



# Purchasing Practice Lab

(Beer)

## Overview

This exercise will walk you through how to complete the three major steps of purchasing: Purchase Orders, Goods Receipt POs, and A/P Invoices. We'll also go through a couple scenarios that you may come across. These exercises may fall into the responsibilities of more than one person; we recommend anyone involved in the process complete the lab. Remember, the more information you put into OBeer, the more you get out of OBeer!

In our labs, names of editable fields will be underlined (example: "Click in Item Description"). Clickable items like modules or menus will be **Bolded** (example: "Click on **Modules**"). Key terms for Orchestrated will be *italicized*.

## Exercise 1: Add a Purchase Order

In the Setup Lab, we added a new vendor and a new malt. It's time to order some! Remember that this is an "in pencil" document that shows that we've ordered more materials, but doesn't affect our actual inventory.



1. Navigate to **Modules > Purchasing – A/P > Purchase Order**, or click it from your *Common Functions* box, if you've added it already.

The Purchase Order will open. Note that all but one of the fields are white. This means that we are in *Add Mode*.

### SEARCHING IN ADD MODE

If you press >ENTER< in *Add Mode*, even if the field is yellow, you'll add the document you're editing. Searching is still possible in *Add Mode*, though! If your field has a little circle at the right end of it (🔍), you can press >TAB< to open a menu of search results. Just like *Find Mode*, you can use a wildcard (\*) to search for a part of the term.

2. Name: Type "\*" and press >TAB< to bring up a list of vendors.
3. Search: "OH"

NOTE: If the list isn't filtering by what you typed, make sure that it's filtering by "BP Name." You can fix this by double-clicking the heading of that column. A black triangle will appear to show that it is sorting in that column.

#	BP Name	BP Code	BP Balance
26	OHoney	V1003	0.000
27	Rocky Mountain Barrel Company	V1041	0.000
28	S.S. Steiner, Inc.	V1045	0.000
29	Saxco Inc.	V1047	-40.130
30	Sparkling Clear Industries	V1051	-3,772.850
31	Specialty Products & Insulation	V1053	0.000
32	State Comptroller	V1055	0.000
33	Sysco	V1057	0.000
34	Total Industrial Services	V1059	0.000
35	TWSH	V1061	0.000
36	Universal Engine Services	V1063	0.000

4. Choose "OHoney"

Vendor information will populate in the top left.

5. Check your dates! You can backdate documents if you're running behind.

Vendor: V1003  
Name: OHoney  
Contact Person: Sales1  
Vendor Ref. No.:  
BP Currency: \$

No. Primary 10033 - 0  
Status: Open  
Posting Date: 03/14/17  
Delivery Date: 03/21/17  
Document Date: 03/14/17

Change Posting Date to 2 weeks ago, and Delivery Date to 1 week ago.

6. In the Contents tab, we'll add the new item.
  - a. Item/Service Type: Choose "Item"
  - b. Item No.: Type "RM" and press >TAB<

This brings up the search again, showing all items with the "RM" code ("Raw Materials: Malt")

- c. Scroll until you find your Oregon Honey Malt, and choose it.

### WHAT ABOUT ITEM NAME?

If your Purchase Order isn't showing you an item's name/description, you can turn that field on using the **Form Settings** button. 

If you haven't already, we recommend you complete our first setup lab to learn more about Form Settings.

The item and its information populate into the chart. If you have purchased the item from this vendor before, the purchase price will auto-populate for you.

7. Verify the amount and purchase price.  
Today's order is:

Quantity: 30

Unit Price: 13.50

Note that Unit Price in this case refers to the cost per pound, not total cost.

Your total payment is down at the bottom. Remember this is an estimate, and the Purchase Order won't affect financials.

8. Double check that all your info is correct.
9. If everything looks good, click 

The box will clear and a green bar will appear along the bottom of the screen letting you know that your order was added. Success! Your Purchase Order has been created!

## Exercise 2: Create a Goods Receipt PO

In Exercise 1, we created a purchase order for some malt. Now let's fast forward a week to the time the malt arrives. To record its arrival, we'll need a *Goods Receipt PO (GRPO)*. Remember that GRPO adds to our inventory, but doesn't affect financials.

Before beginning this exercise, make sure to add **Purchase Orders, Goods Receipt POs, and A/P Invoices** to your *Open Documents* widget. Explanations on how to add to your widgets can be found in Setup Lab 1.

### Create From the Corresponding Purchase Order

- From your *Open Documents* widget, click on **Purchase Orders**.

A window appears showing all your open Purchase Orders.

