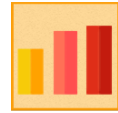


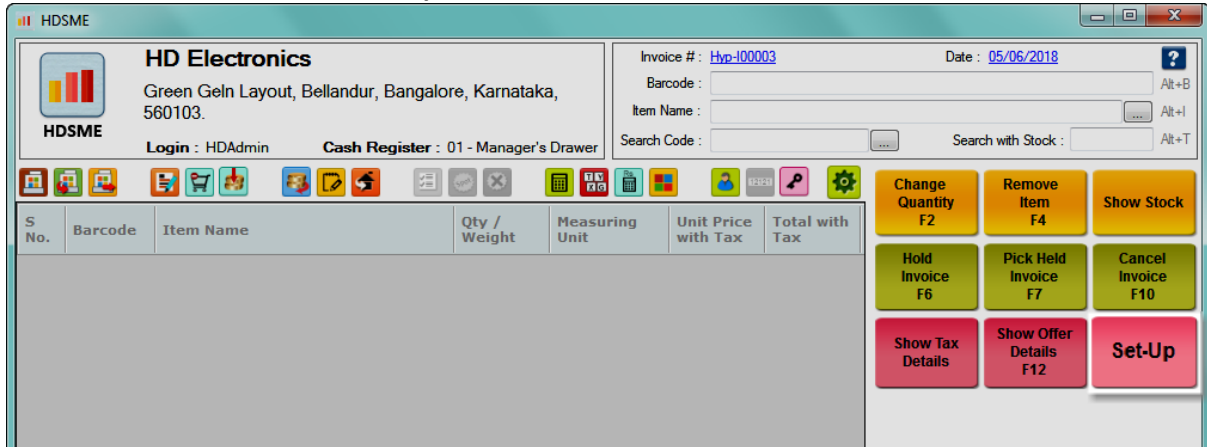
How to convert multiple Sales Orders to sales invoice in HDSME



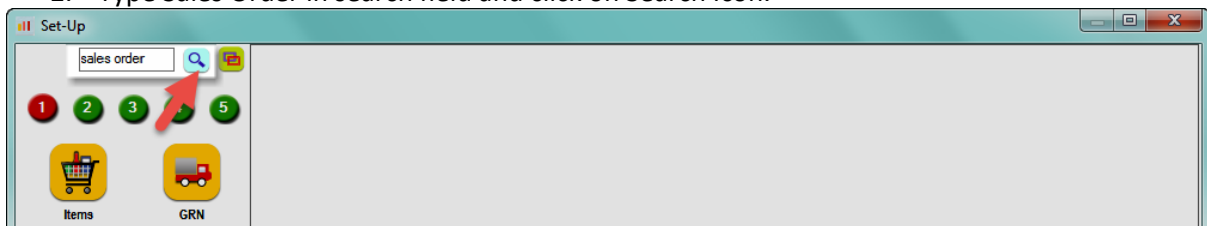
HDSME Tutorials

Follow the steps to convert multiple sales orders as single sales invoice.

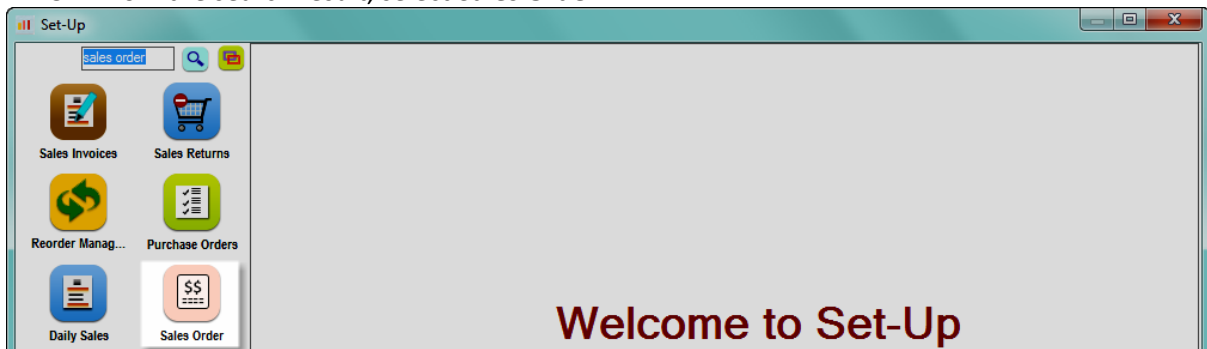
1. Run HDSME. Click on **Set-Up** button.



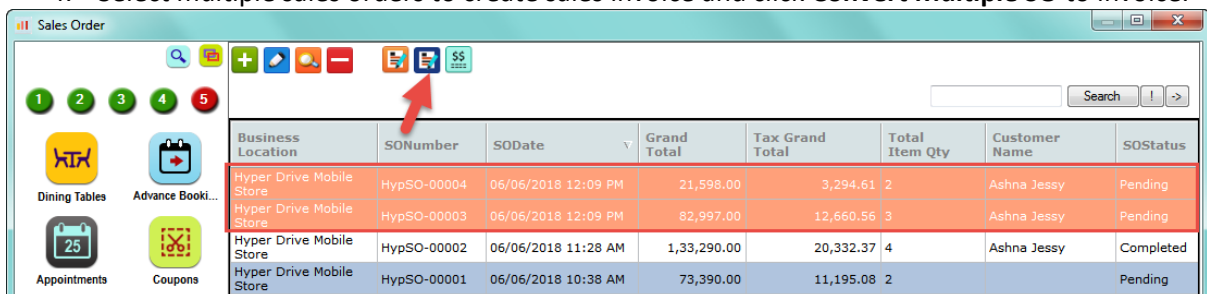
2. Type Sales Order in search field and click on Search Icon.

