

How to add Freight charges and Packing charges to a sales invoice?

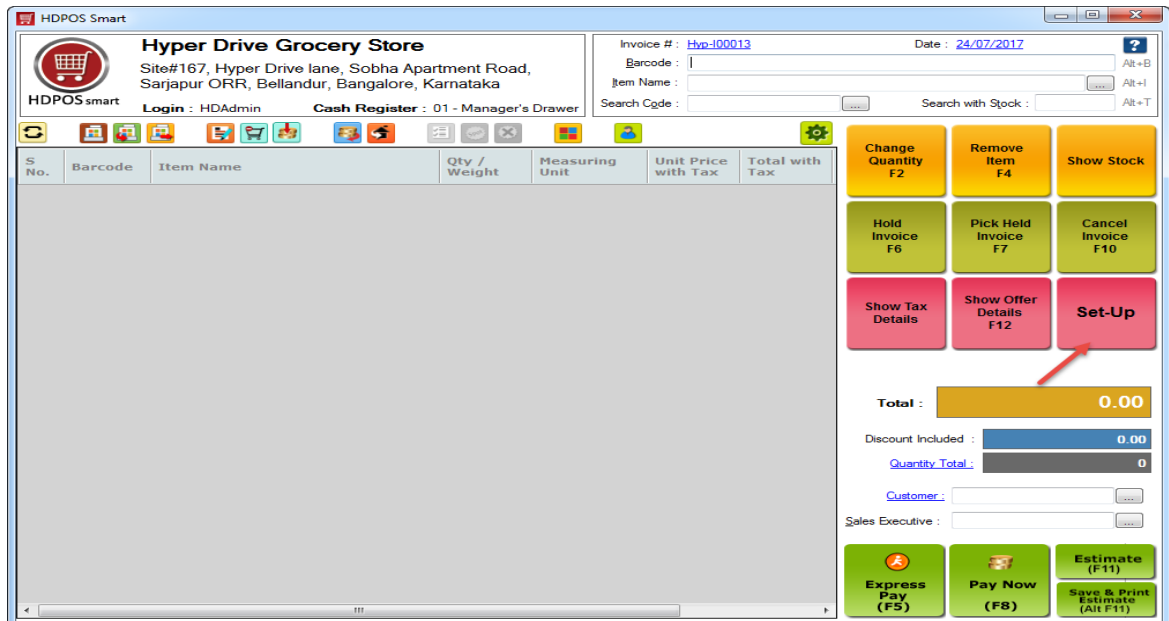


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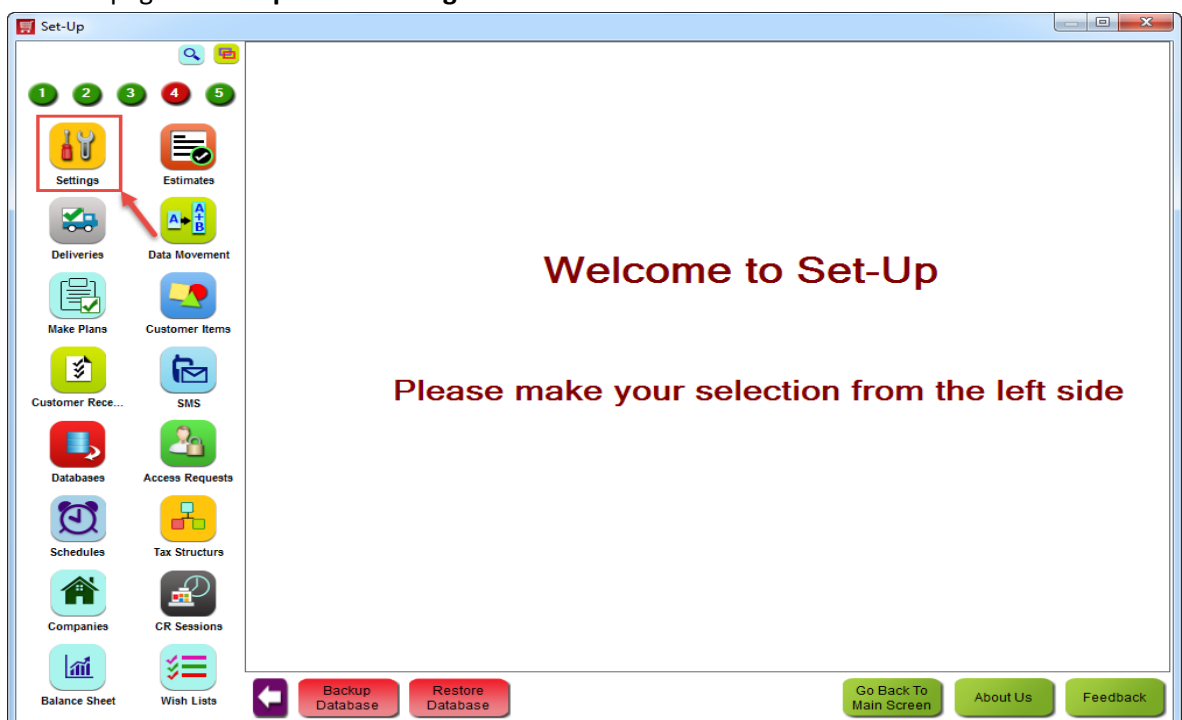
Freight charges (also called as transportation charges) are the charges to transport goods from one place to another. In HDPOS smart while making a sales invoice you can also include freight and packaging charges of goods like wrapping paper, tape, bubble wrap, labels, jiffy bags etc.

Follow the below steps to add freight charges and packing charges to a sales invoice.

