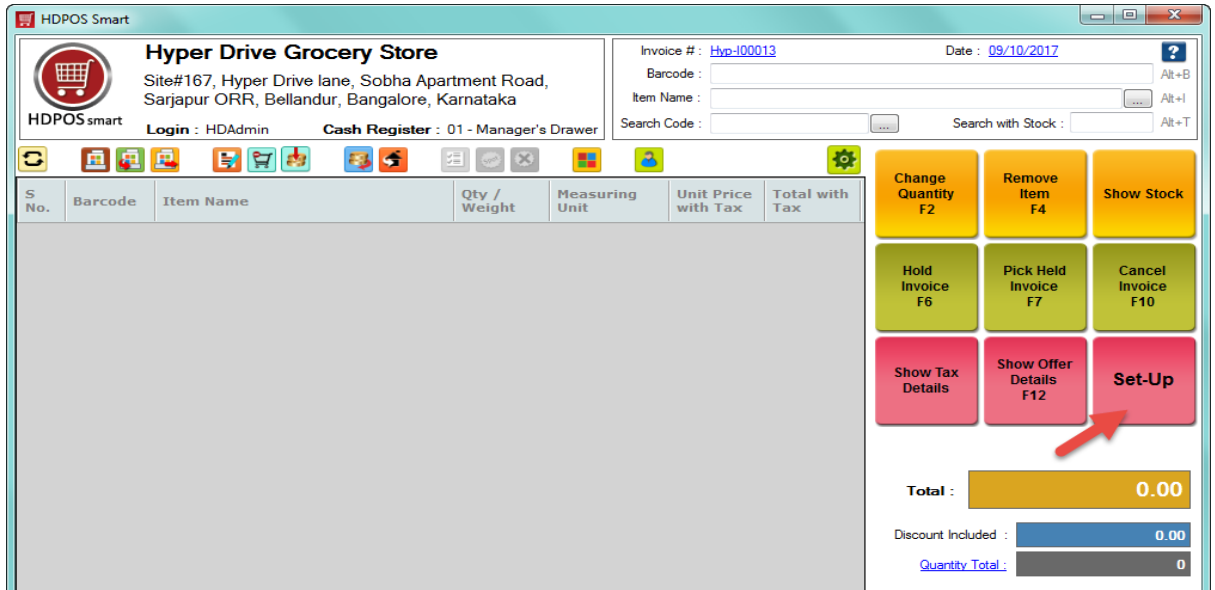




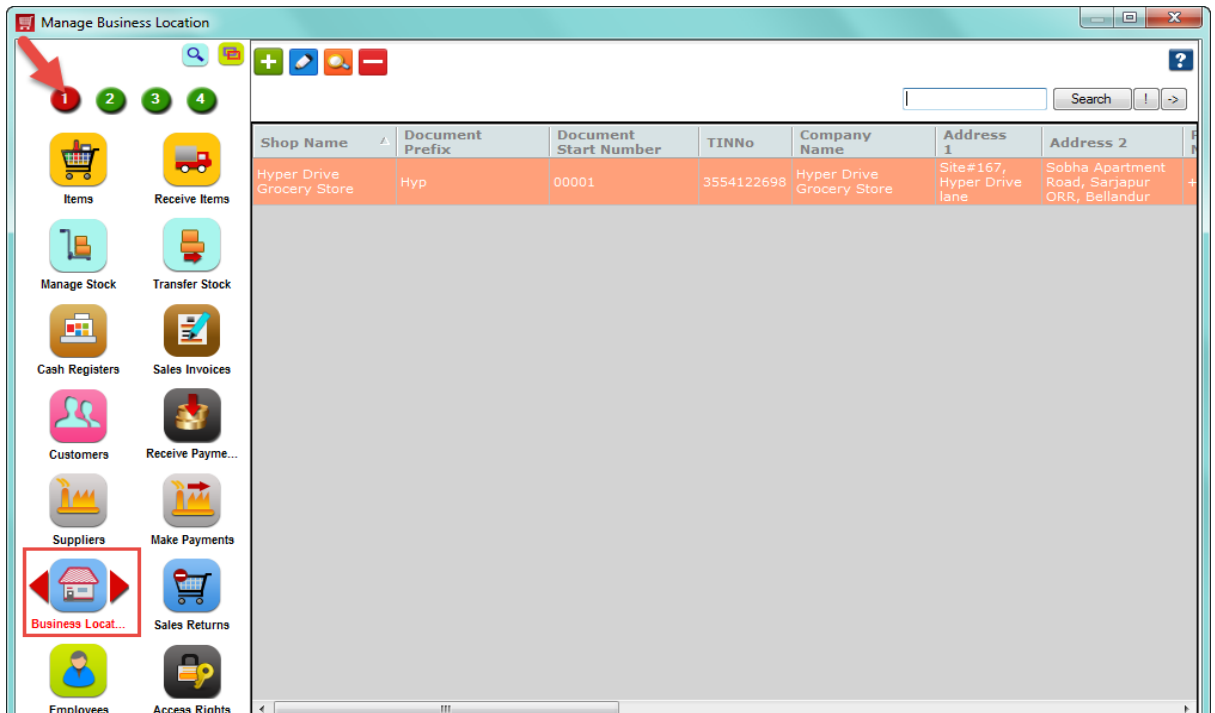
# How to do file settings to save sales invoice and sales return documents as file in HDPOS Smart?

