

# How to exchange old items for new items in HDPOS smart?



HDPOS smart Tutorials

To exchange old items for new items in HDPOS smart, follow the steps below.

1. Run HDPOS smart. On the main screen, click on **Set-Up** button.

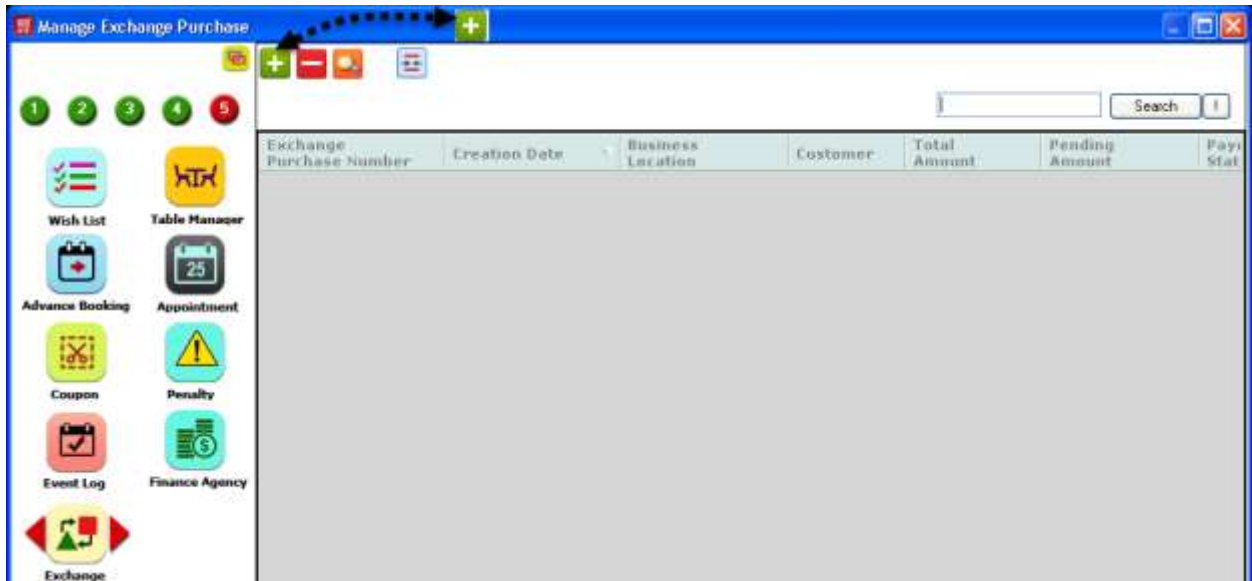


2. From Set-Up screen, go to 5<sup>th</sup> page and click on **Exchange**.

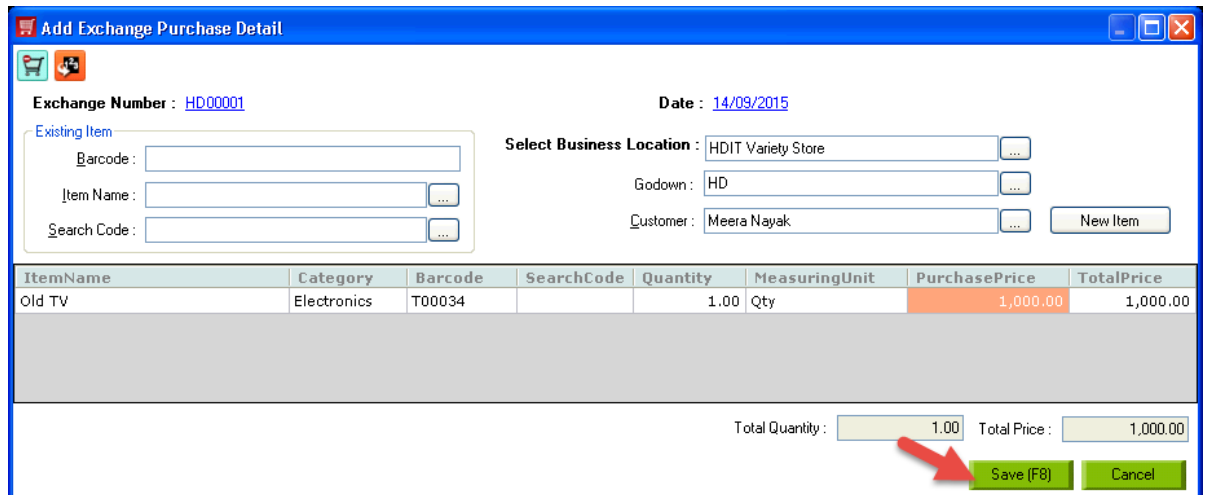




3. You will see the **Manage Exchange Purchase** screen. Click on the **Add Exchange Purchase** button from the tool strip.

