PURCHASES – A/P

Buy what you need, from MRP to payment

Turn the items below their minimum into requisitions, purchase orders, receipts, bills and a payment run.

MRP compares what you have on hand, what is promised to customers and what is already on order with each item's minimum and maximum, and tells you what to buy. This tutorial follows one item all the way from that list to the supplier being paid.

Before you start

Give the items you stock a minimum and maximum for each warehouse (the item's **Warehouses** tab), and a preferred supplier.

Raise the purchase order

1. Open **Inventory – WMS › MRP**. Every item below its minimum is listed with the quantity to buy.
2. Tick the items you want to order, then click **Create requisitions**. BeanDish raises one requisition per supplier.
3. Open **Purchases – A/P › Requisitions**, open the requisition and click **Approve**.
4. Click **Create purchase order**. Each line takes the price you pay that supplier for the item (from the supplier's **Items** tab). Check the prices before you send it.
5. On the purchase order, click **Send**. The supplier receives a purchase order with your logo, prices and delivery address.

Receive, bill and pay

1. When the goods arrive, open the purchase order and click **Receive**. Enter what arrived, choose the bin, and click **Receive**. The stock is available straight away.
2. On the purchase order, click **Create bill**. The bill's quantities and prices come from what was received, so you only pay for what arrived.
3. Check the bill and click **Post**.

4. Open **Purchases – A/P › Payment runs** and start a new run. Choose how you pay (for payments made outside BeanDish, choose **Record only (paid another way)** and the bank account), tick the bills to pay and create the run.
5. Click **Record payments**. Each bill is marked paid.

Good to know

- If your company requires approval for payment runs, a run waits for a second person to approve it before anything is paid.
- If a delivery is short, receive what came. The purchase order stays open for the rest.
