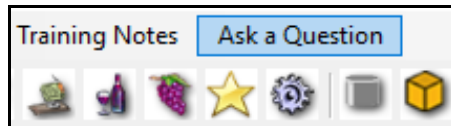




Most staff are working from home.

To help us better assist you please email your question to [support@ezysys.com.au](mailto:support@ezysys.com.au) and attach relevant details such as screen shots and reports.



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

## Training

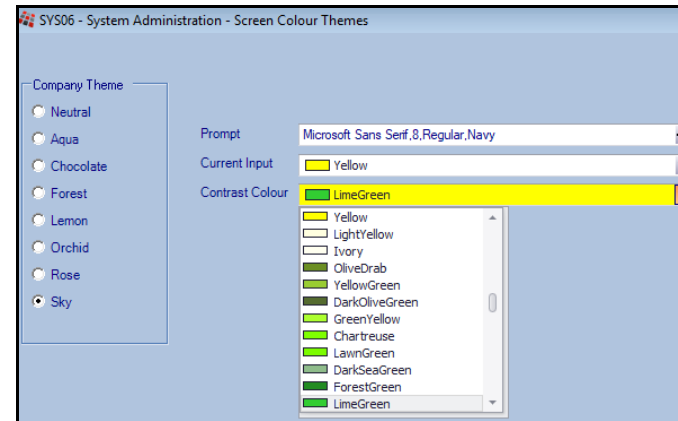
TeamViewer is utilised to access your workstation so that you can work together with the trainer. The cost of 3 hours training is \$450 including GST.

## Christmas Closure

Our office will close midday Wednesday 23<sup>rd</sup> December and reopen Monday 4<sup>th</sup> January 2021.

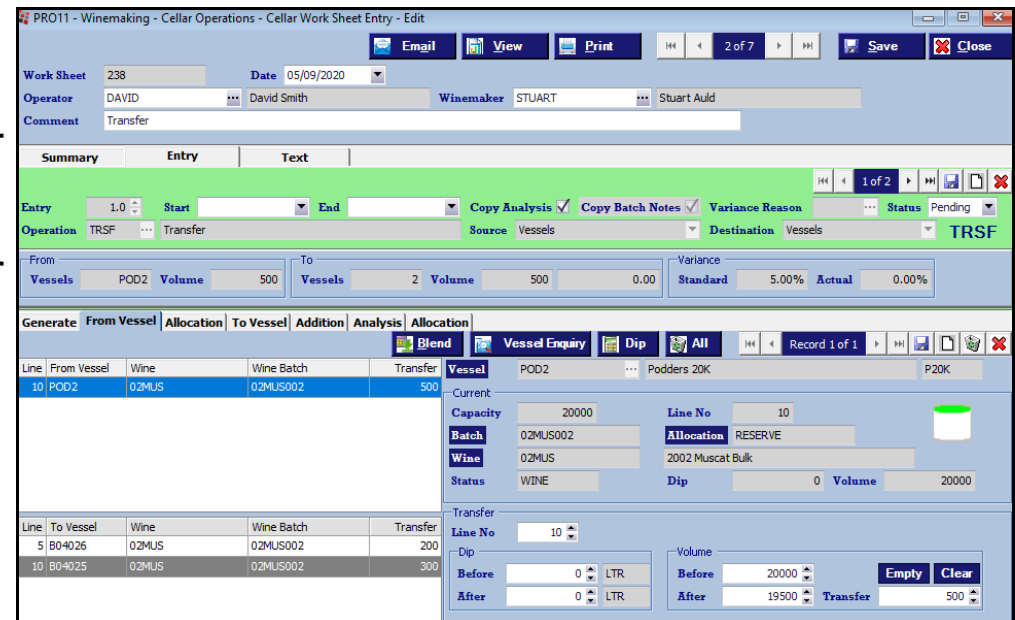
If you require assistance during this period please call Nick Cugura on +61 (0)417 334 206.

## Contrast Colour



## Screen Colour Theme

Where a menu option has 3 panels you can specify the background colour of the middle panel making it easier to view and navigate.



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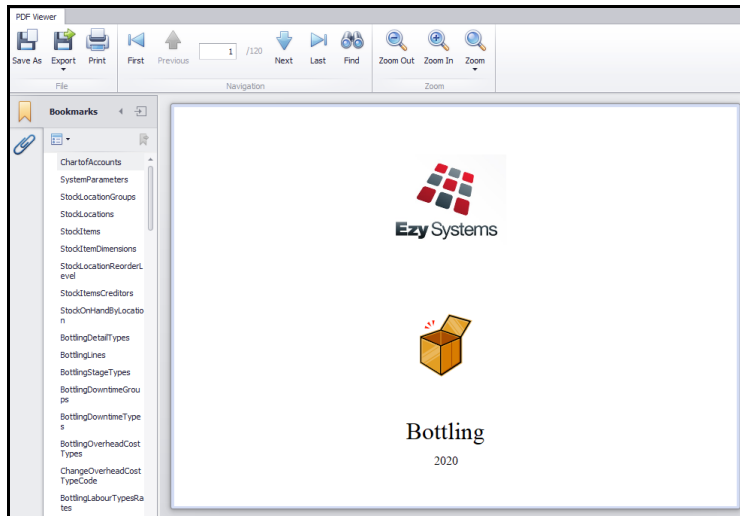
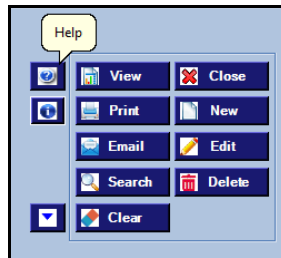
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## New Menu Options

The following menu options have been introduced.

- Winemaking, Cellar Operations, Cellar Work Sheet Status Entry
- Winemaking, Cellar Operations History, Crush History
- Vineyard Operations, Vineyard Reference Reports, Spray Diary Register

On selecting a menu option, the [?] button will display the training manual.

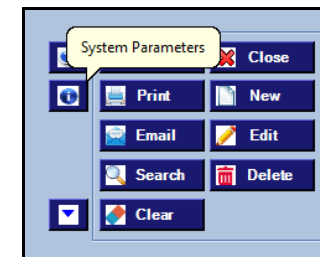


## New System Parameters

No system parameters have been introduced in this upgrade.



On selecting a menu option, click the **i** button to list the applicable system parameters and then the **?** button to display a description.

