

## **PURCHASE ENTRY**

### **Video Link :**

[https://drive.google.com/file/d/1mA9MVSEBCjzCQzH4E2T3akE\\_7Jzrlwi0/view?usp=drive\\_link](https://drive.google.com/file/d/1mA9MVSEBCjzCQzH4E2T3akE_7Jzrlwi0/view?usp=drive_link)

Step-1 : Click on purchase

Step-2 : click on purchase entry.

Step-3 : Select the suitable supplier,

Step-4 : select the invoice which needs to be uploaded.

Step-5 : Browse or drag files for uploading.

Step-6 : The files will be ready for the upload.

Step-7 : Click on upload.

Step-8 :The invoice is uploaded and please note that currently we are supporting only CSVs PDF and Images of the invoice.

Step-9 : Please select the suitable payment type.

Step-10 : Make sure all necessary fields like invoice number, invoice date and all the other fields are filled properly.

Step-11 : If any change is needed, it can be edited.

Step-12 :Click on submit now.

Step-13 :The purchase bill has been created successfully.