

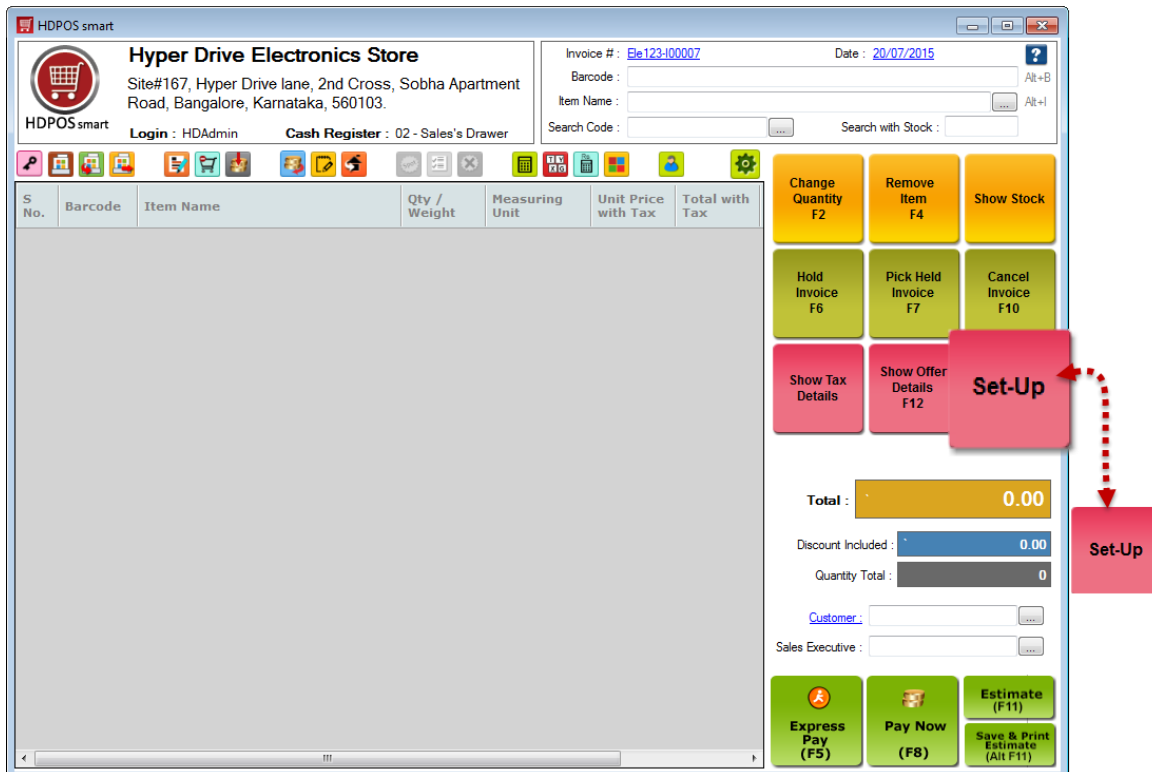
How to make a sales return entry with cash?



