



ORCHESTRA

OCloud Overview

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

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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:



1. Purchasing – A/P (accounts payable)

Order materials | Receive orders | Verify incoming billing

2. Production

Each stage of production consumes the last:



3. Sales – A/R (accounts receivable)

Intake orders | Verify outgoing delivery | Bill customers

4. Financials

Real time accounting throughout daily operations

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.

Software Roadmap

The Orchestrated Continuous Cycle continued

Purchasing

What will be created:

Purchase Order (PO) – list of items to buy
Goods Receipt PO – list of items brought into stock
A/P Invoice – representation of what is owed to vendor/supplier

What will be received:

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



Production



What will be created:

Production Order (PdO)
Plan of what to make & the inventory/ingredients required
Worksheet (Cooking/ Stillhouse/ Cellar/ Packaging)

What will be received:

New liquid/finished goods into stock

What will be removed:

Raw Material and/or liquid from stock
Final liquid & packaging items from stock



Sales



What will be created:

Sales Order – What the customer wants to order
Delivery Note – What is actually delivered to the customer
A/R Invoice – What is being charged to the customer

What will be removed:

Finished goods from stock (Kegs, Cases, Bottles etc.)

Financials



What will be created:

Outgoing payments (A/P) – out to vendors
Incoming payments (A/R) – in from customers

What will be received/ removed:

Money \$ \$ \$



Software navigation

Logging-in

1. BEFORE LOGGING IN

- a. Mac Users: Download this Remote Desktop app – [Microsoft Remote Desktop 10](#)
- b. Windows Users: Remote Desktop should be pre-installed on your machine
2. In a browser, navigate to one of the URLs below depending on your Orchestrated instance
 - a. OnDemand: <https://ondemand.orchestrated.com>
 - b. Enterprise: <https://access.orchestrated.com>
3. Input your login information (Username & Password – provided by your consultant)
4. Click the Orchestrated icon
5. A program will download. Once it finishes, click to launch.
6. A Windows Security window will appear, re-enter your username and password and click OK

Databases

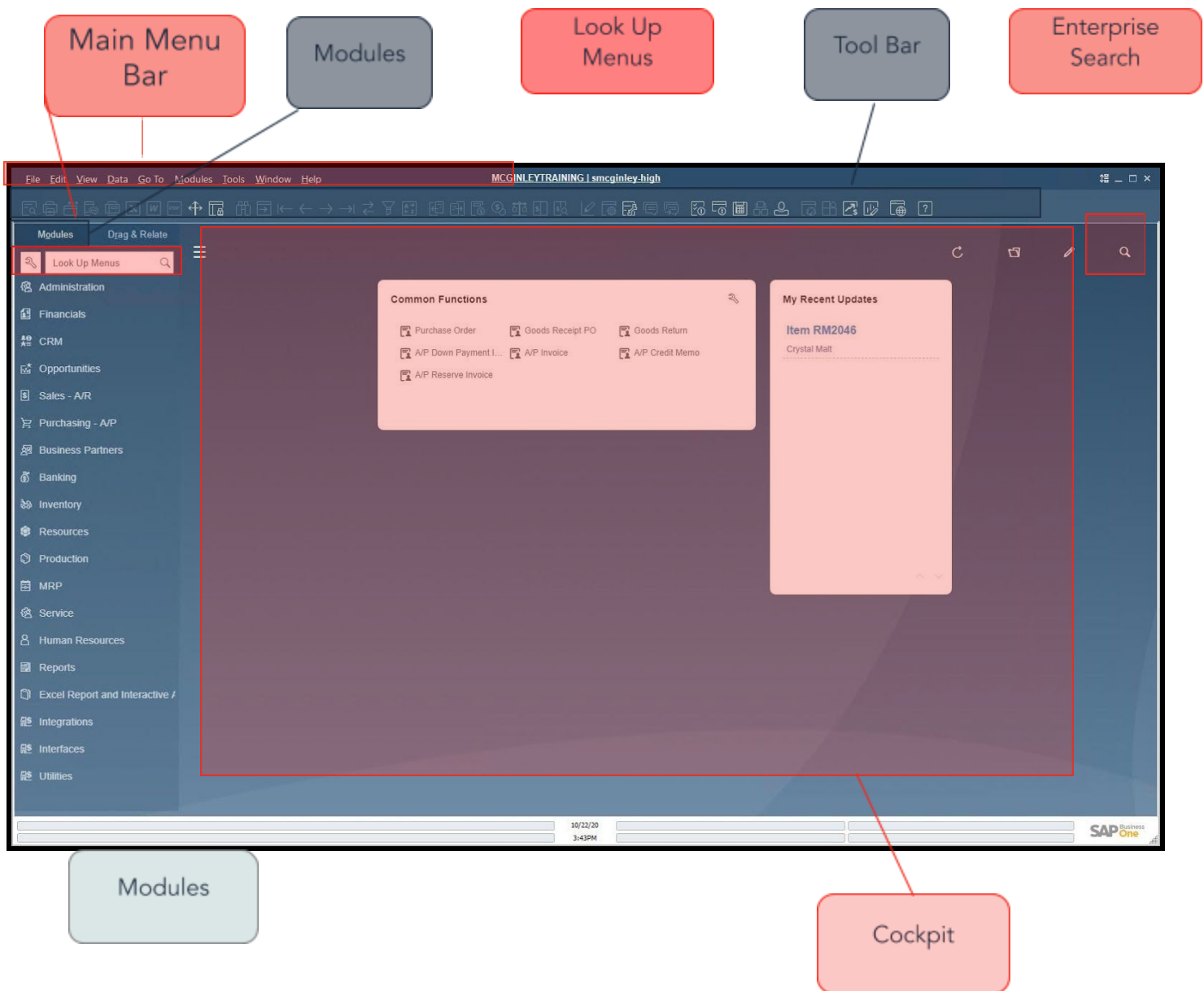
- Learning Database – mock data to practice and train with (not live)
- Template Database – blank (not live)
- Test Database – your data (not live)
- Productive Database – your LIVE data

