

# Purchases

- [Purchase Management](#)
- [Purchase Payments](#)
- [Purchase Invoice](#)
- [Purchase Requisition](#)
- [Purchase Order](#)
- [Adding Bonus or Free Items given by supplier](#)
- [Purchase custom fields](#)

# Purchase Management

## Adding Purchase

1. Go to – Purchases -> Add Purchases
2. Type Supplier Name or Business name in the Supplier field. If the supplier doesn't exist you must add them from Contacts -> Suppliers -> Add
3. Enter Purchase reference number, Purchase date & Order Status.
4. **Select Business Location:** Select a location where you want to add the purchase. You can add a new Location from Settings -> Business Locations.
5. Type product name or scan the product barcode number. It will show related matched products, select a product to add it to the purchase list.
6. On adding a new product you can enter purchase quantity, purchase price, and tax information.
7. **To add a discount:** Select the discount type (fixed or percentage) and enter the amount. ultimatePOS will auto-calculate the amount after discount.
8. Enter purchase tax, Shipping Details, Additional Shipping charges, Payment status, & Additional notes.

**Add Purchase**

**Supplier:** \*  
Please Select

**Address:**  
**Reference No:** \*  
Please Select

**Purchase Date:** \*  
10/13/2025 15:30

**Purchase Status:** \*  
Please Select

**Business Location:** \*  
Please Select

**Pay term:** \*  
Pay term: Please Select

**Attach Document:**  
Max File size: 5MB  
Allowed File: .pdf, .csv, .zip, .doc, .docx, .jpeg, .jpg, .png  
Browse..

**Shipping Details:**  
Please Select

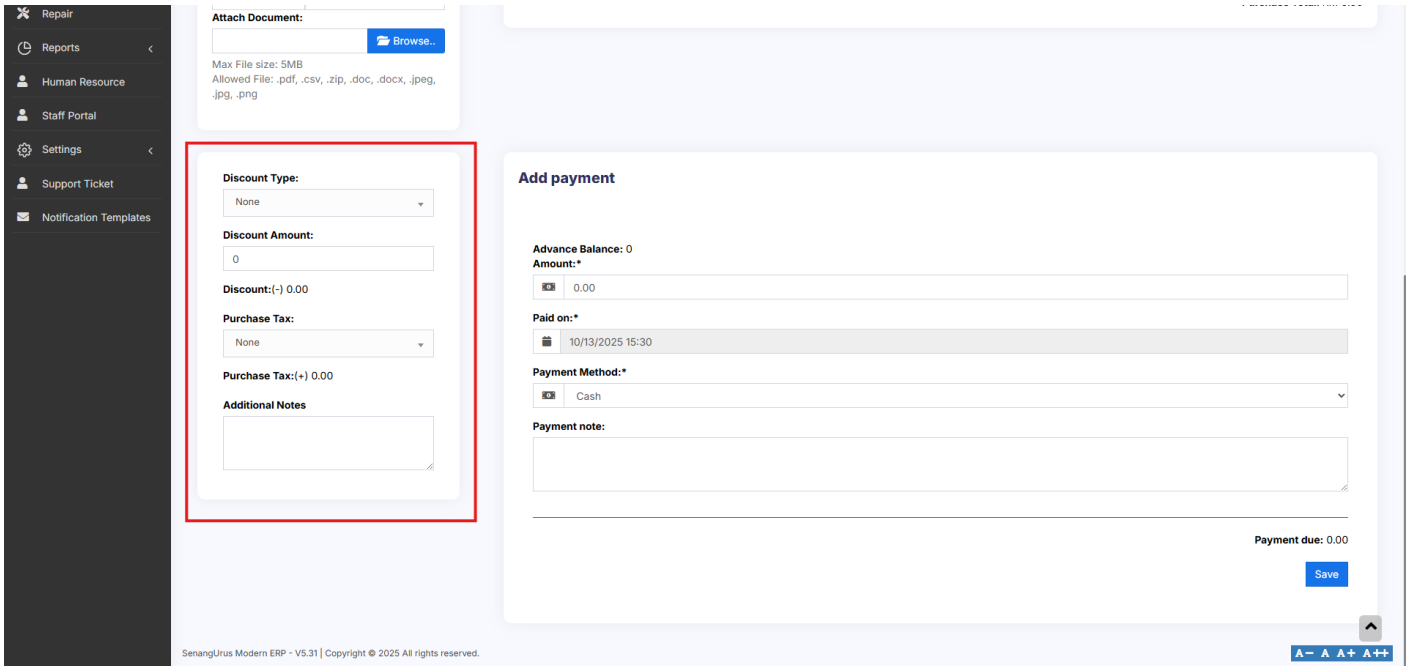
**(+) Additional Shipping charges:**  
0  
+ Add additional expenses

