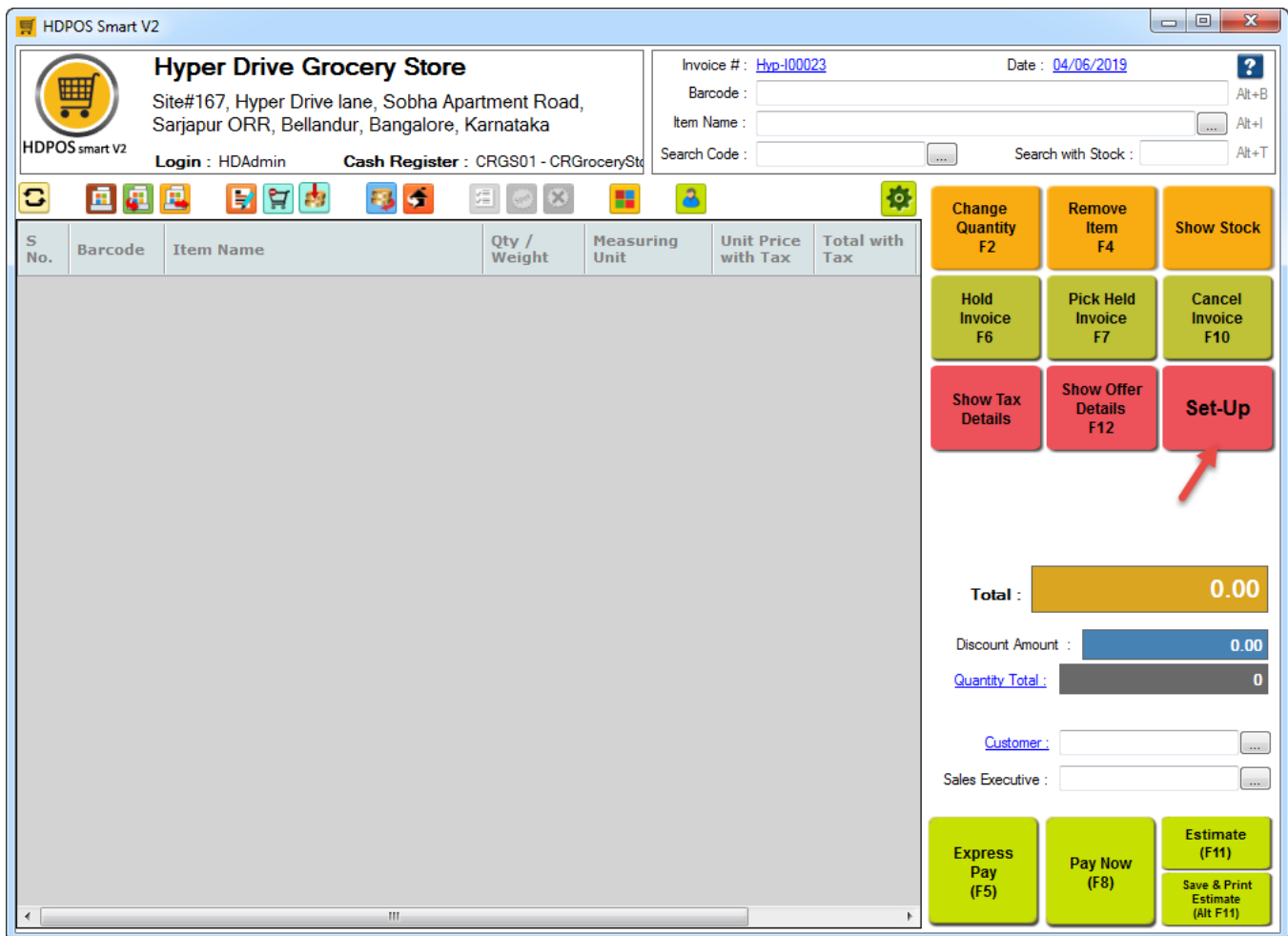


How to make a GRN for free items only?

