



Training Seminars

Topics

2016

Schedule & Registration Form
is available on the Ezy Systems website

www.ezysys.com.au/training.php

WINE CLUB ESSENTIALS

Also refer to Mail Order

- What is a wine club
- Why start a wine club
- How many members
- Pricing
- Freight costs
- Packaging
- Wine selection
- Fine print
- Member tiers
- Rewards program
- Member benefits
- Joining incentive
- Building mailing list
- Promoting wine club
- Cellar door sales
- Website Interface
- Tempting joining offer
- Payment methods
- Ongoing offers
- Types of members
- Why members leave
- Club Manager skills
- Club Manager duties
- Monthly shipment
- Monthly reporting



INTENDED AUDIENCE

Cellar Door Staff
Wine Club Manager

DURATION

Full Day

GENERAL LEDGER



- Introduction
- GST Overview
- System Parameters
 - General
 - General Ledger
 - Restricting User Access
- Account & Cash Flow Groups
- Additional GL A/C Groups
- Chart Of Accounts
- GL Account Drill Down Enquiry
- GL Batch Enquiry
- Change GL Account Code
- GL Account Search
- Global COA Maintenance
- Paired Accounts
- Budgets & Forecasts
 - GL Budgets
 - GL Forecasts
 - Cashflow Budgets
 - Cashflow Forecasts
 - Import 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)
- Beer & Spirit Excise Duty Summary
- Daily Foreign Currency
- BAS
- Multiple Company Consolidation

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 Standard Reports
 - Preloading Accounts
 - Copying Reports
 - Headings
 - Totals
- Generating Standard Reports
- Creating Styles
- Style Samples
- 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 & HR



- General Ledger Accounts
- System Parameters
 - General
 - Stationery
 - General Ledger
 - Payroll
 - EFT
- Reference Setup
 - Pay Types & Rates
 - Departments & Employee Group
 - Superannuation Schemes
 - On-Costs (eg. Workcover)
 - Employee Positions
 - Employee Loans
 - Activities
 - Fringe Benefits
 - Additions & Deductions (inc. Super)
 - Leave Rules & Accruals
 - Employee
 - Change Employee Code
 - Employee Copy
 - Import Employees
 - Employee Changes Log
 - Employee Count & Statistics
 - Standard Payslip
 - Tax Tables
 - Restricting User Access
- Projects
- Payroll Operations
 - Pay Run Overview
 - Automatic Payslips
 - Manual Payslips
 - Termination Pays
 - Pay Run Reports
 - Email Payslips
 - Cheque & EFT Payment
 - Vineyard Interface
- Payroll Reports
- Letters & Email
- Payroll End Of Month
- Payroll End Of Year
- Salary Review
- Human Resources
- Exporting Data To MS Excel
- Timeclock Interface
- Termination Type C & D
- General Tips

INTENDED AUDIENCE

Payroll Master
Accountant
Office Manager

DURATION

Half Day

STOCK CONTROL



- Stock Costing Methods
- GST Overview
- System Parameters
- Stock Locations
- Stock & Sales Groups
- Alcohol Types
- Australia Bureau Of Statistics (ABS)
- Stock-Take Variance Reasons
- Stock Items
 - Wine Coding Conventions
 - Notes [F5]
 - Unit of Measure
 - Rewards Program
 - Additional Stock Groups
 - Stock Location Reorder Levels
 - Stock Item Notes
 - Stock Reference Reports
 - Stock Kits
 - 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
 - Debtor/Stock GL Accounts
 - Stock Item Dimensions
 - Stock Item Costs Spreadsheet
 - Stock GL & Additional Group Exceptions
 - Debtor Stock Discounts
 - Copy Discount Structures
- Stock Adjustments
- Stock Receipts
- Stock Transfers
- Stock-Takes
- Stock Operations Reports
- Stock Storage Fees
- Stock Tendering
- Wine Show Results
- Multi-Company Stock Consolidation

