Purchasing | Spirits

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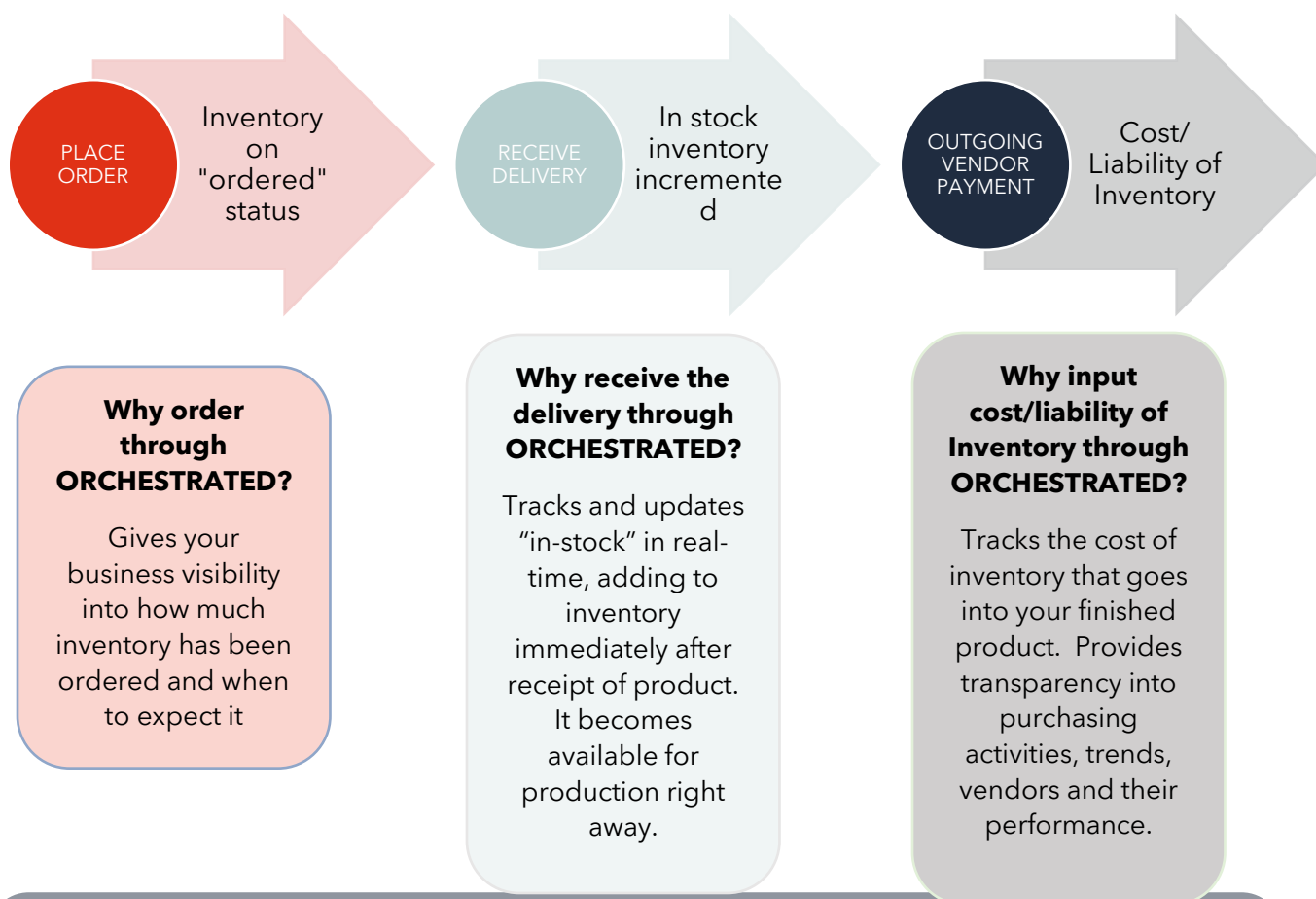
Contents

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.

PLACE ORDER	Inventory on "ordered" status	RECEIVE DELIVERY	In stock inventory incremented	OUTGOING VENDOR PAYMENT	Cost/ Liability of Inventory

Why order through ORCHESTRATED?

