



ORCHESTRA

Financials | Spirits

This guide will introduce you to the concepts and functional processes of handling your finances and banking within Orchestrated.



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Financial concepts

Real-time accounting & automated posting

Orchestrated Accounting support real-time, automated posting. Whether it is Purchasing, Production, Sales, or Banking - Orchestrated has you covered. Items, Business Partners, and Production are mapped to automatically post in real time - leaving less room for error, and more time for you to focus on what matters.



GL determinations

In order for real-time accounting entries to occur, Orchestrated uses GL Determinations. By pre-configuring your inventory/non-inventory items and business partners to post to specific GL accounts based on the type of transaction, you no longer need to worry about the consistency and accuracy of journalizing.

GL Determinations are set up as part of your initial configuration and ensure that not only your items, but also incoming/outgoing payments, freight, tax, etc. post to the correct GL accounts. Keep in mind, you can change default determinations to best fit changes made

to your Chart of Accounts if needed.

Item groups

Building onto the GL Determination concept, Item Groups have been



configured to allow easier and cleaner accounting. Item Groups such as "Raw Materials," "Packaging Items," "WIP - Fermentation" allow you to add an item, choose an Item Group, and trust that it will post correctly as it moves through the system. Item Groups have GL Determinations set for them for any transaction that can occur - purchasing, production, loss, variance, sales, revenues, etc. You can trust that your Item Group will handle



the heavy lifting of GL determination.

Rolling periods

You will be set with monthly and yearly posting periods, and transactions will be managed based upon the period they fall into. You can lock periods to ensure you're safely posting and have the confidence that month end and year end closing are taken care of without any issues.



Manage by exception

Variances, alerts, minimums - any outliers that are a signal of coming trouble, we've got you covered. By setting minimum inventory levels and tracking variance in Production and Inventory, you can rest assured that you'll know if something isn't right.

Moving average

Orchestrated utilizes a moving average valuation method defined at the item level. This dynamic cost accounting enables you to track real-time costs of purchased and produced items as prices fluctuate or production variances occur. Since the moving average costs fluctuate with any new purchase, successful accounting relies upon a perpetual inventory tracking system that keeps real-time records of inventory balances, also known as Orchestrated. By preventing the peaks and valleys seen with other costing methods, you can always trust the cost of your goods as shown in Orchestrated.



Moving Average Cost of Cascade Hops

Batch	<u>Lbs of Hops</u> Purchased	Cost per Lb	Total Cost per Batch
4567	230	\$ 0.50	\$ 115.00
3214	500	\$ 0.75	\$ 375.00
9986	700	\$ 0.80	\$ 560.00
	<u>1430</u>		<u>\$ 1,050.00</u>
Total Cost		\$ 1,050.00	
/ Lbs on Hand		<u>1430</u>	
= Cost per Lb		\$ 0.73	



Financial functions

Chart of accounts

The CHART OF ACCOUNTS is pre-configured for your needs. The Orchestrated COA is based upon the best practices within the craft beverage industry, containing built in proper accounting procedures, GAAP compliance and drill-down capabilities for instant insight. The GL accounts within your COA can be added to and edited and even deleted (once you're live). For enhanced visibility and ease of reporting, the COA is broken out into Levels and Segments.

Modules > Financials > Chart of Accounts

The screenshot shows the 'Chart of Accounts' window. On the left is the 'G/L Account Details' form, which includes fields for Name, External Code, Currency (set to US Dollar), Confidential status, Level (set to 2), Balance (0.00), and Account Type (Other). Below this are checkboxes for 'Cash Account', 'Reval. (Currency)', 'Cash Flow Relevant', 'Exclude From EBITDA', and 'Relevant for Cost Accounting'. There are also dropdowns for 'Project', 'Distribution Rule', 'Dimension 1', 'Revenue Comp Group', and 'Cash Flow Group'. At the bottom are 'Find', 'Cancel', and 'Account Details' buttons. A callout box labeled 'GL Account Details' points to this form.

The main area displays a list of GL accounts under the heading 'Assets'. The list is organized into sections: 'CTA - Current Assets' (including Bank Accounts, Accounts Receivable, and Inventory), '13000 - WIP', '15000 - Other Current Assets', 'LTA - Long Term Assets', and '16000 - Fixed Assets'. A callout box labeled 'List of GL Accounts contained in selected drawer' points to this list.

On the right side of the window is a vertical 'Drawers' panel with buttons for Assets, Liabilities, Equity, Revenues, Cost of Sales, Expenses, Financing, and Other Revenues and Expenses. A callout box labeled 'The Drawers: each containing a different section of GLs' points to this panel.



Levels and segments

Chart of Accounts Levels

There are 4 levels to the Chart of Accounts. *Title Accounts* 1 through 3 and Level 4 *Active Accounts*. Examples of the levels are below:

- Assets
- Current Assets
- Bank Accounts
- 10005-00 - Wells Fargo Checking

Assets
CTA - Current Assets
10000 - Bank Accounts
10005-00 - Wells Fargo Checking 1234
10010-00 - Checking Account 2 (CORP)
10015-00 - Checking Account Payroll (CORP)
10020-00 - Savings Account (CORP)
10025-00 - EFT Clearing Account (CORP)
10030-00 - Cash on Hand (CORP)
10098-00 - Petty Cash (CORP)
10099-00 - Check Clearing Account (CORP)

I'm sure glad this is preconfigured to give us an in-depth look at our financials!



Chart of Accounts Segments

Your Chart of Accounts is broken into 4 *Active* account segments

- CORP (Corporate) "00"
- BREW (Brewery) "01"
- R1 (Taproom) "02"
- R2 (Retail 2) "03"

Expenses
EXP - General Expenses (CORP)
60000 - General Expenses (CORP)
60010-00 - Charity donations: in-kind (CORP)
60015-00 - Bank Fees (CORP)
60020-00 - Printing & Postage (CORP)
60030-00 - Office Supplies (CORP)
60035-00 - Benefits & Payroll Processing (CORP)
60040-00 - Bank Note Interest (CORP)
60045-00 - Miscellaneous General Expenses (CORP)
60050-00 - Rounding Account (CORP)
60055-00 - Gift Card Clearing (CORP)
60060-00 - Freight Clearing (CORP)
60065-00 - Computer software and supplies (CORP)
60070-00 - Utilities (CORP)
60140-00 - Rent allocation (CORP)
60150-00 - Lease (CORP)
60155-00 - Lease Etc (CORP)
60160-00 - General Expenses (Brewery)
60001 - General Expenses (Brewery)
60040-01 - Building Maintenance (BREW)
60050-01 - Printing & Postage (BREW)
60060-01 - Office Supplies (BREW)
60070-01 - Benefits & Payroll Processing (BREW)
60090-01 - Bank Note Interest (BREW)
60100-01 - Licenses and Fees (BREW)
60110-01 - Professional Development (BREW)
60120-01 - Miscellaneous General Expenses (BREW)
60130-01 - Telephone (BREW)
60140-01 - Web and email services (BREW)
60150-01 - Rent allocation brewer (BREW)
60160-01 - Brewery Utilities (BREW)
60002 - General Expenses (Retail 1)
60040-02 - Building Maintenance (R1)
60050-02 - Printing & Postage (R1)
60060-02 - Office Supplies (R1)
60070-02 - Benefits & Payroll Processing (R1)
60080-02 - General Liability & Commercial Insurance (R1)
60090-02 - Bank Note Interest (R1)
60003 - General Expenses (Retail 2)
60040-03 - Building Maintenance (R2)
60050-03 - Printing & Postage (R2)
60060-03 - Office Supplies (R2)
60070-03 - Benefits & Payroll Processing (R2)
60080-03 - General Liability & Commercial Insurance (R2)
60090-03 - Bank Note Interest (R2)
60100-03 - Licenses and Fees (R2)
60110-03 - Professional Development (R2)
60120-03 - Miscellaneous General Expenses (R2)
60130-03 - Workers Compensation (R2)



Editing CoA

Name changes

Modules > Financials > Chart of Accounts

1. Choose Drawer of Accounts
2. Highlight Account to Edit
3. Update Name
4. Click <OK>

Bill needs to make some minor name changes to this GL Account



Chart of Accounts

G/L Account: 60120 03
Name: Miscellaneous General Expenses (R2)

G/L Account Details

☐ Title ☒ Active Account

External Code:
Currency: All Currencies
☐ Confidential Level: 4
Balance: 0.00 \$
G/L Account Properties
Account Type: Expenditure
☐ Block Manual Posting

☐ Reval. (Currency)

☐ Exclude From EBITDA
Relevant for Cost Accounting
☐ Project
Distribution Rule
Option 1
Group Group
Cash Flow Group

OK Cancel Account Details

60120-03 - Miscellaneous General Expenses (R2)
60130-03 - Workers Compensation (R2)
61000 - Administrative Labor Expense
61010-00 - Executive, Administrative & Support Labor (CORP)
61020-00 - Marketing & Design Labor (CORP)
61060-00 - Indirect Labor (CORP)
61200-00 - Health Insurance & Medical (CORP)
61210-00 - 401k Matching (CORP)
61230-00 - Payroll Taxes (CORP)
61235-00 - Staff Benefits Other (CORP)
61240-00 - Workers Compensation Admin (CORP)
62000 - Professional Services
62010-00 - Professional Fees: Consulting (CORP)
62015-00 - Professional Fees: Legal (CORP)
62020-00 - Professional Fees: Accounting (CORP)
62025-00 - Professional Fees: HR (CORP)
62030-00 - Professional Fees: IT (CORP)
EXL - Restaurant Labor
63002 - Restaurant Labor Expense (Retail 1)
63010-02 - Front of House Labor (R1)
63015-02 - Back of House Labor (R1)
63020-02 - Management Labor (R1)
63025-02 - Temporary Labor (R1)
63030-02 - Indirect Labor (R1)
63035-02 - Health Insurance & Medical (R1)
63040-02 - 401k Matching (R1)
63045-02 - Payroll Taxes (R1)
63050-02 - Staff Benefits Rest #1 (R1)
63003 - Restaurant Labor Expense (Retail 2)
63010-03 - Front of House Labor (R2)
63015-03 - Back of House Labor (R2)
63020-03 - Management Labor (R2)
63025-03 - Temporary Labor (R2)
63030-03 - Indirect Labor (R2)
63035-03 - Health Insurance & Medical (R2)
63040-03 - 401k Matching (R2)
63045-03 - Payroll Taxes (R2)
63050-03 - Staff Benefits Other (R2)
EXS - Selling Labor & Expense
64000 - Selling Labor Expense (Brewery)
64010-01 - Sales Labor (BREW)
64015-01 - Indirect Labor (BREW)
64020-01 - Health Insurance & Medical (BREW)
64025-01 - 401k Matching (BREW)
64030-01 - Payroll Taxes (BREW)

Assets
Liabilities
Equity
Revenues
Expenses
Financing
Other Revenues and Expenses



Adding

Modules > Financials > Chart of Accounts



Bill needs to add a new Checking Account to his CoA

- Highlight last account within segment you're adding to
- Once highlighted, click the Add icon (or Ctrl A)
- In yellow fields to the left, add next G/L Account number in sequence and the correct Segment Number (00,01,02,03)
- Add the Name
- Click **<Add>**

Chart of Accounts

G/L Account: 10035 00
Name: Bank of America 5678

G/L Account Details

☐ Title ☒ Active Account

External Code:
Currency: All Currencies
☐ Confidential Level: 4
Balance: 0.00 \$

G/L Account Properties

Account Type: Other
☐ Control Account
☐ Block Manual Posting

☐ Cash Account ☐ Reval. (Currency)
☐ Cash Flow Relevant
☐ Exclude From EBITDA
Relevant for Cost Accounting: ☐
Group:
Cash Group:

Assets

CTA - Current Assets

10000 - Bank Accounts

10005-00 - Wells Fargo Checking 1234
10010-00 - Checking Account 2 (CORP)
10015-00 - Checking Account Payroll (CORP)
10020-00 - Savings Account (CORP)
10025-00 - EFT Clearing Account (CORP)
10030-00 - Cash on Hand (CORP)
10098-00 - Petty Cash (CORP)
10099-00 - Check Clearing Account (CORP)

11000 - Accounts Receivable

11005-00 - Accounts Receivable (CORP)

12000 - Inventory

12005-00 - Inventory - Finished Goods - Packaged (CORP)
12010-00 - Inventory - Finished Goods - Kegged (CORP)
12015-00 - Inventory - Packaging (CORP)
12020-00 - Inventory - Raw Materials (CORP)
12025-00 - Inventory - Brewery POS & Merchandise (CORP)
12030-00 - Inventory - Restaurant Food & Beverage (CORP)
12035-00 - Inventory - Retail Merchandise (CORP)
12505-00 - Semi Finished Good - Wort (CORP)
12510-00 - Semi Finished Good - Green Beer (CORP)
12515-00 - Semi Finished Good - Dry Hopped Beer (CORP)
12520-00 - Semi Finished Good - Barrel Aged Beer (CORP)
12525-00 - Semi Finished Good - Bright Beer (CORP)

