

How to create a payment method

Create a payment method for each tender type employees must be able to select at checkout, such as cash, credit card, financing, or another accepted method.

Create the method

1. Open **Settings > Payment Methods**.
2. Select **Create** or **New Payment Method**.
3. Enter a clear name with at least four characters.
4. Choose whether the method should be visible or hidden.
5. Save the payment method.
6. Confirm it appears where employees select payment at checkout.

Naming tips

- Use the name employees already use for the tender.
- Avoid duplicate or nearly identical names.
- Do not use a card-processor name unless that is how the tender should be reported.

Revision #1

Created 2026-09-13 02:57:23 UTC by Sunny

Updated 2026-09-13 02:57:23 UTC by Sunny