

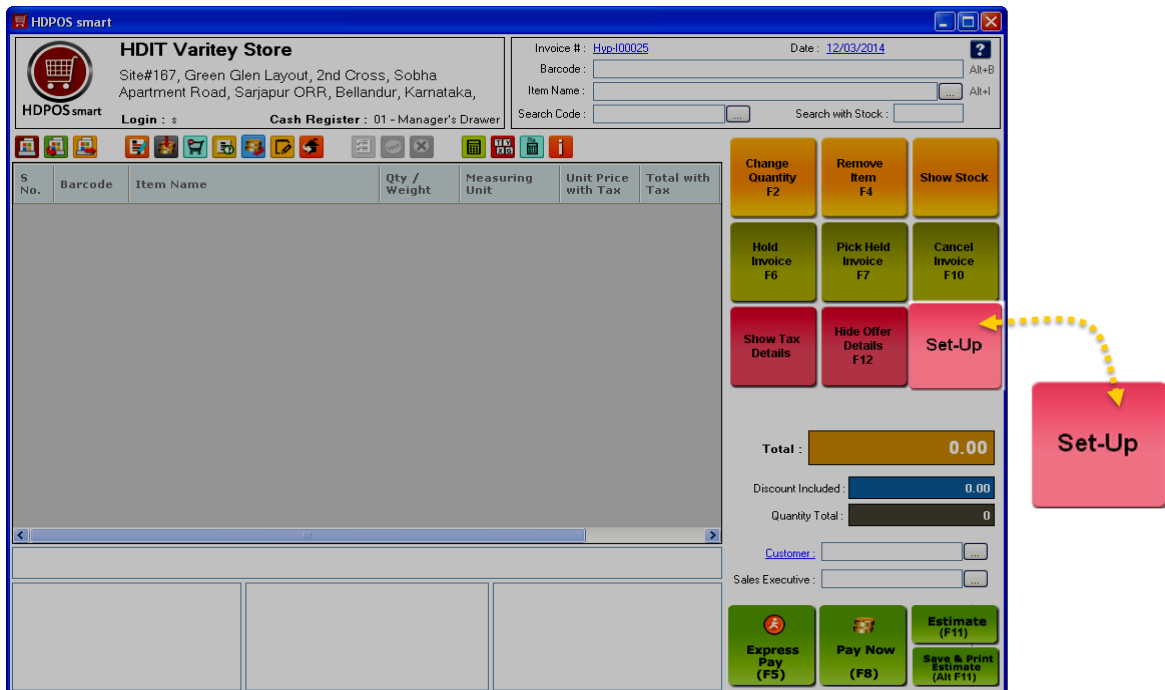


How to make changes in an existing Sales Invoice?

Sometimes after creating an invoice you may need to make edit the invoice without changing the Invoice Number. In such cases HDPOS smart provides you the facility to edit a saved invoice.

Here is what you would need to do, to edit an existing invoice.

1. Run **HDPOs smart**.
2. From **Main Invoice screen** select **Set-Up**.



3. From 1st page of **Set-Up** select **Sales Invoice**.



Business Location	Inv Number	Estimate Inv Number	Invoice Date	Customer Name	Grand Total	Total Item Qty
HDIT Variety Store			16/05/2014 11:37 AM	Deepika A	Rs. 1,660	
HDIT Variety Store	hyp-100030		16/05/2014 10:37 AM	Vaishali P	Rs. 5,582	
HDIT Variety Store	hyp-100029		15/05/2014 06:27 PM	Deepika A	Rs. 5,931	
HDIT Variety Store	hyp-100028		15/05/2014 01:26 PM	Arun K	Rs. 2,232	
HDIT Variety Store	hyp-100027		15/05/2014 12:55 PM		Rs. 936	
HDIT Variety Store	hyp-100026		15/05/2014 12:10 PM		Rs. 250	
HDIT Variety Store	hyp-100025		15/05/2014 11:55 AM	Rakesh D	Rs. 6,966	
HDIT Variety Store	hyp-100001		29/03/2014 10:18 AM	Rakesh D	Rs. 364	
HDIT Variety Store	hyp-100024		18/03/2014 02:41 PM		Rs. 832	
HDIT Variety Store	hyp-100023		18/03/2014 02:40 PM		Rs. 3,120	
HDIT Variety Store	hyp-100020		10/03/2014 02:40 PM		Rs. 572	
HDIT Variety Store	hyp-100018		05/03/2014 02:40 PM		Rs. 3,370	
HDIT Variety Store	hyp-100017		05/03/2014 02:39 PM		Rs. 2,392	
HDIT Variety Store	hyp-100016		05/03/2014 02:39 PM		Rs. 1,508	
HDIT Variety Store	hyp-100015		05/03/2014 02:39 PM		Rs. 364	
HDIT Variety Store	hyp-100012		03/03/2014 02:38 PM		Rs. 1,144	
HDIT Variety Store	hyp-100011		03/03/2014 02:38 PM		Rs. 250	

4. From '**Manage Sales Invoice**' screen select the invoice you want to edit and click on '**Edit Sales Invoice**' option from the tool strip.

