

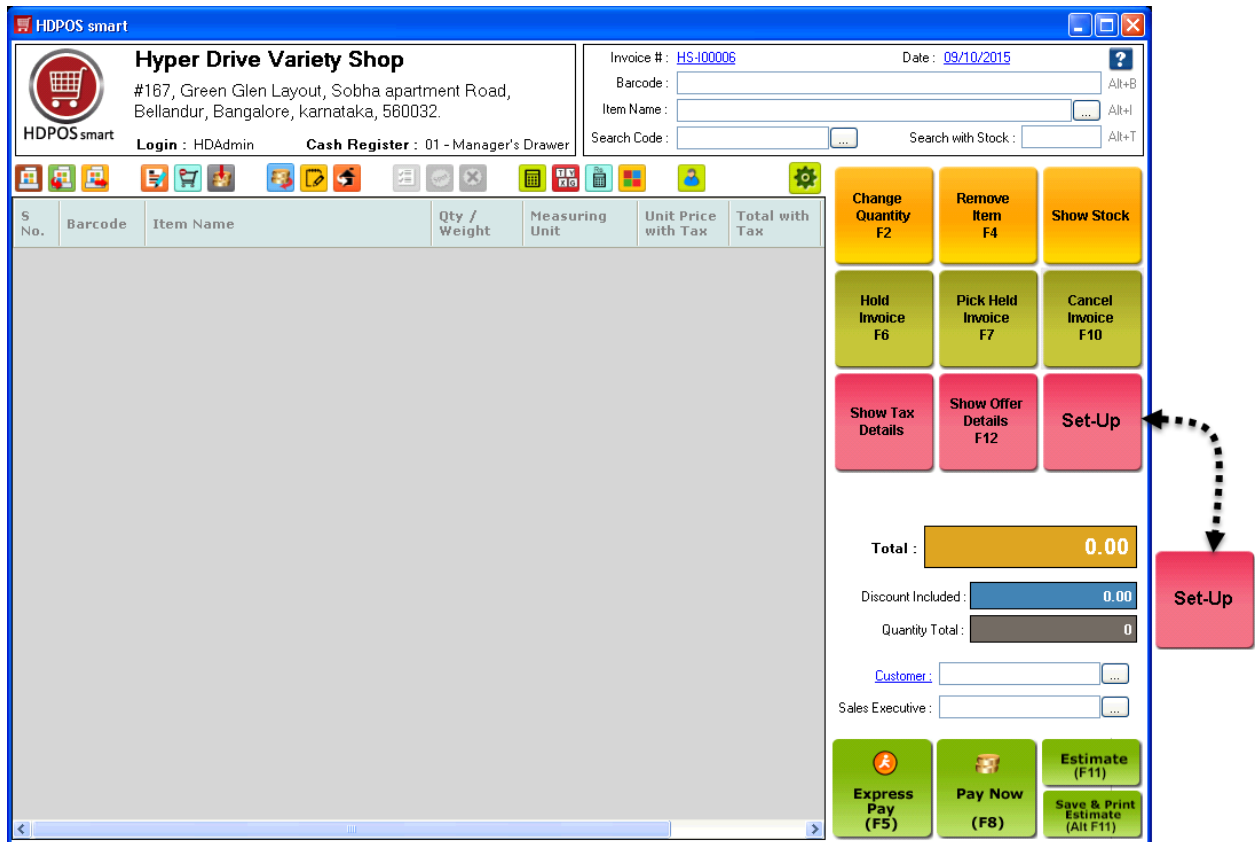
How to delete multiple sales invoices?



