

How to enter details of Goods Delivered after invoice is made?

Goods Delivery details are nothing but details of goods delivered to the desired customer successfully. Delivery details would generally be required in businesses that involves home delivery of goods like retail stores, Electronic Stores etc.

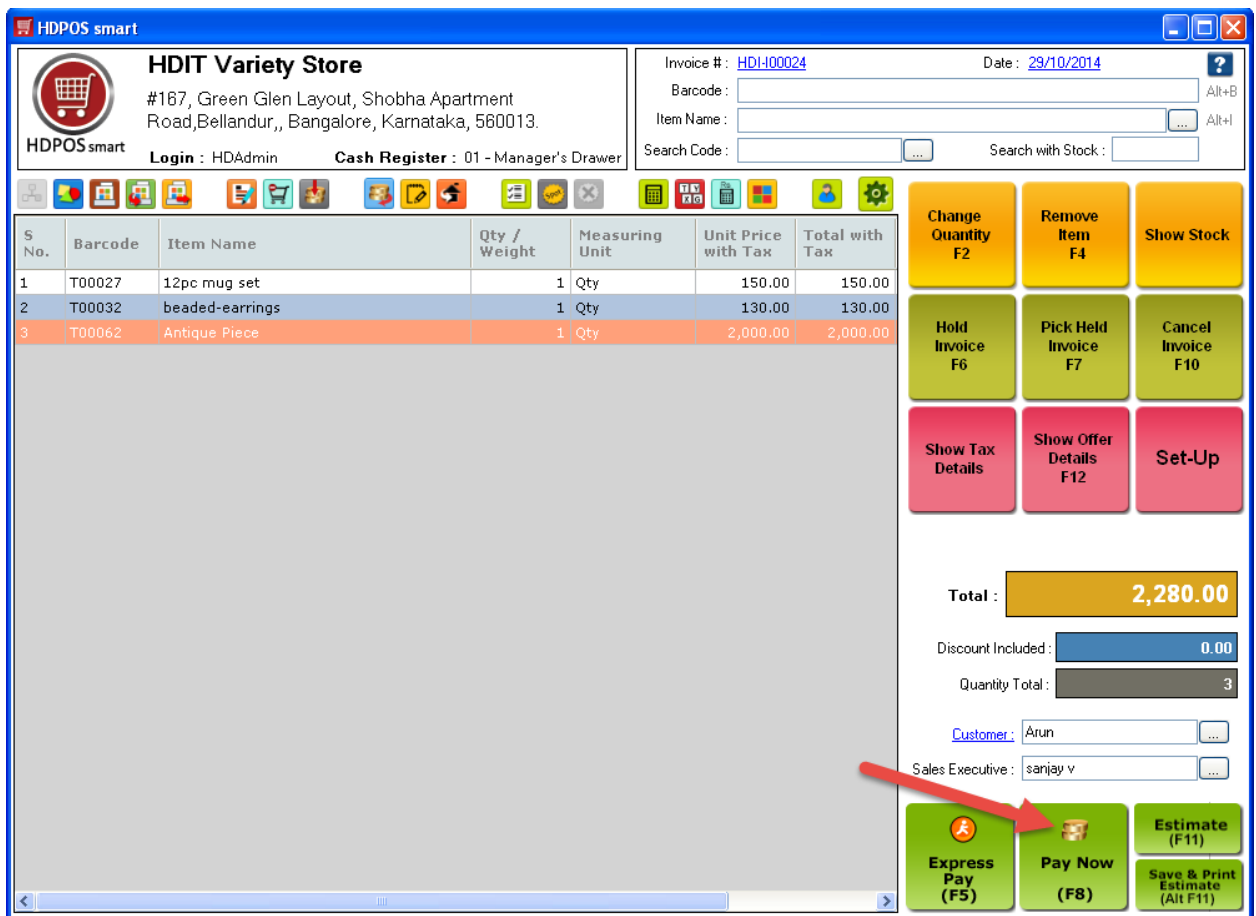
To enter delivery details you would

1. Need to make an invoice and save it with 'Not Delivered' status
2. Change the delivery status to 'Delivered'

Here is how you would do that

Step 1: Make an invoice and save it with 'Not Delivered' status

1. Run HDPOS smart.
2. In the Main Invoice screen select the required items and click on **Pay Now**.



The screenshot shows the HDPOS smart Main Invoice screen for HDIT Variety Store. The store address is #187, Green Glen Layout, Shobha Apartment, Road, Bellandur, Bangalore, Karnataka, 560013. The login user is HDAdmin and the cash register is 01 - Manager's Drawer. The invoice number is HDI-100024 and the date is 29/10/2014. The screen displays a table of items with columns for S No., Barcode, Item Name, Qty / Weight, Measuring Unit, Unit Price with Tax, and Total with Tax. The items listed are:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00027	12pc mug set	1	Qty	150.00	150.00
2	T00032	beaded-earrings	1	Qty	130.00	130.00
3	T00062	Antique Piece	1	Qty	2,000.00	2,000.00

On the right side of the screen, there are several buttons for actions: 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), and Set-Up. At the bottom right, there are buttons for Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11). The total amount is 2,280.00. A red arrow points to the Pay Now (F8) button.



3. At the bottom of the **Pay Now** screen you will see a checkbox **'Goods Delivered'** which is checked by default.
4. Uncheck the checkbox **Goods Delivered** and **Save** the invoice.

