EzyAuction Newsletter
May 2020 Upgrade

Our Office Is Open

The office will remain open for as long as possible and we appreciate your support.

Staff Movements

After 18 years of exemplary service, Loz is now an *EzyWine* **Pro** user as the financial controller at Andrew Peace Wines.

- Robyn is now the Support Manager
- Justine is now managing Pro installs
- Kanwal has joined the support team
- Huw has returned to help everyone.

Single Touch Payroll

The [Generate] button has been replaced with [Submit] and [Update].

JobKeeper

If your business qualifies for JobKeeper and there are employees eligible for the $1,500 per fortnight payment, please refer to page 8.

Consignment Vendor Contact

Vendor name, phone and payment method is now displayed when inserting or modifying a consignment.
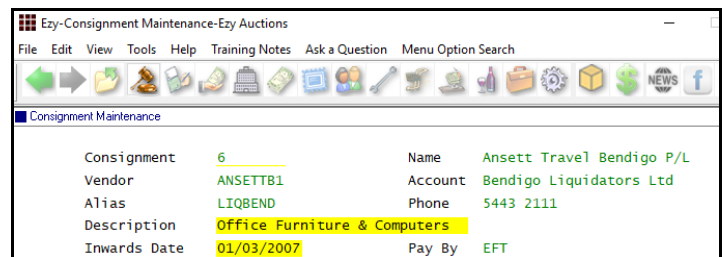
Item Label Available Quantity

'Item Quantity Available' field has been added to the Stationery Designer 'Labels (Consignment Item)'.

It is the quantity not lotted.

Vehicle Encumbered
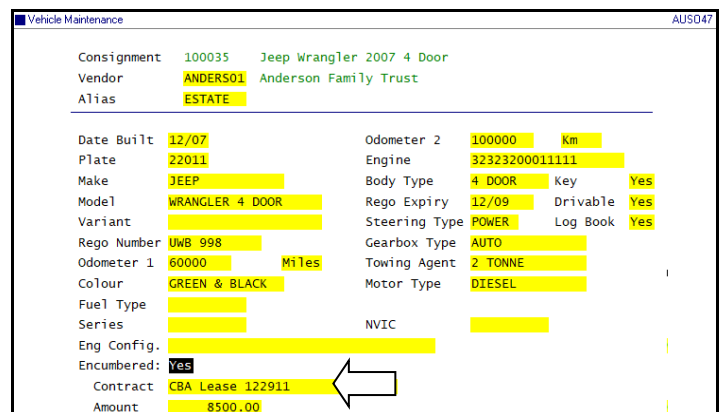
Encumbered details can now be recorded.

Table of Contents

New System Parameters

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

Auction: Import WEB Buyers, Buyer Group
Auction: Import Regular Buyers Format
Auction: Import Regular Buyers Group
Acc/Rec: Arrears Letter, 30 Days
Acc/Rec: Arrears Letter, 60 Days
Acc/Rec: Arrears Letter, 90 Days
Acc/Rec: Arrears Letter, 120 Days
Acc/Pay: Inv/Adj, Link With Debtor/Sales
Pay: Payment Summary – Contact Email 2
Pay: Payment Summary – Company Name 2
Pay: Payment Summary – Company Name 3
P/Orders: 3 Levels of Authorisers

New Menu Options

General Ledger
        Import Distribution Journals

Accounts Receivable Reports
        Debtor Arrears Letters Email
        Debtor Invoice/Credit Summary

A/R Administration
        Import Debtor Groups
        Export Average Days To Pay

Sales Administration
        Excise Duty Register Export

Sales Report Writer
        Sales R.W. Budgets Generation

P/Orders Operations
        Export Purchase Orders
        Export Purchase Orders (Hist)

P/Orders Administration
        Import Purchase Orders

Stock Administration
        Import Stock Groups
        Import Stock Transfers

Report Writers

There are 5 report writers.

- Auction
- Stock Control
- Asset Register
- General Ledger
- Sales Analysis.

