

# **TALLORDER SOLUTIONS**

# **ADDING MORE PAYMENT TYPES**

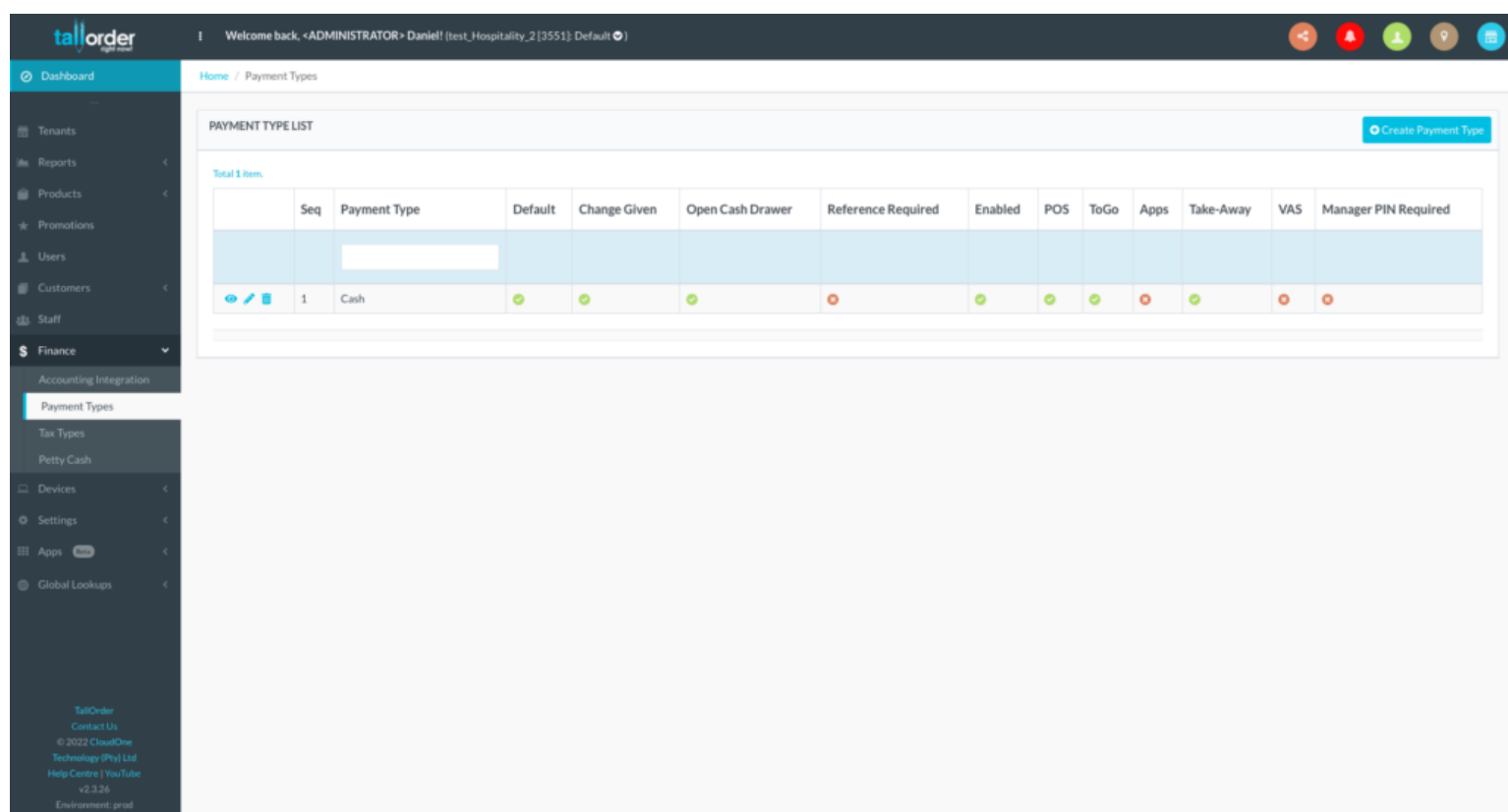
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## Adding more Payment Types

When logged into the merchant you have created, by default, the Cash Payment type is activated when creating a merchant – to add more , the below steps can be followed.

