

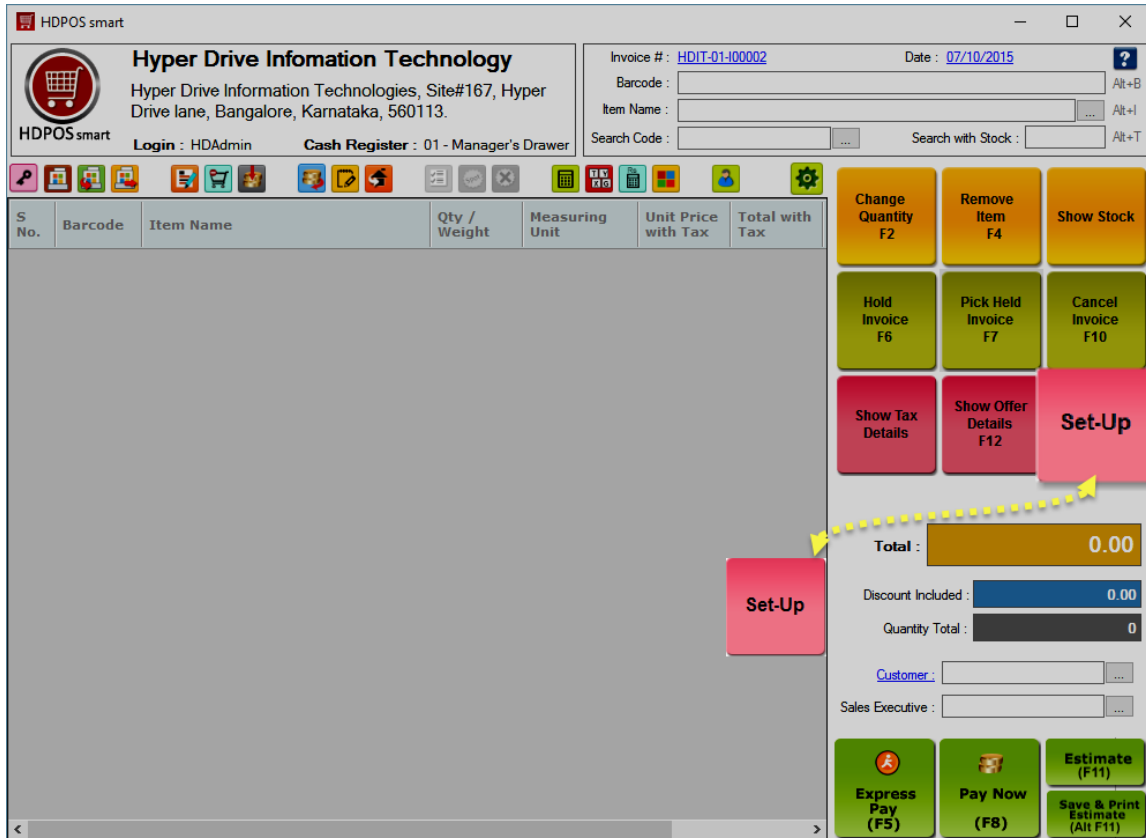
How to use Gift Cards with Expiry Date in HDPOS smart?



