



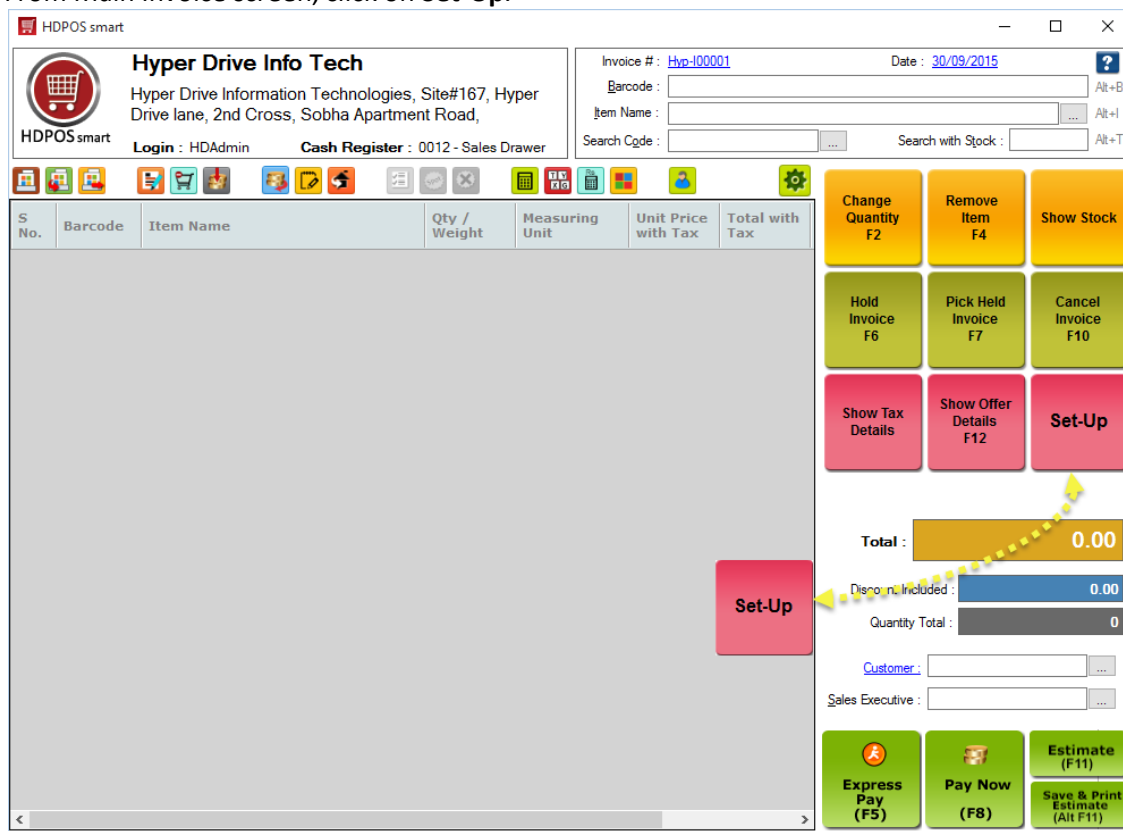
How to create a gift card item and make an invoice for it?

If you are selling Gift Cards in your store then those gift cards should be created as Items. Then you can make an invoice for it.

- **Step-1:** Create Gift Card Item.
- **Step-2:** Make an invoice of Gift Card.

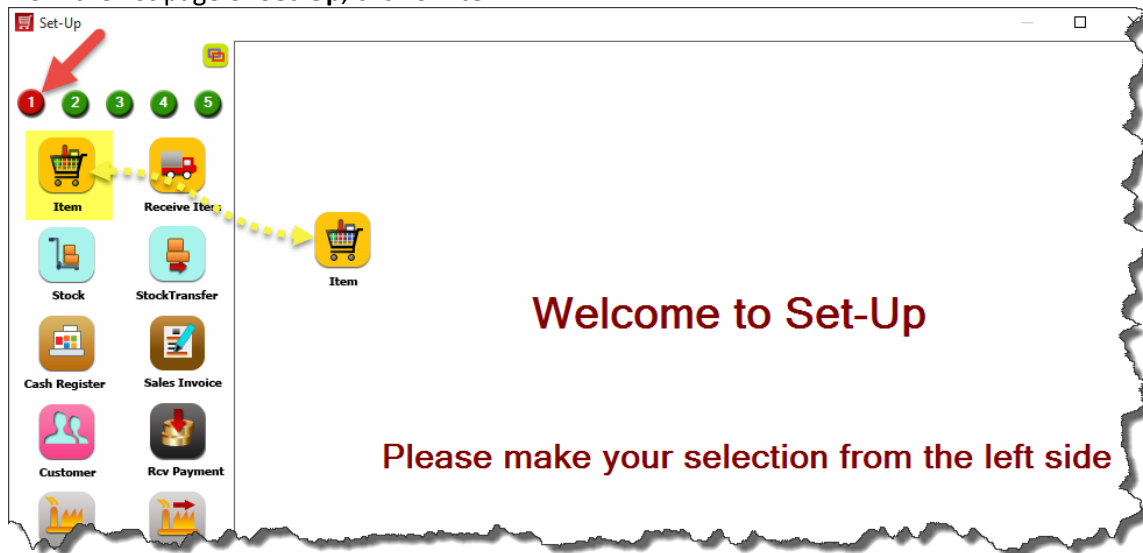
Step-1: To create a Gift Card Item in HDPOS smart, follow the steps below

