



ORCHESTRA

OCloud Financials

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



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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.

FOCloud Financials3





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.

Modules> Financials > Chart of Accounts

The screenshot displays the 'Chart of Accounts' window, which is divided into three main sections. The left section, titled 'G/L Account Details', contains fields for 'G/L Account' (12005), 'Name' (Hed Goods - Packaged (CORP)), 'G/L Account Details' (Title, Active Account), 'External Code', 'Currency' (All Currencies), 'Confidential' checkbox, 'Level' (4), 'Balance' (115,116.96), 'G/L Account Properties' (Account Type: Other, Control Account, Block Manual Posting, Cash Account, Rev Comp Group, Exclude From EBITDA, Cash Flow Group: Inventory), 'Reval. (Currency)', 'Cash Flow Relevant', 'Relevant for Cost Accounting', and 'Project'. The middle section, titled 'Assets', shows a hierarchical list of accounts under 'CTA - Current Assets', including '10000 - Bank Accounts', '11000 - Accounts Receivable', '12000 - Inventory', and '13000 - WIP'. The right section, titled 'The Drawers', shows a list of drawers, including 'Assets', 'Liabilities', 'Equity', 'Revenues', 'Cost of Sales', and drawers #9 and #10. Annotations include a box labeled 'GL Account Details' pointing to the left section, a box labeled 'List of GL Accounts contained in selected drawer' pointing to the middle section, and a box labeled 'The Drawers: each containing a different section of GLs' pointing to the right section.

Chart of Accounts

G/L Account: 12005 00
Name: Hed Goods - Packaged (CORP)

G/L Account Details
☐ Title ☒ Active Account
External Code:
Currency: All Currencies
☐ Confidential Level: 4
Balance: 115,116.96 \$
G/L Account Properties
Account Type: Other
☐ Control Account Rev Comp Group:
☐ Block Manual Posting ☐ Exclude From EBITDA
☐ Cash Account Cash Flow Group: Inventory
Reval. (Currency)
☐ Cash Flow Relevant
Relevant for Cost Accounting
☐ 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 - Finished Goods - Kegged (CORP)
12015-00 - Inventory - Packaging (CORP)
12020-00 - Inventory - Raw Materials (CORP)
12025-00 - Inventory - Brewery POS & Merchandise (CORP)
12030-00 - Inventory - (CORP)
12035-00 - Inventory
12505-00 - Semi Finis
12510-00 - Semi Finis
12515-00 - Semi Finis
12520-00 - Semi Finis
12525-00 - Semi Finis
13000 - WIP
13005-00 - WIP - Work
13010-00 - WIP - Green Beer (CORP)
13015-00 - WIP - Dry Hopped Beer (CORP)
13020-00 - WIP - Barrel Aged Beer (CORP)

The Drawers:
each containing a different section of GLs
#9
#10

GL Account Details

List of GL Accounts contained in selected drawer

OK Cancel Account Details



Levels 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

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!



Chart of Accounts Segments

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

- CORP (Corporate) "00"
- BREW (Brewery) "01"
- R1 (Taproom) "02"
- R2 (Retail 2) "03"

Expenses
EXP - General & Administrative
60000 - General Expenses (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)
60155-00 - Lease (CORP)
60160-00 - Lease Etc (CORP)
60001 - General Expenses (Brewery)
60040-01 - Building Maintenance (BREW)
60050-01 - Printing & Postage (BREW)
60060-01 - Office Supplies (BREW)
60070-01 - Benefits & Payroll Processing (BREW)
60090-01 - Bank Note Interest (BREW)
60100-01 - Licenses and Fees (BREW)
60110-01 - Professional Development (BREW)
60120-01 - Miscellaneous General Expenses (BREW)
60130-01 - Telephone (BREW)
60140-01 - Web and email services (BREW)
60150-01 - Rent allocation brewer (BREW)
60160-01 - Brewery Utilities (BREW)
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)
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)
60080-03 - General Liability & Commercial Insurance (R2)
60090-03 - Bank Note Interest (R2)
60100-03 - Licenses and Fees (R2)
60110-03 - Professional Development (R2)
60120-03 - Miscellaneous General Expenses (R2)
60130-03 - Workers Compensation (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 Level: 10
Name: Building Maintenance (BREW)

G/L Account Details

☐ Title ☒ Active Account

External Code:
Currency: All Currencies
☐ Confidential Level: 4
Balance: 1,250.00 \$

G/L Account Properties

Account Type: Expenditure
Rev Comp Group:
☐ Block Manual Posting ☐ Exclude From EBITDA
Cash Flow Group:
☐ Reval. (Currency)

Primary Closing Account:
Relevant for Cost Accounting:
☐ Project
☐ Cost Element
Distribution Rule:
☐ Variable

General Expenses (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)
- 60155-00 - Lease (CORP)
- 60160-00 - Lease Etc (CORP)

▼ 60001 - General Expenses (Brewery)

- 60040-01 - Building Maintenance (BREW)
- 60050-01 - Printing & Postage (BREW)
- 60060-01 - Office Supplies (BREW)
- 60070-01 - Benefits & Payroll Processing (BREW)
- 60090-01 - Bank Note Interest (BREW)
- 60100-01 - Licenses and Fees (BREW)
- 60110-01 - Professional Development (BREW)
- 60120-01 - Miscellaneous General Expenses (BREW)
- 60130-01 - Telephone (BREW)
- 60140-01 - Web and email services (BREW)
- 60150-01 - Rent allocation brewery (BREW)

▼ 60002 - General Expenses (Retail 1)

- 60040-02 - Building Maintenance (R1)
- 60050-02 - Printing & Postage (R1)

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



Adding

Modules > Financials > Chart of Accounts



Bill needs to add a new Checking 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 Name: 10035 00
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 Rev Comp Group:
☐ Block Manual Posting Exclude From EBITDA
☐ Cash Account Cash Flow Group:

☐ Reval. (Currency)

☐ Cash Flow Relevant

Relevant for Cost Accounting

☐ Project

Add **Cancel** **Account Details**

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)

11000 - Accounts Receivable

11005-00 - Accounts Receivable (CORP)

12000 - Inventory

12005-00 - Inventory - Finished Goods - Packaged (CORP)

12010-00 - Inventory - Finished Goods - Kegged (CORP)

12015-00 - Inventory - Packaging (CORP)

12020-00 - Inventory - Raw Materials (CORP)

12025-00 - Inventory - Brewery POS & Merchandise (CORP)

12030-00 - Inventory - Restaurant Food & Beverage (CORP)

12035-00 - Inventory - Retail Merchandise (CORP)

12505-00 - Semi Finished Good - Wort (CORP)

12510-00 - Semi Finished Good - Green Beer (CORP)

12515-00 - Semi Finished Good - Dry Hopped Beer (CORP)

12520-00 - Semi Finished Good - Barrel Aged Beer (CORP)

12525-00 - Semi Finished Good - Bright Beer (CORP)

13000 - WIP

13005-00 - WIP - Wort (CORP)

13010-00 - WIP - Green Beer (CORP)

13015-00 - WIP - Dry Hopped Beer (CORP)

13020-00 - WIP - Barrel Aged Beer (CORP)

13025-00 - WIP - Bright Beer (CORP)

Assets

Liabilities

Equity

Revenues

Cost of Sales

Expenses

Financing

Other Revenues and Expenses

#9

#10



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: Payroll Template Description: Payroll Template

☐ Automatic VAT ☐ Manage Deferred Tax

G/L Acct/BP Code	G/L Account/BP Name	Debit %	Credit %	Tax Posting Account
➡ 10015-00	Checking Account Payroll (CO		100	
➡ 53005-01	Direct Labor - Brewhouse (BRE	20		
➡ 53010-01	Direct Labor - Cellar (BREW)	20		
➡ 53020-01	Direct Labor - Quality Control (20		
➡ 60040-00	Benefits & Payroll Processing (C	15		
➡ 61210-00	401k Matching (CORP)	15		
➡ 61230-00	Payroll Taxes (CORP)	10		
Total:		100	100	
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>**

Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	Remarks
Primary	20264	11/05/2020	11/05/2020	11/05/2020	November Payroll

Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Subject
			Percentage	Payroll		

Trans. Code	Ref. 1	Ref. 2	Ref. 3

Blanket Agreement

Contents Attachments

Expand Editing Mode

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit
1	10015-00	Checking Account Payroll (CORP)	
2	53005-01	Direct Labor - Brewhouse (BREW)	\$ 250.00
3	53010-01	Direct Labor - Cellar (BREW)	\$ 250.00
4	53020-01	Direct Labor - Quality Control (Lab) (BR	\$ 250.00
5	60040-00	Benefits & Payroll Processing (CORP)	\$ 150.00
6	61210-00	401k Matching (CORP)	\$ 50.00
7	61230-00	Payroll Taxes (CORP)	\$ 50.00
8			
			\$ 1,000.00
			\$ 1,000.00

Add Cancel

☐ Display in FC ☐ Display in SC



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

Financials

- Chart of Accounts
- Edit Chart of Accounts
- Account Code Generator
- Journal Entry
- Journal Vouchers
- Posting Templates
- Recurring Postings
- Reverse Transactions
- Exchange Rate Difference
- Conversion Differences
- 1099 Editing

Recurring Postings

Code: DirecTV Instance: 0 Description: Taproom DirecTV Subscription

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

☐ Automatic Tax ☐ Manage Deferred Tax

G/L Acct/BP Code	G/L Account/BP Name	Debit	Credit	Tax Posting Account
10005-00	Wells Fargo Checking 1234 (C)	\$ 100.00		
65010-02	Utilities (R1)		\$ 100.00	
Total:		\$ 100.00	\$ 100.00	
To Balance:				

Frequency: Monthly On4 Valid Until: ☐

Next Execution: 11/04/2020

Referenced Document: ...

Add Cancel Confirmation List



- 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

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

☐ Automatic Tax

G/L Acct/BP Code G/L A

Frequency Next Execution

Month 11/06

Add Cancel

Confirmation of Recurring Postings

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

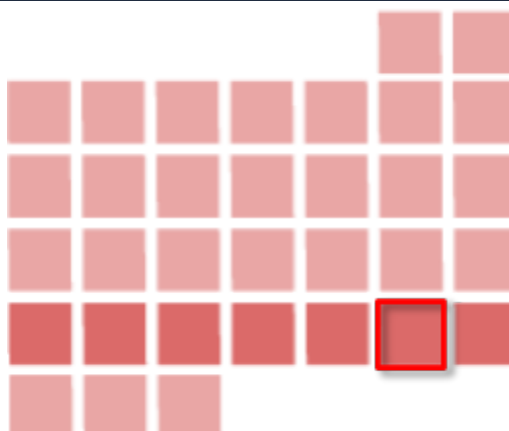
The date of the recurring postings transaction will be:

☐ 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!

Administration

- Choose Company
- Web Client
- Exchange Rates and Inde
- System Initialization
 - Company Details
 - General Settings
 - Posting Periods
- Authorizations
- Document Numbering
- Document Settings

General Settings

BP Budget **Services** Display Font & Bkgd Path Inventory

At the Beginning of Each Session

- ☐ Perform Data Check
- ☐ Open Exchange Rates Table
- ☒ Display Recurring Postings on Execution
- ☒ Display Recurring Transactions on Execution
- ☐ Send Alert for Activities Scheduled for Today
- ☒ Display Inbox When New Message Arrives
- ☐ Open Window for Credit Voucher Ref. Update
- ☒ Display Worklist When New Task Arrives

Internet Definitions

- ☐ Use Proxy Server for We

Default E-Mail Method

- ☒ SAP Business One M
- ☐ Outlook E-Mail

Telephone No.

Area Code

For External Line

Map Service

History / Log

Update Messages (Min.) 5

Screen Locking Time (Min.) 30

Open Postdated Credit Vouchers Window No

Alternative Keyboard Usage

- ☐ Use Numeric Keypad ENTER Key as TAB Key
- ☐ Use Numeric Keypad Period Key as Separator on Display Tab

- 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!

This is a list of all documents/functions that can be saved as drafts!

Related
Row De
New Act
Paymen
Gross Pi
Volume
Packing Slip
Opening and Closing Remarks
Transaction Journal..
Journal Entry Preview
Save as Draft

Sales - A/R

- ☒ Sales Quotations
- ☒ Sales Orders
- ☒ Deliveries
- ☒ Returns
- ☒ A/R Down Payment
- ☒ A/R Invoices
- ☒ A/R Credit Memos

Purchasing - A/P

- ☒ Purchase Request
- ☒ Purchase Quotation
- ☒ Purchase Orders
- ☒ Goods Receipt PO
- ☒ Goods Return
- ☒ A/P Down Payment
- ☒ A/P Invoices

Inventory

- ☒ Goods Receipt
- ☒ Goods Issue
- ☒ Inventory Transfer Request
- ☒ Inventory Transfers

Real Life Scenario:

Peter (the inventory guy) and Penny know the same 10 kegs of beer 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

Add & New Cancel Finalize Receive Payment Copy From Copy To



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!

- 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

The screenshot displays the FOCloud Financials software interface. On the left, a sidebar menu shows the navigation path: Sales - A/R > Document Drafts Report. The 'Document Drafts Report - Selection Criteria' window is open, showing a list of document types with checkboxes. The 'A/R Invoice - Draft' window is also open, showing a draft invoice for 'Whole Foods - Portland'. The draft includes a table of items and a summary section.

Document Drafts Report - Selection Criteria

User: All ☐ Open C

☐ Date

☒ Sales - A/R

- ☒ Sales Quotations
- ☒ Sales Orders
- ☒ Deliveries
- ☒ Return Request
- ☒ Returns
- ☒ A/R Down Payment
- ☒ A/R Invoices
- ☒ A/R Credit Memos

☒ Inventory

- ☒ Goods Receipt
- ☒ Goods Issue
- ☒ Inventory Transfer Request
- ☒ Inventory Transfers

OK Cancel

A/R Invoice - Draft

Customer Code: C2001
Customer Name: Whole Foods - Portland
Contact Person: [Yellow Arrow]
Customer Ref. No.: [Yellow Arrow]
Local Currency: [Yellow Arrow]

No. Primary: 10545
Status: Draft
Posting Date: [Yellow Arrow]
Due Date: [Yellow Arrow]
Document Date: [Yellow Arrow]
Payment Doc: [Yellow Arrow]

Contents Logistics Accounting Electronic Documents Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code
1	1001-B46	Amber Ale - Case 4/6/12 Btl	10	\$ 20.0000	0.00	MA
2	1002-B46	Pale Ale - Case 4/6/12 Btl	10	\$ 24.0000	0.00	MA
3	1004-B46	Stout - Case 4/6/12 Btl	10	\$ 29.0000	0.00	MA
4					0.00	

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 685.00Lb
Total Volume: 2.18 BBL
Est. Pallet Spots: 0.50
Payment Order Run: ☐
Remarks: [Yellow Arrow]

Total Before Discount: \$ 730.00
Discount: %
Total Down Payment: [Yellow Arrow]
Freight: [Yellow Arrow]
Rounding: ☐
Tax: [Yellow Arrow]
Total: \$ 730.00
Applied Amount: [Yellow Arrow]
Balance Due: \$ 730.00

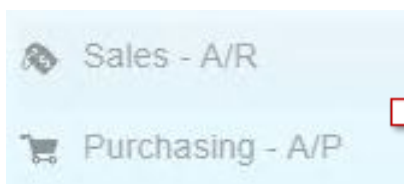
Add & New Cancel Finalize Receive Payment Copy From Copy To



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



- Recurring Transactions
- Recurring Transaction Templates

#	Template	Type	Doc No.	Recurrence Period	Recurrence Date	Start Date	Next Execution	Valid Until	BP	Warehouse	Prices...
1	1	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1005	A1	
2	2	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1010	A1	
3	3	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1015	A1	
4	4	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1020	A1	
5	5	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1025	A1	
6	6	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1030	A1	
7	7	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1035	A1	
8	8	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1040	A1	
9	9	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1045	A1	
10	10	Sales Quotation	10000	Monthly	On 1	01/01/2013		12/31/2013	C1050	A1	
11	PacMonth	Sales Order	10464	Weekly	On 1	01/01/2013		12/31/2013	C1055	A1	
12	Retail	A/R Invoice	10424	Weekly	On 1	01/01/2013		12/31/2013	C1060	A1	
13	Monthly	Purchase Order	10091	Monthly	On 1	01/01/2013		12/31/2013	C1065	A1	
14	PGSupp	Purchase Order	10150	Monthly	On 1	01/01/2013		12/31/2013	C1070	A1	
15	MalMonth	Sales Order	10464	Monthly	On 1	01/01/2013		12/31/2013	C1075	A1	
16	ColMonth	Sales Order	10464	Monthly	On 1	01/01/2013		12/31/2013	C1080	A1	
17	WF	A/R Invoice		Monthly	On 1	01/01/2013		12/31/2013	C1085	A1	

#	#	Date	BP	Price Mode	Details	Due Date
1	10424	03/23/2020	Tap Room			04/22/2020
2	10545		Whole Foods - Portland			

- 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!

The screenshot shows the 'General Settings' window with the 'Services' tab selected. The 'At the Beginning of Each Session' section contains several checkboxes, with 'Display Recurring Transactions on Execution' checked. The 'Update Messages (Min.)' is set to 5, 'Screen Locking Time (Min.)' is 30, and 'Open Postdated Credit Vouchers Window' is set to 'No'. The 'Default E-Mail Method' is 'SAP Business One M' and 'Map Service' is 'Google'.

- 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.

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!

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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.

The screenshot shows the 'Payment Means' window with the following elements and callouts:

- 1. Post to Check Clearing Account:** Points to the 'G/L Account' field where '10099-00' is entered.
- 2. Fill out the Due Date (date the check is received):** Points to the 'Due Date' field with '11/06/2020'.
- 3. Fill out the Amount (Ctrl+B will bring in the full balance):** Points to the 'Amount' field with '\$ 13,750.00'.
- 4. Choose which of our banks this check will be deposited int):** Points to the 'Bank Name' dropdown menu showing 'Wells Farg'.
- 5. Fill out the Check No.:** Points to the 'Check No.' field with '1234'.
- 6. Ensure Overall Amount & Paid Amounts match (so there is no balance due):** Points to the 'Overall Amount' field (\$ 13,750.00) and the 'Paid' field (\$ 13,750.00).

#	Due Date	Amount	Country	Bank Name	Branch	Account	Check No.	Endors.	Original...
1	11/06/2020	\$ 13,750.00	USA	Wells Farg			1234	Yes	



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!*

The screenshot shows the 'Payment Means' dialog box with the 'Bank Transfer' tab selected. The 'Currency' is set to '\$'. The 'G/L Account' field is empty. The 'Transfer Date' and 'Reference' fields are also empty. The 'Overall Amount' is \$13,750.00. The 'Balance Due' and 'Bank Charge' fields are empty. The 'Paid' field shows \$13,750.00. There are four instructional callouts: 1. 'Choose G/L Account incoming payment has been made to (i.e. your checking account)' pointing to the 'G/L Account' field. 2. 'Select date of incoming payment' pointing to the 'Transfer Date' field. 3. 'Include Reference (if you choose)' pointing to the 'Reference' field. 4. 'Enter total amount paid via Bank Transfer/Credit Card' pointing to the 'Paid' field. An illustration of a credit card is also shown.

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.

The screenshot shows the 'Payment Means' dialog box with the 'Cash' tab selected. The 'Currency' is set to '\$'. The 'G/L Account' field is set to '10098-00 Petty Cash (CORP)'. The 'Overall Amount' is \$13,750.00. The 'Balance Due' and 'Bank Charge' fields are empty. The 'Paid' field shows \$13,750.00. There are two instructional callouts: 1. 'Verify G/L account cash should post to' pointing to the 'G/L Account' field. 2. 'Enter total amount paid via Cash' pointing to the 'Paid' field. An illustration of a person with a speech bubble saying 'Sweetness!' is also shown.



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.

A/R Invoice

Customer Code: C1002
Customer Name: Maletis Beverage
Contact Person: Jim Smith
Ref. No.:
Currency: \$
G/L Account: 10099-00
Check Clearing Account:
Search by Bank Code:
Due Date Amount Country Bank Name Branch
1 11/06/2020 \$ 462.00 USA Wells Fargo
2 12/06/2020
Overall Amount: \$ 462.00
Balance Due: 0.00
Discount %:
Paid:
OK Cancel

Payment Means

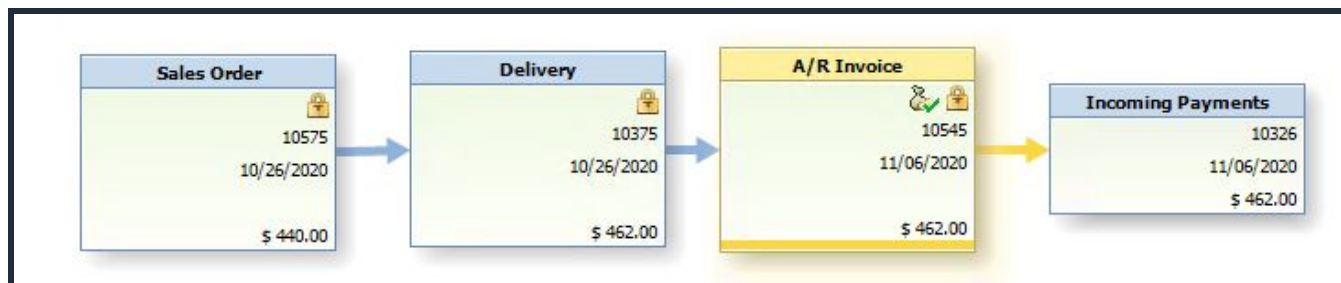
Check Bank Transfer Credit Card

Callout 1 (Left):

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

Callout 2 (Right):

- 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*





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

BP Code C1004
Name Alameda Can Allocated
Bill To BILL TO Portland, OR 97060
Contact Person Jim Thompson
Project
Blanket Agreement

☒ Customer
☐ Vendor
☐ Account

No. 10327
Posting Date 11/06/2020
Due Date 11/06/2020
Document 11/06/2020
Reference
Transaction No.

Selected	Document No.	Installment	Document
<input checked="" type="checkbox"/>	10543	1 of 1	IN
<input checked="" type="checkbox"/>	10540	1 of 1	IN
<input type="checkbox"/>	10542	1 of 1	IN

Balance Due \$13,750.00
Total Payment \$13,750.00
Balance Due \$500.00
Total Payment \$500.00
Balance Due \$23,625.00
Total Payment \$23,625.00

☐ Payment on Account 0.00

Total Amount Due \$14,250.00
Open Balance

Remarks
Journal Remarks Incoming Payments - C1004
☐ Created by Payment Wizard

Payment Means

Deselect All **Select All** **Add in Sequence**

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

- 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	\$ 14,250.00
2	12/06/2020	
		\$ 14,250.00

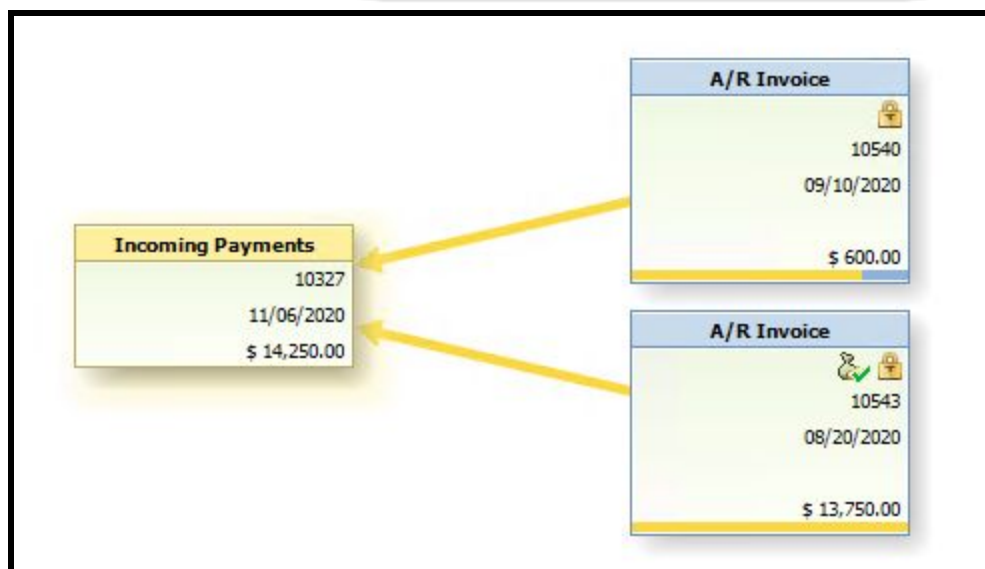
Overall Amount: \$ 14,250.00

Balance Due: \$ 14,250.00

Bank Charge: \$ 0.00

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



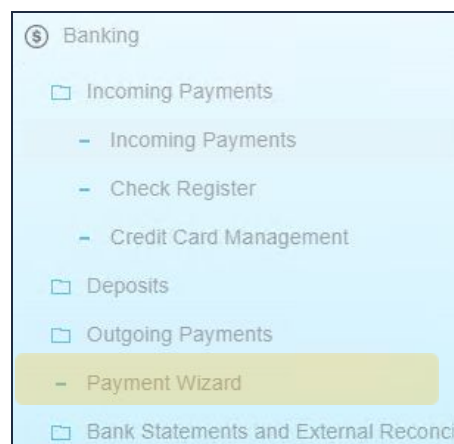


Payment wizard

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!



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

- Banking
 - Incoming Payments
 - Deposits
 - Deposit
 - Outgoing Payments

Deposit

Deposit No.10020SeriesPrimaryDeposit Date11/06/2020

Considered Until11/06/2020Bank

Deposit CurrencyUS DollarBranch

G/L Account10005-00Wells Fargo Checking 1234 (CORP)Account

Bank Reference

Payer

ChecksCredit CardCashAttachments

Display Checks FromCheck Clearing Account (CORP)

Find Check No.

#		Date	Check	Bank	Branch	Account No.	BP/Account Code	BP/Account Name	Check Am...
1	<input checked="" type="checkbox"/>	06/04/2020	77444	Bank of Amer			C1002	Maletis Beverage	\$ 21,370.50
2	<input checked="" type="checkbox"/>	07/23/2020	1				C1000	Tap Room	\$ 18,220.00
3	<input checked="" type="checkbox"/>	11/06/2020	1	Wells Fargo			C1002	Maletis Beverage	\$ 462.00
4	<input checked="" type="checkbox"/>	11/06/2020	1234	Wells Fargo			C1004	Alameda Can Allocatic	\$ 14,250.00
5	<input type="checkbox"/>	06/04/2020	77664	Wells Fargo			C1005	Pacific Distributing Inx	\$ 39,563.27
6	<input type="checkbox"/>	06/23/2020	1				C1000	Tap Room	\$ 9,110.00
7	<input type="checkbox"/>	07/22/2020	1				C1002	Maletis Beverage	\$ 8,358.00
8	<input type="checkbox"/>	07/22/2020	1				C1065	City Beverage Co	\$ 6,350.80
9	<input type="checkbox"/>	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.

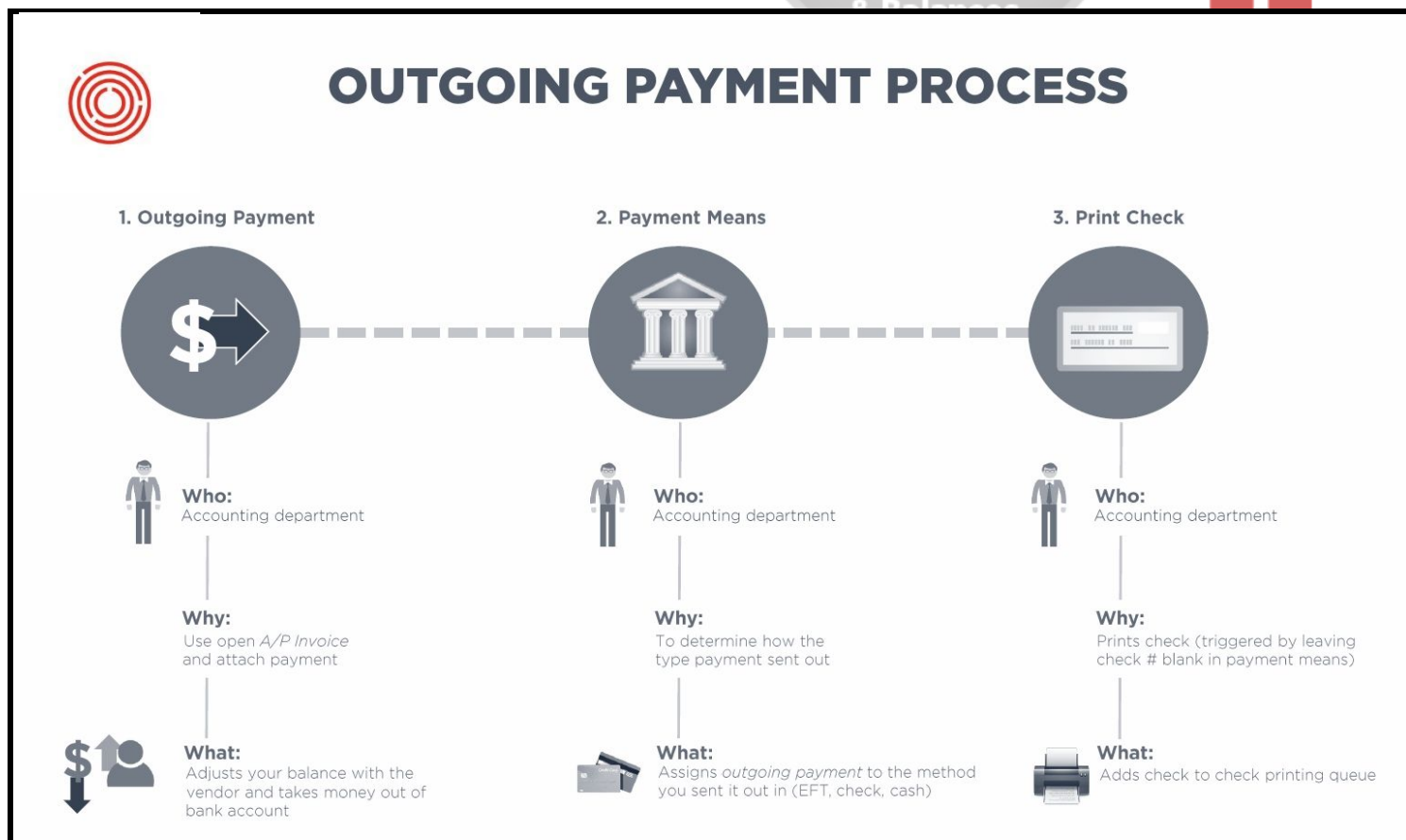
AddCancel

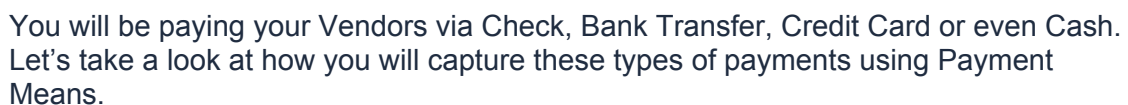
☒ Reconcile Amounts After Deposit



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!





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

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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!*

Payment Means

Currency \$

Check **Bank Transfer** Credit Card Cash

G/L Account 10005-00 Wells Fargo Checking 1234 (CO)

Transfer Date 11/06/2020

Reference

Overall Amount \$ 7,042.15

Balance Due

Bank Charge

OK Cancel

2. Select date of outgoing payment

3. Include Reference (if you choose)

4. Enter total amount paid via Bank Transfer/Credit Card

1. Choose G/L Account outgoing payment will be made from (i.e. your checking account/credit card GL)

Credit Card

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!

Payment Means

Currency \$

Check Bank Transfer Credit Card **Cash**

G/L Account 10098-00 Petty Cash (CORP)

Overall Amount \$ 7,042.15

Balance Due

Bank Charge

OK Cancel

1. Verify G/L account cash should post from

2. Enter total amount paid via Cash

Sweetness!



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.

A/P Invoice

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

No.: 10260
Status: Open
Posting Date: 11/06/2020
Due Date: 12/07/2020
Document Date: 11/06/2020
Payment Doc:

Payment Means

Currency: \$

Check Bank Transfer Credit Card Cash

Search by Bank Code

Date	Amount	Country	Bank Name	Branch	Account
	\$ 225.00	USA	Wells Fargo		9999
		USA	Wells Fargo		9999

Overall Amount: \$ 225.00
Balance Due: \$ 225.00

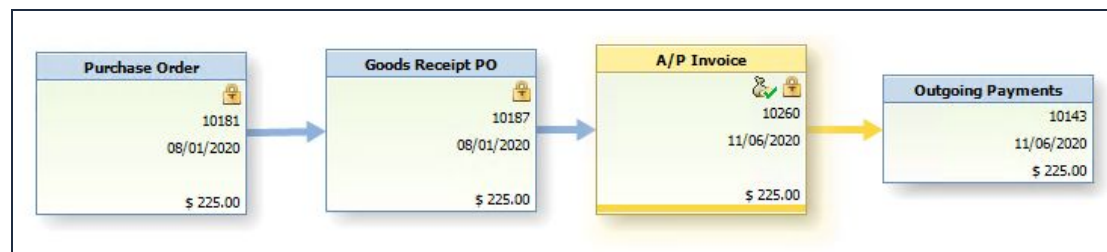
OK Cancel

Paid: \$ 225.00

Add & New Cancel Make Payment Copy From Copy To

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

- 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*





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

Outgoing Payments

Code: V1016
Name: Hopunion
Pay To: Bill To 3177 First Street, Salt Lake City, UT 84143-22354
Contact Person: Mike Jenkins
Project:
Blanket Agreement:
☐ Display Invoices with matching Billing Address

Vendor: ☒ Vendor ☐ Customer ☐ Account
No.: Primary 10144
Posting Date: 11/06/2020
Due Date: 11/06/2020
Document Date: 11/06/2020
Reference:
Transaction No.:
Check No.:
Referenced Document:
Balance Due: \$ 7,042.15
Total Round: \$ 7,042.15
Total Payment: \$ 11,463.50
Total Amount Due: \$ 18,505.65
Open Balance:
Deselect All Select All Add in Sequence

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



Payment Means

Currency: \$

Check | Bank Transfer | Credit Card | Cash

☐ Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Manu...	Check No.	G/L Acc...
1	11/06/2020	\$ 18,505.65	USA	Wells Fargo		99999	<input type="checkbox"/>	0	10005-00
2	12/06/2020		USA	Wells Fargo		99999	<input type="checkbox"/>	0	10005-00
		\$ 18,505.65							

Overall Amount: \$ 18,505.65

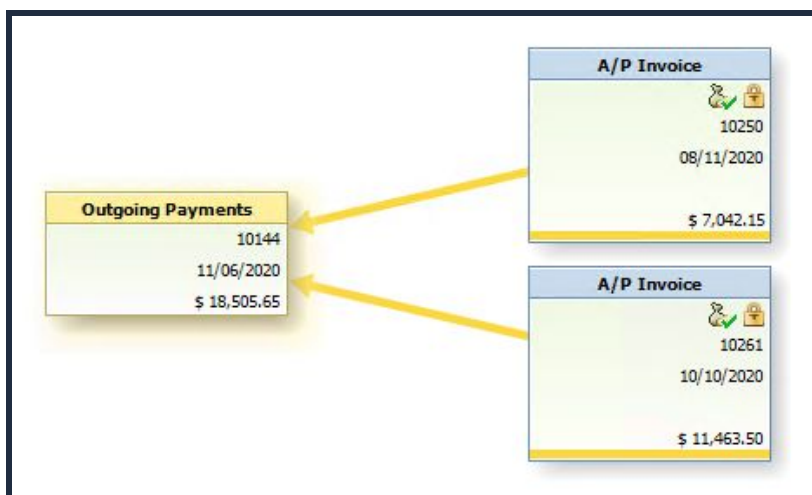
Balance Due:

Bank Charge:

OK Cancel

\$ 18,505.65

- 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





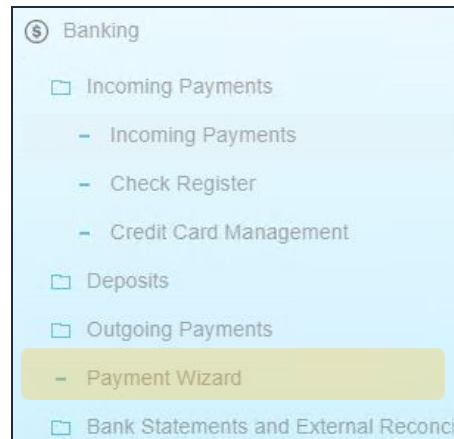
Payment wizard

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!



- ## Check printing



Bank reconciliations

The time has come to match the balances within OrchestratedBEER'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**

A screenshot of the 'Banking' menu in the software. The menu is open, showing several options. The 'Manual Reconciliation' option is highlighted with a yellow background. The menu items are: Banking (with a dollar sign icon), Incoming Payments, Deposits, Outgoing Payments, Payment Wizard, Bank Statements and External Reconciliation (with a minus icon), Reconciliation, Manual Reconciliation (highlighted), Manage Previous External Reconciliation, Check and Restore Previous External Reconciliation, and Check Number Confirmation.

A screenshot of the 'External Bank Reconciliation - Selection Criteria' dialog box. The dialog box has a title bar with a minus sign and a close button. It contains several fields for input. The 'Account Code' field is highlighted with a yellow background and contains the value '10005-00'. The 'Account Name' field contains 'Wells Fargo Checking 1234 (CORP)'. The 'Currency' field contains '\$'. Below these fields is a section titled 'Bank Statement' with a plus icon. This section contains three fields: 'Last Balance' with the value '\$ 1,278,548.52', 'Ending Balance' with the value '\$ 1,270,000.00', and 'End Date' with the value '10/31/2020'. At the bottom of the dialog box are two buttons: 'OK' and '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>



Reconciliation Bank Statement

Account Code: 10005-00 Statement No.: OCT123

Display: All Last Statement Balance: \$ 1,278,548.52

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

Payment: 4 Total No. Total Amount: \$ 93,830.54

Dep: 8 Total Amount: \$ 85,282.02

Cleared Book Balance: \$ 1,270,000.00

Statement Ending Balance: \$ 1,270,000.00

Difference: \$ 0.00

Buttons: Reconcile, Cancel, Save, Adjustm

- 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>**





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
<input checked="" type="checkbox"/>	Primary	10179	V1016	Hopunion		08/11/2020	\$ 2,875.90	\$ 2,875.90
<input checked="" type="checkbox"/>	Primary	10183	V1000	Briess		08/25/2020	\$ 162.00	\$ 162.00
<input type="checkbox"/>	Primary	10185	V1033	Inland Label & Mktg Services I		08/25/2020	\$ 0.30	\$ 0.30
<input type="checkbox"/>	Primary	10184	V1033	Inland Label & Mktg Services I		08/27/2020	\$ 600.00	\$ 600.00
<input checked="" type="checkbox"/>	Primary	10186	V1000	Briess		08/28/2020	\$ 162.00	\$ 162.00
<input type="checkbox"/>	Primary	10182	V1015	Country Malt		08/28/2020	\$ 163.62	\$ 163.62
							\$ 3,963.82	\$ 3,963.82

OK

Change To: Closed

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

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

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

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.



Customer Receivables Aging

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

Click here to view invoice-level detail

#	Customer Code	Customer Name	BP Ref. No.	Balance Due	Future Remit	Payment Method Code	0 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 - 180	181 - 210	211 - 240	241 - 270	271 - 300	Total
1	C1000	Tap Room		\$ 26,150.28		IN-EFT											\$ 26,150.28
6	C1002	Maletis Beverage		\$ 11,481.00		IN-EFT											\$ 11,481.00
11	C1003	Alameda Pub Allocation		\$ 250.00		IN-EFT											\$ 250.00
14	C1004	Alameda Can Allocation		\$ 37,875.00		IN-EFT											\$ 37,875.00
19	C1005	Pacific Distributing Inc.		\$ 24,848.30		IN-EFT											\$ 24,848.30
26	C1006	Manatee Distributing		\$ 11,040.90		IN-EFT											\$ 11,040.90
29	C1025	Eastern Star Distributing		\$ 53,107.85		IN-EFT											\$ 53,107.85
33	C1060	Beer House Distributors		\$ 4,247.61		IN-EFT											\$ 4,247.61
36	C1135	Henry J. Smith Distributing		\$ 28,080.00		IN-EFT											\$ 28,080.00
39	C1140	Austin Beverage Co.		\$ 4,400.00		IN-EFT											\$ 4,400.00
43	C1145	Carolinas Dist Co.		\$ 35,100.00		IN-EFT											\$ 35,100.00
46	C2005	Edgefield McMenamins		\$ 4,182.89		IN-EFT											\$ 4,182.89
				\$ 240,763.83													\$ 240,763.83
				% 100.00													% 100.00

Expand All Collapse All

Review Inventory Audit & Inventory Posting List Reports

Modules > Inventory > Inventory Reports > Inventory Audit Report

Inventory Audit Report - Selection Criteria

System Date From To 10/31/2020

Items

Code From

Item Group FinGood: B

Properties Ignore

G/L Accounts

Warehouses

Location Whse

Display

By Items

Inventory Audit Report

Date From Date To 10/31/2020

Currency US Dollar

Items All

Warehouses All

#	Item No.	Description	System Date	Posting Date	Document	Whse	Quantity	Cost	Trans. Value	Cumulative Qty	Cumulative Value
1	1000-B46	Variety - Case 4/6/12 Btl								1,000.00	1,000.00
2	1001-B212	Amber Ale - Case 2/12/12 Btl								1,075.00	25,061.58
3	1001-B46	Amber Ale - Case 4/6/12 Btl								0.00	0.00
4	1001-K12	Amber Ale - Keg 1/2 BBL								151.94	4,502.32
5	1001-K16	Amber Ale - Keg 1/6 BBL								166.00	1,832.19
6	1001-KF	Amber Ale - Firkin								442.00	37,443.09
7	1002-B46	Pale Ale - Case 4/6/12 Btl								625.00	5,370.27
8	1002-K12	Pale Ale - Keg 1/2 BBL								0.00	0.00
9	1002-K16	Pale Ale - Keg 1/6 BBL								0.00	0.00
10	1002-KF	Pale Ale - Firkin								491.00	43,812.42
11	1003-B46	IPA - Case 4/6/12 Btl								780.00	21,602.62
12	1003-K12	IPA - Keg 1/2 BBL									18,189.96
13	1003-K16	IPA - Keg 1/6 BBL									1,587.68
14	1003-KF	IPA - Firkin									1,818.67
15	1004-B212	Stout - Case 2/12/12 Btl									1,156.33
16	1004-B46	Stout - Case 4/6/12 Btl									1,621.80
17	1004-K12	Stout - Keg 1/2 BBL									4,700.98
										2,213,162.08	

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

Click here for transactional details!

Expand Collapse

OK Cancel

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



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!

<http://support.orchestrated.com/hc/en-us/articles/206418828-Inventory-Counting-Posting>



Inventory Counting

Count Date: 11/06/2020 Time: 10009
 Counting Type: Single Counter
 Inventory Counter: User pleming-high

End of Fiscal Year: 10009
 Open

Referenced Document: ...

Contents Attachments

Find Item No. Warehouses

#	Item No.	Item Description	Freeze	Whse	In-Whse Qty ...	Counted	UoM	Counted Qty	Counted Qty	Variance	U
1	RM5005	Malt 2-Row		A1	10,100.00				0.00	0.00	Ma
2	RM5008	Malt Best Chit		A1	2,001.00				0.00	0.00	Ma
3	RM5010	Malt Best Kara Pils		A1	2,100.00				0.00	0.00	Ma
4	RM5011	Malt Best Spelt		A1					0.00	0.00	Ma
5	RM5012	Malt Biscuit		A1					0.00	0.00	Ma
6	RM5013	Malt Black		A1					0.00	0.00	Ma
7	RM5014	Malt C-120		A1					0.00	0.00	Ma
8	RM5015	Malt C-135		A1					0.00	0.00	Ma
9	RM5017	Malt Carafoam		A1					0.00	0.00	Ma
10	RM5018	Malt CaraHall		A1					0.00	0.00	Ma
					4,450.00				0.00	0.00	Ma
					2,000.00				0.00	0.00	Ma
					51,695.67						

Remarks:

Buttons: Add Cancel Add Items Adjust Counted Quantities Copy to Inventory Posting

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



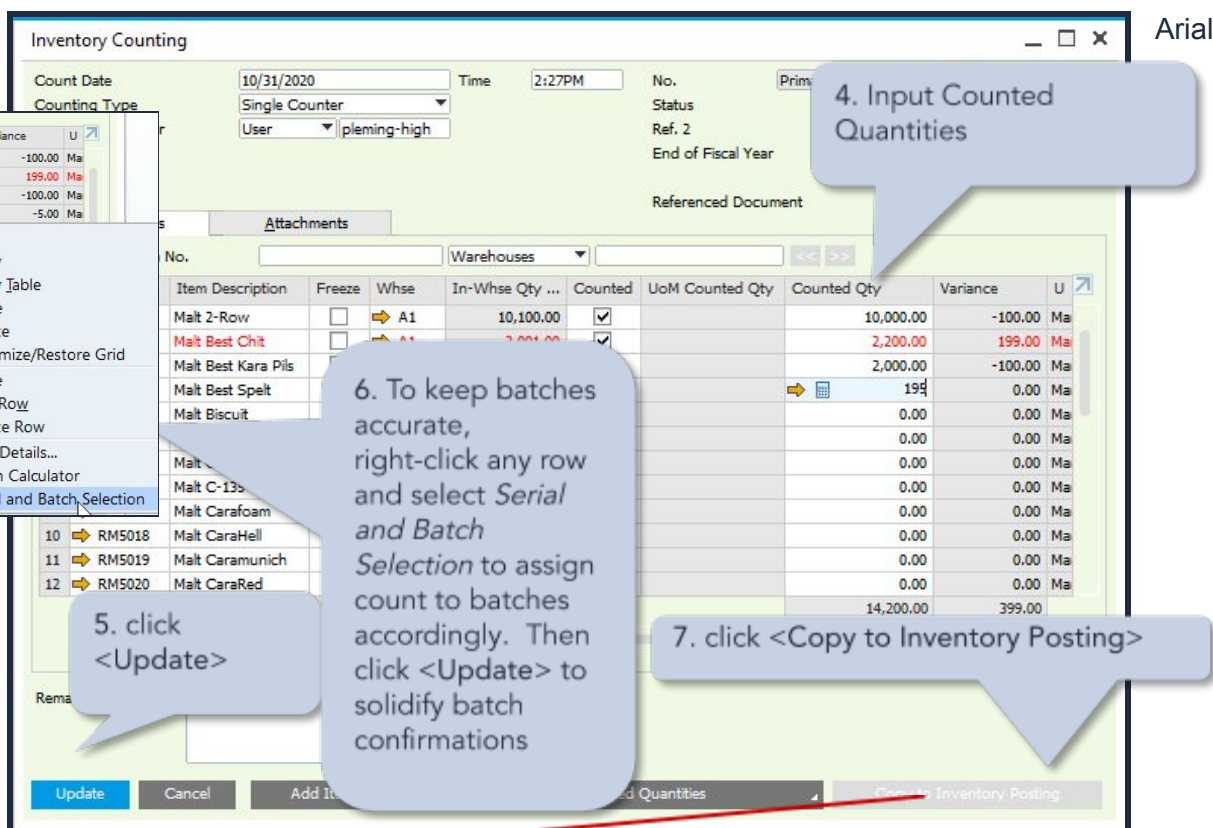
Inventory Count Sheet

for Inventory Count Doc# 10003 @ Main Warehouse

FinGood: Kegged Items

Item Name (Code)	Qty In Whse	Batch/Lot #	Batch Qty	Counted Quantity
Amber Ale - Keg 1/2 BBL (1001-K12)	137.00 EA	AMA20 (ln: 2/21/2015)	11100 EA	
		AMA44 (ln: 7/29/2015)	26.00 EA	
Amber Ale - Keg 1/6 BBL (1001-K16)	473.00 EA	AMA41 (ln: 6/19/2015)	473.00 EA	
Amber Ale - Firkin (1001-KF)	994.00 EA	01/01/13 (ln: 1/1/2013)	994.00 EA	

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





Click here to watch our tutorial on bank reconciliation!

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 BRO & Federal Excise report
 - Taxable Shipment Details Report (for state taxes)

Modules > Production > Production Reports > TTB BRO Reporting

Click here for the TTB BRO Report!

Click here for the Taxable Shipment Details by State Report!



<http://support.orchestrated.com/hc/en-us/articles/206432758>



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



Change Period status to Locked

Modules > Administration > System Initialization > Posting Periods

Posting Periods

Find

#	Period Code	Period Name	Period Status	Posting Date		Due Date	
				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	2019-10				01/01/2019	12/31/2019
83	2019-11	2019-11				01/01/2019	12/29/2020
84	2019-12	2019-12				01/01/2019	03/31/2020
85	2020-01	2020-01				02/01/2020	04/30/2020
86	2020-02	2020-02				02/01/2020	05/30/2020
87	2020-03	2020-03				02/01/2020	06/30/2020
88	2020-04	2020-04				02/01/2020	07/31/2020
89	2020-05	2020-05				02/01/2020	08/31/2020
90	2020-06	2020-06				02/01/2020	09/30/2020
91	2020-07	2020-07				02/01/2020	10/31/2020
92	2020-08	2020-08				02/01/2020	11/30/2020
93	2020-09	2020-09				02/01/2020	12/31/2020
94	2020-10	2020-10				02/01/2020	01/31/2021
95	2020-11	2020-11				02/01/2020	02/28/2021
96	2020-12	2020-12				02/01/2020	03/31/2021

☐ Create New Periods with

☒ Automatically Update Periods
Days After New Period Starts

OK Cancel

New Period

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

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

#	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

Period From To

Retained Earnings Account Retained Earnings (CORP)

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

☐ Use Primary Closing Account

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

Select all P/L Accounts

Click <Execute>

Period-End Closing

For Closing Period From To

Ref. 1 Ref. 2 Due Date Document Date Remarks

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

☒ Create Auto. Remarks

Input Due Date & Document Date

Checkmark approved accounts

Click <Execute>



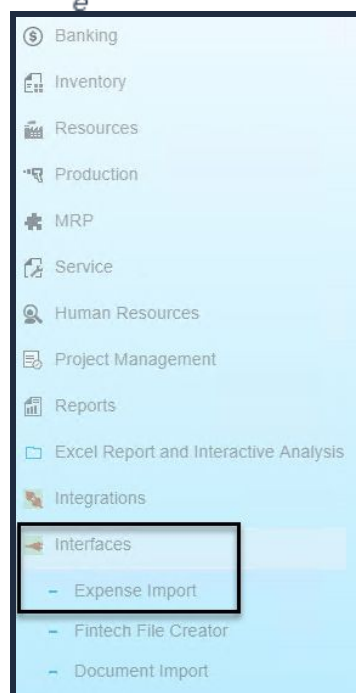
Expense import interface

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.



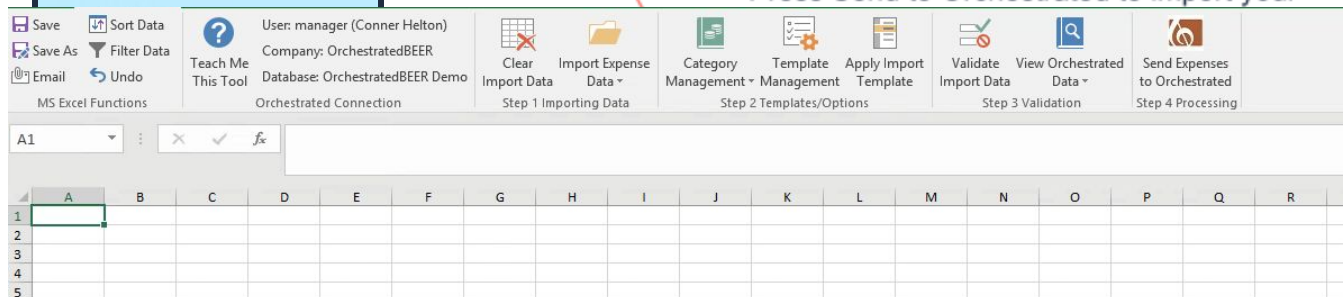
Click here to watch our Expense Import Interface tutorial!

<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

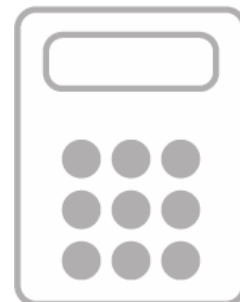




Useful banking reports

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

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



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

for

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 OBeer 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

FOCloud Financials50



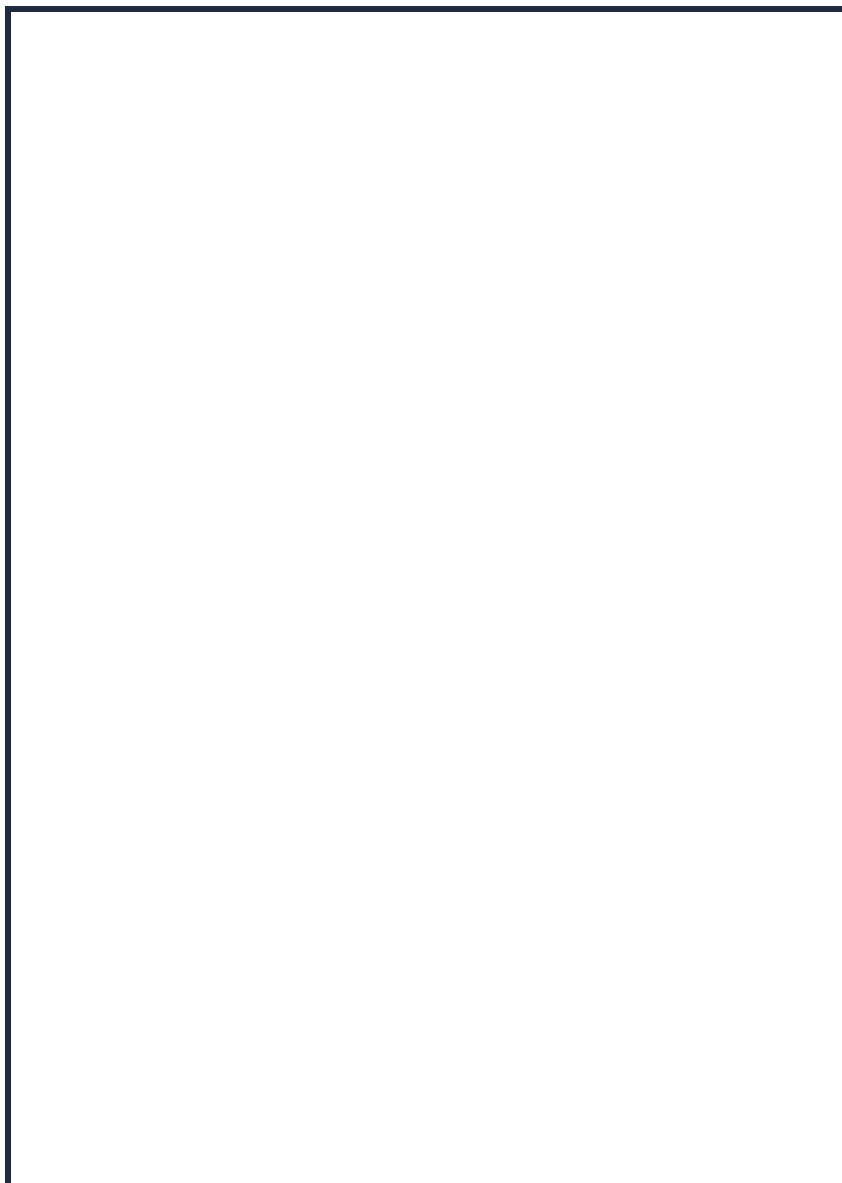
Troubleshooting

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

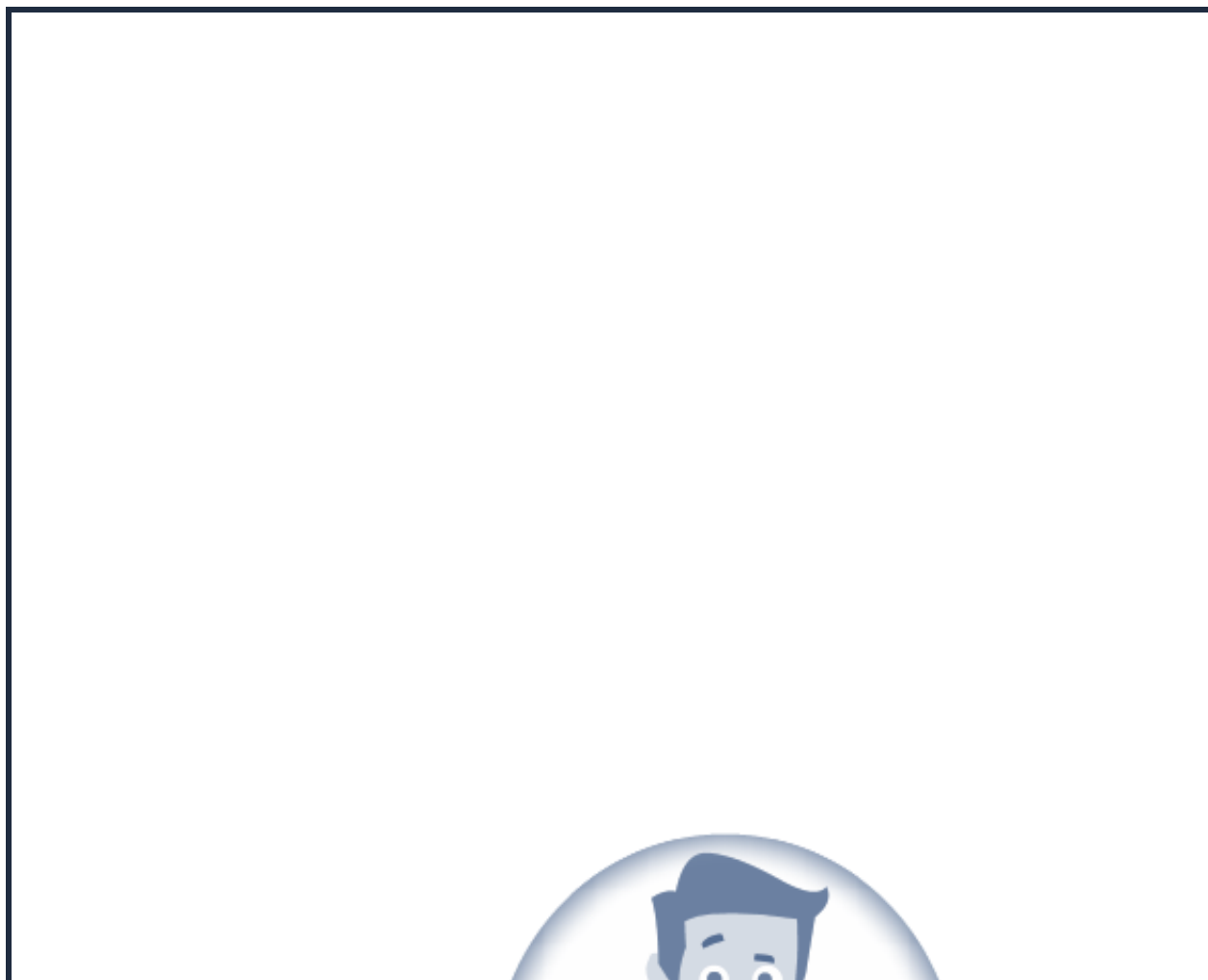
On any document:

- 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?

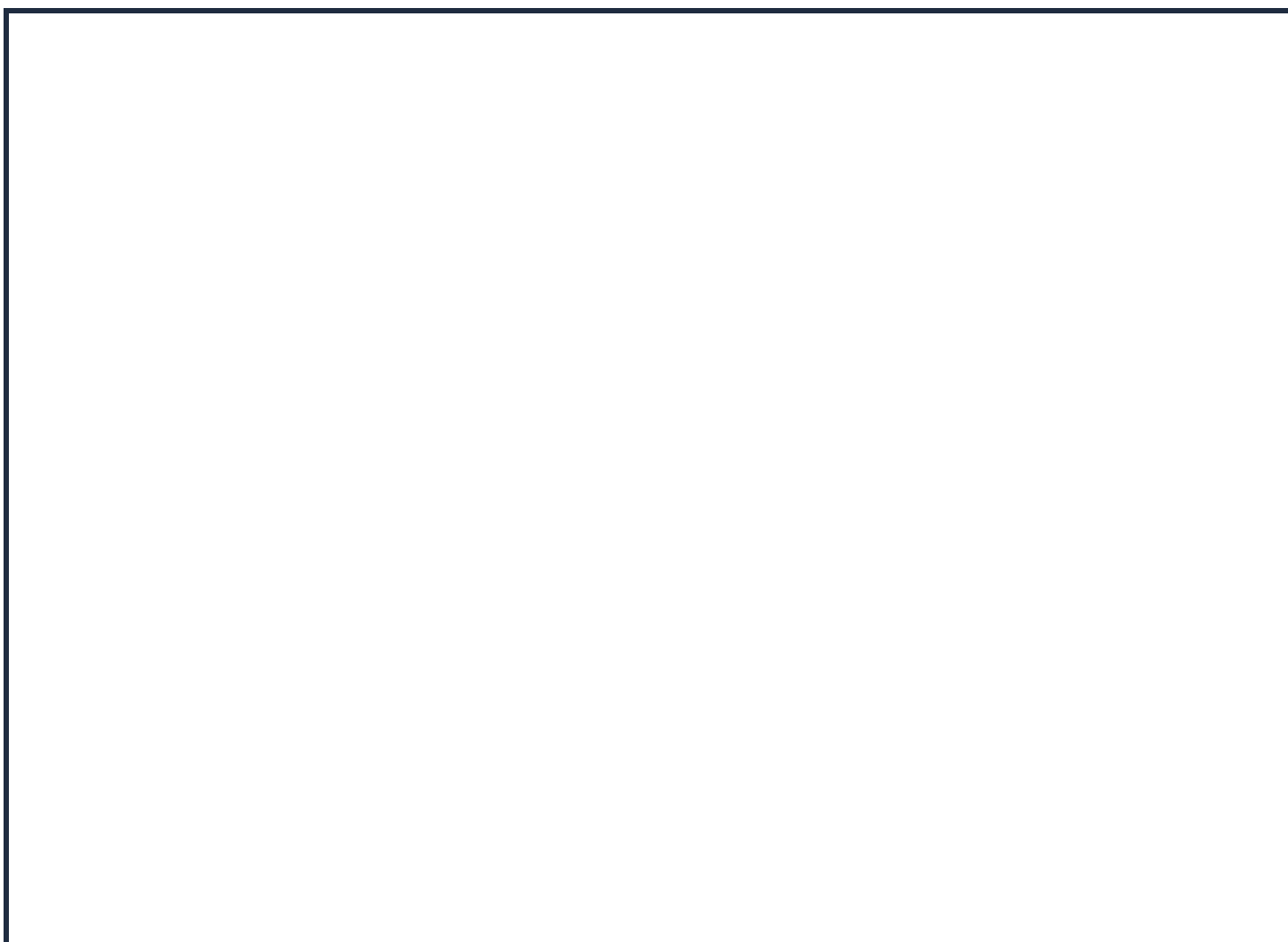
- Within BP Master Data: BP Balance Drill-down (golden arrow)
 - Can process BP Reconciliation within this view





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.orchestratedbeer.com/hc/en-us/articles/212356028-Financials>

Journal Transaction Report

- <http://support.orchestratedbeer.com/hc/en-us/articles/207123527-Journal-Transaction-Report>

Month-End Close

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

Year-End Close

- <http://support.orchestratedbeer.com/hc/en-us/articles/215230348-Year-End-Close>

Data Integrity

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