

## How to make an Invoice with Zero Booking Amount in HDPOSsmart?

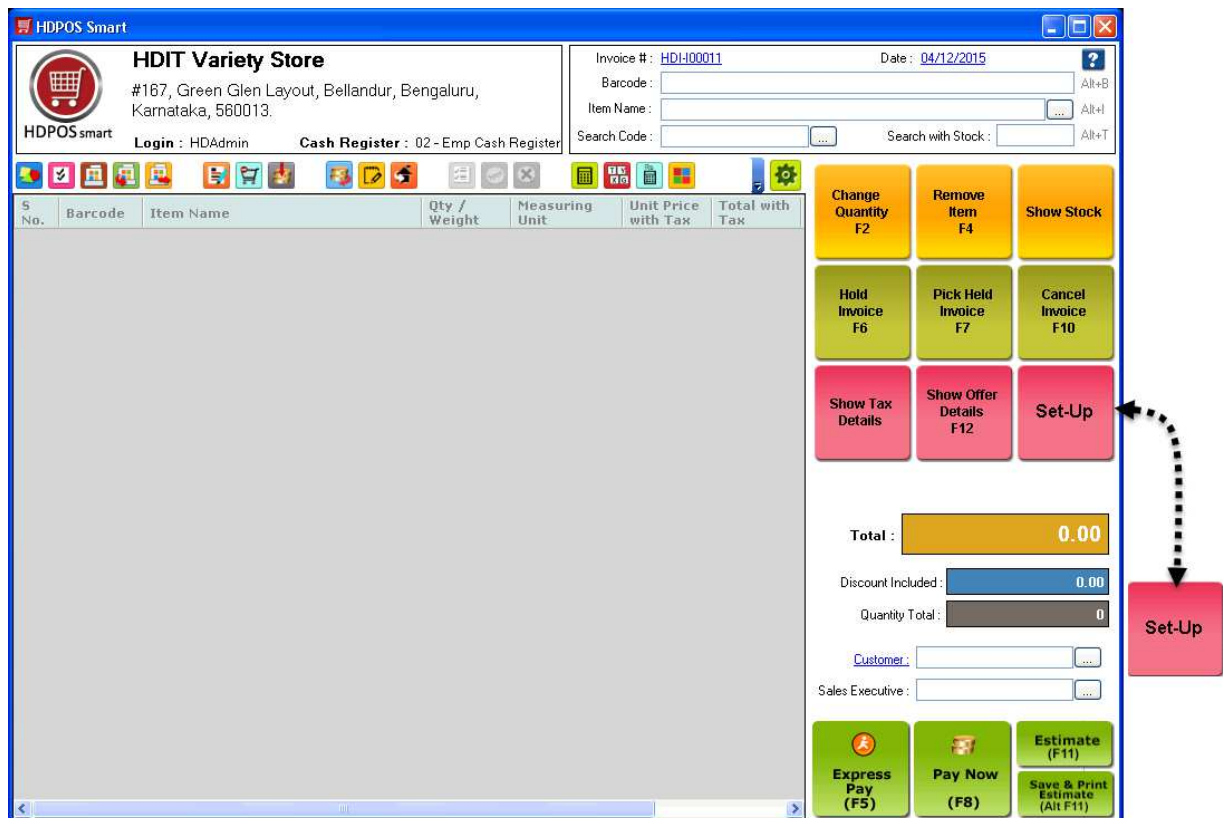


HDPOS smart Tutorials

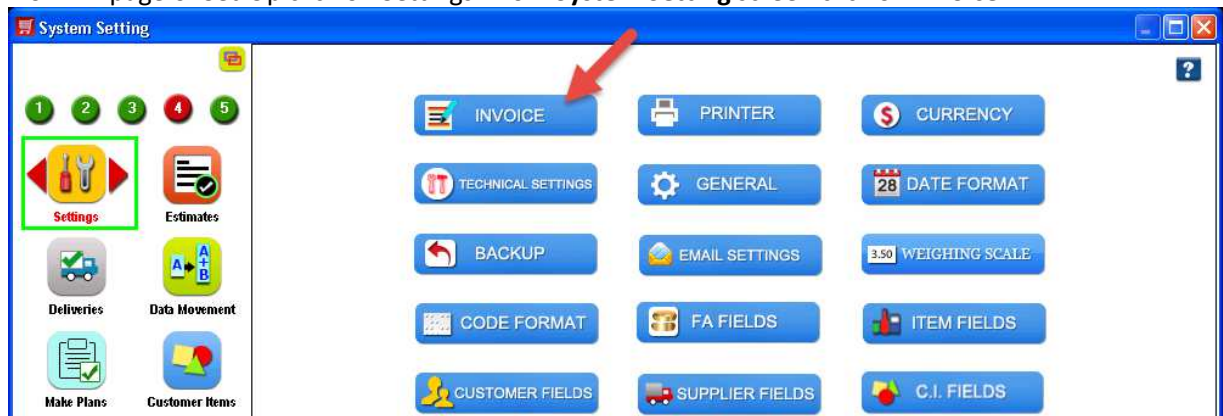
Suppose you have some special customers or they are taking goods from your shop since long time but now they want goods in borrow. It means they don't want to pay money at a time while giving the orders so in that case what you will do... You can take orders from them and make invoices with zero booking amounts.

