

Notes on Special payment tool – Version 1.0

Occasionally, grower payments have components (or values in a specific account) that relate to specific volumes and rates per category or time-period. To date, this extra (or special) detail has not been accommodated within the generic Payments solution. Users have had to create custom Excel reports, create PDFs, and email reports manually or with your own custom-built tools.

The new Special Payments tool is to help users manage the extra detail for these payments and generate reports and emails that are additional to the standard payment advices.

Typical examples include:

- custom Kiwistart payments where you want to pay growers with specific quantities across your own defined payment periods at your own rates. This may be the complete Kiwistart payments or just your contract Kiwistart payments.
- condition checking and repack charges, where different rates may be applied over different weekly periods
- China payments
- and more.

The resulting values of this new payment tool are saved as values in a chosen account within the general pay advice.

There is a core generic framework to let you build these payments. There may be some minor custom work required for specific report layouts, especially the format sent to growers.

The notes here cover a generic example of a Kiwistart payment. There are indicators through this document (e.g. marked as ©R/S/P) to indicate where custom notes may apply.

Different Variations of Customisations:

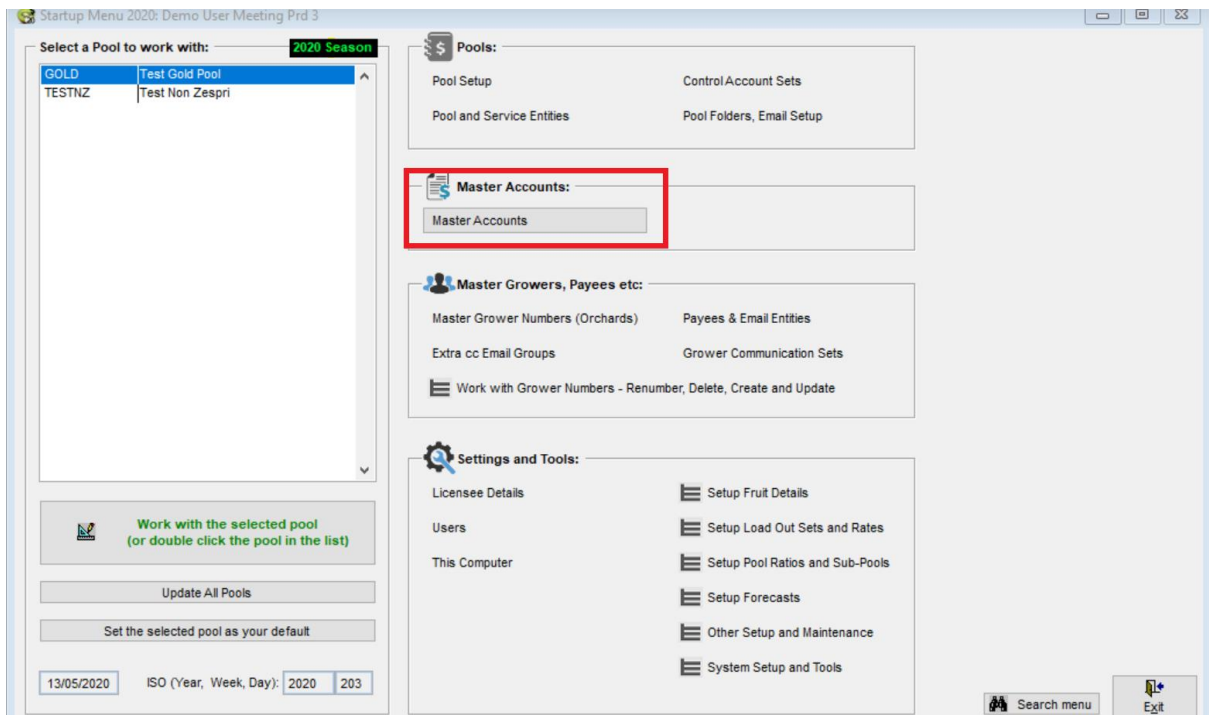
©S = Set-up

©R = Reports

©P = Payment Run Options

Before getting started with the Special Payments set-up, first ensure that you have set up an account in the Master List of Accounts for your special payments (from now on in this document referred to as Kiwistart).

1. This is done from the Master Level screen as follows:



Startup Menu 2020: Demo User Meeting Prd 3

Select a Pool to work with: **2020 Season**

GOLD	Test Gold Pool
TESTNZ	Test Non Zespri

Work with the selected pool (or double click the pool in the list)

Update All Pools

Set the selected pool as your default

13/05/2020 ISO (Year, Week, Day): 2020 203

Pools:

- Pool Setup
- Control Account Sets
- Pool and Service Entities
- Pool Folders, Email Setup

Master Accounts:

Master Accounts

Master Growers, Payees etc:

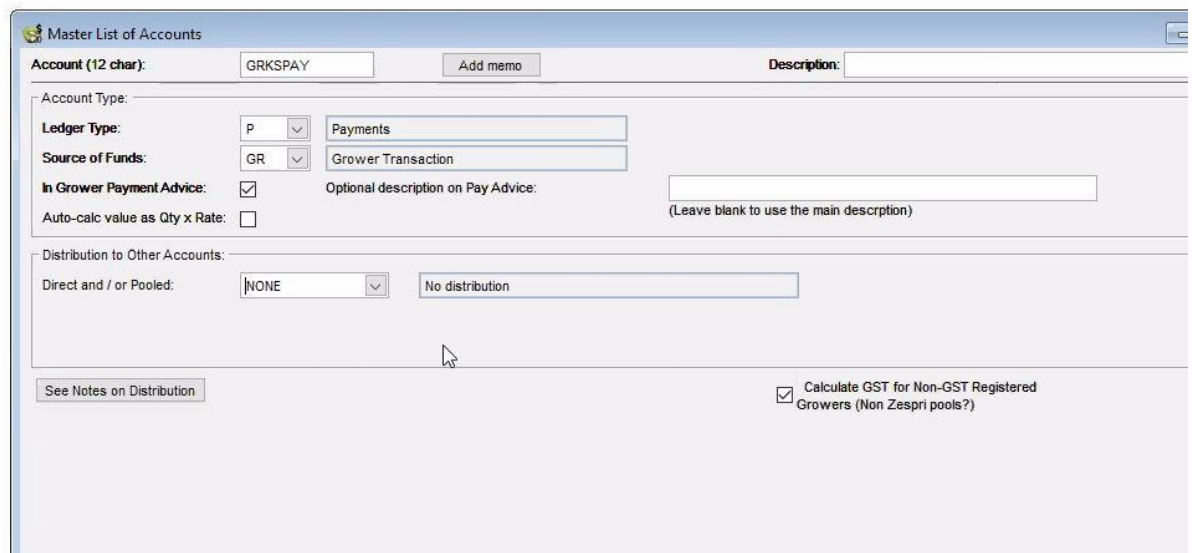
- Master Grower Numbers (Orchards)
- Payees & Email Entities
- Extra cc Email Groups
- Grower Communication Sets
- Work with Grower Numbers - Renumber, Delete, Create and Update

Settings and Tools:

- Licensee Details
- Setup Fruit Details
- Users
- Setup Load Out Sets and Rates
- This Computer
- Setup Pool Ratios and Sub-Pools
- Setup Forecasts
- Other Setup and Maintenance
- System Setup and Tools

Search menu Exit

Ensure that you make the correct selections for your new account.



