

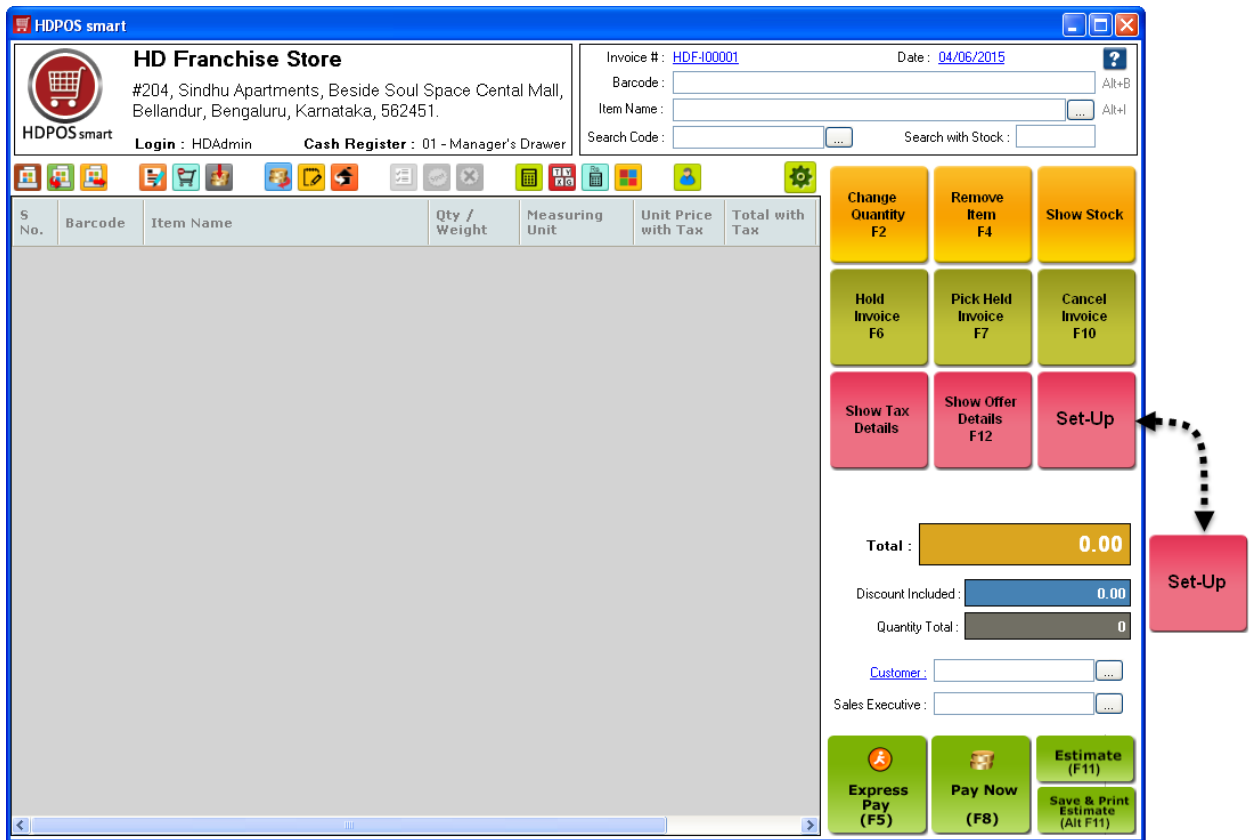


# How to receive stock sent from a head office into franchise store?

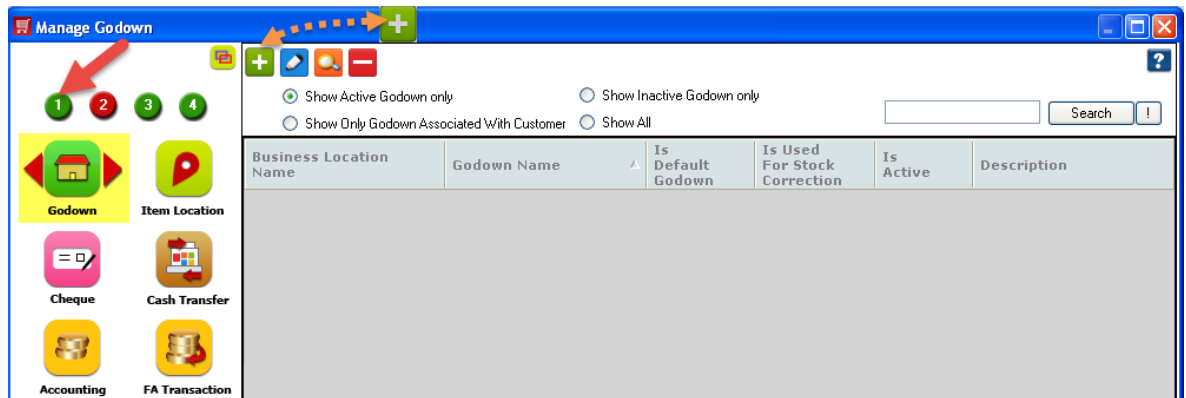
If you have a franchise store or any branch office for your business, sometimes you may receive stock from the head office/main store.

