

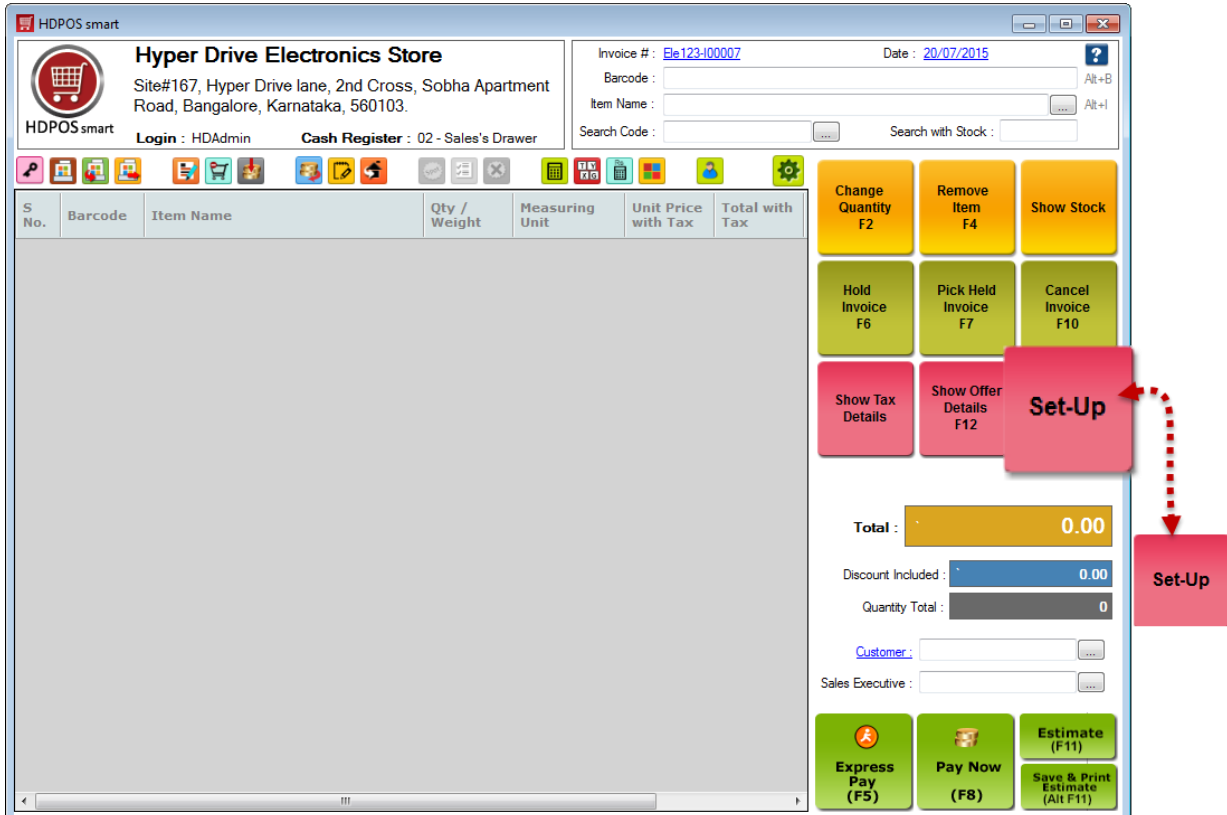
How to make a sales return by issuing a cheque?



HDPOS smart Tutorials

Sometimes customers return the items they purchased and the sales return entries should be recorded in HDPOS smart. To make a sales return entry by issuing a cheque in HDPOS smart, follow the steps below.

1. Run **HDPOS smart**. From main page click on **Set-Up**.



2. From 1st page of Set-Up, click on **Sales Return**.





3. From **Sales Return Manager** screen, click on **Add New Sales Return** tool strip button.



4. In **New Sales Return** screen:

- a. From **Select Invoice** section, select the Invoice Number for which customer wants to make a return.
 - You can select the item that customer wants to return from **Select Item** section.
 - You can click on Add **All Items from Invoice** button to add all items if customer wants to return every item in that invoice.
 - **Allow to return without Invoice Number** checkbox: You can check this checkbox if you want to make a sales return entry without invoice number.
- b. **Godown:** You can select any godown while doing a sales return. The returned item will be added to this godown. This will be useful in situations like - customer wants to return an item bought in one location in another location.
- c. **Customer Name:** Select a customer for whom you want to return the money.
- d. Item(s) will be added to the grid with all its details.
 - You can change the quantity of item to the quantity how many the customer wants



to return by clicking on

- e. Select **Issue Cheque** option from the given options to return amount to customer.



Issue Cheque:

- By selecting this option you will return the amount through a cheque. You will issue a cheque for the customer.
- When you select this button, the following window will be opened for you.
 - Enter details of the bank branch name, bank account, cheque number and date.
 - Click on **OK**.

A dialog box titled "Bank Detail" with a close button (X) in the top right corner. It contains the following fields:
Select Bank Branch : ...
Select Bank Account : ...
Cheque Number :
Cheque Date : ▾
At the bottom right, there is a green "OK" button with a red arrow pointing to it.

f. Click on **Accept**.

The "New Sales Return" window for "Hyper Drive Electronics Store". The store address is Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bangalore, Karnataka, 560103. The login is HDAdmin. The window shows the following details:
Select Business Location : Hyper Drive Electronics Store
Sales Return Number : Ele123-SR00004
Date : 20/07/2015
Godown : Electronics Stores
Customer : Anant Vijay
Invoice Number : Ele123-I00013
Reference Number :
Outstanding Balance : 0.00
Radio buttons for return type: Issue StoreCredit, Return Cash, Issue GiftCard, **Issue Cheque** (selected), Bank Transfer, Save Advance Amount.
A table with one row:

S No.	Barcode	Item Name	Basic Unit Price	Basic Tax	Tax Type	Tax Percent	Unit Price	Qty/Weight	Se
1	T00000015	Black BerryBlackBerry Z10Charcoal Black	Rs.41,419.05	Rs.2,070.95	ss	5.00	Rs.43,490...	1	0.0

Additional fields at the bottom:
Additional Tax Amount : 0.00
Freight Charge : 0.00
Packing Charge : 0.00
Total Amount : 43,490.00
RoundOff Amount : 0.00
Grand Total : 43,490.00
Subsidy Amount : 0.00
Customer Pending Amount : 0.00
Cheque Issue Amount : 43,490.00
Buttons: View Sales Invoice, Sales Tax Detail, Change Quantity (F2), Change Price (F3), Remove Item (F4), Show/Hide Taxes (F11), Pick Message, Accept & Print (F5), Accept (F8), Cancel.