# **END OF PERIOD**

# CONTENTS

End of Day	3
Setting Up End of Day	. 3
Performing the End of Day	. 5
End of Week	8
Setting Up End of Week	
Performing the End of Week	. 9
Debtors End of Month1	0
Setting Up Simple Debtors End of Month1	10
Setting up Advanced Debtors End of Month	11
End of Month Report Options	11
Other End of Month Setup Options	11
Setting up End of Month Statement Fees and Interest	14
Setting Up Notes to Print on End of Month Statements	15
Statement Note	16
Set Up Client Batch Codes	16
Simple Debtors End of Month1	19
Advanced Debtors End of Month 2	20
Step 1: Starting the End of Month Function	20
Step 2: Building Statements	21
Step 3: Printing Statements	22
Step 4: Aging Accounts	23
Step 5: Performing the End Of Month	24
Provisional Statements2	25
Creditors End of Month 2	26
End Of Year 2	27
Debtors End of Year2	27
Creditors End of Year 2	28
Reprinting End of Period Reports & Statements	29
GST Returns	



Setting the GST Return Frequency	30
Printing GST Returns	31
Viewing a GST Transaction Summary	32



# END OF DAY

It is customary that you cash up your till at the end of each trading day. The End of Day procedure is a means of collating sales and takings for the day into simple, easy to understand financial reports to assist you in balancing your till.

In Hairlink<sup>SQL</sup>, when you run the End of Day function you are closing a session referred to as a **'Sequence'**. A **'Sequence'** refers to a series of transactions made within a given time period. Normally this represents one trading day. However, the End of Day can be used at any time, each time the End of Day function is used a new 'Sequence' number is generated.

# Setting Up End of Day

Set up for the end of day is usually only done once to set your personal preferences.

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Misc' button and then on the 'End of Period' tab.
- 3. Select the options you wish to use for End of Day.

Allow Multiple EOD Sequence	With this option selected the computer that starts the EOD will close that EOD sequence as <b>In Progress</b> . All bills processed from other computers while End of Day is in progress will go onto the <u>next</u> End of Day sequence. This ensures that the end of day gives correct figures without holding up transactions. Any bills put through on the computer that started End of Day will be counted as corrections and will be allocated to the current end of day <b>In Progress</b> .
	With this option unticked the EOD is closed on all computers. Bills put through while the EOD is In Progress will not be able to be finished until the EOD is completed. The computer that started the end of day can cancel the EOD by completing a bill at which point other computers will be able to complete bills as well on the same sequence.
Automatic End of Day:	Will print out reports automatically without having to choose how many reports to print out.
Copies of Sales Summary:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of Staff Analysis:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of In-house	This is the default number of copies Hairlink <sup>SQL</sup> will print

3

Usage Report:	out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of Till Logs:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Print Blank Cash Up Reports on Entry:	If ticked, this option will print a cash-up report with the amounts calculated by Hairlink <sup>SQL</sup> and a blank column to enter the variances from the physical count.
Print Cash Up Report on Finished:	If ticked, a finished cash-up report will print after the cash- up is finished with system generated totals, totals from the physical count and any variances.
Print Reports Before Cash Up:	If ticked the end of day reports will print before the cash-up reports are printed.



## Performing the End of Day



**NOTE:** There will be variations to these instructions depending on the options selected in setup. These instructions are based on the selections shown the section 'Setting Up End of Day'.

- 1. Click on 'Utilities' menu and then on 'End of Period'
- 2. Click on the '1: Day' tab.
- 3. Click on the 'Start End of Day' button.

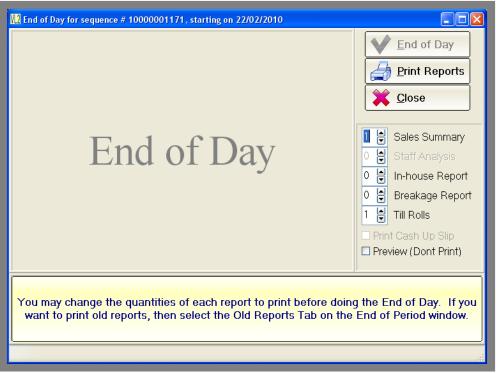
V12 End Of Period							
1 : Day 2 : Week	<u>3</u> : Db Mth	<u>4</u> : Cr Mth	<u>5</u> : Db Year	<u>6</u> : Cr Year	<u>7</u> : Misc	<u>8</u> : Old	Rpts
End of Day							
EOD State	End of Day Fin	ished					
End of Day Started	23/04/2012 2:07	7:37 p.m.					
End of Day Float Done	23/04/2012 2:07	7:46 p.m.					
End of Day In Progress	23/04/2012 2:07	7:54 p.m.					
End of Day Finished	23/04/2012 2:07	7:54 p.m.	Star	rt End of Day			
Sequence # 10 Sequence # 10					ĺ	<b>m</b> .	
SF3 : Print GST S	F4 : View Gst	SF5 : Pri	nt Creditors List	SF6 : Print	Sales Sum	ESC : C	lose

Fig. 11 - 1

- 4. Click the 'Finish Float Handling' button.
- 5. If you wish to preview reports before printing place a tick in the preview box.
- 6. Select the number of copies of each report that you wish to print by entering a number into the corresponding column.
- 7. Click on the 'Print Reports' button to either preview or print the reports.



**<u>NOTE:</u>** In **Options | Setup | Misc | End of Period** you can set the defaults for the number of reports to print out.





- 8. The cash up slip will print and the 'Cash up' screen will appear. The 'Amount' column displays the amount computed by the Hairlink<sup>SQL</sup>. The same values are displayed in the 'Counted' column as defaults. If your count is different to that computed by Hairlink<sup>SQL</sup>, enter your actual count in the 'Counted' column. The 'Variance' column will show the difference between the counted amount and the computed amount.
- 9. Enter the float to be left in the till for the next day.
- 10. The 'Banking Today' field should now display the amount you will be taking to the bank today.
- 11. Once your figures are entered click **'F12: Accept'** to continue.

