

Purchase Payments

Purchase payment meaning paying to the supplier for the Purchases.

Purchases

Filters

All Purchases + Add

Show 50 entries

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Search ...

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
Actions	07/16/2025 14:49	PO2025/0001	Mr Jonathan 9405138732	Ordered	Paid	RM 2,992.50
Total:						Paid - 3 RM 3,208.50

Showing 1 to 3 of 3 entries

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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

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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			

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Adding/Editing Payment Method or Pay-Via

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

Revision #4

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