

# 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:** To setup payment means in Point Of Sale, please see **“POS – (Masters) Payment Means”**

Payment Code	Name	Payment Type	Account	Journal
By Cash	By Cash	Cash	4011.013 - Petty Cash	Cash Journal
TT01	TT - Bank HSBC	Transfer	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
TT02	TT - Bank OCBC	Transfer	4010.02 - Bank - OCBC	Bank - OCBC - SGD Journal
TT03	TT - Bank DBS	Transfer	4010.03 - Bank - DBS	Bank - DBS - SGD Journal

Selected row 1 from the Total 4 records.

Payment Code: By Cash      Name: By Cash

Payment Type: Cash      Account: 4011.013 - Petty Cash

Bank A/c:      Journal: Cash Journal

Bank Charge A/c:      Interest A/c:

Description:

Create New   Save   Revert   Delete

Field Name	Description	Mandatory Information
Payment Code	Code for payment mean	Y
Name	Name for payment mean	Y
Payment Type	Type for payment mean	Y
Account	Account for payment mean	Y
Bank A/C	Receiving bank account of payment mean	N
Journal	Journal record of payment mean	Y
Bank Charge A/C	Bank charges (if any) of payment mean	N
Interest A/C		N
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 on bottom half of screen

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

**\*Note:** under POS (Point-Of-Sale module) – Payment Means, there is an additional option to allow adding a payment mean for POS Entry (cash register) payment method

## Update Payment Mean Details

1. 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. 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

By Cash

Name

By Cash

Payment Type

Cash

3 - Petty Cash

Bank A/c

Journal

Bank Charge A/c

Description

Create New

Save

Revert

Delete

Deleting record?

Do you really wish to delete this record?

Yes

No