In your business some times you may receive free items only as sample stock. You may receive batch items or simple items as free items.

To receive only free batch item in HDPOS smart, follow the steps below:

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



2. In Set-Up screen, from the 1st page click on **GRN**.

3. In **GRN Manager** screen, click on **Add Advance GRN** button in the tool strip.

GRN

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

Show Only Pending Show Only Held

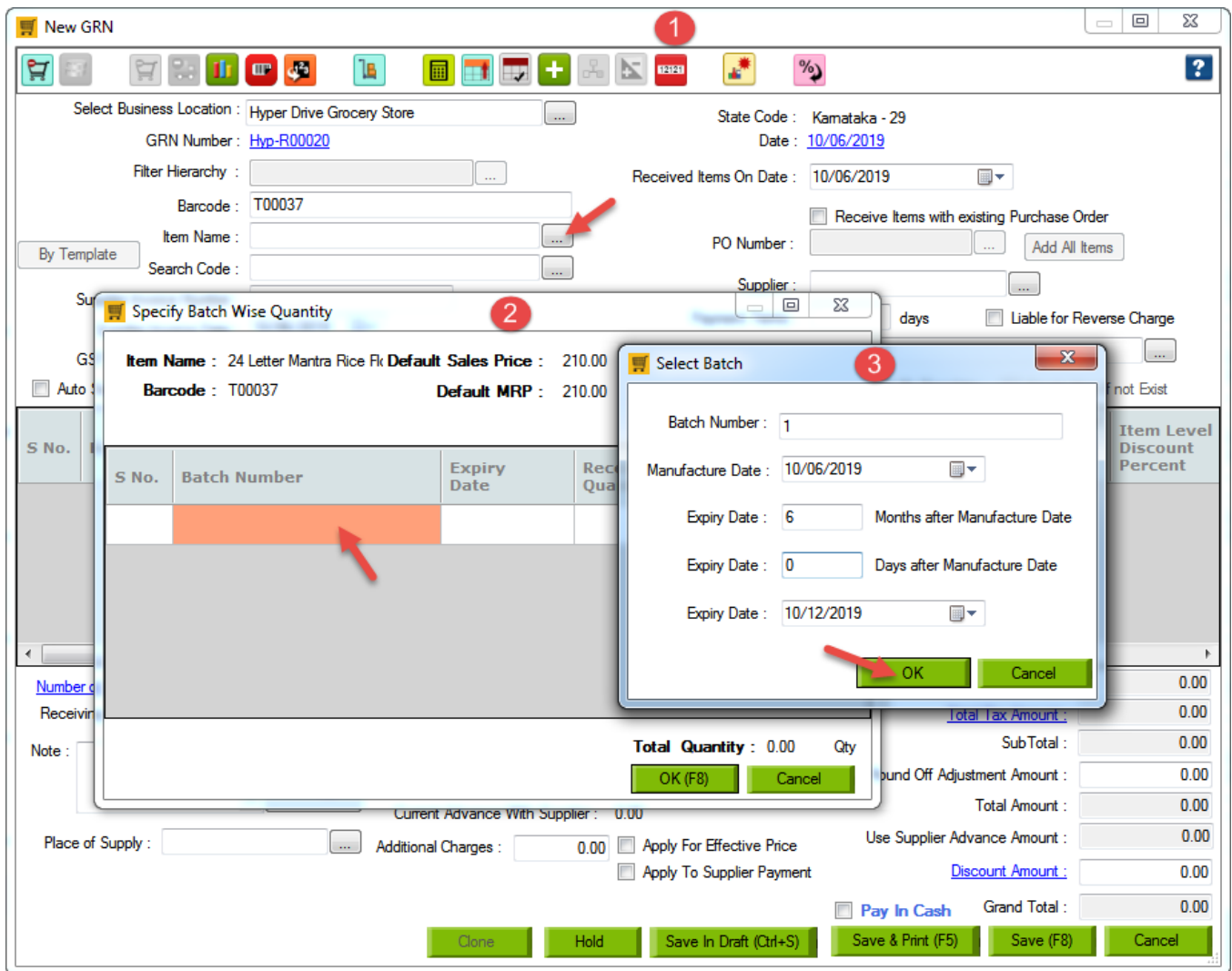
Business Location	GRN Number	Date	GRN Age	Is Payment By Cash	Item Received Date	Status	Warehouse Name
Hyper Drive Grocery Store	Hyp-R00006	30/07/2017 02:29 PM	676	No	30/07/2017 01:26 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00005	25/07/2017 01:25 PM	681	No	25/07/2017 01:21 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00004	22/07/2017 01:06 PM	684	No	22/07/2017 12:00 PM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00003	15/07/2017 11:59 AM	691	No	15/07/2017 11:56 AM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00002	07/07/2017 12:37 PM	699	No	07/07/2017 11:54 AM	Saved	Hyper Drive Grocery Store
Hyper Drive Grocery Store	Hyp-R00001	03/07/2017 11:22 AM	703	No	03/07/2017 11:13 AM	Saved	Hyper Drive Grocery Store