### Step 1

Click on **Finance** under the **Admin Nav Bar** -> **Finance** -> **Payment Types**

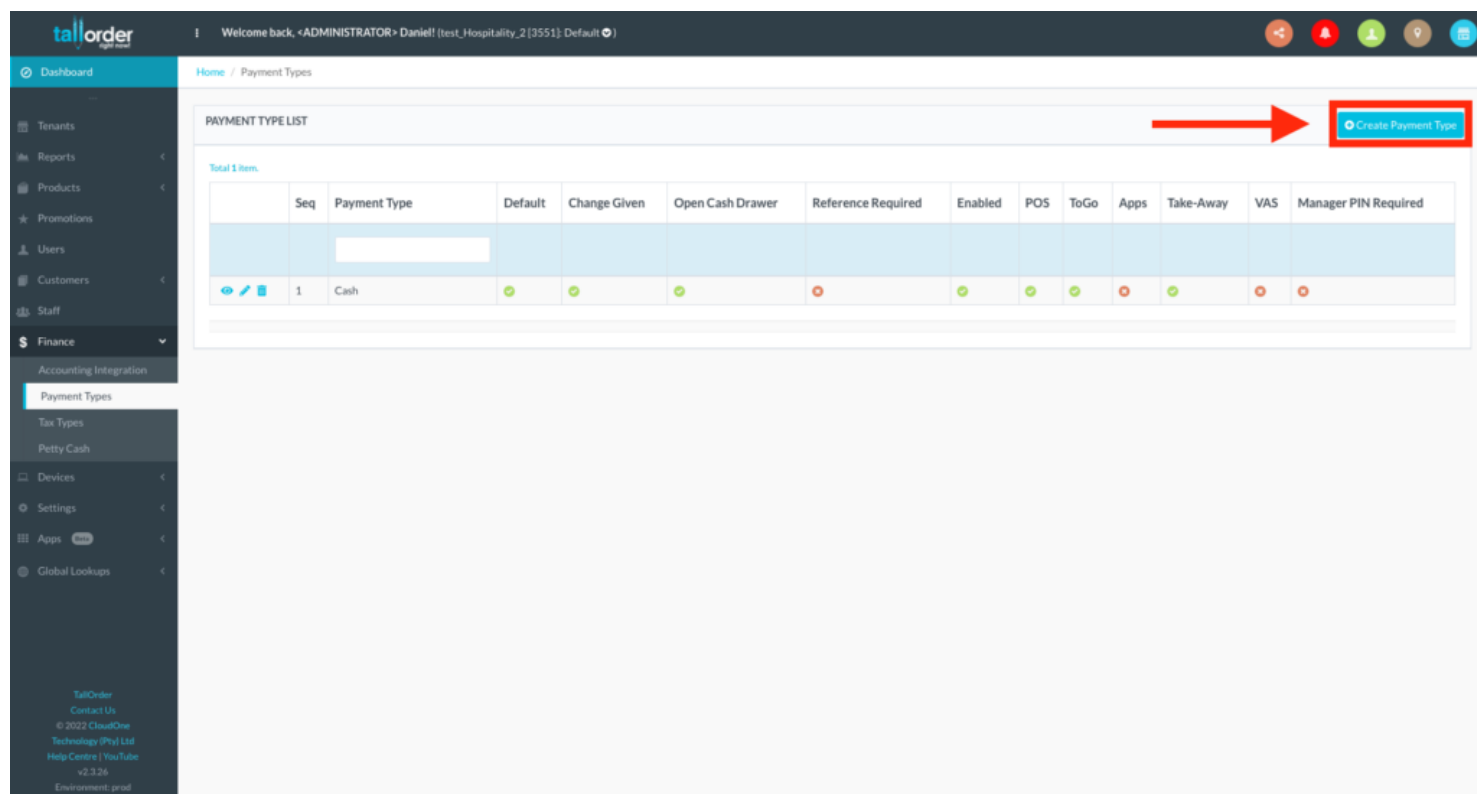


The screenshot shows the TallOrder admin interface. The top navigation bar includes the TallOrder logo, a welcome message for Administrator Daniel, and several status icons. The left sidebar contains a menu with categories like Tenants, Reports, Products, Promotions, Users, Customers, Staff, and Finance. The Finance section is expanded, showing sub-items like Accounting Integration, Payment Types (selected), Tax Types, and Petty Cash. The main content area displays the 'PAYMENT TYPE LIST' with a 'Create Payment Type' button. Below the header, it shows 'Total 1 item.' and a table with one entry: 'Cash'.

