



ORCHESTRA

Sales | Spirits

This guide will introduce you to the purchasing roadmap, core functionality & additional purchasing scenarios within Orchestrated!



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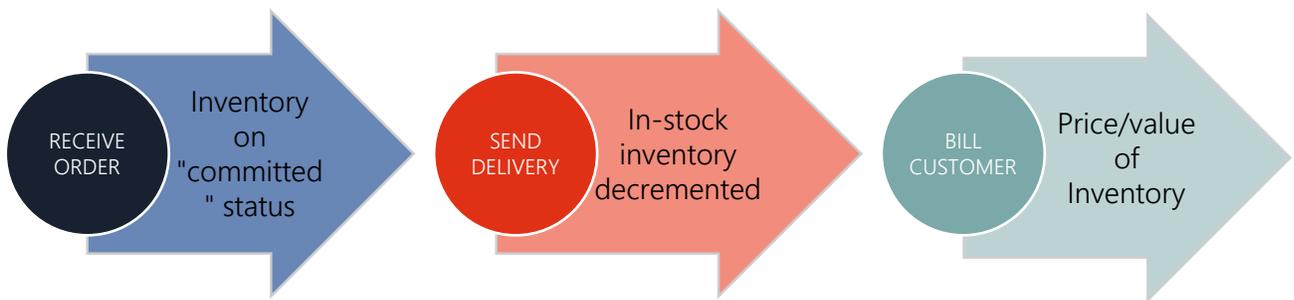


Sales Roadmap

Overview



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



Why input sales through Orchestrated?

Gives your business visibility into the demand for your finished product and when to expect it to leave your warehouse

Why send the delivery through Orchestrated?

Tracks and updates "in-stock" in real-time, subtracting inventory immediately after delivery of product. It is removed from availability

Why input price/value of Inventory through Orchestrated?

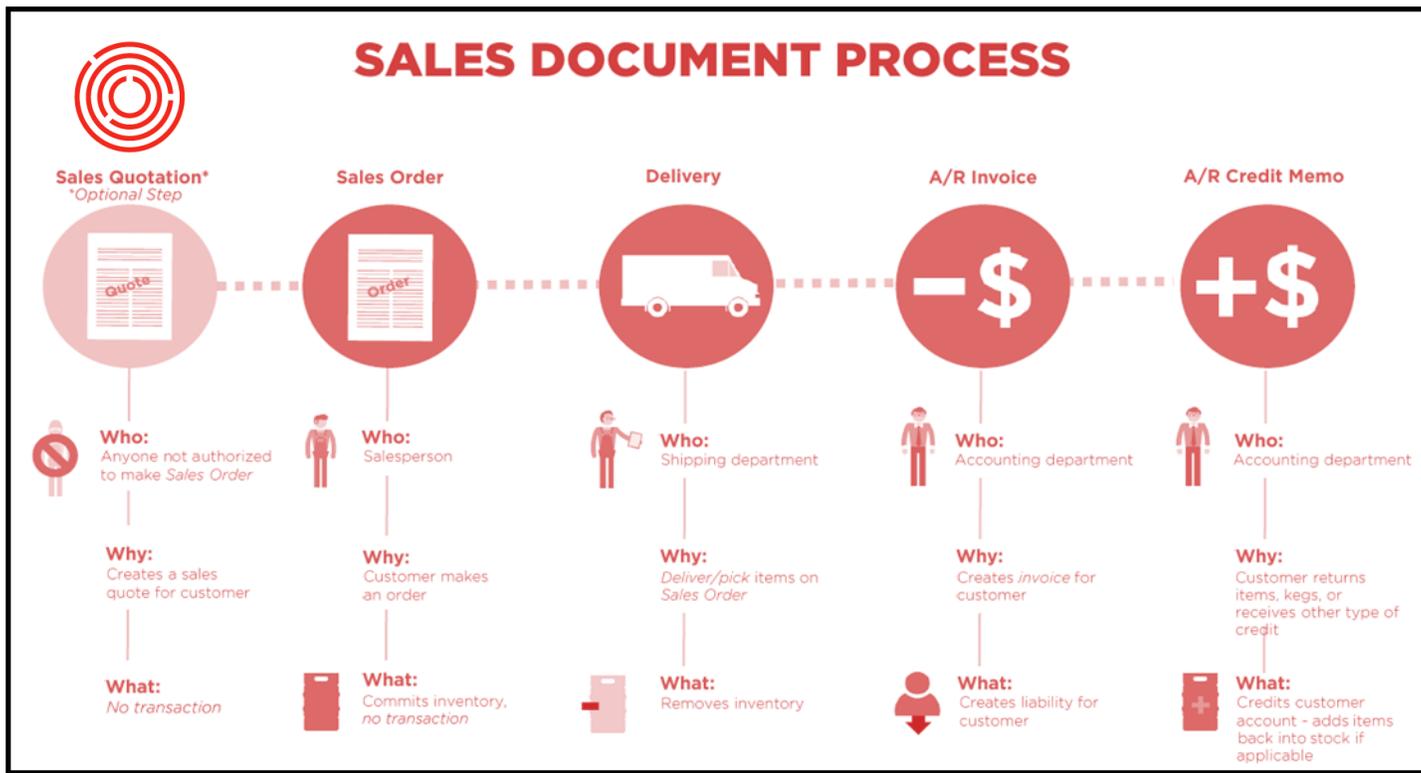
Tracks the price of finished goods inventory that gets shipped to customers. Provides transparency into sales activities, trends, customers and their preferences

Batch tracking

Any consumable item must have an associated batch/lot number. A batch number aids with tracking finished goods inventory from inception to delivery, and can be audited. The batch number is entered at time of delivery by the individuals handling shipping.



Process flow



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

Sales order (SO)
Receive order from a customer
Marks inventory as "committed"
Can print/email/save

