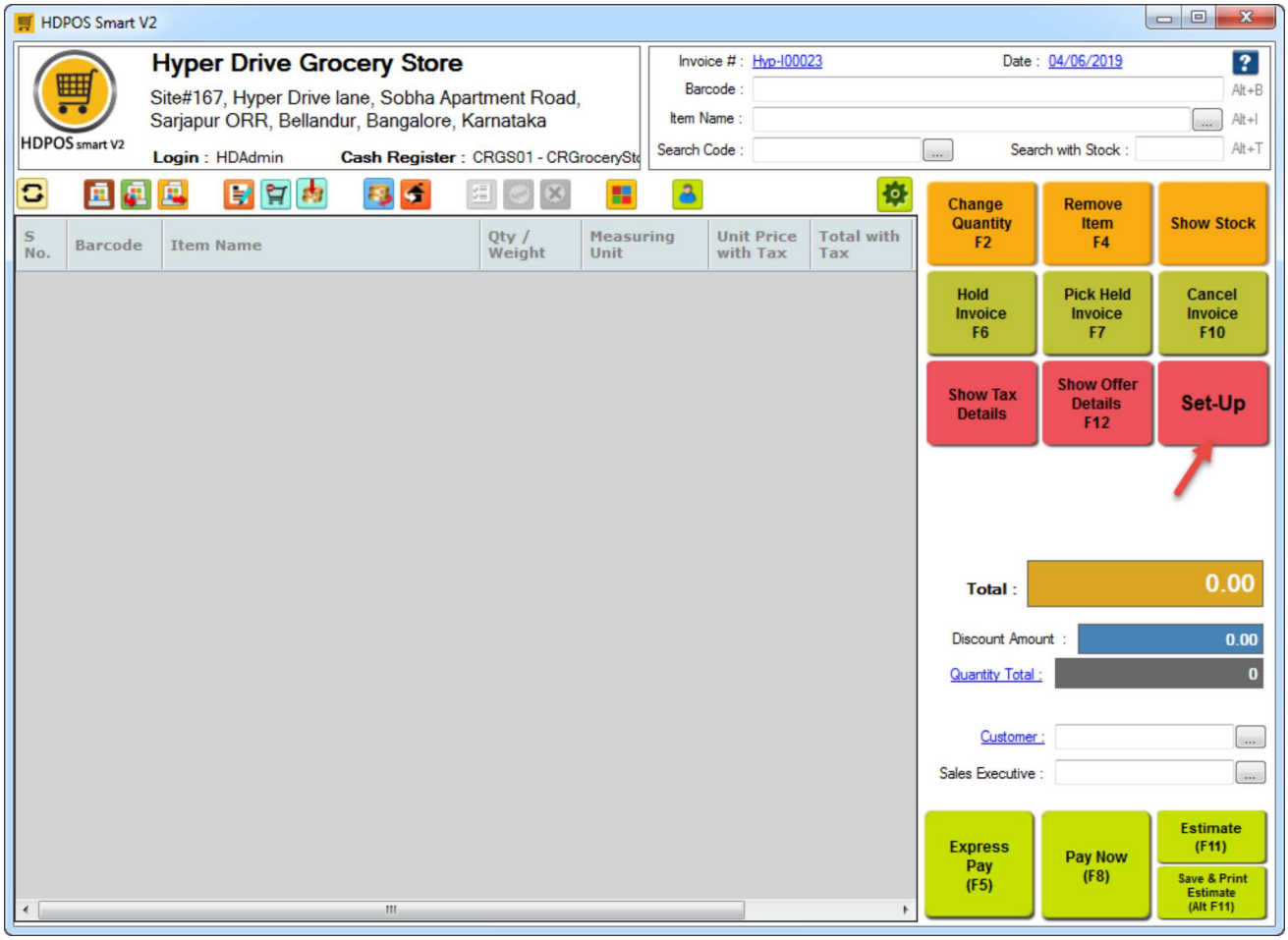
How to create GRN against Purchase Order in HDPOS smart?

