

Purchase to Pay

This workflow follows an inventory purchase from an approved order through a partial receipt, vendor invoice, and allocated payment. Vendor, warehouse, item, quantity, cost, receipt, obligation, and payment evidence remain connected so purchasing, receiving, and accounting can review the same chain without re-entering it.

Demonstration scenario

“ **Demonstration notice:** Every vendor, item, identifier, amount, bank reference, and transaction is fictional. Documentation fixtures persist safe states without sending purchase orders, issuing payments, or contacting external systems.

Workflow at a glance

Outcome	Received inventory, supported vendor obligation, and traceable payment application
Starts with	Reviewed vendor, item, warehouse, and purchase need
Ends with	Payment allocation plus any visible remaining amount
Primary roles	Buyer, receiving clerk, accounts-payable clerk
Brisk areas involved	Vendors, Purchase Orders, Receiving, Vendor Invoices, Payments
Common businesses	Retail, feed/supply, parts, equipment, wholesale
Approximate handoffs	Three

Why this workflow matters

Purchasing staff know what was ordered, receiving knows what arrived, and accounting sees what the vendor billed. Keeping those records linked makes partial delivery, cost, freight, invoice, and payment differences visible rather than burying them in a single payable total.

Each status marks a real control point. A submitted order is not a receipt, a receipt is not a verified vendor invoice, and an allocated partial payment does not make the invoice fully paid.

Before you begin

Tue, Aug 11, 2026

My site > Management > Vendor List > DOC-V-001 | Northwind Office Supply (Documentation Demo)

ModifyCancelNewCreate Copy< PreviousNext >Attachments (0)Email

Vendor Detail - DOC-V-001 | Northwind Office Supply (Documentation Demo)System ID: 3

Vendor SummaryAll FieldsContactsPayable Transactions

Vendor SummaryNorthwind Office Supply (Documentation Demo)

Phone Number: 5550101000
Address: 100 Fictional Way Exampleville, IL 60000
Linked Salesperson: Not linked
Payables Balance: \$0.00
Payment Inquiry: [Open Vendor Payment Inquiry](#)
COI Expiration: Not on file

Recent Purchase OrdersView All

Date	#
01-15-2025	DOC-PO-1001

Low-Stock Items

There are no low-stock items in the system for this vendor.

Recent InvoicesView All

Date	#	Amount	Status
01-15-2025	DOC-BILL-1001	\$75.00	UNPAID

Recent PaymentsView All

Date	Amount	Check #
01-15-2025	\$50.00	1001

Confirm vendor terms and accounting setup before creating the purchase order.

- Required: valid [Vendor](#), items, units, destination warehouse, payable/fee accounts, terms, and permissions.
- Required when receipt freight is entered: Receiving Freight Accrual Account preference.
- Required for final-cost processing: supported vendor and vendor invoice reference.
- Disable external payment actions in documentation environments.

End-to-end steps

Tue, Aug 11, 2026

Search Here

Search For...

My site > Inventory > Purchase List > DOC-PO-1001

Modify

Cancel

New

Create Copy

Receive Items

< Previous

Next >

Attachments (0)

Email

Purchase Detail - DOC-PO-1001

System ID: 3

Purchase Summary

All Fields

Purchase Rows

Inventory Receipts

DOC-PO-1001

Jan. 15, 2025, 9 a.m.

Ship Date: 01/16/2025

PARTIALLY RECEIVED

Receipts: [Inventory Receipt 3 \(Vendor# DOC-BILL-1001\)](#)

DOC-V-001 | Northwind Office Supply (Documentation Demo)

100 Fictional Way

Exampleville, IL 60000

Memo: Documentation demo: ten cartridges ordered.

Freight: \$0.00

Freight Vendor: -

Item	Vendor Item #	Description	Quantity	Cost	Total Cost	✓
DOC-ITEM-001 - Doc Demo Filter Cartridge		Documentation Demo Filter Cartridge	10.00	\$12.50	\$125.00	
				Subtotal:	\$125.00	
				Freight:	\$0.00	
				Total:	\$125.00	

The order retains the vendor, warehouse, ordered quantity, and remaining quantity after partial receipt.