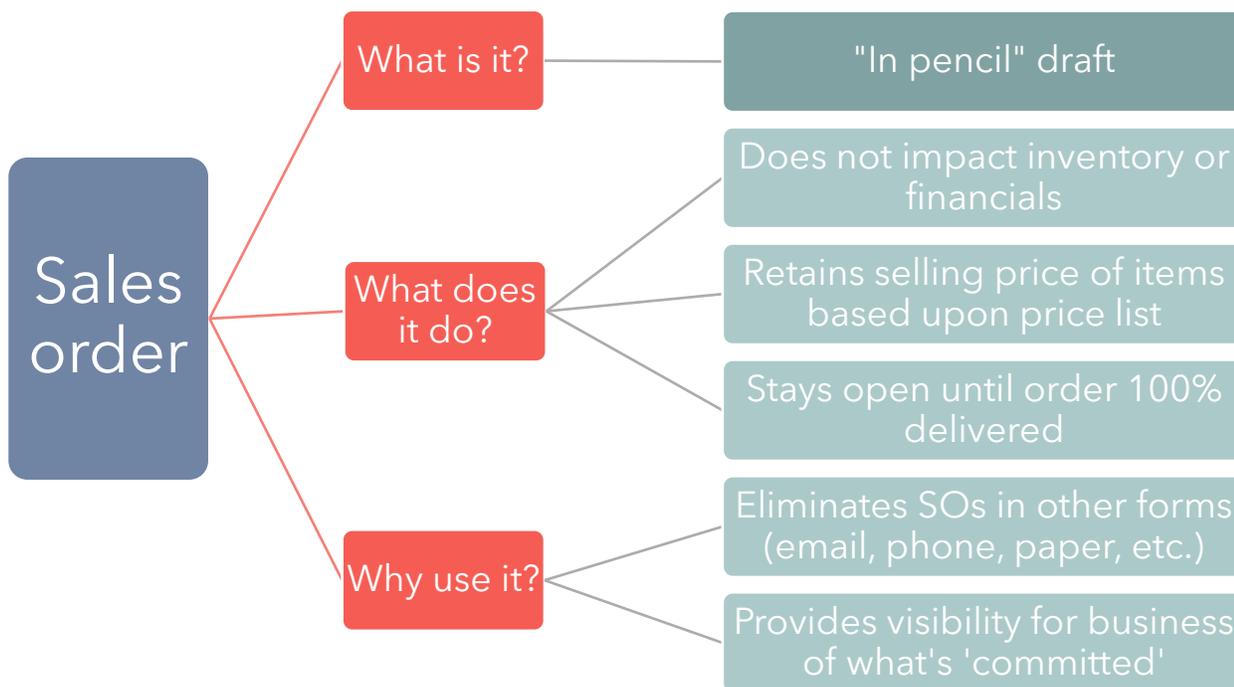
Delivery
Removes inventory from stock
Typically happens before A/R Invoice is sent to customer
Inventory Batch # is captured
Can print/email/save

A/R credit memo
Used for goods return from or credit to customer.
Brings inventory back into stock

A/R invoice (mandatory)
Books the payable/financial side of sale
Incoming payment will eventually be applied
Can print/email/save



Sales orders (SO)



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

Status: Open or Closed

Planned ship date: When are items scheduled to be shipped out

Sale item details

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

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



Adding a sales order

Modules > Sales - A/R > Sales order



In the following scenario, we will be inputting an order of 20 cases of American Whiskey from our customer, Pacific Distributing Inc.

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

The screenshot shows the 'Sales - A/R' menu on the left with 'Sales Order' selected. The main window is titled 'Sales Order' and contains a search form for business partners. The search criteria are set to 'Find *c'. The results list includes 'Pacific Distributing Inc.' with a BP Code of C1005 and a BP Balance of 10,535.70. The 'Choose' button is highlighted with a white arrow. Other fields in the 'Sales Order' window include 'Customer Code', 'Customer Name', 'Contact Person', 'Customer Ref. No.', 'Local Currency', 'No.', 'Primary', 'Status', 'Posting Date', 'Planned Ship Date', and 'Document Date'. The 'List of Business Partners' dialog box also shows a table of business partners with columns for '#', 'BP Name', 'BP Code', 'BP Balance', and 'Territory'.

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



Sales Order

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

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

Items | Logistics | Accounting | Attachments

Item/Service Type: Item Summary Type: No Summary

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

List of Items

Find: |

#	Item No.	Item Description	In Stock	Process Type	DR...
1	1001-B12750	American Whiskey - Case 12 x 750ml Bottles	1,435.000	Packaging	Domes
2	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	2,753.000	Packaging	Domes
3	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	4,054.000	Packaging	Domes
4	1002-B12750	Portlandia Bourbon - Case 12 x 750ml Bottles	564.000	Packaging	Domes
5	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	2,833.000	Packaging	Domes
6	1002-B6750	Portlandia Bourbon - Case 6 x 750ml Bottles	1,634.000	Packaging	Domes
7	1003-B12375	Huckleberry Vodka - Case 12 x 375ml Bottles	2,401.000	Packaging	Vodka
8	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	2,810.000	Packaging	Vodka
9	1004-B12750	Northwest Whiskey - Case 12/750 Btl	0.000	Packaging	Domes
10	1004-B24375	Northwest Whiskey - Case 24/375 Btl	0.000	Packaging	Domes
11	BA1004	Barrel Aged - Northwest Whiskey	2,650.000	Aging	Domes
12	BRL2000	Barrels New 53 Gal #3 Char White Oak	6.000	None	

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

Choose Cancel New

Add Cancel Finalize Validate Availability Copy From Copy To

5. Enter 'Planned Ship Date' when the item is scheduled for shipment (gives an estimated time to crew on the floor when inventory will be decremented)
6. Search for 'Item No.' (e.g. cases of American Whiskey)
 - a. To add multiple items, hold ctrl button and click to select
7. Click <Choose>



- 8. Specify the quantity of each committed item
- 9. Specify the price of each item
 - a. Unit price should pre-populate based on price list
- 10. Click <Add> to enter the sales order

Sales Order

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

No. Primary: 10053
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/30/17
Document Date: 06/26/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Qty(...)
1	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00	EX	\$ 2,713.00	Manual	
2					0.00				

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel

Total Weight: 240.00Lb
Volume: 11.890 GAL
Estimate Spots: 0.170

Total Before Discount: \$ 2,713.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax: \$ 0.00
Total: \$ 2,713.00

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



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



Orchestrated Marketing Layout

SAP CRYSTAL REPORTS®

Main Report



1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006
Tel: 877-683-2648

Sales Order

Order #:	10053
Date:	6/26/2017

Page 1 of 1

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

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

Company ID#	Ref Number	Shipping Type	Terms	Due Date
C1005		UPS	Net 30 Days	6/30/2017

Item Code	Description	Quantity	Unit Price	Ext Price
1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20.00	\$ 135.65	\$ 2,713.00

Current Page No.: 1

Orchestrated Pick List SO

SAP CRYSTAL REPORTS®

Main Report



1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006
Tel: 877-683-2648
Fax:
Email: info@OrchestratedSPIRITS.com

Pick List

Order #:	10053
Date:	6/26/2017
Ref#:	
Ship Via:	-
Weight	240.00

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

Ship From: **Main Warehouse- Finished Goods**

Item Code	Description	Quantity	Picked	Batch/Lot #
1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20.00		

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

- File > Preview Layout > Choose specific layout



Real life practice scenarios



Sal handles sales for his brewery. He received an order of 50 12x750ml case each of Portlandia Bourbon, Huckleberry Vodka, and American Whiskey from his customer, Whole Foods. The cases are already linked to an entered price list. Can you help him enter a SO? Use today's date as the posting date and planned ship date.

