

# How to make a sales invoice using multiple cards and terminals (by taking commission from customer)?



HDPOS smart Tutorials

A card terminal is a device that interfaces with payment cards to make electronic fund transfers.

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 and terminals by taking commission from customer, follow the steps below.

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

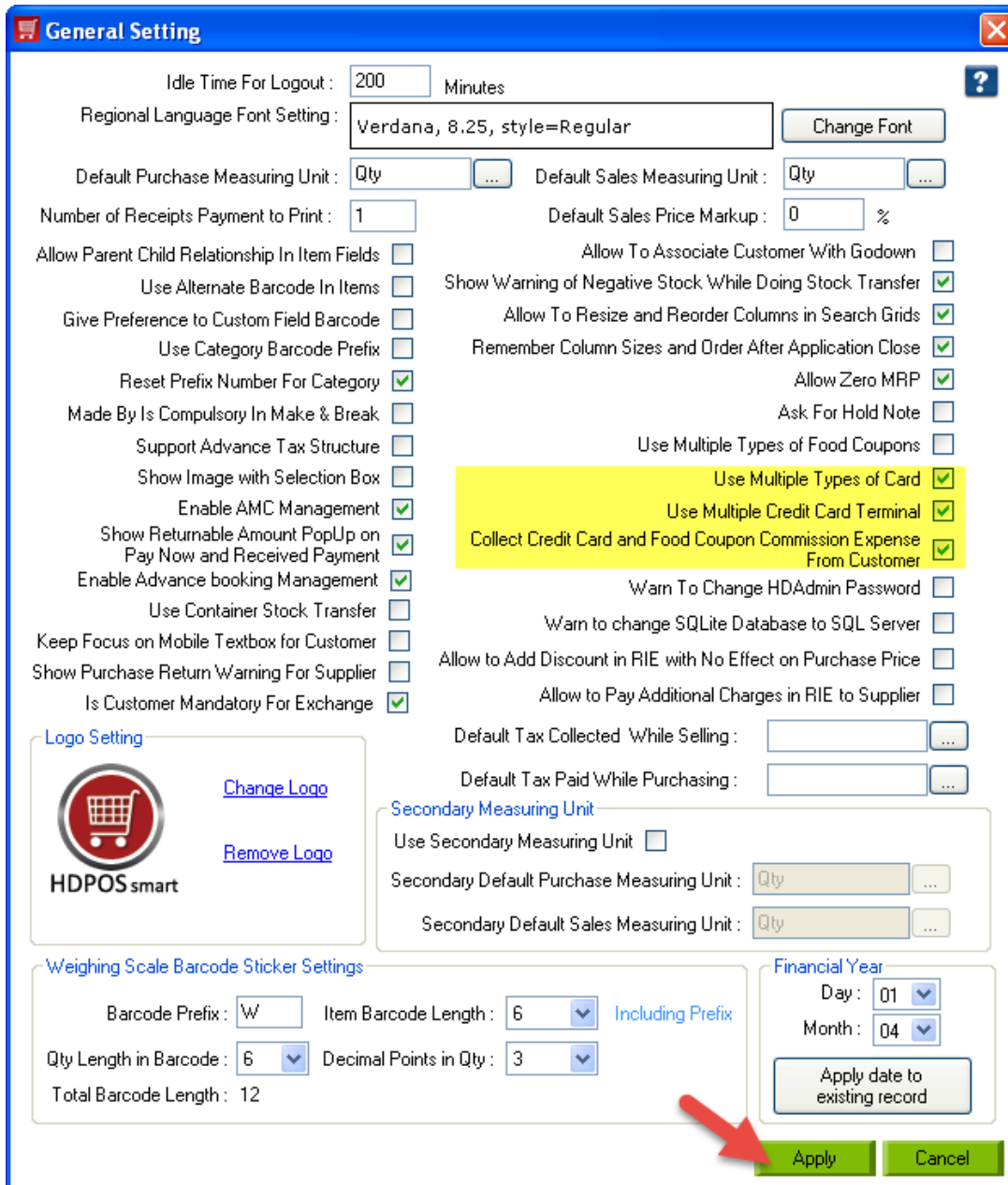




- From Set-Up screen, go to 4<sup>th</sup> page, click on **Settings**. From **System Settings** screen, click on **General Settings**.



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





- Go 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.#187, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560038  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HD-100046 Date: 14/09/2015  
Barcode:  Alt+B  
Item Name:  Alt+I  
Search Code:  Search with Stock:  Alt+S

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00008	Bat Man	1	Qty	1,000.00	1,000.00
2	T00007	Donald Duck soft toy	1	Qty	1,100.00	1,100.00
3	T00005	Dora Doll	1	Qty	1,200.00	1,200.00

**Total : 3,300.00**

Discount Included: 0.00  
Quantity Total: 3  
Customer: Rajendar M  
Sales Executive: Hari K

Buttons: 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, 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.
- You will see **Add Card for Payment** screen as given below.