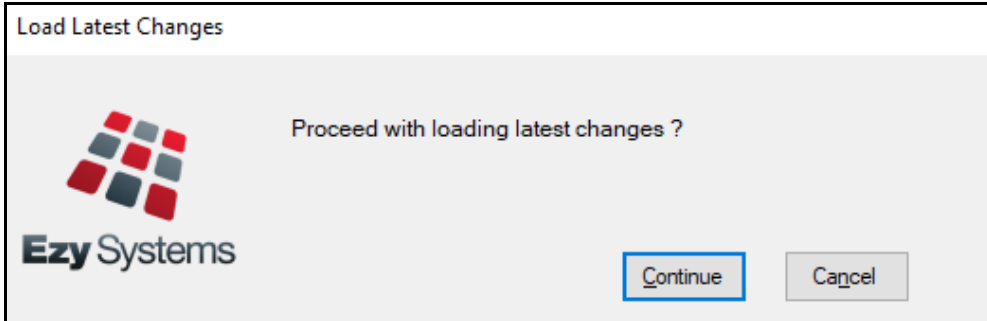


System Parameters Information					
<b>Bottling Run Schedule Entry</b>					
Version: 15/09/2020 06:57:17					
Name	Setting	Changed	User Id	Last Setting	
Bottling: Entry, Prompt for Print	No				
Bottling: Entry, Use 5 Char Julian Date	No	12/07/2010	NICK	No	
Bottling: Entry, Reference = Julian Date	Yes	25/11/2007	NICK	Yes	
Bottling: Entry, ReqDate=RunDate + Days	0				
Bottling: Entry, Export on Insert/Modify	No	22/03/2016	EZYSYS	Yes	
Bottling: Entry, Julian Ignore Leap Year	No	6/03/2012	NICK	No	
General: Australian Business No. (ABN)	60-123-123-321	1/05/2007	NICK	60-123-123-...	
General: Company Email Address	info@ezywin...	22/01/2005	NICK	info@ezywin...	
General: Country	1	29/11/2011	NICK	2	
Stock: Decimal Places On Costs	4	7/04/2009	NICK	2	
General: EzyEnterprise Client Id		9/11/2009	NICK	DELEGATS	

# General

## Load Latest Changes Warning

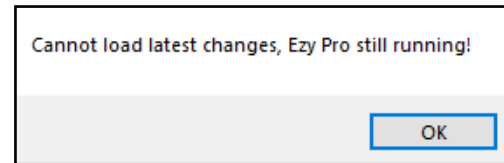
Warning message displayed when other users are logged in.



**Benefit**

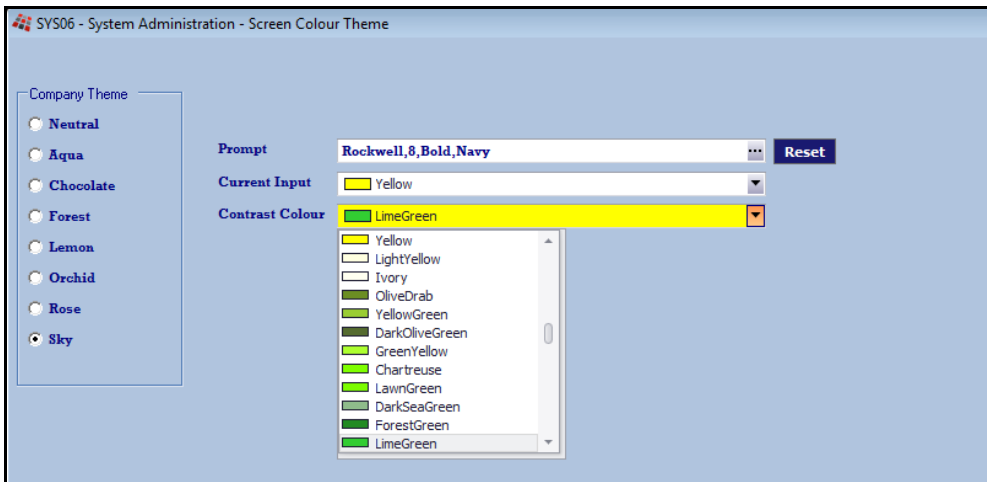
- Ensure that update is not stopped.

System Administration  
Load Latest CHANGES



## Contrast Colour

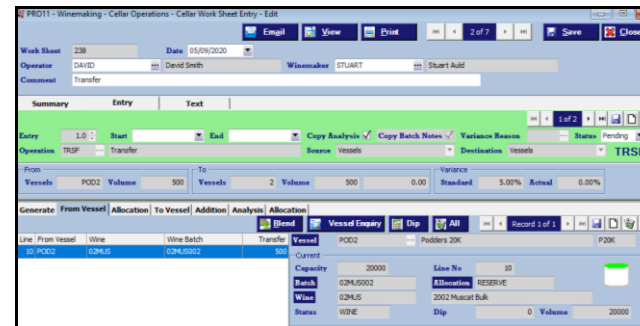
Contrast Colour has been introduced.



**Benefit**

- Highlight the 2<sup>nd</sup> panel making it easier to read and navigate.

System Administration  
Screen Colour Theme



## General (cont'd)

### Email SMTP Details By User

When Email Type is EZYMAIL, SMTP details can be recorded.

**SYS07 - System Administration - User Access - User Access Maintenance - Edit**

User Id: NICK    Group: ADMI

Name: Nicholas Shoreland

Password: \*\*\*\*\*    Date:     Active:

Phone Number: 0417334206    Printer: ADM    Reminders:

Option Name: Ezy    User:

Stock	Stock Group	Stock Location	Debtor	Debtor Category	Employee	Payment A/C	Grower	Vessel Location
Menu Option	PDA Option	[F5] Notes	Email	Favourites Menu	Sales	POS	Sales R/W	P/Order Limit

Email Type: EZYMAIL

Bulk Email: OUTLOOK

Email Address: nicks@ezsys.com.au

Bulk Direct CC: [Empty]

SMTP Server: smtp.office365.com

SMTP User: nick@ezsys.com.au

SMTP Port: 588     SMTP SSL     SMTP TLS

SMTP Password: \*\*\*\*\*

### *Benefit*

- Email configuration by user instead of using the SMTP general system parameters.

User Access  
User Access Maintenance

# Accounts Payable

## Record A/P Invoice Attachments

[Attachments] tab has been added.

The screenshot shows the 'A/P Invoice & Adjust. Entry - Edit' window. The 'Attachments' tab is active, displaying a list of attachments with the file '254635.pdf' selected. The main form contains the following details:

- Batch:** 42, Complete  Actual Total: 52.00, Actual Records: 1, Last Modified: NICK
- Summary:** Batch Total: 0.00, Batch Records: 0
- Creditor:** LINKFIR1, Linkfire Safety, Entry: 1
- Alias:** FIREEXST, PO Box 984, Unallocated: 0.00
- Trans. Type:** Invoice, ABN: 11 112 211 122
- Date:** 16/09/2020, Bayswater 3153
- Reference:** 254635, GST: 5.20
- Description:** Quarterly Bill, GST Status: Registered
- Amount:** 52.00, Aging Period: Current, Terms: 30D, GST Inclusive:  Yes  No
- GL Month:** Jun, Due Date: 30/10/2020
- Discount Amount:** 0.00, Discount Date:
- Payment By:** EFT, BSB/Account: 063-300/11234445553211123442
- Email Address:**

The attachments can be viewed using the Creditor Drill Down Enquiry.

