



# Purchasing Document Relationship Audit

## Report Summary

Printed Report Title: Purchasing Document Relationship Audit

Audit report to track matching purchasing documents (Purchase Order, Receipt, Invoice, Return & Credit)

Shows documents that are related for a given date range. Also shows document sets that are likely incomplete in several categories.

## Default Location In Orchestrated

Base Module: Purchasing - A/P > Purchasing Reports > Orchestrated Reports

Reports Module: Reports > Sales and Purchasing > Orchestrated Reports (2)

*\*These are the standard default locations. Your locations may be different.*

## Typically Used by

Buyers and Materials Managers would use this to identify missing documents and deficiencies in the procurement process.

## Key Requirements

Document relationships are set-up when one document is created from the next. If documents are created individually (not referenced from a prior document) then no relationship will exist between them so the report will identify them as incomplete document sets.

## Tips

IF there are holes and missing documents in your process, this can be run weekly to identify missing documents before they can significantly impact inventory accuracy. As processes improve, once near the end of the month to tie up any loose ends is sufficient.

## Parameter Entry Options

Required:

Starting and Ending Dates

Optional:

Omit Non-Inventory Items?

Omit likely complete document sets? (A complete set might be P.O., Receipt, Invoice)

Omit Open/Unfinished Doc Sequences? (Example: An open P.O. would not have a receipt or invoice yet)

Select Items(s)



## Parameter Entry Image

- Selection Criteria

Starting:

Ending:

Omit Non-Inventory Items? ☐

Omit Likely Complete Doc sets? ☐

Omit open/unfinished Doc sequences? ☐

Select Item(s) (optional)

OK Cancel

## Report Sample Image

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**Purchasing Document Relationship Audit**  
*Purchased Items with last transaction in 6/1/14 to 6/5/14*  
Grouped by Inventory Item, estimated status and documents likely missing

| Line Item                                    | Description                                | Last Date | P.O# | Receipt# | Inv# | Return# | Cred# |
|--|--|-----------|------|----------|------|---------|-------|
| <b>Inventory Items - Likely Complete</b>     |  |           |      |          |      |         |       |
| RM1020                                       | 2-Row Pale Malt - Bulk (Cargill/Malteurop) | 6/3/14    | 1638 | 2023     | 7521 | -       | -     |
| RM1235                                       | Dark Munich Malt (Gambrinus)               | 6/4/14    | 1641 | 2024     | 7568 | -       | -     |
| RM1300                                       | Honey Malt (Gambrinus)                     | 6/4/14    | 1641 | 2024     | 7568 | -       | -     |
| RM1435                                       | Vienna Malt (Weyermann)                    | 6/4/14    | 1641 | 2024     | 7568 | -       | -     |
| RM1490                                       | Lt. Munich - Type 1 - Malt (Weyermann)     | 6/4/14    | 1641 | 2024     | 7568 | -       | -     |
| RM1070                                       | Aromatic Malt (Dingemans)                  | 6/4/14    | 1642 | 2025     | 7602 | -       | -     |
| PG1015-IPA                                   | 12oz can body - IPA                        | 6/4/14    | 1647 | 2027     | 7432 | -       | -     |
| PG1015-Sil                                   | 12oz can body - Silver bullets             | 6/4/14    | 1647 | 2027     | 7432 | -       | -     |
| PG1015-WR                                    | 12oz can body - White Rascal               | 6/4/14    | 1647 | 2027     | 7432 | -       | -     |
| PG1060                                       | Can lid                                    | 6/4/14    | 1647 | 2027     | 7432 | -       | -     |
| <b>Inventory Items - Missing Documents</b>   |  |           |      |          |      |         |       |
| <b>Missing P.O.</b>                          |  |           |      |          |      |         |       |
| RM1510                                       | Amarillo                                   | 6/3/14    | -    | 2020     | 7220 | -       | -     |
| PG1020-bulk-WR                               | 12oz glass bottle - bulk - WR              | 6/3/14    | -    | 2019     | 7583 | -       | -     |
| RM1663                                       | Adj - Cucumber                             | 6/5/14    | -    | 2035     | 7603 | -       | -     |
| RM1665                                       | Spice - Hibiscus                           | 6/5/14    | -    | 2034     | 7555 | -       | -     |
| <b>Missing P.O., Receipt</b>                 |  |           |      |          |      |         |       |
| PG1100-Ann                                   | Label-Anniversary                          | 6/1/14    | -    | -        | 7510 | -       | -     |
| RM1615                                       | Bulk Liquid CO2                            | 6/1/14    | -    | -        | 7584 | -       | -     |
| RM1615                                       | Bulk Liquid CO2                            | 6/2/14    | -    | -        | 7585 | -       | -     |
| <b>Non-Inventory Items - Likely Complete</b> |  |           |      |          |      |         |       |
| FD1002                                       | App - Buffalo Chicken Wings                | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1003                                       | App - Sweet Potato Tots                    | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1005                                       | App - Homemade Jalapeno Poppers            | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1008                                       | App - Green Chili & Avocado Nachos         | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1009                                       | App - Hummus & Grilled Pita                | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1012                                       | App - Hop Freaks Cheese Plate              | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1523                                       | Bgr - Tuscan Burger                        | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1530                                       | Add-on: 50c Upcharge                       | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1602                                       | Sid - Fries                                | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1603                                       | Sid - Sweet Potato Tots                    | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1605                                       | Sid - Ranch Dressing                       | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1514                                       | Bgr - Add-on: Fried Egg                    | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1515                                       | Bgr - Add-on: Green Chili                  | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1516                                       | Bgr - Add-on: Blue Cheese Crumbs           | 6/1/14    | -    | -        | 7257 | -       | -     |
| FD1518                                       | Bgr - Add-on: Mushrooms                    | 6/1/14    | -    | -        | 7257 | -       | -     |

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