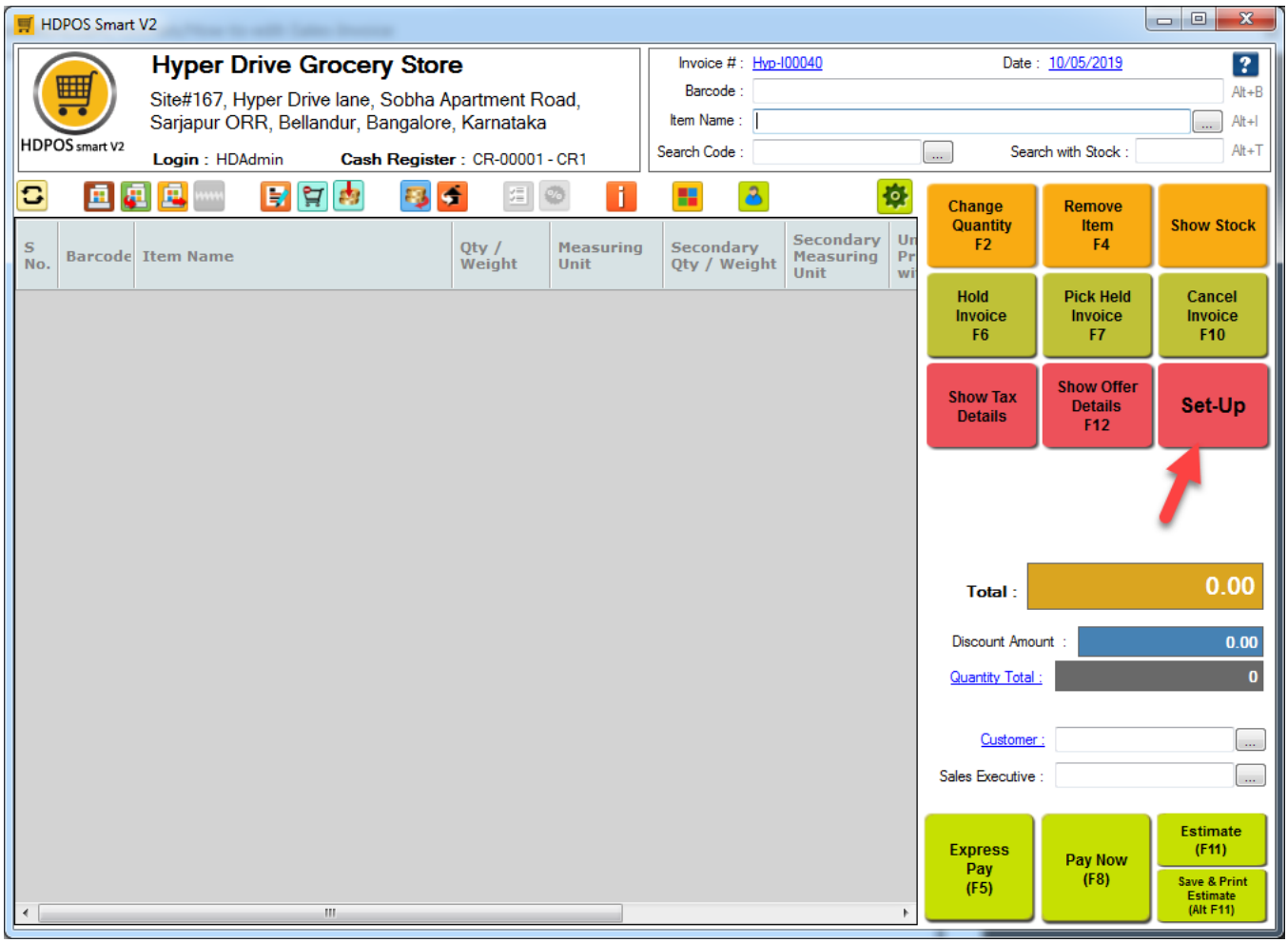
Edit a sales invoice

Sometimes after creating an invoice you may need to make edit the invoice without changing the Invoice Number. In such cases HDPOS smart provides you the facility to edit a saved invoice.

