



ORCHESTRA

OCloud Sales

Part 2 of 2



Contents

Additional scenarios	3
No SO or delivery? No problem	3
Pick list	4
Pick and pack manager	5
A/R credit memo- item	7
A/R credit memo- service	9
Partial delivery	10
Combining multiple deliveries	12
Reconciliation	14
Reports by sales persona	15



Additional scenarios

No SO or delivery? No problem

In real life, there may be times that a SO or delivery may not be needed or might duplicate work. Perhaps a local customer dropped by and picked up a few kegs of beer. Maybe the A/R invoice was prepped and sent out at the same time as the delivery. So, in case these one-off scenarios occur, no problem. We want the software to match what happens in your day to day. The important (mandatory) step is to capture the A/R invoice.

A/R Invoice

Customer Code: C1003
Customer Name: Jack's Tap & Growl
Contact Person: [Empty]
Customer Ref. No.: [Empty]
BP Currency: \$

No. Primary: 10004
Status: Open
Posting Date: 09/16/20
Due Date: 10/16/20
Document Date: 09/16/20
Payment Doc: [Empty]

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item
Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	U...
1	1001-K12	Amber Ale - Keg 1/2	1	\$ 78.4000	0.00	EX	\$ 78.40		Manus
2	1002-K12	Pale Ale - Keg 1/2 BBL	1	\$ 79.3800	0.00	EX	\$ 79.38		Manus
3	1003-K12	IPA - Keg 1/2 BBL	2	\$ 84.2800	0.00	EX	\$ 168.56		Manus
4	19950-K12	Keg Deposit - 1/2 BBL	4	\$ 30.0000	0.00	EX	\$ 120.00		Manus
5					0.00				

Example:
Jack from Jack's Tap & Growl swung by and decided to buy a few kegs of beer he wanted on hand that weekend

- Open a new A/R invoice function
- Search for the customer who picked up their order
- Select the date inventory was removed
- Select the item(s) sold
- Verify quantity (ensure sold qty. matches invoice qty.)
- Verify unit price
- Click <Finalize> if needed
- Click <Add & New> <Yes>

Remarks: [Empty]

Balance Due: \$ 446.34

Add & New Cancel Finalize Receive Payment Copy From Copy To



Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse Code	Quantity	Total Needed	Total Selected	To...
1	1001-K12	Amber Ale - Keg 1/2 BB	A1	1	1		
2	1002-K12	Pale Ale - Keg 1/2 BBL	A1	1	1		
3	1003-K12	IPA - Keg 1/2 BBL	A1	2	2		

Available Batches

Find

#	Batch	Available Qty	Selected Qty
1	TestBatch	490	
		490	

>
<

Selected Batches

#	Batch	Selected Qty	Sy...

Display Available Batches All

OKCancelAuto-Select All

- Enter batch numbers (if inventory is consumable)
- Click <Update> <OK>
- Click <Add & New> <Yes>

3 kegs of beer have now been removed from stock and the cost has been booked on the financial side!





Pick list

- Open the SO you'd like to create a pick list for
- Right Click > Generate Pick List
 - This will open the Pick and Pack Manager

Sales Order

Customer Code: C1035
Customer Name: Southern California Wine & Spirit
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

No. Primary: 10010
Status: Open
Posting Date: 09/20/20
Planned Ship Date: 09/25/20
Document Date: 09/20/20

Contents Logistics Accounting

#	Item No.	Item Description	Quantity
1	1001-K12	Amber Ale - Keg 1/2 BBL	32
2	1001-K16	Amber Ale - Keg 1/6 BBL	40
3	1002-K12	Pale Ale - Keg 1/2 BBL	32
4			

Item Transfer
Generate Pick List

11,760.00Lb
1,198.670 GAL
0.000

Tax
Total \$ 7,929.60

OK Cancel Finalize Validate Availability Copy From Copy To



Pick Pack and Production Manager

Instead of creating a pick list based on individual sales order, why not generate a pick list based upon a time-period (to include multiple customers & sales orders)?