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

- Produce customer reports
- 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.
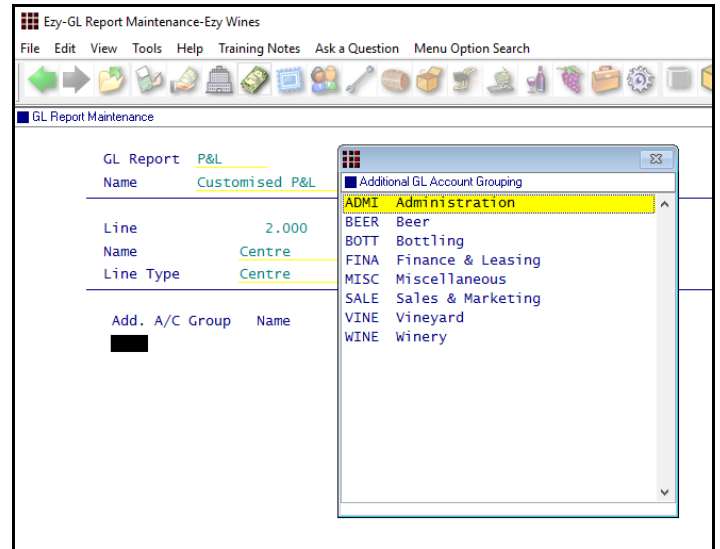
Additonal GL A/C Groups
Customised additional groups can also be utilised to link GL accounts.
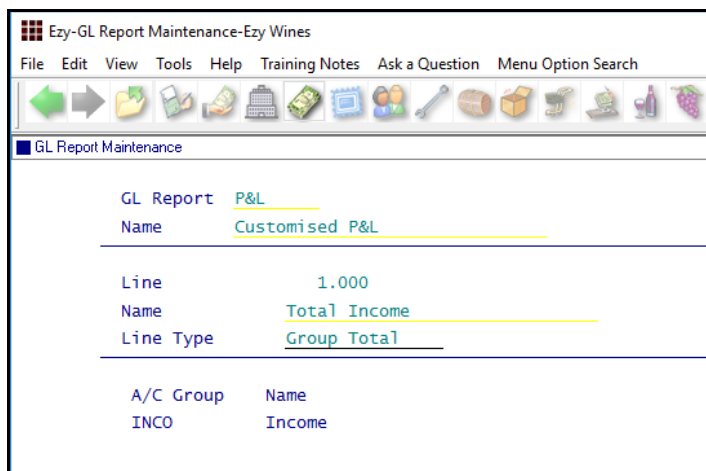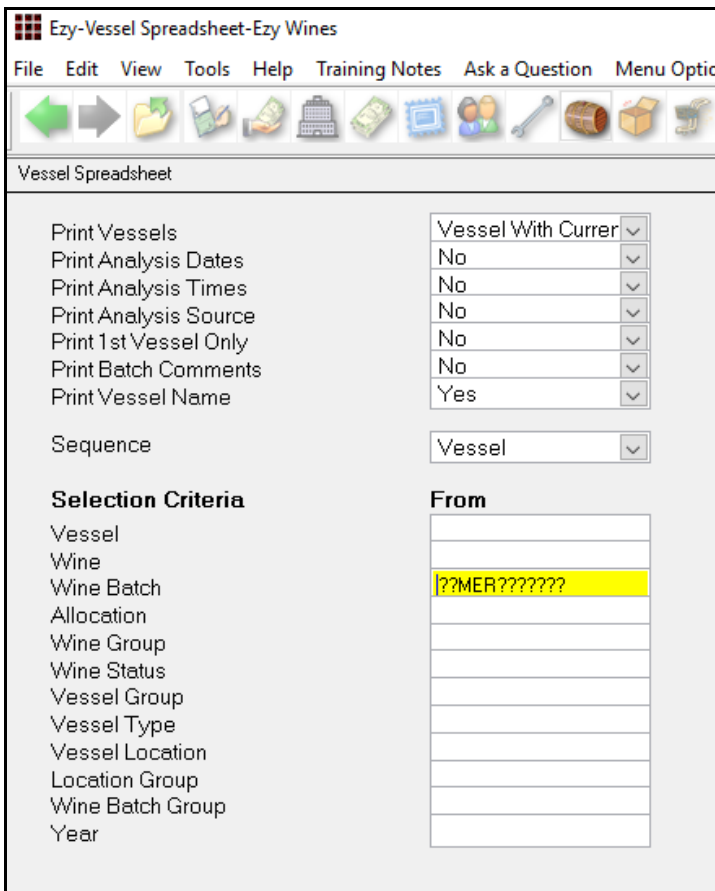
General

