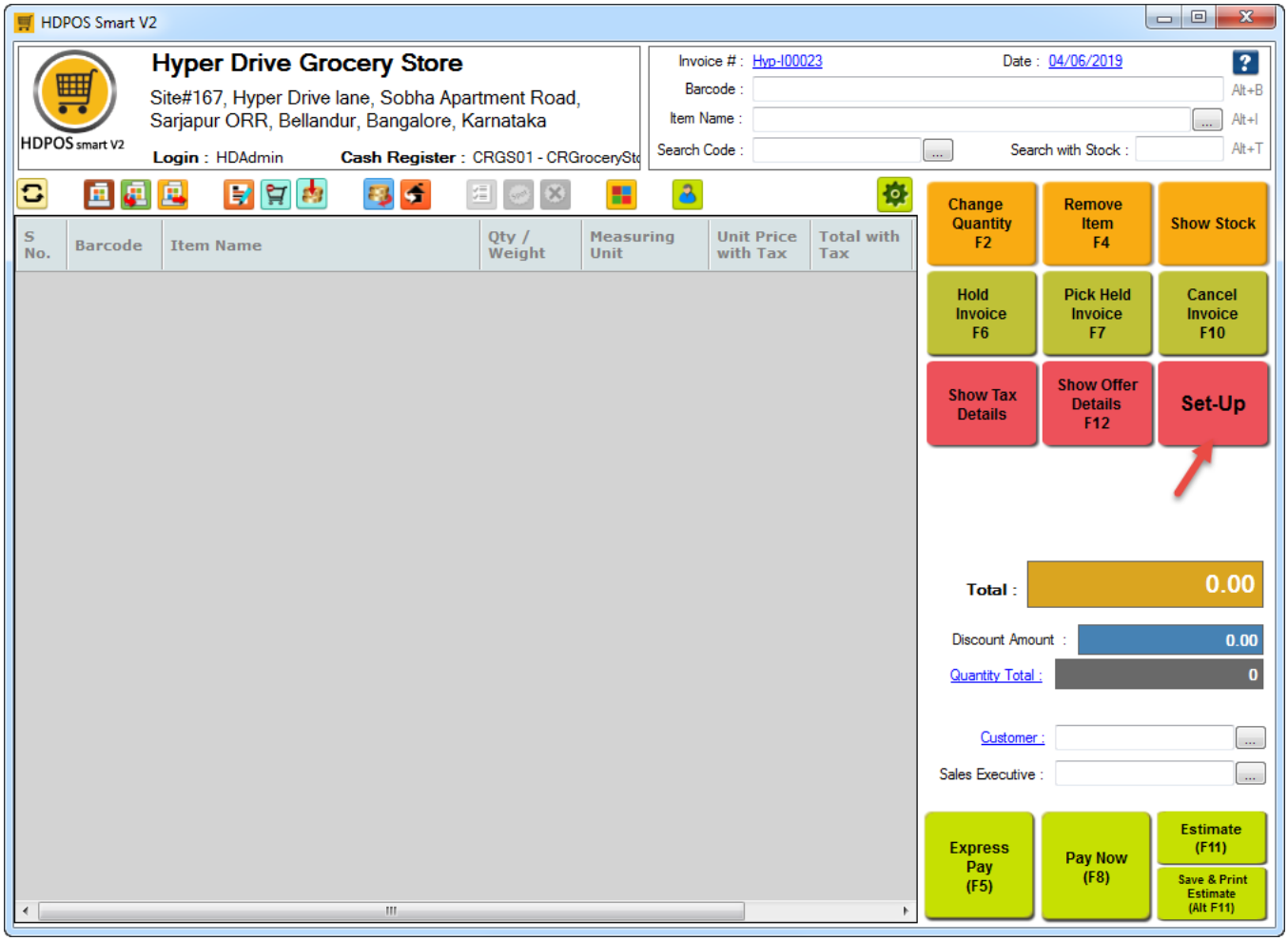
How to add a purchase return entry?