	Seq	Payment Type	Default	Change Given	Open Cash Drawer	Reference Required	Enabled	POS	ToGo	Apps	Take-Away	VAS	Manager PIN Required
	1	Cash	✓	✓	✓	✗	✓	✓	✓	✗	✓	✗	✗

## Step 2

Click on **Create Payment Type**

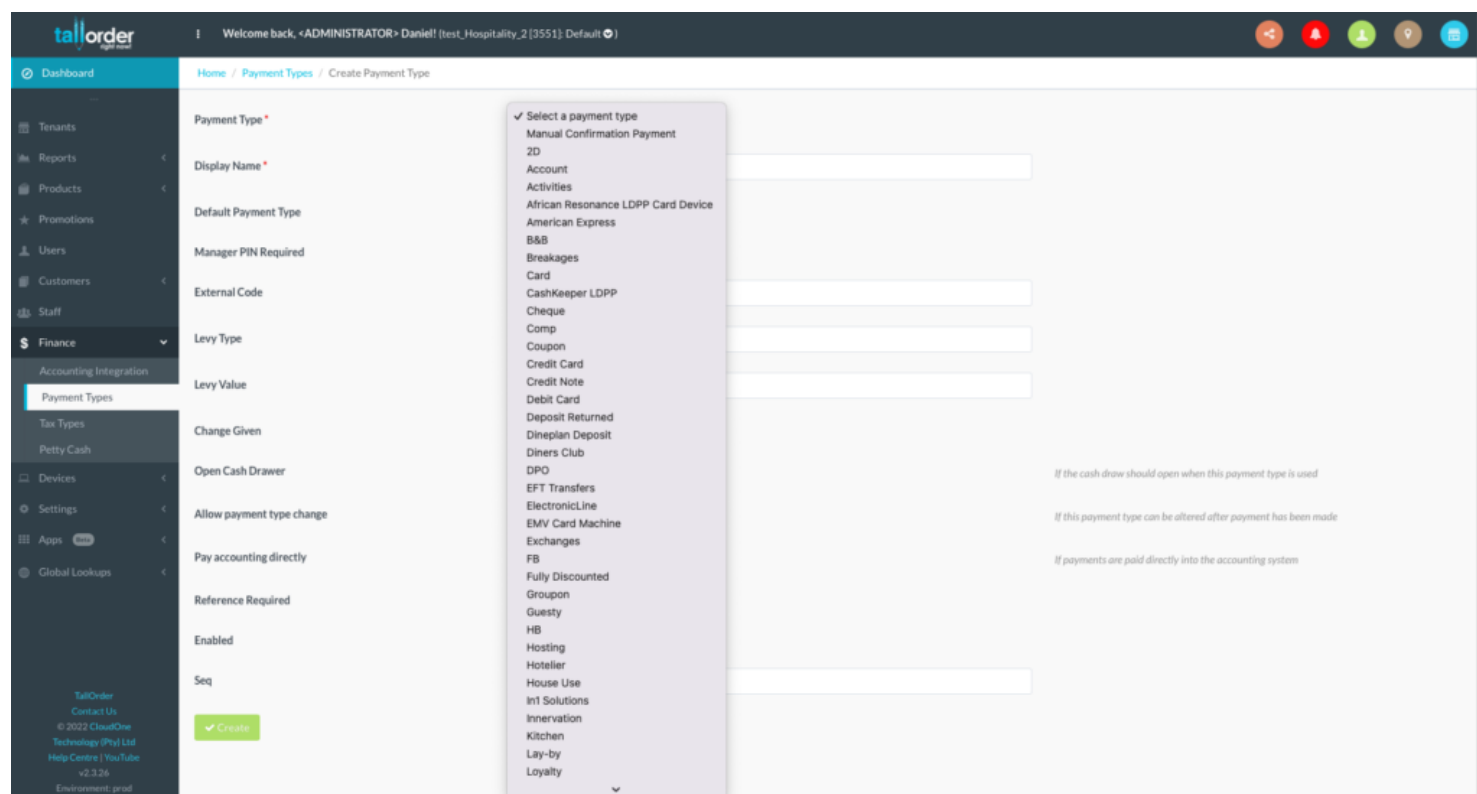


The screenshot shows the TallOrder dashboard with the 'Payment Types' section selected in the sidebar. The main area displays a 'PAYMENT TYPE LIST' table with one item, 'Cash'. A red arrow points to a 'Create Payment Type' button in the top right corner of the table area.

Seq	Payment Type	Default	Change Given	Open Cash Drawer	Reference Required	Enabled	POS	ToGo	Apps	Take-Away	VAS	Manager PIN Required
1	Cash	✓	✓	✓	✗	✓	✓	✓	✗	✓	✗	✗

## Step 3

Select the payment type you want to add from the dropdown



The screenshot shows the 'Create Payment Type' form in the TallOrder dashboard. A dropdown menu is open for the 'Payment Type' field, displaying a list of payment types. The 'Manual Confirmation Payment' option is selected.

**Payment Type \***

- ✓ Select a payment type
- Manual Confirmation Payment
- 2D
- Account
- Activities
- African Resonance LDPP Card Device
- American Express
- B&B
- Breakages
- Card
- CashKeeper LDPP
- Cheque
- Comp
- Coupon
- Credit Card
- Credit Note
- Debit Card
- Deposit Returned
- Dineplan Deposit
- Diners Club
- DPO
- EFT Transfers
- ElectronicLine
- EMV Card Machine
- Exchanges
- FB
- Fully Discounted
- Groupon
- Guesty
- HB
- Hosting
- Hoteller
- House Use
- Int Solutions
- Innovation
- Kitchen
- Lay-by
- Loyalty

