

How to record discount given by supplier when clearing pending payments?



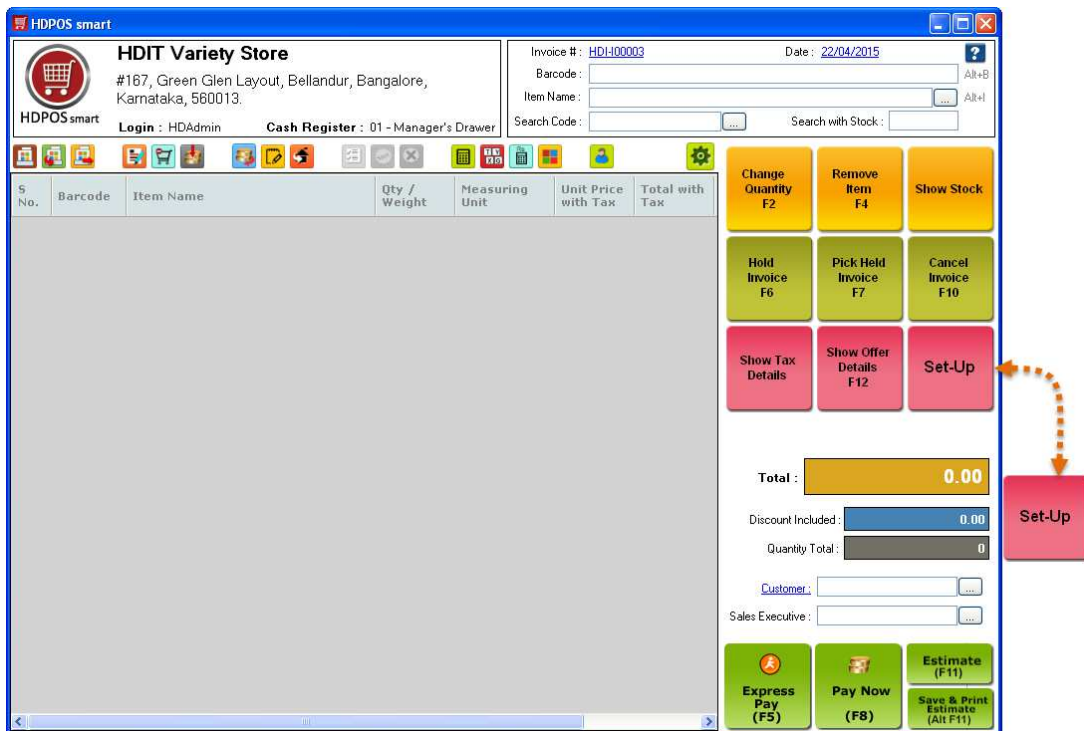
HDPOS smart Tutorials

Many times when we are clearing our pending supplier payments our suppliers may give us a discount for clearing on time or for paying a lump sum amount or simply because we insisted for a discount.

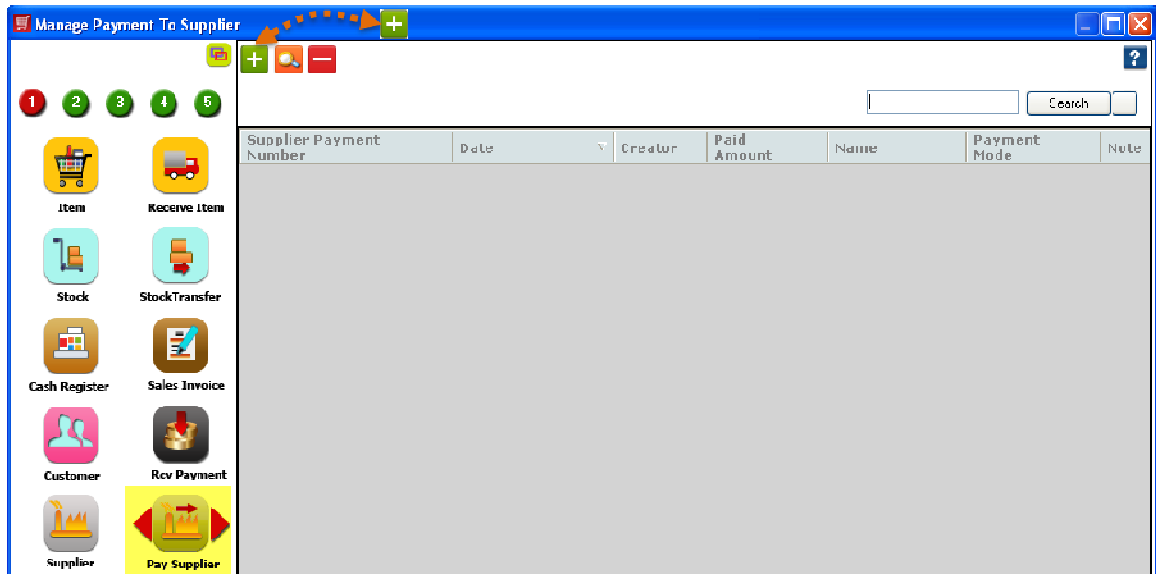
In this document we will see how to record such transactions in HDPOS.

