

# Payment Processing Rules - Inactivate Rules

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Version 21.2

**Path: Billing tab > More button (Customize group) > Payment Processing Rules**



**User Permission:** To access the module, users must have the `Billing_Payment_Processing_Rules` security permission.

## Inactivate a Payment Processing Rule

Payment Processing rules that are no longer applicable can be inactivated in the Payment Processing Rules window. Rules cannot be deleted or removed from OP's system, only inactivated.

1. Navigate to the **Payment Processing Rules Module** window by following the path above.
2. Select the **rule** to be inactivated from the grid on the left side of the window.
3. Click the **Edit** button.
4. The criteria fields become editable and display the rule information. Enter an **End Date** prior to today's date.
5. Click the **Save** button. The updated rule is inactive and will no longer appear in the grid to the left.

## View Inactive Payment Processing Rules

Rules that have been marked inactive remain in the system but do not display in the grid by default. To view the inactive rules,

1. Navigate to the **Payment Processing Rules Module** window by following the path above.
2. Check the **Show Inactive** checkbox at the top right of the window.
3. Both Active and Inactive rules will show in the grid. An inactive rule can be identified by the **Expired Date** column showing a date before today's date. Click the **filter** button in the Expired Date column to filter by date and show only inactive rules.