**Display Name \***

**Default Payment Type**

**Manager PIN Required**

**External Code**

**Levy Type**

**Levy Value**

**Change Given**

**Open Cash Drawer**

**Allow payment type change**

**Pay accounting directly**

**Reference Required**

**Enabled**

**Seq**

**Create**

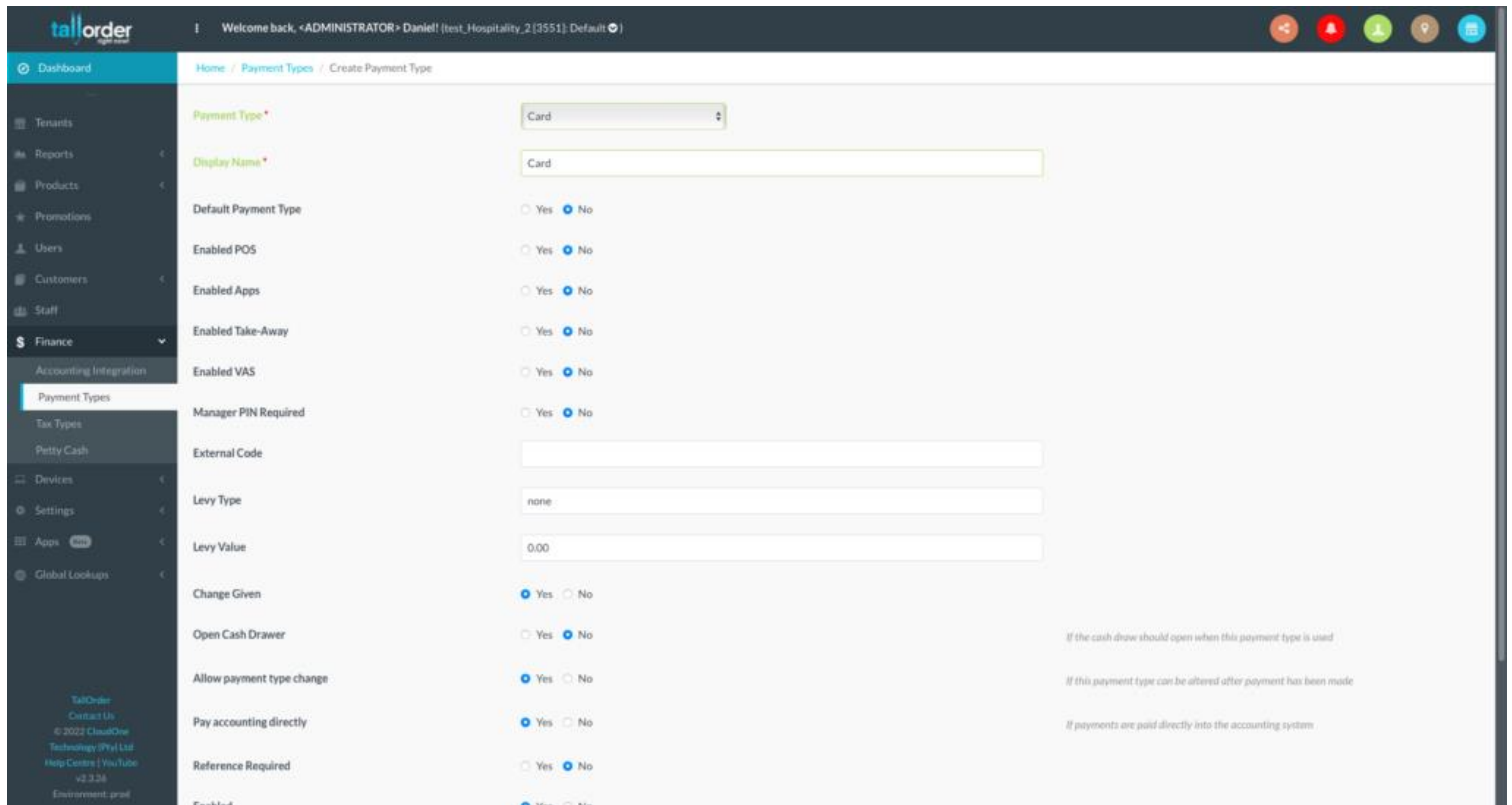
*If the cash draw should open when this payment type is used*

*If this payment type can be altered after payment has been made*

*If payments are paid directly into the accounting system*

## Step 4

Select the relevant settings for the payment type



Welcome back, <ADMINISTRATOR> Daniel! (test\_Hospitality\_2[3551]: Default)

Home / Payment Types / Create Payment Type

**Payment Type \*** Card

**Display Name \*** Card

Default Payment Type ☐ Yes ☒ No

Enabled POS ☐ Yes ☒ No

Enabled Apps ☐ Yes ☒ No

Enabled Take-Away ☐ Yes ☒ No

Enabled VAS ☐ Yes ☒ No

Manager PIN Required ☐ Yes ☒ No

External Code

Levy Type none

Levy Value 0.00

Change Given ☒ Yes ☐ No

Open Cash Drawer ☐ Yes ☒ No If the cash draw should open when this payment type is used

Allow payment type change ☒ Yes ☐ No If this payment type can be altered after payment has been made

Pay accounting directly ☒ Yes ☐ No If payments are paid directly into the accounting system

