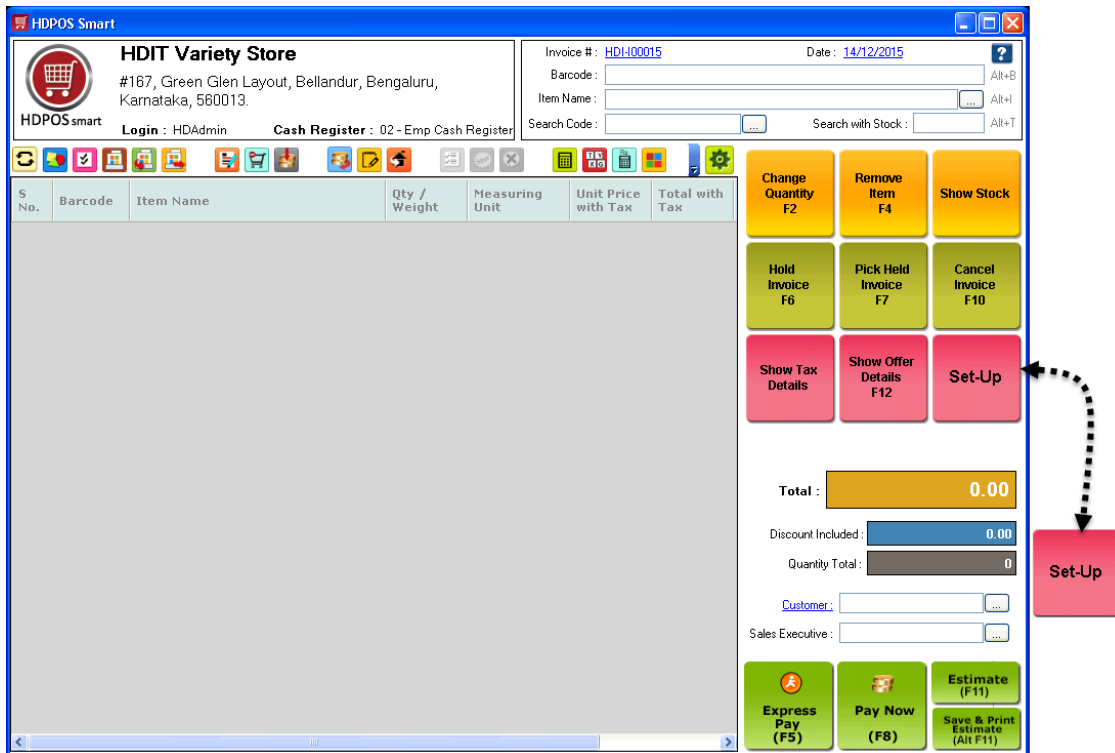


# How to edit purchase returns?

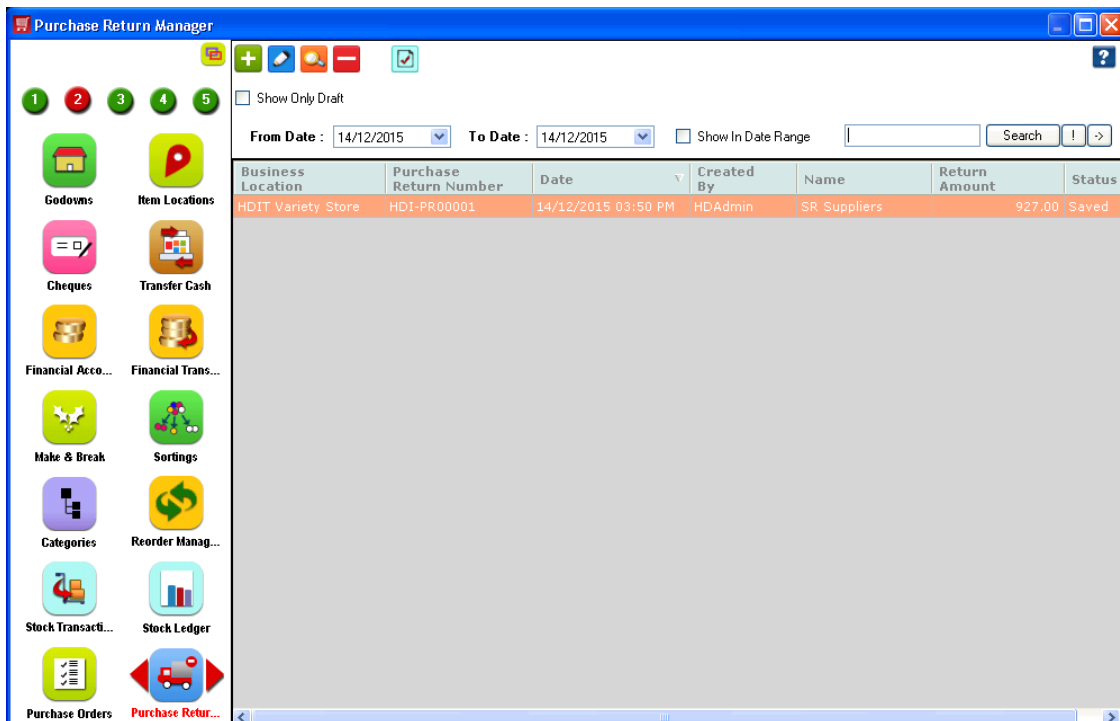


To edit a **purchase return** entry, follow the steps below.

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



2. Go to 2<sup>nd</sup> page of **Set-Up** and click on **Purchase