



**ORCHESTRA**

# Overview

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

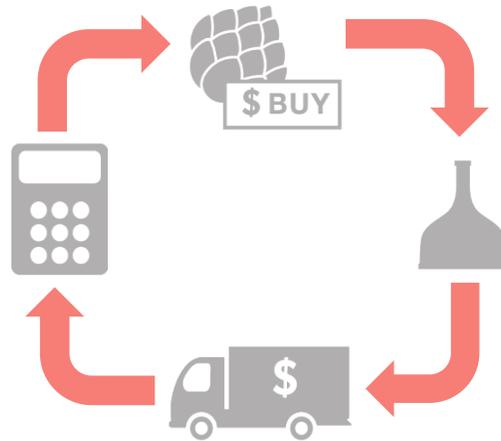
# Contents

- Software roadmap..... 3
  - The Orchestrated continuous cycle ..... 3
    - Purchasing - A/P (accounts payable) ..... 3
    - Production..... 3
    - Sales - A/R (accounts receivable) ..... 3
    - Financials..... 3
- Software navigation ..... 5
  - Logging-in..... 5
  - Navigation basics ..... 6
  - Main menu bar & tool bar ..... 7
    - Main menu..... 7
    - Tool bar ..... 7
    - Search Bar ..... 7
    - Yellow Arrow..... 8
    - How to Exit ..... 8
  - Interface..... 9
    - Cockpit..... 9
    - Modules & Functions ..... 9
- Core functionality ..... 11
  - Core master data..... 11
    - Business Partner Master Data ..... 11
      - How to find/search Business Partner Master Data (Ctrl F)..... 12
      - How to add Business Partner Master Data (Ctrl A)..... 14
    - Item Master Data ..... 16
      - How to find/search Item Master Data (Ctrl F)..... 17
      - How to add Item Master Data (Ctrl A)..... 22

# 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

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.

## 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:

Inventory into stock (Raw Materials, Packaging Items, Merchandise, Office Supplies)



## 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 stock (liquid)



## 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.)

## Financials



What will be created:

Outgoing payments (A/P) - out to vendors

Incoming payments (A/R) - in from customers

What will be received/ removed:

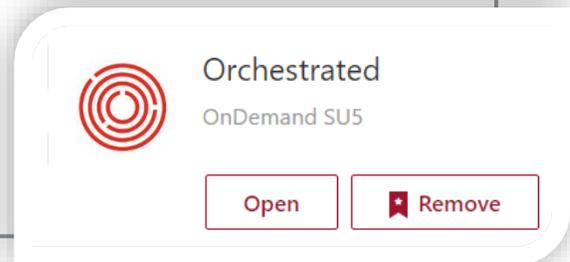
Money \$\$\$



# Software navigation

## Logging-in

1. Open **any** web browser
2. Go to Citrix.com/downloads and download latest version of "Workspace app"
3. Enter URL: [login.orchestrated.com](http://login.orchestrated.com)
4. Input your login information (Username & Password - provided by your consultant)
5. Click on the Apps Tab
6. Double-Click the Orchestrated icon to launch your Database
7. CONGRATULATIONS! You're in!