Sales Order

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

No.: Primary 10054
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Qty(Inventory UoM)
1	1002-B12750	Portlandia Bourbon - Case 12 x 750ml Bottles	50	\$ 365.5500	0.00	EX	\$ 18,277.50	Manual	50
2	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	50	\$ 305.5500	0.00	EX	\$ 15,277.50	Manual	50
3	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	50	\$ 185.8500	0.00	EX	\$ 9,292.50	Manual	50
4					0.00				

Sales Employee: -No Sales Employee-
Owner: [input]
Total Weight: 3,850.00Lb
Volume: 297.190 GAL
Est. Pallet Spots: 2,220
Remarks: [input]

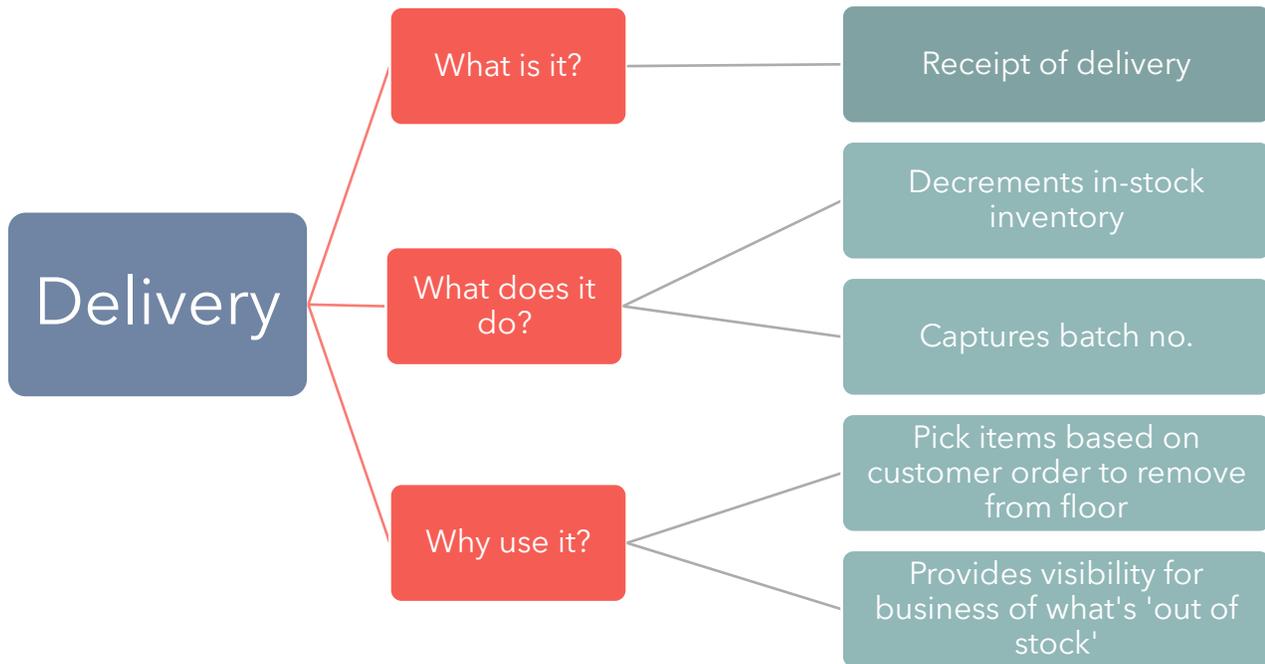
Add Cancel Finalize Validate Availability

Summary Type: No Summary

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



Delivery



Customer code & name of whom you're delivering to

Status: Open or Closed

Delivery date: When were items delivered?

Sale item details

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

Total Before Discount _____
Discount _____ %
Freight _____
 Rounding _____ \$ 0.00
Tax _____
Total _____ \$ 0.00



Adding A Delivery

Modules > Sales - A/R > Delivery

Cockpit > Open documents > Sales orders



In the following scenario, we will be delivering 20 cases of American Whiskey to our customer Pacific Distributing Inc.

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

The screenshot displays two panels from a software application. The top panel, titled 'Common Functions', contains a grid of icons for various business operations: Purchase Order, Goods Receipt PO, A/P Invoice, A/P Credit Memo, Sales Order, A/R Invoice, Delivery, A/R Credit Memo, Chart of Accounts, Journal Entry, Item Master Data, Business Partner Mas..., PdO Creation Wizard, PdO Close Wizard, Brewing Worksheet, Cellar Worksheet, Packaging Worksheet, Bill of Materials, and Scheduler. A large white arrow points from the 'Sales Order' icon in this panel to the 'Open Documents' panel below. The 'Open Documents' panel shows a list of document counts: Sales Orders (25), Purd Sales Orders (7), Production Orders (124), Deliveries (5), Goods Receipt POs (2), A/R Invoices (40), and A/P Invoices (9). The 'Sales Orders (25)' item is highlighted with a red background.



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

Open Items List

Currency: Local Currency

Doc. No.	Customer C...	Customer Name	Customer Ref....	Ship Date	Cancelatio...	Amount	Net	Tax	Original Amount	Posting Da
10050	C1065	City Beverage Co	871660	02/25/17	03/27/17	\$ 25,508.00	\$ 25,508.00	\$ 0.00	\$ 25,508.00	02/10/17
10004	C1025	Eastern Star Distributing		01/21/17	02/20/17	\$ 82,081.50	\$ 82,081.50	\$ 0.00	\$ 82,081.50	01/05/17
10002	C1010	Northern Wine & Spirits		02/20/17	03/22/17	\$ 67,347.12	\$ 67,347.12	\$ 0.00	\$ 67,347.12	01/19/17
10047	C1010	Northern Wine & Spirits	797558	03/06/17	04/05/17	\$ 31,488.20	\$ 31,488.20	\$ 0.00	\$ 31,488.20	02/06/17
10053	C1005	Pacific Distributing Inc.		02/28/17	03/30/17	\$ 91,079.37	\$ 91,079.37	\$ 0.00	\$ 91,079.37	02/01/17
10053	C1005	Pacific Distributing Inc.		06/30/17	07/30/17	\$ 2,713.00	\$ 2,713.00	\$ 0.00	\$ 2,713.00	06/26/17
10043	C1000	Tasting Room	479242	03/02/17	04/01/17	\$ 34,074.90	\$ 34,074.90	\$ 0.00	\$ 34,074.90	02/16/17
10001	C1015	Western Eagle Distributing		02/28/17	03/30/17	\$ 88,665.00	\$ 88,665.00	\$ 0.00	\$ 88,665.00	02/02/17
10054	C2001	Whole Foods - Portland		06/26/17	07/26/17	\$ 42,847.50	\$ 42,847.50	\$ 0.00	\$ 42,847.50	06/26/17

Sales Order

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

No. Primary: 10053
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/30/17
Document Date: 06/26/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Qty (Inventory UoM)
1	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00	EX	\$ 2,713.00	Manual	20

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 240.00Lb
Volume: 11.890 GAL
Est. Pallet Spots: 0.170

Total Before Discount: \$ 2,713.00
Discount: %
Freight:
Rounding:
Tax:
Total: \$ 2,713.00

OK Cancel Finalize Validate Availability

Copy From Copy To
Delivery
A/R Invoice
A/R Down Payment
Res. Invoice
Retail Transfer

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



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

Delivery

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

No. Primary: 10013
Status: Open
Posting Date: 06/30/17
Delivery Date: 06/30/17
Document Date: 06/30/17

Contents | Logistics | Accounts | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket Agreement No.	Avail...
1	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00	EX	\$ 2,713.00	Manual		
2					0.00					

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 240.00Lb
Vol: 11.890 GAL
Est. Spots: 0.170
Remarks: Based On Sales Orders 10053.

