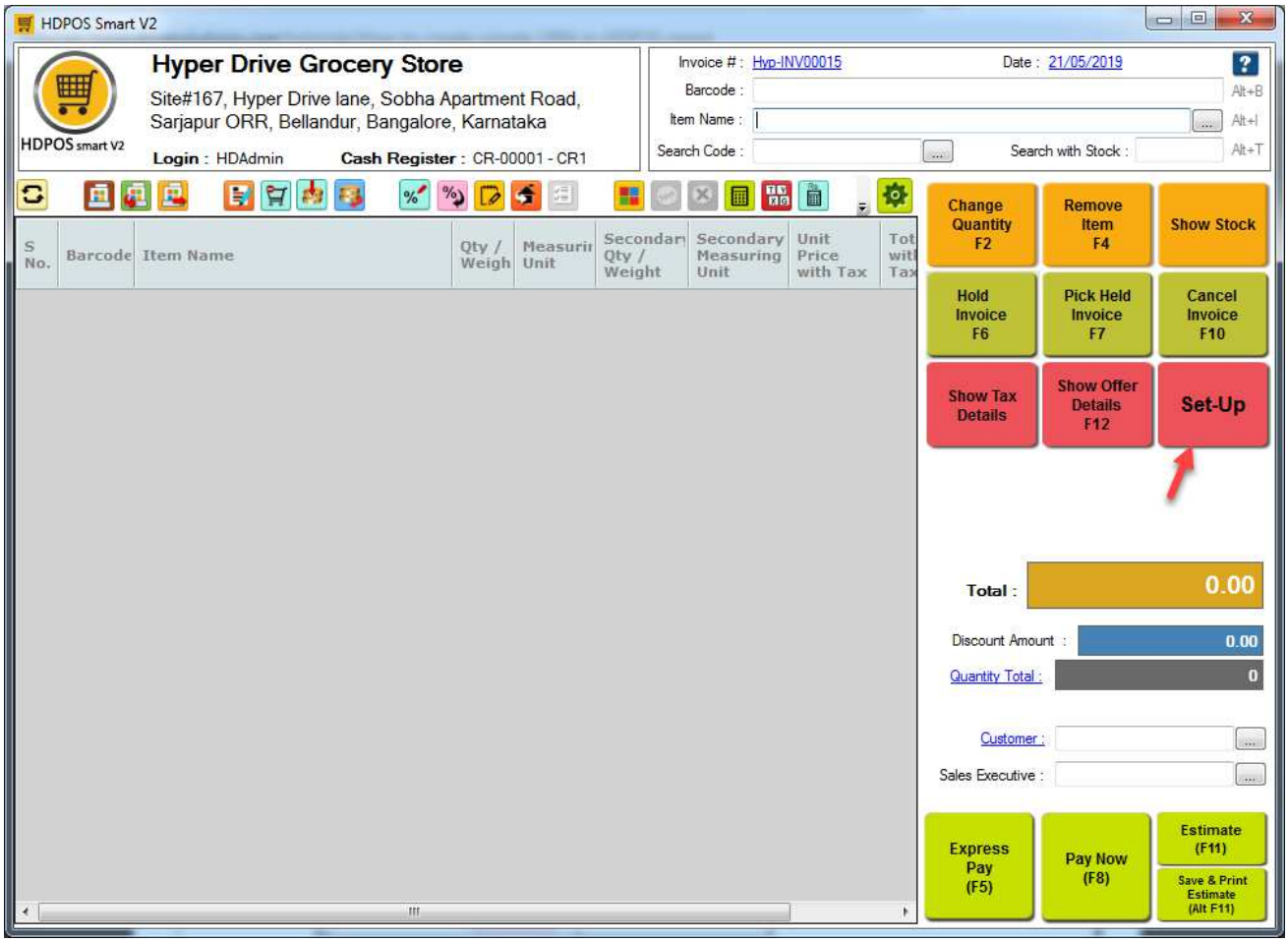
How to create a simple GRN (Purchase Entry) in HDPOS smart?

Every business performs purchase and sale of goods. When a purchase was made, it becomes necessary to keep track of stock of items and supplier. This can be handled in HDPOS smart by creating a GRN (Purchase Entry).

