



ORCHESTRA

Sales



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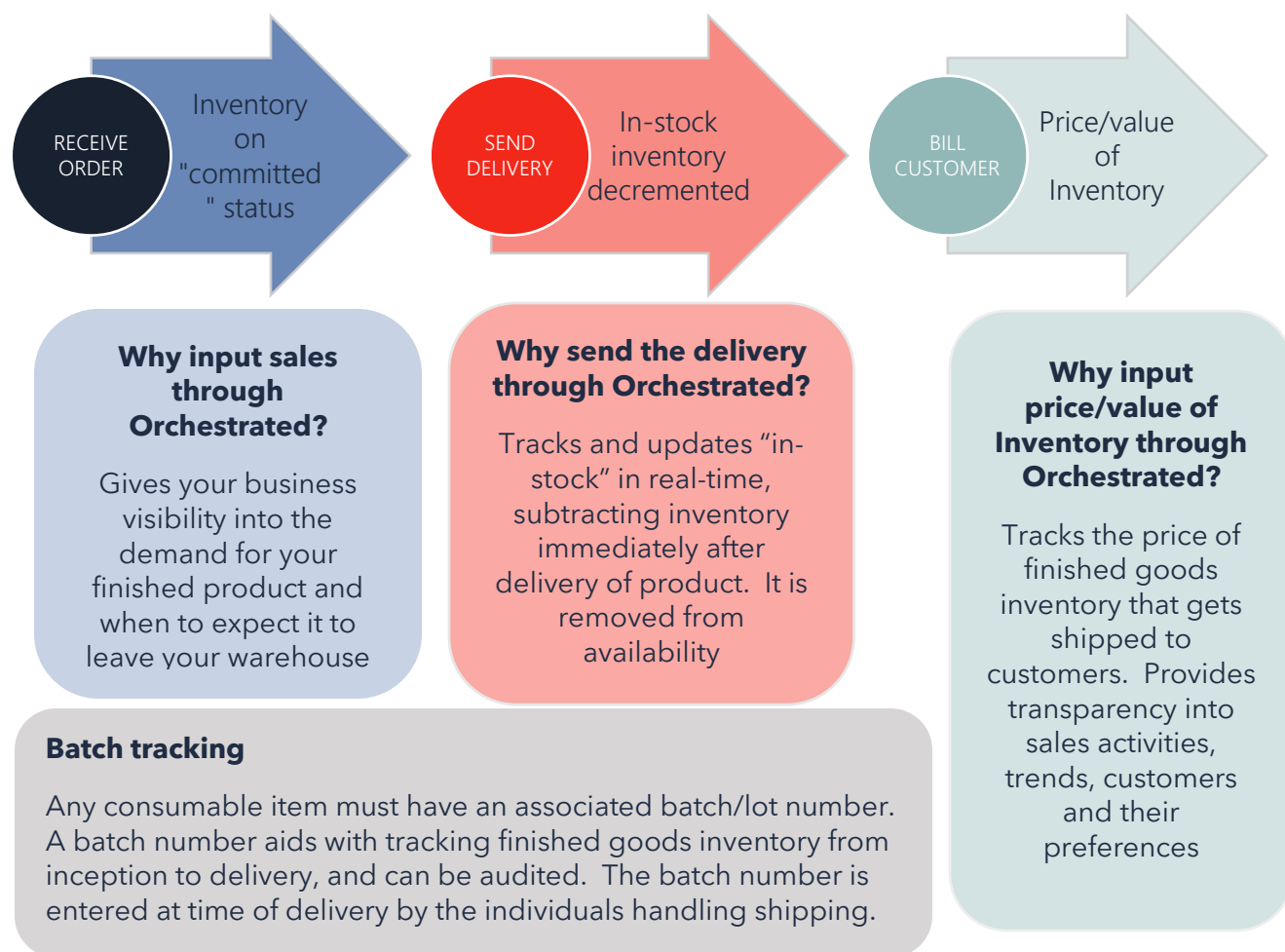


Sales roadmap

Overview

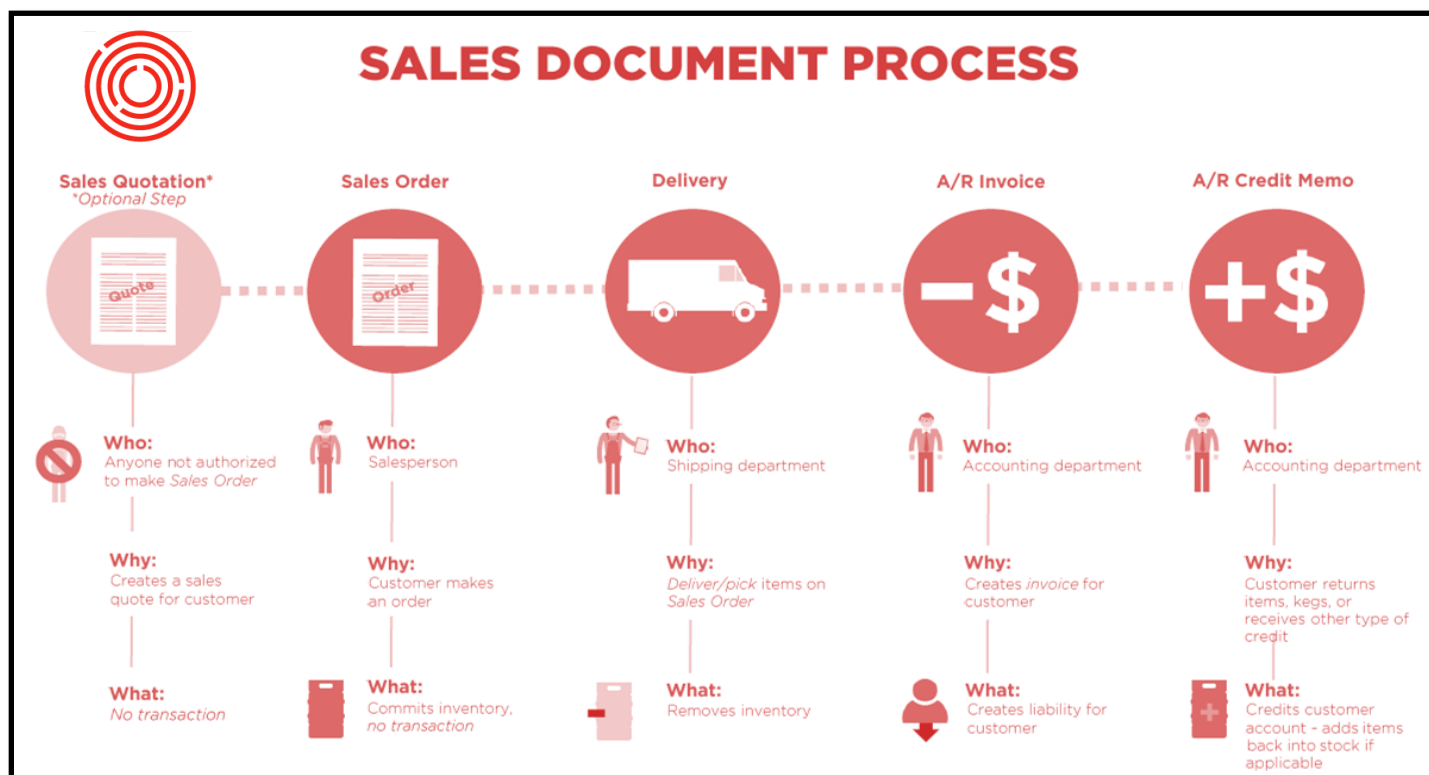


During the Sales process, you will be receiving commitments from customers, ensuring delivery of those orders and verifying you are billing those customers correctly. Orchestrated helps you manage the entire sales cycle, mimicking what's happening in real-life scenarios. From a customer sales order to customer invoice, utilizing the sales functionality integrates item master data, business partners and your finished product to ensure billing accuracy. This process is vital to the continuous cycle, and aids with planning production, creating and fulfilling purchase orders for raw materials and scheduling resources.





Process flow



Sales quotation (optional)
Request a sales order (quote)

Sales order (SO)

Receive order from a customer
Marks inventory as "committed"
Can print/email/save

Delivery

Removes inventory from stock
Typically happens before A/R Invoice is sent to customer
Inventory Batch # is captured
Can print/email/save

A/R credit memo

Used for goods return from or credit to customer.
Brings inventory back into stock

