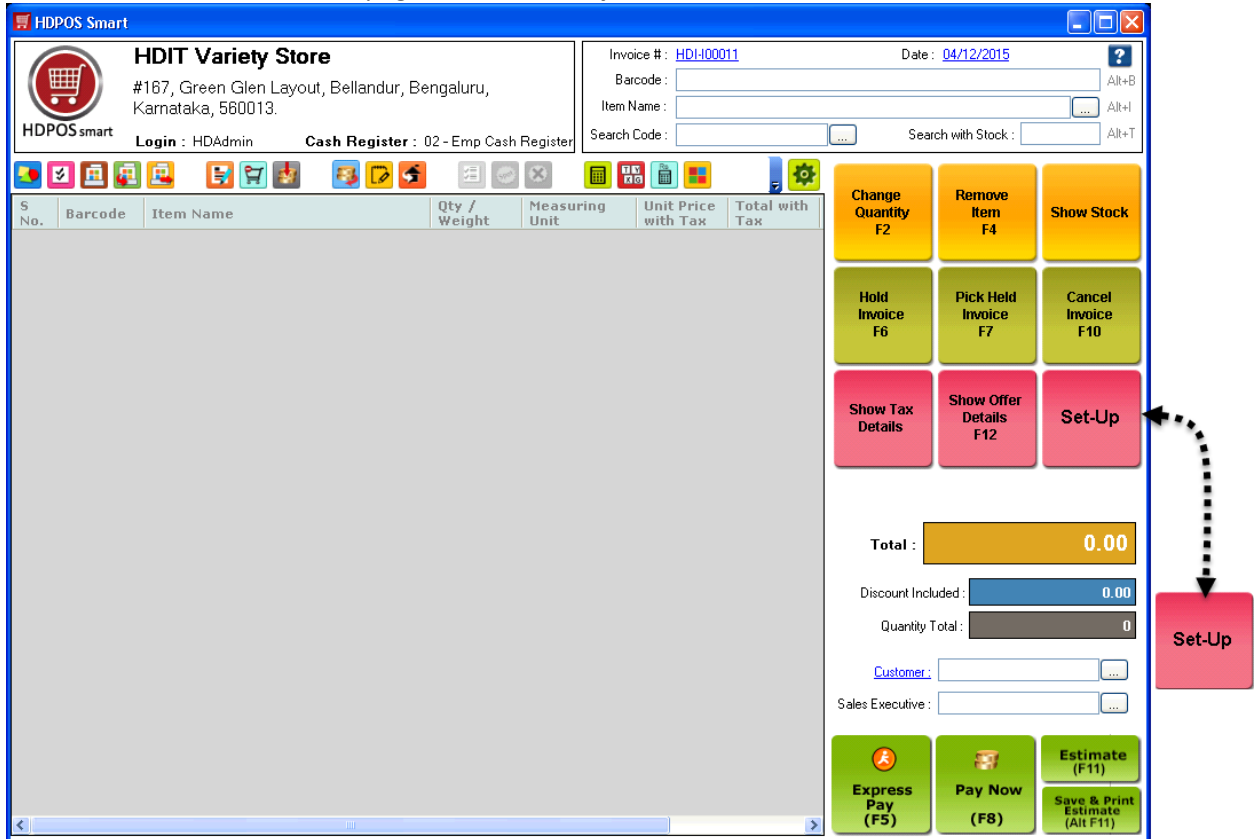


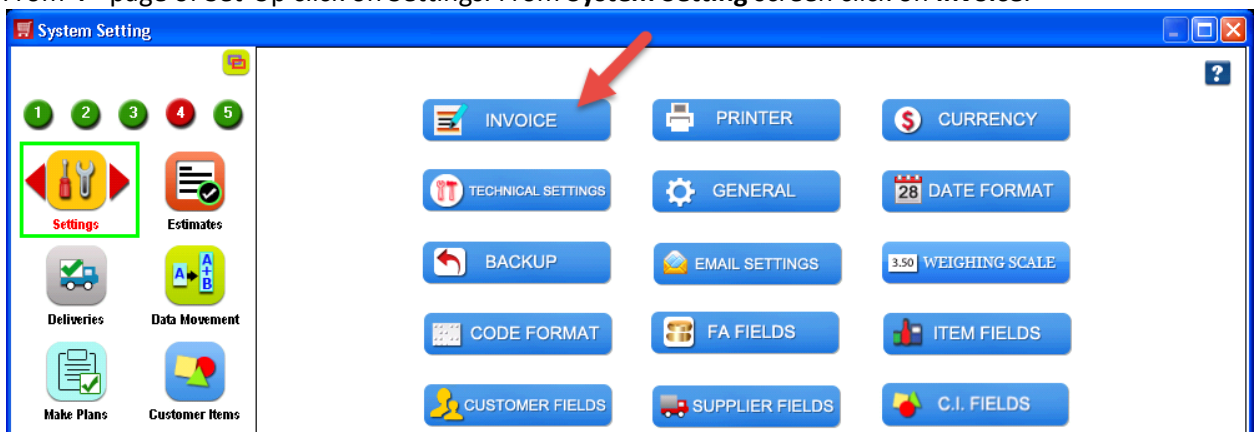
How to make an Advance Booking with Zero Grand Total?

To make an advance booking document with zero grand total, follow the steps below.

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



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





3. From **Invoice Setting** screen, under **Totals** section, check the **“Allow Invoice or Advance Booking with Zero Grand Total”** 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

5. Go back to main screen of HDPOS smart.
 - a. Add items for which you want to make an advance booking.
 - b. Here you can add item(s) with zero sales price. (OR)
 - c. You can add items and then give 100% discount/offer on them and make the total as zero. (OR)
 - d. You can change the price of the items to zero only for this advance booking.



HDPOS Smart

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

Invoice #: HDI400011 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	T00043	Barbie Doll	1	Qty	1,600.00	1,600.00
2	T00008	Bat Man	1	Qty	1,092.00	1,092.00

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 : 0.00
Discount Included : 2,692.00
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-I00011

Customer Info
Customer: Srujana Alt+C Sales Executive: Vishva S Alt+S
Available Credit Limit : 18,348.25 Customer Email : srujana@gmail.com Send email to Customer
Customer Mobile Number : 9591984114 Send sms to Customer

Invoice Info
Total Before roundoff : 0.00 Quantity Total : 2
Roundoff Amount : 0.00 Number of Items : 2
Discount Included : 2,692.00
Total : 0.00 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
Goods Delivered : Print Delivery Challan :
Total Commission Expense : 0.00
Total Received Amount : 0.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) :

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**.

Advance Booking Delivery Details

Deliver By Date : 13/12/2015 On Exact Date
Delivery Mode : Courier

OK **Cancel**

8. You can check this advance booking document from 5th 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

1 2 3 4 5

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

Search ! ->

Advance Booking Number	Advance Booking Date	Is Closed	Grand Total	Advance Booking Amount	Total Item Qty
HDI-AB00006	04/12/2015 09:48 PM	No	0.00	0.00	2.00
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

Total Records : 8

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

Wish Lists
Dinning Tables
Advance Booki...
Appointments
Coupons
Penalties
Event Logs
Finance Agenci...
Exchange Items
Collections