Save Orchestrated to your Desktop for a faster log-in!

- Using the File Explorer on your computer, navigate to your Downloads folder.
- Right click on the SAPBusinessOne program and select CREATE SHORTCUT
- Drag and drop the shortcut file to your desktop

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 Drinksmiths 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

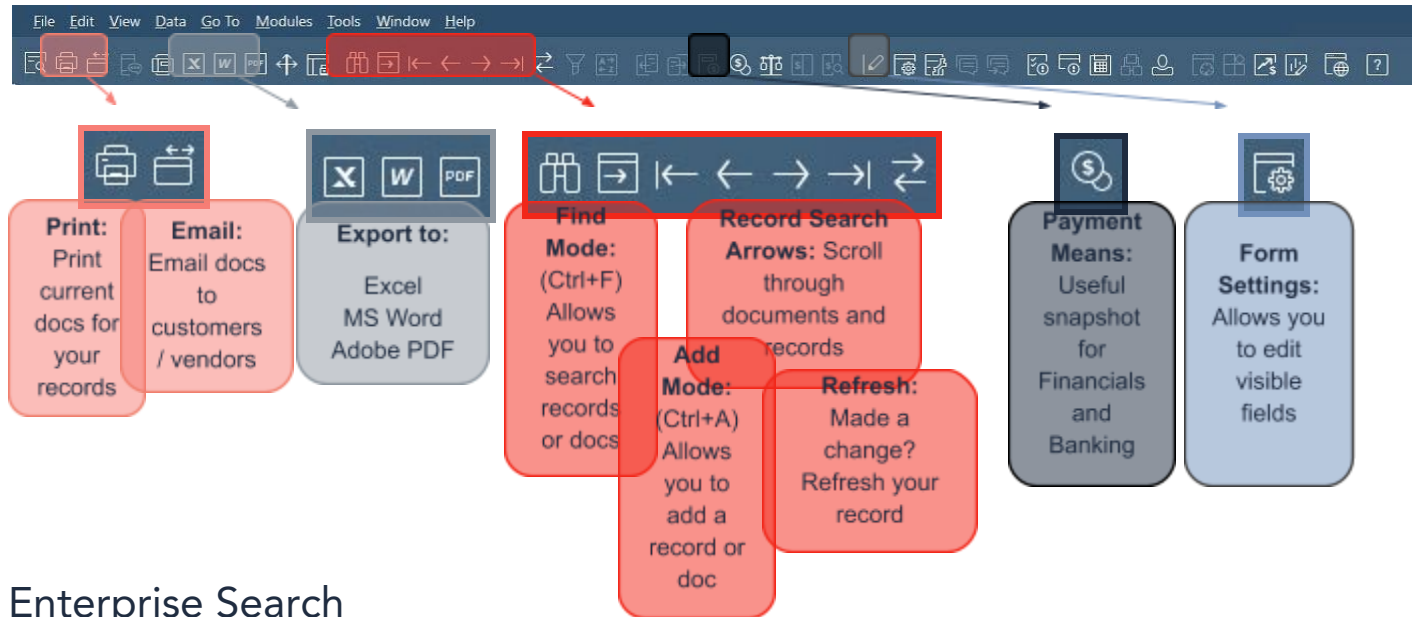
Main menu

File | Edit | View | Data | Go To | Modules | Tools | Window | Help

Can be accessed by right-clicking anywhere as well

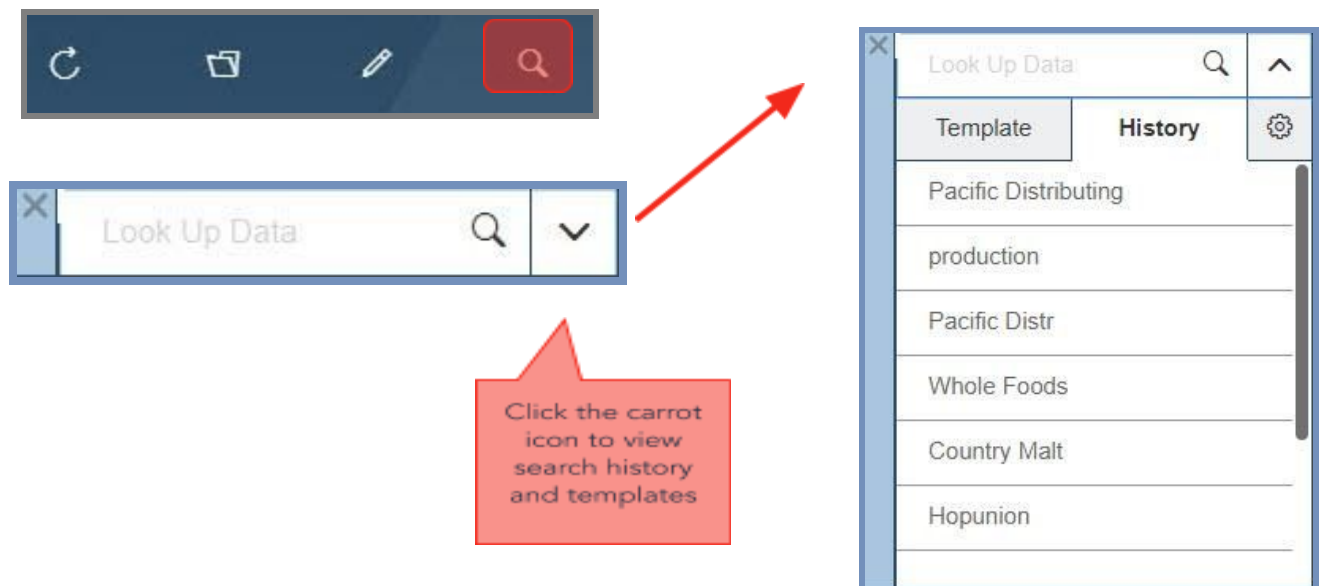
Help Menu: Useful for assistance with SAP

Tool bar



Enterprise Search

Search your entire database to find functions, records, and documents associated with your search term.



Search Result

Click a bolded result to open it

Record 1-2 of 2 resources

See your combined filters here. Click an X to remove one

Save your search and filters as a template

Use the sidebar filters to narrow your search

Hover over a result to see more information

Search For "Pacific Distributing" Sales Order X

Select a search template

All

Master Data (1)

> Business Partner (1)

A/R Transaction (6)

> A/R Credit Memo (1)

> Sales A/R Invoice (1)

> Sales Delivery (2)

✓ Sales Order (2)

