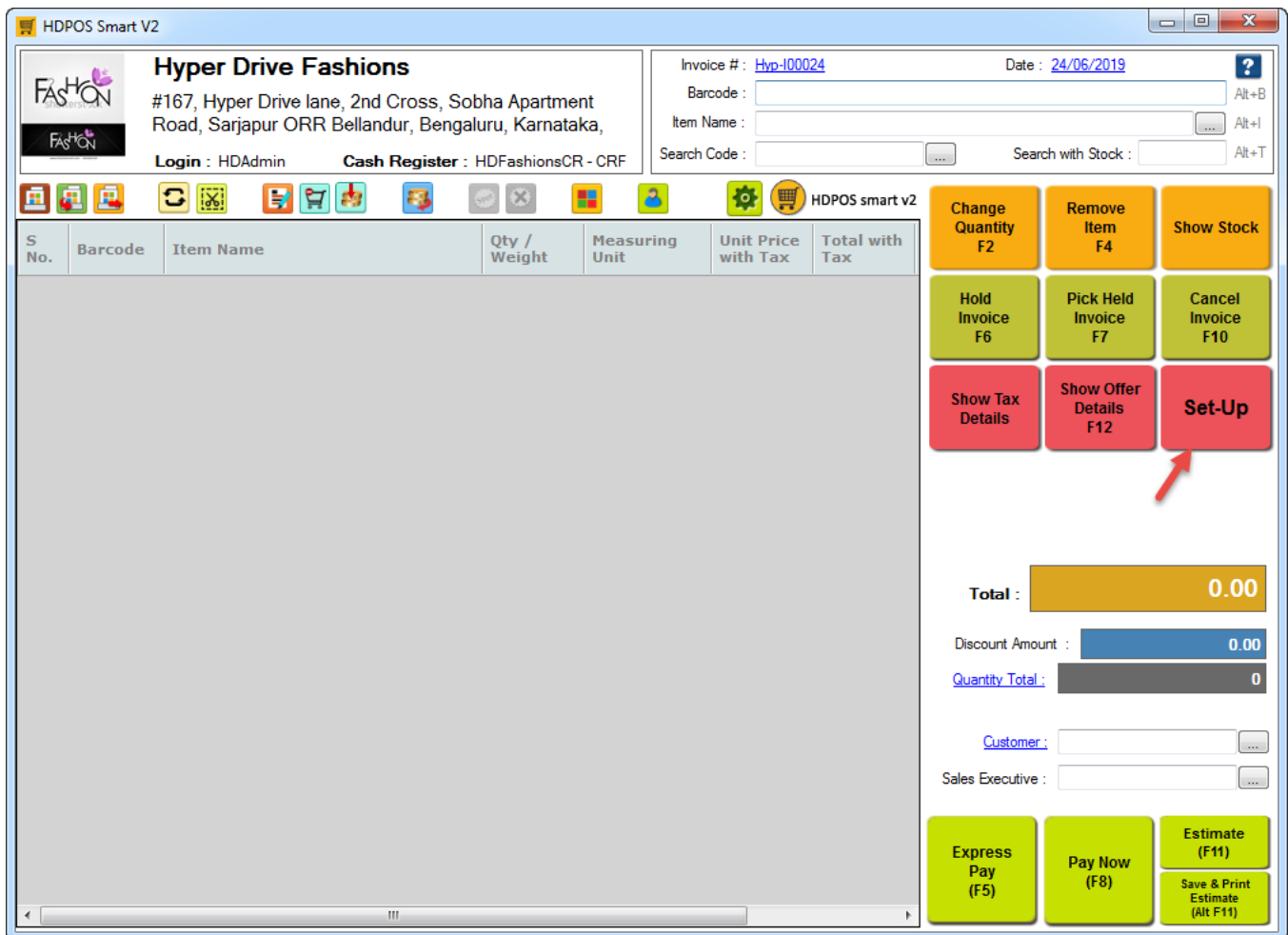


# How to edit GRN in HDPOS smart?

Now there is a new functionality added to the feature of GRN where you can edit it completely if the payment status of the GRN is pending and there is no supplier payment document against the GRN (Partially cleared).

Steps to edit GRN completely are mentioned step by step below :

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



2. From 1st page of **Set-Up**, select **GRN**.



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

GRN

1

2

3

4

5

Items

Manage Sto...

Cash Regist...

Customers

Suppliers

Business Lo...

Employees

Reports

GRN

Transfer St...

Sales Invoi...

Receive Pa...

Make Paym...

Sales Returns

Access Rig...

Barcode Pri...

+

+

+

+

+

+

+

+

From Date : 07/06/2019

To Date : 07/06/2019

Show In Date Range

Show Only Pending

Show Only Held

Search

→

Business Location	GRN Number	Date	GRN Age	Is Payment By Cash	Item Received Date	Status	Warehouse Name
Hyper Drive Grocery Store	Hyp-R00009	07/06/2019 12:12 PM	0	No	07/06/2019 12:12 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00008	07/06/2019 10:15 AM	0	No	07/06/2019 10:13 AM	Saved	HD Fruits
Hyper Drive Grocery Store	Hyp-R00007	06/06/2019 04:08 PM	1	No	06/06/2019 04:04 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00006	30/07/2017 02:29 PM	677	No	30/07/2017 01:26 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00005	25/07/2017 01:25 PM	682	No	25/07/2017 01:21 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00004	22/07/2017 01:06 PM	685	No	22/07/2017 12:00 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00003	15/07/2017 11:59 AM	692	No	15/07/2017 11:56 AM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00002	07/07/2017 12:37 PM	700	No	07/07/2017 11:54 AM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00001	03/07/2017 11:22 AM	704	No	03/07/2017 11:13 AM	Saved	Hyper Drive Grocery Store

Total Records : 9

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Restore Database

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4. This will open **New GRN** window, add the items that you have received and fill all the required details. Click on **Save**.

