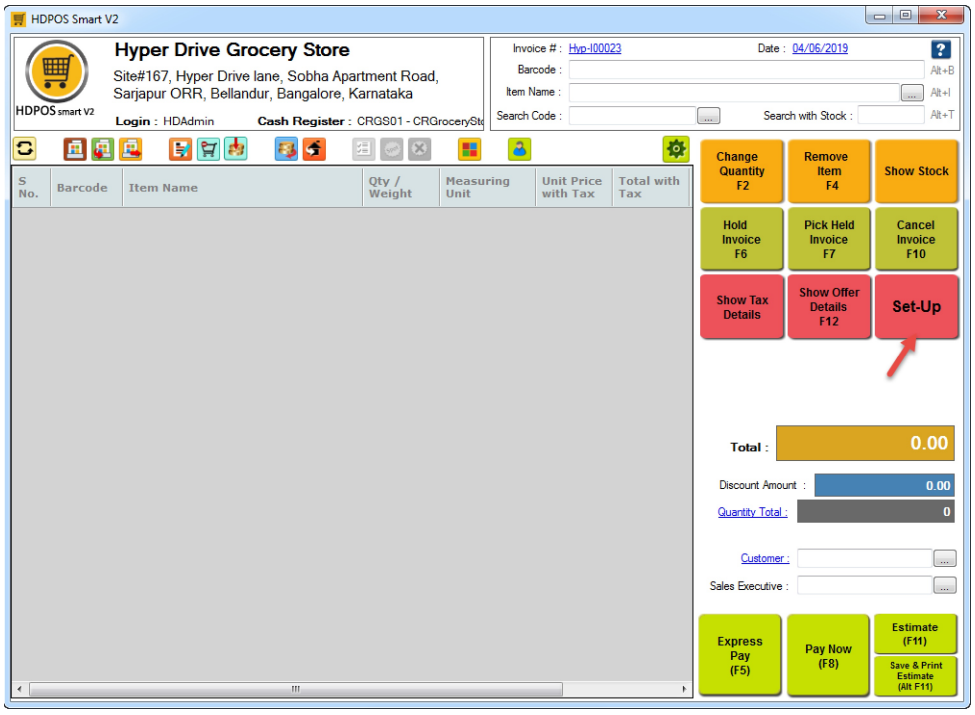
How to upload items into GRN through excel?

To upload items into GRN through excel, follow the steps below:

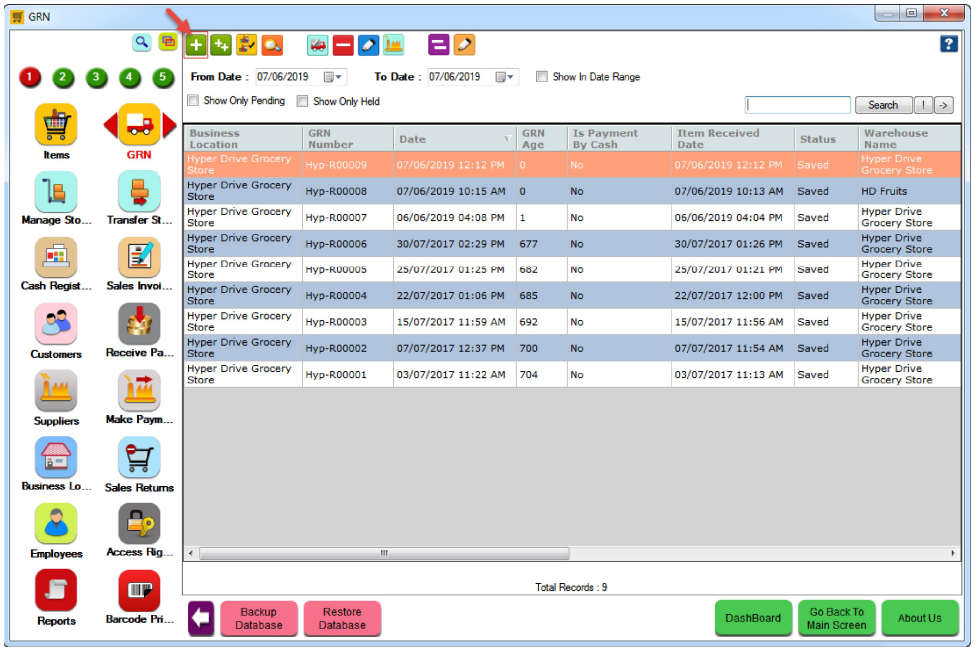
1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. From **Set-Up** screen, go to **1st page** and click on **GRN**.



