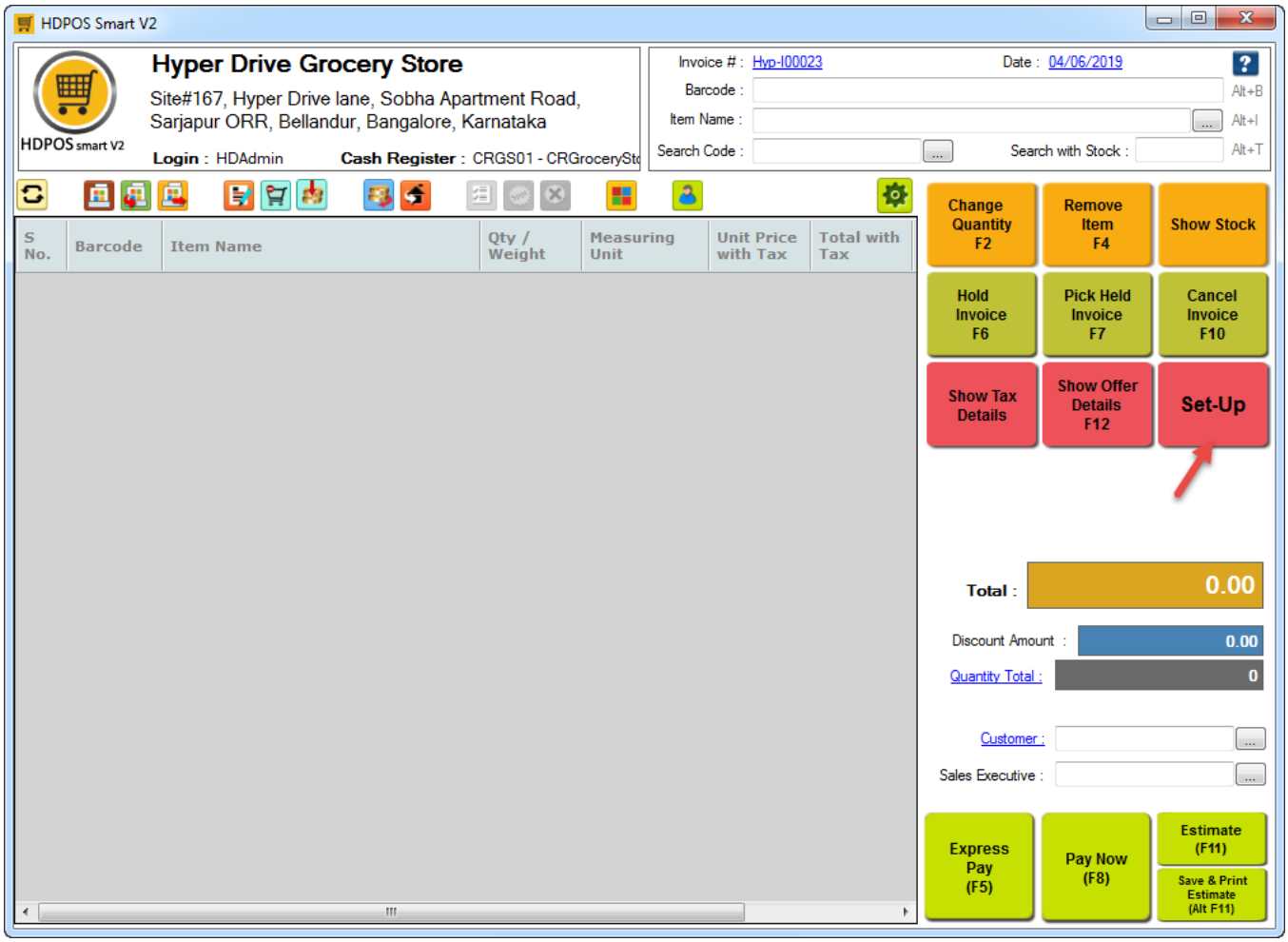