Master List of Accounts

Account (12 char): GRKSPAY Add memo Description:

Account Type:

Ledger Type: P Payments

Source of Funds: GR Grower Transaction

In Grower Payment Advice: ☒ Optional description on Pay Advice: (Leave blank to use the main description)

Auto-calc value as Qty x Rate: ☐

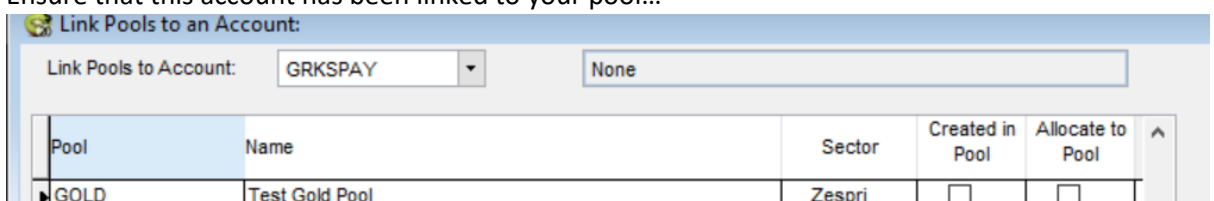
Distribution to Other Accounts:

Direct and / or Pooled: NONE No distribution

See Notes on Distribution

☒ Calculate GST for Non-GST Registered Growers (Non Zespri pools?)

Ensure that this account has been linked to your pool...



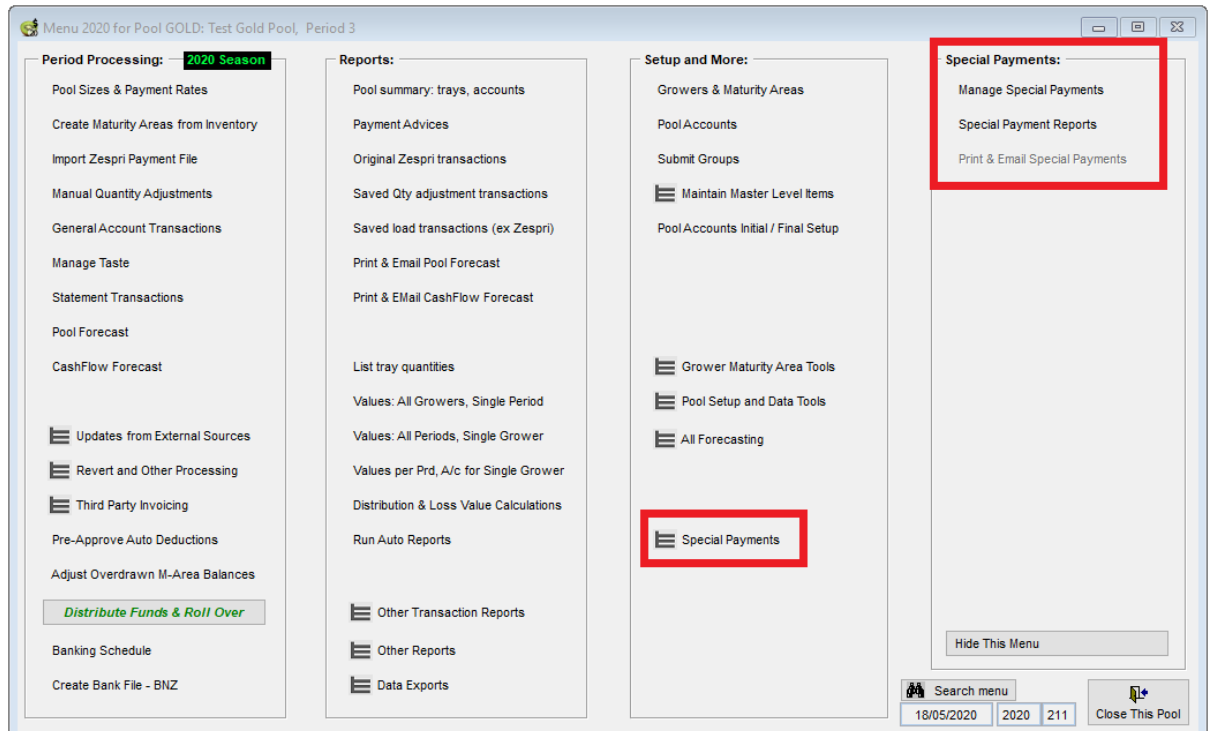
Link Pools to an Account:

Link Pools to Account: GRKSPAY None

Pool	Name	Sector	Created in Pool	Allocate to Pool
GOLD	Test Gold Pool	Zespri	<input type="checkbox"/>	<input type="checkbox"/>

- Next, we will enter the pool where we will use this special tool and continue with the set-up.

This tool can be located from within the pool, under **Setup and More, Special Payments**



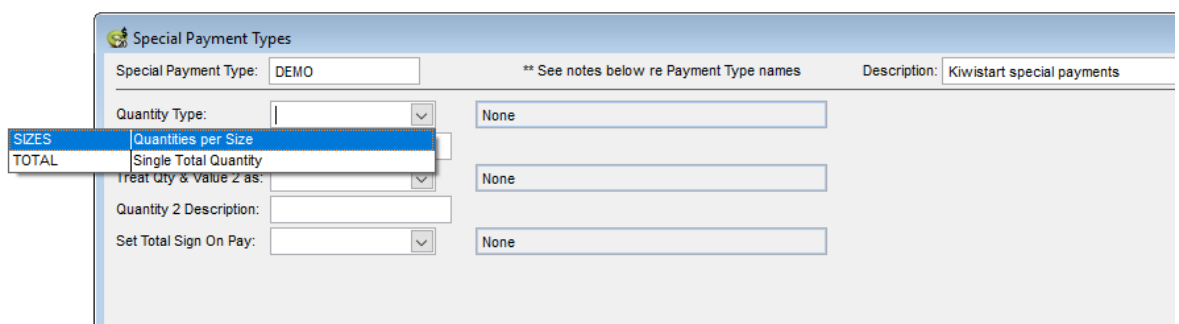
This tool has been designed to enable you to track 1 or 2 rates which may or may not be related to each other.

In our example we are tracking submitted quantities and fruit loss per size.

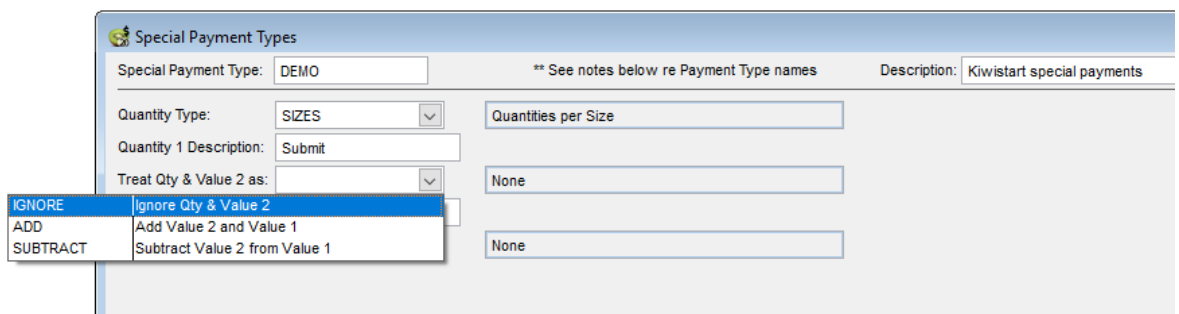
When you first set-up your special payments, you will need to select your first few variables.

The Special Payment Type specifically links to a type of report, and in this instance is named **DEMO (CS)**. The Description can be anything which you like it to be, and this description will appear on your report.

In this instance, Quantity 1 will be the trays quantities submitted per size, so select Sizes as the quantity type. (The option of TOTAL for a single total quantity will not manage multiple sizes and will create an internal size code of ZZ.)

