# *EzyAccounts* Newsletter
## October 2018 Upgrade

## *New Clients*

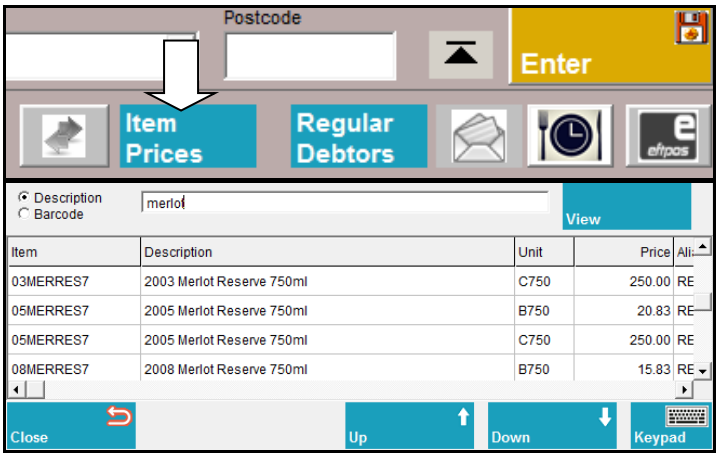
| | |
|---|---|
| Alkoomi Wines | Four Pillars Gin |
| Lodestone Wines | Lark Distillery |
| Ryecroft Winery | LimeBurners Distillery |
| Lake House Denmark | Old Kempton Distillery |
| Inspire Vintage | Nant Distilling Company |
| Bay of Shoals Wines | Shene Estate & Distillery |
| Tamburlaine Wines | iBuyAuction |
| Mt Difficulty Wines, NZ | Domaine Wardy, Lebanon |

## *POS Enhancements*

3rd menu has been added allowing more item buttons.

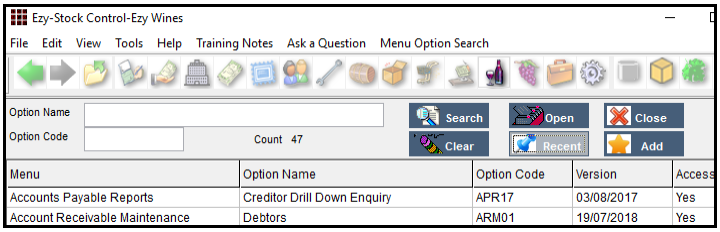
Warehouse picking slip can now be printed.

[Item Prices] button has been introduced so that prices can be checked without having to open a sale.




## *Add Recent Options To Favourites*

The menu options you have accessed in the past 60 days can be easily loaded on your Favourites menu. Select the new [Recent] button and then the [Add].




If you only require access to up-to 60 menu options, you could consider restricting your access to the Favourites menu only, removing menus all together.

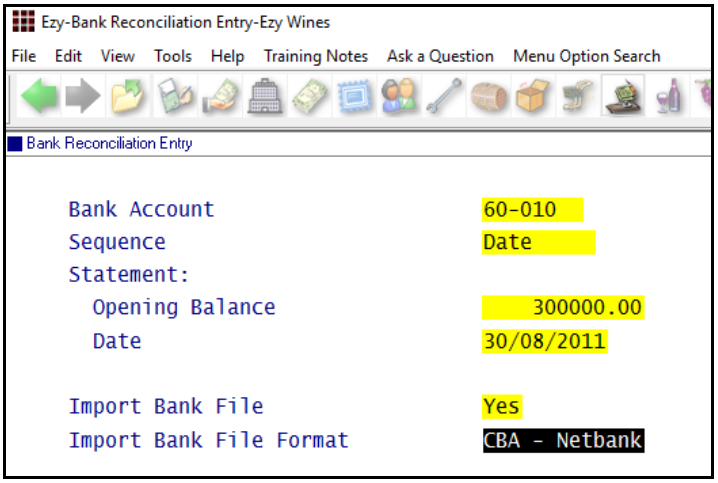
The User Favourities Maintenance option can then be utilised to specify the sequence of the options.

## *Christmas Holiday Hours*

The office will close midday Friday 21st of December and reopen Wednesday 2nd of January. If urgent, please do not hesitate to contact Nick on +61 (0)417 334 206.

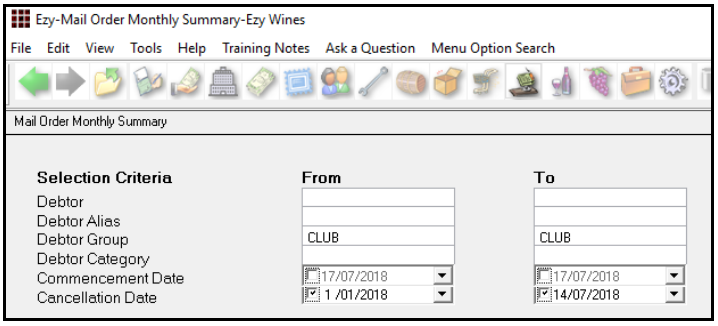
## *Bank Reconciliation Import*

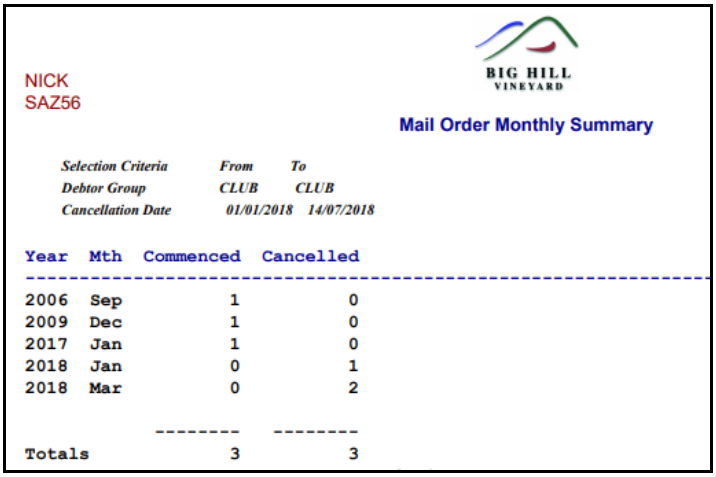
Presented transactions will be automatically flagged.




## *Wine Club Monthly Summary*

Report monthly club member movements.



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# New Menu Options

*System Administration, Transactions Summary*
*System Administration, Export System Log*
*A/R Administration, Delete Debtors With No Sales*
*Bank Reconciliation, Bank Rec. Reference Entry*
*Bank Reconciliation, Bank Rec. Reference Listing*
*Payroll Administration, Export Leave Accruals*
*Wine Club, Export Mail Order Debtors*
*Wine Club, Mail Order Monthly Summary*
*Stock Reference, Debtor Group Stock Item Codes*
*Stock Reference, Debtor Stock Item Mapping*
*Stock Administration, Export Depletion Summary*
*Cellar Door Sales, Cellar Door Sales Picking Slip*
*Sales Administration, VAT Register Export (History)*

# New System Parameters

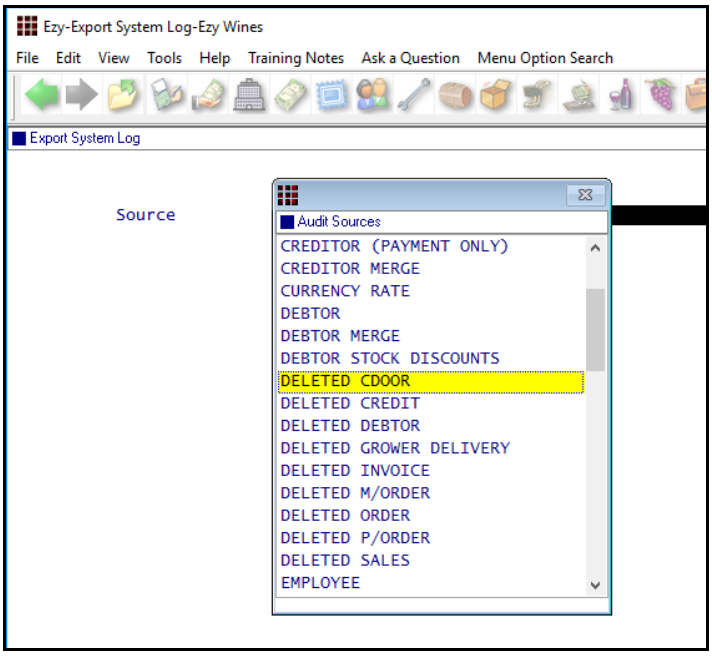
On selecting a system parameter press the [F10] key or select the Help button, top right of screen, to display helpful information.

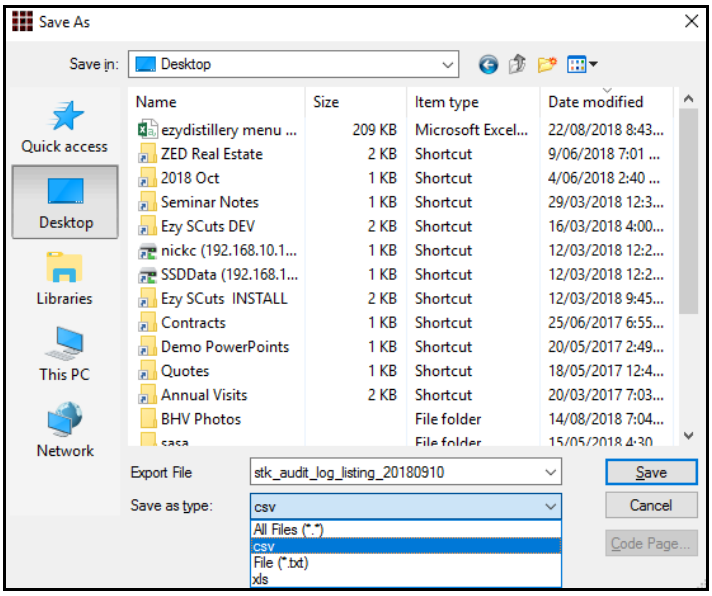
*Stationery: POS Picking Slip*
*Acc/Rec: Liquor Store Chains Group*
*Sales Import: Daisy Chain Car. Reference*
*Sales Import: Check Stock Allocation*
*Sales: Entry, 3 Item Lines*
*Sales Orders: Auto Confirm, Update Inv.*
*C/Door: POS, Item Prices Button*
*C/Door: POS, Open Both Freight Buttons*
*C/Door: POS, Auto Prompt Contact Details*
*C/Door: POS, Show Full Credit Card*
*Pay: Payment Summary – Contact Email*
*Pay: Payment Summary – Branch Number*
*Pay: Single Touch Payroll By Group*

# General

## Export System Log

New menu option.




## Scheduled

The export can also be scheduled to run periodically by configuring MS Windows Scheduler to run SYS23BAT for specified number of days and source.

E.g. Export deleted cellar door sales dockets for the past 30 days and save export file in audit folder

..\foxfxp\sys23bat “deleted cdoor” c:\audit\ 30

***Benefit***

- Interrogate activities by user(s) for specified transaction period using MS Excel.

