

Pool 2020 Checking Growers After Revert Or Restore

Date	Notes
22/07/2020 4.30 pm	Initial published version
29/07/2020 4.30 pm	Updated to include extra fields checked

These notes refer to checking growers after a revert Or restore process.

Background and general notes

- As noted on the Revert and Restore screen, certain data does (or does not) change after a revert or restore.
- Some data in Payments is not "period specific".
- As at version 10.015 we identified growers where their Communication Set CODE or Payee CODE changes or has been changed between the two data states.
- As at version 10.016, we also check fields within the Payee and Communication Set tables:
 - o Payee fields checked are Payee Code, Communication Set Code, Payee Email address, GST Number, any of the 4 account numbers
 - o Communication Set fields checked are Communication Set Code, CC Email group (Not the members of the group), Email Payment, Post Payment, Consolidate by Grower
- The issues are slightly different between Revert and Restore, but a similar problem can occur in both scenarios.
- This document seeks to describe the issues in more detail, and how to remedy them.
- There are sections below specifically for Revert and Restore, so please familiarise yourself with these.

Important:

- ***If you have any questions or wish to validate your process etc, please contact Radfords for support in specific instances.***

Revert

- The revert process simply erases data in the current period and sets the data back to just prior to the last roll over.
- Data erased includes transactions and PERIOD SPECIFIC summary data (pool and account summaries, grower summaries and sizes etc)
- Data NOT changed includes the main pool level grower and maturity area settings.
- As at version 10.016, we now check fields within the Payee and Communication Set tables:
 - o Payee fields checked are Payee Code, Communication Set Code, Payee Email address, GST Number, any of the 4 account numbers
 - o Communication Set fields checked are Communication Set Code, CC Email group (Not the members of the group), Email Payment, Post Payment, Consolidate by Grower
- One of the biggest risks with reverting is:
 - o You roll over from say period 15 to 16
 - o You then change the payee code in the master level (or for a grower in a specific pool). For this example we say changing from JONES in period 15 to SMITH in period 16.
 - o This means the payee will be DIFFERENT in period 16 to the payee in period 15.
 - o This is typically after an orchard sale and change of payee entity.
 - o **NOTE that just changing a bank account is NOT covered or identified in this process.**
 - o After reverting, the master (AND POOL) grower records still use SMITH as the payee.
 - o This means that, if you rolled over again straight away (or after a minor transaction change), the period 15 payment would be made to SMITH, not JONES as per the original payment.
- When you revert, we compare:
 - o Each grower's Payee and Communication set (and fields noted above) **used in the last roll over**
 - o To the values after reverting.
 - o In the above example, the system would identify JONES as "Payee 1" and SMITH as "Payee 2" with an appropriate message in the list of changes.
 - o This list can be exported to Excel to help you fix the issues. The Excel file name defaults to a unique name to help prevent losing the details from other exports. The export is similar to the sample below, but now includes more fields:

GROWER	GROWERSET1	GRPAYEE1	GROWERSET2	GRPAYEE2	DIFFERS	DIFFERCOMMENT
1001B	1001B	1001B	1201K	1201K	YES	Last Rolled (1) compared to Now (2) Comm Set or Payee are different

- How to fix the issue:
 - o We envisage you having to:
 - manually reset the master grower codes back to how you had them when you were working (as above, this would be as per period 15)
 - make your transaction changes
 - roll over again
 - change the master grower codes to the new ones after rolling over.
 - o NOTE that resetting codes back to how they were before the initial rolling over could change other pools. So you need to be aware of these changes and ensuring you document your process / changes, especially if more than one person is working within your system.

NOTE: As noted above, we now check a number of key fields, and these are listed above. Any changes to OTHER FIELDS **is NOT covered or identified in this process. You will need to remember you made these changes and change them manually as above. This means that you should have a record of these changes as part of your general processing procedures.**

Restore

- The restore process simply erases ALL data in the current pool data set and completely replaces it with the data as stored in the back up. The backup may or may not take you back to a prior period.
- Data that is replaced includes the pool level grower and maturity area settings.
- Data NOT changed includes the MASTER level grower settings.
- Please read the Revert notes above, as we use the same example here...
- ***If you restore to a PRIOR period***, the issue is similar to a restore.
 - o HOWEVER...
 - o the pool level grower data will (INITIALLY) be per period 15 (pool level grower says JONES correctly)
 - o BUT the master level grower says SMITH as per your changes after rolling over
 - o If you exit each pool and re-enter it, the system should reset the grower to the master level value of SMITH
 - o And we are back to the same scenario as a Revert.
 - o Please follow the revert process to fix.
- ***If you restore to the SAME period***, the issue is still similar to a restore, but possibly easier to fix.
 - o For example:
 - o You make a backup at the beginning of processing a period (or perhaps after the initial import of a Zespri file)
 - o You then change the payee code in the master level (or for a grower in a specific pool). Using a similar example as above, we change from JONES as at the start of period 16 to now be SMITH in the latter part of period 16.
 - o This is typically after an orchard sale and change of payee entity.
 - o You then to change a series of transactions, and you choose to restore to your earlier backup.
 - o After restoring the pool, the MASTER AND POOL grower records will be different (The pool level grower is now using the original JONES payee.
 - o This means that, if you rolled over straight away in period 16, the period 16 payment may be made to JONES, not the new payee SMITH.
- As at version 10.015, we now compare:
 - o Each grower's Payee and Communication set ***just before restore***
 - o To the values after restoring.
 - o In the above example, the system would identify SMITH as "Payee 1" and JONES as "Payee 2" with an appropriate message in the list of changes.
 - o This list can be exported to Excel to help you fix the issues. The Excel file name defaults to a unique name to help prevent losing the details from other exports.
- How to fix the issue:
 - o If restore to a prior period, we envisage you following the Revert process
 - o If restore to the same period, simply exist the specific pool and re-enter it. Check the pool grower to ensure the new payee (or communication set) is now set to the grower.

NOTE: As noted above, we now check a number of key fields, and these are listed above. Any changes to OTHER FIELDS ***is NOT covered or identified in this process. You will need to remember you made these changes and change them manually as above. This means that you should have a record of these changes as part of your general processing procedures.***