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

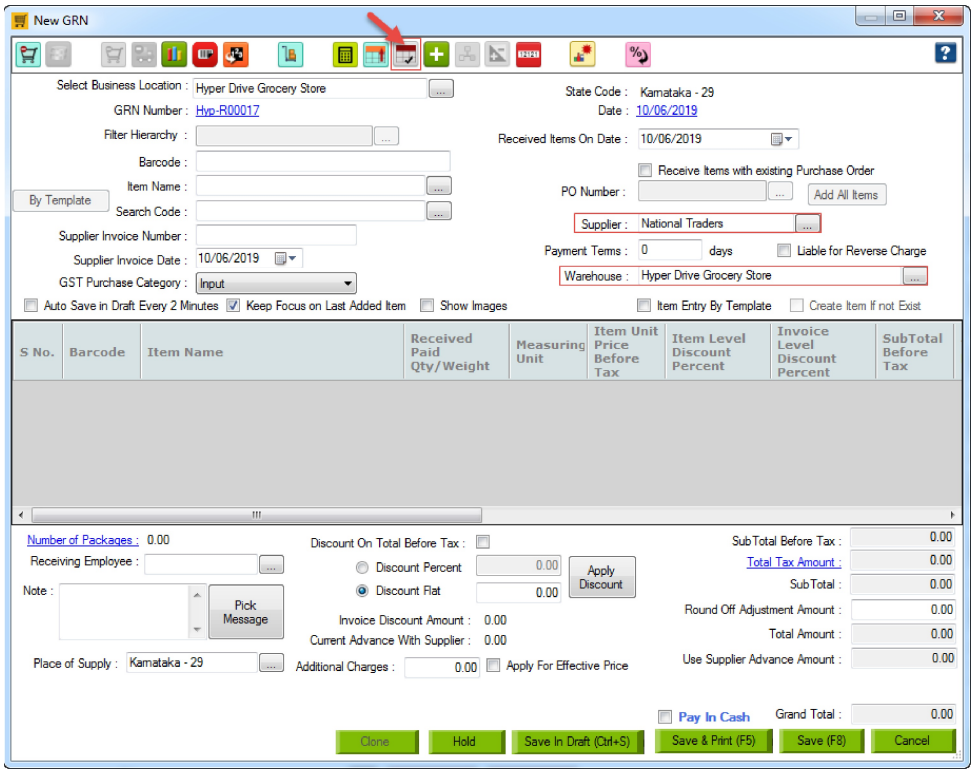


4. From **New GRN** screen:

a. Select the **supplier** name.

b. Select the **Warehouse** name.

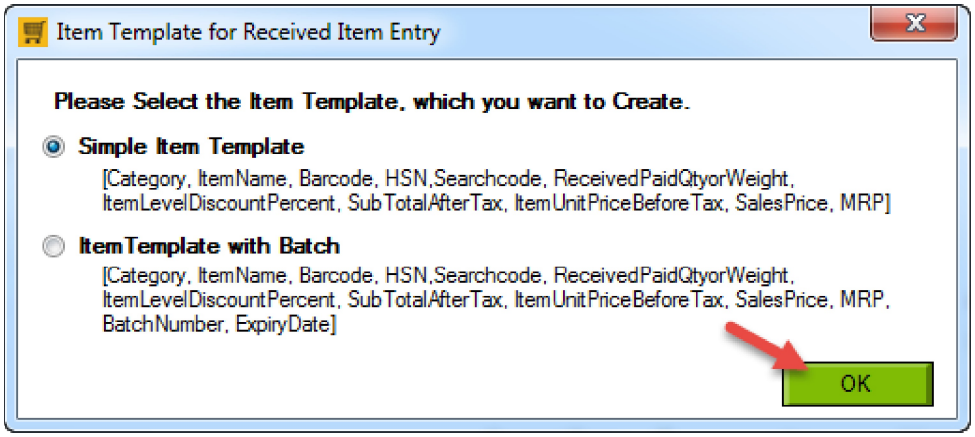
c. Click on the **Create Excel Template for GRN** button on the tool bar.



5. You will see following screen of Item Template for GRN.

a. Choose Simple Item Template.

