

# POS Payment Setup

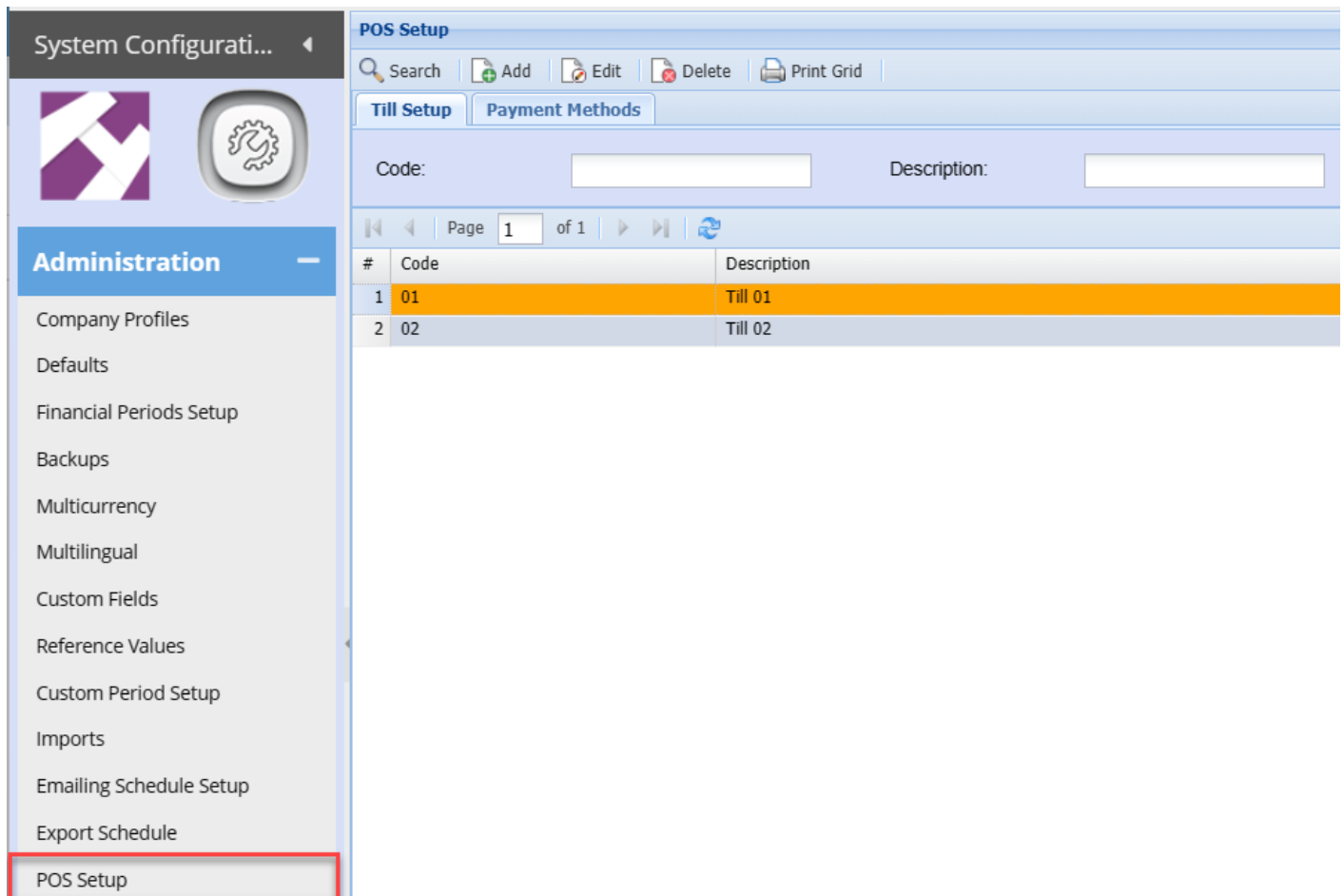
Setup Payment methods for POS and invoice

- [POS Setup](#)
- [POS Payment GL Links](#)
- [POS Payment Methods link till](#)

# POS Setup

Setting up Till and payment methods for both POS and invoice payments

(POS in Huge is no longer in use, however this payment methods are used in invoice payments)



The screenshot shows the 'POS Setup' window within a 'System Configuration' application. On the left is a sidebar with an 'Administration' menu. The 'POS Setup' option at the bottom of this menu is highlighted with a red rectangle. The main area of the window is titled 'POS Setup' and contains a toolbar with 'Search', 'Add', 'Edit', 'Delete', and 'Print Grid' buttons. Below the toolbar are two tabs: 'Till Setup' (which is active) and 'Payment Methods'. The 'Till Setup' tab displays a form with 'Code:' and 'Description:' labels, each followed by a text input field. Below the form is a pagination bar showing 'Page 1 of 1'. At the bottom is a table with two columns: '#' and 'Code' (which are merged in the header), and 'Description'. The table contains two rows: row 1 with code '01' and description 'Till 01', and row 2 with code '02' and description 'Till 02'. The first row is highlighted in orange.

