

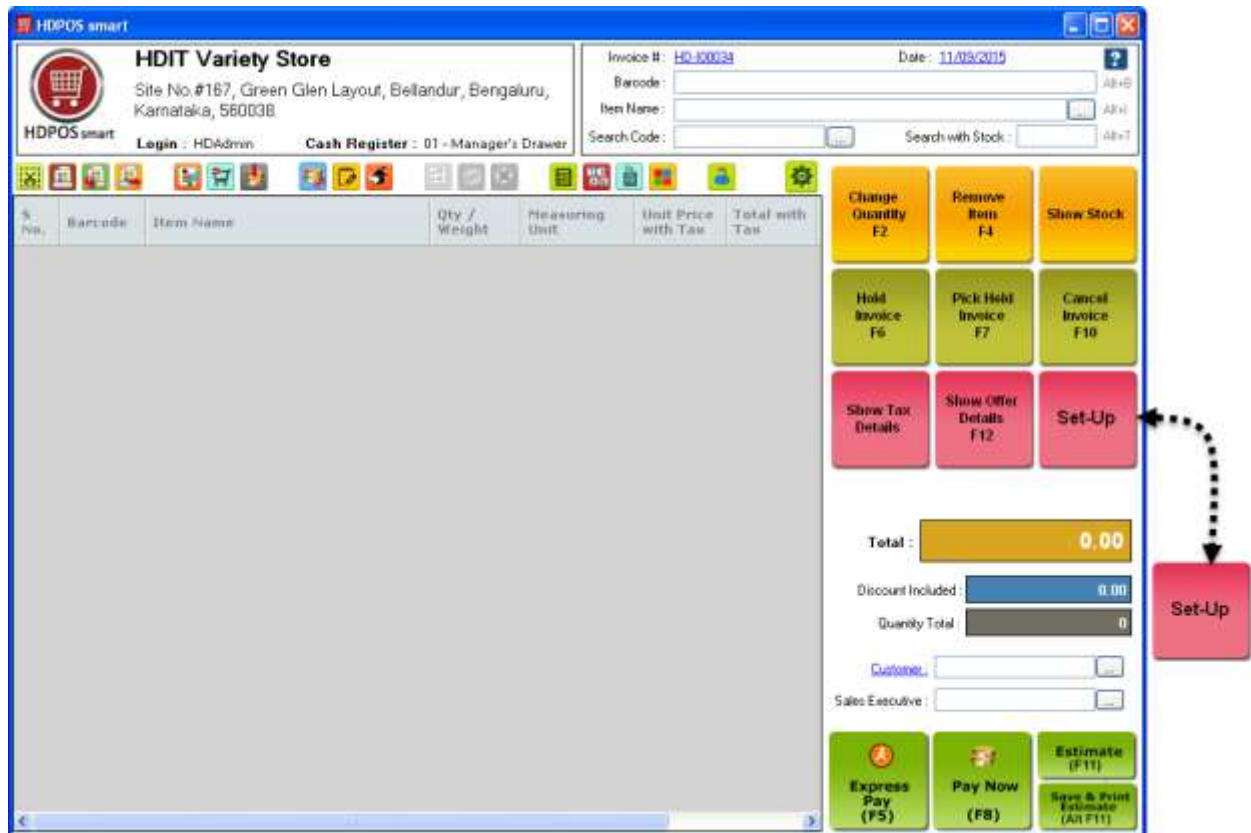


How to make a sales invoice using multiple cards (without taking commission from customer)?

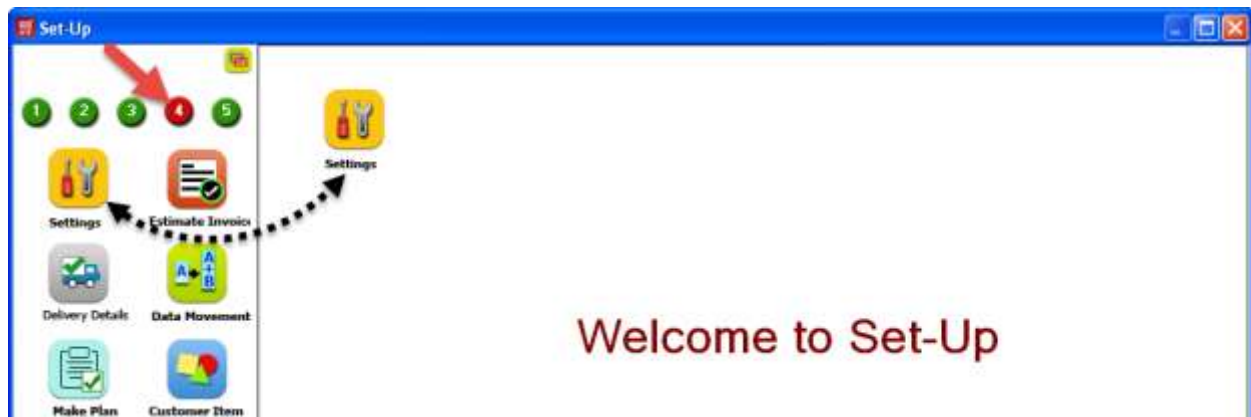
When a sales invoice is made using a credit/debit card, you have to pay the commission amount to the bank to which the card belongs to. You can pay this commission amount to bank on your own OR you can take it from the customer and give the same to bank.

