LOYVERSE

Configuring Payment Types in Loyverse POS

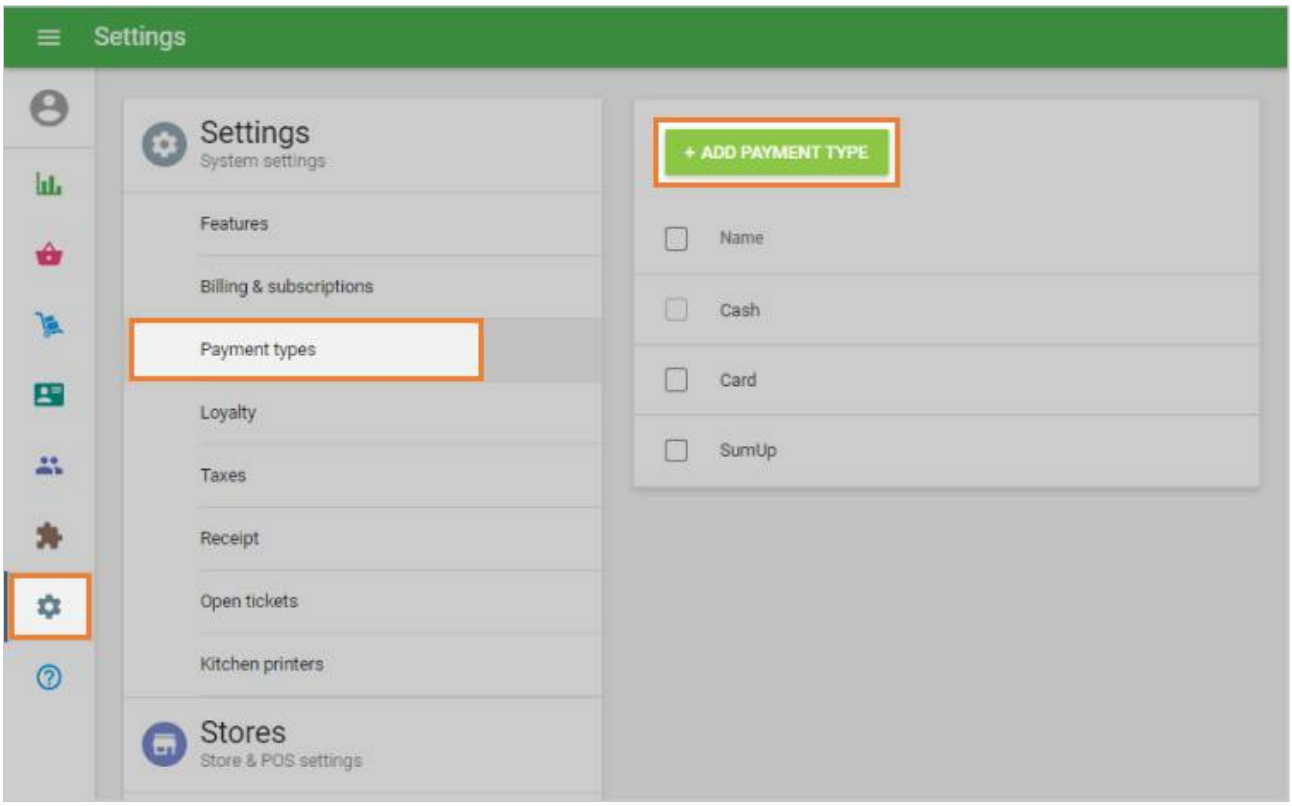
https://help.loyverse.com/help/configuring-payment-types-loyverse · Updated February 24, 2026

When you launch **Loyverse POS** for the first time, it comes with two default payment types: **Cash** and **Card**.
If you accept other payment methods and want detailed reports by payment type, you can easily add or configure them in the **Back Office**.

1. Adding a New Payment Type

Log in to the **Back Office**.