Gives your business visibility into how much inventory has been ordered and when to expect it

Why receive the delivery through ORCHESTRATED?

Tracks and updates "in-stock" in real-time, adding to inventory immediately after receipt of product. It becomes available for production right away.

Why input cost/liability of Inventory through ORCHESTRATED?

Tracks the cost of inventory that goes into your finished product. Provides transparency into purchasing activities, trends, vendors and their performance.
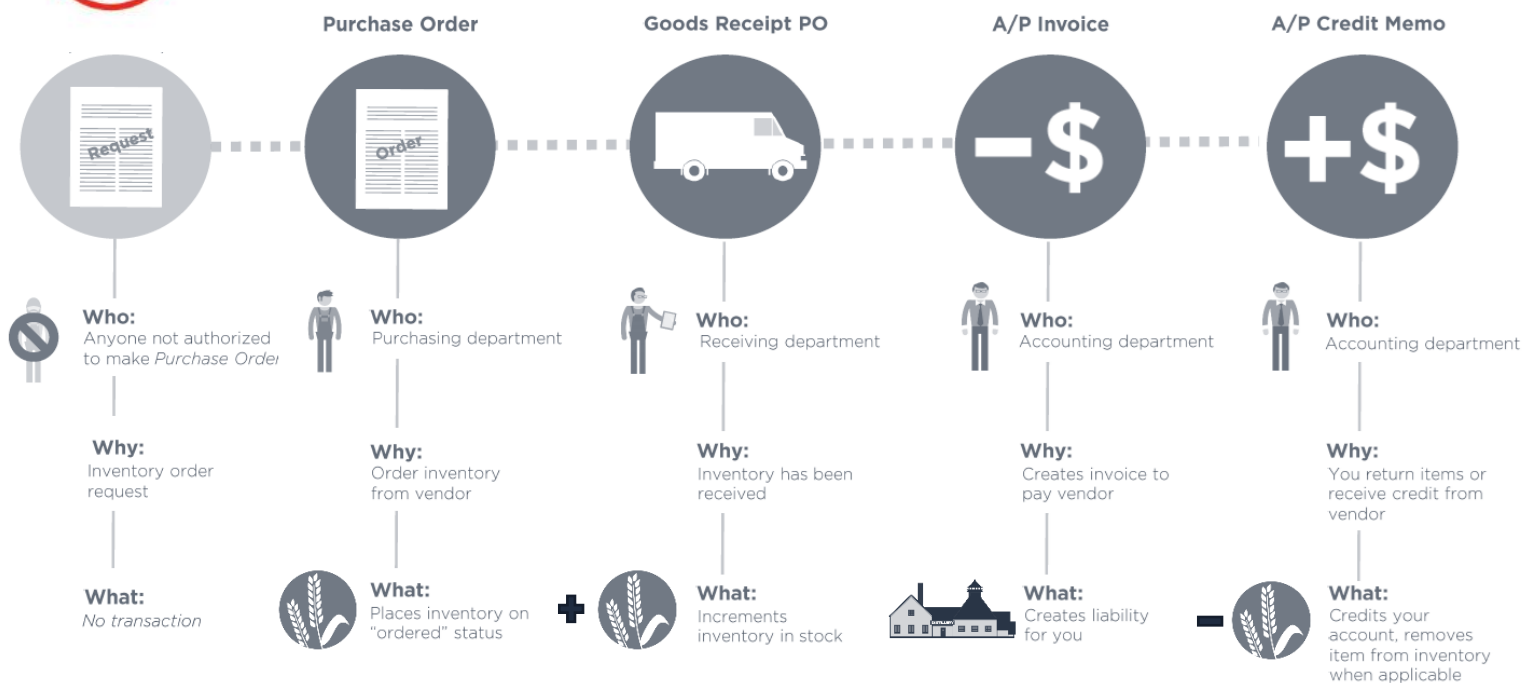
Batch Tracking!

