



Aug 2009

# TRAINING SEMINARS

Schedule & Registration

[seminars.ezysystems.com.au](http://seminars.ezysystems.com.au)

# GENERAL LEDGER – NZ



- Introduction
- System Parameters
  - General
  - General Ledger (inc. GST & Excise)
  - Restricting User Access
- Account & Cash Flow Groups
- Additional GL A/C Groups
- Chart Of Accounts
- Change GL Account Code
- Paired Accounts
- Budgets & Forecasts
- Projects
- Journals
  - General
  - Cash Receipt
  - Cash Payments
  - Distribution
  - Standing
  - Accrual and Reversal
- Reporting
  - P&L and Balance Sheet
  - Trial Balance & Ledger
  - Cash Flow
  - Cheque Register
  - EFT Summary
  - Exceptions & GL Reconciliation
- Bank Reconciliation
- End of Year Procedure
- Exporting Data To MS Excel
- GL Interface (Updates)
- General Tips

## INTENDED AUDIENCE

Accountant  
Financial Controller  
Office Manager

## DURATION

Full Day

Includes GL Report Writer

# GENERAL LEDGER – *Australia*



- Introduction
- System Parameters
  - General
  - General Ledger (inc. GST & WET)
  - Restricting User Access
- Account & Cash Flow Groups
- Additional GL A/C Groups
- Chart Of Accounts
- Change GL Account Code
- Paired Accounts
- Budgets & Forecasts
- Projects
- Journals
  - General
  - Cash Receipt
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- Reporting
  - P&L and Balance Sheet
  - Trial Balance & Ledger
  - Cash Flow
  - Cheque Register
  - EFT Summary
  - Exceptions & GL Reconciliation
- Bank Reconciliation
- End of Year Procedure
- Exporting Data To MS Excel
- GL Interface (Updates)
- General Tips

## **INTENDED AUDIENCE**

Accountant  
Financial Controller  
Office Manager

## **DURATION**

Full Day

Includes GL Report Writer

# GENERAL LEDGER REPORT WRITER



- Introduction & Scenario
- System Parameters
- Restricting User Access
- Creating a Report
  - Preloading Accounts
  - Copying Reports
  - Headings
  - Totals
- Generating Standard Reports
- Creating Styles
- Generating Style Reports
- Exporting & Importing
  - Actuals
  - Budgets
  - Forecasts
- Customised Formatting (Fonts, etc..)
- General Tips

## **INTENDED AUDIENCE**

Accountant  
Financial Controller  
Office Manager

## **DURATION**

Run with the General Ledger seminar

# PAYROLL – NZ



- Kiwi Saver Summary
- General Ledger Accounts
- System Parameters
  - General
  - Stationery
  - General Ledger
  - Payroll
  - EFT
- Reference Setup
  - Departments
  - Payroll Groups
  - Superannuation Schemes
  - Cash Flow Groups
  - Pay Rates
  - Pay Types
  - Employee Positions
  - Payroll Leave Rules
  - On-Costs (eg. Workcover)
  - Employee Loans
  - Activities
  - Additions & Deductions (inc. Super)
  - Tax Tables
  - Restricting User Access
  - Employee
  - Change Employee Code
  - Employee Changes Log
  - Standard Payslip
- Payroll Operations
  - Pay Run Overview
  - Pay Run Entry
  - Pay Run Reports
  - Pay Run Update
  - EFT Payment
  - Time Clock Interface
  - Vineyard Interface
- Payroll Reports
- Payroll End Of Month
- Payroll End Of Year

- Human Resources
  - Additional Details
  - Employee Injuries
  - HR Reports
- Exporting Data To MS Excel
- General Tips

## **INTENDED AUDIENCE**

Payroll Master  
Accountant  
Office Manager

## **DURATION**

Half Day

# PAYROLL – *Australia*



- General Ledger Accounts
- System Parameters
  - General
  - Stationery
  - General Ledger
  - Payroll
  - EFT
- Reference Setup
  - Pay Types & Rates
  - Departments
  - Superannuation
  - On-Costs (eg. Workcover)
  - Employee Positions
  - Employee Loans
  - Activities
  - Fringe Benefits
  - Additions & Deductions (inc. Super)
  - Leave Rules & Accruals
  - Employees
  - Standard Payslips
  - Tax Tables
  - Restricting User Access
- Payroll Operations
  - Pay Run Overview
  - Automatic Payslips & Time Clock
  - Manual Payslips
  - Termination Pay
  - Pay Run Reports
  - Email Payslips
  - Cheque & EFT Payment
  - Vineyard Interface
- Payroll Reports
- Payroll End Of Month
- Payroll End Of Year