Goods may be returned to supplier if they have defects. To make a purchase return in **HDPOS smart**, follow the steps below:

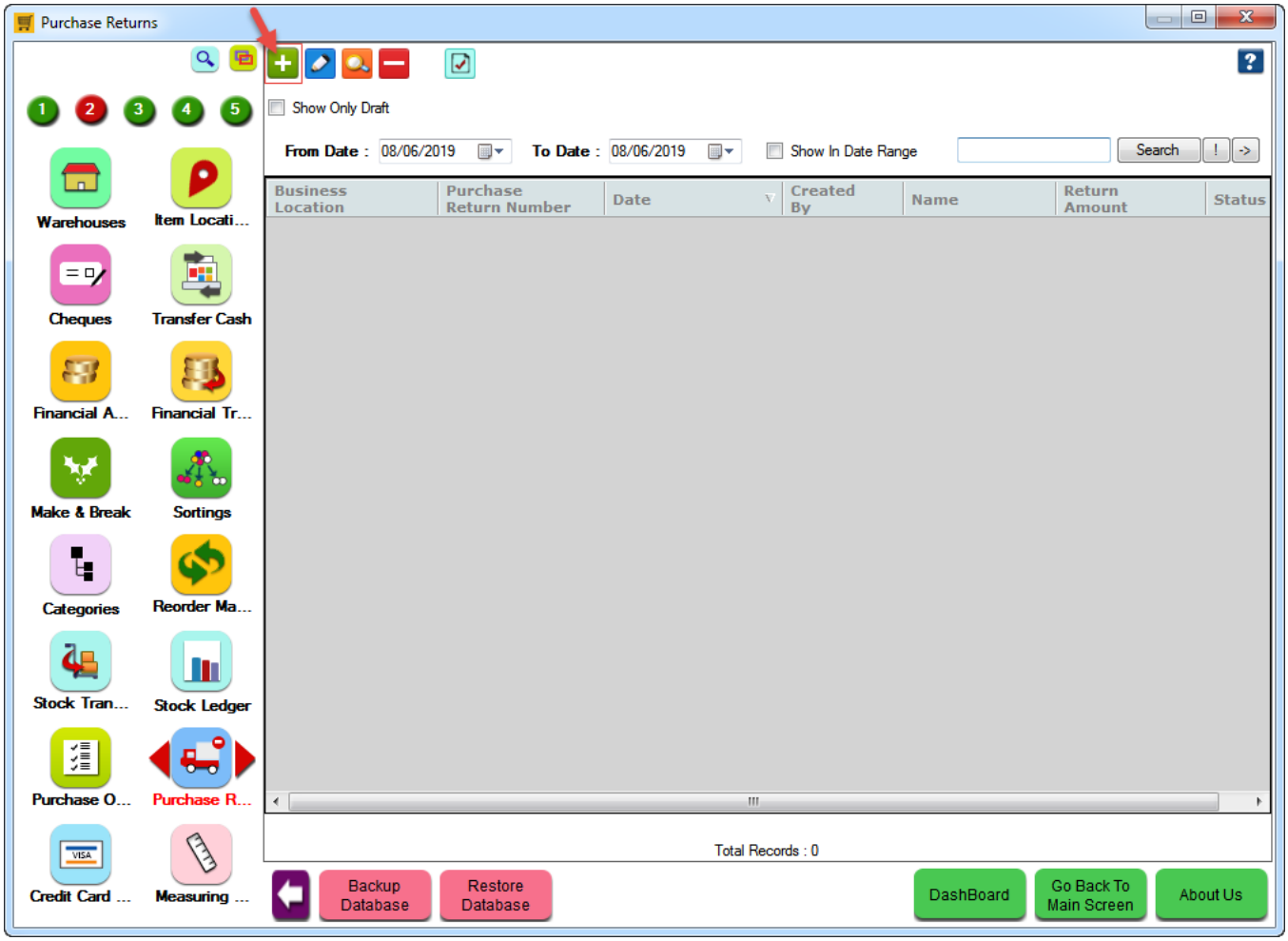
1. Run **HDPOS smart**. From main screen click on **Set-Up** button.



2. From **2nd** page of Set-Up click on click on **Purchase Return**.



3. From **Purchase Return Manager** screen click on **Create Purchase Returns Details** button.



4. You will see the **Purchase Return Details** screen as shown below.

a. **Select Business Location**: Select the Business Location from which you want to create a Purchase Return. By default the business location in which you are logged in will be shown here.

b. **Purchase Return Number**: Purchase return entry number will be shown here.

c. **Date**: Current date will be displayed here.

Note: You can change the purchase return number and Date by double clicking on these entries according to your requirements.

d. **Select GRN**: Select the GRN Number for which you want to make a return.

i. After selecting the GRN, the **Warehouse** and **Supplier** details will be shown to you automatically.

ii. You will also see **Outstanding Balance** of the Supplier.