- Open Pick Pack and Production Manager function
- Choose status – *open*
- Checkmark what to 'm... Production orders etc.
- Specify selection criteria you would like to generate
- Click <OK>
- Checkmark which SOs
- Click <Release to Pick

File >

Modules > Inventory > Pick and Pack > Pick Pack and Production Manager

The screenshot shows the 'Pick Pack and Production Manager' window. At the top, there are buttons for 'Open', 'Released', and 'Picked'. Below these is a table of sales orders. The table has columns for #, Trans. Type, Doc. No., BP Code, BP Name, Doc. Row, Delivery/Due Date, Number, Description, UoM Code, UoM Name, Items per Unit, and Warehouse. The 'Open' status is selected. At the bottom right, there is a button labeled 'Release to Pick List'.

#	Trans. Type	Doc. No.	BP Code	BP Name	Doc. Row	Delivery/Due Date	Number	Description	UoM Code	UoM Name	Items per Unit	Warehouse
8	OK	10006	C2004	Horse Brass Pub	3	11/01/18	3006-812750	Oregon Rum - Case 12 x 750ml Bottles	Manual	Ex	1	FG1
9	OK	10001	C1025	Eastern Star Distributing	1	11/04/18	3005-86750	Marionberry Gin - Case 6 x 750ml Bottles	Manual	Ex	1	FG1
10	OK	10001	C1025	Eastern Star Distributing	2	11/04/18	3004-86750	Northwest Whiskey - Case 6 x 750ml Bottles	Manual	Ex	1	FG1
11	OK	10001	C1025	Eastern Star Distributing	3	11/04/18	3006-812750	Oregon Rum - Case 12 x 750ml Bottles	Manual	Ex	1	FG1
12	OK	10010	C1035	Southern California Wine & Spirits	1	09/25/20	1001-432	Amber Ale - Keg 1/2 BBL	Manual	Each	1	A1
13	OK	10010	C1035	Southern California Wine & Spirits	2	09/25/20	1001-436	Amber Ale - Keg 1/6 BBL	Manual	Each	1	A1
14	OK	10010	C1035	Southern California Wine & Spirits	3	09/25/20	1002-432	Pale Ale - Keg 1/2 BBL	Manual	Each	1	A1
15	OK	10011	C1040	Smith & Smith Beverage Co.	1	10/01/20	1003-946	IPA - Case 4/6/12 BBL	Manual	Each	1	A1
16	OK	10011	C1040	Smith & Smith Beverage Co.	2	10/01/20	1003-432	IPA - Keg 1/2 BBL	Manual	Each	1	A1
17	OK	10011	C1040	Smith & Smith Beverage Co.	3	10/01/20	1003-436	IPA - Keg 1/6 BBL	Manual	Each	1	A1
18	OK	10012	C1030	Ben H. Keith Beverages	1	10/01/20	1003-946	IPA - Case 4/6/12 BBL	Manual	Each	1	A1
19	OK	10012	C1030	Ben H. Keith Beverages	2	10/01/20	1003-432	IPA - Keg 1/2 BBL	Manual	Each	1	A1
20	OK	10012	C1030	Ben H. Keith Beverages	3	10/01/20	1003-436	IPA - Keg 1/6 BBL	Manual	Each	1	A1
21	OK	10013	C1035	Southern California Wine & Spirits	1	10/01/20	1005-81222	Portlandia Porter - Case 12/22 BBL	Manual	Each	1	A1
22	OK	10013	C1035	Southern California Wine & Spirits	2	10/01/20	1005-946	Portlandia Porter - Case 4/6/12 BBL	Manual	Each	1	A1
23	OK	10013	C1035	Southern California Wine & Spirits	3	10/01/20	1005-432	Portlandia Porter - Keg 1/2 BBL	Manual	Each	1	A1



- Add pick list details
 - Click **<Add>**
 - ▷ Now a single pick list has been created for multiple SOs!
- Head back into pick and pack manager and open the 'Released' drawer
- Search for the list you're looking for (or just created)
- Drill in via yellow arrow to the pick no.
- From the 'Pick List', print out for your items to be picked!
- Also, once items have been picked, click **<Pick All>** and **<Update>**
- Then click **<Create>** to spin off and handle delivery functions...if you so choose.

