

# How to make a receive item entry for free items only?

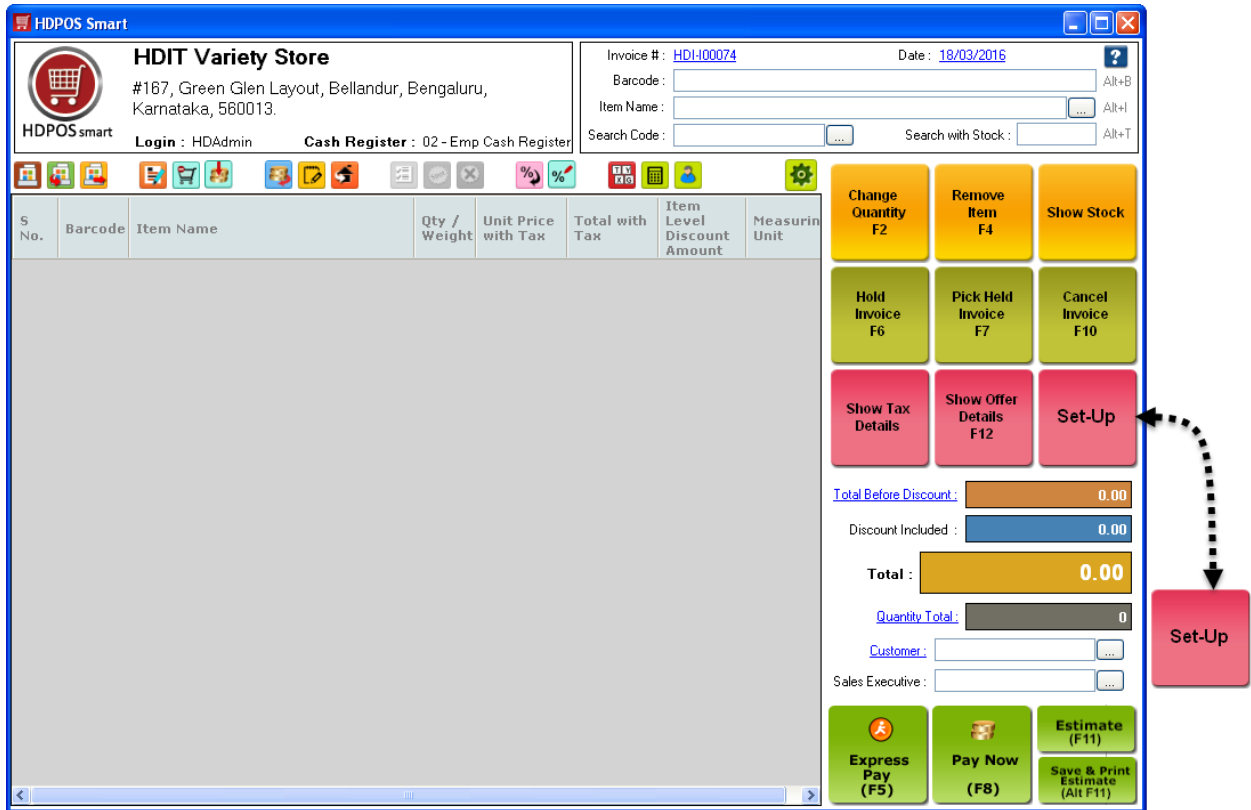


HDPOS smart Tutorials

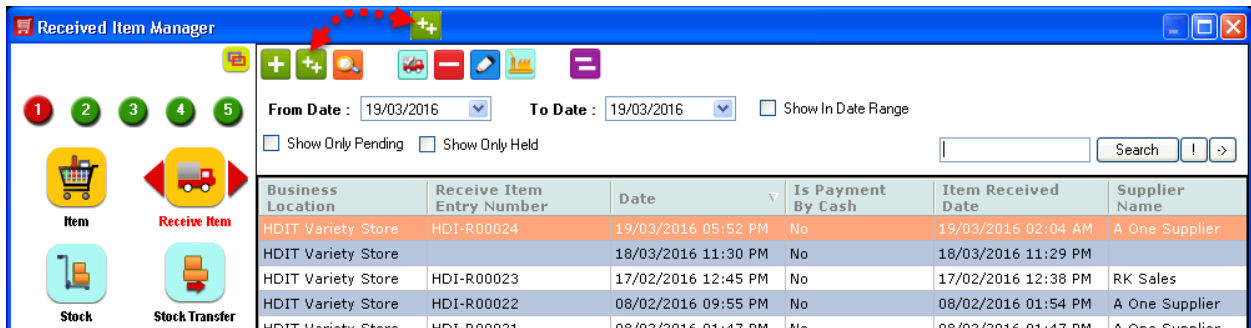
In your business sometimes you may receive free items only as sample stock. You may receive batch items or simple items as free items.

To receive only free batch item in HDPOS smart, follow the steps below:

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. In Set-Up screen, from the 1<sup>st</sup> page click on **Receive Item**.
3. In **Received Item Manager** screen, click on **Add Advance Received Item Entry** button in the tool strip.





4. In **New Received Item Entry** screen, select a batch item, and provide the details of batch and expiry date. Click on **OK**.

**Select Batch**

Batch Number : 13

Manufacture Date : 19/03/2016

Expiry Date : 6 Months after Manufacture Date

Expiry Date : 0 Days after Manufacture Date

Expiry Date : 19/09/2016

OK Cancel

5. Specify the **free quantity** you received for batch item and click on **OK**.

**Specify Batch Wise Quantity**

Item Name : All Purpose Flour

Barcode : T00046

S No.	Batch Number	Expiry Date	Received Paid Quantity	Received Free Quantity
1	13	19/09/2016	0.00	10.00
			0.00	0.00

Total Quantity : 10.00 Qty

OK (F8) Cancel



6. You can see the Received Item Entry as shown below.

- Enter the supplier name.
- Enter the godown name.
- You can see the total amount is zero.
- Click on **Save** button.

Select Business Location : HDIT Variety Store