- End of Month Procedures
- Bottled Wine Costing
- Restricting User Access
- Importing Data
- Exporting To MS Excel
- Pallet Tracking
- HACCP Tracking
- Stock Administration Tools
- Restrict Access To Standard Cost
- Spirit & Beer Excise Duty
- Standard To Average
- Periodic To Perpetual
- Best Before Date Tracking
- General Tips

INTENDED AUDIENCE

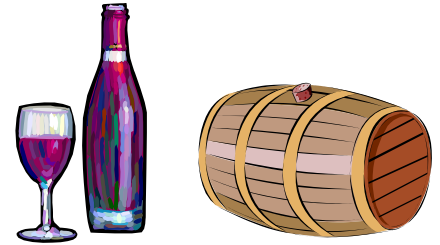
Accountant
Office Manager
Financial Controller
Winery Administrator

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

STOCK REPORT WRITER

- Introduction
- Sequencing
- Selection Criteria
- Specifying Data
- 9 Litre Equivalent
- Generating Reports
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- Samples On Web
- Advanced Features
 - STO, Bottling Schedule & Purchase Orders
 - Last Receipt & Purchase Date
 - LTD Sales
- General Tips



INTENDED AUDIENCE

Accountant
Operations Manager

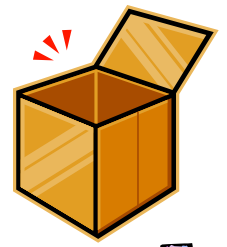
DURATION

Half Day

Run with Stock Control seminar

WAREHOUSE MANAGEMENT

- Introduction
- System Parameters
- Stock Locations
- Stock Adjustments & Transfers
- Sales
- Stock Control
- Bottling
- Picking Slip
- Obsolete Stock Items
- Location Map
- General Tips



INTENDED AUDIENCE

Sales Manager
Accountant
Sales Entry Staff
Warehouse Manager
Production Manager

DURATION

Half Day

A/P & PURCHASE ORDERS

- General Ledger Accounts
- GST Overview
- System Parameters
 - General
 - Stationery
 - Accounts Payable
 - General Ledger
 - Purchase Orders
 - Stock
 - EFT
- Stock Items
- Creditors
- Global Creditor Maintenance
- Merge Creditors
- Creditor Stock Allocation
- Purchasers
- Projects
- Departments & Non-Stock Items
- Stock Tendering
- Restricting P/O Entry Access
- Processing Purchase Orders
 - Overview
 - Purchase Order Entry
 - MS Outlook Interface
 - Docket & Email
 - User Limits & 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
- Creditor Details Confirmation



- Customised Stationery By Creditor Group
- Creditor Prepayments
- Restricting User Access
- EOM Procedures
- Import & Export Data
- Preload Stock Item Text (*appellation*)
- Preload Freight Costs
- Creditor Withholding Tax
- Email P/Order CSV File
- General Tips

INTENDED AUDIENCE

Purchasing Staff
Accounts Payable Officer
Accountant
Warehouse Manager
Bottling Manager

DURATION

Full Day

A/R & SALES



- Welcome
- General Ledger
- System Parameters
 - General
 - Stationery
 - Accounts Receivable
 - General Ledger
 - Sales
 - Stock
- Wine Stock Coding Conventions
- Stock Setup & Reporting
- Location Reorder Level
- Price Classes
- Stock Prices
- Stock Discounting Structures
- Bonuses & Free Reasons
- Despatch Carriers (inc. eParcel)
- Global Stock Item Change
- Non-Stock Classes
- Debtor Setup (*inc. Samples Debtor*)
- Central Billing Debtors (such as supermarkets)
- Debtor [F5] Notes
- Merge Debtor Codes
- Stock & Debtor Default Exceptions
- Debtor Inactive Reasons
- Debtor Sales Messages
- Tracking Samples
- Debtor Listing
- Global Debtor Change
- Debtor/Stock GL & GL Override
- Debtor/Stock Allocations
- Sales Budgets & Forecasts
- Monitor Sales Rep Performance
- Sales Options & Procedures
 - Sales Orders
 - Sales Invoices
 - Sales Credit Notes
- Debtor Account Adjustments
- Debtor Enquiry
- Debtor Receipts
- Foreign Currency Sales
- Targeted Marketing
- Sales Reports
- A/R Reports
- Exporting Sales Analysis
- Letters & Email
- Transfer Stock Between Locations
- Discount Class/Sales Group Discounting
- Restricting User Access
- End of Month Procedures
- GST & WET Summary
- BAS
- EDI (Coles & Woolworths)
- Recording Sales Using Mobile Phone or PDA
- Imports & Exports
- Stock Sales Allocation Planning
- Customised Sales Invoice Emailed With Attachments
- Bulk Email Subject
- Stock Kits
- Preload Stock Item Text (*appellation*)
- Stationery Determined By Debtor or Debtor Group
- Periodic Invoicing
- WET Federal Rebate
- ALM & ILG Interface
- Tracking Sales Made By Sales Rep for Distributor
- Tracking Samples To Potential Customer
- A&P Rebate Tracking
- Identify Debtors To Be Flagged As Inactive
- General Tips

