

# How to Make GST 2.0 Changes for Bulk Items in HDPOS Smart

To make bulk changes to items in **HDPOS smart**, follow the steps below :

- Step-1: Export Items.
- Step-2: Make Bulk Changes.
- Step-3: Upload Items.

## **Step-1: Export Items -**

1. Run **HDPOS smart**. Click on **Set-Up**.

**Hyper Drive Electricals**  
167, Hyper Drive Lane, 2nd Cross, Sobha Apartment  
Road, Sarjapur ORR Bellandur, Bengaluru, Karnataka,

HDPOS smart V2  
Login : HDAdmin    Cash Register : 01 - Manager's Drawer

Invoice #: Hyp-100011    Date : 29/05/2019

Barcode :  Alt+B

Item Name :  Alt+I

Search Code :     Search with Stock :  Alt+T

| S No. | Barcode | Item Name | Qty / Weight | Measuring Unit | Unit Price with Tax | Total with Tax |
|-------|---------|-----------|--------------|----------------|---------------------|----------------|
|       |         |           |              |                |                     |                |

Change Quantity F2

Remove Item F4

Show Stock

Hold Invoice F6

Pick Held Invoice F7

Cancel Invoice F10

Show Tax Details

Show Offer Details F12

**Set-Up**

**Total :** 0.00

Discount Amount : 0.00

Quantity Total : 0

Customer:

Sales Executive :

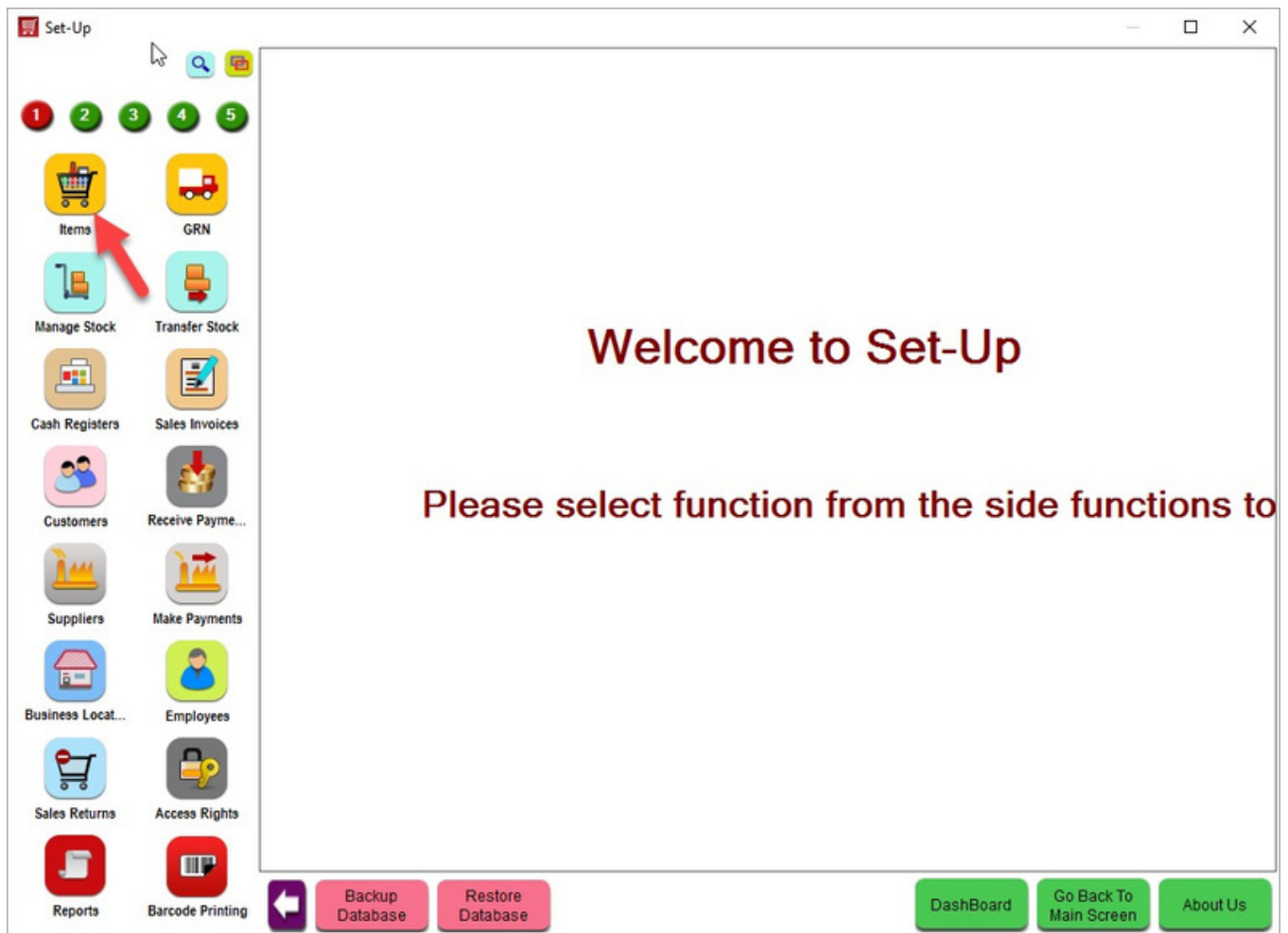
Express Pay (F5)

