

# How to take payment for a sales invoice through Gift Card?



HDPOS smart Tutorials

To make a sales invoice for which customer wants to pay with a Gift Card, follow the steps below.

1. Run **HDPOS Smart**.
2. From main invoice screen
  - a. Select items for the invoice.
  - b. Enter the **Customer** name and **Sales Executive** name if required.
  - c. Click on **Pay Now**.

**HDPOS smart**

**HDIT Variety Shop**  
#167, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560013.  
Login : HDAdmin    Cash Register : 01 - Manager's Drawer

Invoice #: HDVS-100001    Date: 28/10/2014

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

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00003	Camlin Sketch Pens	1	Qty	20.00	20.00
2	T00004	Crayons	2	Qty	45.00	90.00
3	T00002	Long Notebook	1	Qty	50.00	50.00

**Total : 160.00**

Discount Included: 0.00  
Quantity Total: 4

Customer:  ...  
Sales Executive:  ...

**Pay Now (F8)** (highlighted with a red arrow)

Other buttons: 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, Express Pay (F5), Estimate (F11), Save & Print Estimate (Alt F11)



3. In the **Pay Now** screen- under **Payment Detail** section, select **Gift Card**. Click on **Add**.

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

- Invoice Number:** HDVS-100001
- Customer Info:** Customer: Srujana, Sales Executive: Vipin Sharma, Available Credit Limit: 0.00, Customer Mobile Number: [empty]
- Invoice Info:** Total Before roundoff: 160.00, Roundoff Amount: 0.00, Total: 160.00, Quantity Total: 4, Number of Items: 3, Discount Included: 0.00, Tax Included: 0.00
- Payment Detail:** Cash, Card, Cheque, Store Credit, Advance Amount, Approved Pending, **Gift Card**, Bank Transfer, Food Coupon. Pending Amount: 160.00. Amount Received: 0.00. Total Commission Expense: 0.00. Total Received Amount: 0.00. Returnable Balance: 0.00.
- Buttons:** Save & Print Estimate (F11), Save Estimate (F12), Save & Print (F5), Save (F8), Cancel. The 'Add' button in the Gift Card table is highlighted with a red arrow.

4. In the **Add Gift Card For Payment** screen that opens,
  - a. Enter the **Gift Card Number** manually or scan the gift card number.
  - b. Click on **Refresh**.
  - c. You will see **Gift Card Amount**.
  - d. Enter the amount that customer wants to pay through Gift Card in **Amount to be Used** field.
  - e. Click on **OK**.

The screenshot shows the 'Add Gift Card For Payment' window with the following details:

- Gift Card Number:** HT3GA6JQ2Q
- Gift Card Amount:** 1,000.00
- Amount To Be Used:** 160.00
- Buttons:** Refresh, OK(F8), Cancel. The 'Refresh' button and the 'Amount To Be Used' field are highlighted with red arrows.



5. You will see the Gift Card details as shown below. Click on Save to complete the sales invoice.

**Pay Now** Invoice Number : HDVS-100002

**Customer Info**  
Customer : Srujana Alt+C Sales Executive : Vipin Sharma Alt+S  
Available Credit Limit : 0.00 Customer Email :   Send email to Customer  
Customer Mobile Number :   Send sms to Customer

**Additional Charges**  
Freight : 0.00  
Packing : 0.00

**Invoice Info**  
Total Before roundoff : 160.00 Quantity Total : 4  
Roundoff Amount : 0.00 Number of Items : 3  
Total : 160.00 Discount Included : 0.00  
Tax Included : 0.00

**Payment Detail**  
Cash Card Cheque Store Credit Advance Amount Approved Pending **Gift Card** Bank Transfer Food Coupon  
Pending Amount : 0.00  
Gift Card : 160.00

Gift Card Number	Gift Card Amount	Gift Card Used Amount
HT3GA6JQ2Q	1,000.00	160.00

Amount Received : 160.00

Note :

Total Commission Expense : 0.00  
Total Received Amount : 160.00  
Returnable Balance : 0.00  
Save Returnable Amount as Customer Advance (F4) :

Goods Delivered :  Print Delivery Note :