Total Before Discount: \$ 2,713.00
Discount: %
Freight: \$ 0.00
Rounding: \$ 0.00
Tax:
Total: \$ 2,713.00

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



Delivery

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

No. Primary: 10013
Status: Open
Posting Date: 06/30/17
Delivery Date: 06/30/17

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1001-B61	American Whis	A1-FG	20	20	20	1	Out

Available Batches

Batch	Availabl...	Selecte...	Allocate...	System Nu...
123114	2,140	0.000	4	
SBTest	101		7	

Selected Batches

#	Batch	Selected Qty	System Nu...
1	123114	20	4

Display Available Batches: All

Update Cancel Auto-Select All

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 240.00Lb
Volume: 11.890 GAL
Est. Pallet Spots: 0.170
Remarks: Based On Sales Orders 10053.

Total Before Discount: \$ 2,713.00
Discount: %
Freight:
Rounding: \$ 0.00
Tax:
Total: \$ 2,713.00

Add Cancel Finalize Copy From Copy To

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

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

8. Click <OK>



Real life practice scenario



Peter handles deliveries for the distillery, and the order of 50 cases of Portlandia Bourbon, Huckleberry Vodka & American Whiskey has been picked up! He has yet to send an invoice to Whole Foods, but he does want to ensure his distillery's finished goods inventory is up to date and decremented. After double-checking the outgoing shipment, he notes he delivered everything as ordered on the SO. Can you help him enter the Delivery into Orchestra?

Welcome, sberg. You are in the Home cockpit of OnD_Ospirits_training.

Common Functions

- Item Master Data
- Business Partner Mas
- Sales Order

Open Documents

- Sales Orders (8)
- Deliv

Open Items List

Doc. No.	Customer C...	Customer Name
10050	C1065	City Beverage Co
10004	C1025	Eastern Star Distr
10002	C1010	Northern Wine & B
10047	C1010	Northern Wine & B
10008	C1005	Pacific Distributin
10043	C1000	Tasting Room
10001	C1015	Western Eagle Di
10054	C2001	Whole Foods - P

Delivery

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

No.: Primary 10014
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Batch Number Selection

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1002-B1	Portlandia Bou	A1-FG	50	50			Out
2	1003-B1	Huckleberry Vi	A1-FG	50	50			Out
3	1001-B6	American Whis	A1-FG	50	50			Out

Available Batches

#	Batch	Availabl...	Selecte...	Allocate...	System Nu...
1	123114	414		4	

Selected Batches

#	Batch	Selected Qty	System Nu...
---	-------	--------------	--------------

Display Available Batches: All

OK Cancel Auto-Select All

Copy From Copy To

Copy From Copy To

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



A/R invoice

A/R invoice

What is it?

- Invoice (bill) for sold goods
- Documents the invoice sent to your customer

What does it do?

Impacts inventory & financials

Why Use it?

- Is mandatory
- Confirms price & quantity of goods leaving stock
- Provides visibility for business of what's 'in stock' and 'cost of goods sold'

Customer code & name of who you are invoicing

A/R Invoice

Customer Code: [dropdown]
 Customer Name: [text]
 Contact Person: [dropdown]
 Customer Ref. No.: [text]
 Local Currency: [dropdown]

No. Primary: 10218
 Status: Open
 Posting Date: 10/21/2016
 Due Date: [text]
 Document Date: 10/21/2016

Contents | Logistics

#	Item No.	Quantity	Unit Price	Summary Type	Distr. Rule	UoM Code	COGS Distr. R
1			0.00	No Summary			

Sales Employee: -No Sales Employee-
 Owner: [text]
 Total Weight: 0.00Lb
 Total Volume: 0.00 BBL
 Est. Pallet Spots: 0.00
 Payment Order Run
 Remarks: [text area]

Total Before Discount: [text]
 Discount: [text] %
 Total Down Payment: [text]
 Freight: [text]
 Rounding: \$ 0.00
 Tax: [text]
 Total: \$ 0.00
 Applied Amount: [text]
 Balance Due: [text]

Add Cancel Finalize Copy From Copy To

Status: Open or Closed

Posting date: When invoice was entered/received

Due date: When is invoice due?

Invoiced item details



Adding and A/R invoice

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



In the following scenario, we will be invoicing Pacific Distributing Inc. for the cases of American Whiskey we delivered to them

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

The screenshot shows two panels from a software interface. The top panel, titled 'Common Functions', contains a grid of icons for various business functions: Purchase Order, Goods Receipt PO, A/P Invoice, A/P Credit Memo, Sales Order, A/R Invoice, Delivery, A/R Credit Memo, Chart of Accounts, Journal Entry, Item Master Data, Business Partner Mas..., PdO Creation Wizard, PdO Close Wizard, Brewing Worksheet, Cellar Worksheet, Packaging Worksheet, Bill of Materials, and Scheduler. A large white arrow points from this panel down to the 'Open Documents' panel below. The 'Open Documents' panel shows a list of document types with their counts: Sales Orders (24), Deliveries (6) (highlighted in red), A/R Invoices (41), Purchase Orders (4), Goods Receipt POs (2), and A/P Invoices (9). Production Orders (124) is also listed.



Open Items List

De	Customer Code	Customer Name	Customer Ref. No.	Ship Date	Amount	Net					
→	C1030	Ben H. Keith Beverages		09/12/16	\$ 71,759.10	\$ 71,759.10	\$ 0.00	\$ 71,759.10	09/12/16	09/12/16	
→	C1020	Coors Distributing Company	Test SO	09/07/16	\$ 145.65	\$ 145.65	\$ 0.00	\$ 145.65	09/07/16	09/07/16	
→	C1025	Eastern Star Distributing	1	09/27/16	\$ 19,710.00	\$ 19,710.00	\$ 0.00	\$ 19,710.00	09/27/16	09/27/16	
→	10001	C1005	Pacific Distributing Inc.	06/01/16	\$ 68,412.00	\$ 68,412.00	\$ 0.00	\$ 68,412.00	06/01/16	06/01/16	
→	10013	C1005	Pacific Distributing Inc.	06/30/17	\$ 2,713.00	\$ 2,713.00	\$ 0.00	\$ 2,713.00	06/30/17	06/30/17	
→	10014	C2001	Whole Foods - Portland	06/26/17	\$ 42,847.50	\$ 42,847.50	\$ 0.00	\$ 42,847.50	06/26/17	06/26/17	

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

Delivery

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

No. Primary: 10013
Status: Open
Posting Date: 06/30/17
Delivery Date: 06/30/17
Document Date: 06/30/17

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Bl...
1	→ 1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00	→ EX	\$ 2,713.00	Manual	

Sales Employee: Daniel Wilson
Wilson, Daniel
240.00Lb
11.890 GAL
0.170
Based On Sales Orders 10053.

Total Before Discount: \$ 2,713.00
Discount: %
Freight: →
Rounding:
Tax:
Total: \$ 2,713.00

OK Cancel Finalize

Copy From Copy To
Return
A/R Invoice

3. In the lower right corner, click <Copy To> and select 'A/R Invoice'



4. Verify the quantities being invoiced match with what you delivered

- Make adjustments if necessary

5. Verify the unit price is correct

- Make changes if necessary

6. Click <Add> <Yes>

The image shows two overlapping SAP windows. The top window is the 'A/R Invoice' form, and the bottom window is the 'Orchestrated Marketing Layout' report.