Follow the steps mentioned below

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




2. Select **Pay Supplier** from the 1st page of Set-Up.
3. From **Manage Payment to Supplier** screen tool strip, click on **Add** button





4. You will see the **Make Payment to Supplier** screen.

- a. Select the **supplier** whose payment you want to clear.
- b. You will see all pending RIE details in the grid below.
- c. Select the invoices which you want to clear.

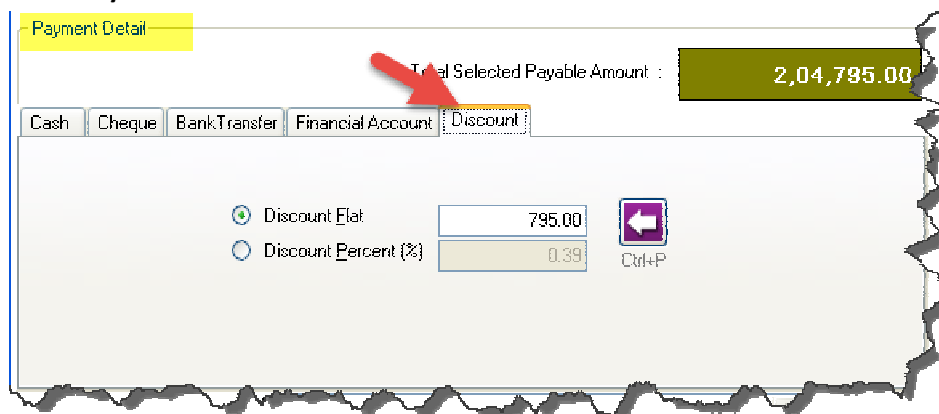
There are 3 tool strip buttons to select the pending RIE entries.

Select All Invoices : By clicking on this button will select all entries.

Unselect All Invoices : By clicking on this button will unselect all entries.

Invert Selection : By clicking on this button the selection will be inverted.

d. In the **Payment Detail** section click on **Discount Tab**.



e. Enter the Flat discount or discount percent



- f. If you Select **Discount Flat** you can specify a fixed discount value.
- g. You can select any of the other payment modes to clear the balance shown in 'Total Selected Payable Amount'.

Select For Payment	Payment Due Date	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	Received Item Entry Number	Goods Received Date
<input checked="" type="checkbox"/>	04/05/2015	3,10,925.00	1,63,885.00	1,63,885.00	Adjust Balance	22/04/2015	HDI-R00002	22/04/2015
<input checked="" type="checkbox"/>	04/05/2015	40,910.00	40,910.00	40,910.00	Adjust Balance	22/04/2015	HDI-R00003	22/04/2015
<input type="checkbox"/>	01/06/2015	54,900.00	54,900.00	0.00	Adjust Balance	20/05/2015	HDI-R00006	20/05/2015
<input type="checkbox"/>	03/06/2015	3,060.00	3,060.00	0.00	Adjust Balance	22/05/2015	HDI-R00008	22/05/2015

Payment Detail

Total Selected Payable Amount : **2,04,795.00** Total Amount Pending : 2,62,755.00

Cash Cheque Bank Transfer Financial Account **Discount**

Discount Flat

Discount Percent (%)

Note :

Pending Amount : 0.00

Remaining Amount After This Payment : **57,960.00**

- h. If you select Discount Percentage, once you enter the value discount will get calculated on '**Total Selected Payable Amount**'.
- i. Balance amount can be paid through any other payment modes.



HDPOS smart Tutorials

Select the Supplier:

Supplier Email:

Current Advance Amount: 0.00 Clear Other Pending Amount:

Total R.E Pending Amount: 2,02,755.00 Current Payable Amount:

Other Pending Amount: 0.00 Advance Amount: 0.00

Send email to Supplier:

Supplier Sms:

Send Sms To Supplier:

Select For Payment	Payment Due Date	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	Received Item Entry Number	Goods Received Date	S	I	N
<input checked="" type="checkbox"/>	04/05/2015	3,10,925.00	1,63,885.00	1,53,885.00	Adjust Balance	22/04/2015	HD:-R0C0C2	22/04/2015			
<input checked="" type="checkbox"/>	04/05/2015	40,910.00	40,910.00	40,910.00	Adjust Balance	22/04/2015	HD:-R0L0L3	22/04/2015			
<input type="checkbox"/>	01/06/2015	54,900.00	54,900.00	0.00	Adjust Balance	20/05/2015	HD:-R0C0C6	20/05/2015			
<input type="checkbox"/>	03/06/2015	3,060.00	3,060.00	0.00	Adjust Balance	22/05/2015	HD:-R0C0C8	22/05/2015			

Payment Detail

Total Selected Payable Amount: **2,04,785.00** Total Amount Pending: **2,02,755.00**

Cash Cheque Bank Transfer Financial Account **Discount**

Discount 01:

Discount 20cent (8):

Note:

Discount: **2,047.95**
Cash: **2,02,747.05**

Pending Amount: **0.00**
Remaining Amount After This Payment: **57,860.00**

j. Click on **Save**.