SALES STUDIO CONFIGURATION

DELETE A PAYMENT FACTOR

Quotes created in Sales Studio can have one or more payment options based on *Payment Factors* that have been created.

These Payment Factors are used to calculate monthly **repayments** for the quote payment options.

When printing, each Payment Option will print on a new page, as if it were a separate quote, allowing the customer to choose the option they wish to accept.

Each payment option has a *default* Payment Factor.

Adding an item to a quote also adds item price options for each quote Payment Option and if *more* options are added corresponding item price options are automatically added based on the Payment Option's default Payment Factor.

Follow the process set out below to **delete** a Payment Factor.
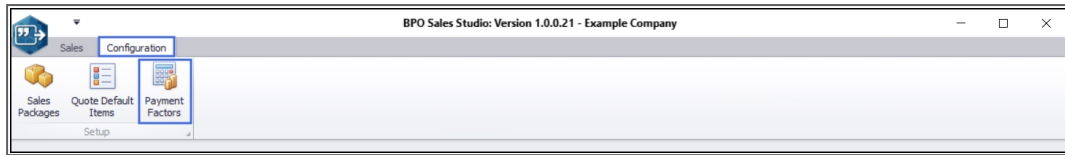
Version Compatibility

- BPO2 v 2.3.0.2
- Sales Studio v 1.0.0.21
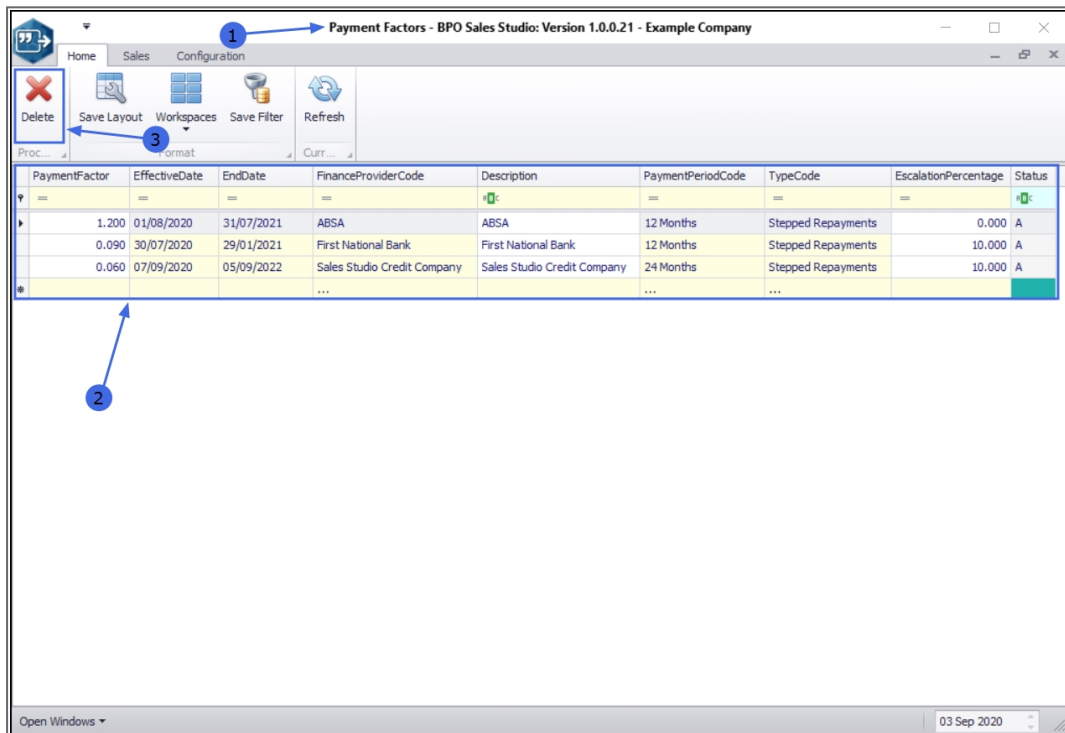- Configurator v 2.2.0.0
- CRM v 3.5.7.5

Ribbon Access: *Sales Studio > Configuration > Payment Factors*

THE PAYMENT FACTORS LISTING SCREEN

1. The *Payment Factors* listing screen will open.
2. Here you will find a data grid of Payment Factors already set up on the system.
3. There is only **1** Processing button in this screen: **Delete**, which will be covered further on, in this manual.

