

## How do I print my first bill in HDPOSsmart?



HDPOS smart Tutorials

Invoices are created from the main invoice screen that is displayed after logging-in to the application. Creation of invoice requires items to be created. You can also select customer and the sales executive while creating an invoice.

**Note:** Please make sure you have items available for selection before creating invoice. Although items are available if you have started with sample database, you will have to create your own items if you have started with a blank database.

You can refer '[How to add an item in HDPOSsmart](#)' tutorial on our website to create your first item in HDPOS.

The steps to print your first invoice are as below:

1. Run **HDPOSsmart**
2. Select Items using item name or barcode

HDPOS Smart

**Hyper Drive Super Market**  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment  
Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: Hyp-100011 Date : 06/01/2017

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

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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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  
Total : 0.00  
Discount Included : 0.00  
Quantity Total : 0  
Customer :   
Sales Executive :   
Express Pay (F5) Pay Now (F8) Estimate (F11)  
Save & Print Estimate (Alt F11)





3. Selected items get added to the invoice grid

Hyper Drive Super Market  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka  
HDPOSsmart Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: Hvp-100011 Date: 06/01/2017

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00124	Tata Salt - Lite, 1 kg Pouch	2	Qty	30.00	60.00

Total : 30.00  
Discount Included : 0.00  
Quantity Total : 1

Customer :  
Sales Executive :

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), Save & Print Estimate (Alt F11)

4. Add more items as required.

5. Select Customer and Sales Executive

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Invoice #: Hvp-100011 Date: 06/01/2017

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00124	Tata Salt - Lite, 1 kg Pouch	2	Qty	30.00	60.00
2	T00106	Aashirvaad Atta - Whole Wheat, 10 kg P...	1	Qty	322.00	322.00
3	T00030	Amul Milk Fat Low Fat, 1 Lt Carton	1	Qty	185.00	185.00
4	T00095	B B Popular Raw Peanuts/Mungaphali, 2...	2	Qty	26.00	52.00
5	T00132	HD Sugar, 1Kg Pack	3	Qty	55.00	165.00

Total : 784.00  
Discount Included : 0.00  
Quantity Total : 9

Customer : Nataasha Jose  
Sales Executive : Shankar Vasudev

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), Save & Print Estimate (Alt F11)





6. Click on **Pay Now (F8)**

HDPOS Smart

**Hyper Drive Super Market**  
Site#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bengaluru, Karnataka

Invoice #: **Hyp-100011** Date: **06/01/2017**

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

Login : HDAdmin Cash Register : 01 - Manager's Drawer

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00124	Tata Salt - Lite, 1 kg Pouch	2	Qty	30.00	60.00
2	T00106	Aashirvaad Atta - Whole Wheat, 10 kg P..	1	Qty	322.00	322.00
3	T00030	Amul Milk Fat Low Fat, 1 Lt Carton	1	Qty	185.00	185.00
4	T00095	B B Popular Raw Peanuts/Mungaphali, 2...	2	Qty	26.00	52.00
5	T00132	HD Sugar, 1Kg Pack	3	Qty	55.00	165.00

**Total : 784.00**

Discount Included : 0.00  
Quantity Total : 9  
Custom : Natasha Jose  
Sales Executive : Shankar Vasudev

**Express Pay (F5)** **Pay Now (F8)** **Estimate (F11)**  
**Save & Print Estimate (Alt F11)**

7. Enter the amount received from the customer against relevant payment modes

Pay Now

Invoice Number : Hyp-100011 Invoice Date : 06/01/2017

Customer Info  
Customer : Natasha Jose Alt+C Sales Executive : Shankar Vasudev Alt+S  
Available Credit Limit : 3,000.00 Customer Email : natasha@abc.com Send email to Customer  
Customer Mobile Number : 9100000018 Send sms to Customer

Invoice Info  
Total Before roundoff : 784.00 Quantity Total : 9  
Roundoff Amount : 0.00 Number of Items : 5  
Total : 784.00 Discount Included : 0.00  
Tax Included : 40.87

Tax Details :  
VAT 5.5 40.87

Payment Detail  
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon  
Pending Amount : 0.00  
Cash : 784.00

Amount Received : 784.00 Alt+A Ctrl+P

Note : \_\_\_\_\_ Pick Message  
Total Commission Expense : 0.00  
Total Received Amount : 784.00  
Returnable Balance : 0.00  
Save Returnable Amount as Customer Advance (F4) :

**Save & Print Estimate (F11)** **Save Estimate (F12)** **Save & Print Booking (F6)** **Save Booking (F7)** **Save & Print Invoice (F5)** **Save Invoice (F8)** **Cancel**





8. Click on **Save and Print Invoice (F5)**

Pay Now

Invoice Number : Hyp-100011      Invoice Date : 06/01/2017

Customer Info

Customer: Natasha Jose      Sales Executive : Shankar Vasudev  
 Available Credit Limit : 3,000.00      Customer Email : natasha@abc.com      Send email to Customer  
 Customer Mobile Number : 9100000018      Send sms to Customer

Invoice Info

Total Before roundoff : 784.00      Quantity Total : 9  
 Roundoff Amount : 0.00      Number of Items : 5  
 Total : 784.00      Discount Included : 0.00  
 Tax Included : 40.87      Tax Details : VAT 5.5      40.87

Payment Detail

Cash    Card    Cheque    Store Credit    Advance Amount    Approved Pending    Gift Card    Bank Transfer    Food Coupon

Amount Received : 784.00      Pending Amount : 0.00  
 Cash : 784.00

Note :      Total Commission Expense : 0.00  
 Total Received Amount : 784.00  
 Receivable Balance : 0.00  
 Save Receivable Amount as Customer Advance (F4) :

Goods Delivered :     Print Delivery Challan :

Save & Print Estimate (F11)    Save Estimate (F12)    Save & Print Booking (F6)    Save Booking (F7)    **Save & Print Invoice (F5)**    Save Invoice (F8)    Cancel

9. The invoice will be printed as shown below.

Sales Invoice				
<b>Hyper Drive Super Market</b> Site#167, Hyper Drive lane, 2nd Cross Sobha Apartment Road, Sarjapur ORR, Bellandur Bengaluru, Karnataka TINNo:30000000011 Phone:+91-80-4271 7700				
Customer : Marvi Guptha		Date : 15/04/2016		
Pvt. Type : Cash		CR : 02		
BILL NO : Hyp-100001				
Sl.No	Item Name	Qty.	Rate	Total
1	Apple - Shimla, 6 pcs	2	134.58	269.17
2	Atta - Whole Wheat, 10 kg Pouch	2	307.35	614.70
3	Baby Cabbage, 500 gm	2	33.41	66.82
4	Appam - Idiyappam Pathiri, 500 gm Pouch	2	49.63	99.27
Total Qty : 8		<b>Grand Total :</b>		<b>1,050.00</b>
Discount: 50.00		Tendered-AMT :		1,050.00
Tax: VAT 5.5 : 51.25		Change Due :		0.00
THANK YOU FOR SHOPPING				

