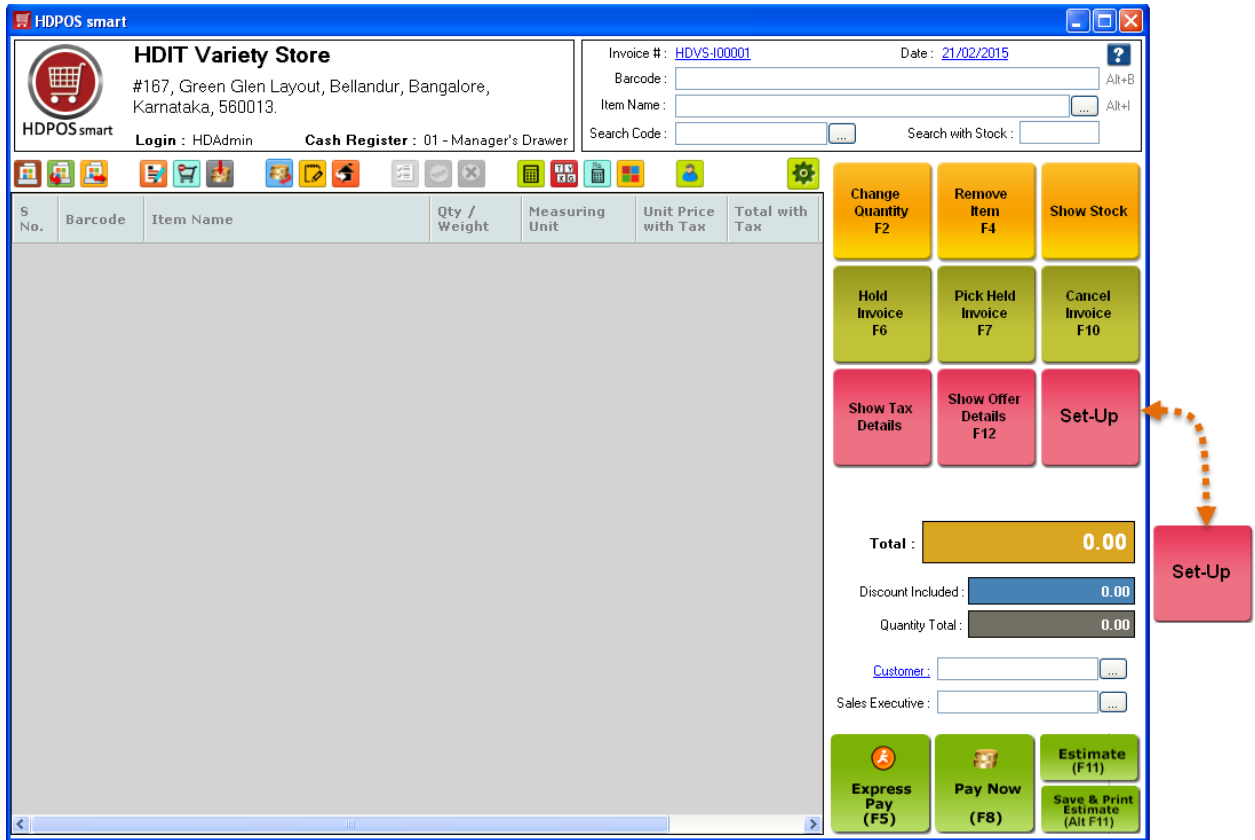


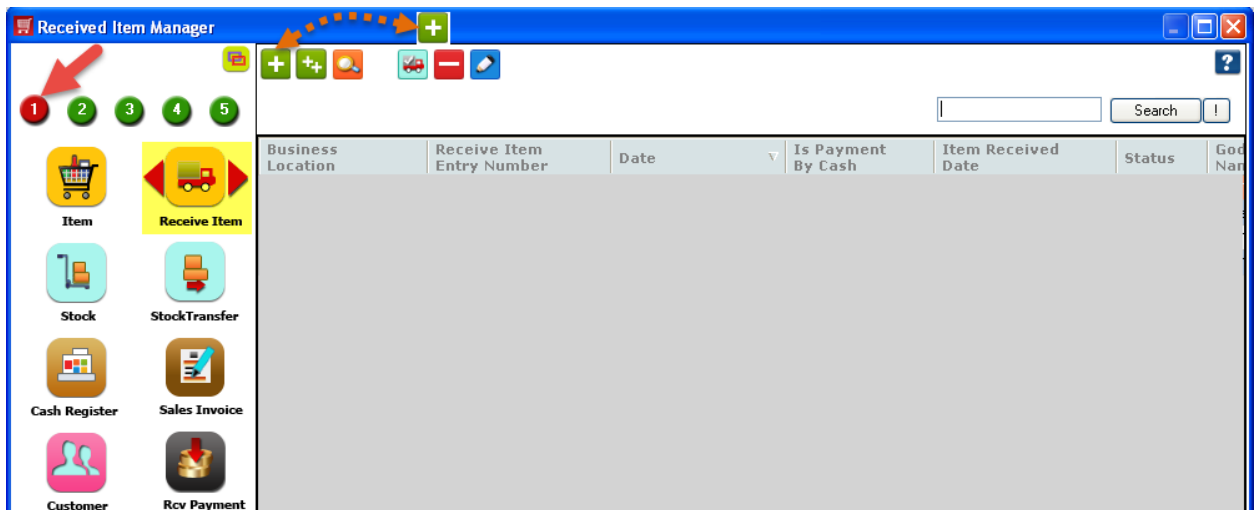
How to receive stock for a manual batch item?



