



ORCHESTRA

Purchasing | Spirits

This guide will introduce you to the purchasing roadmap, core functionality & additional purchasing scenarios within Orchestrated!



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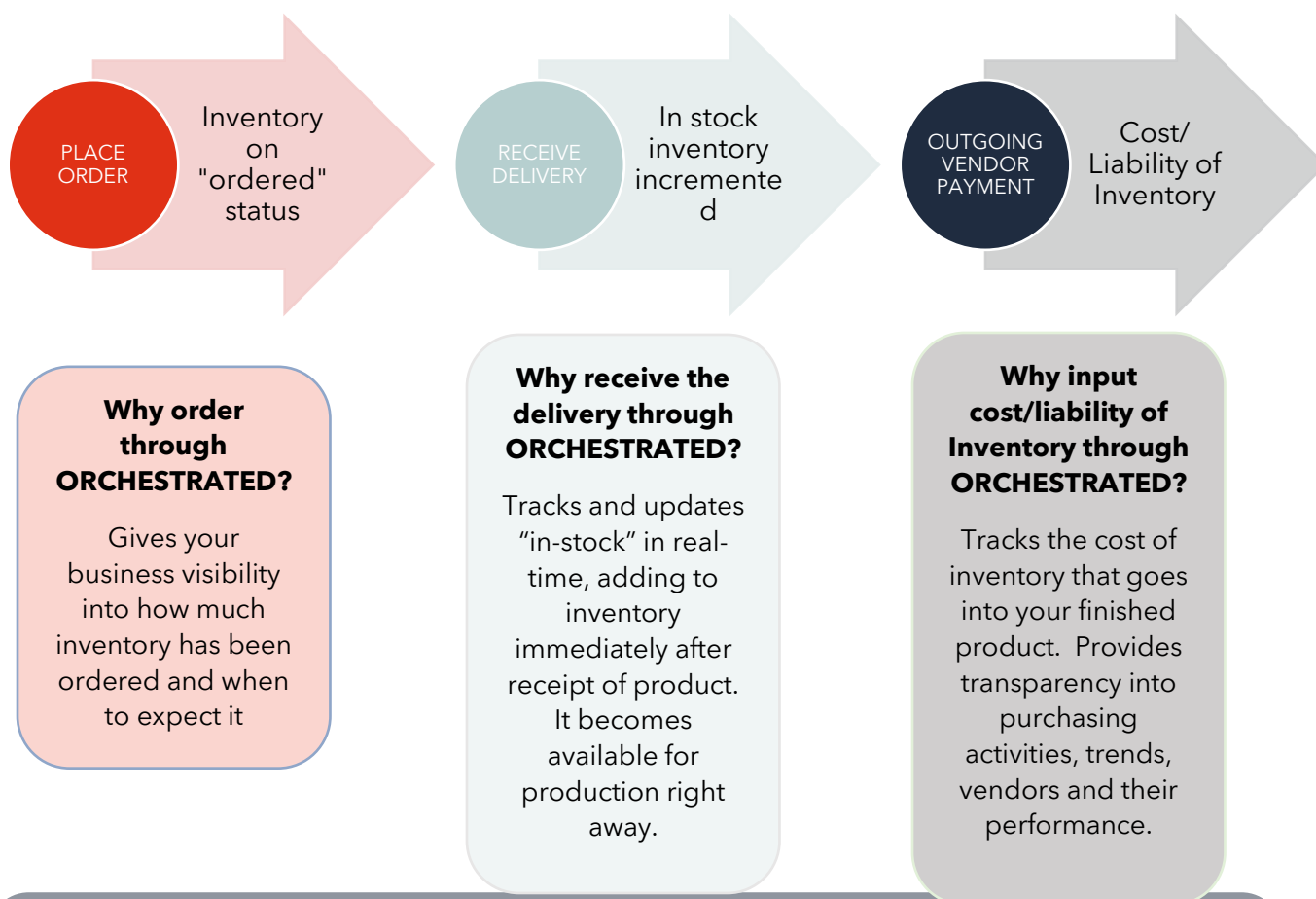
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Purchasing Roadmap

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 correctly.



Batch Tracking!

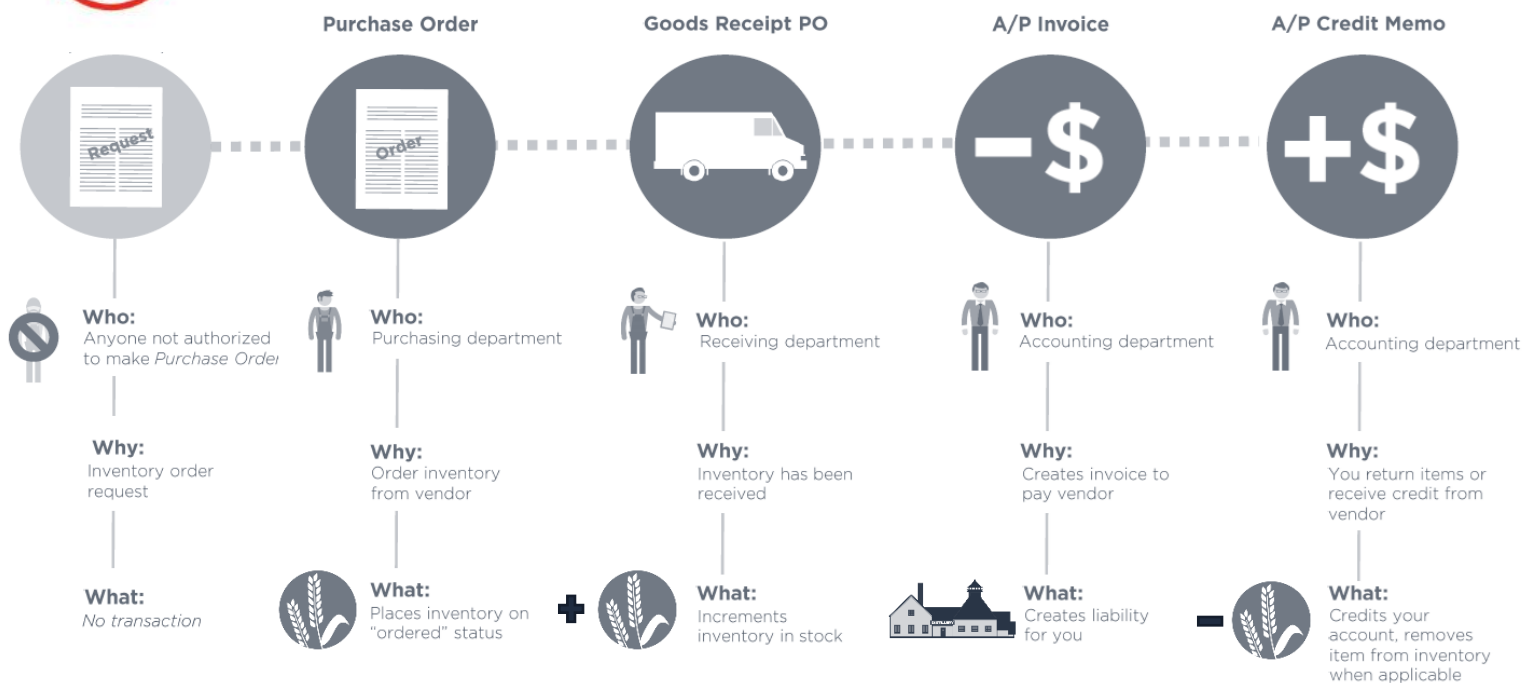
Any consumable item must have an associated batch/lot number. A batch number aids with tracking inventory all the way back to Vendor, and can be audited. The batch number is entered at time of receipt.