Pick List Details

Pick No. 2

Pick Date 10/01/20

User smcginley-high

Picker smcginley-high

Remarks Remarks can be whatever you like

Add Cancel

Pick Pack and Production Manager

Open Released Picked

#	Pick No.	Trans. T...	Doc. No.	Doc. Row	Deliv...	BP C
1	2	OR	10011	1	10/01/20	C
2	2	OR	10011	2	10/01/20	C
3	2	OR	10011	3	10/01/20	C
4	2	OR	10012	1	10/01/20	C
5	2	OR	10012	2	10/01/20	C
6	2	OR	10012	3	10/01/20	C
7	2	OR	10013	1	10/01/20	C
8	2	OR	10013	2	10/01/20	C
9	2	OR	10013	3	10/01/20	C

OK Cancel

Pick List

Pick Number 2

Pick Date 10/01/20

User smcginley-high

Picker smcginley-high

Status Picked

Remarks Remarks can be whatever you like

#	Trans. T...	Doc. No.	BP Code	Delivery/Du...	Number	Description	Whse	Whse N...	Ordered	R.
1	OR	10011	C1040	10/01/20	1003-B4	IPA - Case 4/6/12	A1	Main Wareh	100	
2	OR	10011	C1040	10/01/20	1003-K1	IPA - Keg 1/2 BBL	A1	Main Wareh	64	
3	OR	10011	C1040	10/01/20	1003-K1	IPA - Keg 1/6 BBL	A1	Main Wareh	40	
4	OR	10012	C1030	10/01/20	1003-B4	IPA - Case 4/6/12	A1	Main Wareh	100	
5	OR	10012	C1030	10/01/20	1003-K1	IPA - Keg 1/2 BBL	A1	Main Wareh	64	
6	OR	10012	C1030	10/01/20	1003-K1	IPA - Keg 1/6 BBL	A1	Main Wareh	40	
7	OR	10013	C1035	10/01/20	1005-B1	Portlandia Porter	A1	Main Wareh	1	
8	OR	10013	C1035	10/01/20	1005-B4	Portlandia Porter	A1	Main Wareh	1	
9	OR	10013	C1035	10/01/20	1005-K1	Portlandia Porter	A1	Main Wareh	1	

OK Cancel

Create

- Manual Delivery
- Automatic Delivery
- Manual Invoice
- Inventory Transfer
- Issue for Production
- Receipt from Production

Pick All Clear All



A/R credit memo- item

Cockpit > Open documents > A/R invoices

Is inventory being returned?
You can increment your current
inventory by handling with an
A/R credit memo!

Open the impacted A/R invoice
In the lower right corner, click **<Copy To>** and select 'A/R credit memo'

Search For "Pacific Distributing"

Sales A/R Invoice - B

Doc Number: 10003
Status: O(Open)
Document Date: 2020-09-15
Track No.:
Contact Person:
Balance Due: 2382.000000
Sales A/R Invoice

Contents

Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total
1	1002-K12	20	\$ 89.1000	0.00	EX	
2	19950-K12	20	\$ 30.0000	0.00	EX	

A/R Credit Memo

Customer Code: C1005
Customer Name: Pacific Distributing Inc.
Contact Person:
Customer Ref. No.:
Local Currency:

No. Primary: 1003
Status: Open
Posting Date: 09/14/20
Due Date: 09/14/20
Document Date: 2020-09-15

Contents

Item No.	Item Description	Quantity	Unit Price	Disc...	Tax C...	Total
1	1002-K12	20	\$ 89.1000	0.00	EX	\$ 1,782.00
2	19950-K12	20	\$ 30.0000	0.00	EX	\$ 600.00

Summary

Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	20	\$ 89.1000	0.00	EX	\$ 1,782.00
2	20	\$ 30.0000	0.00	EX	\$ 600.00

Copy To

Return Request
A/R Credit Memo

Update the quantity to reflect the amount being returned to you

If there are other rows of inventory (not being sent back your way) Right-click > delete row

Click <Add & New> <Yes>



A/R Credit Memo

Customer Code: C1005
Customer Name: Pacific Distributing Inc.
Contact Person: [dropdown]
Customer Ref. No.: [dropdown]
Local Currency: [dropdown]

No. Primary: 5003
Status: Open
Posting Date: 09/16/20
Due Date: 09/16/20
Document Date: 09/16/20