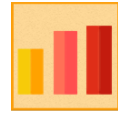


3. From the search result, select **Sales Order**.



4. Select multiple sales orders to create sales invoice and click **Convert Multiple SO** to invoice.





Note: You cannot create sales invoice for sales orders belong to different customers. Multiple sales orders of same customer can only be converted to sales invoice.

5. You'll see the screen as shown below, Click on Pay Now (F8) to continue to payment section.

The screenshot shows the 'Make Invoice For SO' window. At the top, it displays 'Invoice #: Hvp-100013' and 'Date: 06/06/2018'. Below this are input fields for 'Barcode', 'Item Name', and 'Search Code', along with an 'Add All Items' button. To the right, there are fields for 'Sales Order Number', 'Sales Executive', and 'Customer'. The main part of the window is a table with the following data:

S No.	Barcode	Item Name	Quantity	Available Quantity	SO Quantity	Total Amount	Tax Name	Tax Amount
1	T00049	Motorola Lumineers Wired Headset Yellow	1.00	1.00	1.00	599.00	GST (Inter State)	91.3
2	T00001	OnePlus 2 S Black 16 GB	1.00	1.00	1.00	20,999.00	GST (Inter State)	3,203.2
3	T00006	Apple iPhone 6 Black	1.00	1.00	1.00	35,899.00	GST (Inter State)	5,476.1
4	T00050	Motorola Lumineers Wired Headset Red	1.00	1.00	1.00	599.00	GST (Inter State)	91.3
5	T00005	Apple iPhone 6s Gold-Platinum	1.00	1.00	1.00	46,499.00	GST (Inter State)	7,093.0

At the bottom right, there is a summary section with the following values:

- Number of Items: 5
- Total Before Round Off: 1,04,595.00
- Round Off Amount: 0.00
- Grand Total: 1,04,595.00

Buttons for 'Remove Item (F4)', 'Change Quantity (F2)', 'Pay Now (F8)', and 'Cancel' are visible. A red arrow points to the 'Pay Now (F8)' button.

6. For sales orders containing Label or Batch items then on clicking Pay Now (F8) you'll be prompted to select label or batch numbers.
- If sales order has label items then you'll see below screen (Add Item Label) for selecting label numbers.

The screenshot shows the 'Add Item Label' window. It displays a list of items with their barcodes and names:

Barcode	Item Name
T00024	Apple 16 GB iPad Mini Black
T00023	Apple iPad Air 2 White
T00025	Apple iPad Air 2 Wi-Fi Gold-Platinum
T00008	Apple iPhone 4S (8 GB) White

Below this list is an 'Item Label' section with a table for selecting label numbers:

SerialNo	IMEI	Select
1	3M6B1	<input type="checkbox"/>





- If sales order has Batch items then you'll see below screen (Enter Batch Quantity) for selecting Batch numbers.

Enter Batch Quantity

Item Detail

Name : iPro IP 43 Powerbank 20800 mAh Grey

Barcode : T00029

Show Purchase Price

Batch Number	Expiry Date	Sales Quantity	Sales Price	MRP
B0001	16/06/2018	1.00	1,749.00	1,749.00

Total Quantity : 1.00 Qty

OK (F8) Cancel

7. Skip Step 6 if sales order doesn't contain Label or Batch Items.

Note: You cannot create partial sales invoice when you're converting multiple sales orders to sales invoice.

8. From Pay Now screen, select the payment mode and click on Save Invoice or Save & Print Invoice.





Pay Now

Invoice Number : Hyp-100013 Invoice Date : 06/06/2018

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 : **1,04,595.00** Quantity Total : **5**
 Roundoff Amount : **0.00** Number of Items : **5**
Total : 1,04,595.00 Discount Included : **0.00**
 Tax Included : **15,955.17**

Tax Details :
 CGST **7,977.58**
 SGST **7,977.58**

Payment Detail
 Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon

Amount : **1,04,595.00** Alt+A
 Card Holder Name : Sanjay Ctrl+P
 Bank Name : CITI
 Approval Number : 4957845
 Payment Gateway : []
 Commission : 0.00 % Amount : 0.00

Pending Amount : **0.00**
Credit Card : 1,04,595.00

Note : [] Pick Message Total Commission Expense : **0.00**
 Total Received Amount : **1,04,595.00**
 Returnable Balance : **0.00**

Goods Delivered : Print Delivery Challan : Save Returnable Amount as Customer Advance (F4) :

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

9. You'll see sales order status changed to Completed .Click on View associated Invoices button to get the list of invoices that are associated with selected sales order.

Sales Order

1 2 3 4 5

Dining Tables Advance Booki...
 Appointments Coupons

Business Location	SONumber	SODate	Grand Total	Tax Grand Total	Total Item Qty	Customer Name	SOStatus
Hyper Drive Mobile Store	HypSO-00004	06/06/2018 12:09 PM	21,598.00	3,294.61	2	Ashna Jessy	Completed
Hyper Drive Mobile Store	HypSO-00003	06/06/2018 12:09 PM	82,997.00	12,660.56	3	Ashna Jessy	Completed
Hyper Drive Mobile Store	HypSO-00002	06/06/2018 11:28 AM	1,33,290.00	20,332.37	4	Ashna Jessy	Completed
Hyper Drive Mobile Store	HypSO-00001	06/06/2018 10:38 AM	73,390.00	11,195.08	2		Pending

