

Stock Control	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Breakages, Donations & Samples entered													
Stock Transfers entered													
Stock-Take done													
Stock Report Writer (Group EOM)													
Stock Valuation By Cost													
Stock on Hand (Detail)													
Stock Movements History													
Stock Items without Costs													
Stock Items without Prices													
Stock Validation Summary													
Wine Show Awards													
Stock End-Of-Month Update													
ABS Sales Report													
Stock Additional Group Exceptions													

<i>Firstly, you should ensure that updates from all other areas of the system that impact on the Stock Control module have been processed as desired.</i>													
	<i>Sales Orders & Invoices and Sales Credit Notes.</i>												
	<i>Mail Order and Cellar Door Sales.</i>												
	<i>Stock Receipts.</i>												
	<i>Stock Adjustments.</i>												
	<i>Stock Transfers.</i>												
	<i>Purchase Order Receipts.</i>												
	<i>Breakages, Donations & Samples entered</i>												
	<i>Storage Update</i>												
	<i>Stock Consolidaton Update</i>												
<i>Stock-Take</i>	<i>It is recommended that a regular physical stock-take be conducted and the results entered into the system via the Stock-Take options.</i>												
	<i>The most appropriate time to conduct a stock take is at a time when stock is not being impacted upon, ie completed sales and purchases etc. have been updated.</i>												
<i>Stock Report Writer (Group EOM)</i>	<i>Stock R.W. group Called EOM, generate all Stock Reports based on this group</i>												
<i>Stock Valuation By Cost</i>	<i>To ascertain correct stock values using cost (Standard, Average).</i>												
<i>Stock on Hand (Detail)</i>	<i>Stock on Hand by Location</i>												
<i>Stock Movements History</i>	<i>This report may be useful as an audit trail to display how Stock Item quantities and costs were determined.</i>												
<i>Stock Items without Costs</i>	<i>This report will list those Stock Items that do not have a unit cost recorded against them.</i>												
<i>Stock Items without Prices</i>	<i>This report will list those Stock Items that do not have a Price recorded for specific Price Classes</i>												
<i>Stock End-Of-Month Update</i>	<i>Stock End-Of-Month Update opens a new General Ledger month for Stock Control.</i>												
<i>Stock Validation Summary</i>	<i>Stock Reference Reports</i>												
<i>Sales of Aust Wine (Bureau of Statistics)</i>	<i>Statutory Sales Reports</i>												
<i>Stock Additional Group Exceptions</i>	<i>Stock Reference Reports- Stock Add. Groups Exception</i>												

Accounts Receivable	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
All Invoicing & Credit Notes entered													
Cellar Door Sales													
All payments received entered													
Debtor Statements Printed													
Debtor Trial Balance(s)													
A/R Validation Summary													
Debtor End Of Month													
Debtor Additional Group Exceptions													
<i>Firstly, you should ensure that updates from all other areas of the system that impact on the Accounts Receivable module have been processed as desired.</i>													
	<i>Sales Orders & Invoices</i>												
	<i>Sales Credit Notes</i>												
	<i>Mail Order Sales</i>												
	<i>Cellar Door Sales</i>												
	<i>A/R Invoices & Adjustments</i>												
	<i>A/R Receipts *</i>												
	<i>A/R Periodic Billing</i>												
	<i>Automatic Invoicing</i>												
	<i>Interest Update</i>												
	<i>Debtor Consolidation Update</i>												
	<i>* A 0.00 Receipt can be generated to offset DR and CR transactions (Eg. Invoices and Credit Notes). When processing a 0.00 receipt the negative figure must be flagged as paid first. After all of these transactions are processed this will stop such transactions appearing on Statements that are printed in future months.</i>												
<i>Debtor Statements</i>	<i>It is recommended that statements be issued to customers. If desired, you may select only those Debtors with an outstanding balance to be issued with a statement.</i>												
	<i>Note: Following A/R End Of Month processing, outstanding balances are transferred to the next ageing period. It is important therefore to print current statements prior to committing EOM</i>												
<i>Debtor Trial Balance(s)</i>	<i>Print Debtor Trial Balance report(s) if necessary. It is recommended that this is done each month and particularly recommended at the close of your financial year.</i>												
<i>Debtor End Of Month</i>	<i>Debtor End Of Month opens a new General Ledger month for Accounts Receivable and transfers outstanding balances to the next ageing period.</i>												
	<i>This option also archives all paid (or matched) transactions from the Debtor Ledger to Debtor History.</i>												
<i>A/R Validation Summary</i>	<i>Accounts Receivable Reports</i>												
<i>Debtor Additional Group Exceptions</i>	<i>Accounts Receivable Reports - Debtor Add. Groups Exception</i>												

