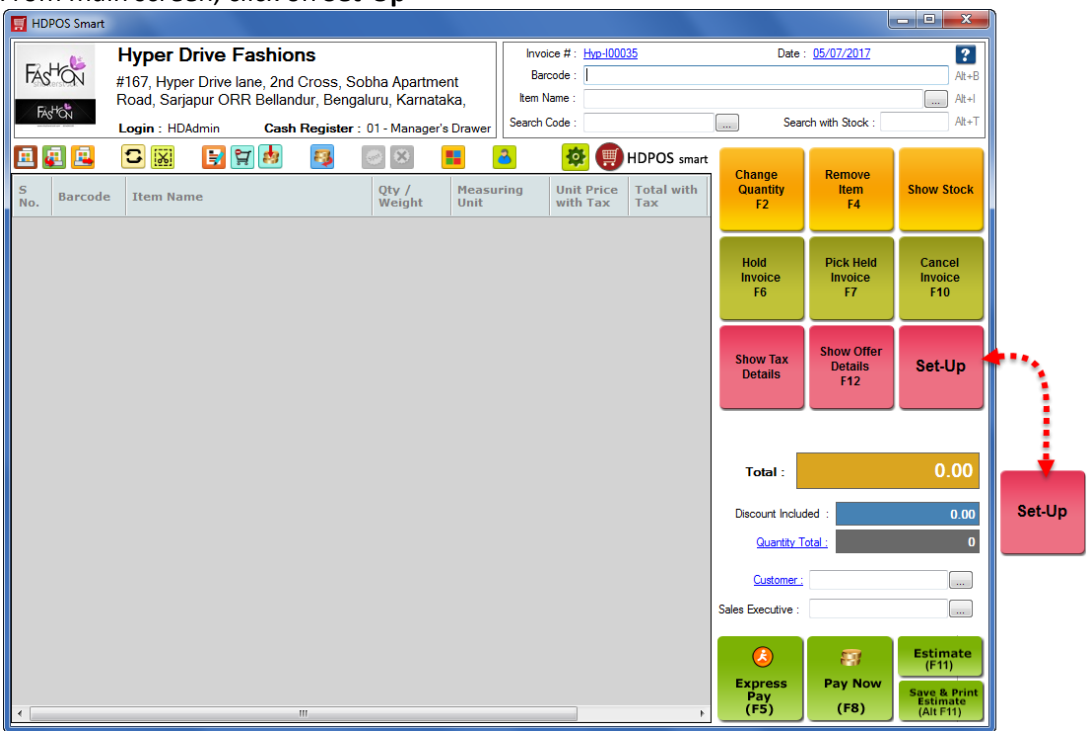
How to customize Sales Invoice report to show Terms & Conditions in HDPOS smart?

HDPOS smart Tutorials

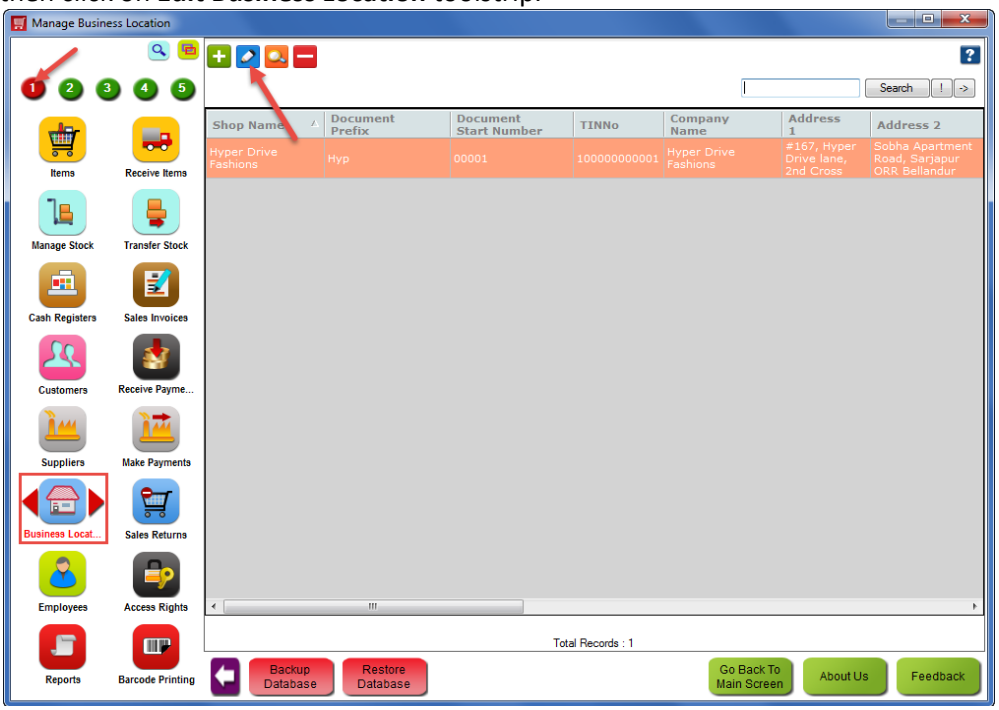
To add Terms and Conditions in Sales Invoice report, follow the below steps:

Step 1: Enter Terms and Conditions in Business Location

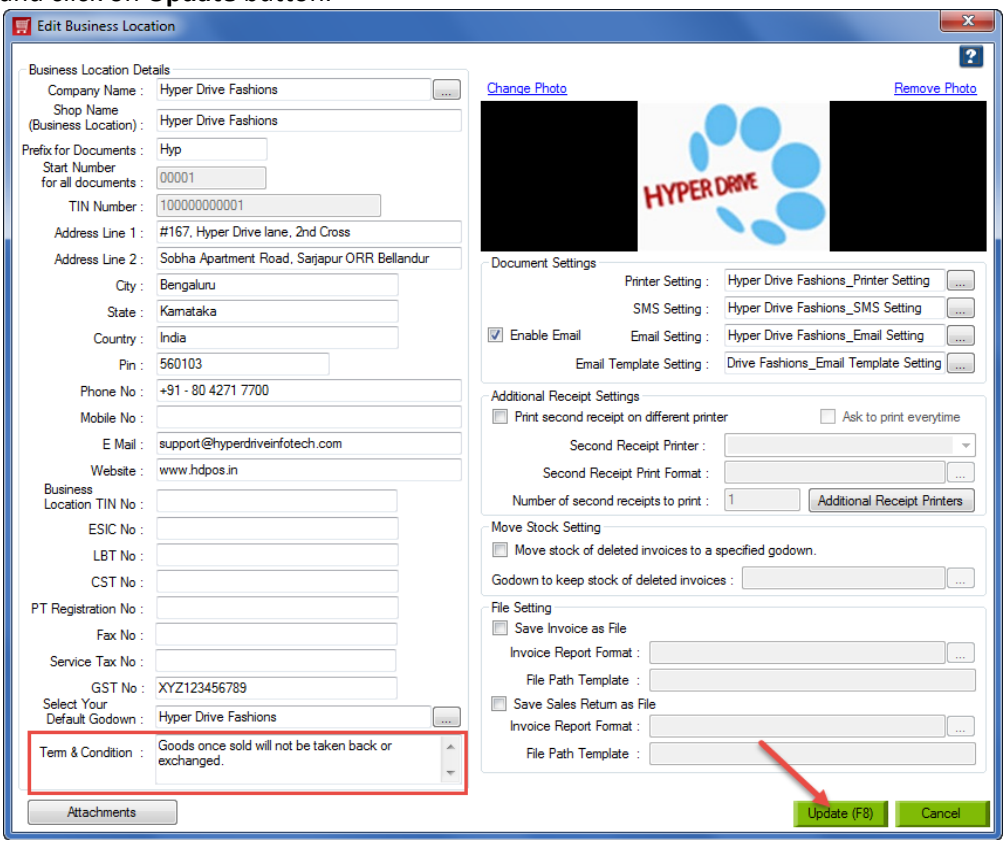
1. Run **HDPOS smart**.
2. From main screen, click on **Set-Up**



3. From the 1st page of Set-Up, click on **Business Location** module. Select business location and then click on **Edit Business Location** toolstrip.