Received Item Entry Number : HDI-R00025 Date : 19/03/2016

Filter Hierarchy : ... Received Items On Date : 19/03/2016

Barcode : ... PO Number : ...

By Template Item Name : ... Supplier : A One Supplier

Search Code : ... Payment Terms : 0 days

Supplier Invoice Number : ... Godown : HDIT Variety Store

Supplier Invoice Date : 19/03/2016

Keep Focus on Last Added Item  Item Entry By Template  Create Item If not Exist

S No.	Barcode	Item Name	Received Paid Qty/Weight	Received Free Qty/Weight	Total Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent
1	T00046	All Purpose Flour	0	10	10	Qty	86.54	

Discount On Total Before Tax :

Number of Packages : 10.00 Receiving Employee : ... Note : ... Pick Message

Discount Flat 0.00  Discount Percent 0.00 Apply Discount

Invoice Discount Amount : 0.00 Current Advance With Supplier : 0.00 Additional Charges : 0.00  Apply For Effective Price  Apply To Supplier Payment

SubTotal Before Tax : 0.00 Total Tax Amount : 0.00 SubTotal : 0.00 Round Off Adjustment Amount : 0.00 Total Amount : 0.00 Use Supplier Advance Amount : 0.00 Grand Total : 0.00

Pay In Cash

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

7. You can see the Received Item Entry as shown below. You can see the status as cleared.

Business Location	Receive Item Entry Number	Date	Payment Status	Is Payment By Cash	Supplier Name	Godown Name
HDIT Variety Store	HDI-R00025	19/03/2016 08:34 PM	Cleared	No	A One Supplier	HDIT Variety Store

**Note:** In the same way, you can also receive only free items for a simple item.