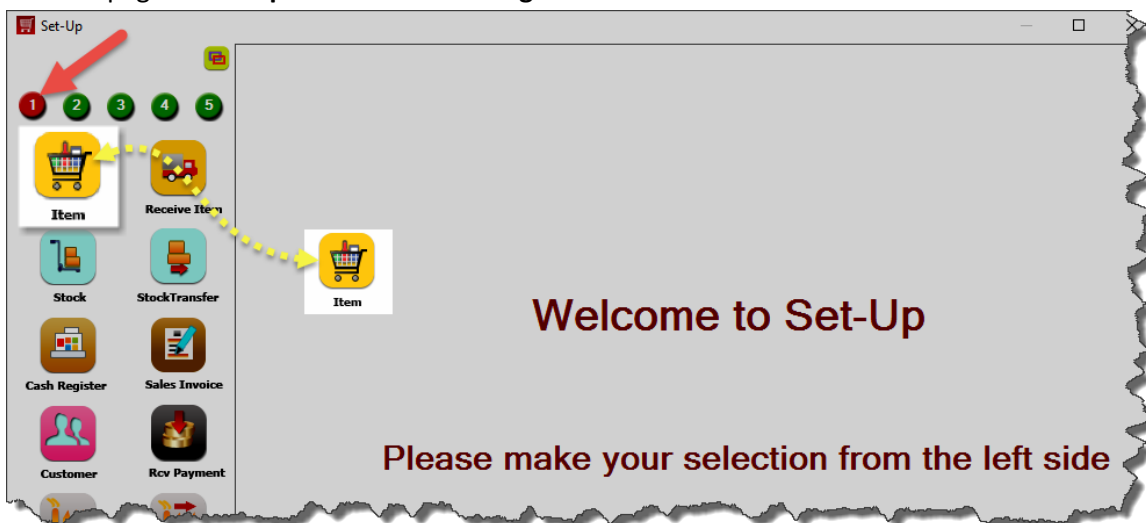
HDPOS smart Tutorials

To set an expiry date for gift card in HDPOS smart, please follow the below steps:

1. Run **HDPOS smart**.
2. From main Invoice screen click on **Set-Up** button.

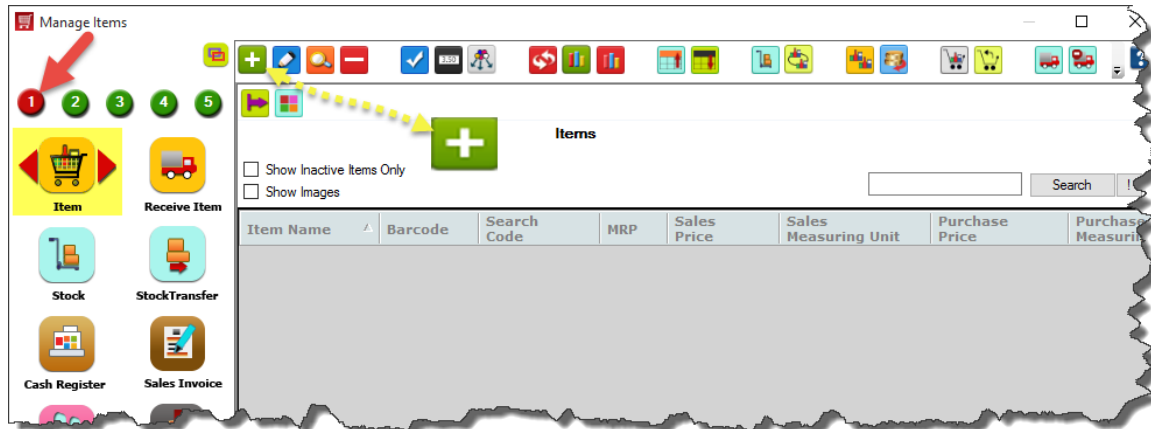


3. From 1st page of **Set-Up** click on **Item manager**.



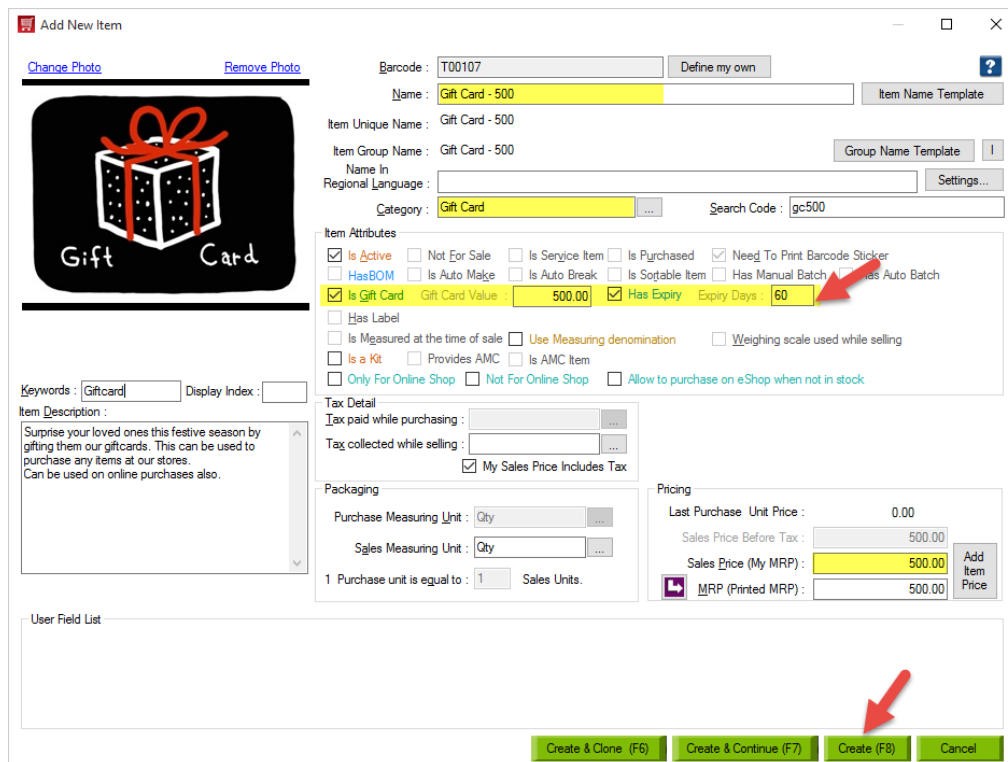


4. In **Manage Items** window, click on **Add Item** tool strip button.



5. You will get the screen of **Add New Item**.

- Enter **Item name** and select the **Category** as required.
- Check **Is Gift Card** checkbox and enter the **Gift Card Value**.
- Check the **Has Expiry** checkbox.
- In **Expiry Days** box, enter the number of days in which the gift card will be expired.
- Enter the Sales Price and MRP of **Gift Card**.
- Click on **Create**.





- 6. Once the gift card is created, it can be sold from the main invoice screen.
 - i. Select the gift card in the main invoice screen and click on **Pay Now**.

The screenshot shows the HDPOS smart main invoice screen for Hyper Drive Super Market. The invoice number is HDI-00002, dated 08/10/2015. The item list contains one entry: a Gift Card with barcode T00107, quantity 1, and a unit price of 500.00. The total amount is 500.00. On the right side, there are several action 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), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11). A red arrow points to the 'Pay Now (F8)' button.

- ii. Enter the payment details and click on **Save Invoice / Save & Print Invoice**.

The screenshot shows the 'Pay Now' dialog box. It contains the following information:

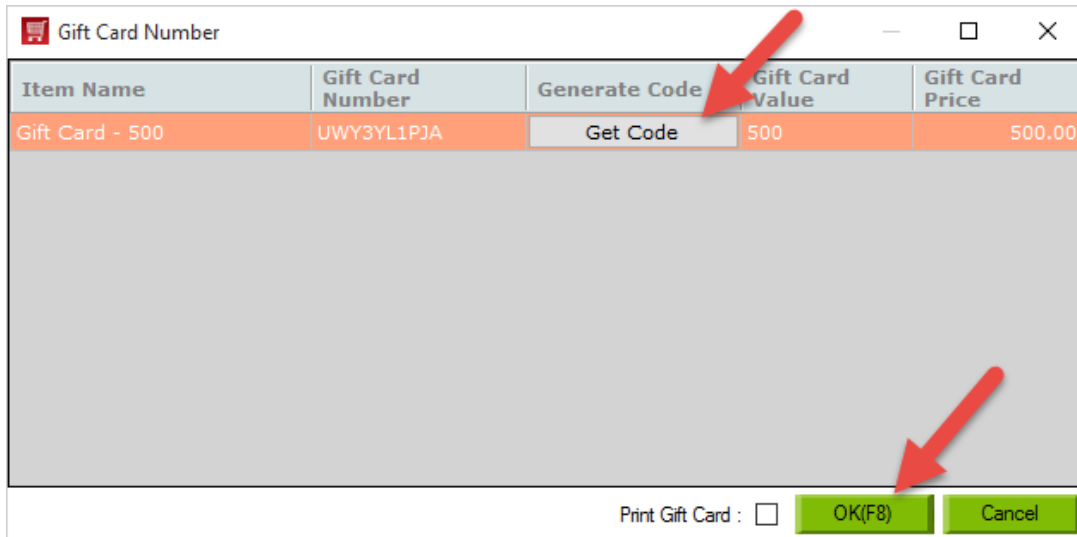
- Invoice Number:** HDI-00003
- Customer Info:** Customer: Ganesh Swamy, Sales Executive: Sunil Kumar, Customer Email: ganeshswamy@hdt.com, Customer Mobile Number: 9663167930. There are checkboxes for 'Send email to Customer' and 'Send sms to Customer'.
- Invoice Info:** Total Before roundoff: 500.00, Roundoff Amount: 0.00, Total: 500.00. Quantity Total: 1, Number of Items: 1. Discount Included: 0.00, Tax Included: 0.00.
- Payment Detail:** Pending Amount: 0.00. Cash: 500.00. Amount Received: 500.00.
- Summary:** Total Commission Expense: 0.00, Total Received Amount: 500.00, Returnable Balance: 0.00. There is a checkbox for 'Save Returnable Amount as Customer Advance (F4)'.

