

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 <u>http://readytouchpos.com/public/login</u>.
- 2. Click the Admin tab in ReadyTouch.

0365	Location 🖶	Product +	Menu 👻	Reports	Admin -	Super +		
Anne All n	Transaction Device Tax							
	Special Payment							
🚓 \$0.00						Category		
Today's Revenue								
						Reason Code		

- 3. Select **Special Payment** from the drop-down menu.
- 4. Click **Create New** in top right corner.

	Create New
Search:	
	\$

- 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.

=	Menu	Cashle	255	Cash	Special
Payments		Enter Cha	rge Amour	it The Bight To Pay	
Make a paymer	nt 🖒		der Type on t	ine ringine ror nay	
		0.00	unt		EXACT CHANGE
		1	2	з	MEALTICKET
		4	5	6	RIDESHARE
		7	8	9	COMPMEALS
		00	0	œ	VOUCHER
DUE	\$9.55				
ΤΟΤΑΙ	\$9.55				

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.



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

OR

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

=	Menu	Cashless	Cash	Special			
Payments SPECIAL (A	DEPTERY (5.00	Enter Charge An Select A Tender Type Charge Amount 0.00	Enter Charge Amount Select A Tender Type On The Right To Pay Charge Amount 0.00				
		1 2	э	MAQUET			
		4 5	0	REDETIHARE			
		7 8	9	COMPAGALS			
		00 0	0	VOUCHER			
DUE TOTAL	\$4.55 \$9.55						

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.

=	Menu	*	Cashles	s	Cash		Special
Payments		En	ter Char	ge Amoui er Type On ¹	n t The Right To Pa	y	
Make a payn	nent L?	ch 5	arge Amour .00	nt			EXACT CHANGE
			4	2	3		MEALTICKET
			4	5	6		RIDESHARE
			7	8	9		COMPMEALS
			00	0	Θ		VOUCHER
DUE	\$9.5	5					
TOTAL	\$9.5	5					



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

Reports - UFS By I	Device									
			ksk	1967 - Cash Flow	Details - 01/0	7/2016 to 01/07/2016				
	Sales in	Sales Incl. Tax		Void		Seclined		5	SoGo Load	
Payment Type	Counts	Amounts	Counts	Amounts	Counts	Amounts	Net Sales incl. Tax	Counts	Amounts	Totals
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
			ksk	1967 - Sales Time	Details - 01/0	7/2016 to 01/07/2016				
Time	Transactions		tions	Sales		Та	xes	Sales incl. Tax		
00:00:00 to 06:00:59	00 to 06:00:59 0		0	\$0.00		\$0.00		\$0.00		
06:01:00 to 10:30:59	8:01:00 to 10:30:59		0	\$0.00		\$0.00		\$0.00		
10:31:00 to 14:00:59	11:00 to 14:00:59 2		2	\$0.79		\$0.07			\$0.86	
14:01:00 to 23:59:59	:01:00 to 23:59:59 6		6	\$38.54		\$3.18			\$41.72	
Totals				8		\$39.33	\$3	1.25		\$42.58