



ORCHESTRA

OCloud Overview

This guide will introduce you to the software roadmap, navigation and core functionality within Orchestrated!

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Software roadmap

The Orchestrated continuous cycle

What are the components/departments required to make one orchestrated system? We have broken them out into 4 functions: Purchasing | Production | Sales | Financials. Each department is dependent on one another:



Purchasing – A/P (accounts payable)

Order materials | Receive orders | Verify incoming billing

Production

Each stage of production **consumes** the last:



Sales – A/R (accounts receivable)

Intake orders | Verify outgoing delivery | Bill customers

Financials

Real time accounting throughout daily operation

Purchasing

What will be created:

Purchase Order (PO) – list of items to buy

Goods receipt PO – list of items brought into stock (received)

A/P Invoice – representation of what is owed to vendor/supplier

What will be received:



If one of the components is removed, the cycle is broken and cannot be completed, e.g. if money is not received through Financials, more ingredients cannot be purchased. If finished goods are not sold, no money will be received. If production shuts down for a week, the sales department has no end-product to sell.



Sales

What will be created:

Sales Order – What the customer wants to order

Delivery Note – What is actually delivered to the customer

A/R Invoice – What is being charged to the customer

What will be removed

Finished goods from stock (Kegs, Cases, Bottles etc.)



Production

What will be created:

Production Order (PdO)

Plan of what to make & the inventory/ingredients required

Worksheet (Brewing | Cellar | Packaging)

Produce the liquid inventory

What will be received

New liquid/finished goods into stock

What will be removed

Raw Material and/or liquid from

Financials

- Final liquid & packaging

What will be created:

Outgoing payments (A/P) – out to vendors

Incoming payments (A/R) – in from customers

What will be received/ removed:

Money \$ \$ \$



Software navigation

Logging-in

1. BEFORE LOGGING IN

- Mac Users: Download this Remote Desktop app – [Microsoft Remote Desktop 10](#)
- Windows Users: Remote Desktop should be pre-installed on your machine

2. In a browser, navigate to one of the URLs below depending on your Orchestrated instance

- a. OnDemand: <https://ondemand.orchestrated.com>
 - b. Enterprise: <https://access.orchestrated.com>
3. Input your login information (Username & Password – provided by your consultant)
4. Click the Orchestrated icon
5. A program will download. Once it finishes, click to launch.
6. A Windows Security window will appear, re-enter your username and password and click OK

Databases

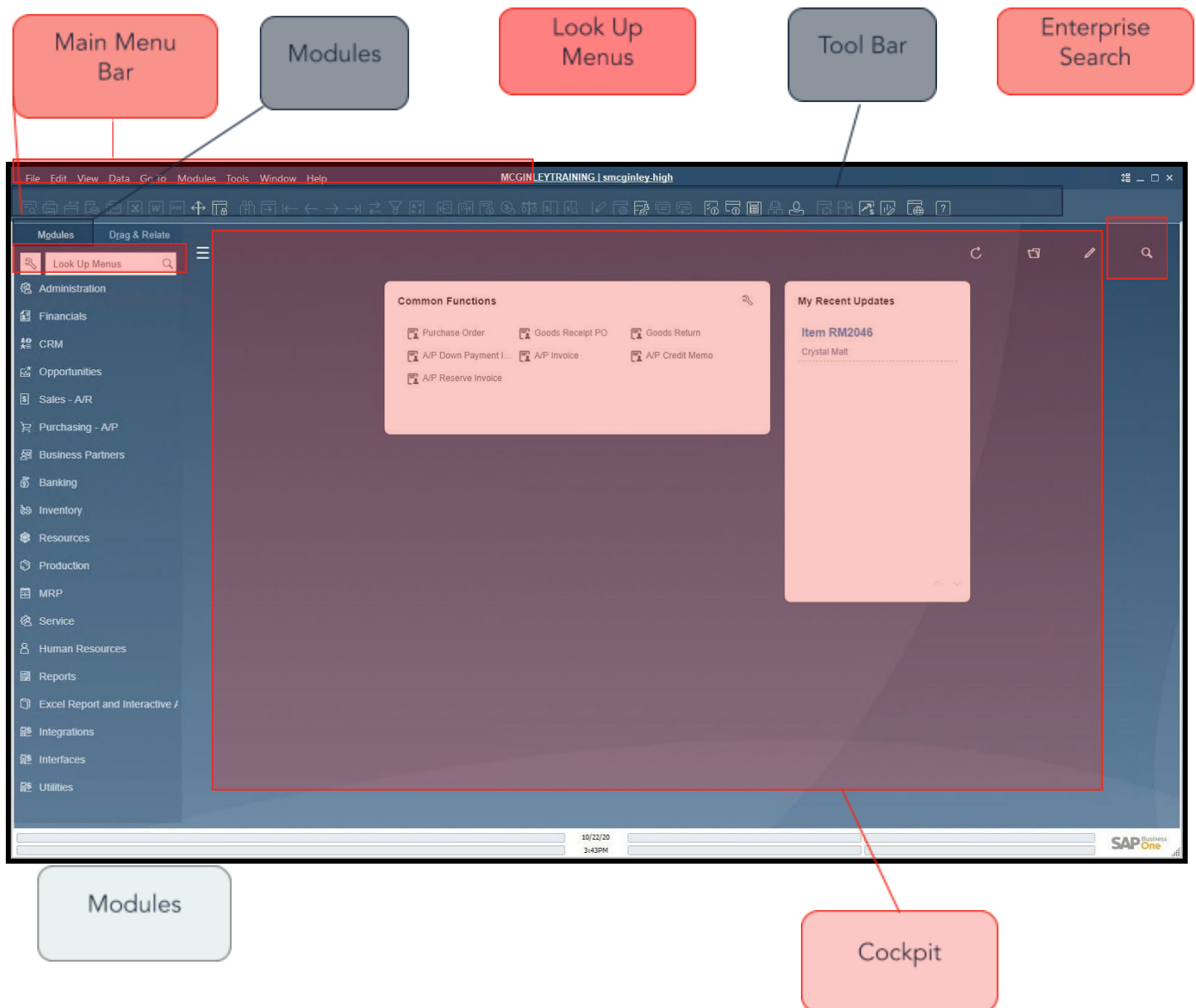
- Learning Database – mock data to practice and train with (not live)
- Template Database – blank (not live)
- Test Database – your data (not live)
- Productive Database – your LIVE data

