

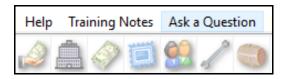
October 2020 Upgrade Newsletter

EzyWine - EzyCellar - EzyAccounts - EzyBeer - EzyCider - EzySpirit



Most of our staff are working from home.

To help us better assist you, please email your question to support@ezysys.com.au and attach any relevant information such as screen shots and reports.



Alternatively, click on the **Ask a Question** tab to access the online support form.

Training

TeamViewer is utilised to access your workstation so that you can work together with our trainer.

The cost of 3 hours training is \$450 including GST.

Christmas Closure



Our office will close midday Wednesday 23rd December and reopen Monday 4th January.

If you require assistance during this period please call Nick on +61 (0)417 334 206.

If you are using the new **Pro** version please refer to the **Pro** Upgrade Newsletter

If you want to migrate to **Pro**, the benefits are listed below and the latest **Pro** newsletter can be found on the Help tab

Faster & Easier Keystrokes reduced significantly

GUI Interface Intuitive

Single Login Only login once & open multiple options

Fonts & Colours Each user can specify their own theme

Tabs Options with multiple screens appear as

one screen with multiple tabs allowing data to be recorded in any order

Pick Lists Replaced with powerful search tools

Scroll Lists Replaced with radio buttons

Sortable Columns Quicker and easier to find required

information

Data Navigation Quicker and easier to navigate reference

data and transactions with search, next,

previous, first and last buttons

Fewer Menu Options Many entry options have been removed

as they have been consolidated as one

option with multiple tabs

Address Details Suburb, state and country have been

added for Debtors, Creditors, Growers,

Prospects and Employees

Exporting Data Export options will open MS Excel

automatically

SQL Server Easier data integration & better security

Local server or hosted in cloud

Mobile Apps POS, cellar ops, CRM, stock-take, etc

Data Migration No data will be lost

Server Requirements <u>deepanb@ezysys.com.au</u>

Trial Version reception@ezysys.com.au

Migration Cost \$550 per user *inc*. GST, data migration

and 8 hours TeamViewer training

Migration Procedure justineg@ezysys.com.au

More Information www.ezysys.com.au/products.php

The presentations include server specs

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New System Parameters

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

Stock: Export Stock Item Details F/Name

C/Door: POS, Insert Item Options As Text

Sales Orders: Entry, Debtor Loc. Warning

M/Order: WEB, Shop. Def. Debt. Not Email M/Order: WEB, Shopify Use Imp. Location M/Order: WEB, Shopify Use Stock Location

Sales Analysis Export: Excise Value

Cellar: Include Culture in Comp. Summary

Bottling: Planning, Vintage Add. Group Bottling: Planning, Allocation Add. Grp Bottling: Lab Import, Analysis Type 16...20

New Menu Options

On selecting a menu option press the button, top right of screen, or press the [F10] key to access the relevant training manual.

P/Orders Reference Maintenance Creditor/Location Transit Time

Sales Administration
Change Mail Order Pack Code

Stock Operations Reports

Debtor Stock Pricing Summary
Sale Price & Discount Enquiry

Bottling Planning Reports
Bulk Wine Surplus/Deficit

Report Writers

There are 8 built-in report writers.

- Vineyard Management
- Vintage Operations
- Cellar Operations
- Bottling
- Stock Control
- Asset Register
- General Ledger
- Sales Analysis.

These report writers are very easy to use and can be utilised to:

- Produce customised reports
- Access data across multiple modules
- Specify data that you want to export to MS Excel.

GL Report Writer

This report writer has a different format to the others.

The main point of difference is that you need to specify which GL accounts are to be included on each line of the report.

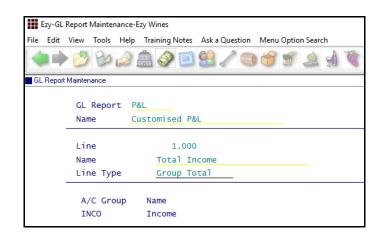
When you add accounts to the chart of accounts, you may also need to adjust each customised report.

To avoid this issue, we recommend utilising the A/C Group to group common accounts and then only specify the A/C groups in the report writer.

Ezy-GL Report Maintenance-Ezy Wines File Edit View Tools Help Training Notes Ask a Question Menu Option Search GL Report Maintenance GL Report P&L Customised P&L Additional GL Account Grouping Beer BEER BOTT Bottling Name Centre Finance & Leasing FINA MTSC Miscellaneous Sales & Marketing SALE Add. A/C Group VTNF Vineyard Winery

Additional GL A/C Groups

Customised additional groups can also be utilised to link GL accounts.



