

# Payment Means

Payment means are modes of funds to make payment for goods or services. Below actions are available under **“Payment Means”**:

 Create new payment mean, update, delete

**Note:** Process flow to set up POS Entry rounding adjustment payment means is explained under POS – (Settings) **“Rounding Rules”**

Payment Means

Payment Code	Name	Payment Type	Account	Journal
CH01	Cash	Cash	4010.11 - Cash in Hand - POS	Cash Journal
CH02	Visa / Master	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH03	Amex	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH04	Nets	Giro	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH05	Check	Check	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH06	TT	Transfer	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH07	Diners	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH08	Loyalty Points	Reward Points	6290.02 - Provision for Reward Points	General Journal
CH09	Voucher	Voucher	6290.01 - Provision for Voucher	General Journal
CH10	Rounding Adj.	Point Of Sales Rounding	3090.05 - Closing Difference - POS	Sales Journal - SGD

Total 14 records.

Payment Code

Payment Type

Bank A/c

Bank Charge A/c

Allow In POS

Description

Name

Account

Journal

Interest A/c

Create New

Save

Revert

Delete

Field Name	Description	Mandatory Information
Payment Code	Code for payment mean	Y
Name	Name of payment mean	Y
Payment Type	Type of payment mean	Y
Account	Account of payment mean	Y
Bank A/C	Receiving bank account of of payment mean	N
Journal	Journal record of of payment mean	Y
Bank Charge A/C	Bank charges (if any) of payment mean	N
Interest A/C		N
Allow In POS	Choose “YES” to make this payment mean available as payment mean in Point Of Sale (POS)	Y
Description	Description of payment mean	N

## Create New Payment Means

1. Click **"Create New"** button at the bottom right side of screen
2. Fill up payment mean's information, select **YES** in **"Allow In POS"** list to make the payment mean available in the Point of Sale Entry (Cash Register)

The screenshot shows the 'Payment Means' window. At the top is a table with 5 columns: Payment Code, Name, Payment Type, Account, and Journal. It lists 14 items, including Cash, Visa / Master, Amex, Nets, Check, TT, Diners, Loyalty Points, Voucher, and Rounding Adj. Below the table, the details for the selected 'CH02' entry are shown. The 'Allow In POS' checkbox is checked and highlighted with a red box. At the bottom right are buttons for 'Create New', 'Save', 'Revert', and 'Delete'.

Payment Code	Name	Payment Type	Account	Journal
CH01	Cash	Cash	4010.11 - Cash in Hand - POS	Cash Journal
CH02	Visa / Master	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH03	Amex	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH04	Nets	Giro	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH05	Check	Check	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH06	TT	Transfer	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH07	Diners	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH08	Loyalty Points	Reward Points	6290.02 - Provision for Reward Points	General Journal
CH09	Voucher	Voucher	6290.01 - Provision for Voucher	General Journal
CH10	Rounding Adj.	Point Of Sales Rounding	3090.05 - Closing Difference - POS	Sales Journal - SGD

Selected row 3 from the Total 14 records.

Payment Code: CH02  
Payment Type: CreditCard  
Bank A/c: 4010.01 - Bank - HSBC  
Bank Charge A/c:   
Allow In POS: YES  
Description:   
Name: Visa / Master  
Account: 4010.01 - Bank - HSBC  
Journal: Bank - HSBC - SGD Journal  
Interest A/c:   
Buttons: Create New, Save, Revert, Delete

3. Click **"Save"** button at the bottom right side of screen when done

## Update Payment Mean Details

1. Double click on payment mean to be updated, it will bring up the selected payment mean details on the bottom half of the screen
2. Click **"Save"** button at the bottom right side of the screen when done with the updates

## Delete Payment Mean

1. Double click on payment mean to be deleted, it will bring up the selected payment mean on the bottom half of the screen
2. Click on **"Delete"** button at the bottom right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm payment mean deletion

Payment Code

CH01

Payment Type

Cash

Bank A/c

Bank Charge A/c

Allow In POS

YES

Description

Name

Cash

Cash in Hand - POS

Journal

Deleting record?

Do you really wish to delete this record?

Yes

No

Create New

Save

Revert

Delete

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