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	Goods Receipt PO	A/P Invoice	A/P Credit Memo
Who:	Anyone not authorized to make *Purchase Order*	Purchasing department	Receiving department	Accounting department	Accounting department

(figure labels:)

Who: Anyone not authorized to make *Purchase Order*
Why: Inventory order request
What: *No transaction*

Purchase Order — **Who:** Purchasing department — **Why:** Order inventory from vendor — **What:** Places inventory on "ordered" status

Goods Receipt PO — **Who:** Receiving department — **Why:** Inventory has been received — **What:** Increments inventory in stock

A/P Invoice — **Who:** Accounting department — **Why:** Creates invoice to pay vendor — **What:** Creates liability for you

A/P Credit Memo — **Who:** Accounting department — **Why:** You return items or receive credit from vendor — **What:** Credits your account, removes item from inventory when applicable

Purchase Order (PO)	**Goods Receipt PO (GRPO)**	**A/P Invoice (MANDATORY)**
Order goods from a supplier/vendor	Brings inventory into stock	Books the payable/financial side of purchase
Puts inventory "on order"	*Typically* happens before A/P Invoice is received from vendor	*Outgoing payment* will eventually be applied
Can print/email/save	Item Batch # is captured	Can be print/email/save
	Can print/email/save	

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

Core Purchasing Functions

Purchase Order (PO)

PO

What is it? — "In Pencil" draft

What does it do?
- Does NOT impact inventory or financials
- Retains last purchase price of items
- Stays open until order 100% received

Why use it?
- Eliminates POs in other forms (email, phone, paper, etc.)
- Provides visibility for business of what's 'on order'
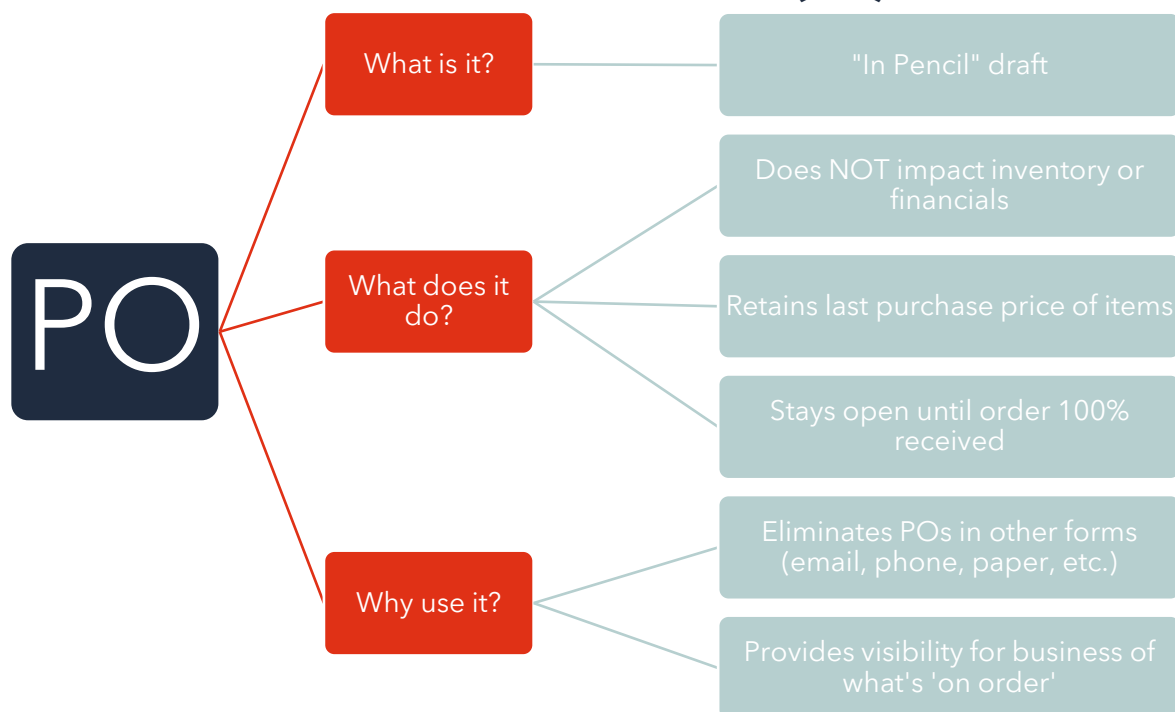
Vendor code & name of whom you're purchasing from

Status: Open or Closed

Delivery: When is anticipated delivery

Ordered item details

Purchase Order

Vendor	
Name	
Contact Person	
Vendor Ref. No.	
Local Currency	

No.	Primary	10019
Status		Open
Posting Date		10/07/20
Delivery Date		
Document Date		10/07

Contents | Logistics | Accounting | Attachments

Item/Service Type: Item   Summary Type: No S

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

| Buyer | -No Sales Employee- |
| Owner | |

Total Before Discount	
Discount	%
Freight	
...nding	$ 0.00
...ment Due	$ 0.00

Remarks

[Add] [Cancel]   [Copy From] [Copy To]

Tip!

