

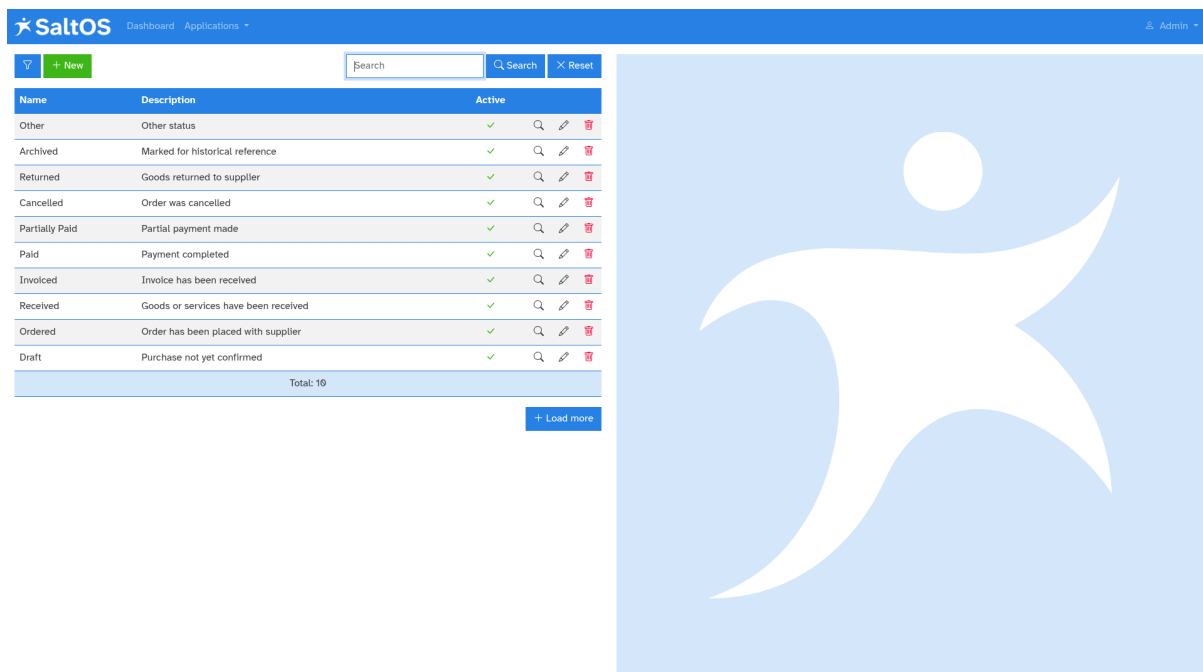
Purchase Status

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 screenshot shows the SaltOS application interface. At the top, there's a blue header with the SaltOS logo, 'Dashboard', and 'Applications'. On the right, there's a user profile icon and the text 'Admin'. Below the header, there's a search bar with a 'Search' button and a 'Reset' button. A green '+ New' button is on the left. The main content is a table with three columns: 'Name', 'Description', and 'Active'. The table lists various purchase statuses, each with a green checkmark in the 'Active' column and icons for search, edit, and delete. At the bottom of the table, it says 'Total: 10' and there's a '+ Load more' button. To the right of the table is a large blue square with a white stylized logo of a person jumping.

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

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Archived	Marked for historical reference	✓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

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Archived	Marked for historical reference	✓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

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:

- Name: Status label as it appears in the purchase form.
- Description: Internal notes about its use case.
- Active: Controls availability in the status dropdown.

Delete

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

In most cases, deactivation is preferred.