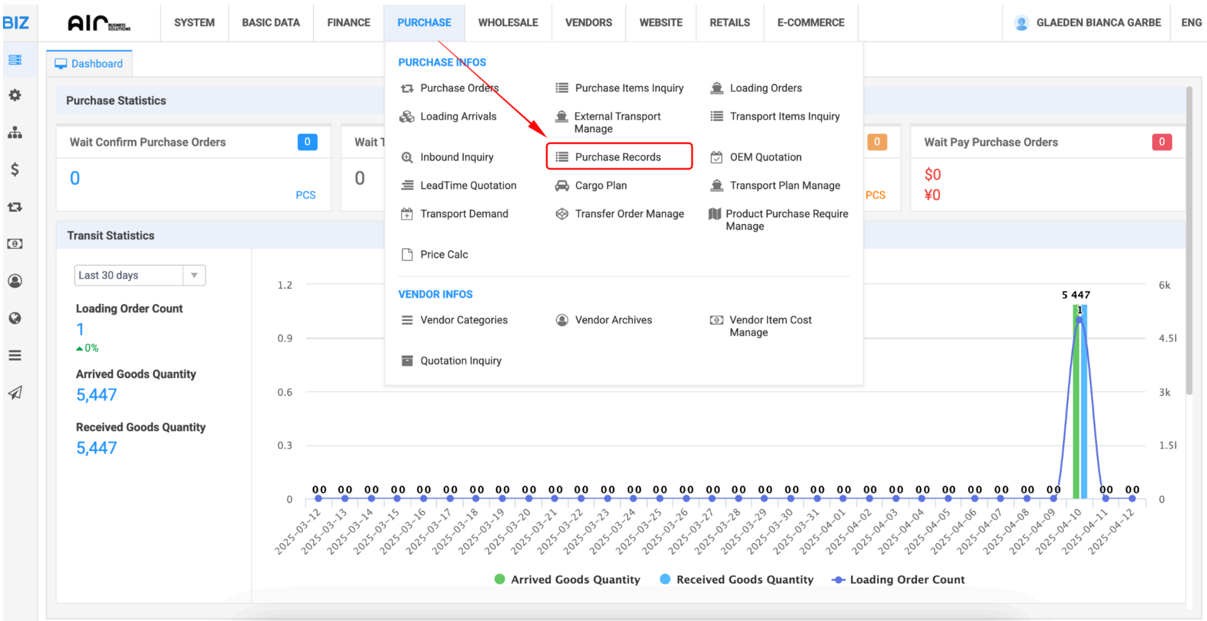
Purchase - Purchase Records

The **Purchase Records** tab provides users with a centralized view of all historical purchase activities, including detailed product lists and procurement transaction records. This tab supports purchasing, finance, and logistics teams by offering insight into vendor sourcing, order history, and pricing trends over time.

Navigation

To access the **Purchase Records** tab:



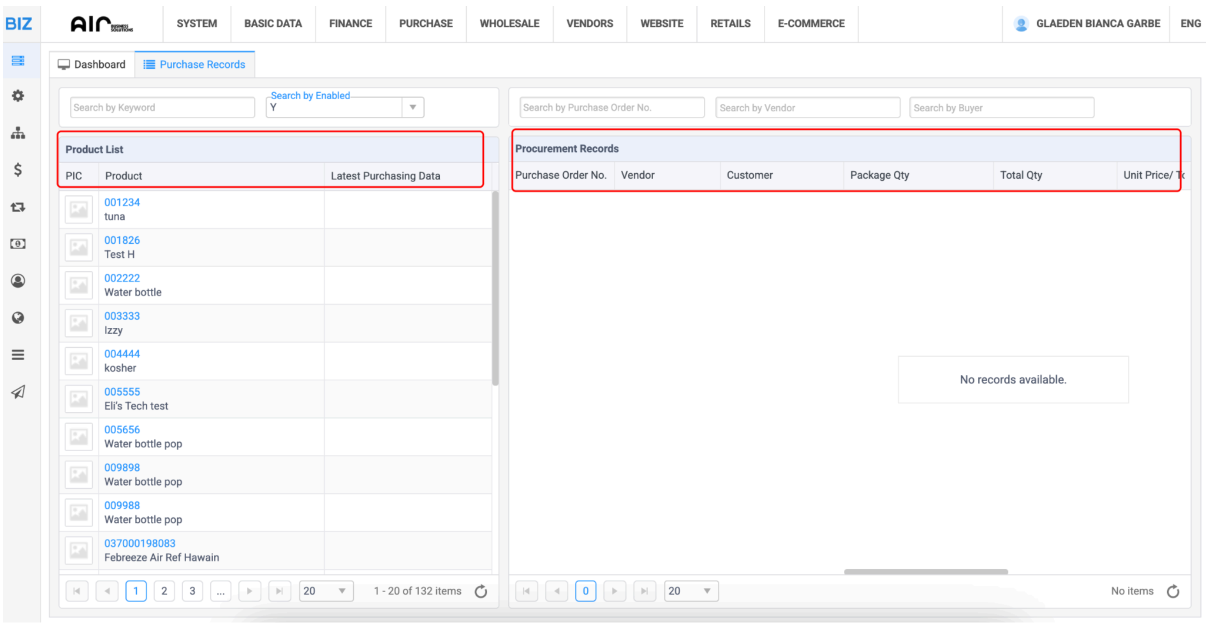
1. **Log in** to your ERP system.

