








# BOSS

## Features

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## Overview



**i** **BOSS** Internet enabled Back Office Software System is a specialized Accounting System for certain niche Service Oriented Organizations. Positioned to operate through the web, the system enables multi-locational organizations to have on-line access from all their units to the central database.

BOSS not only takes care of day-to-day accounting requirements but also gives a host of MIS Reports. Statutory requirements are also met with and there are interfaces with other systems, which enable the user to be up-to-date at all times.

The system is ideal for Hotels, Multiplexes, Clubs, Gymkhanas, Air Catering Units, Entertainment Complexes, Shopping Malls, Construction Companies, Restaurants or any Service Companies.

There is an Optional Corporate Consolidation Module through which the Corporate can look at the units accounts for greater analysis. The system can provide columnar Trial Balances which can help the Corporate Office analyse the Incomes / Expenses in greater detail and compare them unitwise.

The system has a host of parameters, which can be turned off or on depending on the end user requirements, so that although the same system is installed for all the above industries, the system becomes specific to the requirements of the particular industry.

Boss is totally integrated with Alifsystems Prism and Fixed Assets system. Data captured in Prism flows into Boss through interface thus reducing monthly employee related reimbursement and recovery entries along with the monthly Payroll Salary Jv. Yearly Assets Depreciation is calculated in Alifsystems Fixed Assets System and the same flows into Boss through an interface. On the other hand Boss shares its Creditor Master details with the Fixed Assets system to reduce further data entry.

BOSS system has been running in many countries - India, UAE, Sri-Lanka, Nepal, Maldives. Special care is taken to keep the system up-to-date in terms of statutory compliances of the particular countries like VAT, TDS, Sales Tax, etc.



## Accounting Functions



**Uniform System of Accounting:** BOSS allows accounting on the basis of Internationally Accepted Accounting Principles.

**The Principles of Uniform System of Accounting are as under:**

- ✓ All Operational Departments / Cost Centers must be made accountable such that the Incomes & Expenses relating to the Department can be allocated accordingly and the profitability of each Center ascertained.
- ✓ Expenses that cannot be directly allocated should have a facility to be bifurcated as per accounting norms.
- ✓ Budgeting should be made Department wise, for every Income and Expense head, so that Budgets v/s Actual statements can be prepared for any period.

The system not only allows the facility and flexibility to comply with all the above requirements, but goes one step further to give you the facility to define Budgets for Capital Expenditure and allocate the same Department wise.

**Optional Multi-Currency Accounting:** The system takes care of Multiple Currencies. It supports Bank Accounts, Suppliers, Debtors, and any other accounts to be in a currency other than the Home Currency. Gains/Loss on Foreign Exchange Fluctuation are recorded transaction wise and the same is calculated automatically by the system.

**Flexible Coding Structure:** The Coding for the Account Codes is flexible. The length of the codes as well as the format (i.e. breakup into sub-codes / detailed level codes) can be setup at the time of installation. The Account Codes are also grouped for the purposes of Balance Sheet, Profit & Loss A/c and also for MIS analysis.

**Multiple Years Data Storage:** The system enables Data to be kept for as many years as required. 2 Years can be live at the same time so that at the time of year-end, the New Financial Year and the immediately previous year are live and inter-connected. Reporting for all earlier years is also possible.



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**On-Line Queries:** On-Line Querying of any Account or any Voucher within it is available. One can drill down into details of the voucher or have a look at the scanned image of the supporting documents of that voucher.

**Employee Information:** Expenses incurred by Employees can be kept track of. This enables reporting on which employee incurs what type of expenses. Limits can also be set so that excessive payments are restricted. In a similar fashion, Salary Advances, Loans etc. given to Employees can also be tracked at Employee level.

**Recurring Payments:** Payments that have to be made at regular intervals, like Insurance Payments, Rents, AMC fees, etc. Can be set once in the system. The system will then remind the user on the due dates for generation of payment voucher and the entry for the same can be generated with no re-feeding required.