Payment Method	Amount	Counted	Variance								
Cash	\$1,324.20	\$1,324.20	\$0.00								
Charge	\$369.75	\$369.75	\$0.00								
Eftpos	\$4.77	\$4.77	\$0.00								
Ext. Voucher	\$9.77	\$9.77	\$0.00								
Rounding Adj.	-\$0.05	-\$0.05									
Acct Payment	\$0.00	\$0.00	\$0.00								
	\$1,708.44	\$1,708.44	\$0.00								
Total Sales Rcorded \$1708.44 Always Print Blank Form on Entry											
Less Variance to Suspense Account \$0.00											
Float in Till From Last Day	\$0.	00									
Plus Account Payment	\$0.	00									
Total Funds Collected From Till	\$1708.	44 🛛 📣 F1		intinue with End of Day ocedure							
Float Left in Till for Next Day	\$0.			art Engl Of Day sta							
Less Charges Payment		— I 🗶 ES		ort End Of Day to prect Transactions if							
Less Vouchers Payment	\$9.	77	an	y Reconciliation Error							
Total Taking Today	\$1328.	92	Fo	und							
Tutai Laking Tuday											

Fig. 11 - 3

- 1. Click 'Complete End of Day' to finish and a prompt will appear telling you end of day was successfully completed.
- 2. End of day is now finished; it is recommended you now perform a backup.



**NOTE:** To check the End of Day has completed successfully, check the sequence numbers at the bottom of the end of day window. If the sequence number that shows as closed in blue text matches the sequence number on your reports, the End of day has successfully completed.





# **END OF WEEK**

### Setting Up End of Week

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Misc' button and then on the 'End of Period' tab.

Automatic End of Week:	Tick this if you would like the end of week to automatically print out reports so end of week becomes a single click of a button.
Use End of Week:	Enables end of week if you would like to use it.
Copies of Sales Summary:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of Staff Analysis:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of In House Usage Report:	This is the default number of copies Hairlink <sup>SQL</sup> will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.

- 3. Click on the 'Finance' Button and click on '5: Accounting'.
- Check the 'Start of Week' date is correct, i.e. 'Start of Week' should be the first day of the reporting week.

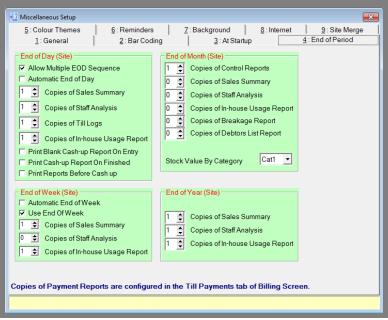


Fig. 11 - 5



### Performing the End of Week



**NOTE:** There will be variations to these instructions depending on the options selected in setup. These instructions are based on the selections shown in the section **'Setting Up End of Week'**.

- 1. Click on the 'Utilities' Menu
- 2. Click on 'End Of Period' and then the '2: Week' tab.
- 3. Click on the 'Start End of Week' button and the End of Week reports will print out.
- 4. Once the reports have finished printing a prompt will appear telling you end of week was successfully completed.

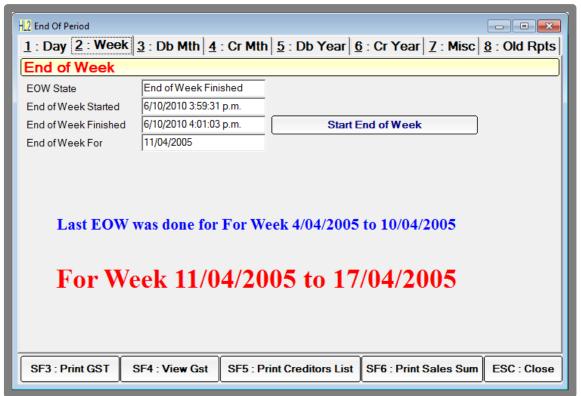


Fig. 11 - 6

# **DEBTORS END OF MONTH**

Often you don't receive your supplier invoices until well after the end of month, yet you need to be able to produce your debtors statements to print and send to clients. For this reason the end of month is separated into two parts, the **Debtors End of Month** and the **Creditors End of Month**:



**NOTE:** There will be variations to these instructions depending on the options selected in setup. These instructions are based on the selections shown in the section **'Setting Up End of Week'**.

# Setting Up Simple Debtors End of Month

Set up the simple debtors end of month if you <u>do not</u> send statements to clients at the end of each month.

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Misc' button and then on the 'End of Period' tab.
- 3. Choose how many of each report you wish to automatically print out at EOM.



**NOTE:** When doing a simple end of month you do not get to choose how many of each report to print out while performing the end of month. The reports will automatically print out.

4. Click on the 'Finance' button and make sure there is no tick in the 'Statements are Sent' field.

1 : Buy Taxes       2 : Sell Taxes       3 : Charges       4 : Franchises         5 : Accounting       6 : Statements       7 : Stm Others       8 : Stm Fees       9 : Banking         Statement (Master)	M Finance Setup	×
<ul> <li>Statements are sent</li> <li>Print 0 bal Invoices on Stm</li> <li>Print Cash Invoices on Stm</li> <li>Use Incentive Discount Scheme</li> <li>Send Credit Statement</li> <li>Show GST Incl. bill Item on Stm</li> <li>Show Nett figure instead of GST</li> <li>Do not Show GST Details on Stm</li> <li>Show GST Incl. bill subtotal</li> <li>Print Mailing List and Batch Code</li> </ul>		
Print Future bill on statement Bold total after incentive discount Border around message box Use Australian Window	<ul> <li>Statements are sent</li> <li>Print 0 bal Invoices on Stm</li> <li>Print Cash Invoices on Stm</li> <li>Use Incentive Discount Scheme</li> <li>Send Credit Statement</li> <li>Show GST Incl. bill Item on Stm</li> <li>Show Nett figure instead of GST</li> <li>Do not Show GST Details on Stm</li> <li>Show GST Incl. bill subtotal</li> <li>Print Mailing List and Batch Code</li> <li>Ask exchange rate before making Stm</li> <li>Print Future bill on statement</li> <li>Bold total after incentive discount</li> <li>Border around message box</li> </ul>	20       Image: Control of





## Setting up Advanced Debtors End of Month

Set up the advanced debtors end of month if you want to send statements to clients at the end of each month.

#### **End of Month Report Options**

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Misc' button and then on the 'End of Period' tab.
- 3. Choose how many of each report you wish to print out at EOM. These values are just defaults and can still be changed while performing EOM.

