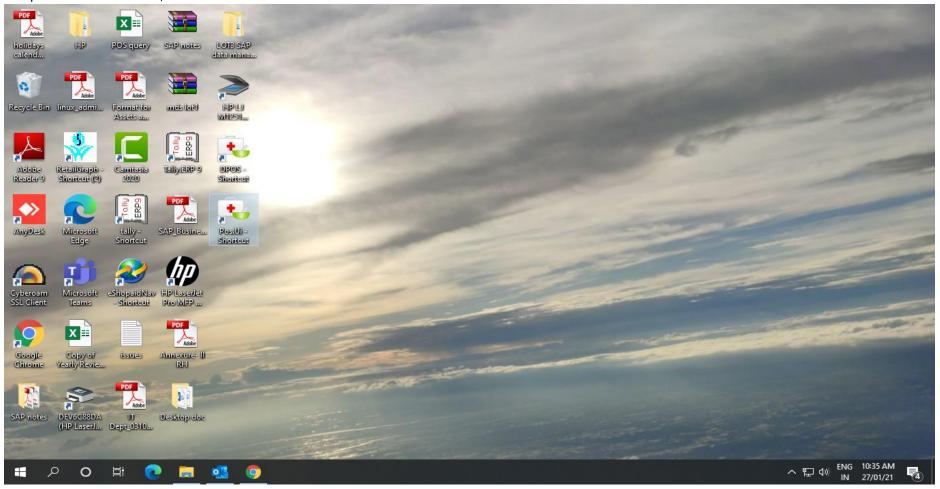
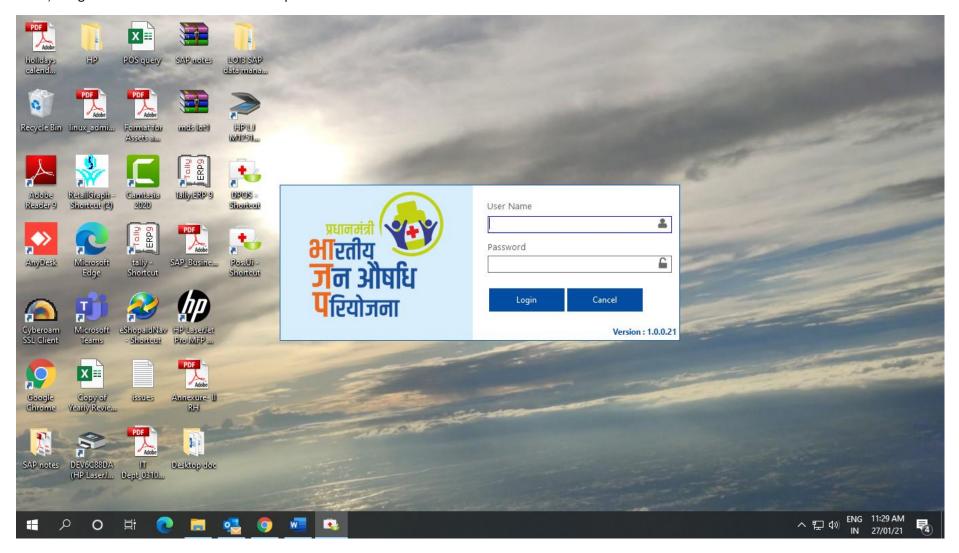
Tutorial for Kendra POS Software Purchase details PART-1

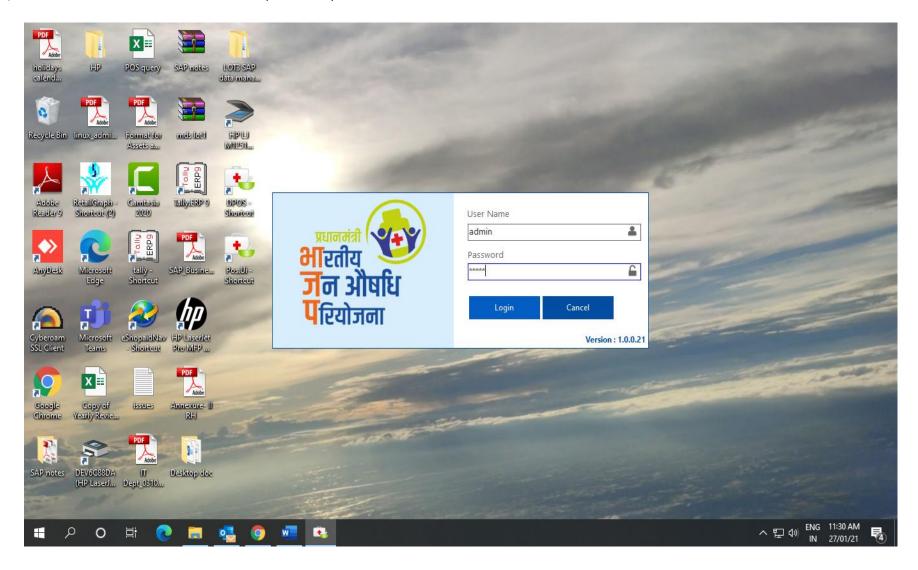
1) To open the POS Software, Double click on Shortcut Icon of POS Software.



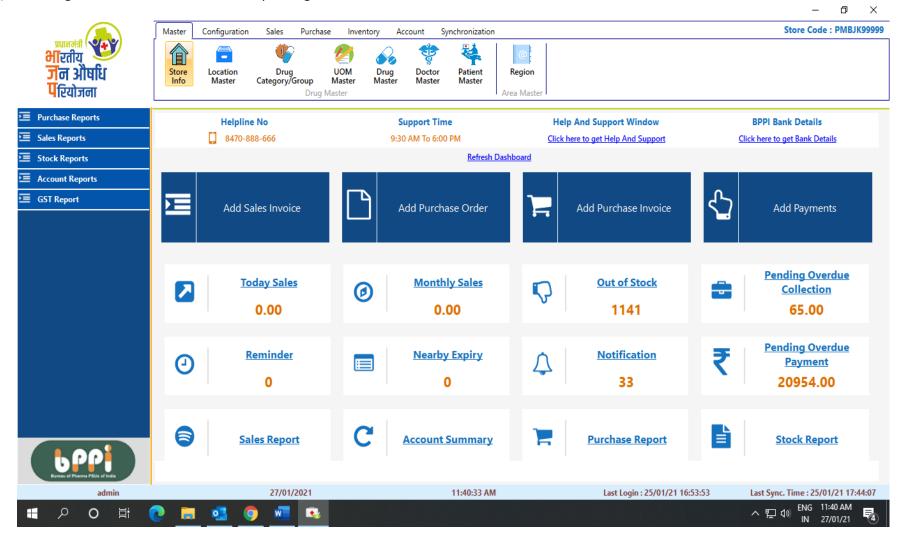
2) Login Window of POS Software will open.