### Databases

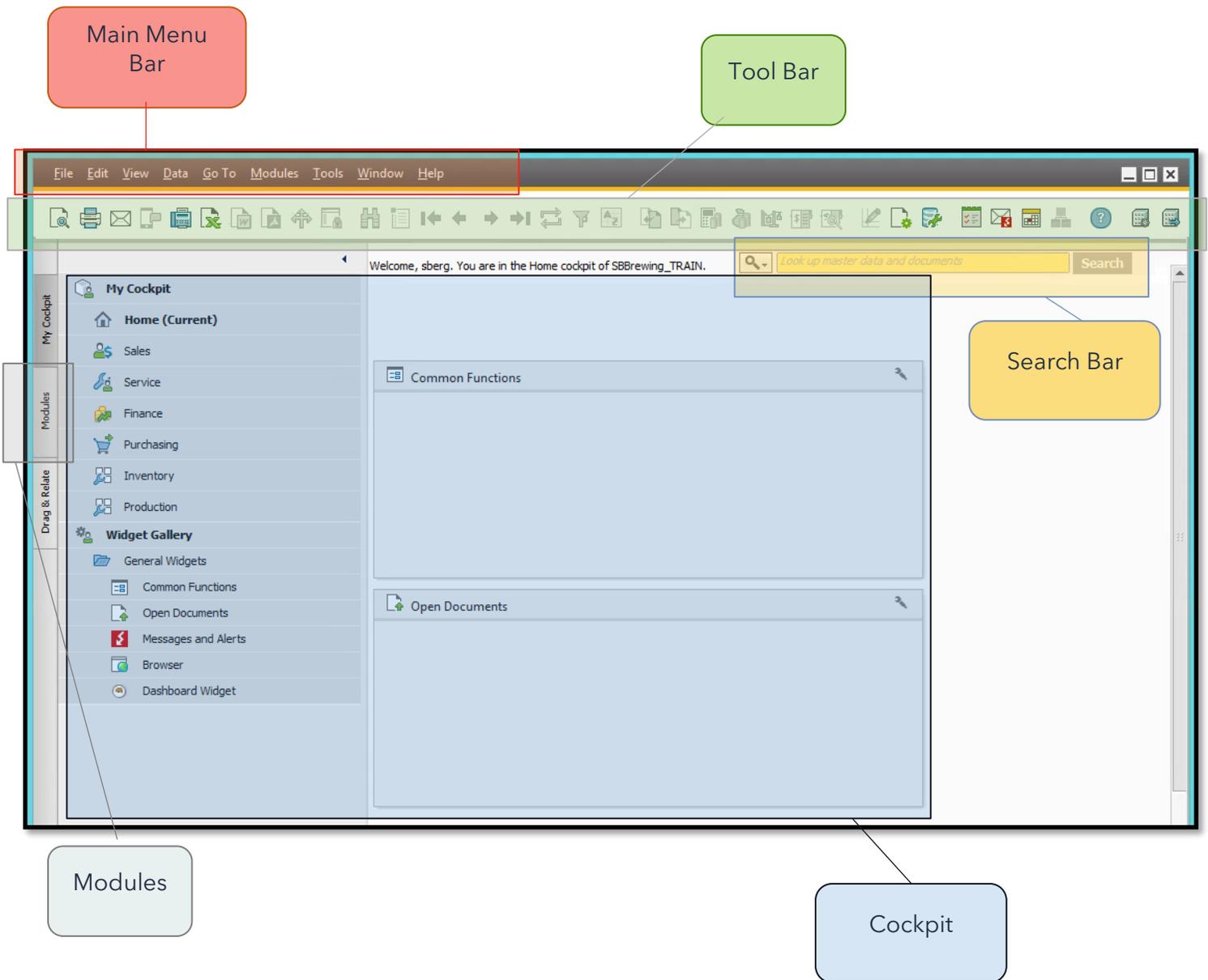
- Training Database - mock data to practice and train with
- Testing Database - your data (not live)
- Productive Database - your LIVE data

### \*Troubleshooting:

- If you get Citrix pop-ups, click Allow and check the box so you don't see that reminder again
- If it appears your mouse is not working in the system, make sure the Display settings on your desktop are set to 100% for each monitor
- If you continue experiencing difficulties, helpful information can be found at our support site: <http://support.orchestratedbeer.com/hc/en-us/articles/208981858-Log-in-to-Orchestrated-OnDemand>.