Follow the below steps to create a GRN:

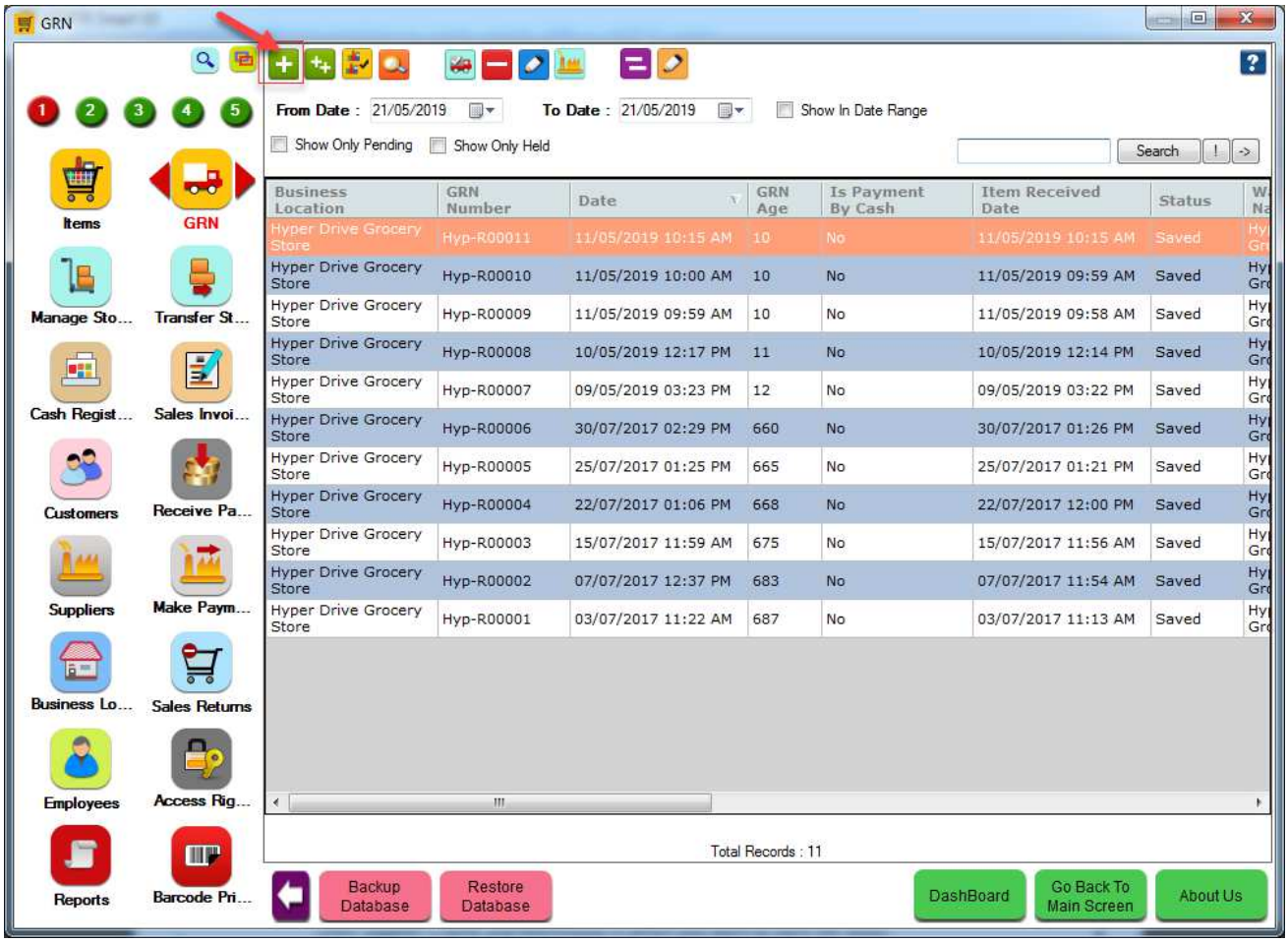
1. Run **HDPOS smart** and click on **Set-Up**.



