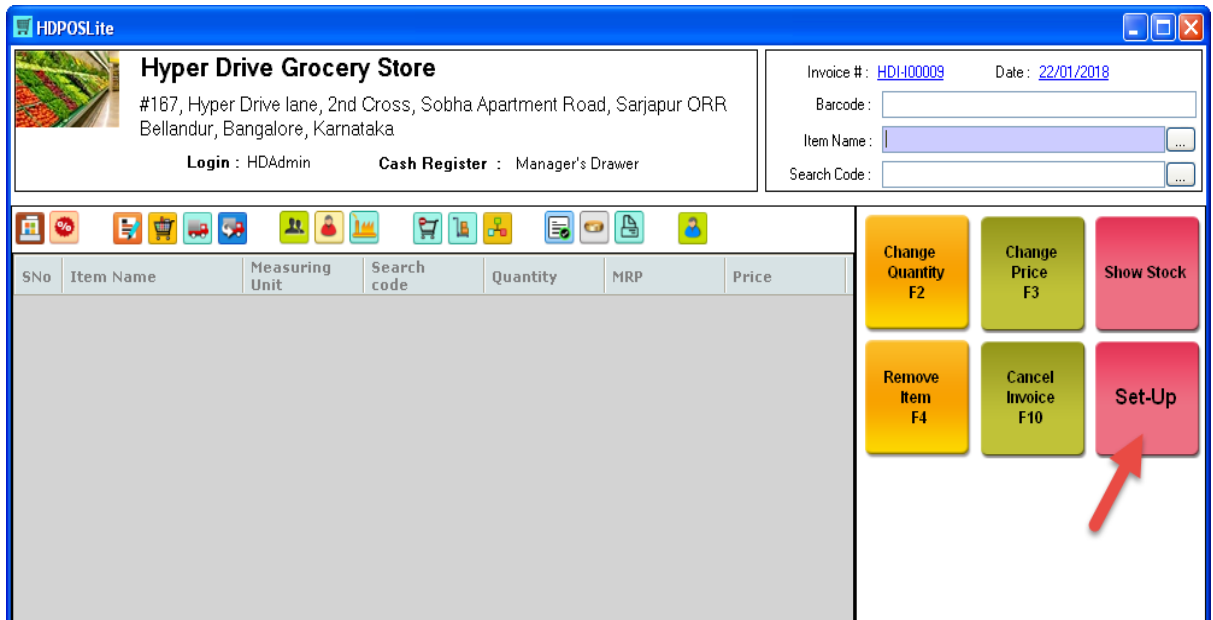


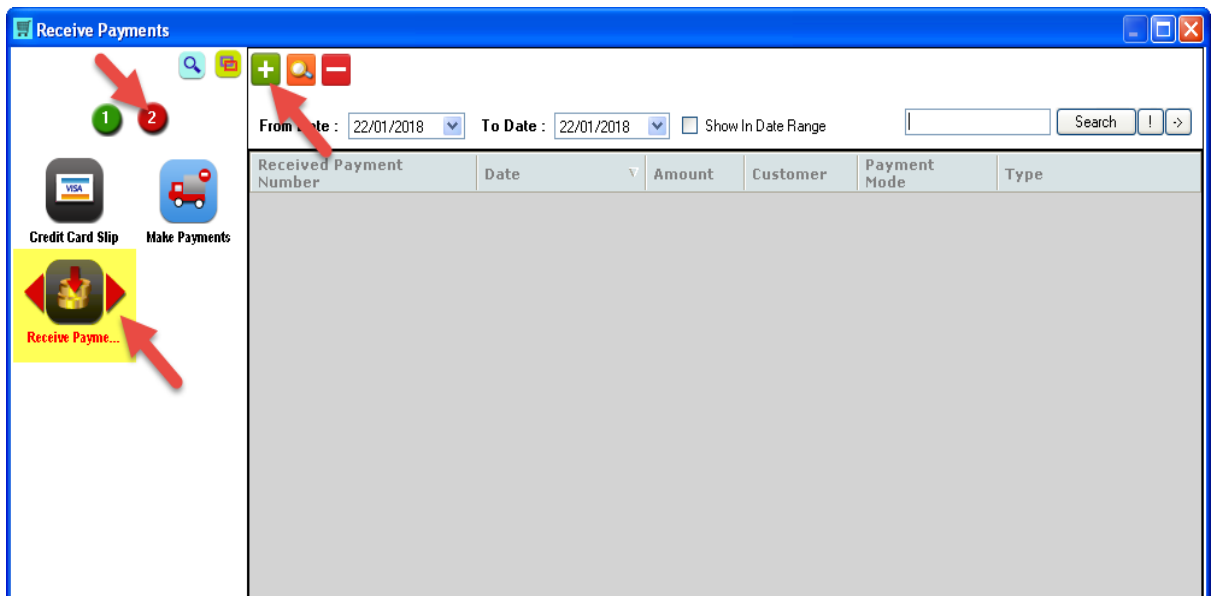
How to receive payment from Customer for pending Sales Invoice?

