



ORCHESTRA

OCloud Sales

Part 2 of 2



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Additional scenarios

No SO or delivery? No problem

In real life, there may be times that a SO or delivery may not be needed or might duplicate work. Perhaps a local customer dropped by and picked up a few cases or bottles. Maybe the A/R invoice was prepped and sent out at the same time as the delivery. So, in case these one-off scenarios occur, no problem. We want the software to match what happens in your day to day. The important (mandatory) step is to capture the A/R invoice.

A/R Invoice

Customer Code: C1003
Customer Name: Jack's Tap & Growl
Contact Person: [dropdown]
Customer Ref. No.: [dropdown]
BP Currency: \$

No.: Primary 10009
Status: Open
Posting Date: 09/15/20
Due Date: 10/15/20
Document Date: 09/15/20
Payment Doc: [dropdown]

Contents | Logistics | Accounting | Electronic Documents | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total	Dist...
1	3002-SB750	Portlandia Bourb	5	\$ 35.0300	0.00	EX	\$ 175.15	
2	3001-SB750	American Whiske	5	\$ 35.0300	0.00	EX	\$ 175.15	
3					0.00			

Summary Type: No Summary

Balance Due: \$ 350.30

Buttons: Add & New, Cancel, Finalize, Receive Payment, Copy From, Copy To

Example:

Jack from Jack's Tap & Growl swung by and decided to buy a few bottles he wanted on hand that weekend

- Open a new A/R invoice function
- Search for the customer who picked up their order
- Select the date inventory was removed
- Select the item(s) sold
- Verify quantity (ensure sold qty. matches invoice qty.)
- Verify unit price
- Click **<Add & New>** **<Yes>**



Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	➡ 3002-SB	➡ Portlandia Bou	➡ FG1	5		5	1	Out
2	➡ 3001-SB	➡ American Whis	➡ FG1	5		5	1	Out

Available Batches

Find

#	Batch	Availabl...	Selecte...	Allocate...
1	➡ TestBatch	495	0.000	
		495		

>
<

Selected Batches

#	Batch	Selected Qty
1	➡ TestBatch	5
		5

Display Available Batches

All

Update

Cancel

Auto-Select All

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

10 bottles have now been removed from stock and the cost has been booked on the financial side!





Pick list

- Open the SO you'd like to create a pick list for
- Right Click > Generate Pick List
 - This will open the Pick and Pack Manager

Sales Order

Customer Code → C1065
Customer Name City Beverage Co
Contact Person
Customer Ref. No.
Local Currency

No. Primary 10016
Status Open
Posting Date 09/15/20
Planned Ship Date 09/20/20
Document Date 09/15/20

Contents **Logistics**

#	Item No.	Item Description
1	→ 3002-B6750	Portlandia Bou
2	→ 3003-B12750	Huckleberry V
3	→ 3005-B12750	Marionberry G
4		

Attachments
No Summary
Discou...


Generate Pick List

Anderson

89.160 GAL
0.000
0.000

Tax
Total \$ 11,010.00

OK **Cancel** **Finalize** **Validate Availability** **Copy From** **Copy To**





Pick Pack and Production Manager

Instead of creating a pick list based on individual sales order, why not generate a pick list based upon a time-period (to include multiple customers & sales orders)?

- Open Pick Pack and Production Manager function
- Choose status – *open*
- Checkmark what to 'manage' Production orders etc.
- Specify selection criteria you would like to generate
- Click <OK>
- Checkmark which SOs
- Click <Release to Pick

File >

Modules > Inventory > Pick and Pack > Pick Pack and Production Manager

Selection Criteria

Inventory

Item Master Data

Bar Codes

Document Printing

Item Management

Inventory Transactions

Process Types

Price Lists

Item Converter

Brand Master Data

Pick and Pack

Pick Pack and Products

PICK LIST

Inventory Defaults

Status: Open

Group By: None

Manage: ☒ Sales Orders ☐ Production Orders ☐ Reserve Invoices ☐ Inventory Transfer Requests

