

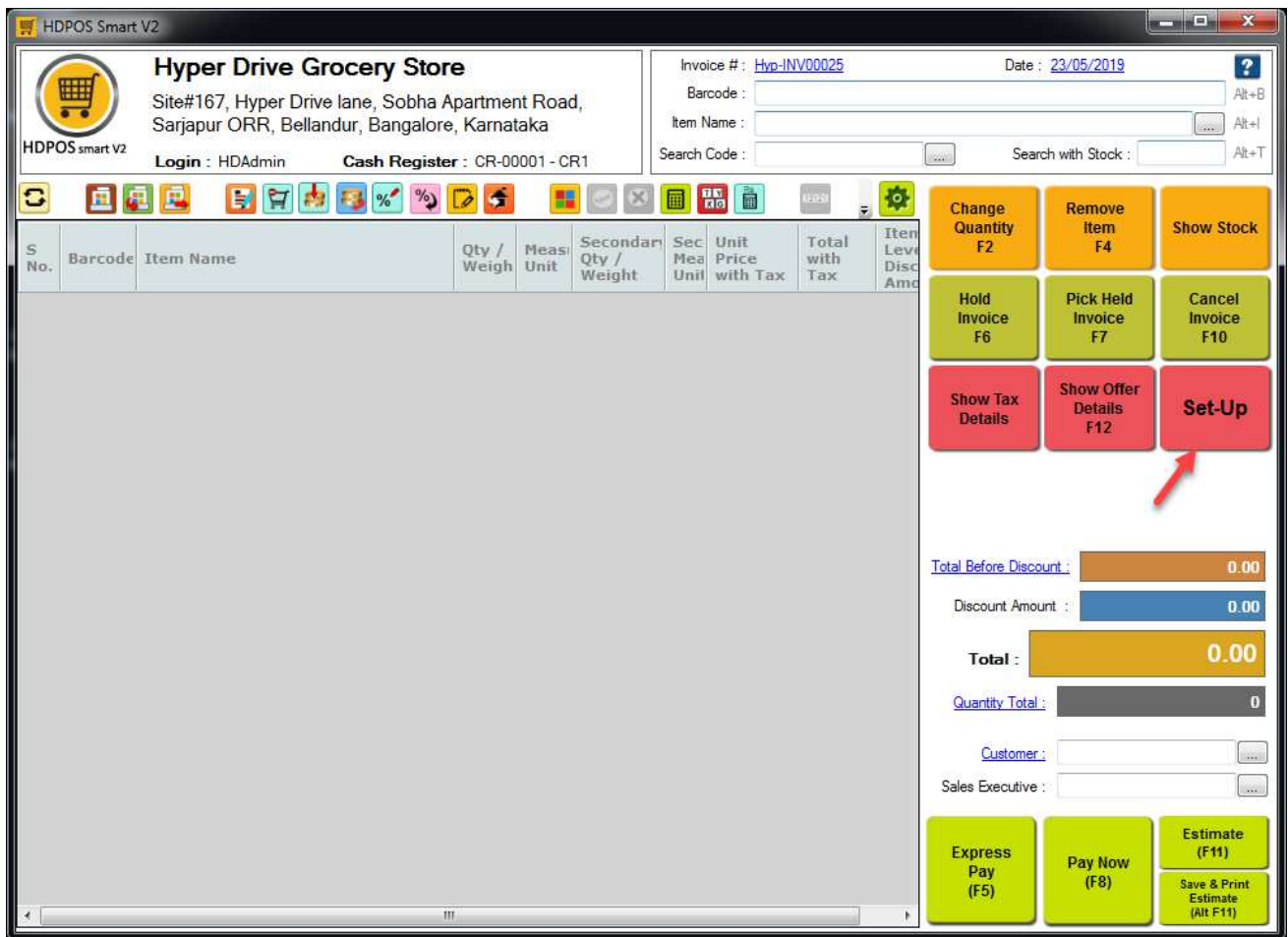
How to create a gift card and make an invoice for it?

If you are selling Gift Cards in your store then those gift cards should be created as Items. Then you can make an invoice for it.

- **Step-1:** Create Gift Card Item.
- **Step-2:** Make an invoice of Gift Card.

Step-1: To create a Gift Card Item in HDPOS smart, follow the steps below:

1. Run **HDPOS smart**.
2. From Main Invoice screen, click on **Set-Up**.



3. From the **1st** page of **Set-Up**, click on **Item**.



4. From **Manage Items** screen, click on **Add Item** tool strip button.



5. In the **Add Item** screen, enter the **name** and **category** of item.

a. Check the checkbox **Is Gift Card**.

b. When this check box is checked, **Gift Card Value** field will be displayed beside it. Enter a value of Gift Card in that field.

c. When **Has Expiry** checkbox is checked, then **Expiry Days** option will be displayed and you can enter the expiry days of Gift Card as you required.

d. Enter the **Sales Price** that is same as Gift Card Value. Enter a value for MRP also.

e. Click on **Create**.

Add New Item

Barcode : T00162 Define my own

Name : Gift-Card-480 Item Name Template

Item Unique Name : Gift-Card-480

Item Group Name : Gift-Card-480 Group Name Template

Name In Regional Language : Settings...

