Auto round off invoice and GRN amount

In this tutorial we will explain you how to do setting for round off. In HDPOS smart you can round off your invoices and GRN. This option allows user to set an amount to which the final invoice/GRN amount will be rounded to in case the invoice amount is a fractional amount. For example if we set round off amount to 1 and the invoice amount is 199.34 then the amount will not get round off but if the fractional value starts from 5 or greater than 5 then it will round off the amount like if amount if either 199.52 or 199.67 then it will round up to 200.

Depending on your need you can assign round off limit. If you are providing 5 then your round off amount will get round up to nearest either 0 or 5.

Step 1: Assign round off limit

Follow the below steps to do setting for round off.

1. Run HDPOS smart

2. From Main invoice screen select **Set-Up**

HDPOS Smart V2							- D X				
HDPOS smart v2		Hyper Drive Grocery Store Site#167, Hyper Drive lane, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka				Invoi	ice # : <u>Hyp-1000</u>	24	Date	?	
						Ban	code :			Alt+B	
						Item Name :			Correb with Stock .		Alt+T
		Login : HDAdmin	Cash Register	: CR-00001 - CR1		Jeaicin			Jean	CIT WILL SLOCK .	74.1
5	E 		🔊 🦉 🗲			2			Change	Remove	Chavy Steak
S No.	Barcode	Item Name		Qty / Weight	Measu Unit	ring	Unit Price with Tax	Total with Tax	F2	F4	Show Stock
									Hold Invoice F6	Pick Held Invoice F7	Cancel Invoice F10
									Show Tax Details	Show Offer Details F12	Set-Up
											1
									Total :		0.00
									Discount Amou	unt :	0.00
									Quantity Total	<u>.</u>	0
									Customer		
									Sales Executive	:	
									Express	Pay Now	Estimate (F11)
•			m					÷.	(F5)	(F8)	Save & Print Estimate (Alt F11)

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

🛒 Settings				
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0 2 0	9 4 5	Invoice	Printer	S Currency
Settings	Estimates	Technical	General	Date Settings
		S Backup	Email	B.50 Weighing Scale
Deliveries	Data Move	Code Format	FA Fields	Item Fields
Make Plans	Customer It	Customer Fields	Supplier Fields	Customer Item Fields
Customer R	SMS	Rearrange	Cloud Settings	Pole Display
	2	User Interface	Online Shop	FA Setting
Databases	Access Req	Category Tree	SMS Settings	Appointment Fields
Schedules	Tax Structu	Additional Licenses	Employee Fields	O Time Token
	Ð			
Companies	CR Sessions			
Balance Sh	Vish Liste	Backup Restore		DashBoard Go Back To About Us
Salarios off		Database Database		Main Screen

4. Enter the round off limit in '**Round off Invoice amount and GRN**' under **Payment Settings** (For example we have taken nearest round off amount value as 1). Click on **Apply**.

ge1 Page2 Customer Display Settings						
Warnings	Invoice Screen Grid					
Show warning for negative stock	Show Measuring Unit Column					
Show warning when sales price is less than purchase price	Show Item Description In Column Show MRP Column					
Show warning when item expiration date is earlier than today						
Operations	Show Item Images in Main Invoice Screen					
Always ask for quantity once item is added to the invoice	- Totale					
Always ask for price change once item is added to the invoice	Show Invoice Total Before Discount					
Mark price down by % by default	Show Basic Amount While Billing					
Ask For Print Format And Printer On Every Print.	Add all quantity in invoice for total quantity					
Ask For Hold Note	Allow Invoice OR Advance Booking with Zero Grand Total					
Change Price On Enter Key	Allow Advance Booking Document With Zero Booking Amount					
Accept Search Code in Item Name	Payment Settings					
Accept Barcode in Item Name	Default payment mode : Cash					
Wam when item not found on POS Main	Show Returnable Amount Pop Up					
Number of invoices to print : 1	Close Returnable Amount Populo After Printing Invoice From PayNo					
Number of Customer Receipts to Print : 1 Search with Stock Settings	Bound off Invoice amount to pearert : 1					
Customer						
Is Customer Mandatory For Selected Cash Register	Default Additional Tax :					
Vise Customer Group Price	Apply Additional Charges					
Email Invoice to Customer 🔲 Always Send Email	✓ Is Use Finance Agency					
SMS Invoice To Customer	Lucia France Bru Setting					
Collect Credit Card and Food Coupon Commission Expense From Customer						
Pattern Papala	Show Express Pay Button					
Show Offer Detaile	Show Invoice Express Pay Warning					
Charu Mald Nata Paral	Print Invoice In Express Pay					
	Default payment mode of Express Pay : Cash					
Show Dining Table Panel	Ask for payment mode in Express Pay					
Mark Table as Available On Invoice Complete	Show Express Pay Returnable Amount Pop Up					

Step 2: Make invoice with round off amount

1. Go to main invoice screen and select items to make invoice

2. Click on Pay Now.

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HDPOS smart V2 HDPOS			tment Road, arnataka CR-00001 - CR	1	Invoi Bar Item N Search (ice # : <u>Hyp-10002</u> code : lame : Code :	24	Date : Sear	: <u>07/05/2019</u> ch with Stock :	2 Alt+B Alt+I Alt+T
S No.	🔳 🛃 Barcode	📃 🛃 😭 🛃 🛃 🚦	Qty / Weight	Measu Unit	liring	Unit Price with Tax	Total with Tax	Change Quantity F2	Remove Item F4	Show Stock
1 2	T00071 T00013	24 Letter Mantra Organic Corn Flakes Britannia Whole Wheat Bread	1	Qty Qty		136.34 27.45	136.34 27.45	Hold Invoice F6	Pick Held Invoice F7	Cancel Invoice F10
3							36.60	Show Tax Details	Show Offer Details F12	Set-Up
								Total :		200.39
								Discount Amou <u>Quantity Total</u>	unt :	0.00 3
								<u>Customer</u> Sales Executive	: Lakshman Rao : Srihari Vemula	
ا		m					Þ	Express Pay (F5)	Pay Now (F8)	Estimate (F11) Save & Print Estimate (Alt F11)

3. You will see in Pay Now screen that opens your total invoice amount get round off as per given round off limit.

4. To save the invoice with round off amount click on **Save/Save & Print** button at the bottom of the Pay Now screen.

🛒 Pay Now	X						
Invoice Number : Hyp-100024	Invoice Date : 07/05/2019						
Customer Info							
Customer : Lakshman Rao Alt+C Sales Executive : Srihari Vemula	Alt+S						
Available Credit Limit : 0.00	Send email to Customer						
Customer Mobile Number : 9/00000002	Send sms to Customer						
Total Refore mundoff 200.39 Quantity Total : 3	Tax Details :						
Round Off Amount : -0.39 Number of Items : 3	SGST02.5 4.77						
Discount Included : 0.00							
Total : 200.00 Tax Included : 9.54	-						
Payment Detail							
Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon	Pending Amount: 0.00						
	Cash : 200.00						
Amount Received : 200.00 Att+A							
Note : Total Commision Pick Message : Expense :	Total Received Amount : 200.00						
Coode Debused : Phint Debuse Challen : 0.00	D Returnable Balance : 0.00						
Save & Print Estimate (F11) Save Estimate (F12) Save & Print Invoice (F5) Save Invoice (F8) Cancel							

Note: The same setting will be applied for **GRN** also.