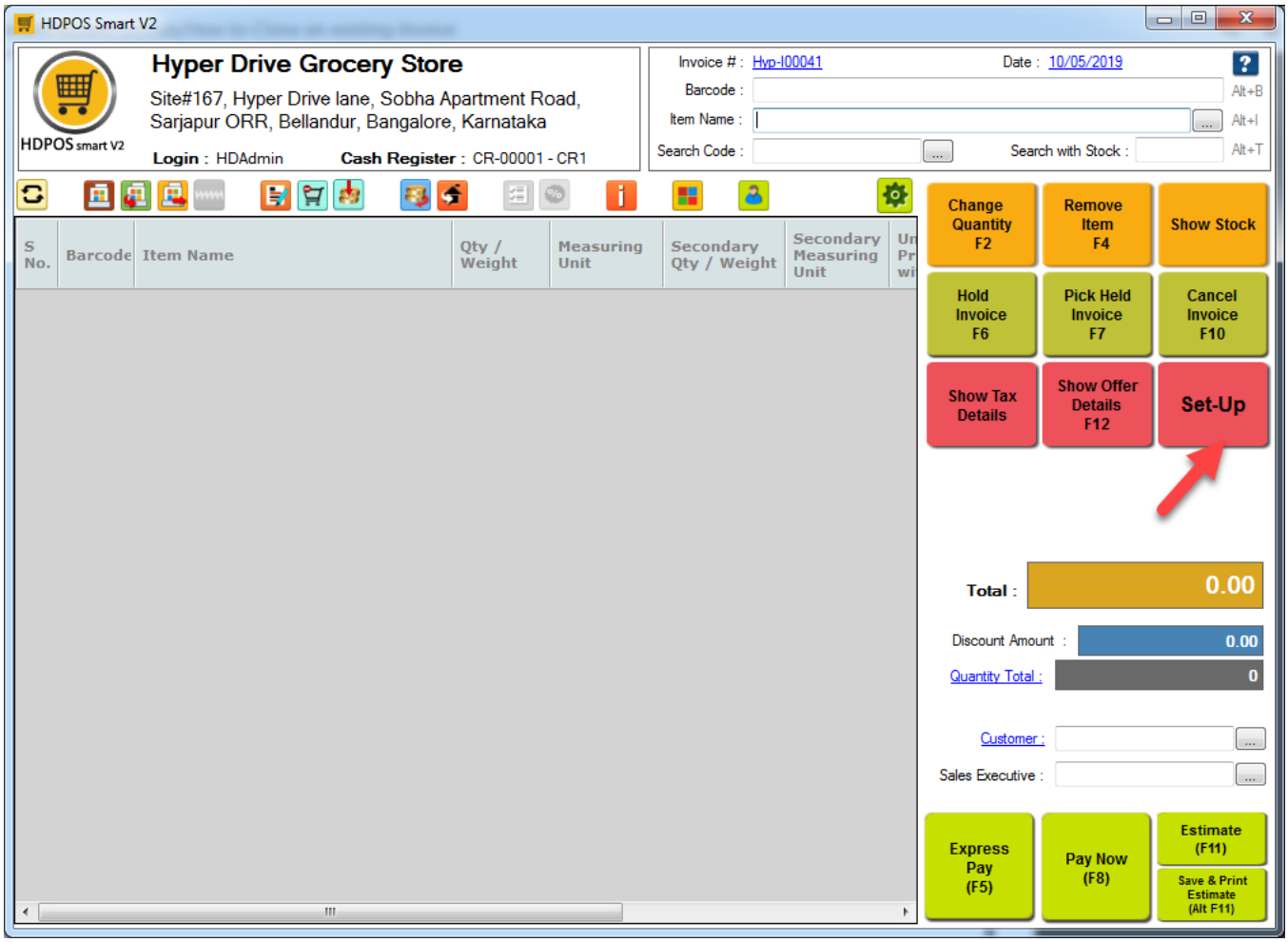
Clone or copy an existing sales Invoice

Clone is nothing but making a copy of something. There are many instances where we have a regular customer who takes bulk supply of the same items regularly. In this case we can avoid the procedure of scanning each and every item again and again by simply cloning any of the customer's previous invoices.

