

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: ❶
[Text Field]

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

Purchase Status:*
Please Select

Business Location:*
Please Select

Pay term: ❶
Pay term: Please Select

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

Discount Type:
None

Import Products + Add new product
Enter Product name / SKU / Scan bar code

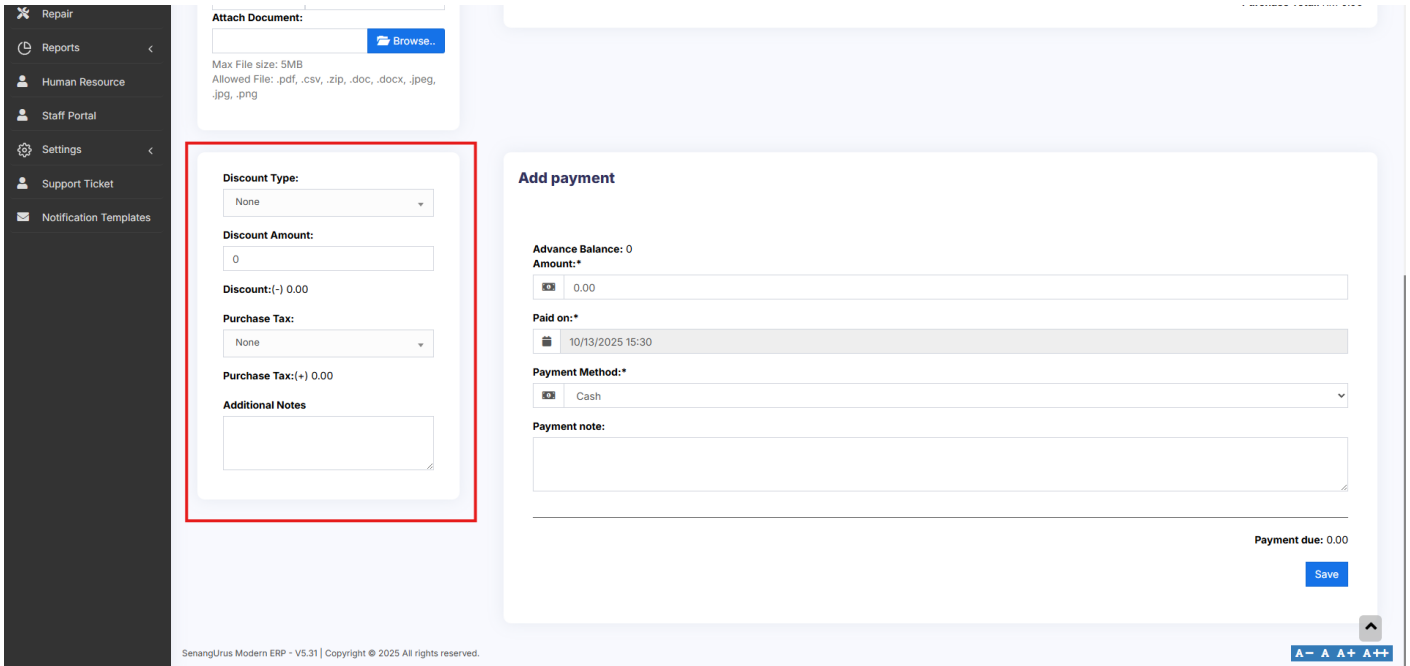
#	Product Name	Purchase Quantity	Unit Cost (Before Discount)	Discount Percent	Unit Cost (Before Tax)	Line Total	Profit Margin %	Unit Selling Price (inc. tax)	MFG Date / EXP Date
								Total Items:	0.00
								Net Total Amount:	0.00

Shipping Details: [Text Field] (+) Additional Shipping charges: [Text Field]

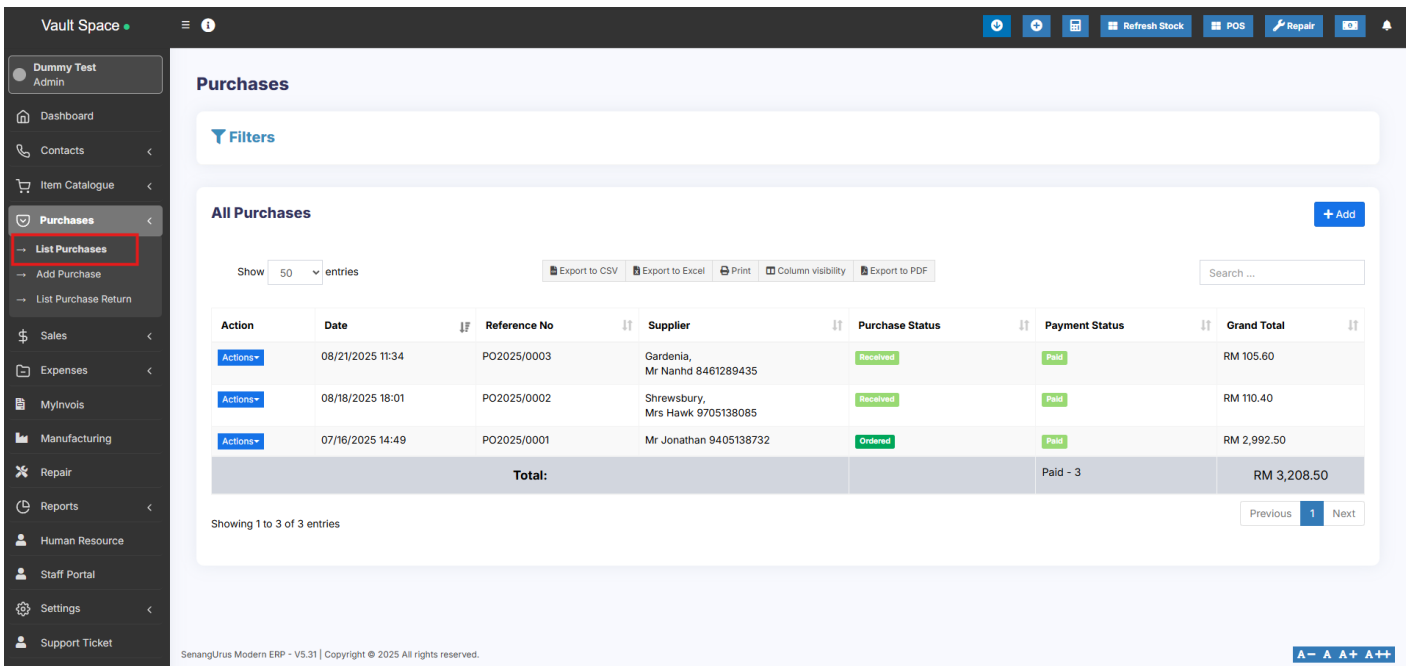
+ Add additional expenses

Purchase Total: RM 0.00

Add payment



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)

Revision #4

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