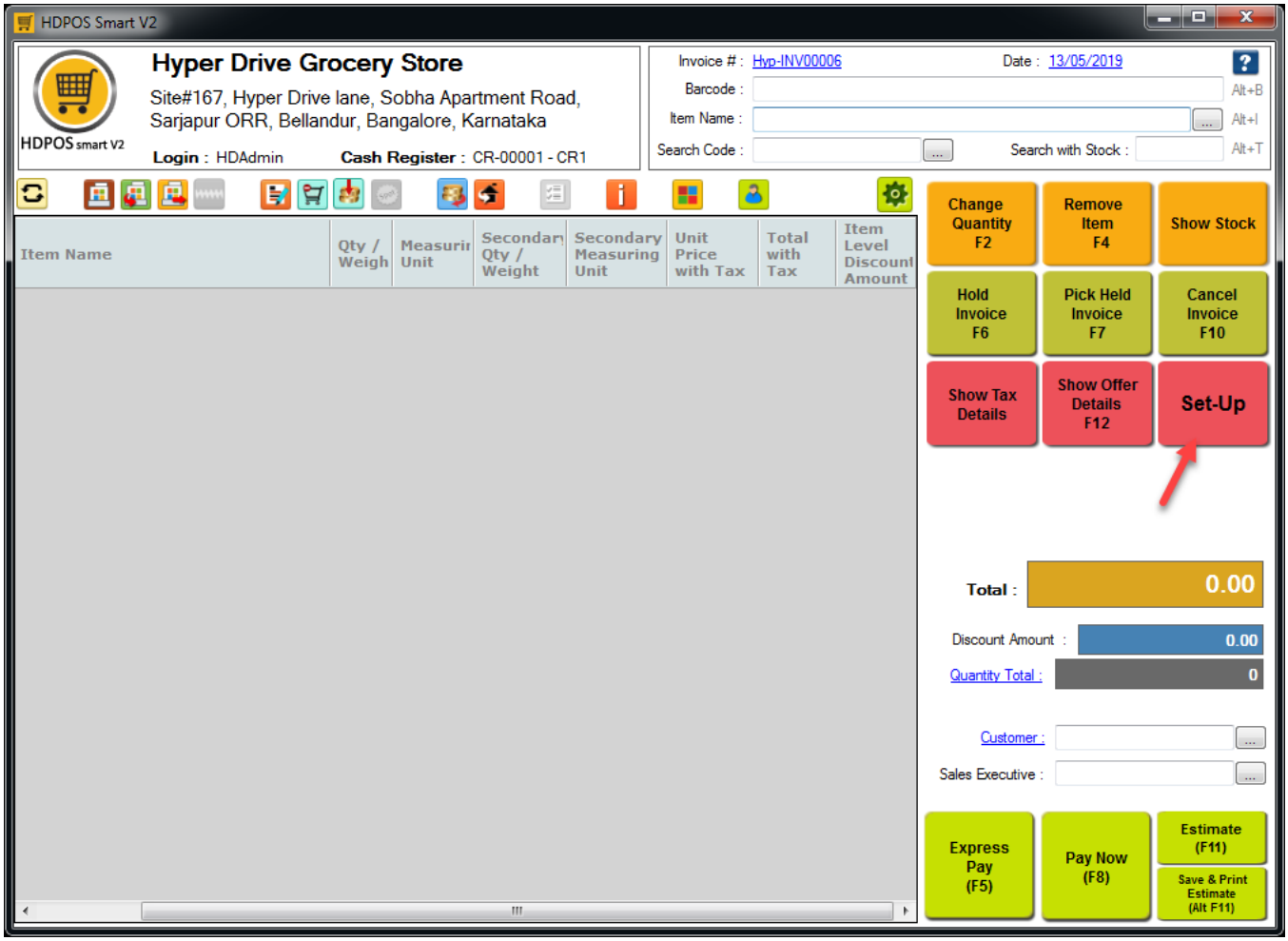
How to make a sales invoice using multiple credit cards (without collecting commission from customer)

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 without taking commission from customer, follow the steps below.

