



How can I add Supplier Invoice Number and date after I have made my Received Item Entry?

Edit feature in Received item Entry allows you to edit a Received Item Entry and enter Supplier Invoice Number and Date.

Here is how you would do that.

1. Run HDPOSsmart
2. From the **Main screen** select **Setup**



3. From the **1st page of Setup** select **Receive Item**



4. Select the Received item Entry to which you want to add **Supplier Invoice Number** and **Date** and click on **Edit** option from the toolbar.





5. In the **Edit Received Item Entry** screen that opens, enter the **Supplier Invoice Number** and **Supplier Invoice Date** which are editable fields and click on **Save**.

Received Item Entry Number : HDI-R00003 Date : 28/04/2014

Barcode : Received Items On Date : 28/04/2014

By Template Item Name :

Search Code : Receive Items with existing Purchase Order

Supplier Invoice Number : SUP122545555 **Supplier** : Supplier 1

Supplier Invoice Date : 28/04/2014 **Payment Terms** : 0 days

Godown : HDIT Varley Store

S No.	Barcode	Item Name	Received Paid Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent	Invoice Level Discount Percent	Tax Name
1	S490243...	ARIEL COLOR & STYLE	15	Qty	82.00	0.00	0.00	
2	1025000	ANANDAM 500ML OIL	20	Qty	40.00	0.00	0.00	
3	102563000	ANANDAM OIL 1LTR	20	Qty	82.00	0.00	0.00	
4	S400941...	ARO OLIVE OIL 1LTR	20	Qty	375.00	0.00	0.00	
5	S890126...	AMUL CHEESE 500G(20 CUBES)	10	Qty	185.00	0.00	0.00	
6	S890126...	AMUL CHEESE SLICES 200G	10	Qty	90.00	0.00	0.00	

Total Received Quantity : 95.00 Receiving Employee :

Discount On Total Before Tax : Discount Flat 0.00 Discount Percent 0.00

Invoice Discount Amount : 0.00 Current Advance With Supplier : 0.00 Additional Charges : 0.00 Apply For Effective Price

SubTotal Before Tax : 13,920.00 Total Tax Amount : 0.00 SubTotal : 13,920.00 Round Off Adjustment Amount : 0.00 Total Amount : 13,920.00 Use Supplier Advance Amount : 0.00 Pay In Cash End Total : 13,920.00

Note: If **Received Item Entry** is **paid in Cash** you will be able to edit other fields as well. However if **Received Item Entry** is **not paid in cash** you will only be able to change the **Supplier Invoice Number** and **Date**.