DURATION

Full Day

Includes Sales Report Writer

MAIL ORDER



- System Parameters
 - Printer Setup
 - Standard Stationery Formats
 - Customised Stationery
 - Stock Kits
 - Stock Item Prices & Discounts
 - Bonus & Free Reasons
 - Additional Debtor Groups
 - Debtor Group Defaults
 - Debtor Inactive Reasons
 - Debtor Pack Skip Reasons
 - Debtors
 - Multiple Delivery Addresses
 - Debtor Credit Card Expiry
 - Change Debtor Code
 - Export & Import Debtors
 - Debtor Notes [F5]
 - Merge Debtor Codes
 - Membership Cards
 - Despatch Carriers (inc. eParcel)
 - Debtor/Stock Allocations
 - Processing A Mail Order
 - Mail Order Entry
 - Mail Order Dockets
 - Picking Slip
 - Consignment Note
 - Carton Labels
 - Mail Order Listings
 - Process Credit Card Payment
 - Mail Order UPDATE
 - Direct Deposit
 - Restricting Member Details
 - Restrict By Debtor Category
 - Copy Mail Orders
 - Import Mail Orders
 - Export Mail Orders
 - Mail Order History Reports
 - Mail Order Packs
 - Rewards Program
 - POS / Mail Order Interface
 - Letters, Labels & Email
- Bulk Email Log
 - Bulk Email Setup
 - Targeted Marketing
 - Marketing Interface
 - **Website Interface**
 - Other Payment Methods
 - Cellar Force
 - Sales GL Override
 - HTML Imbedded Email
 - Bulk Email Link To Website
 - eParcel Web
 - IFS, ILG & ALM
 - Flag Mail Orders On Hold
 - Flag Debtors According To Sales History
 - Upload Debtor Credit Card Details To Bank
 - CRM & [F5] Interface
 - Toll & Ipec Interface
 - eParcel Charge Back
 - General Tips

INTENDED AUDIENCE

Sales Staff
Wine Club Managers
Marketing Staff
Accountant

DURATION

Half Day

**Can be run with Marketing (CRM)
& POS as a full day seminar**

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)
 - Sample Reports On Web
- Graphs
- Customised Formatting (Fonts..)
- Report Open & Historic Sales
- Report Stock On Hand
- Reporting Stock Kits
- Include Unupdated Mail Orders
- Random Selection
- Change Report Code
- Sales By Order Type
- HTML Imbedded Emails
- General Tips

INTENDED AUDIENCE

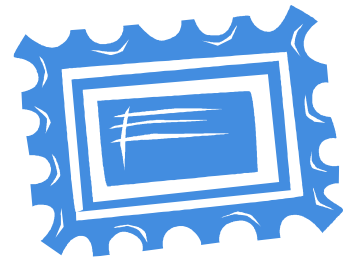
Sales Staff
Marketing Staff
Accountant

DURATION

Half Day

Run with the A/R & Sales seminar

MARKETING & CRM



- System Parameters
- Marketing Groups
- Marketing Ratings
- Marketing Positions
- Marketing Activity Types & Statuses
- Marketing Facts
- Marketing Letters
- Prospects
- Prospect Periodic Activities
- Import Prospects
- Marketing Activities
 - Entry
 - Summary
 - Reschedule
 - Overdue
 - Generate Bulk Activities
- Marketing Reports
- Letters Merge & Email
- Mailing Labels & Mailmerge
- Copy Prospects To A/R
- Copy Debtors To Marketing
- Copy Prospects
- Change Prospect Code
- Mailing Labels Export
- Export Prospects With Selected Facts
- Targeted Sales Marketing
- Sales Rep PDA Access
- Bulk Email Configuration

