



## Payment Types

SOP 139

Revision B, 10/30/2020

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### PURPOSE:

Payment types define the acceptable methods by which payment will be received during the invoicing process within DEACOM. Common payment types include cash, check, credit cards and bill me later options.

In DEACOM, the payment type field is available on the process check and invoicing/enter payment screens when performing the following transactions:

- Entering sales order payments
- Performing a check run
- Manually entering checks

A default payment type may be setup but users will be able to select from all active payment types using the drop down list on the process check and invoicing/enter payment screens.

### PROCESS:

1. Navigate to Accounting > Maintenance > Payment Types
2. Click New
3. Enter a name
4. If you are using POS; enter the following otherwise skip to step 6
  - a. POS Payments – enter the GL account that will be debited when the payment is received
  - b. POS reconciliation account
  - c. POS gain/loss
5. Credit card mask - Defines the mask for credit card numbers when entering one-time card numbers against sales transactions or adding stored card numbers to bill-to customers.
6. Click Active
7. Click Default if you want this to be the default payment type
8. Include in Reconciliation is only needed if you are using POS
9. Validation ID req'd- check if you want to require ID when accepting the payment
10. Allow cash back – when using POS if you want to be able to give change
11. Credit Card – check this box if the payment type is a credit card.
12. Click Save
13. Click Exit

### REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/15/18	Button names
B	10/30/20	Change to v16 Menu names