Save Orchestrated to your Desktop for a faster log-in!

- Using the File Explorer on your computer, navigate to your Downloads folder.
- Right click on the SAPBusinessOne program and select CREATE SHORTCUT
- Drag and drop the shortcut file to your desktop

Navigation basics

Orchestrated is built on top of SAP Business One. SAP Business One is an ERP (Enterprise Resource Planning) solution and is the backbone to our product, allowing us to automate key business functions. The software organizes functions into Modules, and Orchestra Software has expanded upon these modules to assist Breweries with handling all aspects of the ORCHESTRATED Continuous Cycle (Purchasing | Production | Sales | Financials) on one, tailored platform. Let's look at the basics of navigating the system and see what the interface offers:



Main menu bar & tool bar

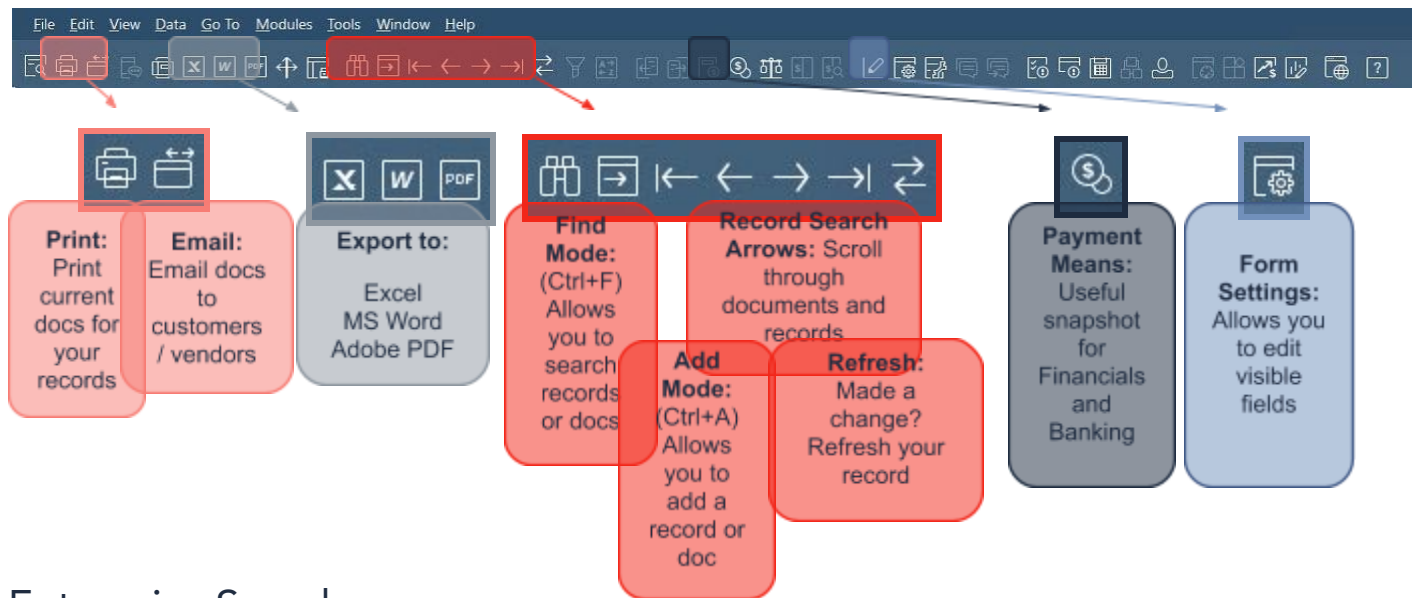
Main menu

File | Edit | View | Data | Go To | Modules | Tools | Window | Help

Can be accessed by right-clicking anywhere as well

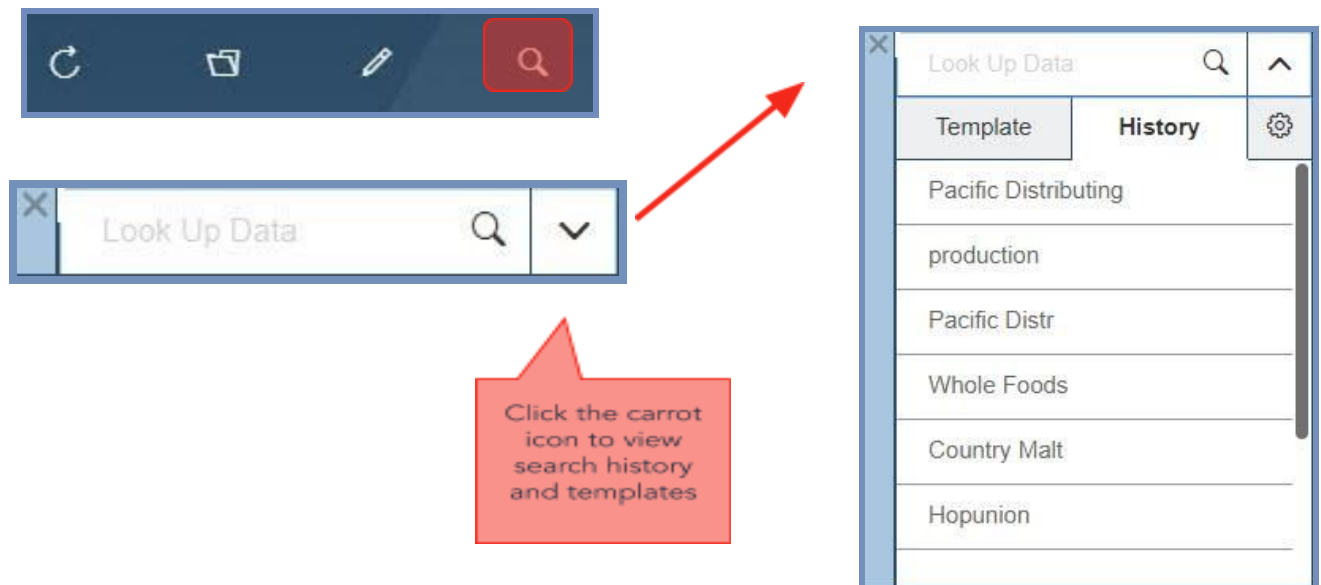
Help Menu: Useful for assistance with SAP

Tool bar



Enterprise Search

Search your entire database to find functions, records, and documents associated with your search term.



Search Result

Click a bolded result to open it

Record 1-2 of 2 resources

See your combined filters here. Click an X to remove one

Save your search and filters as a template

Use the sidebar filters to narrow your search

Hover over a result to see more information

Select a search template

Search For "Pacific Distributing" Sales Order X

All

Master Data (1)

