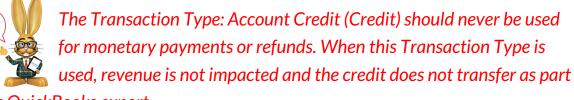
Set up Drop-down Lists for use with Account Credits

Last Modified on 06/05/2019 8:46 pm ED3

Before adding a non-monetary credit, you'll want to update a couple of your drop-down lists, so that the credits can be reported separately from real revenue. Add new drop-down names by following the steps below.

- 1. Point to **Tools** and click **Edit Settings**.
- 2. In the left menu select **Drop-down Lists**.
- 3. Click **Transaction Type** in the left menu.
- 4. Click Add Row.
- 5. Add a new Transaction Type namedAccount Credit and set is as Credit.
- 6. Save Changes.
- 7. Click **Payment Method** in the left menu.
- 8. Click **Add Row** to add payment methods to define the credits. (Example: Groupon, Gift Certificate, Scholarship, Fundraiser, Class Credit, etc.)
- 9. After adding payment methods, **Save Changes**.



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