QUICK REFERENCE SHEET September 2012

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END OF FINANCIAL YEAR REPORT RECOMMENDATIONS

If you are using Fred Office as your Point of Sale system, the information provided in this document will show you the recommended reports that may assist you in providing information for your accountant at the end of each Financial Year.

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FRED OFFICE END OF FINANCIAL YEAR REPORTS

At the end of the financial year, we recommend generating the following documents in Fred Office:

- Stock Valuation or Stock Valuation (Historic)
- Sales Banking Summary
- Statement summary

Stock Valuation or Stock Valuation (Historic)

The *Stock Valuation* report displays the current stock valuation by *department*, *category* or *item*. You can filter the report to show items not included in a stocktake or stock value by department/category.

IMPORTANT!

Run the **Stock Valuation** report on 30 June (after stocktake completion). Run the **Stock Valuation Historic** at any time if you have forgotten to generate this report on 30 June.



The Stock Valuation report will display:

the current stock valuations ①

A sample Stock Valuation report is displayed below:

STOCK VALUATION REPORT Stock Valuation Report Support Store - 0 06/2.1/2012 22.50.50 Cost Bx Retail SOH 50H \$ Markup % Margin % Value % Item Description Department:Baby \$38.15 \$62.95 47.00 \$325.47 50.07 % 33.37 % 12.73 % Department:Converted Data \$0.00 \$0.00 5.00 \$0.00 0.00 % 0.00 % 0.00 % Department:Household and Domest \$4.81 \$13.55 20.00 \$55.39 195.07 % 57.15 % 2.17 % Department:No Department \$6.00 \$11.88 1,003.00 \$2,006.00 80.00 % 44.44 % 78.44 % Department:P.B.S Ethicals \$3.38 \$12.95 4.00 \$13.52 283.14 % 73.90 % 0.53 % Department:Surgical & Home Health \$7.48 \$12.34 21.00 \$157.08 50.00 % 33.33 % 6.14 % \$59.82 \$113.67 1,100.0 \$2,557.4 101.23 % 41.36 %

To generate a Stock Valuation or Stock Valuation Historic report in Fred Office:

In the Reporting tab, select Inventory Reports, select either Stock Valuation or Stock Valuation (Historic), and then click [Open Report].

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New 🕶 🚳 Find 🥥 🕞		
Reporting «		
Folder		Selected Report
System Reports	Inventory Reports (14 Reports)	Stock Valuation
	Dead Stock Report	Available Actions
🍄 My Office	Drug to Item Matches	Open Report
Ordering	Item Pricing Details	Delete Report
A Contacts	Manual Stock Adjustments	Shara Bapart
	Manual Stock Adjustments(Comparative)	Jhare Report
D Inventory	Negative Stock On Hand	Schedule Report
Ø Pricing	Promotion Performance	Report Information
Reporting	Stock Movement	A
🧼 Activity	Stock Take Details	Displays current stock value by
🔮 Assistants	Stock Valuation	department, category or item. Can be optionally filtered to show items not
🛆 Management	Stock Valuation (Historic)	included in a stock take or stock value by supplier.
*	*	Includes a breakdown of value by
administrator Online	📔 🔍 You have news 📔 🔍 142 Conflicts 📔	👂 59 Events 🛧 Connectors are active 🔮 1 Alert



Sales Banking Summary

The Sales Banking Summary report displays banking and tax information in a predetermined and summarised format.

