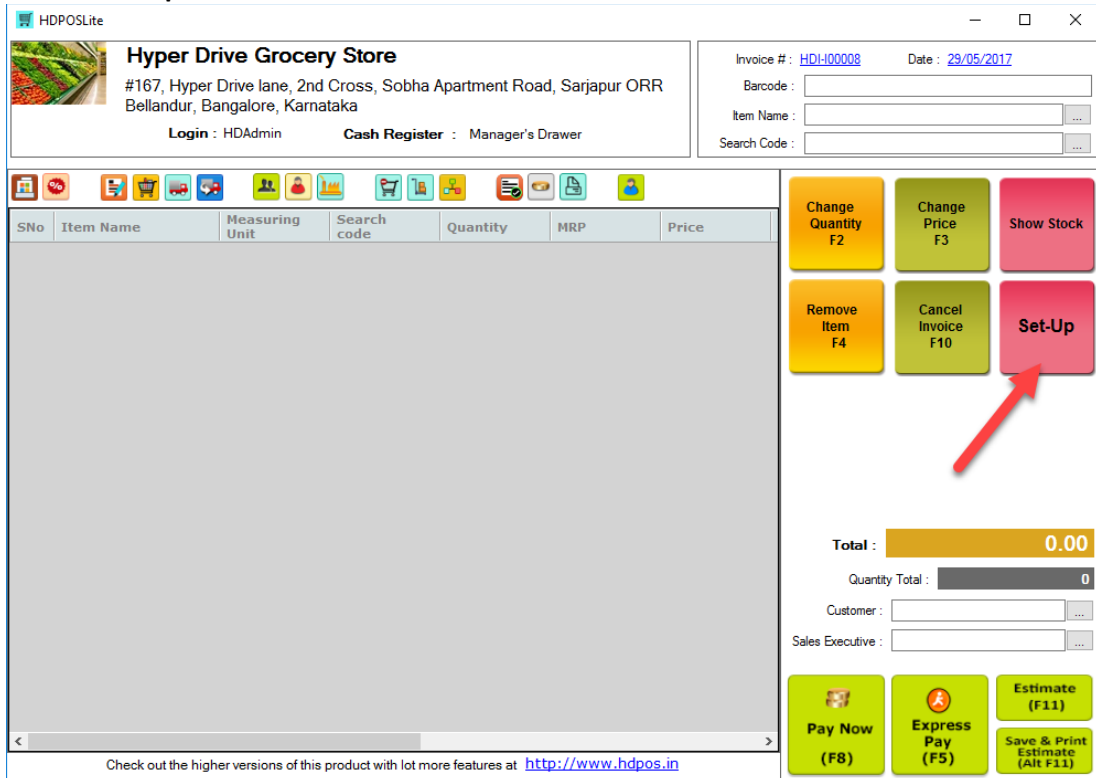


How to create a GRN or Purchase Entry?

Every business performs purchase and sale of goods. When a purchase is made, it becomes necessary to keep track of stock of items and supplier. This can be handled effectively in HDPOS lite by creating a GRN (Purchase Entry).

Follow the below steps to create GRN:-

1. Run **HDPOS lite**.
2. Click on **Set-up** button from **Main Screen**.



The screenshot displays the HDPOS Lite main interface for 'Hyper Drive Grocery Store'. The store details include the address: #167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR, Bellandur, Bangalore, Karnataka. The login user is HDAdmin and the cash register is Manager's Drawer. The invoice number is HDI-00008 and the date is 29/05/2017. The interface features a table with columns for SNo, Item Name, Measuring Unit, Search code, Quantity, MRP, and Price. On the right side, there are several functional buttons: Change Quantity (F2), Change Price (F3), Show Stock, Remove Item (F4), Cancel Invoice (F10), and the 'Set-Up' button, which is highlighted with a red arrow. Below these buttons, the total amount is shown as 0.00, and the quantity total is 0. At the bottom right, there are buttons for Pay Now (F8), Express Pay (F5), Estimate (F11), and Save & Print Estimate (Alt F11). A footer note at the bottom of the window suggests checking for higher versions at <http://www.hdpos.in>.



3. Select **GRN** and click on **Add GRN** tool strip button.

GRN Manager

From Date : 31/05/2017 To Date : 31/05/2017 Show In Date Range Search ! ->

GRNNumber	Date	Warehouse Name	Supplier Name	Status	Payment Status	Grand Total
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Total Records : 0

Backup Database Restore Database Load Sample Database Go Back To Main Screen About Us

4. In **Add GRN** window, select the **Supplier**.

Add GRN

GRN : HDI-G00001 Date : 31/05/2017

Business Location : Hyper Drive Grocery Store

Barcode :

Item Name :

Search Code :

Received Items On Date : 31/05/2017

Supplier : Grocery Bazar

Warehouse : Hyper Drive Grocery Store

S No.	Barcode	Item Name	Qty/Weight	Measuring Unit	Unit Price Before Tax	Unit Tax Value	Tax Name	Tax Percent
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Notes :

Sub Total Before Tax : 0.00

Total Tax : 0.00

Grand Total : 0.00

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

Save & Print (F5) Save (F8) Cancel





5. Enter the entire item which is needed to be purchased from the selected supplier.
- **Quantity:** Quantity can be changed after selecting the item by clicking on the **change quantity** tool strip button or by clicking on the quantity cell of the grid.

