

How to receive stock for the items with item name template in HDPOSsmart?



HDPOS smart Tutorials

This tutorial will be useful for business (stores) who deal with garments, where you have a same item with multiple colors and sizes.

For example, you have a t-shirt in several colors and in sizes: S, L, M, and XL. You can set up each color and size separately as T-ShirtRed-S, T-ShirtRed-M etc. by selecting item name template as [Name]-[ufSize]. While receiving the stock you can specify the number of quantities receiving against each size or color.

To create a Receive Item Entry By Template, follow the steps below:

Step 1: Create Item user fields:

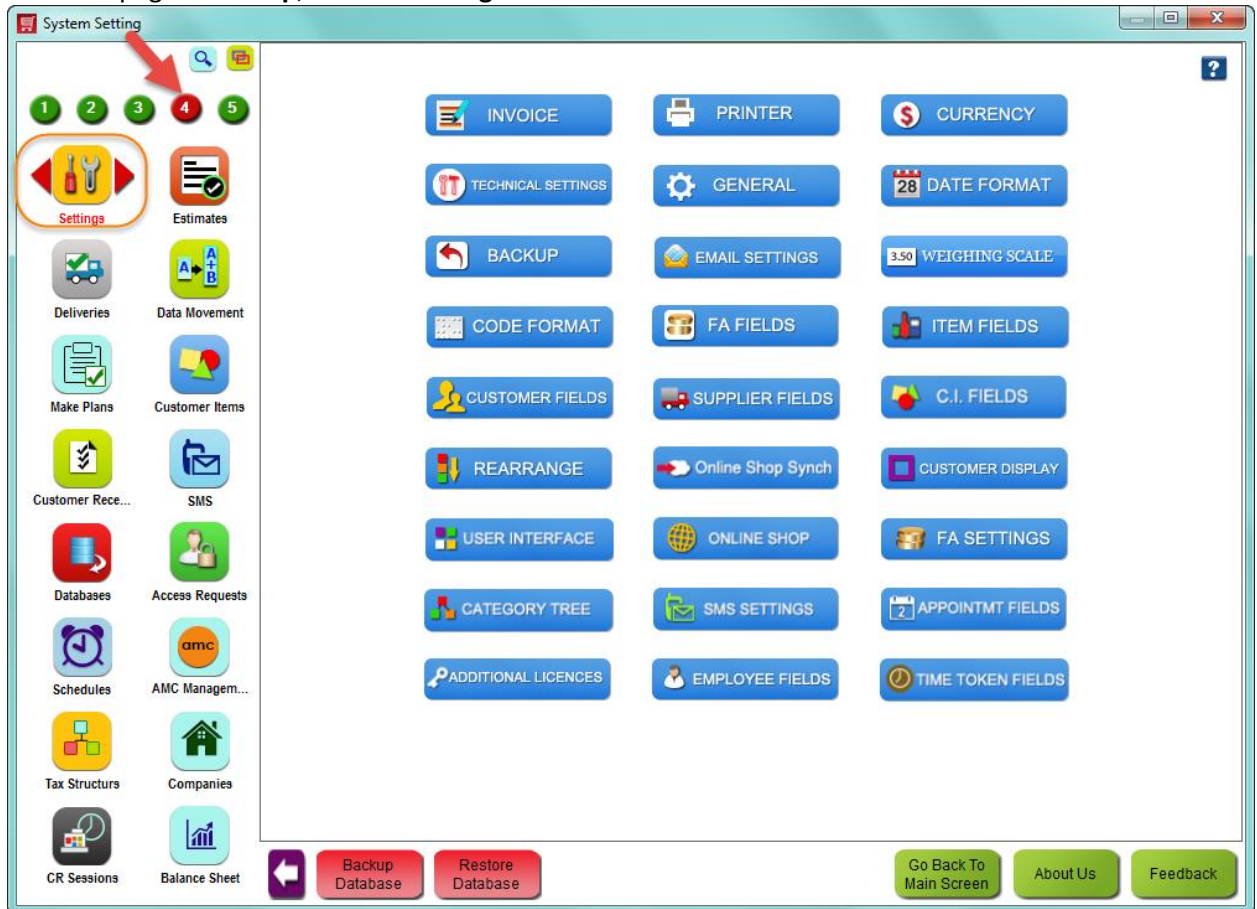
1. Run **HDPOS smart**.
2. From main screen, click on **Set-Up**.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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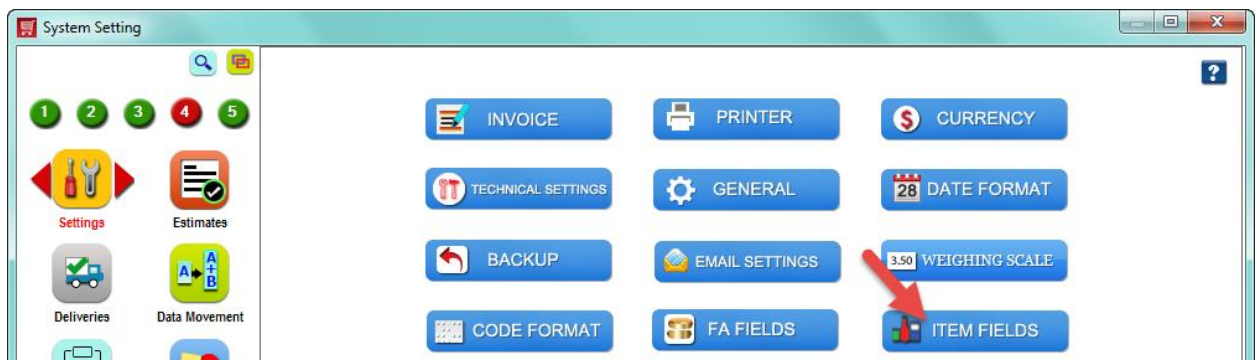





