



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:

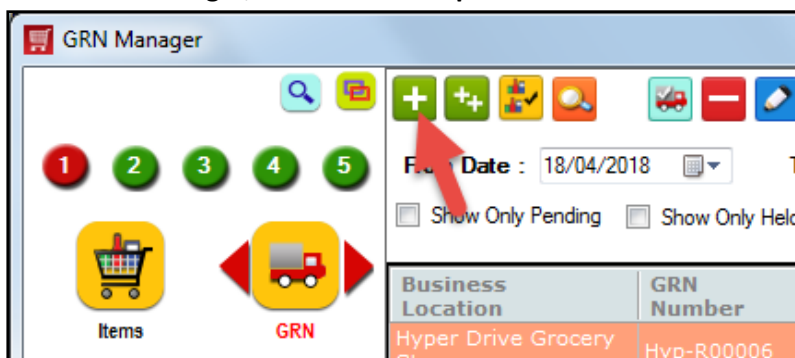
1. Run **HDPOS smart** and click on **Set-Up**.



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



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





- 4. 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 screenshot shows the 'New GRN' form with the following fields highlighted in red boxes:

- Barcode
- Search Code
- Supplier: Allen Brothers Wholesalers
- Warehouse: Hyper Drive Grocery Store

- 5. 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.

The dialog box shows the following options:

- Discount On Total Before Tax
- Discount Percent: 20
- Discount Flat: 1,009.20
- Apply Discount button

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

The screenshot shows the summary form with the following details:

- Number of Packages: 55.00
- Discount On Total Before Tax: (Discount Percent: 0.00)
- SubTotal Before Tax: 5,046.00
- Total Tax Amount: 270.66
- SubTotal: 5,316.66
- Round Off Adjustment Amount: 0.00
- Total Amount: 5,316.66
- Use Supplier Advance Amount: 0.00
- Grand Total: 5,316.66

A red arrow points to the **Save & Print (F5)** button.

Note:

- 1) When you create Goods Received Note (GRN), it will get saved with Supplier Payment status as Pending.
- 2) 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.