The Sales Banking Summary report will display:

- the expected banking results (in the event that the batch entry and end of day functions are not utilised).
- the estimates of tax and of banking information based on sales data from the register.
- expected tax collected for a given date range

A sample Sales Banking Summary report is displayed below:

SALES BANKING SUMMARY REPORT

Sales and	Banking Sur	nmary			Page 1 of
Kim's Fred Off	ice - 0				6/07/201
Summary data Batch Number	i for batch(es) tha (s): 8 - 36	t closed on: 19/0	7/2011 - 6/07	/2012	
Total Tendered:	\$323,730.05	Opening Total:	\$0.00	Paid Out:	\$100.0
Total Change:	-\$411.15	Sales:	\$322,611.09	Dropped:	\$300.0
Discounts:	-\$315,524.88	Returns:	-\$31.40	Layby Closed:	\$276.5
Cost of Goods:	\$4,046.42	Tax:	\$15.68	Charge On Accoun	t: \$218,592.7
GovRec Est:	\$130.24	Paid On Layby:	\$291.55	Deposit Redeemed	: \$0.0
Customer Count:	308	Paid To Account:	\$708.60	Closing Total:	\$0.0
No Sales:	10	Deposit Made:	\$0.00		
Aborted Trans.:	40				
		Total:	\$323,595.50	Total:	\$219,269.3
				Over / Short:	-\$104,326.3
	GST A	nalysis for Bat	ch Number:	8 - 36	0/4Total Sales
	Sales LA UST	UST (Actual) 100	Jaies	7010tal Sales
NO GST	\$322,422.90) \$	0.00 \$3	22,422.90	100%
GST	\$156.77	\$15	5.68	\$172.45	0%
_					



To generate the Sales Banking Summary report in Fred Office:

1. In the **Reporting** tab, select **Batch Reports**, choose **Sales Banking Summary**, and then click [Open Report].

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<u>File E</u> dit <u>V</u> iew <u>Application</u>]	[ools <u>H</u> elp	
🕴 New 👻 🖘 Find 🛛 🥥 🕞		
Reporting «		
Folder	8	Selected Report
Reporting Dashboard System Reports	Batch Reports (10 Reports)	* Calas Danking Community
User Reports	Banking Consolidation	Sales Banking Summary
	Batch Details	
	Batch Tender Summary	Available Actions
6 My Office	Batch Tender/Transaction Details	Open Report
Ordering	Daily Tax Summary	Delete Report
🚨 Contacts	Efficiency Of Sales	Share Report
Inventory	Itemised Transaction Details	Schedule Report
O Pricina	Sales Banking Details	
	Series Danking Summary	Report Information
M Reporting		
Activity		Displays banking & Tax information in a predetermined & summarized format.
🔮 Assistants	Customer Reports (5 Reports)	Used to display expected banking results in
🖎 Management		the event that the Batch Entry and end of day functions are not utilized.
~	Inventory Reports (14 Reports)	Will give estimates of Tax and estimates of
🤌 administrator Online	9	\mid 🗢 You have news 🛛 🤸 Connectors are active 🛛 🍄 1 Ale

The report appears.

- 2. Do the following:
 - In the Start field, enter 30/06/20YY (YY is the current year).
 - In the End field, enter 30/06/20YY (YY is the start of the financial year).
- 3. To generate the report, click [Run Report].

😤 Report: Sal	les Banking Su										_ = ×
Eile Report											
Save Rep	port 🛃 Save	Report As 🛛 😨 I	lun Rep	ort 🔄 Email Report							
Report Filter(s)				Report							
Basic Filters				- 33 🗳 🗅 🕞 🗄	l () Q () Q [00% - 🔍 - 14	4 b b 89	👌 🔕 🗋 🔹	⊴ • 🔕 • 📃		
Transaction Be	etween		_								<u>^</u>
Select the ran	nge activity shou	ld be filtered on									
Start	30/06/2011	- 12:00:00 AM	-								
End	30/06/2012	* 11:59:59 PM	-								
Predefined	Custom		-		Sales and	Banking Sur	nmary			Page 1 of 1	
					The Fred Pharn	nacy - O				16/07/2012	
					Summary data Batch Number(for batch(es) tha s): 3575 - 3582	t closed on: 11/	10/2011 - 3/05	/2012		
					Total Tendered: Total Change: Discounts:	\$588.80 -\$48.25 \$647.23	Opening Total: Sales: Returns:	\$0.00 \$492.38 \$0.00	Paid Out: Dropped: Lastry Closet:	\$0.00 \$0.00	
					Cost of Goods:	\$157.09	Tax:	\$40.17	Charge On Account	k: \$297.56	
					GovRec Est: Customer Count:	\$33.81	Paid On Layby: Paid To Account:	\$0.00	Closing Total:	1: \$0.00 \$397.25	
					No Sales: Aborted Trans.:	0	Deposit Made:	\$0.00			
							Total:	\$540.55	Total: Over / Short:	\$694.81 \$154.26	
						GST Anal	ysis for Batch	h Number: 35	75 - 3582		
						Sales Ex GST	GST (Actua	al) Tota	Sales	%Total Sales	
					NO GST	\$10.68		\$0.00	\$10.68	2%	
					GST	\$481.70	\$	48.17	\$529.87	98%	
						\$492.38	\$	48.17	\$540.55		
•						Tables	N		Terre Frede	- 1800/	
Advanced Fi	Rers	Run Report		Current Page No: none		Total Page	: NO: U		200m Facto	a: 100.20	