13000 - WIP

13005-00 - WIP - Wort (CORP)
13010-00 - WIP - Green Beer (CORP)
13015-00 - WIP - Dry Hopped Beer (CORP)
13020-00 - WIP - Barrel Aged Beer (CORP)
13025-00 - WIP - Bright Beer (CORP)
13030-00 - WIP - Finished Goods (CORP)

15000 - Other Current Assets

15005-00 - A/P Down Payments (CORP)
15010-00 - Prepaid Raw Materials (CORP)
15015-00 - Prepaid Expenses (CORP)
15020-00 - Prepaid Insurance (CORP)
15025-00 - Prepaid Taxes (CORP)
15030-00 - Employee Advances Receivable (CORP)
15035-00 - ACH Holding (CORP)
15040-00 - Undeposited Funds (CORP)

LTA - Long Term Assets

16000 - Fixed Assets

16005-00 - Brewing Equipment (CORP)

Assets
Liabilities
Equity
Revenues
Cost of Sales
Expenses
Financing
Other Revenues and Expenses

Add **Cancel** **Account Details**



Editing & deleting

Modules > Financials > Edit Chart of Accounts

Edit Chart of Accounts

G/L Account Details

☐ Title ☒ Active Account

G/L Account 10005-00

Account Name Wells Fargo Checking 1234

Level 4

Assets

CTA - Current Assets

10000 - Bank Accounts

10005-00 - Wells Fargo Check

10010-00 - Checking Account

10015-00 - Checking Account

10020-00 - Savings Account (

10025-00 - EFT Clearing Acco

10030-00 - Cash on Hand (CO

10098-00 - Petty Cash (CORP

10099-00 - Check Clearing Ac

11000 - Accounts Receivable

11005-00 - Accounts Receivab

12000 - Inventory

12005-00 - Inventory - Finish

12010-00 - Inventory - Finish

12015-00 - Inventory - Packa

12020-00 - Inventory - Raw M

12025-00 - Inventory - Brew

12030-00 - Inventory - Resta

12035-00 - Inventory - Retail

12505-00 - Semi Finished Goo

12510-00 - Semi Finished Goo

12515-00 - Semi Finished Goo

12520-00 - Semi Finished Goo

12525-00 - Semi Finished Goo

13000 - WIP

13005-00 - WIP - Wort (CORP

13010-00 - WIP - Green Beer

13015-00 - WIP - Dry Hoppe

13025-00 - WIP - Bright Beer

13030-00 - WIP - Finished Goo

13020-00 - WIP - Barrel Aged Beer (CORP)

15000 - Other Current Assets

15005-00 - A/P Down Payments (CORP)

15010-00 - Prepaid Raw Materials (CORP)

15015-00 - Prepaid Expenses (CORP)

15020-00 - Prepaid Insurance (CORP)

15025-00 - Prepaid Taxes (CORP)

15030-00 - Employee Advances Receivable (CORP)

15035-00 - ACH Holding (CORP)

15040-00 - Undeposited Funds (CORP)

LTA - Long Term Assets

16000 - Fixed Assets

16005-00 - Brewing Equipment (CORP)

16010-00 - Build Cost (CORP)

16015-00 - Build Improvements (CORP)

16020-00 - Computer/Software/Phone (CORP)

16025-00 - Kegs / Cooperage (CORP)

G/L Account Location

Drawer Assets

Parent Article 10000

Loc. in Drawer First



OK

Cancel

EDIT

1. From the 'Edit Chart of Accounts - Selection Criteria' window, select which Drawer to edit & click <OK>
2. Highlight account that needs to be edited
3. Utilize fields on left hand side to edit G/L Account Details &/or G/L Account Location
4. Click <Update> <OK>

Bill wants to move the location of a couple G/Ls and delete one or two his brewery will not be using at all



DELETE

1. Highlight account to delete
2. Right Click and select 'Delete Account'
3. Click <Update> <OK>



Journal entries

While automated posting handles the day-to-day posting with purchasing, receiving, production, sales, deliveries, and financials - you can also post manual journal entries at your discretion.

Modules > Financials > Journal Entry



Real Life Scenario:

Penny needs to manually enter a Journal Entry to fix errors from a previous A/R Invoice.

1. Check Posting Date
2. Add Remarks (if you wish)
3. Select Account you want to hit
4. Ensure debits and credits balance
5. Click <Add>

Posting Date: 11/22/2016

Remarks: A/R Invoices - C1140

Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	Remarks	Fixed Exchange Rate	Reverse	Adj. Trans. (Period 13)	Automatic Tag	Manage Deferred Tax
Primary	15116	11/29/2016	11/29/2016	11/29/2016		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Origin: Origin No. Trans. No. Template Type Template Indicator Project

Trans. Code Ref. 1 Ref. 2 Ref. 3

Blanket Agreement

Expand Editing Mode

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Tax Posting Account	Tax Code	Tax Jurisdiction Type	Tax Jurisdiction Code	Federal Tax ID	Tax Amount
1	C1140	Austin Beverage Co.	\$ 4,612.50							
2	24015-00	Sales Tax Payable (CORP)		\$ 0.00						
3	40010-01	Sales - Kegged Beer (BREW)		\$ 4,612.50						

Useful TIP!

You can also create Journal Vouchers (a draft of a Journal Entry). This allows you to work on an entry, save & come back to it before officially adding!

Display in FC

Cancel Template



Posting templates

Posting Templates are an easy way to create a journal entry without having to add each individual account each time! Ease the burden of that repetitive posting by creating your own templates. Just update the dollar specific information and you'll be set.

Modules > Financials > Posting Templates

Real Life Scenario:

Penny wants to create a template for payroll so she can simply enter \$\$\$ amounts impacting each GL every pay period.

1. Add Code (i.e. Payroll)
2. Add Template Description
3. Select Account(s) you want to hit
4. Click <Add>

G/L Acct/BP Code	G/L Account/BP Name
➔ 10015-00	Checking Account Payroll (CORP)
➔ 53005-01	Direct Labor - Brewhouse (BREW)
➔ 53010-01	Direct Labor - Cellar (BREW)
➔ 53020-01	Direct Labor - Quality Control (Lab) (BREW)
➔ 60070-01	Benefits & Payroll Processing (BREW)
➔ 61210-00	401k Matching (CORP)
➔ 61230-00	Payroll Taxes (CORP)

5. View template by opening Journal Entry function
6. Enter 'Posting Date' & 'Remarks'
7. Under 'Template Type' dropdown, select **Percentage**
8. From within 'Template', hit Tab or click circle to open List of Posting Templates
9. Highlight Template to populate
10. Click <Choose>
11. Enter Debit/Credits to finish Journal Entry
12. Click <Add>



Modules> Financials > Recurring
Postings

Penny wants to create a recurring posting for DirectTV. She knows it comes out on the 29th of each month.

1. Add Code (i.e. Direct TV)
2. Add Description (i.e. Satellite Subscription)
3. Add Ref. field (i.e. Tap Room)
4. Add G/L Accounts & Debit/Credit Totals
5. Select Frequency & Next Execution Date
6. Checkmark 'Valid Until' (if you choose to not keep this posting continuous)
7. Click <Add>



Real Life Scenario:

Penny is ready to check recurring postings and execute the Journal Entry.

8. Open Recurring Postings function
9. Click <**Confirmation List**>
10. Highlight the postings that need to be entered as Journal Entries
11. Click <**Execute**> to save to permanent file

Recurring Postings

Code

Ref. 1 Ref. 2

☐ Automatic Tax

G/L Acct/BP Code G

Frequency M

Next Execution 11

Add Cancel

Confirmation of Recurring Postings

The postings listed below should be executed today
Deselect rows you do not want to execute

The date of the recurring postings transaction will be:
☐ Current System Date
☒ Recurring Postings Date

#	Posting No.	Description	Date	Value	Instance
1	DirectTV	Tap Room Direct TV Subsc	11/09/2016	\$ 450.00	32
Total				\$ 450.00	

Number of Postings to be Executed 1

Execute Cancel Remove

Confirmation List



Recurring posting prompts

Do you have one or more recurring postings set up? Would you like to be prompted the day the postings should be executed? Setup is simple and will ensure you never miss these Journal Entries!

General Settings

BP Budget **Services** Display Font & Bkgd Path Inventory Resources Cash Flow

At the Beginning of Each Session

☐ Perform Data Check

☐ Open Exchange Rates Table

☒ Display Recurring Postings on Execution

☐ Display Recurring Transactions on Execution

☐ Send Alert for Activities Scheduled for Today

☒ Display Inbox When New Message Arrives

☐ Open Window for Credit Voucher Ref. Update

☒ Display Worklist When New Task Arrives

Internet Definitions

☐ Use Proxy Server for Web Connection

Default E-Mail Method

☒ SAP Business One Mailer

☐ Outlook E-Mail

Telephone No.

Update Messages (Min.) 5

Screen Locking Time (Min.) 30

Open Postdated Credit Vouchers Window No

Area Code

For External Line

Map Service Google Map

Confirmation of Recurring Postings

The postings listed below should be executed today
Deselect rows you do not want to execute

The date of the recurring postings transaction will be:

☐ Current System Date

☒ Recurring Postings Date

#	Posting No.	Description	Date	Value	Instance
1	DirectTV	Tap Room Direct TV Subac	11/09/2016	\$ 450.00	32

Update

1. Modules > Administration > System Initialization > General Settings > Services Tab
2. Checkmark the box for: 'Display Recurring Postings on Execution'
3. Click <Update> <OK>

Now when you log-in to Orchestrated, the 'Confirmation of Recurring Postings' box will open and you will be able to choose to <Execute> those and save to your permanent file.





A/R & A/P draft documents

When you have a document that needs to be queued up for the same business partner with the same items every time, just create a draft! You can open your list of draft documents at any time, just edit details and you're ready to post said document! Drafts are also incredibly useful when you're in the middle of working on something but need to leave and come back to it. Just save as a draft and continue when you're ready!

This is a list of all documents/functions that can be saved as drafts!

A/R Invoice

Customer: C1151
Name: Jack's Liquor Store
Contact Person: [Dropdown]
Customer Ref. No.: [Dropdown]
BP Currency: \$

Contents | Logistics | Accounting

#	Item No.	Item Description	Quantity
1	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	
2			

Right-click context menu options:
Volume and Weight Calculation...
Packing Slip
Opening and Closing Remarks
Transaction Journal..
Journal Entry Preview
Save as Draft

List of functions that can be saved as drafts:
☒ Sales - A/R
 ☒ Sales Quotations
 ☒ Sales Orders
 ☒ Deliveries
 ☒ Returns
 ☒ A/R Down Payment
 ☒ A/R Invoices
 ☒ A/R Credit Memos
☒ Purchasing - A/P
 ☒ Purchase Request
 ☒ Purchase Quotation
 ☒ Purchase Orders
 ☒ Goods Receipt PO
 ☒ Goods Return
 ☒ A/P Down Payment
 ☒ A/P Invoices
 ☒ A/P Credit Memos
☒ Inventory
 ☒ Goods Receipt
 ☒ Goods Issue
 ☒ Inventory Transfer Request
 ☒ Inventory Transfers
☒ Inventory Counting Transactions
 ☒ Inventory Counting
 ☒ Inventory Opening Balances
 ☒ Inventory Posting

Real Life Scenario:

Peter (the inventory guy) and Penny know the same 100 cases of Vodka get sold to the same Customer every month. Penny decides to have a draft A/R Invoice prepped so she can have it ready to go each time!

1. Open function (i.e. A/R Invoice)
2. Fill out pertinent details (i.e. Customer & Item Details)
3. Right Click > Save as Draft

Buttons: Add, Cancel, Finalize, Copy From, Copy To



Real Life Scenario:

Penny is ready to invoice her Customer; all she needs to do is update the dates and prices for each item on her draft!

1. Modules > Sales - A/R/ Purchasing - A/P > Sales/Purchasing Reports > Document Drafts Report
2. Select which type of drafts you wish to view
3. Click <OK>
4. Drill into which document you need to edit via yellow arrow
5. Make edits (i.e. dates & prices) and <Add> as normal

Document has been successfully added, and original draft remains intact for future use.

