

How to Delete a Payment Method



Deleting of Payment Methods is no longer applicable in version 16.2 and up.

Payment Methods

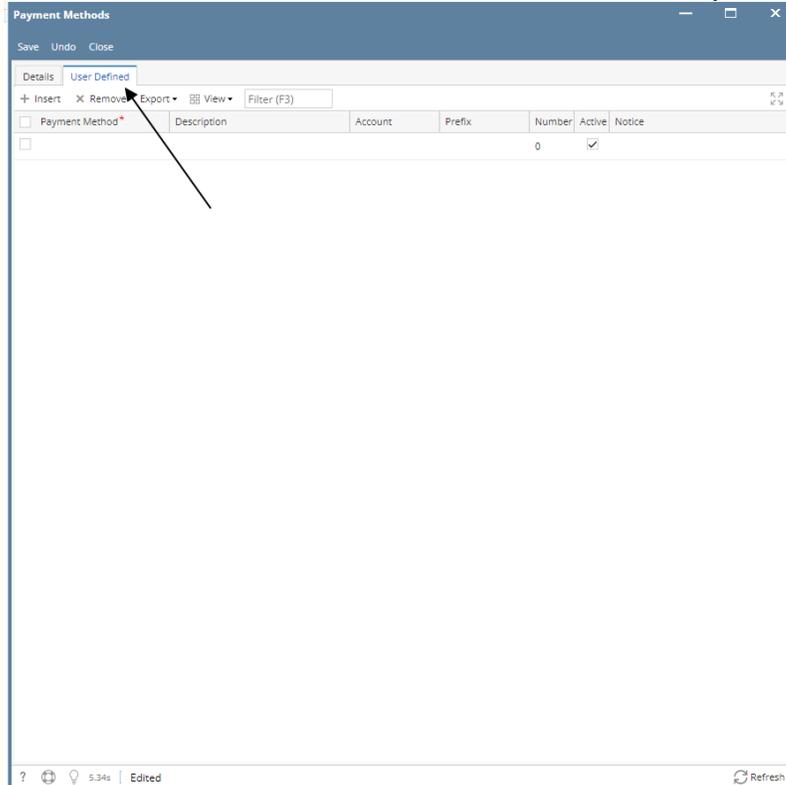
1. In **21.2 version** or below the Payment Method is a hardcoded
 - a. Since it's hardcoded, the following details in Payment Method can't be manually added or removed

The screenshot shows a window titled "Payment Methods" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a "Details" tab. The window contains a table with the following columns: "Payment Method*", "Prefix", "Number", "Active", and "Notice". The table lists various payment methods, each with a checkbox in the "Payment Method*" column and a checkmark in the "Active" column. The "Number" column shows values for each method.

