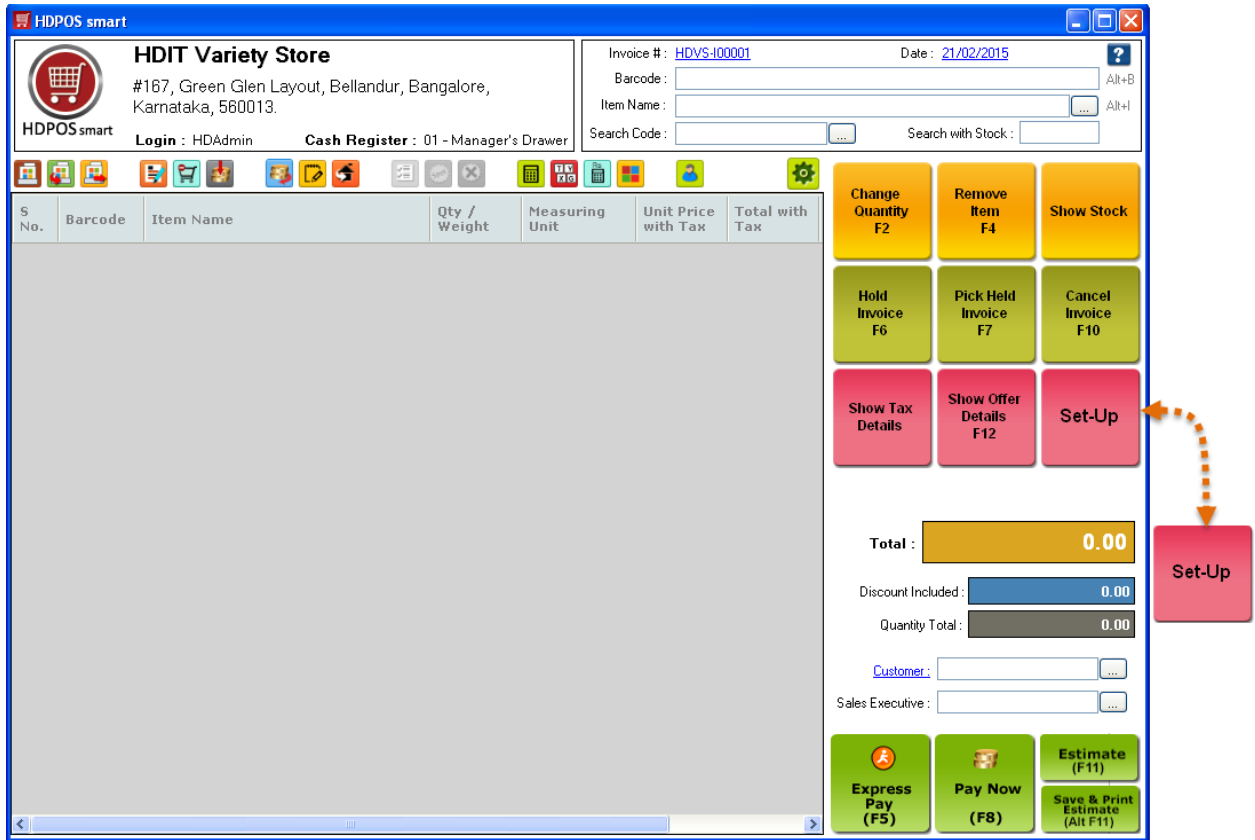


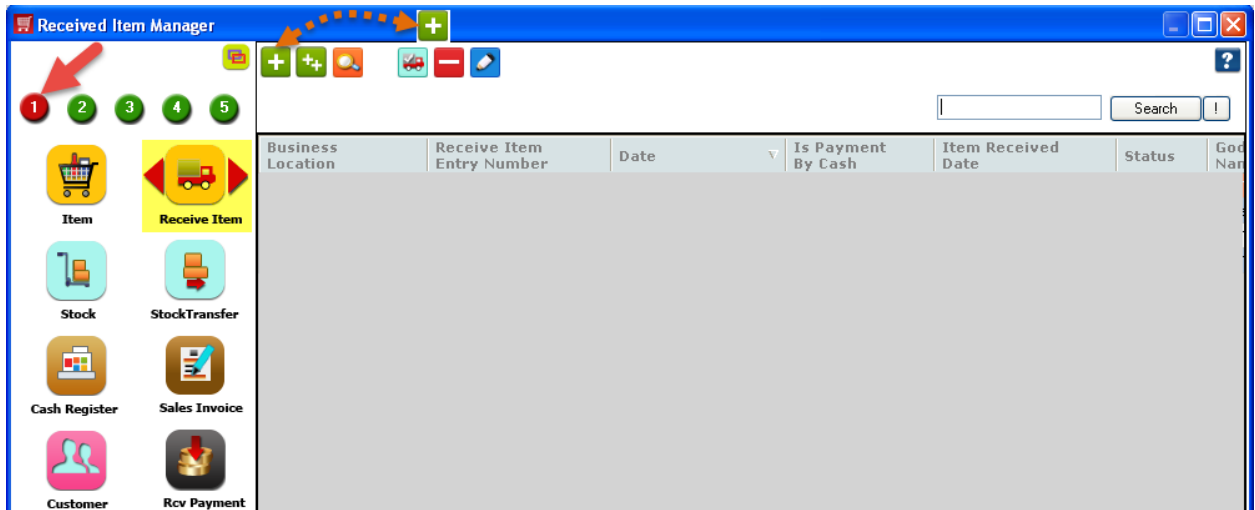
How to receive stock for an auto batch item?



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 auto batch item by scanning its barcode or selecting it from item name field.
 - o 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

- o 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 : 1

Manufacture Date : 01/02/2015

Expiry Date 6 Months after Manufacture Date

Expiry Date 0 Days after Manufacture Date

Expiry Date : 01/08/2015

OK Cancel

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

- 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 : Tropicana Orange Juice

Barcode : T00070

S No.	Batch Number	Expiry Date	Received Paid Quantity
1	1	01/08/2015	50.00
			0.00

Total Quantity : 50.00 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-R00001 Date : 21/02/2015

Barcode : [] Received Items On Date : 21/02/2015

By Template Item Name : [] PO Number : []

Search Code : [] Supplier Invoice Number : [] Supplier : SR Agencies

Supplier Invoice Date : 21/02/2015 Payment Terms : 0 days

Godown : Warehouse