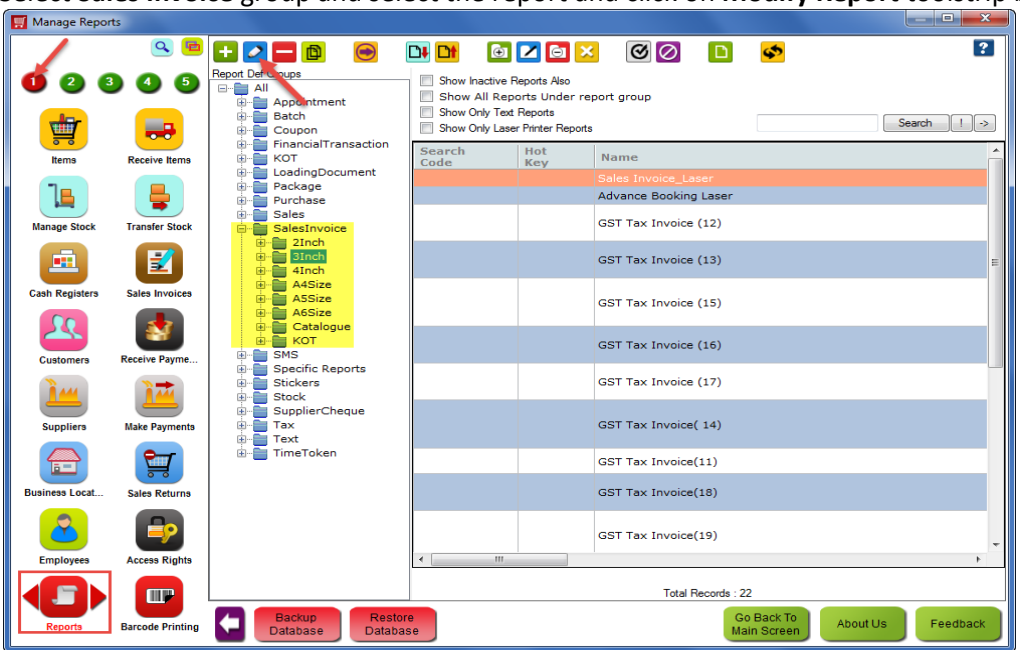
4. In **Edit Business Location** window, enter the **Terms and Conditions** of your business location and click on **Update** button.



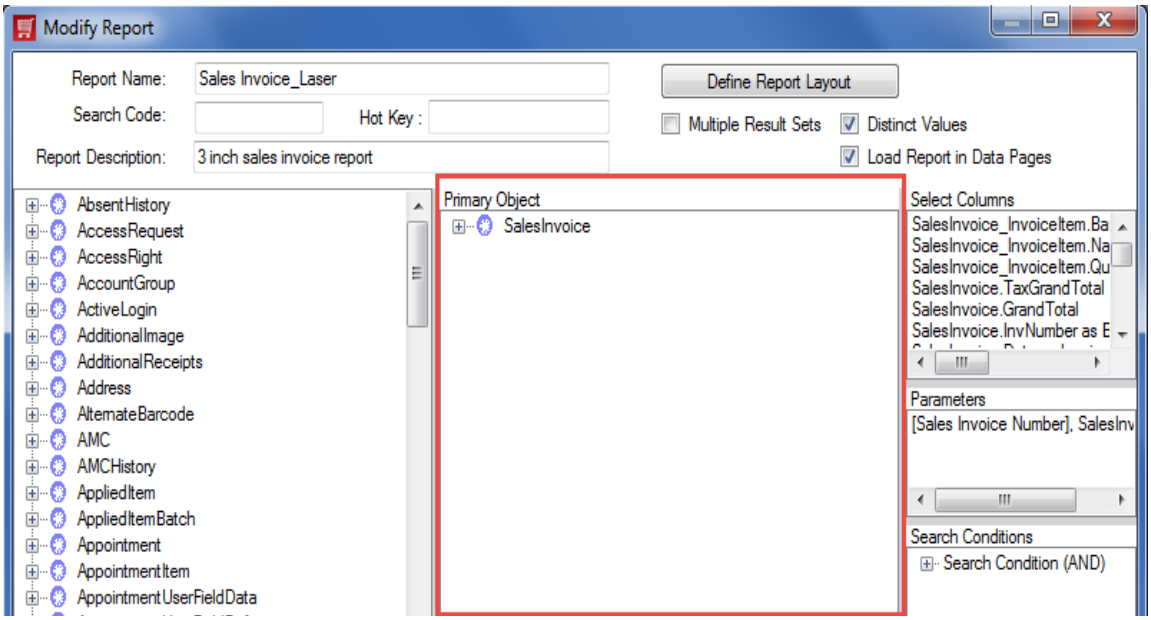
Note: Do not press **Enter key** while entering Terms and Condition details as this will create space and the data will not be displayed in the report. Fill the details continuously without using Enter key.

Step 2: Customize Sales Invoice report to add Terms and Conditions of your business location.

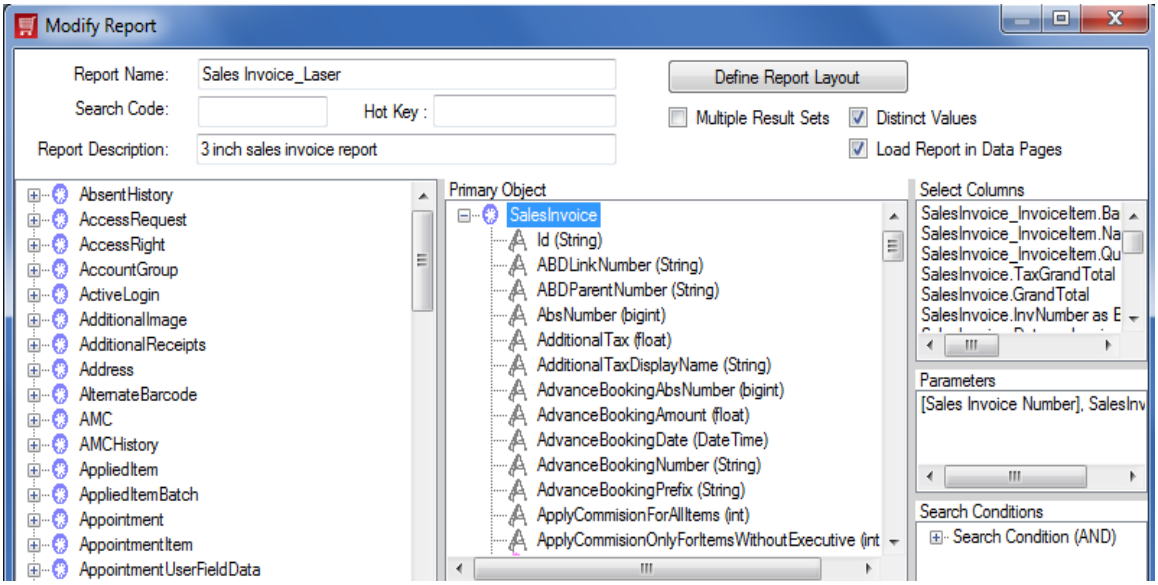
1. From 1st page of **Set-Up**, click on **Reports** module.
2. Select **Sales Invoice** group and select the report and click on **Modify Report** toolstrip button.



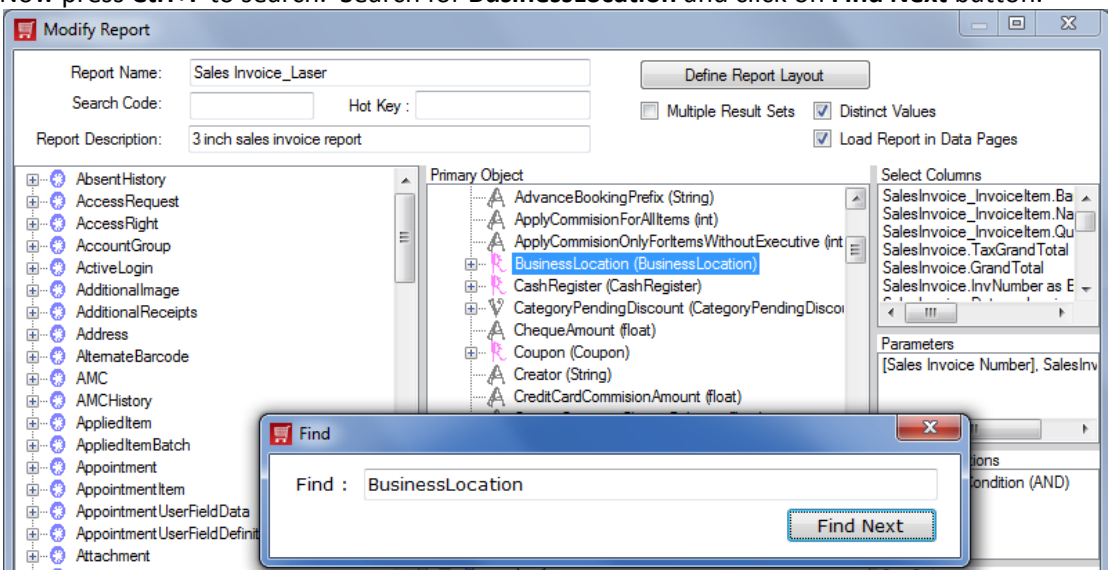
3. You will see **Modify Report** window as shown below. You will see **SalesInvoice** as an object in **Primary Object** under the centre section of the window.