Doc. No.	Vendor Code	Vendor Name	Vendor Ref. No.	Due Date	Amount	Net	Tax	Original Amount	Posting Date	Documen...	Document Type
10006	V1011	Beer Packaging Supplies Intl		02/28/17	\$ 2,832.000	\$ 2,832.000	\$ 0.000	\$ 2,832.000	02/25/17	02/25/17	Purchase Orders
10002	V1000	Briess	135005	02/08/17	\$ 425.000	\$ 425.000	\$ 0.000	\$ 425.000	02/03/17	02/03/17	Purchase Orders
10033	V1003	OHoney		03/21/17	\$ 405.000	\$ 405.000	\$ 0.000	\$ 405.000	03/14/17	03/14/17	Purchase Orders
10004	V1069	Western Square Industries		02/10/17	\$ 1,250.000	\$ 1,250.000	\$ 0.000	\$ 1,250.000	02/10/17	02/10/17	Purchase Orders
10008	V1073	Wyeast Inc.		02/21/16	\$ 72.000	\$ 72.000	\$ 0.000	\$ 72.000	02/21/16	02/21/16	Purchase Orders
					\$ 4,984.000	\$ 4,984.000		\$ 4,984.000			

- Find the order for OHoney. Under "Doc No.," click the gold *Drill-Down Arrow* to open the Purchase Order.
- Check the Purchase Order to make sure this is the correct one. If so, click .
- Click **G. Receipt PO**.

The *Goods Receipt PO* window opens. It looks almost exactly like the Purchase Order! All the information should have copied over. If anything is incorrect, you can update it now.

- Check your dates! For this exercise change them to match the delivery date on your PO.

**Purchase Order**

Vendor: V1003 (OHoney) | No.: 10033 | Status: Open  
 Contact Person: Sales | Posting Date: 03/14/17  
 Vendor Ref. No.: | Delivery Date: 03/21/17  
 Local Currency: | Document Date: 03/14/17

Item/Service Type	Item	Summary Type	No Summary
1	RM2045 Malt Oregon Honey	Quantity	Unit Price
2		Discount %	T...

Buyer: -No Sales Employee- | Total Before Discount: \$ 405.000  
 Owner: | Discount: %  
 Freight: \$  
 Tax: Rounding:   
 Total Payment Due: \$ 405.000

Remarks:

Buttons: OK, Cancel, Copy From, Copy To

## BATCHES

To track quality of your goods, any materials that go into a beverage must be assigned a batch number. Orchestrated will track this batch number throughout production, so you can see exactly what materials went into every bottle and keg of beer you made.

If the manufacturer sent you a lot number, or if you have a batch numbering system, feel free to use those. If not, we suggest using the delivery date.

Rows from Documents						
#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PD 10028	RM2045	Malt Oregon Honey	A1	30	

Created Batches					
#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...
1	032117				

Created Batches:  Created Qty:

Update Cancel Automatic Creation...

6. Check the quantities, and make sure they match the actual delivery. For this exercise, we'll say they do.
7. Click
8. Click **Yes**.

The *Batch Setup* window appears.

9. Enter a batch number for your malt.
10. Click . The full quantity will populate into the Qty field.
11. Click
12. Double check that everything is correct.
13. If it is, click

The window will clear and you'll see the green bar across the bottom. This Goods Receipt PO has been added!

14. Click  or press >ESC< to close the window.

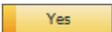
## Exercise 3: Adding an A/P Invoice

The final step in purchasing is also the most important: The *A/P Invoice*. This step can't be skipped, because it's where the actual financial changes are made. If there is not already a Goods Receipt PO on file, this will also make the changes to inventory.

### Create From the Corresponding Goods Receipt PO

The process for creating an A/P Invoice is nearly identical to creating the GRPO.



1. From your *Open Documents* widget, click on **Goods Receipt POs**.
2. Open the GRPO for this order by clicking on the gold *Drill-Down Arrow* next to the Document Number.
3. Make sure this is the correct GRPO. If it is, click **Copy To > A/P Invoice**.
4. Check your dates in the upper right hand! Note that Due Date is automatically 30 days from the Posting Date, because our vendor's Payment Terms are set to "Net 30 Days."
5. Very carefully look over this invoice to make sure the information matches the invoice you received. You can edit any information that has changed before you submit this document. For this exercise, we'll say everything matches.
6. Click 
7. Click 

### Relationship Map

1. With the A/P Invoice window still open, click the **Last Document** button 
- The invoice we just completed appears.
2. Right click anywhere in the gray area of this window.
3. Select **Relationship Map...**