To create a GRN against a purchase order, you need to follow the steps as mentioned below:

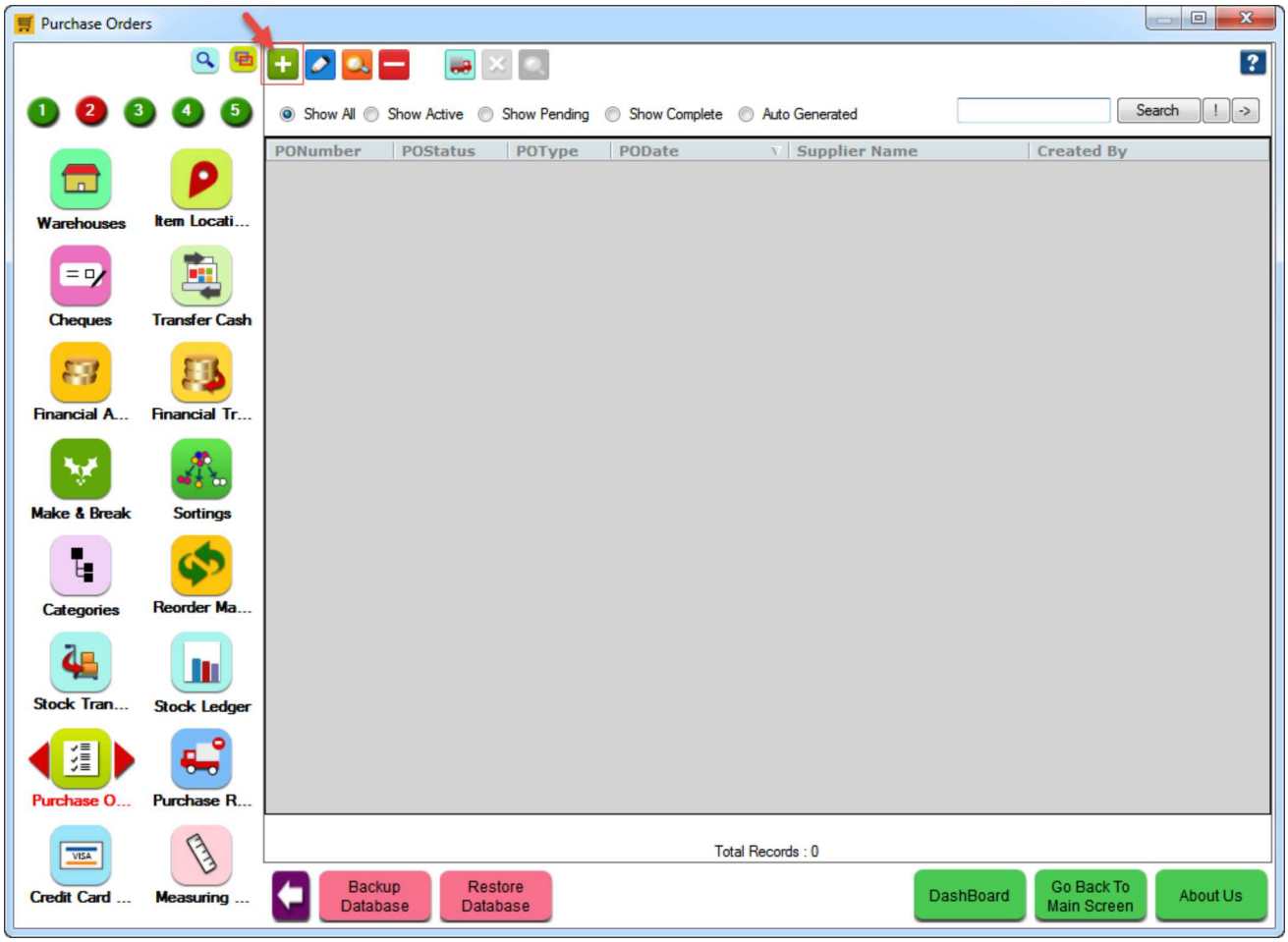
1. Run **HDPOS smart** and click on the **Set-Up** button.



