

Purchases

Add new purchase from **Purchases → Purchases** menu. Filter purchases by party, dates, invoices number. Add payment from party for purchase and payment status will automatically calculated. Following action can be performed on sales :

- Get purchases by **payment status** so that you can easily identify your business growth.
- Add **purchase returns** when you want to return items to your supplier.
- Add payments to your purchase invoice
- Download purchases invoice

[image.png](#)

[image.png](#)

- Navigate to **Purchases → Create Purchase**.
- Start typing the **product name** or search with the **barcode**.
- Matching product(s) will appear in a dropdown list.
- When searching by **product name or barcode**, each item in the dropdown will display like in the above screenshot
- These entries represent **different price variants** of the same product name.
- This helps users identify which pricing combination they are selecting.

. When You Edit Sale Price or MRP:

- After adding the product, click the **Edit icon** to update **Sale Price** or **MRP**.
- If **either Sale Price or MRP is changed**, and no existing product with the new combination exists:

A new **product variant** will be automatically created with:

- Same **Product Name**
- Same **Barcode, Category, Unit, Brand**
- Updated **Sale Price and/or MRP**
- Corresponding updated **Purchase Price**

Purchase Returns

When a sale return by party then you can add it from **Purchases → Purchase Returns** menu. After return you can add payment or credit notes. Sales returns status will be automatically

generated after adding payments.

During **Purchase Returns** when you search for the product with **Name** or **Barcode** price variants will be displayed.

Select the appropriate product from list to continue:

[image.png](#)

Payment Out

You can add payment for a party from **Purchases → Payment Out** menu. When you add add payment it will automatically detected due invoices for selected party.

When you select the User, list of pending purchases will be displayed.

[image.png](#)

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