- Human Resources
  - Additional Details
  - Employee Injuries
  - HR Reports
- Exporting Data To MS Excel
- General Tips

## **INTENDED AUDIENCE**

Payroll Master  
Accountant  
Office Manager

## **DURATION**

Half Day

# STOCK CONTROL - NZ



- Stock Costing Methods
- System Parameters
- Stock Locations
- Stock & Sales Groups
- Alcohol Types (Excise & ALAC)
- Wine Institute Statistics (WIS)
- Stock-Take Variance Reasons
- Stock Items
  - Wine Coding Conventions
  - Notes [F5]
  - Unit of Measure
  - Rewards Program
  - HACCP
  - Additional Stock Groups
  - Stock Location Reorder Levels
  - Stock Item Notes
  - Stock Reference Reports
  - Stock Kits
  - Additive HACCP Reference
  - Calculate Stock Reorder Level
  - Global Stock Item Change
  - Change Stock Item & Location Code
  - Copy Stock Items (between vintages)
  - Stock Item Barcodes
  - Stock Item Creditors
  - Stock Export Approval
- Stock Adjustments
- Stock Receipts
- Stock Transfers
- Stock-Takes
- Stock Operations Reports
  - STOH
  - Valuation
  - Movements
  - Cost Audit Trails
- Stock Storage Fees
- Stock Tendering
- Wine Show Results
- Multi-Company Stock Consolidation
- End of Month Procedures
- Restricting User Access

- PDA (Pocket PC)
- Exporting To MS Excel
- Bonded Warehouse
- Pallet Tracking
- HACCP Tracking
- General Tips

## INTENDED AUDIENCE

Accountant  
Office Manager  
Financial Controller  
Winery Administrator

## DURATION

Full Day

Includes Stock Report Writer

# STOCK CONTROL - *Australia*



- Stock Costing Methods
- System Parameters
- Stock Locations
- Stock & Sales Groups
- Alcohol Types
- Australian Bureau Statistics (ABS)
- Stock-Take Variance Reasons
- Stock Items
  - Wine Coding Conventions
  - Notes [F5]
  - Unit of Measure
  - Rewards Program
  - HACCP
  - Additional Stock Groups
  - Stock Location Reorder Levels
  - Stock Item Notes
  - Stock Reference Reports
  - Stock Kits
  - Additive HACCP Reference
  - Calculate Stock Reorder Level
  - Global Stock Item Change
  - Change Stock Item & Location Code
  - Copy Stock Items (between vintages)
  - Stock Item Barcodes
  - Stock Item Creditors
  - Stock Export Approval
- Stock Adjustments
- Stock Receipts
- Stock Transfers
- Stock-Takes
- Stock Operations Reports
  - STOH
  - Valuation
  - Movements
  - Cost Audit Trails
- Stock Storage Fees
- Stock Tendering
- Wine Show Results
- Multi-Company Stock Consolidation
- End of Month Procedures
- Restricting User Access

- PDA (Pocket PC)
- Exporting To MS Excel
- Pallet Tracking
- HACCP Tracking
- General Tips

## **INTENDED AUDIENCE**

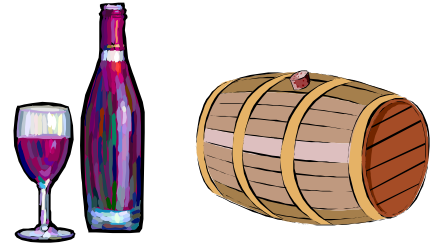
Accountant  
Office Manager  
Financial Controller  
Winery Administrator

## **DURATION**

Full Day

Includes Stock Report Writer

# STOCK COSTING & RECONCILIATION



- **RECOMMENDED SETUP**
  - Overview
  - Winery Stock Cost Simulator
  - System Parameters
  - General Ledger
  - Stock
  - Restricting Access
- **COSTING**
  - Costs at Weighbridge
    - Grape Cost
    - Amending Grape Cost & Bonus
    - Levies
    - Freight Cost of Grapes
  - Costs in Cellar
    - Additives
    - Labour
    - Operation Costs
    - Storage Costs
    - Volume Variances
    - Overhead Costs
    - Wine Movements
    - Purchasing Bulk Wine
  - Bottling Costs
    - Bulk Despatch To Bottler
    - Materials
    - Labour
    - Overheads
  - Adding Costs to Finished Product
  - Purchase Order Impact
  - What Can Go Wrong?
- **OPTIMISING EXISTING DATA**
  - Assess Your Data
  - Modifying GL account
  - Modifying Stock Groups
  - Regrouping Stock Items
  - Bulk Wine Volumes
  - Bulk Wine Cost In Vessel
  - Average Cost In Stock Module
  - Standard Cost In Stock Module
  - Reconciling GL & Stock
- **MAINTAINING DATA INTEGRITY**
  - Recommended Procedures
  - Reconciling Stock
    - Reconciliation Reports
    - Tracking down Discrepancies
  - Correcting Discrepancies
  - Trouble Shooting
  - User Defined Menu