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

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



3. Go to **2nd** page of the **Set-Up** window. Select **Receive Payment**.
4. From **Receive Payments** window, Click on **Add Receive Payment**.





- From the Receive Payment window, select the customer whose pending invoice has to be cleared.

Receive Payment

Receive Payment Number: Hyp-00001 Date: 22/01/2018
Business Location: Hyper Drive Grocery Store Cash Register: Manager's Drawer

Customer Info
Customer: Natasha Jain Alt+C

Invoice Info

| Select For Payment | Invoice Number | Invoice Date | Number Of Days Due | Pending Amount | Adjusted Amount | Adjust Balance |
|--------------------------|----------------|--------------|--------------------|----------------|-----------------|--------------------------------|
| <input type="checkbox"/> | HDI-100008 | 22/01/2018 | 0 | 530.80 | 0.00 | Adjust Balance |

Payment Detail

Total Selected Payable Amount : **0.00** Pending Amount : **0.00**

Cash Financial Account

Amount Received : Alt+A Ctrl+P

Remaining Amount After This Payment : **0.00**

Note :

Total Received Amount : **0.00**
Returnable Balance : **0.00**

- Under **Invoice Info** section, customer's pending invoice is listed.
- Check the check box to select the invoice for payment.

Invoice Info

| Select For Payment | Invoice Number | Invoice Date | Number Of Days Due | Pending Amount | Adjusted Amount | Adjust Balance |
|-------------------------------------|----------------|--------------|--------------------|----------------|-----------------|--------------------------------|
| <input checked="" type="checkbox"/> | HDI-100008 | 22/01/2018 | 0 | 530.80 | 530.80 | Adjust Balance |



8. From **Payment detail** section, you will see the **Total Selected Payable Amount**.
9. Enter the total **Amount Received**.
10. Click on **Save** or **Save & Print**.

Receive Payment

Received Payment Number : **Hyp-00001** Date : **22/01/2018**
Business Location : Hyper Drive Grocery Store Cash Register : Manager's Drawer

Customer Info
Customer : **Natasha Jain** Alt+C

Invoice Info

| Select For Payment | Invoice Number | Invoice Date | Number Of Days Due | Pending Amount | Adjusted Amount | Adjust Balance |
|-------------------------------------|----------------|--------------|--------------------|----------------|-----------------|--------------------------------|
| <input checked="" type="checkbox"/> | HDI-I00008 | 22/01/2018 | 0 | 530.80 | 530.80 | Adjust Balance |

Payment Detail

Total Selected Payable Amount : **530.80** Pending Amount : **0.00**

Cash Financial Account

Amount Received : **530.80** Alt+A Ctrl+P

Remaining Amount After This Payment : **0.00**

Note :

Total Received Amount : **530.80**
Returnable Balance : **0.00**

Save & Print (F5) **Save (F8)** **Cancel**

11. From Receive payment window, you can see the Received payment entry is listed.

Receive Payments

From Date : 22/01/2018 To Date : 22/01/2018 Show In Date Range Search ! >

| Received Payment Number | Date | Amount | Customer | Payment Mode | Type |
|-------------------------|---------------------|--------|--------------|--------------|----------|
| Hyp-00001 | 22/01/2018 11:27 AM | 530.80 | Natasha Jain | Cash | Received |