Process Flow



PURCHASING DOCUMENT PROCESS



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

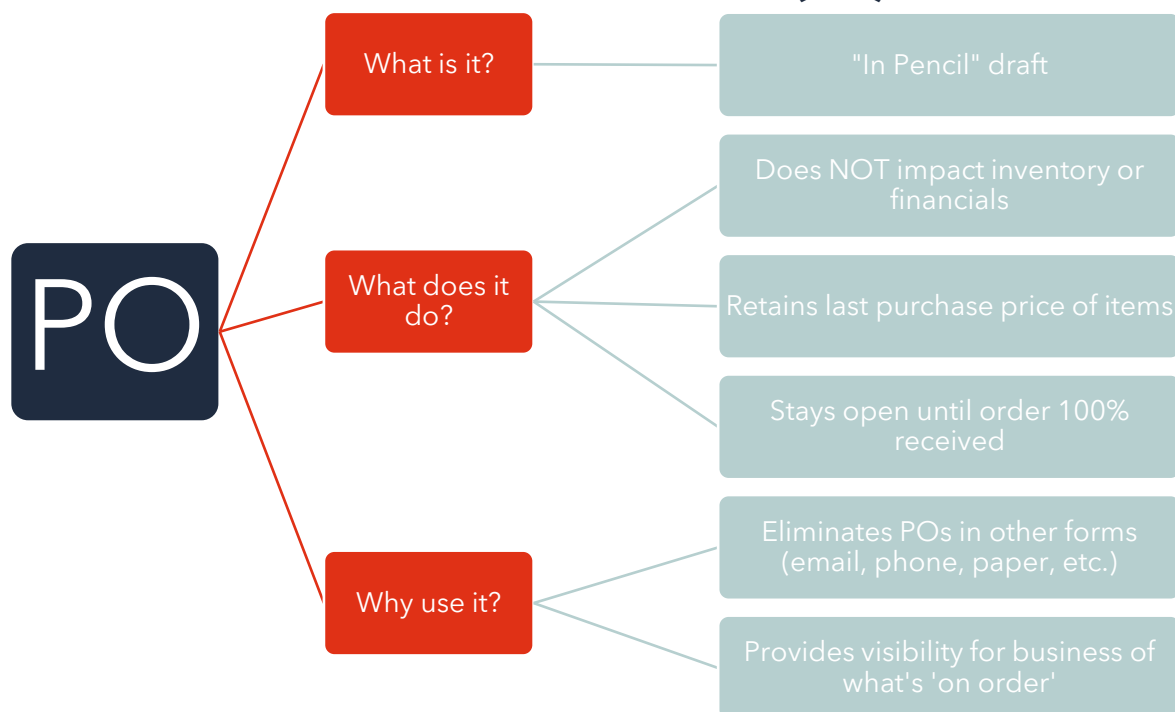
A/P Credit Memo

Used for goods return or credit back from vendor



Core Purchasing Functions

Purchase Order (PO)



Vendor code & name of whom you're purchasing from

Status: Open or Closed

Delivery: When is anticipated delivery

Ordered item details

#	Item No.	Item Descripti...	Quantity	Inventory UoM	Unit Price	Disc...	Rate	Tax C...	Total (LC)	Distr. R
1				No		0.00	0.00000			

Tip!
If there is a column you cannot see, or want to hide, remember to utilize your form settings button!

Total Before Discount

Discount %

Freight \$ 0.00

Ending \$ 0.00

ment Due \$ 0.00

Copy From **Copy To**



1. Open a Purchase Order function (stay in ADD mode)
2. Search for the Vendor you need to order from (e.g. Briess)
 - search by Vendor code, name and/or wildcard)
3. Select the Vendor and click **<Choose>**

F



Purchase Order

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10025 - 0
Status: Open
Posting Date: 03/22/17
Delivery Date: 03/29/17
Document Date: 03/22/17

List of Items

Find: rm

#	Item No.	Item Description	In Stock	Process T...	DRO Report As Type
97	RM2000	Malted Rye	20,534.780	None	
98	RM2001	Smoke Cherrywood	12,028.221	None	
99	RM2002	Distiller's Malt	14,456.500	None	
100	RM2003	Extra Special Malt	9,270.000	None	
101	RM2004	Pale Ale Malt	10,053.667	None	
102	RM2005	Raw Rye	13,247.500	None	
103	RM2006	Brewer's Malt	39,000.000	None	
104	RM2007	Yellow Corn	5,321.000	None	
105	RM2008	Aromatic Malt	8,714.442	None	
106	RM2009	Caramel Malt	6,712.996	None	
107	RM2010	Dark Chocolate Malt	14,614.332	None	
108	RM2011	2-Row Pale Malt	10,551.556	None	
109	RM2012	Green Unmalted Rye	15,707.110	None	
110	RM2013	Munich Malt	4,841.000	None	
111	RM2031	Malted Rye #2	20,000.000	None	
112	RS2000	Cane Sugar	21,898.000	None	
113	RX2001	Grain Neutral Spirit - GNS	270.000		Alcohol & Neutral Spirits
114	RY2000	Yeast	9,915.682	None	

Buyer: -No Sales Employ
Owner:
Remarks:

Buttons: Add, Cancel, Choose, Cancel, New, Copy From, Copy To

4. Enter 'Delivery Date' when will the item be delivered?
5. Search for 'Item No.' (e.g. We need malt from Briess, search 'rm' to bring up malt options)
 - To add multiple items, hold Ctrl button and click to select
6. Click <**Choose**>



7. Specify/update the quantity of each item
8. Specify the unit price
 - Unit price will pre-populate if this item has been ordered before
9. Click **<Add>** to enter the Purchase order

Purchase Order

Vendor: 1000
Name: Bress
Contact Person: John Funnington
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10025 - 0
Status: Open
Posting Date: 03/22/17
Delivery Date: 03/29/17
Document Date: 03/22/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	B..
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	
4					0.00				

Buyer: -No Sales Employee-
Owner:

Remarks:

Total Before Discount: \$ 1,600.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax:
Total Payment Due: \$ 1,600.00

Add Cancel Copy From Copy To




10. Preview, Print and/or Email the PO directly from the OSPIRITS Toolbar!



Main Report | LogoSubReport2.rpt | SAP CRYSTAL REPORTS

Purchase Order



1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006
Tel: 877-583-2648

Order #:
10025

Date:
3/22/2017

Page 1 of 1

Bill To: Pay To: USA Ship To: 1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006

Company ID#	Ref Number	Shipping Type	Terms	Due Date
V1000		na	Net 30 Days	3/29/2017

Item Code	Description	Quantity	Unit Price	Ext Price
RM2000 0.00	Malted Rye	500.00	\$ 0.89	\$ 445.00
RM2007 0.00	Yellow Corn	500.00	\$ 1.50	\$ 750.00
RM2009 0.00	Caramel Malt	500.00	\$ 0.81	\$ 405.00

PO





Real life practice scenario



Bill handles purchasing for his Brewery. He needs to order 2000 lbs. of Raw Rye from his main Grain supplier, Food Sciences Inc. The rye are currently running at \$2.50 per lb. Can you help him enter a PO? Use next week's date as the posting date.

