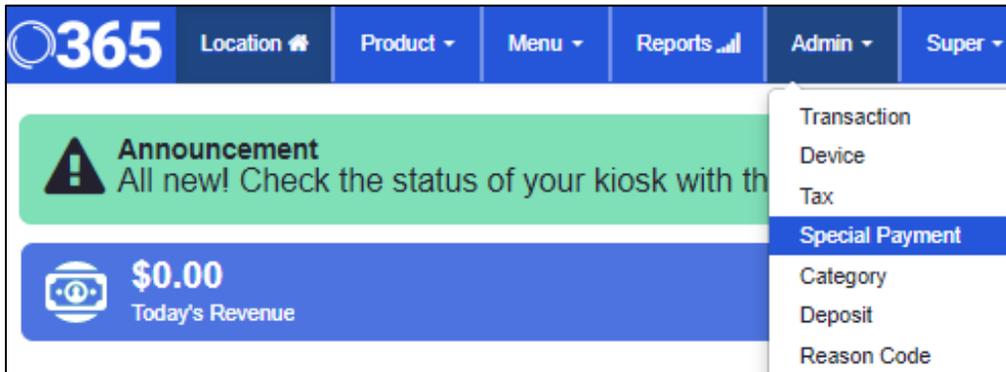# ADM How to Create and Use Special Payments
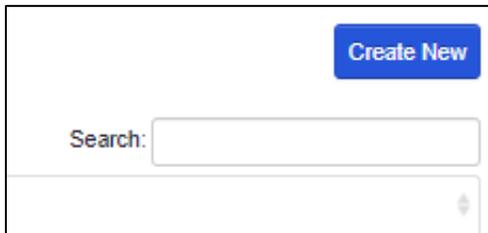
Introduction

Special payments are custom tender types that can be used as a form of payment. To create a special payment, you must first create the Tender types.

Creating the Tender Types

1. Access http://readytouchpos.com/public/login.

2. Click the **Admin** tab in ReadyTouch.

3. Select **Special Payment** from the drop-down menu.

4. Click **Create New** in top right corner.

5. Enter the **Name** of the Special Payment (max 10 characters).

6. Choose the **Type** – TENDER TYPE.

7. Choose the **Seqnbr** – the sequence where you want the Name to appear in the list.
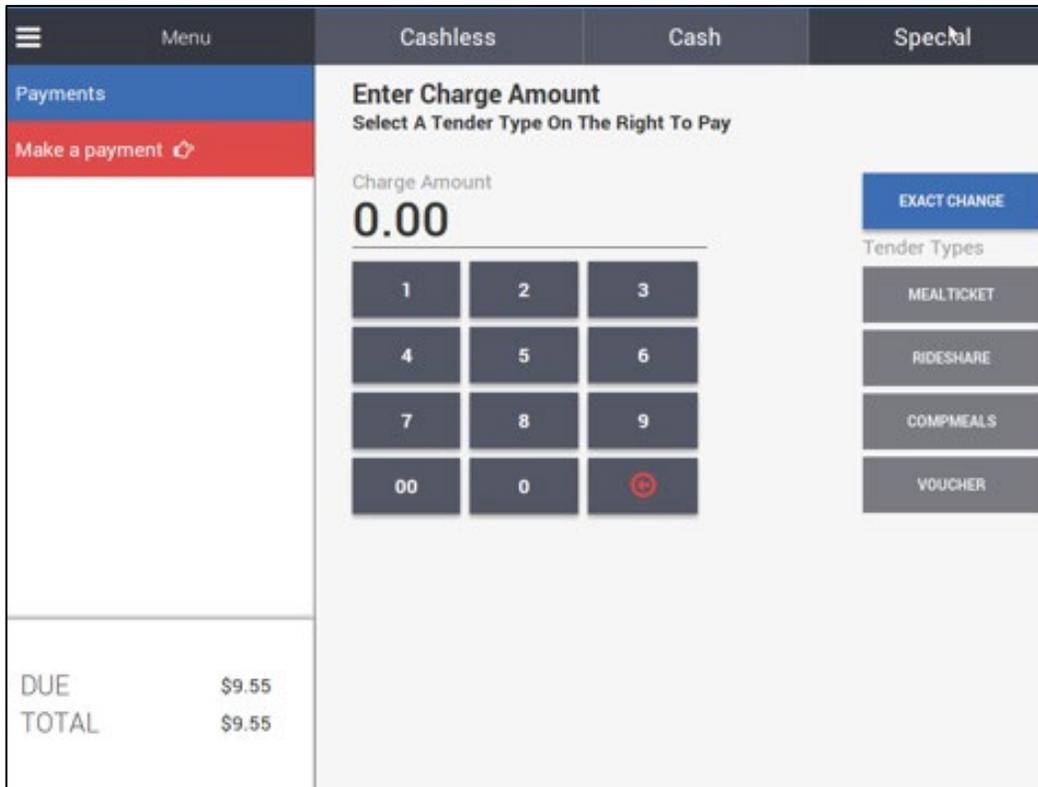
8. Click **Save**.

   Note: A full sync is needed to bring this change to the kiosk(s).

