



Taking Account Payments at Retail Point of Sale



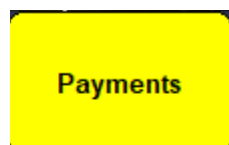
To complete an account payment at the Point of Sale, you must have a customer record already setup, and their address code to hand.

If the customer record is not setup, you need to create one before going ahead with an account payment.

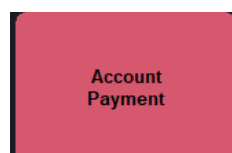
Taking Account Payments at Point of Sale

| Enter Operator ID. | | |
|--------------------|---|----|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| 0 | C | CR |
| Action | | |

Log into the Point of Sale.



Select – Payments



Select – Account Payment

| |
|--------------------------|
| Subtl 0.00 |
| Enter Customer ID |
| |
| |

Enter the Customer's address code, or swipe their members' card.



With the address code is populated, click the green Accept tick on the toolbar or press Enter on your keyboard to look it up.

Accept Correct Customer

Marsh/Tom

| | |
|--------------|-------------|
| Addr Code | MARST01 |
| Name | Marsh/Tom |
| Addr 1 | |
| Addr 2 | |
| Addr 3 | |
| Town | |
| Post Code | SM1 2PX |
| Rec Type | Students |
| Memb Type | Full Member |
| Credit | |
| Credit Limit | 0.00 |
| Balance | 1.74 |
| Levy Balance | 0.00 |

0.00

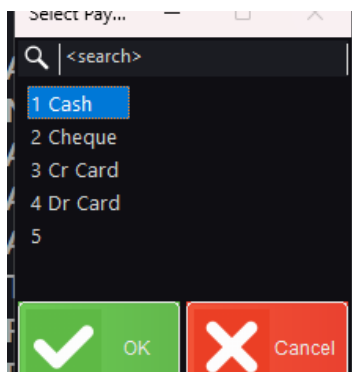
You are then prompted to Accept that this is the correct Customer; if so press the green Accept tick to confirm.



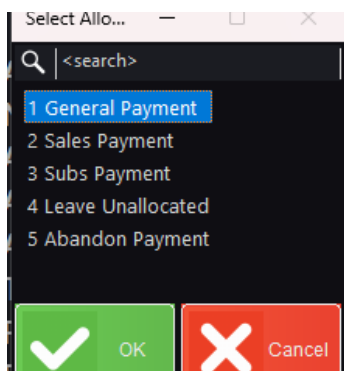
If this is not the correct customer, you may cycle through the Next or Previous customers using the arrow menu buttons on the toolbar to find the right person; then press the green Accept tick button to confirm.

Enter Amount To Pay

Enter the amount the customer is paying, then press Enter.



Select – the **Payment Type** by clicking on the one applicable.



Select where the payment is being **Allocated** to.

The transaction is now complete.

| Date | Code | Description | Amount | VAT Cde | Balance | Payment Date | Paid By | Amount Paid | Total |
|----------|------|----------------|--------|---------|---------|--------------|---------|-------------|---------------------|
| 01/05/06 | PAD | 20Day Adult DD | 1.74 | JA | 1.74 | | | | 1.49 |
| | | | | | | 13/05/06 | Cash | 0.25 | Subs Balance 1.74 |
| | | | | | | | | | Sales Balance -0.25 |
| | | | | | | | | | DD Balance 1.74 |

The payment is now also visible on the members' **Sales Ledger**.