ORCHESTRA

Overview

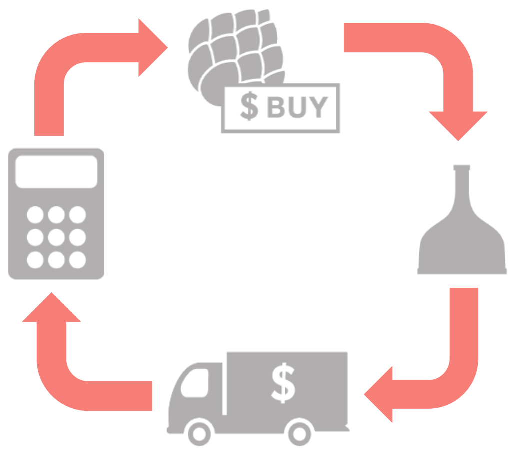
This guide will introduce you to the software roadmap, navigation and core functionality within Orchestrated!

Contents

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 ven

Incoming payments (A/R) – in from customers

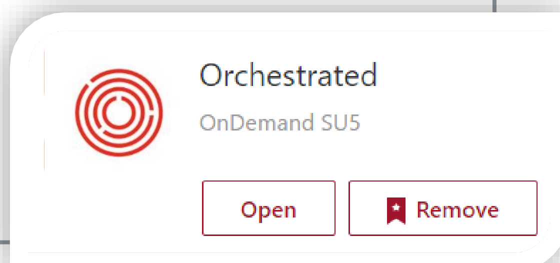
What will be received/ removed:

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
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

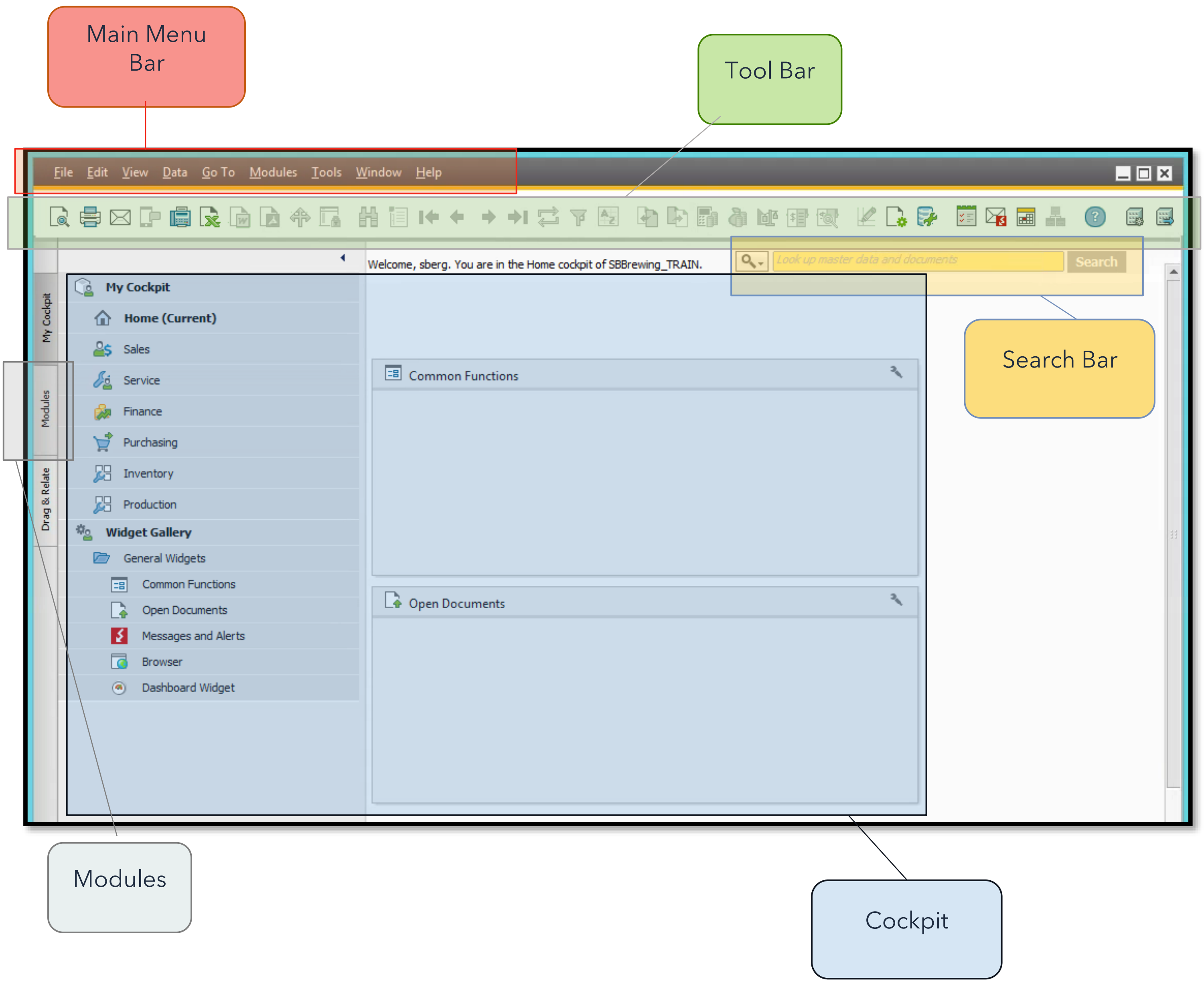
- Training Database – mock data to practice and train with
- Testing Database – your data (not live)
- Productive Database – your LIVE data

