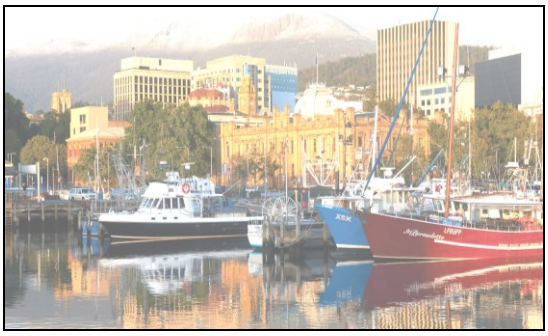
Ezy Systems

EzyAccounts.News May 2017

Tasmania Presentations

Frogmore Creek, Cambridge



Wine Club Workshop

The wine club essentials workshop, which will help you grow your wine club, will be held ***Tuesday 6th of June from 9:30am to 2:30pm.*** The cost is $150 per person and lunch will be provided.

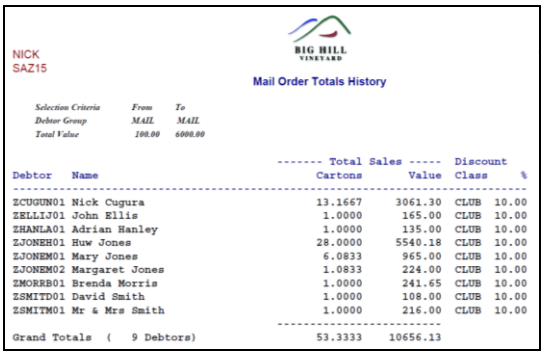
EzyAccounts Pro Demo

A presentation of the new version, which includes general accounting, wine club, stock control, asset register, payroll and POS, will be held ***Wednesday 7th of June from 9:30am to 2:30pm.*** There is no cost to attend and lunch will be provided.

For more information or to register, please ring Chris on 03 5441 2044.

Customise Standard Reports

Standard reports can be customised to include different fonts, colours and logos.



NICK
SAZ15

BIG HILL VINEYARD

Mail Order Totals History

Selection Criteria	From	To
Debtor Group	MAIL	MAIL
Total Value	100.00	6000.00

Debtor	Name	Total Sales Cartons	Total Sales Value	Discount Class	Discount %
ZCUGUN01	Nick Cugura	13.1667	3061.30	CLUB	10.00
ZELLIJ01	John Ellis	1.0000	165.00	CLUB	10.00
ZHANLA01	Adrian Hanley	1.0000	135.00	CLUB	10.00
ZJONEH01	Huw Jones	28.0000	5540.18	CLUB	10.00
ZJONEM01	Mary Jones	6.0833	965.00	CLUB	10.00
ZJONEM02	Margaret Jones	1.0833	224.00	CLUB	10.00
ZMORRB01	Brenda Morris	1.0000	241.65	CLUB	10.00
ZSMITD01	David Smith	1.0000	108.00	CLUB	10.00
ZSMITM01	Mr & Mrs Smith	1.0000	216.00	CLUB	10.00
Grand Totals (9 Debtors)		53.3333	10656.13		

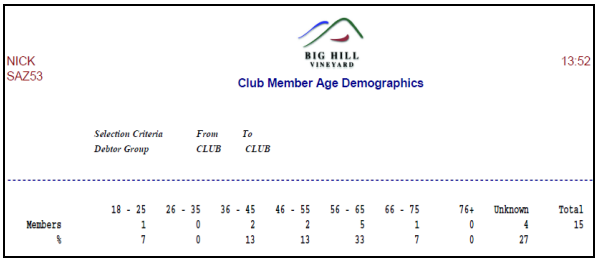
Please refer to the Overview training notes for more information.

Recent Menu Options

The last 8 menu options accessed are now stored on logging out. When you next log in, the last 8 options accessed will be displayed and can be selected without having to navigate menus.

Wine Club Age Demographics

This new report can be utilised to better correspond with wine club members according to their age.



NICK
SAZ53

BIG HILL VINEYARD

13:52

Club Member Age Demographics

Selection Criteria	From	To
Debtor Group	CLUB	CLUB

	18 - 25	26 - 35	36 - 45	46 - 55	56 - 65	66 - 75	76+	Unknown	Total
Members	1	0	2	2	5	1	0	4	15
%	7	0	13	13	33	7	0	27	

POS Open Till Draw Button

[No Sale] button has been introduced to allow till to be opened without entering a sale and access can be restricted by user.

Online Store Integration

Wine club members, stock items, prices and stock quantities can be uploaded to your own website or third party website such as Vin65, Blackboxx or Shopify. Sales and members details recorded on your website can be automatically reflected in ***EzyWine***.

VIN65 A WineDirect Company

Change Stock Unit Of Measure

This new menu option allows you to easily change every occurrence of a UOM code throughout the system.

Ezy-Change Stock Unit Code-Ezy Wines

File Edit View Tools Help Training Notes Ask a Question

Change Stock Unit Code

Stock Unit	C375	Change To	
Name	12 x 375ml Bottles		12 x 375ml Bottles

Creditor Default GST Inclusive

'GST Inclusive' has been added to the Creditor Groups option and is the default used when inserting Creditors.

Table of Contents

New Menu Options 3

New System Parameters 3

Tips

Menu Option Parameter Settings 4
Creditor GST Setting 5
A&P Tracking WET Rebate 6

Enhancements

General
Retain Last 8 Menu Options 7
System Validation Checks Bulk Email Setup 7

Accounts Payable
Creditor Default GST Inclusive 8
Creditor Ledger & History Reference Selection 8

Accounts Receivable
Export Debtor Default Location Selection 9
Debtor Ledger & History Reference Selection 9

Asset Register
No changes

General Ledger
Export Bank Reconciliation 10

Purchase Orders
Purchase Order Entry Discount Calculation 11

Payroll
Export Employee Email Addresses 12
Manual Payslip Gross, Tax & Net Shown 12
Import Inactive & Seasonal Employees 12

Stock Control
Stock Sales & Bottling First & Last Dates 13
Stock-Take Update Not To Preload User Id 13
Change Stock Unit Code 13

Sales
POS PDA Zones, Tables & Seats 14
POS PDA Meals Sequence 15
POS No Sale Button 17
POS Duplicate Buttons 17
POS Quantity % Statistics 18
POS Create Voucher 19
Adelaide Warehousing & Logistics Interface 19
Sales Rep Label 20
Sales Order Summary By Location 20
Sales & Bottling First & Last Dates 21
C/Door Sales History Debtor Column Appended 21
Cellar Door Daily Reconciliation Selections 22
Mail Order Listing Total Dockets 22
More Shopify, VIN65 & Blackboxx Parameters 23
Hide Inactive Credit Note Reasons 24
Specify Mail Order Generation Stock Location 24
Link Location Group To Sales Area 24
Discount Exception Report 24
Sales Invoice History Total Transactions 25
Copy Wine Club Debtor Monthly Packs 25
Club Member Age Demographics 26
Credit Card Expiry Export 26
Monthly Pack Commitment 26
Sales Order Entry Restrict GST Type Access NZ 27
Sales Spreadsheet Specify STOH Location 27
Sales R.W. Exclude Free Sales 28
Scheduled Sales R.W. Export Month 28
Scheduled Sales Order Export Location 28

New Menu Options

Accounts Receivable
Accounts Receivable Maintenance, Despatch Carriers
Accounts Receivable Reports, Credit Card Expiry Export
Accounts Receivable Reports, Despatch Carriers

General Ledger
Bank Reconciliation, Export Bank Reconciliation

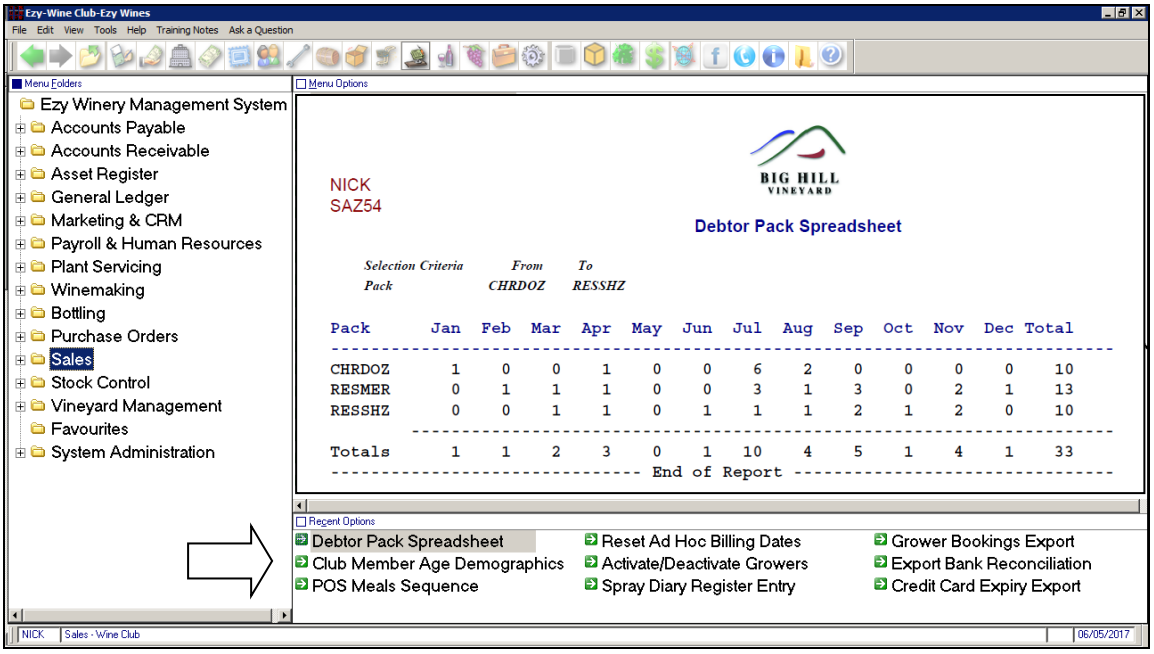
Sales
Sales Reference Maintenance, POS Meals Sequence
Wine Club, Club Member Age Demographics
Wine Club, Credit Card Expiry Export
Wine Club, Monthly Pack Commitment
Mores Sales Analysis Reports, Discount Exception Export

Stock Control
Stock Administration, Change Stock Unit Code

New System Parameters

Stock: Stock-Take Upd., Preload User Id
P/Orders: Entry, Allow Discount
Sales: Maintain Inactive C/Note Reasons
Sales: Entry, Loc Group = Sales Area
C/Door: POS, Voucher Non-Stock Item
M/Order: Generation, Prompt Stock Loc.
M/Order: WEB, Auto Set E-Invoice
M/Order: WEB, Overwrite Group Default
M/Order: WEB, Shopify Mail Club Group
M/Order: WEB, Shopify Debtor Note Type
M/Order: WEB, Shopify Other Group
M/Order: WEB, Shopify Prov. = Sales Area
M/Order: WEB, Shopify Market Extra Group
M/Order: WEB, VIN65QB – Email = CLASS
M/Order: WEB, VIN65QB – Overwrite Debtor
M/Order: WEB, VIN65QB – POS = C/Door

