

File Smart Print Mail v.6 and v.7 End of Financial Year Process

Overview

These instructions are intended for clients who wish to use fileSMART PrintMail to print and/or email End-of-Financial-Year Statements/Income & Expenditure Reports (EOFY Statements) to owners.

The options for using fileSMART PrintMail for EOFY Statements are:

- Send the EOFY Statements along with the End-of-Month Statements, invoices and any other documents that are usually sent in a fileSMART PrintMail owner statement run.
 - In this case follow **Part 1 and Part 2** below.
- Send the EOFY Statements by themselves, separately from the End-of-Month Statements, invoices, and any other documents that are usually sent in a fileSMART PrintMail owner statement run.
 - If the End-of-Month procedure and EOFY procedure are being done on the same day, follow **Part 1 and Part 3** below.
 - If the End-of-Month procedure and the EOFY procedure are being done on different days, follow **Part 1 and Part 4** below.

fileSMART Printers

There is a slightly different statement printing process which you need to be aware of, depending on your trust accounting software. Printing your statements with the wrong printer will result in your statements not being imported into PrintMail, so please take a moment to review this section.

The table below describes the printing process that you should follow depending on the type of statement and your trust accounting software.

Statement	REST	Console Gateway Live
End-of-Month Owner Statement	fileSMART PrintMail printer	Print from Console Send Assist with PrintMail Send Assist printer
End-of-Financial-Year Owner Statement	fileSMART PrintMail printer	<p>If the EOFY statements are being printed from the Console Send Assist module print to the PrintMail Send Assist printer</p> <p>OR</p> <p>If they are NOT being printed from Console Send Assist then print to the fileSMART PrintMail printer</p>

All subsequent sections of this document refer to the **End-of-Month Printer** and the **EOFY Printer** to mean either the **fileSMART PrintMail printer** or the **PrintMail Send Assist printer** and you should use whichever is relevant to your trust system as shown in the table above.

NOTE: If you don't have the necessary printers, please contact fileSMART Support on 1300 657 700.

Important NOTES

1. When you print to the End-of-Month Printer or the EOFY Printer, fileSMART Auto Archive will automatically archive Owner Statements and EOFY Statements into their separate document types in fileSMART Archive.
2. If you process multiple trusts and are using fileSMART v.6, the fileSMART Auto Archive process must be complete and the fileSMART Auto Archive screen **MUST BE CLOSED** before printing statements from the next trust.

This isn't necessary if you are using fileSMART v.7.

3. Any EOFY Statements that are created by the trust program for archived/inactive owners may not be collated individually and won't be emailed by fileSMART PrintMail.
 - They will be collated together as one item at the top of the collation list with the **Name** and **Code** blank.
 - They should be printed and reviewed to confirm that they are to be posted to the archived/inactive owner. The collated bundle will automatically be marked for printing.
 - If this collated bundle contains a considerable number of documents shown in the **Attached Documents** column, please contact fileSMART Support. It is recommended not to preview them first as creating the preview PDF file may take quite some time.

Part 1

Check if fileSMART PrintMail is configured correctly for an EOFY Statement run

1. Open **fileSMART PrintMail**.
 2. Go to the **Jobs** task in the **PrintMail Navigation** panel.
 3. Select the appropriate job for EOFY Statements – contact fileSMART support if there isn't one.
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4. Check that the Document Types listed are the ones you want to send out.
 - If you are sending EOFY Statements together with the End-of-Month Statements and other documents, then **End of Year Statement** and **Owner Statement** should both be listed, and both must be ticked as **Primary Documents**.
 - If you are sending EOFY Statements on their own, then the 'End of Year Statement' should be the only **Document Type** listed here, and it should be ticked as **Primary Document**.
 - To change the Primary Document ticks, click the **Edit** button at the top-left of the screen, make the change, then click the **Save** button at the top-left of the screen.