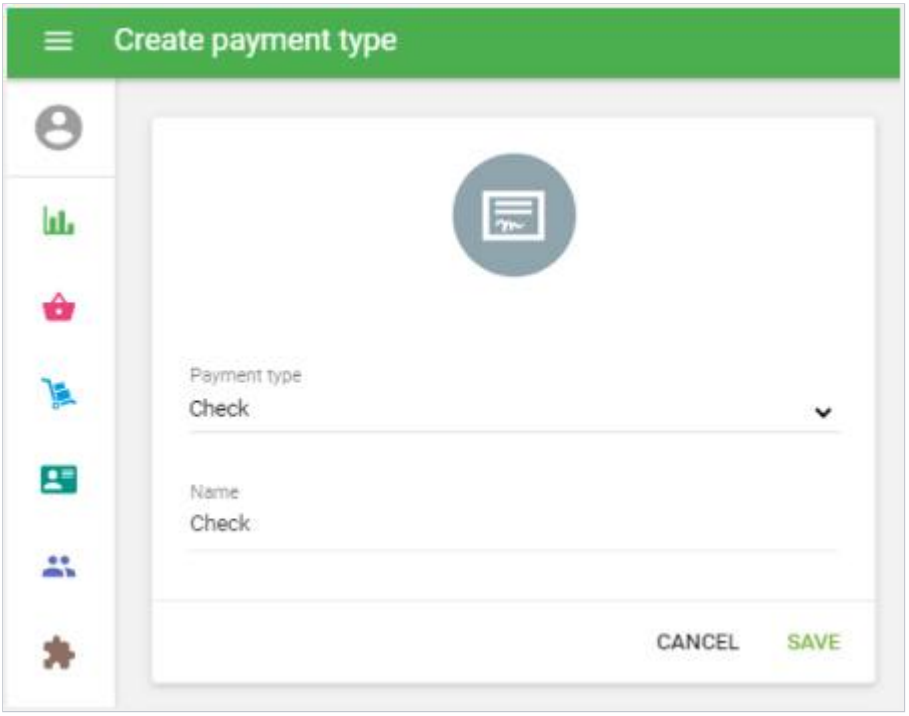
Open the **Settings** menu → select **Payment types**.



Click **Add payment type**.

In the **Add Payment Type** window:

- Select a payment type from the drop-down list.

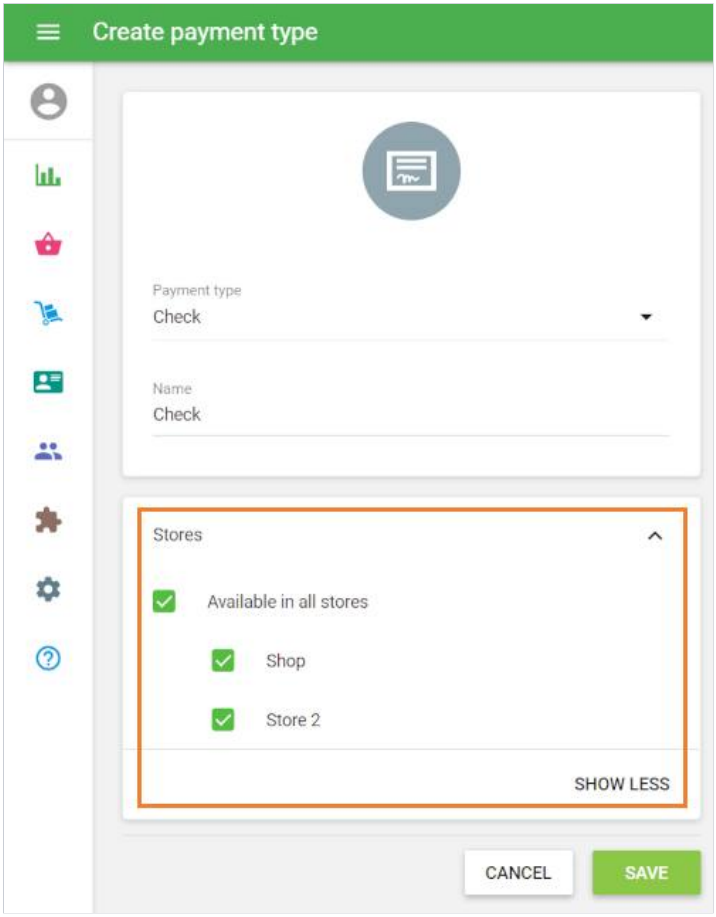


- Enter a **custom name** that will appear in reports.
- Note: **Cash** is the default payment type and cannot be changed.