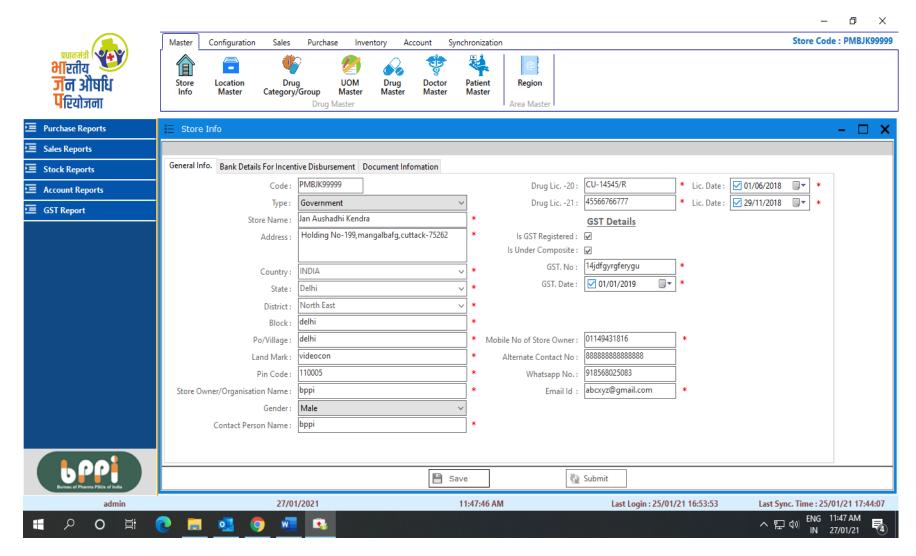
3) User will enter Username and Password provided by Technical Executive at time of installation of POS software.



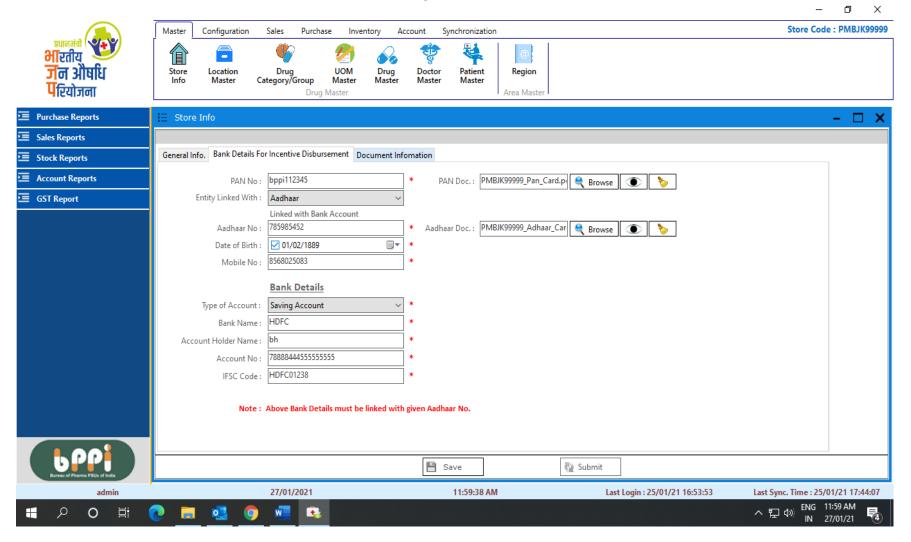
4) After Login the POS, Home window will open as given below:



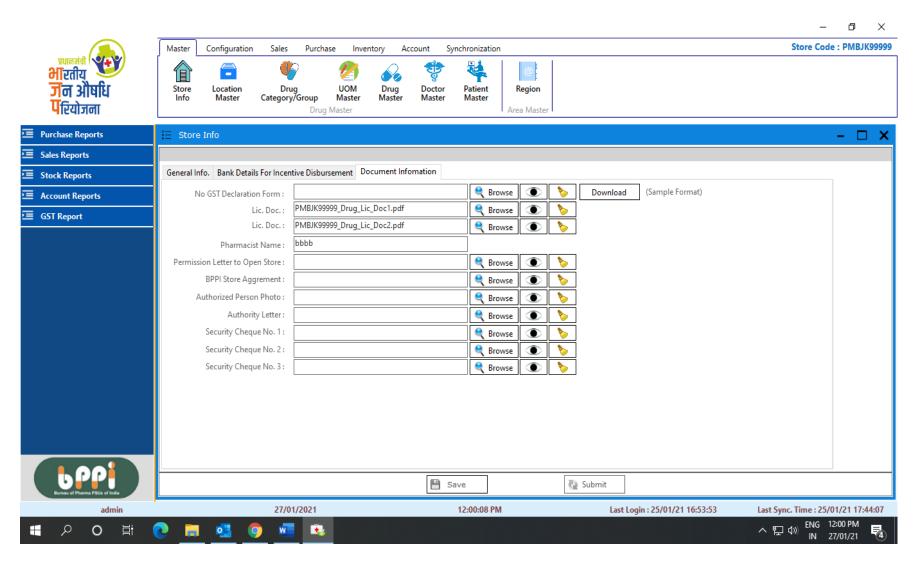
5) It is necessary for user to enter their Store Information by selecting Master from main menu Master \rightarrow select Store Info option. Store Info window will open General Info where user will enter their basic information by selecting Master \rightarrow Store Info \rightarrow General Info. All details are compulsory to be entered except Alternate Contact No. and WhatsApp No.