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"/>	

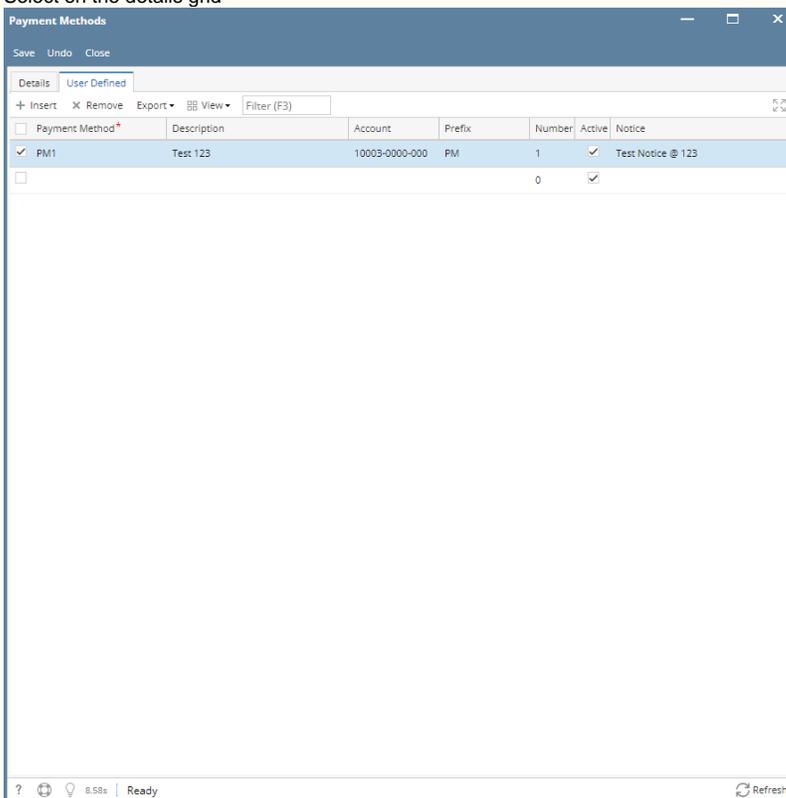
User Defined payment method

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

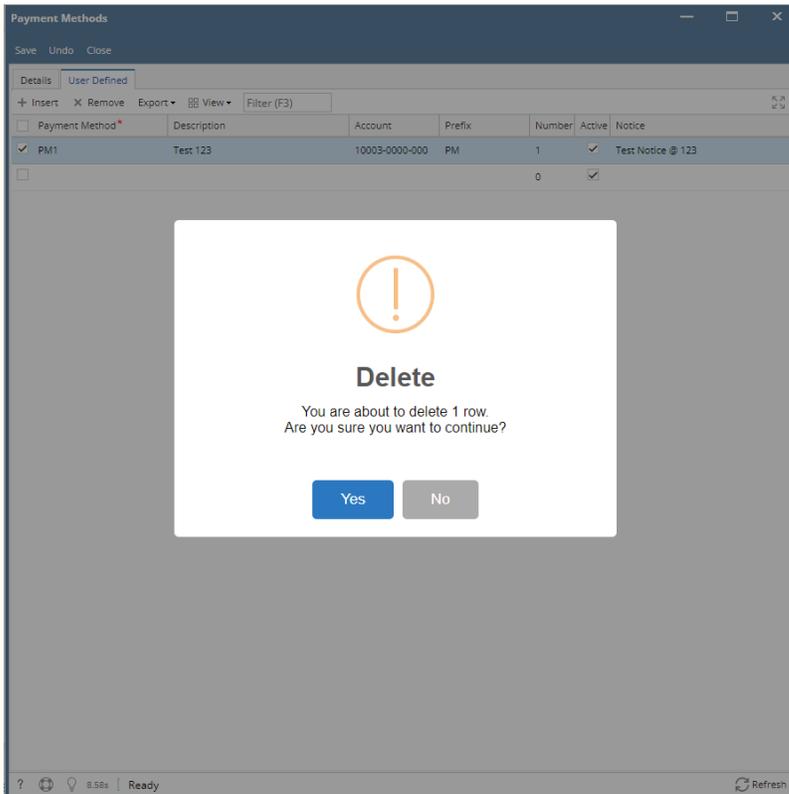


How to Delete a payment method details in User Defined:

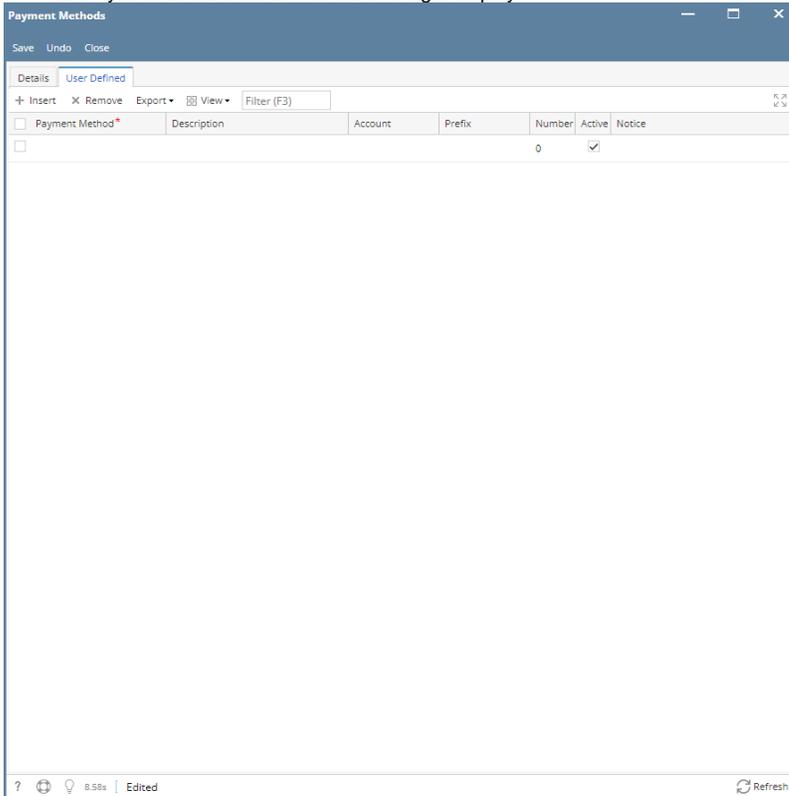
1. Select **Payment Methods** in **Common Info**
2. Click on **User Defined** tab
3. Select on the details grid