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

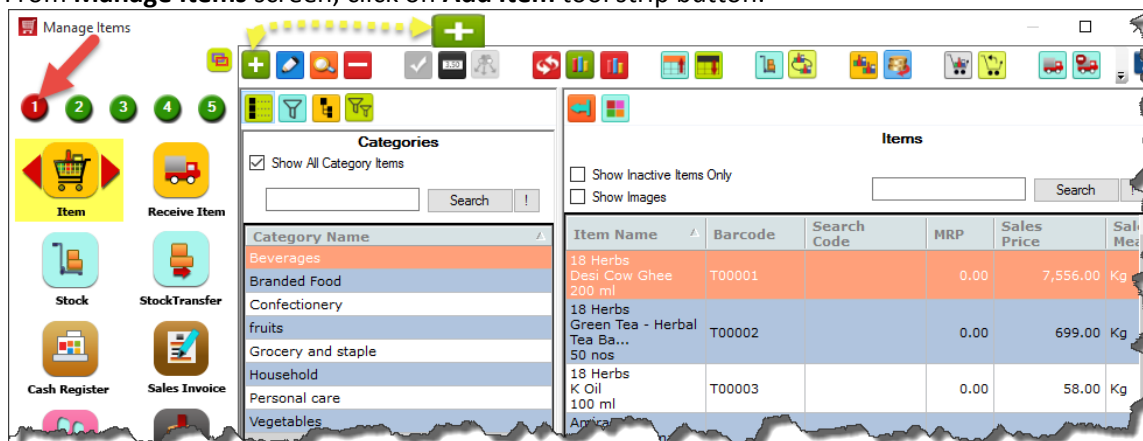




3. From the **1st** page of **Set-Up**, click on **Item**.



4. From **Manage Items** screen, click on **Add Item** tool strip button.



5. In the **Add Item** screen, enter the **name** and **category** of item.
 - a. Check the checkbox **Is Gift Card**.
 - b. When this check box is checked, **Gift Card Value** field will be displayed beside it. Enter a value of Gift Card in that field.
 - c. When **Has Expiry** checkbox is checked, then **Expiry Days** option will be displayed and you can enter the expiry days of Gift Card as you required.
 - d. Enter the **Sales Price** that is same as Gift Card Value. Enter a value for MRP also.
 - e. Click on **Create**.



Add New Item

Barcode: T00071 Define my own

Name: Gift Card Item Name Template

Item Unique Name: Gift Card

Item Group Name: Gift Card Group Name Template

Name In Regional Language: Search Code:

Category: Gift Card

Item Attributes

Is Active Not For Sale Is Service Item Is Purchased Need To Print Barcode Sticker

HasBOM Is Auto Make Is Auto Break Is Sortable Item Has Manual Batch Has Auto Batch

Is Gift Card Gift Card Value: 1,000.00 Has Expiry Expiry Days: 30

Has Label

Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling

Is a Kit Provides AMC Is AMC Item

Only For Online Shop Not For Online Shop Allow to purchase on eShop when not in stock

Tax Detail

Tax paid while purchasing: Tax collected while selling: My Sales Price Includes Tax

Pricing

Last Purchase Unit Price: 0.00

Sales Price Before Tax: 1,000.00

Sales Price (My MRP): 1,000.00

MRP (Printed MRP): 1,000.00

1 Purchase unit is equal to: 1 Sales Units.

Buttons: Create & Clone (F6) Create & Continue (F7) **Create (F8)** Cancel

6. You can see the **Gift Card Item** that got created as shown below.

Manage Items

Categories

- Beverages
- Branded Food
- Confectionery
- fruits
- Gift Card**
- Grocery and staple
- Household
- Personal care
- Vegetables

Items

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Meas
Gift Card	T00071		1,000.00	1,000.00	Qty

Buttons: Backup Database, Restore Database, Go Back To Main Screen, About Us, Feedback





Step-2: To make an invoice for Gift Card item, follow the steps below:

1. From **Main Invoice** screen, select the gift card item that you created from **Step-1**.
2. Click on **Pay Now**.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00071	Gift Card	1	Qty	1,000.00	1,000.00

3. **Gift Card Number** screen will be displayed.
 - a. Click on **Get Code** button to give a number for Gift Card (OR) you can type a number for Gift Card (OR) you can scan the gift card if it has any barcode printed on it already.
 - b. If you want to print the Gift Card, you can check the check box **Print Gift Card**.
 - c. Click on **OK**.

Item Name	Gift Card Number	Generate Code	Gift Card Value	Gift Card Price
Gift Card	XQS4YYPCPS	Get Code	1000	1,000.00



4. In the **Pay Now** screen, enter the amount to be paid. Click on **Save**.

Pay Now X

Invoice Number : Hyp-100001 ?

Customer Info

Customer: Alt+C Sales Executive: Alt+S

Available Credit Limit : 0.00 Customer Email : Send email to Customer

Customer Mobile Number : Send sms to Customer

Invoice Info

Total Before roundoff :	1,000.00	Quantity Total :	1	Tax Details :	
Roundoff Amount :	0.00	Number of Items :	1		
Total :	1,000.00	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

Pending Amount: **0.00**

Cash : 1,000.00

Amount Received : Alt+A Ctrl+P

Note :

Goods Delivered : Print Delivery Challan :

Total Commission Expense : **0.00**

Total Received Amount : **1,000.00**

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**