# 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

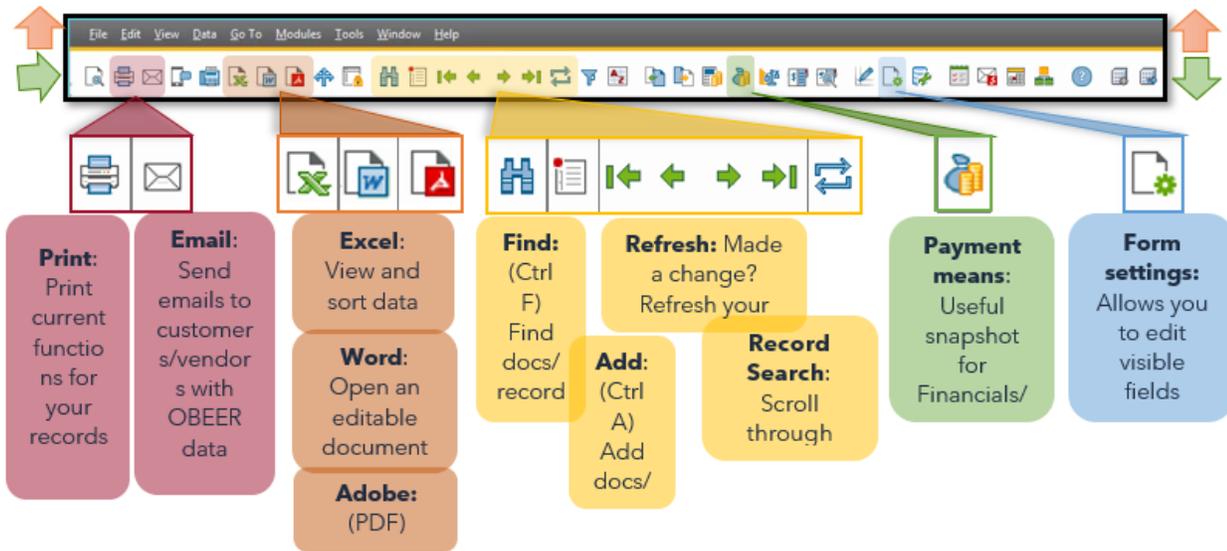
## Main menu

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

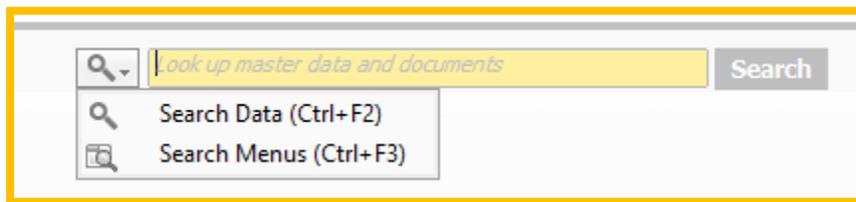
## Tool bar



## Search Bar

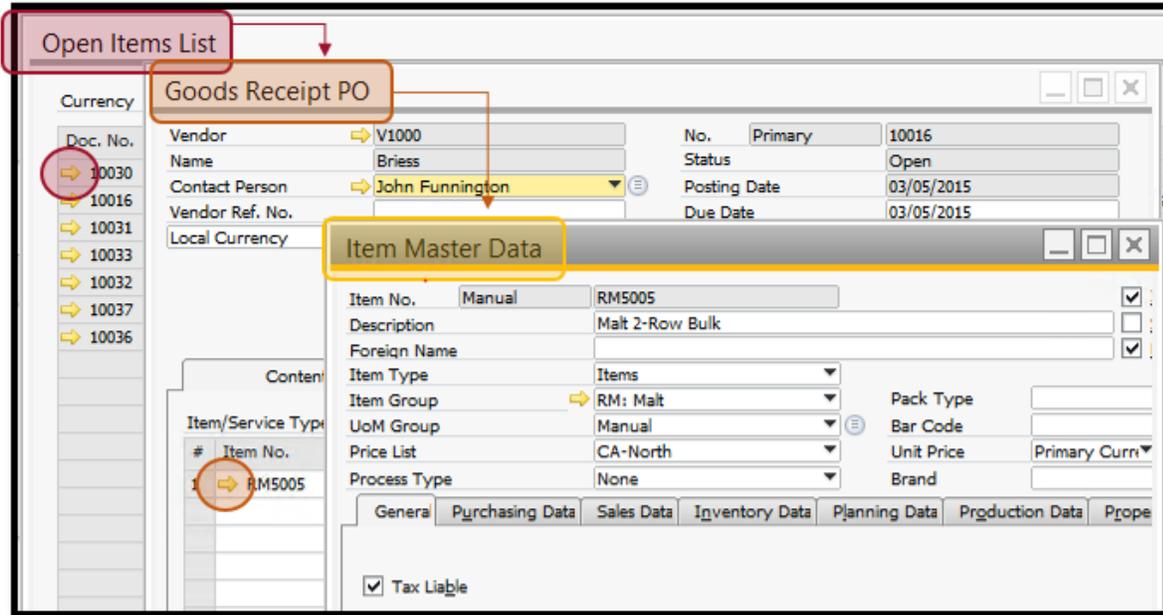
Search Data - look for master data (items/business partners)