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



DEBTORS

SYSTEM PARAMETERS

Acc/Rec: Access Debtor Alias On Modify : Yes
Acc/Rec: Access Debtor Bank GL A/C : Yes
Acc/Rec: Access Debtor COGS GL A/C : Yes
Acc/Rec: Access Debtor Category On Mod. : Yes
Acc/Rec: Access Debtor Control GL A/C : No
Acc/Rec: Access Debtor GST GL A/C : No
Acc/Rec: Access Debtor Sales GL A/C : Yes
Acc/Rec: Access Debtor Sales Tax GL A/C : No
Acc/Rec: Access Debtor Sett. Disc GL A/C : No
Acc/Rec: Access Debtor Trade Disc GL A/C : Yes
Acc/Rec: Access Debtor WET Exp. GL A/C : No
Acc/Rec: Additional Debtor Grouping (1) : On Premise
Acc/Rec: Additional Debtor Grouping (10) :
Acc/Rec: Additional Debtor Grouping (2) : Table Talkers
Acc/Rec: Additional Debtor Grouping (3) : Newsletter
Acc/Rec: Additional Debtor Grouping (4) :
Acc/Rec: Additional Debtor Grouping (5) :
Acc/Rec: Additional Debtor Grouping (6) :
Acc/Rec: Additional Debtor Grouping (7) :
Acc/Rec: Additional Debtor Grouping (8) :
Acc/Rec: Additional Debtor Grouping (9) :
Acc/Rec: Auto Next Debtor : Yes
Acc/Rec: BPAY Biller Code : 222222
Acc/Rec: BPAY Next Reference Number : 123495
Acc/Rec: BPAY Reference Prefix : 99
Acc/Rec: Change Group, Use Group GL Def. : Yes
Acc/Rec: Debtor Maintenance Audit Log : Yes
Acc/Rec: Debtor, Additional Details : Yes
Acc/Rec: Debtor, Debtor Enquiry Button : Yes
Acc/Rec: Debtor, Maintain Debtor Packs : No
Acc/Rec: Debtor, Maintain Stock Grp/Rep : No
Acc/Rec: Debtor, Record Payment Details : Yes
Acc/Rec: Debtor, Record Priority : No
Acc/Rec: Debtor, Sales Messages : Yes
Acc/Rec: Debtor, Show Full Credit Card : Yes
Acc/Rec: Maintain Inactive Debtors : Yes
Acc/Rec: Mandatory Debtor Bank GL A/C : No
Acc/Rec: Mandatory Debtor COGS GL A/C : No
Acc/Rec: Mandatory Debtor Control GL A/C : No
Acc/Rec: Mandatory Debtor GST GL A/C : No
Acc/Rec: Mandatory Debtor S/Disc. GL A/C : No
Acc/Rec: Mandatory Debtor S/Tax GL A/C : No
Acc/Rec: Mandatory Debtor Sales GL A/C : No
Acc/Rec: Mandatory Debtor T/Disc. GL A/C : No
Acc/Rec: Mandatory Debtor WET GL A/C : No
Acc/Rec: Mandatory Liquor Licence : No
Acc/Rec: New Debtor, Default CR Limit : 0.000000
Acc/Rec: New Debtor, Default CR Rating : GOOD
Acc/Rec: New Debtor, Default Terms : 30DE
Acc/Rec: New Debtor, Default To Bal/Fwd : No
Acc/Rec: New Debtor, Use Group Defaults : Yes
Acc/Rec: Stationery Settings On Debtors : Yes
Acc/Rec: Use 120 Days Ageing : Yes
Acc/Rec: Use 150 Days Ageing : Yes
Acc/Rec: User/Debtor Category Access : No
Acc/Rec: Warn If Creditor Same As Debtor : No
Acc/Rec: Warn If Emp. Same As Debtor : No
Acc/Rec: Warn If Grower Same As Debtor : No
Acc/Rec: Warn If Prosp. Same As Debtor : Yes
General: Country : 1
General: EzyEnterprise Client Id :
General: Liquor Licence Number :
M/Order: Accept Payment Other 1 : Yes
M/Order: Accept Payment Other 2 : Yes
M/Order: Accept Payment Other 3 : Yes
M/Order: Accept Payment Other 4 : No
M/Order: Entry, Rewards Scheme : Yes
M/Order: Receipts, Detail C/Cards : No
M/Order: Receipts, Detail Other 1 : Yes
M/Order: Receipts, Detail Other 2 : No
M/Order: Receipts, Detail Other 3 : No
M/Order: Receipts, Detail Other 4 : No
Marketing: Auto Next Prospect : Yes
Marketing: Copy, Default Prospect Group : CLUB
Marketing: Copy, Default Prospect Rating : GOOD
Marketing: Debtor Interface : Yes
Marketing: New, Default Joining Act Rep : MCLEODR
Marketing: New, Default Joining Act Stat : COMP
Marketing: New, Default Joining Activity : JWC
Sales: Entry, Allow 2 Discount Rates : Yes
Sales: Next Continuing Permission Number : 0
Sales: Payment Method Other 1 : BARTER
Sales: Payment Method Other 2 : VOUCH
Sales: Payment Method Other 3 : CFORCE
Sales: Payment Method Other 4 : JCB
Stock: Perpetual (Yes) or Periodic (No) : Yes

MENU OPTION PARAMETER SETTINGS

On selecting a menu option, select the *System Parameter Information* button top right of the screen.

Carefully check each system parameter setting to determine whether there are any features you want to turn on or off.

It is recommended that any changes are first done in the TEST company and its impact checked by all staff who will be affected.

System Administraton
System Parameters

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

LAB. ANALYSIS ENTRY

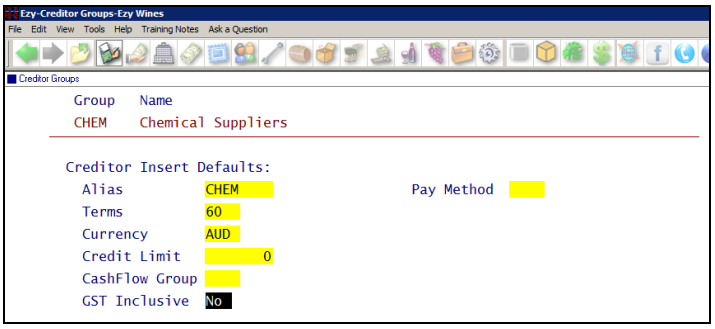
SYSTEM PARAMETERS

Cellar: Auto Next Wine Batch : Yes
Cellar: Current Vintage : 2005
Cellar: Free Sulphur Analysis :
Cellar: Lab Analysis Alpha Sequence : Yes
Cellar: Lab Analysis Default Lab. :
Cellar: Lab Analysis Default Type : Vessel
Cellar: Lab Analysis To Record Wine Stat : Yes
Cellar: Molecular Sulphur Analysis :
Cellar: New Wine Batch, Default Group :
Cellar: Next Wine Batch Number : 1
Cellar: Spirit, Actual % Analysis : 4ACT%
Cellar: Spirit, Calculated LALS Analysis : 6LALS
Cellar: Spirit, Corrected Ltr Analysis : 5CORRLTR
Cellar: Spirit, Date In Wood : 7DIW
Cellar: Spirit, Hydro Strength Analysis : 2HYDSTR
Cellar: Spirit, Obscuration Analysis : 3OBSCUR
Cellar: Spirit, Vat Temperature Analysis : 1VATTEMP
Cellar: Wine Batch Continuous Numbering : No
Cellar: Wine/Batch Prefix Must Reconcile : 0
Cellar: pH Analysis :
Contract: Link Wine Allocation To Debtor : No

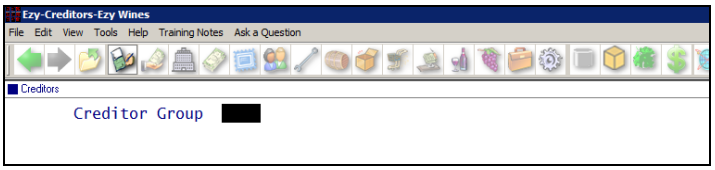
CREDITOR GST SETTING

Accounts Payable
Accounts Payable Maintenance
Creditor Groups

GST Inclusive
You can now specify default setting for each group.



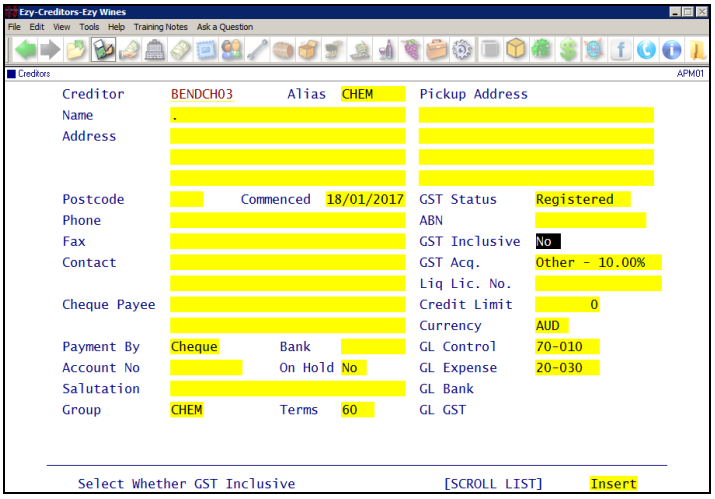
Accounts Payable
Accounts Payable Maintenance
Creditors



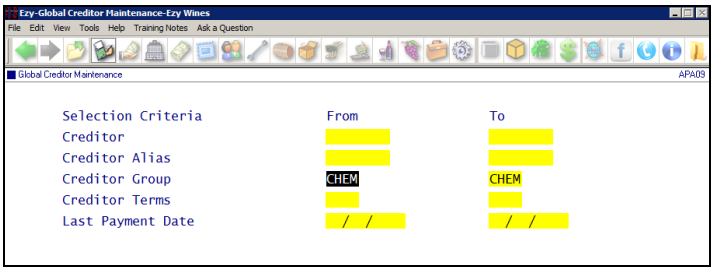
Acc/Pay: New Creditor, Use Group Default
When this system parameter is set to Yes, on inserting a Creditor you will be prompted for a Creditor Group.

Defaults recorded against the Group are preloaded so as to minimise mistakes and save time.

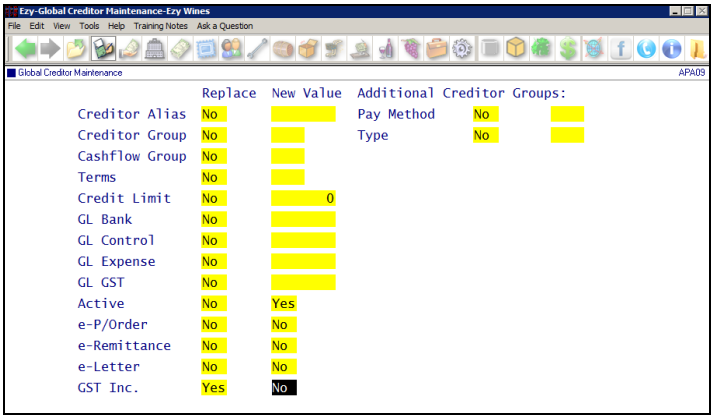
<u>Prior to this change, GST Inclusive was always defaulting to Yes, which is not true for most Creditors.</u>



Accounts Payable
A/P Administration
Global Creditor Maintenance

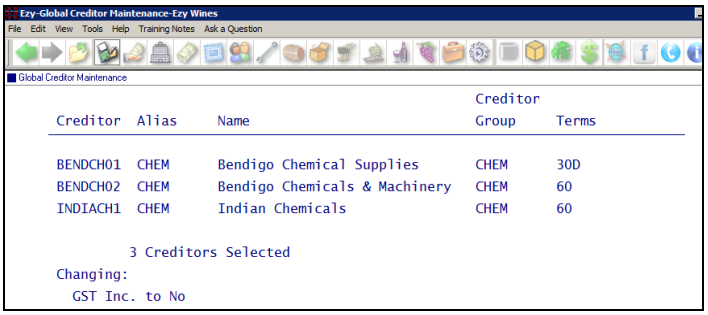


Specify Creditors to be impacted.



Specify the GST Inclusive seting.

The default GST inclusive setting recorded against Creditors can be changed using the Global option.