Tue, Aug 11, 2026

Search Here

Search For...

My site > Inventory > Purchase List

Create New Purchase

Only View Unreceived POs

Purchase List

« First Previous Page 1 of 1 Next Last »

Search & Filter Options

Purchase	Purchase #	Status	Vendor	Warehouse	Date Created
DOC-PO-1001	DOC-PO-1001	Partially Received	DOC-V-001 Northwind Office Supply (Documentation Demo)	DOC-W-001 - Documentation Demo Warehouse	Jan. 15, 2025, 9 a.m.

The purchase register shows the order in the purchasing pipeline before receipt.

- Buyer — verify vendor and need.** Confirm vendor, warehouse, requested dates, item, unit, quantity, cost, freight, and total. If the need came from Restock, first review [Automatic Restock to Replenished Inventory](#).
- Buyer — create and submit the Purchase Order.** Create [Purchase Order](#) DOC-PO-1001. It begins Draft. Review rows before the supported submission action; submission alone does not prove a vendor received a message.

Receiving checkpoint

- Receiving clerk — record delivered quantity.** Convert the order to an [Inventory Receipt](#). DOC-BILL-1001 records six of ten cartridges. Purchase status becomes Partially Received because the receipt total is below the ordered quantity.

4. **Receiving/accounting — review receipt costing.** Confirm accepted quantity, date, warehouse, BOL, freight, costs, and remaining quantity. Deferred/final-cost processing can require the vendor and vendor invoice number.
5. **Accounts payable — enter the vendor invoice.** Create [Vendor Invoice](#) DOC-BILL-1001 from the vendor document. Verify invoice/due dates, terms, subtotal, amount, receipt links, allocation accounts, and posting state.
6. **Authorized payer — record payment.** Use **Pay Invoice** to create [Vendor Payment](#). Check 1001 allocates \$50 to the \$75 fictional invoice. Confirm account, amount, date, reference, and allocation before posting or issuing anything.
7. **Reviewer — verify the chain.** Review Purchase, Receipt, Vendor Invoice, credits, payment applications, accounting transactions, and the remaining open quantity/obligation.

What Brisk keeps connected

Tue, Aug 11, 2026

Search Here

Search For...

My site > Accounting > Vendor Invoice List > DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

ⓘ 🔔 👤

Modify Cancel New Create Copy View Credit Applications Pay Invoice Memorize This Vendor Invoice < Previous Next >

📎 Attachments (0) ✉ Email

Vendor Invoice Detail - DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

Vendor Invoice Summary All Fields Expense/Asset Categories Vendor Credit Memo Applications Transactions

DOC-V-001 | Northwind Office Supply (Documentation Demo): Invoice DOC-BILL-1001

Jan. 15, 2025, 9 a.m.

UNPAID

[DOC-V-001 | Northwind Office Supply \(Documentation Demo\)](#)
100 Fictional Way
Exampleville, IL 60000

Memo: Documentation demo invoice; draft and unposted.

Invoice Subtotal: \$75.00
Invoice Discount: \$0.00
Invoice Amount: \$75.00

Expense Account Information	Amount	Memo
DOC-1200 - Documentation Demo Inventory	\$75.00	Six fictional filter cartridges

Payments

[Paid \\$50.00 on 01/15/2025](#)

Credit Applications

No credit memo applications recorded.

[View All Credit Applications For This Invoice](#)

The vendor invoice remains Draft until accounting verifies dates, terms, amount, allocation, and receipt support.

Tue, Aug 11, 2026

Search Here

Search For...

My site > Inventory > Inventory Receipt List > Inventory Receipt 3 (Vendor# DOC-BILL-1001)

?

