END OF PERIOD

CONTENTS

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 VetlinkPRO, 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

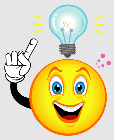
Set up for the end of day is usually only done once to set your personal preferences.

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 **In Progress**. All bills processed from other computers while End of Day is in progress will go onto the **next** 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 **In Progress**. 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 VetlinkPRO 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 VetlinkPRO 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.

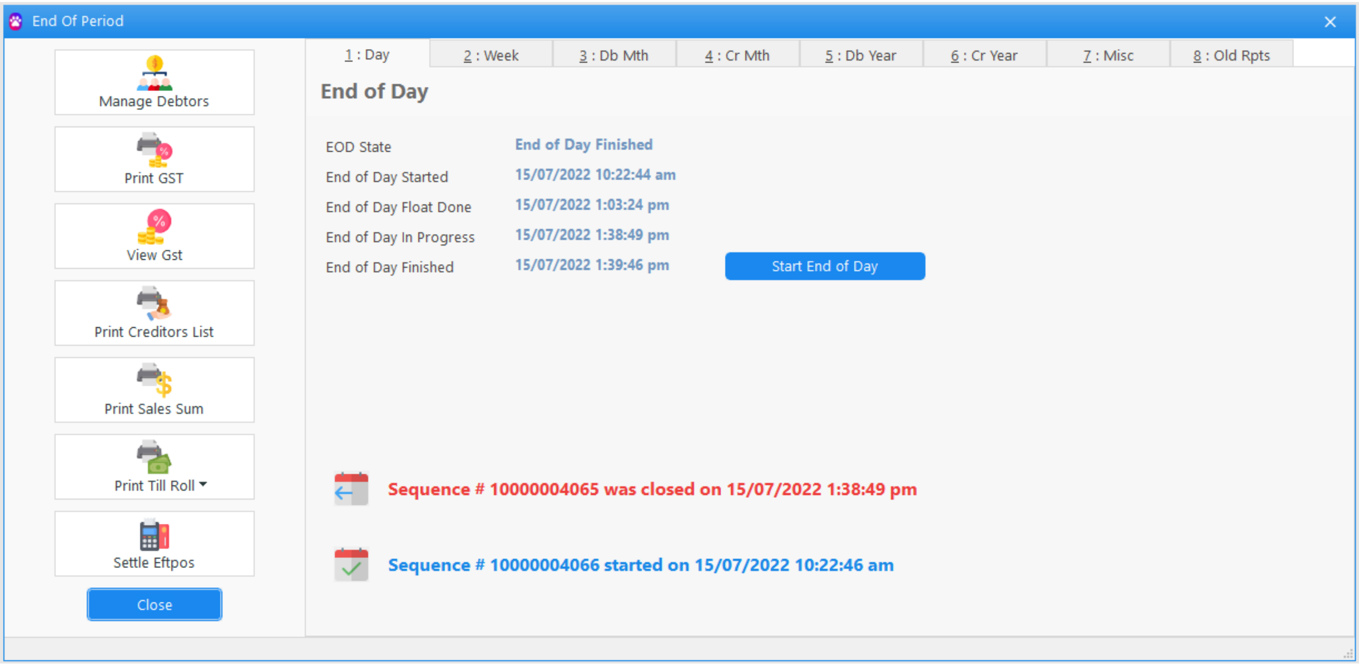
Copies of In-house Usage Report:	This is the default number of copies VetlinkPRO will print out of this report. This is important for the automatic End of Day as you don't get to select the number of reports to print out while performing it.
Copies of Till Logs:	This is the default number of copies VetlinkPRO 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 VetlinkPRO 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



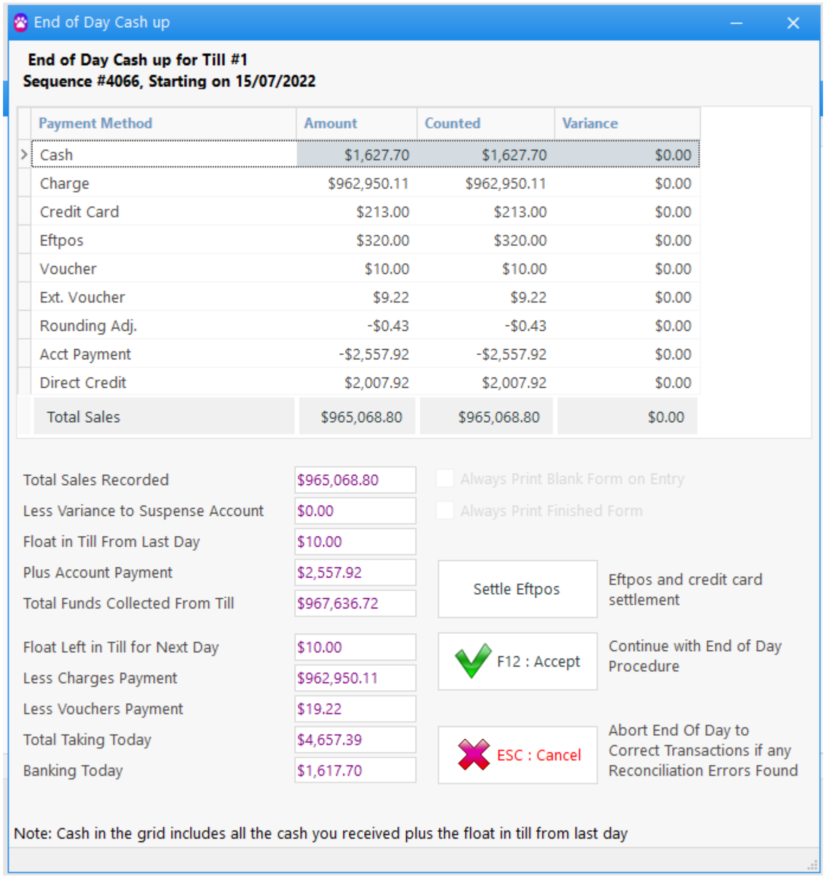
NOTE: There will be variations to these instructions depending on the options selected in setup. These instructions are based on standard selections where **'Allow Multiple EOD Sequences'** is Ticked.

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



4. Click the **'Finish Float Handling'** button.
5. **'Cash up'** screen will appear. The **'Amount'** column displays the amount computed by the VetlinkPRO. The same values are displayed in the **'Counted'** column as defaults. If your count is different to that computed by VetlinkPRO, enter your actual count in the **'Counted'** column. The **'Variance'** column will show the difference between the counted amount and the computed amount.
6. Enter the float to be left in the till for the next day.
7. The **'Banking Today'** field should now display the amount you will be taking to the bank today.
8. If your figures are incorrect, you can make changes by cancelling out of the EOD. On the **SAME COMPUTER** you started EOD you can then make changes such as refunds or new bills, which will then be included the current EOD. Changes made on different computers will appear on the next EOD. Complete steps 1-10 once changes have been made.

9. Once your figures are entered click **'Accept'** to continue.



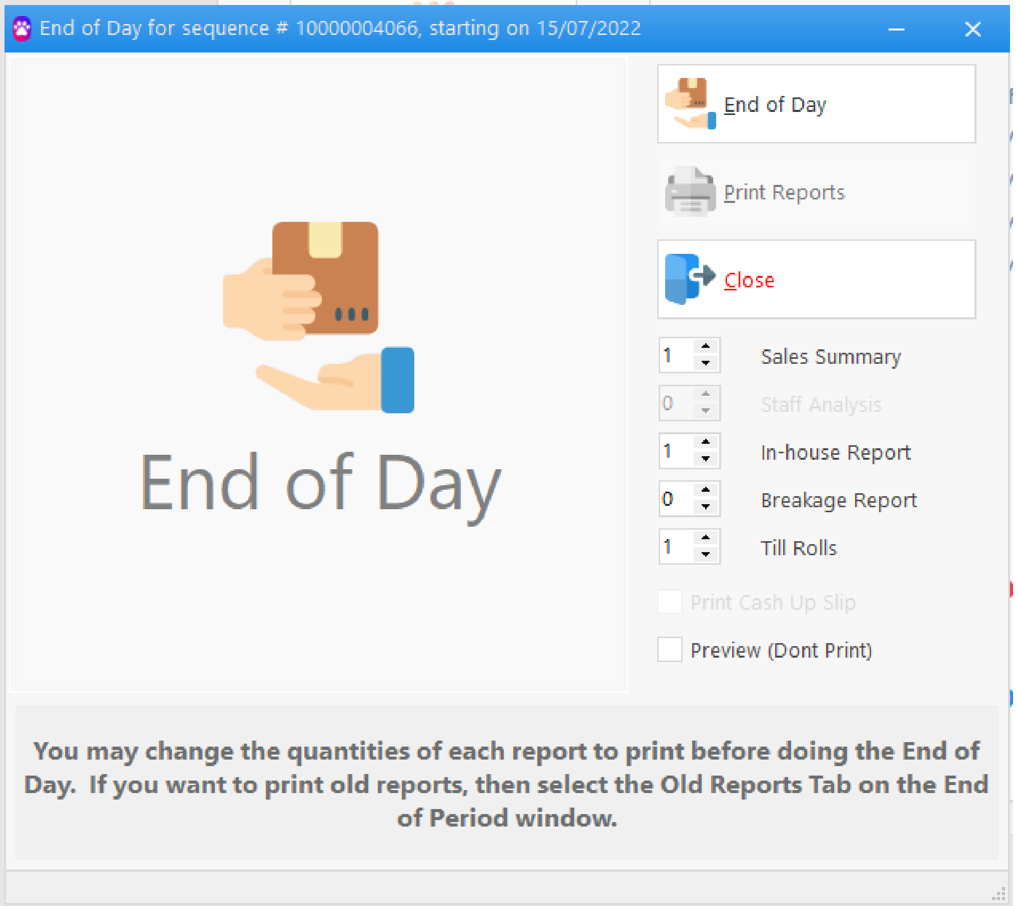
10. Click **'Complete End of Day'** and the **'Reports'** window will appear.

11. If you wish to preview reports before printing place a tick in the preview box.

12. Select the number of copies of each report that you wish to print by entering a number into the corresponding column.

13. Click on the **'Print Reports'** button to either preview or print the reports.

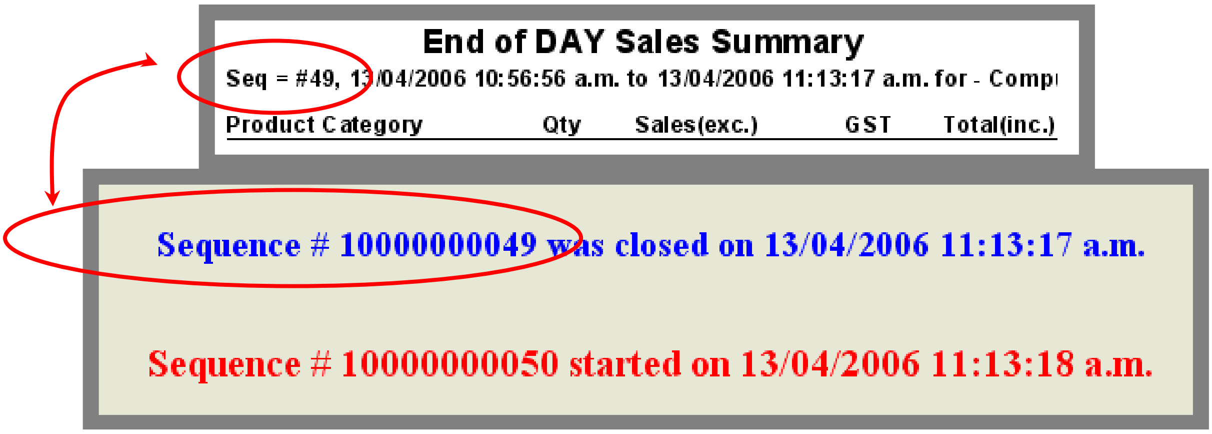
NOTE: In **Options | Setup | Misc | End of Period** you can set the defaults for the number of reports to print out.



14. The cash up slip will print, and a popup will appear stating that End of Day is now completed.

15. 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

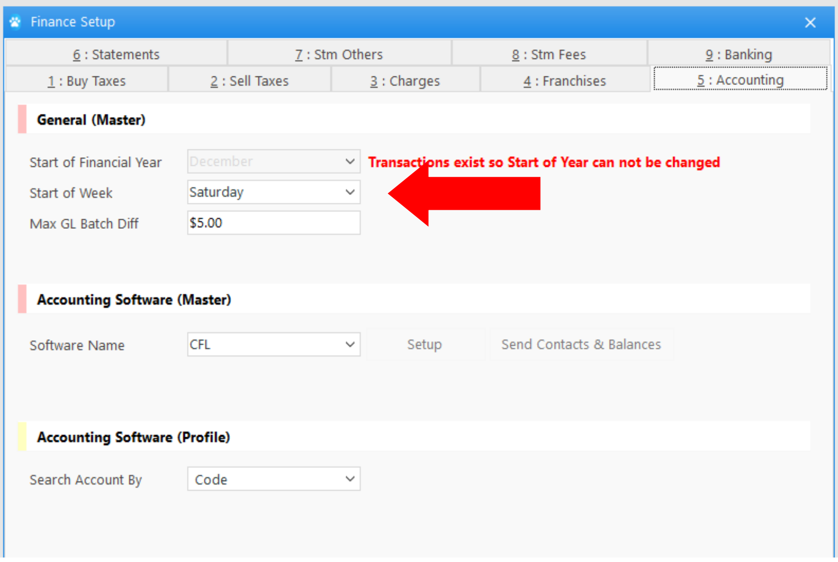
1. Click on the **'Options'** menu and then on **'Setup'**.

