

MULTI-SITE

WALK-IN

SPA

HAIR

BARBER


CLINIC

**ENTERPRISE
MANAGER**

SUNDRY INCOME
& EXPENSES

HOME &
MOBILE

BEAUTY


SHORTCUTS
SMARTER BUSINESS TECHNOLOGY

it suits you

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By Erin Lewis

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Country: Australia

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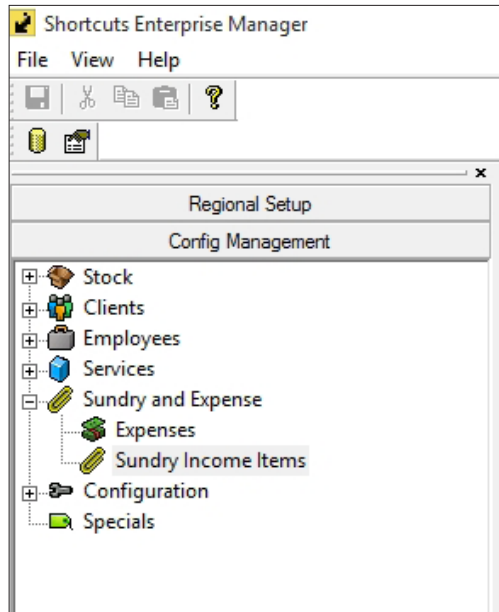
Working hand in hand with Shortcuts Fusion at your individual sites, Enterprise Manager provides you with the power and flexibility to make fast and intelligent decisions to enhance and grow your business.

With Enterprise Manager, you can configure items such as products, services, sundry items, payment options, employee details, security levels and much more!

This document is designed to give you a helping hand when it comes to setting up and managing your sites in Enterprise Manager.

SUNDRY INCOME AND EXPENSES

SUNDRY INCOME AND EXPENSES OVERVIEW



Your sundry income and expense settings are located within the **config** management menu, as shown on the left hand side.

Sundry income refers to any takings that were not received from selling products or providing services. Some examples of sundry income items include club membership fees, rental sub lease (e.g. chair rental or space rental), surcharges and cancellation fees.

Items that are set up via the sundry income screen include:

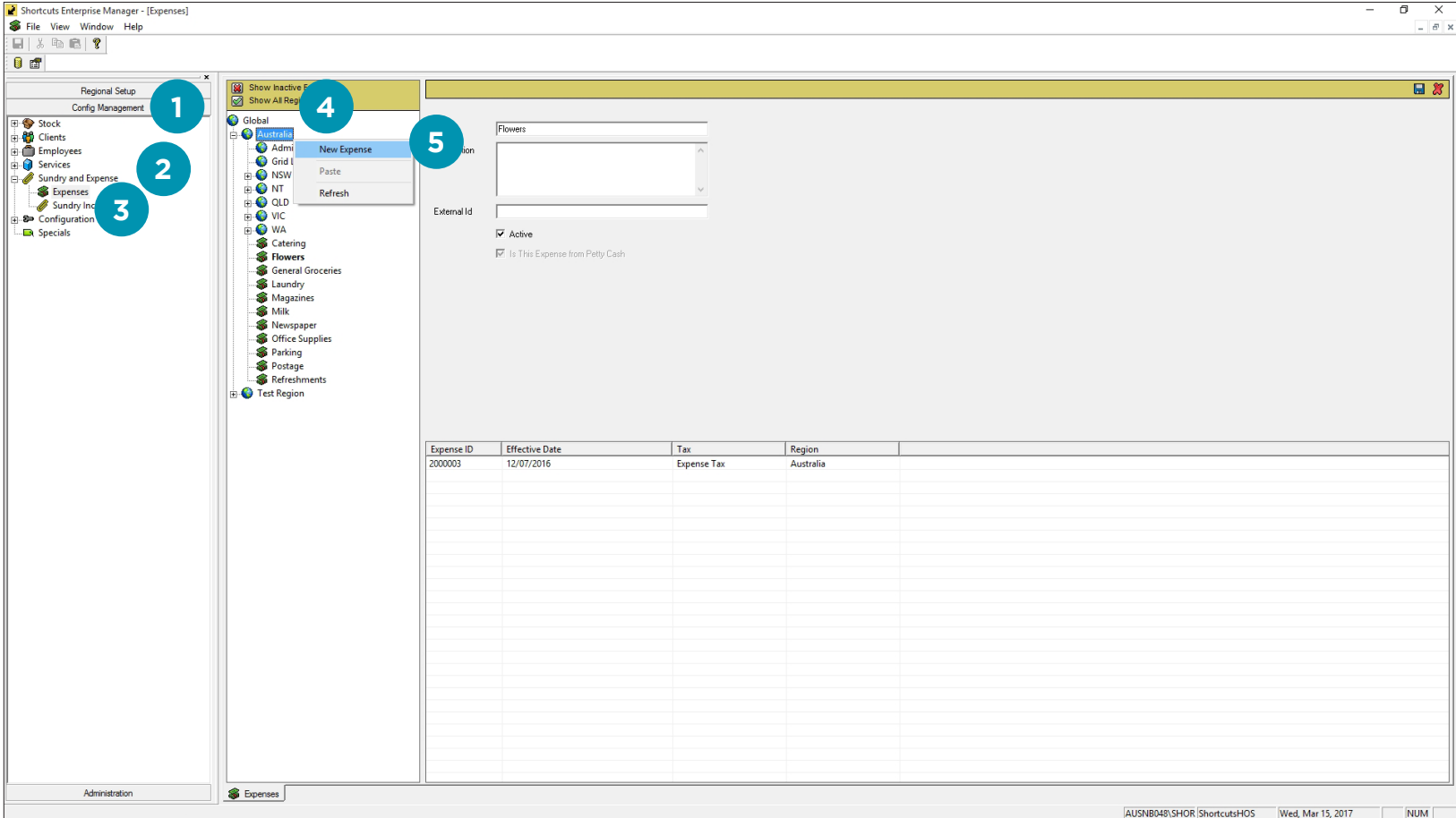
- General Sundry Income Items
- Gift Certificates
- Gift Cards
- Loyalty Cards
- Surcharges

An expense refers to any outgoing payment made by a site, such as refreshments or magazines for client use. 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 the site's daily cash banking total.

Enterprise Manager allows you to set up sundry income items and expenses for each individual region, sub-region and site as desired. Once you have set up expenses in Enterprise Manager, your sites will be able to keep track of their expenses by simply processing these expenses at the Point of Sale.

ADDING AN EXPENSE

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expense**.
- 3 Double click on **expenses**.
- 4 Right click on the region you want to add an expense for.
- 5 Select **new expense**.



SPECIFYING EXPENSE TAX

1

Click on the **config management** menu.

2

Double click to expand **sundry and expense**.

3

Double click on **expenses**.

4

Double click to select the expense you want to edit tax for.

5

Right click on the current tax and select **apply new tax**.

6

Select the tax you want to apply.

7

Select the date when the new tax will become effective.

8

Click **OK**.

9

Click **save**.

10

Close tab.

The screenshot shows the 'Shortcuts Enterprise Manager - [Expenses]' application window. The interface is divided into several panes. On the left, the 'Regional Setup' pane shows a tree view of 'Config Management' with 'Sundry and Expense' expanded. The 'Expenses' pane shows a list of expense categories, with 'Cleaning Products' selected. The main pane shows the details for 'Cleaning Products', including fields for Name, Description, and External Id, and checkboxes for 'Active' and 'Is This Expense from Petty Cash'. Below this is a table with columns for Expense ID, Effective Date, Tax, and Region. The first row shows Expense ID 2000018, Effective Date 15/03/2017, Tax Expense Tax, and Region Australia. A right-click context menu is open over the 'Expense Tax' cell, with 'Apply New Tax' selected. The bottom status bar shows 'Administration' and 'Expenses' tabs, and the system tray displays 'AUSNB048\SHOR ShortcutsHOS Wed, Mar 15, 2017 NUM'.