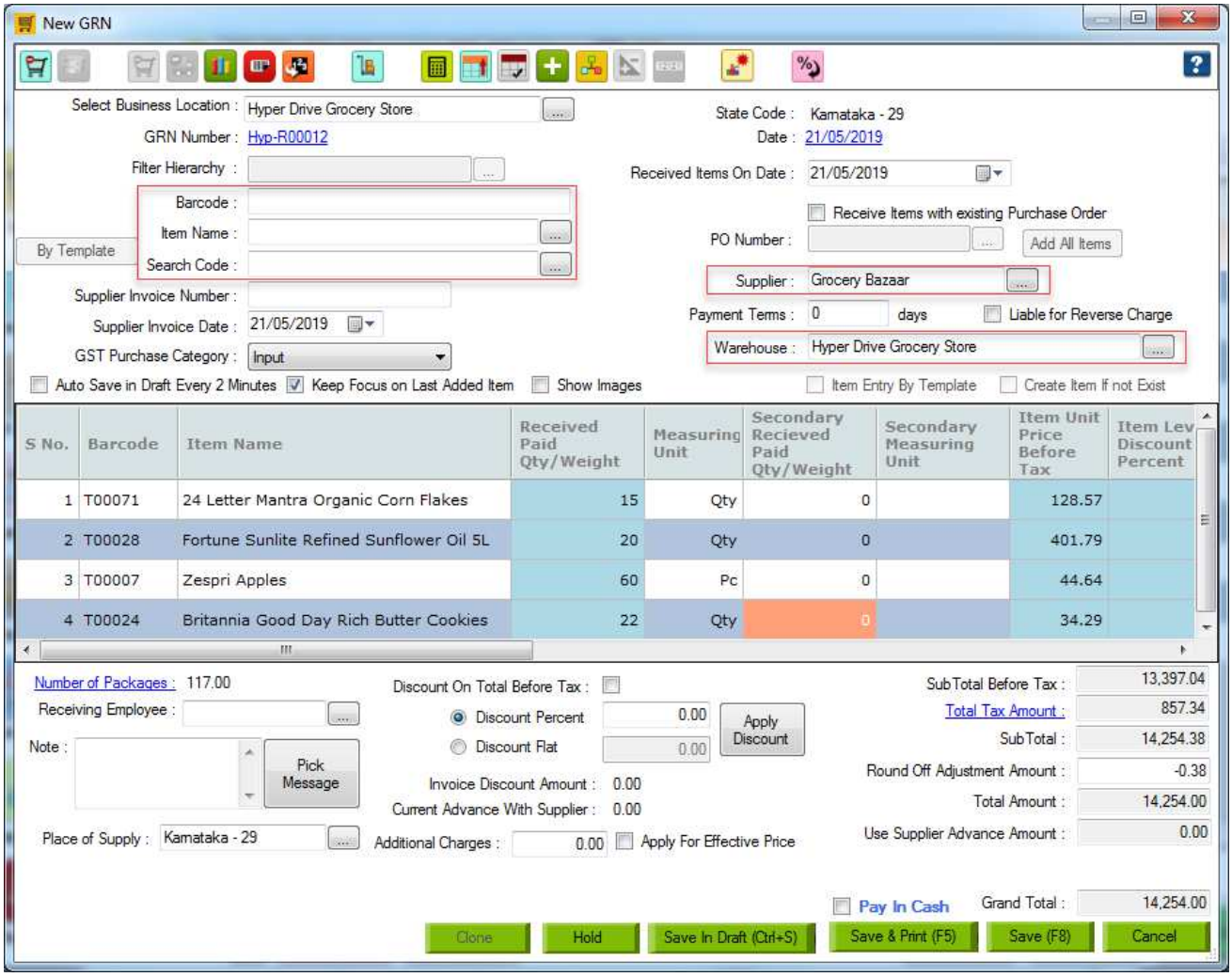
2. From the 1st page of **Set-Up**, click on **GRN**.



