



Customer Data Integrity Check Recommendations

Customer Data Integrity Check - SOP:

This document will aim to outline how a customer can perform a data integrity check on their system.

We will review some helpful queries, reports, and recommendations for areas within the database that can be spot checked to ensure data integrity. This document also contains recommendations for different reports/task customers should be utilizing to get the most out of their system.

Queries

Production Issued Quantity Variance – *Query Manager > Orchestrated Alerts > Production Order Issued Variance > XX%*. This query displays all production orders where there is a variance greater than XX% on one of the issued components. Great tool to monitor variances occurring in the brewery during production and hopefully catch any mistakes/fat fingering that may have occurred when process production. This query can be edited to increase or decrease the percentage of variance so more or less production orders are pulled in when ran, it is by default set to 25% variance.

<http://support.orchestrated.com/hc/en-us/articles/206438728-Alert-Production-Issued-Variance-25->



Production Completed Quantity Variance – *Query Manager > Orchestrated Alerts > Production*

Order Completed Variance > XX%. This query displays all production orders where there is a variance greater than XX% on the completed quantity. Great tool to monitor the variances happening in the brewery. This query can be edited to increase or decrease the percentage of variance so more or less production orders are pulled in when ran, it is by default set to 25% variance.

<http://support.orchestrated.com/hc/en-us/articles/207146517-Alert-Production-Completed-Variance-2>

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GRPOs Older Than 10 Days – *Query Manager > Orchestrated Alerts > GRPOs Older Than 10*

Days. This query is useful to make sure that the process flow of copying documents from one to another is being completed. If there are GRPOs older than 10 days, it may mean that an invoice was created that does not link to goods receipt so inventory levels are now inflated. This query can be edited to extend out or shorten the time period from 10 days based upon the individual preferences of the customer.

<http://support.orchestrated.com/hc/en-us/articles/206438598-Alert-GRPOs-Older-than-10-Days>

Reports:



Business Partner Key Data Audit Report – This is an audit style report that looks at key data fields in the Business Partner Master data and displays what important fields might be incomplete or missing.

<http://support.orchestrated.com/hc/en-us/articles/206430648-Business-Partner-Audit>

Item Setup Audit Reports – *Inventory Module > Inventory Reports > Orchestrated Reports > Setup Audit Reports*. 5 reports stored within this folder will look to make sure your items and warehouses have been properly setup and configured in the system. Whether you want to make sure items have been properly setup for the TTB or warehouses are assigned to a location these reports will help you audit this key item data.

<http://support.orchestrated.com/hc/en-us/articles/207138217-Warehouses-Locations-Audit>

<http://support.orchestrated.com/hc/en-us/articles/207138107-Items-by-Brand-Process-Audit>

<http://support.orchestrated.com/hc/en-us/articles/207138467-Non-Inventory-Items-on-BOM-Audit>

Tank Inventory Snapshot - *Inventory Module > Inventory Reports > Orchestrated Reports > Tank Inventory Snapshot*. This report will show you a quick view of all of your tanks and what they currently contain along with their value. This is very helpful to make sure that the tank data is 100%



accurate in the system and you do not have small amounts of liquid sitting in tanks when they should be issued out or a liquid is sitting in an incorrect tank.

<http://support.orchestrated.com/hc/en-us/articles/206430698-Tank-Inventory-Snapshot>

Inventory in Warehouse Report – *Inventory Module > Inventory Reports > Inventory in*

Warehouse Report. This report is beneficial when it comes to checking which inventory items are located in what warehouse in your database. A good way to audit and make sure that inventory is being placed in the correct location so when pulled the items are there to consume or decrement.

<http://support.orchestrated.com/hc/en-us/articles/206419018-Inventory-in-Warehouse-Report-System>

Open Items List – *Reports Module > Production > Open Items List*. In this report you can display all of the open items currently in the system. You can filter by production orders, sales orders, purchase orders, Invoices, etc. and then sort by posting/document dates to determine if you have any documents open that have been open for an unusual length of time. Great way to make sure you do not have outdated documents in the system that can be closed or cancelled.

Spot Checks:

Has an inventory count/posting been completed in the system?



Inventory Module > Inventory Transactions > Inventory Counting Transactions > Inventory Counting & Inventory Posting. Can scroll through all of the inventory counting/posting using the green arrows to determine when was the last time a count was made and posted to the system for certain items. At a minimum it is recommended that an inventory count/posting is performed once monthly during the month-end close process.

Has a bank reconciliation been performed in the last 30 days?

Banking Module > Bank Statements and External Reconciliations > Manual Reconciliation. You can perform your bank account reconciliation from this location. When was the last time (if ever) a reconciliation was performed on your bank account GL. We recommend this a bank reconciliation is performed at least once a month as part of the month-end close process.

Have processed production/packaging orders been closed within the same month of posting?

Production Module > Production Forms > Production Worksheets. Open the individual process worksheets and take a look at the production orders that have been processed. Have they been closed or are they still sitting in Released status? We recommend you close s production orders within the same month as they were processed so any variances are booked with the proper timing during the month-end close process.

Last date that key documents were entered into the database?



What is the date of your last Sales Order?

What is the date of your last Purchase Order?

What is the date of your last A/R Invoice?

What is the date of your last A/P Invoice?

What is the date of your last production order?

Are the QC features/functionality being utilized in the system?

Are the brewers, cellar men, packaging, and lab teams utilizing the QC functionality in the system to record key quality assurance data?

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