Accounts Payable	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Cheques or EFT payments done.													
All Supplier Invoices entered													
Creditor Trial Balance(s)													
A/P Validation Summary													
Creditor End Of Month													
<i>Firstly, you should ensure that updates from all other areas of the system that impact on the Accounts Payable module have been processed as desired.</i>													
	<i>Purchase Order Receipts</i>												
	<i>A/P Invoices & Adjustments</i>												
	<i>A/P Payments</i>												
	<i>A/P Periodic Billing</i>												
	<i>Creditor Consolidation</i>												
<i>Creditor Trial Balance(s)</i>	<i>Print Creditor Trial Balance report(s) if necessary. It is recommended that this is done each month and particularly recommended at the close of your financial year.</i>												
<i>Creditor End Of Month</i>	<i>Creditor End Of Month opens a new General Ledger month for Accounts Payable and transfers outstanding (or unmatched) Creditor's transactions to the next ageing period.</i>												
<i>A/P Validation Summary</i>	<i>Accounts Payable Reports</i>												
<i>Creditor Additional Group Exceptions</i>	<i>Accounts Payable Reports - Creditor Add. Groups Exception</i>												

Payroll & Human Resources	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
All Payroll runs completed													
Monthly Super Variances Updated													
Monthly Summary Report Printed													
Superannuation Report Printed													
Addition/Deduction Summary													
Payroll Validation Summary													
Payroll End Of Month													
Superannuation Paid													
Payment Summary Report	X	X	X	X	X	X	X	X	X	X	X		
Payment Summary Print	X	X	X	X	X	X	X	X	X	X	X		
Payroll End of Year	X	X	X	X	X	X	X	X	X	X	X		
<i>Firstly, you should ensure that all Payslips relating to the current month have been printed and updated. These have likely been done as part of your usual procedures for processing Payroll.</i>													
<i>Superannuation Adjustments</i>	<i>The Superannuation Monthly Update must be run before the End of Month Option is run. The system will not allow End of Month to complete if the Superannuation Monthly Update has not already been run. It is possible that some employees have been paid incorrect superannuation, perhaps due to the superannuation threshold not being reached. These will be corrected by running the Superannuation Monthly Update.</i>												
<i>Monthly Summary Report Printed</i>	<i>Further recommendations are that you print a Monthly Summary Report for the month just closed to determine Group Tax to be paid.</i>												
<i>Superannuation Report Printea</i>	<i>Run this report to determine payments due for superannuation.</i>												
<i>Addition/Deduction Summary</i>	<i>Select this option along with the Superannuation Report to determine payments due for superannuation or medical funds etc.</i>												
<i>Payroll End Of Month</i>	<i>Payroll End Of Month opens a new General Ledger month for Payroll, and a new month for Payroll Operations Reports.</i>												
<i>Superannuation Paid</i>	<i>Pay to relevant Superannuation Funds reducing The Superannuation Liability</i>												
<i>Payroll Validation Summary</i>	<i>Payroll Reference Reports</i>												
<i>Payment Summary Report</i>	<i>Payroll Operations - run this report to check before printing payment summaries</i>												
<i>Payment Summary Print</i>	<i>Payroll Operations - prints the employee's payment summaries</i>												
<i>Payroll End of Year</i>	<i>Payroll End Of Year opens a new General Ledger Year for Payroll, clearing Super expense and YTD employee balances.</i>												

Asset Register	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
All Transactions processed													
YTD Depreciation Summary													
Asset Register Validation Summary													
Asset End Of Month													
<i>Firstly, you should ensure that updates from the Asset Register have been processed as desired. These may include.</i>													
	<i>Depreciation Updates.</i>												
	<i>Lease Payment Updates.</i>												
	<i>Asset Disposal Updates.</i>												
	<i>Asset Revaluation Updates.</i>												
	<i>Asset Adjustment Updates</i>												
<i>YTD Depreciation Summary</i>	<i>Asset Operations Reports</i>												
<i>Asset End Of Month</i>	<i>Asset End Of Month opens a new General Ledger month for the Asset Register, and a new month for Asset Operations Reports.</i>												
<i>Asset Reg. Validation Summary</i>	<i>Asset Reference Reports</i>												