Ezy-Credit Note Reasons-Ezy Wine Distributors

File Edit View Tools Help Training Notes Ask a Question

Credit Note Reasons

Reason	Description	Default Reason	Stock On Hand	Analysis Quantity	Active
		---- Update ----			
A&P	Advertising & Promotion	No	No	No	Yes
DAMA	Goods Damaged - No Replaceable	No	No	No	Yes
DARE	Goods Damaged - Replaceable	No	No	Yes	Yes
INCO	Incorrect Supply	Yes	Yes	Yes	Yes

Ezy-Stock Items-Ezy Wine Distributors

File Edit View Tools Help Training Notes Ask a Question

Stock Items

Stock Item	AP-REBATE			Alias	A&P
Description	Used To Claim Back WET (A&P)			Neg. Sales	No
				Picking Order	
Stock Group	A&P	Sales Grp	A&P	Default Location	D-ME
Re-Order Level	0.0000	HACCP Ref.	No	Default Creditor	
Re-Order Qty	0.0000	Lead Time	0	Alcohol Type	
Cost - Std	0.0000	EACH		ABS Class	N/A
- Ave *	0.0000	EACH		Areas Of Use:	
- Last	0.0000	EACH		Sales	Yes
WET Payable	Yes	WET Rebate	Yes	Purchase Orders	No
WET Blended	Yes				
GST Supply	Taxable - 10.00%				
GST Acq.	Other - 10.00%				
GL Accounts:	WET	30-330			
Stock	60-030	Sales	10-010		
C.O.G.S	20-010	Disc.			
Adjust.	30-240				

Ezy-Stock Items-Ezy Wine Distributors

File Edit View Tools Help Training Notes Ask a Question

Stock Items

Stock Item	AP-REBATE	Alias	A&P
Description	Used To Claim Back WET (A&P)	Wet Payable	Yes
		Picking Order	
Stock Group	FINI	Sales Group	WHBO

Unit	Conversion Factor	Default	Litres	Ave. Cost	Mass Kg	Barcode/Points
EACH	1.0000	Yes	0.000	0.0000	0.000	

Ezy-Stock Groups-Ezy Wine Distributors

File Edit View Tools Help Training Notes Ask a Question

Stock Groups

Group	Name	P
A&P	A&P Rebate	N

Allow Zero Cost Purchase	No	Reor
Allow Zero Cost Sale	Yes	User

Ezy-Sales Credit Note Entry-Ezy Wine Distributors

File Edit View Tools Help Training Notes Ask a Question

Sales Credit Note Entry

Credit Note 57		Date	14/02/2014	Gross $	500.00
Debtor	NICKSLHO	Price Type	Wholesale	WET $	145.00
Nick's Liquor HO SYDNEY		WET	Yes	GST $	64.50
Reference		Cartons	0	Net $	709.50

Typ	Code		Quantity	Unit	Locn	Price/Reason	Disc	GST	GL/Net
Stk	AP-REBATE		1.0000	EACH	D-ME	500.00	0.00 %	10.00%	
10	A&P	Used To Claim Back WET (A&P)				A&P	0.00	64.50	709.50

A&P TRACKING WET REBATE

Usually the A&P rebates come in at the end of the 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 an A&P Sales Area, Stock Group and Stock Item.

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

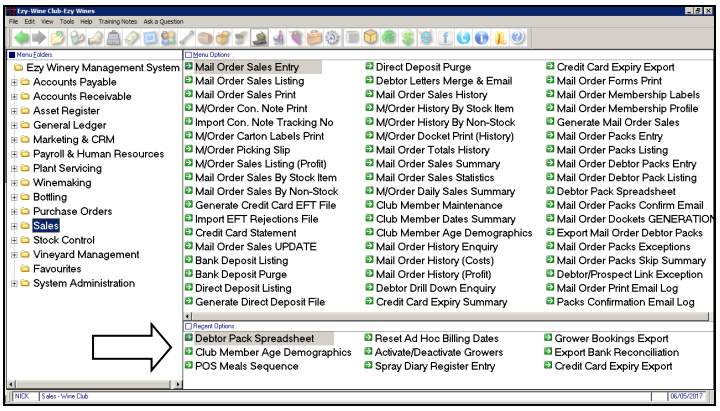
Sales Rep reports and commission will be impacted accordingly.

WET Payable
WET Blended
WET Rebate
All set to Yes.

General

Retain Last 8 Menu Options

On exiting the software, the last 8 menu options accessed will be stored. On logging in again, these options will be displayed at the bottom of the screen.



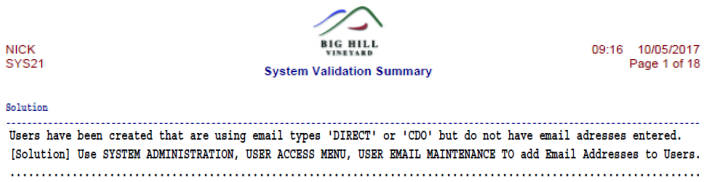
Benefit

- Save time.

System Validation Checks Bulk Email Setup

Users flagged as DIRECT or CDO need to have an email address recorded against them in the User Access, User Email option.

DIRECT is the most common setting if you are sending bulk emails such as payslips, sales invoices, remittance advices, statements, etc.



Benefit

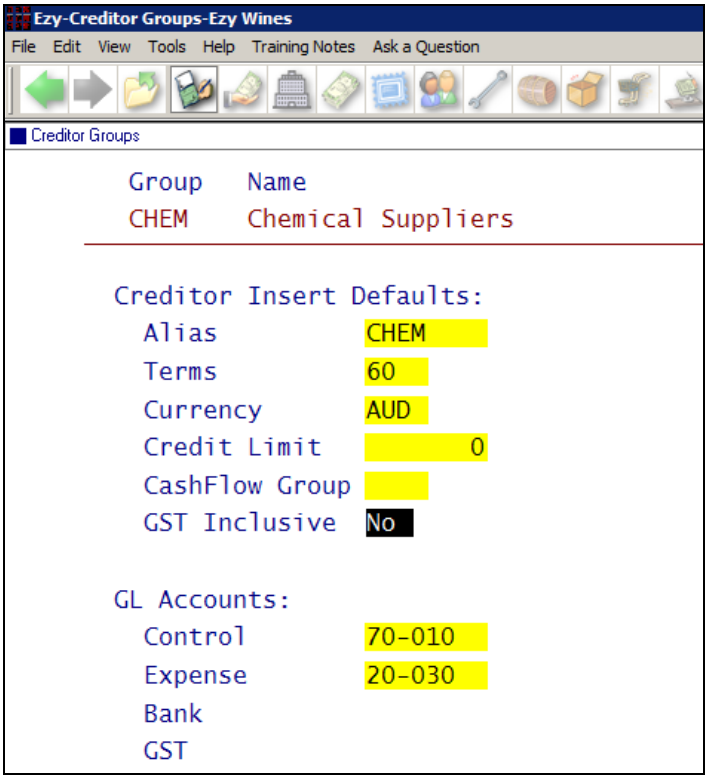
- Ensure that bulk emailing will work properly in all modules.

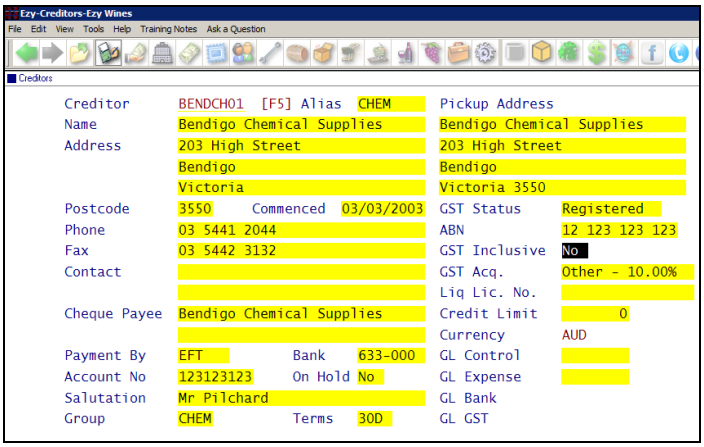
System Administration
System Validation Summary

Accounts Payable

Creditor Default GST Inclusive

'GST Inclusive' has been added to Creditor Groups and is the default used when inserting Creditors.





Benefit

- Ensure that correct default is applied on creating Creditors
- Hopefully, minimise errors.

Accounts Payable Maintenance
Creditors
Creditor Groups
Accounts Payable Reports
Creditor Groups

Creditor Ledger & History Reference Selection

Reference has been added to the selection criteria.

Benefit

- Search for a specific reference such as a purchase order no.

Accounts Payable Reports
Creditor Ledger
Creditor History
Export Creditor Ledger

Accounts Receivable

Export Debtor Default Location Selection

'Default Location' has been added to the selection criteria, which is the default location recorded against Debtors.

Benefit

- Export Debtors that receive stock from a specified location (warehouse).

A/R Administration
Export Debtor Details

Debtor Ledger & History Reference Selection

Reference has been added to the selection criteria.

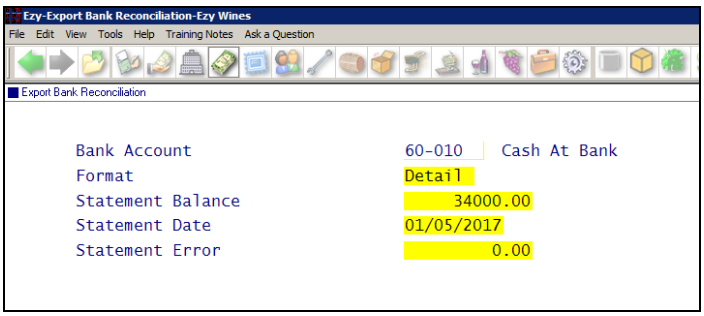
Benefit

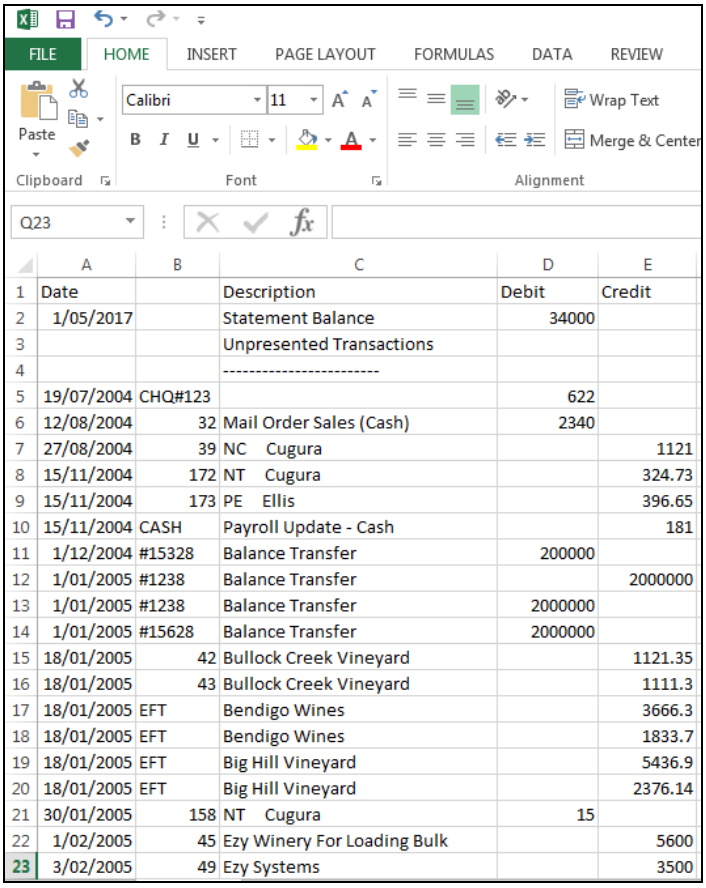
- Search for a specific reference such as a sales invoice no.

Accounts Receivable Reports
Debtor Ledger
Debtor History
Export Debtor Ledger

Export Bank Reconciliation

New menu option.





	A	B	C	D	E
1	Date		Description	Debit	Credit
2	1/05/2017		Statement Balance	34000	
3			Unpresented Transactions		
4			----------		
5	19/07/2004	CHQ#123		622	
6	12/08/2004	32	Mail Order Sales (Cash)	2340	
7	27/08/2004	39	NC Cugura		1121
8	15/11/2004	172	NT Cugura		324.73
9	15/11/2004	173	PE Ellis		396.65
10	15/11/2004	CASH	Payroll Update - Cash		181
11	1/12/2004	#15328	Balance Transfer	200000	
12	1/01/2005	#1238	Balance Transfer		2000000
13	1/01/2005	#1238	Balance Transfer	2000000	
14	1/01/2005	#15628	Balance Transfer	2000000	
15	18/01/2005	42	Bullock Creek Vineyard		1121.35
16	18/01/2005	43	Bullock Creek Vineyard		1111.3
17	18/01/2005	EFT	Bendigo Wines		3666.3
18	18/01/2005	EFT	Bendigo Wines		1833.7
19	18/01/2005	EFT	Big Hill Vineyard		5436.9
20	18/01/2005	EFT	Big Hill Vineyard		2376.14
21	30/01/2005	158	NT Cugura	15	
22	1/02/2005	45	Ezy Winery For Loading Bulk		5600
23	3/02/2005	49	Ezy Systems		3500

Benefit

- Allows for further reporting using MS Excel.

