

# How to Receive Payment of pending invoice in HDPOS smart?



HDPOS smart Tutorials

To receive payment for a pending invoice, follow the steps below:

1. Run **HDPOS smart**.
2. Select items to make a pending invoice and select the Customer. Click on **Pay Now**.

**Note:** The credit limit must be defined for the customer, above which he/she cannot pay through credit mode of payment (Approved Pending/Cheque).

**Hyper Drive Grocery Store**  
Site#167, Hyper Drive lane, Sobha Apartment Road,  
Sarjapur ORR, Bellandur, Bangalore, Karnataka

Invoice #: Hyp-100009 Date: 07/04/2018

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

Login: srihari Cash Register: 01 - Manager's Drawer

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00071	24 Letter Mantra Organic Corn Flakes	1	Qty	149.00	149.00
2	T00038	24 Letter Mantra Organic Mustard Big	1	Qty	25.00	25.00
3	T00048	Aashirvad Aata with Multigrains	1	Qty	235.00	235.00

**Total : 409.00**

Discount Amount : 0.00  
Quantity Total : 3

Customer: Natasha Jai  
Sales Executive:

**Pay Now (F8)**





3. In **Payment Detail** section, click on **Approve Pending** and enter **Customer Pending Amount**.
4. Click on **Save Invoice/Save & Print Invoice**.

The screenshot shows the 'Pay Now' window with the following details:

- Invoice Number:** Hyp-100009
- Invoice Date:** 07/04/2018
- Customer Info:** Customer: Natasha Jain, Available Credit Limit: 10,000.00, Sales Executive: (empty), Customer Email: natasha@xyz.com, Customer Mobile Number: 9000000002.
- Invoice Info:** Total Before roundoff: 409.00, Roundoff Amount: 0.00, Total: 409.00. Quantity Total: 3, Number of Items: 3, Discount Included: 0.00, Tax Included: 19.48.
- Tax Details:** CGST@2.5: 9.74, SGST@2.5: 9.74.
- Payment Detail:** Pending Amount: 0.00. Customer Pending Amount: 409.00. Agency Name: (empty), Finance Agency Pending Amount: 0.00.
- Buttons:** Save & Print Estimate (F11), Save Estimate (F12), Save & Print Invoice (F5), Save Invoice (F8), Cancel.

5. To receive the pending amount from the customer, go to 1<sup>st</sup> page of the **Set-Up** and click on **Receive Payment**.

The screenshot shows the 'Set-Up' window with a menu of options on the left side:

- 1 (highlighted with a red circle and arrow)
- 2
- 3
- 4
- 5
- Items
- Receive Items
- Manage Stock
- Transfer Stock
- Cash Registers
- Sales Invoices
- Customers
- Receive Payme... (highlighted with a red box and arrow)

