ORCHESTRA

Packaging Lab | Spirits

Contents

Terms and Definitions

PdO (Production Order)

A production order captures information such as which material is to be processed, at which material is to be processed, at which location, at what time and how much work is required. It also defines which resources are to be used and how the order costs are to be settled.

Production orders are used to control production within a company and also to control cost accounting. They are spun off the BoM.

Worksheets

The worksheets in Orchestrated are centralized screens that provide information about what spirit is in what thank/warehouse, and which production orders have been created for that spirit. Using the various worksheets allows for a "one-stop" glance at where production is at, and the next steps that need to be completed.

Tasks

Create a Packaging Run

1. Login to your Orchestrated Training Database
2. Open Packaging Worksheet (Production > Production Forms > Packaging Worksheet)
3. Check that the Top of the sheet has the correct information
   a. Location is correct (Distillery #1)
4. Under the Current Tank Status table > click to highlight the Tank you are packaging from
   a. Highlight HT01 containing your Bottle Proof – American Whiskey
5. Right-click > Create Packaging Run
6. The Packaging Run screen populates
7. The Upper section contains information on the liquid you'll be packaging (issuing out of inventory)
8. The Lower section contains information on what Finished Goods you'll be creating (receiving into inventory)
9. In the Upper Section
   a. Update the Production Date when you'll be packaging
10. In the Lower Section
    a. Update the Quantity column with how many units of each split you're planning to make
    b. Case 12 x 750ml Bottles: Enter 50
    c. Case 6 x 375ml Bottles: Enter 101
    d. Case 6 x 750 ml Bottles: Enter 95
    e. Notice the 'Assigned' and 'Remaining' amounts in the upper section change as you're entering the splits
11. Click <Add> to create the Packaging Run (creates Finished Good PdOs all at once)

Express Finished Good Production Orders

1. From the Packaging Worksheet
   a. Switch the 'Status' to Planned
   b. Click <Refresh Matrix>
2. Under the Current Production Orders table > click to highlight first Finished Good PdO you are ready to process (you can tell by the Batch # and/or date)
   a. Choose the PdO for American Whiskey – Case 12 x 750ml Bottles
   b. Production order Lines are located down in the bottom table (what is being consumed)
3. Click <Express>
4. The Upper section contains information n what you're making (receiving in to inventory)
5. The Lower section contains information on what you're using up (issuing out of inventory)
6. In the Upper section
   a. Fill out Receive Qty: 50 (how Cases you're receiving)
   b. Fill out Proof
   c. Fill out Initials: enter yours
7. In the Lower Section
   a. Check the ActQty (Right-hand Column): notice you cannot adjust the quantities of packaging supplies, as you can't use up ½ a bottle. Those will always be a while unit.
8. Click <Process>
9. The PdO for American Whiskey – Case 6 x 375ml and Case 6 x 750 ml
10. Once all your PdOs for your Finished Goods American Whiskey have been expressed, they should be checked off as issued and received (can be found under the status 'Released')
11. Double check your Current Tank Status table to view what's left in the tank

Empty Tank

1. You may notice there is still liquid in HT01 (the tank we packaged from), but in real life, that tank is empty - liquid was lost due to spillage while packaging
2. From the Packaging Worksheet > click to highlight the Tank that needs to be emptied Highlight HT01 containing the remaining .4 Gal of Bottle Proof – American Whiskey
3. In the upper left-hand dropdown, choose Goods Issue > click <Create New>
4. Update the Posting Date to the date the tank was emptied (the date packaging occurred)
5. In the center table
   a. Enter the Item No: BP1001 (Bottle Proof – American Whiskey)
   b. Quantity: How much liquid was left in the tank: 0.400
   c. Whse: HT01 (if the Whse column is missing – add it in with the Form Settings icon in the Toolbar)
   d. Variance Reason dropdown: Misc. Loss: Bottling
6. Click <Add>
7. Select the batch that needs to be removed from the tank
   a. Under the Available Batches table
   b. Click in the Selected column row 1
   c. Enter in the batch amount being removed: .400
   d. Click the Yellow Arrow pointing right to move the batch to the Selected Batches table
8. Click <Update> <Ok>

9. Click <Add> <Yes> to add in the Goods Issue
10. Close the Goods Issue function
11. Click <Refresh Matrix> on the Packaging Worksheet
12. Verify the Tank (HT01) has now been emptied of the "spilled" Bottle Proof – American Whiskey

Closed Production Orders

1. Open PdO Close Wizard (Production > Automation > PdO Close Wizard)
2. Change the 'Status' dropdown to Received (indicates you've received the product already, and the PdO can be closed)
3. Sort by Prod Date or Batch to find the recent Production Orders you've created for American Whiskey (there should be 3 Finished Good PdOs)
4. Checkoff all 3 PdOs
5. Click <Close> <Yes>

Closing the Production Orders allows for the cost of producing items to be finalized and any variance to be posted to a Production Variance account. This step is crucial so the cost of items is properly adjusted to reflect what it actually cost you to make each item.