



ORCHESTRA
Purchasing

Part 2 of 2



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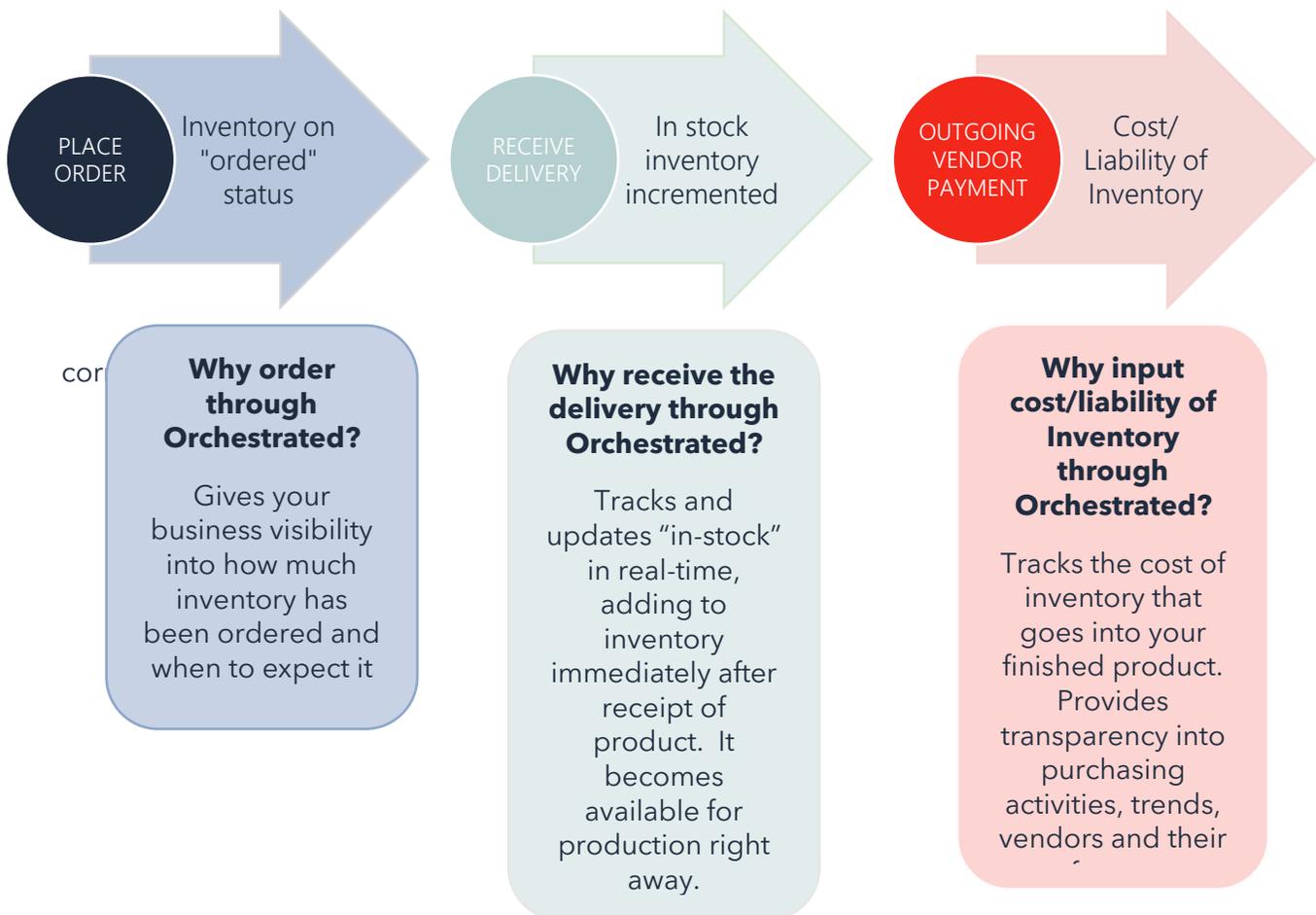