9. The Max number of Special Payments is eight.

Using Special Payments in Cashier Service

1. Add the product(s) to the cart.

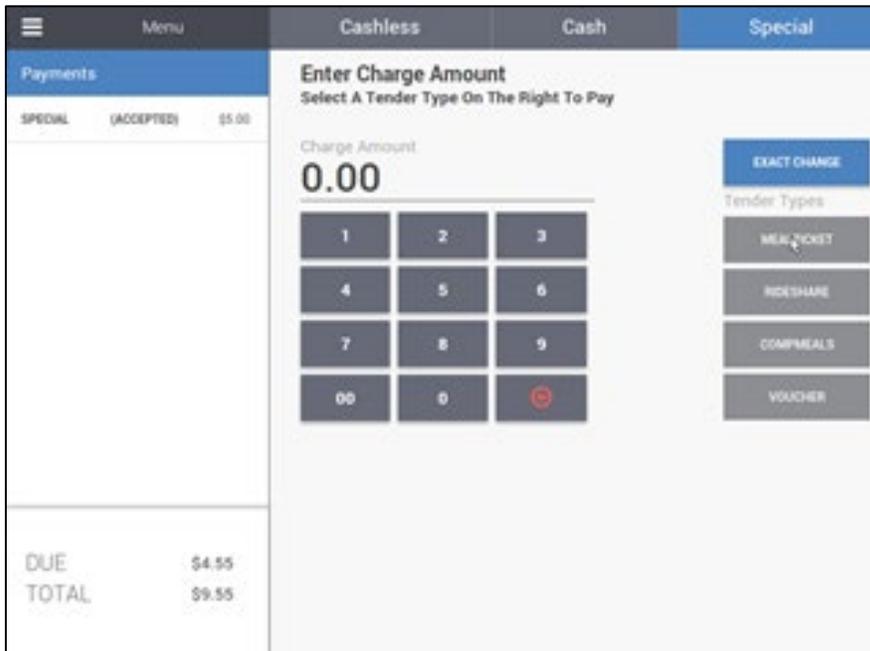2. Select **PAY**. The default amount will appear as 0.00,

   OR

   Use the **Exact Change** button to populate the Total Amount and enable the Special Payment tender types.
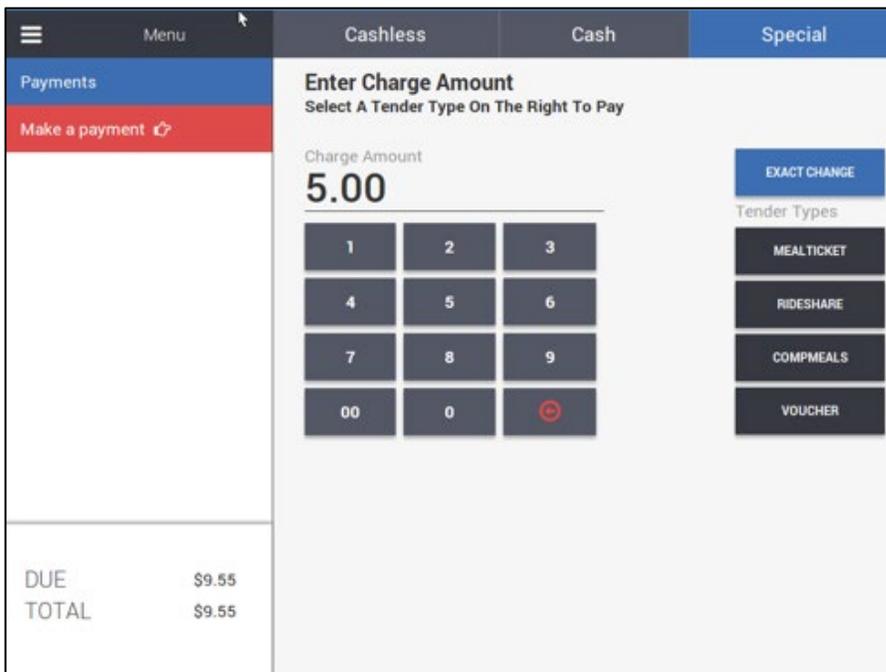
ADM How to Create and Use Special Payments

3. Choose your preferred Special Payment button to complete the sale,

   OR

   Enter the amount on keypad and choose your preferred Special Payment button.

4. If the amount entered does not pay for entire order, amount due will display. Select the **Cashless** or **Cash** tab to complete the sale with another form of payment.

ADM How to Create and Use Special Payments

Cash Flow Reports and UFS Reports will reflect the new Special Payments tender type

Reports - UFS By Device

ksk1967 - Cash Flow Details - 01/07/2016 to 01/07/2016

Payment Type	Sales incl. Tax		Void		Credit Declined		Net Sales incl. Tax	SoGo Load		Totals
	Counts	Amounts	Counts	Amounts	Counts	Amounts		Counts	Amounts	
Cash	6	$17.72	0	$0.00	0	$0.00	$17.72	0	$0.00	$17.72
SoGo	1	$0.86	0	$0.00	0	$0.00	$0.86	0	$0.00	$0.86
Special - VOUCHER	5	$13.50	0	$0.00	0	$0.00	$13.50	0	$0.00	$13.50
Special - MEAL TIX	2	$10.50	0	$0.00	0	$0.00	$10.50	0	$0.00	$10.50
Totals	14	$42.58	0	$0.00	0	$0.00	$42.58	0	$0.00	$42.58

ksk1967 - Sales Time Details - 01/07/2016 to 01/07/2016

Time	Transactions	Sales	Taxes	Sales incl. Tax
00:00:00 to 06:00:59	0	$0.00	$0.00	$0.00
06:01:00 to 10:30:59	0	$0.00	$0.00	$0.00
10:31:00 to 14:00:59	2	$0.79	$0.07	$0.86
14:01:00 to 23:59:59	6	$38.54	$3.18	$41.72
Totals	8	$39.33	$3.25	$42.58