System Configurati...

Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multicurrency
- Multilingual
- Custom Fields
- Reference Values
- Custom Period Setup
- Imports
- Emailing Schedule Setup
- Export Schedule
- POS Setup**

POS Setup

Search Add Edit Delete Print Grid

Till Setup Payment Methods

Code: Description:

Page 1 of 1

| # | Code | Description |
|---|------|-------------|
| 1 | 01   | Till 01     |
| 2 | 02   | Till 02     |

## Till Setup

Setting up a Till and defining the payment methods

Edit Till Setup

Till Setup

Add

Edit

Delete

Close

Code:

01

Description:

Till 01

Password:

123

Branch:

Dev HSOF & Co

Cash Account:

NEWCO - New Company

Warehouse:

MAST - Master Warehouse

Page 1 of 1

Displaying 1 - 5 of 5

| # | Code | Description |
|---|------|-------------|
| 1 | 01   | Cash        |
| 2 | 02   | Cheque      |
| 3 | 03   | Credit Card |
| 4 | 04   | Voucher     |
| 5 | 05   | Other       |

Save and New

Save and Close

Save

Close

## Payment Methods

Setup the various payment methods

Only one of the payment methods can be used as Is Credit Card

**POS Setup**

Search
 Add
 Edit
 Delete
 Print Grid

**Till Setup**
**Payment Methods**

Code: 
 Description:

Page 1 of 1

| # | Code | Description |
|---|------|-------------|
| 1 | 01   | Cash        |
| 2 | 02   | Cheque      |
| 3 | 03   | Credit Card |
| 4 | 04   | Voucher     |
| 5 | 05   | Other       |

Adding or editing a payment method

**Edit Payment Method** ✕

**Payment Method**

Code:

Description:

Is Cash: ☐

Is Credit Card: ☒

Save And New
 Save And Close
 Save
 Close

# POS Payment GL Links

Setup links for each of the payment types

|   |             |
|---|-------------|
| 1 | Cash        |
| 2 | Debit Card  |
| 3 | Credit Card |
| 4 | Voucher     |
| 5 | Other       |

## Cash Payment setup

Add GL Link

Link Maintenance

Code:

PAY-CASH

Credit Card Payment:

☐

Description:

Payment Cash

Delivery Note Proccession:

☐

Debit Account:

1-1950 - Undeposited Funds - BS

Credit Account:

1-1600 - Trade Customers - BS

GST Account:

No Tax

☐ Debit

☐ Credit

☒ None

Prompt For Debit:

☐

Prompt For Credit:

☐

Prompt For GST:

☐

Split Debit:

☐

Split Credit:

☐

Save and New

Save and Close

Close

## Group setup

Add GL Group Link

Group Maintenance



Branch

Group Code:

PAY-CASH

Group Name:

Payment Cash

Document Type:

POS Payment Method

Default GST Type:

No Tax Type

Require Creditors Invoice No:

☐

Allow Journal To Job:

☐

Payment:

☐

Purchases:

☐

Enforce Division:

☐

Enforce Region:

☐

Allow Job Allocation:

☐

Save and New

Save

Close

Link Payment and group

Links Maintenance

Search

Add

Edit

Delete

Links

Groups

Group Links

Groups: 

PAY-CASH - Payment Cash

Available Links

<< < Page 1 of 1 > >>

| Description                  |
|------------------------------|
| BOM Breakup                  |
| BOM Finish                   |
| BOM Manufacture              |
| Branch Credit Note           |
| Branch Credit Note Balance   |
| Branch Invoice               |
| Branch Invoice Balance       |
| Customer Credit Card Charges |

Selected Links

<< < Page 1 of 1 > >>

| Description  |
|--------------|
| Payment Cash |

## Debit Card Payment

Ensure you have a Bank clearing account.

This is to ensure that when the amount is imported from the bank, you don't double up but push to clearing account.

