ORCHESTRA

OCloud Financials

This guide will introduce you to the concepts and functional processes of handling your finances and banking within Orchestrated.

Contents

Financial concepts

Real-time accounting & automated posting

Orchestrated Accounting support real-time, automated posting. Whether it is Purchasing, Production, Sales, or Banking – Orchestrated has you covered. Items, Business Partners, and Production are mapped to automatically post in real time – leaving less room for error, and more time for you to focus on what matters.

GL Determinations

In order for real-time accounting entries to occur, Orchestrated uses GL Determinations. By pre-configuring your inventory/non-inventory items and business partners to post to specific GL accounts based on the type of transaction, you no longer need to worry about the consistency and accuracy of journalizing.

GL Determinations are set up as part of your initial configuration and ensure that not only your items, but also incoming/outgoing payments, freight, tax, etc. post to the correct GL accounts. Keep in mind, you can change default determinations to best fit changes made to your Chart of Accounts if needed.

Item Groups

Building onto the GL Determination concept, Item Groups have been configured to allow easier and cleaner accounting. Item Groups such as "Raw Materials," "Packaging Items," "WIP – Fermentation" allow you to add an item, choose an Item Group, and trust that it will post correctly as it moves through the system. Item Groups have GL Determinations set for them for any transaction that can occur – purchasing, production, loss, variance, sales, revenues, etc. You can trust that your Item Group will handle the heavy lifting of GL determination.

Rolling Periods

You will be set with monthly and yearly posting periods, and transactions will be managed based upon the period they fall into. You can lock periods to ensure you're safely posting and have the confidence that month end and year end closing are taken care of without any issues.

Manage by Exception

Variances, alerts, minimums – any outliers that are a signal of coming trouble, we've got you covered. By setting minimum inventory levels and tracking variance in Production and Inventory, you can rest assured that you'll know if something isn't right.

Moving Average

Orchestrated utilizes a moving average valuation method defined at the item level. This dynamic cost accounting enables you to track real-time costs of purchased and produced items as prices fluctuate or production variances occur. Since the moving average costs fluctuate with any new purchase, successful accounting relies upon a perpetual inventory tracking system that keeps real-time records of inventory balances, also known as Orchestrated. By preventing the peaks and valleys seen with other costing methods, you can always trust the cost of your goods as shown in Orchestrated.

Moving Average Cost of Cascade Hops

Batch	Lbs of Hops Purchased	Cost per Lb	Total Cost per Batch
4567	230	$ 0.50	$ 115.00
3214	500	$ 0.75	$ 375.00
9986	700	$ 0.80	$ 560.00
	1430		$ 1,050.00

Total Cost	$ 1,050.00
/ Lbs on Hand	1430
= Cost per Lb	$ 0.73

Financial functions

Chart of accounts

The CHART OF ACCOUNTS is pre-configured for your needs. The Orchestrated COA is based upon the best practices within the craft beverage industry, containing built in proper accounting procedures, GAAP compliance and drill-down capabilities for instant insight. The GL accounts within your COA can be added to and edited and even deleted (once you're live). For enhanced visibility and ease of reporting, the COA is broken out into Levels and Segments.

0Levels and Segments

Chart of Accounts Levels

There are 4 levels to the Chart of Accounts. *Title Accounts* 1 through 3 and Level 4 *Active Accounts*. Examples of the levels are below:

- Assets
- Current Assets
- Bank Accounts
- 10005-00 – Wells Fargo Checking 1234
  - O   *Segments*

Chart of Accounts Segments

Your Chart of Accounts is broken into 4 *Active* account segments

- CORP (Corporate) "00"
- DIST (Production) "01"
- R1 (Tasting Room) "02"
- R2 (Retail 2) "03"

Assets
▼ CTA - Current Assets
  ▼ 10000 - Bank Accounts
    10005-00 - Wells Fargo Checking 1234 (CORP)
    10010-00 - Checking Account 2 (CORP)
    10015-00 - Checking Account Payroll (CORP)
    10020-00 - Savings Account (CORP)
    10025-00 - EFT Clearing Account (CORP)
    10030-00 - Cash on Hand (CORP)
    10098-00 - Petty Cash (CORP)
    10099-00 - Check Clearing Account (CORP)

I'm sure glad this is preconfigured to give us an in-depth look at our financials!

Expenses
▼ EXP - General & Administrative
  ▼ 60000 - General Expenses (CORP)
    12020-00 - Inventory - Distillery POS & Merchandise (CORP)
    60010-00 - Inventory Capitalization (CORP)
    60015-00 - Charity donations: Monetary (CORP)
    60020-00 - Charity donations: In-Kind (CORP)
    60025-00 - Bank Fees (CORP)
    60030-00 - Printing & Postage (CORP)
    60035-00 - Office Supplies (CORP)
    60040-00 - Benefits & Payroll Processing (CORP)
    60045-00 - Bank Note Interest (CORP)
    60050-00 - Miscellaneous General Expenses (CORP)
    60055-00 - Rounding Account (CORP)
    60060-00 - Gift Card Clearing (CORP)
    60065-00 - Freight Clearing (CORP)
    60070-00 - Computer software and supplies (CORP)
    60140-00 - Utilities (CORP)
    60150-00 - Rent allocation (CORP)
  ▼ 60001 - General Expenses (DISTery)
    60040-01 - Building Maintenace (DIST)
    60050-01 - Printing & Postage (DIST)
    60060-01 - Office Supplies (DIST)
    60070-01 - Benefits & Payroll Processing (DIST)
    60090-01 - Bank Note Interest (DIST)
    60100-01 - Licenses and Fees (DIST)
    60110-01 - Professional Development (DIST)
    60120-01 - Miscellaneous General Expenses (DIST)
    60130-01 - Telephone (DIST)
    60140-01 - Web and email services (DIST)
    60150-01 - Rent allocation Distillery (DIST)
  ▼ 60002 - General Expenses (Retail 1)
    60040-02 - Building Maintenance (R1)
    60050-02 - Printing & Postage (R1)
    60060-02 - Office Supplies (R1)
    60070-02 - Benefits & Payroll Processing (R1)
    60080-02 - General Liability & Commercial Insurance (R1)
    60090-02 - Bank Note Interest (R1)
    60100-02 - Licenses and Fees (R1)
    60110-02 - Professional Development (R1)
    60120-02 - Miscellaneous General Expenses (R1)
    60130-02 - Workers Compensation (R1)
    60140-02 - Utilities (R1)
    60150-02 - Rent allocation restaurant (R1)
    60160-02 - Tasting room/rest supplies (R1)
    60170-02 - Tasting room payouts music (R1)
  ▼ 60003 - General Expenses (Retail 2)
    60040-03 - Building Maintenance (R2)
    60050-03 - Printing & Postage (R2)
    60060-03 - Office Supplies (R2)
    60070-03 - Benefits & Payroll Processing (R2)

Editing CoA

Name changes

Modules> Financials > Chart of Accounts

- Choose Drawer of Accounts
- Highlight Account to Edit
- Update Name
- Click <**Update**>

Bill needs to make some minor name changes to this GL Account

Chart of Accounts

G/L Account	60040	01
Name	Repairs & Maintenace (DIST)	

G/L Account Details

- ○ Title   ⊙ Active Account
- External Code
- Currency: All Currencies
- ☐ Confidential   Level: 4
- Balance: 0.00 $

G/L Account Properties

- Account Type: Expenditure
- ☐ Block Manual Posting
- ☐ Reval. (Currency)
- Primary Closing Account
- ☐ Project
- ☐ Cost Element

Level: 10

Expenses
- ▼ EXP - General & Administrative
  - ▼ 60000 - General Expenses (CORP)
    - 12020-00 - Inventory - Distillery POS & Merchandise (CORP)
    - 60010-00 - Inventory Capitalization (CORP)
    - 60015-00 - Charity donations: Monetary (CORP)
    - 60020-00 - Charity donations: In-Kind (CORP)
    - 60025-00 - Bank Fees (CORP)
    - 60030-00 - Printing & Postage (CORP)
    - 60035-00 - Office Supplies (CORP)
    - 60040-00 - Benefits & Payroll Processing (CORP)
    - 60045-00 - Bank Note Interest (CORP)
    - 60050-00 - Miscellaneous General Expenses (CORP)
    - 60055-00 - Rounding Account (CORP)
    - 60060-00 - Gift Card Clearing (CORP)
    - 60065-00 - Freight Clearing (CORP)
    - 60070-00 - Computer software and supplies (CORP)
    - 60140-00 - Utilities (CORP)
    - 60150-00 - Rent allocation (CORP)
  - ▼ 60001 - General Expenses (DISTery)
    - 60040-01 - Building Maintenance (DIST)
    - 60050-01 - Printing & Postage (DIST)
    - 60060-01 - Office Supplies (DIST)
    - 60070-01 - Benefits & Payroll Processing (DIST)
    - 60090-01 - Bank Note Interest (DIST)
    - 60100-01 - Licenses and Fees (DIST)
    - 60110-01 - Professional Development (DIST)
    - 60120-01 - Miscellaneous General Expenses (DIST)
    - 60130-01 - Telephone (DIST)
    - 60140-01 - Web and email services (DIST)
    - 60150-01 - Rent allocation Distillery (DIST)

Drawers: Assets, Liabilities, Equity, Revenues, Cost of Sal, Expenses, Financing, Other Revenues and Expenses, #9, #10

[Update] [Cancel] [Account Details]

Adding

Bill needs to add a new Account to his CoA

- Highlight the account above where you would like this new account to live
- Once highlighted, click the Add icon (or Ctrl A)
- In yellow fields to the left, add next G/L Account number in sequence and the correct Segment Number (00,01,02,03)
- Add the Name
- Click <**Add**>

Chart of Accounts

| G/L Account | 10035 | 00 |
| Name | Cash on Hand 2 | |

G/L Account Details
- ○ Title   ⦿ Active Account
- External Code
- Currency: All Currencies
- ☐ Confidential   Level: 4
- Balance: 0.00 $

G/L Account Properties
- Account Type: Other
- ☐ Control Account
- ☐ Block Manual Posting
- ☐ Cash Account