✓ Contact Person (1)

✓ N/A (2)

✓ BP Name (1)

✓ Pacific Distributing... (2)

✓ BP Code (1)

✓ C1005 (2)

✓ Posting Date (1)

✓ 2018-10-22 (1)

✓ 2020-09-01 (1)

✓ Delivery Date (1)

✓ 2018-10-28 (1)

✓ 2020-09-15 (1)

✓ Status (2)

✓ C(Closed) (2)

✓ Document Date (1)

✓ 2018-10-22 (1)

✓ 2020-09-01 (1)

✓ Sales Employee (2)

✓ Daniel Wilson (2)

Doc Number: 10000

Document Date: 2018-10-22

Remarks:

Customer Ref. No.: 12112

BP Name: Pacific Distributing Inc.

Shipping Type:

Sales Order

Posting Date: 2018-10-22

Status: C(Closed)

Allow Partial Delivery: Y

Project:

Contact Person:

Owner:

Delivery Date: 2018-10-28

Total: 1804.000000

Pick and Pack Remarks:

BP Code: C1005

Sales Employee: Daniel Wilson

Doc Number: 10008

Document Date: 2020-09-01

Remarks:

Customer Ref. No.:

BP Name: Pacific Distributing Inc.

Shipping Type:

Sales Order

Posting Date: 2020-09-01

Status: C(Closed)

Allow Partial Delivery: Y

Project:

Contact Person:

Owner:

Delivery Date: 2020-09-15

Total: 1782.000000

Pick and Pack Remarks:

BP Code: C1005

Sales Employee: Daniel Wilson

Item	Qty	Price	Discount	Line Total	Description	Project
1002-K12	20.000000	89.100000	0.000000	1782.000000	Pale Ale - Keg 1/2 BBL	N/A

To view the complete form, click the business object name.