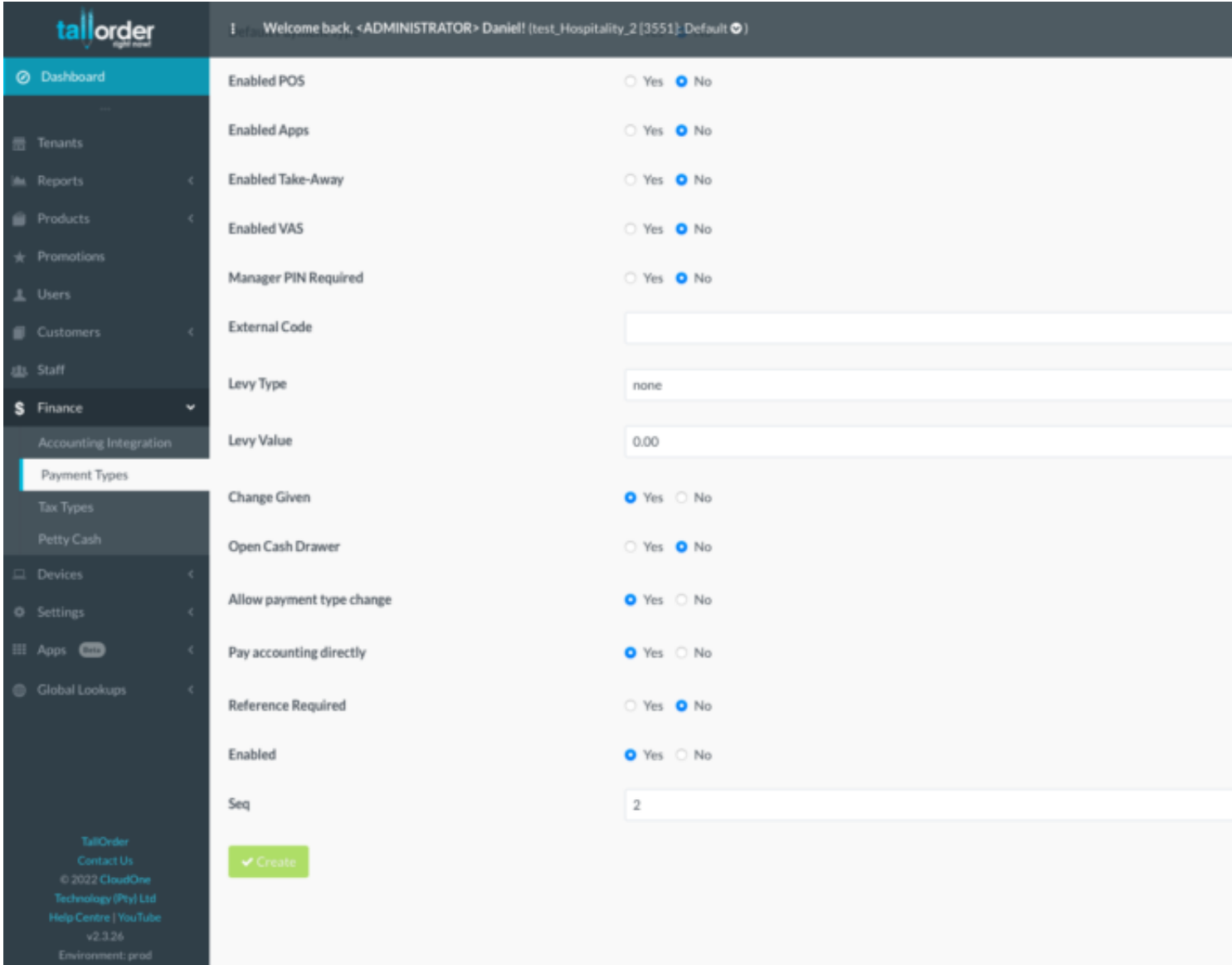
Reference Required ☐ Yes ☒ No

Enabled ☒ Yes ☐ No

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## Step 5

Click on the green **Create** button



Welcome back, <ADMINISTRATOR> Daniel! (test\_Hospitality\_2 [3551]: Default)

**Payment Types**

- Enabled POS: ☐ Yes ☒ No
- Enabled Apps: ☐ Yes ☒ No
- Enabled Take-Away: ☐ Yes ☒ No
- Enabled VAS: ☐ Yes ☒ No
- Manager PIN Required: ☐ Yes ☒ No
- External Code:
- Levy Type:
- Levy Value:
- Change Given: ☒ Yes ☐ No
- Open Cash Drawer: ☐ Yes ☒ No
- Allow payment type change: ☒ Yes ☐ No
- Pay accounting directly: ☒ Yes ☐ No
- Reference Required: ☐ Yes ☒ No
- Enabled: ☒ Yes ☐ No
- Seq:

[Create](#)

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## Step 6

After creating the payment type and adding it to the tenant, publish per location