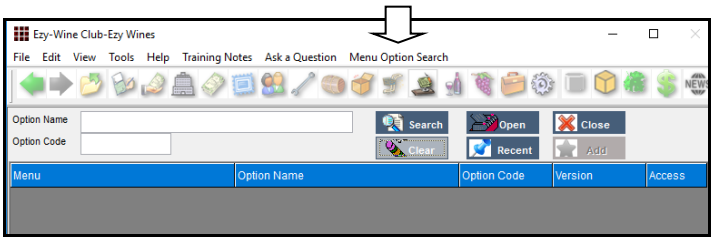
System Administration
**Export System Log**

# **General** (cont'd)

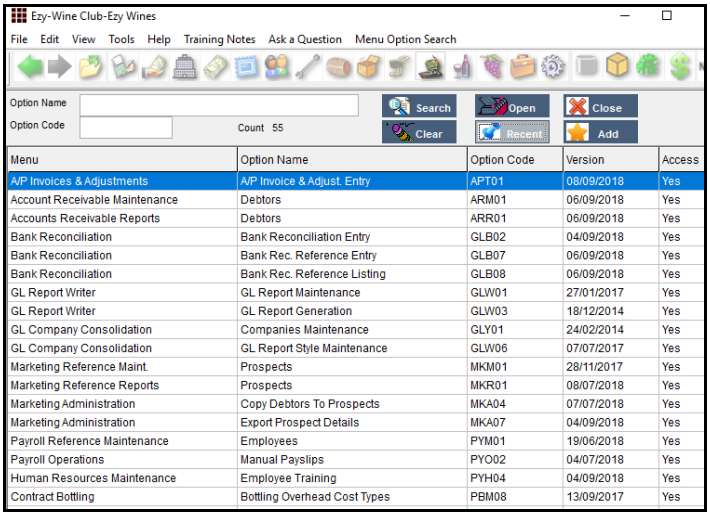
## Add Recently Accessed Options To Favourites

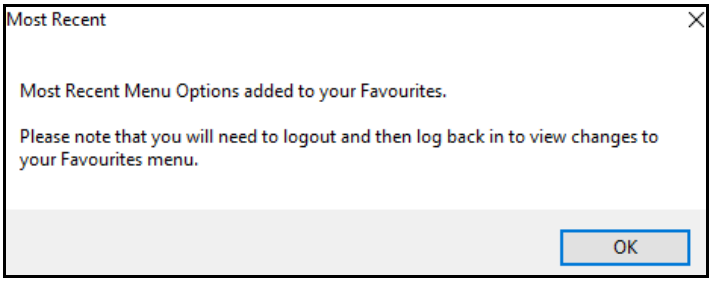
The menu options you have accessed in the past 60 days can be easily loaded on your Favourites menu.

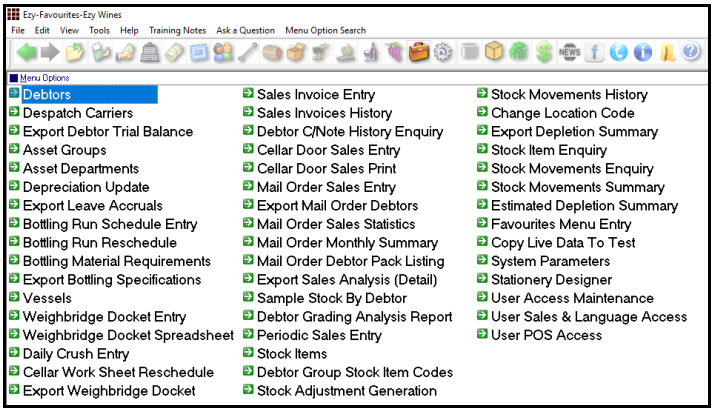
Select the Menu Option Search tab, select [Clear] and then select the [Recent] button.




Select the [Add] button.




***Benefit***

- Easier to find required options
- Remove need for sub-menus.

# **General** (cont'd)

## Transactions Summary

New report.

NICK
SYS50

BIG HILL VINEYARD

Transactions Summary

| Source | Count |
|---|---|
| GL General Journals | 90 |
| GL Cash Payments | 10 |
| GL Cash Receipts | 7 |
| GL Accruals | |
| GL Reversals | |
| Asset Adjustment | 3 |
| Asset Revaluation | 27 |
| Asset Disposal | 20 |
| Payslips | 65 |
| Stock Adjustments | 223 |
| Stock Receipts | 9 |
| Stock Transfers | 46 |
| Stock Take | 293 |
| Purchase Order Receipts | 104 |
| Sales Credit Notes | 53 |
| Sales Invoices | 167 |
| Sales Orders | 153 |
| Cellar Door Sales | 583 |
| Mail Orders | 245 |
| Service Invoices | 5 |
| A/P Manual Payment | 4 |
| A/P Invoice/Adjustments | 176 |
| A/P Payments | 63 |
| A/R Receipts | 37 |
| A/R Invoice/Adjustments | 34 |
| Cellar Worksheets | 294 |
| Daily Crush | 49 |
| Weighbridge Dockets | 102 |
| Bulk Receival | 39 |
| Bulk Despatch | 32 |
| Packaging Run | 51 |
| Grand Total | 2987 |

---------- End of Report ----------

***Benefit***

- Report workload in each department for specified transaction date range
- Compare changes in transactions processed for different years
- Report number of transactions being processed by staff
- Check impact of acquiring another entity, such as another winery.

System Administration
**Transactions Summary**

## User Email Address Increased To 60 Characters

Email address has been increased from 40 to 60 characters.

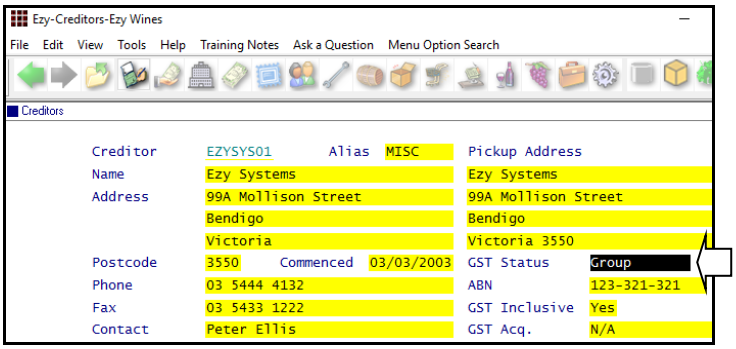
User Access
**User Email**

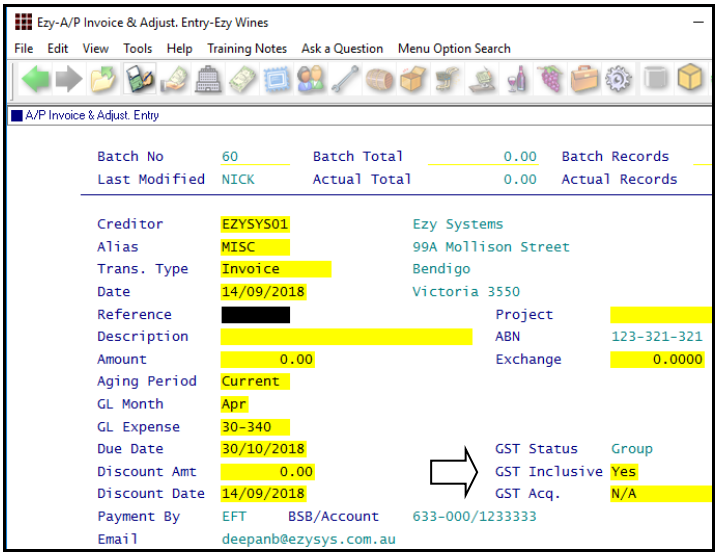
# Accounts Payable

## New Creditor *Group* GST Status

'Group' has been added to the GST Status options.

When 'Group' is specified, the GST Acq. will need to be set to N/A when processing transactions.




***Benefit***

- Process transactions between entities of the same GST group.

Accounts Payable
**Creditors**
A/P Administration
**Import Creditor Details**
A/P Invoice & Adjustment
**A/P Invoice & Adjust. Entry**
**A/P Invoice & Adjust. Listing**
**A/P Invoice & Adjust. Update**
A/P Periodic Billing
**A/P Periodic Billing Entry**
**A/P Periodic Billing Listing**
**A/P Periodic Billing Update**
Stock Movements
**Stock Receipts Entry**
**Stock Receipts Listing**
**Stock Receipts Update**

### *GST Groups*

Two or more related entities may form a GST group if they satisfy certain membership requirements.

GST groups are treated as a single entity. Generally, transactions between group members are ignored for GST purposes. So you don't have to pay GST and you can't claim GST credits on these transactions.

One entity, known as the representative member, manages the group's GST affairs. The representative member is responsible for the GST payable and can claim the GST credits on transactions undertaken by group members (except transactions between group members).

The representative member is the only group member who must complete the GST component of an activity statement. In doing this, the representative member will effectively be accounting for the group's total GST liability.

# Accounts Receivable

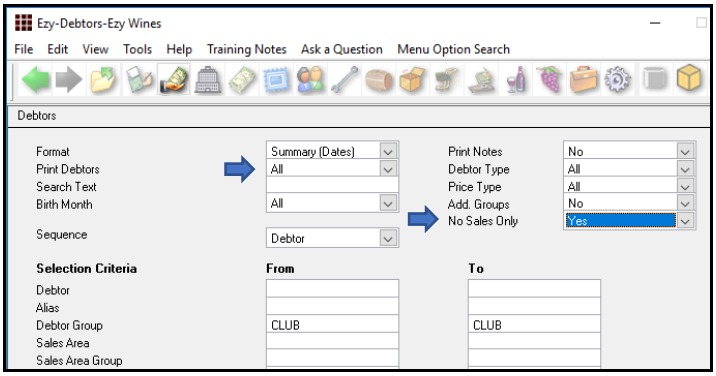
## Delete Debtors With No Sales

The Debtor listing can be utilised to report Debtors with no sales. Ensure that the "Print Debtors" is set to *All* so as to include Debtors flagged as inactive.

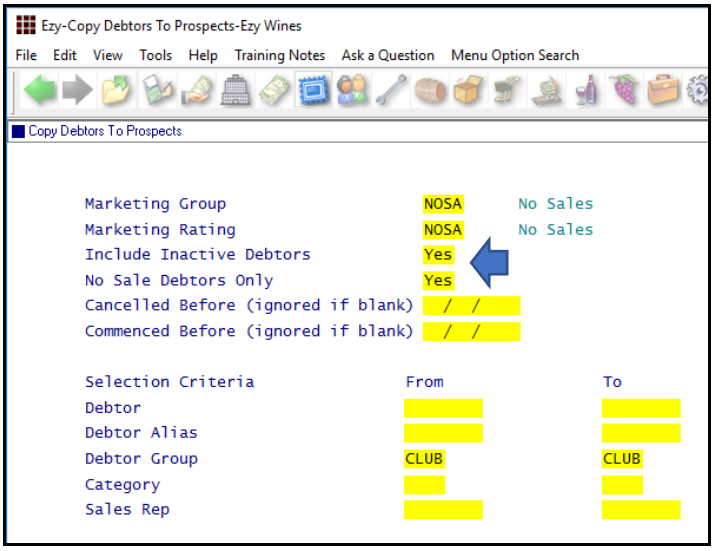
***Benefit***

- Copy Debtors with no sales to CRM
- Delete Debtors with no sales
- Reduce number of Debtors.

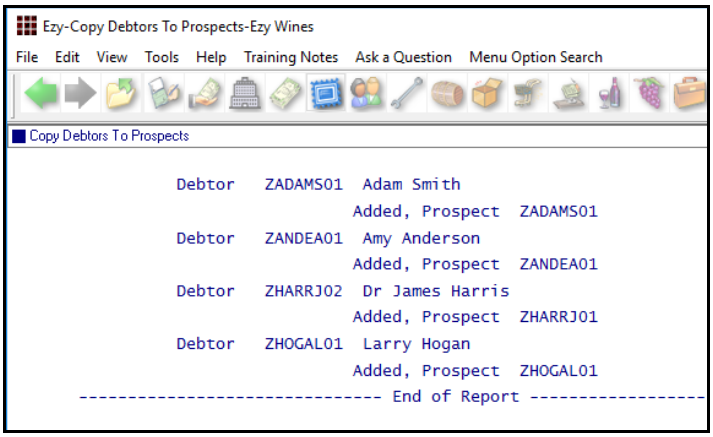
Accounts Receivable Reports
**Debtors**
Marketing Administration
**Copy Debtors To Prospects**
A/R Administration
**Delete Debtors With No Sales**



You may want to create these Debtors as Prospects before deleting them.




