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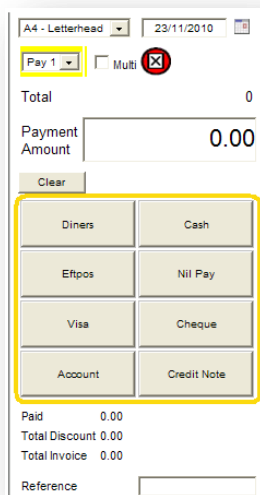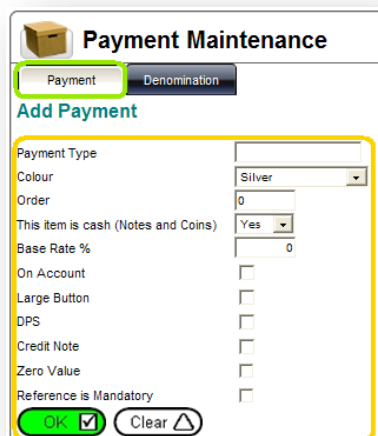
ClickPOS offer the ability to build and maintain your own payment types such as cash, EFTPOS, etc..

1. 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.

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