2. Navigate to the **Procurement** or **Purchase Management** module.

3. Click on **Purchase Records** to view both product-level and transaction-level information.

Product List Section

This section displays a visual and quick-reference list of products along with the most recent purchasing details.



Fields Included:

- **Picture** – Thumbnail image of the product.
- **Product** – Product name or SKU.
- **Latest Purchasing Data** – Most recent vendor, unit price, and purchase date related to the product.

This section helps you identify frequently purchased products and track recent procurement activity per item.

Procurement Records Section

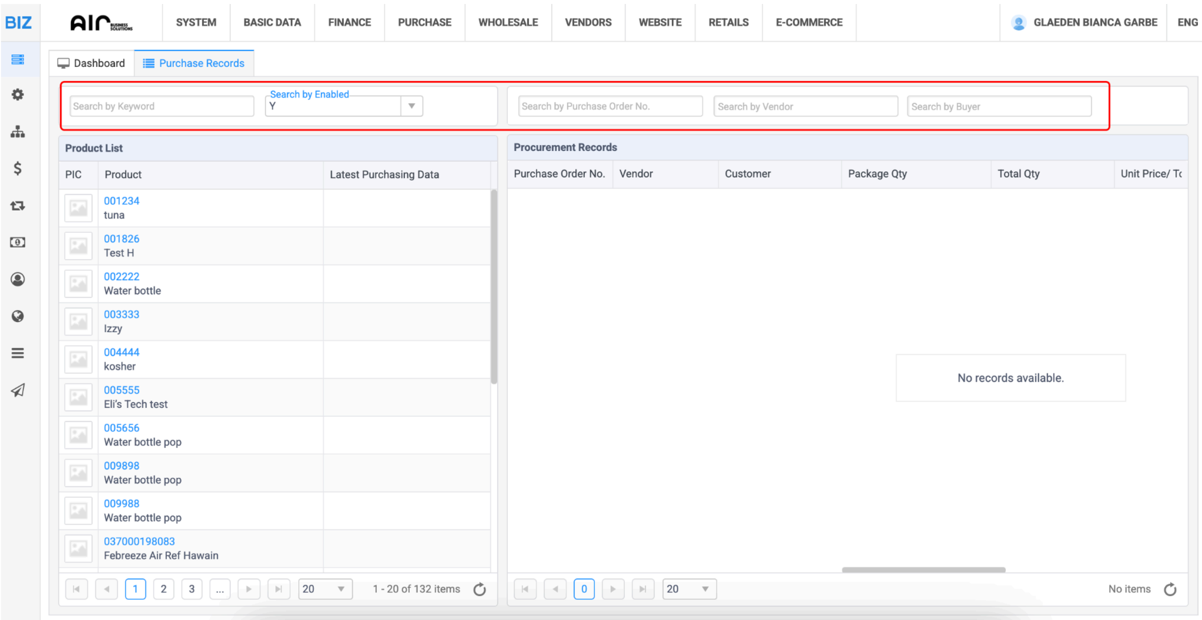
The **Procurement Records** section provides a detailed transaction history of past purchases for better analysis and accountability.

Fields Included:

- **Purchase Order No.** – Unique number for each PO.
- **Vendor** – Supplier from whom the item was purchased.
- **Customer** – Associated customer if applicable to a sales order.

- **Package Qty** – Quantity per packaging unit.
- **Total Qty** – Total number of units purchased.
- **Unit Price / Total Amount** – Cost per unit and the full order amount.
- **PO** – Reference or internal code tied to the PO.
- **Buyer** – The employee responsible for placing the order.
- **Create Time** – Timestamp of when the purchase record was created.

Searching and Filtering Options



You can refine the view in both sections using the following filters:

- **Search by Keyword** – Enter any relevant keyword to find matching products or records.
- **Search by Enabled - Y/N** – Filter to show only active (enabled) product records.
- **Search by Purchase Order Number** – Quickly locate specific purchase transactions.
- **Search by Vendor** – View all records related to a specific supplier.

- **Search by Buyer** – Isolate purchases managed by a specific procurement staff member.

The **Purchase Records** tab is essential for tracking procurement history and maintaining transparency in purchasing operations. With both product and order-level insights, it supports data-driven decision-making for cost control, vendor evaluation, and purchasing strategy.

For questions or further assistance, please contact your purchasing department lead or ERP administrator.