Pay Now (F8)

Estimate (F11)

Save & Print Estimate (Alt F11)

2. From 1st page of Set-Up, click on **Items**.



3. In **Items** screen that opens, you can see all items of HDPOS as shown below.

a. If you want make changes to all items make sure you check **Show All** checkbox.

b. Click on **Export Item List to Excel** button.

**Categories**

☒ Show All

Search

Category Name

Cables

Cards

Fans

Lightings

Switches

Total Records : 5

**Items**

☐ Show Inactive Items Only

☐ Show Images ☐ Show Purchase Price

Search

| Item Name                                  | Barcode | Search Code | MRP       | Sales Price | Sales Measuring Unit | Purchase Measuring Unit |
|--------------------------------------------|---------|-------------|-----------|-------------|----------------------|-------------------------|
| Beckett SF294BS 2-Light Semi Flush Mount   | T00022  |             | 6,250.00  | 6,250.00    | Qty                  | Qty                     |
| Beckett VS18503-ORB 3-Light Bath Vanity    | T00033  |             | 7,600.00  | 7,600.00    | Qty                  | Qty                     |
| ceiling fan                                | T00042  |             | 2,000.00  | 2,000.00    | Qty                  | Qty                     |
| Crompton Windflo 12" Blue Wall Fan         | T00002  |             | 2,000.00  | 2,000.00    | Qty                  | Qty                     |
| Crompton Windflo 12" White Wall Fan        | T00029  |             | 2,123.23  | 2,123.23    | Qty                  | Qty                     |
| Finolex 1.5mm 270mtr FRLS House Wire Black | T00027  |             | 4,155.00  | 4,155.00    | Qty                  | Qty                     |
| Finolex 1.5mm Wire Black                   | T00037  |             | 17.00     | 17.00       | meter                | Qty                     |
| Finolex 1.5mm Wire Red                     | T00038  |             | 17.00     | 17.00       | meter                | Qty                     |
| Finolex 16mm 100m Black Flexible Wire      | T00021  |             | 12,650.00 | 12,650.00   | Qty                  | Qty                     |
| Finolex 16mm 100m Blue Flexible Wire       | T00025  |             | 12,650.00 | 12,650.00   | Qty                  | Qty                     |
| Finolex 4mm 180mtr FRLS House Wire Yellow  | T00014  |             | 6,360.00  | 6,360.00    | Qty                  | Qty                     |
| Havells 1.5mm Wire Yellow                  | T00040  |             | 20.00     | 20.00       | meter                | Qty                     |

Showing "18" Records

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Backup Database Restore Database