**Note:** A specific marketing group or rating could be setup so that these Prospects can be easily identified.



# **Accounts Receivable** (cont'd)

## **Delete Debtors With No Sales** (cont'd)

NICK
MKR01

BIG HILL VINEYARD

**Prospects**

*Sequence : Prospect*

| *Selection Criteria* | *From* | *To* |
|---|---|---|
| *Prospect* | *Z???????* | *Last* |
| *Notes Date* | */ST/MKTM* | *99/ST/MKTM* |

| Prospect | Name | Debtor | Name |
|---|---|---|---|
| ZADAMS01 | Adam Smith | ZADAMS01 | Adam Smith |
| ZANDEA01 | Amy Anderson | ZANDEA01 | Amy Anderson |
| ZHARRJ01 | Dr James Harris | ZHARRJ02 | Dr James Harris |
| ZHOGAL01 | Larry Hogan | ZHOGAL01 | Larry Hogan |

Total Prospects 4

Check how many Prospects were created.

Ezy-Delete Debtors With No Sale-Ezy Wines

File Edit View Tools Help Training Notes Ask a Question Menu Option Search

Delete Debtors With No Sale

| Selection Criteria | From | To |
|---|---|---|
| Debtor | | |
| Debtor Alias | | |
| Debtor Group | CLUB | CLUB |
| Category | | |

DELETE DEBTORS WITH NO SALES

4 DEBTORS WILL BE DELETED.

The Accounts Receivable Reports, Debtors option can be checked for Debtors with No Sales.

It is strongly recommended that you first use the System Adminsitration, Copy Live Data To Test option and perform this task in the TEST database first.

Continue?

Yes No

Debtors are deleted and codes removed from Prospects!

Ezy-Prospects-Ezy Wines

File Edit View Tools Help Training Notes Ask a Question Menu Optic

Prospects

| | |
|---|---|
| Prospect | ZADAMS01 |
| Alias | CLUB Debtor [redacted] |
| Company/Name | Adam Smith |
| Address | 45 Scott St |

### *Marketing: Debtor Interface*

Regardless of whether this system parameter is set to Yes or No, the Debtor code will be recorded against each Prospect.

### Note

Prospect will not be created when Debtor's code and/or email address exists against a Prospect.

NICK
MKR01

BIG HILL VINEYARD

**Prospects**

*Sequence : Prospect*

| *Selection Criteria* | *From* | *To* |
|---|---|---|
| *Group* | *NOSA* | *NOSA* |
| *Notes Date* | */ST/MKTM* | *99/ST/MKTM* |

| Prospect | Name | Debtor | Name |
|---|---|---|---|
| ZADAMS01 | Adam Smith | | |
| ZANDEA01 | Amy Anderson | | |
| ZHARRJ01 | Dr James Harris | | |
| ZHOGAL01 | Larry Hogan | | |

Total Prospects 4

# **Accounts Receivable** (cont'd)

### Export Debtors MailChimp Format

'MailChimp' has been added to the Format options.

***Benefit***

- Utilise MailChimp format for bulk emails to wine club members.

A/R Administration
**Export Debtor Details**

### Export Debtor Trial Balance No Of Days To Pay

A/R Administration
**Export Debtor Trial Balance**

The average number of days to pay has been appended to the export file.

# General Ledger

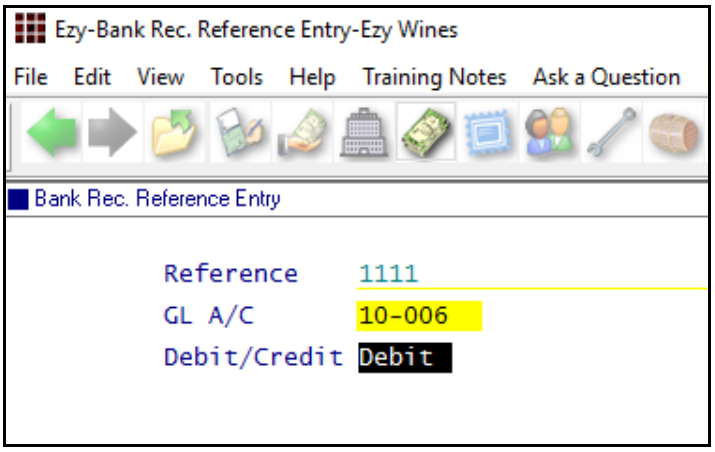
## Bank Reconciliation Import

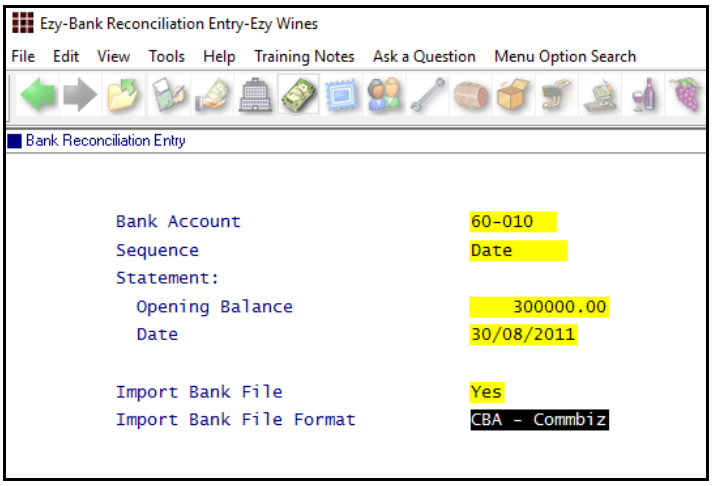
Bank Rec. Reference Entry and Listing options have been introduced.

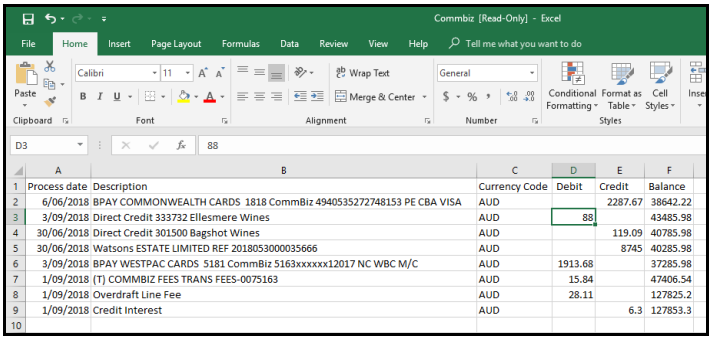
***Benefit***

- Streamline reconciliation
- Save time and reduce errors.

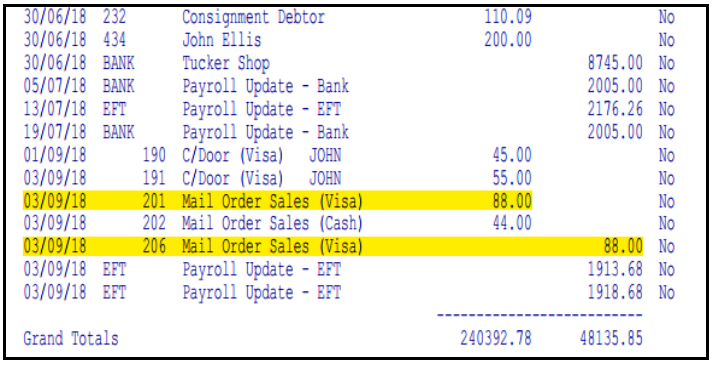
Bank Reconciliation
**Bank Rec. Reference Entry**
**Bank Rec. Reference Listing**
**Bank Reconciliation Entry**



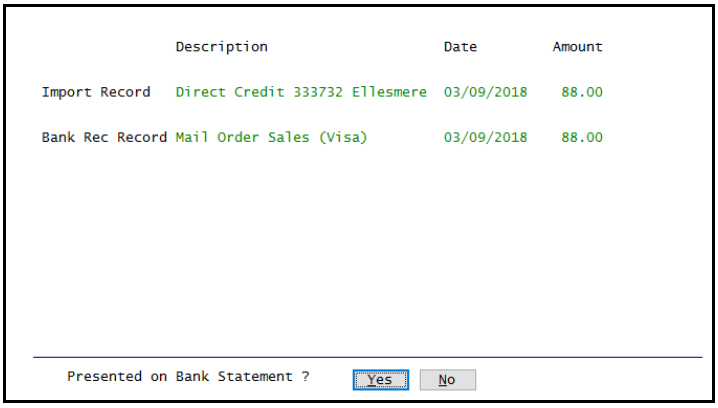



| Process date | Description | Currency Code | Debit | Credit | Balance |
|---|---|---|---|---|---|
| 6/06/2018 | BPAY COMMONWEALTH CARDS 1818 CommBiz 4940535272748153 PE CBA VISA | AUD | | 2287.67 | 38642.22 |
| 3/09/2018 | Direct Credit 333732 Ellesmere Wines | AUD | 88 | | 43485.98 |
| 30/06/2018 | Direct Credit 301500 Bagshot Wines | AUD | | 119.09 | 40785.98 |
| 30/06/2018 | Watsons ESTATE LIMITED REF 2018053000035666 | AUD | | 8745 | 40285.98 |
| 3/09/2018 | BPAY WESTPAC CARDS 5181 CommBiz 5163xxxxxx12017 NC WBC M/C | AUD | 1913.68 | | 37285.98 |
| 1/09/2018 | (T) COMMBIZ FEES TRANS FEES-0075163 | AUD | 15.84 | | 47406.54 |
| 1/09/2018 | Overdraft Line Fee | AUD | 28.11 | | 127825.2 |
| 1/09/2018 | Credit Interest | AUD | | 6.3 | 127853.3 |



| | | | | | |
|---|---|---|---|---|---|
| 30/06/18 | 232 | Consignment Debtor | 110.09 | | No |
| 30/06/18 | 434 | John Ellis | 200.00 | | No |
| 30/06/18 | BANK | Tucker Shop | | 8745.00 | No |
| 05/07/18 | BANK | Payroll Update - Bank | | 2005.00 | No |
| 13/07/18 | EFT | Payroll Update - EFT | | 2176.26 | No |
| 19/07/18 | BANK | Payroll Update - Bank | | 2005.00 | No |
| 01/09/18 | 190 | C/Door (Visa) JOHN | 45.00 | | No |
| 03/09/18 | 191 | C/Door (Visa) JOHN | 55.00 | | No |
| 03/09/18 | 201 | Mail Order Sales (Visa) | 88.00 | | No |
| 03/09/18 | 202 | Mail Order Sales (Cash) | 44.00 | | No |
| 03/09/18 | 206 | Mail Order Sales (Visa) | | 88.00 | No |
| 03/09/18 | EFT | Payroll Update - EFT | | 1913.68 | No |
| 03/09/18 | EFT | Payroll Update - EFT | | 1918.68 | No |
| Grand Totals | | | 240392.78 | 48135.85 | |



| | Description | Date | Amount |
|---|---|---|---|
| Import Record | Direct Credit 333732 Ellesmere | 03/09/2018 | 88.00 |
| Bank Rec Record | Mail Order Sales (Visa) | 03/09/2018 | 88.00 |

Presented on Bank Statement ? Yes No

# **General Ledger** (cont'd)

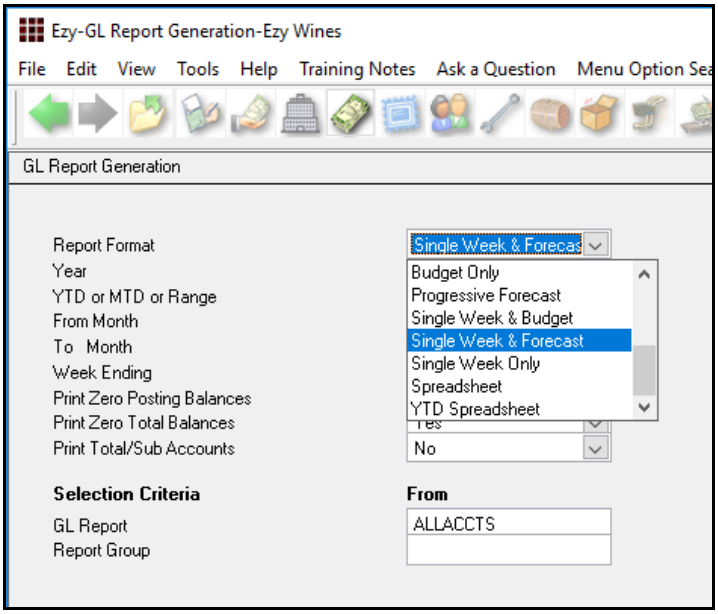
## GL R.W. Single Week & Forecast

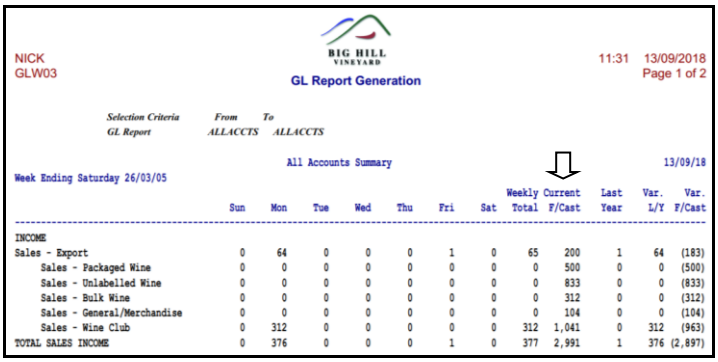
'Single Week & Forecast' has been added to the Report Format options which is based on the budget format.