3. From 4th page of **Set-Up**, click on **Settings**.

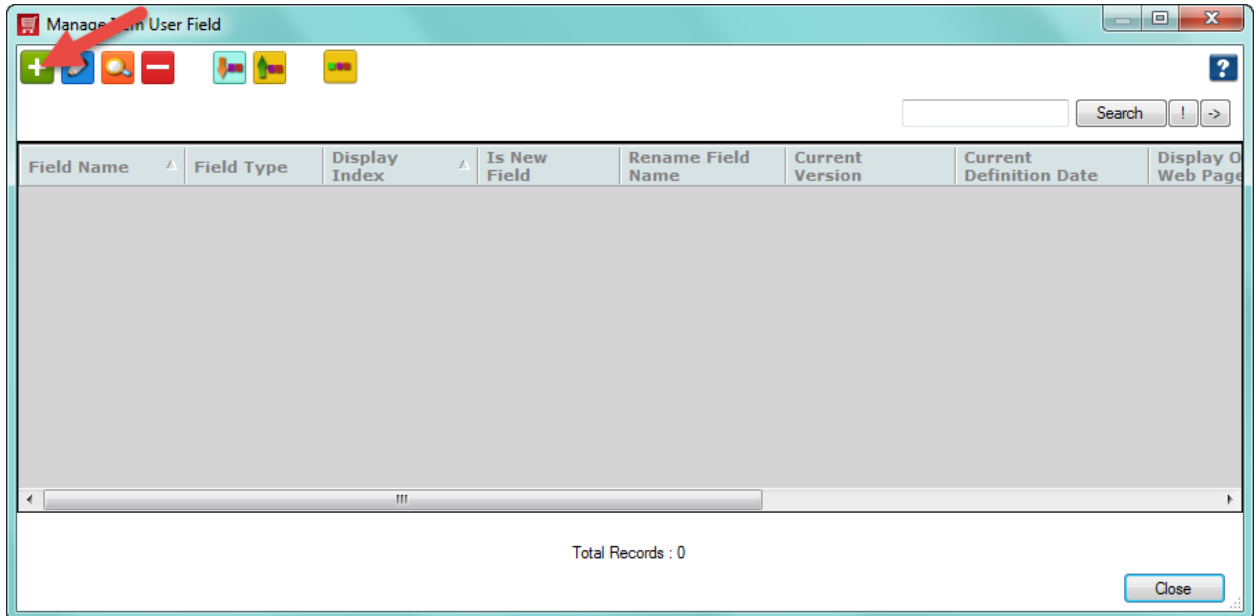


4. From **System Setting** Screen, click on **Item Fields**.





5. From **Manage Item User Field** screen, click on **Add Item User Field** button .

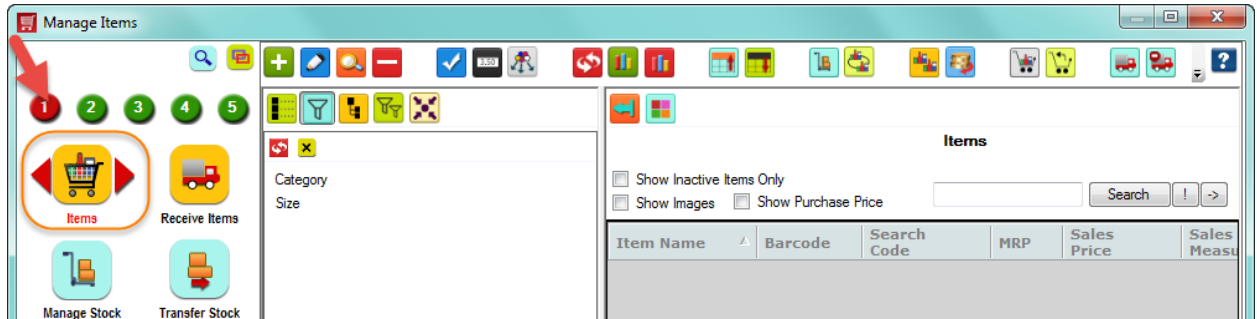


- a. This will bring screen of **Add New Item User Fields**.
