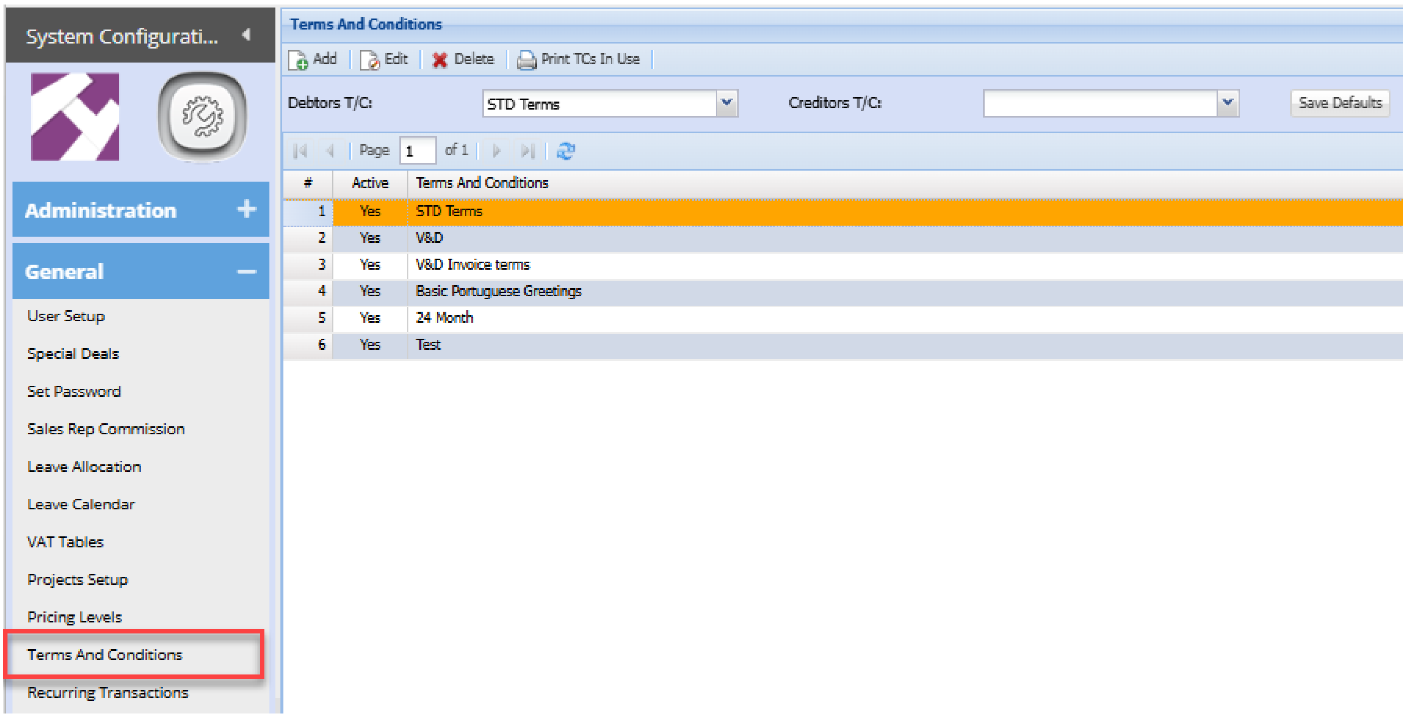
Terms And Conditions Setup

Video Training Manual 2016 - [Click Here]

System Configuration> General> Terms and Conditions



General arrangements that form part of an agreement or contract

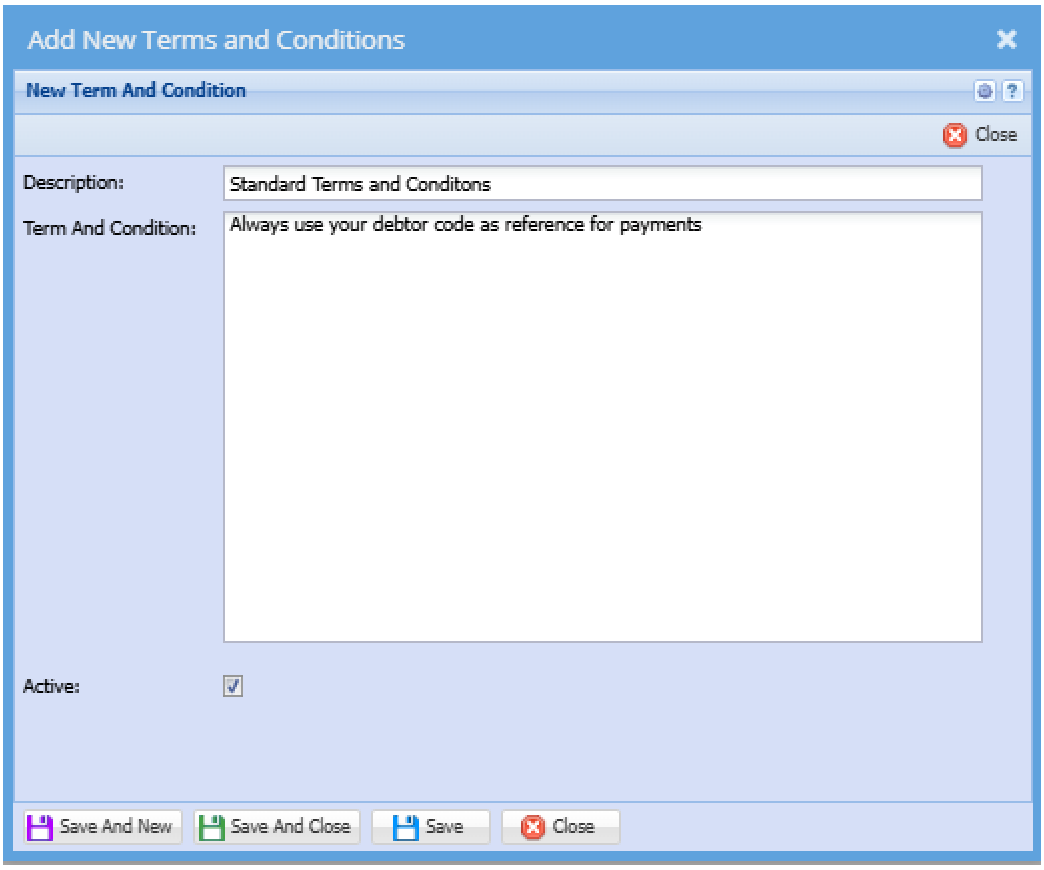
The Navigation Ribbon has the following buttons:

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

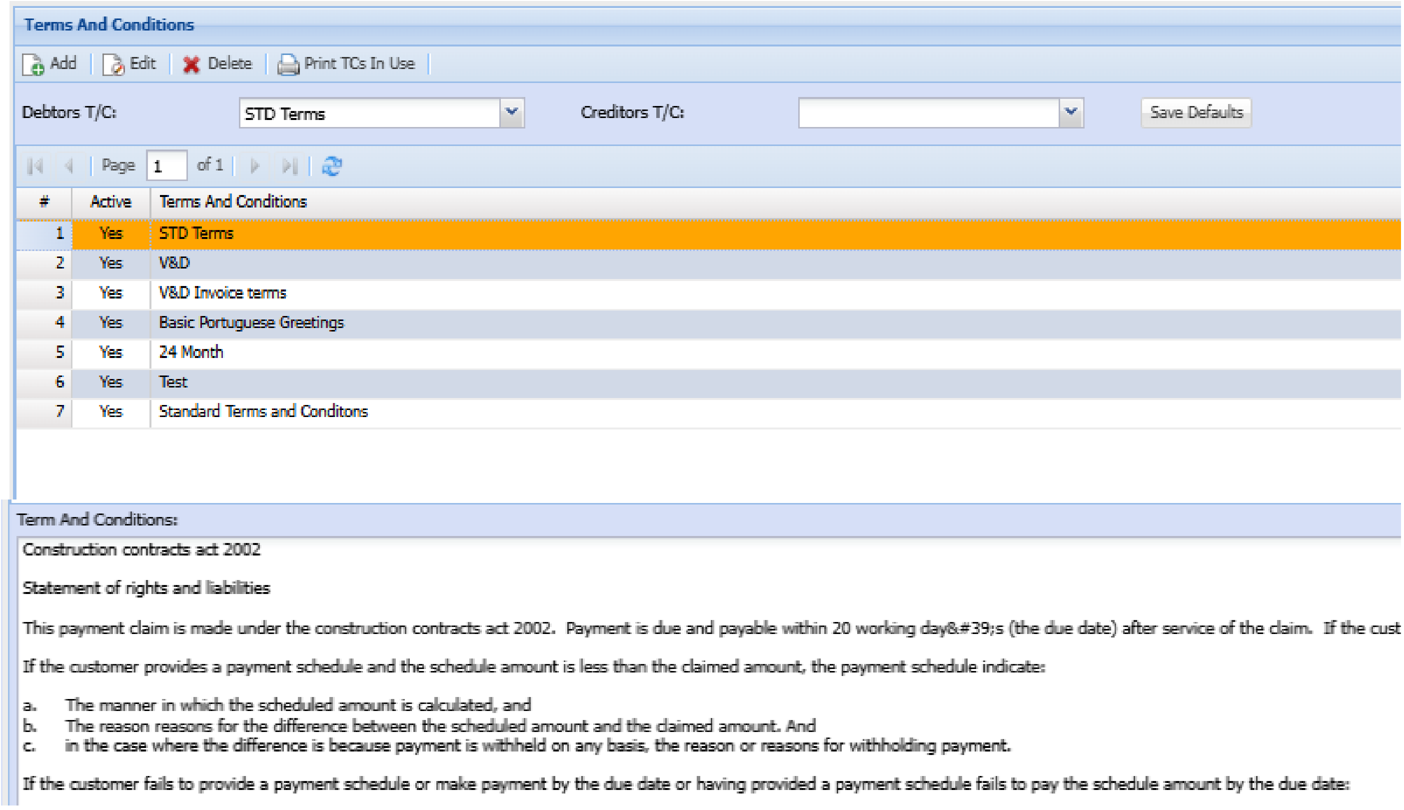
The screen below will display



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.

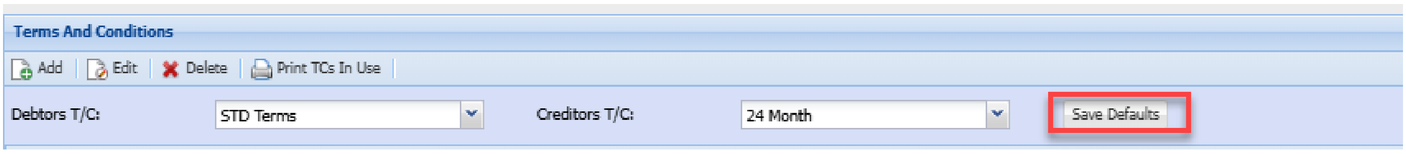
Once completed the terms and conditions will display as shown below:



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



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