



**ORCHESTRA**  
**OCloud Purchasing**

Part 1 of 2



# Contents

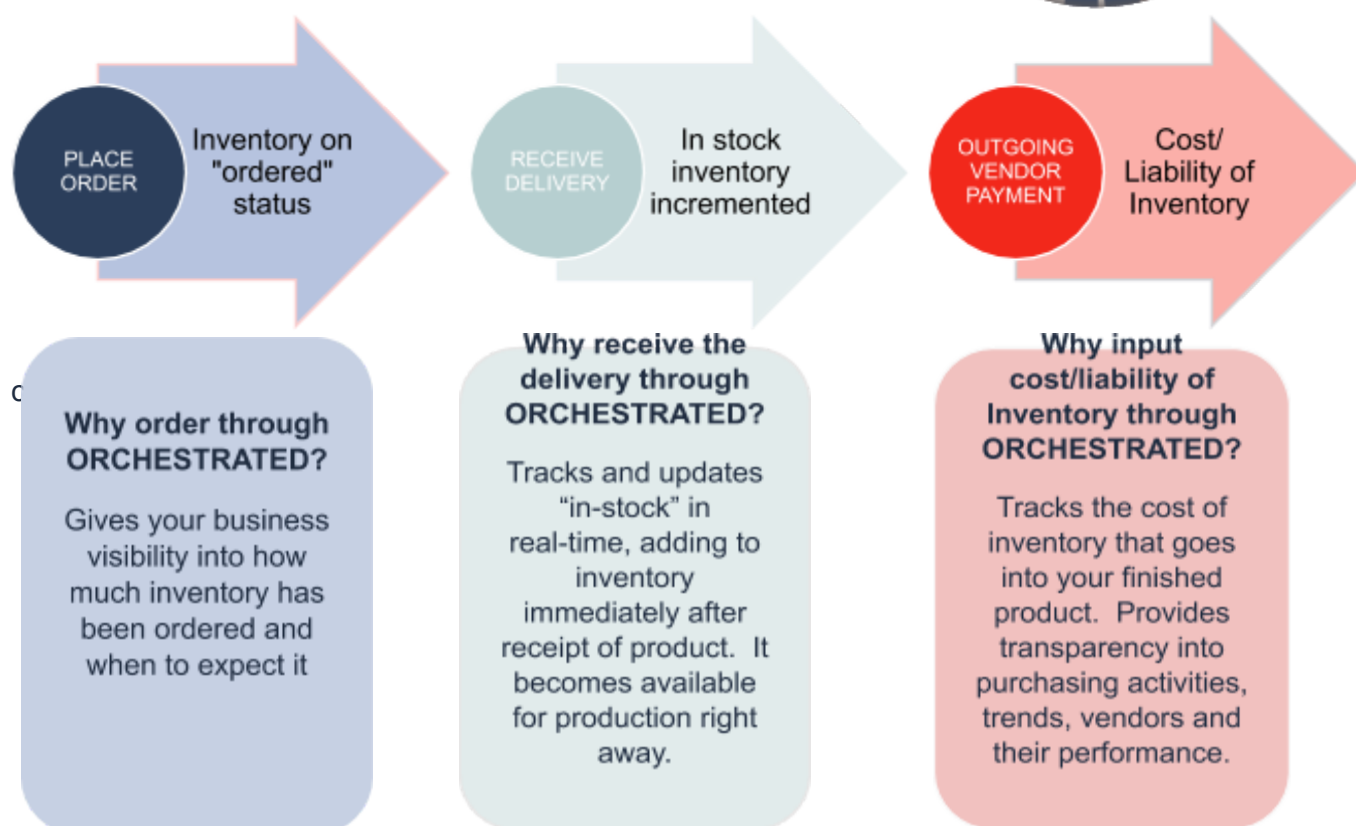
Purchasing Roadmap	3
Overview	3
Process Flow	4
Core Purchasing Functions	5
Purchase Order (PO)	5
Adding a PO	6
Real life practice scenario	10
Goods receipt purchase order (GRPO)	10
Adding a GRPO	12
Real life practice scenario	17
AP invoice	18
Adding and A/P invoice	19
Relationship map	23
Real life practice scenario	24