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	T00070	Tropicana Orange Juice	50	Qty	180.00	0.00	0.00	9,000.00

Number of Packages : 50.00 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 Apply For Effective Price Pay In Cash

SubTotal Before Tax : 9,000.00 Total Tax Amount : 0.00 SubTotal : 9,000.00 Round Off Adjustment Amount : 0.00 Total Amount : 9,000.00 Use Supplier Advance Amount : 0.00 Grand Total : 9,000.00

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	God
HDIT Variety Store	HDVS-R00001	21/02/2015 03:06 PM	No	21/02/2015 02:59 PM	Saved	Ware

6. You can see the stock of that item as below.

Manage Stock

1 2 3 4 5

Item Receive Item Stock Stock Transfer Cash Register Sales Invoice Customer Rcv Payment

List of Godowns

Do Not Show Stock Correction Godowns

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

Godownwise Item Stock

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

Name	Quantity	Sales Measuring Unit	Barcode	Search Code
Donald Duck soft toy	25	Qty	T00007	
Mighty Raju Board Game	25	Qty	T00014	
Remote Helicopter	100	Qty	T00002	
Sand play tools	50	Qty	T00004	
Spiderman Mask	50	Qty	T00009	
Teddy Bear	30	Qty	T00003	
Tropicana Orange Juice	50	Qty	T00070	

