



HDPOS lite

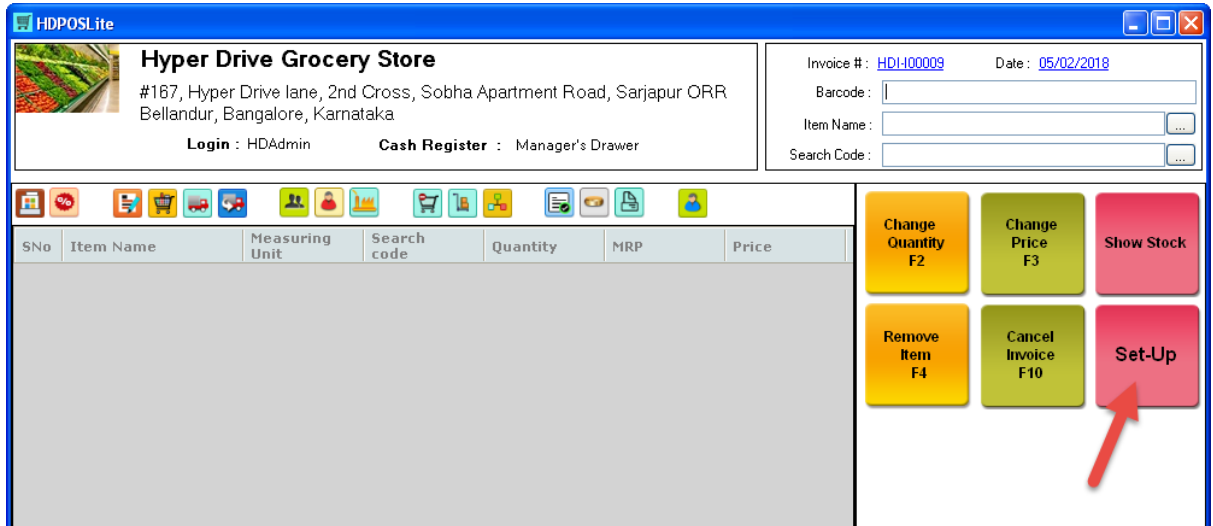
HDPOS Lite Tutorials

How to add a GRN Return Entry in HDPOS lite?

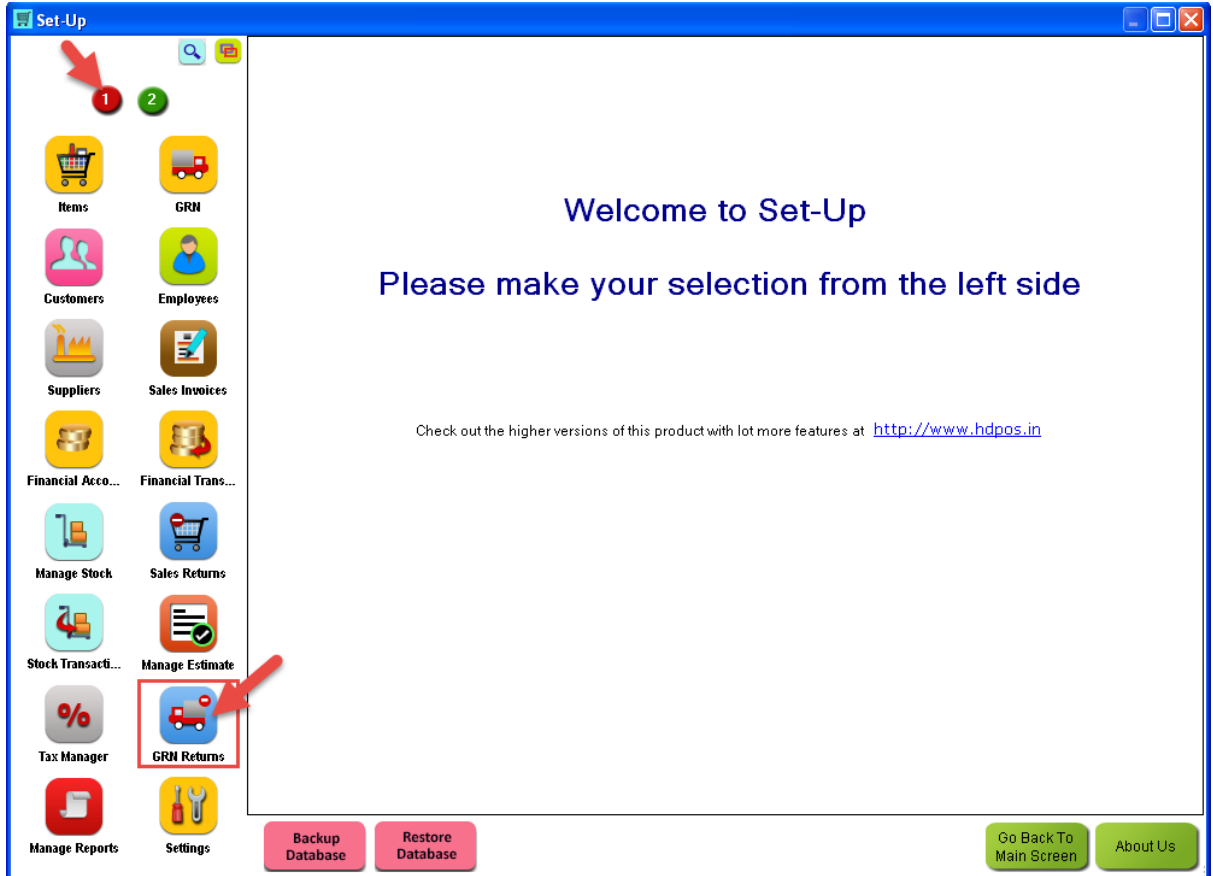
Sometimes in business, you may want your goods to be returned to supplier if they have defects. To manage this in HDPOS lite, you will have to make GRN Return entry.

