RekordPOS | Quick guide

Know who you buy from, and what you owe them.

Your supplier list, their balances, and the payments still to make.

A supplier is anyone you buy from. Keeping them in RekordPOS means every purchase is tied to a name, the amount you owe each one is always up to date, and you never have to dig through paper to find who is waiting for payment.

IN THIS GUIDE

1. **Add a supplier**
   Name, phone and an opening balance
2. **Buy from them**
   Choose them on the purchase screen
3. **See what you owe**
   One list of every supplier due
4. **Check totals**
   Purchase reports by period

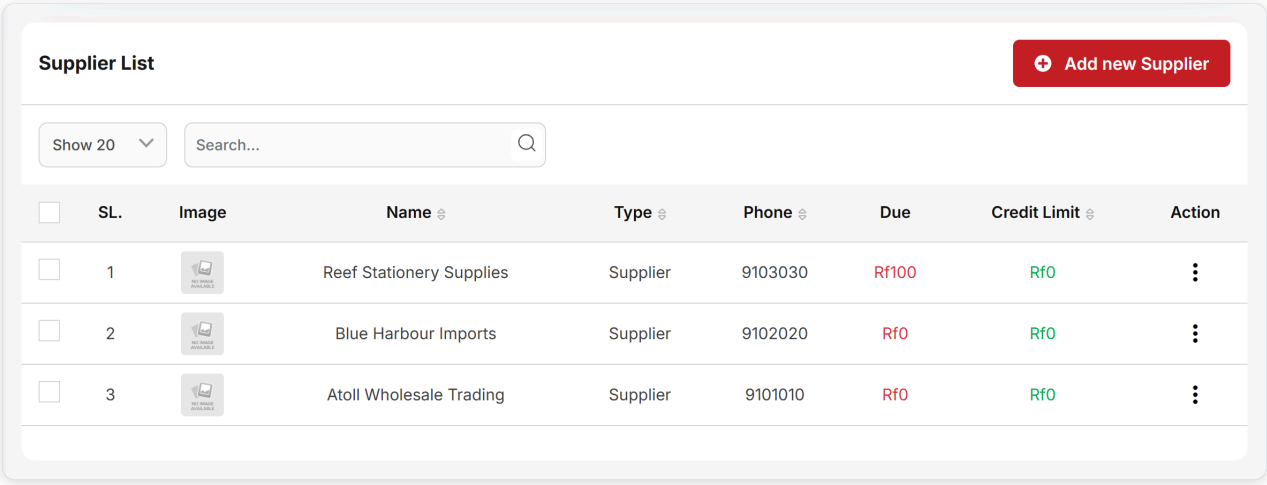
WHERE
Suppliers in the menu

TIME
A minute a supplier

TIP
Pay the oldest first

1 Your suppliers

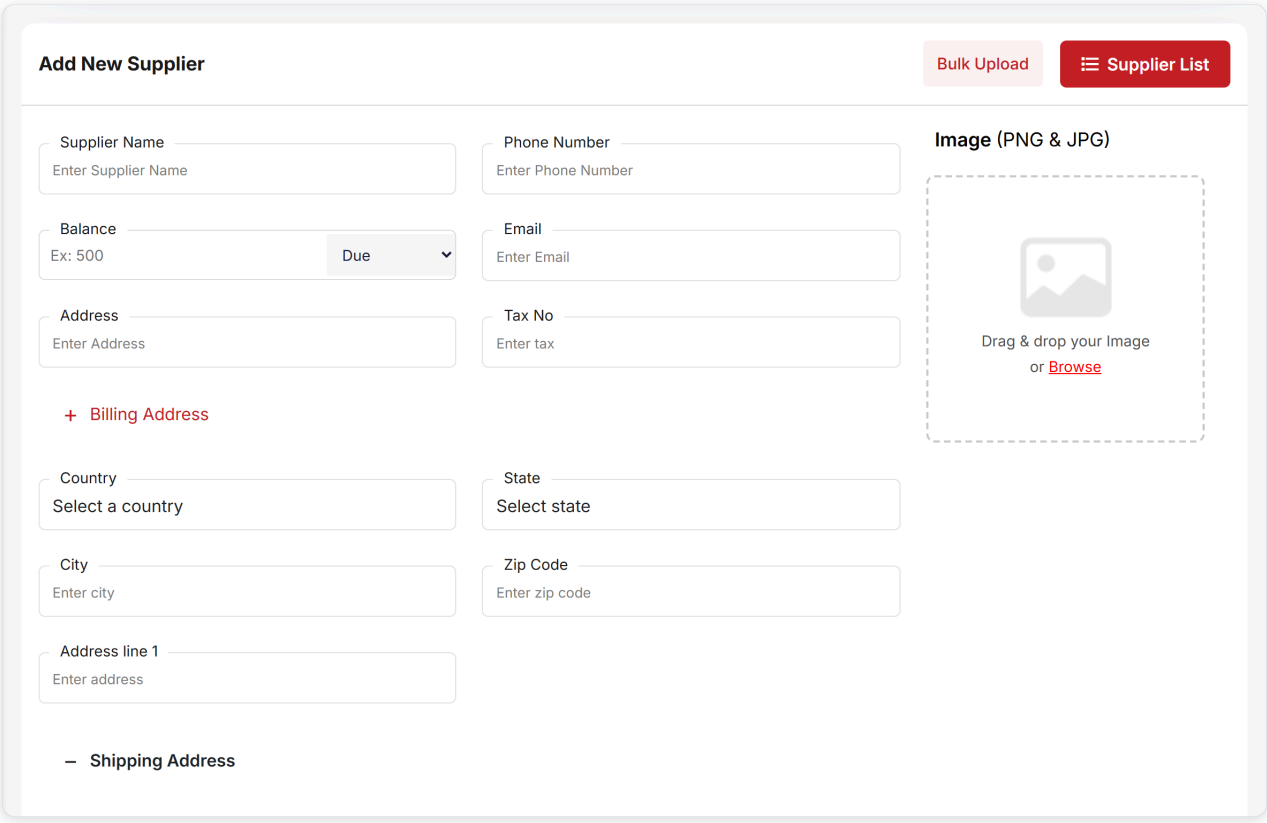
Open **Suppliers**, then **All Suppliers**. Each row shows the name, type, phone, what you **owe** and the **credit limit**. Use the search box to find a supplier, and the three dots at the end of a row to edit them.