## INTENDED AUDIENCE

Accountant  
Financial Controller

## DURATION

Full Day

SCENARIO	PRODUCTION MODULES				STOCK MODULE				GENERAL LEDGER
	Vessel Volumes / Cost				Stock Cost Audit Trail				
	Vessel	Volume	Total Cost	Cost/Litr	Quantity	Unit	Total Cost	Average Cost	
<b>Weighbridge Docket 1</b> Tonnes Entered <input type="text" value="8.0"/> Tonnes Grapes Cost <input type="text" value="\$1,100.00"/> per tonne Levies (Grower) <input type="text" value="\$2.00"/> per tonne Levies (Winery) <input type="text" value="\$1.80"/> per tonne Freight <input type="text" value="\$35.00"/> per tonne	<b>NO IMPACT</b>				<b>NO IMPACT</b>				Growers Control <b>\$8,784.00 CR</b> Levies Payable <b>\$30.40 CR</b> Freight Expense Clearing <b>\$280.00 CR</b> Vintage Grape Exp Clearing <b>\$9,094.40 DR</b>
<b>Crush Docket Update</b> Litres Produced (Into Tank S101) <input type="text" value="5,500"/> Litres Extraction Rate <input type="text" value="688"/> Lts/Tonne Additives <input type="text" value=""/> Kgs Cost Rate <input type="text" value=""/> per Kg <b>Total Cost of Add \$0.00</b>	Vessel S101	Volume 5500	Total Cost \$9,094.40	Cost/Litr \$1.6535	Quantity 5500	Unit Ltr	Total Cost \$9,094.40	Average Cost \$1.6535 per Ltr	Vintage Grape Exp Clearing <b>\$9,094.40 CR</b> Bulk Wine Stock Acct <b>\$9,094.40 DR</b> <b>(Bulk Wine Stock Balance) \$9,094.40 DR</b>
<b>Weighbridge Docket 2</b> Tonnes Entered <input type="text" value="5.0"/> Tonnes Grapes Cost <input type="text" value="\$500.00"/> per tonne Levies (Grower) <input type="text" value="\$2.00"/> per tonne Levies (Winery) <input type="text" value="\$1.80"/> per tonne Freight <input type="text" value="\$35.00"/> per tonne	<b>NO IMPACT</b> Vessel Volumes remain unchanged				<b>NO IMPACT</b> Stock remains unchanged				Growers Control <b>\$2,490.00 CR</b> Levies Payable <b>\$19.00 CR</b> Freight Expense Clearing <b>\$175.00 CR</b> Vintage Grape Exp Clearing <b>\$2,684.00 DR</b>
<b>Crush Docket Update</b> Litres Produced (Into Tank S102) <input type="text" value="3,500"/> Litres Extraction Rate <input type="text" value="700"/> Lts/Tonne	Vessel S101	Volume 5500	Total Cost \$9,094.40	Cost/Litr \$1.6535	Quantity 9000	Unit Ltr	Total Cost \$11,778.40	Average Cost \$1.3087 per Ltr	Vintage Grape Exp Clearing <b>\$2,684.00 CR</b> Bulk Wine Stock Acct <b>\$2,684.00 DR</b>

# STOCK REPORT WRITER

- Introduction
- Sequencing
- Selection Criteria
- Specifying Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- General Tips



## **INTENDED AUDIENCE**

Accountant  
Operations Manager

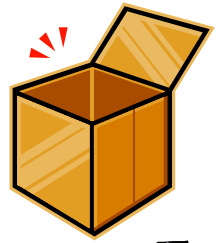
## **DURATION**

Half Day

Run with the Stock Control seminar

# WAREHOUSE MANAGEMENT

- Introduction
- System Parameters
- Historic Lot Numbers
- Stock Locations
- Sales Orders & Invoicing
- Debtor Default Locations
- Warehouse Bays
- Sales By Location Group
- Bottling Runs
- Location Map
- Lot Tracking Reports
- General Tips



