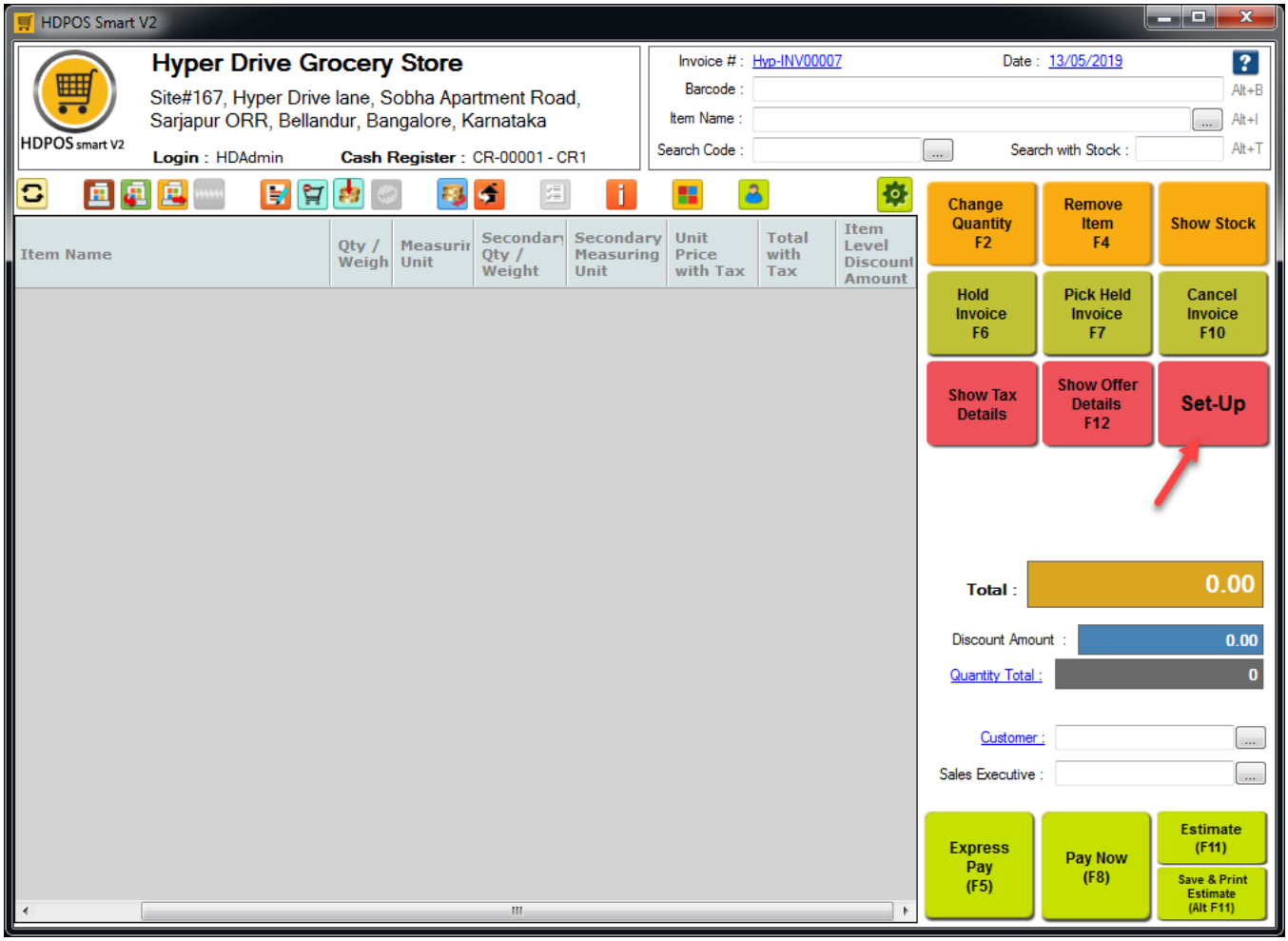
How to make a sales invoice using multiple credit cards (by collecting commission from customer)?

When a sales invoice is made using a credit/debit card, you have to pay the commission amount to the bank to which the card belongs to. You can pay this commission amount to bank on your own OR you can take it from the customer and give the same to bank.

To make a sales invoice using multiple cards by taking commission from customer, follow the steps below.

