## **Payment Method**

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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:

- D New create a new record.
- B Save save a new record or changes to an existing record.
- Delete delete an existing record.
- 7 Help help on this screen.
- **5** 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.

