Shipping Methods

Document #:	3418	Product:	CenterPoint®

Shipping methods are available to help speed up transaction entry. Set up a description for each of your shipping methods to avoid having to enter that information each time you add an invoice. For example, if you normally ship UPS, you can set that as your default when you create customers and avoid having to enter that information each time.

[Create a New Shipping Method](#)

[Edit/Change an Existing Shipping Method](#)

[Delete an Existing Shipping Method](#)

[Copy a Shipping Method](#)

[Combine Two Shipping Methods](#)

Create a New Shipping Method

1. Select **Setup > Sales > Shipping Methods**.
2. Click **New**.
3. Assign an **Abbreviation** and **Name** for this shipping method.
4. Click **Save** to save the shipping method and return to the List tab, or click **Close** to save the shipping method and close the Shipping Methods screen.

Edit/Change an Existing Shipping Method

All information on an existing shipping method can be modified.

1. Select **Setup > Sales > Shipping Methods**.
2. Select the shipping method to be changed and click **Edit** (or simply double-click on the appropriate shipping method). Edit the details as needed.
3. Click **Save** to save the shipping method and return to the List tab, or click **Close** to save the shipping method and close the Shipping Methods screen.

Delete an Existing Shipping Method

The delete button completely removes a shipping method from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system.

1. Select **Setup > Sales > Shipping Methods**.
2. Select the shipping method to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Copy a Shipping Method

1. Select **Setup > Sales > Shipping Methods**.
2. Select the shipping method you want to copy and click **Copy**.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

Last Updated 2/15/2023

3. Change any necessary information for the newly copied record.
4. Click **Save** to save the shipping method and return to the List tab, or click **Close** to save the shipping method and close the Shipping Methods screen.

Combine Two Existing Shipping Methods

The combine button allows you to combine two existing shipping methods. For example, if the same shipping method was inadvertently setup twice and both used on transactions. The combine button allows you to combine all history for the two shipping method and remove one of the shipping method. **Note**: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. Select **Setup > Sales > Shipping Methods**.
2. Select the shipping methodsto be combined with another and click **Combine**. The shipping method selected in this step is the item that will be removed after the two shipping methods are combined.
3. In the **Combine** screen, select the shipping methods it should be combined into and click **OK**.