H12 Miscellaneous Setup	
5         Colour Themes         6         Reminders           1         General         2         Bar Coc	
End of Day (Site) ✓ Allow Multiple EOD Sequence Automatic End of Day 1	End of Month (Site) <ul> <li>Copies of Control Reports</li> <li>Copies of Sales Summary</li> <li>Copies of Staff Analysis</li> <li>Copies of In-house Usage Report</li> <li>Copies of Breakage Report</li> <li>Copies of Debtors List Report</li> </ul> <li>Stock Value By Category         <ul> <li>Catl</li> </ul> </li>
End of Week (Site) ☐ Automatic End of Week ☑ Use End Of Week 1  Copies of Sales Summary 0  Copies of Staff Analysis 1  Copies of In-house Usage Report Copies of Payment Reports are configured	End of Year (Site)          1       Copies of Sales Summary         1       Copies of Staff Analysis         1       Copies of In-house Usage Report

Fig. 11 - 8

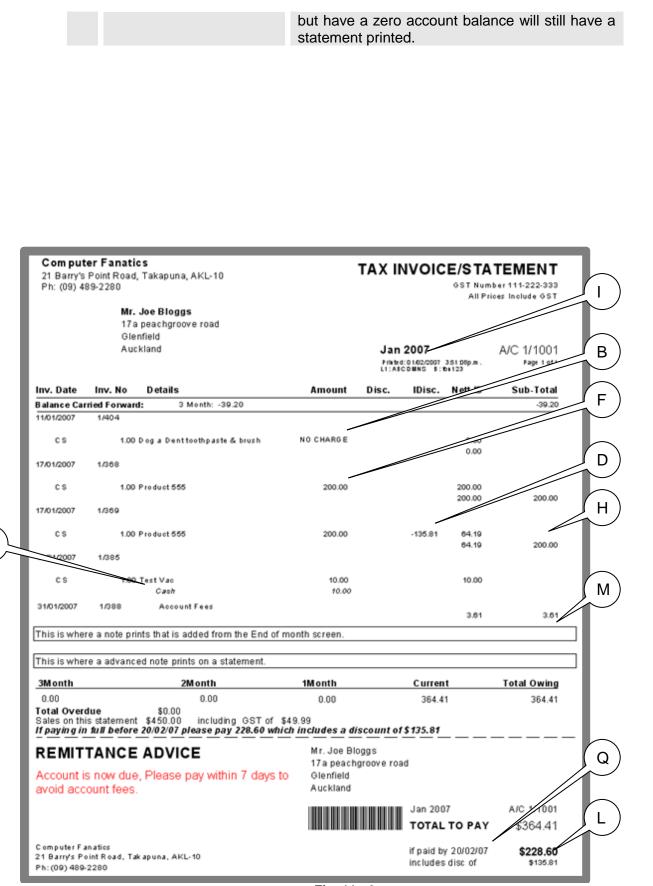
#### **Other End of Month Setup Options**

- 1. Click on the 'Finance' button.
- 2. Make sure there is a tick in the 'Statements are Sent' field.
- 3. Select any others options you wish to govern how the statements print and behave.



Α	Statements are Sent	If you send statements to clients at the end of each month, place a tick in this box otherwise statements will not be generated.
В	Print 0 Bal Invoices on Stm	If you wish to print invoices on statements that have a zero total, place a tick in this box.
С	Print Cash invoices on Stm	If you wish cash bills to appear on the statement tick this box.
D	Use Incentive Discount Scheme	If you wish to give clients a discount for paying their accounts on time place a tick in this box (Please refer to Chapter 7, Client Discounts, Using Incentive Discounts).
Е	Send Credit Statement	If you wish to send statements to clients that have a credit balance, place a tick in this box.
F	Show GST Incl. Bill Item on Stm	Bill items on the statement will show as GST inclusive.
G	Do not Show GST Details on Stm	
Н	Show GST incl. Bill Sub total	The sub total of the bill will show as GST inclusive.
I	Print Mailing List and Batch Code	The clients batch code and any mailing lists they are on will appear on the statement.
J	Ask exchange Rate Before Making Stm	When statements are made you are prompted to enter the exchange rate in Australian dollars. You can then print a note on the statement that tells the clients how much the bill comes to in Australian dollars.
K	Print Future Bill On Statement	
L	Bold Total After Incentive Discount	The total of the statement, less the incentive discount will be bolded if this option is selected.
Μ	Border Around Message Box	A box is printed around the statement notes if this box is selected
Ν	Use Australian Window	If you are using Australian windowed envelopes to send statements select this option.
0	Min Amount for Sending Statement	Statements will only be printed for amounts greater than what is entered here.
Ρ	Day of Month to Send Statements	
Q	Day ID Expires On	The day in the following month a bill is made in that the incentive discount will expire.
R	Months to Scan for Invoices	
S	Batch Code for Alternative Statement	Any client with a batch code starting with the same letters as are entered in this field will have statements print out in the alternate format.
Т	Print 0 Bal Statements	Clients that have had transactions in the month





С

Fig. 11 - 9



#### Setting up End of Month Statement Fees and Interest

Hairlink<sup>SQL</sup> can be set up to charge account fees or interest to overdue accounts. Account interest is charged to clients that are set up as commercial and all other clients will be charged account fees.

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Finance' button and then on the 'Stm Fees' tab.
- 3. For each account fee / interest level that you will use enter in the charges for the current, 30, 60 and 90 day balances. You can set up to ten account fee and interest levels.