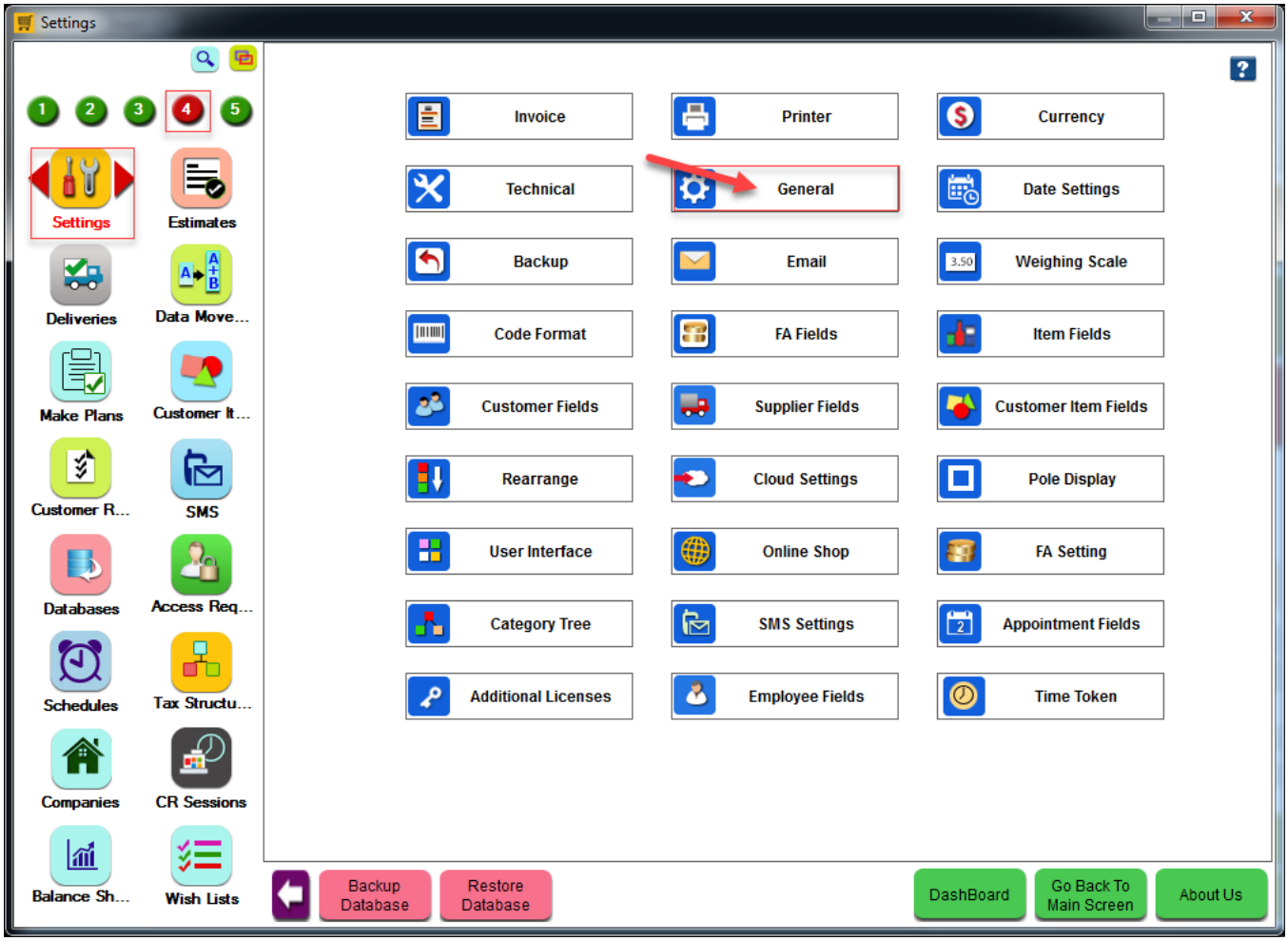
1. Run **HDPOS smart**. Click on the **Set-Up** button on main screen.