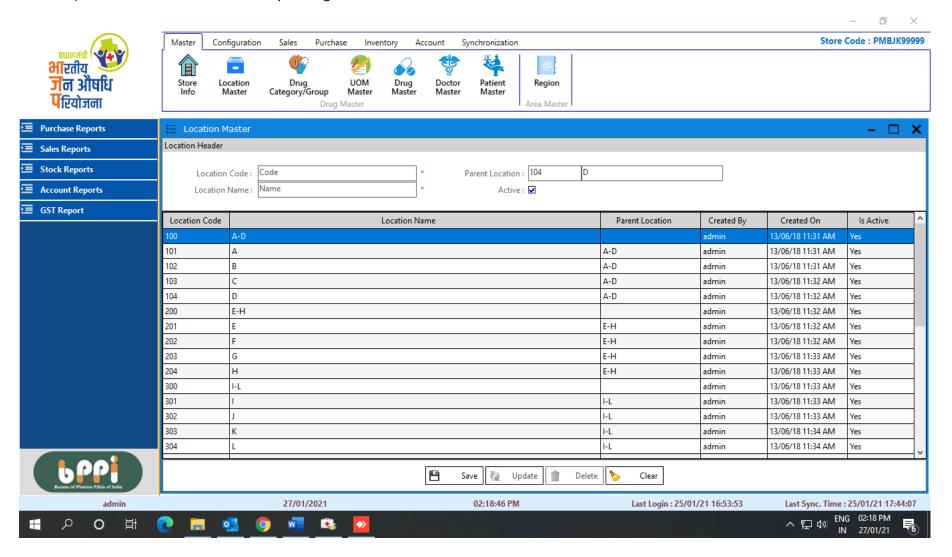
6) User will enter their bank details information in **Bank Details for Incentive Disbursement form** by selecting **Master** → **Store Info** → **Bank Details** for Incentive Disbursement to get incentive.



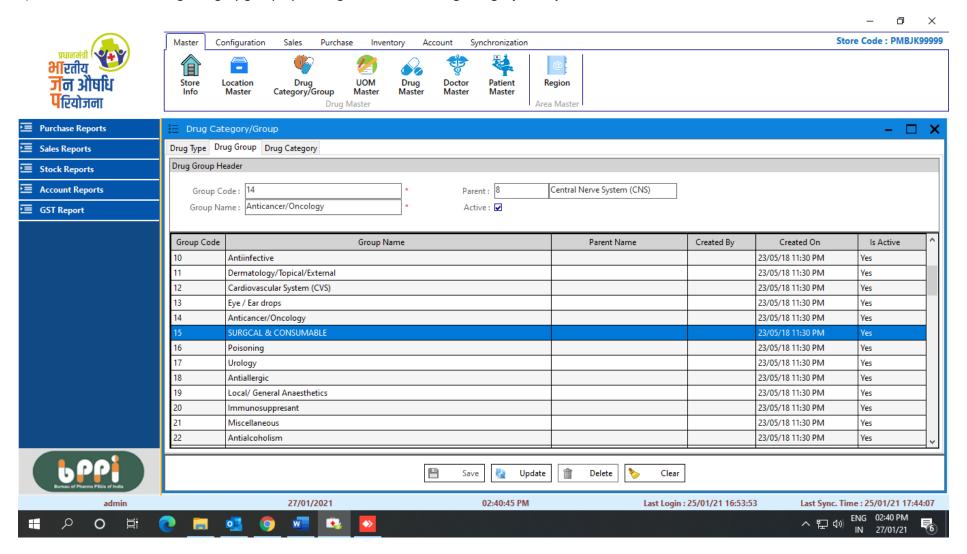
7) User will upload Documents (No GST Declaration Form, License 1 Doc., License 2 Doc, Permission Letter to Open Store, BPPI Store Agreement, Authorised Person Photo, Authority Letter, Security Cheque No. 1, Security Cheque No. 2, Security Cheque No. 3) by selecting Master > Store Info > Document Information



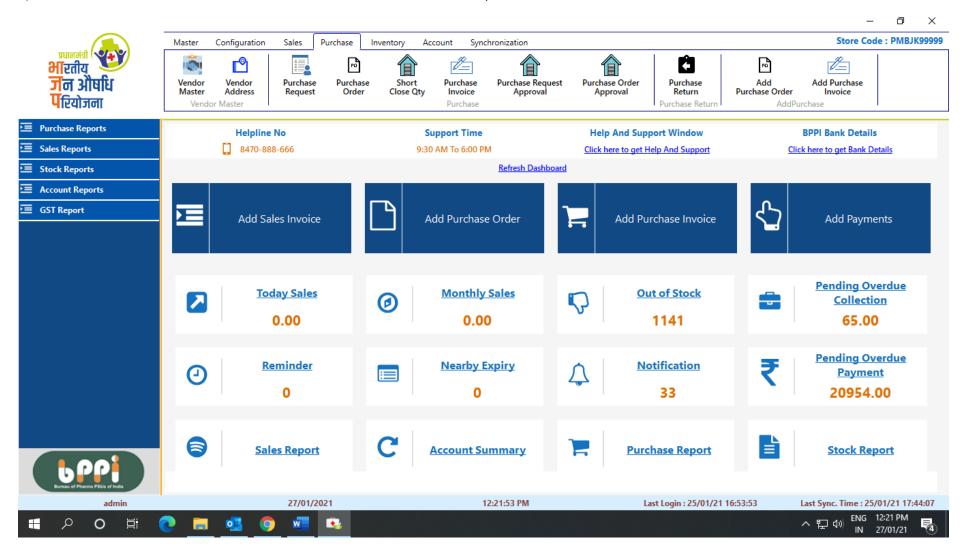
8) User can add locations in store by clicking on Master \rightarrow Location Master



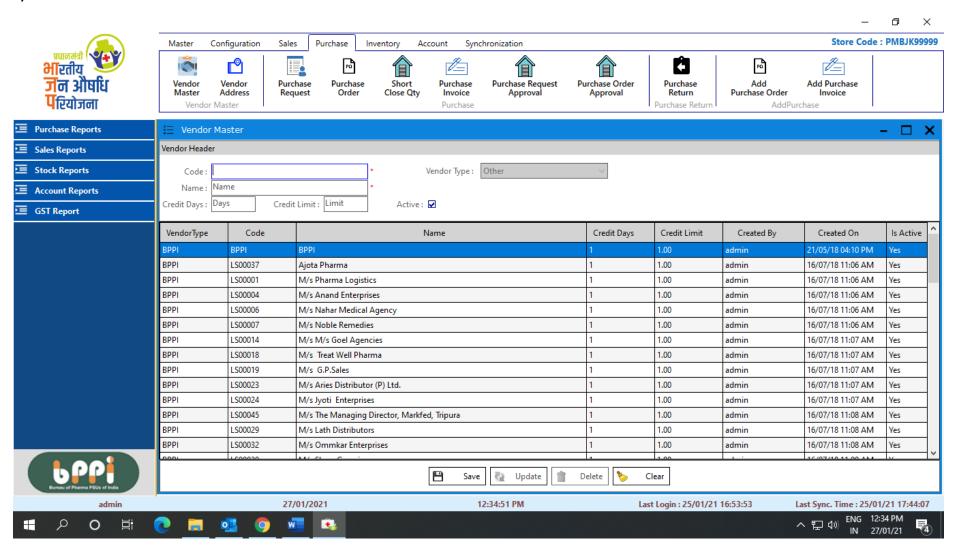
9) User can view listed Drug Category group by clicking on Master -> Drug Category/Group