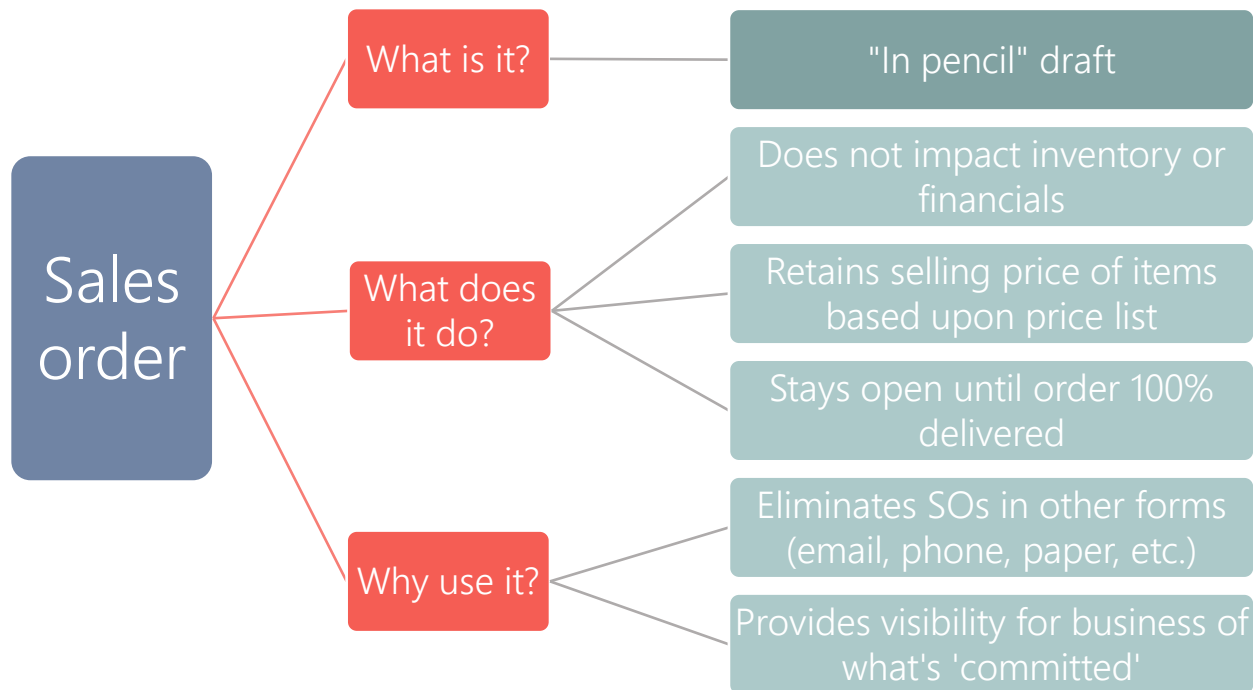
A/R invoice (mandatory)

Books the payable/financial side of sale
Incoming payment will eventually be applied
Can print/email/save



Core sales functions

Sales orders (SO)



Customer code & name of whom you're receiving an order from

Status: Open or Closed

Planned ship date: When are items scheduled to be shipped

Sale item details

#	Item No.	Item Descripti...	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule
					0.00					

Tip!
If there is a column you cannot see, or want to hide, remember to utilize your form settings button.



Adding a sales order

Modules > Sales - A/R > Sales order



In the following scenario, we will be inputting an order of 20 kegs of pale ale from our customer, Pacific Distributing Inc.

1. Open a sales order function (stay in ADD mode)
2. Search for the customer who placed an order (e.g. Pacific Distributing Inc.)
3. Search by customer code, name and/or wildcard)
4. Select the customer and click <Choose>

Sales - A/R

- Sales Blanket Agreement
- Sales Quotation
- Sales Order
- Delivery
- Return
- A/R Down Payment Invoice
- A/R Invoice
- A/R Invoice + Payment
- A/R Credit Memo
- A/R Reserve Invoice
- Document Generation Wizard
- Recurring Transactions
- Recurring Transaction Templates
- Document Printing
- Mass Close Orders
- Dunning Wizard
- Gross Profit Recalculation Wizard
- Sales Reports

Purchasing - A/P

- Business Partners
- Banking
- Inventory
- Resources
- Production

Sales Order

Customer Code: *c
Customer Name: [Search]
Contact Person: [Search]
Customer Ref. No.: [Search]
Local Currency: [Dropdown]

No. Primary: 10227
Status: Open
Posting Date: 10/19/2016
Planned Ship Date: [Search]
Document Date: 10/19/2016

List of Business Partners

Find: *c

#	BP Name	BP Code	BP Balance	Territory
1	Tap Room	C1000	232.00	
2	Pacific Distributing Inc.	C1005	10,535.70	
3	Northern Wine & Spirits	C1010	10,729.80	
4	Western Eagle Distributing	C1015	80,046.60	
5	Coors Distributing Company	C1020	0.00	
6	Eastern Star Distributing	C1025	14,038.00	
7	Ben H. Keith Beverages	C1030	1.00	
8	Southern California Wine & Spir	C1035	11,799.00	
9	Smith & Smith Beverage Co.	C1040	6,561.00	
10	RJ Barrinton Dist.	C1045	17,028.30	

Choose Cancel New

Sales Employee: -No Sales Employee-
Owner: [Search]
Total Volume: 0.00Lb
Total Volume: 0.00 BBL
Est. Pallet Spots: 0.00
Remarks: [Text Area]

Total Before Discount: [Text]
Discount: [Text] %
Freight: [Text]
Rounding: [Text] \$ 0.00
Tax: [Text]
Total: [Text] \$ 0.00

Add Cancel Finalize Validate Availability

Copy From Copy To



Sales Order

Customer Code: C1005
Customer Name: Pacific Distributing Inc.
Contact Person: Mike Kay
Customer Ref. No.:
BP Currency: \$

No. Primary 10226
Status Open
Posting Date 10/12/2016
Planned Ship Date 10/19/2016
Document Date 10/12/2016

Items Logistics Accounting Attachments

Item/Service Type Item Summary Type No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	B..
1	*										

List of Items

Find

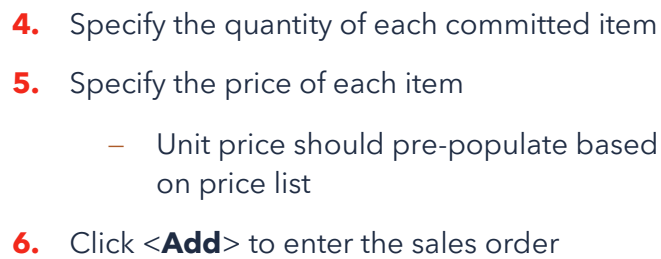
#	Item No.	Item Description	Item Group	Process Type	In Stock	Pa...
4	1001-K16	Amber Ale - Keg 1/6 BBL	FinGood: Kegged Packaging		539.00	K16
5	1001-KF	Amber Ale - Firkin	FinGood: Kegged Packaging		994.00	KF
6	1002-B46	Pale Ale - Case 4/6/12 Btl	FinGood: Bottled Packaging		308.00	B4612
7	1002-K12	Pale Ale - Keg 1/2 BBL	FinGood: Kegged Packaging		469.00	K12
8	1002-K16	Pale Ale - Keg 1/6 BBL	FinGood: Kegged Packaging		562.00	K16
9	1002-KF	Pale Ale - Firkin	FinGood: Kegged Packaging		995.00	KF
10	1003-B46	IPA - Case 4/6/12 Btl	FinGood: Bottled Packaging		563.00	B4612
11	1003-K12	IPA - Keg 1/2 BBL	FinGood: Kegged Packaging		491.00	K12
12	1003-K16	IPA - Keg 1/6 BBL	FinGood: Kegged Packaging		666.00	K16
13	1003-KF	IPA - Firkin	FinGood: Kegged Packaging		996.00	KF

Choose Cancel New

Sales Employee: Daniel V
Owner: Wilson,
Total Weight:
Total Volume:
Est. Pallet Spots:
Remarks:

Add Cancel Finalize Validate Availability Copy From Copy To

1. Enter 'Planned Ship Date' when the item is scheduled for shipment (gives an estimated time to crew on the floor when inventory will be decremented)
2. Search for 'Item No.' (e.g. kegs of Pale Ale)
 - To add multiple items, hold ctrl button and click to select
3. Click <Choose>

F



7. Preview, print and/or email the SO directly from the Orchestrated Toolbar!



OBeer_SalesOrder

SAP CRYSTAL REPORTS

Main Report

Orchestrated
Beaverton, OR 97006
Tel: 877-683-2648
Fax:
Email: info@OrchestratedBEER.com

Sales Order

Order #: 10226
Date: 10/12/2016
Deliver By: 10/19/2016
Terms: Net 30 Days
Ref#:

Bill To: Bill To
1215 Elm Street
Portland, OR 90210

Ship To: Ship To
1215 Elm Street
Portland, OR 90210

Item Code	Description	Quantity	Unit Price	Ext Price
1002-K12	Pale Ale - Keg 1/2 BBL	20.00	80.75	1,615.00

Current Page No.: 1

Orchestrated Bill of Lading SO

SAP CRYSTAL REPORTS

Main Report

Orchestrated
Beaverton, OR 97006
Tel: 877-683-2648
Fax:
Email: info@OrchestratedBEER.com

Bill of Lading

Order #: 10226
Date: 10/12/2016
Ref#:
Ship Via: -
Weight: 3,100.00 Lb

Ship To: Ship To
1215 Elm Street
Portland, OR 90210

Ship From: OrchestratedBEER
Main Warehouse

Item Code	Description	Quantity	Weight
1002-K12	Pale Ale - Keg 1/2 BBL	20.00	3,100.00 Lb

Additional Comments:

Total Pallets:
Weight 3,100.00 Lb

Before the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
Agreed or declared value of the property is specifically stated by the shipper to be no exceeding per

Note: Liability limitation for loss or damage in this shipment may be applicable

Shipped, subject to individually determined rates, or contracts that have been agreed upon between the carrier and shipper, if applicable, otherwise to the rates, conditions, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.

Shipper Signature

Carrier Signature/Pickup Date

Trailer Loaded

Freight Counted

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order.

8. You can also select an alternate layout (bill of lading, pick and/or pack list etc.)



Real life practice scenarios



Sal handles sales for his brewery. He received an order of 50 4/6/12 cases each of amber ale, IPA, and stout from his customer, Whole Foods. The cases are already linked to an entered price list. Can you help him enter a SO? Use today's date as the posting date and planned ship date.