Add GL Link

Link Maintenance

|                   |                                     |                                                                                                |                          |
|-------------------|-------------------------------------|------------------------------------------------------------------------------------------------|--------------------------|
| Code:             | PAY-DEBIT                           | Credit Card Payment:                                                                           | <input type="checkbox"/> |
| Description:      | Payment Debit Card                  | Delivery Note Procession:                                                                      | <input type="checkbox"/> |
| Debit Account:    | 1-1025 - Bank Clearing Account - BS |                                                                                                |                          |
| Credit Account:   | 1-1600 - Trade Customers - BS       |                                                                                                |                          |
| GST Account:      | No Tax                              | <input type="radio"/> Debit <input type="radio"/> Credit <input checked="" type="radio"/> None |                          |
| Prompt For Debit: | <input type="checkbox"/>            | Prompt For Credit:                                                                             | <input type="checkbox"/> |
|                   |                                     | Prompt For GST:                                                                                | <input type="checkbox"/> |
| Split Debit:      | <input type="checkbox"/>            | Split Credit:                                                                                  | <input type="checkbox"/> |

Save and New
Save and Close
Close

Group setup

Add GL Group Link

Group Maintenance

Branch

|                               |                          |
|-------------------------------|--------------------------|
| Group Code:                   | PAY-DEBIT                |
| Group Name:                   | Payment Debit Card       |
| Document Type:                | POS Payment Method       |
| Default GST Type:             | No Tax Type              |
| Require Creditors Invoice No: | <input type="checkbox"/> |
| Allow Journal To Job:         | <input type="checkbox"/> |
| Payment:                      | <input type="checkbox"/> |
| Purchases:                    | <input type="checkbox"/> |
| Enforce Division:             | <input type="checkbox"/> |
| Enforce Region:               | <input type="checkbox"/> |
| Allow Job Allocation:         | <input type="checkbox"/> |

Save and New
Save
Close

Link group and payment method

### Links Maintenance

Search

Add

Edit

Delete

Links

Groups

Group Links

Groups: 

PAY-DEBIT - Payment Debit Card

#### Available Links

<< < | Page 1 of 1 | > >>

| Description                |
|----------------------------|
| BOM Breakup                |
| BOM Finish                 |
| BOM Manufacture            |
| Branch Credit Note         |
| Branch Credit Note Balance |
| Branch Invoice             |
| Branch Invoice Balance     |

➡

⬅

#### Selected Links

<< < | Page 1 of 1 | > >>

| Description        |
|--------------------|
| Payment Debit Card |

## Credit Card Payment

Note that the credit card has an additional tick for chargers

### Add GL Link

Link Maintenance

⚙️ ?

Code:

PAY-CREDITCARD

Credit Card Payment:

☒

Description:

Payment Credit Card

Delivery Note Proccession:

☐

Debit Account:

1-1055 - Credit Card Clearing Acc - BS

Credit Account:

1-1600 - Trade Customers - BS

GST Account:

No Tax

☐ Debit

☐ Credit

☒ None

Prompt For Debit:

☐

Prompt For Credit:

☐

Prompt For GST:

☐

Split Debit:

☐

Split Credit:

☐

Save and New

Save and Close

Close

## Group setup

Add GL Group Link

Group Maintenance

⚙️ ?

🔗 Branch

Group Code:

PAY-CREDITCARD

Group Name:

Payment Credit Card

Document Type:

POS Payment Method

Default GST Type:

No Tax Type

Require Creditors Invoice No:

☐

Allow Journal To Job:

☐

Payment:

☐

Purchases:

☐

Enforce Division:

☐

Enforce Region:

☐

Allow Job Allocation:

☐

Save and New

Save

Close

Link Group and payment method

Links Maintenance

Search

Add

Edit

Delete

Links

Groups

Group Links

Groups:

PAY-CREDITCARD - Payment Credit Card

Available Links

<<

<

Page 1 of 1

>

>>

Description

BOM Breakup

BOM Finish

BOM Manufacture

Branch Credit Note

Branch Credit Note Balance

Branch Invoice

Selected Links

<<

<

Page 1 of 1

>

>>

Description

Payment Credit Card

## Payment Voucher

Add GL Link

Link Maintenance

Code: PAY-VOUCHER

Credit Card Payment: ☐

Description: Payment Voucher

Delivery Note Procession: ☐

Debit Account: 1-1950 - Undeposited Funds - BS

Credit Account: 1-1600 - Trade Customers - BS

GST Account: No Tax

☐ Debit
☐ Credit
☒ None

Prompt For Debit: ☐

Prompt For Credit: ☐

Prompt For GST: ☐

Split Debit: ☐

Split Credit: ☐

Save and New

Save and Close

Close

## Payment Group

Add GL Group Link

Group Maintenance

⚙️ ?