Sales Order No. From To

Posting Date

Required Date

Delivery/Due Date

Customer

Fulfillment % 0.00 100.00

Item

Warehouses

Location	Whse Code	Whse Name
<input checked="" type="checkbox"/> Main Location		
<input checked="" type="checkbox"/> A1	A1	Main Warehouse
<input checked="" type="checkbox"/> B99	B99	Bright Tank - DEFAULT
<input checked="" type="checkbox"/> B101	B101	Brighthouse

Pick Pack and Production Manager

Open Released Picked

#	Trans. Type	Doc. No.	BP Code	BP Name	Doc. Row	Delivery/Due Date	Number	Description	Unit Code	Unit Name	Items per Unit	Whse
8	OK	10006	C2004	Horse Brass Pub	3	11/01/18	3006-812750	Oregon Rum - Case 12 x 750ml Bottles	Manual	Ex	1	F01
9	OK	10001	C1025	Eastern Star Distributing	1	11/04/18	3005-86750	Marionberry Gin - Case 6 x 750ml Bottles	Manual	Ex	1	F01
10	OK	10001	C1025	Eastern Star Distributing	2	11/04/18	3004-86750	Northwest Whiskey - Case 6 x 750ml Bottles	Manual	Ex	1	F01
11	OK	10001	C1025	Eastern Star Distributing	3	11/04/18	3006-812750	Oregon Rum - Case 12 x 750ml Bottles	Manual	Ex	1	F01
12	OK	10010	C1035	Southern California Wine & Spirits	1	09/25/20	1001-432	Amber Ale - Keg 1/2 BBL	Manual	Each	1	A1
13	OK	10010	C1035	Southern California Wine & Spirits	2	09/25/20	1001-436	Amber Ale - Keg 1/6 BBL	Manual	Each	1	A1
14	OK	10010	C1035	Southern California Wine & Spirits	3	09/25/20	1002-432	Pale Ale - Keg 1/2 BBL	Manual	Each	1	A1
15	OK	10011	C1040	Smith & Smith Beverage Co.	1	10/01/20	1003-946	IPA - Case 4/6/12 BBL	Manual	Each	1	A1
16	OK	10011	C1040	Smith & Smith Beverage Co.	2	10/01/20	1003-432	IPA - Keg 1/2 BBL	Manual	Each	1	A1
17	OK	10011	C1040	Smith & Smith Beverage Co.	3	10/01/20	1003-436	IPA - Keg 1/6 BBL	Manual	Each	1	A1
18	OK	10012	C1030	Ben H. Keith Beverages	1	10/01/20	1003-946	IPA - Case 4/6/12 BBL	Manual	Each	1	A1
19	OK	10012	C1030	Ben H. Keith Beverages	2	10/01/20	1003-432	IPA - Keg 1/2 BBL	Manual	Each	1	A1
20	OK	10012	C1030	Ben H. Keith Beverages	3	10/01/20	1003-436	IPA - Keg 1/6 BBL	Manual	Each	1	A1
21	OK	10013	C1035	Southern California Wine & Spirits	1	10/01/20	1005-81222	Portlandia Porter - Case 12/22 BBL	Manual	Each	1	A1
22	OK	10013	C1035	Southern California Wine & Spirits	2	10/01/20	1005-946	Portlandia Porter - Case 4/6/12 BBL	Manual	Each	1	A1
23	OK	10013	C1035	Southern California Wine & Spirits	3	10/01/20	1005-432	Portlandia Porter - Keg 1/2 BBL	Manual	Each	1	A1

OK Cancel Release to Pick List Create



- Add pick list details
 - Click **<Add>**
 - ▷ Now a single pick list has been created for multiple SOs!
- Head back into pick and pack manager and open the 'Released' drawer
- Search for the list you're looking for (or just created)
- Drill in via yellow arrow to the pick no.
- From the 'Pick List', print out for your items to be picked!
- Also, once items have been picked, click **<Pick All>** and **<Update>**
- Then click **<Create>** to spin off and handle delivery functions...if you so choose.