To make a sales invoice using multiple cards without taking commission from customer, follow the steps below.

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



2. From Set-Up screen, go to 4th page, click on **Settings**.

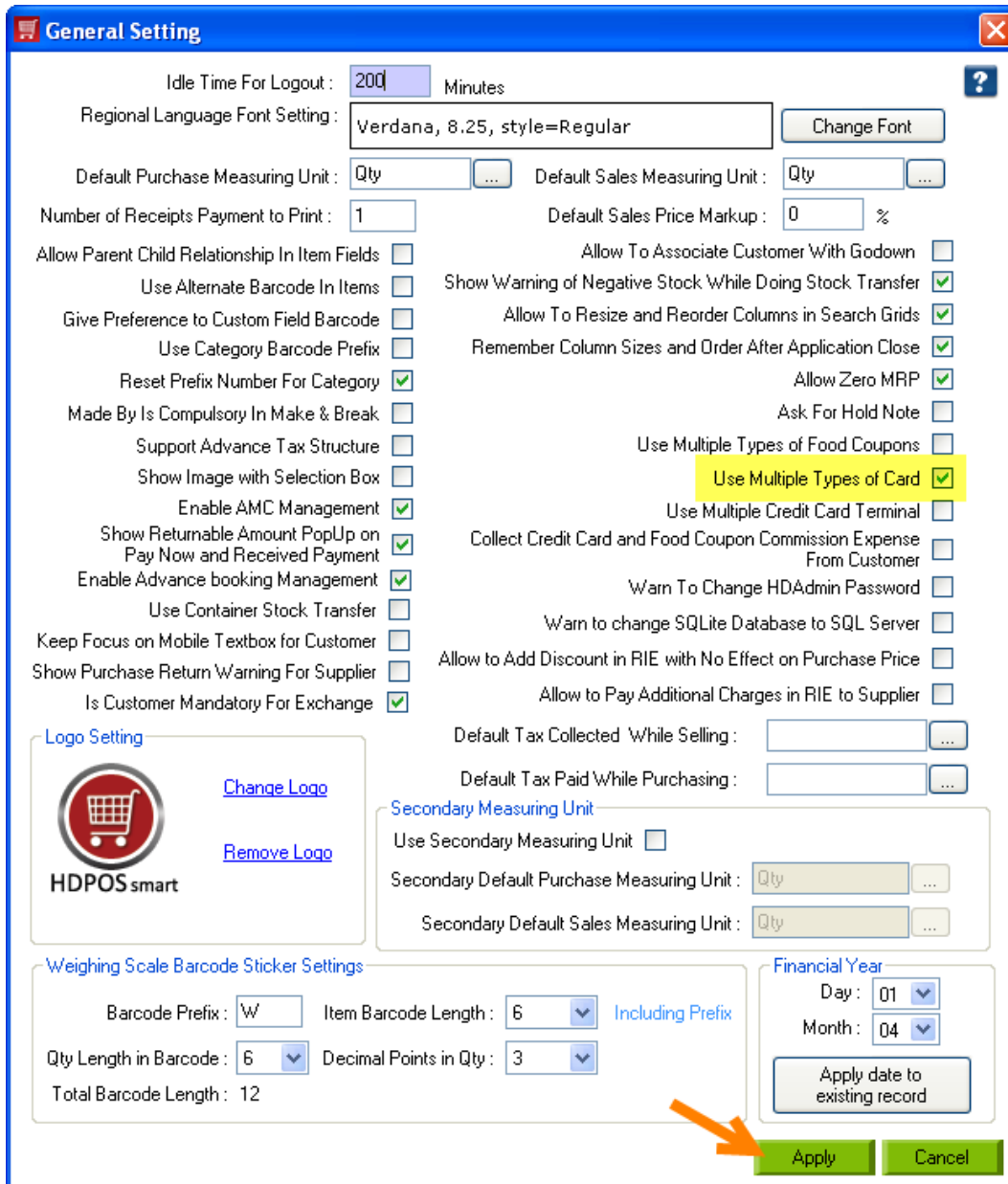




- From **System Settings** screen, click on **General Settings**.



- From **General Settings** screen, check the checkbox **“Use Multiple Types of Card”**. Click on **Apply**.



- Go back to main screen. Make a sales invoice by adding items to invoice grid.
- Click on **Pay Now** button.