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

Adding a PO

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

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**>

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	V000
Name	BNess
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 | ...counting | Attachments

Item/Service Type: Item   Summary Type: No Summary

#	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 | |

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

Remarks

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: 877-683-2648

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	Shiping 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	
Vendor Ref. No.	
BP Currency	$

No.	Primary	10015	- 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			

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

-ployee-
ark

Total Before Discount	$ 5,000.00
Discount	%
Freight	
Rounding	$ 0.00
Tax	
Total Payment Due	$ 5,000.00

Add | Cancel   Copy From | Copy To

Goods receipt purchase order (GRPO)
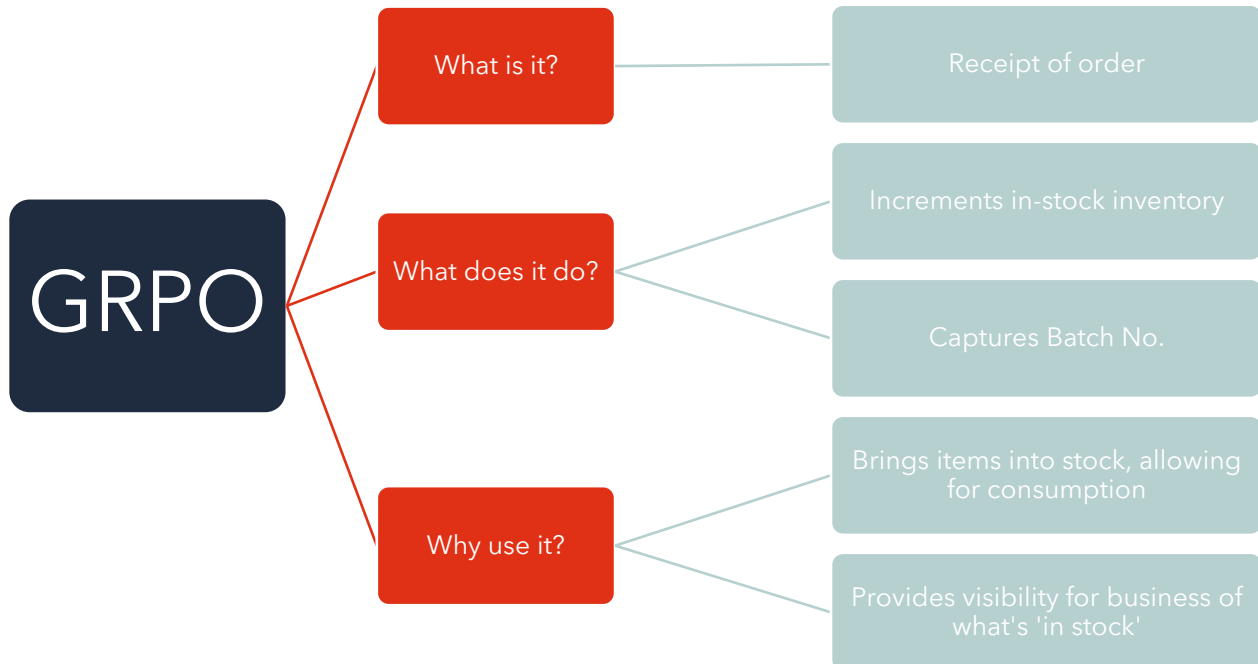
GRPO

What is it? — Receipt of order

What does it do? — Increments in-stock inventory

Captures Batch No.

Why use it? — Brings items into stock, allowing for consumption

Provides visibility for business of what's 'in stock'

Vendor code & name of whom you're receiving from

Status: Open or Closed

Posting Date: When GRPO was entered/Inventory delivered

Delivered item details

Tip!

