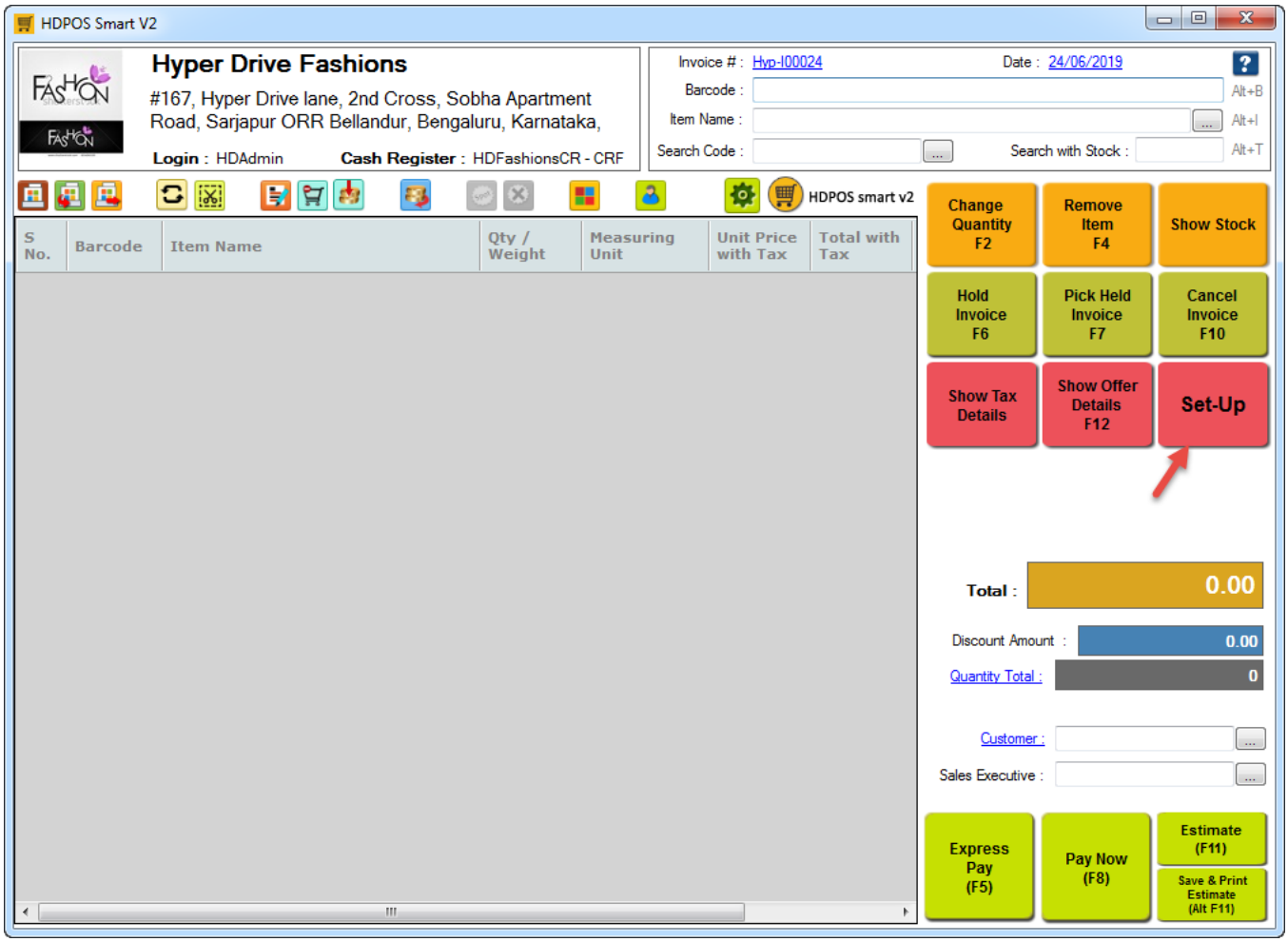
How to edit a GRN?