***Benefit***

- New format.

GL Report Writer
**GL Report Generation**



NICK
GLW03

BIG HILL VINEYARD

GL Report Generation

11:31 13/09/2018
Page 1 of 2

*Selection Criteria* *From* *To*
*GL Report* *ALLACCTS* *ALLACCTS*

All Accounts Summary 13/09/18

Week Ending Saturday 26/03/05

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Weekly Total | Current F/Cast | Last Year | Var. L/Y | Var. F/Cast |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| INCOME | | | | | | | | | | | | |
| Sales - Export | 0 | 64 | 0 | 0 | 0 | 1 | 0 | 65 | 200 | 1 | 64 | (183) |
| Sales - Packaged Wine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 0 | (500) |
| Sales - Unlabelled Wine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 833 | 0 | 0 | (833) |
| Sales - Bulk Wine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 312 | 0 | 0 | (312) |
| Sales - General/Merchandise | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 104 | 0 | 0 | (104) |
| Sales - Wine Club | 0 | 312 | 0 | 0 | 0 | 0 | 0 | 312 | 1,041 | 0 | 312 | (963) |
| TOTAL SALES INCOME | 0 | 376 | 0 | 0 | 0 | 1 | 0 | 377 | 2,991 | 1 | 376 | (2,897) |

# Marketing & CRM

### Copy Debtors With No Sales To Prospects

Refer to *Delete Debtors With No Sales* enhancement in the Accounts Receivable section for detail.

***Benefit***

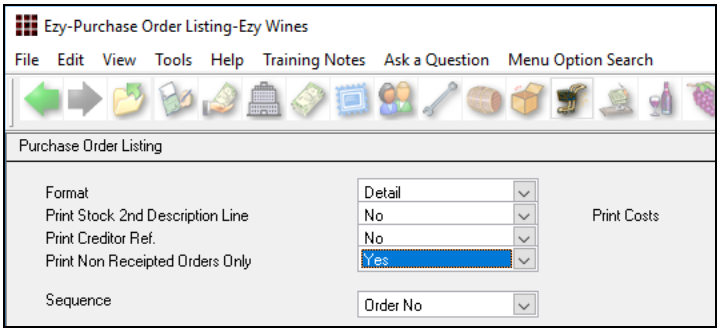
- Save Debtors with no sales as Prospects before deleting them.

Marketing Administration
**Copy Debtors To Prospects**

# Purchase Orders

### List Non-Receipted Purchase Orders

'Print Non-Receipted Orders Only' prompt has been added to the selection criteria.




***Benefit***

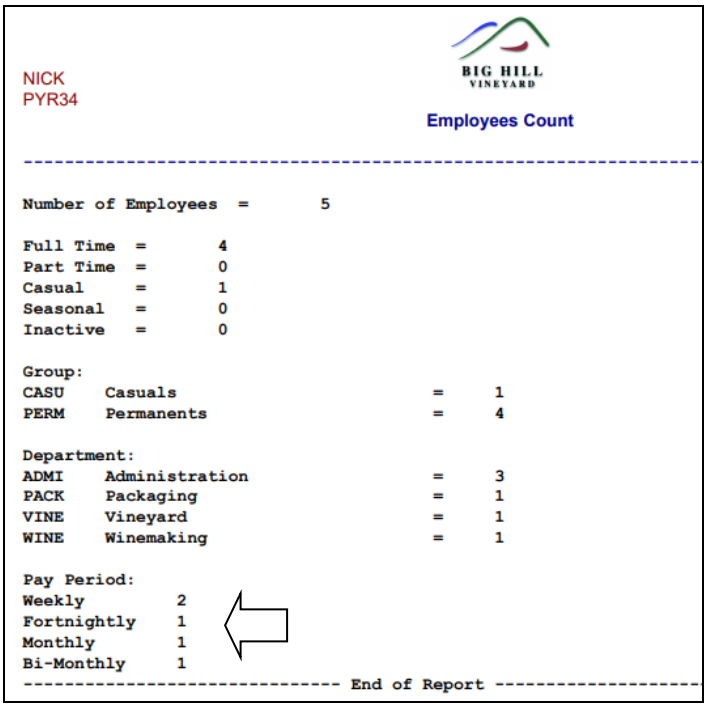
- List purchase orders that have not had any receipts and may need to be deleted because A/P Invoice was processed instead.

Purchase Orders
**Purchase Order Listing**

# Payroll & HR

## Pay Period Count

Count for each pay period has been added.



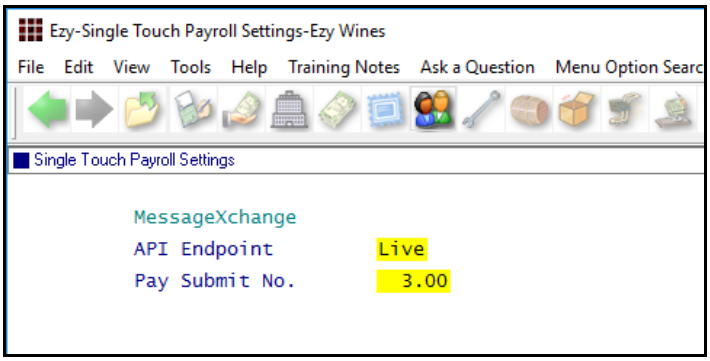

***Benefit***

- Report number of employees for each pay period.

Payroll Reference Reports
**Employee Count**

## STP URL Parameter Removed

The 'URL Parameter' prompt has been removed as the setting is the same for all clients and has been hardcoded in the Generate program.




***Benefit***

- Ensure that the group URL parameter is recorded correctly.

Payroll Operations
**Single Touch Payroll Generate**
Payroll Administration
**Single Touch Payroll Settings**

## Export Leave Accruals

New menu option.

***Benefit***

- Report leave accrual balances using MS Excel.

Payroll Administration
**Export Leave Accruals**

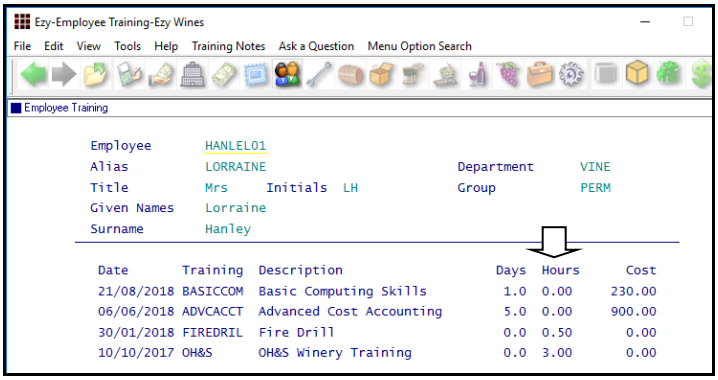
## Employee Training Hours

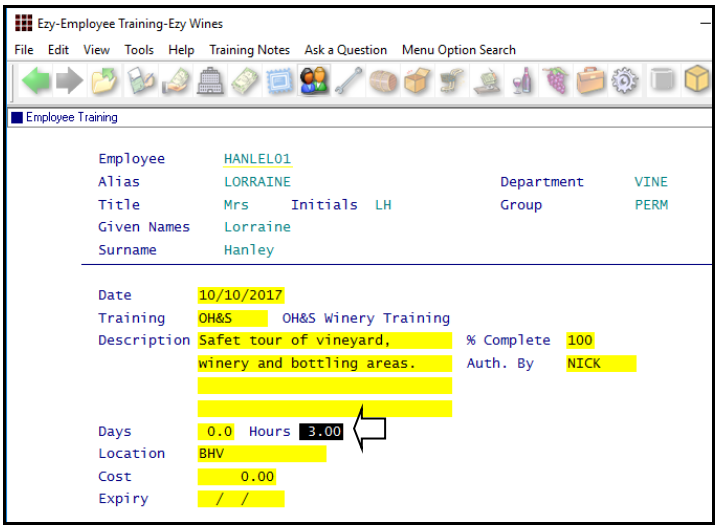
'Hours' prompt has been added.

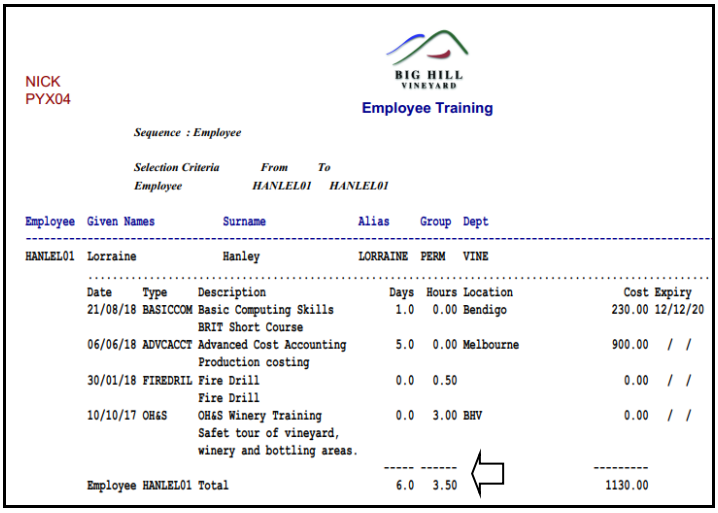
***Benefit***

- Better track staff training.

Human Resources
**Employee Training**



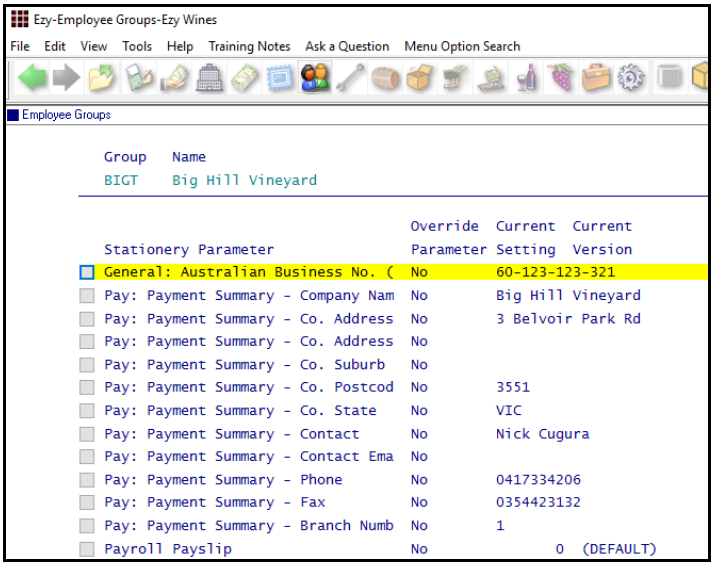



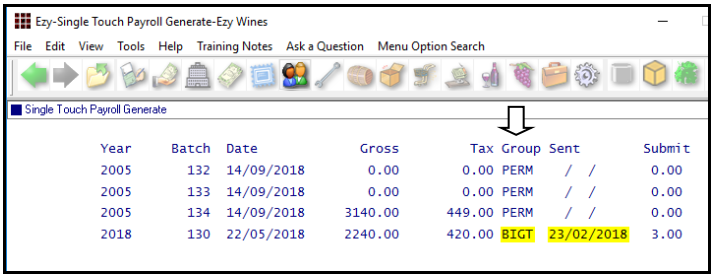




Total also added for both days and hours.

