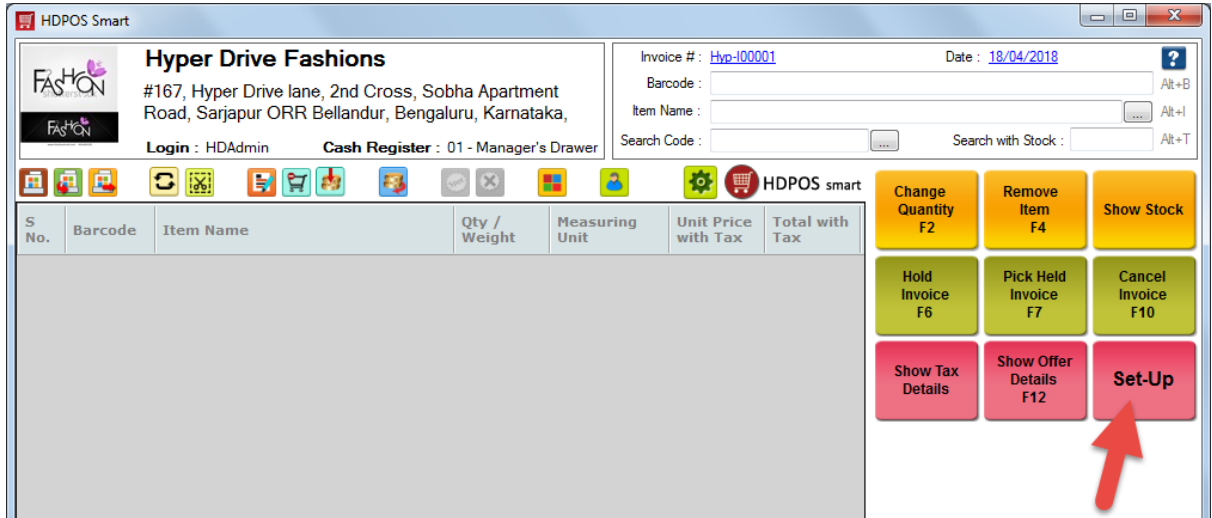




How to keep my GRN on Hold in HDPOS smart?

To keep GRN on hold, you need to follow the steps as mentioned below:

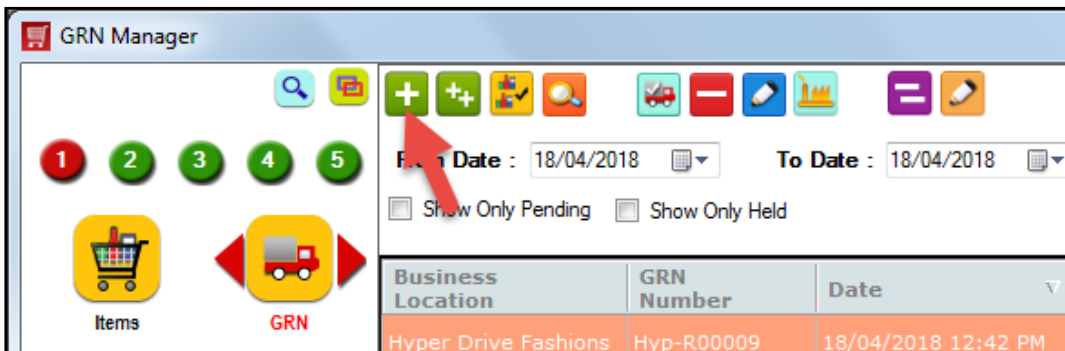
1. Run **HDPOS smart** and click on the **Set-Up** button.



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



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





- From New GRN screen:
 - Select the items purchased by **Barcode/Item Name (drop down)/Search Code**.
 - Select the **Supplier** and **Warehouse**.
 - Enter the **Received Paid Qty/Weight**.
 - Click on **Hold** button.

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: Search Code:
 Supplier: Gwalior Fashion House
 Warehouse: Hyper Drive Fashions
 Supplier Invoice Number: Supplier Invoice Date: 18/04/2018
 GST Purchase Category: Input
 Payment Terms: 30 days
 PO Number: Add All Items
 Receive Items with existing Purchase Order
 Liable for Reverse Charge
 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	T00041	9rasa Black Flared Skirt M	10	Qty	1,683.93	0	0	16,839.30
2	T00053	9rasa Red Flared Skirt M	10	Qty	2,042.21	0	0	20,422.11
3	T00073	Alia Bhatt Blue Jeans 32	10	Qty	576.30	0	0	5,763.00
4	T00070	American Swan Yellow Solid Sweater M	10	Qty	529.47	0	0	5,294.70
5	T00079	Athens Red Colored Embellished Maxi D...	10	Qty	606.63	0	0	6,066.30
6	T00048	Be Indi Fuchsia Flared Skirt M	10	Qty	907.65	0	0	9,076.50

Number of Packages: 60.00 Receiving Employee: Note: Place of Supply: Karnataka - 29
 Discount On Total Before Tax: Discount Percent: 0.00 Discount Flat: 0.00 Invoice Discount Amount: 0.00 Current Advance With Supplier: 0.00 Additional Charges: 0.00 Apply For Effective Price
 SubTotal Before Tax: 63,461.90 Total Tax Amount: 5,781.39 SubTotal: 69,243.29 Round Off Adjustment Amount: 0.00 Total Amount: 69,243.29 Use Supplier Advance Amount: 0.00
 Pay In Cash Grand Total: 69,243.29
 Buttons: Clone Hold Save In Draft (Ctrl+S) Save & Print (F5) Save (F8) Cancel

- You can see the GRN entry will be listed in the **GRN Manager** grid with the **Status** as **Held** and **GRN Number** with blank.

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

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

Note: When you keep a GRN on Hold, stock transaction will not happen for the Items added in the GRN.

- To pick the Held GRN entry click on **Pick Held GRN**

