

Set Up Payment Methods

What's the purpose of this setup step?

This step shows you how to change and add new payment methods. A payment method is the form of payment that one of your customers uses to pay you. Your Cyrious Control system comes with several payment methods pre-loaded into it.

In this step you will do the following:

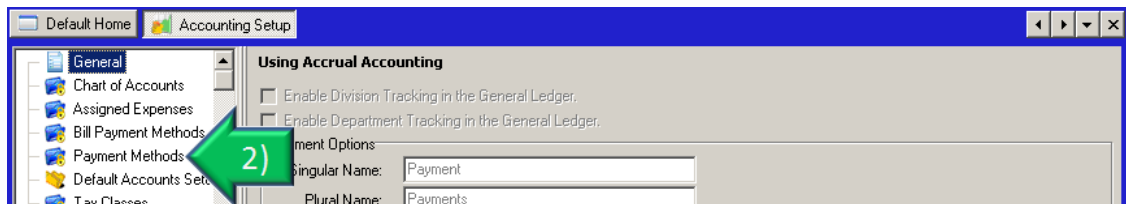
- A. Choose which payment methods to leave visible and which to hide.
- B. Review, and modify if desired, the payment methods.
- C. Create a new payment method.

A. Choose which payment methods to leave visible ("Active") and which to hide (set "Inactive").

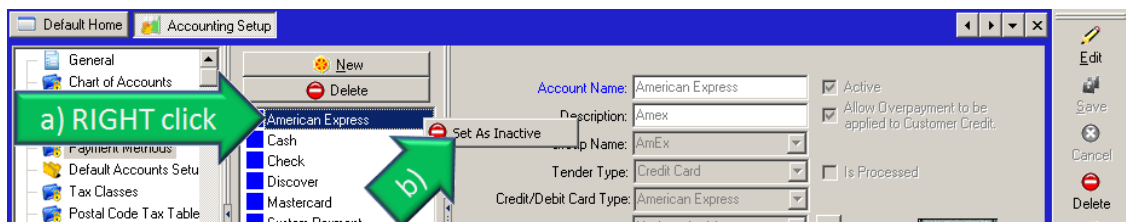
- 1) Click **Setup**.
 - a) Click **Accounting Setup**.



- 2) Click **Payment Methods**.



- 3) Here's how you can deactivate a payment method that you do not want to use.
 - a) Right click the payment type that you want to hide, or make inactive.
 - b) Click **Set as Inactive**.



B. Review, and modify if desired, the payment methods.

Here's an explanation of the fields for the payment methods, for your convenience:

The screenshot shows a software window titled "System Account" with a sidebar on the left containing a list of payment methods: American Express, Cash, Check, Discover, Mastercard, System Payment, and Visa. The "Cash" method is selected. The main area contains several fields and checkboxes, each with a numbered callout (1-11) pointing to it. The fields are: Account Name (Cash), Description (Cash), Group Name (Payment Accounts), Tender Type (Cash), Default Bank Account (Undeposited Cash-Ch), and Max Change (0.00). The checkboxes are: Active (checked), Allow Overpayment to be applied to Customer Credit (unchecked), and Can give cash back in change (checked). There are also two image selection buttons, each with a dollar bill icon.

1. System: The text "System Account" displays if this is a "System" payment method. You'll notice that the list of payment methods also includes one called "System Payment," which is a System payment method used by Control for internal payment transfers (such as when an order is voided and a previous payment balance is transferred to the customer credit).
2. Account Name: This is the name of this type of payment method.
3. Description: A description which can be different than the Account Name.
4. Group Name: Payments may be grouped for reporting purposes. This is commonly used so that MasterCard and Visa are shown in the same report groups. You may select a previously entered group or just type in a new one.
5. Tender Type: The type of payment. You are limited to the choices on the list. Different types will reveal different fields.
6. Default Bank Account: Generally this will be one of the "Undeposited Funds" accounts. This enables you to have the payments that you've processed sit in these Undeposited Funds accounts until you make a bank deposit or process the batch of credit card charges. Using the Undeposited Funds accounts will make it easier for you to track your money and reconcile your bank statement.
7. Max Change: If you allow cash change to be returned, what is the most cash that you'll allow to be given? Check item #10 if you plan to use this.
8. Active: Active means that the payment method will be visible and can be used.
9. Allow Overpayment to be applied to Customer Credit: Checking this box allows you to accept payment that is more than the amount due. The excess becomes a customer credit in the liability account called Customer Credit.
10. Can give cash back in change: Checking this box allows cash to be given as change. This field is only on some of the payment methods. You must check this to use item #7.
11. The image: These images should match the payment method. They are used on the payment entry screen to make it more user-friendly.

