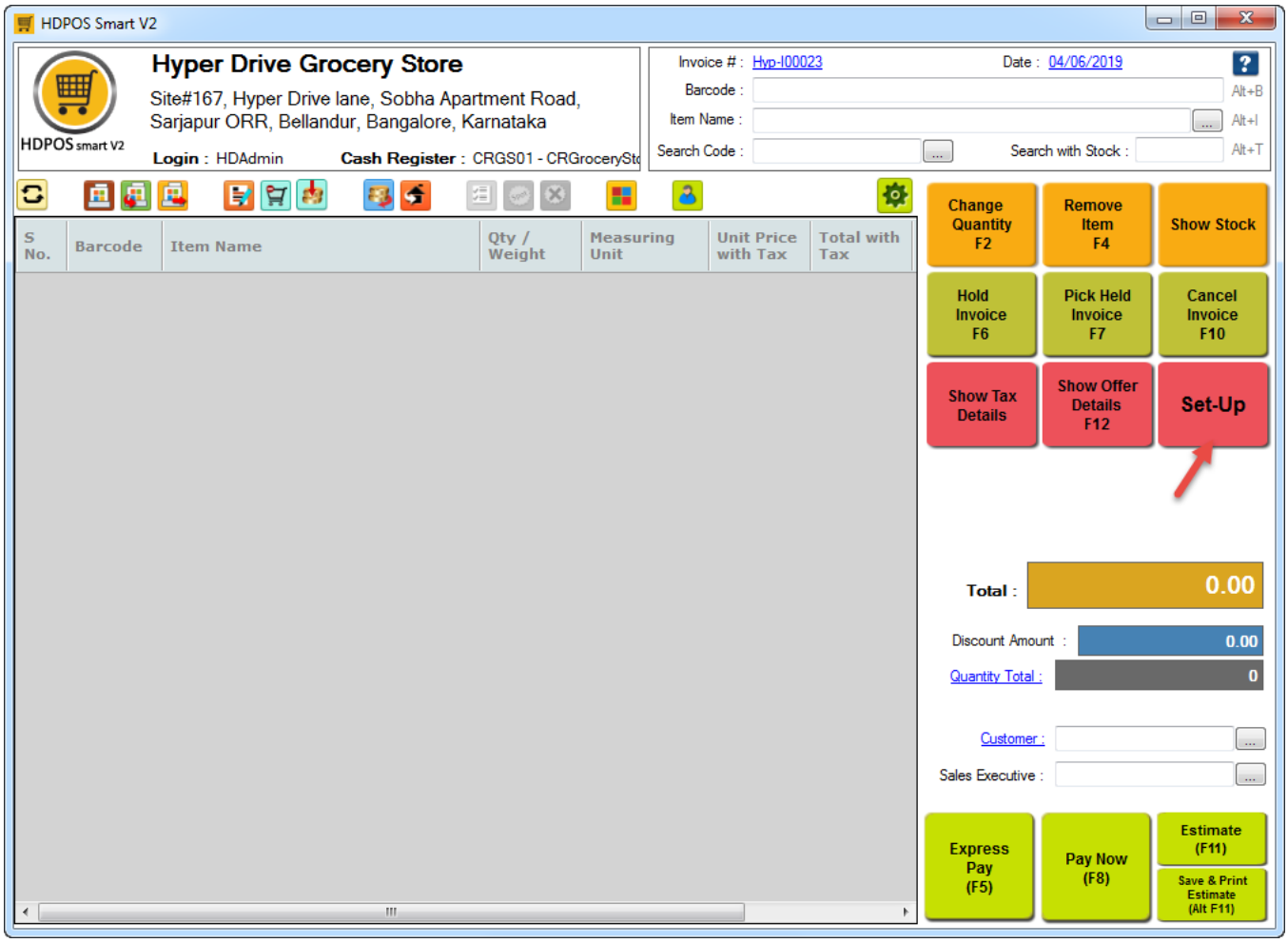
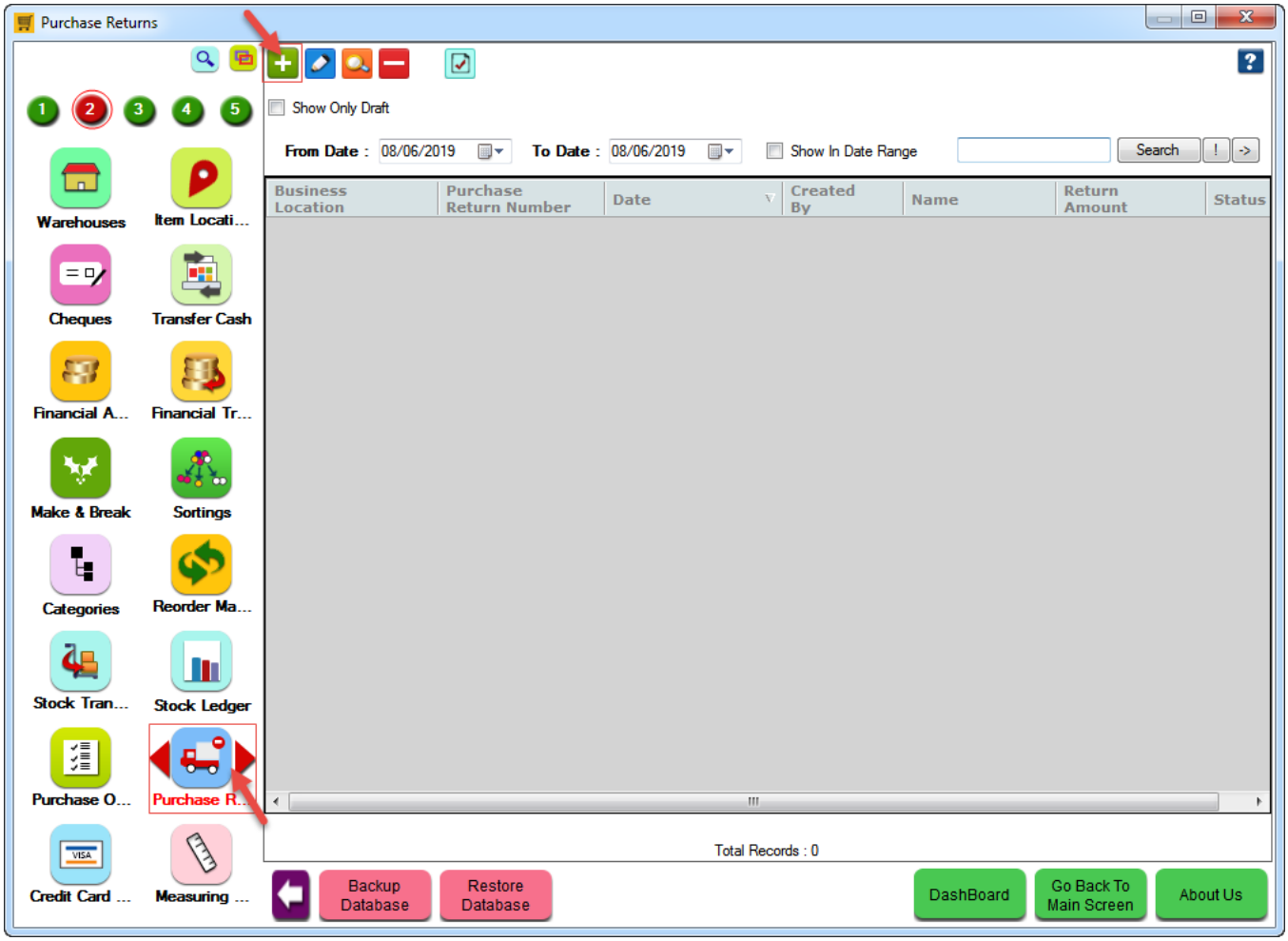
How to do purchase return of many items with excel upload?