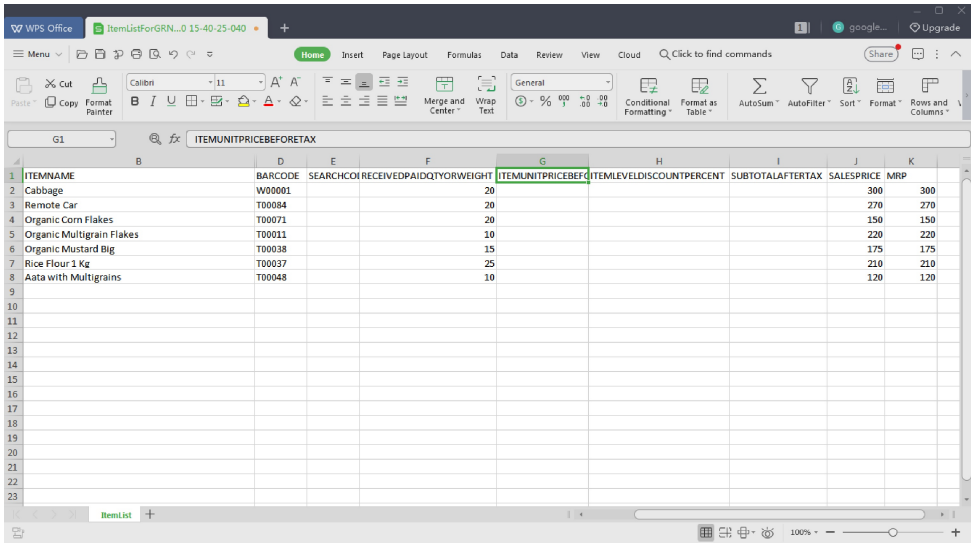
b. Click on **OK**.



6. You will see following information message box showing you the location of excel template that got created. Click on **OK** to open it.



7. Enter the values in excel file as shown below and save it. Close the excel file.



	ITEMNAME	BARCODE	SEARCHCOI	RECEIVEDPAIDQTYORWEIGHT	ITEMUNITPRICEBEFC	ITEMLEVELDISCOUNTPERCENT	SUBTOTALAFTERTAX	SALESPRICE	MRP
2	Cabbage	W00001		20				300	300
3	Remote Car	T00084		20				270	270
4	Organic Corn Flakes	T00071		20				150	150
5	Organic Multigrain Flakes	T00011		10				220	220
6	Organic Mustard Big	T00038		15				175	175
7	Rice Flour 1 Kg	T00037		25				210	210
8	Aata with Multigrains	T00048		10				120	120

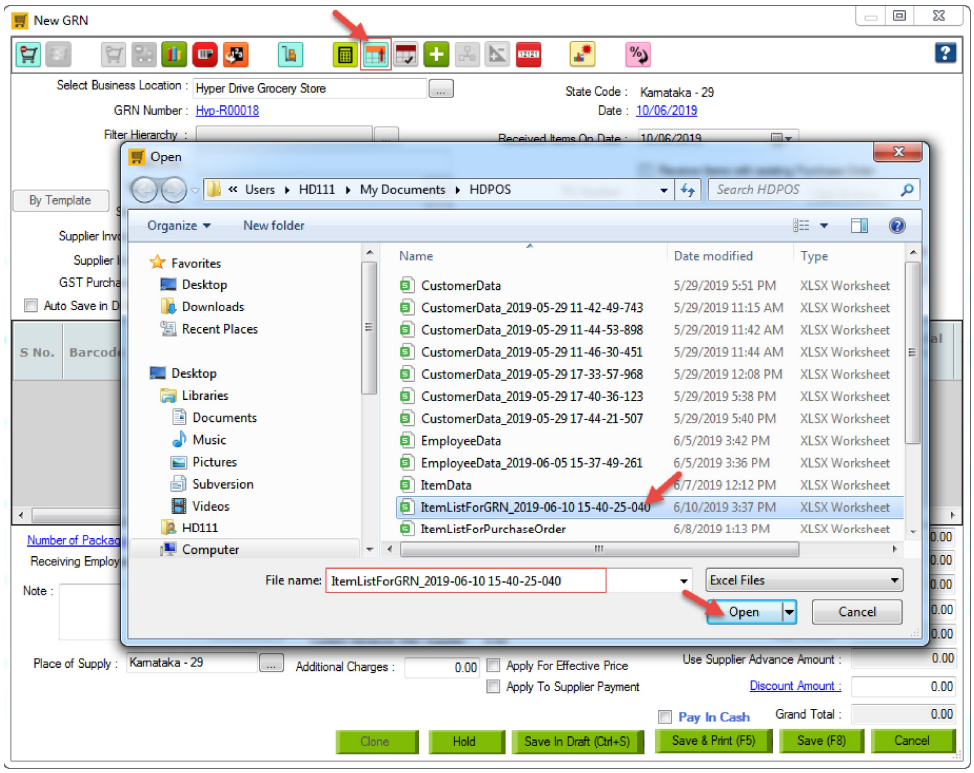
8. Come back to HDPOS smart and the New GRN.