Click **Save**.

2. Managing Payment Types for Multiple Stores

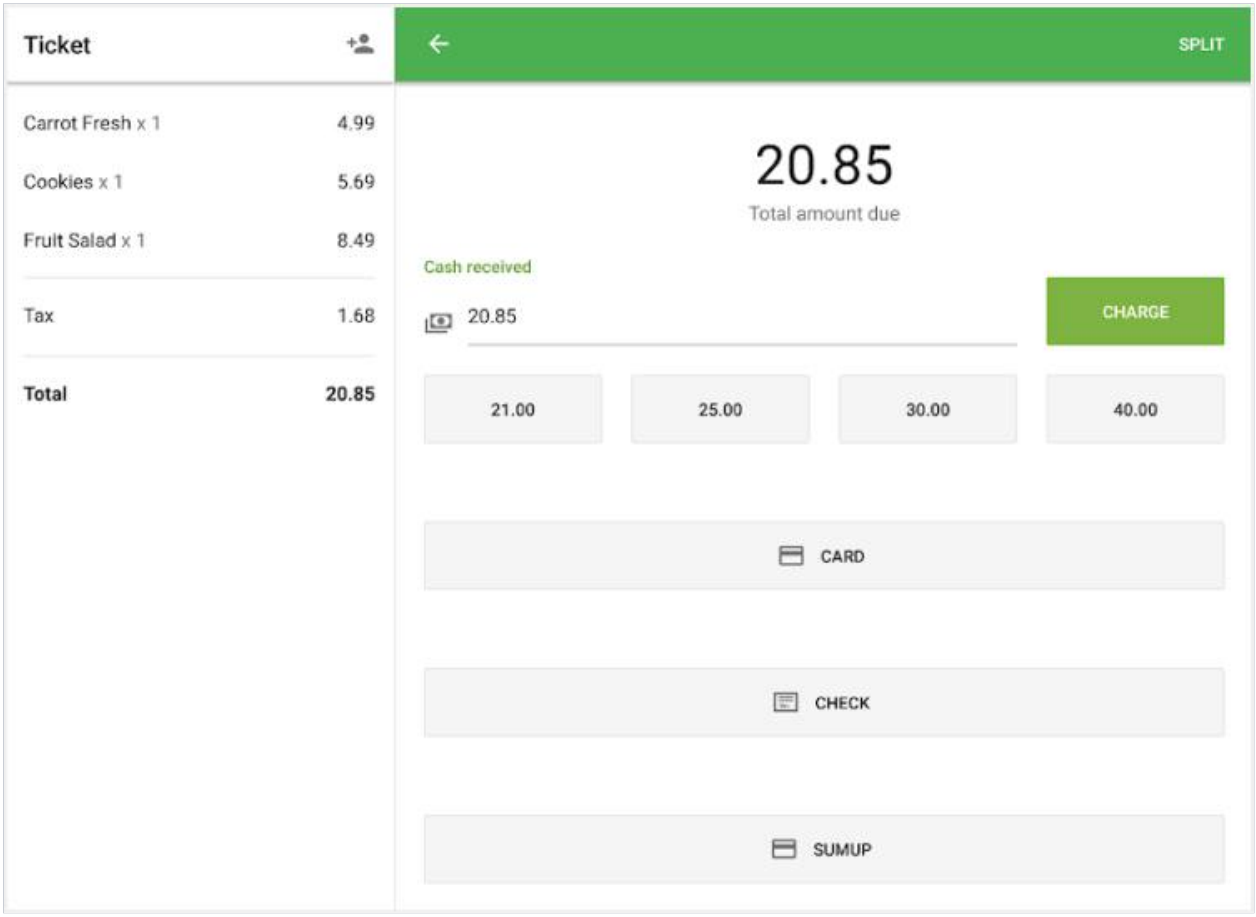
If your account has **multiple stores**, you can control which payment types are available at each store.