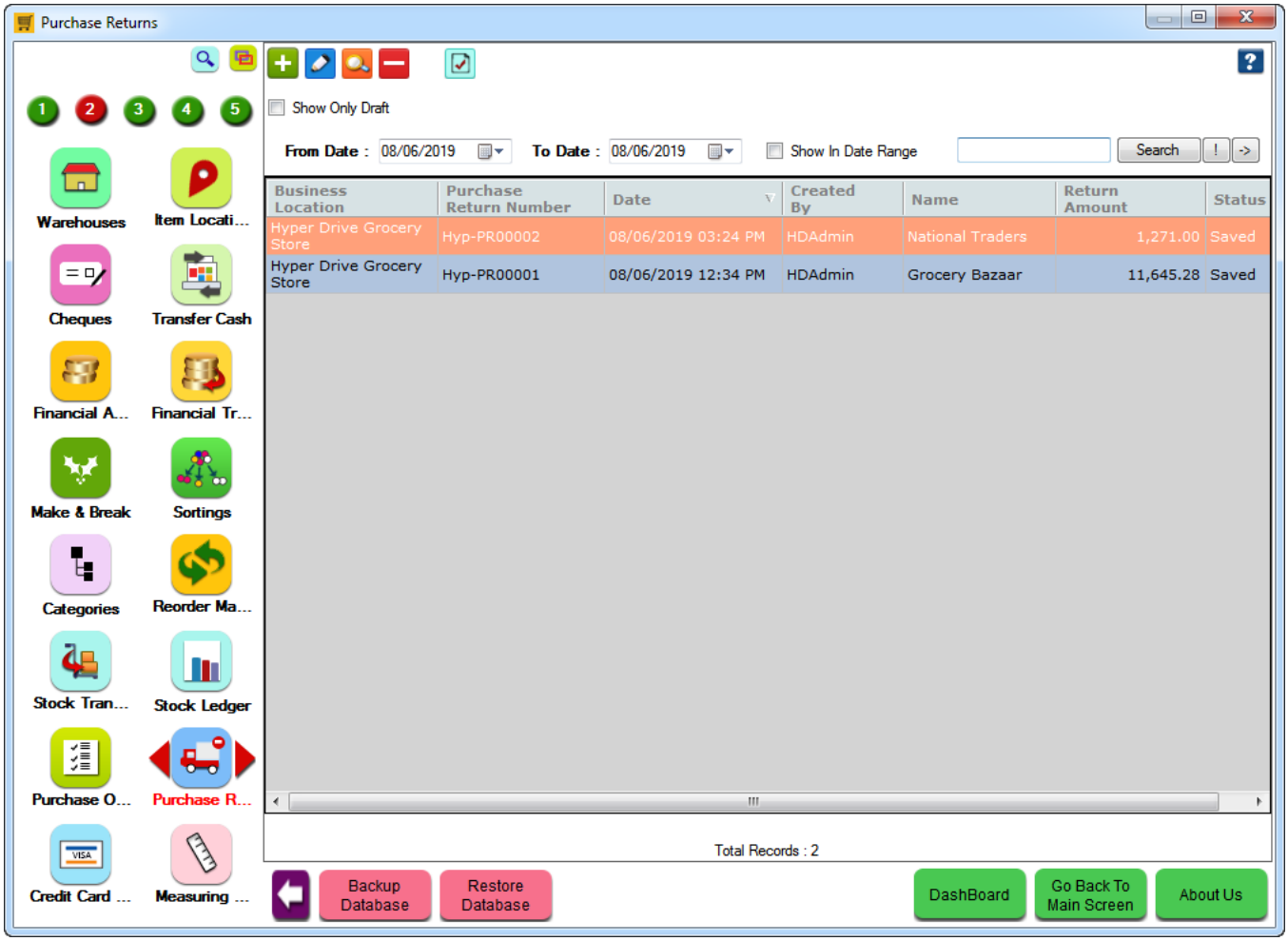
How to edit purchase returns?