Reporting Selection Wildcard Retained

When utilising the wildcard selection feature, on returning to the report, the wildcard selection is now retained.
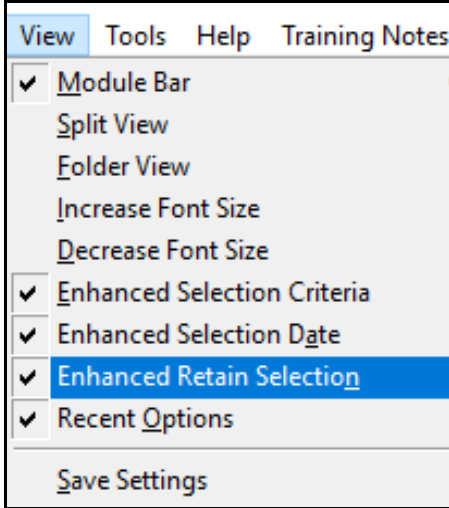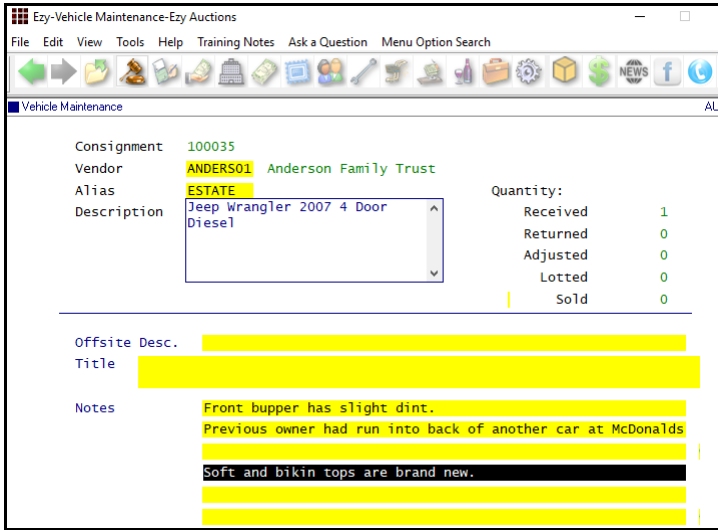
All Reports

Auction

More Vehicle Notes Lines

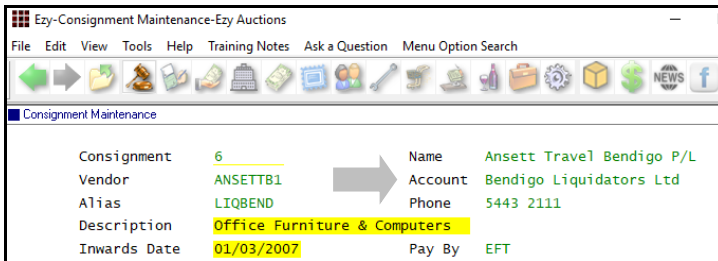'Damage' prompt has been renamed 'Notes' and the number of lines has been increased to 6.

Auction Vehicles
Vehicle Maintenance
Vehicle Listing

Consignment Vendor Contact

Vendor name, phone and payment method is now displayed when inserting or modifying a consignment.