Pay Now Invoice Number : HDI-H00024

Customer Info
Customer : Arun Alt+C Sales Executive : sanjay v Alt+S
Available Credit Limit : 0.00 Customer Email : Send email to Customer
Customer Mobile Number : 9591984114 Send sms to Customer

Invoice Info
Total Before roundoff : 2,280.00 Quantity Total : 3
Roundoff Amount : 0.00 Number of Items : 3
Total : 2,280.00 Discount Included : 0.00
Tax Included : 20.69

Tax Details :
vat 20.69

Payment Detail
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Amount Received : 2,280.00 Alt+A Ctrl+P
Note :
Total Commission Expense : 0.00
Pending Amount : 0.00
Cash : 2,280.00
Total Received Amount : 2,280.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

Goods Delivered : Print Delivery Note : Save & Print Estimate (F11) Save Estimate (F12) Save & Print (F5) Save (F8) Cancel

5. This will **Save** the invoice with the Delivery Status as **'Not Delivered'**.



Step 2: Change the delivery status to 'Delivered'

1. From **Main Invoice screen** select **Sales invoice** option from the tool strip.

HDPOS smart

HDIT Variety Store
#187, Green Glen Layout, Shobha Apartment
Road, Bellandur,, Bangalore, Karnataka, 560013.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDI-100025 Date : 29/10/2014

Barcode: Alt+B
Item Name: Alt+I
Search Code: Search with Stock:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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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**

Total : **0.00**

Discount Included: **0.00**
Quantity Total: **0**

Customer: ...
Sales Executive: ...

Express Pay (F5) **Pay Now (F8)** **Estimate (F11)**
Save & Print Estimate (Alt F11)



2. Select the invoice (Not Delivered) whose status you want to change to delivered

HDPOS smart

HDIT Variety Store
#187, Green Glen Layout, Shobha Apartment
Road, Bellandur,, Bangalore, Karnataka, 560013.

Invoice #: HDI-100025 Date: 29/10/2014

Barcode: Alt+B
Item Name: Alt+I

Stock:

Sales Invoice Manager

Show Invoices Only : Cleared Pending Delivered Not Delivered Search !

Hold Invoice Note	Inv Number	Estimate Inv Number	Delivery Status	Estimate Date	Cash R
	HDI-100024		Not Delivered		01 - Mar Drawer
	HDI-100023		Delivered		01 - Mar Drawer
	HDI-100022		Delivered		01 - Mar Drawer
	HDI-100021		Delivered		01 - Mar Drawer
	HDI-100020		Delivered		01 - Mar Drawer
	HDI-100019		Delivered		01 - Mar Drawer
	HDI-100018		Delivered		01 - Mar Drawer
	HDI-100017		Delivered		01 - Mar Drawer
	HDI-100016		Delivered		01 - Mar Drawer
	HDI-100015		Delivered		01 - Mar Drawer
	HDI-100014		Delivered		01 - Mar Drawer

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Showing 16 Records

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

Remove Item (F4) Show Stock
Cancel Invoice (F10)
Set-Up

0.00
0.00
0



3. Click on 'Mark As Delivered' option from the 'Sales Invoice Manager' tool strip.

HDPOS smart

HDIT Variety Store
#187, Green Glen Layout, Shobha Apartment
Road, Bellandur,, Bangalore, Karnataka, 560013.

Invoice #: HDI-100025 Date: 29/10/2014

Barcode: [] All+B
Item Name: [] All+I

Stock: []

Sales Invoice Manager

Show Invoices: Cleared Pending Delivered Not Delivered [] Search [!]

Hold Invoice Note	Inv Number	Estimate Inv Number	Delivery Status	Estimate Date	Cash R
	HDI-100024		Not Delivered		01 - Mar Drawer
	HDI-100023		Delivered		01 - Mar Drawer
	HDI-100022		Delivered		01 - Mar Drawer
	HDI-100021		Delivered		01 - Mar Drawer
	HDI-100020		Delivered		01 - Mar Drawer
	HDI-100019		Delivered		01 - Mar Drawer
	HDI-100018		Delivered		01 - Mar Drawer
	HDI-100017		Delivered		01 - Mar Drawer
	HDI-100016		Delivered		01 - Mar Drawer
	HDI-100015		Delivered		01 - Mar Drawer
	HDI-100014		Delivered		01 - Mar Drawer

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

4. You will get a Confirmation message. Click on Yes.

Confirm

Are you sure you want to mark invoice as delivered?

Yes No

5. Once you select **yes**, you will see the **Invoice Delivery Details** screen
6. Here you can enter the delivery details like the **employee name, delivery date, receivers name, note** and click on **Create**.



Invoice Delivery Details

Employee : sanjay v

Invoice Delivery Date : 29/10/2014 04:45 PM

Receiver's Name : Geeta

Note : Customer asked to drop at neighbour's place as she is not at home.

Pick Message

Create (F8) Cancel

7. This will change the invoice **Delivery status** from **Not Delivered** to **Delivered**.

Sales Invoice Manager

Show Invoices Only : Cleared Pending Delivered Not Delivered [] Search !

Hold Invoice Note	Inv Number	Estimate Inv Number	Delivery Status	Estimate Date	Cash R
	HDI-I00024		Delivered		01 - Mar Drawer
	HDI-I00023		Delivered		01 - Mar Drawer
	HDI-I00022		Delivered		01 - Mar Drawer
	HDI-I00021		Delivered		01 - Mar Drawer
	HDI-I00020		Delivered		01 - Mar Drawer
	HDI-I00019		Delivered		01 - Mar Drawer
	HDI-I00018		Delivered		01 - Mar Drawer
	HDI-I00017		Delivered		01 - Mar Drawer
	HDI-I00016		Delivered		01 - Mar Drawer
	HDI-I00015		Delivered		01 - Mar Drawer
	HDI-I00014		Delivered		01 - Mar Drawer

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Showing 16 Records