Please refer to the A/R & Sales training notes for the following topics

- Tracking Sales Made By Your Sales Reps for Distributor
- Tracking Samples To Potential Customers
- Tracking Samples To Existing Customers
- A&P Rebate Tracking
- Sales Rep Commission

INTENDED AUDIENCE

Marketing Staff
Sales Staff
Accountant

DURATION

Half Day

Can be run with Wine Club & POS as a full day seminar

ASSET REPORT WRITER

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



INTENDED AUDIENCE

Accountant
Office Manager
Financial Controller

DURATION

Half Day

Run with the Asset Register seminar

ASSET REGISTER



- Introduction
- System Parameters
- GL Accounts
- Asset Group & Department
- Depreciation Categories
- Lease & Hire Purchase
- 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 Assets
- Change Asset Code
- Global Asset Maintenance
- Export Assets
- Tracking Asset ID
- Associated Assets
- Copy Assets To Plant Servicing
- General Tips

INTENDED AUDIENCE

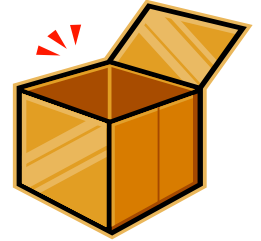
Accountant
Office Manager
Financial Controller

DURATION

Half Day

Includes Asset Report Writer

BOTTLING REPORT WRITER



- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Bottling Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- Samples On Web
- Expected Labour & Itemised Downtime
- STOH, Bottling Schedule & Purchase Orders
- Bottling Run Efficiency Calculation
- General Tips

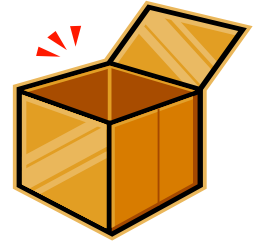
INTENDED AUDIENCE

Bottling Manager
Accountant

DURATION

Run with 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
 - Bottling Materials Requirements
 - Completion Entry
- Allocating Overhead Costs
- Bottling History Reports
- Analysis & Posting Bottling QC
- Importing & Exporting
- Vessel Map
- Bottling Efficiency
- Bottling Line Servicing

- Bottling Run Materials Shortfalls By Supplier
- Wine Analysis Specifications
- Generate Bottling Run Purchase Orders
- Global Materials Maintenance
- General Tips

INTENDED AUDIENCE

Bottling Manager
Accountant

DURATION

Full Day

**Includes Bottling Report
Writer seminar**

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
- Client Report
- Fee Type Links
- Step-By-Step Summary
- Importing Bottling Requests
- Exporting Data
- Vessel Map

- Bottling Efficiency
- Bottling Line Servicing
- Customer Barcode SSCC & EAN
- General Tips

INTENDED AUDIENCE

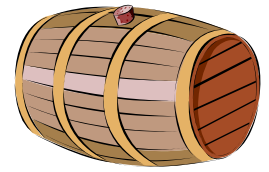
Bottling Manager
Accountant
A/R Manager

DURATION

Half Day

Refer to Bottling seminar for general information about bottling setup

CELLAR REPORT WRITER



- Introduction
- Grouping Reports
- Sequencing
- Selection Criteria
- Specifying Bottling Data
- Generating Report
- Customised Formatting (Fonts, etc...)
- Exporting Reports
- Samples Reports
- Itemising Wine Costs
- Allocations & Sub-Allocations
- General Tips