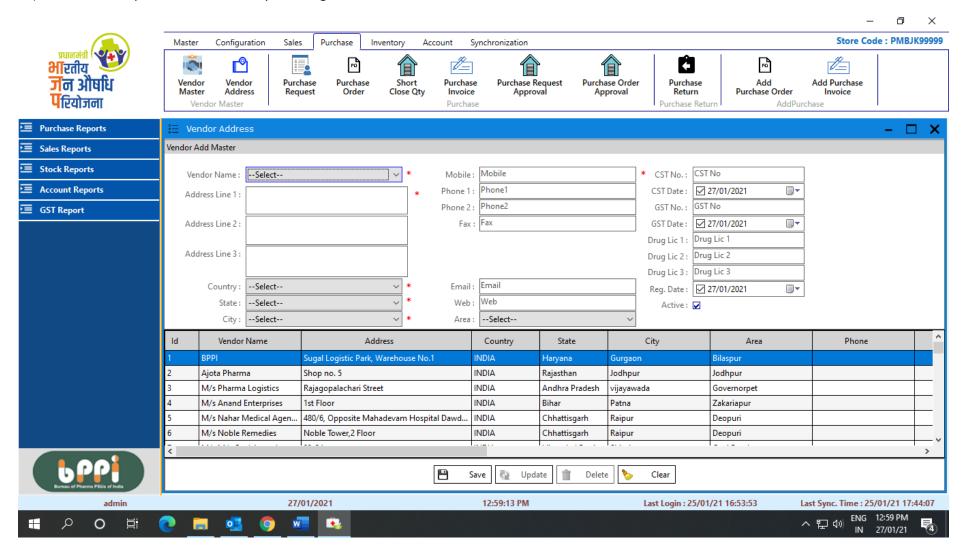
8) To add new **Purchase order** or **Purchase Invoice**, user will select **Purchase** option from main menu.



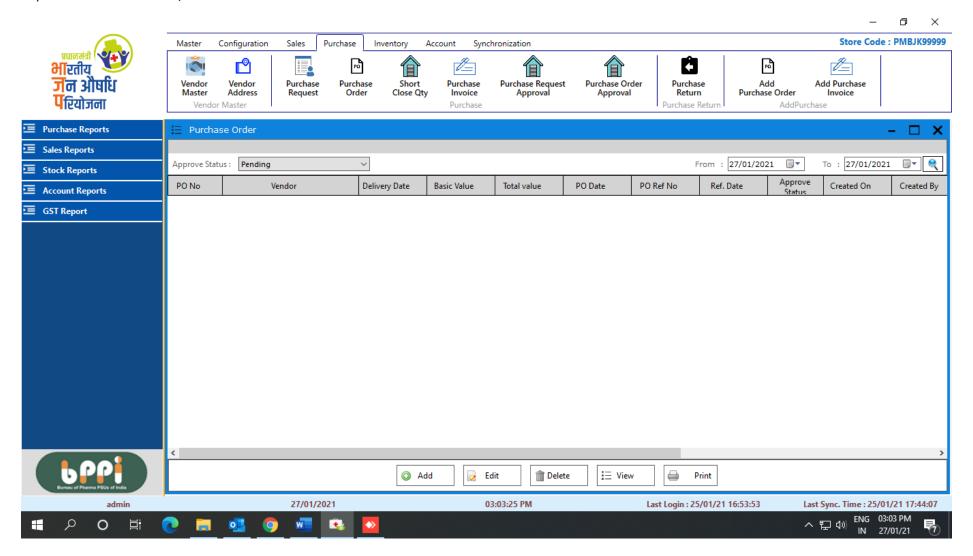
9) Purchase --> Vendor Master to view vendor details.



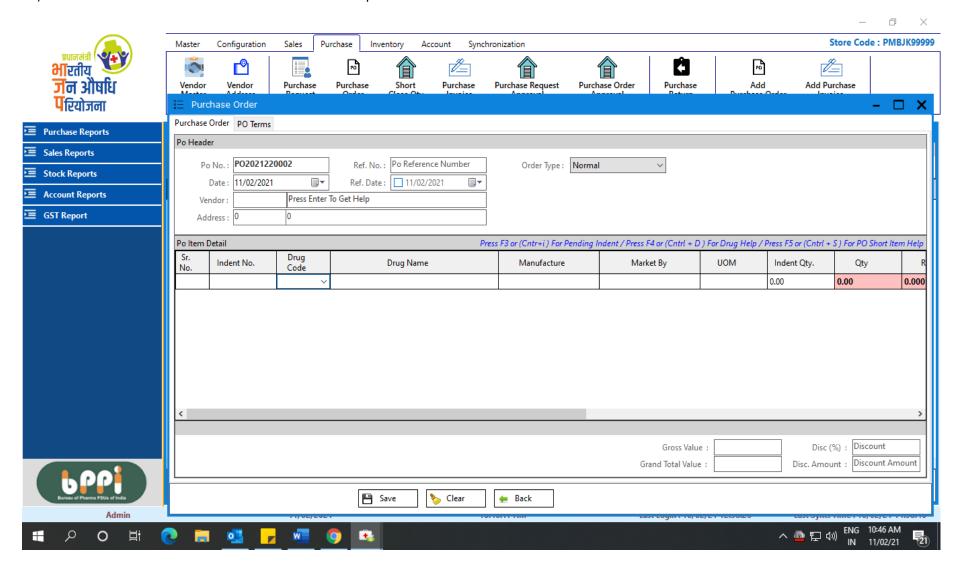
10) Users view complete vendor details by selecting Purchase --> Vendor Address



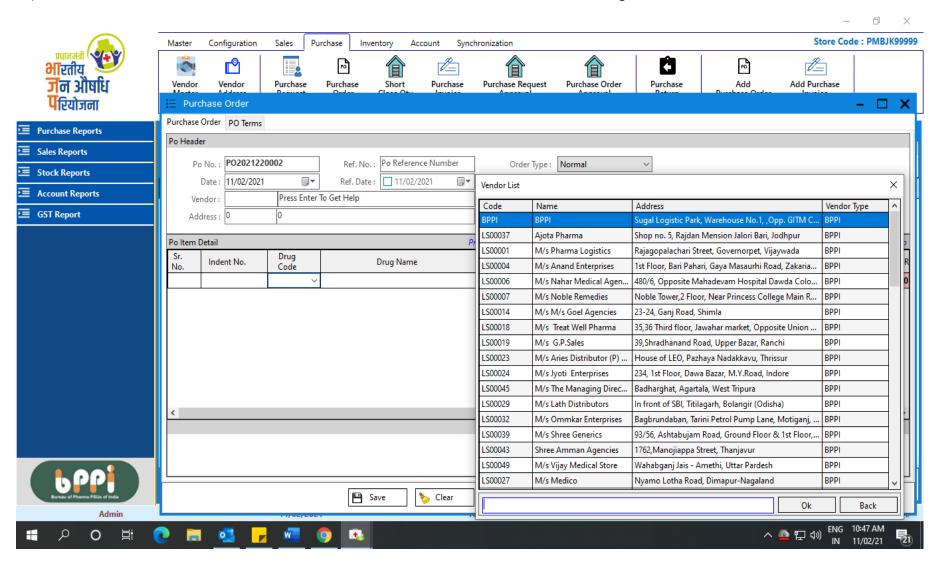
11) To add Purchase order, select Purchase -> Purchase Order



