

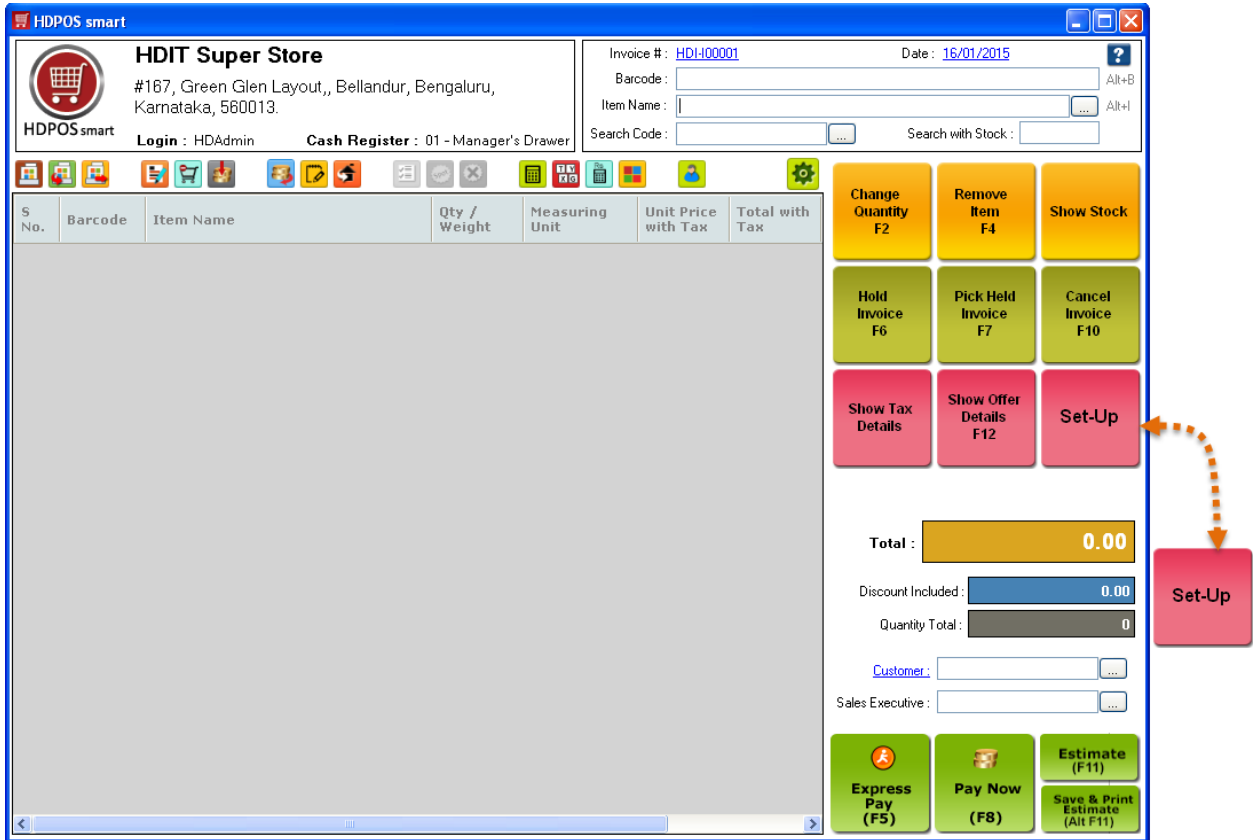
How to make a sales invoice with zero grand total?



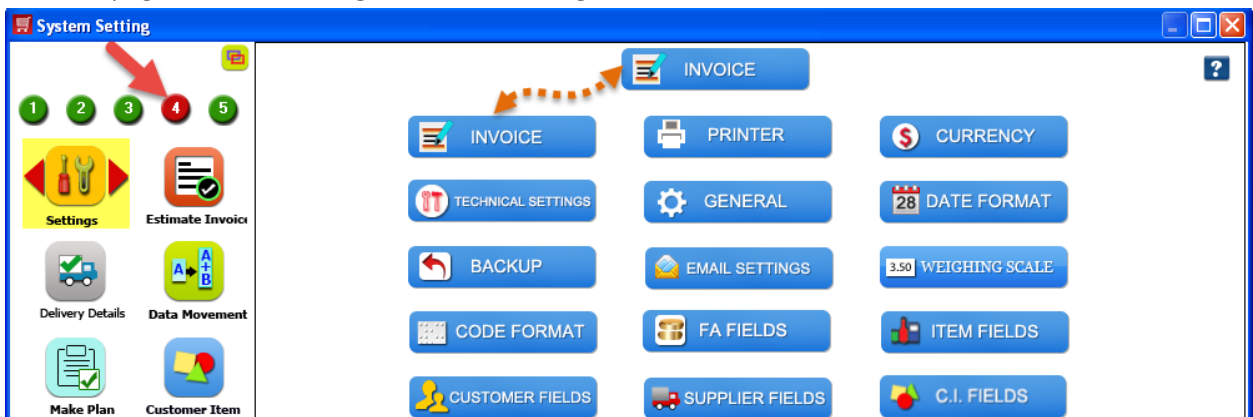
HDPOS smart Tutorials

In HDPOS smart, you can make a sales invoice with zero grand totals. To do this, please follow the steps below.

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



2. Go to 4th page. Click on **Settings**→**Invoice Settings**.





3. Under **Invoice Settings** section, check the checkbox '**Allow Invoice OR Advance Booking with Zero Grand Total**'. Click on **Apply**.

Invoice Settings

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

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 Received 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**

4. Go back to main invoice screen. Add the items to sale invoice.
 - a. The invoice amount will come as zero
 - i. if you change the price of items to zero,
 - ii. Or because of any offers/ discounts applied to an item.
 - b. As the setting is enabled for zero grand totals, the sales invoice will get saved.
 - c. Zero grand total invoices will be helpful to keep track of your stock and any promotional offers you are giving where you will not receive any amount from customer.



HDPOS smart

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

Invoice #: HDI-100001 Date: 16/01/2015

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	T00000015	Ash Gourd 1 kg	1	Kg	0.00	0.00
2	T00000063	Ariel Oxy Blu 2 kg	1	Kg	65.00	65.00
3	T00000036	Brooke Bond Red Label Tea 1 kg	1	Kg	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 : **0.00**

Discount Included: **123.00**

Quantity Total: **3**

Customer: Sales Executive:

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

This item has received 100% discount under "OFFER".

Following offers are applied:
Received 100% off on "Brooke Bond Red Label T

For Example, in the above image, the first item price itself is zero. For the second item, a spot discount has been applied which made the price as zero. For the third item an offer is applied that is making the total invoice amount as zero.



5. Click on **Pay Now**. And enter the amount as which is zero. Click on Save.

Pay Now Invoice Number : HD-100017

Customer Info
Customer: [] 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 : 0.00 Quantity Total : 3
Roundoff Amount : 0.00 Number of Items : 3
Total : 0.00 Discount Included : 123.00
Tax Included : 0.00

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

Note : [] Pick Message
Total Commission Expense : 0.00
Total Received Amount : 0.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

Goods Delivered : Print Delivery Challan :

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