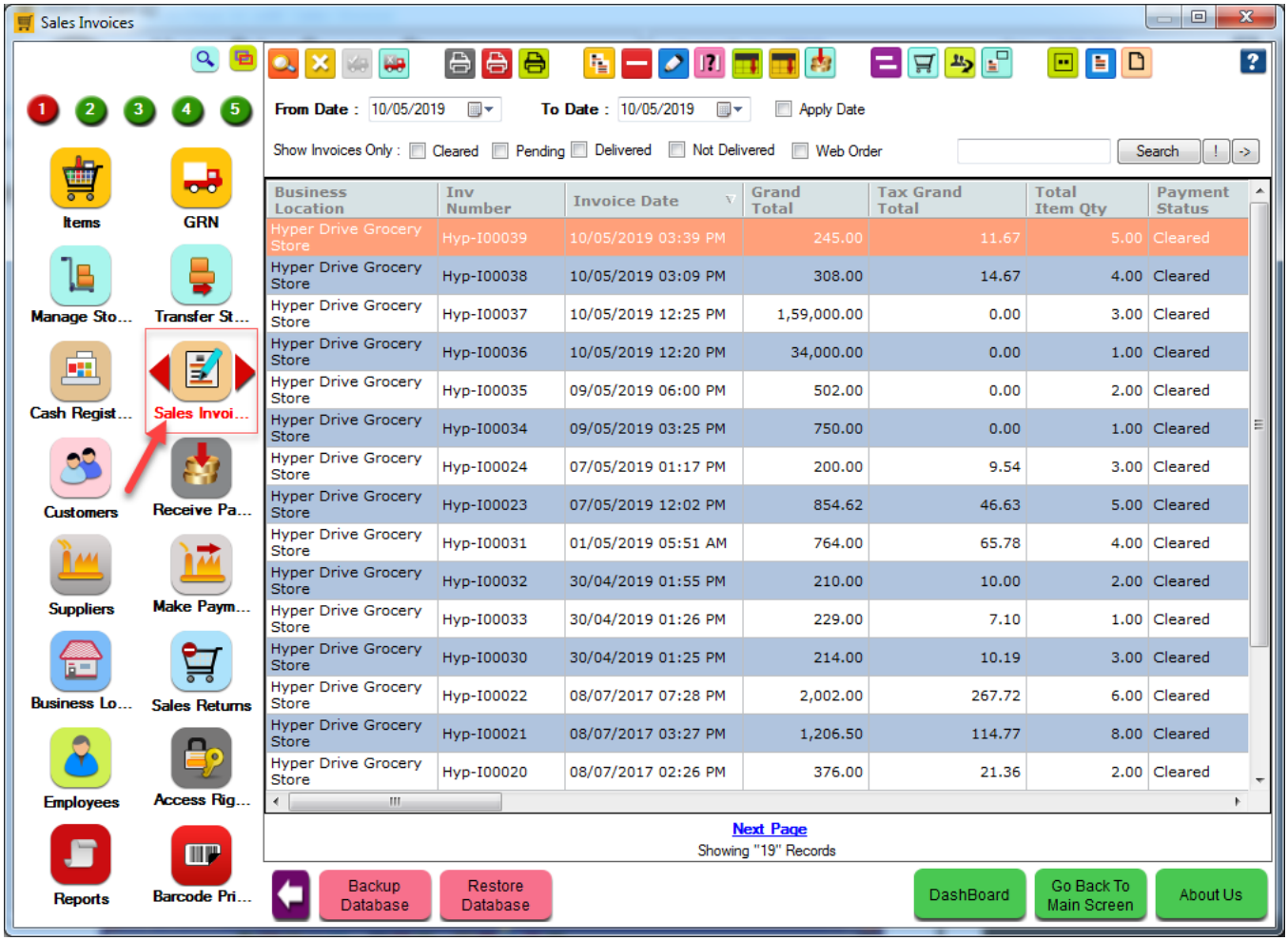
Here is what you would need to do, to edit an existing invoice.