Purchasing Roadmap

Overview



During the purchasing process, you will be ordering ingredients & supplies, ensuring receipt of your orders, and verifying you are being billed correctly. Orchestrated helps you manage the entire procurement process, mimicking the real world. From purchase order to vendor invoice payment, utilizing these functions will integrate your Business Partner and Item Master Data with all other business transactions. You will have full visibility to make purchases based on informed inventory, track your items via batch number, and know you are being billed

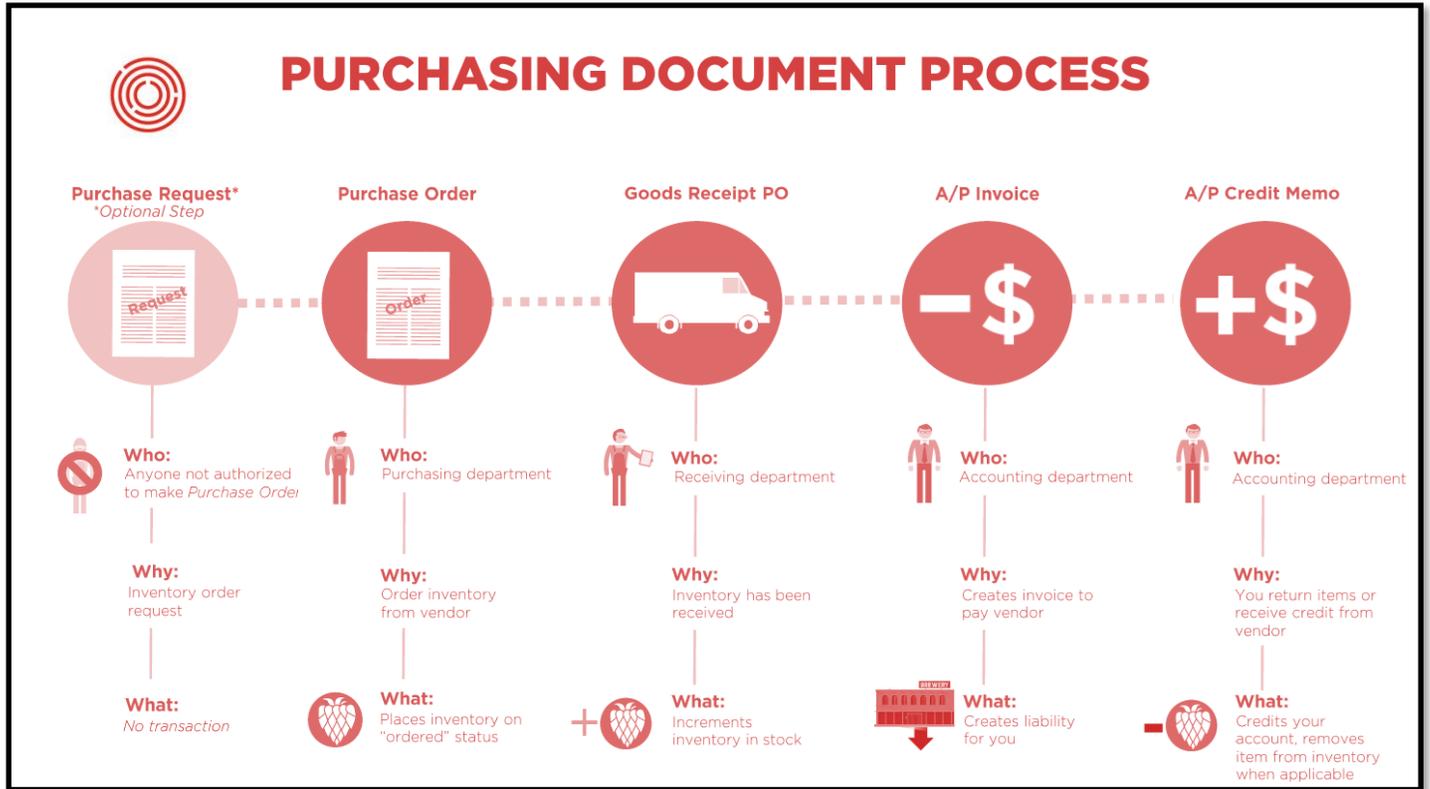


Batch Tracking!

