



**Section : System Administration**

**Sub-section : 5.50.160 Payment Types and Methods**

Target audience : Store Rep/Manager | Stock Control | **Administrator** | Financial Controller | Management  
Industry type : Generic

### Welcome to ClickPOS Video Tutorials

In this tutorial you will learn how to create **payment tender types and methods**.  
The payment types are used in various parts of the system including the 'Sale screen'.



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## My Company Pty Ltd

J.Smith (Administrator) Head Office 100 - training

ClickPOS

Home

Sale

Stock

Repairs

Reports

Accounts

Maintain

Logout



Tariff Plan

Card File

System Admin

Time Sheet

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## System Administration



User Groups



Employees



Logout Current Users



Company Details



Store Details



Transaction Log for Audit



Payment Type



Maintain Sale Reference



Options



Network address restriction

Back

To view payment types.  
Click maintain, system admin,  
then **payment types**.



Maintain



## System Administration



User Groups



Employees



Logout Current Users



Company Details



Store Details



Transaction Log for Audit



Payment Type



Maintain Sale Reference



Options



Network address restriction

Back



## System Administration



User Groups



Employees



Logout Current Users



Company Details



Store Details



Transaction Log for Audit



Payment Type



Maintain Sale Reference



Options



Network address restriction

Back



## System Administration

- User Groups
- Employees
- Logout Current Users
- Company Details
- Store Details
- Transaction Log for Audit
- Payment Type
- Maintain Sale Refs
- Options
- Network address restriction
- Back

## Payment Maintenance



Payment Denomination

### Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

The Payment tender types are user defined, which means you can add any type of payment method. The sale screen is the main area in which it is used.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

The buttons on the sale screen act not only as the payment tender, but are also used to finalise the sale. The button can be large or half size, if you have many different types of payments. Let's add a new payment type - Amex

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account
<input type="checkbox"/> Account 30day	7	False	0	True
<input type="checkbox"/> BankCard	4	False	0	False
<input type="checkbox"/> Cash	0	True	0	False
<input type="checkbox"/> Cheque	5	False	0	False
<input type="checkbox"/> Credit Note	8	False	0	False
<input type="checkbox"/> DPS	1	False	0	False
<input type="checkbox"/> Eftpos	2	False	0	False
<input type="checkbox"/> Nil Pay	9	False	0	False
<input type="checkbox"/> Visa	3	False	2	False
<input type="checkbox"/> Voucher	6	False	0	False

My Company Pty Ltd

ClickPOS Home Sale Stock Repairs Reports

Sell Product Search Old Sale Lay By Payment Search Price Quotes

Product Sale - Invoice No ...

AA - Letter Head 1/1/2008

Total Change 0.00

Tender 0.00

Cash DPS

Effort Visa

BankCard Cheque

Voucher Account 30day

Credit Note Nil Pay

Double-Click to edit

Payment Maintenance

Payment Denomination

Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Silver  
 Order: 0  
 This item is cash (Notes and Coins): Yes  
 Base Rate %: 0  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Silver  
 Order: 0  
 This item is cash (Notes and Coins): Yes  
 Base Rate %: 0  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Silver  
 Order: [dropdown]  
 This item is cash (Notes and Coins)  
 Base Rate %  
 On Account  
 Large Button  
 DPS  
 Credit Note  
 Zero Value  
 OK  Clear

- Amax
- Silver
- Aqua
- Black
- Fuchsia
- Gray
- Green
- Lime
- Maroon
- Navy
- Olive
- Purple
- Red
- Silver
- Teal
- White
- Yellow

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Silver  
 Order: [dropdown]  
 This item is cash (Notes and Coins)  
 Base Rate %  
 On Account  
 Large Button  
 DPS  
 Credit Note  
 Zero Value  
 OK  Clear

- Amax
- Silver
- Aqua
- Black
- Fuchsia
- Gray
- Green
- Lime
- Maroon
- Navy
- Olive
- Purple
- Red
- Silver
- Teal
- White
- Yellow

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

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ClickPOS

Product Sale - Invoice No ...

0.00

Cash DPS

Stem Visa

BankCard Cheque

Voucher Account 30day

Credit Note Nil Pay

Fee: 0.00  
 Total Discount: 0.00  
 Total Invoice: 0.00  
 Reference: [input]

The colour is used for the border of the button. So you can easily identify the group of payments. In this case all cards are yellow.





## Payment Maintenance



Payment

Denomination

## Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



## Payment Maintenance



Payment

Denomination

## Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

The Order number is the order in which you want the button to be displayed. Zero is top left button.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



## Payment Maintenance



Payment

Denomination

## Add Payment

Payment Type

Amex

Colour

Yellow

Order

4

This item is cash (Notes and Coins)

Yes

Base Rate %

0%

On Account

Large Button

DPS

Credit Note

Zero Value

OK Clear 

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



## Payment Maintenance



Payment

Denomination

## Add Payment

Payment Type

Amex

Colour

Yellow

Order

4

This item is cash (Notes and Coins)

Yes

Base Rate %

0%

On Account

Large Button

DPS

Credit Note

Zero Value

OK Clear 

The cash identifies that the tender is specifically cash and coins. Cash & coin will be used in closing the end of day till reconciliation.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray





Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): Yes  
 Base Rate %: No  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 0  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

The **base rate** is the percentage fee that the bank charges for using the card through the terminal. It is for internal tracking purposes only.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

The **On Account** payment type, simply identifies if the payment tender is to be charged to an account customer. So while a sale is created, the user must select a customer that has been setup to have an account, only then will the button become visible.