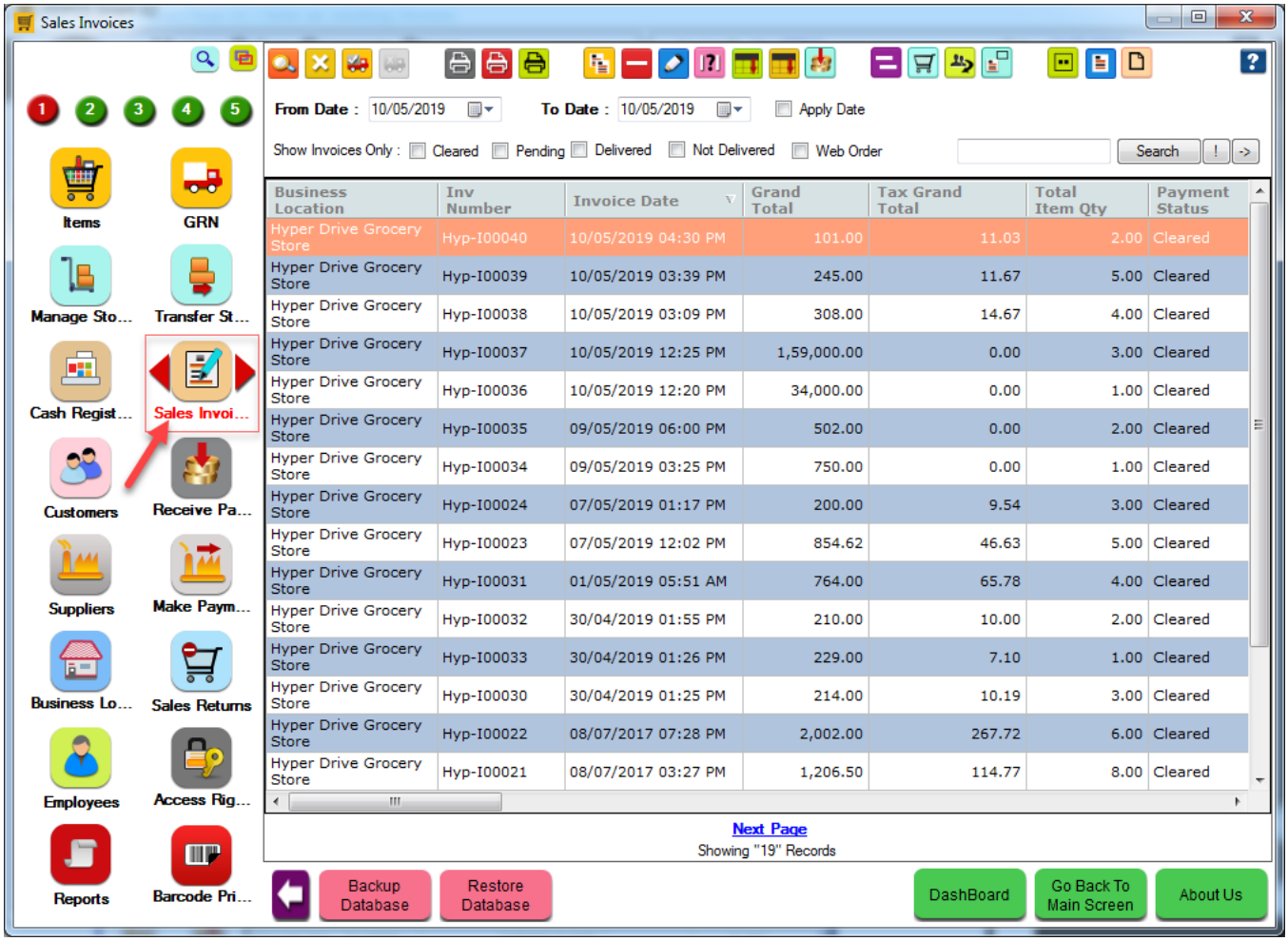
Here is how you would do that

1. Run **HDPOS smart**.