Any consumable item must have an associated batch/lot number. A batch number aids with tracking inventory all the way back to Vendor, and can be audited. The batch number is entered at time of receipt.



Process Flow



Purchase Request
(optional) Request a purchase order

Purchase Order (PO)
Order goods from a supplier/vendor
Puts inventory "on order"
Can print/email/save

Goods Receipt PO (GRPO)
Brings inventory into stock
Typically happens before A/P Invoice is received from vendor
Item Batch # is captured
Can print/email/save

A/P Invoice (MANDATORY)
Books the payable/financial side of purchase
Outgoing payment will eventually be applied
Can be print/email/save

A/P Credit Memo
Used for goods return or credit back from vendor



Additional Scenarios

A/P invoice-service type

What happens when an expense that doesn't impact inventory needs to be paid for? You'll utilize an A/P Invoice, and choose **Service Type**! Examples: Rent, utilities, subscriptions etc.

Modules > Purchasing - A/P > A/P Invoice

Vendor: V1069
Name: Western Square Industries
Contact Person: [dropdown]
Vendor Ref. No.: [dropdown]
BP Currency: \$

No.: Primary
Status: Open
Posting Date: 10/31/2016
Due Date: 11/30/2016
Document Date: 10/31/2016

Item/Service Type: Service

#	Description	G/L Account	Distr. Rule	G/L Acco	Unit Price	Tax Code	Total (LC)	Blanket Agreement No.	Variance Reason	Available To Promise	Comments	Bill ...
1	Dec. Rent	60150-00		Rent alloc	\$ 15,000.0000	EX						
2												

Buyer: [dropdown]
Owner: Smith, Jason

Total Before Discount: [dropdown]
Discount: [dropdown] %
Total Down Payment: [dropdown]
Freight: [dropdown] \$ 0.00

Payment Order Run: [checkbox]
Remarks: [text area]
Add

1. Open an A/P Invoice function
2. Search for and select Vendor
3. Select the Posting & Due Date
4. In the Item/Service Type dropdown, select **Service**
5. Add Description
6. Select GL Account
7. Input Unit Price
8. <Add> <Yes>



No PO or GRPO? No Problem

During real-life, there may be times that a PO or GRPO may not be needed, or might duplicate work. Perhaps someone ran to the store and grabbed supplies before there was a chance to enter a PO. Maybe the inventory arrived along with an invoice. So, in case these one off scenarios occur, no problem! We want the software to match what happens in your day to day! The important (*mandatory*) step is to capture the A/P Invoice.



Example:

Country Malt sent 500lbs of Malt Roast along with an invoice.

1. Open a new A/P Invoice function
2. Search for the Vendor who sent the invoice and inventory
3. Select the date inventory was received
4. Select the Item(s) received
5. Verify quantity (ensure received Qty. matches invoice Qty.)
6. Verify unit price
7. Click **<Add>** **<Yes>**

The screenshot displays the 'A/P Invoice' form in a software application. The sidebar on the left lists various purchasing functions, with 'A/P Invoice' selected. The main window contains the following fields and sections:

- Vendor:** V1015, Name: Country Malt, Contact Person: [dropdown], Vendor Ref. No.: [dropdown], BP Currency: \$
- Posting Information:** No. Primary 10037, Status Open, Posting Date 10/13/2016, Due Date 11/14/2016, Document Date 10/13/2016
- Summary Table:**

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	Uo...
1	RM5038	Malt Roast	500	\$ 1.5000	0.00	EX	\$ 750.00		Manua
2					0.00				

Additional fields include Buyer: -No Sales Employee-, Owner: Smith, Jason, and a summary section with values: Total Before Discount \$ 750.00, Total Down Payment, Freight, Rounding \$ 0.00, Tax, Total Payment Due \$ 750.00, Applied Amount, and Balance Due \$ 750.00. Buttons for 'Add', 'Cancel', 'Copy From', and 'Copy To' are visible at the bottom.



