Ezy Systems

EzyAccounts.News May 2014

New Clients 2014

Australia

Lanzerac
CSM Storage
Napoleone Brewers
Inner Circle Distillery
Winestock
Napoleone Cider
Beenleigh Rum
Wine Solutions

Onsite Training

The support staff can visit your site to provide services such as;

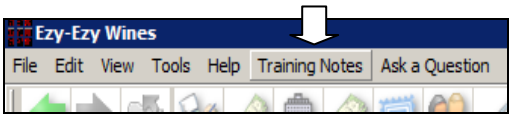
- Train new staff
- Address any double entry
- Improve efficiency
- Implement modules not utilised.

Convert Mailing List To $

We can assist you in converting your mailing list to a wine club.

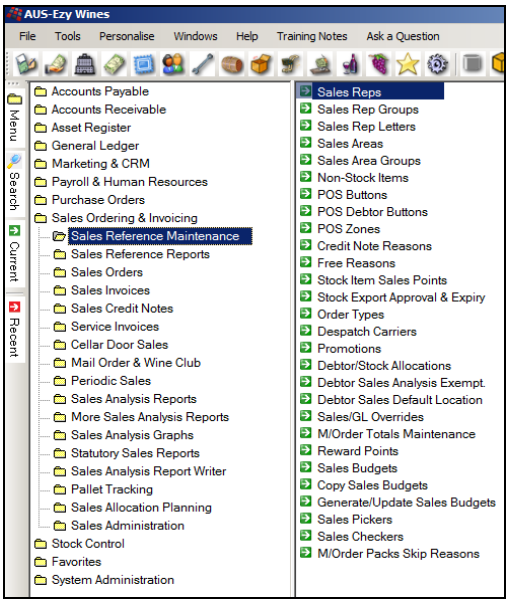
Website Sales Interface

If clients can maintain their details and/or purchase wine on your website, these activities can be synchronised to update *EzyWine* automatically as explained in **Wine Club** training notes.



EzyAccounts.NET

The new version of ***EzyAccounts*** is now available for those clients only using the accounting modules, such as wine distributors.



Debtor Payments By BPAY

System parameters to record company BPAY billing code and reference prefix have been introduced and can be included on stationery such as Debtor statement and sales dockets using the Stationery Designer.

Super Increasing To 9.5%

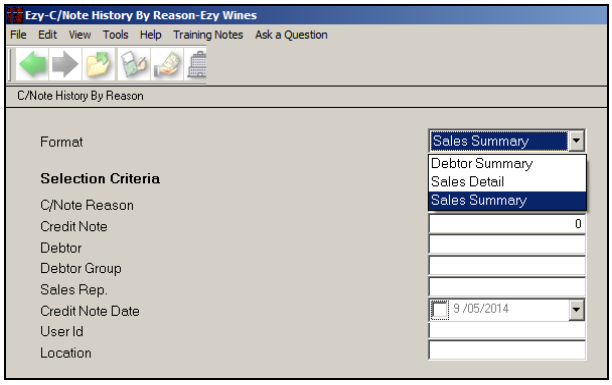
The **May Upgrade will need to be installed** to ensure that the employer super contribution is correct for new financial year in Australia.

POS EFTPOS Interface

Connect you POS terminal to your EFTPOS so that payment amount is auto loaded.

Sales Credit Note Reasons

New report to analyse credit note reasons.



NICK
SAC16

Ezy Wines
C/Note History By Reason

Selection Criteria	From	To
Debtor Group	REST	REST

Reason	Debtor	Name	Net Amount
DARE		Goods Damaged - Returned	
	NICKBAR1	Nick's Bar	209.55
	Reason DARE Total		209.55
INCO		Incorrect Supply	
	GRANDH01	Grand Hotel Restaurant	8857.31
	NICKBAR1	Nick's Bar	216.00
	PHILLB01	Phillips Cafe	3627.25
	Reason INCO Total		12700.56
Grand Total			12910.11

Speed Issues?

If ***EzyAccounts*** is running slowly, please check that the server has at least 1 gig of RAM for each user. Also check that you are running a terminal server network and not a peer-to-peer mapped drive network.

Please contact the support staff at Ezy Systems for more details.

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Stationery Designer Changes

New Documents

- Marketing Prospect Form.

Existing Documents

- BPAY reference added to Sales Documents
- Postcode added to Mail Order Packs Confirmation
- Total Net Amount added to Grower Statement
- <NEW PAGE> added to Sales Order (Delivery Note)
- Debtor Code & Docket No barcodes added to Sales documents.

New Menu Options

Accounting

A/R Administration, Sales Global Debtor Change
A/R Administration, Import Debtor Receipts
Mail Order & Wine Club, Credit Card Expiry Summary
Payroll Administration, Export Superannuation (NZ)
Payroll Administration, Export Leave Audit Trail
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Sales Credit Notes, C/Note History By Reason
Sales Administration, Change Sales R.W. Code
Stock Administration, Export Stock Cost Audit Trail

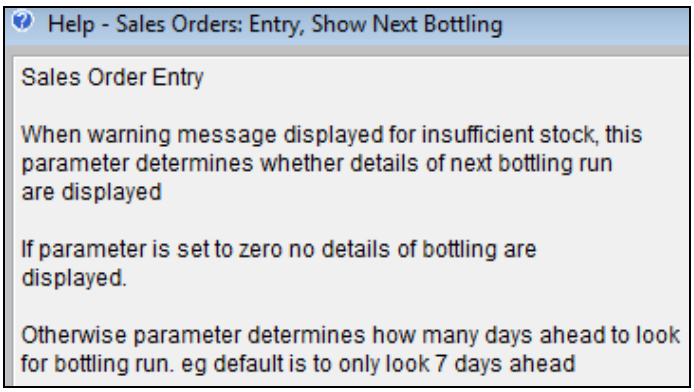
New System Parameters

System Parameters

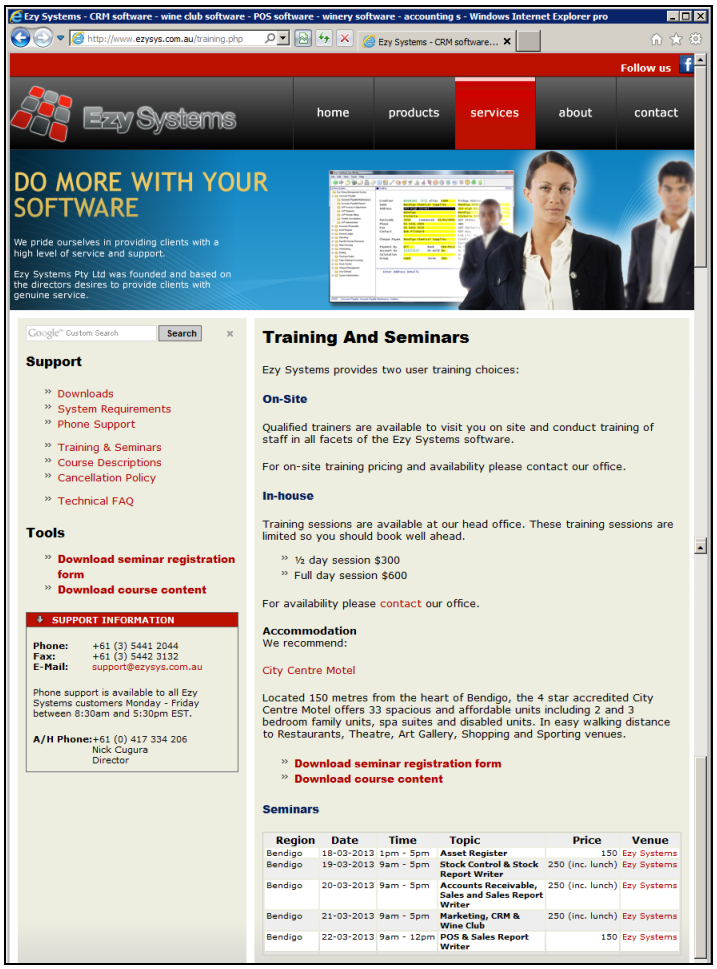
The following system parameters have been added.

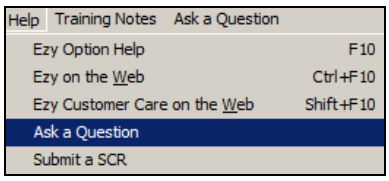
General: Company Organic Certificate No
Stationery: Continuing Permission
Acc/Rec: BPAY Biller Code
Acc/Rec: BPAY Next Reference Number
Acc/Rec: BPAY Reference Prefix
Acc/Rec: Inv/Adj, Listing To Show GL
Ast/Reg: GL Postings, Use Book Value
GL A/C: Freight Recovery
Stock: New Calculation, Round WET & GST
Sales: Maintain Inactive Promotions
Sales Invoices: Entry, Prices Pick List
Sales Orders: Entry, Show Next Bottling
Sales Analysis Export: Gross After Disc.
C/Door: POS, EFTPOS Interface Other 1..4
C/Door: POS, Reprint Open Till Draw
M/Orders: Entry, Default GL Override

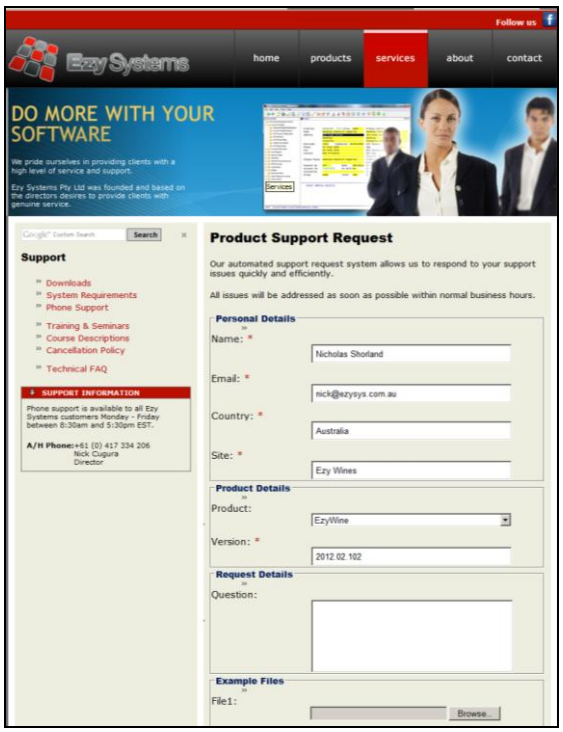
On selecting a system parameter press the [F10] key or select the Help button top right of screen to display helpful information.



Support Options







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+61 (0)417 334 206
After hours

EMAIL

support@ezysys.com.au

INHOUSE

Inhouse Training at Ezy Systems using your data

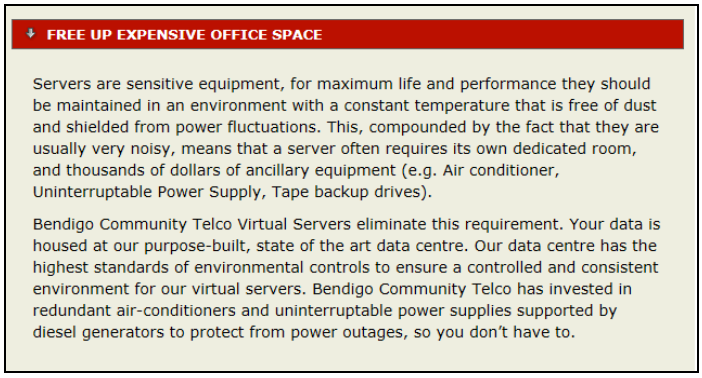
ONSITE

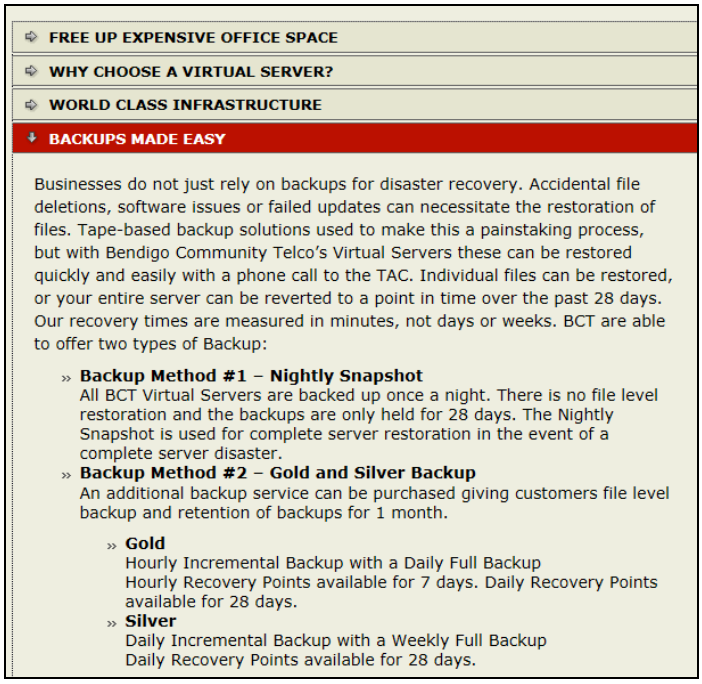
Onsite Training using your data

SEMINARS

Refer to the schedule on the website

TRAINING NOTES





EzyAccounts.CLOUD

If you are planning to upgrade your server, you may want to consider cloud.

Your copy of ***EzyAccounts*** will be installed on a virtual server hosted at Bendigo Community Telco, who have the full support and backing of Community Telco Australia and the Bendigo and Adelaide Bank Group.

Peace of Mind

You will no longer need to

- purchase a server for ***EzyAccounts***
- have to upgrade your operating system
- load ***EzyAccounts*** upgrades
- wonder whether the backup has been done or whether the data was really backed-up.

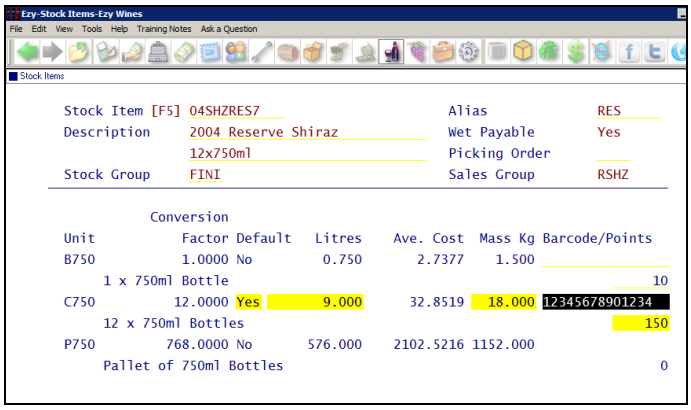
Pricing

Setup Cost
$200 per user.

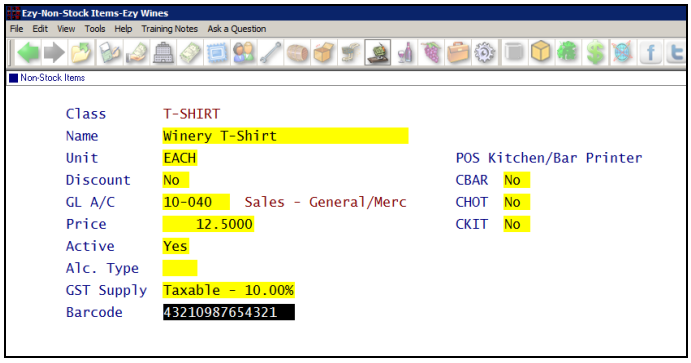
Monthly Fee
$50 per user.

For more details please contact our IT Manager, Adrian Lock on +61 (0)3 5441 2044 or email your questions to **adrian@ezysys.com.au**.

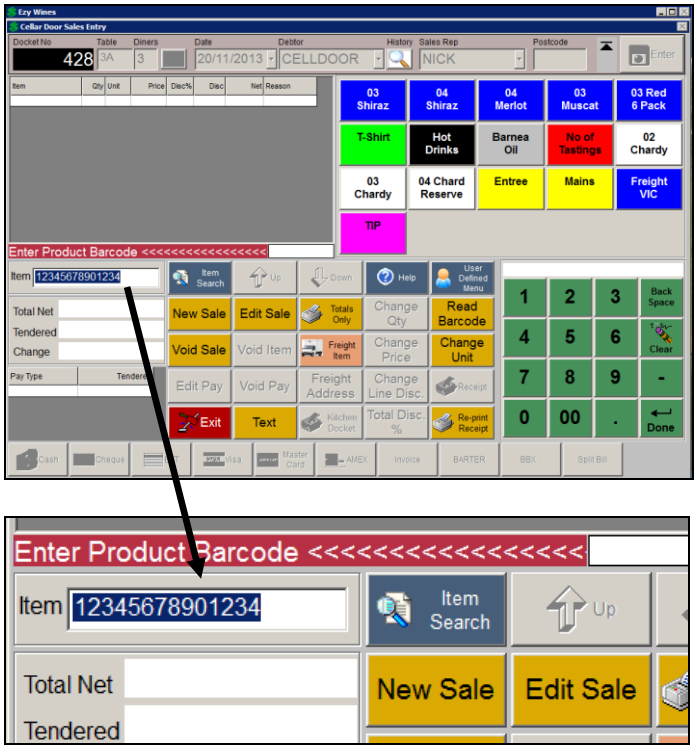
General Tips



Stock Reference Maintenance, Stock Items



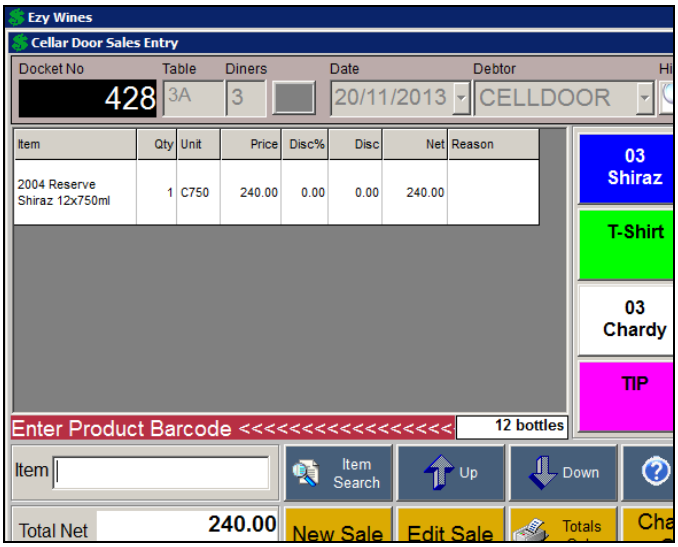
Sales Reference Maintenance, Non-Stock Items

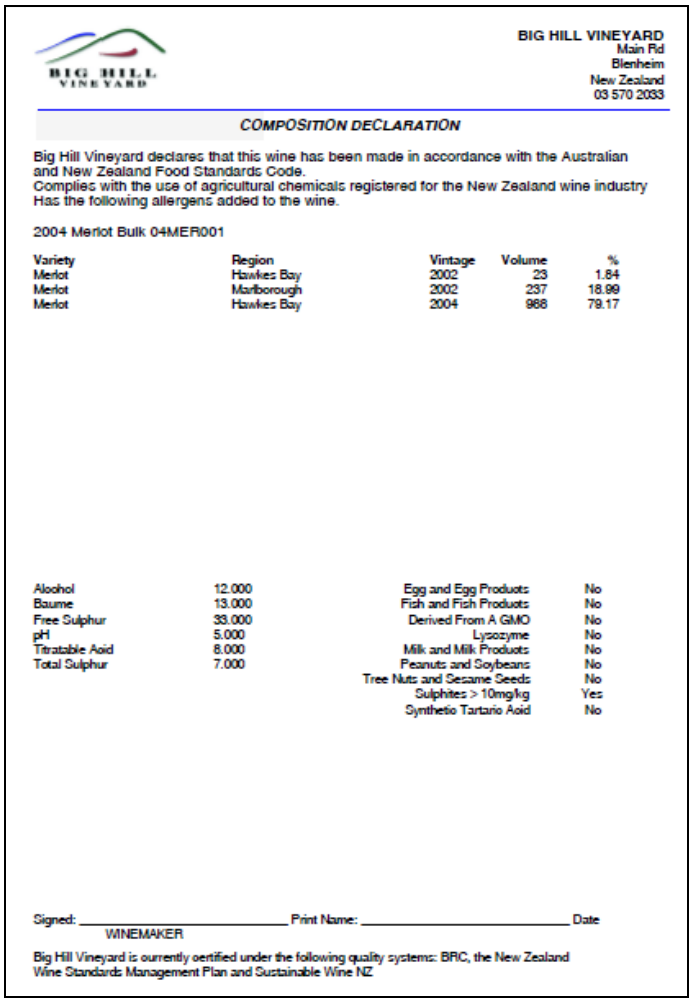


POS Barcode Scanning

If you have barcodes on your cellar door stock items and/or non-stock items, consider setting the following system parameter to Yes.

C/Door: Entry, Use Barcodes





BIG HILL VINEYARD
Main Rd
Blenheim
New Zealand
03 570 2033

COMPOSITION DECLARATION

Big Hill Vineyard declares that this wine has been made in accordance with the Australian and New Zealand Food Standards Code.
Complies with the use of agricultural chemicals registered for the New Zealand wine industry
Has the following allergens added to the wine.

2004 Merlot Bulk 04MERI001

Variety	Region	Vintage	Volume	%
Merlot	Hawkes Bay	2002	23	1.84
Merlot	Marlborough	2002	237	18.99
Merlot	Hawkes Bay	2004	988	79.17

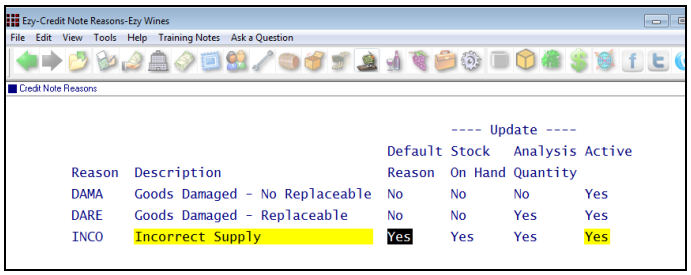
Alcohol	12.000	Egg and Egg Products	No
Baume	13.000	Fish and Fish Products	No
Free Sulphur	33.000	Derived From A GMO	No
pH	5.000	Lysozyme	No
Titratable Acid	6.000	Milk and Milk Products	No
Total Sulphur	7.000	Peanuts and Soybeans	No
		Tree Nuts and Sesame Seeds	No
		Sulphites > 10mg/kg	Yes
		Synthetic Tartaric Acid	No

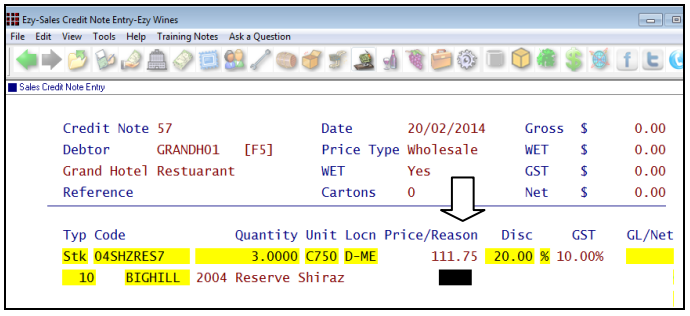
Signed: _____ Print Name: _____ Date
WINEMAKER

Big Hill Vineyard is currently certified under the following quality systems: BRC, the New Zealand Wine Standards Management Plan and Sustainable Wine NZ

Customised LIP Declaration Form

The System Administration, Stationery Designer can be utilised to produce a customised format.

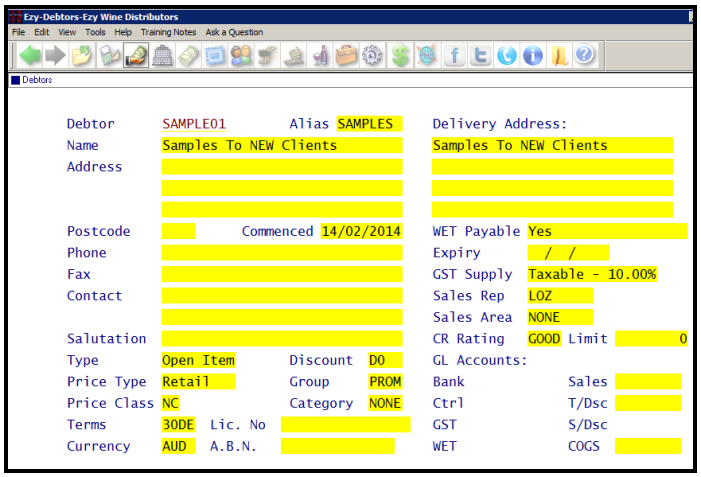


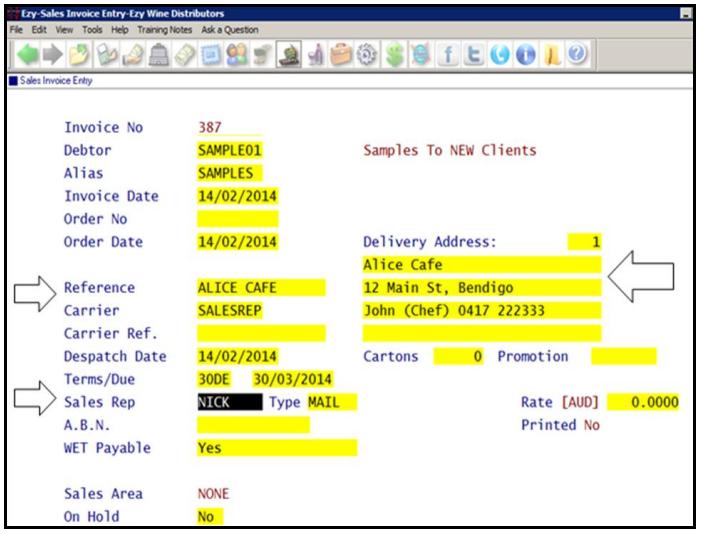


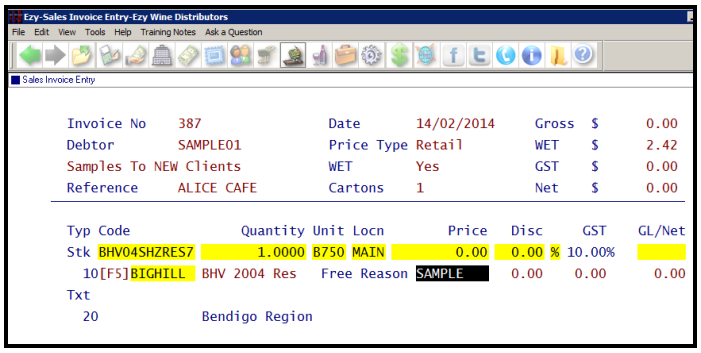
Sales C/Notes: Entry, Use Default Reason

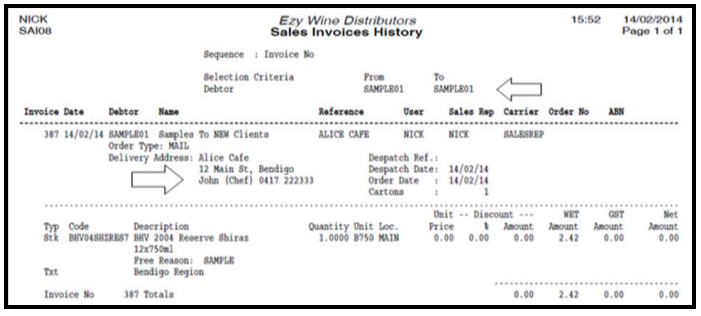
This system parameter determines whether the Sales Credit Note Entry option is to preload the default reason or left blank so that the user must always enter the reason.

It is recommended that this parameter is set to ***No*** so that the default reason is not accidentally used when not applicable.