Statement Summary

The Statement Summary report will display specific account formats (credit/layby) by batch, account group, or nursing home.

The Statement Summary report will display:

- a list of overdue accounts ①
- 30/60/90 day balances
- a glance statement summary of sales against payments and adjustments 3

A sample Statement Summary report is displayed below:

STATEMENT SUMMARY REPORT

Account For	nat is Credit	- U				\bigcirc			6				
(1				_		-		<u> </u>)			
Account #	First Name	LastName	Opening Balance	Sales	Days 30	Days 60	Days 90	Last Payment	Payments	Adj.	Closing Balar		
0000187	DANA	DO NOT U	\$0.00	-\$0.0	\$0.00	\$0.00	\$0.00		\$0.00	\$30.1	\$30.1		
0000188	KRISTIE	GARBUTT	\$0.00	\$13.9	\$0.00	\$0.00	\$0.00	31/10/2011	\$555.00	\$56.3	-\$484.6		
0000188	KRISTIE	GARBUTT	-\$484.69	\$20.0	\$0.00	\$0.00	\$0.00	31/10/2011	\$100.00	\$464.	-\$100.0		
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.6		
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.		
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.(
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.6		
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.6		
0000192	FRANCES	ALLAN	\$0.00	\$43.5	\$0.00	\$0.00	\$0.00	27/10/2010	\$110.00	\$71.5	\$5.0		
0000192	FRANCES	ALLAN	\$5.00	\$0.00	\$5.00	\$0.00	\$0.00	27/10/2010	\$0.00	\$10.0	\$15.0		
0000192	FRANCES	ALLAN	\$15.00	\$0.00	\$10.00	\$5.00	\$0.00	27/10/2010	\$0.00	\$5.00	\$20.0		
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$5.00	\$10.00	\$5.00	27/10/2010	\$0.00	\$0.00	\$20.0		
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$5.00	\$15.00	27/10/2010	\$0.00	\$0.00	\$20.		
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	27/10/2010	\$0.00	\$0.00	\$20.0		
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	27/10/2010	\$0.00	\$0.00	\$20.0		
0000193	JOANNA	ABBOTT	\$0.00	\$63.5	\$0.00	\$0.00	\$0.00		\$0.00	-\$53.5	\$10.		
0000194	HEIN	WONING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$30.1	\$30.		
0000104	HETN	WONTING	¢30.17	èn nn	¢30.17	èn nn	ên nn		¢0 00	én nn	¢20 1		
0000459			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$207.8		
0000459			\$207.84	\$0.00	\$207.84	\$0.00	\$0.00		\$0.00	\$0.00	\$207.8		
0000459			\$207.84	\$0.00	\$0.00	\$207.84	\$0.00		\$0.00	\$0.00	\$207.8		
0000459			\$207.84	\$0.00	\$0.00	\$0.00	\$207.84		\$0.00	\$0.00	\$1,188.6		
0000460	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000460	Lisa	Twomev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000460	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000462	Karla	Flores	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0		
0000464			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$795.0		
1.49	1		\$148,453.22	078.31	26,368.18	26,288.62	3,822.94		\$6,032.40	346.91	\$175,083.		
±,+:	1		9170700722	070.31	10,000,10	-0,200.02	5,022.54		\$0,032.40	010101	\$175,005		



