

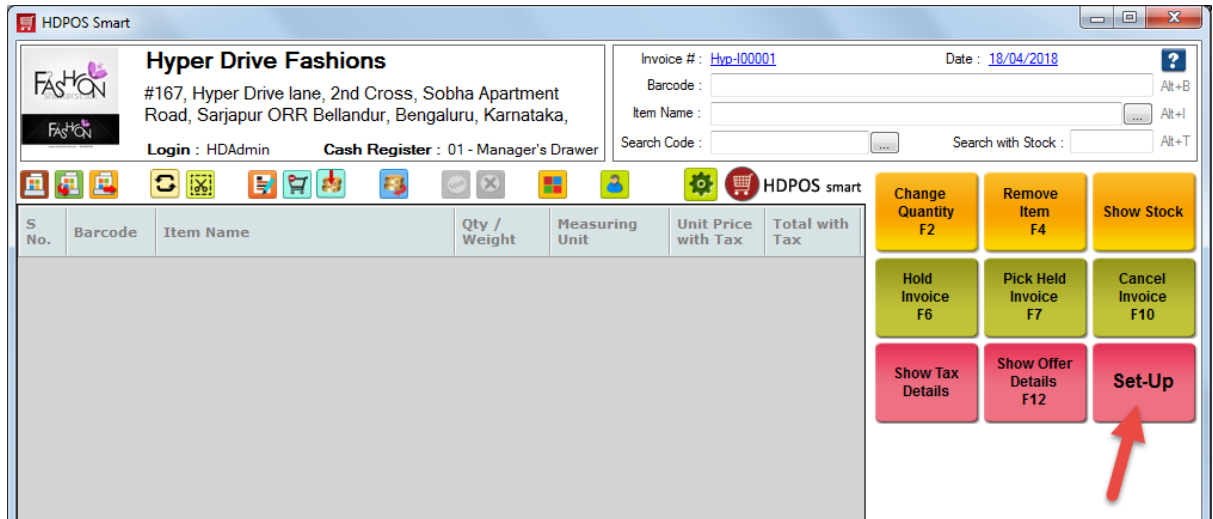


How to edit GRN completely in HDPOS smart?

Now there is a new functionality added to the feature of GRN where you can edit it completely if the payment status of the GRN is pending and there is no supplier payment document against the GRN (Partially cleared).

Steps to edit GRN completely are mentioned step by step below:

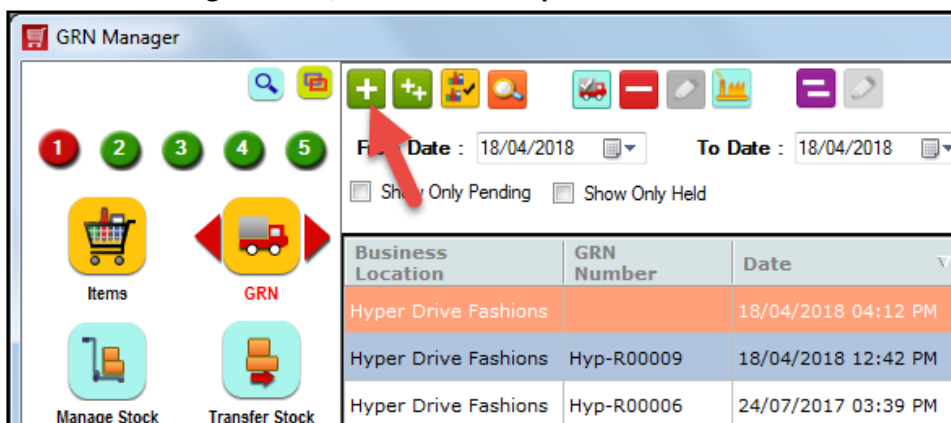
1. Run **HDPOS smart** and click on **Set-Up** button.



2. From 1st page of **Set-Up**, select **GRN**.



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





- This will open **New GRN** window, add the items that you have received and fill all the required details. Click on **Save**.