Search Menus - look for



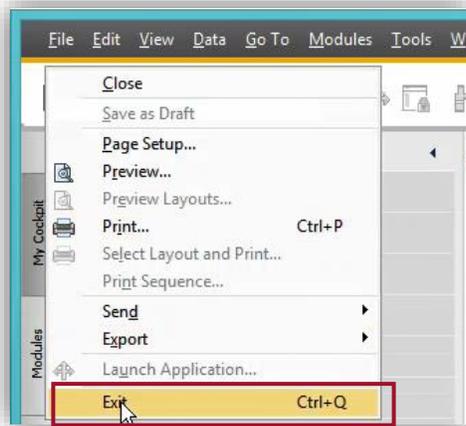
## Yellow Arrow

This tool is used to “drill down” within functions and get to a deeper level of data (opens up a new function!)



## 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.



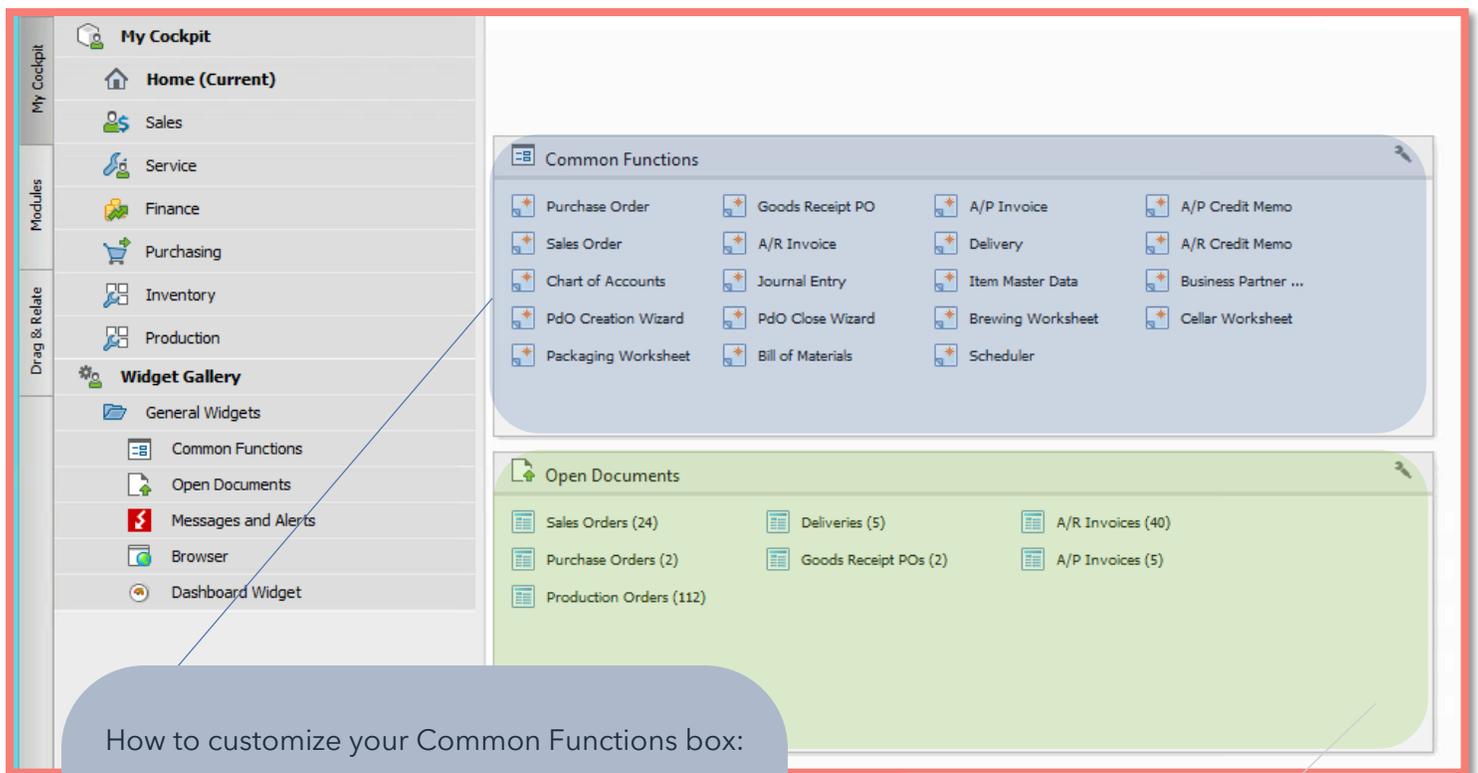
# Interface

## 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.

Common Functions contains **shortcuts** to the function you'd like to Find or Add

Open Documents contains documents that are currently **open**.



How to customize your Common Functions box:

1. Click to expand the Modules tab
2. Select the specific function you'd like to move
3. **Drag and drop functions to personalize your 'Common Functions' box**
4. To remove a function, just pull it out of the box and release

How to customize your Open Documents box:

1. Click on the wrench in the upper right hand corner of box
2. Checkmark which functions you'd like to view within the open documents box
3. Click update
4. To remove an open document function, un-check from the settings wrench

# Modules & Functions

**Modules:** Groups of ORCHESTRATED documents & functions. Organized by persona's role

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

The screenshot shows the software interface with a 'My Cockpit' sidebar on the left containing various modules like Administration, Financials, and Production. A 'Purchasing - A/P' sub-menu is expanded, showing functions such as 'Purchase Request', 'Purchase Order', and 'A/P Invoice'. The 'A/P Invoice' function is selected and open in a window, displaying a form with fields for Vendor, Name, Contact Person, and a table for 'Contents' with columns for Item No., Quantity, Unit Price, and Total (LC). A 'Form Settings' icon (a gear) is visible in the top right corner of the form window.

**Functions:**  
 Documents/records within each Module  