To edit a GRN, follow the steps below :

1. Run **HDPOS smart**.

2. From Main Invoice screen click on **Set-Up**.

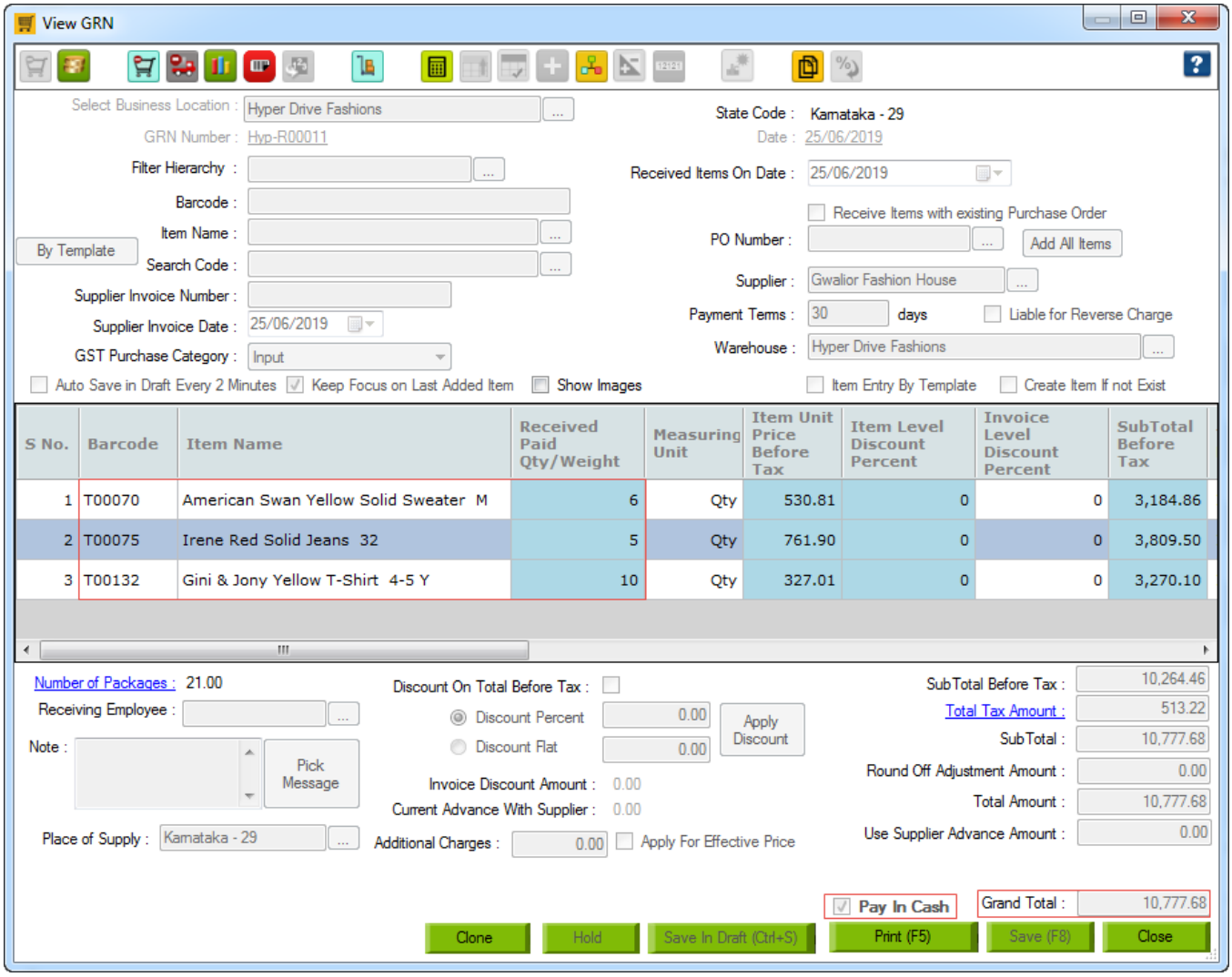


3. From 1st page of Set-Up select **GRN**.

