How to Delete a Payment Method

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Deleting of Payment Methods is no longer applicable in version 16.2 and up.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				-		x
Save Undo Close						
Details						
Export - 🔠 View - Filter (Fi	3)					к. л 4 Ч
Payment Method*	Prefix	Number	Active	Notice		
E Deduction		1	\checkmark			
Bank Transfer		1	\checkmark			
NSF 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					₿.	efresh

User Defined payment method

ayment Methods							· 🗆 ×
Details User Defined							
+ Insert × Remove Export - 88 V	/iew • Filter (F3)						К.Я. И У
Payment Method* Descrip	tion	Account	Prefix	Number	Active	Notice	
				0	\checkmark		
\backslash							
\backslash							
`	`						

How to Delete a payment method details in User Defined:

- Select Payment Methods in Common Info
 Click on User Defined tab
 Select on the details grid

Details User Defined								
+ Insert X Remove	Export • 🔠 View •	Filter (F3)						
Payment Method*	Description		Account	Prefix	Number	Active	Notice	
PM1	Test 123		10003-0000-000	PM	1	~	Test Notice @ 123	
					0	\checkmark		

Details User Defined					
Payment Method*	Description	Account Prefix	Number Active No	tice	
✓ PM1	Test 123	10003-0000-000 PM	1 🗸 Te	st Notice @ 123	
			0 🗹		
		Delete			
	Yo	u are about to delete 1 row			
	Are y	ou sure you want to continue?			
		Yes			
? (D) () 8.58s Rea	dv				G
Click Yes button a. Paymer Payment Methods Save Undo Close	nt Method details sl	nould no longer display	/	-	
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Click Yes button a. Paymer ayment Methods Save Undo Close Details User Defined + Insert X Remove Ex Payment Method*	nt Method details sl	Account Prefix	Number Active No 0 I		
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Click Yes button a. Payment a. Payment wethods Close Details User Defined + Intert X Remove Ex Payment Method*	nt Method details sl	Account Prefix	Number Active No 0 V	rice	
Click Yes button a. Payment Payment Methods Save Undo Close Details User Defined + Intert X Remove Ex Payment Method*	nt Method details sl	Account Prefix	Number Active No 0 V	rice	
Click Yes button a. Payment a. Payment Methods Save Undo Close Details User Defined + Inter: X Remove Ex Payment Method*	nt Method details sl	Account Prefix	Number Active No 0 V	rice	
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Click the links below to view instructions from previous versions:

System defined Payment Methods cannot be deleted: eCheck, Check, and Debit memos and Payments

- 1. On the user's menu panel go to Common Info folder then click Payment Methods
- 2. Select a record from the list by clicking on it or the check box besides it.

	Payment Method	Active
	Write Off	~
	ACH	\checkmark
	Credit	~
	Cash	\checkmark
	eCheck	\checkmark
3.	Click Remove button. A confirmation message will appear.	
	Payment Methods	~ 🗆 X
) Save Undo Close	3
	iRely i21	
	You are about to delete 1 row. Are you sure you want to continue?	
	Yes No	
	n 🕐 😡 V 🖂 Edited	

- 4. Click Yes on the message box.
- 5. Click Save toolbar button.
- 1. On the user's menu panel go to **Common Info** folder then click **Payment Methods** 2. Select a record from the list by clicking on it or the check box besides it.

-							
		Payment Method	Active				
		Debit memos and Payments	V				
	V	Wire	V				
		eCheck					
		Check					

3. Click **Remove** button. A confirmation message will appear.

Payment Methods	* • ×
Remove Filter: Payment Method	Active
 Debit memos and Payments Wire 	V
Check iRely i21	×
You are about to delete 1 row. Are you sure you want to continue	e?
Yes No	
🕜 🧔 💡 🕼 Ready	

- 4. Click **Yes** on the message box.
- 5. Click Save toolbar button.
- On the user's menu panel go to Common Info folder then double click Payment Methods
 Select a record from the list by clicking on it or the check box besides it.

	Payment Method	Active
	test	V
V	Wire	V
	eCheck	V
	Check	V
		V

3. Click Remove button. A confirmation message will appear.

Payment Methods	
Save Undo Close	
G Remove Filter:	
Payment Method	Active
Withdrawal	V
EFT EFT	V
Deposit	v
Refund	v
Debit n iRely i21	
eCheck You are about to delete 1 row. Check Are you sure you want to continue?	7 7 7
Yes No	
🕜 😟 🏆 Ready	

- Click Yes on the message box.
 Click Save toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Payment Methods** 2. Select a record from the list by clicking on it or the check box besides it.

	Payment Method	Active
	test	V
V	Wire	V
	eCheck	V
	Check	V
		V

3. Click Remove button. A confirmation message will appear.

C Remov	e Filter: ent Method	٩	Active
test			
Chec	iRely i	21 You are about to delete 1 row. Are you sure you want to continue? Yes No	

- Click Yes on the message box.
 Click Save toolbar button.
- On the user's menu panel go to Common Info folder then double click Payment Methods
 Select a record from the list by clicking on it or the check box besides it.

	Payment Method	Active
	test	V
V	Wire	V
	eCheck	V
	Check	V
		V

3. Click Delete button. A confirmation message will appear.

Payment Methods	× 🗆 🗙
Save Undo Close	
Delete Filter:	
Payment Method	Active
test	V
Vire Vire	V
echeck	
Che iRely i21	
You are about to delete 1 row. Are you sure you want to continue?	
Yes No	
	_
🕜 😒 🏆 Ready	

- Click Yes on the message box.
 Click Save toolbar button.