HDPOS smart allow you to save the sales invoices and sales return for further reference of the data either in the .xml format or in the pdf. By default the sale invoice will be saved in pdf format if you didn't mention the type of format due to system setting. So follow the steps to set the file settings according to the requirement:

1. Run **HDPOS smart**.
2. Click on **Set-Up**.

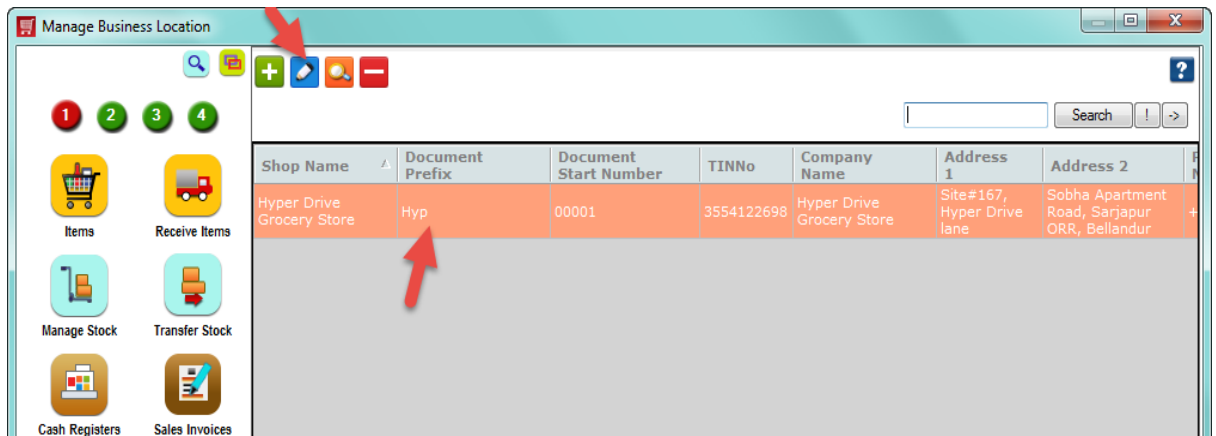


3. From the 1<sup>st</sup> page of Set-Up, select **Business Location**.

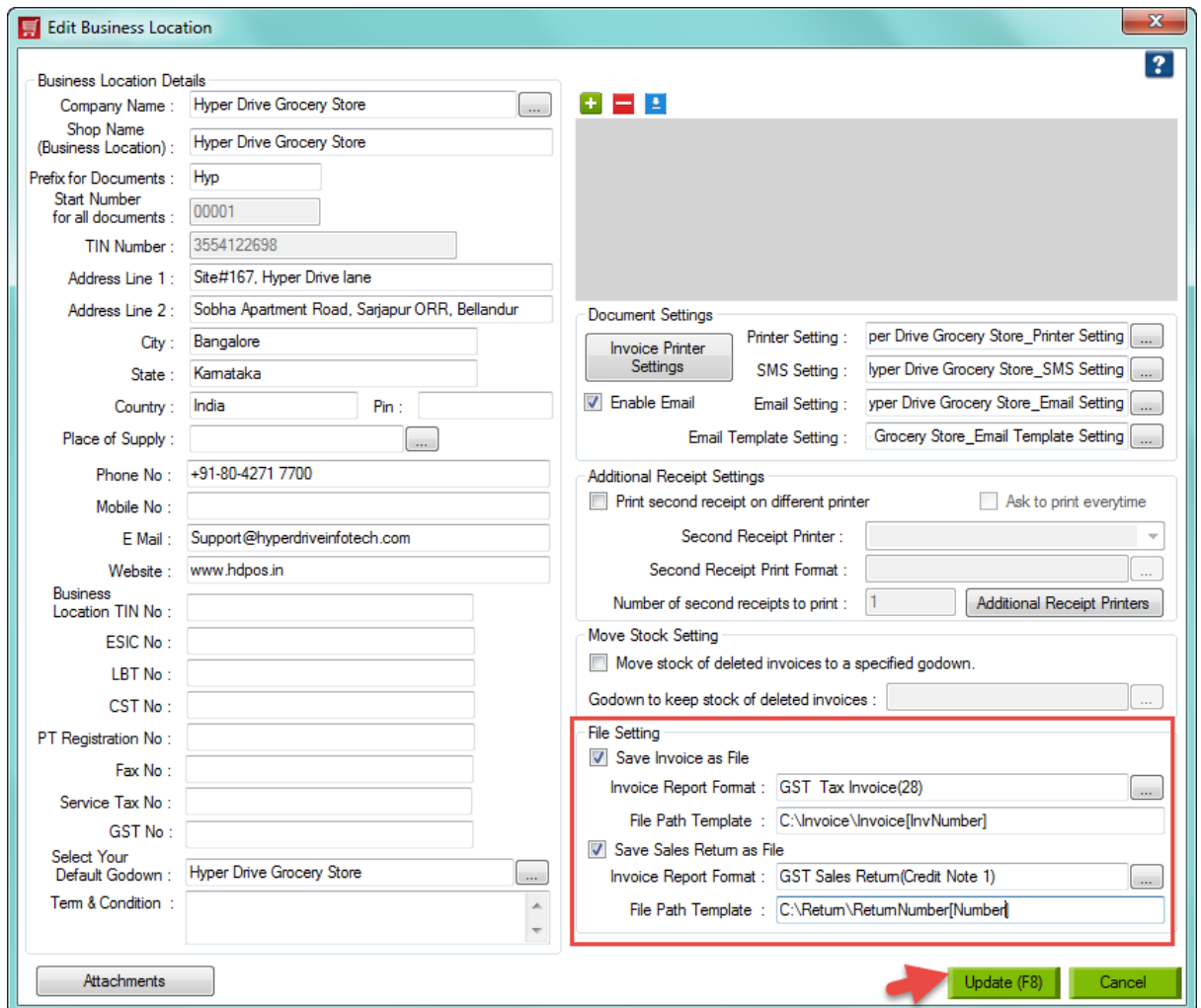




- From **Manage Business Location**, select the business location to setup file settings and click on **Edit Business Location**.



- From **File Setting** section of **Edit Business Location**, check the check box **Save Invoice as File** and fill the required details:





- Select the invoice report format.
- Provide the path where you want to save invoices report.
- Here in the below example I have provided the following path to save the file:  
**C:\InvoiceFile\Invoice[InvNumber]** or if you do not need an number you can just provide the path and file as **C:\InvoiceFile\Invoice**  
**Note:** Here **Invoice** (user specified) stands for name of the file and **[InvNumber]** stands for invoice number and is auto populated by the application.  
Example: File will be saved as **Invoicehyp-0001**
- If you want to save the file in .xml format then after providing path add .xml  
Example: **C:\InvoiceFile\Invoice[InvNumber].xml**
- Follow the same steps to save sales return document as a file.

6. Click on **update**.

7. Go back to the main billing window and make an invoice, select pay now to precede payments.