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 VetlinkPRO 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 VetlinkPRO 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 VetlinkPRO 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'.**

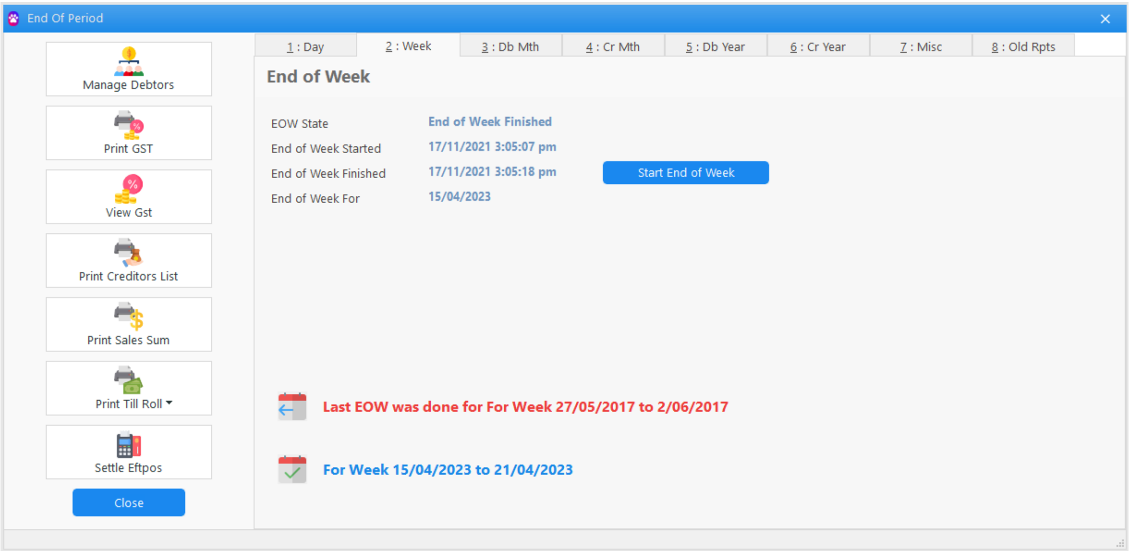
4. Check the **'Start of Week'** date is correct, i.e. **'Start of Week'** should be the first day of the reporting week.



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 **'Financial'** 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.



DEBTORS END OF MONTH

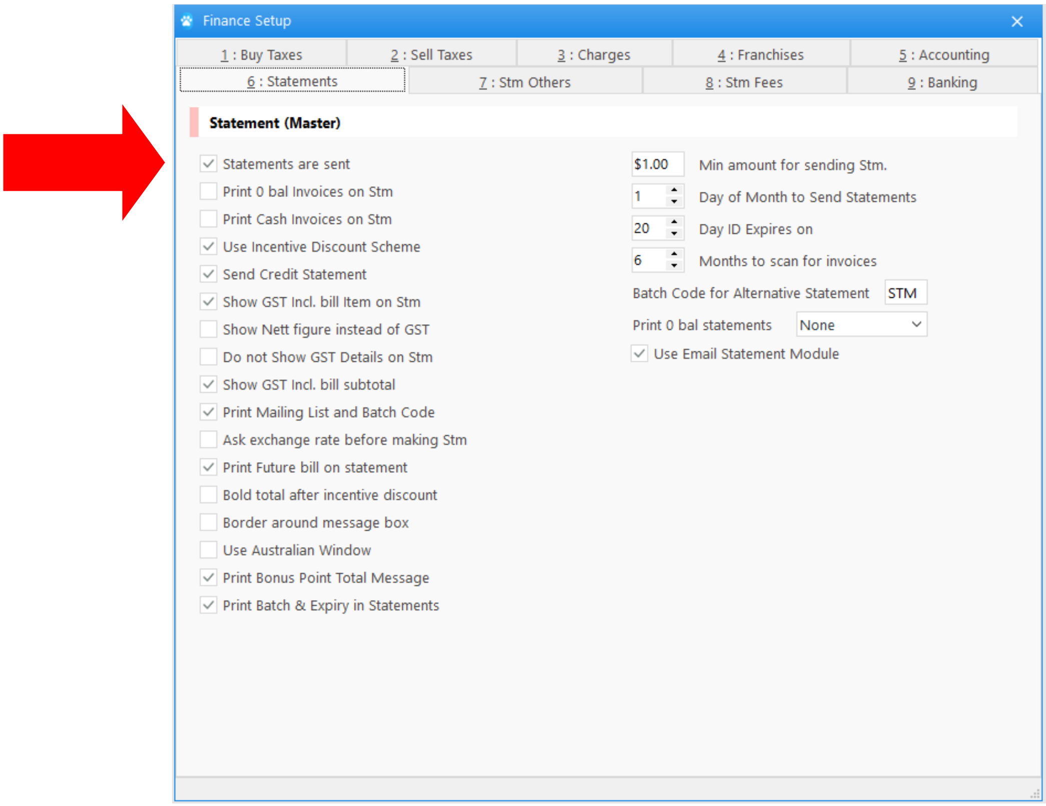
Often you don't receive your supplier invoices until well after the end of month, yet you need to be able to produce your debtors' statements to print and send to clients. For this reason the end of month is separated into two parts, the **Debtors End of Month** and the **Creditors End of Month**:

> **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 **do not** 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.
4. Click on the **'Finance'** button and make sure there is no tick in the **'Statements are Sent'** field.

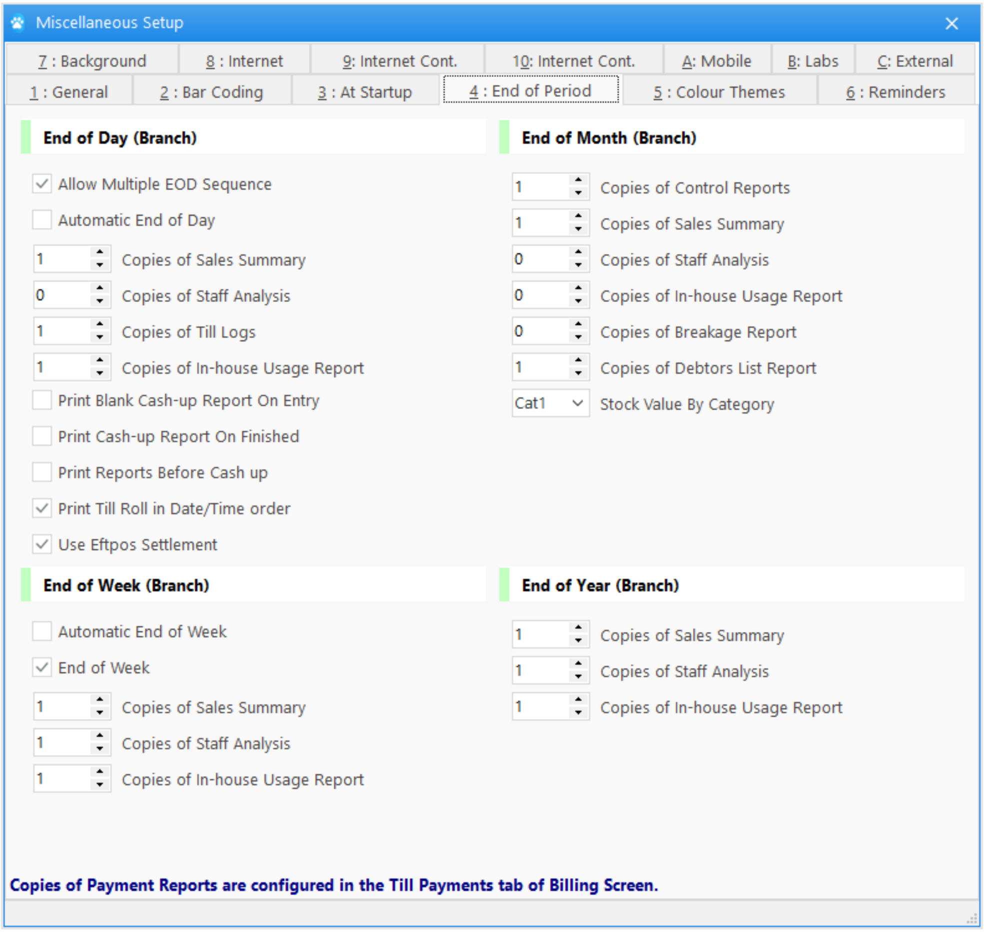


Setting up Advanced Debtors End of Month

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.

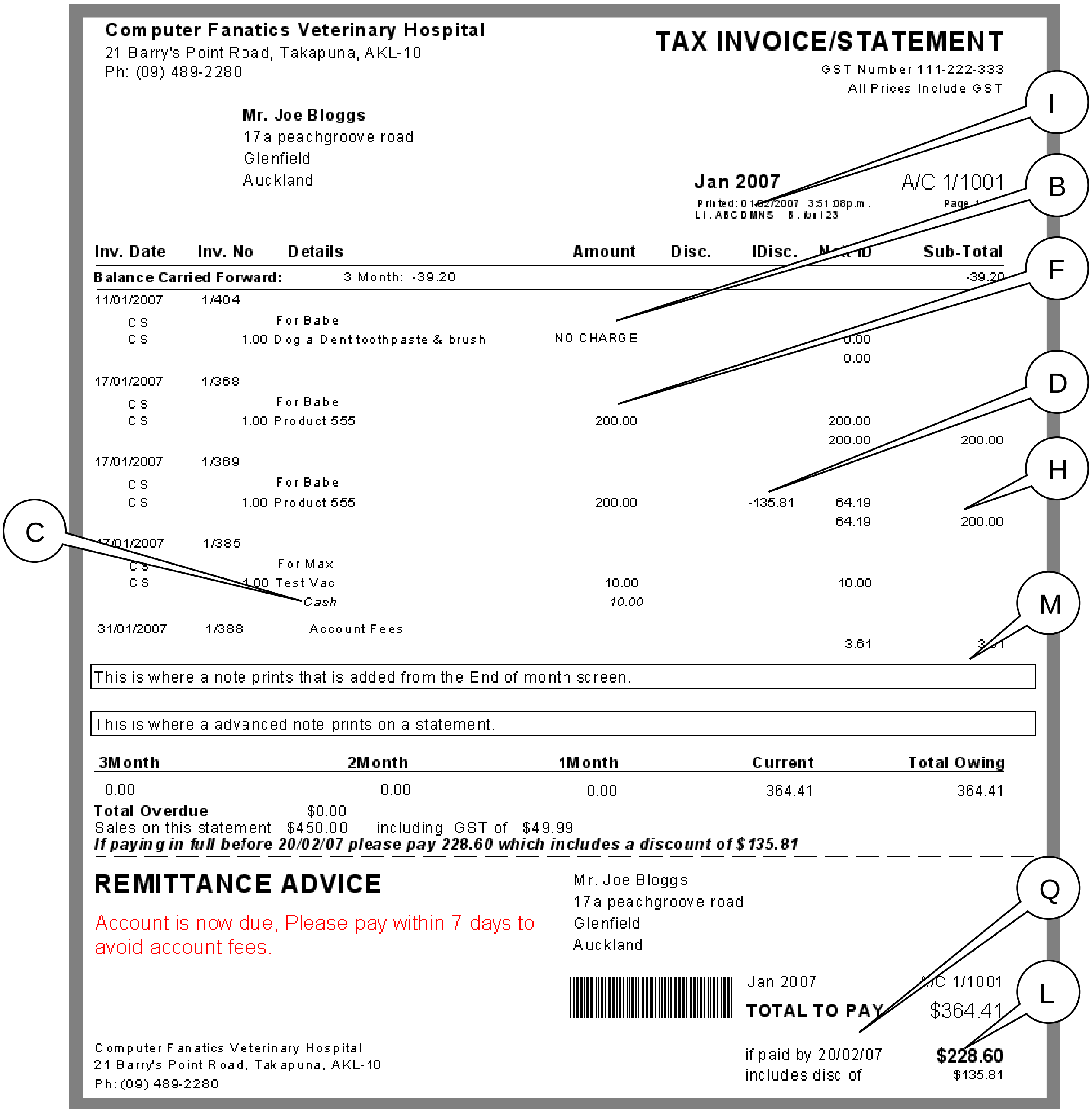


Other End of Month Setup Options

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.

A	**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.
B	**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.
C	**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 Discount Schemes chapter for mor information).
E	**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**	
H	**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.
M	**Border Around Message Box**	A box is printed around the statement notes if this box is selected
N	**Use Australian Window**	If you are using Australian windowed envelopes to send statements select this option.
O	**Min Amount for Sending Statement**	Statements will only be printed for amounts greater than what is entered here.
P	**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.
T	**Print 0 Bal Statements**	Clients that have had transactions in the month but have a zero account balance will still have a statement printed.


Computer Fanatics Veterinary Hospital
21 Barry's Point Road, Takapuna, AKL-10
Ph: (09) 489-2280

TAX INVOICE/STATEMENT
GST Number 111-222-333
All Prices Include GST

Mr. Joe Bloggs
17a peachgroove road
Glenfield
Auckland

Jan 2007 A/C 1/1001
Printed: 01/02/2007 3:51:08p.m. Page 1
L1: ABCDMNS B: tbl123

Inv. Date	Inv. No		Details	Amount	Disc.	IDisc.	Nett ID	Sub-Total
Balance Carried Forward:			3 Month: -39.20					-39.20
11/01/2007	1/404							
	CS		For Babe					
	CS	1.00	Dog a Dent toothpaste & brush	NO CHARGE			0.00	
							0.00	
17/01/2007	1/368							
	CS		For Babe					
	CS	1.00	Product 555	200.00			200.00	
							200.00	200.00
17/01/2007	1/369							
	CS		For Babe					
	CS	1.00	Product 555	200.00		-135.81	64.19	
							64.19	200.00
17/01/2007	1/385							
	CS		For Max					
	CS	1.00	Test Vac	10.00			10.00	
			Cash	*10.00*				
31/01/2007	1/388		Account Fees					
							3.61	3.61

This is where a note prints that is added from the End of month screen.

This is where a advanced note prints on a statement.

3Month	2Month	1Month	Current	Total Owing
0.00	0.00	0.00	364.41	364.41

Total Overdue $0.00
Sales on this statement $450.00 including GST of $49.99
If paying in full before 20/02/07 please pay 228.60 which includes a discount of $135.81

REMITTANCE ADVICE

Account is now due, Please pay within 7 days to avoid account fees.

