



# **ORCHESTRA** **Purchasing**

Part 1 of 2



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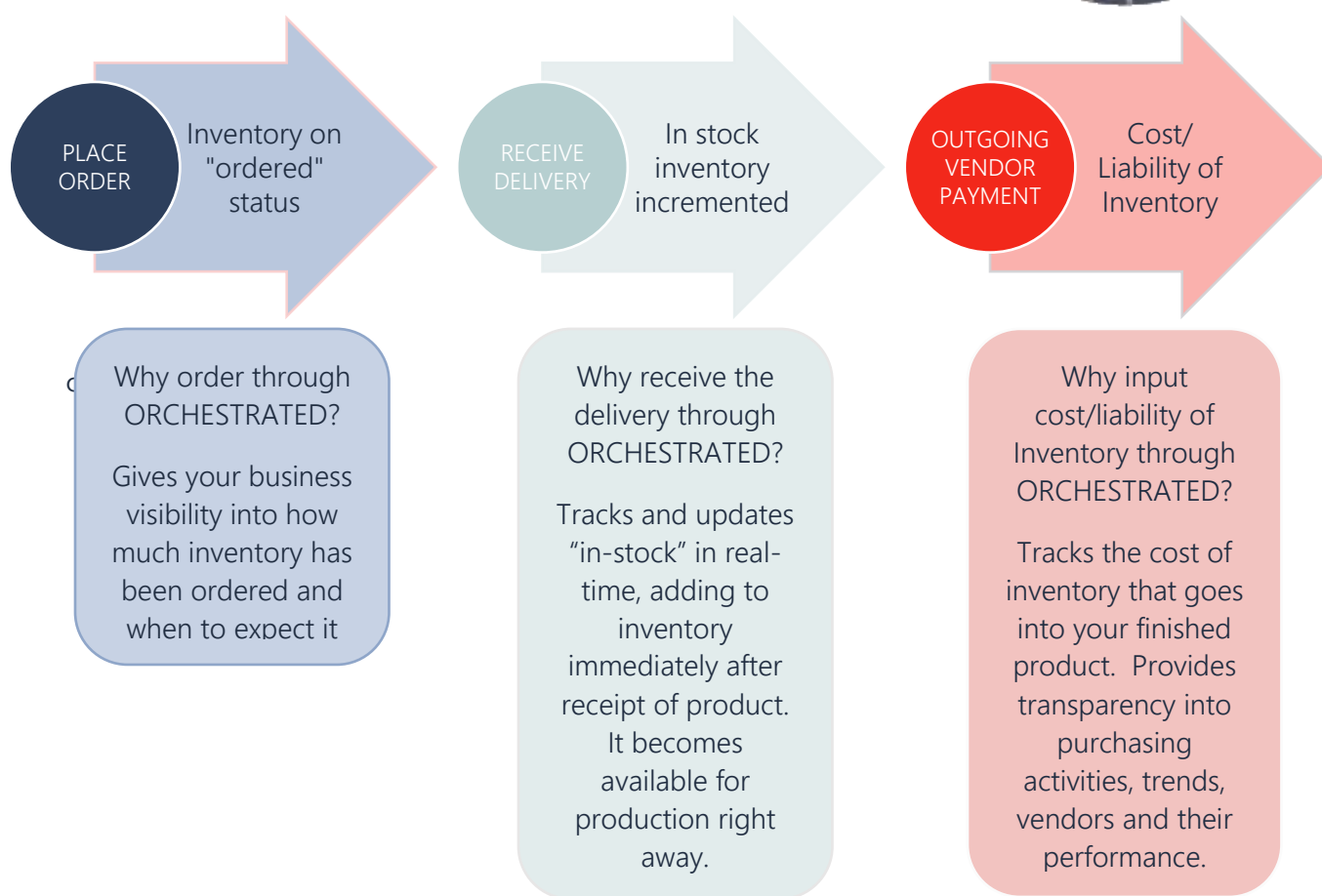
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# Purchasing Roadmap