Training Videos

New training videos have been added to the website.



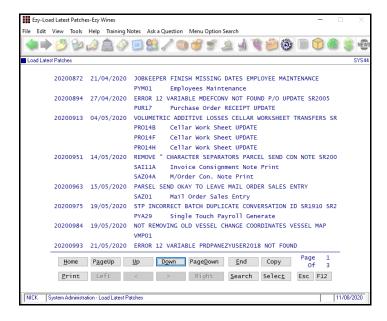
Date	Title
25-08-2020	POS USB Printer Setup Video
22-08-2020	POS iPad Setup Video
21-08-2020	Pro Schedule Auto Load Latest Changes Video
18-08-2020	Pro Version Copy Live To Test Video
05-08-2020	Scheduling Debtor Exports Video
06-07-2020	Scheduling Report Writer Export Video
12-12-2019	Weighbridge Integration Video
04-11-2019	Ezy software running slow or hanging
29-10-2018	Office365 EZY Email Setting Video
27-04-2018	PC-EFTPOS with TERMINAL SERVER
29-06-2017	Connecting to Ezy Systems Cloud Service Using a Mac
15-06-2017	Hardware Requirement for EzyAccounts Pro

General

Load Latest CHANGES

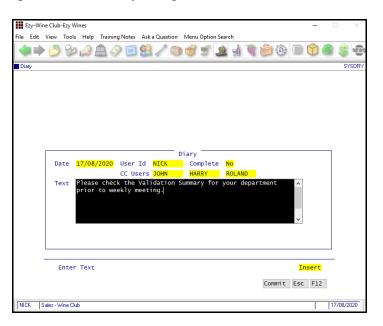
Load Latest Patches has been renamed.

This option can only be run when all users are logged out. It loads system change requests (SCRs) processed since the last major upgrade and now lists the changes.



[F9] Diary Note Multiple Users

On inserting a diary note, up-to 3 CC users can be specified with entry being created for each.



Benefit

 Load latest enhancements, statutory changes & corrections.

System Administration Load Latest CHANGES

Benefit

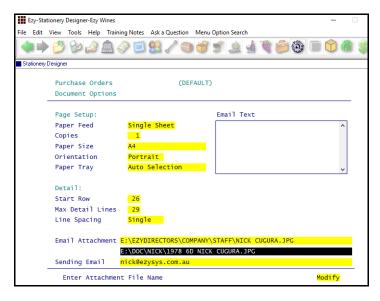
- Create diary entry for multiple users
- Diary details will be displayed when users log in.

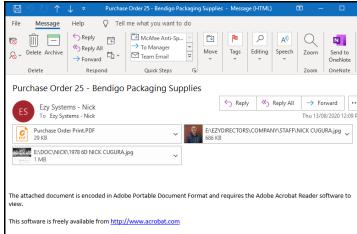
[F9]

General (cont'd)

Docket Email 2nd Attachment

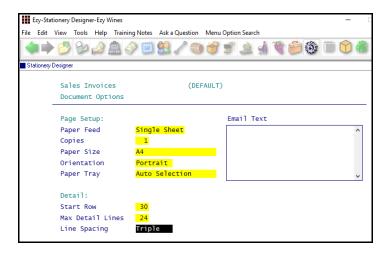
2nd email attachment can be recorded against stationery.





Stationery Designer Docket Triple Spacing

'Triple' has been added to the Line Spacing options.



Benefit

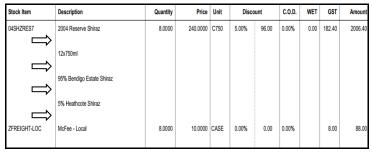
 Append 2 attachments to any stationery emails such as sales invoices, purchases orders, weighbridge dockets, etc.

System Administration **Stationery Designer**

Benefit

• Detail body of the document, such as a sales invoice, easier to read.

System Administration **Stationery Designer**



Accounts Payable

Export Creditor Details Enhancements

Additional fields

The following have been appended to the file.

- BPAY Biller
- BPAY Reference
- Last Payment Date
- Last Invoice Date.

Schedule export

MS Windows Task Scheduler can be utilised to periodically export Creditors.

Scheduled task to run APA15BAT

Acc/Pay: Export Creditor Details F/Name ..\creditors.csv

Acc/Pay: Export Creditor Details Format

Benefit

• Update Creditor details in other applications.

