RekordPOS | Quick guide

Set up the ways your customers pay.

Every bank account you add becomes a payment choice on the sale screen.

When you take a payment, RekordPOS asks how it was paid: Cash, Card, Bank Transfer or another account of yours. Those choices are your bank accounts. Add one for each way you get paid, and every sale, purchase and payment report can then show where the money went.

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1. **Open Bank Account**
   Finance and Accounts, Bank Account
2. **Add Bank**
   Name, opening balance and date
3. **Use it at the till**
   Choose it in Payment Type
4. **Check the balance**
   Each account keeps its own total

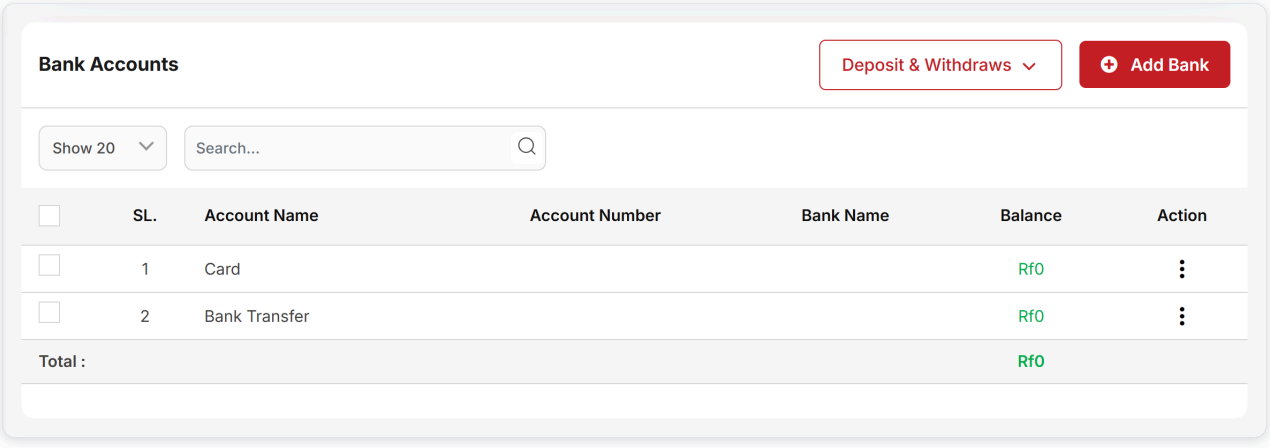
WHERE
Finance and Accounts, Bank Account

TIME
A minute each

ALSO
Wallet in Settings

1 Your payment methods

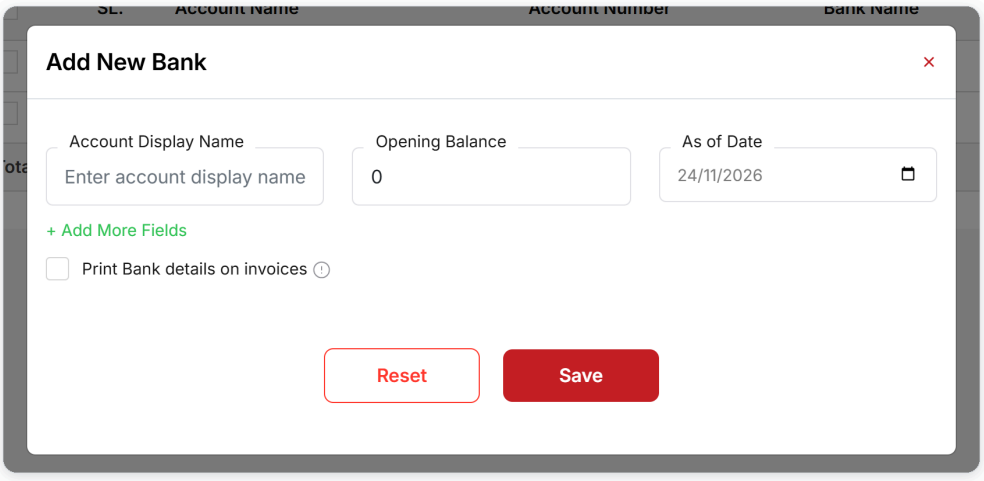
Open **Finance and Accounts**, then **Bank Account**. The list shows each account with its **name**, **account number**, **bank name** and **balance**. Your shop starts with Cash, and in this sample shop Card and Bank Transfer have been added too.



