

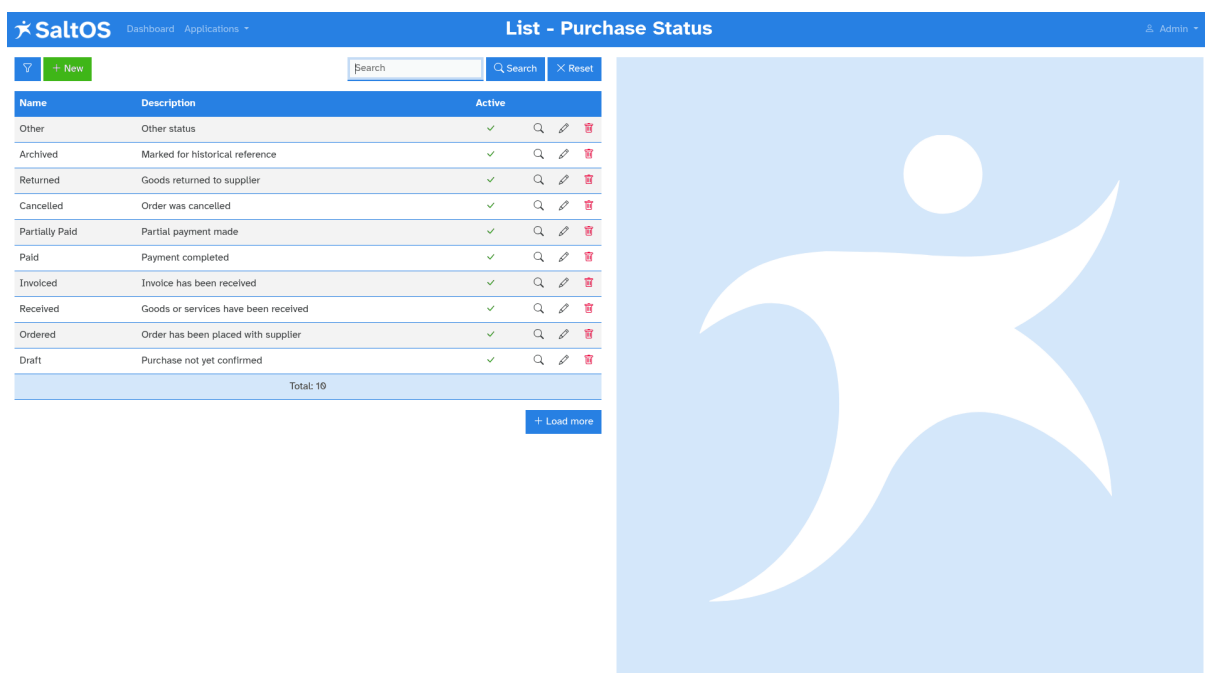
# Purchase Status

## 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Archived	Marked for historical reference	✓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


## Modify - 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Archived	Marked for historical reference	✓	  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

✓ 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.