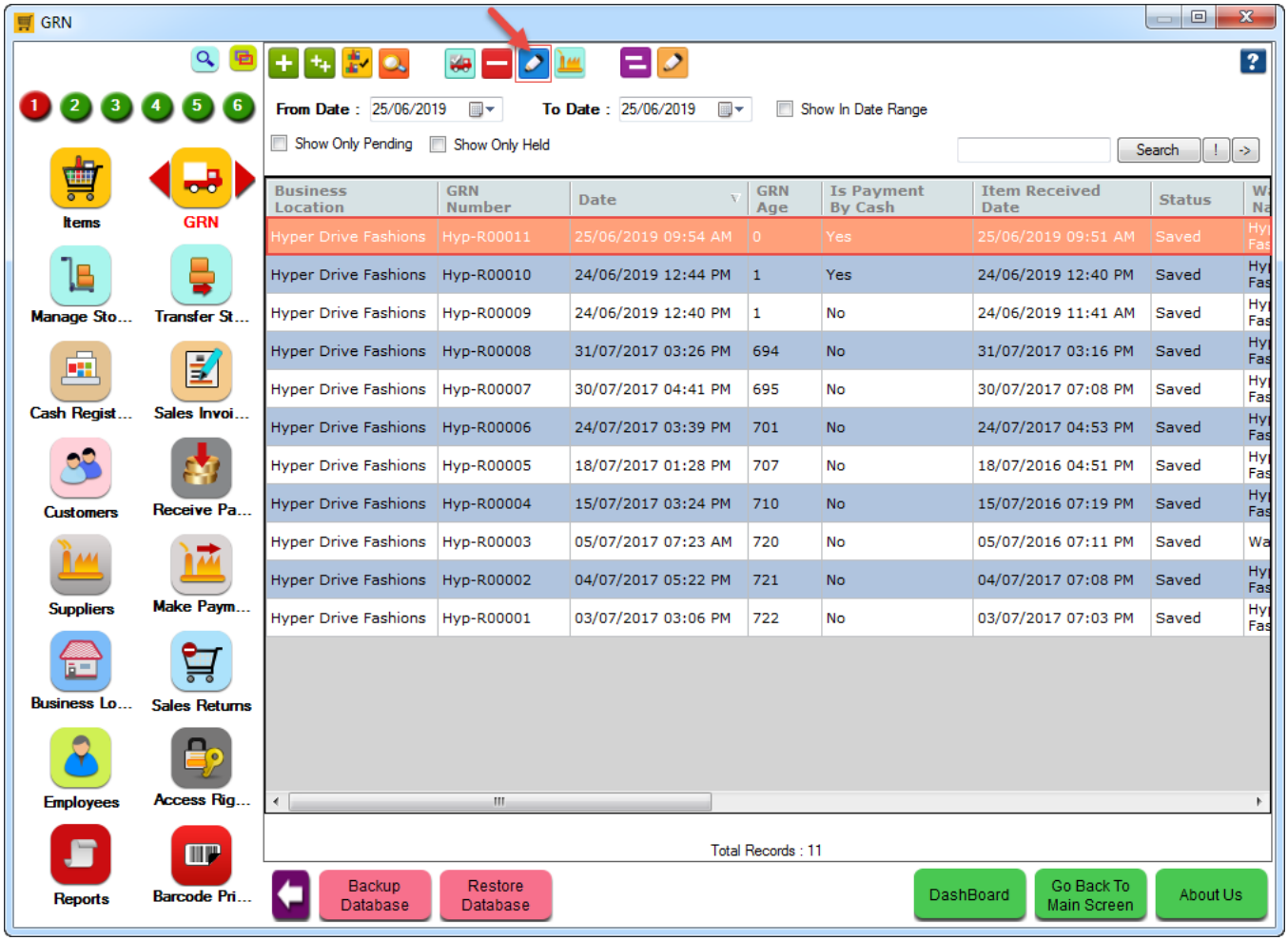


4. You can edit cleared and pending GRNs.

5. **Edit a Cleared (Paid in CASH) GRN**: As you can see from below image, I created a GRN that is paid in cash.