Return** button to see a purchase return entry which you want to edit.

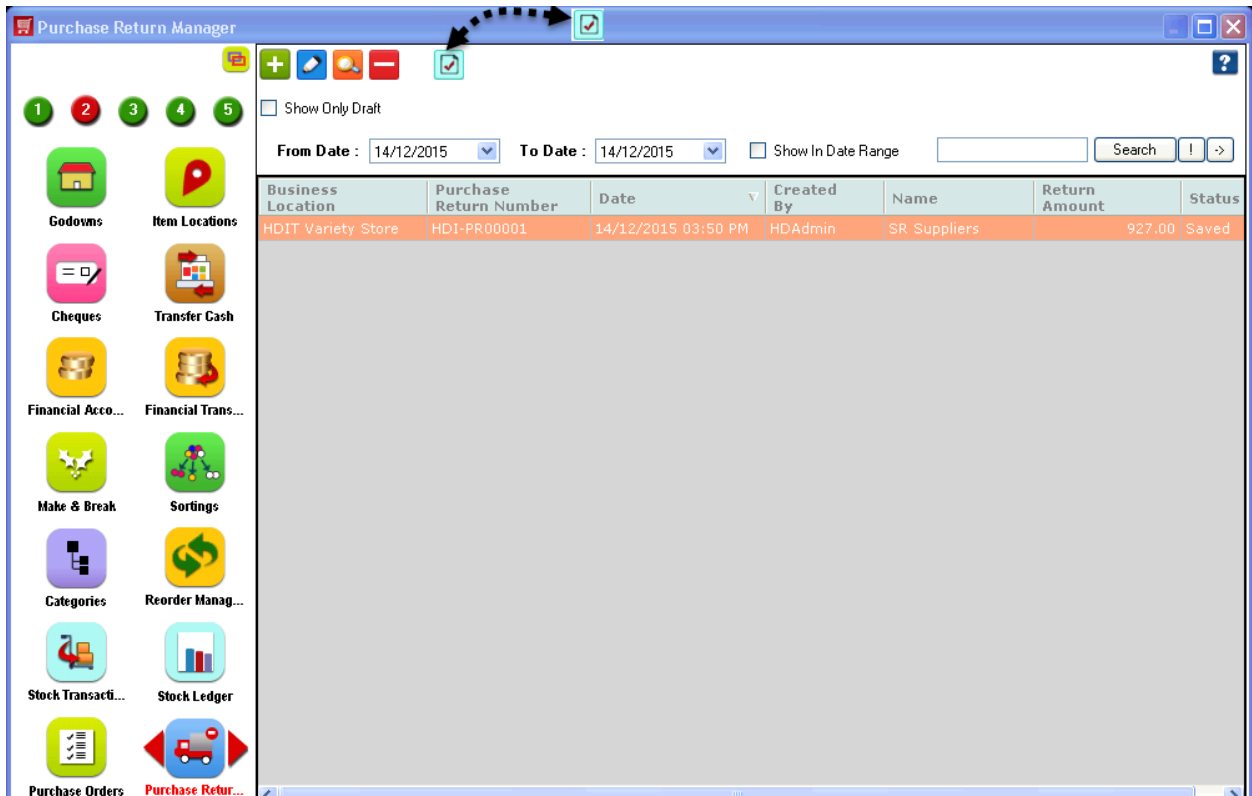




- You can see the financial transaction that is recorded for the above selected Purchase Return Entry is as shown below from the 2<sup>nd</sup> page → **Financial Transactions**.

