

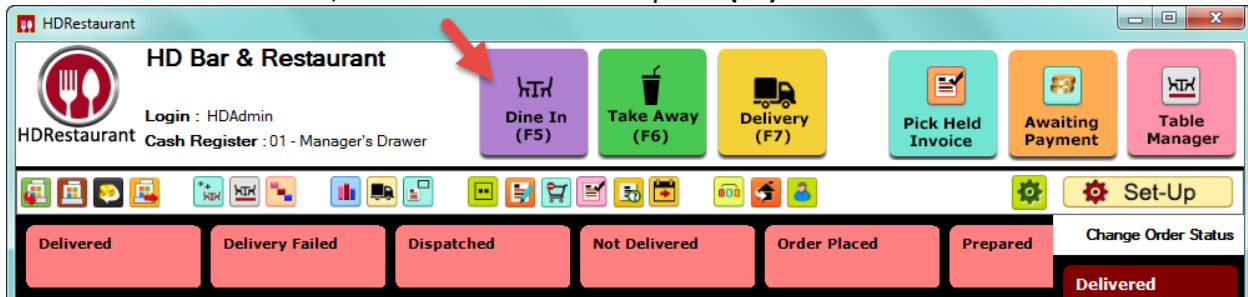
How to split an invoice in HDRestaurant?