**Bank Reconciliation:** To facilitate Reconciliation of Bank Balances with the Cash Book, the system has a facility whereby the Transactions in the Books can be flagged off with the date of clearance of the same in the Bank. Reports of Uncleared Transactions can then be taken out.

**Transaction Posting:** Transactions can be posted upto any date. Transactions once posted cannot be edited or deleted. This ensures sanctity of accounts whereby transactions can be closed upto a particular date.

**Transaction Locking:** Transactions can be locked either fully or partly – e.g. all Employee information can be locked for the quarter ended 30th June. This means that nobody can edit Employee screens for the given period.

**New Year Routine:** The system automatically enables you to move on to the next financial year as soon as one year is over. The data between the years are interconnected so that entries can be done for both the years simultaneously.

**Petty Cash Module:** Routine Petty Expenses can be routed through this module wherein full details of such expenses can be maintained. However, with a view to not overloading the main BOSS system, only a Summarised Entry for the Day gets generated in BOSS.



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# Supplier Management



**Suppliers Analysis:** Billwise breakup of Opening Balances can be keyed in the system and there is a facility to mark off corresponding Debits and Credits in an Account. Outstanding and Ageing Reports can then be generated from the system.

**GRN/RR No. Tracking:** Information about GRN / MRN / RR nos. can be kept in the system and the same can be flagged off against the supplier bills. This enables the user to keep track of Unbilled RRs for the purpose of making liability provisions.

**Tax Deduction at Source:** Records of taxes deducted by the User from various Contractors / Suppliers can be maintained.

**Works Contract Tax:** Similar to TDS on Contractors, Works Contract Tax also has to be deducted at source from certain Contractors.

**VAT / Sales Tax on Purchases:** Taxes paid on Purchases / Expenses can also be monitored. VAT paid off can be then set off against the VAT collected for the purpose of ascertaining the net liability. Summarised & Detail information on the same is also available to enable filing of returns etc.

**Suppliers Payments Monitoring:** Payments to Suppliers becomes a highly automated system, whereby the user only needs to select which Bills are to be passed off for payment and also if any part payment needs to be made. The Payment Entries are self-generated from the choices made and the Covering Letters and / or Cheque for the same can be printed straight from the system.



## Receivables Management



**Analysis:** Billwise details can be maintained in the system. On receipts from the parties, there is a facility to match it against specified outstandings. FIFO basis of matching is also supported. Outstanding Lists, Collection Lists based on Due Date, Reminders Letters can then be generated.

**Invoicing / Charges:** Invoices can be raised on Members / Customers. Charges of various types – recurring, one-time, dynamic etc. can be also raised as per requirements.

**Tax Deduction at Source:** Taxes deducted at Source by the various parties can be kept track of.



## Reports



**Powerful Reports:** Reports of various types are available in the system. Right from printing of your basic books of accounts to designing your own MIS reports, there are various facilities and options. Analytical Reports, Budgets v/s. Actuals Reports and Statutory Reports are also available straight from the system. There is also a facility to transfer information to spreadsheets for further analysis. Reports have an option of generating figures in Lacs/Millions.

**Managerial Reports:** Balance Sheet, Profit & Loss Account, Trial Balance etc. can all be generated for any period of your choice.

**Departmental Analysis:** As all Incomes / Expenses are allocated to various departments, reporting on Profitability of each Department becomes very easy. There are cross-tabulated reports, which allows you to compare the performance of different departments & comparison with the budgeted figures.

**Cash Flows:** Every Receipt / Payment has to be allocated to a Cash Flow Code. Cash Flows Codes are user definable and the reports on cash flow codes - monthly & annual statement can be generated from the system.

**Balance Confirmations:** To satisfy the Auditors, Balance Confirmation letters have to be sent to various parties. The same can be generated from the system. Similarly, Account Confirmation Letters can also be generated.

