

How to make a pending invoice for a customer in HDPOS lite?



Sometimes in your business, customers will purchase items without making any payment and you will receive this pending payment from them later.

To create a pending invoice in HDPOS lite, follow the steps below:

1. Run **HDPOS lite**.
2. From main screen, select items for the invoice.
3. Select the **Customer**.
4. Click on **Pay Now**.

Hyper Drive Grocery Store
#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR
Bellandur, Bangalore, Karnataka
Login : HDAdmin Cash Register : Manager's Drawer

Invoice #: HDI-H00008 Date: 22/01/2018
Barcode:
Item Name:
Search Code:

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
1	Aarogya Whole Wheat...	Qty		1.00	322.35	322.35
2	Apples	Kg		1.00	64.00	64.00
3	Banana	Kg		1.00	30.00	30.00
4	Besan 1 Kg	Qty		1.00	114.45	114.45

Total : 530.80
Quantity Total : 4
Customer : Natasha Jain
Sales Executive :

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

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>





5. From the Pay Now detail screen, you can see the customer name.

Note: There is no **Credit limit** for the customer.

6. From the **Payment Detail** section, click on **Approved Pending**.

7. Enter the invoice amount.

8. Click on **Save(F8)** or **Save & Print(F5)** invoice.

Pay Now Detail

Sales Invoice Number : HDI-100008 Invoice Date : 22/01/2018

Customer : Natasha Jain Sales Executive :

Invoice Info

Total : 530.80 Quantity Total : 4

Tax Included : 20.80 Discount Included : 0.00

Tax Details : CGST@2.5 10.40
SGST@2.5 10.40

Final Total : 530.80

Payment Detail

Cash Card **Approved Pending**

Pending Amount : 0.00

Approved Pending : 530.80

Amount : 530.80 Alt+A
Ctrl+P

Total Received Amount : 530.80

Returnable Balance : 0.00

Notes :

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

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