

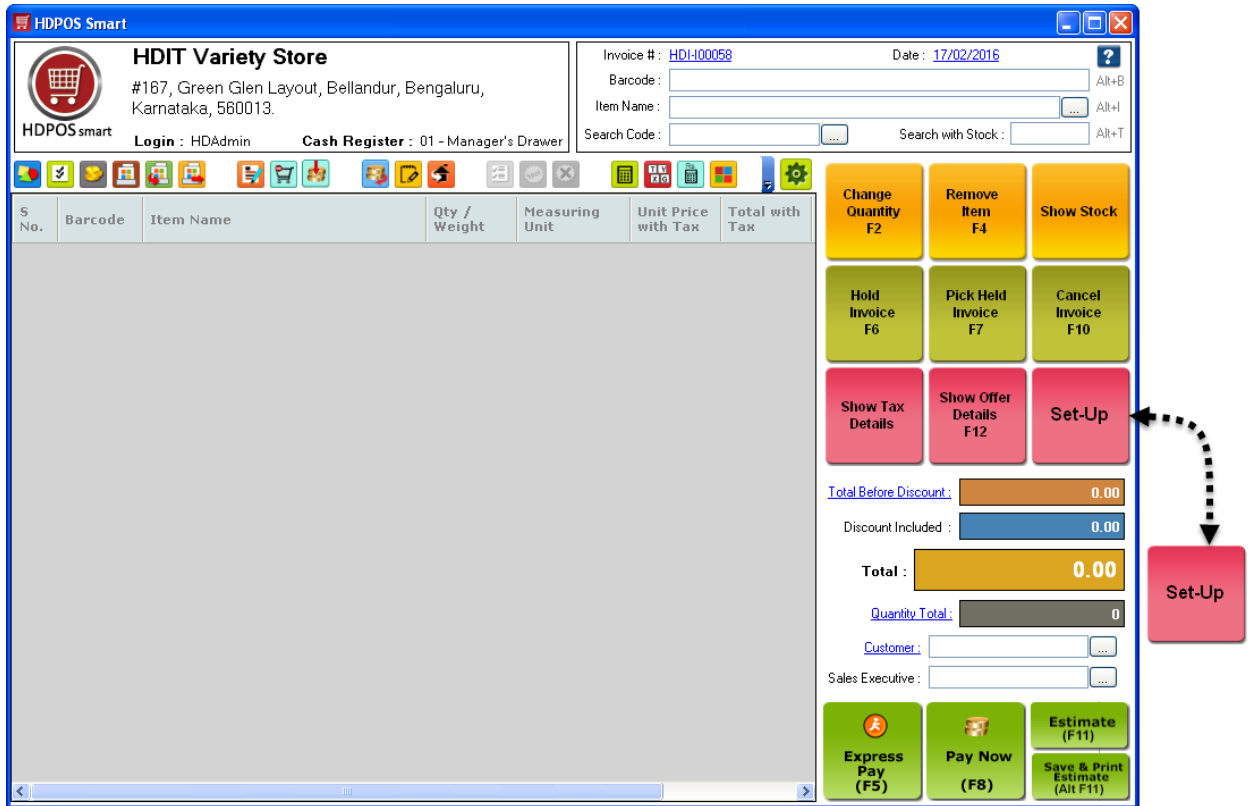
# How to upload items into RIE through excel?