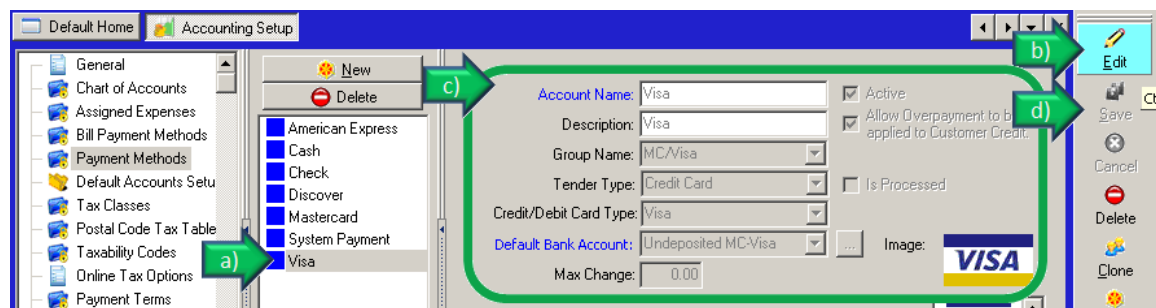
Other fields that apply to only certain types of payment methods:

Credit/Debit Card Type: The type of credit card. You are limited to the choices on the list.

Is Processed: Check this box if you are using the Cyrious credit card processing module. **WARNING:** If this box is not checked the payment will not be processed online even if turn on the credit card module!

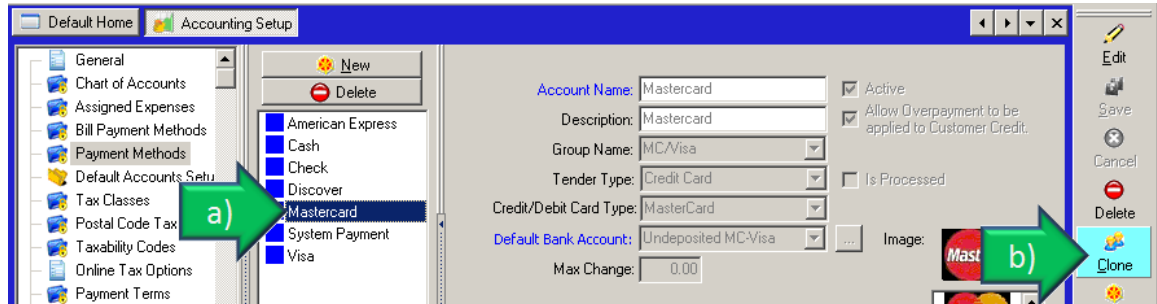
1) Here's how you revise the name or other information on a payment method.

- a) Click on the payment method in the list.
- b) Click **Edit**.
- c) Change the name or other information.
- d) Click **Save**.

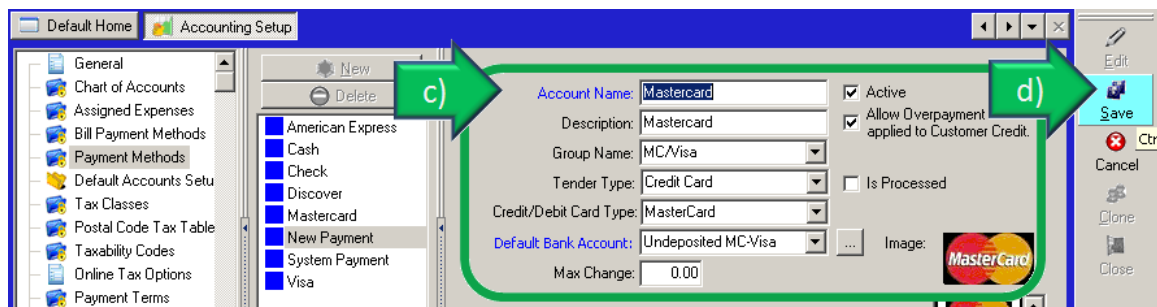


C. Create a new payment method. There are two ways to add a new payment method.

- 1) Here's how you add a payment method if you CAN find a payment method that is very similar.
 - a) Click on the payment method that is similar to the one that you want to add.
 - b) Click **Clone**.



- c) Type in the **Account Name** of the new payment method and revise the other information where necessary.
 - d) Click **Save**.



- 2) Here's how you add a payment method if you CANNOT find one that is very similar. Repeat the steps in C.1) above, except click on the **New** button, not the **Clone** button

Now your payment methods are verified and ready. It's time to go to the next step.