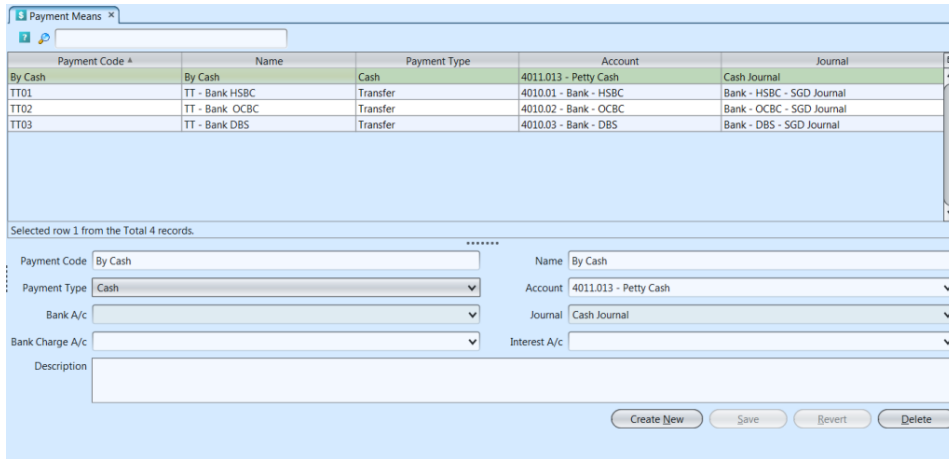


Payment Means

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

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

The screenshot shows a form for creating a new payment mean. The fields are as follows:

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			

Buttons at the bottom right: **Create New** (highlighted), Save, Revert, Delete.

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

Deleting record?
Do you really wish to delete this record?
Yes No

Create New Save Revert Delete