



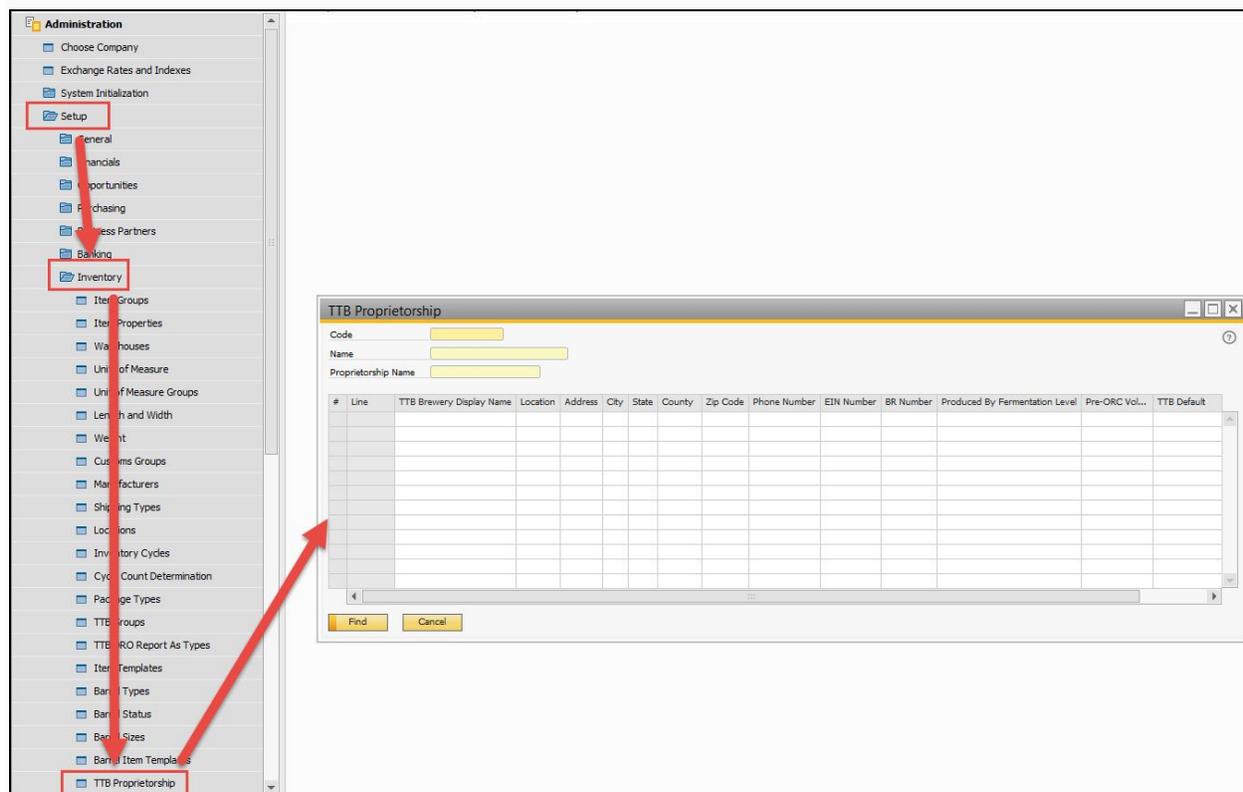
# TTB BRO Setup

## Summary

The TTB Brewer's Report of Operations is the primary tax filing report filed by breweries. It consists of two parts, the first is the Report of Operations, which outlines production at a brewery for a given period. the 2nd is the Federal Excise tax. This page will walk you through the setup required to enable you to run the report. There are **four** main things that need to be configured before your TTB report will run.

### 1) Proprietorship & Entity Setup

Navigate to Administration → Setup → Inventory → TTB Proprietorship



## Proprietorships

An Orchestrated proprietor is the highest level of grouping in relation to your TTB Report. For example, if your brewery contains an alternating proprietorship component, then you would have one proprietorship setup for your brewery, and another for each of your alternating partners.

