

# How to add a purchase return entry?



HDPOS smart Tutorials

Goods may be returned to supplier if they have defects. To make a purchase return in **HDPOS smart**, follow the steps below.

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

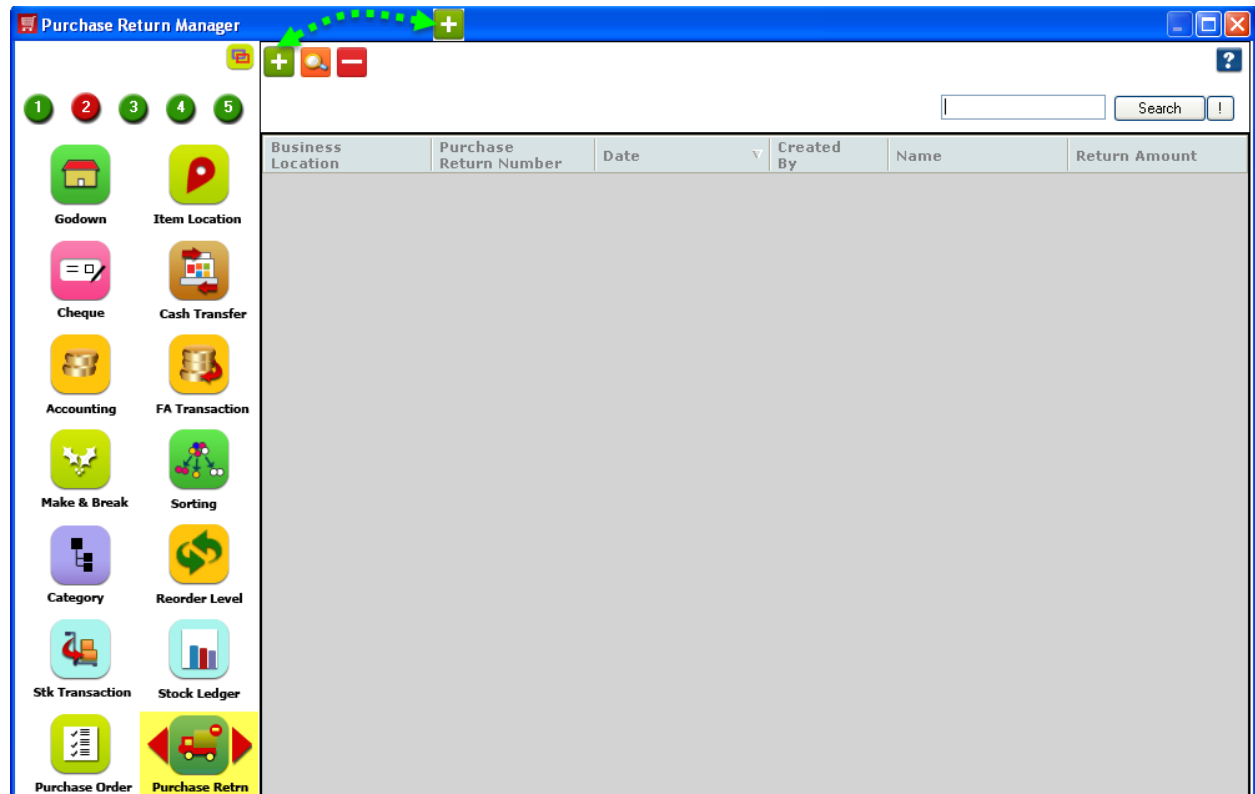


2. From 2<sup>nd</sup> page of Set-Up click on **Purchase Return**.





3. From **Purchase Return Manager** screen click on **Create Purchase Returns Details** button.



4. You will see the **Purchase Return Details** screen as shown below.
- Select Business Location:** Select the Business Location from which you want to create a Purchase Return. By default the business location in which you are logged in will be shown here.
  - Purchase Return Number:** Purchase return entry number will be shown here.
  - Date:** Current date will be displayed here.  
**Note:** You can change the purchase return number and Date by double clicking on these entries according to your requirements.
  - Select Received Item Entry:** Select the RIE Number for which you want to make a return.
    - After selecting the RIE, the **Godown** and **Supplier** details will be shown to you automatically.
    - You will also see **Outstanding Balance** of the Supplier.
    - Select the items that you want to return by scanning its **Barcode** or Slecting its name from **Item Name** field or by searching it with its **Search Code**.
    - You can click on Add **All Items** button to add all items if you want to return every item in the selected RIE.
    - Allow to return without RIE Number** checkbox: You can check this checkbox if you want to make a purchase return entry without RIE number.
  - Item(s) will be added to the grid with all its details.



- You can change the quantity of item to the quantity how many you want to return



by clicking on

- Click on **Save** button.

**Purchase Return Details**

Select Business Location : HDIT Variety Store

Purchase Return Number : HD-PR00001      Date : 24/07/2015

Select Received Item Entry : HD-R00002      Barcode :     

Godown : Warehouse      Item Name :     

Supplier : SK Jain Suppliers      Search Code :       Allow to return without RIE Number

Outstanding Balance : 14,19,804.50

SNo	Barcode	Item Name	Return Paid Qty/Weight	Return Free Qty/Weight	Available Stock	Maximum Return Paid Qty/Weight	Maximum Return Fr Qty/Weigh
1	T00011	Baby Pink Anarkali Suit	10	0	50	100	
2	T00013	Boys Party Wear Suit	50	0	100	100	
3	T00007	Donald Duck soft toy	5	0	7	56	
4	T00005	Dora Doll	25	0	75	75	
5	T00014	Elegant turquoise semi-stitched georget...	9	0	120	120	
6	T00018	Kooves Blazer	20	0	50	50	

Notes:

Number of Packages : 111.00  
 Invoice Level Discount : 0.00  
 Round Off Adjustment Amount : 0.00

Sub Total : 1,49,639.45  
 Adjustment Amount : 0.00  
 Total Amount : 1,49,639.45

- You can see the Purchase Return Entry created as shown below.

Business Location	Purchase Return Number	Date	Created By	Name	Return Amount
HDIT Variety Store	HD-PR00001	24/07/2015 10:32 AM	HDAdmin	SK Jain Suppliers	1,67,959.45