9. Click on **Upload Items for GRN** button on the tool bar.

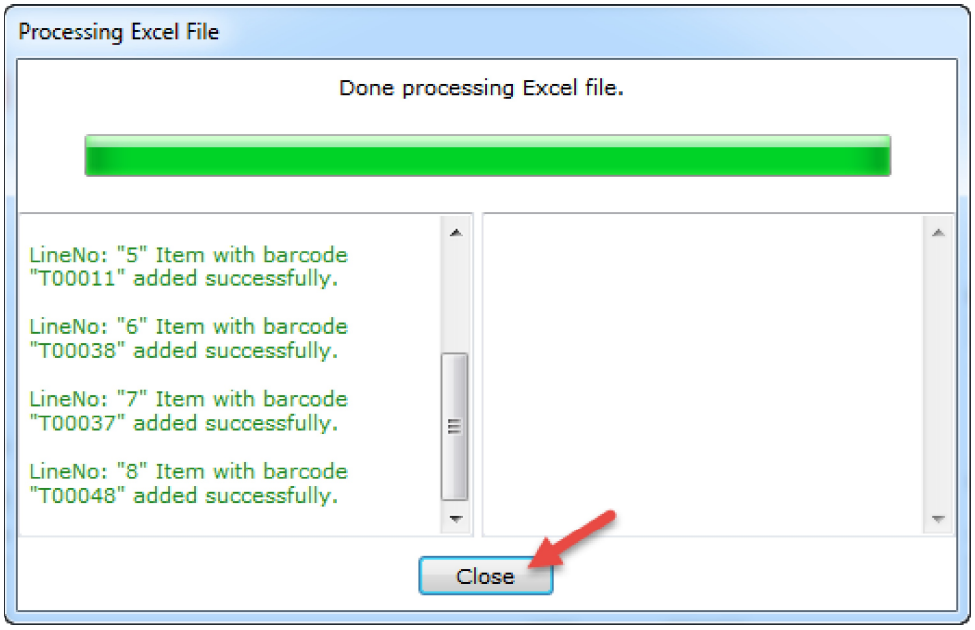
a. You will see Open dialog box.

b. Select the excel file that you saved in **Step 7**.

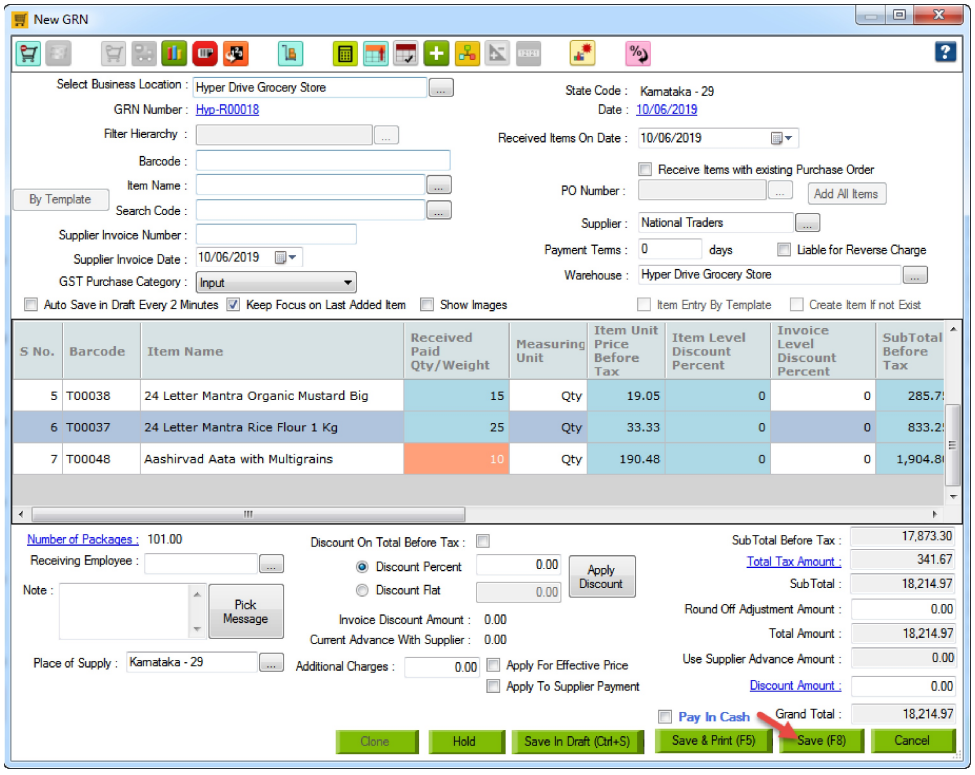
c. Click on **Open** button.



