

# How to do a Partial Sales Return?



HDPOS smart Tutorials

Sometimes customers purchase many items and later want to return some of items they purchased. To make a **Partial Sales Return**, follow the steps below.

1. Run **HDPOS smart**. Make a sales invoice by adding items to main screen.
2. Click on **Pay Now** button.

Hyper Drive Electronics Store  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bangalore, Karnataka, 560103.  
Login: HDAdmin Cash Register : 02 - Sales's Drawer

Invoice #: E123-100014 Date : 20/07/2015

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00041	HTC mobile charges	5	Qty	Rs.150.00	Rs.750.00
2	T00042	Mobile back cover	5	Qty	Rs.585.00	Rs.2,925.00
3	T00028	HTC Desire 616 dual sim	1	Qty	Rs.16,000...	Rs.16,000...
4	T00000004	LGLG 42LK430Black	1	Qty	Rs.12,345...	Rs.12,345...

Total : 32,020.00

Discount Included : 0.00

Quantity Total : 12

Customer : Anant Vijay

Sales Executive : Ankita Jain

Buttons: Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt F11)

3. Click on **Add all Pending Amount** button and then click on **Save** button.

Pay Now Invoice Number : E123-100014

Customer Info: Customer: Anant Vijay, Sales Executive: Ankita Jain

Invoice Info: Total Before roundoff: 32,020.00, Roundoff Amount: 0.00, Total: 32,020.00

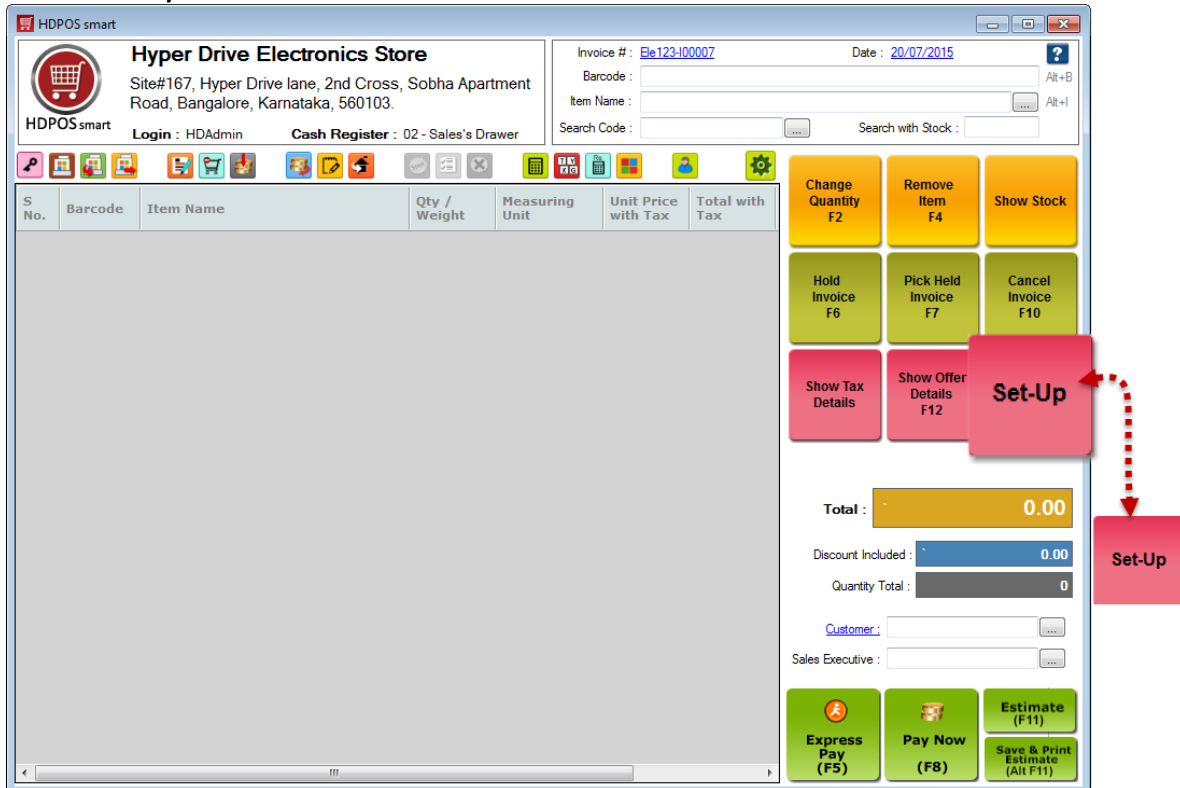
Payment Detail: Pending Amount: 0.00, Cash: 32,020.00

Buttons: Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), Save & Print Invoice (F5), Save Invoice (F8), Cancel