A/P Invoice

Vendor: V1015
Name: Country Malt
Contact Person: [dropdown]
Vendor Ref. No.: [dropdown]

No.: 10037
Status: Primary
Posting Date: 10/13/2016
Due Date: 11/14/2016

Batches - Setup

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PU 10037	RMS038	Malt Roast	A1	500	500

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...
1	101316	500			

Created Batches: 1 Created Qty: 500

Update **Cancel** **Automatic Creation...**

Balance Due: \$ 750.00

- 8. Enter batch numbers (if inventory is consumable)
 - 9. Click **<Update>** **<OK>**
 - 10. Click **<Add>** **<Yes>**
- 500 lbs. of Malt Roast have now been brought into stock and the cost has been booked on the financial side!*



Freight Charges

Getting charged for freight?
Add it to the A/P Invoice!

1. From the current A/P Invoice (before it's added)
2. Click the yellow arrow next to the Freight field

The screenshot shows the SAP A/P Invoice interface. The main window displays invoice details for Vendor V1016 (Hopunion) and Invoice No. 10038. The 'Contents' tab is active, showing a table with one item: RH5031 (Hops - Z Type) with a quantity of 1,000 and a unit price of \$5,000.00. The 'Freight' field in the summary section is highlighted with a yellow arrow. Below the main window, the 'Freight Charges' dialog box is open, showing a table with two entries: 'Freight In' with a tax of EX and a total tax amount of \$0.00, and 'Plate' with a tax of EX and a total tax amount of \$0.00. The 'Amount' field for 'Freight In' is highlighted with a yellow arrow.

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	Uo...
1	RH5031	Hops - Z Type	1,000	\$ 5,000.00	0.00	EX	\$ 5,000.00		Manua
2					0.00				

#	Freight Name	Remarks	Tax ...	Total Tax Amount	Distrib. Method	Amount	Status
1	Freight In		EX	\$ 0.00	Quantity	75.00	O
2	Plate		EX	\$ 0.00	Quantity	\$ 0.00	O

3. Add in cost of freight
4. Click <OK>



A/P credit memo

Cockpit > Open Documents > A/P Invoices

Need to return inventory?
Handle it with an A/P Credit
Memo!

1. Open the impacted A/P Invoice
2. In the lower right corner, click **<Copy To>** and select 'A/P Credit Memo'

The screenshot shows the SAP Cockpit interface. At the top, a navigation bar indicates the path: Cockpit > Open Documents > A/P Invoices. Below this, there are several panels. The 'Open Documents' panel shows a list of documents, including 'A/P Invoices (7)'. The 'Open Items List' panel shows a table of open items. The main panel displays an 'A/P Invoice' for Vendor V1015 (Country Malt). The invoice details include: Vendor: V1015, Name: Country Malt, Status: Open, Posting Date: 10/13/2016, Due Date: 11/14/2016, Document Date: 10/13/2016. The 'Contents' tab shows a table with one item: Item No. RM5038, Quantity 500, Unit Price \$ 1.5000, Tax C... EX, Total (LC) \$ 750.00. The 'Accounting' tab shows a summary table with the following data:

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RM5038	500	\$ 1.5000	0.00	EX	\$ 750.00

The 'A/P Credit Memo' dialog box is open, showing the same invoice details. The 'Copy To' button is highlighted, and a red arrow points to it. The 'A/P Credit Memo' dialog box also shows the 'Contents' tab with the item details, and the 'Accounting' tab with the summary table. The 'Copy From' and 'Copy To' buttons are visible at the bottom of the dialog box.