A/P Administration **Export Creditor Details**

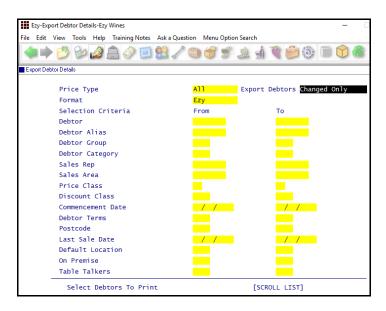
Accounts Receivable

'Exported' Added To Debtor Profile

'Exported' has been added to the Debtor profile to indicate whether the Debtor has been exported using the Export Debtor Details option.

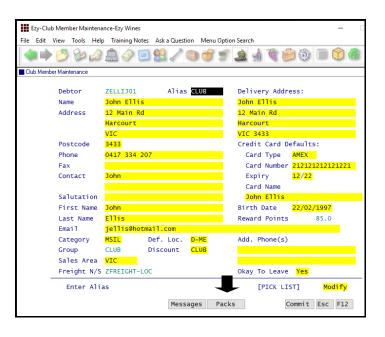
On inserting a Debtor or modifying any Debtor details, the new field is set to No.

Export Debtor Details Option Selection Criteria 'Changed Only' has been added to the Export Debtors options for the Ezy format. On running the export, the Debtors selected will have 'Exported' set to Yes.



Packs Button Added To Debtor Maintenance

[Packs] button has been introduced.



Benefit

- Track whether Debtor details have changed since last export
- Use export file to update other systems that use the Debtor details such as your website, EDI, Langton's, MailChimp, etc.
- Ensure that Debtor details in multiple systems are the same.

Accounts Receivable Maintenance
Debtors
Debtor Contact Details
Debtor Delivery Address
A/R Administration
Export Debtor Details

Benefit

Save time.

Accounts Receivable Maintenance

Debtors

Wine Club

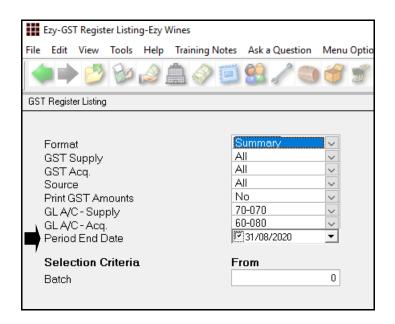
Club Member Maintenance



General Ledger

Tax Registers Period End Date

'Period End Date' has been added to the selection criteria and 'Transaction Date' has been removed from the From/To selection.



Benefit

- Reminder to archive old entries
- Help ensure that old periods are archived.

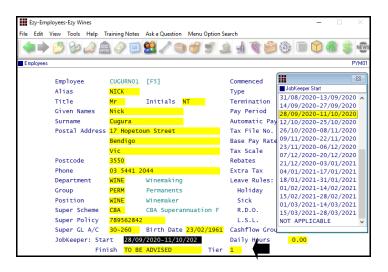
Sales Administration GST Register Listing WET Register Listing

Payroll

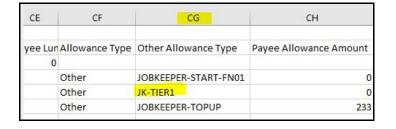
JobKeeper Extension

Start and Finish date options have been extended.

The payment rate of \$1,500 per fortnight for eligible employees and business participants will be reduced to \$1,200 per fortnight from 28 September 2020 and to \$1,000 per fortnight from 4 January 2021.



Tier has been introduced with options N/A, 1 and 2, and will appear in the STP file as follows.



Benefit

• ATO compliance.

Payroll Reference **Employees**

Note

Standard payslips for impacted employees will need be manually changed at the end of September and again at the start of January.

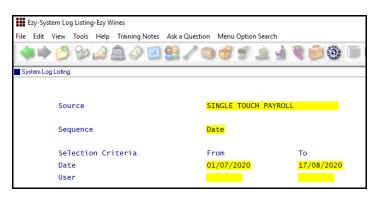
Please refer to Payroll training notes for more details.

Note

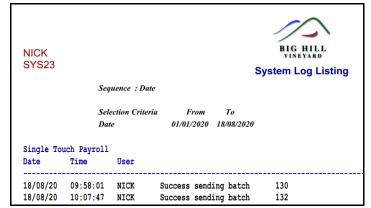
When an employee is no longer eligible for JobKeeper, ensure that the finish date is the fortnight after they stop receiving it.

System Log Listing Includes STP Details

'Single Touch Payroll' has been added to the Source options.