Look Up Menus

Find functions, documents, records, and reports using Look Up Menus. Begin typing and watch as Orchestrated narrows your list of results.

Modules Drag & Relate

Look Up Menus

Administration

Financials

Modules Drag & Relate

Purch

Purchasing - A/P

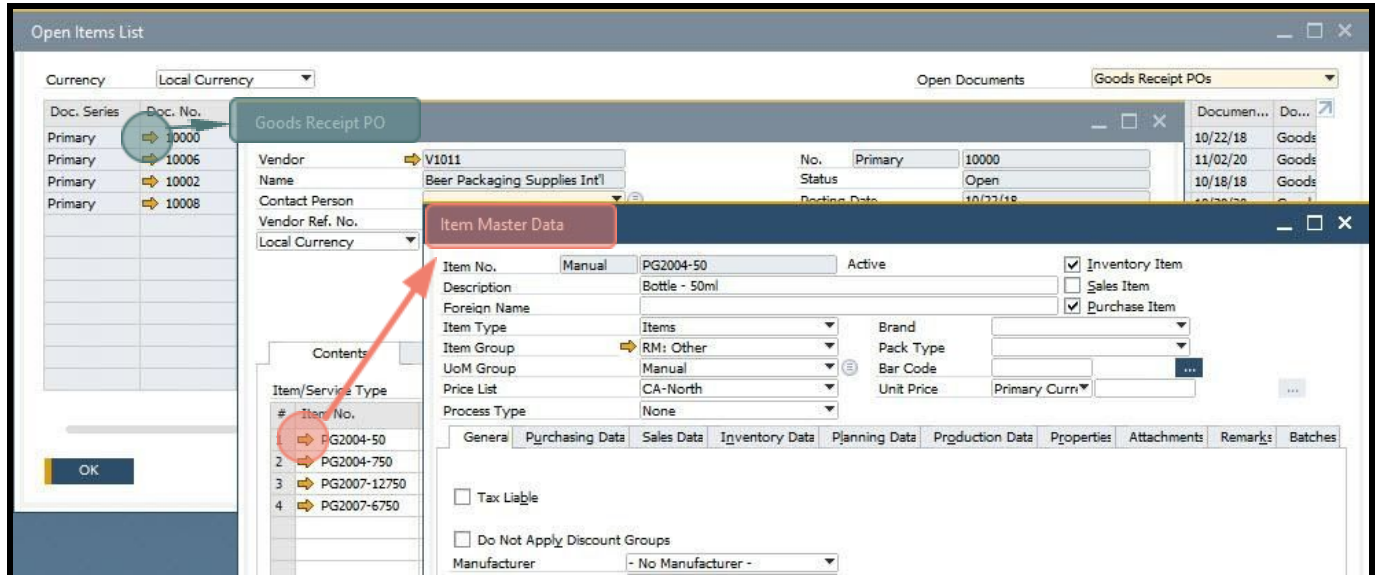
Purchase Blanket Agreeeme

Purchase Request

Purchase Quotation

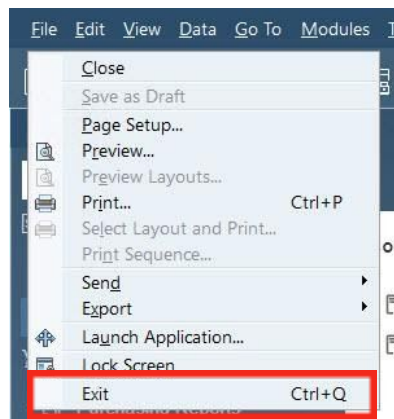
Yellow Arrows

Yellow arrows are used to “drill down” *within* functions to view deeper levels of data. Clicking a Yellow Arrow within or next to a field will open the document or record referenced by that field.