3. Update the quantity to reflect the amount being returned
4. If there are other rows of inventory (that will not be returned) Right-click > Delete Row
5. Click **<Add>** **<Yes>**



Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	RM5038	Malt Roast	A1	250		250	1	Out

Available Batches

Find

#	Batch	Availabl...	Selecte...	Allocate...

Selected Batches

#	Batch	Selected Qty
1	101316	250
		250

Display Available Batches: From Base Document

OK Cancel Auto-Select All

A/P Credit Memo

Vendor Name Contact Person Vendor Ref. No. Local Currency

Contents

#	Item No.
1	RM5038
2	

Buyer: -No Sales Employee- Owner: Smith, Jason

Payment Order Run: Remarks: Based On A/P Invoices 10037.

Total Credit: \$ 375.00 Applied Amount: \$ 375.00

Add Cancel Copy From Copy To

6. A batch screen will appear > select the batch that is being returned
 - a. Available batches will show in the bottom section
7. Click <Auto-Select All>
 - a. Oldest batches will be selected first
8. Click <OK>
9. Click <Add> <Yes>
10. Refresh the A/P Invoice to confirm the attached A/P Credit



Modules > Purchasing - A/P > A/P Credit Memo

Receiving a refund from a Vendor? Handle it with an A/P Credit Memo!

1. Open a new A/P Credit Memo function
2. Select the applicable Vendor
3. Define Item/Service Type
 - a. Item: Affects inventory
 - b. Service: Doesn't affect inventory (rent/postage/subscriptions etc.)

A/P Credit Memo

Vendor: V1033
Name: Inland Label & Mktg Services LLC
Contact Person: [Dropdown]
Vendor Ref. No.: [Text]
Local Currency: [Dropdown]

No. Primary: 5002
Status: Open
Posting Date: 10/18/2016
Due Date: 10/18/2016
Document Date: 10/18/2016

Contents | Logistics | Accounting | Attachments

Item/Service Type: Service | Summary Type: No Summary

#	Description	G/L Account	Distr. Rule	G/L Account Name	Tax Code	Total (LC)	Blanket Agreement No.	Variance Reason
1	Customer Loyalty Credit	55035-01		Memberships & Subscriptions (BREW)	EX	\$ 100.00		N/A

Buyer: -No Sales Employee-
Owner: Smith, Jason

Total Before Discount: \$ 100.00
Discount: %
Total Down Payment: [Dropdown]
Freight: [Dropdown]
 Rounding
Tax: [Text]
Total Credit: \$ 100.00
Applied Amount: [Text]
Open Balance: \$ 100.00

Payment Order Run
Remarks: [Text Area]

Add | Cancel | Copy From | Copy To

4. Add a description for the refund
5. Choose the G/L Account the refund will hit
6. Enter the total amount being refunded
7. Click **<Add>** **<Yes>** to add the A/P Credit Memo



Partial Delivery

Cockpit >
Open Documents >
Purchase Orders

Received a partial delivery? Account for the correct delivery amounts and inventory additions via a GRPO!

1. Open the PO related to the goods being received
2. Select 'G. Receipt PO'
3. Adjust quantity with the actual amount received
4. Click <Add> <Yes>
5. Enter the Batch No.
6. Click <Update> <OK>
7. Click <Add> <Yes>

Purchase Order

Vendor: V1015
 Name: Country Malt
 Contact Person: [dropdown]
 Vendor Ref. No.: [input]
 Local Currency: [dropdown]

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Mfr No.	Quantity	Inventory UoM	Unit Price	Discount %	Rate	Tax Code	Total (LC)
1	RM5007	Malt Amber		10,000	No	\$ 0.8500	0.00	0.00000	EX	\$ 8,500.00

Goods Receipt PO

Vendor: V1015
 Name: Country Malt
 Contact Person: [dropdown]
 Vendor Ref. No.: [input]
 Local Currency: [dropdown]

No. Primary: 10030
 Status: Open
 Posting Date: 10/14/2016
 Due Date: 10/14/2016
 Document Date: 10/14/2016

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Dist...
1	RM5007	Malt Amber	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00	

Buyer: -No Sales Employee-
 Owner: Smith, Jason

Remarks: Based On Purchase Orders 10023.

