


Execu/Touch POS Payment Types Setup

Go to POS Administrator > Payment Records.

EXISTING PAYMENT

Payment Code: 

1. Description:

2. HOTEL/GL payment code:

3. Credit Card?:

4. Allow tip entry? (cash):

5. Enter crd card Acct No?:

6. Credit card discount %:

7. Print check when closed?:

8. Open cash drawer?:

9. May pre-auth employees use?:

10. Employee type allowed:

11. Gen Ledger Account-Debit:

12. Gen Ledger Account-Credit:

13. Gen Ledger Journal Code:

Give each payment type a unique 1-character code. It doesn't matter which code applies to which payment type. The code may be numeric or alphabetic, upper case or lower case. The exception is cash paid out which will be handled later.

As you move from field to field you'll see helpful information at the bottom of the screen.

Fill in the fields as follows:

- Description:** The descriptions for the following payment types must be as shown.
 - ▶ CASH
 - ▶ MASTER CARD
 - ▶ DISCOVER
 - ▶ AMERICAN EXPRESS
 - ▶ VISA
 - ▶ DINERS' CLUB
 - ▶ GIFT CERTIFICATE
 - ▶ ROOM CHARGE (for charging to a guest room folio)
 - ▶ ACCOUNT CHARGE (for charging to a hotel master folio)
 - ▶ A/R CHARGE: Use this *only* for a POS stand-alone system and *not* if you are using Hotel Premium or Execu/Suite hotel software.

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2. **HOTEL/GL payment code:** Enter the Hotel payment code for this payment type. This code should be set up in your Hotel Execu/Suite Control Files > Payment Codes. If you are not using Hotel or Execu/Touch you can leave this blank.
3. **Credit Card?:** Answer Y if this is a credit card payment type and N if it is not.
4. **Allow tip entry? (cash):** Answer Y to allow a charge tip entry to the ticket if cash.
5. **Enter crd card Acct No?:**
 - ▶ Leave blank if this payment type is not a credit card.
 - ▶ Enter Y if you wish to be prompted for credit card number.
 - ▶ Enter N if you wish not to be prompted for credit card number.
 - ▶ Enter V if you're using Shift4 credit card interface.
6. **Credit card discount%:** Not used
7. **Print check when closed?:** Answer Y if you want a check to print automatically when closed to this payment type.
8. **Open cash drawer:?** Answer Y if you want the cash drawer to open automatically when a check is closed to this payment type.
9. **May pre-auth employees use?:** Answer Y if you wish to allow an employee set to "Pre-auth only" to use this payment type. Answer N if you don't want to allow a pre-auth only employee to use this payment type. (See field 12 in Employee Setup.)
10. **Employee type allowed:**
 - ▶ A = Administrator
 - ▶ V = Supervisor
 - ▶ C = Cashier
 - ▶ S = Server
11. **General Ledger Account-Debit**
 - ▶ If you're using Hotel or Execu/Suite, leave this blank.
 - ▶ If your system is a stand-alone system posting directly to Back Office, enter the GL account number that this payment should debit.
 - ▶ If your system is a stand-alone system and you are using an accounting interface, follow the instructions for that particular interface.
12. **Gen Ledger Account-Credit:**
 - ▶ If you're using Hotel or Execu/Suite, leave this blank.
 - ▶ If your system is a stand-alone system posting directly to Back Office, enter the GL account number that this payment should credit.
 - ▶ If your system is a stand-alone system and you are using an accounting interface, follow the instructions for that particular interface.
13. **Gen Ledger Journal Code:**
 - ▶ If you're using Hotel or Execu/Suite, leave this blank.
 - ▶ If your system is a stand-alone system posting directly to Back Office, enter the Journal Code, such as CR, as advised by your accountant
 - ▶ If your system is a stand-alone system and you are using an accounting interface, follow the instructions for that particular interface.

Cash Paid Out: The code for tips paid out must be P/OT. All "paid out" codes must begin with P/O and can have up to four characters.