At the bottom, there are several buttons: Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), Save & Print Invoice (F5), Save Invoice (F8), and Cancel. A red arrow points to the 'Save Invoice (F8)' button.

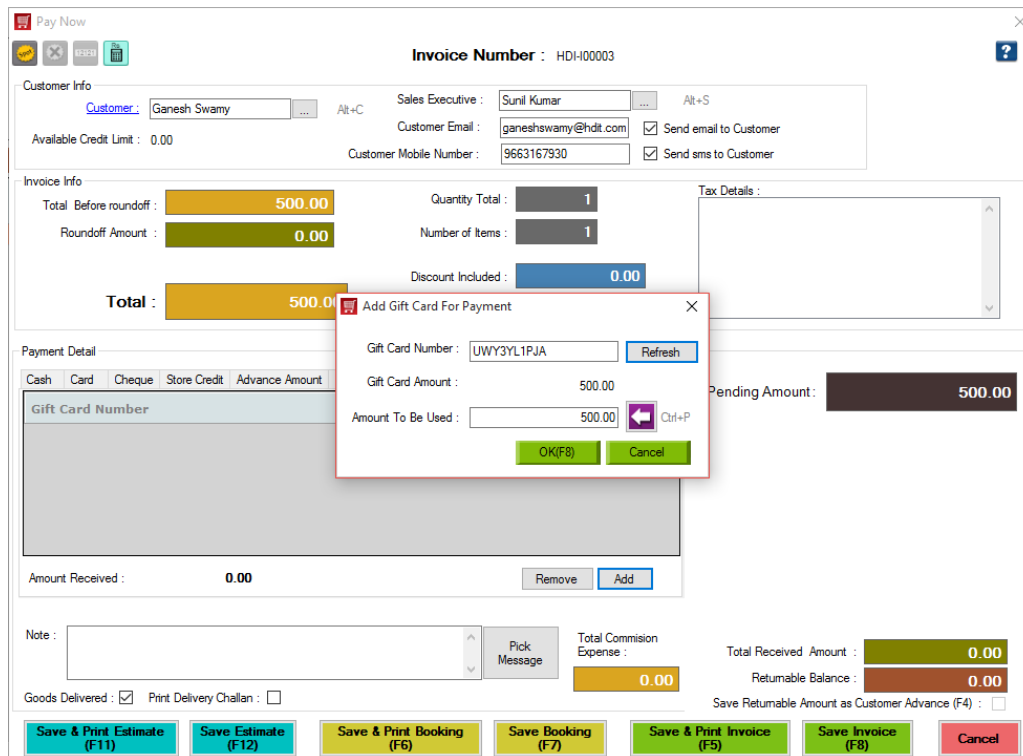




iii. Click on **Get Code** to generate a code in the **Gift Card Number** window, and click on **OK**.

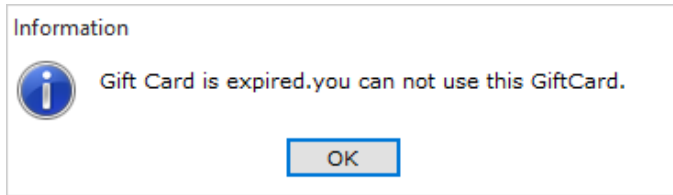


7. You can now use the gift card to make payments against invoices till the gift card is expired.





- Once the gift card expires, the following message is displayed when you try to use it for any sales invoice or any other transactions.



- To check the expiry date and other details of the gift card, go to **Gift Card** in the 3rd page of Set-Up.