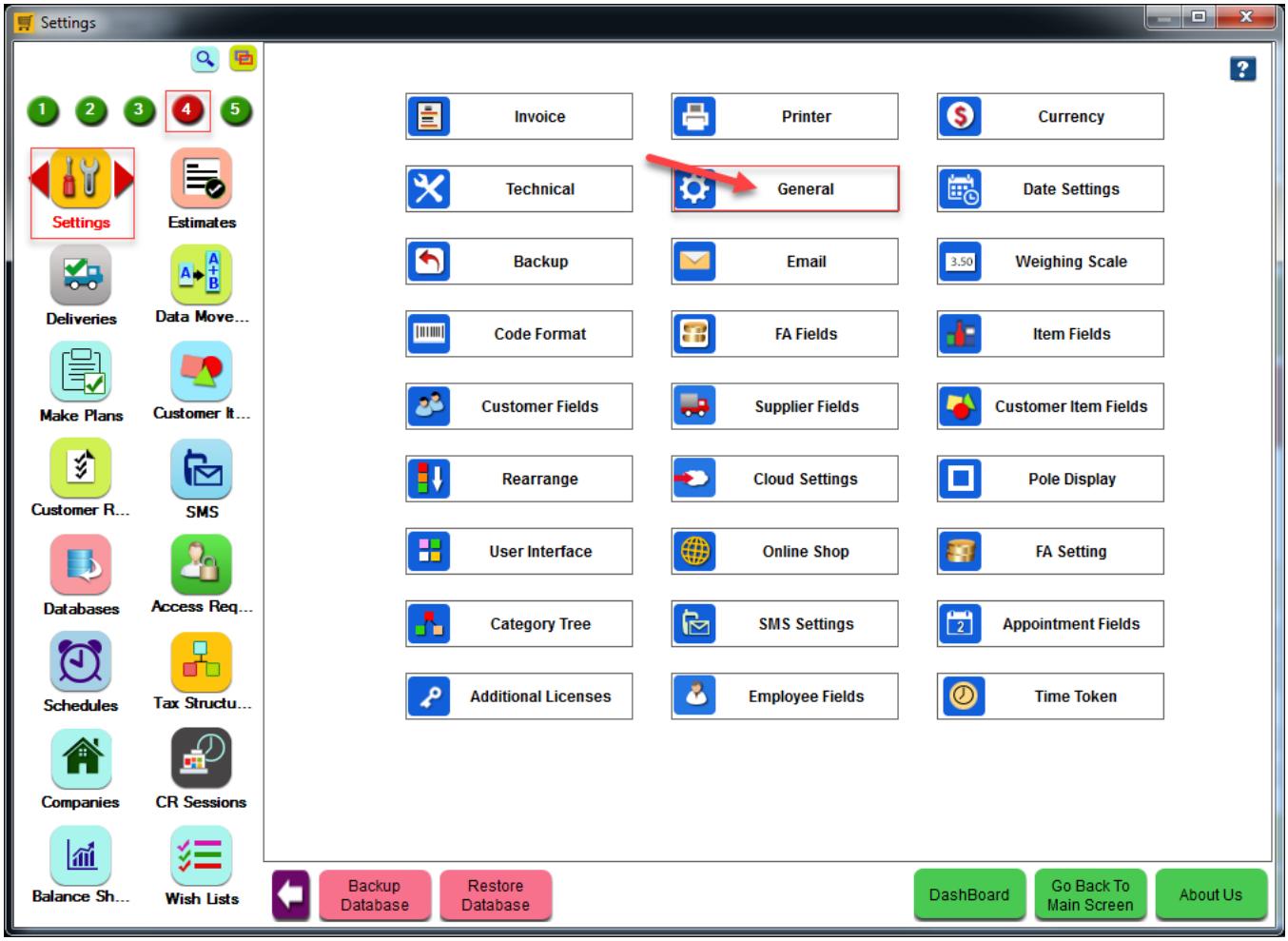
1. Run **HDPOS smart**. Click on the **Set-Up** button on main screen.



