

How to add an item in HDPOS smart?

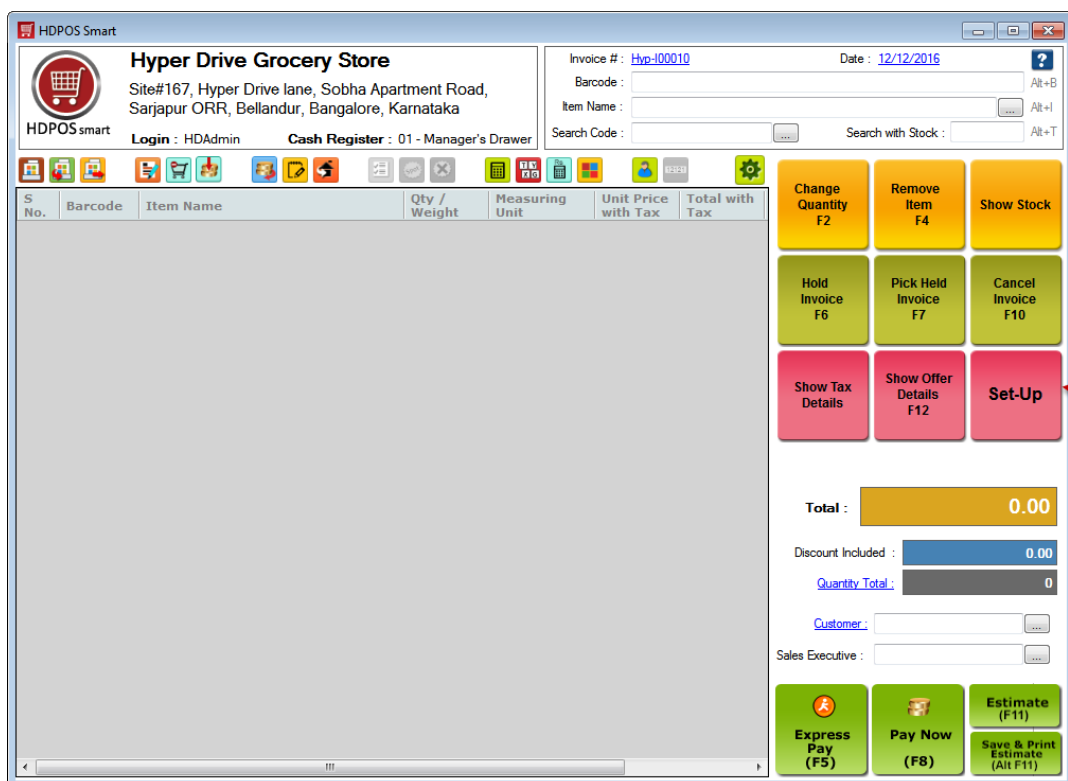


HDPOS smart Tutorials

Adding the items to the POS is the first step towards using it. HDPOS smart 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 smart are as given below:

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





3. From the 1st page of setup, select **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. The item being added is 'Kelloggs Crunchy Bites' with barcode 'T00084'. The form includes various input fields and checkboxes for item attributes, tax details, packaging, and pricing. A photo of the product is displayed on the left. The bottom of the window has four buttons: 'Create & Clone (F6)', 'Create & Continue (F7)', 'Create (F8)', and '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. **Name in Regional Language:** If you intend to provide the name of the item in regional language, please enter the name of the item in the regional language.
- iv. **Search Code:** Enter the unique search code of the item if required, for selecting items easily.
- v. **Category:** Select the Category for the item.
- vi. **Item Attributes:** By default, The *Is Active*, *Is Purchased* and *Need To Print Barcode Sticker* attributes are selected.
- vii. **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.
- viii. **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.
- ix. **Packaging:** Enter the packaging details of the item in this section.
- 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., as is the case. 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 $1\text{Kg}=1000\text{g}$.
- x. **Opening stock:** Enter the opening stock of the item being created, if the item already has an existing stock.
- xi. **Keywords:** Enter the keywords for the item if required.
- xii. **Item Description:** Enter the item description if required.
- xiii. **Item Image:** Click on **Add Image** button on the top left corner of the window to add an image to the item.
- xiv. **Preferred Supplier:** Select the Supplier name for the item.
6. Click on **Create** to create the item.