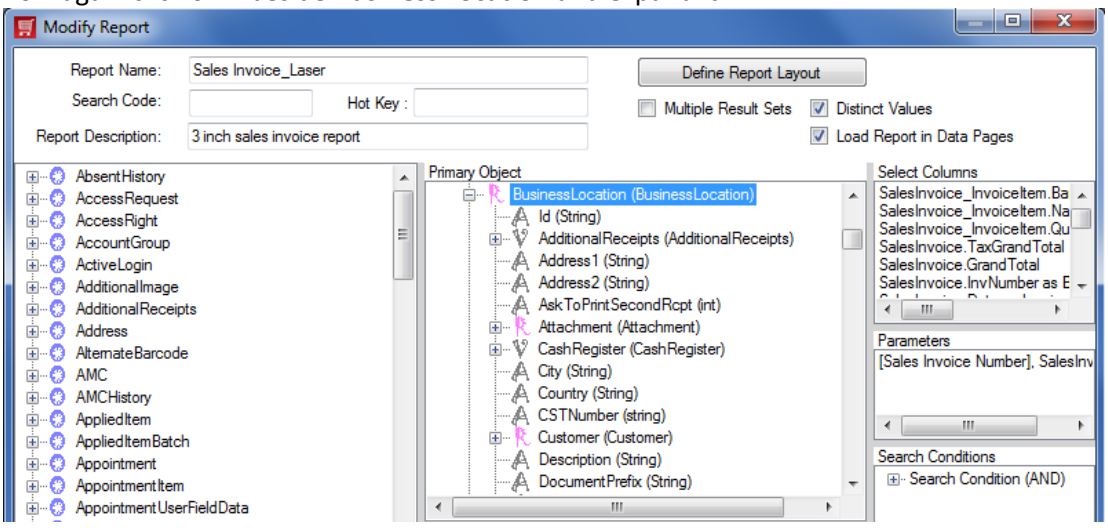
4. Click on + beside **Sales Invoice** object. This will expand and show you various fields that are present under Sales Invoice object.



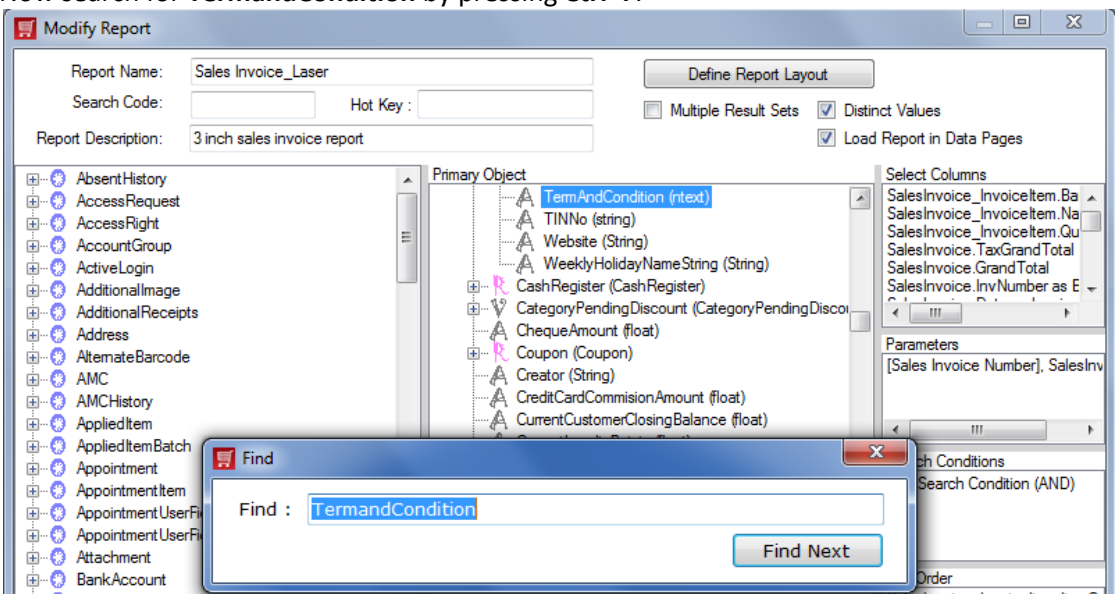
5. Now press **Ctrl+F** to search. Search for **BusinessLocation** and click on **Find Next** button.



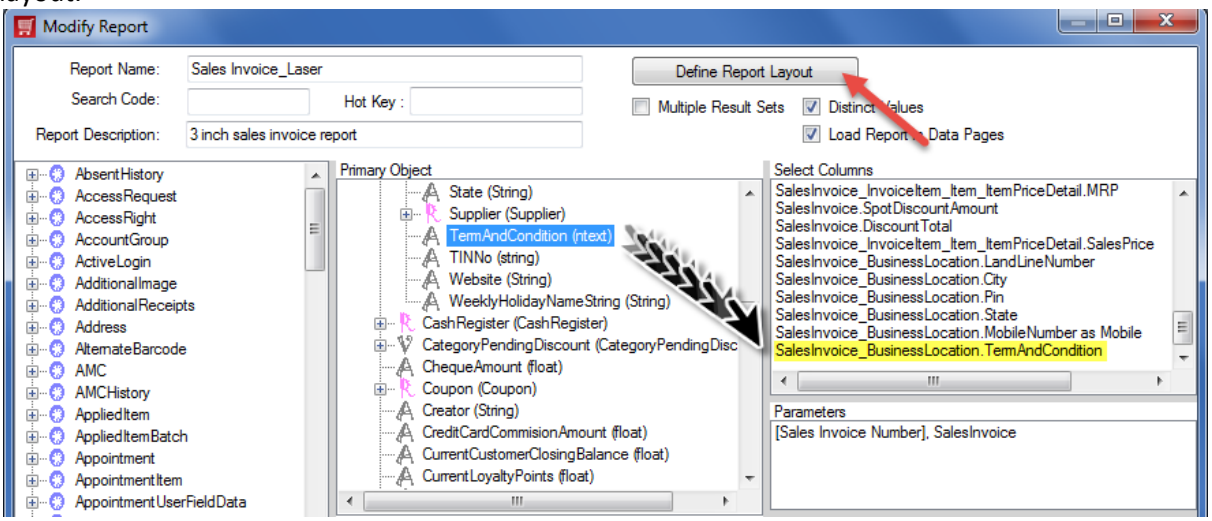
6. Now again click on + beside **Business Location** and expand it.



