Purchase Transactions

⬇ Item Requisition

Item Requisition view allows the user to make request for item purchase requisition of inventorized items. After the Item Requisition is reviewed and approved, user can then create Purchase Order from it

⬈ Expense Requisition

Expense Requisition view allows the user to create and manage expense purchase requisition for non-inventorized items. Create new expense requisition; update, delete, view and search for expense requisition details

💲 Purchase Order

Purchase Order view allows the user to create and manage purchase orders. Create new purchase order; update, delete, view and search for purchase order details

🚚 Delivery Confirmation

Create new delivery confirmation; update, delete, view and search for delivery confirmation details

📄 Proforma Invoice

Proforma invoice is a preliminary bill of purchase sent to buyer in advance of a shipment or delivery of goods. Create new proforma invoice; update, delete, view and search for proforma invoice details

💲 Purchase Invoice

Create new purchase invoice; update, delete, view and search for purchase invoice details

◪ Debit Note

Debit Note is a commercial document issued by a buyer to a seller as a means of formally requesting a credit note. Create new debit note; update, delete, view and search for debit note details

◪ Warehouse Order

Warehouse Order is an administrative order to transfer items between warehouses. This will then generate Stock Transfer document for logistic staff to process.