INTENDED AUDIENCE

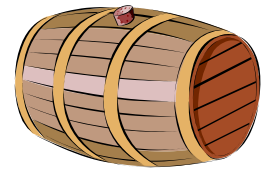
Winemaker
Laboratory Staff
Accountant

DURATION

Half Day

Run with Winemaking seminar

WINEMAKING



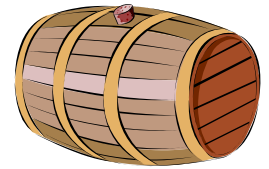
- Introduction
- System Parameters
- Restricting Operation Type Access
- Restricting Vessel Access
- Stock – Bulk Wine
- Stock – Additives
 - Liquid Tartaric & Bentonite
 - Additive Rates & Consumables
- HACCP Tracking
- Wine Status Types
- Wine Allocation & Batch
- Vessel Groups, Types & Attrib.
- Barrel Attributes Global Change
- Barrel Attributes Exceptions & Stats
- Dip Tables & Charts
- Vessels & Barrel Generation
- Analysis Types, Areas & Labs
- Bulk Wine Carriers
- Composition Specifications
- Standard Operating Procedures
- Cellar Operation Types
- 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
- FOSS & DMA35
- Tasting & Trial Blend Form
- Cellar Worksheet Label
- Samples Despatch
- Bulk Despatch
- Bulk Receival
- Sundry Despatch
- Reports
 - Volume
 - Composition
 - Addition
 - Analysis
 - Cost
 - Audit
- LIP Declaration
- Vessel Enquiry
- Spirits & Fortification
- Vessel Map
- Blend Calculator
- Bulk Wine Sales Allocation
- Multi-Cellar Consolidation
- PDA Live Cellar Ops
- Imports & Exports
- GL Update Postings
- Change Codes
- Crush Level 9
- Crush Level 7 (multiple winery sites)
- Vessel Composition Exceptions
- Multi-Allocation Wine Batch Group
- Stationery Designer
- Allocation Wine Cost
- Wine Analysis Specifications
- Wine Additives Specifications
- Champagne

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
- Wine Used For Topping Charges
- FOSS & DMA 35
- Storage
- Billing Flow Diagram
- Client Reports
- Sales Analysis Reporting
- Step-by-Step Summary
- Transactions Summary
- Vessel Map
- Multi-Cellar Consolidation
- PDA Live Cellar Operations
- Pocket PC Interface
- Specify W/B Billing On Selection
- Contract Analysis From External Debtor

INTENDED AUDIENCE

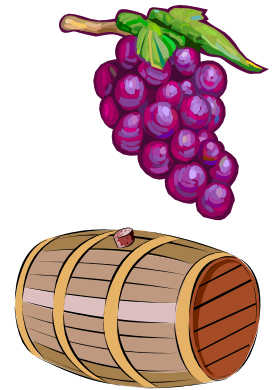
Winemaker
Laboratory Staff
Accountant
A/R Manager

DURATION

Half Day

**Refer to Winemaking seminar for
general information about
winemaking setup**

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
- Section Critical Analysis
- 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
- Winemaking Planning
- W/Bridge Capped Tonnes
- W/Bridge Harvested Area
- Reverse Weighbridge Dock
- Crush Level 6 – *preloading crush and vessels*
- Crush Level 7 – *multiple winery sites*
- Crush Level 9 & Process Groups
- Gedge Scale Interface
- Maselli Interface
- Schedule MRL Testing
- W/Bridge Spray Diary Checking
- Allow For Up To 3 Truck Trailers
- Weighbridge Entry Multiple Sections
- Section ID
- Update Vineyard Yield
- Weighbridge Docket Attachments
- General Tips

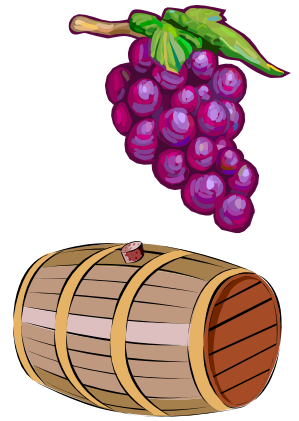
DURATION

Full Day

Includes Vintage Report Writer

VINTAGE REPORT WRITER

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



INTENDED AUDIENCE

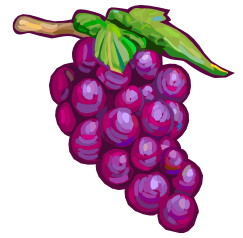
Accountant
Winemaker
Grower Liaison Officer