Sales Order

Customer Code: C2001
Customer Name: Whole Foods - Portland
Contact Person: [dropdown]
Customer Ref. No.: [dropdown]
BP Currency: \$

No. Primary: 10230
Status: Open
Posting Date: 11/01/2016
Planned Ship Date: 11/01/2016
Document Date: 11/01/2016

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Descripti...	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	Bla...
1	1001-B46	Amber Ale - Case	50	\$ 20.0000	0.00	EX	\$ 1,000.00		Manual		
2	1003-B46	IPA - Case 4/6/12	50	\$ 18.0000	0.00	EX	\$ 900.00		Manual		
3	1004-B46	Stout - Case 4/6/12	50	\$ 30.0000	0.00	EX	\$ 1,500.00		Manual		
4					0.00						

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 3,375.00Lb
Total Volume: 10.89 BBL
Est. Pallet Spots: 2.50
Remarks: [text area]

Total Before Discount
Freight
Tax
Total

Add Cancel Finalize Validate Availability

Copy From Copy To

1. Open a SO function
2. Search for and select customer
3. Enter posting date & planned ship date of SO
4. Search for and select item(s) that need to be ordered
5. Specify quantity of item(s)
6. Specify unit price of item(s)
7. Add SO



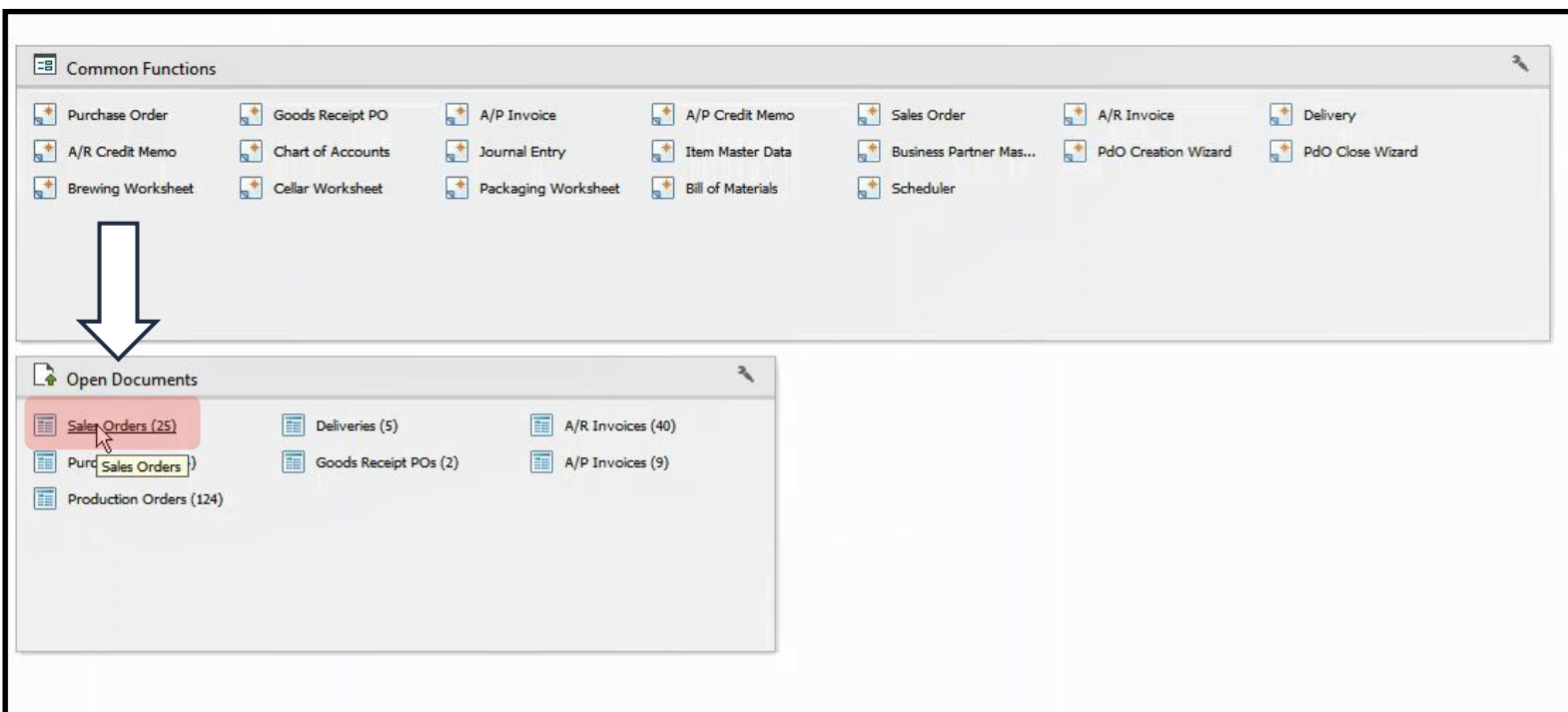
Adding a delivery

Modules > Sales - A/R > Delivery
Cockpit > Open documents > Sales orders



In the following scenario, we will be delivering 20 BBLS of pale ale to our customer Pacific Distributing Inc.

1. Open the sales order related to the goods being delivered
 - Find the SO via open documents





2. Select the sales order from the open items list
 - Drill in using the yellow arrow

Open Items List

Currency: Local Currency

Doc. No.	Customer C...	Customer Name	Customer Ref...	Due Date	Cancelatio...	Amount	Net
10226	C1005	Pacific Distributing Inc.		10/19/2016	11/18/2016	\$ 1,615.00	\$ 1
10222	C2003	Thirsty Lion Pb & Grill		10/16/2015	11/15/2015	\$ 1,252.00	\$ 1
10218	C2002	Albertson's Stores		10/09/2015	10/11/2015	\$ 4,634.00	\$ 4
10213	C1005	Pacific Distributing Inc.	2656	10/08/2015	08/09/2015	\$ 3,196.53	\$ 3
10195	C1020	Coors Distributing Company		10/07/2015	08/01/2015	\$ 30,877.20	\$ 30
10199	C1015	Western Eagle Disitributing		10/06/2015	07/01/2015	\$ 722.00	\$
10198	C1010	Northern Wine & Spirits		10/05/2015	07/04/2015	\$ 30,877.20	\$ 30
10210	C1030			10/03/2015	08/06/2015	\$ 50,454.30	\$ 50
10200	C1065						
10225	C1005						
10224	C1060						
10203	C1005						

OK

Sales Order

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

No. Primary: 10226
Status: Open
Posting Date: 10/12/2016
Planned Ship Date: 10/19/2016
Document Date: 10/12/2016

Contents Logistics Accounting Attachments

#	Item No.	Item Descripti...	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	B...
1	1002-K12	Pale Ale - Keg 1/2	20	\$ 80.7500	0.00	EX	\$ 1,615.00		Manual		
2					0.00						

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 3,100.00Lb
Total Volume: 10.00 BBL
Est. Pallet Spots: 2.50
Remarks:

Total Before Discount: \$ 1,615.00
Discount: %
Freight:
Rounding:
Tax:
Total: \$ 1,615.00

OK Cancel Finalize Validate Availability

Copy From Copy To

- Delivery
- A/R Invoice
- A/R Down Payment
- Res. Invoice
- Retail Transfer

3. In the lower right corner, click <Copy To> and select 'delivery'



4. Double check to ensure delivery date is correct
5. Verify the actual quantities are delivered to your customer (this **will** impact your inventory)
6. Click <Finalize>

Delivery

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

No. Primary: 10186
Status: Open
Posting Date: 10/21/2016
Delivery Date: 10/21/2016
Document Date: 10/21/2016

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	Blanket Agreement No.
1	1002-K12	Pale Ale - Keg 1/2 BB	20	\$ 80.7500	0.00	EX	\$ 1,615.00		Manual		
2					0.00						

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 3,100.00Lb
Total Volume: 10.00 BBL
Est. Pallets: 2.50
Remarks: Based On Sales Orders 10226.

Total Before Discount: \$ 1,615.00
Discount: %
Freight:
Rounding: \$ 0.00
Tax:
Total: \$ 1,615.00

Add Cancel **Finalize** Copy From Copy To

Finalize Transaction.

Delivery

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

No. Primary: 10186
Status: Open
Posting Date: 10/21/2016

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	Blanket Agreement No.
1	1002-K12	Pale Ale - Keg 1/2 BB	20	\$ 80.7500	0.00	EX	\$ 1,615.00		Manual		
2	19950-K12	Deposit - Keg Deposit	20	\$ 30.0000	0.00	EX	\$ 600.00		Manual		
3					0.00						

7. The finalize button automatically adds any applicable keg deposits.

8. Click <Add> <Yes>



Sales Order

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

Delivery
No.: Primary 10186
Status: Open
Posting Date: 10/21/2016
Delivery Date: 10/21/2016
Document Date: 10/21/2016

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	D
1	1002-K12	Pale Ale - Keg	A1	20		20	1	Out

Available Batches

Find:

#	Batch	Availabl...	Select...	Allocate...
1	PAL17a	57		
2	PAL27	80		
3	PAL28	88		
4	PAL32	100		
		425		

Selected Batches

#	Batch	Selected Qty
1	PAL17a	20

Display Available Batches: All

OK Cancel Auto-Select All

Remarks: Based On Sales Orders 10226.

Add Cancel Finalize

Summary Type: No Summary

COGS Distr. Rule: Blanket Agreement No.

