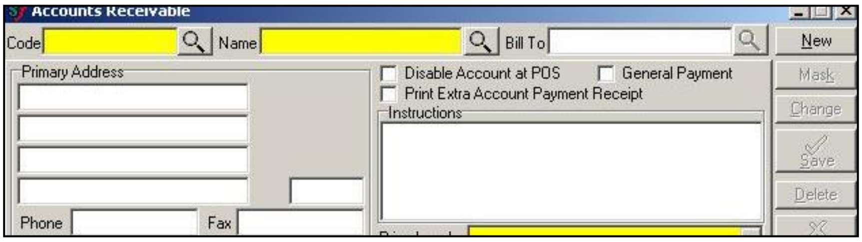
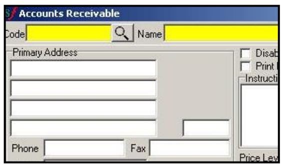
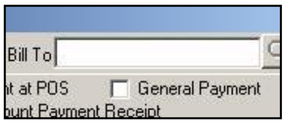
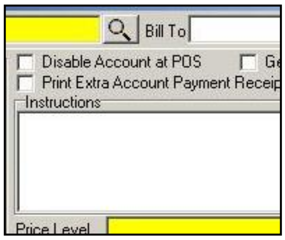
BGEN-2c *Page| 1 of 2*

Category	BOS General
Course	AR
Version	1.0
Client	Generic
Software	2.13.0.0

New General Payment Account

General Payment accounts are set up if your business offers to collect payment by customers on behalf of a 3rd party, such as payment of subscriptions/fees, or Good Friday Appeal donations.

Procedure to Create a New General Payment Account

1.	From the HOS/BOS **Receivables** menu, select **Accounts.** **Or click the **Accounts Receivable** icon.**	
		
2.	Click New.	
3.	In the **Code** field, type an account number to identify the 3^{rd} Party. **See Hints and Tips.**	
4.	In the **Name** field, type a description of the 3^{rd} party.	
5.	If provided, in the **Primary Address** section, type the 3^{rd} party's postal address and **phone** details: • Number and street name on lines 1 and 2 • Suburb on line 3 • State on line 4 • Postcode in the adjacent field.	
6.	Select the **General Payment** check box.	
7.	If applicable, select the **Print Extra Account Payment Receipt** check box. *****POS Config** -> **Print** may already be configured to print a duplicate (store-copy) for all account payments; this option would then print a 3^{rd} copy.**	
8.	If applicable, enter any **Instructions** that will display on the POS operator screen. **This is useful to remind the operator about the reference number format to enter for a payment.**	
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Hints and Tips

- ✓ Only perform this procedure if your business manages general payments at POS as an account payment.
  - The alternative method is to treat the payment as an item within a sales transaction.
  - Refer to the TECH-2f Configure 3rd Party General Payments at POS Fact Sheet.
- ✓ The POS operator will enter the **Code** to identify the account.
  - Set aside a range of numbers for general payment type accounts; click then **Search** to find the last code assigned.
- ✓ General Payment accounts are only known at POS when the operator selects the **MISC** -> **General Payment** option; the account code is not found if it's entered in the Customer ID screen.
- ✓ POS must be configured to display **Instructions**. This is set in the POS Config **System** menu -> **Location Setup** -> Configure -> **Account** tab -> **Account** tab -> **Display Instructions** check box.

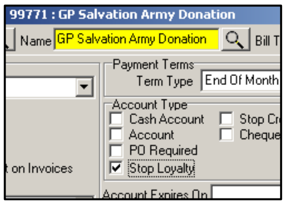
Hints and Tips

- ✓ Run the **Reports** -> **Accountability** -> **General Payments** report to view a list of payments made against the account between selected dates.
  - Use the total on this report to reconcile the money owed to the 3rd party.
  - Payment amounts are included in the tenders reported on the Accountability reports.
- ✓ The **Transactions** tab in the account also lists all the payments against the account, and the operator who took the payment. You can click **Print** to view a printable format of the data.
  - If a **reference number** was entered at POS, it isn't listed here; use the Transaction ID to match an entry to the General Payments report.

9. Click Save.

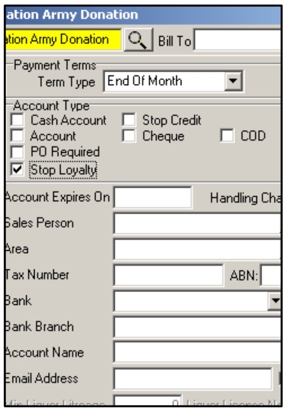
10. If your business runs a loyalty points program, complete the following steps to disable points accruing against this account:
    a. Click the **Parameters** tab.
    b. Select the **Stop Loyalty** check box.
    c. Click Save.

    The POS screen and customer receipt also won't show any point's related information.



11. If provided, complete the following steps to record the 3rd party's bank transfer details:
    a. Click the **Parameters** tab.
    b. Select the **Bank.**
    c. **The options are configured in **Tools** -> **Codes and Descriptions** -> **Bank** tab.**
    d. In the **Bank** Branch, type the BSB and number of the account.
    e. In the **Account Name**, type the name of the account holder.
    f. Click Save.

    Alternatively, you may prefer to only record these details in your business's online banking account.



12.

To:	then:
create another account	return to step 2.
finish	click Close.

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