**NOTE:** If you have not edited the client profiles, 'Acc\_Fee\_0' is the default level set for each client.

: Buy T	Гахе	s 2	: Sell Taxes	3	: Charges	<u>4</u> :Fi	anchises	1	5 : Accountin	
<u>6</u> :St	tater	nents	<u>7</u> :8	Stm Others		8 : Stm Fe	es		9: Banking	
atemei	nt M	essages (Ma	ster) ———							
	Acc	ount Fee Tabl	e (\$ per mont	h)						
	Ac	count Fee Na		ĺ.						
To Appear On Account Fees GST To Use GST										
	Sta	atement								
# Name Curr 30 Day 60 Day 90 Day										
D	• 0	Acc_Fee0	\$0.00	\$0.00	\$0.00	\$0.00				
	1	Acc_Fee1	\$0.00	\$0.00	\$0.00	\$0.00			E	
		Acc_Fee2	\$0.00	+	\$0.00	+			_	
_		Acc_Fee3	\$0.00	+	\$0.00	+				
	4	Acc_Fee4	\$0.00	\$0.00	\$0.00	\$0.00				
-										
-	5	Acc_Fee5	\$0.00	+	\$0.00	+				
-	5		\$0.00 \$0.00	+	+					
-	5	Acc_Fee5	\$0.00	+	+	+				
	5 6 Inter Ac	Acc_Fee5 Acc_Fee6 rest Table (%)	\$0.00	\$0.00	+	\$0.00				
     	5 6 Inter Ac Na	Acc_Fee5 Acc_Fee6 rest Table (% count Interest ame To Appea	\$0.00	+	+	\$0.00	ST To Use	Exempt		
-	5 6 Inter Ac Na	Acc_Fee5 Acc_Fee6 rest Table (%)	\$0.00	\$0.00	+	\$0.00	ST To Use	Exemp		
-	5 6 Inter Ac Na	Acc_Fee5 Acc_Fee6 rest Table (% count Interest ame To Appea	\$0.00	\$0.00	\$0.00	\$0.00	ST To Use	Exempt	•	
-1	5 6 Inter Ac Na Or	Acc_Fee5 Acc_Fee6 rest Table (% count Interest ame To Appea Statement	\$0.00 permonth) ar Accourt	\$0.00 nt Interest 30 Day	\$0.00	\$0.00 G 90 Day	ST To Use	Exemp	•	
	5 6 Inter Acc Na Or # 1	Acc_Fee5 Acc_Fee6 rest Table (% count interest mme To Appea Statement Name Interest0 Interest1	s0.00 per month) ar Accour Curr 0 0	\$0.00 nt Interest 30 Day 0 0	\$0.00	\$0.00 G 90 Day 0	ST To Use	Exempl	· •	
	5 6 Inter Ac Na Or # ↓ 0 1 2	Acc_Fee5 Acc_Fee6 est Table (% count Interest mme To Appea Statement Name Interest0 Interest1 Interest2	s0.00 per month) ar Accour Curr 0 0 0	\$0.00 nt Interest 30 Day 0 0 0	\$0.00 \$0.00 60 Day 0 0 0 0	\$0.00 \$0.00 90 Day 0 0 0 0	ST To Use	Exempl	•	
	5 6 Inter Acc Na Or # 0 1 2 3	Acc_Fee5 Acc_Fee6 est Table (% count Interest mme To Appea Statement Name Interest0 Interest1 Interest2 Interest3	s0.00 per month) ar Accour Curr 0 0 0 0	\$0.00 storest 30 Day 0 0 0 0 0 0 0 0 0 0 0 0 0	\$0.00 \$0.00 60 Day 0 0 0 0 0 0	\$0.00 G 90 Day 0 0 0 0 0	ST To Use	Exemp	•	
	5 6 Inter Ac Na Or # 0 1 2 3 4	Acc_Fee5 Acc_Fee6 est Table (% f count Interest ame To Appeas Statement Name Interest0 Interest1 Interest2 Interest3 Interest4	s0.00 per month) ar Account Curr 0 0 0 0 0 0	\$0.00 \$0.00 Int Interest 30 Day 0 0 0 0 0 0 0 0 0 0 0 0 0	\$0.00 \$0.00 60 Day 0 0 0 0 0 0 0 0	\$0.00 \$0.00 G 90 Day 0 0 0 0 0 0 0 0 0 0 0 0 0	ST To Use	Exemp	•	
	5 6 Inter Ac Na Or # 1 2 3 4 5	Acc_Fee5 Acc_Fee6 est Table (% count Interest mme To Appea Statement Name Interest0 Interest1 Interest2 Interest3	s0.00 per month) ar Accour Curr 0 0 0 0	\$0.00 storest 30 Day 0 0 0 0 0 0 0 0 0 0 0 0 0	\$0.00 \$0.00 60 Day 0 0 0 0 0 0	\$0.00 \$0.00 90 Day 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ST To Use	Exemp		

Fig. 11 - 10

- 4. Exit from 'Setup'. You will now need to set the Account Fee and interest level for the clients.
- 5. Click on the 'Client' button.
- 6. Search and select the client you wish to set account fee or interest levels for.
- 7. Click on the 'Financial' tab.



- 8. You can now set which account fee or interest level the client is to receive by selecting the appropriate level form the list.
- 9. Save and exit the client record.

<mark>↓2</mark> Joanne Bloggs (C	lient # 1/38598	)												
1 : Personal	<u>2</u> : More	<u>3</u> : Ma	rketing	<u>4</u> : Finar	cial	<u>5</u> : I	nfo <u>6</u>	: History	/   Z	: Doc I	Mgr   <u>8</u>	: Conta	cts	
			Show	w Expired I	Entries	Pe	rsonalise	d Disc	ount	Schee	dule			
Commercial	No		Produ		Start		Finish On	Staff ID	Disc		Inc Dise			<u>^</u>
Acc. Fee	Acc_Fee1	-	After \	Nax Crear	n - 18/0	/2012	18/02/2012	AC		10		0		
Interest	Interest0													
Exempt GST	No	<u> </u>												E
Exempt @Tax2	I No													
Disc on Svc	Normal	•												
Disc on Retail	VIP	-	H	•	+	H	0m Cld_By	Cln			C	+	-	6
Disc on Mat	Normal	•												
DefPmnt		•												
Stop Mailers	No	•												
Stop Cheque	No	-												
Stop Charge	No	•												
Stop Statement	No	-												
Reason Why														
H 4	► ► 0	— Cln_By_	Number			-	•	(°	+	-	à	Actions	4	AF3 : Exit

Fig. 11 - 11

#### Setting Up Notes to Print on End of Month Statements

Hairlink<sup>SQL</sup> has the ability to print notes on the clients statements. There are three types of notes that can be printed on the clients statement.

#### **Advanced Client Note set to Print on Statement**

An advanced note will print below the main body of the statement and will only print for the individual clients with an advanced note set up. Please refer The Notes System Chapter, Setting Up an New Advanced Note.



#### Account Overdue Note

A different account overdue note will print depending on how long overdue the client account is. This message will print in the remittance slip of the statement.

- 1. Click on the 'Options' menu and then on 'Setup'.
- 2. Click on the 'Finance' button and then on the 'Stm Others' tab.
- 3. Enter the message you would like to print on the remittance slip depending on whether they have a current, 30, 60 or 90 day balance.

🛿 Finance Setup						×
1 : Buy Taxes	2 : Se	ell Taxes	3 : Charg	ges	4 : Franchises	5 : Accounting
6 : Statements		7 : Stm 0	thers		8 : Stm Fees	9 : Banking
- Statement Order (Ma	ster) —					
Split Stmts by Batch	Code	3 letters	~			
First Order Statemer	nts By	Batch Code	e 🗸			
Then Order Normal	Stmts by	Last Name	~			
And Order Batch Sta	tements b	y First Name	~			
<ul> <li>Statement Messages</li> </ul>	s (Master)					
Account is now due,						
Acc is 1mth overdue,	Accour	nt is 1 mth o∨erc	lue.			
Acc is 2 mth overdue,	Accour	nt is 2mth o∨ero	lue, Please pa	y on rece	ipt of this statement.	
Acc is 3 mth overdue,	Accour	nt is 3mth overc	lue, Please pa	y IMMED	IATELY to avoid lega	
🔁 <u>R</u> eset to Defaul	s					
	_					

Fig. 11 - 12

#### **Statement Note**

A statement note is set up from and entered onto the statement while doing the statement run. This note is added beneath the main body of the statement like the advanced note.