How to Exit

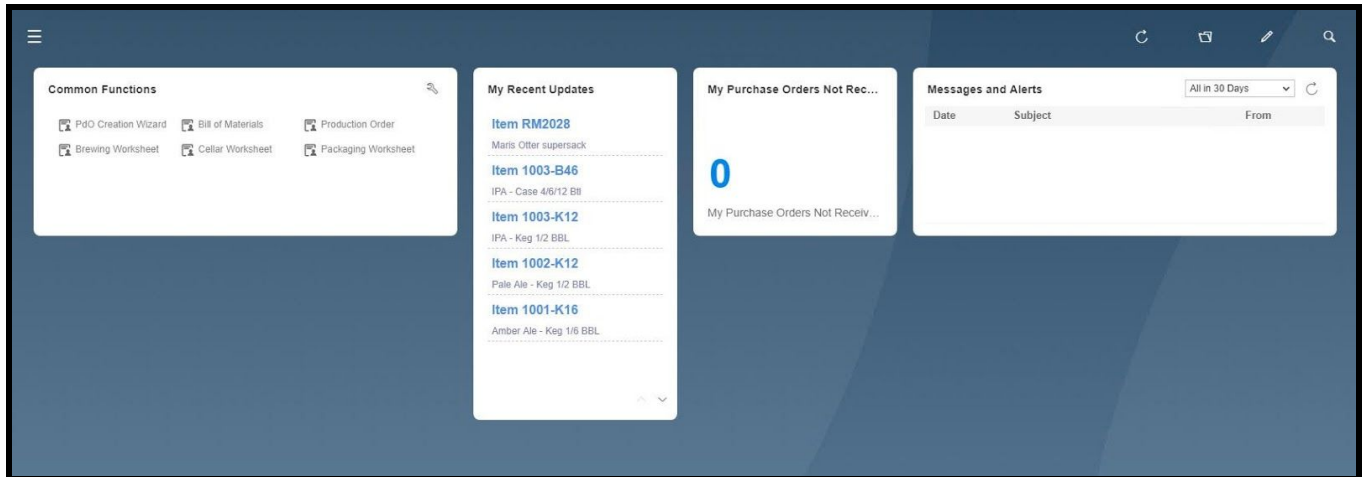
When customizing your view, such as utilizing your cockpits and changing form settings, it is important to note that clicking X in the top right corner will *NOT* save those changes you diligently made. Therefore, it is best practice to always use **File > Exit** to leave the software. Don't worry though, your data is safe regardless of how you exit Orchestrated.



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. The Widget Gallery includes dozens of widgets that may be useful to you. Some commonly used widgets include:

Common Functions - can be customized with functions and documents you use on a regular basis.

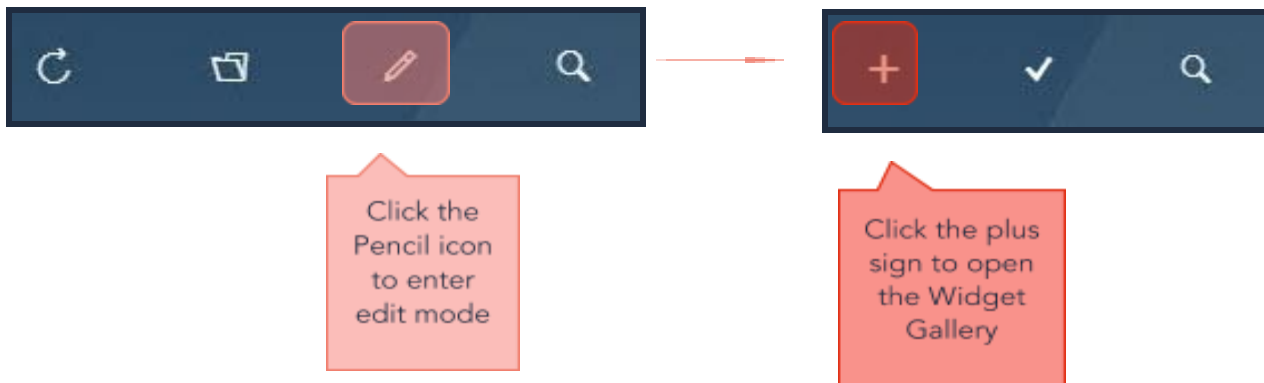
My Recent Updates - shows a running list of your recently added or edited documents and records.

Business Object Count widgets like My Purchase Orders Not Received, tally and allow quick access to certain open documents.

Messages and Alerts - an inbox of internal messages and alerts.