Total Before Discount: \$ 2,215.00
Discount: %
Freight: \$ 0.00
Tax: \$ 0.00
Total: \$ 2,215.00

Copy From Copy To

9. Choose which batch(es) is/are being delivered

- Can click **<Auto-Select All>** to automatically pull from the oldest batch first
- If item delivered is consumable, a batch number will be required
- If multiple items, highlight rows one by one, select the batch number and click **<Update>** after each one

10. Click **<OK>**



Delivery

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

No. Primary: 10186
Status: Open
Posting Date: 10/21/2016
Delivery Date: 10/21/2016
Document Date: 10/21/2016

11. Click <Add> <Yes>

12. Preview, print and/or email the delivery directly from the Orchestrated Toolbar!

TIP:
Print two copies. One for you and one for your customer!

Contents Logistics Accounting Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code
1	1002-K12	Pale Ale - Keg 1/2 BBL	20	\$ 80.7500	0.00	EX	\$ 1,615.00		Manual
2	19950-K12	Deposit - Keg Deposit	20	\$ 30.0000	0.00	EX	\$ 600.00		Manual
3					0.00				

Item/Service Type: Item

Yes No

Sales Employee: [Name]
Owner: [Name]
Total Weight: 3,100.00Lb
Total Volume: 10.00 BBL
Est. Pallet Spots: 2.50
Remarks: On Sales Order

Total Before Discount: \$ 2,215.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total: \$ 2,215.00

Add Cancel Finalize

Copy To

Orchestrated
Beaverton, OR 97006
Tel: 877-663-2648
Fax:
Email: info@OrchestratedBEER.com

Delivery Order
Delivery #: 10186
Date: 10/21/2016
Deliver By: 10/21/2016
Terms: Net 30 Days
Ref#:

Deliver To Ship To
1215 Elm Street
Portland, OR 90210

Item Code	Description	Ordered	To Deliver	Qty Delivered
1002-K12	Pale Ale - Keg 1/2 BBL	20.00	0.00	
19950-K12-Deposit	Deposit - Keg Deposit (1/2 Bbl)	20.00	0.00	

Total Pallets: _____
Deposits In: _____ Out: _____

Additional Comments: Based On Sales Orders 10226.

Authorized Signature: _____ Date: _____

Generated by Orchestra™ vers 150113 Page 1 of 1



Real life practice scenario



Peter handles deliveries for the brewery, and the order of 50 cases of IPA, amber ale & stout has been delivered! He has yet to send an invoice to Whole Foods, but he does want to ensure his brewery's finished goods inventory is up to date and decremented. After double-checking the outgoing shipment, he notes he delivered everything as ordered on the SO. Can you help him enter the delivery into Orchestrated?

Open Documents

Sales Orders (27) | Production Orders (124)

Open Items List

Doc. No.	Customer C...	Customer Name
10227	C1005	Pacific Distrib...
10229	C1040	Smith & Smith
10230	C2001	Whole Foods
10222	C2003	Thirsty Lion P...
10218	C2002	Albertson's Sto...
10213	C1005	Pacific Distrib...
10195	C1020	Coors Distrib...
10199	C1015	Western Eagle
10198	C1010	Northern Wine
10210	C1030	Ben H. Keith B...
10200	C1065	City Beverage
10225	C1005	Pacific Distrib...
10224	C1060	Beer House Di...
10203	C1005	Pacific Distrib...

Sales Order

Customer Code: C2001
Customer Name: Whole Foods - Portland
Contact Person: [blank]
Customer Ref. No.: [blank]
Local Currency: [blank]

Delivery

Customer Code: C2001
Customer Name: Whole Foods - Portland
Contact Person: [blank]
Customer Ref. No.: [blank]
Local Currency: [blank]

No.: 10189
Status: Open
Posting Date: 11/01/2016
Delivery Date: 11/01/2016
Document Date: 11/01/2016

Batch Number Selection

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1001-B46	Amber Ale - Case	A1	50	50			Out
2	1003-B46	IPA - Case 4/6/12	A1	50	50			Out
3	1004-B46	Stout - Case 4/6/12	A1	50	50			Out

Available Batches

#	Batch	Availabl...	Selecte...	Allocat...	Syste...
1	AMA140	130		4	
2	AMA45	779		5	

Selected Batches

#	Batch	Selected Qty	Syste...
---	-------	--------------	----------

Display Available Batches: All

Copy From | Copy To

Copy From | Copy To

1. Open list of open SOs
2. Search for and select correct SO
3. From the SO, <Copy To> 'delivery'
4. Verify actual quantities delivered
5. <Add><Yes>
6. Enter Batch No. (for any consumable item)
<Update><OK>
7. <Add><Yes>



A/R invoice

A/R
invoice

What is it?

Invoice (bill) for sold goods

Documents the invoice sent to
your customer

What does
it do?

Impacts inventory & financials

Is mandatory

Why Use it?

Confirms price & quantity of
goods leaving stock

Provides visibility for business of
what's 'in stock' and 'cost of
goods sold'

Customer code &
name of who you
are invoicing

A/R Invoice

Customer Code		No.	Primary	10218
Customer Name		Status	Open	
Contact Person		Posting Date	10/21/2016	
Customer Ref. No.		Due Date		
Local Currency		Document Date	10/21/2016	

Contents

#	Item No.	Quantity	Unit Price	
1			0.00	C

Logistics

Summary Type: No Summary

Distr. Rule	UoM Code	COGS Distr. R
-------------	----------	---------------

Sales Employee: -No Sales Employee-

Owner:

Total Weight: 0.00Lb

Total Volume: 0.00 BBL

Est. Pallet Spots: 0.00

Payment Order Run: ☐

Remarks:

Total Before Discount:

Discount: %

Total Down Payment:

Freight: ☐ Rounding: \$ 0.00

Tax: \$ 0.00

Total: \$ 0.00

Applied Amount:

Balance Due:

Add Cancel Finalize

Copy From Copy To

Status: Open or
Closed

Posting date: When
invoice was
entered/received

Due date: When
is invoice due?

Invoiced item
details



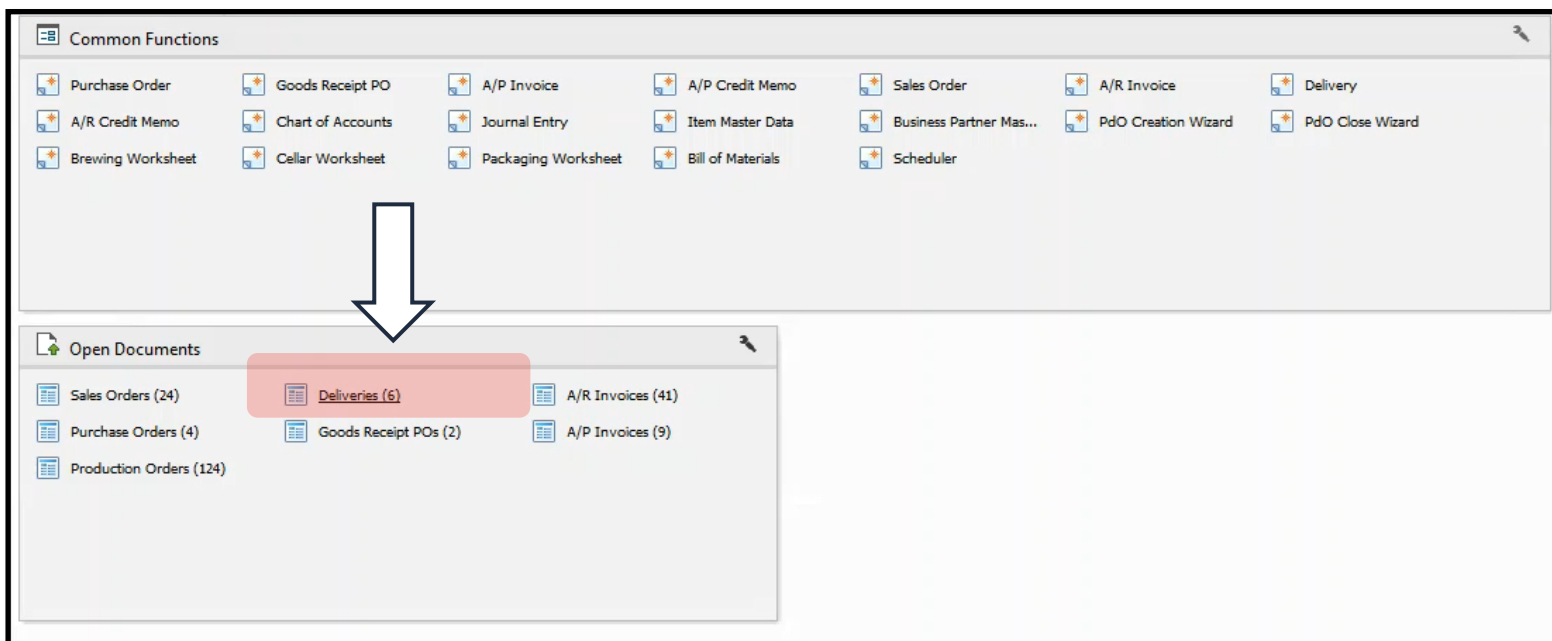
Adding and A/R invoice

Modules > Sales - A/R > A/R invoice
Cockpit > Open documents > Deliveries



In the following scenario, we will be invoicing Pacific Distributing Inc. for the BBLS of pale ale we delivered to them