#### Set Up Client Batch Codes

- 1. Open a client record.
- 2. Click on the '2: More' tab.
- In the 'Batch Code' field type the batch code you are using for Alternative statements. Eg. Beauty.



#### **Pre-Printed Statements**

Users that wish to generate professional looking statements are encouraged to invest in pre-printed stationary. The advantages of using pre-printed statements are being able to use your graphic logo and add extra details such as email address or credit card details. Please call CFL for the statement template which can be used to design your pre-printed stationary.

If you are using pre-printed statements you will need to configure some settings in setup.

#### **Turn on Pre-Printed Statement Paper**

- 1. On the computer that prints statements.
- 2. Go to 'Options' and then 'Setup'.
- 3. Click on the 'Printer' button and then the '3: Print Options' tab.
- 4. Tick 'Use Pre-Print Statement Paper'.

#### **Configure Top Margin on Pre-Printed Statement Paper**

- 1. On the computer that prints statements.
- 2. Go to 'Options' and then 'Setup'.
- 3. Click on the 'Printer' button and then the '2: Offsets tab.
- 4. Enter a value for the '**Top Margin for Statement**'. (Depending on your pre-printed paper and type of printer this setting can vary from clinic to clinic, therefore some trial and error may be required to get this setting correct.)



巴	21 Ban	x 34-589 Birkenhead, Auckland 1 rys Point Road, Takapuna, Auckl 9) 489 2280 Email: sales@cfl.co www.cfl.co.nz	land			GST Number xxx-xxx-x All Prices Include G.S.
	Mrs John Barrys Point			Terms of tr	ade: Strictly nett. paya	able by 20th of the month.
Taka	apuna kland			Dec 2 Printed:	2006 17/08/2007 16:43:52	A/C 15327 Page 1 of 1
Inv. Date	Inv. No	Details	Amount	Disc.	IDisc. GS	T Sub-Total
18/12/2006	349408					
RW RW	1.00	For Chirpy Consultation	31.11			
RW		) Urinalysis	8.89			
RW		Lab Sick Animal Panel	82.63			
						122.63
27/12/2006	356060	F 0 1				
SW PB	4.00	For Crusher ) Tardak Inj 10ml	35.38			
PB		) Drontal All Wormer 20-35k D				
PB		Drontal Allwormer For Cats 6				
						49.33
30/12/2006	351021					
RW PT	1.00	For Fluffy Anaesthetic Dog Agua Gas I	arge (> 1 105.70			
PT		) Anaesthetic Dog Aqua Gas L ) Radiography Large Plates	arge (> 1 105.70 66.66			
PT		Ultrasound S A	53.33			
PT		Lab Urine Sediment	32.94			
PT PT		Lab Culture & Sensitivity	52.30			
PT		) Previcox 227mg Tabs X 10 ) Noroclav 250mg Tabs X 100	22.26			
PT		Fluid Therapy ANA Dog	52.54			
PT	1.00	Dental Treatment Dog	69.33			
PT PT		Temgesic 0.3mg Inj 1ml X 5	20.34			
ΓL	1.00	Dental Extractions	88.89			603.91
				Tota	I GST on stater	ment: 97.01
1. Heade	er and body ar	ea is adjustable. Please call Comp	outer Fanatics Ltd for assista	ance / advice.		
2. Some	column headi	ngs may be removed / customised	I to suit.			
		wn is available for pre-printed deta				
		ter / designer is free to call us for f		leet vour roouir	mente	
				ioor your require	anolito.	
5. CFL c	an also provid	e full print / design service at comp	JOULAR LARS.			
3 Months		2 Months	1 Month		Current	Total Owing
0.00		0.00	0.00	and the local data	872.88	872.88
Total Over Sales on thi	due is statemen	\$0.00 t \$775.87 plus total GS	ST of \$97.01	ON	JLY	
	e otatomon					
	TANOT		Mr&Mre	John Smith	PLEASE RETURN	THIS PORTION WITH YOUR REMITTANC
REIVIII	IANCE	ADVICE		s Point Road		
Remembe	er, pav vo	our account before the				
		ntive discount	Auckland			
gaony ioi					5	
					Dec 2006	A/C 15327
					TOTAL TO P	AY \$872.88
COMPUT	ED CANA	TICCLIMITED				
	ER FANA	TICS LIMITED				

Fig. 11 - 13



# Simple Debtors End of Month

The simple debtor's end of month (EOM) is a one click end of month functions that will roll over your balances and print out reports. The following instructions will describe how to as perform the simple debtors EOM.

- 1. Click on the 'Utilities' menu and then 'End of Period'.
- 2. Click on the 'DB Mth' tab.

H_2 End Of Period		-			-	- • <b>×</b>		
<u>1</u> : Day <u>2</u> : Week	<u>3</u> : Db Mth 4	: Cr Mth	<u>5</u> : Db Year	<u>6</u> : Cr Year	<u>7</u> : Misc	8 : Old Rpts		
End of Month (Debtors)								
EOM State	EOM Hold Date	Released	Er	nd Of Month				
Statement Started	23/04/2012 2:19:	59 p.m.						
Statement Finished	23/04/2012 2:20:	46 p.m.						
Aging Started	23/04/2012 2:20:	46 p.m.						
Aging Finished	23/04/2012 2:21:	29 p.m.						
End of Month Started	23/04/2012 2:21:	56 p.m.						
End of Month Finished	nth Finished 23/04/2012 2:22:09 p.m.							
EOM Hold Date Release	23/04/2012 2:22:	09 p.m.						
EOM POS Hold Date	1/08/2011							
Incentive Disc Expires	20/03/2003							
		A was for ig on Ju	r June 2011 ly 2011					
SF3 : Print GST	SF4 : View Gst	SF5 : Pri	nt Creditors Lis	sF6 : Print	Sales Sum	ESC : Close		

Fig. 11 - 13

- 3. Click on the 'End of Month' button.
- 4. You will be prompted with a warning telling you that you are not running statements. Click **'Yes'** to the message.
- 5. All reports will now print out and a prompt will appear telling you end of month was successfully completed.



