

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:

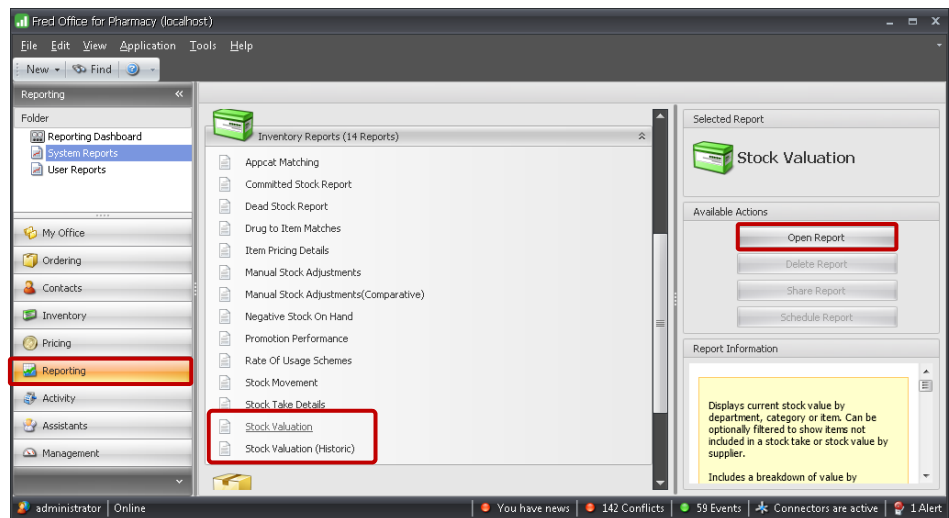
STOCK VALUATION REPORT

Stock Valuation Report
Support Store - 0
Last counted Before (06/Jul/2012 23:59:59)

Item Description	Cost Bx	Retail	SOH	SOH \$	Markup %	Margin %	Value %
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 Domestic	\$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	1,100.00	\$2,557.46	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]**.



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:

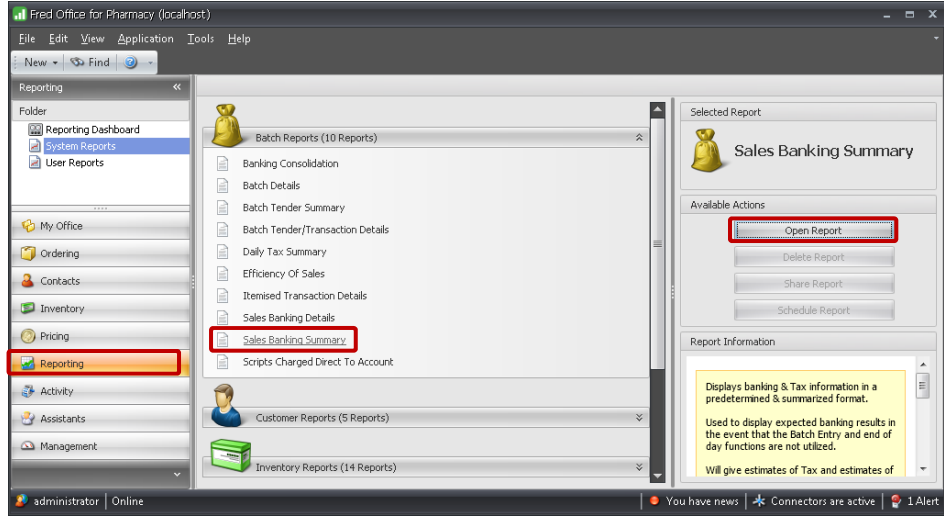
- the expected banking results (in the event that the batch entry and end of day functions are not utilised).
- the estimates of tax and of banking information based on sales data from the register.
- expected tax collected for a given date range

A sample *Sales Banking Summary* report is displayed below:

SALES BANKING SUMMARY REPORT					
Sales and Banking Summary				Page 1 of 1	
Kim's Fred Office - 0				6/07/2012	
Summary data for batch(es) that closed on: 19/07/2011 - 6/07/2012					
Batch Number(s): 8 - 36					
Total Tended:	\$323,730.05	Opening Total:	\$0.00	Paid Out:	\$100.00
Total Change:	-\$411.15	Sales:	\$322,611.09	Dropped:	\$300.00
Discounts:	-\$315,524.88	Returns:	-\$31.40	Layby Closed:	\$276.55
Cost of Goods:	\$4,046.42	Tax:	\$15.68	Charge On Account:	\$218,592.74
GovRec Est:	\$130.24	Paid On Layby:	\$291.55	Deposit Redeemed:	\$0.00
Customer Count:	308	Paid To Account:	\$708.60	Closing Total:	\$0.00
No Sales:	10	Deposit Made:	\$0.00		
Aborted Trans.:	40				
		Total:	\$323,595.50	Total:	\$219,269.30
				Over / Short:	-\$104,326.30
<hr/>					
GST Analysis for Batch Number: 8 - 36					
	Sales Ex GST	GST (Actual)	Total Sales	%Total Sales	
NO GST	\$322,422.90	\$0.00	\$322,422.90	100%	
GST	\$156.77	\$15.68	\$172.45	0%	
	<hr/>				
	\$322,579.70	\$15.68	\$322,595.30		