Total Records : 6

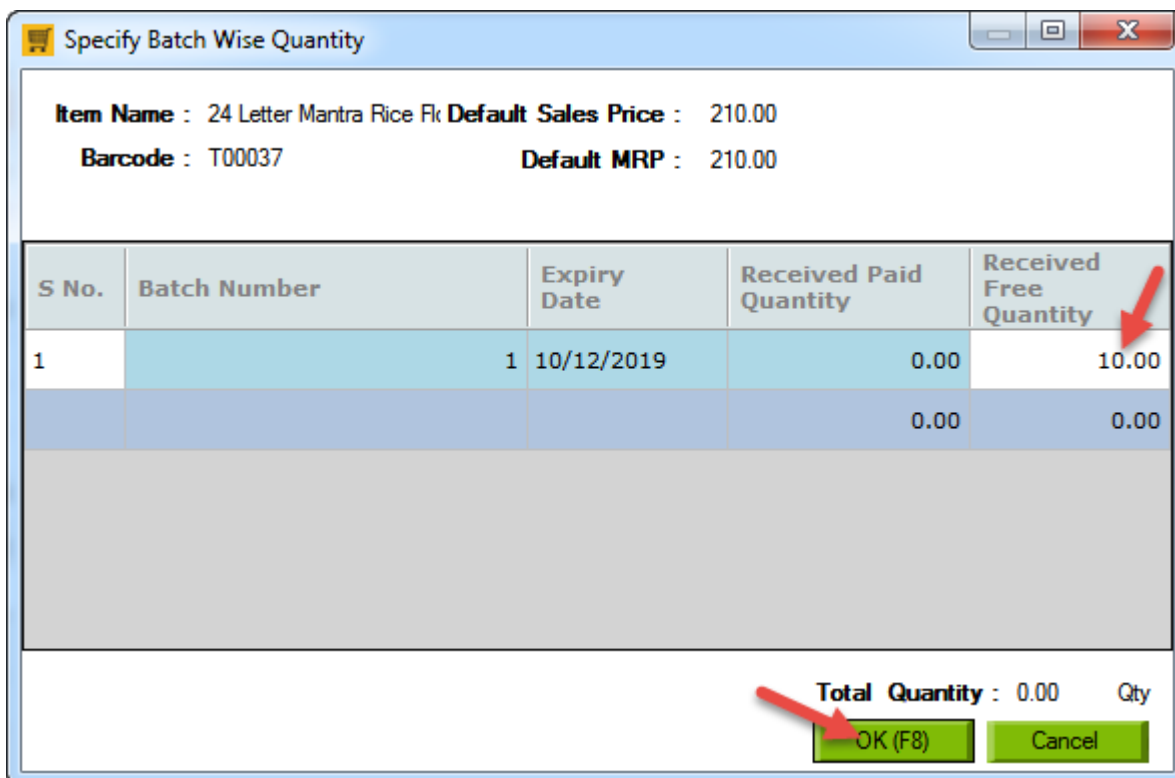
Backup Database Restore Database Dashboard Go Back To Main Screen About Us

4. You have to follow these Steps:

1. **New GRN** window is showing. In this you have to **select** the **Batch Item** whatever you want.
2. Batch Wise Quantity window is showing. In this you have to **click on Batch Number**.
3. Select Batch window is showing. In this provide the details of **batch number** and **expiry date**. Click on **OK**.