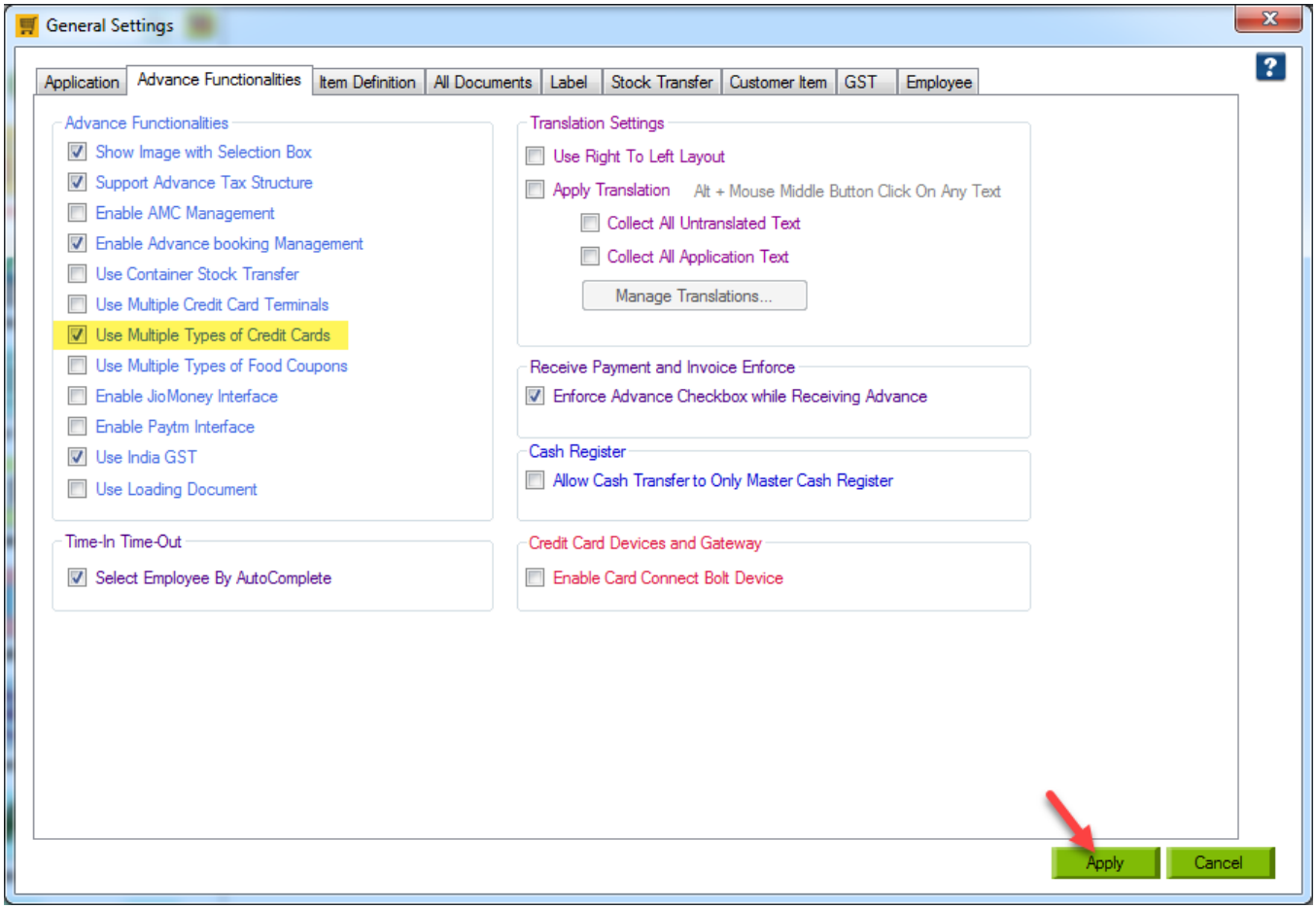
2. From Set-Up screen, go to 4th page, click on **Settings**.