To edit a **purchase return** entry, follow the steps below.

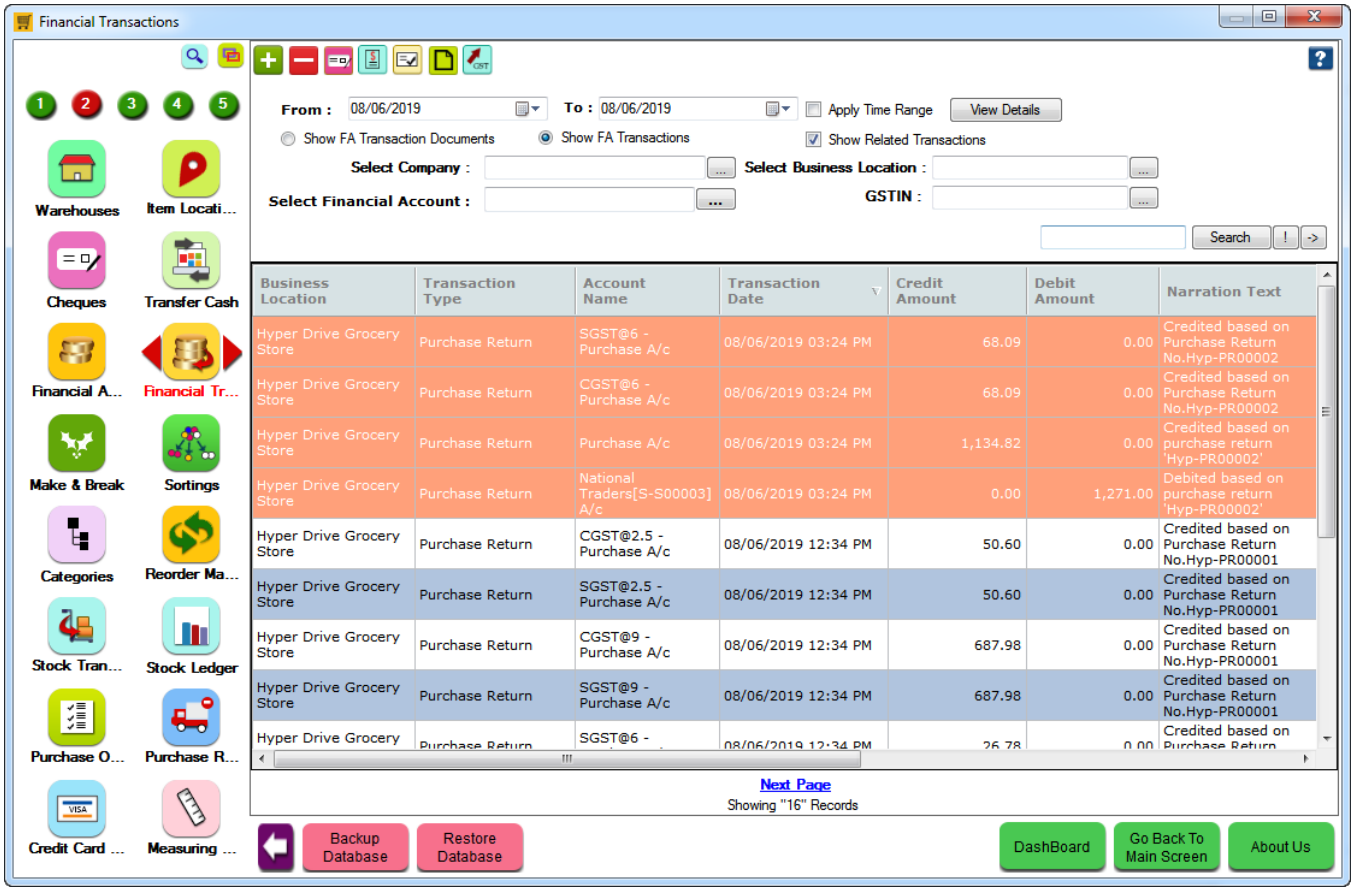
1. Run **HDPOS smart** and click on **Set-Up** button.