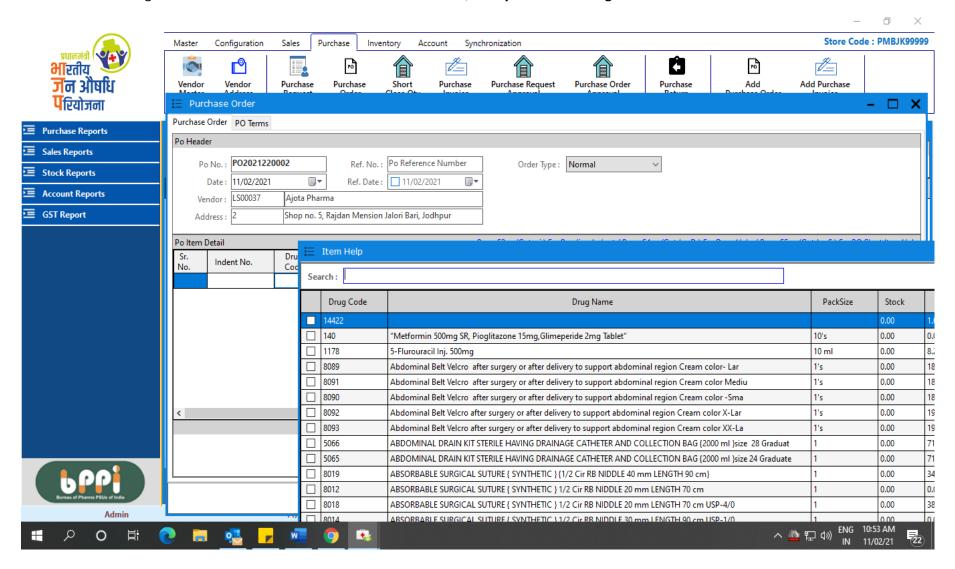
12) Click on ADD button -> Purchase Order window will open to add New Purchase Order.



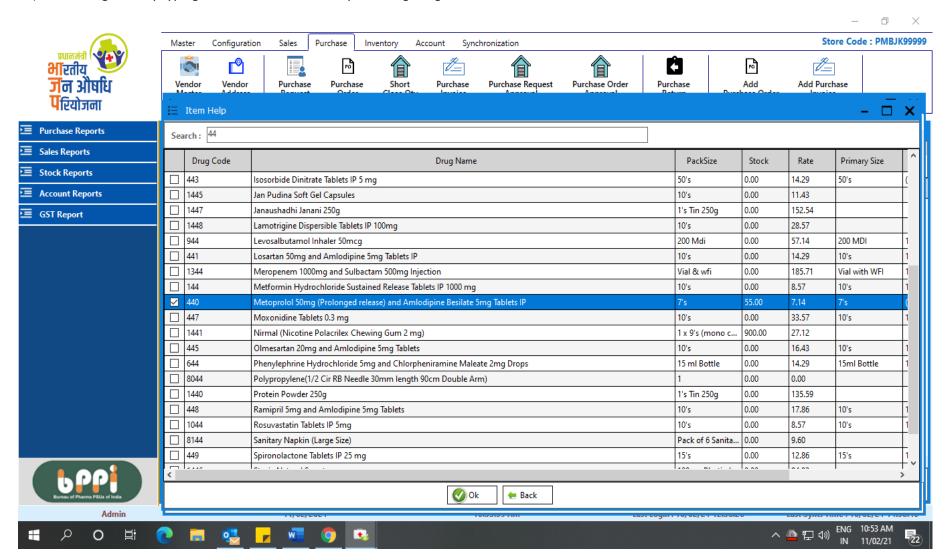
13) Press Enter button to select **Vendor** from Vendor list. User can search Vendor name in the below given list.



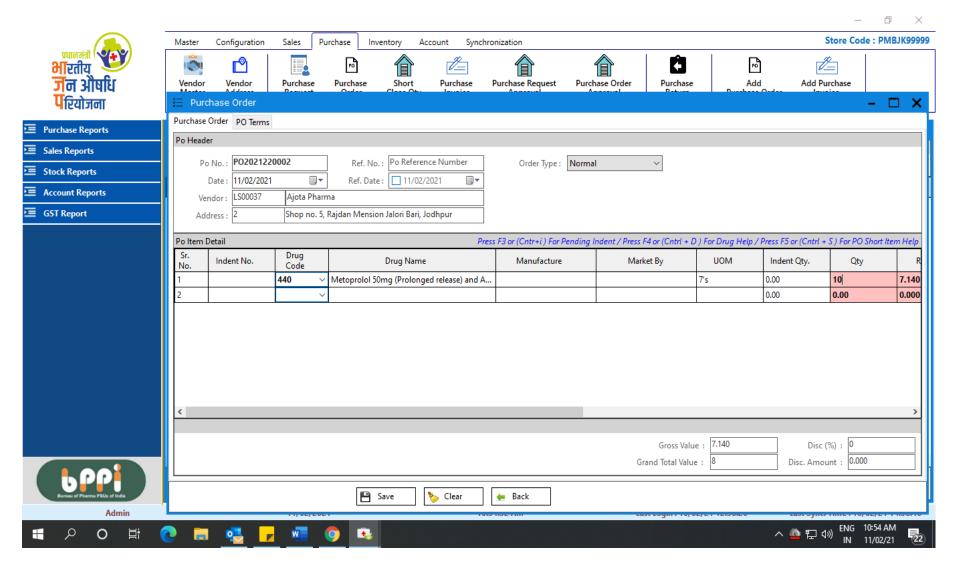
14) To create **Purchase order**, select **Drug code** then press **F4** button from keyboard then Item **Help** window will open. Select **Drug code** then Click **OK** button. Selected Drug code will add in Purchase order row. User will **add Quantity** of selected **Drug code**.