***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

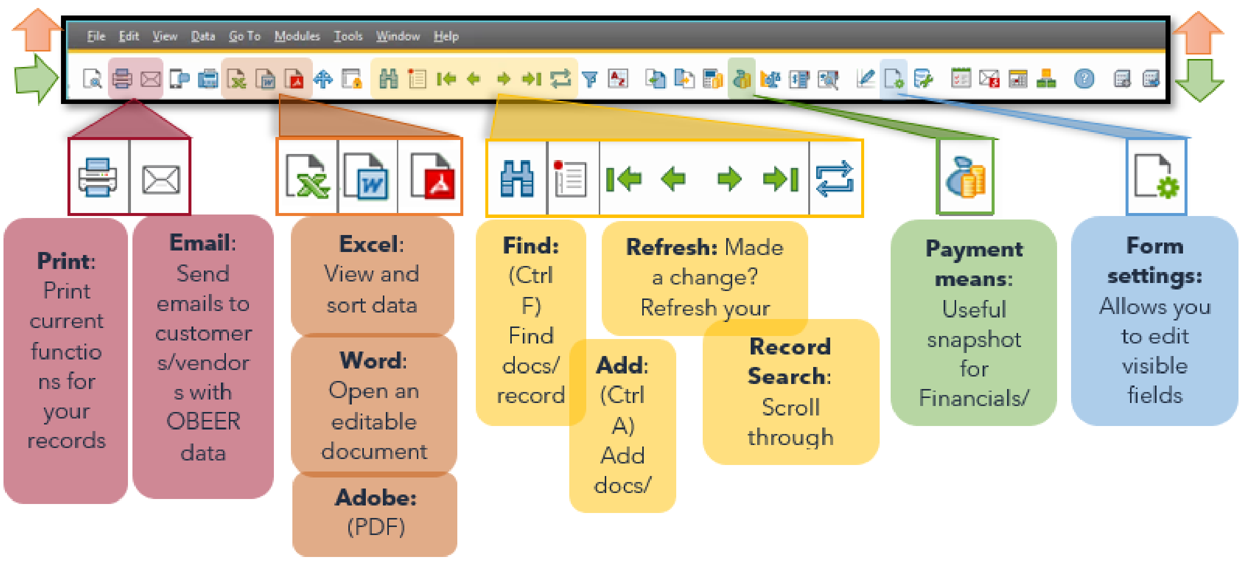
Main menu

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

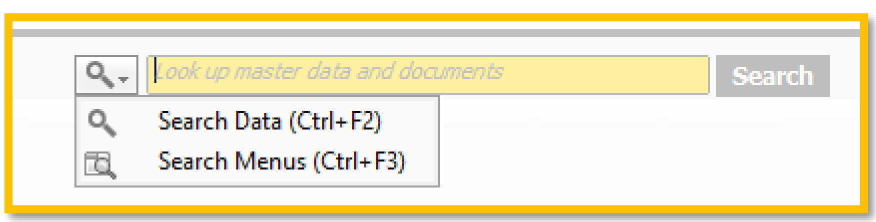
Tool bar



Search Bar

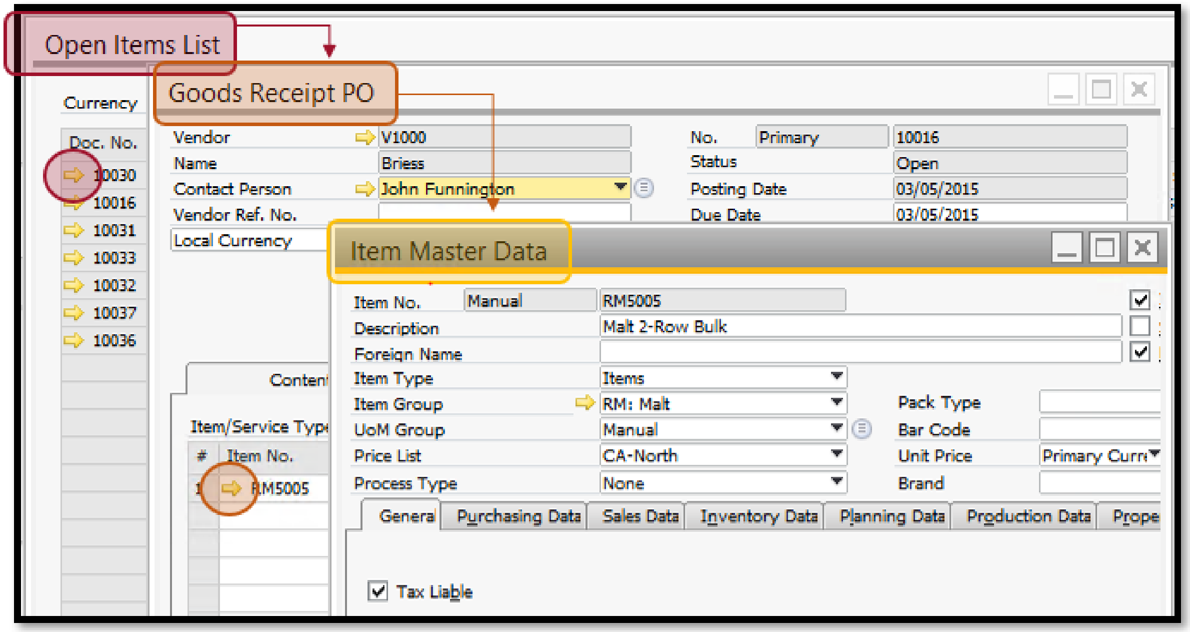
Search Data – look for master data (items/business partners)

Search Menus – look for



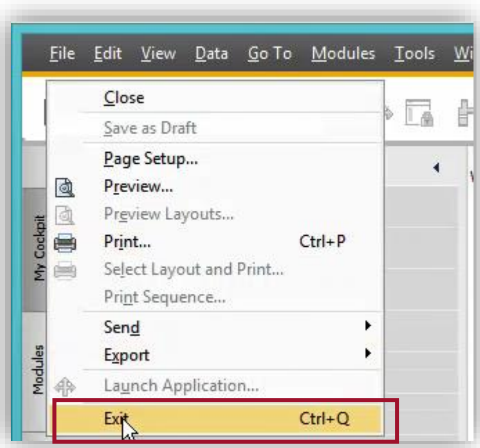
Yellow Arrow

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.



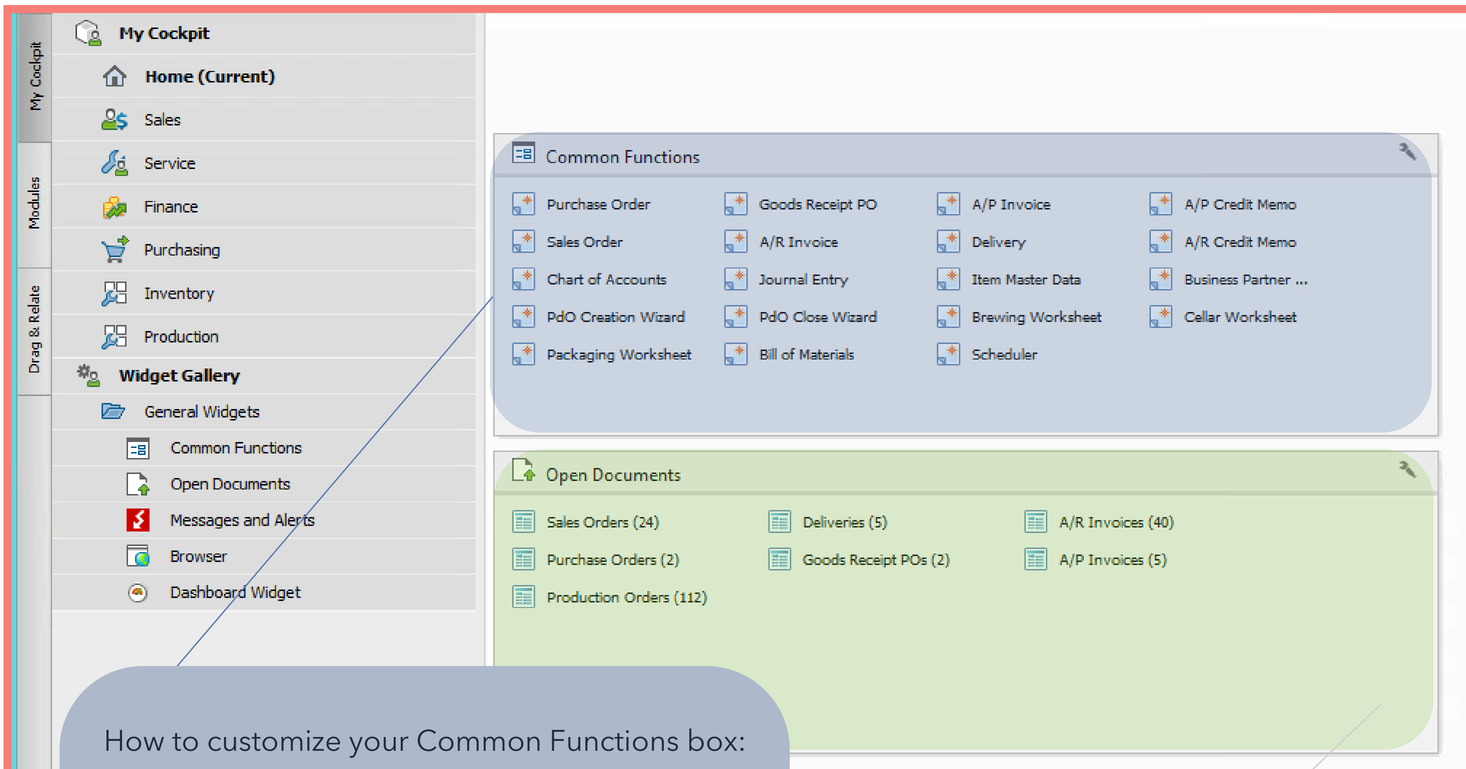
Interface

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:

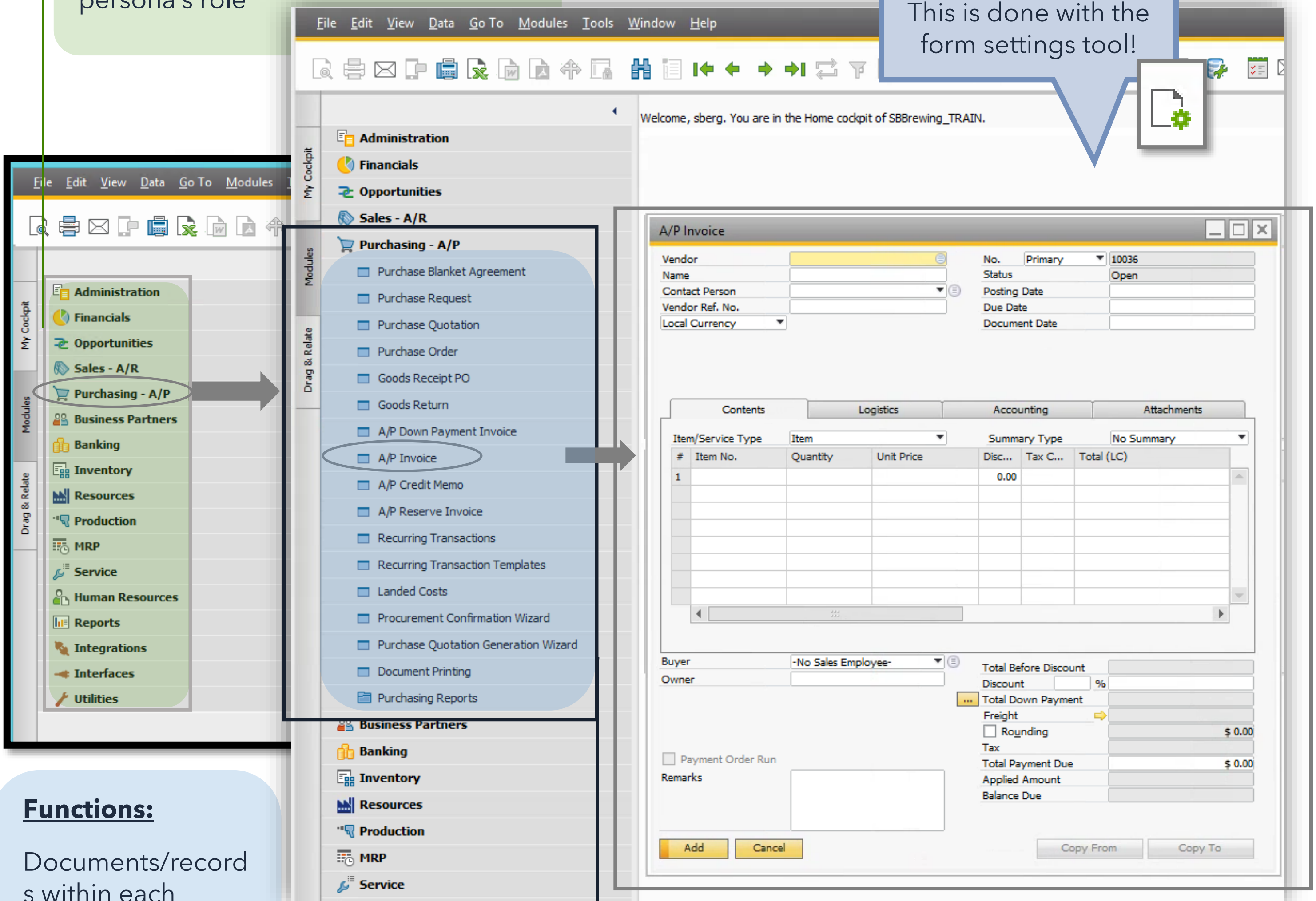
1. Click on the wrench in the upper right hand corner of box
2. Checkmark which functions you'd like to view within the open documents box
3. Click update
4. To remove an open document function, un-check from the settings wrench

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!