To do purchase return of many items with excel upload, follow the steps below.

1. Run **HDPOS smart**. From the **Main Invoice Screen**, select **Set-Up**.



2. From the **2nd page** of Set-Up, select **Purchase Return**. From **Purchase Return Manager** screen click on **Create Purchase Returns Details** button.



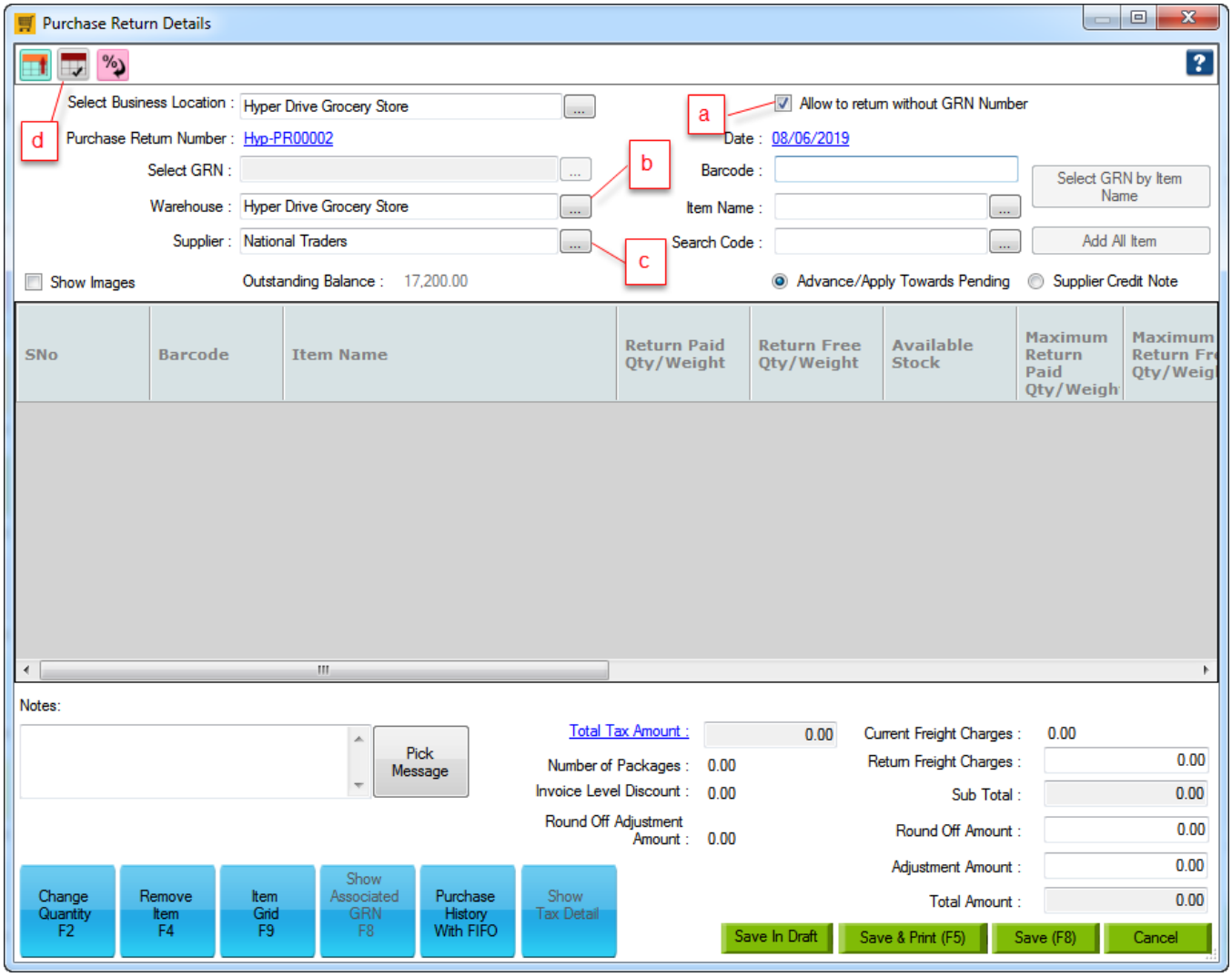
3. You will see **Purchase Return Details** screen.

a. Check the checkbox **Allow to return without GRN Number**.

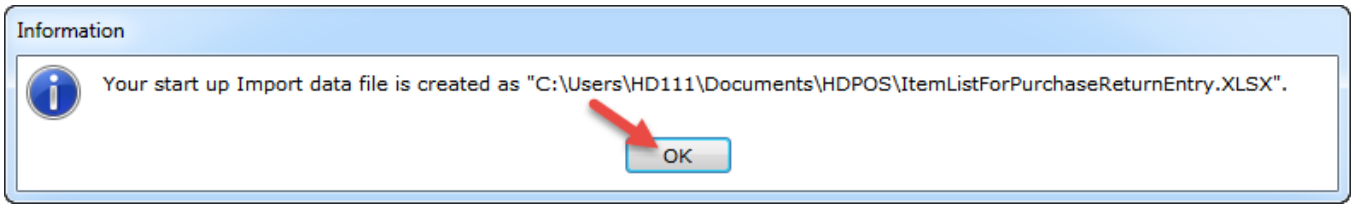
b. Select the **Warehouse** in which items' stock is there.

c. Select the **supplier**.

