
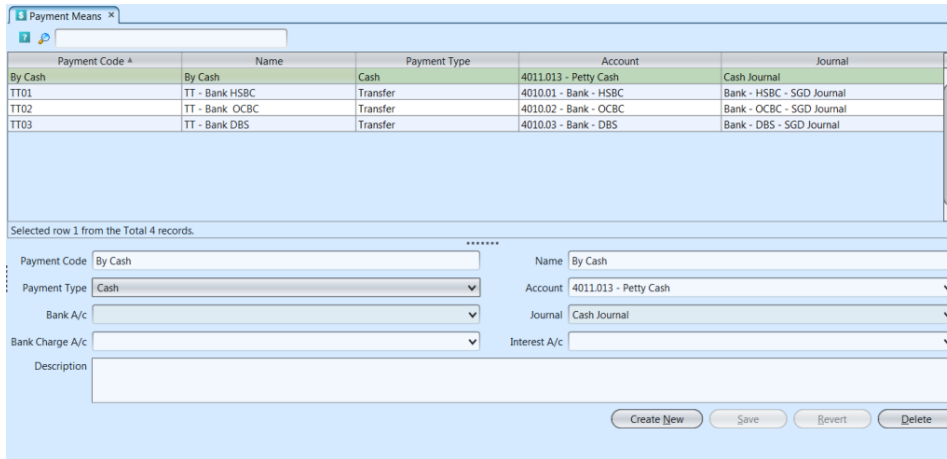


Payment Means

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”**



The screenshot shows the 'Payment Means' application window. At the top, there is a table with the following columns: Payment Code, Name, Payment Type, Account, and Journal. The table contains four rows of data:

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

Below the table, it says 'Selected row 1 from the Total 4 records.' Below that is a form for creating a new payment mean with the following fields:

- Payment Code: By Cash
- Name: By Cash
- Payment Type: Cash
- Account: 4011.013 - Petty Cash
- Bank A/c: [Empty]
- Journal: Cash Journal
- Bank Charge A/c: [Empty]
- Interest A/c: [Empty]
- Description: [Empty text area]

At the bottom right of the form are four buttons: 'Create New', 'Save', 'Revert', and '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

The screenshot shows a form for creating a new payment mean. The form is divided into two columns. The left column contains: Payment Code (By Cash), Payment Type (Cash), Bank A/c, Bank Charge A/c, and Description. The right column contains: Name (By Cash), Account (4011.013 - Petty Cash), Journal (Cash Journal), and Interest A/c. At the bottom right, there are four buttons: 'Create New' (highlighted with a red box), 'Save', 'Revert', and '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

Bank A/c

Bank Charge A/c

Description

Journal

3 - Petty Cash

Deleting record?

Do you really wish to delete this record?

Yes No

Create New Save Revert Delete