




# Defining Payment Codes in Accounts Receivable

Payment codes let you set up recurring payments for customers who you receive regular funding from. Examples include financial aid, scholarships, and ACH withdrawals.

If you are [tracking families](#), payment codes are associated with a family record. Once attached to a family, you can generate payments from the codes.

1. Under Advanced Tools, click the **Define Lists** tab.
2. Select **Accounts Receivable** from the drop-down list and click **Go** .
3. Click **Payment Codes**, then **Add**.
4. Enter the information for the new code. Use the field descriptions in this topic for reference.
5. Click **OK**, then **Close**.

1. Under Advanced Tools, click the **Define Lists** tab.
2. Select **Accounts Receivable** from the drop-down list and click **Go** .
3. Click **Payment Codes**, then select the code you want to delete.
4. Click **Delete**, and confirm the action. If customers are currently assigned the code, the program notifies you.
5. Click **Close**.

1. Under Advanced Tools, click the **Define Lists** tab.
2. Select **Accounts Receivable** from the drop-down list, then click **Go** .
3. Click **Payment Codes**, then **Print**.
4. To include a list of the individuals assigned to each code, click **Include Detail?**
5. To include inactive codes, click **Include Inactive Lists?**
6. Click **Preview** to view the report on screen or **Print** to send the report to your printer.
7. Click **Close**.

## Additional Field Information

### **Payment code**

Enter the next available code. This can be up to six alphanumeric characters long. If you use numbers of fewer than six characters, leading zeros are inserted.

### **Pay Type**

In the **Pay Type** drop-down list, select the payment code's pay type.

### **Payment Description**

Enter a phrase that sums up the purpose of the payment code: "Financial Aid," for example. This description displays on transactions, inquiries, statements, etc.

### **Fee Description**

Select a fee to associate with this payment code for general ledger posting. You can set up fees in the Define Lists window.

### **Default Frequency/Amount**

Enter the frequency and amount to use when assigning this code to customers. These are only defaults, and you can change them on a customer-by-customer basis after they are assigned.

### **Transfer from scholarship account**

If setting up a payment credit for a scholarship, you can post a scholarship transfer when posting the credit. You could use this if the scholarship money is currently held in a liability or restricted account in the general ledger and you would like to move it to the revenue account of the invoice to which the credit will be applied. Whether cash or accrual, the transfer debits the scholarship account and credits the invoice's income account.