Purchase Payments

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

Record payments against purchases — part or full — and keep supplier balances correct.

How to record purchase payments

1. Open the purchase and choose Add Payment.
2. Enter the amount paid, the date and the payment account — cash, bank or mobile wallet.
3. Add a note or reference, such as the bank transfer number, so the payment is easy to trace.
4. Save — the purchase shows the paid amount and the remaining due at a glance.
5. Check the supplier ledger and the due-date alerts to plan the next payment.

Tip: Record payments on the day you make them — late entries are the main reason supplier balances drift.