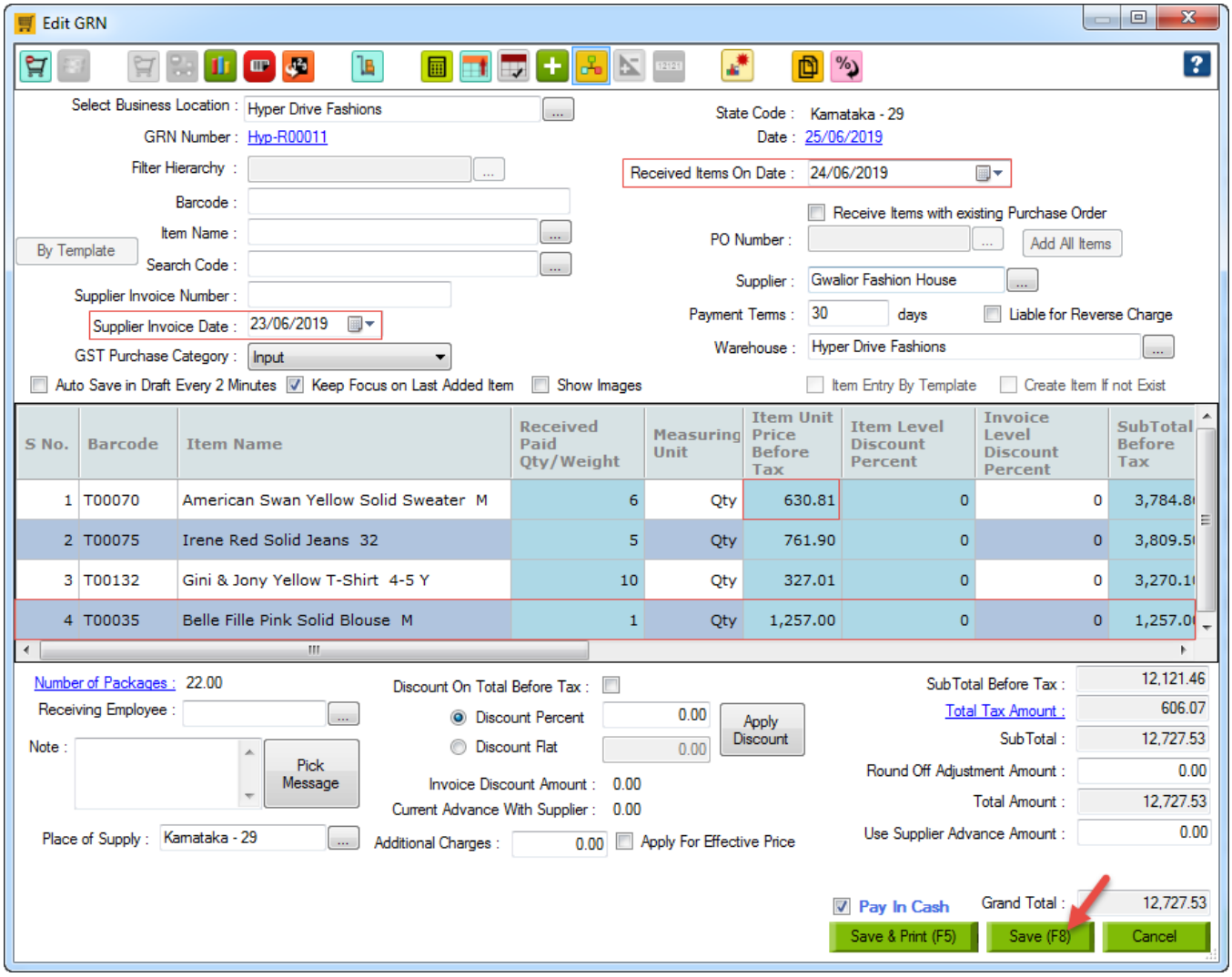
- Select the cleared GRN as shown below. Click on **Edit GRN** button.