System Administration System Log Listing



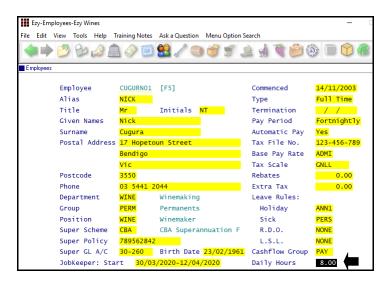
Payroll (cont'd)

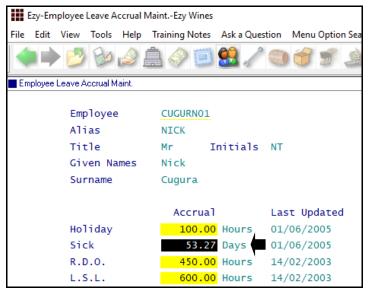
Personal Leave Accrual In Days

'Daily Hours' prompt has been added to the employee profile, defaulting to zero.

When ordinary daily hours is recorded, the payroll module will show sick leave accrual in days.

Otherwise, sick leave will still report in hours.





Note

If you wish to change Personal Leave back from Days to Hours, change the Daily Hours in the employee profile back to zero.

Benefit

ATO compliance.

Payroll Reference **Employees**

Sales

Sales Invoice Update To Email Invoices

Specify which user group's sales invoices are to be emailed on running the Sales Invoice Update option.

'Inv Update Email Invs' has been added to User Groups.

The Sales Invoice Update option will check the user group of the user that *created* the sales invoice to determine whether to email the invoice.



Sales Analysis Export: Excise Value

This new system parameter determines whether format 1 of the sales analysis export file includes excise value.

More Shopify System Parameters

M/Order: WEB, Shop. Def. Debt. Not Email When set to Yes, Debtor recorded against system parameter "M/Order; WEB, Shopify Default Debtor" will be used instead of using the email address to determine the Debtor.

M/Order: WEB, Shopify Use Imp. Location M/Order: WEB, Shopify Use Stock Location

Benefit

• Ensure that sales invoices are emailed to the customer.

Sales Invoices
Sales Invoice Update
User Access
User Groups

Benefit

 Distilleries utilising external reporting tools such as MS Excel, can include excise.

> Sales Administration Export Sales Analysis Export Sales Analysis (Detail)

Benefit

- Streamline integration with Shopify
- Website sales integration.

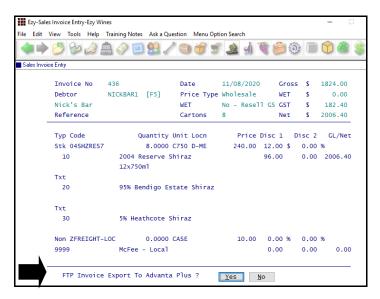
Sales Administration Import WEB Debtor/Order/Pack

AdvantaPlus Added To Con Note Types

'AdvantaPlus' (BAM) has been added to the Con Note Type scroll list options.



On recording sales invoice for this carrier, delivery detail will be sent to carrier via FTP.





Export Sales Invoice GTS Format

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

Benefit

- Streamline distribution
- Logistics integration
- Send sale file to carrier to process.

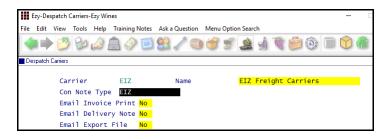
Sales Invoices
Sales Invoice Entry
Sales Reference
Despatch Carriers
Sales Administration
Export Sales Dockets

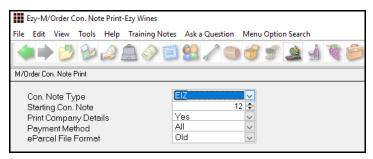


Sales Administration **Export Sales Dockets**

EIZ eCommerce Fulfillment

EIZ has been added to the Con Note Type options and the Wine Club, M/Order Con. Note Print option will produce the 'MYEIZWAY.CSV' file that can be sent to EIZ to organise the best carrier.







EIZ connects your online stores to the best shipping carriers and automates the pick, pack, and shipping processes. EIZ helps you save time and money, and it reduces errors in your fulfillment processes.

EIZ will:

- Import orders from all your stores and other sales channels
- Sort your orders and combine orders headed to the same customer
- Verify and update your customer's shipping address
- Get you the best price for each shipment
- Help you print labels for all your carriers in one click
- Update all your sales platforms with accurate tracking data in one click
- Send manifests to all your carriers at once.

