



**ORCHESTRA**

# **OCloud Sales**

Part 1 of 2



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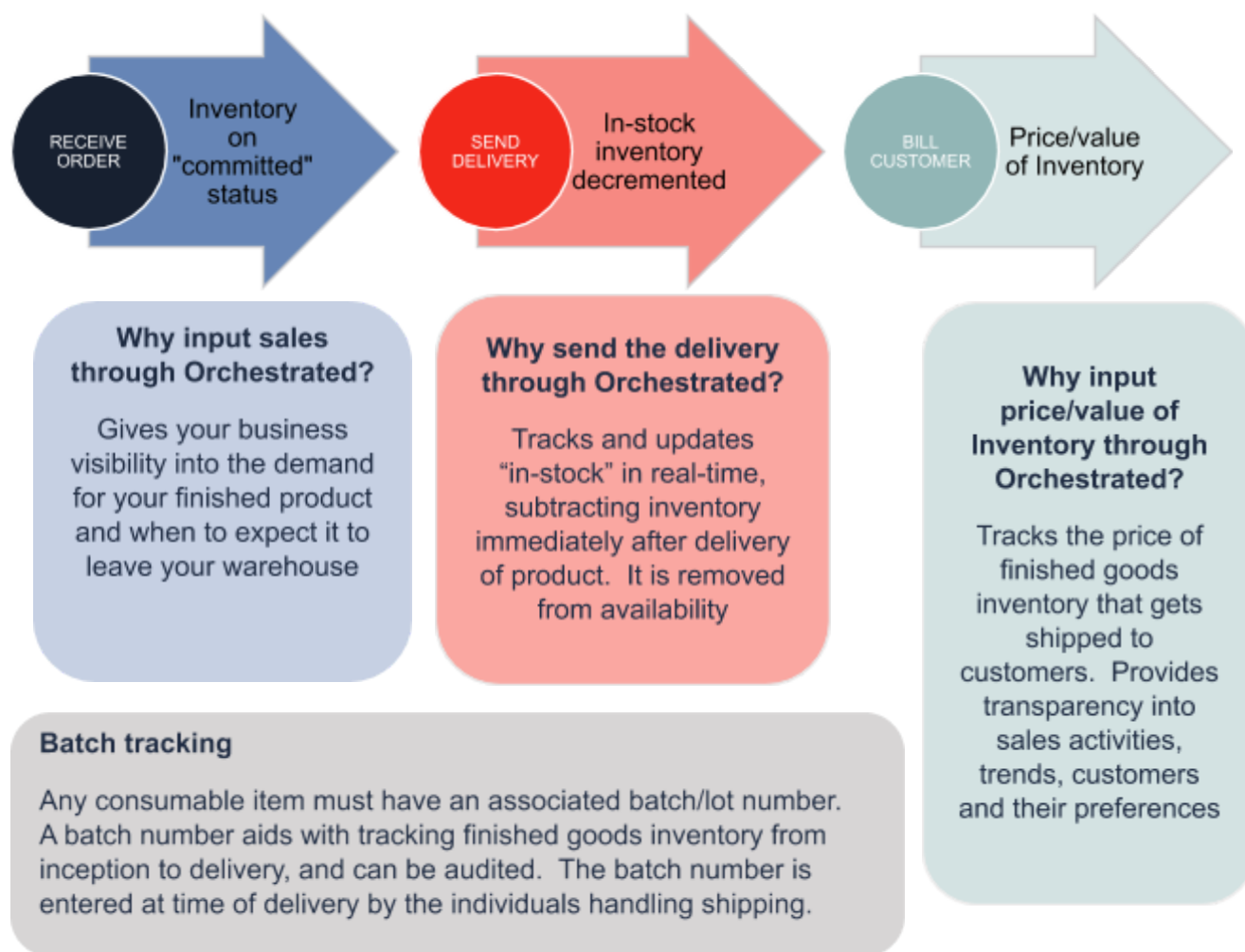