- ☐ Reval. (Currency)
- ☐ Cash Flow Relevant
- ☐ Project

Assets
- ▼ CTA - Current Assets
  - ▼ 10000 - Bank Accounts
    - 10005-00 - Checking Account 1 (CORP)
    - 10010-00 - Checking Account 2 (CORP)
    - 10015-00 - Checking Account Payroll (CORP)
    - 10020-00 - Savings Account (CORP)
    - 10025-00 - EFT Clearing Account (CORP)
    - 10030-00 - Cash on Hand (CORP)
    - 10098-00 - Petty Cash (CORP)
    - 10099-00 - Check Clearing Account (CORP)
  - ▼ 11000 - Accounts Receivable
    - 11005-00 - Accounts Receivable (CORP)
  - ▼ 12000 - Inventory
    - 12005-00 - Inventory - Finished Goods - Packaged (CORP)
    - 12010-00 - Inventory - Pkg (CORP)
    - 12015-00 - Inventory - Raw Materials (CORP)
    - 12025-00 - Inventory - Restaurant Food & Beverage (CORP)
    - 12030-00 - Inventory - Retail Merchandise (CORP)
    - 12505-00 - Semi Finished Good - Mash (CORP)
    - 12510-00 - Semi Finished Good - Fermented Mash (CORP)
    - 12515-00 - Semi Finished Good - Distilled Spirits (CORP)
    - 12520-00 - Semi Finished Good - Barrel Aged Spirits (CORP)
    - 12525-00 - Semi Finished Good - Proofed Spirits (CORP)
  - ▼ 13000 - WIP
    - 13005-00 - WIP - Mash (CORP)
    - 13010-00 - WIP - Fermented Mash (CORP)
    - 13015-00 - WIP - Distilled Spirits (CORP)
    - 13020-00 - WIP - Barrel Aged Spirits (CORP)
    - 13025-00 - WIP - Proofed Spirits (CORP)
    - 13030-00 - WIP - Finished Goods (CORP)

Assets
Liabilities
Equity
Revenues
Cost of Sales
Expenses
Financing
Other Revenues and Expenses
#9
#10

| Add | Cancel | Account Details |

Editing & deleting

Edit Chart of Accounts

G/L Account Details

○ Title   ◉ Active Account

G/L Account   50015-01
Account Name   COGS - POS and Merchandise

Level   ▼   4

Edit Chart of Accounts - Selection Criteria   — ✕

☐ ⇒ Assets
☐ ⇒ Liabilities
☐ ⇒ Equity
☐ ⇒ Revenues
☑ ⇒ Cost of Sales
☐ ⇒ Expenses
☐ ⇒ Financing
☐ ⇒ Other Revenues and Expenses
☐ ⇒ #9
☐ ⇒ #10

OK   Cancel   Select All   Clear Selection

G/L Account Location

Drawer   Cost of Sales   ▼
Parent Article 50000   ▼
Loc. in Drawer After 50010-01 ▼

OK   Cancel

Cost of Sales
COGS-B - COGS
50000 - COGS -
50005-01 - COGS - P
50010-01 - COGS - P
50015-01 - COGS - P
51000 - COGS - Inv Ad
51005-01 - Inv Adju
51010-01 - Inv Adju
- Inv Adju
- Inv Adju
- Inv Adju
- Inv Adju
- Inv Adju
- Inv Adju
S - WIP Var
- WIP Variance
- WIP Varianc
- WIP Varian
- WIP Varian
- WIP Varian
- WIP Varian
- WIP Varian
- WIP Varian
Labor Cost
53005-01 - Direct Labo
53010-01 - Direct Labo
53015-01 - Direct Labo
53020-01 - Direct Labo
53025-01 - Direct Labor
53030-01 - Direct Labor - Operations Support (BREW)
53035-01 - Indirect Labor (BREW)
53040-01 - 401k Matching (BREW)

EDIT

- From the 'Edit Chart of Accounts – Selection Criteria' window, select which Drawer to edit & click <OK>
- Highlight account that needs to be edited
- Utilize fields on left hand side to edit G/L Account Details &/or G/L Account Location
- Click **<Update> <OK>**

Bill wants to move the location of a couple G/Ls and delete one or two he will not be using at all

DELETE

- Highlight account to delete
- Right Click and select 'Delete Account'
- Click **<Update> <OK>**

Journal Entries

While automated posting handles the day-to-day posting with purchasing, receiving, production, sales, deliveries, and financials – you can also post manual journal entries at your discretion.

Modules> Financials > Journal Entry

Real Life Scenario:

Penny needs to manually enter a Journal Entry to account for credit card payment.

- Check Posting Date
- Add Remarks (if you wish)
- Select Account you want to hit
- Ensure debits and credits balance
- Click **<Add>**

Useful TIP!

You can also create Journal Vouchers (a draft of a Journal Entry). This allows you to work on an entry, save & come back to it before officially adding!

Posting templates

Posting Templates are an easy way to create a journal entries without having to add each individual account each time! Ease the burden of that repetitive posting by creating your own templates. Just update the dollar specific information and you'll be set.

Modules> Financials > Posting Templates

Real Life Scenario:

Penny wants to create a template for payroll so she can simply enter $$$ amounts impacting each GL every pay period.

- Add Code (i.e. Payroll)
- Add Template Description
- Select Account(s) you want to hit
- Click <**Add**>

Posting Templates

Code	Template Description
Payroll	Payroll Template

☐ Automatic VAT   ☐ Manage Deferred Tax

G/L Acct/BP Code	G/L Account/BP Name	Debit %	Credit %	Tax Posting Account	T.
⇨ 10015-00	Checking Account Payroll (CORP)				
⇨ 53005-01	Direct Labor - Cookhouse (DIST)				
⇨ 53010-01	Direct Labor - Cellar (DIST)				
⇨ 53020-01	Direct Labor - Quality Control (Lab) (DIST)				
⇨ 53025-01	Direct Labor - Warehouse (DIST)				
⇨ 53030-01	Direct Labor - Operations Support (DIST)				
⇨ 61210-00	401k Matching (CORP)				
⇨ 61230-00	Payroll Taxes (CORP)				
⇨ 60040-00	Benefits & Payroll Processing (CORP)				
			0.00		
	Total:				
	To Balance:				

[Add] [Cancel]

Useful TIP!

Percentages are optional, if the debits and credits are always the same percentage. Otherwise, you can leave this blank and fill in the values later!

Posting templates cont.

- View template by opening Journal Entry function
- Enter 'Posting Date' & 'Remarks'
- Under 'Template Type' dropdown, select **Percentage**
- From within 'Template', hit Tab or click circle to open List of Posting Templates
- Highlight Template to populate
- Click <**Choose**>
- Enter Debit/Credits to finish Journal Entry
- Click <**Add**>

FOCloud Financials13

Recurring postings

When you have a monthly subscription that hits your bank account at the same time every month (Spotify/Direct TV etc.) – remembering to make a manual journal entry seems tedious and unnecessary. Set up Recurring Postings to handle this for you. You can set up to be prompted every month with a reminder, and from there you can execute the Journal Entry with the click of a button.

Modules> Financials > Recurring Postings

- Add Code (i.e. Direct TV)
- Add Description (i.e. Satellite Subscription)
- Add Ref. field (i.e. Tap Room)
- Add G/L Accounts & Debit/Credit Totals
- Select Frequency & Next Execution Date
- Checkmark 'Valid Until' (if you choose to not keep this posting continuous)
- Click <**Add**>

Real Life Scenario:

Penny is ready to check recurring postings and execute the Journal Entry.

- Open Recurring Postings function
- Click **<Confirmation List>**
- Highlight the postings that need to be entered as Journal Entries
- Click **<Execute>** to save to permanent file

Recurring Postings

Code	Instance	Description
	0	

Ref. 1	Ref. 2	Ref. 3	Trans. Code	Remarks
			▼	

☐ Automatic Tax

G/L Acct/BP Code	G/L A

Total:

To Ba

Frequency: Month|
Next Execution: 11/06,

Add **Cancel**

Confirmation of Recurring Postings

The postings listed below should be executed today
Deselect rows you do not want to execute

The date of the recurring postings transaction will be:
○ Current System Date
◉ Recurring Postings Date

#	Posting No.	Description	Date	Value	Instance
1	⇨ DirectTV	Tap Room Direct TV Subsc	11/01/2020	$ 300.00	3
2	⇨ MoSalesE	M Sales Expense	10/28/2020	$ 8,500.00	2
			Total	$ 8,800.00	

Number of Postings to be Executed: 2

Execute **Cancel** **Remove**
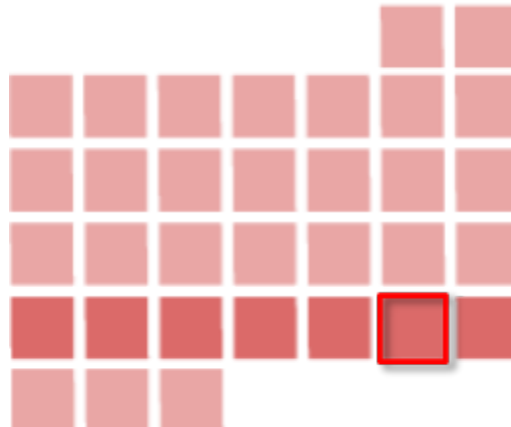
Recurring posting prompts

Do you have one or more recurring postings set up? Would you like to be prompted the day the postings should be executed? Setup is simple and will ensure you never miss these Journal Entries!

- Modules > Administration > System Initialization > General Settings > *Services Tab*
- Checkmark the box for: 'Display Recurring Postings on Execution'
- Click <**Update**> <**OK**>

Now when you log-in to Orchestrated, the 'Confirmation of Recurring Postings' box will open and you will be able to choose to <**Execute**> those and save to your permanent file.

A/R & A/P draft documents

When you have a document that needs to be queued up for the same business partner with the same items every time, just create a draft! You can open your list of draft documents at any time, just edit details and you're ready to post said document! Drafts are also incredibly useful when you're in the middle of working on something, but need to leave and come back to it. Just save as a draft and continue when you're ready!

Real Life Scenario:

Peter (the inventory guy) and Penny know the same 50 cases get sold to the same Customer every month. Penny decides to have a draft A/R Invoice prepped so she can have it ready to go each time!

- Open function (i.e. A/R Invoice)
- Fill out pertinent details (i.e. Customer & Item Details)
- Right Click > Save as Draft

- Modules > Sales – A/R/ Purchasing – A/P > Sales/Purchasing Reports > Document Drafts Report
- Select which type of drafts you wish to view
- Click **<OK>**
- Drill into which document you need to edit via yellow arrow
- Make edits (i.e. dates & prices) and **<Add>** as normal

Document has been successfully added, and original draft remains intact for future use.

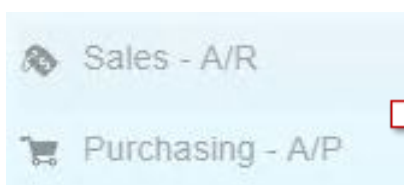To remove a draft, highlight the draft row, Right Click > Remove

Real Life Scenario:

Penny is ready to invoice her Customer, all she needs to do is update the dates and prices for each item on her draft!

Recurring Transactions

When you have a draft document that needs to be queued up at the same time every week or month, simply set up a Recurring Transaction that will be prepped and ready for you at the right time.   You can also be prompted when those drafts need to get posted, eliminating the manual redundancy of searching for the document in order to post it.

Modules> Sales or Purchasing > Recurring Transaction Templates

- • Open Recurring Transaction Templates
- • Add Template Name
- • Select Type of Document that will be recurring (i.e. A/R Invoice)
- • Click circle to open 'List of Documents – Drafts' to choose your draft
- • Fill out Recurrence specifics for this transaction
- • Click <**Update**>
- • To view recurring transactions scheduled for the day, open Recurring Transactions

Recurring transaction prompts

Do you have one or more recurring transactions set up? Would you like to be prompted the day the transactions should be executed? Setup is simple and will ensure you never miss posting these documents!

- Modules > Administration > System Initialization > General Settings > *Services Tab*
- Checkmark the box for: 'Display Recurring Transactions on Execution'
- Click **<Update> <OK>**

Now when you log-in to Orchestrated, the 'Recurring Transactions' box will open and you will be able to choose to **<Execute>** and/or edit them (via drilling in with the yellow arrow) before posting.

Useful financial reports

Balance Sheet (Financials > Financial Reports > Orchestrated Reports > *Balance Sheet*)

Find a typical balance sheet with sections for Assets, Liabilities, and Equity. Check this out on a monthly/routine basis to get an overview of the financial health of your organization. This can also be provided to banks/other financial stakeholders to assess your financial well-being.

P&L (Financials > Financial Reports > Orchestrated Reports > *Profit & Loss*)

This report is a standard profit and loss statement with various optional comparison ranges. Run this report to view the total revenues and expenses for given periods compared to the same time period the prior year.

Journal Transaction Report (Financials > Financial Reports > Orchestrated Reports > *Journal Transaction Report*)

This report lists individual journal transactions in groups by G/L account. A great way to verify that transactions are happening in the correct account and offset accounts. Useful for tracking down a transaction that appears to be in error.

1099 Vendor Summary (Financials > Financial Reports > Orchestrated Reports > *1099 Vendor Summary*)

The built-in platform 1099 functionality is extremely powerful, but can lend itself to being a bit too rigid when it comes time to file taxes for the year. This crystal report includes those transactions that have been recorded prior to the vendor being flagged as 1099. In addition, there are several options, groupings, etc., and its exportable to Excel! *Blue values are payments that were recorded prior to the vendor being flagged as 1099*

Banking functions

support.orchestrated.com

Incoming payments

When you're ready to post payments received from Check, EFT/ACH/Credit Card, or Cash, it will be simple and quick! Since payments will be coming in at various times and in various formats, we've set the software up to help you make it happen. You'll receive your payment(s), input the means by which payment was received, and finally deposit your checks/cash into your bank account. When it comes time to reconcile, you'll be ready to rock and roll!

Checks

Incoming payment means

Your Customers should be paying you via Check, Bank Transfer, Credit Card or even Cash. Let's take a look at how you will capture these types of payments using Payment Means.

Check: When you receive a check(s), it should be posted to your Check Clearing Account (*10099-00*).

Why**:** So that you can record the check on a "temporary" basis until funds are verified and actually deposited at your financial institution. Also, because you will more than likely deposit a lump sum of checks at your bank, you don't have to worry about trying to reconcile those deposits against a multitude of checks. The Clearing Account handles the breakdown for you, until you're ready to Deposit within the software.

Bank Transfer/EFT/ACH/Credit Card: All these payment methods will be captured on the Bank Transfer Tab! *If you prefer to name the tab something different, you can* Ctrl+Double Click *on the name to change it!*

Cash: Cash is easily entered. Just verify which G/L account the incoming payment will go into (*Petty Cash 10098-00*) and you'll be set knowing the breakdown of cash before you make your actual deposit at the bank.

Incoming payment options

Invoice
It's time to invoice your Customer, but it appears they've already sent you payment for their order! You have the capability to capture this payment at the time of invoicing, which saves you the step of entering their incoming payment at a later time.

- Copy 'Delivery' to 'A/R Invoice' or prepare new 'A/R Invoice' document
- Verify all information is correct (*items, unit price, freight,* etc.)
- Before adding Invoice, click the Payment Means Icon located in the Toolbar
- Indicate type of incoming payment (Check, Bank Transfer, Credit Card, or Cash)
- Fill out payment information
- Click <**OK**> to add Payment
- A/R Invoice should now have an *Applied Amount* and no *Balance Due*

- Click <**Add**> to add A/R Invoice
- Check Relationship map to see/verify applied payment
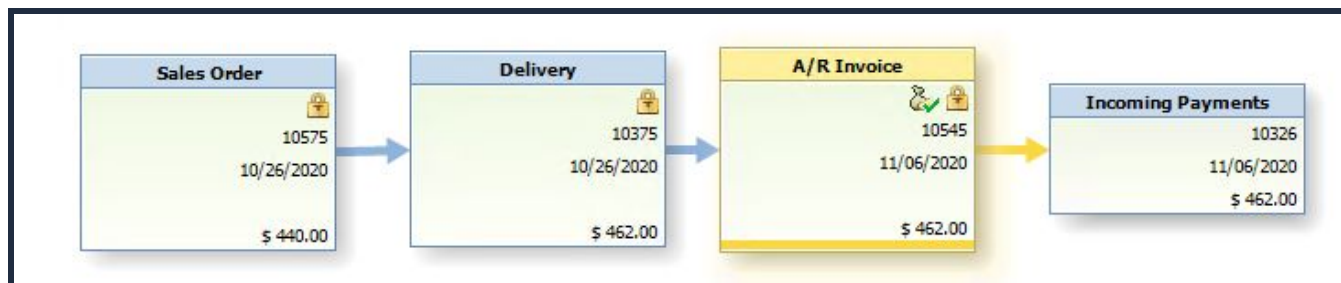
Banking

It's time to post your stack of payments that have come in from your Customers. Orchestrated helps you capture the incoming payments to clear out multiple customer invoices through our Banking module.

Modules> Banking > Incoming Payments > Incoming Payments

- Select the Business Partner (Customer) that sent in payment
- Check/Fill out the proper dates
- Checkmark the invoices that are being paid
- Confirm the amount you received and update '**Total Payment**' to reflect that amount (adjust in case you received partial payment)
- Click the Payment Means icon to the right of the 'Total Amount Due' field

Payment Means

Currency: $

Check | Bank Transfer | Credit Card | Cash

G/L Account ⇨ 10099-00   Check Clearing Account (CORP)
☐ Search by Bank Code

#	Due Date	Amount
1	11/06/2020	$ 14,2...
2	12/06/2020	

$ 14,...

Overall Amount: $ 1...
Balance Due:
Bank Charge:

[OK] [Cancel]

- Indicate the type of incoming payment(s) *Check | Bank Transfer | Credit Card | Cash*
- Fill out payment information
- Double check that no balance is due (ensuring you've added the entire payment amount)
- Click <**OK**> to add Payment Means
- Click <**Add**> to add the Incoming Payments for the Invoices
- Right-click > Relationship Map to see/verify applied payment

A/R Invoice
10540
09/10/2020
$ 600.00

Incoming Payments
10327
11/06/2020
$ 14,250.00

A/R Invoice
10543
08/20/2020
$ 13,750.00
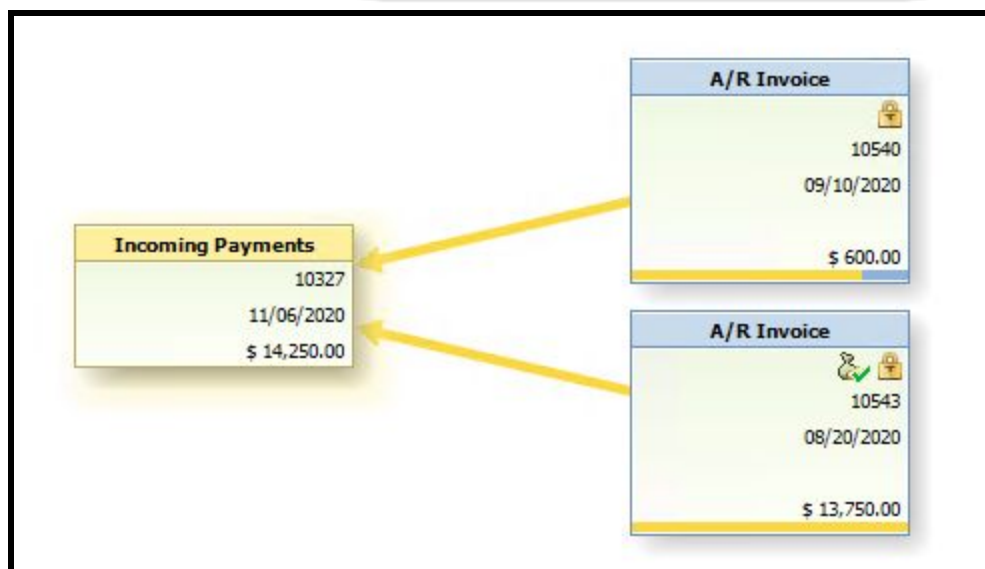
Payment wizard
If you're looking for an option to input multiple incoming payments for multiple Customers at the same time, look no further! You can utilize the Payment Wizard!

Modules> Banking > Payment Wizard

- Open the Payment Wizard and click <**Next**>
- Select *Start New Payment Run*
- Click <**Next**>
- Enter a *Payment Run Name*
- Choose the date for the Payment Run (defaults to current date)
- Checkmark *Payment Type* & *Payment Means* (i.e. Incoming/Bank Transfer)
- Checkmark *BP Reference Number*
- Click <**Next**>
- Click <**Add to List**> to add all Customers with a balance to the list
- Click <**Next**>
- Set Document Parameters (*Selection Priority* is typically left at Due Date)
- Specify the *Due Date*
- Click <**Next**>
- Checkmark the Payment Method to be utilized (i.e. IN-EFT)
- Click <**Next**>
- Checkmark which Customers have sent in payment. For individual invoice detail, click <**Expand All**>
- Click <**Next**>
- Select *Execute Payment Run* to generate incoming payments for each of the selected Customers
- Click <**Next**> <**Yes**> <**OK**>
- Payment Run Summary shows # of added payments. To view documents/reports, click the ellipsis next to the summary you wish to view/print
- Click <**Finish**>
- Open Incoming Payments function to view payments added via the Wizard!

Banking

☐ Incoming Payments
  – Incoming Payments
  – Check Register
  – Credit Card Management
☐ Deposits
☐ Outgoing Payments
  – Payment Wizard
☐ Bank Statements and External Reconci
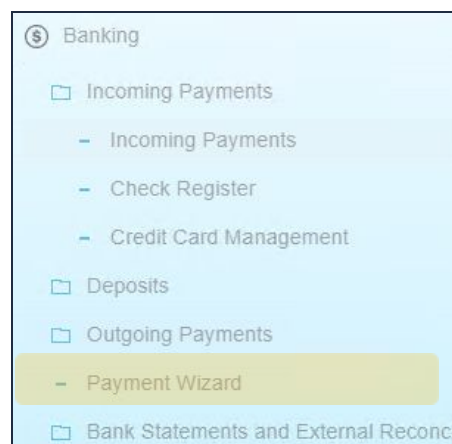
TIP: A Payment Wizard tutorial can be found at *support.orchestrated.com*

Deposits

Now that you have captured incoming payments (during invoicing | entered through the banking process | utilizing the payment wizard), it is time to deposit the checks you have received. Making a deposit tells the software it is time to move checks from the check clearing account to the actual checking account. When it comes time to reconcile your bank account, you'll be able to match up the lump sum deposits with ease!

Modules> Banking > Deposits > Deposit

Deposit

Deposit No.	10020	Series	Primary	Deposit Date	11/06/2020
Considered Until	11/06/2020			Bank	
Deposit Currency	US Dollar			Branch	
G/L Account	10005-00	Wells Fargo Checking 1234 (CORP)		Account	
				Bank Reference	
				Payer	

Checks	Credit Card	Cash	Attachments

Display Checks From: Check Clearing Account (CORP)
Find Check No.

#		Date	Check	Bank	Branch	Account No.	BP/Account Code	BP/Account Name	Check Am...
1	✔	06/04/2020	77444	Bank of Amer			C1002	Maletis Beverage	$ 21,370.50
2	✔	07/23/2020	1				C1000	Tap Room	$ 18,220.00
3	✔	11/06/2020	1	Wells Fargo			C1002	Maletis Beverage	$ 462.00
4	✔	11/06/2020	1234	Wells Fargo			C1004	Alameda Can Allocatic	$ 14,250.00
5	☐	06/04/2020	77664	Wells Fargo			C1005	Pacific Distributing In	$ 39,563.27
6	☐	06/23/2020	1				C1000	Tap Room	$ 9,110.00
7	☐	07/22/2020	1				C1002	Maletis Beverage	$ 8,358.00
8	☐	07/22/2020	1				C1065	City Beverage Co	$ 6,350.80
9	☐	07/22/2020	99999	Wells Fargo			C2002	Albertson's Stores	$ 1,350.00
		No. of Check 4					Total		$ 54,302.50

Journal Remarks

Trans. No.

Add	Cancel		✔ Reconcile Amounts After Deposit

Outgoing payments

When you're ready to send out payments via Check, EFT/ACH/Credit Card, or Cash, it will be simple and quick! Since payments will need to be sent at various times and in various formats, we've set the software up to help you make it happen. You'll ready your payment(s), input the means by which payment will be sent, and finally print out the checks that need to go out. When it comes time to reconcile, you'll be ready to rock and roll!

OUTGOING PAYMENT PROCESS

1. Outgoing Payment	2. Payment Means	3. Print Check
Who: Accounting department	**Who:** Accounting department	**Who:** Accounting department
Why: Use open *A/P Invoice* and attach payment	**Why:** To determine how the type payment sent out	**Why:** Prints check (triggered by leaving check # blank in payment means)
What: Adjusts your balance with the vendor and takes money out of bank account	**What:** Assigns *outgoing payment* to the method you sent it out in (EFT, check, cash)	**What:** Adds check to check printing queue

Outgoing payment means

You will be paying your Vendors via Check, Bank Transfer, Credit Card or even Cash. Let's take a look at how you will capture these types of payments using Payment Means.

Check: When you send a check(s), you will be able to select the checking account the check is drawn from and tell Orchestrated whether or not you'll be writing it manually, or will be printing directly from the software.

Payment Means   — □ ✕

Currency $

| Check | Bank Transfer | Credit Card | Cash |

☐ Search by Bank Code

#	Due Date	Endorse	Endorsab...	Amount	Country	Bank Name	Branch	Account	Manual ...	Check No.	G/L Account	En...
1	11/06/2020	☐		$ 7,042.15	USA ▼	Wells Fargo ▼		99999 ▼	☐	0	➡ 10005-00	No ▼
2	12/06/2020	☐			USA ▼	Wells Fargo ▼		99999 ▼	☐	0	➡ 10005-00	No ▼

$ 7,042.15

Overall Amount $ 7,042.15
Balance Due
Bank Charge

Paid $ 7,042.15

| OK | Cancel |

Bank Transfer/EFT/ACH/Credit Card: All these payment methods will be captured on the Bank Transfer Tab! *If you prefer to name the tab something different, you can* Ctrl+Double Click *on the name to change it!*

Cash: Cash is easily entered. Just verify which G/L account the outgoing payment will be sent from (*i.e. your checking account*) and you'll be set!

Outgoing payment options

Invoice

It's time to enter the invoice sent from your Vendor, and you're all ready to go ahead and send payment their way! You have the capability to set up this payment at the time of invoicing, which saves you the step of entering their outgoing payment at a later time.

The callout boxes in the figure read:

- Copy 'GRPO' to 'A/P Invoice' or prepare new 'A/P Invoice' document
- Verify all information is correct (*items, unit price, freight*, etc.)
- Before adding Invoice, click the Payment Means Icon located in the Toolbar
- Indicate type of outgoing payment (Check, Bank Transfer, Credit Card, or Cash)
- Fill out payment information
- Click <**OK**> to add outgoing Payment
- A/P Invoice should now have an *Applied Amount* listed and no *Balance Due*

- Click <**Add**> to add A/P Invoice
- Check Relationship map to see/verify applied payment
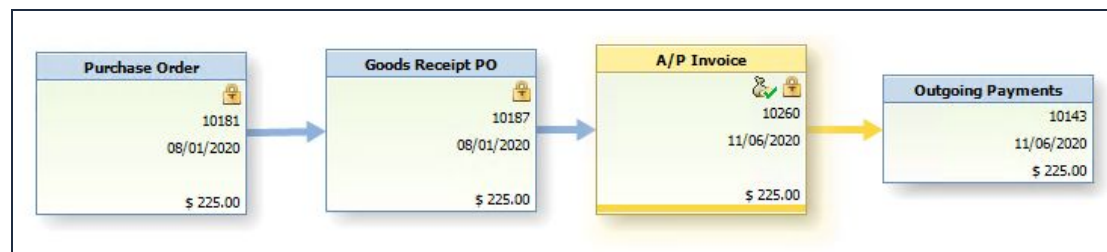
Banking

It's time to pay your vendors. Orchestrated helps you enter your outgoing payments to clear out multiple vendor invoices through our Banking Functionality.

Modules> Banking > Outgoing Payments > Outgoing Payments

TIP: Right-Click: Journal Entry Preview to see which GL accounts will be impacted

- Select the Business Partner (Vendor) that you need to send payment to
- Check/Fill out the proper dates
- Checkmark the invoices that are being paid
- Confirm the amount you are paying and update 'Total Payment' to reflect that amount (adjust in case you are sending partial payment)
- Click the Payment Means icon to the right of the 'Total Amount Due' field

- Indicate the type of outgoing payment(s) *Check | Bank Transfer | Credit Card | Cash*
- Fill out payment information
- Double check that no balance is due (ensuring you've added the entire payment amount)
- Click <**OK**> to add Payment Means
- Click <**Add**> to add the Outgoing Payments for the Invoices
- Right-click > Relationship Map to see/verify applied payment
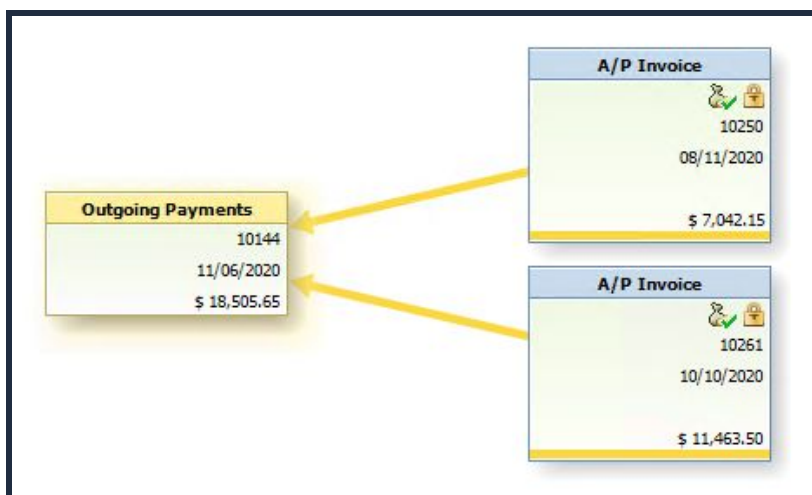
Payment wizard

If you're looking for an option to input multiple outgoing payments for multiple Vendors at the same time, look no further! You can utilize the Payment Wizard!

Modules> Banking > Payment Wizard

Arial

- Open the Payment Wizard and click <**Next**>
- Select *Start New Payment Run*
- Click <**Next**>
- Enter a *Payment Run Name*
- Choose the date for the Payment Run (defaults to current date)
- Checkmark *Payment Type* & *Payment Means* (i.e. Outgoing/Check)
- Checkmark *BP Reference Number*
- Click <**Next**>
- Click <**Add to List**> to add all Vendors with a balance to the list
- Click <**Next**>
- Set Document Parameters (*Selection Priority* is typically left at Due Date)
- Specify the *Due Date*
- Click <**Next**>
- Checkmark the Payment Method to be utilized (i.e. OUT-CHECK)
- Click <**Next**>
- Checkmark which Vendors are due payment. For individual invoice detail, click <**Expand All**>
- Click <**Next**>
- Select *Execute Payment Run* to generate outgoing payments & queue checks for each of the selected Vendors
- Click <**Next**> <**Yes**> <**OK**>
- Payment Run Summary shows # of added payments. To view documents/reports, click the ellipsis next to the summary you wish to view/print
- Click <**Finish**>
- Open Outgoing Payments function to view payments added via the Wizard!

$ Banking
- 📁 Incoming Payments
  - – Incoming Payments
  - – Check Register
  - – Credit Card Management
- 📁 Deposits
- 📁 Outgoing Payments
- – Payment Wizard
- 📁 Bank Statements and External Reconci

Check printing

Now that you have input your outgoing payments (during invoicing | entered through the banking process | utilizing the payment wizard), it is time to print the checks you have queued up. Printing checks tells the software it is time to remove funds from your actual checking account.

Bank reconciliations

The time has come to match the balances within Orchestrated's cash account to your corresponding bank statement! It is imperative to make sure all transactions pertaining to the account you are reconciling have been posted for that period. Bank reconciliation should be falling within your month-end closing tasks. You'll want to make sure to have your bank statement with you to complete this task.

Modules > Banking > Bank Statements and External Reconciliations > **Manual Reconciliation**

External Bank Reconciliation - Selection Criteria

Account Code	10005-00
Account Name	Wells Fargo Checking 1234 (CORP)
Currency	$
Bank Statement	
Last Balance	$ 1,278,548.52
Ending Balance	$ 1,270,000.00
End Date	10/31/2020

OK   Cancel

- Select account to reconcile (i.e. your checking account)
- Verify Last Balance (the very first time you reconcile, last balance will reflect as $0)
- Ending Balance: Enter balance based on your bank statement/record
- End Date: Enter end date of reconciliation
- Click <**OK**>

Reconcilation Bank Statement

Account Code	→ 10005-00	Statement No.	OCT123
Display	All		
Ind		Last Statement Balance	$ 1,278,548.52

#	Cleared	Type	Date	Trans. No.	Ref. 1 (Row)	Payment	Deposit	Cleared Amount
1	✓	DP	06/01/2014	→ 1469	10119	$ 0.00	$ 25,833.00	$ 25,833.00
2	✓	DP	07/01/2014	→ 1471	10120	$ 0.00	$ 25,833.00	$ 25,833.00
3	✓	DP	07/15/2014	→ 1473	10121	$ 0.00	$ 5,444.80	$ 5,444.80
4	☐	DP	07/19/2014	→ 1475	10122	$ 0.00	$ 25,833.00	$ 0.00
5	☐	DP	08/01/2014	→ 1477	10123	$ 0.00	$ 5,444.80	$ 0.00
6	✓	DP	09/05/2014	→ 1479	10124	$ 0.00	$ 5,444.80	$ 5,444.80
7	☐	DP	10/10/2014	→ 1727	10126	$ 0.00	$ 3,280.50	$ 0.00
8	☐	DP	10/31/2014	→ 1729	10127	$ 0.00	$ 7,154.40	$ 0.00
9	✓	DP	11/01/2014	→ 1738	10128	$ 0.00	$ 5,920.80	$ 5,920.80
10	✓	DP	11/01/2014	→ 1740	10129	$ 0.00	$ 7,856.50	$ 7,856.50
11	✓	DP	11/01/2014	→ 1742	10130	$ 0.00	$ 8,640.00	$ 8,640.00
12	☐	DP	11/01/2014	→ 1744	10131	$ 0.00	$ 10,799.80	$ 0.00

	Total No.	Total Amount		Cleared Book Balance	$ 1,270,000.00
Payment	4	$ 93,830.54		Statement Ending Balance	$ 1,270,000.00
Dep	8	$ 85,282.02		Difference	$ 0.00

[Reconcile] [Cancel]   [Save] [Adjustm...]

- Enter Statement No. from bank statement (top right corner)
- Bottom right corner:
  - o <**Save**>: If you're working through a reconciliation, you can save and come back to it later
  - o <**Adjustments**>: Use if a document was missed or needs to be corrected
- Under the Cleared column, check off transactions that match up with your real-life bank statement
- If Difference is not $0, an investigation will need to occur.
- Once all is correct, click <**Reconcile**>

Month end close

Also known as "Period-End Close", this is the process or list of tasks done to close the books for a previous month or posting period. When the process is complete, the books are officially "closed" for that time period. This means that no further transactions will be posted to that time period and the financial reports will never change for that period.

Watch a video on Month End Close here!

http://support.orchestrated.com/hc/en-us/articles/206414428-Month-End-Close-Period-End-Close

- Review in-process transactions
    - Open Purchase orders & Sales orders
    - Goods Receipt POs not invoiced
    - Deliveries not invoiced
    - Open Production orders
    - Open AP & AR Invoices
    - Open AP & AR Credit Memos
- Run AR & AP Aging reports
- Review Inventory Audit & Inventory Posting List Reports
- Count Inventory & post the adjustments
- Bank Reconciliation
- Run Financial Reports
- Run TTB & Shipment reports (if required)
    - TTB BRO & Federal Excise Report
    - Taxable Shipment Details Report (for state taxes)
- Change Period status to 'Locked'
- Run Period-End Closing Utility (year-end only)

Penny runs through the following checklist to ensure Month End Close can be completed

- Review in-process transactions

Open Items List

Currency	Local Currency ▼			Open Documents		Purchase Orders ▼

Select	Doc. Series	Doc. No.	Vendor Code	Vendor Name	Vendor Ref. No.	Due Date ▲	Amount	Net	1 ↗
☑	Primary	➡ 10179	➡ V1016	Saver Glass		08/11/2020	$ 2,875.90	$ 2,875.90	
☑	Primary	➡ 10183	➡ V1000	Briess		08/25/2020	$ 162.00	$ 162.00	
☐	Primary	➡ 10185	➡ V1033	Inland Label & Mktg Services I		08/25/2020	$ 0.30	$ 0.30	
☐	Primary	➡ 10184	➡ V1033	Inland Label & Mktg Services I		08/27/2020	$ 600.00	$ 600.00	
☑	Primary	➡ 10186	➡ V1000	Briess		08/28/2020	$ 162.00	$ 162.00	
☐	Primary	➡ 10182	➡ V1015	Country Malt		08/28/2020	$ 163.62	$ 163.62	
							$ 3,963.82	$ 3,963.82	

OK

> Open each Open Doc. list and review "Due Date" column. Drill in to each function via yellow arrow & close out anything that is still open within the month you need to close

Change To ◢
Closed

- Run AR & AP Aging reports

Modules > Business Partners > Business Partner Reports > Aging > **Customer Receivables Aging &
Vendor Liabilities Aging**

Customer Receivables Aging - Selection Criteria

Group By	⦿ Customer	○ Sales Employee
Sum By	☐ Blanket Agreement No.	

Blanket Agreement No. From [ ] To [ ]
Code From [ ] To [ ]

Customer Group [All ▼]
[Properties] [Ignore]
☐ Control Accts [...] [Select All]

Aging Date [10/30/2020]
Interval [Days ▼] [30] [60] [90] [120]

Posting Date From [ ] To [10/30/2020]
Due Date From [|] To [ ]
Document Date From [ ] To [ ]

☐ Translate Leading Currency at Aging Date
☑ Display Customers with Zero Balance
☐ Display Reconciled Transactions
☐ Ignore Future Remit
☐ Display in Pages
☐ Consider Connected Vendors

OK **Cancel**

Vendor Liabilities Aging - Selection Criteria

Group By	⦿ Vendor	○ Buyer
Sum By	☐ Blanket Agreement No.	

Blanket Agreement No. From [ ] To [ ]
Code From [ ] To [ ]

Vendor Group [All ▼]
[Properties] [Ignore]
☐ Control Accts [...] [Select All]

Aging Date [10/30/2020]
Interval [Days ▼] [30] [60] [90] [120]

Posting Date From [ ] To [10/30/2020]
Due Date From [|] To [ ]
Document Date From [ ] To [ ]

☐ Translate Leading Currency at Aging Date
☑ Display Vendors with Zero Balance
☐ Display Reconciled Transactions
☐ Ignore Future Remit
☐ Display in Pages
☐ Consider Connected Customers

OK **Cancel**

> Enter Aging report date (month end) and ensure 'Display Customers/Vendors with Zero Balance' is checked off.

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Based on business partner, view open receivables and whether payment was remitted

Customer Receivables Aging

Click here to view invoice-level detail

Review Inventory Audit & Inventory Posting List Reports

Modules > Inventory > Inventory Reports > **Inventory Audit Report**

Inventory Audit Report - Selection Criteria

Specify period to run report (through Month End). *Tip: narrow report by item group.* Review cumulative quantity based on posting date.

Inventory Audit Report

#	Item No.	Description	System Date	Posting Date	Document	Whse	Quantity	Cost	Trans. Value	Cumulative Qty	Cumulative Value
1	1001-B12750	American Whiskey - Case 12 x 750ml Bottles								1,365.000	325,897.36
2	1001-B6375	American Whiskey - Case 6 x 375ml Bottles								2,495.000	213,658.36
3	1001-B6750	American Whiskey - Case 6 x 750ml Bottles								3,913.000	497,320.31
4	1002-B12750	Portlandia Bourbon - Case 12 x 750ml Bottles								254.000	41,512.92
5	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles								2,703.000	255,143.26
6	1002-B6750	Portlandia Bourbon - Case 6 x 750ml Bottles								1,594.000	211,713.65
7	1003-B12375	Fugu Vodka - Case 12 x 375ml Bottles								2,241.000	350,670.49
8	1003-B12750	Fugu Vodka - Case 12 x 750ml Bottles								1,452.000	271,510.41

2,167,426.76

Click here for transactional details!

Click here to see an Inventory Audit Report step-by-step guide here!

http://support.orchestrated.com/hc/en-us/articles/207137357-Quick-Start-Inventory-Audit-Report

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Modules > Inventory > Inventory Transactions > Inventory Counting Transactions > **Inventory Counting**

Inventory Counting:

Building a list of items that need to be counted, to view differences between what's actually in stock vs. what the software shows as in stock.

&

Inventory Posting:

Posting differences from the count and adjusting your inventory!

Click here to watch our tutorial on completing an inventory count & post!

https://support.orchestrated.com/hc/en-us/articles/206418828-Inventory-Counting-Posting

Inventory Counting

	Item No.	Item Description	Freeze	Whse	In-Whse Qty ...	Counted	UoM Counted Qty	Counted Qty	Variance	U
1	RM2000	Malted Rye	☐	A1	10,100.00	☐		0.00	0.00	Ma
2	RM2001	Smoke Cherry WO	☐	A1	2,001.00	☐		0.00	0.00	Ma
3	RM2002	Distiller's Malt	☐	A1	2,100.00	☐		0.00	0.00	Ma
4	RM2003	Extra Special Malt	☐	A1		☐				Ma
5	RM2004	Pale Ale Malt	☐	A1		☐				Ma
6	RM2005	Raw Rye	☐	A1		☐				Ma
7	RM2006	Brewer's Malt	☐	A1		☐				Ma
8	RM2008	Aromatic Malt	☐	A1		☐				Ma
9	RM2009	Caramel Malt	☐	A1		☐				Ma
			☐	A1		☐				Ma
			☐	A1	4,450.00	☐			0.00	Ma
			☐	A1	2,000.00	☐		0.00	0.00	Ma
					51,695.67					

Count Date: 11/06/2020   Time   10009
Counting Type: Single Counter   Open
Inventory Counter: User   pleming-high
End of Fiscal Year
Referenced Document

Contents   Attachments

Find   Item No.   Warehouses

1. Select count date (Month end)

2. <Add Items> Select Items > Item group

This will populate your inventory count list

3. <Add> the Inventory Count & *PRINT*

Remarks

Add   Cancel   Add Items   Adjust Counted Quantities   Copy to Inventory Posting

OCloud Spirits Demo

Count Date: 2020.10.31
Time:
Counting Type: **Single Counter**
Inventory Counter: **smcginley-high**
Inventory Counting Doc. No.: 10004

Item No.	Item Description	Warehouse	Counted Qty
RM2000	Malted Rye	CW	
RM2001	Smoke Cherry WOOD	CW	
RM2002	Distiller's Malt	CW	
RM2003	Extra Special Malt	CW	
RM2004	Pale Ale Malt	CW	
RM2005	Raw Rye	CW	
RM2006	Brewer's Malt	CW	
RM2008	Aromatic Malt	CW	
RM2009	Caramel Malt	CW	
RM2010	Dark Chocolate Malt	CW	

TIP: You can choose not to view 'Qty in Whse' on printed list if you would like to perform a blind count!

Inventory Counting

Count Date: 10/31/2020 Time: 2:27PM No.: Prim...
Counting Type: Single Counter
Inventory Counter: User pleming-high
Status
Ref. 2
End of Fiscal Year

Referenced Document

4. Input Counted Quantities

Freeze	Whse	In-Whse Qty ...	Counted	UoM Counted Qty	Counted Qty	Variance	U
☐	A1	10,100.00	✔		10,000.00	-100.00	Ma
☐					2,200.00	199.00	Ma
☐					2,000.00	-100.00	Ma
☐					195	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
☐					0.00	0.00	Ma
12	RM5020	Malt CaraRed			0.00	0.00	Ma
					14,200.00	399.00	

Right-click menu:
Cut
Copy
Copy Table
Paste
Delete
Maximize/Restore Grid
Close
Add Row
Delete Row
Row Details...
Open Calculator
Serial and Batch Selection

Counted Qty	Variance	U
10,000.00	-100.00	Ma
2,200.00	199.00	Ma
2,000.00	-100.00	Ma
195.00	-5.00	Ma

5. click <Update>

6. To keep batches accurate, right-click any row and select *Serial and Batch Selection* to assign count to batches accordingly. Then click <Update> to solidify batch confirmations

7. click <Copy to Inventory Posting>

Rema...

Update | Cancel | Add Items | Adjust Counted Quantities | Copy to Inventory Posting

Inventory Posting

Posting Date: 10/31/2020 No.: Primary 10002
Count Date: 10/31/2020 Time: 2:27PM Ref. 2
Price Source: Item Cost End of Fiscal Year

Referenced Document: ...

Contents | Attachments

Find Item No. Warehouses

#	Item No.	Item Description	Whse	In-Whse Qty on Count Date	Counted Qty	Variance	Variance %	Price	Total	Inventory Of...	Inventory Of...	Vari...
1	RM5005	Malt 2-Row	A1	10,100.00	10,000.00	-100.00	0.99	$ 0.8100	$ -81.00	51035-01	51035-01	
2	RM5008	Malt Best Chit	A1	2,001.00	2,200.00	199.00	9.95	$ 0.7579	$ 150.82	51035-01	51035	
3	RM5010	Malt Best Kara Pils	A1	2,100.00	2,000.00	-100.00	4.76	$ 5.5750	$ -557.50	51035-01	5101	
4	RM5011	Malt Best Spelt	A1	200.00	195.00	-5.00	2.50	$ 0.5353				
5				0.00	0.00	0.00	0.00					
				14,401.00	14,395.00	404.00			$			

8. Verify Inventory Offset GL accounts

9. Click <Add>

Remarks: Based On Inventory Counting 10009

Journal Remark: Inventory Posting

Add | Cancel | Add Items | Copy from Inventory Counting

10. Last step will be to drill back into the Inventory Count and right-click > Close to make all items eligible to be counted again

TIP: The Inventory Count sheet is a working document, so you can still make counts for items that have yet to be posted before closing it

Arial

• Bank Reconciliation

http://support.orchestrated.com/hc/en-us/articles/216003317-Bank-Reconciliation

Modules > Banking > Bank Statements and External Reconciliations > **Manual Reconciliation**

- Select account to reconcile (i.e. your checking account)
- Verify Last Balance (the very first time you reconcile, last balance will reflect as $0)
- Ending Balance: Enter balance based on your bank statement/record
- End Date: Enter end date of reconciliation
- Click **<OK>**
- Enter *Statement No.* from bank statement (top right corner)
- Bottom right corner:
    - **<Save>**: If you're working through a reconciliation, you can save and come back to it later
    - **<Adjustments>**: Use if a document was missed or needs to be corrected
- Under the Cleared column, check off transactions that match up with your real-life bank statement
- If *Difference* is not $0, an investigation will need to occur.
- Once all is correct, click **<Reconcile>**

See Bank Reconciliations (pgs. 36-37)

- Run Financial Reports

Modules > Financials > Financial Reports > Financial > Balance Sheet | Trial Balance | Profit and Loss Statement etc.

📁 Financial
- Balance Sheet
- Trial Balance
- Profit and Loss Statement
- Cash Flow
- Statement of Cash Flows
- Cash Flow Reference Report
- Cash Flow Forecast
- Business Assessment Report

Click here to watch our tutorial on financial reports!

http://support.orchestrated.com/hc/en-us/articles/207123427-How-to-drill-into-data-with-the-system-financial-reports-

- Run TTB & Shipment reports (if required)
  - TTB DRO & Federal Excise report
  - Taxable Shipment Details Report (for state taxes)

Modules > Production > Production Reports > TTB DRO Reporting

Click here for the TTB DRO Report!

https://support.orchestrated.com/hc/en-us/articles/360050003854-TTB-DRO-Reporting

Click here for the Taxable Shipment Details by State Report!

http://support.orchestrated.com/hc/en-us/articles/207137817-Taxable-Shipment-Details-by-State

Modules > Administration > System Initialization > Posting Periods

Posting Periods

Find [ ]

#	Period Code	Period Name	Period Status	From	To	From	To
81	2019-09	2019-09	Closing Period	09/01/2019	09/30/2019	01/01/2019	12/31/2019
82	2019-10	2019-1				019	12/31/2019
83	2019-11	2019-1				019	12/29/2020
84	2019-12	2019-1				019	03/31/2020
85	2020-01	2020-0				020	04/30/2020
86	2020-02	2020-0				020	05/30/2020
87	2020-03	2020-0				020	06/30/2020
88	2020-04	2020-0				020	07/31/2020
89	2020-05	2020-0				020	08/31/2020
90	2020-06	2020-0				020	09/30/2020
91	2020-07	2020-0				020	10/31/2020
92	2020-08	2020-0				020	11/30/2020
93	2020-09	2020-0				020	12/31/2020
94	2020-10	2020-1				020	01/31/2021
95	2020-11	2020-1				020	/2021
96	2020-12	2020-1				020	

Posting Period

Period Code	2020-11
Period Name	2020-11
Sub-Periods	Months
No. of Periods	12
Period Indicator	Default
Category	2020
Period Status	Locked

Dates

Posting Date From	11/01/2020	To	11/30/2020
Due Date From	11/01/2020	To	02/28/2021
Document Date From	11/01/2020	To	11/30/2020
Start of Fiscal Year	01/01/2020		
Fiscal Year	2020		

[Update] [Cancel]

Change Period Status to Locked

☐ Create New Periods with

☑ Automatically Update Pe
Days After New Period Start

[OK] [Cancel] [New Period]

Posting Period

Period Code	2021
Period Name	2021
Sub-Periods	Months
No. of Periods	12
Period Indicator	Default
Period Status	Unlocked

Dates

Posting Date From	01/01/2021	To	12/31/2021
Due Date From	01/01/2021	To	12/31/2021
Document Date From	01/01/2021	To	12/31/2021
Start of Fiscal Year	01/01/2021		
Fiscal Year	2021		

[Add] [Cancel]

When you need to add a new period, click here!