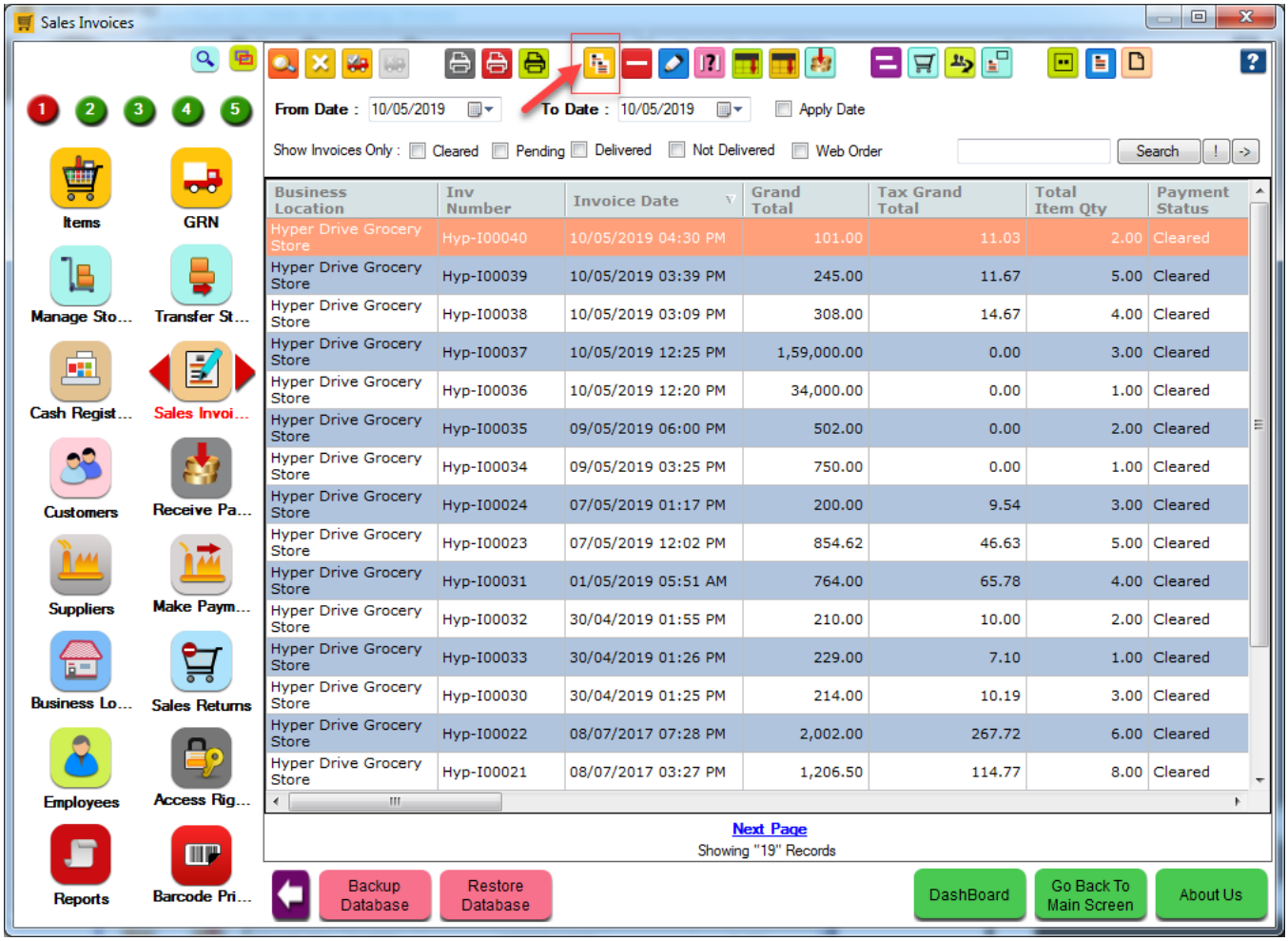
2. From **Main Invoice screen** select **Set-Up**.



