

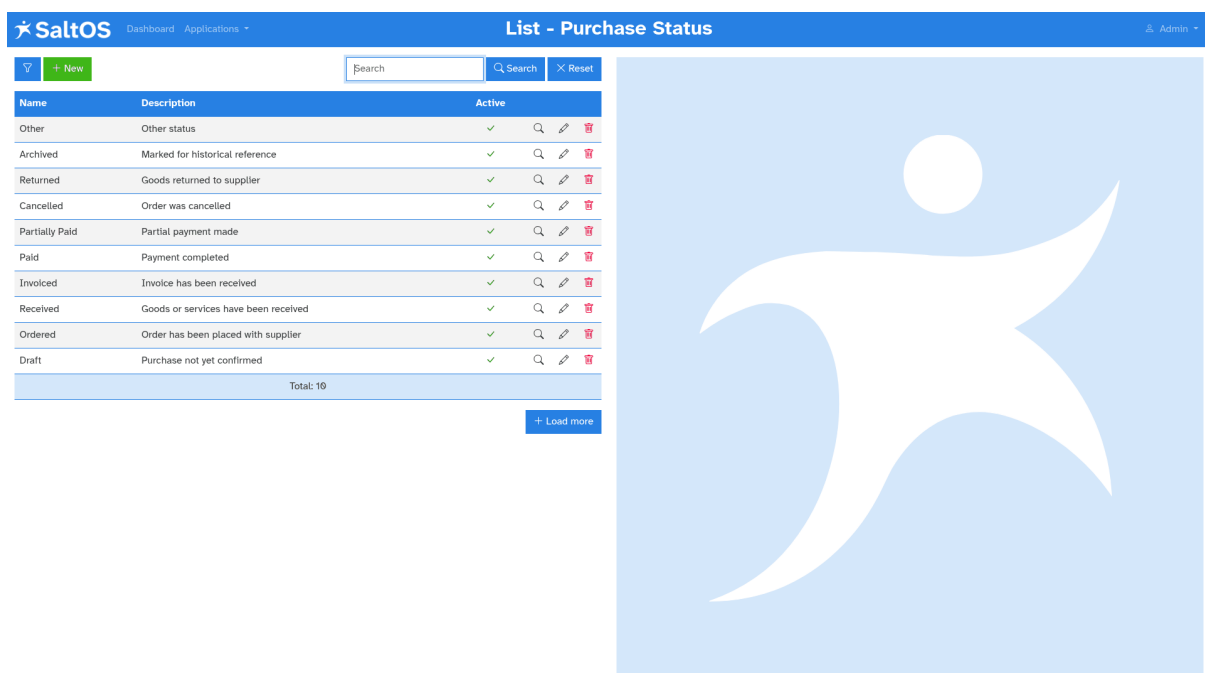
Purchase Status

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



| 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| Archived | Marked for historical reference | ✓ |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 | | |

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

Admin

+ New

Search

Search

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| Archived | Marked for historical reference | ✓ |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

Description

Create

Cancel

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

Dashboard Applications

Detail - Purchase Status

Admin

+ New

Search

Search

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.



Dashboard
Applications

Modify - Purchase Status

Admin


+ New

Search
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

Description

✓ Save

✕ Cancel

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.