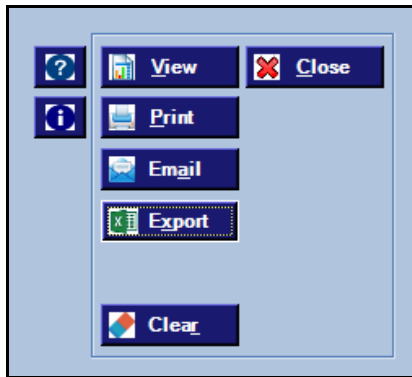## Export Button

Report options can be opened in MS Excel.

Invert Vessel Search

On selecting entries that aren't required, click [Invert Selected] to flip the search
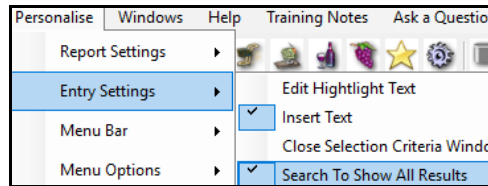
Superannuation 10%

General: Idle Minutes Log Off

Hotkeys

New **Overview** button to highlight outstanding transactions across all modules.

Payroll End Of Year will increase compulsory superannuation from 9.5% to 10% as at 1st of July 2021.

When editing reference data such as Debtors, if the group is not modified, the search will display *all* the groups rather than just the group already recorded, ensuring that the user is aware of all the available groups.

New system parameter to determine when idle login with no menu options open will be logged off so that available resources can be better utilised.
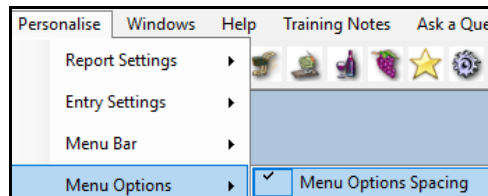
Specify whether extra spacing between menu options is required to make it easier to read.

[Alt] [E] for example will trigger the Edit button.

A *bell* will appear top right of the screen when new changes are available. Click on bell to list changes.

Table of Contents

New Menu Options

The following menu options have been introduced.

- Winemaking, Vintage Administration, Merge Variety Codes
- Winemaking, Winemaking Administration, Global Vessel Maintenance
- Vineyard Administration, Export Harvest Plan
- Weighbridge Operations, Reschedule Grower Bookings
- Vineyard Analysis, Vineyard Analysis Summary
- Grower Payments Reports, Grower Statement Email Log.

On selecting a menu option, click the **[?]** button to access the applicable training manual and then click on the required bookmark in the left column.
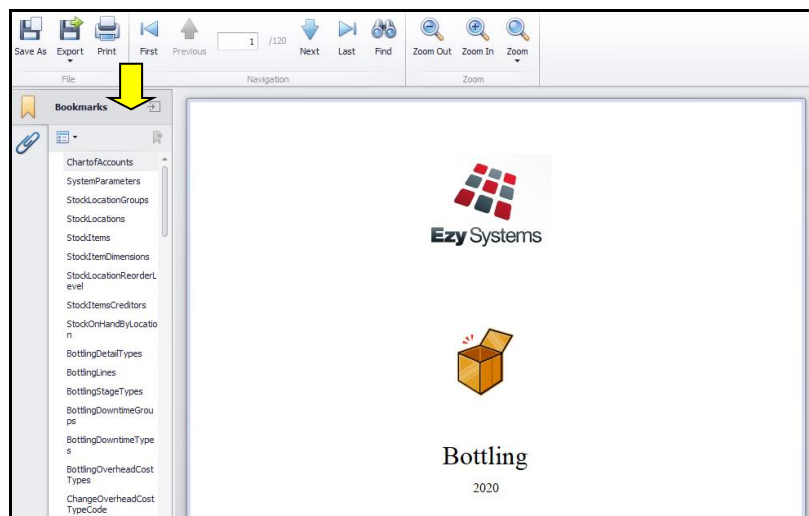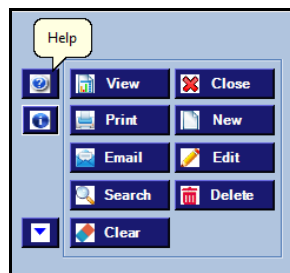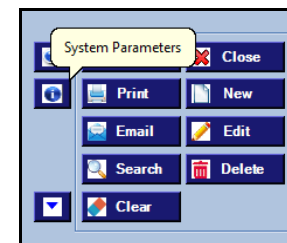

New System Parameters

The following system parameters have been introduced.