1. Run **HDPOS smart**.

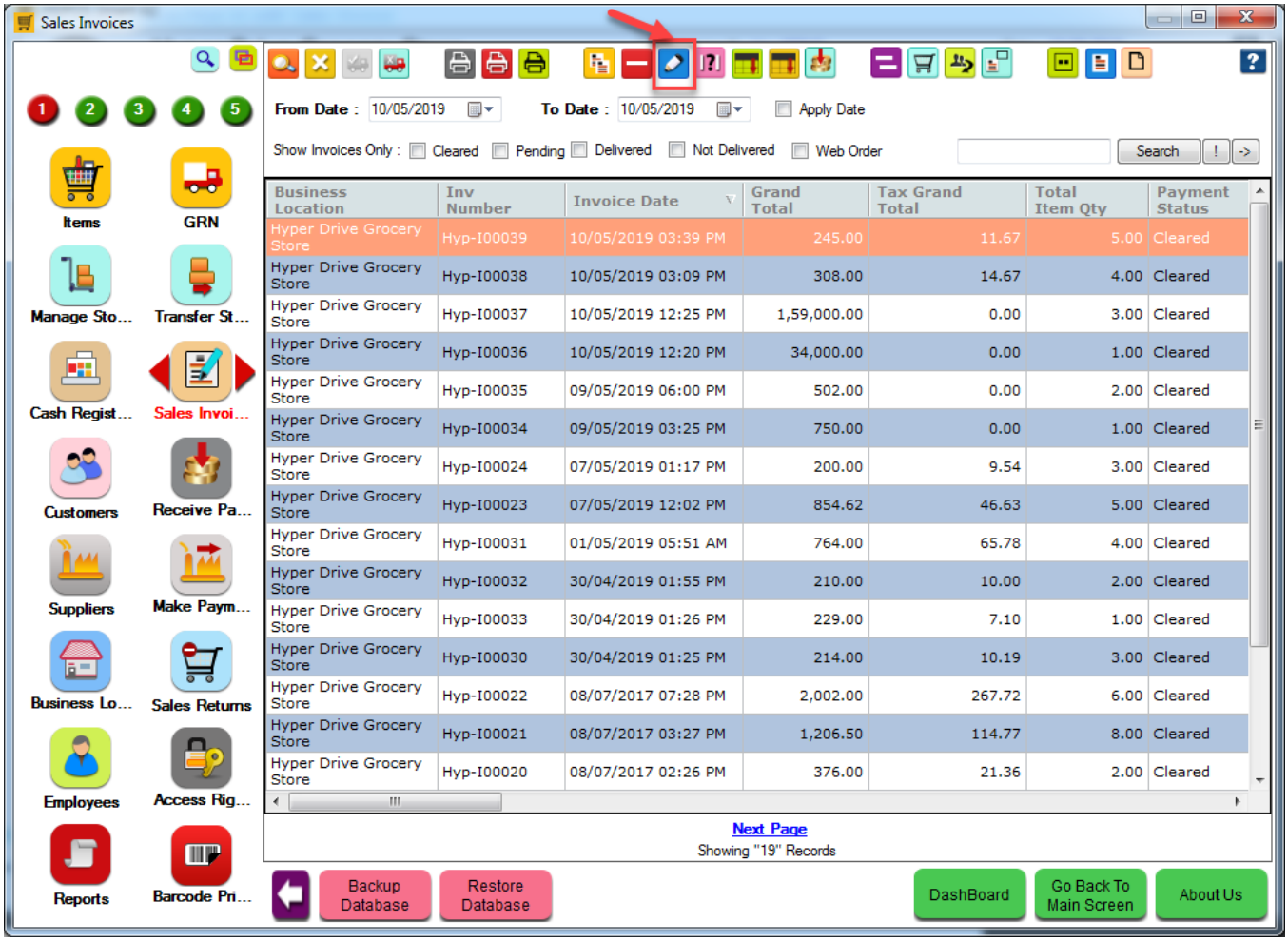
2. From **Main Invoice screen** select **Set-Up**.



