

[Departments](#)

~ PAYMENT METHODS ~

The ~ **PAYMENT METHODS** ~ tab of the [Departments](#) form defines which payment methods are available in a given department. The full list of payment methods supported by Brix, including their effect on fiscalisation, is described in [About payment methods](#).

Restricting payment methods per department

In [POS sales](#), [invoices](#), [quotes](#) and [till payments](#) it is possible to select **only** those payment methods that have been defined for that department beforehand.

- **No entries**

No payment method can be selected.

- **At least one entry**

The choice of payment methods, bank accounts and card companies is limited to the defined entries.

The number of rows entered also decides whether Brix fills in the payment method, bank account and card company in the document automatically — see [Automatic filling of the payment method, bank account and card company](#).



If only one payment method is entered in the department, e.g. *Bank Transfer*, Brix will offer only that one in documents. To accept cash and card payments, the payment methods *Cash* and *Card* must be added to the list as well.



If the desired payment method cannot be selected in an invoice, first check this tab in the department where the invoice is issued.

Entering payment methods

1. Open the department in the [Departments](#) form and select the ~ **PAYMENT METHODS** ~ tab.
2. Add a new row with the  button.
3. Select the desired payment method.
4. Depending on the selected payment method, fill in the additional data:
 - *Bank Transfer* — select the bank account (IBAN) the customer pays to.
 - *Card* — select the card company that services the POS terminal.
5. Save the row with the **SAVE** button.
6. Repeat for every payment method the department accepts.

Card payments and POS terminals

A card company is tied to a POS terminal, so **one card payment row per POS terminal** is entered in the department. If a department uses two POS terminals from two different card companies, two rows with the payment method *Card* are entered, each with its own card company.

The card company must first be entered in the [Partners](#) form, in the **~ BASIC ~** tab, with the **{Card Company}** field ticked. Examples of card companies: Corvus Pay, Erste Card Club, PBZ American Express, Paypal.

If only one card company is entered in the department, Brix fills it into the document automatically when the payment method *Card* is selected; with several card companies entered the user must choose one — see [Automatic filling of the payment method, bank account and card company](#).

How a card payment closes the customer's liability and opens a receivable from the card company is described in [kartica](#).

Bank transfer payments

For the payment method *Bank Transfer* the corresponding bank accounts must also be entered. Only the bank accounts entered here are offered in the department's documents, and if only one is entered it is filled in automatically — see [Automatic filling of the payment method, bank account and card company](#).

Practical examples

- **The department accepts cash, cards and bank transfers**

At least three rows are entered: *Cash*, *Card* (with a card company) and *Bank Transfer* (with a bank account).

- **The department has two POS terminals from different card companies**

Two rows with the payment method *Card* are entered, each with its own card company.

- **The department issues only invoices with deferred payment**

One row is enough: *Bank Transfer* with the corresponding bank account.

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