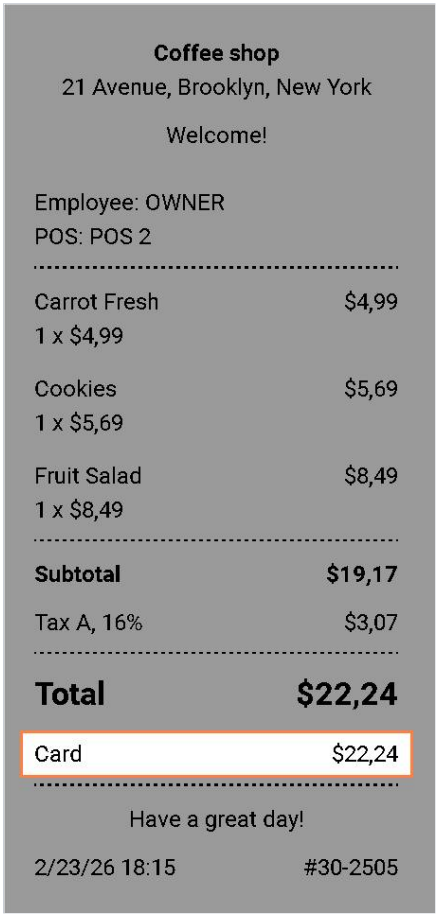
This allows you to customize accepted payment methods depending on store policies or regional requirements.

3. Using Payment Types in the POS App

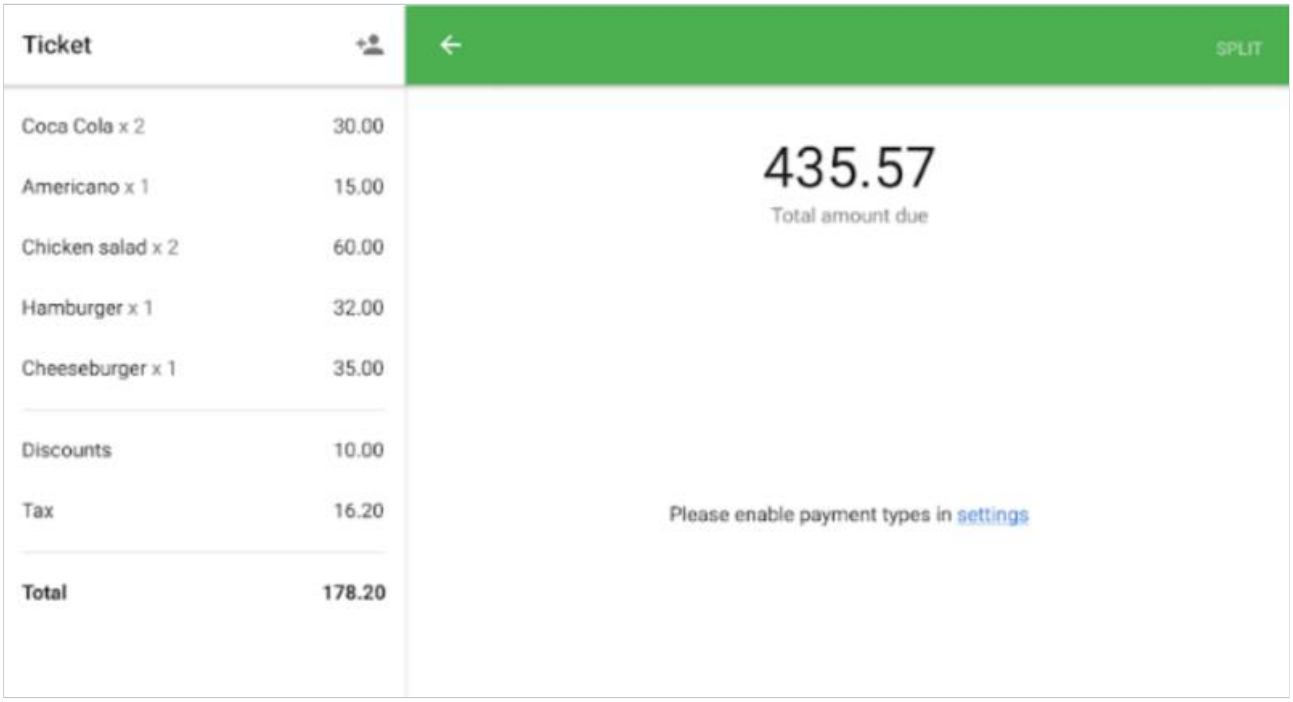
At the final stage of a sale in the **Loyverse POS app**, select the appropriate payment type.