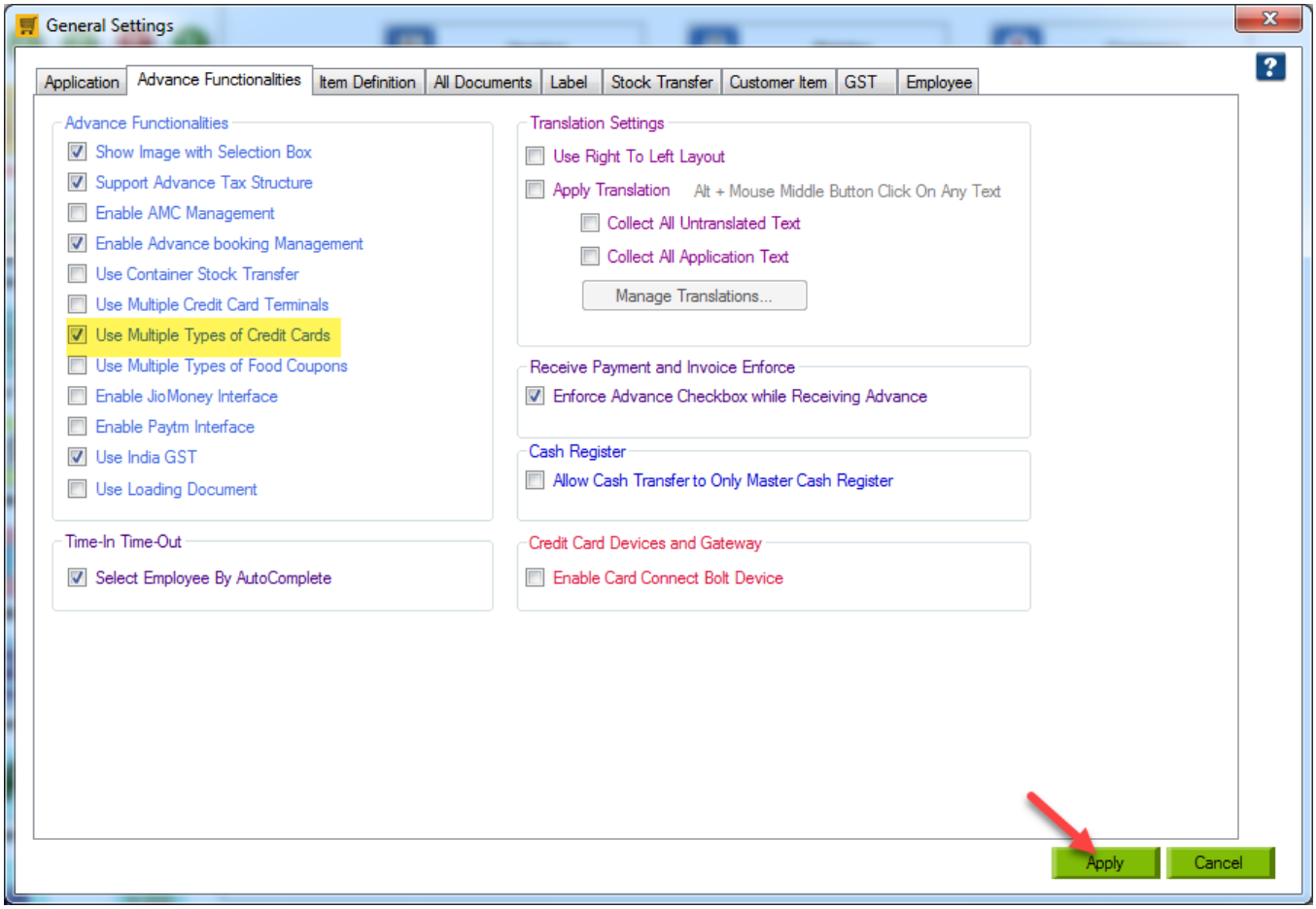
2. From Set-Up screen, go to 4th page, click on **Settings**.