Mr. Joe Bloggs
17a peachgroove road
Glenfield
Auckland

Jan 2007 A/C 1/1001
TOTAL TO PAY $364.41
if paid by 20/02/07 **$228.60**
includes disc of $135.81

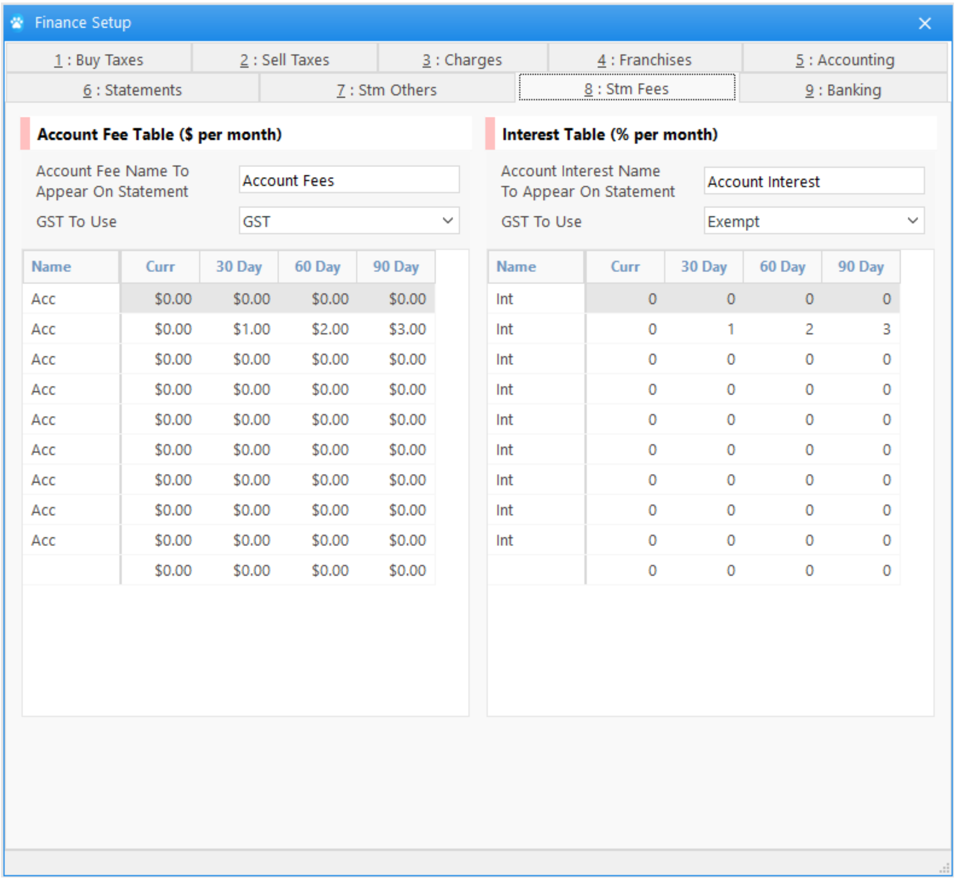
Computer Fanatics Veterinary Hospital
21 Barry's Point Road, Takapuna, AKL-10
Ph: (09) 489-2280

Setting up End of Month Statement Fees and Interest

VetlinkPRO 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.

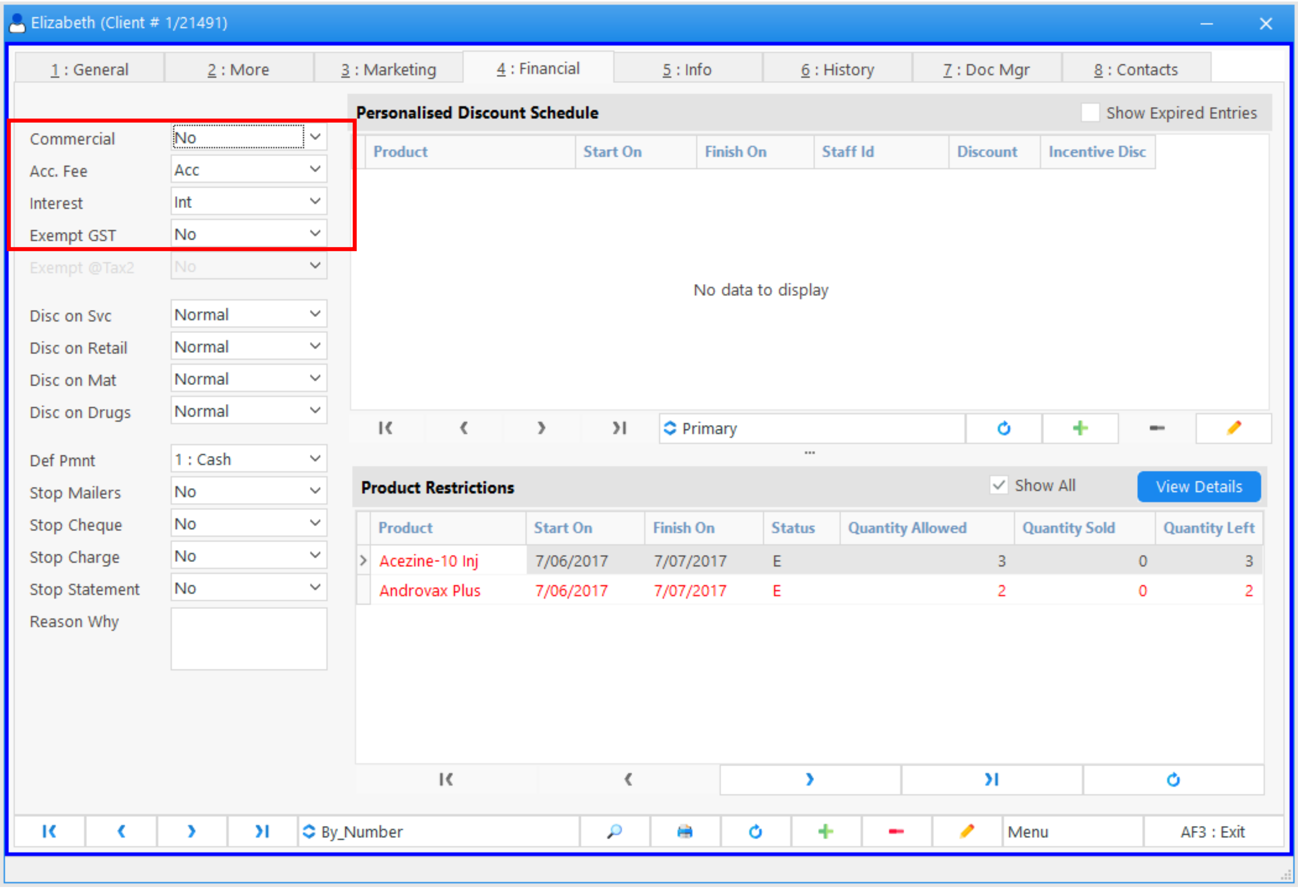
NOTE: If you have not edited the client profiles, **'Acc_Fee_0'** is the default level set for each client.



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.



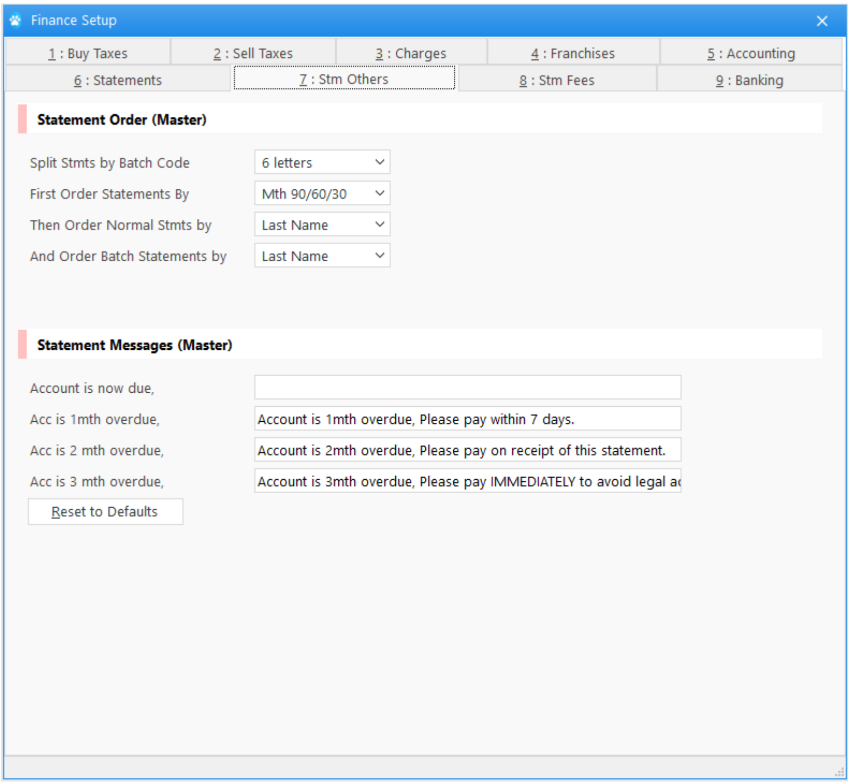
Setting Up Notes to Print on End of Month Statements

VetlinkPRO has the ability to print notes on the clients' statements. There are three types of notes that can be printed on the client's 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 a 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.



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.

Alternative Statement Paper

Alternative Statements are generally used for printing equine statements. On the alternative statement transaction will be grouped by patient.

For example, a client may have two horses: A, B. When you print the statement all of A's transactions will be grouped together with a total for A, then all B's transactions will be grouped together with a total for B. At the bottom of the statement the total for A and B will print as normal.

You can also configure the statements to only print the alternative format for Equine clients while all other clients get the normal statement layout.

Configuring Alternative Statement Paper

1. On the computer that prints statements.
2. Go to **'Options'** and then **'Setup'**.
3. Click on the **'Financial'** button and then the **'Statements'** tab.
4. In **'Batch Code for Alternative Statements'** type the first 3 letters of the batch which you want to use the Alternative statement format. EG. EQU for the Equine batch code.

Set Up Client Batch Codes

1. Open a client record.
2. Click on the **'2: More'** tab.
3. In the **'Batch Code'** field type the batch code you are using for Alternative statements. E.g. Equine.

CFL Veterinary Hospital
21 Barry's Point Road. Takapuna. Auckland.
Ph: (09) 489-2280

TAX INVOICE/STATEMENT
GST Number 60-847-554
All Prices Include GST

CFL Stud
21 Barrys Point Road
Takapuna
Auckland 0622

Mar 2010 A/C 1/6813
Printed: 22/04/2010 5:12:44p.m. Page 1 of 1
L1: B B: EQUINE

Inv. Date	Inv. No	Details	Amount	Disc.	IDisc.	GST	Sub-Total
Horsey							
10/03/2010	1/231566						
AJ		@CFL Stud					
AJ		1.00 Consultation	30.00		-3.00		
AJ		1.00 Travel	55.00				
AJ		20.00 Mileage					
AJ		1.00 A/H Fee					
						9.44	85.00
31/03/2010	1/231567						
AJ		@CFL Stud					
AJ		1.00 Consultation	30.00		-3.00		
AJ		1.00 Travel	55.00				
AJ		20.00 Mileage					
AJ		1.00 A/H Fee					
						9.44	85.00
						Total for Horsey:	**170.00**
Speedy							
10/03/2010	1/231565						
AJ		@CFL Stud					
AJ		1.00 Consultation	30.00		-3.00		
AJ		1.00 Travel	55.00				
AJ		20.00 Mileage					
AJ		1.00 A/H Fee					
						9.44	85.00
31/03/2010	1/231564						
AJ		@CFL Stud					
AJ		1.00 Consultation	30.00		-3.00		
AJ		1.00 Travel	55.00				
AJ		20.00 Mileage					
AJ		1.00 A/H Fee					
						9.44	85.00
						Total for Speedy:	**170.00**

3Month	2Month	1Month	Current	Total Owing
0.00	0.00	0.00	340.00	340.00

Total Overdue $0.00
Sales on this statement $340.00 including GST of $37.76
If paying in full before 20/04/10 please pay 328.00 which includes a discount of $12.00

REMITTANCE ADVICE

CFL Stud
21 Barrys Point Road
Takapuna
Auckland 0622

Mar 2010 A/C 1/6813
TOTAL TO PAY **$340.00**

if paid by 20/04/10 $328.00
includes disc of $12.00

CFL Veterinary Hospital
21 Barry's Point Road. Takapuna. Auckland.
Ph: (09) 489-2280

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.)

COMPUTER FANATICS LIMITED
PO Box 34-589 Birkenhead, Auckland 1310
21 Barrys Point Road, Takapuna, Auckland
Ph: (09) 489 2280 Email: sales@cfl.co.nz
www.cfl.co.nz

TAX INVOICE/STATEMENT
GST Number xxx-xxx-xxx
All Prices Include G.S.T.

Mr&Mrs John Smith
21 Barrys Point Road
Takapuna
Auckland

Terms of trade: Strictly nett. payable by 20th of the month.

Dec 2006 A/C 15327
Printed: 17/08/2007 16:43:52 Page 1 of 1

Inv. Date	Inv. No	Details	Amount	Disc.	IDisc.	GST	Sub-Total
18/12/2006	349408						
RW		For Chirpy					
RW		1.00 Consultation	31.11				
RW		1.00 Urinalysis	8.89				
RW		1.00 Lab Sick Animal Panel	82.63				
							122.63
27/12/2006	356060						
SW		For Crusher					
PB		4.00 Tardak Inj 10ml	35.38				
PB		2.00 Drontal All Wormer 20-35k Dog	11.73				
PB		1.00 Drontal Allwormer For Cats 6kg X	2.22				
							49.33
30/12/2006	351021						
RW		For Fluffy					
PT		1.00 Anaesthetic Dog Aqua Gas Large (> 1	105.70				
PT		1.00 Radiography Large Plates	66.66				
PT		1.00 Ultrasound S A	53.33				
PT		1.00 Lab Urine Sediment	32.94				
PT		1.00 Lab Culture & Sensitivity	52.30				
PT		7.00 Previcox 227mg Tabs X 10	22.26				
PT		28.00 Noroclav 250mg Tabs X 100	39.62				
PT		1.00 Fluid Therapy ANA Dog	52.54				
PT		1.00 Dental Treatment Dog	69.33				
PT		4.50 Temgesic 0.3mg Inj 1ml X 5	20.34				
PT		1.00 Dental Extractions	88.89				
							603.91

Total GST on statement: 97.01

1. Header and body area is adjustable. Please call *Computer Fanatics Ltd* for assistance / advice.
2. Some column headings may be removed / customised to suit.
3. All shaded area shown is available for pre-printed details.
4. Your nominated printer / designer is free to call us for free advice / assistance to meet your requirements.
5. CFL can also provide full print / design service at competitive rates.