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

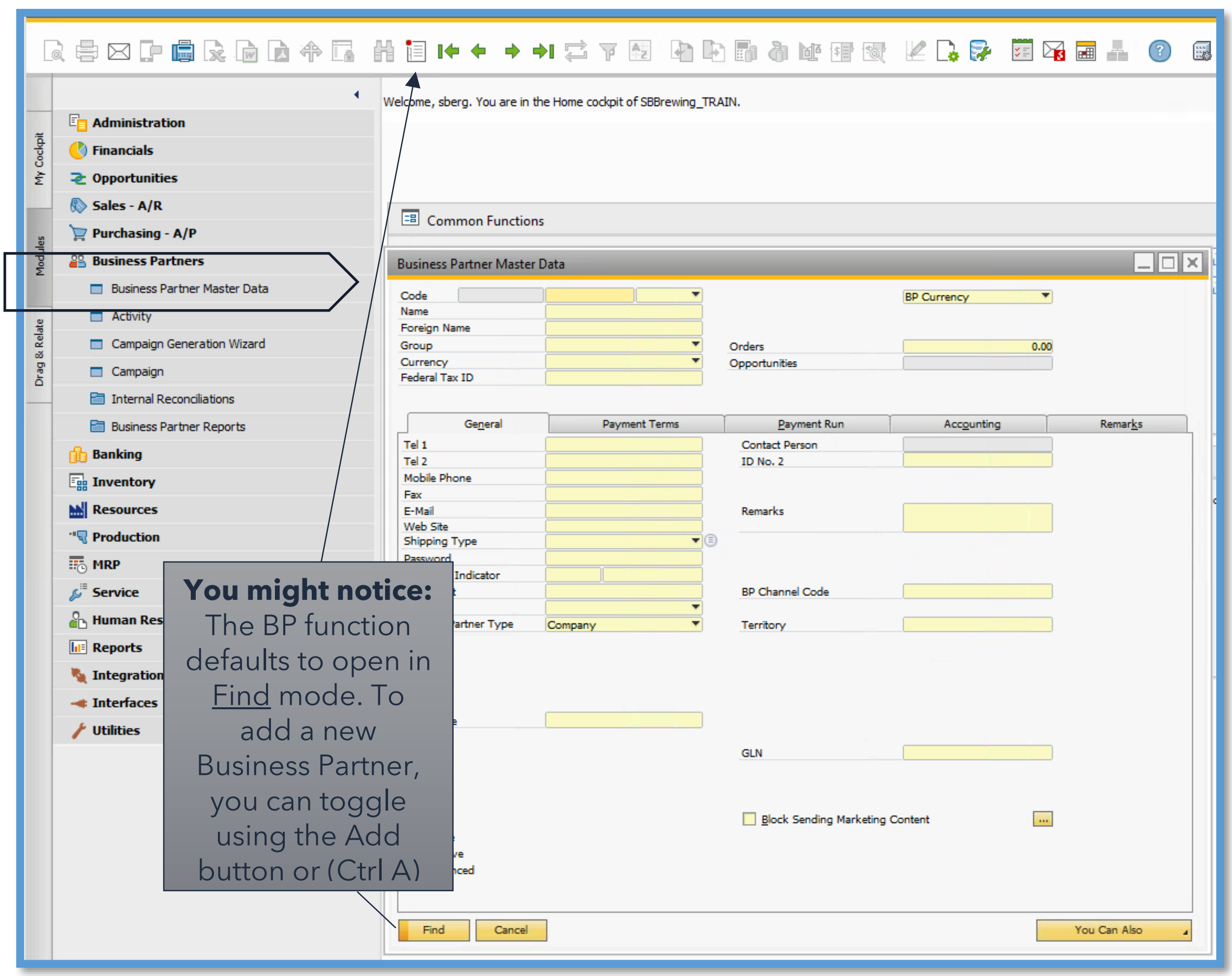
Core master data

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

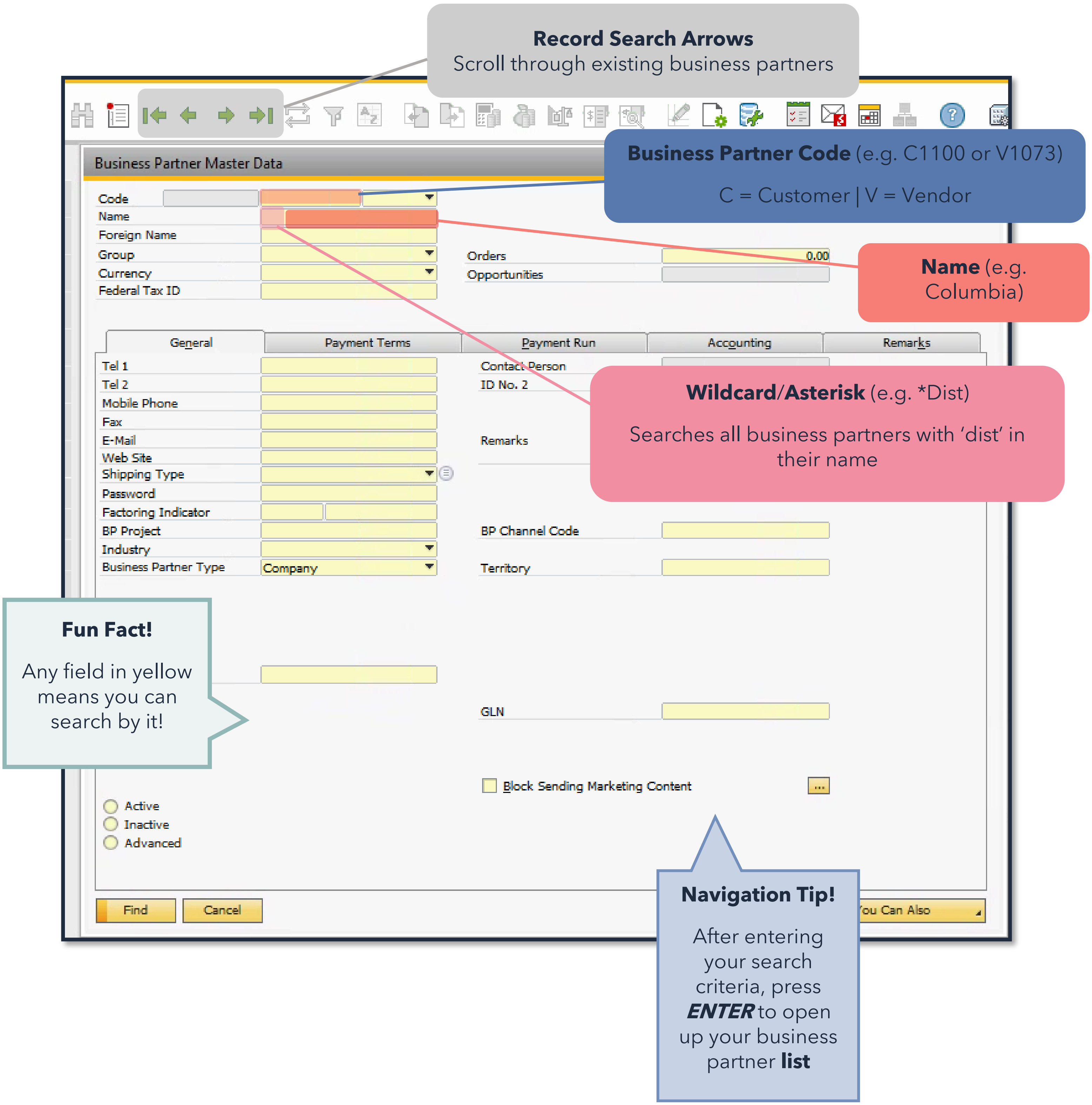
Modules > Business Partners > Business Partner Master Data