# **Advanced Debtors End of Month**

The debtors End of Month takes place in five steps as follows:

- Step 1 Starting the End of Month Function.
- Step 2 Building Statements.
- Step 3 Printing Statements.
- Step 4 Aging Accounts.
- Step 5 Performing the End of Month.

#### Step 1: Starting the End of Month Function

- 1. If you are a multi-site user of Hairlink<sup>SQL</sup> you should first advise the remote sites to close the current period, otherwise proceed to Step 2.
- 2. They do this by going to 'Utilities' menu, then click on 'End of Period' and then on the 'Misc' tab.
- 3. Click on 'Close Off Debtors for Open Month'. This will stop the users from making bills for the month being processed. possibility of bills being missed on the statements.

H_2 End Of Period				
<u>1</u> : Day <u>2</u> : Week <u>3</u>	3 : Db Mth 4 : Cr Mth	n <u>5</u> : Db Year <u>6</u>	<u> 3</u> : Cr Year <u>7 : Misc</u>	8 : Old Rpts
Miscellaneous				
Running Since Date	1/02/2003			
Beg of Day Detected	23/04/2012			
Diary Allocation Date	23/04/2012 12:05:01 a.m.			
Diary RollOver Date	23/04/2012 12:04:08 a.m.			
Diary Purge Date	23/04/2012			
Diary Client Status	23/04/2012			
Reminder Purge Date	23/04/2012			
Event Log Purge Date	23/04/2012 11:59:59 p.m.			
Audit Log Purge Date	23/04/2012			
GL Build Check	23/04/2012			
Restricted Prd Rebuild	8/06/2004			
Close Off	Debtors for	]		
Close Off	Creditors for	]		
		,		
	<u>ــــــــــــــــــــــــــــــــــــ</u>		·	
SF3 : Print GST S	F4 : View Gst SF5 : P	rint Creditors List	SF6 : Print Sales Sum	ESC : Close
	(			

Fig. 11 - 14



#### Step 2: Building Statements

- 1. Go to 'Utilities' and then 'End of Period'.
- 2. Click on the '3: DB Mth' tab.
- 3. Click the 'Print Statements' button. The Statement menu is displayed.
- 4. Configure all the messages that you want to appear on statements by choosing the message from the drop down menu.

Message To Print on All Statements:	The message selected will print on all statements.
Message For Blank Batch Codes:	The message selected will print on all statements without a batch code.
Message For Blank Non Batch Codes:	The message selected will print on all statements with <u>a batch code</u> .
Print 3 Letter Batch Code Messages:	The message selected will print on all statements where the first three letters of the batch code match the first three letters of the note. For example if the notes name was 'FON' and the client batch code was 'FON' the message would print out.



**NOTE:** To view, edit or create a new message click on the 'Edit Messages' button. The 'Statement Notes' list will now open. To view or edit an existing message double click on the message name. The message should now open for viewing or editing.

If you wish to create a new message click on the red '+' button at the bottom of the window and select 'Yes' to the prompt. A blank message template will open. Enter a name for the message and the text you wish to print out on the statement. Click on the 'F12: Save' button to finish.

**<u>NOTE</u>**: Individual client messages and account overdue messages are also able to be printed on statements.

- 5. Click 'Make Statement' button. The 'Build Statements' procedure will begin, this will take a few minutes, depending on the speed of the machine running the process.
- 6. This task is now complete.



**NOTE:** All your statements are now built and saved for printing. If you make any changes to the statement such as adding transactions or changing messages you will need to make the statements again.



#### **Step 3: Printing Statements**

- 1. Go to 'Utilities' and then 'End of Period'.
- 2. Click on the '3: DB Mth' tab.
- 3. Click on 'Complete Statements'.

W.	Build	and P	rint Statements for April 2012							×
			Statements fo	г Ар	ril 20	12			Make Statements	
	Batch	h #	Batch_Name	Printed	Verified	Company	Stm_Mth	-	A Print All	-
	1/2	2275	No Batch Code Statements			1	1/04/2012			
	1/2	2277	Batch Codes of ABC			1	1/04/2012		Print Batches	
	1/2	2276	Batch Codes of ADA				1/04/2012	_		
			Batch Codes of ALT				1/04/2012	=	Dragges Dart Batah	
			Batch Codes of EML				1/04/2012		Process <u>P</u> art Batch	
			Batch Codes of EQU				1/04/2012		Calast One Oliant	
			Batch Codes of G				1/04/2012		Select <u>O</u> ne Client	
			Batch Codes of KIE				1/04/2012			=
			Batch Codes of NEW				1/04/2012	_	Prepare All Emails	
	· ·		Batch Codes of TES				1/04/2012	_		7
	1/2	2282	Batch Codes of ZZZ				1/04/2012		Prepare Email For Batch	
								-	Upload Emails	
	Mess	age	to Print on All Statements			-			Close	
	Mess	age	for Blank Batch Codes			-				
	Mess	age	for Non-Blank Batch Codes			-			Print Options	
	Print :	- 3 Lei	tters Batch Codes Messages	Yes		•			Print Statements	
									Print Summary Page	
		<u>E</u> d	it Messages	App <u>ly</u>	Messa	ge			Preview (Dont Print)	
	There are batches present from a previous attempt. You may print/email part/any/all batches as required. If you have reason to believe that the batches may be obsolete then you must Make up the Statements again.								e	

Fig. 11 - 15

- 4. Ensure the 'Print Statement' box is checked (at bottom of panel).
- 5. Click the 'Print All' button.
- 6. Click 'Yes' to print statements or 'No' to preview the statements on screen.
- 7. Check the statements for any mistakes such as missing transactions and payment errors.
- 8. If any mistakes are found ensure batch mode is turned on before any new bills or refunds are made.
- If any refunds or new bills are made into the end of month period you are closing you must click on 'Make Statements' again and then reprint the effected clients' statements using the 'Select One Client' button.
- 10. Repeat steps 5, 6, 7 until all statements are correct.
- 11. You can now print the 'Statement Summary'. Check the 'Print Summary Page' box.



- 12. If you have configured your system to use pre-printed statement paper, a warning will appear. Click 'OK' when you have changed the paper accordingly.
- 13. Double-click all the 'Verified' boxes against each listed 'Batch\_Name' when you have checked the printing, this is to confirm the statements have printed correctly.
- 14. As you click each of these, a warning will appear, to make sure that you wish to verify that these statements have printed correctly. Click 'Yes' to each of these warnings.
- 15. Once all batches are verified, click 'Close'.

