


How to add Payment Methods

 Adding of Payment Methods is no longer applicable in version 16.2 and up.

Payment Methods

- 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

Save Undo Close

Details

Export View Filter (F3)

<input type="checkbox"/> Payment Method*	Prefix	Number	Active	Notice
<input type="checkbox"/> Deduction		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Bank Transfer		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> NSF		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Debit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Credit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Cash		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CF Invoice		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Prepay		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Check		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> eCheck		39	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Refund		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Manual Credit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Debit Memos and Payme...		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ACH		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Write Off		1	<input checked="" type="checkbox"/>	

?

6.47s

Ready

Refresh

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

Payment Methods

Save Undo Close

Details

Export View Filter (F3)

Payment Method*	Prefix	Number	Active	Notice
<input type="checkbox"/> Deduction		1	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Bank Transfer		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> NSF		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Debit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Credit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Cash		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CF Invoice		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Prepay		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Check		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> eCheck		39	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Refund		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Manual Credit Card		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Debit Memos and Payme...		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> ACH		1	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Write Off		1	<input checked="" type="checkbox"/>	

? 6.47s Ready 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

Payment Methods

Save Undo Close

Details User Defined

+ Insert - Remove Export View Filter (F3)

Payment Method*	Description	Account	Prefix	Number	Active	Notice
<input type="checkbox"/>				0	<input checked="" type="checkbox"/>	

? 5.34s Edited Refresh

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:

1. Select **Payment Methods** in **Common Info**
2. Click on **User Defined** tab

Payment Methods

Save Undo Close

Details

User Defined

+ Insert X Remove Export View Filter (F3)

<input type="checkbox"/> Payment Method	Description	Account	Prefix	Number	Active	Notice
<input type="checkbox"/>				0	<input checked="" type="checkbox"/>	

0.18s Ready

Refresh

3. Click Insert button
 - a. Blank grid should be available

Payment Methods

Save Undo Close

Details User Defined

+ Insert X Remove Export View Filter (F3)

Payment Method*	Description	Account	Prefix	Number	Active	Notice
<input type="checkbox"/>				0	<input checked="" type="checkbox"/>	

? 0.19s Ready Refresh

- 4.
5. Input details

Payment Methods

Save Undo Close

Details User Defined

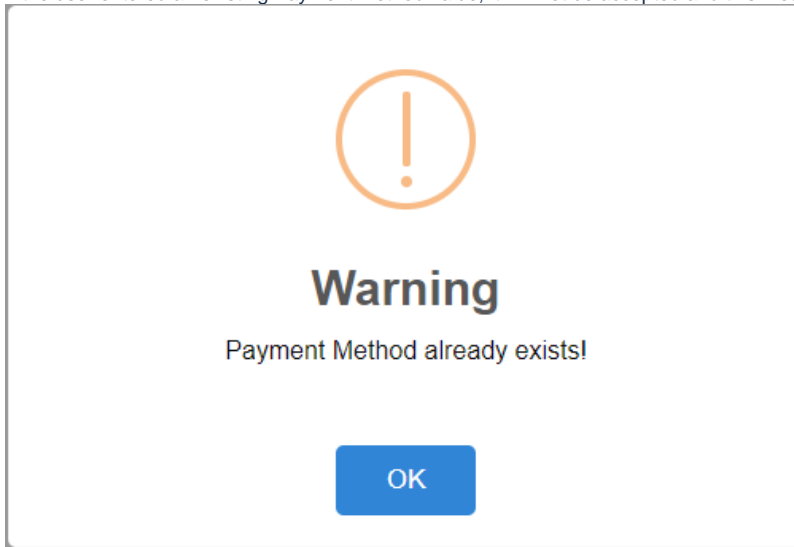
+ Insert X Remove Export View Filter (F3)

Payment Method*	Description	Account	Prefix	Number	Active	Notice
<input checked="" type="checkbox"/> PM1	Test 123	30200-00-1	PM	1	<input checked="" type="checkbox"/>	Test Notice @ 123
<input type="checkbox"/>				0	<input checked="" type="checkbox"/>	