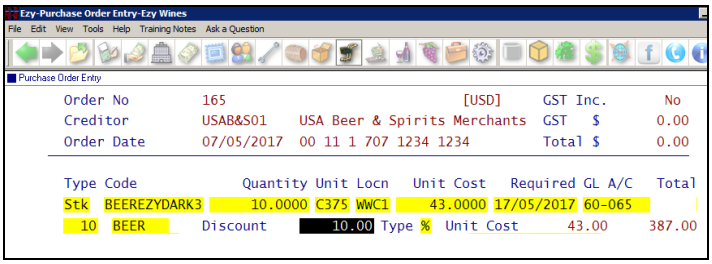
Bank Reconciliation
Export Bank Reconciliation

Purchase Orders

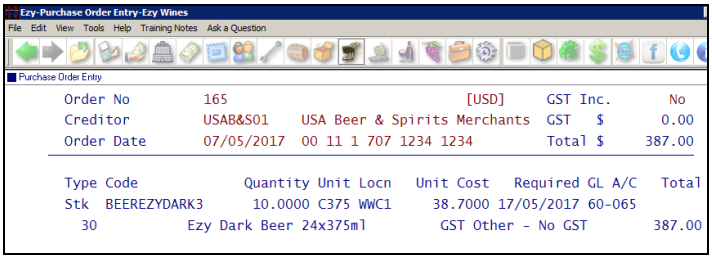
Purchase Order Entry Discount Calculation

The following system parameter determines whether a discount amount or % can be recorded when entering a purchase order. On specifying a discount, the unit cost is changed accordingly.

P/Orders: Entry, Allow Discount.



On speciying 10% discount in the example shown, the unit cost is changed from $43 to $38.70.



Benefit

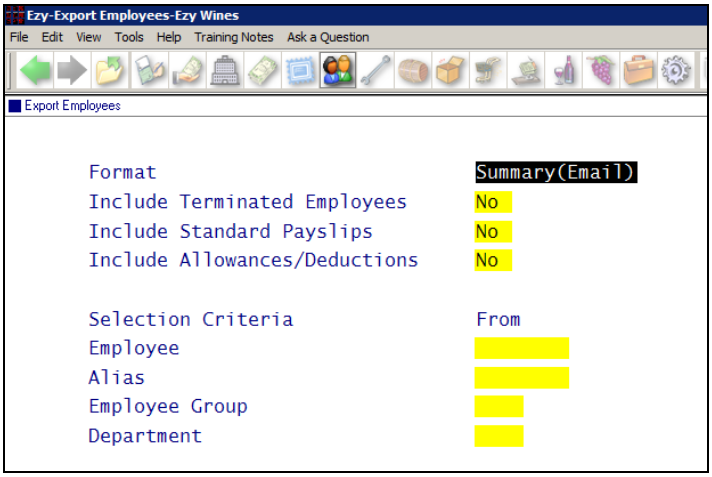
- Ability to enter $ or % discount and new cost to be calculated.

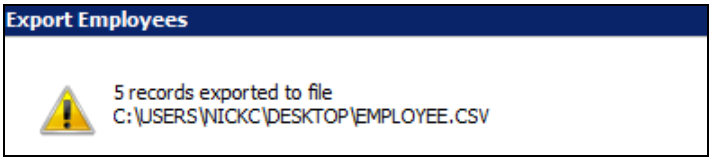
P/Orders Operations
Purchase Order Entry

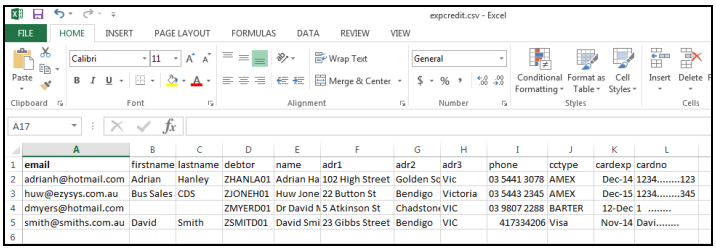
Payroll

Export Employee Email Addresses

'Format' and 'Include Terminated Employees' prompts have been added to the selection criteria.







	A	B	C	D	E	F	G	H	I	J	K	L
1	email	firstname	lastname	debtor	name	adr1	adr2	adr3	phone	cctype	cardexp	cardno
2	adrianh@hotmail.com	Adrian	Hanley	ZHANLA01	Adrian Ha	102 High Street	Golden Sc	Vic	03 5441 3078	AMEX	Dec-14	1234.....123
3	huw@ezysys.com.au	Bus Sales	CDS	ZIONEH01	Huw Jone	22 Button St	Bendigo	Victoria	03 5443 2345	AMEX	Dec-15	1234.....345
4	dmyers@hotmail.com			ZMYERD01	Dr David N	5 Atkinson St	Chadstone	VIC	03 9807 2288	BARTER	12-Dec	1 .....
5	smith@smiths.com.au	David	Smith	ZSMITD01	David Smi	23 Gibbs Street	Bendigo	VIC	417334206	Visa	Nov-14	Davi.....
6												

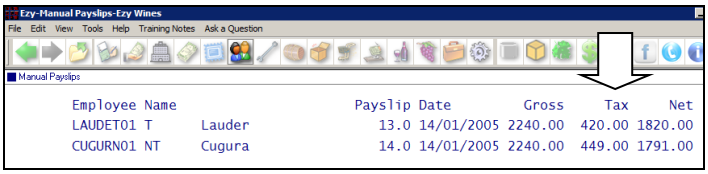
Benefit

- Easily produce a file containing employee personal email addresses
- Alternatively, MS Word mailmerge can be utilised to produce letters and print employee address on envelopes.

Payroll Administration
Export Employees

Manual Payslips Gross, Tax & Net Shown

Gross, Tax and Net now displayed on first screen.



Benefit

- Easily identify casual employees who have hours recorded.

Payroll Operations
Manual Payslips

Import Inactive & Seasonal Employees

Employees with Type of 'Season' or 'Inactive' can now be imported.

Benefit

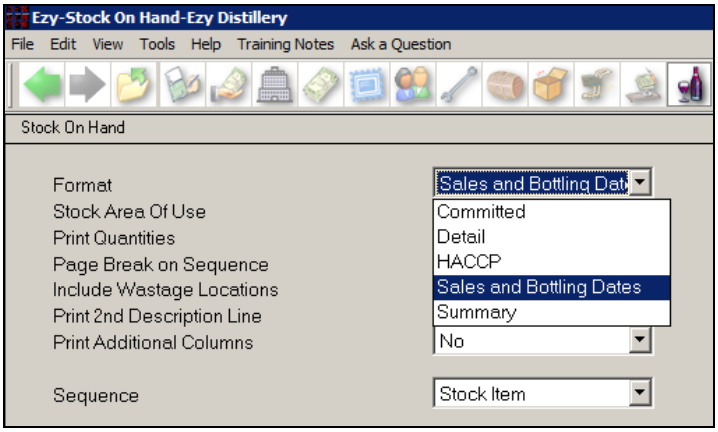
- Ability to copy all types of employees from one company to another, if required.

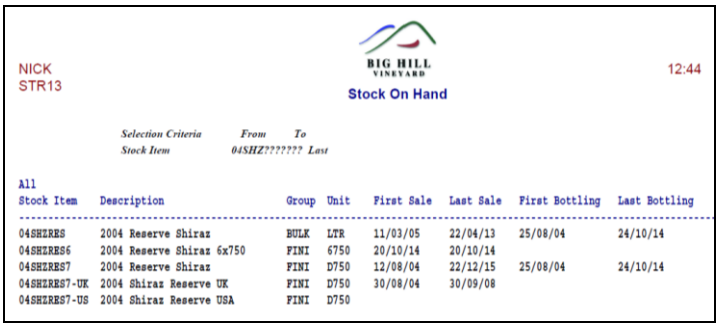
Payroll Administration
Import Employees

Stock Control

Sales & Bottling First & Last Dates

'Sales & Bottling Dates' has been added to the Format options.





Benefit

- Easily report stock item first and last sale and bottling dates.

Stock Operations Reports
Stock On Hand

Stock-Take Update Not To Preload User Id

The following system parameter has been introduced to determine whether the Stock-Take Update option will preload the user's id on the selection criteria.

Stock: Stock-Take Upd., Preload User Id.

Benefit

- On setting this parameter to No, any user can update the stock-take.

Stock-Take
Stock-Take Update

Change Stock Unit Code

New menu option allowing you to change every occurrence of a UOM code throughout the system.

Benefit

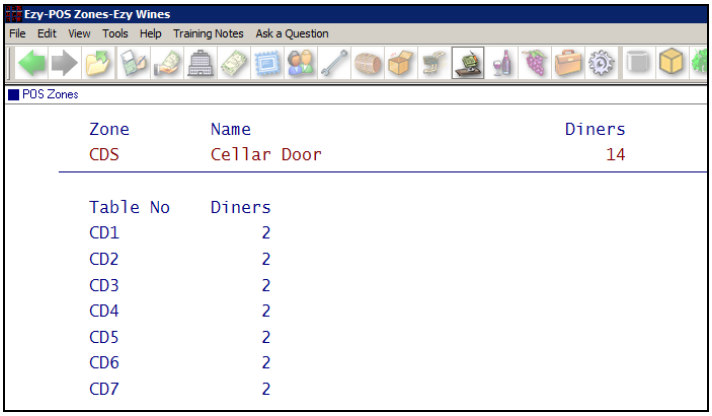
- Save a lot of time
- Allow you to easily introduce a new coding convention for UOM.

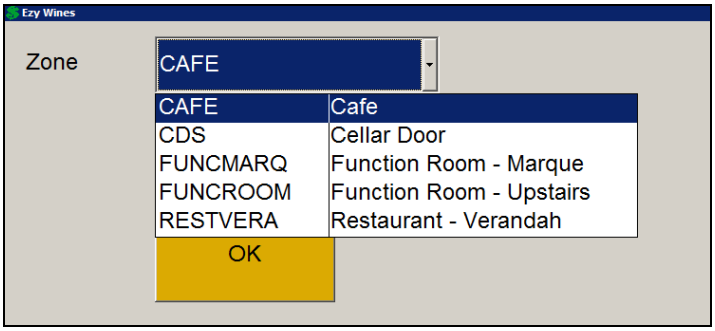
Stock Administration
Change Stock Unit Code

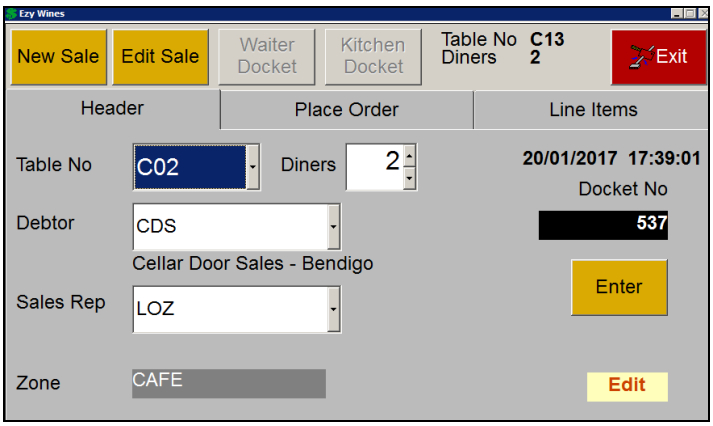
Sales

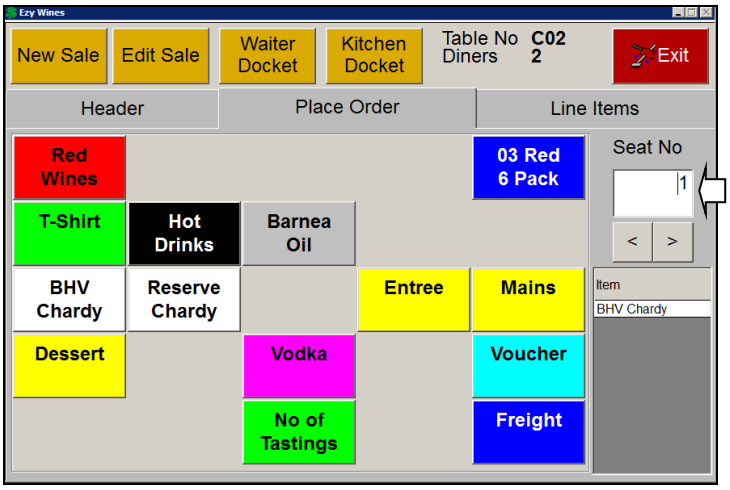
POS PDA Zones, Tables & Seats

On entering your password, you will be prompted for zone (café, cellar door, restaurant, function room, etc).