To make a GRN Return in HDPOS lite, follow the steps below:


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

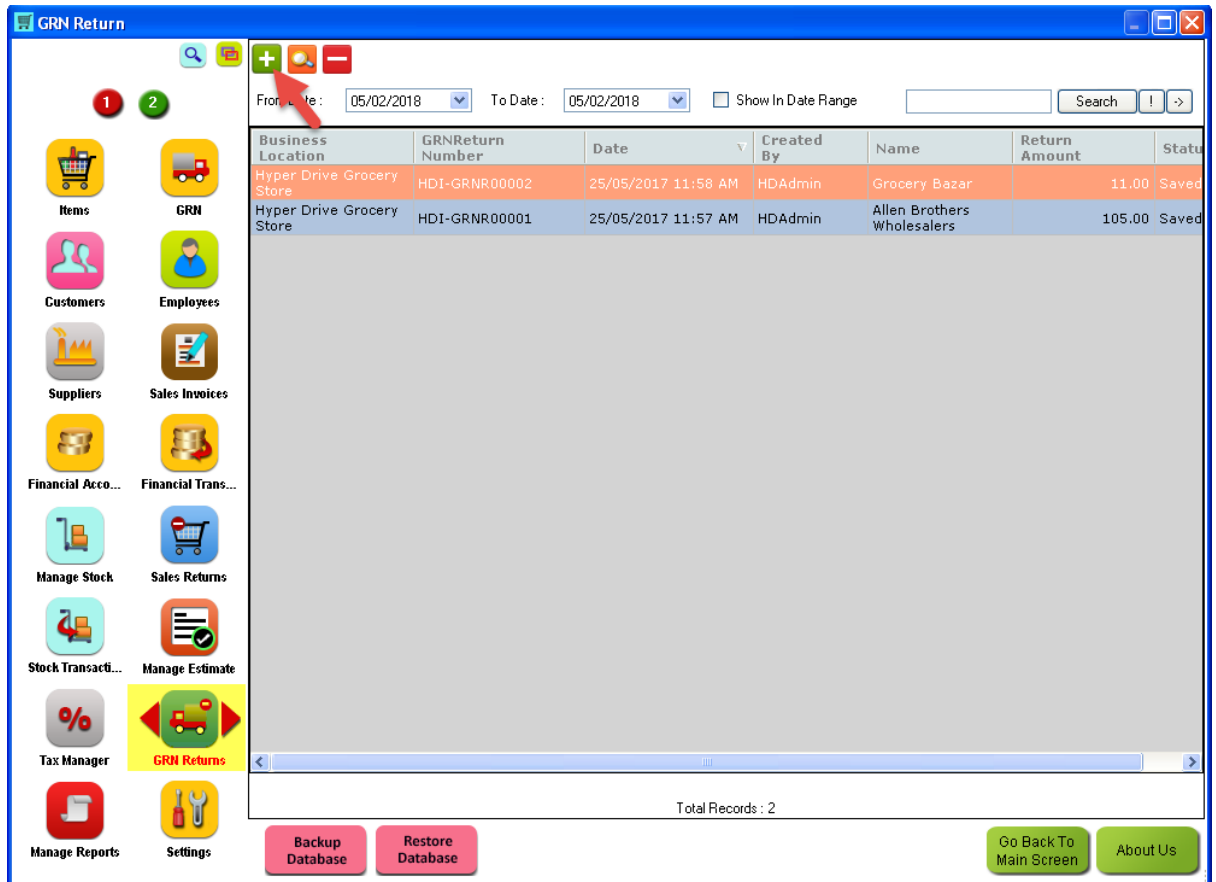


2. From the 1st page of **Set-Up**, click on **GRN Returns**.



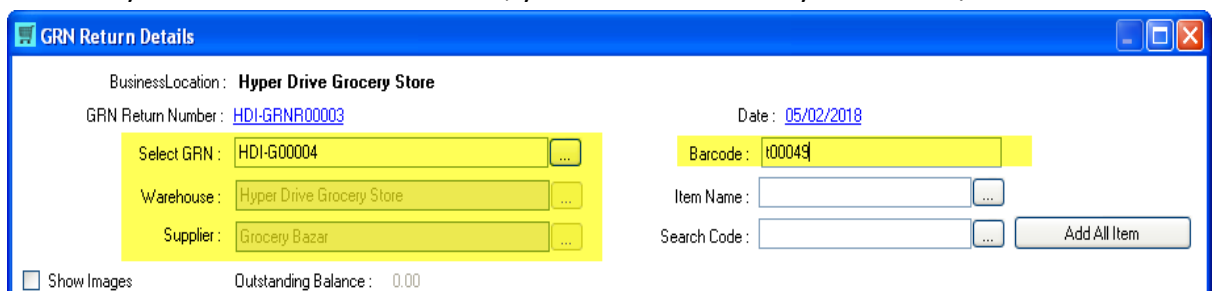


3. From **GRN Return** window, click on **Create GRN Return** .



4. In the **GRN Return Details** Window, Select the GRN which you want to return.

- Click on **Add All Item** button if you want to completely return the items of GRN.
- If you want to return few items, you can also search by item name/barcode.





5. The selected items will be listed in the grid.

SNo	Barcode	Item Name	Return Qty/Weight	Available Stock	Maximum Return Qty/Weigh	Measuring Unit	Sub Total Before Tax
1	T00009	Corn Flakes	1	5	5	Qty	100
2	T00049	Besan 1 Kg	1	9	5	Qty	100

6. You can also change the quantity of an item, select that item and click on **Change Quantity**.

7. Change Quantity window will be displayed, mention the quantity and click on **Change**.

Barcode : T00009
Name : Corn Flakes
Quantity : [] Qty
Change (F8) Cancel



8. Click on **Save/Save & Print**.

GRN Return Details

BusinessLocation : **Hyper Drive Grocery Store**
