MULTI-SITE

WALK-IN

SPA

HAIR

BARBER

CLINIC

SHORTCUTS FUSION

EXPENSES

MANAGING EXPENSES AND
PETTY CASH

HOME & MOBILE

BEAUTY

SHORTCUTS
SMARTER BUSINESS TECHNOLOGY

it suits you

CONTENTS

ABOUT THIS DOCUMENT

An expense refers to an outgoing payment made by the business. For example, this could be refreshments or magazines purchased for your clients. Shortcuts makes it easy for you to manage your business expenses by allowing you to simply process these expenses at the Point of Sale.

Within Shortcuts, there are two types of expenses: petty cash, and other expenses. Petty cash refers to an expense where cash is taken from the register and change is returned. Other expenses are used when simply entering the value of the expense paid. Both petty cash and general expenses which are paid from the register will be deducted from your daily cash banking total.

Processing your expenses at the Point of Sale will ensure that your outgoing payments are recorded accurately.

SETTING UP A NEW EXPENSE

1. Click on the **setup** menu.

2. Click on the **configuration** icon.

3. Click on the **sales setup** menu.

4. Click on the **expenses** icon.

5. Click **new**.

6. Enter the name of the expense.

7. Click **done**.

8. Tick this box if the expense will be paid directly from the cash register.

9. Select the appropriate tax rate for the expense.

10. Click **save**.

Expenses Setup

☐ Display Inactive

Expense Name

Magazines

☑ **Active**

☑ **Is this Expense paid with Petty Cash?**

Description

Tax Rate   GST Expense Tax

New   Edit   Save

SHORTCUTS

11:54 AM
Wed, 6 Apr '16

Main
Tools
Stock
Setup
Configuration
Employees
Employee Groups
Capabilities
Services
Series
Contraindications

Anna
Owner
Log Off

Sales
Point Of Sale
Payment Types
Discounts
Receipt
Sundry Income
Expenses
Gift Certificates
Terminals
Payment Processor
General
Region

Done

New Expense

Expense Name

Magazines

Done   Cancel

PROCESSING EXPENSES

1 Click on the **main** menu.

2 Click on the **Point of Sale** icon.

3 Click on the **clients** icon.

3 Clients

#Walkin

Not a member of a club or program.

Remove Client

Trans# 8

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

$0.00 $0.00 $0.00

$0.00 $0.00 $0.00

Discount	0.00
TIP	0.00
Sales Total	0.00
GST	0.00
Redemptions	0.00
Amount Owing	**0.00**
Payment Received	0.00
Change	**0.00**

Card

Quote

History

No Sale

SHORTCUTS

12:06 PM
Fri, 4 Mar '16

Main **1**

Appointments

Arrivals

Walkin Manager

Point Of Sale **2**

Clients

Performance

Exit

Tools

Stock

Setup

Anna
Owner
Log Off

4 Select **#expense** at the top of the client list.

5 Click **done**.

Select Client

Search For ...

Delete

Sort By...

First Name

#BUSINESS

#CLASS

#EXPENSE **4**

#GROUP

#STAFF

#WALK IN

Aaron Douglas
0404 440 004 (M)

Allisa Cameron
0477 111 171 (M)

Allison Tenby
0488 338 888 (M)

Amber Ashton
0422 111 888 (M)

Amy Newman
0411 777 888 (M)

Andrew Fitzpatrick
0422 666 141 (M)

A	M	Y
B	N	Z
C	O	0
D	P	1
E	Q	2
F	R	3
G	S	4
H	T	5
I	U	6
J	V	7
K	W	8
L	X	9

Show Me...

☐ Inactive

New   Quick

CPC   History

Card   Merge

5 Done   Cancel

SHORTCUTS

12:07 PM
Fri, 4 Mar '16

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6 Click on a sale line.

7 Select the type of expense.

8 Click **add**.

9 Enter the price of the expense.

10 Click **done**.

11 Repeat steps 7 - 10 as required, then click **done**.

SHORTCUTS

12:07 PM
Fri, 4 Mar '16

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#EXPENSE

Not a member of a club or program.

Remove Client

Trans# 8

Employee	Product/Service	Qty.	Price	Disc.	GST	Total
	6					

Discount	0.00
TIP	0.00
Expense Total	0.00

$0.00 $0.00 $0.00

Card   End Sale

Tools

Stock

Setup

Log Off

Specify Expenses

Available

Expense
General Groceries
Client Refreshments
Flowers **7**
Stationery
Fresh Food (ex GST)
Cleaning Products

8 Add

Remove

Selected

Expense   Price   Qty

11 Done

Enter Price for Flowers

20.00 **9**   C

1	2	3
4	5	6
7	8	9
0	.	-

10 Done

Cancel

12 Click **end sale** to finish processing the expense(s).

#EXPENSE

Not a member of a club or program.

