“HOW TO”

ACCOUNT CUSTOMERS

The Trustee For The Help You Unit Trust
PO Box 4270
Eight Mile Plains Q 4270 Australia
A.B.N. 78 962 339 138

Sales: 1300 805511 (option 1)
Support: 1300 805511 (option 2)
Accounts: 1300 805511 (option 3)
Email: support@bossii.com

Setup Account Customer

Step 1 – setup the person/entity that will pay the bill

1. Bossii Admin
2. Go to Members/VIP
3. Go to Member Accounts
4. Select New
5. In the Details tab fill in the details required
6. If you have the clients credit card details, go to Credit Cards tab and insert the details by clicking “Change”
7. Select “Save”

Step 2 – setup the person/persons that will have the ability to charge to the account

1. Bossii Admin
2. Go to Members/VIP
3. Go to Maintain Members/VIP
4. Select New
5. In the Member Details tab fill in the details required
6. Choose the Group that this member will be linked to
7. Choose the Account that the members charges will be charged to
8. Select Save

NB: Please note an Expiry Date is mandatory and if no Expiry date is entered you will not have the ability to choose the member from the POS. Best practice is to make the expiry date 01/01/2050

Step 3 - Adding a bill to the Members Account

1. Bossii POS
2. Touch anywhere inside the “Member Name” field
3. Choose “Find Person”
4. Either type the name or scroll through the list to find your member
5. Go to “Pay Bill”
6. Choose “On Account” within the payment screen

NB: Please note you can link staff to a bill by choosing STAFF tab on this screen

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Step 4 - Paying Off A Bill from the POS for An Account Customer

1. Bossii POS
2. Go to Options
3. Go to "Other Options"
4. Select "Pay Accounts"
5. Choose the required account customer
6. Select "Pay"
7. For single transactions, highlight each bill you wish to pay and press “Pay Full”, or
8. For multiple or all transactions, choose “Pro-Rata” and enter the value that you are paying. Bossii will automatically choose all the bills from oldest to latest that equates to the value chosen.
9. Should you make a mistake on which transactions have been chosen, click “Clear All”.
10. Select the payment method to be used
11. Select "Accept payment"
12. Select “Finished”

Step 5 - Sending a statement to an Account Customer

1. Bossii Admin
2. Go to Management
3. Go to Reports
4. Choose the Member Reports from the report drop down

There are many options to send to clients, below are 2 reports that venues choose:

5. Double Click the Account History Report
6. Choose the options required including the Dates from and to, Which Account customers required and if in summary or detail format.

If you wish to send out individual account lists this is a quick and handy report for individual requests

7. Double Click the Outstanding Accounts report
8. Choose the options required. *The usual option that most clients use is the Statement Summary

    a. Statements – Details list of transactions

b. *Statement Summary – Summary version of amount outstanding and account name
c. Detailed Age Balance – Detailed list of amounts outstanding by aged balance
d. Summary Age Balance - Summary list of amounts outstanding by aged balance

All Members. Ability to include every member account to be shown. Will show as preview on screen

Only with Email. Ability to include only the members that have an email address. This will create the attachments into separate emails ready to be sent.

User can also add a recurring email message into the body of the email by typing a message in the Message box

User can also change the Subject field name also.

NB: Must have outlook setup already on the PC to run this operation

Default is period of statement

Only without Email. Ability to includes only the members that do not have an email address setup. This will allow user to print manually

9. Select OK