A/R Invoice Form:

- Customer: C1005
- Name: Pacific Distributing Inc.
- Contact Person: Mike Kay
- Local Currency: [Dropdown]

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	B..
1	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00	EX	\$ 2,713.00	Manual	
2					0.00				

Orchestrated Marketing Layout Report:

Invoice
Order #: 10066
Date: 6/26/2017

0 NW Compton Dr.
Ste 210
Sboro OR 97006
877-683-2648

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

Company ID#	Ref Number	Shipping Type	Terms	Due Date
C1005		UPS	Net 30 Days	7/26/2017

Item Code	Description	Quantity	Unit Price	Ext Price
1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20.00	\$ 135.65	\$ 2,713.00
	Batch#: 123114 (20.00)			

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

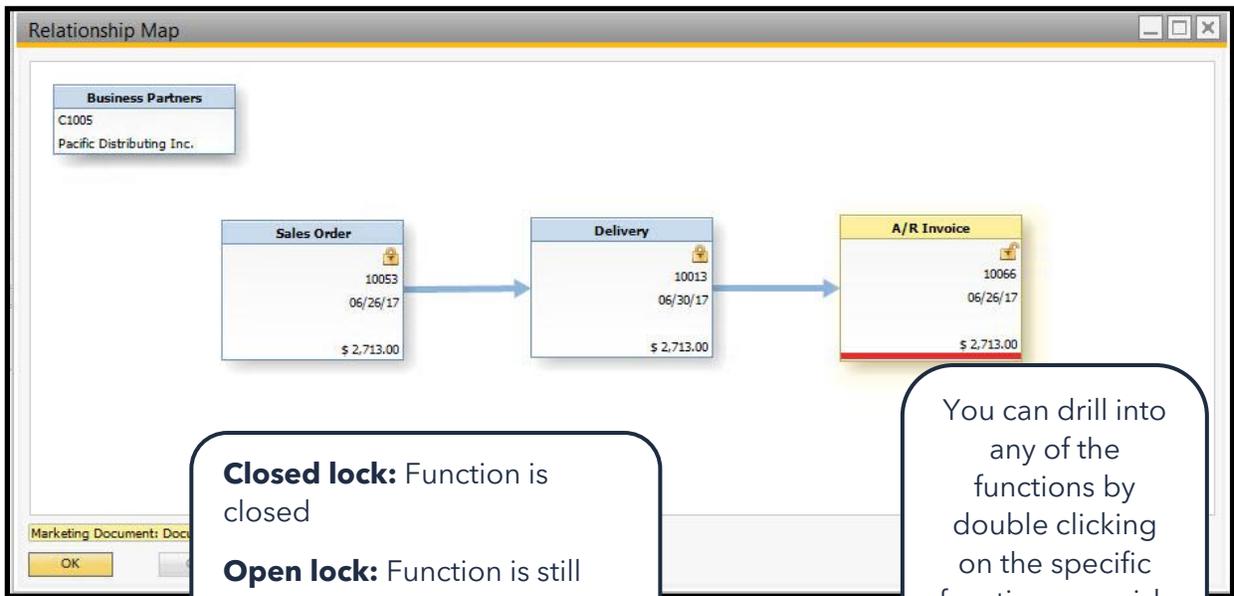




Relationship map

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

The screenshot shows the 'A/R Invoice' window with a right-click context menu open. The menu items are: Cancel, Duplicate, Base Document..., Row Details..., New Activity, Gross Profit..., Volume and Weight Calculation..., Packing Slip, Opening and Closing Remarks, Inventory Posting List, Related Activities, Transaction Journal.., Journal Entry, Applied Transactions, Batch Number Transactions Report, Related Opportunities, and Relationship Map... The 'Relationship Map...' option is highlighted.



You can drill into any of the functions by double clicking on the specific function you wish to view



Real life practice scenario



Penny handles accounting for the brewery. She just started reviewing her list of deliveries and notices she needs to invoice Whole Foods for the 150 total cases of Portlandia Bourbon, Huckleberry Vodka & American Whiskey. Can you help her create an Orchestrated A/R Invoice?

Deliveries List:

Doc. No.	Customer Code	Customer Name
10003	C1030	Bin H. Keith Beverages
10002	C1020	Coors Distributing Company
10004	C1025	Eastern Star Distributing
10001	C1005	Pacific Distributing Inc.
10014	C2001	Whole Foods - Portland

A/R Invoice Contents Table:

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	B..
1	1002-B12750	Portlandia Bourbon - Case 12 x 750ml Bottles	50	\$ 365.5500	0.00	EX	\$ 18,277.50	Manual	
2	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	50	\$ 305.5500	0.00	EX	\$ 15,277.50	Manual	
3	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	50	\$ 185.8500	0.00	EX	\$ 9,292.50	Manual	

Summary Section:

Total Before Discount	\$ 42,847.50
Discount	%
Total Down Payment	
Freight	
<input type="checkbox"/> Rounding	
Tax	
Total	\$ 42,847.50
Applied Amount	
Balance Due	\$ 42,847.50

Buttons: Copy From, Copy To

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



Additional scenarios

No SO or delivery? No problem

During real life, there may be times that a SO or delivery may not be needed or might duplicate work. Perhaps a local customer dropped by and picked up a few kegs of beer. Maybe the A/R invoice was prepped and sent out at the same time as the delivery. So, in case these one-off scenarios occur, no problem. We want the software to match what happens in your day to day. The important (mandatory) step is to capture the A/R invoice.

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code
1	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	3	\$ 328.4701	0.00	EX	\$ 985.41	Manual
2					0.00			

Example:

Jack from the local liquor store swung by and decided to buy a few cases of spirits he wanted on hand that weekend

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



A/R Invoice

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

No.: Primary 10068
Status: Open
Posting Date: 07/04/17
Due Date: 07/14/17
Document Date: 07/04/17

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1003-B1	Huckleberry V	A1-FG	3	3			Out

Available Batches

#	Batch	Availabl...	Selecte...	Allocate...	System Nu...
1	123114	2,513			5

Selected Batches

#	Batch	Selected Qty	System Nu...
---	-------	--------------	--------------

Find: [input]

Display Available Batches: All

OK Cancel Auto-Select All

Sales Employee: [input]
Owner: [input]
Total Weight: [input]
Volume: [input]
Est. Pallet Spots: [input]
Payment Order Run: [checkbox]
Remarks: [input]

Tax
Total: \$ 985.41
Applied Amount: [input]
Balance Due: \$ 985.41

Add Cancel Finalize Copy From Copy To

8. Enter batch numbers (if inventory is consumable)
9. Click <Update> <OK>
10. Click <Add> <Yes>

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





Pick list

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

Choose Layout

Layout
A/R Sales Order (Item) - CR (US) (System)
OBeer_SalesOrder
Orchestrated Bill of Lading SO
Orchestrated Pack Slip
Orchestrated Pick List
Orchestrated Sales Order
Order Confirmation (EhP) (System)
Order Confirmation (System)

OK Cancel

Orchestrated Pick List SO

SAP CRYSTAL REPORTS*

1 / 1

Main Report

 1400 NW Compton Dr.
Suite 210
Hillsboro OR 97006
Tel: 877-683-2648
Fax:
Email: info@OrchestratedSPIRITS.com

Pick List

Order #: 10047
Date: 2/6/2017
Ref#: 797558
Ship Via: -
Weight: 2,912.00

Ship To: Ship To
2099 Main Street
Denver CO 76456

Ship From:
Main Warehouse- Finished Goods

Item Code	Description	Quantity	Picked	Batch/Lot #
1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	19.00		
1001-B6750	American Whiskey - Case 6 x 750ml Bottles	43.00		
003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	36.00		
003-B12750	American Whiskey - Case 12 x 750ml Bottles	29.00		

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





8. Add pick list details
 - Click **<Add>**
 - ▷ Now a single pick list has been created for multiple SOs!
9. Head back into pick and pack manager and open the 'Released' drawer
10. Search for the list you're looking for (or just created)
11. Drill in via yellow arrow to the pick no.
12. From the 'Pick List', print out for your items to be picked!
13. Also, once items have been picked, you can click **<Create>** to spin off and handle delivery functions...if you so choose.