Run Period-End Closing Utility (year-end only)

Modules > Administration > Utilities > Period-End Closing

Period-End Closing - Selection Criteria

P/L Accounts   Find   1 ▼

#	X	Account
1	x	Revenues
41	x	Cost of Sales
176	x	Expenses
397	x	Financing
398	x	Other Revenues and Expenses
416	x	#9
417	x	#10

> Make sure all posting periods for year are set to 'Closing Period'

> Select all P/L Accounts

Period   2020 ▼   From   2020-01 ▼   To   2020-12 ▼

Retained Earnings Account   30015-00   Retained Earnings (CORP)

Period-End Closing Account   31010-00   Period End Closing Account (CORP)

☐ Use Primary Closing Account

Execute   Cancel   Expanded   Previous Report   Settings

> Click <Execute>

Period-End Closing

For Closing Period   85   From   2020-01   To   2020-12

> Input Due Date & Document Date

Ref. 1   Ref. 2   Due Date   Document Date   Remarks

| | | | | For Closing Period 85 |

#	Appro...	Account Code	Account Name	Curr...	Balance (LC)	Balance (FC)	Balance (SC)	Ref. ...	Ref. ...
1	☐	40005-01	Sales - Packaged	$	-553,149.64	0.00	-553,149.64		
2	☐	40010-01	Sales - Kegged Be	$	-641,261.52	0.00	-641,261.52		
3	☐	40015-01	Sales - POS & Me	$	-1,990.02	0.00	-1,990.02		
4	☐	40025-01	Sales - Wholesale	$	-350.00	0.00	-350.00		
5	☐	41010-02	Sales - Restaurant	$	-71,700.00	0.00	-71,700.00		
6	☐	41015-02	Sales - Restaurant	$	-128,386.82	0.00	-128,386.82		
7	☐	41020-02	Sales - Restaurant	$	-13,688.03	0.00	-13,688.03		
8	☐	41025-02	Sales - Restaurant	$	-37,797.96	0.00	-37,797.96		
					1,593,440.66		1,593,440.66		

> Checkmark approved accounts

> Click <Execute>

**Execute**   Cancel   ☑ Create Auto. Remarks   Save

Expense import interface

The Expense Import Interface creates an interface to import expense transactions into Orchestrated. You can import from expense management software, banks and credit card vendors that provide a standard export which can be opened in a spreadsheet. You have the flexibility to define the transaction data mapping to your GL Accounts, so you set up your template once, and can easily import with the click of a button moving forward.
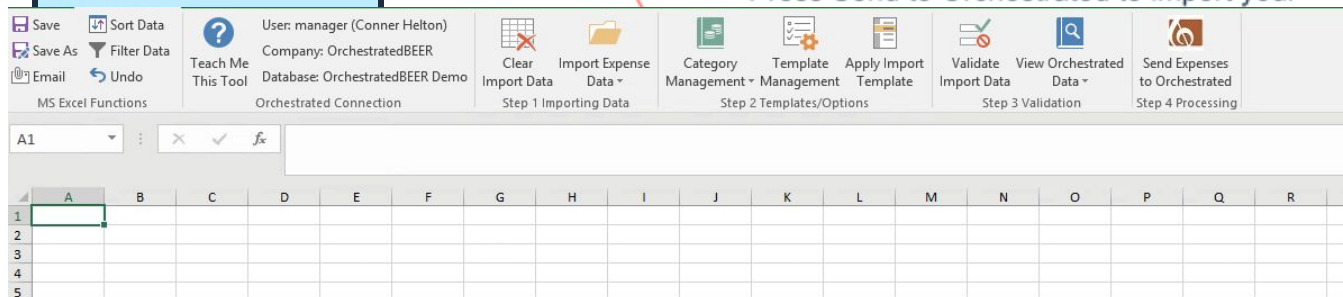
Click here to watch our Expense Import Interface tutorial!

http://support.orchestrated.com/hc/en-us/articles/206432948-Expense-Import-Interface
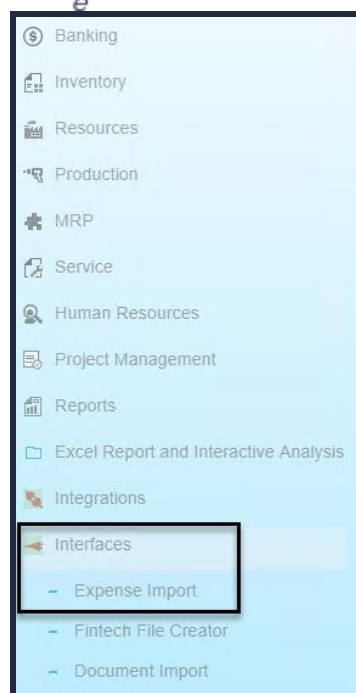
- Can import any CSV or Excel-based file your bank or credit card company can generate

- You will pre-define the mapping of the import's "categories" to your Orchestrated GL accounts (should only need to be done once)

- You can define any number of bank or credit card templates

- A check will be done before sending to Orchestrated to alert you of any issues

- You can view project codes, GL accounts etc. from the tool, so you don't need to leave to find information

- Press Send to Orchestrated to import your

Banking
Inventory
Resources
Production
MRP
Service
Human Resources
Project Management
Reports
Excel Report and Interactive Analysis
Integrations
Interfaces
 – Expense Import
 – Fintech File Creator
 – Document Import

Useful banking reports

Check Register (Banking > Banking Reports > Orchestrated Reports > *Check Register*)

View a comprehensive record of all incoming payments and checks. Assists with bank reconciliation.

for

Bank Reconciliation (Banking > Banking Reports > Orchestrated Reports > *Bank Reconciliation*)

The time has come to match the balances within Orchestrated's cash account to your corresponding bank statement! It is imperative to make sure all transactions pertaining to the account you are reconciling have been posted that period. Bank reconciliation should be falling within your month-end closing tasks. You'll want to make sure to have your bank statement with you to complete this task. *See pages 36-37*

Best practices/time savers

Report Schedule | Success Factors

Establish a time of the month/week to run common reports to pick up discrepancies

Printing Checks

Printing from Orchestrated will be much easier to track and handle than printing manually!

Check Register

Will be a great resource to know what's going on with your checks.

Receiving Checks | Deposit Functionality

Keeps everything matched up to real life and takes the guesswork out of figuring out which checks are from whom and deposited when.

Payments during Invoicing

If you capture the payment you have on hand while invoicing, it will save you time later. Just click Payment Means!

Payment Wizard

Pay multiple Vendors through one function! Multiple checks will be queued up to print simultaneously.

Reports by Persona

Useful reports based on your role:
http://support.orchestrated.com/hc/en-us/search?utf8=%E2%9C%93&query=reports+by+persona&commit=Search

SAP vs Orchestra Reports

Orchestra Reports have been built for your industry! Check them out!

Quick Reports

Built to assist those who are accustomed to other common accounting software

Troubleshooting

Sometimes we just need some help. Whether you are curious about a Business Partner balance that doesn't look right, concerned about an item's value or not understanding a GL balance – here are some helpful tips for getting to the bottom of your most common problems.