Tracking Samples To Potential Customers

The following lists the steps required to track samples to a potential customer that you don't want to setup as a Debtor, ensuring that samples impact stock on hand and the GL.

Stock Price
Setup a Price Class with no stock items.

Debtor
Create a Samples Debtor.

Carrier
Create a Sales Rep Carrier.

Free Reason
Create a Sample reason.

Sales Invoice Entry

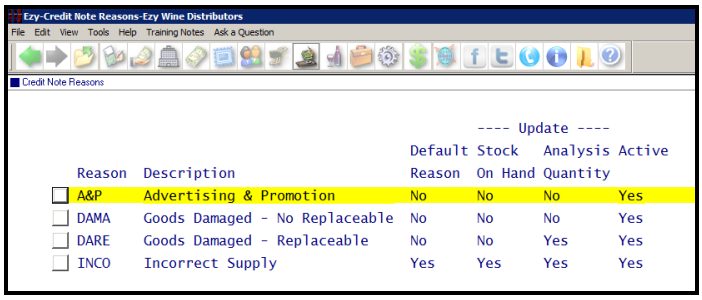
- Select the Samples Debtor
- Record the name of potential client against Reference
- Record the 'SALESREP' carrier
- Record the applicable Sales Rep
- Record full potential customer details against Delivery Address.

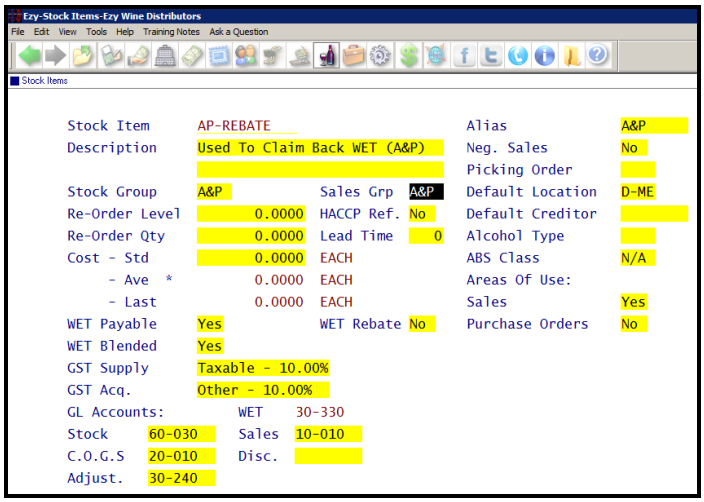
The Stationery Designer can be used to produce a customised Sales Invoice docket with the delivery address at the top of the invoice and linked to the SAMPLES Debtor only.

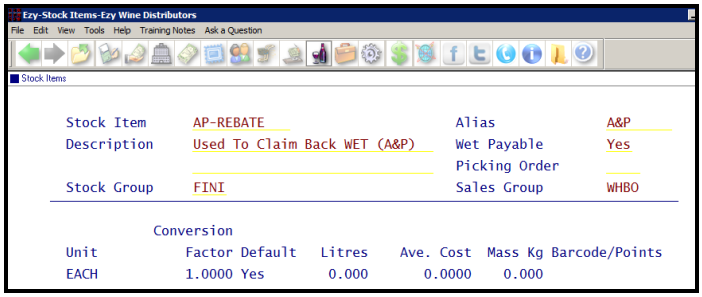
Sales Invoice History

On selecting this report, specify the Sample Debtor *and/or* the potential client as the Reference *and* the applicable Sales Rep on the selection criteria.

General Tips (Cont'd)







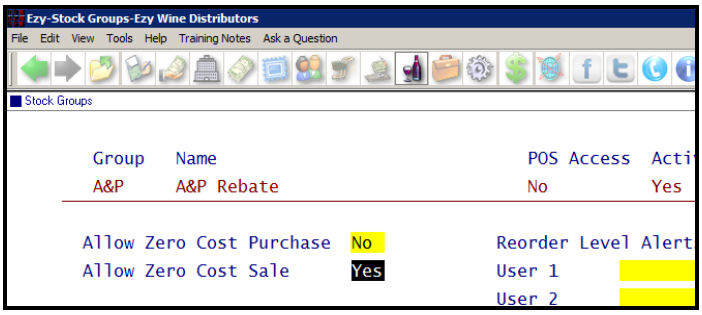
Advertising & Promotion (A&P) Rebate Tracking

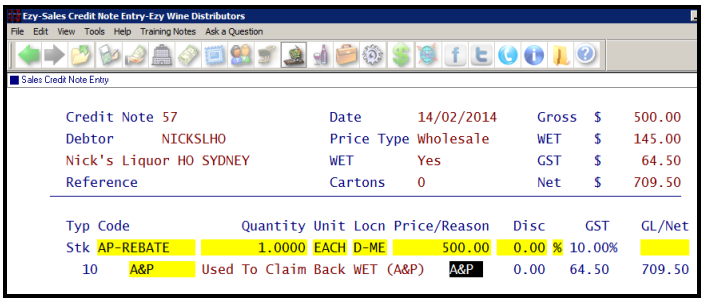
Usually the A&P rebates are claimed at the end of each month. If they are for a central billing debtor (such as Coles & Woolworths) then the remittance from the head office has the stores listed and the invoices and an amount deducted from the bottom for A&P.

Create a A&P Sales Area, Stock Group & Stock Item.

On receiving claim from supermarket process a Credit Note for the Debtor

Sales Rep reports & commission impacted.





NICK
SAX74

Ezy Wines
Wine Club Sales Summary

Sequence : Debtor

Selection Criteria	From	To
Debtor Group	MAIL	MAIL
Date	/ /	06/05/2014

Debtor	Name	Commenced	Last Sale	No Of Sales	Sales Mail Order	Sales C/Door	Sales Total
CLUB0001	Huw Jones	03/03/03	31/03/13	27	5432.18	653.19	6085.37
CLUB0002	Nick Cugura	/ /	17/06/13	9	2857.30	269.77	3127.07
CLUB0003	Mr & Mrs Smith	16/07/04	08/02/10	5	216.00	720.00	936.00
CLUB0004	Mary Jones	25/04/06	20/06/13	9	866.00	21.00	887.00
CLUB0005	Roger Davies	25/07/06	04/06/10	2	0.00	556.65	556.65
CLUB0006	Brenda Morris	25/07/06	15/10/07	1	241.65	0.00	241.65
CLUB0007	Margaret Jones	22/08/06	11/02/10	3	224.00	0.00	224.00
CLUB0008	Adrian Hanley	16/11/06	17/08/07	1	135.00	0.00	135.00
CLUB0011	David Smith	14/09/06	29/09/10	3	0.00	243.00	243.00
JOHNELLI	John Ellis	11/01/06	01/03/13	1	165.00	0.00	165.00
Grand Totals				61	10137.13	2463.61	12600.74

Note: Total value and/or sale date range can also be specified on the selection criteria.

Wine Club Sales Summary

The Mail Order & Wine Club, Wine Club Sales Summary and Mail Order Totals History reports can be utilised to identify member performance.

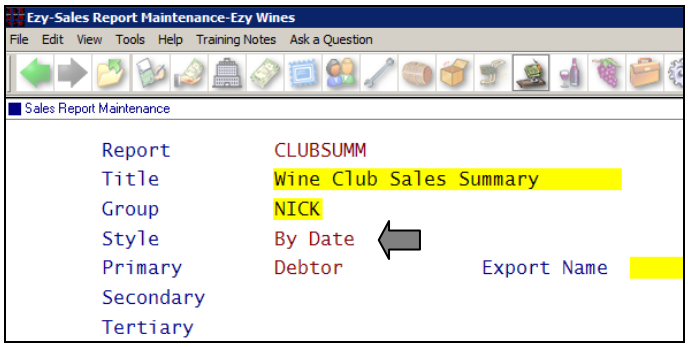
NICK
SAZ15

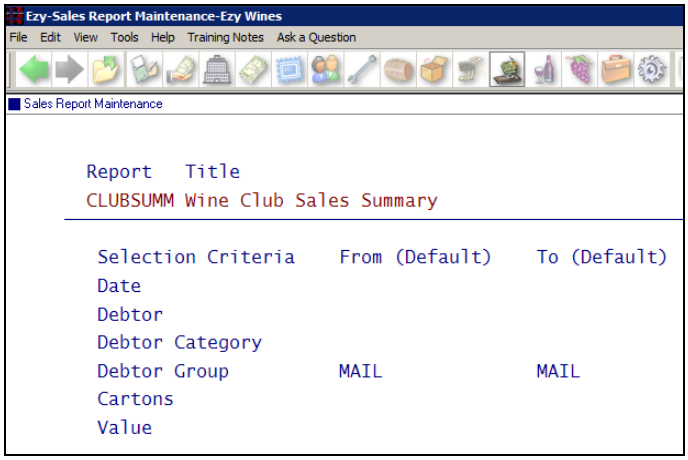
Ezy Wines
Mail Order Totals History

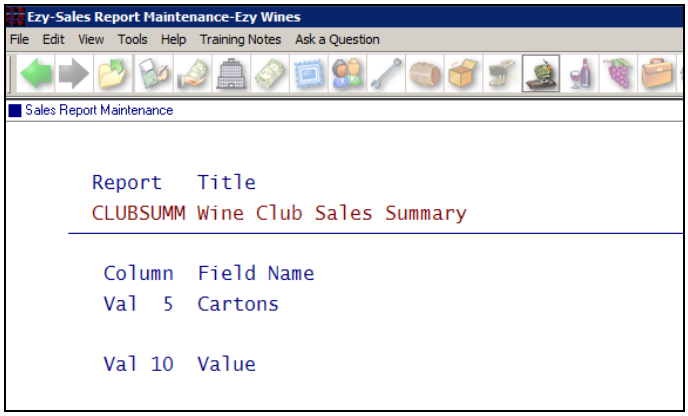
06:31 06/05/2014
Page 1 of 1

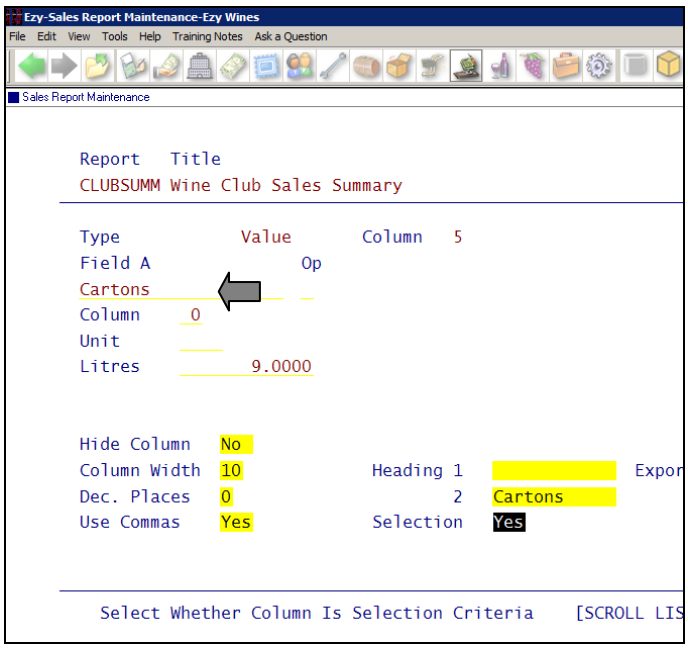
Selection Criteria	From	To
Debtor Group	MAIL	MAIL

Debtor	Name	Total Sales Cartons	Total Sales Value	Discount Class	Discount %
CLUB0001	Huw Jones	27.0000	5432.18	CLUB	10.00
CLUB0002	Nick Cugura	12.1667	2857.30	CLUB	10.00
CLUB0003	Mr & Mrs Smith	1.0000	216.00	CLUB	10.00
CLUB0004	Mary Jones	5.0833	866.00	CLUB	10.00
CLUB0006	Brenda Morris	1.0000	241.65	CLUB	10.00
CLUB0007	Margaret Jones	1.0833	224.00	CLUB	10.00
CLUB0008	Adrian Hanley	1.0000	135.00	CLUB	10.00
JOHNELLI	John Ellis	1.0000	165.00	CLUB	10.00
Grand Totals	(8 Debtors)	49.3333	10137.13		









Flag Debtors According To Sales History

The Mail Order & Wine Club, Mail Order Totals History option allows you to *report* club members according to the sale date range and/or value specified.

Whereas these notes explain how to actually *flag* club members (Debtors) based on their sales history.

1. Create a report in the Sales Report Writer that will report the sales information you require.

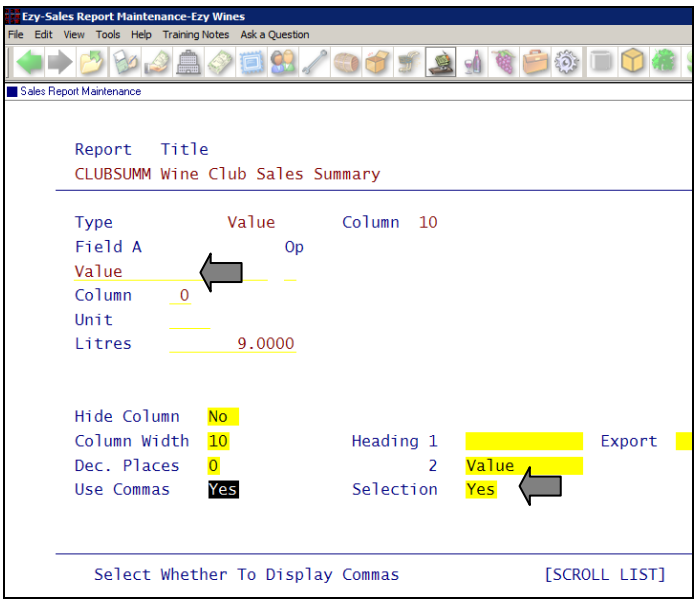
   In the example show, we are interested in the $ and cartons sales for specific date range.

Sales Ordering & Invoicing
Sales Report Writer
Sales Report Maintenance

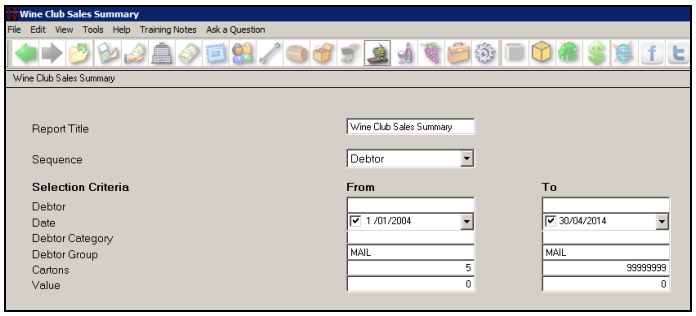
Style
Select *By Date*.

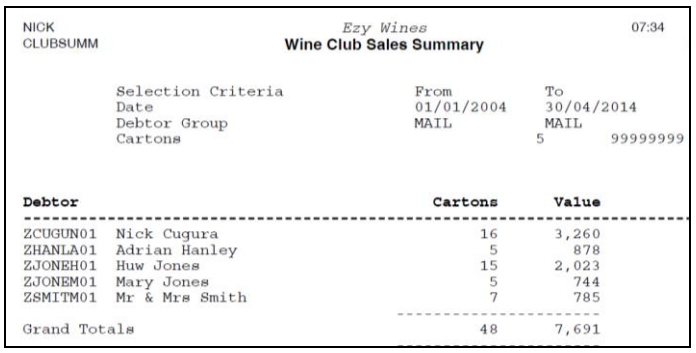
Primary
Select *Debtor*.

Selection Criteria
Specify the selection criteria options that will assist in identifying the required customers.



Selection
Specify whether you want the column to also appear as a selection criteria option.





NICK — *Ezy Wines* — 07:34
CLUBSUMM — **Wine Club Sales Summary**

Selection Criteria	From	To
Date	01/01/2004	30/04/2014
Debtor Group	MAIL	MAIL
Cartons	5	99999999

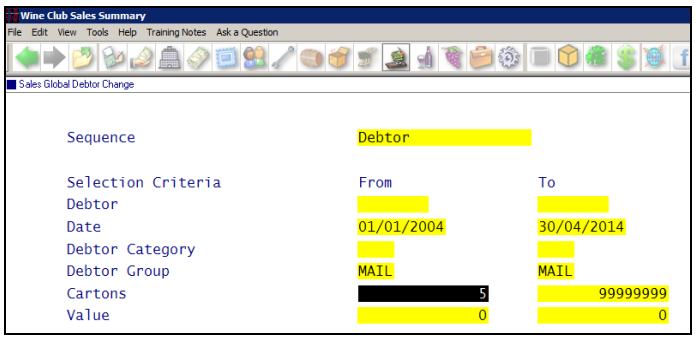
Debtor		Cartons	Value
ZCUGUN01	Nick Cugura	16	3,260
ZHANLA01	Adrian Hanley	5	878
ZJONEH01	Huw Jones	15	2,023
ZJONEM01	Mary Jones	5	744
ZSMITM01	Mr & Mrs Smith	7	785
Grand Totals		48	7,691

Flag Debtors According To Sales History (Cont'd)

2. Generate the report for the required selection criteria and confirm that the correct club members have been reported.

Sales Ordering & Invoicing
Sales Report Writer
Sales Report Generation

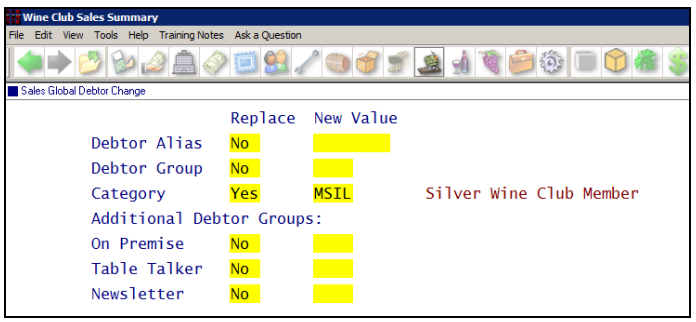
In the example shown, only club members that have purchased 5 or more cases since start of 2005 will be reported.



Sales Ordering & Invoicing
Sales Report Writer
Sales Global Debtor Change

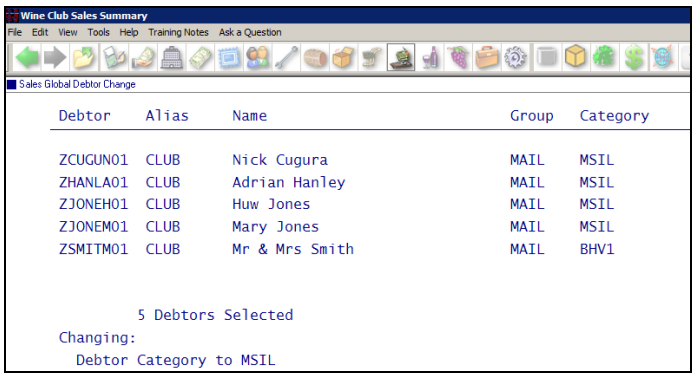
Select the report that will be used to determine which club members are to be impacted.

Utilise the selection criteria to fine tune which club members are to be impacted.



Only the following information recorded against Debtors can be changed;

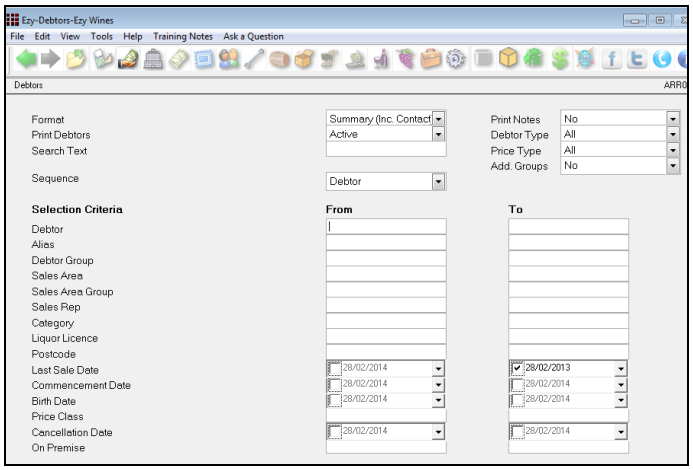
- Debtor Alias
- Debtor Group
- Debtor Category
- Any additional Debtor Groups that have been setup.

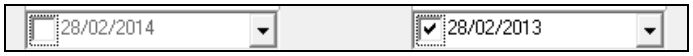


In the example shown, the first 4 club members were already flagged *silver* and the last member will have their category changed to *silver*.

This option is also available on the A/R Administration menu.

General Tips (Cont'd)





Identify Debtors To Be Flagged as Inactive

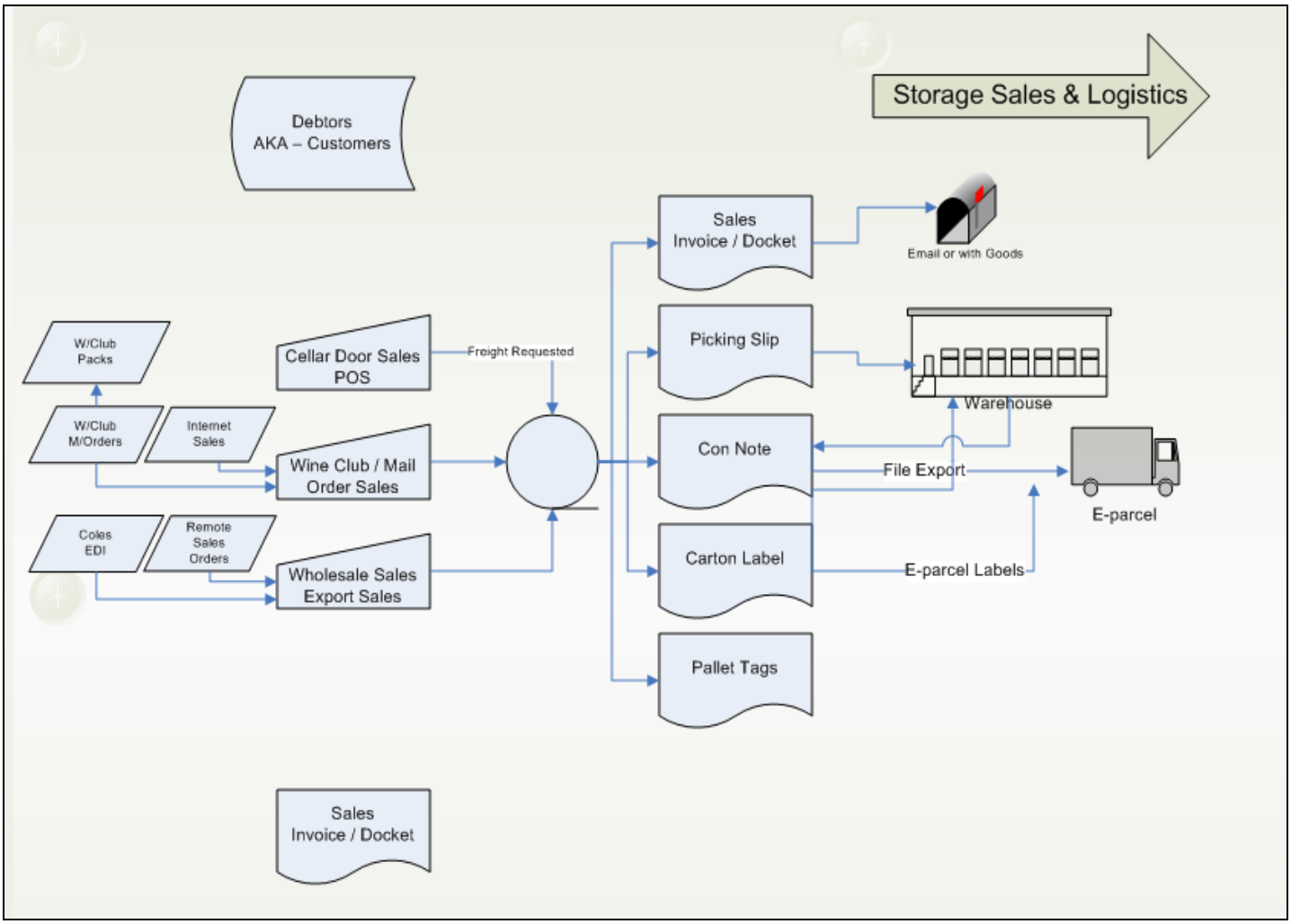
Accounts Receivable
Accounts Receivable Reports
Debtors

Format
Select *Summary (Inc. Contact).*

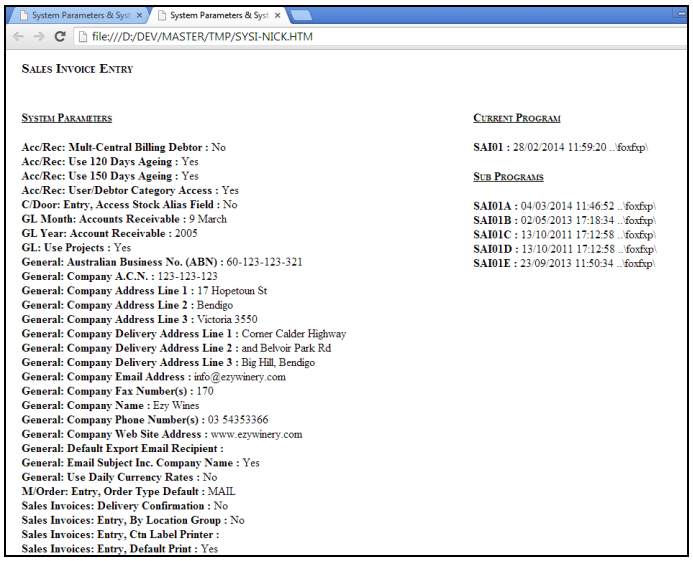
Last Sales Date

From Date – leave blank *(not ticked).*

To Date – no sales since this date.