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse Code	Quantity	Total Needed	Total Selected	To...
1	1002-K12	Pale Ale - Keg 1/2 BBL	A1	20		20	

Available Batches

Find: [text box]

#	Batch	Available Qty	Selected Qty	Alt...

Selected Batches

#	Batch	Selected Qty	Sy...
1	TestBatch	20	1

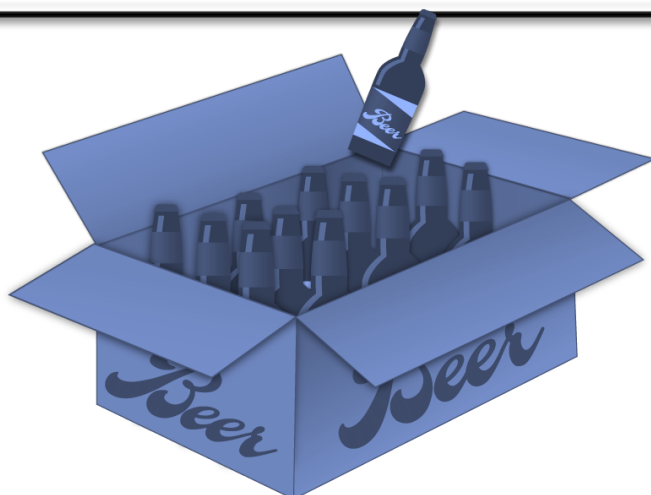
Display Delivered Batches: From Base Document

OK Cancel

Payment Order Run: [checkbox]
Remarks: Based On Sales Orders 10008.
Based On Deliveries 10006.
Based On A/R Invoices 10003.

Applied Amount: \$ 2.3
Open Balance

Add & New Cancel Finalize Copy From Copy To



A batch screen will appear
> if Orchestrated does not select the batch for you, select the batch that is being returned to you

- Available batches will appear in the bottom section
- Enter your Selected Qty and click <>>
- Click <Update> <OK>
- On the Credit Memo, click <Add & New> <Yes>



A/R credit memo- service

Modules > Sales – A/R > A/R credit memo

Need to refund a customer,
and won't be bringing
anything back into inventory?
Handle it with an A/R credit
memo.

- Open a new A/R credit memo
- Select the applicable customer
- Define as type **service**
 - Item: Affects inventory
 - Service: Doesn't affect inventory

A/R Credit Memo

Customer Code: C1040
Customer Name: Smith & Smith Beverage Co.
Contact Person: Joe Neckels
Customer Ref. No.:
BP Currency: \$

No.: Primary 5004
Status: Open
Posting Date: 10/01/20
Due Date: 10/01/20
Document Date: 10/01/20

Item/Service Type	Description	G/L Account	Tax C...	Total	Summary Type	Blank...	Variance Reason
1	Fest Table Fee	55035-01	EX	200.00	No Summary		
2							

Sales Employee: Jason Smith
Owner:
☐ Payment Order Run
Remarks:

Add & New Cancel Finish

200.00
0.00
0.00
0.00

- Add a description for the refund
- Choose the G/L account the refund will hit
- Enter the total amount being refunded
- Click <Add & New> <Yes> to add the A/R credit memo



Partial delivery

Cockpit > Sales Orders
Not Delivered widget

Open the SO related to the goods being delivered

Click <Copy To>

Select 'delivery'

Adjust quantity with the actual amount

Made a partial

Sales Order

Customer Code: C1035
Customer Name: Southern California Wine & Spirit
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

No. Primary: 10010
Status: Open
Posting Date: 09/20/20
Planned Ship Date: 09/25/20
Document Date: 09/20/20

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K12 Amber Ale - Keg	32	\$ 84.0000	0.00	EX	
2	1001-K16					
3	1002-K12					
4						

Delivery

Customer Code: C1035
Customer Name: Southern California Wine & Spirit
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

No. Primary: 10008
Status: Open
Posting Date: 11/12/20
Delivery Date: 11/12/20
Document Date: 11/12/20

Item/Service Type	Item	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K12 Amber Ale - Keg	16	\$ 84.0000	0.00	EX	
2	1001-K16	20	\$ 63.0000	0.00	EX	
3						

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 3,400.00Lb
Volume: 351.330 GAL
Est. Pallet Spots: 0.000
Remarks: Based On Sales Orders 10010.