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

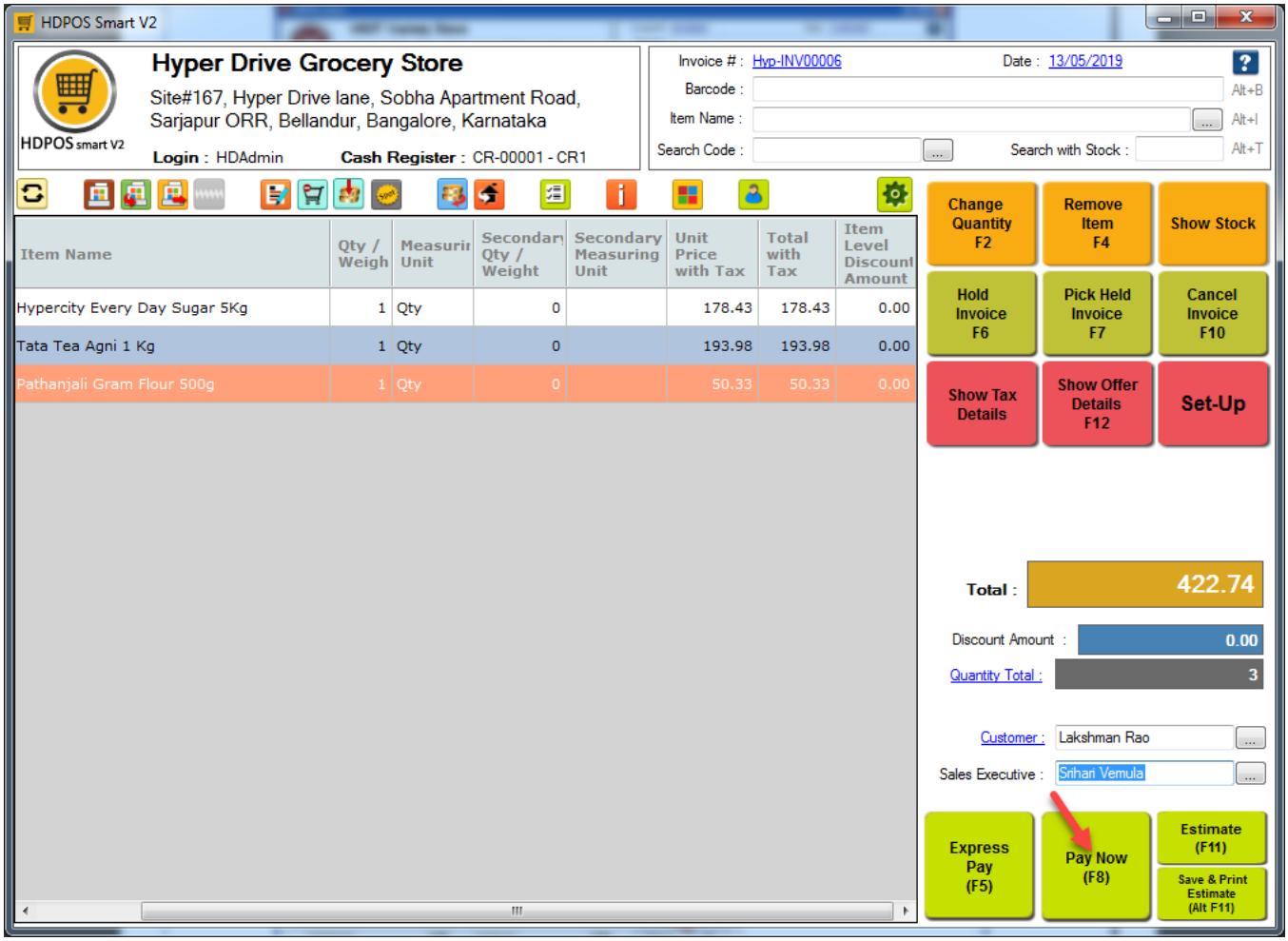


4. From **General Settings** screen, **check** the checkbox "**Use Multiple Types of Card**". Click on **Apply**.