> Business Partner (1)

A/R Transaction (6)

> A/R Credit Memo (1)

> Sales A/R Invoice (1)

> Sales Delivery (2)

✓ Sales Order (2)

✓ Contact Person (1)

✓ N/A (2)

✓ BP Name (1)

✓ Pacific Distributing... (2)

✓ BP Code (1)

✓ C1005 (2)

✓ Posting Date (1)

✓ 2018-10-22 (1)

✓ 2020-09-01 (1)

✓ Delivery Date (1)

✓ 2018-10-28 (1)

✓ 2020-09-15 (1)

✓ Status (2)

✓ C(Closed) (2)

✓ Document Date (1)

✓ 2018-10-22 (1)

✓ 2020-09-01 (1)

✓ Sales Employee (2)

✓ Daniel Wilson (2)

\$ Sales Order - 1 Find Related

Doc Number: 10000
Document Date: 2018-10-22
Remarks:
Customer Ref. No.: 12112
BP Name: **Pacific Distributing Inc.**
Shipping Type:
Sales Order

Posting Date: 2018-10-22
Status: C(Closed)
Allow Partial Delivery: Y
Project:
Contact Person:
Owner:

Delivery Date: 2018-10-28
Total: 1804.000000
Pick and Pack Remarks:
BP Code: C1005
Sales Employee: Daniel Wilson

\$ Sales Order - 12 Find Related

Doc Number: 10008
Document Date: 2020-09-01
Remarks:
Customer Ref. No.:
BP Name: **Pacific Distributing Inc.**
Shipping Type:
Sales Order

Posting Date: 2020-09-01
Status: C(Closed)
Allow Partial Delivery: Y
Project:
Contact Person:
Owner:

Delivery Date: 2020-09-15
Total: 1782.000000
Pick and Pack Remarks:
BP Code: C1005
Sales Employee: Daniel Wilson

Item	Qty	Price	Discount	Line Total	Description	Project
1002-K12	20.000000	89.100000	0.000000	1782.000000	Pale Ale - Keg 1/2 BBL	N/A

To view the complete form, click the business object name.

Look Up Menus

Find functions, documents, records, and reports using Look Up Menus. Begin typing and watch as Orchestrated narrows your list of results.