The screenshot shows the 'Creditor Drill Down Enquiry' report for creditor LINKFIR1. The report includes the following information:

- Report Options:** Search, Email, View, Print, Close
- Creditor:** LINKFIR1, Alias: FIREEXST
- Name:** Linkfire Safety, Group: ADMI, Contact: Susan Homes, Terms: 30D, Phone: 1300 669 439
- Balance:** 57.20, Last Pay: 0.00, Last Date:
- Current:** 57.20, 30 Days: 0.00, 60 Days: 0.00, 90 Days: 0.00

Date	Type	Reference	Description	Age	Amount	Balance	Source	Batch	Userid	View	Attach
16/09/2020	Inv	254635	Quarterly Bill	Cur	57.20	57.20	APLTrn	42	NICK	...	...

## Benefit

- Attach supplier invoice against payment.

## A/P Invoice & Adjustments A/P invoice & Adjust. Entry Accounts Payable Reports Creditor Drill Down Enquiry

**LINKfire.com.au**  
Your Essential Safety Partner

Link Fire Pty Ltd  
ABN: 30 108 978 132  
PO Box 984  
Bayswater VIC 3153  
Ph: 1300 669 439  
Fax: 1300 669 450  
accounts@linkfire.com.au

**TAX INVOICE**

Ezy Systems  
17a Hopetoun Street  
Bendigo Vic 3550

Property Address:  
161-163 Hargreaves Street  
Bendigo Vic 3550

Invoice Date: 02 Sep 2020  
Invoice Number: 254635  
Reference: LF7959 426963

Description	Qty	Unit Price	Line Total
Programmed Portable Fire Equipment inspection & test (including extinguishers, hose reels, hydrants & mains). Major service tests above annual are quoted seperately.	1.00	52.00	52.00
Subtotal			52.00
GST 10%			5.20
<b>Invoice Total</b>			<b>57.20</b>

## Accounts Payable (cont'd)

### Specify Payments On Hold

'On Hold' prompt has been introduced to determine whether payment can be recorded against an entry.

[Zero All] button has been introduced.

APP02 - Accounts Payable - A/P Payments - Creditor Payment Maintenance - Edit

Creditor: WINESTOR    Payment Method: Cheque    Bank Balance: 16854.19 CR  
Name: Wine Storage Warehouse    Payment Total: 1300.00

**Zero All**    Record 1 of 2

Date	Description	Amount	Payment	Discount
31/07/2020	Docklands Warehouse	1300.00	0.00	0.00
31/08/2020	Docklands Warehouse	1300.00	1300.00	0.00

Date: 31/07/2020  
Type: Inv  
Reference: MELB01  
Age: Cur  
Description: Docklands Warehouse  
Amount: 1300.00  
Payment: 0.00  On Hold  
Discount: 0.00

### *Benefit*

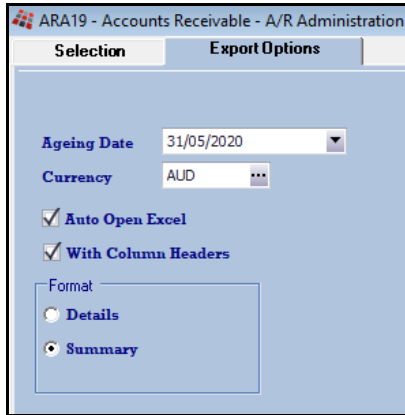
- Flag invoices that need to be queried as on hold so that they are not paid
- Easily reset all payments to zero.

A/P Payments  
Creditor Payment Maintenance

# Accounts Receivable

## Export Trial Balance Summary Format

'Format' has been added to the Export Options tab with the summary format consolidating the outstanding transactions for each Debtor.



**Benefit**

- Manipulate consolidated trial balance using MS Excel.

## A/R Administration Export Debtor TB By Due Date

debtor	alias	name	contact	phone	debtgr	debtgppname	salazar	salazaname	salareag	salarag	salesreg	salesregp	cratin	cratgpn	dcouer	d30da	d60da	d90da	d120da	d150da
1	CDS-DIRE	DIRECTOR	Director Sales at CDS			PROM	Promo Debtor	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	0
2	COLESDIR	CDS	Calla Door Sales - Bendigo			CD	Calla Door Sales	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	0
3	COLESDIR	COLES	Coles Distribution Centre	Mary Rogers	03 9607 1111	LIGU	Liquor Stores	VIC	Victoria	DOM	Domestic	NICK	Nick Cugara	GOOD	Good	0	0	0	0	13239
4	GRANDHO	REST	Grand Hotel Restaurant	George Kramer	03 5444 233	REST	Restaurants	VIC	Victoria	DOM	Domestic	BRUCE	Bruce Dawer	GOOD	Good	0	0	0	0	2905.3
5	KYRETOH	OLIVE	Kyrenon Olive Grove	Darren Henderson	03 5445 455	OLIV	Olive Groves	VIC	Victoria	DOM	Domestic	NICK	Nick Cugara	GOOD	Good	0	0	0	0	31644
6	MIRANDI	CONTRAC	Miranda Vines Gilfill	Mat Favcott	02 8360 303	CP	Connaet Processing Customer	NSW	New South Wales	DOM	Domestic	BRUCE	Bruce Dawer	GOOD	Good	0	0	0	0	1674.5
7	NICKBAR	REST	Nick's Bar	George Ellis	03 9876 1111	REST	Restaurants	VIC	Victoria	DOM	Domestic	MCLEOD	Rod McLeod	CLM	Check Credit Limit	0	0	625.7	0	0
8	NICKSHO	LIGU	Nick's Liquor HD SYDNEY	APR - Susan Travet	02 9876 123	LIGU	Liquor Stores	NSW	New South Wales	DOM	Domestic	MCLEOD	Rod McLeod	GOOD	Good	0	0	0	0	6733.1
9	PHILLID	REST	Philips Cafe	George Ellis	03 5444544	REST	Restaurants	VIC	Victoria	DOM	Domestic	MCLEOD	Rod McLeod	CLM	Check Credit Limit	0	0	0	0	1620.3
10	PHILLID	LIGU	Philips Liquor Store	Ethan	07 5444544	LIGU	Liquor Stores	QLD	Queensland	DOM	Domestic	MCLEOD	Rod McLeod	GOOD	Good	0	0	0	0	23041
11	SPINHO	EXPORT	Smith Wine Merchants USA	David Smith		EXPO	Export Distributors	USA	USA	EXP	Export	EXPORT	Export Rep	GOOD	Good	0	0	0	0	55566
12	SPIDERS1	REST	Spiders Restaurant	Jason Henry	02 9876 122	REST	Restaurants	NSW	New South Wales	DOM	Domestic	MCLEOD	Rod McLeod	GOOD	Good	0	0	0	0	6770.7
13	TASTING1	TASTING	Tastings & Samplers			CD	Calla Door Sales	VIC	Victoria	DOM	Domestic	MCLEOD	Rod McLeod	GOOD	Good	0	0	0	0	-4
14	VINTREH	DIST	Vinners Liquor Distributor	David Cummings	03 9832 123	DIST	Distributors	VIC	Victoria	DOM	Domestic	MCLEOD	Rod McLeod	GOOD	Good	0	0	0	0	7425.2
15	XBROWNT	STAFF	Tom Brown (staff wine alcoh)			STAF	Staff	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	CLM	Check Credit Limit	0	0	0	0	174
16	ZOUJAWR	CLUB	Nick's Lounge	Nick	03 5441 1111	CLUB	Wine Club	VIC	Victoria	DOM	Domestic	BRUCE	Bruce Dawer	GOOD	Good	0	0	0	0	-103.6
17	ZOUJAWR	CLUB	Roger Davies	Roger	03 5441000	MAL	Mal Orders	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	-89.1
18	ZWANLAG	CLUB	Allan Harwood	Mobile 0417 333 333	333 333	MAL	Mal Orders	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	907.2
19	ZWANLAG	CLUB	How Jones	How	03 5443 234	MAL	Mal Orders	VIC	Victoria	DOM	Domestic	LOD	Lorane	GOOD	Good	0	0	0	0	301.3
20	ZWANLAG	CLUB	Brenda Herts	Brenda	03 5442 112	MAL	Mal Orders	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	457.65
21	ZWANLAG	CLUB	M & M's Smith	Sally Smith	02 9876 123	MAL	Mal Orders	NSW	New South Wales	DOM	Domestic	CD	Calla Door Sales	CLM	Check Credit Limit	0	0	0	0	-105
22	ZZCOOR0	R1	Hotel Room 1			HOTE	Hotel Rooms	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	20
23	ZZCOOR0	R3	Hotel Room 3			HOTE	Hotel Rooms	VIC	Victoria	DOM	Domestic	CD	Calla Door Sales	GOOD	Good	0	0	0	0	-31