General Tips (Cont'd)



System Parameters & Syst | System Parameters & Syst

file:///D:/DEV/MASTER/TMP/SYSI-NICK.HTM

SALES INVOICE ENTRY

SYSTEM PARAMETERS

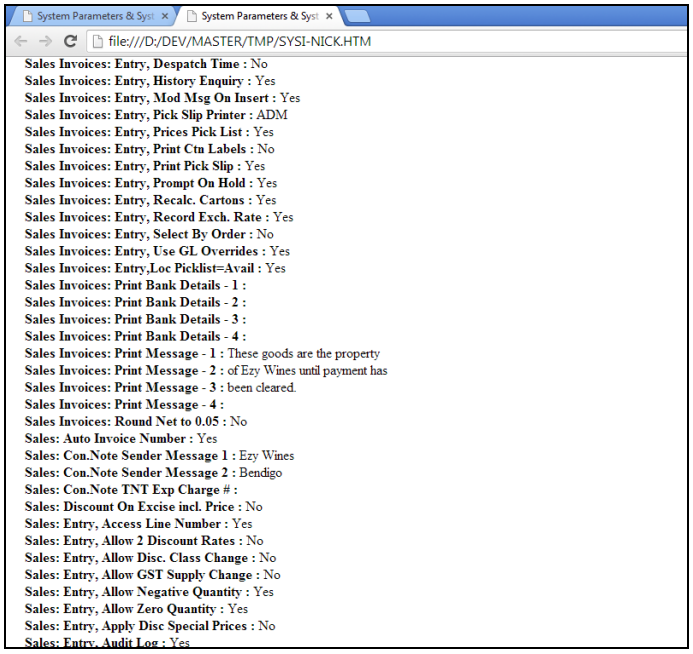
Acc/Rec: Mult-Central Billing Debtor : No
Acc/Rec: Use 120 Days Ageing : Yes
Acc/Rec: Use 150 Days Ageing : Yes
Acc/Rec: User/Debtor Category Access : Yes
C/Door: Entry, Access Stock Alias Field : No
GL Month: Accounts Receivable : 9 March
GL Year: Account Receivable : 2005
GL: Use Projects : Yes
General: Australian Business No. (ABN) : 60-123-123-321
General: Company A.C.N. : 123-123-123
General: Company Address Line 1 : 17 Hopetoun St
General: Company Address Line 2 : Bendigo
General: Company Address Line 3 : Victoria 3550
General: Company Delivery Address Line 1 : Corner Calder Highway
General: Company Delivery Address Line 2 : and Belvoir Park Rd
General: Company Delivery Address Line 3 : Big Hill, Bendigo
General: Company Email Address : info@ezywinery.com
General: Company Fax Number(s) : 170
General: Company Name : Ezy Wines
General: Company Phone Number(s) : 03 54353366
General: Company Web Site Address : www.ezywinery.com
General: Default Export Email Recipient :
General: Email Subject Inc. Company Name : Yes
General: Use Daily Currency Rates : No
M/Order: Entry, Order Type Default : MAIL
Sales Invoices: Delivery Confirmation : No
Sales Invoices: Entry, By Location Group : No
Sales Invoices: Entry, Ctn Label Printer :
Sales Invoices: Entry, Default Print : Yes

CURRENT PROGRAM

SAI01 : 28/02/2014 11:59:20 ..\foxfxp\

SUB PROGRAMS

SAI01A : 04/03/2014 11:46:52 ..\foxfxp\
SAI01B : 02/05/2013 17:18:34 ..\foxfxp\
SAI01C : 13/10/2011 17:12:58 ..\foxfxp\
SAI01D : 13/10/2011 17:12:58 ..\foxfxp\
SAI01E : 23/09/2013 11:50:34 ..\foxfxp\



System Parameters & Syst | System Parameters & Syst

file:///D:/DEV/MASTER/TMP/SYSI-NICK.HTM

Sales Invoices: Entry, Despatch Time : No
Sales Invoices: Entry, History Enquiry : Yes
Sales Invoices: Entry, Mod Msg On Insert : Yes
Sales Invoices: Entry, Pick Slip Printer : ADM
Sales Invoices: Entry, Prices Pick List : Yes
Sales Invoices: Entry, Print Ctn Labels : No
Sales Invoices: Entry, Print Pick Slip : Yes
Sales Invoices: Entry, Prompt On Hold : Yes
Sales Invoices: Entry, Recalc. Cartons : Yes
Sales Invoices: Entry, Record Exch. Rate : Yes
Sales Invoices: Entry, Select By Order : No
Sales Invoices: Entry, Use GL Overrides : Yes
Sales Invoices: Entry,Loc Picklist=Avail : Yes
Sales Invoices: Print Bank Details - 1 :
Sales Invoices: Print Bank Details - 2 :
Sales Invoices: Print Bank Details - 3 :
Sales Invoices: Print Bank Details - 4 :
Sales Invoices: Print Message - 1 : These goods are the property
Sales Invoices: Print Message - 2 : of Ezy Wines until payment has
Sales Invoices: Print Message - 3 : been cleared.
Sales Invoices: Print Message - 4 :
Sales Invoices: Round Net to 0.05 : No
Sales: Auto Invoice Number : Yes
Sales: Con.Note Sender Message 1 : Ezy Wines
Sales: Con.Note Sender Message 2 : Bendigo
Sales: Con.Note TNT Exp Charge # :
Sales: Discount On Excise incl. Price : No
Sales: Entry, Access Line Number : Yes
Sales: Entry, Allow 2 Discount Rates : No
Sales: Entry, Allow Disc. Class Change : No
Sales: Entry, Allow GST Supply Change : No
Sales: Entry, Allow Negative Quantity : Yes
Sales: Entry, Allow Zero Quantity : Yes
Sales: Entry, Apply Disc Special Prices : No
Sales: Entry, Audit Log : Yes

System Parameters & Syst | System Parameters & Syst

file:///D:/DEV/MASTER/TMP/SYSI-NICK.HTM

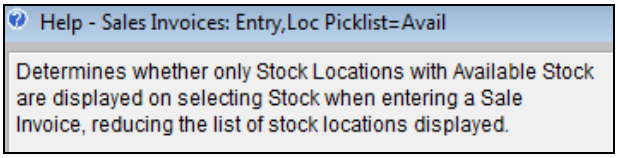
Sales: Entry, Calc. Freight On Litres : No
Sales: Entry, Check Duplicate Reference : Yes
Sales: Entry, Check Stock Allocations : No
Sales: Entry, Default Despatch Carrier : MCPHEE
Sales: Entry, Default Free Reason : BONUS
Sales: Entry, Disc. Class Combined Disc. : Yes
Sales: Entry, Man. GL Override if Disc. : No
Sales: Entry, Maximum Number Of Lines : 0
Sales: Entry, Modify Delivery Address : Yes
Sales: Entry, Post Print Batch Command :
Sales: Entry, Qty Disc On Total Sale Qty : Yes
Sales: Entry, Qty Disc. On Stock Group : Yes
Sales: Entry, Reference Mandatory : No
Sales: Entry, Retain Free Reason : Yes
Sales: Entry, Retain Last Location : No
Sales: Entry, Stock Picklist = Prices : No
Sales: Entry, Stop If Alloc. Exceeded : Yes
Sales: Entry, Stop If Stock Unavailable : Yes
Sales: Entry, Use Del. Address Picklist : Yes
Sales: Excise Inclusive Prices : No
Sales: Export, Validate Stock Approval : Yes
Sales: Maximum Carton Labels Per Docket : 0
Sales: Print Kit Components On Forms : Yes
Sales: Sale Update To Reject Zero Cost : Yes
Stationery: Blank Lines At Top Of Page : 0
Stationery: Carton Labels : 5
Stationery: Coy. Name & Address At Top : Yes
Stationery: Sales Invoice : 0 (DEFAULT)
Stationery: Sales Invoice (email) : 0 (DEFAULT)
Stock: Check Stock Re-Order Level : Yes
Stock: Decimal Places On Prices : 2
Stock: Group Debtor, WET on Notional W/S : Yes
Stock: Lic. Fee/Subsidy On Sales Tax 1 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 2 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 3 : 0.000000

Identify Features Not Being Utilised

Are you utilising all the features available in each menu option?

On selecting a menu option, select the following button top right of the screen.

For details about a system parameter, on selecting a parameter when using the System Administration, System Parameters option, press [F10] or select the following button top right of the screen.



Prior to changing a system parameter

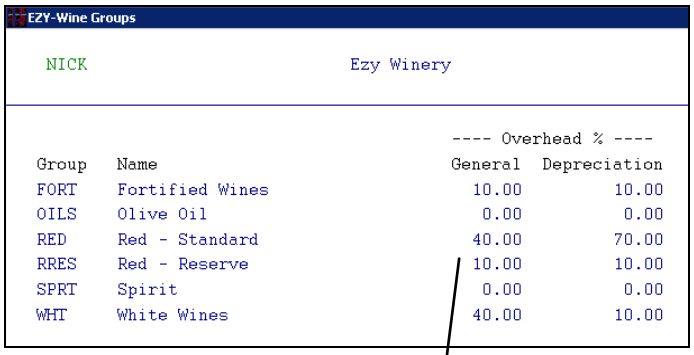
Utilise the System Administration, Copy Live To Test option to update the test database.

Change a system parameter in the test database and check the impact before making the change to the live database.

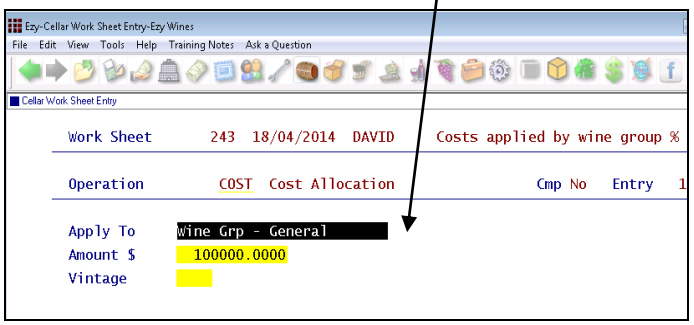
System Parameters & Syst | System Parameters & Syst

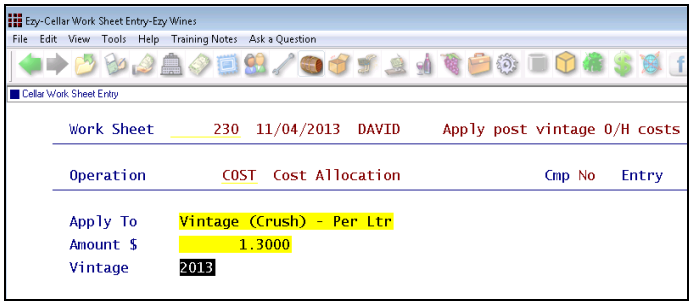
file:///D:/DEV/MASTER/TMP/SYSI-NICK.HTM

Sales: Excise Inclusive Prices : No
Sales: Export, Validate Stock Approval : Yes
Sales: Maximum Carton Labels Per Docket : 0
Sales: Print Kit Components On Forms : Yes
Sales: Sale Update To Reject Zero Cost : Yes
Stationery: Blank Lines At Top Of Page : 0
Stationery: Carton Labels : 5
Stationery: Coy. Name & Address At Top : Yes
Stationery: Sales Invoice : 0 (DEFAULT)
Stationery: Sales Invoice (email) : 0 (DEFAULT)
Stock: Check Stock Re-Order Level : Yes
Stock: Decimal Places On Prices : 2
Stock: Group Debtor, WET on Notional W/S : Yes
Stock: Lic. Fee/Subsidy On Sales Tax 1 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 2 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 3 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 4 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 5 : 0.000000
Stock: Lic. Fee/Subsidy On Sales Tax 6 : 0.000000
Stock: Lot Tracking : Yes
Stock: Notional W/S Price Class (Tax) : NW
Stock: Sales Tax Rate 1 : 0.000000
Stock: Sales Tax Rate 2 : 0.000000
Stock: Sales Tax Rate 3 : 0.000000
Stock: Sales Tax Rate 4 : 0.000000
Stock: Sales Tax Rate 5 : 0.000000
Stock: Sales Tax Rate 6 : 0.000000
Stock: Stock Cost Type : 2 Average Cost
Stock: User/Location Access : No
Stock: User/Stock Group Access : No
Stock: W/Sale GST & WET Inclusive Prices : No
Stock: Wholesale S/Tax On Notional Price : No
System: Winery Accounting : Yes
System: Winery System : Yes



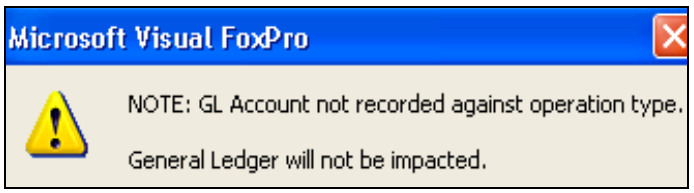
Cellar Reference Maintenance, Wine Groups





Vintage (Crush) – Per Ltr
The cost will only be applied to the component of the vessel(s) containing the specified vintage.

This operation should be considered after every vintage prior to any bottling or bulk despatch!



Note: If a GL A/C has not been recorded against the setup of the operation type, the GL will not be impacted and the bulk wine account will need to be adjusted via a journal.

Applying Bulk Wine Overhead Costs

The *Cost Allocation* operation type allows you to apply costs (such as monthly overheads) against wine in all or a selection of vessels.

Apply To

Selected Vsls – Per Ltr
The $/litre amount entered will be applied to the vessels selected.

All Vsls – Per Ltr
The $/litre amount entered will be applied to every vessel with a volume.

All Vsls – Total
The total amount will be distributed across every vessel with a volume.

Wine Grp – General
The total amount will be distributed across every vessel based on the general % distribution recorded against the wine groups.

Wine Grp – Deprec.
The total amount will be distributed across every vessel based on the depreciation % distribution recorded against the wine groups.

Zero Vessel Total
The cost recorded against each vessel selected will be set to zero.

Imp Wine – New Per Ltr
Imp Wine – Adj Per Ltr
Imp Batch – New Per Ltr
Imp Batch – Adj Per Ltr
The file to be imported simply needs to be a .csv with two fields (ie. wine batch and new cost, wine and new cost, wine batch and cost adjustment ***or*** wine and cost adjustment). This feature can be utilised to easily apply overhead costs periodically that are maintained in MS Excel.

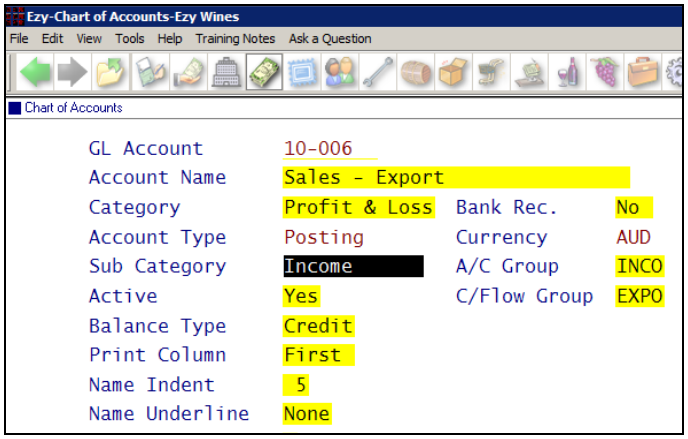
Note: *New* will simply overwrite the cost!

Before Updating

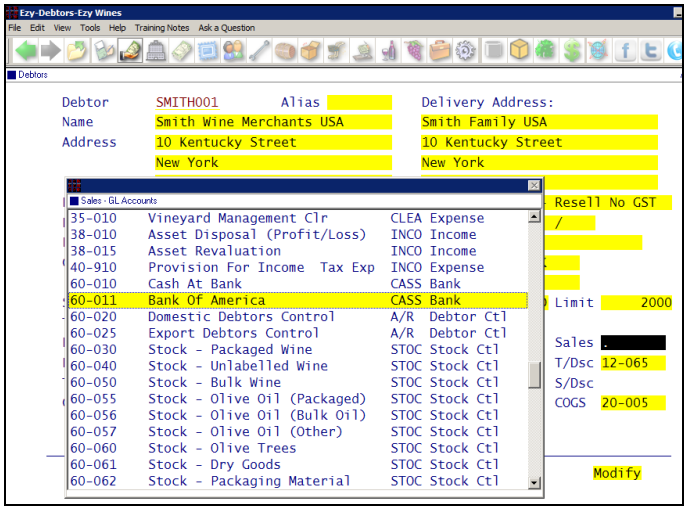
Check the cost distribution on the *Detail* format of the Cellar Work Sheet Listing before updating.

General Tips (Cont'd)

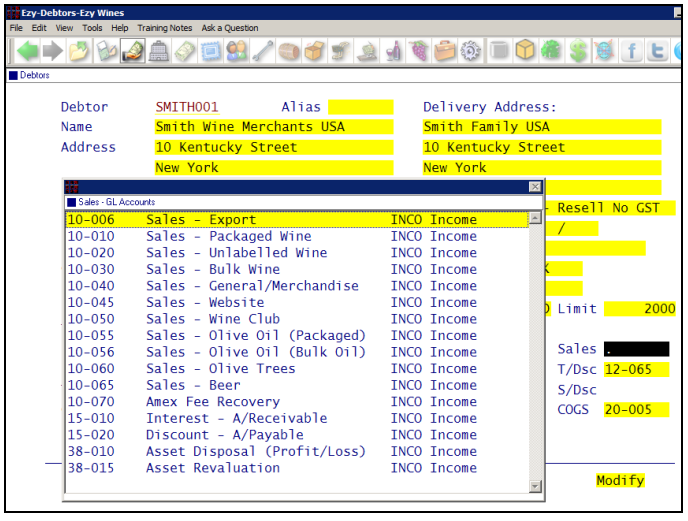
In the example below, the export sales account has been flagged with sub-category INCOME.



When the system parameter is set to No, any account can be selected.



When the system parameter is set to Yes, only income accounts are displayed in the picklist.



GL Account Sub-Category Validation

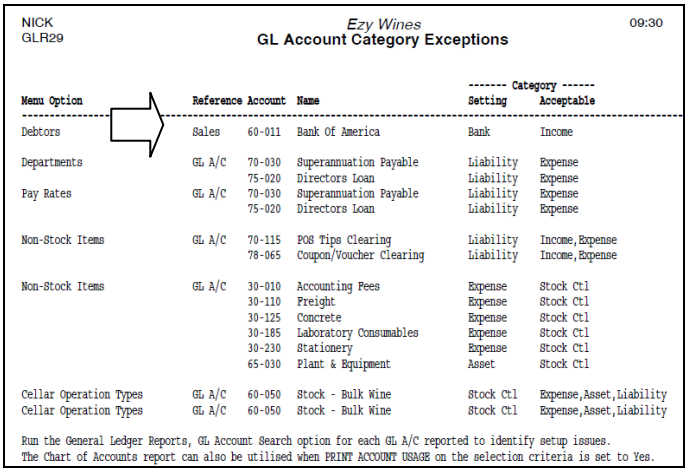
GL: Stop Entry If Incorrect Sub-Category

This system parameter should be set to Yes so as to ensure that only the appropriate accounts are displayed in GL picklists.

Note: On changing the setting of this parameter you need to log out and then log back in to activate.

General Ledger
General Ledger Reports
GL Account Category Exceptions
GL Account Search
Chart of Accounts

If a bank account was recorded as the Sales account against a Debtor, the following would be reported.

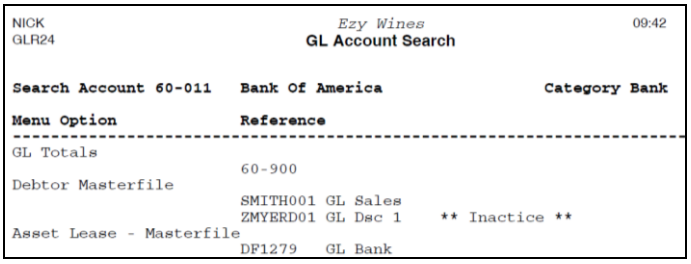


NICK GLR29 — *Ezy Wines* — 09:30

GL Account Category Exceptions

Menu Option	Reference	Account	Name	Category Setting	Category Acceptable
Debtors	Sales	60-011	Bank Of America	Bank	Income
Departments	GL A/C	70-030	Superannuation Payable	Liability	Expense
		75-020	Directors Loan	Liability	Expense
Pay Rates	GL A/C	70-030	Superannuation Payable	Liability	Expense
		75-020	Directors Loan	Liability	Expense
Non-Stock Items	GL A/C	70-115	POS Tips Clearing	Liability	Income,Expense
		78-065	Coupon/Voucher Clearing	Liability	Income,Expense
Non-Stock Items	GL A/C	30-010	Accounting Fees	Expense	Stock Ctl
		30-110	Freight	Expense	Stock Ctl
		30-125	Concrete	Expense	Stock Ctl
		30-185	Laboratory Consumables	Expense	Stock Ctl
		30-230	Stationery	Expense	Stock Ctl
		65-030	Plant & Equipment	Asset	Stock Ctl
Cellar Operation Types	GL A/C	60-050	Stock - Bulk Wine	Stock Ctl	Expense,Asset,Liability
Cellar Operation Types	GL A/C	60-050	Stock - Bulk Wine	Stock Ctl	Expense,Asset,Liability

Run the General Ledger Reports, GL Account Search option for each GL A/C reported to identify setup issues.
The Chart of Accounts report can also be utilised when PRINT ACCOUNT USAGE on the selection criteria is set to Yes.

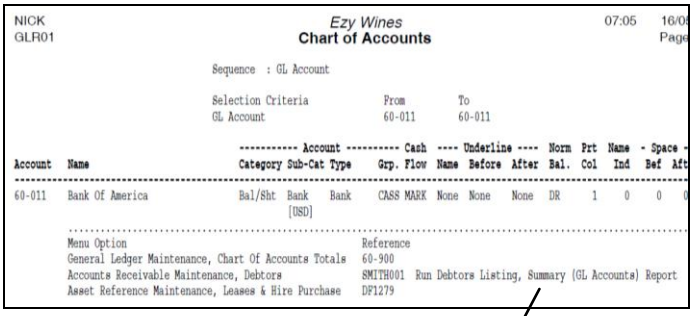


NICK GLR24 — *Ezy Wines* — 09:42

GL Account Search

Search Account 60-011 **Bank Of America** **Category Bank**

Menu Option	Reference	
GL Totals	60-900	
Debtor Masterfile	SMITH001	GL Sales
	ZMYERD01	GL Dsc 1 ** Inactice **
Asset Lease - Masterfile	DF1279	GL Bank



NICK GLR01 — *Ezy Wines* — 07:05

Chart of Accounts

Sequence : GL Account

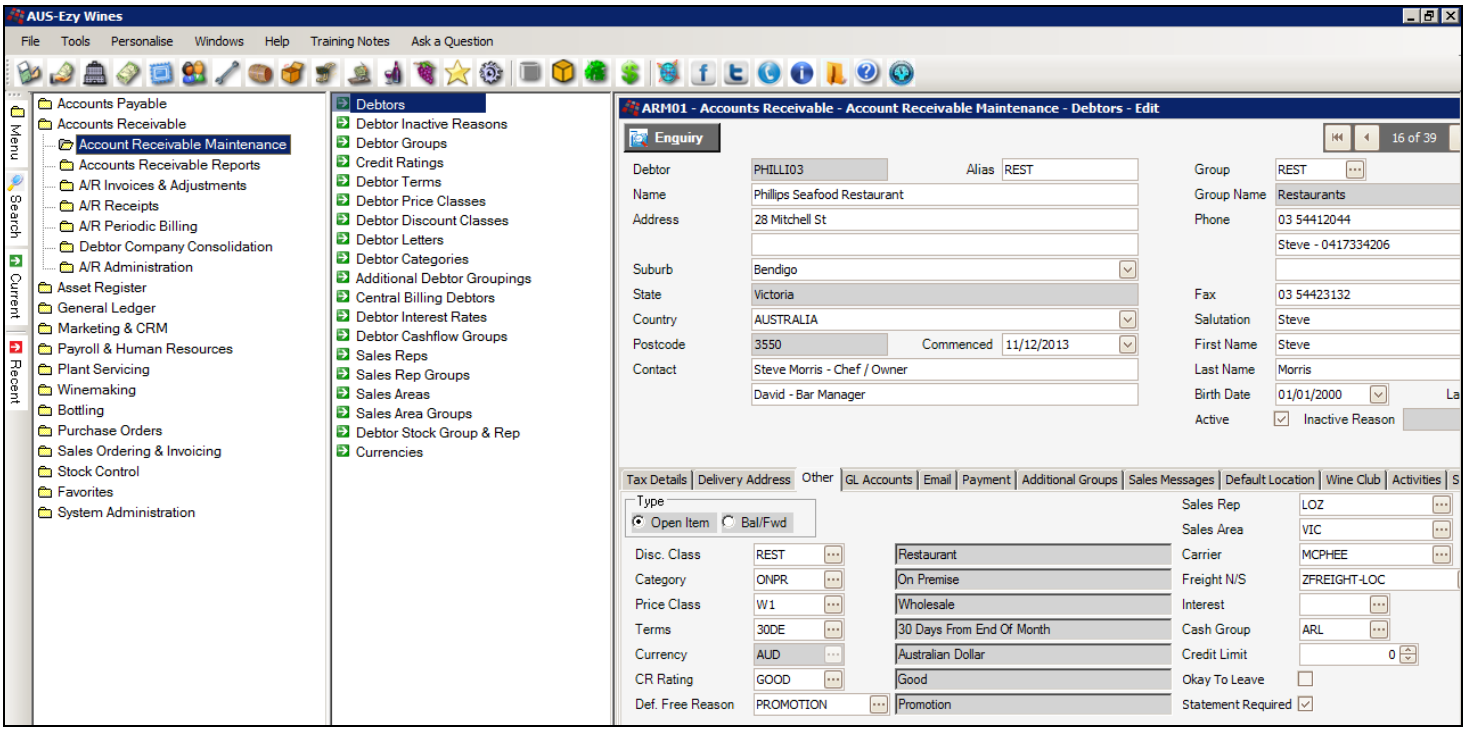
Selection Criteria — From 60-011 — To 60-011
GL Account

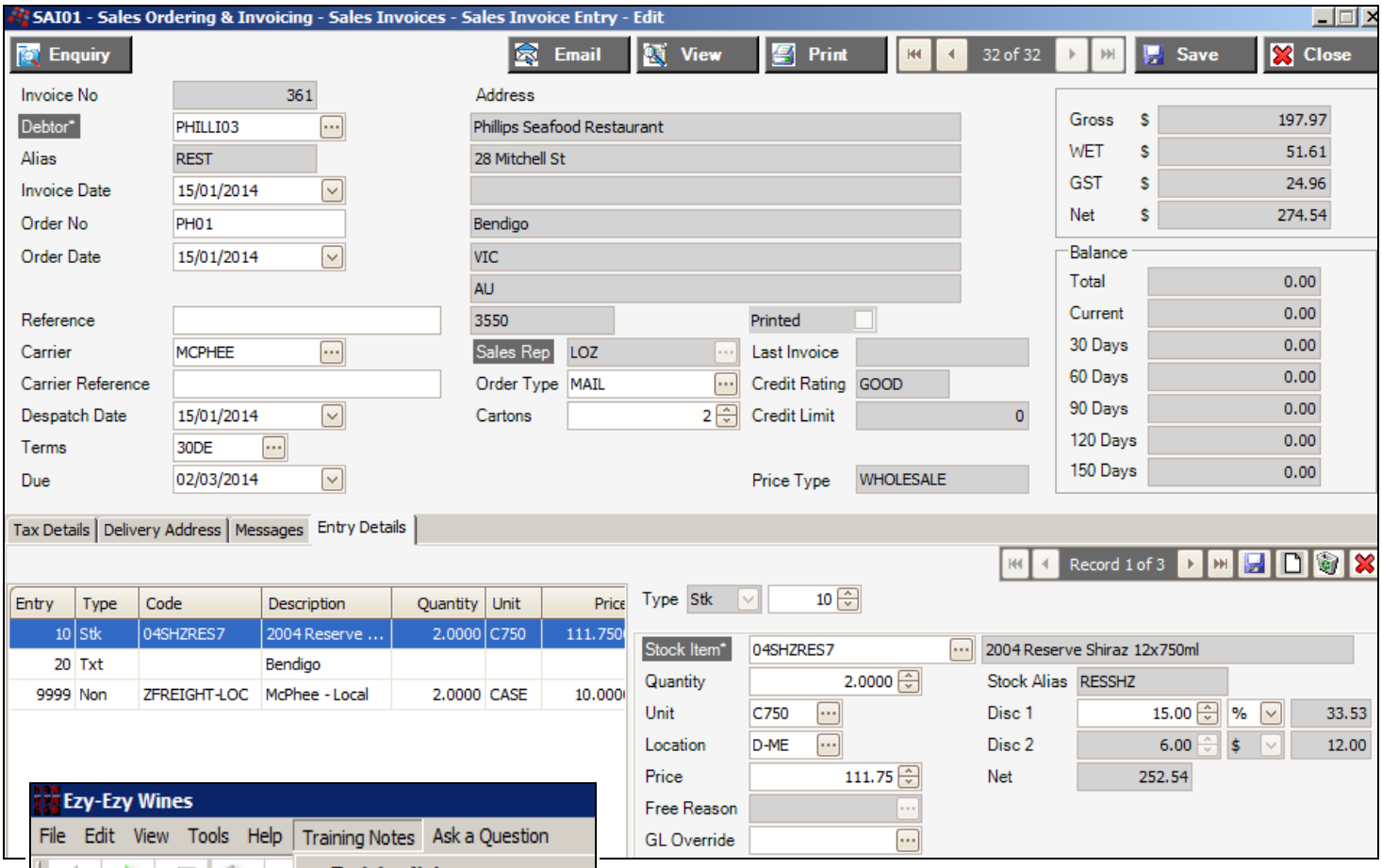
Account	Name	Account Category	Sub-Cat	Type	Cash Grp.	Flow	Underline Name	Before	After	Norm Bal.	Prt Col	Name Ind	Space Bef	Aft
60-011	Bank Of America	Bal/Sht	Bank [USD]	Bank	CASS	MARK	None	None	None	DR	1	0	0	0