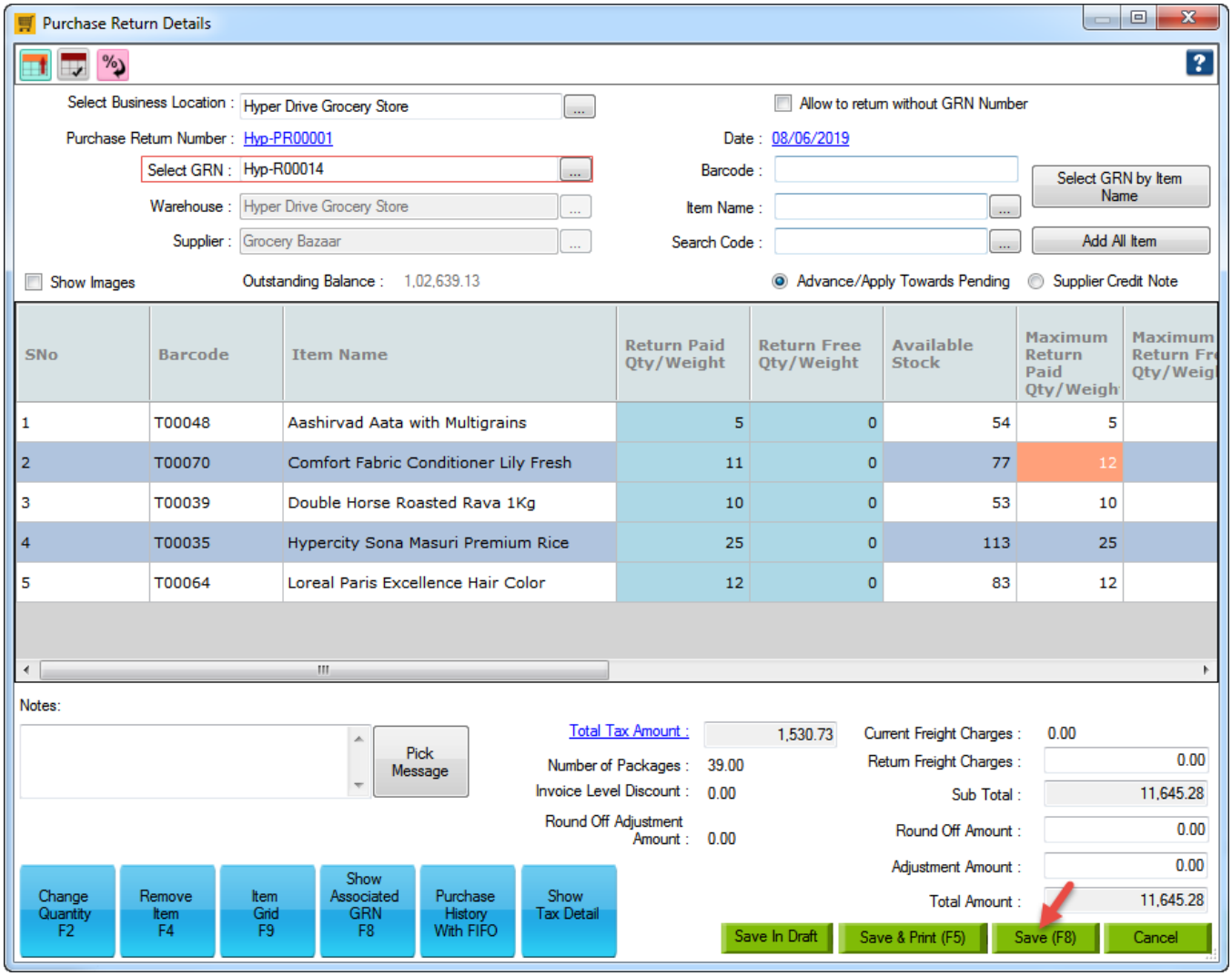
iii. Select the items that you want to return by scanning its **Barcode** or Selecting its name from **Item Name** field or by searching it with its **Search Code**.

iv. You can click on Add **All Items** button to add all items if you want to return every item in the selected GRN.