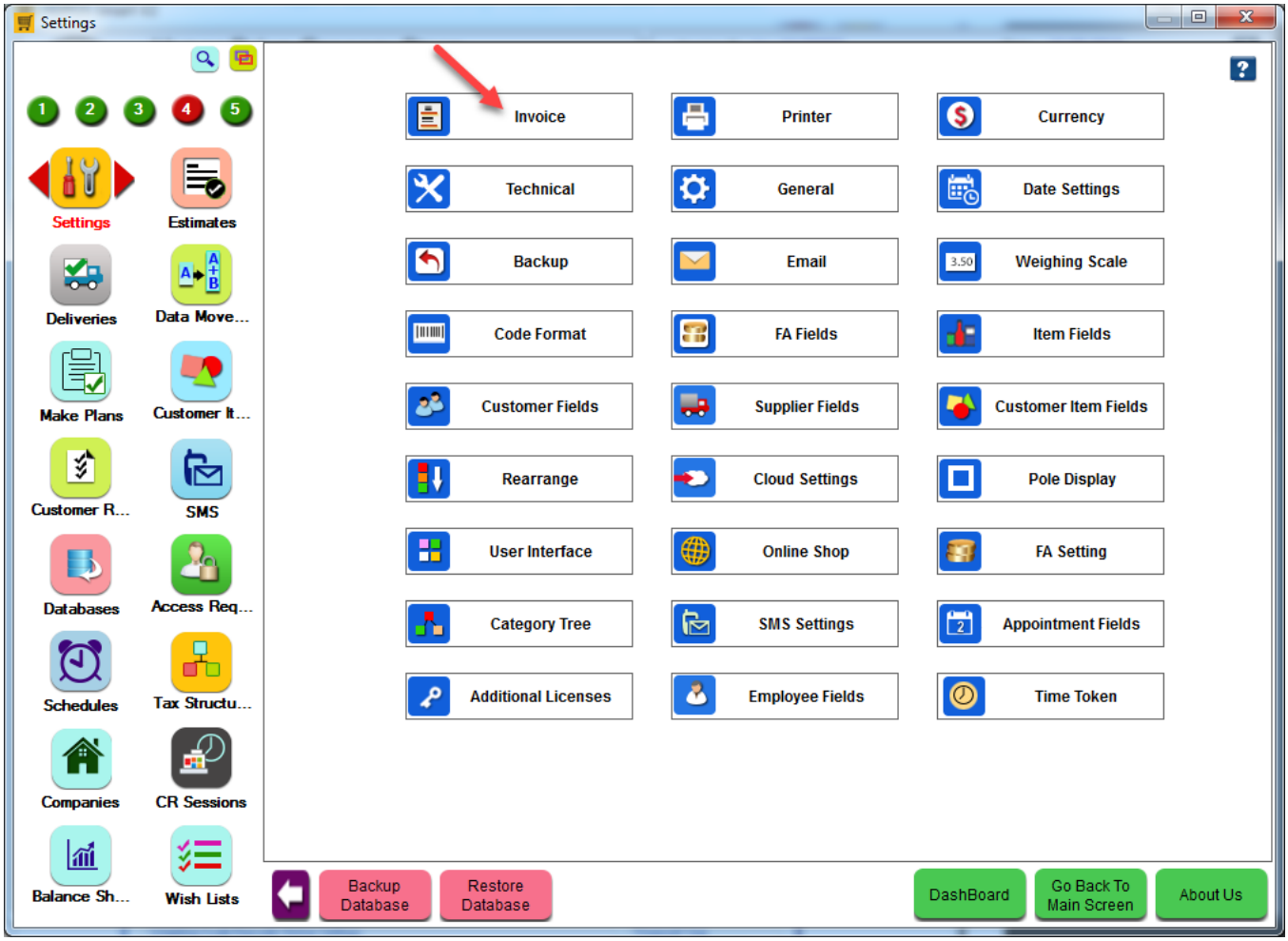
3. From **System Settings** screen, click on **General Settings**.

