Payment Method

Contents

1 Payment Method

This screen allows you to maintain the payment methods in the system. These are used when you create carriers in the Carriers screen.

You can query data by and/or choose to display data as follows:

- *Code* - the payment method code.
- *Description* - the payment method description.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- **New** - create a new record.
- **Save** - save a new record or changes to an existing record.
- **Delete** - delete an existing record.
- **Help** - help on this screen.
- **Undo** - undo change made since last save.
- **Clear** - clear all fields.
- **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

- *Code* - the payment method code.
- *Description* - the payment method description.

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