Create a Purchase

How to Create a Purchase in Muhasib ERP

Overview

This guide will help you record a supplier purchase with correct items, costs, stock location, and settlement terms.

Muhasib records the purchase and may update inventory, cost, supplier payable, tax, and payment ledgers.

Who can do this

You need access to Purchase plus supplier, item, location, batch/serial, account, tax, and payment.

Before you start

Have the supplier invoice, receipt evidence, quantities, costs, discounts, taxes, locations, payment terms, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Purchases & Suppliers → Purchase.

Create a Purchase

Step 1: Start a new purchase and select the supplier

Step 2: Enter invoice date, supplier invoice number, due date, and reference

Step 3: Add each item and received quantity

Step 4: Confirm unit, cost, discount, tax, location, batch, serial, and expiry

Confirm unit, cost, discount, tax, location, batch, serial, and expiry details.

Step 5: Enter additional costs and payment/credit treatment as supported

Enter more costs and payment/credit treatment as supported.

Step 6: Reconcile subtotal, tax, charges, and total to the supplier document

Step 7: Save once

Check your work

Compare and Confirm the saved document to supplier invoice, stock ledger, item cost, supplier ledger, tax, and general ledger.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Treat supplier plus invoice number as a duplicate-control key.
- Search for the document before retrying after a timeout.

Related guides

- Create a Taxed Purchase

- Find and Add Purchase Items
- Return a Purchase

What to do next

> **Create a Taxed Purchase**.

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