Pick List Details

Pick No. 2

Pick Date 10/01/20

User smcginley-high

Picker smcginley-high

Remarks Remarks can be whatever you like

Add Cancel

Pick Pack and Production Manager

Open Released Picked

#	Pick No.	Trans. T...	Doc. No.	Doc. Row	Deliv...	BP C
1	2	OR	10011	1	10/01/20	C
2	2	OR	10011	2	10/01/20	C
3	2	OR	10011	3	10/01/20	C
4	2	OR	10012	1	10/01/20	C
5	2	OR	10012	2	10/01/20	C
6	2	OR	10012	3	10/01/20	C
7	2	OR	10013	1	10/01/20	C
8	2	OR	10013	2	10/01/20	C
9	2	OR	10013	3	10/01/20	C

OK Cancel

Pick List

Pick Number 2

Pick Date 10/01/20

User smcginley-high

Picker smcginley-high

Status Picked

Remarks Remarks can be whatever you like

#	Trans. T...	Doc. No.	BP Code	Delivery/Du...	Number	Description	Whse	Whse N...	Ordered	R.
1	OR	10011	C1040	10/01/20	1003-B4	IPA - Case 4/6/12	A1	Main Wareh	100	
2	OR	10011	C1040	10/01/20	1003-K1	IPA - Keg 1/2 BBL	A1	Main Wareh	64	
3	OR	10011	C1040	10/01/20	1003-K1	IPA - Keg 1/6 BBL	A1	Main Wareh	40	
4	OR	10012	C1030	10/01/20	1003-B4	IPA - Case 4/6/12	A1	Main Wareh	100	
5	OR	10012	C1030	10/01/20	1003-K1	IPA - Keg 1/2 BBL	A1	Main Wareh	64	
6	OR	10012	C1030	10/01/20	1003-K1	IPA - Keg 1/6 BBL	A1	Main Wareh	40	
7	OR	10013	C1035	10/01/20	1005-B1	Portlandia Porter	A1	Main Wareh	1	
8	OR	10013	C1035	10/01/20	1005-B4	Portlandia Porter	A1	Main Wareh	1	
9	OR	10013	C1035	10/01/20	1005-K1	Portlandia Porter	A1	Main Wareh	1	

OK Cancel

Create

- Manual Delivery
- Automatic Delivery
- Manual Invoice
- Inventory Transfer
- Issue for Production
- Receipt from Production

Pick All Clear All



A/R credit memo- item

Cockpit > Open documents > A/R invoices

Is inventory being returned?
You can increment your current
inventory by handling with an
A/R credit memo!

Open the impacted A/R invoice
In the lower right corner, click **<Copy To>** and select 'A/R credit memo'

Search For "Pacific Distributing" Sales

Sales A/R Invoice - B Find Related

Doc Number: 10003
Status: O(Open)
Document Date: 2020-09-15
Track No.:
Contact Person:
Balance Due: 2382.000000
Sales A/R Invoice

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1002-K12	20	\$ 89.1000	0.00	EX	
2	19950-K12	20	\$ 30.0000	0.00	EX	

A/R Credit Memo

Customer Code: C1005 No. Primary: 1003
Customer Name: Pacific Distributing Inc. Status: Open
Contact Person: Posting Date: 09/14/20
Customer Ref. No.: Due Date: 09/14/20
Local Currency: Document Date: 20/09/20

Contents Logistics Accounting Electronic Documents Attachments

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1002-K12	20	\$ 89.1000	0.00	EX	\$ 1,782.00
2	19950-K12	20	\$ 30.0000	0.00	EX	\$ 600.00

Total Before Discount: \$ 2,382.00
Discount: %
Total Down Payment:
Freight:
Rounding:
Tax:
Total: \$ 2,382.00
Applied Amount:
Balance Due: \$ 2,382.00

Copy To
Return Request
A/R Credit Memo

Update the quantity to reflect the
amount being returned to you
If there are other rows of inventory (not
being sent back your way) Right-click >
delete row
Click **<Add & New>** **<Yes>**



A/R Credit Memo

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

No. Primary: 5003
Status: Open
Posting Date: 09/16/20
Due Date: 09/16/20
Document Date: 09/16/20

Batch Number Selection

Rows from Documents

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

Available Batches

Find: [text box]

#	Batch	Available Qty	Selected Qty	Alt...

Selected Batches

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

Display Delivered Batches: From Base Document

OK Cancel

Payment Order Run: [checkbox]
Remarks: Based On Sales Orders 10006.
Based On Deliveries 10006.
Based On A/R Invoices 10003.