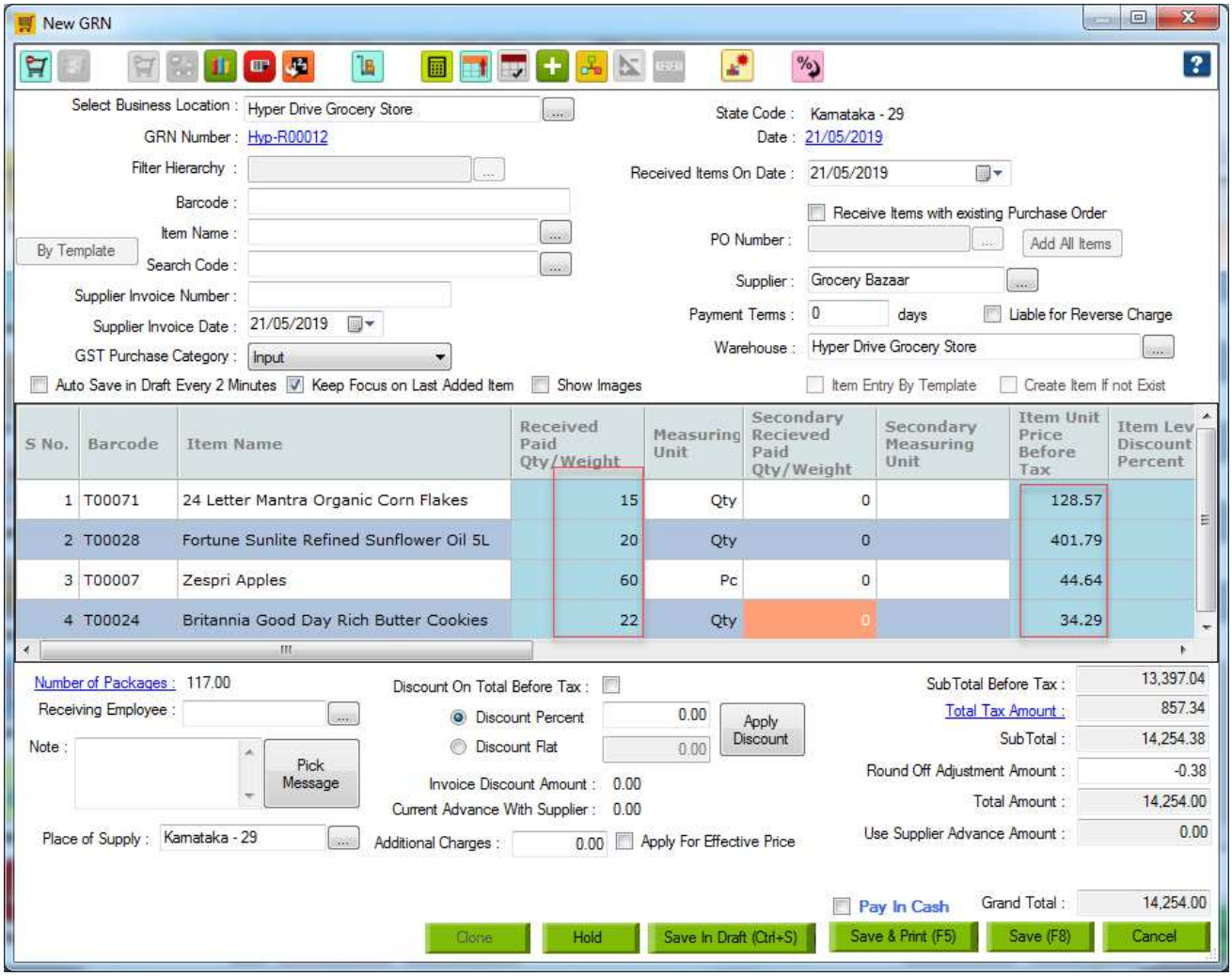
3. From **GRN Manager**, click on **Add Simple GRN**.



