

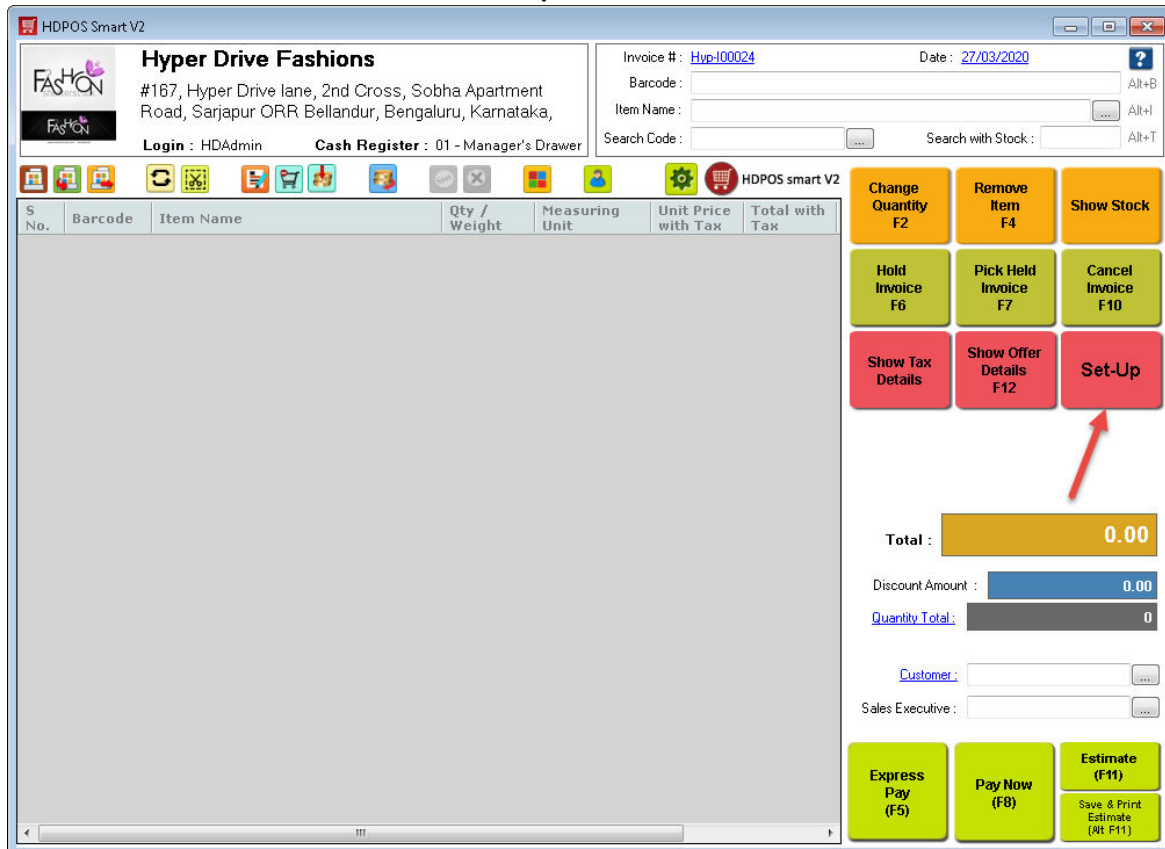
How to use Gift Cards with Expiry Date in HDPOS smart?



