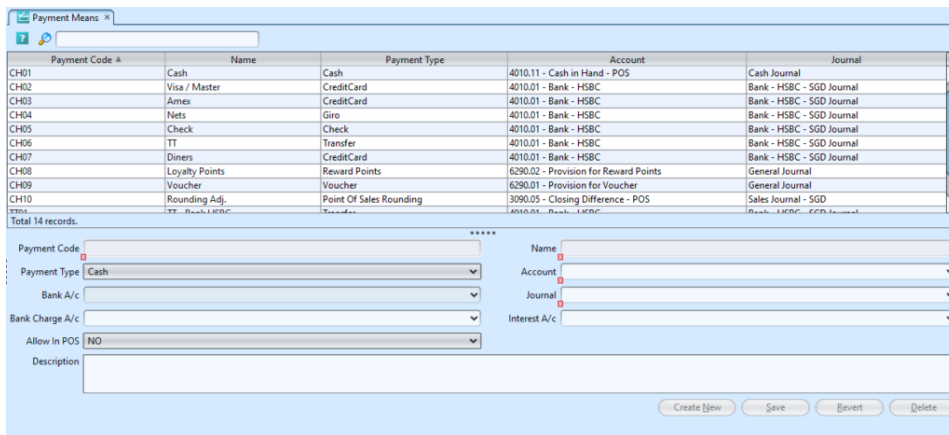


Payment Means

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	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 a software interface for managing payment means. At the top, there is a table with columns: Payment Code, Name, Payment Type, Account, and Journal. Below the table is a form for creating a new payment mean. The form includes dropdown menus for Payment Code, Payment Type, Bank A/c, Bank Charge A/c, Name, Account, Journal, and Interest A/c. A red box highlights the 'Allow In POS' dropdown menu, which is currently set to 'YES'. At the bottom right of the form, there 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
Name: Visa / Master
Account: 4010.01 - Bank - HSBC
Journal: Bank - HSBC - SGD Journal
Interest A/c:
Description:
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

The screenshot shows a software interface with a form and a dialog box. The form contains the following fields:

- Payment Code: CH01
- Name: Cash
- Payment Type: Cash
- Bank A/c: [Empty]
- Bank Charge A/c: [Empty]
- Allow in POS: YES
- Description: [Empty]

A dialog box titled "Deleting record?" is overlaid on the form. It contains the question "Do you really wish to delete this record?" and two buttons: "Yes" and "No".

At the bottom of the form, there are four buttons: "Create New", "Save", "Revert", and "Delete". The "Delete" button is highlighted with a red box.