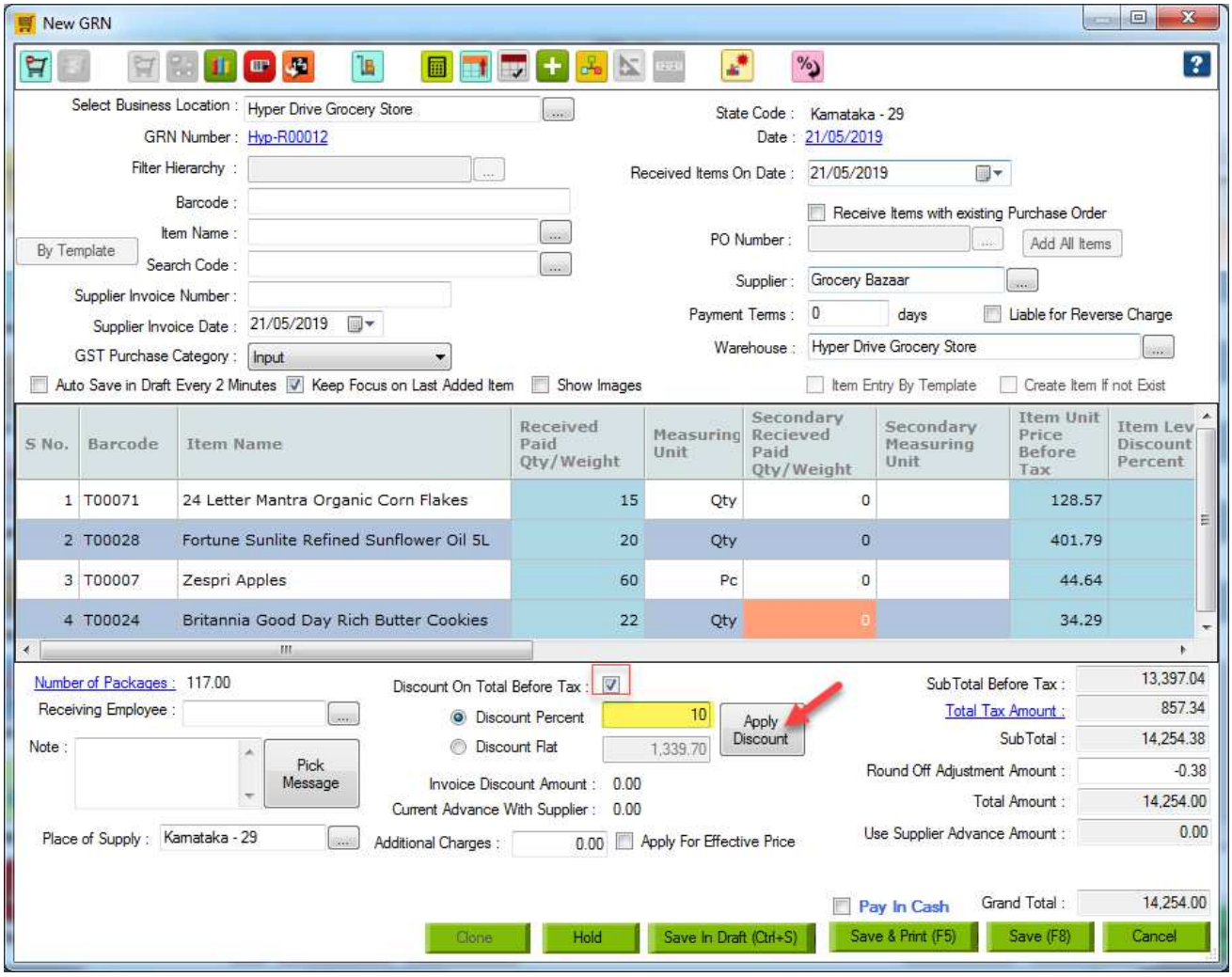
4. Select item through **Barcode/Name/Search Code** which you purchased from supplier and enter supplier's name and Warehouse in which you want to store the stock.