The screenshot displays the HDPOS Smart software interface for Hyper Drive Grocery Store. The window title is 'HDPOS Smart'. The store name is 'Hyper Drive Grocery Store' with address 'Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka'. The login is 'HDAdmin' and the cash register is '01 - Manager's Drawer'. The invoice number is 'Hyp-100013' and the date is '09/10/2017'. The interface includes a table of items, a total of 323.00, and a 'Pay Now (F8)' button highlighted with a red arrow.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00071	24 Letter Mantra Organic Corn Flakes	1	Qty	149.00	149.00
2	T00011	24 Letter Mantra Organic Multigrain Flakes	1	Qty	149.00	149.00
3	T00038	24 Letter Mantra Organic Mustard Big	1	Qty	25.00	25.00

Total : 323.00  
Discount Included : 0.00  
Quantity Total : 3  
Customer :  
Sales Executive :

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Show Tax Details, Show Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt F11).





8. Select the payment mode and click on **Save** or **Save & Print Invoice**.

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

- Invoice Number:** Hyp-100013
- Invoice Date:** 09/10/2017
- Customer Info:** Customer, Sales Executive, Customer Email, Customer Mobile Number, and checkboxes for 'Send email to Customer' and 'Send sms to Customer'.
- Invoice Info:** Total Before roundoff: 323.00, Roundoff Amount: 0.00, Total: 323.00. Quantity Total: 3, Number of Items: 3, Discount Included: 0.00, Tax Included: 15.38.
- Tax Details:** CGST@2.5 (7.69), SGST@2.5 (7.69).
- Payment Detail:** Cash selected. Amount Received: 323.00. Pending Amount: 0.00. Cash: 323.00.
- Bottom Section:** Note field, 'Pick Message' button, Total Commission Expense: 0.00, Total Received Amount: 323.00, Returnable Balance: 0.00, and a checkbox for 'Save Returnable Amount as Customer Advance (F4)'. Buttons include 'Save & Print Estimate (F11)', 'Save Estimate (F12)', 'Save & Print Invoice (F5)', 'Save Invoice (F8)', and 'Cancel'.

9. Now go to the path you have specified to save the file, you will see the file saved with details provided.

