

Set Up Bill Payment Methods

What's the purpose of this setup step?

This step shows you how to change and add new payment methods for paying your bills. A bill payment method is the form of payment that you use to pay the bills from your vendors for the materials, equipment or services they provide. Your Cyrious Control system comes with several bill payment methods pre-loaded into it.

In this step you will do the following:

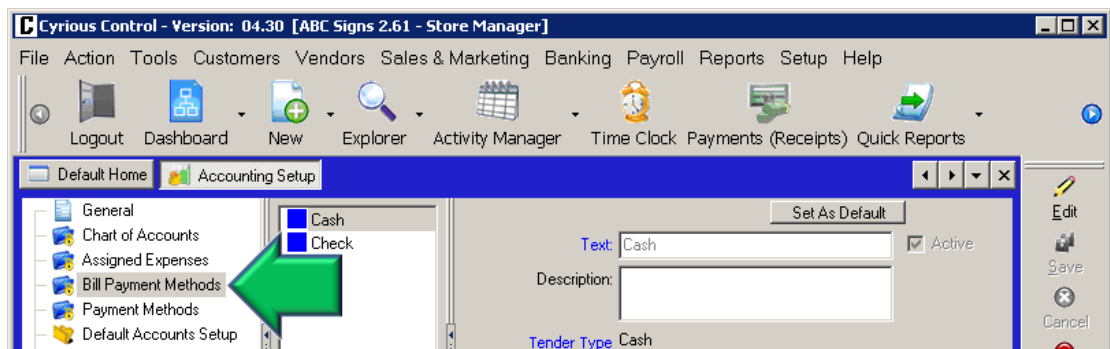
- A. Choose which bill payment methods to leave visible and which to hide.
- B. Review, and modify if desired, the payment methods.
- C. Create a new bill payment method.

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

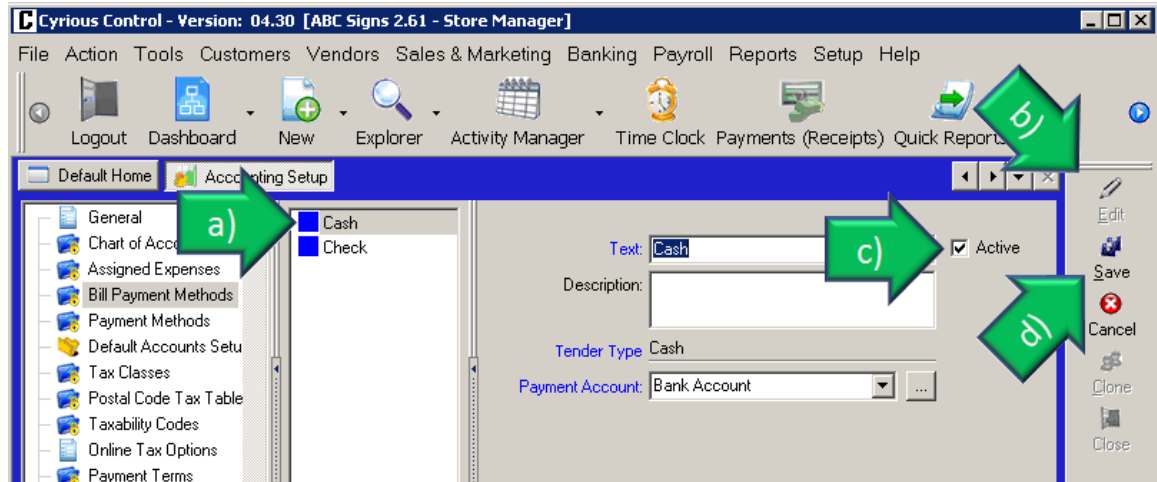
- 1) Click **Setup**.
 - a) Click **Accounting Setup**.



- 2) Click **Bill Payment Methods**.

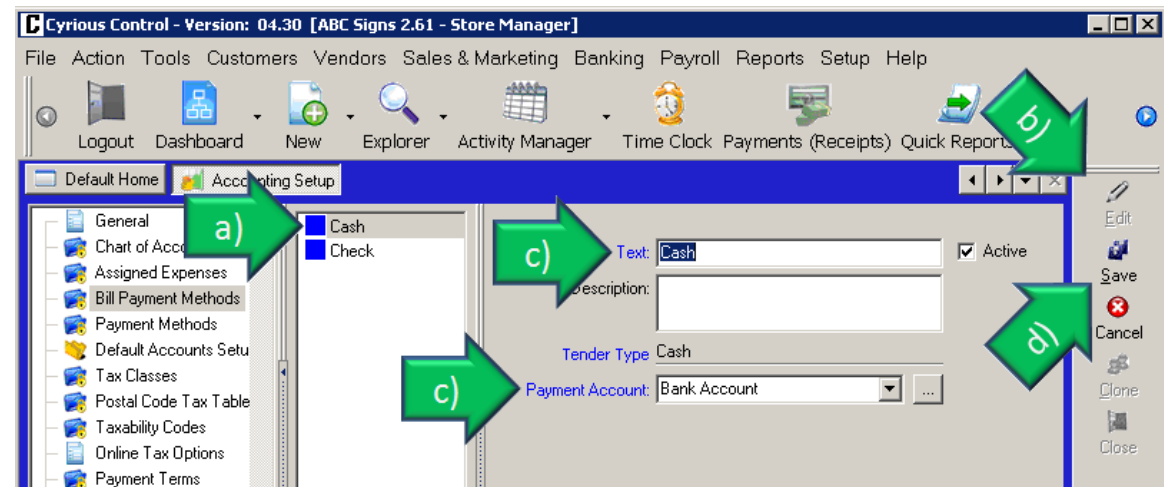


- 3) Here's how you can deactivate a bill payment method that you do not want to use.
 - a) Click the bill payment type that you want to hide, or make inactive.
 - b) Click **Edit**.
 - c) Uncheck the **Active** box.
 - d) Click **Save**.