5. **Add or Remove** document types as required – refer to the **Jobs** section of the **fileSMART PrintMail Help**

To access fileSMART PrintMail Help, click the □ button at the top-right of the screen

6. Click on the **Email Template tab** and confirm that the email **Subject** and the body is worded as you require and edit if necessary.

Append month to subject should be unticked.

To edit, click the **Edit** button at the top-left of the screen, make the change, then click the **Save** button at the top-left of the screen.

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Part 2

Sending EOFY Statements along with the End-of-Month Statements and other documents

1. Print the End-of-Month Statements to the **End-of-Month Printer** (see the table in the Overview section above) from your trust program, following the usual end-of-month procedures, including the fileSMART auto-archiving steps, as described in the **fileSMART PrintMail Help**

To access fileSMART PrintMail Help, click the □ button at the top-right of the screen

2. If any Owner Statements are moved to the Pending Queue:

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- a. Open the **fileSMART Archive** program
 - b. Log in with the same username as displayed at the bottom-left of the fileSMART Auto Archive screen
 - c. Review the items in the Pending Queue
 - d. Archive any Owner Statements, if you can, that are to go to owners
 - e. Delete any Owner Statements you don't want to go to owners or leave them in the pending queue to be dealt with later
3. The procedure for EOFY Statements is similar
 - a. Start your End-of-Financial-Year procedure in your trust program
 - b. Print the EOFY Statements to the **EOFY Printer** (see the table in the Overview section above)
 - c. The fileSMART Auto Archive program will open and process them. They will be archived as 'End of Year Statement'
 - d. If any EOFY Statements are moved to the Pending Queue follow the same procedure as in point 2 above
 - e. Print the EOFY reports to the same printer as you use for End-of-Month reports
 4. Collate/Print/Email the EOFY Statements, the End-of-Month Statements and associated documents at the same time
 - a. Open **fileSMART PrintMail** and start a new collation as usual
 - New Collation > Start Collation
 - b. Select the job appropriate to end-of-financial-year, as checked in Part 1 above
 - c. Click **Collation Details** (if using fileSMART v.6) or **Collate Documents** (if using fileSMART v.7), to collate the documents for the owners
 - d. Any EOFY Statements that were created by the trust program for archived/inactive owners may not be collated individually
 - They will be collated together as one item at the top of the collation list with the **Name** and **Code** blank
 - The collated bundle will automatically be marked for printing. They should be printed and reviewed to confirm that they are to be posted to the archived/inactive owners
 - If this collated bundle shows a considerable number of documents in the **Attached Documents** column, please contact fileSMART Support. It is recommended not to preview them first as creating the preview PDF file may take quite some time
 - e. Check the documents collated for individual owners as usual.
 - f. Proceed with printing and emailing as usual.

- g. Ensure all the owners are printed and emailed, and the collation is finished.

Part 3

Sending EOFY Statements separately from the End of Month statements and other documents - End of Month EOM procedure and EOFY procedure are being done on the same day.

1. Print the End-of-Month Statements to the **End-of-Month Printer** (see the table in the Overview section above) from your trust program following the usual end-of-month procedures, including the fileSMART auto-archiving steps, as described in the **fileSMART PrintMail Help**

To access fileSMART PrintMail Help, click the  button at the top-right of the screen

2. If any Owner Statements are moved to the Pending Queue:

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- a. Open the fileSMART Archive program.
 - b. Log in with the same username as displayed at the bottom-left of the fileSMART Auto Archive screen.
 - c. Review the items in the Pending Queue.
 - d. Archive any Owner Statements, if you can, that are to go to owners.
 - e. Delete any Owner Statements you don't want to go to owners or leave them in the pending queue to be dealt with later.
3. The procedure for EOFY Statements is similar
 - a. Start your end-of-financial-year procedure in your trust program
 - b. Print the EOFY Statements to the **EOFY Printer** (see the table in the Overview section above)
 - c. The fileSMART Auto Archive program will open and process them. They will be archived as 'End of Year Statement'
 - d. If any EOFY Statements are moved to the Pending Queue follow the same procedure as in point 2 above
 - e. Print the EOFY reports to the same printer as you use for End-of-Month reports

4. Collate/Print/Email the **End-of-Month Statements and associated documents**

- a. Open **fileSMART PrintMail** and start a new collation as usual.
 - New Collation > Start Collation
- b. Proceed as you would for any other EOM statement run.
 - Only the End-of-Month Statements, invoices and other documents specified will be collated.
 - The standard email subject and body will be used.
- c. Ensure all the owners are printed and emailed, and the collation is finished.

