



## How can I make my first sales invoice in HDPOS Lite?

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. Items would be available for creating invoice if you have started with a sample database. However, you will have to create your own items if you have started with a blank database.

The steps to create your first **invoice** are as below:

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

The screenshot displays the HDPOSLite application interface for 'Hyper Drive Grocery Store'. The header shows the store name, address (#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka), login user (HDAdmin), and cash register (Manager's Drawer). The top right corner shows the invoice number (HDH00008) and date (30/05/2017). A red arrow points to the 'Barcode' input field. The main area features a table with columns for SNo, Item Name, Measuring Unit, Search code, Quantity, MRP, and Price. The right sidebar contains several action buttons: Change Quantity (F2), Change Price (F3), Show Stock, Remove Item (F4), Cancel Invoice (F10), Set-Up, Pay Now (F8), Express Pay (F5), Estimate (F11), and Save & Print Estimate (Alt F11). The total amount is displayed as 0.00.





3. Selected items get added to the invoice grid.

The screenshot shows the HDPOSLite application window for 'Hyper Drive Grocery Store'. The store address is #167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka. The login is HDAdmin and the cash register is Manager's Drawer. The invoice number is HDH00008 and the date is 30/05/2017. The barcode field is empty. The item name field is highlighted with a red box. The search code field is empty. The invoice grid contains the following items:

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
1	Sunlite Refined Sunflo...	Qty		1.00	518.70	518.70
2	Aarogya Whole Wheat...	Qty		1.00	322.35	322.35
3	Americana Butter Coo...	Qty		1.00	19.65	19.65
4	Besan 1 Kg	Qty		1.00	114.45	114.45

The total amount is 975.15 and the quantity total is 4. The customer and sales executive fields are empty. The interface includes various buttons for actions like Change Quantity, Change Price, Show Stock, Remove Item, Cancel Invoice, Set-Up, Pay Now, Express Pay, Estimate, and Save & Print Estimate.

4. Select Customer and Sales Executive.

The screenshot shows the HDPOSLite application window for 'Hyper Drive Grocery Store'. The store address is #167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka. The login is HDAdmin and the cash register is Manager's Drawer. The invoice number is HDH00008 and the date is 30/05/2017. The barcode field is empty. The item name field is empty. The search code field is empty. The invoice grid contains the following items:

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
1	Sunlite Refined Sunflo...	Qty		1.00	518.70	518.70
2	Aarogya Whole Wheat...	Qty		1.00	322.35	322.35
3	Americana Butter Coo...	Qty		1.00	19.65	19.65
4	Besan 1 Kg	Qty		1.00	114.45	114.45

The total amount is 975.15 and the quantity total is 4. The customer field is now populated with 'Lakshman Rao' and the sales executive field is populated with 'Srikar Alvala'. The interface includes various buttons for actions like Change Quantity, Change Price, Show Stock, Remove Item, Cancel Invoice, Set-Up, Pay Now, Express Pay, Estimate, and Save & Print Estimate.





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

HDPOS Lite

**Hyper Drive Grocery Store**  
#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR  
Bellandur, Bangalore, Karnataka  
Login : HDAdmin      Cash Register : Manager's Drawer

Invoice #: HDI-00008      Date : 30/05/2017  
Barcode :   
Item Name :   
Search Code :

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
1	Sunlite Refined Sunflo...	Qty		1.00	518.70	518.70
2	Aarogya Whole Wheat...	Qty		1.00	322.35	322.35
3	Americana Butter Coo...	Qty		1.00	19.65	19.65
4	Besan 1 Kg	Qty		1.00	114.45	114.45

Change Quantity F2      Change Price F3      Show Stock  
Remove Item F4      Cancel Invoice F10      Set-Up

**Total : 975.15**  
Quantity Total : 4  
Customer : Lakshman Rao  
Sales Executive : Srikar Alvala

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

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

6. Enter the amount received from the **customer**

Pay Now Detail

Sales Invoice Number : HDI-00008      Invoice Date : 30/05/2017  
Customer : Lakshman Rao      Sales Executive : Srikar Alvala

Invoice Info  
Total : **975.15**      Quantity Total : 4  
Tax Included : **47.29**      Discount Included : 0.00  
Tax Details : CGST@2.5      22.75  
CGST@6      0.71  
SGST@2.5      22.75  
**Final Total : 975.15**

Payment Detail  
Cash      Card  
Amount Received :       Alt+A      Ctrl+P  
Pending Amount : 0.00  
**Cash : 975.15**  
Total Received Amount : **975.15**  
Returnable Balance : 0.00

Notes :

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>      Save & Print Invoice (F5)      Save Invoice (F8)      Cancel





7. Click on **Save Invoice**.

Pay Now Detail

Sales Invoice Number : HDI-H00008      Invoice Date : 30/05/2017  
Customer : Lakshman Rao      Sales Executive : Srikar Alvala

Invoice Info

Total :	975.15	Quantity Total :	4
Tax Included :	47.29	Discount Included :	0.00
Tax Details :	CGST@2.5      22.75 CGST@6      0.71 SGST@2.5      22.75	<b>Final Total :</b>	<b>975.15</b>

Payment Detail

Cash    Card

Amount Received : 975.15    Alt+A    Ctrl+P

Pending Amount : 0.00  
**Cash : 975.15**

Total Received Amount : 975.15  
Returnable Balance : 0.00

Notes:

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

**Save & Print Invoice (F5)**    **Save Invoice (F8)**    Cancel

**Note:** You can click on Save and Print Invoice (F5) if you also want to print the invoice.

8. Click on **Sales Invoice Manager** toolbar button to view the invoice created.

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**Hyper Drive Grocery Store**  
#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR  
Bellandur, Bangalore, Karnataka  
Login : HDAdmin      Cash Register : Manager's Drawer

Invoice #: HDI-H00009      Date : 30/05/2017  
Barcode :  
Item Name :  
Search Code :

Toolbar: %    Sales Invoice Manager (highlighted)    ...

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
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Change Quantity F2    Change Price F3    Show Stock  
Remove Item F4    Cancel Invoice F10    Set-Up





9. Check the **Invoice** created.

Sales Invoice Manager

From Date : 30/05/2017 To Date : 30/05/2017  Apply Date

Search ! ->

Inv Number	Invoice Date	Grand Total	Tax Grand Total	Total Item Qty	Payment Status	Invoice Status
HDI-I00008	30/05/2017 03:18 PM	975.15	47.29	4	Cleared	Saved
HDI-I00007	25/05/2017 12:12 PM	39.29	3.57	2	Cleared	Saved
HDI-I00006	25/05/2017 11:56 AM	88.00	7.86	1	Cleared	Saved
HDI-I00005	25/05/2017 11:54 AM	2,100.00	100.00	1	Cleared	Saved
HDI-I00004	25/05/2017 11:47 AM	354.90	16.90	2	Cleared	Saved
HDI-I00003	25/05/2017 11:46 AM	137.47	10.71	2	Cleared	Saved
HDI-I00002	25/05/2017 11:46 AM	2,468.75	117.56	3	Cleared	Saved
HDI-I00001	25/05/2017 11:42 AM	322.35	15.35	1	Canceled	Canceled

Cancel