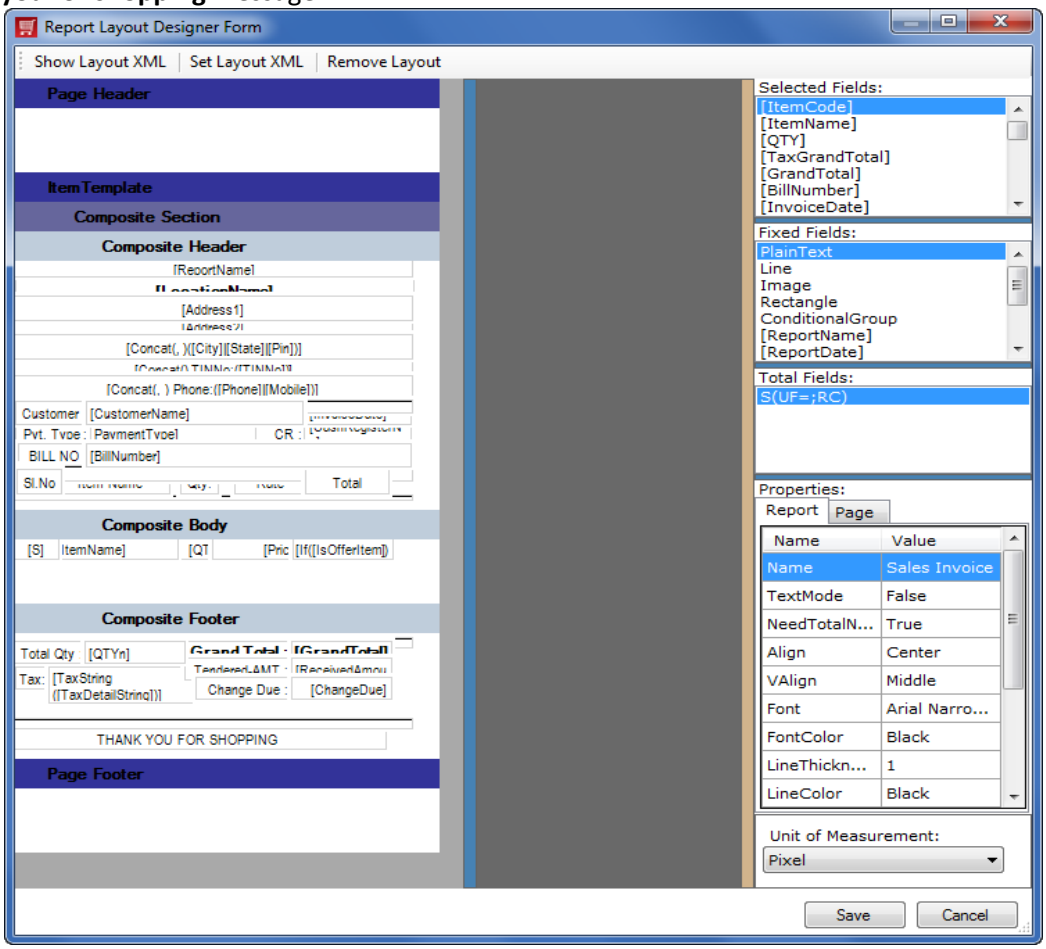
7. Now search for **TermandCondition** by pressing **Ctrl+F**.



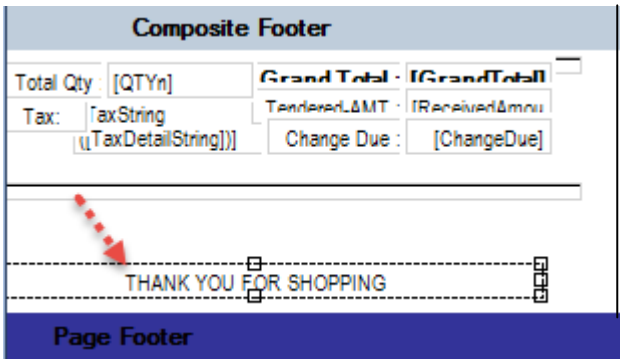
8. Select the **TermandCondition** field, drag and drop it on **Select Columns** present on the right section as shown below. You will see the field in **Select Columns** section once you drop it. Now click on **Define Report Layout** button to set the position of this field in the report layout.



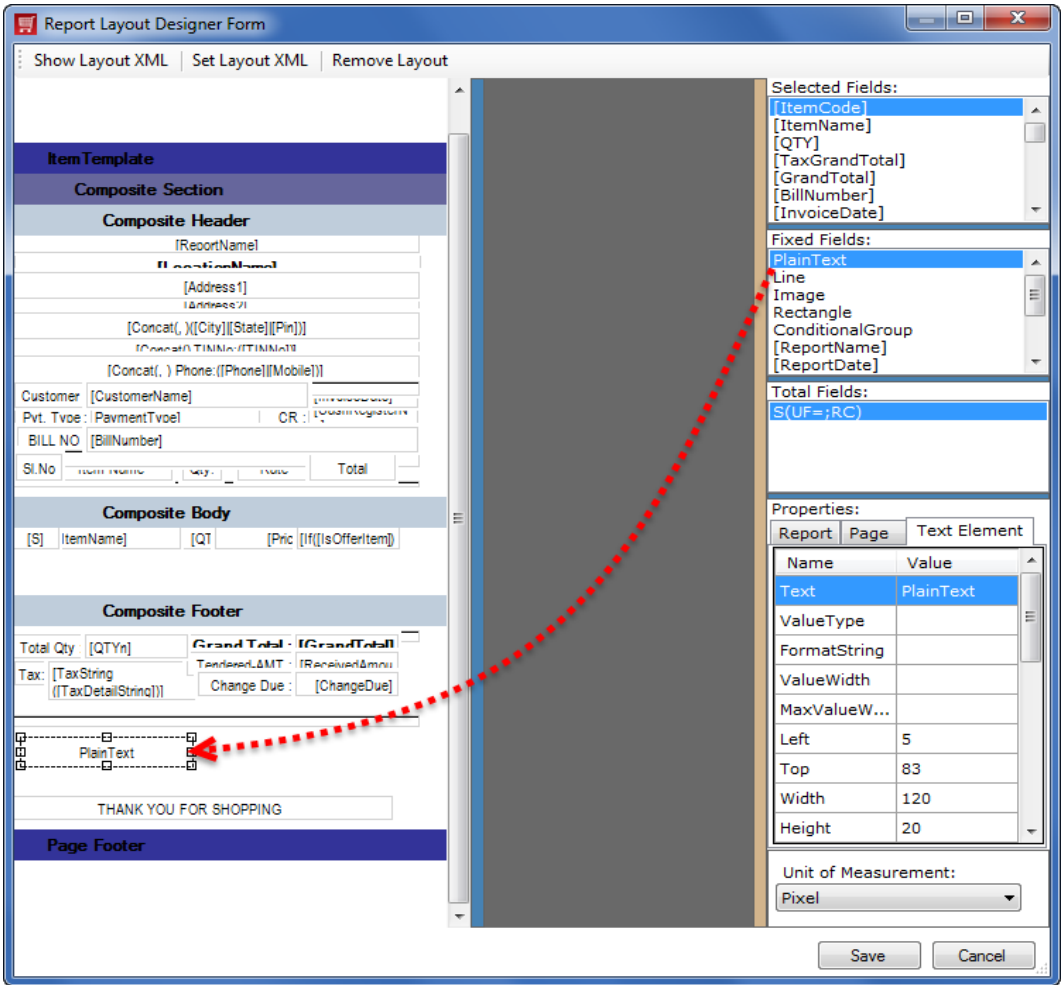
9. This will take you to **Report Layout Designer Form** as shown below. On the left section you will see **Composite Header**, **Composite Body** and **Composite Footer**.
For Ex: If I want to show my Terms and Conditions in the composite footer just above **Thank you for shopping** message.