- Acc/Pay: Inv/Adj, Prompt for Pay On Hold
- Cellar: W/S Label, Analysis Alpha Order
- C/Door: POS Reservations, 24 Hour Clock
- M/Order: WEB, FTP Port Number
- M/Order: WEB, Flag Docket As Printed
- M/Order: WEB, WooCommerce Price Inc GST
- M/Order: WEB, WooCommerce Pickup Carrier
- M/Order: WEB, WooCommerce Unit=Bottle.

On selecting a menu option, click the **[i]** button to list the applicable system parameters and then click on the **[?]** button to display an explanation.
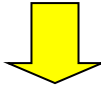
General

New Overview Button

Transactions displayed will depend on user menu access.

Menu Option Spacing

'Menu Options Spacing' has been added to the Personalise tab. When ticked the menu options are further apart making it easier to read.
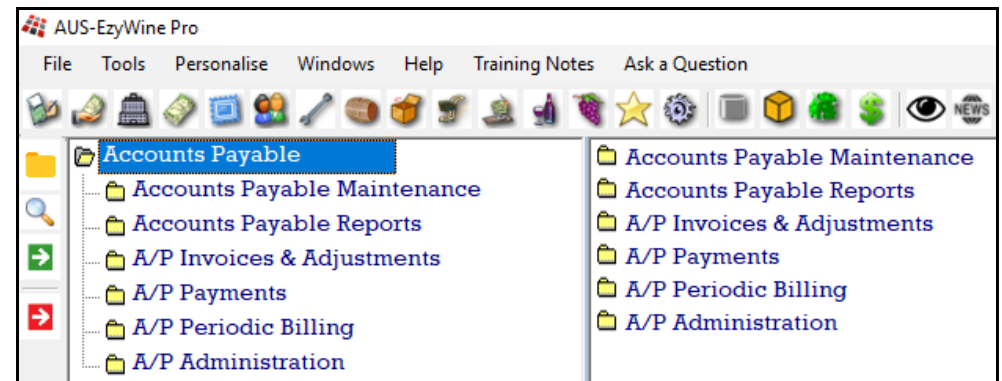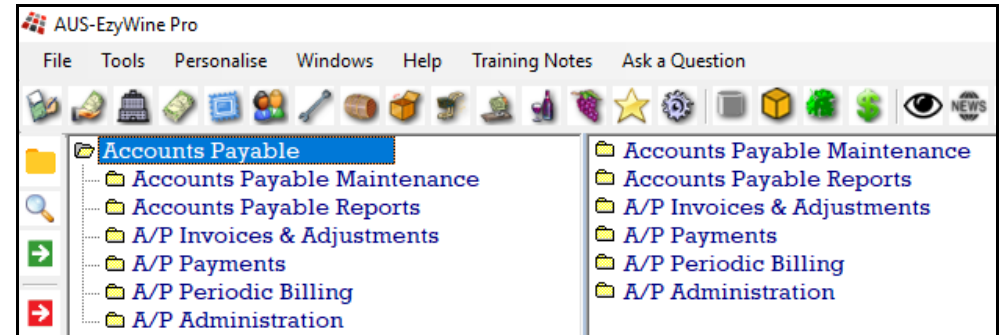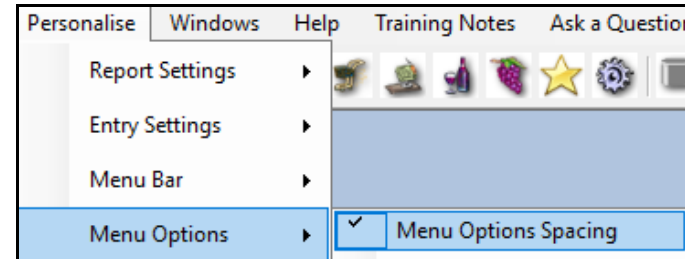
General (Cont'd)

New Program Changes Available Bell

A *bell* will appear top right of the screen when new changes are available. Click on the bell to list the changes.

The System Administration, Load Latest Changes option will need to be run to load the changes.

Loading latest changes can be scheduled to run periodically.

Latest Changes Summary			✕
Please run the System Administration, Load Latest Changes option.			

