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.

🛒 но	🛒 HDPOS Smart V2										
HDPOS smart V2		Hyper Drive Grocery Store Site#167, Hyper Drive lane, Sobha Apartment Road,					Invoice # : <u>Hyp-100023</u> Date : <u>04/06/2019</u> Barcode :				
		Login : HDAdmin	Search	Code :		Sear	Alt+T				
5	E] 🖪 🖪 🛱 🏚	8	2 0 8		2	1	‡	Change Quantity	Remove Item	Show Stock
S No.	Barcode	Item Name		Qty / Weight	Measu Unit	ring	Unit Price with Tax	Total with Tax	F2	F4	
									Hold Invoice F6	Pick Held Invoice F7	Cancel Invoice F10
									Show Tax Details	Show Offer Details F12	Set-Up
											/
									Total :		0.00
									Discount Amou	int :	0.00
									<u>Customer</u> Sales Executive	<u>.</u>	
•								Þ	Express Pay (F5)	Pay Now (F8)	Estimate (F11) Save & Print Estimate (Alt F11)

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.

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1 2 3	4 5	Show Only Draft
		From Date : 08/06/2019 🖉 🔻 To Date : 08/06/2019 🖉 🖉 Show In Date Range Search I >>
Warehouses	Item Locati	Business Location Purchase Return Number Date V Created By Name Return Amount Status
Cheques	Transfer Cash	
Enamerial A		
*	.	
Make & Break	Sortings	
Categories	Reorder Ma	
Stock Tran	Stock Ledger	
	(--)	
Purchase 0	Purchase R	< >
VISA	B	Total Records : 0
Credit Card	Measuring	Backup Database Datab

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.

F Purchase Return Details											
2											
Select Business Location : Hyper Drive Grocery Store											
Purchase Return Number : <u>Hyp-PR00001</u>					Date : <u>08/06/2019</u>						
	Select GRN :	Hyp-R00014			Barcoo	e:			Select GRN by Item		
	Warehouse :	Hyper Drive Grocery Store			Item Nan	Item Name :			Name		
	Supplier :	Groce	Grocery Bazaar			Search Coo	e:			Add All Item	
Show Images		Outsta	anding Balance : 1,	02,639.13			•	Advance/App	oly Towards Pending	Supplier Creation	edit Note
SNo	Barcode		Item Name			Return Paid Qty/Weight	Retur Qty/	rn Free Weight	Available Stock	Maximum Return Paid Qty/Weigh	Maximum Return Fro Qty/Weigl
1	T00048		Aashirvad Aata v	vith Multigrain:	s	5		0	54	5	
2	T00070		Comfort Fabric C	Conditioner Lily	y Fresh	11		0	77		
3	T00039		Double Horse Ro	asted Rava 1	<g< th=""><th>10</th><th></th><th>0</th><th>53</th><th>10</th><th></th></g<>	10		0	53	10	
4	T00035		Hypercity Sona N	Masuri Premiur	m Rice	25		0	113	25	
5	T00064		Loreal Paris Exce	ellence Hair Co	olor	12		0	83	12	
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Notes:											
			^ P	ick	<u>Total Ta</u>	ax Amount :	1,53	30.73 Cu	irrent Freight Charges	: 0.00	0.00
			+ Mes	ssage	Number of	Packages: 39.00		R	etum Freight Charges	:	11 C45 29
L					Round Off	Adjustment			Sub Total		0.00
						Amount : 0.00				·	0.00
Change	Remove	Show Item Associated Purchase Show		Show				Total Amount		11 645 28	
Quantity F2	ltem F4	Grid F9	GRN F8	History With FIFO	Tax Detail	S	ave In Dr	aft Sav	ve & Print (F5)	Save (F8)	Cancel

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

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026	45	Show Only Draft
	0	From Date : 08/06/2019 ▼ To Date : 08/06/2019 ▼ Show In Date Range Search ! →
	tem Locati	Business Location Purchase Return Number Date V Created By Name Return Amount Status
warenouses		Hyper Drive Grocery Store Hyp-PR00001 08/06/2019 12:34 PM HDAdmin Grocery Bazaar 11,645.28 Saved
=7	.	1
Cheques	Transfer Cash	
Financial A	Enancial Tr	
	-	
Make & Break	Sortings	
E		
Categories	Neorder Ma	
Stock Tran		
Purchase 0	Purchase R	
VISA	E	Total Records : 1
Credit Card	Measuring	Backup Database Datab