#### **Step 4: Aging Accounts**

- 1. Now click the 'Perform Aging' button.
- 2. Click the 'Start Aging' button.
- 3. The system will then mark all invoices for the period as 'Aged'.
- 4. Click on the 'Print Debtors' button to print the 'Debtors List' report.
- 5. Click 'Close' to close the 'Aging Window'.

#### Step 5: Performing the End Of Month

- 1. Click the 'Perform End of Month' button.
- 2. The 'End of Month' menu is now displayed.
- 3. Make your selections for the reports and number of copies required.
- 4. Select the number of copies of 'End of Month' reports you wish to print. Click 'Preview' if you want to view the reports before printing.



**NOTE:** The EOM Hold date defines the current period. Any transactions entered with a date after and including this date are 'held' (not processed fully) until the current accounting period has been closed off fully.

- 5. Click the 'End of Month' button.
- 6. Each report will print automatically as selected.
- 7. Click 'Close' on the 'End of Month' menu.
- 8. Now the 'Release EOM Hold Date' button should be activated, click this button to complete the 'End of Month'.
- 9. A prompt will now appear telling you end of month was successfully completed.
- 10. End of Month is now finished for Debtors. Close the 'End of Period' window.



## **Provisional Statements**

Provisional Statements can be printed when you wish to print statements early for the current month. You can print all clients or just an individual client without the month being closed off.

- 1. Go to 'Utilities' menu and then click on 'End of Period'.
- 2. The 'End of Period' from will open.
- 3. Click on the 'Print Statements' button.
- 4. If you are working on the current month a prompt will appear. Click on the **'Provisional'** button to print provisional statements.
- 5. The print statement form will open
- 6. Click on the 'Make Statements' button.
- 7. If you have batch bills that are not posted you will receive a warning message. Click 'OK'. These bills will not be on provisional statements.
- 8. To print one click on the 'Print One Client' button. If you wish to print all statements click on the 'Print All' button.

Build and Print Statements for April 2012			<u> </u>			
Statements for	or April 20	12		÷	Make Statements	
Batch # Batch_Name	Printed Verified	Company Stm_Mth		A	Print All	
1/2275 No Batch Code Statements		1 1/04/2012			Flint <u>A</u> il	
1/2277 Batch Codes of ABC		1 1/04/2012		A	Print Batches	
1/2276 Batch Codes of ADA		1 1/04/2012			Thint Datches	
1/2279 Batch Codes of ALT		1 1/04/2012			Process Part Batch	
1/2280 Batch Codes of EML		1 1/04/2012			Flocess Fait Datch	
1/2278 Batch Codes of EQU		1 1/04/2012		53	Select One Client	
1/2283 Batch Codes of G		1 1/04/2012		<b>~</b> *		
1/2284 Batch Codes of KIE 1/2285 Batch Codes of NEW		1 1/04/2012 1 1/04/2012		$\bigcirc$	Prepare All Emails	
1/2281 Batch Codes of TES		1 1/04/2012		6		
1/2282 Batch Codes of ZZZ		1 1/04/2012		0	Prepare Email For Batch	
			-		Upload Emails	
Message to Print on All Statements		-		₩	<u>C</u> lose	
Message for Blank Batch Codes		-				
Message for Non-Blank Batch Codes		-		Print	Options	
Print 3 Letters Batch Codes Messages	Yes	•		🗷 Pri	int Statements	
Thin o conters batter oodes Messages				🔽 Pri	int Summary Page	
Edit Messages     Preview (Dont Print)						
There are batches present from a previous attempt. You may print/email part/any/all batches as required. If you have reason to believe that the batches may be obsolete then you must Make up the Statements again.						

Fig. 11 - 16



# **CREDITORS END OF MONTH**



**NOTE:** Before continuing with the next step, you must ensure that all **Creditor invoices, payments**, **stocktakes** or any transactions that you wish to go to this month, have been entered. Any Creditor transactions entered after this, will go to the **new month**. You may leave this step until all transactions are entered. Only then should you age your Creditors.

- 1. Log in by clicking on the login button on the side bar, enter the user name and password.
- 2. Go to 'Utilities' in the top menu bar.
- 3. Click on 'End of Period'.
- 4. Click on the 'End Of Month Creditors' tab.
- 5. Click the 'Perform Aging' button.
- 6. Click the 'Perform End of Month' button.
- 7. The End of Month creditor menu is displayed. You now have the option to print your Creditor Control Report.
- 8. Click the 'End of Month' button.
- 9. Your 'Creditor Control Report' should print automatically unless you have checked the preview box.
- 10. Now the 'Release EOM Hold Date' button should be activated, click the button to complete the end of month for creditors.
- 11. A prompt will appear telling you end of month was successfully completed.
- 12. Your creditor end of month is now finished.



**NOTE:** You can leave your rollover of creditors until you have finished entering all the invoices in for your suppliers. This is very useful for suppliers whom you do not receive invoices or statements from until the middle/end of the following month.



# **END OF YEAR**

## **Debtors End of Year**

- 1. Click on the 'Utilities' menu.
- 2. Click on 'End Of Period' and then on the '5: Db Year' tab.
- 3. Click on 'Start End of Year'.
- 4. Choose the numbers of copies of each report to print and click on the 'End of Year' button.
- 5. You will now be returned to the main 'End of Year (Debtors)' page.
- 6. Click 'Complete End of Year'.
- 7. A prompt will appear telling you end of year was successfully completed.
- 8. Congratulations, you have now successfully completed your End of Year.

VL2 End of Year for Apr 2003 ~ Mar 2004	
	End of Year
	Print Reports
	1 🚔 Sales Summary
End of Year	1 🔮 Control Report
	Preview (Dont Print)
You may change the quantities of each report to	print before Doing the
End of Year. If you want to print old reports, ther Tab on the End of Period wind	select the Old Reports
	1.

Fig. 11 - 17



# **Creditors End of Year**

- 1. Click on the 'Utilities' menu
- 2. Click on 'End Of Period' and then on the '5: Cr Year' tab.
- 3. Click on the 'Start End of Year' button.
- 4. Click on the 'End of Year' button and choose whether or not to print or preview the control report.
- 5. You will be returned to the main menu for the creditors end of year.
- 6. Click on the 'Complete End of Year' button.
- 7. A prompt will appear telling you end of year was successfully completed.
- 8. Congratulations, you have successfully completed the creditors end of year.

