

How to add Freight / Packing charges to GST Invoice?



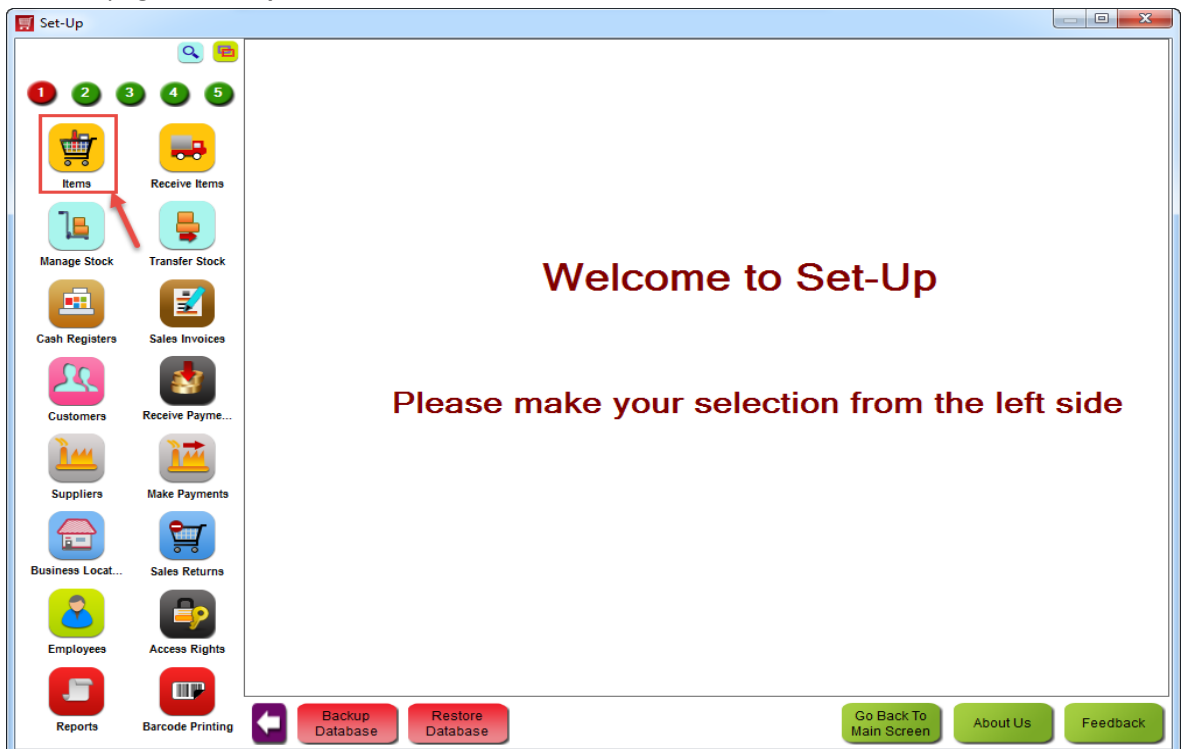
HDPOS smart Tutorials

To add Freight/Shipping charges to GST Invoice, follow the below steps:

1. Run **HDPOS Smart**.
2. From Main Invoice screen, select **Set-Up**.



3. From 1st page of **Set Up**, Click on **Items**.





4. Click on **Add Items** tool strip button.

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measuring Unit	Purchase Measuring Unit	St
24 Letter Mantra Organic Corn Flakes	T00071		149.00	149.00	Qty	Qty	GS
24 Letter Mantra Organic Multigrain Flakes	T00011		149.00	149.00	Qty	Qty	GS
24 Letter Mantra Organic Mustard Big	T00038		25.00	25.00	Qty	Qty	GS
24 Letter Mantra Rice Flour 1 Kg	T00037		45.00	45.00	Qty	Qty	GS
Aashirvad Aata with Multigrains	T00048		255.00	235.00	Qty	Qty	GS
Aashirvad Whole Wheat Atta 5Kg	T00033		400.00	339.00	Qty	Qty	GS
Amul Pasturised Butter 100g	T00080		40.00	40.00	Qty	Qty	GS
Amul Slim and trim Skimmed Milk 1L	T00079		65.00	65.00	Qty	Qty	GS
Britannia Fruit Bread	T00014		16.00	16.00	Qty	Qty	GS
Britannia Good Day Rich Butter Cookies	T00024		40.00	40.00	Qty	Qty	GS
Britannia Nutri Choice	T00023		20.00	20.00	Qty	Qty	GS
Britannia Whole Wheat Bread Comfort	T00013		30.00	30.00	Qty	Qty	GS