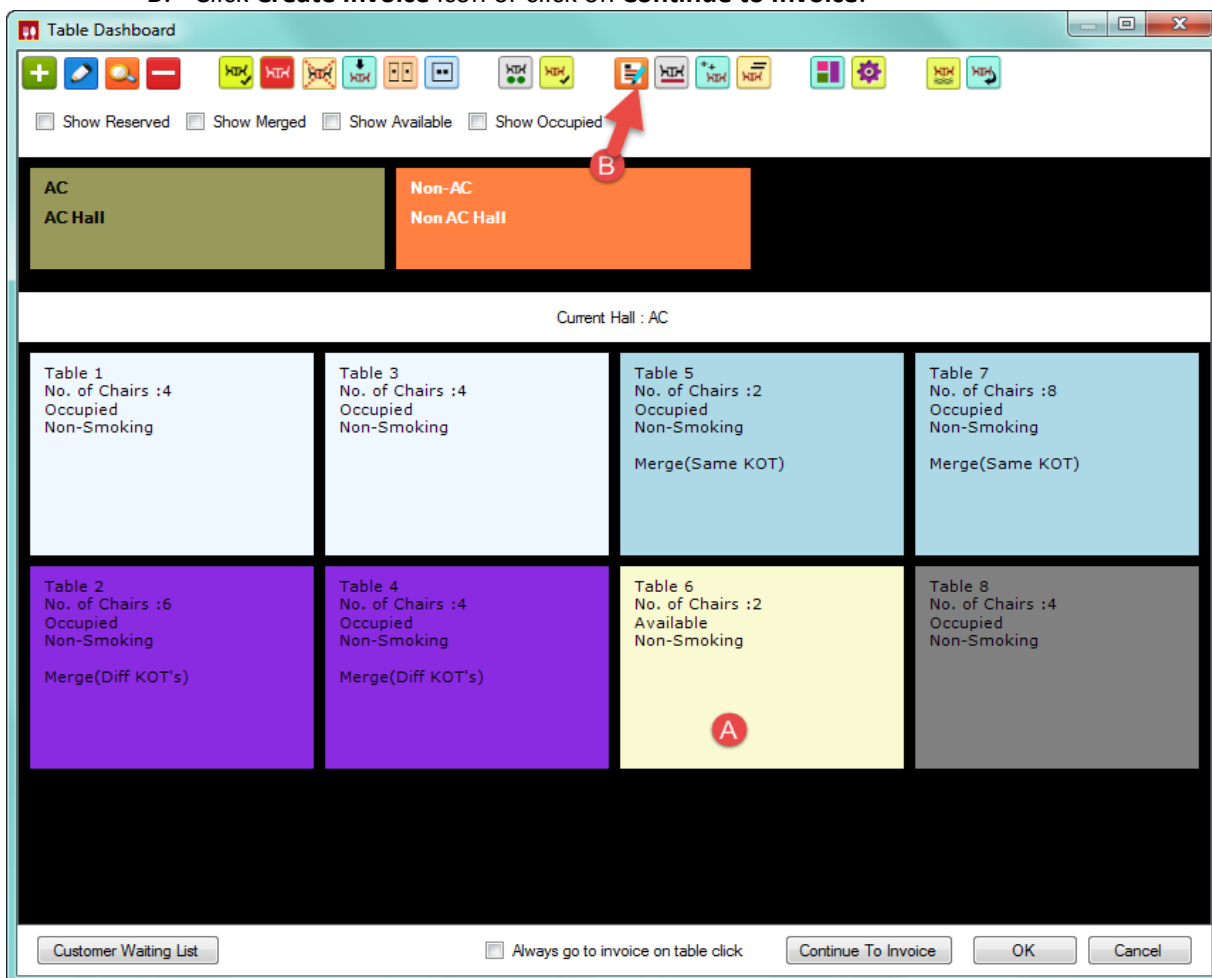
HDPOS smart Tutorials

You can split an invoice whenever a customer demands for separate invoice. To split the invoice in HDRestaurant is very simple, go to the following given steps below to successfully split the invoice as you required:

1. Run **HDRestaurant**.
2. From main screen, click on **Dine-in** icon or press **(F5)**.



3. From table dashboard window
 - A. Select an available table,
 - B. Click **Create Invoice** icon or click on **Continue to Invoice**.





- Place order by choosing items from pictorial section or select by the item name.
- Click on **Hold invoice** if the order is not completed or click on **Awaiting Payment** if order is completed. In this example I have clicked on Awaiting Payment.

The screenshot displays the HDPOS Pictorial Billing interface. The window title is "Pictorial Billing". The main area shows a grid of food items categorized by cuisine (Chinese, Indian, Italian). The "Awaiting Payment" button is highlighted with a red circle. The invoice details on the right show a total of 1,188.00 and a quantity total of 4 items.

Item Name	Qty
Chicken 65	1.00
Chinese Fried Rice	1.00
Chinese Spaghetti	1.00
Chinese Vegetable Sti...	1.00

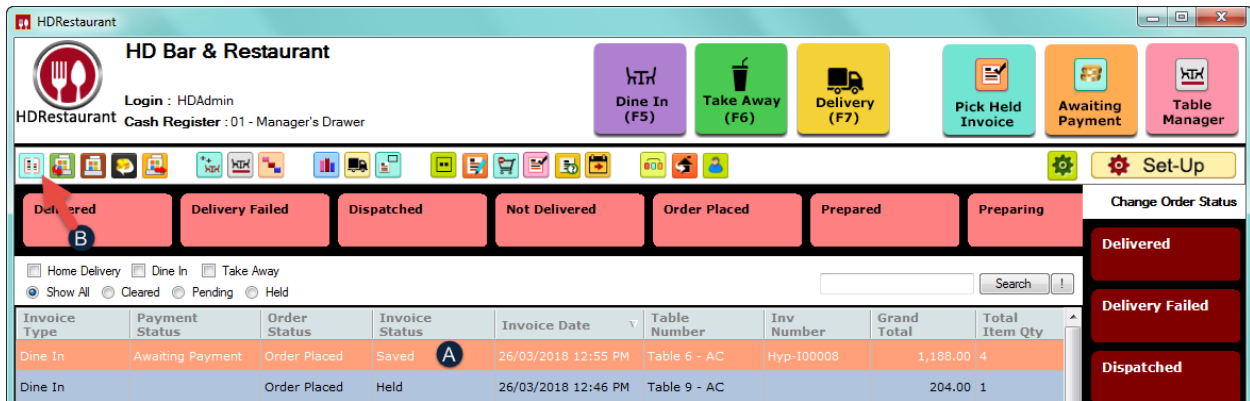
Discount Included : 0.00
Total : 1,188.00
Quantity Total : 4
Customer : John Stump
Sales Executive : Ananth Murthy

NOTE: You can only split the invoice if the invoice type is held or awaiting payment.