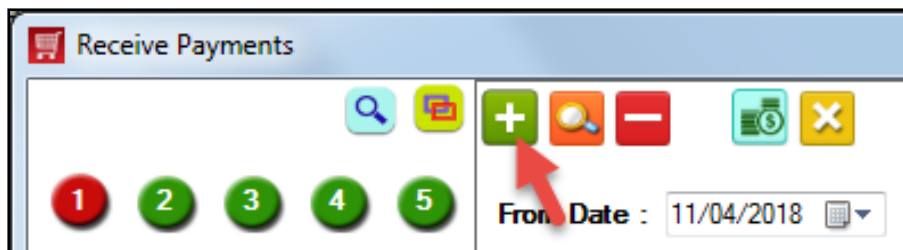
Center text: **Welcome to Set-Up**

Bottom text: **Please make your selection from the left side**



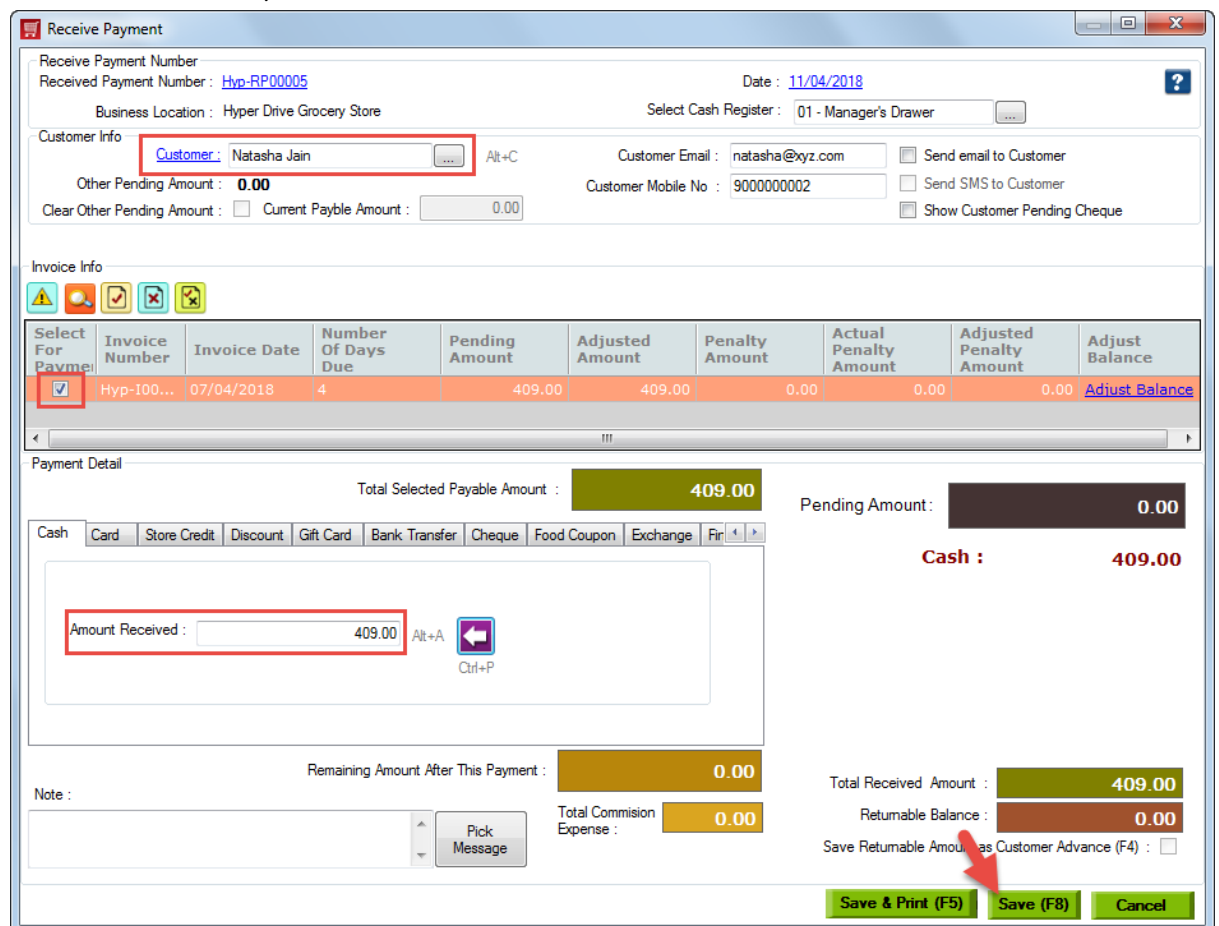


6. From **Receive Payment** screen, click on **Add Receive Payment**.



7. In Receive Payment screen:

- From **Customer Info** section, select the **Customer**.
- The pending invoice will be listed in the **Invoice info** section.
- Check the check box under **Select for payment** to select the invoice for payment.
- Under **Payment Detail** section, enter the **Amount Received**.
- Click on **Save/Save & Print**.





8. The Received Payment entry will be listed in **Receive Payment** Screen.

Receive Payments

From Date : 11/04/2018 To Date : 11/04/2018 Show In Date Range Search

Received Payment Number	Date	Amount	Customer	Finance Agency	Payment Mode	Type
Hyp-RP00005	11/04/2018 03:26 PM	409.00	Natasha Jain		Cash	Receive
Hyp-RP00004	07/04/2018 01:18 PM	727.43	Maresh Bhat		Cash	Receive
Hyp-RP00003	07/04/2018 11:32 AM	2,184.00	Nayana Singh		Cash	Receive
Hyp-RP00002	11/07/2017 03:17 PM	2,939.00	Nayana Singh		Cash	Receive
Hyp-RP00001	08/07/2017 11:17 AM	2,904.00	Sindhura Gowda		Card	Receive

Total Records : 5

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