

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

SaltOS

Dashboard Applications

Admin

New

Search

Search

Reset

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	✗

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.

SaltOS

DashboardApplications

Admin

+ New

Search

Search

Reset

Order date

Supplier

mm/dd/yyyy

Description

Subtotal

Tax

Total

Status

Invoice Code

Invoice Date

Paid

Paid date

mm/dd/yyyy

mm/dd/yyyy

Notes

New files

Choose Files

No file chosen

New note

Create

Cancel

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	

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

SaltOS

DashboardApplications

Admin

+ New

Search

Search

Reset

Order date

Supplier

04/03/2025

Yates-Thompson

Description

Husband size fly.

Subtotal

Tax

Total

Status

1031.73

216.66

1248.39

Ordered

Invoice Code

Invoice Date

Paid

Paid date

PO-0100

04/07/2025

409.06

05/15/2025

Notes

Particular impact study feel side debate.

Info

Edit

Delete

Close

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	
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2024-11-24	Rice LLC	PO-0080	
2024-11-09	Walker LLC	PO-0079	

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

Dashboard Applications

Admin

+ New

Search

Search

Reset

Order date

Supplier

6/4/2025

Yates-Thompson

Description

Husband size fly.

Subtotal

Tax

Total

Status

1931.73

216.66

1248.39

Ordered

Invoice Code

Invoice Date

Paid

Paid date

PO-0100

6/4/2025

409.06

05/15/2025

Notes

Particular impact study feel side debate.

New files

Choose Files

No file chosen

New note

Save

Cancel

Order date	Supplier	Invoice	Paid
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2024-11-24	Rice LLC	PO-0080	✓
2024-11-09	Walker LLC	PO-0079	✗

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.