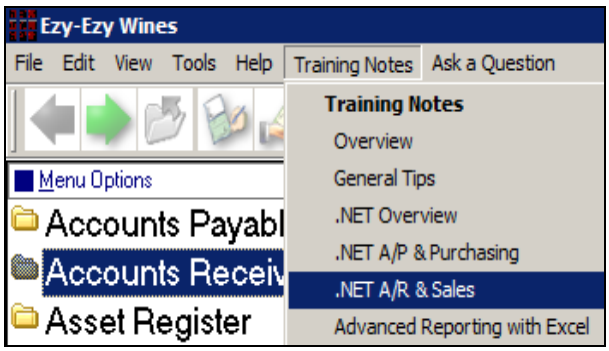
Menu Option	Reference
General Ledger Maintenance, Chart Of Accounts Totals	60-900
Accounts Receivable Maintenance, Debtors	SMITH001 Run Debtors Listing, Summary (GL Accounts) Report
Asset Reference Maintenance, Leases & Hire Purchase	DF1279

Print Accounts Usage = Yes

SMITH001 Run Debtors Listing, Summary (GL Accounts) Report

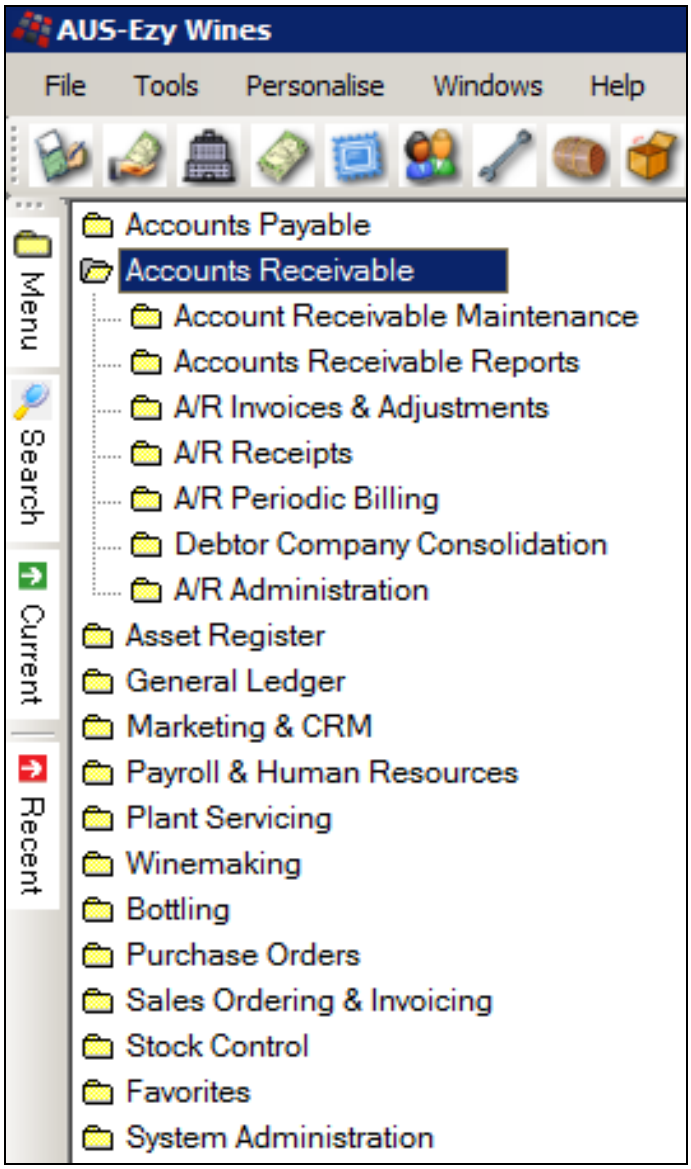


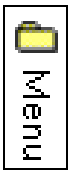




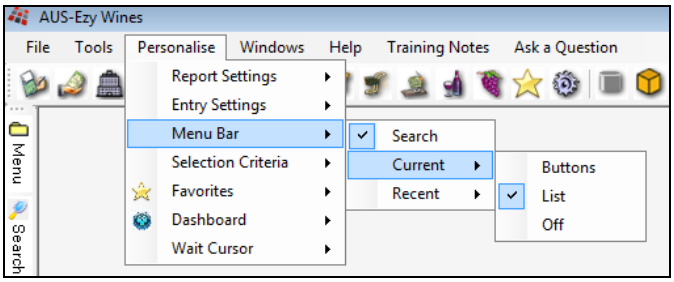
The **.NET** version of ***EzyAccounts*** was released mid 2013 and has been implemented at a few client sites.

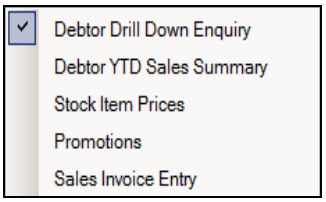
The .NET version of the A/R & Sales training notes can be accessed from the current version.





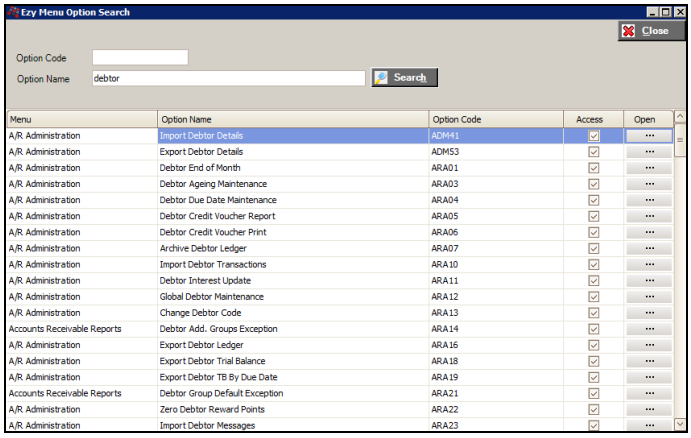
The menu can be displayed or hidden at any time.

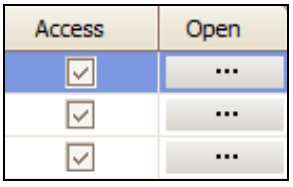




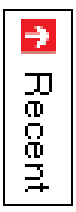
List version

Buttons version

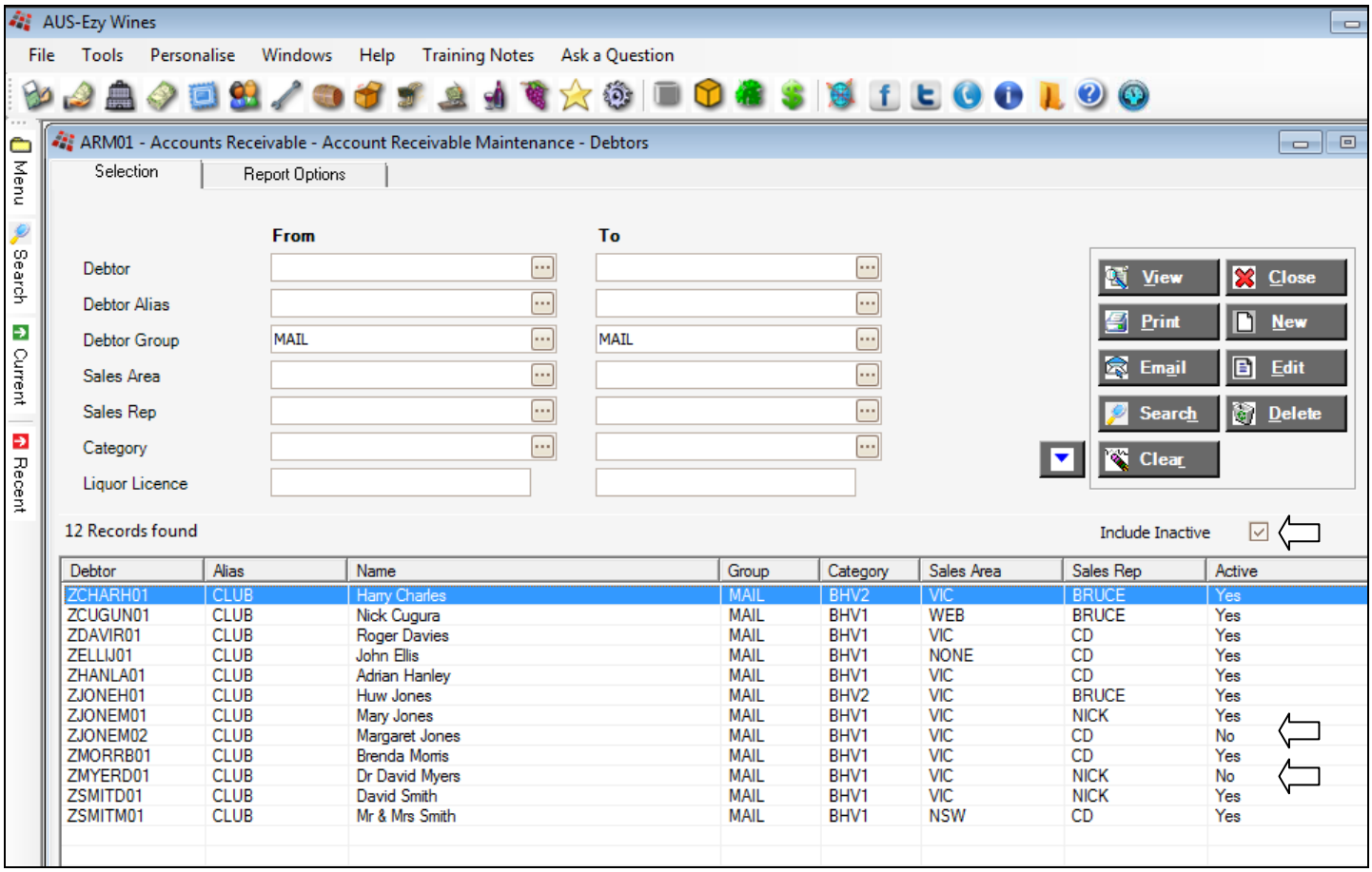




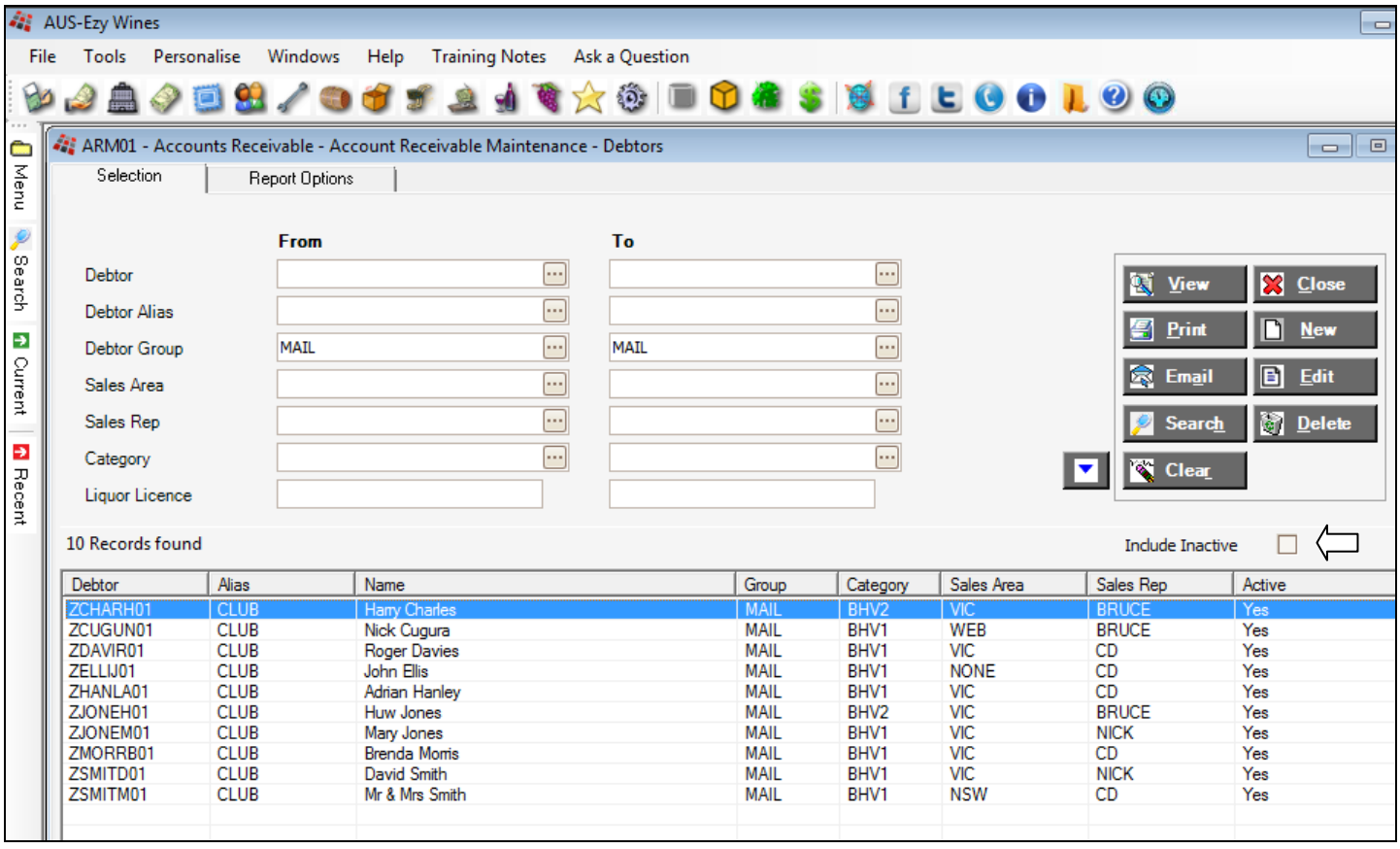
If you have access to the menu option, it can be opened here.



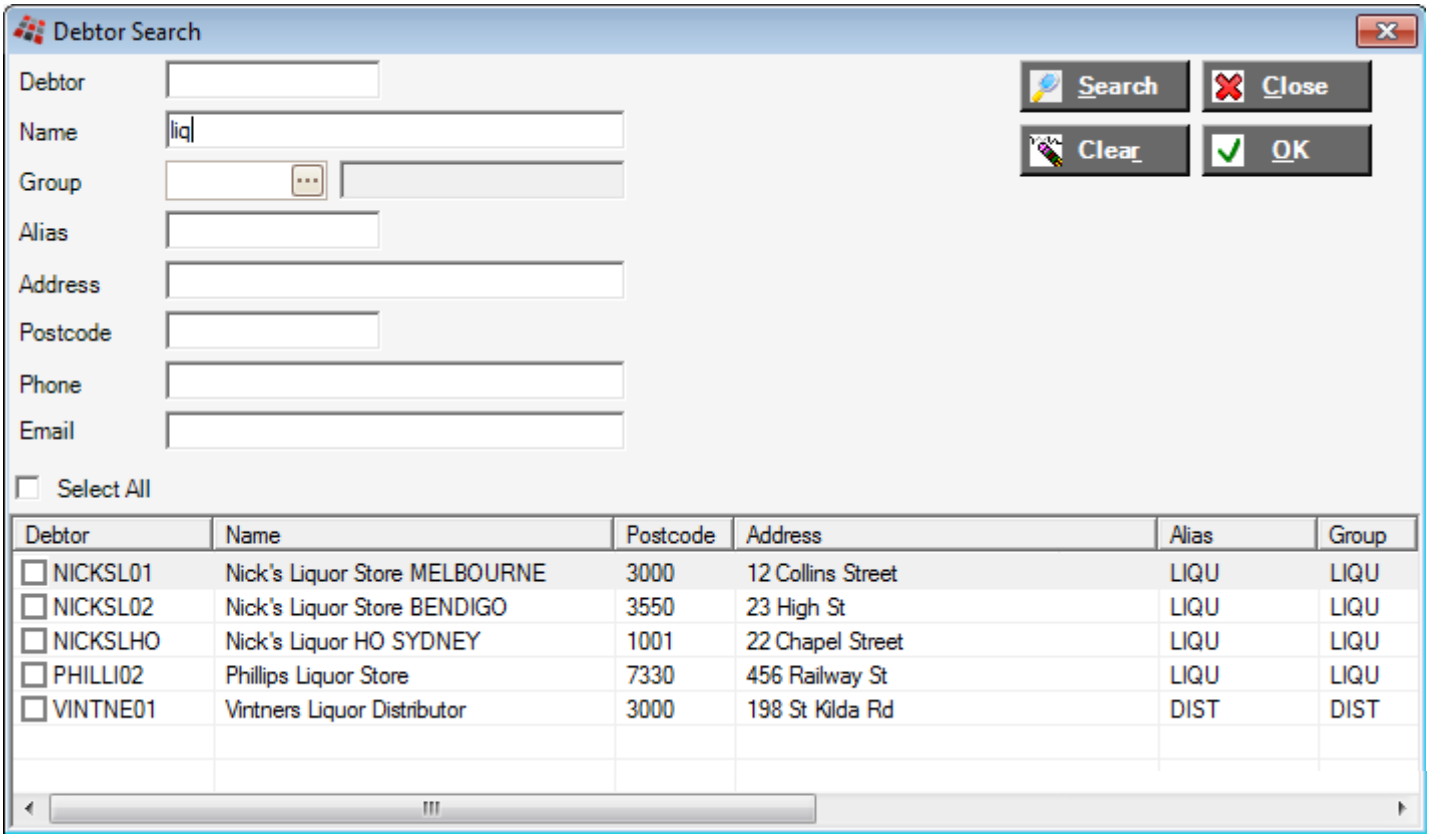
Menu options that have been recently accessed and closed.



All Reference data can be flagged as inactive and included or excluded from the selection criteria

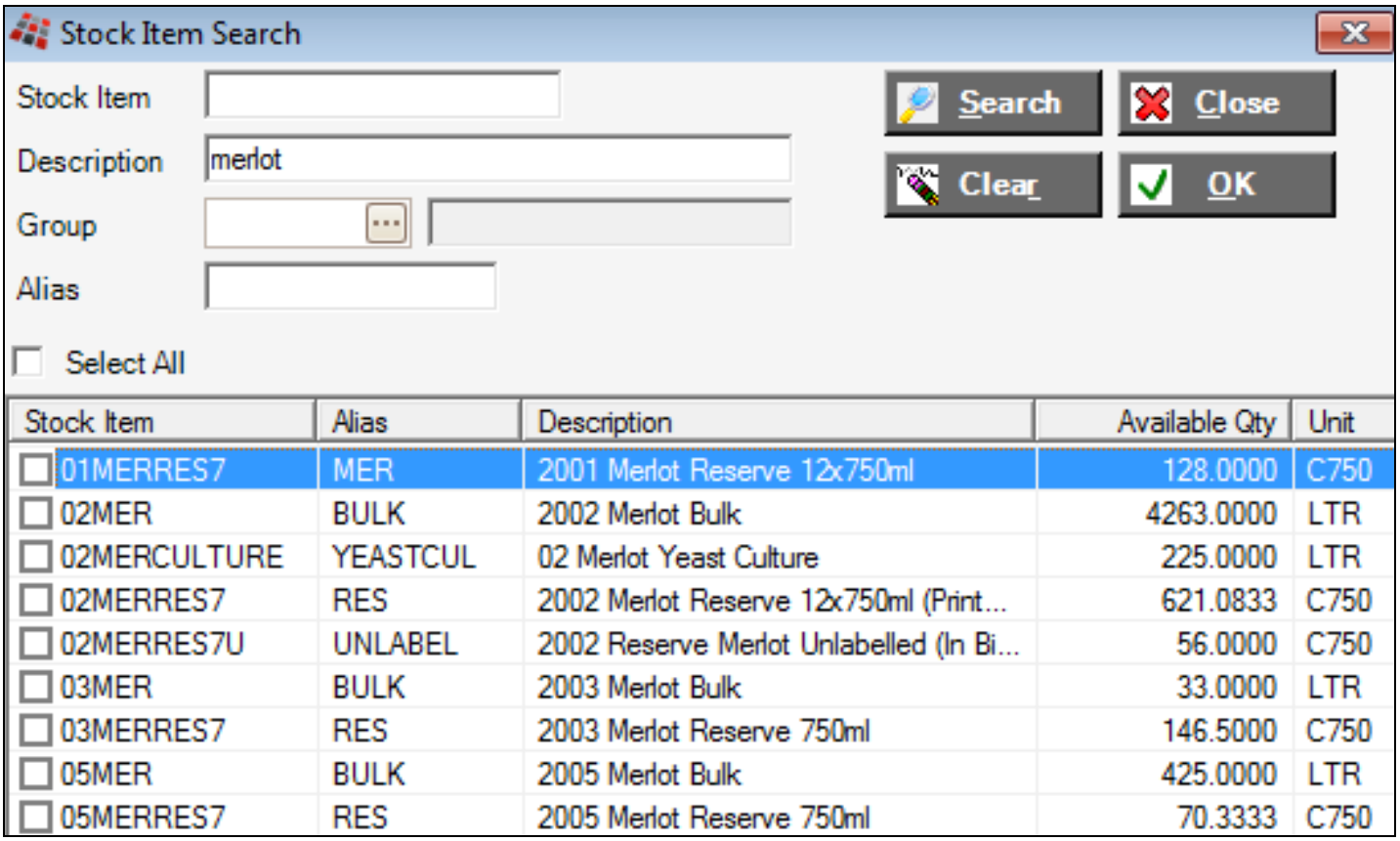


Search Dialogue



Above The Debtor search feature is available across all modules in both entry and report options and provides several ways of finding a specific Debtor or range of Debtors.

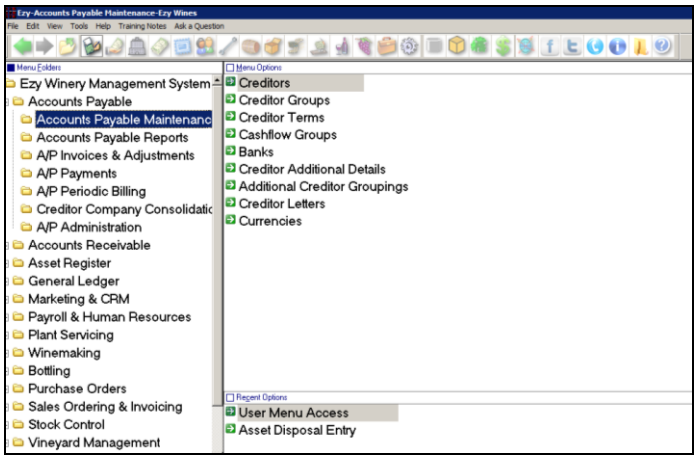
Below The *available* stock on hand is included in the Stock Item search dialogue.



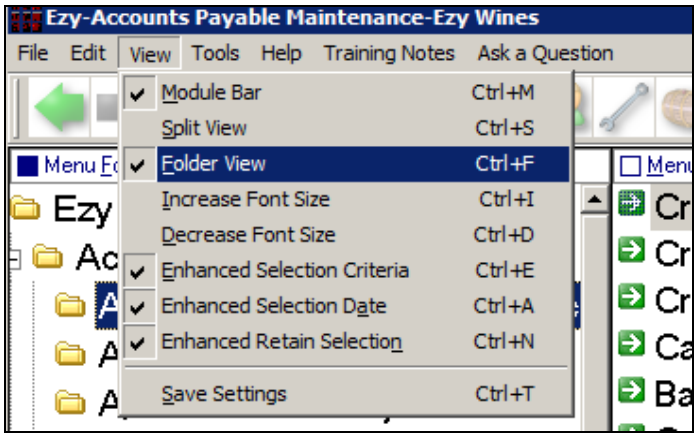
General

New User Default Font Size & Menu Format

On inserting a new user the font size has been changed from the smallest to the largest and the menus structure will be displayed.



These default settings can be changed by the user at any time on the [View] tab top left of the screen.



Benefit

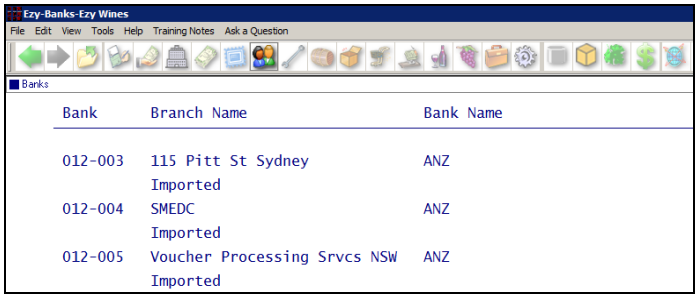
- Make it easier for new user to see the menu option name, particularly if they are running high resolution screen
- Easier for user to learn the menu structure.

User Access Menu
User Menu Access

Accounts Payable

Import Bank Branches

[Import] button has been introduced.



Benefit

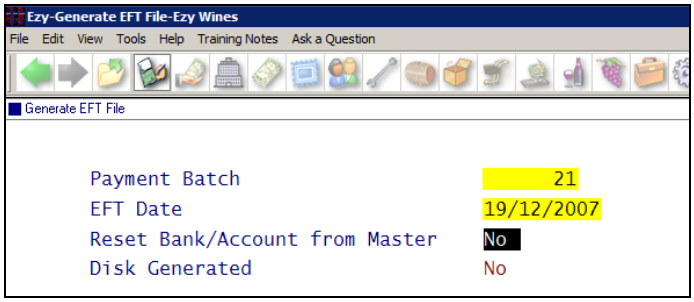
- A file containing every bank branch in Australia can be downloaded from the internet and imported
- Save a lot of time.

Accounts Payable Maintenance
Banks

Generate Creditor EFT Reset Bank Account

'Reset Bank/Account From Master' prompt has been added to the selection criteria.

When set to Yes, the Creditors in the EFT file will have their bank account details updated with the latest bank details recorded against the Creditor.



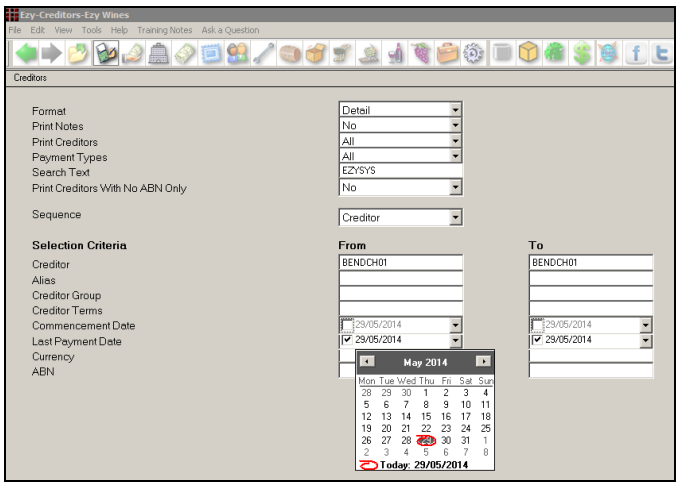
Benefit

- Ensure that Creditor's latest bank details are used.

A/P Payments
Generate EFT File

Creditor Listing Last Payment Date Selection

'Last Payment Date' added to the selection criteria.



