


# Payment Terms

Accounting payment terms are the payment rules imposed by suppliers on their customers. Payment terms are imposed to ensure that payments are received by suppliers within a reasonable period of time. Discount terms may be allowed in order to accelerate cash collections. Below actions are available under **“Payment Terms”**:

 Create new payment terms, update, delete existing terms

Payment Terms

Name	Code	Description	Type
30 Days End Of Month	30D-EOM	30 Days End Of Month	Standard
60 Days End Of Month	60D-EOM	60 Days End Of Month	Standard
90 Days End Of Month	90D-EOM	90 Days End Of Month	Standard
C.O.D.	C.O.D.	Cash On Delivery	Standard
Net 120 Days	Net 120 Days	Net Payment due in 120 Days	Standard
Net 14 Days	Net 14 Days	Net Payment due in 14 Days	Standard
Net 20 Days	Net 20 Days	Net Payment due in 20 Days	Standard
Net 30 Days	Net 30 Days	Net Payment due in 30 Days	Standard

Selected row 1 from the Total 15 records.

Name

30 Days End Of Month

Code

30D-EOM

Description

30 Days End Of Month

Scheduled Payment Term

Percentage

0

0

Type	Percentage	Days
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Standard Payment Term

From Month End

Net Payment Due in 30 Days

Net Payment Due on every 31 th day of the month.

Due the next month, if issued within 0 days of due date.

Grace Days 0

☒ This Payment Term is active

Create New

Save

Revert

Delete

Field Name	Description	Mandatory Information
Name	Name of the payment term	Y
Code	Custom code for the payment term	Y
Description	Description	N
Is Cash on delivery Payment Type	Tick the checkbox if it is cash on delivery payment type	N
Scheduled Payment Term	Tick the checkbox if user would like to schedule the payment	N
Scheduled Payment Term – Type	Select the types of payment term	N
Scheduled Payment Term – Percentage	Percentage of the scheduled payment term	N
Scheduled Payment Term – Days	Number of days (elapsed) to collect the scheduled payment term	N
Standard Payment Term	Tick the checkbox if it follow the standard payment term	N

From Month End	When checkbox is ticked, user can enter how many days from month end to collect the payment	N
This Payment Term is Active	Tick the checkbox if the payment term is active / untick to disable the payment term.	N


## Create New Payment Term

1. Click **“Create New”** button at the bottom right side of screen

2. Fill up payment term’s information on bottom half of screen

3. Choose a payment term schedule option: **“Standard Payment Term”**, **“From Month End”**, or **“Scheduled Payment Term”**

4. For **“Scheduled Payment Term”** option, on the bottom left side table, select **“Percentage”** or **“Balance”** from the drop-down list, enter the payment term’s

Percentage and Days values, then press ENTER or  button. Make sure that all the entries’ Percentage values sum up to 100%

5. Click **“Save”** button at the bottom right side of

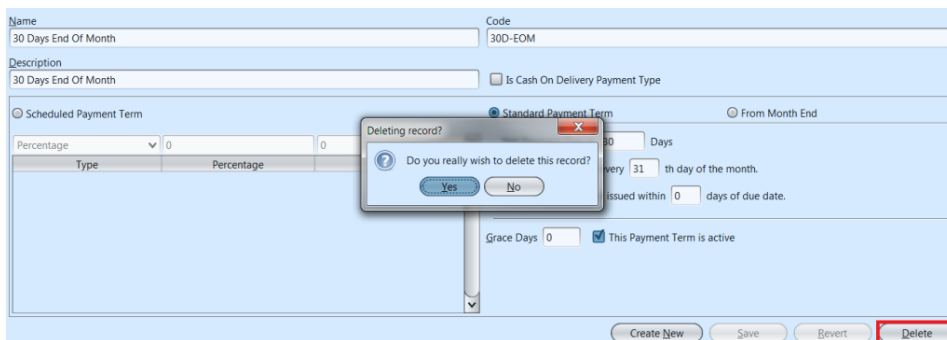
screen when done

## Update Payment Term Details

1. Click on payment term to be updated, it will bring up the selected payment term details on the bottom half of the screen
2. Click **“Save”** button at the bottom right side of the screen when done with the update.

## Delete Payment Term

1. Click on payment term to be deleted, it will bring up the selected payment term on the bottom half of the screen
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to confirm payment term deletion



The screenshot shows a software interface for managing payment terms. The main form has fields for Name, Code, Description, and various payment term settings. A confirmation dialog box is overlaid on the form, asking 'Do you really wish to delete this record?' with 'Yes' and 'No' buttons. The 'Delete' button at the bottom right of the form is highlighted with a red rectangle.

Name: 30 Days End Of Month Code: 30D-EOM

Description: 30 Days End Of Month ☐ Is Cash On Delivery Payment Type

☐ Scheduled Payment Term ☒ Standard Payment Term ☐ From Month End

Percentage: 0 0 Days: 0

Every 31 th day of the month.

Issued within 0 days of due date.

Grace Days: 0 ☒ This Payment Term is active

Create New Save Revert Delete