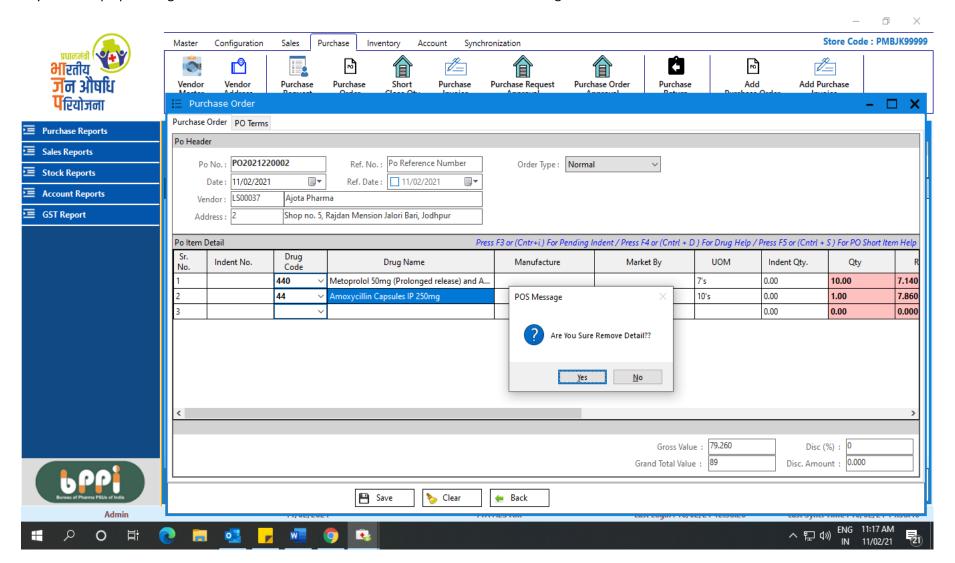
15) Select Drug code by typing name in Search Box or by selecting Drug code. Click on **Ok** Button.



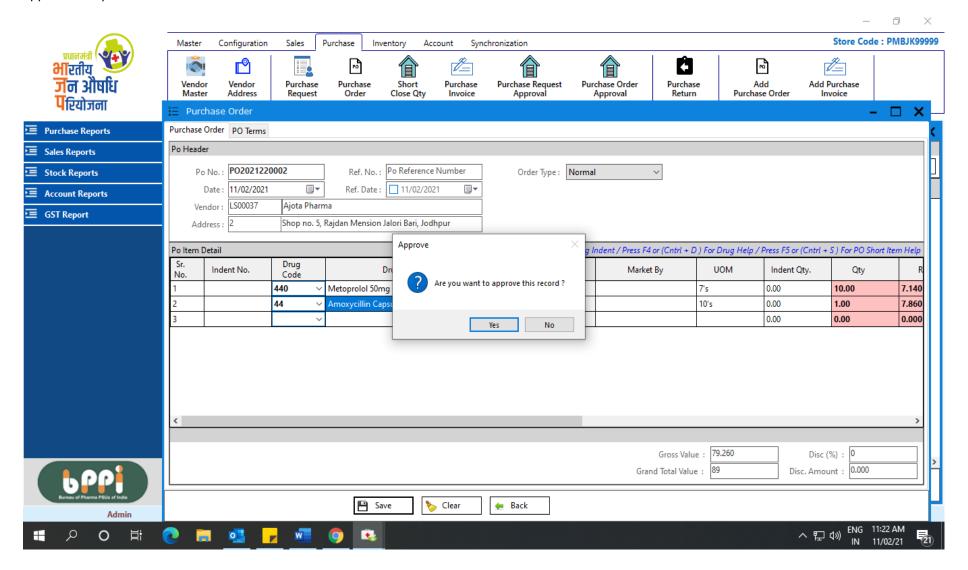
16) Enter Qty. for selected ordering Drug code.



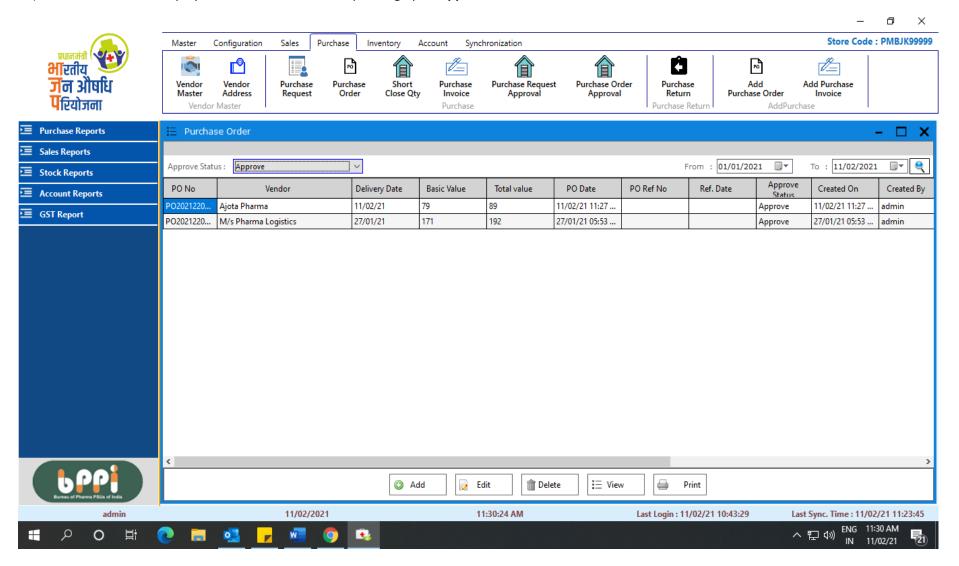
17) To remove unwanted drug from purchase order before saving. Select on row or **Drug Code** you want to remove and click on **Delete** button from Keyboard. Pop up message will show to remove detail. Click on **Yes** button to remove Drug code.



