

How to Define Penalty?



HDPOS smartV2 Tutorials

The Penalty manager of HDPOS Smart allows you to collect penalty from customers for late payment.

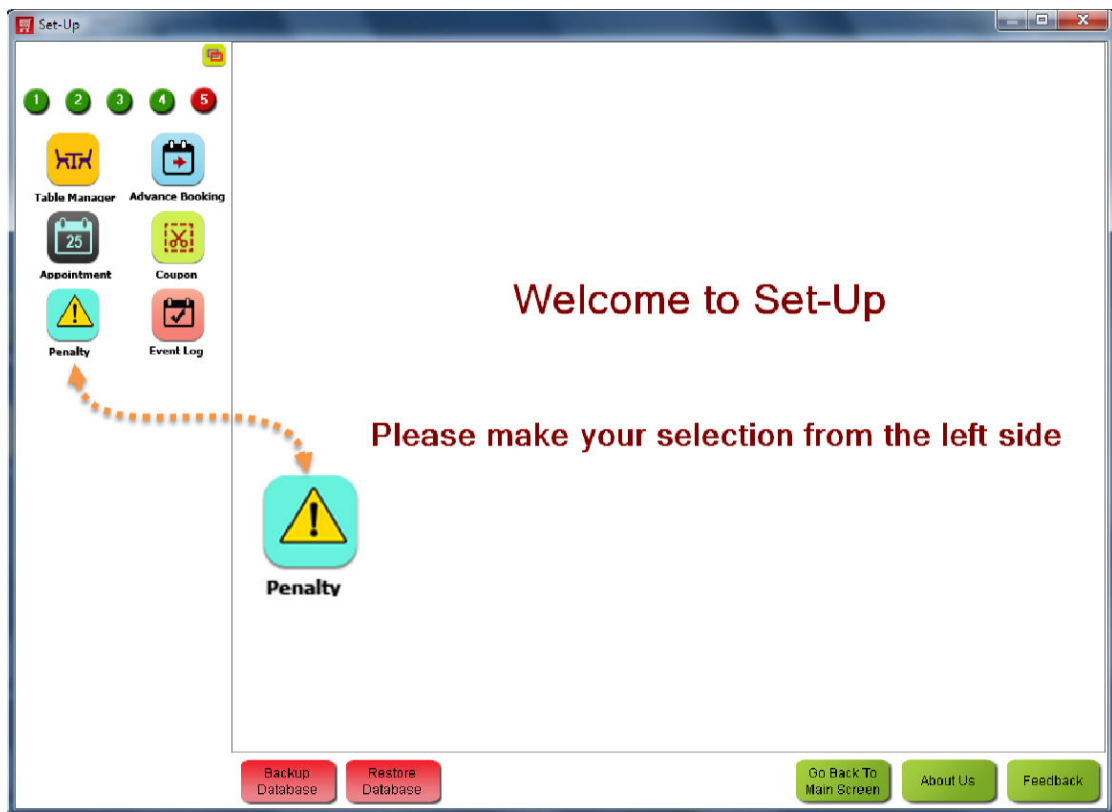
The steps to define penalty in HDPOS Smart is as given below:

1. Run **HDPOS Smart**
2. Click on **Setup** button.

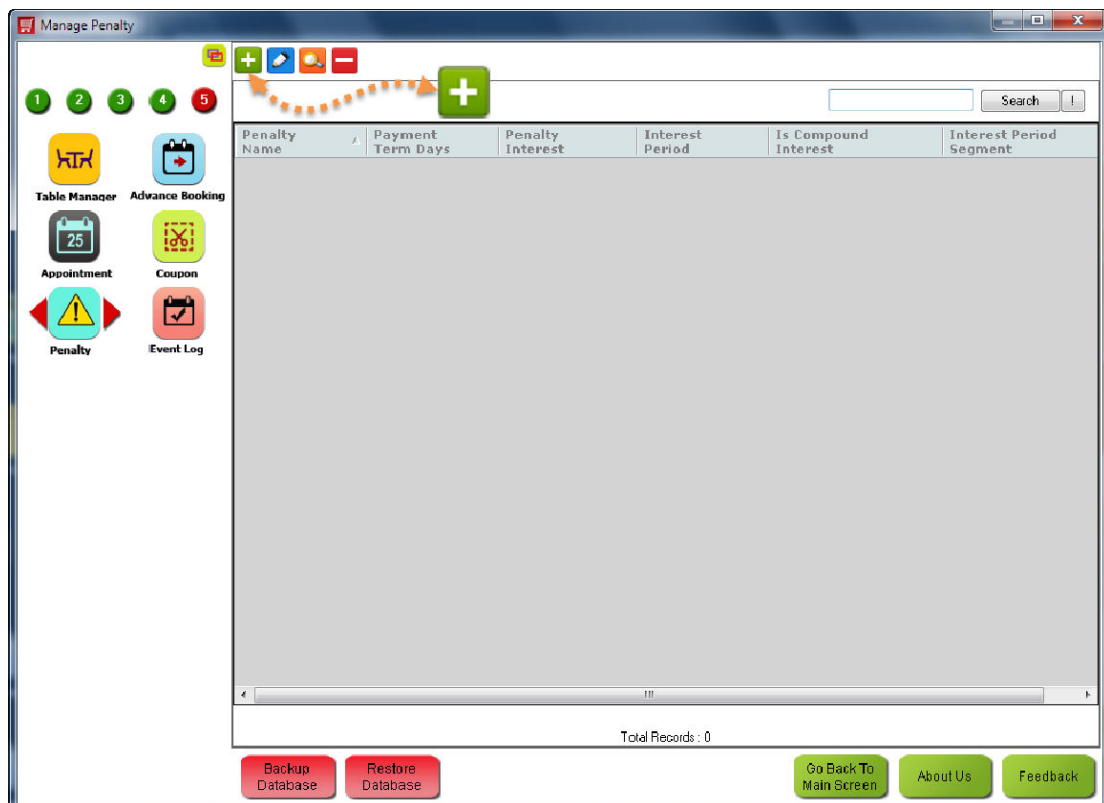
The screenshot displays the HDPOS Smart V2 application window. The title bar reads 'HDPOS Smart V2'. The main header area includes the store logo and name 'Hyper Drive Grocery Store', along with the address: 'Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka'. The login information shows 'Login : HDAdmin' and 'Cash Register : 01 - Manager's Drawer'. The invoice details section shows 'Invoice #: Hvp-100023' and 'Date : 31/03/2020'. Below this is a search bar with fields for 'Barcode', 'Item Name', and 'Search Code', each with a search icon and keyboard shortcuts (Alt+B, Alt+I, Alt+T). A toolbar with various icons is located below the header. The main area is a table with columns: 'S No.', 'Barcode', 'Item Name', 'Qty / Weight', 'Measuring Unit', 'Unit Price with Tax', and 'Total with Tax'. The table is currently empty. On the right side, there is a vertical menu of function 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)', and 'Set-Up'. A red arrow points to the 'Set-Up' button. Below the buttons, there are fields for 'Total : 0.00', 'Discount Amount : 0.00', 'Quantity Total : 0', 'Customer :', and 'Sales Executive :'. At the bottom right, there are more buttons: 'Express Pay (F5)', 'Pay Now (F8)', 'Estimate (F11)', and 'Save & Print Estimate (Alt F11)'.



3. From the fifth page of setup, click on **Penalty**



4. Click on **ADD** button to add penalty settings.





5. Enter the details of the penalty in the **Add Customer Penalty Definition** window.

Add Customer Penalty Definition

Name : Default Penalty

Payment Term Days : 15

Interest : 2 %

Interest Period Segment : Month

Is Compound Interest

Interest Period : 1

Select Customer Group

Applicable To All Customer Applicable Only For Selected Customer Groups

Customer Group...

OK (F8) Cancel

- **Name:** Enter the Penalty setting name.
- **Payment Term days:** This defines the number of days since purchase, up to which the penalty will not be applied.
- **Interest:** This specifies the interest percentage for penalty calculation
- **Interest Period Segment:** This specifies whether the interest is calculated in weeks, months or in years.
- **Is Compound Interest:** The checkbox determines whether the interest calculated is simple interest or compound interest. Selecting this checkbox will change the interest type to compound interest.



- **Interest period:** This combined with the 'Interest Period Segment' defines how often the interest is compounded. i.e., if the interest period segment is 'month' and the interest period is 3, the interest will be compounded once in 3 months.
This text box is enabled only when the 'Is Compound Interest' checkbox is checked.
- **Select Customer Group** section: this section allows you to choose between applying the penalty to all the customers, or to specific group of customers.

With the settings shown in the example, the penalty is levied such that an interest of 2% per month is calculated from the 16th day after purchase.

6. Click on **OK**

NOTE:

The interest (2%) will be applied on the invoice amount only if the payment is being cleared after the payment terms (15 days) + Interest period (1 month) has elapsed. If you intend to calculate interest in fractions right after the completion of the payment terms, then the '**Consider Fractional Days in Penalty Calculation**' checkbox in Invoice settings needs to be checked.

The steps to do that are as given below:

1. Go to **Settings** on the fourth page of setup.





2. Click on General Settings.



3. Check the 'Consider Fractional Days in Penalty Calculation' checkbox in the Penalty section and Click on Apply.

