



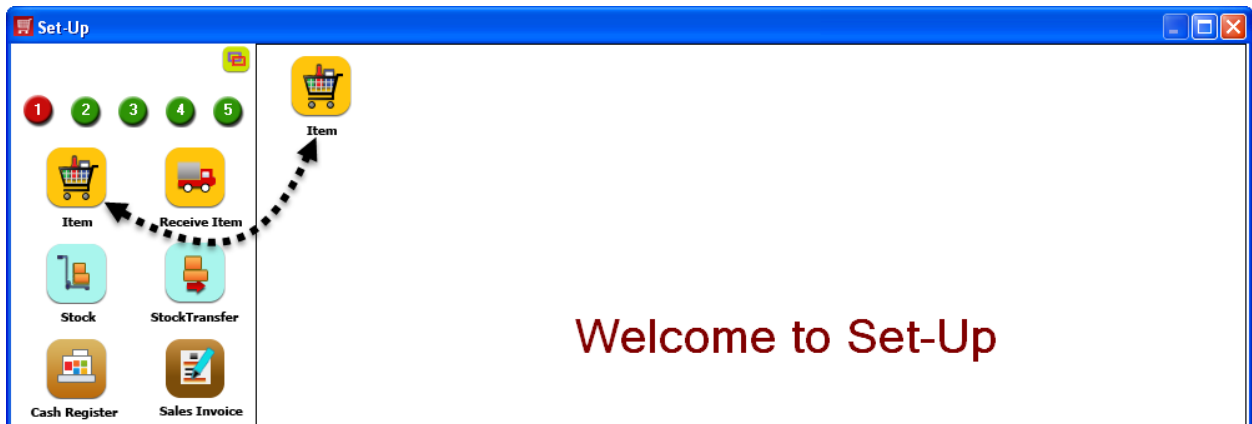
How to find an item with Search Code while making an invoice?

To find an item with Search Code while making an invoice, follow the steps below.

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



2. From the 1st page of Set-Up screen, click on **Item**.





3. Create a new item by clicking on Add Item button.
 - a. Enter the **Barcode**, **Item Name** and **Search Code**.
 - b. Enter the **Category**, **Sales Price** and click on **Create**.

Add New Item

Barcode: 1122 Auto-Generate

Name: Scooter Item Name Template

Item Unique Name: Scooter

Item Group Name: Scooter Group Name Template

Name In Regional Language: Settings...

Category: Toys Search Code: TY10

Item Attributes

Is Active Not For Sale Is Service Item Is Purchased Need To Print Barcode Sticker

Has BOM Is Auto Make Is Auto Break Is Sortable Item Has Manual Batch Has Auto Batch

Is Gift Card

Has Label

Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling

Is a Kit Provides AMC Is AMC Item

Only For Online Shop Not For Online Shop Allow to purchase on eShop when not in stock

Tax Detail

Tax paid while purchasing: Purchase Tax

Tax collected while selling: Sales Tax

My Sales Price Includes Tax

Packaging

Purchase Measuring Unit: Qty

Sales Measuring Unit: Qty

1 Purchase unit is equal to: 1 Sales Units.

Pricing

Last Purchase Unit Price:	699.00
Sales Price Before Tax:	881.37
Sales Price (My MRP):	899.00
MRP (Printed MRP):	899.00

Add Item Price

Keywords: Scooter Display Index: 8

Item Description: Scooter Toy

User Field List

Create & Clone (F6) Create & Continue (F7) **Create (F8)** Cancel

4. You can select any existing item and make sure it has Barcode, Item Name and Search Code details defined for it.
5. Go to 4th page. Click on **Settings**.
6. From **System Settings** screen, click on **Invoice Settings**.

System Setting

1 2 3 4 5

Settings Estimate Invoice

Delivery Details Data Movement

INVOICE PRINTER CURRENCY

TECHNICAL SETTINGS GENERAL DATE FORMAT

BACKUP EMAIL SETTINGS WEIGHING SCALE



- In **Invoice Settings** screen, check the checkbox **“Find Item with Search Code for Sales Invoice from Item Name text box”**.
- Click on **Apply**.

General Settings

- Is Sales Executive Mandatory
- Show Warning for Negative Stock
- Show Offer Details
- Email Invoice to Customer
- SMS Invoice To Customer
- Is Customer Mandatory
- Use Customer Group Price
 - Default Credit Limit for Customers :
 - Number of days to hold invoice : days
 - Number of invoices to print :
- Always ask for quantity once item is added to the invoice
- Always ask for price change once item is added to the invoice
 - Mark price down by % by default
- While Showing purchase price from Invoice screen add % Amount :
- Max Items can be removed from Sales Invoice :
- Ask For Print Format And Printer On Every Print.
- Ask For Email Template On Every Send Email to Customer.
- Reload Invoice After Picking Held Invoice
- Number of Customer Receipts to Print :
- Add all quantity in invoice for total quantity
- Allow Invoice OR Advance Booking with Zero Grand Total
- Allow Advance Booking Document With Zero Booking Amount
- Show warning when sales price is less than purchase price
- Find Item with Search Code for Sales Invoice from Item Name Box

Sales Return Settings

Allow Sales Return from Invoices of last : days

Penalty

- Consider Penalty in Credit Limit
- Consider Fractional Days In Penalty Calculation

