



How to Create, Edit and Delete a Term

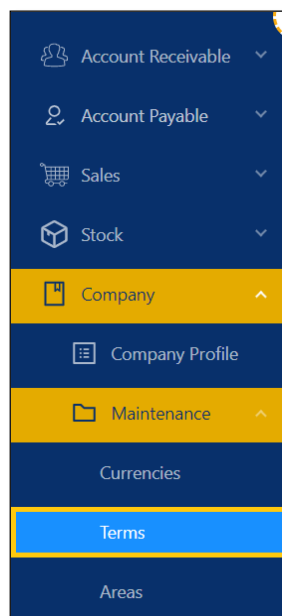
Overview:

Term is the period of payment to a Supplier or from Customer. This function is useful for generating various reports such as Supplier/Customer Aging.

Procedure:

How to Create Terms

1. In Navigation pane, go to Company > Maintenance > Terms

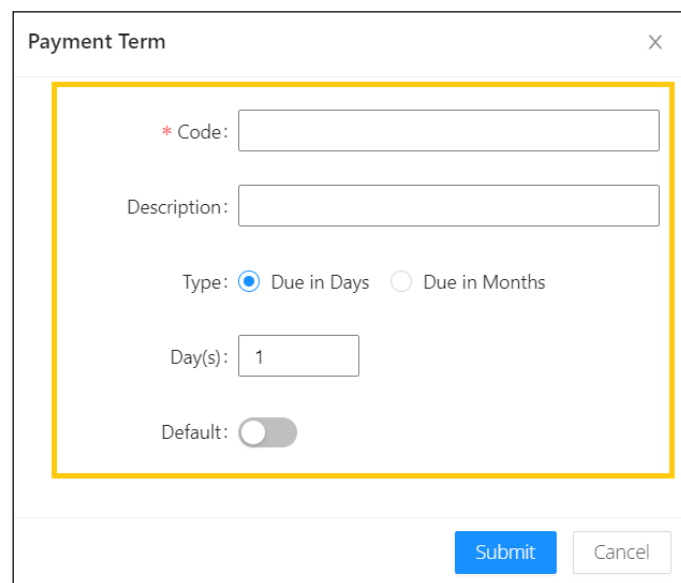


2. In Payment Terms List View, click **Add**

Payment Terms					
					<input type="text" value="Search..."/> <input type="button" value="Add"/> <input type="button" value="Reload"/>
Code	Description	Type	Tags	Action	
30 DAYS	30 DAYS	Days	Default	Delete	
60 DAYS	60 DAYS	Days		Delete	
7 DAYS	7 DAYS	Days		Delete	
90 DAYS	90 DAYS	Days		Delete	
C.O.D	C.O.D	Days		Delete	

3. Supply the fields with data;

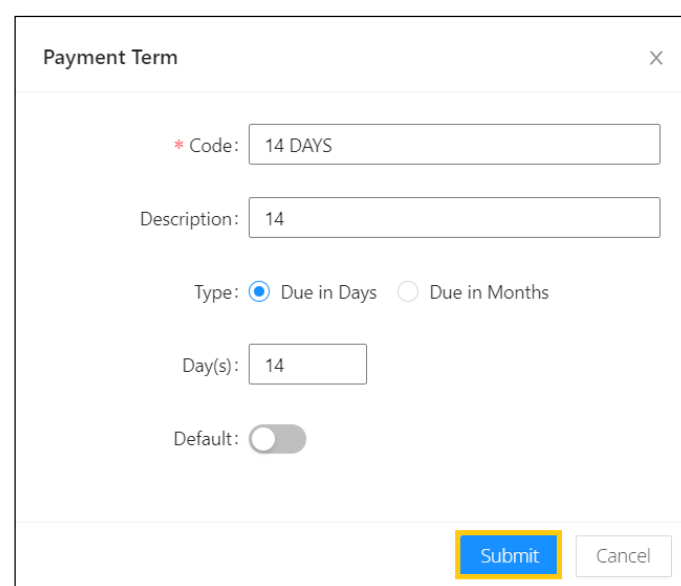
- **Code:** This is a compulsory field with maximum of 20 alphanumeric length
- **Description:** This is a compulsory field which you need to indicate the name of the Terms
- **Type:** This is used to determine whether the Term is due in days or months.
- **Days:** Depending on the Type, the number of days or months
- **Default:** This is a function that allows you to set the Area as Default in Suppliers and Customers Maintenance



The image shows a 'Payment Term' dialog box with the following fields and controls:

- * Code:** An empty text input field.
- Description:** An empty text input field.
- Type:** Two radio buttons: 'Due in Days' (selected) and 'Due in Months'.
- Day(s):** A text input field containing the value '1'.
- Default:** A toggle switch currently turned off.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom right.

4. Once done, click **Submit**



The image shows the same 'Payment Term' dialog box, but now with data entered:

- * Code:** The text '14 DAYS' is entered.
- Description:** The text '14' is entered.
- Type:** 'Due in Days' remains selected.
- Day(s):** The text '14' is entered.
- Default:** The toggle switch remains turned off.
- Buttons:** 'Submit' and 'Cancel' buttons are at the bottom right. The 'Submit' button is highlighted with a yellow border.

How to Edit Terms

1. In Payment Terms List View, click **Code** to open.

Payment Terms				
Search...			Q	Add Reload
Code	Description	Type	Tags	Action
14 DAYS	14	Days		Delete
30 DAYS	30 DAYS	Days	Default	Delete

2. Then Supply the Fields that needs to be edited. Once done, click **Submit**

Payment Term

X

* Code: 14 DAYS

Description: 14 DAYS

Type: ☒ Due in Days ☐ Due in Months

Day(s): 14

Default: ☐

Submit Cancel

How to Delete Terms

1. In Terms List View, click **Delete** on the term

Payment Terms				
Search...			Q	Add Reload
Code	Description	Type	Tags	Action
14 DAYS	14 DAYS	Days		Delete
30 DAYS	30 DAYS	Days	Default	Delete
60 DAYS	60 DAYS	Days		Delete

2. When the confirmation message prompted, click **Yes**

Payment Terms Search... Add Reload

Code	Description	Type	
14 DAYS	14 DAYS	Days	
30 DAYS	30 DAYS	Days	
60 DAYS	60 DAYS	Days	Delete

Are you sure you want to delete this record?

No Yes

Note: Term deletion is allowed as long as it is not used in any transactions and is not associated with any Customer or Supplier.

Application:

Term can now be used in Customer and Supplier Maintenance.

Customer Details < > Cancel * Save and New ...

* Customer Name: ADVANCE TRADING CORPORATION

* Terms: 7 DAYS

Category: CORPORATE

* Control Acc.: 103-0000 ☒ Auto Code

* Customer Code: 101-A001

* Currency: PHP

Agent: CINDY

Area: MKTI

TIN No.: 780-090-909 0000

Business Nature: TRADING

Website: www.advance.com

Status: ACTIVE

BIR Info: ADVANCE TRADING CORPOR... ☐ Deferred VAT

Billing Info Delivery Info Notes



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>