## 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

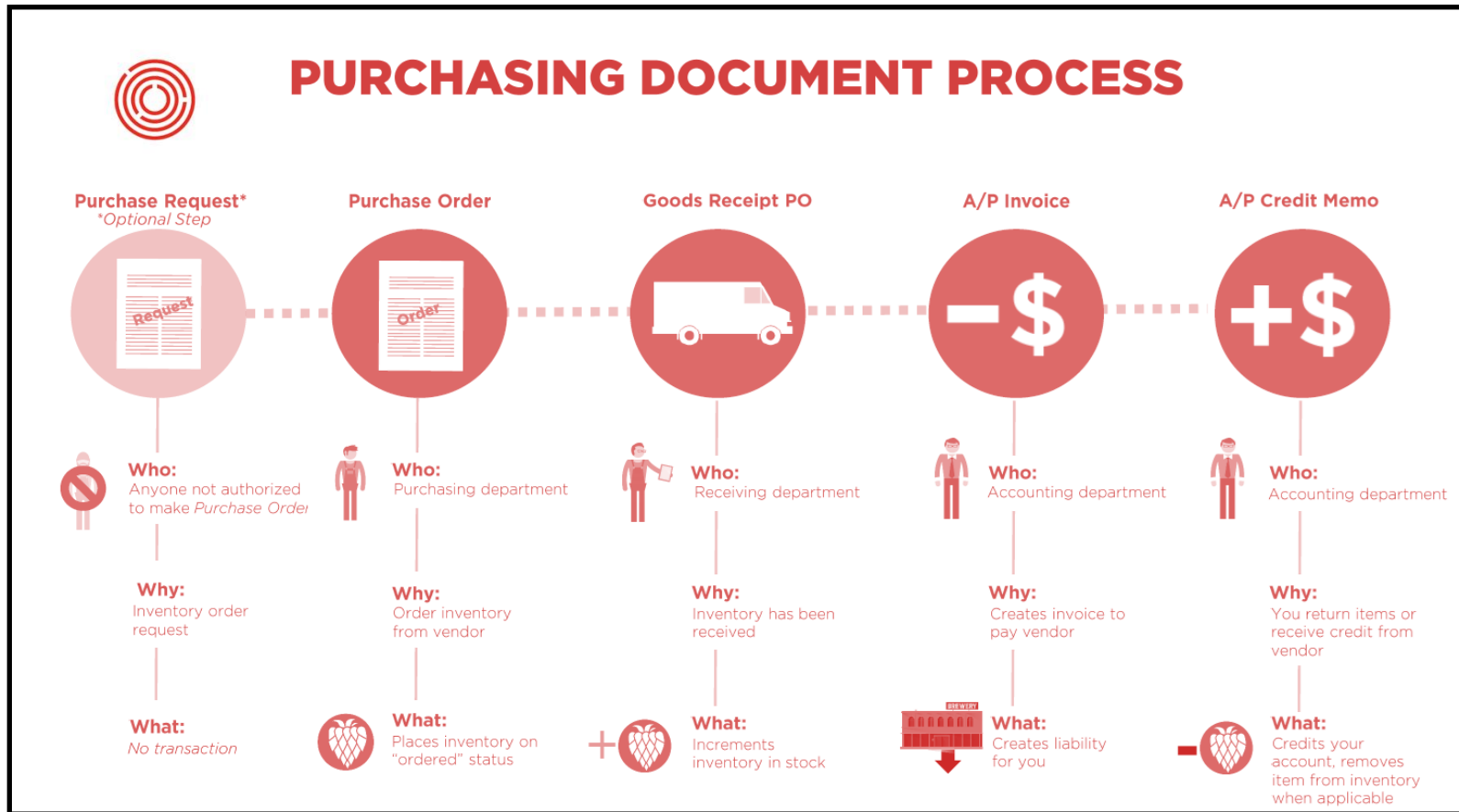


### Batch Tracking!

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



Purchase Request (optional)  
Request a purchase order

### 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)

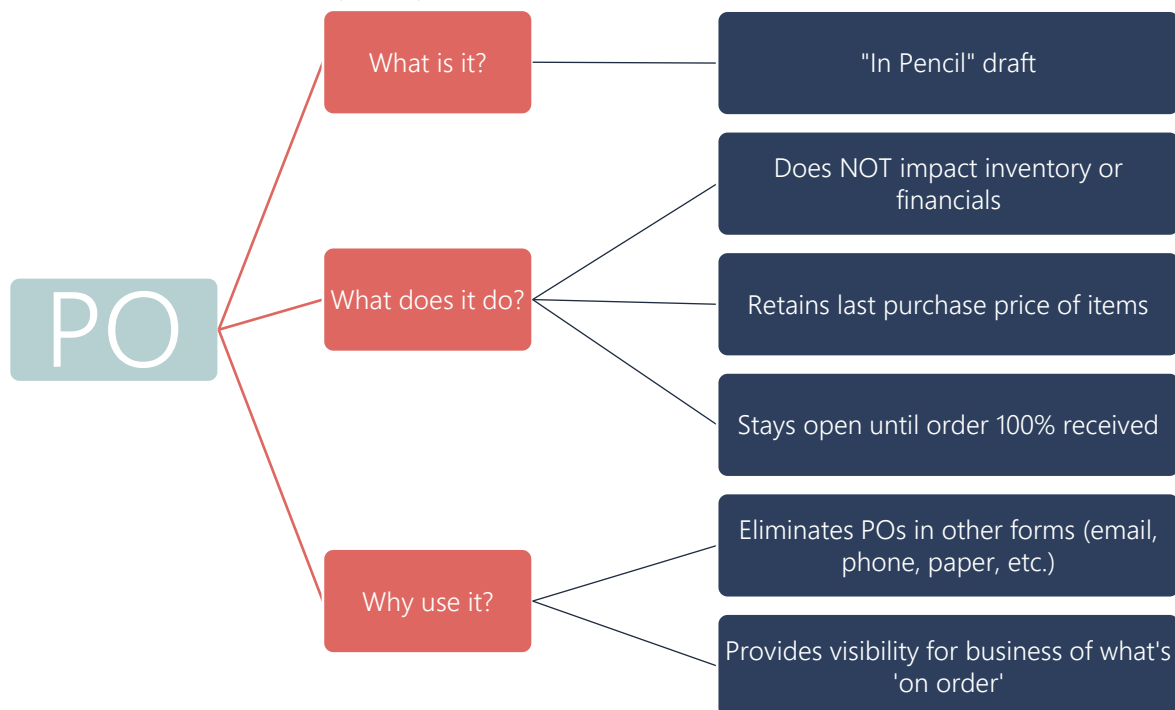
Books the payable/financial side of purchase  
*Outgoing payment* will eventually be applied  
Can be print/email/save

