

# How to create and print Delivery Challan in HDPOS smart?



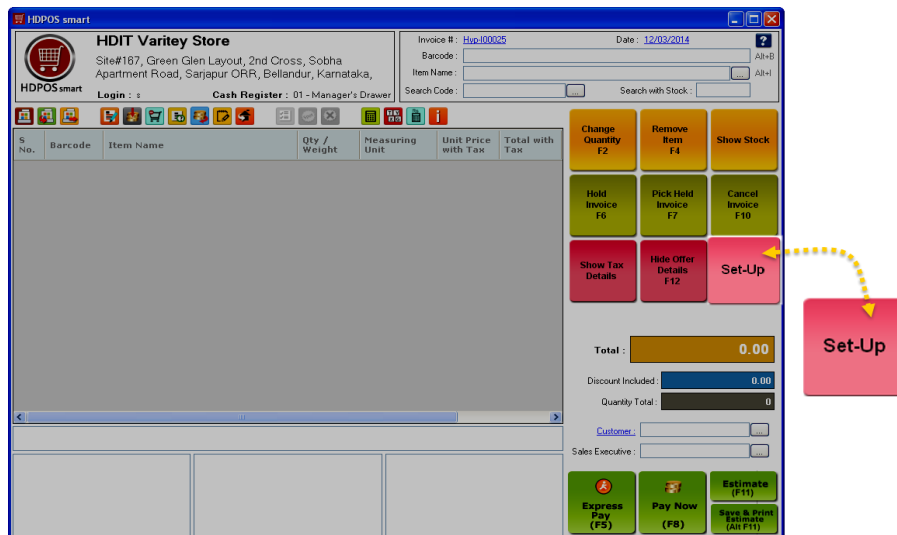
HDPOS smart Tutorials

Delivery Challan is a document that has description, condition, shop name, customer detail and quantity of goods which is useful while moving goods of specific invoices among locations. These are used by almost all types of business.

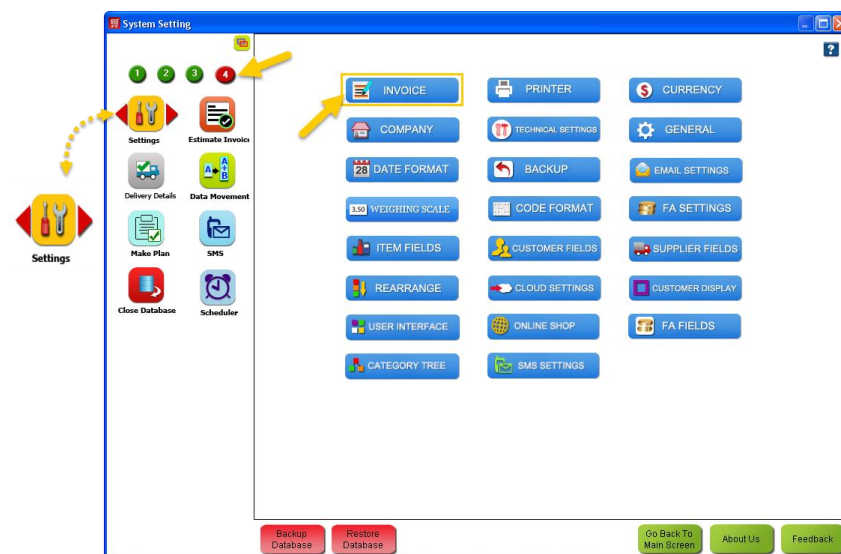
In HDPOS smart you can create and print the delivery challan after making every sales invoice.

Follow the below steps to create and print delivery challan.

