How to create a received inventory purchase

In this guide: Record merchandise that has already been received and add it to the selected location's inventory.

Before you start

- Confirm the location receiving the merchandise.
- Have the vendor invoice, products, quantities or serial numbers, and purchase costs ready.
- Count and inspect the merchandise before saving.

Steps

1. Open **Inventory > Purchases**.
2. Select **New Purchase**.
3. Optionally select a vendor and enter the vendor invoice number in **Reference Number**.
4. Search for a product and add it to the purchase.
5. Enter the received quantity for itemized products, or enter every IMEI/serial number for serialized products.
6. Enter or confirm the purchase cost.
7. Repeat until all received merchandise is listed.
8. Review the total, choose how the purchase was paid or leave an allowed balance due, and select **Save Purchase**.
9. Verify the saved purchase in the Purchase List and confirm the inventory is available.

Important

This workflow records merchandise as received. Do not enter items that are only ordered but have not physically arrived.

Revision #2
Created 2026-09-13 02:28:25 UTC by Sunny

Updated 2026-09-13 02:31:32 UTC by Sunny