Payment Settings

Default payment mode of invoice :

Round off Invoice amount and Recieved Item Entry amount to nearest :

- Use Additional Tax
- Use Additional Charges

Default Additional Tax :

Invoice Express Pay Settings

- Show Express Pay Button
- Show Invoice Express Pay Warning
- Print Invoice In Express Pay
- Default payment mode of Express Pay :
- Ask for payment mode in Express Pay
- Show Express Pay Returnable Amount PopUp

Invoice Screen Setting

- Show MRP In Main Invoice Screen
- Show Measuring Unit In Main Invoice Screen
- Show Item Description In Main Invoice Screen
- Show Hold Note Panel
- Show Invoice Item Level Sales Executive Panel
 - Show Invoice Level Sales Executive Also
 - Apply Commission to Sales Invoice
 - Apply Commission only for Items without Item Level Executive
- Show Item Images in Main Invoice Screen

Label Settings

- Is item label Compulsory at the time of Sales Invoice and Sales Return.

Invoice Delivery

- Ask For Invoice Delivery Information

Subsidy Setting

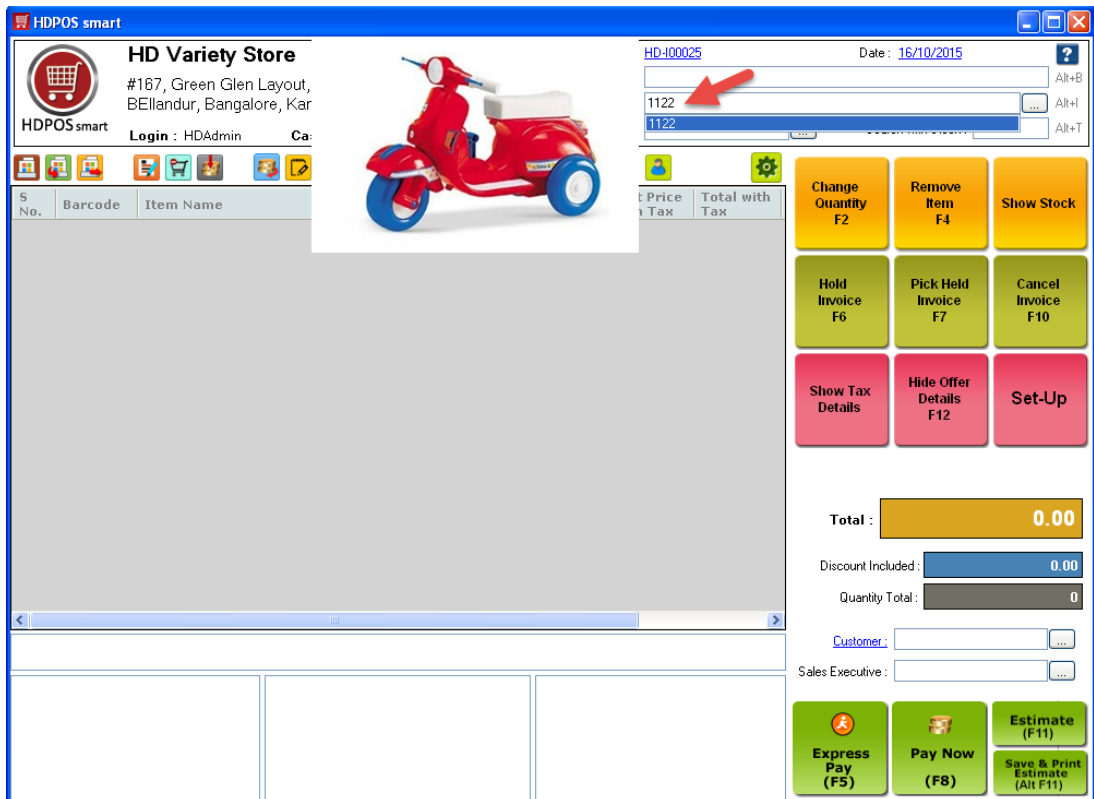
- Offer Subsidy

Apply **Cancel**

- Go back to the main screen, and search for the above item from **Item Name** field.
- You can search for the same item by entering the **name** or **barcode** or **search code**.
- By Name:** When you type the name of item in **Item Name** field, you can see the screen as shown below.



12. **By Barcode:** When you type the name of item in **Barcode** field, you can see the screen as shown below.





13. **By Search Code:** When you type the name of item in **Search Code** field, you can see the screen as shown below.

The screenshot displays the HDPOS smart application interface. At the top left, the store name "HD Variety Store" is shown along with its address: "#167, Green Glen Layout, BELLandur, Bangalore, Kar". The login information "Login : HDAdmin" and "Ca:" is also visible. A search code "HD-100025" and the date "16/10/2015" are entered in the top right. A red scooter is displayed in the center. Below the scooter, a table with columns "S No.", "Barcode", and "Item Name" is visible. On the right side, there are several functional buttons: "Change Quantity F2", "Remove Item F4", "Show Stock", "Hold Invoice F6", "Pick Held Invoice F7", "Cancel Invoice F10", "Show Tax Details", "Hide Offer Details F12", and "Set-Up". At the bottom right, there are buttons for "Express Pay (F5)", "Pay Now (F8)", and "Estimate (F11)". The total amount is displayed as "0.00".