The screenshot shows the 'A/P Invoice' window with the following details:

Vendor	V1003	No.	Primary	10086
Name	OHoney	Status		Open
Contact Person	Sales1	Posting Date		03/28/17
Vendor Ref. No.		Due Date		04/27/17
Local Currency		Document Date		03/28/17

The 'Contents' table is as follows:

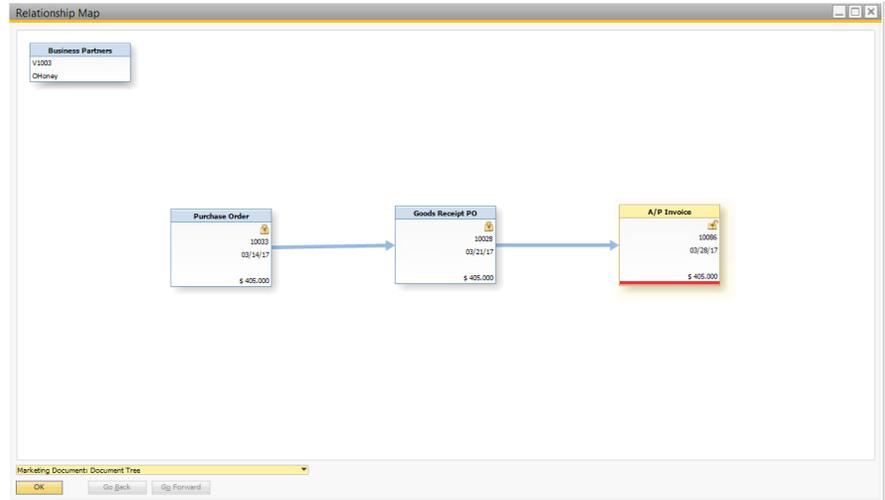
#	Item No.	Item Descripti...	Quantity
1	RM2045	Malt Oregon Hon	

The 'Relationship Map...' menu option is highlighted in the context menu. The window also shows a 'Remarks' field with the text: 'Based On Purchase Orders 10033, Based On Goods Receipt PO 10028.'

The *Relationship Map* window opens up.

This window will show you all the documents that are linked to this one. In this case, we have a simple flow of Purchase Order > GRPO > A/P Invoice. You can see the padlock in the upper right of the PO and GRPO are closed, showing us that those documents are closed.

4. Click **OK** or press >ESC< to close the window.



## Check That Inventory was Updated

1. Open the **Item Master Data** function from your Common Functions or from **Modules>Inventory>Item Master Data**.
2. Item No.: "RM" and press >ENTER<
3. Select the Oregon Honey Malt.
4. Open the **Inventory Data** tab.
5. Look at the inventory table.

You can see here that our "In Stock" amount now shows 30lbs, all in our warehouse A1.

The Item Master Data window shows the 'Inventory Data' tab selected. The 'Item No.' is 'RM2045' and the description is 'Malt Oregon Honey'. The 'Inventory Data' section includes a table with the following data:

#	Whse Code	Whse Name	Locked	In Stock	Committed	Ordered	Available	Min. In...
1	A1	Main Warehouse	<input type="checkbox"/>	30			30	
2			<input type="checkbox"/>					

Below the table, there is a 'Set Default Whse' button. The 'In Stock' column shows a value of 30 for warehouse A1. A blue arrow points from the 'Inventory Data' tab label to the table, and another blue arrow points from the 'In Stock' value to the text below.

### IN STOCK VS AVAILABLE

"In Stock" refers to inventory in your warehouses.

"Available" is inventory in warehouse, plus what's on order, minus what's committed.

You've completed the basic flow of documentation for Purchasing! Well done! Grab a beer and come back, and we'll go over some additional scenarios you'll want to know.

## Scenario: Partial Delivery

Of course in a perfect world your order would be delivered as a single delivery, but sometimes that doesn't happen. Fortunately, from one Purchase Order, you can record each delivery accurately as it comes in, even if it's not complete. This scenario will walk you through a partial delivery. It's nearly identical to the delivery you practiced above, so we won't go ad in depth with the steps that are the same.

### Create a New Purchase Order

1. Create a Purchase Order identical to the one from Exercise 1.
  - a. Vendor: OHoney
  - b. Item: Oregon Honey Malt
  - c. Quantity: 30lbs
  - d. Price: \$13.50
2. Submit your purchase order.
3. Close the Purchase Order Function.