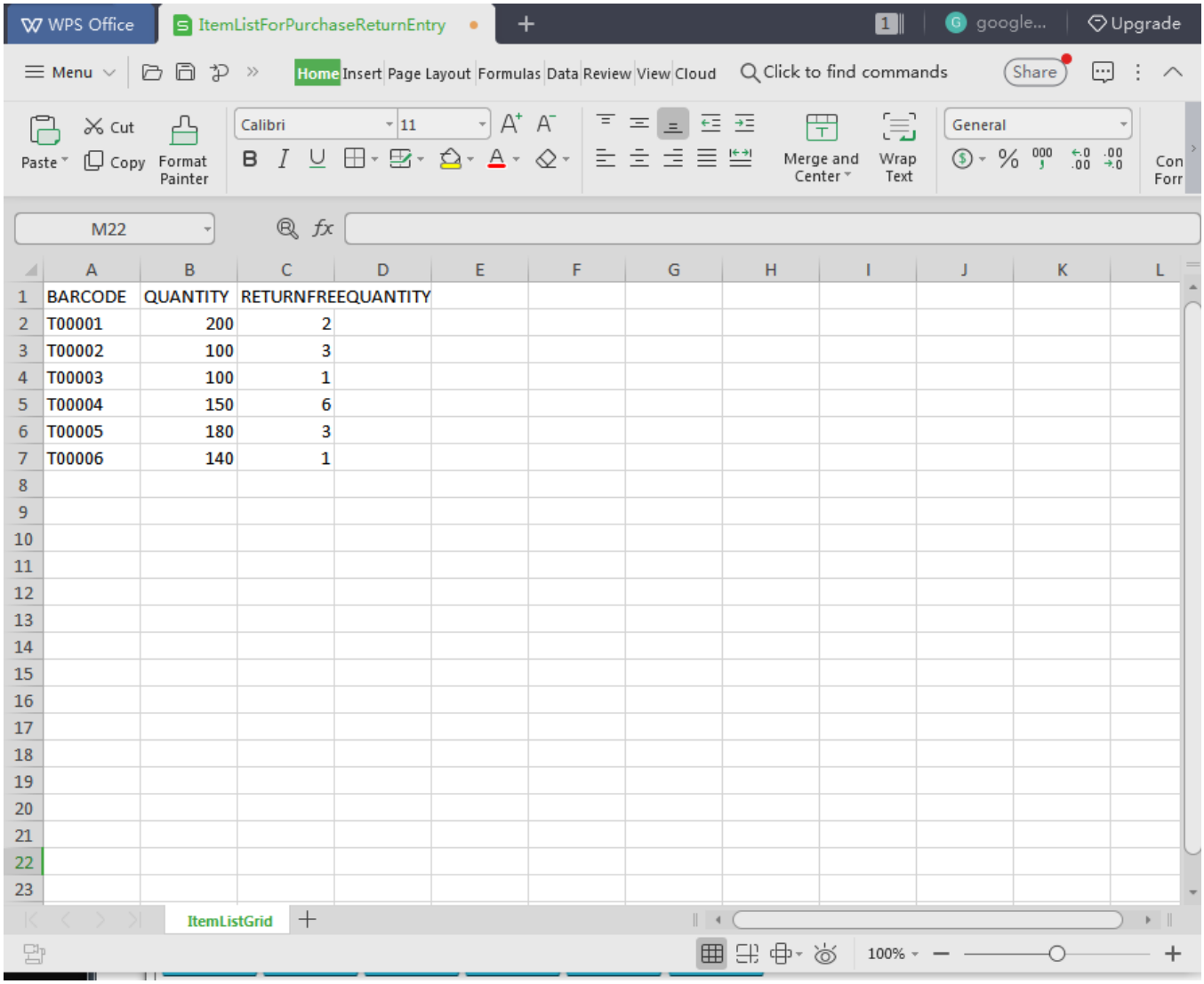
d. Click on **Create Template** button to create an excel template.



4. You will see a message box as shown below which gives you the location details of the excel template file that was created. Click on **OK**.