 ALL data is stored via functions



**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.

# Core functionality

## Core master data

To better manage the daily business, your business partners and inventoried items will be set up as master data records. This information becomes the default data for purchasing, production and sales & inventory transactions. A master data record is created for each product and identified with a unique code. Each master for an item/business partner will store essential information such as business partner contact information, payment terms, if an item is purchased or sold, the price of the item and the inventory level. This data is used automatically by the system for all phases of our cycle: [Purchasing](#) | [Production](#) | [Sales](#) | [Financials](#).

## Business Partner Master Data

This is your master data stored for all [vendors](#) and [customers](#)

Modules > Business Partners > Business Partner Master Data

Welcome, sberg. You are in the Home cockpit of SBBrewing\_TRAIN.

Common Functions

Business Partner Master Data

Code [ ] BP Currency [ ]

Name [ ]

Foreign Name [ ]

Group [ ] Orders [ ] 0.00

Currency [ ] Opportunities [ ]

Federal Tax ID [ ]

General	Payment Terms	Payment Run	Accounting	Remarks
Tel 1 [ ]		Contact Person [ ]		
Tel 2 [ ]		ID No. 2 [ ]		
Mobile Phone [ ]				
Fax [ ]				
E-Mail [ ]		Remarks [ ]		
Web Site [ ]				
Shipping Type [ ]				
Password [ ]				
Indicator [ ]		BP Channel Code [ ]		
Partner Type [ ]		Territory [ ]		
		GLN [ ]		
		<input type="checkbox"/> Block Sending Marketing Content [ ]		

Find Cancel You Can Also

**You might notice:**  
The BP function defaults to open in Find mode. To add a new Business Partner, you can toggle using the Add button or (Ctrl A)

Business Partner 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!



