TESSERACT ERP · USER MANUAL

Purchases & bills

Record what you buy from suppliers, know what you owe and when, and keep stock in step with your purchases.

Before you start

- Add your suppliers in **Contacts** (tick **Supplier**).
- Add the products you buy in **Products**. Tick **Track inventory** for goods you keep in stock.

Enter a supplier bill

1. Open **Bills** and click **New bill**.
2. Choose the supplier, the bill date, the due date and the supplier's own reference (their invoice number).
3. Add the lines: products or expenses, quantity, unit cost and tax.
4. **Save as draft** or **Post**. Posting records what you owe and, for tracked products, receives the goods into the chosen warehouse at that cost.

> Tesseract warns you if the same supplier reference was already used, so a bill is never entered twice.

Pay a supplier

1. Open the bill and click **Record payment**.
2. Enter the date, the amount and the cash or bank account you paid from.
3. Part payments are allowed; the bill stays open until it is fully paid.

See what you owe

- The **Bills** list filters by supplier, status and overdue bills.
- The **Balance sheet** shows the total you owe under accounts payable.
- Each bill prints as a PDF in any of the five languages.

Tips

- Enter bills on the day the goods arrive, so stock and cost are right.
- Use expense accounts (rent, utilities, transport) on lines without a product.