



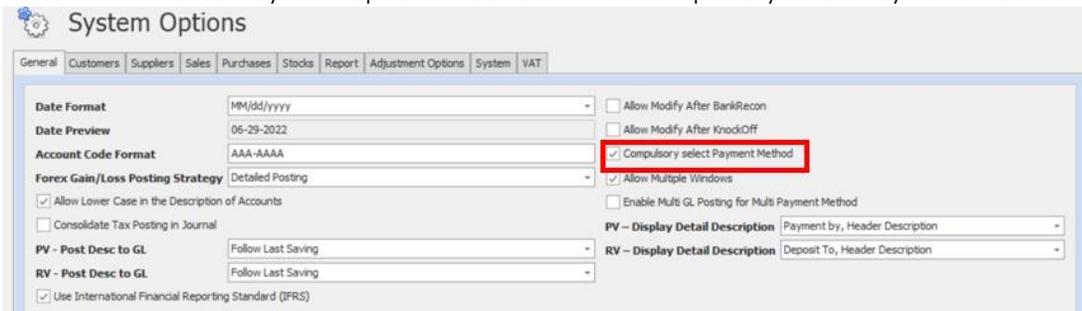
How to Set Compulsory Select Payment Method

Overview:

Payment Method can be categorized to Cash, Check, Gift Certificates etc. This field is available in payment related transactions such as Payment Voucher, Pay Bills, Receipt Voucher and Received Payment. Compulsory Select Payment Method is used to prompt end-users if in case they forgot or overlooked to select Payment Method.

Procedure:

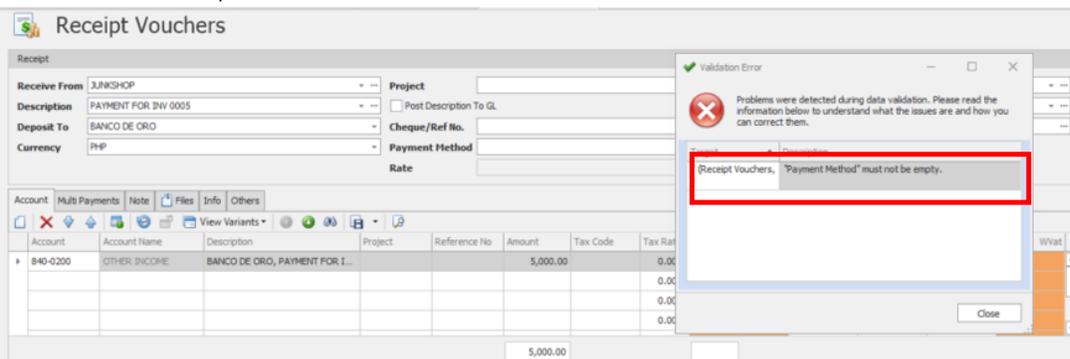
Go to Maintenance > System Options > General > Tick Compulsory Select Payment Method



The screenshot shows the 'System Options' window with the 'General' tab selected. The 'Compulsory select Payment Method' checkbox is checked and highlighted with a red box. Other options include 'Allow Modify After BankRecon', 'Allow Modify After KnockOff', 'Allow Multiple Windows', and 'Enable Multi GL Posting for Multi Payment Method'. The 'PV - Display Detail Description' and 'RV - Display Detail Description' dropdowns are also visible.

How does it work?

Create any Payment related transaction e.g. Receipt Voucher, fill-in the necessary details and leave the Payment Method as blank. Upon clicking Save Button, prompt message will appear to remind the user that the field is required.



The screenshot shows the 'Receipt Vouchers' form with a validation error dialog box. The error message states: 'Receipt Vouchers, "Payment Method" must not be empty.' The 'Payment Method' field in the form is empty. The dialog box is highlighted with a red box.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>