### Single Touch Payroll Multiple Companies

***Pay: Single Touch Payroll By Group***
If you have more than one company in the same database, set this new system parameter to Yes.




***Benefit***

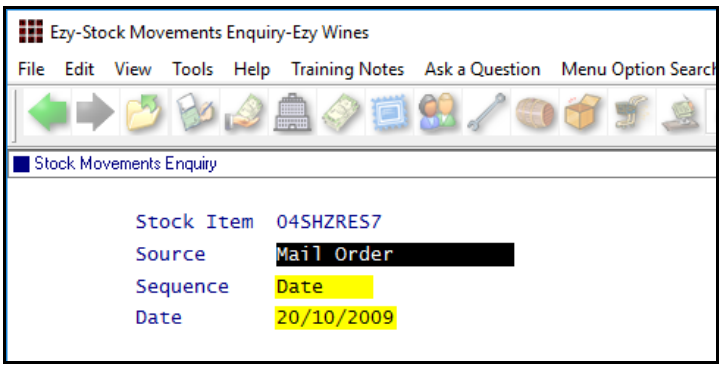
- Ability to record multiple ABNs and payment summary details in the same database.

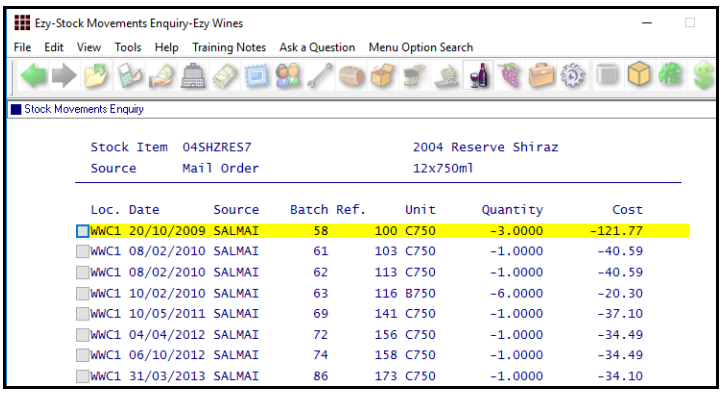
Payroll Reference
**Employee Group**
Payroll Operations
**Payslips Update**
**Single Touch Payroll Generate**

# Stock Control

## Stock Item Enquiry By Source

Source has been added.



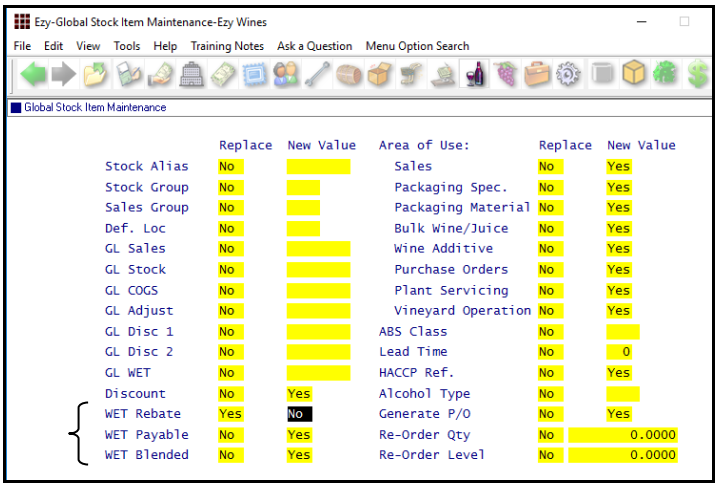

***Benefit***

- Report stock movements for a specific module (such as wine club, bottling, stock adjustments, POS, purchase orders, etc).

Stock Operations Reports
**Stock Movements Enquiry**

## WET Added To Global Stock Item Maintenance

WET Payable, Rebate and Blended prompts have been added.




***Benefit***

- Easily change WET settings for a range of stock items
- Save time.

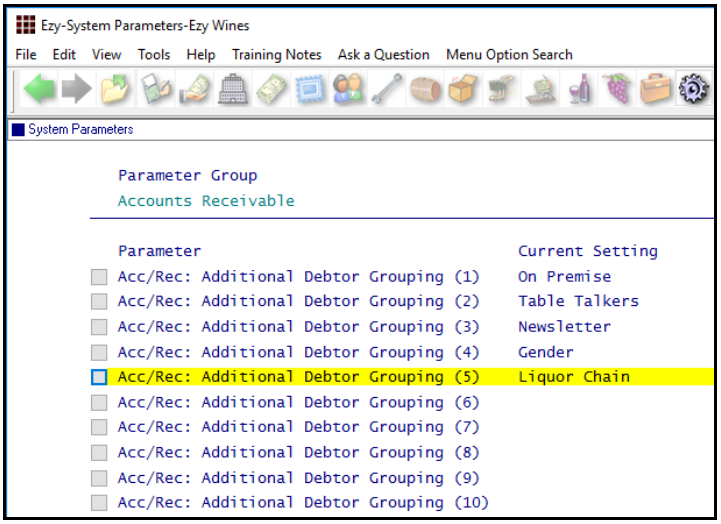
Stock Administration
**Global Stock Item Maintenance**

# **Stock Control** (cont'd)

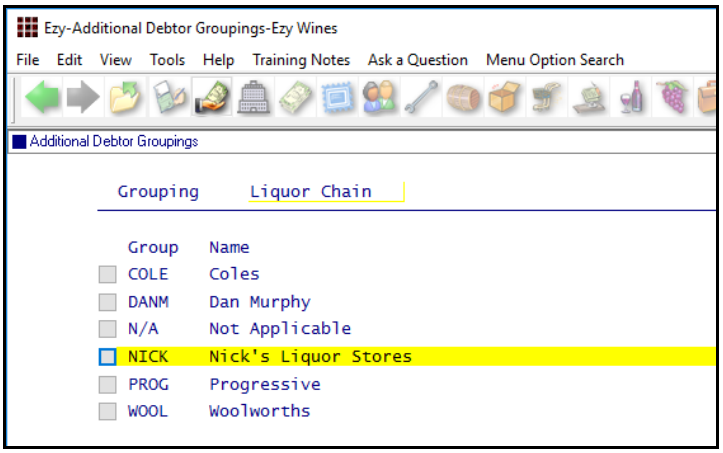
### Customer's Stock Item Code

New menu option allowing you to record customer stock codes.

*Acc/Rec: Liquor Store Chains Group*
Record the Additional Debtor Group number to record the liquor chain against Debtors.




Note which additional debtor group number (1 to 10) is being used to record liquor chains.



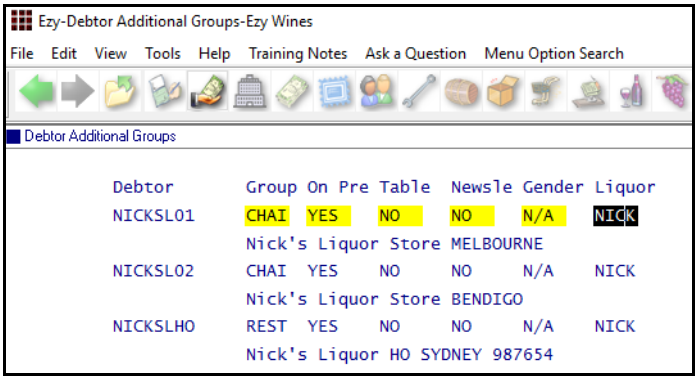

Record the applicable liquor chains against this group. Please note that a N/A group will also be required.

The A/R Administration, Global Debtor Maintenance option can be utilised to record a group for a range of Debtors, or the Accounts Receivable Maintenance, Debtor Additional Groups option can be utilised to change individual Debtors.

***Benefit***

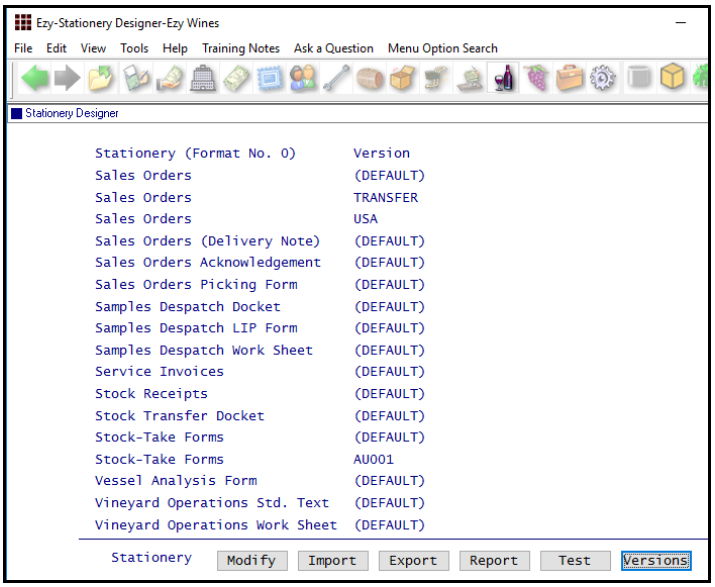
- Display customer's stock item codes on sales dockets.

Stock Reference
**Debtor Group Stock Item Codes**
Sales
**Sales Order Print**
**Sales Invoice Print**
**Sales Credit Note Print**
**Credit Notes Print (History)**
**Sales Invoices Print (History)**
**Sales Order Print (History)**

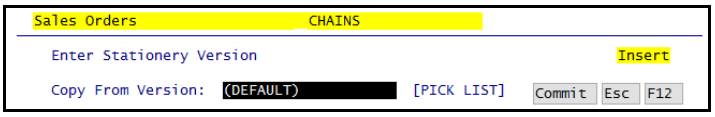


# **Stock Control** (cont'd)

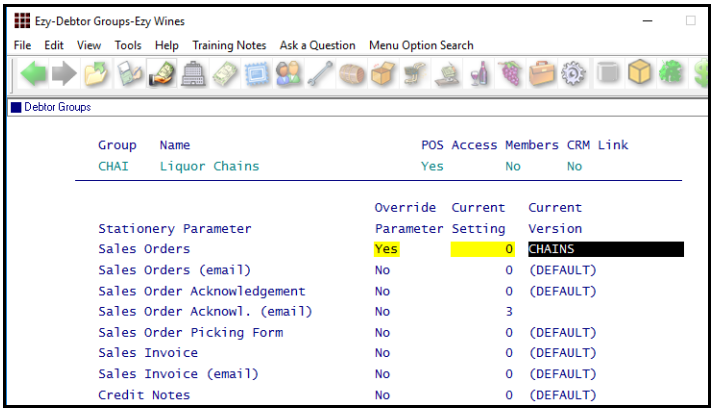
## **Customer's Stock Item Code** (cont'd)

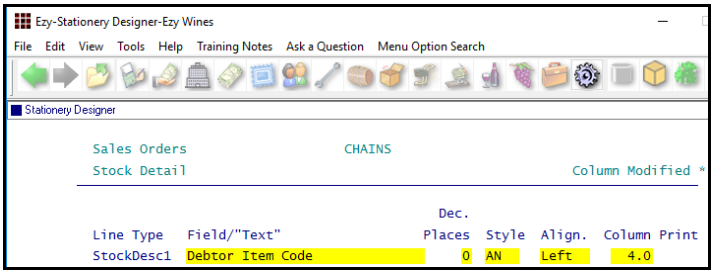



A new sales order, invoice and credit note version will need to be created for the chain.




Utilise the Stationery Designer to create a new sales docket format that shows the customer's stock item code instead of yours.