Remove Client

Clients
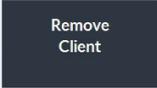
Trans# 8

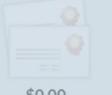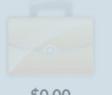| Employee	Product/Service	Qty.	Price	Disc.	GST	Total
Business	EXPENSE Flowers	1	20.00		1.82	20.00

$0.00 $0.00 $0.00

$0.00 $0.00 $0.00

Discount   0.00
TIP   0.00
Expense Total   20.00
GST   1.82

Amount Owing   20.00
Settling   0.00
Cash Out   **20.00**

Card

End Sale

History

No Sale

SHORTCUTS
12:18 PM
Fri, 4 Mar '16

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PROCESSING PETTY CASH

If money needs to be taken from the register and change needs to be returned, then this should be processed as petty cash.

TAKING PETTY CASH

1 Click on the **main** menu.

2 Click on the **Point of Sale** icon.

3 Click on the **no sale** button.

4 Click **take petty cash**.

5 Enter the amount being taken from the register.

6 Click **done**.

SHORTCUTS

12:06 PM
Fri, 4 Mar '16

Main **1**

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Setup

Anna
Owner
Log Off

#Walkin

Not a member of a club or program.

Remove Client

Clients

Trans# 8

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

Discount

0.00

TIP

0.00

0.00

Card

Quote

No Sale

Select an Option

Open Cash Register

Take Petty Cash **4**

Return Petty Cash

Transfer Money In

Transfer Money Out

View Cash Movements

Balance Inquiry

Cancel

No Sale **3**

Enter Cash-Out Amount

50.00 **5**

C

1	2	3
4	5	6
7	8	9
0	.	-

Done **6**

Cancel

RETURNING PETTY CASH

Once you have finished using the petty cash, you must process it through the Point of Sale and return any change to the register.

1 Click on the **main** menu.

2 Click on the **Point of Sale** icon.

3 Click on the **no sale** button.

4 Click **return petty cash**.

5 Select the cash out(s) to be settled using the grey tiles.

6 Click **done**.

SHORTCUTS
12:06 PM
Fri, 4 Mar '16

Main

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Setup

Anna
Owner
Log Off

#Walkin

Not a member of a club or program.

Remove Client

Clients

Trans# 8

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

Discount

TIP

0.00
0.00
0.00
0.00
0.00
Owing 0.00
ceived 0.00

Card

Quote

No Sale

No Sale

Select an Option

Open Cash Register

Take Petty Cash

Return Petty Cash

Transfer Money In

Transfer Money Out

View Cash Movements

Balance Inquiry

Cancel

Returning Cash/Expenses

Select Cash-Out(s) to be Settled

Date	Employee	Terminal	Amount
3/03/2016	Anna	AUSNB067	$20.00
4/03/2016	Anna	AUSNB067	$50.00

Done   Cancel

7	Select the type of expense.
8	Click **add**.
9	Enter the price of the expense.
10	Click **done**.
11	Repeat steps 7 - 10 as required, then click **done**.

#EXPENSE

Not a member of a club or program.

Remove Client

Clients

Trans# 8

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

Discount	0.00
TIP	0.00
Expense Total	0.00

$0.00 $0.00 $0.00   Card   End Sale

SHORTCUTS

12:07 PM
Fri, 4 Mar '16

Main

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Specify Expenses

Available		
Expense		^
General Groceries		
Client Refreshments 7		
Flowers		
Fresh Food (ex GST)		
Cleaning Products		

8
Add

Remove

Selected		
^ Expense	Price	Qty

11
Done

Enter Price for Client Refreshments

34.50 9

C

1	2	3
4	5	6
7	8	9
0	.	-

10
Done

Cancel

12 Click **end sale**.

A This window will appear, telling you how much change needs to be returned to the register.

13 Click **done**.

14 Put the change into the cash register, along with any receipts.

#EXPENSE

Not a member of a club or program.

Remove Client

Clients

Trans# 9

Employee	Product/Service	Qty.	Price	Disc.	GST	Total
Business	EXPENSE Client Refreshments	1	34.50		3.14	34.50

Discount	0.00
TIP	0.00
Expense Total	34.50
GST	3.14

$0.00 $0.00 $0.00

$0.00 $0.00

Card   **12** End Sale

DEC   No Sale

SHORTCUTS

12:22 PM
Fri, 4 Mar '16

Main

Appointments

Arrivals

Walkin Manager

Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

Anna
Owner
Log Off

Finalising Expenses/Returning Cash

You must return $15.50 to the till, and deposit any Expense Receipts **A**

Please note the recorded expense cannot be deleted later

Modify   Undo   **13** Done   Cancel

SHORTCUTS™

SMARTER BUSINESS TECHNOLOGY

it suits you

HAIR | BEAUTY | CLINIC | SPA | BARBER | WALKIN | SCHOOL | MULTI-SITE