Modules Drag & Relate

Look Up Menus

Administration

Financials

Modules Drag & Relate

Purch

Purchasing - A/P

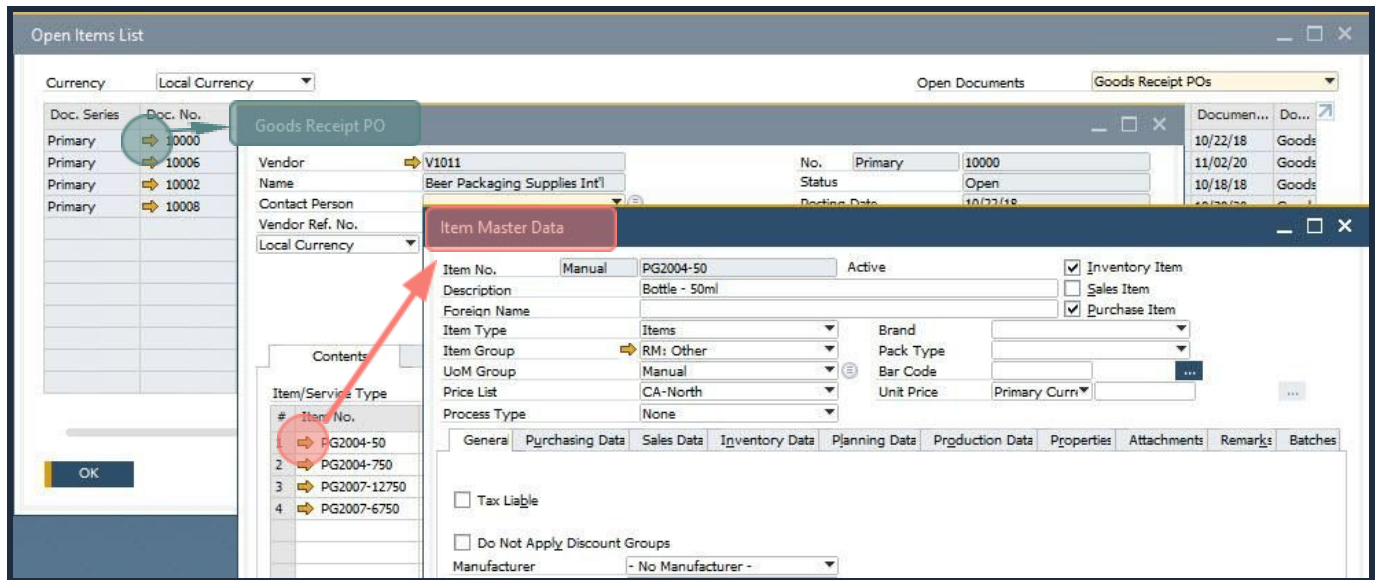
Purchase Blanket Agreeeme

Purchase Request

Purchase Quotation

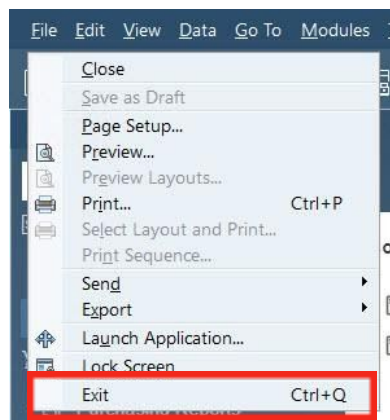
Yellow Arrows

Yellow arrows are used to “drill down” *within* functions to view deeper levels of data. Clicking a Yellow Arrow within or next to a field will open the document or record referenced by that field.



How to Exit

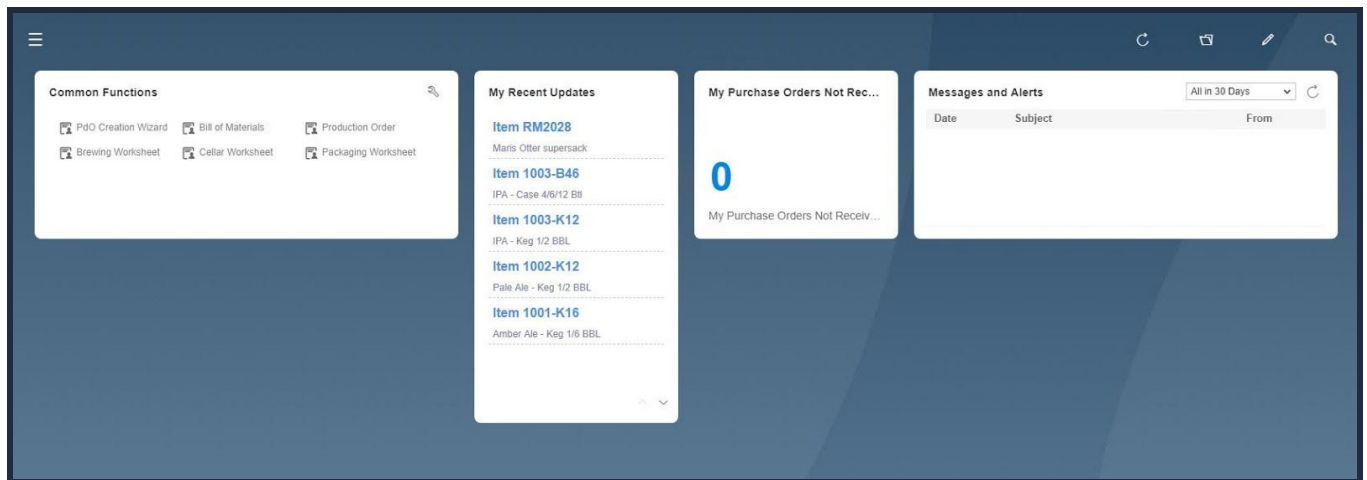
When customizing your view, such as utilizing your cockpits and changing form settings, it is important to note that clicking X in the top right corner will *NOT* save those changes you diligently made. Therefore, it is best practice to always use **File > Exit** to leave the software. Don't worry though, your data is safe regardless of how you exit Orchestrated.