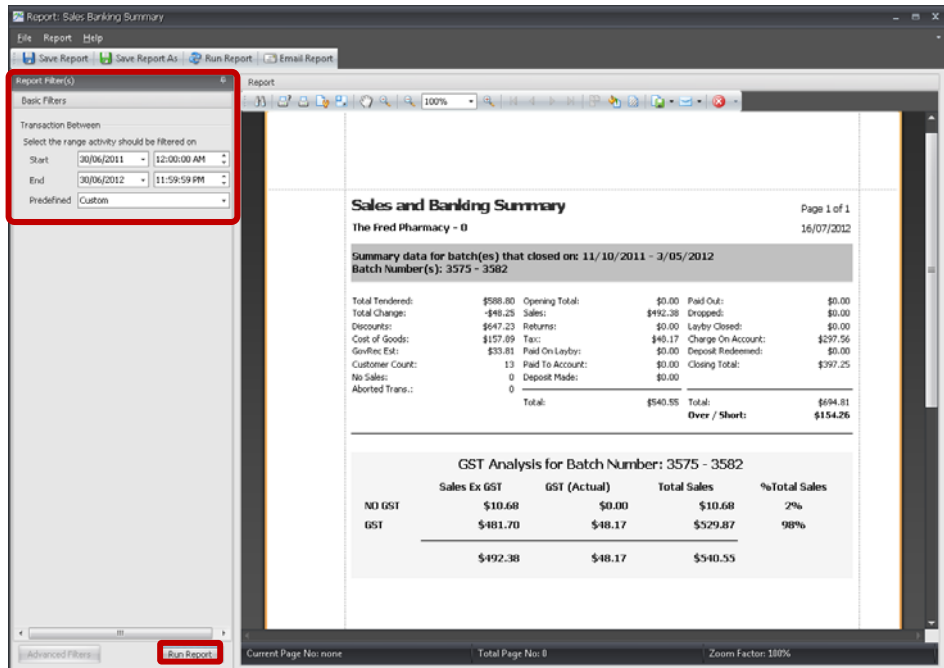
To generate the Sales Banking Summary report in Fred Office:

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



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]**.



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:

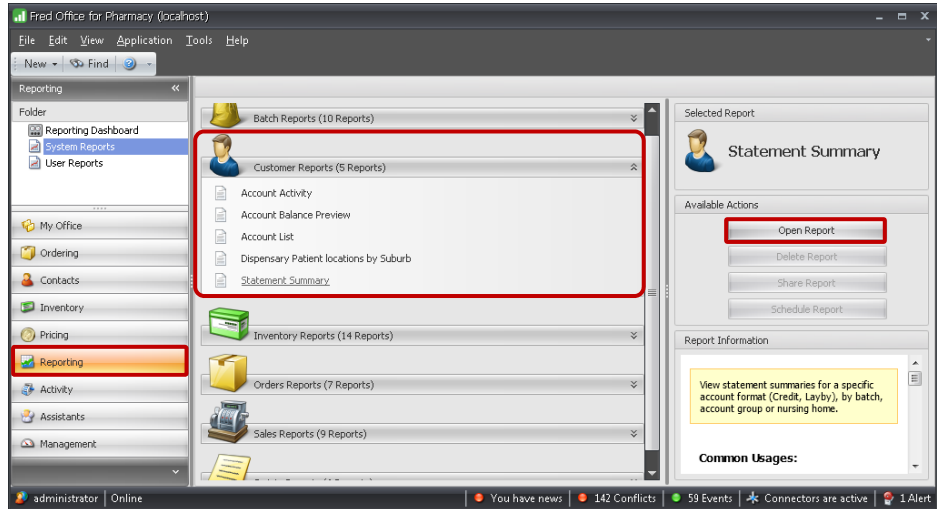
- a list of overdue accounts ①
- 30/60/90 day balances ②
- a glance statement summary of sales against payments and adjustments ③

A sample *Statement Summary* report is displayed below:

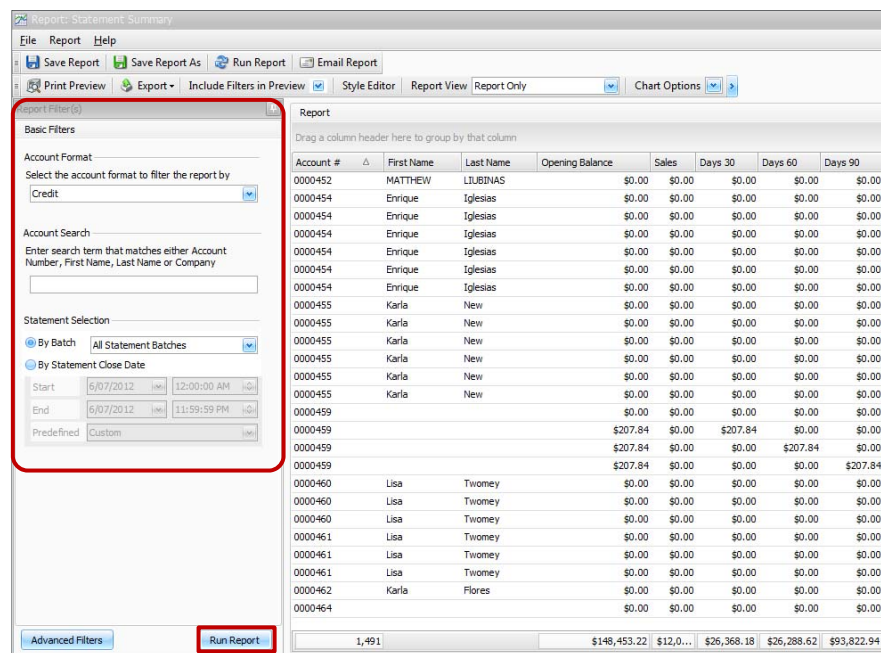
STATEMENT SUMMARY REPORT											
Statement Summary Report											
Support Store - 0											
Account Format is Credit											
Account	First Name	Last Name	Opening Balance	Sales	Days 30	Days 60	Days 90	Last Payment	Payments	Adj.	Closing Balance
0000187	DANA	DO NOT U	\$0.00	-\$0.0	\$0.00	\$0.00	\$0.00		\$0.00	\$30.1	\$30.16
0000188	KRISTIE	GARBUTT	\$0.00	\$13.9	\$0.00	\$0.00	\$0.00	31/10/2011	\$555.00	\$56.3	-\$484.69
0000188	KRISTIE	GARBUTT	-\$484.69	\$20.0	\$0.00	\$0.00	\$0.00	31/10/2011	\$100.00	\$464.	-\$100.69
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.69
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.69
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.69
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.69
0000188	KRISTIE	GARBUTT	-\$100.69	\$0.00	\$0.00	\$0.00	\$0.00	31/10/2011	\$0.00	\$0.00	-\$100.69
0000192	FRANCES	ALLAN	\$0.00	\$43.5	\$0.00	\$0.00	\$0.00	27/10/2010	\$110.00	\$71.5	\$5.00
0000192	FRANCES	ALLAN	\$5.00	\$0.00	\$5.00	\$0.00	\$0.00	27/10/2010	\$0.00	\$10.0	\$15.00
0000192	FRANCES	ALLAN	\$15.00	\$0.00	\$10.00	\$5.00	\$0.00	27/10/2010	\$0.00	\$5.00	\$20.00
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$5.00	\$10.00	\$5.00	27/10/2010	\$0.00	\$0.00	\$20.00
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$5.00	\$15.00	27/10/2010	\$0.00	\$0.00	\$20.00
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	27/10/2010	\$0.00	\$0.00	\$20.00
0000192	FRANCES	ALLAN	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	27/10/2010	\$0.00	\$0.00	\$20.00
0000193	JOANNA	ABBOTT	\$0.00	\$63.5	\$0.00	\$0.00	\$0.00		\$0.00	-\$53.5	\$10.00
0000194	HEIN	WONING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$30.1	\$30.17
0000194	HEIN	WONING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000459			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$207.84
0000459			\$207.84	\$0.00	\$207.84	\$0.00	\$0.00		\$0.00	\$0.00	\$207.84
0000459			\$207.84	\$0.00	\$0.00	\$207.84	\$0.00		\$0.00	\$0.00	\$207.84
0000459			\$207.84	\$0.00	\$0.00	\$0.00	\$207.84		\$0.00	\$0.00	\$1,188.60
0000460	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000460	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000460	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000461	Lisa	Twomey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000462	Karla	Flores	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
0000464			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$795.00
1,491			\$148,453.22	\$78,312.6	\$368,182.6	\$288,623.8	\$22,94		\$6,032.40	\$346.91	\$175,083.87

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]**.



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.





1300 731 888 (local Call Cost)

8.30am - 9.00pm (EST) Mon - Fri

8.30am - 5.00pm (EST) Sat, Sun & Public Holidays

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