

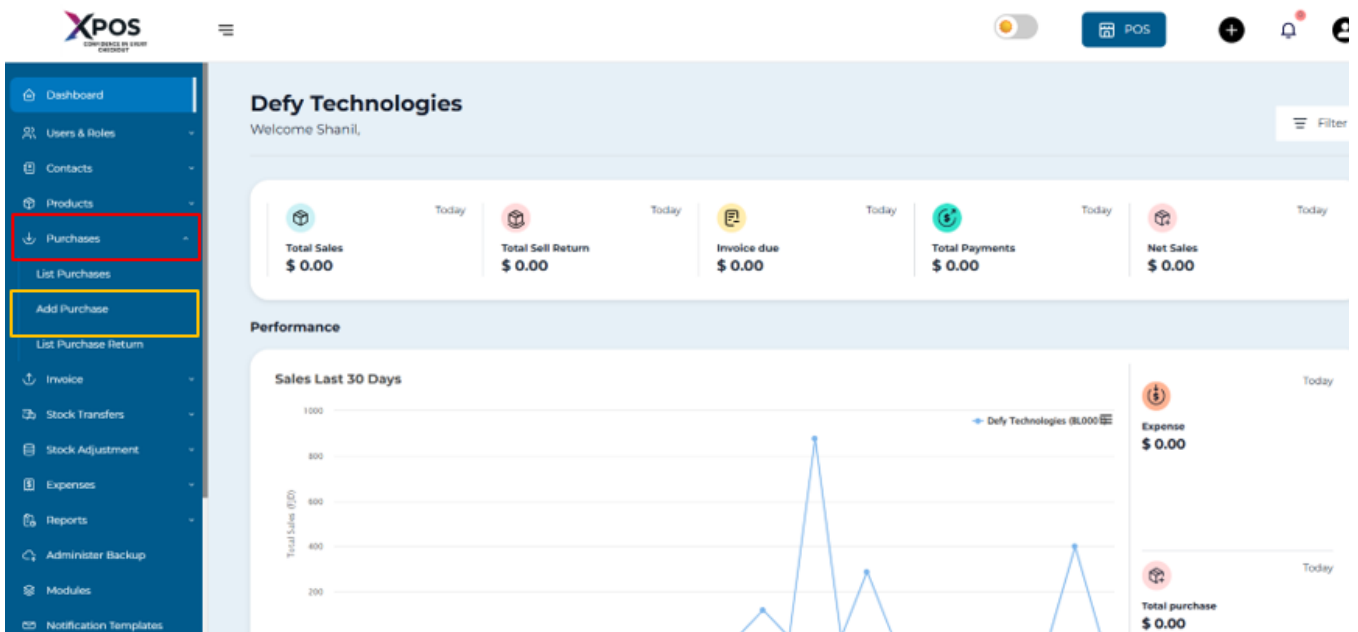
Add Purchase

Step 1: Understand Purchase Invoice

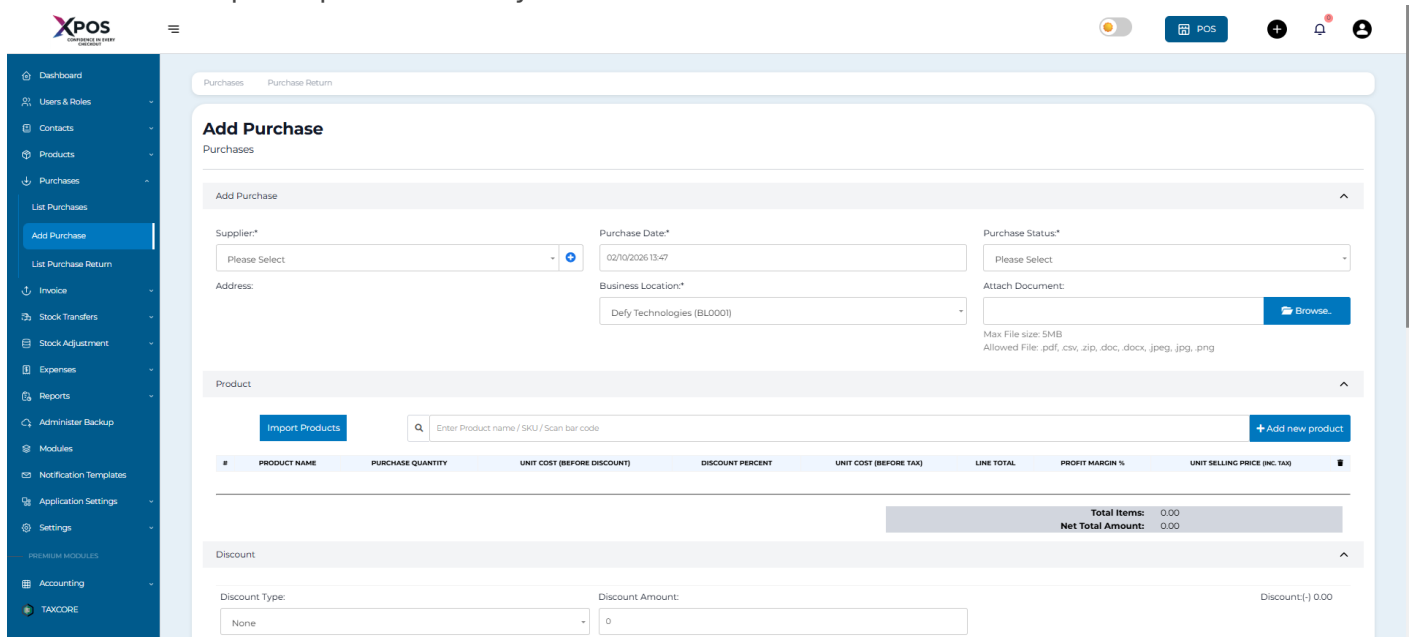
- A **purchase invoice** is automatically created for every purchase entry in the system.

Step 2: Print a Purchase Invoice

1. Go to **Purchases → Add Purchases**.



2. Locate the required purchase entry.



Purchase Tax: None

Purchase Tax(+): 0.00

Additional Notes

Shipping Details

Shipping Details: (+) Additional Shipping Charges: 0

+ Add additional expenses

Purchase Total: \$ 0.00

Add payment

Advance Balance: 0

Amount: 0.00

Paid On: 02/10/2026 13:47

Payment Method: Cash

Payment Note:

Payment due: 0.00

Save

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3. Click **Save**.
4. Select **Print** to generate the purchase invoice.

Step 3: Barcode on Purchase Invoice- A barcode is automatically generated on the purchase invoice.

- The barcode is based on the **Purchase Invoice Number**.

Revision #2

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