

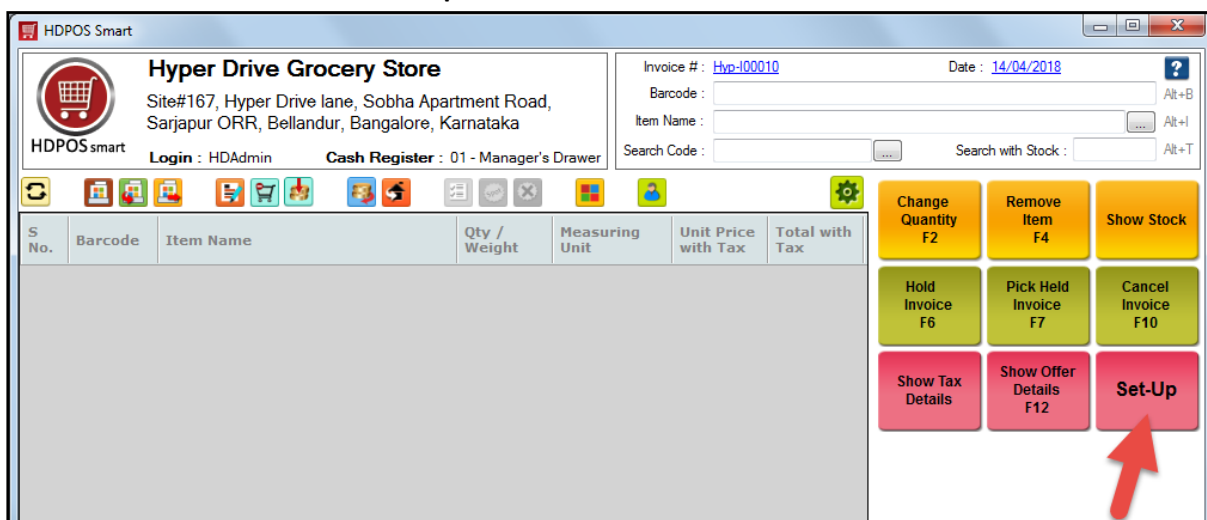


# How to create a simple GRN (Purchase Entry) in HDPOS smart?

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

Follow the below steps to create a GRN:

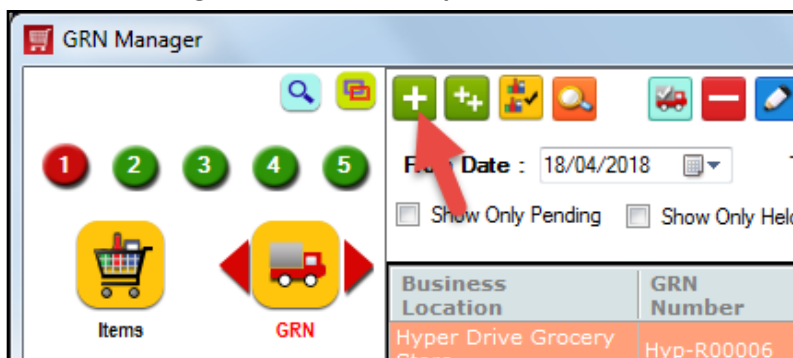
- 1. Run **HDPOS smart** and click on **Set-Up**.



- 2. From the 1<sup>st</sup> page of **Set-Up**, click on **GRN**.



- 3. From **GRN Manager**, click on **Add Simple GRN**.





- Select item through **Barcode/Name/Search Code** which you purchased from supplier and enter supplier's name and Warehouse in which you want to store the stock.

- The items will be listed in the grid. Enter the **Received Paid Qty/Weight** and **Item Unit Price before Tax** (if not mentioned in the Item Manager).

S No.	Barcode	Item Name	Received Paid Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent	Invoice Level Discount Percent	SubTotal Before Tax
1	T00071	24 Letter Mantra Organic Corn Flakes	10	Qty	128.57	0	0	1,285.71
2	T00011	24 Letter Mantra Organic Multigrain Flakes	10	Qty	123.81	0	0	1,238.11
3	T00037	24 Letter Mantra Rice Flour 1 Kg	10	Qty	33.33	0	0	333.33
4	T00048	Aashirvad Aata with Multigrains	10	Qty	190.48	0	0	1,904.81
5	T00080	Amul Pasturised Butter 100g	5	Qty	28.24	0	0	141.20
6	T00023	Britannia Nutri Choice	10	Qty	14.29	0	0	142.91

- If discount was provided on the purchase you can check the checkbox **Discount On Total Before Tax** and enter the percent or flat discount. Click on Apply Discount. This discount will be applied to all the Items added in the GRN.

- Click on **Save/Save & Print**.

**Note:**

- When you create Goods Received Note (GRN), it will get saved with Supplier Payment status as Pending.
- If you made the purchase by paying cash to your supplier then tick on **Pay In Cash** checkbox and click on Save. In this case, RIE will be saved with Supplier Payment status as Cleared.