1. Open the delivery related to the goods being invoiced
 - Find the delivery via open documents





2. Select the delivery from the open items list
 - Drill in using the yellow arrow

Doc. No.	Customer C...	Customer Name	Customer Ref....	Due Date	Amount	Net	Tax
10176	C1005	Pacific Distributing Inc.	43747	03/20/2015	\$ 3,944.00	\$ 3,944.00	
10180	C1005	Pacific Distributing Inc.	95557	06/10/2015	\$ 8,848.50	\$ 8,848.50	
10181	C1005	Pacific Distributing Inc.	456345	07/28/2015	\$ 5,912.60	\$ 5,912.60	
10182	C1005	Pacific Distributing Inc.	256256	08/14/2015	\$ 5,444.68	\$ 5,444.68	
10184	C1005	Pacific Distributing Inc.	456345	09/18/2015	\$ 3,406.80	\$ 3,406.80	
10186	C1005	Pacific Distributing Inc.		10/21/2016	\$ 2,215.00	\$ 2,215.00	
					\$ 29,771.58	\$ 29,771.58	

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

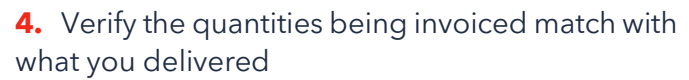
No. Primary: 10186
Status: Open
Posting Date: 10/21/2016
Delivery Date: 10/21/2016
Document Date: 10/21/2016

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	Blanket Agreement No.
1	1002-K12	Pale Ale - Keg 1/2 BB	20	\$ 80.7500	0.00	EX	\$ 1,615.00		Manual		
2	19950-K12	Deposit - Keg Deposit	20	\$ 30.0000	0.00	EX	\$ 600.00		Manual		

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 3,100.00LB
Total Volume: 10.00 BBL
Est. Pallet Spots: 2.50
Remarks: Based On Sales Orders 10226.

Total Before Discount: \$ 2,215.00
Discount: %
Freight:
Rounding:
Tax:
Total: \$ 2,215.00

Copy To
Return
A/R Invoice



- 5.** Verify the unit price is correct

6. Click **<Add>** **<Yes>**



Invoice

Invoice #: 10217
Date: 10/21/2016
Due Date: 11/20/2016
Terms: Net 30 Days
Ref#:

Ship To: Ship To
1215 Elm Street
Portland, OR 90210

Item Code	Description	Quantity	Unit Price	Ext Price	
1002-K12	Pale Ale - Keg 1/2 BBL	20.00	80.75	1,615.00	
19950-K12-Deposit	Deposit - Keg Deposit (1/2 Bbl)	20.00	30.00	600.00	
Volume Summary:	BBLs 20.000	Gallons 620.000	Liters 2,346.800	Ounces 13,525.600	ML 1,182.800

On Deliveries 10186.

Subtotal:	\$2,215.00
<i>Less Discounts:</i>	\$0.00
Tax & Freight	\$0.00
<i>Less Applied Credits:</i>	\$0.00
Total Invoice:	\$2,215.00

- 7.** Preview, print and/or email the A/R Invoice directly from the Orchestrated toolbar.



Generated by Orchestra™ vers. 150113

Page 1 of 1



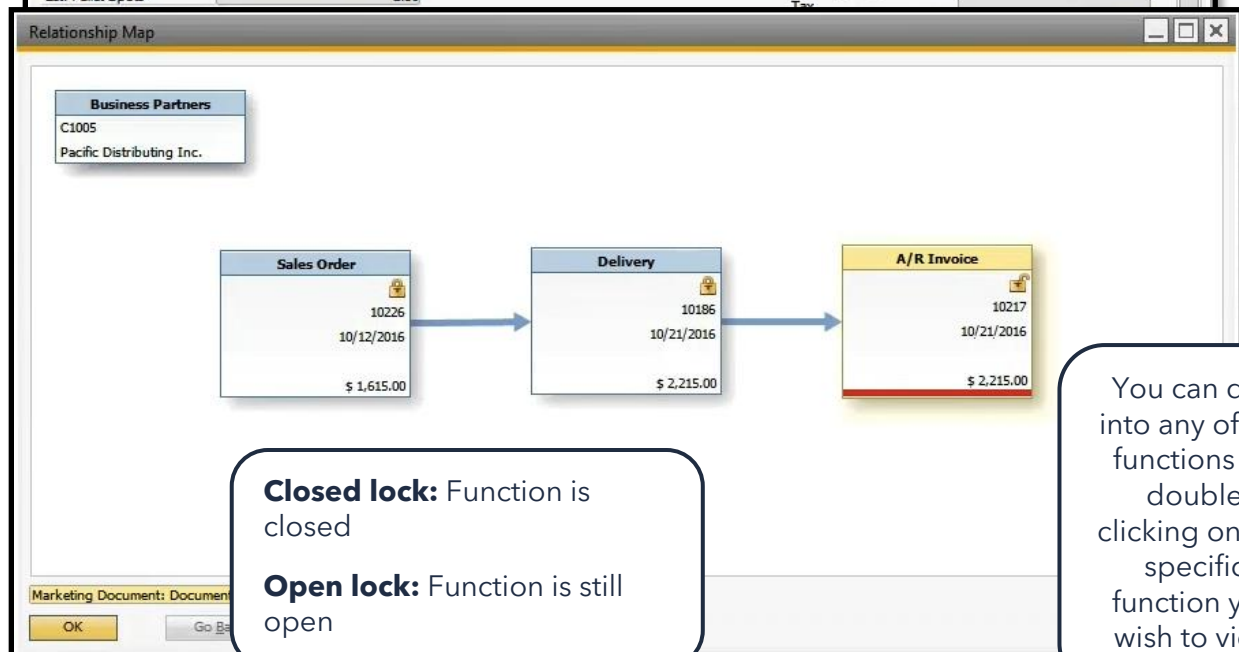
Relationship map

To view how the core sales functions correlate, simply open a function (i.e. A/R Invoice), <**right click**>, and choose relationship map.

The screenshot shows the 'A/R Invoice' window. The 'Contents' tab is active, displaying a table with two items:

#	Item No.	Quantity	Unit Price	Disc...	Tax C...
1	1002-K12	20	\$ 80.7500	0.00	EX
2	19950-K12-Depc	20	\$ 30.0000	0.00	EX

The context menu is open, showing options like 'Cancel', 'Duplicate', 'Base Document...', 'Row Details...', 'New Activity', 'Gross Profit...', 'Volume and Weight Calculation...', 'Packing Slip', 'Opening and Closing Remarks', 'Inventory Posting List', 'Related Activities', 'Transaction Journal..', 'Journal Entry', 'Applied Transactions', 'Batch Number Transactions Report', 'Related Opportunities', and 'Relationship Map...'. The 'Relationship Map...' option is highlighted.





Real life practice scenario



Penny handles accounting for the brewery. She just started reviewing her list of deliveries and notices she needs to invoice Whole Foods for the 50 4/6/12 cases of amber ale, IPA & stout beer. Can you help her create an Orchestrated A/R Invoice?

Common Functions

- Purchase Order
- Goods Receipt PO
- A/R Credit Memo
- Chart of Accounts
- Brewing Worksheet
- Cellar Worksheet

Open Documents

- Sales Orders (26)
- Deliveries (6)

Open Items List

Doc. No.	Customer C...	Customer Name
10189	C2001	Whole Foods - Portland
10176	C1005	Pacific Distributing Inc.
10180	C1005	Pacific Distributing Inc.
10181	C1005	Pacific Distributing Inc.
10187	C1140	Austin Beverage Co.
10188	C1140	Austin Beverage Co.

Delivery

Customer Code → C2001
Customer Name: Whole Foods - Portland
Contact Person: [blank]
Customer Ref. No.: [blank]
Local Currency: [blank]

A/R Invoice

No. Primary 10220
Status Open
Posting Date 11/01/2016
Due Date 12/31/2016
Document Date 11/01/2016

Contents

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COG...
1	1001-B46	Amber Ale - Case 4/6/12 Btl	50	\$ 20.0000	0.00	EX	\$ 1,000.00		Manual	
2	1003-B46	IPA - Case 4/6/12 Btl	50	\$ 18.0000	0.00	EX	\$ 900.00		Manual	
3	1004-B46	Stout - Case 4/6/12 Btl	50	\$ 30.0000	0.00	EX	\$ 1,500.00		Manual	
4					0.00					

Logistics

Accounting

Attachments

Sales Employee Daniel Wilson
Owner Wilson, Daniel
Total Weight 3,375.00Lb
Total Volume 10.89 BBL
Est. Pallet Spots 2.50
Payment Order Run [checkbox]
Remarks Based On Sales Orders 10230.
Based On Delivery 10189

Total Before Discount \$ 3,400.00
Discount %
Total Down Payment
Freight [checkbox]
Rounding \$ 0.00
Tax
Total \$ 3,400.00
Applied Amount
Balance Due \$ 3,400.00

Copy From **Copy To**

1. Open list of open deliveries
2. Search for and select correct delivery
3. From the delivery, click <Copy To> 'A/R Invoice'
4. Verify invoiced quantities
 - a. Make changes if necessary
5. Verify unit price
 - a. Make changes if necessary
6. <Add> <Yes>



Additional scenarios

No SO or delivery? No problem

During 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: C1001
Customer Name: Jack's Tap & Growl
Contact Person: Jack
Customer Ref. No.:
BP Currency: \$

No. Primary: 10218
Status: Open
Posting Date: 10/04/2016
Due Date: 11/03/2016
Document Date: 10/04/2016