**Purchase Total:** RM 0.00

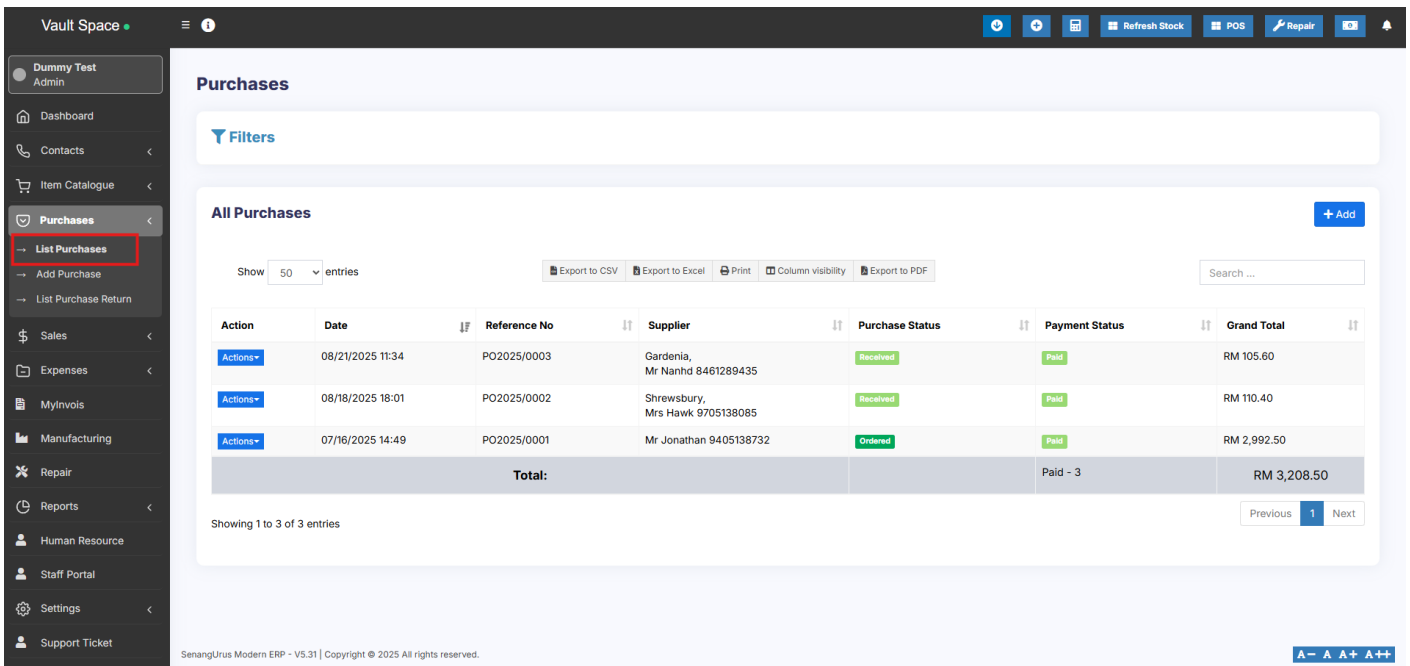
**Discount Type:**  
None

**Add payment**

#	Product Name	Purchase Quantity	Unit Cost (Before Discount)	Discount Percent	Unit Cost (Before Tax)	Line Total	Profit Margin %	Unit Selling Price (inc. tax)	MFG Date / EXP Date
								<b>Total Items:</b>	0.00
								<b>Net Total Amount:</b>	0.00



You can view the list of purchases from Purchases -> List Purchases.



You can Print Labels for your purchase by Clicking “Print Labels” in List Purchases screen.