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

Goods Receipt PO

Vendor	
Name	
Contact Person	
Vendor Ref. No.	
Local Currency	

No.	Primary 10027
Status	Open
Posting Date	10/10/2016
Due Date	
Document Date	10/10/2016

Contents   Logistics   Accounting

Item/Service Type   Item   No Summary

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

Buyer   -No Sales Employee-
Owner

Total Before Discount
Discount   %
Freight
Rounding
ment Due $ 0.00

Remarks

Add   Cancel   Copy From   Copy To
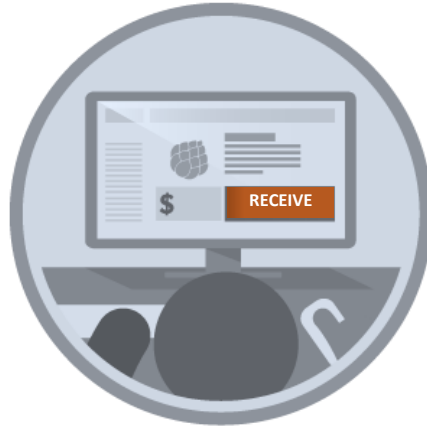
In the following scenario, we will be receiving varieties of malts from our Vendor Briess

1. Open the Purchase Order related to the goods being received
   – Find the PO via Open Documents
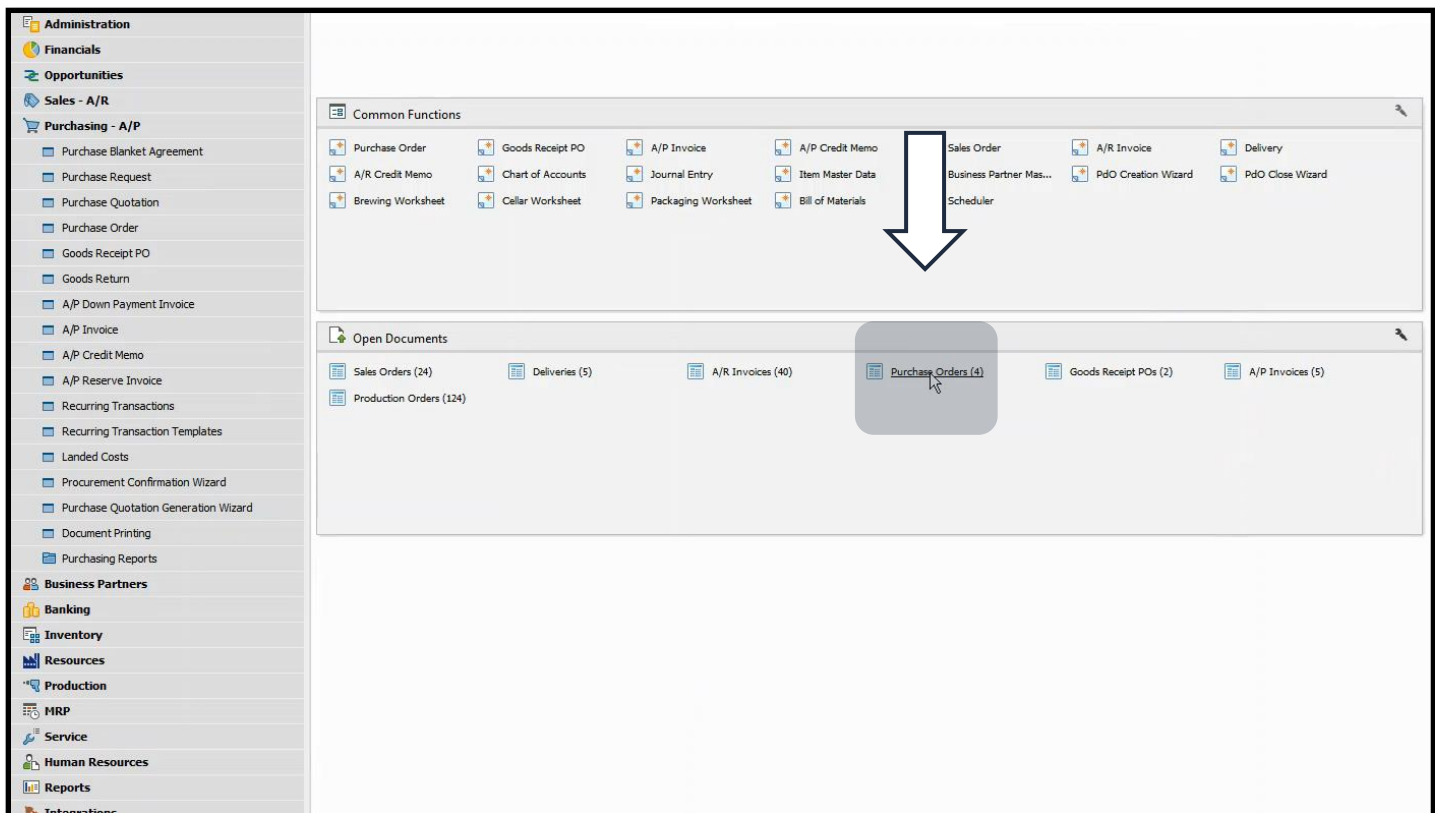
2. Select the Purchase Order from the Open Items List
   – Drill in using the yellow arrow