Category : Gift Cards Search Code :

Item Attributes

☒ Is Active ☐ Not For Sale ☐ Is Purchased ☐ Is Service Item

☐ Has BOM ☐ Is Auto Make ☐ Is Auto Break ☐ Is Sortable Item ☐ Has Manual Batch ☐ Has Auto Batch

☒ Is Gift Card Gift Card Value : 480.00 ☒ Has Expiry Expiry Days : 15 Create Time Token

☐ Has Label ☒ Need To Print Barcode Sticker

☐ Is Measured at the time of sale ☐ Use Measuring denomination ☐ Weighing scale used while selling

☐ Is a Kit ☐ Provides AMC ☐ Is AMC Item

☐ Only For Online Shop ☐ Not For Online Shop ☐ Allow to purchase on eShop when not in stock

Tax Detail

Tax paid while purchasing : ...

Tax collected while selling : ...

☒ My Sales Price Includes Tax

Pricing

Last Purchase Unit Price : 0.00

Sales Price Before Tax : 480.00

Sales Price (My MRP) : 480.00 Add Item Price

MRP (Printed MRP) : 480.00

Packaging

Purchase Measuring Unit : Qty ...

Sales Measuring Unit : Qty ...

1 Purchase unit is equal to : 1 Sales Units.

Attachments **Item Fields**

User Field List

Clothing : ... Color : ... Size : ...

Brand : ...

Create & Clone (F6) **Create & Continue (F7)** **Create (F8)** **Cancel**

6. You can see the **Gift Card Item** that got created as shown below.

Items

Categories

☐ Show All

Search ! ->

Category Name
Biscuits & Cookies
Breakfast & Cereals
Charges
Gift Cards
Hair Care,Detergents & Soaps
Milk Products
Staples
Utensils
Vegetables & Fruits
Women Jewelry

Total Records : 10

Items

☐ Show Inactive Items Only

☐ Show Images ☐ Show Purchase Price

Search ! ->

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Meas
Gift Card	T00097		480.00	480.00	Qty

Total Records : 1

Dashboard **Go Back To Main Screen** **About Us**

Backup Database **Restore Database**

Step-2: To make an invoice for Gift Card item, follow the steps below:

1. From **Main Invoice** screen, select the gift card item that you created from Step-1.
2. Click on **Express Pay**.

HDPOS Smart V2

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

Login : HDAdmin Cash Register : CR-00001 - CR1

Invoice #: Hyp-INV00025 Date : 23/05/2019

Barcode : Alt+B

Item Name : Alt+I

Search Code : Search with Stock : Alt+T

S No.	Barcode	Item Name	Qty / Weigh	Meas Unit	Secondary Qty / Weight	Sec Mea Unit	Unit Price with Tax	Total with Tax	Item Level Disc Amt
1	T00097	Gift Card	1	Qty	0		480.00	480.00	

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** **Set-Up**

Total Before Discount : 480.00

Discount Amount : 0.00

Total : 480.00

Quantity Total : 1

Customer : Sowmya Raj

Sales Executive : Sihanu Vemula

Express Pay (F5) **Pay Now (F8)** **Estimate (F11)**

Save & Print Estimate (Alt F11)

3. **Gift Card Number** screen will be displayed.

- a. Click on **Get Code** button to give a number for Gift Card (OR) you can type a number for Gift Card (OR) you can scan the gift card if it has any barcode printed on it already.
- b. If you want to print the Gift Card, you can check the check box **Print Gift Card**.
- c. Click on **OK**.

Gift Card Number

Item Name	Gift Card Number	Generate Code	Gift Card Value	Gift Card Price
Gift Card	F91QS7W9VK	Get Code	480	480.00

Print Gift Card : ☒ **OK(F8)** **Cancel**

Returnable Amount

Payment Mode :
Please select payment mode : ☒ Cash ☐ Card


Quick Details

Number : Hyp-INV00025

Total Before roundoff : **480.00**

Round Off Amount : **0.00**

Final Total : **480.00**

Received Amount : **480.00**  Ctrl+P

Returnable Balance : **0.00**

OK (F8) **Cancel**

4. If you click on Pay Now Button Instead of Express Pay , In the **Payment Detail** section, enter the amount to be paid. Click on **Save**.

Pay Now

Invoice Number : Hyp-INV00026

Invoice Date : 23/05/2019

Customer Info

Customer : Sowmya Raj

Available Credit Limit : 0.00

Sales Executive : Srihari Vemula

Customer Email : sowmya@xyz.com

Customer Mobile Number : 1100000015

Alt+C

Alt+S

☐ Send email to Customer

☐ Send sms to Customer

Invoice Info

Total Before roundoff : 480.00

Round Off Amount : 0.00

Total : 480.00

Quantity Total : 1

Number of Items : 1

Discount Included : 0.00

Tax Included : 0.00

Tax Details :

Payment Detail

Cash

Card

Cheque

Store Credit

Advance Amount

Approved Pending

Gift Card

Bank Transfer

Food Coupon

Amount Received : 480.00

Alt+A

Ctrl+P

Note :

Pick Message

Goods Delivered : ☒

Print Delivery Challan : ☐

Pending Amount : 0.00

Cash : 480.00

Total Received Amount : 480.00

Returnable Balance : 0.00

Save Returnable Amount as Customer Advance (F4) : ☐

Save & Print Estimate (F11)

Save Estimate (F12)

Save & Print Booking (F6)

Save Booking (F7)

Save & Print Invoice (F5)

Save Invoice (F8)

Cancel