See details on printing Labels [here](#).

## No matching product found

This error will be displayed in 3 conditions:

1. **Reason 1:** There are no products matching the name or SKU which you have entered. Check it once in the list products.

2. **Reason 2:** Check the business location selected in add purchase have that product. So if the business location is Location-1, then in add/edit product the product must be assigned to that location. Check More here in [Add/Edit Products](#)
3. **Reason 3:** Make sure the product has **Stock-Management ENABLED** in Add/edit product. If stock management is not enabled in products then it won't show in the add/edit purchase.

## Difference between Default Purchase Price and Current Purchase Price:

Sometimes, the purchase price shown in **View Product** may differ from the value in reports where *current stock by purchase price* is calculated. This difference occurs because the **Default Purchase Price** and the **Current Purchase Price** are not always the same.

### Default Purchase Price

- The purchase price entered when the product is first added.
- Displayed in the **View Product** page.
- Remains the same unless updated manually.

### Current Purchase Price

- The most recent purchase price based on your latest purchase entry.
- Can vary over time depending on market changes or supplier costs.
- Used in the **Current Stock Value by Purchase Price** report for calculation.

#### Example:

- Last month's steel purchase price(when product is first added to the system) : **\$120**
- This month's steel purchase price: **\$125**
- **View Product** shows: **\$120** (default purchase price)
- **Stock Value Report** shows: **\$125** (current purchase price)

# Purchase Payments

Purchase payment meaning paying to the supplier for the Purchases.

**Purchases**

Filters

All Purchases + Add

Show 50 entries Export to CSV Export to Excel Print Column visibility Export to PDF

Action	Date	Reference No	Supplier	Purchase Status	Payment Status	Grand Total
<a href="#">Actions</a>	08/21/2025 11:34	PO2025/0003	Gardenia, Mr Nanhd 8461289435	Received	Paid	RM 105.60
<a href="#">Actions</a>	08/18/2025 18:01	PO2025/0002	Shrewsbury, Mrs Hawk 9705138085	Received	Paid	RM 110.40
<a href="#">Actions</a>	07/16/2025 14:49	PO2025/0001	Mr Jonathan 9405138732	Ordered	Paid	RM 2,992.50
<b>Total:</b>						Paid - 3 RM 3,208.50

Showing 1 to 3 of 3 entries Previous 1 Next

1. **Paid:** The PO is 100% paid.
2. **Due:** The PO is 100% not paid.
3. **Partial:** Partial amount of the PO has been paid.
4. **Overdue:** PO is 100% not paid & past the due date.
5. **Partial Overdue:** Partial amount of the PO has been unpaid & past the due date.

## Adding Payments

### Adding payment when adding purchase:

In the add purchase screen, you can add the payment for the purchase.

### Add Purchase

**Supplier:**  
Please Select

**Address:**  
Reference No: \*

**Purchase Date:**  
10/23/2025 09:55

**Purchase Status:**  
Please Select

**Business Location:**  
Please Select

**Pay term:**  
Please Select

**Attach Document:**  
Browse...

Max File size: 5MB  
Allowed File: .pdf, .csv, .zip, .doc, .docx, .jpeg, .jpg, .png

**Import Products** + Add new product

Enter Product name / SKU / Scan bar code

#	Product Name	Purchase Quantity	Unit Cost (Before Discount)	Discount Percent	Unit Cost (Before Tax)	Subtotal (Before Tax)	Product Tax	Net Cost	Line Total	Profit Margin %	Unit Selling Price (inc. tax)	MFG Date / EXP Date
Total Items:											0.00	
Net Total Amount:											0.00	

**Shipping Details:** (+\*) Additional Shipping charges:

0 Purchase Total: RM 0.00

[+ Add additional expenses](#)

**Discount Type:**  
None

**Discount Amount:**  
0

**Discount:(-) 0.00**

**Add payment**

Advance Balance: 0

**Amount:\***  
0.00

## Adding payment from the List Purchase screen

In list purchase click the actions for any PO and it will display the list of actions for it. This option is not displayed if there is no payment due.

## Adding payments from Contact

From list contacts screen, you can add payment for a supplier for all or multiple purchases at once.

