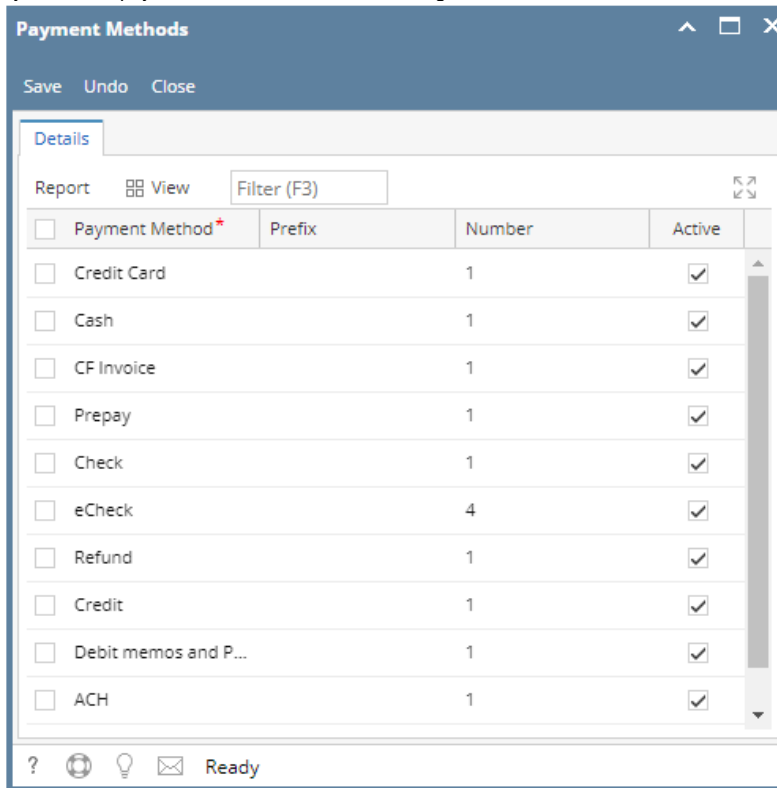
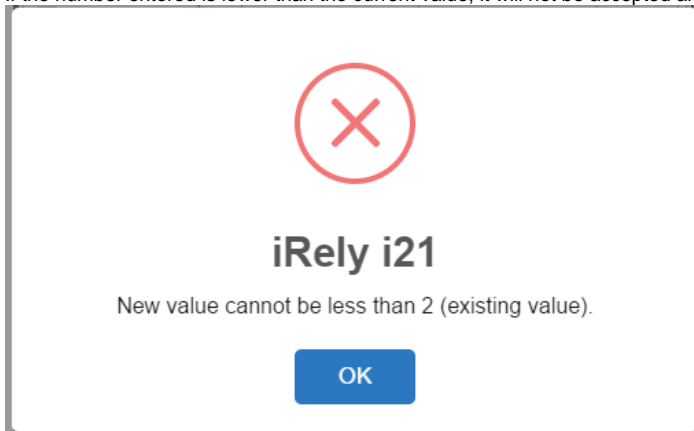


How to Assign Prefix and Number

1. On the user's menu panel go to **Common Info** folder then click **Payment Methods**
2. By default all payment methods' Number are assigned as 1 and Prefixes are blank

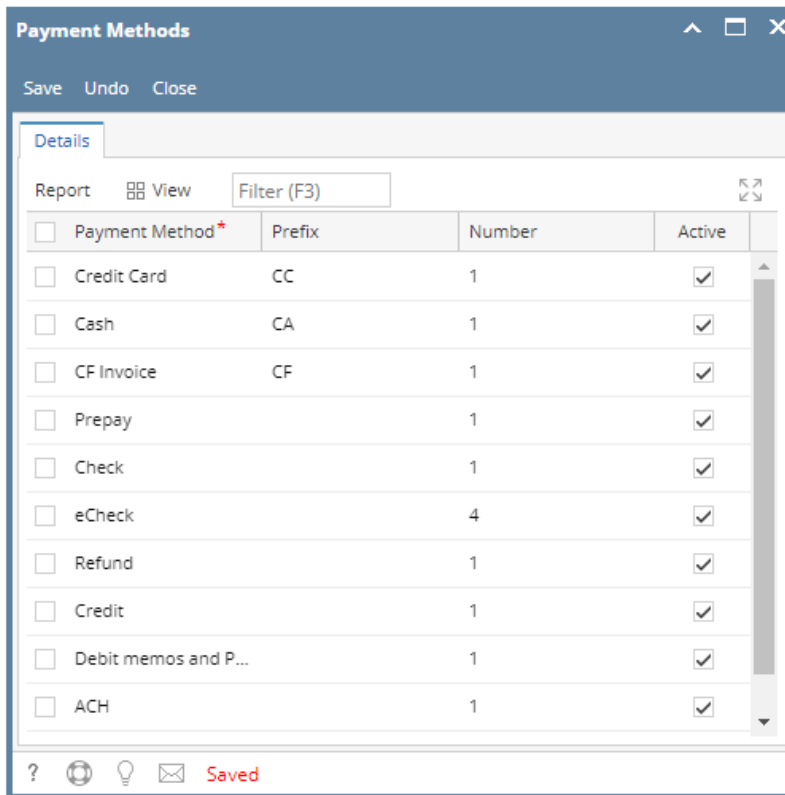


3. Enter a **Prefix** for the payment method
4. Change the **Number**
 - a. If the number entered is lower than the current value, it will not be accepted and this message will appear