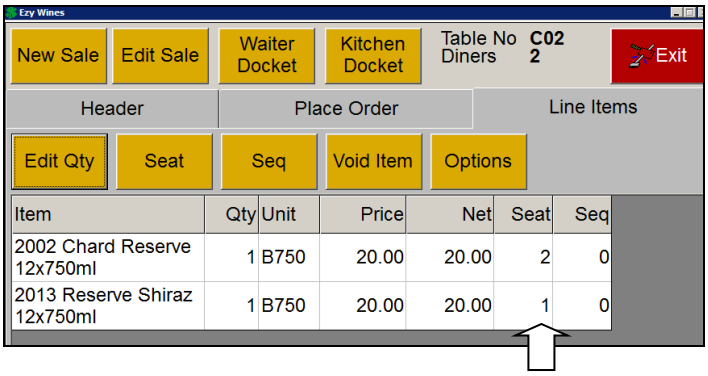




Benefit

- Customise buttons by zone
- Specify seat number.

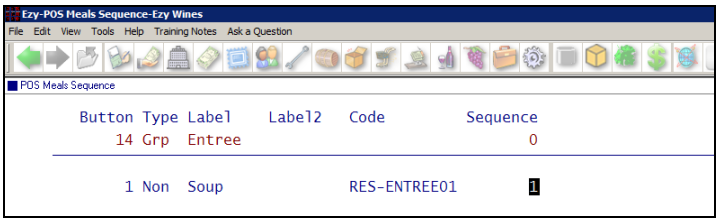
POSPDA
Sales Reference
POS Zones



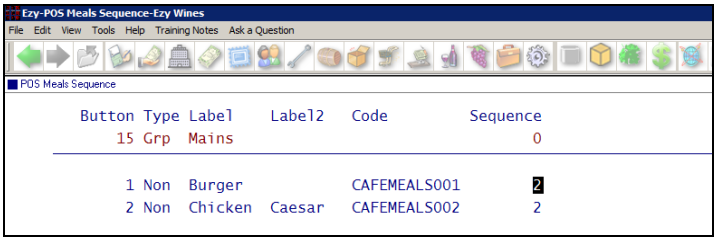
Sales (Cont'd)

POS PDA Meals Sequence

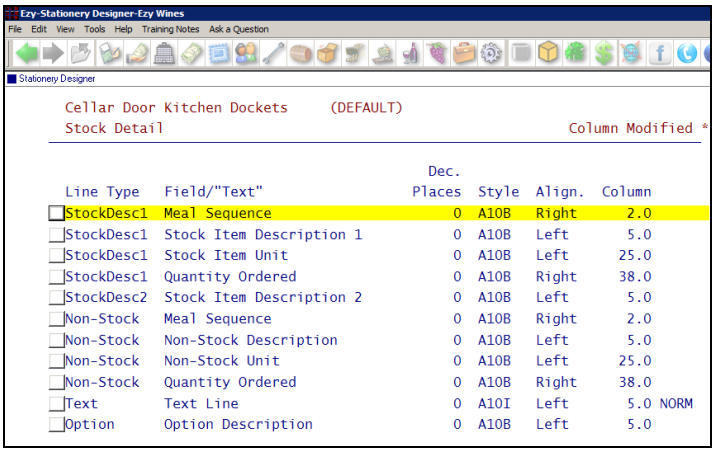
In the following example, 2 guests are dining with one wanting the soup entrée served as a main and the other diner wanting a burger which is a main.



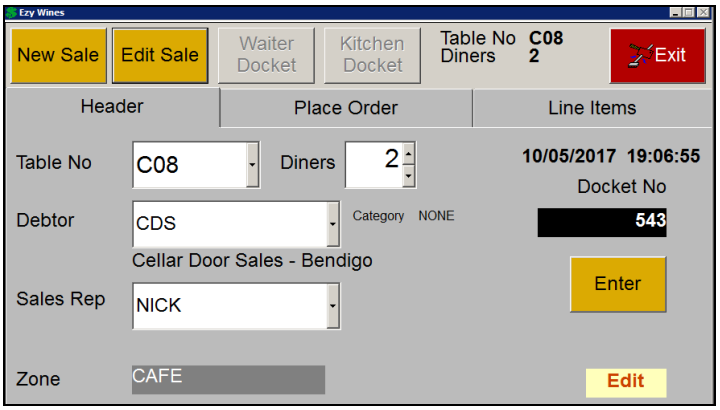
Entrée



Main



Using the Stationery Designer, sepcify where the sequence number for stock items and non-stock items are to appear.

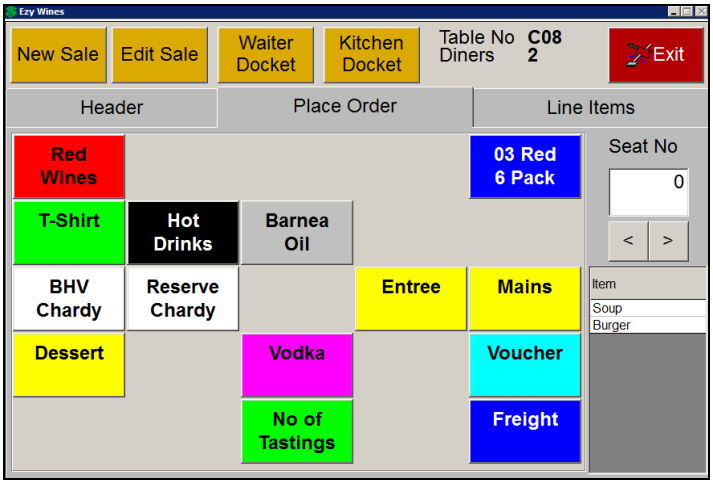


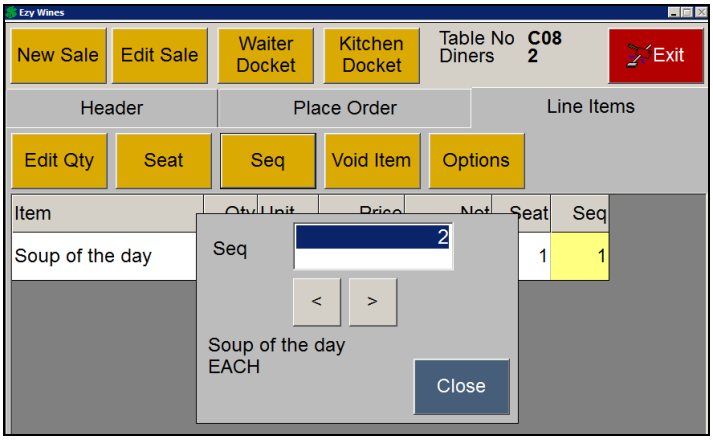
Benefit

- Specify order in which meals are to be served
- Entrees can be served with mains.

POSPDA

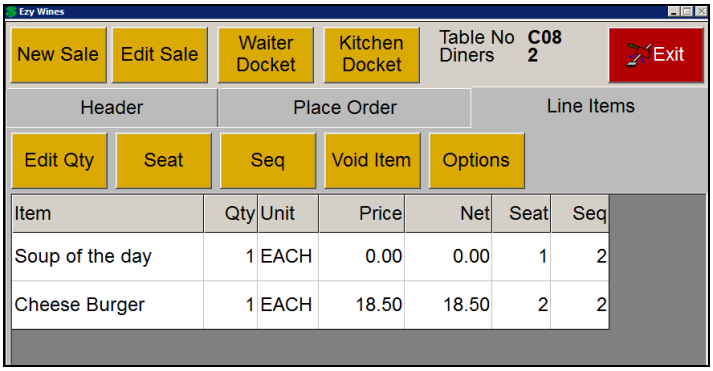
POS PDA Meals Sequence (Cont'd)



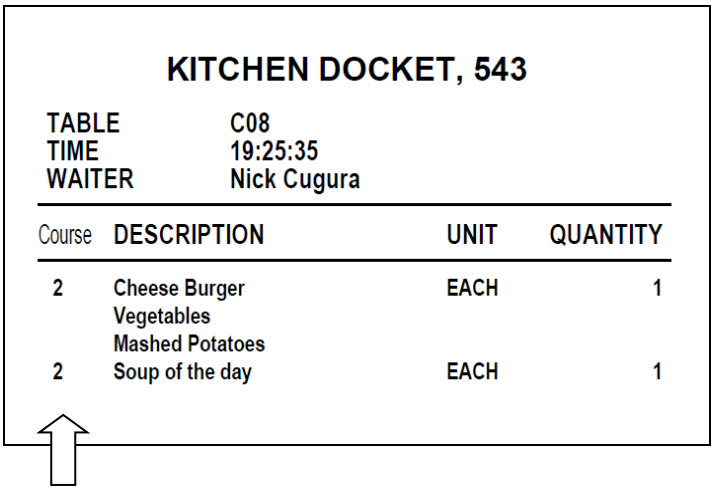


Sequence has defaulted to 1, which is correct.

But we are going use the [Seq] button to change it to 2 so that it comes out with the main meal that the other diner has ordered.



Both meals now have the same sequence number and will come out at the same time.



KITCHEN DOCKET, 543

TABLE C08
TIME 19:25:35
WAITER Nick Cugura

Course	DESCRIPTION	UNIT	QUANTITY
2	Cheese Burger	EACH	1
	Vegetables		
	Mashed Potatoes		
2	Soup of the day	EACH	1

Sales (Cont'd)

POS No Sale Button

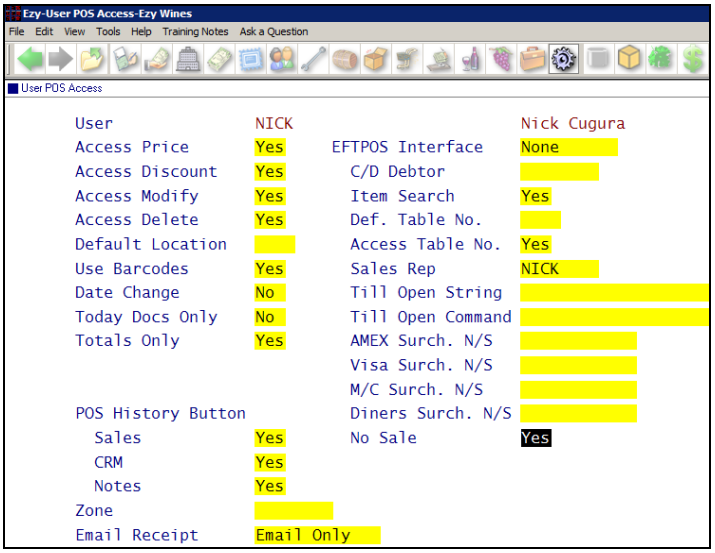
'No Sale' prompt has been added to the User POS Access option.

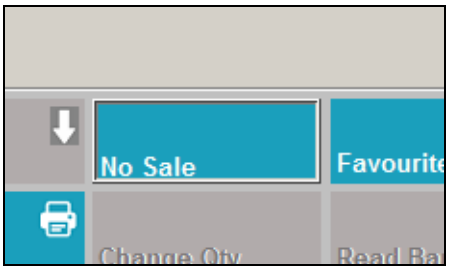
When set to Yes, the [Help] button is replaced with the [No Sale] button.

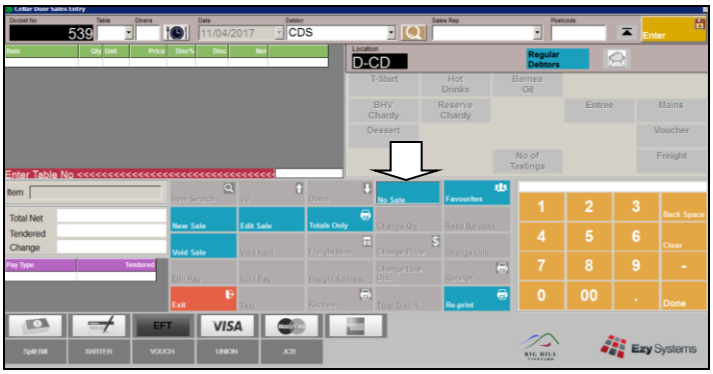
Benefit

- Open till draw without having to process a sale.

POS







POS Duplicate Buttons

The same stock or non-stock item can now be setup multiple times.

Benefit

- Frequently used buttons can be made available on multiple menus
- Save time.

POS

Sales (Cont'd)

POS Quantity % Statistics

The dockets % row was added to the bottom of the report.

