

# 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

SaltOS

Dashboard Applications

List - Purchase Status

Admin

▼

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Search

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Name	Description	Active
Other	Other status	✓ Q ✎ 🗑
Archived	Marked for historical reference	✓ Q ✎ 🗑
Returned	Goods returned to supplier	✓ Q ✎ 🗑
Cancelled	Order was cancelled	✓ Q ✎ 🗑
Partially Paid	Partial payment made	✓ Q ✎ 🗑
Paid	Payment completed	✓ Q ✎ 🗑
Invoiced	Invoice has been received	✓ Q ✎ 🗑
Received	Goods or services have been received	✓ Q ✎ 🗑
Ordered	Order has been placed with supplier	✓ Q ✎ 🗑
Draft	Purchase not yet confirmed	✓ Q ✎ 🗑
Total: 10		

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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.

Dashboard Applications

New - Purchase Status

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Reset

Active

Name	Description	Active
Other	Other status	✓
Archived	Marked for historical reference	✓
Returned	Goods returned to supplier	✓
Cancelled	Order was cancelled	✓
Partially Paid	Partial payment made	✓
Paid	Payment completed	✓
Invoiced	Invoice has been received	✓
Received	Goods or services have been received	✓
Ordered	Order has been placed with supplier	✓
Draft	Purchase not yet confirmed	✓
Total: 10		

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Name

Description

✓ Create

✗ Cancel

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

Dashboard Applications

Detail - Purchase Status

Admin

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Reset

Active

Name	Description	Active
Other	Other status	✓
Archived	Marked for historical reference	✓
Returned	Goods returned to supplier	✓
Cancelled	Order was cancelled	✓
Partially Paid	Partial payment made	✓
Paid	Payment completed	✓
Invoiced	Invoice has been received	✓
Received	Goods or services have been received	✓
Ordered	Order has been placed with supplier	✓
Draft	Purchase not yet confirmed	✓
Total: 10		

+ Load more

Name

Other

Description

Other status

Info

Edit

Delete

Close

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