The supplier list

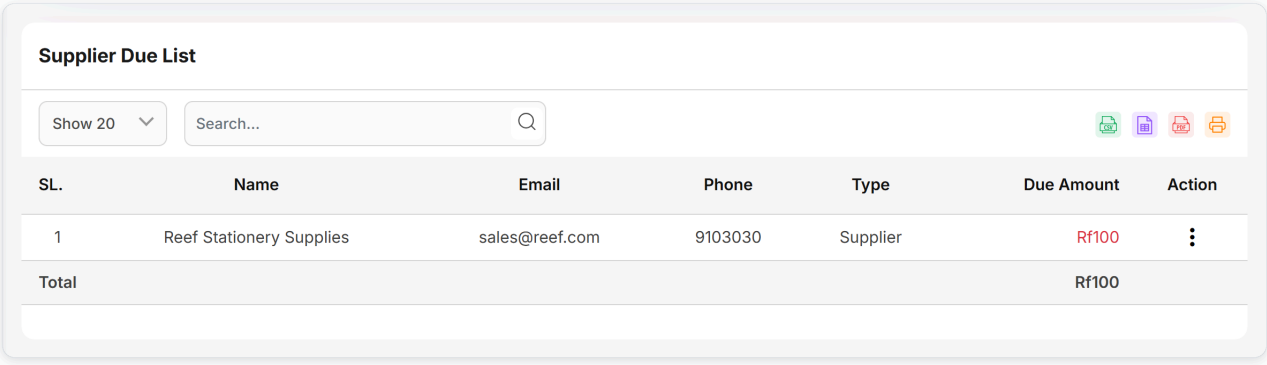
2 Add a supplier

Press **Add new Supplier**. Type the **supplier name** and **phone number**, and add an email, address and tax number if you have them. **Balance** is for anything you already owe them from before you started with RekordPOS. You can add a picture, and billing and shipping addresses if you need them printed.



3 What you owe

When you pay less than the total on a purchase, the difference is added to that supplier's balance. Open **Finance and Accounts**, then **Supplier Due**, to see every supplier you owe, with their email, phone and the amount. The total is at the bottom. The same figure appears on your dashboard as **Payables**.



Supplier Due List. This supplier is owed Rf100.

4 Paying a supplier

Open the purchase from the Purchase List and use the row menu to see its payments. A purchase that is part paid shows **Partial Paid** in orange, and turns **Paid** when the balance is cleared.

> **Check what you owe before payday.** Open the Supplier Due list on the day you plan your payments, and pay the oldest purchases first. Suppliers remember who pays on time.

5 Questions

A supplier is listed twice

Edit one so the details are right and stop using the other. Pick the same name on every purchase.

I want to see everything one supplier has sold me

Use the Supplier Ledger in Reports. It lists every purchase and payment for that supplier.

The balance is wrong

Check the purchases for that supplier in the Purchase List. A purchase entered as fully paid when it was not will understate the due.