

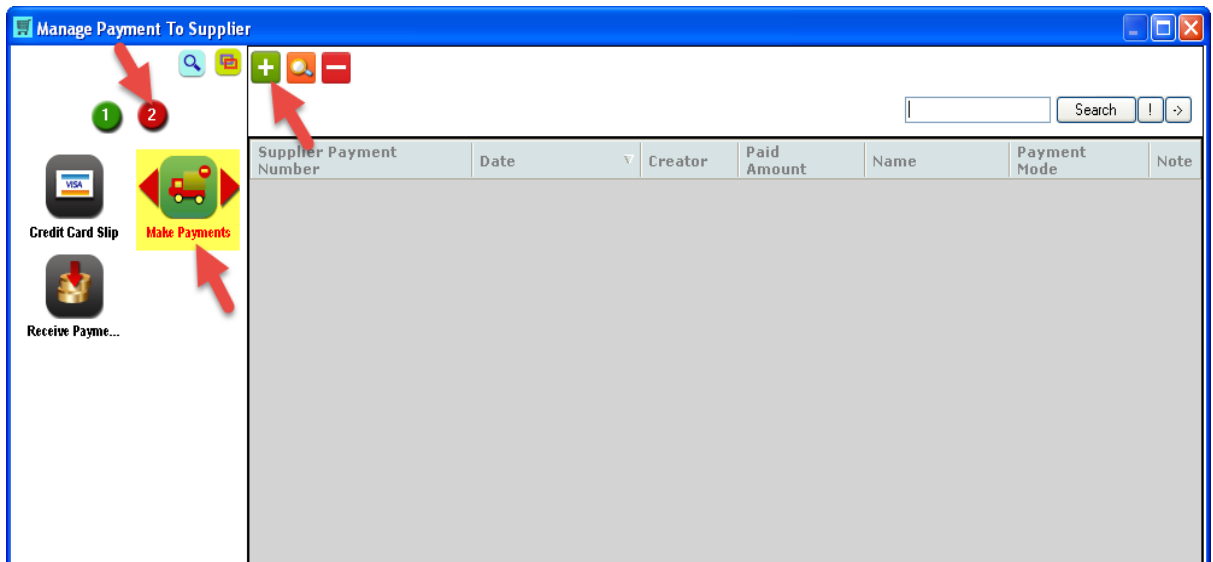
## How to make payment to supplier in HDPOS lite?

To make a payment to supplier, follow the steps mentioned below.

1. Run **HDPOS lite**.
2. From the main screen, click on **Set-Up** button.



3. Go to 2<sup>nd</sup> page of **Set-Up**, select **Make Payments**.
4. From **Manage Payment To supplier** window, click on **Add Make Payment**.





- From **Payment To supplier** window, select the supplier to whom payment has to be done.

Supplier Payment Number  
Business Location : Hyper Drive Grocery Store      Payment Number : Hyp-00001      Date : 22/01/2018

Supplier Info  
Select the Supplier : **Grocery Bazar**      Other Pending Amount : 0.00      Current Payable Amount : 0.00  
Current Advance Amount : 0.00       Clear Other Pending Amount

- From **GRN Info**, check the check box of the GRN entry for payment.

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"/>	21/02/2018	0	3,442.50	3,442.50	3,442.50	<u>Adjust Balance</u>	22/01/2018	HDI-G00004	22/01/2018	

- Select the payment mode, enter the **Amount**.

- Click on **Save** or **Save & Print**.

Supplier Payment Number  
Business Location : Hyper Drive Grocery Store      Payment Number : Hyp-00001      Date : 22/01/2018

Supplier Info  
Select the Supplier : **Grocery Bazar**      Other Pending Amount : 0.00      Current Payable Amount : 0.00  
Current Advance Amount : 0.00       Clear Other Pending Amount

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"/>	21/02/2018	0	3,442.50	3,442.50	3,442.50	<u>Adjust Balance</u>	22/01/2018	HDI-G00004	22/01/2018	

Total Pending: **3,442.50**      Pending After This Payment : 0.00  
Selected Amount: **3,442.50**      Pending in Selected Payable Amount : 0.00

Cash      Financial Account  
Cash Register : Manager's Drawer  
Amount : **3,442.50**      Ctrl+P

Cash : **3,442.50**  
Advance Amount in Current Payment : 0.00  
Total of All Payment Mode : **3,442.50**

Save & Print (F5)      Save (F8)      Cancel