Benefit

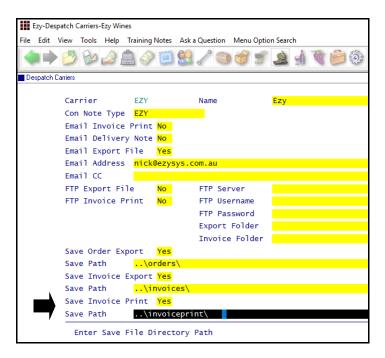
• Streamline wine club shipments.

Sales Reference
Despatch Carriers
Wine Club
M/Order Con. Note Print

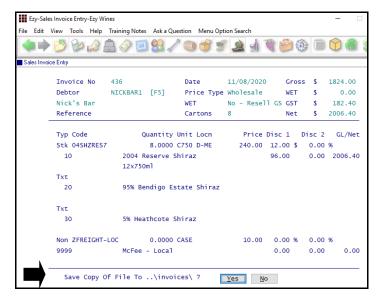


Save Sales Invoice Print Docket

'Save Invoice Print' and 'Save Path' has been added to Despatch Carriers.







Benefit

 Save invoice docket print for specified despatch carriers.

Sales Orders
Sales Orders Confirmation
Sales Invoices
Sales Invoice Entry
Sales Reference
Despatch Carriers

FTP Export Folder & Invoice Print These prompts were also added.

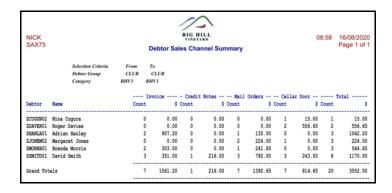
Save Sales Order & Invoice Export File

'Save Order Export' and 'Save Invoice Export' prompts have been added.



Debtor Sales Channel Summary Totals

Grand totals are now reported.



Mail Order Listing On Hold Reason

Detail format now reports the on hold reason.



Benefit

Streamline sales logistics.

Sales Orders
Sales Orders Confirmation
Sales Invoices
Sales Invoice Entry
Sales Reference
Despatch Carriers
Sales Administration
Import Sales Dockets

Benefit

Totals by sales channel.

More Sales Analysis Reports **Debtor Sales Channel Summary**

Wine Club **Mail Order Sales Listing**

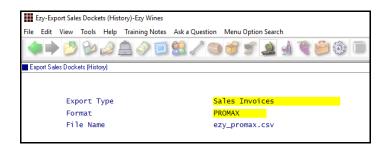
Change Mail Order Pack Code

New menu option.



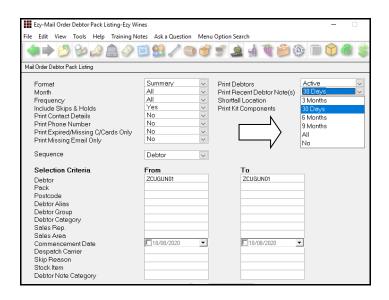
Sales Export Promax Format

'Promax' has been added to the Format options for sales invoices and credit notes.



Debtor Pack Listing [F5] Enhancements

'Print Recent Debtor Note(s)' options have been expanded. 'Debtor Notes Category' is now a From/To Selection.



Benefit

- Tidy-up pack codes
- Change vintage.

Sales Administration Change Mail Order Pack Code

Sales Administration **Export Sales Dockets (History)**

Benefit

- Be more specific as to which notes are required
- Only display notes since last wine club shipment (ie. 3 or 6 months)
- Ability to specify random selection of [F5] note categories.

Wine Club **Mail Order Debtor Pack Listing**

Swigg Integration

The following can be scheduled to run periodically utilising MS Windows Task Scheduler.

Sales

Scheduled task to run SAA35BAT

System Parameters

Sales Analysis Export: Drive/Dir/File ..\sales.csv Sales Analysis Export: File Type CSV Sales Analysis Export: Format (Detail) 1 Sales Analysis Export: Detail, From Date 01/01/2017

Debtors

Scheduled task to run ADM53BAT

System Parameters

Acc/Rec: Export Debtor Details Filename ...\debtors.csv

Acc/Rec: Export Debtor Details Format 1

Stock Items

Scheduled task to run STA09BAT

System Parameters

Stock: Export Stock Item Details F/Name ..\stock.csv

Stock: Export Stock Item Details Format 1

Creditors

Scheduled task to run APA15BAT

Acc/Pay: Export Creditor Details F/Name ..\creditors.csv

Acc/Pay: Export Creditor Details Format 1

Schedule Export Sales Dockets History

The following can be scheduled to run periodically utilising MS Windows Task Scheduler.