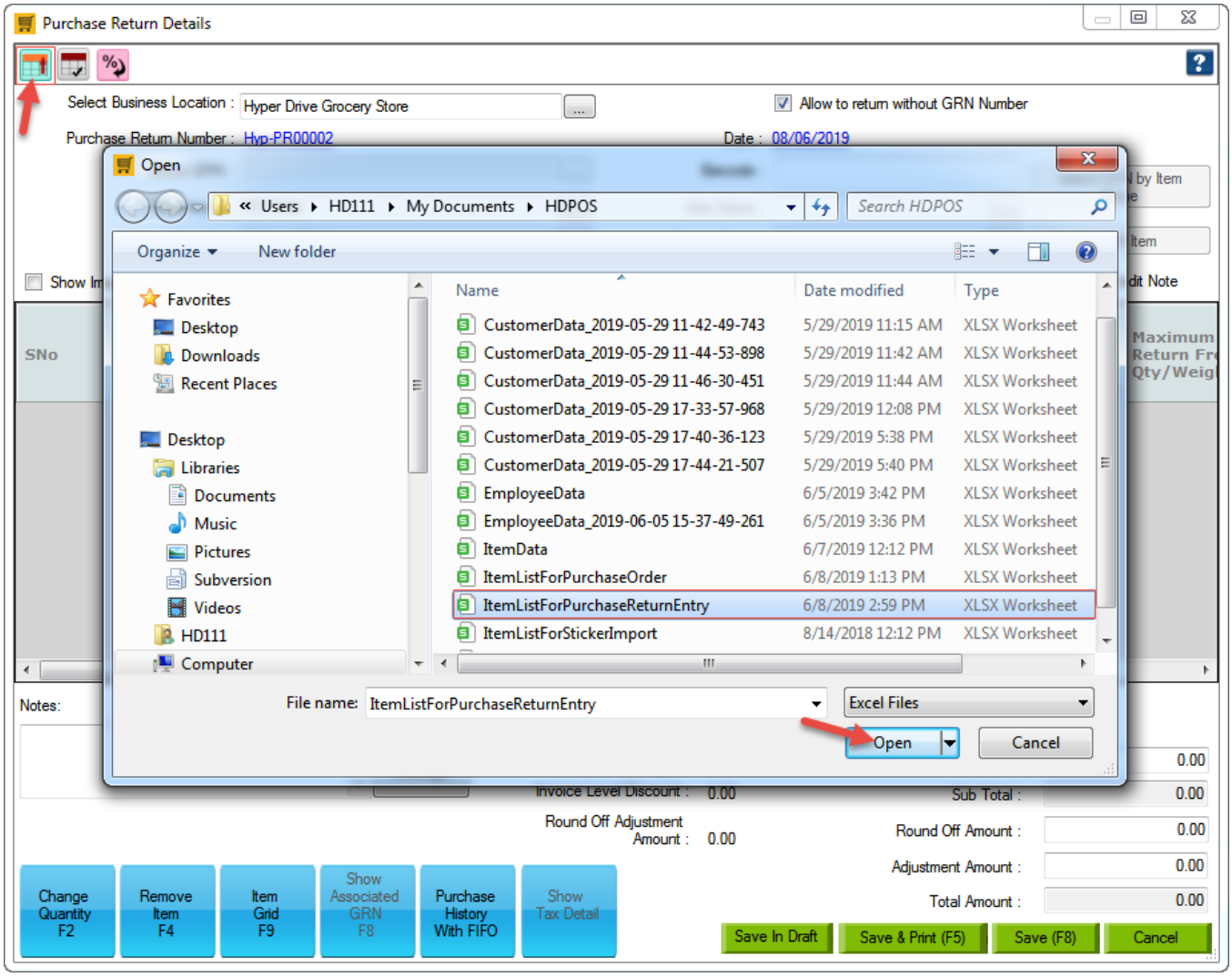


5. The excel template file will be opened with 3 columns in it- **BARCODE, QUANTITY, RETURNFREEQUANTITY**. Enter the details of items that are to be returned and save the excel file and close it.