2. Go to **2nd page** of Set-Up and click on **Purchase Return** button to see a purchase return entry which you want to edit.

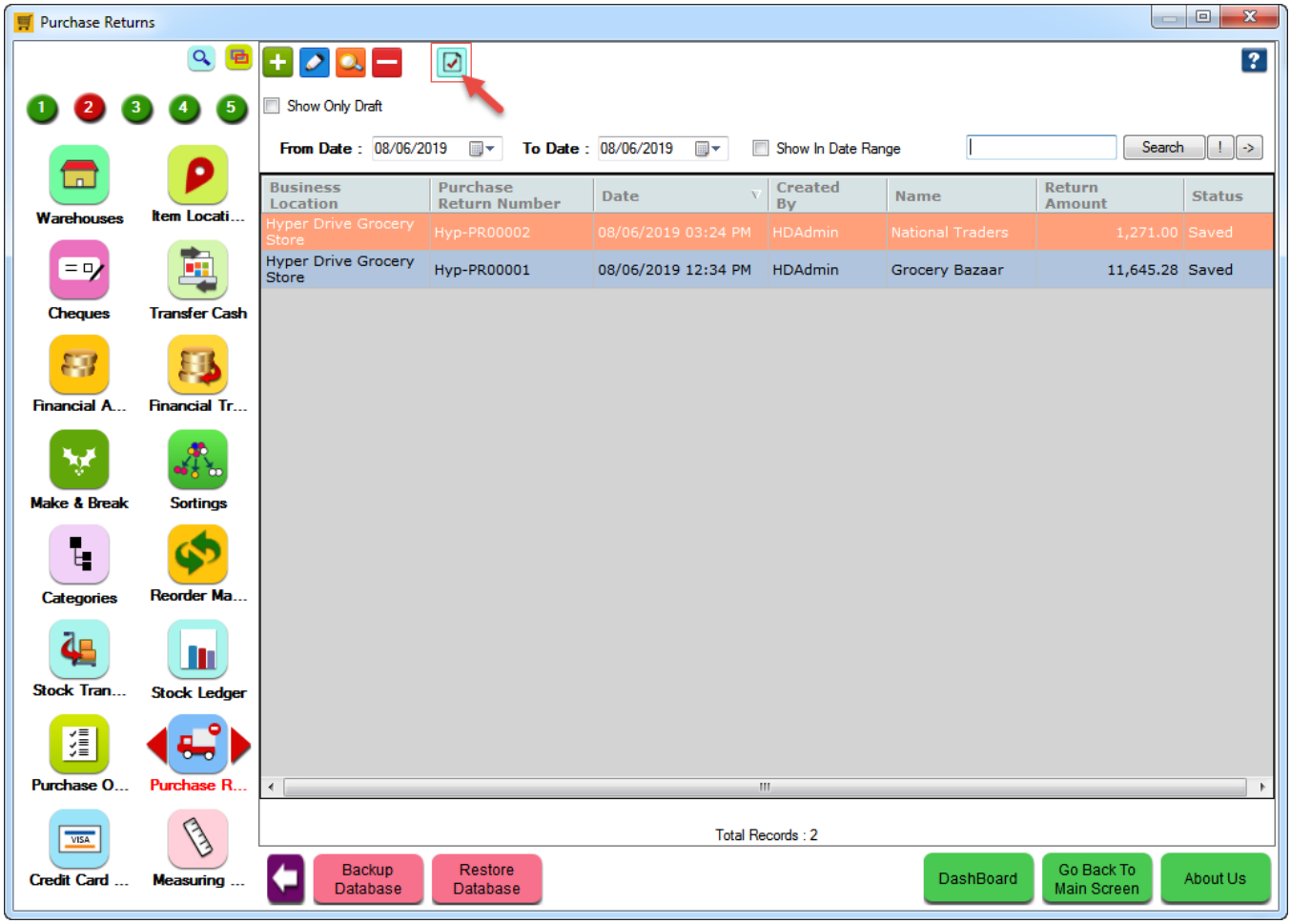


3. You can see the financial transaction that is recorded for the above selected Purchase Return Entry is as shown below from the **2nd page->Financial Transactions.**