Benefit

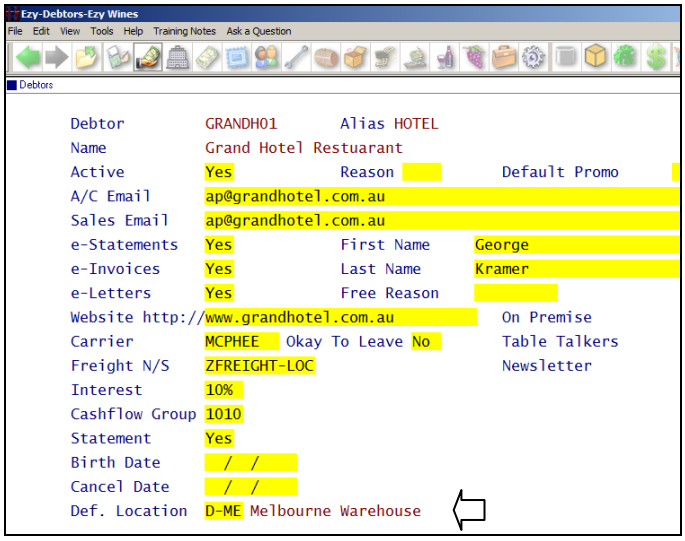
- Identify suppliers that have not be used for a long time that can be flagged as inactive.

Accounts Payable Reports
Creditors

Accounts Receivable

Debtor Default Sales Location

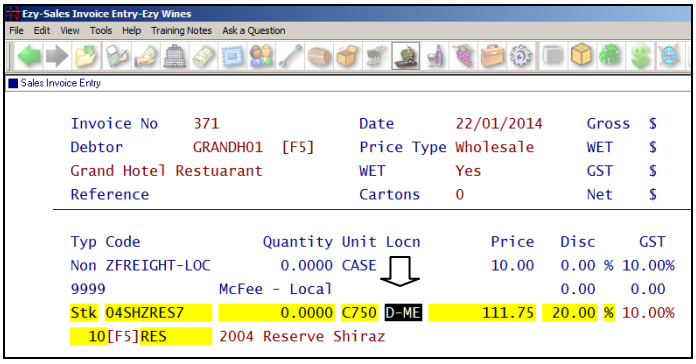
Default location for sales can now also be recorded against the Debtor.



Benefit

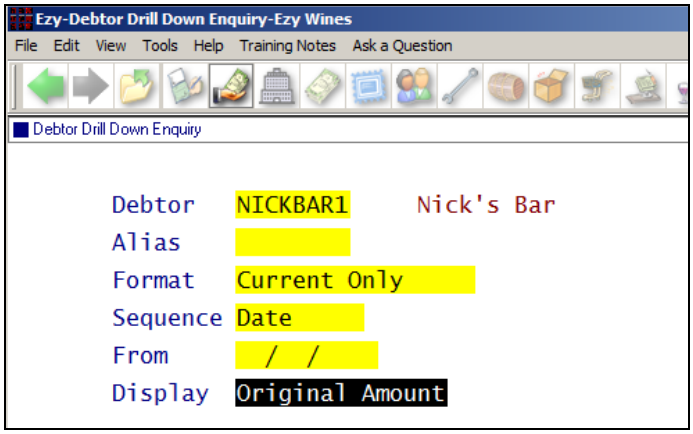
- Save time and reduce errors when entering a sale.

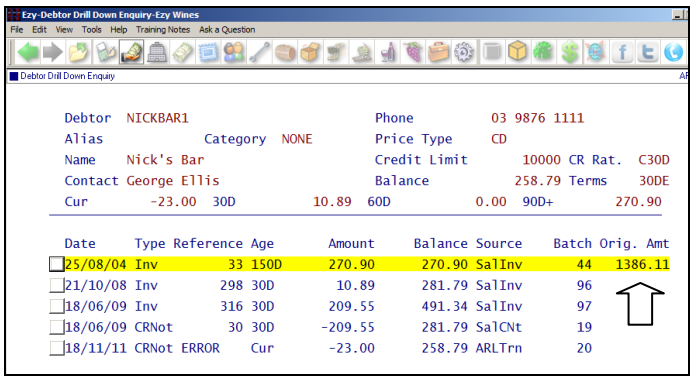
Accounts Receivable
Debtors



Debtor Drill Down Display Original Amount

Display prompt has been added with scroll list options User Id and Original Amount. The original amount is new and shows the original amount of the sale when an invoice amount has been partially paid.





Benefit

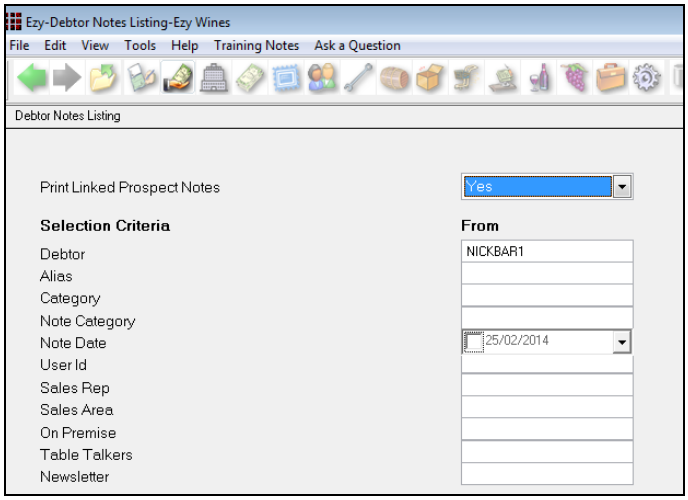
- Option to check the original amount.

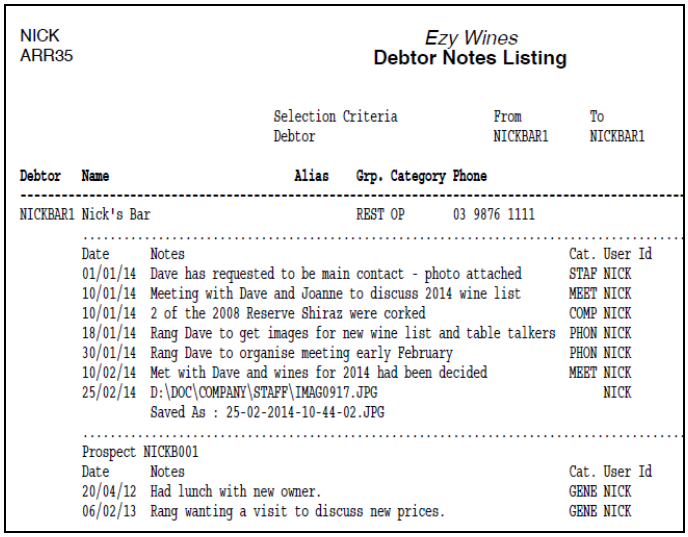
Accounts Receivable Reports
Debtor Drill Down Enquiry

Accounts Receivable (cont'd)

Debtor Notes Listing Includes Prospect Notes

'Print Linked Prospect Notes' prompt has been added to the selection criteria.





NICK
ARR35

Ezy Wines
Debtor Notes Listing

Selection Criteria	From	To
Debtor	NICKBAR1	NICKBAR1

Debtor	Name	Alias	Grp.	Category	Phone
NICKBAR1	Nick's Bar		REST	OP	03 9876 1111

Date	Notes	Cat.	User Id
01/01/14	Dave has requested to be main contact - photo attached	STAF	NICK
10/01/14	Meeting with Dave and Joanne to discuss 2014 wine list	MEET	NICK
10/01/14	2 of the 2008 Reserve Shiraz were corked	COMP	NICK
18/01/14	Rang Dave to get images for new wine list and table talkers	PHON	NICK
30/01/14	Rang Dave to organise meeting early February	PHON	NICK
10/02/14	Met with Dave and wines for 2014 had been decided	MEET	NICK
25/02/14	D:\DOC\COMPANY\STAFF\IMAG0917.JPG Saved As : 25-02-2014-10-44-02.JPG		NICK

Prospect NICKB001

Date	Notes	Cat.	User Id
20/04/12	Had lunch with new owner.	GENE	NICK
06/02/13	Rang wanting a visit to discuss new prices.	GENE	NICK

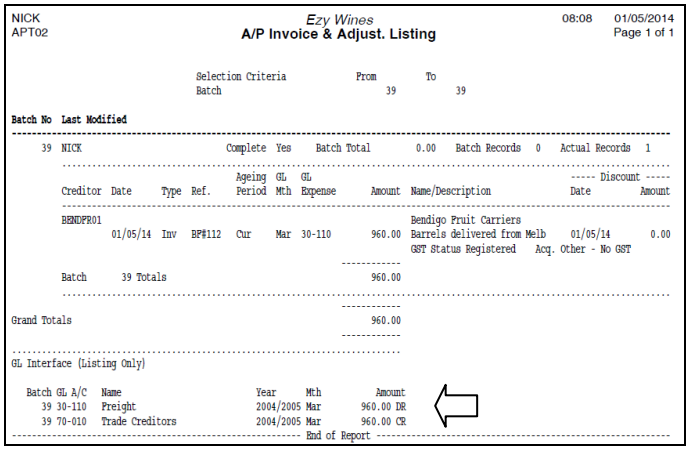
Benefit

- Easily produce a list of notes recorded against [F5]
- Ability to include both Debtor and Prospect notes when Debtor has been recorded against a Prospect.

Accounts Receivable Reports
Debtor Notes Listing

A/R Invoice & Adjust Listing Shows GL

When new system parameter *Acc/Rec: Inv/Adj, Listing To Show GL* is set to Yes, on running the lisitng the postings are shown at bottom of the report.



NICK
APT02

Ezy Wines
A/P Invoice & Adjust. Listing

08:08 01/05/2014
Page 1 of 1

Selection Criteria	From	To
Batch	39	39

Batch No	Last Modified									
39	NICK	Complete	Yes	Batch Total	0.00	Batch Records	0	Actual Records	1	

Creditor	Date	Type	Ref.	Ageing Period	GL Mth	GL Expense	Amount	Name/Description	Discount Date	Discount Amount
BENDFR01								Bendigo Fruit Carriers		
	01/05/14	Inv	BF#112	Cur	Mar	30-110	960.00	Barrels delivered from Melb	01/05/14	0.00
								GST Status Registered Acq. Other - No GST		
Batch	39 Totals						960.00			
Grand Totals							960.00			

GL Interface (Listing Only)

Batch	GL A/C	Name	Year	Mth	Amount
39	30-110	Freight	2004/2005	Mar	960.00 DR
39	70-010	Trade Creditors	2004/2005	Mar	960.00 CR

End of Report

Benefit

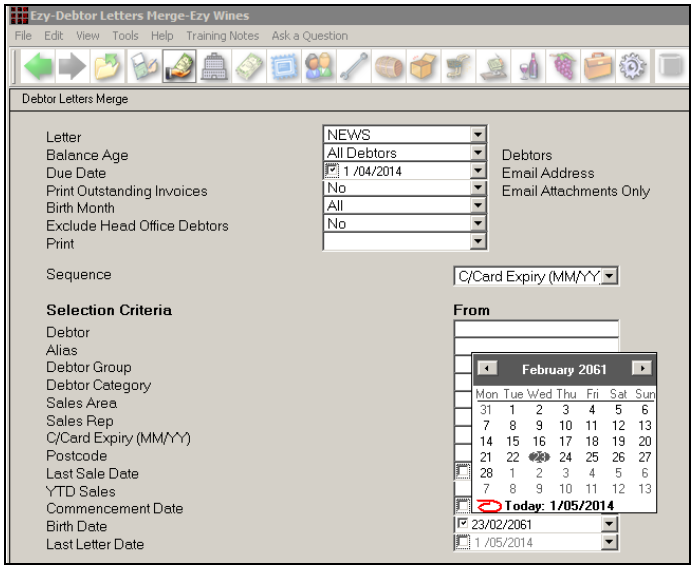
- Check GL postings before running the Update.

A/R Invoices & Adjustments
A/R Invoice & Adjust. Listing

Accounts Receivable (cont'd)

More Debtor Mailmerge & Letter Merge Options

'Exclude Head Office Debtors' and 'Birth Date' prompts have been added to the selection criteria.



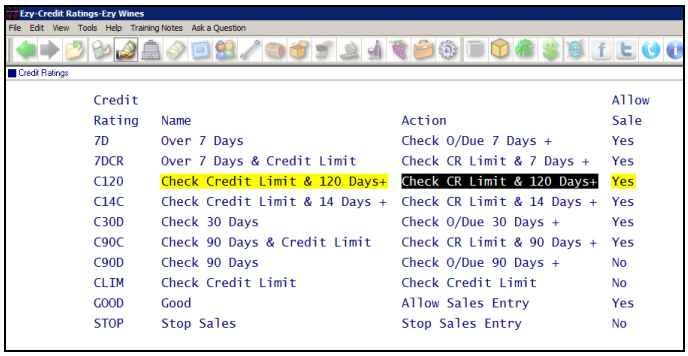
Benefit

- Target wine club members according to birth date
- Exclude central billing Debtor, such as supermarket head office.

Accounts Receivable Reports
Debtor Mailmerge Interface
Debtor Letters Merge

Check Credit Limit & 120 Days +

New credit rating option.



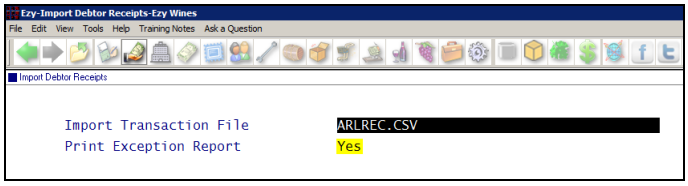
Benefit

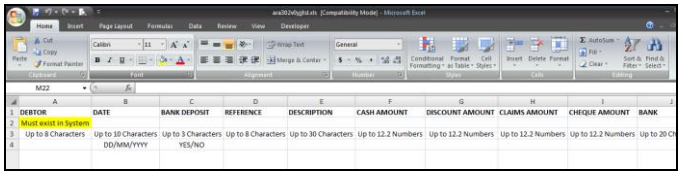
- Useful option for export customers.

Accounts Receivable
Credit Ratings
A/R Administration
Export Debtor Details
Sales
Sales Invoice Entry
Mail Order Sales Entry
Sales Order Entry

Import Debtor Receipts

New option.





Benefit

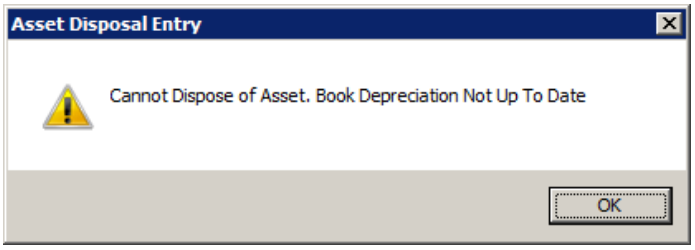
- Import file of receipts as a .CSV file.

A/R Administration
Import Debtor Receipts

Asset Register

Asset Disposal Only If Fully Depreciated

Asset cannot be selected for disposal if its last depreciation date is less than the disposal date.



Benefit

- Ensure that depreciation is up-to-date so that it gets correct figures for disposal.

Asset Disposal
Asset Disposal Entry

Post Tax Or Book Value

System parameter "Ass/Reg: GL Postings, Use Book Value" has been introduced, defaulting to No.

Benefit

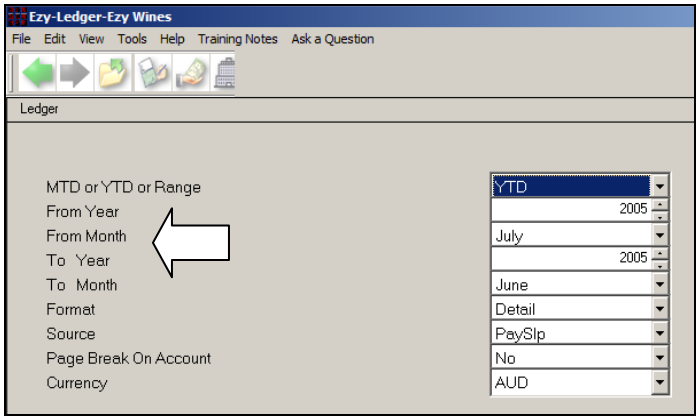
- Post book value.

Asset Register Operations
Asset Adjustment Update
Asset Revaluation Update
Asset Disposal Update

General Ledger

Specify GL Ledger Report Month Range

From and To Month prompts have been added to the selection criteria.



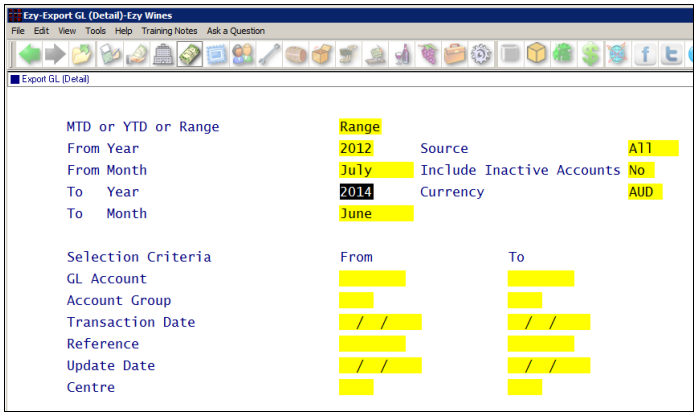
Benefit

- More flexible reporting.

General Ledger Reports
Ledger

Export Range Of GL Financial Years

Export GL From & To Year & Month prompts have been added to the selection criteria.



Benefit

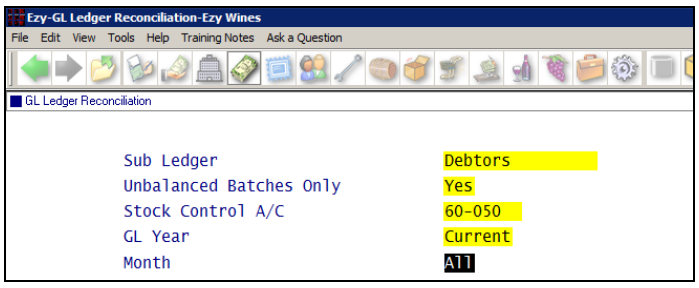
- More flexible exporting.

General Ledger Administration
Export GL (Detail)

GL Ledger Reconciliation By Year & Month

GL Year and Month prompts have been added to the selection criteria options.

This report displays the transactions not in balance; the amount which impacted in the General Ledger is not the same as what impacted in the Creditors/Stock/Debtors/Growers/Assets sub-ledgers.



Benefit

- This is a useful tool saving a lot of time when tracking detailed issues that have been identified in the validation summary that need adjustment.

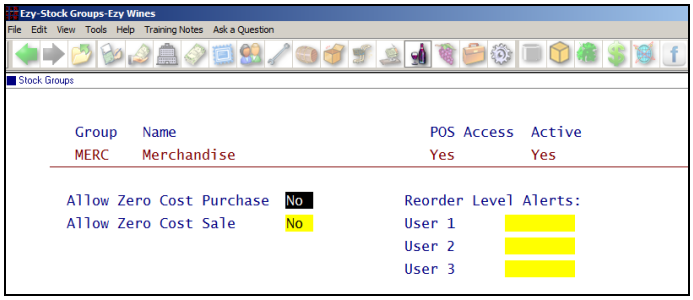
General Ledger Reports
GL Ledger Reconciliation

Purchase Orders

Purchase Stock With Zero Cost

'Allow Zero Cost Purchase' prompt has been added to stock group and initialised to No.

When set to Yes, stock items belonging to this group can be purchased at zero cost.



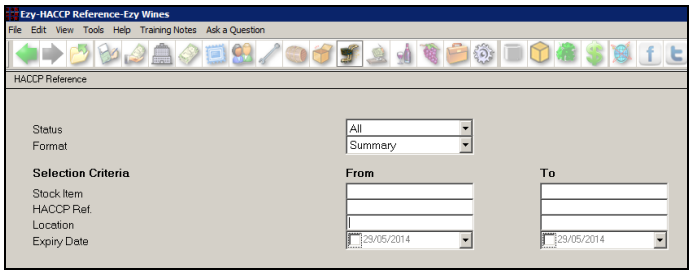
Benefit

- Ability to update purchase orders for stock items with a zero cost.

Stock Reference
Stock Groups
Purchase Orders Operations
Purchase Order Receipt Update

HACCP Listing Stock Location Selection

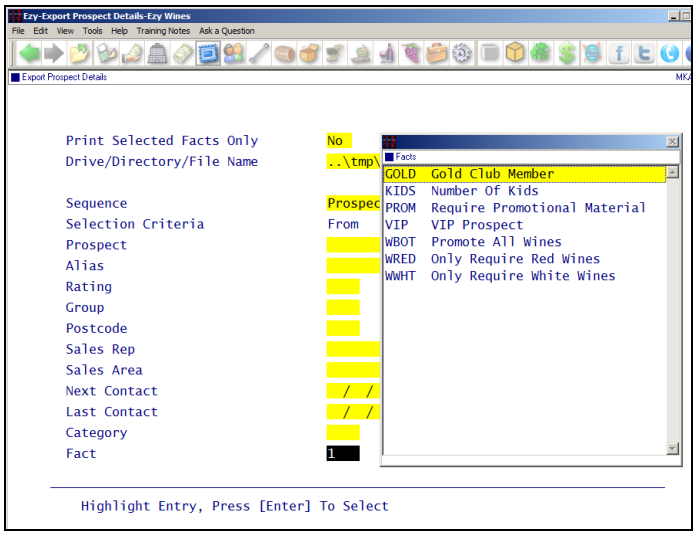
'Location' has been added to the selection criteria.



P/Orders Reference Reports
HACCP Reference

Export Prospects By Facts

Fact has been added to the selection criteria.



Benefit

- Only export Prospects with required fact(s).

Marketing Administration
Export Prospect Details

Customise Marketing Prospect Form

Marketing Prospects Form has been added to the Stationery Designer.

Benefit

- Customise prospect form.

Marketing Operations
Marketing Prospect Form
System Administration
Stationery Designer

Customise Prospect Details Confirmation

Prospect Details Confirmation has been added to the Stationery Designer.

Benefit

- Customise confirmation form.

Marketing Operations
Prospect Details Confirmation
System Administration
Stationery Designer

Import Marketing Activities Calendar Interface

When system parameter "Marketing: I/Face With Outlook Calendar" is set to Yes, on importing marketing activities from a CSV file, your calendar will be updated accordingly.

Benefit

- On moving from MS Excel to the marketing module, ensure that pending activities are recorded against MS Calendar.

Marketing Administration
Import Marketing Activities

Marketing & CRM (cont'd)

Marketing Activities Statistics

New report summarizing activities for a specified date range.

NICK
MKR24

Ezy Wines
Marketing Activities Stats

06:34 25/02/2014
Page 1 of 1

Selection Criteria — From — To
Prospect — PHILL001 — PHILL002

Prospect	Debtor	Name/Email	Total Sales	Avg/Month
PHILL001	PHILLE01	Phillips Liquor Store	28012.52	257.00

Activity	Total	Avg/Month
TAST Wine Tasting	1	1.00
VISI General Visit	1	1.00

Prospect	Debtor	Name/Email	Total Sales	Avg/Month
PHILL002	PHILLB01	Phillips Cafe bruce@philipscafe.com.au	10327.85	229.51

Activity	Total	Avg/Month
EMAI Email	1	1.00
PHON Phone	1	1.00
VISI General Visit	2	2.00
WINL Check Wine List	1	1.00

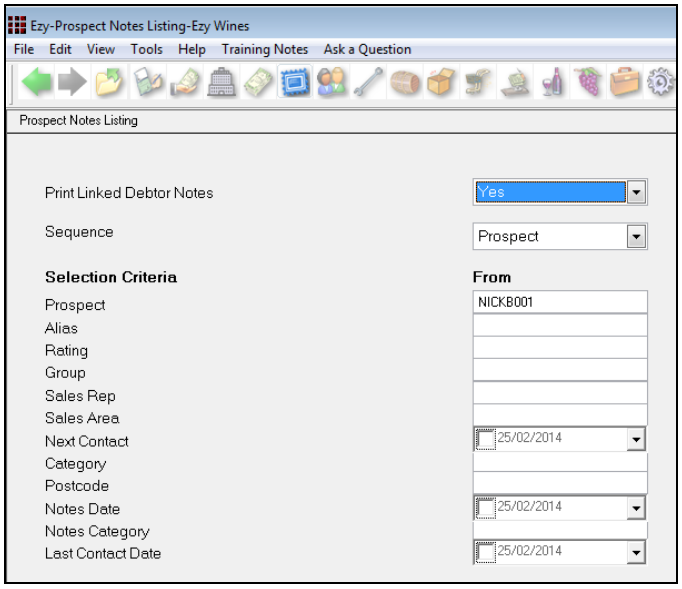
Benefit

- Easily check what activities have occurred for a customer or prospect for specified period.

Marketing Operations
Marketing Activities Stats

Prospect Notes Listing

New menu option.



NICK
MKR25

Ezy Wines
Prospect Notes Listing

Sequence : Prospect

Selection Criteria — From — To
Prospect — NICKB001 — NICKB001

Prospect	Name	Alias
NICKB001	Nick's Bar	

Date	Notes	Cat.	User Id
20/04/12	Had lunch with new owner.	GENE	NICK
06/02/13	Rang wanting a visit to discuss new prices.	GENE	NICK

Debtor NICKBAR1

Date	Notes	Cat.	User Id
01/01/14	Dave has requested to be main contact - photo attached	STAF	NICK
10/01/14	Meeting with Dave and Joanne to discuss 2014 wine list	MEET	NICK
10/01/14	2 of the 2008 Reserve Shiraz were corked	COMP	NICK
18/01/14	Rang Dave to get images for new wine list and t		
30/01/14	Rang Dave to organise meeting early February		
10/02/14	Met with Dave and wines for 2014 had been decid		
25/02/14	D:\DOC\COMPANY\STAFF\IMAG0917.JPG Saved As : 25-02-2014-10-44-02.JPG		

Benefit

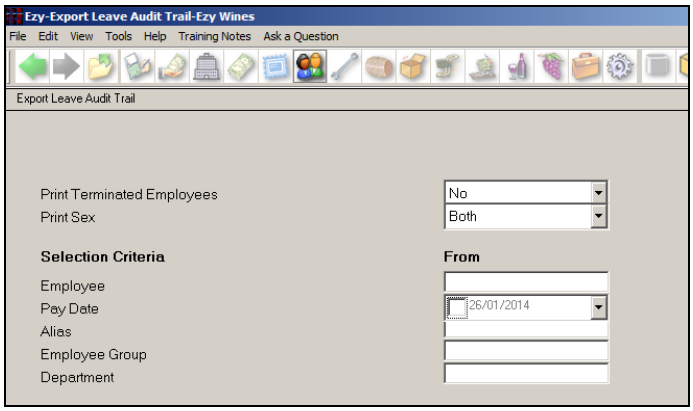
- Easily produce a list of notes recorded against [F5]
- Ability to include both Debtor and Prospect notes when Debtor has been recorded against a Prospect.

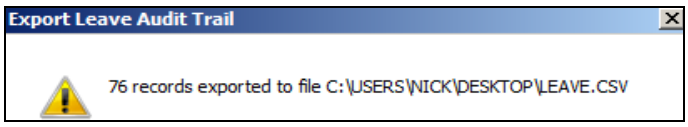
Marketing Operations
Prospect Notes Listing

Payroll

Export Leave Audit Trail

New menu option.