🔔

👤

Modify

Cancel

New

Create Copy

Pricing Grid

Convert to Vendor Invoice

< Previous

Next >

Attachments (0)

Email

Inventory Receipt Detail - Inventory Receipt 3 (Vendor# DOC-BILL-1001) System ID: 3

Inventory Receipt Summary

All Fields

Inventory Items Received

Transactions

Inventory Records

Inventory Receipt 3 (Vendor# DOC-BILL-1001)

Jan. 15, 2025, 9 a.m.

DOC-V-001 | Northwind Office Supply (Documentation Demo)

100 Fictional Way

Exampleville, IL 60000

Bill of Lading: DOC-BOL-1001

Memo: Documentation demo: six of ten cartridges received.

Freight: \$0.00

Freight Vendor: -

DRAFT

Purchase: [DOC-PO-1001](#)

Item	Vendor Item #	Description	Quantity	Cost	Total Cost
DOC-ITEM-001 - Doc Demo Filter Cartridge		Partial receipt for documentation	6.00	\$12.50	\$75.00
				Subtotal:	\$75.00
				Discount:	\$0.00
				Total:	\$75.00

Receiving records only the six units that physically arrived and keeps their link to the order row.

Action	Result or downstream record	Where to verify it
Submit Purchase	Vendor/warehouse order with item rows	Purchase detail
Receive quantity	Receipt rows tied to purchase rows; partial status when incomplete	Receipt and Purchase detail
Record Vendor Invoice	Payable document with allocations and receipt support	Vendor Invoice detail
Allocate Vendor Payment	Payment-to-invoice link and remaining unpaid amount	Payment and Vendor Invoice detail

Handoffs and controls

My site > Accounting > Payment List > Payment: 3

Payment Detail - Payment: 3 System ID: 3

Payment Summary | All Fields | Invoices Paid | Transactions

Payment: 3
Jan. 15, 2025, 9 a.m.

[DOC-V-001 | Northwind Office Supply \(Documentation Demo\)](#)
100 Fictional Way
Exampleville, IL 60000

Payment Amount: \$50.00
Bank Account: [Documentation Demo Checking](#)
Check Number: 1001
Memo: Documentation demo partial payment; unposted.

Invoices Paid
\$50.00 applied to [DOC-V-001 | Northwind Office Supply \(Documentation Demo\)](#): Invoice [DOC-BILL-1001](#) on 01/15/2025

Related Credit Applications
No related credit memo applications found for this payment's invoices.
[View All Credit Applications For This Vendor](#)

The partial payment retains its invoice allocation while the remaining obligation stays visible.

The buyer hands an approved order and delivery expectation to receiving. Receiving supplies quantity and freight/cost evidence to accounting. Accounts payable matches vendor invoice, receipt, and purchase before payment. Purchase, Receipt, Vendor Invoice, and Payment each remain authoritative for their own business event.

Exceptions and safe corrections

- Wrong draft vendor/item/quantity: correct the Purchase before submission.
- Short delivery: receive only accepted units and keep the order Partially Received.
- Missing freight account or final-cost inputs: correct configuration/evidence before processing.
- Duplicate vendor invoice: search vendor and invoice number before creating another.
- Wrong posted invoice/payment: use the supported credit, void, reversal, or corrected allocation; do not delete material history or create an unrelated opposite record.

Related documentation

Start here

- [Purchase Orders](#)

Continue with

- [Inventory Receipts](#)
- [Vendor Invoices](#)
- [Vendor Payments](#)

Related controls and reports

- [Automatic Restock to Replenished Inventory](#)
- [Inventory](#)

Navigation

Start here

- [Create the purchase order](#)

Before this step

- [Begin with automatic restocking](#)

Next steps

- [Receive ordered inventory](#)
- [Record vendor payment](#)
- [Review the vendor invoice](#)

Could Brisk Simplify This Process for Your Team?

See how this workflow could be configured around your records, permissions, approvals, and reporting requirements.

[Request a focused Brisk demonstration](#)

Revision #5

Created 2026-08-10 16:12:14 UTC by Brisk

Updated 2026-08-11 13:21:56 UTC by Brisk