GENERAL BPO2 INTERFACE FUNCTIONALITY

The following basic BPO2 functionality applies in this screen:

1. **Format**:
   - [Save Layout](#)
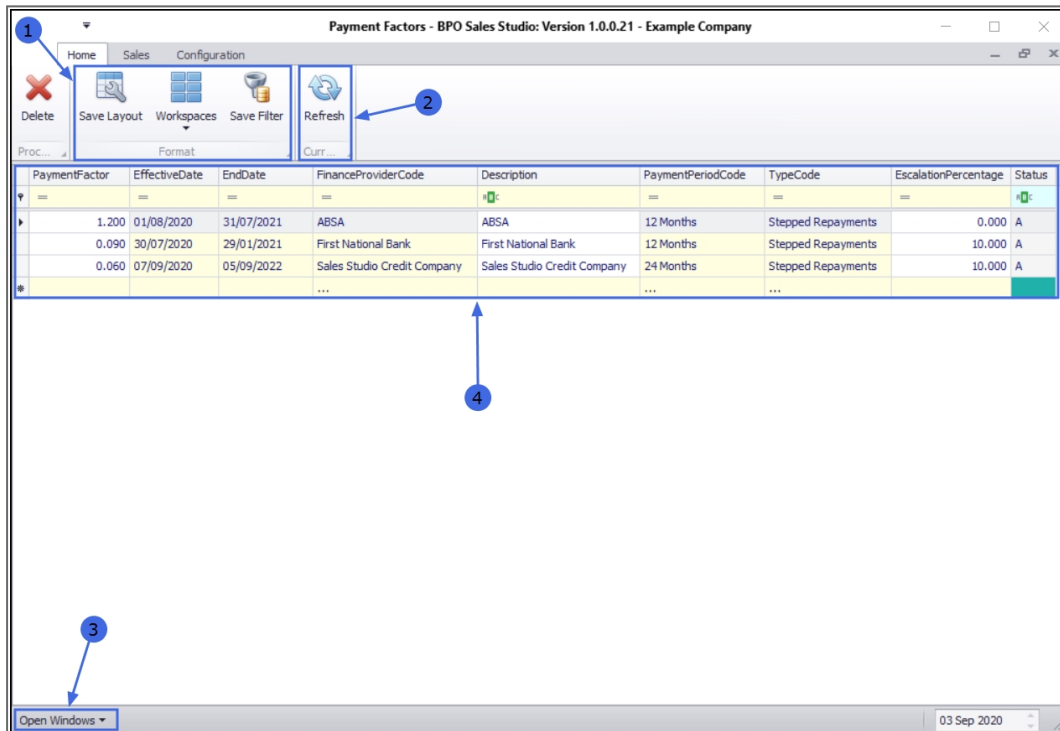   - [Workspaces](#)
   - [Save Filter](#)