Total Before Discount: \$ 4,250.00
 Discount: %
 Freight: [input]
 Rounding
 Tax: [input]
 Total Payment Due: \$ 4,250.00

OK Cancel Copy From Copy To



8. If remainder of delivery arrives at a different day/time, repeat steps 1-8
9. If remainder of delivery will not be sent, right-click within the PO, choose Close
10. To see how goods were received, right-click within the PO and choose 'Relationship Map'

Relationship Map

Business Partners
V1015
Country Malt

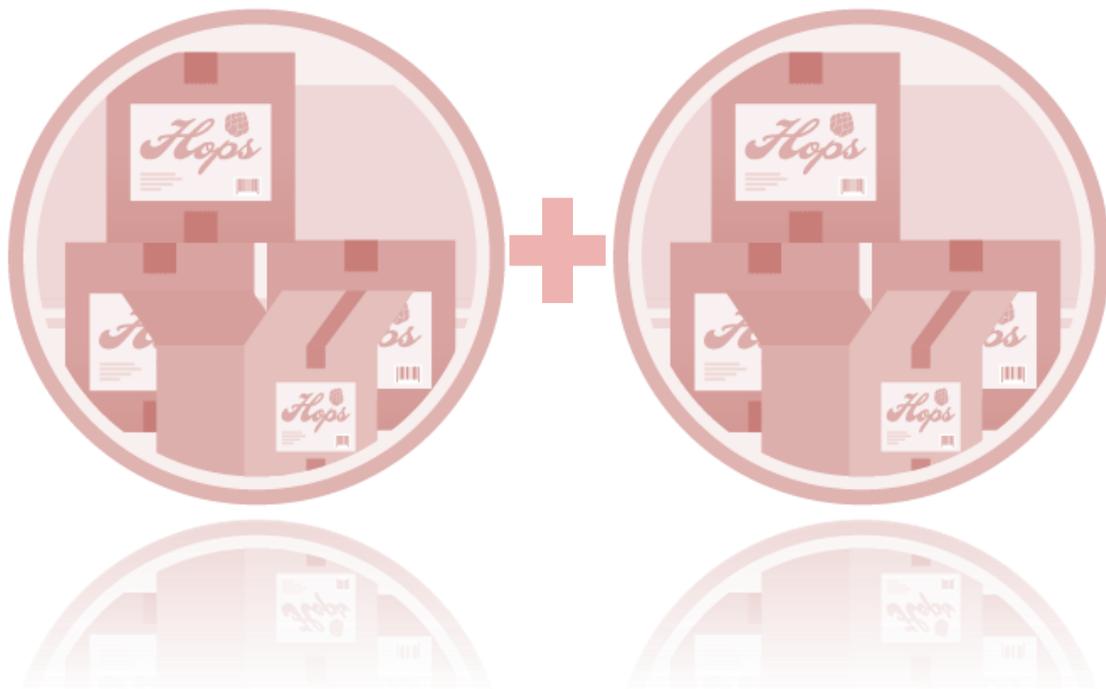
Purchase Order
10023
10/11/2016
\$ 8,500.00

Goods Receipt PO
10030
10/14/2016

Goods Receipt PO
10031
10/15/2016
\$ 4,250.00

Marketing Document: Document Tree

OK Go Back Go Forward





Combining multiple deliveries

Modules > Purchasing - A/P > A/P Invoice

Have multiple GRPOs, but only one Invoice for the total? Capture all GRPO's via an A/P Invoice!

1. Open a new A/P Invoice Function
2. Choose the Vendor that sent goods in multiple deliveries
3. Click <**Copy From**>
4. Select 'G. Receipt PO'
5. Select the GRPOs to be combined (Ctrl + Click to select multiples)
6. Click <**Choose**>
 - If Draw Document box opens, click <**Finish**>

The screenshot shows the SAP A/P Invoice Function interface. A dialog box titled 'List of Goods Receipt PO' is open, displaying a table of goods receipt POs. The table has the following data:

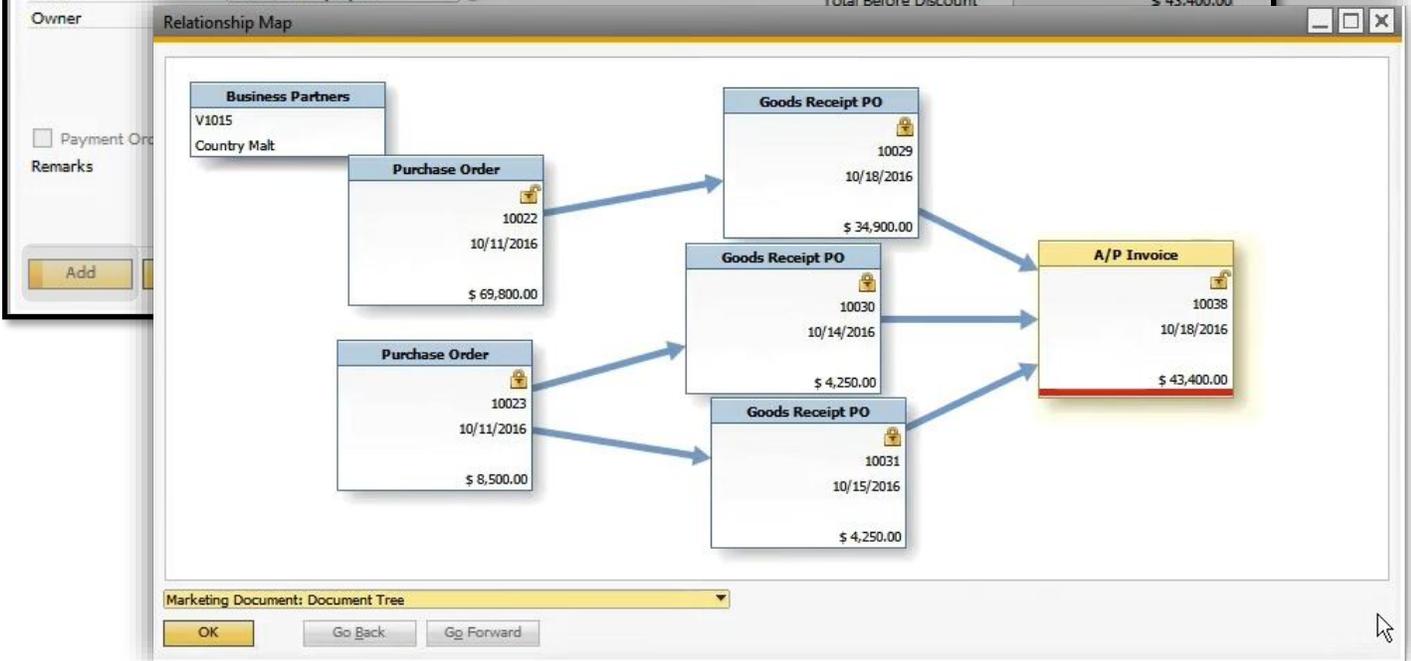
#	#	Date	Vendor	Remarks	Due Date
1	10029	10/18/2016	Country Malt	Based On Purchase Orders 100: 10/18/2016	
2	10030	10/14/2016	Country Malt	Based On Purchase Orders 100: 10/14/2016	
3	10031	10/15/2016	Country Malt	Based On Purchase Orders 100: 10/15/2016	

The 'Choose' button is highlighted, indicating the selection of the listed GRPOs for the invoice.



7. Enter the posting date of the invoice
8. Click **<Add>** **<Yes>**
9. To see how GRPO's feed into the invoice, right click the A/P Invoice and choose 'Relationship Map'

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM C...
1	RH5006	Hops - Cascade	5,000	\$ 6.9800	0.00	EX	\$ 34,900.00		Manual
2	RM5007	Malt Amber	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00		Manual
3	RM5007	Malt Amber	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00		Manual
4					0.00				





Price Changes

Did you receive an Invoice reflecting a different price?
Capture any price adjustments via an A/P Invoice!