# Sales roadmap

## Overview

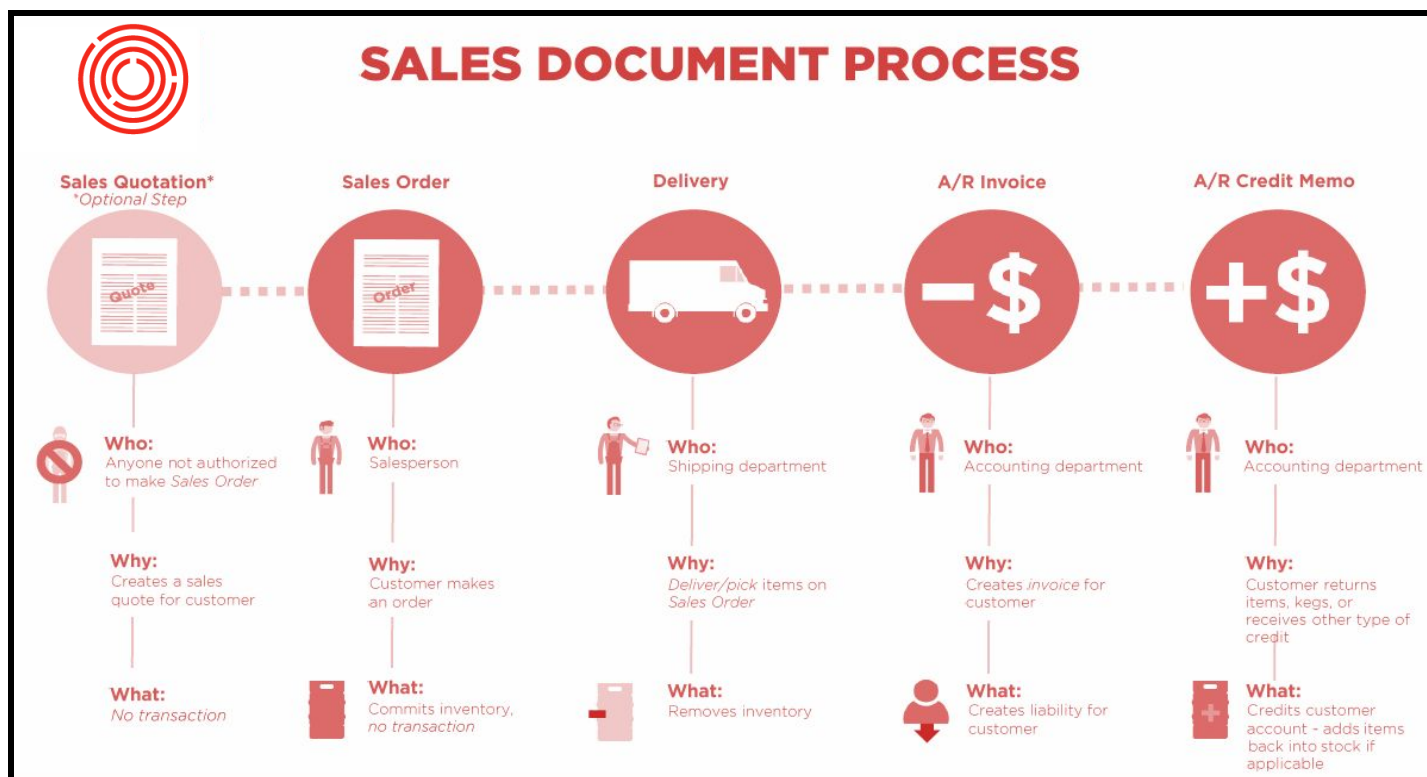


During the Sales process, you will be receiving commitments from customers, ensuring delivery of those orders and verifying you are billing those customers correctly. Orchestrated helps you manage the entire sales cycle, mimicking what's happening in real-life scenarios. From a customer sales order to customer invoice, utilizing the sales functionality integrates item master data, business partners and your finished product to ensure billing accuracy. This process is vital to the continuous cycle, and aids with planning production, creating and fulfilling purchase orders for raw materials and scheduling resources.





## Process flow



### Sales quotation (optional)

Request a sales order (quote)

### Sales order (SO)

Receive order from a customer

Marks inventory as "committed"

Can print/email/save

### Delivery

Removes inventory from stock

Typically happens before A/R Invoice is sent to customer

Inventory Batch # is captured

Can print/email/save

### A/R credit memo

Used for goods return from or credit to customer. Brings inventory back into stock

### A/R invoice (mandatory)

Books the payable/financial side of sale

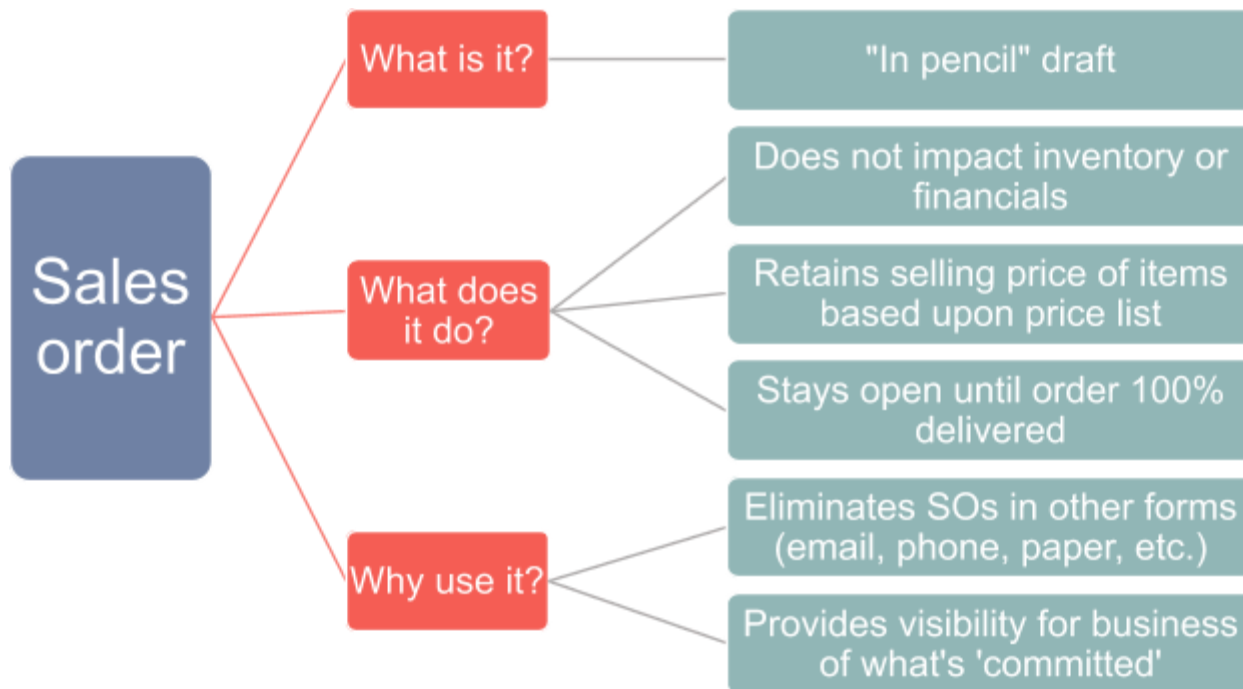
Incoming payment will eventually be applied

Can print/email/save



## Core sales functions

### Sales orders (SO)



Customer code & name of whom you're receiving an order from

Sale item details

**Sales Order**

Customer Code: [ ] Customer Name: [ ] Contact Person: [ ] Customer Ref. No.: [ ] Local Currency: [ ]

No.: Primary 10008 Status: Open Posting Date: 09/01/20 Planned Ship Date: 09/01/20 Document Date: 09/01/20

| # | Item No. | Quantity | Unit Price | Disc... | Tax C... | Total |
|---|----------|----------|------------|---------|----------|-------|
| 1 |          |          |            | 0.00    |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |
|   |          |          |            |         |          |       |

Sales Employee: [No Sales Employees] Owner: [ ] Total Weight: [ ] Volume: [ ] Est. Pallet Spots: [ ] Remarks: [ ]

Buttons: Add & Item, Cancel, Finalize, Validate Availability, Copy From, Copy To

Status: Open or Closed

Planned ship date: When are items scheduled to be shipped out

Tip!

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



## Adding a sales order

Modules > Sales – A/R > Sales order



In the following scenario, we will be inputting an order of 20 kegs of pale ale from our customer, Pacific Distributing Inc.

- Open a sales order function (stay in ADD mode)
- Search for the customer who placed an order (e.g. Pacific Distributing Inc.)
- Search by customer code, name and/or wildcard
- Select the customer and click **<Choose>**

The screenshot shows the FOCloud Sales6 interface. On the left is a 'Look Up Menus' sidebar with a search bar and a list of options: Sales - A/R, Sales Blanket Agreement, Sales Quotation, Sales Order, Delivery, Return Request, Return, A/R Down Payment Invoice, A/R Invoice, A/R Invoice + Payment, A/R Credit Memo, A/R Reserve Invoice, Document Generation Wizard, Recurring Transactions, and Recurring Transaction Template. An arrow points from 'Sales Order' in the sidebar to the 'Sales Order' form. The 'Sales Order' form has fields for Customer Code (C), Customer Name, Contact Person, Customer Ref. No., Local Currency, No. (Primary), Status (Open), Posting Date (09/01/20), Planned Ship Date, and Document Date (09/01/20). Below the form is a 'List of Business Partners' dialog box with a search bar and a table of business partners. An arrow points from the 'List of Business Partners' dialog to the 'Sales Order' form. Another arrow points from the 'List of Business Partners' dialog to the 'Sales Order' form. The 'List of Business Partners' dialog has a table with columns: #, BP Name, BP Code, and BP Balance. The table lists 10 business partners, with 'Pacific Distributing Inc.' highlighted in row 4. The table also shows a total BP Balance of 1,341. The dialog has 'Choose', 'Cancel', and 'New' buttons. At the bottom of the 'Sales Order' form, there is a 'Sales Employee' dropdown set to '-No Sales Employee-' and a 'Total Before Discount' field.