When you make a payment for a supplier, the system will automatically mark the purchase invoices as paid in the order of their payment terms – starting from the oldest due invoice to the latest.

Go to contact -> Suppliers. Click on actions for the supplier, and it will show “Pay “, click on it, and pay the amount.

Filters

All your Suppliers

+ Add

Mass Action:

Require e-Invoice Not Require e-Invoice

Show 50 entries

Export to CSV Export to Excel Print Column visibility Export to PDF

Search ...

<input type="checkbox"/>	Action	Contact ID	Business Name	Name
<input type="checkbox"/>	Actions+	S0001		Mr Mr Test 0123456789
<input type="checkbox"/>	Pay	CO0003		Mr Jonathan 9405138732
<input type="checkbox"/>	View	CO0004	Shrewsbury	Mrs Hawk 9705138085
<input type="checkbox"/>	Edit	Mr Nanhd	Gardenia	Mr Nanhd 8461289435
<input type="checkbox"/>	Delete	Mr Nanhd	Gardenia	Mr Nanhd 8461289435
<input type="checkbox"/>	Deactivate	James		Mr James 84251236754
<input type="checkbox"/>	Ledger			
<input type="checkbox"/>	Purchases			

Showing 1 to 6 of 6 entries

Previous 1 Next

# Adding/Editing Payment Method or Pay-Via

Follow [Add/Edit Pay-Via / payment method.](#)

# Purchase Invoice

## Purchase Invoice:

An invoice for purchase can be generated at every purchase.

To print a purchase invoice, Go to List Purchase > Actions > Print.

The screenshot displays the 'Purchases' section of the SenangUrus Modern ERP system. The left sidebar shows the navigation menu with 'List Purchases' highlighted. The main area shows a table of purchase orders with columns for Action, Date, Reference No, Supplier, Purchase Status, Payment Status, and Grand Total. The 'Print' option is highlighted in the 'Actions' dropdown for the second entry.

Action	Date	Reference No	Supplier	Purchase Status	Payment Status	Grand Total
Actions	08/21/2025 11:34	PO2025/0003	Gardenia, Mr Nanhd 8461289435	Received	Paid	RM 105.60
Actions	08/18/2025 18:01	PO2025/0002	Shrewsbury, Mrs Hawk 9705138085	Received	Paid	RM 110.40
View		PO2025/0001	Mr Jonathan 9405138732	Ordered	Paid	RM 2,992.50
Total:						RM 3,208.50

## Barcode for Purchase Invoice:

The barcode is automatically generated in the purchase invoice based on the purchase invoice number.

# Purchase Requisition

## What is Purchase Requisition(PR)

The purchase requisition is a document that an employee creates to request a purchase of some products when the stock reaches a low level.