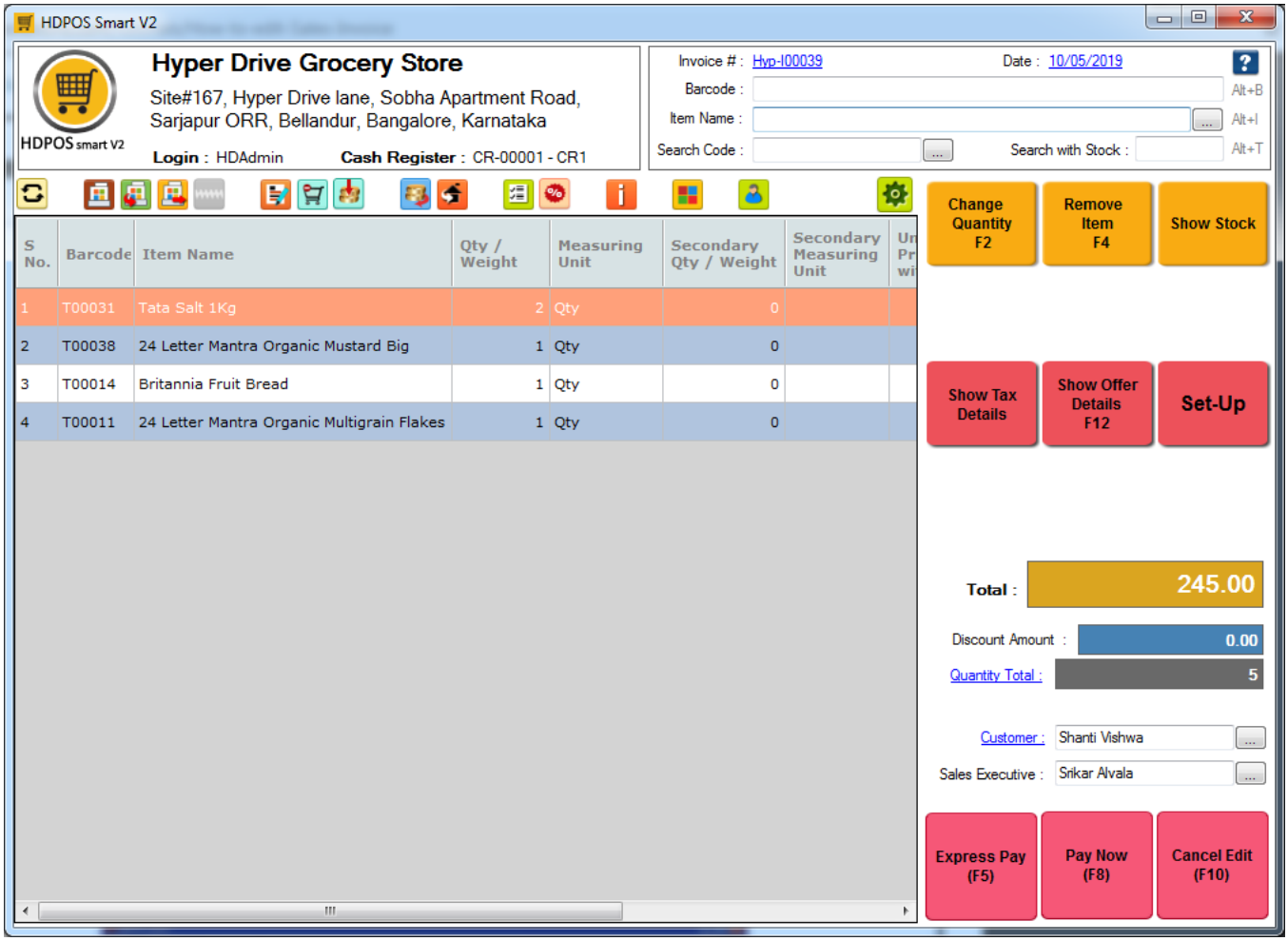
3. From 1st page of **Set-Up** select **Sales Invoice.**



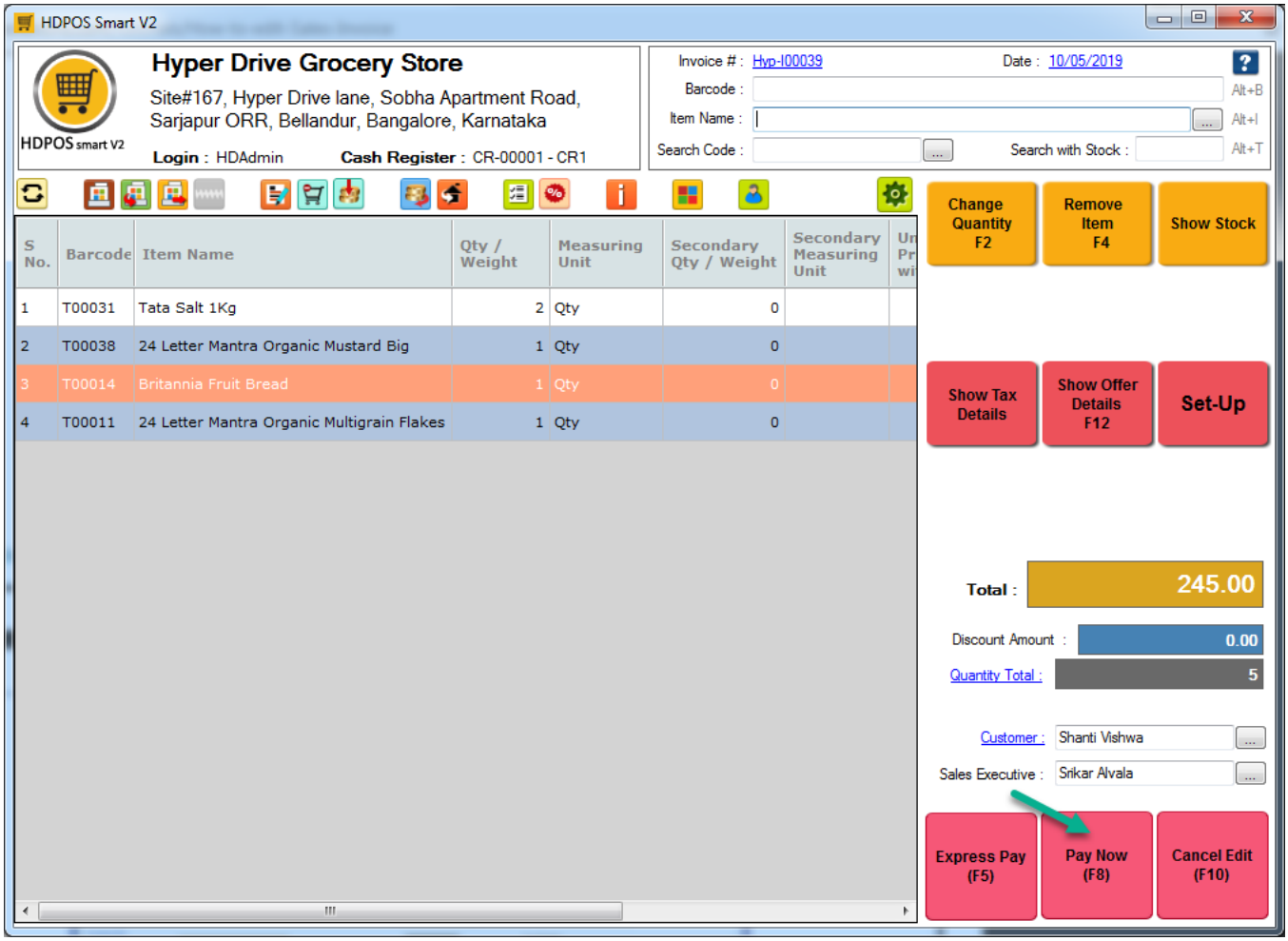
4. From '**Manage Sales Invoice**' screen select the invoice you want to edit and click on '**Edit Sales Invoice**' option from the tool strip.