- When you edit a Cleared GRN (that is paid in CASH), you will be able to

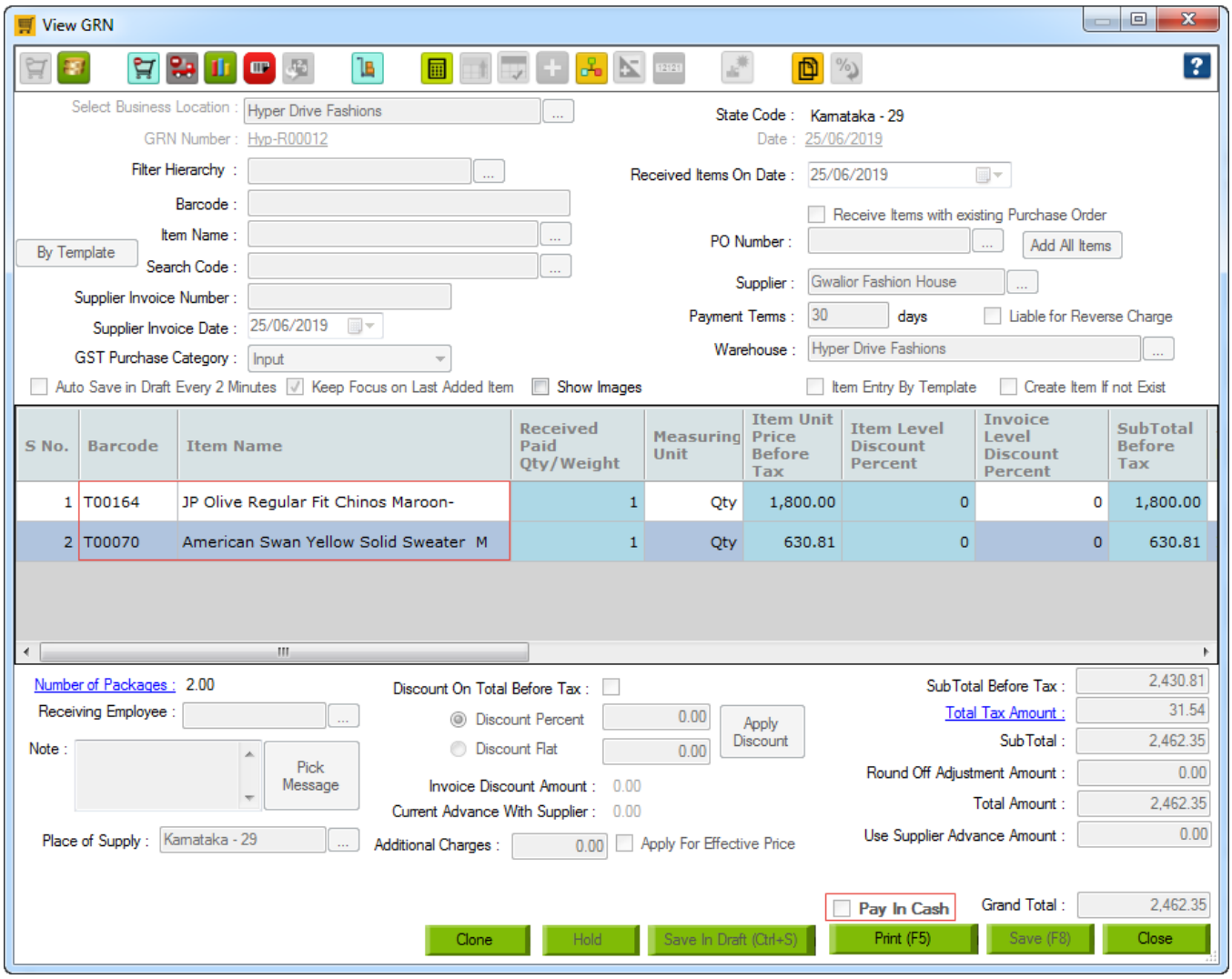
1. **Add/ remove** items.
2. Edit the **price** and **item quantity**.
3. Edit the **date and time** of GRN.
4. Edit the **supplier invoice date**.

- Click on **Save**.