## INTENDED AUDIENCE

Sales Manager  
Accountant  
Sales Entry Staff  
Warehouse Manager  
Production Manager

## DURATION

Half Day

# A/P & PURCHASE ORDERS - NZ

- General Ledger Accounts
- System Parameters
  - General
  - Stationery
  - Accounts Payable
  - General Ledger
  - Purchase Orders
  - Stock
  - EFT
- Stock Items
- Creditors
- Creditor Stock Allocation
- Projects
- Departments & Non-Stock Items
- Stock Tendering
- Restricting P/O Entry Access
- Processing Purchase Orders
  - Overview
  - Purchase Order Entry
  - MS Outlook Interface
  - Docket & Email
  - Authorisation
  - Stock & Cash Flow Projections
  - Overdue Purchase Orders
  - Purchase Order *Stock* Receipt
  - Unfillable Purchase Orders
  - Purchase Order *Invoice* Receipt
- Purchase Order Reports
- Creditor Invoice Adjustments
- Allocating O/Head Costs To Stock
- Creditor Payments
- Alter Ageing & Due Date
- Accounts Payable Reports



- Cheque Register
- Stock Reports
- Foreign Currency
- Creditor Letters & Email
- Restricting User Access
- EOM Procedures
- Export To MS Excel
- General Tips

## INTENDED AUDIENCE

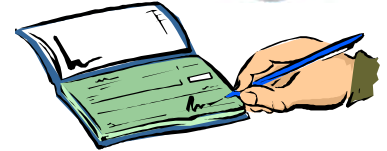
Purchasing Staff  
Accounts Payable Officer  
Accountant  
Warehouse Manager  
Bottling Manager

## DURATION

Full Day

# A/P & PURCHASE ORDERS

## - *Australia*



- General Ledger Accounts
- GST Overview
- System Parameters
  - General
  - Stationery
  - Accounts Payable
  - General Ledger
  - Purchase Orders
  - Stock
  - EFT
- Stock Items
- Creditors
- Creditor Stock Allocation
- Projects
- Departments & Non-Stock Items
- Stock Tendering
- Restricting P/O Entry Access
- Processing Purchase Orders
  - Overview
  - Purchase Order Entry
  - MS Outlook Interface
  - Docket & Email
  - Authorisation
  - Stock & Cash Flow Projections
  - Overdue Purchase Orders
  - Purchase Order **Stock** Receipt
  - Unfillable Purchase Orders
  - Purchase Order **Invoice** Receipt
- Purchase Order Reports
- Creditor Invoice Adjustments
- Allocating O/Head Costs To Stock
- Creditor Payments
- Alter Ageing & Due Date

- Accounts Payable Reports
- Cheque Register
- Stock Reports
- Foreign Currency
- Creditor Letters & Email
- Restricting User Access
- EOM Procedures
- Export To MS Excel
- General Tips

## **INTENDED AUDIENCE**

Purchasing Staff  
Accounts Payable Officer  
Accountant  
Warehouse Manager  
Bottling Manager

## **DURATION**

Full Day

# A/R & SALES - NZ

- Welcome
- General Ledger
- System Parameters
  - General
  - Stationery
  - Accounts Receivable
  - General Ledger
  - Sales
  - Stock
- Wine Stock Coding Conventions
- Stock Setup & Reporting
- Stock Prices
- Stock Discounting Structures
- Sales Free Reasons
- Despatch Carriers (inc. eParcel)
- Global Stock Item Change
- Debtor Setup (*inc. Samples Debtor*)
- Global Debtor Change
- Debtor/Stock GL & Allocations
- Debtor/Stock Allocations
- Sales Budgets & Forecasts
- Monitor Sales Rep Performance
- Sales Options & Procedures
- Credit Notes & Adjustments
- Debtor Receipts
- Foreign Currency Sales
- Wine Club
- Mail Order Packs
- Rewards Program
- Targeted Marketing
- Debtor Reports
- Sales Reports
- Exporting Sales Analysis
- Letters & Email
- Transferring Stock Between Locations
- Restricting User Access
- End of Month Procedures
- GST & Excise Register
- Alcohol Types & WIS



- EDI  
(Coles & Woolworths)
- Recording Sales  
Using Mobile Phone
- General Tips

## INTENDED AUDIENCE

Sales Manager  
Marketing Manager  
Accountant  
Sales Entry Staff  
Warehouse Manager