- Enter the **Field Name** (Size or Color), select **Field Type** as **LookUp Value**.
 - Click on **Create** button.

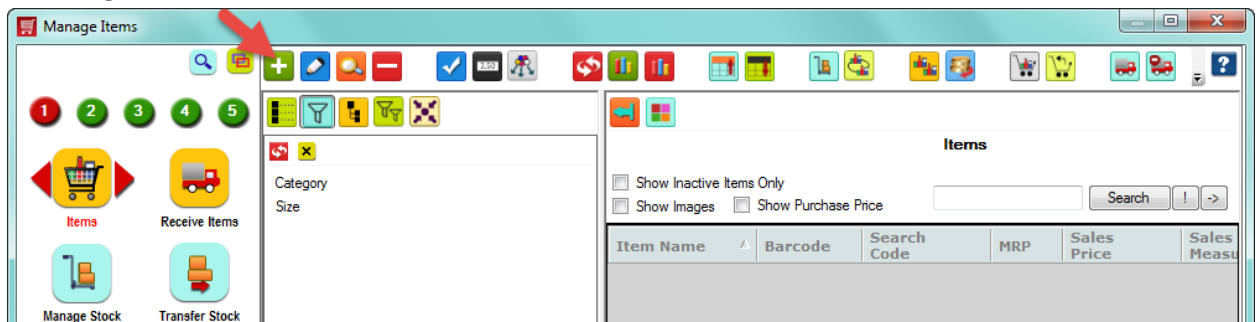


Step 2: Define Item Name Template and define values for the User Field:

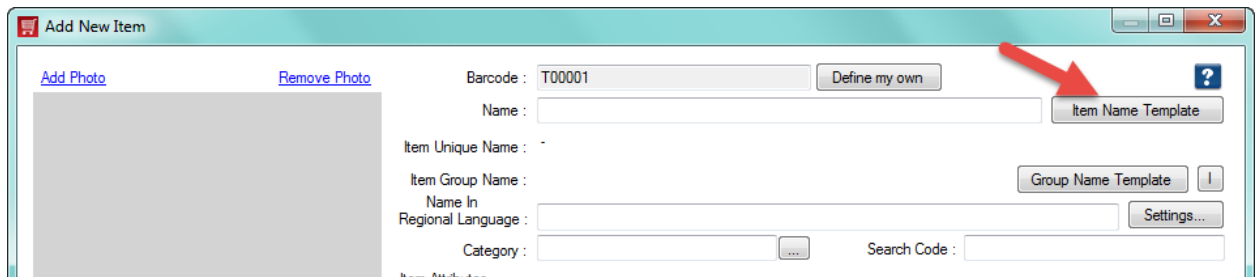
1. From 1st page, click on **Items**.