5. Specify the **free quantity** you received for batch item and click on **OK**.



6. You can see the GRN as shown below.

- Enter the **supplier** name.
- Enter the Warehouse name.
- You can see the total amount is zero.
- Click on **Save** button.

Select Business Location : Hyper Drive Grocery Store State Code : Karnataka - 29
GRN Number : Hyp-R00020 Date : 10/06/2019
Filter Hierarchy : Barcode :
Item Name : PO Number :
Supplier : National Traders
Supplier Invoice Number : Supplier Invoice Date : 10/06/2019
GST Purchase Category : Input
Received Items On Date : 10/06/2019
Payment Terms : 0 days
Warehouse : Hyper Drive Grocery Store

S No.	Barcode	Item Name	Received Paid Qty/Weight	Received Free Qty/Weight	Total Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent
1	T00037	24 Letter Mantra Rice Flour 1 Kg	0	10	10	Qty	33.33	

Number of Packages : 10.00
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
SubTotal Before Tax : 0.00
Total Tax Amount : 0.00
SubTotal : 0.00
Round Off Adjustment Amount : 0.00
Total Amount : 0.00
Use Supplier Advance Amount : 0.00
Discount Amount : 0.00
Grand Total : 0.00

Buttons: Clone, Hold, Save In Draft (Ctrl+S), Save & Print (F5), Save (F8), Cancel

7. You can see the **GRN** as shown below. You can see the status as **cleared**.

GRN

From Date : 10/06/2019 To Date : 10/06/2019 Show In Date Range

Show Only Pending Show Only Held

Date	GRN Age	Is Payment By Cash	Item Received Date	Status	Warehouse Name	Supplier Name	Payment Status
10/06/2019 05:15 PM	0	No	10/06/2019 05:04 PM	Saved	Hyper Drive Grocery Store	National Traders	Cleared
10/06/2019 05:01 PM	0	No	10/06/2019 04:35 PM	Saved	HD Fruits	National Traders	Pending
10/06/2019 04:20 PM	0	No	10/06/2019 04:10 PM	Saved	Hyper Drive Grocery Store	National Traders	Pending
10/06/2019 03:27 PM	0	No	10/06/2019 03:26 PM	Saved	Hyper Drive Grocery Store	Allen	Pending
10/06/2019 12:35 PM	0	No	10/06/2019 12:34 PM	Saved	Hyper Drive Grocery Store	Allen	Pending
10/06/2019 12:30 PM	0	No	10/06/2019 12:29 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared
08/06/2019 11:50 AM	2	No	07/06/2019 05:51 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared
07/06/2019 05:09 PM	3	No	07/06/2019 05:04 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared
07/06/2019 04:29 PM	3	No	07/06/2019 04:05 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared
07/06/2019 03:54 PM	3	No	07/06/2019 03:19 PM	Saved	HD Fruits	Grocery Bazaar	Cleared
07/06/2019 01:37 PM	3	No	07/06/2019 01:30 PM	Held		National Traders	
07/06/2019 12:12 PM	3	No	07/06/2019 12:12 PM	Saved	Hyper Drive Grocery Store	National Traders	Pending
07/06/2019 10:15 AM	3	No	07/06/2019 10:13 AM	Saved	HD Fruits	Grocery Bazaar	Cleared
06/06/2019 04:08 PM	4	No	06/06/2019 04:04 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared
30/07/2017 02:29 PM	680	No	30/07/2017 01:26 PM	Saved	Hyper Drive Grocery Store	Grocery Bazaar	Cleared

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Showing "19" Records

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Note: In the same way, you can also receive only free items for a simple item.