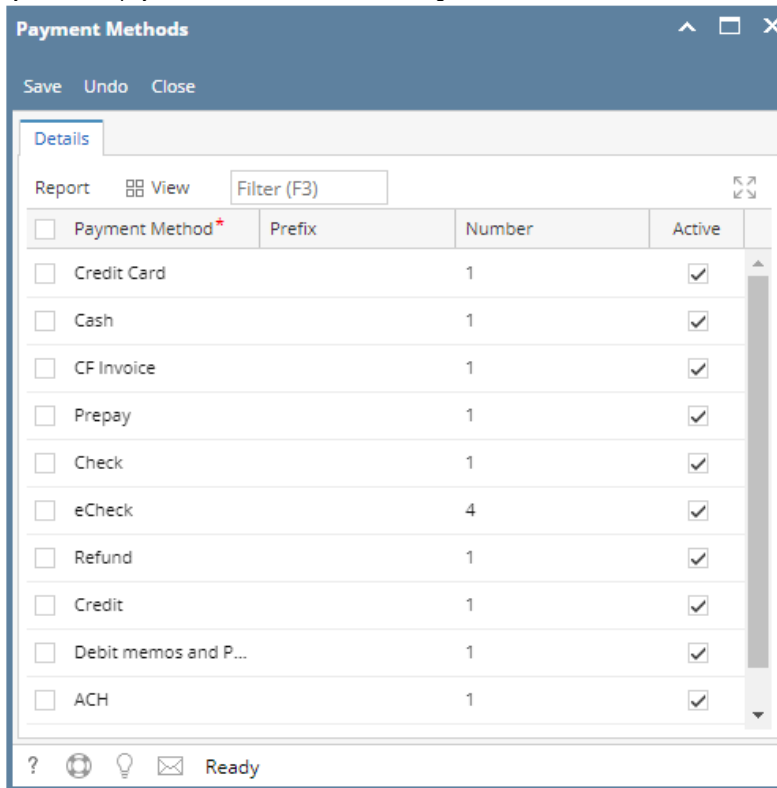
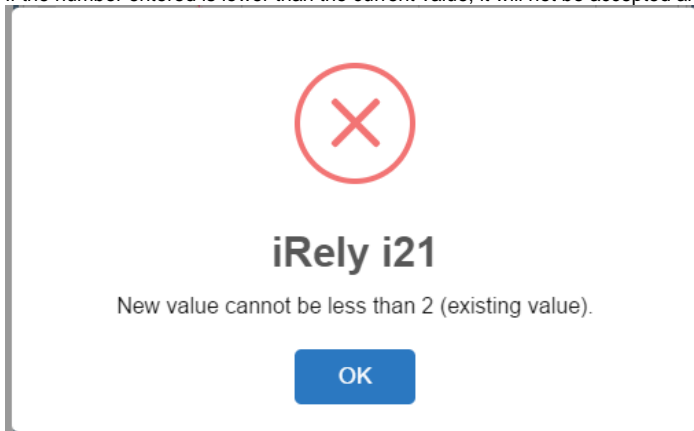


How to Assign Prefix and Number

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

- 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 main area contains a 'Report' button, a 'View' button, and a 'Filter (F3)' input field. Below these is a table with the following columns: 'Payment Method*', 'Prefix', 'Number', and 'Active'. The table lists 11 payment methods, all with 'Active' checked. The 'Number' column contains values: 1, 1, 1, 1, 1, 1, 4, 1, 1, 1, 1. The 'Prefix' column contains values: CC, CA, CF, and is blank for the others.

<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, search, and a 'Saved' indicator.

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

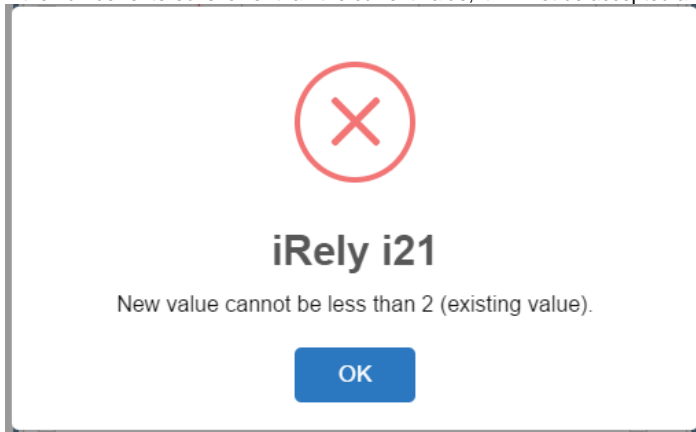
The screenshot shows the 'Payment Methods' window with the 'Details' tab selected. The window has a title bar with a maximize button and a close button. Below the title bar are buttons for 'Save', 'Undo', and 'Close'. The main area contains a 'View' button and a 'Filter (F3)' input field. Below these is a table with the following columns: 'Payment Method*', 'Prefix', 'Number', and 'Active'. The table lists 11 payment methods, all with 'Active' checked. The 'Number' column contains values: 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1. The 'Prefix' column is blank for all methods.

<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, search, and a 'Ready' indicator.

- Enter a **Prefix** for the payment method
- 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