Applied Amount: \$ 2.0
Open Balance

Add & New Cancel Finalize Copy From Copy To

A batch screen will appear
> if Orchestrated does not
select the batch for you,
select the batch that is
being returned to you

- Available batches will
appear in the bottom
section

- Enter your Selected Qty
and click <>>
- Click <Update> <OK>
- On the Credit Memo, click
<Add & New> <Yes>





A/R credit memo- service

Modules > Sales – A/R > A/R credit memo

Need to refund a customer,
and won't be bringing
anything back into inventory?
Handle it with an A/R credit
memo.

- Open a new A/R credit memo
- Select the applicable customer
- Define as type **service**
 - Item: Affects inventory
 - Service: Doesn't affect inventory

A/R Credit Memo

Customer Code: C1040
Customer Name: Smith & Smith Beverage Co.
Contact Person: Joe Neckels
Customer Ref. No.:
BP Currency: \$

No.: Primary 5004
Status: Open
Posting Date: 10/01/20
Due Date: 10/01/20
Document Date: 10/01/20

Item/Service Type	Description	G/L Account	Tax C...	Total	Summary Type	Blank...	Variance Reason
1	Fest Table Fee	55035-01	EX	200.00	No Summary		
2							

Sales Employee: Jason Smith
Owner:
☐ Payment Order Run
Remarks:

Add & New Cancel Finish

200.00
0.00
0.00
0.00

- Add a description for the refund
- Choose the G/L account the refund will hit
- Enter the total amount being refunded
- Click <Add & New> <Yes> to add the A/R credit memo



Partial delivery

Cockpit > Sales Orders
Not Delivered widget

Open the SO related to the goods being delivered

Click <Copy To>

Select 'delivery'

Adjust quantity with the actual amount

Made a partial

Sales Order

Customer Code: C1035
Customer Name: Southern California Wine & Spirit
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

No. Primary: 10010
Status: Open
Posting Date: 09/20/20
Planned Ship Date: 09/25/20
Document Date: 09/20/20

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K12 Amber Ale - Keg	32	\$ 84.0000	0.00	EX	
2	1001-K16					
3	1002-K12					
4						

Delivery

Customer Code: C1035
Customer Name: Southern California Wine & Spirit
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

No. Primary: 10008
Status: Open
Posting Date: 11/12/20
Delivery Date: 11/12/20
Document Date: 11/12/20

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K12 Amber Ale - Keg	16	\$ 84.0000	0.00	EX	
2	1001-K16	20	\$ 63.0000	0.00	EX	
3						

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 3,400.00Lb
Volume: 351.330 GAL
Est. Pallet Spots: 0.000
Remarks: Based On Sales Orders 10010.