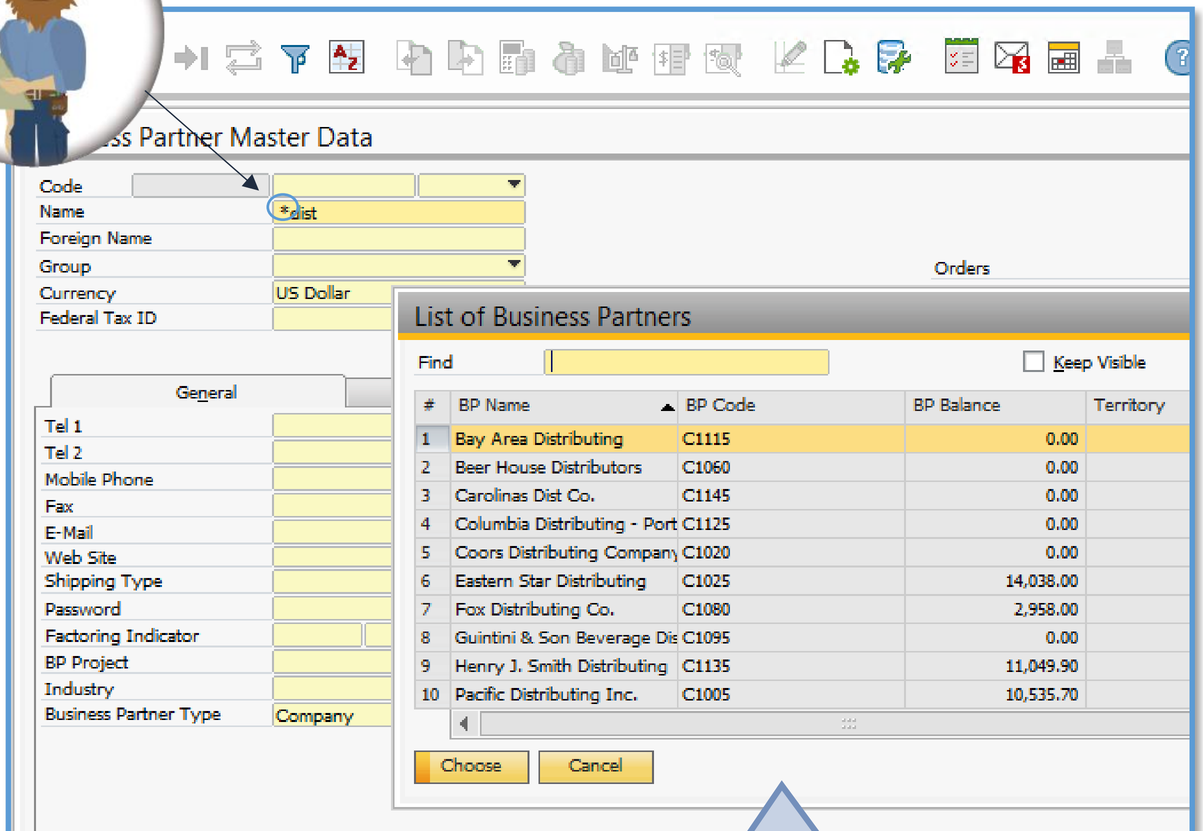
Business Partner Master Data is a very common function, if you haven't already, go ahead and add it to your common functions box in the cockpit!

How to find/search Business Partner Master Data (Ctrl F)

To find a particular business partner



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



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

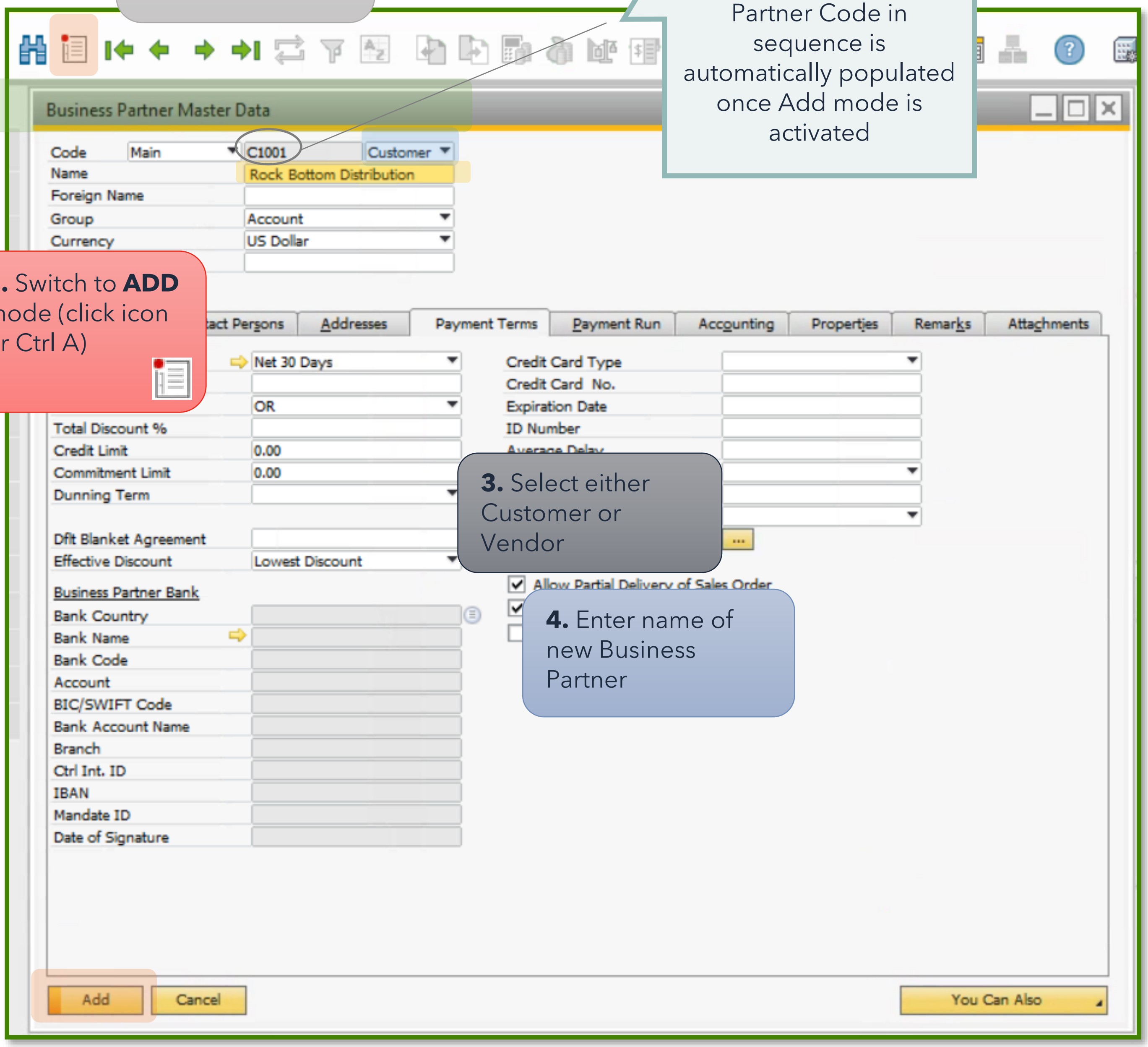
Fun Fact!

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



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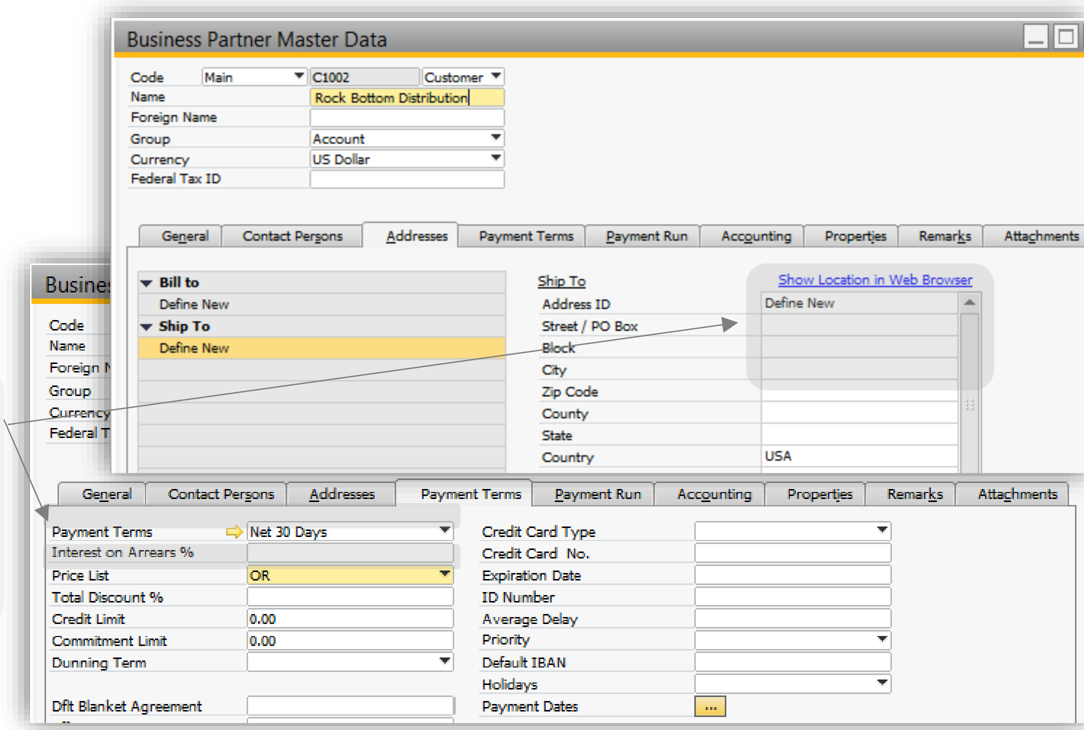
5. Ensure the following fields are filled out in order to successfully complete BP addition:

If adding a new Customer:

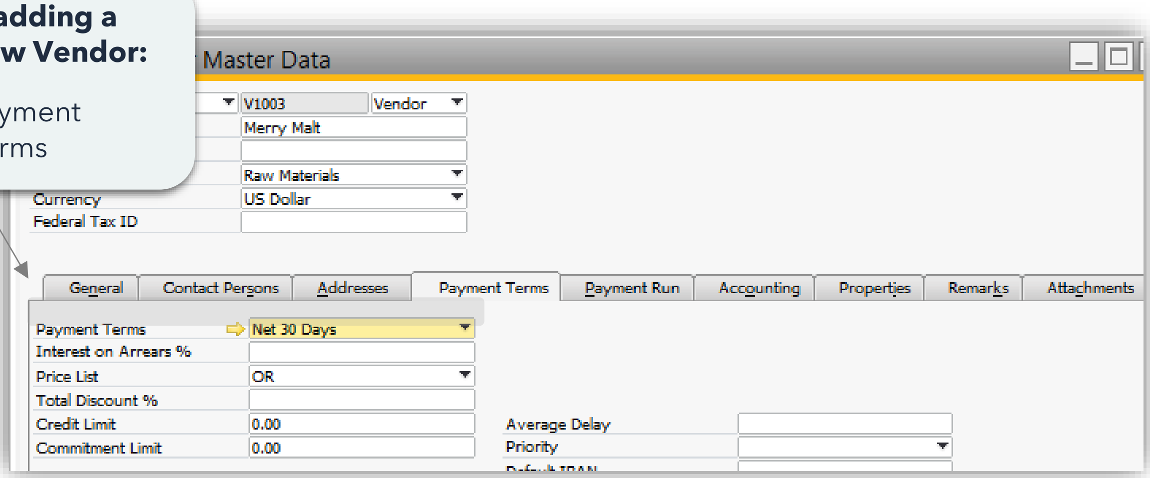
Ship to Address

Payment Terms



If adding a new Vendor:

Payment Terms

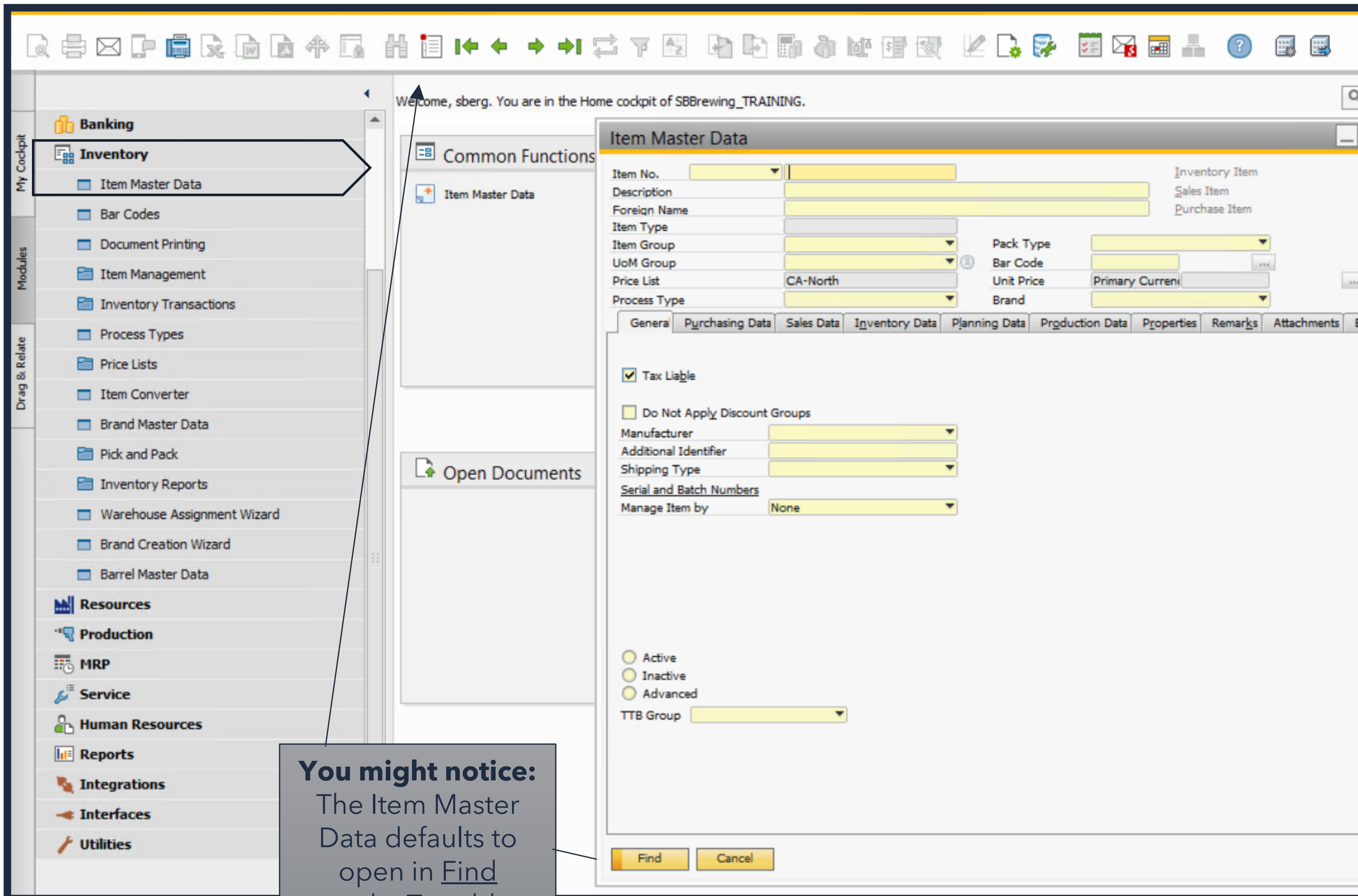


6. Click Add! Add

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

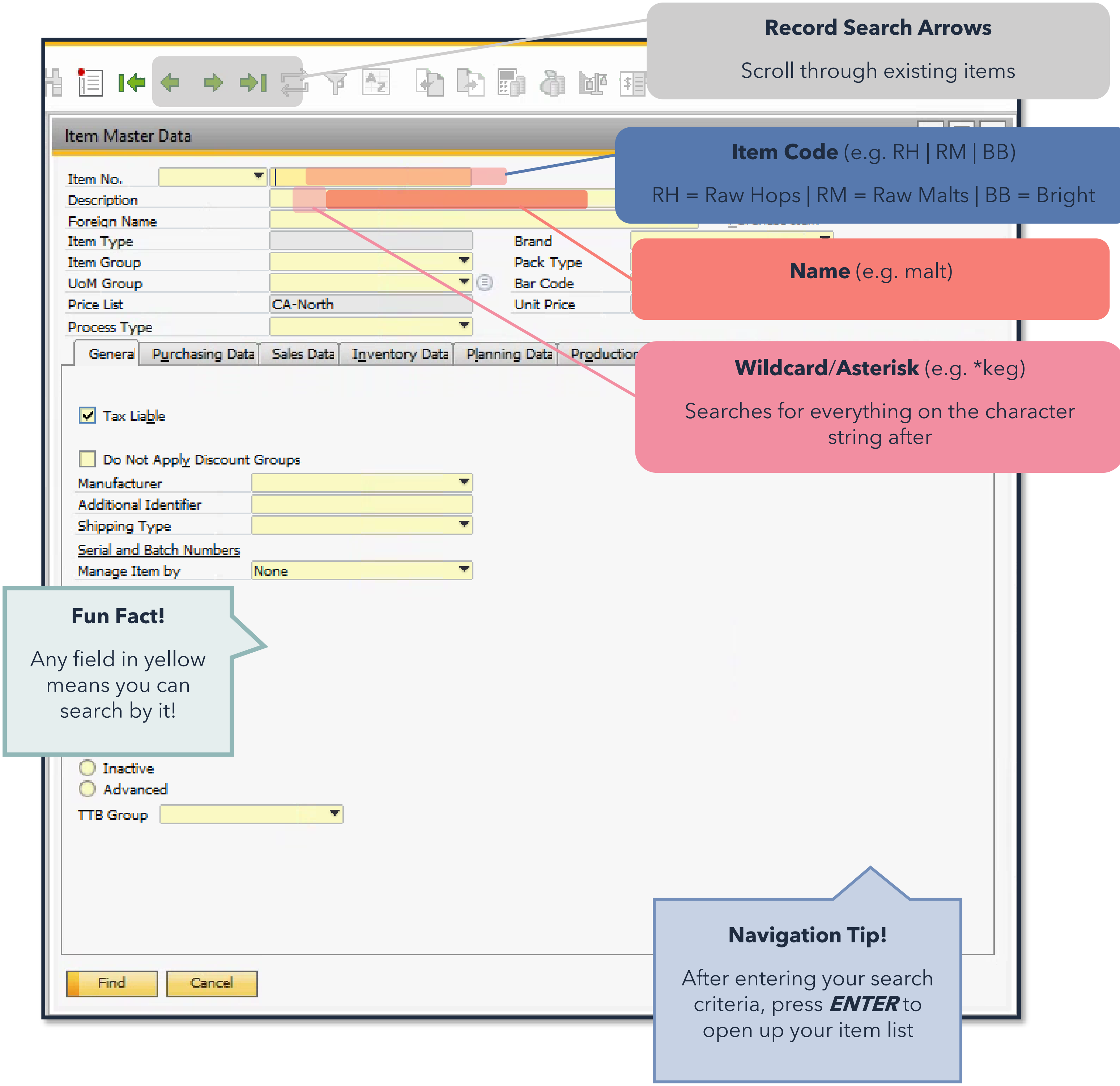


You might notice:
The Item Master Data defaults to open in Find mode. To add a new Item, you can toggle using the Add button or