Purchase Order

Vendor: V1023
Name: Food Sciences Inc.
Contact Person: [dropdown]
Vendor Ref. No.: [dropdown]
BP Currency: \$

No.: Primary 10006 - 0
Status: Open
Posting Date: 03/15/17
Delivery Date: 03/22/17
Document Date: 03/15/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code
1	RM2005	Raw Rye	2,000	\$ 2.5000	0.00	EX	\$ 5,000.00	Manual
2					0.00			

Employee: [dropdown] Mark

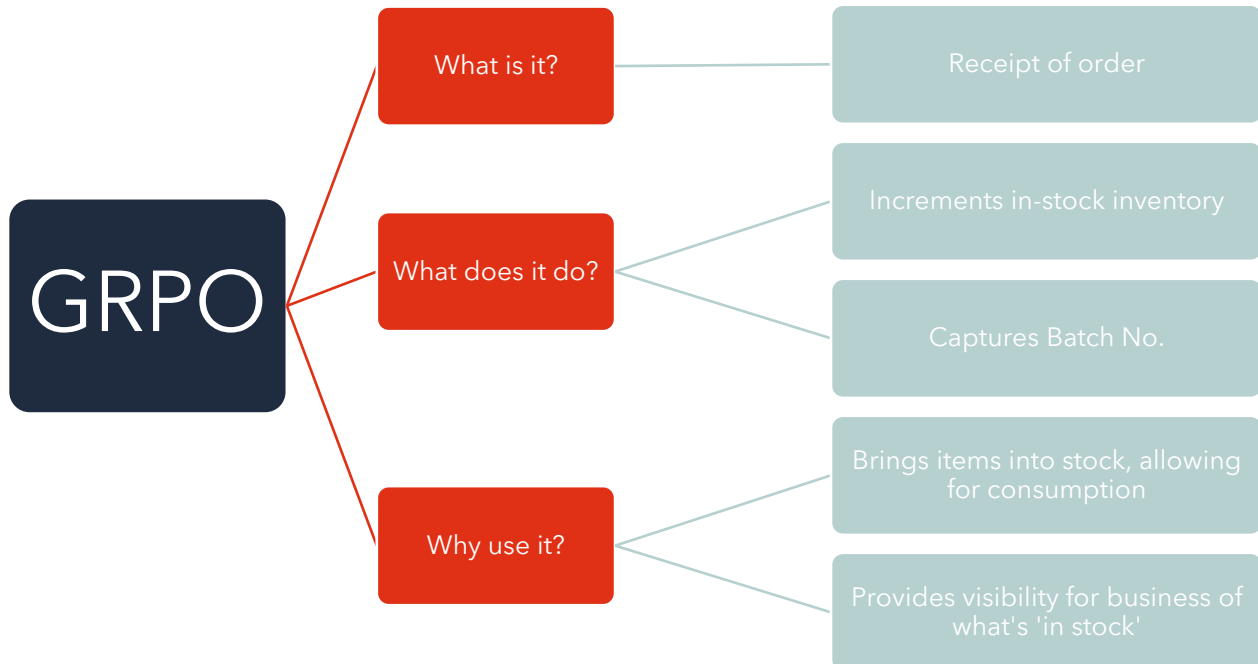
Total Before Discount: \$ 5,000.00
Discount: %
Freight: [dropdown]
Rounding: \$ 0.00
Tax: [dropdown]
Total Payment Due: \$ 5,000.00

Add Cancel Copy From Copy To

1. Open a PO function
2. Search for and select Vendor
3. Enter delivery date for PO
4. Search for and select Item(s) that need to be ordered
5. Specify quantity of item(s)
6. Specify unit price of item(s)
7. Add PO



Goods receipt purchase order (GRPO)



Goods Receipt PO

Vendor: [Field] Name: [Field] Contact Person: [Field] Vendor Ref. No.: [Field] Local Currency: [Field]

Vendor code & name of whom you're receiving from

Status: Open or Closed

No.: Primary 10027
Status: Open
Posting Date: 10/10/2016
Due Date: [Field]
Document Date: 10/10/2016

Posting Date: When GRPO was entered/Inventory delivered

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax	Rule	UoM Code
1					0.00			

Delivered item details

Buyer: -No Sales Employee- Owner: [Field]

Remarks: [Field]

Tip!
If there is a column you cannot see, or want to hide, remember to utilize your form settings button!

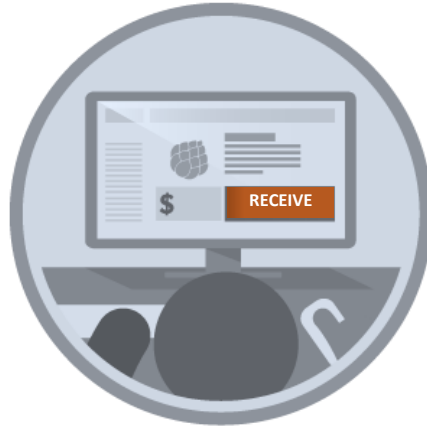
Total Before Discount: [Field]
Discount: [Field] %
Freight: [Field]
Rounding: [Field]
Amount Due: \$ 0.00