5. Collate/Print/Email the **EOFY Statements**.

- a. Start a new collation

- 6.

- New Collation > Start Collation

- 7.


- b. Click **Collation Details** (if using fileSMART v.6) or **Collate Documents** (if using fileSMART v.7), to collate the documents for the owners
- c. Any EOFY Statements that were created by the trust program for archived/inactive owners may not be collated individually

- They will be collated together as one item at the top of the collation list with the **Name** and **Code** blank
 - The collated bundle will automatically be marked for printing. They should be printed and reviewed to confirm that they are to be posted to the archived/inactive owners
 - If this collated bundle shows a considerable number of documents in the **Attached Documents** column, please contact fileSMART Support. It is recommended not to preview them first as creating the preview PDF file may take quite some time
6. Check the documents collated for individual owners as usual
 7. Proceed with printing and emailing as usual
 8. Ensure all the owners are printed and emailed, and the collation is finished

Part 4

Sending EOFY Statements separately from the End of Month statements and other documents - End of Month EOM procedure and EOFY procedure are being done on different days.

1. **On the day you are doing end-of-month:** Print the End-of-Month Statements to the **End-of-Month Printer** (see the table in the Overview section above) from your trust program, following the usual end-of-month procedures, including the fileSMART auto-archiving steps, as described in the **fileSMART PrintMail Help**

To access fileSMART PrintMail Help, click the  button at the top-right of the screen

2. If any owner statements are moved to the Pending Queue:



- a. Open the fileSMART Archive program
- b. Log in with the same username as displayed at the bottom-left of the fileSMART Auto Archive screen
- c. Review the items in the Pending Queue
- d. Archive any owner statements, if you can, that are to go to owners
- e. Delete any owner statements you don't want to go to owners or leave them in the pending queue to be dealt with later

3. Collate/Print/Email the **End-of-Month Statements and associated documents**

- a. Open **fileSMART PrintMail** and start a new collation as usual
 - New Collation > Start Collation
- b. Proceed as you would for any other EOM statement run
 - Only the End-of-Month Statements, invoices and other documents specified will be collated
 - The standard email subject and body will be used
- c. Ensure all the owners are printed and emailed, and the collation is finished

4. **On the day you are doing end-of-financial-year:**

- a. Start your end-of-financial-year procedure in your trust program.
- b. Print the EOFY Statements to the **EOFY Printer** (see the table in the Overview section above).

- c. The fileSMART Auto Archive program will open and process them. They will be archived as 'End of Year Statement'.
- d. If any EOFY Statements are moved to the Pending Queue follow the same procedure as in point 2 above.
- e. Print the EOFY reports to the same printer as you use for End-of-Month reports.

5. Collate/Print/Email the **EOFY Statements**

- a. Open **fileSMART PrintMail** and start a new collation as usual
 - b. Select the job appropriate to end-of-financial-year, as checked in Part 1 above
 - c. Any EOFY Statements that were created by the trust program for archived/inactive owners will not be collated individually
 - They will be collated together as one item at the top of the collation list with the **Name** and **Code** blank
 - The collated bundle will automatically be marked for printing. They should be printed and reviewed to confirm that they are to be posted to the archived/inactive owners
 - If this collated bundle shows a considerable number of documents in the **Attached Documents** column, please contact fileSMART Support. It is recommended not to preview them first as creating the preview PDF file may take quite some time
6. Check the documents collated for individual owners as usual.
7. Proceed with printing and emailing as usual.
8. Ensure all the owners are printed and emailed, and the collation is finished.