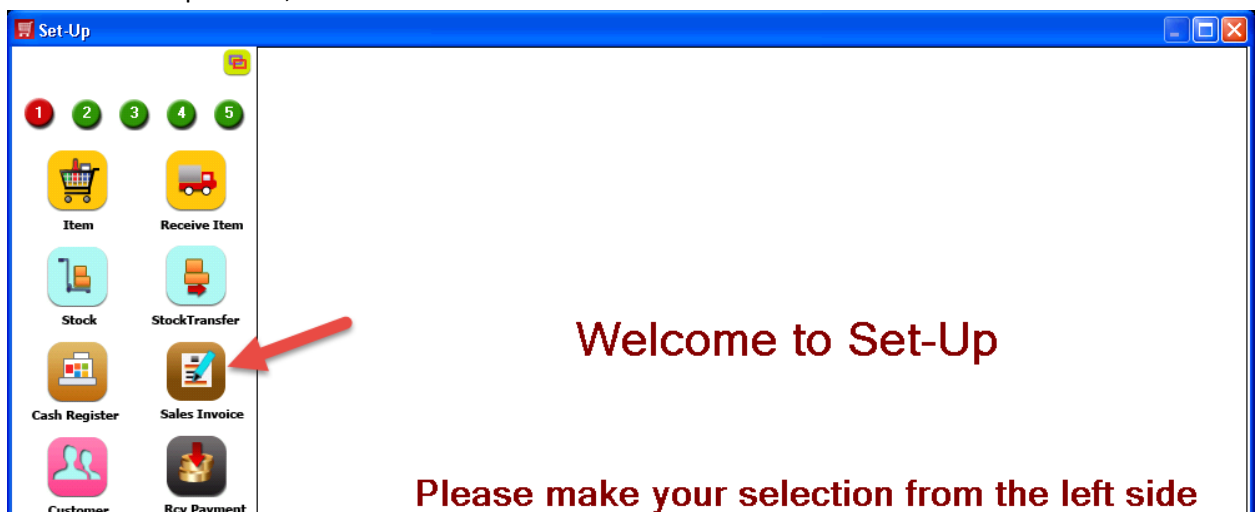
HDPOS smart Tutorials

To delete multiple sales invoices in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. Click on **Set-Up** in the main screen.



2. From the Set-Up screen, click on **Sales Invoice**.





- You can see all the sales invoices that are saved. Click on the **Delete Sales Invoice with Matching Condition** button on the tool strip.

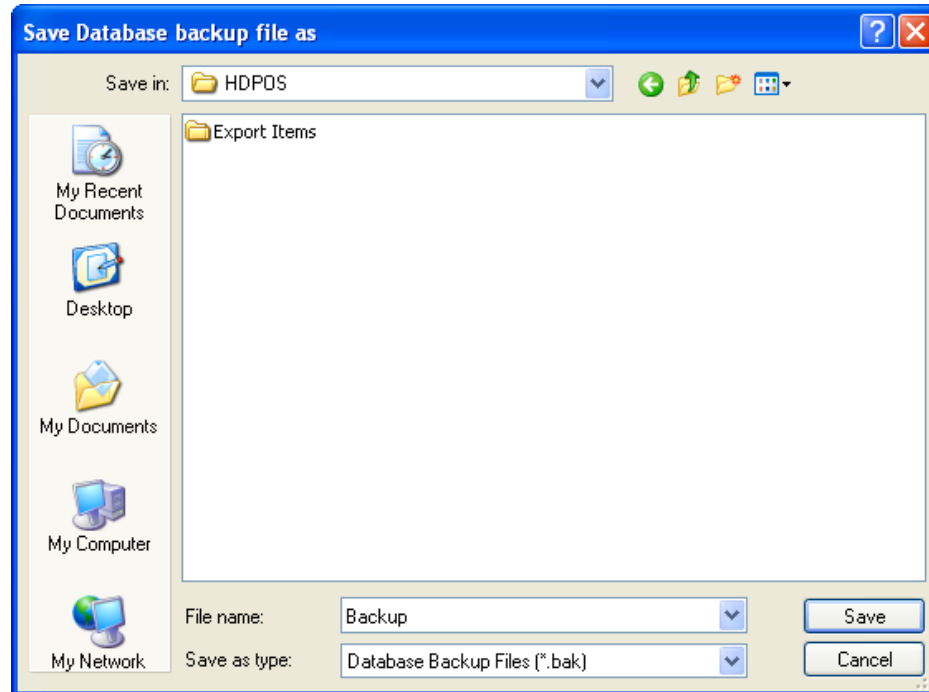
Business Location	Inv Number	Invoice Date	Customer Name	Grand Total	Total Item Qty	Invoice Status
Hyper Drive Sports Shop	HS-100006	10/10/2015 10:12 AM	Meher Gupta	540.00	2.00	Saved
Hyper Drive Sports Shop	HS-100005	05/10/2015 11:34 AM	Shakthi	27,799.00	4.00	Saved
Hyper Drive Sports Shop	HS-100004	05/10/2015 10:59 AM	Meher Gupta	3,03,400.00	225.00	Saved
Hyper Drive Sports Shop	HS-100003	05/10/2015 10:52 AM	Pradipta	11,35,400.00	257.00	Saved
Hyper Drive Sports Shop	HS-100002	05/10/2015 10:48 AM	John	8,765.00	8.00	Saved
Hyper Drive Sports Shop	HS-100001	05/10/2015 10:47 AM	Prakash	88,200.00	156.00	Saved
Hyper Drive Sports Shop	HDI-100001	25/09/2015 05:07 PM	John	120.00	1.00	Saved