Auction Pre Sales
Consignment Maintenance

Item Label Available Quantity

'Item Quantity Available' field has been added to the Stationery Designer 'Labels (Consignment Item)'.

It is the quantity not lotted.

Auction Pre Sales
Item Labels Print

Auction (cont'd)

Vehicle Encumbered

Encumbered prompt has been added.

When set to Yes, the contract number and amount can be recorded.

Auction Vehicles
Vehicle Maintenance
Vehicle Listing
Auction Administration
Export Vehicles

Accounts Receivable

Easily Modify Hidden Inactive Debtors

[Mod Inactive] button will be displayed when system parameter "A/R: Maintain Inactive Debtors" is No.

General Ledger

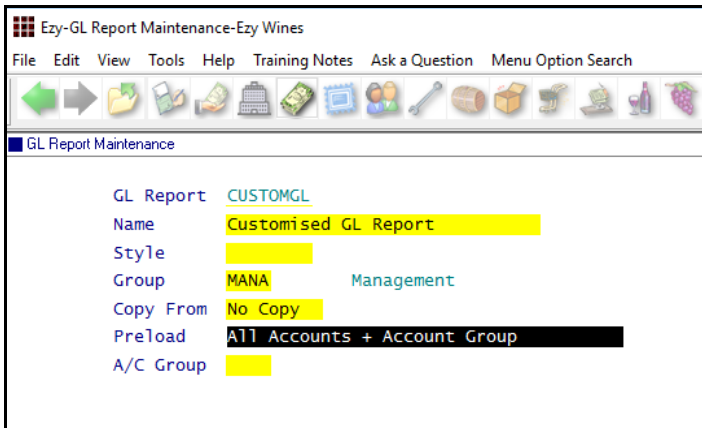## GL Report Writer Preload Group Accounts

The following options have been added to the *Preload* options when creating a new report.

- All Accounts + Account Group
- Profit & Loss Accounts + Account Group
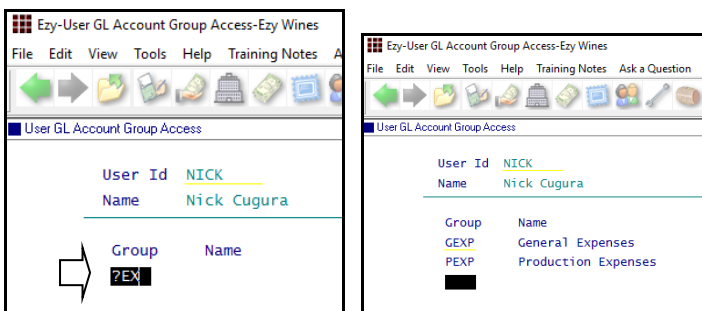- Balance Sheet Accounts + Account Group.

GL Account Group ? Selection

When system parameter "GL: User/Account Group Restrict Access" is set to Yes, you can now utilise the ? wildcard to select multiple account groups.

Payroll

STP Enhancements

The [Generate] button has been replaced with [Submit] and [Update].

Use the [Submit] when you are finalising a payroll, to send the payroll data to the ATO.

If you make a mistake on a payroll, for example you pay an employee the wrong hourly rate, to fix this you need to run another payroll.

Use the [Update] button to send this file to the ATO. This will update your previous submission.

If the error is with a TFN or Address, you do not need to send another payroll to the ATO, you can wait until your next regular payroll, and it will update then.

Also there is a new Column "Action Final". This column will flag when you have sent your Final Submission to the ATO at the end of the Financial Year. This will happen automatically when you run your last regular payroll for the Financial Year.

Payroll (cont'd)

JobKeeper

If your business qualifies for JobKeeper and there are employees eligible for the $1,500 per fortnight payment, the period in which these employees are to be first paid needs to be recorded.