Pick List Details

Pick No. 4
Pick Date 06/26/17
User sberg
Picker Jack

Remarks 6/26 Pick for 6/27 Delivery

Add Cancel

Pick and Pack Manager

Open Released Picked

#	Pick No.	Trans. T...	Doc. No.	Doc. Row	Deliv...	BP Code
1	3	OR	10008	2	02/28/17	C1005
2	3	OR	10008	3	02/28/17	C1005
3	3	OR	10008	5	02/28/17	C1005
4	3	OR	10008	6	02/28/17	C1005
5	3	OR	10008	8	02/28/17	C1005
6	3	OR	10008	9	02/28/17	C1005
7	3	OR	10008	10	02/28/17	C1005

OK Cancel

Pick List

Pick Number 3
Pick Date 06/26/17
User sberg
Picker Jack
Status Picked

Remarks 6/26 Pick for 6/27 Delivery

#	Trans. Type	Doc. No.	BP Code	Delivery/Due Date	Number	Description	UoM Code	UoM Name
1	OR	10008	C1005	02/28/17	1001-B6375	American Whiskey - Case 6 x 3	Manual	Ea
2	OR	10008	C1005	02/28/17	1001-B6750	American Whiskey - Case 6 x 7	Manual	Ea
3	OR	10008	C1005	02/28/17	1002-B6375	Portlandia Bourbon - Case 6 x 3	Manual	Ea
4	OR	10008	C1005	02/28/17	1002-B6750	Portlandia Bourbon - Case 6 x 7	Manual	Ea
5	OR	10008	C1005	02/28/17	1003-B12750	Huckleberry Vodka - Case 12 x	Manual	Ea
6	OR	10008	C1005	02/28/17	1002-B6375	Portlandia Bourbon - Case 6 x 3	Manual	Ea
7	OR	10008	C1005	02/28/17	1002-B6375	Portlandia Bourbon - Case 6 x 3	Manual	Ea

OK Cancel Create Pick All Clear All

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



A/R credit memo- item

Is inventory being returned?
You can increment your current inventory by handling with an A/R credit memo!

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

Common Functions

- Item Master Data
- Business Partner Mas...
- Sales Order

Open Items List

Doc. No.	Installment No.	Customer Code	Customer Name
10066	1 of 1	C1005	Pacific Distributing Inc.
10067	1 of 1	C2001	Whole Foods - Portlan
10068	1 of 1	C1151	Jack's Liquor Store
10064	1 of 1	C1030	Ben H. Keith Beverages
10065	1 of 1	C1025	Eastern Star Distributing
10054	1 of 1	C1035	Southern California Wir
10000	1 of 1	C1005	Pacific Distributing Inc.
10052	1 of 1	C1025	Eastern Star Distributing
10053	1 of 1	C1010	Northern Wine & Spirits
10047	1 of 1	C1025	Eastern Star Distributing
10048	1 of 1	C1010	Northern Wine & Spirits
10051	1 of 1	C1005	Pacific Distributing Inc.
10050	1 of 1	C1035	Southern California Wir
10049	1 of 1	C1015	Western Eagle Distribut
10046	1 of 1	C1025	Eastern Star Distributing
10035	1 of 1	C1010	Northern Wine & Spirits

A/R Invoice

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

No. Primary: 10066
Status: Open
Posting Date: 06/26/17
Due Date: 07/26/17
Document Date: 06/26/17

A/R Credit Memo

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

No. Primary: 5000
Status: Open
Posting Date: 06/26/17
Due Date: 06/26/17
Document Date: 06/26/17

#	Item No.	Item Description	Quantity	Unit Price	Discount %
1	1001-B6375	American Whiskey - Case 6 x 375ml Bottles	20	\$ 135.6500	0.00
2					0.00

Total Before Discount: \$ 2,713.00
Discount: %
Total Down Payment: \$ 2,713.00
Freight: \$ 2,713.00
Rounding: \$ 2,713.00
Balance Due: \$ 2,713.00

Copy From: Copy To

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



A/R Credit Memo

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

No.: Primary 5000
Status: Open
Posting Date: 06/26/17
Due Date: 06/26/17
Document Date: 06/26/17

Batch Number Selection

Rows from Documents

#	Item No.	Item Description	Whse C...	Quantity	Total Needed	Total Selected	Total Batches	Direction
1	1001-B6	American Whis...	A1-FG	20		20	1	In

Available Batches

Find:

#	Batch	Availabl...	Selecte...	Allocate...	System Nu...
1	123114				

Selected Batches

#	Batch	Selected Qty	System Nu...
1	123114	20	4

Display Delivered Batches: From Base Document

OK Cancel

Payment Order Run:

Remarks: Based On Sales Orders 1005
Based On Deliveries 10013.
Based On A/R Invoices 1006

Add Cancel Finalize



6. A batch screen will appear > select the batch that is being returned to you
 - Available batches will appear in the bottom section
7. Click **<Auto-Select All>** or select batches 1 x 1
8. Click **<OK>**
9. Click **<Add>** **<Yes>**



A/R credit memo- service

Modules > Sales - A/R > A/R credit memo

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

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

4. Add a description for the refund

5. Choose the G/L account the refund will hit

6. Enter the total amount being refunded

7. Click <Add> <Yes> to add the A/R credit memo



Partial delivery

Cockpit >
Open documents >
Sales orders

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

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

Sales Order

Customer: C1010
 Name: Northern Wine & Spirits
 Contact Person: Joanna Huntington
 Customer Ref. No.: 797558
 Local Currency: [dropdown]

No.: Primary 10047
 Status: Open
 Posting Date: 02/06/17

#	Item No.	Item Description	Quantity
1	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	19
2	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	43
3	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	36
4	1001-B12750	American Whiskey - Case 12 x 750ml Bottles	29

Sales Employee: Daniel Wilson
 Owner: Wilson, Daniel
 Total Weight: 2,912.00Lb
 Volume: 216.950 GAL
 Est. Pallet Spots: 1.720

OK Cancel Finalize Validate Availability

Delivery

Customer: C1010
 Name: Northern Wine & Spirits
 Contact Person: Joanna Huntington
 Customer Ref. No.: 797558
 Local Currency: [dropdown]

No.: Primary 10015
 Status: Open
 Posting Date: 06/26/17
 Delivery Date: 06/26/17
 Document Date: 06/26/17