## DURATION

Full Day

Includes Sales Report Writer

## A/R & SALES - *Australia*

- Welcome
- General Ledger
- System Parameters
  - General
  - Stationery
  - Accounts Receivable
  - General Ledger
  - Sales
  - Stock
- Wine Stock Coding Conventions
- Stock Setup & Reporting
- Stock Prices
- Stock Discounting Structures
- Sales Free Reasons
- Despatch Carriers (inc. eParcel)
- Global Stock Item Change
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- Sales Budgets & Forecasts
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- Sales Options & Procedures
- Credit Notes & Adjustments
- Debtor Receipts
- Foreign Currency Sales
- Wine Club
- Mail Order Packs
- Rewards Program
- Targeted Marketing
- Debtor Reports
- Sales Reports
- Exporting Sales Analysis
- Letters & Email
- Transferring Stock Between Locations
- Restricting User Access
- End of Month Procedures
- GST & WET Summary
- BAS



- EDI  
(Coles & Woolworths)
- Recording Sales  
Using Mobile Phone
- General Tips

### **INTENDED AUDIENCE**

Sales Manager  
Marketing Manager  
Accountant  
Sales Entry Staff  
Warehouse Manager

### **DURATION**

Full Day

Includes Sales Report Writer

# CELLAR DOOR SALES



- System Parameters
  - Stationery
  - Sales
  - Cellar Door Sales
  - General Ledger
- Cellar Door Sales Debtor
- Stock Setup
- POS Equipment
- Cash Register Mode
- Wine Club Mode
- Daily Takings Reconciliation
- Multiple Cellar Door Sites
- Recording Postcode
- Different Till Draws
- Table Numbers
- Tracking Sales Reps
- Tracking Registers
- Cellar Door Sales Reports
- Export Sales Analysis
- Restricting User Access

- POS
  - Access
  - System Parameters
  - Buttons
  - Restricting Access
  - Processing Sale
  - Freight Wine
  - Club Member Points
  - Tasting Stock
  - Edit & Void Sale
  - Updating Sales
  - Coupons & Vouchers
  - Kitchen Docket
- Hotel Room Interface
- Mail Order Interface
- General Tips

## INTENDED AUDIENCE

Sales Manager  
Accountant  
Cellar Door Sales Staff

## DURATION

Half Day



# SALES REPORT WRITER



- System Parameters
- Restricting Sales Rep Access
- Grouping Reports
- Styles
- Sequencing
- Selection Criteria
- Specifying Sales Data
- Generating a Single Report
- Generating a Group of Reports
- Budgets & Forecasts
- Importing Budgets & Forecasts
- Generating Budgets & Forecasts
- Targeted Marketing
- Exporting Data To MS Excel
- Sample Reports
  - Spreadsheet
  - MTD/YTD
  - Matrix
  - TOP/BOT
  - MatDate
  - By Date
  - Special (inc. formulas)
- Customised Formatting (Fonts..)
- General Tips

## INTENDED AUDIENCE

Sales Staff  
Marketing Staff  
Accountant

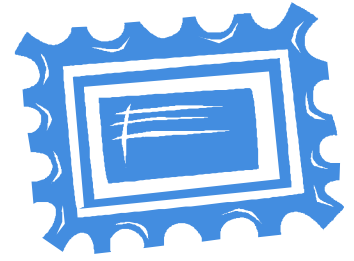
## DURATION

Half Day

Run with the A/R & Sales seminar

# MARKETING

- System Parameters
- Marketing Groups
- Marketing Ratings
- Marketing Positions
- Marketing Activity Types
- Marketing Facts
- Marketing Letters
- Prospects
- Generate Prospect Activities
- Marketing Reports
- Letters Merge & Email
- Mailing Labels & Mailmerge
- Copy Prospects To A/R
- Copy Debtors To Marketing
- Copy Prospects
- Mailing Labels Export
- Targeted Sales Marketing
- General Tips



## INTENDED AUDIENCE

Marketing Staff  
Sales Staff  
Accountant

## DURATION

Half Day

# ASSET REGISTER



- Introduction
- System Parameters
- GL Accounts
- Asset Group & Department
- Depreciation Categories
- Lease & Hire Purchase
- Asset
- Associated Assets
- Remaining Useful Life
- Asset Reference Reports
- Depreciation Monthly Update
- Lease/Hire Purchase Update
- Asset Revaluation
- Asset Adjustment
- Asset Disposal
- Asset Operation Reports
- End Of Month
- Copy Asset
- Change Asset Code
- Global Asset Maintenance
- Export Assets
- General Tips