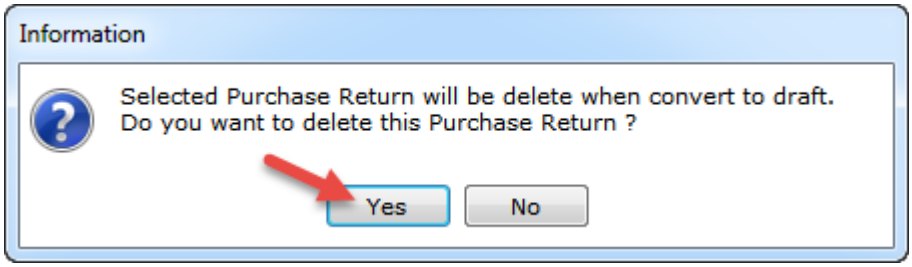
4. Click on **Purchase Return** button.

5. From the **Purchase Return Manager** screen, select the **Purchase Return** (that you want to edit) and convert it into draft by clicking on **Covert to Draft** button.

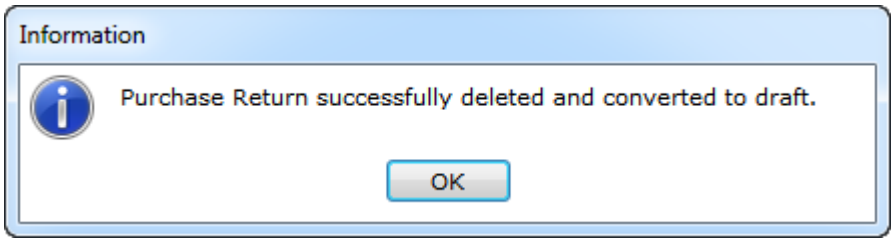


Note: Purchase return editing is possible only when purchase return is saved as a draft. So if it's not saved as draft, you need to convert it into draft first and then edit.