2. **Current**:
   - Refresh: Clicking on this button will update the currently displayed page.
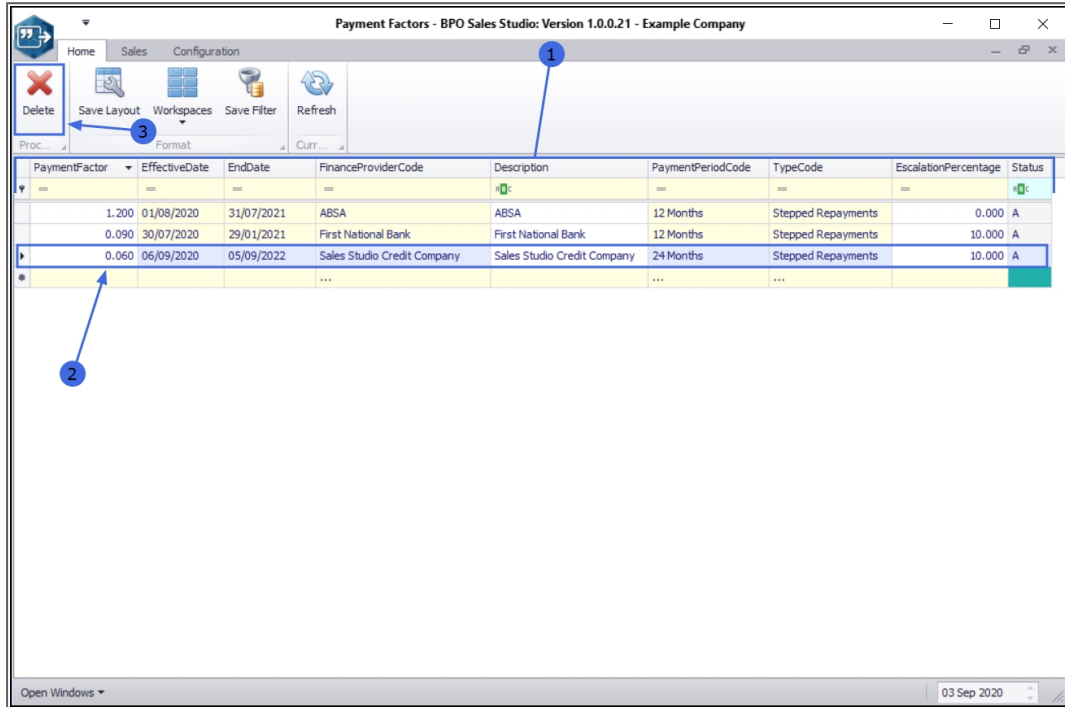
3. **Open Windows**:
   - [Open Windows](#)

