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Category	Technical
Course	POS Config.
Version	1.0
Client	Generic
Software	2.13.0.0

Configure General Payments at POS

General payments are the ability to collect payments by customers on behalf of a 3rd party, such as payment of subscriptions/fees, or Good Friday Appeal donations.

Procedure to Configure Account General Payments at POS

Hints and Tips

✓ Your business can manage general payments in one of two ways:
- As a separate account payment against a 3rd party customer account; refer to Procedure to Configure Account General Payments at POS on page 1.
- As an item within a sales transaction; refer to Procedure to Configure EAN General Payments at POS on page 2.

✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.

✓ The configuration is applied to the registers when **File Transfer** next runs (usually every few minutes).

✓ **Configuring Account-Driven Payments**
- The **Allow general payment** check box must be selected to display the general payments option at POS.
- It's recommended that you set POS to prompt the operator to enter a **reference number** for the payment; it's a way to track the payment, and prints on their receipt and the General Payment report.

1.	From the HOS/BOS **System** menu, select **Location Setup**.	
2.	If a Head Office user, select the Location that you want to define. *You'll be defining the configuration for all stores at and below the level that you select.*	
3.	Double-click the **Configure** icon. *If a HOS user, click Yes to continue.*	
4.	Select the **Account** -> **Account** tab.	
5.	Under General Payments Options, select **Menu Payments.**	
6.	Select the **Allow general payment** check box.	
7.	To capture a reference number at POS, select the select the **Enable Reference No. Collection** check box. *Also select the **Require Ref No. Collection** if you want the reference number to be mandatory.*	
8.	Select the **System** -> **Miscellaneous** tab.	
9.	Use < and > to move the Ge**nera/Account Payment** function to an available slot.	
10.	Click **Save**.	
11.	Click **Yes** to continue *Or **Cancel** to return to the settings.*	
12.	Click **OK.**	
13.	Click **Close** to exit Location Setup screen.	
14.	Create an AR account for each 3rd party that your business will collect payments for. *Refer to the BGEN-2c New 3rd Party General Payment Account Fact Sheet.*	
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Procedure to Configure EAN General Payments at POS

Hints and Tips

✓ **EAN General Payment Rules**
  • **Prefix**: identifies the item as a general payment.
  • **Type Indicator**: identifies the 3rd party company that you're collecting the payment for.
  • E.g. St John's Ambulance fee EAN may be: 5312220000000, where **Prefix**= 53, and **Type Indicator**= 1222.

✓ **Reference Validation Rules**
  • **Prefix**: what the reference number must start with.
  • **Format Mask**: how many digits/characters the rest of the ref. number must have.
  • E.g. If **Prefix**=aa and **Format Mask**=111111, POS will only accept a number that starts with any two characters, followed by any six digits - such as JA746223.

✓ To **delete** a general payment rule, click the row and press **Delete**; the EAN can't be processed at POS anymore.

✓ **Creating the stock record:**
  • Set the **stock code** to the general payment prefix and type indicator.
  • Start the **EAN** with the general payment prefix, type indicator, then any digits.
  • Set the **Description** to the name of the payment.
  • Set the **Size Desc.** and **Pack Size** to [1].
  • Create a **Department** and **Warehouse** code for general payments – important for reporting on sales reports.
  • Create an AP **Supplier** account for the 3rd party company.
  • Set **Retail Price** to $0.00 to prompt for price at POS, or to a specific value.
  • Set the **GST** fields as required.

✓ So that POS users know the general payment EANs, either:
  • print an EAN barcode sheet in the Labels Wizard function
  • add the EANs to the **Quick Items** menu.

1.	From the HOS/BOS **System** menu, select **Location Setup**.	
2.	If a Head Office user, select the Location that you want to define. *You'll be defining the configuration for all stores at and below the level that you select.*	
3.	Double-click the **Configure** icon. *If a HOS user, click Yes to continue.*	
4.	Select the **Account** -> **Account** tab.	
5.	Under General Payments Options, select **EAN Payments**.	
6.	In the **General Payment Prefix** field, type a two-digit number for general payments.	
7.	In the General Payment Rules table, type a four-digit **Type Indicator** for the 3rd party.	
8.	If required, in the **Min. Cost** and **Max. Cost** fields type the dollar range a POS operator can enter for this general payment. *Only applies if retail price is set to $0.00.*	

9.	**If the reference number must:**	**Then in the Reference Valuation Rules table:**	
	start with specific number	select the Value/Mask check box. In the Prefix field, type the number. *E.g. 930.*	
	start with digits and/or characters	unselect the **Value/Mask** check box. In the **Prefix** field, type the required numeric and/or alpha format. *E.g. 111, aaa, or a1.*	
	Or leave the Prefix blank to accept any format.		

10.	In the **Reference Format Mask** field, type the numeric and/or alpha format sequence that the rest of the ref. number must have. *E.g. 1111, aaaaa, aaa1111, 1111aaa, or 11aaa11.* *Or leave the field blank to accept any format.*	
11.	Click **Save** and **Yes** to continue.	
12.	Click **OK**.	
15.	Click **Close** to exit Location Setup screen.	
13.	Create a stock record for this payment. *See Hints and Tips.*	
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