Open Items List

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	

OK

Purchase Order

Vendor	V1000		No.	Primary	10025	- 0
Name	Briess		Status		Open	
Contact Person	John Funnington		Posting Date		03/22/17	
Vendor Ref. No.			Delivery Date		03/29/17	
Local Currency			Document Date		03/22/17	

Contents	Logistics	Accounting	Attachments

Item/Service Type	Item		Summary Type	No Summary

#	Item No.	Item Descripti...	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	
					0.00		

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

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

OK   Cancel   Copy From   Copy To

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

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

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

8. Click <Add> <Yes>

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	
4					0.00				

Goods Receipt PO

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

[Yes]   [No]

| Buyer | -No Sales Employee- ▼ |
| Owner | |

Total Before Discount	$ 1,600.00
Discount	%
Freight	→
☐ Rounding	$ 0.00
Tax	
Total Payment Due	$ 1,600.00

| Remarks | Based On Purchase Orders 10025. |

[Add]   [Cancel]   [Copy From ▲]   [Copy To]

Orchestrated Mark...

Main Report

Goods Receipt PO

Order #:
10025
Date:
3/27/2017

Page 1 of

◎ 1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006
Tel: 877-683-2648

Bill Tα   **Pay To**
USA

Ship Tα
1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006

Company ID#	Ref Number	Shiping Type	Terms	Due Date
V1000		na	Net 30 Days	3/27/2017

Item Code	Description	Quantity	Unit Price	Ext Price
RM2000	Malted Rye	500.00	$ 0.89	$ 445.00
0.00	Batch#: 1269 (-500.00).			
RM2007	Yellow Corn	500.00	$ 1.50	$ 750.00
0.00	Batch#: 1001 (-500.00).			
RM2009	Caramel Malt	500.00	$ 0.81	$ 405.00
0.00	Batch#: 169 (-500.00).			

Current

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

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

🔍 🖨 ✉

GRPO

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?

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**>

AP invoice

A/P Invoice

- What is it?
  - Invoice (bill) for ordered goods
  - Documents the invoice sent from your Vendor
- What does it do?
  - Impacts inventory & financials
- Why Use it?
  - Is Mandatory
  - Confirms price & quantity of goods brought into stock
  - Provides visibility for business of what's 'in stock' and 'cost of materials'

Vendor code & name of who is invoicing you

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

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

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	Abracadabra 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	
1002							
1000							
1002							
1001							
1001							
1001							

OK

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	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

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

Being charged for freight? See Freight Charges

A/P Invoice

Order #:
10046

Date:
4/6/2017

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

Page 1 of 1

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

Company ID#	Ref Number	Shiping 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.

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?