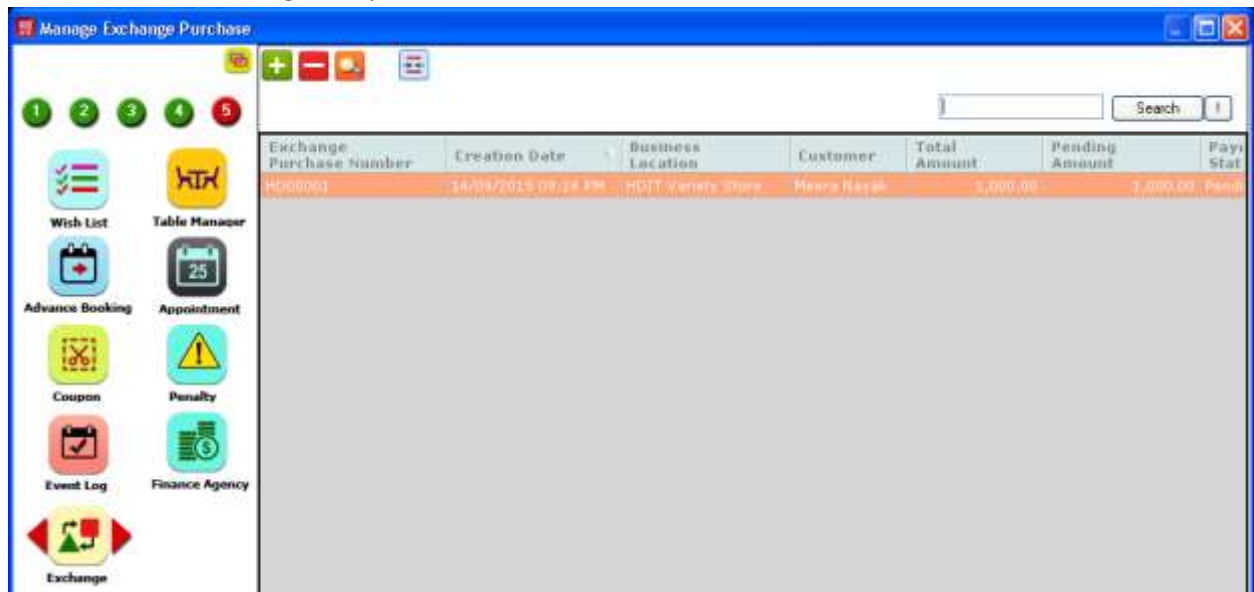


4. From the **Add Exchange Purchase Detail** screen,
  - From **Existing Item** section, select the item (old item) which you want to purchase from the customer.  
**Note:** If the item does not exist in your database, you can create that as a new item by clicking on **New Item**  button on the screen.
  - Select the **godown** into which the old item stock will be added.
  - Select the **customer** name from whom you are purchasing. This is **mandatory**.
  - Change the **quantity** and **purchase price** as required.
  - Click on **Save**.