**Add Card For Payment**

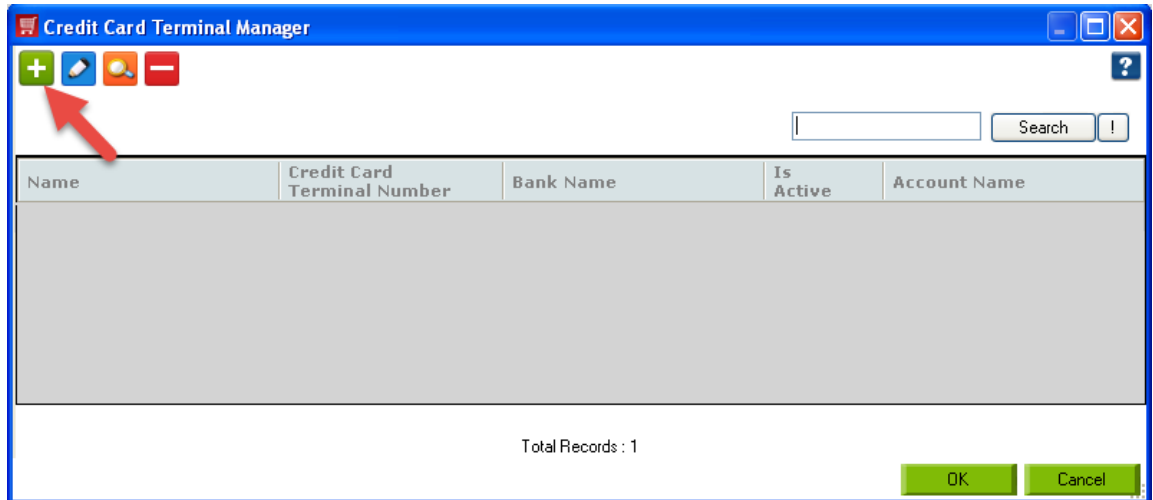
Pending Amount : 3,300.00  
Amount :  Alt+A

Card Holder Name :   
Bank Name :   
Approval Number :   
Payment Gateway :  ...  
Commission :  % Amount  
Commission Amount : 26.00

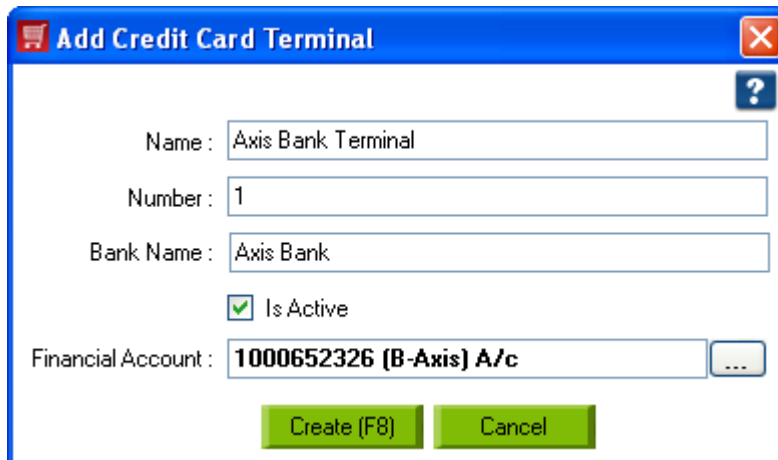
Buttons: OK(F8), Cancel



- a. **Pending Amount:** Here the total amount of the invoice is shown to you.
- b. **Amount:** Enter the amount which you want to pay by the card.
- c. **Card Holder Name:** Enter the card holder name.
- d. **Bank Name:** Enter the bank name to which the card belongs to.
- e. **Approval Number:** Enter the approval number once the card is swiped. This is **mandatory**.
- f. **Payment Gateway:** Click on the 3-dotted button beside the **Payment Gateway** to add the terminal details.
  - o You will see the screen of **Credit Card Terminal Manager**. Click on **Add Terminal** button as shown below.



- o **Step I: Add Credit Card Terminal:** You will see the following screen, where you have to enter the details of the terminal.