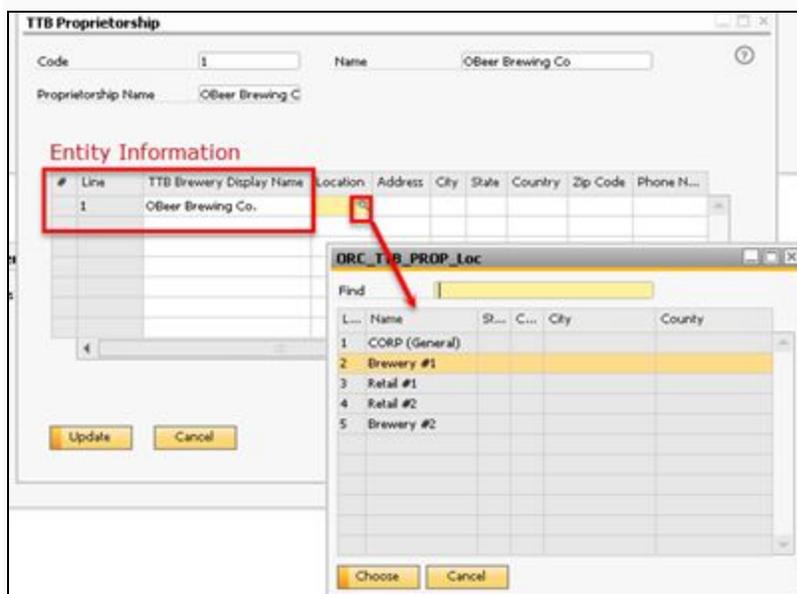
Even if your brewery does not operate with an alternating proprietorship, breweries will often setup a secondary proprietorship for their alternate ventures such as spirits, cider, and wine, in order to isolate those transactions from their standard beer reports.



## Entities

Entities are designed for the next tier of reporting. Entities are also linked to the 'Locations' within Orchestrated. Most common use would be one entity for your main brewery tied to a specific location, and a second entity tied to a taproom that reports separately from your main brewery.

You will need to have at least one entity per proprietorship for each BR# that you file the TTB report for.



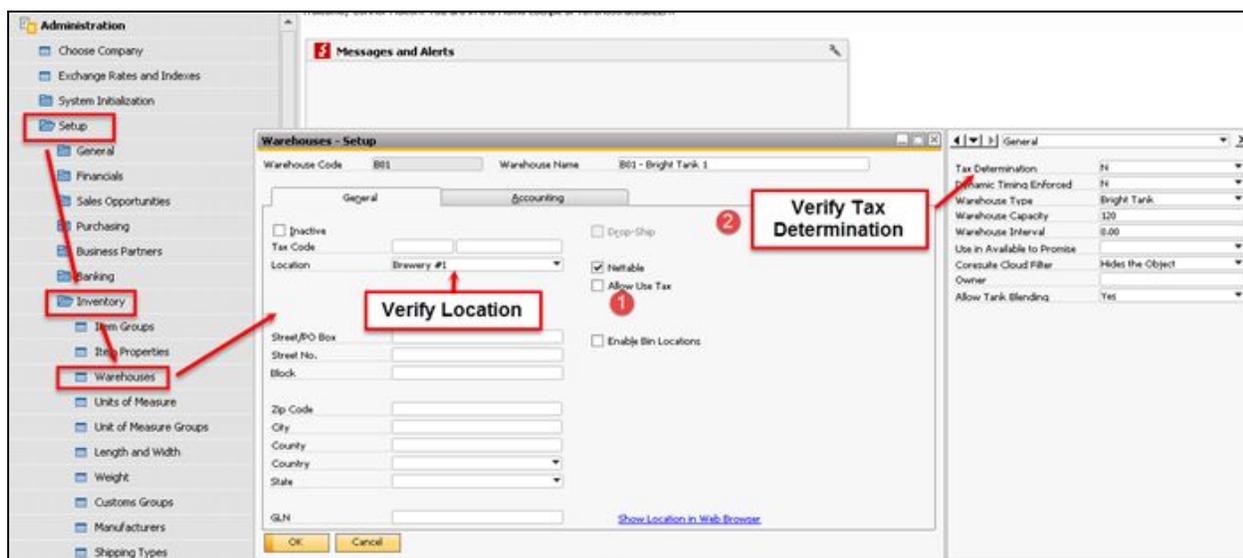
**TIP:** When setting the location, click the magnifying glass to bring up the list.