1. Run **HDPOS smart**. From main invoice screen, click on **Set-Up**.



2. From 1st page of Set-Up, click on **Receive Item**.
3. From **Item Manager** screen, click on **Add Simple Receive Item Entry** button from the tool strip.





4. From the New Received Item Entry screen,
 - a. Select the manual batch item by scanning its barcode or selecting it from item name field.
 - i. Once you enter the item, you will see the '**Specify Batch Wise Quantity**' screen as shown below where batch details for the item should be added.

S No.	Batch Number	Expiry Date	Received Paid Quantity
			0.00

Total Quantity : 0.00 Qty

OK (F8) Cancel

- ii. Click in the field of **Batch Number**, you will see 'Select Batch' screen where you enter details for

- **Batch Number:** Enter the batch number of the item you are receiving.
- **Manufactured Date:** Enter the manufactured date of the item.
- **Expiry Date (in Months after Manufacture Date):** Enter the number of months after which the item will be expired. When you enter this value, Expiry Date field will be adjusted accordingly.
- **Expiry Date (in Days after Manufacture Date):** Enter the number of days after which the item will be expired. When you enter this value, Expiry Date field will be adjusted accordingly.
- **Expiry Date:** You can directly enter an expiry date or when you enter value for Expiry Date (in Months)/ (in Days) the date will be adjusted automatically.
- Click on **OK**.



Select Batch

Batch Number : B12

Manufacture Date : 21/02/2015

Expiry Date 9 Months after Manufacture Date

Expiry Date 0 Days after Manufacture Date

Expiry Date : 21/11/2015

OK Cancel

Note: Repeat this step to add multiple batches details of which you are receiving stock.

- iii. You will see the '**Specify Batch wise Quantity**' screen changed as below. It will have the details of batch number and expiry date. Enter the amount of quantity you have received. Click on **OK**.

Specify Batch Wise Quantity

Item Name : Bagry's Crunchy Museli

Barcode : T00074

S No.	Batch Number	Expiry Date	Received Paid Quantity
1	B12	21/11/2015	25
			0.00

Total Quantity : 0.00 Qty

OK (F8) Cancel

- Select the supplier name from whom the stock is being received.
- Select the godown into which the stock will be added.
- Enter the received quantity.
- Enter the unit price for item.
- Click on **Save**.



New Received Item Entry

Select Business Location : HDIT Variety Store

Received Item Entry Number : HDVS-R00009 Date : 23/02/2015

Barcode : _____ Received Items On Date : 23/02/2015

By Template Item Name : _____ PO Number : _____

Search Code : _____ Supplier Invoice Number : _____ Supplier : SR Agencies

Supplier Invoice Date : 23/02/2015 Payment Terms : 0 days Godown : HDIT Variety Store

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	T00074	Bagrry's Crunchy Museli	25	Qty	480	0.00	0.00	0.00

Number of Packages : 25.00 Receiving Employee : _____

Discount On Total Before Tax : Discount Flat 0.00 Discount Percent 0.00

Notes : _____ Pick Message

Invoice Discount Amount : 0.00 Current Advance With Supplier : 0.00 Additional Charges : 0.00

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

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

5. A Receive Item Entry will get created as shown below.

Business Location	Receive Item Entry Number	Date	Is Payment By Cash	Item Received Date	Status	Godown Name
HDIT Variety Store	HDVS-R00009	23/02/2015 04:47 PM	No	23/02/2015 04:40 PM	Saved	HDIT

6. You can see the stock of that item as below from Manage Stock screen.

Manage Stock

List of Godowns

Do Not Show Stock Correction Godowns

Search: _____

Business Location Name	Godown Name
HDIT Variety Store	HDIT Variety Store
HDIT Variety Store	HDIT Variety Store-Stock Correction
HDIT Franchise Store	HDIT Franchise Store
HDIT Franchise Store	HDIT Franchise Store-Stock Correction
	Warehouse

Godownwise Item Stock

Show only items to be reordered Show Images Show Negative stock only Show Inactive items

Search: _____

Name	Quantity	Sales Measuring Unit	Barcode	Search Code
amul milk	69	Qty	T00071	
Bagrry's Crunchy Museli	25	Qty	T00074	
Bat Man	87	Qty	T00008	
Counting Cubes	0	Qty	T00012	
crayons	50	Qty	T00073	
Donald Duck soft toy	161	Qty	T00007	
Dora Doll	36	Qty	T00005	
Hot wheels Blue Car	37	Qty	T00001	
Kellons' Corn				