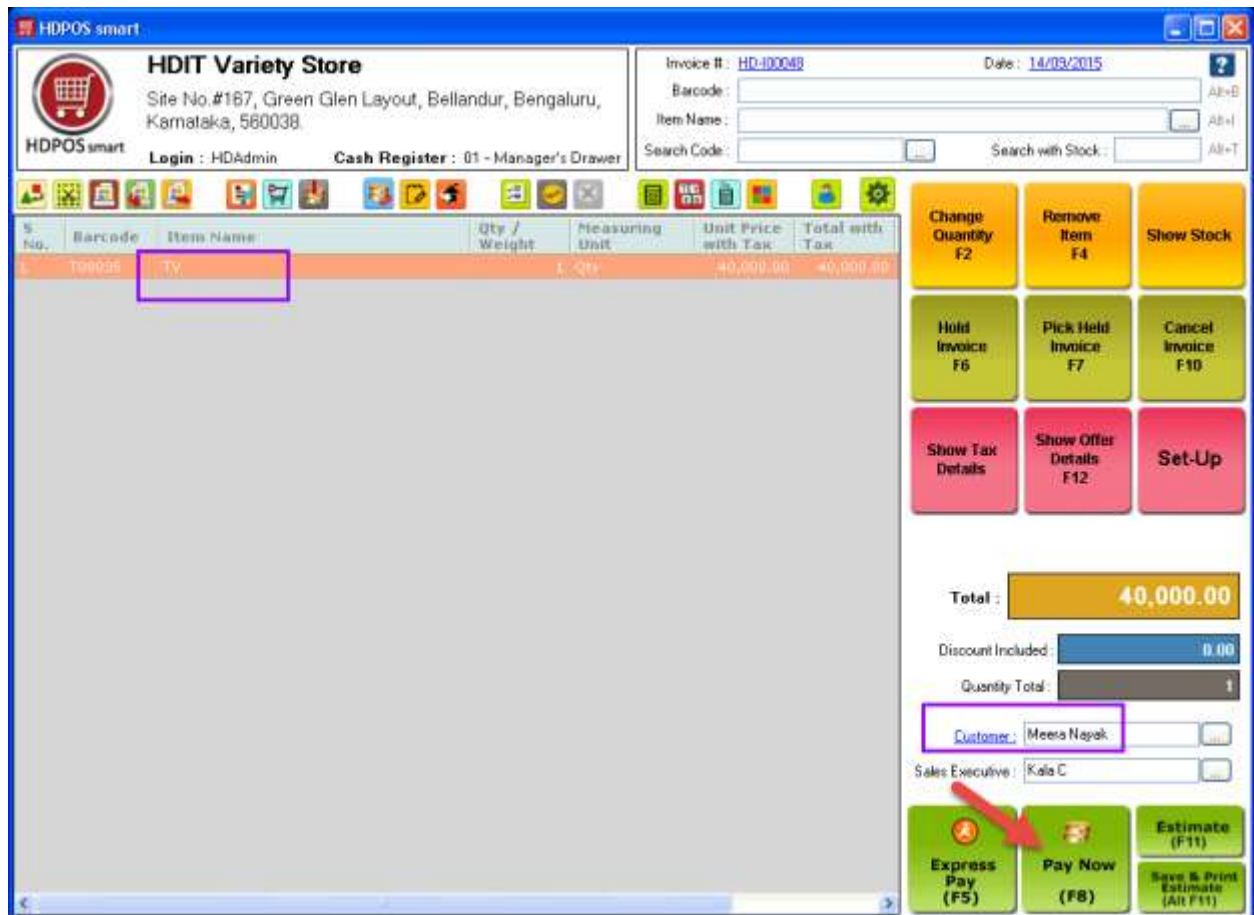




5. You will see the exchange entry as shown below.



6. Go back to main screen. Add new items for the invoice. Select the Customer Name and click on Pay Now button.





- 7. In the **Pay Now** screen, from the Payment Details section, click on **Exchange** tab. You can move through the payment tabs through the arrow symbols . Click on **Select Exchanges** button.

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

- Invoice Number:** HD-00048
- Customer Info:** Customer: Meera Nayak, Sales Executive: Kala C, Available Credit Limit: 39,560.00, Customer Email: meera.nayak@gmail.co, Customer Mobile Number: 9898989898.
- Invoice Info:** Total Before roundoff: 40,000.00, Roundoff Amount: 0.00, Total: 40,000.00. Quantity Total: 1, Number of Items: 1, Discount Included: 0.00, Tax Included: 0.00.
- Payment Detail:** Tabs include Approved Pending, Gift Card, Bank Transfer, Food Coupon, Sales Return, Advance Booking, and Exchange (highlighted). Pending Amount: 40,000.00. Amount Received: 0.00. A red arrow points to the 'Select Exchanges' button.
- Bottom Section:** Note field, Pick Message button, Total Commission Expense: 0.00, Total Received Amount: 0.00, Returnable Balance: 0.00, and various save/print buttons.

- 8. You will see the **Select Exchange** screen, where you will see list of purchases made from the selected customer with respective amounts. Select as required and click on **OK**.

The screenshot shows the 'Select Exchange' window with the following table:

| Select For Payment                  | Exchange Number | Exchange Date | Remaining Amount | Adjusted Amount |
|-------------------------------------|-----------------|---------------|------------------|-----------------|
| <input checked="" type="checkbox"/> | HD00001         | 14/09/2015    | 1,000.00         | 1,000.00        |

Selected Amount: 1,000.00

Buttons: OK, Cancel



**Note:** You can choose to select the total exchange amount **OR** partially by entering the adjusted amount.

9. The selected Amount will be shown as Amount Received.

Approved Pending | Gift Card | Bank Transfer | Food Coupon | Sales Return | Advance Booking Amt | **Exchange** | < >

Amount Received : 1,000.00

10. Rest of the amount can be paid by any payment mode as shown below. Click on **Save Invoice**.

**Pay Now** Invoice Number : HD+00048

Customer Info: Customer: Meera Nayak | Sales Executive: Kala C

Invoice Info: Total Before roundoff: 40,000.00 | Total: 40,000.00

Payment Detail: Cash | Card | Cheque | Store Credit | Advance Amount | Approved Pending | Gift Card | Bank Transfer | Food Coupon

Amount Received: 39,000.00

Pending Amount: 0.00

Cash: 39,000.00 | Exchange: 1,000.00

Total Received Amount: 40,000.00

Returnable Balance: 0.00

Save & Print Invoice (F5) | Save Invoice (F8)