RekordPOS | Quick guide

Record what you buy, and stock follows.

Add a purchase, pay all or part of it, and see every one in a list.

Each time goods arrive from a supplier, record a purchase. RekordPOS adds the goods to your stock, remembers the buying price, and keeps track of anything you still owe. This guide shows the purchase screen and the purchase list.

IN THIS GUIDE

1. **Open Add Purchase**
   Choose the supplier and the date
2. **Add the products**
   Search, tap, then set quantity and price
3. **Pay all or part**
   Anything unpaid becomes a due to the supplier
4. **Check the list**
   Every purchase, with its status

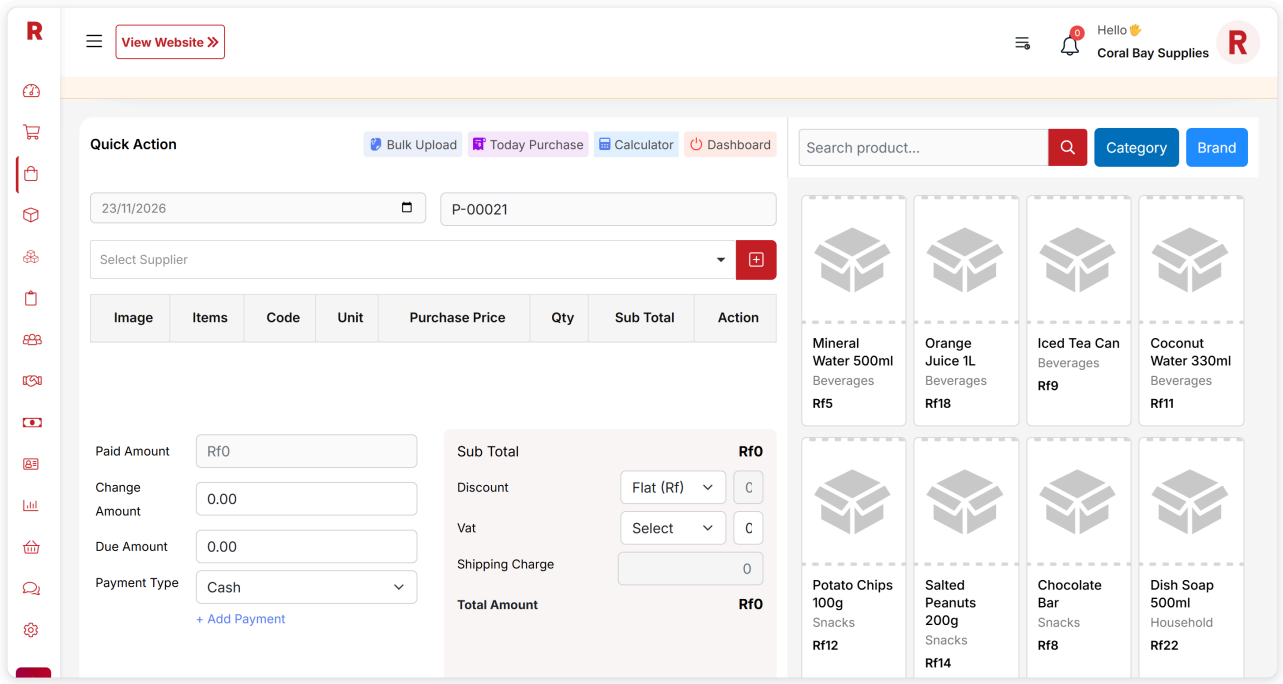
WHERE
Purchases, then Add Purchase

TIME
A few minutes a delivery

EFFECT
Stock goes up

1 The purchase screen

Open **Purchases** and choose **Add Purchase**. It looks like the till, because it works the same way. At the top are the **date** and the **purchase number**, which is filled in for you. Under them is the **supplier** box. Choose the supplier, or press the red plus to add a new one on the spot.



The purchase screen. The bill is on the left and your products are on the right.

2 Add the products

Search for a product at the top right, or tap its picture in the grid. It joins the table on the left with its code, unit, **purchase price** and quantity. Type the real quantity you received and check the price, because the buying price you enter here is what profit is worked out from. **Category** and **Brand** narrow the grid, and **Bulk Upload** brings in a whole delivery from a spreadsheet.

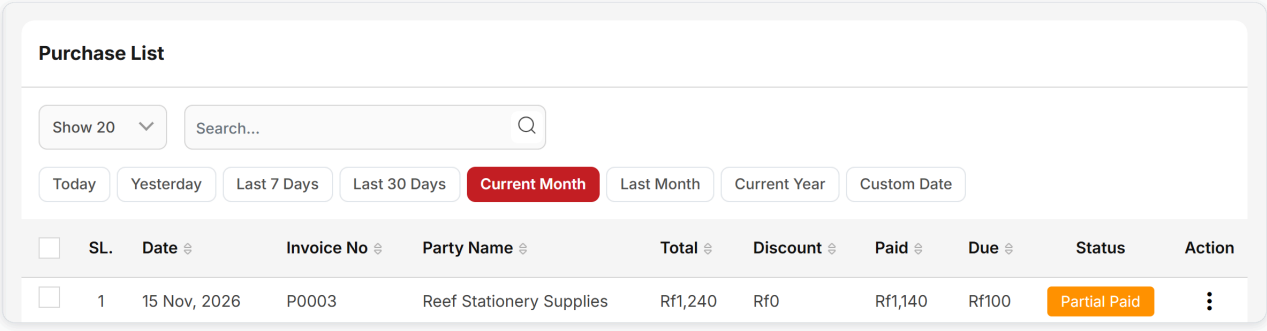
3 Totals and payment

At the bottom, the right side adds up the bill: the **Sub Total**, a **Discount**, the **Vat**, any **Shipping Charge** and the **Total Amount**. On the left, type what you are paying now in **Paid Amount** and choose the **Payment Type**. If you pay less than the total, the rest shows as the **Due Amount**, and it is added to what you owe that supplier.