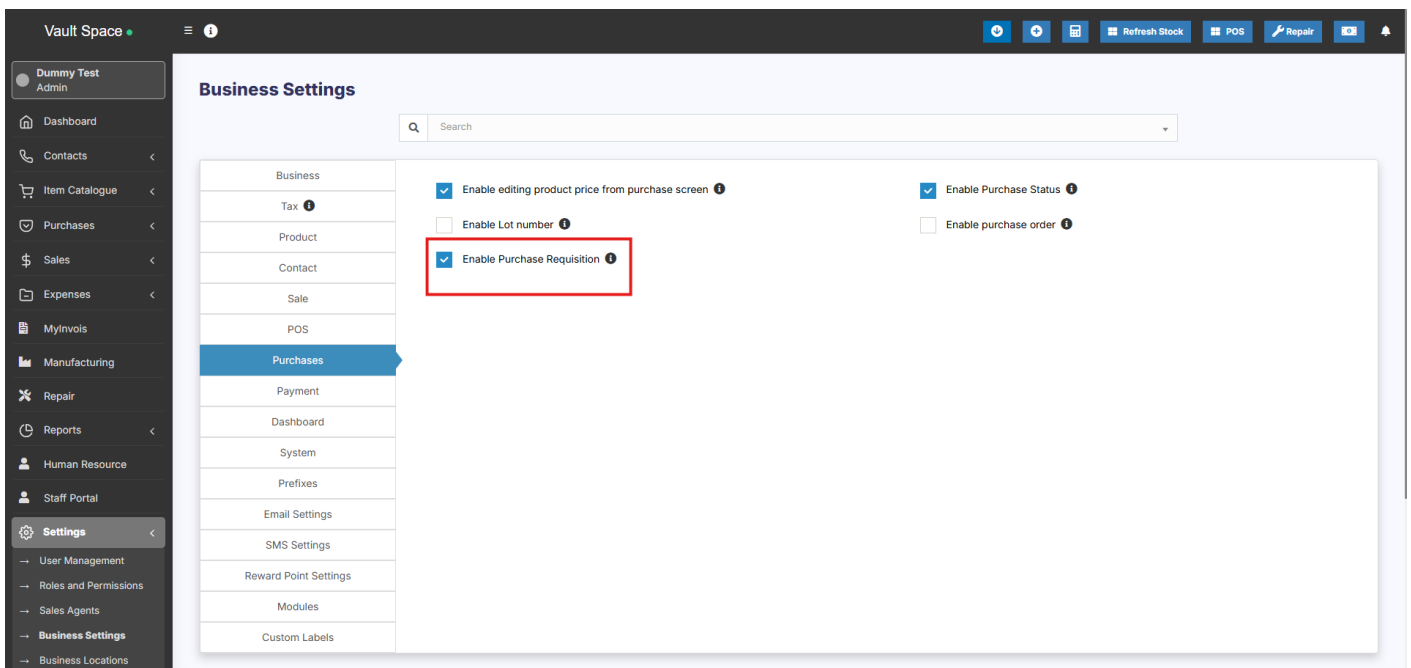
Only products less than the alert quantity will be shown while creating the purchase requisition.

## Enabling Purchase Requisition

Go to Settings -> Business Settings -> Purchase and enable the purchase requisition check box.

The purchase requisition tab will be shown in the sidebar.

Click on add button and provide the required details. Refer to the screenshot below.



**NOTE:** At least one purchase entry must be recorded for a product in order for it to appear on the Purchase Requisition screen. If no purchase has been added for the product you are trying to include, it will not be displayed in the Purchase Requisition screen.

# Converting Purchase Requisition to Purchase Order

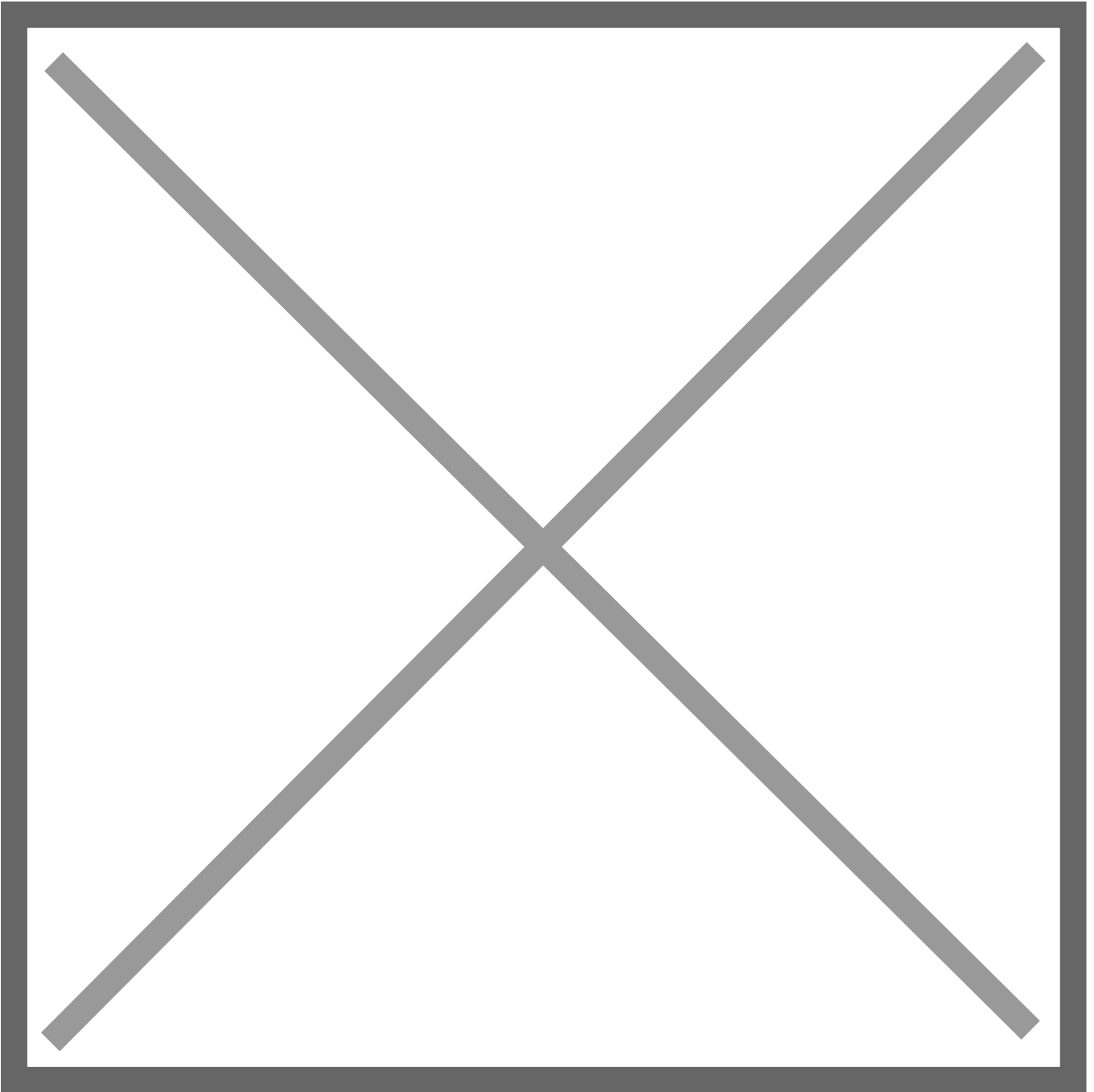
Once PR is added it's converted to Purchase Order.