# 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



## 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



Anyone not authorized to make *Purchase Order*



Purchasing department

**Why:**  
Inventory order request

**What:**  
No transaction



**Why:**  
Order inventory from vendor

**What:**  
Places inventory on "ordered" status



**Why:**  
Inventory has been received

**What:**  
Increases inventory in stock



Accounting department

**Why:**  
Creates invoice to pay vendor



**What:**  
Creates liability for you



Accounting department

**Why:**  
You return items or receive credit from vendor



**What:**  
Credits your count, removes item from inventory when applicable

**Purchase Request (optional)**  
Request a purchase order

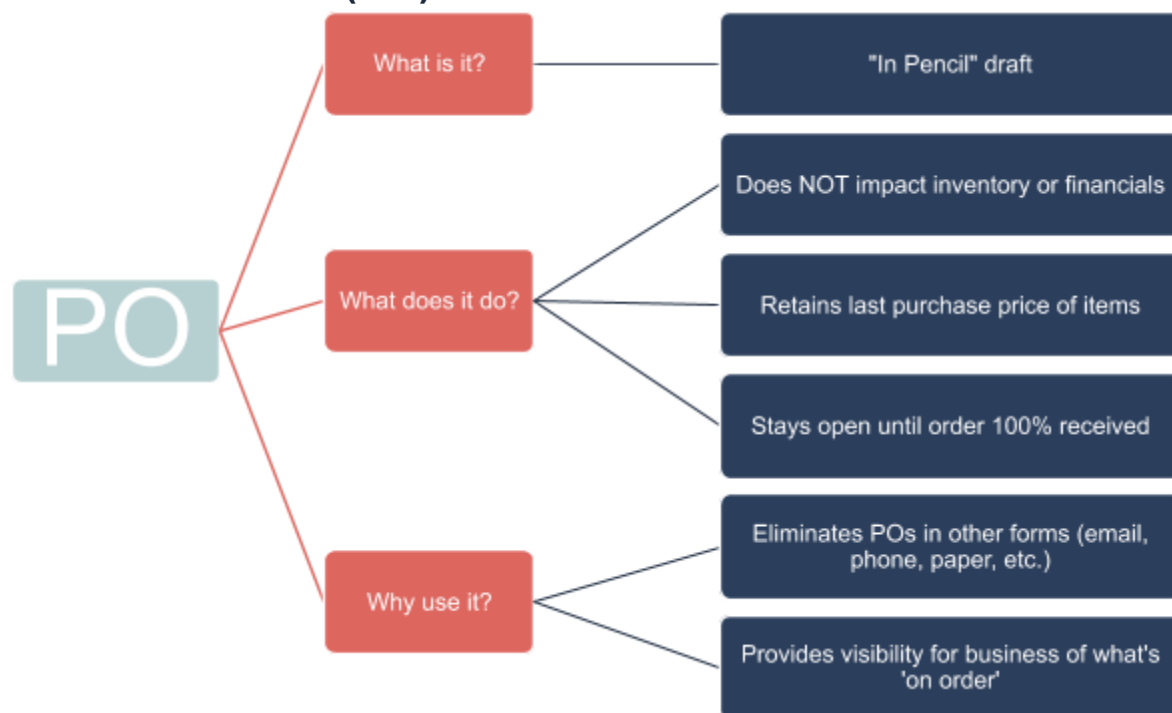
#### A/P Credit Memo

Used for goods return or credit back from vendor



# Core Purchasing Functions

## Purchase Order (PO)



**Purchase Order**

Vendor: [Name], [Address], [City], [State], [Zip]

Vendor Ref. No.: [Field]

Local Currency: [Field]

No.: 10009, Primary: 10009, Status: Open, Posting Date: 10/28/20, Delivery Date: 10/28/20, Document Date: 10/28/20

**Contents**

Item No.	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM Code
1			0.00				

**Summary Type: No Summary**

Buyer: [Field]

Owner: [Field]

Remarks: [Field]

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

**Status:** Open or Closed

**Delivery Date:** When is anticipated delivery

**Ordered item details**

**Vendor code & name of whom you're purchasing from**

**Total Payment Due:** \$ 0.00

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



## Adding a PO

Modules > Purchasing – A/P > Purchase Order



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

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

The screenshot shows the FOCloud Purchasing - A/P interface. On the left, the 'Modules' list includes 'Purchase Order' highlighted. A white arrow points from 'Purchase Order' to the 'Purchase Order' form on the right. The form has fields for Vendor Name (Br), Contact Person, Vendor Ref. No., Local Currency, No. (10014), Primary, Status (Open), Posting Date (10/28/20), Delivery Date, and Document Date (10/28/20). Below the form, a 'List of Business Partners' dialog is open, showing a table with columns: #, BP Name, BP Code, and BP Balance. The table lists two entries: 1. Brewing News (V1049) with a balance of 100, and 2. Briess (V1000) with a balance of -4,050. A white arrow points from the 'Briess' entry to the 'Choose' button at the bottom of the dialog. Another white arrow points from the 'Choose' button to the 'Buyer' field in the Purchase Order form.