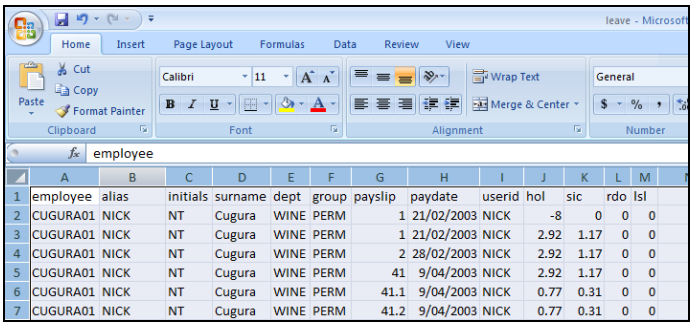




Benefit

- Utilise MS Excel for further reporting of employee leave movement.

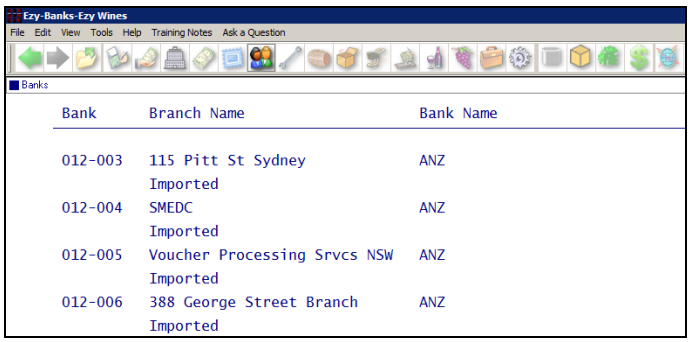
Payroll Administration
Export Leave Audit Trail



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	employee	alias	initials	surname	dept	group	payslip	paydate	userid	hol	sic	rdo	lsl
2	CUGURA01	NICK	NT	Cugura	WINE	PERM	1	21/02/2003	NICK	-8	0	0	0
3	CUGURA01	NICK	NT	Cugura	WINE	PERM	1	21/02/2003	NICK	2.92	1.17	0	0
4	CUGURA01	NICK	NT	Cugura	WINE	PERM	2	28/02/2003	NICK	2.92	1.17	0	0
5	CUGURA01	NICK	NT	Cugura	WINE	PERM	41	9/04/2003	NICK	2.92	1.17	0	0
6	CUGURA01	NICK	NT	Cugura	WINE	PERM	41.1	9/04/2003	NICK	0.77	0.31	0	0
7	CUGURA01	NICK	NT	Cugura	WINE	PERM	41.2	9/04/2003	NICK	0.77	0.31	0	0

Import Employee Banks

[Import] button has been introduced.



Benefit

- A file containing every bank branch in Australia can be downloaded from the internet and imported
- Save a lot of time.

Payroll Reference Maintenance
Banks

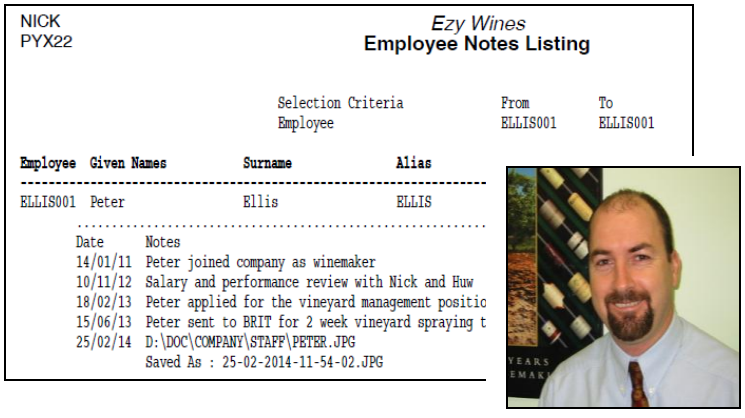
Export Employee Includes Birth Date

Birth Date has been appended to the export file.

Payroll Administration
Export Employees

Employee Notes Listing

New menu option.



Benefit

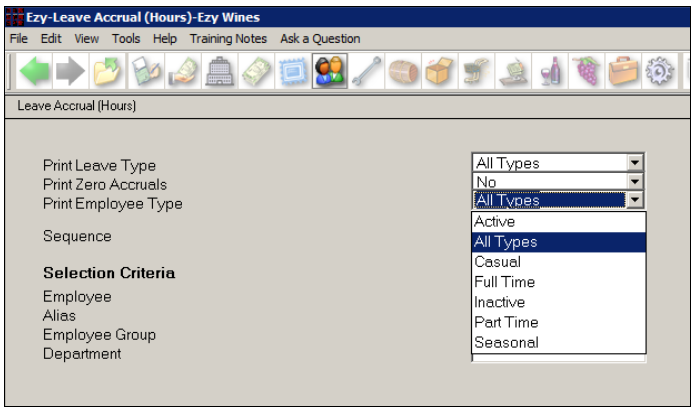
- Easily produce a list of notes recorded against [F5].

Payroll Operations Reports
Employee Notes Listing
Human Resources Reports
Employee Notes Listing

Payroll (Cont'd)

Leave Audit By Employee Type

'Print Employee Type' prompt has been added to the selection criteria with scroll list options.



Benefit

- Report leave for specific type of employee.

Payroll Operations Reports
Employee Leave Accruals
Leave Audit Trail
Leave Accruals (Hours)

Payslip Summary Includes Total Employees

The total number of employees in the pay run is displayed at the end of the report.

NICK
PYO05

Ezy Wines
Payslip Summary

Sequence : Employee

Employee	Pay Slip	Pay Date	Pay Periods	Name	Gross
CUGURA01	446.0	14/01/05	1 Weeks	Nick Cugura	1342.00
ELLIS001	516.0	20/05/14	1 Weeks	Peter Ellis	880.65
	Salary Review now due				
PHILLI01	258.0	20/05/14	1 Fortnights	Joanne Phillips	540.00
	Salary Review now due				
Grand Totals (3 Employees)					2762.65

Benefit

- Easily reconcile number of employees being paid.

Payroll Operations
Payslip Summary

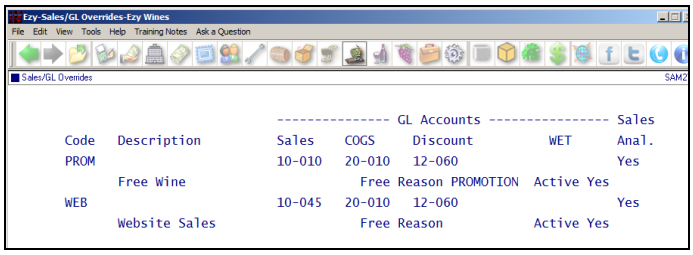
Export Payslips GL & Projects Appended

The GL accounts and project have been appended to the file.

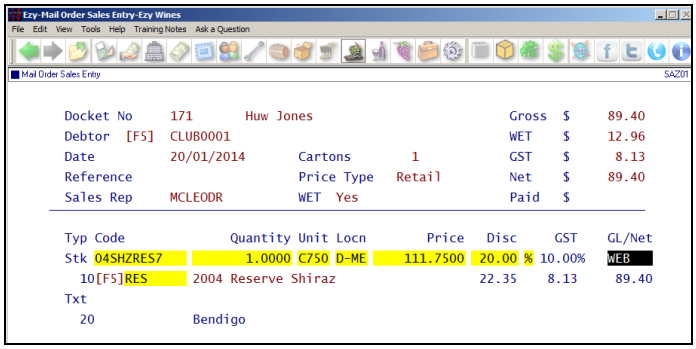
Payroll Administration
Export Payslip History

Mail Order Entry Default GL Override

The Mail Order Update option will check whether a GL override has been specified and use the GL accounts recorded against the Sales Reference Maintenance, Sales/GL Overrides option.



When system parameter "M/Order: Entry, Use GL Overrides" is set to Yes, the Mail Order Entry option prompts for it.



New system parameter "M/Order: Entry, Default GL Override" has been introduced to allow for a default override to be specified.

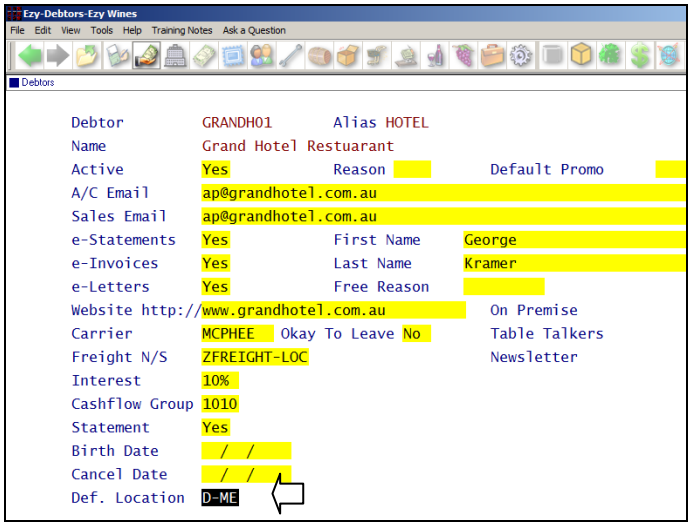
Benefit

- Save time and reduce errors when the same GL override is generally used.

Mail Orders
Mail Order Sales Entry
Mail Order Dockets Generation

Debtor Default Sales Location

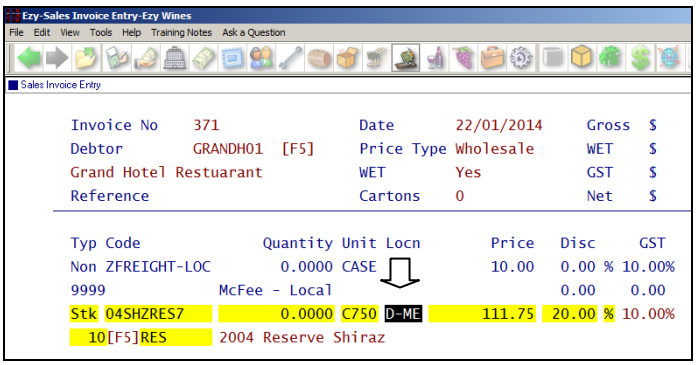
Default location for sales can now also be recorded against the Debtor.



Benefit

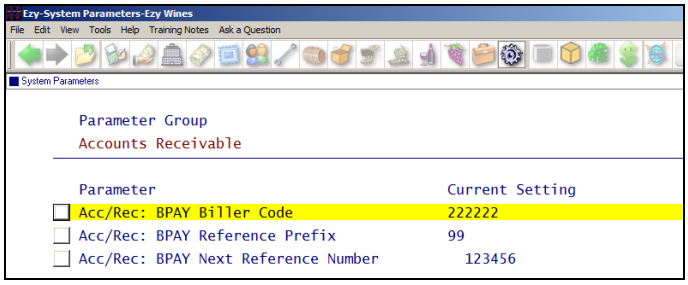
- Save time and reduce errors when entering a sale.

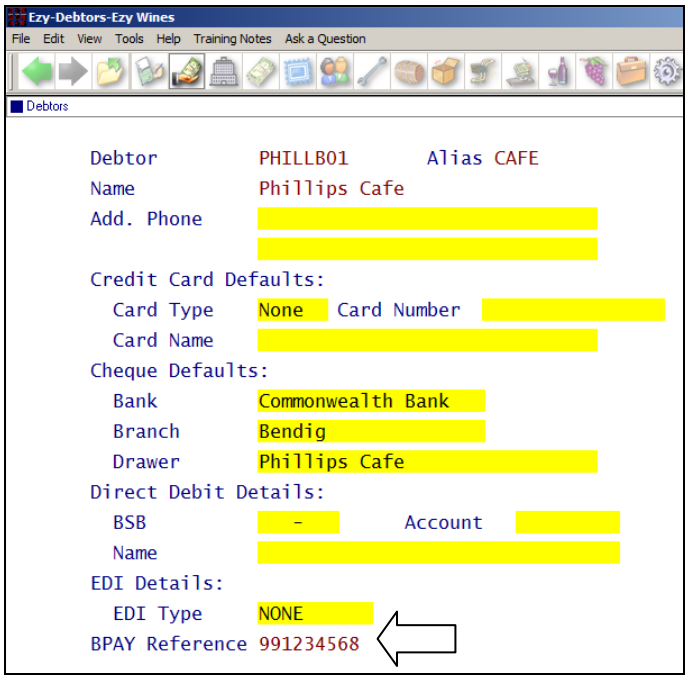
Accounts Receivable
Debtors



BPAY Billing Code & Reference

To record BPAY payments, the following system parameters need to be set first.





BPAY Reference

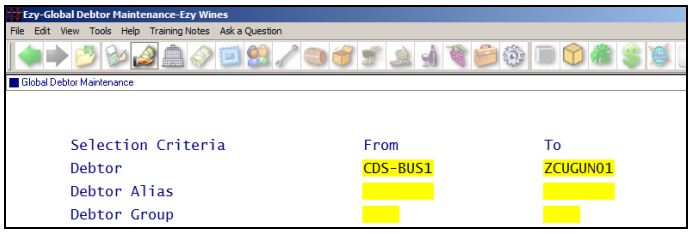
When details have been recorded against the BPAY system parameters, BPAY Reference will need to be recorded against every Debtor.

The reference is auto calculated as follows;

Prefix (system parameter) + Next Reference No (system parameter) + Check Digit (calculated).

Global Debtor Maintenance

This option can be utilised to record the BPAY reference against each Debtor by specifying the first and last Debtor on the selection criteria.



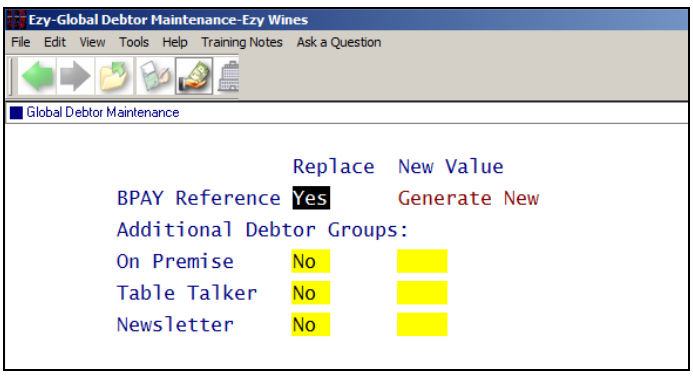
Benefit

- Comply with BPAY requirements.

Accounts Receivable
Debtors
Import Debtor Details
Export Debtor Detail
Global Debtor Maintenance
Debtor Receipts Entry
Debtor Statement Print
Sales Ordering & Invoicing
Sales Invoice Entry
Sales Invoice Print
Sales Invoice Print (History)
Sales Order Entry
Sales Order Print
Sales Order Confirmation
Sales Order Print (History)
Mail Order Sales Entry
Mail Order Sales Print
M/Order Docket Print (History)
Service Invoice Entry
Service Invoice Print
Service Invoice Print (Hist.)
System Administration
Stationery Designer

Stationery Designer

Company BPAY Billing Code and Debtor's BPAY Reference can be included on stationery such as sales invoice and mail order docket.



GL A/C: Freight Recovery

When this system parameter is set to Yes, this GL account is used to post the difference between NET – GST - WET - GROSS on updating a sales invoice or sales credit note.

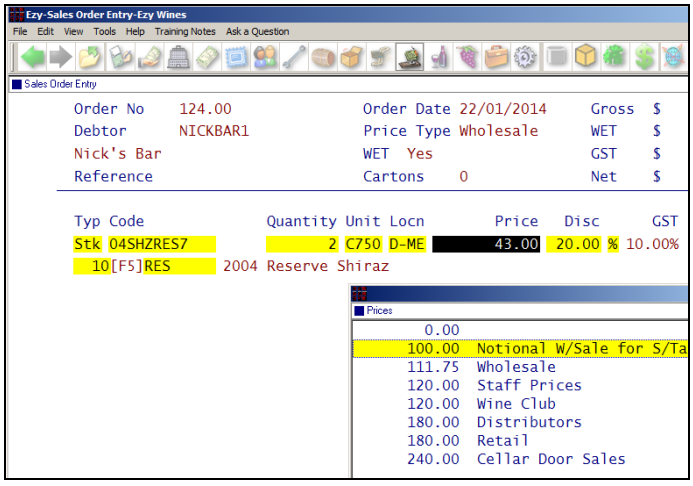
Benefit

- Ensure correct posting of freight.

Sales Ordering & Invoicing
Sales Invoice Update
Sales Credit Note Update

Sales Invoices: Entry, Prices Pick List

New system parameter to restrict prices available when entering a sales invoice.



Benefit

- Ensure users are restricted to prices that have been setup as was done for Sales Orders.

Sales Invoices
Sales Invoice Entry

Mail Order Sales Update By Order Type

Order Type prompt has been added to the selection criteria.

Mail Order & Wine Club
Mail Order Sales Update

Order Despatch Confirmation

Print Delivery Address prompt has been added to the selection criteria. Sequence by Order No and Confirmation Date have also been added.

Benefit

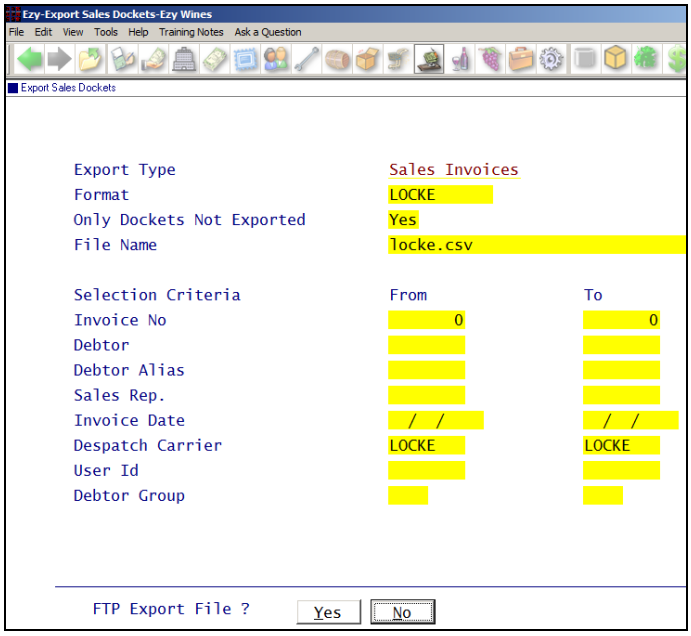
- Option to easily confirm the delivery address.

Sales Orders
Order Despatch Confirm Listing

Note: Date is the system date at the time of using the Order Despatch Confirm Entry option.

Sales Invoice Export Locke Logistics Format

LOCKE has been added to the Format options for Sales Invoices.



Benefit

- Open sales invoices can be emailed to Locke for processing
- Save time and reduce errors.

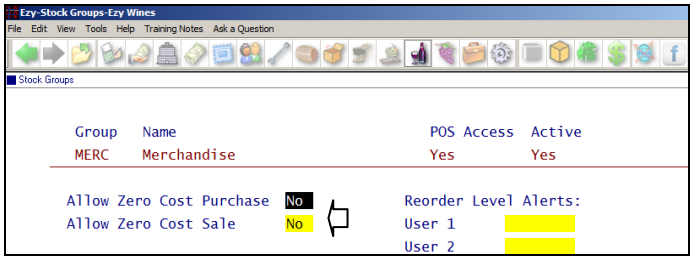
Sales Administration
Export Sales Orders

Note: A Despatch Carrier will need to be created for LOCKE and recorded against the appropriate Debtors as the default carrier, so that on running the export, only those invoices for LOCKE are included.

Sell Stock With Zero Cost

Allow Zero Cost Sale prompt has been added to stock group and initialised to zero.

When set to Yes, stock items belonging to this group can be sold with a zero cost.



Benefit

- Ability to update sales for stock items belonging with a zero cost.

Sales Ordering & Invoicing
Sales Invoice Update
Sales Credit Note Update
Mail Order Sales Update
Cellar Door Sales Update

Customer EAN On Pallet Label

System parameter "Bottling: Customer EAN Detail Type" has been introduced.

Benefit

- Specify SSCC EAN against each specification to appear on label.

Sales Invoicing
Invoice Pallet Label Print
Stationery Designer
Invoice Pallet Labels

Sales (Cont'd)

Cellar Door Sales Listing Sales Rep Group

Sales Rep Group has been added to the selection criteria.

Benefit

- Update POS dockets for a group of sales reps.

Cellar Door Sales
Cellar Door Sales Listing
Cellar Door Sales Update

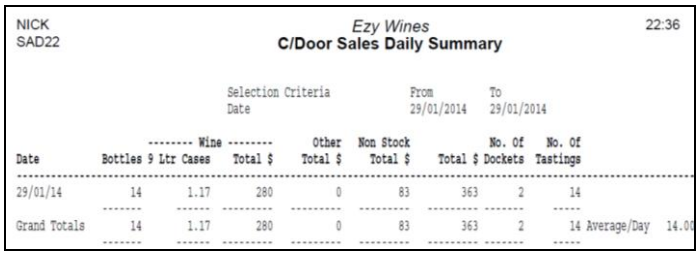
Daily Summary Includes No Of Tastings

The number of people that did tastings each day, recorded against the Cellar Door Sales, Daily Tastings Entry option has been appended to the Daily Summary report.

Benefit

- View daily tastings against number of visitors.

Cellar Door Sales
C/Door Sales Daily Summary



NICK
SAD22

Ezy Wines
C/Door Sales Daily Summary

22:36

Selection Criteria
Date — From 29/01/2014 — To 29/01/2014

Date	Wine Bottles	Wine 9 Ltr Cases	Wine Total $	Other Total $	Non Stock Total $	Total $	No. Of Dockets	No. Of Tastings
29/01/14	14	1.17	280	0	83	363	2	14
Grand Totals	14	1.17	280	0	83	363	2	14 Average/Day 14.00

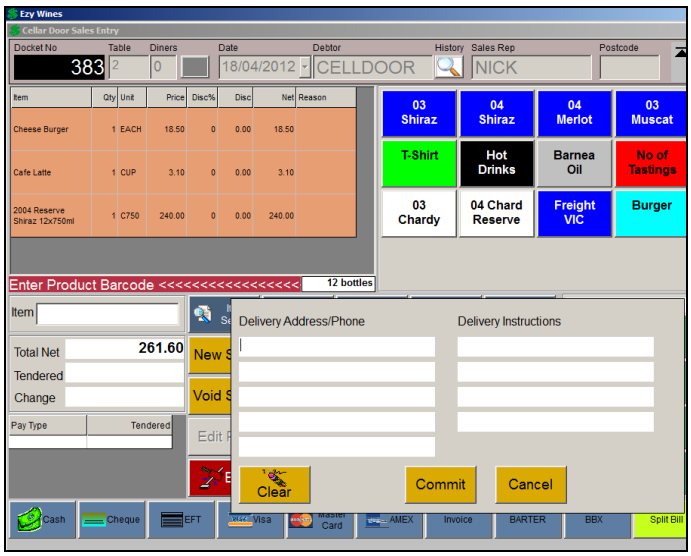
POS Delivery Address Clear Button Added

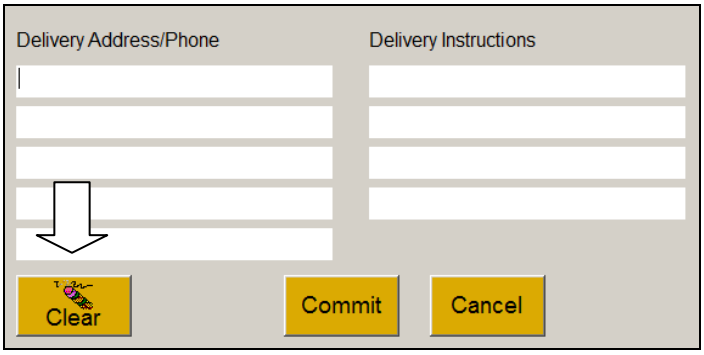
When processing a cash sale and wine is to be freighted, the [Clear] button has been added.

Benefit

- Quicker and easier to clear the last delivery address recorded.

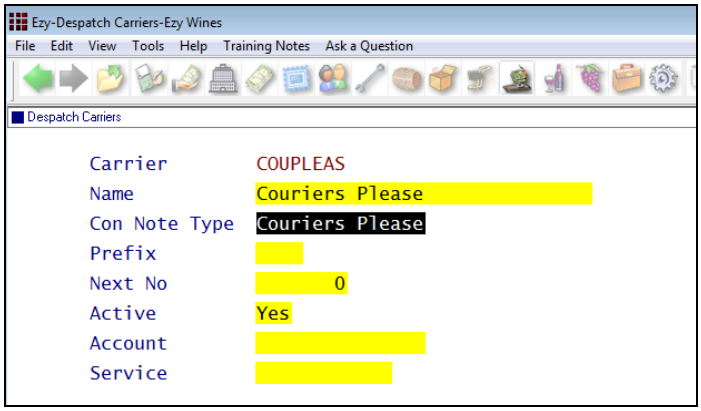
POS

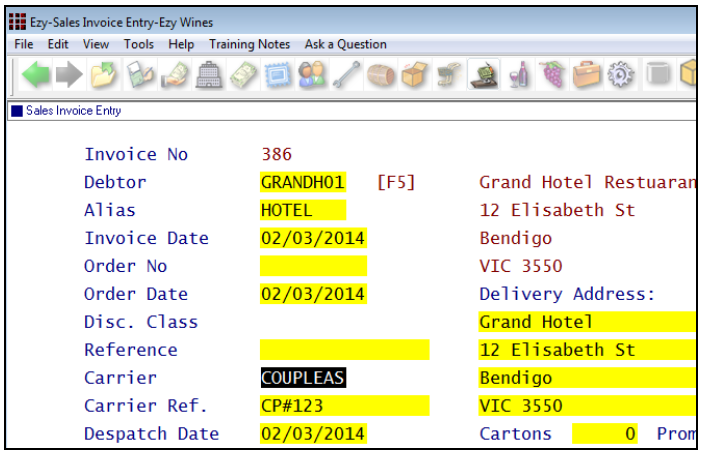


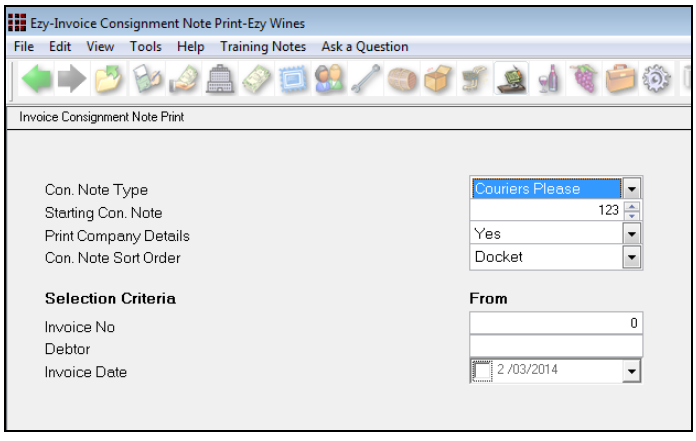


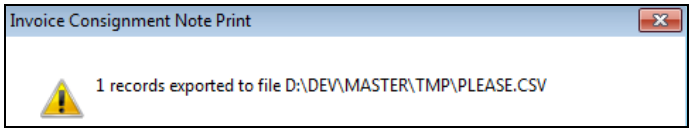
Couriers Please Interface

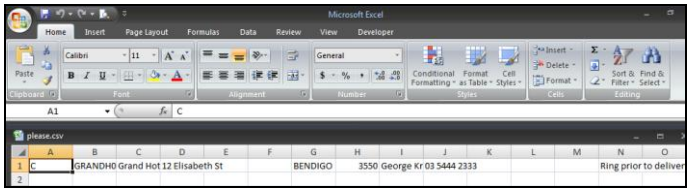
Freight company *CouriersPlease* has been added to the despatch carrier options.