3 Months	2 Months	1 Month	Current	Total Owing
0.00	0.00	0.00	872.88	872.88

Total Overdue $0.00
Sales on this statement $775.87 plus total GST of $97.01

SAMPLE ONLY

REMITTANCE ADVICE

Remember, pay your account before the 20th to qualify for the incentive discount

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE

Mr&Mrs John Smith
21 Barrys Point Road
Takapuna
Auckland

Dec 2006 A/C 15327
TOTAL TO PAY $872.88

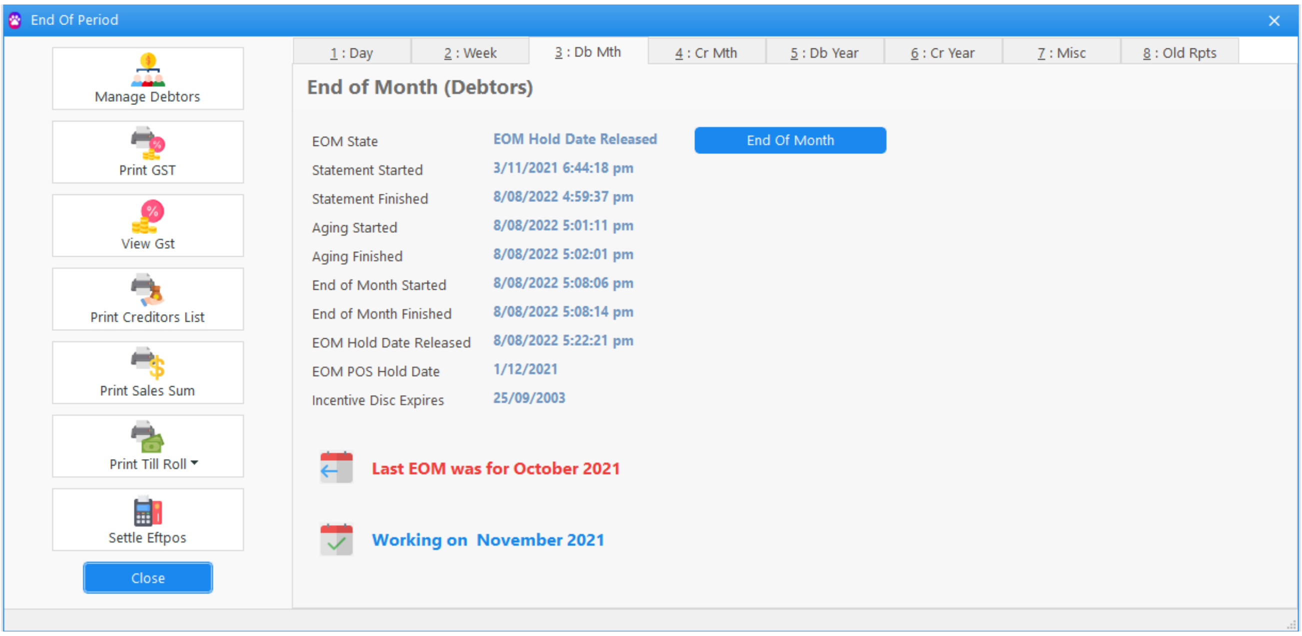
COMPUTER FANATICS LIMITED
PO Box 34-589 Birkenhead, Auckland 1310
21 Barrys Point Road, Takapuna, Auckland. Ph: (09) 489 2280
Bank Account # for Payment by direct credit is xx xxxx xxxx xxxx xx

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 **'Financial'** menu and then **'End of Period'.**

2. Click on the **'DB Mth'** tab.



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 – Building statements.
- Step 2 – Printing statements.
- Step 3 – Aging accounts.
- Step 4 – Performing the End of Month.

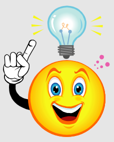
Step 1: Building Statements

1. Go to **'Financial'** and then **'End of Period'** and click on the **'3: DB Mth' tab**.

2. Click the **'Print Statements'** button. The Statement menu is displayed.

3. 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 a batch code**.
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.

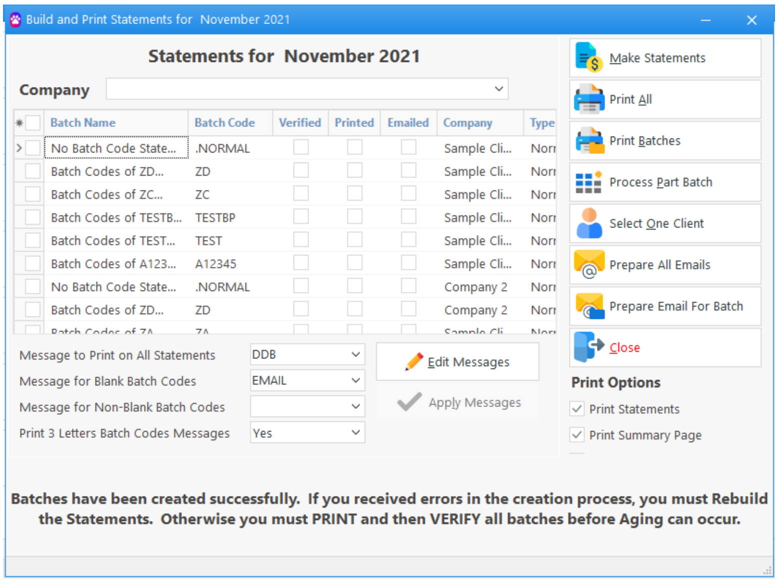
NOTE: Individual client messages and account overdue messages are also able to be printed on statements.

4. 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.

5. 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 2: Printing Statements

1. Go to **‘Financial’** and then **‘End of Period’** and then click on the **‘3: DB Mth’ tab**.
2. Click on **‘Complete Statements’**, then **‘Make Statements’**.



3. Ensure the **‘Print Statement’** box is checked (at bottom of panel) and then click **‘Print All’**.
4. Click **‘Yes’** to print statements or **‘No’** to preview the statements on screen.
5. Check the statements for any mistakes such as missing transactions and payment errors.
6. If any mistakes are found ensure batch mode is turned on before any new bills or refunds are made.
7. 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.
8. Repeat steps 5, 6, 7 until all statements are correct.
9. You can now print the **‘Statement Summary’**. Check the **‘Print Summary Page’** box.
10. 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.
11. 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.
12. 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.
13. Once all batches are verified, click **‘Close’**.

Step 3: Aging Accounts

1. Now click the **‘Perform Aging’** button then click the **‘Start Aging’** button.

2. The system will then mark all invoices for the period as **‘Aged’**.

3. Click on the **‘Print Debtors’** button to print the **‘Debtors List’** report.

4. Click **‘Close’** to close the **‘Aging Window’**.

Step 4: Performing the End Of Month

1. Click the **‘Perform End of Month’** button to display the **‘End of Month’** menu.

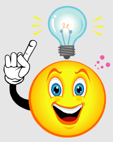
2. Make your selections for the reports and number of copies required.

3. If you are direct debiting from client bank accounts you can create the payment file by clicking on the **‘Auto Payment Files’** button, else proceed to step 7.

4. The system will then pick up the settings from the **‘Finance’** section of the setup options. Select your **‘Due Date’** and **‘File options’.** Checking the **‘Direct Debit File’** box will generate a file for all clients belong to the batch code set for direct debits.

5. Click **‘Generate’** to generate the files for you and put them in the file path displayed.

6. Once you have completed your automatic payment files you can 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.

7. Click the **‘End of Month’** button and each report will print automatically as selected.

8. Click **‘Close’** on the **‘End of Month’** menu.

9. Now the **‘Release EOM Hold Date’** button should be activated, click this button to complete the **‘End of Month’**.

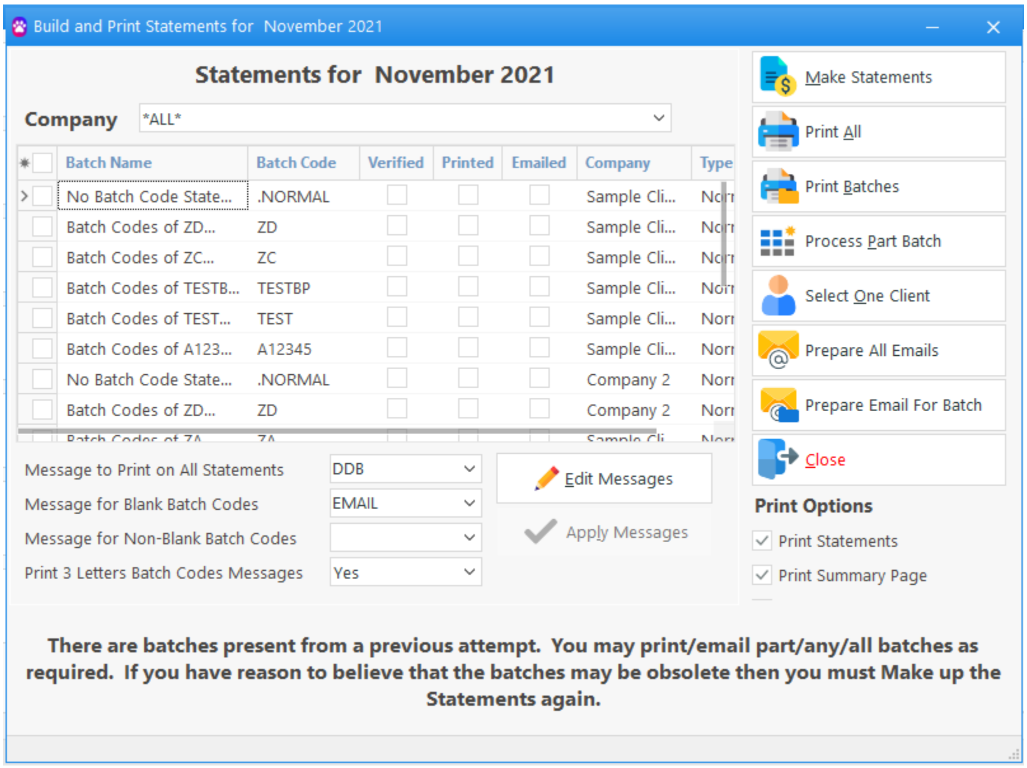
10. A prompt will now appear telling you end of month was successfully completed.

11. End of Month is now finished for Debtors. Close the **‘End of Period’** window.

Provisional Statements

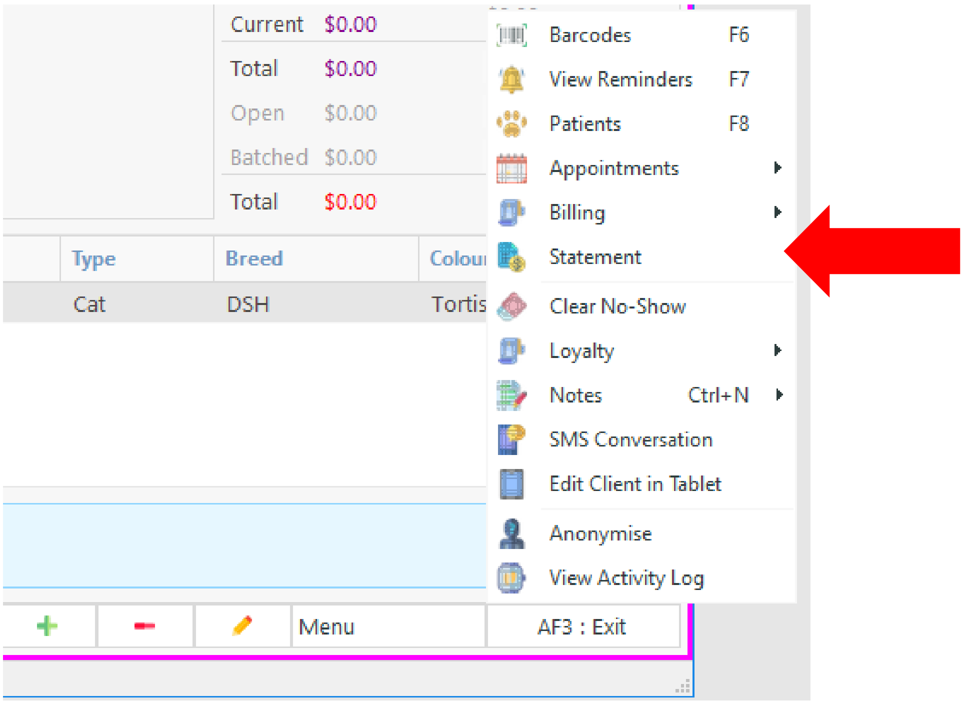
Provisional Statements can be printed when you wish to print statements early for the current month. You can print all clients or just an individual client without the month being closed off.