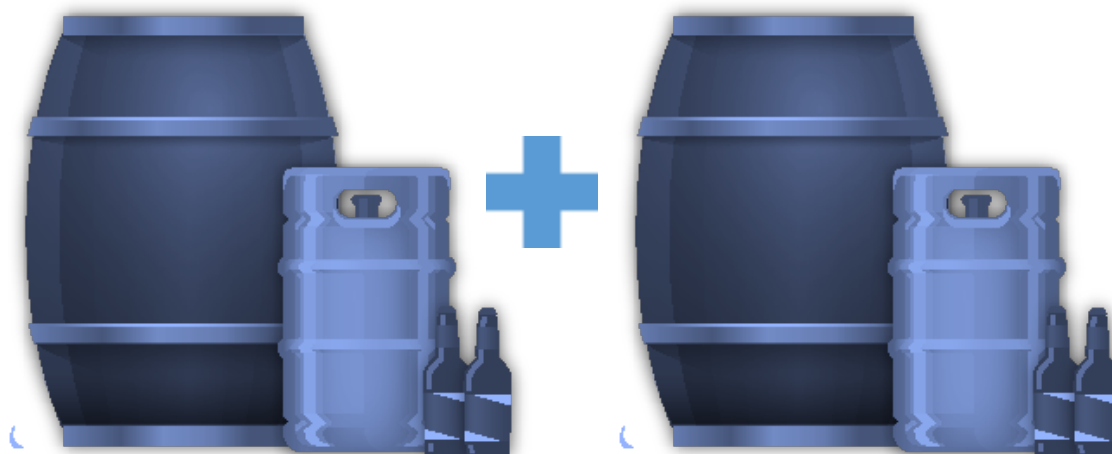
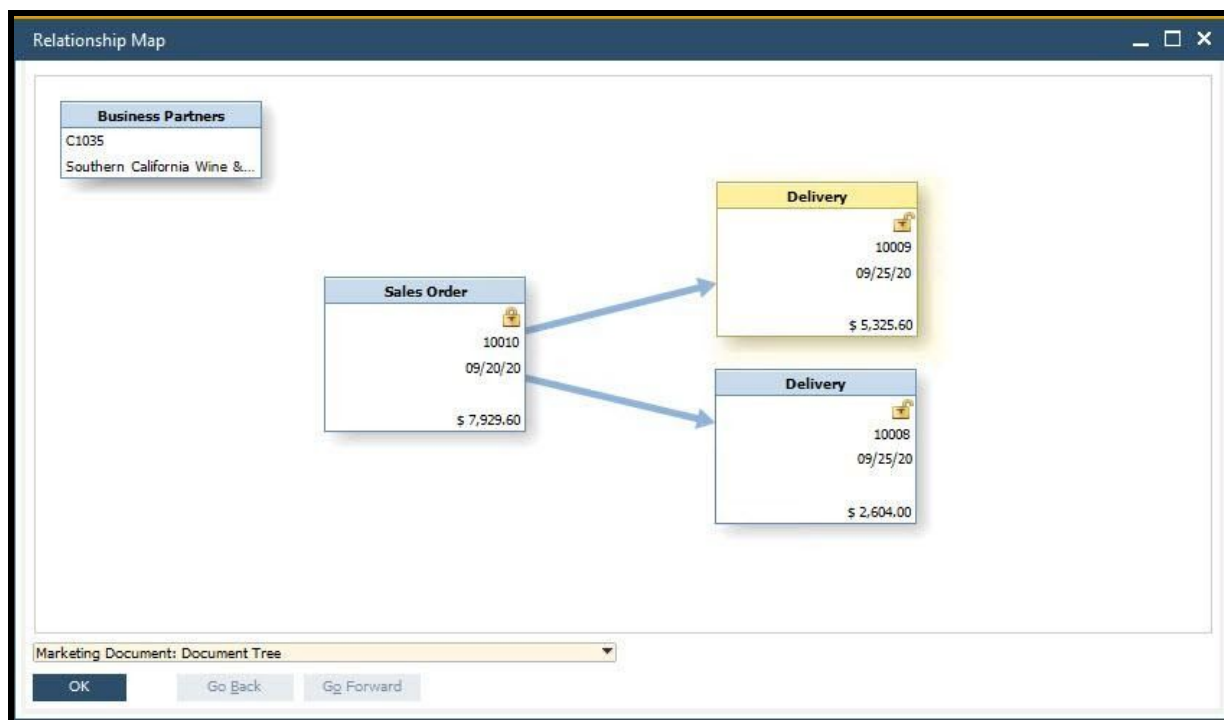
Total Before Discount: \$ 2,604.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total: \$ 2,604.00