GRN Return Number : **HDI-GRNR00003** Date : **05/02/2018**
Select GRN : **HDI-G00004** Barcode : **T00049**
Warehouse : **Hyper Drive Grocery Store** Item Name :
Supplier : **Grocery Bazar** Search Code : **Add All Item**
 Show Images Outstanding Balance : 0.00

SNo	Barcode	Item Name	Return Qty/Weight	Available Stock	Maximum Return Qty/Weigh	Measuring Unit	Sub Total Before Tax
1	T00009	Corn Flakes	2	5	5	Qty	20
2	T00049	Besan 1 Kg	1	9	5	Qty	100

Notes:

Total Tax Amount : 15.00
Sub Total : 315.00
Total Amount : 315.00

Save & Print (F5) **Save (F8)** **Cancel**

9. You can see the GRN Return entry is added to **GRN Return** window.

GRN Return

From Date : 05/02/2018 To Date : 05/02/2018 Show In Date Range Search ! >

Business Location	GRNReturn Number	Date	Created By	Name	Return Amount	Status
Hyper Drive Grocery Store	HDI-GRNR00003	05/02/2018 10:49 AM	HDAdmin	Grocery Bazar	315.00	Saved
Hyper Drive Grocery Store	HDI-GRNR00002	25/05/2017 11:58 AM	HDAdmin	Grocery Bazar	11.00	Saved
Hyper Drive Grocery Store	HDI-GRNR00001	25/05/2017 11:57 AM	HDAdmin	Allen Brothers Wholesalers	105.00	Saved

Navigation icons: Items, GRN, Customers, Employees, Suppliers, Sales Invoices, Financial Acco..., Financial Trans...