5. Enter the required details and click on **Create**.

Barcode: T00084 Define my own

Name: Freight Charges Item Name Template

Item Unique Name: Freight Charges

Item Group Name: Freight Charges Group Name Template

Category: Charges Search Code:

Item Attributes

Is Active Not For Sale Is Purchased Is Service Item Duration: hrs mins

HasBOM Is Auto Make Is Auto Break Is Sortable Item Has Manual Batch Has Auto Batch

Is Gift Card Create Time Token

Has Label Need To Print Barcode Sticker

Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling

Is a Kit

Only For Online Shop Not For Online Shop Allow to purchase on eShop when not in stock

Tax Detail

Tax paid while purchasing:

Tax collected while selling: GST@5

My Sales Price Includes Tax

Packaging

Purchase Measuring Unit: Qty

Sales Measuring Unit: Qty

1 Purchase unit is equal to: 1 Sales Units.

Pricing

Last Purchase Unit Price: 0.00

Sales Price Before Tax: 0.00

Sales Price (My MRP): 0.00 Add Item Price

MRP (Printed MRP): 0.00

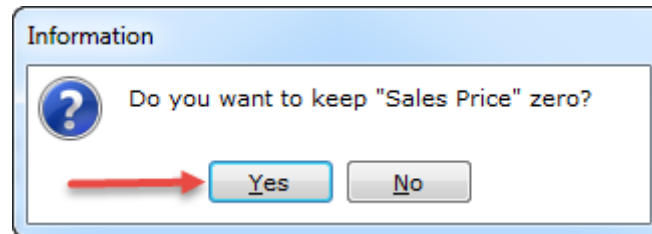
Buttons: Create & Clone (F6) Create & Continue (F7) Create (F8) Cancel





- **Item name:** Enter the Item name as **Freight Charges**.
- **Is Service Item:** Check **Is Service Item** checkbox. Here, **Duration** field is optional.
- **Tax Detail:** Select the tax as required for Tax Collected While Selling.
- **Sales Price:** You can keep sales price as 0.

Note: When you keep **sales Price My MRP as 0**, you will see **Information** dialog box as shown below. Click on **Yes** to create item.



6. Similarly, follow the above steps to create **Packing charges** Item.

Add New Item

Barcode: T00085 Define my own

Name: **Packing Charges** Item Name Template

Item Unique Name: Packing Charges

Item Group Name: Packing Charges Group Name Template

Name In Regional Language: Settings...

Category: Charges Search Code:

Item Attributes

Is Active Not For Sale Is Purchased **Is Service Item** Duration: hrs mins

HasBOM Is Auto Make Is Auto Break Is Sortable Item Has Manual Batch Has Auto Batch

Is Gift Card Create Time Token

Has Label Need To Print Barcode Sticker

Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling

Is a Kit

Only For Online Shop Not For Online Shop Allow to purchase on eShop when not in stock

HSN/SAC: Keywords: Display Index: Accessories Keywords: Item Description Item Description For Website

Preferred Supplier: Attachments Item Fields

User Field List Brand: Type:

Tax Detail

Tax paid while purchasing: Tax collected while selling: **GST@5** My Sales Price Includes Tax

Packaging

Purchase Measuring Unit: Qty Sales Measuring Unit: Qty 1 Purchase unit is equal to: 1 Sales Units.

Pricing

Last Purchase Unit Price: 0.00 Sales Price Before Tax: 0.00 Sales Price (My MRP): **0.00** Add Item Price MRP (Printed MRP): 0.00

Create & Clone (F6) Create & Continue (F7) **Create (F8)** Cancel



- From Billing Screen, select the items/products as required.
- To include freight and packing charges to invoice, select the Freight and Packing charges which you have added in previous steps.

The screenshot shows the HDPOS Smart Billing Screen for Hyper Drive Grocery Store. The store address is Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka. The invoice number is HYP-100013 and the date is 25/07/2017. The login is HDAdmin and the cash register is 01 - Manager's Drawer. The table below shows the items added to the invoice:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax	Basic Unit Price	Tax Name
1	T00033	Aashirvad Whole Wheat Atta 5Kg	10	Qty	339.00	3,390.00	322.86	GST@5
2	T00014	Britannia Fruit Bread	15	Qty	16.00	240.00	15.24	GST@5
3	T00049	Fortune Besan 1 Kg	5	Qty	109.00	545.00	103.81	GST@5
4	T00084	Freight Charges	1	Qty	0.00	0.00	0.00	GST@5
5	T00086	Packing Charges	1	Qty	0.00	0.00	0.00	GST@5

The right side of the screen shows various action buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Hide Tax Details, Hide Offer Details (F12), Set-Up, Total: 4,175.00, Discount Included: 0.00, Quantity Total: 32, Customer, Sales Executive, Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11).