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Bl...
1	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	10	\$ 145.6500	0.00	EX	\$ 1,456.50	Manual	
2	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	40	\$ 185.8500	0.00	EX	\$ 7,434.00	Manual	
3	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	30	\$ 305.5500	0.00	EX	\$ 9,166.50	Manual	
4	1001-B12750	American Whiskey - Case 12 x 750ml Bottles	29	\$ 335.5000	0.00	EX	\$ 9,729.50	Manual	

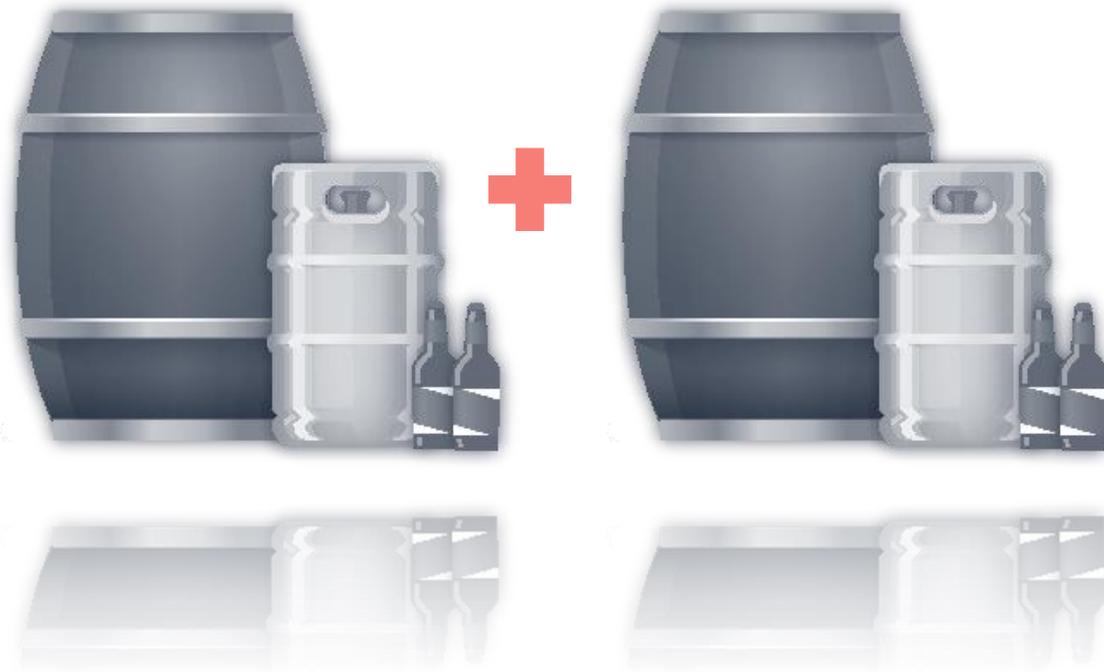
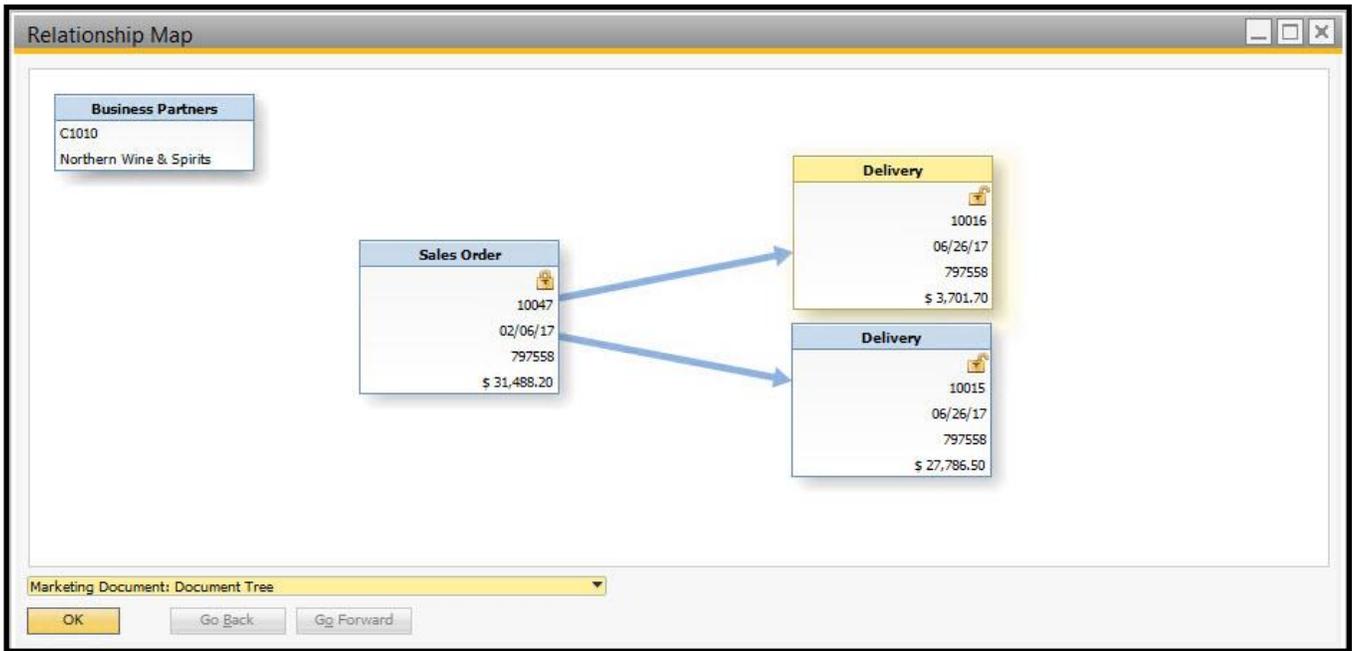
Sales Employee: Daniel Wilson
 Owner: Wilson, Daniel
 Total Weight: 2,579.00Lb
 Volume: 193.770 GAL
 Est. Pallet Spots: 1.510
 Remarks: Based On Sales Orders 10047.

Total Before Discount: \$ 27,786.50
 Discount: %
 Freight: \$ 0.00
 Tax: \$ 0.00
 Total: \$ 27,786.50

Add Cancel Finalize Copy From Copy To



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





Combining multiple deliveries

Modules > Sales - A/R > A/R invoice

Were multiple deliveries made, but only one Invoice for the total? Capture all deliveries via an A/R invoice!

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

The screenshot shows the 'A/R Invoice' window. At the top, customer information is entered: Customer C1010, Name Northern Wine & Spirits, Contact Person Joanna Huntington, and BP Currency \$. On the right, invoice details are shown: No. 10069, Status Open, Posting Date 06/26/17, Due Date 07/26/17, and Document Date 06/26/17. The main area has tabs for Contents, Logistics, Accounting, and Attachments. A 'List of Deliveries' dialog box is open, displaying a table with two highlighted rows:

#	#	Date	Customer	Remarks	Due Date
1	10015	06/26/17	Northern Wine & Spirits	Based On Sales Orders 10047.	06/26/17
2	10016	06/26/17	Northern Wine & Spirits	Based On Sales Orders 10047.	06/26/17

At the bottom of the dialog are 'Choose' and 'Cancel' buttons. In the main interface, the 'Copy From' button in the summary section is circled in red. The summary section also includes fields for Total Before Discount, Discount, Total Down Payment, Freight, Rounding, Tax, Total, Applied Amount, and Balance Due.

