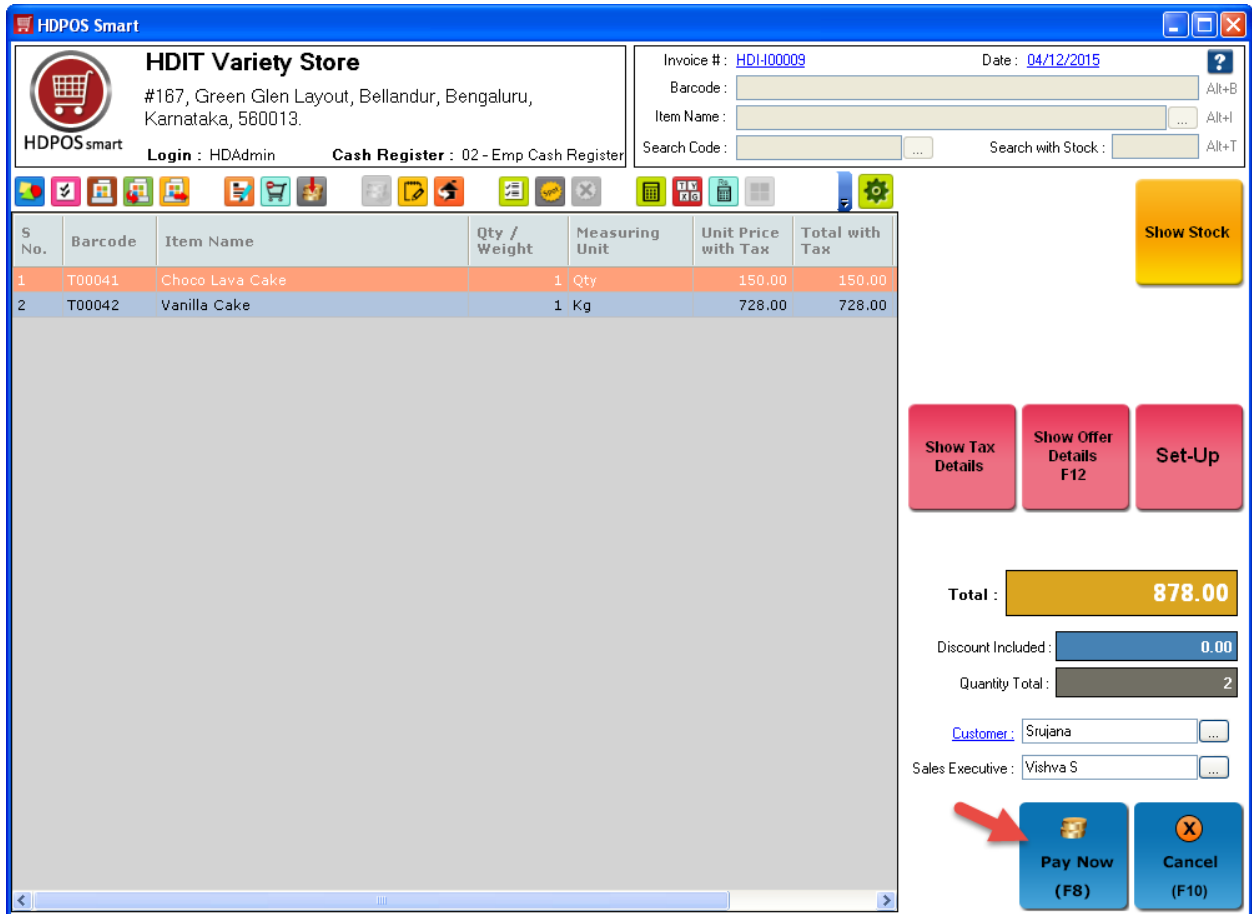




3. It will bring you to **Manage Advance Booking** screen.
 - a. Select the advance booking document that you want to convert into sales invoice.
 - b. Click on **Convert Advance Booking to Invoice** button from the Manage Advance Booking screen.



4. It will bring you to the **Main** screen where you have to click on **Pay Now**.





5. Enter the amount to be paid and click on **Save Invoice** button.

Pay Now Invoice Number : HDI-100009

Customer Info
 Customer: Srujana Alt+C Sales Executive: Vishva S Alt+S
 Available Credit Limit : 18,348.25 Customer Email : srujana@gmail.com Send email to Customer
 Customer Mobile Number : 9591984114 Send sms to Customer

Invoice Info
 Total Before roundoff : 878.00 Quantity Total : 2
 Roundoff Amount : 0.00 Number of Items : 2
 Total : 878.00 Discount Included : 0.00
 Tax Included : 42.86

Tax Details
 Catering Levy 2.70
 Service Tax 6.76
 VAT 33.41

Payment Detail
 Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
 Amount Received : 778.00 Alt+A Ctrl+P
 Pending Amount : 0.00
 Cash : 778.00
 Advance Booking : 100.00

Note : Pick Message
 Goods Delivered : Print Delivery Challan :
 Total Commission Expense : 0.00
 Total Received Amount : 878.00
 Returnable Balance : 0.00
 Save Returnable Amount as Customer Advance (F4) :

Save & Print Invoice (F5) **Save Invoice (F8)** **Cancel**

Note: You can click on Save & Print button if you want to save it and give a print of sales invoice bill to the customer.

6. Go to 5th page and click on **Advance Booking** icon. You can see the Is Closed status of Advance Booking Document entry as Yes for which you made a sales invoice. Select this advance booking entry and click on Show Linked Documents button.

Manage Advance Booking

Creation From Date : 04/12/2015 Creation To Date : 04/12/2015 Show In Date Range
 Show Deliveries of Date : 04/12/2015 On Exact Date
 Show only Open Booking Documents Apply Delivery Date

Advance Booking Number	Advance Booking Date	Is Closed	Grand Total	Advance Booking Amount	Total Item Qty
HDI-AB00004	01/12/2015 11:58 AM	Yes	878.00	100.00	2.00

Navigation icons: 1, 2, 3, 4, 5, Wish Lists, Dining Tables, Advance Booking, Appointments, Coupons, Penalties



- You will see the following Advance Booking Manager screen, which shows the original advance booking entry ,edited advance booking entries(if there are any) and final sales invoice.

Inv Number	Advance Booking Number	Advance Booking Date	Is Closed	Grand Total	Advance Booking Amount	Total Item
	HDI-AB00004	01/12/2015 11:58 AM	Yes	878.00	100.00	
HDI-I00009	HDI-AB00004	01/12/2015 11:58 AM	No	878.00	100.00	