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



**Business Partner Master Data**

Code: [ ]  
Name: \*dist  
Foreign Name: [ ]  
Group: [ ]  
Currency: US Dollar  
Federal Tax ID: [ ]

**List of Business Partners**

Find: [ ]  Keep Visible

#	BP Name	BP Code	BP Balance	Territory
1	Bay Area Distributing	C1115	0.00	
2	Beer House Distributors	C1060	0.00	
3	Carolinas Dist Co.	C1145	0.00	
4	Columbia Distributing - Port	C1125	0.00	
5	Coors Distributing Company	C1020	0.00	
6	Eastern Star Distributing	C1025	14,038.00	
7	Fox Distributing Co.	C1080	2,958.00	
8	Guintini & Son Beverage Dis	C1095	0.00	
9	Henry J. Smith Distributing	C1135	11,049.90	
10	Pacific Distributing Inc.	C1005	10,535.70	

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

## How to add Business Partner Master Data (Ctrl A)

1. Open a Business Partner Master Data function

### Fun Fact!

The next Business Partner Code in sequence is automatically populated once Add mode is activated

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

3. Select either Customer or Vendor

4. Enter name of new Business Partner

The screenshot shows the SAP Business Partner Master Data form. The 'Code' field is set to 'C1001' and the 'Customer' dropdown is selected. The 'Name' field contains 'Rock Bottom Distribution'. The 'Group' is 'Account' and the 'Currency' is 'US Dollar'. The 'Payment Terms' are 'Net 30 Days'. The 'Credit Card Type' is empty. The 'Credit Card No.', 'Expiration Date', 'ID Number', and 'Average Delay' are also empty. The 'Dunning Term' is empty. The 'Effective Discount' is 'Lowest Discount'. The 'Business Partner Bank' section is empty. The 'Add' button is highlighted in orange. The 'Cancel' button is also visible. The 'You Can Also' button is at the bottom right.

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

**If adding a new Vendor:**

Payment Terms

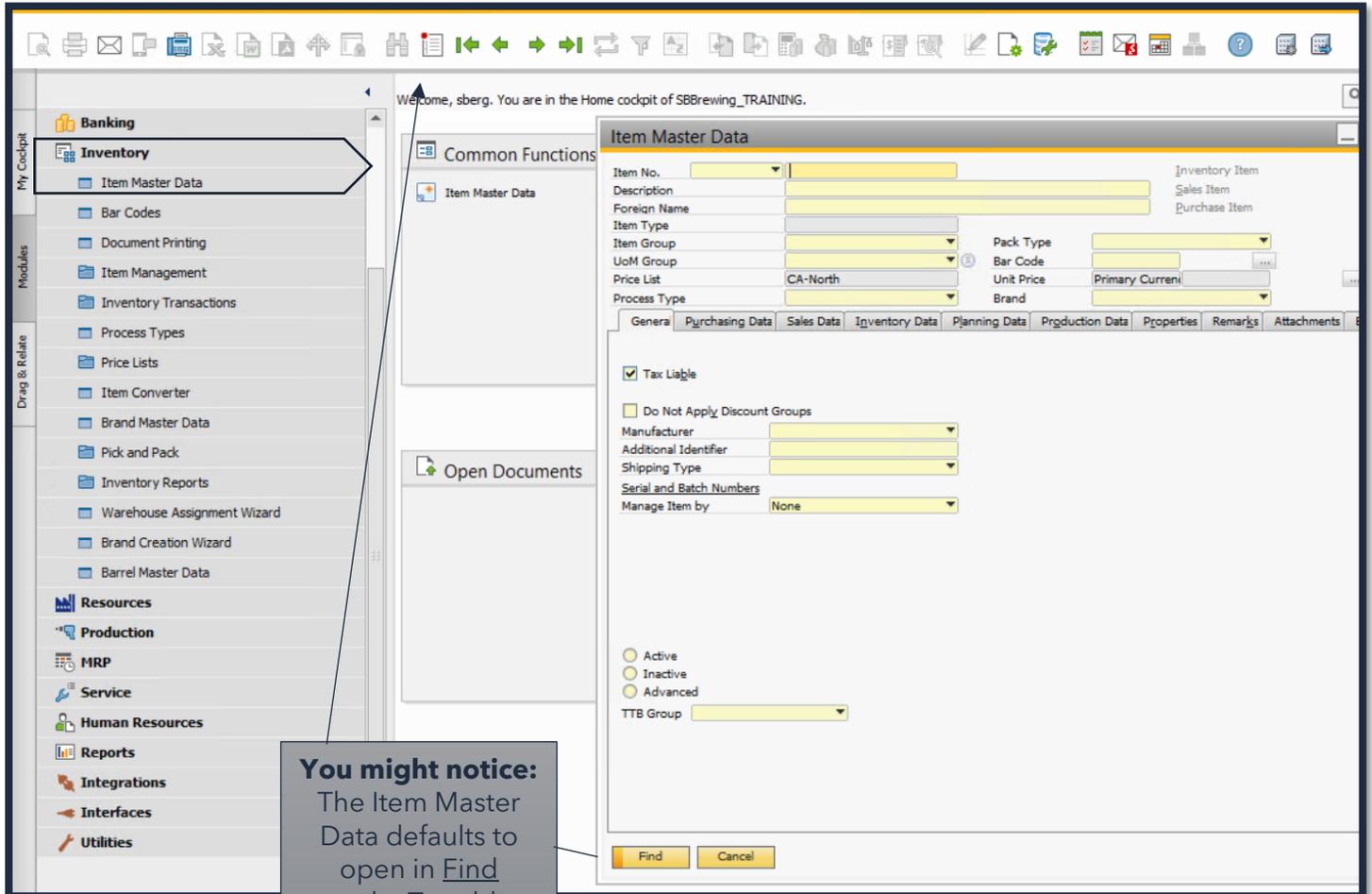
6. Click Add!