Copy From Copy To



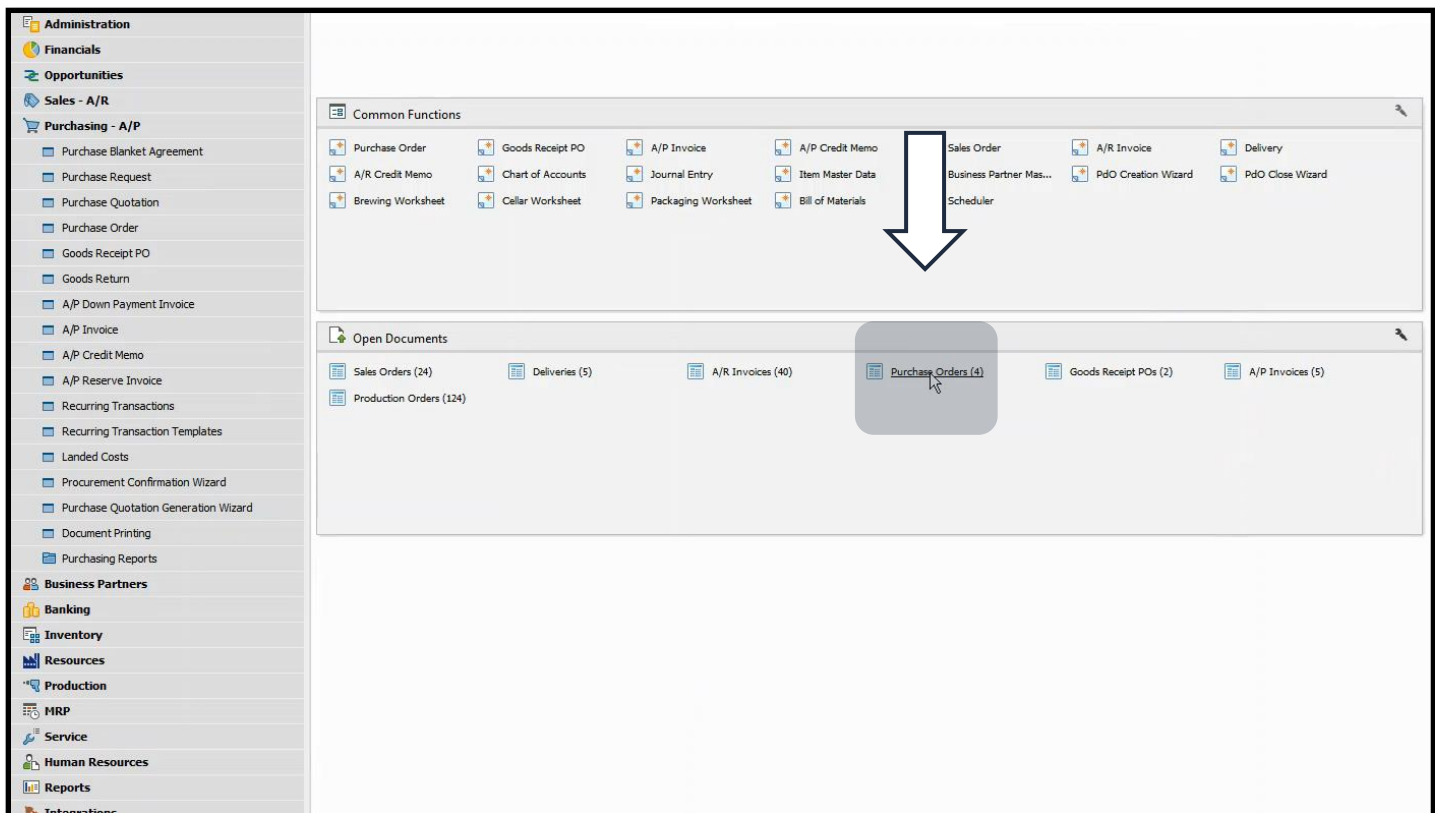
Adding a GRPO

Modules > Purchasing - A/P > Goods Receipt PO
Cockpit > Open Documents > Purchase Orders



In the following scenario, we will be receiving varieties of malts from our Vendor Briess

1. Open the Purchase Order related to the goods being received
 - Find the PO via Open Documents





2. Select the Purchase Order from the Open Items List
 - Drill in using the yellow arrow

Open Items List

Currency: Local Currency

Doc. No.	Vendor Code	Vendor Name	Vendor Ref. No.	Due Date	Amount	Net	Tax
10017	V1000	Briess		08/03/2015	\$ 40.50	\$ 40.50	
10019	V1000	Briess		10/07/2016	\$ 445.92	\$ 445.92	
10020	V1000	Briess		10/07/2016	\$ 1,735.00	\$ 1,735.00	
10014	V1061	TWSH		03/31/2015	\$ 7.99	\$ 7.99	

Purchase Order

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency:

No. Primary: 10025 - 0
Status: Open
Posting Date: 03/22/17
Delivery Date: 03/29/17
Document Date: 03/22/17

Contents Logistics Accounting Attachments

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	

Buyer: -No Sales Employee-
Owner:
Remarks:

Total Before Discount: \$ 1,600.00
Discount: %
Freight:
Rounding:
Tax:
Total Payment Due: \$ 1,600.00

OK Cancel Copy From Copy To

3. In the lower right corner, click <Copy To> and select 'G. Receipt PO'



4. Verify the actual quantities that have been received (this **will** impact your inventory)
5. Click <Add> <Yes>

Goods Receipt PO

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency:

No.: Primary 10025
Status: Open
Posting Date: 03/27/17
Due Date: 03/27/17
Document Date: 03/27/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	UoM Code	Bl...
1	RM2000	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	
4				0.00				

Buyer: -No Sales Employee-
Owner:

Remarks: Based On Purchase Orders 10025.

Total Before Discount: \$ 1,600.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax:
Total Payment Due: \$ 1,600.00

Buttons: Add, Cancel, Copy From, Copy To



Goods Receipt PO

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency:

No.: Primary 10025
Status: Open
Posting Date: 03/27/17
Due Date: 03/27/17
Document Date: 03/27/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description
1	RM2000	Malted Rye
2	RM2007	Yellow Corn
3	RM2009	Caramel Malt
4		

Batches - Setup

Rows from Documents

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PD 10025	RM2000	Malted Rye	A1	500	500
2	PD 10025	RM2007	Yellow Corn	A1	500	
3	PD 10025	RM2009	Caramel Malt	A1	500	

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiration Date	Mfr Date	Admission Date	L...
1	1269	500					03/27/17	

Created Batches: 1 Created Qty: 500

Update Cancel Automatic Creation...

Remarks: Based On PO 10025.

Add Cancel Copy From Copy To

6. Enter batch number for each item

- If item ordered is consumable, a batch number will be required
- This can be the pack number from the Vendor, the date, or use your own batch number methodology
- If multiple items, highlight rows one by one, input the batch number and click **<Update>** after each one



8. Click <Add>
<Yes>

Goods Receipt PO

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
No.: Primary 10025
Status: Open
Posting Date: 03/27/17
Due Date: 03/27/17
Document Date: 03/27/17

Logistics Accounting Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket ...
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	
4									

Goods Receipt PO
You cannot change this document after you have added it. Continue?

Buyer: -No Sales Employee-
Owner:
Total Before Discount: \$ 1,600.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total Payment Due: \$ 1,600.00

Remarks: Based On Purchase Orders 10025.

Add Cancel Copy From Copy To

9. Preview,
Print and/or
Email the
GRPO
directly from
the
OSPIRITS
Toolbar!



GRPO



This Delivery Note may be useful to print and hand back to whomever made the delivery as confirmation of receipt.



Real life practice scenario



Peter handles inventory for the distillery, and the order of Raw Rye has arrived! He has yet to receive an invoice from Food Sciences Inc., but he does want to ensure his distillery's inventory is up to date and includes this delivery. After double-checking the delivery, he notes he received everything as ordered on the PO. The delivery had a pack number from Food Sciences Inc. of ZT22655. Can you help him enter the GRPO?

You are in the Home cockpit of OnD_OSpirits_Training.

on Functions
Business Partner ...

Purchase Order

Vendor: V1023
Name: Food Sciences Inc.
Contact Person:
Vendor Ref. No.:
Local Currency:

Contents

#	Item No.	Item Description
1	RM2005	Raw Rye
2		

Buyer: -No S
Owner:

Goods Receipt PO

Vendor: V1023
Name: Food Sciences Inc.
Contact Person:
Vendor Ref. No.:
Local Currency:

No.: Primary 10026
Status: Open
Posting Date: 03/27/17
Due Date: 03/27/17
Document Date: 03/27/17

Batches - Setup

Rows from Documents

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PD 10026	RM2005	Raw Rye	A1	2,000	2,000
2						

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiration Date	Mfr Date	Admission Date
1	ZT22655	2,000					03/27/17
2							

Created Batches: 1 Created Qty: 2,000

Update Cancel Automatic Creation...

Copy From Copy To

OK

1. Open list of open POs
2. Search for and select correct PO
3. From the PO, <Copy To> 'G. Receipt PO'
4. Verify quantities actually received
5. <Add> <Yes>
6. Enter Batch No. (for any consumable item)
<Update><OK>



A/P Invoice

What does it do?

Posting Date:
When Invoice was
entered/received

Status: Open
or Closed

Due Date: When is invoice due?

Invoiced item
details

Tip!

If there is a column you cannot see, or want to hide, remember to utilize your form settings button!



Adding and A/P invoice

Modules > Purchasing - A/P > A/P Invoice
Cockpit > Open Documents > Goods Receipt POs



In the following scenario, we will be invoiced for the varieties of malts we received from our Vendor Briess

1. Open the Goods Receipt PO related to the goods being invoiced
 - Find the GRPO via Open Documents

The screenshot displays the software interface. On the left is a sidebar menu titled 'Purchasing - A/P' with various options. On the right is the main workspace. At the top of the workspace is a 'Common Functions' section with icons for 'Purchase Order', 'Goods Receipt PO', 'A/P Invoice', 'A/P Credit Memo', 'A/R Credit Memo', 'Chart of Accounts', 'Journal Entry', 'Item Master Data', 'Brewing Worksheet', 'Cellar Worksheet', 'Packaging Worksheet', and 'Bill of Materials'. Below this is an 'Open Documents' window. A large white arrow points from the 'Goods Receipt PO' icon in the 'Common Functions' section to the 'Goods Receipt POs (2)' item in the 'Open Documents' window. The 'Open Documents' window lists several document types with their counts: Sales Orders (24), Deliveries (5), A/R Invoices (40), Purchase Orders (4), Goods Receipt POs (2), and A/P Invoices (6), along with Production Orders (124).