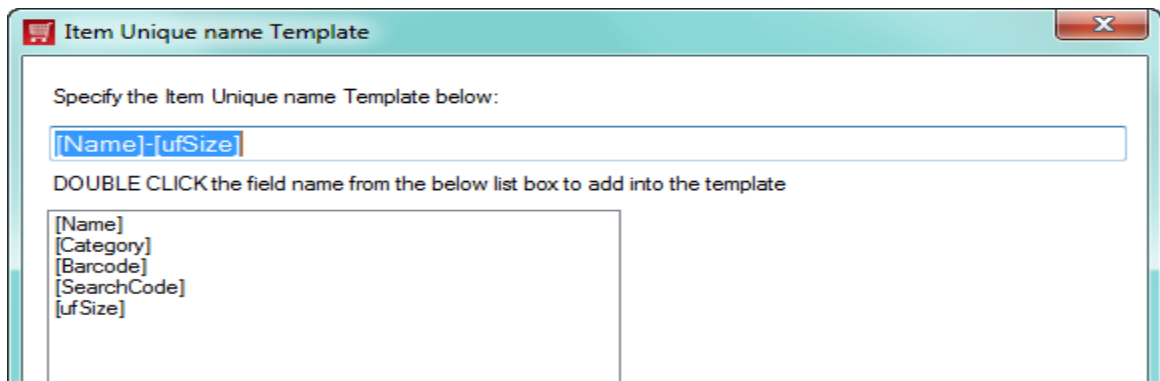
2. In **Manage Items** window, click on **Add Item**.



3. In **Add New Item** window, click on **Item Name Template**.



4. From **Item Unique Name Template**, select required **Field** by double clicking on from the field list.





For example, if you have a T-shirt in several colors and in sizes: S, L, M, and XL. You can set up each color and size separately as T-ShirtRed-S, T-ShirtRed-M etc. by selecting item name template as [Name]-[ufSize].

5. Click on **Apply**.
6. To define user Field values, click on three dotted button against the **User Field** for which you want to define values.

The screenshot shows the 'Add New Item' window with the following sections:

- Barcode:** T00001
- Name:** [Empty field]
- Item Unique Name:** -
- Item Group Name:** [Empty field]
- Regional Language:** [Empty field]
- Category:** [Empty field]
- Search Code:** [Empty field]
- Item Attributes:**
 - Is Active
 - Not For Sale
 - Is Purchased
 - Is Service Item
 - HasBOM
 - Is Auto Make
 - Is Auto Break
 - Is Sortable Item
 - Has Manual Batch
 - Has Auto Batch
 - Is Gift Card
 - Create Time Token
 - Has Label
 - Need To Print Barcode Sticker
 - Is Measured at the time of sale
 - Use Measuring denomination
 - Weighing scale used while selling
 - Is a Kt
 - Provides AMC
 - Is AMC Item
 - Only For Online Shop
 - Not For Online Shop
 - Allow to purchase on eShop when not in stock
- Tax Detail:**
 - Tax paid while purchasing: [Empty field]
 - Tax collected while selling: [Empty field]
 - My Sales Price Includes Tax
- Packaging:**
 - Purchase Measuring Unit: Qty
 - Sales Measuring Unit: Qty
 - 1 Purchase unit is equal to: 1 Sales Units.
- Pricing:**
 - Last Purchase Unit Price: 0.00
 - Sales Price Before Tax: 0.00
 - Sales Price (My MRP): 0.00
 - MRP (Printed MRP): 0.00
- User Field List:**
 - Size: [Empty field] [Three dotted button]