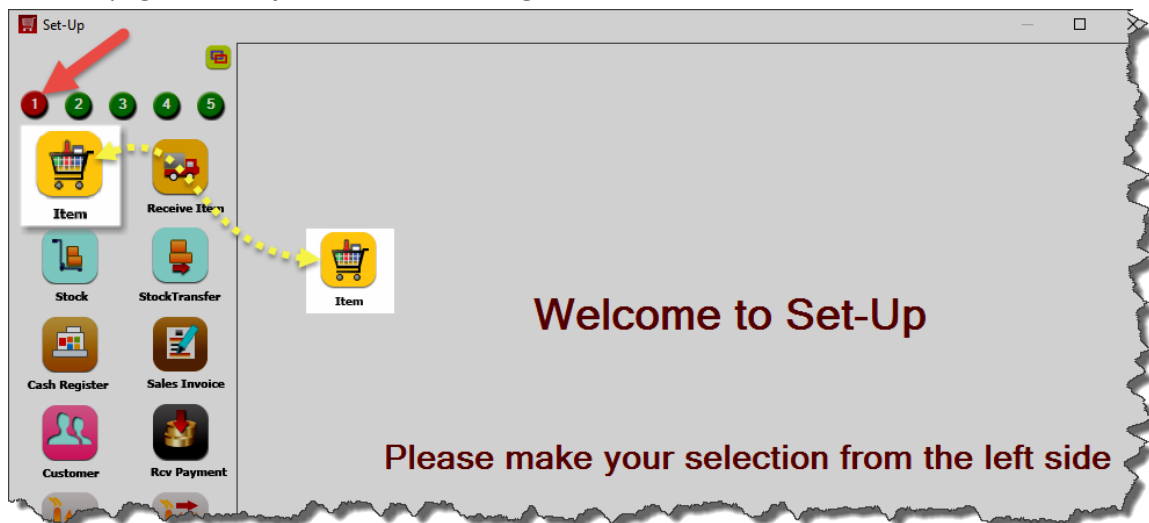
HDPOS smartV2 Tutorials

To set an expiry date for gift card in HDPOS smart, please follow the below steps:

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

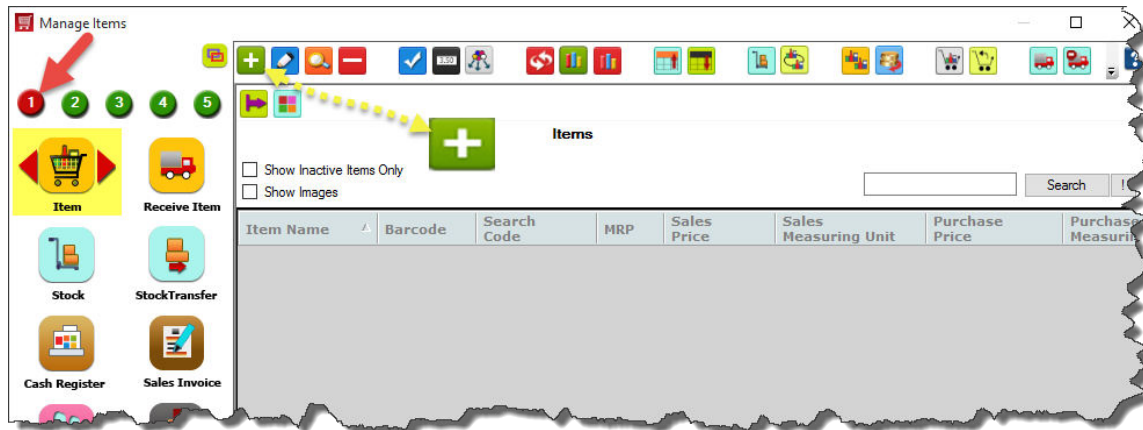


3. From 1st page of **Set-Up** click on **Item manager**.





4. In **Manage Items** window, click on **Add Item** tool strip button.



5. You will get the screen of **Add New Item**.

- Enter **Item name** and select the **Category** as required.
- Check **Is Gift Card** checkbox and enter the **Gift Card Value**.
- Check the **Has Expiry** checkbox.
- In **Expiry Days** box, enter the number of days in which the gift card will be expired.
- Enter the Sales Price and MRP of **Gift Card**.
- Click on **Create**.

