



ORCHESTRA

**Purchasing Practice
Lab | Spirits**



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Overview

This exercise will walk you through how to complete the three major steps of purchasing: purchase orders, goods receipt POs, and A/P invoices. We'll also go through a couple scenarios that you may come across. These exercises may fall into the responsibilities of more than one person; we recommend anyone involved in the process complete the lab. Remember, the more information you put into Orchestrated, the more you get out of Orchestrated.

In our labs, names of editable fields will be underlined (example: "Click in Item Description"). Clickable items like modules or menus will be **Bolded** (example: "Click on **Modules**"). Key terms for Orchestrated will be *italicized*.

Exercise 1: Add a purchase order

We will be ordering raw materials (sugar and yeast)

1. Search for the name "Sysco" (then hit TAB)
2. Vendor Ref No. 12345
3. Delivery Date: Put any date
4. Item Table
 - a. Item No: rs and hit TAB
 - b. Hold <Ctrl> and click on RS2000 and RY2000
 - c. Click Choose
 - d. For Sugar
 - Quantity: 30
 - Unit Price: 1.50
 - e. For Yeast
 - Quantity: 2
 - Unit Price: 75

30 RM2013	Munich Malt	
21 RS2000	Cane Sugar	
22 RY2000	Yeast	

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RS2000	30	\$ 1,500.00	0.00	EX	\$ 45.00 M
2	RY2000	2	\$ 75,000.00	0.00	EX	\$ 150.00 M
3				0.00		



5. Click Add

*Note – if you want to see the Item Description, you can click the  on the toolbar (Form Settings) then click on the tab Table Format and put a check next to Item Description.

Contents		Logistics	Accounting	Attachments			
Item/Service Type	Item	Summary Type	No Summary				
#	Item No.	Item Descrip...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RS2000	Cane Sugar	30	\$ 1.5000	0.00	EX	
2	RY2000	Yeast	2	\$ 75.0000	0.00	EX	
3					0.00		

Creating Goods Receipt PO

When you make a Goods Receipt PO there should be a Purchase Order already created and OPEN in the Open Documents box – so we will click *Purchase Orders* in Open Documents.

Open Documents

Purchase Orders (1) Goods Receipt POs (0) A/P Invoices (1)

1. Choose the PO that you just created by clicking the yellow arrow next to the Doc. No.

Open Items List

Currency: Local Currency

Doc. No.	Vendor Code	Vendor Name	Vendor Ref. No.	Due Date	Amount	Net	Tax
10001	V1057	Sysco	12345	04/14/16	\$ 195.00	\$ 195.00	

2. In the bottom right corner Click “Copy to” and choose G. Receipts PO
3. Here you would change anything if the delivery was not complete. In our case we are going to say that we received what we ordered.
4. Click Add and click Yes
5. The **Batches – Setup** window opens to create the batch number for this consumable item (if this is not consumable then you would be done).
 - a. In the top row of the 2nd section enter today’s date as the batch number – OR if your vendor gives a LOT number you would enter that instead.
 - b. Click Update and Repeat.



Batches - Setup

Rows from Documents

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PO 10001	RS2000	Cane Sugar	A1	30	30
2	PO 10001	RY2000	Yeast	A1	2	

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...
1	41416				

Created Batches: Created Qty:

- c. In the top row of the 2nd section enter today's date as the batch number – OR if your vendor gives a LOT number you would enter that instead.
- d. Click Update and Repeat

Creating A/P Invoice

When you make an A/P Invoice there should be a GRPO already created and OPEN in the Open Documents box – click on the Goods Receipt Pos.

*Note – if you do not see the correct number in (xx) then click the wrench in the top right corner and click Refresh.

Open Documents

Purchase Orders (1) Goods Receipt POs (0) A/P Invoices (1)

1. Choose the CRPO that you just created by clicking on the yellow arrow
2. In the bottom right corner Click "Copy to" and choose A/P Invoice
3. To add extra Taxes or Freight:
 - a. Click yellow arrow next to Freight
 - b. Scroll right to Amount and Enter 25
 - c. Click Update and OK
 - d. Click Add and then Yes

Total Before Discount	\$ 195.00
Discount <input type="text"/> %	
Total Down Payment	
Freight <input type="text"/>	\$ 25.00
<input type="checkbox"/> Rounding	\$ 0.00
Tax	
Total Payment Due	\$ 220.00
Applied Amount	
Balance Due	\$ 220.00



Creating outgoing Payment

To create an outgoing payment, go to Banking>Outgoing Payment>Outgoing Payments

1. Name: Sysco (hit TAB)
2. When making outgoing payments make sure to change the posting date if different than today's date.

*Note – if you do not see your invoice in the list then you probably changed the posting date to earlier than the invoice's document date.

3. Click the checkbox for the invoice you are paying.

Selected	Documen...	Instalment	Document T...	Date	* Overdue ...	Total	Balance Due	B.
<input checked="" type="checkbox"/>	10001	1 of 1	PU	04/14/16	-32	\$ 220.00	\$ 220.00	

4. Click the which is the Payment Means to tell how you received payment
5. Pay by Bank Transfer so click on the Tab Bank Transfer
6. G/L Account: Click the to choose the correct G/L bank account (10005-00)
7. Transfer Date – today's date (type T and Tab)
8. Total – Ctrl B (for balance)



Payment Means

Currency

G/L Account Checking Account 1 (CORP)

Transfer Date

Reference

Total

Overall Amount

Balance Due

Bank Charge

9. Click OK and Click Add and Click Add again.