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

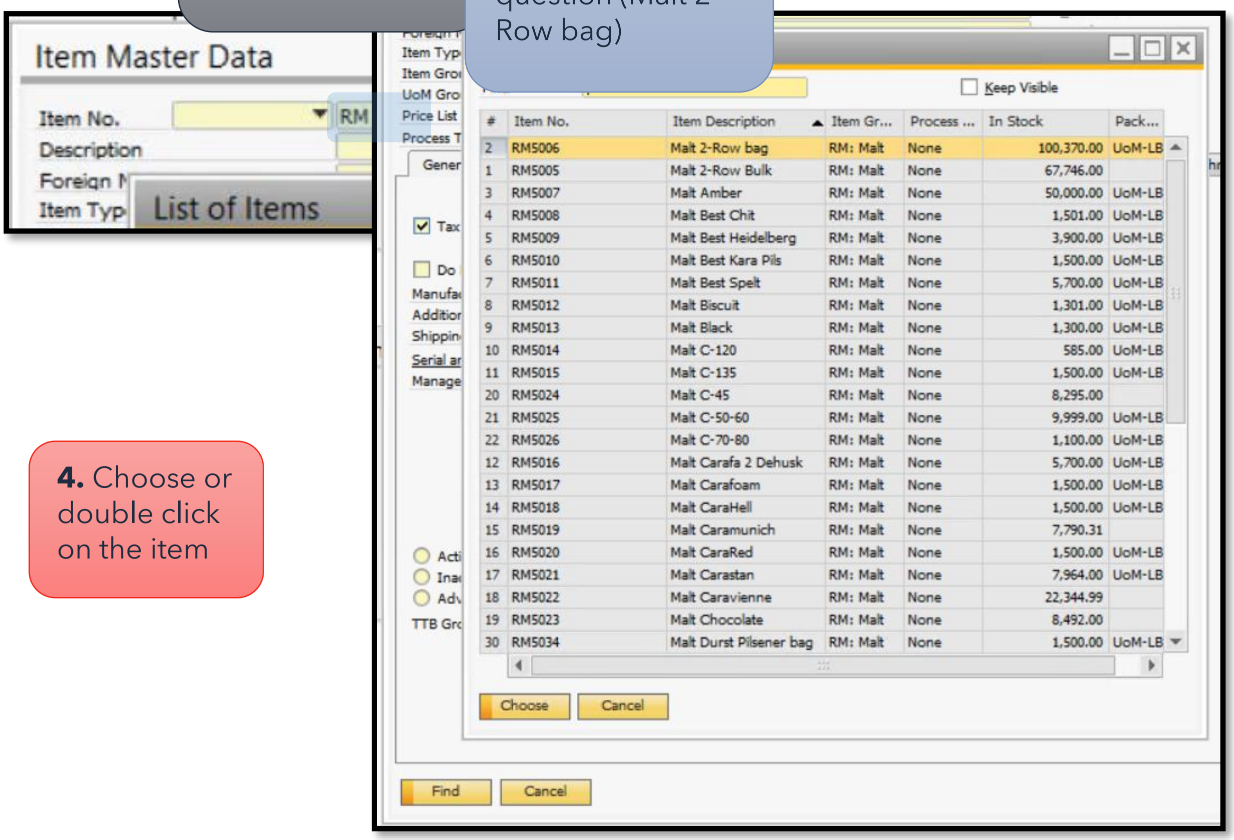


Real Life: Peter now needs to check on details and the inventory level of his bagged 2-row malt. Let's see how he goes about finding it!

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 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 Carafoam	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

4. Choose or double click on the item

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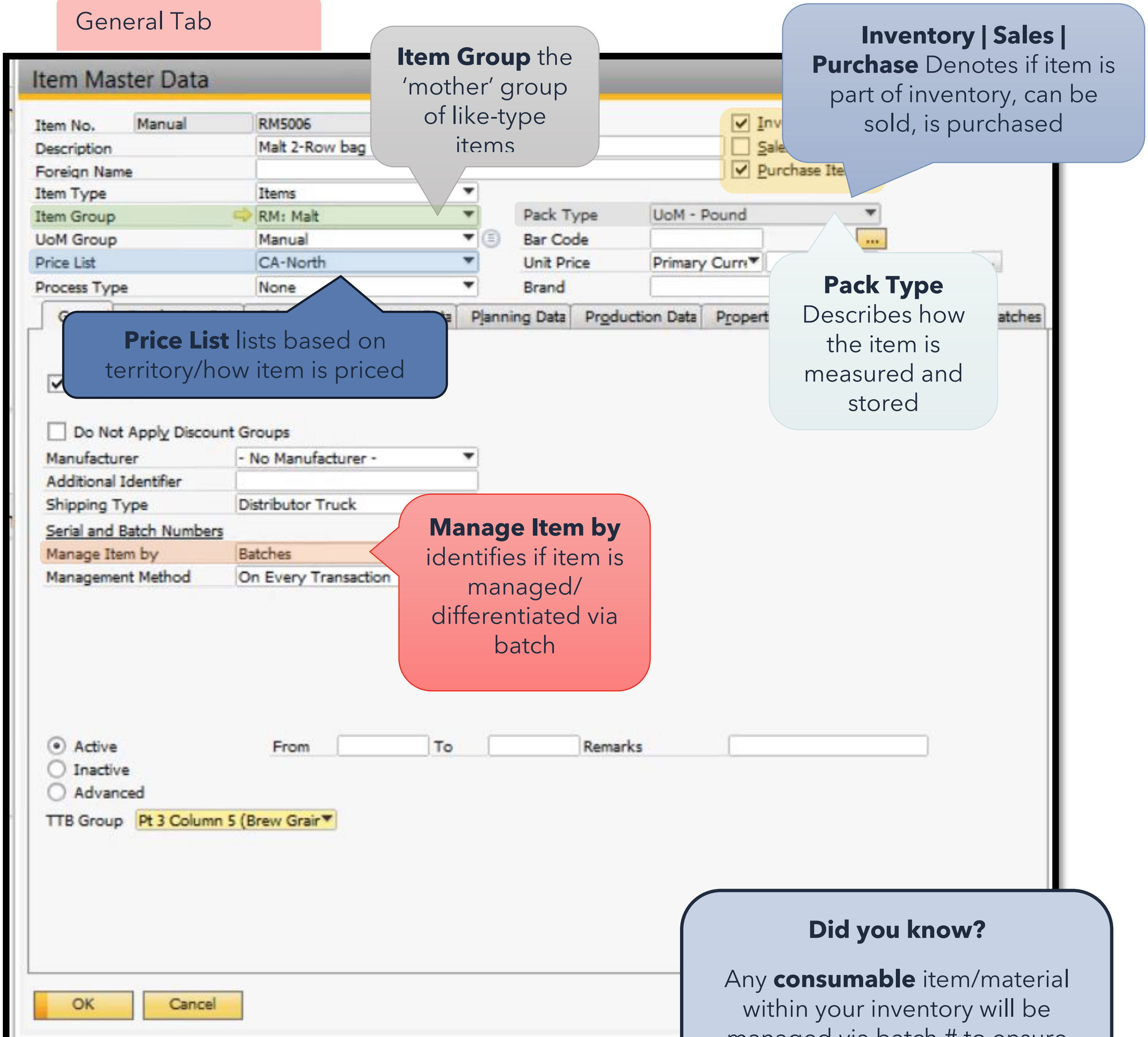
5. Review specifics on the item by looking through the tabs:

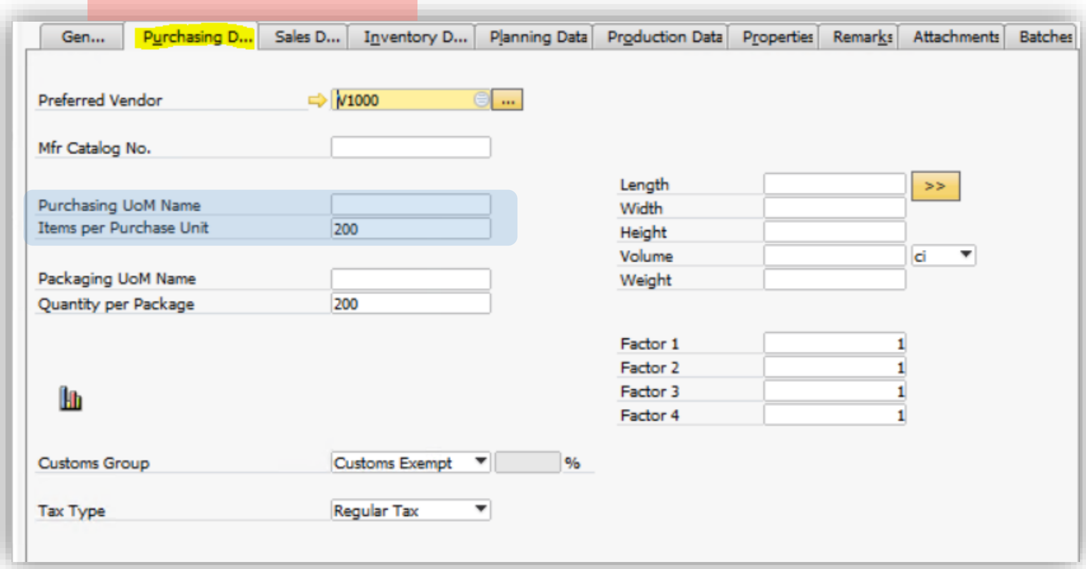
General Tab



Did you know?