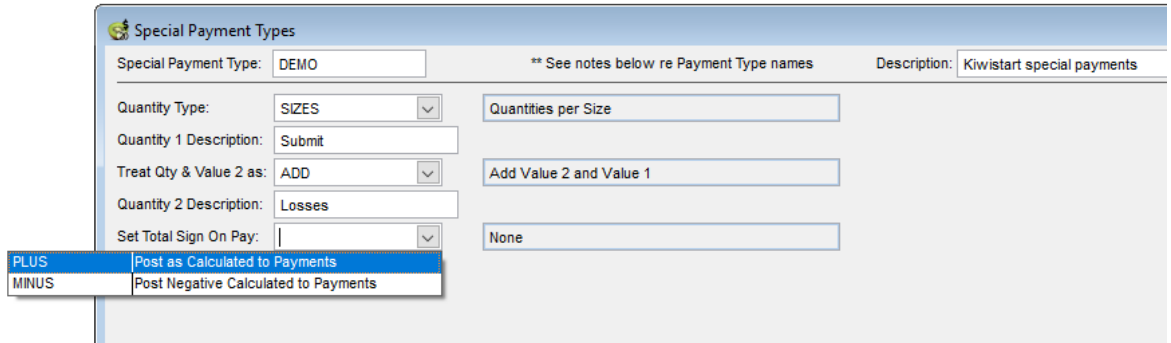


Quantity 2 in our example will be fruit losses, which will be entered as a negative. We want to add the submitted and the fruit loss quantities together to get the nett fruit amount, so we select to ADD Quantity (and Value) 1 and Quantity (and Value) 2 together.

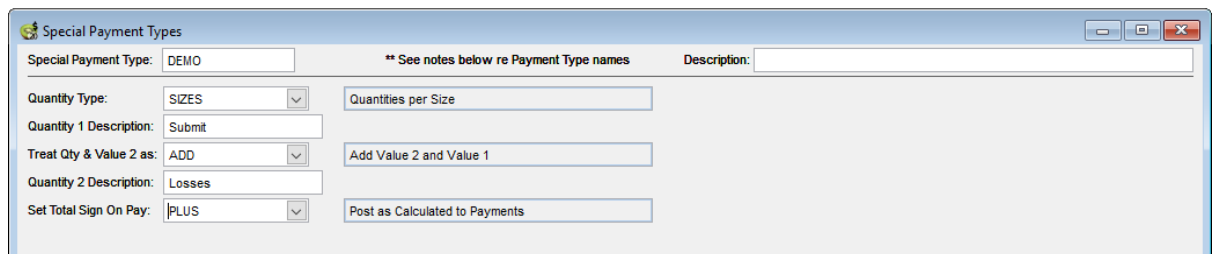


If you were using this special payment tool for a different scenario, then your choices here may be different. This can be established through trial and error to achieve your desired outcome, or contact Radfords for support.

Next, set your Total sign that you want on your pay advices. Some reports may show values as a positive but the value needs to be a charge to growers. The last option lets you manage how you post the values to the Payments account. In our example, we are making a payment and the report value will be positive, so select PLUS.

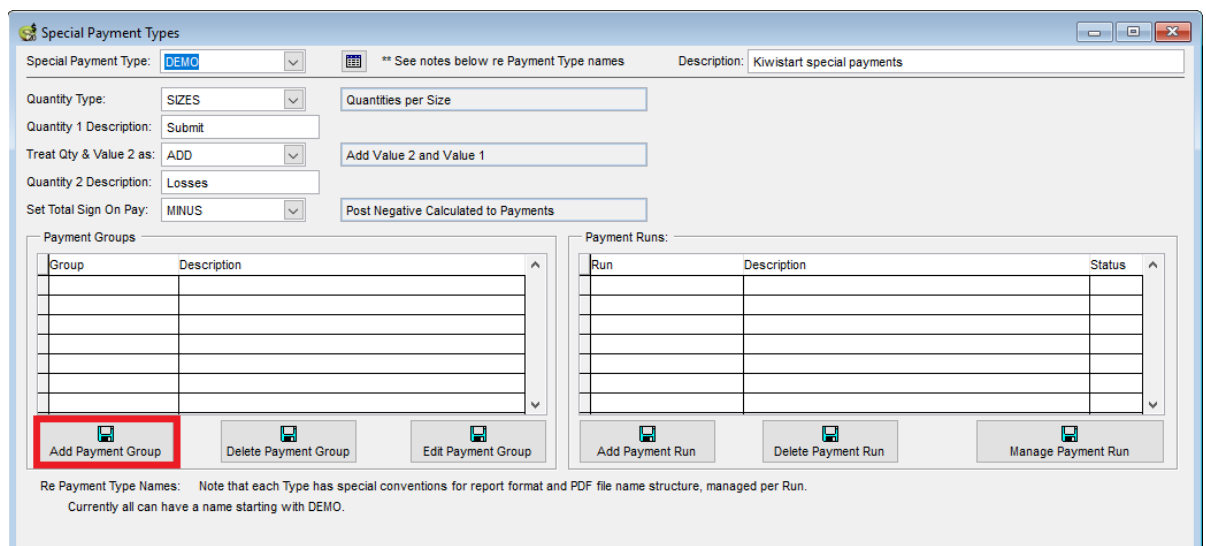


These above choices can now be demonstrated as follows:



Click **Save** to save this Special payment type.

- Next you will set up your Payment Groups. These could represent weeks, pay periods, payment batch, split weeks, you Kiwistart periods etc. You define these payment groups. In our example we have set-up two payment groups being **Week 15** and **Week 15B**. Set this up by pressing the **"Add Payment Group"** Button, and insert your group name, and group description. Note that the Sorting order of the Groups are not numeric, they are alpha and therefore 10 would be before 2.



Special Payment Types

Special Payment Type: DEMO ** See notes below re Payment Type names Description: Kiwistart special payments

Quantity Type: SIZES Quantities per Size

Quantity 1 Description: Submit

Treat Qty & Value 2 as: ADD Add Value 2 and Value 1

Quantity 2 Description: Losses

Set Total Sign On Pay: MINUS Post Negative Calculated to Payments

Group	Description
WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Run	Description	Status

If you would like to edit or delete a payment, you would need to click on the payment group which you would like to edit or delete, and then simply select what you would like to do from the buttons below:

Special Payment Types

Special Payment Type: DEMO ** See notes below re Payment Type names Description: Kiwistart special payments

Quantity Type: SIZES Quantities per Size

Quantity 1 Description: Submit

Treat Qty & Value 2 as: ADD Add Value 2 and Value 1

Quantity 2 Description: Losses

Set Total Sign On Pay: MINUS Post Negative Calculated to Payments

Group	Description
WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Run	Description	Status

Pool Plus

Do you want to delete this group WEEK 15B?
It will delete any rates AND quantities as well.
You should recalculate any current runs for this payment type.