- 4.
5. Click **Remove** button
 - a. Prompt message should be displayed



- 6.
7. Click **Yes** button
 - a. Payment Method details should no longer display



- 8.
9. Click **Save** button

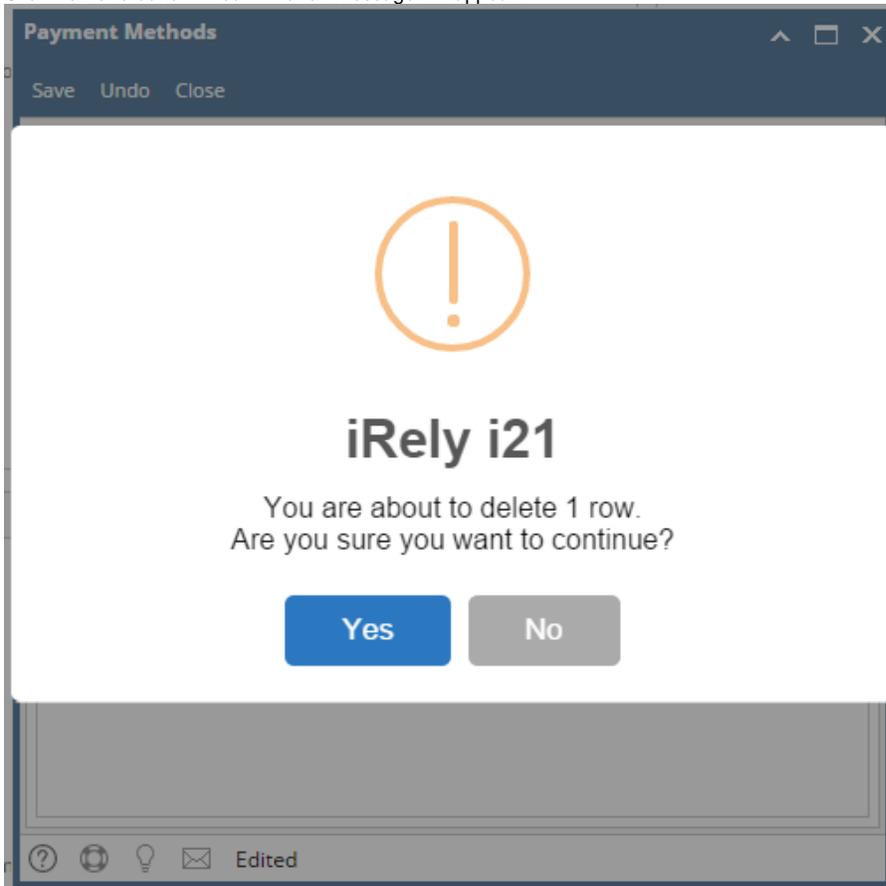
Click the links below to view instructions from previous versions:

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.

<input type="checkbox"/> Payment Method	Active
<input type="checkbox"/> Write Off	<input checked="" type="checkbox"/>
<input type="checkbox"/> ACH	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Credit	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cash	<input checked="" type="checkbox"/>
<input type="checkbox"/> eCheck	<input checked="" type="checkbox"/>