To convert it into a purchase order, follow the steps below.

Go to Purchase order -> Add. [Purchase order document - <https://docs.senangurus.com/books/senangurus-business/page/purchase-order>]

Here when you select the corresponding supplier the PR id will be shown.

Select the required PR id.



## Partial Purchase

If the ordered quantity in the PR is reduced while converting it into a purchase order, then the status will automatically change from ordered to partial.

# Purchase Order

## What is a Purchase Order?

A purchase order is a document given by the buyer (usually you) to the supplier to request a purchase of goods.

A purchase order contains the buyer invoicing details, delivery details, products, quantities, pricing, tax, discounts, payment terms, payment details, shipping charges if any, and other notes.

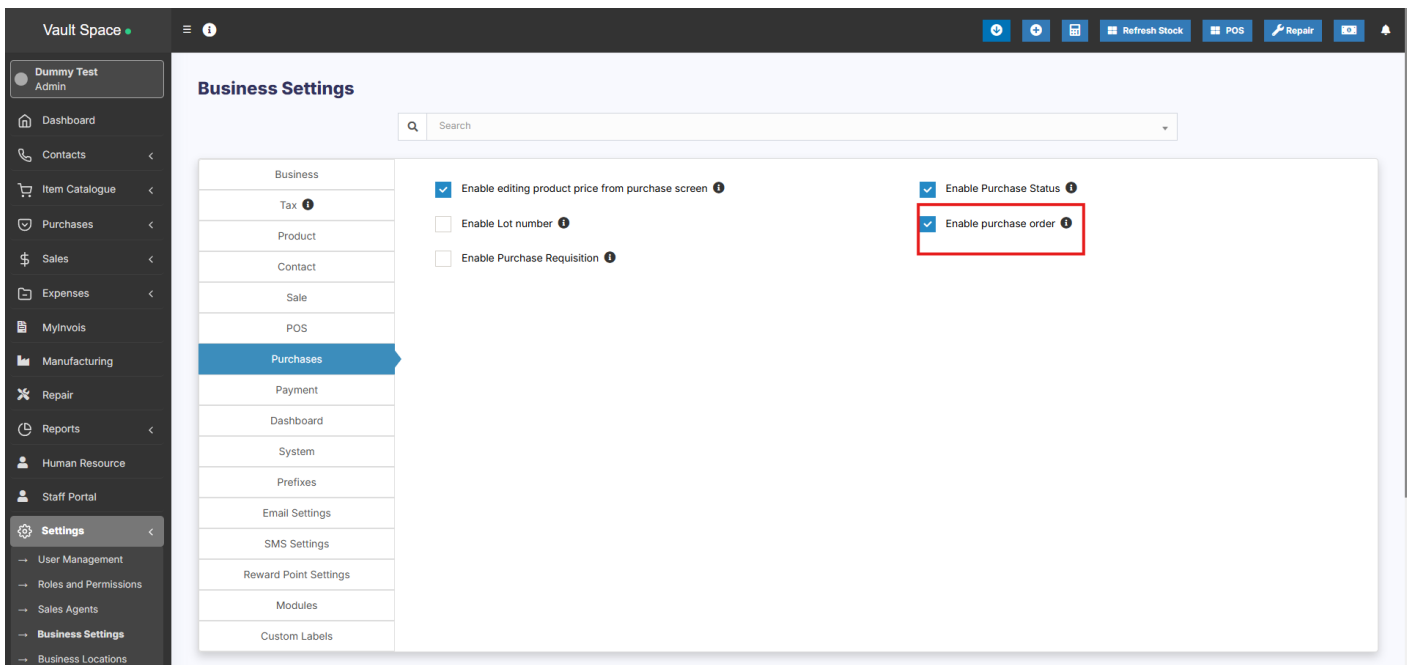
The supplier will issue a sales order against the purchase order you have provided.

