How to add Payment Methods

Adding of Payment Methods is no longer applicable in version 16.2 and up.

Payment Methods

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- 1. In 21.2 version or below the Payment Method is a hardcoded
 - a. Since it's hardcoded, the following details in Payment Method can't be manually added or removed
 Payment Methods □ ×

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X X X X X X X X X X X	
X X X X X X	
X X X	
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\checkmark	
\checkmark	

b. Some fields are not system-defined methods and can be edited

Payment Methods			□ ×
Save Undo Close			
Details			
Export • 🗄 View • Filter (F3)			к л 2 У
Payment Method* Prefix	Number	Active Notice	
Deduction	1	\checkmark	
Bank Transfer	1	✓	
NSF	1	\checkmark	
Debit Card	1	\checkmark	
Credit Card	1	\checkmark	
Cash	1	\checkmark	
CF Invoice	1	\checkmark	
Prepay	1	\checkmark	
Check	1	\checkmark	
eCheck	39	\checkmark	
Refund	1	\checkmark	
Manual Credit Card	1	\checkmark	
Debit Memos and Payme	1	\checkmark	
АСН	1	\checkmark	
Write Off	1	\checkmark	
? 🔘 🍚 6.47s [Ready			C Refresh

User defined payment method

1. In 22.1 version User Defined tab is available wherein the user is able to manually add or remove

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Details User Defined								
Insert × Remove	Export • 🔠 View •	Filter (F3)						
Payment Method*	Description		Account	Prefix	Number	Active	Notice	
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Use:

- User would like to create an invoice to consume fuel or product for internal use.
- In this case no cash is received
 User has to report consumption of the goods to pay tax on them

How to add details in User Defined:

- Select Payment Methods in Common Info
 Click on User Defined tab nt Metho Details User Defined + Insert × Remove Export • 🔠 View • Filter (F3) Payment Method* Description Account Prefix Number Active Notice ~ 0 ? 🗘 🖓 0.18s [Ready C Refresh 3. Click Insert button a. Blank grid should be available

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	User Defined									
	× Remove			er (F3)						
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Payment	Methods								-	
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							0	~		

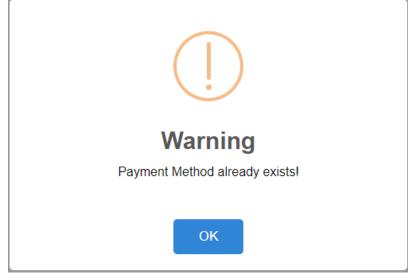
Payment Method - Required unique field. User is able to enter Alphanumeric character only Description - Can enter Special character and Alphanumeric character Account - All Account should display from *GL Account Detail* Prefix - Can enter Alphanumeric character only

Prefix - Can enter Alphanumeric character only Number - Can enter numerical character only

Active - Able to tick the checkbox

Notice - Can enter Special character and Alphanumeric character





Click the links below to view instructions from previous versions:

- On the user's menu panel go to Common Info folder then click Payment Methods
- Input details (Payment Method) on the blank row in Payment Methods screen and make sure to enable the Active check box.

X Remove 🖽 Layout 🔍 Filter Records (F3)	Active
Payment Method Write Off	
ACH	✓ ✓
Credit	 Image: A start of the start of
Cash	~
eCheck	~
Check	\checkmark
Debit memos and Payments	× ×
	~

- Click Save toolbar button
- On the user's menu panel go to Common Info folder then click Payment Methods
- Input details (Payment Method) on the blank row in Payment Methods screen and make sure to enable the Active check box.
 Payment Methods

C Payment Methous	
Save Undo Close	
C Remove Filter:	
Payment Method	Active
Debit memos and Payments	V
Wire	V
eCheck	
Check	
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Carl Mean A	

- Click Save toolbar button
- 1. On the user's menu panel go to Common Info folder then click Payment Methods
- 2. Input details (Payment Method) on the new blank row in Payment Methods screen and make sure to enable the Active checkbox.

Payment Methods	× □ ×
Save Undo Close	
Save Undo Close	
G Remove Filter:	٩.
Payment Method	Active
Withdrawal	\checkmark
EFT EFT	
Deposit	V
Refund	
Debit memos and Payments	V
Wire	
eCheck	
Check	V
😮 😒 👷 Ready	

- 3. Click Save toolbar button
- 1. On the user's menu panel go to Common Info folder then double click Payment Methods
- 2. Input details (Payment Method) on the new blank row in Payment Methods screen and make sure to enable the Active checkbox.

Payment Methods	
Save Undo Close	
🕞 Remove Filter:	
Payment Method	Active
Wire	V
eCheck	V
Check	7
Cash Cash	V
	V
😮 😧 👷 Edited	

- 3. Click Save toolbar button
- 1. On the user's menu panel go to Common Info folder then double click Payment Methods
- 2. Input details (Payment Method) on the new blank row in Payment Methods screen and make sure to enable the Active checkbox.

Payment Methods			
Save Undo Close			
😑 Delete 🛛 Filter:	٩		
Payment Method		-	Active
eCheck			1
Check			V
			V
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3. Click Save toolbar button