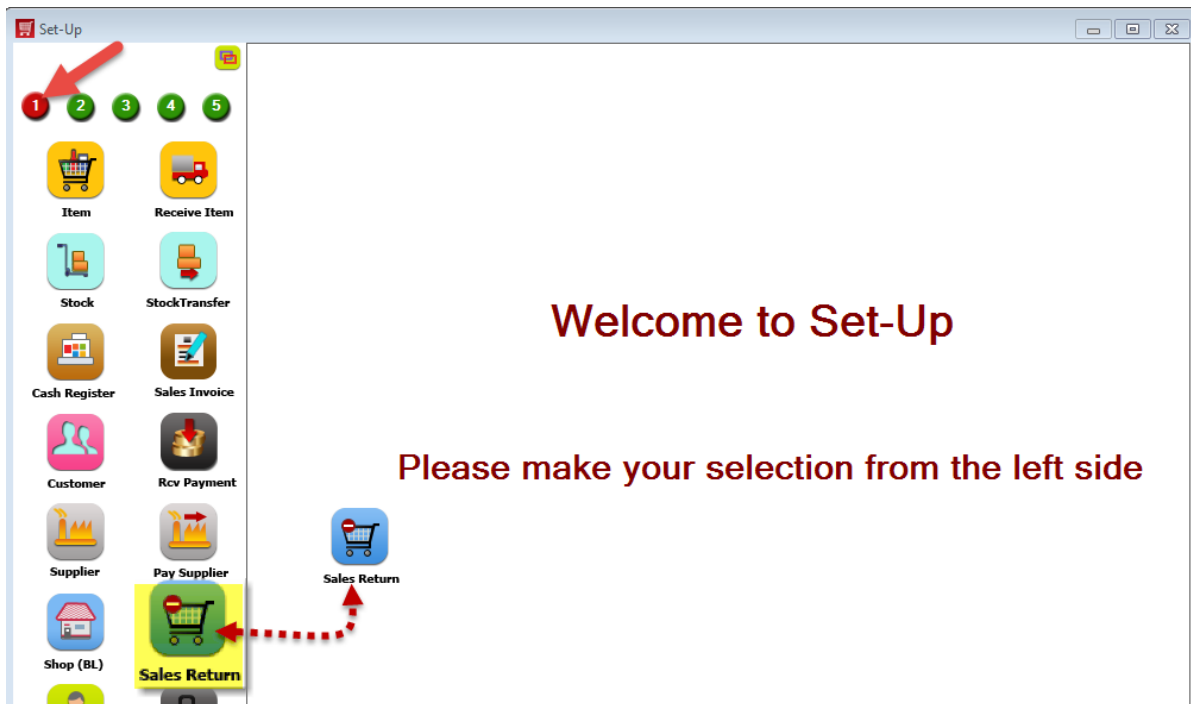




4. Click on **Set-Up** button on the main screen.



5. From 1<sup>st</sup> page of Set-Up select **Sales Return**.





6. From **Sales Return Manager** screen, click on **Add New Sales Return** tool strip button.



7. This will bring the below screen of **New Sales Return**.

- a. **Godown:** Enter the name of Godown into which the returned item stock should be moved.
- b. **Invoice number:** Select the **Invoice Number** for which you want to do the sales return.
- c. As you can see there are 6 items in original sales invoice. When you want to do partial sales return, that means only few items will be returned back. Select those few items which you want to return them from **Item Name** field.
- d. Select the mode of return through which you will give the cash back to customer.  
For e.g. I selected radio button of **Return Cash**.
- e. Click on **Accept** button.



New Sales Return

**Hyper Drive Electronics Store**  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bangalore, Karnataka, 560103.  
(080)4271 7700, +91-80-4271 7700  
HDPOS smart Login : HDAdmin

Select Business Location : Hyper Drive Electronics Store  Allow to Return Without Invoice

Sales Return Number : Ele123-SR000006 Date : 20/07/2015

Select Item  
Barcode :  
Item Name : HTC Desire 616 dual sim  
Search Code : HTC Desire 616 dual sim  
HTC mobile charges  
LGLG 42LK430Black  
Mobile back cover

Godown : Electronics Stores  
Customer : Anant Vijay  
Outstanding Balance : 0.00

Select Invoice  
Invoice Number : Ele123-I00014  
Reference Number :  
By Item Name  
Add All Items from Invoice

Issue StoreCred  Return Cash  Issue GiftCard  Issue Cheque  BankTransfer  Save Advance Amount

S No.	Barcode	Item Name	Basic Unit Price	Basic Tax	Tax Type	Tax Percent	Unit Price	Qty/Weight	Se
1	T00041	HTC mobile charges	Rs.150.00	Rs.0.00		0.00	Rs.150.00	2 0.0	
2	T00042	Mobile back cover	Rs.585.00	Rs.0.00		0.00	Rs.585.00	2 0.0	
3	T00000004	LGLG 42LK430Black	Rs.11,757.14	Rs.587.86	ss	5.00	Rs.12,345...	1 0.0	

Additional Tax Amount : 0.00 Total Amount : 13,815.00  
Freight Charge : 0.00 RoundOff Amount : 0.00  
Packing Charge : 0.00 Grand Total : 13,815.00  
Subsidy Amount : 0.00  
Customer Pending Amount : 0.00  
Returnable Amount : 13,815.00

View Sales Invoice Sales Tax Detail  
Change Quantity F2 Change Price F3 Remove Item F4 Show/Hide Taxes F11  
Notes  
Pick Message  
Accept & Print (F5) Accept (F8) Cancel

8. A confirmation message will be shown to you asking whether to continue or not. Click on Yes.

Confirm

Are you sure, you want to return invoice amount by cash?

Yes No

9. A message box will appear with refundable amount. Click on OK.

Information

Customer Refundable Amount is 13815.

OK



10. In **Sales Return Manager** screen you can see the **Sales Return transaction details**.

Business Location	Sales Return Number	Date	Inv Number	Total Item Qty	Return Amount	Create By
Hyper Drive Electronics Store	Ele123-SR00004	20/07/2015 06:37 PM	Ele123-I00014	5.00	Rs.13,815.00	HDAdm