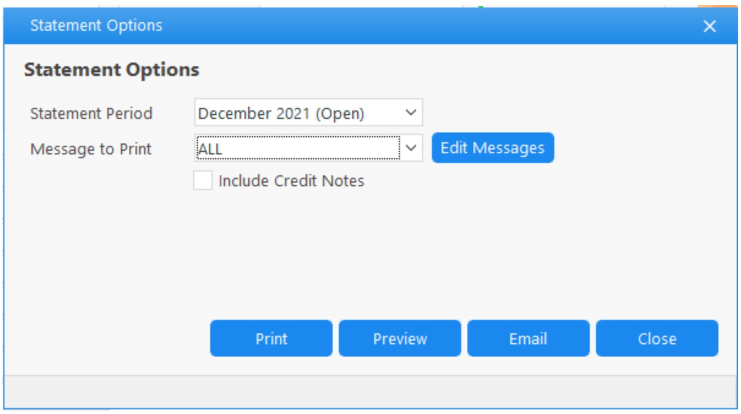
1. Go to **'Financial'** menu and then click on **'End of Period'**.
2. The **'End of Period'** from will open.
3. Click on the 'Print Statements" button.
4. If you are working on the current month a prompt will appear. Click on the **'Provisional'** button to print provisional statements.
5. The print 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 **'Select One Client'** button. If you wish to print all statements click on the **'Print All'** button.



Print Previous Statement for a Client

You can Print, Preview or Email a statement directly from the client record. You can choose any previous month as well as the current month if you need to send it early. Messages can also be added on the fly as well for each statement. To send a single statement go to the **Client record -> Actions menu -> Statement.**





ONLINE STATEMENTS MODULE

Overview

VetlinkPRO supports the bulk emailing of client statement links through a secure web portal for a fraction of the cost of a postage stamp. VetlinkPRO has worked in conjunction with P2P Limited who have developed the web portal and web logistics to provide reliable email broadcasting facilities. By default, only the current statement is saved, however you can choose to have a Statement Portal for clients linked to your website so they can view their historical statements. The Statement Portal is not required if you already have the Client Portal / My Records or MyVet app as historical statements already show in these. Contact sales@veltlinkpro.com to enable the Online Statements module.

The basic process involves generating statements as usual. Once statements are generated through the end of month screen you will now be given more options which will upload statements (only for clients who have requested it) to the web portal ready for you to broadcast. This may take some time depending on the number of pdf files that need to be uploaded so, once finished, the administrator will receive an email letting him/her know when emails are ready to broadcast. You then login to the website, select the newsletter (if you have that option), statement month you wish to send, check the distribution list, and then click to broadcast.

Client will then receive an HTML email with a link to a landing page to view their statement online. Depending on the clinic requirements the email can be configured with the following options:

1. Send a simple email with the clinic logo and a link to the monthly statement that a client can view/print.
2. Allow design of a fully graphical HTML Monthly Newsletter and send that with a link to the monthly statement.
3. Same as (1) but allow the attachment of a link to the clinic's Monthly Newsletter in PDF format.

Hi @FirstName@,

Click the link below to view your statement/newsletter online.
@StatementLink@

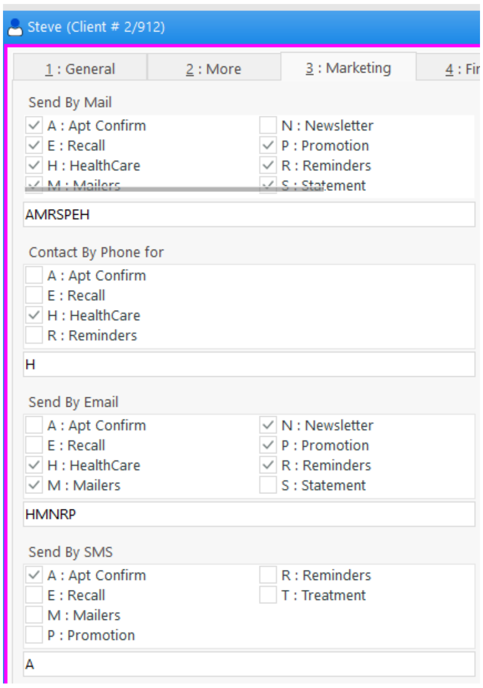
Regards,

The Barrys Point Vet Clinic Team

Workflow

VetlinkPRO Setup - Marketing Flags

For clients to receive Online Statements the marketing flags must be set up to have the **'Statement'** flag under **'Send by Email'** ticked. Generally, a client would have the Statement flag ticked in either the **'Send by Mail'** or **'Send by Email'**, so they are not receiving the statement by both means.



If the statement email module has been set up to send newsletters, clients will always get newsletters with their statements. However, some clients may not get statements every month or at all but still want to receive the newsletter. To solve this, use the **'Newsletter'** flag to indicate that you want to send newsletters to this client regardless of whether they receive a statement or not.

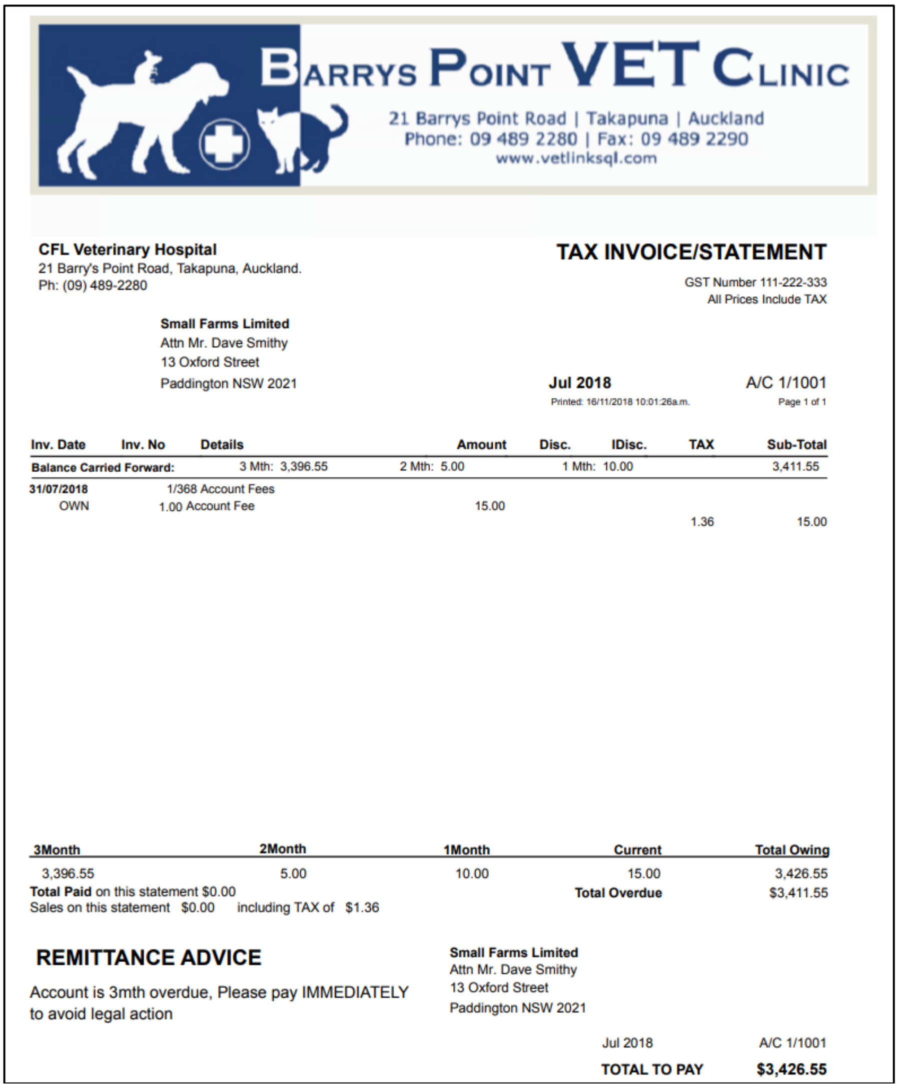
Note: If an email address is not present for Joe then his name will be highlighted in red when statement emails are prepared, and a further pop-up message will warn of this omission.

IMPORTANT: Once this module has been activated, statements will only be printed for those clients that have the statement option ticked under **'Send by Mail'**. Once subscribed to this module, VetlinkPRO can login to your server and write a script to automatically tick the flags according to your specification. It is also advised that you update your client profiles so that any new clients added to your system will automatically be set up with the correct marketing flags.

VetlinkPRO Setup – Graphic logo on PDF Statement

On the Online Statement template you can insert a graphic logo that will be inserted as a header at the top of the PDF that is created. It is branch based so you can customise your statements per branch.

The image can be inserted from **Options | Setup | Printer | Print Logos | Set A4 Logo for Statements**. It can be a maximum of 750 pixels wide. Next in **Options | Picklists Setup | Reports | Special Reports | change category to Statement | Select and open SR-121 Statement (Email) | change Custom Props to Yes | set Print logo to Print Both Text and Graphic | Save**.



BARRYS POINT VET CLINIC
21 Barrys Point Road | Takapuna | Auckland
Phone: 09 489 2280 | Fax: 09 489 2290
www.vetlinksql.com

CFL Veterinary Hospital
21 Barry's Point Road, Takapuna, Auckland.
Ph: (09) 489-2280

TAX INVOICE/STATEMENT
GST Number 111-222-333
All Prices Include TAX

Small Farms Limited
Attn Mr. Dave Smithy
13 Oxford Street
Paddington NSW 2021

Jul 2018 A/C 1/1001
Printed: 16/11/2018 10:01:26a.m. Page 1 of 1

Inv. Date	Inv. No	Details	Amount	Disc.	IDisc.	TAX	Sub-Total
Balance Carried Forward:		3 Mth: 3,396.55	2 Mth: 5.00		1 Mth: 10.00		3,411.55
31/07/2018		1/368 Account Fees					
OWN		1.00 Account Fee	15.00			1.36	15.00

3Month	2Month	1Month	Current	Total Owing
3,396.55	5.00	10.00	15.00	3,426.55
			Total Overdue	$3,411.55

Total Paid on this statement $0.00
Sales on this statement $0.00 including TAX of $1.36

REMITTANCE ADVICE

Account is 3mth overdue, Please pay IMMEDIATELY to avoid legal action

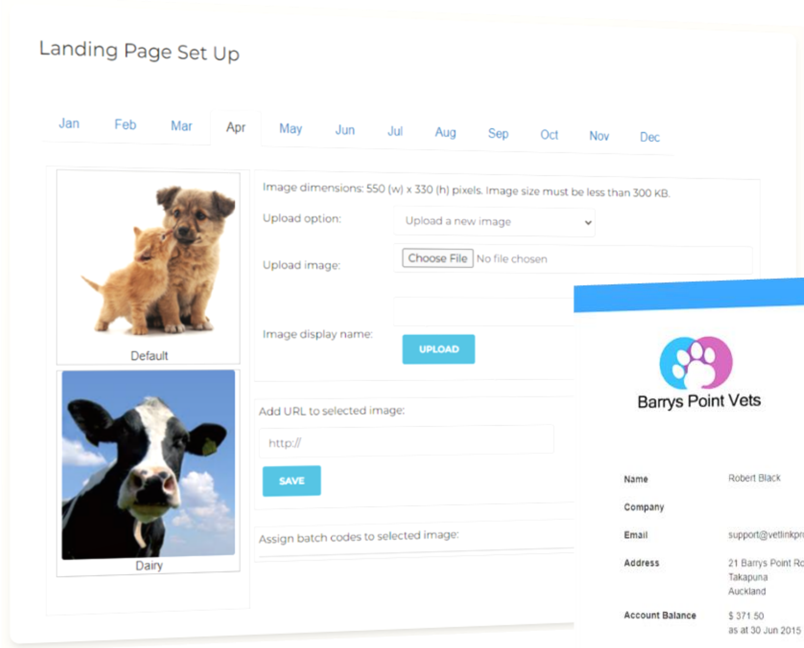
Small Farms Limited
Attn Mr. Dave Smithy
13 Oxford Street
Paddington NSW 2021

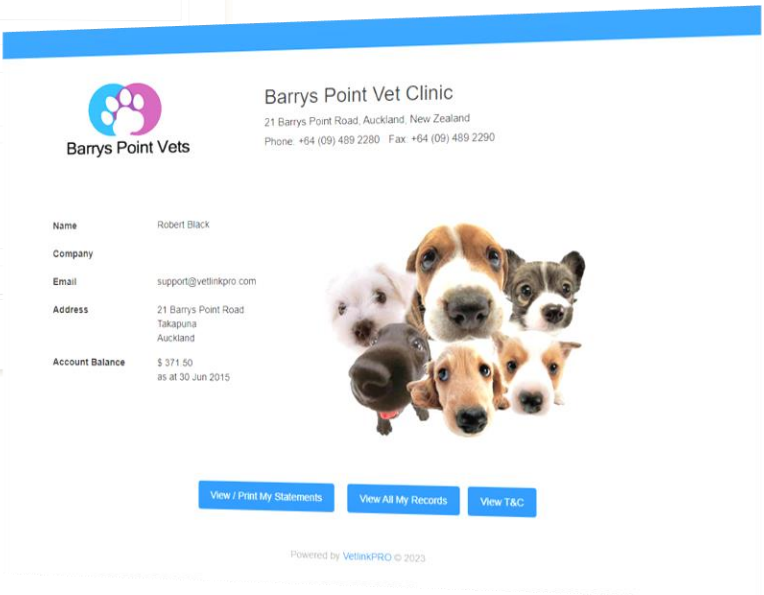
Jul 2018 A/C 1/1001
TOTAL TO PAY $3,426.55

Web Portal Setup - Landing Page Images

Once the client receives their email, they will be given a link that takes them to a landing page with their details, your company's branding, as well as a customisable image that can be used for promotions for your clinic or by select suppliers that wish to help offset the cost of sending statements by including their own promotional material. There are further options down the bottom to view their statement, view the newsletter if you have elected to use PDF newsletters and also to view their My Records page if your clinic is setup with that module.

1. On the web portal, go to **'Set Up/Utilities'** | **'Landing Page Set Up'**.
2. Select the Month you wish to add image for.
3. For **'Upload Option'** either upload a new image or replace the selected.
4. Click browse and locate your image. NOTE: Images must be <u>550x330</u> pixels and less than 300kb.
5. Enter a display name for the image and click **'Upload'**.
6. If required Enter a URL link
7. Enter the batch codes to use this image.
   - By default, clients will see the image listed as the default image, by adding extra images and specifying the batch codes you can ensure that dairy owners see dairy promotions and small patient owners see small patient promotions etc.