1. Run **HDPOS smart**.
2. From the **Main Invoice screen**, select **Set-Up**.

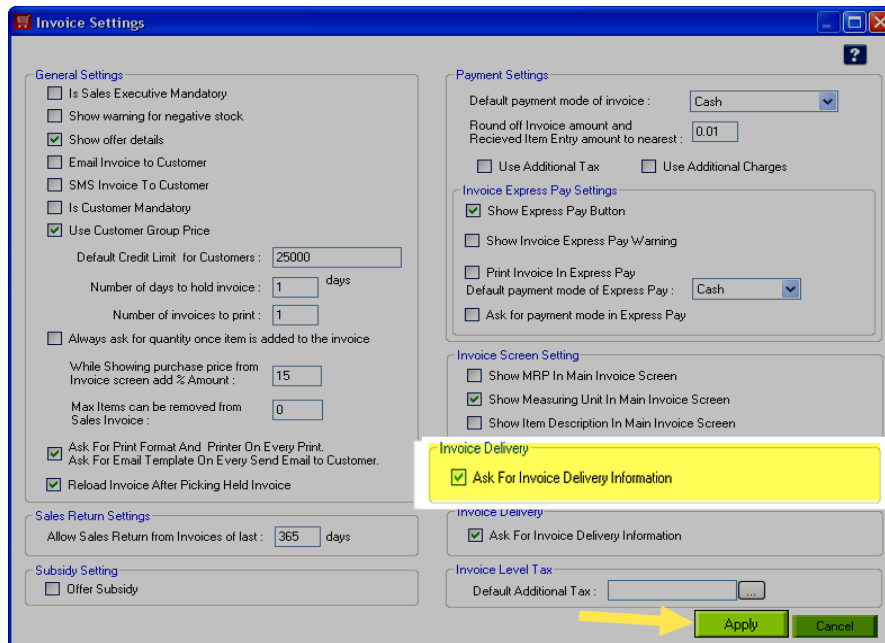


3. From the 4<sup>th</sup> page of setup select **Setting-Invoice**.

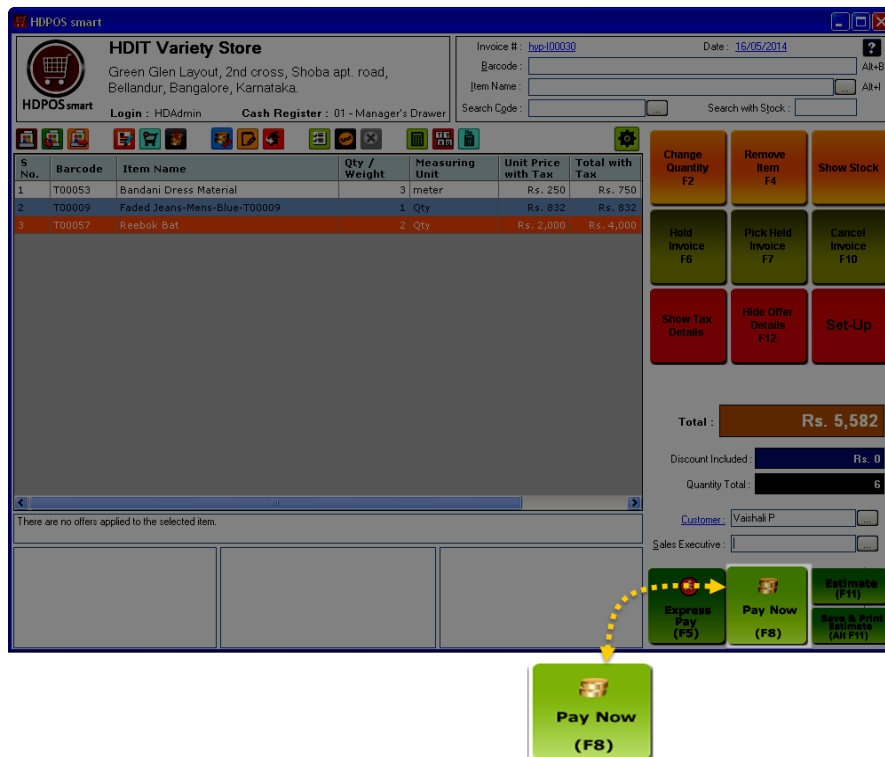




4. You will see a checkbox **Ask for Invoice Delivery Information** in the **Invoice Setting** screen which will open. Check on the checkbox and then click **Apply**.



5. Now go to Main Invoice Screen and select the items you want to invoice.
6. Click on **Pay Now** button at the bottom of your invoice screen.





7. You should see the **Pay now** screen as shown below with checkbox **Print Delivery Challan** at the bottom of screen. Check on the checkbox and click on **Save**.

The screenshot shows the 'Pay Now' window with the following details:

- Invoice Number:** hyp-100030
- Customer Info:** Customer: Vaishali P, Sales Executive: [blank], Customer Email: vbpb@gmail.com, Customer Mobile Number: 55467898.
- Invoice Info:** Total Before roundoff: Rs. 5,582, Roundoff Amount: Rs. 0, Total: Rs. 5,582. Quantity Total: 6, Number of Items: 3, Tax Included: Rs. 32.
- Payment Detail:** Pending Amount: Rs. 0, Cash: Rs. 5,582. Amount Received: Rs. 5,582.
- Buttons:** Goods Delivered:  Print Delivery Challan:  Save & Print Estimate (F11), Save Estimate (F12), Save & Print (F5), Save (F8), Cancel.

8. Then **Invoice Delivery Details** window will open as shown below. Enter the Employee name and other required details and then click on **Create (F8)** button.

The screenshot shows the 'Pay Now' window with the 'Invoice Delivery Details' dialog box open. The dialog box contains the following details:

- Employee:** akash
- Invoice Delivery Date:** 16/05/2014 10:37 AM
- Receiver's Name:** Vaishali P
- Note:** Thank you, Visit Again
- Buttons:** Create (F8), Cancel.



9. You will see sales invoice Delivery Challan as shown below.

**Delivery Challan/Acknowledgement**

<b>HDIT Variety Store</b> #167, Green Glen Layout, Shobha Apt Road, Bellandur Bengaluru, Karnataka, 560013 Phone: TINNo.:2345567892		<b>To</b> Vaishali P	
Delivery Challan No : hyp-I00030 D/C Date : 16/05/2014			
Sr.No.	Item Code	Item Name	Quantity
1	T00004	Bandani Dress Material	3.00
2	T00005	Faded Jeans-Mens-Blue-T00009	1.00
3	T00006	Reebok Bat	2.00

Received the above items in full quantity

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Delivered By : \_\_\_\_\_