| #  | BP Name                            | BP Code | BP Balance |
|----|------------------------------------|---------|------------|
| 1  | Tap Room                           | C1000   |            |
| 2  | Wind and Clouds Tavern             | C1001   |            |
| 3  | Orchestra Distributing             | C1002   |            |
| 4  | Pacific Distributing Inc.          | C1005   |            |
| 5  | Northern Wine & Spirits            | C1010   |            |
| 6  | Western Eagles Distributing        | C1015   |            |
| 7  | Coors Distributing Company         | C1020   |            |
| 8  | Eastern Star Distributing          | C1025   |            |
| 9  | Ben H. Keith Beverages             | C1030   |            |
| 10 | Southern California Wine & Spirits | C1035   | 1,341      |



**Sales Order**

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [dropdown]  
Customer Ref. No.: [dropdown]  
BP Currency: \$

No. Primary 10008  
Status Open  
Posting Date 09/01/20  
Planned Ship Date 09/15/20  
Document Date 09/01/20

Logistics Accounting Electronic Documents Attachments

Item/Service: Item

| # | Item No. | Quantity | Unit Price | Disc... | Tax C... | Total | Distr. ... |
|---|----------|----------|------------|---------|----------|-------|------------|
| 1 | *        |          |            | 0.00    |          |       |            |

**List of Items**

Find: [text box]

| #  | Item No. | Item Description           | In Stock |
|----|----------|----------------------------|----------|
| 1  | 1001-K12 | Amber Ale - Keg 1/2 BBL    | 490.     |
| 2  | 1001-K16 | Amber Ale - Keg 1/6 BBL    | 500.     |
| 3  | 1001-KF  | Amber Ale - Firkin         | 500.     |
| 4  | 1002-B46 | Pale Ale - Case 4/6/12 Btl | 500.     |
| 5  | 1002-K12 | Pale Ale - Keg 1/2 BBL     | 500.     |
| 6  | 1002-K16 | Pale Ale - Keg 1/6 BBL     | 496.     |
| 7  | 1002-KF  | Pale Ale - Firkin          | 500.     |
| 8  | 1003-B46 | IPA - Case 4/6/12 Btl      | 485.     |
| 9  | 1003-K12 | IPA - Keg 1/2 BBL          | 500.     |
| 10 | 1003-K16 | IPA - Keg 1/6 BBL          | 500.     |

Choose Cancel New

Add & New Cancel Finalize Validate Availability Copy From Copy To

1. Enter 'Planned Ship Date' when the item is scheduled for shipment (gives an estimated time to crew on the floor when inventory will be decremented)
2. Search for 'Item No.' (e.g. kegs of Pale Ale)
  - To add multiple items, hold ctrl button and click to select
3. Click <Choose>





7. Preview, print and/or email the SO directly from the Orchestrated Toolbar!



5. Specify the price of each item

- Unit price should pre-populate based on price list

6. Click <Add & New> to enter the sales order

Orchestrated Marketing Layout  
Main Report

## Sales Order

**Sales Order**

|                   |                           |                   |          |       |
|-------------------|---------------------------|-------------------|----------|-------|
| Customer Code     | C1005                     | No.               | Primary  | 10008 |
| Customer Name     | Pacific Distributing Inc. | Status            | Open     |       |
| Contact Person    |                           | Posting Date      | 09/01/20 |       |
| Customer Ref. No. |                           | Planned Ship Date | 09/15/20 |       |
| BP Currency       | \$                        | Document Date     | 09/01/20 |       |

Contents

| # | Item No. |
|---|----------|
| 1 | 1002-K12 |
| 2 |          |

Orchestrated Marketing Layout BoL

Main Report

SAP CRYSTAL REPORTS\*

Date: 9/1/2020

### BILL OF LADING

Page 1 of 1

|   |  |  |  |
|---|--|--|--|
| SHIP FROM   |  | SHIP TO  |  |
| 1234 Brew St<br>Portland, OR 97225<br>Tel: 123-456-7890 |  | Pacific Distributing Inc.<br>1215 Elm Street<br>Portland, OR 90210 |  |

| Company ID# | Ref Number | Shipping Type     | Terms       | Due Date  |
|-------------|------------|-------------------|-------------|-----------|
| C1005       |            | Distributor Truck | Net 30 Days | 9/15/2020 |

| Item Code | Description            | Quantity | Weight         |
|-----------|------------------------|----------|----------------|
| 1002-K12  | Pale Ale - Keg 1/2 BBL | 10.00    | 20.00 3,100 Lb |

Additional Comments:

Total Pallets: \_\_\_\_\_

Weight: 3,100.00 Lb

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_"

**Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c) (1) (A) and (B)**

Received, subject to individually determined terms or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.

Shipper Signature \_\_\_\_\_

Carrier Signature/Pickup Date \_\_\_\_\_

Freight Counted:

☐ By shipper  
☐ By driver/pallets said to contain  
☐ By driver/pieces

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order.

Generated by Orchestrated © Jira OCP-725

Page 1 of 1

8. You can also select an alternate layout (bill of lading, pick and/or pack list etc.)

- File > Preview Layout > Choose specific layout

Current Page No.: 1

Total Page No.: 1

Zoom Factor: Page Width

FOCloud Sales8







## Real life practice scenarios



Sal handles sales for his brewery. He received an order of 50 4/6/12 cases each of Pale Ale, IPA, and Stout from his customer, Whole Foods. The cases are already linked to an entered price list. Can you help him enter a SO? Use today's date as the posting date and planned ship date.