**Name:** Enter any name of Credit Card Terminal.

**Number:** Enter any number for the terminal.

**Bank Name:** Enter the Bank Name of credit card.

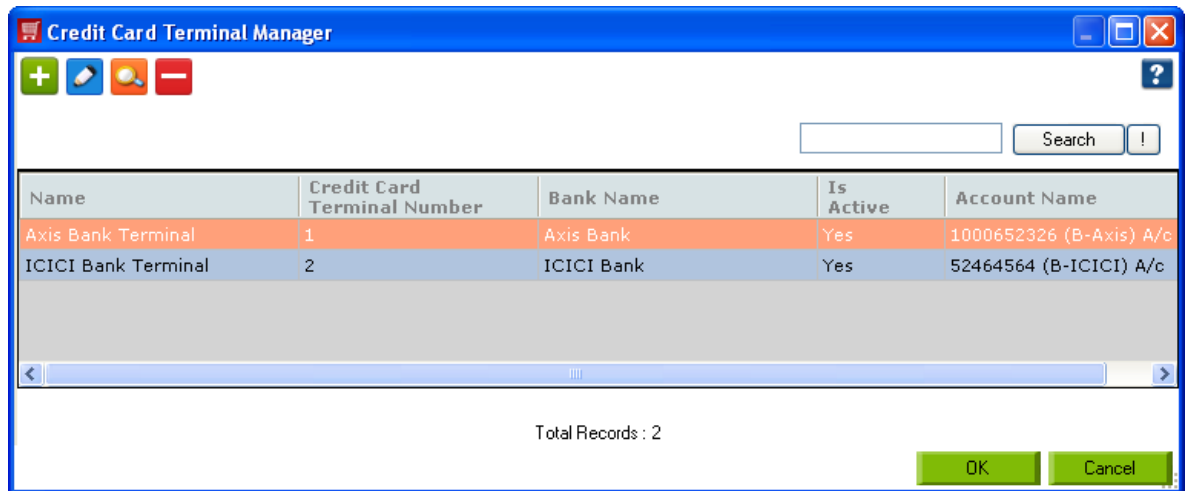
**Is Active** Checkbox: When it is checked, the terminal is active.

**Financial Account:** Select the financial account of the particular bank or any other bank account.



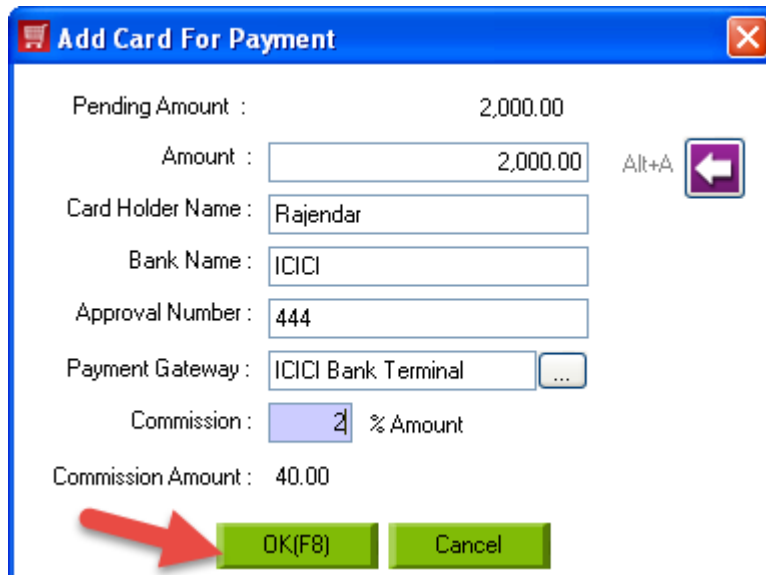
Click on **Create**.

- o Repeat the **Step I** to add all the terminals which you have. After adding all terminals, the screen looks like this.



- o Select any one terminal and click on **OK**.
- g. **Commission:** Enter the commission percentage, if it is applicable on the card payment.
- h. **Commission Amount:** Here the commission amount will be displayed.
- i. Click on **OK**.

7. Repeat the **Step6** to add another card and its amount details.





- 8. You can see the **Pay Now** screen as shown below with **Card Amount** and **Commission** in that invoice. Click on **Save**.

**Pay Now** Invoice Number : HD100046

**Customer Info**  
Customer: Rajendar M Alt+C Sales Executive: Has K Alt+S  
Available Credit Limit : 50,000.00 Customer Email:  Send email to Customer  
Customer Mobile Number :  Send sms to Customer

**Invoice Info**  
Total Before roundoff : 3,300.00 Quantity Total : 3  
Roundoff Amount : 0.00 Number of Items : 3  
Total : 3,300.00 Discount Included : 0.00  
Tax Included : 0.00

**Payment Detail**  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Pending Amount : 0.00  
Credit Card : 3,366.00

Card Amount	Card Commission Amount	Card Holder Name	Bank Name	Card Approval Number	Credit Card Terminal Name
3,300.00	26.00	Rajendar	Axis	545	Axis Bank Ter...
2,000.00	-40.00	Rajendar	ICICI	444	ICICI Bank T...

Card Amount : 3,300.00 Commission : 66.00 Remove Add

Note :  Pick Message Total Commission Expense : 66.00  
Total Received Amount : 3,366.00  
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 taking commission from customer, the Commission Amount is shown separately from the invoice amount. The Total credit card amount is the sum of invoice amount and commission.