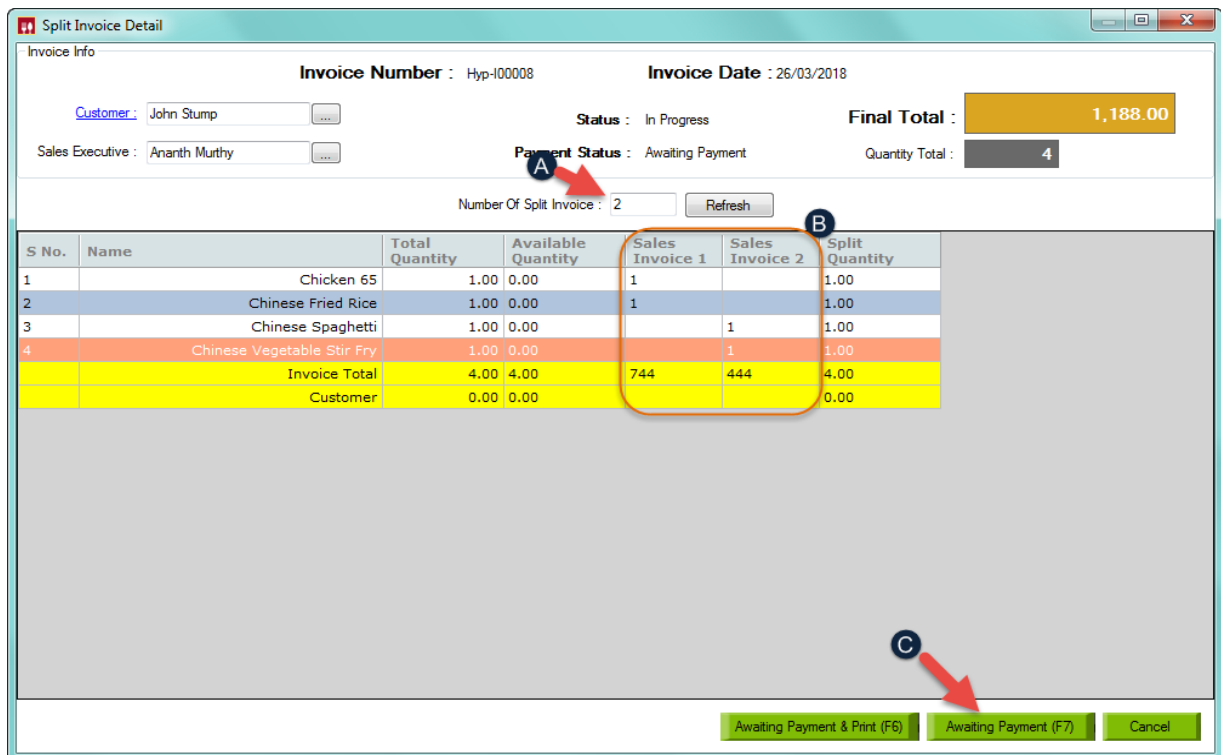




6. In Restaurant Dashboard,
 - A. Select the Invoice you want split.
 - B. And click on **Split Invoice** button.



7. In Split Invoice Detail window
 - A. Specify the **Number of Split invoice** and click on **Refresh**. Here I have specified Number of Split Invoice as 2.
 - B. Specify the Quantity in each of the Sales invoice column for every item present in the invoice.
 - A. Click on **hold** if the customer has not completed the order or click on **Awaiting Payment**. In this example I have saved split invoice as Awaiting Payment.





- In Restaurant Dashboard, you'll see the invoice has been split into two different invoices with payment status as **Awaiting Payment**, and the original invoice is **cancelled**.

HDRestaurant
HD Bar & Restaurant
Login : HDAdmin
Cash Register : 01 - Manager's Drawer

Buttons: Dine In (F5), Take Away (F6), Delivery (F7), Pick Held Invoice, Awaiting Payment, Table Manager

Change Order Status: Delivered, Delivery Failed, Dispatched, Not Delivered, Order Placed, Prepared, Preparing

Filters: Home Delivery, Dine In, Take Away, Show All, Cleared, Pending, Held

Invoice Type	Payment Status	Order Status	Invoice Status	Invoice Date	Table Number	Inv Number	Grand Total	Total Item Qty
Dine In	Awaiting Payment	Order Placed	Saved	26/03/2018 01:07 PM	Table 6 - AC	Hyp-100009	744.00	2
Dine In	Awaiting Payment	Order Placed	Saved	26/03/2018 01:07 PM	Table 6 - AC	Hyp-100010	444.00	2
Dine In	Cancelled	Order Placed	Cancelled	26/03/2018 12:55 PM	Table 6 - AC	Hyp-100008	1,188.00	4

Change Order Status: Delivered, Delivery Failed, Dispatched, Not Delivered

- Select the invoice and click on Awaiting Payment to clear/complete the invoice.

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Change Order Status: Delivered, Delivery Failed, Dispatched