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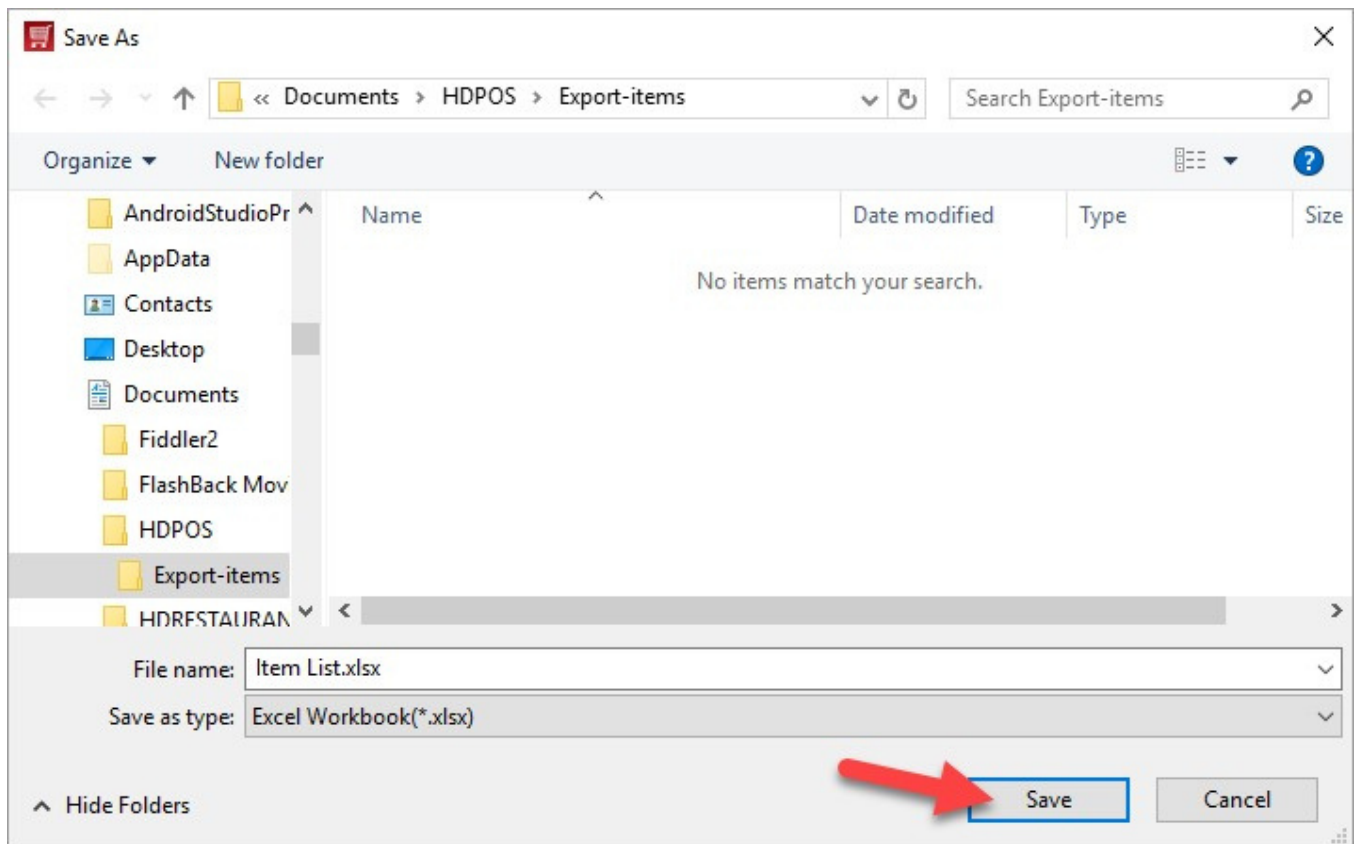
**Note:** If you want make changes to particular category items then uncheck the **Show All** checkbox and select that category. Click on **Export Item List to Excel** button.

4. On clicking **Export Item List to Excel** button -

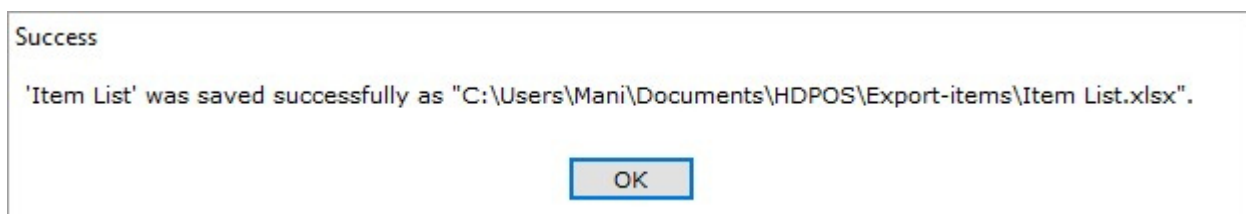
a. All the items' along with their details will be exported to an excel le.

b. A screen will be shown to you to save this excel le.

c. Choose a folder and enter a name for excel le. Click on **Save**.