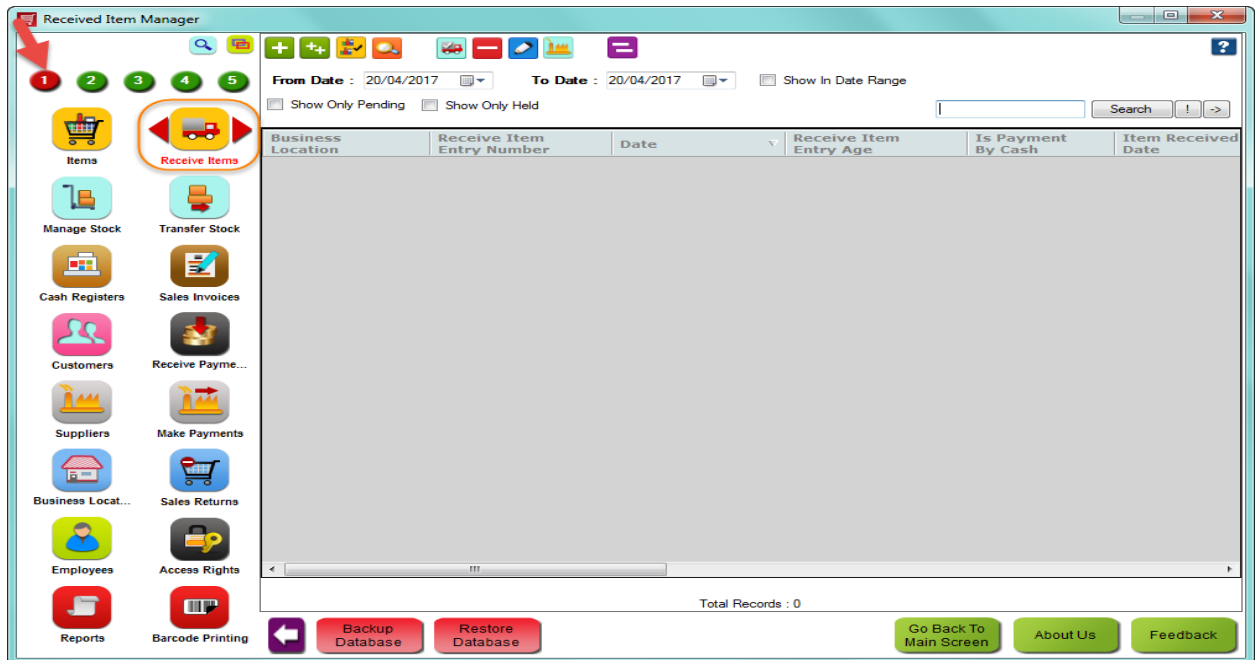
7. Click on **+** and enter the values as required.
8. Click on **OK**.
9. Cancel **Add New Item** window.



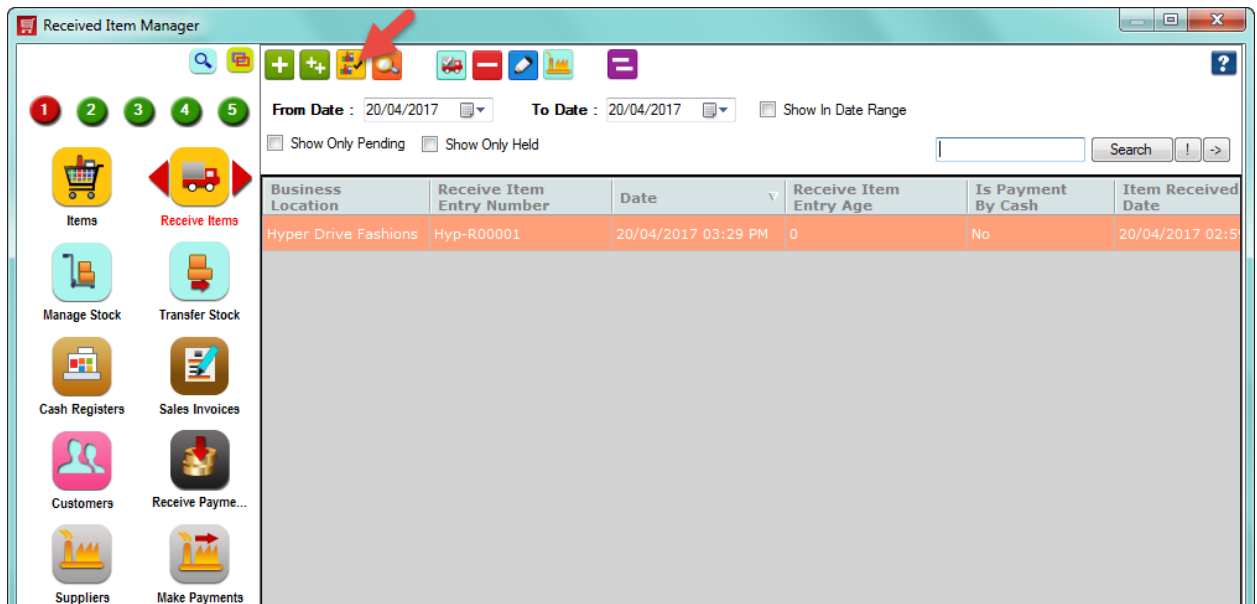


Step 3: Create Receive Item Entry by Item Name Template:

1. From 1st page, click on **Receive Items**.



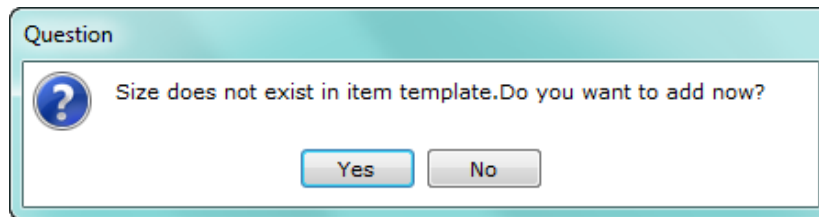
2. From **Receive Item Manager** screen click on **RIE By Template** button.



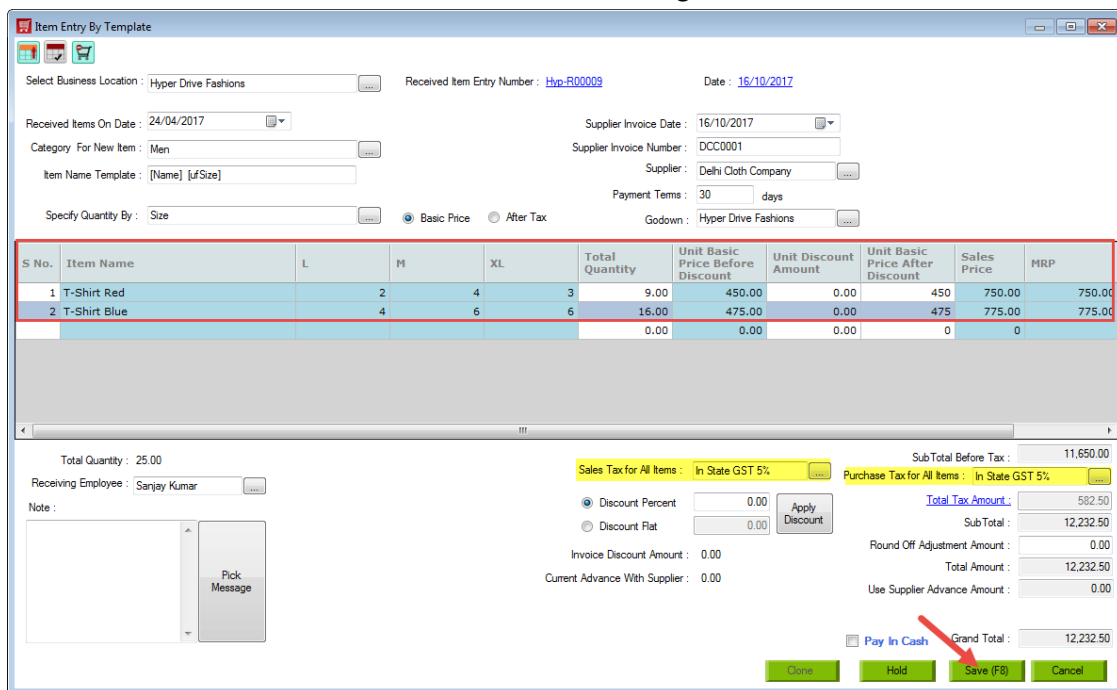


3. In New Received Item Entry screen.

- a. **Category For New Item:** Select the category for the items.
- b. **Specify Quantity By:** Select the **User Field Name** (Size or Color).
 - For example, if want to receive the stock of the same item in multiple sizes, the select user Field name as Size.
 - If Item Name Template is not defined for the items and selecting a user Field name will pop up a message as shown below. Click on **Yes** to add Item Name template. For example, if user Field name as Size then it will add item name template as [Name]-[ufSize]



- 4. Enter the item name in **Item Name** Field.
- 5. Specify the number of quantities received. For example if you receiving item in multiple sizes, then specify the number quantities received each size (M, L, XL etc.).
- 6. Enter your purchase and sales prices as required.
- 7. Select Purchase and Sales Tax for the items that are being received.



Note: While selecting Specify Quantity field by Item User Field, HDPOS smart allows a maximum of 50 User Fields values (which be shown as columns) to be entered in RIE by Template.

- 8. Click on **Save**.