**New GRN**

Select Business Location : Hyper Drive Fashions State Code : Karnataka - 29  
 GRN Number : [Hyp-R00013](#) Date : [25/06/2019](#)  
 Filter Hierarchy : Received Items On Date : 25/06/2019  
 Barcode :   
 Item Name :   
 Search Code :   
 Supplier Invoice Number :   
 Supplier Invoice Date : 25/06/2019  
 GST Purchase Category : Input  
☐ Auto Save in Draft Every 2 Minutes ☒ Keep Focus on Last Added Item ☐ Show Images  
☐ Receive Items with existing Purchase Order  
 PO Number :    
 Supplier : Gwalior Fashion House  
 Payment Terms : 30 days ☐ Liable for Reverse Charge  
 Warehouse : Hyper Drive Fashions  
☐ Item Entry By Template ☐ Create Item If not Exist

S No.	Barcode	Item Name	Received Paid Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent	Invoice Level Discount Percent	SubTotal Before Tax
1	T00073	Alia Bhatt Blue Jeans 32	10	Qty	606.64	0	0	6,066.40
2	T00070	American Swan Yellow Solid Sweater M	5	Qty	630.81	0	0	3,154.05

Number of Packages : 15.00  
 Receiving Employee :   
 Note :    
 Place of Supply : Karnataka - 29  
 Discount On Total Before Tax : ☐  
☒ Discount Percent 0.00   
☐ Discount Flat 0.00  
 Invoice Discount Amount : 0.00  
 Current Advance With Supplier : 0.00  
 Additional Charges : 0.00 ☐ Apply For Effective Price  
 SubTotal Before Tax : 9,220.45  
 Total Tax Amount : 461.02  
 SubTotal : 9,681.47  
 Round Off Adjustment Amount : 0.00  
 Total Amount : 9,681.47  
 Use Supplier Advance Amount : 0.00  
☐ Pay In Cash Grand Total : 9,681.47

5. From **GRN Manager** window, select the GRN entry which you want to edit i.e. GRN Entry with payment status as Pending. Click on the toolbar button of **Complete Edit GRN**.

GRN

1 2 3 4 5 6

Items GRN

Manage Sto... Transfer St...

Cash Regist... Sales Invo...

Customers Receive Pa...

Suppliers Make Paym...

Business Lo... Sales Returns

Employees Access Rig...

Reports Barcode Pri...

From Date : 25/06/2019 To Date : 25/06/2019 Show In Date Range

Show Only Pending Show Only Held

Search ! ->

Business Location	GRN Number	Date	GRN Age	Is Payment By Cash	Item Received Date	Status	W/ Na
Hyper Drive Fashions	Hyp-R00013	25/06/2019 10:36 AM	0	No	25/06/2019 10:32 AM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00012	25/06/2019 10:12 AM	0	No	25/06/2019 10:11 AM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00011	25/06/2019 09:54 AM	0	Yes	24/06/2019 09:51 AM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00010	24/06/2019 12:44 PM	1	Yes	24/06/2019 12:40 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00009	24/06/2019 12:40 PM	1	No	24/06/2019 11:41 AM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00008	31/07/2017 03:26 PM	694	No	31/07/2017 03:16 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00007	30/07/2017 04:41 PM	695	No	30/07/2017 07:08 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00006	24/07/2017 03:39 PM	701	No	24/07/2017 04:53 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00005	18/07/2017 01:28 PM	707	No	18/07/2016 04:51 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00004	15/07/2017 03:24 PM	710	No	15/07/2016 07:19 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00003	05/07/2017 07:23 AM	720	No	05/07/2016 07:11 PM	Saved	Wa
Hyper Drive Fashions	Hyp-R00002	04/07/2017 05:22 PM	721	No	04/07/2017 07:08 PM	Saved	Hyp Fas
Hyper Drive Fashions	Hyp-R00001	03/07/2017 03:06 PM	722	No	03/07/2017 07:03 PM	Saved	Hyp Fas

Total Records : 13

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6. This will open **Edit GRN** window, you can make the required changes you want and click on **Save**.

S No.	Barcode	Item Name	Received Paid Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent	Invoice Level Discount Percent	SubTotal Before Tax
1	T00073	Alia Bhatt Blue Jeans 32	10	Qty	606.64	0	0	6,066.40
2	T00070	American Swan Yellow Solid Sweater M	8	Qty	630.81	0	0	3,154.05

**Number of Packages :** 15.00      **Discount On Total Before Tax :** ☐      **SubTotal Before Tax :** 9,220.45  
**Receiving Employee :** \_\_\_\_\_      
 ☒ Discount Percent       **Total Tax Amount :** 461.02  
    
 ☐ Discount Flat       **Apply Discount**      **SubTotal :** 9,681.47  
**Note :****Pick Message**      **Invoice Discount Amount :** 0.00      **Round Off Adjustment Amount :** 0.00  
**Place of Supply :** Delhi - 07      **Current Advance With Supplier :** 0.00      **Total Amount :** 9,681.47  
    
 **Additional Charges :**       ☐ Apply For Effective Price      **Use Supplier Advance Amount :** 0.00

☐ Pay In Cash      **Grand Total :** 9,681.47  
**Save & Print (F5)**      
 **Save (F8)**      
 **Cancel**