> **Paying in two ways?** Press **Add Payment** to split it, for example part cash and part bank transfer.

4 The purchase list

Open **Purchase List**. Choose the period with **Today**, **Yesterday**, **Last 7 Days**, **Last 30 Days**, **Current Month**, **Last Month**, **Current Year** or **Custom Date**. Each purchase shows its date, invoice number, supplier, total, what was paid, what is due, and a status of **Paid** or **Partial Paid**.



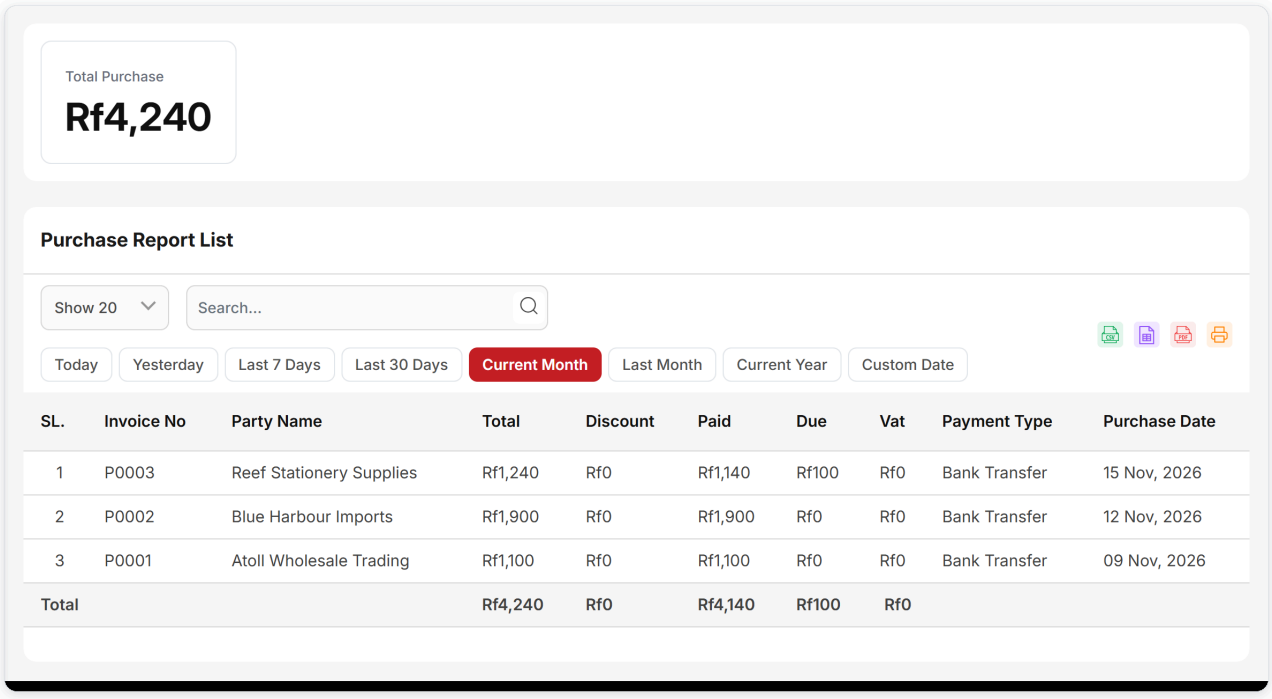
Purchase List for the month. The orange one still has Rf100 to pay.

5 The row menu

Press the three dots at the end of a purchase. **Invoice** opens the purchase bill, **Purchase Return** sends goods back, **View Payment** shows what has been paid, **Edit** changes the purchase and **Delete** removes it.

6 The purchase report

For totals, open **Reports** and choose **Purchase**. It shows the **total purchase** for the period and every purchase with its payment type and date. The small icons download it as a spreadsheet or a PDF.



SL.	Invoice No	Party Name	Total	Discount	Paid	Due	Vat	Payment Type	Purchase Date
1	P0003	Reef Stationery Supplies	Rf1,240	Rf0	Rf1,140	Rf100	Rf0	Bank Transfer	15 Nov, 2026
2	P0002	Blue Harbour Imports	Rf1,900	Rf0	Rf1,900	Rf0	Rf0	Bank Transfer	12 Nov, 2026
3	P0001	Atoll Wholesale Trading	Rf1,100	Rf0	Rf1,100	Rf0	Rf0	Bank Transfer	09 Nov, 2026
Total			Rf4,240	Rf0	Rf4,140	Rf100	Rf0		

The Purchase report

7 Good habits

Record it the day it arrives

Stock counts are right only when purchases are entered while the delivery is in front of you.

Check the quantity against the delivery note

Enter what actually arrived, not what was ordered.

Pay later? Say so

Leave the Paid Amount lower than the total. The due is kept, and you can pay the supplier when it suits you.

Update prices when they change

A new buying price on the purchase keeps your profit reports honest.