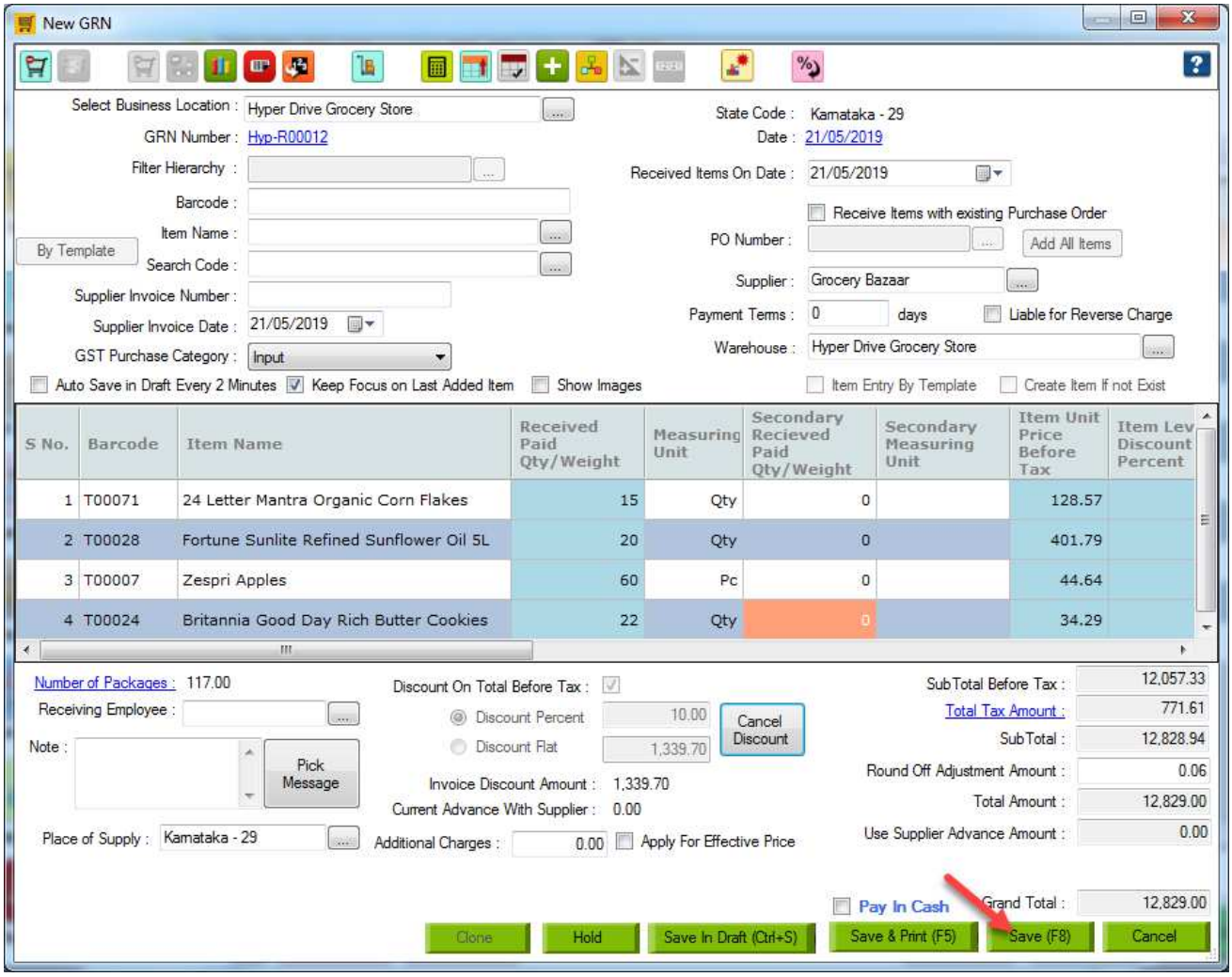
5. The items will be listed in the grid. Enter the **Received Paid Qty/Weight** and **Item Unit Price before Tax** (if not mentioned in the Item Manager).



- If discount was provided on the purchase you can check the checkbox **Discount On Total Before Tax** and enter the percent or flat discount. Click on **Apply Discount**. This discount will be applied to all the Items added in the GRN.



6. Click on **Save**/**Save & Print**.



Note:

1. When you create Goods Received Note (GRN), it will get saved with Supplier Payment status as Pending.
2. If you made the purchase by paying cash to your supplier then tick on **Pay In Cash** checkbox and click on Save. In this case, RIE will be saved with Supplier Payment status as Cleared.