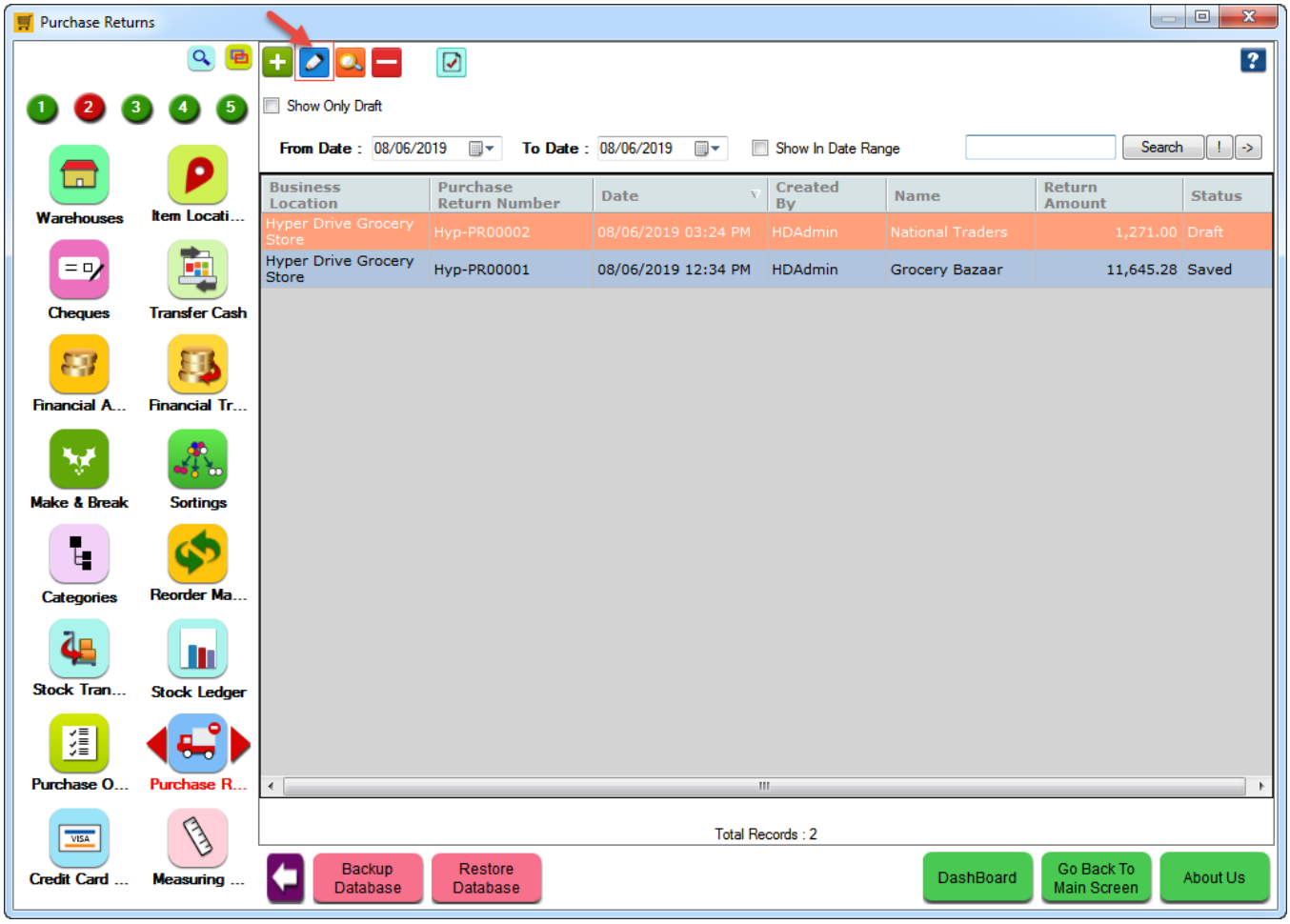
6. When a purchase return entry is converted to draft; it will delete the original purchase return entry. You will see the following information box. Click on **Yes**.