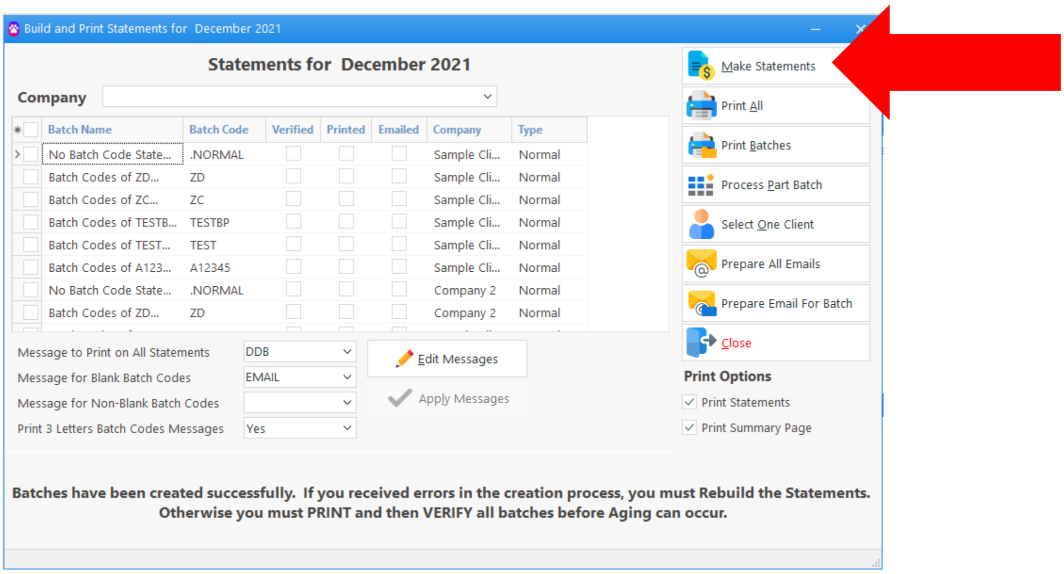
Web Portal Setup - Terms and Conditions

You can set up a Terms and Conditions button to appear on the landing page with your clinic's specific terms and conditions. You can also hide this button if you wish to not use this feature.

1. On the web portal, go to **'Set Up/Utilities'** | **'Profile'**.
2. Scroll down to **'T&C Options'**.
3. If you want the Terms and conditions button to show, enter a label into the **'T&C Button Text'** field. If you do not want the terms and condition button visible, leave this field blank.
4. In the **'T&C Content'** field, enter in your clinic's terms and conditions and format them how you would like using the inbuilt editor.
5. Select **'Update Company Details'** once complete.

VetlinkPRO Statement Email Procedure

1. Click **'Financial'** | **'End of Period'**. This will open the end of period screen.
2. Click on tab **'3: DB Mth'**.
3. Click **'Print Statements'** or **'Complete Statements'**. This will open the Build and Print Statements window.
4. Click **'Make Statements'** this will go over all of your client's transactions and build them into statements.



5. Once the statements have been made, click **'Prepare All Emails'**. This will prepare the statements and upload them to the web portal. NOTE: To prepare statements for batch codes selected on the left click **'Prepare Email for Batch'.**
6. An email will be sent to confirm batches have uploaded each time **Prepare ALL Emails** or **Prepare Emails for Batch** is used.

7. Once you have received all confirmation emails then proceed with sending emails from the web portal. Doing so before the emails are received may result in a partial send.

IMPORTANT: When clicking **Make Statements** at End of Month all clients are reset to **not** receive email statements. Only when clicking **Prepare emails** are clients checked to see if they require an email statement and thus a statement uploaded. **Therefore if at any stage you Re-Make Statements you must Prepare Emails for ALL relevant batches again.**

Online Portal Sending Procedures

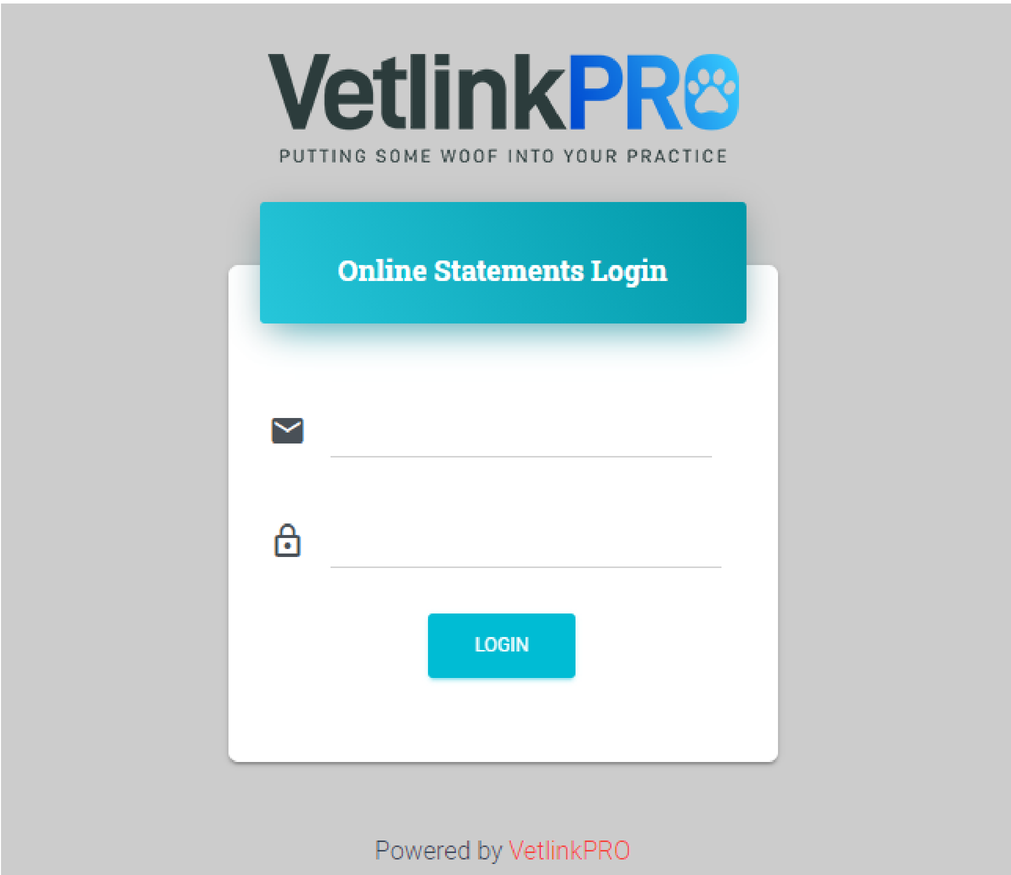
Step 1: Signing In

1. Once you have received the email letting you know your statements are ready, open your internet browser e.g. Edge, Chrome or Mozilla Firefox and go to http://www.VetlinkPRO.com.

2. Click on **'Cloud' -> 'Online Statements'**.

3. Click on **'Online Statements Login'** at the bottom of the page.

4. Enter your username and password and click **'Sign In'**.

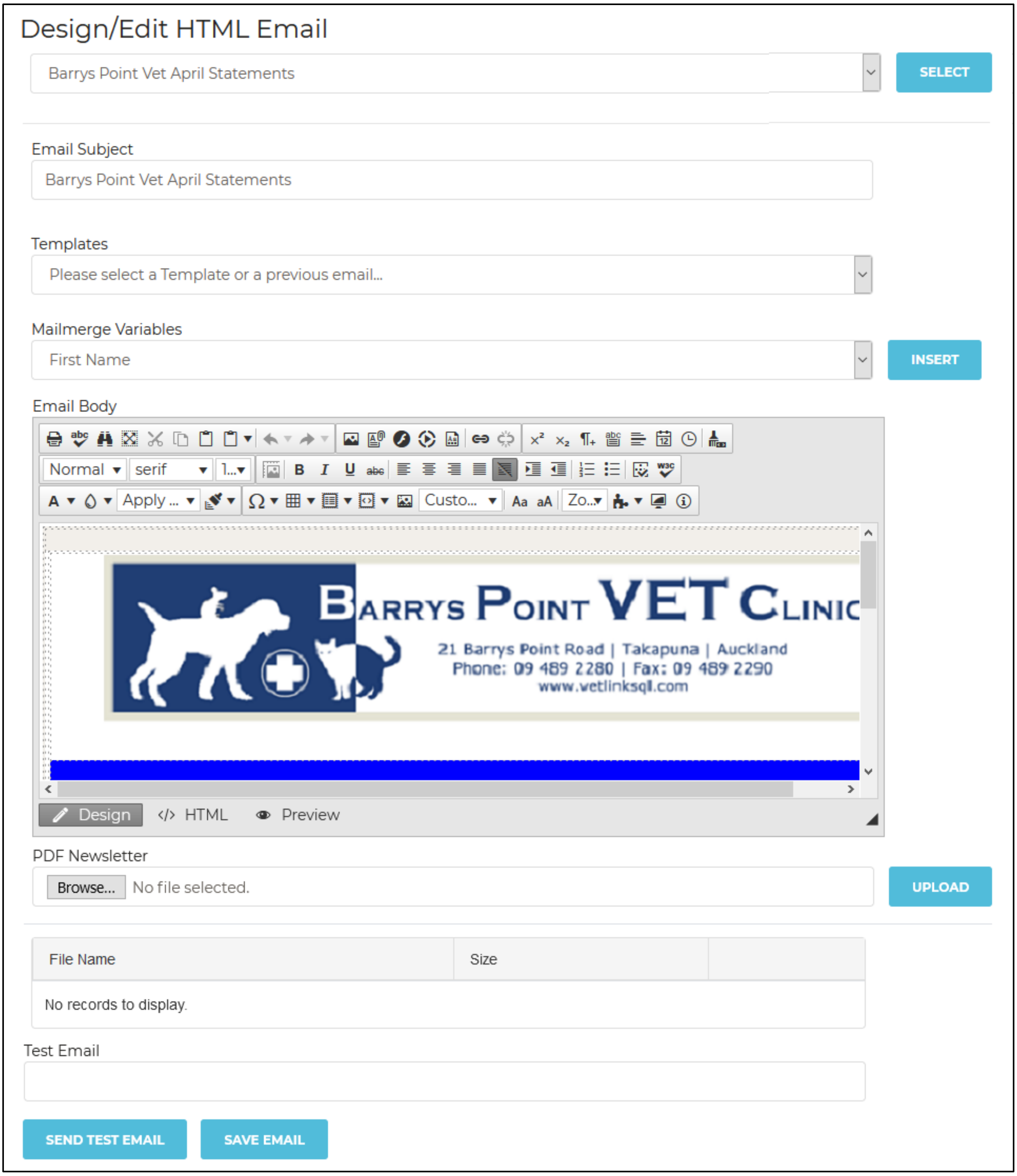


Step 2: HTML Email Setup

Setting up the html email as described in the overview is all done from the 'Design HTML Email' button. This can be as simple or as complex as you like. The editor allows you to code the email in HTML or to design the newsletter graphically using the designer.

1. After signing in you will be taken straight to the **'Design HTML Email'** form.
2. Click the drop-down list to choose a previous month's template or click Design a New HTML to start fresh. Once you have selected the template click Select to continue.
3. To design a new HTML email select **'Design a new HTML'** email from the **'HTML Email:'** drop down list and click **'Select'** or choose an existing email to edit.
4. Enter the subject of your email.
5. You can insert mail merge variables by dropping down the **'Mailmerge Variables:'**, selecting the field you want and clicking **'Insert'**.
6. Use the editor to design your email.
7. All images must be uploaded using the insert image button. Please do not drag and drop images.
8. If you need to include any PDF newsletter scroll down to the PDF newsletter options beneath the email editor. Click **Browse** to find PDF you wish to upload and then click the **Upload** button.
9. Send a test email to your own address to ensure it displays correctly. NOTE: VetlinkPRO recommends sending a test to all major email clients including Hotmail, Gmail, and Outlook.
10. Once you are happy with your newsletter click **'Save Newsletter'**.

NOTE: VetlinkPRO will provide you with a basic email template to get you started. For more advanced templates contact your businesses graphic designer or email sales@vetlinkpro.com for a quote.


Design/Edit HTML Email
Barrys Point Vet April Statements
SELECT
Email Subject
Barrys Point Vet April Statements
Templates
Please select a Template or a previous email...
Mailmerge Variables
First Name
INSERT
Email Body
Normal
serif
Apply ...
Custo...
Zo...
Barrys Point VET Clinic
21 Barrys Point Road | Takapuna | Auckland
Phone: 09 489 2280 | Fax: 09 489 2290
www.vetlinksql.com
Design
HTML
Preview
PDF Newsletter
Browse... No file selected.
UPLOAD
File Name
Size
No records to display.
Test Email
SEND TEST EMAIL
SAVE EMAIL

Step 3: Sending Emails

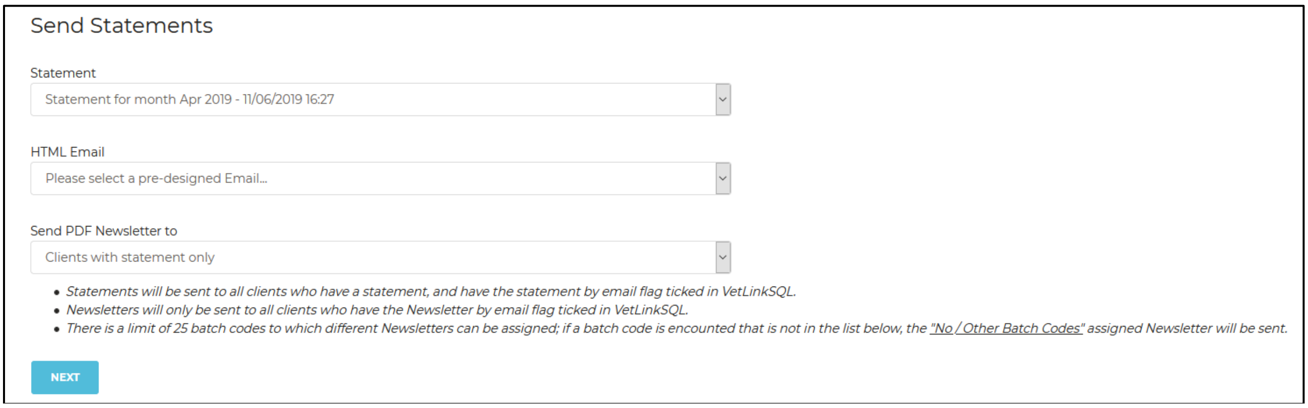
1. Click on **Send Statements** menu on the left-hand side of the browser.