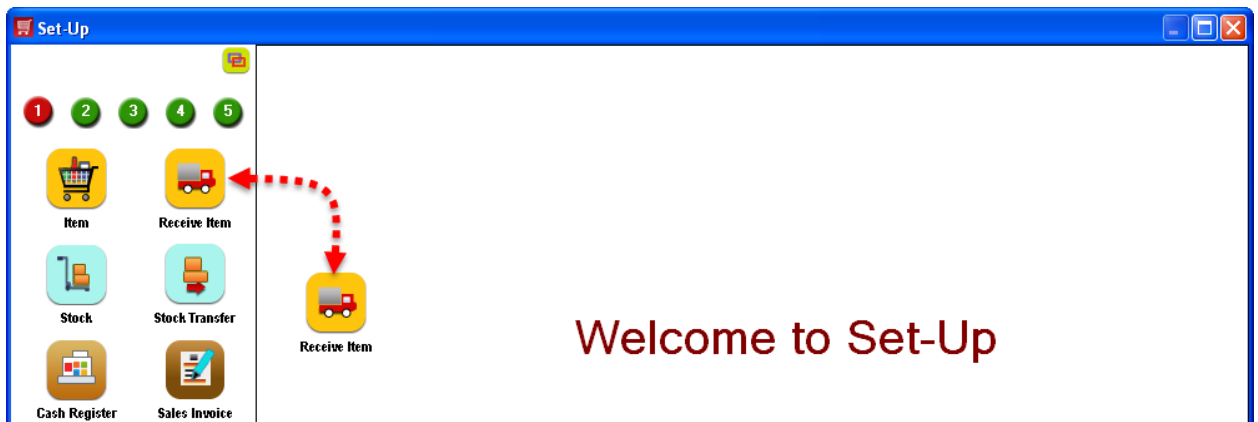
HDPOS smart Tutorials

To upload items into RIE through excel, follow the steps below:

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



2. From Set-Up screen, go to 1<sup>st</sup> page and click on **Receive Item**.





3. From **Received Item Manager** screen, click on **Add Simple Receive Item Entry** button.

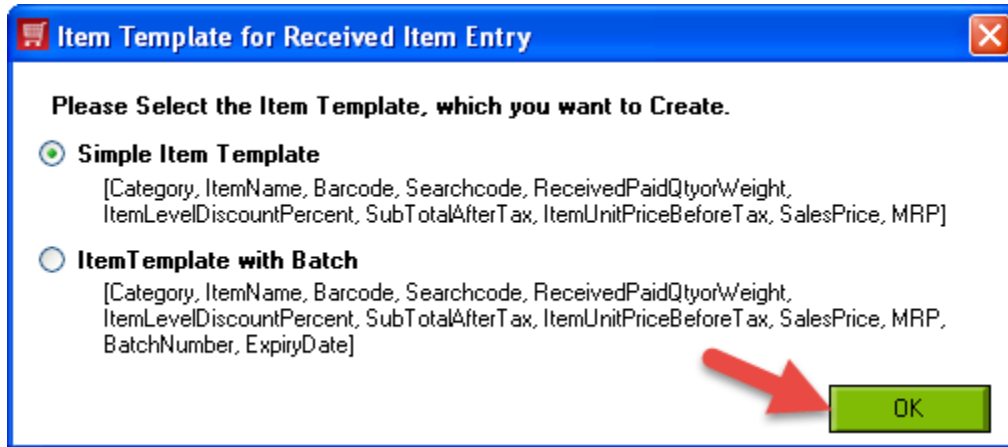
Business Location	Receive Item Entry Number	Date	Receive Item Entry Age	Is Payment By Cash	Item Received Date
HDIT Variety Store	HDI-R00022	08/02/2016 09:55 PM	9	No	08/02/2016 01:55
HDIT Variety Store	HDI-R00021	08/02/2016 01:47 PM	9	No	08/02/2016 01:47
HDIT Variety Store	HDI-R00020	02/02/2016 11:20 AM	15	No	02/02/2016 11:07
HDIT Variety Store	HDI-R00019	29/01/2016 11:47 PM	19	No	29/01/2016 11:46
HDIT Variety Store		27/01/2016 10:12 AM	21	No	27/01/2016 10:11
HDIT Variety Store		27/01/2016 10:11 AM	21	No	25/01/2016 12:12
HDIT Variety Store		27/01/2016 10:11 AM	21	No	27/01/2016 10:11
HDIT Variety Store	HDI-R00018	27/01/2016 10:10 AM	21	Yes	28/11/2015 12:06
HDIT Variety Store	HDI-R00017	27/01/2016 10:09 AM	21	Yes	25/01/2016 12:11