The 'Apply New Tax' dialog box is shown in the foreground. It has a title bar with a close button (X). Inside, there are two dropdown menus: 'Tax' and 'Effective Date'. The 'Tax' dropdown is set to 'Expense Tax' and the 'Effective Date' dropdown is set to '15/03/2017'. At the bottom, there are 'OK' and 'Cancel' buttons.

ADDING A SUNDRY ITEM

You can use the 'standard' sundry type to set up miscellaneous sundry items such as charity donations.

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expenses**.
- 3 Double click on **sundry income items**.
- 4 Right click on the region you want to add a sundry item for.
- 5 Select **new sundry income**.
- 6 Select the tax rate you want to apply.
- 7 Click **OK**.
- 8 Enter the name of the sundry item.
- 9 **Optional:** Enter a description.

The screenshot shows the 'Sundry Details - Donation' window in Shortcuts Enterprise Manager. The interface is divided into several sections:

- Left Panel (Config Management):** A tree view showing the navigation path: Global > Australia > New Sundry Income. A right-click context menu is open over 'New Sundry Income' with 'New Sundry Income' selected.
- Right Panel (Form):** Fields for configuring the item:
 - Sundry ID: 1500210
 - Sundry Income: Donation
 - Description: (empty)
 - Amount: \$ [0] Expiry: [0] Month(s)
 - Sundry Type: Standard Sundry
 - Club: (empty)
 - Barcode: (empty) with a 'Generate' button
 - External Id: (empty)
 - Active
- Table:** A table with columns: Sundry ID, Effective Date, Tax, Region, Status. It contains one row: 1500210, 11/04/2017, Tax Exempt, Global, Active.

The 'Apply New Tax' dialog box is shown, with the following fields and buttons:

- Tax: Tax Exempt (selected in a dropdown menu)
- Effective Date: 3/04/2017 (selected in a dropdown menu)
- Buttons: OK, Cancel

10 Enter a default amount for the sundry item. Alternatively, leave this as zero if you want the amount to be entered at the Point of Sale.

11 Ensure that **standard sundry** is selected in the **sundry type** drop-down list.

12 Enter any other relevant details into the appropriate fields.

13 Tick the **active** box.

14 Click **save**.

15 Close tab.

The screenshot shows the 'Sundry Details - Donation' window in Shortcuts Enterprise Manager. The interface includes a left-hand navigation tree, a central tree view of sundry categories, and a main form area with various input fields. A table at the bottom displays the current sundry record.

10 Amount field: \$ [0] Expiry [0] [M/Y]

11 Sundry Type dropdown: Standard Sundry

12 Club, Barcode, External Id fields

13 Active checkbox: Active

Sundry ID	Effective Date	Tax	Region	Status
1500210	11/04/2017	Tax Exempt	Global	Active

ADDING A GIFT CERTIFICATE

Gift certificates are items that can be redeemed at the Point of Sale in exchange for products or services. Trackable gift certificates are not redeemable across multiple stores, they can only be redeemed at the store they were originally sold at.

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expenses**.
- 3 Double click on **sundry income items**.
- 4 Right click on the region you want to add a gift certificate for.
- 5 Select **new sundry income**.
- 6 Select the tax rate you want to apply.
- 7 Click **OK**.
- 8 Enter the name of the gift certificate.
- 9 **Optional:** Enter a description.

