Purchase Invoice

Purchases · https://spos.pk/docs/purchase-invoice/

A purchase invoice is the bill a supplier sends you for goods you have bought. Recording it in Smart POS adds the stock to your shop, updates what you owe the supplier, and keeps your purchase costs and profit reports accurate.

Purchase invoice

1. Go to **Purchases** from the Smart POS main menu and start a new purchase.
2. Select the supplier, the location where the goods will be stored, and the date of the supplier's invoice.
3. Add each product on the invoice with its quantity and purchase price, checking the totals against the supplier's bill.
4. Record how much you are paying now, and how much is due later if you are buying on credit.
5. Save the purchase invoice, then check the product stock and the supplier's balance to confirm both were updated.

Tip: Always match the purchase invoice in Smart POS to the supplier's paper bill before you save it, so prices and quantities are never entered wrong.