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



# Core Purchasing Functions

## Purchase Order (PO)



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

**Status: Open or Closed**

**Delivery: When is anticipated**

**Ordered item details**

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

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



## Adding a PO

Modules > Purchasing – A/P > Purchase Order



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>

**Administration**

- Financials
- Opportunities
- Sales - A/R
- Purchasing - A/P**
  - Purchase Blanket Agreement
  - Purchase Request
  - Purchase Quotation
  - Purchase Order**
  - Goods Receipt PO
  - Goods Return
  - A/P Down Payment Invoice
  - A/P Invoice
  - A/P Credit Memo
  - A/P Reserve Invoice
  - Recurring Transactions
  - Recurring Transaction Templates
  - Landed Costs
  - Procurement Confirmation Wizard
  - Purchase Quotation Generation Wizard
  - Document Printing
  - Purchasing Reports
- Business Partners
- Banking

**Purchase Order**

Vendor:  No.  Primary

Name:  Status

Contact Person:  Posting Date

Vendor Ref. No.:  Delivery Date

Local Currency:  Document Date

**Common Function**

- Purchase Order**
- A/R Credit Memo
- Brewing Worksheet

**Open Documents**

- Sales Orders
- Production Orders

**Contents**

#	Item No.	Item/Service Type
1		

**List of Business Partners**

Find:

#	BP Name	BP Code	BP Balance	Ter
1	Brewing News	V1049	0.00	
2	Briess	V1000	-64,800.00	

**Choose** **Cancel** **New**

Buyer:

Owner:

Discount:

Freight:

☐ Rounding

Tax:

Total Payment Due:

Remarks:



**Purchase Order**

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

No.: Primary 10020 - 0  
Status: Open  
Posting Date: 10/03/2016  
Delivery Date: 10/07/2016  
Document Date: 10/03/2016

Items | Logistics | Accounting | Attachments

Item/Service Type: Item  
Summary Type: No Summary

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

**List of Items**

Find: rm

#	Item No.	Item Description	Item Group	Process Type	In Stock	Pa...
1	RM5005	Malt 2-Row Bulk	RM: Malt	None	69,046.00	
2	RM5006	Malt 2-Row bag	RM: Malt	None	100,370.00	UoM-L
3	RM5007	Malt Amber	RM: Malt	None	50,000.00	UoM-L
4	RM5008	Malt Best Chit	RM: Malt	None	1,501.00	UoM-L
5	RM5009	Malt Best Heidelberg	RM: Malt	None	3,900.00	UoM-L
6	RM5010	Malt Best Kara Pils	RM: Malt	None	1,500.00	UoM-L
7	RM5011	Malt Best Spelt	RM: Malt	None	5,700.00	UoM-L
8	RM5012	Malt Biscuit	RM: Malt	None	1,301.00	UoM-L
9	RM5013	Malt Black	RM: Malt	None	1,300.00	UoM-L
10	RM5014	Malt C-120	RM: Malt	None	585.00	UoM-L

Buttons: Choose, Cancel, New

Buttons: Add, Cancel, Copy From, Copy To

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

No.: Primary 10020 - 0  
Status: Open  
Posting Date: 10/03/2016  
Delivery Date: 10/07/2016  
Document Date: 10/03/2016

Contents Logistics Accounting Attachments

Item/Service Type: Item  
Summary Type: No Summary

#	Item No.	Item Descripti...	Quantity	Inventory UoM	Unit Price	Disc...	Rate	Tax C...	Total (LC)
1	RM5008	Malt Best Chit	500	No	\$ 0.8900	0.00	0.00000	EX	
2	RM5009	Malt Best Heidelbe	500	No	\$ 0.9200	0.00	0.00000	EX	
3	RM5012	Malt Biscuit	500	No	\$ 0.8100	0.00	0.00000	EX	
4	RM5013	Malt Black	500	No		0.00	0.00000	EX	
5				No		0.00	0.00000		

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

Remarks:

Total Before Discount: \$ 1,310.00  
Discount: %  
Freight: \$ 0.00  
Rounding: \$ 0.00  
Tax: \$ 0.00  
Total Payment Due: \$ 1,310.00

Add Cancel Copy From Copy To




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



OBeer\_PurchaseOrder

Main Report

 **OrchestratedBEER**  
Beaverton, OR 97006  
Tel: 877-683-2648  
Fax:  
Email: info@OrchestratedBEER.com

**Purchase Order**

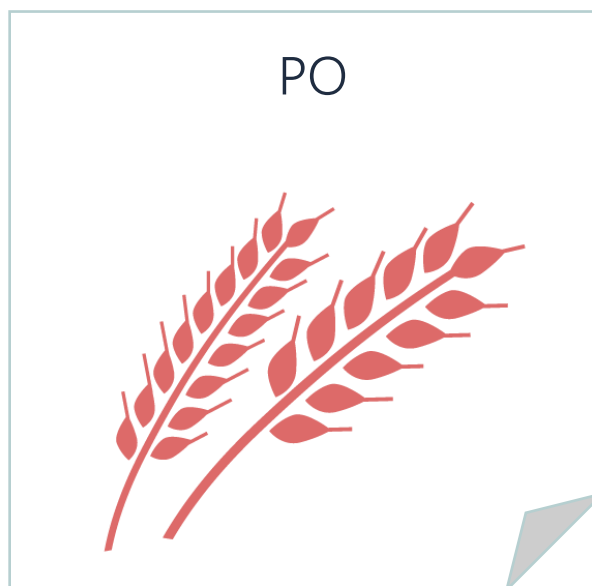
**P/O #:** 10020  
**Date:** 10/3/2016  
**Due Date:** 10/7/2016  
**Terms:** Net 30 Days  
**Ref#:**