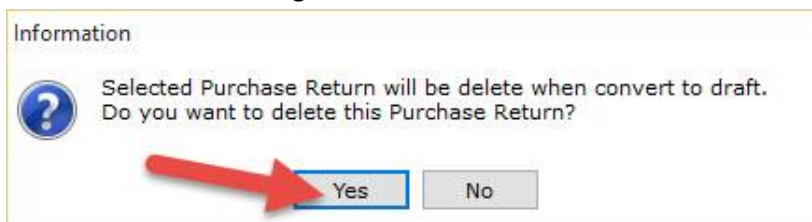
| Business Location  | Transaction Type | Account Name               | Transaction Date    | Credit Amount | Debit Amount | Narration Text                                  |
|--------------------|------------------|----------------------------|---------------------|---------------|--------------|---|
| HDIT Variety Store | Cash             | Purchase A/c               | 14/12/2015 03:50 PM | 927.00        | 0.00         | Credited based on purchase return 'HDI-PR00001' |
| HDIT Variety Store | Cash             | SR Suppliers[S-S00002] A/c | 14/12/2015 03:50 PM | 0.00          | 927.00       | Debited based on purchase return 'HDI-PR00001'  |

- Click on **Purchase Return** button.
- From the **Purchase Return Manager** screen, select the **Purchase Return** (that you want to edit) and convert it into draft by clicking on **Convert to Draft** button.



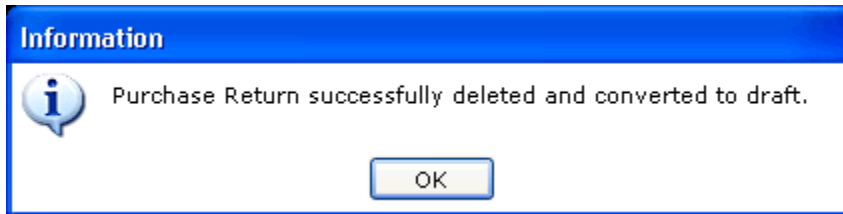
**Note:** Purchase return editing is possible only when purchase return is saved as a draft. So if it's not saved as draft, you need to convert it into draft first and then edit.

- When a purchase return entry is converted to draft; it will delete the original purchase return entry. You will see the following information box. Click on **Yes**.