NICK
SAX56

BIG HILL VINEYARD

C/Door Sales Statistics

06:46 10/05
Page

		Before 10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	After 6	Total	%
Monday	Dockets	2	0	0	1	0	4	2	1	1	1	12	17.91
	$	215	0	0	240	0	1171	91	7	17	21	1761	8.00
Tuesday	Dockets	5	0	1	0	1	0	1	2	2	0	12	17.91
	$	686	0	23	0	3492	0	11	153	23	0	4388	19.94
Wednesday	Dockets	5	3	1	1	0	1	0	0	0	0	11	16.42
	$	508	408	23	216	0	37	0	0	0	0	1192	5.41
Thursday	Dockets	1	0	2	0	2	2	2	2	1	1	13	19.40
	$	20	0	99	0	10384	104	36	63	26	6	10738	48.79
Friday	Dockets	6	0	3	1	4	2	2	0	0	0	18	26.87
	$	1074	0	458	20	617	1457	86	0	0	0	3712	16.86
Saturday	Dockets	0	0	0	0	0	0	1	0	0	0	1	1.49
	$	0	0	0	0	0	0	220	0	0	0	220	1.00
Total Dockets		19	3	7	3	7	9	8	5	4	2	67	
% Total Dockets		28.36	4.48	10.45	4.48	10.45	13.43	11.94	7.46	5.97	2.99		
Total $		2502	408	603	476	14493	2768	444	222	66	27	22009	
% Total $		11.37	1.85	2.74	2.16	65.85	12.58	2.02	1.01	0.30	0.12		

Total Tastings	784
Total Number Of Dockets	67
Total $	22009
Average $ Per Docket	328.50
Average $ Per Tasting	28.07
Strike Rate: Tasting	11.70 9%
Total Diners	49
Ave. Diners Per Table	2
Average $ Per Diner	22.35
Total Diners $	1095.0
Number of Dates Listed	56
From 09/05/03 To 12/10/16	

No of Dockets/750ml

	<1	1	2	3	4	5	6	7	8	9	10	11	12	>12
Dockets	2	26	1	1	1	0	0	0	0	0	0	0	15	9
%	4	47	2	2	2	0	0	0	0	0	0	0	27	16

End of Report

No of Dockets/750ml

	<1	1	2	3	4	5	6	7	8	9	10	11	12	>12
Dockets	2	26	1	1	1	0	0	0	0	0	0	0	15	9
%	4	47	2	2	2	0	0	0	0	0	0	0	27	16

The above example shows that 47% of sales at cellar door were for one bottle.

Benefit

- Easily identify % of sales based on quantity purchased.

Cellar Door Sales
C/Door Sales Statistics

Sales (Cont'd)

POS Create Voucher

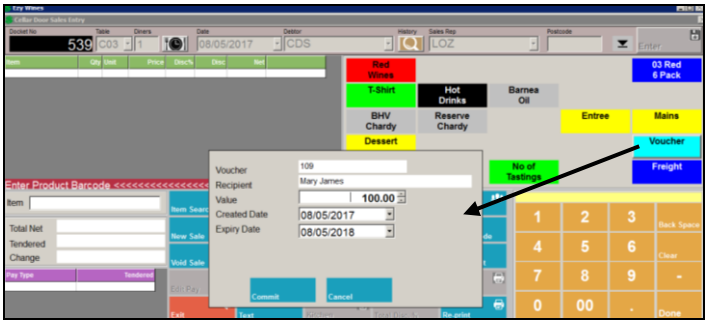
On recording a sales non-stock item against this new system parameter and setting up a button for the voucher non-stock item, POS will prompt for voucher details which can be accessed using the Sales Reference Maintenance, POS Vouchers option.

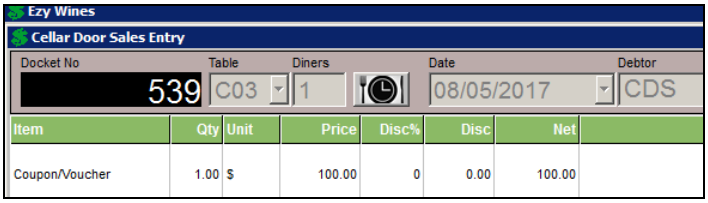
C/Door: POS, Voucher Non-Stock Item.

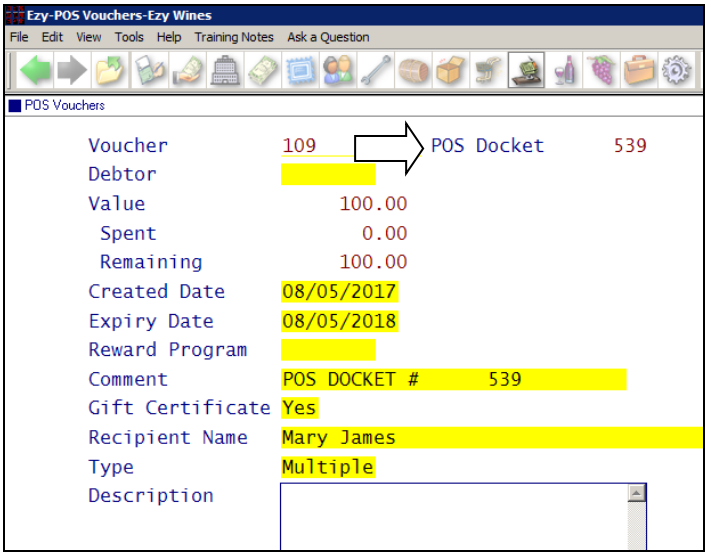
Benefit

- Ability to create a voucher.

POS
Sales Reference
POS Vouchers







Adelaide Warehousing & Logistics Interface

AWAL has been added as a con-note type so that sales invoices can be *automatically emailed* to AWL for processing (delivery).

Sales Reference
Despatch Carriers
Sales Invoices
Sales Invoice Entry
Sales Administration
Export Sales Dockets

Sales (Cont'd)

Sales Rep Label

Labels (Sales Rep) has been added to the stationery designer.

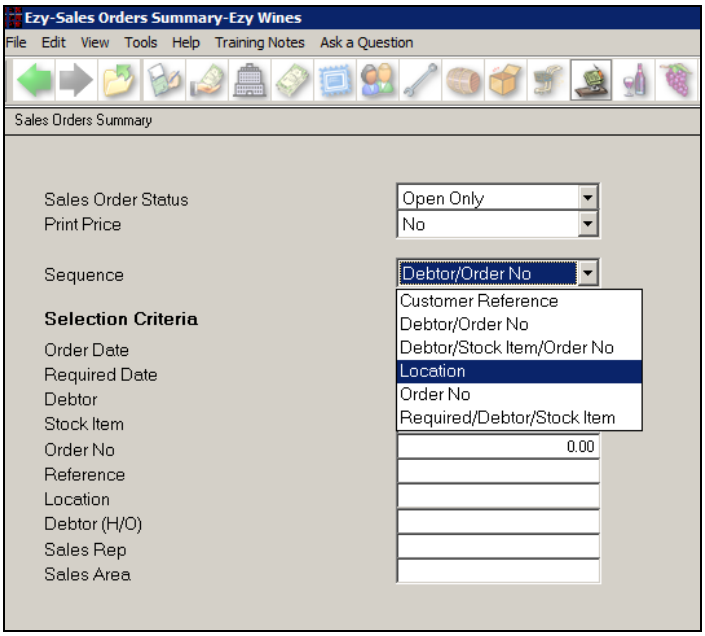
Benefit

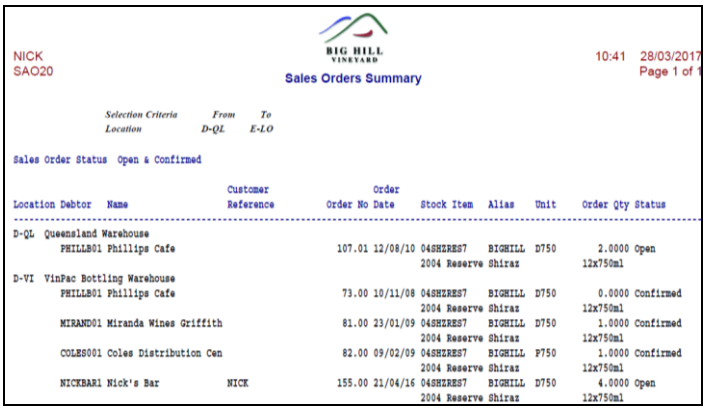
- Produce customised sale rep label that can be scanned to load rep when using POS to minimise errors.

Sales Reference Reports
Sales Rep Labels
System Administration
Stationery Designer

Sales Order Summary By Location

Location has been added to the Sequence options.





NICK
SAO20

BIG HILL VINEYARD

10:41 28/03/2017
Page 1 of 1

Sales Orders Summary

Selection Criteria	*From*	*To*
Location	*D-QL*	*E-LO*

Sales Order Status Open & Confirmed

Location	Debtor	Name	Customer Reference	Order No	Order Date	Stock Item	Alias	Unit	Order Qty	Status
D-QL	Queensland Warehouse									
	PHILLB01	Phillips Cafe		107.01	12/08/10	04SHZRES7 2004 Reserve	BIGHILL Shiraz	D750 12x750ml	2.0000	Open
D-VI	VinPac Bottling Warehouse									
	PHILLB01	Phillips Cafe		73.00	10/11/08	04SHZRES7 2004 Reserve	BIGHILL Shiraz	D750 12x750ml	0.0000	Confirmed
	MIRAND01	Miranda Wines Griffith		81.00	23/01/09	04SHZRES7 2004 Reserve	BIGHILL Shiraz	D750 12x750ml	1.0000	Confirmed
	COLES001	Coles Distribution Cen		82.00	09/02/09	04SHZRES7 2004 Reserve	BIGHILL Shiraz	P750 12x750ml	1.0000	Confirmed
	NICKBAR1	Nick's Bar	NICK	155.00	21/04/16	04SHZRES7 2004 Reserve	BIGHILL Shiraz	D750 12x750ml	4.0000	Open

Benefit

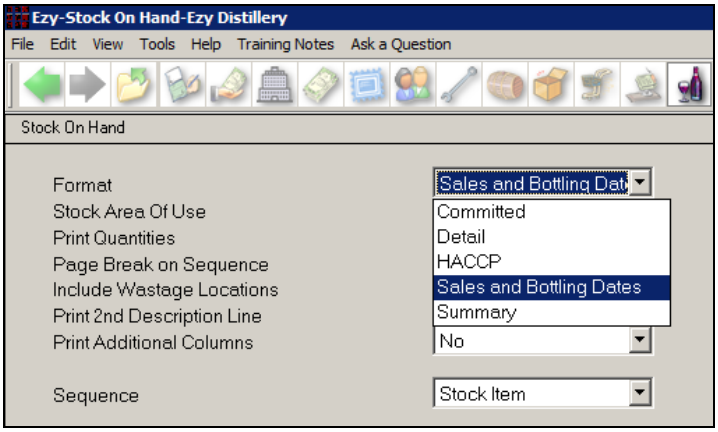
- Report open and confirmed sales orders by warehouse location.

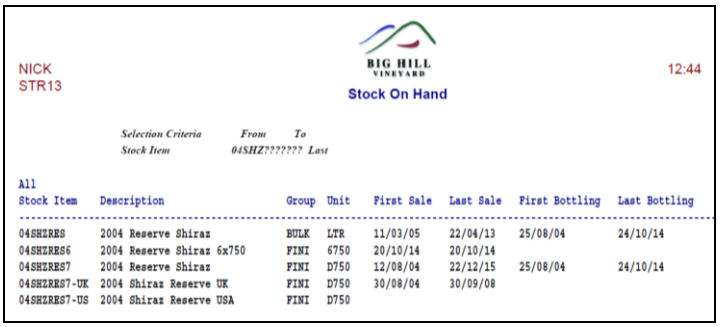
Sales Orders
Sales Orders Summary

Sales (Cont'd)

Sales & Bottling First & Last Dates

'Sales & Bottling Dates' has been added to the Format options.