**Pay To:** Briess

**Ship To:** OrchestratedBEER  
Beaverton, OR 97006

**Ship Via:** -

Item Code	Description	Quantity	Unit Price	Ext Price
RM5008	Malt Best Chit	500.00	0.89	445.00
RM5009	Malt Best Heidelberg	500.00	0.92	460.00
RM5012	Malt Biscuit	500.00	0.81	405.00
RM5013	Malt Black	500.00	0.85	425.00





## Real life practice scenario



Bill handles purchasing for his Brewery. He needs to order 1000 lbs. of Z-Type Hops from his main Hop supplier, Hopunion. The hops are currently running at \$5.00 per lb. Can you help him enter a PO? Use next week's date as the posting date.

**Purchase Order**

Vendor: V1016  
Name: Hopunion  
Contact Person: Mike Jenkins  
Vendor Ref. No.:  
BP Currency: \$

No. Primary: 10021 - 0  
Status: Open  
Posting Date: 10/11/2016  
Delivery Date: 10/11/2016  
Document Date: 10/11/2016

Contents		Logistics		Accounting		Attachments	
Item/Service Type	Item	Summary Type	No Summary				
#	Item No.	Item Descripti...	Quantity	Inventory UoM	Unit Price	Disc...	Rate
1	RH5031	Hops - Z Type	1,000	No	\$ 5.0000	0.00	
2				No		0.00	

Buyer: -No  
Owner: Sm

Remarks:

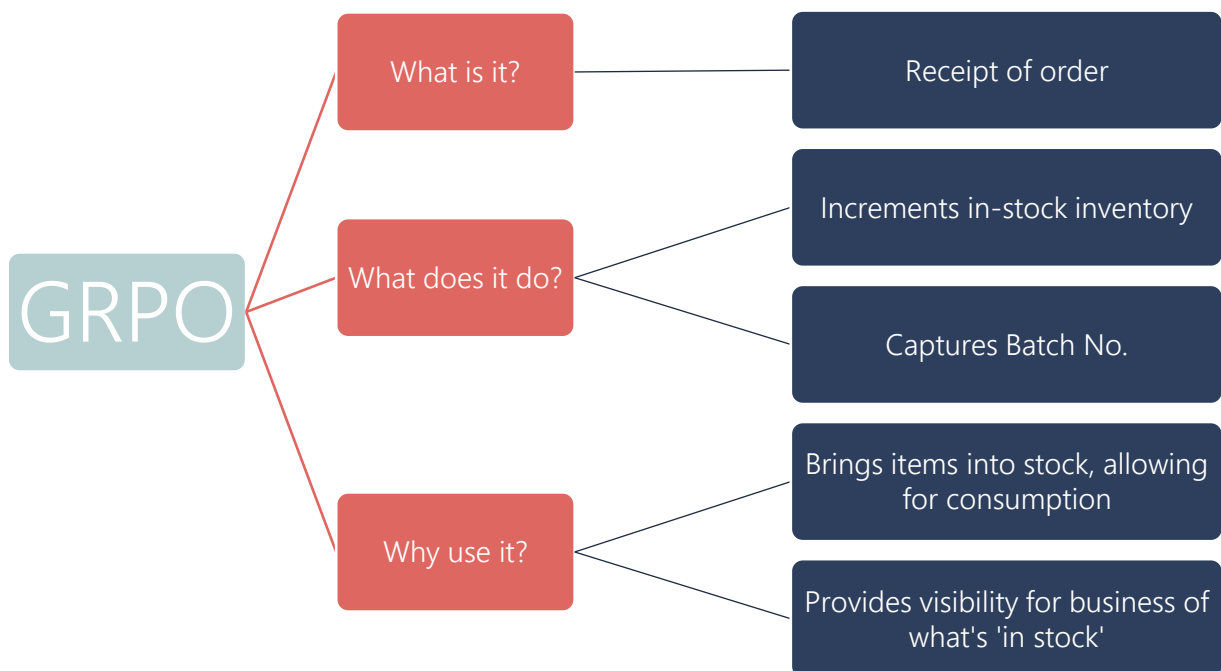
Add Cancel

Copy From Copy To

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



## Goods receipt purchase order (GRPO)



**Goods Receipt PO**

Vendor: [ ]  
Name: [ ]  
Contact Person: [ ]  
Vendor Ref. No.: [ ]  
Local Currency: [ ]

Vendor code & name of whom you're receiving from

Status: Open or Closed

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

Posting Date: When GRPO was entered/Inventory delivered

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

Delivered item details

Buyer: -No Sales Employee-  
Owner: [ ]

Remarks: [ ]

Total Before Discount  
Discount %  
Freight  
☐ Rounding \$ 0.00  
Tax  
Total Payment Due \$ 0.00