Scheduled task to run SAA40BAT.

System Parameters

Sales Analysis Export: Drive/Dir/File ...\sales.csv Sales Analysis Export: File Type CSV Sales Analysis Export: Format (Detail) 1

Sales Analysis Export: Detail, From Date 01/01/2017

Benefit

Sales Analytical Reporting.

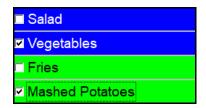
SAA35BAT ADM53BAT STA09BAT APA15BAT



SAA40BAT

C/Door: POS, Insert Item Options As Text

When this new system parameter is set to Yes, each item's options selected are inserted as text lines.







Stationery Designer

Stock Detail Line Types *Text* and *Option* need to be specified.



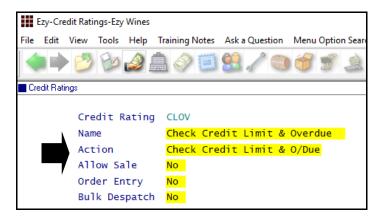
Benefit

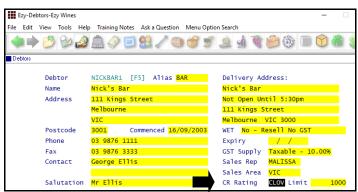
- Include meal options on both sales and kitchen docket
- Waiter will also be able to check meal options and extras on sale docket.

POS

Edit Sales Even Though Credit Limit Exceeded

When Debtor's credit rating is flagged as 'Check Credit Limit & O/Due' and sale is not allowed, text lines can still be recorded against the sale.





Benefit

 Record text as to why sale is not allowed.

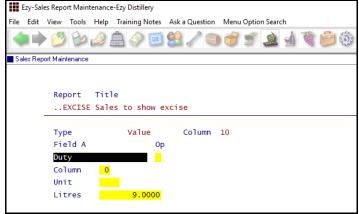
Sales Orders
Sales Order Entry
Sales Invoices
Sales Invoice Entry



Sales Report Writer Excise Duty

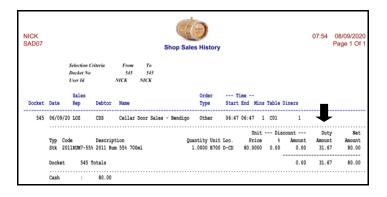
The By Date Style can report excise.





Cellar Door Sales History Excise Duty

Duty column has been added.



Benefit

 Produce customised excise report by sales channel.

> Sales Report Writer Sales Report Maintenance Sales Report Generation

Benefit

Report excise duty.

Cellar Door Sales
Cellar Door Sales History

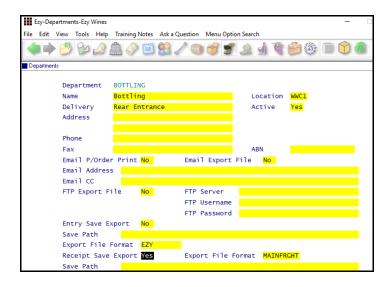
Purchase Orders

Creditor/Location Transit Time

New menu option and new database to record Creditor warehouse locations and expected delivery transit time from each of the supplier's warehouses.



'Receipt Save Export' prompt has been added to departments and needs to be set to Yes. Select the MainFreight format and *Save Patch* must be specified.



When recording P/O Receipt for a department flagged with 'Receipt Save Export' set to Yes, additional information needs to be recorded.



Benefit

- Manage delivery ETA by location
- Mainfreight integration.

P/Orders Reference Maintenance
Creditor/Location Transit Time
P/Orders Reference Maintenance
Departments
P/Orders Operations
Purchase Order Receipt Entry
Purchase Order Receipt Update
A/P Administration
Change Creditor Code
Merger Creditor Code

Purchase Order Receipt Update

ETA date and container details are stored in history.

Stock Control

Debtor Stock Pricing Summary

New report.



Stock Export Includes Sales & Purchases

Format 4 has been introduced.



Sale Price & Discount Enquiry

New enquiry.



Benefit

• Summarise list price vs selling price.

Stock Operations Reports **Debtor Stock Pricing Summary**

Benefit

 Consolidate stock details, sales and purchases for management reporting.

Stock Administration **Export Stock (Detail)**

Benefit

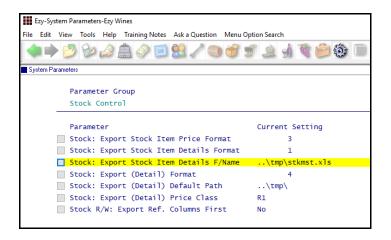
 Review how price and discount is being calculated.