Date	SCR	Description
13/05/2021	20210912	DEBTOR MAINTENANCE MINOR ISSUES
13/05/2021	20210656	NZ A/R INVOICE & ADJUSTMENT ENTRY
12/05/2021	20210920	FAVOURITES TO ALWAYS ALLOW 'CHANGE PASSWORD'
12/05/2021	20210923	CREDITOR REMITTANCE REPRINT
12/05/2021	20210913	STOCK REPORT WRITER REFERENCE COLUMN NOT PRINTING
12/05/2021	20210911	STOCK RECEIPT LISTING AND UPDATE REPORTS

Change Password

Added to Personalise tab.
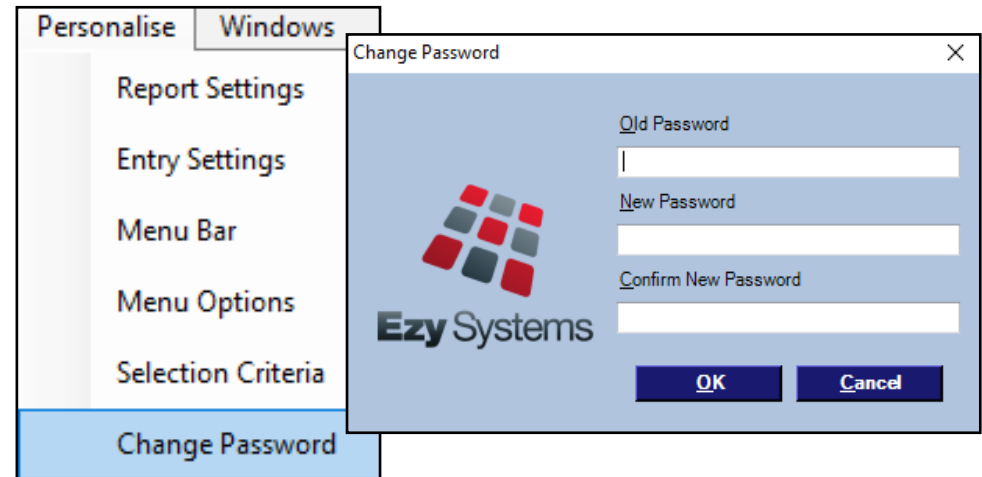
HotKey
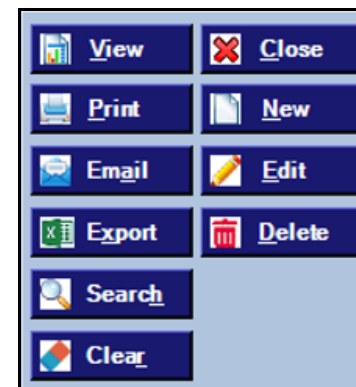
[Alt] [E] for example will trigger the Edit button.

General (Cont'd)

Search Dialogue Box To Always Show All Results

'Search To Show All Results' has been added to the Personalise, Entry Settings.

When editing, if data (such as Debtor Group) is not modified, the search will always display ALL the records rather than just the record already recorded.
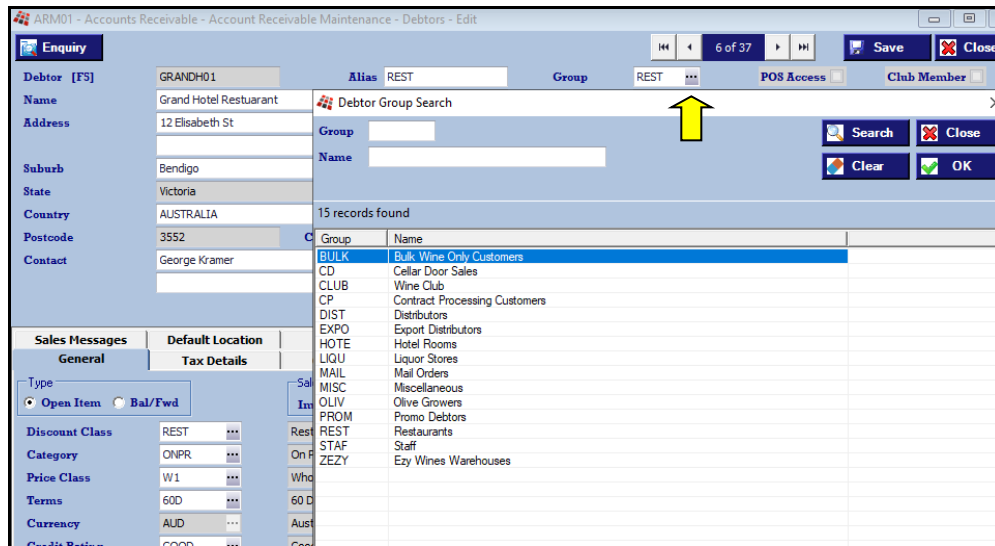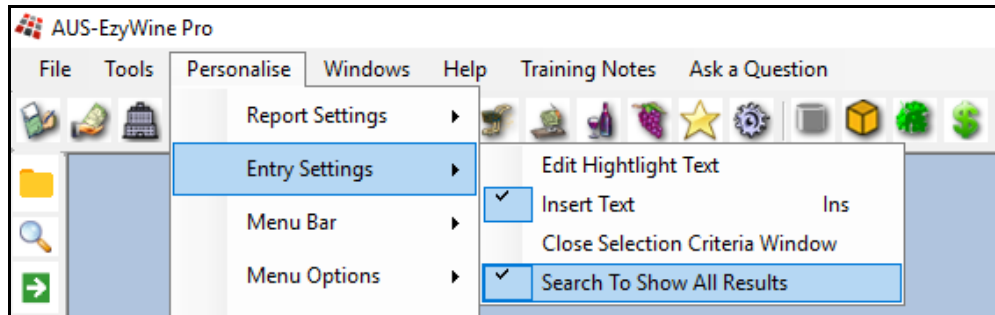
Accounts Payable