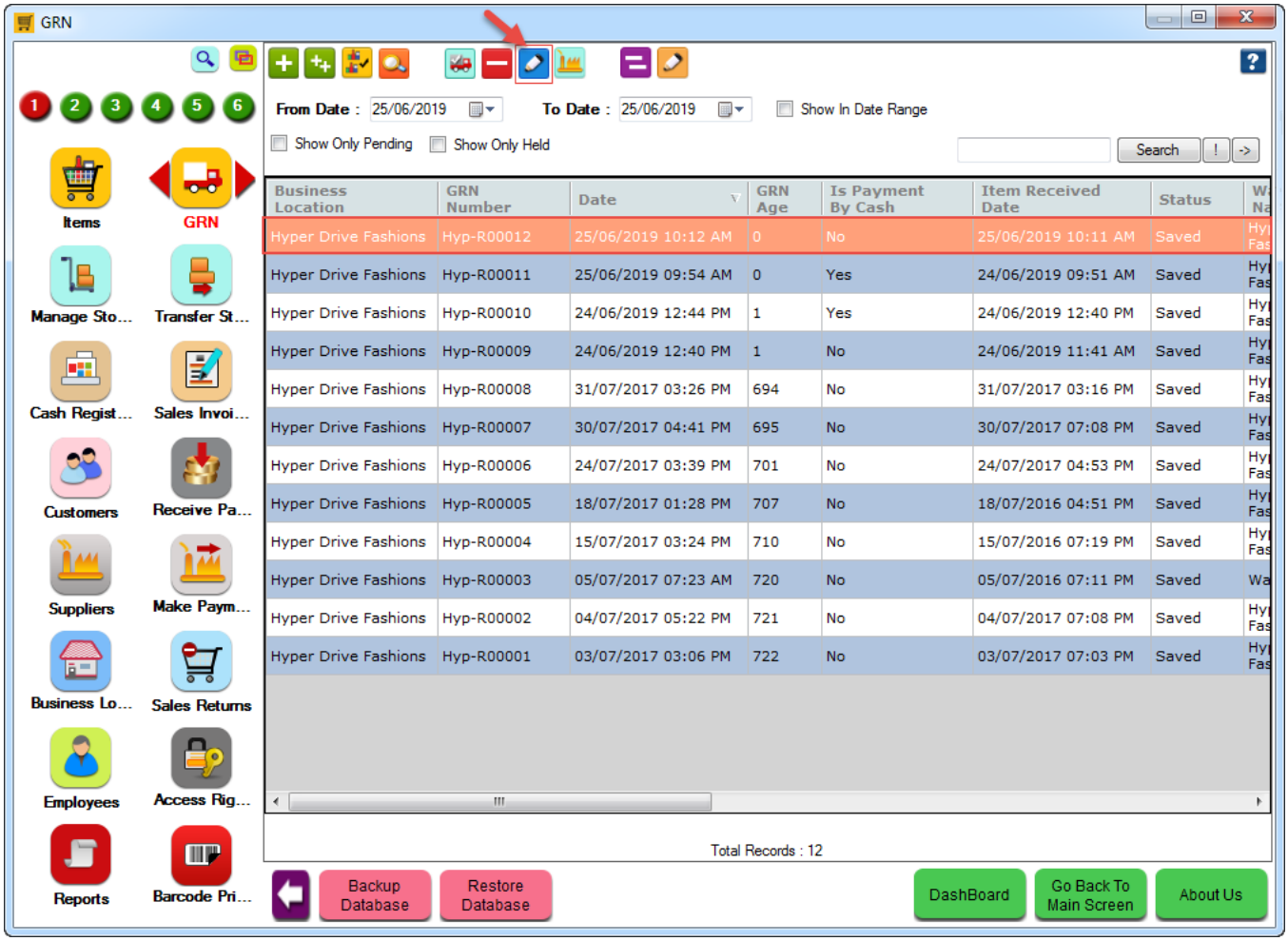


- The GRN will be edited with all new values.