Add New Item

Barcode: T00107 Define my own

Name: Gift Card - 500 Item Name Template

Item Unique Name: Gift Card - 500

Item Group Name: Gift Card - 500 Group Name Template

Name In Regional Language: Search Code: gc500

Category: Gift Card

Item Attributes

☒ Is Active ☐ Not For Sale ☐ Is Service Item ☐ Is Purchased ☒ Need To Print Barcode Sticker

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

☒ Is Gift Card Gift Card Value: 500.00 ☒ Has Expiry Expiry Days: 60

☐ Has Label

☐ 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

Packaging

Purchase Measuring Unit: Qty Sales Measuring Unit: Qty

1 Purchase unit is equal to: 1 Sales Units.

Pricing

Last Purchase Unit Price: 0.00

Sales Price Before Tax: 500.00

Sales Price (My MRP): 500.00 Add Item Price

MRP (Printed MRP): 500.00

Keywords: Giftcard **Display Index:**

Item Description:

Surprise your loved ones this festive season by gifting them our giftcards. This can be used to purchase any items at our stores. Can be used on online purchases also.

User Field List

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



6. Once the gift card is created, it can be sold from the main invoice screen.

i. Select the gift card in the main invoice screen and click on **Pay Now**.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00127	Gift Card - 500	1	Qty	500.00	500.00

Total : 500.00

Discount Amount : 0.00
Quantity Total : 1
Customer :
Sales Executive :
Express Pay (F5) **Pay Now (F8)** Estimate (F11)
Save & Print Estimate (Alt F11)

ii. Enter the payment details and click on **Save Invoice / Save & Print Invoice**.

Pay Now

Invoice Number : HDH00003

Customer Info: Customer: Ganesh Swamy, Sales Executive: Sunil Kumar, Customer Email: ganeshswamy@hdt.com, Customer Mobile Number: 9663167930

Invoice Info: Total Before roundoff: 500.00, Roundoff Amount: 0.00, Total: 500.00, Quantity Total: 1, Number of Items: 1, Discount Included: 0.00, Tax Included: 0.00

Payment Detail: Cash, Card, Cheque, Store Credit, Advance Amount, Approved Pending, Gift Card, Bank Transfer, Food Coupon. Pending Amount: 0.00. Cash: 500.00. Amount Received: 500.00. Note: Total Commission Expense: 0.00. Total Received Amount: 500.00. 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



- iii. Click on **Get Code** to generate a code in the **Gift Card Number** window, and click on **OK**.

Item Name	Gift Card Number	Generate Code	Gift Card Value	Gift Card Price
Gift Card - 500	UWY3YL1PJA	Get Code	500	500.00

Print Gift Card : ☐ **OK(F8)** Cancel

7. You can now use the gift card to make payments against invoices till the gift card is expired.

Pay Now

Invoice Number : HDI-000003

Customer Info
Customer: Ganesh Swamy Alt+C Sales Executive: Sunil Kumar Alt+S
Available Credit Limit : 0.00 Customer Email : ganeshswamy@hdt.com Send email to Customer
Customer Mobile Number : 9663167930 Send sms to Customer

Invoice Info
Total Before roundoff : 500.00 Quantity Total : 1
Roundoff Amount : 0.00 Number of Items : 1
Discount Included : 0.00
Total : 500.00

Payment Detail
Cash Card Cheque Store Credit Advance Amount
Gift Card Number
Amount Received : 0.00 Remove Add

Note : Pick Message

Goods Delivered : ☒ Print Delivery Challan : ☐

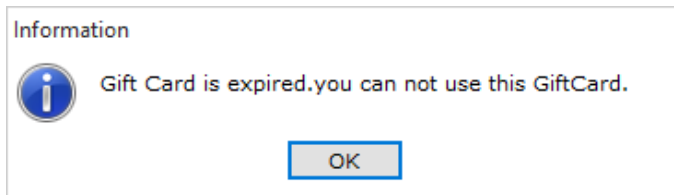
Total Commission Expense : 0.00
Total Received Amount : 0.00
Returnable Balance : 0.00
Save Returnable Amount as Customer Advance (F4) : ☐

Buttons: Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), Save & Print Invoice (F5), Save Invoice (F8), Cancel

Add Gift Card For Payment
Gift Card Number : UWY3YL1PJA Refresh
Gift Card Amount : 500.00
Amount To Be Used : 500.00 Ctrl+P
OK(F8) Cancel



- Once the gift card expires, the following message is displayed when you try to use it for any sales invoice or any other transactions.



- To check the expiry date and other details of the gift card, go to **Gift Card** in the 3rd page of Set-Up.