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

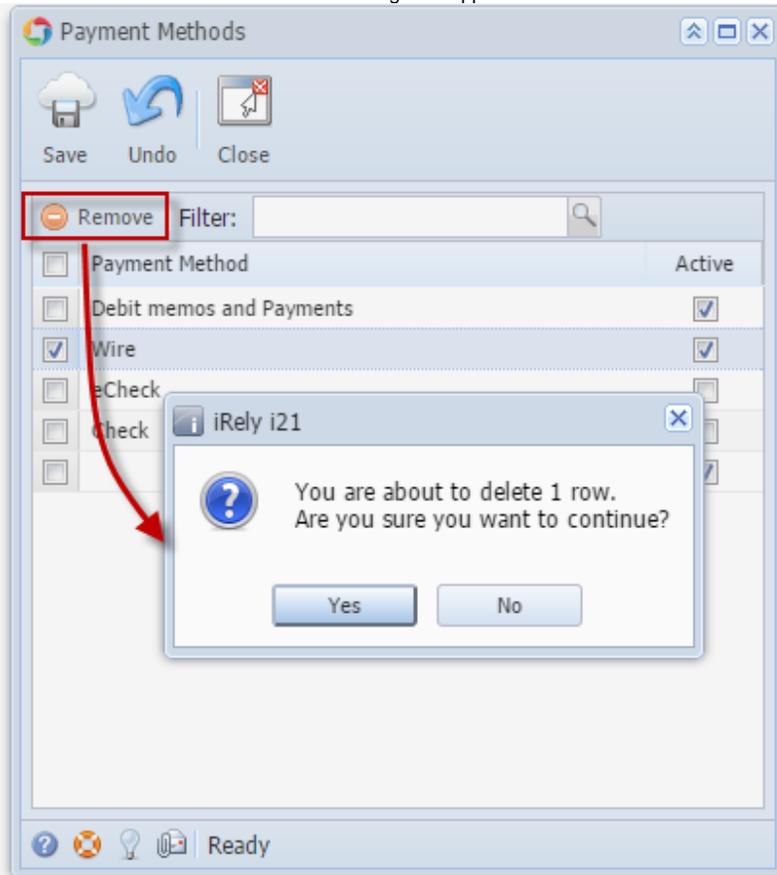


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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.

<input type="checkbox"/> Payment Method	Active
<input type="checkbox"/> Debit memos and Payments	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wire	<input checked="" type="checkbox"/>
<input type="checkbox"/> eCheck	<input type="checkbox"/>
<input type="checkbox"/> Check	<input type="checkbox"/>

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



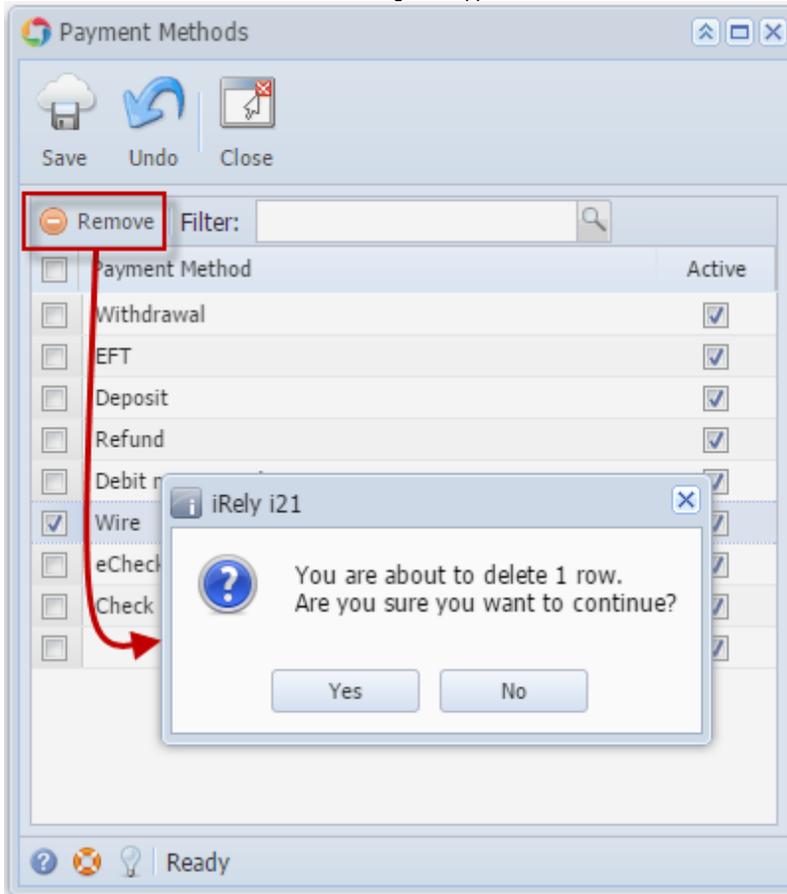
4. Click **Yes** on the message box.

5. Click **Save** toolbar button.

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

<input type="checkbox"/>	Payment Method	Active
<input type="checkbox"/>	test	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wire	<input checked="" type="checkbox"/>
<input type="checkbox"/>	eCheck	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>