# Accounts Receivable (cont'd)

## Receipt Entry Due Date

'Date' column heading has been changed to 'Transaction' and 'Date' prompt to 'Transaction Date'.

'Due' date column has been added.

Transaction	Type	Reference	Due	Amount	Payment	Discount
25/08/04	Inv	33	30/04/20	270.90	270.90	0.00
21/10/08	Inv	298	23/04/20	10.89	10.89	0.00
18/06/09	Inv	316	30/04/20	209.55	0.00	0.00
18/06/09	CRNot	30	30/04/20	-209.55	0.00	0.00
01/09/10	Inv	338	30/04/20	283.45	0.00	20.00

**Benefit**

- Clarify date as being transaction.

A/R Receipts  
**Debtor Receipt Entry**  
 Accounts Receivable Reports  
**Debtor Drill Down Enquiry**

'Balance By Due Date' has also been added to the Drill Down Enquiry.

Date	Type	Reference	Description	Age	Amount	Balance	Source	Batch	Userid	View	Attach
25/08/2004	Inv	33	Sales Invoice	150D	270.90	270.90	SalInv	44	NICK	...	
21/10/2008	Inv	298	Sales Invoice	90D	10.89	281.79	SalInv	96	NICK	...	
18/06/2009	Inv	316	Sales Invoice	90D	209.55	491.34	SalInv	97	NICK	...	
18/06/2009	CRNot	30	Tax Adjustment Note	90D	-209.55	281.79	SalCnt	19	NICK	...	
01/09/2010	Inv	338	Sales Invoice	60D	283.45	565.24	SalInv	117	NICK	...	
18/11/2011	CRNot	ERROR	Invoice 4532 overcharged	60D	-23.00	542.24	ARLTm	20	NICK	...	
27/11/2013	Inv	359	Sales Invoice	60D	283.45	825.69	SalInv	117	NICK	...	

# Stock Control

## Wine Show Platinum Award

'Plat' has been added to the awards options.

The screenshot displays the 'Wine Show Awards - Show Results Entry' window. At the top, the 'Stock Item' is '20SHZRES7-UK' and the 'Alias' is 'RESSHZ'. The 'Description' is '2020 Shiraz Reserve UK'. Below this is a table with one record:

Year	Show	Class	Award	Score	Date
2020	PERTH	R1	Plat	99.5	16/09/2020

To the right of the table, the entry details are shown: Year (2020), Show (PERTH - Perth Agricultural Show), Class (R1), Award (Plat), Score (99.5), Description (2020 Shiraz Reserve UK), Date (16/09/2020), Exhibit (1), Cost (150.00), Comments (20 years cellaring), and Review/Notes (All 5 judges absolutely loved it and felt that it should be cellared for at least 10 years.).

### *Benefit*

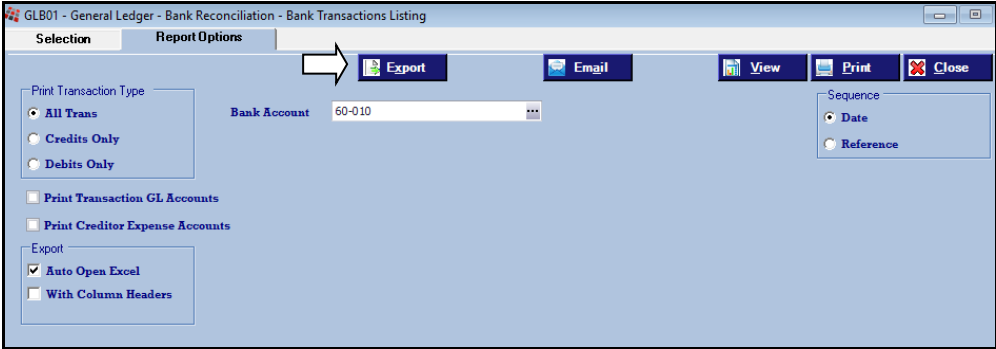
- Record Platinum award.

### Wine Show Awards Show Results Entry

# General Ledger

## Export Bank Transactions Listing

[ Export ] button has been added to the Report Options tab.