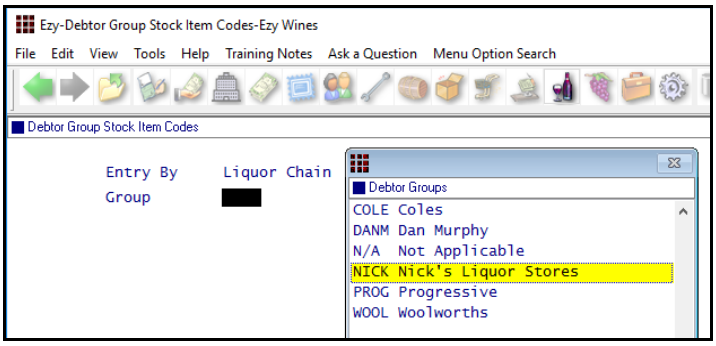


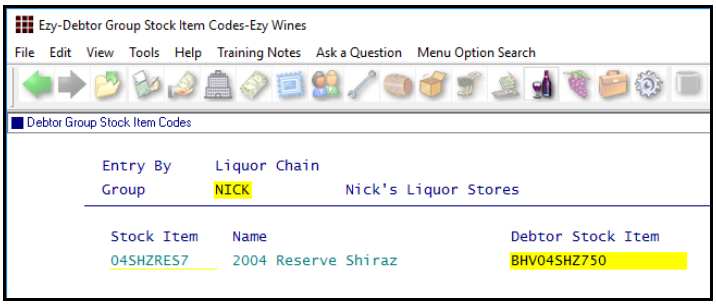




***Field***
Change 'Stock Item Code' to 'Debtor Item Code'.

# **Stock Control** (cont'd)

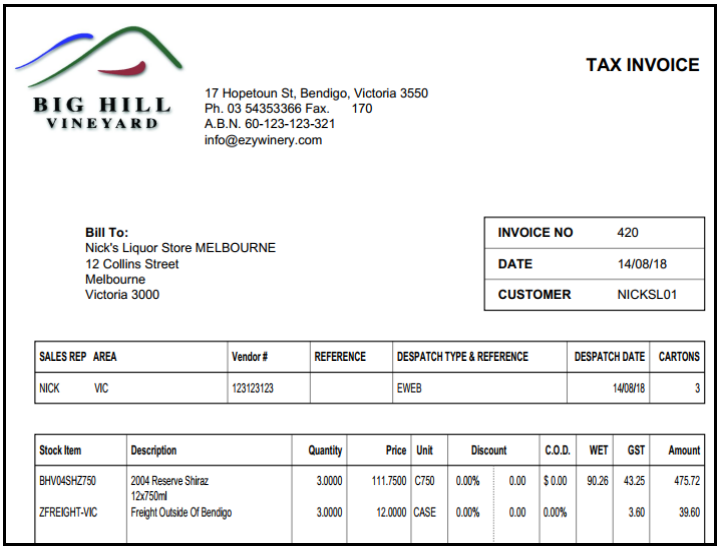
## **Customer's Stock Item Code** (cont'd)




Record the liquor stores stock item code.

Process sales as per normal.



BIG HILL VINEYARD

17 Hopetoun St, Bendigo, Victoria 3550
Ph. 03 54353366 Fax. 170
A.B.N. 60-123-123-321
info@ezywinery.com

**TAX INVOICE**

**Bill To:**
Nick's Liquor Store MELBOURNE
12 Collins Street
Melbourne
Victoria 3000

| | |
|---|---|
| INVOICE NO | 420 |
| DATE | 14/08/18 |
| CUSTOMER | NICKSL01 |

| SALES REP | AREA | Vendor # | REFERENCE | DESPATCH TYPE & REFERENCE | DESPATCH DATE | CARTONS |
|---|---|---|---|---|---|---|
| NICK | VIC | 123123123 | | EWEB | 14/08/18 | 3 |

| Stock Item | Description | Quantity | Price | Unit | Discount | | C.O.D. | WET | GST | Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| BHV04SHZ750 | 2004 Reserve Shiraz 12x750ml | 3.0000 | 111.7500 | C750 | 0.00% | 0.00 | $ 0.00 | 90.26 | 43.25 | 475.72 |
| ZFREIGHT-VIC | Freight Outside Of Bendigo | 3.0000 | 12.0000 | CASE | 0.00% | 0.00 | 0.00% | | 3.60 | 39.60 |

| Stock Item | Description |
|---|---|
| BHV04SHZ750 | 2004 Reserve Shiraz 12x750ml |

## **Hide Inactive Stock Locations**

System parameter "Stock: Maintain Inactive Stock Locations" has been introduced, defaulting to Yes.

***Benefit***

- Reduce stock location pick list.

Stock Reference Maintenance
**Stock Locations**

# Sales

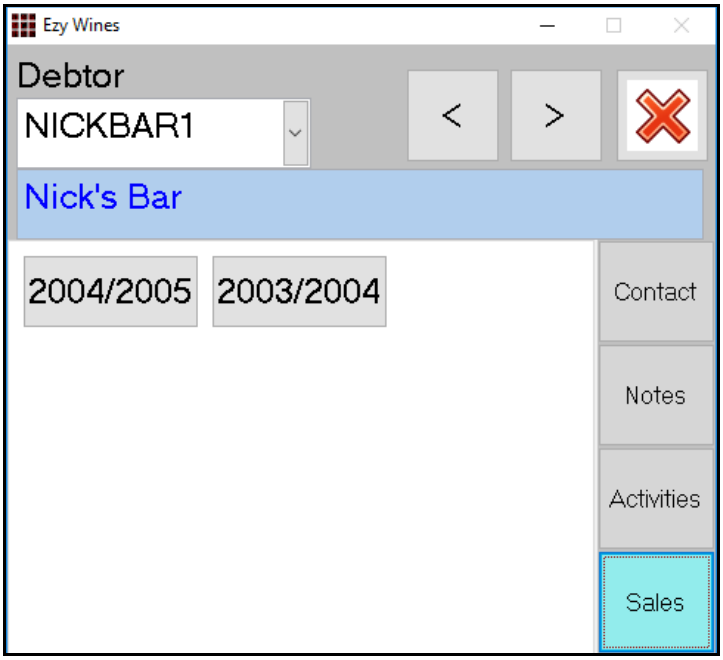
### Mobile PDA Debtor Enquiry MTD & YTD

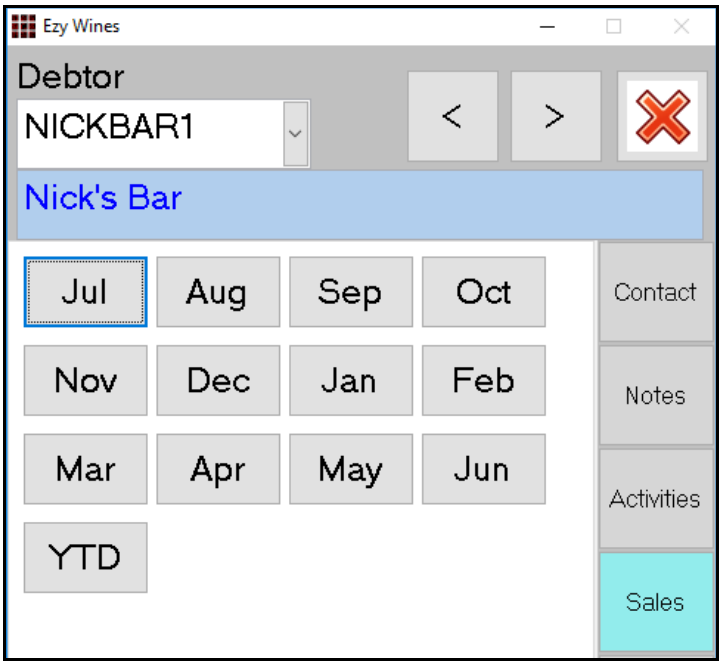
The Sales tab now prompts for financial year and month so that rep can check sales for a specific period.

***Benefit***

- Allow sales rep to check what customer purchased same month last year.

**EzyPDA**



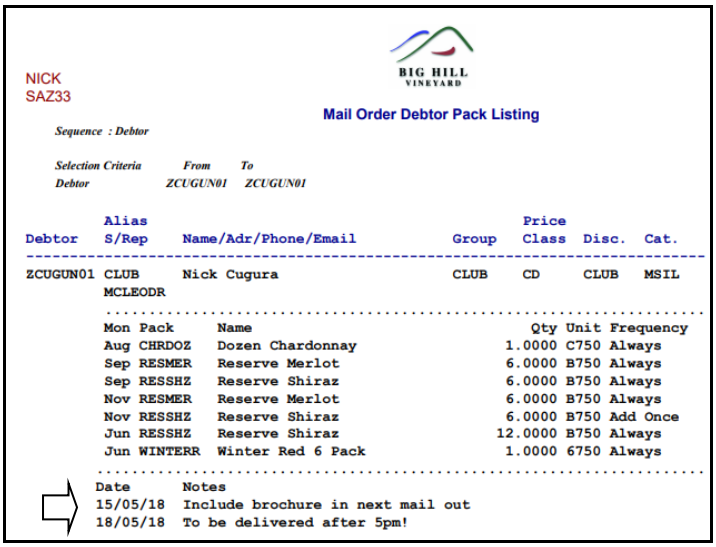
# Sales (cont'd)

## Club Packs Listing Includes Recent [F5] Note

***Debtor Notes Category***
***Print Recent Debtor Note(s)***
These 2 prompts have been added to the selection criteria allowing you to print notes ([F5]) recorded against club members in the last 30 days.

> ***Benefit***
>
> - Check for recent note that may impact on next mail out.

Wine Club
**Mail Order Debtor Pack Listing**



NICK
SAZ33

BIG HILL VINEYARD

Mail Order Debtor Pack Listing

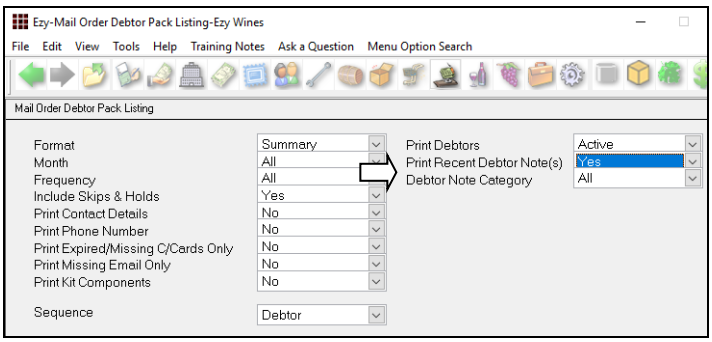
*Sequence : Debtor*

| *Selection Criteria* | *From* | *To* |
|---|---|---|
| *Debtor* | *ZCUGUN01* | *ZCUGUN01* |

| Debtor | Alias S/Rep | Name/Adr/Phone/Email | Group | Price Class | Disc. | Cat. |
|---|---|---|---|---|---|---|
| ZCUGUN01 | CLUB | Nick Cugura | CLUB | CD | CLUB | MSIL |
| | MCLEODR | | | | | |

| Mon | Pack | Name | Qty | Unit | Frequency |
|---|---|---|---|---|---|
| Aug | CHRDOZ | Dozen Chardonnay | 1.0000 | C750 | Always |
| Sep | RESMER | Reserve Merlot | 6.0000 | B750 | Always |
| Sep | RESSHZ | Reserve Shiraz | 6.0000 | B750 | Always |
| Nov | RESMER | Reserve Merlot | 6.0000 | B750 | Always |
| Nov | RESSHZ | Reserve Shiraz | 6.0000 | B750 | Add Once |
| Jun | RESSHZ | Reserve Shiraz | 12.0000 | B750 | Always |
| Jun | WINTERR | Winter Red 6 Pack | 1.0000 | 6750 | Always |

| Date | Notes |
|---|---|
| 15/05/18 | Include brochure in next mail out |
| 18/05/18 | To be delivered after 5pm! |

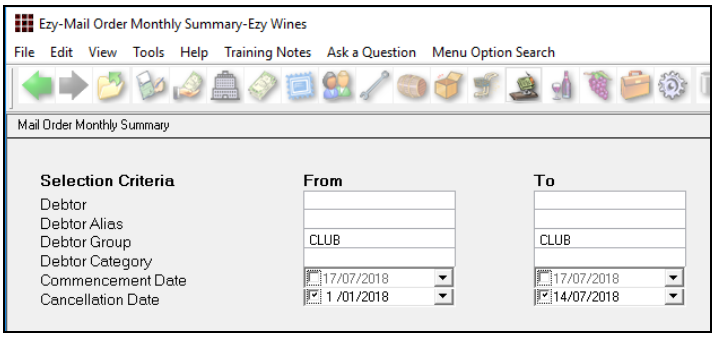


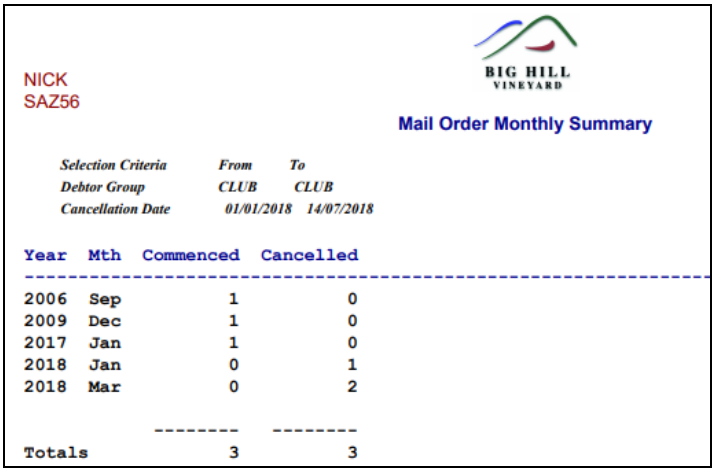

## Wine Club Monthly Summary

New menu option.