### Receive the Partial Delivery

1. Go to your *Open Documents* and select **Purchase Orders**.
2. Find and open the order you just created.
3. **Copy To** a new Goods Receipt PO.
4. When the information copies in, submit this GRPO as normal but change the quantity of malt in this order to 15. This will tell Orchestrated that you have only received half of the order, and are still waiting on the other half.
5. Click **Add** and complete batch selection as normal.
6. **Add** the GRPO.
7. Close all open windows.

### Check the Inventory Status

1. Once again, in your *Open Documents*, select **Purchase Orders**.
2. Find and open the purchase order you just created.
3. Drill into the item number by clicking the yellow arrow next to it.

The *Item Master Data* for our malt will open.

- Click the **Inventory Data** tab.

Notice that now we have 45lbs in stock. 30 are from our delivery in Exercise 2, and 15 are from the partial delivery we just took.

We also have 15 still showing as "Ordered." This is what remains undelivered from our Purchase Order.

Our "Ordered" and "In Stock" quantities combine to give us 60 available pounds of Oregon Honey Malt.

## Receive the Rest of the Order

Finally, the rest of your order has arrived! Bring it into inventory the same way you brought the first half in.

- Under *Open Documents*, choose **Purchase Orders**.
- Open the same order for Oregon Honey Malt.

Notice that the order is still open and editable. If the order had been entirely received, it would be greyed out.

- Copy To → G. Receipt PO.**

A new GRPO will open, but notice that this one is only for 15lbs. Copying to a new document like this will only copy the open amount. Received amounts will be excluded.

- Process this GRPO as normal to bring everything into inventory.
- Check your Item Master Data to confirm that all the items are now showing "In Stock."

### WHAT IF IT NEVER COMES?

If you know that the rest of your order isn't coming, and you want to close out the Production Order, open the PO, and in the open grey area, right-click and select **Close**.

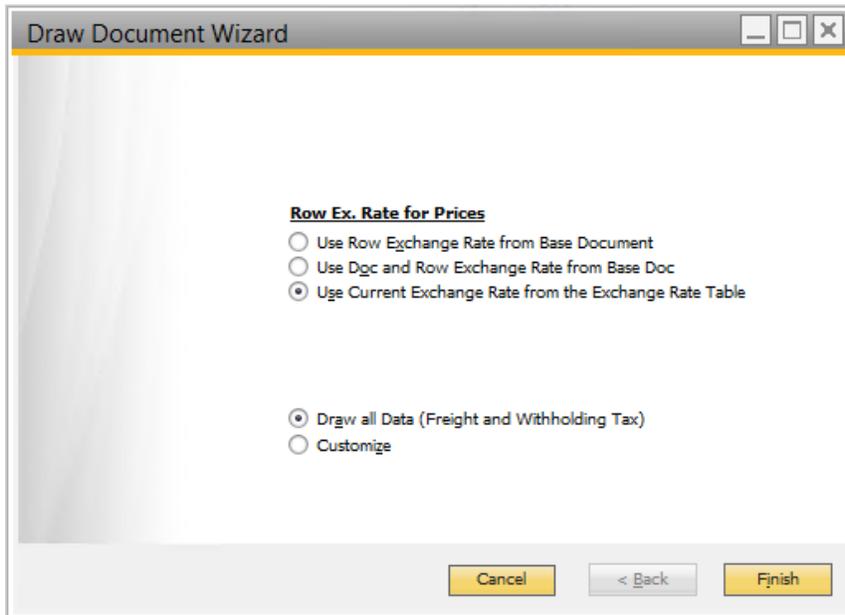
## Create One A/P Invoice for both GRPOs

Even if your order ends up split between two deliveries, you may still get one invoice. You can reflect multiple deliveries on one A/P Invoice.

- Open a new A/P Invoice by going to **Modules > Purchasing – A/P > A/P Invoice**
- Choose your vendor. We are invoicing the two deliveries we just received, so we will choose OHoney.
- Check your dates!

- In the bottom right, click and select Goods Receipt PO.
- A window will appear with open GRPOs from this vendor. To select multiple lines, hold CTRL and click.
- Click .

- On the next window, make sure the selection matches this, and click **Finish**.



- The information from the two Goods Receipt POs has populated into this invoice. We can make adjustments as with any other A/P Invoice.
- When you are ready, **Add** this invoice.
- When it is added, click the Last Document Arrow  to reopen the A/P invoice.
- Right click anywhere in the grey area and select **Relationship Map**.
- The Relationship Map will show the one initial Purchase Order, the two Goods Receipt POs, and the one Invoice.

