

Related Purchase Types

The screenshot displays the 'Edit License: Adobe Creative Cloud' window. The 'Purchases' tab is active, showing a table of related purchases. A dialog box titled 'Related Purchases' is overlaid on the table, prompting the user to choose the type of related purchase to add. The dialog box contains three radio button options:

- Enter a Full Purchase**
Choose this option if you have an invoice or purchase order to enter, then add the line items to this purchase.
- Enter a Simple Purchase**
Enter the minimum information about the purchase, then add the line items to this purchase.
- Select From an Existing Purchase in VIZOR**
If your purchase is already entered in Vizor, choose this option to select the line items to add to this purchase.

The background table has the following columns: Start Date, End Date, Type, Quantity, Cost, Status, PO Number, and Purchase Date. The 'Costs Over Time' section shows a table with columns for Start Date, End Date, and Cost. The 'Costs Over Time' table has the following data:

Start Date	End Date	Cost
2/3/2017		\$ 28,752.00
7/2/2018		\$ 28,752.00
		\$ 0.00
		\$ 0.00 services costs over time

The related purchases window pops up when trying to create a purchase on an asset

This window allows you to choose how much information you want to be able to add to the new purchase depending on how much information you want to fill out at the time

The *Enter a Full Purchase* option allows you to enter all the available information for the new purchase. This option allows you to view more fields by default

Add New Purchase

Enter the information for the new Purchase.

Name: **Status:**

PO Number: **See More Details:** No Yes

Purchase Date: **Supplier:**

Invoice Number:

Contact:

Sold to Organization: **Cost Center:**

Sold to Person: **Supplier Contact:**

Auto Renew Purchase: No Yes

[Attachments](#)

Line Items:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start

* This color indicates a required field

The *Enter a Simple Purchase* option allows you to load a window where only the necessary fields are shown and where only the minimum amount of information can be entered.

Add New Purchase
Enter the information for the new Purchase.

Name: Status:

PO Number:

Purchase Date: See More Details: No Yes

Supplier:

Auto Renew Purchase: No Yes

Line Items:

Line #	Asset Type	Product	Quantity	Unit	Total	Description	Start
--------	------------	---------	----------	------	-------	-------------	-------

Total:

Comments:

Taxes:

* This color indicates a required field

The *Select From an Existing Purchase in VIZOR* option allows you to select an already existing Purchase in the system to be linked to the currently selected asset. On the left side of the window is where all the purchases are listed that can be linked. On the right side of the window is where the individual line items for the currently selected purchase will appear.

The screenshot shows a software window titled "Purchase". On the left side, there is a search bar with the text "Name Contains..." and a refresh icon. Below it is a list of purchase names: "Adobe Creative Cloud 1002", "Adobe Creative Cloud 1008", and "Adobe Creative Cloud 2207". The "Adobe Creative Cloud 1008" entry is selected. On the right side, the details for the selected purchase are displayed. The "Purchase" title is followed by "Purchase Date: 2/3/2017" and "Sold to Person: Chris Hubbard". Below that, "Invoice Number: 1008" and "PO Number: 5678" are shown, along with "Supplier: 93". A table with the following columns is displayed: ID, Line #, Asset Type, Quantity, Description, Unit Price, Total, and Type. The table contains one row: ID 1107, Line # 1, Asset Type Adobe Creative Cloud, Quantity 23, Description Creative Cloud, Unit Price 599, Total 13777, and Type Subscription. At the bottom right of the table area, it says "Total: \$ 13,777.00". At the very bottom of the window, there are "OK" and "Cancel" buttons.

ID	Line #	Asset Type	Quantity	Description	Unit Price	Total	Type
1107	1	Adobe Creative Cloud	23	Creative Cloud	599	13777	Subscription