Interface

Cockpit

The cockpit is the interface control room, where a user can view, search, organize, and perform their regular work functions.



It can be customized and edited at any time and will be each user's personalized work center. The Widget Gallery includes dozens of widgets that may be useful to you. Some commonly used widgets include:

Common Functions - can be customized with functions and documents you use on a regular basis.

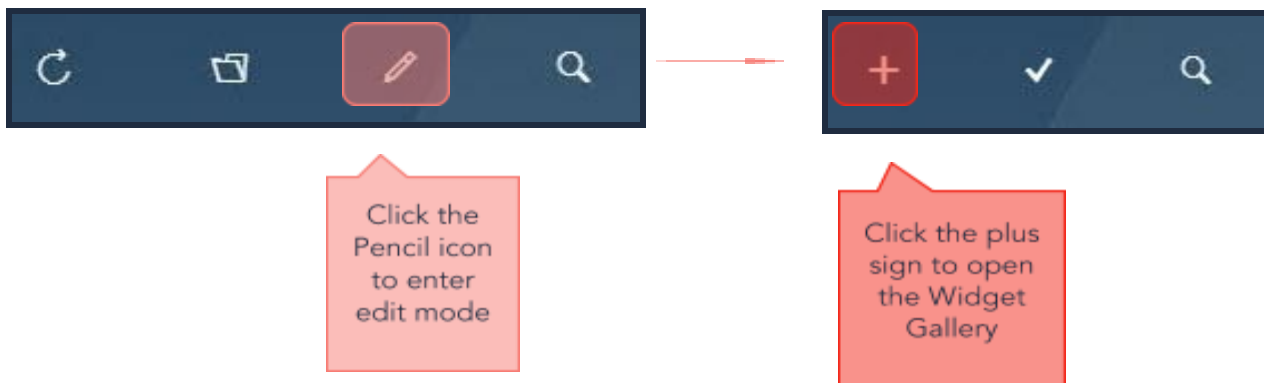
My Recent Updates - shows a running list of your recently added or edited documents and records.

Business Object Count widgets like My Purchase Orders Not Received, tally and allow quick access to certain open documents.

Messages and Alerts - an inbox of internal messages and alerts.

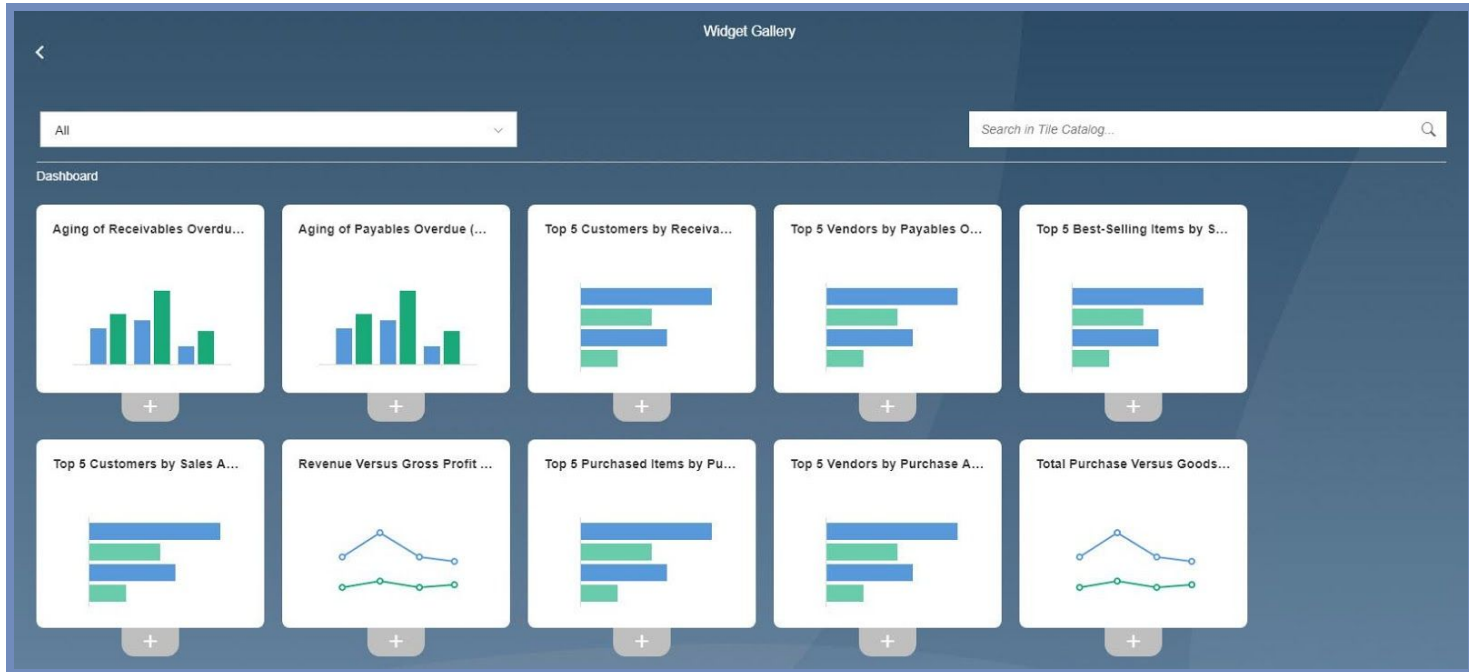
Widget Gallery

The Cockpit can be customized through the Widget Gallery.