Stock Operations Reports
Sale Price & Discount Enquiry

Stock Control (cont'd)

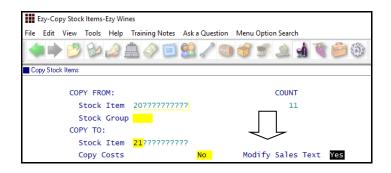
Stock: Export Stock Item Details F/Name

New system parameter to record file name to be used when exporting stock items using MS Windows Task Scheduler.



Copy Stock Items Modify Sales Text

'Modify Sales Text' prompt has been added.



On selecting Yes, the Sales Text box is displayed on the next screen and can be edited.



Benefit

• Ensure correct file is created in specified folder.

Stock Administration **Export Stock Item Details**

Benefit

Save time.

Stock Administration Copy Stock Items

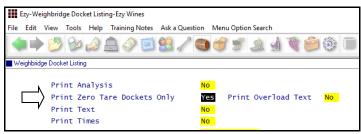
Cellar Operations

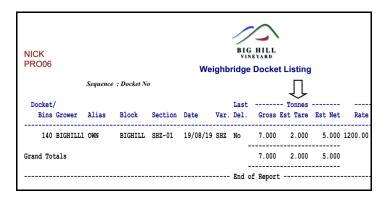
Weighbridge Listing To Use Estimated Tare

Cellar: Crush Recording Level

When this system parameter is set to 9 and actual tare has not been recorded, the estimated tare can be reported on the listing.







New LIP Format Excludes Culture

Stationery: LIP/Statutory Declaration

Format 9 has been introduced for this parameter.

It's the same as format 6 without culture & concentrate.

Benefit

• When actual tare is not known yet, report the estimated tare.

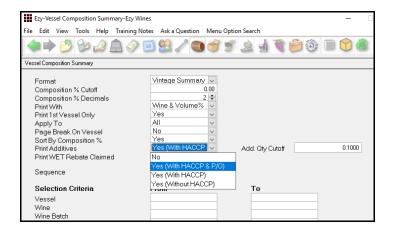
Weighbridge Operations Weighbridge Docket Listing

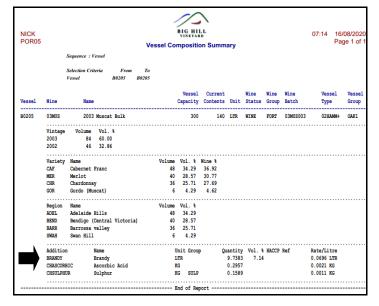
Winemaking Statutory Reports

LIP Declaration Form

Vessel Composition Summary Additives

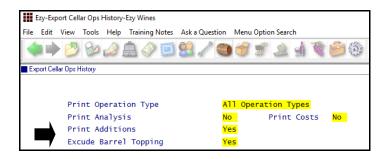
'Print Additives' and 'Add. Qty Cutoff' prompts have been added to the selection criteria.





Export Cellar Ops History Enhancements

'Print Additions' and 'Exclude Barrel Topping' have been added to the selection criteria.



Benefit

- Consolidate composition and additives
- Remove need to run multiple reports.

Cellar Operations Reports **Vessel Composition Summary**

Benefit

 Further customise data to be exported for manipulation using MS Excel.

Winemaking Administration **Export Cellar Ops History**

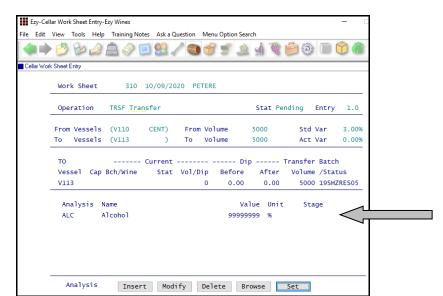
Cellar Work Sheet Entry Analysis Sets

[Set] button has been added to the Cellar Work Sheet Entry option analysis screen.

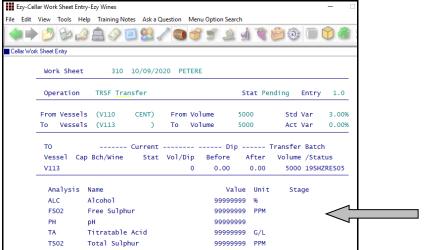
The analysis screen will only appear if analysis has been recorded against the Cellar Reference Maintenance

- Cellar Operation Types option *and/or*
- Analysis Sets option.