**Sales Order**

**Customer Code** C2001  
**Customer Name** Whole Foods - Portland  
**Contact Person**  
**Customer Ref. No.**  
**BP Currency** \$

**No.** Primary 10009  
**Status** Open  
**Posting Date** 09/02/20  
**Planned Ship Date** 09/02/20  
**Document Date** 09/02/20

**Contents** **Logistics** **Accounting** **Electronic Documents** **Attachments**

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

| # | Item No. | Item Description           | Quantity | Unit Price | Discount % | Tax Code | Total       |
|---|----------|----------------------------|----------|------------|------------|----------|-------------|
| 1 | 1002-B46 | Pale Ale - Case 4/6/12 Btl | 50       | \$ 26.0000 | 0.00       | EX       | \$ 1,300.00 |
| 2 | 1003-B46 | IPA - Case 4/6/12 Btl      | 50       | \$ 30.0000 | 0.00       | EX       | \$ 1,500.00 |
| 3 | 1004-B46 | Stout - Case 4/6/12 Btl    | 50       | \$ 30.0000 | 0.00       | EX       | \$ 1,500.00 |
| 4 |          |                            |          |            | 0.00       |          |             |

**Sales Employee** Daniel Wilson  
**Owner**  
**Total Weight** 3,237.50Lb  
**Volume** 337.500 GAL  
**Est. Pallet Spots** 0.000  
**Remarks**

**Total Before Discount**  
**Discount** %  
**Freight**  
☐ Rounding  
**Tax**  
**Total**

**Add & New** **Cancel** **Finalize** **Validate Availability** **Copy From** **Copy To**

Open a SO function

Search for and select customer

Enter posting date & planned ship date of SO

Search for and select item(s) that need to be ordered

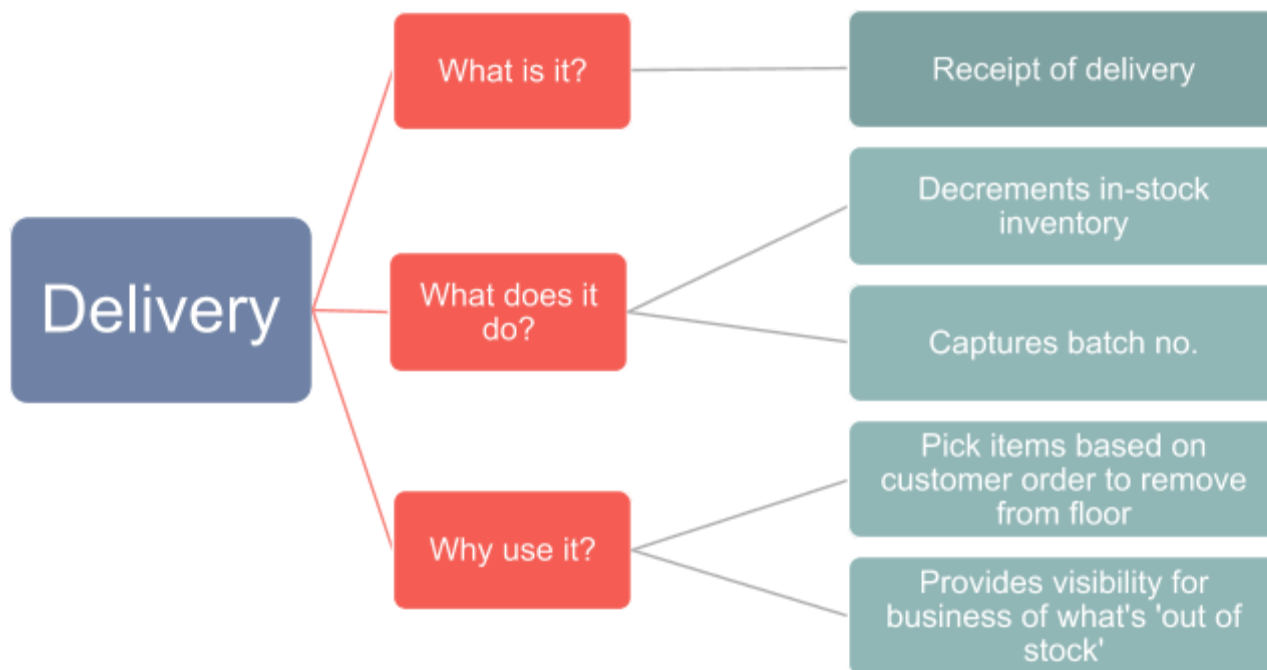
Specify quantity of item(s)

Specify unit price of item(s)

Add SO



## Delivery



**Customer code & name of whom you're delivering to**

**Status: Open or Closed**

**Delivery date: When were items delivered?**

**Sale item details**

| Contents |          | Logistics |            | Accounting |          | Electronic Documents |             | Attachments |                  |         |
|----------|----------|-----------|------------|------------|----------|----------------------|-------------|-------------|------------------|---------|
| #        | Item No. | Quantity  | Unit Price | Disc...    | Tax C... | Total                | Distr. Rule | UoM Code    | COGS Distr. Rule | Country |
| 1        |          |           |            | 0.00       |          |                      |             |             |                  |         |