As you can see, there is a payment type of Account 30 Days, which is greyed out until the user selects a customer that may be an account customer.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On
<input type="checkbox"/> Account 30day	7	False	0	True
<input type="checkbox"/> BankCard	4	False	0	False
<input type="checkbox"/> Cash	0	True	0	False
<input type="checkbox"/> Cheque	5	False	0	False
<input type="checkbox"/> Credit Note	8	False	0	False
<input type="checkbox"/> DPS	1	False	0	False
<input type="checkbox"/> Eftpos	2	False	0	False
<input type="checkbox"/> Nil Pay	9	False	0	False
<input type="checkbox"/> Visa	3	False	2	False
<input type="checkbox"/> Voucher	6	False	0	False

Account 30 Days button is greyed out in the payment selection screen.

Payment Selection Screen:

Account 30 Days:

Payment Summary:

Total: 0.00  
 Change: 0.00  
 Tender: 0.00

Buttons: Cash, DPS, Eftpos, Visa, BankCard, Cheque, Voucher, Credit Note, Nil Pay

Payment Maintenance

Payment Denomination

Add Payment

Payment Type  
 Colour  
 Order  
 This item is cash (Notes and Coins)  
 Base Rate %  
 On Account  
 Large Button  
 DPS  
 Credit Note  
 Zero Value

Amax  
 Yellow  
 4  
 No  
 2

The On Account pay type works hand in hand with the Zero Value option. When ticked, the zero value forces the payment amount automatically to Zero, which enforce the expected amount to become outstanding.

OK Clear

Payment Type	Order	Cash and Coins	Base Rate %	On
<input type="checkbox"/> Account 30day	7	False	0	True
<input type="checkbox"/> BankCard	4	False	0	False
<input type="checkbox"/> Cash	0	True	0	False
<input type="checkbox"/> Cheque	5	False	0	False
<input type="checkbox"/> Credit Note	8	False	0	False
<input type="checkbox"/> DPS	1	False	0	False
<input type="checkbox"/> Eftpos	2	False	0	False
<input type="checkbox"/> Nil Pay	9	False	0	False
<input type="checkbox"/> Visa	3	False	2	False
<input type="checkbox"/> Voucher	6	False	0	False

My Company Pty Ltd

ClickPOS Home Sale Stock Repairs Reports

Sell Product Search Old Sale Lay By Payment Search Price Quotes

View Free Refund LayBy Qty Barcode

1

OK Clear

Pay 1 Multi

Total Change 0

Tender 0.00

100 50 20 10 5 2

1 20 20 10 5 2

Cash DPS

Eftpos Visa

BankCard Cheque

Voucher Account 30day

Credit Note Nil Pay

Paid 0.00  
 Total Discount 0.00  
 Total Invoice 0.00

Reference

Payment Maintenance

Payment Denomination

Add Payment

Payment Type  
 Colour  
 Order  
 This item is cash (Notes and Coins)  
 Base Rate %  
 On Account  
 Large Button  
 DPS  
 Credit Note  
 Zero Value

Amax  
 Yellow  
 4  
 No  
 2.5

OK Clear

Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:   
 OK  Clear

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:   
 OK  Clear

**DPS is an- optional Integrated EFTPOS terminal attachment.**  
 If you have this option, you need to make one of your payment types DPS and tick this option. When you're making a sale the Pinpad options appear.

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Cr
<input type="checkbox"/> Account 30day	7	False	0	True	False	Fa
<input type="checkbox"/> BankCard	4	False	0	False	False	Fc
<input type="checkbox"/> Cash	0	True	0	False	False	Fc
<input type="checkbox"/> Cheque	5	False	0	False	False	Fa
<input type="checkbox"/> Credit Note	8	False	0	False	False	Tr
<input checked="" type="checkbox"/> DPS	1	False	0	False	True	Fc
<input type="checkbox"/> Eftpos	2	False	0	False	False	Fa
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False
<input type="checkbox"/> Visa	3	False	2	False	False	False
<input type="checkbox"/> Voucher	6	False	0	False	False	False



Double-Click to edit

Double-Click to edit



Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:   
 Ok  Clear

The **Credit Note** tender identifies, that the customer is placing an amount into credit for later use.

The customer receipt will display the word credit note, rather than tax invoice.

By creating a credit note button, the end of day reports will display the credit notes given out, as the tender.

Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input checked="" type="checkbox"/> <b>Double-Click to edit</b> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray

Payment Maintenance

Payment Denomination

Add Payment

Payment Type: Amax  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:   
 Ok  Clear

Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray





Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amex  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow
<input type="checkbox"/> Voucher	6	False	0	False	False	False	False	True	gray



Payment Maintenance



Payment Denomination

Add Payment

Payment Type:   
 Colour: Silver  
 Order: 0  
 This item is cash (Notes and Coins): Yes  
 Base Rate %: 0  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> Amex	4	False	2.5	False	False	False	False	True	yellow
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	8	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow

System Message X

Save Successful



Payment Maintenance



Payment Denomination

Add Payment

Payment Type:

Colour:

Order:

This item is cash (Notes and Coins):

Base Rate %:

On Account:

Large Button:

DPS:

Credit Note:

Zero Value:

OK  Clear

To modify a pay type, click on the payment type that requires editing, then click edit.

Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
Account 30day	7	False	0	True	False	False	False	True	red
Amex	4	False	2.5	False	False	False	False	True	yellow
BankCard	4	False	0	False	False	False	False	True	yellow
Cash	0	True	0	False	False	False	False	True	green
Cheque	5	False	0	False	False	False	False	True	gray
Credit Note	0	False	0	False	False	True	True	True	red
DPS	1	False	0	False	True	False	False	True	yellow
Eftpos	2	False	0	False	False	False	False	True	yellow
Nil Pay	9	False	0	False	False	False	True	True	red
Visa	3	False	2	False	False	False	False	True	yellow

Click to edit



Payment Maintenance



Payment Denomination

Add Payment

Payment Type:

Colour:

Order:

This item is cash (Notes and Coins):

Base Rate %:

On Account:

Large Button:

DPS:

Credit Note:

Zero Value:

Edit  Clear

Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
Account 30day	7	False	0	True	False	False	False	True	red
Amex	4	False	2.5	False	False	False	False	True	yellow
BankCard	4	False	0	False	False	False	False	True	yellow
Cash	0	True	0	False	False	False	False	True	green
Cheque	5	False	0	False	False	False	False	True	gray
Credit Note	0	False	0	False	False	True	True	True	red
DPS	1	False	0	False	True	False	False	True	yellow
Eftpos	2	False	0	False	False	False	False	True	yellow
Nil Pay	9	False	0	False	False	False	True	True	red
Visa	3	False	2	False	False	False	False	True	yellow



Payment Maintenance



Payment Denomination

Add Payment

Payment Type: Amex  
 Colour: Yellow  
 Order: 4  
 This item is cash (Notes and Coins): No  
 Base Rate %: 2.5  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

Edit Clear

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> Amex	4	False	2.5	False	False	False	False	True	yellow
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	0	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow



Payment Maintenance



Payment Denomination

Add Payment

Payment Type:   
 Colour: Silver  
 Order: 0  
 This item is cash (Notes and Coins): Yes  
 Base Rate %: 0  
 On Account:   
 Large Button:   
 DPS:   
 Credit Note:   
 Zero Value:

Ok Clear

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> Amex	4	False	2.5	False	False	False	False	True	yellow
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	0	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow



Payment Maintenance



Payment Denomination

Add Payment

Payment Type

Colour

Order

This item is cash (Notes and Coins)

Base Rate %

On Account

Large Button

DPS

Credit Note

Zero Value

<input type="checkbox"/> Payment Type	Order	Cash and Coins	Base Rate %	On Account	DPS	Credit Note	Zero Value	Large Button	Colour
<input type="checkbox"/> Account 30day	7	False	0	True	False	False	False	True	red
<input type="checkbox"/> Amex	4	False	2.5	False	False	False	False	True	yellow
<input type="checkbox"/> BankCard	4	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Cash	0	True	0	False	False	False	False	True	green
<input type="checkbox"/> Cheque	5	False	0	False	False	False	False	True	gray
<input type="checkbox"/> Credit Note	0	False	0	False	False	True	True	True	red
<input type="checkbox"/> DPS	1	False	0	False	True	False	False	True	yellow
<input type="checkbox"/> Eftpos	2	False	0	False	False	False	False	True	yellow
<input type="checkbox"/> Nil Pay	9	False	0	False	False	False	True	True	red
<input type="checkbox"/> Visa	3	False	2	False	False	False	False	True	yellow



Payment Maintenance



Payment Denomination

Denomination

The Denominations are a list of Notes and Coin that you may tender. The list of denominations are used as a quick method for entering the amount given by the customer in order to calculate change. The list is also used in the Daily Reconciliation to count the monetary values collected.

My Company Pty Ltd

ClickPOS Home Sale Stock Repairs Reports

Get Product Search Old Sale Lay By Payment Search Price Quotes

Product Sale - Invoice No ...

Main Product

Discount %

Pay 1  Full

Total 0.00

Change 0.00

Tender 0.00

Financial

View Price Refund Lay By Qty Barcode

1

Foot 0.00  
Total Discount 0.00  
Total Invoice 0.00

Reference

Double Click to edit



### Payment Maintenance



Payment Denomination

Denomination

Add New →

0

OK


← Back





**Tutorial Complete**



 **Double-Click to edit**