4. **Data Grids**:
   - Refer to [Using BPO Data Grids](#) and [Data Grid Filtering](#) for further information regarding data grid functionality that can be utilised here.
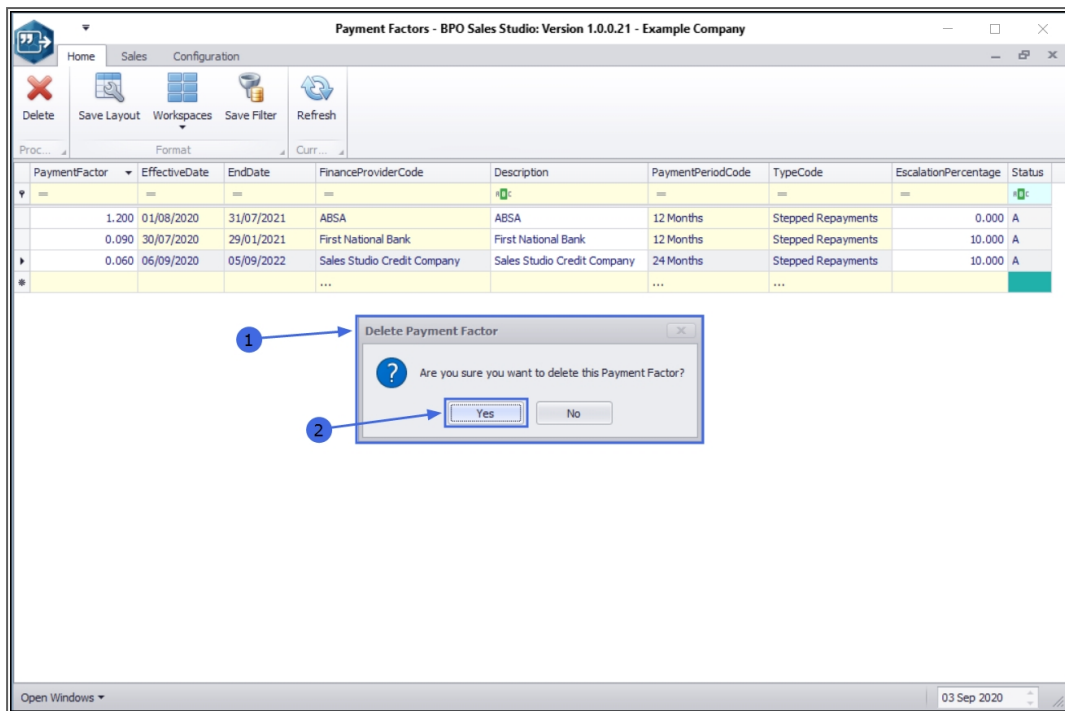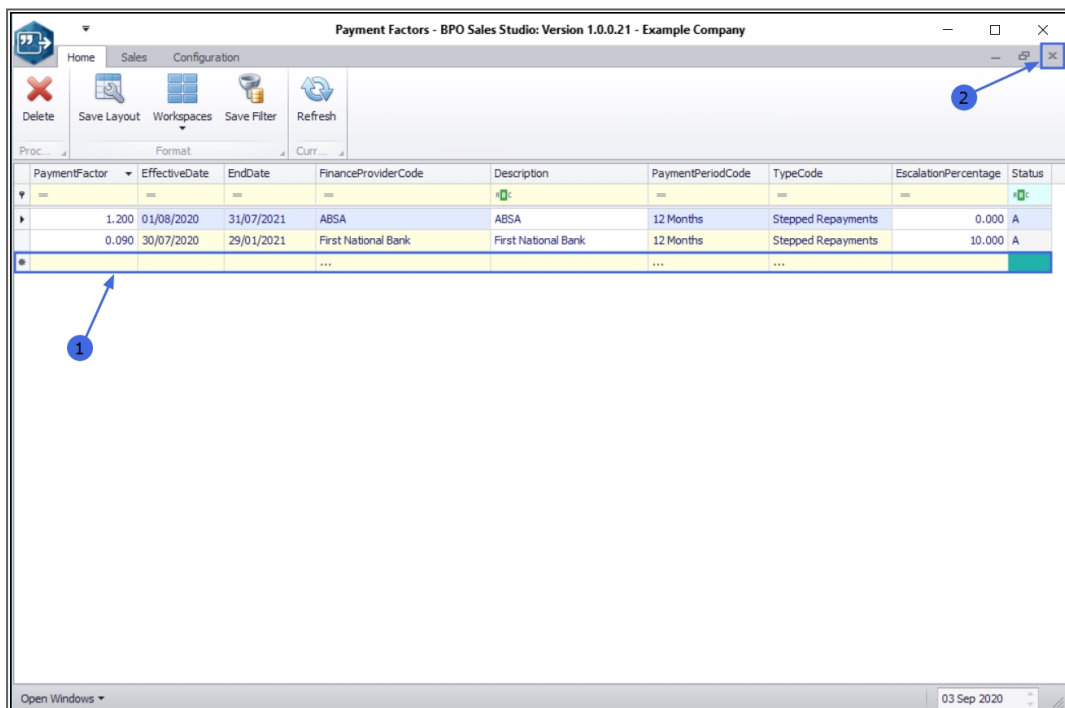
SELECT PAYMENT FACTOR TO BE DELETED

1. In the *Payment Factors* data grid,
2. Select the *row* of the Payment Factor that you wish to delete.
3. Click on *Delete*.

1. A *Delete Payment Factor* message box will pop up asking;
   - *Are you sure you want to delete this Payment Factor?*
2. Click on *Yes*.

1. The screen will refresh and the selected Payment Factor details will be *deleted*.

2. *Exit* the screen when you are done.

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