2. Go to the **2nd** page of the **Set-Up** screen and click on the **Purchase Orders Icon**.

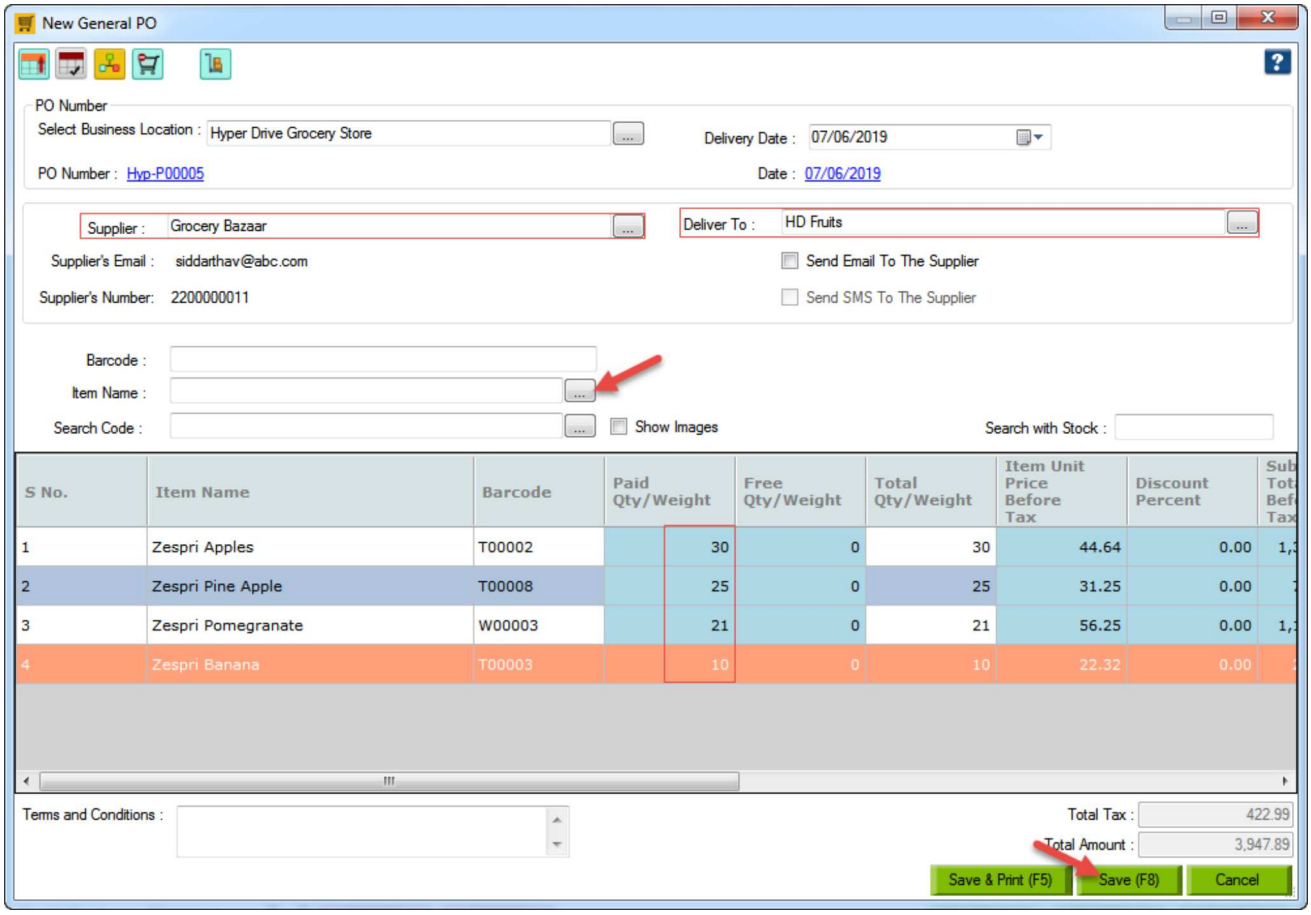


3. From the PO Manager screen, click on the **Create PO button** found on the top of the screen.

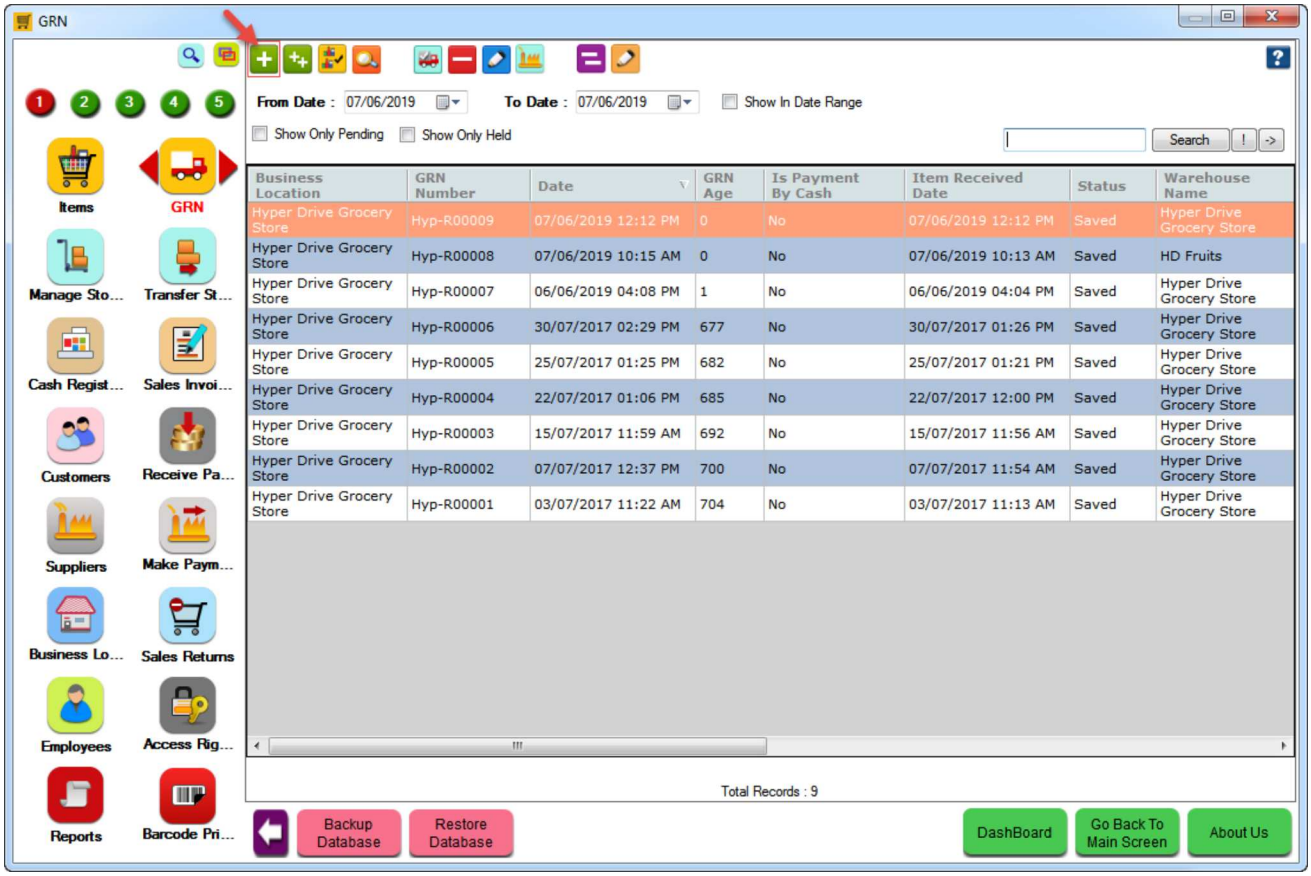


4. Now the **New General PO Screen** will appear as shown below in which, you need to enter the details for Select **Business Location, Supplier details** and **Deliver Location details**. Select the items to place the order using the **Barcode** or **Item name** or **Search code**.