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

Add Cancel Copy From Copy To



## Adding a GRPO

Modules > Purchasing – A/P > Goods Receipt PO

Cockpit > Open Documents > Purchase Orders



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

The screenshot displays the SAP Cockpit interface. On the left is a navigation menu with categories like Administration, Financials, Opportunities, Sales - A/R, and Purchasing - A/P. The 'Purchasing - A/P' section is expanded, showing options like Purchase Blanket Agreement, Purchase Request, Purchase Quotation, Purchase Order, Goods Receipt PO, Goods Return, A/P Down Payment Invoice, A/P Invoice, A/P Credit Memo, A/P Reserve Invoice, Recurring Transactions, Recurring Transaction Templates, Landed Costs, Procurement Confirmation Wizard, Purchase Quotation Generation Wizard, Document Printing, and Purchasing Reports. The main area shows two panels: 'Common Functions' and 'Open Documents'. The 'Open Documents' panel lists various document types: Sales Orders (24), Deliveries (5), A/R Invoices (40), **Purchase Orders (4)** (highlighted with a blue box and a mouse cursor), Goods Receipt POs (2), and A/P Invoices (5). A large blue arrow points from the 'Purchase Orders (4)' link in the 'Open Documents' panel up to the 'Purchase Order' link in the 'Common Functions' panel.



2. Select the Purchase Order 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.	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	

Purchase Order

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

No. Primary: 10020 - 0  
Status: Open  
Posting Date: 10/03/2016  
Delivery Date: 10/07/2016  
Document Date: 10/03/2016

Contents Logistics Accounting Attachments

#	Item No.	Item Description	Quantity	Inventory UoM	Unit Price	Disc.	Rate	Tax C...	Total (LC)
1	RM5008	Malt Best Chit	500	No	\$ 0.8900	0.00	0.00000	EX	
2	RM5009	Malt Best Heidelb	500	No	\$ 0.9200	0.00	0.00000	EX	
3	RM5012	Malt Biscuit	500	No	\$ 0.8100	0.00	0.00000	EX	
4	RM5013	Malt Black	500	No	\$ 0.8500	0.00	0.00000	EX	
5				No		0.00			

Total Before Discount: \$ 1,735.00  
Discount: %  
Freight:   
Rounding:   
Tax:   
Total Payment Due: \$ 1,735.00

Remarks:

OK Cancel

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

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



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

Goods Receipt PO

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

No.: Primary 10027  
Status: Open  
Posting Date: 10/07/2016  
Due Date: 10/07/2016  
Document Date: 10/07/2016

Contents | **Logistic** | Accounting | Attachments

#	Item No.	Item Description...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM Code
1	RM5008	Malt Best Chit	500	\$ 0.8900	0.00	EX	\$ 445.00		Manual
2	RM5009	Malt Best Heidelb	500	\$ 0.9200	0.00	EX	\$ 460.00		Manual
3	RM5012	Malt Biscuit	500	\$ 0.8100	0.00	EX	\$ 405.00		Manual
4	RM5013	Malt Black	500	\$ 0.8500	0.00	EX	\$ 425.00		Manual
5					0.00				

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

Remarks: Based On Purchase Orders 10020.

Total Before Discount: \$ 1,735.00  
Discount: %  
Freight:   
Rounding: \$ 0.00  
Tax:   
Total Payment Due: \$ 1,735.00

**Add** Cancel Copy From Copy To



Purchase Order

Goods Receipt PO

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

No. Primary: 10027  
Status: Open  
Posting Date: 10/07/2016  
Due Date: 10/07/2016  
Document Date: 10/07/2016

Contents Logistics

#	Item No.	Item Description...	Qty
1	RM5008	Malt Best Chit	
2	RM5009	Malt Best Heidelberg	
3	RM5012	Malt Biscuit	
4	RM5013	Malt Black	
5			

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

Remarks: Based On Purchase Order 10020.

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiratio...
1	1007				

Update Cancel Automatic Creation...

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



8. Click <Add>  
<Yes>

Goods Receipt PO

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

No.: Primary 10027  
Status: Open  
Posting Date: 10/07/2016  
Due Date: 10/07/2016  
Document Date: 10/07/2016

Logistics Accounting Attachments

Summary Type: No Summary

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM Code
1	RM5008	Malt Best Chit	500	\$ 0.8900	0.00	EX	\$ 445.00		Manual
2	RM5009	Malt Best Heidelb...	5						
3	RM5012	Malt Biscuit	5						
4	RM5013	Malt Black	5						
5									

Goods Receipt PO

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

Yes No

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

Remarks: Based On Purchase Orders 10020.

Total Before Discount: \$ 1,735.00  
Discount: %  
Freight: \$ 0.00  
Rounding: \$ 0.00  
Tax: \$ 0.00  
Total Payment Due: \$ 1,735.00

Add Cancel

Copy From Copy To

Goods Receipt PO (System)

Page 1 of 1

**OrchestratedBEER**

Briess  
Bill To:

Date: 10/07/2016  
Time: 14:22  
Federal Tax ID:

Ship To: Beaverton, OR 97006

**Purchase Delivery Note 10027 Original**

#	Item No.	Description	Quantity	Price	Qty (Invy UoM)	Total
1	RM5008	Malt Best Chit	500	\$ 0.8900	500	\$ 445.00
2	RM5009	Malt Best Heidelberg	500	\$ 0.9200	500	\$ 460.00
3	RM5012	Malt Biscuit	500	\$ 0.8100	500	\$ 405.00
4	RM5013	Malt Black	500	\$ 0.8500	500	\$ 425.00

Due Date: 10/07/2016

Sales Employee: -No Sales Employee-  
Payment Terms: Net 30 Days  
Based On Purchase Orders 10020.