1. Open existing GRPO for invoiced inventory
2. Click <**Copy To**>
3. Select A/P Invoice
4. Updated Posting Date
5. Update Unit Price
6. Click <**Add**> <**Yes**>
7. To double check price adjustment, open entered A/P Invoice
8. Right Click and select 'Journal Entry'
9. Will reflect original 'Debit' price and the 'Credit' price adjustment

The screenshot displays the SAP interface for a Goods Receipt PO and an A/P Invoice. The Goods Receipt PO window shows a vendor of V1016 (Hopunion) and a contact person of Mike Jenkins. The item list includes Item No. RH5031, Item Description Hops - Z Type, Quantity 1,000, and Unit Price \$ 5,000.00. The A/P Invoice window shows the same vendor and contact person, with the item list showing Item No. RH5031, Item Description Hops - Z Type, Quantity 1,000, and Unit Price \$ 2,500.00. A red arrow points from the Unit Price field in the A/P Invoice to the Unit Price field in the Goods Receipt PO. The Journal Entry window is open, showing a table with columns for #, G/L Acct/BP Name, Debit, Credit, Tax Posting Account, Tax Code, and Tax Jurisdiction Type. The table contains four rows of journal entries, with the Debit and Credit columns highlighted in red. The total Debit is \$ 5,000.00 and the total Credit is \$ 5,000.00.

Series	Number	Posting Date	Due Date	Doc. Date	Remarks
Primary	14894	10/18/2016	11/17/2016	10/18/2016	A/P Invoices - V1016

Origin	Origin No.	Trans. No.	Template Type	Template	Indicator
PU	10039	4895			

Trans. Code	Ref. 1	Ref. 2	Ref. 3
	10039		

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Tax Posting Account	Tax Code	Tax Jurisdiction Ty
1	V1016	Hopunion		\$ 2,500.00			
2	29999-00	System Liabilities (COR	\$ 0.00				
3	20010-00	Goods Received not In	\$ 5,000.00				
4	12020-00	Inventory - Raw Mater		\$ 2,500.00			
			\$ 5,000.00	\$ 5,000.00			



Reports by persona

<http://support.orchestratedbeer.com/hc/en-us/articles/219972028-Reports-by-Persona>

Inventory > Inventory Reports > Inventory in Warehouse Report

Inventory in Warehouse Report

- Quickly pull all current inventory levels for items
- Filter by code, vendor, item group, location and/or warehouse

Inventory > Inventory Reports > Inventory Audit Report

Inventory Audit Report

- Can be pulled via Item Master Data (right-click)
- Find where specific items are deficient
- Quick display of all increases/decreases within inventory

Inventory > Inventory Reports > Batch Number Transaction Report

Batch Number Transaction Report

- Shows a list of batches for items
- Used to show what batches are currently in stock

Inventory > Inventory Reports > Orchestrated Reports > Available to Promise

Available to Promise

- Shows specific reasons there are commitments or orders placed on items
- Supply/Demand changes

Inventory > Inventory Reports > Orchestrated Reports > Future Inventory Status Analysis

Future Inventory Status Analysis

- Supply/Demand of inventory 3 weeks (21 days) into the future
- Provides guideline for what and when to order more inventory

Inventory > Inventory Reports > Orchestrated Reports > Inventory Count Variance Analysis

Inventory Count Variance Analysis

- Analysis of inventory counts and determining variance patterns

Inventory > Inventory Reports > Orchestrated Reports > Quick Raw Inventory Planning Sheet

Quick Raw Inventory Planning Sheet "MRP Lite"

- Gives an idea of deficiencies found within supply & demand

Purchasing - A/P > Purchasing Reports > Orchestrated Reports > Open Purchase Order Expedite List

Open Purchase Order Expedite List

- Quick snapshot of *past due* items by Vendor
- Includes contact phone number & email link

Purchasing - A/P > Purchasing Reports > Orchestrated Reports > Open Purchase Order Items by Vendor

Open Purchase Order Items by Vendor

- Quick snapshot of *on-order* items by Vendor
- Includes contact phone number & email link