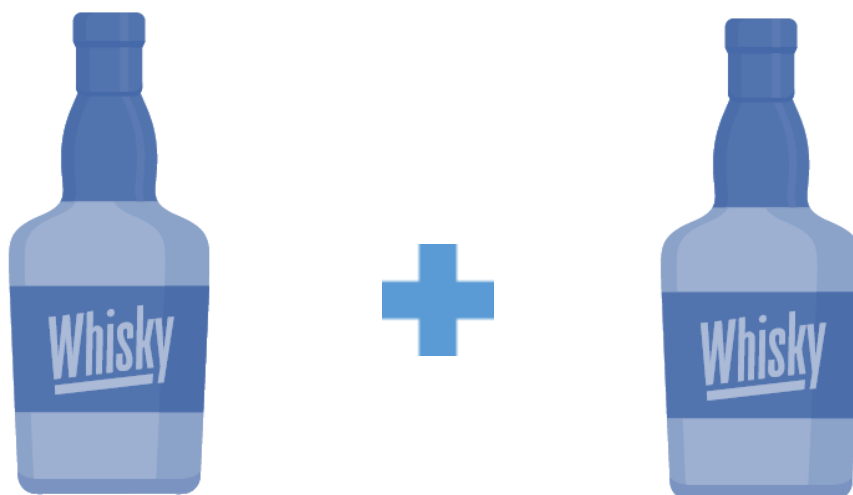
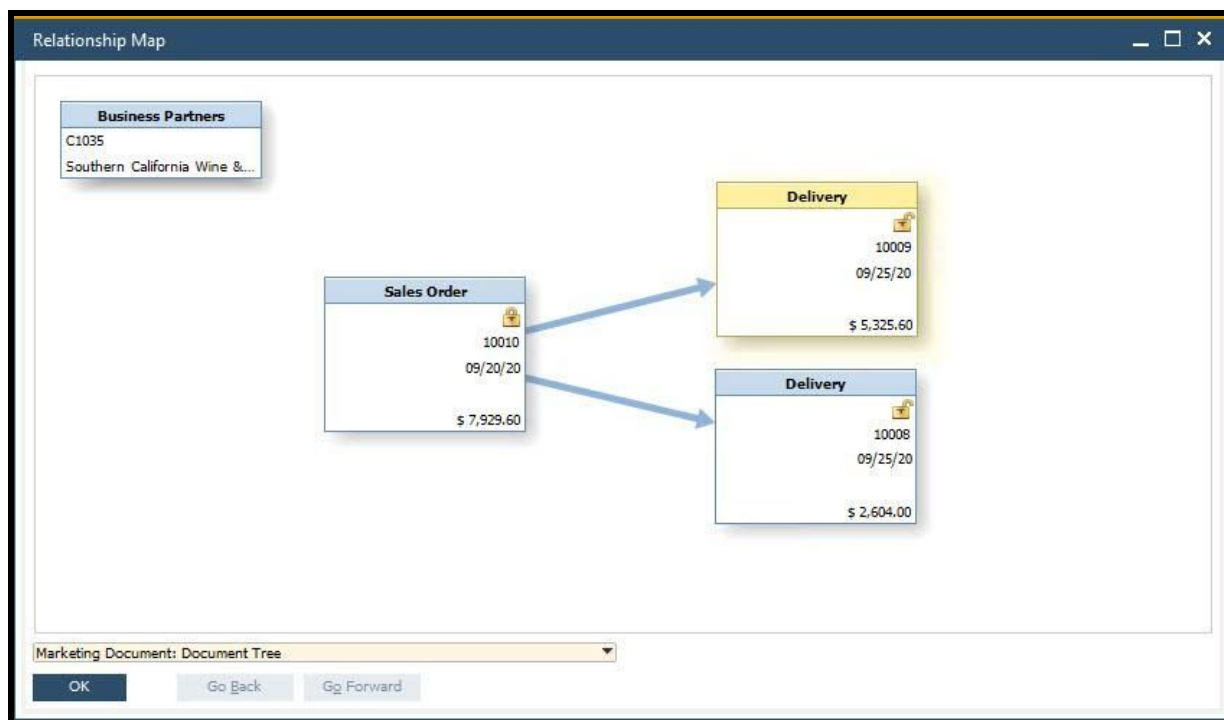
Total Before Discount: \$ 2,604.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total: \$ 2,604.00

OK Cancel Add & New Finalize Copy From Copy To



- If remainder of goods are delivered at a different day/time, repeat steps 1-8
- If remainder of delivery will not be delivered, right-click within the SO, choose close
- To see how goods were delivered, right-click within the SO and choose 'relationship map'

File >





Combining multiple deliveries

Modules > Sales – A/R > A/R invoice

Were multiple deliveries made, but only one Invoice for the total? Capture all deliveries via an A/R invoice!

- Open a new A/R invoice
- Choose the customer that received goods in multiple deliveries
- Click **<Copy From>**
- Select 'deliveries'
- Select the deliveries to be combined (ctrl + click to select multiples)
- Click **<Choose>**
 - If draw document box opens, click **<Finish>**

A/R Invoice

Customer Code: C1035
Customer Name: Southern California Wine & Spir
Contact Person: Megan Hunt
Customer Ref. No.:
BP Currency: \$

No.: Primary 10004
Status: Open
Posting Date: 09/25/20
Due Date: 10/25/20
Document Date: 09/25/20
Payment Doc:

Contents Logistics

Item/Service Type Item

#	Item No.	Item Descri...
1		

List of Deliveries

#	#	Date	Customer	Price Mode	Remarks	Due...
1	10008	09/25/20	Southern California Wine & !		Based On Sales Orders 1001(11/12/2	
2	10009	09/25/20	Southern California Wine & !		Based On Sales Orders 1001(11/12/2	