**Total Before Discount** \$ 0.00  
**Discount** \$ 0.00  
**Freight** \$ 0.00  
**Tax** \$ 0.00  
**Total** \$ 0.00



## Adding a delivery

Modules > Sales – A/R > Delivery

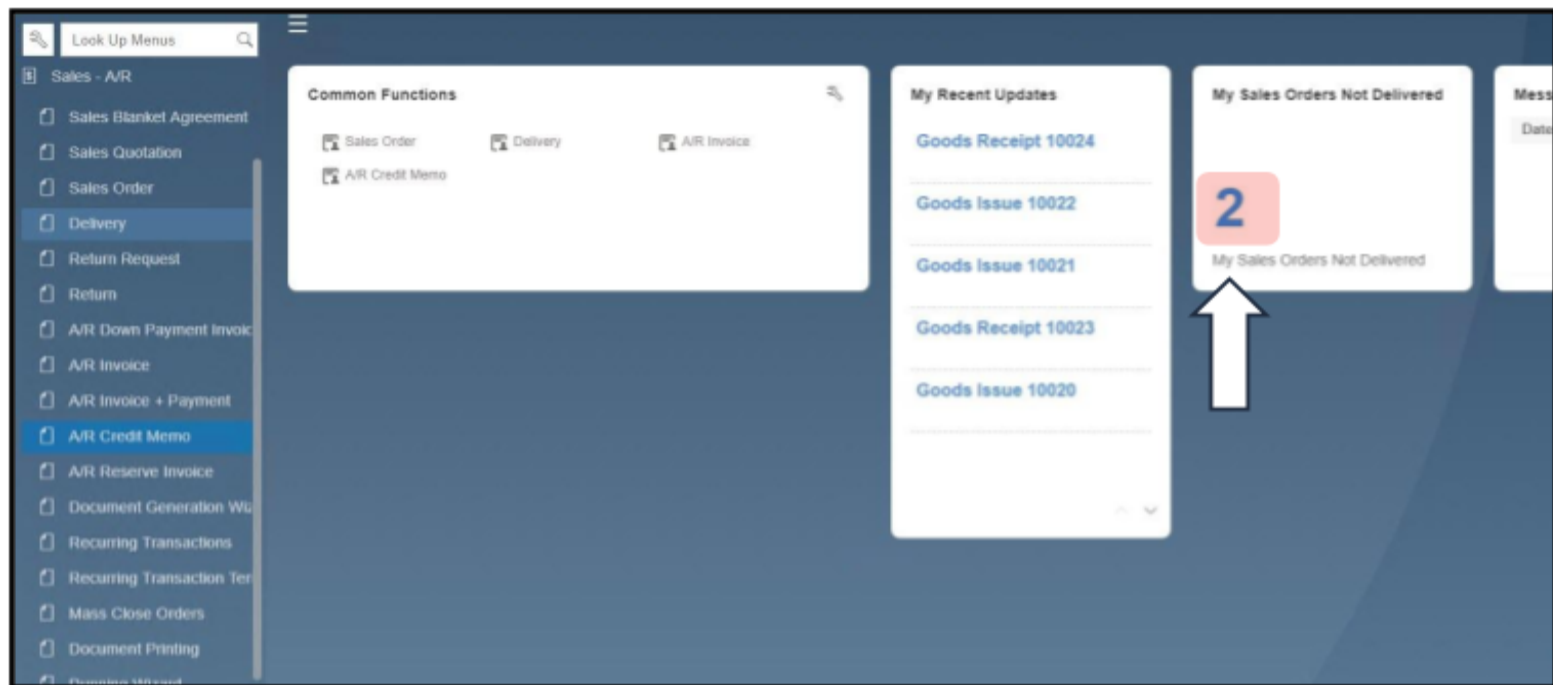
Cockpit > Sales Orders Not Delivered



1. Open the sales order related to the goods being delivered

In the following scenario, we will be delivering 20 1/2BBLS of pale ale to our customer Pacific Distributing Inc.

- Find the SO via My Sales Orders Not Delivered, Enterprise Search, or using Find Mode on an SO





2. Select the sales order from the open items list

- Drill in using the yellow arrow

My Sales Orders Not Delivered - Detailed Results

| Document Inte... | Document Nu... | Customer Code | Customer Name          | Posting Date | Delivery Date | Open Amount | Original Amount |
|------------------|----------------|---------------|------------------------|--------------|---------------|-------------|-----------------|
| → 13             | → 10009        | → C2001       | Whole Foods - Port     | 09/02/20     | 09/02/20      | 4,300.00    | 4,300.00        |
| → 12             | → 10008        | → C1005       | Pacific Distributing I | 09/01/20     | 09/15/20      | 1,782.00    | 1,782.00        |

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

Sales Order

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [dropdown]  
Customer Ref. No.: [dropdown]  
Local Currency: [dropdown]

No. Primary: 10008  
Status: Open  
Posting Date: 09/01/20  
Planned Ship Date: 09/15/20  
Document Date: 09/01/20

Contents | Logistics | Accounting | Electronic Documents | Attachments

| # | Item No.   | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | D. |
|---|------------|------------------------|----------|------------|------------|----------|-------------|----|
| 1 | → 1002-K12 | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | → EX     | \$ 1,782.00 |    |

Sales Employee: Daniel Wilson  
Owner: [dropdown]  
Total Weight: 3,100.00Lb  
Volume: 310.000 GAL  
Est. Pallet Spots: 0.000  
Remarks: [text area]

Total Before Discount: \$ 1,782.00  
Discount: %  
Freight: [dropdown]  
Rounding: [checkbox]  
Tax: [dropdown]  
Total: \$ 1,782.00

OK Cancel Finalize Validate Availability

Copy From Copy To  
Delivery  
A/R Invoice  
A/R Down Payment  
Res. Invoice  
Retail Transfer



4. Double check to ensure delivery date is correct
5. Verify the actual quantities are delivered to your customer (this **will** impact your inventory)
6. Click <Finalize>

Delivery

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [dropdown]  
Customer Ref. No.: [dropdown]  
Local Currency: [dropdown]

No.: 10006  
Status: Open  
Posting Date: 09/15/20  
Delivery Date: 09/15/20  
Document Date: 09/15/20

Contents | Logistics | Accounting | Electronic Documents | Attachments

| # | Item No. | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule | UoM Code | COGS Distr. Rule |
|---|----------|------------------------|----------|------------|------------|----------|-------------|-------------|----------|------------------|
| 1 | 1002-K12 | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | EX       | \$ 1,782.00 |             | Manual   |                  |
| 2 |          |                        |          |            | 0.00       |          |             |             |          |                  |

Sales Employee: Daniel Wilson  
Owner: [dropdown]  
Total Weight: 3,100.00Lb  
Volume: 310.000 GAL  
Est. Pallet Spots: 0.000  
Remarks: Based On Sales Orders 10006.

Total Before Discount: \$ 1,782.00  
Discount: %  
Freight: [dropdown]  
Rounding: [checkbox]  
Tax: [dropdown]  
Total: \$ 1,782.00

Add & Item | Cancel | Finalize | Copy From | Copy To

Delivery

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [dropdown]  
Customer Ref. No.: [dropdown]  
Local Currency: [dropdown]

No.: 10006  
Status: Open  
Posting Date: 09/15/20  
Delivery Date: 11/02/20  
Document Date: 11/02/20

Contents | Logistics | Accounting | Electronic Documents | Attachments

| # | Item No.  | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule | UoM Code | COGS Distr. Rule |
|---|-----------|------------------------|----------|------------|------------|----------|-------------|-------------|----------|------------------|
| 1 | 1002-K12  | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | EX       | \$ 1,782.00 |             | Manual   |                  |
| 2 | 19950-K12 | Keg Deposit - 1/2 BBL  | 20       | \$ 30.0000 | 0.00       | EX       | \$ 600.00   |             | Manual   |                  |
| 3 |           |                        |          |            | 0.00       |          |             |             |          |                  |





Delivery

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [dropdown]  
Customer Ref. No.: [dropdown]  
Local Currency: [dropdown]

No. Primary: 10006  
Status: Open  
Posting Date: 09/15/20  
Delivery Date: 09/15/20  
Document Date: 09/15/20

Contents

| # | Item No.  | Item Description |
|---|-----------|------------------|
| 1 | 1002-K12  | Pale Ale - Keg   |
| 2 | 19950-K12 | Keg Deposit      |
| 3 |           |                  |

Logistics

Batch Number Selection

Batch Number Selection

| # | Item No. | Item Description       | Whse Code | Quantity | Total Needed | Total Selected | To... |
|---|----------|------------------------|-----------|----------|--------------|----------------|-------|
| 1 | 1002-K12 | Pale Ale - Keg 1/2 BBL | A1        | 20       | 20           | 20             |       |

Available Batches

Find: [text field]

| # | Batch     | Available Qty | Selected Qty |
|---|-----------|---------------|--------------|
| 1 | TestBatch | 480           | 20           |

Selected Batches

| # | Batch     | Selected Qty | Sy... |
|---|-----------|--------------|-------|
| 1 | TestBatch | 20           | 1     |