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



A/R Invoice

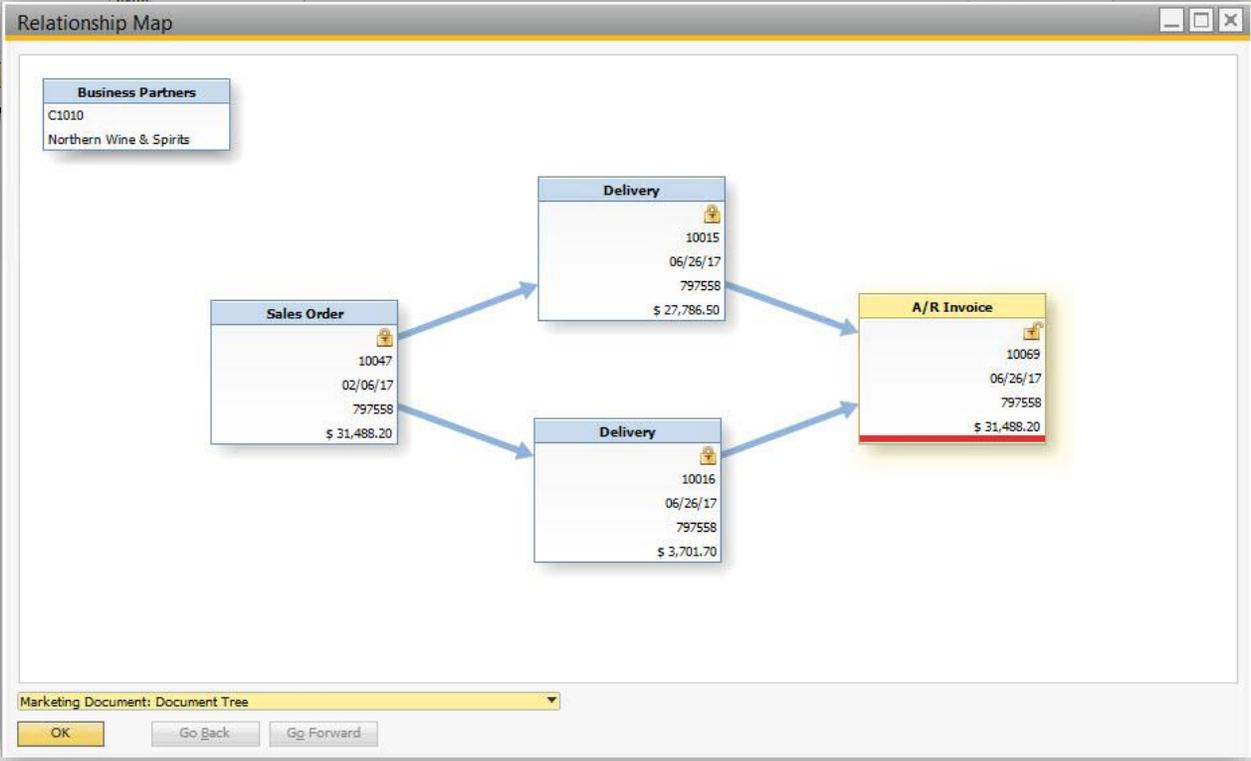
Customer: C1010
Name: Northern Wine & Spirits
Contact Person: Joanna Huntington
Customer Ref. No.: 797558
Local Currency: [Dropdown]

No.: Primary 10069
Status: Open
Posting Date: 06/26/17
Due Date: 07/26/17
Document Date: 06/26/17

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	UoM Code	Blanket Agreement No.	Available To ...
1	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	10	\$ 145.6500	0.00	EX	\$ 1,456.50	Manual		
2	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	40	\$ 185.8500	0.00	EX	\$ 7,434.00	Manual		
3	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	30	\$ 305.5500	0.00	EX	\$ 9,166.50	Manual		
4	1001-B12750	American Whiskey - Case 12 x 750ml Bottles	29	\$ 335.5000	0.00	EX	\$ 9,729.50	Manual		
5	1002-B6375	Portlandia Bourbon - Case 6 x 375ml Bottles	9	\$ 145.6500	0.00	EX	\$ 1,310.85	Manual		
6	1001-B6750	American Whiskey - Case 6 x 750ml Bottles	3	\$ 185.8500	0.00	EX	\$ 557.55	Manual		
7	1003-B12750	Huckleberry Vodka - Case 12 x 750ml Bottles	6	\$ 305.5500	0.00	EX	\$ 1,833.30	Manual		
8					0.00					

Sales Employee: Daniel Wilson
Owner: Wilson, Daniel
Total Weight: 2,912.00Lb
Volume: 216.950 GAL
Est. Pallet Spots: 1.720
Payment Order Run:
Remarks: Based On Deliveries 10015, 10016

Total Before Discount: \$ 31,488.20
Discount: %
Total Down Payment: \$
Freight:
Rounding: \$ 0.00
Tax: \$
Total: \$ 31,488.20
Applied Amount: \$ 488.20





Reconciliation

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

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

The screenshot illustrates the process of reconciling an A/R credit memo with an A/R invoice in SAP. It shows the BP Master Data for Pacific Distributing Inc. (C1005) with an account balance of 21,602.18. The account balance table shows transactions for A/R Invoices and A/R Credit Memos. The Internal Reconciliation window shows a list of transactions with columns for Posting Date, Origin, Origin No., Offset Account, Details, C/D (LC), and Balance Due (LC). The selected transactions are 4899 (A/R Invoice) and 4904 (A/R Credit Memo). A System Message dialog asks "Reconcile the selected transactions?" with Yes and No buttons. The Reconcile button is highlighted in the Internal Reconciliation window.

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

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



Reports by sales persona

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

Sales - A/R > Sales reports > Orchestrated reports >

Open order available to promise

- Quick view of extra ATP qty on hand for that day
- Assists with knowing if a sales order can be accepted.

Inventory > Inventory reports >

Inventory audit report

- Can be pulled via item master data (right-click)
- Find where specific items are deficient
- Quick display of all increases/decreases within inventory

Sales - A/R > Sales reports >
Orchestrated reports >

Sales analysis dashboard

- 6-page snapshot of sales

Sales - A/R > Sales reports >

Sales analysis

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

Sales - A/R > Sales reports > Orchestrated reports >

Customer sales analysis

- Can sort by customer then item group. Qty, units, \$amt and % of total sales will be displayed

Sales - A/R > Sales reports > Orchestrated reports >

Item Sales Analysis

1. Displays Doc#, date, item name, QTY in units/barrels, sale amount, cost amount, gross profit amt%

Sales - A/R > Sales reports > Orchestrated reports >

Regional sales summary

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

Sales - A/R > Sales reports > Orchestrated reports > Taxable shipments >

Taxable shipment details by state

- Gathers the taxable shipment data for the state(s) our clients must pay excise taxes in.

Sales - A/R > Sales reports > Orchestrated reports >

Sales by brand and measure

- Brand sales by date range with units, volume sold (in \$) and revenue/volume