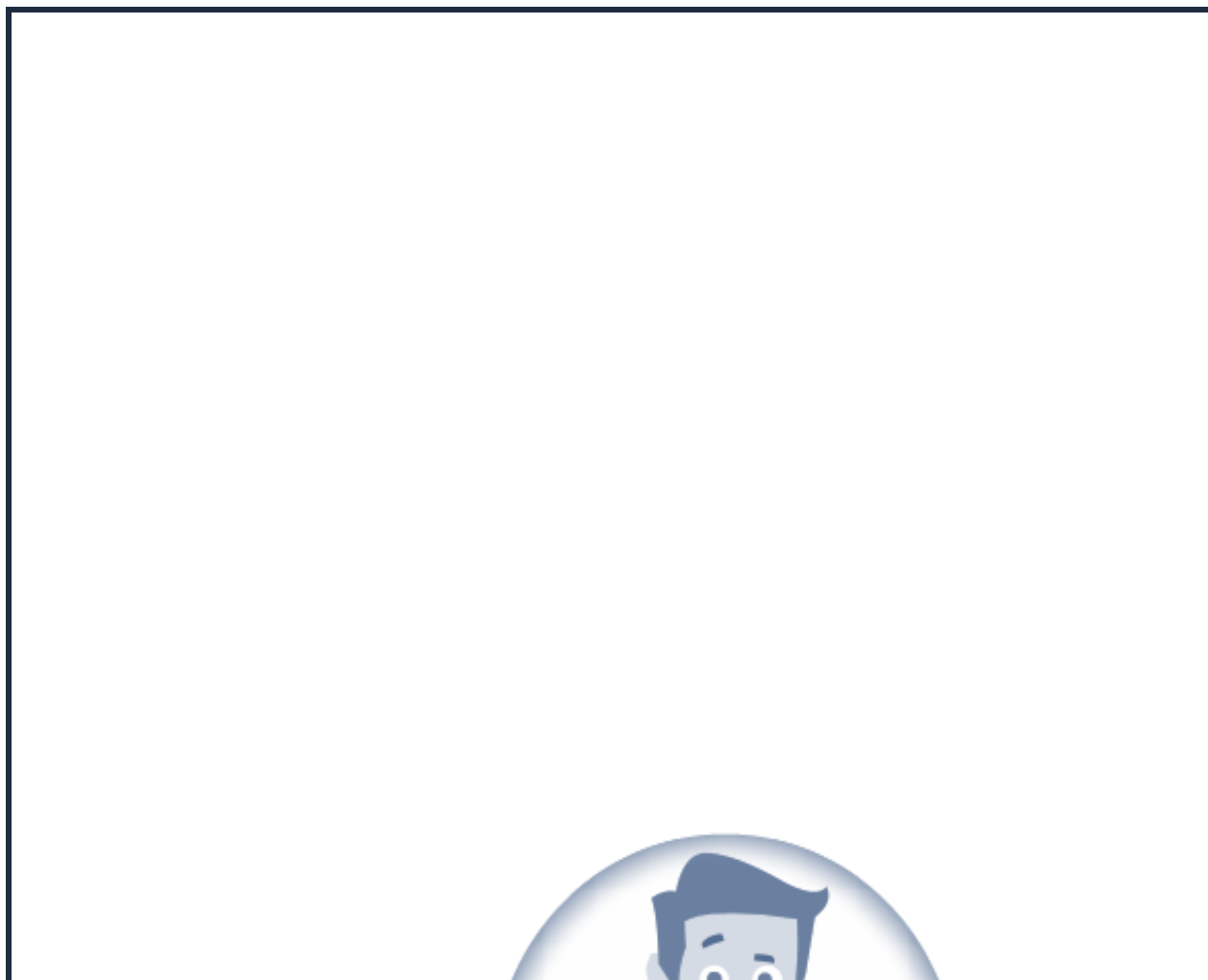## Where did/will this document post

On any document:

- Before adding the document: Right-click > Journal Entry Preview

- On an existing document: Right-click > Journal Entry
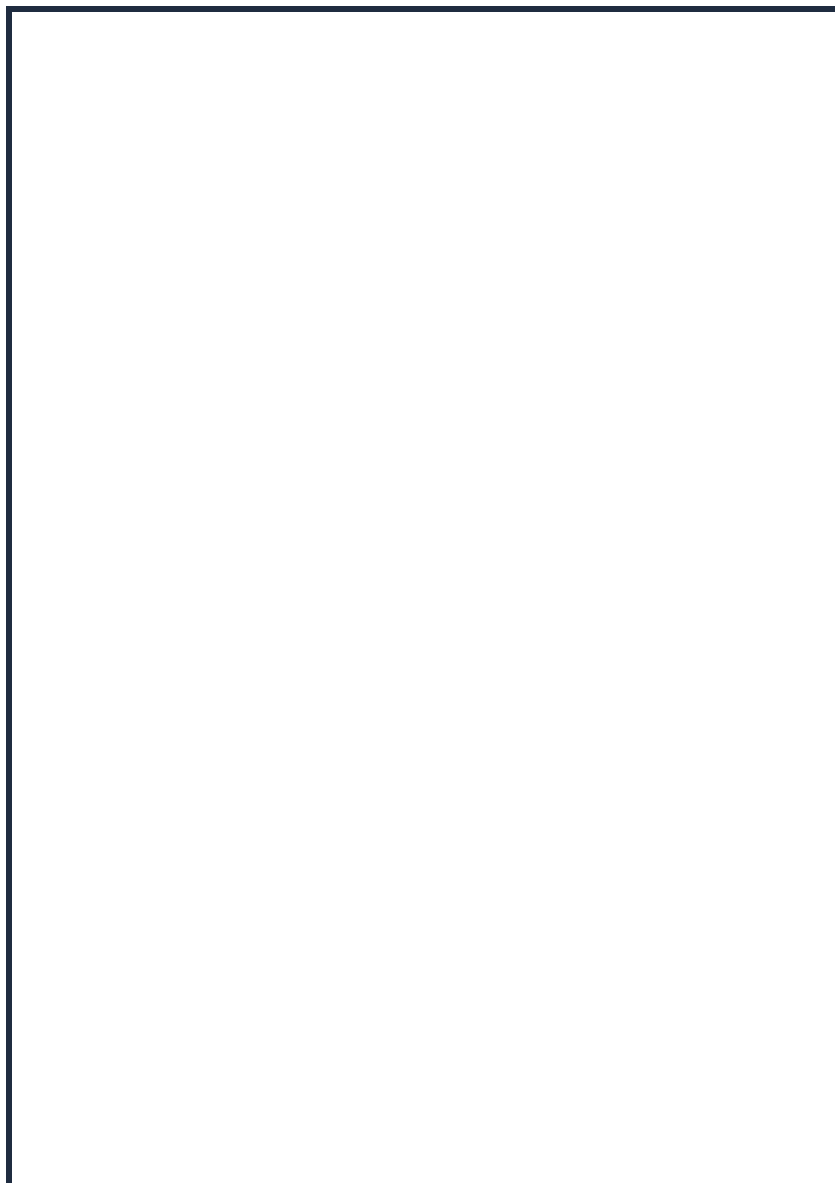
What is this Business Partner balance comprised of?

- Within BP Master Data: BP Balance Drill-down (golden arrow)
  - Can process BP Reconciliation within this view

Why does this Item's value look strange?

- Within Item Master Data: Right-click > Inventory Audit Report
  - Bottom right corner > Expand
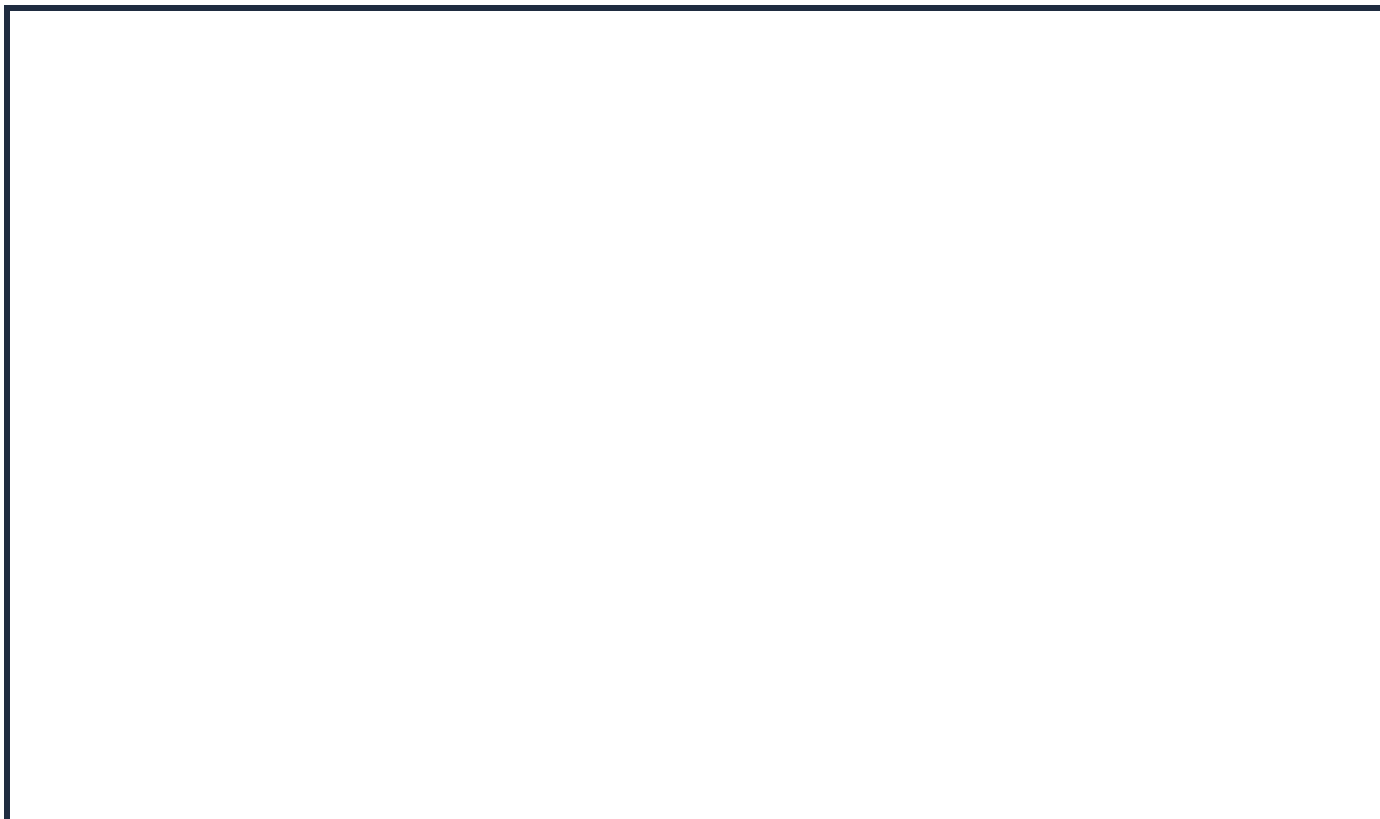
Why is there a balance in this GL Account?

- Within Chart of Accounts: COA Drill-down (golden arrow)

What caused this huge Production Variance?

- Within the Production Order:
  - Tab: Production Order Summary
    - Drill-down into Variance for more details

Helpful links/reports

Accounting Training Videos

- http://support.orchestrated.com/hc/en-us/articles/212356028-Financials

Journal Transaction Report

- http://support.orchestrated.com/hc/en-us/articles/207123527-Journal-Transaction-Report

Month-End Close

- http://support.orchestrated.com/hc/en-us/articles/206414428-Month-End-Close-Period-End-Close

Year-End Close

- http://support.orchestrated.com/hc/en-us/articles/215230348-Year-End-Close

Data Integrity

- http://support.orchestrated.com/hc/en-us/articles/221862748-Customer-Data-Integrity-Check-Recommendations