The chosen payment type will be displayed on the **customer receipt**.

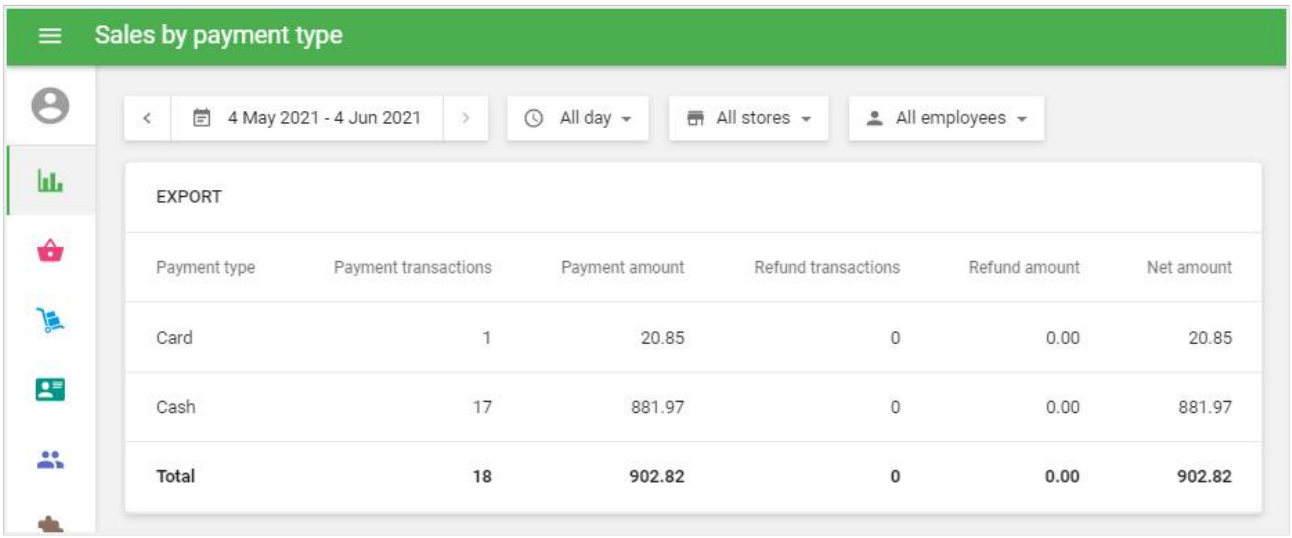


If no payment types are enabled for a store, the POS will display a message prompting you to enable them in the Back Office.



4. Reports by Payment Type

In the **Back Office**, open **Reports → Sales by Payment Type** to view sales data grouped by payment type.



Payment type	Payment transactions	Payment amount	Refund transactions	Refund amount	Net amount
Card	1	20.85	0	0.00	20.85
Cash	17	881.97	0	0.00	881.97
Total	**18**	**902.82**	**0**	**0.00**	**902.82**

This helps you track customer preferences and analyze revenue by payment method.

5. Editing or Deleting Payment Types

You can rename or delete a payment type in the Back Office at any time.

Historical data will remain unchanged:

- Receipts synchronized before the change will continue to show the **original name of the payment type** used at the time of purchase.

With payment type configuration, Loyverse POS gives you the flexibility to track sales by different payment methods, ensuring more accurate reporting and better business insights.

See also:

How to Work with Credit Card Payments