#	BP Name	BP Code	BP Balance
1	Brewing News	V1049	100
2	Briess	V1000	-4,050



**Purchase Order**

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

No.: Primary 10014 - 0  
Status: Open  
Posting Date: 10/28/20  
Delivery Date: 11/11/20  
Document Date: 10/28/20

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	rg				0.00		

**List of Items**

Find: rg

#	Item No.	Item Description	In Stock
1	RG2000	Malted Rye	10,000.
2	RG2001	Smoke Cherrywood	10,000.
3	RG2002	Distiller's Malt	10,000.
4	RG2003	Extra Special Malt	10,000.
5	RG2004	Pale Ale Malt	10,000.
6	RG2005	Raw Rye	10,000.
7	RG2006	Brewer's Malt	10,000.
8	RG2007	Yellow Corn	10,000.
9	RG2008	Aromatic Malt	10,000.
10	RG2009	Caramel Malt	10,000.

Buyer:  
Owner:

Remark:

Choose Cancel New

Add & New Cancel Copy From Copy To

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



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

**Purchase Order**

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

No.: Primary 10014 - 0  
Status: Open  
Posting Date: 10/28/20  
Delivery Date: 11/11/20  
Document Date: 10/28/20

Contents Logistics **Item** Pricing Electronic Documents Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Distr. Rule	U...
1	RG2000	Malted Rye	550	\$ 1.0000	0.00	EX	\$ 550.00		Manu.
2	RG2003	Extra Special Malt	550	\$ 1.5000	0.00	EX	\$ 825.00		Manu.
3	RG2005	Raw Rye	550	\$ 0.7500	0.00	EX	\$ 412.50		Manu.
4					0.00				

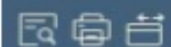
Buyer: -No Sales Employee-  
Owner:

Remarks:

Total Before Discount: \$ 1,787.50  
Discount: %  
Freight: \$ 0.00  
Rounding: \$ 0.00  
Tax:  
Total Payment Due: \$ 1,787.50

Add & New Cancel Copy From Copy To

Preview, Print and/or Email the PO directly from the ORCHESTRATED Toolbar!



**Orchestrated Marketing Layout**

1 / 1

SAP CRYSTAL REPORTS®

Main Report

**Purchase Order**

Order #: 10014







## Real life practice scenario

**GRPO**

Bill handles purchasing. He needs to order 1000 lbs. of Malt from his Country Malt. Help him enter a PO.

**What is it?**

- Receipt of order

**What does it do?**

- Increments in-stock inventory
- Captures Batch No.
- Brings items into stock, allowing for consumption
- Provides visibility for business of what's 'in stock'

**Why use it?**

- Open a PO function
- Search for and select Vendor
- Enter delivery date for PO
- Search for and select Item(s) that need to be ordered
- Specify quantity of item(s)
- Specify unit price of item(s)
- Add PO

**SAP Screenshot Data:**

Vendor		No.		Status		Posting Date		Delivery Date		Document Date	
V015	Country Malt										

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Dist...
1	RG2002	Distiller's Malt	1,000	\$ 1,000.00	0.00	EX	\$ 1,000.00	
2					0.00			

Buyer: -No Sal  
Owner:  
Remarks:

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



## Goods receipt purchase order (GRPO)

Modules > Purchasing – A/P > Goods Receipt PO

The screenshot shows the 'Goods Receipt PO' form. Callouts provide the following information:

- Vendor code & name of whom you're receiving from:** Points to the 'Vendor' field.
- Status: Open or Closed:** Points to the 'Status' field, which is currently set to 'Open'.
- Posting Date: When GRPO was entered/Inventory delivered:** Points to the 'Posting Date' field, which is set to '11/02/20'.
- Delivered item details:** Points to the table with columns: Item No., Quantity, Unit Price, Disc..., Tax C..., Total (LC), Distr. Rule, and Us....
- Tip!** If there is a column you cannot see, or want to hide, remember to utilize your form settings button!

At the bottom of the form, there are buttons for 'Add & New', 'Cancel', 'Copy From', and 'Copy To'.