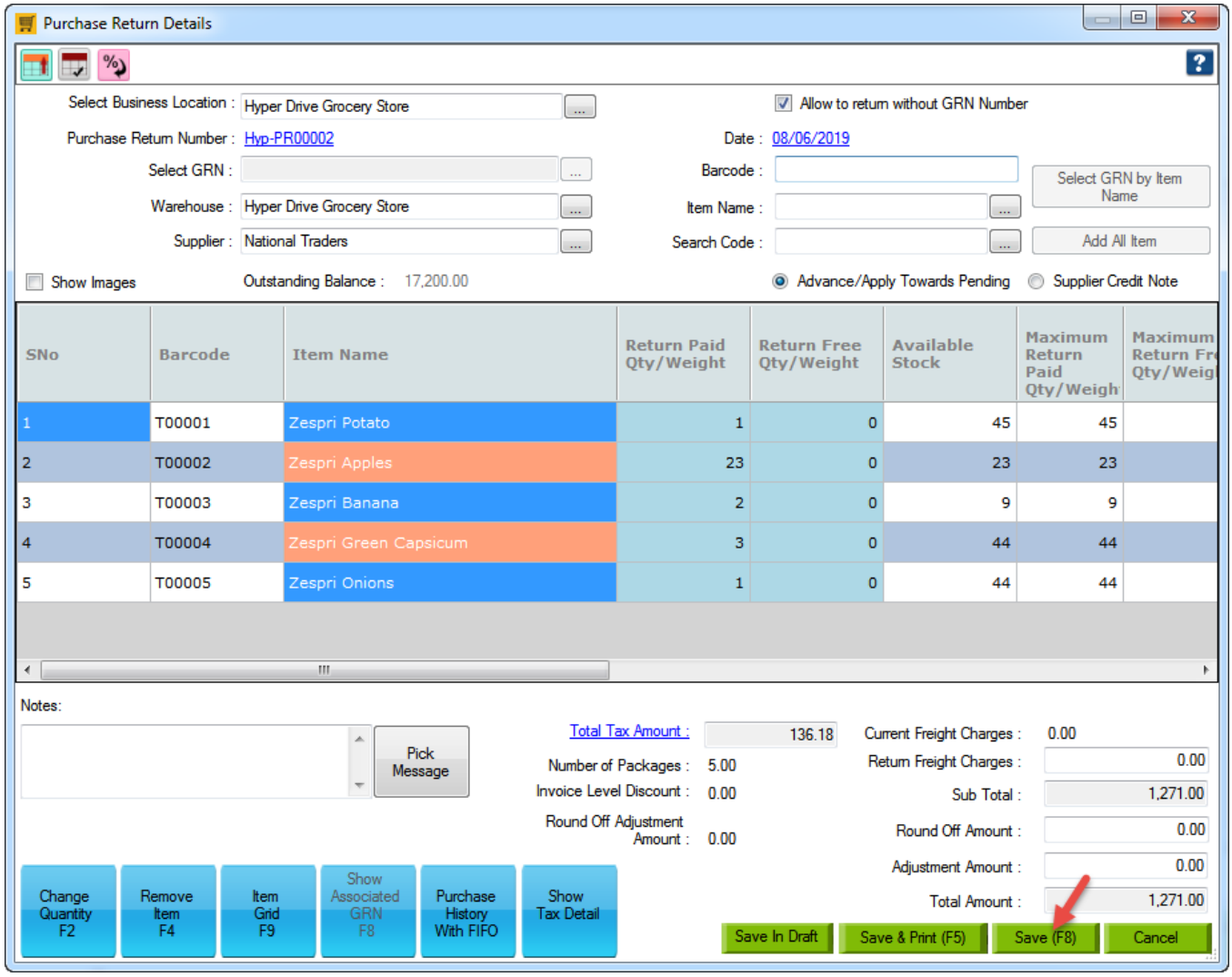


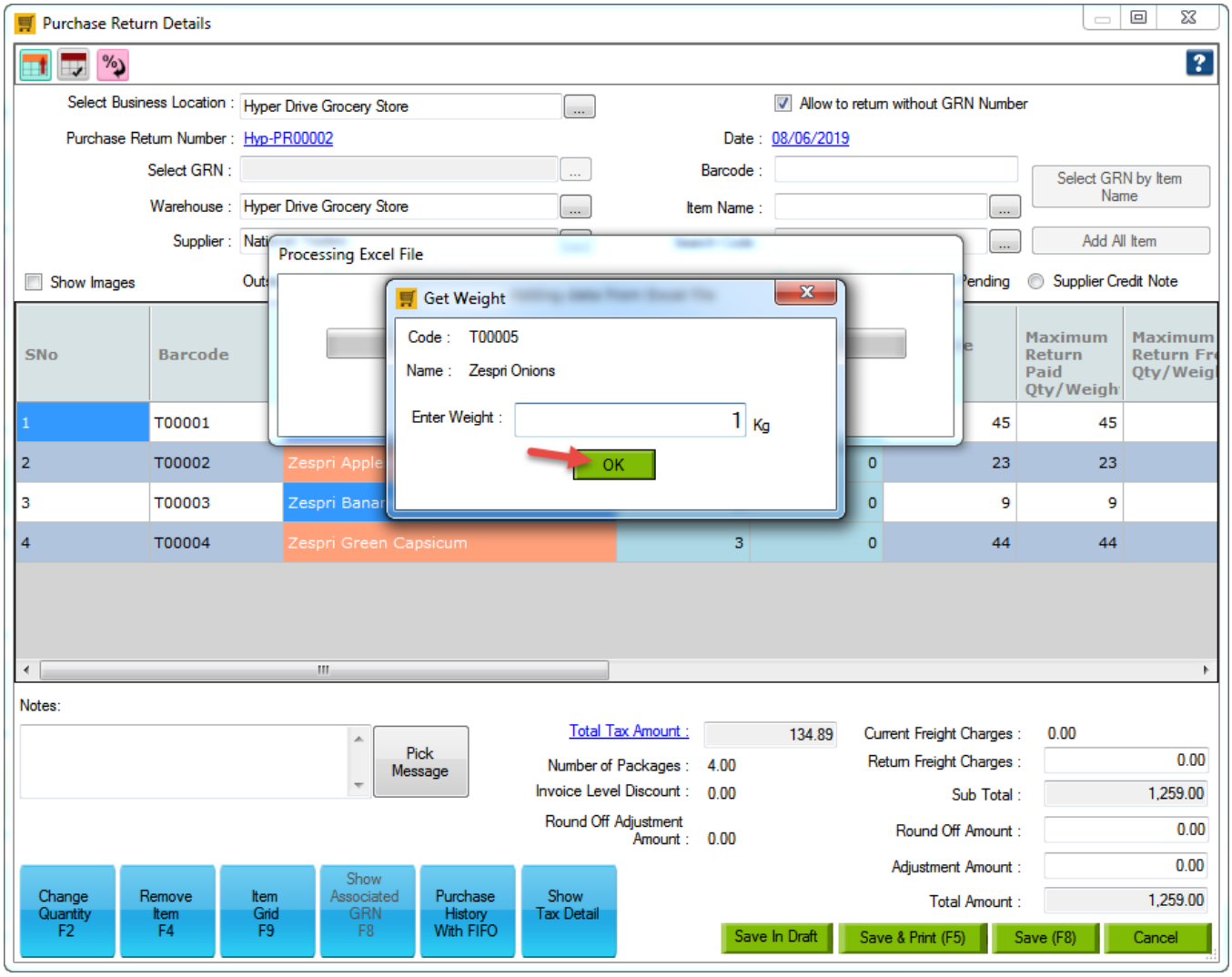
	A	B	C	D
1	BARCODE	QUANTITY	RETURNFREEQUANTITY	
2	T00001	200	2	
3	T00002	100	3	
4	T00003	100	1	
5	T00004	150	6	
6	T00005	180	3	
7	T00006	140	1	

6. Now go back to the purchase return details page and click "**Upload Items**" button. You will see Open dialog box, where you need to select the excel file that got created in above step. Click on **Open** button.

