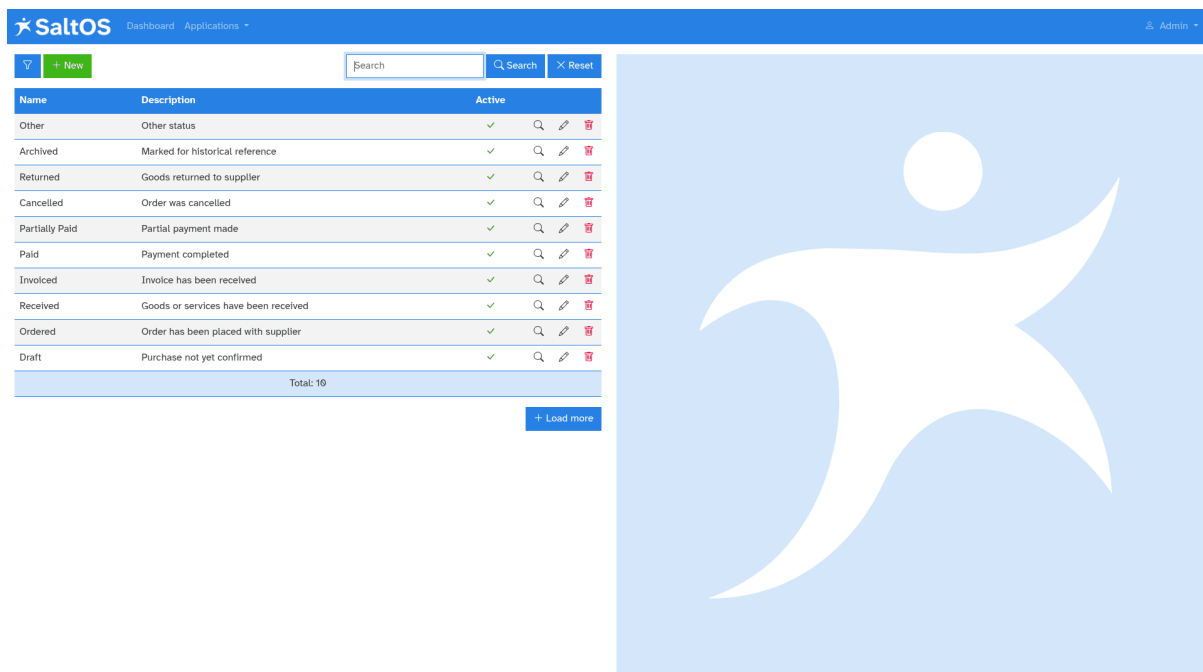# Purchase Status

Description

The Purchase Status application defines the stages a purchase record can go through. It allows categorizing purchases according to their state, such as "Draft", "Ordered", "Received", or "Cancelled".

These statuses help in tracking the progress of procurement processes and improve clarity in the Purchase module.

List view

The following fields are displayed in the list view:

- Name: Name of the status (e.g., Received, Cancelled).
- Description: Clarifies how or when this status is used.
- Active: Indicates if the status is currently selectable.

Form view

This view is used to create, view or edit purchase status entries.

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

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

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

The form includes the following fields:

- Active: Controls availability in the status dropdown.

- Name: Status label as it appears in the purchase form.

- Description: Internal notes about its use case.

Delete

Statuses can only be deleted if no purchases are currently using them.

In most cases, deactivation is preferred.