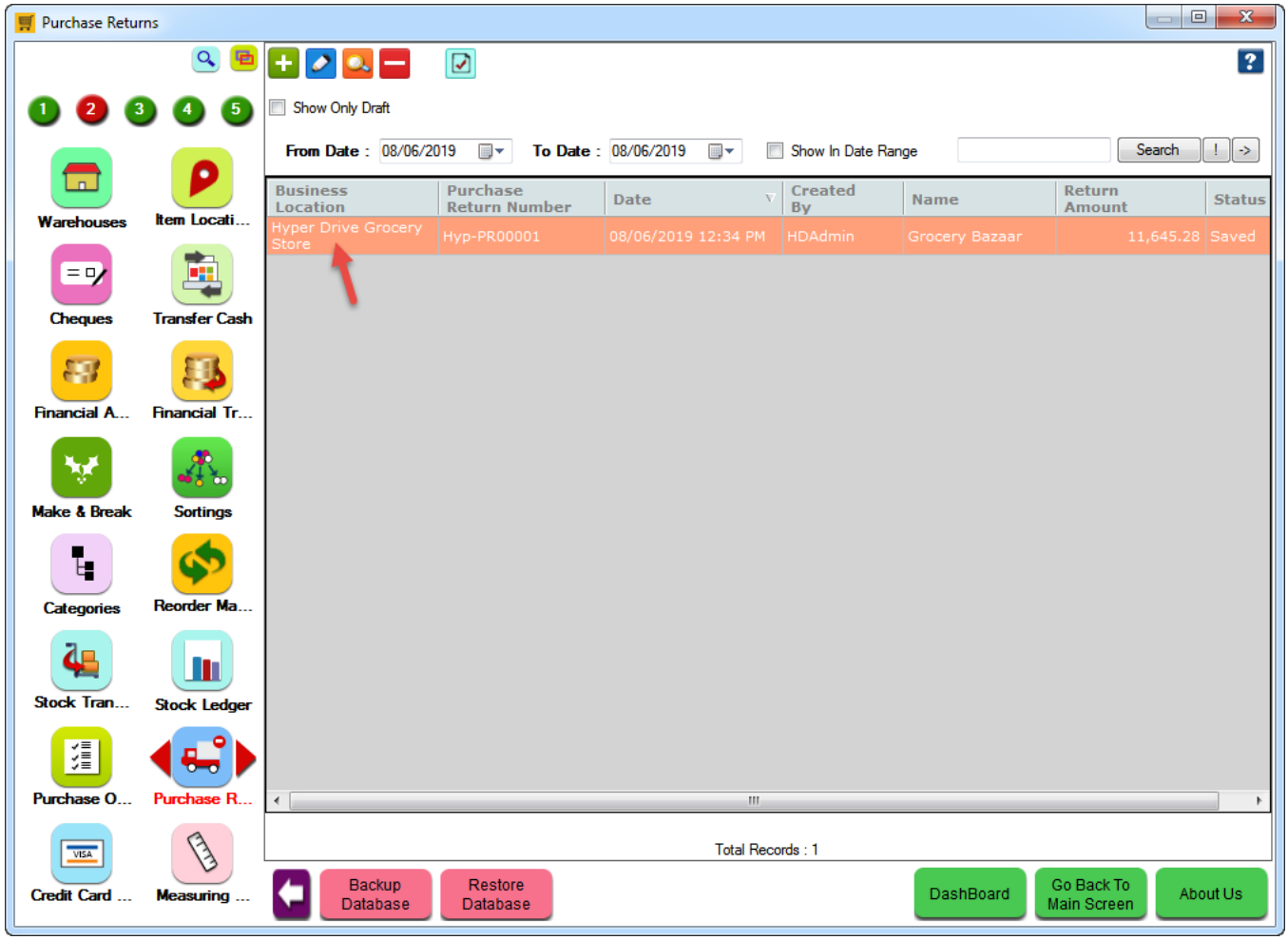
v. **Allow to return without GRN Number** checkbox: You can check this checkbox if you want to make a purchase return entry without GRN number.

e. Item(s) will be added to the grid with all its details.

- You can change the quantity of item to the quantity how many you want to return by clicking on **Change Quantity F2 button.**
- Click on **Save** button.



5. You can see the Purchase Return Entry created as shown below.


Purchase Returns
Warehouses
Item Locati...
Cheques
Transfer Cash
Financial A...
Financial Tr...
Make & Break
Sortings
Categories
Reorder Ma...
Stock Tran...
Stock Ledger
Purchase O...
Purchase R...
Credit Card ...
Measuring ...
Show Only Draft
From Date : 08/06/2019
To Date : 08/06/2019
Show In Date Range
Search
Business Location
Purchase Return Number
Date
Created By
Name
Return Amount
Status
Hyper Drive Grocery Store
Hyp-PR00001
08/06/2019 12:34 PM
HDAdmin
Grocery Bazaar
11,645.28
Saved
Total Records : 1
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
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