4. From **New Received Item Entry** screen:

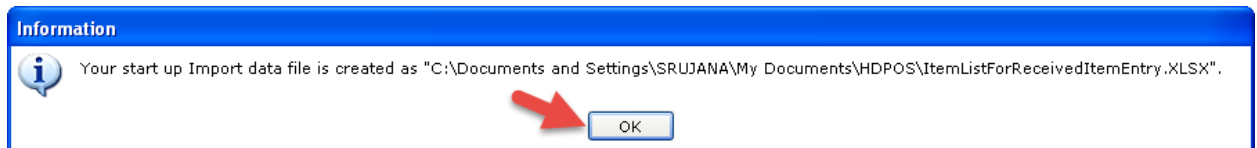
- a. Select the **supplier** name.
- b. Select the **godown** name.
- c. Click on the **Create Excel Template for Received Item Entry** button on the tool bar.



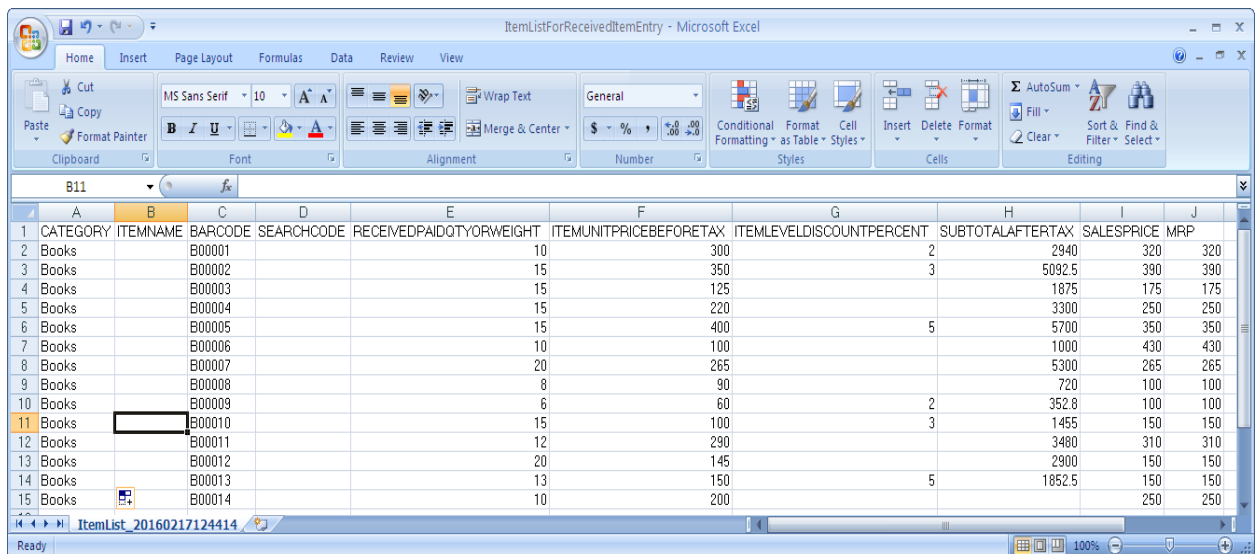
5. You will see following screen of Item Template for Received Item Entry.
  - a. Choose Simple Item Template.
  - b. Click on **OK**.



6. You will see following information message box showing you the location of excel template that got created. Click on **OK** to open it.



7. Enter the values in excel file as shown below and save it. Close the excel file.



8. Come back to HDPOS smart and the New Receive Item Entry.
9. Click on **Upload Items for Received Item Entry** button on the tool bar.
  - a. You will see Open dialog box.
  - b. Select the excel file that you saved in **Step7**.



c. Click on **Open** button.

The screenshot shows the 'New Received Item Entry' application window. An 'Open' dialog box is open, displaying the 'HDPOS' folder contents. The file 'ItemListForReceivedItemEntry' is selected. The main window behind the dialog has a 'Select Business Location' dropdown set to 'HDIT Variety Store'. Below this, there are fields for 'Received Item Entry Number', 'Filter Hierarchy', 'Barcode', 'Search Code', 'Supplier Invoice Number', and 'Supplier Invoice Date'. A table with columns 'S No.', 'Barcode', and 'Item N' is visible. At the bottom, there are several input fields and buttons, including 'Discount Flat', 'Discount Percent', 'Apply Discount', 'Additional Charges', and a 'Pay In Cash' checkbox. A summary table on the right shows 'Before Tax', 'Total Tax Amount', 'SubTotal', 'Round Off Adjustment Amount', 'Total Amount', 'Use Supplier Advance Amount', and 'Grand Total', all with values of 0.00.