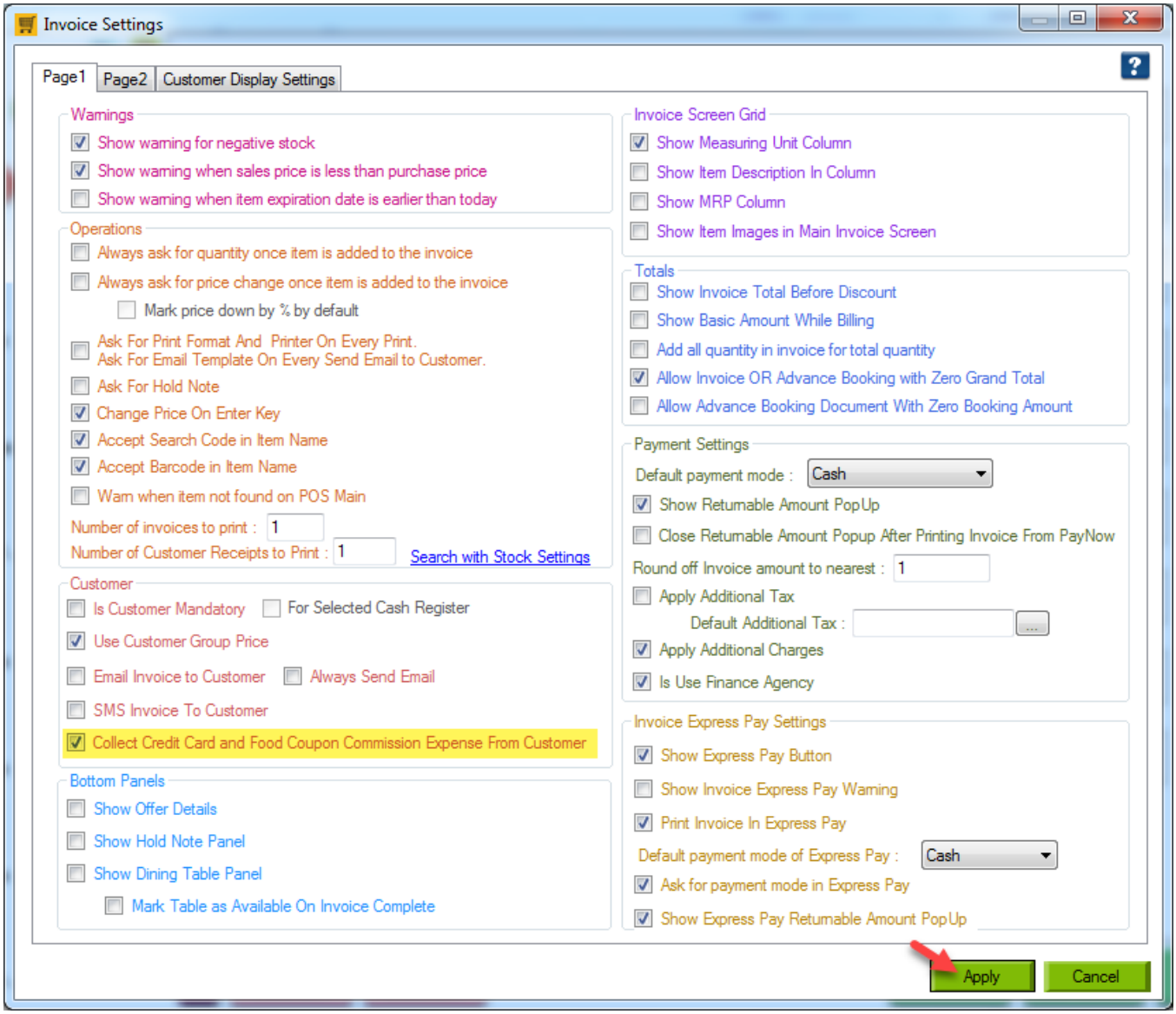


4. From **General Settings** screen, **check** the checkbox "**Use Multiple Types of Card**". Click on **Apply**.



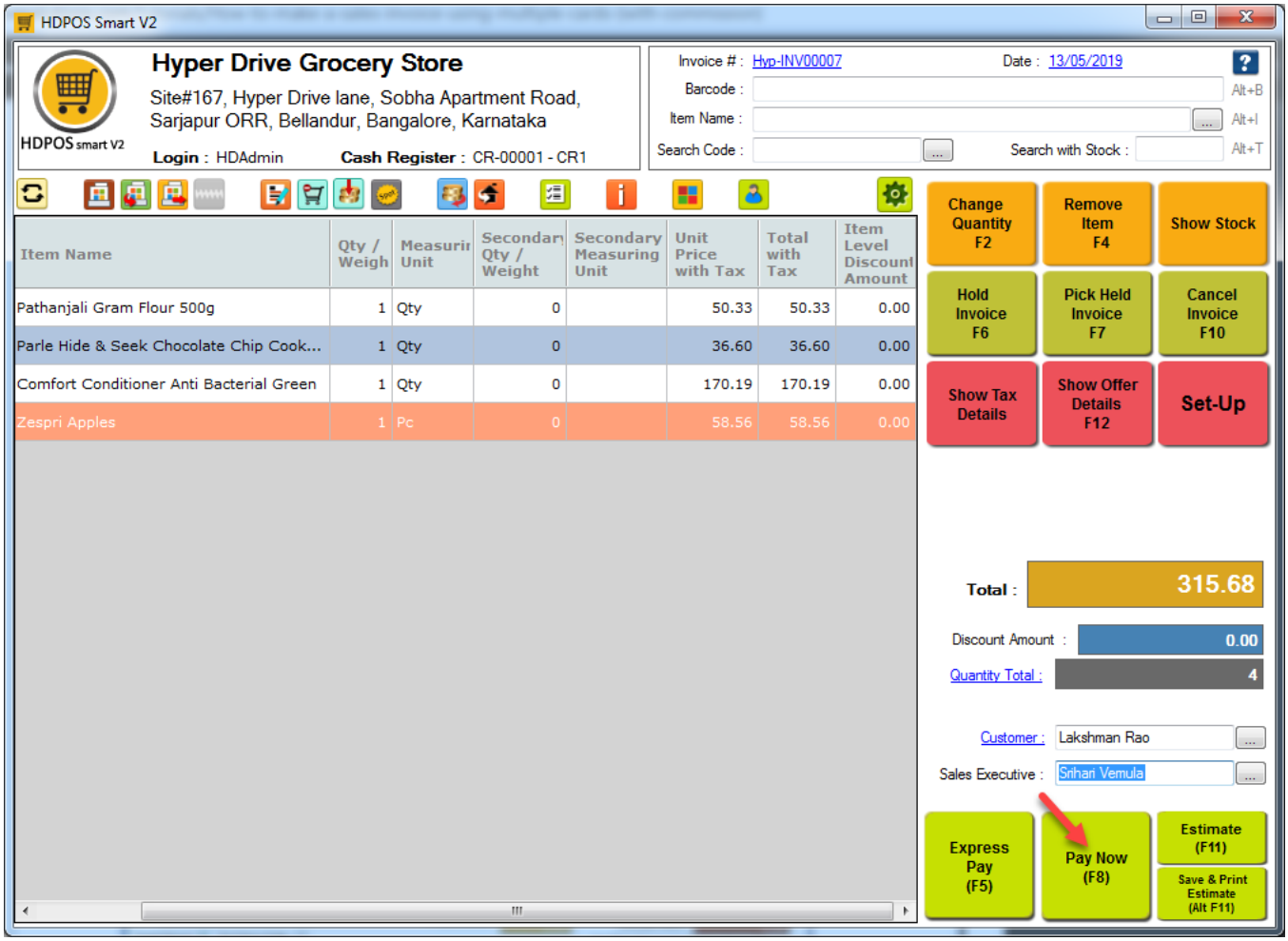
From **Invoice Settings** screen, **check** the checkbox "**Collect Credit Card and Food Coupon Commission Expense from Customer**". Click on Apply.