New GRN

Select Business Location : Hyper Drive Fashions State Code : Karnataka - 29
 GRN Number : Hyp-R00010 Date : 18/04/2018
 Filter Hierarchy : Received Items On Date : 18/04/2018
 Barcode :
 Item Name : PO Number : Add All Items
 Search Code : Supplier : Delhi Cloth Company
 Supplier Invoice Number : Payment Terms : 30 days Liable for Reverse Charge
 Supplier Invoice Date : 18/04/2018 Warehouse : Hyper Drive Fashions
 GST Purchase Category : Input
 Auto Save in Draft Every 2 Minutes Keep Focus on Last Added Item Show Images Item Entry By Template Create Item if not Exist

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	T00053	9rasa Red Flared Skirt M	5	Qty	2,042.21	0	0	10,211.05
2	T00073	Alia Bhatt Blue Jeans 32	5	Qty	576.30	0	0	2,881.50
3	T00070	American Swan Yellow Solid Sweater M	5	Qty	529.47	0	0	2,647.35
4	T00079	Athena Red Colored Embellished Maxi D...	5	Qty	606.63	0	0	3,033.15

Number of Packages : 20.00 Receiving Employee :
 Note : Pick Message
 Place of Supply : Delhi - 07 Additional Charges : 0.00 Apply For Effective Price

Discount On Total Before Tax :
 Discount Percent 0.00 Discount Flat 0.00 Apply Discount
 Invoice Discount Amount : 0.00
 Current Advance With Supplier : 0.00

SubTotal Before Tax : 18,773.05
 Total Tax Amount : 1,653.43
 SubTotal : 20,426.48
 Round Off Adjustment Amount : 0.00
 Total Amount : 20,426.48
 Use Supplier Advance Amount : 0.00
 Pay In Cash Total : 20,426.48

Clone Hold Save In Draft (Ctrl+S) Save & Print (F5) Save (F8) Cancel

- From **GRN Manager** window, select the GRN entry which you want to edit i.e. GRN Entry with payment status as Pending. Click on the toolbar button of **Complete Edit GRN**

GRN Manager

From Date : 18/04/2018 To Date : 18/04/2018 Show In Date Range
 Show Only Pending Show Only Held

Business Location	GRN Number	Date	GRN Age	Is Payment By Cash	Item Received Date	Status	W Na
Hyper Drive Fashions	Hyp-R00010	18/04/2018 04:52 PM	0	No	18/04/2018 04:49 PM	Saved	Hy Fas
Hyper Drive Fashions		18/04/2018 04:12 PM	0	No	18/04/2018 04:06 PM	Held	Hy Fas
Hyper Drive Fashions	Hyp-R00009	18/04/2018 12:42 PM	0	No	18/04/2018 12:29 PM	Saved	Hy Fas
Hyper Drive Fashions	Hyp-R00006	24/07/2017 03:39 PM	268	No	24/07/2017 04:53 PM	Saved	Hy Fas





6. This will open **Edit GRN** window, you can make the required changes you want and click on **Save**.

Edit GRN

Select Business Location : Hyper Drive Fashions
GRN Number : [Hyp-R00010](#)
Filter Hierarchy :
Barcode :
Item Name :
By Template Search Code :
Supplier Invoice Number :
Supplier Invoice Date : 18/04/2018
GST Purchase Category : Input

State Code : Karnataka - 29
Date : 18/04/2018
Received Items On Date : 18/04/2018
 Receive Items with existing Purchase Order
PO Number :
Add All Items
Supplier : **Gwalior Fashion House**
Payment Terms : 30 days Liable for Reverse Charge
Warehouse : Hyper Drive Fashions

Auto Save in Draft Every 2 Minutes Keep Focus on Last Added Item Show Images Item Entry By Template Create Item if not Exist

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
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Number of Packages : 20.00
Receiving Employee :
Note :
Pick Message
Place of Supply : Karnataka - 29
Additional Charges : 0.00 Apply For Effective Price

Discount On Total Before Tax :
 Discount Percent 0.00
 Discount Flat 0.00
Apply Discount
Invoice Discount Amount : 0.00
Current Advance With Supplier : 0.00

SubTotal Before Tax : 18,773.05
Total Tax Amount : 1,653.43
SubTotal : 20,426.48
Round Off Adjustment Amount : 0.00
Total Amount : 20,426.48
Use Supplier Advance Amount : 0.00
 Pay In Cash
Grand Total : 20,426.48

Save & Print (F5) Save (F8) Cancel