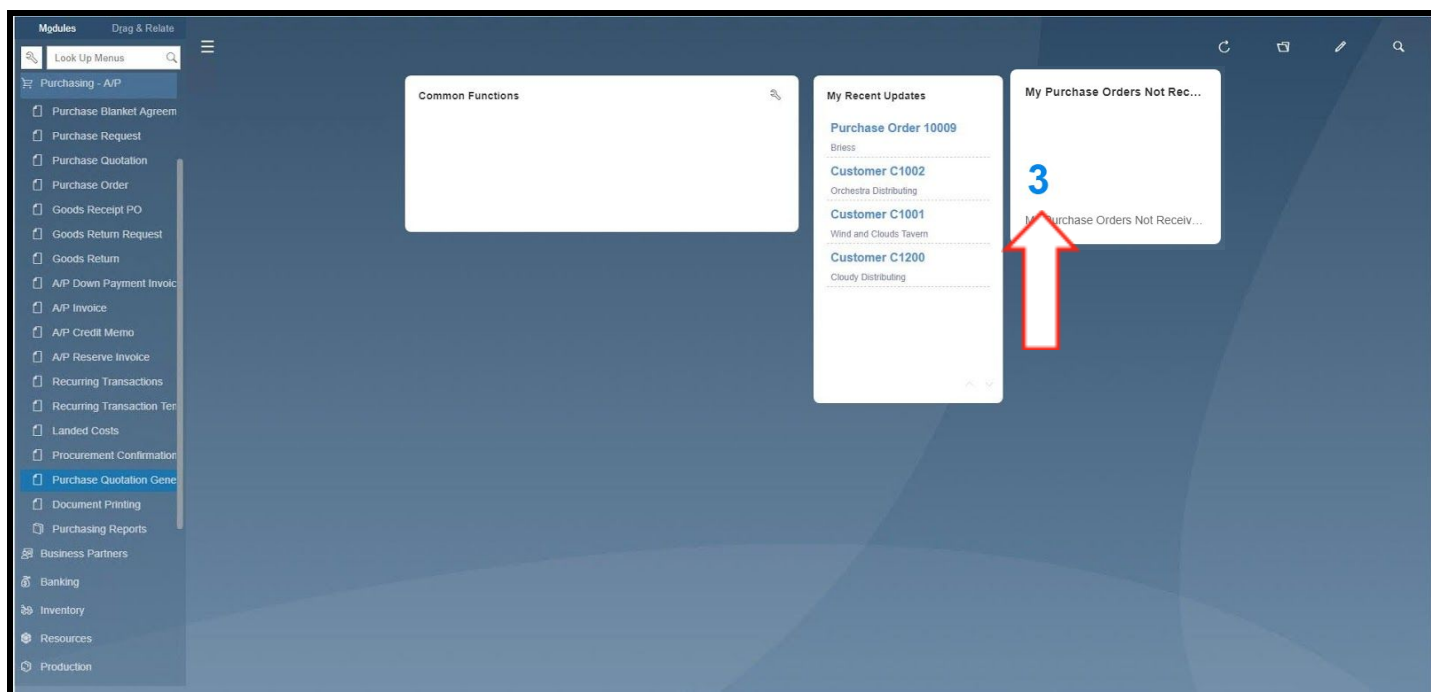


## Adding a GRPO



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

- Open the Purchase Order related to the goods being received
  - Find the PO My Purchase Orders Not Received





Select the Purchase Order from the Open Items List

- Drill in using the yellow arrow

My Purchase Orders Not Received - Detailed Results

Document Inte...	Document Nu...	Vendor Code	Vendor Name	Posting Date	Delivery Date	Open Amount	Original Amount
→ 22	→ 10013	→ V1015	Hopunion	10/30/20	11/11/20	1,000.00	1,000.00
→ 25	→ 10014	→ V1000	Briess	10/28/20	11/11/20	1,787.50	1,787.50
	→ 10015	→ V1015	Country Malt	10/28/20	11/11/20	1,000.00	1,000.00

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

Purchase Order

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

No. Primary: 10014  
Status: Open  
Posting Date: 10/28/20  
Delivery Date: 11/11/20  
Document Date: 10/28/20

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Dist...
1	RG2000	Malted Rye	550	\$ 1.0000	0.00	EX	\$ 550.00	
2	RG2003	Extra Special Malt	550	\$ 1.5000	0.00	EX	\$ 825.00	
3	RG2005	Raw Rye	550	\$ 0.7500	0.00	EX	\$ 412.50	
4					0.00			

Buyer: -No Sales Employee-  
Owner:

Remarks:

Total Before Discount: \$ 1,787.50  
Discount: %  
Freight:   
Rounding:   
Tax:   
Total Payment Due: \$ 1,787.50

OK Cancel

Copy From: Copy To: G. Receipt PO, A/P Invoice, A/P Down Payment, Res. Invoice



Verify the actual quantities that have been received (this **will** impact your inventory)

- Click <Add & New> <Yes>

The screenshot shows the 'Goods Receipt PO' form. A large white arrow points to the 'Quantity' column in the item table. Another white arrow points to the 'Add & New' button at the bottom left. A yellow box highlights the 'Remarks' field containing the text 'Based On Purchase Orders 10014'.