A purchase order has multiple statuses: Ordered, Partial, Completed.

## Enabling Purchase Order

To enable purchase Order, follow the below steps:

1. Go to Settings -> Business Settings
2. Purchase tab -> Enable Purchase Order
3. Save it.



## Using Purchase Order in SenangUrus Business

## Creating purchase order

After Enabling Purchase order, inside Purchase you'll find the Purchase -Order menu.

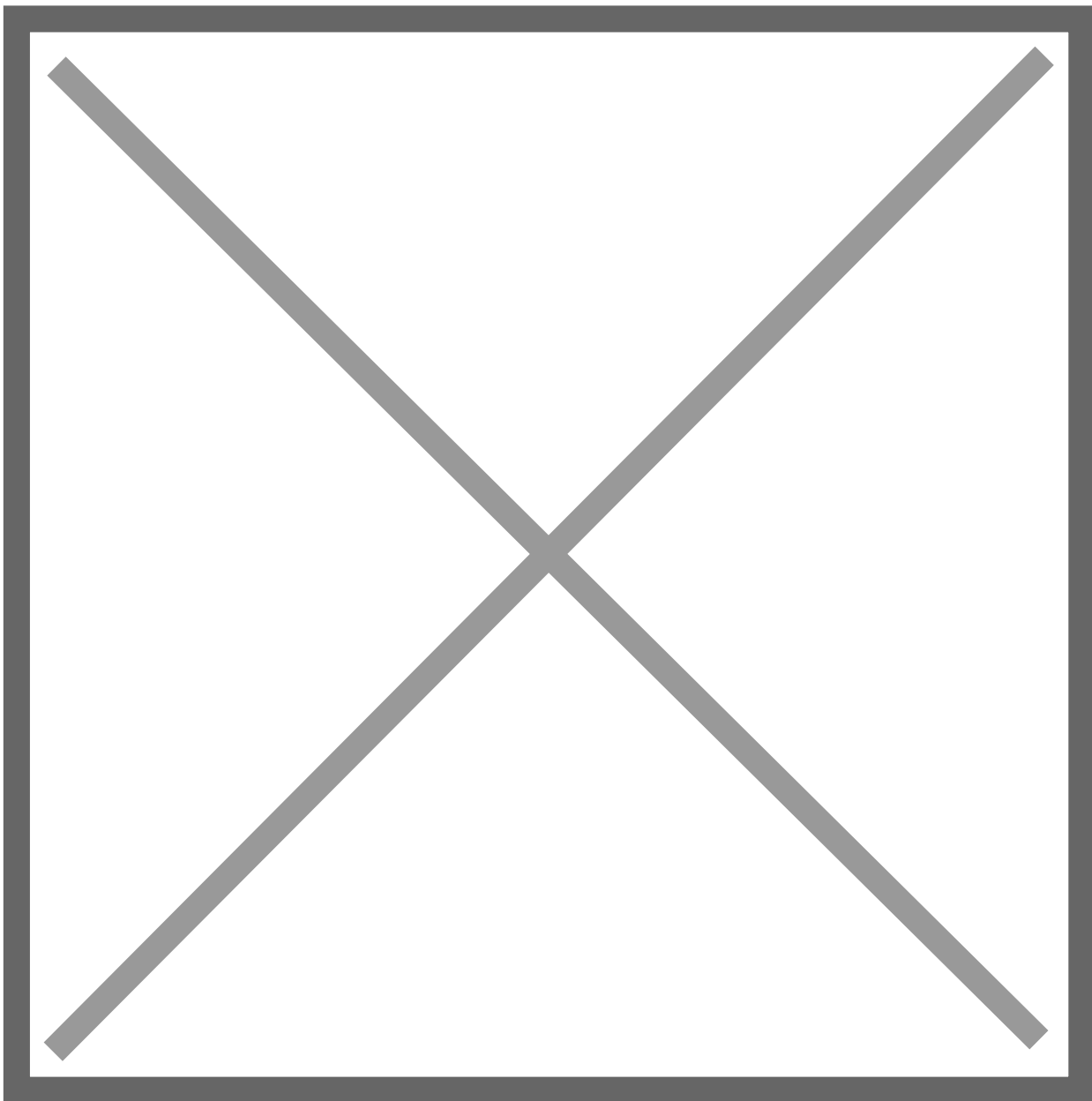
Go to add Purchase order, fill in all the details and save it.