Bank Accounts. Each row is a way a customer can pay.

2 Add one

Press **Add Bank**. Type an **Account Display Name**, the name your staff will see, such as **Card**, **Bank Transfer** or the name of your bank. Enter the **Opening Balance** if the account already holds money, and the **As of Date** it was true. Press **Save**.



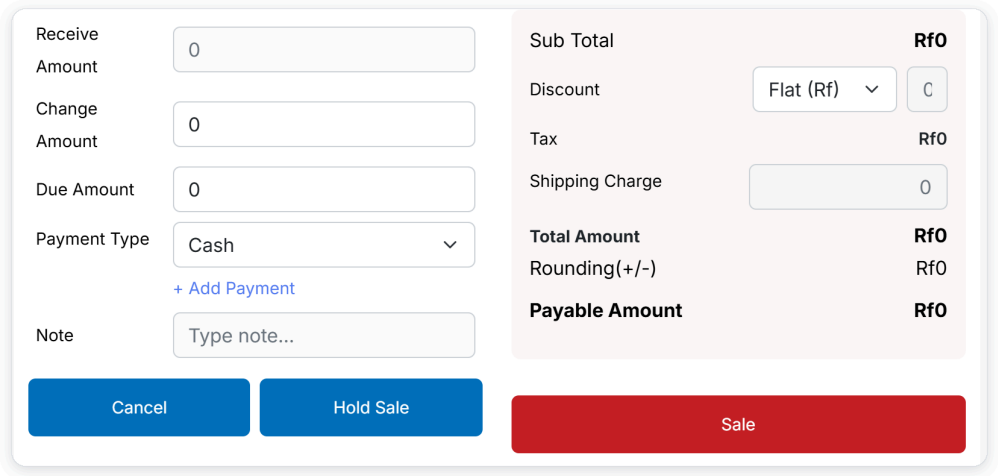
Add New Bank

3 More details

Press **Add More Fields** to type the account number, bank name and branch. Tick **Print Bank details on invoices** if you want customers to see where to send a transfer. Leave it off for accounts that are only for your own records, such as Card.

4 Use it when you sell

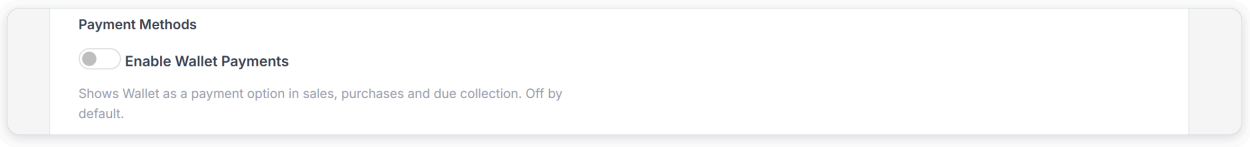
On the sale screen, the **Payment Type** box lists every account you have added. Choose how the customer paid, type the **Receive Amount** and press **Sale**. If a customer pays in two ways, press **Add Payment** and add a second line, for example part cash and part card.



Payment Type on the sale screen. Add Payment splits it.

5 Wallet

In **Settings**, under **Selling**, the switch **Enable Wallet Payments** adds **Wallet** as a payment option in sales, purchases and due collection. It is off until you turn it on.



Settings, Selling. Wallet is a switch, not an account.

6 Tips

One account per way you are paid

Cash, Card, Bank Transfer, and each bank you really use. Separate accounts make the day book honest.

Give clear names

Staff pick from the list in a hurry. Use names a new cashier understands at a glance.

Move money between accounts

Use Deposit and Withdraws on the Bank Account page when cash goes to the bank.

Check balances weekly

Compare each balance with your bank statement and cash drawer.