Bank Acct	Bank Name	Date	Reference	Description	Bank A/C Debit	Bank A/C Credit	Presented	Statement
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	40	Accounts Payable Payments	0	3070	No	
60-010	Cash At Bank	19/12/2019	ADVANCE	Powercor	0	10	No	
60-010	Cash At Bank	19/12/2019	DEPOSIT	Telstra	0	22	No	
60-010	Cash At Bank	13/01/2020	143	Bendigo Packaging Supplies	0	614.55	No	
60-010	Cash At Bank	29/05/2020	163	Mail Order Sales (Cash)	204	0	No	
60-010	Cash At Bank	09/08/2020		Grower Payments - EFT	0	2333.1	No	
60-010	Cash At Bank	09/08/2020	22	Grower Payments	0	0	No	
60-010	Cash At Bank	11/08/2020		Grower Payments - EFT	0	14548.28	No	
60-010	Cash At Bank	11/08/2020	23	Grower Payments	0	0	No	
60-010	Cash At Bank	03/09/2020	41	Accounts Payable Payments	0	176.81	No	

**Benefit**

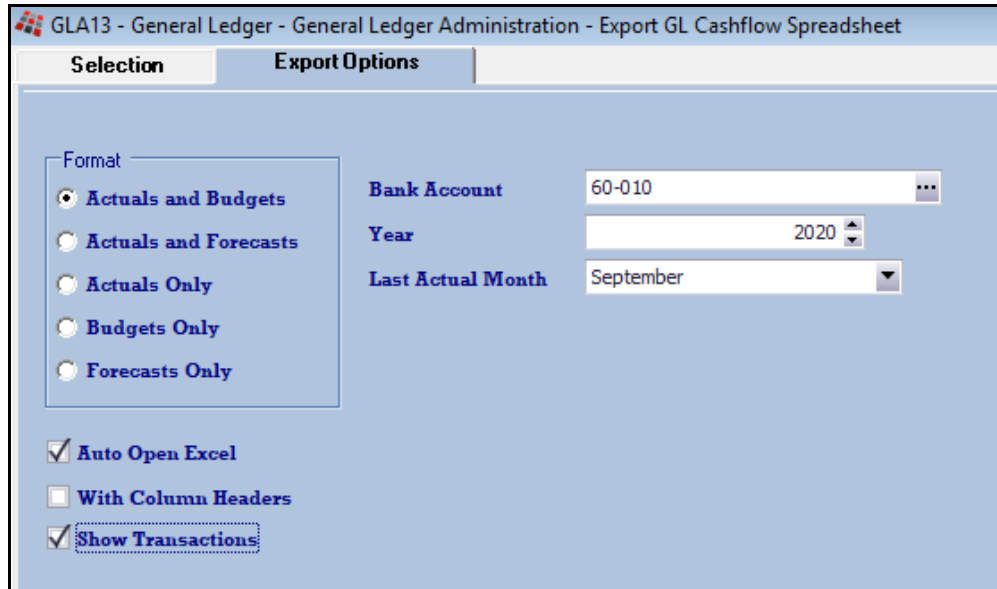
- Manipulate transactions using MS Excel.

## Bank Reconciliation Bank Transactions Listing

## General Ledger (cont'd)

### Export GL Cashflow Spreadsheet Includes Transactions

'Show Transactions' prompt has been added to the selection criteria.



GLA13 - General Ledger - General Ledger Administration - Export GL Cashflow Spreadsheet

**Selection**    **Export Options**

Format

- Actuals and Budgets
- Actuals and Forecasts
- Actuals Only
- Budgets Only
- Forecasts Only

Bank Account: 60-010

Year: 2020

Last Actual Month: September

Auto Open Excel

With Column Headers

Show Transactions

### *Benefit*

- Cashflow to report transactions.

General Ledger Administration  
Export GL Cashflow Spreadsheet

# Payroll

## JobKeeper

JobKeeper start date, end date and tier can be recorded against employees. Tier options are N/A, 1 and 2, and will appear in the STP file as follows.

**Benefit**

- ATO compliance.

### Payroll Reference Maintenance Employees Additions & Deductions Standard Payslips

If your business qualifies for JobKeeper and there are employees eligible for JobKeeper payment, the period in which these employees are to be paid needs to be recorded.

**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.**

The ATO wants to capture the fortnight where each employee becomes eligible for JobKeeper.

The Finish date should be set to 'To Be Advised' and the period recorded when the last JobKeeper payment is made.

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

CE	CF	CG	CH
Year	Lun	Allowance Type	Other Allowance Type
0		Other	JOBKEEPER-START-FN01
		Other	JK-TIER1
		Other	JOBKEEPER-TOPUP
			233

STP file

NICK PYR01		EzyWine Pro Employees						
Selection Criteria	From	To						
Employee	CU GURA01	CU GURA01						
Format	Summary (JobKeeper)							
Sequence	Employee							
Employee	Alias	Title	Given Names	Surname	Group	Dept	Start	Finish
CU GURA01	NICK	Mr	Nick	Cugura	PERM	ADM	28/09/2020-11/10/2020	Not Applicable

# Payroll (cont'd)

## JobKeeper (cont'd)

PYM06 - Payroll & Human Resources - Payroll Reference Maintenance - Additions & Deductions - Edit

3 of 9

Add/Ded: JKTU Active

Name: JOBKEEPER-TOPOP

Type:  Addition  Deduction

Apply:  Before Tax  After Tax

Apply:  \$  %

Calculate Super

GL A/C: [ ]

---

Details

Payment Summary:  In Gross  Separate

GST Acq.: N/A

Superannuation Sacrifice

Employee Superannuation Contrib

Union Fee

Pay Types & Rates | Pay Addition/Deductions | Pay Distribution

Record 1 of 1

Add/Ded	Name	Type	Apply	Amount
JKTU	JOBKEEPER-TOPOP	Addition	Before Tax	250.00

Black arrow points from the table to the right-hand details panel.

Right-hand details for JKTU JOBKEEPER-TOPOP:

Reference: JOBKEEP

Type: Addition

Apply: Before Tax

Amount: 250.00 \$

GL Account: 30-324 Wages - Botting

Project: [ ]

If an employee is still working and earns \$950 a fortnight, the top-up would need to be \$250.

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

## Pay Run

On running the Payroll Operations, Automatic Payslips option, the standard payslip details will be preloaded. If standard payslips have not been setup, the top-up addition will need to be manually calculated and recorded using the Payroll Operations, Manual Payslips option for each pay run. Run the Payroll Operations, Single Touch Payroll Generate option as per normal.

## Stood Down Employees

If an Employee has been stood down, you will need to seek advice from your accountant.

PYM04 - Payroll & Human Resources - Payroll Reference Maintenance - Standard Payslips - Edit

5 of 6 Save

Employee: PHILLJ01 Hours: 38.00

Alias: BARRY Department: PACK

Title: Mr Initials: J Group: PERM

Given Names: Joanne Tax File Number: 456-999-321

Surname: Phillips Pay Period: Fortnightly

---

Pay Types & Rates | Pay Addition/Deductions | Pay Distribution

Record 1 of 1

Pay Type	Name	Department	Pay Rate	Hours
NORM	Normal Hours	PACK	BLME	38.00

White arrow points to the Amount field in the details panel.

Details for NORM Normal Hours:

Payment Type: NORM Normal Hours

Factor: 1.0000

Pay Rate: BLME Per Hour 25.0000

Hours: 38.00

Amount: 950.00

Department: PACK Packaging

GL Account: 30-324 Wages - Botting

# Payroll (cont'd)

## Record Negative Hours

Negative hours can now be recorded.

