



## How to make a sales invoice with a coupon?

To make a sales invoice with a coupon, follow the steps below.

1. Run **HDPOS smart**.
2. **Add Items** for the invoice. Enter the **customer name** and **sales executive name**.
3. Click on the **Apply Coupon to Invoice** button on the main screen tool strip.

The screenshot shows the HDPOS smart interface for HDIT Variety Store. The store address is #167, Green Glen Layout, Bellandur, Bangalore, Karnataka, 560013. The login is HDAdmin and the cash register is 01 - Manager's Drawer. The invoice number is HDVS-100007 and the date is 24/02/2015. The interface includes a table of items, a tool strip with various buttons, and a summary section.


S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00001	Hot wheels Blue Car	1	Qty	1,200.00	1,200.00
2	T00008	Bat Man	1	Qty	1,000.00	1,000.00

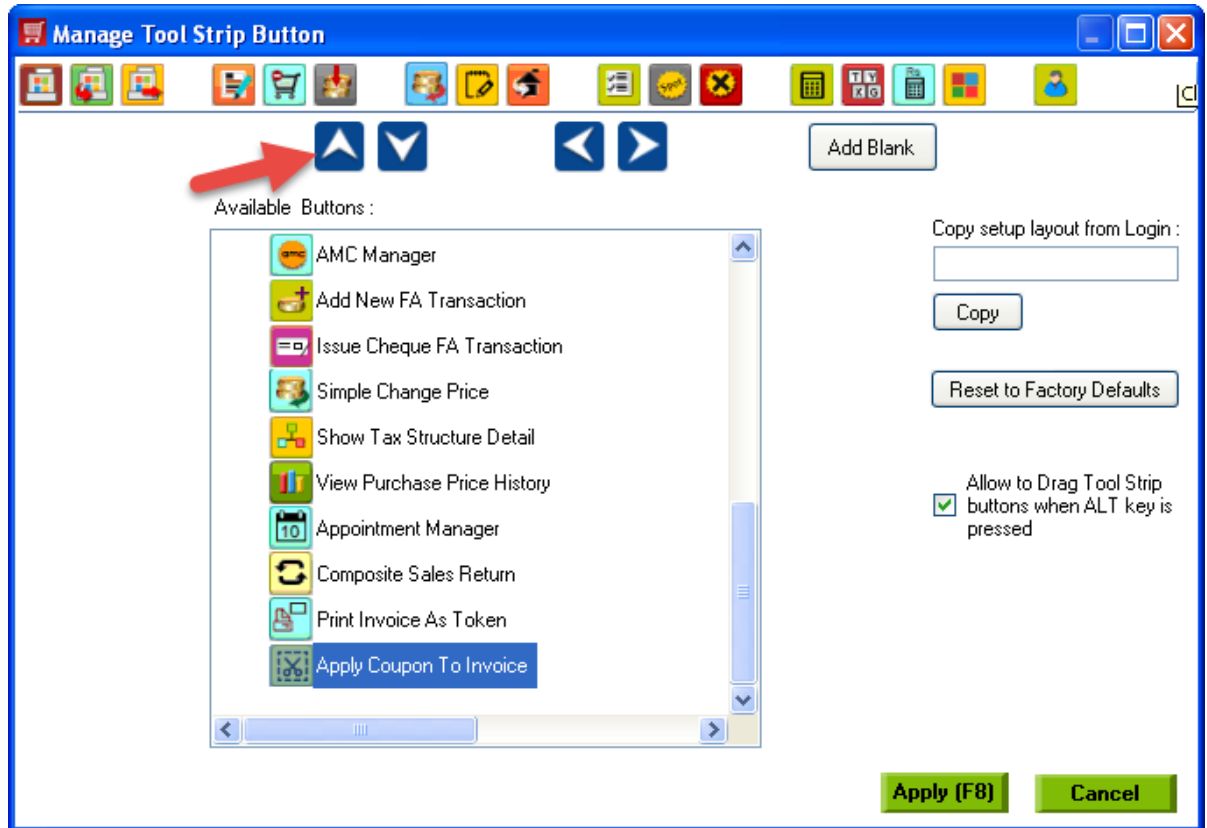
There are no offers applied to the selected item.

Summary:  
Total: 2,200.00  
Discount Included: 0.00  
Quantity Total: 2.00  
Customer: Baby's Desire Toy Store  
Sales Executive: Harika V

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), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt F11).