Click the dropdown to navigate through the gallery

Use the search bar to find a specific widget



Click the plus sign to add the widget to your Cockpit



Modules & Functions

Modules: Groups of documents, functions, and reports. Organized by department

Interface Tip!

Within an open function, you can customize your view! This is done with the form settings tool!

The screenshot displays the MCGINLEYTRAINING software interface. The left sidebar shows a list of modules: Administration, Financials, CRM, Opportunities, Sales - A/R, Purchasing - A/P (highlighted), Business Partners, Banking, Inventory, Resources, Production, MRP, Service, Human Resources, Reports, Excel Report and Interactive, Integrations, Interfaces, and Utilities. The main window shows the 'A/P Invoice' form. The form includes fields for Vendor (Name, Contact Person, Vendor Ref. No., Local Currency), No. (Primary, 10009), Status (Open), Posting Date, Due Date, Document Date, and Payment Doc. Below these fields is a table with columns: Item/Service Type, Item, Quantity, Unit Price, Disc..., Tax C..., Total (LC), and Summary Type. The table has one row with item number 1. At the bottom of the form, there are fields for Buyer, Owner, and a checkbox for 'Payment Order Run'. A summary section on the right shows 'Total Before Discount', 'Discount', 'Total Down Payment', 'Freight', 'Rounding', 'Tax', 'Total Payment Due', 'Applied Amount', and 'Balance Due'. The interface also includes a top menu bar with File, Edit, View, Data, Go To, Modules, Tools, Window, and Help, and a toolbar with various icons.

Real Life: When Bruno the Brewer logs in to Orchestrated, he'll probably just be interested in functions located within the **Production** Module. Penny in accounting will be working primarily in the **Financials** module.

How to find/search Business Partner Master Data (Ctrl F)

To find a particular business partner

Record Search Arrows
Scroll through existing business partners

Business Partner Master Data

Code

Name

Foreign Name

Group

Currency

Federal Tax ID

BP Currency

Orders

Opportunities

0.00

General

Payment Terms

Payment Run

Accounting

Remarks

Tel 1

Tel 2

Mobile Phone

Fax

E-Mail

Web Site

Shipping Type

Password

Factoring Indicator

BP Project

Industry

Business Partner Type

Company

Contact Person

ID No. 2

Remarks

BP Channel Code

Territory

Alias Name

GLN

Active

Inactive

Advanced

Block Sending Marketing Content

Find

Cancel

Make Payment

You Can Also

Navigation Tip!

After entering your search criteria, press **ENTER** to open up your business partner list



Real Life: Peter needs to search for his distributors. He decides to search using the WILDCARD!

Business Partner Master Data

Code BP Currency

Name *dis

Foreign Name

Group Orders 0.00

Currency US Dollar Opportunities

Federal Tax ID

General

Tel 1

Tel 2

Mobile Phone

Fax

E-Mail

Web Site

Shipping Type

Password

Factoring Indicator

BP Project

Industry

Business Partner Type

Alias Name

List of Business Partners

Find

☐ Keep Visible

#	BP Name	BP Code	BP Balance
1	Bay Area Distributing	C1115	0.00
2	Beer House Distributors	C1060	0.00
3	Carolinas Dist Co.	C1145	0.00
4	Columbia Distributing - Portland	C1125	0.00
5	Coors Distributing Company	C1020	0.00
6	Eastern Star Distributing	C1025	0.00
7	Fox Distributing Co.	C1080	0.00
8	Guintini & Son Beverage Dist Co.	C1095	0.00
9	Henry J. Smith Distributing	C1135	0.00
10	Pacific Distributing Inc.	C1005	0.00
11	Pennsylvania Beer Distributors Inc.	C1085	0.00

Choose Cancel

Navigation Tip!

If you're searching through a list within Orchestrated, you can double click the heading to sort from top to bottom, or bottom to top.

How to add Business Partner Master Data (Ctrl A)

1. Open Business Partner Master Data

Fun Fact!
The next Business Partner Code is

Business Partner Master Data

Code Main C1002 Customer

Name Orchestra Distributing

Foreign Name

Group Account

Currency US Dollar

Federal Tax ID

2. Switch to ADD mode (click icon or Ctrl + A)

Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Contact Person ID No. 2

Fax

E-Mail

Web Site

Shipping Type

Password

Factoring Indicator

BP Project

Industry

Business Partner Type Company

3. Select either Customer or Vendor

No Sales Employee

4. Enter name of new Business Partner

BP Channel Code

Tech

Term

Alias Name

GLN

Block Sending Marketing Content

From To Remarks

Active Inactive Advanced

Add Cancel Receive Payment You Can Also

Continued on Next Page!

