

TERMS FILE MAINTENANCE

The Terms File a record for each different payment term. Each customer record has a default payment term. The computer uses the terms in Sales Invoice Entry to calculate the invoice due date, the discount amount and discount date if applicable. In invoice entry, another term may be selected from the term file and used on the current invoice.

Menu Select: From the Accounts Receivable Main Menu, select *M - Terms File Maintenance*.

ADD, CHANGE, OR DELETE A TERM RECORD

Menu Select: From the Terms File Maintenance Submenu, select *1 - Add, Change, or Delete a Term Record*.

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Petro-Data Demo** Terms File Maintenance ** 09/22/2005

1 Terms number          1
2 Disctype/Amount      1          0.00
3 Discount Code (1-2)  1
4 Discount Days/date   0
5 Due Date Code (1-3)  1
6 Due Days/Date        10
7 Short Description     NET 10TH

Enter field # to change      D = Delete
<Enter> = Continue           Q = Quit |
```