**Vendor Information:**

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

**Document Information:**

- No.: 10011
- Primary
- Status: Open
- Posting Date: 11/11/20
- Due Date: 11/11/20
- Document Date: 11/11/20

**Item Table:**

#	Item No.	Item Description	Quantity	Unit Price	Disc.	Tax C.	Total (LC)
1	RG2000	Malted Rye	550	\$ 1.0000	0.00	EX	\$ 550.00
2	RG2003	Extra Special Malt	550	\$ 1.5000	0.00	EX	\$ 825.00
3	RG2005	Raw Rye	550	\$ 0.7500	0.00	EX	\$ 412.50
4					0.00		

**Summary:**

- Total Before Discount: \$ 1,787.50
- Discount: %
- Freight: \$ 0.00
- Rounding: \$ 0.00
- Tax: \$ 0.00
- Total Payment Due: \$ 1,787.50

**Remarks:** Based On Purchase Orders 10014.

**Buttons:** Add & New, Cancel, Copy From, Copy To



Goods Receipt PO

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

No.: Primary 10011  
Status: Open  
Posting Date: 11/11/20  
Due Date: 11/11/20  
Document Date: 11/11/20

Contents Logistics

#	Item No.	Item Description	Qty
1	RG2000	Malted Rye	
2	RG2003	Extra Special Malt	
3	RG2005	Raw Rye	
4			

Buyer: -No Sales Employee-  
Owner:

Remarks: Based On Purchase Orders 10014.

Add & New Cancel

Batches - Setup

Rows from Documents

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PD 10011	RG2000	Malted Rye	A1	550	
2	PD 10011	RG2003	Extra Special Malt	A1	550	550
3	PD 10011	RG2005	Raw Rye	A1	550	

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...
1	123456789	550.000			

Created Batches: 1 Created Qty: 550

Update Cancel

You Can Also

Copy From Copy To

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

• Click <OK>



Click <Add & New> <Yes>

Goods Receipt PO

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

No.: 10001  
Primary:  
Status: Open  
Posting Date: 11/11/20  
Due Date: 11/11/20  
Document Date: 11/11/20

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type Item Summary Type No Summary

# Item No. 1 RG2000 2 RG2003 3 RG2005 4

Goods Receipt PO

You cannot change this document after you have added & Continue?

Yes No

Buyer: Owner Sales Employee:

Remarks: Based On Purchase Orders 10014.

Total Before Discount: \$ 1,767.50  
Discount: %  
Freight: \$ 0.00  
Rounding: \$ 0.00  
Tax: \$ 0.00  
Total Payment Due: \$ 1,767.50

Add & New Cancel Copy From Copy To

Goods Receipt PO (System)

Page 1 of 1

Briess  
Bill To: .  
Ship To: 1234 Brew St  
Portland, OR 97225

Date: 11/11/20  
Time: 3:51PM  
Federal Tax ID:

Purchase Delivery Note 10011 Original

#	Item No.	Description	Quantity	Price	Qty (Invy UoM)	Total
1	RG2000	Malted Rye	550	\$ 1.0000	550	\$ 550.00
2	RG2003	Extra Special Malt	550	\$ 1.5000	550	\$ 825.00
3	RG2005	Raw Rye	550	\$ 0.7500	550	\$ 412.50

Due Date: 11/11/20

Sales Employee: -No Sales Employee-  
Payment Terms: Net 30 Days  
Based On Purchase Orders 10014.

Total

Preview, Print and/or Email the GRPO directly from the ORCHESTRATED Toolbar!

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 and the order of Distiller's Malt has arrived! He has yet to receive an invoice from Briess, but he does want to ensure his 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 Briess of ZT22655. Can you help him enter the GRPO?

**Goods Receipt PO**

Vendor: **Vst05**  
Name: **Country Malt**  
Contact Person:  
Vendor Ref. No.:  
Local Currency:

No.: **18852**  
Primary:  
Status: **Open**  
Posting Date: **11/11/20**  
Due Date: **11/11/20**  
Document Date: **11/11/20**

**Contents**

Item/Service Type	Item	Quantity	Unit Price
1	AG2302 Distiller's Malt	1,000	\$ 1,000
2			

Buyer: **No Sales Employer**  
Owner:  
Remarks: **Based On Purchase Orders 18855**

**Batches - Setup**

#	Doc. No.	Item Number	Item Description	When Code	Total Needed	Total Created
1	PO 18852	AG2302	Distiller's Malt	AG		1,000