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

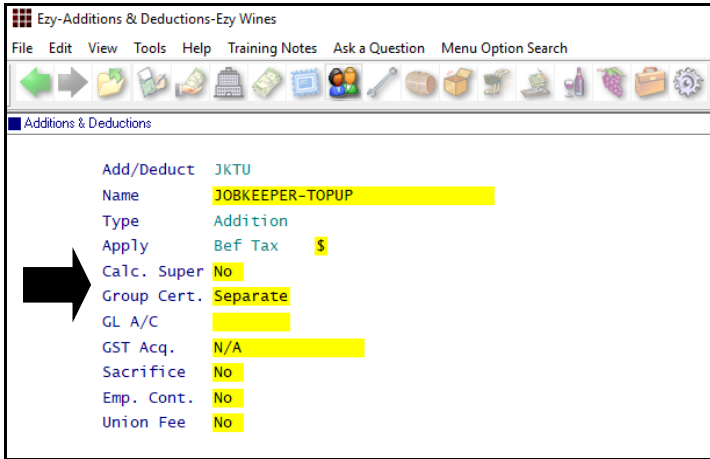The Finish date should be set to 'To Be Advised' and the period recorded when the last JobKeeper payment is made.
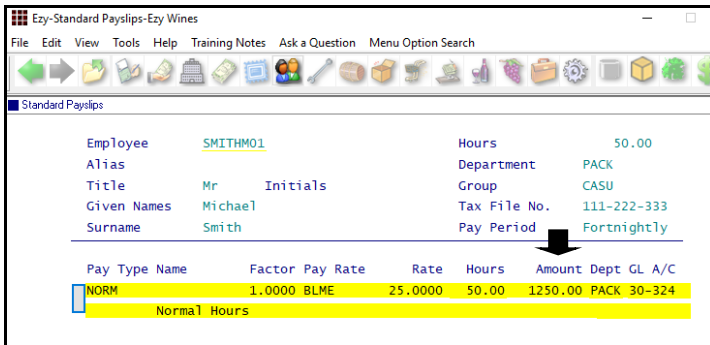
Payroll (cont'd)

JobKeeper (cont'd)

Employees who are earning less than $1,500 a fortnight and qualify for JobKeeper need to be topped up to $1,500 fortnightly with the top-up amount recorded as an addition.
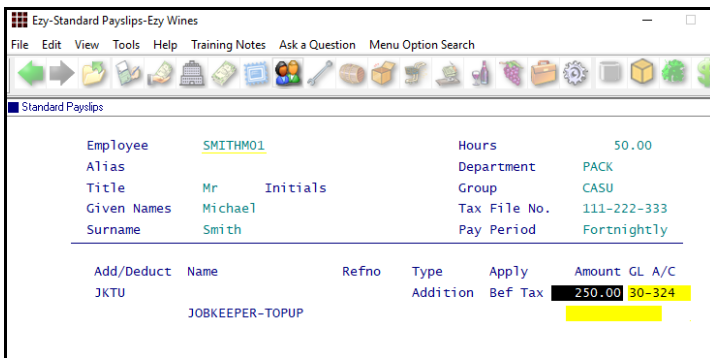

If an employee is still working and earns $1,250 a fortnight, the top-up would need to be $250.

Stood Down Employees

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

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.

Sales

Woo Commerce Integration

WOOCOMMERCE has been added to the system parameter "*M/Order: WEB, Auto Debtor Import Format*" options.

Sales Administration
Import WEB Debtor/Order/Pack

Wine Depot & GTS Freight Integration

Wine Depot & GTS been added to the Format scroll list options.

Sales Administration
Export Sales Dockets

Cellar Door PDA Stock-Take

A device such as a tablet or PDA can be utilised to do a stock-take at cellar door.

If the same stock item appears more than once within the same location, the quantities will now be accumulated.

EzyPDA

On scanning a stock item for the first time, the current STOH is displayed. If it's incorrect or you simply want to start with zero, click the [Reset] button.

In the example shown, I have already scanned this stock item with 22 bottles and now wanting to *add* another 5 bottles, bringing the total to 27.