Choose Cancel

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 0.00Lb
Volume: 0.000 GAL
Est. Pallet Spots: 0.000
☐ Payment Order Run
Remarks:

Total Before Discount
Discount %
Total Down Payment
Freight
☐ Rounding \$ 0.00
Tax
Total \$ 0.00
Applied Amount
Balance Due

Add & New Cancel Finalize

Receive Payment Copy From Copy To



- Enter the posting date of the invoice
- Click **<Add & New>** **<Yes>**
- To see how deliveries feed into the invoice, right click and A/R invoice and choose 'relationship map'

A/R Invoice

Customer Code: C1035
Customer Name: Southern California Wine & Spirits
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

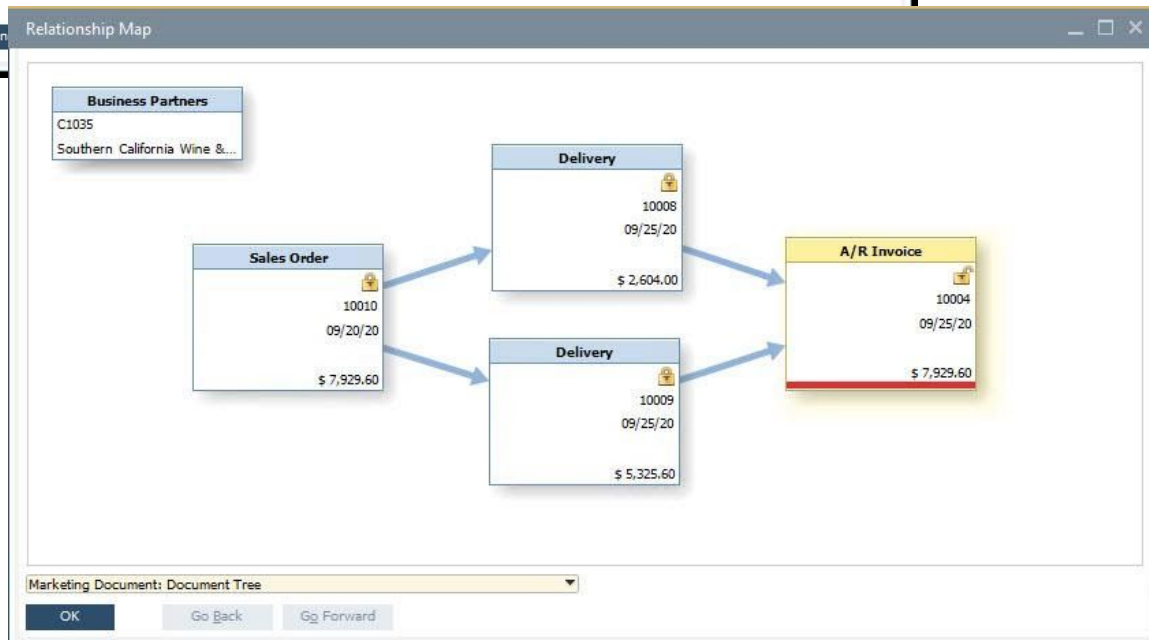
Contents Logistics

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	C...
1	1001-K12	Amber Ale - Keg 1/2 BBL	16	\$ 84.0000	0.00	EX	\$ 1,344.00		Manual	
2	1001-K16	Amber Ale - Keg 1/6 BBL	20	\$ 63.0000	0.00	EX	\$ 1,260.00		Manual	
3	1001-K12	Amber Ale - Keg 1/2 BBL	16	\$ 84.0000	0.00	EX	\$ 1,344.00		Manual	
4	1001-K16	Amber Ale - Keg 1/6 BBL	20	\$ 63.0000	0.00	EX	\$ 1,260.00		Manual	
5	1002-K12	Pale Ale - Keg 1/2 BBL	32	\$ 85.0500	0.00	EX	\$ 2,721.60		Manual	
6					0.00					

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 0.00Lb
Volume: 0.000 GAL
Est. Pallet Spots: 0.000
☐ Payment Order Run
Remarks: Based On Deliveries 10008, 10009.