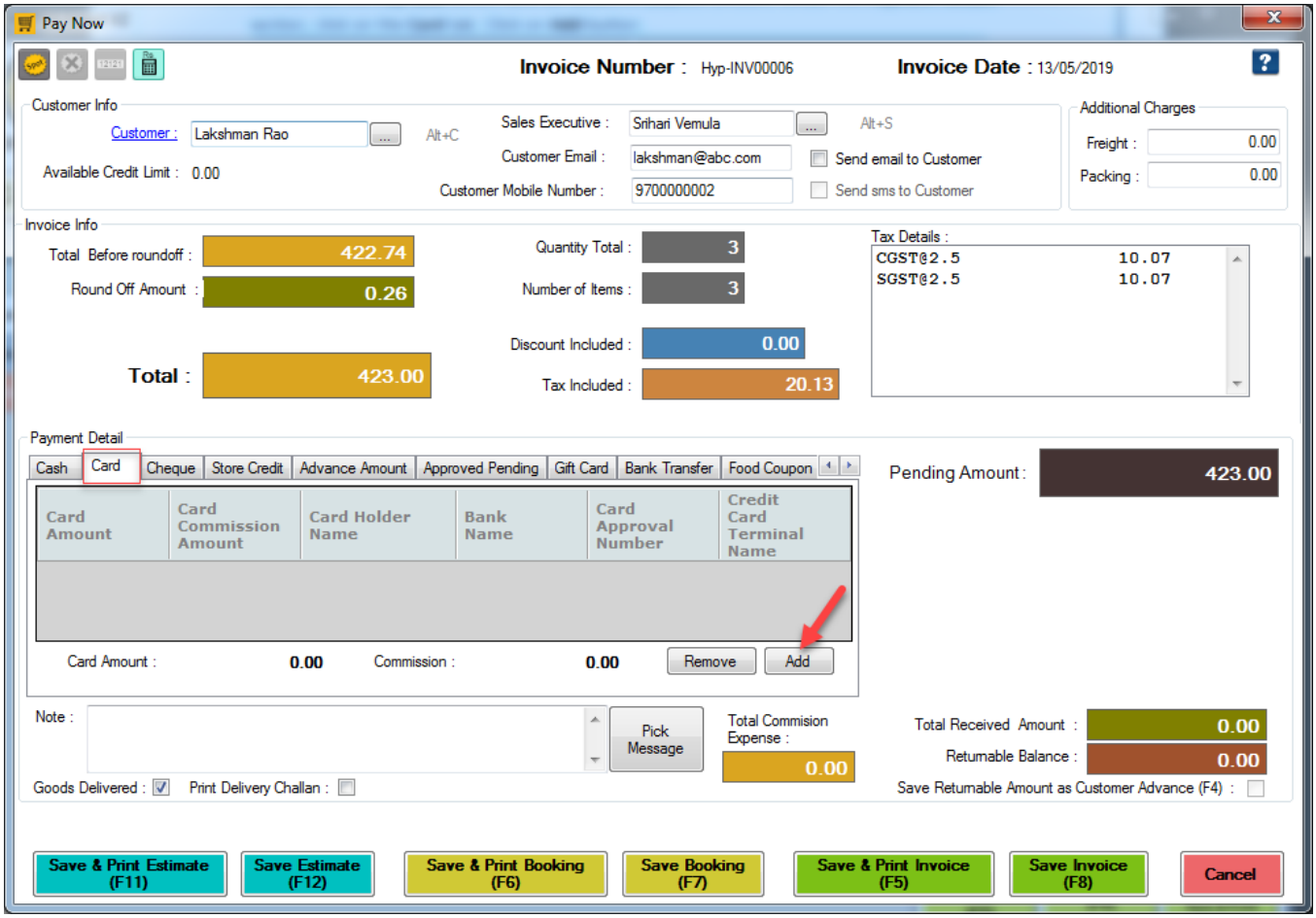


5. Go back to main screen. Make a sales invoice by adding items to invoice grid.

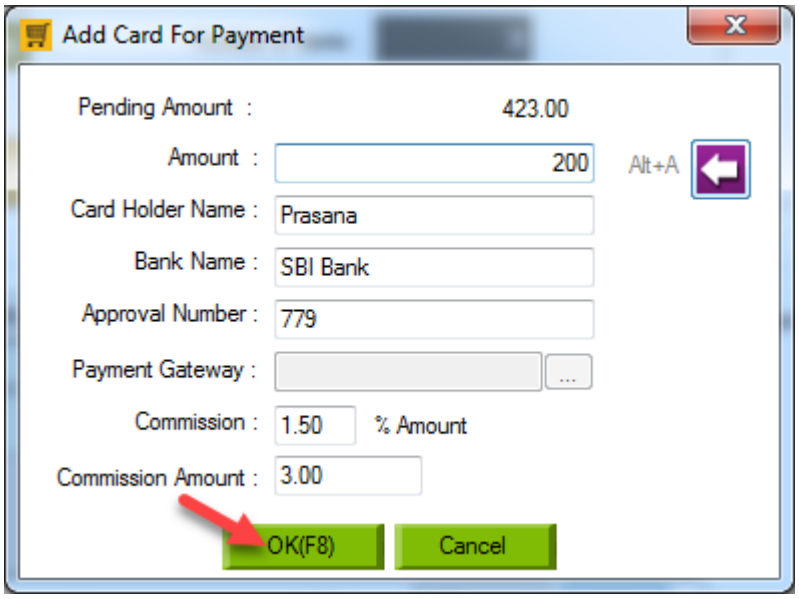
6. Click on **Pay Now** button.



