

Terms

Last Modified on 01/06/2023 3:39 pm EST

A term refers to when a payment is due relative to the invoice date. Examples include “due on receipt”, “net 30”, and “net 15”.

Adding a Term

Add Term/Term Code

To add a term click “Add Term” on the upper left side of the page.

Terms

Terms		<input type="checkbox"/> Show Inactive Terms
Term Code	Days Net Due	
<input type="button" value="⊕ Add Term"/>		

Complete Fields

Complete term fields.

Term Code	Days Net Due
<input type="text" value="Due on Receipt"/>	<input type="text" value="0"/>

Term Code

Enter a description that defines the term in the “Term Code” field.

Days Net Due

Input the number of days from the “Invoice Date” that the customer has to pay before being considered past due. For example, a “net 30” invoice will have a “Days Net Due” value of 30, since the payment is due 30 days after the invoice date.

Update

Click “Update” on the right side of the screen to save.

Term Code	Days Net Due	
<input type="text" value="Due on Receipt"/>	<input type="text" value="0"/>	<input type="button" value="✓ Update"/> <input type="button" value="⊗ Cancel"/>