

How to Create Inco Terms

This video will show to users how to Create Inco Terms

Navigate to Inventory, Inco Terms, Create New.
Fill in the header info, i.e. Code, Name.
Enter the international commercial terms data.

STEP-BY-STEP:

1. Go to Inventory menu
 2. Select Inco Terms
 3. Click Create New
 4. Fill in the header info, i.e. Name, Code.
(mandatory fields in red color or marked with red x)
 5. User can select when to recognized the cost from the list "Cost Recognized during" (options between Goods Receipt or Purchase Invoice).
 6. Tick on the checkbox "Use this as Default Inco Term" to make it as the default selection in transactions.
 7. Add the description for the Inco Terms in the Description field.
Click Save button when done editing.
Now this inco terms is ready for use in Purchase transactions.
 8. User able to edit any of the Inco Terms, by selecting the line item in the table above.
Click Save button when done editing.
 9. User able to delete any of the Inco Terms, by selecting the line item in the table above, if they have access rights to delete.
Click Delete button to delete an inco term.
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