

# How to create a final invoice from an estimate??



HDPOS lite  
HDPOSLite Tutorials

To know more about creating an Estimate, refer to another tutorial “**How to create Estimate Invoice?**”

Follow the below steps to create final invoice from an estimate:

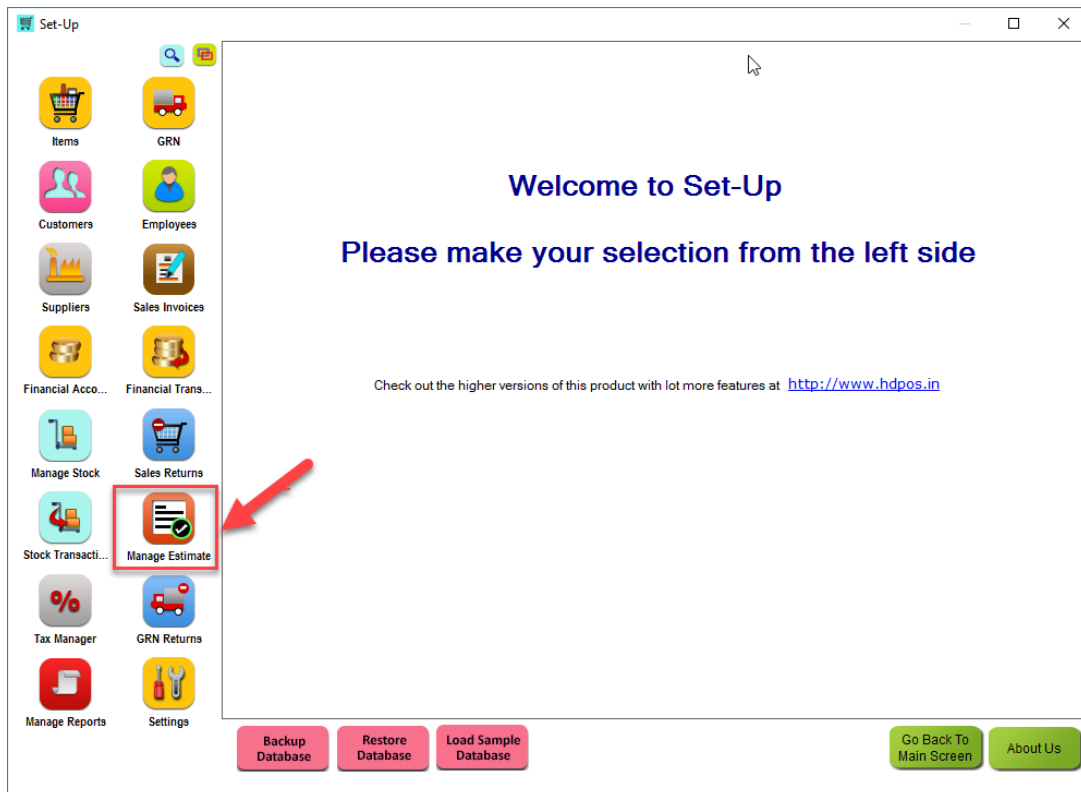
1. Run **HDPOSLite**.
2. From **Main screen**, select **Set-Up**

The screenshot displays the HDPOSLite main interface. At the top, it shows the store name 'Hyper Drive Grocery Store' and its address: '#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka'. The login user is 'HAdmin' and the cash register is 'Manager's Drawer'. The invoice number is 'HDI-00008' and the date is '29/05/2017'. Below this is a table with columns: SNo, Item Name, Measuring Unit, Search code, Quantity, MRP, and Price. To the right of the table is a control panel with several buttons: 'Change Quantity (F2)', 'Change Price (F3)', 'Show Stock', 'Remove Item (F4)', 'Cancel Invoice (F10)', and 'Set-Up'. A red arrow points to the 'Set-Up' button. Below the buttons, there are fields for 'Total' (0.00), 'Quantity Total' (0), 'Customer', and 'Sales Executive'. At the bottom right, there are more buttons: 'Pay Now (F8)', 'Express Pay (F5)', 'Estimate (F11)', and 'Save & Print Estimate (Alt F11)'. At the very bottom, there is a footer text: 'Check out the higher versions of this product with lot more features at <http://www.hdpos.in>'.

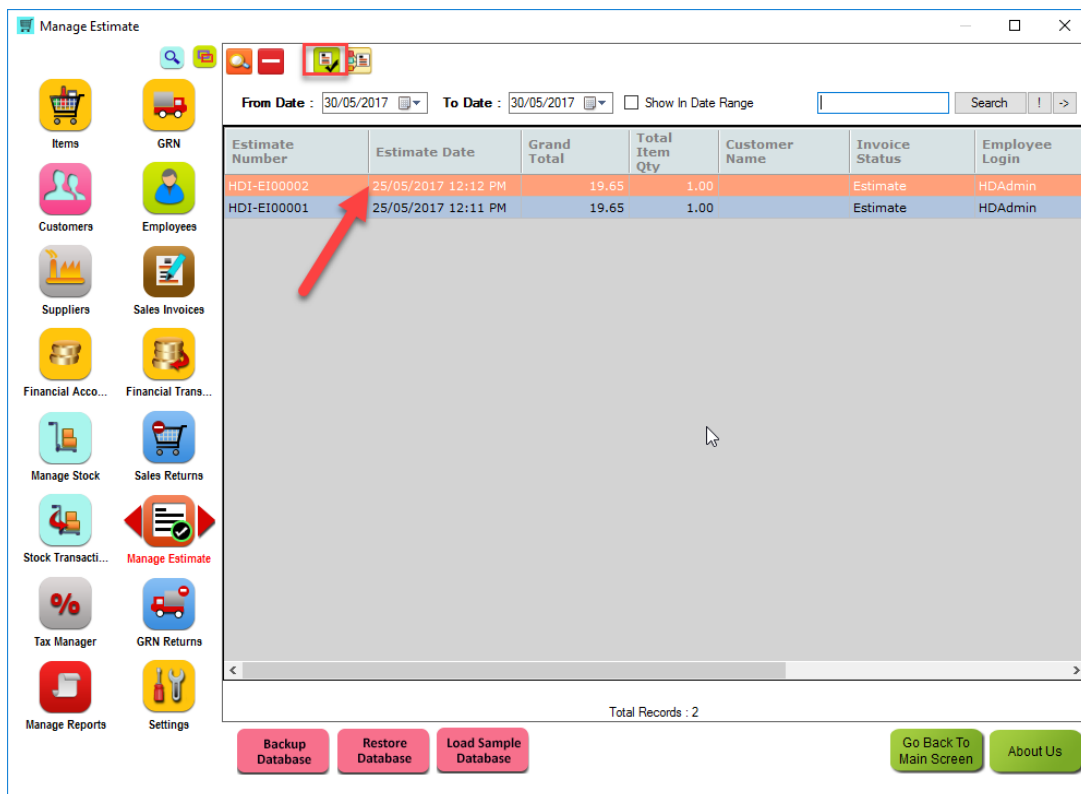




3. From **Set-Up** page, select **Manage Estimate**.



4. From **Manage Estimate** select the **Estimate** for which you want to make **sales invoice** and click on **convert Estimate to Invoice** button.





5. Selected **Estimate** will open in main Invoice screen with all its details.
6. Click on **Pay Now**

7. Enter the Amount, click on **Save Invoice**.