6. To remove a draft, highlight the draft row, Right Click > Remove

Sales - A/R

Document Drafts Report - Selection

User: sberg

☐ Date

☒ Sales - A/R

☒ Sales - A/R Invoices

☒ Sales - A/R Invoices

☒ Delivery

☒ Return

☒ A/R D

☒ A/R In

☒ A/R C

☒ Inventory

☒ Good

☒ Good

☒ Inven

☒ Inven

OK

A/R Invoice - Draft

Customer: C1151
Name: Jack's Liquor Store
Contact Person: [dropdown]
Customer Ref. No.: [dropdown]
Local Currency: [dropdown]

No.: Primary 10070
Status: Draft
Posting Date: 05/05/17
Due Date: 05/15/17
Document Date: 05/05/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code
1	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	100	\$ 328.4700	0.00	EX	\$ 32,847.00	Manual
2					0.00			

Sales Employee: -No Sales Employee-
Owner: [dropdown]
Total Weight: 3,100.00Lb
Volume: 237.750 GAL
Est. Pallet Spots: 1.670
☐ Payment Order Run
Re: [text box]

Add | Cancel | Finalize

Total Before Discount: \$ 32,847.00
Discount: %
Total Down Payment: [dropdown]
Freight: [dropdown]
☐ Rounding: \$ 0.00
Tax: [dropdown]
Total: \$ 32,847.00
Applied Amount: [dropdown]
Balance Due: \$ 32,847.00


Copy From | **Copy To**





Recurring transactions

When you have a draft document that needs to be queued up at the same time every week or month, simply set up a Recurring Transaction that will be prepped and ready for you at the right time. You can also be prompted when those drafts need to get posted, eliminating the manual redundancy of searching for the document in order to post it.

Modules > Sales or Purchasing > Recurring Transaction Templates

 **Sales - A/R**

 **Purchasing - A/P**

 **Recurring Transactions**

 **Recurring Transaction Templates**

Recurring Transactions - Templates

#	Template	Type	Doc No.	Recurrence Period	Recurrence Date	Start Date	Next Execution	Valid Until	BP	Warehouse	Prices Update
1	1	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1005	A1	<input type="checkbox"/>
2	2	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1010	A1	<input type="checkbox"/>
3	3	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1015	A1	<input type="checkbox"/>
4	4	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1020	A1	<input type="checkbox"/>
5	5	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1025	A1	<input type="checkbox"/>
6	6	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1030	A1	<input type="checkbox"/>
7	7	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1035	A1	<input type="checkbox"/>
8	8	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1040	A1	<input type="checkbox"/>
9	9	Sales Quotation	10000	Monthly	On 1	01/01/2013	01/01/2017		C1045	A1	<input type="checkbox"/>
10	10	Sales Quotation	10000	Monthly	On 1	03/04/2014	01/01/2017		C1050	A1	<input type="checkbox"/>
11	JACK	A/R Invoice	10223	Monthly	On 1	12/01/2016	01/01/2017		C1001	A1	<input type="checkbox"/>

List of Documents - Drafts

Find	#	Date	BP	Details
	1	10151	04/10/2014	Tap Room
	2	10185	07/15/2014	Tap Room
	3	10185	11/12/2014	Tap Room
	4	10223	11/30/2016	Tap Room
	5	10223	12/01/2016	Jack's Tap & Growl

1. Open Recurring Transaction Templates
2. Add Template Name
3. Select Type of Document that will be recurring (i.e. A/R Invoice)
4. Click circle to open 'List of Documents - Drafts' to choose your draft
5. Fill out Recurrence specifics for this transaction
6. Click <Update>
7. To view recurring transactions scheduled for the day, open Recurring Transactions



Recurring transaction prompts

Do you have one or more recurring transactions set up? Would you like to be prompted the day the transactions should be executed? Setup is simple and will ensure you never miss posting these documents!

The screenshot shows the SAP Business One Administration console. On the left, the 'Administration' menu is expanded, showing 'General Settings' selected. The main window displays the 'General Settings' dialog box with the 'Services' tab active. Under 'At the Beginning of Each Session', the checkbox 'Display Recurring Transactions on Execution' is checked. Other settings include 'Update Messages (Min.)' set to 5, 'Screen Locking Time (Min.)' set to 30, and 'Open Postdated Credit Vouchers Window' set to 'No'. On the right, 'Internet Definitions' shows 'Use Proxy Server for Web Connection' unchecked, and 'Default E-Mail Method' is set to 'SAP Business One Mailer'. The 'Telephone No.' section shows 'Area Code' and 'For External Line' as empty fields, 'Map Service' set to 'Google Map', and 'History / Log' set to '99'.

- Modules > Administration > System Initialization > General Settings > *Services Tab*
- Checkmark the box for: 'Display Recurring Transactions on Execution'
- Click <**Update**> <**OK**>

Now when you log-in to Orchestrated, the 'Recurring Transactions' box will open, and you will be able to choose to <**Execute**> and/or edit them (via drilling in with the yellow arrow) before posting.





Useful financial reports



Balance Sheet (Financials > Financial Reports > Orchestrated Reports > *Balance Sheet*)

Find a typical balance sheet with sections for Assets, Liabilities, and Equity. Check this out on a monthly/routine basis to get an overview of the financial health of your organization. This can also be provided to banks/other financial stakeholders to assess your financial well-being.

P&L (Financials > Financial Reports > Orchestrated Reports > *Profit & Loss*)

This report is a standard profit and loss statement with various optional comparison ranges. Run this report to view the total revenues and expenses for given periods compared to the same time period the prior year.



Journal Transaction Report (Financials > Financial Reports > Orchestrated Reports > *Journal Transaction Report*)

This report lists individual journal transactions in groups by G/L account. A great way to verify that transactions are happening in the correct account and offset accounts. Useful for tracking down a transaction that appears to be in error.

1099 Vendor Summary (Financials > Financial Reports > Orchestrated Reports > *1099 Vendor Summary*)

The built-in platform 1099 functionality is extremely powerful but can lend itself to being a bit too rigid when it comes time to file taxes for the year. This crystal report includes those transactions that have been recorded prior to the vendor being flagged as 1099. In addition, there are several options, groupings, etc., and its exportable to Excel! *Blue values are payments that were recorded prior to the vendor being flagged as 1099*



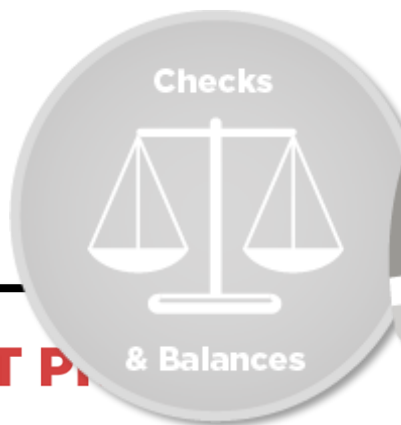
s u p p o r t . o r c h e s t r a t e d . c o m



Banking functions

Incoming payments

When you're ready to post payments received from Check, EFT/ACH/Credit Card, or Cash, it will be simple and quick! Since payments will be coming in at various times and in various formats, we've set the software up to help you make it happen. You'll receive your payment(s), input the means by which payment was received, and finally deposit your checks/cash into your bank account. When it comes time to reconcile, you'll be ready to rock and roll!



INCOMING PAYMENT PROCESS

1. Incoming Payment



Who:
Accounting department

Why:
Use open A/R Invoice
and receive payment



What:
Adjusts customer's balance and
brings payment into OBeer

2. Payment Means



Who:
Accounting department

Why:
To determine how the
payment is received



What:
Assigns incoming payment to the
method you received it in (EFT, check,
cash)

3. Deposit Check or Cash



Who:
Accounting department

Why:
To move check or cash into
bank account in OBeer



What:
Takes money out of clearing account
moves to appropriate checking account



Incoming payment means



Your Customers should be paying you via Check, Bank Transfer, Credit Card or even Cash. Let's take a look at how you will capture these types of payments using Payment Means.

Check: When you receive a check(s), it should be posted to your Check Clearing Account (10099-00).

Why: So that you can record the check on a "temporary" basis until funds are verified and actually deposited at your financial institution. Also, because you will more than likely deposit a lump sum of checks at your bank, you don't have to worry about trying to reconcile those deposits against a multitude of checks. The Clearing Account handles the breakdown for you, until you're ready to Deposit within the software.

1. Post to Check Clearing Account

2. Fill out the Due Date (date the check is received)

3. Fill out the Amount (Ctrl+B will bring in the full balance)

5. Fill out the Check No.

6. Ensure Overall Amount & Paid Amounts match (so there is no balance due)

Payment Means

Currency: \$

Check Bank Transfer Credit Card Cash

G/L Account: 10099-00 Check Clearing Account (CORP)

☐ Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Check No.	Endors.
1	12/02/2016	\$ 8,046.00	USA				1234	No
			USA				2	No

Overall Amount: \$ 8,046.00

Balance Due:

Bank Charge:

OK Cancel

Paid: \$ 8,046.00



Bank Transfer/EFT/ACH/Credit Card: All these payment methods will be captured on the Bank Transfer Tab! *If you prefer to name the tab something different, you can Ctrl+Double Click on the name to change it!*

The screenshot shows the 'Payment Means' window with the 'Bank Transfer' tab selected. Callouts provide instructions: 1. Choose G/L Account incoming payment has been made to (i.e. your checking account); 2. Select date of incoming payment; 3. Include Reference (if you choose); 4. Enter total amount paid via Bank Transfer/Credit Card. A green credit card is shown in the foreground.

1. Choose G/L Account incoming payment has been made to (i.e. your checking account)

2. Select date of incoming payment

3. Include Reference (if you choose)

4. Enter total amount paid via Bank Transfer/Credit Card

Cash: Cash is easily entered. Just verify which G/L account the incoming payment will go into (*Petty Cash 10098-00*) and you'll be set knowing the breakdown of cash before you make your actual deposit at the bank

The screenshot shows the 'Payment Means' window with the 'Cash' tab selected. Callouts provide instructions: 1. Verify G/L account cash should post to; 2. Enter total amount paid via Cash. A cartoon character is shown in the foreground with a speech bubble saying 'Sweetness!'.

1. Verify G/L account cash should post to

2. Enter total amount paid via Cash

Sweetness!



Incoming payment options

Invoice

It's time to invoice your Customer, but it appears they've already sent you payment for their order! You have the capability to capture this payment at the time of invoicing, which saves you the step of entering their incoming payment at a later time.

1. Copy 'Delivery' to 'A/R Invoice' or prepare new 'A/R Invoice' document

2. Verify all information is correct (*items, unit price, freight, etc.*)

3. Before adding Invoice, click the Payment Means Icon located in the Toolbar

4. Indicate type of incoming payment (Check, Bank Transfer, Credit Card, or Cash)

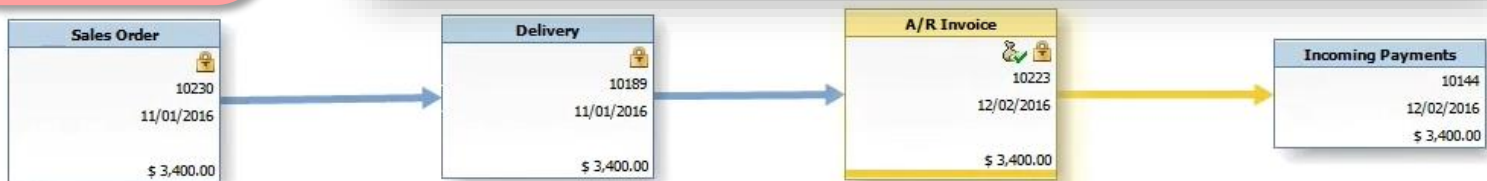
5. Fill out payment information

6. Click **<OK>** to add Payment

7. A/R Invoice should now have an *Applied Amount* and no *Balance Due*

8. Click **<Add>** to add A/R Invoice

9. Check Relationship map to see/verify applied payment





Banking

It's time to post your stack of payments that have come in from your Customers. Orchestrated helps you capture the incoming payments to clear out multiple customer invoices through our Banking Functionality.