## INTENDED AUDIENCE

Accountant  
Office Manager  
Financial Controller

## DURATION

Half Day

# **BOTTLING REPORT WRITER**



- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Bottling Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- General Tips

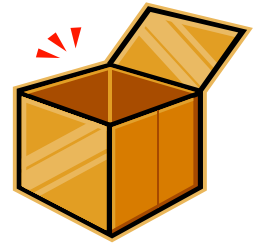
## **INTENDED AUDIENCE**

Bottling Manager  
Accountant

## **DURATION**

Run with the Bottling seminar

# BOTTLING



- General Ledger Accounts
- System Parameters
- Stock Items
  - Locations & Warehouse Map
  - Coding Convention
  - Bulk & Packaged Wine
  - Bottling Materials
  - Material Reorder Level By Location
  - Reports
  - Stock At Contract Bottler
- Methode Champenoise Procedures
- Bottling Setup
  - Detail Types
  - Lines
  - Stage Types
  - Downtime Types
  - Overhead Costs
  - Labour Costs
  - Additional Text
  - Specification (BOM)
  - Material Requirement Planning (MRP)
  - Standard Operating Procedures (SOP)
- Bottling Run
  - Schedule Entry
  - Pallet Tags
  - Reports
  - Completion Entry
- Allocating Overhead Costs
- Bottling History Reports
- Analysis & Posting Bottling QC
- Importing & Exporting
- Vessel Map
- General Tips

## INTENDED AUDIENCE

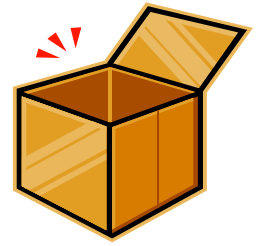
Bottling Manager  
Accountant

## DURATION

Full Day

Includes Bottling Report Writer

# CONTRACT BOTTLING



- Scenario
- General Ledger
- System Parameters
- Fee Types
- Wine Allocations
- Stock Items
- Bulk Wine Receivals
- Managing Client Dry Goods
- Bottling Lines & Downtimes
- Packaging Specifications
- Material Requirements Planning
- Standard Operating Procedures
- Bottling Quote
- Labour Costs
- Scheduling Packaging Runs
- Generating Sales Invoices
- Post Bottling QC
- Storage Costs
- Returning Packaged Wine
- Importing Bottling Requests
- Exporting To MS Excel
- Vessel Map
- General Tips

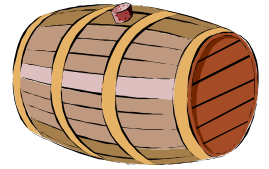
## INTENDED AUDIENCE

Bottling Manager  
Accountant  
A/R Manager

## DURATION

Half Day

# CELLAR REPORT WRITER



- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Bottling Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- General Tips

## INTENDED AUDIENCE

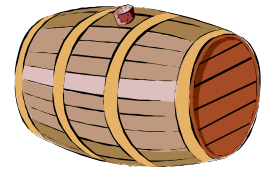
Winemaker  
Laboratory Staff  
Accountant

## DURATION

Half Day

Run with the Winemaking seminar

# WINEMAKING



- Introduction
- System Parameters
- Restricting Operation Type Access
- Restricting Vessel Access
- Stock – Bulk Wine
- Stock – Additives & HACCP
- Wine Status
- Wine Allocation & Batch
- Vessel Groups, Types & Attrib.
- Barrel Attributes Global Change
- Dip Tables & Charts
- Vessels & Barrel Generation
- Analysis Types, Areas & Labs
- Bulk Wine Carriers
- Composition Specifications
- Standard Operating Procedures
- Cellar Operation Types
- Cellar Operation Types Summary
- Cellar Variance Reasons
- Terminology
- Multi-Allocations
- Vessel Group Allocation & Stats.
- Dip & Fortification Calculator
- Cellar Operations
  - Transfer
  - Homogenous Blend
  - Press
  - Adjustment
  - Change Barrel Location
  - Barrel Topping
  - Vessel Stock-Take
  - Analysis
  - Addition (inc. consumables)
  - Cost Allocation
  - Create Yeast Culture
- Lab Analysis
- Trial Blend Form
- Samples Despatch
- Bulk Despatch
- Bulk Receival
- Sundry Despatch
- Reports
  - Volume
  - Composition
  - Addition
  - Analysis
  - Cost
  - Audit
- Vessel Map
- Blend Calculator
- Bulk Wine Sales Alloc.
- PDA (Pocket PC)
- Exporting Data
- GL Update Postings
- General Tips

