

Let's take a case wherein the goods receiving person is only responsible to receive the goods and the manager/admin is responsible to create a purchase invoice.

To manage this purchase process in HDSME, you have to enable certain settings in application.

Depending on the specifics of the customer, this setting of GRN can trace the purchasing process through specific stages -managing the receiving of goods and finalizing by linking to other modules: accounting, stock etc.

To enable to purchase invoice settings, follow the steps below:

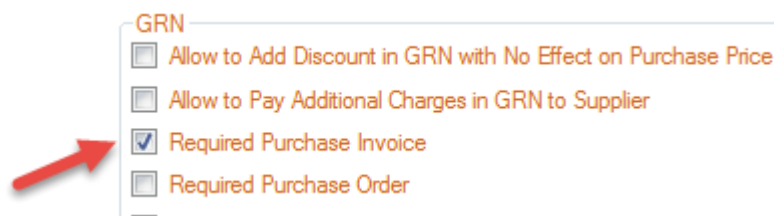
1. Type 'Settings' in search field, select 'settings' from the search list.



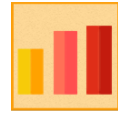
2. From System Settings select "General".



3. From General Settings, select 'All Document2' tab and check 'Required Purchase Invoice'.



4. This option allows goods receiving person to save GRN without creating financial transactions for the GRN. Later manager/admin can add purchase invoice against the GRN.



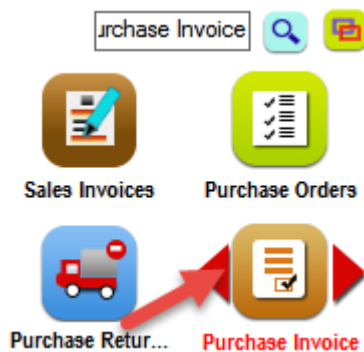
Note: If this option is enabled, your accounts are not affected until you create Purchase Invoice.

Note: There will no impact on the already created GRN's. In other words will not be able to create purchase invoice for GRN's which are saved before this setting is turned ON.

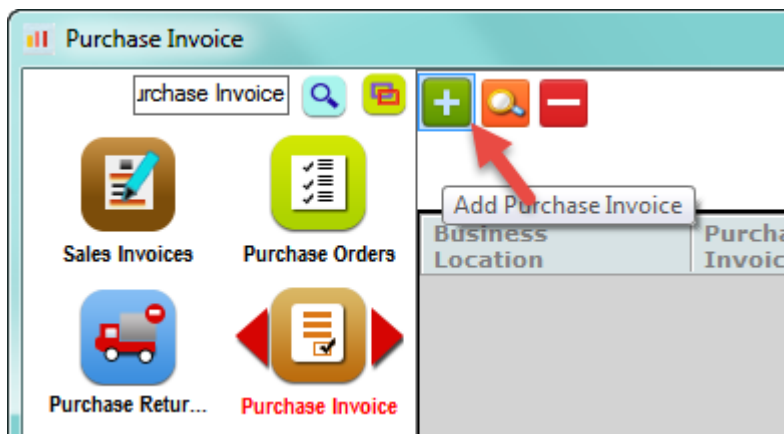
Note: This option will be available only in Product Version -428 and above

To make a new Purchase Invoice:

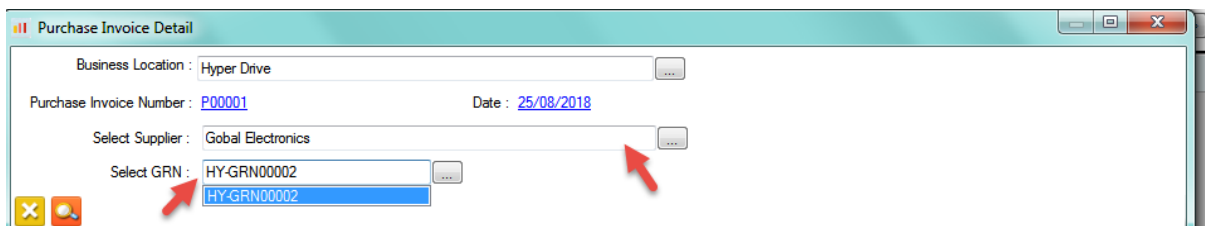
1. Type 'purchase invoice' into the search bar, select "Purchase Invoice" from the list.



2. Click on 'Add Purchase Invoice', you will see the below screen.



3. Select supplier and GRN number to add purchase invoice.





Selected GRN details will be displayed on the grid.

Purchase Invoice Detail

Business Location :

Purchase Invoice Number : Date :

Select Supplier :

Select GRN :

| Business Location | GRN Number | GRN Date | Supplier Invoice Number | Supplier Invoice Date | Supplier | Tax Amount | Grand Total |
|-------------------|-------------|------------|-------------------------|-----------------------|-------------------|------------|-------------|
| Hyper Drive | HY-GRN00002 | 25/08/2018 | | 25/08/2018 | Gobal Electronics | 90,000.00 | 8,40,000.00 |

Note :

Pick Message

Total Amount : 840000

Save & Print (F5) Save Cancel

4. Click on View GRN to get complete details of the selected GRN.

Purchase Invoice Detail

Business Location :

Purchase Invoice Number : Date :

Select Supplier :

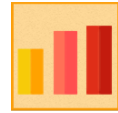
Select GRN :

| Business Location | GRN Number | GRN Date | Supplier Invoice Number | Supplier Invoice Date | Supplier | Tax Amount | Grand Total |
|-------------------|-------------|------------|-------------------------|-----------------------|-------------------|------------|-------------|
| Hyper Drive | HY-GRN00002 | 25/08/2018 | | 25/08/2018 | Gobal Electronics | 90,000.00 | 8,40,000.00 |

View GRN

5. You can select multiple GRN's to add purchase invoice.





6. Click on 'Save' or 'Save&Print' to complete purchase invoice.

| Business Location | GRN Number | GRN Date | Supplier Invoice Number | Supplier Invoice Date | Supplier | Tax Amount | Grand Total |
|-------------------|-------------|------------|-------------------------|-----------------------|-------------------|------------|-------------|
| Hyper Drive | HY-GRN00002 | 25/08/2018 | | 25/08/2018 | Gobal Electronics | 90,000.00 | 8,40,000.00 |
| Hyper Drive | HY-GRN00003 | 25/08/2018 | | 25/08/2018 | Gobal Electronics | 25,200.00 | 2,35,200.00 |

Note: To remove a selected GRN from Purchase Invoice Details screen, select the GRN and click on Remove GRN.

Accounting Impact on adding purchase invoice

The Purchase Invoice will affect your accounts as follows:

Debits:

- Purchase Account
- Taxes

Credits:

- Supplier

