



**ORCHESTRA**

**Creating &  
Expressing  
Production Practice  
Lab | Beer**



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**Objective:** To use production forms to express planned production orders. To use packaging run feature to plan production orders.

- Brewing Worksheet
- Cellar Worksheet
- Packaging Worksheet
- Packaging Run

Fields will be underlined: followed by what you type (ex. Name: Bill). Keyboard commands will be bracketed (ex. {Enter}). Button click will be denoted by <>(ex.<Find>).

## Brewing worksheet

You now need to Express/process this production order to tell Orchestrated what you used up during production (issue) and how much you received back in (receipt).

Navigate to Modules>Production>Production forms>Brewing worksheet

1. Location: Main Brewery
2. Status: Released
3. Check Start Date and End Date to see the PdOs set to be produced during the set dates
4. Under the production orders table, click the line that indicates the production order you want to process. It will have the batch number you just entered on the PdO creation wizard.
  - a. Notice the table at the bottom of the screen (production order lines) which lists the ingredients for this PdO and what will now be taken out of inventory
5. <Express> from the left-hand column

'Express' window is now open

The top section includes information on what you are making (receiving into stock)

6. Verify Planned quantity (BBL)
7. Receive quantity (BBL): enter how much liquid you received
8. Production date: today's date
9. Initials: Your initials

The bottom section includes information on the ingredients you are using (issuing out of stock). All ingredients outlined on the PdO are listed with their available batches and quantities.

- Planned qty: This is set based on the bill of materials for this wort
  - In stock: The amount of each item we have available for use
  - ActQty: Review this column to confirm actual amounts used from the corresponding batches
10. Change the ActQty of one of the 10 lbs. less than what the PdO called for
  11. <Process>



You will be directed back to the Brew Sheet

On the Brewing Worksheet, notice that the 'issues' and 'receipt' columns are both checked

12. Repeat steps 6-11 to express the 2<sup>nd</sup> run of wort- pale ale
13. Back on the Brew Sheet, highlight one of the completed PdOs
  - a. <Close> from the left-hand column
  - b. <Update> on the PdO
  - c. <Cancel> to return to the Brew Sheet (notice that the PdO has now been removed from the production order list)
14. Repeat steps 13-13c to close the second PdO

<Cancel> to close out of the Brew Sheet

## Cellar worksheet

Express green beer PdO

Navigate to Modules>Production>Production Forms>Cellar Worksheet

1. Location: Main Brewery
2. Status: Released
3. Check Start Date and End Date are set to show the dates of the PdO we just created.  
Set Start Date to 4 weeks ago
4. <Refresh Matrix>
5. Click on the green beer tab

Notice the layout on the Cellar worksheet is a bit different than that of the Brew worksheet. There is a new table at the top to show your 'current tank status'. PdOs are in the table in the middle ('Current production orders').

6. Under the 'current production orders' table, click the line that indicates the PdO you want to process.
7. <Express> from the left-hand column

The top section includes information on what you are making (receiving into stock)

8. Receive qty (BBL): enter to match Planned qty
9. Production date: Verify the production date matches when production occurred
10. Initials: <enter your initials>

The bottom section includes information on the ingredients you are using (issuing out of stock)

11. ActQty: review the column to confirm quantity that was used in production and that you're taking the ingredients from the batch of wort we just created/received into inventory
12. <Process>



You will be directed back to the Cellar Worksheet

Notice that the 'issued' and 'receipt' columns are both checked

13. Highlight the completed production order
  - a. <Close> from the left-hand column.
  - b. <Update> on the PdO
  - c. <Cancel> to return to the Cellar Worksheet

You should now see the 30 BBLs of green beer in the top chart 'current tank status'. Scroll to find warehouse F05

## Cellar worksheet

Express additional steps & bright beer

If the brand you chose to produce includes additional steps before bright beer, follow the instructions below to process PdOs for additional steps before processing bright beer.

1. While still on the Cellar Worksheet, click on the Cellar tab
2. Under the 'current production orders' table, click the line that indicates the PdO you want to process
3. <Express> from the left-hand column

The top section includes information on what you are making (receiving into stock)

4. Receive qty (BBL): enter to match Planned qty
5. Production date: today's date
6. Initials: <enter your initials>

The bottom section includes information on the ingredients you are using (issuing out of stock)

7. ActQty: review this column to confirm quantity that was used in production and that you're taking the ingredients from the batch of wort we just created/received into inventory
8. <Process>

You will be directed back to the Cellar Worksheet

Notice that the 'issued and 'receipt' columns are both checked

9. Highlight the completed production order
  - a. <Close> from the left-hand column.
  - b. <Update> on the PdO
  - c. <Cancel> to return to the Cellar Worksheet



## Packaging

You now have bright beer sitting in a bright tank. It's time to package that tank and fill some kegs.

## Packaging worksheet

Navigate to Modules>Production>Production Forms>Packaging Worksheet

1. Location: Main Brewery
2. Status: Released
3. Check Start Date and End date
4. In the current tank status table, right-click on the tank that contains your bright beer and choose 'create packaging run'

The packaging run window will open

5. At the top of the screen, you will see your source item: bright beer-\*Your Brand\*
6. Production date: enter today's date
7. 'To finished good production orders' table: notice the number pack types you can choose from. Decide how you'll package this bright beer.
8. Under the Quantity column, enter the quantity of each pack type you'd like to package (ex. 54 ½ BBL kegs)
9. Volumn Consumed: Ex. Notice 54 ½ BBL kegs will consume all the 27 BBLs of bright beer
10. To whse: Click into the field first, then click the magnifying glass. Choose A1 or your main warehouse
11. <Add> to add the finished good production order to your packaging worksheet

You will be directed back to the packaging worksheet

12. Switch the Status dropdown to: Planned/Released
13. <Refresh matrix>
14. Under the 'current production orders table, click the line that indicates the PdO you want to process
15. Notice the table at the bottom of the screen (production order) which lists the ingredients for this PdO and what will now be taken out of inventory (including packaging materials)
16. Click 'Express' from the left-hand column

The top section includes information on what you are making (receiving into stock)

17. Planned qty: ex:54
18. Receive qty: enter to match planned qty
19. Production date: Verify the production date matches when production occurred
20. Initials: <enter your initials>

The bottom section includes information on the ingredients you are using (issuing out of stock)



Each item is now listed that you are using for the PdO. You'll see what is in stock and what batch you are taking the item from

- 21.** ActQty: review this column to confirm amounts taken from the each of the correct batches:
- 22.** Consume the bright beer- pale ale from the batch you created with today's date. You will not be able to adjust the packaging materials ActQty
- 23.** Click Process

You will be directed back to the packaging worksheet- check out your current tank status.

Notice that the 'issued and 'receipt' columns are both checked

- 24.** Highlight the completed production order
  - a.** <Close> from the left-hand column.
  - b.** <Update> on the PdO
  - c.** <Cancel> to return to the Cellar Worksheet