NICK
STR13

BIG HILL VINEYARD

12:44

Stock On Hand

Selection Criteria *From* *To*
Stock Item *04SHZ??????? Last*

All

Stock Item	Description	Group	Unit	First Sale	Last Sale	First Bottling	Last Bottling
04SHZRES	2004 Reserve Shiraz	BULK	LTR	11/03/05	22/04/13	25/08/04	24/10/14
04SHZRES6	2004 Reserve Shiraz 6x750	FINI	6750	20/10/14	20/10/14		
04SHZRES7	2004 Reserve Shiraz	FINI	D750	12/08/04	22/12/15	25/08/04	24/10/14
04SHZRES7-UK	2004 Shiraz Reserve UK	FINI	D750	30/08/04	30/09/08		
04SHZRES7-US	2004 Shiraz Reserve USA	FINI	D750				

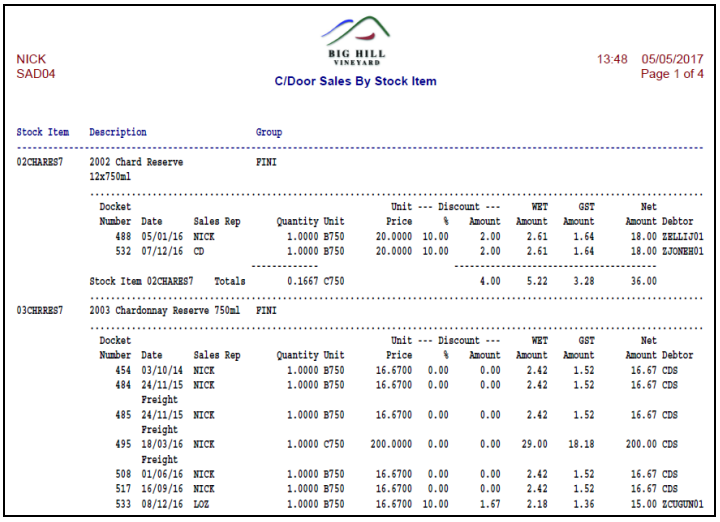
Benefit

- Easily report stock item first and last sale and bottling dates.

Stock Operations Reports
Stock On Hand

C/Door Sales History Debtor Column Appended

Debtor code has been appended to the report.



NICK
SAD04

BIG HILL VINEYARD

13:48 05/05/2017
Page 1 of 4

C/Door Sales By Stock Item

Stock Item	Description	Group
02CHARES7	2002 Chard Reserve 12x750ml	FINI

Docket Number	Date	Sales Rep	Quantity	Unit	Unit Price	Discount %	Discount Amount	WET Amount	GST Amount	Net Amount	Debtor
488	05/01/16	NICK	1.0000	B750	20.0000	10.00	2.00	2.61	1.64	18.00	ZELLIJ01
532	07/12/16	CD	1.0000	B750	20.0000	10.00	2.00	2.61	1.64	18.00	ZJONEH01
Stock Item 02CHARES7		Totals	0.1667	C750			4.00	5.22	3.28	36.00	

Stock Item	Description	Group
03CHRRES7	2003 Chardonnay Reserve 750ml	FINI

Docket Number	Date	Sales Rep	Quantity	Unit	Unit Price	Discount %	Discount Amount	WET Amount	GST Amount	Net Amount	Debtor
454	03/10/14	NICK	1.0000	B750	16.6700	0.00	0.00	2.42	1.52	16.67	CDS
484	24/11/15	NICK	1.0000	B750	16.6700	0.00	0.00	2.42	1.52	16.67	CDS
	Freight										
485	24/11/15	NICK	1.0000	B750	16.6700	0.00	0.00	2.42	1.52	16.67	CDS
	Freight										
495	18/03/16	NICK	1.0000	C750	200.0000	0.00	0.00	29.00	18.18	200.00	CDS
	Freight										
508	01/06/16	NICK	1.0000	B750	16.6700	0.00	0.00	2.42	1.52	16.67	CDS
517	16/09/16	NICK	1.0000	B750	16.6700	0.00	0.00	2.42	1.52	16.67	CDS
533	08/12/16	LOZ	1.0000	B750	16.6700	10.00	1.67	2.18	1.36	15.00	ZCUGUN01

Benefit

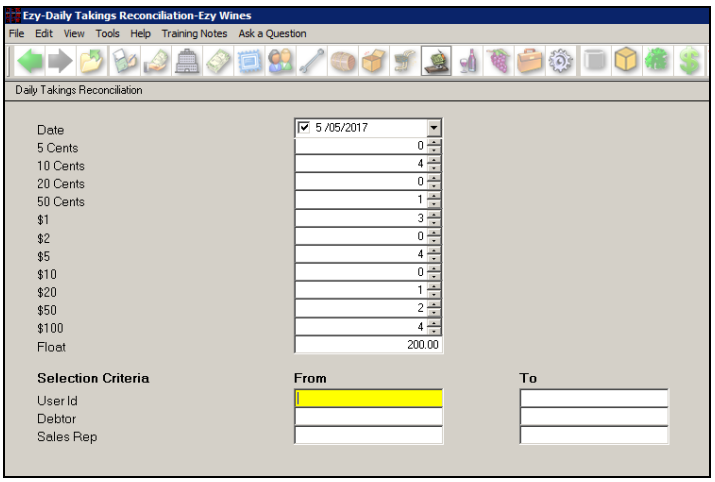
- Ability to easily identify cash, club member, staff and tasting stock sales.

Cellar Door Sales
C/Door Sales By Stock Item
Cellar Door Sales By Non-Stock
C/Door History By Stock Item
Cellar Door History By Non-Stock

Sales (Cont'd)

Cellar Door Daily Reconciliation Selections

Selection criteria has been added.



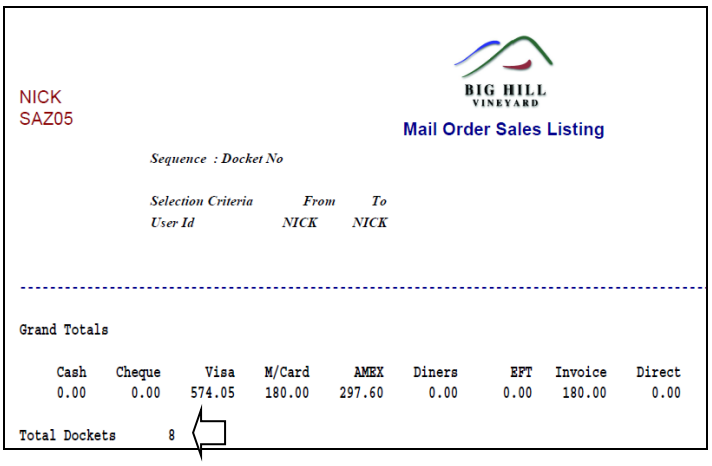
Benefit

- Reconcile daily takings for specified sales rep(s), user(s) and/or Debtor(s).

Cellar Door Sales
Daily Takings Reconciliation

Mail Order Listing Total Dockets

Total Dockets is now displayed at the bottom of the report.



Benefit

- Check that total number of dockets (club members) is what you expected.

Wine Club
Mail Order Sales Listing

More Shopify, VIN65 & Blackboxx Parameters

The following system parameters have been added.

M/Order: WEB, Auto Set E-Invoice
Specify whether e-invoice recorded against a Debtor is flagged as Yes when there is an email address.

M/Order: WEB, Overwrite Group Default
Specify whether Debtor group defaults are to override Debtor settings for existing Debtors. Currently only applies to the EZYMAIL or EZYCODE import formats.

M/Order: WEB, Shopify Mail Club Group
Specify the Debtor group that will hold the required default settings when importing CLUB Debtors from Shopify.

M/Order: WEB, Shopify Other Group
Specify the Debtor group that will hold the required default settings when importing NON CLUB Debtors from Shopify.

M/Order: WEB, Shopify Debtor Note Type
If there are 'Notes' in the Shopify Import file, then they will be recorded as a Debtor 'F5 Note' under the 'Note Type' specified against this system parameter. The 'Note Type' needs to be recorded against the System Administration, [F5] Notes Categories option for Debtors.

M/Order: WEB, Shopify Prov. = Sales Area
Specify the Sales Area to be used for new Debtors if the province code exists as a Sales Area.

M/Order: WEB, VIN65QB – Email = CLASS
Specify whether VIN65 is to use the CLASS column as the email address when searching for a Debtor.

M/Order: WEB, VIN65QB – Overwrite Debtor
Specify whether to overwrite existing Debtors details when importing from VIN65 using the QuickBooks format.

M/Order: WEB, VIN65QB – POS = C/Door
Allows VIN65 users who are using the QuickBooks export to direct records with column G - Class set to POS to the Cellar Door module.

M/Order: WEB, Shopify Market Extra Group
Specify which Additional Debtor Group has been setup to record the Accepts Marketing (accepts) field on the Shopify export. Set to 0 if you want to ignore this field.

Benefit

- Streamline interface with VIN65 and Shopify.

Sales Administration
Import Web Debtor/Order/Pack

Sales (Cont'd)

Hide Inactive Credit Note Reasons

New system parameter "Sales: Maintain Inactive C/Note Reasons" determines whether credit note reasons flagged as inactive can be accessed.

Benefit

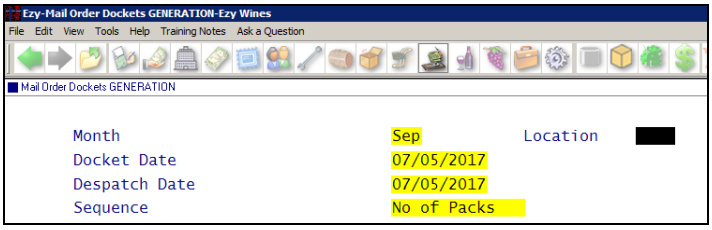
- Ensure that obsolete credit note reasons cannot be accessed.

Sales Reference Maintenance
Credit Note Reasons

Specify Mail Order Generation Stock Location

When the following new system parameter is set to Yes, the generation option will prompt you for the stock location to be recorded against the mail order dockets generated.

M/Order: Generation, Prompt Stock Loc.



Benefit

- Ability to specify stock location to be used for each shipment.

Wine Club
Mail Order Dockets GENERATION

Note: Carrier has also been added to the selection criteria.

Link Location Group To A Sales Area

If a Debtor's sales area (code) exists as a stock location group (code) and system parameter "Sales Invoices: Entry, Loc Picklist=Avail" is set to Yes, the following new system parameter will display the quantity available on displaying the stock item pick list.

Sales: Entry, Loc Group = Sales Area.

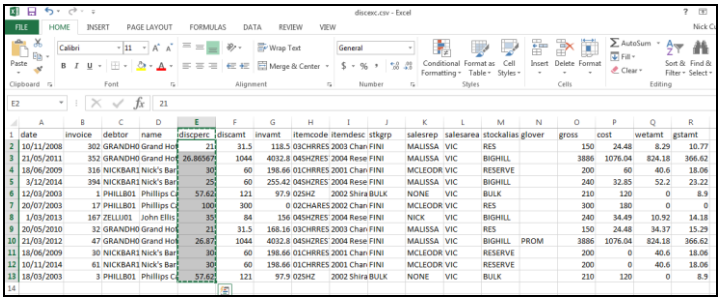
Benefit

- Manage STOH by location group.

Sales
Sales Order Entry
Sales Invoice Entry

Discount Exception Export

New menu option based on the Discount Exception Report option.



Benefit

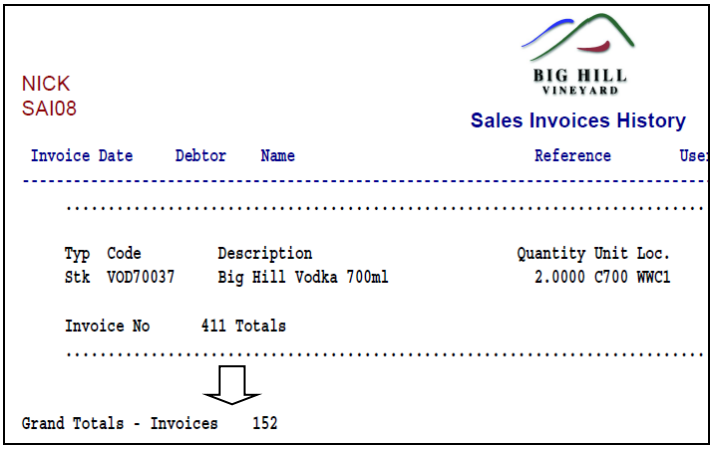
- Produce a file of sales where the discount exceeded the discount % specified for further reporting using MS Excel.

More Sales Analysis Reports
Discount Exception Export

Sales (Cont'd)

Sales Invoice History Total Transactions

The total number of invoices reported is now displayed at the bottom of the report.