Settings
1
2
3
4
5
Settings
Estimates
Deliveries
Data Move...
Make Plans
Customer It...
Customer R...
SMS
Databases
Access Req...
Schedules
Tax Structu...
Companies
CR Sessions
Balance Sh...
Wish Lists
Invoice
Printer
Currency
Technical
General
Date Settings
Backup
Email
Weighing Scale
Code Format
FA Fields
Item Fields
Customer Fields
Supplier Fields
Customer Item Fields
Rearrange
Cloud Settings
Pole Display
User Interface
Online Shop
FA Setting
Category Tree
SMS Settings
Appointment Fields
Additional Licenses
Employee Fields
Time Token
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us

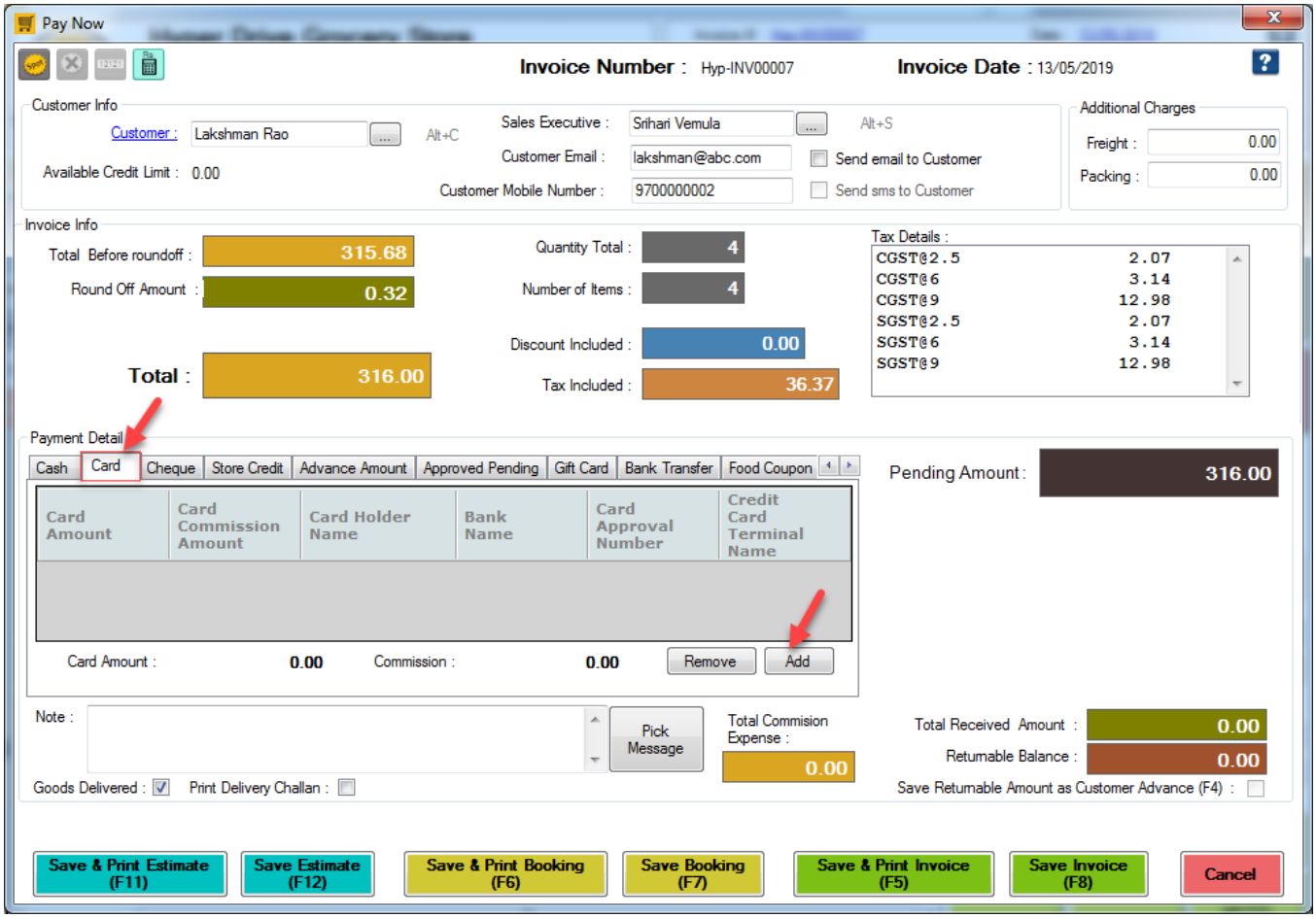


5. Go back to main screen. Make a sales invoice by adding items to invoice grid.

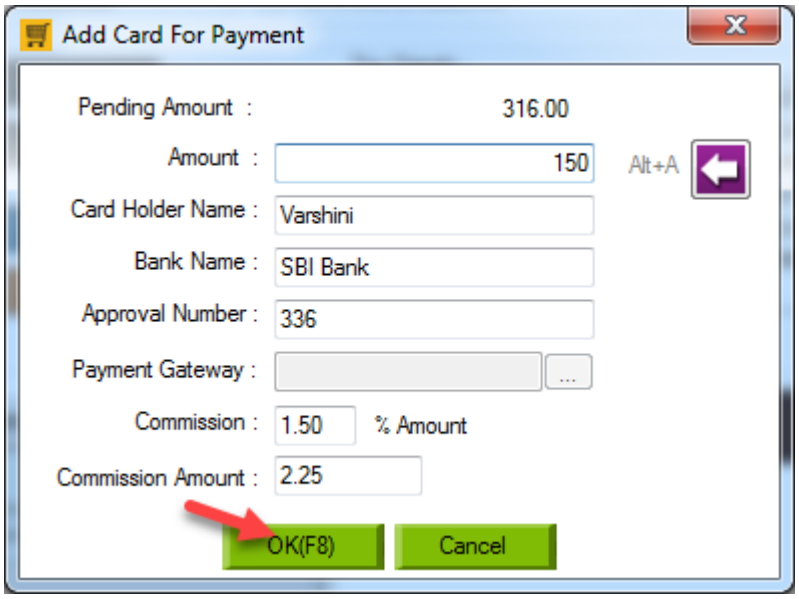