10. You will see following success message showing all items are added into RIE. Click on **Close**.

The 'Processing Excel File' dialog box displays a progress bar and a list of items added successfully. The list contains four entries: 'LineNo: 12 Item with barcode "B00011" added successfully.', 'LineNo: 13 Item with barcode "B00012" added successfully.', 'LineNo: 14 Item with barcode "B00013" added successfully.', and 'LineNo: 15 Item with barcode "B00014" added successfully.'. At the bottom of the dialog, there is a 'Close' button, which is highlighted by an orange arrow.



11. You can see all items and their details are added into Received Item Entry. Click on **Save** button to save the Received Item Entry.

**New Received Item Entry**

Select Business Location: HDIT Variety Store

Received Item Entry Number: HDI-R00023 Date: 17/02/2016

Filter Hierarchy: [ ] Received Items On Date: 17/02/2016

Barcode: [ ]  Receive Items with existing Purchase Order

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

Search Code: [ ] Supplier: RK Sales

Supplier Invoice Number: [ ] Payment Terms: 0 days

Supplier Invoice Date: 17/02/2016 Godown: HDIT Variety Store

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

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
10	B00010	IST ACTIVITY BOOK	15	Qty	100.00	3	0	1,455.00
11	B00011	Malgudi Days	12	Qty	290.00	0	0	3,480.00
12	B00012	Midnight's Children	20	Qty	145.00	0	0	2,900.00
13	B00013	Panchtantra Ke Moti	13	Qty	150.00	5	0	1,852.50
14	B00014	PAPER FOLDING - 2	10	Qty	200.00	0	0	2,000.00

Discount On Total Before Tax:  SubTotal Before Tax: 37,967.80

Discount Flat 0.00  Discount Percent 0.00

Number of Packages: 184.00 Receiving Employee: [ ] Invoice Discount Amount: 0.00 Total Tax Amount: 0.00

Note: [ ] Current Advance With Supplier: 0.00 SubTotal: 37,967.80

Additional Charges: 0.00  Apply For Effective Price Round Off Adjustment Amount: 0.00

Apply To Supplier Payment Total Amount: 37,967.80

Pay In Cash Use Supplier Advance Amount: 0.00

Grand Total: 37,967.80

12. From **Received Item Manager** you can see the saved RIE as shown below.

**Received Item Manager**

From Date: 17/02/2016 To Date: 17/02/2016  Show In Date Range

Show Only Pending  Show Only Held

Business Location	Receive Item Entry Number	Date	Is Payment By Cash	Item Received Date	Supplier Name	Godown Name
HDIT Variety Store	HDI-R00023	17/02/2016 12:45 PM	No	17/02/2016 12:38 PM	RK Sales	HDIT Variety Store
HDIT Variety Store	HDI-R00022	08/02/2016 09:55 PM	No	08/02/2016 01:54 PM	A One Supplier	HD Store
HDIT Variety Store	HDI-R00021	08/02/2016 01:47 PM	No	08/02/2016 01:47 PM	A One Supplier	HDIT Variety Store
HDIT Variety Store	HDI-R00020	02/02/2016 11:20 AM	No	02/02/2016 11:07 AM	RK Sales	HD Store
HDIT Variety Store	HDI-R00019	29/01/2016 11:47 PM	No	29/01/2016 11:46 PM	A One Supplier	HDIT Variety Store
HDIT Variety Store		27/01/2016 10:12 AM	No	27/01/2016 10:11 AM	s1	HDIT Variety Store
HDIT Variety Store		27/01/2016 10:11 AM	No	25/01/2016 12:12 PM	s1	HD Store
HDIT Variety Store		27/01/2016 10:11 AM	No	27/01/2016 10:11 AM	SR Suppliers	HD Store