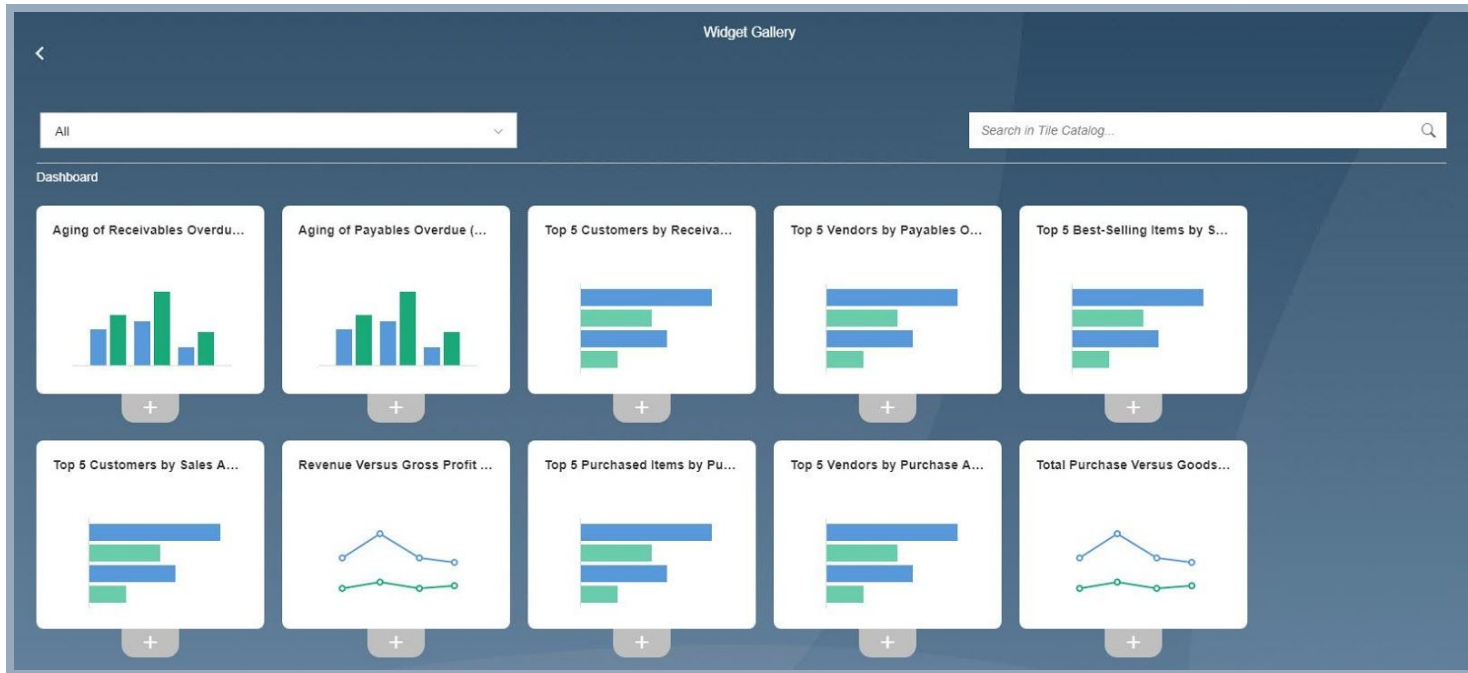
Widget Gallery

The Cockpit can be customized through the Widget Gallery.



Click the dropdown to navigate through the gallery

Use the search bar to find a specific widget



Click the plus sign to add the widget to your Cockpit



Modules & Functions

Modules: Groups of documents, functions, and reports. Organized by department

Interface Tip!

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

Real Life: When Dan the Distiller 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

The screenshot shows the 'Business Partner Master Data' form within a software application. The interface includes a top toolbar with various icons, a left sidebar with a 'Modules' list, and a main data entry area. The 'Modules' list on the left includes: Opportunities, Sales - A/R, Purchasing - A/P, Business Partners (highlighted), Business Partner Master Data (selected), Activity, Campaign Generation Wizard, Campaign, Internal Reconciliations, Business Partner Reports, Banking, Inventory, Resources, Production, MRP, Service, and Human Resources. The main form area is titled 'Business Partner Master Data' and contains several sections: a top section with fields for Code, Name, Foreign Name, Group, Currency, Federal Tax ID, BP Currency, Orders, and Opportunities; a middle section with tabs for General, Payment Terms, Payment Run, Accounting, and Remarks; and a bottom section with fields for Alias Name, GLN, and a 'Block Sending Marketing Content' checkbox. The 'General' tab is active, showing fields for Tel 1, Tel 2, Mobile Phone, Fax, E-Mail, Web Site, Shipping Type, Password, Factoring Indicator, BP Project, Industry, and Business Partner Type (set to 'Company'). The 'Payment Run' tab shows fields for Contact Person, ID No. 2, and Remarks. The 'Accounting' tab shows fields for BP Channel Code and Territory. The 'Remarks' tab is empty. At the bottom of the form are buttons for 'Find', 'Cancel', 'Make Payment', and 'You Can Also'.

How to find/search Business Partner Master Data (Ctrl F)
To find a particular business partner

Record Search Arrows
Scroll through existing business partners

Business Partner Master Data

Code

Name

Foreign Name

Group

Currency

Federal Tax ID

BP Currency

0.00

Opportunities

General

Payment Terms

Payment Run

Accounting

Remarks

Tel 1

Tel 2

Mobile Phone

Fax

E-Mail

Web Site

Shipping Type

Password

Factoring Indicator

BP Project

Industry

Business Partner Type

Company

Alias Name

Active

Inactive

Advanced

Contact Person

ID No. 2

Remarks

BP Channel Code

Territory

GLN

Block Sending Marketing Content

Find

Cancel

Make Payment

You Can Also

Navigation Tip!
After entering your search criteria, press **ENTER** to open up your business partner list



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 to top.