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.

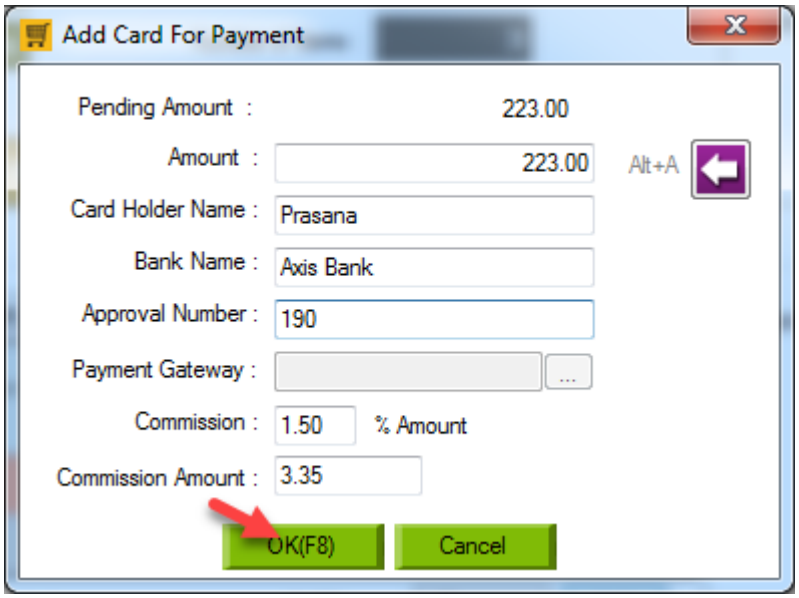
e. **Approval Number**: Enter the approval number once the card is swiped. This is **mandatory**.