Display Available Batches: All

OK Cancel Auto-Select All

Add & New Cancel Finalize

Copy From Copy To

9. Choose which batch(es) is/are being delivered

- Can click <Auto-Select All> to automatically pull from the oldest batch first
- If item delivered is consumable, a batch number will be required
- If multiple items, highlight rows one by one, select the batch number and click <Update> after each one

10. Click <OK>



**Delivery**

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [Dropdown]  
Customer Ref. No.: [Dropdown]  
Local Currency: [Dropdown]

No. Primary: 10006  
Status: Open  
Posting Date: 09/15/20  
Delivery Date: 09/15/20  
Document Date: 09/15/20

11. Click <Add & New> <Yes>

12. Preview, print and/or email the delivery directly from the Orchestrated Toolbar!

**TIP:**  
Print two copies.  
One for you and one for your customer!

Contents Logistics Accounting Electronic Documents Attachments

| # | Item No.  | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule |
|---|-----------|------------------------|----------|------------|------------|----------|-------------|-------------|
| 1 | 1002-K12  | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | EX       | \$ 1,782.00 |             |
| 2 | 19950-K12 | Keg Deposit - 1/2 BBL  | 20       | \$ 30.0000 | 0.00       | EX       | \$ 600.00   |             |
| 3 |           |                        |          |            |            |          |             |             |

Delivery

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

Yes No

Employee: Daniel Wilson  
Owner: [Dropdown]  
Total Weight: 3.10  
Volume: 31.00 GAL  
Est. Pallet Spots: 0.000  
Remarks: Based On Sales Orders 10006.

Total Before Discount: \$ 2,382.00  
Discount: %  
Freight: \$ 0.00  
Rounding: \$ 0.00  
Tax: \$ 0.00  
Total: \$ 2,382.00

Add & New Cancel Finalize

**Delivery Order**

Order #: 10006  
Date: 9/15/2020

Page 1 of 1

1234 Brew St  
Portland, OR 97225  
Tel: 123-456-7890

Bill To: Bill To  
1215 Elm Street  
Portland, OR 90210

Ship To: Ship To  
1215 Elm Street  
Portland, OR 90210

| Company ID# | Ref Number | Shipping Type     | Terms      | Due Date  |
|-------------|------------|-------------------|------------|-----------|
| C1005       |            | Distributor Truck | Net30 Days | 9/15/2020 |

| Item Code | Description            | Quantity | Unit Price | Ext Price   |
|-----------|------------------------|----------|------------|-------------|
| 1002-K12  | Pale Ale - Keg 1/2 BBL | 20.00    | \$ 89.10   | \$ 1,782.00 |
| 19950-K12 | Keg Deposit - 1/2 BBL  | 20.00    | \$ 30.00   | \$ 600.00   |



## Real life practice scenario



Peter handles deliveries for the brewery, and the order of 50 cases of IPA, amber ale & stout has been delivered! He has yet to send an invoice to Whole Foods, but he does want to ensure his brewery's finished goods inventory is up to date and decremented. After double-checking the outgoing shipment, he notes he delivered everything as ordered on the SO. Can you help him enter the delivery into Orchestrated?

The screenshot shows the 'Delivery' window in the Orchestrated software. The 'Batch Number Selection' dialog box is open, displaying a table of items and batches. The table has columns for Item No., Item Description, Wine Code, Quantity, Total Needed, Total Selected, and To. The items listed are 1002-046 (Pale Ale - Case 4/12 B), 1003-046 (IPA - Case 4/12 B), and 1004-046 (Stout - Case 4/12 B). The 'Batch Number Selection' dialog also shows a table of available batches and a table of selected batches. A red arrow points to the 'Copy To' button at the bottom right of the main window.

| # | Item No. | Item Description       | Wine Code | Quantity | Total Needed | Total Selected | To... |
|---|----------|------------------------|-----------|----------|--------------|----------------|-------|
| 1 | 1002-046 | Pale Ale - Case 4/12 B | A1        | 50       |              | 50             |       |
| 2 | 1003-046 | IPA - Case 4/12 B      | A1        | 50       |              | 50             |       |
| 3 | 1004-046 | Stout - Case 4/12 B    | A1        | 50       |              | 50             |       |

| # | Batch     | Available Qty | Selected Qty |
|---|-----------|---------------|--------------|
| 1 | TestBatch | 400           |              |

| # | Batch     | Selected Qty | To... |
|---|-----------|--------------|-------|
| 1 | TestBatch | 50           |       |

- Open list of open SOs
- Search for and select correct SO
- From the SO, <Copy To> 'delivery'
- Verify actual quantities delivered
- <Add & New><Yes>
- Enter Batch No. (for any consumable item)
- <Update><OK>
- <Add & New><Yes>



## A/R invoice

A/R  
invoic  
e

What is it?

Invoice (bill) for sold goods

Documents the invoice sent to  
your customer

What does  
it do?

Impacts inventory & financials

Why Use it?

Is mandatory

Confirms price & quantity of  
goods leaving stock

Provides visibility for business  
of what's 'in stock' and 'cost of  
goods sold'

Customer code &  
name of who you  
are invoicing

A/R Invoice

|                   |  |              |          |       |
|-------------------|--|--------------|----------|-------|
| Customer Code     |  | No.          | Primary  | 10003 |
| Customer Name     |  | Status       | Open     |       |
| Contact Person    |  | Posting Date | 09/01/20 |       |
| Customer Ref. No. |  | Due Date     |          |       |
| Local Currency    |  | Date         | 09/01/20 |       |

| # | Item No. | Item Description | Quantity | Unit | Price | Total | Distr. Rule | U... |
|---|----------|------------------|----------|------|-------|-------|-------------|------|
| 1 |          |                  |          |      | 0.00  |       |             |      |

|  |                     |                                   |         |
|--|---------------------|-----------------------------------|---------|
| Sales Employee                             | -No Sales Employee- | Total Before Discount             |         |
| Owner                                      |                     | Discount                          | %       |
| Total Weight                               | 0.00Lb              | Total Down Payment                |         |
| Volume                                     | 0.000 GAL           | Freight                           |         |
| Est. Pallet Spots                          | 0.000               | <input type="checkbox"/> Rounding | \$ 0.00 |
| <input type="checkbox"/> Payment Order Run |                     | Tax                               |         |
| Remarks                                    |                     | Total                             | \$ 0.00 |
|  |                     | Applied Amount                    |         |
|  |                     | Balance Due                       |         |

Add & New Cancel Finalize

Receive Payment Copy From Copy To

Status: Open or  
Closed

Posting date: When  
invoice was  
entered/received

Due date: When is  
invoice due?

