



ORCHESTRA
OCloud Purchasing

Part 2 of 2



Contents

Purchasing Roadmap	3
Overview	3
Process Flow	4
Additional Scenarios	5
A/P invoice-service type	5
No PO or GRPO? No Problem	6
Freight Charges	8
A/P credit memo	9
Partial Delivery	12
Combining multiple deliveries	14
Price Changes	16
Reports by persona	17

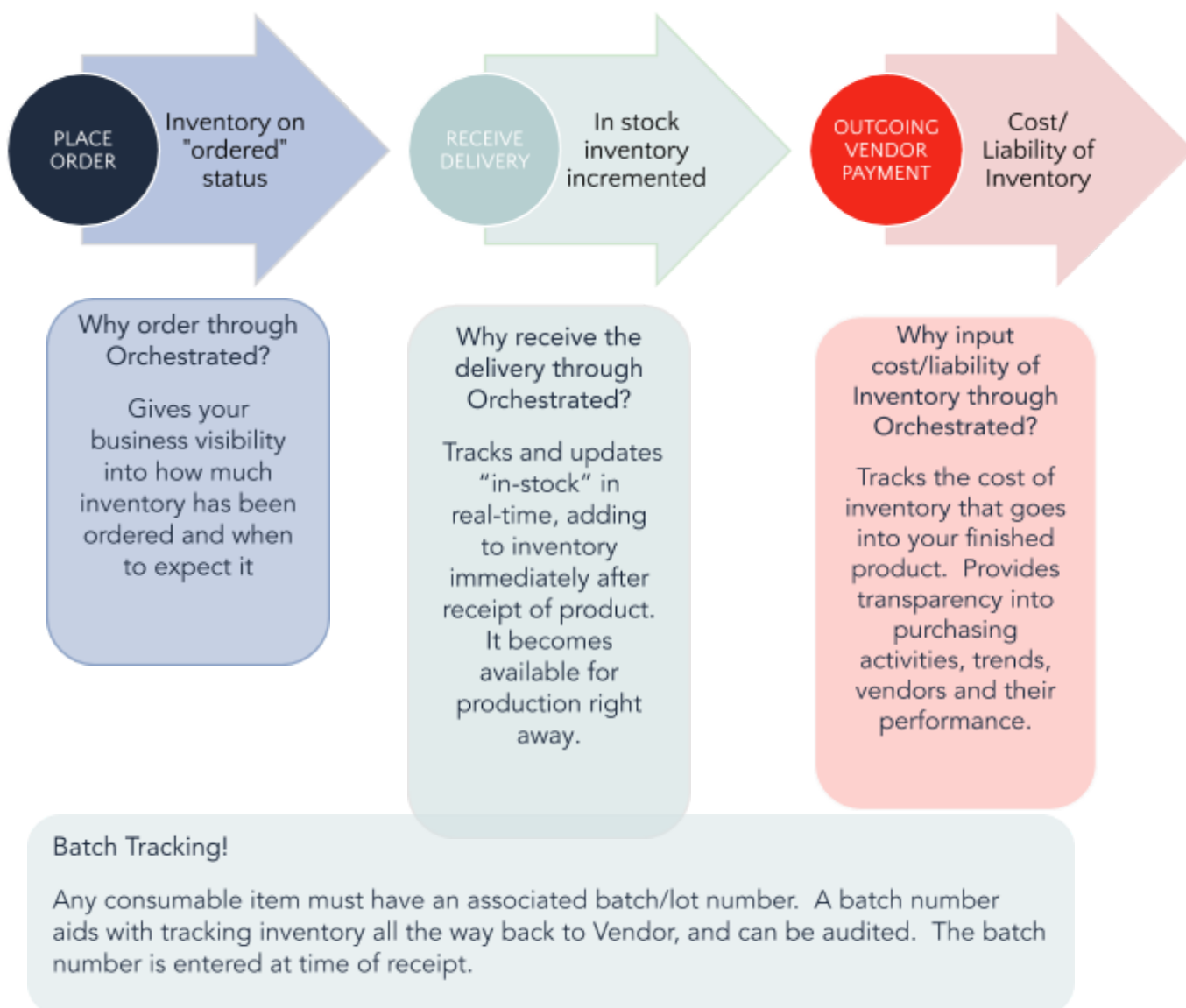


Purchasing Roadmap

Overview

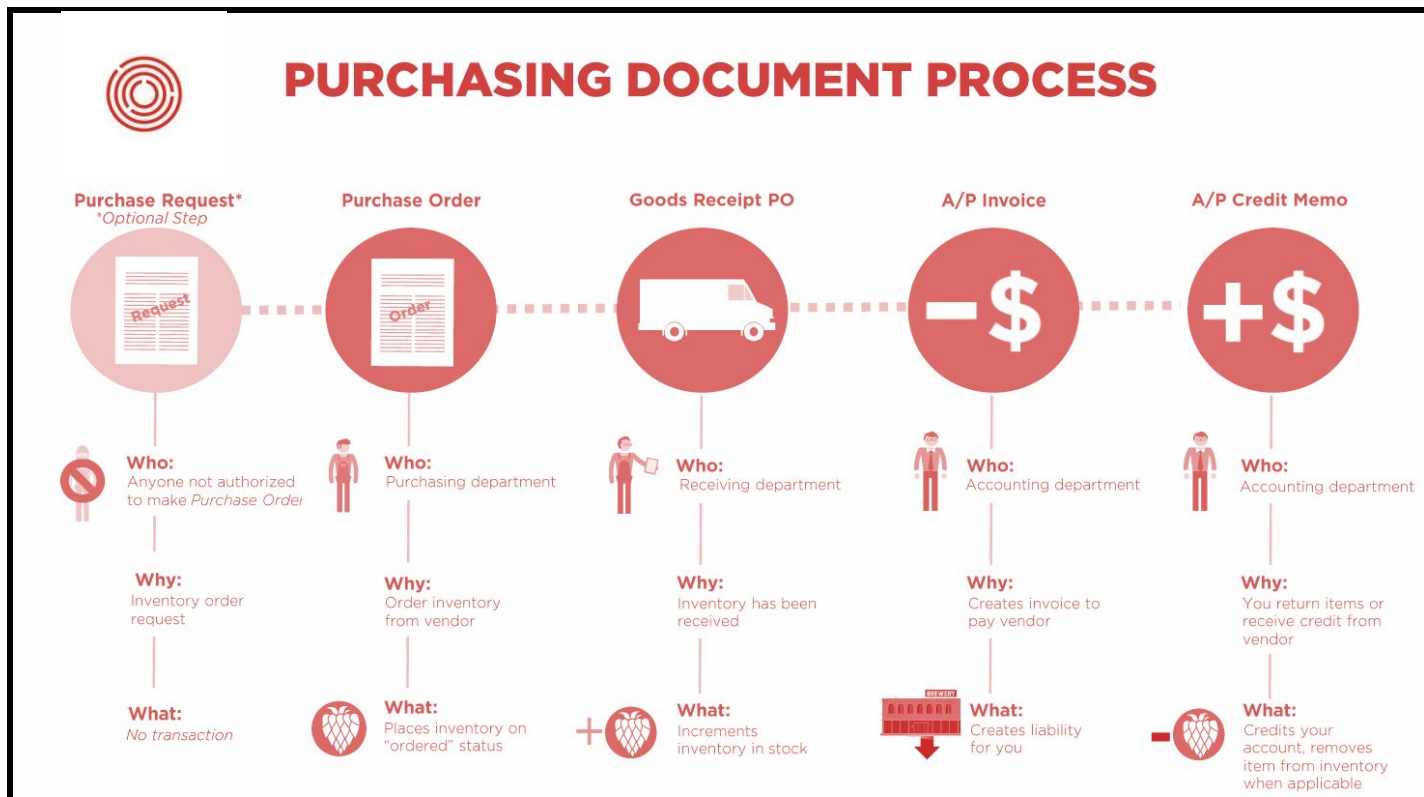


During the purchasing process, you will be ordering ingredients & supplies, ensuring receipt of your orders, and verifying you are being billed correctly. Orchestrated helps you manage the entire procurement process, mimicking the real world. From purchase order to vendor invoice payment, utilizing these 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 correctly.





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



Additional Scenarios

A/P invoice-service type

What happens when an expense that doesn't impact inventory needs to be paid for? You'll utilize an A/P Invoice, and choose Service Type! Examples: Rent, utilities, subscriptions etc.

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

A/P Invoice

Vendor: V1009
Name: AT&T
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10006
Status: Open
Posting Date: 10/26/20
Due Date: 11/02/20
Document Date: 10/26/20
Payment Doc:

Contents | **Locations** | Accounting | Electronic Documents | Attachments

Item/Service Type: Service

#	Description	G/L Account	Distr. Rule	G/L Account Name	Tax C...	Total (LC)	Blan...	Varia...
1	October Phone Bill	60130-01		Telephone (BREW)	EX	\$ 300.00		
2								

Keep in mind: You will be selecting the *G/L Account* during this step. When it comes time to pay the Invoice, you will then select the checking account.

Buyer: -No Sales Employee-
Owner:

Total Before Discount: \$ 300.00
Discount: %
Total Down Payment:
Freight: \$ 0.00



- Open an A/P Invoice function
- Search for and select Vendor
- Select the Posting & Due Date
- In the Item/Service Type dropdown, select Service
- Add Description
- Select GL Account
- Input Unit Price
- <Add> <Yes>



No PO or GRPO? No Problem

During real-life, there may be times that a PO or GRPO may not be needed, or might duplicate work. *Perhaps someone ran to the store and grabbed supplies before there was a chance to enter a PO. Maybe the inventory arrived along with an invoice.* So, in case these one off scenarios occur, no problem! We want the software to match what happens in your day to day! The important (mandatory) step is to capture the A/P Invoice.



Example:

Country Malt
sent 500lbs of
Malt Roast
along with an
invoice.

- Open a new A/P Invoice function
- Search for the Vendor who sent the invoice and inventory
- Select the date inventory was received
- Select the Item(s) received
- Verify quantity (ensure received Qty. matches invoice Qty.)
- Verify unit price
- Click <Add & New> <Yes>

Common Functions

- Purchase Order
- Goods Receipt PO
- A/P Invoice**
- A/P Credit Memo

A/P Invoice

Vendor: **V5015**
Name: **Country Malt**
Contact Person: **[Redacted]**
Vendor Ref. No.: **[Redacted]**
BP Currency: **\$**

No.: **Primary** 10007
Status: **Open**
Posting Date: **10/26/20**
Due Date: **11/25/20**
Document Date: **10/26/20**
Payment Doc: **[Redacted]**

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Summary Type	No Summary
1	RM2013	500	\$ 1.0000	0.00	EX	\$ 500.00	Manual	
2				0.00				

Buyer: **-No Sales Employee-**
Owner: **[Redacted]**

Payment Order Run: **[Redacted]**
Remarks: **[Redacted]**

Total Before Discount: **\$ 500.00**
Discount: **%**
Total Down Payment: **[Redacted]**
Freight: **[Redacted]**
Rounding: **\$ 0.00**
Tax: **[Redacted]**
Total Payment Due: **\$ 500.00**
Applied Amount: **[Redacted]**
Balance Due: **\$ 500.00**

Add & New **Cancel** **Make Payment** **Copy From** **Copy To**



A/P Invoice

Vendor: V1015
Name: Country Malt
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10007
Status: Open
Posting Date: 10/26/20
Due Date: 11/25/20
Document Date: 10/26/20
Payment Doc:

Batches - Setup

Rows from Documents

#	Doc. No.	Item Number	Item Description	Whse Code	Total Needed	Total Created
1	PU 10007	RM2013	Black	A1	500	

Created Batches

#	Batch	Qty	Batch Attribute 1	Batch Attribute 2	Expiration
1	101007				

Created Batches: Created Qty:

Buyer:
Owner:
Payment On:
Remarks:
Total Payments Due: \$ 500.00
Applied Amount: \$ 0.00
Balance Due: \$ 500.00

- Enter batch numbers (if inventory is consumable)
- Click <Update> <OK>
- Click <Add & New> <1026Yes>

500 lbs. of Malt Roast have now been brought into stock and the cost has been booked on the financial side!



- From the current A/P Invoice (before it's added)
- Click the yellow arrow next to the Freight field

Freight Charges

☐ Do Not Display Freight Charges with Zero Amount

#	Freight Name	Remarks	Tax ...	Total Tax Amount	Distrib. Method	Net Amount	Status	Gross Amount	D.
1	Freight In		⇒ EX	⇒ \$ 0.00	Quantity ▾	\$ 75.00	O	\$ 75.00	
						\$ 75.00		\$ 75.00	

Update

Cancel

Add in cost of freight

- Add in cost of freight
- Click <Update>



A/P credit memo

Cockpit > Open Documents > A/P Invoices

Need to return inventory?
Handle it with an A/P Credit
Memo!

- Open the impacted A/P Invoice
- In the lower right corner, click <Copy To> and select 'A/P Credit Memo'

The screenshot shows the A/P Invoice form and the A/P Credit Memo form. The A/P Invoice form is titled "A/P Invoice - 12" and shows details for a vendor named "Country Mall". The A/P Credit Memo form is titled "A/P Credit Memo" and shows details for a vendor named "Country Mall". The A/P Credit Memo form has a table with columns: Item/Service Type, Item, Quantity, Unit Price, Disc., Tax C., Total (LC). The table contains one row with Item No. RM2013, Quantity 250, Unit Price \$ 1.0000, Tax C. 0.00, and Total (LC) \$ 250.00. The A/P Credit Memo form also has a "Copy To" button in the bottom right corner.

A/P Invoice - 12

Doc Number: 10007
Status: O(Open)
Document Date: 2020-10-26
Remarks:
Contact:
Balance Due: \$75.000000
A/P Invoice

BP Code: V
Posting Date:
Stamp No.:
Vendor Ref. No.:
Buyer: -No
Owner:

A/P Credit Memo

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

No.: Primary: 5062
Status: Open
Posting Date: 11/02/20
Due Date: 11/02/20
Document Date: 11/02/20

Item/Service Type	Item	Quantity	Unit Price	Disc.	Tax C.	Total (LC)
1	RM2013	250	\$ 1.0000	0.00	Ex	\$ 250.00
2				0.00		

Buyer: -No Sales Employee-
Owner:

Total Before Discount: \$ 250.00
Discount: %
Total Down Payment: \$ 75.00
Freight: \$ 75.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total Credit: \$ 0.00
Applied Amount: \$ 325.00
Open Balance: \$ 0.00

Payment Order Run: ☐
Remarks: Based On A/P Invoices 10007.

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

- Update the quantity to reflect the amount being returned
- If there are other rows of inventory (that will not be returned) Right-click > Delete Row
- Click <Add & New> <Yes>



Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	RM2013	Black	A1	250		250	1	Out

Available Batches

Find

#	Batch	Availabl...	Selecte...	Allocate...
1	102620	250		

Selected Batches

#	Batch	Selected Qty
1	102620	250

Display Available Batches From Base Document

OK Cancel Auto-Select All

A/P Credit Memo

Vendor Name
Contact Person
Vendor Ref. No.
Local Currency

Contents

#	Item No.
1	RM2013
2	

Buyer -No Sales Employee-
Owner

☐ Payment Order Run

Remarks Based On A/P Invoices 10007.

Add & New Cancel Copy From Copy To

☐ Rounding
Tax
Total Credit \$ 325.00
Applied Amount \$ 325.00
Open Balance

- A batch screen will appear > select the batch that is being returned
 - Available batches will show in the bottom section
- Click <Auto-Select All>
 - Oldest batches will be selected first
- Click <Update> <OK>
- Click <Add & New> <Yes>
- Refresh the A/P Invoice to confirm the attached A/P Credit Memo



- Open a new A/P Credit Memo function
- Select the applicable Vendor
- Define Item/Service Type
 - Item: Affects inventory
 - Service: Doesn't affect inventory (rent/postage/subscriptions etc.)

- Add a description for the refund
- Choose the G/L Account the refund will hit
- Enter the total amount being refunded
- Click <Add & New> <Yes> to add the A/P Credit Memo



Partial Delivery

Cockpit > Open Documents
> Purchase Orders

Received a partial delivery? Account for the correct delivery amounts and inventory additions via a GRPO!

- Open the PO related to the goods being received
- Select 'G. Receipt PO'
- Adjust quantity with the actual amount received

<Add & New >

> the Batch No.

<Update>

> <Add & New>

Purchase Order

Vendor: V1015
Name: Country Malt
Contact Person:
Vendor Ref. No.:
BP Currency: \$

Contents | Logistics | Accounting | Electronic Documents | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total (LC)
1	RM2007	Amber	10,000	\$ 1.0000	0.00	EX	\$ 10,000.00
2					0.00		

Goods Receipt PO

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

No.: Primary 10009
Status: Open
Posting Date: 10/30/20
Due Date: 10/30/20
Document Date: 10/30/20

Contents | Logistics | Accounting | Electronic Documents | Attachments

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. Rule	Uo...
1	RM2007	5,000	\$ 1.0000	0.00	EX	\$ 5,000.00		Manual
2					0.00			

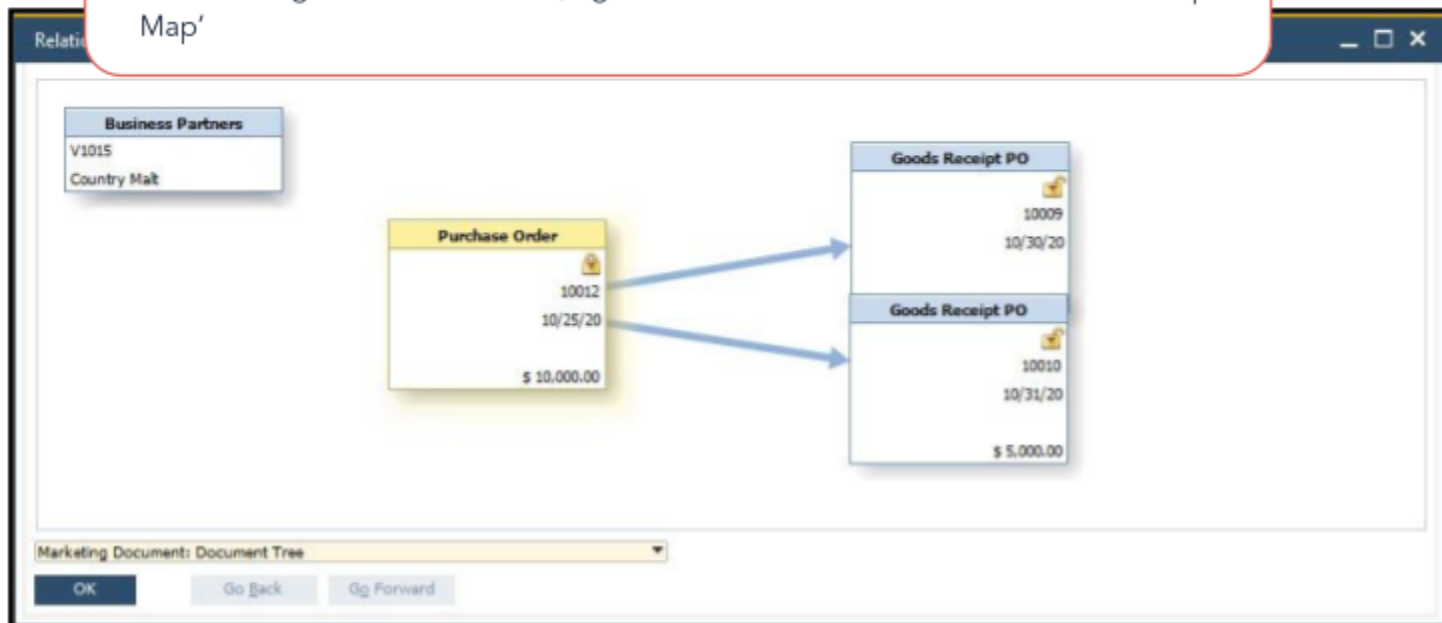
Buyer: -No Sales Employee-
Owner:
Remarks: Based On Purchase Orders 10012.

Total Before Discount: \$ 5,000.00
Discount: %
Freight:
Rounding: \$ 0.00
Tax:
Total Payment Due: \$ 5,000.00

Add & New Cancel Copy From Copy To



- If remainder of delivery arrives at a different day/time, repeat steps 1-8
- If remainder of delivery will not be sent, right-click within the PO, choose Close
- To see how goods were received, right-click within the PO and choose 'Relationship Map'





Combining multiple deliveries

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

Have multiple GRPOs, but only one Invoice for the total? Capture all GRPO's via an A/P Invoice!

- Open a new A/P Invoice Function
- Choose the Vendor that sent goods in multiple deliveries
- Click <Copy From>
- Select 'G. Receipt PO'
- Select the GRPOs to be combined (Ctrl + Click to select multiples)
- Click <Choose>
 - If Draw Document box opens, click <Finish>

The screenshot shows the 'A/P Invoice' form with the 'List of Goods Receipt PO' dialog box open. The dialog box contains a table with the following data:

#	#	Date	Vendor	Price Mode	Remarks	Due Date
1	10006	11/02/20	Country Malt		Based On Purchase Orders 10011.	11/02/20
2	10009	10/30/20	Country Malt		Based On Purchase Orders 10012.	10/30/20
3	10010	10/31/20	Country Malt		Based On Purchase Orders 10012.	10/31/20

The 'A/P Invoice' form in the background shows the following fields:

- Vendor: V1015
- Name: Country Malt
- Contact Person: [Dropdown]
- Vendor Ref. No.: [Field]
- BP Currency: \$
- No.: Primary 10008
- Status: Open
- Posting Date: [Field]
- Due Date: [Field]
- Document Date: [Field]
- Payment Doc: [Field]
- Buyer: -No Sales Employee-
- Owner: [Field]
- Summary: [Dropdown]
- Item Code: [Field]
- Payment Order Run: [Checkbox]
- Remarks: [Field]
- Total Before Discount: [Field]
- Discount: [Field] %
- Total Down Payment: [Field]
- Freight: [Field]
- Rounding: [Field] \$ 0.00
- Tax: [Field]
- Total Payment Due: [Field] \$ 0.00
- Applied Amount: [Field]

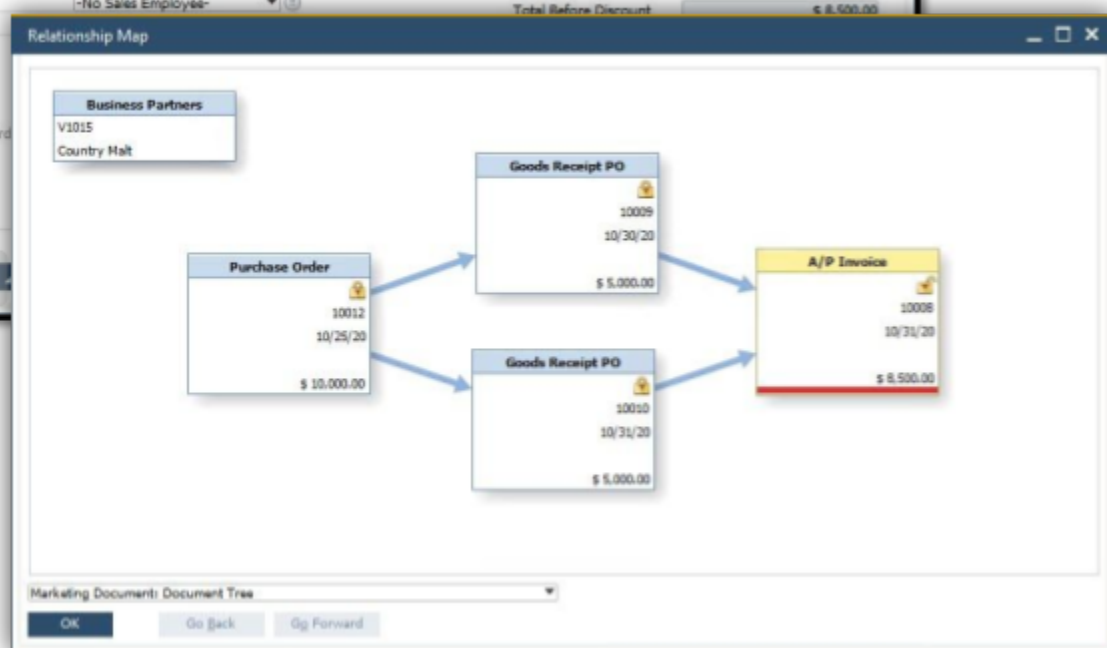


- Enter the posting date of the invoice
- Click <Add & New> <Yes>
- To see how GRPO's feed into the invoice, right click the A/P Invoice and choose 'Relationship Map'

#	Item No.	Item Descript...	Quantity	Unit Price	Disc...	Tax C...	Total (LC)	Distr. ...
1	RM2007	Amber	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00	
2	RM2007	Amber	5,000	\$ 0.8500	0.00	EX	\$ 4,250.00	
3					0.00			

Buyer: -No Sales Employee-
Owner: -No Sales Employee-
Total Before Discount: \$ 8,500.00

Buttons: Add & New, Payment Order, Remarks





- Open existing GRPO for invoiced inventory
- Click <Copy To>
- Select A/P Invoice
- Updated Posting Date
- Update Unit Price
- Click <Add & New> <Yes>
- To double check price adjustment, open entered A/P Invoice
- Right Click and select 'Journal Entry'
- Will reflect original 'Debit' price and the 'Credit' price adjustment

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Reports by Persona

Inventory > Inventory Reports > Inventory in Warehouse Report

Inventory in Warehouse Report

- Quickly pull all current inventory levels for items
- Filter by code, vendor, item group, location and/or warehouse

Inventory > Inventory Reports > Batch Number Transaction Report

Batch Number Transaction Report

- Shows a list of batches for items
- Used to show what batches are currently in stock

Inventory > Inventory Reports > Orchestrated Reports > Future Inventory Status Analysis

Future Inventory Status Analysis

- Supply/Demand of inventory 3 weeks (21 days) into the future
- Provides guideline for what and when to order more inventory

Inventory > Inventory Reports > Orchestrated Reports > Quick Raw Inventory Planning Sheet

Quick Raw Inventory Planning Sheet "MRP Lite"

- Gives an idea of deficiencies found within supply & demand

Inventory > Inventory Reports > Inventory Audit Report

Inventory Audit Report

- Can be pulled via Item Master Data (right-click)
- Find where specific items are deficient
- Quick display of all increases/decreases within inventory

Inventory > Inventory Reports > Orchestrated Reports > Available to Promise

Available to Promise

- Shows specific reasons there are commitments or orders placed on items
- Supply/Demand changes

Purchasing – A/P > Purchasing Reports > Orchestrated Reports > Open Purchase Order Items by Vendor

Open Purchase Order Items by Vendor

- Quick snapshot of *on-order* items by Vendor
- Includes contact phone number & email link