Yes

Or

Special Payment Types

Special Payment Type: DEMO ** See notes below re Payment Type names Description: Kiwistart special payments

Quantity Type: SIZES Quantities per Size

Quantity 1 Description: Submit

Treat Qty & Value 2 as: ADD Add Value 2 and Value 1

Quantity 2 Description: Losses

Set Total Sign On Pay: MINUS Post Negative Calculated to Payments

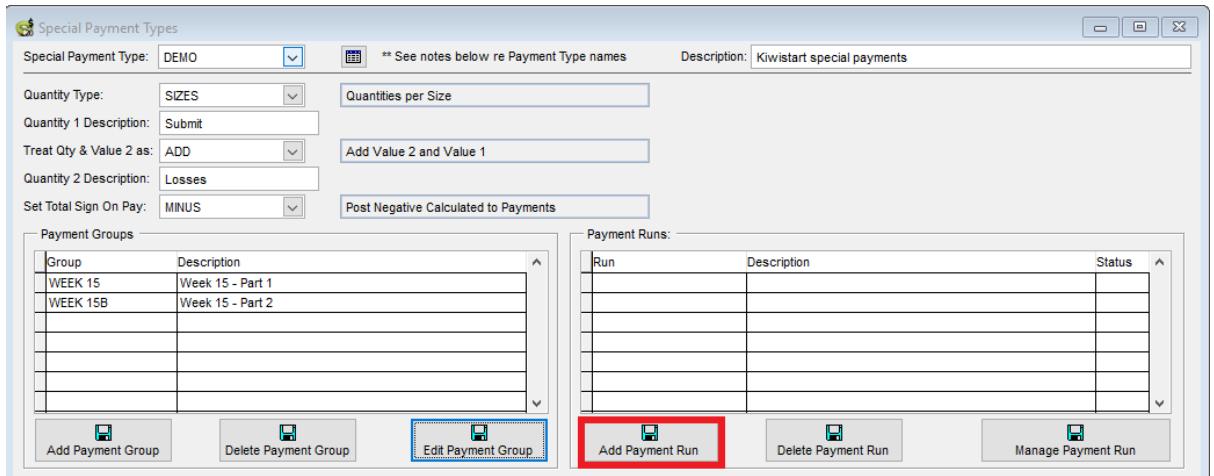
Group	Description
WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Run	Description	Status

Pool Plus

Note: Editing the group will impact reports on committed runs.

- Next you will need to set-up your Special Payment Runs, by Clicking the **Add Payment Run** button:



Special Payment Types

Special Payment Type: DEMO ** See notes below re Payment Type names Description: Kiwistart special payments

Quantity Type: SIZES Quantities per Size

Quantity 1 Description: Submit

Treat Qty & Value 2 as: ADD Add Value 2 and Value 1

Quantity 2 Description: Losses

Set Total Sign On Pay: MINUS Post Negative Calculated to Payments

Group	Description
WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Add Payment Group Delete Payment Group Edit Payment Group

Run	Description	Status

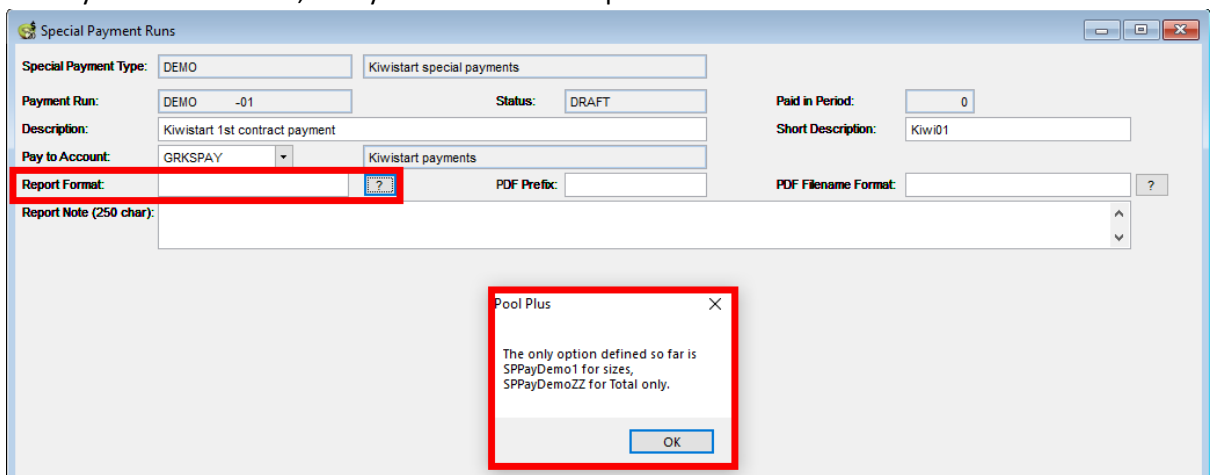
Add Payment Run Delete Payment Run Manage Payment Run

See the next page for sample screen shots.

Enter the description which you would like at the top of your report in the description box. Select the **Pay to account** to be the account which you set up at the master level of accounts, in step 1 above.

It is important to select the Pdf report prefix name which be found by pressing the “?” button to view the options available to you (C)R). The same applies to the PDF Filename Format (C)P), as can be seen hereunder:

Ensure that if you have selected sizes in step 2 above, that you use the sizes report format, and if you selected Total, that you use the Total report format.



Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: DRAFT

Description: Kiwistart 1st contract payment

Pay to Account: GRKSPAY Kiwistart payments

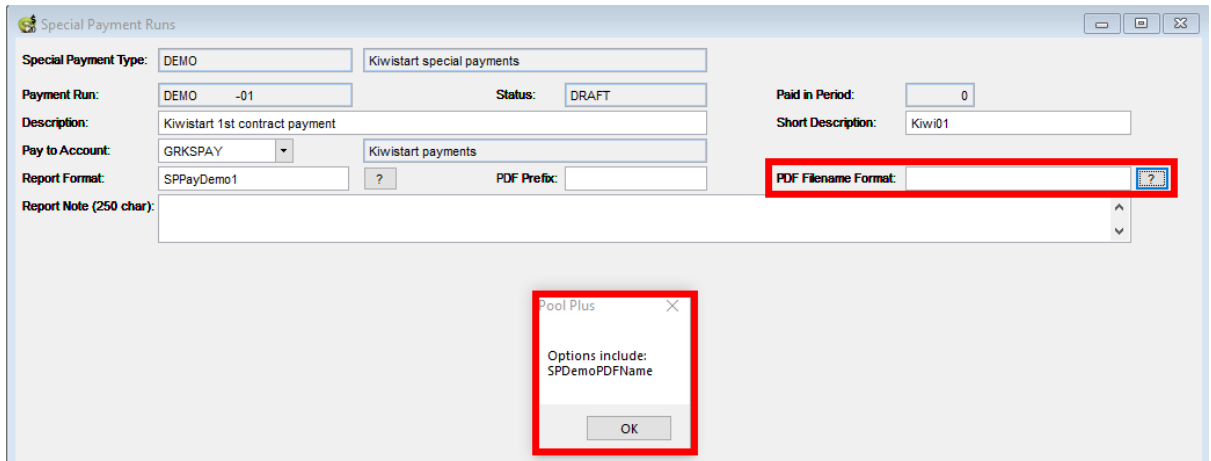
Report Format: [?] PDF Prefix: PDF Filename Format: [?]

Report Note (250 char):

Pool Plus

The only option defined so far is SPPayDemo1 for sizes, SPPayDemoZZ for Total only.

OK



Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: DRAFT

Description: Kiwistart 1st contract payment

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: PDF Filename Format: SPDemoPDFName ?

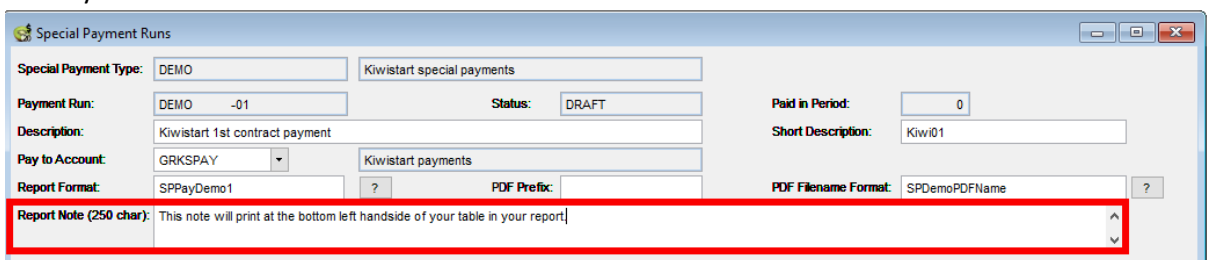
Report Note (250 char):

Pool Plus

Options include:
SPDemoPDFName

OK

5. You can also add in a report note which will print on the bottom left hand side of the report directly below the details.



Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: DRAFT

Description: Kiwistart 1st contract payment

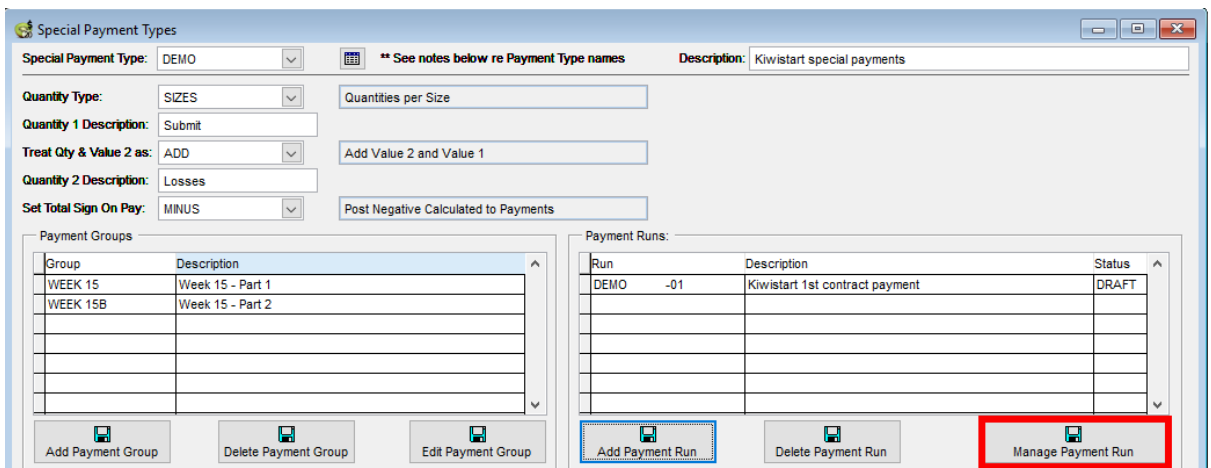
Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: PDF Filename Format: SPDemoPDFName ?

Report Note (250 char): This note will print at the bottom left handside of your table in your report

Ensure you push the **Save** button to save your selections which you have made. Now press the **Close** button.

6. Next add your rates by selecting the **Manage Payment Run** button.



Special Payment Types

Special Payment Type: DEMO ** See notes below re Payment Type names Description: Kiwistart special payments

Quantity Type: SIZES Quantities per Size

Quantity 1 Description: Submit

Treat Qty & Value 2 as: ADD Add Value 2 and Value 1

Quantity 2 Description: Losses

Set Total Sign On Pay: MINUS Post Negative Calculated to Payments

Payment Groups

Group	Description
WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Payment Runs


Run	Description	Status
DEMO -01	Kiwistart 1st contract payment	DRAFT

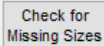
Add Payment Group Delete Payment Group Edit Payment Group Add Payment Run Delete Payment Run Manage Payment Run

7. Now set up your fruit sizes, by selecting the **Add sizes** button. If you have selected TOTAL as your Quantity type in step 2 above, then the size ZZ is added automatically.

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2

 Add Sizes


 Check for Missing Sizes

Select All

Size	Selected
14	<input type="checkbox"/>
16	<input type="checkbox"/>
18	<input type="checkbox"/>
22	<input type="checkbox"/>
25	<input type="checkbox"/>
27	<input type="checkbox"/>
30	<input type="checkbox"/>
33	<input type="checkbox"/>
36	<input type="checkbox"/>
39	<input type="checkbox"/>
42	<input type="checkbox"/>
46	<input type="checkbox"/>

Selected sizes are saved across all the groups you created in step 3. Select all or select (by tick box) only the fruit sizes you want included, then click Save.

Note: If you want to add additional sizes at a later stage, you will need to do this by adding the size, and then selecting the **Check for missing sizes** button to update the sizes to all payment groups.

- Now set up your rates for the different sizes for each group. Rate 1 and Rate 2 can be the same, or different, whichever you prefer () and would differ depending on your circumstances which you use this special tool.

You need to set your different rates for each payment group, as select in the **Payment group** grid (see below).

Payment Groups


Group	Description
▶ WEEK 15	Week 15 - Part 1
WEEK 15B	Week 15 - Part 2

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
▶ WEEK 15	36	2.8000	3.1000

Add Sizes

Check for Missing Sizes

Typically you have different rates for the different Payment groups, s

Payment Groups

Group	Description
WEEK 15	Week 15 - Part 1
▶ WEEK 15B	Week 15 - Part 2

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15B	16	3.4000	3.1000
WEEK 15B	22	3.2000	3.0000
WEEK 15B	27	3.0000	2.9000
▶ WEEK 15B	36	2.8000	2.8000

Add Sizes

Check for Missing Sizes

- After you are happy with your rates per payment group, you can now import your quantities, by selecting the **import quantities** button.

Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: DRAFT Paid in Period: 0

Description: Kiwistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: PDF Filename Format: SPDemoPDFName ?

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Payment Groups

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	0.000	0.000	0.00	0.00	0.00
WEEK 15B	Week 15 - Part 2	0.000	0.000	0.00	0.00	0.00

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15B	16	3.4000	3.1000
WEEK 15B	22	3.2000	3.0000
WEEK 15B	27	3.0000	2.9000
WEEK 15B	36	2.8000	2.8000

Add Sizes Check for Missing Sizes

Import Quantities Calculate Values Commit Payment View Results Save Close

10. You are able to Create a Template (Excel file) which you can use to create the import quantities by pressing the **Create Template** button. Specify the file name and location.

Export data for use elsewhere

Filename for your data: Import SP Qty Template

Folder for this file: C:\POOL2020\EXPORTS\ Select a different folder... Add Pool code to folder...

Select a default export folder: ☐ Your specific export folder (See "Users") = (C:\PROJECTS\POOL2020\DEV\DESIGN\)

☒ The computer's export folder (See "This Computer") = (C:\POOL2020\EXPORTS\)

☐ Pool folders - General Exports 1 (See "Pool Folders") = (C:\PROJECTS\POOL2020\DEV\ATASTE\)

☐ Pool folders - General Exports 2 (See "Pool Folders") = (C:\PROJECTS\POOL2020\DEV\TEMP\)

Format for this file: XLS (Tip: For large files (more than 65,535 records), or awkward 'Enable Editing' warnings in Excel, try using CSV format and then save as .xlsx in Excel.) (CSV exports should not have the record limit that XLS has.)

