Purchase Management

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

Add purchases, record paid and due amounts, and keep supplier payments on track — stock arrives in the system the moment it arrives in your shop.

How to add a purchase

1. Open **Purchases** and choose **Add Purchase**.
2. Choose the supplier and the branch or warehouse receiving the stock.
3. Add each product with its quantity and purchase price — scan barcodes to add items fast.
4. Enter the amount paid now; the balance stays as **due** against the supplier.
5. Save the purchase. Stock increases immediately and the supplier ledger shows the new balance.

Tip: check due-date alerts each morning — they list the supplier payments that fall due soon, so no payment is missed.