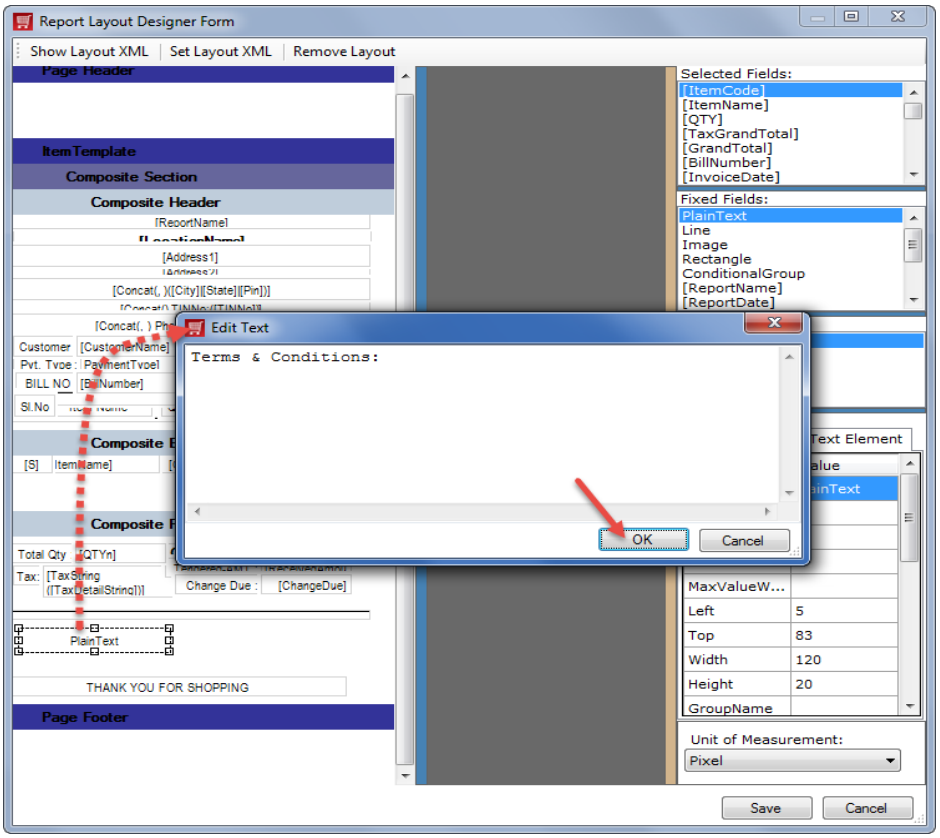
10. Click on the message field from composite footer and press down arrow key to move the message field down so that it will create some space to add Terms and Conditions field.



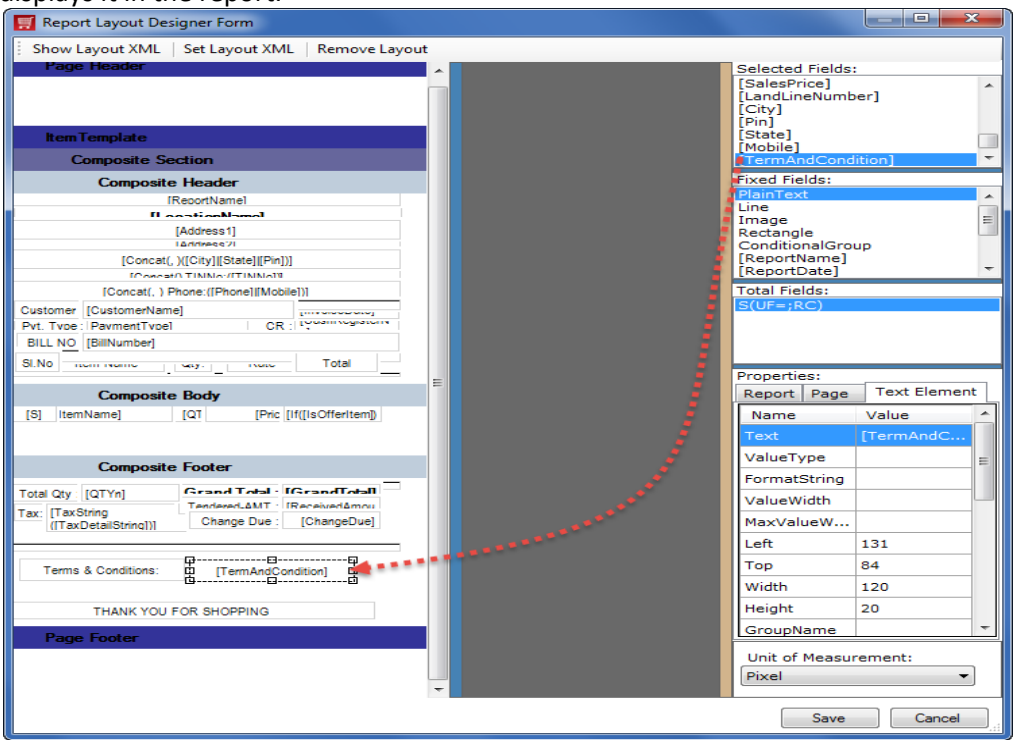
11. Click on **Plain Text** option from **Fixed Fields** section on the right side of the window. Select the field, drag and drop it in composite footer.



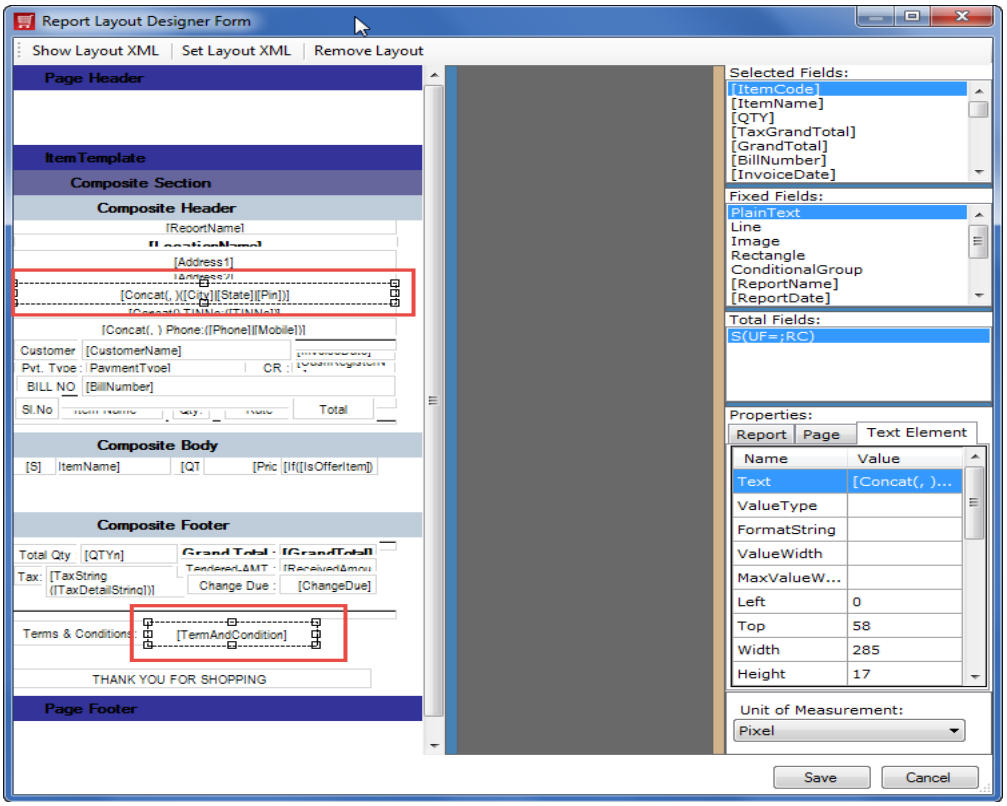
12. Now double click on **Plain Text** from composite footer and rename it to **Terms and Conditions**. This is just a hard-coded text that is to be displayed in the report. Click on **OK** button.



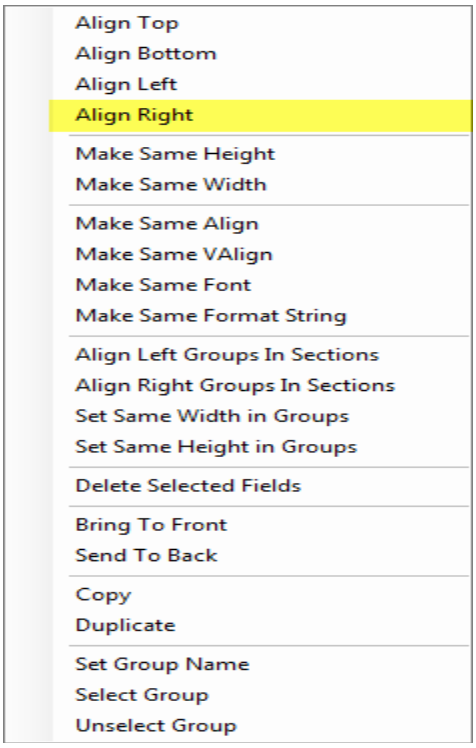
13. Search for **TermAndCondition** field from **Selected Fields** section on the right side of the window. Select that field, drag and drop it in composite footer next to the hard-coded text. This is the field that actually picks up the data that is entered in the business location and displays it in the report.