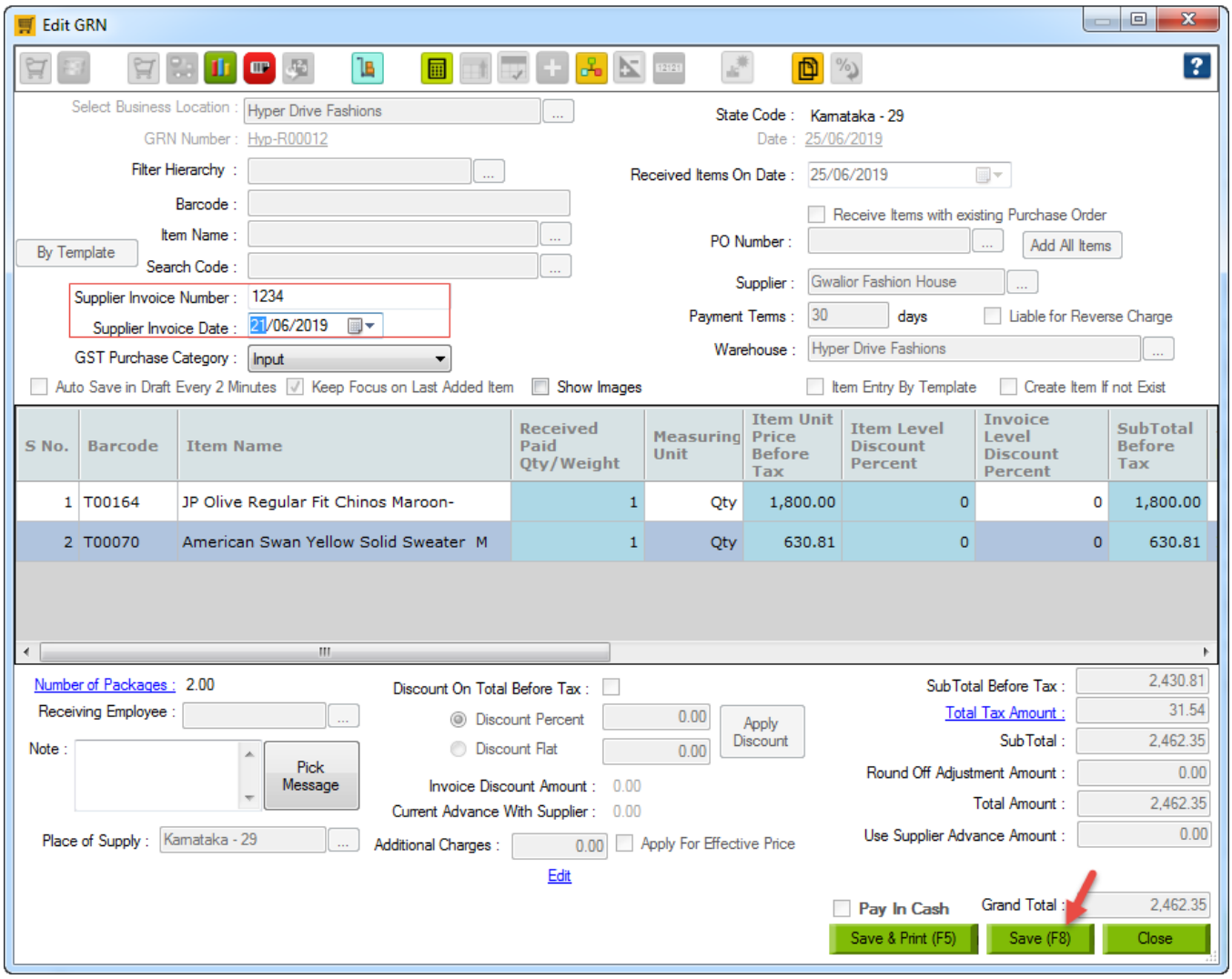
6. **Edit a Pending (NOT Paid in CASH) GRN**: As you can see from below image, I created a GRN that is not paid in cash.



- Select the cleared GRN as shown below. Click on **Edit GRN** button.



- When you edit a Pending GRN (that is NOT paid in CASH), you will be able to edit the **Supplier Invoice Number & Supplier Invoice Date**.
- Click on **Save**.



- The GRN will be edited with all new values.