The screenshot shows the 'Sundry Details - Gift Certificate' configuration window. The left-hand navigation tree is expanded to 'Sundry Income Items'. The central menu is open, showing 'New Sundry Income' selected. The main configuration form contains the following fields and options:

- Sundry ID: 1500156
- Sundry Income: Gift Certificate
- Description: (empty)
- Amount: \$ 0, Expiry: 0 Month(s)
- Sundry Type: Gift Certificate
- Club: (empty)
- Barcode: (empty) with a 'Generate' button
- External Id: (empty)
- Active:
- Settings apply to all Gift Certificates:
 - Requires a tracking number
 - Employee receives credit when sold
 - Employee receives percentage on sale
 - Award Points On Sale Of Gift Certificate
 - Award Points On Redemption Of Gift Certificate

Sundry ID	Effective Date	Tax	Region	Status
1500156	15/12/2015	Tax Exempt	Global	Active

The 'Apply New Tax' dialog box contains the following fields and buttons:

- Tax: Tax Exempt
- Effective Date: 3/04/2017
- Buttons: OK, Cancel

10 Enter a default amount for the gift certificate. Alternatively, leave this as zero if you want the amount to be entered at the Point of Sale.

11 Enter the number of months this gift certificate is valid for. Alternatively, leave this as zero to set no expiry.

12 Select **gift certificate** from the **sundry type** drop-down list.

13 If this gift certificate is related to a club, select the relevant club.

14 **Optional:** Enter a unique barcode for the gift certificate. Alternatively, click **generate** to automatically generate a barcode.

15 Tick the **active** box.

16 Tick the **requires a tracking number** option if you want to track gift certificate numbers.

Shortcuts Enterprise Manager - [Sundry Details - Gift Certificate]

File View Window Help

Regional Setup
Config Management

- Stock
- Clients
- Employees
- Services
- Sundry and Expense
- Expenses
- Sundry Income Items
- Configuration
- Specials

Show Inactive Sundries
Show All Regions

- Global
- Australia
- New Zealand
- Blowdry Membership Activation
- Blowdry Membership Payment
- Cancellation Fee
- Gift Certificate
- Legacy Gift Certificate
- New Sundry Income
- Reissue as Gift Card

Sundry ID: 1500156

Sundry Income: Gift Certificate

Description:

Amount: \$ 0 Expiry: 0 Month(s)

Sundry Type: Gift Certificate

Club:

Barcode:

External Id:

Active

Settings apply to all Gift Certificates:

- Requires a tracking number
- Employee receives credit when sold
- Employee receives percentage on sale
- Award Points On Sale Of Gift Certificate
- Award Points On Redemption Of Gift Certificate

Sundry ID	Effective Date	Tax	Region	Status
1500156	15/12/2015	Tax Exempt	Global	Active

Administration | Sundry Details - Gift Certificate | AUSNB048.SHOR | PeppermintParkHQ Fri, Mar 31, 2017 | NUM

17

If you want employees to receive credit for selling a gift certificate, tick the **employee receives credit when sold** box.

18

If you have chosen to give employees credit when they sell a gift certificate, enter the percentage of the sale you want them to receive as credit.

19

If you want clients to receive points when they purchase a gift certificate, tick the **award points on sale of gift certificate** box.

OR

Tick the **award points on redemption of gift certificate** box to allocate points when a client redeems a gift certificate.

OR

Leave both boxes unticked if you do not wish to allocate points.

20

Click **save**.

21

Close tab.

Shortcuts Enterprise Manager - [Sundry Details - Gift Certificate]

File View Window Help

Regional Setup
Config Management

Stock
Clients
Employees
Services
Sundry and Expense
Expenses
Sundry Income Items
Configuration
Specials

Show Inactive Sundries
Show All Regions

Global
Australia
New Zealand
Blowdry Membership Activation
Blowdry Membership Payment
Cancellation Fee
Gift Certificate
Legacy Gift Certificate
New Sundry Income
Reissue as Gift Card

Sundry ID: 1500156
Sundry Income: Gift Certificate
Description:
Amount: \$ 0 Expiry: 0 Month(s)
Sundry Type: Gift Certificate
Club:
Barcode:
External Id:
Active:

Settings apply to all Gift Certificates:
 Requires a tracking number
 Employee receives credit when sold
 Employee receives percentage on sale
 Award Points On Sale Of Gift Certificate
 Award Points On Redemption Of Gift Certificate

Sundry ID	Effective Date	Tax	Region	Status
1500156	15/12/2015	Tax Exempt	Global	Active

Administration Sundry Details - Gift Certificate

AUSNB048.SHOR PeppermintParkHQ Fri, Mar 31, 2017 NUM

20

21

ADDING A GIFT CARD

With Shortcuts gift cards, clients can visit any salon or store belonging to your business and use their gift card to purchase products and services. After setting this up, you will also need to link the gift card payment type to the Shortcuts Gift Card processor in Shortcuts Fusion.