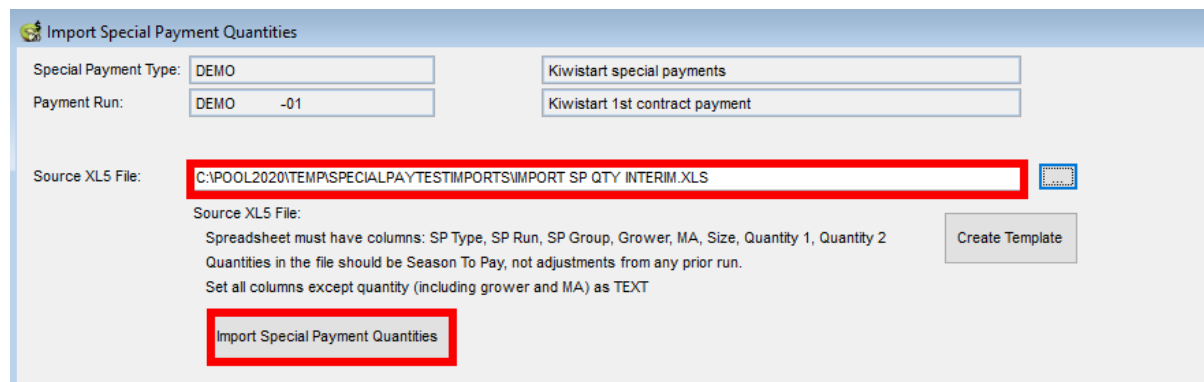
Open this file now? ☒ (Will try to open this file in Excel for all formats.) (See the settings for 'This Computer' for the location of Excel)

Export Cancel

The columns for the excel spreadsheet names can be seen in the template file:

	A	B	C	D	E	F	G	H	I
1	sptype	sprun	spgroup	grower	matarea	size	spqty1	spqty2	
2	DEMO	DEMO -01	GROUPCODE	12345	MA1	16	100	-5	
3									

Once you have prepared your quantities, select the excel spreadsheet, then press the **Import Special Payment Quantities** button to import them.



Import Special Payment Quantities

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Kiwistart 1st contract payment

Source XL5 File: C:\POOL2020\TEMP\SPECIALPAYTESTIMPORTS\IMPORT SP QTY INTERIM.XLS

Source XL5 File:

Spreadsheet must have columns: SP Type, SP Run, SP Group, Grower, MA, Size, Quantity 1, Quantity 2
 Quantities in the file should be Season To Pay, not adjustments from any prior run.
 Set all columns except quantity (including grower and MA) as TEXT

Create Template

Import Special Payment Quantities

In our example, please note that fruit loss is entered as a negative value in the import sheet. If you choose not to enter it as a negative value in the excel spreadsheet, then you would need to change your quantity variables in the special tools set-up, see step 2 above.

Note: Each time quantities change, the quantities will need to be adjusted on the import spreadsheet and re-imported. Quantities CANNOT be changed in a screen within this special tool and needs to be maintained in the import spreadsheets.

Also, while groups and rates are copied from one payment run to a subsequent one for the same payment type, quantities are NOT copied. You will need to re-import the quantities. Typically, you would copy the initial file and just change the Payment Run column, and of course adjust the quantities as required.

11. After the quantities have been imported, the tool will automatically do a calculation, and the results will immediately be visible on the screen. However, if you were to change one of the rates after an import was conducted, then a **calculate values** will need to be done from the following button:

Special Payment Runs

Special Payment Type: DEMO Kivistart special payments

Payment Run: DEMO -01 Status: DRAFT Paid in Period: 0

Description: Kivistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kivistart payments

Report Format: SPPayDemo1 PDF Prefix: PDF Filename Format: SPDemoPDFName

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Payment Groups

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	1330.000	-46.000	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2	456.000	-18.000	1459.20	-54.00	1405.20

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

Add Sizes

Check for Missing Sizes

Import Quantities

Calculate Values

Commit Payment

View Results

Save

Close

12. You are now able to view the results of your import from the **View Results** button:

Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: DRAFT Paid in Period: 0

Description: Kiwistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: PDF Filename Format: SPDemoPDFName ?

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Payment Groups

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	1330.000	-46.000	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2	456.000	-18.000	1459.20	-54.00	1405.20

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

Add Sizes Check for Missing Sizes

Import Quantities Calculate Values Commit Payment **View Results** Save Close

13. The **view results** report will now look as follows:

View Grower Maturity Area Details for Special Pay Run

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Kiwistart 1st contract payment

Go to Grower No.: Full Name Search

Please ensure the payment run has been calculated to ensure values are up to date

Grower	MatArea	Total Value 1	Total Value 2	Value Total	Total BFwd	Value Paid
1001B	GA1	1990.00	-59.60	1930.40		1930.40
1001B	GA2	327.50	-13.50	314.00		314.00
1201K	GA1	752.50	-29.70	722.80		722.80
1600K	GA1	760.00	-32.40	727.60		727.60
5000P	GA2	979.20	-39.00	940.20		940.20

Group	Size	Qty 1	Qty 2	Value 1	Value 2	Value Net
WEEK 15	16	100	-8	240.00	-17.60	222.40
WEEK 15	22	300	-10	750.00	-27.00	723.00
WEEK 15B	22	150	-5	480.00	-15.00	465.00
WEEK 15	27	200	0	520.00	0.00	520.00

Totals: 4,809.20 4,635.00 4,635.00 750.00 1,990.00 1,930.40

-174.20 0.00 -23.000 -59.60

Export all M-A totals Total qlys (Scroll Rt): 1,786.000 -64.000 1,722.000 Export ALL M-A sizes, qty, \$ Export THIS MA sizes, qty, \$ Preview Report Close

You can **preview** the report: (CR)