Contents Logistics Accounting Attachments

Item/Service Type: Item
Summary Type: No Summary

#	Item No.	Quantity	Unit Price	Disc...	Tax C...	Total	Distr. Rule	UoM Code	COGS Distr. Rule
1	1003-K12	1	\$ 92.0000	0.00		\$ 92.00		Manual	
2	1005-K12	1	\$ 105.0000	0.00		\$ 105.00		Manual	
3	1008-K12	1	\$ 97.0000	0.00		\$ 97.00		Manual	
4	19950-K12-Depc	3	\$ 30.0000	0.00		\$ 90.00		Manual	
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

1. Open a new A/R invoice function
2. Search for the customer who picked up their order
3. Select the date inventory was removed
4. Select the item(s) sold
5. Verify quantity (ensure sold qty. matches invoice qty.)
6. Verify unit price
7. Click <Finalize> if needed
8. Click <Add> <Yes>

Remarks: Applied Amount: Balance Due: \$ 384.00

Add Cancel Finalize Copy From Copy To



A/R Invoice

Customer Code: C1001
 Customer Name: Jack's Tap & Growl
 Contact Person: Jack
 Customer Ref. No.:
 BP Currency: \$

No. Primary: 10218
 Status: Open
 Posting Date: 10/04/2016
 Due Date: 11/03/2016
 Document Date: 10/04/2016

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1003-K1	IPA - Keg 1/2	A1	1	1			Out
2	1005-K1	Portlandia Port	A1	1	1			Out
3	1008-K1	Pilsner - Keg 1/	A1	1	1			Out

Available Batches

Find:

#	Batch	Availabl...	Selecte...	Allocate...	Syste...
1	IPA33	6			11
2	IPA93	201			12
3	IPA95	180			13
4	IPA148SBtest	50			14
5	IPA150Traini	30			16
		467			

Selected Batches

#	Batch	Selected Qty	Syste...

Display Available Batches: All

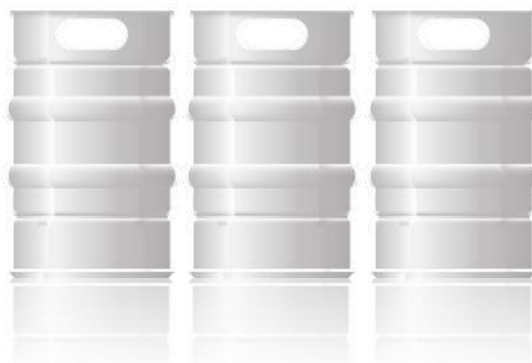
OK Cancel Auto-Select All

Applied Amount: \$ 384.00
 Balance Due: \$ 384.00

Add Cancel Finalize Copy From Copy To

1. Enter batch numbers (if inventory is consumable)
2. Click <Update> <OK>
3. Click <Add> <Yes>

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





Pick list

1. Open the SO you'd like to create a pick list for
2. File > preview layouts > Orchestrated pick list
 - List can be printed out daily or weekly depending on SO for specific customers

Choose Layout

Layout

A/R Sales Order (Item) - CR (US) (System)

ORBeer_SalesOrder

Orchestrated Bill of Lading SO

Orchestrated Pack Ship

Orchestrated Pick List

Orchestrated Sales Order

Order Confirmation (EhP) (System)

Order Confirmation (System)

Orchestrated Pick List

SAP CRYSTAL REPORTS®

Main Report

Orchestrated
Beaverton, OR 97006
Tel: 877-683-2648
Fax:
Email: info@OrchestratedBEER.com

Pick List

Order #: 10227
Date: 10/31/2016
Ref#:
Ship Via: -
Weight: 3,100.00

Ship To: Ship To
1215 Elm Street
Portland, OR 90210

Ship From: OrchestratedBEER
Main Warehouse

Item Code	Description	Quantity	Picked	Batch/Lot #
1002-K12	Pale Ale - Keg 1/2 BBL	20.00		

Current Page No.: 1 Total Page No.: 1 Zoom Factor: Page Width



1. Open pick and pack manager function
2. Choose status - *open*
3. Checkmark what to 'manage' (Sales orders, Production orders etc....)
4. Specify specifics for the sales orders you would like to generate on a pick list
5. Click **<OK>**
6. Checkmark which SOs to include on pick list
7. Click **<Release to Pick List>**

☐ Production Orders ☐ Inventory Transfer Req

Warehouses			
	Location	Whse Code	Whse Name
<input checked="" type="checkbox"/>	▼		
<input checked="" type="checkbox"/>		⇒ BH03	Brewhouse3
<input checked="" type="checkbox"/>		⇒ GS01	Grain Storage
<input checked="" type="checkbox"/>		⇒ HS01	Hop Storage
<input checked="" type="checkbox"/>		⇒ OS01	Offsite Storage
<input checked="" type="checkbox"/>	▼ Brewery #1		

F



8. Add pick list details

– Click **<Add>**

▷ Now a single pick list has been created for multiple SOs!

9. Head back into pick and pack manager and open the 'Released' drawer

10. Search for the list you're looking for (or just created)

11. Drill in via yellow arrow to the pick no.

12. From the 'Pick List', print out for your items to be picked!

13. Also, once items have been picked, you can click **<Create>** to spin off and handle delivery functions...if you so choose.

Pick List Details

Pick No. 94

Pick Date 11/11/2016

User sberg

Picker sberg

Add Cancel

Pick and Pack Manager

Open Released Picked

#	Pick No.	Trans. T...	Doc. No.	Doc. Row	Deliv...	BP Code
1	90	OR	10218	1	10/09/2015	C2002
2	90	OR	10218	2	10/09/2015	C2002
3	90	OR	10218	3	10/09/2015	C2002
4	90	OR	10218	4	10/09/2015	C2002
5	90	OR	10218	5	10/09/2015	C2002
6	90	OR	10218	6	10/09/2015	C2002
7	90	OR	10218	7	10/09/2015	C2002
8	90	OR	10218	8	10/09/2015	C2002
9	90	OR	10218	9	10/09/2015	C2002
10	90	OR	10218	10	10/09/2015	C2002
11	90	OR	10218	11	10/09/2015	C2002
12	90	OR	10218	12	10/09/2015	C2002
13	94	OR	10227	1	11/04/2016	C1005

OK Cancel

Pick List

Pick Number 94

Pick Date 11/03/2016

User sberg

Picker sberg

Status Picked

#	Trans. T...	Doc. No.	BP Code	Delivery/Du...	Number	Description	UoM Code	UoM Name
1	OR	10027	C1383	10/06/2016	1004-K1	Burnside Pale Ale	Manual	Ea
2	OR	10029	C1481	10/17/2016	1004-K1	Burnside Pale Ale	Manual	Ea

OK Cancel

Create Pick All Clear All

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



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!

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

The screenshot displays the Cockpit software interface. On the left, the 'Open Documents' panel shows 'A/R Invoices (43)' selected. Below it, a table lists open items with columns for Doc. No., Installment No., Customer C..., Customer Name, and Days Overdue. A red arrow points from the 'A/R Invoices (43)' link to the 'A/R Credit Memo' dialog box.

The 'A/R Credit Memo' dialog box is open, showing fields for Customer Code (C1015), Customer Name (Western Eagle Distributing), Contact Person (John Hungle), Customer Ref. No., and Local Currency. It also includes fields for No. (5013), Primary, Status (Open), Posting Date (10/31/2016), Due Date (10/31/2016), and Document Date (10/31/2016).

Below the dialog box, a table shows the contents of the credit memo. The table has columns for Item No., Item Description, Quantity, Unit Price, Discount, Tax C..., and Total. The first row shows Item No. 1001-B46, Item Description 'Amber Ale - Case 4/6/12 Btl', Quantity 30, Unit Price \$ 19.0000, Discount 0.00, Tax C... EX, and Total \$ 570.00.

On the right, a summary table shows the following values:

Field	Value
Total Before Discount	\$ 40,550.60
Discount	%
Total Down Payment	
Freight	
Rounding	
Tax	
Total	\$ 40,550.60
Applied Amount	
Balance Due	\$ 40,550.60

At the bottom right, there are buttons for 'Copy From' and 'Copy To'. A red arrow points from the 'Copy From' button to the 'Copy To' button.

Below the 'A/R Credit Memo' dialog box, a 'Remarks' section is visible, containing the text: 'Based On Sales Orders 10199. Based On Deliveries 10185. Based On A/R Invoices 10216.' Below the remarks are buttons for 'Add', 'Cancel', and 'Finalize'.

At the bottom of the screen, there are buttons for 'OK' and 'Cancel'.

3. Update the quantity to reflect the amount being returned to you
4. If there are other rows of inventory (not being sent back your way) Right-click > delete row
5. Click **<Add>** **<Yes>**



A/R Credit Memo

Customer Code: C1015
 Customer Name: Western Eagle Distributing
 Contact Person: John Hungle
 Customer Ref. No.:
 Local Currency:

Contents | **Logistics**

#	Item No.	Item Description	Quantity
1	1001-B46	Amber Ale - Case	30
2			

Sales Employee: Jason Smith
 Owner: Smith, Jason

☐ Payment Order Run

Remarks: Based On Sales Orders 10199.
 Based On Deliveries 10185.
 Based On A/R Invoices 10216.

