

How to receive same item again from customer?



HDPOS smart Tutorials

To receive same item again from customer, you need to follow below steps:

1. Run **HDPOS smart**. Click on **Set-up** button from **Main Screen**.

HDPOS Smart

HD Tailoring & Alternation Shop
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment
Road, Sarjapur ORR, Bangalore, Karanata, 560103.
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HD-00001 Date: 15/12/2016

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

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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Change Quantity (F2) Remove Item (F4) Show Stock

Hold Invoice (F6) Pick Held Invoice (F7) Cancel Invoice (F10)

Show Tax Details Show Offer Details (F12) **Set-Up**

Total : 0.00

Discount Included : 0.00

Quantity Total : 0

Customer :
Sales Executive :

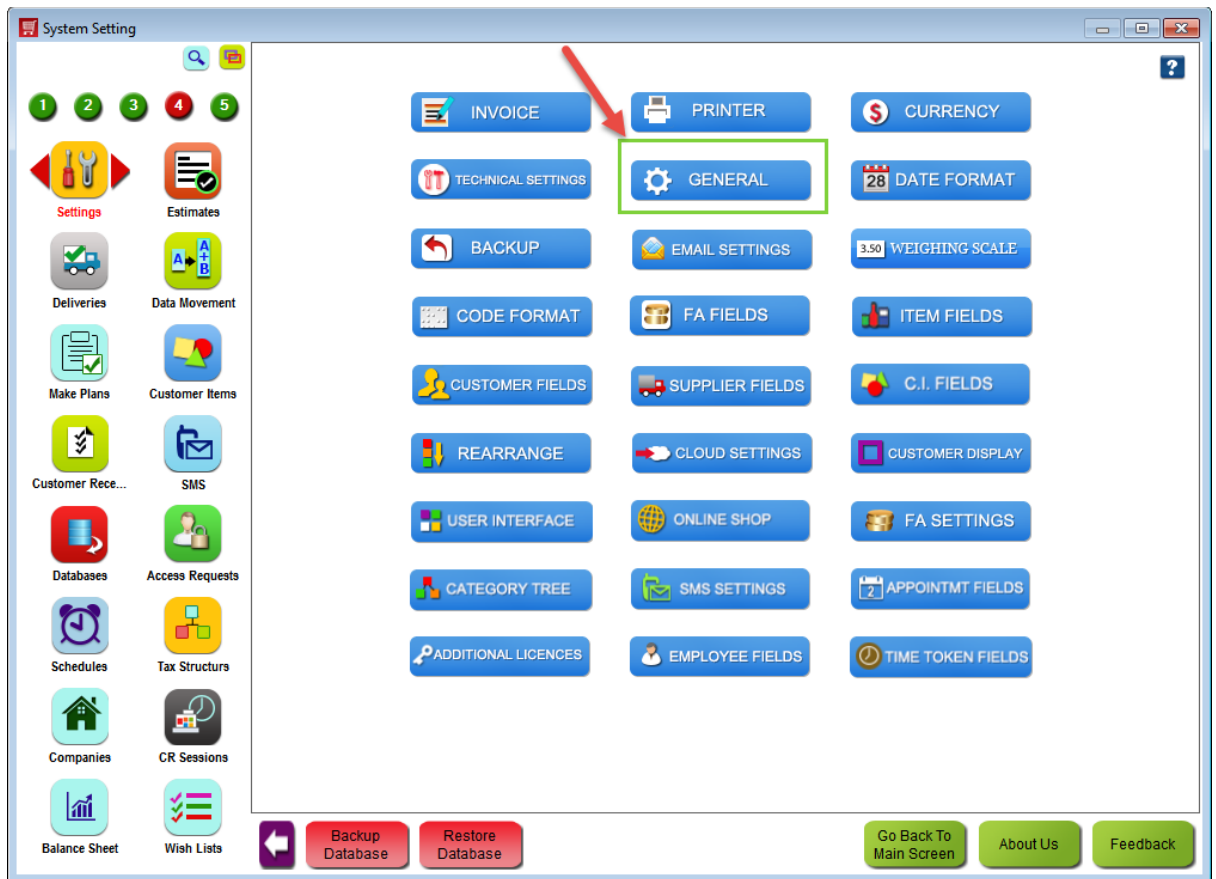
Express Pay (F5) Pay Now (F8) Estimate (F11)

Save & Print Estimate (Alt F11)