To make an Invoice with Zero Booking Amount in **HDPOSsmart** follow the below steps:

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



2. From 4<sup>th</sup> page of Set-Up click on Settings. From **System Setting** screen click on **Invoice**.





3. From **Invoice Settings** screen, under **Totals** section, check the **“Allow Advance Booking Document with Zero Booking Amount”** checkbox.
4. Click on **Apply** button.

The screenshot shows the 'Invoice Settings' window with the following sections and options:

- Warnings:**
  - Show warning for negative stock
  - Show warning when sales price is less than purchase price
- Operations:**
  - 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
  - Ask For Print Format And Printer On Every Print
  - Ask For Email Template On Every Send Email to Customer
  - Ask For Hold Note
  - Accept Search Code in Item Name
  - Accept Barcode in Item Name
  - Warn when item not found on POS Main
- Number of invoices to print:
- Number of Customer Receipts to Print:  [Search with Stock Settings](#)
- Customer:**
  - Is Customer Mandatory
  - Use Customer Group Price
  - Email Invoice to Customer
  - SMS Invoice To Customer
  - Collect Credit Card and Food Coupon Commission Expense From Customer
- Bottom Panels:**
  - Show Offer Details
  - Show Hold Note Panel
  - Show Dining Table Panel
    - Mark Table as Available On Invoice Complete
- Invoice Screen Grid:**
  - Show Measuring Unit Column
  - Show Item Description In Column
  - Show MRP Column
  - Show Item Images in Main Invoice Screen
- Totals:**
  - 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
- Payment Settings:**
  - Default payment mode:
  - Show Returnable Amount PopUp
  - Round off Invoice amount to nearest:
  - Apply Additional Tax
    - Default Additional Tax:
  - Apply Additional Charges
- 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

Buttons: **Apply** (highlighted with a red arrow) and **Cancel**.

5. Go back to main page of HDPOS smart and make an **invoice** and click on **Pay Now** button.



HDPOS Smart

**HDIT Variety Store**  
#167, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560013.  
Login : HDAdmin    Cash Register : 02 - Emp Cash Register

Invoice #: HDI-H00011    Date: 04/12/2015

Barcode:  Alt+B  
Item Name:  Alt+I  
Search Code:     Search with Stock:  Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00042	Vanilla Cake	1	Kg	250.00	250.00
2	T00041	Choco Lava Cake	1	Qty	150.00	150.00

Change Quantity F2    Remove Item F4    Show Stock

Hold Invoice F6    Pick Held Invoice F7    Cancel Invoice F10

Show Tax Details    Show Offer Details F12    Set-Up

Total : **400.00**

Discount Included : 0.00

Quantity Total : 2

Customer:

Sales Executive:

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

6. From **Pay Now** screen click on **Save Booking (F7)** button.



**Pay Now** Invoice Number : HDI-00011

Customer Info  
Customer: Srujana Sales Executive: Vishva S  
Available Credit Limit : 18,348.25 Customer Email: srujana@gmail.com  
Customer Mobile Number : 9591984114

Invoice Info  
Total Before roundoff : 400.00 Quantity Total : 2  
Roundoff Amount : 0.00 Number of Items : 2  
Total : 400.00 Discount Included : 0.00  
Tax Included : 24.48

Tax Details :  
Catering Levy 2.70  
Service Tax 6.76  
VAT 15.02

Payment Detail  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Pending Amount : 400.00  
Amount Received :  
Note :  
Goods Delivered :  Print Delivery Challan :   
Total Comission Expense : 0.00  
Total Received Amount : 0.00  
Returnable Balance : 0.00  
Save Returnable Amount as Customer Advance (F4) :

Buttons: Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), Save & Print Invoice (F5), Save Invoice (F8), Cancel

7. Enter the delivery date and delivery mode. If you want to give the item on exact date, then check the checkbox Exact Date. Click on OK.
8. You can check this advance booking document from 5<sup>th</sup> page of Set-Up by clicking on **Advance Booking**.
9. From **Manage Advance Booking** screen, you can see that invoice has been saved here.

**Manage Advance Booking**

Creation From Date : 04/12/2015 Creation To Date : 04/12/2015 Show In Date Range  
Show Deliveries of Date : 04/12/2015 On Exact Date  
Show only Open Booking Documents Apply Delivery Date

Advance Booking Number	Advance Booking Date	Is Closed	Grand Total	Advance Booking Amount	Total Item Qty
HDI-AB00005	04/12/2015 08:53 PM	No	400.00	0.00	2.00
HDI-AB00003	02/12/2015 12:50 PM	Yes	980.00	980.00	1.00
HDI-AB00004	01/12/2015 11:58 AM	Yes	878.00	100.00	2.00
HDI-AB00002	27/11/2015 12:23 PM	Yes	1,260.00	1,260.00	1.00
HDI-AB00001	27/11/2015 10:17 AM	Yes	2,310.00	2,310.00	2.00
SR-AB00002	26/11/2015 05:50 PM	Yes	1,000.00	1,000.00	1.00
SR-AB00001	26/11/2015 05:46 PM	Yes	1,050.00	1,050.00	1.00