

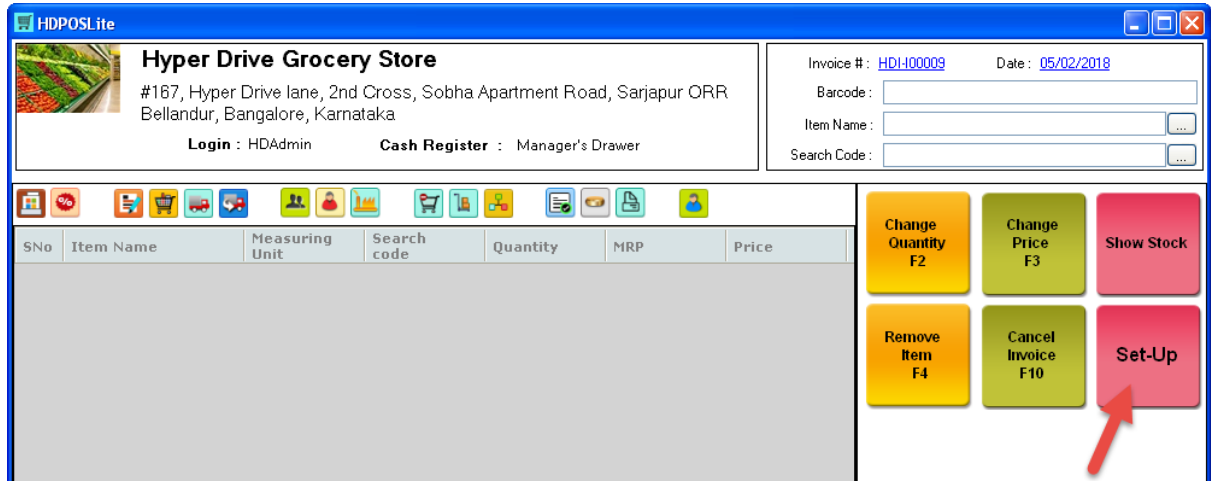
How to make Partial Payment to Supplier?



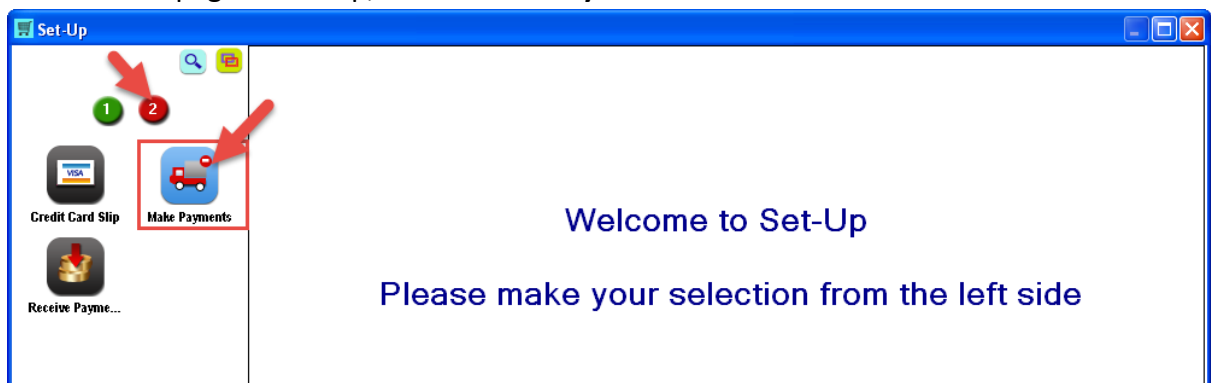
HDPOS lite
HDPOS lite Tutorials

To make partial payment to supplier, follow the steps below:

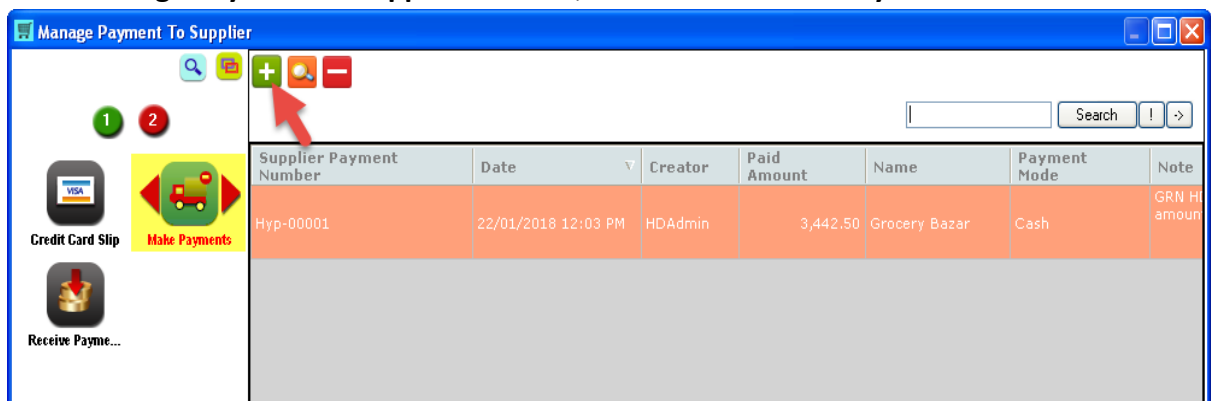
1. Run HDPOS lite. Click on the **Set-Up** button in the main screen.



2. From the 2nd page of Set-Up, select **Make Payment**.



3. From **Manage Payment to Supplier** window, click on **Add Make Payment** .





4. You will see **"Make Payment to Supplier"** screen as shown below.

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Suppl Invoic Numb
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5. Select the **Supplier** under the **Supplier Info**.

Supplier Info

Select the Supplier : Allen Brothers Wholesalers ... Other Pending Amount : 0.00

Current Advance Amount : 0.00

6. You can see all pending GRN of that supplier in the **GRN Info** grid.

7. Check the check box to select the GRN for the Payment.

GRN Info

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Suppl Invoic Numb
<input checked="" type="checkbox"/>	05/02/2018	0	5,843.75	5,843.75	5,843.75	Adjust Balance	05/02/2018	HDI-600005	05/02/2018	



8. Select the payment mode and enter the partial amount to be paid.
9. Click on **Adjust Balance** link in the GRN Info grid.
10. You can see the Pending amount after this payment is displayed.
11. Click on **Save / Save & Print**.

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Suppl Invoice Numb
<input checked="" type="checkbox"/>	05/02/2018	0	5,843.75	5,843.75	2,000.00	Adjust Balance	05/02/2018	HDI-G00005	05/02/2018	

Total Pending: 5,843.75
Pending After This Payment: 3,843.75
Selected Amount: 2,000.00
Pending in Selected Payable Amount: 0.00
Cash: 2,000.00
Advance Amount in Current Payment: 0.00
Total of All Payment Mode: 2,000.00

Cash Register: Manager's Drawer
Amount: 2,000.00

12. You can see in the note, it's mentioned that the payment has been done partially.

Supplier Payment Number	Date	Creator	Paid Amount	Name	Payment Mode	Note
Hyp-00002	05/02/2018 12:10 PM	HDAdmin	2,000.00	Allen Brothers Wholesalers	Cash	SRN HDI-G00005 Partially cleared with amount:2000 by Cash
Hyp-00001	22/01/2018 12:03 PM	HDAdmin	3,442.50	Grocery Bazar	Cash	GRN HDI-G00004 Paid amount:3442.5 by Cash

Total Records : 2

