

# How to do Sales Return of Sales Invoice in HDPOS lite?

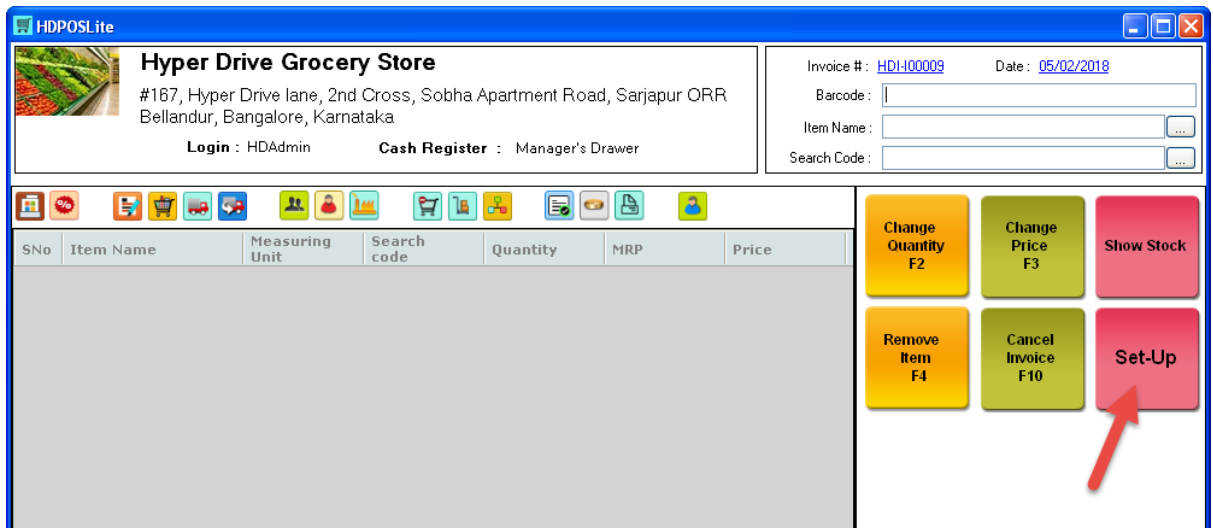


HDPOS lite  
HDPOSLite Tutorials

Sometimes customers return the items they purchased and the sales return entries should be recorded in HDPOS lite.

To make a sales return entry in HDPOS lite, follow the steps below:


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

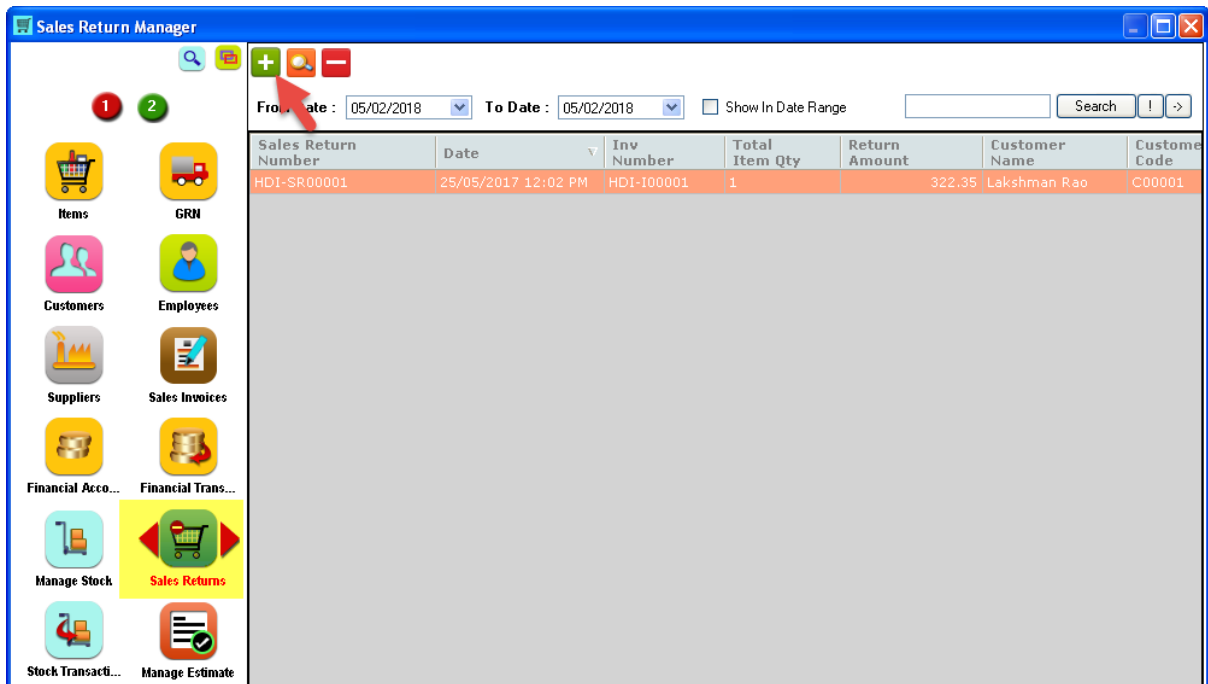


2. From the 1<sup>st</sup> page of **Set-Up**, click on **Sales Returns**.

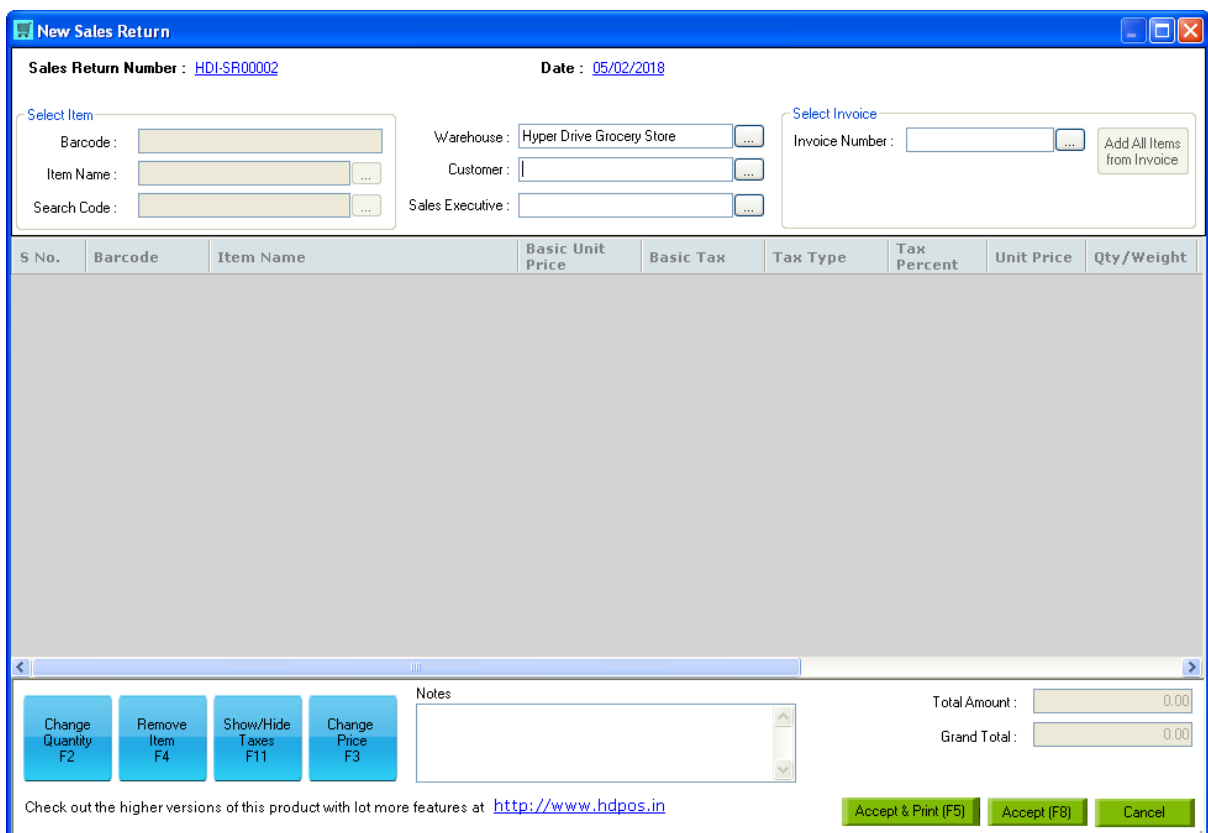




3. From **Sales Return Manager** window, click on **Add Sales Return** .



4. You will see **“New Sales Return”** screen as shown below.





5. Select the invoice to return from the right side of the screen.

- Click on Add All Items from Invoice if all items are to be returned.

Select Invoice

Invoice Number : HDI-100008 ...

Add All Items from Invoice

- If only single item to be returned, select from item name or barcode.

Select Item

Barcode : T00034

Item Name : ...

Search Code : ...

6. The item will be listed in the grid.

7. Click on **Accept/Accept & Print**.

New Sales Return

Sales Return Number : HDI-SR00002      Date : 05/02/2018

Select Item

Barcode :      Warehouse : Hyper Drive Grocery Store ...

Item Name :      Customer : Natasha Jain ...

Search Code :      Sales Executive : ...

Select Invoice

Invoice Number : HDI-100008 ...      Add All Items from Invoice

S No.	Barcode	Item Name	Basic Unit Price	Basic Tax	Tax Type	Tax Percent	Unit Price	Qty/Weight
1	T00034	Aarogya Whole Wheat Chakki Atta 5Kg	307.00	15.35	GST@5	***	322.35	1

Change Quantity F2    Remove Item F4    Show/Hide Taxes F11    Change Price F3

Notes

Total Amount : 322.35

Grand Total : 322.35

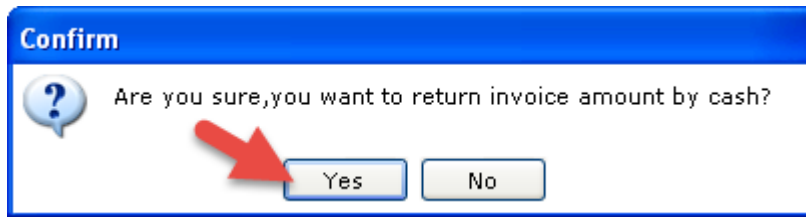
Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

Accept & Print (F5)    Accept (F8)    Cancel

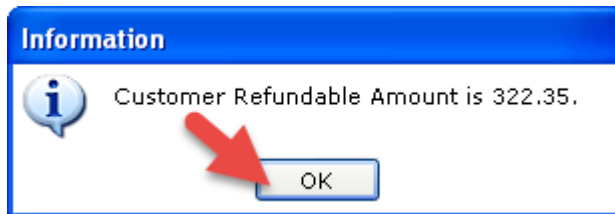




8. A confirmation window will come up on the screen asking do you want to return invoice amount by cash, Click on **Yes**.



9. The information window will pop-up displaying the total returnable amount, Click on **OK**.



10. You can see the sales Return is added to **Sales Return Manager** window.