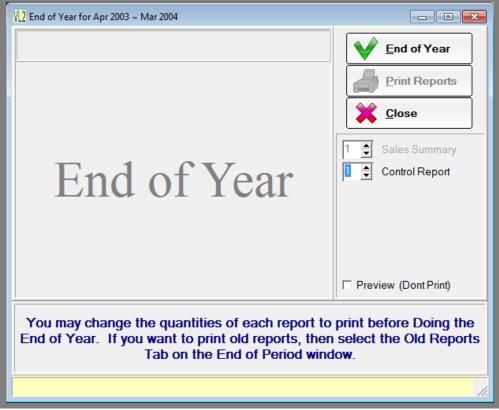


Fig. 11 - 18



# REPRINTING END OF PERIOD REPORTS & STATEMENTS

- 1. Click on the 'Utilities' menu
- 2. Click on 'End Of Period' and then on the '8: Old Rpts' tab.
- 3. Double-click on the button correlating to the kind of the reports you wish to print out.
- 4. Choose the date for the report, statement or list you wish to print out.
- 5. If you have chosen to print the end of period reports a report selection window will appear. Choose what reports you wish to preview or print by adding a 1 to the selection box beside each type of report. Alternatively by adding a 0, the report will not print.
- 6. If you have chosen to reprint statements, the print statements window will appear. You can choose to print all statements, print by batch or print just one client.
- 7. If you choose to print a debtors list you will be taken straight to the Debtors List preview page. To print the document click on the printer icon, near the top of the previewed page.

V2 End Of Period						- • •
<u>1</u> : Day <u>2</u> : Week <u>3</u> : Db	Mth <u>4</u>	: Cr Mth	<u>5</u> : Db Year	<u>6</u> : Cr Yea	ar <u>7</u> : Misc	8 : Old Rpts
F3 : Print Old Logs	Mar 2012 Feb 2012					<u>^</u>
F4 : Print End of Day Rpts	Jan 2012					
F5 : Print End of Week Rpt	Dec 2011 Nov 2011					E
F6 : Print Old Statements	Oct 2011 Sep 2011	L				
F7 : Print Debtors List	Aug 2011					
F8 : Print Db EOM Rpts	Jun 2011					
F9 : Print Cr EOM Rpts	May 2011 Apr 2011	1				
F10 : Print Db EOY Rpts	Mar 2011 Feb 2011					
F11 : Print Cr EOY Rpts	Jan 2011 Dec 2010					
Please select a Month from the list box on the right to reprint one or	Dec 2010 Nov 2010 Oct 2010 Sep 2010 Aug 2010 Jul 2010	) )				
all statements.	May 2010 Apr 2010	)				-
SF3 : Print GST SF4 : Vi	iew Gst	SF5 : Pri	nt Creditors Lis	t SF6 : Pri	nt Sales Sum	ESC : Close

Fig. 11 - 19



# **GST RETURNS**

## **Setting the GST Return Frequency**

- 1. Click on the 'Options' menu.
- 2. Click on the 'Setup' option.
- 3. Log in with user name and password.
- 4. Click on the 'Finance' button.
- 5. Make sure '1: Buy Taxes' is selected.
- 6. Change the 'GST Return Frequency' field to the required length.



**NOTE:** Ensure your '**GST is Invoiced Based**' is ticked if you are invoiced based, or left unchecked if you are cash based.

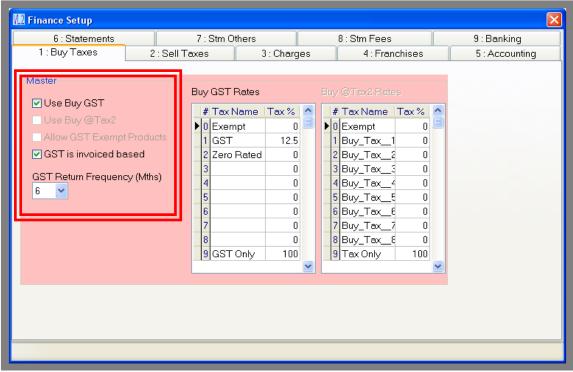


Fig. 11 - 20



## **Printing GST Returns**

- 1. Click on the 'Utilities' menu.
- 2. Click on the 'End of Period' option.
- 3. Click on 'SF3 : Print GST'.
- 4. A new window will open. Select the date you wish to pay GST from. The period of the GST return is fixed to the length entered in setup.
- 5. Click on the 'F12: Print' button.
- 6. A 'Goods and Services Tax Return' will now print.

			GST 101
Α4	Goods and Services Tax Ret	turn	
	for - Computer Fanatics Hair Studio		
	Perio	d covered by the	return: 6 Monthly
		From 01/	01/05 to 30/06/05
			AYMENT BASIS 2006 8:42:59a.m.
Goods and Services Tax on Your Sales and	Total sales and income for the period (including GST and any zero-rated supplies)	Box 5	5,123.96
Income	zero-rated supplies included in Box 5	Box 6	0.00
	Subtract Box 6 from Box 5	Box 7	5,123.96
	Divide the amount in Box 7 by nine(9)	Box 8	569.33
Goods and Services Tax on Your Purchases	Total purchases and expenses (including GST), excluding any imported goods	Box 11	0.00
and Expenses	Divide the amount in Box 11 by nine(9)	Box 12	0.00
	Credit Adjustments (from Calculation sheet)	Box 13	0.00
	Add Box 12 and 13. Total Gst Credit.	Box 14	0.00
Total GST to Pay (if adjustme	ents from your calculation sheet are ZERO)	Box 15	569.33
Asumes all Cash Sales/Buys a	re based on Standard GST Rate		
Total Sales at Standard-	rated		5,123.96
Total Sales at Zero-rated	1		0.00
Total Exempt Sales Nett Sales Shown on C	ontrol Report		0.00 5,123.96
Total W/O			0.00
Total Journal Entries			0.00
Nett Income Shown on	Control Report		5,123.96
Total purchases and exp	enses at Standard-rated		0.00
Total purchases and exp			0.00
Total Exempt purchases	and expenses		0.00
Total purchases and ex	penses Shown on Control Report		0.00

Fig. 11 - 21



# **Viewing a GST Transaction Summary**

- 1. Click on the 'Utilities' menu.
- 2. Click on the 'End of Period' option.
- 3. Click on 'SF4: View GST'.
- 4. In the 'View GST Details from' field, select the date range to view transactions for.
- 5. In the 'For' field choose whether you want to view transactions for debtors, creditors or both.
- 6. In the 'Tax Type' field select what type of tax you wish to view.
- 7. Finally press the 'F12: View Details' button to view the summary of transactions.