# 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



**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

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

The screenshot shows the 'Item Master Data' search window. At the top, there is a toolbar with navigation arrows. Below it, the search criteria are listed in a form. Callouts point to specific fields and explain their search capabilities. A 'Fun Fact!' callout notes that yellow fields are searchable. A 'Navigation Tip!' callout explains that pressing ENTER after entering search criteria opens the item list. The form includes fields for Item No., Description, Foreign Name, Item Type, Item Group, UoM Group, Price List, Process Type, Brand, Pack Type, Bar Code, Unit Price, Tax Liab, Do Not Apply Discount Groups, Manufacturer, Additional Identifier, Shipping Type, Serial and Batch Numbers, Manage Item by, Inactive, Advanced, and TTB Group. Buttons for 'Find' and 'Cancel' are at the bottom.

**Record Search Arrows**  
Scroll through existing items

**Item Code** (e.g. RH | RM | BB)  
RH = Raw Hops | RM = Raw Malts | BB = Bright

**Name** (e.g. malt)

**Wildcard/Asterisk** (e.g. \*keg)  
Searches for everything on the character string after

**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 bagged 2-row malt. Let's see how he goes about finding it!



1. Open an Item Master Data function

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

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

Item Master Data

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

List of Items

#	Item No.	Item Description	Item Gr...	Process ...	In Stock	Pack...
2	RM5006	Malt 2-Row bag	RM: Malt	None	100,370.00	UoM-LB
1	RM5005	Malt 2-Row Bulk	RM: Malt	None	67,746.00	
3	RM5007	Malt Amber	RM: Malt	None	50,000.00	UoM-LB
4	RM5008	Malt Best Chit	RM: Malt	None	1,501.00	UoM-LB
5	RM5009	Malt Best Heidelberg	RM: Malt	None	3,900.00	UoM-LB
6	RM5010	Malt Best Kara Pils	RM: Malt	None	1,500.00	UoM-LB
7	RM5011	Malt Best Spelt	RM: Malt	None	5,700.00	UoM-LB
8	RM5012	Malt Biscuit	RM: Malt	None	1,301.00	UoM-LB
9	RM5013	Malt Black	RM: Malt	None	1,300.00	UoM-LB
10	RM5014	Malt C-120	RM: Malt	None	585.00	UoM-LB
11	RM5015	Malt C-135	RM: Malt	None	1,500.00	UoM-LB
20	RM5024	Malt C-45	RM: Malt	None	8,295.00	
21	RM5025	Malt C-50-60	RM: Malt	None	9,999.00	UoM-LB
22	RM5026	Malt C-70-80	RM: Malt	None	1,100.00	UoM-LB
12	RM5016	Malt Carafa 2 Dehusk	RM: Malt	None	5,700.00	UoM-LB
13	RM5017	Malt Carafafoam	RM: Malt	None	1,500.00	UoM-LB
14	RM5018	Malt CaraHell	RM: Malt	None	1,500.00	UoM-LB
15	RM5019	Malt Caramunich	RM: Malt	None	7,790.31	
16	RM5020	Malt CaraRed	RM: Malt	None	1,500.00	UoM-LB
17	RM5021	Malt Carastan	RM: Malt	None	7,964.00	UoM-LB
18	RM5022	Malt Caravienne	RM: Malt	None	22,344.99	
19	RM5023	Malt Chocolate	RM: Malt	None	8,492.00	
30	RM5034	Malt Durst Pilsener bag	RM: Malt	None	1,500.00	UoM-LB