Total Before Discount: \$ 7,929.60
Discount: %
Total Down Payment:
Freight:
☐ Rounding: \$ 0.00
Tax:
Total: \$ 7,929.60
Applied Amount:
Balance Due: \$ 7,929.60

Add & New





Reconciliation

If you need to attach an A/R credit memo to a specific A/R invoice:

- Modules > Business partners > BP master data > pull up client
- In the upper right hand corner > Drill into account balance with yellow arrow
- Click <Internal Reconciliation>
- Select the credit memo and the A/R invoice to be reconciled
- Ensure the amount to reconcile balances out to zero
 - Update the A/R invoice balance so it can reconcile with the A/R credit memo
- Click <Reconcile> <Yes>
 - Invoice balance has now been changed
- If you drill back into A/R Invoice, the applied amount now includes the credit

Business Partner Master Data

Code: Manual C1035 Customer
Name: Southern California Wine & Spirits
Foreign Name:
Group: Distributor
Currency: US Dollar
Federal Tax ID:

Account: 36,871.65
Deliveries: 8,400.00
Orders: 154.89

Account Balance - C1035, Southern California Wine & Spirits

BP Code: C1035 Southern California Wine & Spirits
Posting Date: From 01/01/20 To 12/31/20
Display: 50 Last Transactions
Display Unreconciled Trans. Only

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	C/D (FC)
1		OB					\$ 1,343.25	
2	09/01/20	IN	10006	40010-01	A/R Invoices - C1035	\$ 17,149.20	\$ 17,149.20	
3	09/15/20	IN	10005	40010-01	A/R Invoices - C1035	\$ 11,049.60	\$ 11,049.60	
4	09/20/20	CN	5004	25005-00	A/R Credit Memos - C	\$ (600.00)	\$ (600.00)	
5	09/25/20	IN	10004	40010-01	A/R Invoices - C1035	\$ 7,929.60	\$ 7,929.60	
							\$ 36,871.65	

Internal Reconciliation

BP: C1035 Southern California Wine & Spirits
Reconciliation Currency: US Dollar
Reconciliation Date: 11/12/20

☐ Display SC-Only Transactions

#	Selected	Origin	Origin ...	Posting Date	Amount	Balance Due	Amount to Reconcile	Details	Payment Order Run
	<input type="checkbox"/>	IN	10002	10/22/18	\$ 1,343.25	\$ 1,343.25	\$ 1,343.25	A/R Invi	
	<input type="checkbox"/>	IN	10006	09/01/20	\$ 17,149.20	\$ 17,149.20	\$ 17,149.20	A/R Invi	
	<input checked="" type="checkbox"/>	IN	10005	09/15/20	\$ 11,049.60	\$ 11,049.60	\$ 11,049.60	A/R Invi	
	<input checked="" type="checkbox"/>	CN	5004	09/20/20	\$ (600.00)	\$ (600.00)	\$ (600.00)	A/R Cre	
	<input type="checkbox"/>	IN	10004	09/25/20	\$ 7,929.60	\$ 7,929.60	\$ 7,929.60	A/R Invi	

System Message

Reconcile the selected transactions?

Yes No



Reports by sales persona

Sales – A/R > Sales reports > Orchestrated reports >

Open order available to promise

- Quick view of extra ATP qty on hand for that day
- Assists with knowing if a sales order can be accepted.

Sales – A/R > Sales reports > Orchestrated reports >

Sales by brand and measure

- Brand sales by date range with units, volume sold (in \$) and revenue/volume

Sales – A/R > Sales reports >

Sales analysis

- Ran by customers, Items and/or sales employees
- Displays general information plus gross profit & GP%

Sales – A/R > Sales reports > Orchestrated reports >

Regional sales summary

- Units and \$ sold per BP by Country and State

Inventory > Inventory reports >

Inventory audit report

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

Sales – A/R > Sales reports > Orchestrated reports >

Customer sales analysis

- Can sort by customer then item group. Qty, units, \$amt and % of total sales will be displayed

Sales – A/R > Sales reports > Orchestrated reports >

Item Sales Analysis

- Displays Doc#, date, item name, QTY in units/barrels, sale amount, cost amount, gross profit amt%

Sales – A/R > Sales reports > Orchestrated reports > Taxable shipments >

Taxable shipment details by state

- Gathers the taxable shipment data for the state(s) our clients must pay excise taxes in.