

## How to add an item in HDPOS Lite?



HDPOS lite  
HDPOSLite Tutorials

Adding the items to the POS is the first step towards using it. HDPOS Lite allows you to create items either through item creation from the item manager or through excel upload. You can define all the item attributes such as its name, barcode, sales price, purchase price etc. along with the opening stock of the item.

The steps to add an item in HDPOS Lite are as given below:

1. Run **HDPOS Lite**.
2. Click on **Set-Up** button.

HDPOSLite

**Hyper Drive Grocery Store**  
#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR  
Bellandur, Bangalore, Karnataka  
Login : HDAdmin    Cash Register : Manager's Drawer

Invoice # : HDI-H00008    Date : 29/05/2017  
Barcode :  
Item Name :  
Search Code :

SNo	Item Name	Measuring Unit	Search code	Quantity	MRP	Price
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Change Quantity F2    Change Price F3    Show Stock  
Remove Item F4    Cancel Invoice F10    **Set-Up**

Total : 0.00  
Quantity Total : 0  
Customer :  
Sales Executive :

Pay Now (F8)    Express Pay (F5)    Estimate (F11)  
Save & Print Estimate (Alt F11)

Check out the higher versions of this product with lot more features at <http://www.hdpos.in>

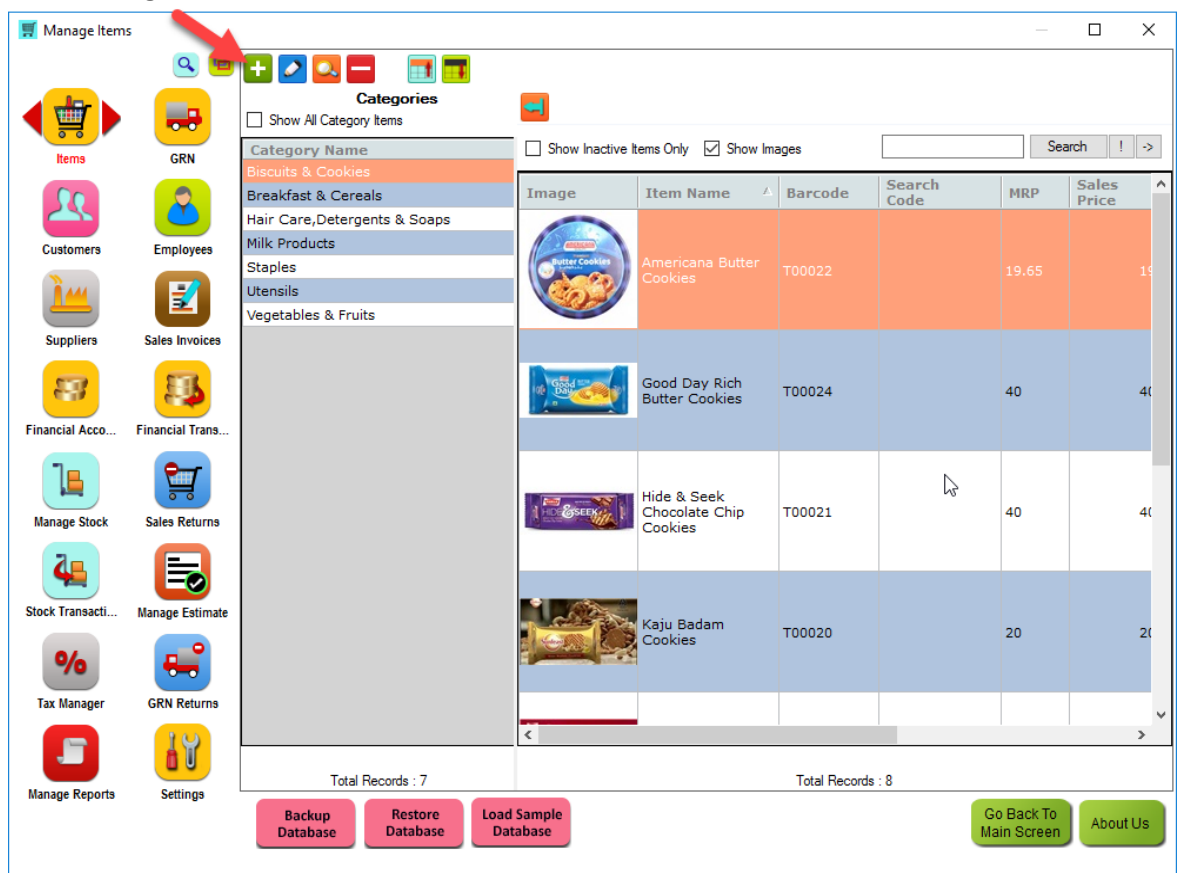




3. Click on **Items**.



4. From **Manage Items** screen, click on **Add Item** button.





5. Enter the **Item details** for creating the item.

The screenshot shows the 'Add New Item' window with the following details:

- Barcode: T00084 (Define my own)
- Name: Americana Butter Cookies (Item Name Template)
- Item Unique Name: Americana Butter Cookies
- Category: Biscuits & Cookies
- Search Code: (empty)
- Item Attributes:  Is Active,  Not For Sale,  Is Purchased,  Is Service Item,  Is Measured at the time of sale,  Weighing scale used while selling
- Tax Detail: Tax paid while purchasing: GST@12, Tax collected while selling: GST@12,  My Sales Price Includes Tax
- Pricing: Last Purchase Unit Price: 25.00, Sales Price Before Tax: 30.00, Sales Price (My MRP): 33.00, MRP (Printed MRP): 33.00
- Buttons: Create & Clone (F6), Create & Continue (F7), Create (F8) (highlighted with a red arrow), Cancel

- I. **Barcode:** Enter the barcode manually for the item by clicking on the Define My Own button, or let the application assign a barcode.
- II. **Name:** Enter the Name of the Item.
- III. **Search Code:** Enter the unique search code of the item if required, for selecting items easily.
- IV. **Category:** Select the Category for the item.
- V. **Item Attributes:** By default, The Is Active, Is Purchased attributes are selected.
- VI. **Tax detail:** A selection of the taxes paid while purchasing and selling the item is to be made in this section.
  - a) **Tax Paid While Purchasing:** Select the purchase Tax.
  - b) **Tax Paid While Selling:** Select the sales tax for the item.
- VII. **Pricing:** The pricing details of the item are to be entered in this section.
  - a) **Last Purchase Unit Price:** Enter the purchase price of the item.
  - b) **Sales Price before Tax:** This will be automatically updated based on the values provided in the Sales Price (My MRP) and the Tax Collected while Selling.
  - c) **Sales Price (My MRP):** Enter the sales price of the item.
  - d) **MRP (Printed MRP):** Enter the MRP of the item.



VIII.

a) **Purchase Measuring Unit:** Select the measuring unit of the item used for purchasing, such as Qty, Kg, etc., as is the case. 'Qty' is selected by default.

b) **Sales Measuring Unit:** Select the measuring unit used for selling the item, such as Qty, Kg, etc. By default, 'Qty' is selected.

c) **1 Purchase Unit is equal to:** Enter the conversion factor for converting the purchase measuring unit to sales measuring unit. E.g., if the Purchase measuring unit is Kg, and the sales measuring unit is grams, enter the conversion factor in this section as 1000 as 1Kg=1000g.

IX. **Opening stock:** Enter the opening stock of the item being created, if the item already has an existing stock.

X. **Item Description:** Enter the item description if required.

XI. **Item Image:** Click on Add Image button on the top left corner of the window to add an image to the item.

XII. Click on **Create** to create the item.