**Created Batches**

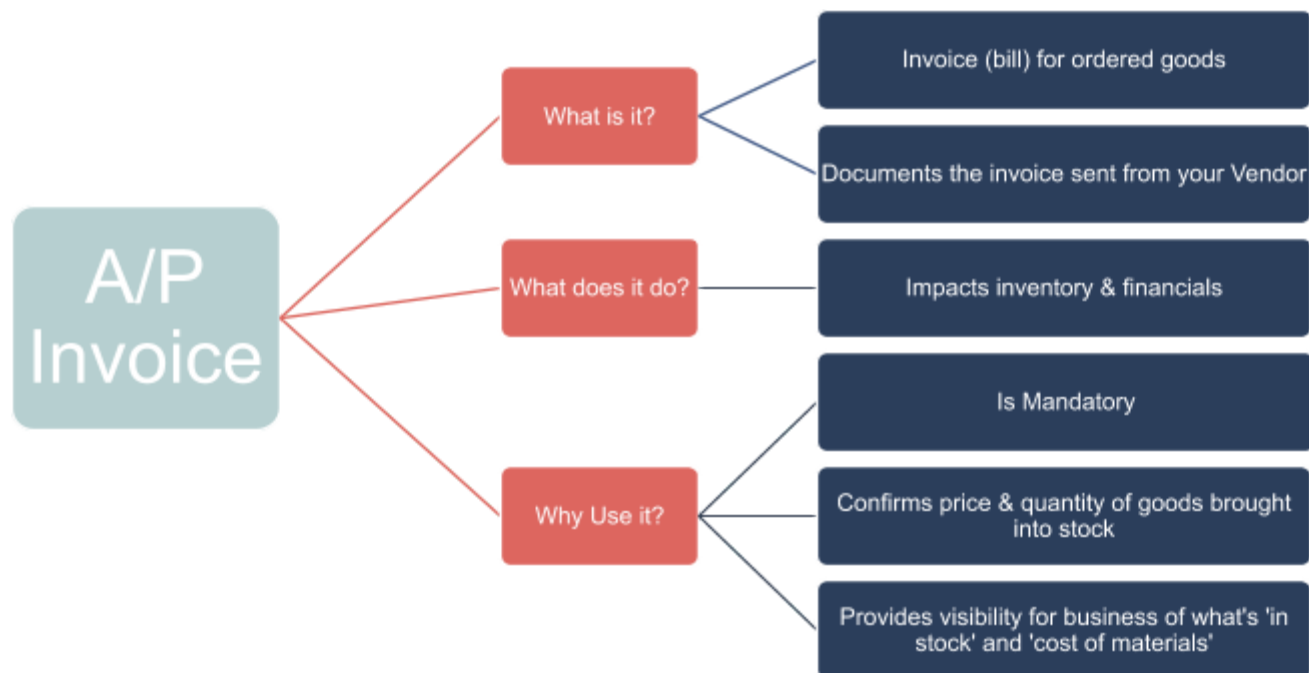
#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiration
1	ZT22655	1,000			

**Copy From** **Copy To**

- Open list of open POs
- Search for and select correct PO
- From the PO, **<Copy To>** 'G. Receipt PO'
- Verify quantities actually received
- **<Add & New>** **<Yes>**
- Enter Batch No. (for any consumable item) **<Update><OK>**
- **<Add & New>** **<Yes>**



## AP invoice



**A/P Invoice**

Vendor Name: [Field] No. Primary: 10005 Status: Open Posting Date: [Field] Due Date: [Field]

**Vendor code & name of who is invoicing you**

**Due Date: When is invoice due?**

**Status: Open or Closed**

**Posting Date: When Invoice was entered/received**

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Summary Type	No Summary
1				0.00				

**Invoiced item details**

Buyer: -No Sales Employees Total Before Discount: [Field] Discount: [Field] \$ 0.00

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

Payment Order Rule: [Field] Remarks: [Field]

Add & New Copy From Copy To



## Adding and A/P invoice

Modules > Purchasing – A/P > A/P Invoice



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

Open the Goods Receipt PO related to the goods being invoiced

- Find the GRPO via an Enterprise Search for “Briess”

The screenshot shows the Enterprise Search interface with the search term 'Briess' entered in the top right. The search results are displayed in a table format, showing various records related to Briess. The records include:

- A/P Invoice - 2**: Doc Number: 10001, Status: O(Open), Document Date: 2018-10-22, Remarks: Based On Purchase O..., Contact: John Funnington, Balance Due: 2100.000000, BP Code: V1000, Posting Date: 2018-10-22, Stamp No.: Vendor Ref. No.: Buyer: -No Sales Employee- Owner: BP Name: Briess, Due Date: 2018-11-21, Total Payment Due: 2100.000000, Project: Shipping Type:
- A/P Invoice - 10**: Doc Number: 10005, Status: O(Open), Document Date: 2020-11-02, Remarks: Based On Purchase O..., Contact: John Funnington, Balance Due: 1958.000000, BP Code: V1000, Posting Date: 2020-11-02, Stamp No.: Vendor Ref. No.: Buyer: -No Sales Employee- Owner: BP Name: Briess, Due Date: 2020-12-02, Total Payment Due: 1958.000000, Project: Shipping Type:
- Business Partner - V1000**: Name: Briess, Mail: N/A, Web Site: Group: Vendors, Business Partner: Tel1: N/A, Fax: N/A, Mobile Phone: Remarks: BP Type: S(Vendor), Account Balance: -4058.000000
- Contact - 12**: BP Code: V1000, First Name: Last Name: Title: Contact ID: John Funnington, Tel1: N/A, Tel2: N/A, E-Mail: John@briess.com, Position: N/A, Contact: Mobile Phone: BP Name: Briess, Fax:
- Goods Receipt PO - 2**: BP Code: V1000, Status: C(Closed), Document Date: 2018-10-22, Vendor Ref. No.: Buyer: -No Sales Employee- Goods Receipt PO: BP Name: Briess, Posting Date: 2018-10-22, Total Payment Due: 2100.000000, Project: Owner: Doc Number: 10001, Due Date: 2018-10-22, Remarks: Based On Purchase O..., Contact Person: John Funnington
- Goods Receipt PO - 11**: Find Related