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

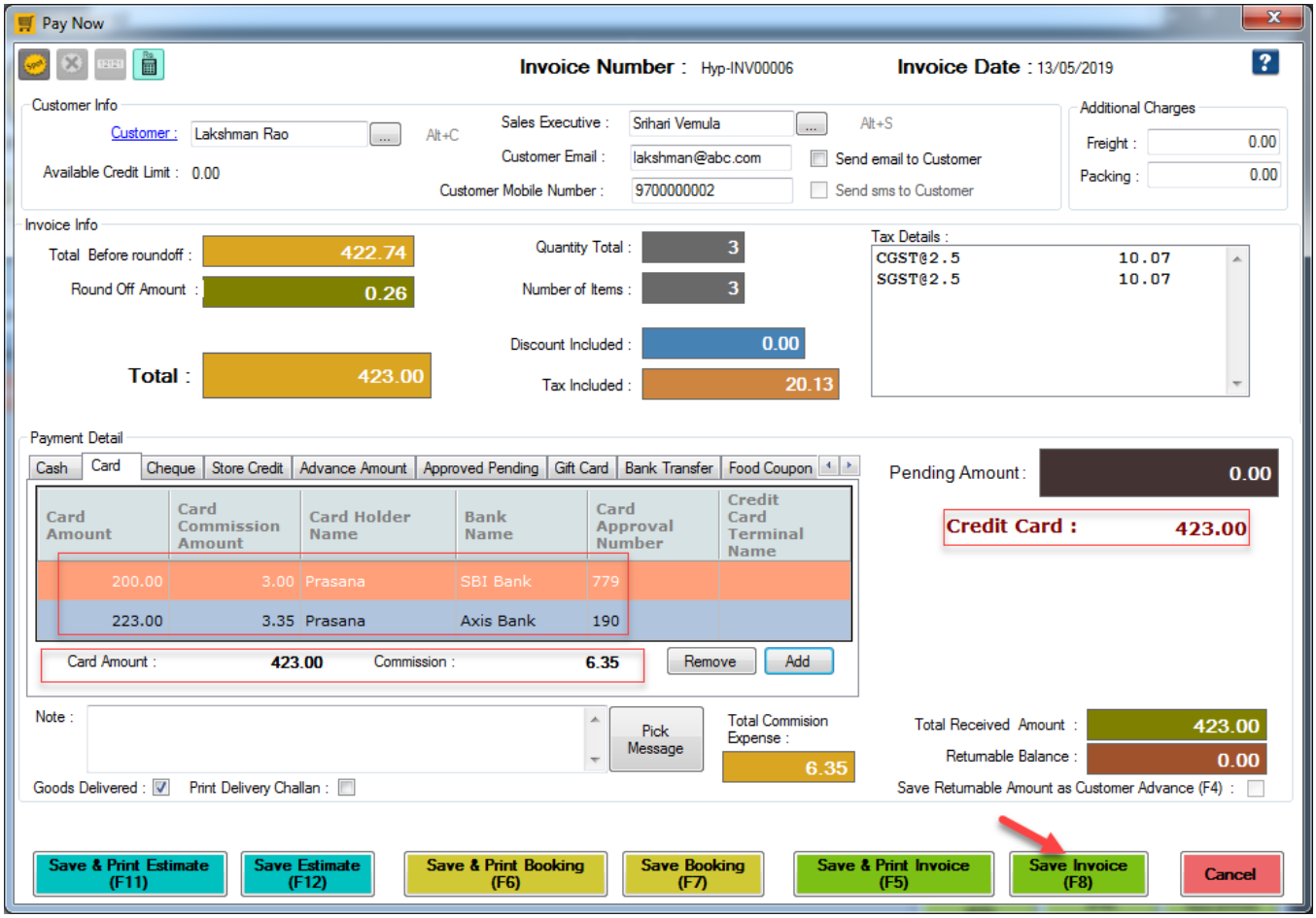
g. **Commission Amount**: Here the commission amount will be displayed.

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 **Amount Received** and **Commission Amount** included in that invoice. Click on **Save**.



Note: As you are not taking commission from customer, the Commission Amount was included in the invoice amount.