

# Payment Options

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When highlighting the Payment Options menu option from the customer tree, the Active Pane will display any Credit Card or ACH Bank records that exist for the Customer. Only the last four digits of Credit Cards and/or the Customer Bank Accounts are displayed for security purposes. The far right column of the Active Pane shows a field labeled Auto. If the Auto flag is set to Y, this credit card or customer bank will be used for processing automatic payments for cycle invoices.

A report is available from the Report Manager, [EFT Customer Listing] that a User may produce which will list all Credit Cards that will expire by a particular date. We encourage Users to make use of this report so as not to receive declined transactions due to an expired credit card.

When right-clicking on the Payment Options tree option, two options are available: Edit Electronic Funds Transfer and Enter New EFT Transaction.

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## **Edit Electronic Funds Transfer**

This menu option is used to set up Credit Card or Customer Bank information if the customer will be paying invoices electronically.

Selecting this option will open the EFT Setup form. This is a dual-purpose form that is used for setting up both Credit Card information and Customer Bank information.

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## **Enter New EFT Transaction**

This menu option is used to set an electronic payment with either a credit card or bank account on file with a customer for:

- one particular invoice
- multiple customer invoices
- unapplied cash

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