Total

9. 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 for the brewery, and the order of Z-Type Hops has arrived! He has yet to receive an invoice from Hopunion, but he does want to ensure his brewery's hops 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 Hopunion of ZT22655. Can you help him enter the GRPO?

Common Functions

- Purchase Order
- Goods Receipt PO
- A/R Credit Memo
- Chart of Accounts
- Brewing Worksheet
- Cellar Worksheet

Open Documents

- Sales Orders (24)
- Purchase Orders (4)
- Production Orders (124)

Open Items List

Doc. No.	Vendor Code	Vendor Name
10017	V1000	Briss
10019	V1000	Briss
10021	V1016	Hopunion
10014	V1061	TWSH

Goods Receipt PO

Vendor: V1016  
Name: Hopunion  
Contact Person: Mike Jenkins  
Vendor Ref. No.:  
Local Currency:

No.: Primary 10028  
Status: Open  
Posting Date: 10/11/2016  
Due Date: 10/11/2016  
Document Date: 10/11/2016

Contents

#	Item No.	Item Description	Quantity	Unit
1	RH5031	Hops - Z Type	1,000	
2				

Logistics

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

Remarks: Based On Purchase Orders 10021.

Batches - Setup

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PD 10028	RH5031	Hops - Z Type	A1	1,000	

Created Batches

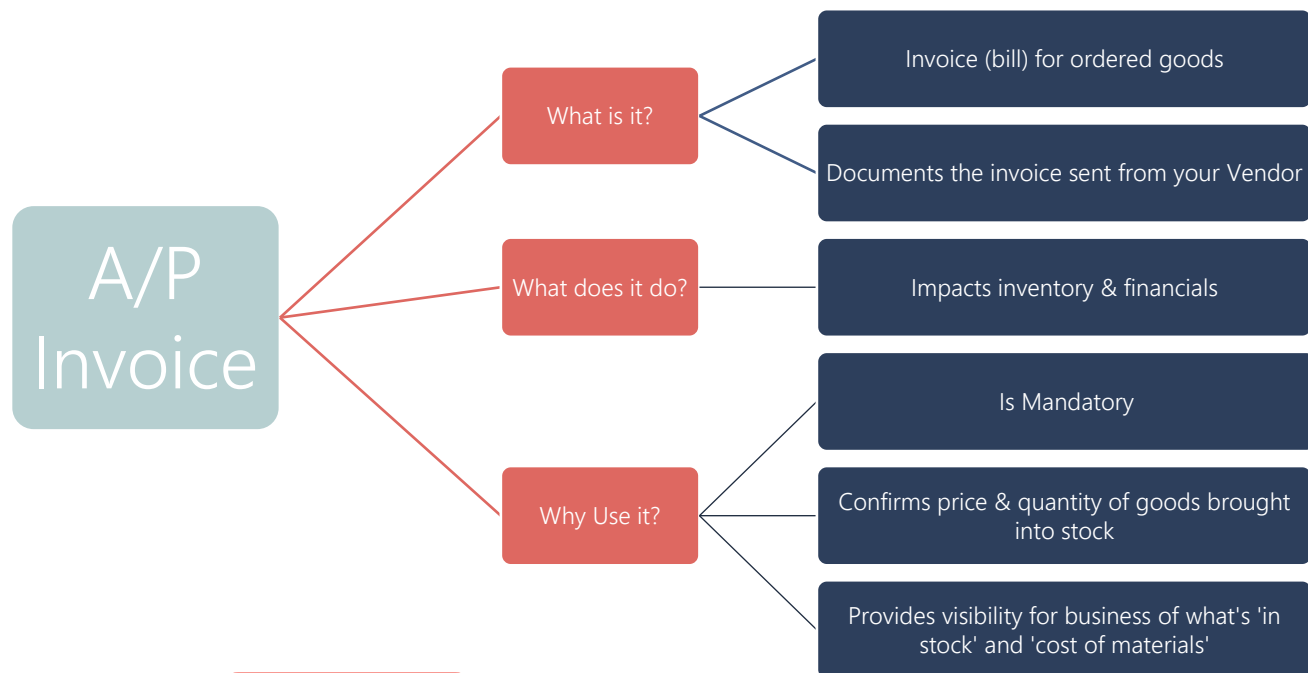
#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiration
1	ZT22655				

Copy From Copy To

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>
7. <Add> <Yes>



## AP invoice



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!

**A/P Invoice**

Vendor Name  
Contact Person  
Vendor Ref. No.  
Local Currency

No. Primary 10036  
Status Open  
Posting Date  
Due Date  
Document Date

Contents Logistics Attachments

#	Item No.	Item Descript...	Quantity	Unit Price	Disc...	Tax C...	Summary Type	Total (LC)	Distr. rule	Un...
1					0.00					

Buyer -No Sales Employee-  
Owner

Payment Order Run  
Remarks

Total Before Discount  
Discount %  
Total Down Payment  
Freight  
Total Due \$ 0.00  
Total Due \$ 0.00

Copy From Copy To



## Adding and A/P invoice

Modules > Purchasing – A/P > A/P Invoice  
*Cockpit > Open Documents > Goods Receipt POs*