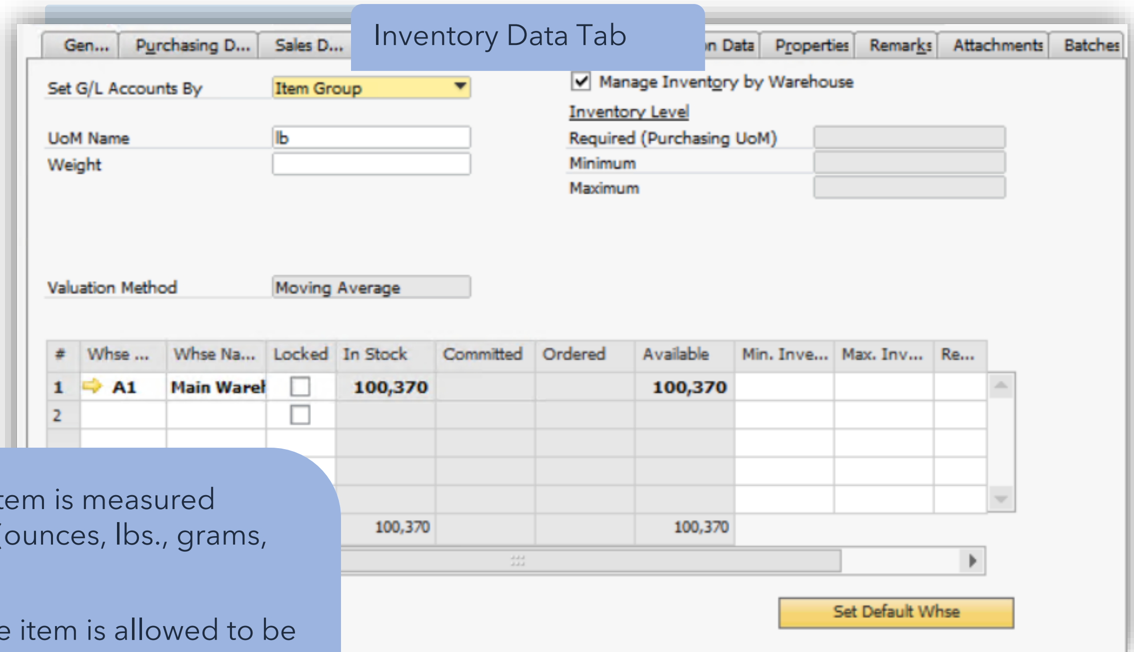
Any **consumable** item/material within your inventory will be managed via batch # to ensure traceability.

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



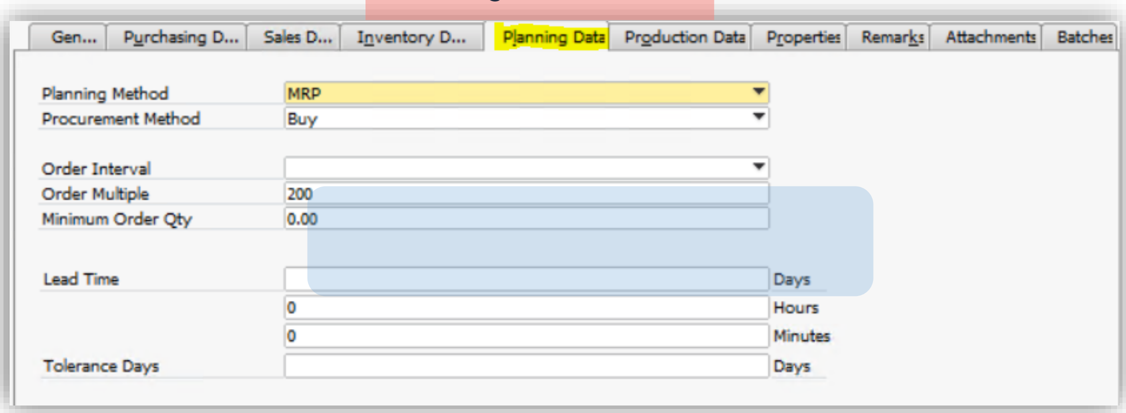
UoM Name - How item is measured within your recipes (ounces, lbs., grams, liters etc.)

Whse - shows where item is allowed to be located (warehouses)

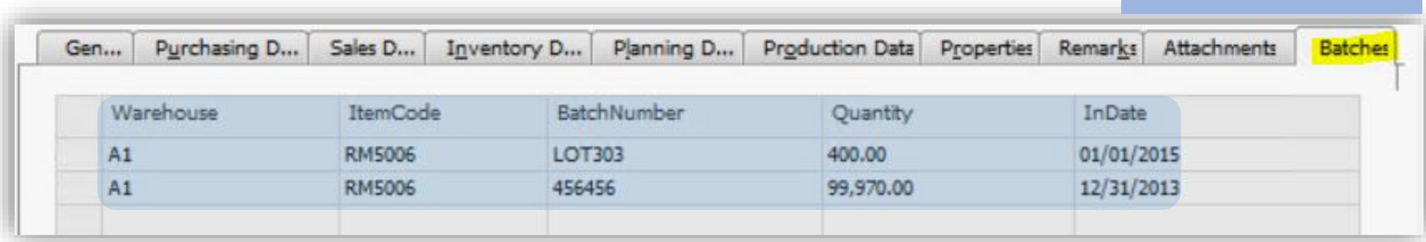
Reflects item amounts **In Stock**, **Committed**, **Ordered** and how much is **Available** for production.

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

Planning Data Tab



Batches Tab



Warehouse	ItemCode	BatchNumber	Quantity	InDate
A1	RM5006	LOT303	400.00	01/01/2015
A1	RM5006	456456	99,970.00	12/31/2013

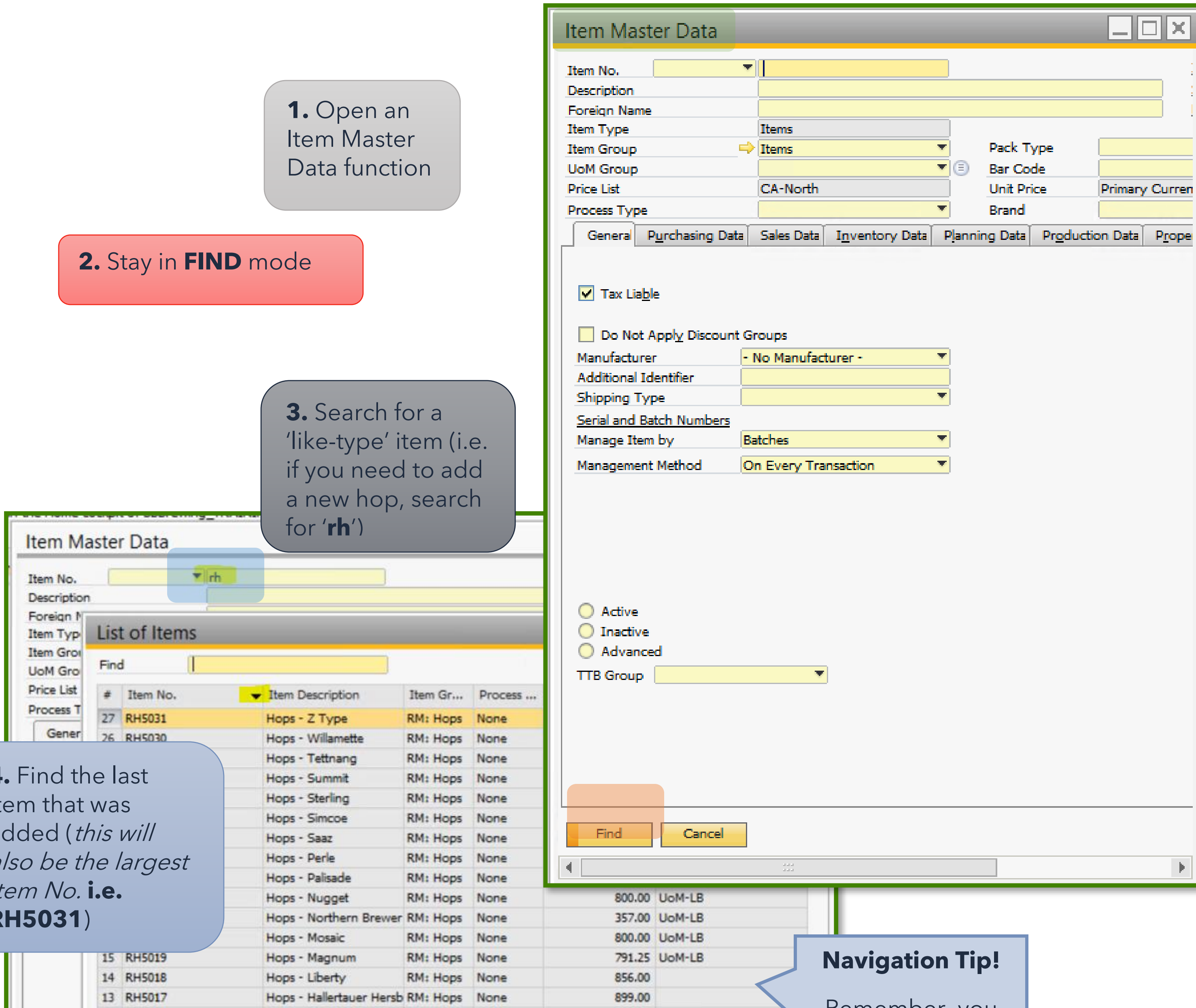
Reflects ANY batches of this item which are currently in inventory. Captures where the inventory is, the batch number, quantity and when it was received.