Creditor Payment Summary EFT Details

EFT details are now displayed, new payment details highlighted and new Creditor highlighted.

> *Benefit*
> - Check EFT details.

Double Click Entries To Be Paid

Use the mouse button to flag entries to be paid.

> *Benefit*
> - Save a lot of time.

Accounts Payable (Cont'd)

Creditor Invoice Payment On Hold

Acc/Pay: Inv/Adj, Prompt for On Hold
New system parameter determines whether 'On Hold' prompt is displayed, allowing entries to be flagged as not to be paid.

'P/O & Payment On Hold' prompt has been added to the Creditor profile and 'Payment On Hold' has been added to the A/P Invoice & Adjust. Entry and Creditor Manual Payment Entry options.

> *Benefit*
>
> - Save a lot of time
> - Specify invoices not to be paid
> - Quicker to load payment amount.

Accounts Payable Maintenance
Creditors
A/P Invoices & Adjustments
A/P Invoice & Adjust. Entry
A/P Invoice & Adjust. Listing
A/P Invoice & Adjust. Update
A/P Payments
Creditor Payment Generation
Creditor Payment Maintenance
Creditor Manual Payment Entry

Double click on transaction to toggle between paying and not paying it.

Accounts Receivable

Debtor Receipt Entry Auto Allocation

[Auto Allocation] button has been added.

The amount recorded will be auto allocated against entries up-to that amount.

A/R Receipts
Debtor Receipt Entry

Accounts Receivable (cont'd)

Export Debtor Ledger Includes Paid Transactions

'Include Paid Transactions' prompt has been added to [Export Options] tab.

A/R Administration
Export Debtor Ledger

Stock Control

Copy Stock Item Change Additional Groups

On changing an additional stock group value, a prompt to change all stock items is now displayed.

Benefit

- Save time.

General Ledger

Customised GL Reports Export Column Heading

'Export' prompt has been added to the Columns tab.

Benefit

- Customise column headings to be used with MS Excel.

GL Report Writer
GL Report Style Maintenance

Payroll

JobMaker

New employees since 7th of October 2020 can be flagged for JobMaker.

Superannuation 10%

The Payroll End Of Year menu option will set the super schemes to 10%.

Payroll Reference
Employees
Payroll Operations
Single Touch Payroll Generate

Payroll Administration
Payroll End Of Year
Export Payment Summary
Export Superannuation
Single Touch Payroll Generation
Payroll Operations Reports
Payment Summary Report
Payment Summary Print

Sales

Mail Order Sales Listing Summary Format

'Summary' has been added to the Format options.

Wine Club
Mail Order Sales Listing

Winemaking

Vessel Search Tonnes & Litres

[ ] Litres Only and [ ] Tonnes Only prompts have been added to the vessel search dialogue box.

Global

Winemaking (Cont'd)

Reschedule Grower Bookings

New menu option.

Weighbridge Operations
Reschedule Grower Bookings

Cellar Report Writer Export .XLSX Format

.XLSX has been added to the *Save as type* options.