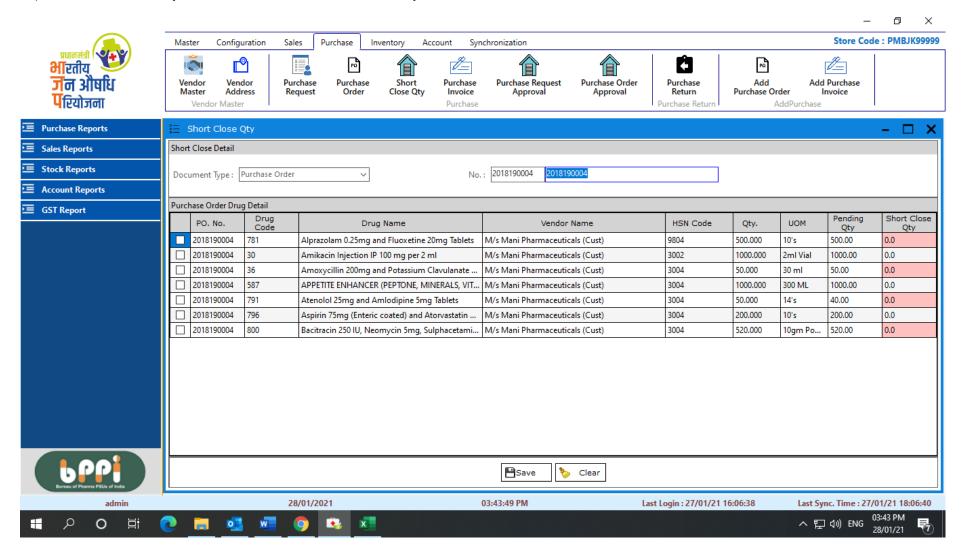
18) Click on **Save** Button to place purchase order to vendor. Confirmation dialog box will pop-up for the approval of record. Click on **Yes** Button to approve and place Purchase Order.



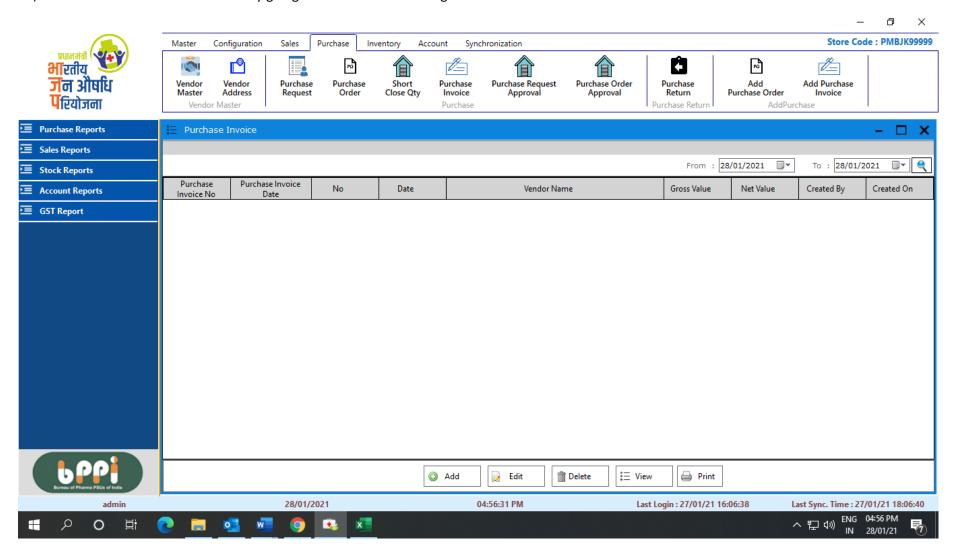
19) Purchase order will display in **Purchase order List** depending upon **Approve status of Purchase order**.



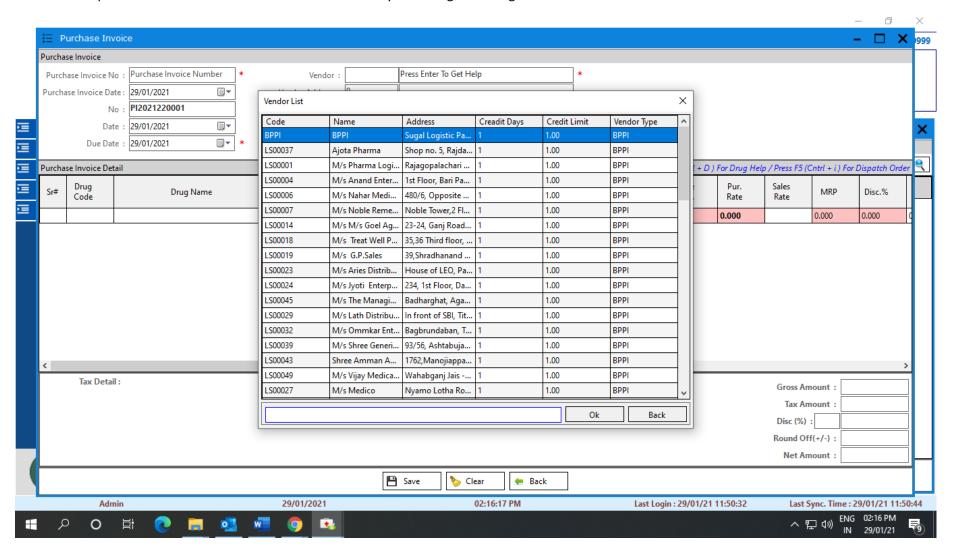
20) To add short close Qty select Purchase → add Short Close Qty



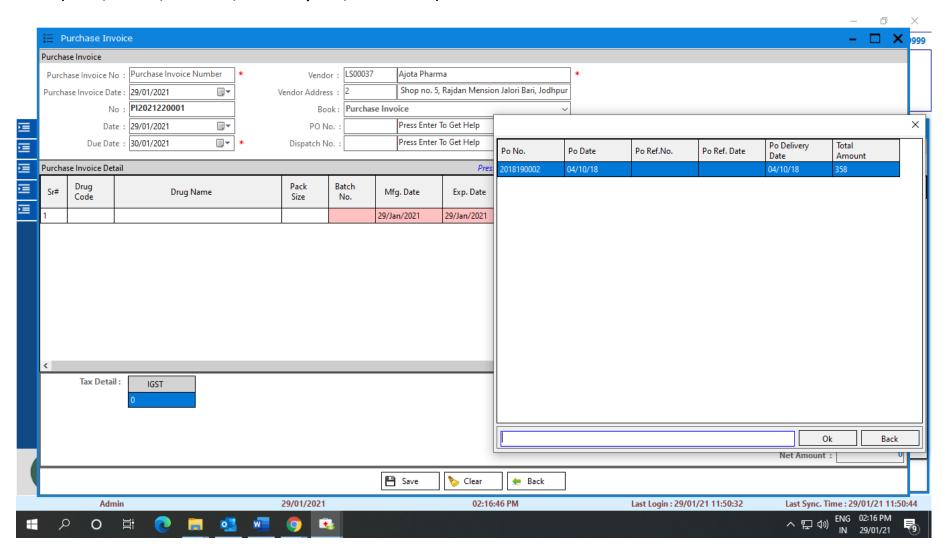
21) User have to add Purchase invoice by going to **Purchase** \rightarrow selecting **Purchase Invoice.**