- b. Number should always be higher than the current value

5. Click the **Save** button when done

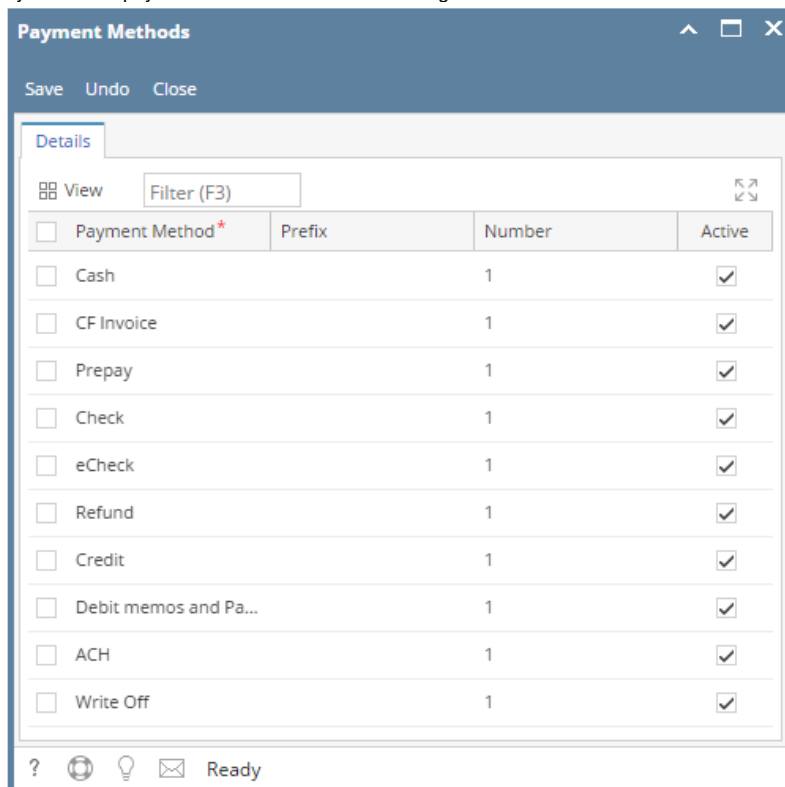


The screenshot shows the 'Payment Methods' window with the 'Details' tab selected. The window has a title bar with a maximize button and a close button. Below the title bar are buttons for 'Save', 'Undo', and 'Close'. The 'Details' tab is active, and there is a 'Report' button, a 'View' button, and a 'Filter (F3)' input field. The main area contains a table with the following columns: 'Payment Method*', 'Prefix', 'Number', and 'Active'. The table lists various payment methods, each with a checkbox, a prefix, a number, and an active status.

<input type="checkbox"/> Payment Method*	Prefix	Number	Active
<input type="checkbox"/> Credit Card	CC	1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cash	CA	1	<input checked="" type="checkbox"/>
<input type="checkbox"/> CF Invoice	CF	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		4	<input checked="" type="checkbox"/>
<input type="checkbox"/> Refund		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Credit		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Debit memos and P...		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> ACH		1	<input checked="" type="checkbox"/>

At the bottom of the window, there is a status bar with icons for help, a globe, a lightbulb, and an envelope, followed by the text 'Saved'.

1. On the user's menu panel go to **Common Info** folder then click **Payment Methods**
2. By default all payment methods' Number are assigned as 1 and Prefixes are blank



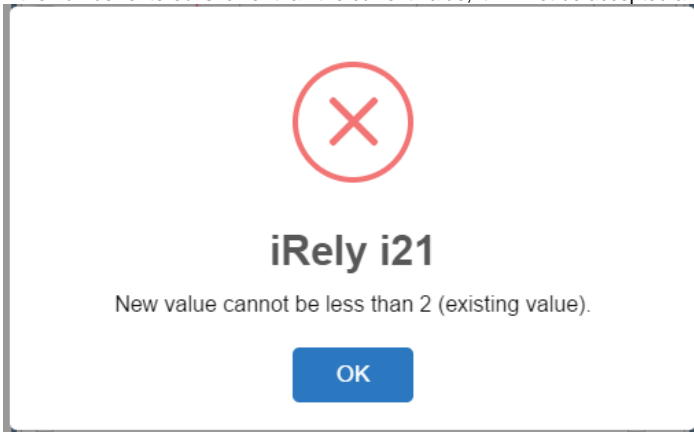
The screenshot shows the 'Payment Methods' window with the 'Details' tab selected. The window has a title bar with a maximize button and a close button. Below the title bar are buttons for 'Save', 'Undo', and 'Close'. The 'Details' tab is active, and there is a 'View' button and a 'Filter (F3)' input field. The main area contains a table with the following columns: 'Payment Method*', 'Prefix', 'Number', and 'Active'. The table lists various payment methods, each with a checkbox, a prefix, a number, and an active status.

<input type="checkbox"/> Payment Method*	Prefix	Number	Active
<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		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Refund		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Credit		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Debit memos and Pa...		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> ACH		1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Write Off		1	<input checked="" type="checkbox"/>

At the bottom of the window, there is a status bar with icons for help, a globe, a lightbulb, and an envelope, followed by the text 'Ready'.

3. Enter a **Prefix** for the payment method
4. Change the **Number**

- a. If the number entered is lower than the current value, it will not be accepted and this message will appear



- b. Number should always be higher than the current value

5. Click the **Save** button when done

