



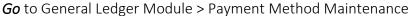
## Scenario:

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:







*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 M₄ ×									
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

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