Stocks are not added on issuing Purchase orders.

Once a Purchase order is created you can print it and send it to the supplier.

## Converting purchase Order to Purchase

On receiving Purchase orders the supplier issues a sales or invoice.



1. Go to Purchase -> Add Purchase, select the supplier.

2. On Selecting it will populate the list of all Purchase orders related to the supplier on the “Purchase Order” dropdown.
3. Select the Purchase Order and it will auto load the products for that order with the product’s price, tax, discounts applied automatically as the sales order.
4. You can increase or decrease the quantity.
5. Save it and the status of the Purchase order will change automatically.

## Video Demonstration:

<https://www.youtube.com/embed/jBzZVA0XjPo>

# Adding Bonus or Free Items given by supplier

## Adding Bonus Items or Free items given by Suppliers

2 ways you can do this:

### **Solution 1:**

When adding purchases simply **make purchase price 0** for the free items.

### **Solution 2:**

Find the average price of the item and use that for unit price.

for example, if you purchase 10 quantity for a price of \$2 each,  $10 \times 2 = \$20$

# Purchase custom fields

## How to Enable Purchase Custom Fields

1. Go to **Settings ? Business Settings ? Label for Purchase Custom Fields**
2. Enter a **label** for each custom field you want to enable
  - Once a label is added, the corresponding custom field will automatically appear in the **Purchase** screens
3. To make a field **mandatory**, check the **“Is Required”** checkbox next to the label

The screenshot shows a settings page for 'Label for Purchase Custom Fields'. It is organized into several sections, each with a title and a grid of input fields. Each input field is followed by a checkbox labeled 'Is required'.

- Custom Field 19** and **Custom Field 20**: Each has a 'Field Type' dropdown menu.
- Labels for location custom fields:** Contains four input fields labeled 'Custom field 1' through 'Custom field 4'.
- Labels for user custom fields:** Contains four input fields labeled 'Custom field 1' through 'Custom field 4'.
- Label for purchase custom fields:** This section is highlighted with a red border. It contains four input fields labeled 'Custom Field1', 'Custom Field2', 'Custom Field3', and 'Custom Field4', each with an 'Is required' checkbox.
- Labels for purchase shipping custom fields:** Contains five input fields labeled 'Custom Field 1' through 'Custom Field 5', each with an 'Is required' checkbox.
- Labels for sell custom fields:** Contains two input fields labeled 'Custom Field1' and 'Custom Field2', each with an 'Is required' checkbox.