HDPOS smart

HDIT Variety Store
Site No #167, Green Glen Layout, Bellandur, Bengaluru, Karnataka, 560038.

Invoice #: HD-00034 Date: 11/09/2015

Barcode: _____

Item Name: _____

Search Code: _____ Search with Stock: _____

Login: HDAdmin Cash Register: 01 - Manager's Drawer

R. No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00005	Dora Doll	1	Qty	1,200.00	1,200.00
2	T00032	sugar	1	Qty	40.00	40.00
3	W00061	tomato	2	Qty	40.00	80.00
4	T00001	Red wheels Blue Car	1	Qty	1,200.00	1,200.00

Change Quantity (F2) Remove Item (F4) Show Stock

Hold Invoice (F6) Pick Hold Invoice (F7) Cancel Invoice (F10)

Show Tax Details Show Offer Details (F12) Set-Up

Total: 2,520.00

Discount Included: 0.00

Quantity Total: 4

Customer: Jitu Sales Executive: Chandra S

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

- You will see the **Pay Now** screen with all details of payable amount. Under the **Payment Details** section, click on the **Card** tab. Click on **Add** button.

Pay Now

Invoice Number: HD-00034

Customer Info: Customer: Jitu Sales Executive: Chandra S

Available Credit Limit: 0.00 Customer Email: jitu@gmail.com

Customer Mobile Number: 9898989897

Invoice Info: Total Before Roundoff: 2,520.00 Quantity Total: 4

Roundoff Amount: 0.00 Number of Items: 4

Total: 2,520.00 Discount Included: 0.00

Tax Included: 1.90 Tax Details: Service Tax@5.5% 1.90

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

Card Amount	Card Commission Amount	Card Holder Name	Bank Name	Card Approval Number	Credit Card Terminal Name
0.00	0.00				

Card Amount: 0.00 Commission: 0.00 Remove Add

Note: _____ Pick Message

Goods Delivered: Print Delivery Challan:

Total Commission Expense: 0.00

Pending Amount: 2,520.00

Total Received Amount: 0.00

Returnable Balance: 0.00

Save & Print Estimate (F11) Save Estimate (F12) Save & Print Booking (F6) Save Booking (F7) Save & Print Invoice (F5) Save Invoice (F8) Cancel





8. You will see **Add Card for Payment** screen as given below.

Add Card For Payment

Pending Amount : 2,520.00

Amount : 1000 Alt+A

Card Holder Name : Jintu

Bank Name : Axis

Approval Number : 1111

Payment Gateway : [dropdown]

Commission : 2 % Amount

Commission Amount : 20.00

OK(F8) Cancel

- Pending Amount:** Here the total amount of the invoice is shown to you.
- Amount:** Enter the amount which you want to pay by the card.
- Card Holder Name:** Enter the card holder name.
- Bank Name:** Enter the bank name to which the card belongs to.
- Approval Number:** Enter the approval number once the card is swiped. This is **mandatory**.
- Commission:** Enter the commission percentage, if it is applicable on the card payment.
- Commission Amount:** Here the commission amount will be displayed.
- Click on **OK**.

9. Repeat the **Step8** to add another card and its amount details.

Add Card For Payment

Pending Amount : 1,520.00

Amount : 1,520.00 Alt+A

Card Holder Name : Jintu

Bank Name : Citi Bank

Approval Number : 123

Payment Gateway : [dropdown]

Commission : 2 % Amount

Commission Amount : 30.40

OK(F8) Cancel



10. You can see the **Pay Now** screen as shown below with **Amount Received** and **Commission Amount** included in that invoice. Click on **Save**.

Pay Now

Invoice Number : HD-100034

Customer Info
Customer: Jintu Alt+C Sales Executive: Chandra S Alt+S
Available Credit Limit : 0.00 Customer Email: jintu@gmail.com Send email to Customer
Customer Mobile Number : 9898989997 Send sms to Customer

Invoice Info
Total Before roundoff : 2,520.00 Quantity Total : 4
Roundoff Amount : 0.00 Number of Items : 4
Total : 2,520.00 Discount Included : 0.00
Tax Included : 1.90
Tax Details : Service Tax@5.5% 1.90

Payment Detail
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Pending Amount : 0.00
Credit Card : 2,520.00

Card Amount	Card Commission Amount	Card Holder Name	Bank Name	Card Approval Number	Credit Card Terminal Name
1,000.00	20.00	Jintu	Axis	1111	
1,520.00	30.40	Jintu	Citi Bank	123	

Card Amount : 2,520.00 Commission : 50.40 Remove Add

Note : Pick Message Total Commission Expense : 50.40
Total Received Amount : 2,520.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

Save & Print Estimate (F11) Save Estimate (F12) Save & Print Booking (F6) Save Booking (F7) Save & Print Invoice (F5) Save Invoice (F8) Cancel

Note: As you are not taking commission from customer, the Commission Amount was included in the invoice amount.