3. From **1 st** page of **Set-Up** select **Sales Invoice**.

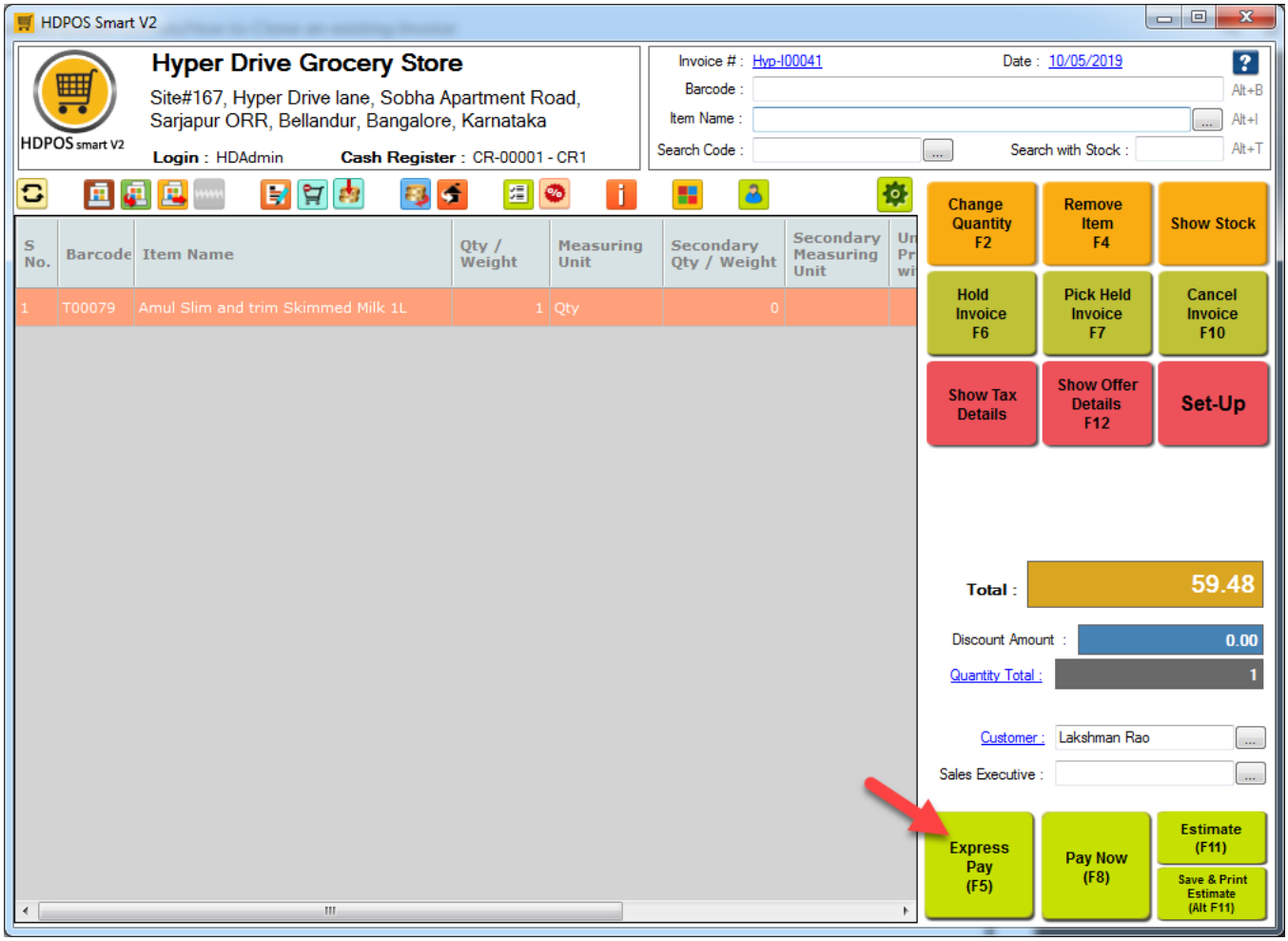


4. From '**Manage Sales Invoice**' screen select the invoice which you want to **Clone** and click on '**Clone Invoice**' option from the tool strip.