Document Type	Count
Sales Orders	24
Deliveries	5
A/R Invoices	40
Purchase Orders	4
Goods Receipt POs	2
A/P Invoices	6
Production Orders	124



2. Select the Goods Receipt PO from the Open Items List
 - Drill in using the yellow arrow

Open Items List

Currency: Local Currency

Doc. No.	Vendor Code	Vendor Name	Vendor Ref. No.	Ship Date	Amount	Net	Tax
10019	V1049	Abacadabra Printing	Vodka Bottles & T	01/05/17	\$ 19,468.80	\$ 19,468.80	
10005	V1000	Briess		07/30/16			
10012	V1000	Briess		07/30/16			
10007	V1000	Briess		09/08/16	\$ 110.00	\$ 110.00	
10021	V1000	Briess	Rye for Janaury	01/06/17	\$ 18,920.00	\$ 18,920.00	
10025	V1000	Briess		03/27/17	\$ 1,600.00	\$ 1,600.00	

Goods Receipt PO

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency: Local Currency

No.: Primary 10025
Status: Open
Posting Date: 03/27/17
Due Date: 03/27/17
Document Date: 03/27/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket ...
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	

-No Sales Employee-

Total Before Discount: \$ 1,600.00
Discount: %
Freight:
Rounding:
Tax:
Total Payment Due: \$ 1,600.00

Remarks: Based On Purchase Orders 10025.

OK Cancel

Copy From: Copy To: G. Return A/P Invoice

3. In the lower right corner, click <Copy To> and select 'A/P Invoice'



4. Verify the quantities being invoiced match with what you received
 - Make adjustments if necessary
5. Verify the unit price is correct
 - Make changes if necessary

A/P Invoice

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency:

No. Primary: 10046
Status: Open
Posting Date: 04/06/17
Due Date: 05/08/17
Document Date: 04/06/17

Contents | Logistics | Accounting | Attachments

Item/Service Type: Item

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket Agreement ...
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	
4					0.00				

A/P Invoice

Vendor: V1000
Name: Briess
Contact Person: John Funnington
Vendor Ref. No.:
Local Currency:

No. Primary: 10046
Status: Open
Posting Date: 04/06/17
Due Date: 05/08/17
Document Date: 04/06/17

Contents | Logistics | Accounting | Attachments

Item/Service Type: Item

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket Agreement ...
1	RM2000	Malted Rye	500	\$ 0.8900	0.00	EX	\$ 445.00	Manual	
2	RM2007	Yellow Corn	500	\$ 1.5000	0.00	EX	\$ 750.00	Manual	
3	RM2009	Caramel Malt	500	\$ 0.8100	0.00	EX	\$ 405.00	Manual	
4					0.00				

Buyer: -No Sales Employee-
Owner:

Payment Order Run: Based On Purchase Orders 10025. Based On Goods Receipt PO 10025.


Total Before Discount: \$ 1,600.00
Discount: %
Total Down Payment: \$ 0.00
Freight: \$ 0.00
Tax: \$ 0.00
Total Payment Due: \$ 1,600.00
Applied Amount: \$ 0.00
Balance Due: \$ 1,600.00

Buttons: Add, Cancel, Copy From, Copy To

6. Click **<Add>**
<Yes>

Being charged for freight? See Freight Charges





1400 NW Compton Dr.
Suite 210
Hillsboro, OR 97006
Tel 577-683-2648

A/P Invoice

Order #:	10046
Date:	4/6/2017

Page 1 of 1

Bill To: Pay To
USA

Ship To: 1400 NW Compton Dr.
Suite 210
Hillsboro, OR 97006

Company ID#	Ref Number	Shipping Type	Terms	Due Date
V1000		na	Net 30 Days	5/8/2017

Item Code	Description	Quantity	Unit Price	Ext Price
RM2000 0.00	Malted Rye	500.00	\$ 0.89	\$ 445.00
RM2007 0.00	Yellow Corn	500.00	\$ 1.50	\$ 750.00
RM2009 0.00	Caramel Mat	500.00	\$ 0.81	\$ 405.00

A/P INVOICE



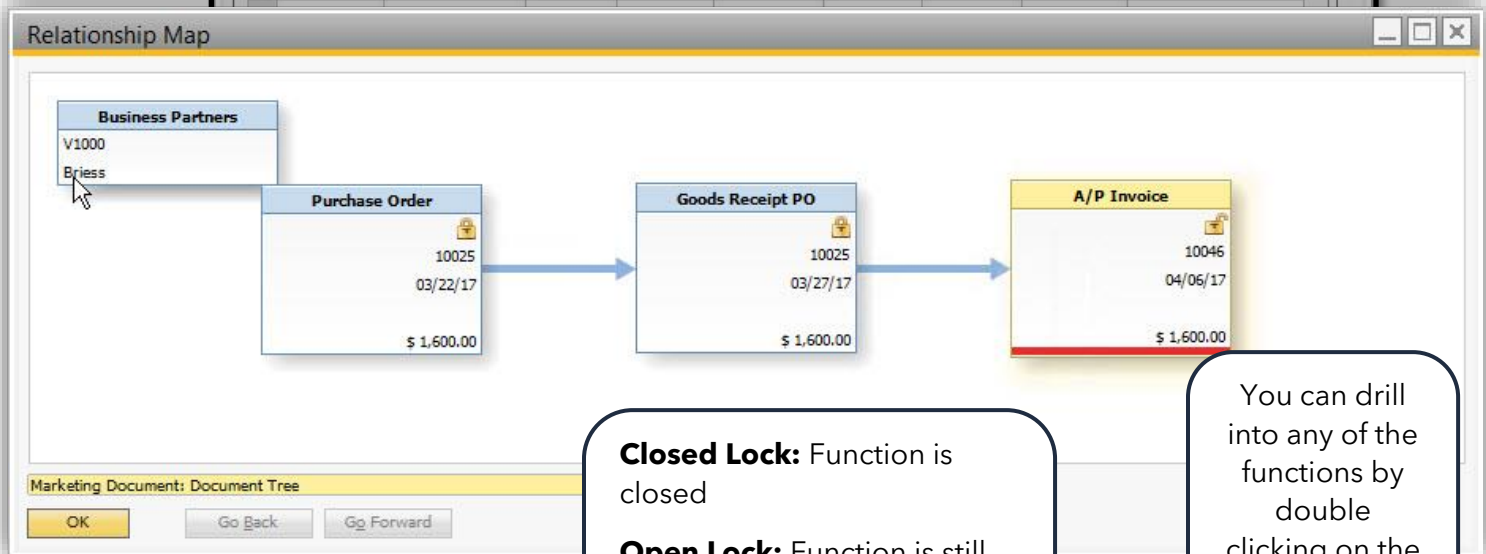


Relationship map

To view how the Core Purchasing Functions correlate, simply open a function (i.e. A/P Invoice), <**right click**>, and choose Relationship Map.