- Select **Freight charges** and click on **Change Item Price**.

The screenshot shows the HDPOS Smart Billing Screen with the 'Freight Charges' item selected. A red arrow points to the 'Change Item Price' button in the top toolbar. The table below shows the items added to the invoice:

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax	Basic Unit Price	Tax Name
1	T00033	Aashirvad Whole Wheat Atta 5Kg	10	Qty	339.00	3,390.00	322.86	GST@5
2	T00014	Britannia Fruit Bread	15	Qty	16.00	240.00	15.24	GST@5
3	T00049	Fortune Besan 1 Kg	5	Qty	109.00	545.00	103.81	GST@5
4	T00084	Freight Charges	1	Qty	0.00	0.00	0.00	GST@5
5	T00086	Packing Charges	1	Qty	0.00	0.00	0.00	GST@5

The right side of the screen shows various action buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Hide Tax Details, Hide Offer Details (F12), Set-Up, Total: 4,175.00, Discount Included: 0.00, Quantity Total: 32, Customer, Sales Executive, Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11).





10. In **Change Price** window, enter the **New Price** as per your requirement and click on **Change**.

Code : T00084
Name : Freight Charges

Old Price : 100.00
Old MRP : 0.00

% Increase By % Decrease By

Percentage :

New Base Price : 95.24

New Price (with tax) : 100.00

Ctrl+P New MRP : 0.00

Price Change Reason :

Apply Change Permanently **Change (F8)** Cancel

11. Similarly, select **Packing charges** and change the sales price as applicable.

12. Now you can see the **Freight charges** and **Shipping charges** with the Tax in Main invoice screen as shown below.

Hyper Drive Grocery Store
Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka

Invoice #: Hyp:00013 Date: 25/07/2017

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

Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax	Basic Unit Price	Tax Name	Total Tax
Aashirvad Whole Wheat Atta 5Kg	10	Qty	339.00	3,390.00	322.86	GST@5	161.43
Britannia Fruit Bread	15	Qty	16.00	240.00	15.24	GST@5	11.43
Fortune Besan 1 Kg	5	Qty	109.00	545.00	103.81	GST@5	25.95
Freight Charges	1	Qty	100.00	100.00	95.24	GST@5	4.76
Packing Charges	1	Qty	150.00	150.00	142.86	GST@5	7.14

Total : 4,425.00

Discount Included : 0.00
Quantity Total : 32

Customer:
Sales Executive:

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Hide Tax Details, Hide Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt F11)





13. Click on **Pay Now**.

HDPOS Smart

Hyper Drive Grocery Store
Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka

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

Invoice #: **Hyp-I00013** Date: **25/07/2017**

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

Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax	Basic Unit Price	Tax Name	Total Tax
Aashirvad Whole Wheat Atta 5Kg	10	Qty	339.00	3,390.00	322.86	GST@5	161.43
Britannia Fruit Bread	15	Qty	16.00	240.00	15.24	GST@5	11.43
Fortune Besan 1 Kg	5	Qty	109.00	545.00	103.81	GST@5	25.95
Freight Charges	1	Qty	100.00	100.00	95.24	GST@5	4.76
Packing Charges	1	Qty	150.00	150.00	142.86	GST@5	7.14

There are no offers applied to the selected item.

Total : 4,425.00
Discount Included : 0.00
Quantity Total : 32
Customer : _____
Sales Executive : _____

Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Hide Tax Details, Hide Offer Details (F12), Set-Up, Express Pay (F5), **Pay Now (F8)**, Estimate (F11), Save & Print Estimate (Alt F11)

14. Enter the amount to be received in **Amount Received** field. Click on **Save Invoice/Save & Print Invoice**.

Pay Now

Invoice Number : Hyp-I00013 Invoice Date : 25/07/2017

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

Invoice Info: Total Before roundoff : **4,425.00** Quantity Total : **32** Tax Details : CGST@2.5 105.36
Roundoff Amount : **0.00** Number of Items : **5** SGST@2.5 105.36
Total : **4,425.00** Discount Included : **0.00** Tax Included : **210.71**

Payment Detail: Pending Amount: **0.00**
Cash : **4,425.00**

Amount Received : Alt+A Ctrl+P

Note : _____ Pick Message Total Commission Expense : **0.00** Total Received Amount : **4,425.00**
Returnable Balance : **0.00**
Save Returnable Amount as Customer Advance (F4) :

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