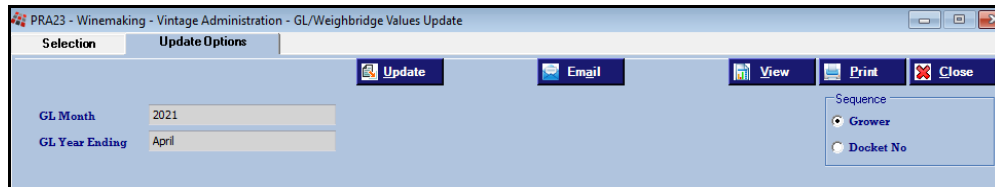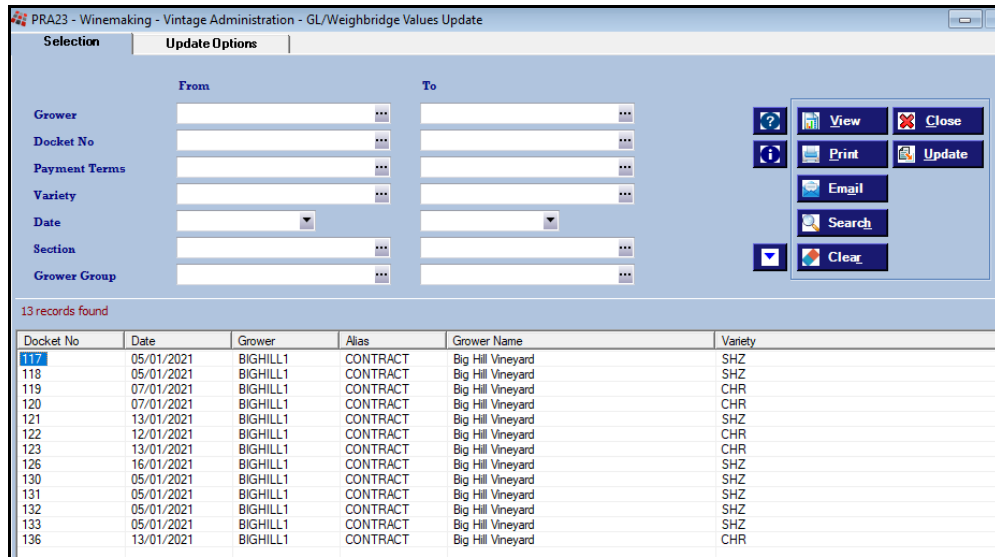Cellar Report Writer
Cellar Report Export

Winemaking (Cont'd)

Grower Payment Changes To Impact GL

New menu option.

It is strongly recommended that you *view* the impact on the general ledger module before updating.

Vintage Administration
GL/Weighbridge Values Update

Winemaking (Cont'd)

Cellar Pre-Update/Trial Blend

New menu option.

Benefit

- Check impact of cellar work sheet(s) prior to running the Update option.

Cellar Operations
Cellar Pre-Update/Trial Blend

Winemaking (Cont'd)

Dip Calculator O/S Ops & Allergens

[O/S Ops] and [Allergens] buttons have been added.

Benefit

- Easily check for outstanding operations for the vessel
- Easily check for any allergens.

[F2]

Winemaking (Cont'd)

Daily Tonnage Summary

New menu option.

Benefit

- Report tonnage processed every day to highlight busiest days.

Weighbridge Operations Reports
Daily Tonnage Summary

Grower Statement Email Log
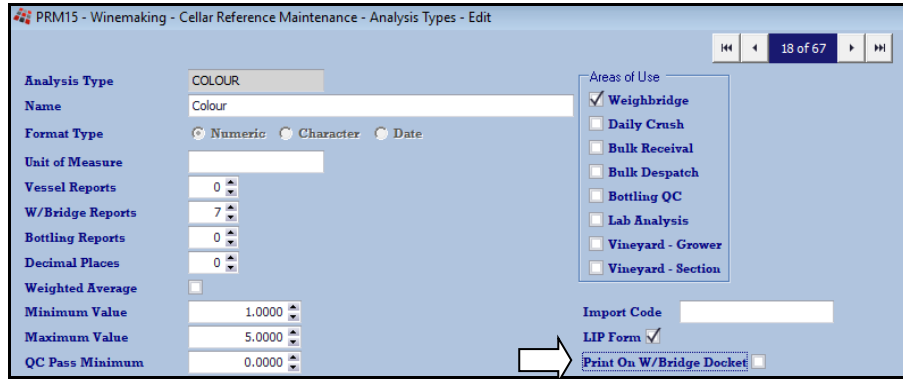
New menu option.