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**)

Navigation Tip!

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

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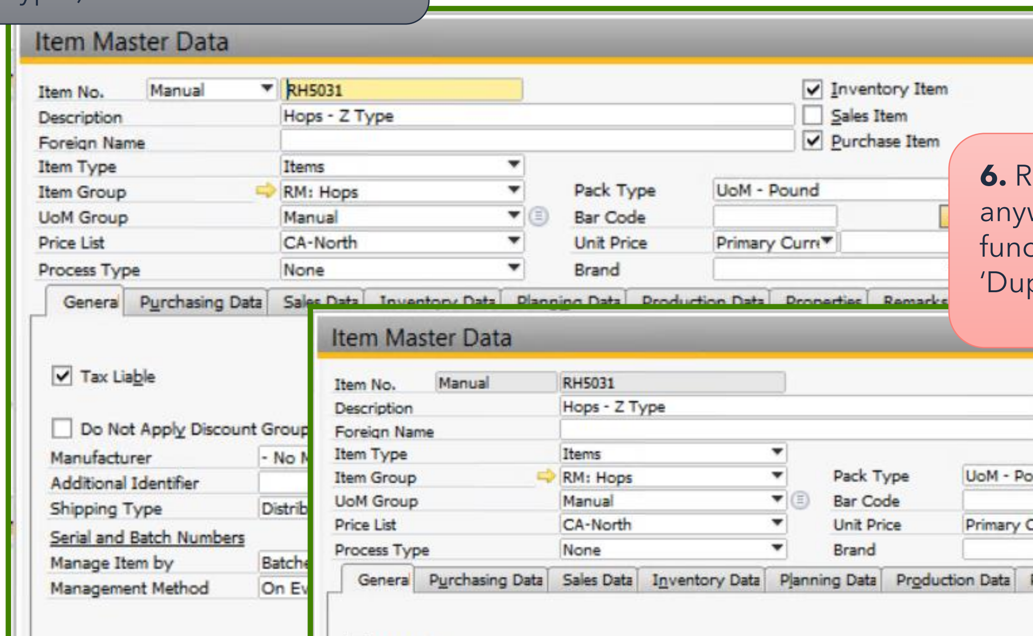
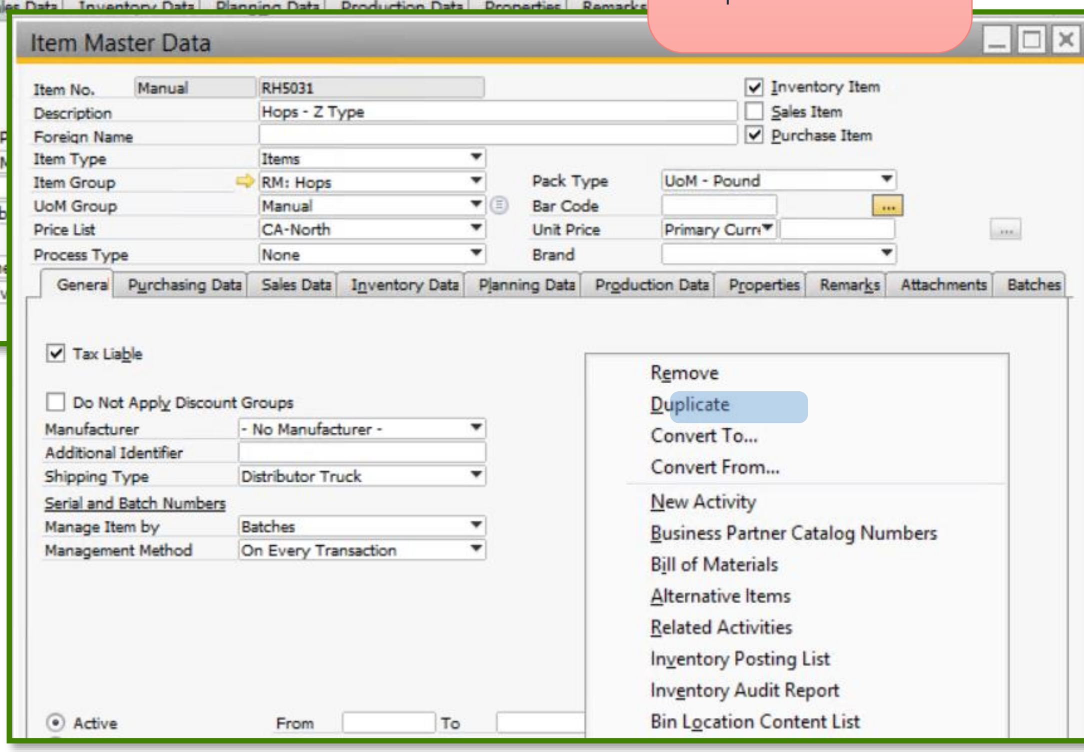
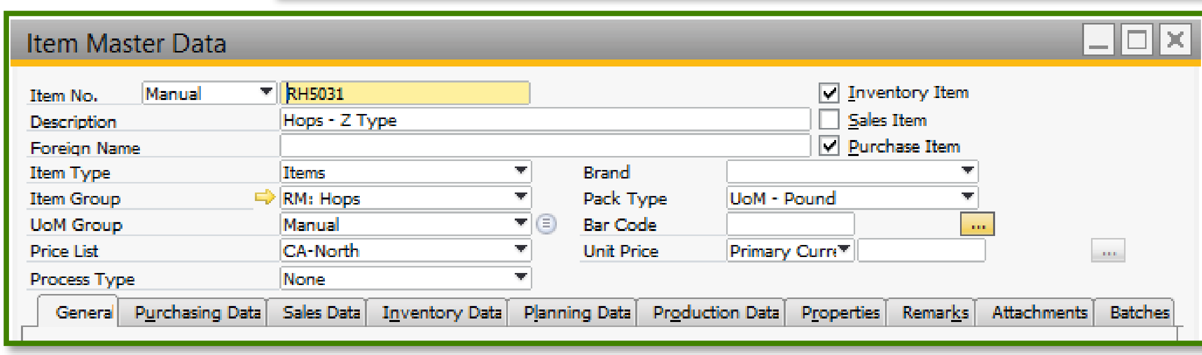
5. Double click item to populate (i.e. '**RH5031** – Hops – Z Type')



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



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



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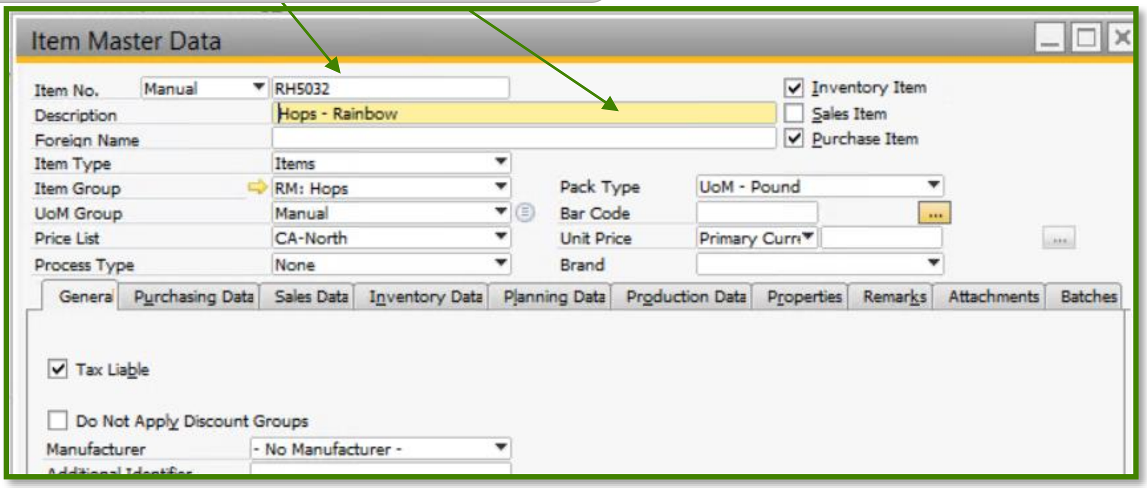
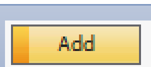
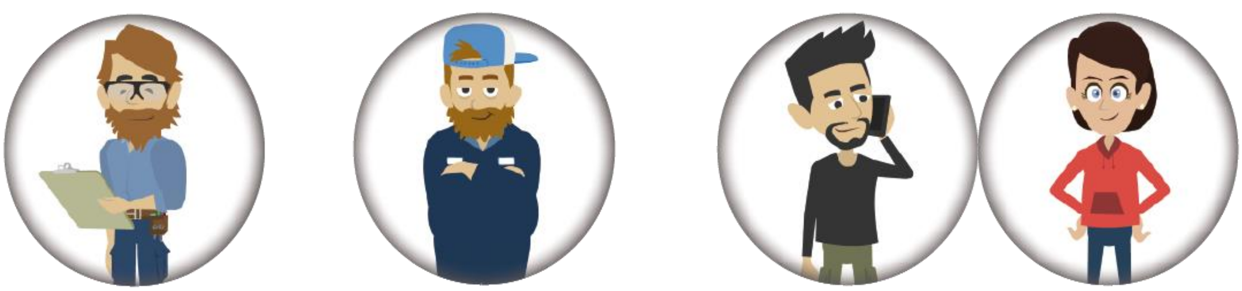
8. Change the Item No. to the next in sequence ('RH503**2**') & add the new, correct description



9. Click 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!!!