

## How to create a final invoice from an estimate?



HDPOS smart v2 Tutorials

To know more about creating an Estimate, refer to another tutorial “[How to create Estimate Invoice?](#)”

Follow the below steps to create final invoice from an estimate:

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

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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3. From **Set-Up** page, select **Manage Estimate**.



4. From **Manage Estimate** select the **Estimate** for which you want to make **sales invoice** and click on **convert Estimate to Invoice** button.



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The screenshot shows the 'Estimates' application window. The sidebar on the left contains icons for Offers, Tax Management, Banks, Bank Accounts, Daily Sales, Profit & Loss, Loyalty Points, Settings, Estimates (highlighted in red), Deliveries, SMS, Databases, Schedules, Tax Structures, Companies, and Balance Sheet. The top navigation bar includes a search bar and date filters for 'From Date' and 'To Date', both set to 26/03/2020. The main table displays the following data:

Business Location	Estimate Number	Estimate Date	Grand Total	Tax Grand Total	Total Item Qty	Customer Name
Hyper Drive Grocery Store	Hyp-EI00003	26/03/2020 02:49 PM	379.00	22.24	2.00	
Hyper Drive Grocery Store	Hyp-EI00002	05/07/2017 12:03 PM	1,390.00	178.77	4.00	
Hyper Drive Grocery Store	Hyp-EI00001	04/07/2017 05:59 PM	1,771.00	160.01	12.00	

At the bottom of the table, it says 'Total Records : 3'. Below the table are buttons for 'Backup Database', 'Restore Database', 'DashBoard', 'Go Back To Main Screen', and 'About Us'.

5. Selected **Estimate** will open in main Invoice screen with all its details.
6. Click on **Pay Now**



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HDPOS Smart V2

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

HDPOS smart v2 Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: [Hyp-100023](#) Date: [26/03/2020](#)

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	T00060	Amul Pasturised Butter 100g	1	Qty	40.00	40.00
2	T00033	Aashirvad Whole Wheat Atta 5Kg	1	Qty	339.00	339.00

**Show Stock**

**Show Tax Details** **Show Offer Details F12** **Set-Up**

**Total :** **379.00**

Discount Amount : **0.00**

Quantity Total: **2**

Customer:  ...

Sales Executive:  ...

**Express Pay (F5)** **Pay Now (F8)** **Cancel (F10)**

7. Enter the Amount, click on **Save Invoice**.



**Pay Now** Invoice Number : Hyp-100023 Invoice Date : 26/03/2020

**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 : **379.00** Quantity Total : **2**  
Round Off Amount : **0.00** Number of Items : **2**  
**Total : 379.00** Discount Included : **0.00**  
Tax Included : **22.24**

**Tax Details :**  
CGST@2.5 : 8.07  
CGST@9 : 3.05  
SGST@2.5 : 8.07  
SGST@9 : 3.05

**Payment Detail**  
Cash  Card  Cheque  Store Credit  Advance Amount  Approved Pending  Gift Card  Bank Transfer  Food Coupon

Amount Received :  Alt+A  Ctrl

Pending Amount : **0.00**  
**Cash : 379.00**

Note :   Total Commission Expense : **0.00**  
Goods Delivered :  Print Delivery Challan :  Total Received Amount : **379.00**  
Returnable Balance : **0.00**  
Save Returnable Amount as Customer Advance (F4) :