## INTENDED AUDIENCE

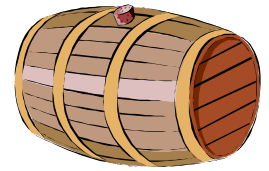
Winemaker  
Laboratory Staff  
Accountant

## DURATION

Full Day

Includes Cellar Report Writer

# CONTRACT WINEMAKING



- Linking Fees Summary
- General Ledger Accounts
- System Parameters
- Debtor & Price Class Setup
- Fees Types
- Grower Setup
- Standard Operating Procedures
- Stock Setup
- Labour
- Grape Intake
- Bulk Receiving/Despatch
- Cellar Operations
- Storage
- Billing Flow Diagram
- Client Reports
- Sales Analysis Reporting
- Step-by-Step Summary
- Transactions Summary
- Vessel Map
- General Tips

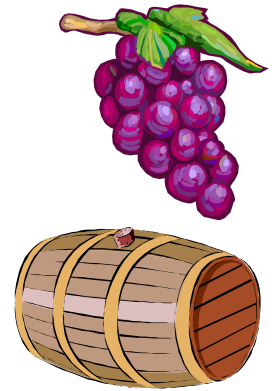
## INTENDED AUDIENCE

Winemaker  
Laboratory Staff  
Accountant  
A/R Manager

## DURATION

Half Day

# VINTAGE PREPARATION & OPERATIONS



- End of Vintage Update
- Vineyard Coding Convention
- Varieties
- Payment Terms
- Payment Rates
- Levies
- Growers
- Grower Blocks & Sections
- Analysis Types, Areas & Bonuses
- Weighbridge Standard Text
- Crushers
- Vineyard Yield Projections
- Expected Grower Deliveries
- Harvest Plan    Schedule
- Weighbridge System Parameters
- Spray Diary & Plant Health
- Crusher Schedule
- Grower Bookings
- Weighbridge Operations
- Bulk Email Grower Dockets
- Restrict Weighbridge Docket Entry
- Whole Bunch Receival
- Vintage Reports
- Wine Coding Convention
- Bulk Wine Stock Item
- Additive Stock Item
- Standard Operating Procedures
- Daily Crush
- General Ledger Interface
- Cellar Reports

- Grower Payments
- Rate & Bonus Adjust.
- Exporting Data
- Vineyard Map
- Pocket PC Interface
- Vessel Map
- Winemaking Planning
- General Tips

## **INTENDED AUDIENCE**

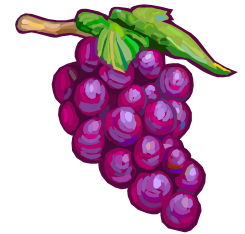
Grower Liaison Officers  
Accounts Payable Clerk  
Weighbridge Operators  
Winemakers  
Accountants

## **DURATION**

Full Day

Includes Vintage Report Writer

# VINEYARD MANAGEMENT



- System Parameters
- Vineyard Section Setup
  - Notes
  - Varieties
  - Growers
  - Analysis Types
  - Vineyard & Section Groups
  - Irrigation, Trellis, Root Stock, Soil & Clone Types
  - Water Type & Supply
  - Blocks
  - Sections
  - Section Tags
  - Section Map
- Vineyard Stock Items
- Analysis
  - Spray Periods
  - Recording Analysis
  - Importing Analysis
  - Analysis Reports
- Operations
  - Plant Items & Machinery
  - Labour Types & Rates
  - Operation Groups & Types
  - Processing Work Sheets
  - Processing Time Sheets
  - Operation Reports
  - Operations Report Writer
  - Spray Diary & Plant Health Registers
- Contract Grower Spray Diary (*Constituents & Targets*)
- Bunch Details
- Vintage Planning
- *Setup Checklist*
- Section Map
- Pocket PC Interface
- Contract Grower Remote Access
- Restrict User/Grower Vineyard Access
- Vineyard Section Winery Id
- Vintage Planning Vineyard Projection Interface
- Vintage Management Incentive Targets
- Exporting To MS Excel
- General Tips

## INTENDED AUDIENCE

Grower Liaison Officer  
Vineyard Manager  
Winemaker  
Accountant

## DURATION

Full Day

Includes Vineyard Report Writer

## VINEYARD REPORT WRITER

- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Vintage Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- General Tips



