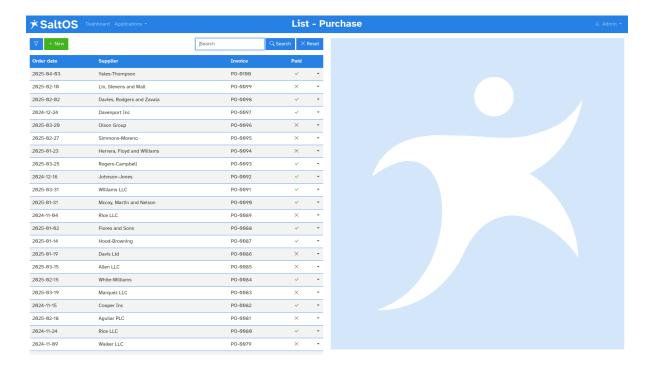# Purchase

Description

The Purchase application is used to register and track purchases made from suppliers. Each purchase record includes invoice details, total amount, purchase date, and associated notes or attachments. This module ensures traceability of expenses and is linked to the Suppliers module to maintain consistency.

List view

The following fields are displayed in the list view:

- Order date: The date when the purchase order was registered in the system.

- Supplier: The vendor or provider from whom goods or services were acquired.

- Invoice: The invoice number or reference issued by the supplier.

- Paid: Indicates whether the purchase has been fully paid.

Form view

This view is used for creating, editing or viewing a purchase record.

In **create** mode, the form is used to enter a new purchase linked to a supplier.

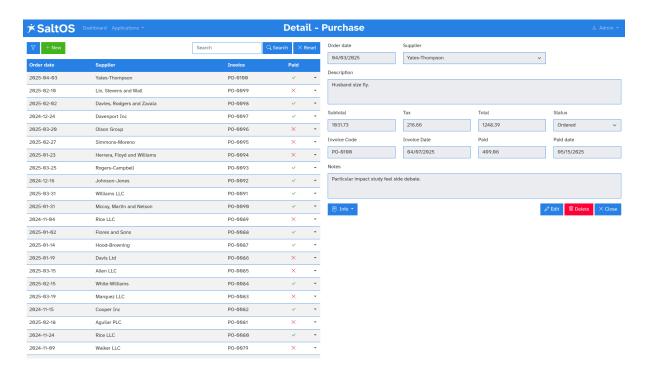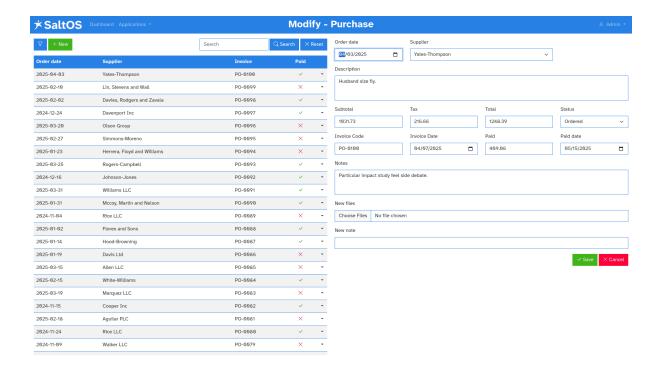| Order date	Supplier	Invoice	Paid	
2025-04-03	Yates-Thompson	PO-0100	✓	▾
2025-02-10	Lin, Stevens and Wall	PO-0099	✗	▾
2025-02-02	Davies, Rodgers and Zavala	PO-0098	✓	▾
2024-12-24	Davenport Inc	PO-0097	✓	▾
2025-03-20	Olson Group	PO-0096	✗	▾
2025-02-27	Simmons-Moreno	PO-0095	✗	▾
2025-01-23	Herrera, Floyd and Williams	PO-0094	✗	▾
2025-03-25	Rogers-Campbell	PO-0093	✓	▾
2024-12-16	Johnson-Jones	PO-0092	✓	▾
2025-03-31	Williams LLC	PO-0091	✓	▾
2025-01-31	Mccoy, Martin and Nelson	PO-0090	✓	▾
2024-11-04	Rice LLC	PO-0089	✗	▾
2025-01-02	Flores and Sons	PO-0088	✓	▾
2025-01-14	Hood-Browning	PO-0087	✓	▾
2025-01-19	Davis Ltd	PO-0086	✗	▾
2025-03-15	Allen LLC	PO-0085	✗	▾
2025-02-15	White-Williams	PO-0084	✓	▾
2025-03-19	Marquez LLC	PO-0083	✗	▾
2024-11-15	Cooper Inc	PO-0082	✓	▾
2025-02-18	Aguilar PLC	PO-0081	✗	▾
2024-11-24	Rice LLC	PO-0080	✓	▾
2024-11-09	Walker LLC	PO-0079	✗	▾

Order date: `mm/dd/yyyy`

Supplier: `[        ▾]`

Description

Subtotal | Tax | Total | Status

Invoice Code | Invoice Date `mm/dd/yyyy` | Paid | Paid date `mm/dd/yyyy`

Notes

New files: Choose Files | No file chosen

New note

✓ Create   ✗ Cancel

In **view** mode, it shows the details of the recorded purchase, in read-only mode.