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expenses**.
- 3 Double click on **sundry income items**.
- 4 Right click on the region you want to add a gift card for.
- 5 Select **new sundry income**.
- 6 Ensure that **tax exempt** is selected in the tax drop-down list.
- 7 Click **OK**.
- 8 Enter the name of the gift card.
- 9 **Optional:** Enter a description.

Shortcuts Enterprise Manager - [Sundry Details - Gift Certificate]

File View Window Help

Regional Setup
Config Management

Sundries
Global
Australia
New Zealand
Blowdry
Blowdry
Gift Card
Legacy

New Sundry Income

Paste
Print Barcodes
Refresh

Sundry ID: 1500170
Sundry Income: Gift Card
Description:
Amount: \$ [0] Expiry: [0] Month(s)
Sundry Type: Gift Card
Club:
Barcode: Generate
External Id:
 Active

Settings apply to all Gift Certificates:
 Requires a tracking number
 Employee receives credit when sold
[0] Employee receives percentage on sale
 Award Points On Sale Of Gift Certificate
 Award Points On Redemption Of Gift Certificate

Sundry ID	Effective Date	Tax	Region	Status
1500170	3/04/2017	Tax Exempt	Global	Active

Apply New Tax

Tax: Tax Exempt
Effective Date: 3/04/2017

OK Cancel

10 Enter a default amount for the gift card. Alternatively, leave this as zero if you want the amount to be entered at the Point of Sale.

11 Select **gift card** from the **undry type** drop-down list.

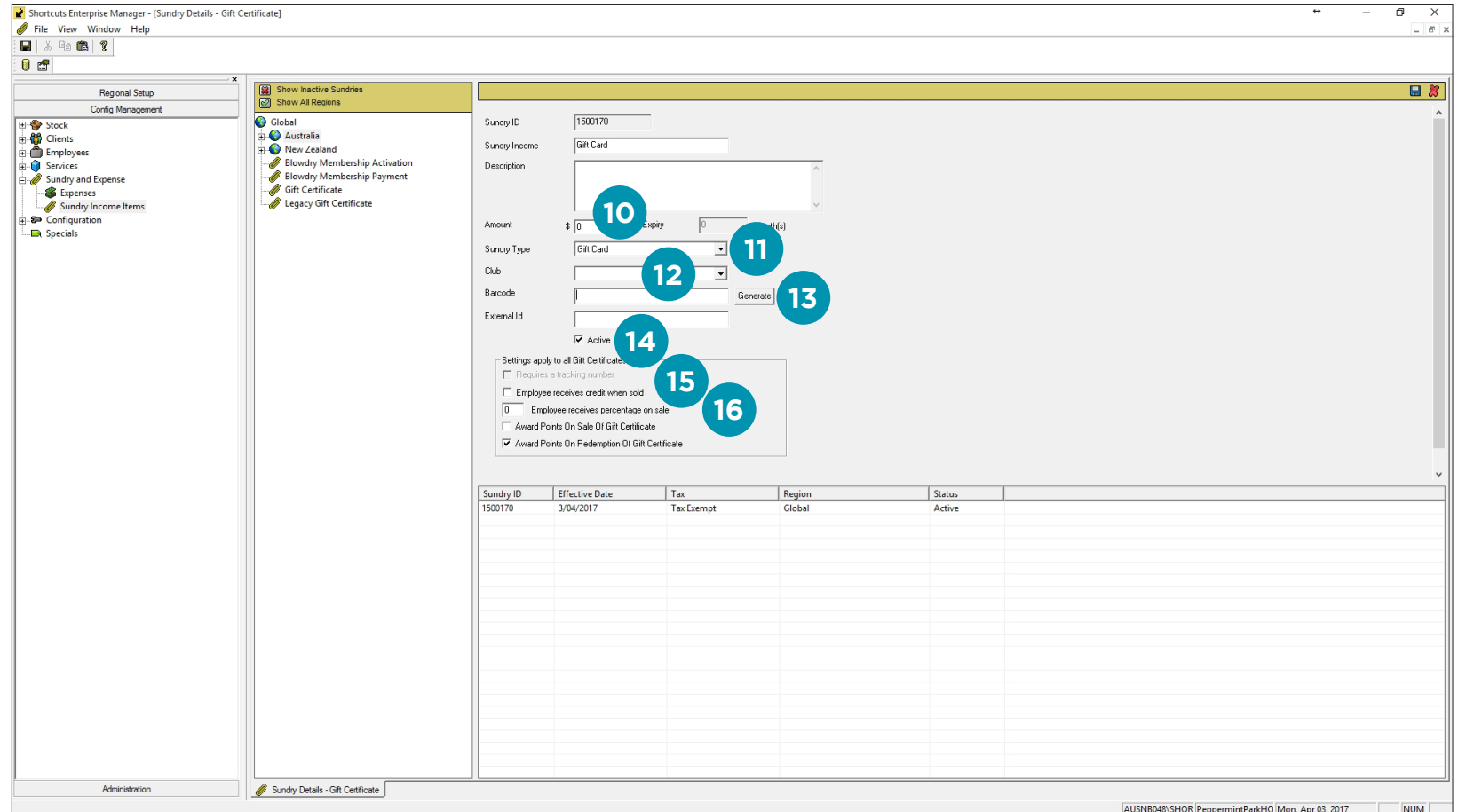
12 If this gift card is related to a club, select the relevant club.