6. Click on **Pay Now** button.



7. You will see the **Pay Now** screen with all details of payable amount. Under the **Payment Details** section, click on the **Card** tab. Click on **Add** button.



8. You will see **Add Card for Payment** screen as given below.



a. **Pending Amount**: Here the total amount of the invoice is shown to you.

b. **Amount**: Enter the amount which you want to pay by the card.

c. **Card Holder Name**: Enter the card holder name.

d. **Bank Name**: Enter the bank name to which the card belongs to.

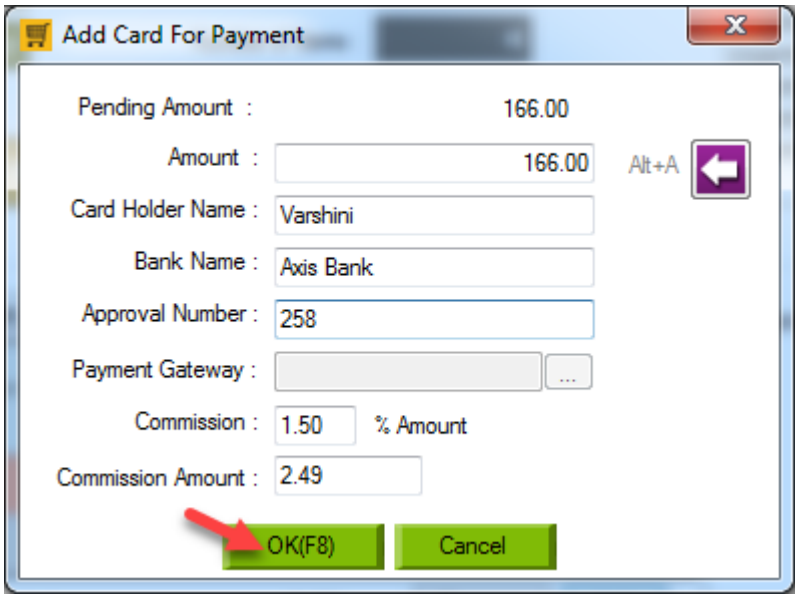
e. **Approval Number**: Enter the approval number once the card is swiped. This is **mandatory**.

f. **Commission**: Enter the commission percentage, if it is applicable on the card payment.