Invoiced item  
details



## Adding and A/R invoice

Modules > Sales – A/R > A/R invoice

Cockpit > Enterprise Search for BP > Deliveries



In the following scenario, we will be invoicing Pacific Distributing Inc. for the BBLs of pale ale we delivered to them

Open the delivery related to the goods being invoiced

- Do an Enterprise Search for a Business Partner and use filters to find open Deliveries
- OR open a Delivery and use Find Mode

Pacific Distributing

Search Result

Record 1-2 of 2 resources

View 10 20 40

Select a search template

Search For "Pacific Distributing" Sales Delivery

All

Master Data (1)

> Business Partner (1)

A/R Transaction (4)

✓ Sales Delivery (2)

✓ Contact Person

✓ N/A (2)

✓ BP Code

✓ C1005 (2)

✓ BP Name

✓ Pacific Distributing... (2)

✓ Posting Date

✓ 2018-10-22 (1)

✓ 2020-09-15 (1)

✓ Delivery Date

✓ 2018-10-22 (1)

✓ 2020-09-15 (1)

✓ Status

✓ O(Open) (2)

Document Date

**Sales Delivery - 4** Find Related

BP Code: C1005 BP Name: Pacific Distributing Inc. Doc Number: 10003  
Status: O(Open) Posting Date: 2018-10-22 Delivery Date: 2018-10-22  
Document Date: 2018-10-22 Remarks: Based On Sales Order... Total: 1804.000000  
Customer Ref. No.: 12112 Project: Contact Person:  
Sales Employee: Daniel Wilson Owner:

**Sales Delivery**

**Sales Delivery - 10** Find Related

BP Code: C1005 BP Name: Pacific Distributing Inc. Doc Number: 10006  
Status: O(Open) Posting Date: 2020-09-15 Delivery Date: 2020-09-15  
Document Date: 2020-09-15 Remarks: Based On Sales Order... Total: 2382.000000  
Customer Ref. No.: Project: Contact Person:  
Sales Employee: Daniel Wilson Owner:

**Sales Delivery**



## 2. Select the delivery from the open items list

Click to open

Search Result

Record 1-2 of 2 resources

View 10 20 40

Layout

Select a search template

Search For "Pacific Distributing" Sales Delivery X

**Sales Delivery - 4** Find Related

BP Code: C1005 BP Name: Pacific Distributing Inc. Doc Number: 10003  
Status: O(Open) Posting Date: 2018-10-22 Delivery Date: 2018-10-22  
Document Date: 2018-10-22 Remarks: Based On Sales Order... Total: 1804.000000  
Customer Ref. No.: 12112 Project: Contact Person:  
Sales Employee: Daniel Wilson Owner:

**Sales Delivery - 10** Find Related

BP Code: C1005 BP Name: Pacific Distributing Inc. Doc Number: 10006  
Status: O(Open) Posting Date: 2020-09-15 Delivery Date: 2020-09-15  
Document Date: 2020-09-15 Remarks: Based On Sales Order... Total: 2382.000000  
Customer Ref. No.: Project: Contact Person:  
Sales Employee: Daniel Wilson Owner:

**Master Data (1)**

> Business Partner (1)

A/R Tran

✓ Sales

✓ Contact Person (2)

✓ BP Code (2)

✓ C1005 (2)

✓ BP Name (2)

✓ Pacific Distributing... (2)

✓ Posting Date (2)

✓ 2018-10-22 (1)

✓ 2020-09-15 (1)

✓ Delivery Date (2)

✓ 2018-10-22 (1)

✓ 2020-09-15 (1)

✓ Status (2)

✓ O(Open) (2)

✓ Document Date (2)

Delivery

Customer Code C1005

Customer Name Pacific Distributing Inc.

Contact Person

Customer Ref. No.

Local Currency

No. Primary 10006

Status Open

Posting Date 09/15/20

Delivery Date 09/15/20

Document Date 09/15/20

Contents Logistics Accounting Electronic Documents Attachments

| # | Item No.  | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule | Summary Type     | No Summary |
|---|-----------|------------------------|----------|------------|------------|----------|-------------|-------------|------------------|------------|
| 1 | 1002-K12  | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | EX       | \$ 1,782.00 | Manual      | COGS Distr. Rule |            |
| 2 | 19950-K12 | Keg Deposit - 1/2 BBL  | 20       | \$ 30.0000 | 0.00       | EX       | \$ 600.00   | Manual      |                  |            |

Sales Employee Daniel Wilson

Owner

Total Weight 3,100.00Lb

Volume 310.000 GAL

Est. Pallet Spots 0.000

Remarks Based On Sales Orders 10008.

Total Before Discount \$ 2,382.00

Discount %

Freight

Rounding

Tax

Total \$ 2,382.00

OK Cancel Finalize

Copy From Copy To

Return Request

Return

A/R Invoice

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





4. Verify the quantities being invoiced match with what you delivered

— Make adjustments if necessary

5. Verify the unit price is correct

— Make changes if necessary

6. Click <Add & New> <Yes>

A/R Invoice

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: [blank]  
Customer Ref. No.: [blank]  
Local Currency: [blank]

Contents Logistics Accounting Electronic Documents Attachments

| # | Item No.  | Item Description       | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule | U...   |
|---|-----------|------------------------|----------|------------|------------|----------|-------------|-------------|--------|
| 1 | 1002-K12  | Pale Ale - Keg 1/2 BBL | 20       | \$ 89.1000 | 0.00       | EX       | \$ 1,782.00 |             | Manual |
| 2 | 19950-K12 | Keg Deposit - 1/2 BBL  | 20       | \$ 30.0000 | 0.00       | EX       | \$ 600.00   |             | Manual |
| 3 |           |                        |          |            | 0.00       |          |             |             |        |

A/R Invoice

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

Yes No

Sales Employee: [blank]  
Owner: [blank]  
Total Weight: 3,100.00Lb  
Volume: 310.000 GAL  
Est. Pallet Spots: 0.000  
Payment Order Run: [blank]  
Remarks: [blank]

Total before Discount: \$ 2,382.00  
Discount: %  
Total Down Payment: [blank]  
Freight: [blank]  
Rounding: \$ 0.00

Add & New Cancel

7. Preview, print and/or email the A/R Invoice directly from the Orchestrated toolbar.

Invoice

Order #: 10003  
Date: 9/15/2020  
Page 1 of 1

1234 Brew St  
Portland, OR 97225  
Tel: 123-456-7890

Bill To: Bill To  
1215 Elm Street  
Portland, OR 90210

Ship To: Ship To  
1215 Elm Street  
Portland, OR 90210

| Company ID# | Ref Number | Shipping Type     | Terms       | Due Date   |
|-------------|------------|-------------------|-------------|------------|
| C1005       |            | Distributor Truck | Net 30 Days | 10/15/2020 |

| Item Code | Description   | Quantity | Unit Price | Ext Price   |
|-----------|---|----------|------------|-------------|
| 1002-K12  | Pale Ale - Keg 1/2 BBL<br>Batch#: TestBatch (20.00) | 20.00    | \$ 89.10   | \$ 1,782.00 |
| 19950-K12 | Keg Deposit - 1/2 BBL                               | 20.00    | \$ 30.00   | \$ 600.00   |

Subtotal: \$ 2,382.00  
Less Discounts: \$ -  
Tax & Freight: \$ -  
Less Applied Credits: \$ -  
Total Amount: \$ 2,382.00

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## Relationship map

To view how the core sales functions correlate, simply open a function (i.e. A/R Invoice), <right click>, and choose relationship map.