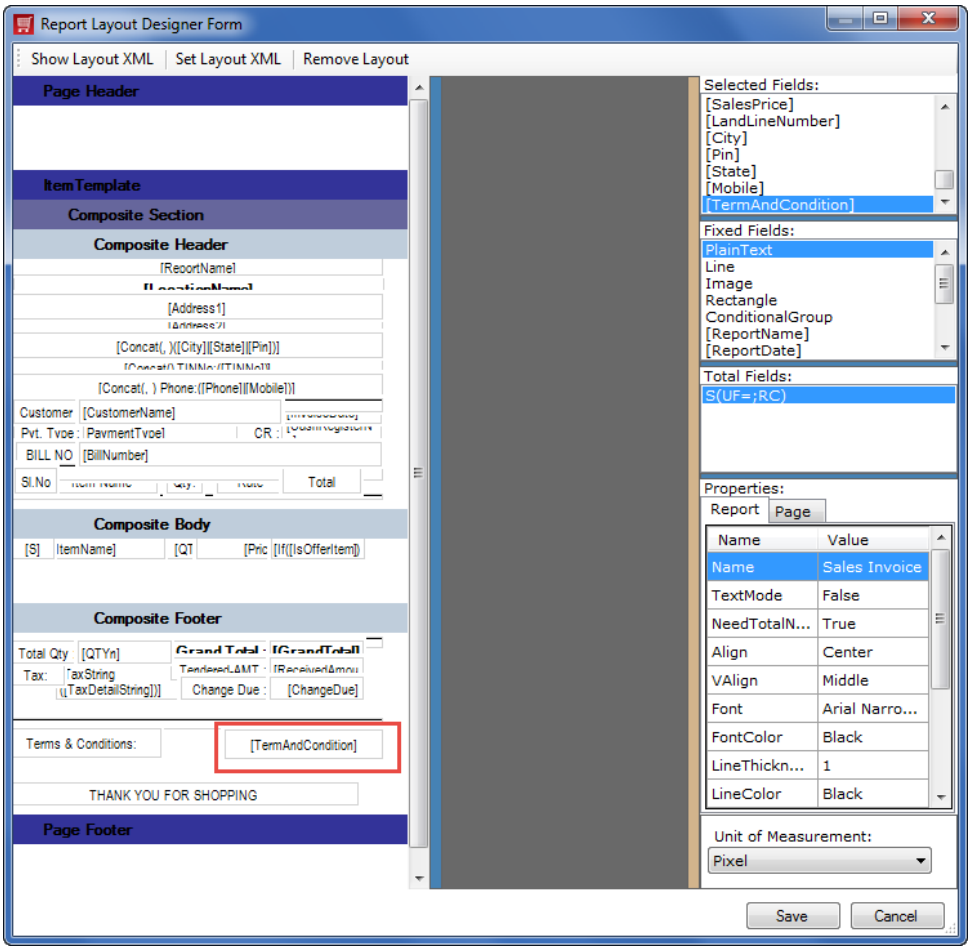
14. Next step is to align the fields added according to the layout. Select **TermAndCondition** field first, press **Ctrl** key and then select any of the field available in **Composite Header**.



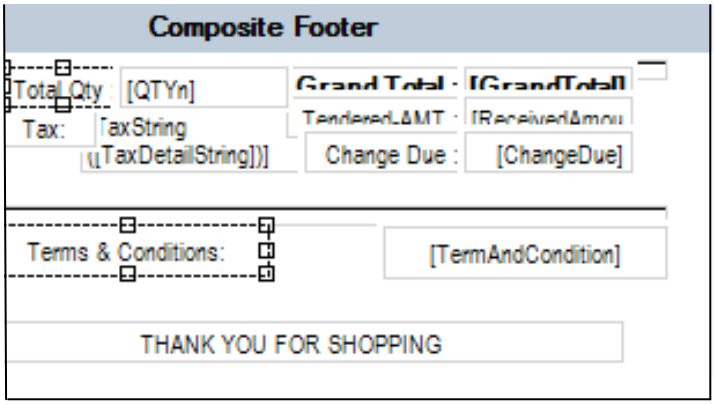
15. Now right click on the field selected in composite header and then select **Align Right.**



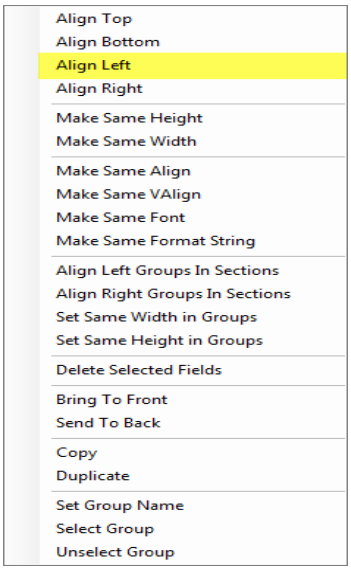
16. This will align the position of the field towards the right side.



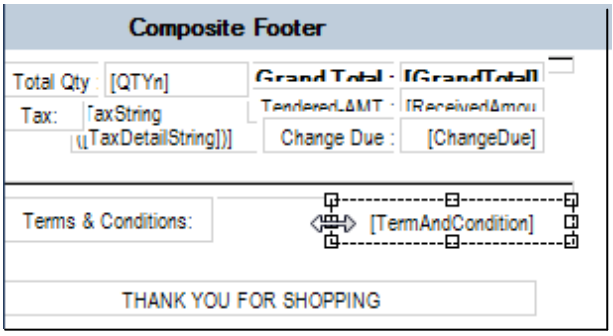
17. Similarly select hard-coded text first and then select any of the field available on the left side in **Composite Footer/Header** to align it left.



18. Now right click on the field selected in composite footer and then select **Align Left.**

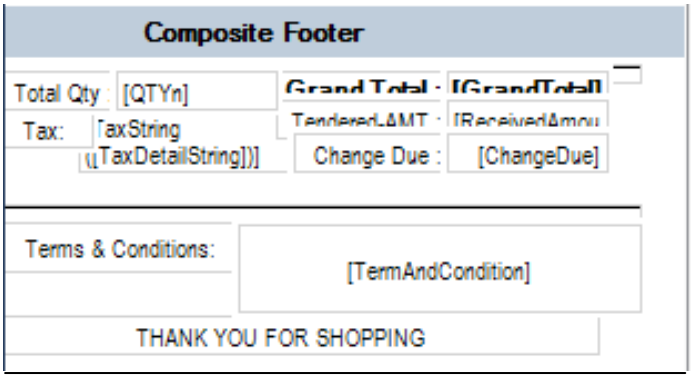


19. Now the two fields are positioned in left and right. Now select **TermAndCondition** field and mouse hover around its edges to adjust its size to display the terms and condition entered in your business location.