- You will see a warning message to take a backup. Click on **Yes**, if you want to take a database back up. Select a location for the backup file and click on **Save**.

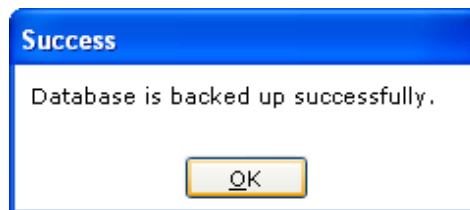
Warning

This functionality makes bulk changes to your data.

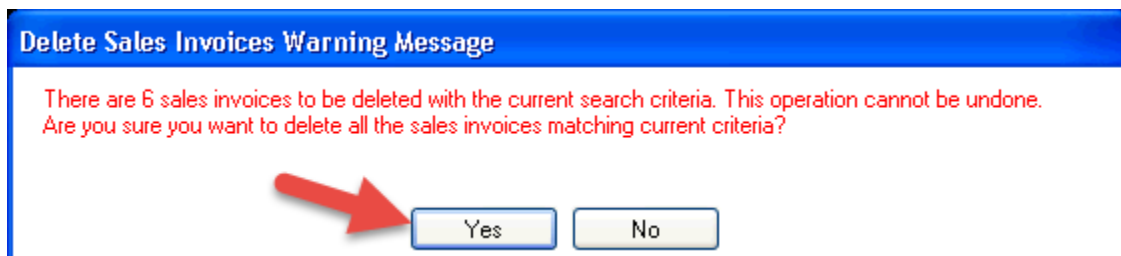
We suggest that you back up your database before making bulk changes to your data. Do you want to back up your database now?



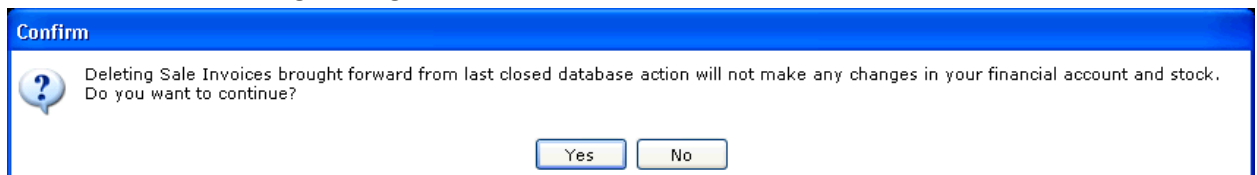
A message will be shown to you as database back up gets completed. Click on **OK**.



5. You will see a warning message as shown below. If you are sure of deleting the sales invoices, click on Yes.



6. You will see the following message. Click on **Yes**.





7. All the sales invoices will be deleted.



8. There is search box in Manage Sales invoice screen. You can enter any search criteria such as Customer Name, Invoice Status etc.
For Example: If you want to search for a particular customer's sales invoices. Click on the **Delete Sales Invoice with Matching Condition** button on the tool strip and customer's all invoices will be deleted.