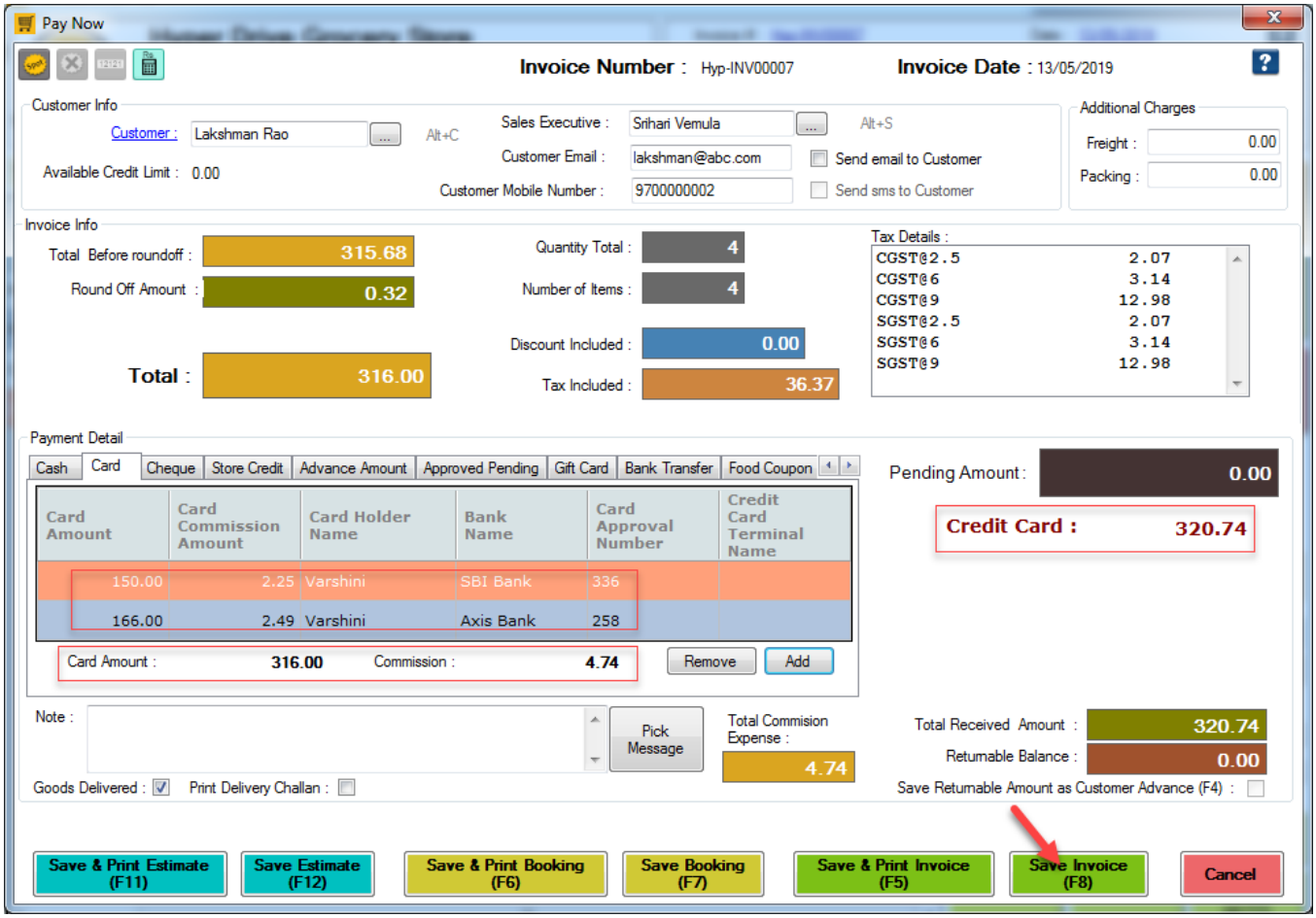
g. **Commission Amount**: Here the commission amount will be displayed.

h. Click on **OK**.

9. Repeat the **Step 8** to add another card and its amount details.



10. You can see the **Pay Now** screen as shown below with **Card Amount** and **Commission Amount** in that invoice. Click on **Save**.



Note: As you are taking commission from customer, the Commission Amount is shown separately from the invoice amount. The Total credit card amount is the sum of invoice amount and commission.