

Terms And Conditions Setup

Video Training Manual 2016 - [Click Here](#)

System Configuration > General > Terms and Conditions

The screenshot shows the 'Terms And Conditions' setup interface. On the left, the 'Administration' menu is expanded, and 'Terms And Conditions' is selected. The main window displays a table with the following data:

#	Active	Terms And Conditions
1	Yes	STD Terms
2	Yes	V&D
3	Yes	V&D Invoice terms
4	Yes	Basic Portuguese Greetings
5	Yes	24 Month
6	Yes	Test

At the top of the main window, there are fields for 'Debtors T/C:' and 'Creditors T/C:', both set to 'STD Terms'. A 'Save Defaults' button is located to the right of the 'Creditors T/C:' field. The table has a pagination bar showing 'Page 1 of 1'.

General arrangements that form part of an agreement or contract

The Navigation Ribbon has the following buttons:

Add button	Add new Terms and Conditions
Edit button	View or edit an already added Terms and Conditions
Delete button	Delete the currently selected Terms and Conditions
Print TC's in Use	This will give you a history of Terms and conditions that have been used in the past It will give you a list indicating document number, date and debtors code and name

Add Terms and Conditions

To add new terms and conditions click add

The screen below will display

Add New Terms and Conditions

New Term And Condition

Description: Standard Terms and Conditons

Term And Condition: Always use your debtor code as reference for payments

Active: ☒

Save And New Save And Close Save Close

Description	Enter a description for your terms and conditions
Term And Condition	Enter the actual terms and conditions You can add as many as you wish based on your company's terms and conditions
Active	Put a tick on if the terms and conditions should be in use Put the tick off if the terms and conditions must not be in use

Once you are done click Save and New if creating multiple terms and conditions or click save and close if just creating one terms and conditions.

Once completed the terms and conditions will display as shown below:

Terms And Conditions

Add
 Edit
 Delete
 Print TCs In Use

Debtors T/C: STD Terms
 Creditors T/C:
Save Defaults

Page 1 of 1

#	Active	Terms And Conditions
1	Yes	STD Terms
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5	Yes	24 Month
6	Yes	Test
7	Yes	Standard Terms and Conditors

Term And Conditions:

Construction contracts act 2002

Statement of rights and liabilities

This payment claim is made under the construction contracts act 2002. Payment is due and payable within 20 working day's (the due date) after service of the claim. If the cust

If the customer provides a payment schedule and the schedule amount is less than the claimed amount, the payment schedule indicate:

- The manner in which the scheduled amount is calculated, and
- The reason reasons for the difference between the scheduled amount and the claimed amount. And
- in the case where the difference is because payment is withheld on any basis, the reason or reasons for withholding payment.

If the customer fails to provide a payment schedule or make payment by the due date or having provided a payment schedule fails to pay the schedule amount by the due date:

You can also select terms to be used as a default on debtors/customers' documents and creditors/suppliers' documents documents

Select the Debtor/ Customer and Creditor/ Supplier T/C drop down

Then click save as default

Terms And Conditions

Add
 Edit
 Delete
 Print TCs In Use

Debtors T/C: STD Terms
 Creditors T/C: 24 Month
Save Defaults