? 0.22s Edited Refresh

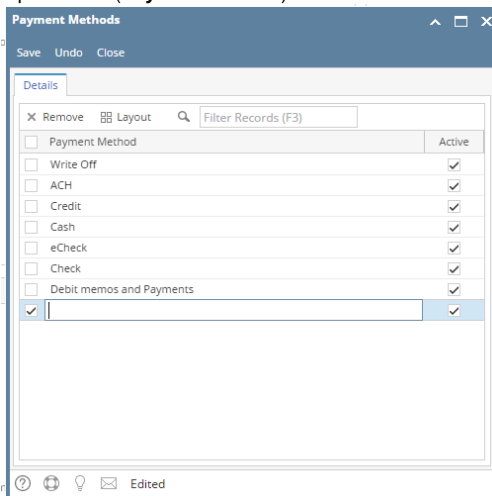
Payment Method - Required unique field. User is able to enter Alphanumeric character only
Description - Can enter Special character and Alphanumeric character
Account - All Account should display from *GL Account Detail*
Prefix - Can enter Alphanumeric character only
Number - Can enter numerical character only
Active - Able to tick the checkbox
Notice - Can enter Special character and Alphanumeric character

- a. If the user entered an existing Payment Method value, it will not be accepted and this message will appear

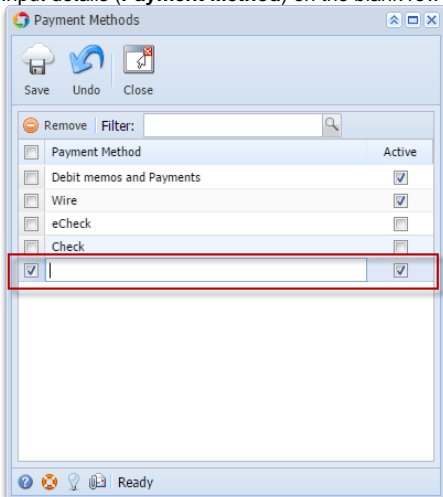


Click the links below to view instructions from previous versions:

- 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.

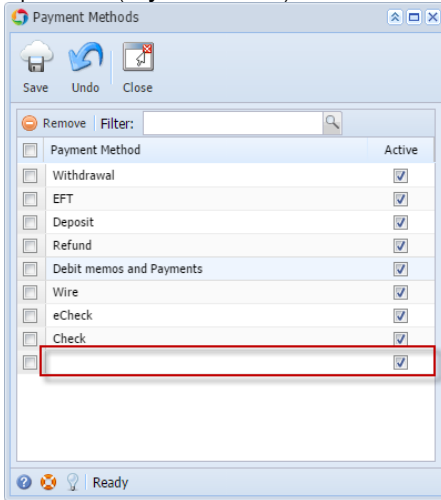


- Click **Save** toolbar button
- On the user's menu panel go to **Common Info** folder then click **Payment Methods**
- Input details (**Payment Method**) on the blank row in **Payment Methods** screen and make sure to enable the Active check box.



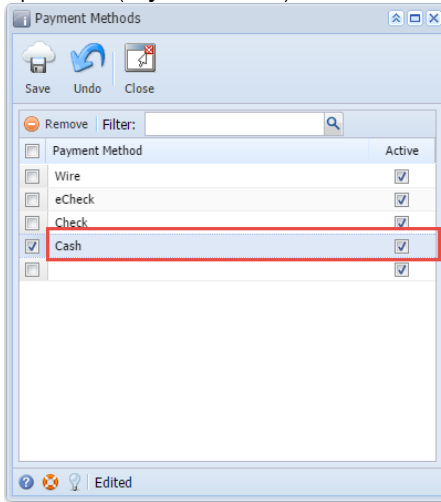
- Click **Save** toolbar button

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



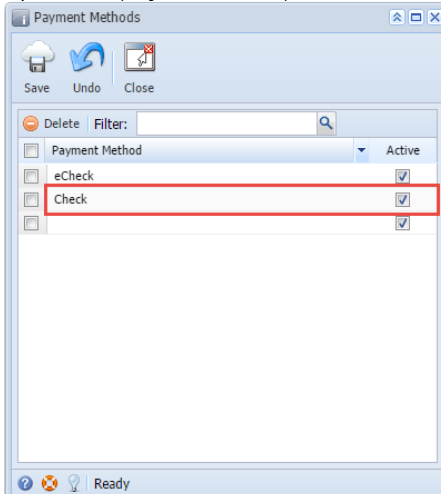
- Click **Save** toolbar button

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



- Click **Save** toolbar button

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



- Click **Save** toolbar button

