

How to use Credit notes to make payment to supplier in HDPOS smart?

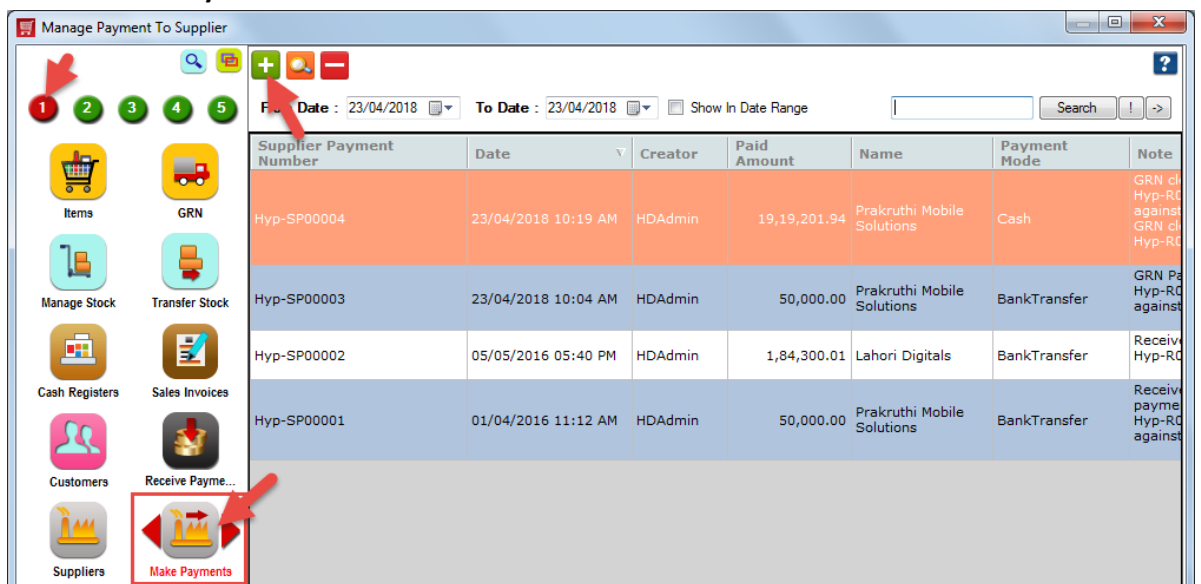


To use credit notes to make payment to supplier, follow the below steps:

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



2. Go to 1st Page, click on **Make Payments** icon. From to **Manage Payment Supplier** screen, click on **Add Make Payment** button.





3. Select **Supplier** from **Make Payment to Supplier** window. Then check the checkbox to select GRN for Payment.

Supplier Payment Number
Select Business Location : Hyper Drive Mobile Store Payment Number : Hyp-SP00005 Date : 23/04/2018

Supplier Info
Select the Supplier : United Trading Supplier Email : suresh.ahuja@abc.com Send Email To Supplier :
Current Advance Amount : 0.00 Clear Other Pending Amount : Supplier Sms : 3300000011 Send Sms To Supplier :
Total GRN Pending Amount : 85,972.47 Current Payable Amount : 0.00 Show Pending Cheques :
Other Pending Amount : 0.00

GRN Info

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Supplier Invoice Number
<input checked="" type="checkbox"/>	09/07/2016	753	36,917.46	36,917.46	36,917.46	Adjust Balance	31/03/2016	Hyp-R00003	31/03/2016	UTI00132
<input checked="" type="checkbox"/>	13/08/2016	718	49,055.01	49,055.01	49,055.01	Adjust Balance	05/05/2016	Hyp-R00004	05/05/2016	UTI00158

4. Select the **Credit Notes** as payment mode and click on **Add**.

Cash Cheque Bank Transfer Financial Account Discount **Credit Notes**

Date	Number	Available Amount	Use Amount
------	--------	------------------	------------

Total Applied Amount: **0.00** No of Selected SCN: 0 **Add** Remove

5. From **Supplier Credit Note Manager** Window select the credit note you want to apply for payment and click **OK**.

Supplier Credit Note Manager

Search

Location Name	Number	Date	Supplier	Total Amount	Available Amount	Status
Hyper Drive Mobile Store	Hyp-00001	23/04/2018 10:54 AM	United Trading	15,000.00	15,000.00	Availa

Total Records : 1

OK Close





6. The Credit Note amount is used as shown below.

Total Pending: **85,972.47** Selected Amount: **85,972.47** Pending After This Payment: **0.00** Pending in Selected Payable Amount: **70,972.47**

Cash | Cheque | Bank Transfer | Financial Account | Discount | Credit Notes

Credit Note : 15,000.00

Date	Number	Available Amount	Use Amount
23/04/2018 1...	Hyp-00001	15,000.00	15,000.00

Total Applied Amount: **15,000.00** No of Selected SCN: 1

Note:

Total of All Payment Modes: **15,000.00**
Advance Amount in Current Payment: **0.00**

7. Adjust the pending amount if not paid yet and click on **Save**.

Make Payment To Supplier

Supplier Payment Number: Select Business Location: Hyper Drive Mobile Store Payment Number: Hyp-SP00005 Date: 23/04/2018

Supplier Info

Select the Supplier: United Trading Supplier Email: suresh.ahuja@abc.com Send Email To Supplier:

Current Advance Amount: 0.00 Clear Other Pending Amount: Supplier Sms: 3300000011 Send Sms To Supplier:

Total GRN Pending Amount: 85,972.47 Current Payable Amount: 0.00 Show Pending Cheques:

Other Pending Amount: 0.00

GRN Info

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Supplier Invoice Number
<input type="checkbox"/>	09/07/2016	753	36,917.46	36,917.46	36,917.46	Adjust Balance	31/03/2016	Hyp-R00003	31/03/2016	UTI00132
<input checked="" type="checkbox"/>	13/08/2016	718	49,055.01	49,055.01	15,000.00	Adjust Balance	05/05/2016	Hyp-R00004	05/05/2016	UTI00158

Total Pending: **85,972.47** Selected Amount: **15,000.00** Pending After This Payment: **70,972.47** Pending in Selected Payable Amount: **0.00**

Cash | Cheque | Bank Transfer | Financial Account | Discount | Credit Notes

Credit Note : 15,000.00

Date	Number	Available Amount	Use Amount
23/04/2018 1...	Hyp-00001	15,000.00	15,000.00

Total Applied Amount: **15,000.00** No of Selected SCN: 1

Note:

Total of All Payment Modes: **15,000.00**
Advance Amount in Current Payment: **0.00**

Note: When you use credit notes to make payment then in FA transactions **Supplier SCN** account gets credited and **Supplier Account** gets debited.

