

How to find and review a purchase

In this guide: Find a saved purchase and review its vendor, invoice reference, inventory, payments, and balance.

Steps

1. Open **Inventory > Purchases**.
2. Search or filter by vendor, reference number, date, status, or other available fields.
3. Select the purchase.
4. Review the receiving location, vendor, reference number, notes, products, quantities, serial numbers, unit costs, total, payments, and balance due.
5. Use linked product or serialized-item records when you need to verify current inventory.

What to verify

- Itemized quantities were added to the intended location.
- Each serialized identifier appears once and is attached to the correct product.
- The payment total and due amount match the vendor invoice.

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