

Payment Terms

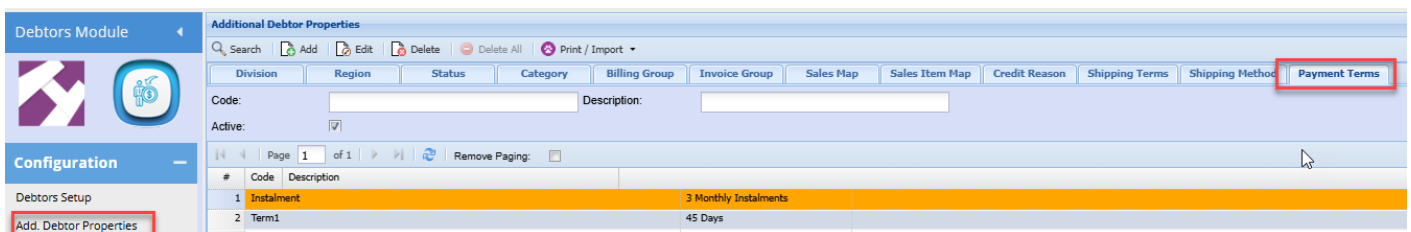
Debtors will typically have account terms such as COD, 30 days, 60 days etc. for accounts to be settled.

There are however instances where you may wish to allow an exception to these terms and apply special payment terms for specific purchases or you may have certain pre-defined custom terms. in such cases you can use the payment terms option.

To add or edit payment terms go to:

Debtors module> Configuration> Add. Debtor Properties> Payment Terms

Click the tab Payment Terms



The screenshot shows the 'Additional Debtor Properties' window. The 'Payment Terms' tab is selected and highlighted with a red box. The window contains a search bar, a toolbar with 'Add', 'Edit', 'Delete', and 'Print / Import' buttons, and a table with columns for 'Code', 'Description', and 'Days'. The table has two rows: '1 Instalment' with '3 Monthly Instalments' and '2 Term1' with '45 Days'. The 'Add. Debtor Properties' tab in the left sidebar is also highlighted with a red box.

Click Add (To create a new Category)

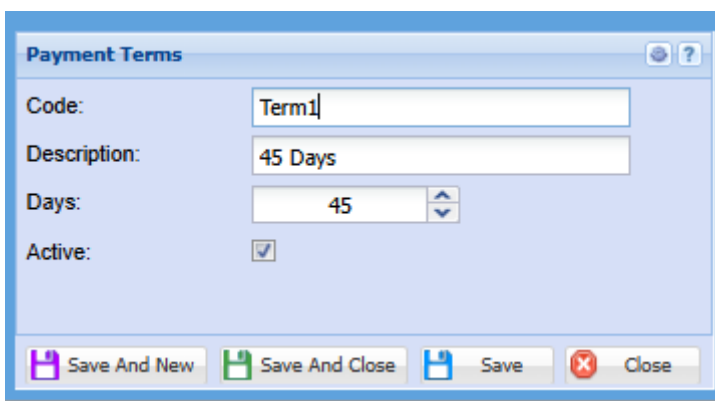
Enter a Code and Description

Click Save and close or,



The screenshot shows the 'Payment Terms' dialog box. It has fields for 'Code' (containing 'Term1'), 'Description' (containing '45 Days'), 'Days' (containing '45'), and 'Active' (checked). The 'Save And New' button is highlighted with a red box.

Save and New to add another Payment term



The screenshot shows the 'Payment Terms' dialog box. It has fields for 'Code' (containing 'Term1'), 'Description' (containing '45 Days'), 'Days' (containing '45'), and 'Active' (checked). The 'Save And New' button is highlighted with a red box.

These payment terms options can be found on the sales documents, shipping tab

AttachmentsMemoCreate ReminderCheck Stock QtysFunctionsImportOrder History

Invoice

DetailAddressExtrasLinkShippingActionScan

Shipping Terms:Collect / Ship Date:2024-10-08Time:08:00Shipping Options:EmailSignatureSaturdayLocation:Internal Delivery:Pickup Instructions:Delivery Instructions:

Delivery Company:Address Type:DeliveryValidateParcel Dimensions:Service Type:Tracking No:Delivery Status:Courier APIDetailsSave Shipping

Auto:

Items

Shipping Details

DetailsCommercial

Supplier:Commercial Inv No:Commercial Date:Copy RefPayment Terms:Term1 - 45 Days45 - Days

Notify Customer:Notify Clearing Agent:Notify Forwarding Agent:

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