How to add Business Partner Master Data (Ctrl A)

1. Open Business Partner Master Data

Fun Fact!
The next Business Partner Code in

Business Partner Master Data

Code Main C1007 Customer

Name Orchestra Distributing

Foreign Name

Group Account

Currency US Dollar

F2-Switch

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

Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Contact Person ID No. 2

Mobile Phone

Fax

E-Mail

Web Site

Shipping Type

Password

Factoring Indicator

BP Project

Industry

Business Partner Type Company

3. Select either Customer or Vendor

No Sales Employee

4. Enter name of new Business Partner

BP C Tech

Term

Alias Name

GLN

Block Sending Marketing Content

From To Remarks

Active Inactive Advanced

Add Cancel Receive Payment You Can Also

Continued on Next Page!

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

If adding a new Customer:

Ship to Address
Payment Terms
Price List

If adding a new Vendor:

Payment Terms

6. Click Add!

Business Partner Master Data

Code	Main	C1002	Customer
Name	Orchestra Distributing		
Foreign Name			
Group	Account		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Business Partner Master Data

Code	Main	C1002	Customer
Name	Orchestra Distributing		
Foreign Name			
Group	Account		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments eDocs

Payment Terms Net 30 Days

Interest on Arrears %

Price List OR

Total Discount %

Credit Limit 0.00

Commitment Limit 0.00

Dunning Term

Dflt Blanket Agreement

Effective Discount Groups Lowest Discount

Price Default Priority

Credit Card Type

Credit Card No.

Expiration Date

ID Number

Average Delay

Priority

Default IBAN

Holidays

Payment Dates

Allow Partial Delivery of Sales Order

Allow Partial Delivery per Row

Business Partner Master Data

Code	Manual	V1049	Vendor
Name	Sysco		
Foreign Name			
Group	Vendors		
Currency	US Dollar		
Federal Tax ID			

General Contact Persons Addresses Payment Terms Payment Run Accounting Properties Remarks

Payment Terms Net 07 Days

Interest on Arrears %

Price List Last Purchase Price

Total Discount %

Credit Limit 0.00

Commitment Limit 0.00

Account Balance

Goods Receipt POs

Purchase Orders

Average Delay

Priority

Default IBAN

Holidays

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

Modules Drag & Relate

Look Up Menus

Inventory

- Item Master Data
- Bar Codes
- Document Printing
- Item Management
- Inventory Transactions
- Process Types
- Price Lists
- Item Converter
- Brand Master Data
- Pick and Pack
- Inventory Reports
- Warehouse Assign
- Brand Creation W
- Barrel Master Data
- Resources
- Production
- MRP

Item Master Data

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

Brand [] Pack Type [] Bar Code [] Unit Price [] Primary Currency []

☒ Tax Liability ☐ Do Not Apply Discount Groups

Manufacturer [] Additional Identifier []

TTB Group [] Linked to Resource [] Standard Item Identification [] Commodity Classification []

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 (Ctrl A)

Find Cancel You Can Also

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

Record Search Arrows

The screenshot shows the 'Item Master Data' search window. At the top is a toolbar with various navigation icons. A grey callout box labeled 'Record Search Arrows' points to the navigation icons. The window has a title bar 'Item Master Data' with standard window controls. Below the title bar is a form with various fields. A red box highlights the 'Item No.' field, and a red arrow points from it to the 'Inventory Item' checkbox. Another red arrow points from the 'Description' field to the 'Sales Item' checkbox. A third red arrow points from the 'Foreign Name' field to the 'Purchase Item' checkbox. The form is divided into sections: 'General' (with fields like Item No., Description, Foreign Name, Item Type, Item Group, UoM Group, Price List, Process Type), 'Purchasing Data', 'Sales Data', 'Inventory Data', 'Planning Data', 'Production Data', 'Properties', 'Attachments', 'Remarks', and 'Batches'. The 'General' section has a 'Tax Liab' checkbox checked, a 'Do Not Apply Discount Groups' checkbox unchecked, and fields for 'Manufacturer', 'Additional Identifier', 'Shipping Type', 'Serial and Batch Numbers', and 'Manage Item by'. A light blue callout box labeled 'Fun Fact!' points to the yellow background of the 'Description' field, stating 'Any field in yellow means you can search by it!'. A light blue callout box labeled 'Navigation Tip!' points to the 'ENTER' key, stating 'After entering your search criteria, press ENTER to open up your item list'. At the bottom are 'Find' and 'Cancel' buttons, and a 'You Can Also' button.

Item Master Data

Item No. [Yellow] [Red Box] Inventory Item
Description [Yellow] Sales Item
Foreign Name [Yellow] Purchase Item
Item Type [Yellow]
Item Group [Yellow]
UoM Group [Yellow]
Price List CA-North
Process Type [Yellow]
Brand [Yellow]
Pack Type [Yellow]
Bar Code [Yellow]
Unit Price Primary Current

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Properties Attachments Remarks Batches

☒ Tax Liab
☐ Do Not Apply Discount Groups
Manufacturer [Yellow]
Additional Identifier [Yellow]
Shipping Type [Yellow]
Serial and Batch Numbers
Manage Item by None [Yellow]

Active
Inactive
Advanced

TTB Group [Yellow]

Linked to Resource [Yellow]
Standard Item Identification [Yellow]
Commodity Classification [Yellow]

Find Cancel You Can Also

Fun Fact!
Any field in yellow means you can search by it!