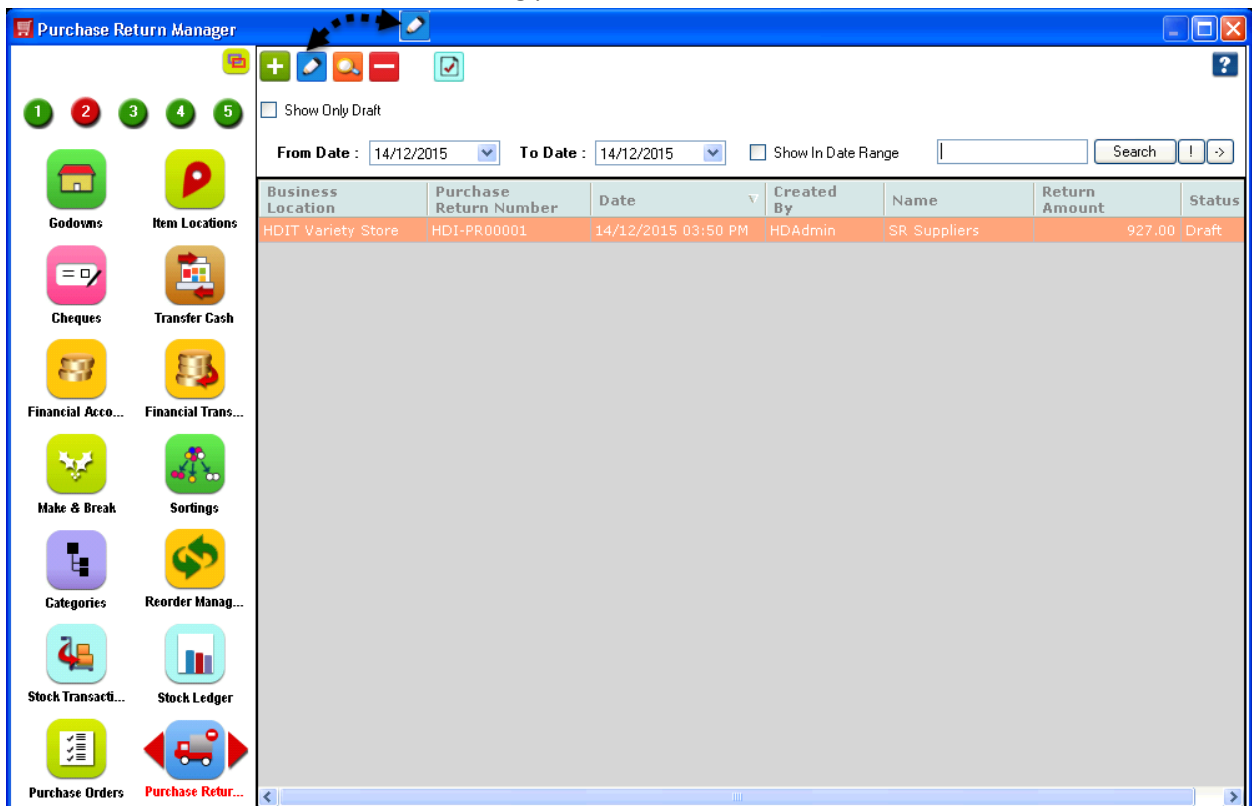




- You will see a message as shown below. Click on **OK**.



- Now Click on **Edit** button to edit the existing purchase return.





- Clicking edit button will bring you on **Purchase Return Details** screen where you can edit details according to your requirement. Click on **Save** when you are done with the editing.

**Purchase Return Details**
[Min] [Max] [Close] [Help]

Select Business Location :

Purchase Return Number :       Date :

Select Received Item Entry :       Barcode :

Godown :       Item Name :

Supplier :       Search Code :

Outstanding Balance : 1,917.00       Allow to return without RIE Number

| SNo | Barcode | Item Name   | Return Paid Qty/Weight | Return Free Qty/Weight | Available Stock | Maximum Return Paid Qty/Weigh | Maximum Return Fr Qty/Weigh |
|-----|---------|-------------|------------------------|------------------------|-----------------|-------------------------------|-----------------------------|
| 1   | T00043  | Barbie Doll | 1                      | 0                      | 1               | 1                             |                             |

Notes:

Total Tax Amount :

Number of Packages : 1.00

Invoice Level Discount : 0.00

Round Off Adjustment Amount : 0.00

Sub Total :

Adjustment Amount :

Total Amount :

- Now go back to **Financial Transaction** button to view the changes occurred due to editing in purchase return.

| Business Location  | Transaction Type | Account Name                                    | Transaction Date    | Credit Amount | Debit Amount | Narration Text                                  |
|--------------------|------------------|---|---------------------|---------------|--------------|---|
| HDIT Variety Store | Cash             | Purchase A/c                                    | 14/12/2015 03:53 PM | 927.00        | 0.00         | Credited based on purchase return 'HDI-PR00001' |
| HDIT Variety Store | Cash             | SR Suppliers[S-S00002], 14/12/2015 03:53 PM A/c |                     | 0.00          | 927.00       | Debited based on purchase return 'HDI-PR00001'  |



Manage Financial Account Transaction

From : 21/11/2015 To : 21/11/2015  Apply Date  
 Show FA Transaction Documents  Show FA Transactions

| Business Location    | Transaction Type | Account Name         | Transaction Date    | Credit Amount | Debit Amount | Narr                |
|----------------------|------------------|----------------------|---------------------|---------------|--------------|---------------------|
| Hyper Drive Infotech | Cash             | Purchase A/c         | 21/11/2015 11:35 AM | 60.00         | 0.00         | Credit purch 'Hyp-  |
| Hyper Drive Infotech | Cash             | Ramesh[S-S00001] A/c | 21/11/2015 11:35 AM | 0.00          | 60.00        | Debita purch 'Hyp-  |
| Hyper Drive Infotech | Cash             | Ramesh[S-S00001] A/c | 21/11/2015 11:16 AM | 300.00        | 0.00         | Credit Receiv No.Hy |
| Hyper Drive Infotech | Cash             | Purchase A/c         | 21/11/2015 11:16 AM | 0.00          | 300.00       | Debita Receiv No.Hy |

Total Records : 4

Buttons: Backup Database, Restore Database, Go Back To Main Screen, About Us, Feedback

- As you can see after editing the purchase return **Credited Amount** which was Rs 300 in the **Purchase A/c** that has been changed to Rs 60 and the previous transaction has got automatically deleted and is replaced with the new FA transaction consisting of all the new details.