OK Cancel Finalize Copy From Copy To



- If remainder of goods are delivered at a different day/time, repeat steps 1-8
- If remainder of delivery will not be delivered, right-click within the SO, choose close
- To see how goods were delivered, right-click within the SO and choose 'relationship map'

File >





Combining multiple deliveries

Modules > Sales – A/R > A/R invoice

Were multiple deliveries made, but only one Invoice for the total? Capture all deliveries via an A/R invoice!

- Open a new A/R invoice
- Choose the customer that received goods in multiple deliveries
- Click **<Copy From>**
- Select 'deliveries'
- Select the deliveries to be combined (ctrl + click to select multiples)
- Click **<Choose>**
 - If draw document box opens, click **<Finish>**

A/R Invoice

Customer Code: C1035
Customer Name: Southern California Wine & Spir
Contact Person: Megan Hunt
Customer Ref. No.:
BP Currency: \$

No.: Primary 10004
Status: Open
Posting Date: 09/25/20
Due Date: 10/25/20
Document Date: 09/25/20
Payment Doc:

Contents Logistics

Item/Service Type Item

Item No. Item Descri...

1

List of Deliveries

Find

#	#	Date	Customer	Price Mode	Remarks	Due...
1	10008	09/25/20	Southern California Wine & !		Based On Sales Orders 1001(11/12/2	
2	10009	09/25/20	Southern California Wine & !		Based On Sales Orders 1001(11/12/2	

Choose Cancel

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 0.00Lb
Volume: 0.000 GAL
Est. Pallet Spots: 0.000
☐ Payment Order Run
Remarks:

Summary Type: No Summary
COGS Distr. Rule: Country of O...

Total Before Discount
Discount %
Total Down Payment
Freight
☐ Rounding \$ 0.00
Tax
Total \$ 0.00
Applied Amount
Balance Due

Add & New Cancel Finalize

Receive Payment Copy From Copy To



- Enter the posting date of the invoice
- Click **<Add & New>** **<Yes>**
- To see how deliveries feed into the invoice, right click and A/R invoice and choose 'relationship map'

A/R Invoice

Customer Code: C1035
Customer Name: Southern California Wine & Spirits
Contact Person: Megan Hunt
Customer Ref. No.:
Local Currency:

Contents Logistics

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	C...
1	1001-K12	Amber Ale - Keg 1/2 BBL	16	\$ 84.0000	0.00	EX	\$ 1,344.00		Manual	
2	1001-K16	Amber Ale - Keg 1/6 BBL	20	\$ 63.0000	0.00	EX	\$ 1,260.00		Manual	
3	1001-K12	Amber Ale - Keg 1/2 BBL	16	\$ 84.0000	0.00	EX	\$ 1,344.00		Manual	
4	1001-K16	Amber Ale - Keg 1/6 BBL	20	\$ 63.0000	0.00	EX	\$ 1,260.00		Manual	
5	1002-K12	Pale Ale - Keg 1/2 BBL	32	\$ 85.0500	0.00	EX	\$ 2,721.60		Manual	
6					0.00					

Sales Employee: Maggie Pruitt
Owner:
Total Weight: 0.00Lb
Volume: 0.000 GAL
Est. Pallet Spots: 0.000
☐ Payment Order Run
Remarks: Based On Deliveries 10008, 10009.