5. A success message will be shown to you as below with the location of file where it got saved.



6. Click on **OK**.

## Step-2: Make Bulk Changes -

The excel file will open. Make all tax rate changes as required.

For Example: In this excel file,

- Change In State GST 12 % to In State GST 0 % , where applicable,
- Change In State GST 12 % to In State GST 5 % , where applicable,
- Change In State GST 12 % to In State GST 18 % , Where applicable
- Save the excel file and close it.

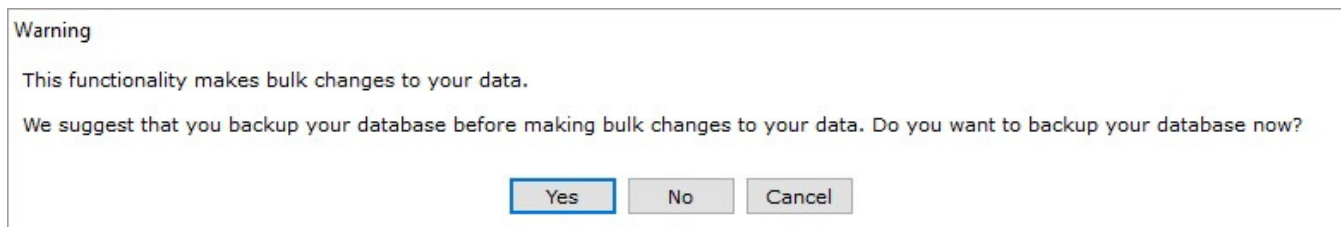
| EARCHCC    | NAMEINRI | DESCRIPTI | CONVERSI | WEIGHINC | HSN   | SALESPRIC | SALESTAXNAME      | SALESTAXI | SALESPRIC | MRP      | SALESMEA | PURCHASE | PURCHASE     | PURCHASE | PURCHASE | PURCHASE | STOCK |
|------------|----------|-----------|----------|----------|-------|-----------|-------------------|-----------|-----------|----------|----------|----------|--------------|----------|----------|----------|-------|
|            |          |           | 1        | 0        |       | 100.00    | In State GST 12 % |           | 100.00    | 100.00   | Gram     | 0.00     |              |          |          | 0.00     | Kg    |
|            |          |           | 1        | 0        |       | 0.00      | In State GST 12 % |           | 0.00      | 0.00     | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 0.00      | In State GST 12 % |           | 0.00      | 0.00     | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 25.00     | In State GST 12 % |           | 25.00     | 25.00    | Gram     | 0.00     |              |          |          | 0.00     | Gram  |
|            |          |           | 1        | 0        |       | 0.00      | In State GST 12 % |           | 0.00      | 50.00    | Gram     | 500.00   |              |          |          | 500.00   | Gram  |
|            |          |           | 1        | 0        |       | 400.00    | In State GST 12 % |           | 400.00    | 400.00   | Kg       | 0.00     |              |          |          | 0.00     | Kg    |
|            |          |           | 1        | 0        |       | 40.00     | In State GST 12 % |           | 50.00     | 50.00    | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 44.64     | In State GST 12 % |           | 50.00     | 50.00    | Qty      | 30.00    |              |          |          | 30.00    | Qty   |
|            |          |           | 1        | 0        |       | 136.06    | In State GST 12 % |           | 142.86    | 142.86   | Qty      | 136.06   | In State GST |          |          | 142.86   | Qty   |
|            |          |           | 24       | 0        |       | 2500.00   | In State GST 12 % |           | 2500.00   | 2500.00  | Qty      | 60000.00 |              |          |          | 60000.00 | Qty   |
|            |          |           | 1        | 0        |       | 100.00    | In State GST 12 % |           | 100.00    | 120.00   | ml       | 7.00     |              |          |          | 7.00     | ml    |
|            |          |           | 1        | 0        |       | 200.00    | In State GST 12 % |           | 200.00    | 220.00   | ml       | 220.00   |              |          |          | 220.00   | ml    |
|            |          |           | 1        | 0        |       | 60000.00  | In State GST 12 % |           | 60000.00  | 60000.00 | ml       | 60000.00 |              |          |          | 60000.00 | ml    |
|            |          |           | 1        | 0        |       | 175.00    | In State GST 12 % |           | 175.00    | 175.00   | Qty      | 180.00   |              |          |          | 180.00   | Qty   |
|            |          |           | 1        | 0        |       | 10.00     | In State GST 12 % |           | 10.00     | 10.00    | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 60.00     | In State GST 12 % |           | 60.00     | 60.00    | Qty      | 6.00     |              |          |          | 6.00     | Qty   |
|            |          |           | 1        | 0        | 12345 | 60.00     | In State GST 12 % |           | 60.00     | 60.00    | Qty      | 50.00    |              |          |          | 50.00    | Qty   |
|            |          |           | 1        | 0        |       | 60.00     | In State GST 12 % |           | 60.00     | 60.00    | Qty      | 1.00     |              |          |          | 1.00     | Qty   |
|            |          |           | 1        | 0        |       | 20.00     | In State GST 12 % |           | 20.00     | 20.00    | Qty      | 8.33     |              |          |          | 8.33     | Qty   |
|            |          |           | 1        | 0        |       | 5.00      | In State GST 12 % |           | 5.00      | 5.00     | Qty      | 100.00   |              |          |          | 100.00   | Qty   |
|            |          |           | 1        | 0        |       | 40.00     | In State GST 12 % |           | 40.00     | 40.00    | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 50.00     | In State GST 12 % |           | 50.00     | 50.00    | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 0.08      | In State GST 12 % | 15        | 0.09      | 0.00     | Qty      | 0.03     | VAT15        | 15       |          | 0.04     | Qty   |
|            |          |           | 1        | 0        |       | 44.64     | In State GST 12 % |           | 50.00     | 50.00    | Qty      | 30.00    |              |          |          | 30.00    | Qty   |
|            |          |           | 1        | 0        |       | 0.00      | In State GST 12 % |           | 0.00      | 0.00     | Qty      | 0.00     |              |          |          | 0.00     | Qty   |
|            |          |           | 1        | 0        |       | 185.00    | In State GST 12 % |           | 185.00    | 185.00   | Qty      | 180.00   |              |          |          | 180.00   | Qty   |
|            |          |           | 1        | 0        |       | 200.00    | In State GST 12 % |           | 200.00    | 200.00   | Qty      | 195.00   |              |          |          | 195.00   | Qty   |
|            |          |           | 1        | 0        |       | 185.00    | In State GST 12 % |           | 185.00    | 185.00   | Qty      | 180.00   |              |          |          | 180.00   | Qty   |
| dairy milk |          |           | 1        | 0        |       | 68.00     | In State GST 12 % |           | 68.00     | 68.00    | Qty      | 0.86     |              |          |          | 0.86     | Qty   |
| dairy milk |          |           | 1        | 0        |       | 68.00     | In State GST 12 % |           | 68.00     | 68.00    | Qty      | 0.86     |              |          |          | 0.86     | Qty   |
| dairy milk |          |           | 1        | 0        |       | 145.00    | In State GST 12 % |           | 145.00    | 145.00   | Qty      | 2.90     |              |          |          | 2.90     | Qty   |
| dairy milk |          |           | 1        | 0        |       | 145.00    | In State GST 12 % |           | 145.00    | 145.00   | Qty      | 2.90     |              |          |          | 2.90     | Qty   |

### Step-3: Upload Items -

8. From **Items** screen, click on **Upload Items** button.

The screenshot displays the 'Items' management interface. The main area shows a table of items with the following columns: Item Name, Barcode, Search Code, MRP, Sales Price, Sales Measuring Unit, and Purchase Measuring Unit. The table lists various items such as 'Beckett SF294BS 2-Light Semi Flush Mount', 'Beckett VS18503-ORB 3-Light Bath Vanity', 'ceiling fan', 'Crompton Windflo 12" Blue Wall Fan', 'Crompton Windflo 12" White Wall Fan', 'Finolex 1.5mm 270mtr FRLS House Wire Black', 'Finolex 1.5mm Wire Black', 'Finolex 1.5mm Wire Red', 'Finolex 16mm 100m Black Flexible Wire', 'Finolex 16mm 100m Blue Flexible Wire', 'Finolex 4mm 180mtr FRLS House Wire Yellow', and 'Havells 1.5mm Wire Yellow'. A red arrow points to the 'Upload Items' button in the top toolbar. The left sidebar contains various icons for different functions like GRN, Manage Stock, Cash Registers, Sales Invoices, Customers, Receive Payments, Suppliers, Make Payments, Business Location, Sales Returns, Employees, Access Rights, Reports, and Barcode Printing. The bottom of the screen has buttons for Backup Database, Restore Database, Dashboard, Go Back To Main Screen, and About Us.

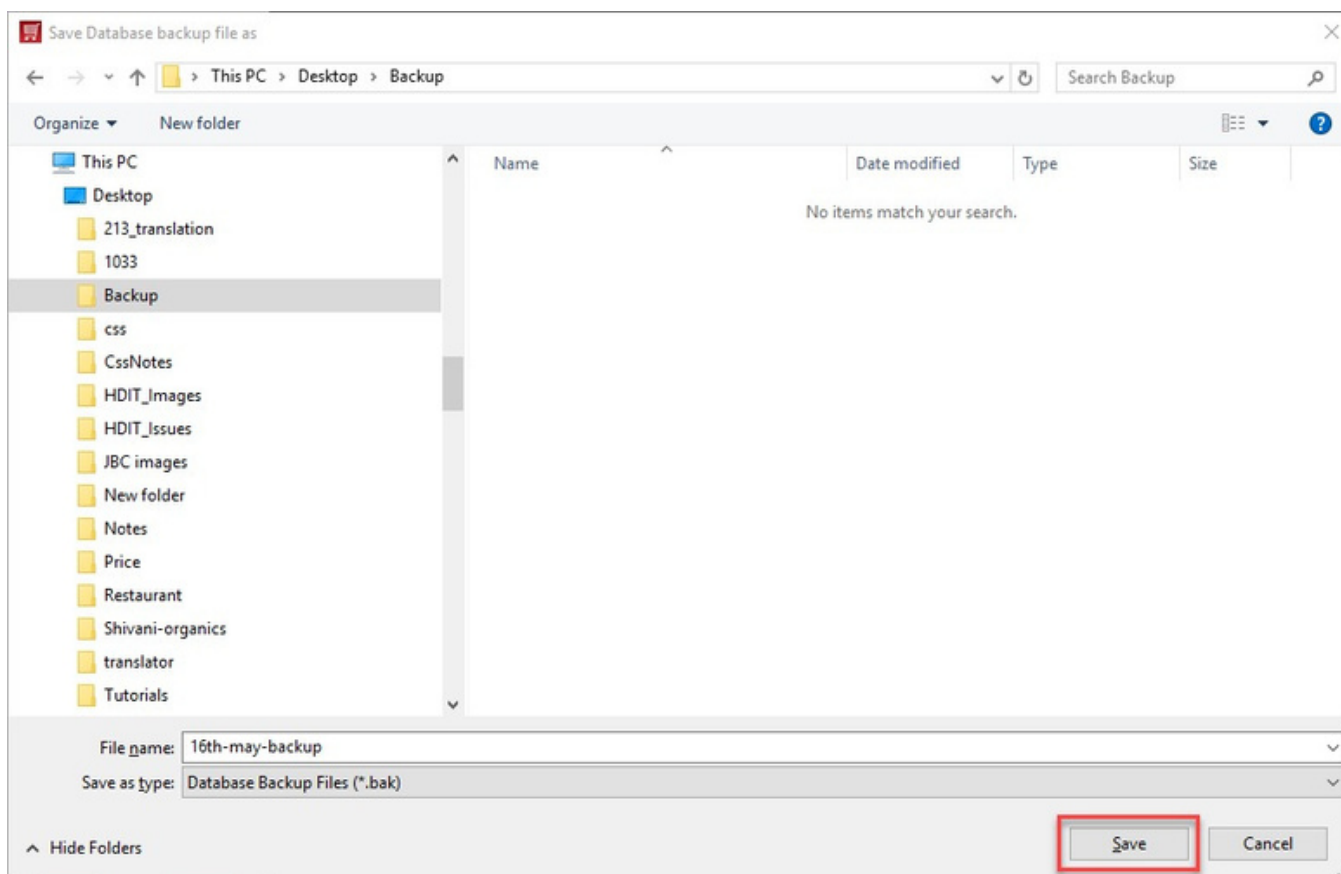
9. A warning message will be shown to you as below.



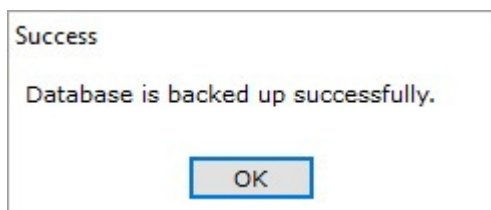
10. Click on **Yes** to take a back up of your database.

a. A screen will be shown to you to save this back up file.

b. Choose a folder and enter any name for back up file. Click on **Save**.



c. A message will be shown to you as database back up gets completed. Click on **OK**.



11. **Import Data for Items** screen will open. Select the saved excel file of items by clicking on three dotted button beside **Select File** field. Then click on **Start Import** button.

**Import Data for Items**

You can create many items in the system by uploading a Microsoft EXCEL file.  
If you do not have Excel installed, you can upload a text file with values separated by '|' characters.

For Excel 2007 and later versions click on:  For Older versions of Excel click on: 

For complete help on upload data columns:  For '|' separated values in a text file click on: 

Select File :   **Start Import**

☒ Do not Create new Suppliers ☐ Allow Special Characters in Barcode  
☒ Do not Create new Warehouses ☐ Ignore Errors and Import valid records (In case of errors Stock will not be created.)

Two empty scrollable panes for data preview.

12. All items will be validated and then will get updated. A success message box will be shown to you as below.

**Import**

Import of "C:\Users\Mani\Documents\HDPOS\Export-items\Item List.xlsx" is completed successfully.

**OK**

13. You can see all the items got updated successfully with all changes what you made in excel le.

You can create many items in the system by uploading a Microsoft EXCEL file.

If you do not have Excel installed, you can upload a text file with values separated by '|' characters.

For Excel 2007 and later versions click on:

For Older versions of Excel click on:

For complete help on upload data columns:

For '|' separated values in a text file click on:

Select File :

☒ Do not Create new Suppliers
 ☐ Allow Special Characters in Barcode

☒ Do not Create new Warehouses
 ☐ Ignore Errors and Import valid records (In case of errors Stock will not be created.)

Line No: "26" Item: "Norisys Cube 16A Switch" updated successfully

Line No: "27" Item: "Philips Tomado 8W E-14 CFL" updated successfully

Line No: "28" Item: "Standard Sailor 16" White Wall Fans" updated successfully

Line No: "29" Item: "Standard Stellar 48" Pearl Brown Ceiling Fan" updated successfully

Line No: "30" Item: "Standard Stellar 48" Pearl Ivory Ceiling Fan" updated successfully

Line No: "31" Item: "Standard SWF 16R 16" Red Wall Fans" updated successfully

Line No: "32" Item: "Syska 8W LED Batten" updated successfully

Line No: "33" Item: "Table Fan" updated successfully

Line No: "34" Item: "Tisva Calligo CP13001 13 Lamps Chandelier" updated successfully

Line No: "35" Item: "Tisva Feyyo CP5008 5 Lamps Chandelier" updated successfully

Line No: "36" Item: "Usha Crisp Air 250mm White Exhaust Fan" updated successfully

Line No: "37" Item: "Usha Turbo Jet 300 Black Exhaust Fans" updated successfully

Line No: "38" Item: "USHA Vetra 42" Metallic Pearl Ivory Ceiling Fan" updated successfully

Line No: "39" Item: "Usha Vetra 48" Brown Ceiling Fan" updated successfully

Line No: "40" Item: "Vents OV1 351 Black Exhaust Fans" updated successfully

Line No: "41" Item: "Vents VVR 230 White Ventilation Fan" updated successfully

Line No: "42" Item: "Warrenty Card" updated successfully

Line No: "43" Item: "Wipro 36W 4Pin PLL CFL" updated successfully

Line No: "44" Item: "Wipro 9W LED Bulb" updated successfully

Import of "C:\Users\Mani\Documents\HDPOS\Export-items\Item List.xlsx" is completed successfully.

14. Close this screen.

15. You can see all items with updated data.