2. In the **Statement** dropdown list select the statement month you wish to send.

3. In the **HTML Email** dropdown list select your HTML newsletter. All recipients will receive the same HTML email.

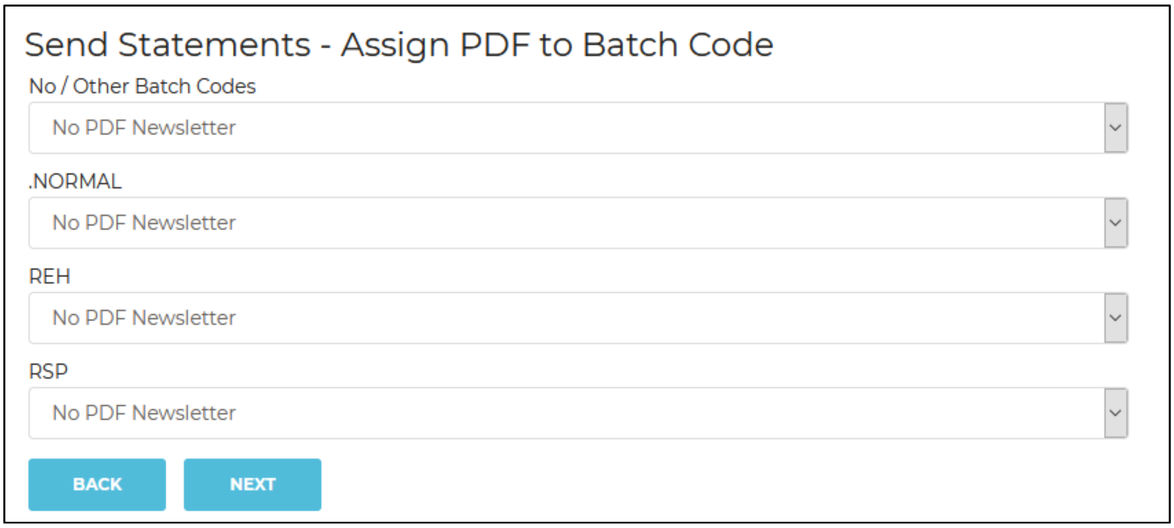
4. In the **Send PDF Newsletter to** dropdown list select whether to send the PDF newsletter to clients with statement only or all clients.

5. Click **'Next'**.



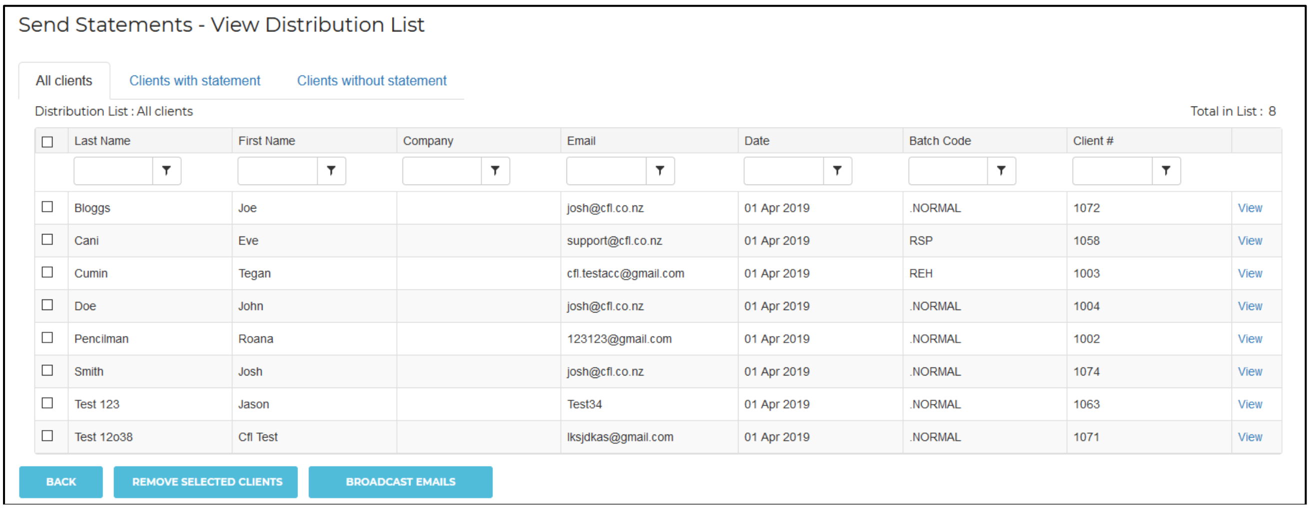
6. Select the PDF you wish to attach to each batch. If no PDF is required leave as No PDF Newsletter. If only No/Other Batch Codes has a PDF it will send the No/Other Batch Code PDF to all clients.

7. Click **'Next'**.



8. Check through the distribution list and confirm the recipients look correct.
    - You can filter the list by typing in the fields at the top and selecting which filter you want by clicking the filter button.
    - You can preview the landing page and then PDF statement by clicking on the View link.
    - To remove clients just tick selected clients then click **Remove Selected Clients** button.

9. Once happy with the list click **'Broadcast Emails'**. This will send the emails to your clients.



Send Statements - View Distribution List

All clients | Clients with statement | Clients without statement

Distribution List : All clients — Total in List : 8

	Last Name	First Name	Company	Email	Date	Batch Code	Client #	
☐	Bloggs	Joe		josh@cfl.co.nz	01 Apr 2019	.NORMAL	1072	View
☐	Cani	Eve		support@cfl.co.nz	01 Apr 2019	RSP	1058	View
☐	Cumin	Tegan		cfl.testacc@gmail.com	01 Apr 2019	REH	1003	View
☐	Doe	John		josh@cfl.co.nz	01 Apr 2019	.NORMAL	1004	View
☐	Pencilman	Roana		123123@gmail.com	01 Apr 2019	.NORMAL	1002	View
☐	Smith	Josh		josh@cfl.co.nz	01 Apr 2019	.NORMAL	1074	View
☐	Test 123	Jason		Test34	01 Apr 2019	.NORMAL	1063	View
☐	Test 12o38	Cfl Test		lksjdkas@gmail.com	01 Apr 2019	.NORMAL	1071	View

BACK | REMOVE SELECTED CLIENTS | BROADCAST EMAILS

Statement History

Statements Sent or Not Sent can be viewed on the portal from **Setup / Utilities | Statement History | Choose Month …..**

DEBTOR / CLIENT MANAGEMENT SCREEN

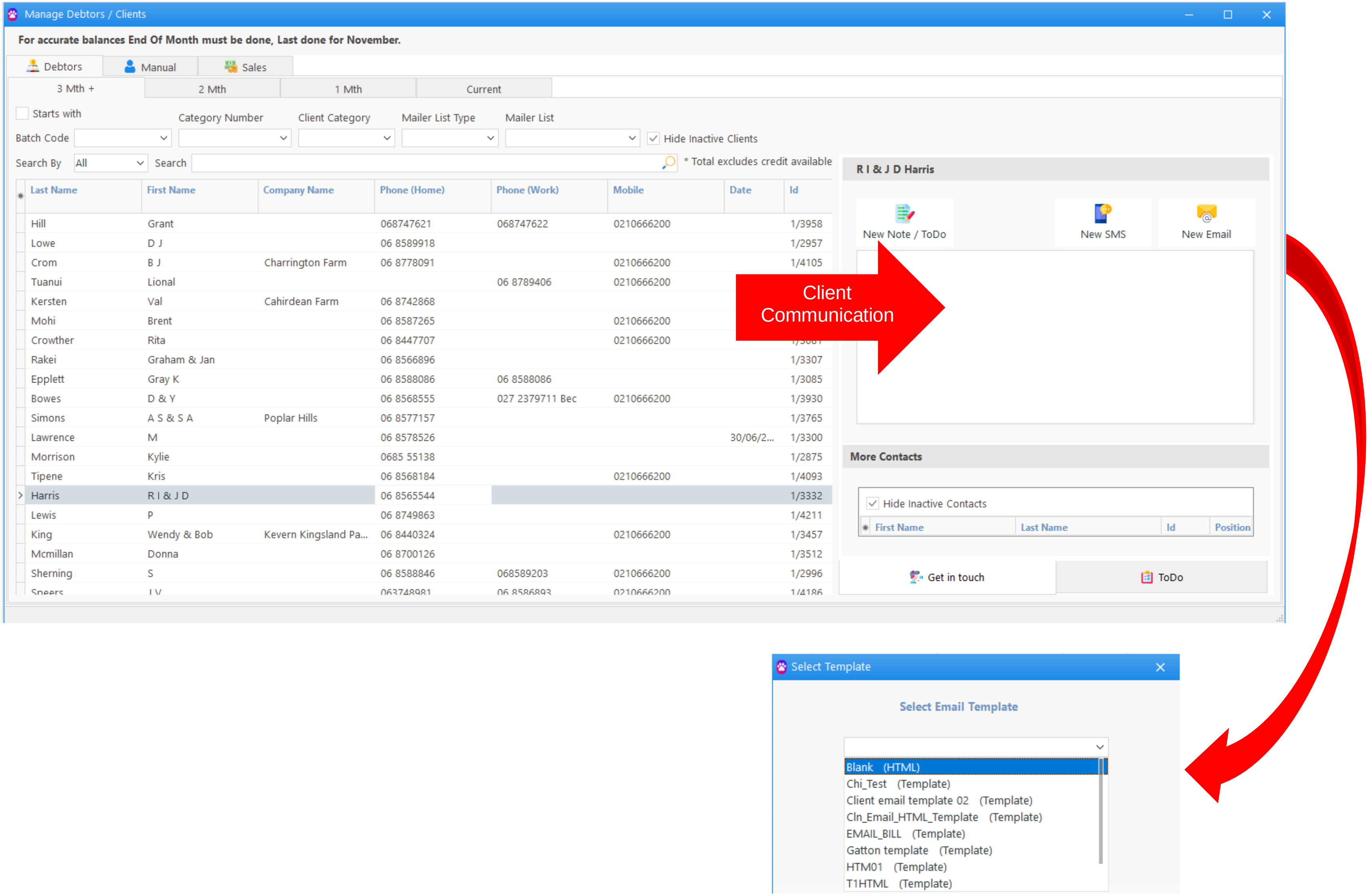
A screen for managing Debtors is available under **Financial | Manage Debtors / Clients.** See screenshot on following page.

The debtors screen will:

- First split your debtors into tabs: **3 mth+, 2 mth**, **1 mth and Current**.
- Under each monthly overdue tab you then have options to filter by **category**, **mailing list.**
- The **Search** field on the left-hand side will let you search and filter by **Batch Code**, **First name**, **Last Name** or **Company**.
- The top panel on the right-hand side will list any contacts for that client. E.g. The contact is where you can record other contacts for the client/company such as Account Manager, Farm Manager, Husband, Wife etc.…***
- The middle panel on the right-hand side will:
    - Show the last communication in the client document manager.
    - Allow a new document manager note/email/sms to be entered.
    - SMS / Email templates for overdue accounts can be configured to be able to quickly send account reminder messages.
- The bottom section on the right-hand side allows you to quickly enter a To-Do note for a staff member. E.g. Create as task to follow-up in a few days or check with a Vet in a day when they are in and so on.

***Client contact types can be added in **Options | Picklist Setup | Client | Employee Position.** Contacts for each client can then be added in Client Record under Contacts tab.

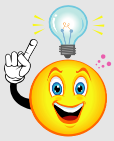
***Templates for sending SMS and Email overdue account messages can be created from **Options -> Picklists Setup -> client -> Custom SMS Templates or HTML Email Templates**


Manage Debtors / Clients
For accurate balances End Of Month must be done, Last done for November.
Debtors
Manual
Sales
3 Mth +
2 Mth
1 Mth
Current
Starts with
Category Number
Client Category
Mailer List Type
Mailer List
Batch Code
Hide Inactive Clients
Search By
All
Search
* Total excludes credit available
Last Name
First Name
Company Name
Phone (Home)
Phone (Work)
Mobile
Date
Id
Hill Grant 068747621 068747622 0210666200 1/3958
Lowe D J 06 8589918 1/2957
Crom B J Charrington Farm 06 8778091 0210666200 1/4105
Tuanui Lional 06 8789406 0210666200
Kersten Val Cahirdean Farm 06 8742868
Mohi Brent 06 8587265 0210666200
Crowther Rita 06 8447707 0210666200
Rakei Graham & Jan 06 8566896 1/3307
Epplett Gray K 06 8588086 06 8588086 1/3085
Bowes D & Y 06 8568555 027 2379711 Bec 0210666200 1/3930
Simons A S & S A Poplar Hills 06 8577157 1/3765
Lawrence M 06 8578526 30/06/2... 1/3300
Morrison Kylie 0685 55138 1/2875
Tipene Kris 06 8568184 0210666200 1/4093
Harris R I & J D 06 8565544 1/3332
Lewis P 06 8749863 1/4211
King Wendy & Bob Kevern Kingsland Pa... 06 8440324 0210666200 1/3457
Mcmillan Donna 06 8700126 1/3512
Sherning S 06 8588846 068589203 0210666200 1/2996
R I & J D Harris
New Note / ToDo
New SMS
New Email
Client Communication
More Contacts
Hide Inactive Contacts
First Name
Last Name
Id
Position
Get in touch
ToDo
Select Template
Select Email Template
Blank (HTML)
Chi_Test (Template)
Client email template 02 (Template)
Cln_Email_HTML_Template (Template)
EMAIL_BILL (Template)
Gatton template (Template)
HTM01 (Template)
T1HTML (Template)

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 username and password.
2. Go to **'Financial'** 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.