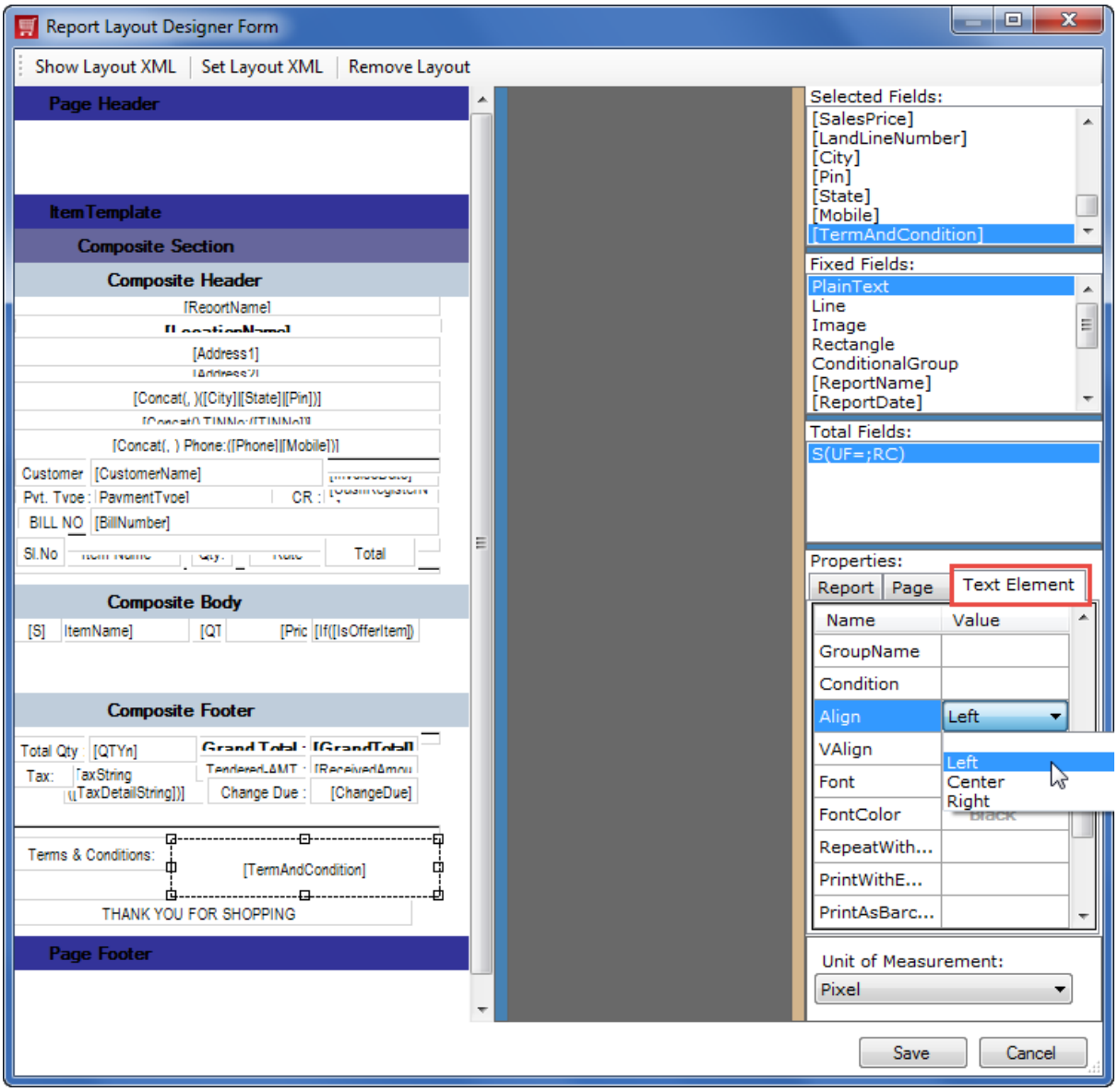


Note: Do not change the size of the field from right side as it is already aligned right.

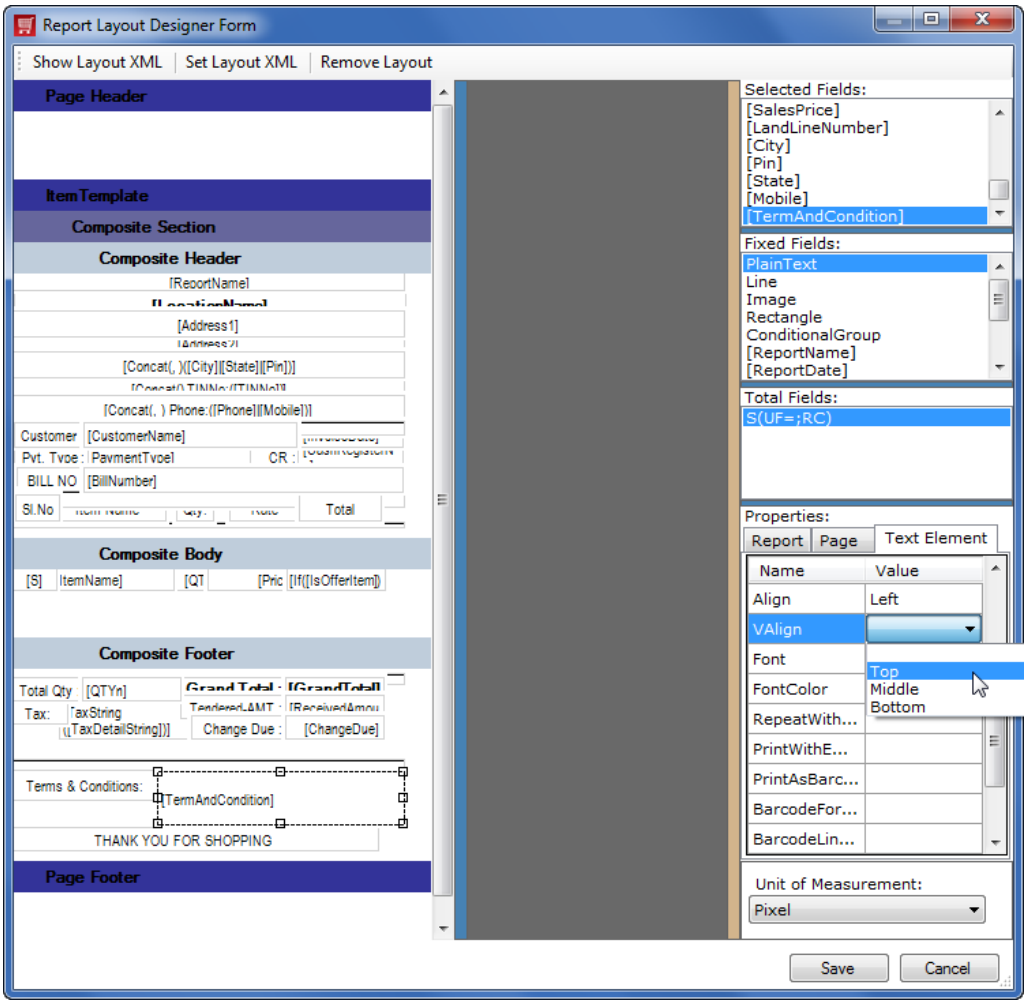
20. Adjust the field size according to the data length that is entered in Terms and Conditions. If your business locations **Terms and Conditions** contains more than 3-4 lines then increase the field size downwards to display all the data.



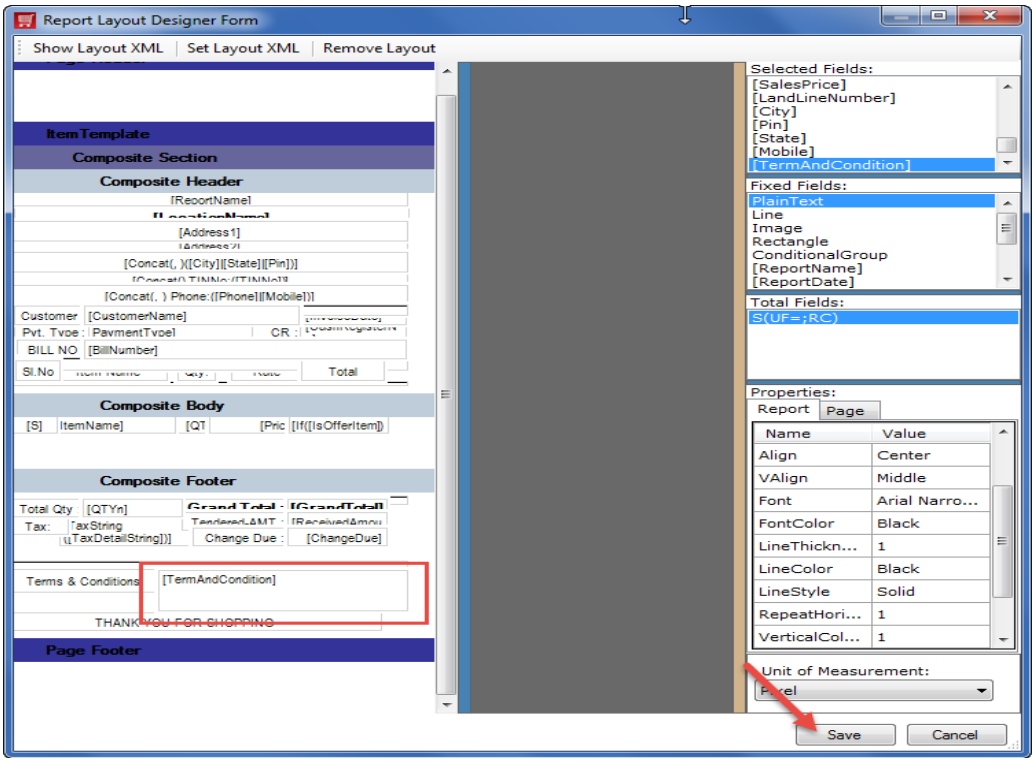
21. Next step is to align the text position. Select **TermAndCondition** field and then click on **Align** option from **Text Element** under **Properties** section. Select **Left**, this will make your data to start from left side.