Navigation Tip!
After entering your search criteria, press **ENTER** to open up your item list



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



1. Open Item Master Data

2. Enter 'RG' to expand list of all "Raw Material – Grains"

Item Master Data

Item No.	▼	RG
Description		
Foreign Name		
Item Type	Items	

3. Highlight the item in question

4. Choose or double click on the item

Item Master Data

Item No.	▼	RG	Active	Inventory Item
Description				Sales Item
Foreign Name				
Item Type	Items			
Item Group				
UoM Group				
Price List				
Process Type				
General	Purchasing			
Management Method				

List of Items

Find ☐ Keep Visible

#	Item No.	Item Description	In Stock
1	RG2000	Malted Rye	10,000.
2	RG2001	Smoke Cherrywood	10,000.
3	RG2002	Distiller's Malt	10,000.
4	RG2003	Extra Special Malt	10,000.
5	RG2004	Pale Ale Malt	10,000.
6	RG2005	Raw Rye	10,000.
7	RG2006	Brewer's Malt	10,000.
8	RG2007	Yellow Corn	10,000.
9	RG2008	Aromatic Malt	10,000.
10	RG2009	Caramel Malt	10,000.

Choose Cancel

Continued on Next Page!





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

General Tab

Item Group the 'mother' group of like-type items

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

Item Master Data

Item No. Manual RG2000 Active

Description Malted Rye

Foreign Name

Item Type Items Brand

Item Group RM: Grains Pack Type UoM - Pound

UoM Group Manual Bar Code

Price List CA-North Unit Price Primary Curr

Process Type

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Proper... Attachments Remarks Batches

Preferred Vendor V1000

Mfr Catalog No.

Purchasing UoM Name 55 lb bag

Items per Purchase Unit 55

Packaging UoM Name

Quantity per Package 1

Length

Width

Height

Volume

Weight

Factor 1 1

Factor 2 1

Factor 3 1

Factor 4 1

Customs Group Customs Exempt %

Tax Type Regular Tax

From

Inventory Data Tab

Set G/L Accounts By Item Group

UoM Name lb

Weight

Manage Inventory by Warehouse

Inventory Level

Required (Purchasing UoM)

Minimum

Maximum

Valuation Method Moving Average

OK Cancel

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 55 lbs. each)

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

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

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

#	Whse ...	Whse Na...	Locked	In Stock	Committed	Ordered	Available	Min. Inve...	Max. Inv...	Re...
1	A1	Main Ware		38,550	7,000	55	31,605			
2	A2	Off-Site Gen								
				38,550	7,000	55	31,605			

Set Default Whse





Planning Data Tab

Gen...	Purchasing D...	Sales D...	Inventory D...	Planning D...	Production D...	Proper...	Attachments	Remarks	Batches
Planning Method		MRP							
Procurement Method		Buy							
Order Interval									
Order Multiple		2,000							
Minimum Order Qty		0.000							
Checking Rule									
Lead Time		5				Days			
		0				Hours			
		0				Minutes			
Tolerance Days						Days			

Batches Tab

Gen...	Purchasing D...	Sales D...	Inventory D...	Planning D...	Production D...	Proper...	Attachme...	Remarks	Batches
Warehouse	ItemCode	BatchNumber	Quantity	InDate	Status	Unit Cost			
A1	RM2005	456789	5						
A1	RM2005	1234567	3						

How to add Item Master Data (Ctrl A)

1. Open Item Master Data

2. Stay in FIND mode

3. Search for a 'like-type' item (i.e. if you need to add a new grain, search for 'RG')



Item Master Data

Item No.	
Description	
Foreign Name	
Item Type	Brand

Item Master Data

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

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Prope

☒ Tax Liab

☐ Do Not Apply Discount Groups

Manufacturer - No Manufacturer -

Additional Identifier

Shipping Type

Serial and Batch Numbers

Manage Item by Batches

Management Method On Every Transaction

Item Master Data

Item No.	RG	Active	Inventory Item
Description			
Foreign Name			
Item Type			
Item Group			
UoM Group			
Price List			
Process Type			
General	Purchasing		

List of Items

Find		☐ Keep Visible	
#	Item No.	Item Description	In Stock
15	RG2014	Malted Barley	10,000.
14	RG2013	Munich Malt	10,000.
13	RG2012	Green Unmalted Rye	10,000.
11		2-Row Pale Malt	10,000.
0		Dark Chocolate Malt	10,000.

4. Find the last Item that was added (this



Continued on Next Page!