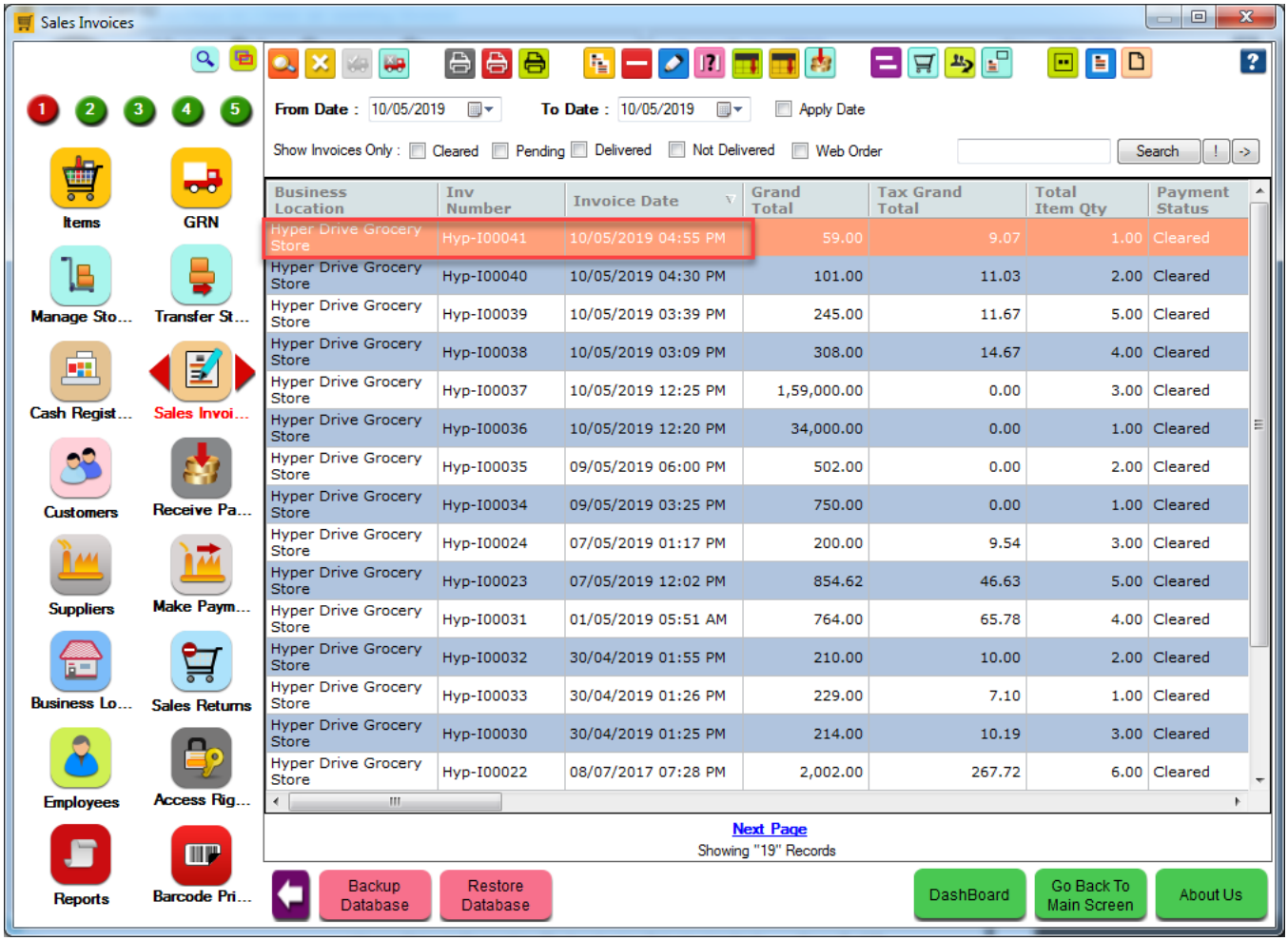
5. This will open the selected invoice in the Main Invoice screen.

6. You can now make changes to the quantity/price or add/ remove any items as you would do in a normal invoice.



7. Click on **Express Pay** (F5) to complete your sale.

Note: The cloned invoice will be treated just like a new invoice and will have a new invoice number.


Sales Invoices
Items
GRN
Manage Sto...
Transfer St...
Cash Regist...
Sales Invoi...
Customers
Receive Pa...
Suppliers
Make Paym...
Business Lo...
Sales Returns
Employees
Access Rig...
Reports
Barcode Pri...
From Date : 10/05/2019
To Date : 10/05/2019
Apply Date
Show Invoices Only : Cleared Pending Delivered Not Delivered Web Order
Search
Business Location | Inv Number | Invoice Date | Grand Total | Tax Grand Total | Total Item Qty | Payment Status
Hyper Drive Grocery Store | Hyp-I00041 | 10/05/2019 04:55 PM | 59.00 | 9.07 | 1.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00040 | 10/05/2019 04:30 PM | 101.00 | 11.03 | 2.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00039 | 10/05/2019 03:39 PM | 245.00 | 11.67 | 5.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00038 | 10/05/2019 03:09 PM | 308.00 | 14.67 | 4.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00037 | 10/05/2019 12:25 PM | 1,59,000.00 | 0.00 | 3.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00036 | 10/05/2019 12:20 PM | 34,000.00 | 0.00 | 1.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00035 | 09/05/2019 06:00 PM | 502.00 | 0.00 | 2.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00034 | 09/05/2019 03:25 PM | 750.00 | 0.00 | 1.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00024 | 07/05/2019 01:17 PM | 200.00 | 9.54 | 3.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00023 | 07/05/2019 12:02 PM | 854.62 | 46.63 | 5.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00031 | 01/05/2019 05:51 AM | 764.00 | 65.78 | 4.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00032 | 30/04/2019 01:55 PM | 210.00 | 10.00 | 2.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00033 | 30/04/2019 01:26 PM | 229.00 | 7.10 | 1.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00030 | 30/04/2019 01:25 PM | 214.00 | 10.19 | 3.00 | Cleared
Hyper Drive Grocery Store | Hyp-I00022 | 08/07/2017 07:28 PM | 2,002.00 | 267.72 | 6.00 | Cleared
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Showing "19" Records
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us