Modules > Banking > Incoming Payments > Incoming Payments

TIP: Right-Click: Journal Entry Preview to see which GL accounts will be impacted

Incoming Payments

BP Code: C1001
Name: Jack's Tap & Growl
Bill To: Jack's
1234 Main Street
Maitly, OR 98765
Contact Person: Jack
Project:

Customer
Vendor
Account

No. Primary: 10146
Posting Date: 12/05/2016
Due Date: 12/05/2016
Document Date: 12/05/2016
Reference:
Transaction No.:

Selected	Document No.	Installment	Cust./Vendor Ref. No.	Document Type	Date	* Overdue Days	Total	Balance Due	Blocked	Cash Discount %	Total Rounding Amount	Total Payment	D.
<input checked="" type="checkbox"/>	10218	1 of 1		IN	10/04/2016	32	\$ 384.00	\$ 384.00		0.00		\$ 384.00	
<input checked="" type="checkbox"/>	10221	1 of 1		IN	11/22/2016	-17	\$ 360.00	\$ 360.00		0.00		\$ 360.00	

☐ Payment on Account
Total Amount Due: \$ 744.00
Open Balance:

Deselect All Select All Add in Sequence

1. Select the Business Partner (Customer) that sent in payment
2. Check/Fill out the proper dates
3. Checkmark the invoices that are being paid
4. Confirm the amount you received and update '**Total Payment**' to reflect that amount (adjust in case you received partial payment)
5. Click the Payment Means icon to the right of the 'Total Amount Due' field





Payment Means

Currency: \$

Check | Bank Transfer | Credit Card | Cash

G/L Account: 10099-00 Check Clearing Account (CORP)

☐ Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Check No.	Endors.
1	12/05/2016	\$ 744.00	USA					
2	01/05/2017		USA					
		\$ 744.00						

Overall Amount: \$ 744.00

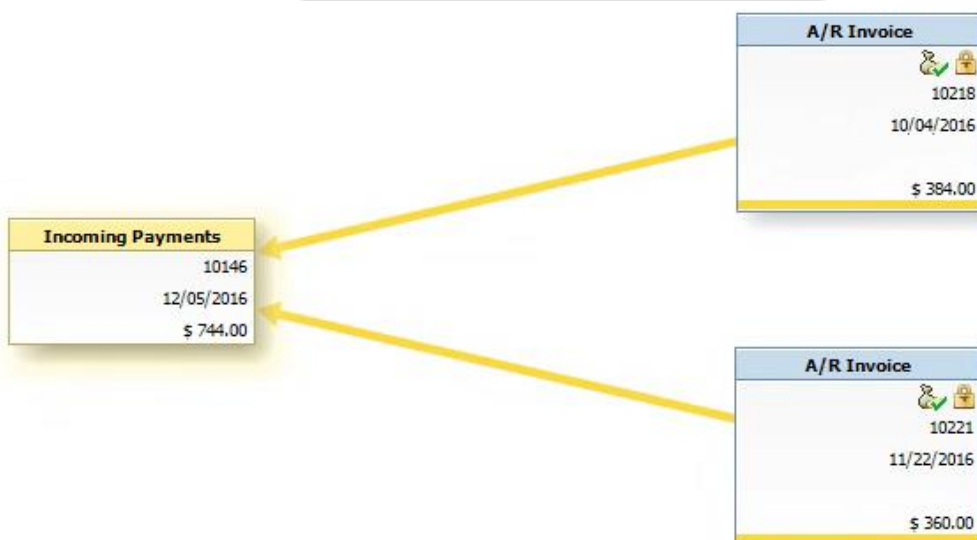
Balance Due:

Bank Charge:

OK Cancel

Paid: \$ 744.00

6. Indicate the type of incoming payment(s) *Check | Bank Transfer | Credit Card | Cash*
7. Fill out payment information
8. Double check that no balance is due (ensuring you've added the entire payment amount)
9. Click <OK> to add Payment Means
10. Click <Add> to add the Incoming Payments for the Invoices
11. Right-click >



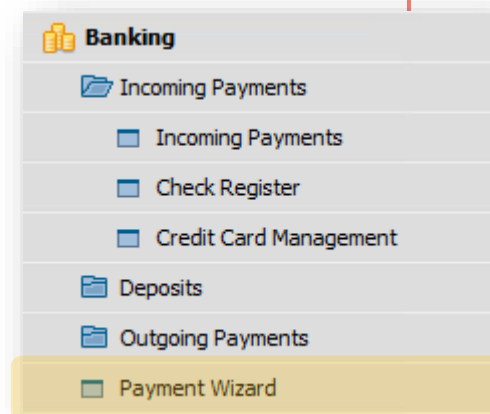


Payment wizard

If you're looking for an option to input multiple incoming payments for multiple Customers at the same time, look no further! You can utilize the Payment Wizard!

1. Open the Payment Wizard and click **<Next>**
2. Select *Start New Payment Run*
3. Click **<Next>**
4. Enter a *Payment Run Name*
5. Choose the date for the Payment Run (defaults to current date)
6. Checkmark *Payment Type & Payment Means* (i.e. Incoming/Bank Transfer)
7. Checkmark *BP Reference Number*
8. Click **<Next>**
9. Click **<Add to List>** to add all Customers with a balance to the list
10. Click **<Next>**
11. Set Document Parameters (*Selection Priority* is typically left at Due Date)
12. Specify the *Due Date*
13. Click **<Next>**
14. Checkmark the Payment Method to be utilized (i.e. IN-EFT)
15. Click **<Next>**
16. Checkmark which Customers have sent in payment. For individual invoice detail, click **<Expand All>**
17. Click **<Next>**
18. Select *Execute Payment Run* to generate incoming payments for each of the selected Customers
19. Click **<Next>** **<Yes>** **<OK>**
20. Payment Run Summary shows # of added payments. To view documents/reports, click the ellipsis next to the summary you wish to view/print
21. Click **<Finish>**
22. Open Incoming Payments function to view payments added via the Wizard!

Modules > Banking > Payment Wizard

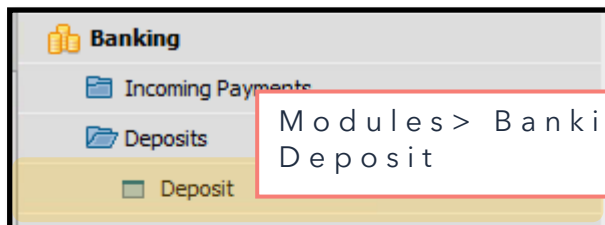


TIP: A Payment Wizard tutorial can be found at support.orchestrated.com



Deposits

Now that you have captured incoming payments (during invoicing | entered through the banking process | utilizing the payment wizard), it is time to deposit the checks you have received. Making a deposit tells the software it is time to move checks from the check clearing account to the actual checking account. When it comes time to reconcile your bank account, you'll be able to match up the lump sum deposits with ease!



Modules > Banking > Deposits > Deposit

Deposit

Deposit No. 10013 Series Primary

Considered Until 12/05/2016

Deposit Currency US Dollar

G/L Account 10005-00

Deposit Date 12/05/2016

Bank Wells Fargo Checking 1234

Branch

Account

Bank Reference

Payer

Checks Credit Card Cash

Display Checks From Check Clearing Account (CORP)

Find

#	Date	Check	Bank	Branch	Account No.	BP/Account Code	BP/Account Name	Check Amount	Project	Incoming Payment
1	04/28/2015	15321				C1020	Coors Distributing Co	\$ 16,874.40	10139	
2	05/12/2015	8790				C1005	Pacific Distributing Inc	\$ 10,591.20	10140	
3	09/15/2015	5632				C1005	Pacific Distributing Inc	\$ 27,729.61	10141	
4	11/21/2016	4536	Bank of Amer			C1025	Eastern Star Distributi	\$ 530.10	10142	
5	12/02/2016	12345				C2001	Whole Foods - Portla	\$ 3,400.00	10144	
6	12/05/2016	1234				C1140	Austin Beverage Co.	\$ 4,813.04	10145	
7	12/05/2016	12345				C1001	Jack's Tap & Growl	\$ 744.00	10146	

No. of Check 0

Job No.

Trans. No.

Add Cancel

Reconcile Amounts After Deposit

TIP: Right-Click: Journal Entry Preview to see which GL accounts will be impacted

1. Select the G/L Account (i.e. your Checking Account)
2. Verify the date the deposit was made
3. Checkmark the checks queued up to be deposited into your checking account
4. Click <ADD>



Outgoing payments

When you're ready to send out payments via Check, EFT/ACH/Credit Card, or Cash, it will be simple and quick! Since payments will need to be sent at various times and in various formats, we've set the software up to help you make it happen. You'll ready your payment(s), input the means by which payment will be sent, and finally print out the checks that need to go out. When it comes time to reconcile, you'll be ready to rock and roll!



OUTGOING PAYMENT PROCESS

1. Outgoing Payment



Who:
Accounting department

Why:
Use open *A/P Invoice*
and attach payment



What:
Adjusts your balance with the
vendor and takes money out of
bank account

2. Payment Means



Who:
Accounting department

Why:
To determine how the
type payment sent out



What:
Assigns *outgoing payment* to the method
you sent it out in (EFT, check, cash)

3. Print Check



Who:
Accounting department

Why:
Prints check (triggered by leaving
check # blank in payment means)



What:
Adds check to check printing queue



Outgoing payment means



You will be paying your Vendors via Check, Bank Transfer, Credit Card or even Cash. Let's take a look at how you will capture these types of payments using Payment Means.

Check: When you send a check(s), you will be able to select the checking account the check is drawn from and tell OBeer whether or not you'll be writing it manually or will be printing directly from the software.

The screenshot shows the 'Payment Means' window with the 'Check' tab selected. The window includes a table for payment entries and a summary section at the bottom. Five numbered callouts provide instructions for each step:

1. Choose the Due Date
2. Verify the Amount you will be paying (Ctrl+B will bring in entire Balance)
3. Select your Bank
3. Choose which Checking account the check will be drawn from
4. If Printing your Checks from OBeer, leave Checkbox and Check No. **BLANK**
If *manually* writing your checks, Checkmark 'Manual Check' & fill out the next Check No. you'll be using
5. Ensure Overall Amount and Paid match so no Balance is Due

#	Due Date	Amount	Country	Bank Name	Branch	Account	Manual Check	Check No.	G/L Account	Endors.	Primary ...
1	12/05/2016	\$ 10,000.00	USA	Wells Fargo		99999	<input type="checkbox"/>	0	19991-99	No	
2	01/05/2017		USA				<input type="checkbox"/>				

Overall Amount: \$ 10,000.00
Balance Due:
Bank Charge:
OK Cancel

Paid: \$ 10,000.00



Bank Transfer/EFT/ACH/Credit Card: All these payment methods will be captured on the Bank Transfer Tab! *If you prefer to name the tab something different, you can Ctrl+Double Click on the name to change it!*

The screenshot shows the 'Payment Means' window with the following fields and annotations:

- 1. Choose G/L Account outgoing payment will be made from (i.e. your checking account/credit card GL)**: Points to the 'G/L Account' dropdown menu.
- 2. Select date of outgoing payment**: Points to the 'Transfer Date' field.
- 3. Include Reference (if you choose)**: Points to the 'Reference' field.
- 4. Enter total amount paid via Bank Transfer/Credit**: Points to the 'Total' field.

Other visible fields include: Currency (\$), Overall Amount (\$ 8,046.00), Balance Due, Bank Charge, and buttons for OK and Cancel. There is also an illustration of a green credit card.

Cash: Cash is easily entered. Just verify which G/L account the outgoing payment will be sent from (i.e. *your checking account*) and you'll be set!

The screenshot shows the 'Payment Means' window with the following fields and annotations:

- 1. Verify G/L account cash should post from**: Points to the 'G/L Account' dropdown menu, which is set to '10005-00 Wells Fargo Checking 1234'. The 'Cash' tab is also highlighted with a red circle.
- 2. Enter total amount paid via Cash**: Points to the 'Total' field, which is set to '\$ 10,000.00'.

Other visible fields include: Currency (\$), Overall Amount (\$ 10,000.00), Balance Due (\$ 10,000.00), Bank Charge, and buttons for OK and Cancel. There is also an illustration of a woman saying 'Sweetness!'.



Outgoing payment options

Involve

It's time to enter the invoice sent from your Vendor, and you're all ready to go ahead and send payment their way! You have the capability to set up this payment at the time of invoicing, which saves you the step of entering their outgoing payment at a later time.



1. Copy 'GRPO' to 'A/P Invoice' or prepare new 'A/P Invoice' document
2. Verify all information is correct (*items, unit price, freight, etc.*)
3. Before adding Invoice, click the Payment Means Icon located in the Toolbar
4. Indicate type of outgoing payment (Check, Bank Transfer, Credit Card, or Cash)
5. Fill out payment information
6. Click **<OK>** to add outgoing Payment
7. A/P Invoice should now have an *Applied Amount* listed and no *Balance Due*

8. Click **<Add>** to add A/P Invoice
9. Check Relationship map to see/verify applied payment

Goods Receipt PO	
10045	
12/05/2016	
\$ 1,100.00	

A/P Invoice	
10065	
12/05/2016	
\$ 1,100.00	

Outgoing Payments	
10031	
12/05/2016	
\$ 1,100.00	



Banking

It's time to pay your vendors. Orchestrated helps you enter your outgoing payments to clear out multiple vendor invoices through our Banking Functionality.