S No.	Barcode	Item Name	Qty/Weight	Measuring Unit	Unit Price Before Tax	Unit Tax Value	Tax Name	Tax Percent
1	T00034	Aarogya Whole Wheat Chakki Atta 5Kg	1	Qty	300.00	15.00	GST@5	0.00
2	T00007	Apples	1	Kg	50.00	0.00		0.00
3	T00049	Besan 1 Kg	1	Qty	100.00	5.00	GST@5	0.00
4	T00072	Crunchy Bites	1	Qty	5.00	0.25	GST@5	0.00
5	T00014	Fruit Bread	1	Qty	8.00	0.40	GST@5	0.00
6	T00024	Good Day Rich Butter Cookies	20	Qty	0.00	0.00	GST@12	0.00
7	T00067	Excel Quickwash	1	Qty	0.00	0.00	GST@12	0.00

- **Change Tax:** In the selected Item tax can be changed by clicking on the **Change Purchase Tax** tool strip button which will open **Tax Manager**. Select a tax to be applied on the Item and click on **save** button.

Tax Name	Tax Percent	Is Tax Structure
CGST@2.5	2.5	No
CGST@6	4	No
GST@12		Yes
GST@5		Yes
SGST@2.5	2.5	No
SGST@6	6	No
ST@6	6	No
Tax VS		Yes
VAT@14.5	14.5	No



- **Remove Item:** Selected item can be removed by clicking on **Remove Item** tool strip button or by pressing **F4** key.

GRN : HDI-G00001 Date : 31/05/2017
Business Location : Hyper Drive Grocery Store
Barcode :
Item Name :
Search Code :
Received Items On Date : 31/05/2017
Supplier : Grocery Bazar
Warehouse : Hyper Drive Grocery Store

S No.	Barcode	Item Name	Qty/Weight	Measuring Unit	Unit Price Before Tax	Unit Tax Value	Tax Name	Tax Percent
1	T00034	Aarogya Whole Wheat Chakki Atta 5Kg	1	Qty	300.00	15.00	GST@5	0.00
2	T00007	Apples	1	Kg	50.00	0.00		0.00
3	T00049	Besan 1 Kg	1	Qty	100.00	5.00	GST@5	0.00
4	T00072	Crunchy Bites	1	Qty	5.00	0.25	GST@5	0.00
5	T00014	Fruit Bread	1	Qty	8.00	0.40	GST@5	0.00
6	T00024	Good Day Rich Butter Cookies	20	Qty	0.00	0.00	GST@12	0.00
7	T00067	Excel Quickwash	1	Qty	0.00	0.00	GST@12	0.00

Notes:

Sub Total Before Tax : 463.00
Total Tax : 20.65
Grand Total : 483.65

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

Save & Print (F5) Save (F8) Cancel

6. Click on **Save** or **F8** key to create the GRN.

GRN : HDI-G00001 Date : 31/05/2017
Business Location : Hyper Drive Grocery Store
Barcode :
Item Name :
Search Code :
Received Items On Date : 31/05/2017
Supplier : Grocery Bazar
Warehouse : Hyper Drive Grocery Store

S No.	Barcode	Item Name	Qty/Weight	Measuring Unit	Unit Price Before Tax	Unit Tax Value	Tax Name	Tax Percent
1	T00034	Aarogya Whole Wheat Chakki Atta 5Kg	5	Qty	300.00	15.00	GST@5	0.00
2	T00007	Apples	5	Kg	50.00	0.00		0.00
3	T00049	Besan 1 Kg	6	Qty	100.00	5.00	GST@5	0.00
4	T00072	Crunchy Bites	4	Qty	5.00	0.25	GST@5	0.00
5	T00014	Fruit Bread	5	Qty	8.00	0.40	GST@5	0.00
6	T00067	Excel Quickwash	2	Qty	25.00	2.50	GST@12	0.00
7	T00044	Induction Base Non-Stick Flat Tawa	6	Qty	66.00	6.60	GST@12	0.00
8	T00061	Jasmine Coconut Hair Oil	4	Qty	58.00	5.80	GST@12	0.00
9	T00055	Gram Flour 500g	8	Qty	45.00	2.25	GST@5	0.00
10	T00018	Monaco Zabardast Zeera Biscuit	9	Qty	10.00	1.00	GST@12	0.00

Notes:

Sub Total Before Tax : 3,458.00
Total Tax : 194.80
Grand Total : 3,652.80

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

Save & Print (F5) Save (F8) Cancel