Benefit

- Easily check whether statements bulk emailed were successful.

Grower Payments Reports
Grower Statement Email Log

Winemaking (Cont'd)

Exclude Analysis From Weighbridge Docket

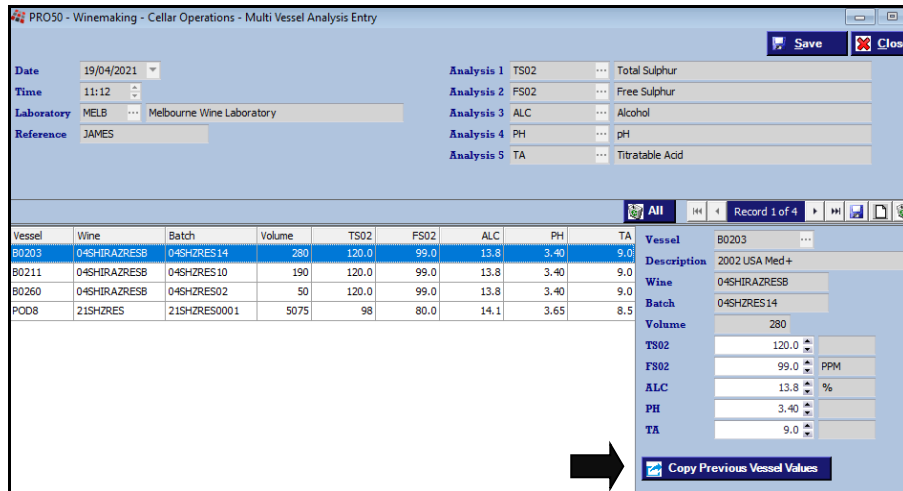'Print On W/Bridge Docket' prompt has been introduced.

Multi Vessel Analysis Entry Copy Previous

[Copy Previous Vessel Values] button has been added.

<div>

Benefit

- Exclude weighbridge analysis that you do not want to provide the Grower.

Cellar Reference Maintenance
Analysis Types
Weighbridge Operations
Weighbridge Docket Print
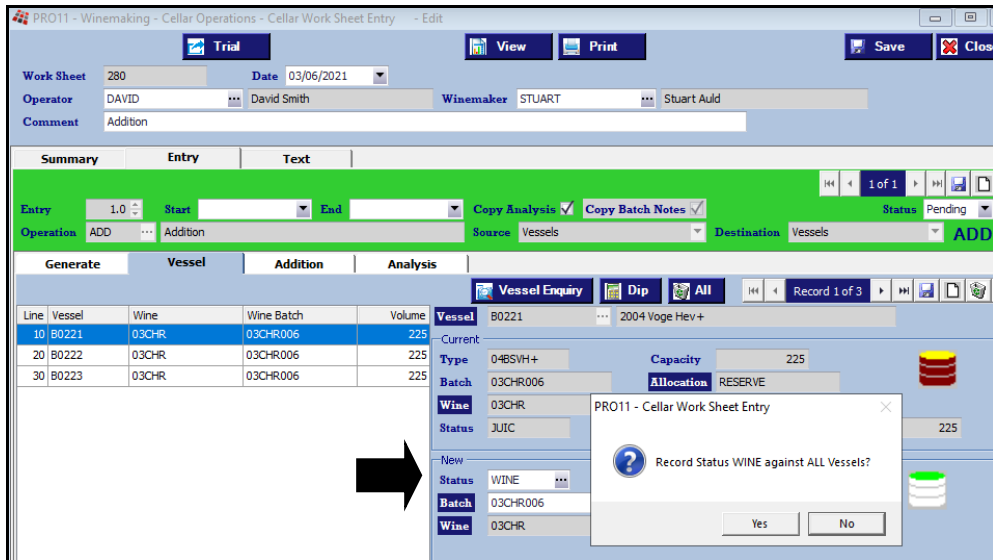
Benefit

- Save time and reduce errors.

Cellar Operations
Multi Vessel Analysis Entry

</div>

Winemaking (Cont'd)

Change Status To Apply To All Vessels

On changing the New Status, prompt will be displayed allowing you to apply the specified status against all the vessels.

Cellar Operations
Cellar Work Sheet Entry

Vineyard Management

Vineyard Analysis Summary

New menu option.

Vineyard Analysis
Vineyard Analysis Summary