Use the filters to find Open GRPOs

Click to Open the GRPO

Search Result

Record 1-1 of 1 resources

View 10 20 40

Select a search template

Search For "Briess" Goods Receipt PO x Status x

All

Master Data (2)

- > Business Partner (1)
- > Contact (1)

A/P Transaction (8)

- > A/P Invoice (2)
- > Goods Receipt PO (3)
- > Contact Person (3)
- > BP Code (3)
- > BP Name (3)
- > Posting Date (3)
- > Due Date (3)
- > Status (3)
- > Buyer (3)
- > Purchase Order (3)

BP Code: V1000  
Status: Open  
Posting Date: 2020-11-11  
Vendor: No.  
Buyer: Sales Employee-  
Goods Receipt PO

BP Name: Briess  
Posting Date: 2020-11-11  
Total Payment Due: 1787.500000  
Project:  
Owner:

Doc Number: 10011  
Due Date: 2020-11-11  
Remarks: Based On Purchase O...  
Contact Person: John Funnington

Goods Receipt PO - 17

Find Related

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

Goods Receipt PO

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

No. Primary: 10011  
Status: Open  
Posting Date: 11/11/20  
Due Date: 11/11/20  
Document Date: 11/11/20

Contents Logistics Accounting Electronic Documents Attachments

#	Item No.	Item Description...	Quantity	Unit Price	Disc...	Tax C...	Summary Type	Total (LC)
1	RG2000	Malted Rye	550	\$ 1.0000	0.00	EX		\$ 550.00
2	RG2003	Extra Special Malt	550	\$ 1.5000	0.00	EX		\$ 825.00
3	RG2005	Raw Rye	550	\$ 0.7500	0.00	EX		\$ 412.50

Buyer: -No Sales Employee-  
Owner:

Remarks: Based On Purchase Orders 10014.

Total Before Discount: \$ 1,787.50  
Discount: %  
Freight:   
Rounding:   
Tax:   
Total Payment Due: \$ 1,787.50

OK Cancel

Copy To  
Goods Return Request  
G. Return  
A/P Invoice



- Verify the quantities being invoiced match with what you received
  - Make adjustments if necessary
- 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 10009  
Status: Open  
Posting Date: 11/11/20  
Due Date: 12/11/20  
Document Date: 11/11/20  
Payment Doc:

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RG2000 Malted Rye	550	\$ 1.0000	0.00	EX	\$ 550.00
2	RG2003 Extra Special Malt	550	\$ 1.5000	0.00	EX	\$ 825.00
3	RG2005 Raw Rye	550	\$ 0.7500	0.00	EX	\$ 412.50
4						

A/P Invoice

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

No.: Primary 10009  
Status: Open  
Posting Date: 11/11/20  
Due Date: 12/11/20  
Document Date: 11/11/20  
Payment Doc:

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RG2000 Malted Rye	550	\$ 1.0000	0.00	EX	\$ 550.00
2	RG2003 Extra Special Malt	550	\$ 1.5000	0.00	EX	\$ 825.00
3	RG2005 Raw Rye	550	\$ 0.7500	0.00	EX	\$ 412.50
4						

A/P Invoice

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

Yes No

Buyer: Owner  
Owner: John Employee

Total Before Discount: \$ 1,787.50  
Discount: %  
Total Down Payment:  
Freight: \$ 0.00  
Tax:  
Total Payment Due: \$ 1,787.50  
Applied Amount:  
Balance Due: \$ 1,787.50

Payment Order Run  
Remarks: Based On Purchase Orders 10014, Based On Goods Receipt PO 10011.

Add & New Cancel Make Payment Copy From Copy To

- Click <Add & New >  
<Yes>

Being charged for freight? See Freight Charges section for more information!



Preview, Print and/or Email the A/P Invoice directly from the Toolbar!