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

**Purchasing - A/P**

- Purchase Blanket Agreement
- Purchase Request
- Purchase Quotation
- Purchase Order
- Goods Receipt PO
- Goods Return
- A/P Down Payment Invoice
- A/P Invoice
- A/P Credit Memo
- A/P Reserve Invoice
- Recurring Transactions
- Recurring Transaction Templates
- Landed Costs
- Procurement Confirmation Wizard
- Purchase Quotation Generation Wizard
- Document Printing

**Common Functions**

- Purchase Order
- A/R Credit Memo
- Brewing Worksheet
- Goods Receipt PO
- Chart of Accounts
- Cellar Worksheet
- A/P Invoice
- Journal Entry
- Packaging Worksheet
- A/P Credit Memo
- Item Master Data
- Bill of Materials

**Open Documents**

- Sales Orders (24)
- Purchase Orders (4)
- Production Orders (124)
- Deliveries (5)
- Goods Receipt POs (2)
- A/R Invoices (40)
- A/P Invoices (6)



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.	Due Date	Amount	Net	Tax
10016	V1000	Briess		03/05/2015	\$ 79,462.62	\$ 79,462.62	
10017	V1000	Briess		03/05/2015	\$ 1,537.38	\$ 1,537.38	
10027	V1000	Briess		10/07/2016	\$ 1,735.00	\$ 1,735.00	

**Goods Receipt PO**

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

No. Primary: 10027  
Status: Open  
Posting Date: 10/07/2016  
Due Date: 10/07/2016  
Document Date: 10/07/2016

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	UoM Code
1	RM5008	Malt Best Chit	500	\$ 0.8900	0.00	EX	\$ 445.00		Manual
2	RM5009	Malt Best Heidelbr	500	\$ 0.9200	0.00	EX	\$ 460.00		Manual
3	RM5012	Malt Biscuit	500	\$ 0.8100	0.00	EX	\$ 405.00		Manual
4	RM5013	Malt Black	500	\$ 0.8500	0.00	EX	\$ 425.00		Manual

Total Before Discount: \$ 1,735.00  
Discount: %  
Freight:   
Rounding:   
Tax:   
Total Payment Due: \$ 1,735.00

Based On Purchase Orders 10020.

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

A/P Invoice

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

No. Primary: 10036  
Status: Open  
Posting Date: 10/10/2016  
Due Date: 11/09/2016  
Document Date: 10/10/2016

Contents Logistics Accounting Attachments

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	Uo...
1	RM5008	Malt Best Chit	500	\$ 0.8900	0.00	EX	\$ 445.00		Manua
2	RM5009	Malt Best Heidelb	500	\$ 0.9200	0.00	EX	\$ 460.00		Manua
3	RM5012	Malt Biscuit	500	\$ 0.8100	0.00	EX	\$ 405.00		Manua
4	RM5013	Malt Black	500	\$ 0.8500	0.00	EX	\$ 425.00		Manua
5					0.00				

A/P Invoice

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

No. Primary: 10036  
Status: Open  
Posting Date: 10/10/2016  
Due Date: 11/09/2016  
Document Date: 10/10/2016

Contents Logistics Accounting Attachments

#	Item No.	Item Descripti...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	Uo...
1	RM5008	Malt Best Chit	500	\$ 0.8900	0.00	EX	\$ 445.00		Manua
2	RM5009	Malt Best Heidelb	500	\$ 0.9200	0.00	EX	\$ 460.00		Manua
3	RM5012	Malt Biscuit	500						
4	RM5013	Malt Black	500						
5									

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

Payment Order Run  
Based On Purchase Orders 10020. Based On Goods Receipt PO 10027.

Add Cancel

A/P Invoice

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

Yes No




Total Down Payment  
Freight  
Rounding \$ 0.00  
Tax  
Total Payment Due \$ 1,735.00  
Applied Amount  
Balance Due \$ 1,735.00


Copy From Copy To

6. Click <Add> <Yes>

Being charged for freight?  
See Freight Charges section for



7. Preview, Print and/or Email the A/P Invoice directly from the ORCHESTRATED   



**A/P INVOICE** Original  
Invoice No.: 10038  
Invoice Date: 10/10/2018  
Due Date: 11/09/2018  
Vendor No.: V1000  
Vendor Ref. No.:  
Page No.: Page 1 of 1

<b>PAY TO</b>	<b>OUR SHIP TO</b>	<b>TOTAL DUE</b>
Briess	Beaverton, OR 97008	<b>\$ 1,735.00</b> by 11/09/2018

Responsibility: -No Sales Employee-  
Contact Name: John Funnington  
Terms: Net 30 Days  
Ship Via:  
FOB:

Item No.	Description	Quantity	Discount %	Unit Price	Total
RM5008	Malt Best Chit	500.00	0.00	\$ 0.8900	\$ 445.00
RM5009	Malt Best Heidelberg	500.00	0.00	\$ 0.9200	\$ 460.00
RM5012	Malt Biscuit	500.00	0.00	\$ 0.8100	\$ 405.00
RM5013	Malt Black	500.00	0.00	\$ 0.8500	\$ 425.00

Subtotal

Discount

Shipping

Tax

Total

Deposit

Balance Due

\$ 1,735.00

\$ 1,735.00

\$ 1,735.00

\$ 1,735.00

\$ 1,735.00

\$ 1,735.00

\$ 1,735.00

Remarks: Based On Purchase Orders 10020. Based On Goods Receipt PO 10027.