13 **Optional:** Enter a unique barcode for the gift card. Alternatively, click **generate** to automatically generate a barcode.

14 Tick the **active** box.

15 If you want employees to receive credit for selling a gift card, tick the **employee receives credit when sold** box.

16 If you have chosen to give employees credit when they sell a gift card, enter a value of 100% in the **employee receives percentage on sale** box.



17

If you want clients to receive points when they purchase a gift card, tick the **award points on sale of gift certificate** box.

OR

Tick the **award points on redemption of gift certificate** box to allocate points when a client redeems a gift card.

OR

Leave both boxes unticked if you do not wish to allocate points.

18

Click **save**.

19

Close tab.

The screenshot shows the 'Sundry Details - Gift Certificate' configuration window. On the left is a tree view with 'Regional Setup' expanded to 'Config Management'. The main area is divided into a left pane with a tree view showing 'Global', 'Australia', 'New Zealand', and 'Legacy Gift Certificate'. The right pane contains form fields for 'Sundry ID' (1500170), 'Sundry Income' (Gift Card), 'Description', 'Amount' (\$0), 'Expiry' (0 Month(s)), 'Sundry Type' (Gift Card), 'Club', 'Barcode', and 'External Id'. Below these is a section 'Settings apply to all Gift Certificates' with checkboxes for 'Requires a tracking number', 'Employee receives credit when sold', 'Employee receives percentage on sale', 'Award Points On Sale Of Gift Certificate', and 'Award Points On Redemption Of Gift Certificate'. A table at the bottom shows the configuration for Sundry ID 1500170, Effective Date 3/04/2017, Tax Exempt, Global Region, and Active Status.

18

19

17

Sundry ID	Effective Date	Tax	Region	Status
1500170	3/04/2017	Tax Exempt	Global	Active

Administration Sundry Details - Gift Certificate

AUSNB048.SHOR | PeppermintParkHQ | Mon, Apr 03, 2017 NUM

ADDING A PAYMENT TYPE SURCHARGE

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expenses**.
- 3 Double click on **sundry income items**.
- 4 Right click on the region you want to add a payment type surcharge for.
- 5 Select **new sundry income**.
- 6 Select the tax rate you want to apply.
- 7 Click **OK**.
- 8 Enter the name of the surcharge.
- 9 **Optional:** Enter a description.