General Ledger	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
All Journals processed													
Cash Payments Journals - Bank Charges													
Cash Receipts Journal - Interest													
Bank Reconciliation - Completed													
Cashflow Spreadsheet													
GL Validation Summary													
Profit & Loss Statement													
Balance Sheet													
General Ledger Report Writer (Group EOM)													
GL Totals Exceptions Reports													
Cashflow Groups Exceptions													
GL Account Category Exceptions													
Close Previous GL Year	Month depend's on your financial (GL) year period												
Open New GL Year													
<i>The General Ledger is always open and hence there is no facility by which each month is rolled or closed.</i>													
<i>Postings to the General Ledger from other modules are determined by the current GL Month set for each module.</i>													
	<i>General Ledger Journals</i>												
	<i>Cash Receipts Journal</i>												
	<i>Cash Payments Journal</i>												
	<i>Standing Journals</i>												
	<i>Distribution Journals</i>												
	<i>Accrual & Reversal Journals</i>												
	<i>GL Consolidation Update</i>												
<i>Bank Reconciliation</i>	<i>Cash Payments Journals - Bank Charges</i>												
	<i>Cash Receipts Journal - Interest</i>												
	<i>It is strongly suggested that regular Bank Reconciliations are conducted to accurately reconcile amounts posted to your General</i>												
<i>Profit & Loss Statement</i>	<i>General Ledger Reports</i>												
<i>Balance Sheet</i>	<i>General Ledger Reports</i>												
<i>GL Validation Summary</i>	<i>General Ledger Reports</i>												
<i>GL Totals Exceptions Reports</i>	<i>General Ledger Report - Should only list Net Assets, Total Equity & Suspense</i>												
<i>Cashflow Groups Exceptions</i>	<i>General Ledger Report - Cashflow Groups Exception</i>												
<i>GL Account Category Exceptions</i>	<i>General Ledger Report - GL Account Category Exceptions</i>												
<i>General Ledger Report Writer (Group EOM)</i>	<i>GL R.W. group Called EOM, generate all GL Reports based on this group</i>												
<i>Close Previous GL Year</i>	<i>Ezy allows for two financial (GL) years to be open at the same time - closing the previous GL year</i>												
<i>Open New GL Year</i>	<i>This opens a new financial (GL) year, closes the Profit & Loss and sends thru to the Retained earnings account.</i>												

Sales Ordering & Invoicing	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Sales Analysis Reports													
GST Register Listing													
WET Register Listing													
Archive GST Register (Quarterly Reporting)	x	x		x	x		x	x		x	x		
Archive WET Register (Quarterly Reporting)	x	x		x	x		x	x		x	x		
Sales Report Writer (Group EOM)													
ABS Sales Report													
Sales Validation Summary													
<i>Sales Analysis Reports</i>	<i>Select Sales Analysis Reports for a wide range of month-to-date and year-to-date reports.</i>												
<i>Sales Report Writer (Group EOM)</i>	<i>Sales R.W. group Called EOM, generate all Sales Reports based on this group</i>												
<i>ABS Sales Report</i>	<i>Statutory Sales Reports - Aust Bureau of Statistic's</i>												
<i>GST Register Listing and WET Register Listing</i>	<i>The GST and WET Registers maintains tax incurred on Sales Invoices, Sales Credit Notes, Cellar Door Sales and Mail Order Sales. It is used for your BAS.</i>												
	<i>A Cash Payment Journal may be used to pay GST & WET due and clear the amount from the Control accounts.</i>												
<i>Sales Validation Summary</i>	<i>Sales Reference Reports</i>												

Winemaking	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Vessel Storage Costs Update													
Grower Payments													
Bulk Wine Stock/Vessel Reconciliation													
Outstanding Operations Summary													
Client Invoice Generation													
Multi Cellar Consolidation													
Winemaking Validation Summary													
<i>Vessel Storage Costs Update</i>	<i>Winemaking Administration</i>												
<i>Bulk Wine Stock/Vessel Reconciliation</i>	<i>Stock Administration</i>												
<i>Outstanding Operations Summary</i>	<i>Cellar Operations</i>												
<i>Client Invoice Generation</i>	<i>Contract Winemaking</i>												
<i>Winemaking Validation Summary</i>	<i>Cellar Reference Reports</i>												

Bottling	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Update all Bottling Runs													
Bottling Invoice Generation													
Bottling Storage Generation													
Quality Control Update													
Bottling Report Writer (Group EOM)													
Bottling Validation Summary													
<i>Update all Bottling Runs</i>	<i>Bottling Operations</i>												
<i>Bottling Invoice Generation</i>	<i>Contract Bottling</i>												
<i>Bottling Storage Generation</i>	<i>Contract Bottling</i>												
<i>Bottling Report Writer (Group EOM)</i>	<i>Bottling R.W. group Called EOM, generate all Bottling Reports based on this group</i>												
<i>Bottling Validation Summary</i>	<i>Bottling Reference Reports</i>												

Plant Servicing	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Update any Plant Servicing Worksheets													
Plant Serv. Validation Summary													
<i>Update any Plant Servicing Worksheets</i>	<i>Plant Servicing Operations</i>												
<i>Plant Serv. Validation Summary</i>	<i>Plant Servicing Reports</i>												

Vineyard Management	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY	JUNE	YEAR END
Update any Vineyard Operation Worksheets													
Update any Vineyard Time Sheet													
Update Vineyard Analysis													
Vineyard Validation Summary													
<i>Update any Vineyard Operation Worksheets</i>	<i>Vineyard Operations</i>												
<i>Update any Vineyard Time Sheet</i>	<i>Vineyard Operations</i>												
<i>Update Vineyard Analysis</i>	<i>Vineyard Analysis</i>												
<i>Vineyard Validation Summary</i>	<i>Vineyard Reference Reports</i>												