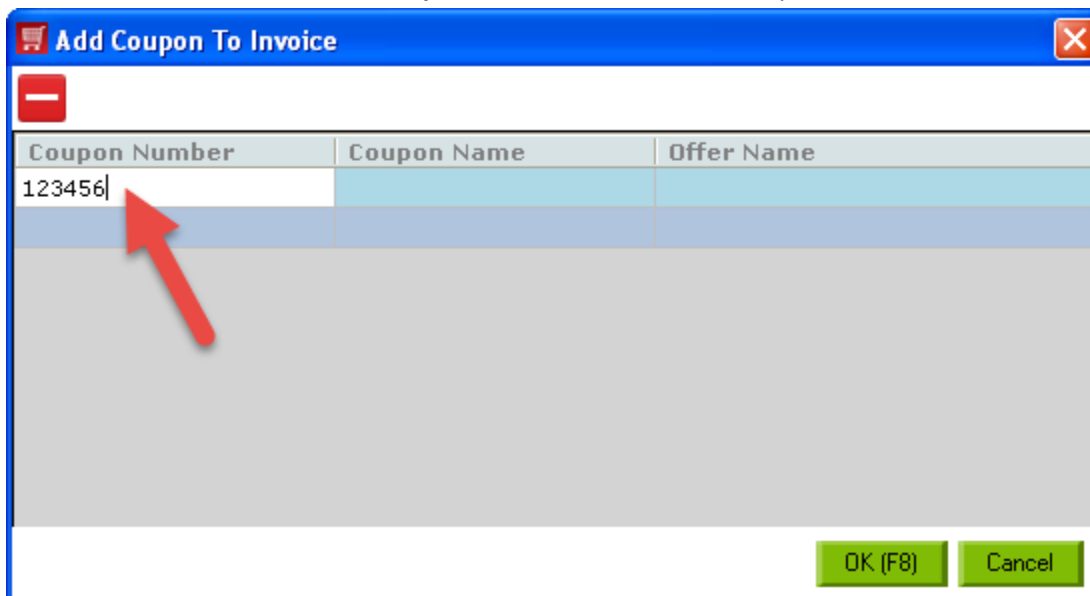
**Note:**

- a. If you are unable to find the **Apply Coupon to Invoice** button on the main screen tool strip, click on the **'Manage Tool Strip Button'**  on the main screen to open the following screen.



- b. In the **Available Buttons** section, scroll down and select the '**Apply Coupon to Invoice**' button and click on the Up Arrow button.
- c. Click on **Apply**.
- d. You will see the '**Apply Coupon to Invoice**' button in the tool strip of main invoice screen.

4. You will see the screen of '**Add Coupon to Invoice**'. Enter the coupon number here. Click on **OK**.





5. You can see in the main screen, in offer details section, the applied coupon details will be displayed as shown below.

HDPOS smart

**HDIT Variety Store**  
#167, Green Glen Layout, Bellandur, Bangalore,  
Karnataka, 560013.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDVS-100007 Date: 24/02/2015  
Barcode: [ ] Alt+B  
Item Name: [ ] Alt+I  
Search Code: [ ] Search with Stock: [ ]

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00001	Hot wheels Blue Car	1	Qty	1,200.00	1,200.00
2	T00008	Bat Man	1	Qty	1,000.00	1,000.00

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 Set-Up

Total : 2,200.00  
Discount Included : 0.00  
Quantity Total : 2.00  
Customer: Baby's Desire Toy Store  
Sales Executive: [ ]

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

There are no offers applied to the selected item.

Following free items are pending:  
1 free "Sand play tools".

6. Add the free item to the invoice. Click on **Pay Now**.

HDPOS smart

**HDIT Variety Store**  
#167, Green Glen Layout, Bellandur, Bangalore,  
Karnataka, 560013.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDVS-100007 Date: 24/02/2015  
Barcode: [ ] Alt+B  
Item Name: [ ] Alt+I  
Search Code: [ ] Search with Stock: [ ]

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00001	Hot wheels Blue Car	1	Qty	1,200.00	1,200.00
2	T00008	Bat Man	1	Qty	1,000.00	1,000.00
3	T00004	Sand play tools	1	Qty	0.00	0.00

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 Set-Up

Total : 2,200.00  
Discount Included : 1,000.00  
Quantity Total : 3.00  
Customer: Baby's Desire Toy Store  
Sales Executive: [ ]

This item is free under "" Get Sand Play Tools Free for Invoice Amount 1000 "".

Following offers are applied:  
Received 1 free "Sand play tools".

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



7. Enter the amount and click on **Save**.

**Pay Now** Invoice Number : HDVS-100007

**Customer Info**  
Customer: Baby's Desire Toy Store Alt+C Sales Executive: Alt+S  
Available Credit Limit : 0.00 Customer Email: Send email to Customer  
Customer Mobile Number: Send sms to Customer

**Invoice Info**  
Total Before roundoff : 2,200.00 Quantity Total : 3.00  
Roundoff Amount : 0.00 Number of Items : 3  
Total : 2,200.00 Discount Included : 1,000.00  
Tax Included : 0.00

**Payment Detail**  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Amount Received : 2,200.00 Alt+A Ctrl+P  
Pending Amount : 0.00  
Cash : 2,200.00

Note :  
Goods Delivered :  Print Delivery Challan :   
Total Commission Expense : 0.00  
Total Received Amount : 2,200.00  
Returnable Balance : 0.00  
Save Returnable Amount as Customer Advance (F4) :

Save & Print Estimate (F11) Save Estimate (F12) Save & Print (F5) Save (F8) Cancel