To do entry of stock received from head office, follow the steps below.

1. Run **HDPOS smart** in your franchise store. From Main Invoice screen, click on **Set-Up**.



2. From 2<sup>nd</sup> page, click on **Godown**.
  - a. From **Manage Godown** screen, click on **Add New Godown** button to create a godown for main store/head office.





b. Enter Name, description for godown. Click on **Save**.

**Add New Godown**

Godown Name : HDIT Head Office

Description : HDIT Head Office

Is Active

Save (F8) Cancel

3. From 1<sup>st</sup> page, click on **Stock Transfer**.

**Set-Up**

1 2 3 4


Item Receive Item

Stock StockTransfer

Cash Register Sales Invoice

StockTransfer

Welcome to Set-Up

4. From **Godown to Godown Stock Transfer** screen, click on  **Add Stock Transfer** button.

**Godown to Godown Stock Transfer**

+ -

Show Only Stock Transfer  Show Only Dump Stock Correction

Show Only Stock Correction  Show Only Stock Transfer Request

Search

Number	From Godown	To Godown	Received By	Comment	Stock Transfer Type
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Item Receive Item

Stock StockTransfer

Cash Register Sales Invoice

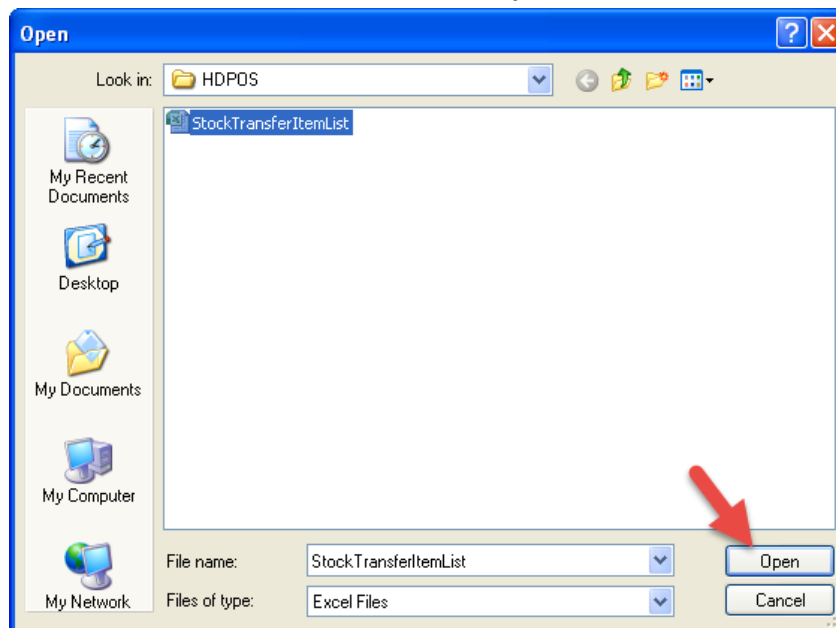
Customer Rcv Payment



5. **Godown to Godown Stock Transfer** screen will be opened.
  - a. **From Godown:** Enter the godown of main store.
  - b. **To Godown:** Enter the godown of your store.
  - c. **Received By:** Enter the **employee's name** who's receiving the stock.
  - d. Click on **Import Items** to import the items from stock transfer excel file that was sent by Main office.

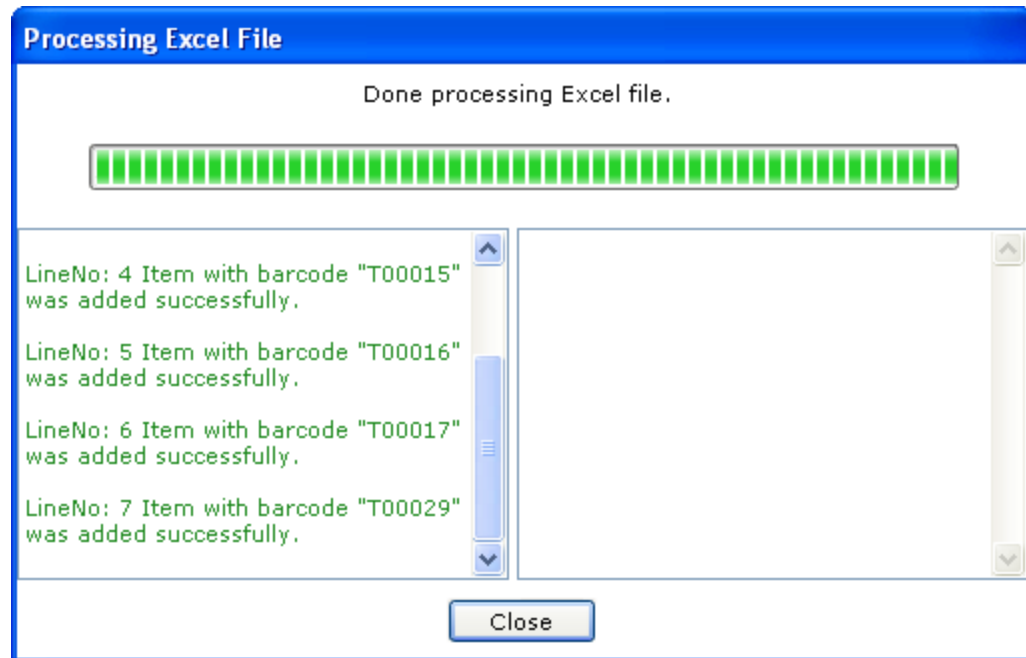
S No.	Barcode	Search Code	Item Name	Transferring Qty / Weight	Sales Measuring Unit	Available Quantity
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- e. Select the stock transfer file and click on **Open**.