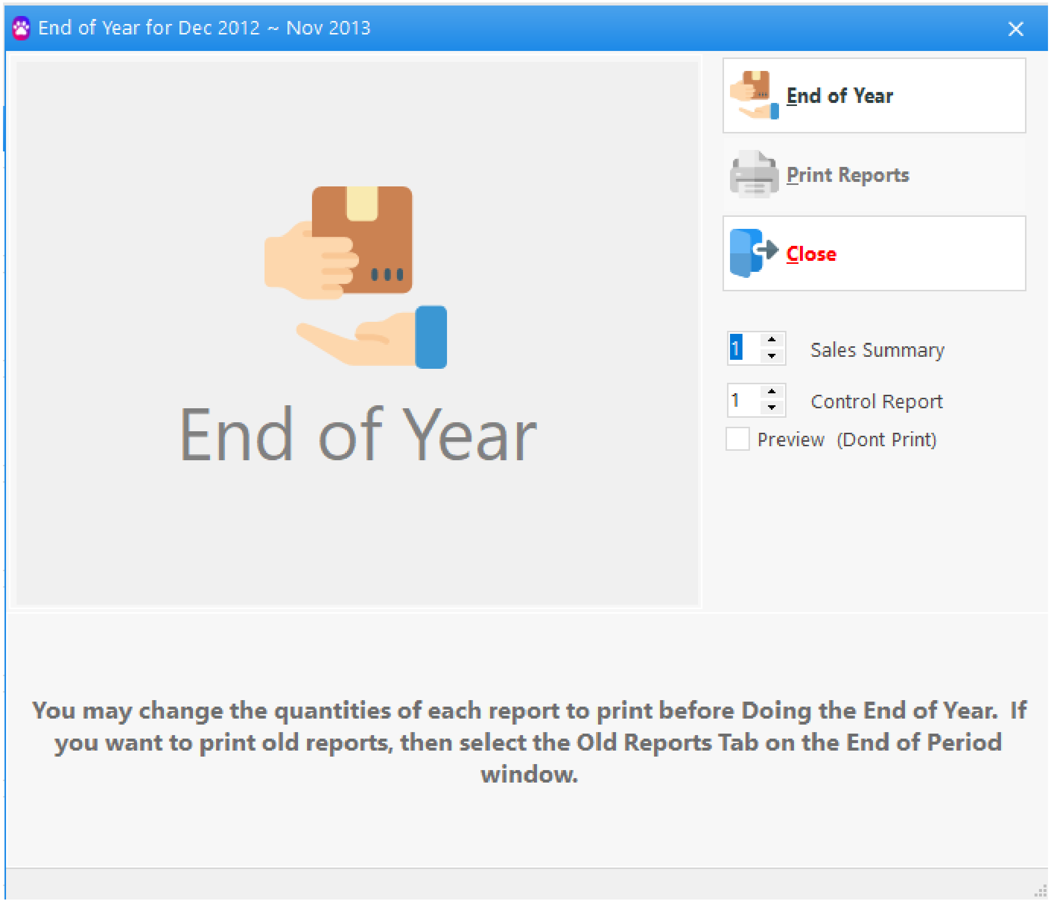


NOTE: You can leave your rollover of creditors until you have finished entering all the invoices in for your suppliers. This is very useful for suppliers whom you do not receive invoices or statements from until the middle/end of the following month.

END OF YEAR

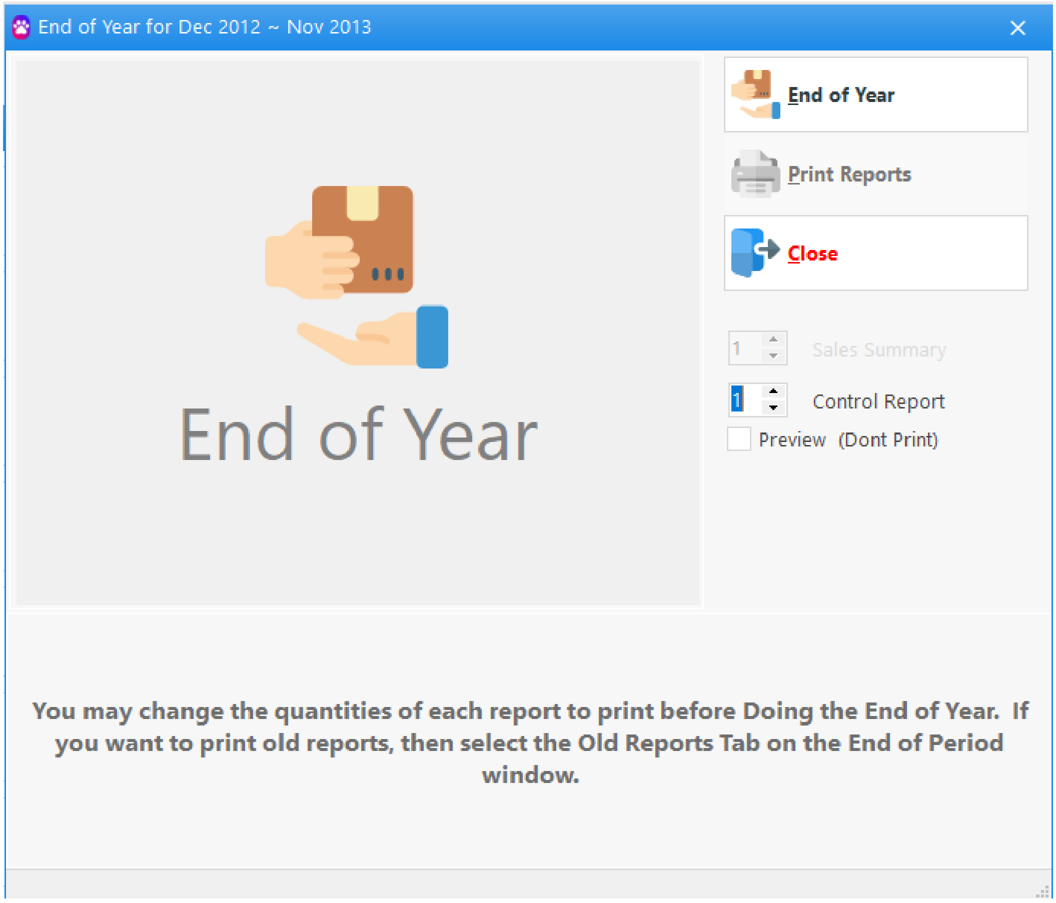
Debtors End of Year

1. Click on the **'Financial'** 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.



Creditors End of Year

1. Click on the **'Financial'** 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.



REPRINTING END OF PERIOD REPORTS & STATEMENTS

1. Click on the **'Financial'** menu.

2. Click on **'End Of Period'** and then on the **'Old Rpts'** tab.

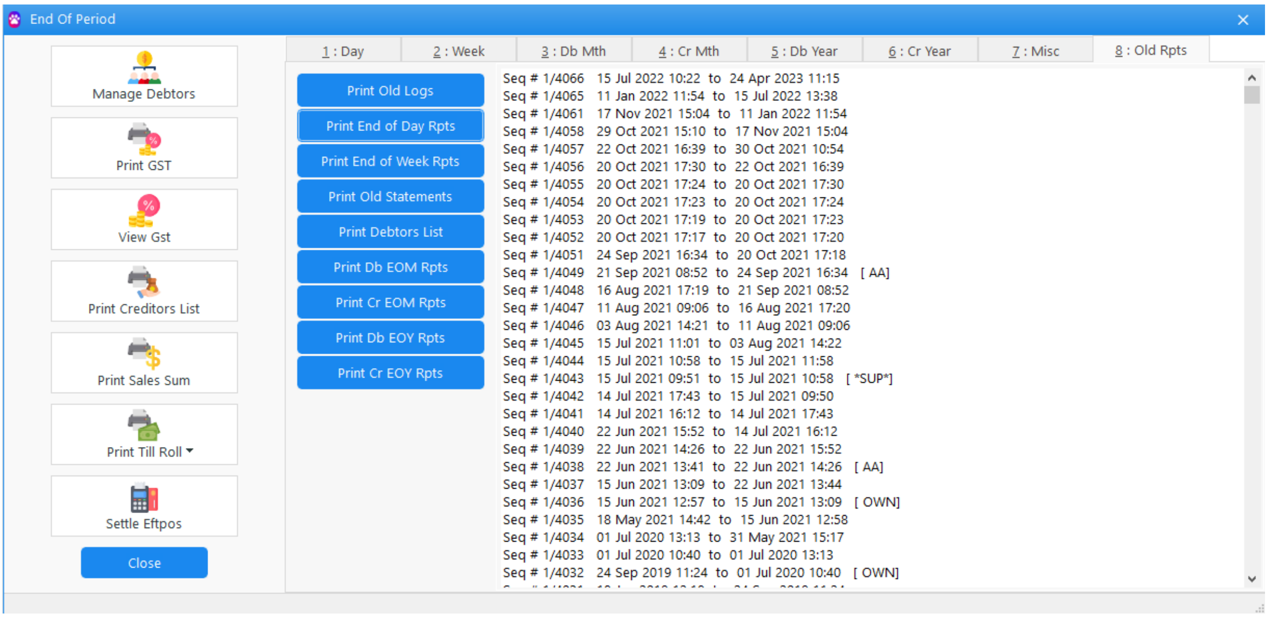
3. Double-click on the button correlating to the kind of the reports you wish to print out.

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.

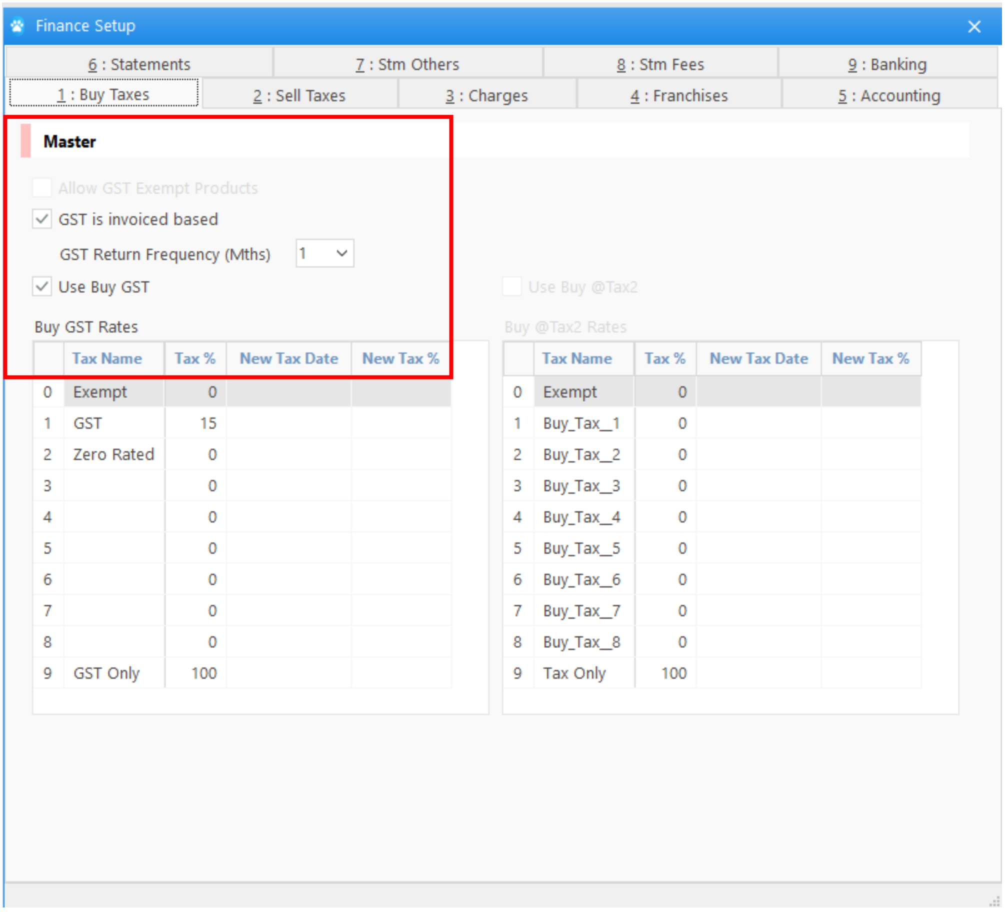


GST RETURNS

Setting the GST Return Frequency

1. Click on the **'Options'** menu.
2. Click on the **'Setup'** option.
3. Log in with username 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.



Printing GST Returns

1. Click on the **‘Financial’** menu.
2. Click on the **‘End of Period’** option.
3. Click on **‘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 **‘Print’** button.
6. A **‘Goods and Services Tax Return’** will now print.

GST 101

A4 Goods and Services Tax Return

for - Computer Fanatics Hair Studio

Period covered by the return: 6 Monthly
From 01/01/05 to 30/06/05
PAYMENT BASIS
Printed: 23/03/2006 8:42:59a.m.

Goods and Services Tax on Your Sales and Income	Total sales and income for the period (including GST and any zero-rated supplies)	**Box 5**	5,123.96
	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 and Expenses	Total purchases and expenses (including GST), excluding any imported goods	**Box 11**	0.00
	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 adjustments from your calculation sheet are ZERO)		**Box 15**	**569.33**

Asumes all Cash Sales/Buys are based on Standard GST Rate

Total Sales at Standard-rated	5,123.96
Total Sales at Zero-rated	0.00
Total Exempt Sales	0.00
Nett Sales Shown on Control Report	**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 expenses at Standard-rated	0.00
Total purchases and expenses at Zero-rated	0.00
Total Exempt purchases and expenses	0.00
Total purchases and expenses Shown on Control Report	**0.00**

Viewing a GST Transaction Summary

1. Click on the **'Financial'** menu.
2. Click on the **'End of Period'** option.
3. Click on **'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 **'View Details'** button to view the summary of transactions.