Grower: Test grower 1001B

Grower No: 1001B

Orchard: Test grower orch 1001B

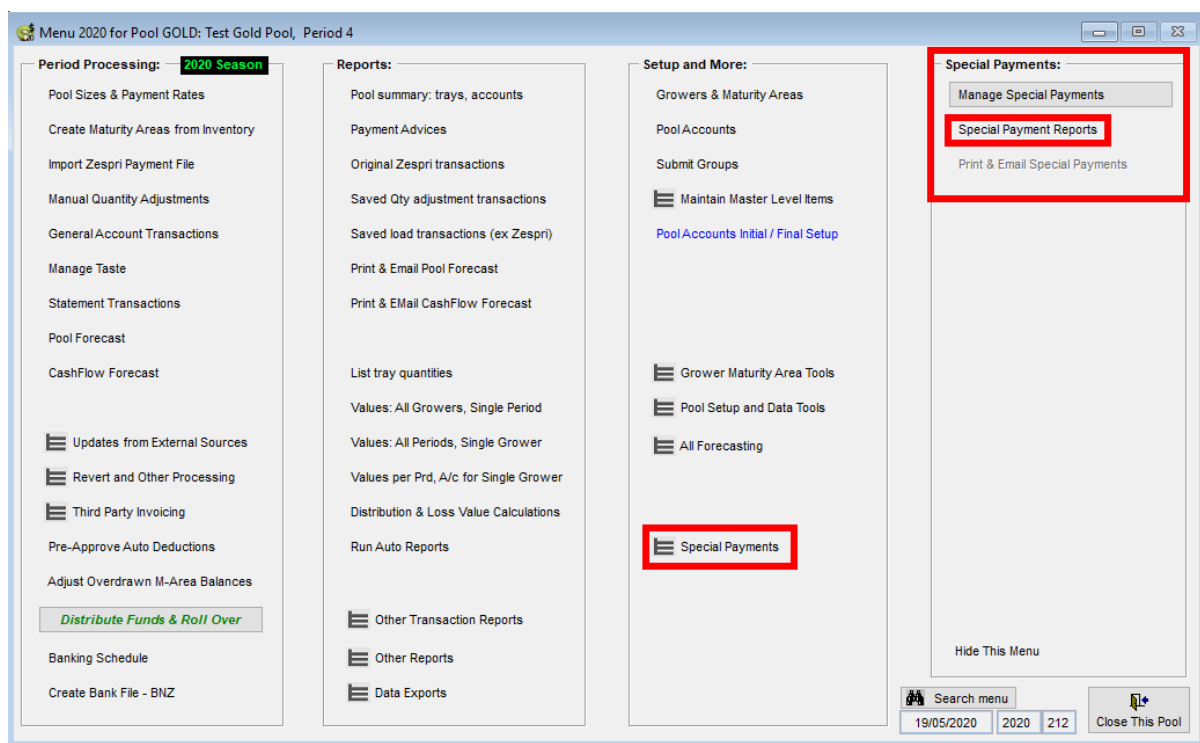
Kiwistart special payments

Kiwistart 1st contract paymen

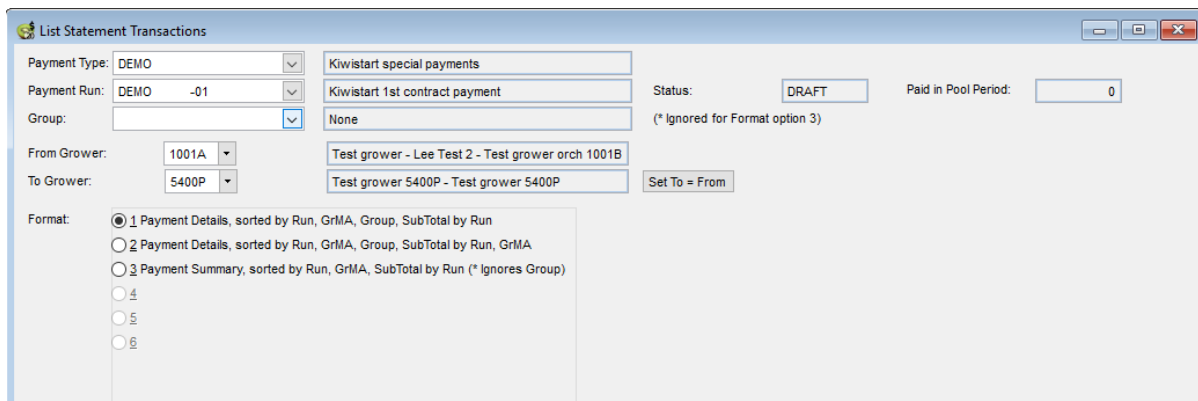
DEMO REPORT: NOT FINALISED *Draft Payme*

Maturity Area	Payment Group		16	18	22	25	27	30	33
GA1	Week 15 - Part 1	Qty Submit	100.0		300.0		200.0		
		Rates	2.400		2.500		2.600		
		\$ Submit	240.00		750.00		520.00		
		Qty Losses	-8.0		-10.0				
		Rates	2.200		2.700		2.900		
		\$ Losses	-17.60		-27.00				
GA1	Week 15 - Part 2	Qty Submit			150.0				
		Rates			3.200				
		\$ Submit			480.00				
		Qty Losses			-5.0				
		Rates			3.000				
		\$ Losses			-15.00				
Total \$ for M-A GA1		Total \$ Submit	240.00		1,230.00		520.00		
		Total \$ Losses	-17.60		-42.00				

14. There are different general detail reports which can be viewed from the **Special Payments, Special Payments Reports:**



The different varieties of reports are as follows: (GR)



These provide different layouts, and groupings, so it would be best to trial these reports, to see which ones you find most useful.

Example reports:

a.

Special Payment Details
18:17:11 19/05/2020 Page 1
Pool Plus, Version 10.010

Test Gold Pool

Report Criteria: Type=DEMO, Run=DEMO -01, Growers=1001A to 5400P, Sorted by Run, Gr, MA, Group

Pay Run	Group	Grower	Mat Area	Size	Submit			Losses			Net	
					Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Value
DEMO	-01	WEEK 15	1001B GA1	16	100.000	2.400	240.00	-8.000	2.200	-17.60	92.000	222.40
DEMO	-01	WEEK 15	1001B GA1	27	200.000	2.600	520.00		2.900		200.000	520.00
DEMO	-01	WEEK 15	1001B GA1	22	300.000	2.500	750.00	-10.000	2.700	-27.00	290.000	723.00
DEMO	-01	WEEK 15B	1001B GA1	22	150.000	3.200	480.00	-5.000	3.000	-15.00	145.000	465.00
DEMO	-01	WEEK 15	1001B GA2	36	50.000	2.800	140.00		3.100		50.000	140.00
DEMO	-01	WEEK 15	1001B GA2	22	75.000	2.500	187.50	-5.000	2.700	-13.50	70.000	174.00
DEMO	-01	WEEK 15	1201K GA1	22	301.000	2.500	752.50	-11.000	2.700	-29.70	290.000	722.80
DEMO	-01	WEEK 15	1600K GA1	22	304.000	2.500	760.00	-12.000	2.700	-32.40	292.000	727.60
DEMO	-01	WEEK 15B	5000P GA2	22	306.000	3.200	979.20	-13.000	3.000	-39.00	293.000	940.20
Totals for Run: DEMO -01					1,786.000		4,809.200	-64.000		-174.200	1,722.000	4,635.000
					1,786.000		4,809.200	-64.000		-174.200	1,722.000	4,635.000

End of Report

b.

Special Payment Details
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Pool Plus, Version 10.010

Test Gold Pool

Report Criteria: Type=DEMO, Run=DEMO -01, Growers=1001A to 5400P, Sorted by Run, Gr, MA, Group

Pay Run	Group	Grower	Mat Area	Size	Submit			Losses			Net	
					Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Value
DEMO	-01	WEEK 15	1001B GA1	16	100.000	2.400	240.00	-8.000	2.200	-17.60	92.000	222.40
DEMO	-01	WEEK 15	1001B GA1	27	200.000	2.600	520.00		2.900		200.000	520.00
DEMO	-01	WEEK 15	1001B GA1	22	300.000	2.500	750.00	-10.000	2.700	-27.00	290.000	723.00
DEMO	-01	WEEK 15B	1001B GA1	22	150.000	3.200	480.00	-5.000	3.000	-15.00	145.000	465.00
Totals Run: DEMO -01, Gr-MA: 1001B-GA1					750.000		1,990.000	-23.000		-59.600	727.000	1,930.400
DEMO	-01	WEEK 15	1001B GA2	36	50.000	2.800	140.00		3.100		50.000	140.00
DEMO	-01	WEEK 15	1001B GA2	22	75.000	2.500	187.50	-5.000	2.700	-13.50	70.000	174.00
Totals Run: DEMO -01, Gr-MA: 1001B-GA2					125.000		327.500	-5.000		-13.500	120.000	314.000
DEMO	-01	WEEK 15	1201K GA1	22	301.000	2.500	752.50	-11.000	2.700	-29.70	290.000	722.80
Totals Run: DEMO -01, Gr-MA: 1201K-GA1					301.000		752.500	-11.000		-29.700	290.000	722.800
DEMO	-01	WEEK 15	1600K GA1	22	304.000	2.500	760.00	-12.000	2.700	-32.40	292.000	727.60
Totals Run: DEMO -01, Gr-MA: 1600K-GA1					304.000		760.000	-12.000		-32.400	292.000	727.600
DEMO	-01	WEEK 15B	5000P GA2	22	306.000	3.200	979.20	-13.000	3.000	-39.00	293.000	940.20
Totals Run: DEMO -01, Gr-MA: 5000P-GA2					306.000		979.200	-13.000		-39.000	293.000	940.200
Totals for Run: DEMO -01					1,786.000		4,809.200	-64.000		-174.200	1,722.000	4,635.000
					1,786.000		4,809.200	-64.000		-174.200	1,722.000	4,635.000

End of Report

C.