> ***Benefit***
>
> - Report monthly club membership movements.

Wine Club
**Wine Club Monthly Summary**



NICK
SAZ56

BIG HILL VINEYARD

Mail Order Monthly Summary

| *Selection Criteria* | *From* | *To* |
|---|---|---|
| *Debtor Group* | *CLUB* | *CLUB* |
| *Cancellation Date* | *01/01/2018* | *14/07/2018* |

| Year | Mth | Commenced | Cancelled |
|---|---|---|---|
| 2006 | Sep | 1 | 0 |
| 2009 | Dec | 1 | 0 |
| 2017 | Jan | 1 | 0 |
| 2018 | Jan | 0 | 1 |
| 2018 | Mar | 0 | 2 |
| | | -------- | -------- |
| Totals | | 3 | 3 |

# **Sales** (cont'd)

## POS Picking Slip

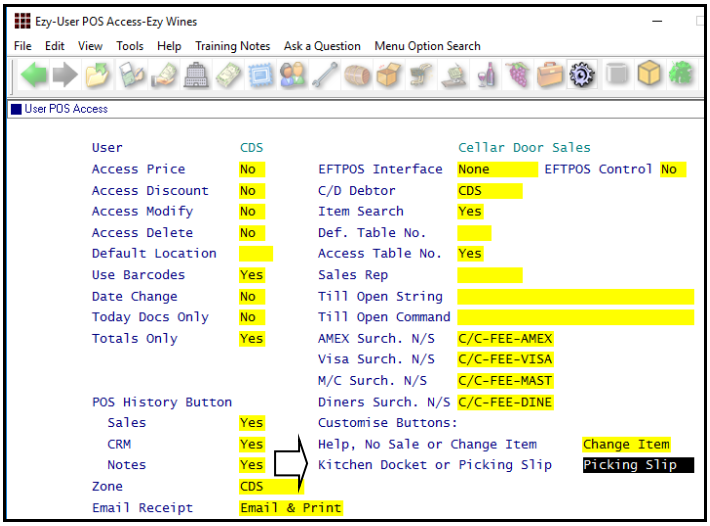
"Kitchen Docket or Picking Slip" prompt has been added defaulting to Kitchen Docket.

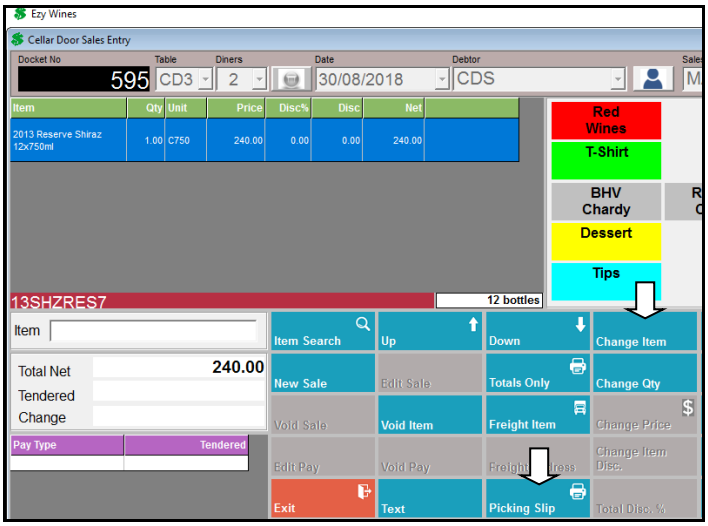
It will need to be changed to Picking Slip for each user that accesses POS.

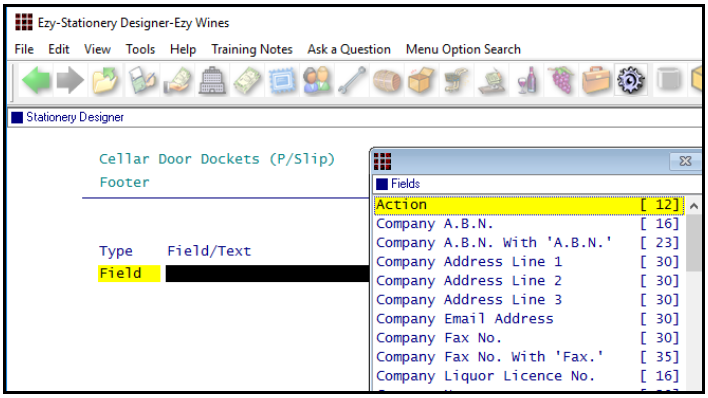
***Benefit***

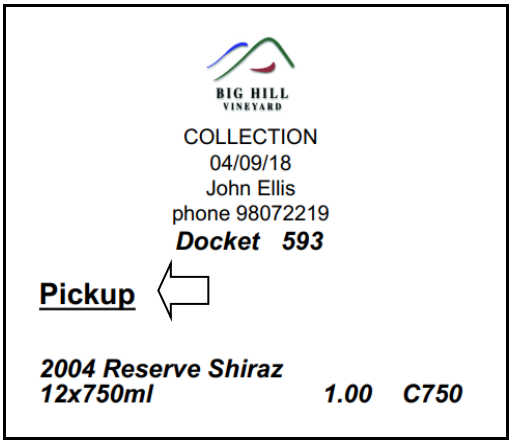
- Print a picking slip in warehouse for wine to be brought to cellar door or customer to collect from 'pickup' area.

**POS**
User Access
**User POS Access**
System Administration
**Stationery Designer**



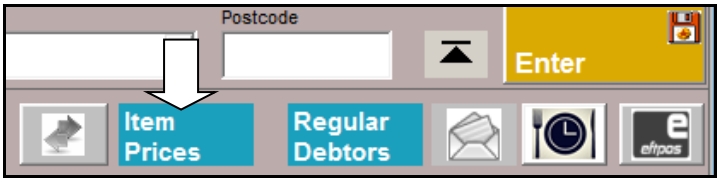




Action has been added to the Footer options.

## POS Check Item Prices

System parameter "C/Door: POS, Item Prices Button" has been introduced to determine whether [Item Prices] button is available, defaulting to Yes.



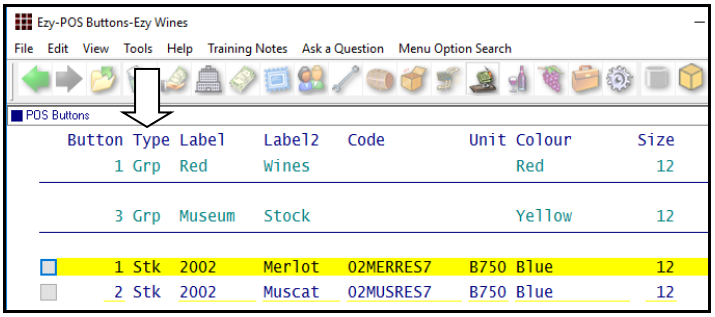
***Benefit***

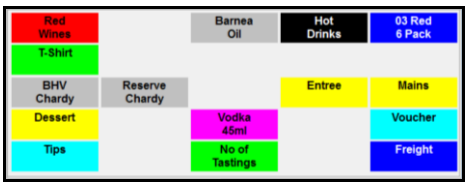
- Easily check prices without need to open a sale
- Avoid creating empty dockets.

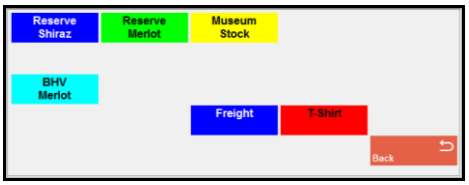
**POS**

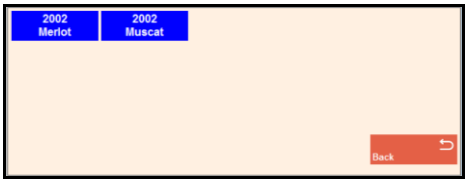
## POS 3rd Menu

Group type added to 2nd menu level.



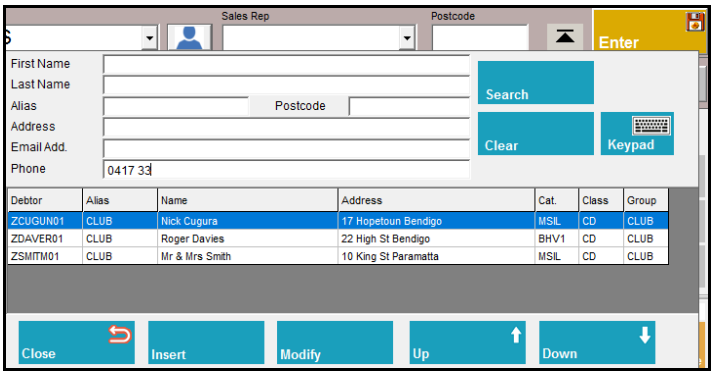

***Benefit***

- Record a lot more buttons.

**POS**
Sales Reference
**POS Buttons**

### POS Club Member Phone Number Search

Debtor search includes phone number.




POS will check whether email or phone number has been recorded against a Debtor or Prospect.

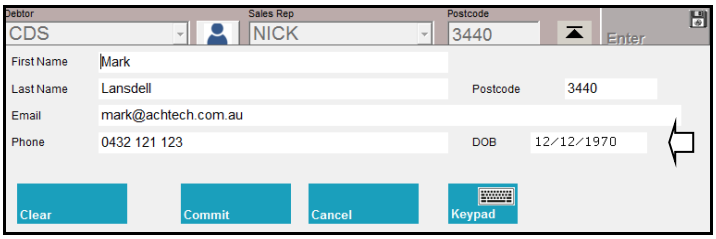
***Benefit***

- Avoid creating duplicate Debtors and/or Prospects
- Quicker and easier.

**POS**

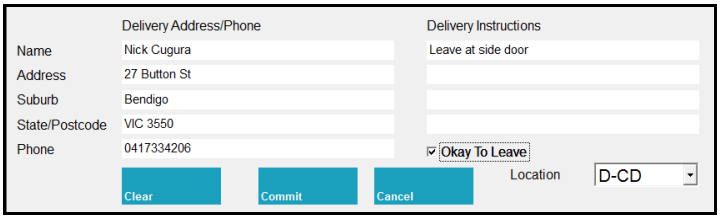
### POS Record Mailing Listing Member DOB

Date of birth can also be recorded against mailing list member.