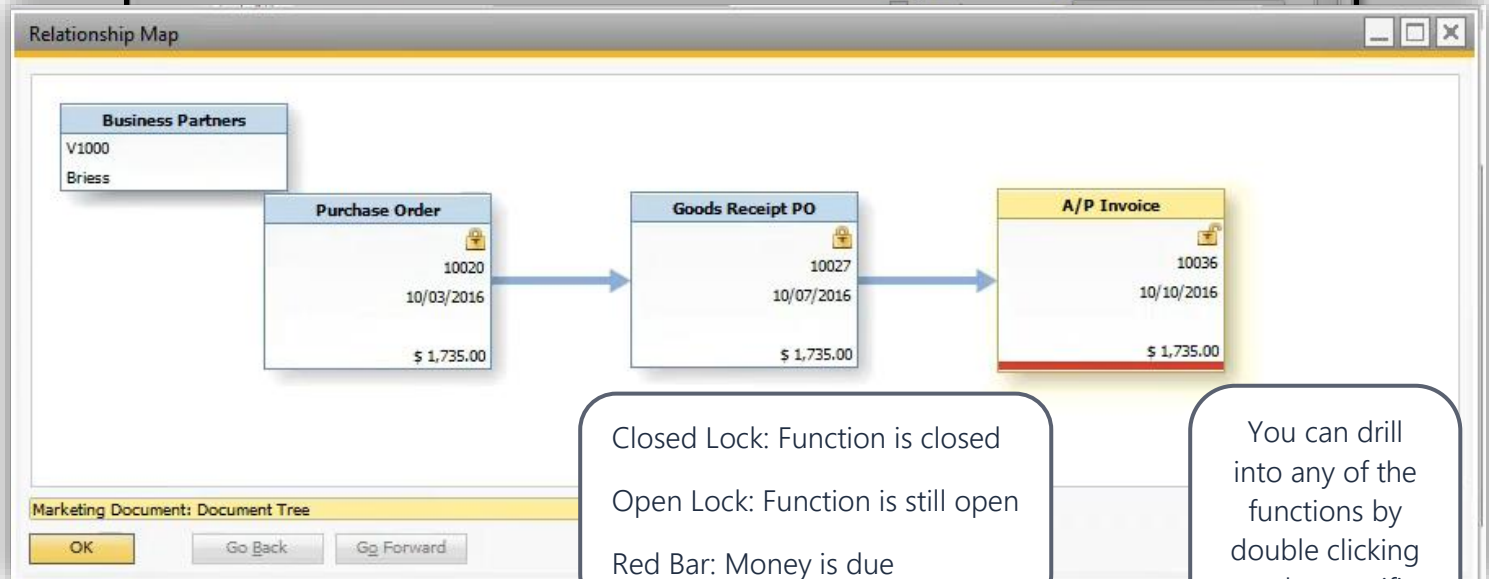




## Relationship map

To view how the Core Purchasing Functions correlate, simply open a function (i.e. A/P Invoice), <right click>, and choose Relationship Map.

The screenshot shows the 'A/P Invoice' window. The 'Vendor' is V1000, 'Name' is Briess, and 'Contact Person' is John Funnington. The 'No.' is 10036, 'Status' is Open, 'Posting Date' is 10/10/2016, 'Due Date' is 11/09/2016, and 'Document Date' is 10/10/2016. The 'Contents' tab is active, showing a table with 4 items: RM5008 (Malt Best Chit), RM5009 (Malt Best Heidelb), RM5012 (Malt Biscuit), and RM5013 (Malt Black). A right-click context menu is open over the table, with 'Relationship Map...' highlighted. Other menu options include Cancel, Duplicate, Base Document..., Row Details..., New Activity, Volume and Weight Calculation..., Opening and Closing Remarks, Inventory Posting List, Related Activities, Transaction Journal., Journal Entry, Applied Transactions, Batch Number Transactions Report, and Related Opportunities.





## 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?

The screenshot shows the ORCHESTRATED software interface. On the left sidebar, the 'Open Items List' is expanded, showing a table of open items. A red arrow points from the 'Open Items List' to the 'A/P Invoice' form. The 'A/P Invoice' form has tabs for 'Contents', 'Logistics', 'Accounting', and 'Attachments'. The 'Contents' tab is active, showing a table of items. A red arrow points from the 'Logistics' tab to the 'Accounting' tab. The 'Accounting' tab is active, showing a table of items. A red arrow points from the 'Copy To' button to the 'A/P Invoice' tab.

#	Item No.	Item Description...	Quantity	Unit Price	Disc...	Tax C...	Summary Type	Total (LC)	Distr. Rule	Uo...
1	RH5031	Hops - Z Type	1,000	\$ 5,000.00	0.00	EX		\$ 5,000.00		Manua
2					0.00					

Doc. No.	Vendor Code	Vendor Name
10016	V1000	Briess
10017	V1000	Briess
10028	V1016	Hopunion

Item/Service Type	Item
1	RH5031

Buyer	Owner
-No Sales Employee-	Smith, Jason

Total Before Discount	Discount	Total Down Payment	Freight	Rounding	Tax	Total Payment Due	Applied Amount	Balance Due
\$ 5,000.00				\$ 0.00		\$ 5,000.00		\$ 5,000.00

Remarks: Based On Purchase Orders 10021. Based On Goods Receipt PO 10028.

Buttons: Add, Cancel, Copy From, Copy To

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>