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



4. Click **Yes** on the message box.

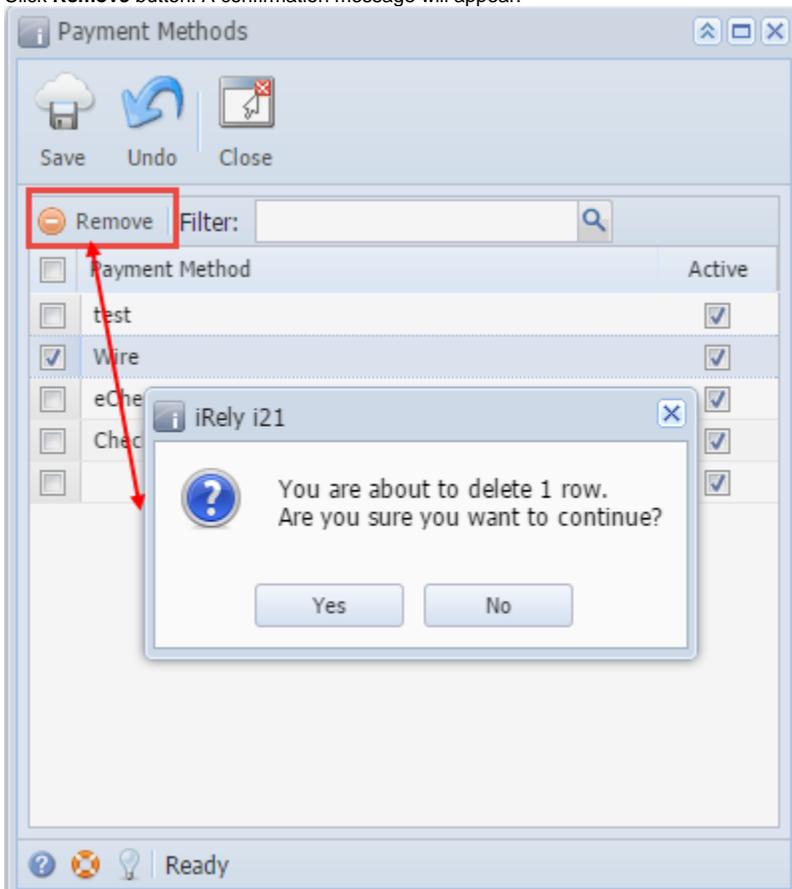
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Payment Methods**

2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Payment Method	Active
<input type="checkbox"/>	test	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wire	<input checked="" type="checkbox"/>
<input type="checkbox"/>	eCheck	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>

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



4. Click **Yes** on the message box.

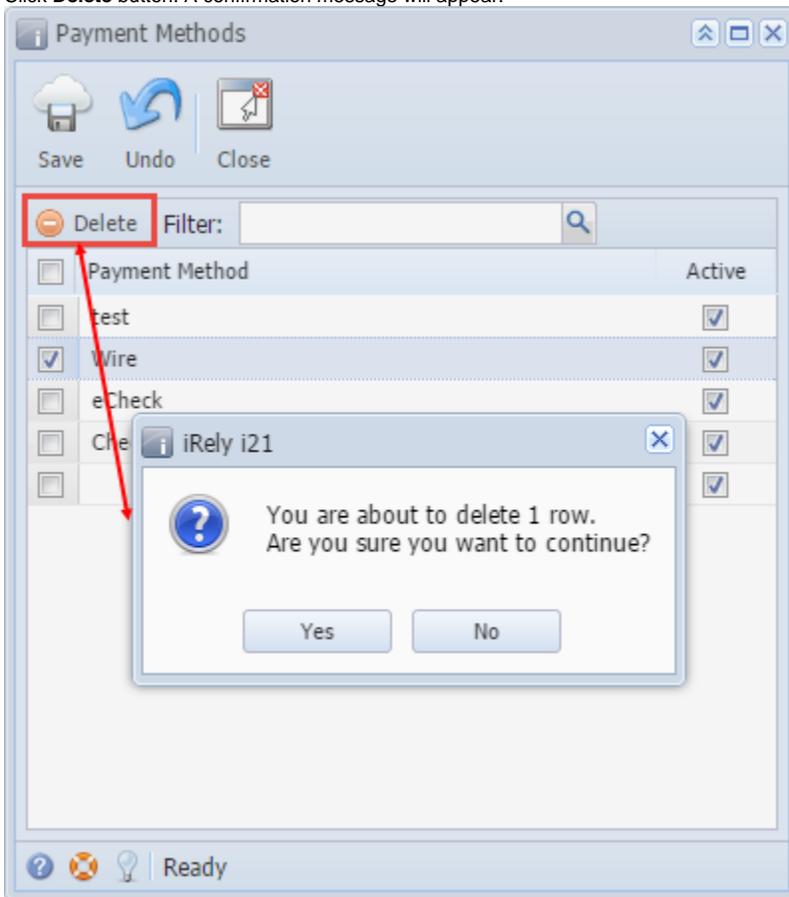
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Payment Methods**

2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Payment Method	Active
<input type="checkbox"/>	test	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wire	<input checked="" type="checkbox"/>
<input type="checkbox"/>	eCheck	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Check	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>

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



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.