Modules > Banking > Outgoing Payments > Outgoing Payments

TIP: Right-Click: Journal Entry Preview to see which GL accounts will be impacted

Selected	Document No.	Installment	Cust./V...	Doc...	Date	*	Overdue Days	Total	Balance Due	Blocked	Cash Discount %	Total...	Total Payment	Distr. Rule	Payment Order...
<input checked="" type="checkbox"/>	10062	1 of 1	⇒	PU	12/05/2016		-30	\$ 625.00	\$ 500.00		0.00		\$ 500.00		
<input checked="" type="checkbox"/>	10063	1 of 1	⇒	PU	12/05/2016		-30	\$ 675.00	\$ 675.00		0.00		\$ 675.00		

1. Select the Business Partner (Vendor) that you need to send payment to
2. Check/Fill out the proper dates
3. Checkmark the invoices that are being paid
4. Confirm the amount you are paying and update '**Total Payment**' to reflect that amount (adjust in case you are sending partial payment)
5. Click the Payment Means icon to the right of the 'Total Amount Due' field



Payment Means

Currency: \$

Check | Bank Transfer | Credit Card | Cash

☐ Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Manual Check	Check No.	G/L Account	Endors.	Primary ...
1	12/05/2016	\$ 1,175.00	USA	Wells Fargo		99999	<input type="checkbox"/>	0	19991-99	No	
2	01/05/2017		USA				<input type="checkbox"/>	0		No	
		\$ 1,175.00									

Overall Amount: \$ 1,175.00
Balance Due:
Bank Charge:
OK Cancel

Paid: \$ 1,175.00

6. Indicate the type of outgoing payment(s)
Check | Bank Transfer | Credit Card | Cash
7. Fill out payment information
8. Double check that no balance is due
(ensuring you've added the entire payment amount)
9. Click <OK> to add Payment Means
10. Click <Add> to add the Outgoing Payments for the Invoices
11. Right-click > Relationship Map to see/verify applied payment

Business Partners
V1016
Hopunior

Outgoing Payments
10032
12/05/2016
\$ 1,175.00

A/P Invoice
10062
12/05/2016
\$ 625.00

A/P Invoice
10063
12/05/2016
\$ 675.00

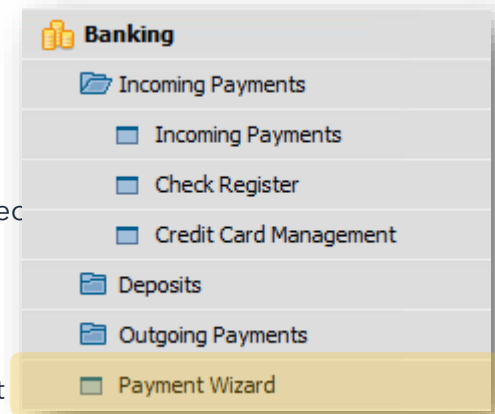


Payment wizard

If you're looking for an option to input multiple outgoing payments for multiple Vendors at the same time, look no further! You can utilize the Payment Wizard!

Modules > Banking > Payment Wizard

1. Open the Payment Wizard and click <Next>
2. Select *Start New Payment Run*
3. Click <Next>
4. Enter a *Payment Run Name*
5. Choose the date for the Payment Run (defaults to current date)
6. Checkmark *Payment Type & Payment Means* (i.e. Outgoing/Check)
7. Checkmark *BP Reference Number*
8. Click <Next>
9. Click <Add to List> to add all Vendors with a balance to the list
10. Click <Next>
11. Set Document Parameters (*Selection Priority* is typically left at Due Date)
12. Specify the *Due Date*
13. Click <Next>
14. Checkmark the Payment Method to be utilized (i.e. OUT-CHECK)
15. Click <Next>
16. Checkmark which Vendors are due payment. For individual invoice detail, click <Expand All>
17. Click <Next>
18. Select *Execute Payment Run* to generate outgoing payments & queue checks for each of the selected Vendors
19. Click <Next> <Yes> <OK>
20. Payment Run Summary shows # of added payments. To view documents/reports, click the ellipsis next to the summary you wish to view/print
21. Click <Finish>
22. Open Outgoing Payments function to view payments added via the Wizard!





Modules > Banking > Document
Printing

F



Bank reconciliations

The time has come to match the balances within Orchestrated's cash account to your corresponding bank statement! It is imperative to make sure all transactions pertaining to the account you are reconciling have been posted for that period. Bank reconciliation should be falling within your month-end closing tasks. You'll want to make sure to have your bank statement with you to complete this task.

Modules > Banking > Bank Statements and External Reconciliations > **Manual Reconciliation**

The screenshot shows the 'Banking' module menu on the left and the 'External Bank Reconciliation - Selection Criteria' dialog box on the right. The 'Manual Reconciliation' option is highlighted in the menu. The dialog box contains the following fields:

External Bank Reconciliation - Selection Criteria	
Account Code	10005-00
Account Name	Wells Fargo Checking 1234
Currency	\$
Bank Statement	
Last Balance	\$ 0.00
Ending Balance	\$ 20,132.90
End Date	11/30/2016
OK Cancel	

1. Select account to reconcile (i.e. your checking account)
2. Verify Last Balance (the very first time you reconcile, last balance will reflect as \$0)
3. Ending Balance: Enter balance based on your bank statement/record
4. End Date: Enter end date of reconciliation
5. Click <OK>



Reconciliation Bank Statement

Account Code
Display
Find

Statement No.

Last Statement Balance

#	Cleared	Type	Date	Trans. No.	Ref. 1 (Row)	Payment	Deposit	Cleared Amount
130	<input checked="" type="checkbox"/>	DP	11/22/2016	5111	10012	\$ 0.00	\$ 15,182.90	\$ 15,182.90
129	<input checked="" type="checkbox"/>	DP	11/09/2016	5127	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
128	<input checked="" type="checkbox"/>	DP	10/09/2016	5126	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
127	<input checked="" type="checkbox"/>	DP	09/09/2016	5125	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
126	<input checked="" type="checkbox"/>	DP	08/09/2016	5124	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
125	<input checked="" type="checkbox"/>	DP	07/09/2016	5123	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
124	<input checked="" type="checkbox"/>	DP	06/09/2016	5122	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
123	<input checked="" type="checkbox"/>	DP	05/09/2016	5121	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
122	<input checked="" type="checkbox"/>	DP	04/09/2016	5120	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
121	<input checked="" type="checkbox"/>	DP	03/09/2016	5119	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
120	<input checked="" type="checkbox"/>	DP	02/09/2016	5118	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
119	<input checked="" type="checkbox"/>	DP	01/09/2016	5117	TapRoom	\$ 0.00	\$ 450.00	\$ 450.00
118	<input type="checkbox"/>	DP	12/09/2015	5099	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
117	<input type="checkbox"/>	DP	11/09/2015	5098	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
116	<input type="checkbox"/>	DP	10/09/2015	5097	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
115	<input type="checkbox"/>	DP	09/09/2015	5096	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
114	<input type="checkbox"/>	DP	08/09/2015	5095	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
113	<input type="checkbox"/>	DP	07/09/2015	5094	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
112	<input type="checkbox"/>	DP	06/09/2015	5093	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
111	<input type="checkbox"/>	DP	05/09/2015	5092	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
110	<input type="checkbox"/>	DP	04/09/2015	5091	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
109	<input type="checkbox"/>	DP	03/09/2015	5090	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
108	<input type="checkbox"/>	DP	02/09/2015	5089	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00
107	<input type="checkbox"/>	DP	01/09/2015	5088	TapRoom	\$ 0.00	\$ 450.00	\$ 0.00

Total No. Total Amount
Payment \$ 0.00
Deposit \$ 20,132.90

Cleared Book Balance
Statement Ending Balance
Difference



Reconcile

Cancel

Save

Adjustments

1. Enter *Statement No.* from bank statement (top right corner)
2. Bottom right corner:
 - a <**Save**>: If you're working through a reconciliation, you can save and come back to it later
 - b <**Adjustments**>: Use if a document was missed or needs to be corrected
3. Under the *Cleared* column, check off transactions that match up with your real-life bank statement
4. If *Difference* is not \$0, an investigation will need to occur.
5. Once all is correct, click <**Reconcile**>



Month end close

Also known as “Period-End Close”, this is the process or list of tasks done to close the books for a previous month or posting period. When the process is complete, the books are officially “closed” for that time period. This means that no further transactions will be posted to that time period and the financial reports will never change for that period.

Watch a video on
Month End Close
here!



<http://support.orchestrated.com/hc/en-us/articles/206414428-Month-End-Close-Period-End-Close>

- 1.** Review in-process transactions
 - Open Purchase orders & Sales orders
 - Goods Receipt POs not invoiced
 - Deliveries not invoiced
 - Open Production orders
 - Open AP & AR Invoices
 - Open AP & AR Credit Memos
- 2.** Run AR & AP Aging reports
- 3.** Review Inventory Audit & Inventory Posting List Reports
- 4.** Count Inventory & post the adjustments
- 5.** Bank Reconciliation
- 6.** Run Financial Reports
- 7.** Run TTB & Shipment reports (if required)
 - TTB BRO & Federal Excise Report
 - Taxable Shipment Details Report (for state taxes)
- 8.** Change Period status to ‘Locked’
- 9.** Run Period-End Closing Utility (year-end only)

Penny runs through the following checklist to ensure Month End Close can be completed





- Review in-process transactions

Open Documents

Sales Orders (14) Deliveries (10) A/R Invoices (5) Purchase Orders (30) Goods Receipt POs (31) A/P Invoices (10)

Production Orders (44)

Sales Order

Customer Code: C1481
Customer Name: Track 7 Brewing
Contact Person: [dropdown]
Customer Ref. No.: [dropdown]
Local Currency: [dropdown]

No. Primary: 10029
Status: Open
Posting Date: 10/14/2016
Planned Ship Date: 10/17/2016
Document Date: 10/14/2016

Open Items List

Currency: Local Currency

Doc. No. Customer Code Customer Name

Doc. No.	Customer Code	Customer Name
10029	C1481	Track 7 Brewing
10027	C1383	Sauced BBQ and Spi
10026	C1420	Taplands
10025	C1405	Sprengers
10024	C1030	Beer Thirty
10022	C1524	Zeitgeist
10021	C1213	Hoi Polloi Brewpub
10020	C1019	Bacon & Butter

Contents Logistics

Item/Service Type Item

#	Item No.	Item Descripti...	Quantity	Unit
1	1004-K12	Burnside Pale Ale	6	
2				

Cancel
Close
Duplicate
Row Details...
New Activity
Payment Means...
Gross Profit...
Volume and Weight Calculation...
Opning and Closing Remarks
Transfer Request
Item Transfer

- Run AR & AP Aging reports

Modules > Business Partners > Business Partner Reports > Aging
> **Customer Receivables Aging & Vendor Liabilities Aging**

Customer Receivables Aging - Selection Criteria

Group By: ☒ Customer ☐ Sales Employee

Code: From [dropdown] To [dropdown]

Customer Group: All

Properties: Ignore

☐ Control Accts

Aging Date: 11/30/2016

Interval: Days 30 60 90 120

Posting Date: From [dropdown] To 11/30/2016

Due Date: From [dropdown] To [dropdown]

Document Date: From [dropdown] To [dropdown]

☐ Translate Leading Currency at Aging Date
☒ Display Customers with Zero Balance
☐ Display Reconciled Transactions
☐ Ignore Future Remit

OK Cancel

Vendor Liabilities Aging - Selection Criteria

Group By: ☒ Vendor ☐ Buyer

Code: From [dropdown] To [dropdown]

Vendor Group: All

Properties: Ignore

☐ Control Accts

Aging Date: 11/30/2016

Interval: Days 30 60 90 120

Posting Date: From [dropdown] To 11/30/2016

Due Date: From [dropdown] To [dropdown]

Document Date: From [dropdown] To [dropdown]

☐ Translate Leading Currency at Aging Date
☒ Display Vendors with Zero Balance
☐ Display Reconciled Transactions
☐ Ignore Future Remit

OK Cancel

Enter Aging report date (month end) and ensure 'Display Customers/Vendors with Zero Balance' is checked off.



