

Purchase — Overview

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Applications > Purchase

Overview

Purchase provides access to purchasing-related work within the application. It is intended for purchasing officers and project teams who need to work with purchase information alongside Sales, PM, and financial activities.

The available workspace includes controls for saving entries, selecting records, printing, attaching supporting files, and moving to related application areas such as Dashboard, Reports, My Desk, Sales, and PM.

What you can do here

- Use **Save** to save the current purchase entry.
- Use **Save and Close** to save the current entry and close it.
- Use **Select** to choose an available record or option.
- Use **Ok** to confirm the current selection or action.
- Use **Print** to print the current information.
- Use **Tickets** to access related tickets.
- Use **Attach** to add or review supporting attachments.
- Use **Dashboard, Reports, My Desk, Sales, and PM** to open the corresponding application areas.

Related pages

- [Purchase](#)

- [Purchase — Learning Path](#)