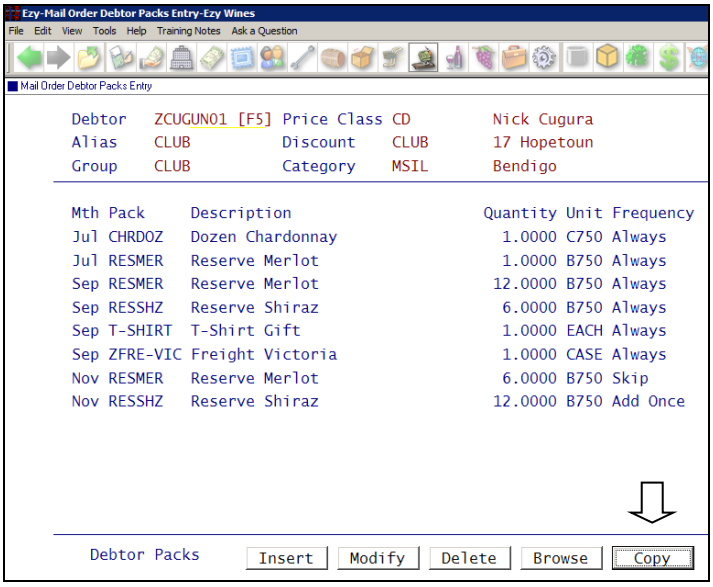
Benefit

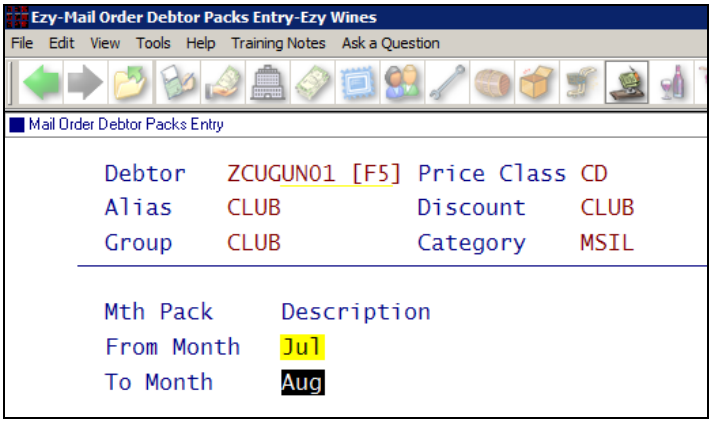
- Report total transactions.

Sales Invoices
Sales Invoices History

Copy Wine Club Debtor Monthly Packs

[Copy] button has been introduced.

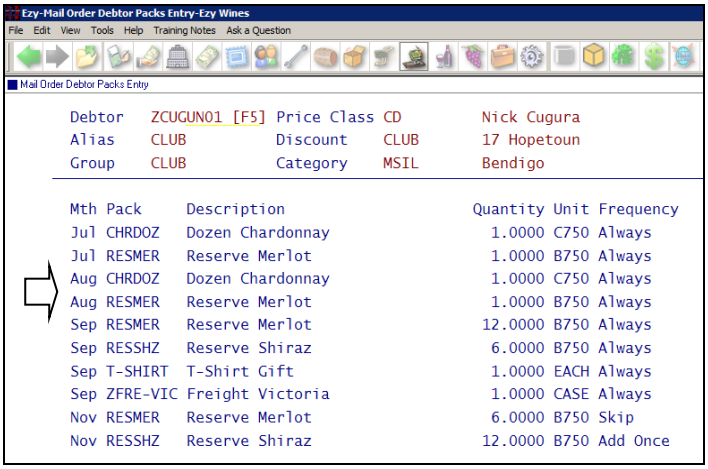




Benefit

- Save time
- Reduce errors when the wine selection is the same for each month.

Wine Club
Mail Order Debtor Packs Entry



Sales (Cont'd)

Club Member Age Demographics

New menu option.

NICK
SAZ53

BIG HILL VINEYARD

13:52

Club Member Age Demographics

Selection Criteria	From	To
Debtor Group	CLUB	CLUB

	18 - 25	26 - 35	36 - 45	46 - 55	56 - 65	66 - 75	76+	Unknown	Total
Members	1	0	2	2	5	1	0	4	15
%	7	0	13	13	33	7	0	27	

Benefit

- Target club members based on age demographics.

Wine Club
Club Member Age Demographics

Credit Card Expiry Export

New menu option.

Ezy-Credit Card Expiry Export-Ezy Wines

File Edit View Tools Help Training Notes Ask a Question

Credit Card Expiry Export

Drive/Directory/File Name	..\tmp\expcredit.csv	
Credit Card Expiry	6/17	
Print Debtors	Active	
Selection Criteria	From	To
Debtor		
Debtor Alias		
Debtor Group		
Debtor Category		
Sales Rep.		

expcredit.csv - Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	email	firstname	lastname	debtor	name	adr1	adr2	adr3	phone	cctype	cardexp	cardno
2	adrianh@hotmail.com	Adrian	Hanley	ZHANLA01	Adrian Ha	102 High S	Golden Sc	Vic	03 5441 30	AMEX	Dec-14	1234.....123
3	huw@ezysys.com.au	Bus Sales	CDS	ZJONEH01	Huw Jone	22 Button	Bendigo	Victoria	03 5443 23	AMEX	Dec-15	1234.....345
4	dmyers@hotmail.com			ZMYERD01	Dr David N	5 Atkinsor	Chadstone	VIC	03 9807 22	BARTER	12-Dec	1 .....
5	smith@smiths.com.au	David	Smith	ZSMITD01	David Smi	23 Gibbs S	Bendigo	VIC	4.17E+08	Visa	Nov-14	Davi.....

Benefit

- Export expired credit cards to Excel for further processing.

Wine Club
Credit Card Expiry Export

Monthly Pack Commitment

New menu option.

NICK
SAZ54

BIG HILL VINEYARD

Monthly Pack Commitment

Selection Criteria	From	To
Pack	CHRDOZ	RESSHZ

Pack	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CHRDOZ	1	0	0	1	0	0	6	3	0	0	0	0	11
RESMER	0	1	1	1	0	0	3	2	3	0	2	1	14
RESSHZ	0	0	1	1	0	1	1	1	2	1	2	0	10
Totals	1	1	2	3	0	1	10	6	5	1	4	1	35

End of Report

Benefit

- Report club members monthly total pack commitment
- Assist with scheduling staff.

Wine Club
Monthly Pack Commitment

Sales (Cont'd)

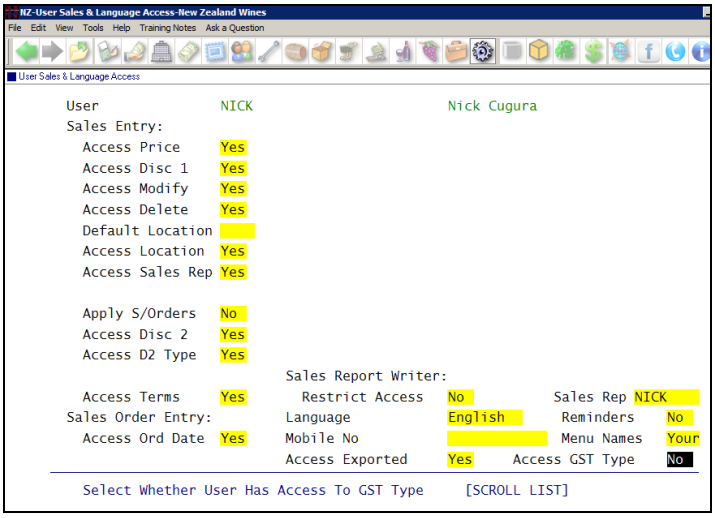
Sales Order Entry Restrict GST Type Access (NZ)

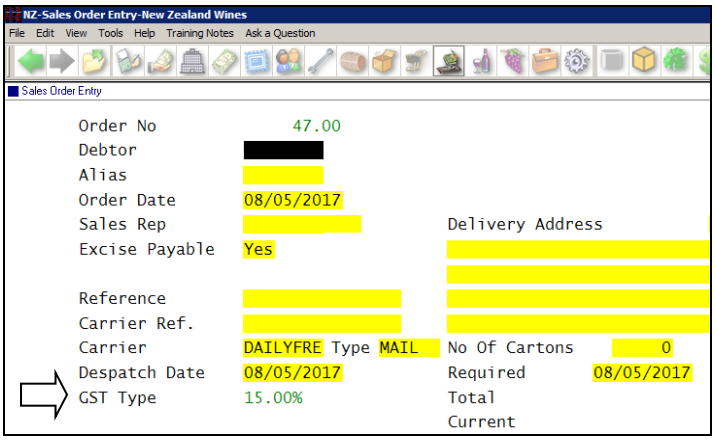
'Access GST Type' prompt has been introduced.

Benefit

- Specify which users can access the GST Type
- Reduce errors.

Sales Orders
Sales Order Entry
User Access
User Sales & Language Access





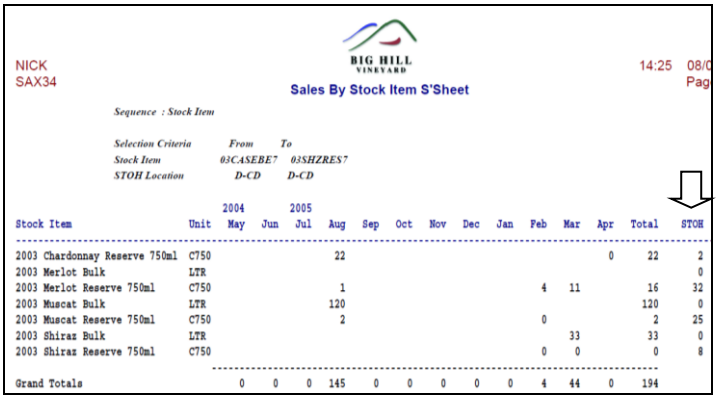
Sales Spreadsheet Specify STOH Location

'STOH Location' has been added to the selection criteria and will only impact the last STOH column.

Benefit

- Specify STOH for a selection of stock locations.

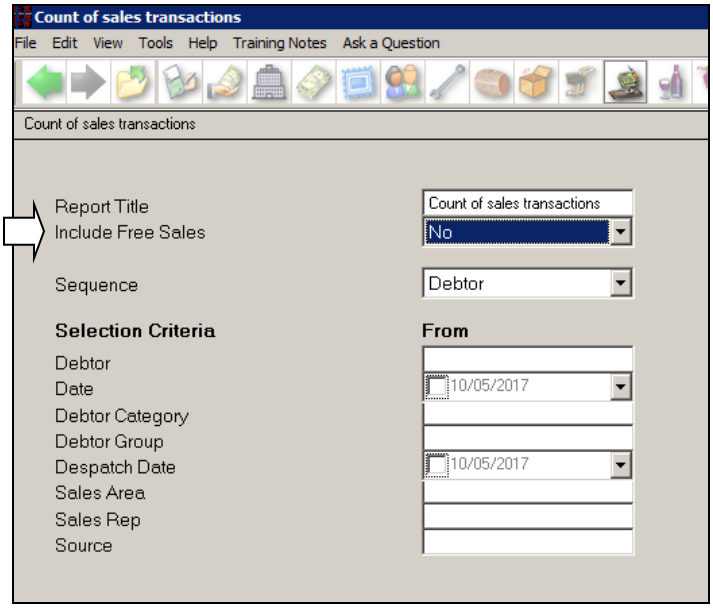
Sales Analysis Reports
Sales By Stock Item S'Sheet



Sales (Cont'd)

Sales R.W. Exclude Free Sales

Include Free Sales prompt will appear on the selection criteria for *By Date* style reports.



Benefit

- Exclude wines sold for free, such as tasting and samples stock
- Report true margins.

Sales Report Writer
Sales Report Generation

Scheduled Sales R.W. Export Month

When scheduling sales reports, you can now also specify the month.

ie. SAW10BAT <report code> <output file> **<month>**

Benefit

- Generate sales report for the current/specified month only.

Sales Report Writer
Sales Report Export *(batch)*

Scheduled Sales Orders Export Location

When scheduling export of sale order, you can now also specify the stock location code.

ie. SAA30BAT <format> <output path> **<location>**

Benefit

- Export sales orders for stock items with the specified location.

Sales Administration
Export Sales Dockets *(batch)*