5. Ensure the following fields are filled out in order to successfully complete BP addition:

If adding a new Customer:

Ship to Address
Payment Terms
Price List

If adding a new Vendor:

Payment Terms

6. Click Add!

Business Partner Master Data

Code	Main	C1002	Customer
Name	Orchestra Distributing		
Foreign Name			
Group	Account		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Business Partner Master Data

Code	Main	C1002	Customer
Name	Orchestra Distributing		
Foreign Name			
Group	Account		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Payment Terms Net 30 Days

Interest on Arrears %

Price List OR

Total Discount %

Credit Limit 0.00

Commitment Limit 0.00

Dunning Term

Dflt Blanket Agreement

Effective Discount Groups Lowest Discount

Price Default Priority

Credit Card Type

Credit Card No.

Expiration Date

ID Number

Average Delay

Priority

Default IBAN

Holidays

Payment Dates

Allow Partial Delivery of Sales Order

Allow Partial Delivery per Row

Business Partner Master Data

Code	Manual	V1049	Vendor
Name	Brewing News		
Foreign Name			
Group	Vendors		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks

Payment Terms Net 07 Days

Interest on Arrears %

Price List Last Purchase Price

Total Discount %

Credit Limit 0.00

Commitment Limit 0.00

Account Balance 100.00

Goods Receipt POs 0.00

Purchase Orders 0.00

Average Delay

Priority

Default IBAN

Holidays

Item Master Data

Master Data stored for all your inventoried items that you track (anything you want to buy, produce or sell)

Modules > Inventory > Item Master Data

Item Master Data

Item No. [] Description [] Foreign Name [] Item Type [] Item Group [] UoM Group [] Price List [] Process Type []

Inventory Item [] Sales Item [] Purchase Item []

Brand [] Pack Type [] Bar Code [] Unit Price [] Primary Current []

Gener: Purchasing Data Sales Data Inventory Data Planning Data Production Data Properties Attachments Remarks Batches

☒ Tax: Liab
☐ Do Not Apply Discount Groups

Manufacturer [] Additional Identifier [] Shipping Type []

Serial and Batch Numbers [] Manage Item by []

TTB Group [] Linked to Resource [] Standard Item Identification [] Commodity Classification []

Find Cancel You Can Also

You might notice:
The Item Master Data defaults to open in Find mode. To add a new Item, you can toggle using the Add button or (Ctrl A)

Item Master Data is a very common function, if you haven't already, go ahead and add it to your common functions box in the cockpit!

How to find/search Item Master Data (Ctrl F)

To find a particular item, there are 4 main search

Record Search Arrows

The screenshot shows the 'Item Master Data' search window. At the top is a toolbar with various icons, including search arrows. The window has a title bar 'Item Master Data' and a close button. Below the title bar are several input fields: 'Item No.' (with a dropdown arrow), 'Description', 'Foreign Name', 'Item Type', 'Item Group', 'UoM Group', 'Price List' (set to 'CA-North'), and 'Process Type'. To the right of these are 'Inventory Item', 'Sales Item', 'Purchase Item', 'Brand', 'Pack Type', 'Bar Code', 'Unit Price', and 'Primary Current'. Below these fields are tabs: 'General', 'Purchasing Data', 'Sales Data', 'Inventory Data', 'Planning Data', 'Production Data', 'Properties', 'Attachments', 'Remarks', and 'Batches'. The 'General' tab is active. It contains a 'Tax Liab' checkbox (checked), a 'Do Not Apply Discount Groups' checkbox (unchecked), 'Manufacturer', 'Additional Identifier', 'Shipping Type', 'Serial and Batch Numbers', and 'Manage Item by' (set to 'None'). There are also radio buttons for 'Active', 'Inactive', and 'Advanced'. At the bottom are 'TTB Group', 'Linked to Resource', 'Standard Item Identification', and 'Commodity Classification'. At the very bottom are 'Find', 'Cancel', and 'You Can Also' buttons. Annotations include a blue arrow pointing to the 'Item No.' field, a red arrow pointing to the 'Description' field, and a pink arrow pointing to the 'Price List' field. A grey box at the top right says 'Record Search Arrows'. A blue box on the right says '= Bright'. A pink box on the right says 'cter string'. A light blue box on the left says 'Fun Fact! Any field in yellow means you can search by it!'. A blue box on the right says 'Navigation Tip! After entering your search criteria, press ENTER to open up your item list'.

Item Master Data

Item No. [dropdown] Description [text] Foreign Name [text] Item Type [dropdown] Item Group [dropdown] UoM Group [dropdown] Price List CA-North Process Type [dropdown]

Inventory Item [text] Sales Item [text] Purchase Item [text] Brand [dropdown] Pack Type [dropdown] Bar Code [text] Unit Price [text] Primary Current [text]

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Properties Attachments Remarks Batches

☒ Tax Liab
☐ Do Not Apply Discount Groups
Manufacturer [dropdown]
Additional Identifier [text]
Shipping Type [dropdown]
Serial and Batch Numbers [text]
Manage Item by [dropdown: None]

☐ Active
☐ Inactive
☐ Advanced

TTB Group [dropdown] Linked to Resource [text]
Standard Item Identification [text]
Commodity Classification [text]

Find Cancel You Can Also

Fun Fact!
Any field in yellow means you can search by it!

