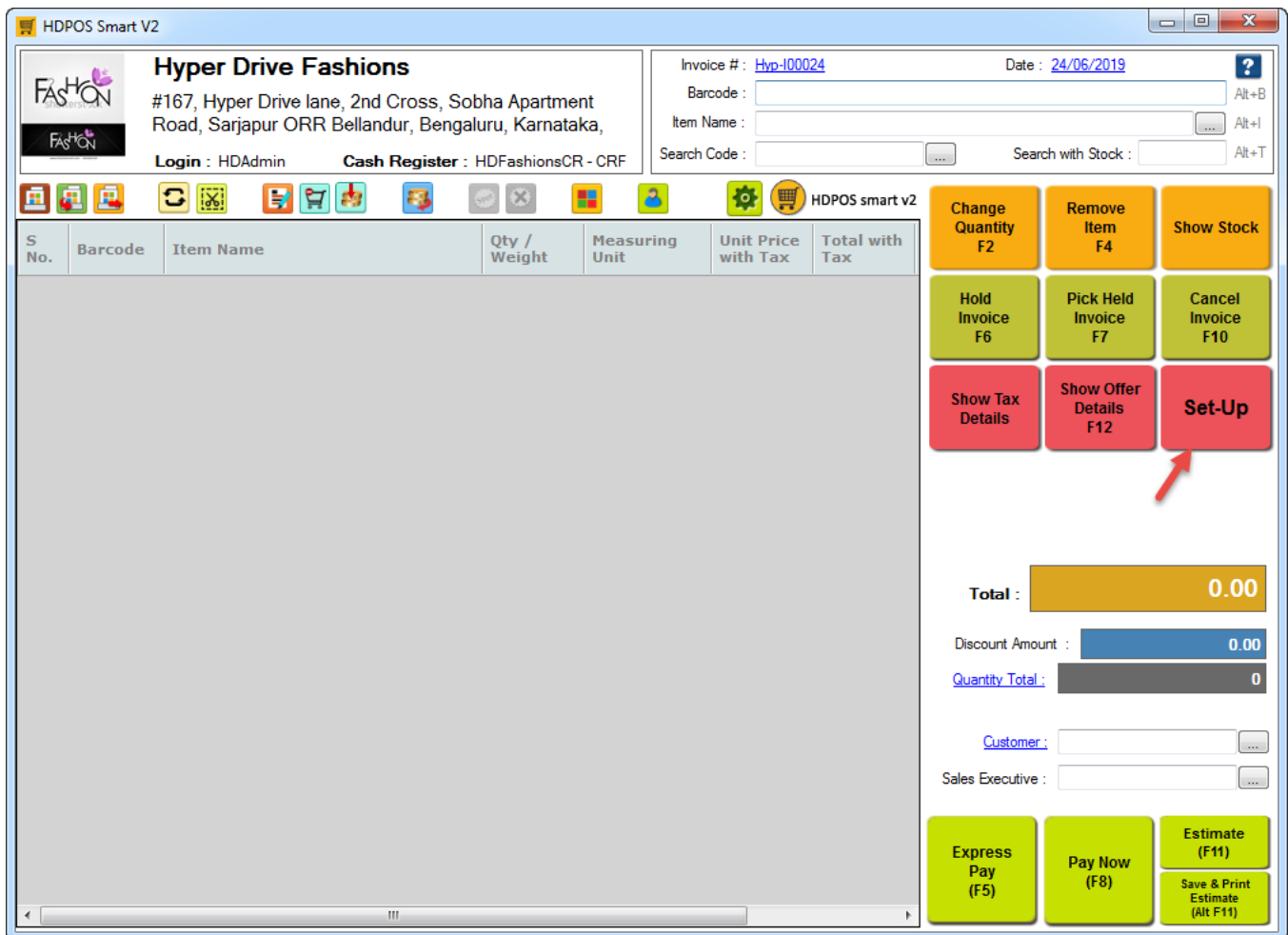# How to edit GRN in HDPOS smart?

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**.

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

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**.

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

Edit GRN

Select Business Location : Hyper Drive Fashions   [...]
State Code : Kamataka - 29
GRN Number : Hyp-R00013
Date : 25/06/2019
Filter Hierarchy : [   ] [...]
Received Items On Date : 25/06/2019
Barcode : [   ]
☐ Receive Items with existing Purchase Order
Item Name : [   ] [...]
PO Number : [   ] [...] [Add All Items]
By Template
Search Code : [   ] [...]
Supplier : Delhi Cloth Company [...]
Supplier Invoice Number : [   ]
Payment Terms : 30 days   ☐ Liable for Reverse Charge
Supplier Invoice Date : 25/06/2019
Warehouse : Hyper Drive Fashions [...]
GST Purchase Category : Input
☐ 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	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
Receiving Employee : [   ] [...]
Note : [   ]
[Pick Message]
Place of Supply : Delhi - 07 [...]

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 : 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

[Save & Print (F5)] [Save (F8)] [Cancel]