



Account Payments at Point of Sale

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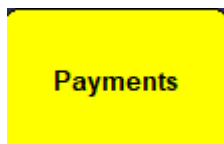
1. Taking Account Payments at POS

If new members sign up at reception, then carry out the following:

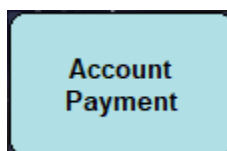
Create a customer record for the new member and make a note of their address code. Figure out how much money they will owe you up front.

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

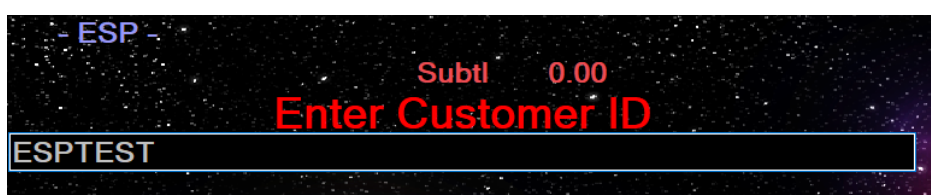
Log into the Point of Sale.



Select – Payments

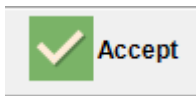


Select – Account Payment

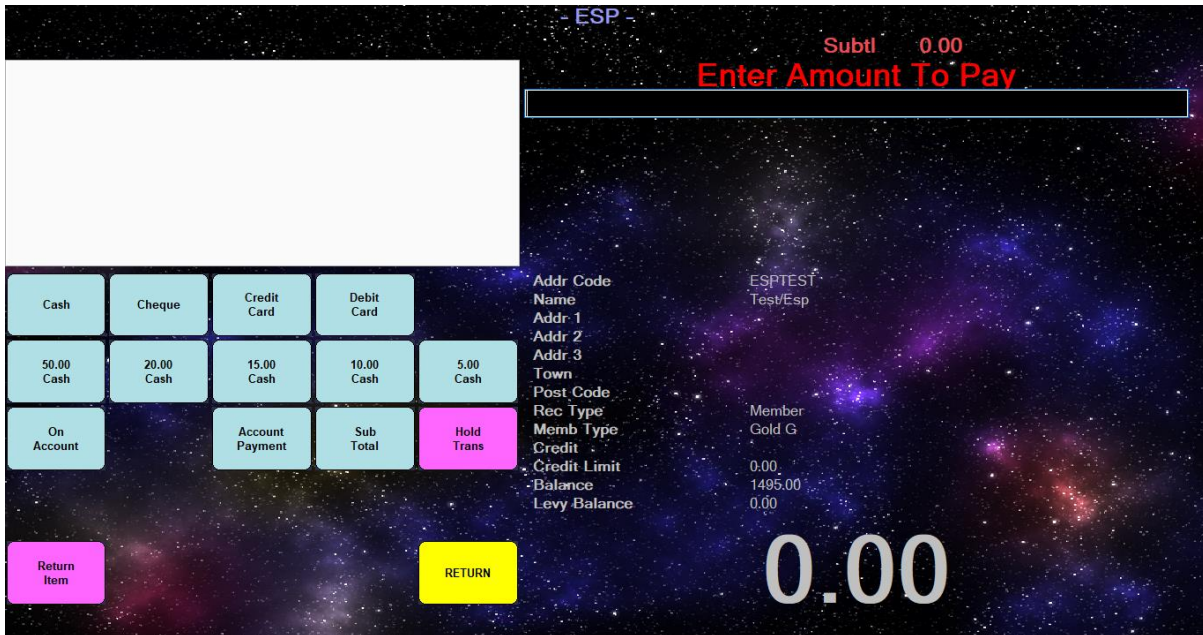




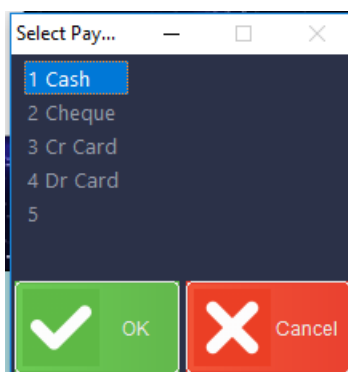
Enter the Customers address code or swipe members card.



Select – **Accept** twice.



Enter the amount the customer is paying.



Select – the **Payment Type**



Select Alloc... [Close] [Max]

- 1 General Payment
- 2 Sales Payment
- 3 Subs Payment
- 4 Leave Unallocated
- 5 Abandon Payment

[OK] [Cancel]

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

The transaction is complete.

The screenshot shows a software interface with a navigation bar at the top containing buttons for Exit, Accept, PrevPg, NextPg, First, Last, Prev, Next, and Assoc. Below the navigation bar is a menu with options: Address, Personal Details, Renewals, Sales Ledger (selected), Schemes, Orders, Usage, Card Details, and Amendments. The main area displays a table with the following data:

Date	Cde	Description	Amount	VAT Cde	Balance	Payment Date	Paid By	Amount Paid
19/11/18	PL7	Platinum 7	1495.00	A	0.00			
					0.00	19/11/18	Cash	1495.00

At the bottom of the interface, there are three summary boxes: Subs (0.00), Sales (0.00), and Total (0.00).

The payment is now visible on the members Sales Ledger.