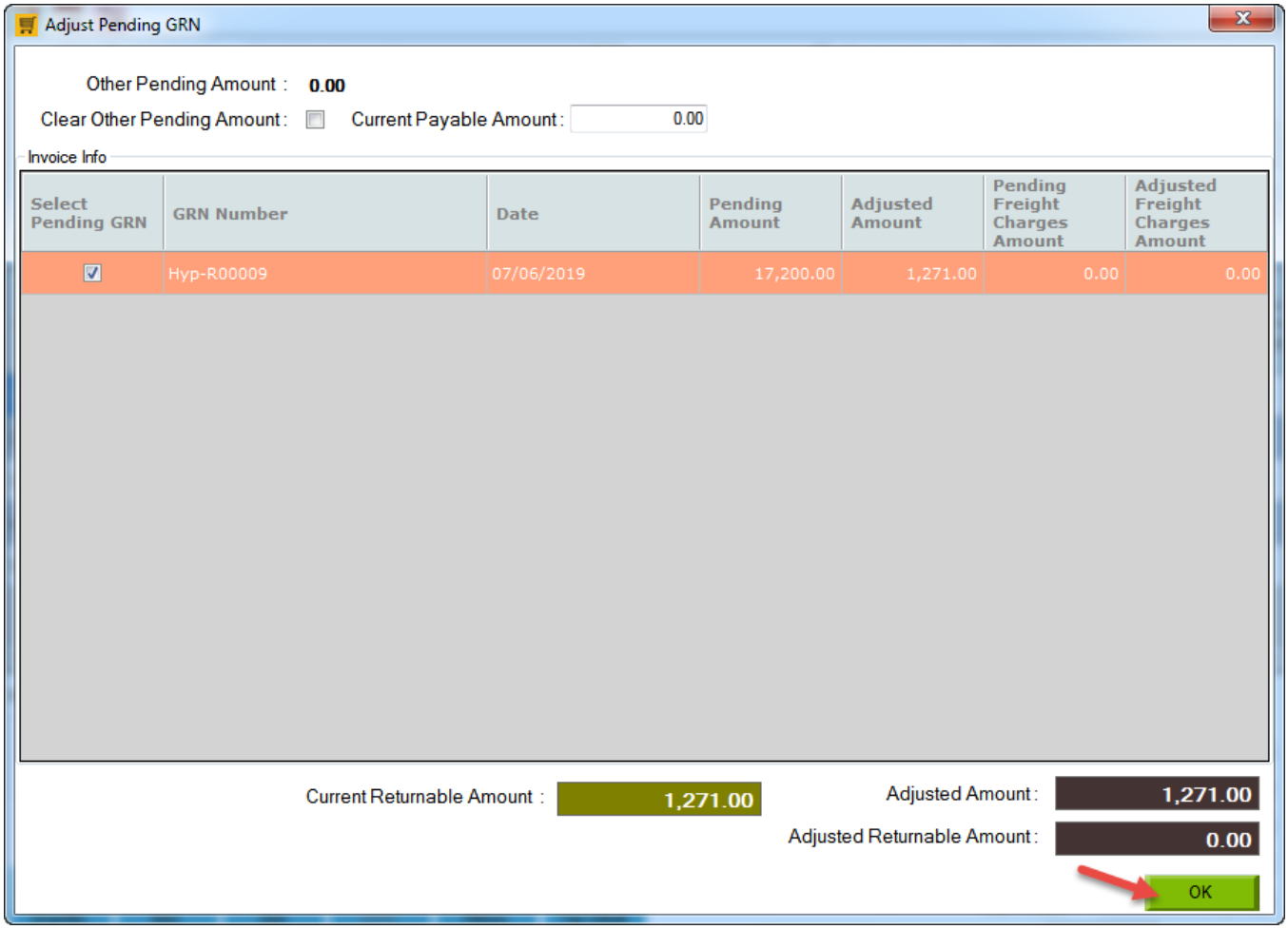


7. All the items from excel file will be added into Purchase Return grid as shown below. Click on **Save** button.

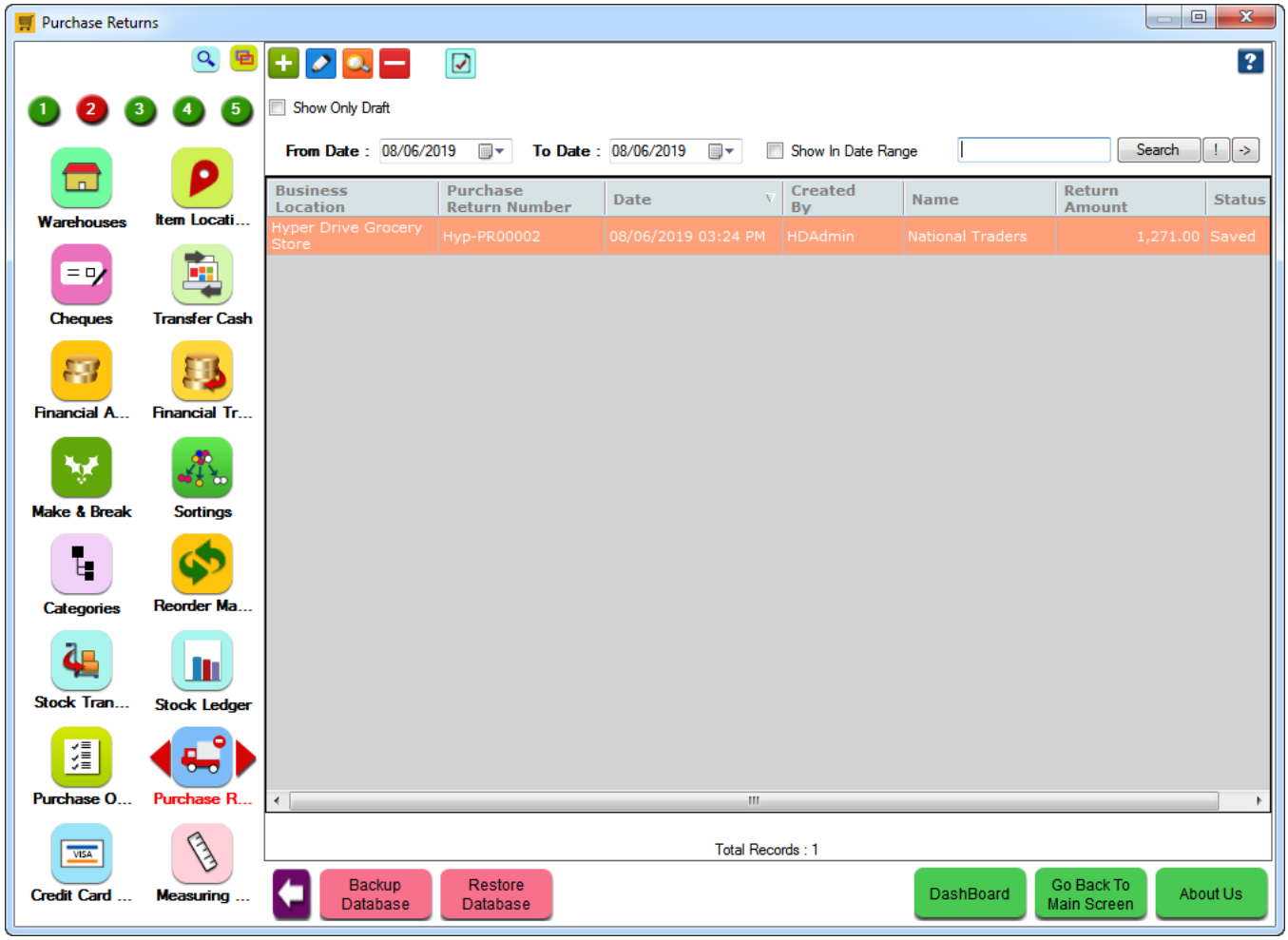

Purchase Return Details
Select Business Location : Hyper Drive Grocery Store
Allow to return without GRN Number
Purchase Return Number : Hyp-PR00002
Date : 08/06/2019
Select GRN :
Barcode :
Select GRN by Item Name
Warehouse : Hyper Drive Grocery Store
Item Name :
Supplier : National Traders
Search Code :
Add All Item
Show Images
Outstanding Balance : 17,200.00
Advance/Apply Towards Pending
Supplier Credit Note
SNo
Barcode
Item Name
Return Paid Qty/Weight
Return Free Qty/Weight
Available Stock
Maximum Return Paid Qty/Weigh
Maximum Return Fr Qty/Weig
1 T00001 Zespri Potato 1 0 45 45
2 T00002 Zespri Apples 23 0 23 23
3 T00003 Zespri Banana 2 0 9 9
4 T00004 Zespri Green Capsicum 3 0 44 44
5 T00005 Zespri Onions 1 0 44 44
Notes:
Pick Message
Total Tax Amount : 136.18
Number of Packages : 5.00
Invoice Level Discount : 0.00
Round Off Adjustment Amount : 0.00
Current Freight Charges : 0.00
Return Freight Charges : 0.00
Sub Total : 1,271.00
Round Off Amount : 0.00
Adjustment Amount : 0.00
Total Amount : 1,271.00
Change Quantity F2
Remove Item F4
Item Grid F9
Show Associated GRN F8
Purchase History With FIFO
Show Tax Detail
Save In Draft
Save & Print (F5)
Save (F8)
Cancel



8. If there are pending amount that needs to be cleared for the supplier, you will see the following screen, where it will show all pending GRN's and associated amount. Check the GRN that are pending and click on **OK**.



9. Click on Save and you can see the Purchase Return Entry created as shown below.


Purchase Returns
1
2
3
4
5
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-PR00002
08/06/2019 03:24 PM
HDAdmin
National Traders
1,271.00
Saved
Total Records : 1
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us