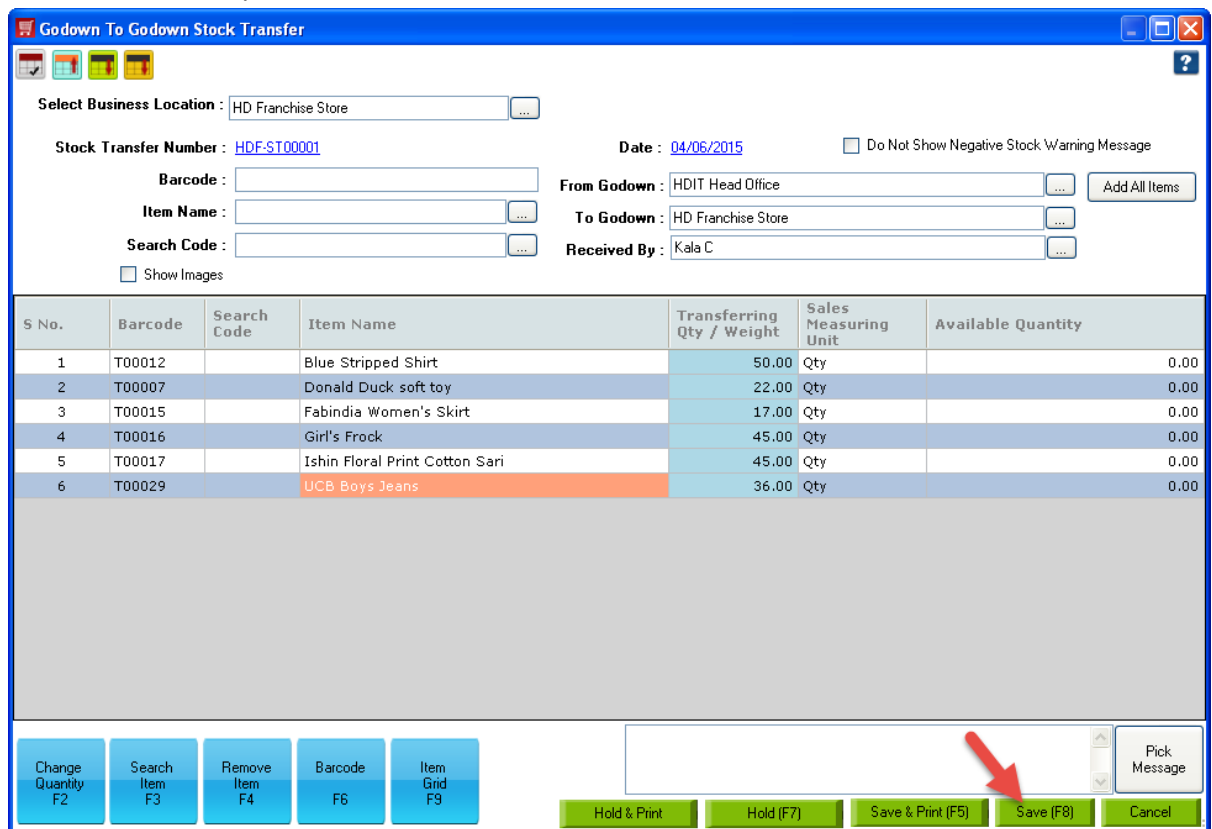




f. You will see the following screen.



g. All items from the excel file will be added stock transfer screen. These are the items and their stock that you received from main office. Click on **Save**.





6. The stock will get added to you franchise store godown as shown below.

**List of Godowns**

Do Not Show Stock Correction Godowns

Search [ ]

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

**Godownwise Item Stock**

Show only items to be reordered  
 Show Inactive items only  
 Show Negative stock only  
 Show Stock Expiring from [ ] to [ ] Days  
 Do not Show Zero Stock  Show Images

Search [ ]

Name	Quantity	Sales Measuring Unit	Barcode	Search Code
Blue Stripped Shirt	50	Qty	T00012	
Donald Duck soft toy	22	Qty	T00007	
Fabindia Women's Skirt	17	Qty	T00015	
Girl's Frock	45	Qty	T00016	
Ishin Floral Print Cotton Sari	45	Qty	T00017	
UCB Boys Jeans	36	Qty	T00029	