File Smart Print Mail EOM & EOFY Statement Process

Overview

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

The options for using File Smart Print Mail 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 File Smart Print Mail 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 File Smart Print Mail 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.

File Smart Printers

Statements should be printed to the File Smart Print Mail printer. If you don't have this installed, please contact Support.

Important Notes

- When you print to the End of Month Printer or the EOFY Printer, File Smart Auto Archive will automatically archive Owner Statements and EOFY Statements into their separate document types in File Smart Archive.

- Only print one statement job at a time. If you have multiple trust accounts, process each statement job from Rest Professional, through to completing the File Smart Print Mail Collation. Once one trust is complete, proceed to the next as necessary.

- 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 Print Mail

  - 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 File Smart Support. It is recommended not to preview them first as creating the preview PDF file may take quite some time.

Part 1

Check if File Smart Print Mail is configured correctly for an EOFY Statement run

1. Open File Smart **Print Mail.**

2. Go to the **Jobs** task in the **Print Mail Navigation** panel.

3. Select the appropriate job for EOFY Statements – contact File Smart 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 **File Smart Print Mail Help**

   To access File Smart Print Mail 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**, following the usual end of month procedures, including the File Smart auto-archiving steps, as described in the **File Smart Print Mail**

Help

To access File Smart Print Mail 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 **File Smart Archive** program

    b. Log in with the same username as displayed at the bottom-left of the File Smart 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 **File Smart Print Mail Printer**

    c. The File Smart 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 **File Smart Print Mail** 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 **Collate Documents**, 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 File Smart 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 **File Smart Print Mail Printer** following the usual end-of-month procedures, including the File Smart auto-archiving steps, as described in the **File Smart Print Mail Help**

   To access File Smart Print Mail 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 File Smart Archive program.

   b. Log in with the same username as displayed at the bottom-left of the File Smart 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 **File Smart Print Mail Printer**

   c. The File Smart 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 **File Smart Print Mail** 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.

  ○ Click New Collation > Start Collation

7.

b. Click **Collate Documents**, 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 File Smart 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**File Smart Print Mail Printer**, following the usual end of month procedures, including the File Smart auto-archiving steps, as described in the **File Smart Print Mail Help**

   To access File Smart Print Mail 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 File Smart Archive program

   b. Log in with the same username as displayed at the bottom-left of the File Smart 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 **File Smart Print Mail** 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 **File Smart Print Mail Printer**

   c. The File Smart 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 **File Smart Print Mail** 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 File Smart 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.

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