Order date	Supplier	Invoice	Paid	
2025-04-03	Yates-Thompson	PO-0100	✓	▾
2025-02-10	Lin, Stevens and Wall	PO-0099	✗	▾
2025-02-02	Davies, Rodgers and Zavala	PO-0098	✓	▾
2024-12-24	Davenport Inc	PO-0097	✓	▾
2025-03-20	Olson Group	PO-0096	✗	▾
2025-02-27	Simmons-Moreno	PO-0095	✗	▾
2025-01-23	Herrera, Floyd and Williams	PO-0094	✗	▾
2025-03-25	Rogers-Campbell	PO-0093	✓	▾
2024-12-16	Johnson-Jones	PO-0092	✓	▾
2025-03-31	Williams LLC	PO-0091	✓	▾
2025-01-31	Mccoy, Martin and Nelson	PO-0090	✓	▾
2024-11-04	Rice LLC	PO-0089	✗	▾
2025-01-02	Flores and Sons	PO-0088	✓	▾
2025-01-14	Hood-Browning	PO-0087	✓	▾
2025-01-19	Davis Ltd	PO-0086	✗	▾
2025-03-15	Allen LLC	PO-0085	✗	▾
2025-02-15	White-Williams	PO-0084	✓	▾
2025-03-19	Marquez LLC	PO-0083	✗	▾
2024-11-15	Cooper Inc	PO-0082	✓	▾
2025-02-18	Aguilar PLC	PO-0081	✗	▾
2024-11-24	Rice LLC	PO-0080	✓	▾
2024-11-09	Walker LLC	PO-0079	✗	▾

Order date: 04/03/2025

Supplier: Yates-Thompson

Description: Husband size fly.

Subtotal: 1031.73 | Tax: 216.66 | Total: 1248.39 | Status: Ordered

Invoice Code: PO-0100 | Invoice Date: 04/07/2025 | Paid: 409.66 | Paid date: 05/15/2025

Notes: Particular impact study feel side debate.

📄 Info ▾   ✎ Edit   🗑 Delete   ✗ Close

In **edit** mode, the information can be updated if necessary.

SaltOS Dashboard Applications ▾ **Modify – Purchase** ⚌ Admin ▾

Order date	Supplier	Invoice	Paid
2025-04-03	Yates-Thompson	PO-0100	✓
2025-02-10	Lin, Stevens and Wall	PO-0099	✗
2025-02-02	Davies, Rodgers and Zavala	PO-0098	✓
2024-12-24	Davenport Inc	PO-0097	✓
2025-03-20	Olson Group	PO-0096	✗
2025-02-27	Simmons-Moreno	PO-0095	✗
2025-01-23	Herrera, Floyd and Williams	PO-0094	✗
2025-03-25	Rogers-Campbell	PO-0093	✓
2024-12-16	Johnson-Jones	PO-0092	✓
2025-03-31	Williams LLC	PO-0091	✓
2025-01-31	Mccoy, Martin and Nelson	PO-0090	✓
2024-11-04	Rice LLC	PO-0089	✗
2025-01-02	Flores and Sons	PO-0088	✓
2025-01-14	Hood-Browning	PO-0087	✓
2025-01-19	Davis Ltd	PO-0086	✗
2025-03-15	Allen LLC	PO-0085	✗
2025-02-15	White-Williams	PO-0084	✓
2025-03-19	Marquez LLC	PO-0083	✗
2024-11-15	Cooper Inc	PO-0082	✓
2025-02-18	Aguilar PLC	PO-0081	✗
2024-11-24	Rice LLC	PO-0080	✓
2024-11-09	Walker LLC	PO-0079	✗

Order date: 04/03/2025 Supplier: Yates-Thompson

Description: Husband size fly.

Subtotal: 1031.73 Tax: 216.66 Total: 1248.39 Status: Ordered

Invoice Code: PO-0100 Invoice Date: 04/07/2025 Paid: 409.06 Paid date: 05/15/2025

Notes: Particular impact study feel side debate.

New files: Choose Files No file chosen

New note:

✓ Save ✗ Cancel

The form includes the following fields:

- Order date: The date when the purchase order was registered in the system.
- Supplier: The vendor or provider from whom goods or services were acquired.
- Description: A short explanation or summary of the purchase content.
- Subtotal: The total amount before taxes and discounts.
- Tax: The total value of taxes applied to the purchase.
- Total: The final total of the purchase, including taxes and discounts.
- Status: The current status of the purchase (e.g., draft, ordered, received).
- Invoice Code: The invoice number or reference issued by the supplier.
- Invoice Date: The official date of the supplier's invoice.
- Paid: Indicates whether the purchase has been fully paid.
- Paid Date: The date when the payment was made to the supplier.
- Notes: Internal observations or relevant administrative information.

Delete

Purchase records can be deleted only if they are not linked to accounting records or processes. A confirmation dialog will appear before proceeding.

Once registered and finalized, deletion is restricted based on system permissions and traceability.