PURCHASES – A/P

Turn a supplier's PDF into a bill

Let BeanDish read a supplier invoice into a draft bill, check it beside the original, and post it.

BeanDish reads a supplier's invoice for you: the supplier, the invoice number, the dates, the total and every line. A person always checks the result, and nothing posts by itself.

Before you start

AI must be switched on for your company under **Settings › AI**, either with BeanDish AI credits or with your own AI provider key.

Steps

1. Open **Purchases – A/P › Bill capture**.
2. Drop the supplier's PDF or photo onto the box at the top, or click it to choose a file. PDF, PNG, JPEG and WebP files up to 10 MB are accepted.
3. Wait a few seconds while BeanDish reads it. The document appears on the **Pending** tab with the supplier and reference it found.
4. Open it. The supplier's document is on the left; the bill BeanDish drafted is on the right.
5. Check the **Main** tab: the supplier, the invoice reference, the bill date and the due date.
6. Check the **Detail** tab: each line, its amount and the account it is coded to. BeanDish suggests the account you have used for that supplier before. Change anything that is wrong right there.
7. Click **Accept as draft bill**. The draft bill is created with the supplier's document attached.
8. When you are ready, click **Post** on the bill.

Good to know

- **Forward bills by email.** An Admin can turn on a capture address on the Bill capture page. Anything forwarded there arrives on the Pending tab by itself.
- **Duplicates are flagged.** If the same supplier and invoice reference already exist, the review page warns you before you accept.

- **New suppliers.** If BeanDish cannot match the supplier, it offers to create one from the details on the invoice.