🔗 Branch

Group Code:

PAY-VOUCHER

Group Name:

Payment Voucher

Document Type:

POS Payment Method

Default GST Type:

No Tax Type

Require Creditors Invoice No:

☐

Allow Journal To Job:

☐

Payment:

☐

Purchases:

☐

Enforce Division:

☐

Enforce Region:

☐

Allow Job Allocation:

☐

Save and New

Save

Close

Link group and payment method

Links Maintenance

Search

Add

Edit

Delete

Links

Groups

Group Links

Groups:

PAY-VOUCHER - Payment Voucher

Available Links

<<

<

Page 1 of 1

>

>>

|                              |
|------------------------------|
| Description                  |
| BOM Breakup                  |
| BOM Finish                   |
| BOM Manufacture              |
| Branch Credit Note           |
| Branch Credit Note Balance   |
| Branch Invoice               |
| Branch Invoice Balance       |
| Customer Credit Card Charges |

→

←

Selected Links

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Page 1 of 1

>

>>

|                 |
|-----------------|
| Description     |
| Payment Voucher |

## Payment Other

Add GL Link

Link Maintenance

Code: PAY-OTHER

Credit Card Payment: ☐

Description: Payment Other

Delivery Note Proccession: ☐

Debit Account: 1-1950 - Undeposited Funds - BS

Credit Account: 1-1600 - Trade Customers - BS

GST Account: No Tax

☐ Debit
☐ Credit
☒ None

Prompt For Debit: ☐

Prompt For Credit: ☐

Prompt For GST: ☐

Split Debit: ☐

Split Credit: ☐

Save and New

Save and Close

Close

## Payment Group

Add GL Group Link

Group Maintenance

Branch

Group Code:PAY-OTHER

Group Name:Payment Other

Document Type:POS Payment Method

Default GST Type:No Tax Type

Require Creditors Invoice No:☐

Allow Journal To Job:☐

Payment:☐

Purchases:☐

Enforce Division:☐

Enforce Region:☐

Allow Job Allocation:☐

Save and New

Save

Close

Link group and payment method

Links Maintenance

Search

Add

Edit

Delete

Links

Groups

Group Links

Groups: 

PAY-OTHER - Payment Other

Available Links

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Page 1 of 1

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| Description                |
|----------------------------|
| BOM Breakup                |
| BOM Finish                 |
| BOM Manufacture            |
| Branch Credit Note         |
| Branch Credit Note Balance |
| Branch Invoice             |
| Branch Invoice Balance     |

Selected Links

<<

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Page 1 of 1

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>>

| Description   |
|---------------|
| Payment Other |

➡

⬅

Once all payment methods setup in GL Links. Link these methods to each till for POS Payment

**Administration**

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multi Currency
- Multilingual
- Custom Fields
- Reference Value
- Custom Period Setup
- Imports
- POS Setup**

**POS Setup**

Search Add Edit Delete Print Grid

**Till Setup****Payment Methods**

Code:

Description:

Page 1 of 1

| # | Code |
|---|------|
| 1 | 01   |
| 2 | 02   |

# POS Payment Methods link till

Link Payment methods in GL Links to till

Each till is setup against the user to allow the various payment methods to be displayed.

Edit Till Setup

Till Setup

Add

Edit

Delete

Close

Code:

01

Description:

Till 01

Password:

123

Branch:

Standards NZ

Cash Account:

NEWCO - New Company

Warehouse:

MAST - Master Warehouse

Page 1 of 1

Displaying 1 - 5 of 5

| # | Code | Description |
|---|------|-------------|
| 1 | 01   | Cash        |
| 2 | 02   | Debit Card  |
| 3 | 03   | Credit Card |
| 4 | 04   | Voucher     |
| 5 | 05   | Other       |

Save and New

Save and Close

Save

Close

Link each payment method to GL Link created

### Edit Till Payment Method

**Till Payment Method**

Payment Method: 01 - Cash

GL Link: Payment Cash

Save and New Save and Close Save Close

Link the till to the user setup

### Edit Employee Info

**Employee Management**

Attachments Restrict Access Set Password Incident Functions Close

Details 1 Details 2 Module Access Address Account Details Email Custom Fields

Address 1: Address 2: Address 3: Postal Code: Bank Name: Bank Branch Code: Bank Account Number: Bank Account Type: Time Zone Name: New Zealand Standard Time Time zone: 11 Quick Search by Code Only: Full Text Search: Barcode Tick: Personal Tel No: Personal Fax No: Personal Mobile No: Personal Email: ID Number: Date of Birth: Manager: Faheema Granville Time Log Stationery: Reminder Tick: Payment Till: Till 01 Activity Menu First: Asset Issue To User:

Save Close