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1001-B46	Amber Ale - Ct	A1	30	30			In

Available Batches

Find:

#	Batch	Availabl...	Selecte...	Allocat...	Syste...
1	AMA140	60			4

Selected Batches

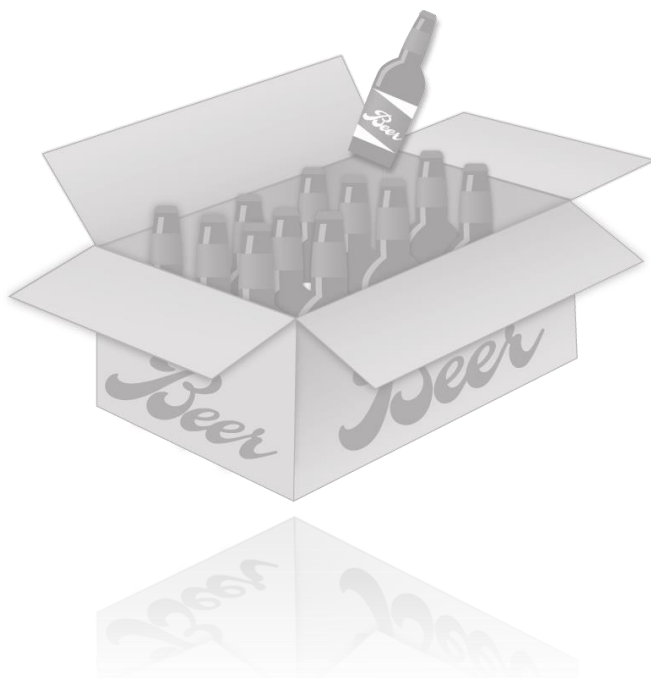
#	Batch	Selected Qty	Syste...
---	-------	--------------	----------

Display Delivered Batches: From Base Document

OK Cancel Create Auto-Select All

Freight: \$ 0.00
 Rounding: \$ 0.00
 Tax: \$ 570.00
 Total: \$ 570.00
 Applied Amount: \$ 570.00
 Open Balance:

Add Cancel Finalize Copy From Copy To



6. A batch screen will appear > select the batch that is being returned to you
 - Available batches will appear in the bottom section
7. Click <Auto-Select All>
8. Click <OK>
9. Click <Add> <Yes>



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

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

4. Add a description for the refund
5. Choose the G/L account the refund will hit
6. Enter the total amount being refunded
7. Click **<Add>** **<Yes>** to add the A/R credit memo



Partial delivery

Cockpit >
Open documents >
Sales orders

Made a partial
delivery? Account
for the correct
delivery amounts
and inventory
additions via the
Delivery function!

1. Open the SO related to the goods being delivered
2. Click <**Copy To**>
3. Select 'delivery'
4. Adjust quantity with the actual amount delivered (or right-click, delete row of goods not delivered)
5. Click <**Add**> <**Yes**>
6. Enter the batch no.
7. Click <**Update**> <**OK**>
8. Click <**Add**> <**Yes**>

The screenshot displays the SAP Cockpit interface for a partial delivery. At the top, a table lists items for delivery:

#	Item No.	Item Description...	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COG...
1	1001-K16	Amber Ale - Keg	50	\$ 45.0000	0.00	EX	\$ 2,250.00		Manual	
2	1005-K12	Portlandia Porter	25	\$ 94.5000	0.00	EX	\$ 2,362.50		Manual	

Below this is the 'Delivery' dialog box. It contains fields for Customer Code (C1140), Customer Name (Austin Beverage Co.), Contact Person, Customer Ref. No., Local Currency, No. (Primary), Status (Open), Posting Date (10/31/2016), Delivery Date (10/31/2016), and Document Date (10/31/2016).

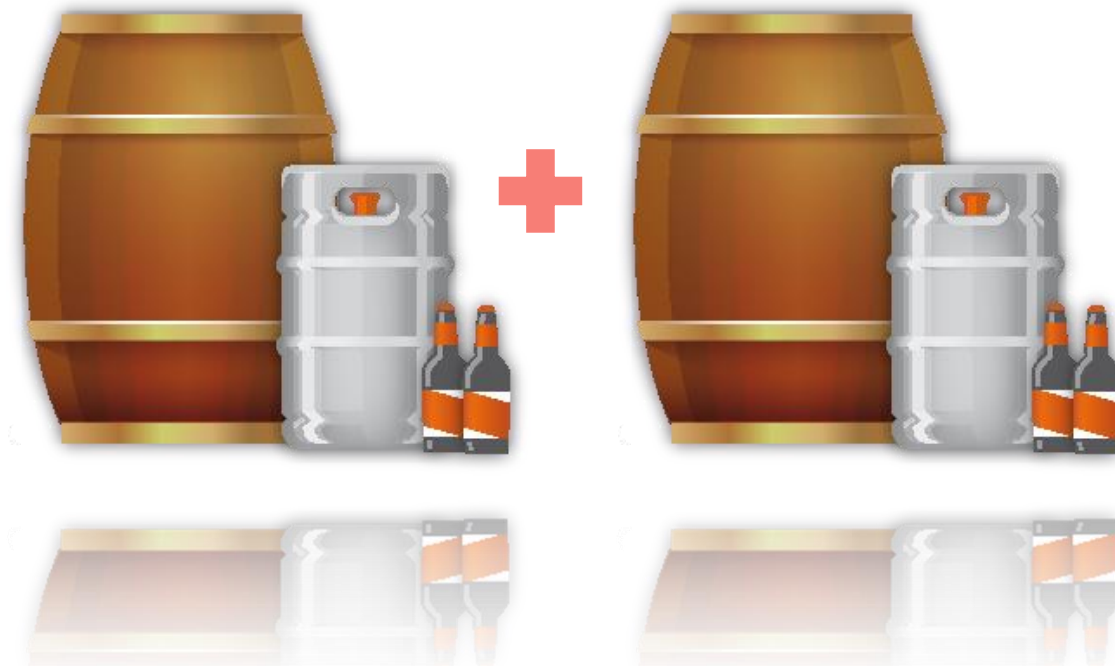
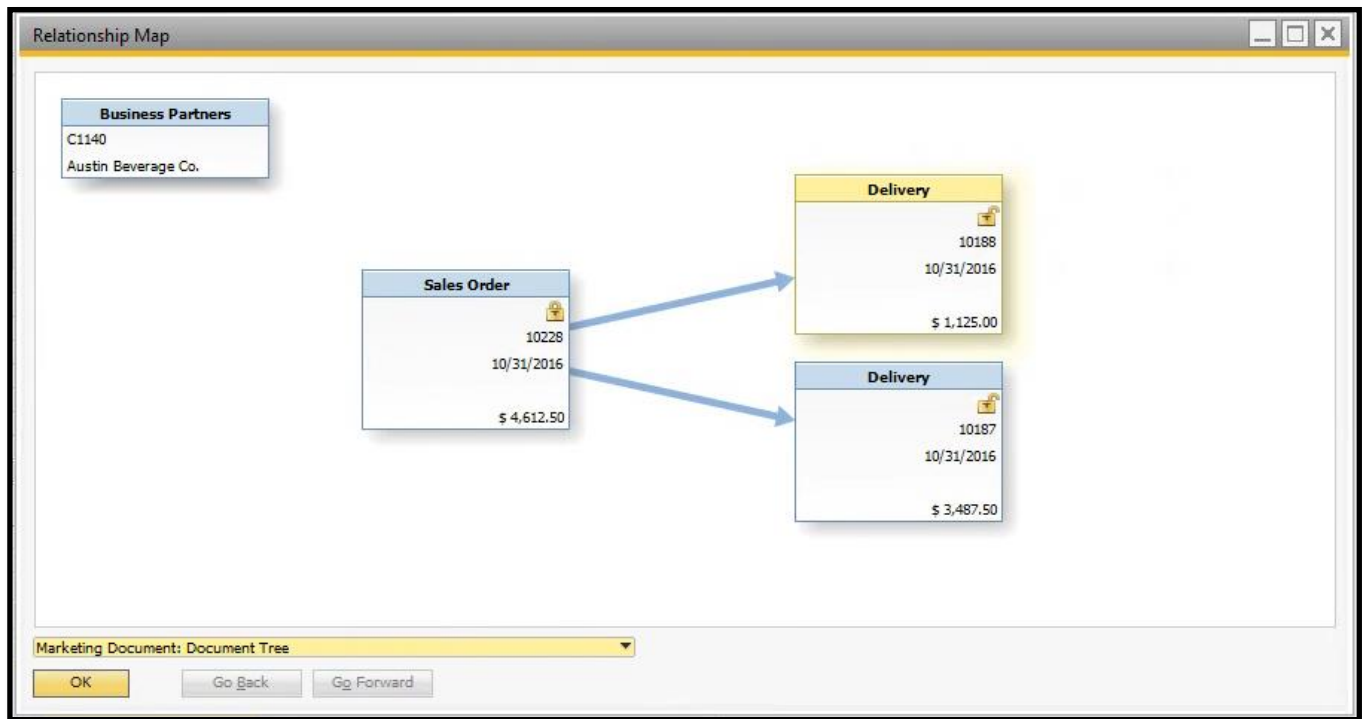
The 'Contents' tab is active, showing a table with the same columns as the top table. A red arrow points from the 'Quantity' field of the top table to the 'Quantity' field of the bottom table. The bottom table shows the following data:

#	Item No.	Item Description...	Quantity	Unit Price	Disc...	Tax C...	Total
1	1001-K16	Amber Ale - Keg	25	\$ 45.0000	0.00	EX	
2	1005-K12	Portlandia Porter	25	\$ 94.5000	0.00	EX	
3					0.00		

At the bottom, there are summary fields for Sales Employee (Mark Anderson), Owner (Smith, Jason), Total Weight (6,450.00Lb), Total Volume (20.83 BBL), Est. Pallet Spots (6.25), and Remarks (Based On Sales Orders 10228). There are also fields for Total Before Discount (\$ 4,612.50), Discount (%), Freight (\$ 0.00), Tax, and Total (\$ 4,612.50). A 'Copy To' button is visible on the right side.