Navigation Tip!
After entering your search criteria, press **ENTER** to open up your item list



Real Life: Peter now needs to check on details and the inventory level of his bulk 2-row malt. Let's see how he goes about finding it!



1. Open Item Master Data

2. Enter 'RM' to expand list of all "Raw Material – Malts"

Item Master Data

Item No.	▼ RM
Description	
Foreign Name	
Item Type	

3. Highlight the type of malt in question (2-Row bulk)

Item Master Data

Item No.	▼ RM
Description	
Foreign Name	
Item Type	
Item Group	
UoM Group	
Price List	
Process Type	
General	Purchasing D
<input checked="" type="checkbox"/> Tax Liab	

List of Items

#	Item No.	Item Description	In Stock
1	RM2005	2-Row Bulk	38,550.
2	RM2006	2-Row bag	10,000.
3	RM2007	Amber	18,800.
4	RM2008	Best Chit	10,550.
5	RM2009	Best Heidelberg	10,550.
6	RM2010	Best Kara Pils	10,000.
7	RM2011	Best Spelt	10,085.
8	RM2012	Biscuit	10,000.
9	RM2013	Black	11,300.
10	RM2014	C-120	9,800.

Choose Cancel

4. Choose or double click on the item

Continued on Next Page!





5. Review specifics on the item by looking through the tabs:

General Tab

Item Master Data

Item No. Manual RM2005 Active

Description 2-Row Bulk

Foreign Name

Item Type Items Brand

Item Group RM: Malt Pack Type UoM-lb

UoM Group Manual Unit Price

Price List CA-North Primary Curr

Process Type

Inventory | Sales |
Purchase Denotes if item is part of inventory, can be sold, is purchased

Item Group the 'mother' group of like-type items

Purchasing Data Tab

General Purchasing Data Sales D... Inventory D... Planning D... Production D... Proper... Attachments Remarks Batches

Preferred Vendor V1000

Mfr Catalog No.

Purchasing UoM Name 55 lb bag

Items per Purchase Unit 55

Packaging UoM Name

Quantity per Package 1

Length

Width

Height

Volume

Weight

Factor 1 1

Factor 2 1

Factor 3 1

Factor 4 1

Customs Group Customs Exempt %

Tax Type Regular Tax

From

Inventory Data Tab

Gen... Purchasing D... Sales D... Inventory D... Planning D... Production D... Proper... Attachments Remarks Batches

Set G/L Accounts By Item Group

UoM Name lb

Weight

Valuation Method Moving Average

☒ Manage Inventory by Warehouse

Inventory Level

Required (Purchasing UoM)

Minimum

Maximum

#	Whse ...	Whse Na...	Locked	In Stock	Committed	Ordered	Available	Min. Inve...	Max. Inve...	Re...
1	A1	Main Ware		38,550	7,000	55	31,605			
2	A2	Off-Site Gen								

OK Cancel

Purchasing UoM Name & Items per Purchase Unit reflects if item is purchased in different quantity than how it is packed (i.e. you purchase bags of malt at 55 lbs. each)

UoM Name - How item is measured within your recipes (ounces, lbs., grams, liters etc.)

Whse - shows where item is allowed to be located (warehouses)

Reflects item amounts **In Stock**, **Committed**, **Ordered** and how much is





Planning Data Tab

Gen... Purchasing D... Sales D... Inventory D... Planning D... Production D... Proper... Attachments Remarks Batches

Planning Method: MRP
Procurement Method: Buy

Order Interval:
Order Multiple: 2,000
Minimum Order Qty: 0.000
Checking Rule:
Lead Time: 5 Days
0 Hours
0 Minutes
Tolerance Days: Days

Batches Tab

Gen... Purchasing D... Sales D... Inventory D... Planning D... Production D... Proper... Attachme... Remarks Batches

Warehouse	ItemCode	BatchNumber	Quantity	InDate	Status	Unit Cost
A1	RM2005	456789	5			
A1	RM2005	1234567	3			

How to add Item Master Data (Ctrl A

1. Open Item Master Data

2. Stay in FIND mode

3. Search for a 'like-type' item (i.e. if you need to add a new hop, search for 'RH')

Item Master Data

Item No.
Description
Foreign Name
Item Type
Brand
Item Group: Items
UoM Group:
Price List: CA-North
Process Type:
Pack Type:
Bar Code:
Unit Price: Primary Curren
Brand:
Tax Liab:
Do Not Apply Discount Groups
Manufacturer: - No Manufacturer -
Additional Identifier:
Shipping Type:
Serial and Batch Numbers
Manage Item by: Batches
Management Method: On Every Transaction

Item Master Data

Item No. RH Active
Description
Foreign Name
Item Type
Item Group
UoM Group
Price List
Process Type
General Purcha

List of Items

#	Item No.	Item Description	In Stock
29	RH2999	Hop Default	10,000.
28	RH2032	Drew	10,000.
		Z Type	11,000.
		Willamette	9,980.

4. Find the last Item



5. Double click item to populate
(i.e. **RH5032** – Hops – Drew')



