



HOW TO ADD NEW PAYMENT METHOD?

Scenario:

The company accepts different forms of payments from Clients such as Cash, Cheques, PD Cheques etc.

Resolution:

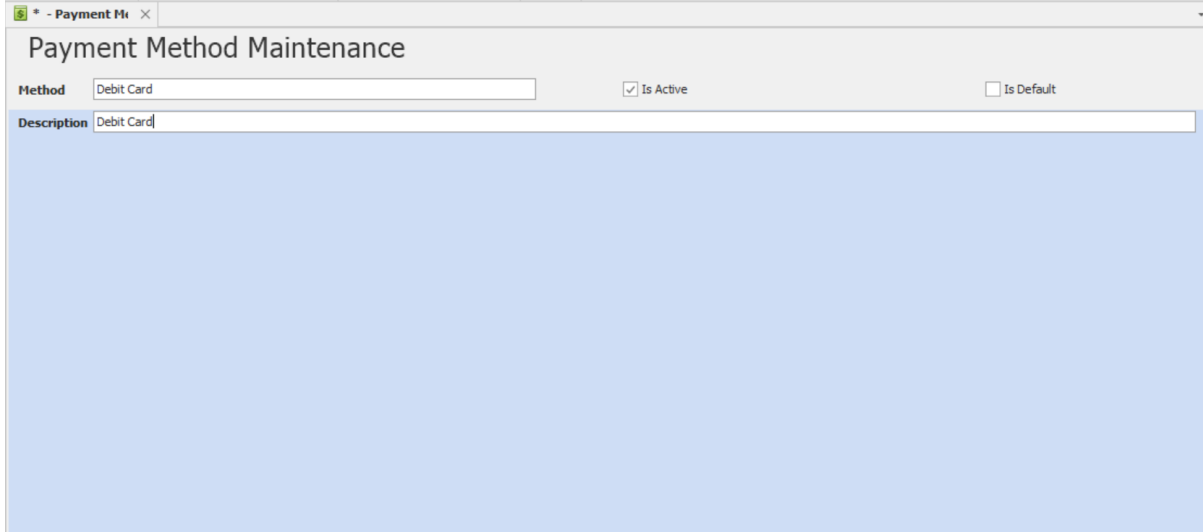
Add the different forms of payments in Payment Method Maintenance.

Procedure:

Go to General Ledger Module > Payment Method Maintenance



Fill out the Payment Method Maintenance Form, **Input** the Method, Description, Make sure to **Tick** "Is Active" Checkbox and **set** it as default if it is the most used Payment Method. Once done **Click** "SAVE".

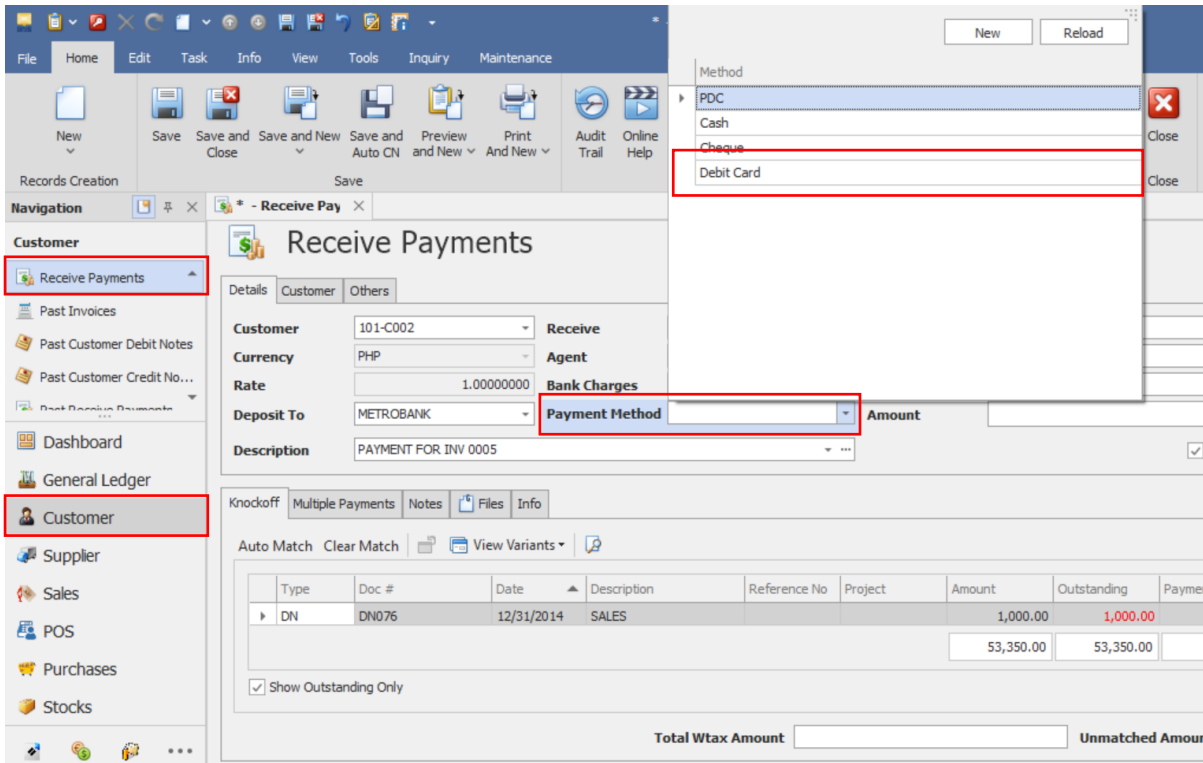


Payment Method Maintenance

Method: Debit Card Is Active Is Default

Description: Debit Card

After Saving, **Go** to Customer > Receive Payments and see that the new Payment Method exists



Receive Payments

Customer: 101-C002 Receive Agent: Bank Charges: Payment Method: Amount: Description: PAYMENT FOR INV 0005

Type	Doc #	Date	Description	Reference No	Project	Amount	Outstanding	Payment
DN	DN076	12/31/2014	SALES			1,000.00	1,000.00	
						53,350.00	53,350.00	

Total Wtax Amount: Unmatched Amount: