Purchase custom fields

Purchases · https://spos.pk/docs/purchase-custom-fields/

Purchase custom fields let you record extra details on a purchase that Smart POS does not ask for by default, such as a vehicle number, a supplier reference or a delivery note number. Adding the fields your business needs means every purchase carries the information your team looks for later.

Purchase custom fields

1. Go to the purchase settings in Smart POS and open the custom fields section.
2. Create a new custom field, give it a clear name, and choose the type of information it will hold, such as text, a number or a date.
3. Choose whether the field is required on every purchase, or optional, and save the field.
4. Start a new purchase and check that the custom field appears, then fill it in along with the rest of the purchase details.
5. Save the purchase and check that the custom field value is shown when you open the purchase again.

Tip: Only add custom fields you will actually use, and give each one a clear name, so staff are not slowed down by extra boxes on every purchase.