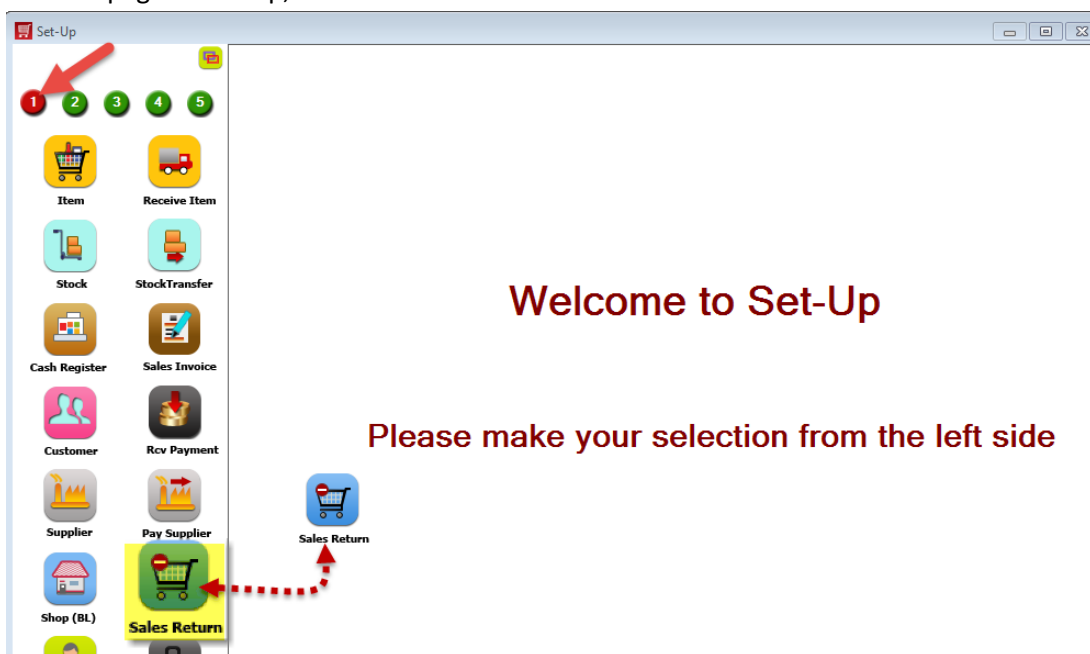
HDPOS smart Tutorials

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

1. Run **HDPOS smart**. 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** 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. 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

d. Select Return Cash option from the given options to return amount to customer.

- **Return Cash:** By selecting this option, you will return cash to the Customer against the items returned.



e. Click on **Accept**.

Hyper Drive Electronics Store
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Bangalore, Karnataka, 560103.
(080)4271 7700, +91-80-4271 7700
Login : HDAdmin

Select Business Location : Hyper Drive Electronics Store Allow to Return Without Invoice
Sales Return Number : Ele123-SR00001 Date : 20/07/2015
Select Invoice **1**
Invoice Number : Ele123-I00003 Add All Items from Invoice
Reference Number : By Item Name
Godown : Electronics Stores
Customer : Srujana RK **2**
Outstanding Balance : 0.00
 Issue StoreCredit **4** Return Cash Issue GiftCard Issue Cheque BankTransfer Save Advance Amount

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
2	T00028	HTC Desire 616 dual sim	Rs.16,000.00	Rs.0.00		0.00	Rs.16,000...	1	0.0

Additional Tax Amount : 0.00 Total Amount : 59,490.00
Freight Charge : 0.00 RoundOff Amount : 0.00
Packing Charge : 0.00 Grand Total : 59,490.00
Subsidy Amount : 0.00
Customer Pending Amount : 0.00
Returnable Amount : 59,490.00 **5**

View Sales Invoice Sales Tax Detail
Change Quantity F2 Change Price F3 Remove Item F4 Show/Hide Taxes F11
Notes Pick Message
Accept & Print (F5) **Accept (F8)** Cancel

5. A confirmation message will be shown to you asking whether to continue or not. Click on Yes.

Confirm
? Are you sure, you want to return invoice amount by cash?
Yes **No**

6. A message box will appear with refundable amount. Click on OK.

Information
i Customer Refundable Amount is 59490.
OK

7. If you have multiple cash registers in your HDPOS smart, then you will see the following screen if you are doing sales return by cash. It will ask you select a cash register from which you want to take the amount and give it to customer. Select a cash register and click on OK.




Manage Cash Register

Show General Cash Register Show Adjusted Cash Register Show All

Location Name	Register Number	Register Name	Is Main Cash Register	Current Cash Amount	Is In Use	Is Adjustment Cash Register
Hyper Drive Electronics Store	01	Manager's Drawer	Yes	Rs.199.00	No	No
Hyper Drive Electronics Store	02	Sales's Drawer	No	Rs.1,00,11,000.00	Yes	No

Total Records : 3



8. You can see the sales return entry as shown below.

Sales Return Manager

1 2 3 4 5

Business Location	Sales Return Number	Date	Inv Number	Total Item Qty	Return Amount	Created By
Hyper Drive Electronics Store	Ele123-SR00001	20/07/2015 12:49 PM	Ele123-100003	2.00	Rs.59,490.00	HDAdm

Total Records : 1

Backup Database Restore Database Go Back To Main Screen About Us Feedback

