



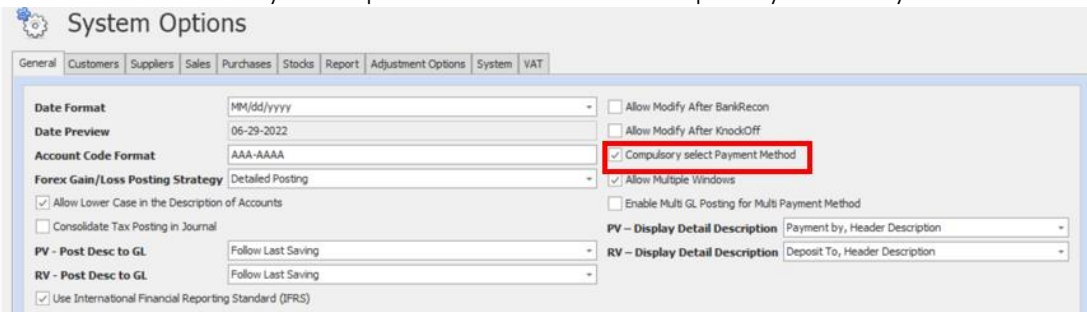
How to Set Compulsory Select Payment Method

Overview:

Payment Method can be categorized to Cash, Check, Gift Certificates etc. This field is available in payment related transactions such as Payment Voucher, Pay Bills, Receipt Voucher and Received Payment. Compulsory Select Payment Method is used to prompt end-users if in case they forgot or overlooked to select Payment Method.

Procedure:

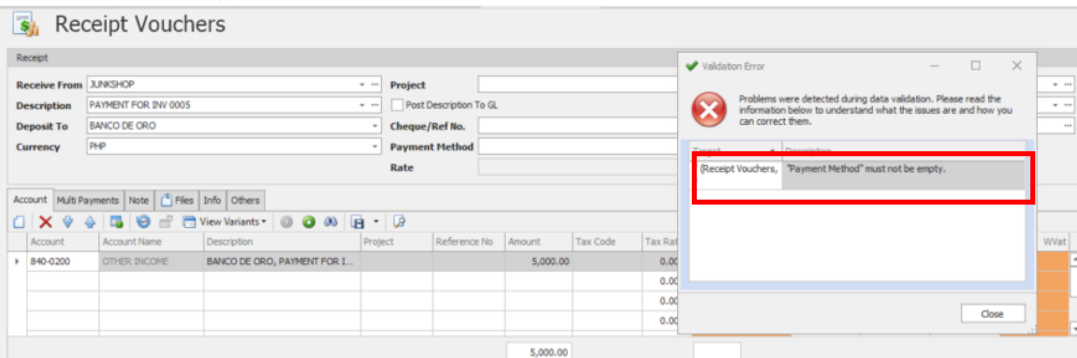
Go to Maintenance > System Options > General > Tick Compulsory Select Payment Method



The screenshot shows the 'System Options' window with the 'General' tab selected. The 'Compulsory select Payment Method' checkbox is checked and highlighted with a red box. Other options visible include 'Date Format' (MM/dd/yyyy), 'Date Preview' (06-29-2022), 'Account Code Format' (AAA-AAAA), 'Forex Gain/Loss Posting Strategy' (Detailed Posting), 'Allow Lower Case in the Description of Accounts' (checked), 'Consolidate Tax Posting in Journal' (unchecked), 'PV - Post Desc to GL' (Follow Last Saving), 'RV - Post Desc to GL' (Follow Last Saving), 'Use International Financial Reporting Standard (IFRS)' (checked), 'Allow Modify After Bank Recon' (unchecked), 'Allow Modify After KnockOff' (unchecked), 'Allow Multiple Windows' (checked), 'Enable Multi GL Posting for Multi Payment Method' (unchecked), 'PV - Display Detail Description' (Payment by, Header Description), and 'RV - Display Detail Description' (Deposit To, Header Description).

How does it work?

Create any Payment related transaction e.g. Receipt Voucher, fill-in the necessary details and leave the Payment Method as blank. Upon clicking Save Button, prompt message will appear to remind the user that the field is required.



The screenshot shows the 'Receipt Vouchers' form with a validation error message box. The message states: 'Problems were detected during data validation. Please read the information below to understand what the issues are and how you can correct them.' The specific error is: 'Receipt Vouchers, "Payment Method" must not be empty.' The error message is highlighted with a red box. The form fields include 'Receive From' (JUNKSHOP), 'Description' (PAYMENT FOR INV 0005), 'Deposit To' (BANCO DE ORO), 'Currency' (PHP), 'Project', 'Cheque/Ref No.', 'Payment Method', and 'Rate'. A table at the bottom shows a transaction with 'Account' 840-0200, 'Description' OTHER INCOME, 'Amount' 5,000.00, and 'Tax Rate' 0.00.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>