DURATION

Half Day

**Run with Vintage Preparation
& Operations seminar**

VINEYARD MANAGEMENT



- System Parameters
- Vineyard Section Setup
 - Notes
 - Varieties
 - Growers & Associates
 - 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 Current & Historic Analysis
 - Analysis Reports inc. Spray Diary
- 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
- Harvest Scheduling
- Vintage Planning Vineyard Projection Interface
- Vintage Management Incentive Targets
- Update Vineyard Yields
- Importing & Exporting Data
- Spray Area %

INTENDED AUDIENCE

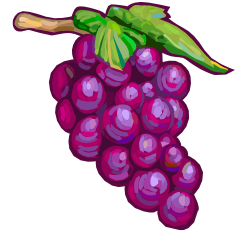
Grower Liaison Officer
Vineyard Manager
Winemaker
Accountant

DURATION

Full Day

Includes Vineyard Report Writer

VINEYARD REPORT WRITER



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

INTENDED AUDIENCE

Accountant
Winemaker
Grower Liaison Officer
Vineyard Managers

DURATION

**Run with
Vineyard Management seminar**

PLANT SERVICING

- General Ledger Accounts
- System Parameters
- Stock Setup & Reports
- Plant Groups, Locations, Operations & Cost Centres
- Labour Types & Rates
- Plant Items
- 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
- Create Plant Items From Assets
- General Tips



INTENDED AUDIENCE

Plant Servicing Manager
Production Manager
Accountant

DURATION

Half Day

STATIONERY DESIGNER



- Introduction
- Sample Stationery
- System Parameters
- Document Options
- Text Styles
- Background
- Header
- Stock Detail
- Footer
- Last Page/Totals
- Versions
- Export & Import
- Cheques
- Customer Documents Emailed With Attachments
- Sample Cellar Note
- Print Multiple Delivery Notes For One Sales Order
- General Tips

INTENDED AUDIENCE

Any staff member interested in producing customised docket and forms for the company

DURATION

Half Day

OVERVIEW & CUSTOMISING USER ACCESS



SYSTEM ADMINISTRATOR

- System Parameters
- Scheduling Rebuild Index
- Ezy Folders Structure
- Database Statistics
- Hardware Requirements
- Printer Maintenance
- Menu Option Default Printer
- Custom Translation Maintenance
- Stationery Designer
- Sample Stationery
- Report Fonts & Colours
- Bulk Email Configuration
- Stationery Format By User Group
- Restricting User Menu Access
- Copy User Access
- Current User Access Summary
- System User Log
- User Menu Access Log
- Interfacing With MS Excel
- System Validation Summary
- Restricting Data Access
 - User Sales & Language Access
 - User Sales Report Writer Access
 - User Purchase Order Limit
 - User P/Order & Stock Access
 - User GL Account Group Access
 - User GL Report Writer Access
 - User Payment Account Access
 - User Stock Location Access
 - User Stock Group Access
 - User Vessel Location Access
 - User Cellar Operations Access
 - User Bottling & W/B Access
 - User Debtor Access
 - User Debtor Category Access
 - User Employee Access
 - User Grower Access

GENERAL USER

- Introduction & Terminology
- Accessing *EzyWine*
- Enhance Selection Criteria
- Software Support
- Buttons
- Function Keys
- Hardware Devices Interface
- Other Software Interface
- Stock Costing Overview
- Support Buttons
 - Menu Option & Parameter Help
 - Lodge Support Query
 - Sample Stationery
 - Related Parameter/Menu Options
- Data House Keeping
- Deactivating Obsolete Data
- Outstanding Transactions
- Recording General [F5] Notes
- Training & Support
- Save UPDATE Listings
- Abort Report Being Generated
- Twitter & Facebook

INTENDED AUDIENCE

System Administrator
Accountant

DURATION

Half Day