### **INTENDED AUDIENCE**

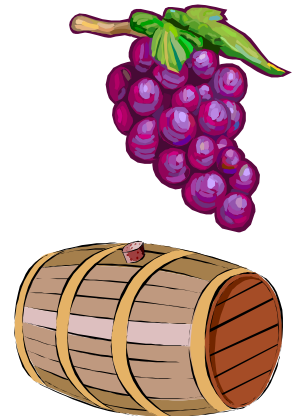
Accountant  
Winemaker  
Grower Liaison Officer  
Vineyard Managers

### **DURATION**

Run with the  
Vineyard Management seminar

## VINTAGE REPORT WRITER

- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Vintage Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- General Tips



### **INTENDED AUDIENCE**

Accountant  
Winemaker  
Grower Liaison Officer

### **DURATION**

Half Day

Run with the Vintage Preparation  
& Operations seminar

# PLANT SERVICING



- General Ledger Accounts
- System Parameters
- Stock Setup & Reports
- Labour Types & Rates
- Plant Item Setup
- Service Types
- Plant Spare Parts
- Service Tasks
- Plant Structures
- Copy Plant Items & Tasks
- Processing Plant Work Sheets
- Plant Servicing Reports
  - MTBF
  - Work Sheet History
  - Parts Usage
  - Labour Usage
  - Plant Structure Costs
  - Service Costs
  - Validation Summary
- Tracking Site Visitors
- General Tips

## INTENDED AUDIENCE

Plant Servicing Manager  
Production Manager  
Accountant

## DURATION

Half Day

# STATIONERY REPORT WRITER



- System Parameters
- Document Options
- Text Styles
- Background
- Header
- Stock Detail
- Footer
- Last Page/Totals
- Logos
- Images
- Colours
- Shadings
- Watermarks
- Versions
- Export & Import
- Cheques
- General Tips

## **INTENDED AUDIENCE**

Any staff member interested in producing customised dockets and forms

## **DURATION**

Half Day

# OVERVIEW & RESTRICTING USER ACCESS



## GENERAL USER

- Introduction & Terminology
- Accessing *EzyWine*
- Software Support
- Buttons
- Function Keys
- Hardware Devices Interface
- Other Software Interface
- Stock Costing Overview
- Menu Options Related Parameters
- Month End Check List
- Training & Support

## INTENDED AUDIENCE

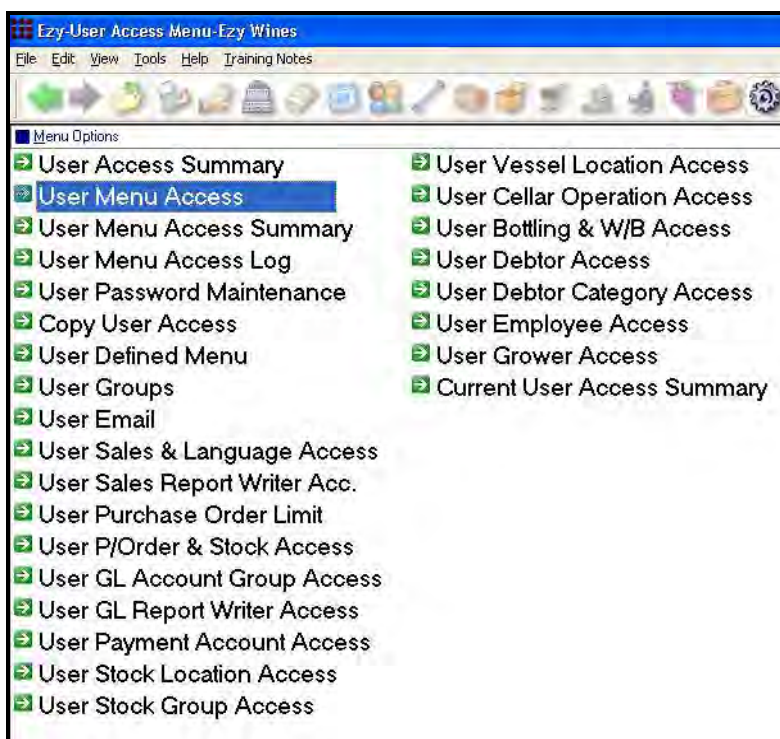
System Administrator  
Accountant

## DURATION

Half Day

## SYSTEM ADMINISTRATOR

- System Parameters
- Scheduling Rebuild Index
- Ezy Folders Structure
- Hardware Requirements
- Restrict User Access





Seminar Schedule & Registration  
**[seminars.ezysystems.com.au](http://seminars.ezysystems.com.au)**

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