Total Before Discount: \$ 7,929.60
Discount: %
Total Down Payment:
Freight:
☐ Rounding: \$ 0.00
Tax:
Total: \$ 7,929.60
Applied Amount:
Balance Due: \$ 7,929.60

Add & New





Reconciliation

If you need to attach an A/R credit memo to a specific A/R invoice:

- Modules > Business partners > BP master data > pull up client
- In the upper right hand corner > Drill into account balance with yellow arrow
- Click <Internal Reconciliation>
- Select the credit memo and the A/R invoice to be reconciled
- Ensure the amount to reconcile balances out to zero
 - Update the A/R invoice balance so it can reconcile with the A/R credit memo
- Click <Reconcile> <Yes>
 - Invoice balance has now been changed
- If you drill back into A/R Invoice, the applied amount now includes the credit

Business Partner Master Data

Code: Manual C1035 Customer
Name: Southern California Wine & Spirits
Foreign Name:
Group: Distributor
Currency: US Dollar
Federal Tax ID:

Account: 36,871.65
Deliveries: 8,400.00
Orders: 154.89

Account Balance - C1035, Southern California Wine & Spirits

BP Code: C1035 Southern California Wine & Spirits
Posting Date: From 01/01/20 To 12/31/20
Display: 50 Last Transactions
Display Unreconciled Trans. Only

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	C/D (FC)
1		OB					\$ 1,343.25	
2	09/01/20	IN	10006	40010-01	A/R Invoices - C1035	\$ 17,149.20	\$ 17,149.20	
3	09/15/20	IN	10005	40010-01	A/R Invoices - C1035	\$ 11,049.60	\$ 11,049.60	
4	09/20/20	CN	5004	25005-00	A/R Credit Memos - C	\$ (600.00)	\$ (600.00)	
5	09/25/20	IN	10004	40010-01	A/R Invoices - C1035	\$ 7,929.60	\$ 7,929.60	
							\$ 36,871.65	

Internal Reconciliation

BP: C1035 Southern California Wine & Spirits
Reconciliation Currency: US Dollar
Reconciliation Date: 11/12/20

☐ Display SC-Only Transactions

#	Selected	Origin	Origin ...	Posting Date	Amount	Balance Due	Amount to Reconcile	Details	Payment Order Run
1	<input type="checkbox"/>	IN	10002	10/22/18	\$ 1,343.25	\$ 1,343.25	\$ 1,343.25	A/R Invi	<input type="checkbox"/>
2	<input type="checkbox"/>	IN	10006	09/01/20	\$ 17,149.20	\$ 17,149.20	\$ 17,149.20	A/R Invi	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	IN	10005	09/15/20	\$ 11,049.60	\$ 11,049.60	\$ 11,049.60	A/R Invi	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	CN	5004	09/20/20	\$ (600.00)	\$ (600.00)	\$ (600.00)	A/R Cre	<input type="checkbox"/>
5	<input type="checkbox"/>	IN	10004	09/25/20	\$ 7,929.60	\$ 7,929.60	\$ 7,929.60	A/R Invi	<input type="checkbox"/>

System Message

Reconcile the selected transactions?

Yes No



Reports by sales persona

Sales – A/R > Sales reports > Orchestrated reports >

Open order available to promise

- Quick view of extra ATP qty on hand for that day
- Assists with knowing if a sales order can be accepted.

Sales – A/R > Sales reports > Orchestrated reports >

Sales by brand and measure

- Brand sales by date range with units, volume sold (in \$) and revenue/volume

Sales – A/R > Sales reports >

Sales analysis

- Ran by customers, Items and/or sales employees
- Displays general information plus gross profit & GP%

Sales – A/R > Sales reports > Orchestrated reports >

Regional sales summary

- Units and \$ sold per BP by Country and State

Inventory > Inventory reports >

Inventory audit report

- Can be pulled via item master data (right-click)
- Find where specific items are deficient
- Quick display of all increases/decreases within inventory

Sales – A/R > Sales reports > Orchestrated reports >

Customer sales analysis

- Can sort by customer then item group. Qty, units, \$amt and % of total sales will be displayed

Sales – A/R > Sales reports > Orchestrated reports >

Item Sales Analysis

- Displays Doc#, date, item name, QTY in units/barrels, sale amount, cost amount, gross profit amt%

Sales – A/R > Sales reports > Orchestrated reports > Taxable shipments >

Taxable shipment details by state

- Gathers the taxable shipment data for the state(s) our clients must pay excise taxes in.