



# How Should I Handle “Free” Orders (Charitable Donations, Samples, Employee Consumables, Etc.)?

## Summary

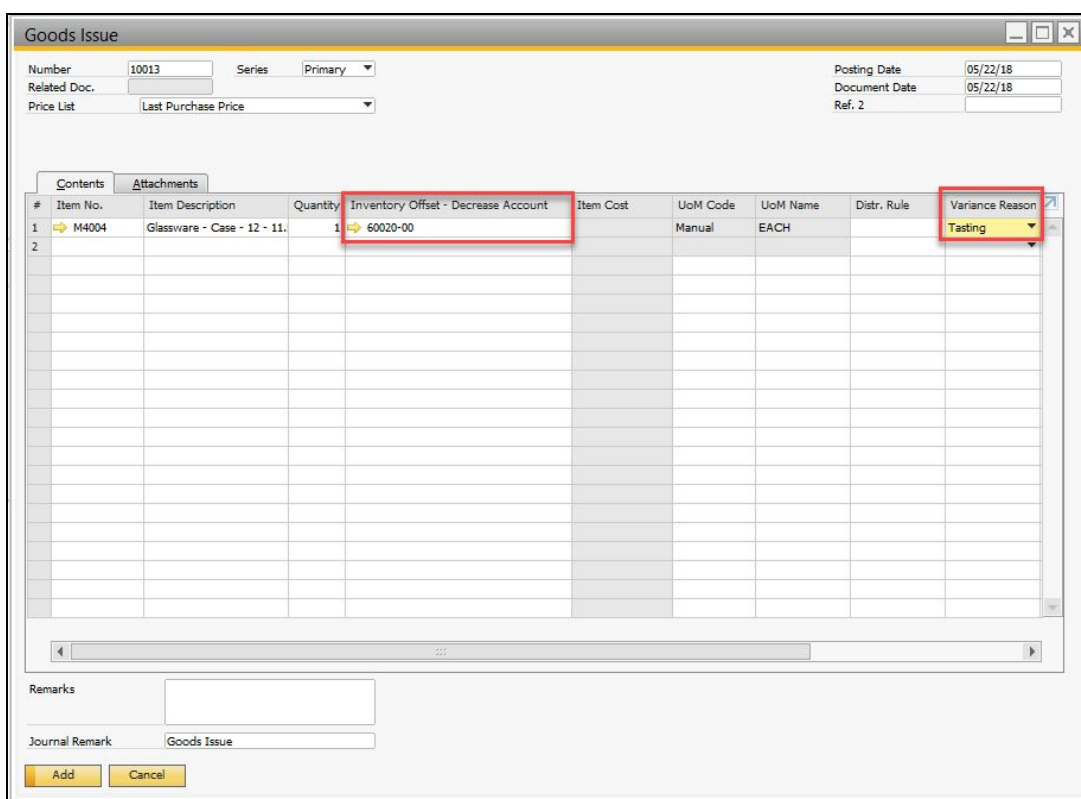
Free orders, including charitable donations, samples, etc are common for Orchestrated clients and Orchestrated Software is equipped to handle them.

## How - To

There are two general options for handling charitable contributions:

1. Use a **Goods Issue**. This is more common for clients who don't wish to run reports regarding these sales and just want to remove them from inventory at \$0. There are two factors to consider when filling out the **Goods Issue**:

- A. Confirm the 'Inventory Offset-Decrease Account' G/L Account is posting to the G/L account you want to hit (for donations, this is typically an 'In-Kind Donations' account).
- B. You can then choose the 'Variance Reason' on the drop-down in the **Goods Issue** document itself to confirm whether it was a sample, employee liquor, donation, etc. For more information on what 'Variance Reason' to use, see the TTB BRO Line Explanation article:  
<https://support.orchestrated.com/hc/en-us/articles/207138837-TTB-BRO-Line-Explanations-Document>



- ## Orchestrated Support 2



C. In the Chart of Accounts, you will need to highlight the G/L Account and flag it as a "sales account".\* This allows the system to hit the account on an invoice, which usually hits a revenue account.