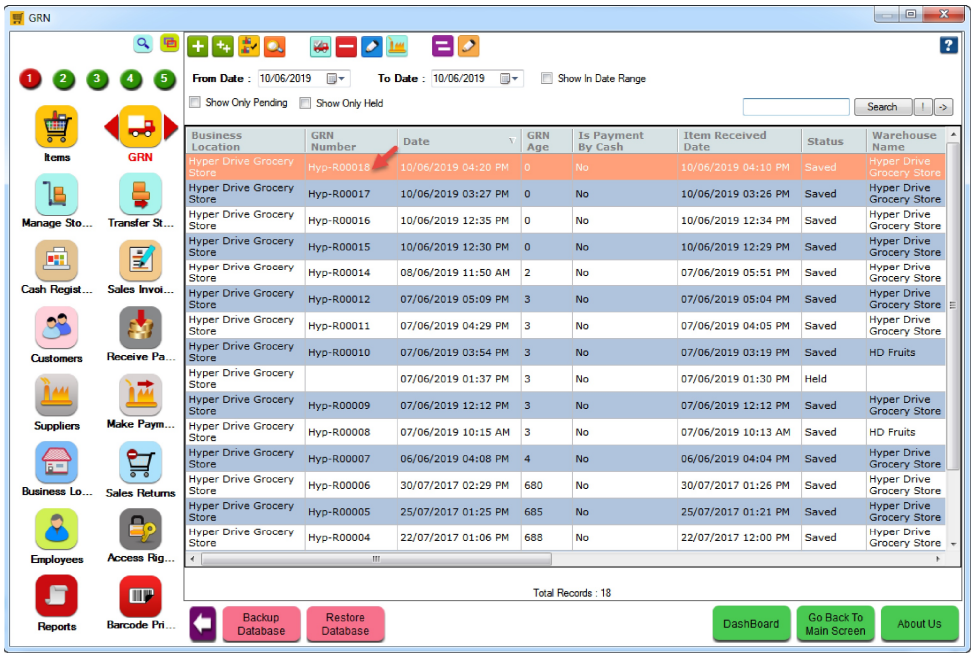
10. You will see following success message showing all items are added into GRN. Click on **Close**.



11. You can see all items and their details are added into GRN. Click on **Save** button to save the GRN.



12. From **GRN Manager** you can see the saved GRN as shown below.


GRN
From Date : 10/06/2019
To Date : 10/06/2019
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-R00018 10/06/2019 04:20 PM 0 No 10/06/2019 04:10 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00017 10/06/2019 03:27 PM 0 No 10/06/2019 03:26 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00016 10/06/2019 12:35 PM 0 No 10/06/2019 12:34 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00015 10/06/2019 12:30 PM 0 No 10/06/2019 12:29 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00014 08/06/2019 11:50 AM 2 No 07/06/2019 05:51 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00012 07/06/2019 05:09 PM 3 No 07/06/2019 05:04 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00011 07/06/2019 04:29 PM 3 No 07/06/2019 04:05 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00010 07/06/2019 03:54 PM 3 No 07/06/2019 03:19 PM Saved HD Fruits
Hyper Drive Grocery Store 07/06/2019 01:37 PM 3 No 07/06/2019 01:30 PM Held
Hyper Drive Grocery Store Hyp-R00009 07/06/2019 12:12 PM 3 No 07/06/2019 12:12 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00008 07/06/2019 10:15 AM 3 No 07/06/2019 10:13 AM Saved HD Fruits
Hyper Drive Grocery Store Hyp-R00007 06/06/2019 04:08 PM 4 No 06/06/2019 04:04 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00006 30/07/2017 02:29 PM 680 No 30/07/2017 01:26 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00005 25/07/2017 01:25 PM 685 No 25/07/2017 01:21 PM Saved Hyper Drive Grocery Store
Hyper Drive Grocery Store Hyp-R00004 22/07/2017 01:06 PM 688 No 22/07/2017 12:00 PM Saved Hyper Drive Grocery Store
Total Records : 18
Items
GRN
Manage Sto...
Transfer St...
Cash Regist...
Sales Invoi...
Customers
Receive Pa...
Suppliers
Make Paym...
Business Lo...
Sales Returns
Employees
Access Rig...
Reports
Barcode Pri...
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us