## 2) Warehouse Location & Tax Determination Review



Navigate to Administration → Setup → Inventory → Warehouses

1. Verify that your existing tanks and warehouses are set to their appropriate location. By default everything is set to Brewery #1
2. Verify that Tax Determination is set to **N** for everything but your tasting room. If the secondary window on the right of Warehouses - Setup is not visible, please select View > User Defined Fields, from the Orchestrated toolbar



### 3) Associate Proprietorship to Brands Master Data and TTB Group to Item Master Data

Every item within Orchestrated must be associated with an appropriate TTB Group. That sounds really scary, especially if you have hundreds of items within the system. Because of this, we have built a setup tool within the TTB Report to make doing these updates easy.



1. Navigate to Production → Production Reports → TTB Reporting
2. Once the report has loaded, click Data Audit Options → Open TTB Setup Workbook

File Home

User: ericm (Eric Metcalf High)  
Company: ServicesUniversity2  
Database: ServicesUniversity2  
Orchestrated Brewer's Report of Operations

Help with this tool

Report Generation

Data Audit Options

View OBeer Original Copy  
View Full Transaction List  
Open TTB Setup Workbook

Arial 7

Font

OMB No. 1513-0007 (04/30/2015)

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)

BREWER'S REPORT OF OPERATIONS  
(You must follow the instructions following this report.)

Our Brewery EIN is:  
99-123558

Our TTB Brewery Number is:  
BR- 86442

TTB can reach the brewery by calling:  
(877) 683-2648

What is your brewery's name?  
OrchestratedBEER

What is the location of your brewery?  
15220 NW Greenbrier Pkwy Beaverton Washington OR 97006  
(Number and Street) (City) (County) (State) (ZIP Code)

Reporting Period (Enter Year) 2015

Monthly Report for (Enter Month) February OR Quarterly Report for:  January - March  July - September  
 April - June  October - December

(See instruction 4.)

3. After the TTB Setup Workbook loads, it will open the "Item Mgmt" tab. Click Worksheet Options → Refresh Data to pull in your Item data

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Orchestrated TTB Report Configur

Worksheet Options

Process Changes

Refresh Data

Clear Worksheet

4. Fill in the Brand, Pack Size, and TTB Group/Account field for all items that need to be included on your TTB report
5. When you are ready to submit your changes, click the Process Changes button in the toolbar to apply the changes to your database

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Worksheet Options

Process Changes

Refresh Data

Clear Worksheet

6. Switch to the "Beer Brand Mgmt" tab at the bottom of the Excel file



7. Click Worksheet Options → Refresh Data to pull in your Brand data
8. Set the correct TTB Proprietorship for each Brand
9. When you are ready to submit your changes, click the Process Changes button in the toolbar to apply the changes to your database

**TIP #1:** If you setup filters within the workbook, you can filter for a particular Item Group, then select TTB Grouping for that Item Group and do a *fill down* in Excel.

**TIP #2:** You can use the same filtering to find items without either brand, pack size or TTB grouping. Select the filter for one of those, and uncheck everything but "Blanks"

## 4) Run your TTB Report!

Your TTB report is now configured and ready to run! You can refer to this help page for instructions on how to run the report: Run the TTB Brewer's Report of Operations

Version 4.7.1.0