

Payment Terms (Set Default - add)

This article describes how to set the default, or add a Payment Term. The Default Payment Term set at Company Settings will populate as the Default Payment Term when creating a new Contact (Customer). The Default Payment Term can be over-riden and set at the CONTACTS (Customer) Window. The “Due Date” of a Customer Invoice (Sale) for that Customer is calculated using the Default Payment Term


To set default, or add Payment Term;

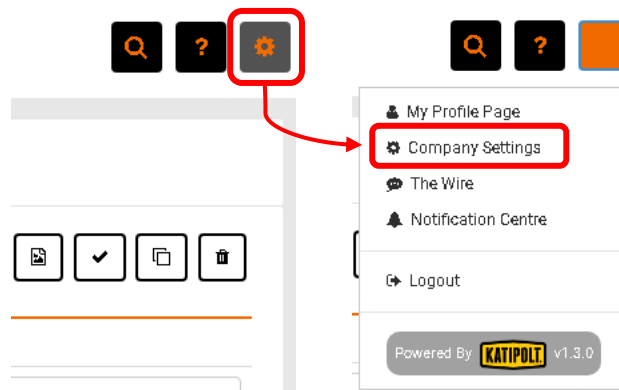
Setting the default, or adding a Payment Term is done from the DEFAULT PAYMENT TERMS Subnav of the Company Settings Editing Window OR the CONTACTS (Customer) Editing Window.

Quick Flow;

To Set Default Payment Term

Company Settings OR **CONTACTS** Window > **[Edit]** > **DEFAULT PAYMENT TERMS** Subnav > **Select & Tick** > **[Save]**


1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings window

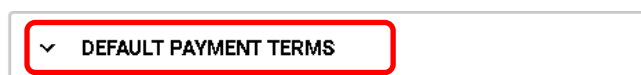


OR

Press on the **CONTACTS** Tab to display the Contacts Library, then Press on a Contact (Customer) to display the Customer's **CONTACTS** Window



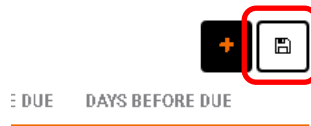
2. From the Company Settings Window OR CONTACTS Window, Press on the **[Edit]** button  to display the Company Settings or CONTACTS Editing Window
3. Scroll down and Press on the **DEFAULT PAYMENT TERMS** Subnav to display the Payment Terms



4. From the DEFAULT PAYMENT TERMS Subnav **Select & Tick** a Default Payment Term


SELECTED	NAME	WORDING
<input checked="" type="checkbox"/>	1 Month	Payment terms
<input type="checkbox"/>	50% Deposit	50% Deposit pa days from invo
<input type="checkbox"/>	7 Days	Payment terms
<input type="checkbox"/>	COD	Payment requir

5. Press the **[Save]** button  to save the selection



To Add a Payment Term

[Add] > Enter Payment Term > [Save]

1. From the DEFAULT PAYMENT TERMS Subnav of the Company Settings *OR* CONTACTS Editing Window, Press the **[Add]** button  to display the new line to enter a new Payment Term



2. **Enter Payment Term; NAME, WORDING, MONTHS BEFORE DUE and DAYS BEFORE DUE**

SELECTED	NAME	WORDING	MONTHS BEFORE DUE	DAYS BEFORE DUE
<input checked="" type="checkbox"/>	1 Month	Payment terms are strictly on or before the 20th of the first following month of the invoice date	1	20
<input type="checkbox"/>	50% Deposit	50% Deposit payment for works is required prior to works proceeding, remaining balance payments are strictly within 7 days from invoice date	0	7
<input type="checkbox"/>	7 Days	Payment terms are strictly within 7 days from invoice date	0	7
<input type="checkbox"/>	COD	Payment required immediately upon completion of works	0	0
<input type="checkbox"/>	Full Payment	Full payment for works is required prior to works proceeding	0	0
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Press the **[Save]** button  to save the new Payment Term



NOTE: To set the new Payment Term to “default” see “To Set Default Payment Term” section above