Analysis recorded against the cellar operation type will be preloaded and the analysis set can also be loaded.



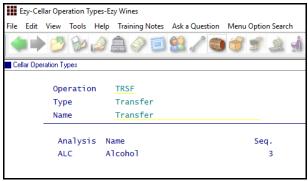


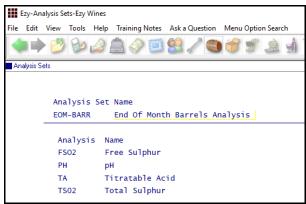


Benefit

 Easily specify analysis to be recorded against a cellar op.

Cellar Operations
Cellar Work Sheet Entry



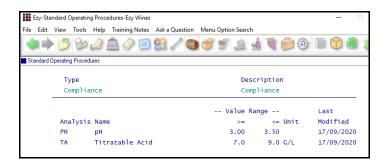


SOP Compliance

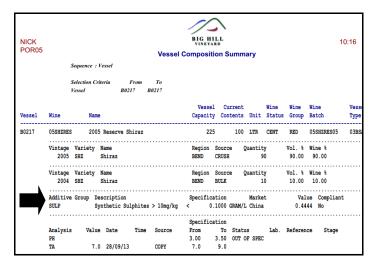
Compliance has been added to the SOP Type options.

Analysis specifications can be recorded.

Additives can be recorded against each additive group and additive % can be specified.







Note

The total of all the additive stock items linked to the group is reported.

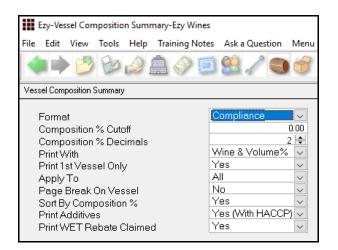
Individual additive stock items are not reported.

Benefit

- Check that additive and analysis specifications are met
- Record % of additive group (eg sulphur) is actually in the additive to ensure that LIP is reported correctly.

Winemaking Planning Maint.

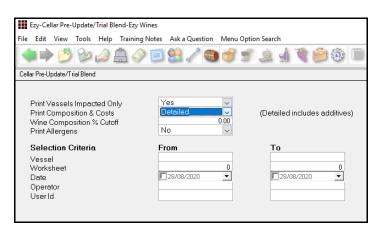
Standard Operating Procedures
Cellar Reference
Wine Analysis Specifications
Wine Addition Specifications
Cellar Operations Reports
Vessel Composition Summary

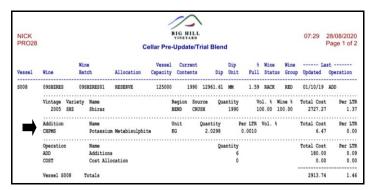


Trail Blend Includes Additives

Detailed format reports additives.

The Vol % is effectively a moving volume.





Benefit

• Include additives.

Cellar Operations
Cellar Pre-Update/Trial Blend

Bottling

Bottling Planning Bulk Wine Surplus/Deficit

New menu option.

Stock: Additional Stock Grouping 1-14

'Vintage' and 'Allocation' needs to be recorded against these 2 system parameters. Note the number of each parameter.

Bottling: Planning, Vintage Add. Group Bottling: Planning, Allocation Add. Grp

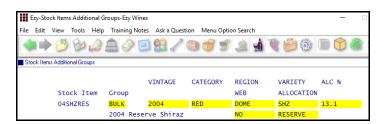
Specify the additional stock group number (1-14) against each of these system parameters.

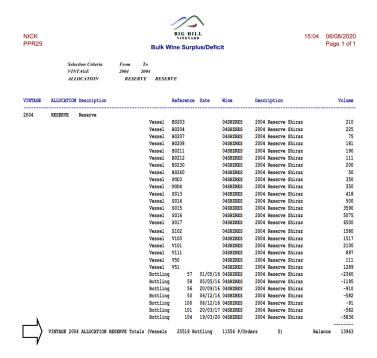
Stock Reference Maintenance, Additional Stock Groupings

Record acceptable values for each group.

Stock Reference Maintenance, Stock Items or Stock Items Additional Groups or Stock Administration, Global Stock Item Maint.

Utilise one of these options to record values against each of the 2 additional groups for every stock item.





Benefit

- Group bulk wine by vintage and quality, allocation, brand, etc
- Assist will MRP.

Bottling Planning Reports **Bulk Wine Surplus/Deficit**

Calculation

Vessel volume *plus* pending purchase orders *less* scheduled bottling = balance