



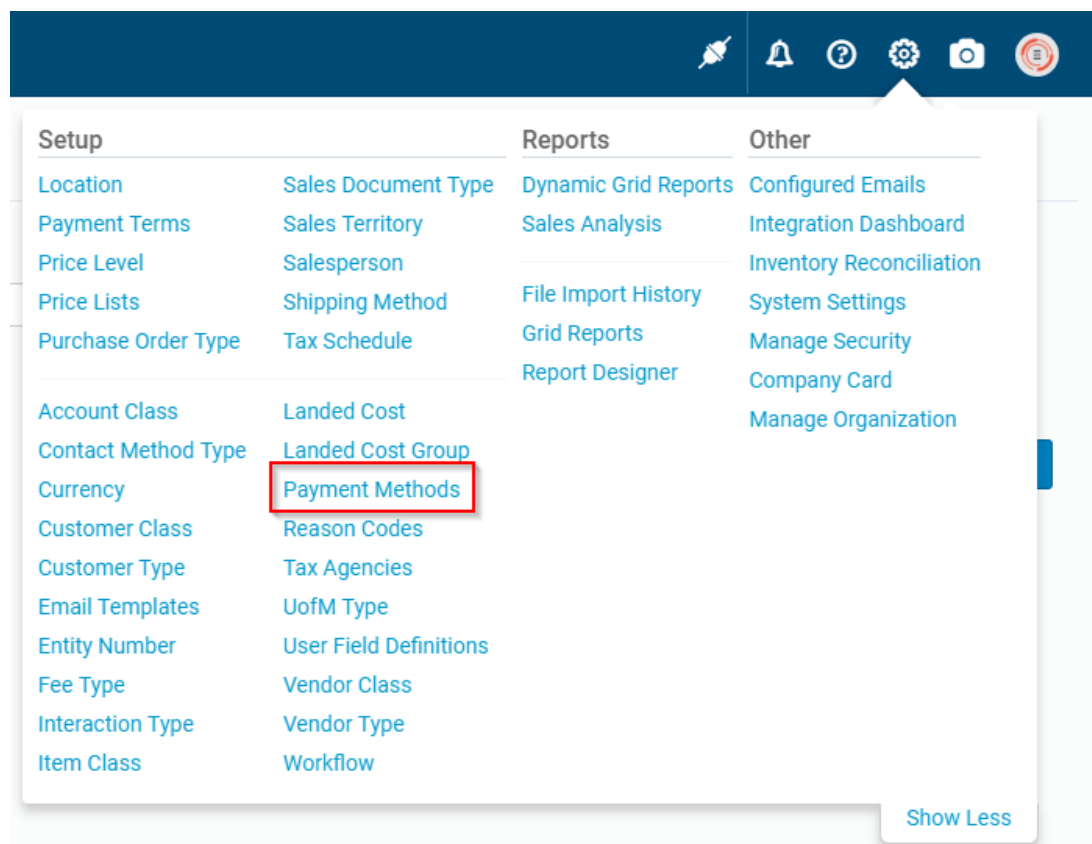
## Payment Method

Megan De Freitas - 2024-12-02 - Settings

### Overview

Payment Methods allow you to set up different means of accepting payment from customers.

To get started, select **Payment Methods** from the Settings menu.



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### Payment Methods

#### Create a Payment Method

To create a Payment Method, click the **Create Payment Method** button in the upper left-hand side of the screen.

## Payment Method Setup

Create Payment Method

Payment Method Setup

Active

Inactive

The Create Payment Method drawer will appear. Give your Payment Method a name and assign it a Payment Type, then click **Save** to close the drawer and create your Payment Method.

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### Edit a Payment Method

To edit an existing Payment Method, first select the Payment Method from the list on the left-hand side of the Payment Method screen.

## Payment Method Setup

Create Payment Method

Payment Method Setup

Active

Inactive

Once you've selected the Payment Method you want to edit, make your changes in the information fields on the right-hand side of the screen.

Payment Method	Payment Type
<input type="text" value="Cash"/>	<input type="text" value="Cash"/>
<input type="checkbox"/> Inactive	
<input type="button" value="Save"/>	

When you've finished making your changes, click **Save**.

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### See it in Action

Payment Methods are used when creating [new payments](#) in the Payments tab of a sales document.

## New Payment



Payment Type

Payment



Payment Method



Searching...

American Express



Cash

Check

Diners Club

Discover

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