Customer Receivables Aging

Currency: Business Partner

Aging Date: 11/30/2016 Age By: Due Date

Based on business partner, view open receivables and whether payment was remitted

Click here to view invoice-level detail

Expand All Collapse All

#	Customer Code	Customer Name	Payment Method Code	0 - 30	31 - 60	61 - 90	91 - 120	121+
1	C1000	Tap Room	IN-EFT					\$ 232.00
7	C1001	Jack's Tap & Growl	IN-EFT	\$ 384.00				
4	C1005	Pacific Distributing I.	IN-EFT	\$ 1,195.00				\$ 10,535.71
15	C1010	Northern Wine & Spirits	IN-EFT					\$ 10,729.81
20	C1015	Western Eagle Distributing	IN-EFT					\$ 120,597.21
29	C1025	Eastern Star Distributing	IN-EFT					\$ (1,675.00)
32	C1030	Ben H. Keith Beverages	IN-EFT					\$ 1.00
35	C1035	Southern California Wine & Spirits	IN-EFT	\$ (100.00)				\$ 11,799.00
39	C1040	Smith & Smith Beverage Co.	IN-EFT					\$ 6,561.00
42	C1045	RJ Barrinton Dist.	IN-EFT					\$ 17,028.30
46	C1050	RA Jacksons	IN-EFT					\$ 19,297.60
48	C1080	Fox Distributing Co.	IN-EFT					\$ 2,958.00
50	C1085	Pennsylvania Beer Distributors Inc.	IN-EFT					\$ 75,447.73
53	C1135	Henry J. Smith Distributing	IN-EFT					\$ 11,049.90
55	C1140	Austin Beverage Co.	IN-EFT	\$ 14,446.54	\$ 4,612.50			\$ 9,834.00
61	C2001	Whole Foods - Portland	IN-EFT	\$ 6,500.00	\$ 3,000.00			\$ 3,500.00
65	C2002	Albertson's Stores	IN-EFT	\$ 2,215.00				\$ 2,215.00
68	C2003	Thirsty Lion Pb & Grill	IN-EFT	\$ 2,216.00				\$ 2,216.00
70	C2005	Edgefield McMenamins	IN-EFT	\$ 1,600.00				\$ 1,600.00
				\$ 320,190.25	\$ 14,783.98	\$ 1,479.00		\$ 303,927.27
				% 100.00	% 4.62	% 0.46		% 94.92

- Review Inventory Audit & Inventory Posting List Reports

Modules > Inventory > Inventory Reports > **Inventory Audit**

Inventory Audit Report - Selection Criteria

Posting Date From To 11/30/2016

Items

Code From

Item Group FinGood: Bottled

Properties Ignore

G/L Accounts

Warehouses

Location Whse Code

Display

By Items

Summarize by Account

Group by Warehouse

Display OB for Item

Hide Items with C

Click here to see an Inventory Audit Report step-by-step

Specify period to run report (through Month End).
Tip: narrow report by item group. Review cumulative quantity based on posting date.

Click here for transactional details!

Expand Collapse

#	Item No.	Description	Document	Whse	Quantity	Cost	Trans. Value	Cumulative Qty	Cumulative Value
1	1001-B212	Amber Ale - Case 2/12/12 Btl						313.00	7,985.22
2	1001-B46	Amber Ale - Case 4/6/12 Btl						859.00	7,782.06
3	1002-B46	Pale Ale - Case 4/6/12 Btl						248.00	2,014.12
4	1003-B46	IPA - Case 4/6/12 Btl						353.00	8,545.30
5	1004-B212	Stout - Case 2/12/12 Btl						97.00	2,154.27
6	1004-B46	Stout - Case 4/6/12 Btl						5.00	28.48
7	1005-B1222	Portlandia Porter - Case 12/22 Btl						969.00	11,841.18
8	1005-B46	Portlandia Porter - Case 4/6/12 Btl						161.00	2,022.16
9	1006-B212	Blonde Bock - Case 2/12/12 Btl						737.00	7,568.99
10	1006-B46	Blonde Bock - Case 4/6/12 Btl						473.00	5,193.54
11	1007-B212	Xmas Stout - Case 2/12/12 Btl						699.00	9,946.77
12	1007-B46	Xmas Stout - Case 4/6/12 Btl							
13	1008-B212	Pilsner - Case 2/12/12 Btl							
14	1008-B46	Pilsner - Case 4/6/12 Btl							
15	1009-B212	Blonde - Case 2/12/12 Btl							
16	1009-B46	Blonde - Case 4/6/12 Btl							
17	1009-B212	Blonde - Case 2/12/12 Btl							
18	1009-B46	Blonde - Case 4/6/12 Btl							
19	1009-B212	Blonde - Case 2/12/12 Btl							
20	1009-B46	Blonde - Case 4/6/12 Btl							
21	1009-B212	Blonde - Case 2/12/12 Btl							
22	1009-B46	Blonde - Case 4/6/12 Btl							
23	1009-B212	Blonde - Case 2/12/12 Btl							
24	1009-B46	Blonde - Case 4/6/12 Btl							
25	1009-B212	Blonde - Case 2/12/12 Btl							
26	1009-B46	Blonde - Case 4/6/12 Btl							
27	1009-B212	Blonde - Case 2/12/12 Btl							
28	1009-B46	Blonde - Case 4/6/12 Btl							
29	1009-B212	Blonde - Case 2/12/12 Btl							
30	1009-B46	Blonde - Case 4/6/12 Btl							
31	1009-B212	Blonde - Case 2/12/12 Btl							
32	1009-B46	Blonde - Case 4/6/12 Btl							
33	1009-B212	Blonde - Case 2/12/12 Btl							
34	1009-B46	Blonde - Case 4/6/12 Btl							
35	1009-B212	Blonde - Case 2/12/12 Btl							
36	1009-B46	Blonde - Case 4/6/12 Btl							
37	1009-B212	Blonde - Case 2/12/12 Btl							
38	1009-B46	Blonde - Case 4/6/12 Btl							
39	1009-B212	Blonde - Case 2/12/12 Btl							
40	1009-B46	Blonde - Case 4/6/12 Btl							
41	1009-B212	Blonde - Case 2/12/12 Btl							
42	1009-B46	Blonde - Case 4/6/12 Btl							
43	1009-B212	Blonde - Case 2/12/12 Btl							
44	1009-B46	Blonde - Case 4/6/12 Btl							
45	1009-B212	Blonde - Case 2/12/12 Btl							
46	1009-B46	Blonde - Case 4/6/12 Btl							
47	1009-B212	Blonde - Case 2/12/12 Btl							
48	1009-B46	Blonde - Case 4/6/12 Btl							
49	1009-B212	Blonde - Case 2/12/12 Btl							
50	1009-B46	Blonde - Case 4/6/12 Btl							
51	1009-B212	Blonde - Case 2/12/12 Btl							
52	1009-B46	Blonde - Case 4/6/12 Btl							
53	1009-B212	Blonde - Case 2/12/12 Btl							
54	1009-B46	Blonde - Case 4/6/12 Btl							
55	1009-B212	Blonde - Case 2/12/12 Btl							
56	1009-B46	Blonde - Case 4/6/12 Btl							
57	1009-B212	Blonde - Case 2/12/12 Btl							
58	1009-B46	Blonde - Case 4/6/12 Btl							
59	1009-B212	Blonde - Case 2/12/12 Btl							
60	1009-B46	Blonde - Case 4/6/12 Btl							
61	1009-B212	Blonde - Case 2/12/12 Btl							
62	1009-B46	Blonde - Case 4/6/12 Btl							
63	1009-B212	Blonde - Case 2/12/12 Btl							
64	1009-B46	Blonde - Case 4/6/12 Btl							
65	1009-B212	Blonde - Case 2/12/12 Btl							
66	1009-B46	Blonde - Case 4/6/12 Btl							
67	1009-B212	Blonde - Case 2/12/12 Btl							
68	1009-B46	Blonde - Case 4/6/12 Btl							
69	1009-B212	Blonde - Case 2/12/12 Btl							
70	1009-B46	Blonde - Case 4/6/12 Btl							
71	1009-B212	Blonde - Case 2/12/12 Btl							
72	1009-B46	Blonde - Case 4/6/12 Btl							
73	1009-B212	Blonde - Case 2/12/12 Btl							
74	1009-B46	Blonde - Case 4/6/12 Btl							
75	1009-B212	Blonde - Case 2/12/12 Btl							
76	1009-B46	Blonde - Case 4/6/12 Btl							
77	1009-B212	Blonde - Case 2/12/12 Btl							
78	1009-B46	Blonde - Case 4/6/12 Btl							
79	1009-B212	Blonde - Case 2/12/12 Btl							
80	1009-B46	Blonde - Case 4/6/12 Btl							
81	1009-B212	Blonde - Case 2/12/12 Btl							
82	1009-B46	Blonde - Case 4/6/12 Btl							
83	1009-B212	Blonde - Case 2/12/12 Btl							
84	1009-B46	Blonde - Case 4/6/12 Btl							
85	1009-B212	Blonde - Case 2/12/12 Btl							
86	1009-B46	Blonde - Case 4/6/12 Btl							
87	1009-B212	Blonde - Case 2/12/12 Btl							
88	1009-B46	Blonde - Case 4/6/12 Btl							
89	1009-B212	Blonde - Case 2/12/12 Btl							
90	1009-B46	Blonde - Case 4/6/12 Btl							
91	1009-B212	Blonde - Case 2/12/12 Btl							
92	1009-B46	Blonde - Case 4/6/12 Btl							
93	1009-B212	Blonde - Case 2/12/12 Btl							
94	1009-B46	Blonde - Case 4/6/12 Btl							
95	1009-B212	Blonde - Case 2/12/12 Btl							
96	1009-B46	Blonde - Case 4/6/12 Btl							
97	1009-B212	Blonde - Case 2/12/12 Btl							
98	1009-B46	Blonde - Case 4/6/12 Btl							
99	1009-B212	Blonde - Case 2/12/12 Btl							
100	1009-B46	Blonde - Case 4/6/12 Btl							

<http://support.orchestrated.com/hc/en-us/articles/207137357-Quick-Start-Inventory-Audit-Report>

- Count Inventory and Post adjustments (2 part process)



Modules > Inventory > Inventory Transactions > Inventory Counting Transactions > **Inventory Counting**

Inventory Counting:

Building a list of items that need to be counted, to view differences between what's actually in stock vs. what the software shows as in stock.

Inventory Posting:

Posting differences from the count and adjusting your inventory!

Click here to watch our tutorial on completing an inventory count

Inventory Counting

Count Date: 11/30/2016 Time: 08:45
 Counting Type: Single Counter
 Inventory Counter: User Maggie

No. Primary
 Status
 Ref. 2

1. Select count date (Month)

#	Item No.	Item Description	Freeze	Whse	In-Whse Qty ...	Counted	UoM	Counted Qty	Counted Qty	Variance	UoM Code	Items per Unit
1	1001-K12	Amber Ale - Keg 1/2		A1	137.00				0.00	0.00	Manual	
2	1001-K16	Amber Ale - Keg 1/6		A1	473.00				0.00	0.00	Manual	
3	1001-KF	Amber Ale - Firkin		A1	994.00				0.00	0.00	Manual	
4	1002-K12	Pale Ale - Keg 1/2 B		A1	425.00				0.00	0.00	Manual	
5	1002-K16	Pale Ale - Keg 1/6 B		A1	562.00				0.00	0.00	Manual	
6	1002-KF	Pale Ale - Firkin		A1	995.00				0.00	0.00	Manual	
7	1003-K12	IPA - Keg 1/2 BBL		A1	575.00				0.00	0.00	Manual	
8	1003-K16	IPA - Keg 1/6 BBL		A1	650.00				0.00	0.00	Manual	
9	1003-KF	IPA - Firkin		A1	996.00				0.00	0.00	Manual	
10	1004-K12	Stout - Keg 1/2 BBL		A1	94.00				0.00	0.00	Manual	
11	1004-K16	Stout - Keg 1/6 BBL		A1	206.00				0.00	0.00	Manual	
12	1004-KF	Stout - Firkin		A1	998.00				0.00	0.00	Manual	
13	1005-K12	Portlandia Porter -		A1	357.00				0.00	0.00	Manual	
14	1005-K16	Portlandia Porter -		A1	519.00				0.00	0.00	Manual	
15	1005-KF	Portlandia Porter -		A1	999.00				0.00	0.00	Manual	
16	1006-K12	Blonde Bock - Keg		A1	612.00				0.00	0.00	Manual	
17	1006-K16	Blonde Bock - Keg		A1	695.00				0.00	0.00	Manual	
18				A1	999.00				0.00	0.00	Manual	
19				A1	1,008.00				0.00	0.00	Manual	
20				A1	1,105.00				0.00	0.00	Manual	
21				A1	967.00				0.00	0.00	Manual	
22				A1	993.00				0.00	0.00	Manual	
23					22,837.00							

