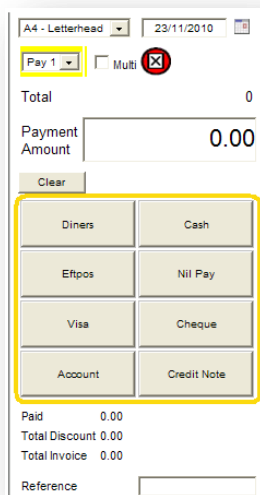


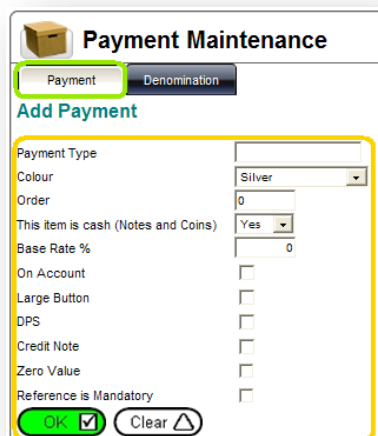
Payment Types for Tender

ClickPOS offer the ability to build and maintain your own payment types such as cash, EFTPOS, etc..



A screenshot of the ClickPOS payment interface. At the top, it shows 'A4 - Letterhead' and the date '23/11/2010'. Below this is a 'Pay 1' dropdown menu and a 'Multi' checkbox with a red 'X' over it. The 'Total' is 0, and the 'Payment Amount' is 0.00. A 'Clear' button is visible. A grid of eight payment type buttons is highlighted with a yellow border: Diners, Cash, Eftpos, Nil Pay, Visa, Cheque, Account, and Credit Note. At the bottom, it shows 'Paid 0.00', 'Total Discount 0.00', 'Total Invoice 0.00', and a 'Reference' field.

- To create or change a payment type, navigate to **“Maintain”, “System Admin”** and **“Payment Type”**. Here you can Choose the Payment Type (E.g. Cash, Cheque), colour of the button, which order the button will be placed and if the payment type is cash.
 - “On Account”** if no payment type taken in the transaction. The amount will go into the customer’s account for a later payment.
 - “Large Button”** if you would like a big button for the payment type on the sales screen.
 - “DPS”** if the button is linked to a DPS machine for Integrated Eftpos transactions.
 - “Credit Note”** if the transaction gives the customer a credit note towards the invoice. You must select the **“Zero Value”** checkbox as well.
 - “Zero Value”** if no tender type is needed for the transaction. E.g. On Account and Credit Note.
 - “Reference is Mandatory”** If a note is required before you can take payment.



A screenshot of the 'Payment Maintenance' screen. The title is 'Payment Maintenance' with a box icon. There are two tabs: 'Payment' (selected) and 'Denomination'. Below the tabs is the text 'Add Payment'. The main form area is titled 'Payment Type' and contains the following fields: 'Colour' (dropdown menu set to 'Silver'), 'Order' (input field with '0'), 'This item is cash (Notes and Coins)' (dropdown menu set to 'Yes'), 'Base Rate %' (input field with '0'), 'On Account' (checkbox), 'Large Button' (checkbox), 'DPS' (checkbox), 'Credit Note' (checkbox), 'Zero Value' (checkbox), and 'Reference is Mandatory' (checkbox). At the bottom, there are 'OK' and 'Clear' buttons.

Examples:

Building a Cash Button for Cash Sales

"Payment Type" = Cash (Suggestion)

"Colour" = Optional

"Order" = Optional

"This item Is cash (Notes and Coins)" = NO

"Case Rate" = 0

"On Account" = Unticked

"Large Button" = Optional

"DPS" = Unticked

"Credit Note" = Unticked

"Zero Value" = Unticked

"Reference is Mandatory" = Unticked

Building an Account Button for Account Customers

"Payment Type" = Account (Suggestion)

"Colour" = Optional

"Order" = Optional

"This item Is cash (Notes and Coins)" = NO

"Case Rate" = 0

"On Account" = Ticked

"Large Button" = Optional

"DPS" = Unticked

"Credit Note" = Unticked

"Zero Value" = Ticked

"Reference is Mandatory" = Unticked

Building a Credit Note Button for Customer Credit Notes

"Payment Type" = Credit Note (Suggestion)

"Colour" = Optional

“Order” = Optional

“This item Is cash (Notes and Coins)” = NO

“Case Rate” = 0

“On Account” = Unticked

“Large Button” = Optional

“DPS” = Unticked

“Credit Note” = Ticked

“Zero Value” = Ticked

“Reference is Mandatory” = Unticked