Shortcuts Enterprise Manager - [Sundry Details - New Sundry Income]

Regional Setup
Config Management

Global
Australia
New Sundry Income
Paste
Print Barcodes
Refresh

Sundry ID: 1500213
Sundry Income: Amex surcharge 2%
Description:
Amount: \$ 0 Expiry: 0 Month(s)
Sundry Type: Payment Type Surcharge
Club:
Barcode: Generate
External Id:
 Active

Surchage Settings:
 Percentage of sale surcharge 2 %
 Fixed amount surcharge \$ 0
 Only apply when amount is less than \$ 0

Sundry ID	Effective Date	Tax	Region	Status
1500213	11/04/2017	Sundry Sell Tax	Australia	Active

Administration | Sundry Details - New Sundry Income | AUSNB048.SHOR.ShortcutsHOS | Mon, Apr 10, 2017 | NUM

Apply New Tax

Tax: Sundry Sell Tax
Effective Date: 11/04/2017

OK Cancel

10 Select **payment type surcharge** from the **sundry type** drop-down list.

11 Tick the **active** box.

12 If the surcharge is a percentage of the sale amount, tick the **percentage of sale surcharge** option, then enter the percentage.

13 If the surcharge is a fixed amount, tick the **fixed amount surcharge** option, then enter the amount.

14 If you only want the surcharge to be applied to sales below a certain amount, tick the **only apply when total is less than** option and enter the threshold amount.

15 Click **save**.

16 Close tab.

The screenshot shows the 'Sundry Details - New Sundry Income' window in Shortcuts Enterprise Manager. The interface includes a left-hand navigation tree, a central list of sundry items, and a main form area for editing a selected item. The 'Sundry ID' is 1500213 and the 'Sundry Income' is 'Anex surcharge 2%'. The 'Sundry Type' is set to 'Payment Type Surcharge'. The 'Amount' is \$0 and the 'Expiry' is 0. The 'Active' checkbox is checked. The 'Sundry Settings' section has 'Percentage of sale surcharge' checked with a value of 2. The 'Fixed amount surcharge' and 'Only apply when amount is less than' options are unchecked. The 'Save' button is located at the bottom right of the form area. A table at the bottom of the window displays the following data:

Sundry ID	Effective Date	Tax	Region	Status
1500213	11/04/2017	Sundry Sell Tax	Australia	Active

LINKING A SURCHARGE TO A PAYMENT TYPE

Once you have set up a payment type surcharge, you will need to link the surcharge to the relevant payment type via the payment types screen.

- 1 Click on the **config management** menu.
- 2 Double click to expand **configuration**.
- 3 Double click on **payment types**.
- 4 Double click on the payment type you want to link to the surcharge.
- 5 Select the relevant surcharge from the drop-down list.
- 6 Click **save**.
- 7 Close tab.

The screenshot displays the 'Shortcuts Enterprise Manager - [Payment Types]' application window. The interface is divided into several sections:

- Left Panel (Config Management):** A tree view showing the navigation structure. The 'Configuration' folder is expanded, and 'Payment Types' is selected. A red circle '1' is placed over the 'Config Management' header.
- Tree View:** A list of payment types under the 'Global' category. 'AMEX' is selected, and a red circle '4' is placed over it.
- Right Panel (Form):** The configuration details for the selected 'AMEX' payment type. The 'Surcharge' dropdown menu is open, showing 'Amex surcharge 2%' selected. A red circle '5' is placed over this dropdown. Other fields include 'Name' (AMEX), 'Description', 'Club', and 'External Id'. There are also checkboxes for 'Payment Type Counts Towards...' (Banking) and 'Settings' (Standard Payment, Credit Payment, Open Cash Drawer, Treat Change as Tip, Gift Card Payment, Guest Account, Cancellation Fee, Online Payment). A red circle '6' is placed over the 'Save' button in the top right corner.
- Bottom Panel:** The 'Administration' and 'Payment Types' tabs are visible. A red circle '7' is placed over the 'Payment Types' tab.