3. <Add> the Inventory Count & PRINT

2. <Add Items> Select Items > Item group

Add Cancel Add Items Adjust Counted Quantities

OBeer_IVCountSheet

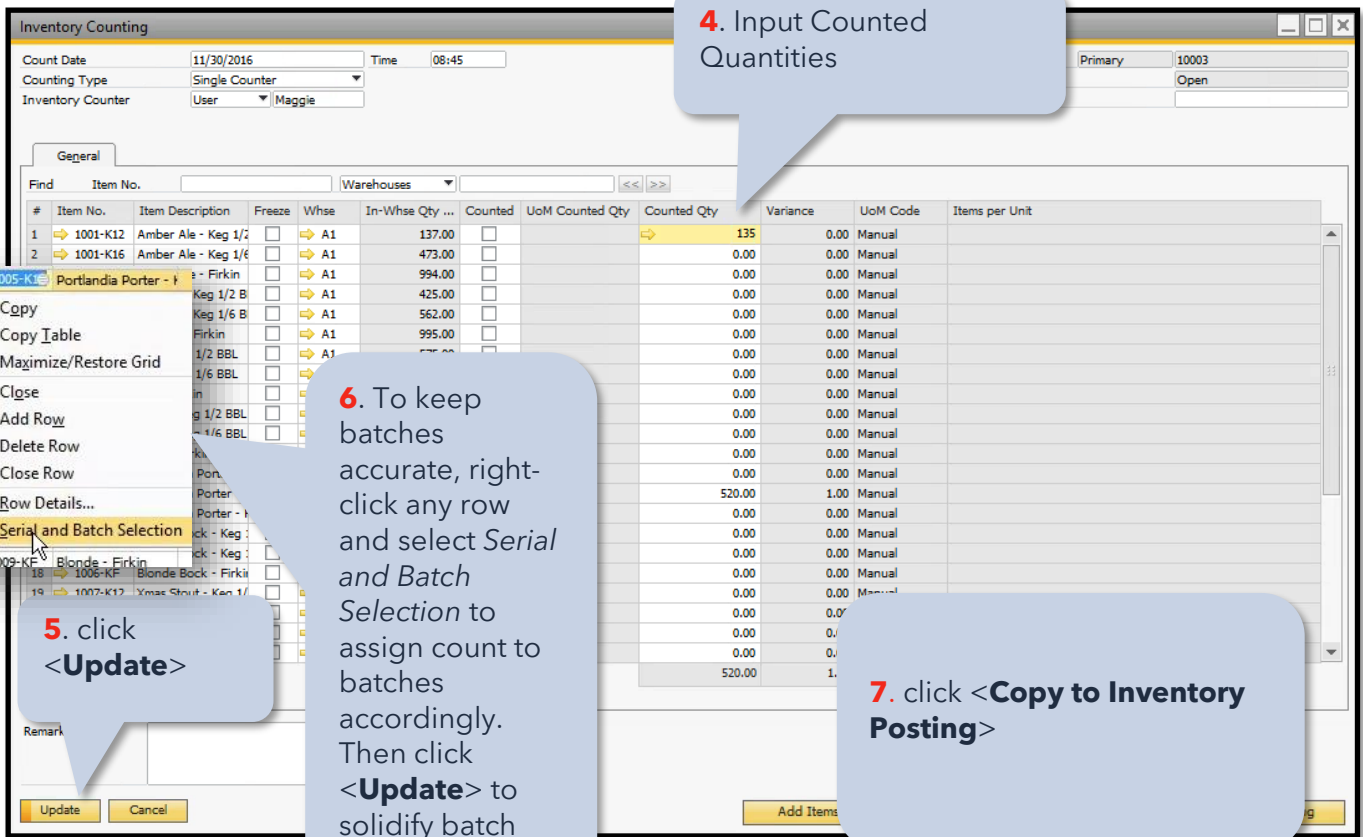
Main Report

Inventory Count Sheet
 for Inventory Count Doc# 10003 @ Main Warehouse

FinGood: Kegged Items

Item Name (Code)	Qty In Whse	Batch/Lot #	Batch Qty	Counted Quantity
Amber Ale - Keg 1/2 BBL (1001-K12)	137.00 EA	AMA20 (In: 2/21/2015)	11100 EA	
		AMA44 (In: 7/29/2015)	26.00 EA	
Amber Ale - Keg 1/6 BBL (1001-K16)	473.00 EA	AMA41 (In: 6/19/2015)	473.00 EA	
Amber Ale - Firkin (1001-KF)	994.00 EA	01/01/13 (In: 1/1/2013)	994.00 EA	

TIP: You can choose not to view 'Qty in Whse' on printed list if you would like to perform a blind





Modules > Banking > Bank Statements and External Reconciliations > **Manual Reconciliation**

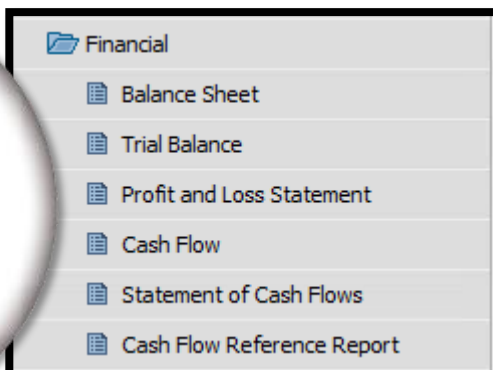
1. Select account to reconcile (i.e. your checking account)
2. Verify Last Balance (the very first time you reconcile, last balance will reflect as \$0)
3. Ending Balance: Enter balance based on your bank statement/record
4. End Date: Enter end date of reconciliation
5. Click <**OK**>
6. Enter *Statement No.* from bank statement (top right corner)
7. Bottom right corner:
 - a. <**Save**>: If you're working through a reconciliation, you can save and come back to it later
 - b. <**Adjustments**>: Use if a document was missed or needs to be corrected
8. Under the Cleared column, check off transactions that match up with your real-life bank statement
9. If *Difference* is not \$0, an investigation will need to occur.
10. Once all is correct, click <**Reconcile**>





- Run Financial Reports

Modules > Financials > Financial Reports > Financial > **Balance Sheet | Trial Balance | Profit and Loss Statement etc.**



Click here to watch our tutorial on

<http://support.orchestrated.com/hc/en-us/articles/207123427-How-to-drill-into-data-with-the-system-financial-reports->

- Run TTB & Shipment reports (if required)
 - TTB DRO & Federal Excise report
 - Taxable Shipment Details Report (for state taxes)

Click here for the Taxable Shipment Details by State

<http://support.orchestrated.com/hc/en-us/articles/207137817-Taxable-Shipment-Details-by-State>



- Change Period status to Locked

Modules > Administration > System Initialization > Posting Periods

Posting Periods

#	Period Code
42	2016-06
43	2016-07
44	2016-08
45	2016-09
46	2016-10
47	2016-11
48	2016-12
49	2017-01
50	2017-02
51	2017-03
52	2017-04
53	2017-05
54	2017-06

☒ Automatic Change Date When Automatic

Posting Period

Period Code: 2016-11
Period Name: 2016-11
Sub-Periods: Months
No. of Periods: 12
Period Indicator: Default
Category: 2016
Period Status: Locked

Dates

Posting Date From: 11/01/2016 To: 11/30/2016
Due Date From: 01/01/2016 To: 12/31/2016
Document Date From: 01/01/2016 To: 12/31/2016
Start of Fiscal Year: 01/01/2016
Fiscal Year: 2016

Due Date

To
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 12/31/2016
2016 03/31/2017
2017 12/31/2017
2017 12/31/2017
2017 12/31/2017

Buttons: Update, Cancel, OK, Cancel, New Period

Change Period Status to Locked

Posting Period

Period Code: 2018
Period Name: 2018
Sub-Periods: Months
No. of Periods: 12
Period Indicator: Default
Period Status: Unlocked

Dates

Posting Date From: 01/01/2018 To: 12/31/2018
Due Date From: 01/01/2018 To: 12/31/2018
Document Date From: 01/01/2018 To: 12/31/2018
Start of Fiscal Year: 01/01/2018
Fiscal Year: 2018

Buttons: Add, Cancel

When you need to add a new period, click here!



- Run Period-End Closing Utility (year-end only)

Modules > Administration > Utilities > Period-End Closing

Period-End Closing - Selection Criteria

P/L Accounts 1

#	X	Account
1	x	Revenues
41	x	Cost of Sales
175	x	Expenses
396	x	Financing
397	x	Other Revenues and Expenses

Period 2016 From 2016-01 To 2016-12

Retained Earnings Account

Period-End Closing Account 69990-99 System Expenses - Suspense Account (SYS)

1. Make sure all posting periods for year are set to 'Closing Period'

2. Select all P/L Accounts

3. Click <Execute>

4. Input Due Date & Document Date

For Closing Period 37 From 2016-01 To 2016-12

Ref. 1	Ref. 2	Due Date	Document Date	Remarks
				For Closing Period 37

#	Appro...	Account Code	Account Name	Curr...	Balance (LC)	Balance (FC)	Balance (SC)	Ref. ...	Ref. ...
1	<input type="checkbox"/>	40005-01	Sales - Packaged	\$	-10,491.48	0.00	-10,491.48		
2	<input type="checkbox"/>	40010-01	Sales - Kegged Be	\$	-8,521.50	0.00	-8,521.50		
3	<input type="checkbox"/>	41040-02	Sales - Restaurant	\$	100.00	0.00	100.00	5015	
	<input type="checkbox"/>	50005-01	COGS - Packaged	\$	6,143.18	0.00	6,143.18		
	<input type="checkbox"/>	51005-01	Inv Adjustment -	\$	20,005.78	0.00	20,005.78	11504	
	<input type="checkbox"/>	51010-01	Inv Adjustment -	\$	66,724.42	0.00	66,724.42		
	<input type="checkbox"/>	51025-01	Inv Adjustment -	\$	117,324.81	0.00	117,324.81		
	<input type="checkbox"/>	51035-01	Inv Adjustment -	\$	124.48	0.00	124.48	11505	
					200,462.82		200,462.82		

☒ Create Auto. Remarks

5. Checkmark approved accounts

6. Click



Expense import interface

The Expense Import Interface creates an interface to import expense transactions into Orchestrated. You can import from expense management software, banks and credit card vendors that provide a standard export which can be opened in a spreadsheet. You have the flexibility to define the transaction data mapping to your GL Accounts, so you set up your template once, and can easily import with the click of a button moving forward.



Click here to watch our Expense Import Interface tutorial!

<http://support.orchestrated.com/hc/en-us/articles/206432948->

Can import any CSV or Excel-based file your bank or credit card company can generate

You will pre-define the mapping of the import's "categories" to your Orchestrated GL accounts (should only need to be done once)

You can define any number of bank or credit card templates

A check will be done before sending to Orchestrated to alert you of any issues

You can view project codes, GL accounts etc. from the tool, so you don't need to leave to find information

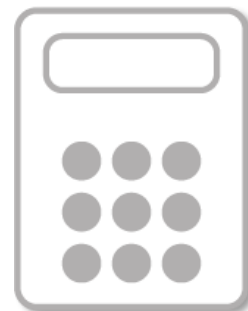
Press Send to Orchestrated to import your expenses



Useful banking reports

Check Register (Banking > Banking Reports > Orchestrated Reports > *Check Register*)

View a comprehensive record of all incoming payments and checks. Assists with bank reconciliation.



Bank Reconciliation (Banking > Banking Reports > Orchestrated Reports > *Bank Reconciliation*)

The time has come to match the balances within Orchestrated's cash account to your corresponding bank statement! It is imperative to make sure all transactions pertaining to the account you are reconciling have been posted for that period. Bank reconciliation should be falling within your month-end closing tasks. You'll want to make sure to have your bank statement with you to complete this task. See pages 36-37



s u p p o r t . o r c h e s t r a t e d . c o m



Best practices/time savers

Report Schedule | Success Factors

Establish a time of the month/week to run common reports to pick up discrepancies

Printing Checks

Printing from Orchestrated will be much easier to track and handle than printing manually!

Check Register

Will be a great resource to know what's going on with your checks.

Receiving Checks | Deposit Functionality

Keeps everything matched up to real life and takes the guesswork out of figuring out which checks are from whom and deposited when.

Payments during Invoicing

If you capture the payment you have on hand while invoicing, it will save you time later. Just click Payment Means!

Payment Wizard

Pay multiple Vendors through one function! Multiple checks will be queued up to print simultaneously.

Reports by Persona

Useful reports based on your role: <http://support.orchestrated.com/hc/en-us/search?utf8=%E2%9C%93&query=reports+by+persona&commit=Search>

SAP vs Orchestra Reports

Orchestra Reports have been built for your industry! Check them out!

Quick Reports

Built to assist those who are accustomed to other common accounting software



Troubleshooting

Sometimes we just need some help. Whether you are curious about a Business Partner balance that doesn't look right, concerned about an item's value or not understanding a GL balance - here are some helpful tips for getting to the bottom of your most common problems.

Where did/will this document post

On any document:

- Before adding the document: Right-click > Journal Entry Preview
- On an existing document: Right-click > Journal Entry

A/R Invoice

Customer Code: C1025, Customer Name: Eastern Star Distributing, Contact Person: Nick Jones, Customer Ref. No.: , BP Currency: , No.: Primary, 10216, Status: Open, Posting Date: 09/16/2016, Due Date: 10/01/2016

Journal Entry Preview

Series	Number	Posting Date	Due Date	Doc. Date	Remarks
Primary	14821	09/16/2016	10/01/2016	09/16/2016	A/R Invoices - C1025

Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project
IN	10216					

Trans. Code	Ref. 1	Ref. 2	Ref. 3
	10216		

Blanket Agreement

Expand Editing Mode

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Tax Posting Account	Tax Code	Tax Jurisdiction Type
1	C1025	Eastern Star Distributing	\$ 613.90				
2	24015-00	Sales Tax Payable (CORP)		\$ 0.00			
3	40005-01	Sales - Packaged Beer (BREW)		\$ 138.90			
4	40010-01	Sales - Kegged Beer (BREW)		\$ 475.00			
5	12005-00	Inventory - Finished Goods - Packaged		\$ 196.27			
6	50005-01	COGS - Packaged Beer (BREW)	\$ 316.20				
7	12010-00	Inventory - Finished Goods - Kegged (C		\$ 119.93			
			\$ 930.10	\$ 930.10			

Close

Display in FC Display in SC



What is this Business Partner balance comprised of?