Note: The Stock-Take Snapshot option would need to have been run first.

Sales (cont'd)

M/Order History By Stock Item Formats

Format has been added to the selection criteria with scroll list options *Summary* and *Detail*.

The new Summary format simply lists the total for each stock item.

Credit Note - Sale Credited Displayed

The type of sale and the number is now displayed.

Service Invoice Sales Rep

Service Invoice Entry now prompts for sales rep, defaulting to the sales rep recorded against the Debtor.

Benefit

- Report summary for specified period.

Wine Club
M/Order History By Stock Item

Benefit

- Track service invoices by rep.

Sales Credit Notes
Sales Credit Note Listing

Benefit

- Track service invoices by rep.

Service Invoice
Service Invoice Entry
Service Invoice Listing
Service Invoice Update
Service Invoice History

Sales (cont'd)

Mail Order Pack Global Month Change

On utilising the Sales Administration, Export Mail Order Debtor Packs option to produce a CSV file, it can be edited in MS Excel and then imported to adjust club member's commitments.

The *new* column has been appended.

	A	B	C	D	E	F	G	H
1	debtor	current	pack	quantity	frequency	userid	skipreaso	new
2	ZCUGUN0	Aug	CHRDOZ	1	Always	NICK		Aug
3	ZCUGUN0	Sep	RESMER	6	Always	NICK		Sep
4	ZCUGUN0	Sep	RESSHZ	6	Always	NICK		Sep
5	ZCUGUN0	Nov	RESMER	6	Always	NICK		Nov
6	ZCUGUN0	Nov	RESSHZ	6	Add Once	NICK		Nov
7	ZCUGUN0	Jun	RESSHZ	12	Always	NICK		Jun
8	ZCUGUN0	Jun	WINTERR	1	Always	NICK		Jun
9	ZCUGUN0	Jul	CHRDOZ	1	Hold	NICK		Jul
10	ZDAVER01	Jul	CHRDOZ	1	Always	NICK		Jul
11	ZDAVER01	Aug	CHRDOZ	1	Always	NICK		Aug
12	ZHANLA01	Jul	CHRDOZ	1	Always	NICK		Jul
13	ZHANLA01	Aug	CHRDOZ	1	Always	NICK		Aug
14	ZJONEH01	Jul	WINTERR	1	Always	NICK		Jul

debtorpacks (+)

New Con Note Type Parcel Send

'Parcel Send' has been added to the Con Note Type options.

FTP Sales Invoice

New 'FTP Invoice Print' prompt determines whether the Sales Invoice Entry option will prompt to FTP the sales invoice docket to the carrier as a PDF or CSV file.

Stock Control

Stock On Hand By Location Landscape

'Number of Locations' prompt has been added to the selection criteria with scroll list options *6 (Portrait)* and *13 (Landscape).*

Check that 13 locations have been numbered.

Stock Operations Reports
Stock On Hand By Location
Stock Reference Reports
Stock Locations

Stock On Hand Report Includes Sales Text

'Print Sales Text' prompt has been added to the selection criteria and determines whether the *Detail* format prints the stock item sales text.

Effectivity Dates Added To Stock Report Writer

Effectivity Start and End Dates have been added to the Stock Report Writer.

Committed Added To Stock Report Writer

The following committed quantity fields have been added to the stock report writer.

Quantity (Prod, Cmt)
Unit (Prod, Cmt)
Litres (Prod, Cmt) and
Stock (Prod, Cmt).

Benefit

- Sales text recorded against stock items can be reported, which may better describe what it is.

Stock Operations Reports
Stock On Hand

Benefit

- Produce customised effectivity date reports.

Stock Reference Maintenance
Stock Items Additional Details
Stock Report Writer
Stock Report Maintenance
Stock Report Generation

Benefit

- Report stock recorded against un-updated cellar ops and bottling.

Stock Report Writer
Stock Report Maintenance
Stock Report Generation