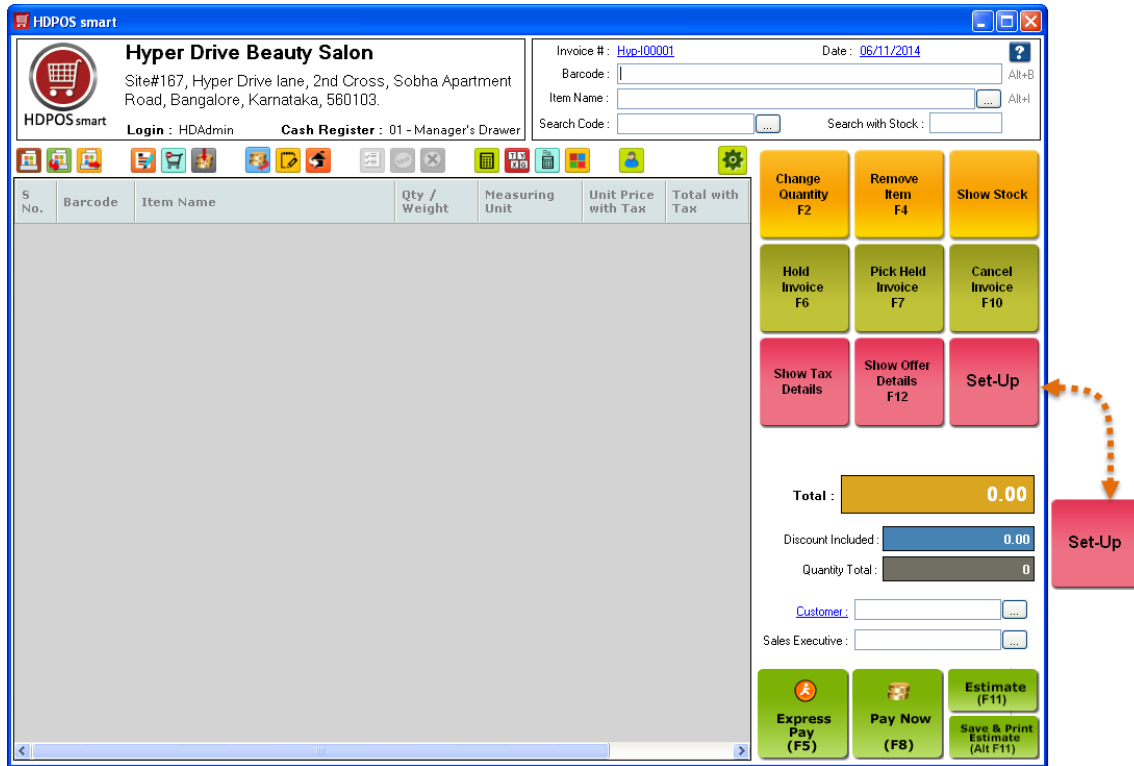




# How to convert an appointment into a sales invoice?

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



2. From 4<sup>th</sup> page of Set-Up, click on **Appointment**.





3. From **Appointment Manager**, click on **Add Appointment** button.

Appointment Manager

Start Date : 22/02/2017 12:00 AM Business Location : Supplier :  
End Date : 11:59 PM Customer : Employee :  
 Show Only Cancelled  
 Show Cancelled Also Search

Appointment Number	Appointment Title	Appointment Date	Duration	Customer Code	Customer	Customer Mobile Num
--------------------	-------------------	------------------	----------	---------------	----------	---------------------

Total Records : 0

Backup Database Restore Database Go Back To Main Screen About Us Feedback



4. In the **Add Appointment** screen that got opened, enter the required details. Click on **Save**.

### Add Appointment

Select Business Location :

Appointment Number :  Date :

Appointment Title :

Start Date :   End Date :   Duration :  hrs  mins

Search Code :  Status :

Employee :    Customer :  Supplier :

User Field List

Notes :

Pick Message

Item associated with appointment

Barcode :  Item Name :  Search Code :