The screenshot shows the 'PYO02 - Payroll & Human Resources - Payroll Operations - Manual Payslips - Edit' window. It includes fields for Employee (SMITHK01, Kelly), Alias (KELLY, Smith), Payslip (385.0), Periods (1 WEEK(S)), and Pay Date (15/01/2020). A message states: 'Deducted 2 hours which was incorrectly recorded the previous pay run.' A summary table shows: Leave Accrual (Hours) with Holiday (12.85), Sick (0.46), L.S.L. (0.00), R.D.O. (0.00); Total with Gross (241.00), Tax (23.00), Add/Ded (0.00), Net (218.00), and Total Hours (8.00). Below is the 'Hours Entry' table:

Entry	Pay Type	Name	Factor	Pay Rate	Hours
1	NORM	Normal Hours	1.0000	ADM1	10.00
2	NORM	Normal Hours	1.0000	BCAS	-2.00

Payment Type: NORM Normal Hours 2  
Factor: 1.0000  
Pay Rate: BCAS Bottling Casual  
Per Hour: 19.5000  
Hours: -2.00  
Amount: -39.00  
Department: ADM1 Administration  
GL Account: 30-320 Wages - Vineyard  
Project: VINEYARDB12 Vineyard Block 12 Development

### *Benefit*

- Reverse hours recorded on previous pays.

## Payroll Operations Manual Payslips

# Payroll (cont'd)

## Personal Leave Accrual In Days

'Daily Hours' prompt has been added to 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.

PYM01 - Payroll & Human Resources - Payroll Reference Maintenance - Employees - Edit

Employee [FS] CUGURA01  
Alias NICK  
Title Mr Initials NT  
Given Names Nick  
Surname Cugura  
Postal Address 17 Hopetoun Street  
Suburb Bendigo  
State Victoria  
Country AUSTRALIA  
Postcode 3550  
Phone 03 5441 2044  
Department ADMI Administration

Commenced 14/11/2003  
Type Full Time  
Termination  
Pay Period Fortnightly  
Birth Date 01/01/1961  
Base Pay Rate NC03 Nick Cugura [15/03/2007]  
Cashflow Group PAY Payroll Expenses  
Super Scheme CBA CBA Superannuation Fund  
Super Policy 1234567890  
Super GL A/C 30-260  
Group PERM Permanents  
Position ADMI Administration  
JobKeeper  
Start 28/09/2020-11/10/2020  
Finish To Be Advised

Daily Hours 8.00

PYA05 - Payroll & Human Resources - Payroll Administration - Leave Accruals Maintenance - Edit

Employee CUGURA01  
Alias NICK  
Title Mr Initials NT  
Given Names Nick  
Surname Cugura  
Department ADMI Administration  
Group PERM Permanents  
Tax File Number 123-456-789  
Pay Period Fortnightly

	Accrual	Hours	Last Updated
Holiday	58.60	Hours	23/03/2005
Personal	53.24	Days	23/03/2005
R.D.O.	0.00	Hours	14/02/2003
L.S.L.	0.00	Hours	14/02/2003

**Benefit**

- ATO compliance.

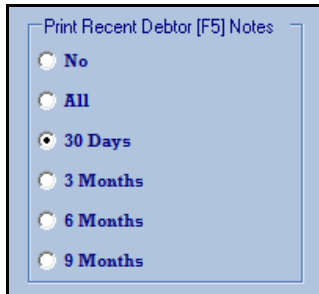
- Payroll Reference Maintenance
- Employees
- Leave Accruals Maintenance
- Payroll Operations
- Manual Payslips
- Payslips Update
- Payroll Administration
- Export Employees



# Sales

## Debtor Pack Listing [F5] Notes

'Print Recent Debtor [F5] Notes' options have been added.




Print Recent Debtor [F5] Notes

- No
- All
- 30 Days
- 3 Months
- 6 Months
- 9 Months

## 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.



SAA36 - Sales - Sales Administration - GST Register Listing

Selection Report Options

Format

- Detail
- N/A
- Reconciliation
- Summary

GST Supply: All

GST Acquisition: All

Source: ALL

GL A/C - Supply: 70-070

GL A/C - Acquisition: 60-080

Period End Date: 30/09/2020

Print GST Amounts

Email

### *Benefit*

- Specify Debtor notes required according to frequency of wine club mailouts.

Wine Club  
Mail Order Debtor Pack Listing

### *Benefit*

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

Sales Administration  
GST Register Listing  
WET Register Listing  
Excise Duty Register Listing

# Winemaking

## Cellar Work Sheet Entry Analysis Specifications

Current & specification analysis now available for every operation type.

The screenshot shows the 'Cellar Work Sheet Entry' window with the following details:

- Work Sheet: 236, Date: 16/12/2019
- Operator: NICKC, Nick Cugura, Winemaker: STUART, Stuart Auld
- Comment: ALL 8 Operation Types
- Operation: QANA, Quality Analysis
- Source: Vessels, Destination: Vessels

Line	Vessel	Wine	Wine Batch	Volume	Status	Allocation
10	B0224	02MER	02MERRES08	225	WINE	MULTI

Analysis	Name	Value	Unit	Type	Analysis	Name	From	To	Unit
ALC	Alcohol	14.2	%	Bulk Wine	ALC	Alcohol	12.000	14.000	%
FS02	Free Sulphur	44	PPM	Bulk Wine	BALME	Baume	13.000	14.000	
PH	pH	3.1		Bulk Wine	FS02	Free Sulphur	22.000	33.000	PPM
TA	Titrateable Acid	4.8		Bulk Wine	TS02	Total Sulphur	50.000	80.000	
TS02	Total Sulphur	102		Bulk Wine	VA	Volatle Acid	0.300	0.500	
VA	Volatle Acid	0.85							

### Benefit

- All analysis information readily available.

## Cellar Operations Cellar Work Sheet Entry



## Cellar Work Sheet Status Entry

New menu option.

The screenshot shows the 'Cellar Work Sheet Status Entry' window with the following details:

- Work Sheet: 236, Entry: 1.0
- Work Date: 16/12/2019
- Operation: ADD, Addition
- Operator: NICKC, Nick Cugura
- Status: Pending
- Start Date/Time: 18/12/2019 10:07
- End Date/Time: [Dropdown]
- Comments: ALL 8 Operation Types

Date	Work Sheet	Operator	Entry	Operation	Status
16/12/2019	236	NICKC	1.0	ADD	Pending
16/12/2019	236	NICKC	3.0	TRSF	Pending
18/02/2020	239	DAVID	1.0	ADD	Started
26/03/2020	240	NICKC	1.0	ADD	Pending
05/04/2020	242	NICKC	1.0	ADJ	Pending
16/04/2020	241	NICKC	1.0	TRSF	Pending
16/04/2020	241	NICKC	2.0	TRSF	Pending
03/07/2020	244	DAVID	1.0	COST	Pending
05/09/2020	238	DAVID	1.0	TRSF	Pending
05/09/2020	238	DAVID	2.0	ADJ	Pending

### Benefit

- Quicker and easier to change cellar operation status.