A/R Invoice

Customer Code: C1005  
Customer Name: Pacific  
Contact Person:  
Customer Ref. No.:  
Local Currency:

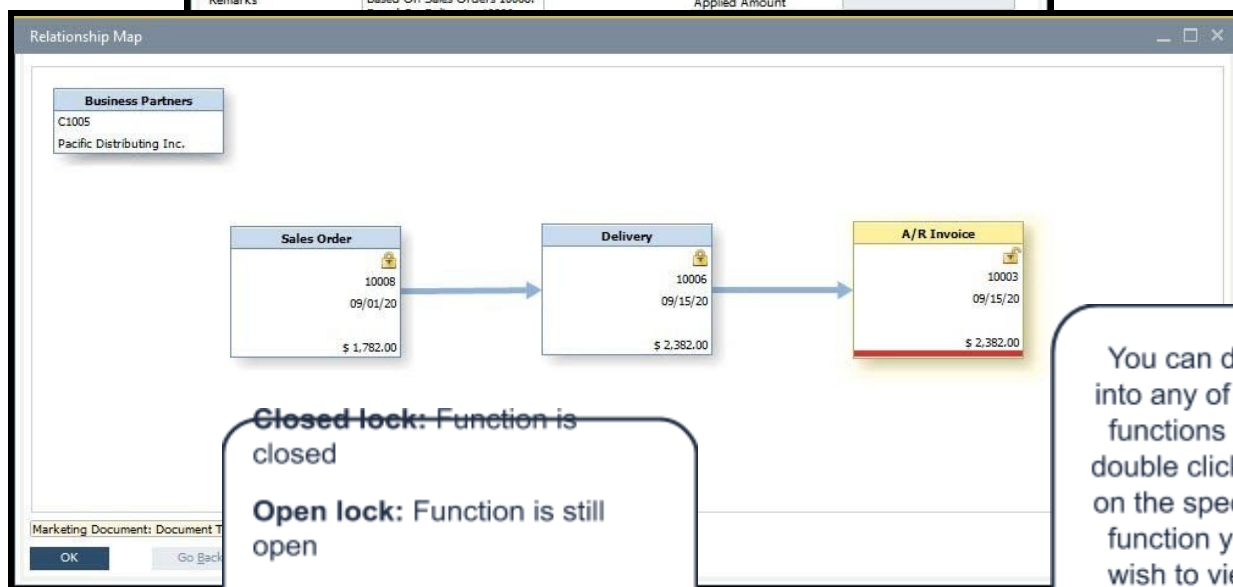
Due Date: 10/15/20  
Document Date: 09/15/20  
Payment Doc:

| Contents |           | Logistics             |          | Account |  |
|----------|-----------|-----------------------|----------|---------|--|
| #        | Item No.  | Item Description      | Quantity |         |  |
| 1        | 1002-K12  | Pale Ale - Keg 1/2 BB | 20       |         |  |
| 2        | 19950-K12 | Keg Deposit - 1/2 BB  | 20       |         |  |

Sales Employee: Daniel Wilson  
Owner:  
Total Weight: 3,100.00  
Volume: 310.0  
Est. Pallet Spots: 0.0  
Payment Order Run:  
Remarks: Based On Sales Orders 10006.

Base Document...  
Row Details...  
New Activity  
Payment Means...  
Gross Profit...  
Volume and Weight Calculation...  
Packing Slip  
Opening and Closing Remarks  
Inventory Posting List  
Related Activities  
Transaction Journal..  
Journal Entry  
Applied Transactions  
Batch Number Transactions Report  
Related Opportunities  
Relationship Map...

Total: \$ 2,382.00  
Tax:  
Total: \$ 2,382.00  
Applied Amount:





## Real life practice scenario



Penny handles accounting for the brewery. She just started reviewing her list of deliveries and notices she needs to invoice Whole Foods for the 50 4/6/12 cases of amber ale, IPA & stout beer. Can you help her create an Orchestrated A/R Invoice?

SEARCH RESULT

Record 1-1 of 1 resources

Layout

Select a search template

Search For "Whole Foods" Sales Delivery X

\$ Sales Delivery - 11 Pool Related

Delivery

Customer Code C2001

Customer Name Whole Foods - Portland

Contact Person

Customer Ref. No.

Local Currency

Contents Logistics Accounting

| Item No. | Item Description                  | Quantity | Unit Price | Discount % | Tax Code | Total       | Distr. Rule | U...  |
|----------|-----------------------------------|----------|------------|------------|----------|-------------|-------------|-------|
| 1        | 1002-B46 Pale Ale - Case 4/6/12 B | 50       | \$ 24.0000 | 0.00       | EX       | \$ 1,200.00 |             | Manus |
| 2        | 1003-B46 IPA - Case 4/6/12 B      | 50       | \$ 30.0000 | 0.00       | EX       | \$ 1,500.00 |             | Manus |
| 3        | 1004-B46 Stout - Case 4/6/12 B    | 50       | \$ 30.0000 | 0.00       | EX       | \$ 1,500.00 |             | Manus |

Sales Employee Daniel Wilson

Owner

Total Weight 3,237.50Lb

Volume 337.500 GAL

Est. Pallet Spots 0.000

Payment Order Run

Remarks Based On Sales Orders 10905.  
Based On Deliveries 99007.

Add & New Cancel Finalize

Receive Payment Copy From Copy To

Messages and Alerts

A/R Invoice

Customer Code 2001

Customer Name Whole Foods - Portland

Contact Person

Customer Ref. No.

Local Currency

No. Primary 30004

Status Open

Posting Date 11/02/20

Due Date 01/04/21

Document Date 11/02/20

Payment Doc

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type Item

Summary Type No Summary

Sales Employee Daniel Wilson

Owner

Total Weight 3,237.50Lb

Volume 337.500 GAL

Est. Pallet Spots 0.000

Payment Order Run

Remarks Based On Sales Orders 10905.  
Based On Deliveries 99007.

Add & New Cancel Finalize

Receive Payment Copy From Copy To

Copy To

Enterprise Search for Whole Foods

Search for and select correct delivery

From the delivery, click <Copy To> 'A/R Invoice'

Verify invoiced quantities

- Make changes if necessary

Verify unit price

- Make changes if necessary

<Add & New> <Yes>