**Voucher Printing:** The system has a facility whereby the Vouchers can be printed after the same has been entered. This saves time of manually preparing vouchers for Supplier Bills, Payments, Jv, etc.

### Statutory Reports

**TDS Reports:** Consolidated Certificates (Form 16) and Annual Returns of TDS (Forms 26C, 26J, 26K) can then be generated from the system and filed with the authorities.

**Works Contract Tax:** Similar to TDS the corresponding Reports and certificates of WCT can generated from the system.



## Interfaces



**Interface with MICROS-Fidelio Front Office System:** BOSS has a full-fledged Revenue Interface with the MICROS-Fidelio Front Office System. The Revenue for the day/period can be downloaded into BOSS by means of a Journal Entry. The revenue is further broken up departmentwise for the purposes of Uniform System of Accounting. The City Ledger & Credit Card settlements from the Fidelio Front Office System can be downloaded directly into BOSS. This enables the Account Receivable Information to be totally accurate.

**Interface with MICROS-Fidelio F & B System:** BOSS has a full-fledged Material Bill Passing interface with MICROS-Fidelio F & B System. Bills for GRN/MRN passed in the F & B system can be booked. Debits for the material received get generated on the basis of article's groups of F & B system.

**Interface with MICROS OPERA Front Office System:** BOSS has a full-fledged Revenue Interface with the MICROS OPERA Front Office System. The Revenue for the day/period can be downloaded into BOSS by means of a Journal Entry. The revenue is further broken up departmentwise for the purposes of Uniform System of Accounting. The City Ledger & Credit Card settlements from the Fidelio Front Office System can be downloaded directly into BOSS. This enables the Account Receivable Information to be totally accurate.

**Interface with ShawMan Property Management System:** In case the property is using the ShawMan PMS system, then the Revenue for the day can be downloaded into BOSS by means of a Journal Entry. The revenue is further broken up departmentwise for the purposes of Uniform System of Accounting. The City Ledger & Credit Card settlements from the PMS System can also be downloaded directly into BOSS. This enables the Account Receivable Information to be totally accurate. Thus there is no duplication of work involved.

**Interface with ShawMan POS System:** Integration with the POS system is mainly for organisations wherein there is no Front Office / Property Management System. Clubs, Restaurants, Shopping Malls and Entertainment Complexes are likely users of this interface.



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*The Interface is tiered in the following manner:*

For Revenue Accounting, the BOSS System automatically picks up the Revenue for the day. This revenue can be further broken up POS or Cost Centrewise for the purposes of Uniform System of Accounting. Debit Cards, Credit Card settlements, Allowances, Receivables can also be linked to the BOSS system so that the Receivables and Collection figures are accurate.

**Interface with ShawMan Material Management System:** The BOSS System receives a further boost when an online connectivity is available with ShawMan's MMS System. The two Systems have been totally integrated, so much so that it becomes a seamless, transparent connectivity in the following areas:

**Bill Passing:** The Goods Received Notes through which the materials have been received as well as the prices in the Purchase Order are read on an on-line basis for cross-verification whenever Bill Passing is done in the BOSS System.

**Costing:** For the purpose of Costing, the BOSS system automatically picks up the information from the MMS system as to which items were consumed during the month and the cost of the same. These consumption figures are then segregated departmentwise so that departmental costing figures are available.

**Provisions for Outstanding Expenses:** All pending GRN/RR for which Bills are not yet flagged off are costed for the purpose of Outstanding Expenses.

**Interface with VISTA – Multiplex Ticketing System:** BOSS has a full-fledged Revenue Interface with the VISTA's Ticketing System. The Revenue for the day/period can be imported electronically into BOSS by means of a Journal Entry. The revenue can be further broken up Screenwise/Showwise for the purposes of Uniform System of Accounting.

**Interface with ALIF's Payroll System:** Salary Costs can be transferred automatically as a JV from Alif's Payroll System. Departmental breakup of the Cost is also transmitted. Employees breakup of Salary Advances recovered also get picked up in the BOSS system.