S No.	Name	Barcode	Quantity
1	French Manicure	T00013	1.00
2	French pedicure	T00014	1.00

Send Email  Send SMS





5. You can see the added appointment as shown below. Select it and click on **Create Invoice** button.

The screenshot shows the 'Appointment Manager' software interface. At the top, there are search filters for Start Date (09/01/2015, 12:00 AM), End Date (11:59 PM), Business Location (Hyper Drive Beauty Salon), Supplier, Customer, and Employee. Below the filters are checkboxes for 'Show Only Cancelled' and 'Show Cancelled Also', and a 'Search' button. The main area is a table with columns: Appointment Number, Appointment Title, Appointment Date, Duration, Customer Code, Customer, and Customer Mobile. The table contains 17 records, with the first record (HDI-AP00006) highlighted in orange. Below the table, it says 'Total Records : 17'. On the left side, there is a vertical menu with icons for Settings, Estimate Invoice, Delivery Details, Data Movement, Make Plan, Customer Item, Customer Receipt, SMS, Close Database, Password, Scheduler, AMC, Tax Structure, Company, C.R Session, and Appointment. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'.

Appointment Number	Appointment Title	Appointment Date	Duration	Customer Code	Customer	Customer Mobile
HDI-AP00006	Beard Trimming	09/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00015	Beard trimming	09/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00004	French Pedicure	09/01/2015 10:30 AM	1 hr, 30 mins	C00005	Serena	11245639
HDI-AP00005	Manicure and Pedicure	09/01/2015 10:30 AM	1 hr, 30 mins	C00005	Serena	11245639
HDI-AP00016	Beard trimming	10/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00007	Beard Trimming	11/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00017	Beard trimming	11/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00018	Beard trimming	12/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00008	Beard Trimming	13/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00019	Beard trimming	13/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00020	Beard trimming	14/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00009	Haircut	15/01/2015 10:00 AM	1 hr, 0 mins	C00008	Shankar	25689011
HDI-AP00021	Beard trimming	15/01/2015 10:00 AM	20 mins	C00009	Sushmit Sen	22778590
HDI-AP00011	Haircut	18/01/2015 11:00 AM	1 hr, 0 mins	C00005	Serena	11245639



6. You can see the items associated with appointment are added to the sales invoice. You can add more items to the invoice if you want.

You can also see the customer name and employee name that were specified while creating the appointment are added to the sales invoice.

HDPOS smart

**Hyper Drive Beauty Salon**  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bangalore, Karnataka, 560103.  
Login : HDAdmin    Cash Register : 01 - Manager's Drawer

Invoice #: Hyp-100001    Date: 07/11/2014

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	T00004	Chocolate Facial	1	Qty	600.00	600.00

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

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

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

**Total : 600.00**

Discount Included :   
Quantity Total :

Customer :   
Sales Executive :

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



7. Click on **Pay Now**. Enter the amount to be paid .Click on **Save**.

**Pay Now** Invoice Number : Hyp-100001

**Customer Info**  
Customer: Roshini P Alt+C Sales Executive: Suma P Alt+S  
Available Credit Limit : 0.00 Customer Email : roshini@yahoo.com  Send email to Customer  
Customer Mobile Number :   Send sms to Customer

**Invoice Info**  
Total Before roundoff : 600.00 Quantity Total : 1  
Roundoff Amount : 0.00 Number of Items : 1  
Discount Included : 0.00  
Tax Included : 31.28  
Tax Details : VAT@5.5% 31.28

**Payment Detail**  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Amount Received : 600.00 Alt+A Ctrl+P  
Pending Amount : 0.00  
Cash : 600.00

Note :   Total Commission Expense : 0.00  
Total Received Amount : 600.00  
Returnable Balance : 0.00  
Save Returnable Amount as Customer Advance (F4) :

Goods Delivered:  Print Delivery Note:  **Save & Print Estimate (F11)** **Save Estimate (F12)** **Save & Print (F5)** **Save (F8)** **Cancel**