Enabling & using Payment account or bank account

Payment Accounts · https://spos.pk/docs/enabling-using-payment-account-or-bank-account/

Set up payment accounts — cash, bank and mobile wallet — so every payment lands in the right place.

How to use payment accounts

1. Open **Settings** and go to **Payment Accounts**.
2. Add an account for each place money is kept — till cash, each bank account and mobile wallets such as JazzCash or Easypaisa.
3. Set a default account for each payment method, so cash sales go to the till and card sales go to the bank.
4. Record supplier payments and expenses against the account the money actually left.
5. Check each account balance regularly and reconcile it with the bank statement or till count.

Tip: never mix personal and business money in one account — a separate business account makes every report trustworthy.