Special Payment Summary									
Test Gold Pool									
Report Criteria: SPTType=DEMO, Run=DEMO -01, Growers=1001A to 5400P, Sorted by Run, Gr, MA									
18:17:43 19/05/2020 Page 1 Pool Plus, Version 10.010									
Pay Run	Grower	Area	Submit		Losses		Net Qty and Values		
			Quantity	Value	Quantity	Value	Quantity	Value	Paid
DEMO	-01	1001B GA1	750.000	1,990.00	-23.000	-59.60	727.000	1,930.40	1,930.40
DEMO	-01	1001B GA2	125.000	327.50	-5.000	-13.50	120.000	314.00	314.00
DEMO	-01	1201K GA1	301.000	752.50	-11.000	-29.70	290.000	722.80	722.80
DEMO	-01	1600K GA1	304.000	760.00	-12.000	-32.40	292.000	727.60	727.60
DEMO	-01	5000P GA2	306.000	979.20	-13.000	-39.00	293.000	940.20	940.20
Totals for Run: DEMO			1,786.000	4,809.200	-64.000	-174.200	1,722.000	4,635.000	4,635.000

End of Report

- Once you are happy with the payments values and quantities etc, you can commit the payment. This then generates a transaction to your specific account within the pool, the same as if you were to import general transactions. You can setup a draft payment prior to committing it. This can even be done in a period prior to when you want to commit it.

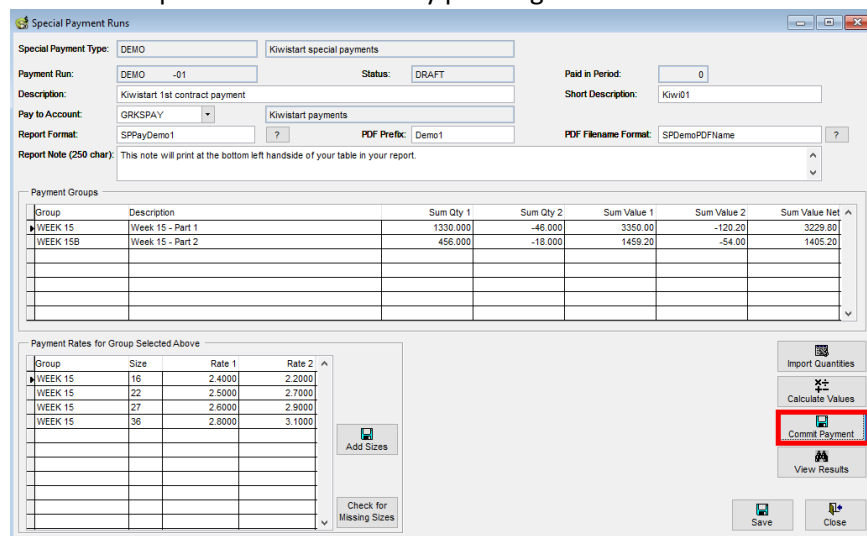
You can only have one draft payment at a time, any more than this will cause errors, which will result in one of your draft special payments having to be deleted.

Once you have committed the payment, its status changes from **Draft** to **Paid** and the **period paid** set as the **current period**. Once the Distribute and Roll Over process is completed (after all your other transactions have been completed for the current period), then you will be able to generate the pdf's and emails for sending to the growers.

The pdf creation and email creation is similar to how payment advices, cashflows and advices currently work. PDFs are created in the payment advice folder.

Fixing errors after a Commit is intricate, especially after a Period Roll Over. Accurate validation is encouraged rather than un-committing. See step 16 below for more notes.

The commit process can be done by pressing the **commit** button as shown below:



The screenshot shows the 'Special Payment Runs' window. At the top, 'Special Payment Type' is set to 'DEMO' and 'Kiwestart special payments' is selected. 'Payment Run' is 'DEMO -01' and 'Status' is 'DRAFT'. 'Paid in Period' is '0'. 'Description' is 'Kiwestart 1st contract payment' and 'Short Description' is 'Kiwi01'. 'Pay to Account' is 'GRKSPAY' and 'Report Format' is 'SPPayDemo1'. 'PDF Prefix' is 'Demo1' and 'PDF Filename Format' is 'SPDemoPDFName'. A 'Report Note' field is also present.

Below the form is a table for 'Payment Groups':

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	1330.000	-46.000	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2	456.000	-18.000	1459.20	-54.00	1405.20

Below the table is a section for 'Payment Rates for Group Selected Above':

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

At the bottom right, there are buttons: 'Import Quantities', 'Calculate Values', 'Commit Payment' (highlighted with a red box), 'View Results', 'Save', and 'Close'.

Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: PAID Paid in Period: 4

Description: Kiwistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 PDF Prefix: Demo1 PDF Filename Format: SPDemoPDFName

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	Pool Plus	-46.000	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2		-18.000	1459.20	-54.00	1405.20

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

Buttons: Un-Commit Payment, View Results, Save, Close

The values posted to the account should be visible in your pool summary report.

16. If you find that there is an error, you will have to go through the Un-Commit process.

If you have rolled over after the commit, you will need to revert as you need to be in the period the payment was committed (which could mean that you can lose other transactions out of the scope of this special tool).

Once Uncommitted you will need to manually delete the transactions (that were generated and posted to the account) via the **Period Processing, General account transactions** page.

If you change your quantities or rates, remember to recalculate the values.

Steps:

- Re-vert (if you have rolled over) so that you are in the same period that you were when you committed the payment.
- Un-Commit Payment**

Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: PAID Paid in Period: 4

Description: Kiwistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: Demo1 PDF Filename Format: SPDemoPDFName ?

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Group	Description	Sum Qty 1	Sum Qty 2	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	1330.000	-46.000	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2	456.000	-18.000	1459.20	-54.00	1405.20

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

Buttons: Add Sizes, Check for Missing Sizes, Un-Commit Payment, View Results, Save, Close

Special Payment Runs

Special Payment Type: DEMO Kiwistart special payments

Payment Run: DEMO -01 Status: PAID Paid in Period: 4

Description: Kiwistart 1st contract payment Short Description: Kiwi01

Pay to Account: GRKSPAY Kiwistart payments

Report Format: SPPayDemo1 ? PDF Prefix: Demo1 PDF Filename Format: SPDemoPDFName ?

Report Note (250 char): This note will print at the bottom left handside of your table in your report.

Group	Description	Sum Value 1	Sum Value 2	Sum Value Net
WEEK 15	Week 15 - Part 1	3350.00	-120.20	3229.80
WEEK 15B	Week 15 - Part 2	1459.20	-54.00	1405.20

Payment Rates for Group Selected Above

Group	Size	Rate 1	Rate 2
WEEK 15	16	2.4000	2.2000
WEEK 15	22	2.5000	2.7000
WEEK 15	27	2.6000	2.9000
WEEK 15	36	2.8000	3.1000

Buttons: Add Sizes, Check for Missing Sizes, Un-Commit Payment, View Results, Save, Close

Pool Plus

NOTE: This process simply resets the status to DRAFT. It does NOT reverse transactions. Reverse transactions manually via the General Account Transactions. You should contact Radfords for support on this process BEFORE running it... Do you want to UN-Commit this payment?

Yes No

c. Manually delete the transactions - **Period Processing, General account transactions**

Menu for Pool GOLD: Test Gold Pool, Period 4

Period Processing: 2020 Season

Pool Sizes & Payment Rates

Create Maturity Areas from Inventory

Import Zespri Payment File

Manual Quantity Adjustments

General Account Transactions

Manage Taste

Statement Transactions

Pool Forecast

CashFlow Forecast

Reports:

Setup and More:

Special Payments:

General Account Transactions

For Lump Sum Accounts

Account: None

For General Grower Accounts

Account: GRKSPAY Kiwistart payments

☐ Also show accounts flagged as Zespri receipts

For Grower Automatic Accounts

Account: None

Now reverse ALL transactions related to the special payment which you have just un-committed, by selecting **reverse ALL**.

[illegible]

After the transactions have been reversed the direct grower transactions listing should have cleared out as displayed below:

[illegible]

To delete these transactions should take less than a minute, so it is just remembering to manually go and reverse the transactions that might be a challenge.