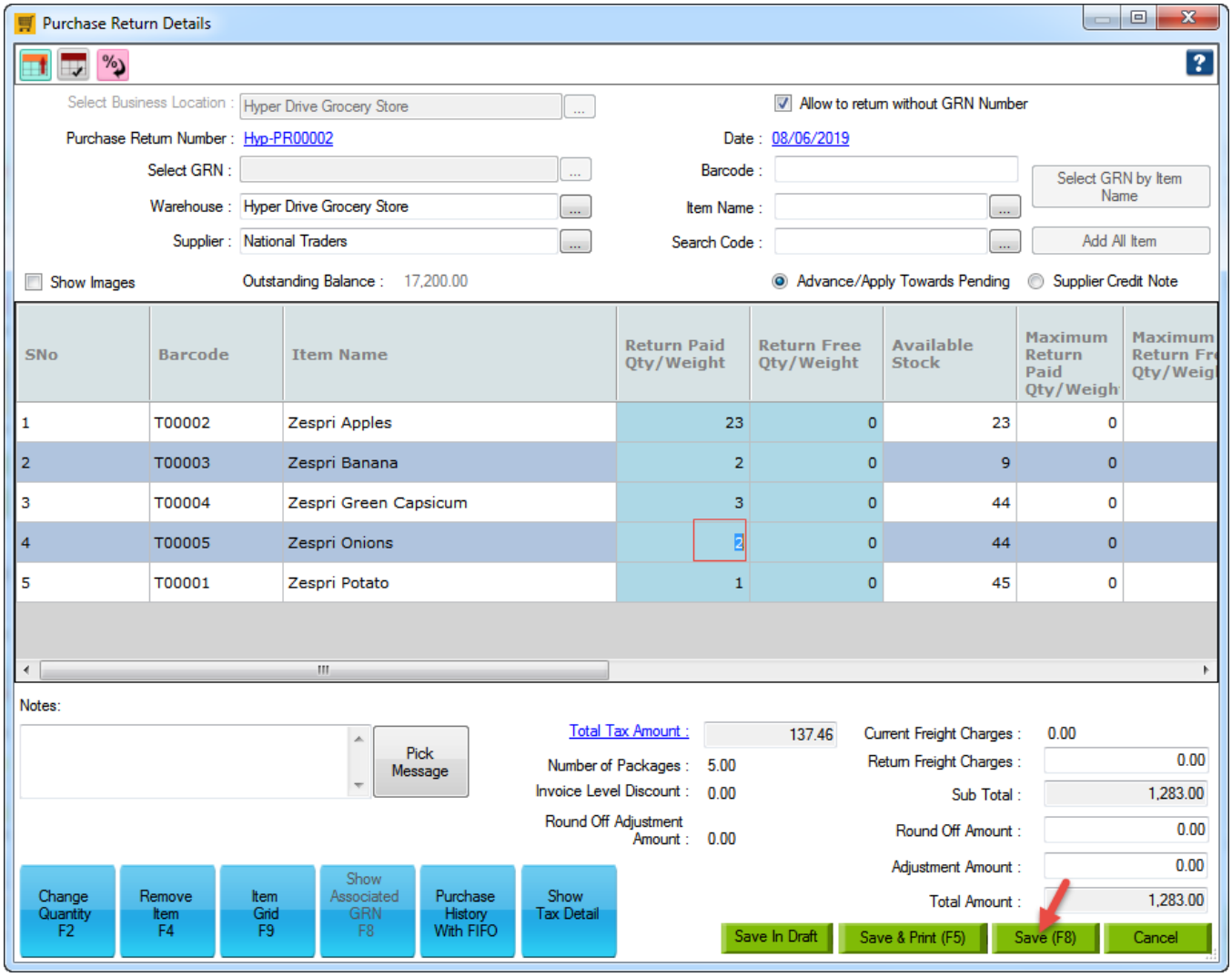
7. You will see a message as shown below. Click on **OK**.



