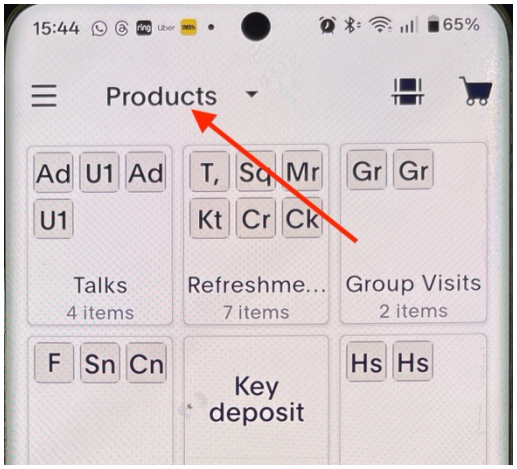
Taking Ad-hoc Payments

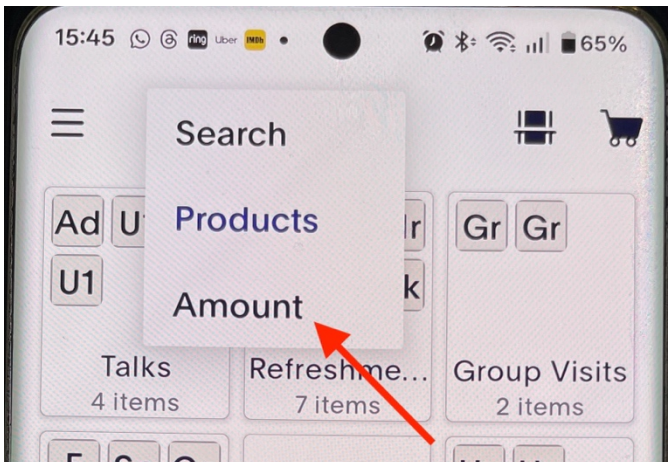
Most elements of taking Ad-hoc payments are similar to Standard payments and these should be familiar or can be looked up in the Standard Payments instructions.

The following is one of the ways that Ad-hoc payments can be taken. They can also be added in the basket view if you wish but these instructions allow you to do this if you are not familiar with the system.

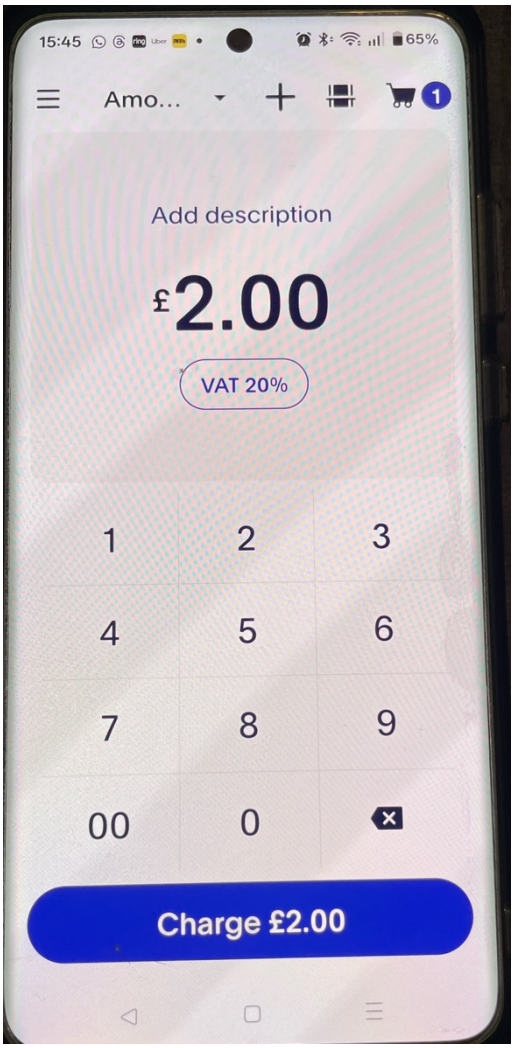
On the main screen click on the Products Drop down list.



From here select Amount:



On the next screen add a description of what the payment is (Please put enough information so that this can be accounted for – For instance “Donation” or “Payment to XXXXX for invoice for YYYYYYY”.
Add the amount and then click on the “Charge” button at the bottom



The use “Tap To Pay” as normal