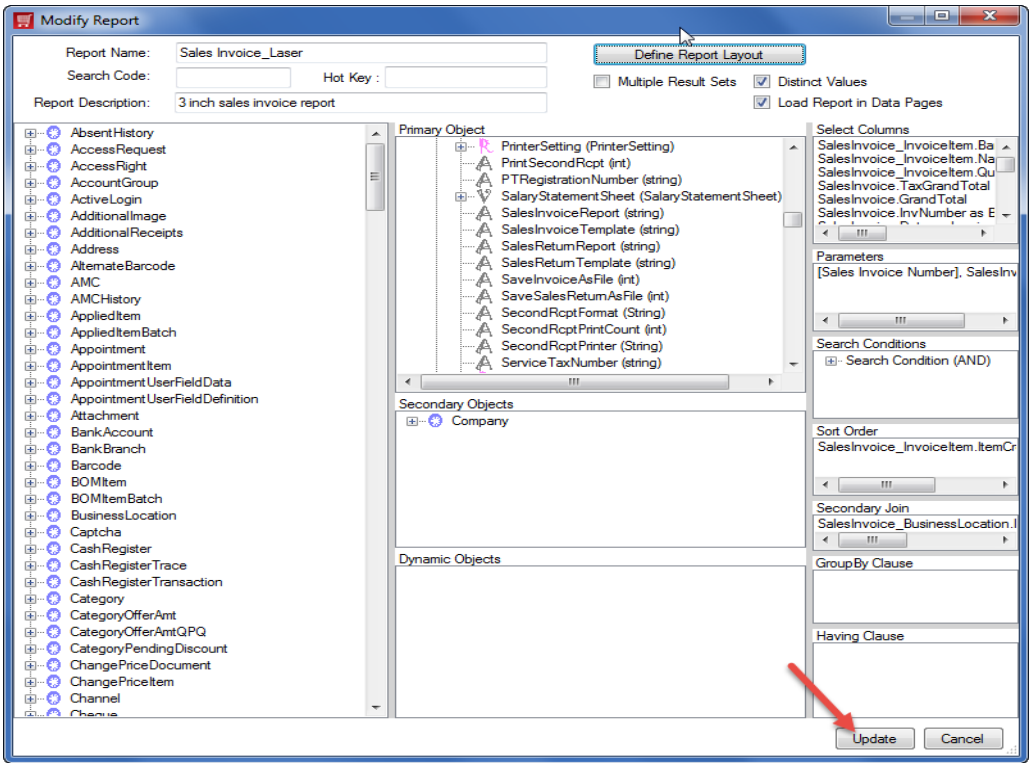
22. Select the same field again and then click on **VAlign** (Vertical Align) option from **Text Element** under **Properties** section. Select **Top**, this will make your data to start from top left side.



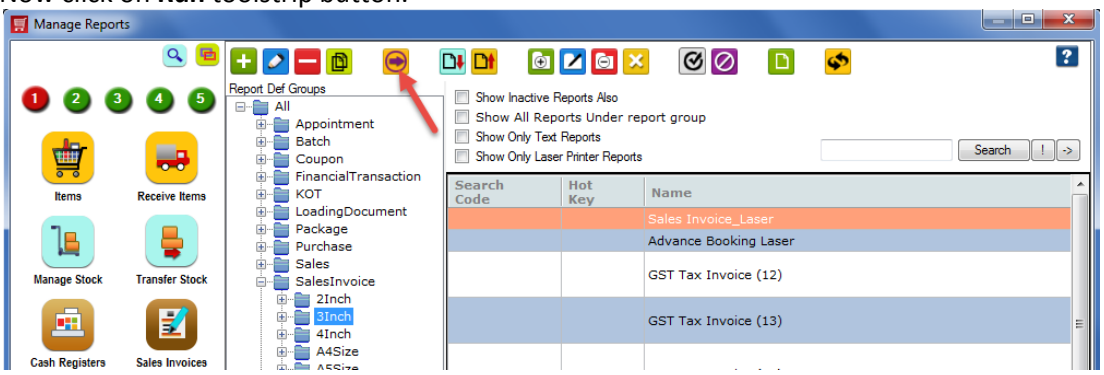
23. Once the fields are aligned correctly, click on **Save** button to save the changes.



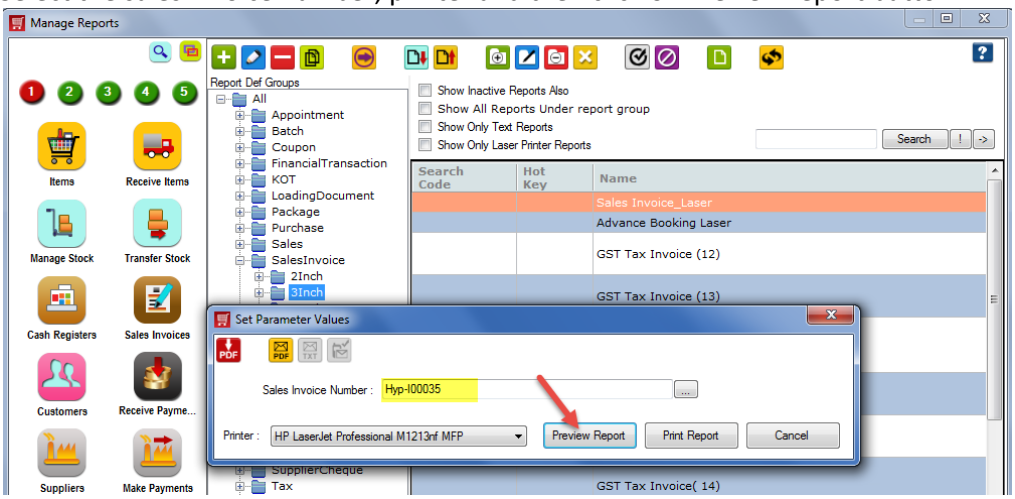
24. Click on **Update** button.



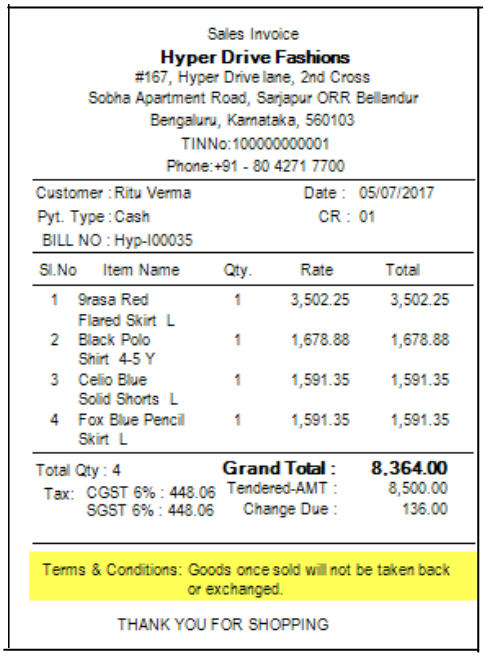
25. Now click on **Run** toolstrip button.



26. Select the sales invoice number, printer and then click on Preview report button.



27. You will see **Terms and Conditions** being shown in footer as per the alignment in the layout.



Sales Invoice

Hyper Drive Fashions

#167, Hyper Drive lane, 2nd Cross
Sobha Apartment Road, Sarjapur ORR Bellandur
Bengaluru, Karnataka, 560103
TINNo:100000000001
Phone:+91 - 80 4271 7700

Customer : Ritu Verma — Date : 05/07/2017
Pyt. Type : Cash — CR : 01
BILL NO : Hyp-I00035

Sl.No	Item Name	Qty.	Rate	Total
1	9rasa Red Flared Skirt L	1	3,502.25	3,502.25
2	Black Polo Shirt 4-5 Y	1	1,678.88	1,678.88
3	Cello Blue Solid Shorts L	1	1,591.35	1,591.35
4	Fox Blue Pencil Skirt L	1	1,591.35	1,591.35

Total Qty : 4 — **Grand Total : 8,364.00**
Tax: CGST 6% : 448.06 — Tendered-AMT : 8,500.00
SGST 6% : 448.06 — Change Due : 136.00

Terms & Conditions: Goods once sold will not be taken back or exchanged.

THANK YOU FOR SHOPPING