#	Item No.	Item Description	Whse	Quantity	Unit Price	Discount %	Price after Discount	Tax Code	Total	G/L Account	COGS Account	Available To P...
1	1004-C2412		COOL	18		0.00		EX		41001-01	6002000	
2	1015-C2412		COOL	4		0.00		EX		41001-01	6002000	
3	1028-C2412		COOL	1		0.00		EX		41001-01	6002000	
4	1029-C2412		COOL	3		0.00		EX		41001-01	6002000	
5	1034-C2412		COOL	3		0.00		EX		41001-01	6002000	
6	1050-C2412		COOL	4		0.00		EX		41001-01	6002000	
7	1061-C2412		COOL	8		0.00		EX		41001-01	6002000	
8	1102-C2412		COOL	17		0.00		EX		41001-01	6002000	

Sales Employee: -No Sales Employee-  
Owner:   
Total Weight: 0.00Lb  
Volume: 4.210 BBL  
Est. Pallet Spots: 0.580  
Payment Order Run: ☐  
Remarks: Donations -   
OK Cancel Finalize  
Total Before Discount:   
Discount: %  
Total Down Payment:   
Freight:   
Rounding:   
Tax:   
Total: \$ 0.00  
Applied Amount:   
Balance Due:   
Receive Payment Copy From Copy To

Using either the **Goods Issue** or the **A/R Invoice** works and will result in the same Journal Entry and impact on inventory. **Goods Issue** is faster, but an **A/R Invoice** allows you to have a document and is printable. In addition, if you create a **Business Partner** and **A/R Invoice** for your donation, samples etc, this allows you to run reports and track exactly how much you've removed over a span of time.

\*To change to a 'Sales Account' in the Chart of Accounts, highlight the account you want to change and in the detailed section to the right, change the G/L Account Properties > Account Type drop-down.



**Chart of Accounts**

G/L Account: 60020 00  
Name: Charity donations: In-Kind (CORP)

**G/L Account Details**

☐ Title ☒ Active Account

External Code:   
Currency: All Currencies   
☐ Confidential Level: 4   
Balance: 0.00 \$

**G/L Account Properties**

Account Type: Sales   
☐ Block Manual Posting   
☐ Reval. (Currency)   
☐ Exclude From EBITDA   
Relevant for Cost Accounting   
☐ Project   
Distribution Rule:   
☐ Dimension 1:   
Revenue Comp Group:   
Cash Flow Group:   
**Update** **Cancel** **Account Details**

**Expenses**

EXP - General & Administrative

- 60000 - General Expenses (CORP)
- 60010-00 - Inventory Capitalization (CORP)
- 60015-00 - Charity donations: Monetary (CORP)
- 60020-00 - Charity donations: In-Kind (CORP)**
- 60025-00 - Bank Fees (CORP)
- 60030-00 - Printing & Postage (CORP)
- 60035-00 - Office Supplies (CORP)
- 60040-00 - Benefits & Payroll Processing (CORP)
- 60045-00 - Bank Note Interest (CORP)
- 60050-00 - Miscellaneous General Expenses (CORP)
- 60055-00 - Rounding Account (CORP)
- 60060-00 - Gift Card Clearing (CORP)
- 60065-00 - Freight Clearing (CORP)
- 60070-00 - Computer software and supplies (CORP)
- 60140-00 - Utilities (CORP)
- 60150-00 - Rent allocation (CORP)
- 60001 - General Expenses (Brewery)
- 60040-01 - Building Maintenance (BREW)
- 60050-01 - Printing & Postage (BREW)
- 60060-01 - Office Supplies (BREW)
- 60070-01 - Benefits & Payroll Processing (BREW)
- 60090-01 - Bank Note Interest (BREW)
- 60100-01 - Licenses and Fees (BREW)
- 60110-01 - Professional Development (BREW)
- 60120-01 - Miscellaneous General Expenses (BREW)
- 60130-01 - Telephone (BREW)

**Assets**  
**Liabilities**  
**Equity**  
**Revenues**  
**Cost of Sales**  
**Expenses**  
**Financing**  
**Other Revenues and Expenses**