The screenshot shows the 'A/P Invoice' window. The 'Vendor' field is set to 'V1000' (Briess) and the 'Contact Person' is 'John Funnington'. The 'No.' is 10046, 'Status' is 'Open', 'Posting Date' is 04/06/17, and 'Due Date' is 05/08/17. A right-click context menu is open over the 'Contents' tab, with the 'Relationship Map...' option highlighted. The menu also includes options like 'Duplicate', 'Base Document...', 'Row Details...', 'New Activity', 'Volume and Weight Calculation...', 'Opening and Closing Remarks', 'Inventory Posting List', 'Related Activities', 'Transaction Journal..', 'Journal Entry', 'Applied Transactions', 'Batch Number Transactions Report', and 'Related Opportunities'. A white arrow points to the 'Relationship Map...' option.

#	Item No.	Item Description	Quantity	Unit Price	Discou
1	RM2000	Malted Rye	500	\$ 0.8900	
2	RM2007	Yellow Corn	500	\$ 1.5000	
3	RM2009	Caramel Malt	500	\$ 0.8100	



Closed Lock: Function is closed

Open Lock: Function is still open

Red Bar: Money is due

You can drill into any of the functions by double clicking on the specific function you wish to view



Real life practice scenario



Penny handles accounting for the Brewery. She just checked her inbox and notices she received an invoice from Hopunion for Z-Type Hops. Can you help her create an ORCHESTRATED A/P Invoice?

Business Partner Mas... Purchase Ord

Goods Receipt PO

Vendor V1023
Name Food Sciences Inc.
Contact Person
Vendor Ref. No.
Local Currency

Contents Logistics

#	Item No.	Item Description	Quantity
1	RM2005	Raw Rye	

Buyer -No Sales Employee-
Owner

Remarks Based On Purchase Order

A/P Invoice

Vendor V1023
Name Food Sciences Inc.
Contact Person
Vendor Ref. No.
Local Currency

No. Primary 10047
Status Open
Posting Date 04/05/17
Due Date 05/08/17
Document Date 04/06/17

Contents Logistics Accounting Attachments

Item/Service Type	Item	Quantity	Unit Price	Discount %	Tax Code	Summary Type	Total (LC)	UoM Code	Blanket Agree...
1	RM2005	Raw Rye	2,000	\$ 2.5000	0.00	EX	\$ 5,000.00	Manual	
2				0.00					

Buyer -No Sales Employee-
Owner

Payment Order Run

Remarks Based On Purchase Orders 10026, Based On Goods Receipt PO 10026.

Total Before Discount \$ 5,000.00
Discount %
Total Down Payment
Freight
Rounding \$ 0.00
Tax
Total Payment Due \$ 5,000.00
Applied Amount
Balance Due \$ 5,000.00

Copy From Copy To

1. Open list of open GRPOs
2. Search for and select correct GRPO
3. From the GRPO, <Copy To> 'A/P Invoice'
4. Verify invoiced quantities
 - Make changes if necessary
5. Verify Unit Price
 - Make changes if necessary
6. <Add> <Yes>



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

A/P Invoice

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

No.: Primary 10040
Status: Open
Posting Date: 10/31/2016
Due Date: 11/30/2016
Document Date: 10/31/2016

Contents Logistics Accounting Attachments

Item/Service Type: Service Summary Type: No Summary

#	Description	G/L	Distr. Rule	G/L Accto	Unit Price	Tax Code	Total (LC)	Blanket Agreement No.	Variance Reason	Available To Promise	Comments	Bill ...
1	Dec. P					0000 EX						
2												

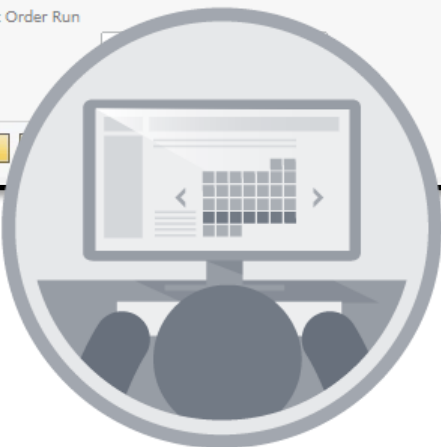
Buyer: Mark Anderson
Owner: Smith, Jason

Total Before Discount
Discount %
Total Down Payment
Freight

Payment Order Run
Remarks

Add

Keep in mind: You will be selecting the **G/L Account** during this step. When it comes time to pay the Invoice, you will then select the checking account.



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>

Purchasing - A/P

- Purchase Blanket Agreement
- Purchase Request
- Purchase Quotation
- Purchase Order
- Goods Receipt PO
- Goods Return
- A/P Down Payment Invoice
- A/P Invoice**
- A/P Credit Memo
- A/P Reserve Invoice
- Recurring Transactions
- Recurring Transaction Templates
- Landed Costs
- Procurement Confirmation Wizard
- Purchase Quotation Generation Wizard
- Document Printing
- Purchasing Reports

Business Partners

- Banking
- Inventory
- Resources
- Production
- MRP
- Service
- Human Resources
- Reports
- Integrations
- Interfaces

Vendor: V1015
Name: Country Malt
Contact Person: [dropdown]
Vendor Ref. No.: [dropdown]
BP Currency: \$

Posting Date: 10/13/2016
Due Date: 11/14/2016
Document Date: 10/13/2016

#	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				

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

☐ Payment Order Run

Remarks: [text area]

Summary:

Total Before Discount	\$ 750.00
Discount	%
Total Down Payment	
Freight	
<input type="checkbox"/> Rounding	\$ 0.00
Tax	
Total Payment Due	\$ 750.00
Applied Amount	
Balance Due	\$ 750.00

Buttons: Add, Cancel, Copy From, Copy To



Purchasing - A/P

- Purchase Blanket Agreement
- Purchase Request
- Purchase Quotation
- Purchase Order
- Goods Receipt PO
- Goods Return
- A/P Down Payment Invoice
- A/P Invoice
- A/P Credit Memo
- A/P Reserve Invoice
- Recurring Transactions
- Recurring Transaction Templates
- Landed Costs
- Procurement Confirmation Wizard
- Purchase Quotation Generation Wizard
- Document Printing
- Purchasing Reports

Business Partners

- Banking
- Inventory
- Resources
- Production
- MRP
- Service
- Human Resources
- Reports
- Integration

Common Functions

- Purchase Order
- A/R Credit Memo
- Brewing Worksheet
- Goods Receipt PO
- Chart of Accounts
- Cellar Worksheet
- A/P Invoice
- Journal Entry
- Packaging Worksheet
- A/P Credit Memo
- Item Master Data
- Bill of Materials
- Sales Order
- Business Partner Mas...
- Scheduler

A/P Invoice

Vendor: V1015
Name: Country Malt
Contact Person:
Vendor Ref. No.:
BP Co:
No.: Primary 10037
Status: Open
Posting Date: 10/13/2016
Due Date: 11/14/2016
10/13/2016

Batches - Setup

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PU 10037	RM5038	Malt Roast	A1	500	500

Created Batches

#	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

A/P Invoice

Vendor: V1041 Rocky Mountain Barrel Compan
Contact Person:
Vendor Ref. No.:
Local Currency:
No. Primary 10047
Status Open
Posting Date 04/06/17
Due Date 05/08/17
Document Date 04/06/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket Agree...
1	➡	BRL2000-Em Empty - Barrels 53 Ga	90	\$ 125.0000	0.00	➡ EX	\$ 11,250.00	Manual	
2					0.00				

Buyer: -No Sales Employee-
Owner:
Total Before Discount \$ 11,250.00
Discount %
Total Down Payment
Freight \$ 0.00
\$ 11,250.00
\$ 11,250.00