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

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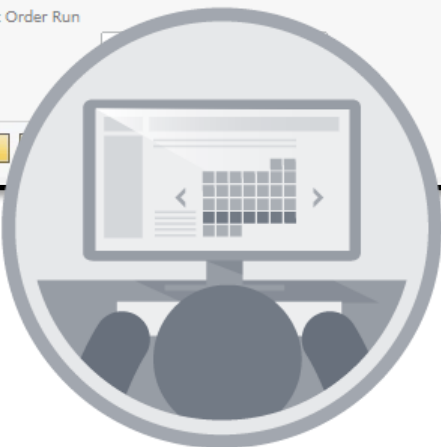
1. Open an A/P Invoice function
2. Search for and select Vendor
3. Select the Posting & Due Date
4. In the Item/Service Type dropdown, select **Service**
5. Add Description
6. Select GL Account
7. Input Unit Price
8. <**Add**> <**Yes**>

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**>

8. Enter batch numbers (if inventory is consumable)
9. Click <**Updat**e> <**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 (<u>before</u> it's added)
2. Click the yellow arrow next to the Freight field

A/P Invoice

Vendor	➡ V1041		No.	Primary ▼	10047
Name	Rocky Mountain Barrel Compan		Status		Open
Contact Person	▼		Posting Date		04/06/17
Vendor Ref. No.			Due Date		05/08/17
Local Currency ▼			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- ▼		Total Before Discount		$ 11,250.00
Owner			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

Copy

Update   Cancel

A Add in cost of freight

B Click <**OK**>

A/P credit memo

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'

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/Service Type

#	Item No.
1	RM5038
2	

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

☐ Payment Order Run

Remarks — Based On A/P Invoices 10037.

Tax	
Total Credit	$ 375.00
Applied Amount	$ 375.00
Open Balance	

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 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	
Vendor Ref. No.	
Local Currency	

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

Payment Order Run

Remarks

Total Before Discount	$ 100.00
Discount %	
Total Down Payment	
Freight	
Rounding	
Tax	
Total Credit	$ 100.00
Applied Amount	
Open Balance	$ 100.00

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

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 <u>actual</u> 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	
Vendor Ref. No.	
Local Currency	

Item/Service Type Item   **Summary Type** No Summary

#	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
Owner
Remarks

OK   Cancel

Goods Receipt PO

Vendor	V1015		No.	Primary	10030
Name	Country Malt		Status		Open
Contact Person			Posting Date		10/14/2016
Vendor Ref. No.			Due Date		10/14/2016
Local Currency			Document Date		10/14/2016