- Within BP Master Data: BP Balance Drill-down (golden arrow)
- Can process BP Reconciliation within this view

Business Partner Master Data

Code: Manual C1025 Customer
Name: Eastern Star Distributing
Foreign Name:
Group: Distributor
Currency: US Dollar
Federal Tax ID:

Account Balance: 14,038.00
Deliveries: 0.00
Orders: 36,696.60
Opportunities:

Account Balance - C1025, Eastern Star Distributing

BP Code: C1025 Eastern Star Distributing

☐ Posting Date
From: 01/01/2016 To: 12/31/2016
☒ Display 50 Last Transactions
☒ Display Unreconciled Trans. Only

#	Posting Date	Trans. No.	Origin	Origin No.	Offset Account	Details	C/D (LC)	Balance Due (LC)	Debit (LC)	C..
1			OB					\$ 0.00		
2	02/01/2014	675	IN	10145	40005-01	A/R Invoices - C1025	\$ 570.00	\$ 570.00	\$ 570.00	
3	02/15/2014	371	IN	10122	40010-01	A/R Invoices - C1025	\$ 7,856.50	\$ 7,856.50	\$ 7,856.50	
4	02/15/2014	514	CN	5004	25005-00	A/R Credit Memos - C	\$ (2,245.00)	\$ (2,245.00)		
5	01/19/2015	1868	IN	10201	40005-01	A/R Invoices - C1025	\$ 7,326.40	\$ 7,326.40	\$ 7,326.40	
6	02/26/2015	2383	IN	10206	40005-01	A/R Invoices - C1025	\$ 530.10	\$ 530.10	\$ 530.10	
								\$ 14,038.00		

View by Control Account
Internal Reconciliation
Can Also

OK Cancel





Why does this Item's value look strange?

- Within Item Master Data: Right-click > Inventory Audit Report
 - Bottom right corner > Expand



Item Master Data

Item No. Manual 1002-K12
Description Scurvy Fighter Pale Ale - Keg 1/2 BBL
Foreign Name
Item Type Items Brand SCU
Item Group FinGood: Kegged Pack Type Keg 1/2 BBL
UoM Group Manual
Price List Local Act
Process Type Packagin

☒ Inventory Item
☒ Sales Item
☐ Purchase Item

General Purchasing Data

☒ Tax Liab
☐ Do Not Apply Discount Groups
Manufacturer - No Manu
Additional Identifier
Shipping Type Distributor
Serial and Batch Numbers
Manage Item by Batches
Management Method On Every T

Active
Inactive
Advanced
TTB Group Racked/Kegged

OK Cancel

Inventory Audit Report

Date From Date To
Currency US Dollar

Items 1002-K12
Warehouses All

#	Item No.	Description	Whse	System Date	Posting Date	Document	Quantity	Cost	Trans. Value	Cumulative Qty	Cumulative Value
1	1002-K12	Scurvy Fighter P	A							18,000	591.39
2										15,000	493.27
3						Opening				0,000	0.00
4				07/07/16	06/30/16	SI 10000	10,000	40.6250	406.25	10,000	406.25
5				07/13/16	07/01/16	SO 10042	-1,000	40.6300	-40.63	9,000	365.62
6				07/14/16	07/14/16	SO 10044	-1,000	40.6200	-40.62	8,000	325.00
7				07/28/16	07/20/16	SI 10054	32,000	27.1938	870.20	40,000	1,195.20
8				08/03/16	08/03/16	DN 10006	-1,000	29.8800	-29.88	39,000	1,165.32
9				08/03/16	08/03/16	IN 10020	-1,000	29.8800	-29.88	38,000	1,135.44
10				08/04/16	07/15/16	IN 10027	-1,000	29.8800	-29.88	37,000	1,105.56
11				08/05/16	07/08/16	IM 10001	-2,000	29.8800	-59.76	35,000	1,045.80
12				08/08/16	08/08/16	PW 1004	0,000	105.2300	105.23	35,000	1,151.03
13				08/15/16	07/11/16	IM 10002	-1,000	32.8900	-32.89	34,000	1,118.14
14				08/15/16	07/15/16	IM 10003	-2,000	32.8850	-65.77	32,000	1,052.37
15				08/15/16	07/19/16	IM 10004	-1,000	32.8900	-32.89	31,000	1,019.48
16				08/15/16	07/22/16	IM 10007	-2,000	32.8850	-65.77	29,000	953.71
17				08/15/16	07/28/16	IM 10010	-2,000	32.8850	-65.77	27,000	887.94
18				08/15/16	08/05/16	IM 10014	-1,000	32.8900	-32.89	26,000	855.05
19				08/15/16	08/09/16	IM 10015	-1,000	32.8900	-32.89	25,000	822.16
20				08/26/16	08/12/16	IM 10016	-1,000	32.8900	-32.89	24,000	789.27
21				08/26/16	08/16/16	IM 10017	-2,000	32.8850	-65.77	22,000	723.50
22				08/26/16	08/17/16	IM 10018	-1,000	32.8900	-32.89	21,000	690.61
23				08/26/16	08/23/16	IM 10019	-1,000	32.8900	-32.89	20,000	657.72
24				08/26/16	08/26/16	IM 10020	-1,000	32.8900	-32.89	19,000	624.83
25				08/31/16	08/31/16	DN 10017	-1,000	32.8900	-32.89	18,000	591.94
26				09/04/16	08/30/16	IM 10021	-1,000	32.8900	-32.89	17,000	559.05
27				09/08/16	09/08/16	DN 10028	-1,000	32.8900	-32.89	16,000	526.16
28				09/14/16	09/14/16	IN 10143	-1,000	32.8900	-32.89	15,000	493.27

OK Expand Collapse



Why is there a balance in this GL Account?

- Within Chart of Accounts: COA Drill-down (golden arrow)

Chart of Accounts

G/L Account: 10005-00
Name: Checking - BofA - 8435 (CORP)

G/L Account Details
☐ Title ☒ Active Account

External Code: _____
Currency: All Currencies
☐ Confidential Level: 4
Balance: 21,386.36 \$

G/L Account Properties
Account Type: Other
☐ Control Account
☐ Block Manual Posting

☒ Cash Account ☐ Reval. (Currency)
☐ Cash Flow Relevant
☐ Exclude From EBITDA
Relevant for Cost Accounting
☐ Project

Revenue Comp Group: _____
Cash Flow Group: _____
OK Cancel Account Details

Assets
CTA - Current Assets
10000 - Bank Accounts
10005-00 - Business Checking - BofA - 8435 (CORP)
10010-00 - Business Checking - BofA - 6437 (CORP)
10015-00 - Checking Account Payroll (CORP)

Account Balance - 10005-00, Business Checking - BofA - 8435 (CORP)

G/L Account: 10005-00 Business Checking - BofA - 8435 (CORP)

Posting Date: From 01/01/16 To 12/31/16
☐ Display ☒ Last Transactions
☒ Display Unreconciled Trans. Only

#	Posting Date	Trans. No.	Origin	Origin No.	Offset Account	Details	C/D (LC)	Cumulative Balanc...	Debit (LC)	Credit (LC)
1			OB					\$ 0.00		
2	06/30/16	266	JE	10265	99920-99	Opening Balances	\$ 20,490.79	\$ 20,490.79	\$ 20,490.79	
3	07/01/16	311	RC	10001	C1067	Incoming Payments -	\$ 1,940.50	\$ 22,431.29	\$ 1,940.50	
4	07/01/16	324	RC	10001	C1067	Reverse Entry for Inc	\$ (1,940.50)	\$ 20,490.79		\$ 1,940.50
5	07/01/16	331	RC	10006	C1067	Incoming Payments -	\$ 1,940.50	\$ 22,431.29	\$ 1,940.50	
6	07/01/16	478	JE	10477	60160-02	1243	\$ (510.01)	\$ 21,921.28		\$ 510.01
7	07/02/16	357	RC	10009	C1067	Incoming Payments -	\$ 2,854.44	\$ 24,775.72	\$ 2,854.44	
8	07/03/16	313	RC	10002	C1067	Incoming Payments -	\$ 1,615.94	\$ 26,391.66	\$ 1,615.94	
9	07/03/16	323	RC	10002	C1067	Reverse Entry for Inc	\$ (1,615.94)	\$ 24,775.72		\$ 1,615.94
10	07/03/16	359	RC	10010	C1067	Incoming Payments -	\$ 1,615.94	\$ 26,391.66	\$ 1,615.94	
11	07/04/16	315	RC	10003	C1067	Incoming Payments -	\$ 1,385.08	\$ 27,776.74	\$ 1,385.08	
12	07/04/16	322	RC	10003	C1067	Reverse Entry for Inc	\$ (1,385.08)	\$ 26,391.66		\$ 1,385.08
13	07/04/16	361	RC	10011	C1067	Incoming Payments -	\$ 1,385.08	\$ 27,776.74	\$ 1,385.08	
14	07/05/16	333	RC	10007	C1067	Incoming Payments -	\$ 25.29	\$ 27,802.03	\$ 25.29	
15	07/05/16	479	JE	10478	60160-02		\$ (30.00)	\$ 27,772.03		\$ 30.00
16	07/05/16	480	JE	10479	27005-00		\$ (2,967.54)	\$ 24,804.49		\$ 2,967.54
17	07/06/16	317	RC	10004	C1067	Incoming Payments -	\$ 774.17	\$ 25,578.66	\$ 774.17	
18	07/06/16	321	RC	10004	C1067	Reverse Entry for Inc	\$ (774.17)	\$ 24,804.49		\$ 774.17
19	07/06/16	363	RC	10012	C1067	Incoming Payments -	\$ 774.17	\$ 25,578.66	\$ 774.17	
20	07/06/16	481	JE	10480	60150-00	1248	\$ (19,776.00)	\$ 5,802.66		\$ 19,776.00
21	07/07/16	319	RC	10005	C1067	Incoming Payments -	\$ 548.89	\$ 6,351.55	\$ 548.89	
22	07/07/16	320	RC	10005	C1067	Reverse Entry for Inc	\$ (548.89)	\$ 5,802.66		\$ 548.89
23	07/07/16	365	RC	10013	C1067	Incoming Payments -	\$ 548.89	\$ 6,351.55	\$ 548.89	
24	07/07/16	482	JE	10481	65040-00		\$ (1,500.00)	\$ 4,851.55		\$ 1,500.00
25	07/08/16	367	RC	10014	C1067	Incoming Payments -	\$ 1,871.39	\$ 6,722.94	\$ 1,871.39	
26	07/08/16	484	JE	10483	30005-00		\$ 50,000.00	\$ 56,722.94	\$ 50,000.00	
27	07/08/16	485	JE	10484	30005-00		\$ 29,000.00	\$ 85,722.94	\$ 29,000.00	
28	07/08/16	486	JE	10485	10098-00		\$ (1,000.00)	\$ 84,722.94		\$ 1,000.00
29	07/09/16	369	RC	10015	C1067	Incoming Payments -	\$ 4,586.54	\$ 89,309.48	\$ 4,586.54	
30	07/10/16	371	RC	10016	C1067	Incoming Payments -	\$ 2,093.78	\$ 91,403.26	\$ 2,093.78	
31	07/12/16	373	RC	10017	C1067	Incoming Payments -	\$ 300.16	\$ 91,703.42	\$ 300.16	
32	07/12/16	468	JE	10467	10010-00		\$ (30,000.00)	\$ 61,703.42		\$ 30,000.00

OK



What caused this huge Production Variance?

- Within the Production Order:
 - Tab: Production Order Summary
 - Drill-down into Issue and Receipt for more details

Helpful links/reports

Accounting Training Videos



- <http://support.orchestratedbeer.com/hc/en-us/articles/212356028-Financials>

Journal Transaction Report

- <http://support.orchestratedbeer.com/hc/en-us/articles/207123527-Journal-Transaction-Report>

Month-End Close

- <http://support.orchestratedbeer.com/hc/en-us/articles/206414428-Month-End-Close-Period-End-Close>

Year-End Close

- <http://support.orchestratedbeer.com/hc/en-us/articles/215230348-Year-End-Close>

Reports by Persona

- <http://support.orchestratedbeer.com/hc/en-us/articles/219972028-Reports-by-Persona>

Data Integrity

- <http://support.orchestratedbeer.com/hc/en-us/articles/221862748-Customer-Data-Integrity-Check-Recommendations>