Freight Charges

☐ Do Not Display Freight Charges with Zero Amount

#	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	

Update Cancel

A Add in cost of freight

B 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'

Open Documents

- Sales Orders (24)
- Purchase Orders (3)
- Production Orders (124)
- Deliveries (5)
- Goods Receipt POs (3)
- A/P Invoices (40)**
- A/P Invoices (7)**

Open Items List

Doc. No.	Installment No.	Vendor Code	Vendor Name	Days Overdue	Vendor Ref. No.	Due Date
10030	1 of 1	V1011	Beer Packaging Supplies Int'l	491		06/10/2015
10035	1 of 1	V1000	Briess	468		07/03/2015
10036	1 of 1	V1000	Briess	0		11/09/2016
10033	1 of 1	V1015	Country Malt	434		08/06/2015
10034	1 of 1	V1015	Country Malt	416		08/24/2015
10037	1 of 1	V1015	Country Malt	0		11/14/2016
10032	1 of 1	V1016	Hopunion	479		06/22/2015

A/P Invoice

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

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

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

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

Total Before Discount: \$ 750.00
Discount: %
Total Down Payment: \$ 750.00
Freight: [dropdown]
Rounding: [checkbox]
Tax: [checkbox]
Total Payment Due: \$ 750.00
Applied Amount: [dropdown]
Balance Due: \$ 750.00

A/P Credit Memo

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

No. Primary: 5000
Status: Open
Posting Date: 10/13/2016
Due Date: 10/13/2016
Document Date: 10/13/2016

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RM5038	250	\$ 1.5000	0.00	EX	\$ 750.00
2				0.00		

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

Total Before Discount: [dropdown]
Discount: %
Total Down Payment: [dropdown]
Freight: [dropdown]
Rounding: [checkbox]
Tax: [checkbox]
Total Credit: [dropdown]
Applied Amount: [dropdown]
Open Balance: [dropdown]

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

Buttons: Add, Cancel, Copy From, Copy To

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>**



A/P Credit Memo

Vendor

Name

Contact Person

Vendor Ref. No.

Local Currency

Contents

Item/Service Type

#	Item No.
1	⇒ RM5038
2	

Buyer

-No Sales Employee-

Owner

⇒ Smith, Jason

☐ Payment Order Run

Remarks

Based On A/P Invoices 10037.

Add

Cancel

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...

Display Available Batches

From Base Document

OK

Cancel

Selected Batches

#	Batch	Selected Qty
1	⇒ 101316	250
		250

Auto-Select All

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 Memo

Tax

Total Credit

Applied Amount

Open Balance

\$ 375.00

\$ 375.00

Copy From

Copy To



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	No.	Primary	5002
Name	Inland Label & Mktg Services LLC	Status	Open	
Contact Person		Posting Date	10/18/2016	
Vendor Ref. No.		Due Date	10/18/2016	
Local Currency		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	
Freight	⇒
<input type="checkbox"/> Rounding	
Tax	
Total Credit	\$ 100.00
Applied Amount	
Open Balance	\$ 100.00

<input type="checkbox"/> Payment Order Run	
Remarks	

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. Click <**Copy To**>
3. Select 'G. Receipt PO'
4. Adjust quantity with the actual amount received
5. Click <**Add**> <**Yes**>
6. Enter the Batch No.
7. Click <**Update**> <**OK**>
8. Click <**Add**> <**Yes**>

Purchase Order

Vendor: V1015
Name: Country Malt
Contact Person: [Yellow Highlighted]
Vendor Ref. No.:
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
2										

Buyer: [Yellow Highlighted]
Owner: [Yellow Highlighted]
Remarks: [Yellow Highlighted]

OK Cancel

Goods Receipt PO

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

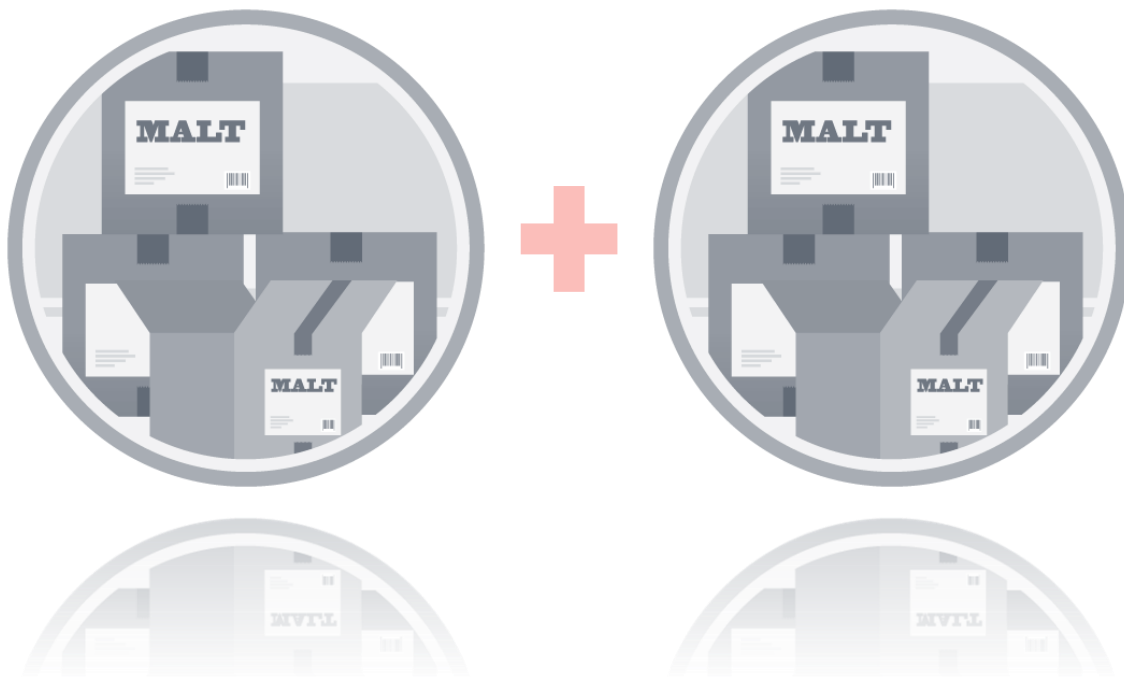
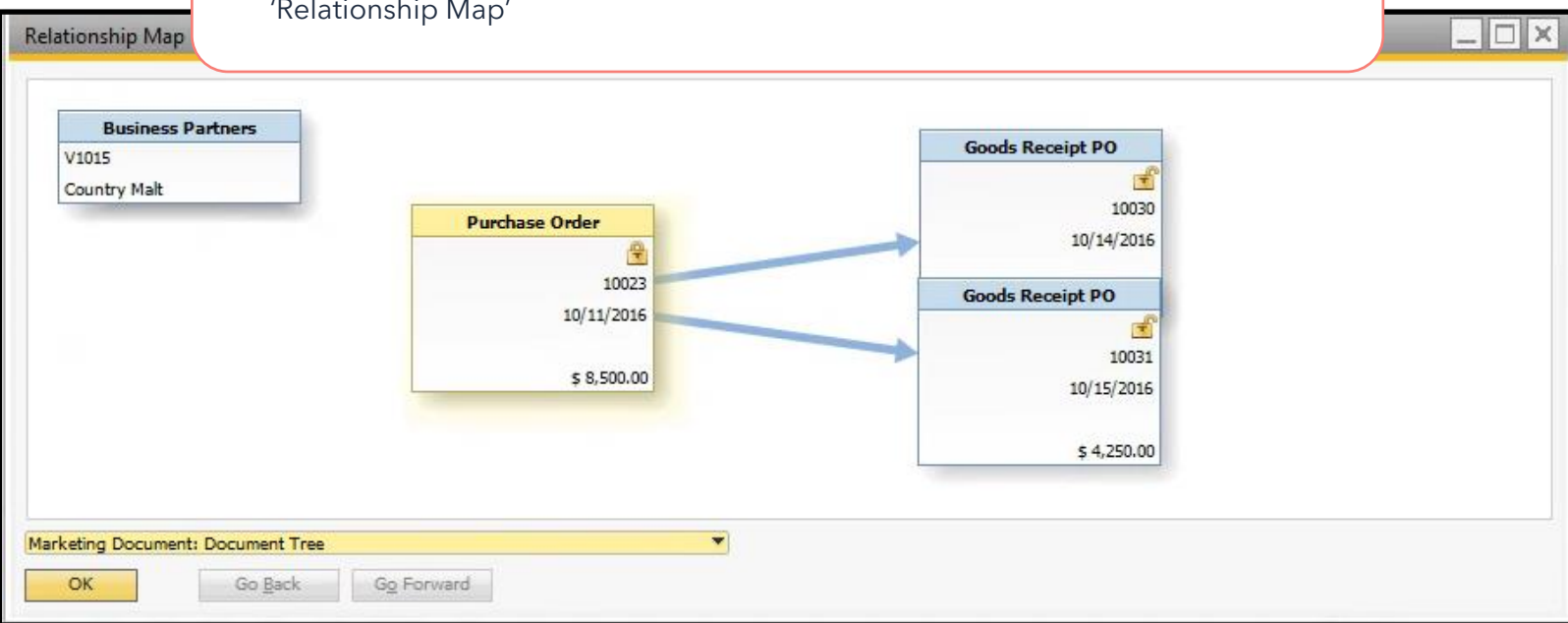
Buyer: -No Sales Employee-
Owner: Smith, Jason