## Cellar Operations Cellar Work Sheet Status Entry

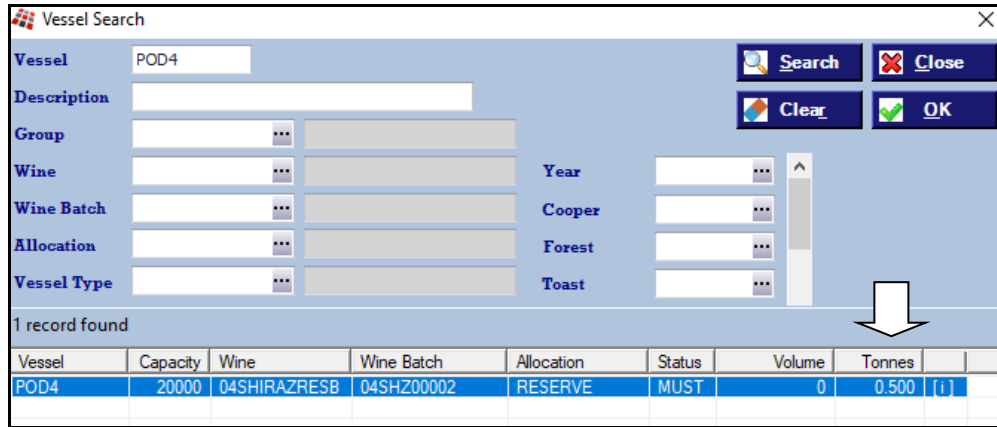
### Status

- Pending
- Started
- Issues
- Finished.

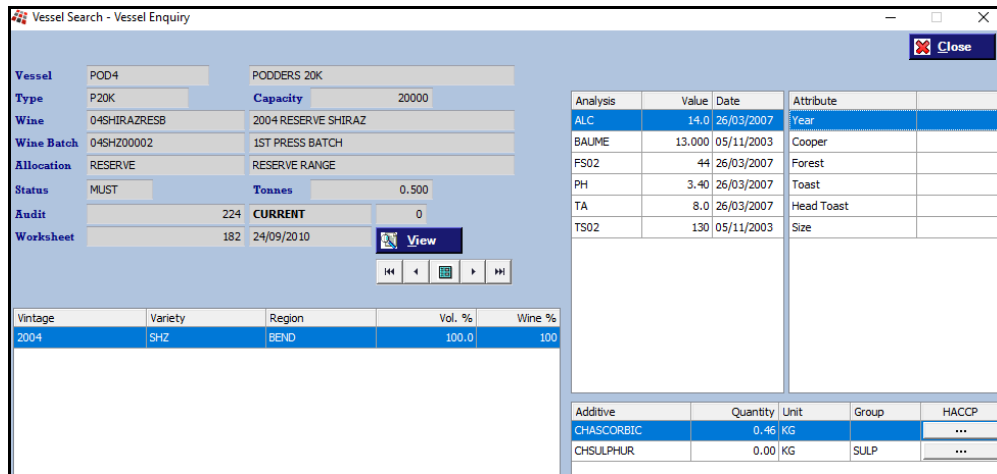
# Winemaking (cont'd)

## Vessel Search Dialogue Shows Litres & Tonnes

Tonnes column has been added to the vessel search.



The [i] button has also be added to provide access to the vessel enquiry.

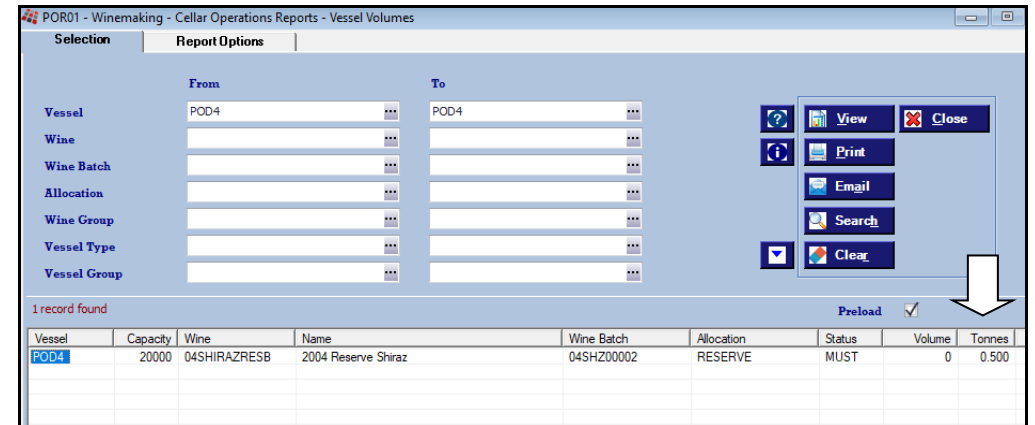


**Benefit**

- Easier to identify vessels with tonnes.

## Winemaking and bottling modules

Tonnes column has also been added to the Cellar Operation Reports, Vessel Volumes and Vessel Spreadsheet reports selection criteria.



# Winemaking (cont'd)

## Blend Calculator

New menu option allowing each user to create their own trial blend.

**Benefit**

- Check impact of proposed blend prior to processing cellar op.

## Cellar Operations Blend Calculator

Vessels	Volume	Total Cost	Per Litre	Vintage	Variety	Region	%
3	1300	1678.42	1.2911	2005	SHZ	BEND	84.62

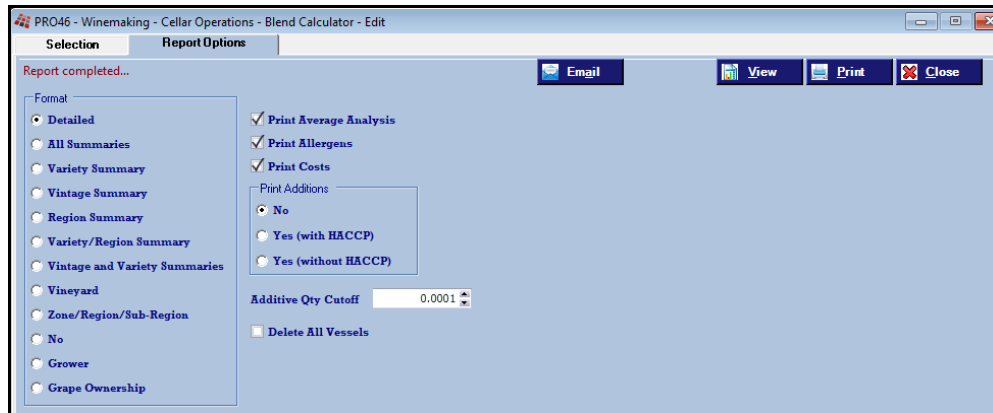
Vessel	Vintage	Variety	Region	% Wine	Batch	Volume	Status	Blend
S016	2004	SHZ	BEND	100.00	04SHIRAZRESB 04SHZORL01	5075	WINE	200
V100	2005	SHZ	BEND	100.00	04SHIRAZRESB 04SHZRES03	931	WINE	500
RECEIVAL	2005	SHZ	BEND	100.00		0		600