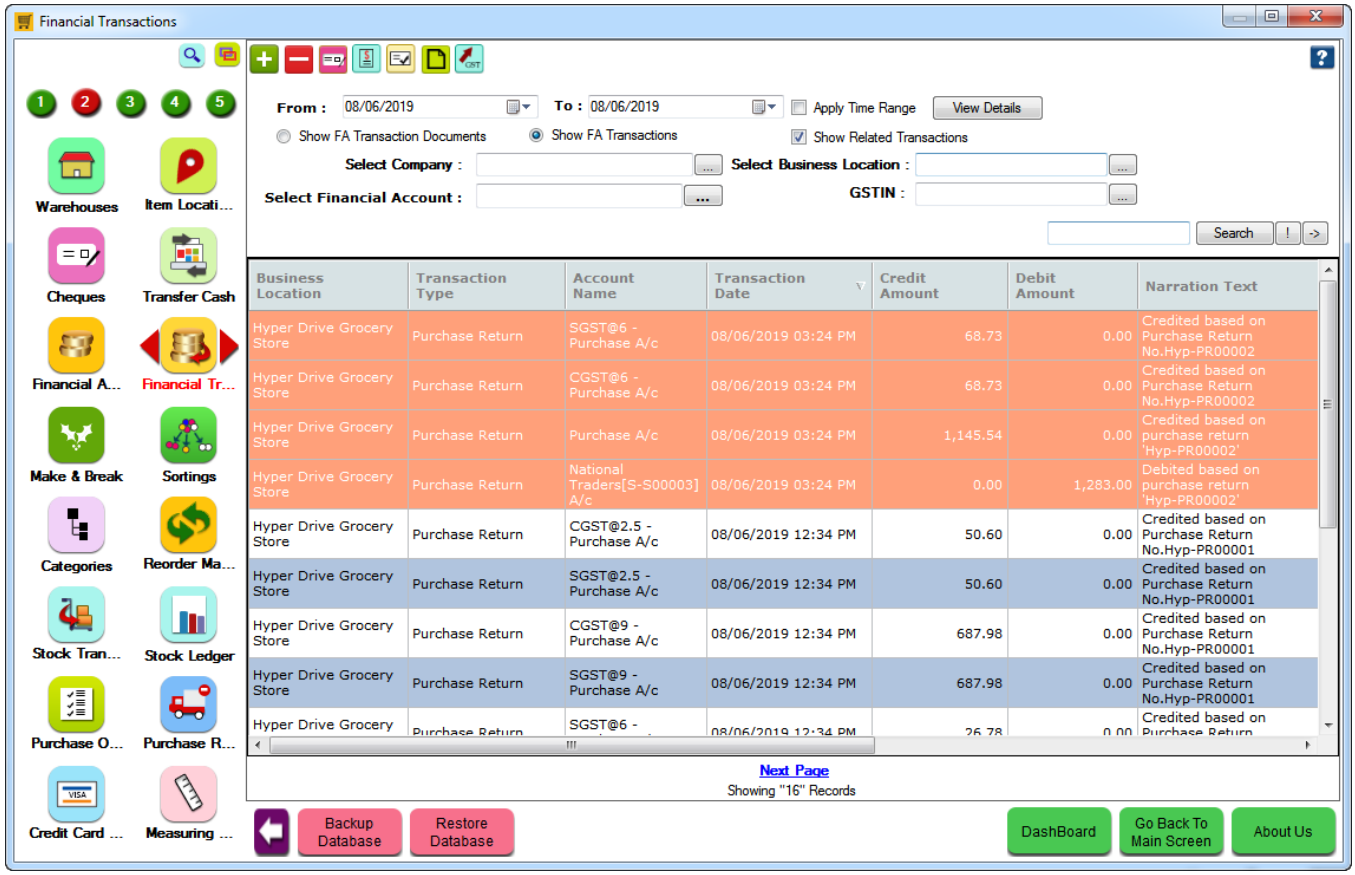
8. Now Click on **Edit** button to edit the existing purchase return.



9. Clicking edit button will brings you on **Purchase Return Details** screen where you can edit details according to your requirement. Click on **Save** when you are done with the editing.



10. Now go back to **Financial Transaction** button to view the changes occurred after editing the purchase return.


Financial Transactions
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 ...
From : 08/06/2019
To : 08/06/2019
Apply Time Range
View Details
Show FA Transaction Documents
Show FA Transactions
Show Related Transactions
Select Company :
Select Business Location :
Select Financial Account :
GSTIN :
Search
Business Location
Transaction Type
Account Name
Transaction Date
Credit Amount
Debit Amount
Narration Text
Hyper Drive Grocery Store
Purchase Return
SGST@6 - Purchase A/c
08/06/2019 03:24 PM
68.73
0.00
Credited based on Purchase Return No.Hyp-PR00002
CGST@6 - Purchase A/c
Purchase A/c
1,145.54
National Traders[S-S00003] A/c
0.00
1,283.00
Debited based on purchase return 'Hyp-PR00002'
CGST@2.5 - Purchase A/c
08/06/2019 12:34 PM
50.60
SGST@2.5 - Purchase A/c
CGST@9 - Purchase A/c
687.98
SGST@9 - Purchase A/c
Next Page
Showing "16" Records
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us