5. Enter the **Paid Qty/Weight** and click on **Save**.

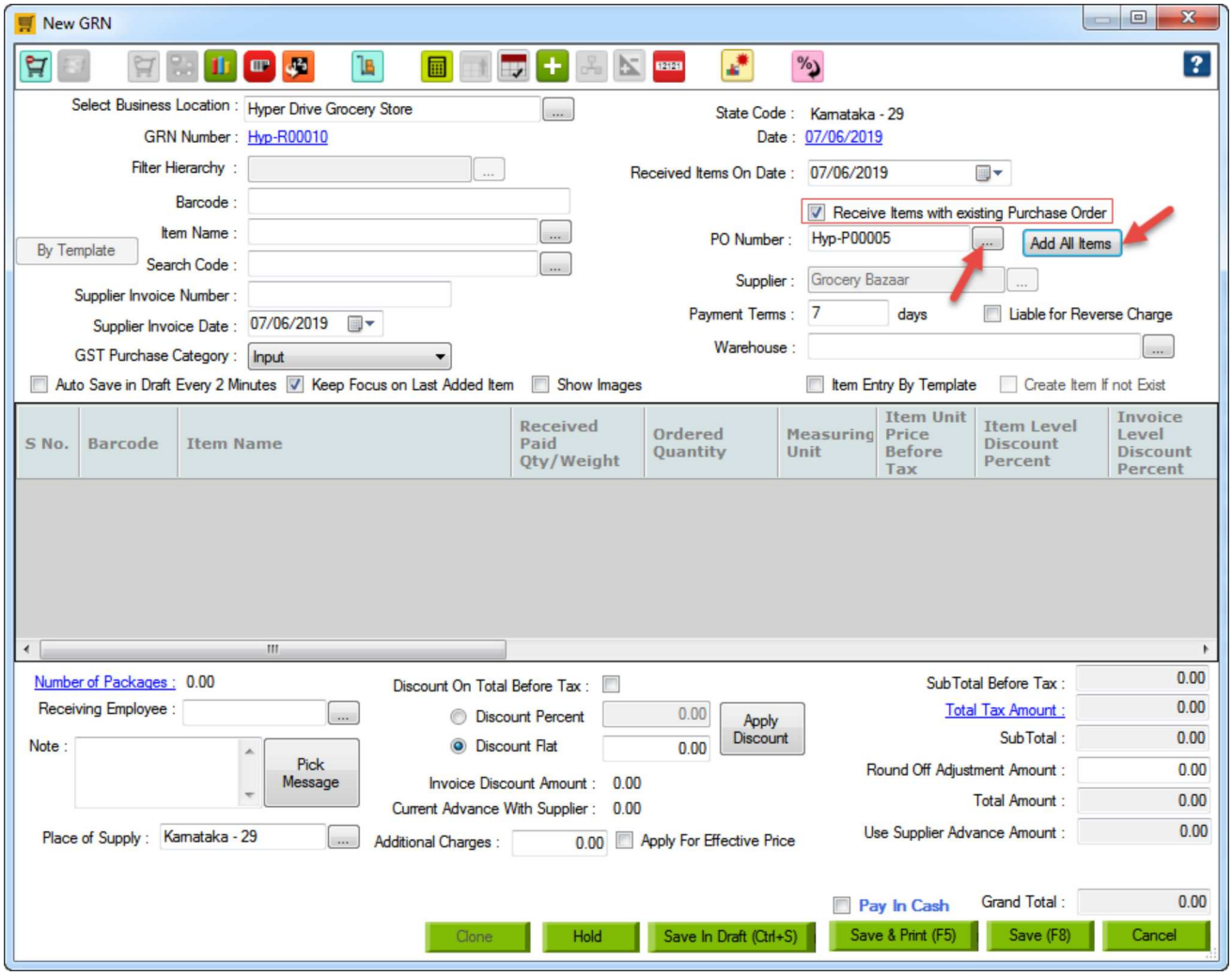


6. Now go to the 1st page of **Set-Up** screen and then click on the **GRN** icon. Click on the '**Add Simple GRN**' button on the top of the screen as shown below.

