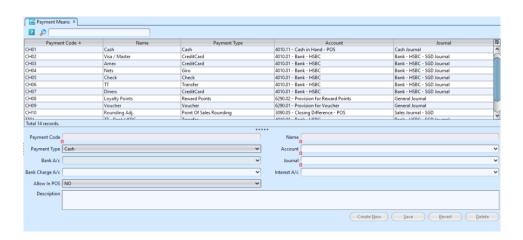
## **Payment Means**

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

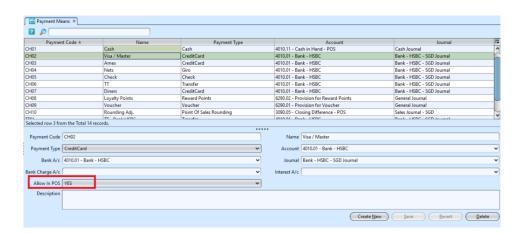
**Note:** Process flow to set up POS Entry rounding adjustment payment means is explained under POS — (Settings) "**Rounding Rules**"



Field Name	Description	Mandatory Information
Payment Code	Code for payment mean	Υ
Name	Name of payment mean	Υ
Payment Type	Type of payment mean	Υ
Account	Account of payment mean	Υ
Bank A/C	Receiving bank account of of payment mean	N
Journal	Journal record of of payment mean	Υ
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)	Υ
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)



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