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





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!

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

A/R Invoice

Customer Code: C1005
Customer Name: Pacific Distributing Inc.
Contact Person: Mike Kay
Customer Ref. No.:
BP Currency: \$

No. Primary: 10219
Status: Open
Posting Date: 11/01/2016
Due Date: 12/01/2016
Document Date: 11/01/2016

Contents Logistics Accounting Attachments

Item/Service Type Item

#	Item No.	Item Description	Quantity
1			

List of Deliveries

#	#	Date	Customer	Remarks	Due Date
1	10176	03/20/2015	Pacific Distributing Inc.	Thanks Based On Sales Quotati	03/20/2015
2	10180	06/10/2015	Pacific Distributing Inc.	Please include POS Based On Si	06/10/2015
3	10181	07/28/2015	Pacific Distributing Inc.	Include some posters Based On	07/28/2015
4	10182	08/14/2015	Pacific Distributing Inc.	adfaufafag Based On Sales Qu	08/14/2015
5	10184	09/18/2015	Pacific Distributing Inc.	Include some posters Based On	09/18/2015

Find

Choose Cancel

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 0.00Lb
Total Volume: 0.00 BBL
Est. Pallet Spots: 0.00
☐ Payment Order Run
Remarks:

Freight: ☐ Rounding \$ 0.00
Tax: \$ 0.00
Total: \$ 0.00
Applied Amount:
Balance Due:

Add Cancel Finalize

Copy From Copy To



7. Enter the posting date of the invoice
8. Click <Add> <Yes>
9. To see how deliveries feed into the invoice, right click and A/R invoice and choose 'relationship map'

A/R Invoice

Customer Code: C1005
Customer Name: Pacific Distributing Inc.
Contact Person: Mike Kay
Customer Ref. No.: 256256; 456345.
Local Currency: [Dropdown]

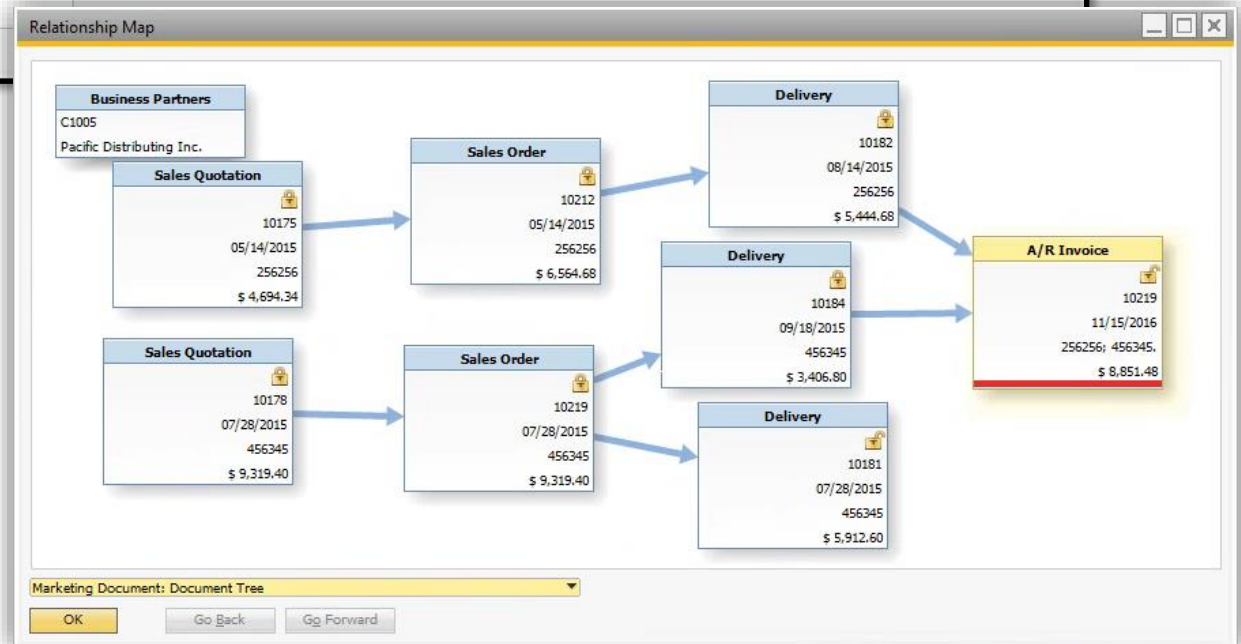
Contents Logistics Accounting Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	Distr. Rule	UoM Code	COGS Distr. Rule	Blanket Agreement No.	Variance Reason	Available T...
1	1001-B212	Amber Ale - Case 2/12/12 B	72	\$ 22.0000	5.26	EX	\$ 1,500.68		Manual				
2	1001-B46	Amber Ale - Case 4/6/12 Btl	72	\$ 17.0000	0.00	EX	\$ 1,224.00		Manual				
3	1001-K12	Amber Ale - Keg 1/2 BBL	24	\$ 85.0000	0.00	EX	\$ 2,040.00		Manual				
4	1001-K16	Amber Ale - Keg 1/6 BBL	16	\$ 42.5000	0.00	EX	\$ 680.00		Manual				
5	1001-B46	Amber Ale - Case 4/6/12 Btl	12	\$ 17.0000	0.00	EX	\$ 204.00		Manual				
6	1001-K12	Amber Ale - Keg 1/2 BBL	24	\$ 85.0000	0.00	EX	\$ 2,040.00		Manual				
7	1002-B46	Pale Ale - Case 4/6/12 Btl	72	\$ 16.1500	0.00	EX	\$ 1,162.80		Manual				
8					0.00								

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 0.00Lb
Total Volume: 0.00 BBL
Est. Pallet Spots: 0.00
Payment Order Run: [Checkbox]
Remarks: Based On Deliveries 10182, 10184.

Total Before Discount: \$ 8,851.48
Discount: %
Total Down Payment: \$
Freight: \$
Rounding: \$ 0.00
Tax: \$
Total: \$ 8,851.48
Applied Amount: \$
Balance Due: \$ 8,851.48

Add Cancel Finalize





Reconciliation

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

1. Modules > Business partners > BP master data > pull up client
2. In the upper right hand corner > Drill into account balance with yellow arrow
3. Click <**Internal Reconciliation**>
4. Select the credit memo and the A/R invoice to be reconciled
5. 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
6. Click <**Reconcile**> <**Yes**>
 - Invoice balance has now been changed
7. If you drill back into A/R Invoice, the applied amount now includes the credit memo amount

The screenshot shows the SAP Business Partner Master Data screen for Pacific Distributing Inc. (C1005). The 'Account Balance' table is visible, showing transactions for A/R Invoices and A/R Credit Memos. The 'Internal Reconciliation' screen is also shown, with a table of transactions to be reconciled. The 'Reconcile' button is highlighted, and a 'System Message' dialog box is displayed asking to reconcile the selected transactions.

Account Balance - C1005, Pacific Distributing Inc.

#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	C/D (FC)
1		OB					\$ 10,535.70	
2	10/21/2016	IN	10217	40010-01	A/R Invoices - C1005	\$ 2,215.00	\$ 2,215.00	
3	11/01/2016	CN	5013	40010-01	A/R Credit Memos - C	\$ (1,020.00)	\$ (1,020.00)	
4	11/15/2016	IN	10219	40005-01	A/R Invoices - C1005	\$ 8,851.48	\$ 8,851.48	

Internal Reconciliation

BP: C1005 Pacific Distributing Inc. Reconciliation Currency: US Dollar Reconciliation Date: 11/01/2016

#	Selected	Transaction No.	Origin	Origin ...	Posting Date	Amount	Balance Due	Amount to Reconcile	Details	Payment Order ...
	<input type="checkbox"/>	3456	IN	10212	04/17/2015	\$ 3,677.10	\$ 3,677.10	\$ 3,677.10	A/R Invoices - C1005	
	<input type="checkbox"/>	3545	IN	10214	04/22/2015	\$ 10,591.20	\$ 9,151.20	\$ 9,151.20	A/R Invoices - C1005	
	<input type="checkbox"/>	3814	RC	10140	05/12/2015	\$ (10,591.20)	\$ (10,591.20)	\$ (10,591.20)	Incoming Payments - C1005	
	<input type="checkbox"/>	4802	IN	10215	09/08/2015	\$ 8,298.60	\$ 8,298.60	\$ 8,298.60	A/R Invoices - C1005	
	<input checked="" type="checkbox"/>	4899	IN	10217	10/21/2016	\$ 2,215.00	\$ 2,215.00	\$ 1,020.00	A/R Invoices - C1005	
	<input checked="" type="checkbox"/>	4904	CN	5013	11/01/2016	\$ (1,020.00)	\$ (1,020.00)	\$ (1,020.00)	A/R Credit Memos - C1005	

System Message

Reconcile the selected transactions?

Yes No



Reports by sales persona

<http://support.orchestrated.com/hc/en-us/articles/219972028-Reports-by-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 analysis dashboard

- 6-page snapshot of sales

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 >

Sales analysis

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

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 >

Regional sales summary

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

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 > 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.