The status bar at the bottom right shows 'AUSNB048\SHOR ShortcutsHOS Wed Apr 26, 2017'.

ADDING A DATE SURCHARGE

Setting up a date surcharge is done through Enterprise Manager. However, specifying which dates the surcharge applies to is done through the roster screen in Shortcuts Fusion. For example, you could set up a public holiday surcharge in Enterprise Manager, then open the roster screen in Shortcuts Fusion and apply the surcharge to each public holiday.

- 1 Click on the **config management** menu.
- 2 Double click to expand **sundry and expenses**.
- 3 Double click on **sundry income items**.
- 4 Right click on the region you want to add a date surcharge for.
- 5 Select **new sundry income**.
- 6 Select the tax rate you want to apply.
- 7 Click **OK**.
- 8 Enter the name of the surcharge.
- 9 **Optional:** Enter a description.

The screenshot shows the 'Sundry Details - New Sundry Income' window. The left pane shows a tree view with 'Australia' selected. The right pane contains the following fields and options:

- Sundry ID: 1500104
- Sundry Income: Public Holiday Surcharge
- Description: (empty)
- Amount: \$ 0, Expiry: 0, Month(s):
- Sundry Type: Date Surcharge
- Club: (empty)
- Barcode: (empty), Generate button
- External Id: (empty)
- Active
- Sundry Settings:
 - Percentage of sale surcharge: 20%
 - Fixed amount surcharge: \$ 0
 - Only apply when amount is less than: \$ 0
- Date Surcharge Applies To...:
 - Products
 - Services
 - Sundry

Table below the form:

Sundry ID	Effective Date	Tax	Region	Status
1500104	15/09/2016	Sundry Sell Tax	Australia	Active

The 'Apply New Tax' dialog box contains the following elements:

- Tax: Sundry Sell Tax
- Effective Date: 11/04/2017
- Buttons: OK, Cancel

10 Select **date surcharge** from the **sundry type** drop-down list.

11 Tick the **active** box.

12 If the surcharge is a percentage of the sale amount, tick the **percentage of sale surcharge** option, then enter the percentage.

13 If the surcharge is a fixed amount, tick the **fixed amount surcharge** option, then enter the amount.

14 If you only want the surcharge to be applied to sales below a certain amount, tick the **only apply when total is less than** option and enter the threshold amount.

15 Tick the boxes to indicate which items this surcharge applies to.

16 Click **save**.

17 Close tab.

Shortcuts Enterprise Manager - [Sundry Details - New Sundry Income]

Regional Setup
Config Management

Show Inactive Sundries
Show All Regions

Global
Australia
Admin
Grid Levels
NSW
NT
QLD
VIC
WA
Amex surcharge 3%
Contractor Revenue
Donation
EB Corporate Card
EB Corporate Card - Other Site
Gift Certificate
Platinum Cards Surcharge
Postage & Freight
Public Holiday Surcharge
Room Rental
Saturday Surcharge
Sunday Surcharge

Sundry ID: 1500104
Sundry Income: Public Holiday Surcharge
Description:
Amount: \$ 0 Expiry: 0 (d)
Sundry Type: Date Surcharge
Club:
Barcode:
External Id:
 Active
Surcharge Settings:
 Percentage of sale surcharge 20 %
 Fixed amount surcharge \$ 0
 Only apply when amount is less than \$ 0
Date Surcharge Applies To...
 Products Services Sundry
Generate

Sundry ID	Effective Date	Tax	Region	Status
1500104	15/09/2016	Sundry Sell Tax	Australia	Active

Administration Sundry Details - New Sundry Income

AUSNB048.SHOR ShortcutsHOS Mon, Apr 10, 2017 NUM



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