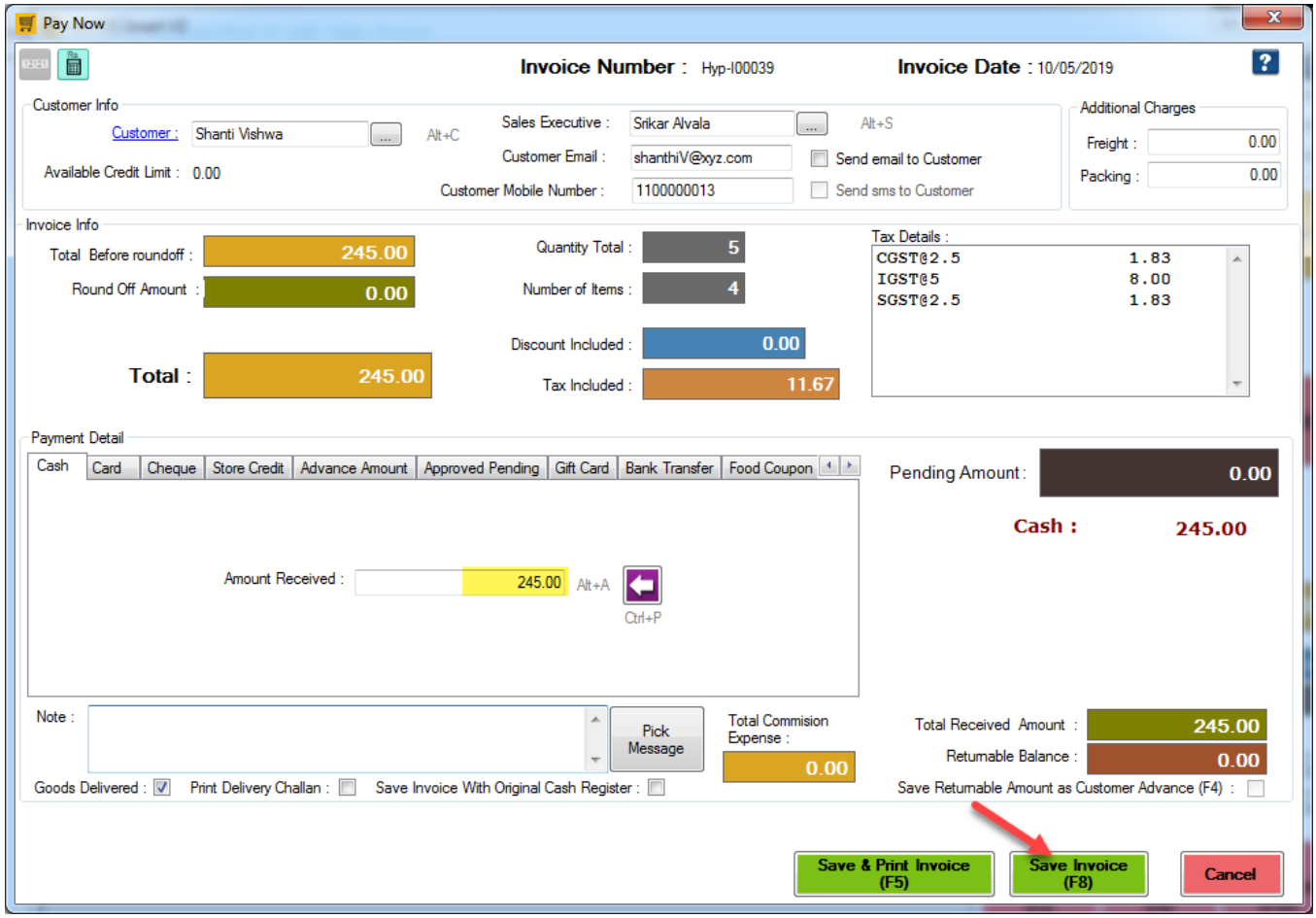
5. The selected invoice will open in the "**Main Invoice Screen**" with all its existing details.



6. You can now add or remove items, change the quantity, price or even change the customer name and click on **Pay Now**.



7. Enter all the required details in **Pay Now** screen that opens and click on **Save.**


Pay Now
Invoice Number : Hyp-I00039
Invoice Date : 10/05/2019
Customer Info
Customer :
Shanti Vishwa
Alt+C
Available Credit Limit : 0.00
Sales Executive :
Srikar Alvala
Alt+S
Customer Email :
shanthiV@xyz.com
Send email to Customer
Customer Mobile Number :
1100000013
Send sms to Customer
Additional Charges
Freight : 0.00
Packing : 0.00
Invoice Info
Total Before roundoff : 245.00
Round Off Amount : 0.00
Total : 245.00
Quantity Total : 5
Number of Items : 4
Discount Included : 0.00
Tax Included : 11.67
Tax Details :
CGST@2.5 1.83
IGST@5 8.00
SGST@2.5 1.83
Payment Detail
Cash
Card
Cheque
Store Credit
Advance Amount
Approved Pending
Gift Card
Bank Transfer
Food Coupon
Amount Received : 245.00
Alt+A
Ctrl+P
Pending Amount : 0.00
Cash : 245.00
Note :
Pick Message
Total Commision Expense : 0.00
Total Received Amount : 245.00
Returnable Balance : 0.00
Goods Delivered :
Print Delivery Challan :
Save Invoice With Original Cash Register :
Save Returnable Amount as Customer Advance (F4) :
Save & Print Invoice (F5)
Save Invoice (F8)
Cancel