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

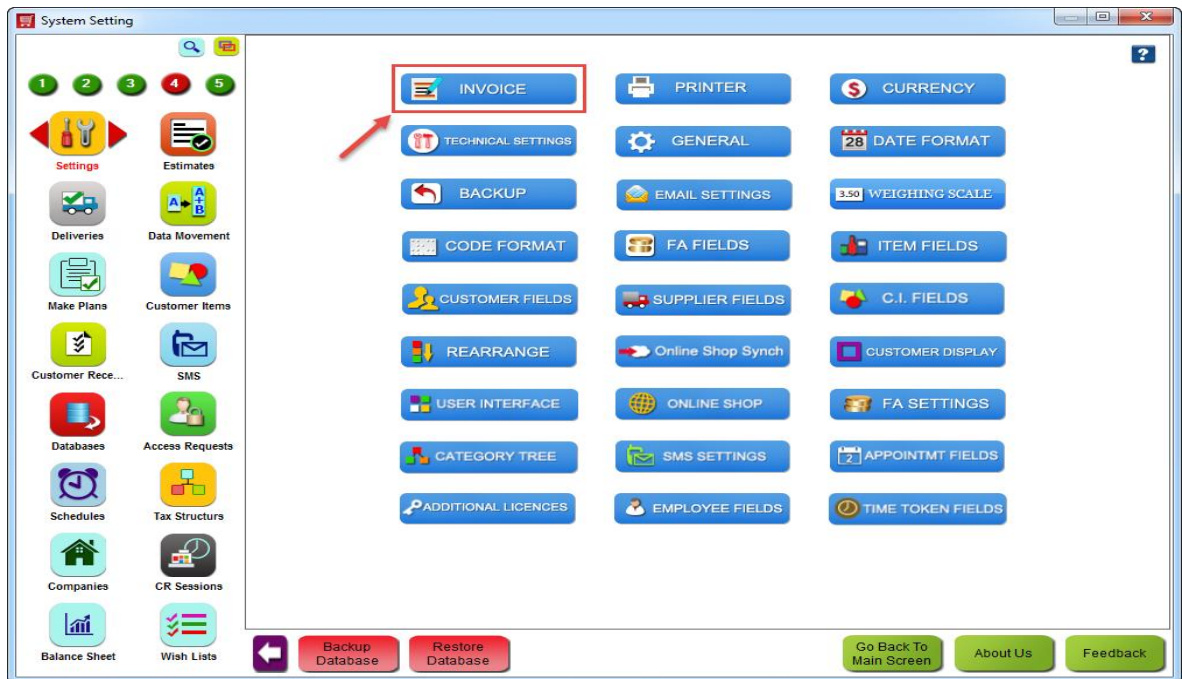


3. From 4th page of **Set-Up** select **Settings**.

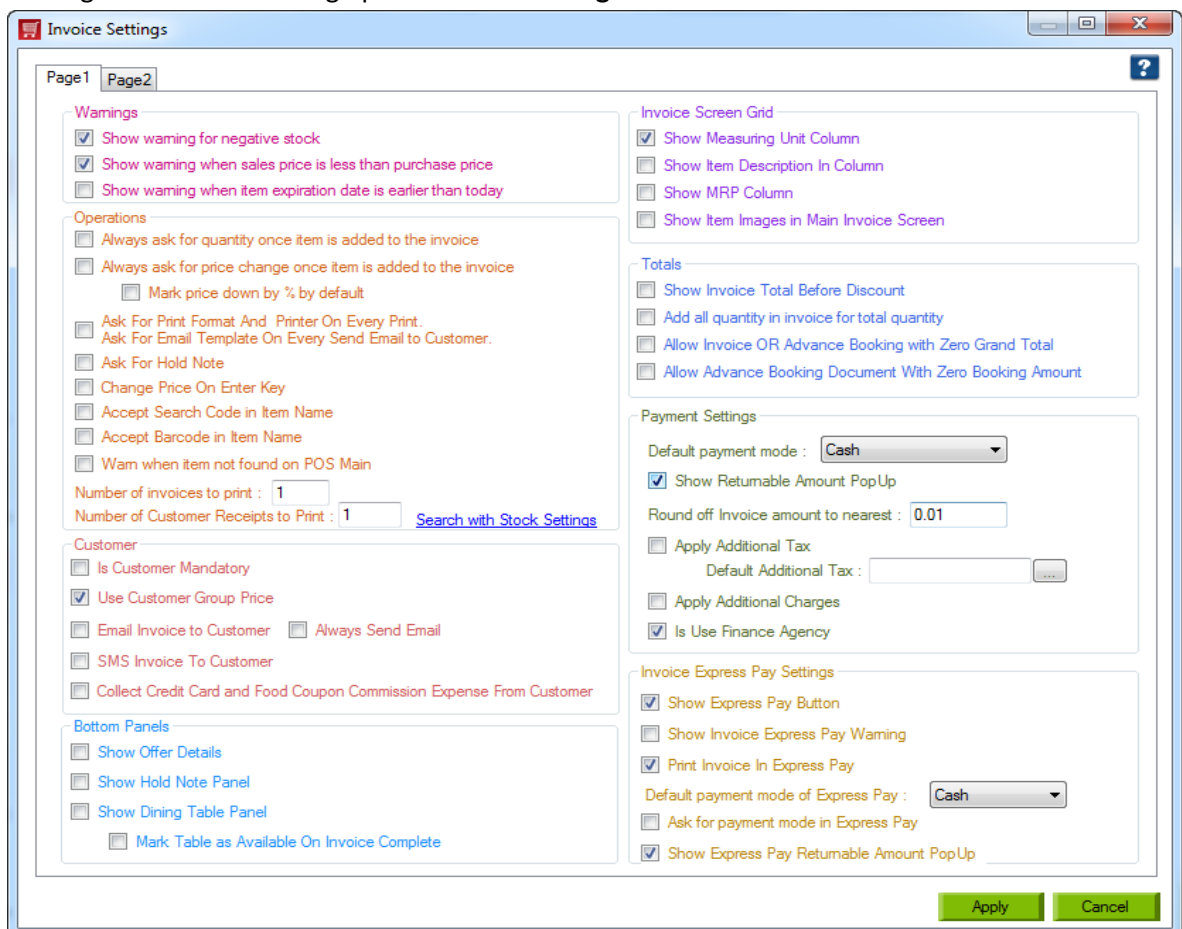




4. Click on **Invoice**.



5. Clicking on Invoice will bring up the **Invoice Settings** window.





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- Click on checkbox **Apply Additional Charges** under **Payment Settings** section and click on **Apply**.