A/P Invoice				
Order #:				
10009				
Date:				
11/11/2020				
1234 Brew St Portland, OR 97225 Tel: 123-456-7890				
Page 1 of 1				
Bill To: Briess		Ship To: 1234 Brew St Portland, OR 97225		
Company ID#	Ref Number	Shipping Type	Terms	Due Date
V1000		Distributor Truck	Net 30 Days	12/11/2020
Item Code	Description	Quantity	Unit Price	Ext Price
RG2000	Malted Rye	550.00	\$ 1.00	\$ 550.00
RG2003	Extra Special Malt	550.00	\$ 1.50	\$ 825.00
RG2005	Raw Rye	550.00	\$ 0.75	\$ 412.50
Additional Comments:		Subtotal: \$ 1,787.50		
Based On Purchase Orders 10014. Based On Goods Receipt PO 10011.		Less Discounts: \$ -		
		Tax & Freight: \$ -		
		Less Applied Credits: \$ -		
		Total Amount: \$ 1,787.50		
Generated by Orchestrated Jira OCP-728				
Page 1 of 1				





## 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.

**A/P Invoice**

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

No.: 10009  
Primary:  
Status: Open  
Posting Date: 11/11/20  
Due Date: 12/11/20  
Document Date: 11/11/20

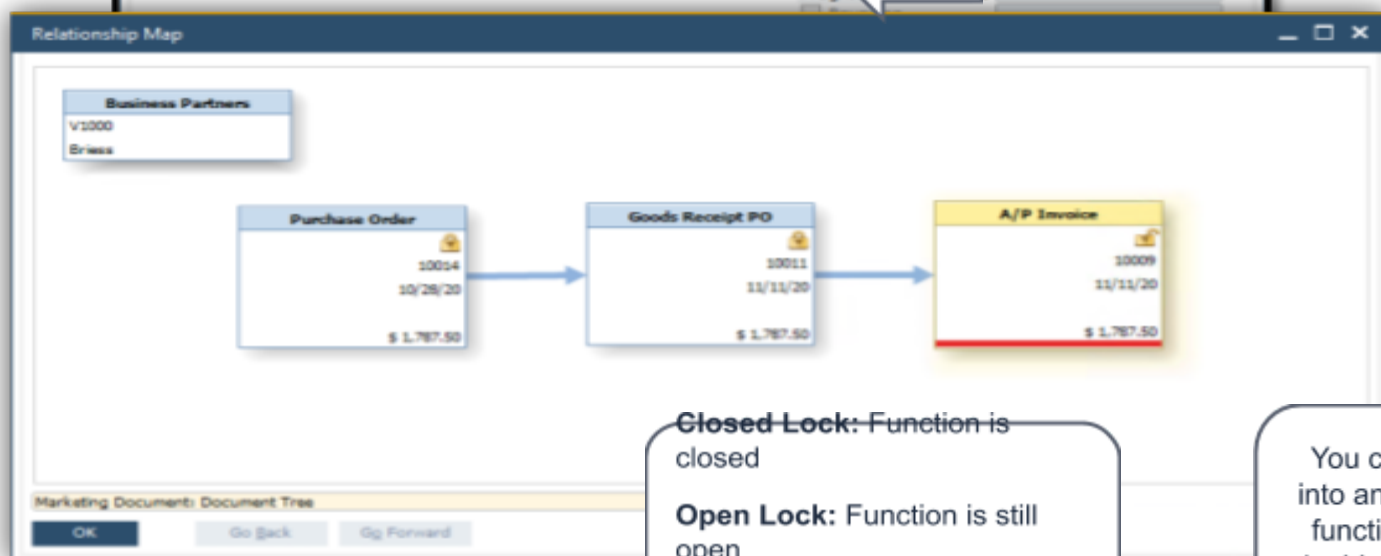
**Contents**

#	Item No.	Item Description
1	RG2000	Malted Rye
2	RG2003	Extra Special
3	RG2005	Raw Rye

**Attachments**

Summary Type	No Summary
Total (LC)	\$ 550.00
	\$ 825.00
	\$ 412.50

Discount: \$ 1,787.50



**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. She just checked her inbox and notices she received an invoice from Country Malt for Distiller's Malt. Can you help her create an ORCHESTRATED A/P Invoice?

Search Result

Layout ☐ Record

Select a search template

Search For "Country Malt" Goods Receipt PO - 10

BP Code: V1015

Goods Receipt PO

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

Contents

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RG2002	Distiller's Malt	1,000	\$ 1,000.00	0.00	EX	\$ 1,000.00
2					0.00		

Buyer: -No Sales Employee-  
Owner

Payment Order Run

Remarks: Based On Purchase Orders 10015. Based On Goods Receipt PO 10012.

Add & New Cancel

Make Payment Copy From Copy To

Enterprise Search for Country Malt

Use filters to find GRPO

From the GRPO, <Copy To> 'A/P Invoice'

Verify invoiced quantities

- Make changes if necessary

Verify Unit Price

- Make changes if necessary

<Add & New> <Yes>