Business Location	Inv Number	Estimate Inv Number	Invoice Date	Customer Name	Grand Total	Total Item Qty
HDIT Variety Store	HDI-100118		26/05/2014 01:09 PM	Ayushmaan	2,690.25	
HDIT Variety Store	HDI-100117		23/05/2014 03:12 PM	Priya Sahay	2,250.00	
HDIT Variety Store	HDI-100116		23/05/2014 03:09 PM	Customer 18	3,000.00	1:
HDIT Variety Store	HDI-100115		23/05/2014 02:52 PM	Customer 18	50.00	:
HDIT Variety Store	HDI-100114		23/05/2014 02:51 PM	Customer 18	25.00	:
HDIT Variety Store	HDI-100113		23/05/2014 02:48 PM	Customer 18	2,000.00	:
HDIT Variety Store	HDI-100112		23/05/2014 11:09 AM		25.00	:
HDIT Variety Store	HDI-100001		16/05/2014 01:11 PM	Customer 1	3,000.00	:
HDIT Variety Store	HDI-100010		16/05/2014 01:09 PM	Customer 3	2,250.00	25
HDIT Variety Store	HDI-100009		16/05/2014 01:09 PM	Customer 3	4,500.00	40
HDIT Variety Store	HDI-100008		16/05/2014 01:08 PM	Customer 2	150.00	:
HDIT Variety Store	HDI-100007		16/05/2014 01:08 PM	Customer 4	9,250.00	15
HDIT Variety Store	HDI-100006		16/05/2014 01:07 PM	Customer 4	5,000.00	5
HDIT Variety Store	HDI-100005		16/05/2014 01:07 PM	Customer 3	13,750.00	40
HDIT Variety Store	HDI-100004		16/05/2014 01:06 PM	Customer 3	2,250.00	25
HDIT Variety Store	HDI-100003		16/05/2014 01:04 PM	Customer 1	30,000.00	10
HDIT Variety Store	HDI-100002		16/05/2014 01:04 PM	Customer 2	150.00	:



- The selected invoice will open in the **"Main Invoice Screen"** with all its existing details.

HDIT Variety Store
Site #167, Green Glen Layout, Sobha Apartment Road,
Bellandur, Bangalore, Karnataka, 560130.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDH00001 Date: 16/05/2014
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	T00002	Fancy Baby clip	5	Qty	150.00	750.00
2	T00004	Nike Deodrant	1	Qty	250.00	250.00
3	T00003	Panasonic hair Dryer	2	Qty	1,000.00	2,000.00

There are no offers applied to the selected item.

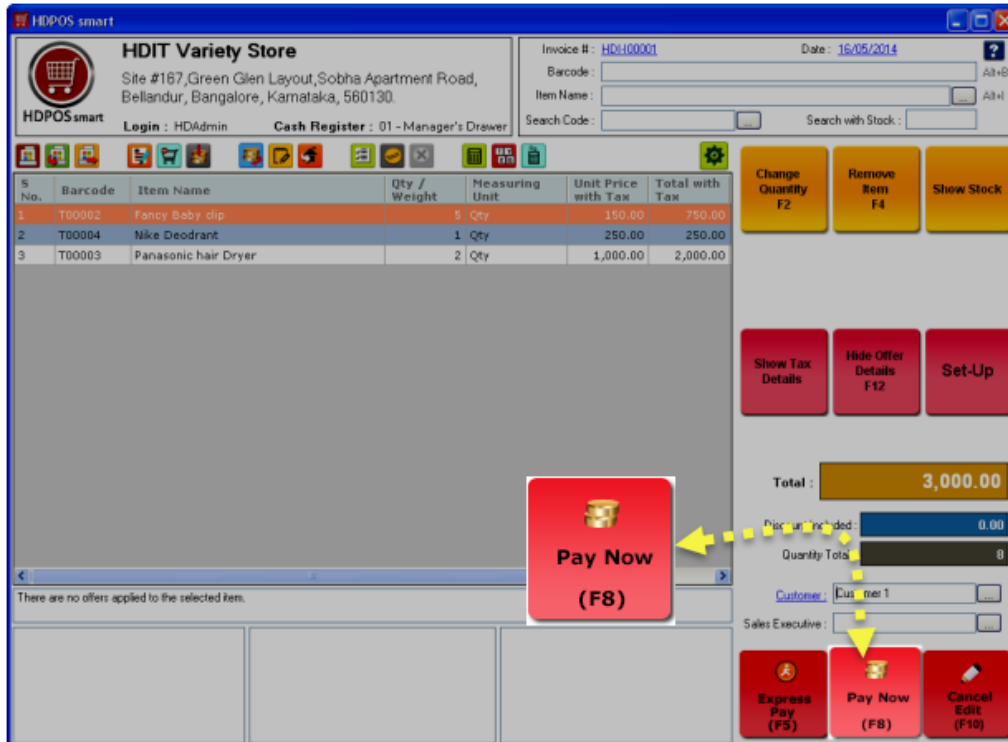
Total : 3,000.00
Discount Included: 0.00
Quantity Total: 8

Customer: Customer 1
Sales Executive:

Buttons: Change Quantity F2, Remove Item F4, Show Stock, Show Tax Details, Hide Offer Details F12, Set-Up, Express Pay (F5), Pay Now (FB), Cancel Edit (F10)



6. You can now add or remove items, change the quantity, price or even change the customer name and click on **Pay Now**.



7. Enter all the required details in **Pay Now** screen that opens and click on **Save**.



Pay Now Invoice Number : hyp-100031

Customer Info
Customer: Rakesh D All+C Sales Executive: All+S
Available Credit Limit : Rs. 24,336 Customer Email: Send email to Customer
Customer Mobile Number : 47578670 Send sms to Customer

Invoice Info
Total Before roundoff : **Rs. 5,981** Quantity Total : **5**
Roundoff Amount : **Rs. 0** Number of Items : **4**
Total : Rs. 5,981 Discount Included : **Rs. 0**
Tax Included : **Rs. 231**

Tax Details :
Sale Tax **Rs. 200**
Vat 12.5% **Rs. 31**

Payment Detail
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Pending Amount : **Rs. 0**
Cash : Rs. 5,981

Amount Received : All+A

Note :

Total Received Amount : **Rs. 5,981**
Returnable Balance : **Rs. 0**
Set Returnable Amount as Customer Advance (F4) :

Goods Delivered : Print Delivery Challan :