Invoice Settings

Page1 Page2

Warnings

- ☒ Show warning for negative stock
- ☒ Show warning when sales price is less than purchase price
- ☐ Show warning when item expiration date is earlier than today

Operations

- ☐ Always ask for quantity once item is added to the invoice
- ☐ Always ask for price change once item is added to the invoice
 - ☐ Mark price down by % by default
- ☐ Ask For Print Format And Printer On Every Print.
- ☐ Ask For Email Template On Every Send Email to Customer.
- ☐ Ask For Hold Note
- ☐ Change Price On Enter Key
- ☐ Accept Search Code in Item Name
- ☐ Accept Barcode in Item Name
- ☐ Warn when item not found on POS Main

Number of invoices to print : 1

Number of Customer Receipts to Print : 1 [Search with Stock Settings](#)

Customer

- ☐ Is Customer Mandatory
- ☒ Use Customer Group Price
- ☐ Email Invoice to Customer ☐ Always Send Email
- ☐ SMS Invoice To Customer
- ☐ Collect Credit Card and Food Coupon Commission Expense From Customer

Bottom Panels

- ☐ Show Offer Details
- ☐ Show Hold Note Panel
- ☐ Show Dining Table Panel
 - ☐ Mark Table as Available On Invoice Complete

Invoice Screen Grid

- ☒ Show Measuring Unit Column
- ☐ Show Item Description In Column
- ☐ Show MRP Column
- ☐ Show Item Images in Main Invoice Screen

Totals

- ☐ Show Invoice Total Before Discount
- ☐ Add all quantity in invoice for total quantity
- ☐ Allow Invoice OR Advance Booking with Zero Grand Total
- ☐ Allow Advance Booking Document With Zero Booking Amount

Payment Settings

Default payment mode : Cash

- ☒ Show Returnable Amount PopUp
- Round off Invoice amount to nearest : 0.01
- ☐ Apply Additional Tax
 - Default Additional Tax :
- ☒ **Apply Additional Charges**
- ☒ Is Use Finance Agency

Invoice Express Pay Settings

- ☒ Show Express Pay Button
- ☐ Show Invoice Express Pay Warning
- ☒ Print Invoice In Express Pay
- Default payment mode of Express Pay : Cash
- ☐ Ask for payment mode in Express Pay
- ☒ Show Express Pay Returnable Amount PopUp

Apply **Cancel**

- Now go back to **Main Invoice** screen and select the items you want to Invoice.
- Click on **Pay Now** button at the bottom of your invoice screen.

Hyper Drive Grocery Store

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

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

Invoice #: Hvp-00013 Date : 25/07/2017

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
1	T00071	24 Letter Mantra Organic Corn Flakes	1	Qty	149.00	149.00

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 : 149.00

Discount Included : 0.00

Quantity Total : 1

Customer :

Sales Executive :

Express Pay (F5) **Pay Now (F8)** **Estimate (F11)**

Save & Print Estimate (Alt F11)





9. You should see the **Pay now** screen as shown below with **Additional charges** section at the top right of the screen. Enter the Freight and Packing charges and click on **Save**.

Pay Now

Invoice Number : Hyp-100013 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

Additional Charges
Freight : 150.00
Packing : 100.00

Invoice Info:
Total Before roundoff : 399.00 Quantity Total : 1
Roundoff Amount : 0.00 Number of Items : 1
Total : 399.00 Discount Included : 0.00
Tax Included : 7.10

Tax Details :
CGST@2.5 3.55
SGST@2.5 3.55

Payment Detail:
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon
Amount Received : 399.00 Alt+A
Pending Amount : 0.00
Cash : 399.00

Note : [] Pick Message
Total Commission Expense : 0.00
Total Received Amount : 399.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) : []

Goods Delivered : [x] 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