To generate a Statement Summary report in Fred Office:

1. In the **Reporting** tab, select **Customer Reports**, choose **Statement Summary**, and then click [Open Report].

📶 Fred Office for Pharmacy (localho	ist)			-	•	x
<u>File Edit View Application T</u>	ools <u>H</u> elp					
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Reporting «						
Folder Reporting Dashboard System Reports Wer Reports My Office Ordering	Batch Reports (10 Reports) Customer Reports (5 Reports) Account Activity Account Balance Preview Account List Dispensary Peterk locations by Suburb	*	Selected F	ieport Statement Summary Actions Open Report Delote Report		
Contacts	Statement Summary			Share Report		
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🚫 Pricing	Inventory Reports (14 Reports)	*	Report Inf	ormation		
Reporting Activity Assistants Management	Orders Reports (7 Reports)	*	View st accour accour	atement summaries for a specific It format (Credit, Layby), by batch, It group or nursing home.	Ť.	
🤌 administrator 🛛 Online		You have news 9 142 Conflicts	59 Event	s 🛧 Connectors are active 🕯	🕴 1 Ale	ert

- 2. Select By Statement Close Date under Statement Selection.
- 3. Do the following:
 - In the Start field, enter 30/06/20YY (YY is the current year).
 - In the End field, enter 30/06/20YY (YY is the start of the financial year).
- 4. To generate the report, click the [Run Report] button.

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🛃 Save Rep	port 🛛 🛃 Save Rep	port As 😂	Run Report	Email Report							
R Print Pre	eview 🔒 Export	Include F	ilters in Pre	view 💌 🛛 Style Ed	litor Report View	Report Only		hart Option	ns 💌 🔉		
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Account Form	at			brag a column riead	Jer nere to group by	ulaccolumn	Teres of the second	15.16			
Select the ac	count format to filter	the report by		Account # 🛆	First Name	Last Name	Opening Balance	Sales	Days 30	Days 60	Days 90
Select the ad	count format to finer	ule report by	620	0000452	MATTHEW	LIUBINAS	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Credit				0000454	Enrique	Iglesias	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000454	Enrique	Iglesias	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Account Searc	ch		_	0000454	Enrique	Iglesias	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Enter search	term that matches e	ither Account		0000454	Enrique	Iglesias	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Number, misi	civalite, cascivalite o	Company		0000454	Enrique	Iglesias	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
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				0000455	Karla	New	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Statement Selection				0000455	Karla	New	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
By Batch	All Statement Bato	thes	M	0000455	Karla	New	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
By Statem	ent Close Date	3.900.0		0000455	Karla	New	\$ 0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Uy butchi	charace but		Test 1	0000455	Karla	New	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
Start	6/07/2012	12:00:00 AM	16601	0000455	Karla	New	\$0.0	\$0.00	\$0.00	\$0.00	\$0.0
End	6/07/2012	11:59:59 PM	(Q))	0000459			\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
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				0000459			\$207.8	4 \$0.00	\$0.00	\$207.84	\$0.0
				0000459			\$207.8	4 \$0.00	\$0.00	\$0.00	\$207.8
				0000460	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000460	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000460	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000461	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000461	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000461	Lisa	Twomey	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000462	Karla	Flores	\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0
				0000464			\$0.0	0 \$0.00	\$0.00	\$0.00	\$0.0





1300 731 888 (local Call Cost)

8.30am - 9.00pm (EST) Mon – Fri 8.30am - 5.00pm (EST) Sat, Sun & Public Holidays Fred Help Centre: http://help.fred.com.au Email: help@fred.com.au

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