Choose Cancel

Find 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 Group** the 'mother' group of like-type items

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

**Price List** lists based on territory/how item is priced

**Pack Type** Describes how the item is measured and stored

**Manage Item by** identifies if item is managed/differentiated via batch

**Did you know?**  
Any **consumable** item/material within your inventory will be managed via batch # to ensure traceability.



### Purchasing Data Tab

**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 200 lbs. each)

### Inventory Data Tab

**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 **Available** for production.

#	Whse ...	Whse Na...	Locked	In Stock	Committed	Ordered	Available	Min. Inve...	Max. Inv...	Re...
1	➔ A1	Main Wareh	<input type="checkbox"/>	100,370			100,370			
2			<input type="checkbox"/>							
				100,370			100,370			



### Planning Data Tab

Shows built in lead times for making beer and/or purchasing material

Gen...	Purchasing D...	Sales D...	Inventory D...	Planning Data	Production Data	Properties	Remarks	Attachments	Batches
Planning Method	MRP								
Procurement Method	Buy								
Order Interval									
Order Multiple	200								
Minimum Order Qty	0.00								
Lead Time									Days
	0								Hours
	0								Minutes
Tolerance Days									

### Batches Tab

Gen...	Purchasing D...	Sales D...	Inventory D...	Planning D...	Production Data	Properties	Remarks	Attachments	Batches
Warehouse	ItemCode	BatchNumber	Quantity	InDate					
A1	RM5006	LOT303	400.00	01/01/2015					
A1	RM5006	456456	99,970.00	12/31/2013					

Reflects ANY batches of this item which are currently in inventory. Captures where the inventory is, the batch number, quantity and when it was received.



That's pretty cool! Makes my life a lot easier knowing I can track my inventory down to this detail!



## How to add Item Master Data (Ctrl A)

1. Open an Item Master Data function

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')

4. Find the last item that was added (*this will also be the largest Item No. i.e. RH5031*)

The screenshot shows the 'Item Master Data' window with the following fields and tabs:

- Item No. (dropdown)
- Description
- Foreign Name
- Item Type (Items)
- Item Group (Items)
- UoM Group (dropdown)
- Price List (CA-North)
- Process Type (dropdown)
- Pack Type
- Bar Code
- Unit Price (Primary Curren)
- Brand

Tabs: General, Purchasing Data, Sales Data, Inventory Data, Planning Data, Production Data, Prope

Options:

- 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)

Radio buttons: Active, Inactive, Advanced

TTB Group (dropdown)

Buttons: Find, Cancel

### Navigation Tip!

Remember, you can double click the heading row to sort your items!

Continued on Next Page!



5. Double click item to populate (i.e. 'RH5031 - Hops - Z Type')

6. Right click anywhere in the function and select 'Duplicate'

7. A duplicate Item Master is created, with editable fields (in yellow)

**Continued on Next Page!**





8. Change the Item No. to the next in sequence ('RH5032') & add the new, correct description

9. Click Add!

Add

- Item Master Data is **duplicated** to ensure item settings are kept consistent, such as Unit of Measure and Warehouses.
- To double check the item was successfully added, go back into find mode to verify the new Item is available 😊



**CONGRATULATIONS!** You are now armed with the knowledge of how to navigate through Orchestrated and find or add important core functionality! These are the building blocks for the rest of the Software!!!