Set-Up

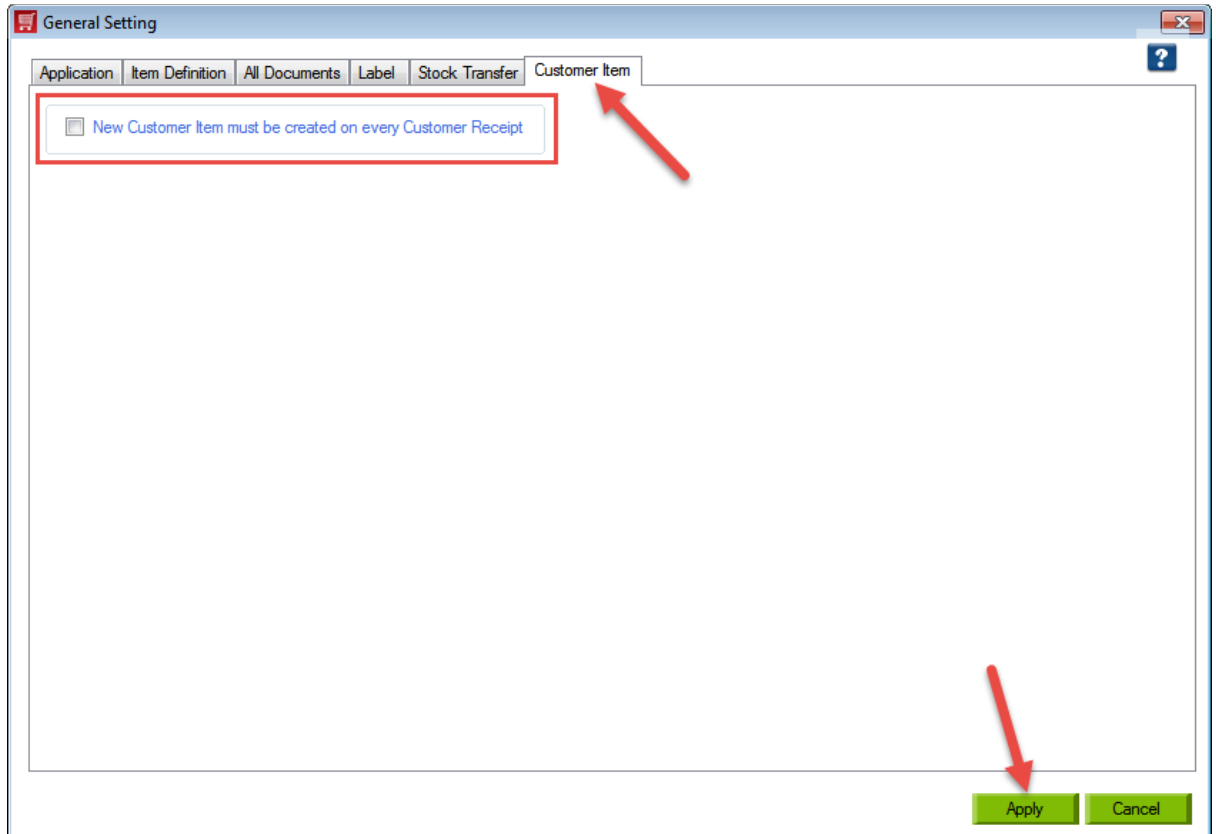
2. Go to **4th Page**, click on **Settings** icon. From **System Setting** window click on **General Setting** button.





3. **General Setting** window will open, click on **Customer Item** tab and uncheck the checkbox. Click on **Apply**.





4. Go to 4th Page, click on **Customer Receipt** icon. From **Manage Customer Receipt** window click on **Add Customer Receipt** button.



Manage Customer Receipt

From Date : 16/12/2016 To Date : 16/12/2016 Apply Date

Search

Customer Receipt Number	Customer Name	Customer Code	Date	Mobile Number	Email	Received By
HD-CR00004	Sangita Parida	C00001	16/12/2016 04:31 PM			HDAdmin
HD-CR00003	Rahul Sharma	C00002	16/12/2016 04:47 PM			HDAdmin
HD-CR00002	Kirti Saha	C00003	16/12/2016 04:47 PM			HDAdmin
HD-CR00001	Sangita Parida	C00001	15/12/2016 04:34 PM			HDAdmin

Total Records : 4

Customer Rece... SMS Databases Access Requests Schedules AMC Managem... Tax Structura Companies CR Sessions Balance Sheet Backup Database Restore Database Go Back To Main Screen About Us Feedback

5. **New Customer Receipt** window will open. Select **Customer, Customer Item** associated with that customer automatically appears.





New Customer Receipt

Select Business Location : HD Tailoring & Alteration Shop

Customer Receipt Number : HD-CR00004

Date : 16/12/2016

Customer : Sangita Parida

Customer Item : Dress Material

Show Images

Customer Item Code	Item Name	Quantity	Shoulder Length	Salware or Pant Colour	Chest	Waist	Ankle
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Note :

Pick Message

Change Quantity F2

Number of Receipts to Print : 1

Save & Print (F5) Save (F8) Cancel

6. Select **Customer Item** and click on **Save**.

Manage Customer Receipt

From Date : 16/12/2016 To Date : 16/12/2016 Apply Date

Search

Customer Receipt Number	Customer Name	Customer Code	Date	Mobile Number	Email	Received By
HD-CR00004	Sangita Parida	C00001	16/12/2016 04:31 PM			HDAdmin
HD-CR00001	Sangita Parida	C00001	15/12/2016 04:34 PM			HDAdmin

Total Records : 2

Backup Database Restore Database

Go Back To Main Screen About Us Feedback





7. Now in **Manage Customer item**, if you edit any document then both the item status will show in workflow.

Edit Customer Item Details

Customer Name : Sangita Parida
Item Code : CI00001
Name : Dress Material
Description : Bandhani Dress Material 3 Pieces
Instruction : Stich a kruta and salware
Notes : Date : 15/12/2016
Creator : HDAdmin
Customer collect after 15 days.

Business Location : HD Tailoring & Alternation Shop
Godown :

Billable Items | Used Up Items

Item Name :

Godown	Item code	Item Name	Price	Qua
HD Tailoring ...	T00003	Buton	50.00	
HD Tailoring ...	T00002	Cotton	200.00	
HD Tailoring ...	T00001	Stiching Price	500.00	

Total Quantity : 3.00 Total Amount : 750.00

User Field List | Attachments | Customer User Field List | Customer Attachments | **WorkFlow**

Quantity	Status
1.00	Received
1.00	Stiching Done