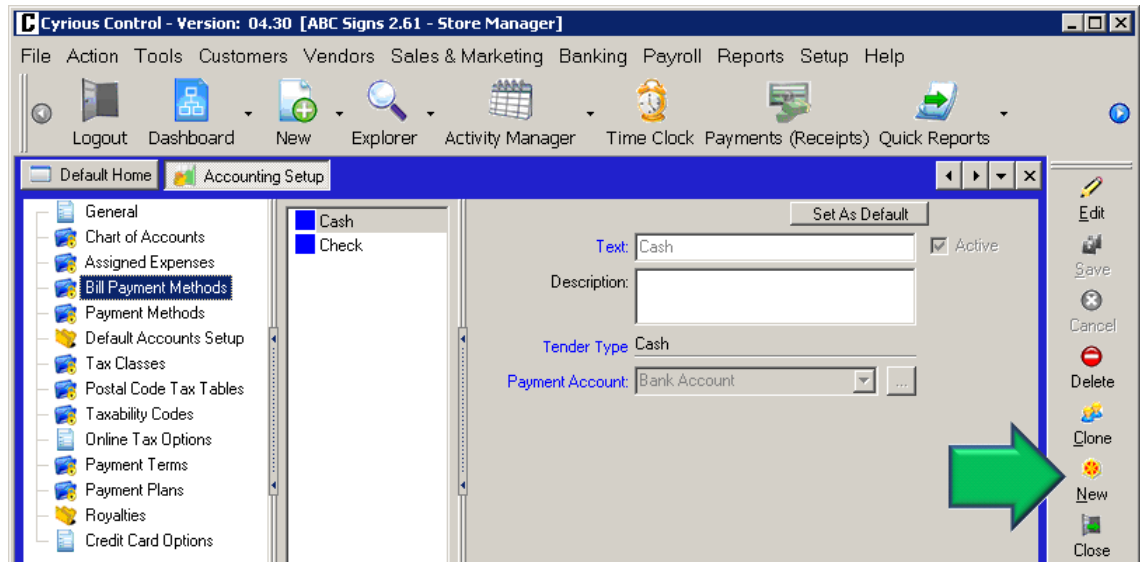
B. Review, and modify if desired, the bill payment methods.

- 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 **Text** (the name you want to call it) or **Payment Account**.
 - d) Click **Save**.

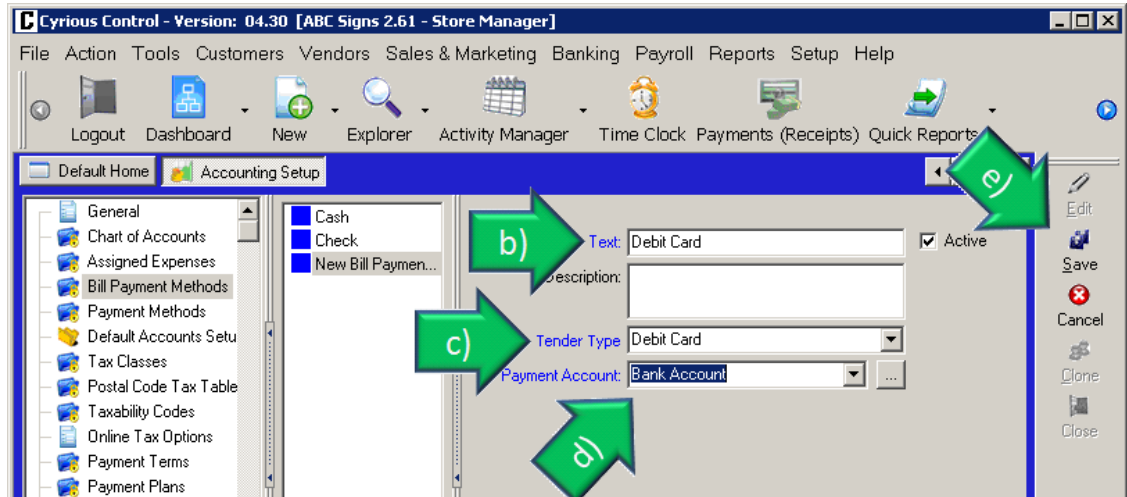


C. Create a new bill payment method.

- 1) Here's how you add a bill payment method:
 - a) Click **New**.



- b) Type in the **Text**.
 - c) Type in the **Tender Type**.
 - d) Type in the **Payment Account**.
 - e) Click **Save**.



- 2) Repeat the steps until you've added all the bill payment types you need.

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