### POS Delivery Address Prompts

Freight details now have prompts so as to ensure that address is recorded correctly for eParcel.




### Customise Sales Order Acknowledgement

Added to Stationery Designer for New Zealand.

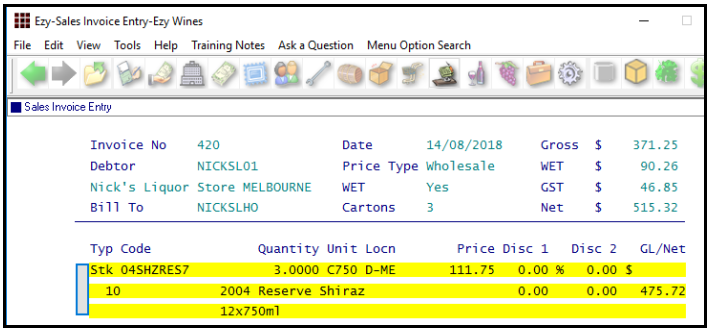
***Benefit***

- Produce customised version.

System Administration
**Stationery Designer**
Sales Orders
**Sales Order Acknowledge Print**

### Sales Entry Display Full Stock Description

New system parameter "Sales: Entry, 3 Item Lines" defaulting to No determines whether the stock item 2nd description line is displayed.




***Benefit***

- Ensure that correct stock item has been selected.

Sales Invoices
**Sales Invoice Entry**

### SMS Wine Club Members

New menu option can be utilised to produce a CSV, XLS, TXT or DBF file of *all* the club members in the next mail out or only those members *on hold* (ie. those with a credit card issue or stock is not available).

The export file includes the credit card details, phone number and email address. XLS is the best format!

The CSV file can be utilised by products such as Burst to SMS *(text)* club members of imminent delivery.

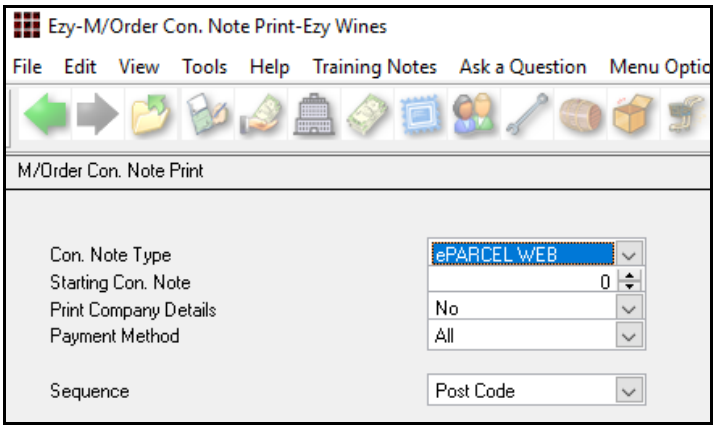
***Benefit***

- SMS members with credit card issues.

Wine Club
**Export Mail Order Debtors**

### Mail Order Con. Note Sequenced By Postcode

'Post Code' has been added to the sequence options and 'Con. Note Type' to the selection criteria.




***Benefit***

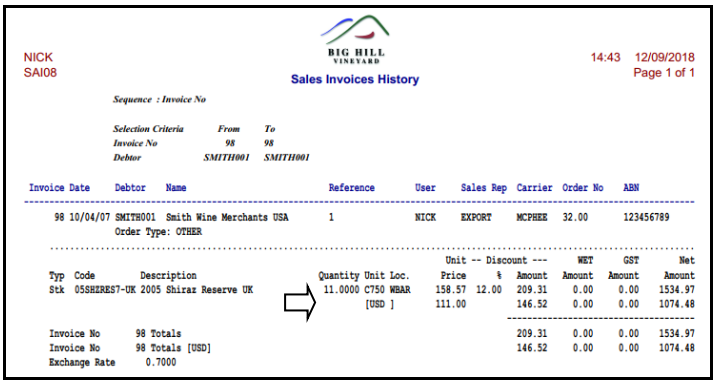
- Process shipment in postcode order
- *Significantly reduce eParcel fees!*

Wine Club
**M/Order Con. Note Print**
**M/Order Picking Slip**

# **Sales** (cont'd)

## Sales Invoice History Includes Exchange Rates

Exchange rate displayed for foreign currency sales.




***Benefit***

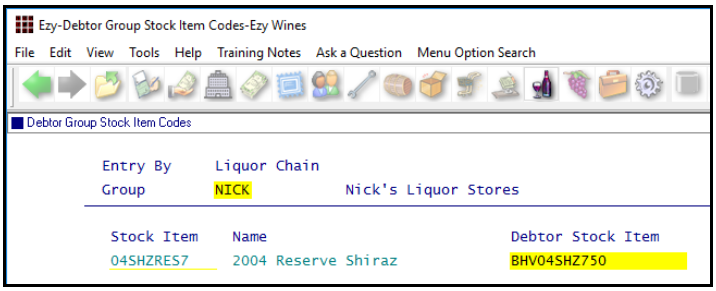
- Easily check foreign currency.

Sales Invoices
**Sales Invoices History**

## Customer's Stock Item Code

New menu option allowing you to record the customer's code for each of your stock items.

Please refer to Stock Control for full details.




***Benefit***

- Display customer's stock item codes on sales dockets.

Stock Reference
**Debtor Group Stock Item Codes**
Sales
**Sales Order Print**
**Sales Invoice Print**
**Sales Credit Note Print**
**Credit Notes Print (History)**
**Sales Invoices Print (History)**
**Sales Order Print (History)**

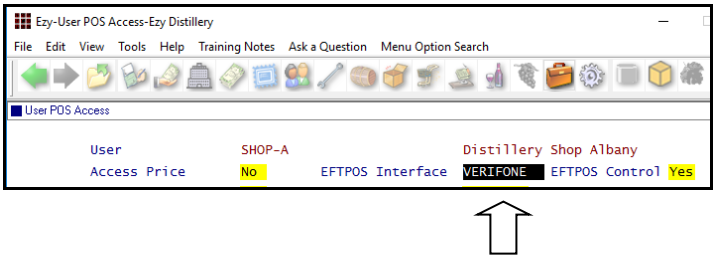
## Verifone EFTPOS Interface

Similar to what was done with Tyro and PC-EFTPOS, Verifone integration is now also available.

***Benefit***

- Amount is preloaded on EFTPOS device
- Save time & reduce errors.

**POS**
User Access
**User POS Access**



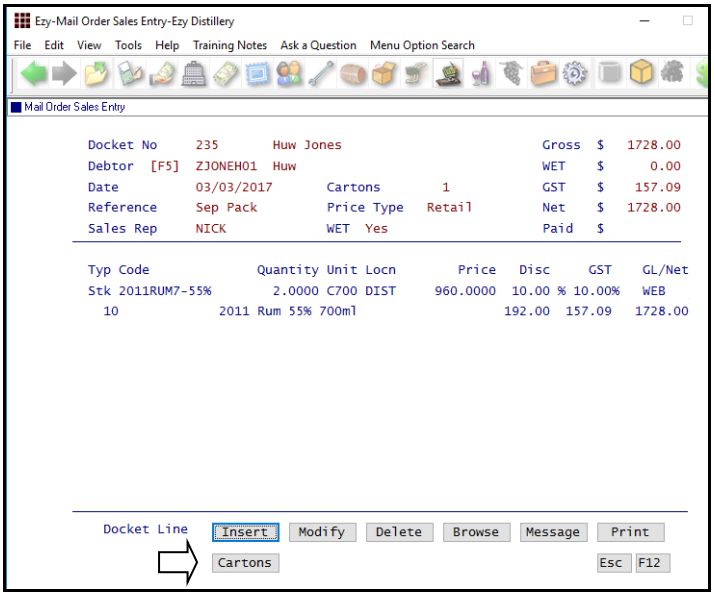
### Mail Order Entry Cartons Button

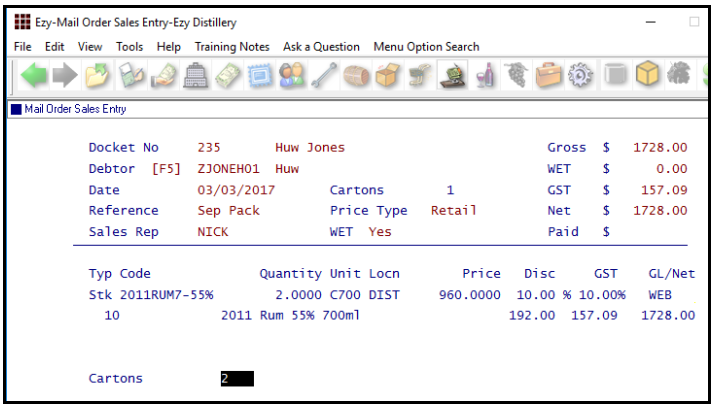
*Sales Invoices: Entry, Recalc. Cartons*
*M/Order: Entry, Always Recalc. Cartons*
*Sales Orders: Entry, Always Recalc Cases*
When these system parameters are set to No, the sales entry option will display a [Cartons] button.

***Benefit***

- Save time
- Reduce errors.

Wine Club
**Mail Order Sales Entry**



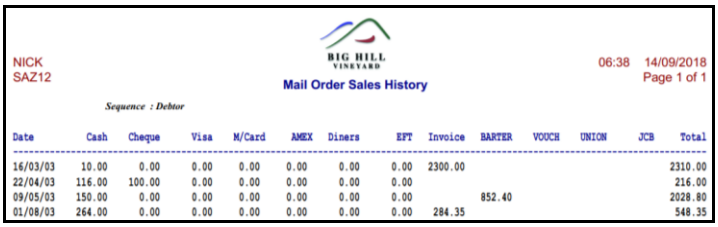

### Mail Order Sales History Daily Receipts

'Daily Receipts' added to the Format options.

***Benefit***

- Report daily sales for each payment method.

Wine Club
**Mail Order Sales History**



NICK
SAZ12

BIG HILL VINEYARD

06:38 14/09/2018
Page 1 of 1

Mail Order Sales History

*Sequence : Debtor*

| Date | Cash | Cheque | Visa | M/Card | AMEX | Diners | EFT | Invoice | BARTER | VOUCH | UNION | JCB | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 16/03/03 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2300.00 | | | | | 2310.00 |
| 22/04/03 | 116.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 216.00 |
| 09/05/03 | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 852.40 | | | | 2028.80 |
| 01/08/03 | 264.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 284.35 | | | | | 548.35 |

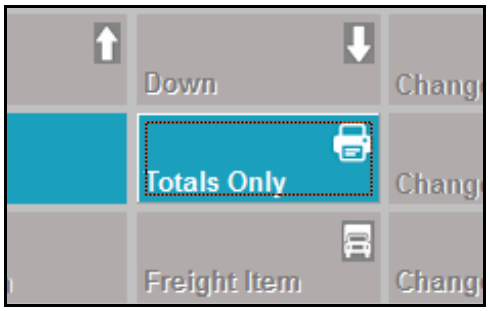
### POS [Totals Only] Item Sales Summary

Totals for each stock and non-stock item sold has been appended to the Totals Only report.

***Benefit***

- Check sales progress during day
- Help with restocking.

**POS**




```
As of 13/09/18  11:54:32

DOCKETS
Complete       4
Incomplete     1

TOTAL
Sales     $        795.02
Discount  $         24.00
Net       $        771.02

Total Dockets
Today          0
Other          7
Tips      $          0.00

Cash      $          9.50
Cheque    $          0.00
EFT       $        216.00
Visa      $        243.12
M/Card    $        242.40
AMEX      $          0.00
BARTER    $          0.00
VOUCH     $          0.00
UNION     $          0.00
JCB       $          0.00

SUMMARY
Stock Items
 Code            Bottle
 02CHARES7            3
 04SHZRES7           12
 13SHZRES7           24

Non-Stock Items
 Code               Qty
 C/C-FEE-MAST         1
 C/C-FEE-VISA         1
 RES-ENTREE01         1
```

### VAT Register Export (History)

Sales Administration
**VAT Register Export (History)**

New menu option for South Africa and EU.