Vintage	Variety	Region	Minimum %	Maximum %	No. Vessels
2019			0.01	100	0

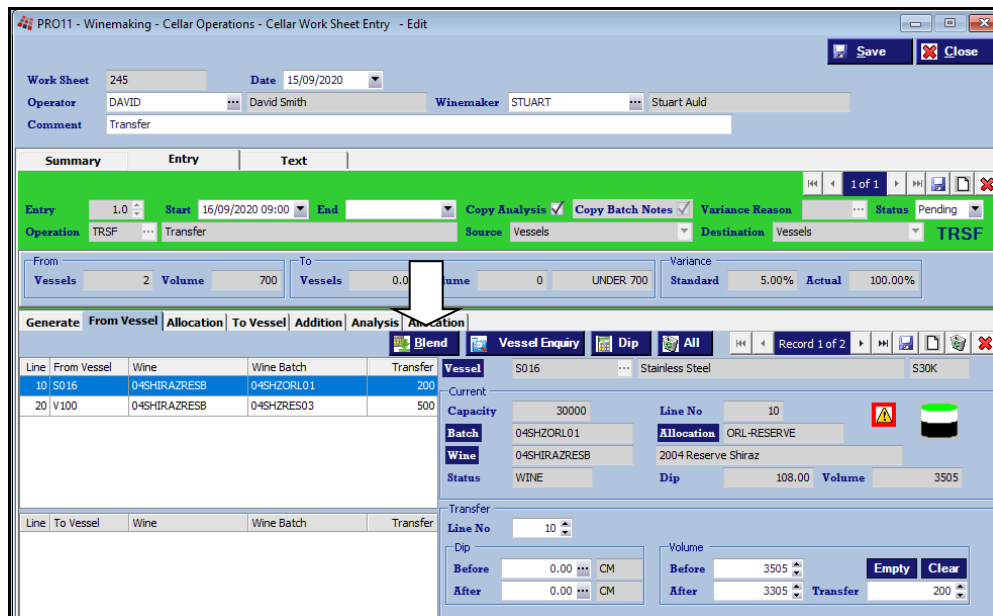
Vessel	Wine Batch	Status	Volume
RECEIVAL			600
S016	04SHZORL01	WINE	200
V100	04SHZRES03	WINE	500

# Winemaking (cont'd)

## Blend Calculator (cont'd)



Cellar Work Sheet Entry allows you to load the trial blend vessels.



NICK  
PRO46

**EzyWine Pro**  
**Blend Calculator**

15/09/2020 10:37

Page 1 of 1

Vessel	Vessel Type	Capacity	Wine	Batch	Allocation	Status	Current Volume	Blend Volume	% of Blend	Cost Per Litre
RECEIVAL							800	600	46.15	0.00
S016	S30K	30000	04SHIRAZRESB	04SHZORL01	ORL-RESERVE	WINE	200	200	15.38	0.84
V100	V94K	9400	04SHIRAZRESB	04SHZRES03	ALDISUPER	WINE	500	500	38.46	3.02
								1300		

Analysis	Name	Value
FS02	Free Sulphur	33.000
TA	Titratable Acid	8.8
TS02	Total Sulphur	111

Vintage	Variety	Name	Region	Source	Volume	Vol. %	Wine %	Total Cost	Per Litre
2005	SHZ	Shiraz	BEND	CRUSH	500	38.46	71.43	1495.60	1.1505

Vintage	Variety	Name	Region	Source	Volume	Vol. %	Wine %	Total Cost	Per Litre
2004	SHZ	Shiraz	BEND	BULK	200	15.38	28.57	163.64	0.1259
Sub Total								1659.24	1.2763

Addition	Name	HACCP Reference	Unit	Group	Quantity	Vol. %	Total Cost	Per Litre
CHASCORBIC	Ascorbic Acid	BATCH#1123	KG		0.08		1.10	0.0008
CHASCORBIC	Ascorbic Acid	BATCH#20090222	KG		0.08		1.10	0.0008
CHASCORBIC	Ascorbic Acid	LOT#2008010112	KG		0.08		1.10	0.0008
CHASCORBIC	Ascorbic Acid	LOT#2009000111	KG		0.08		1.10	0.0008
CHSULPHUR	Sulphur	BATCH#1123	KG	SULP	0.06		1.22	0.0009
CHSULPHUR	Sulphur	BATCH#20090222	KG	SULP	0.06		1.22	0.0009
CHSULPHUR	Sulphur	LOT#1-11A	KG	SULP	0.05		1.02	0.0008
CHSULPHUR	Sulphur	LOT#2008010112	KG	SULP	0.06		1.22	0.0009
CHSULPHUR	Sulphur	LOT#2009000111	KG	SULP	0.06		1.22	0.0009
Sub Total							10.30	0.0079

Operation	Name	Quantity	Total Cost	Per Litre
ADD	Addition	1	15.84	0.0122
COST	Cost Allocation	0	0.00	0.0000
Sub Total			15.84	0.0122

Grand Totals	Total Cost	Per Litre
	1678.42	1.2911

End of Report

# Vineyard Management

## Grower Section [F5] Notes Tab

Notes [F5] tab has been added.

The screenshot displays the 'VTM02 - Vineyard Management - Vineyard Reference Maintenance - Grower Vineyard Sections - Edit' window. The top bar shows '5 of 10' records and 'Save'/'Close' buttons. The main form is divided into 'Summary' and 'Entry' tabs. The 'Entry' tab contains various fields for section details, including 'Section [F5]', 'Location', 'Variety', 'Vineyard Group', 'Section Group', 'Clone', 'Root Stock', 'Trellis', 'Soil Type', 'Irrigation Type', 'Stage', 'Bearing', 'Planted Area', 'Irrigation Area', 'Irrigation Vol./Hour', 'Row Width', 'Vine Spacing', 'Total No. Rows', 'Total Row Length', 'Region', 'Sub Region', 'Levy Area', 'Harvest Time', 'Vines/Area', 'Total Vines', 'Tonnes/Area', and 'Total Yield'. The 'Notes [F5]' tab is selected, showing a table with columns for 'Type', 'Date', 'Category', and 'Text / Attachment / Web Link'. The table contains three entries: a text note from 16/03/2003, and two attachment records from 12/05/2020 and 03/09/2020. The 03/09/2020 attachment is highlighted, and a preview of the 'aerialsmall.bmp' image is shown below the table.

**Benefit**

- [F5] notes are more accessible
- Notes, documents, images and Contracts can be attached.

## Vineyard Reference Maintenance Grower Vineyard Sections