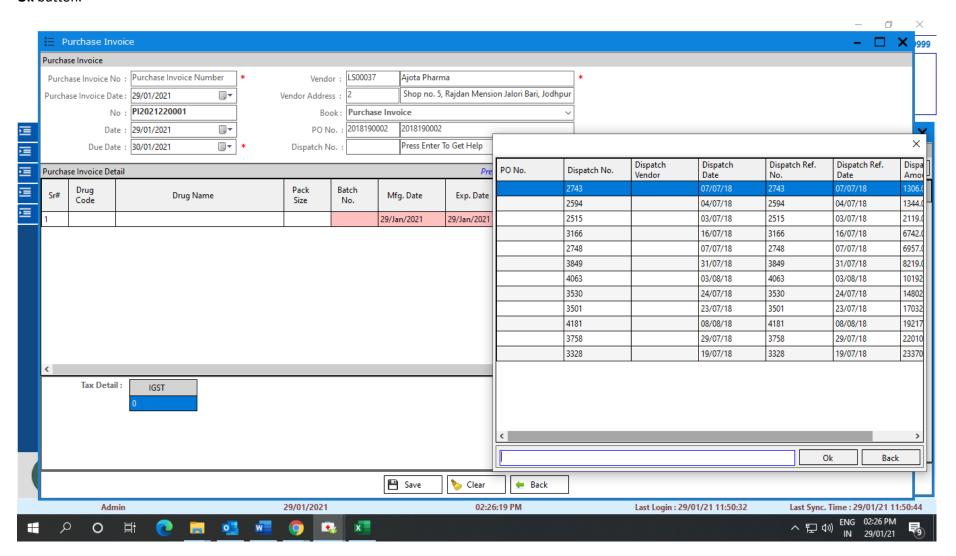
22) To Add **Purchase Invoice** User will enter the Purchase Invoice no. received from Supplier. Then Click on Enter button in Vendor text box. Vendor list window will open. User will select the vendor name from list by searching name in given text box.



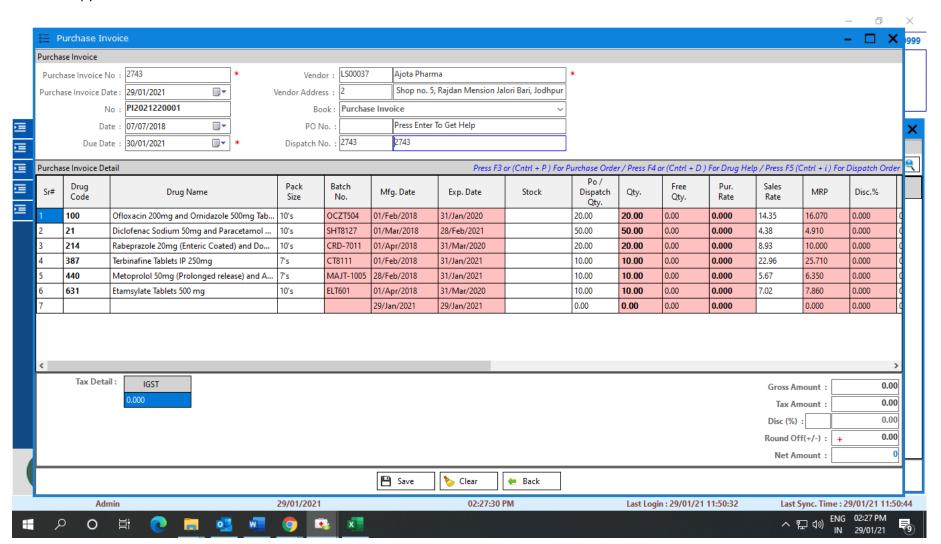
23) After selecting vendor, user will select the **Purchase Order no**. by clicking Enter button from keyboard. Window will open and show **purchase order details (PO No, PO Date, PO Ref. No, PO Delivery Date, Total Amount).** User will select the **PO** and click **Ok** button.



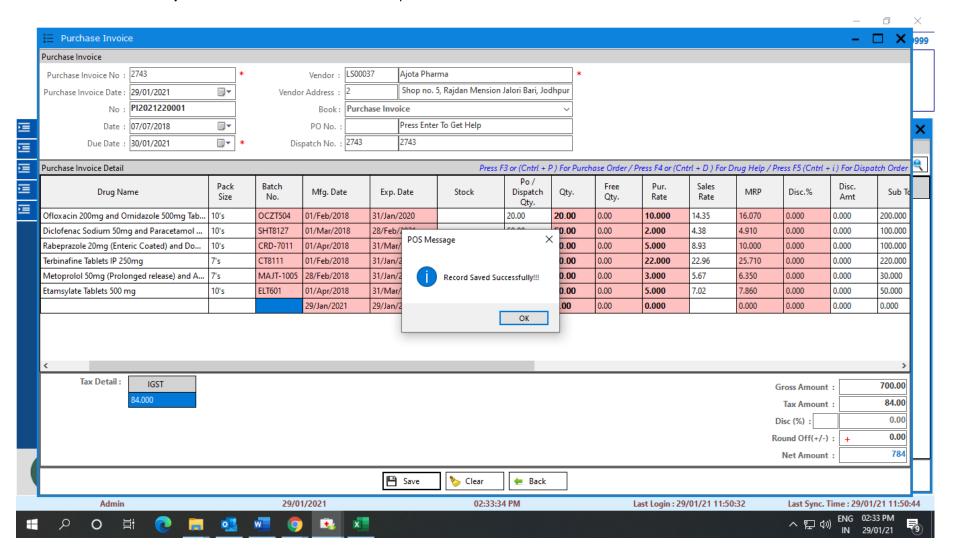
24) After selecting **PO No**., User will select **Dispatch No**. by clicking Enter button from keyboard. Window will open displaying **Dispatched invoices details** (**PO No, Dispatch no, Dispatch Vendor, Dispatch Date, Dispatch Ref. No, Dispatch Ref Date, Dispatch Amount**). User will select the **Dispatch No**. and click **Ok** button.



25) Selected **Dispatched Invoice** will show complete invoice details with drugs list received in the Invoice. User will verify the loaded Invoice detail with received copy of the Purchase invoice.



26) After verification, Click on **Save** button to save the purchase invoice in the POS software. POS Message window will open displaying message that "**Record saved Successfully!!!**". Purchased Stock will be added up in the Stock list.



27) Purchase Order Approval window will show user the number of **Approved/Unapproved/Cancelled** PO details. User can approve/Unapprove/ cancel drafted PO.