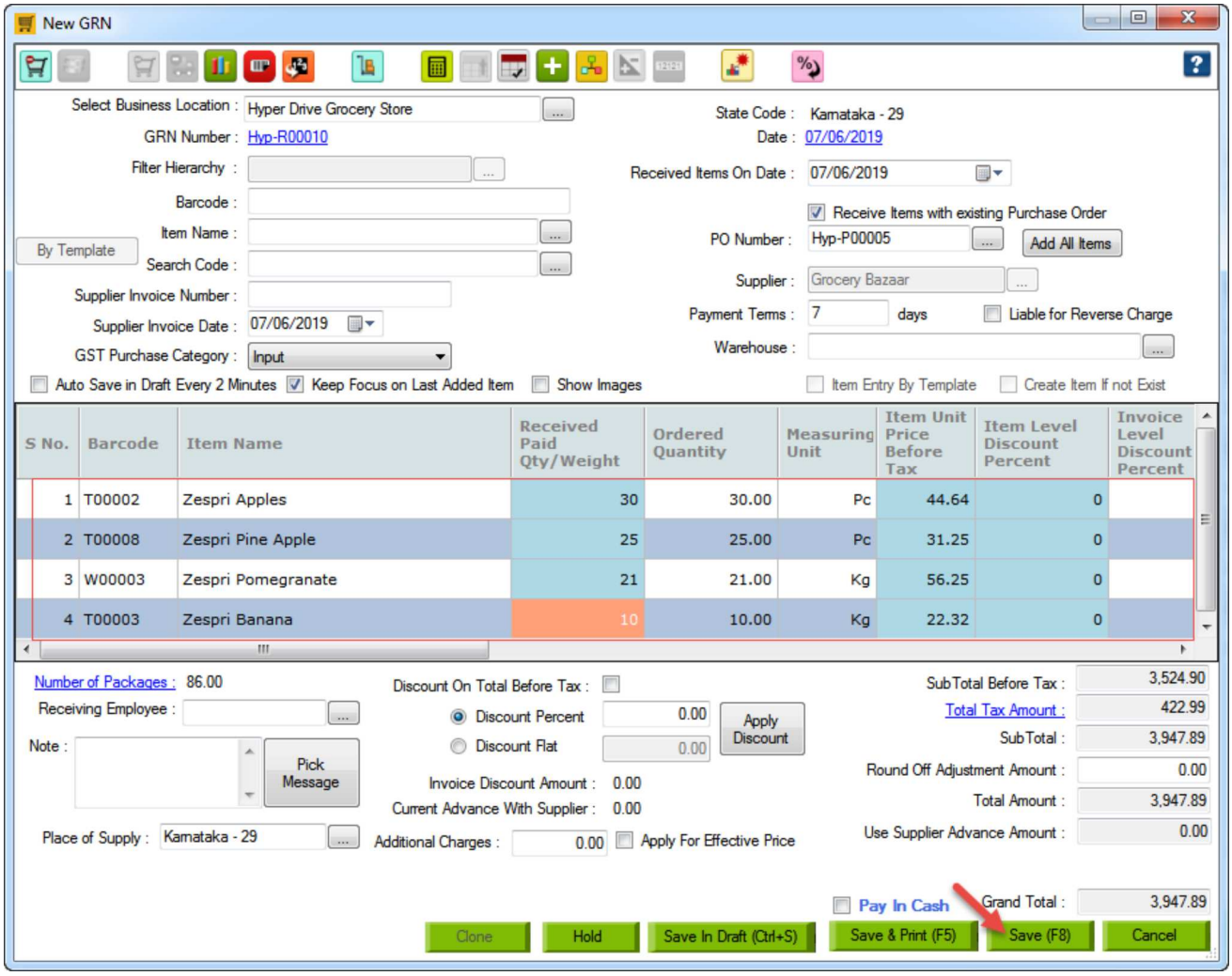


7. From **Add GRN** screen, check the checkbox '**Receive Items with existing Purchase Order**'.

8. Enter the **PO Number** or select Purchase Order number by clicking on the 3-dotted button or drop down. Click on **Add All Items.**



9. You can now see the Purchase Order Items that has been added. You can also change the Item **Received Paid Qty/Weight** if you have received less than the order quantity. The pending quantity of the Items can be received later with the same steps.


New GRN
Select Business Location : Hyper Drive Grocery Store
GRN Number : Hyp-R00010
Filter Hierarchy :
Barcode :
Item Name :
By Template
Search Code :
Supplier Invoice Number :
Supplier Invoice Date : 07/06/2019
GST Purchase Category : Input
State Code : Karnataka - 29
Date : 07/06/2019
Received Items On Date : 07/06/2019
Receive Items with existing Purchase Order
PO Number : Hyp-P00005
Add All Items
Supplier : Grocery Bazaar
Payment Terms : 7 days
Liable for Reverse Charge
Warehouse :
Auto Save in Draft Every 2 Minutes
Keep Focus on Last Added Item
Show Images
Item Entry By Template
Create Item If not Exist
S No. | Barcode | Item Name | Received Paid Qty/Weight | Ordered Quantity | Measuring Unit | Item Unit Price Before Tax | Item Level Discount Percent | Invoice Level Discount Percent
1 | T00002 | Zespri Apples | 30 | 30.00 | Pc | 44.64 | 0
2 | T00008 | Zespri Pine Apple | 25 | 25.00 | Pc | 31.25 | 0
3 | W00003 | Zespri Pomegranate | 21 | 21.00 | Kg | 56.25 | 0
4 | T00003 | Zespri Banana | 10 | 10.00 | Kg | 22.32 | 0
Number of Packages : 86.00
Receiving Employee :
Note :
Pick Message
Place of Supply : Karnataka - 29
Discount On Total Before Tax :
Discount Percent 0.00
Discount Flat 0.00
Apply Discount
Invoice Discount Amount : 0.00
Current Advance With Supplier : 0.00
Additional Charges : 0.00
Apply For Effective Price
SubTotal Before Tax : 3,524.90
Total Tax Amount : 422.99
SubTotal : 3,947.89
Round Off Adjustment Amount : 0.00
Total Amount : 3,947.89
Use Supplier Advance Amount : 0.00
Pay In Cash
Grand Total : 3,947.89
Clone
Hold
Save In Draft (Ctrl+S)
Save & Print (F5)
Save (F8)
Cancel