Item/Service Type Item   **Summary Type** No Summary

#	Item No.	Item Descripti...	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-		Total Before Discount	$ 4,250.00
Owner	Smith, Jason		Discount %	
			Freight	
			Rounding	
			Tax	
Remarks	Based On Purchase Orders 10023.		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'
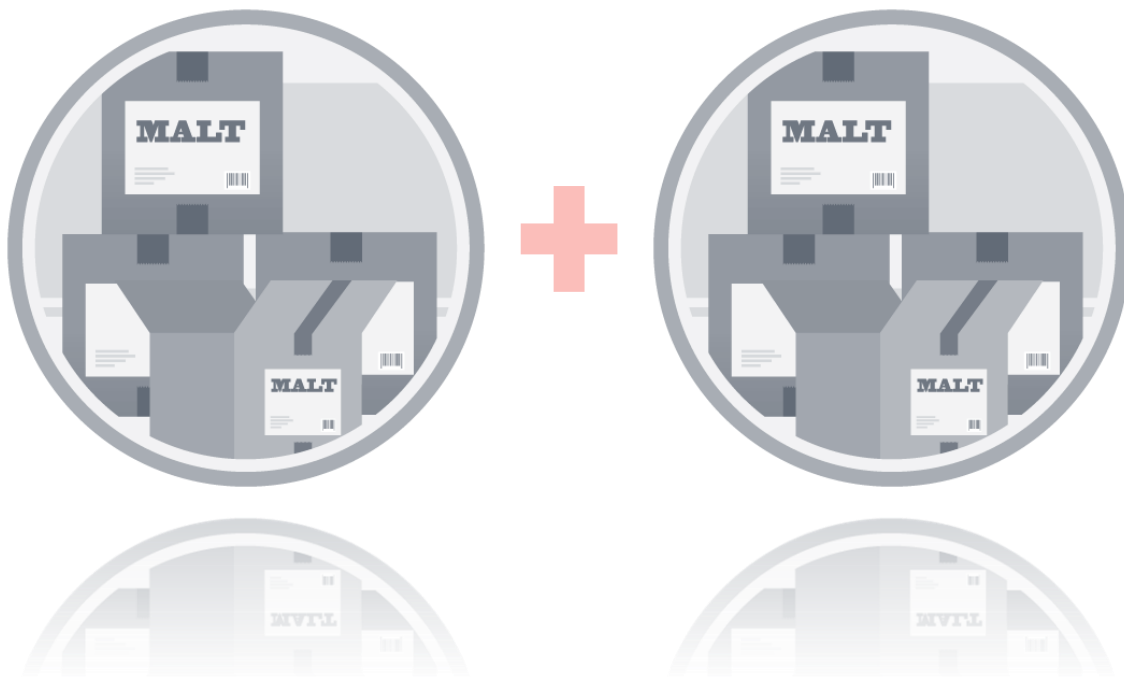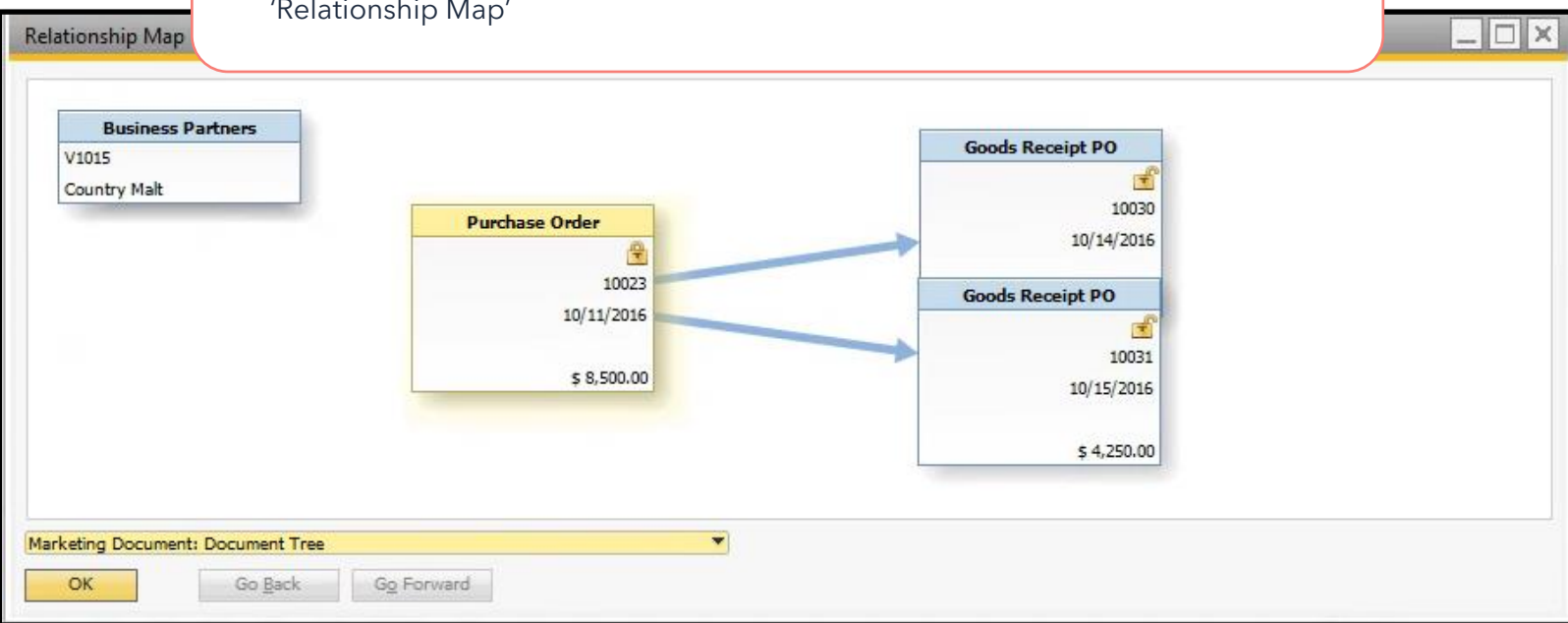
Combining multiple deliveries

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**>

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'

No.	Primary ▼	10038
Status		Open
Posting Date		10/18/2016
Due Date		11/17/2016
Document Date		10/18/2016

Accounting   Attachments

Summary Type   No Summary ▼

#	Item No.	Item Descripti...	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

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