# Purchase Invoices

The **Purchase Invoices** tab is designed for entering invoices you receive from suppliers. These entries increase the balance of the supplier's subaccount under **Accounts Payable**, helping you manage your payables effectively.
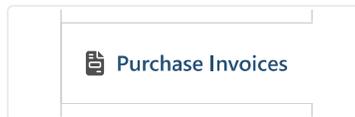
📄 Purchase Invoices

To create a new purchase invoice, click on the **New Purchase Invoice** button.

Purchase Invoices ❓   New Purchase Invoice
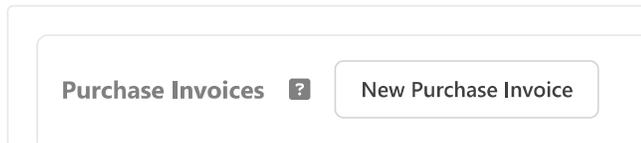
For detailed information on how to fill out the purchase invoice form, see **Purchase Invoice — Edit**.

Understanding the Purchase Invoices Tab

The **Purchase Invoices** tab includes several columns that provide important details about each invoice:

Issue Date

- **Purchase invoice date**: The date when the purchase invoice was issued.

Due Date

- **Due date for the purchase invoice**: The date by which payment is due.

Reference

- **Reference number**: The unique number assigned to the purchase invoice.

Purchase Order

- **Linked purchase order**: The reference number of the purchase order associated with this purchase invoice.

Supplier

- **Supplier name**: The name of the supplier who issued the purchase invoice.

Description

- **Invoice description**: A brief description of the purchase invoice.

Project

- **Linked project(s)**: The name of the project or projects associated with this purchase invoice.

Withholding Tax

- **Amount of withholding tax**: Any withholding tax applied to the purchase invoice.

Discount

- **Invoice-wide discount**: If a discount applies to all line items, it will be shown here. If no discount is applied, this column will remain empty.

Invoice Amount

- **Total amount due**: The complete sum owed for the items or services acquired.

Balance Due

- **Remaining balance**: The amount still owed on the purchase invoice.

Days to Due Date

- **Time until due**: If the purchase invoice is not yet due, this figure represents the number of days left until the due date.

Days Overdue

- **Time past due**: If the purchase invoice is overdue, this indicates the number of days it has surpassed its due date.

Status

- **Payment status**: Indicates whether the invoice is paid, unpaid, or unpaid and overdue.

By understanding these columns, you can effectively track your purchase invoices and manage your accounts payable. Regularly reviewing this tab ensures timely payments to suppliers and helps maintain good business relationships.