Remarks: Based On Purchase Orders 10023.

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



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





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 A/P Invoice Function interface. At the top, there are fields for 'V1015', 'Country Malt', 'Person', 'Ref. No.', and 'Currency'. To the right, there are fields for 'No.' (Primary), 'Status' (Open), 'Posting Date', 'Due Date', and 'Document Date'. Below these, there is a 'Contents' section with 'Service Type' and 'Item No.'. A dialog box titled 'List of Goods Receipt PO' is open, showing a table with columns: '#', 'Date', 'Vendor', 'Remarks', and 'Due Date'. The table contains three rows of data, all from 'Country Malt'. A mouse cursor is hovering over the third row. At the bottom of the dialog box are 'Choose' and 'Cancel' buttons. Below the dialog box, there are fields for 'Total Down Payment', 'Freight', 'Rounding', 'Tax', 'Total Payment Due', 'Applied Amount', and 'Balance Due'.

#	Date	Vendor	Remarks	Due Date
1 10029	10/18/2016	Country Malt	Based On Purchase Orders 1002	10/18/2016
2 10030	10/14/2016	Country Malt	Based On Purchase Orders 1002	10/14/2016
3 10031	10/15/2016	Country Malt	Based On Purchase Orders 1002	10/15/2016



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'

The screenshot displays the SAP A/P Invoice interface. The top section shows invoice details: No. 10038, Status Open, Posting Date 10/18/2016, Due Date 11/17/2016, and Document Date 10/18/2016. Below this is a table with columns: Item No., Item Description, Quantity, Unit Price, Disc..., Tax C..., Total (LC), Distr. Rule, and UoM C... The table contains three items: 1. RM2005 Raw Rye, 2. RM2007 Yellow Corn, and 3. RM5007 2-Row Pale Malt. The bottom section, titled 'Relationship Map', shows a flowchart of business documents. It includes Business Partners (V1015 Country Malt), Purchase Orders (10022, 10023), Goods Receipt POs (10029, 10030, 10031), and the A/P Invoice (10038). Arrows indicate the flow from Purchase Orders to Goods Receipt POs and then to the A/P Invoice. The A/P Invoice is highlighted with a yellow border and a red bottom line.

Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM C...
1	RM2005 Raw Rye	5,000	\$ 6.9800	0.00	EX	\$ 34,900.00		Manual
2	RM2007 Yellow Corn	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00		Manual
3	RM5007 2-Row Pale Malt	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00		Manual
4				0.00				

Relationship Map

Business Partners: V1015 Country Malt

Purchase Order 10022: 10/11/2016, \$ 69,800.00

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

Goods Receipt PO 10029: 10/18/2016, \$ 34,900.00

Goods Receipt PO 10030: 10/14/2016, \$ 4,250.00

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

A/P Invoice 10038: 10/18/2016, \$ 43,400.00

Marketing Document: Document Tree

OK Go Back Go Forward



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

Goods Receipt PO

Vendor: V1049
Name: Abracadabra Printing
Contact Person: [Dropdown]
Vendor Ref. No.: Vodka Bottles & Tamper Strips
Local Currency: [Dropdown]

No. Primary: 10019
Status: Open
Posting Date: 01/05/17
Due Date: 01/05/17
Document Date: 01/05/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Dis
1	PG2016-1003	Bottle 750mL Huckleberry Vodka Printed w/Shipper	4,160	\$ 4.6000	
2	PG2013-V	Label Vodka Tamper Strip	4,160	\$ 0.0800	

A/P Invoice

Vendor: V1049
Name: Abracadabra Printing
Contact Person: [Dropdown]
Vendor Ref. No.: Vodka Bottles & Tamper Strips
Local Currency: [Dropdown]

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Dis
1	PG2016-1003	Bottle 750mL Huckleberry Vodka Printed w/Shipper	4,160	\$ 5.0000	
2	PG2013-V	Label Vodka Tamper Strip	4,160	\$ 0.0800	

Buyer: -No Sales Employee-
Owner: [Dropdown]

☐ Payment Order Run

Remarks: Based On Purchase Orders 10019. Based On Goods Receipt PO 10019.

Journal Entry

Series: Primary, Number: 10672, Posting Date: 04/06/17, Due Date: 05/08/17, Doc. Date: 04/06/17, Remarks: A/P Invoices - V1049

Origin: PU, Origin No.: 10047, Trans. No.: 873, Template Type: [Dropdown], Template: [Dropdown], Indicator: [Dropdown]

Trans. Code: [Dropdown], Ref. 1: 10047, Ref. 2: Vodka Bottl, Ref. 3: [Dropdown]

Blanket Agreement: [Dropdown]

Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Tax Posting Account	Tax Code	Tax J
1	V1049	Abracadabra Printing		\$ 21,132.80			
2	20010-00	Goods Received not In	\$ 19,468.80				
3	12010-00	Inventory - Packaging	\$ 484.80				
4	51040-01	Inv Adjustment - Pack	\$ 1,179.20				
			\$ 21,132.80	\$ 21,132.80			

OK Cancel ☐ Display in F

Freight: [Dropdown]
☐ Rounding
Tax: [Dropdown]
Total Payment Due: \$ 21,132.80
Applied Amount: [Dropdown]
Balance Due: \$ 21,132.80

Copy From Copy To



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 > 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 > 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 > Quick Raw Inventory Planning Sheet

Quick Raw Inventory Planning Sheet **"MRP Lite"**

- Gives an idea of deficiencies found within supply & demand

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 > 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 > Inventory Count Variance Analysis

Inventory Count Variance Analysis

- Analysis of inventory counts and determining variance patterns

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