

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*

**Last updated 28 July 2016**

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## 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**.

The screenshot displays the 'Expenses Setup' screen. On the left sidebar, the 'Expenses' menu item is highlighted with a blue circle '4'. The main content area has a red header 'Expenses Setup'. It contains a checkbox for 'Display Inactive', a dropdown for 'Expense Name' (set to 'Magazines'), a checked 'Active' checkbox, a checked checkbox for 'Is this Expense paid with Petty Cash?' (circled '8'), a 'Description' text area, and a dropdown for 'Tax Rate' (set to 'GST Expense Tax', circled '9'). At the bottom of the main area are three buttons: 'New' (circled '5'), 'Edit', and 'Save' (circled '10'). A 'Done' button with a green checkmark is located at the bottom right of the main area. Overlaid on top is a 'New Expense' dialog box with a red header. It has a text input field for 'Expense Name' containing 'Magazines' (circled '6'). Below the input are two buttons: 'Done' with a green checkmark (circled '7') and 'Cancel' with a red X.

# PROCESSING EXPENSES

- 1 Click on the **main** menu.
- 2 Click on the **Point of Sale** icon.
- 3 Click on the **clients** icon.

#Walkin

Not a member of a club or program.

Remove Client

Trans# 8

3



Clients

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
<b>Change</b>	<b>0.00</b>

 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

Delete

Sort By...  
 First Name

#BUSINESS
#CLASS
#EXPENSE <span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px 6px; font-weight: bold;">4</span>
#GROUP
#STAFF
#WALKIN
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

Done

Cancel

SHORTCUTS

12:07 PM  
 Fri, 4 Mar '16

Main

Appointments

Arrivals

Walkin Manager

Point Of Sale

Clients

Performance

Exit

Tools

Stock

Setup

Anna  
 Owner  
 Log Off

- 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**.

  
 Clients

#EXPENSE  
 Not a member of a club or program.

  
 Trans# 8

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

  
 \$0.00

  
 \$0.00

  
 \$0.00

Discount  
 TIP  
**Expense Total**

0.00  
 0.00  
 0.00

  
 Card

  
 End Sale

Specify Expenses

Available	Selected						
<div style="border-bottom: 1px solid #ccc; padding: 2px;">Expense</div> <ul style="list-style-type: none"> <li>General Groceries</li> <li>Client Refreshments</li> <li style="background-color: #333; color: white; padding: 2px;">Flowers <span style="float: right; border: 1px solid white; border-radius: 50%; padding: 2px 5px;">7</span></li> <li>Stationery</li> <li>Fresh Food (ex GST)</li> <li>Cleaning Products</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th>Expense</th> <th>Price</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;">  <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">8</span>            Add         </div> <div style="text-align: center; margin-top: 10px;">              Remove         </div> <div style="text-align: right; margin-top: 10px;">  <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">11</span>            Done         </div>	Expense	Price	Qty			
Expense	Price	Qty					

Enter Price for Flowers

20.00

9

C

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

 10  
 Done

   
 Cancel

SHORTCUTS

12:07 PM  
Fri, 4 Mar '16

Main

-  Appointments
-  Arrivals
-  Walkin Manager
- Point Of Sale
-  Clients
-  Performance
-  Exit

Tools

Stock

Setup

Log Off

12

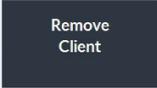
Click **end sale** to finish processing the expense(s).



Clients

#EXPENSE

Not a member of a club or program.





Trans# 8

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

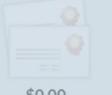
  

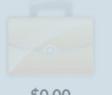
  
\$0.00

  
\$0.00

  
\$0.00

  
\$0.00

  
\$0.00

  
\$0.00

Discount

TIP

Expense Total 20.00

GST 1.82

**Amount Owng 20.00**

Settling 0.00

**Cash Out 20.00**

  
Card

 **12**  
End Sale

  
History

  
No Sale

SHORTCUTS

12:18 PM  
Fri, 4 Mar '16

Main

  
Appointments

  
Arrivals

  
Walkin Manager

  
Point Of Sale

  
Clients

  
Performance

  
Exit

---

Tools

---

Stock

---

Setup

---

 Anna  
Owner  
Log Off

# 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**.

The screenshot displays the software interface for processing petty cash. The main grid is empty, with columns for Employee, Product/Service, Qty., Price, Disc., GST, and Total. A 'No Sale' window is open, showing a 'Select an Option' menu with 'Take Petty Cash' highlighted. An 'Enter Cash-Out Amount' window is also open, showing the amount '50.00' entered. A 'No Sale' button with a red minus sign is visible in the bottom right corner of the main grid.

Employee	Product/Service	Qty.	Price	Disc.	GST	Total

## 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**.

The screenshot shows the Point of Sale software interface. At the top, there is a client selection area with a dropdown menu showing "#Walkin" and a "Remove Client" button. Below this is a table with the following columns: Employee, Product/Service, Qty., Price, Disc., GST, and Total. The table is currently empty. On the right side, there is a "SHORTCUTS" menu with icons for Main, Appointments, Arrivals, Walkin Manager, Point Of Sale, Clients, Performance, and Exit. The "Point Of Sale" icon is highlighted with a blue circle and the number 2. Below the table, there are buttons for "Discount", "TIP", "Card", and "Quote". A "No Sale" button is also visible. A pop-up window titled "Select an Option" is open, showing a list of options: "Open Cash Register", "Take Petty Cash", "Return Petty Cash" (highlighted with a blue circle and the number 4), "Transfer Money In", "Transfer Money Out", "View Cash Movements", and "Balance Inquiry". A "Cancel" button is also present. Another pop-up window titled "Returning Cash/Expenses" is open, showing a table with the following data:

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

At the bottom of this window, there are "Done" and "Cancel" buttons. The "Done" button is highlighted with a blue circle and the number 6. A "No Sale" button is also visible in the bottom right corner of the main interface, highlighted with a blue circle and the number 3.

- 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**.

  
Clients

#EXPENSE

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

Discount

TIP

Expense Total

0.00

0.00

0.00

  
Card

  
End Sale

Specify Expenses

Available	Selected
Expense	Expense    Price    Qty
General Groceries	
Client Refreshments <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 5px;">7</span>	
Flowers	
Fresh Food (ex GST)	
Cleaning Products	

8

Add

←

Remove

11

Done

Enter Price for Client Refreshments

34.50

9

C

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

10

Done

X

Cancel

  
Tools

  
Stock

  
Setup

  
Log Off

- 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.

  
 Clients

#EXPENSE  
 Not a member of a club or program.

  
 Trans# 9

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

  
\$0.00

  
\$0.00

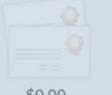
  
\$0.00

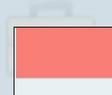
Discount 0.00  
 TIP 0.00  
**Expense Total 34.50**  
 GST 3.14  
**Amount Owed 34.50**

  
Card

  
End Sale

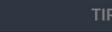
  
\$0.00

  
\$0.00

  
\$0.00

  
Discount

0.00

  
TIP

0.00

  
Expense Total

34.50

  
GST

3.14

  
Amount Owed

34.50

  
Card

  
End Sale

  
No Sale

  
End 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, A  
 and deposit any Expense Receipts

Please note the recorded expense cannot be deleted later

  
Modify

  
 Undo


13  
 Done

  
 Cancel



**SHORTCUTS™**

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*it suits you*

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