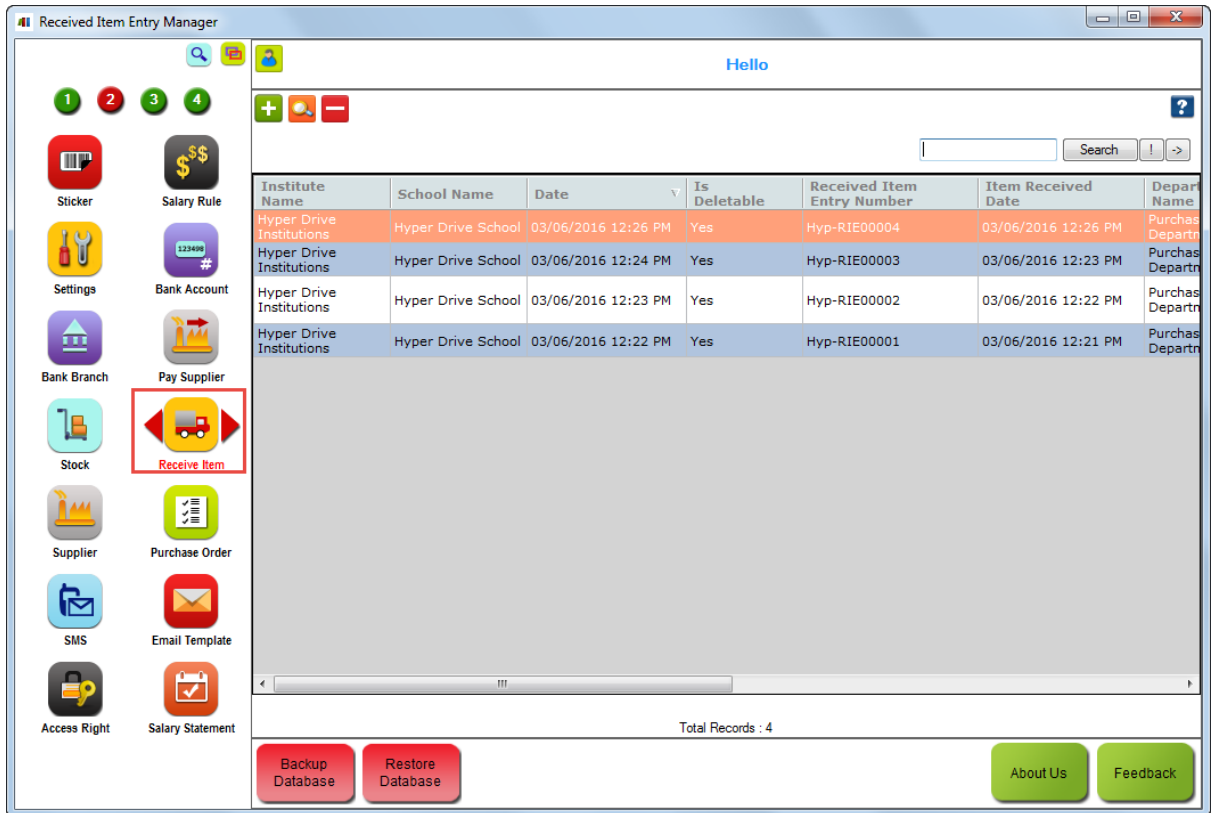


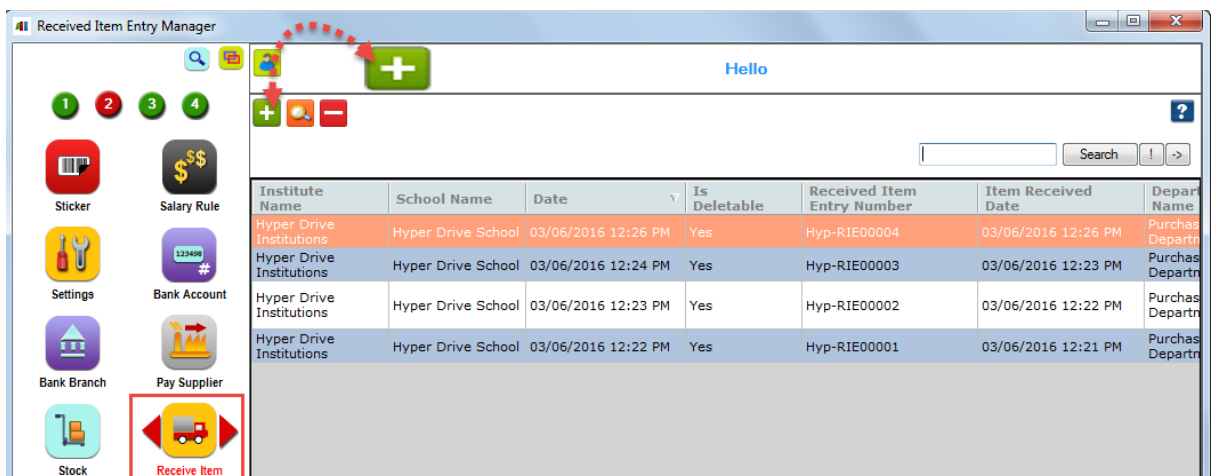
# How to create received item entry in HDSchool?

To create a new received item entry in HDSchool, you need to follow the steps as mentioned below.

1. Run HDSchool.
2. From 1<sup>st</sup> page of HDSchool, select **Receive Item**.



3. Click on **Add Received Item** button in **Received Item Entry Manager**.





4. **New Received Item Entry** window that got opened enter the required details.
  - A. **Select School:** Select the school where you want to save the received item entry document.
  - B. **Department:** Select the department to place the received item stock.
  - C. **Supplier:** Select the supplier from who you have received the stock.
  - D. **Pay In Cash:** Check this check box if you are paying in cash.
  - E. **Item Name:** Select the items you have received.

**School :** Hyper Drive School

**Department :** Purchase Department

**Barcode :**

**Item Name :**

**Search Code :**

**Supplier :** Agarwal Book House

Received Item Entry No : [Hyp-RIE00005](#) Date : 08/11/2016

Received Items On Date : 08/11/2016

Receive Items with existing Purchase Order

PO Number : Add All Item

Supplier Invoice Number :

S No.	Barcode	Item Name	Received Quantity	Item Unit Price	Measuring Unit	Total	Search Code
1	I00008	Bag	10.00	700.00	Qty	7,000.00	
2	I00013	Dictionary	10.00	450.00	Qty	4,500.00	
3	I00003	Eraser	10.00	10.00	Qty	100.00	
4	I00012	Graph paper	20.00	77.00	Qty	1,540.00	

Total Amount : 13,140.00

Use Supplier Advance Amount : 0.00

Remaining Pending Amount : 13,140.00

Current Advance With Supplier : 0.00

Pay In Cash

Remove Item (F4) Change Quantity (F2) Show Purchase Price History (F6) Add Document Save & Print (F5) Save (F8) Cancel

5. Click on **Save**.