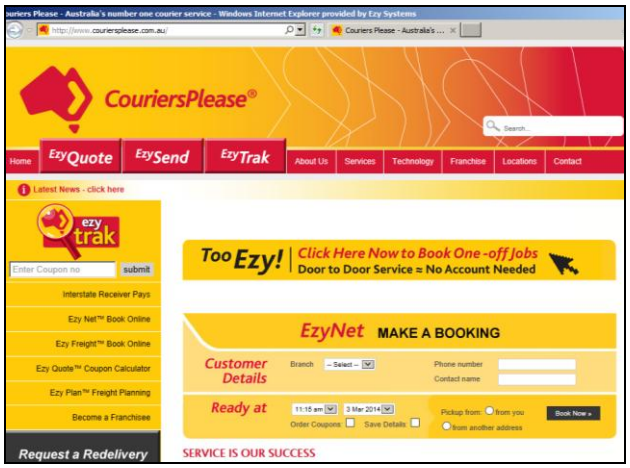




Benefit

- Streamline freighting procedures by emailing Couriers Please with a CSV file of required freight.

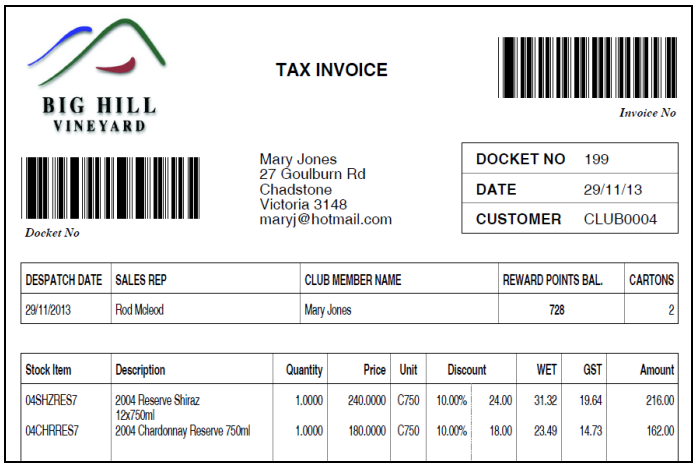
Sales Reference
Despatch Carriers
Sales Invoices
Invoice Consignment Note Print
Mail Order Sales
M/Order Con. Note print



Sales (Cont'd)

Stationery Designer Sales Barcodes

You can now print the Debtor Code and Docket No as barcode for both sales invoice and mail order dockets.


BIG HILL VINEYARD

TAX INVOICE

Invoice No

Docket No

Mary Jones
27 Goulburn Rd
Chadstone
Victoria 3148
maryj@hotmail.com

DOCKET NO	199
DATE	29/11/13
CUSTOMER	CLUB0004

DESPATCH DATE	SALES REP	CLUB MEMBER NAME	REWARD POINTS BAL.	CARTONS
29/11/2013	Rod Mcleod	Mary Jones	728	2

Stock Item	Description	Quantity	Price	Unit	Discount		WET	GST	Amount
04SHZRES7	2004 Reserve Shiraz 12x750ml	1.0000	240.0000	C750	10.00%	24.00	31.32	19.64	216.00
04CHRRES7	2004 Chardonnay Reserve 750ml	1.0000	180.0000	C750	10.00%	18.00	23.49	14.73	162.00

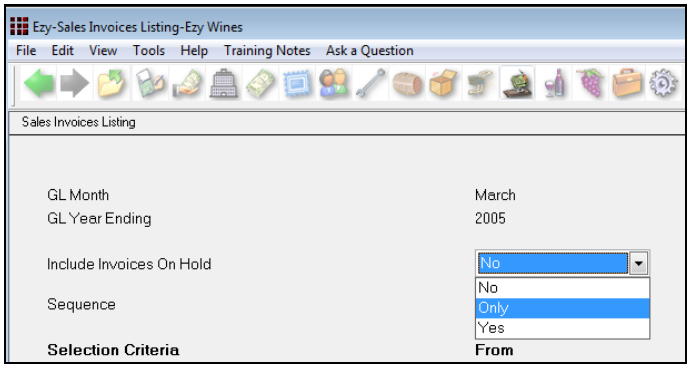
Benefit

- Include barcodes to speedup processing and minimize errors.

System Administration
Stationery Designer
Sales Invoice
Sales invoice Print
Mail Orders
Mail Orders Print

Sales Listing On Hold Selection

'Include Invoices On Hold' prompt has been added to the selection criteria.



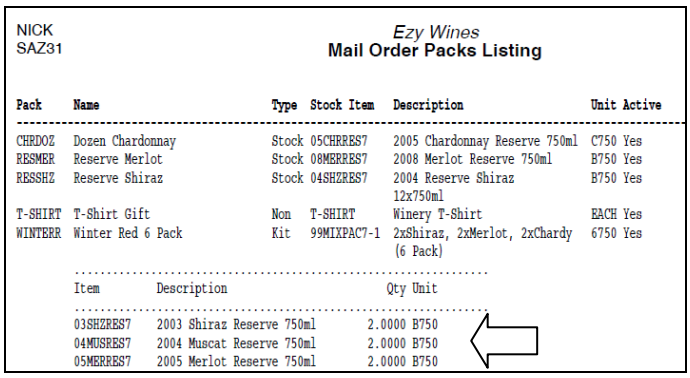
Benefit

- Easily report sales on hold.

Sales Invoices
Sales Invoices Listing
Mail Orders & Wine Club
Mail Orders Listing

Mail Orders Packs Listing Includes Kits

'Print Kit Components' prompt has been added to the selection criteria.


NICK
SAZ31

Ezy Wines
Mail Order Packs Listing

Pack	Name	Type	Stock Item	Description	Unit	Active
CHRDOZ	Dozen Chardonnay	Stock	05CHRRES7	2005 Chardonnay Reserve 750ml	C750	Yes
RESMER	Reserve Merlot	Stock	08MERRES7	2008 Merlot Reserve 750ml	B750	Yes
RESSHZ	Reserve Shiraz	Stock	04SHZRES7	2004 Reserve Shiraz 12x750ml	B750	Yes
T-SHIRT	T-Shirt Gift	Non	T-SHIRT	Winery T-Shirt	EACH	Yes
WINTERR	Winter Red 6 Pack	Kit	99MIXPAC7-1	2xShiraz, 2xMerlot, 2xChardy (6 Pack)	6750	Yes

Item	Description	Qty	Unit
03SHZRES7	2003 Shiraz Reserve 750ml	2.0000	B750
04MUSRES7	2004 Muscat Reserve 750ml	2.0000	B750
05MERRES7	2005 Merlot Reserve 750ml	2.0000	B750

Benefit

- Easily check vintages recorded against stock kits.

Mail Orders & Wine Club
Mail Order Packs Listing

Sales (Cont'd)

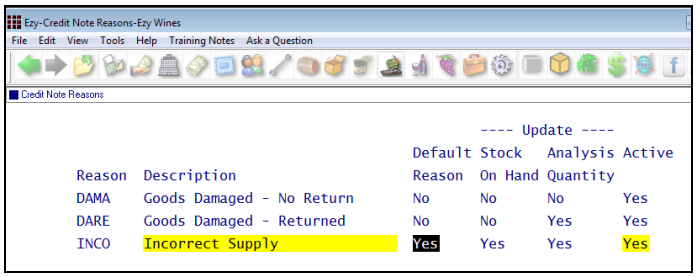
Don't Preload Default Sales Credit Note Reason

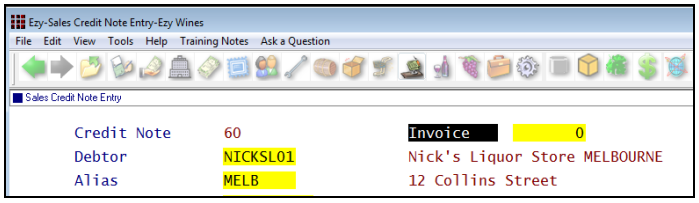
Sales C/Notes: Entry, Use Default Reason
This system parameter determines whether the default credit note reason is preloaded against each item when entering a sales credit note.

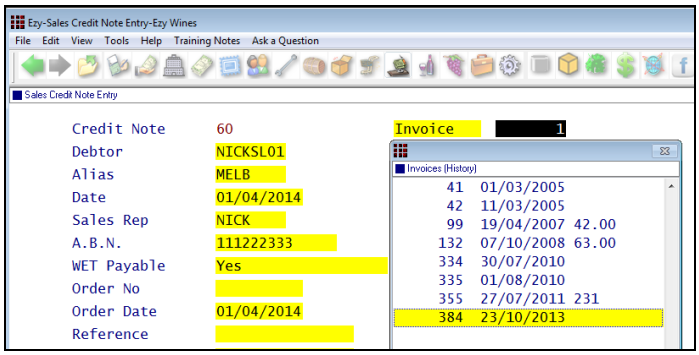
Benefit

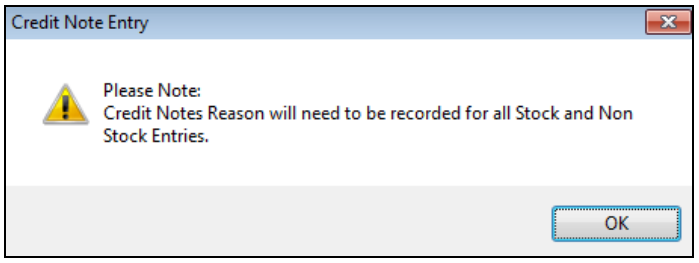
- As default reason is not preloaded, user more likely to enter the correct reason.

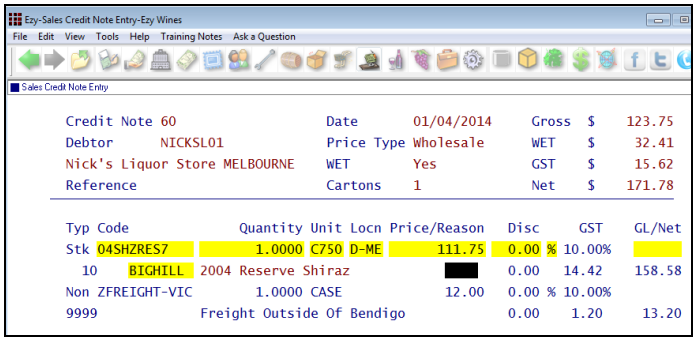
Sales Credit Notes
Sales Credit Note Entry
Sales Credit Note Update











NICK
SAC06

Ezy Wines
Sales Credit Note UPDATE

Sequence : Credit Note

Selection Criteria	From	To
Credit Note	60	
User Id	NICK	NICK

Cr Note	Date	Debtor	Name	Reference	Sales Rep

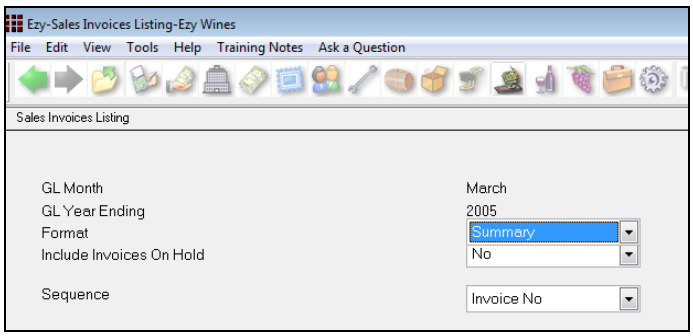
Cannot Update Credit Note 60 ** Free Reasons missing **

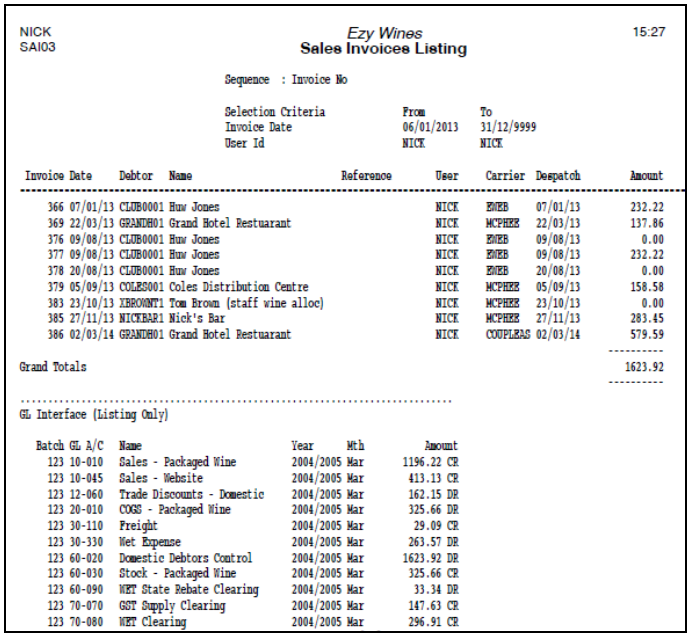
Stock: Lot Tracking
If this system parameter is set to Yes and you have specified a sale to credit, you will not be able to insert additional stock items.

Service Invoices
When creating a service invoice, stock items are not applicable.

Sales Invoice Listing Summary Format

Format has been added to the selection criteria options with new *Summary* format.





NICK
SAI03

Ezy Wines
Sales Invoices Listing

15:27

Sequence : Invoice No

Selection Criteria	From	To
Invoice Date	06/01/2013	31/12/9999
User Id	NICK	NICK

Invoice	Date	Debtor	Name	Reference	User	Carrier	Despatch	Amount
366	07/01/13	CLUB0001	Huw Jones		NICK	EWEB	07/01/13	232.22
369	22/03/13	GRAND001	Grand Hotel Restuarant		NICK	MCPHEE	22/03/13	137.86
376	09/08/13	CLUB0001	Huw Jones		NICK	EWEB	09/08/13	0.00
377	09/08/13	CLUB0001	Huw Jones		NICK	EWEB	09/08/13	232.22
378	20/08/13	CLUB0001	Huw Jones		NICK	EWEB	20/08/13	0.00
379	05/09/13	COLES001	Coles Distribution Centre		NICK	MCPHEE	05/09/13	158.58
383	23/10/13	XBROWNT1	Tom Brown (staff wine alloc)		NICK	MCPHEE	23/10/13	0.00
385	27/11/13	NICKBAR1	Nick's Bar		NICK	MCPHEE	27/11/13	283.45
386	02/03/14	GRAND001	Grand Hotel Restuarant		NICK	COUPLEAS	02/03/14	579.59
Grand Totals								1623.92

GL Interface (Listing Only)

Batch	GL A/C	Name	Year	Mth	Amount
123	10-010	Sales - Packaged Wine	2004/2005	Mar	1196.22 CR
123	10-045	Sales - Website	2004/2005	Mar	413.13 CR
123	12-060	Trade Discounts - Domestic	2004/2005	Mar	162.15 DR
123	20-010	COGS - Packaged Wine	2004/2005	Mar	325.66 DR
123	30-110	Freight	2004/2005	Mar	29.09 CR
123	30-330	Wet Expense	2004/2005	Mar	263.57 DR
123	60-020	Domestic Debtors Control	2004/2005	Mar	1623.92 DR
123	60-030	Stock - Packaged Wine	2004/2005	Mar	325.66 CR
123	60-090	WET State Rebate Clearing	2004/2005	Mar	33.34 DR
123	70-070	GST Supply Clearing	2004/2005	Mar	147.63 CR
123	70-080	WET Clearing	2004/2005	Mar	296.91 CR

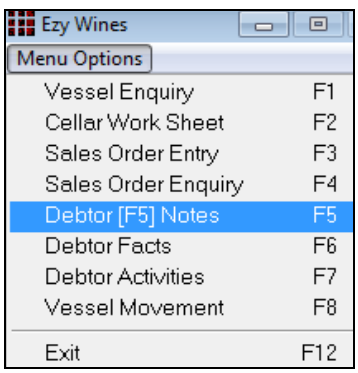
Benefit

- Easily report values of each sales invoice.

Sales Invoices
Sales Invoices Listing

Debtor [F5] Notes Added To *EzyPDA*

Notes, video, sound, photos and attachments recorded against a Debtor can now be accessed using a PDA including iPhone.



Benefit

- Record customer details as an audio file and play it prior to visiting
- Record and retrieve miscellaneous information about a customer or prospect
- Easier access to information.

EZYPDA

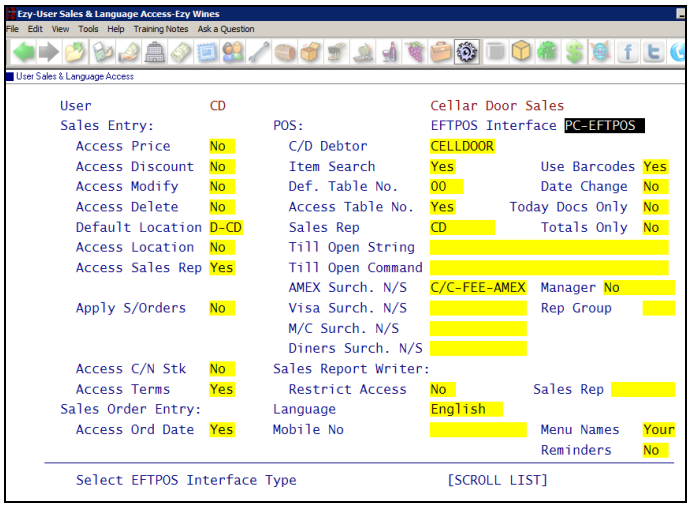
Sales (Cont'd)

POS EFTPOS Interface

PINpads

Please check whether you have a compatible model.

If not, you will need to contact your bank and request a compliant model.



System Administration
User Access Menu
User Sales & Language Access

EFTPOS Interface
Set to PC-EFTPOS.

C/Door: POS, EFTPOS Interface Other 1....4
These system parameters determine whether additional payment methods are also to interface to the EFTPOS.

Benefit

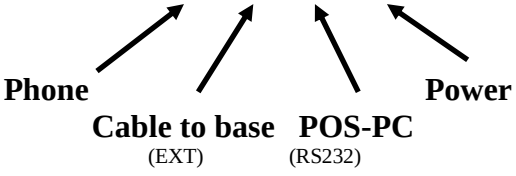
- Ensure that sale amount is recorded correctly against EFTPOS
- Reduce recon issues at end of day!

POS
User Access Menu
User Sales & Language Access

Sales Invoices Listing PC-Eftpos Pty Ltd provides integrated EFTPOS and On-line Credit Verification (OCV) *software* for retailers who require more than just a stand-alone terminal.

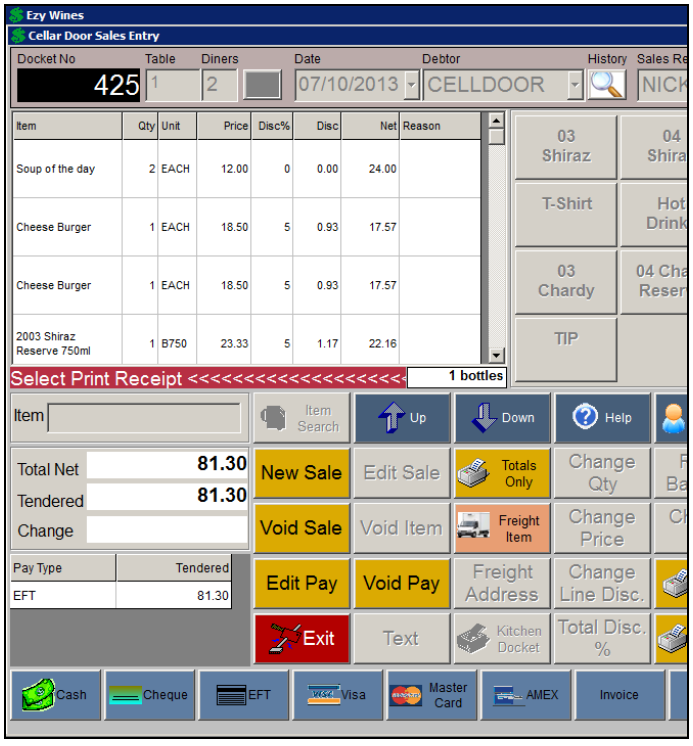
To purchase the PC-EFTPOS *software*, the contact details are as follows;

Ph: +61 (0)2 9998 9800, Fax: +61 (0)2 9986 0530
support@pceftpos.com.au, www.pceftpos.com.

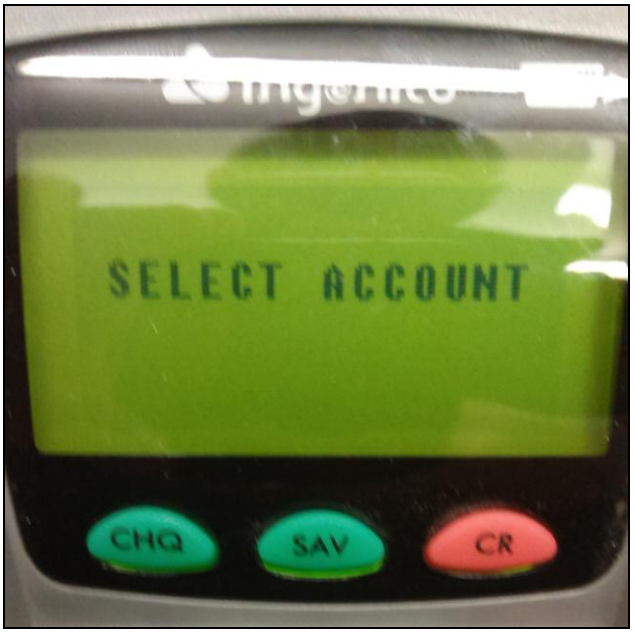


POS EFTPOS Interface (cont'd)

Either USB or serial connection can be used.



On entering payment (other than Cash and Cheque) the amount will appear on the EFTPOS.

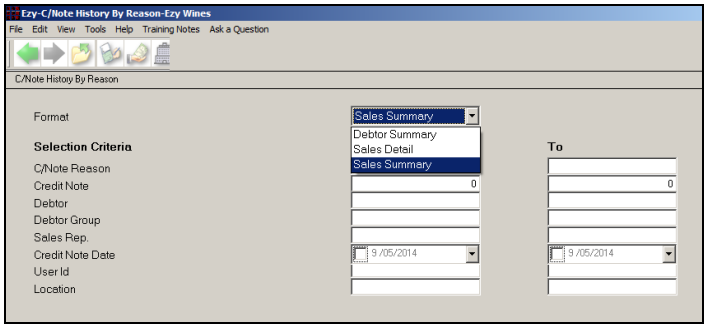


Note: The above 3 screen shots may vary in sequence depending on the type of PINpad.

Sales (Cont'd)

Sales Credit Notes History By Reason

New report.



NICK
SAC16

Ezy Wines
C/Note History By Reason

Selection Criteria	From	To
Debtor Group	REST	REST

Reason	Debtor	Name	Net Amount
DARE		Goods Damaged - Returned	
	NICKBAR1	Nick's Bar	209.55
	Reason DARE Total		209.55
INCO		Incorrect Supply	
	GRANDH01	Grand Hotel Restaurant	8857.31
	NICKBAR1	Nick's Bar	216.00
	PHILLB01	Phillips Cafe	3627.25
	Reason INCO Total		12700.56
Grand Total			12910.11

Debtor Summary Format

NICK
SAC16

Ezy Wines
C/Note History By Reason

07:54 09/05/2014
Page 1 of 1

Selection Criteria	From	To
Debtor Group	REST	REST

Reason	Debtor	Name	C/Note	Date	Source	Invoice	Net Amount
DARE		Goods Damaged - Returned					
	NICKBAR1	Nick's Bar					
			30	18/06/09	SALINV	316	209.55
		Debtor NICKBAR1 Total					209.55
	Reason DARE Total						209.55
INCO		Incorrect Supply					
	GRANDH01	Grand Hotel Restaurant					
			31	22/12/09	SALINV	301	3254.72
			32	20/05/10	SALINV	302	1036.23
			35	22/12/10	SALMAI	56	214.56
			47	21/03/12	SALINV	352	4351.80
		Debtor GRANDH01 Total					8857.31
	NICKBAR1	Nick's Bar					
			11	17/10/03		29	216.00
		Debtor NICKBAR1 Total					216.00
	PHILLB01	Phillips Cafe					
			2	18/03/03		0	46.20
			3	18/03/03		1	97.90
			7	01/08/03		1	2310.00
			8	01/08/03		9	284.35
			9	01/08/03		10	264.00
			13	20/07/04		30	624.80
		Debtor PHILLB01 Total					3627.25
	Reason INCO Total						12700.56

Sales Summary Format

Benefit

- Better management reporting of credit note reasons.

Sales Credit Notes
C/Note History By Reason

NICK
SAC16

Ezy Wines
C/Note History By Reason

07:53 09/05/2014
Page 1 of 2

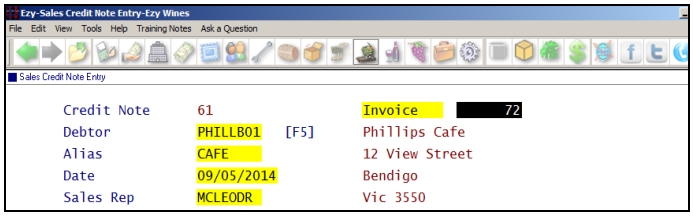
Selection Criteria	From	To
Debtor Group	REST	REST

Reason	Debtor	Name	C/Note	Typ	Code	Description	Quantity	Unit	Loc.	Unit Price	Discount Amount	WET Amount	GST Amount	Net Amount
DARE		Goods Damaged - Returned												
	NICKBAR1	Nick's Bar												
			30	Stk	01CHRRES7	2001 Chardonnay Reserve 12x750ml	1.0000	C750	D-ME	200.00	60.00	40.60	18.06	198.66
			30	Non	ZFREIGHT-LOC	McFee - Local	9.0000	LTR		1.10	0.00	0.00	0.99	10.89
		Debtor NICKBAR1 Total												209.55
	Reason DARE Total													209.55
INCO		Incorrect Supply												
	GRANDH01	Grand Hotel Restaurant												
			31	Stk	04SHERES7	2004 Reserve Shiraz 12x750ml	2.0000	C750	WWC1	180.00	3.60	103.36	45.98	505.74
			31	Stk	01LEVO7	Extra Virgin Olive Oil 70	2.0000	C700	D-ME	100.00	4.00	0.00	19.60	215.60
			31	Stk	03SHERES7	2003 Shiraz Reserve 750ml	2.0000	C750	D-ME	210.00	12.60	118.15	52.56	578.11
			31	Stk	03MUSRES7	2003 Muscat Reserve 750ml	2.0000	C750	D-ME	195.00	15.60	108.58	48.30	531.28
			31	Stk	03CHRRES7	2003 Chardonnay Reserve 7	2.0000	C750	D-ME	150.00	18.00	81.78	36.38	400.16
			31	Stk	MEPOLOSHIRT	Corporate Polo T-Shirts	1.0000	EACH	D-CD	45.00	2.25	0.00	4.28	47.03
			31	Non	ZFREIGHT-LOC	McFee - Local	88.8000	CASE		10.00	0.00	0.00	88.80	976.80
			32	Stk	04SHERES7	2004 Reserve Shiraz 12x750ml	1.0000	C750	WWC1	180.00	28.80	43.85	19.51	214.56
			32	Stk	01LEVO7	Extra Virgin Olive Oil 70	1.0000	C700	D-ME	100.00	17.00	0.00	8.30	91.30
			32	Stk	03SHERES7	2003 Shiraz Reserve 750ml	1.0000	C750	D-ME	210.00	37.80	49.94	22.21	244.35
			32	Stk	03MUSRES7	2003 Muscat Reserve 750ml	1.0000	C750	D-ME	195.00	37.05	45.81	20.38	224.14
			32	Stk	MSWAITERSFR	Merchandise - Waiters Fri	1.0000	EACH	D-CD	44.00	8.80	0.00	3.52	38.72
			32	Stk	03CHRRES7	2003 Chardonnay Reserve 7	1.0000	C750	D-ME	150.00	31.50	34.37	15.29	168.16
			32	Non	ZFREIGHT-LOC	McFee - Local	5.0000	CASE		10.00	0.00	0.00	5.00	55.00
			35	Stk	04SHERES7	2004 Reserve Shiraz 12x750ml	1.0000	C750	WWC1	180.00	28.80	43.85	19.51	214.56
			47	Stk	04SHERES7	2004 Reserve Shiraz 12x750ml	29.0000	C750	WWC1	134.00	1044.00	824.18	366.62	4032.80

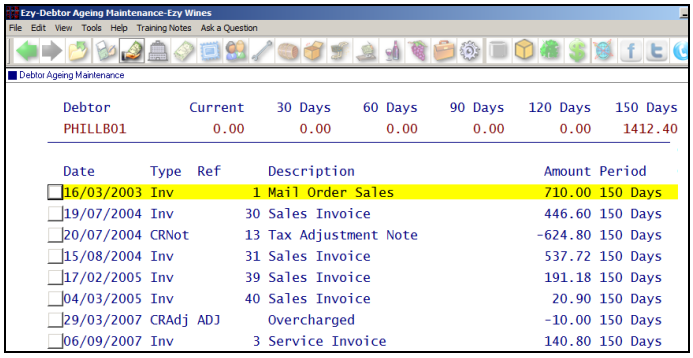
Sales Detail Format

Sales Credit Note Ageing According To Invoice

On selecting a sales invoice to credit the ageing of the credit note will match the original sales invoice.



Remove need to access the A/R Administration, Debtor Ageing Maintenance option to correct ageing.



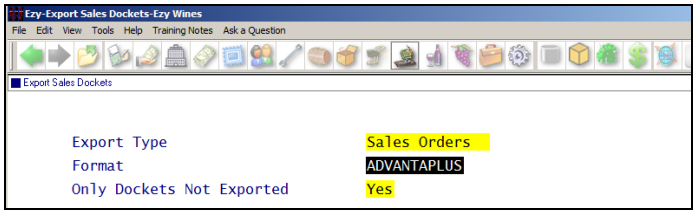
Benefit

- Ensure that age of credit note is same as invoice.
- Save a lot of time.

Sales Credit Notes
Sales Credit Note Entry

ADVANTAPLUS Sales Order Export Format

ADVANTAPLUS added to the Format options for Sales Orders.



Benefit

- Includes stock item barcode.

Sales Administration
Export Sales Dockets

More Export Mail Order Debtor Pack Details

The following have been added to the export file;

- Credit Card Number
- Credit Card Expiry
- Last Sale Date.

Benefit

- More data for reporting in MS Excel.

Sales Administration
Export Mail Order Debtor Packs

Sales Invoice Listing By Location

Location has been added to the selection criteria.

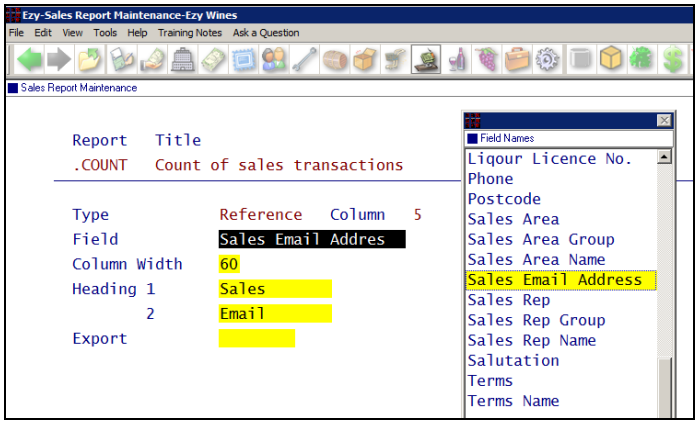
Benefit

- Report pending sales invoices for a specific warehouse location.

Sales Invoicing
Sales Invoice Listing

Sales R.W. Debtor Sales & A/C Email

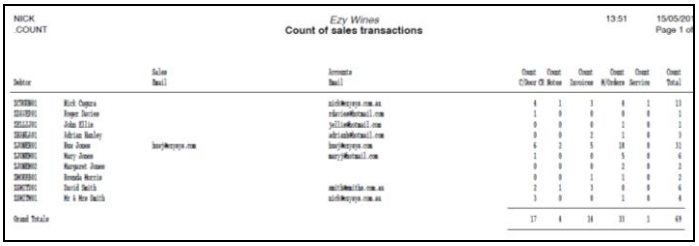
Sales Email Address and Accounts Email Address have been added to the *Reference* Type options in the Sales Report Writer.



Benefit

- Include Debtor email address in sales reports.

Sales Report Writer
Sales Report Maintenance
Customised Sales Reports



Sales R.W. Preloads More Selection Criteria

When Debtor is selected as a Primary, Secondary or Tertiary sequence, the Debtor Alias, Group and Category are also preloaded as selection criteria options. When Stock Item is selected as a Primary, Secondary or Tertiary sequence, the Stock Alias, Group and Sales Group are also preloaded as selection criteria options.

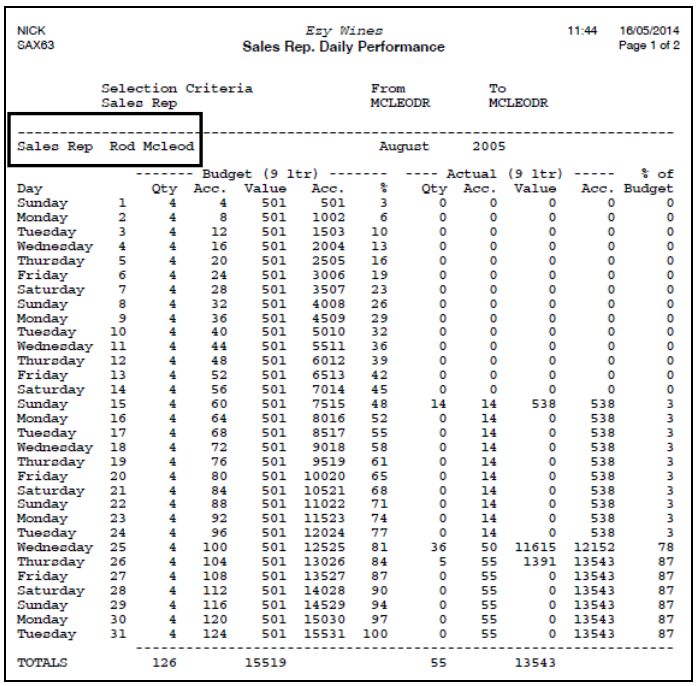
Benefit

- Makes the report more flexible
- Save a lot of time in not having to go back to report to enter more selection.

Sales Report Writer
Sales Report Maintenance

Sales Rep. Daily Performance

This report has been added to the Cellar Door Sales menu and includes weekend sales.



NICK
GAX63

Ezy Wines
Sales Rep. Daily Performance

11:44 16/05/2014
Page 1 of 2

Selection Criteria — From — To
Sales Rep — MCLEODR — MCLEODR

Sales Rep Rod Mcleod — August 2005

Day		Budget (9 ltr) Qty	Acc.	Value	Acc.	%	Actual (9 ltr) Qty	Acc.	Value	Acc.	% of Budget
Sunday	1	4	4	501	501	3	0	0	0	0	0
Monday	2	4	8	501	1002	6	0	0	0	0	0
Tuesday	3	4	12	501	1503	10	0	0	0	0	0
Wednesday	4	4	16	501	2004	13	0	0	0	0	0
Thursday	5	4	20	501	2505	16	0	0	0	0	0
Friday	6	4	24	501	3006	19	0	0	0	0	0
Saturday	7	4	28	501	3507	23	0	0	0	0	0
Sunday	8	4	32	501	4008	26	0	0	0	0	0
Monday	9	4	36	501	4509	29	0	0	0	0	0
Tuesday	10	4	40	501	5010	32	0	0	0	0	0
Wednesday	11	4	44	501	5511	36	0	0	0	0	0
Thursday	12	4	48	501	6012	39	0	0	0	0	0
Friday	13	4	52	501	6513	42	0	0	0	0	0
Saturday	14	4	56	501	7014	45	0	0	0	0	0
Sunday	15	4	60	501	7515	48	14	14	538	538	3
Monday	16	4	64	501	8016	52	0	14	0	538	3
Tuesday	17	4	68	501	8517	55	0	14	0	538	3
Wednesday	18	4	72	501	9018	58	0	14	0	538	3
Thursday	19	4	76	501	9519	61	0	14	0	538	3
Friday	20	4	80	501	10020	65	0	14	0	538	3
Saturday	21	4	84	501	10521	68	0	14	0	538	3
Sunday	22	4	88	501	11022	71	0	14	0	538	3
Monday	23	4	92	501	11523	74	0	14	0	538	3
Tuesday	24	4	96	501	12024	77	0	14	0	538	3
Wednesday	25	4	100	501	12525	81	36	50	11615	12152	78
Thursday	26	4	104	501	13026	84	5	55	1391	13543	87
Friday	27	4	108	501	13527	87	0	55	0	13543	87
Saturday	28	4	112	501	14028	90	0	55	0	13543	87
Sunday	29	4	116	501	14529	94	0	55	0	13543	87
Monday	30	4	120	501	15030	97	0	55	0	13543	87
Tuesday	31	4	124	501	15531	100	0	55	0	13543	87
TOTALS		126		15519			55		13543		

Benefit

- Report daily POS performance for each sales rep
- Easily check actual versus budget.

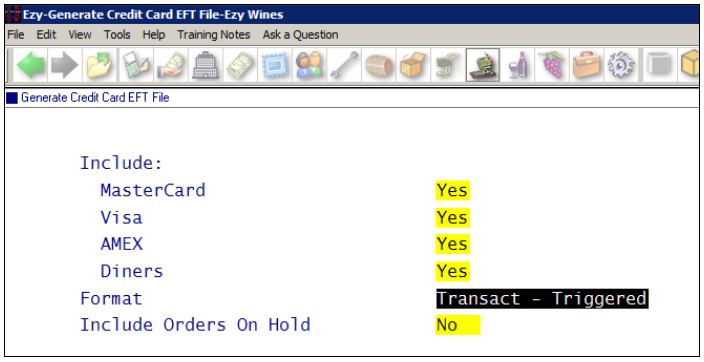
Cellar Door Sales
Sales Rep. Daily Performance

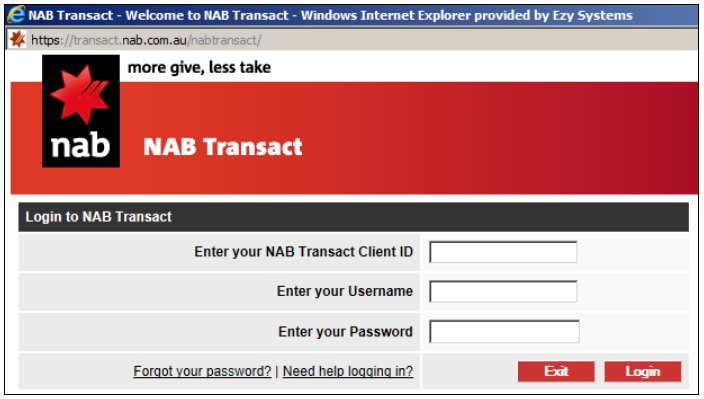
Credit Card Details Only Recorded At Bank

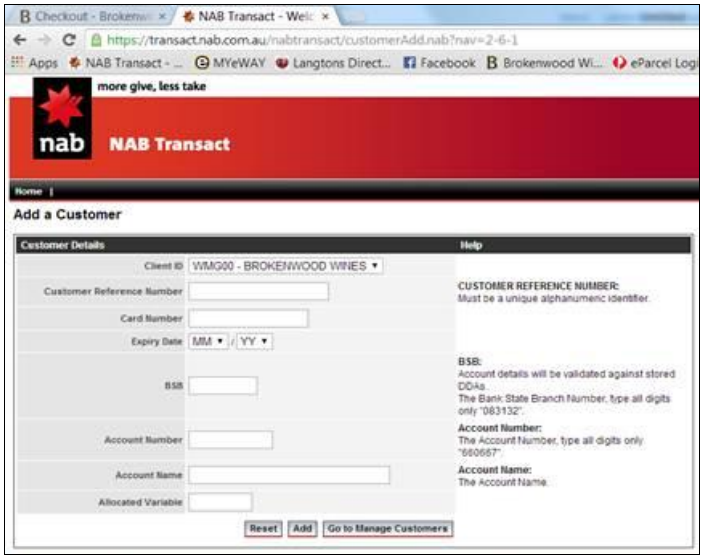
If you have internet banking, you *may* also be able to store customer's credit card details at the bank.

Members can be uploaded to the bank and managed as required. The Debtor code is used to identify the Debtor.

'Transact – Triggered' has been added to the Format options which excludes credit card details.







Benefit

- Provides more protection of customer's credit card details.

Mail Order & Wine Club
Generate Credit Card EFT File

Change Sales R.W. Report Code

New option.

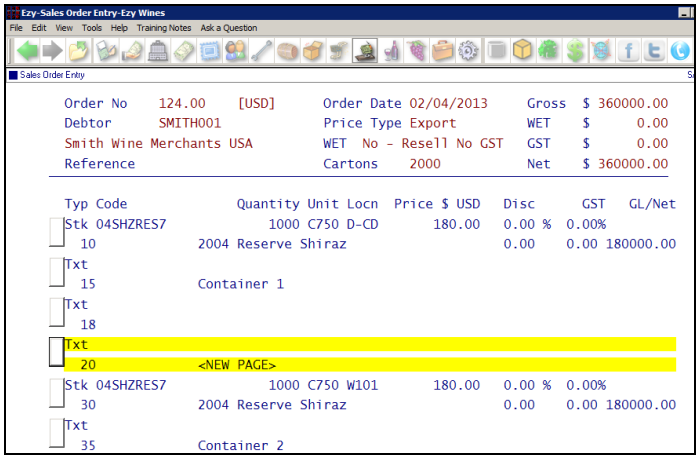
Benefit

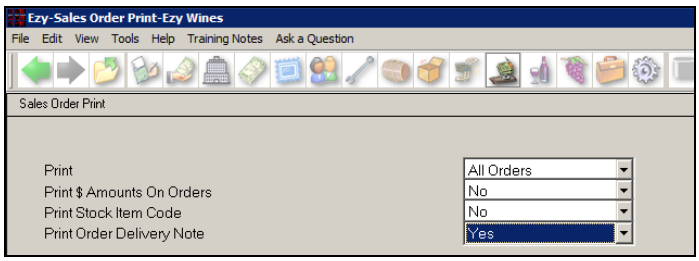
- Introduce standard coding convention so that it's easier to find reports.

Sales Administration
Change Sales R.W. Code

Print Multiple Delivery Notes For One Order

You can specify whether a sales order is to be printed as multiple delivery notes by indicating where the page break is to occur by entering a TXT line with <PAGE BREAK>.

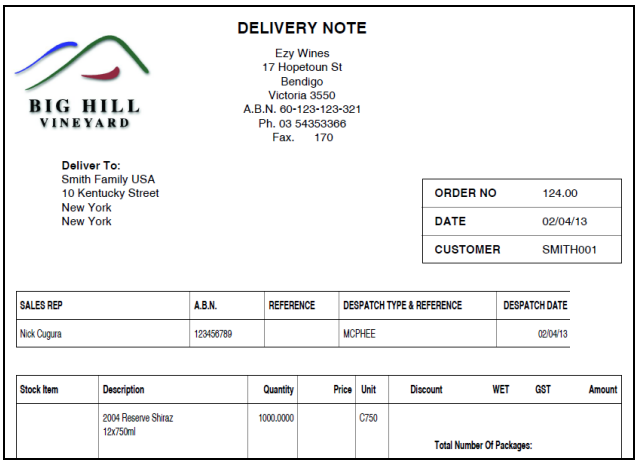




Benefit

- Ability to print multiple delivery notes where the one sales order consists of multiple shipping containers.

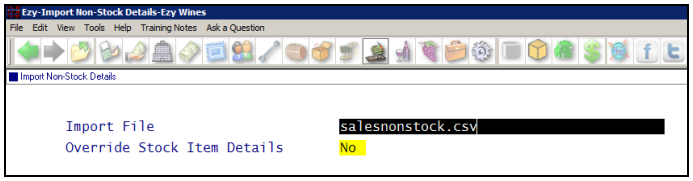
Sales Orders
Sales Orders (Delivery Note)



Import Non-Stock Items Including Text

Text recorded against non-stock items has been appended to the export file.

'Override Stock Item Details' prompt has also been added to the selection criteria, allowing you to specify whether you want to override information recorded against existing non-stock items.



Benefit

- Include text
- More flexibility.

Sales Administration
Import Non-Stock Details

Estimated Depletion Summary

When the same bulk wine stock item is recorded against multiple bottled (finished) stock items that belong to the same stock sales group, each finished stock item will be listed.

> ***Benefit***
>
> - Highlight that the bulk wine months remaining can be depleted by multiple bottled stock items.

Stock Operations Reports
Estimated Depletion Summary

NICK
PPR24

Ezy Wines
Estimated Depletion Summary

Selection Criteria	From	To
Sales Group	RSHZ	RSHZ

> 12 Months Remaining

Sales Group	Stock Item	Description	Unit	STOH Bottled	STOH Bulk/WIP	STOH Total
RSHZ		Reserve Shiraz				
	04SHZRES7	2004 Reserve Shiraz 12x750ml Bulk Wine shared with: 04SHZRES7-UK	C750	529	1475	2004
	04SHZRES7-UK	2004 Shiraz Reserve UK Bulk Wine shared with: 04SHZRES7	C750	261	1278	1539

End of Report

NICK
POR01

Ezy Wines
Vessel Volumes
08:26 21/01/2014
Page 1 of 1

Sequence : Wine

Selection Criteria Wine	From	To
	04SHZRES	04SHZRES

Vessel With Current Volumes

Wine	Name	Wine Group	Vessel Capacity	Current Volume
04SHZRES	2004 Reserve Shiraz	RED	285975	25048
Grand Totals				25048

End of Report

25048 litres in vessel
/ 9.1 litres per case recorded against specification

2752 cases WIP

NICK
PPR24

Ezy Wines
Estimated Depletion Summary

Selection Criteria	From	To
Sales Group	RSHZ	RSHZ

> 12 Months Remaining

Sales Group	Stock Item	Description	Unit	STOH Bottled	STOH Bulk/WIP	STOH Total	Avg/Mth LTD Budget	Avg/Mth LTD Sales
RSHZ		Reserve Shiraz						
	04SHZRES7	2004 Reserve Shiraz 12x750ml Bulk Wine shared with: 04SHZRES7-UK	C750	529	1475	2004	294	15
	04SHZRES7-UK	2004 Shiraz Reserve UK Bulk Wine shared with: 04SHZRES7	C750	261	1278	1539	65	13

End of Report

NICK
PPR24

Ezy Wines
Estimated Depletion Summary
08:58 21/01/2014
Page 1 of 1

Selection Criteria	From	To
Sales Group	RSHZ	RSHZ

> 12 Months Remaining

Sales Group	Stock Item	Description	Unit	STOH Bottled	STOH Bulk/WIP	STOH Total	Avg/Mth LTD Budget	Avg/Mth LTD Sales	Months Left Bottled	Months Left Bulk	Months Left Total
RSHZ		Reserve Shiraz									
	04SHZRES7	2004 Reserve Shiraz 12x750ml Bulk Wine shared with: 04SHZRES7-UK	C750	529	1475	2004	294	15	35	98	133
	04SHZRES7-UK	2004 Shiraz Reserve UK Bulk Wine shared with: 04SHZRES7	C750	261	1278	1539	65	13	20	98	118

End of Report

Stock: Net Calculation, Round WET & GST

This new system parameter determines whether sales entry options calculate NET without rounding.

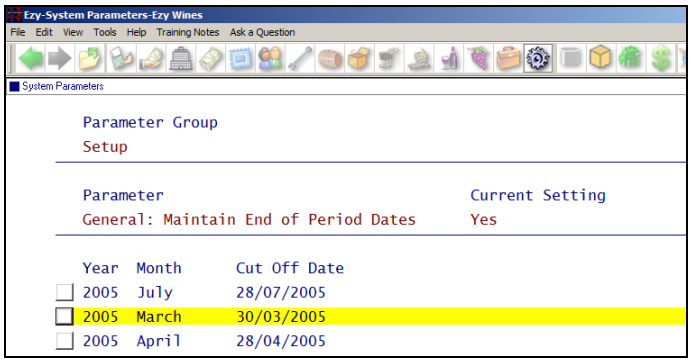
Benefit

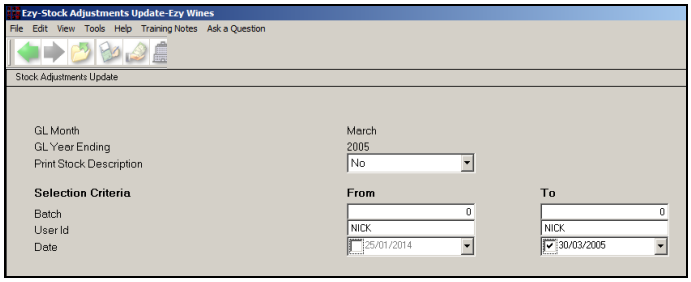
- Avoid slight NET variance when dealing with Dan Murphy.

Sales Ordering & Invoicing
Sales Entry

Stock Adjustment Update Cut Off Date

When system parameter "General: Maintain End Of Period Dates" has been set to Yes and a date has been recorded for the GL month, Date will be added to the selection criteria.





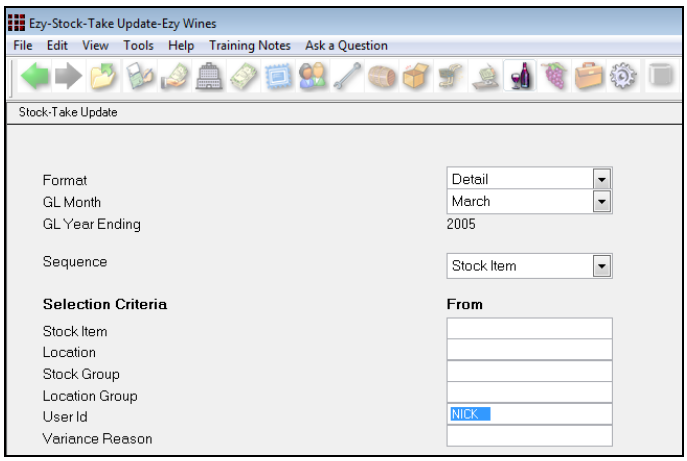
Benefit

- Option to change end of month cutoff date if required.

Stock Adjustments
Stock Adjustment Update

Stock Take Update Preloads User Id

'User Id' prompts added to the selection criteria.



Benefit

- Try to avoid users from updating each other's stock-takes when all stock-takes have not been recorded yet.

Stock-Take
Stock-Take Update

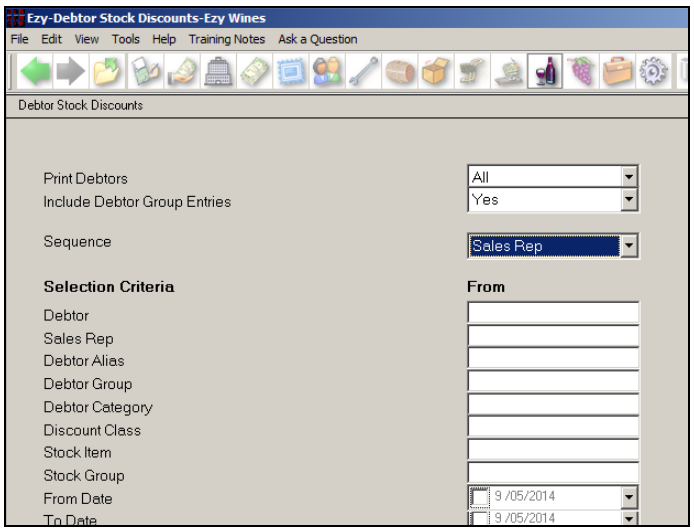
Stock Control (Cont'd)

Seqeunce Debtor Stock Discounts By Sales Rep

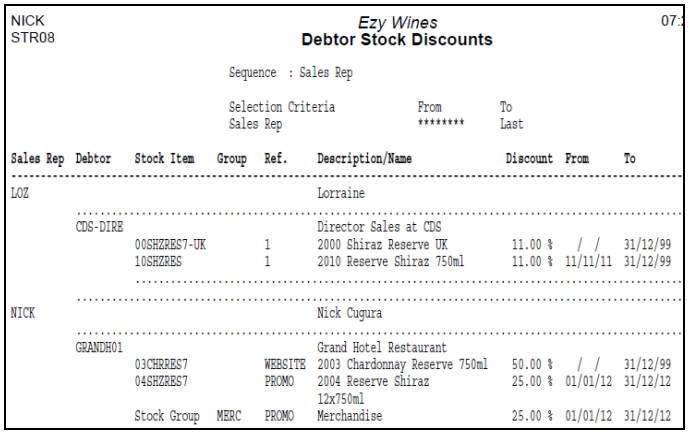
'Sequence' has been added to the selection criteria with options Debtor (current) and Sales Rep (new).

Benefit

- Easier to read report.



Stock Control Reports
Debtor Stock Discounts



NICK
STR08

Ezy Wines
Debtor Stock Discounts

07:

Sequence : Sales Rep

Selection Criteria: Sales Rep — From: ******** — To: Last

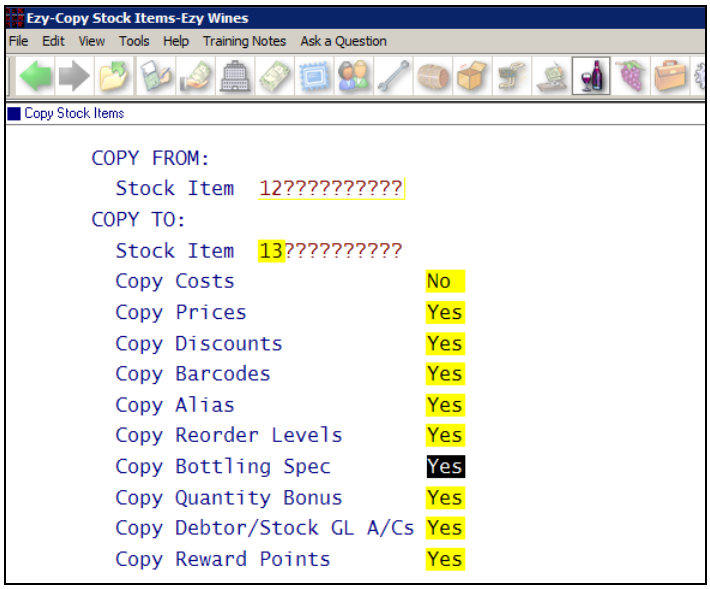
Sales Rep	Debtor	Stock Item	Group	Ref.	Description/Name	Discount	From	To
LOZ					Lorraine			
	CDS-DIRE				Director Sales at CDS			
		00SHZRES7-UK		1	2000 Shiraz Reserve UK	11.00 %	/ /	31/12/99
		10SHZRES		1	2010 Reserve Shiraz 750ml	11.00 %	11/11/11	31/12/99
NICK					Nick Cugura			
	GRANDH01				Grand Hotel Restaurant			
		03CHRRES7		WEBSITE	2003 Chardonnay Reserve 750ml	50.00 %	/ /	31/12/99
		04SHZRES7		PROMO	2004 Reserve Shiraz 12x750ml	25.00 %	01/01/12	31/12/12
		Stock Group	MERC	PROMO	Merchandise	25.00 %	01/01/12	31/12/12

More Copy Stock Item Options

The following selection prompts have been added;

- Copy Quantity Bonus
- Copy Bottling Spec.

Benefit

- Save a lot of time.

Stock Administration
Copy Stock Items