

Purchase

Create Purchase

By clicking on "Add Purchase" you can create a new purchase. First, select a supplier. Next, choose a product for the purchase. Additionally, you can filter products by Category or Brand, using the same filters as in the Sale process.

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Select Supplier

Image	Items	Code	Unit	Purchase Price	Qty	Sub Total	Action
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Receive Amount

RM0

Change Amount

0.00

Due Amount

0.00

Payment Type

Online Payment

Sub Total

RM0

Vat

Select

0.00

Discount

Flat (RM)

0

Shipping Charge

0

Total Amount

RM0

Cancel

Save

Search product...

Category

Brand

Pilot Pen Stationary

RM6.50

Pen Stationary

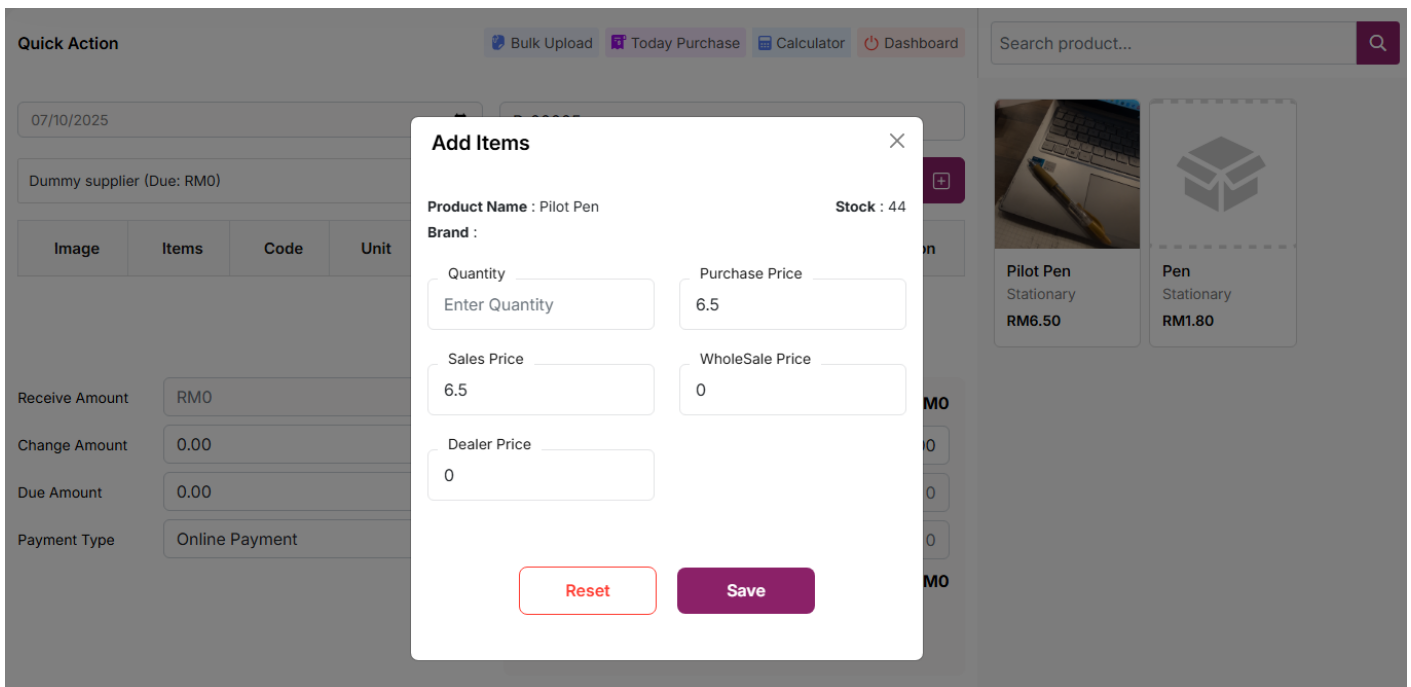
RM1.80

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Select Product

Next, select a product for the purchase. When you choose a product, a pop-up will appear. Enter the quantity you wish to purchase and update the prices as needed. Once done, click save.



Add to Cart & store product

After clicking the save button in the pop-up window, the product will automatically appear in the cart list. You can adjust the quantity using the plus or minus buttons or update it directly by entering a value. To remove a product from the cart, click the red cross button.

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P-00005

Dummy supplier (Due: RM0)

Image	Items	Code	Unit	Purchase Price	Qty	Sub Total	Action
	Pilot Pen	4902505461736	Pcs	6.5	- 50 +	RM325	✕
	Pen		Pcs	1.8	- 85 +	RM153	✕

Receive Amount

RM0

Change Amount

0.00

Due Amount

478.00

Payment Type

Online Payment

Sub Total

RM478

Vat

Select

0.00

Discount

Flat (RM)

0

Shipping Charge

0

Total Amount

RM478

Cancel

Save

Below, you will see the subtotal of all products. You can also add discount to the subtotal. After the calculations, the total amount will be displayed. Next, you can enter the received amount. If the received amount is greater than the total amount, the remaining balance will be shown in the "Change Amount" field. If the received amount is less, the "Due Amount" field will display the difference. If you want to remove all products from the list, click the cancel button. Once everything is correct, click the save button to complete the purchase.

Purchase List

This appears to be a screenshot of the Purchase list page, where you can filter data using the search function. Additionally, you can view invoices, as well as edit, delete, or use the multi-delete option. Furthermore, you will have the option to initiate a Purchase Return from this list. Please note, once a Purchase return is processed, you will no longer be able to update or delete the Purchase.

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Hello New Business

Purchase List

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	SL.	Date	Invoice No	Party Name	Total	Discount	Paid	Due	Payment	Status	Action
☐	1	07 Oct, 2025	P02	Dummy supplier	RM162.50	RM0	RM0	RM162.50	Online Payment	Unpaid	
☐	2	07 Oct, 2025	P01	Dummy supplier	RM478	RM0	RM0	RM478	Online Payment	Unpaid	

Create Purchase Return

From the Purchase list, clicking on Purchases Return will open this page. You can adjust the quantity to return the desired amount, but you cannot return more than the purchased quantity.

Purchases Return

Supplier

Dummy supplier

Date

07/10/2025

Invoice No.

P02

Image	Items	Code	Qty	Purchase Price	Returned Qty	Sub Total
	Pilot Pen	4902505461736	25	RM6.50	-0+	\$0

Return Amount RM0

Cancel

Confirm Return

Return List

Here, you can view the complete list of Purchase returns with a filtering option. To view an invoice, simply click on the invoice No.

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Search...

SL.	Invoice No	Date	Name	Total	Paid	Return Amount
1	P02	07 Oct, 2025	Dummy supplier	RM130	RM0	RM32.50
2	P01	07 Oct, 2025	Dummy supplier	RM317.50	RM0	RM160.50

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