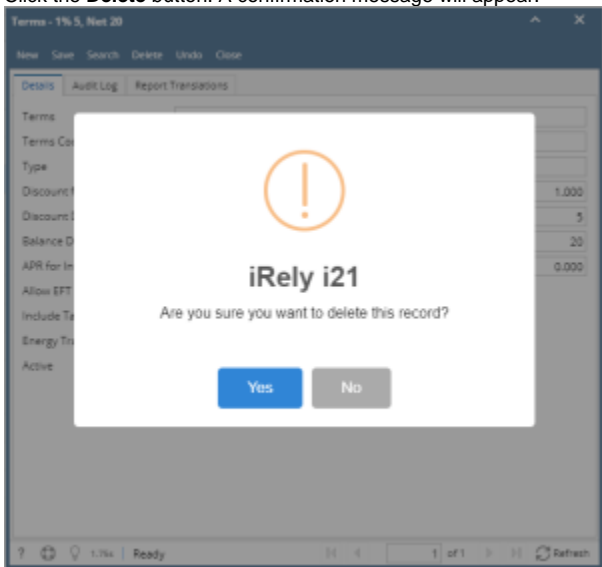


How to Delete a Term

Note: If a term is already in used by another module it cannot be deleted.

- 1. On the user's menu panel go to **Common Info** menu then click **Terms**
- 2. Select a record from the search list then open
- 3. Click the **Delete** button. A confirmation message will appear.

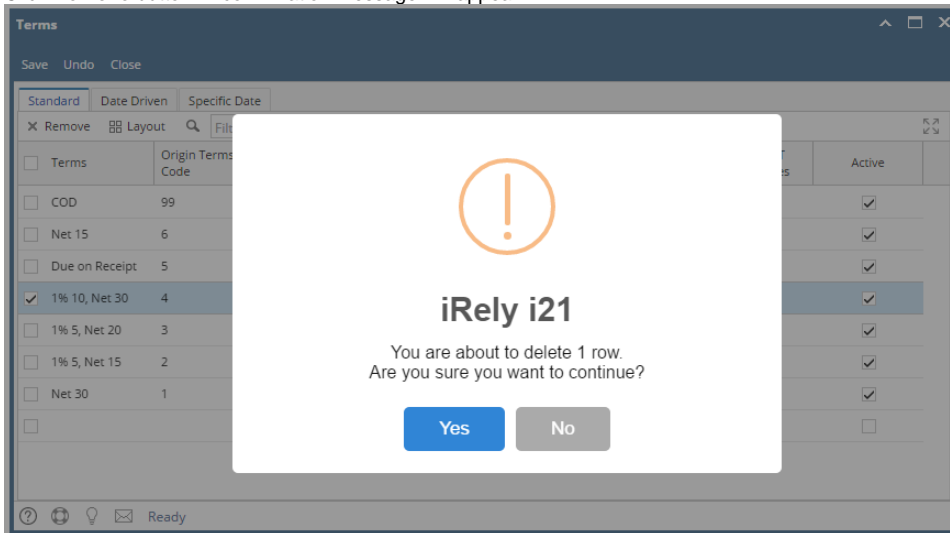


- 4. Click **Yes** on the message box.

- 1. On the user's menu panel go to **Common Info** folder then click **Terms**
- 2. Select a record from the list by clicking on it or the check box besides it.

Terms								
Save Undo Close								
Standard Date Driven Specific Date								
X Remove Layout Filter Records (F3)								
<input type="checkbox"/>	Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/>	COD	99	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 15	6	0.00%	0	15	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Due on Receipt	5	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1% 10, Net 30	4	1.00%	10	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 5, Net 20	3	1.00%	5	20	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 5, Net 15	2	1.00%	5	15	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 30	1	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>			0.00%	0	0	0.00%	<input type="checkbox"/>	<input type="checkbox"/>

- Click **Remove** button. A confirmation message will appear.

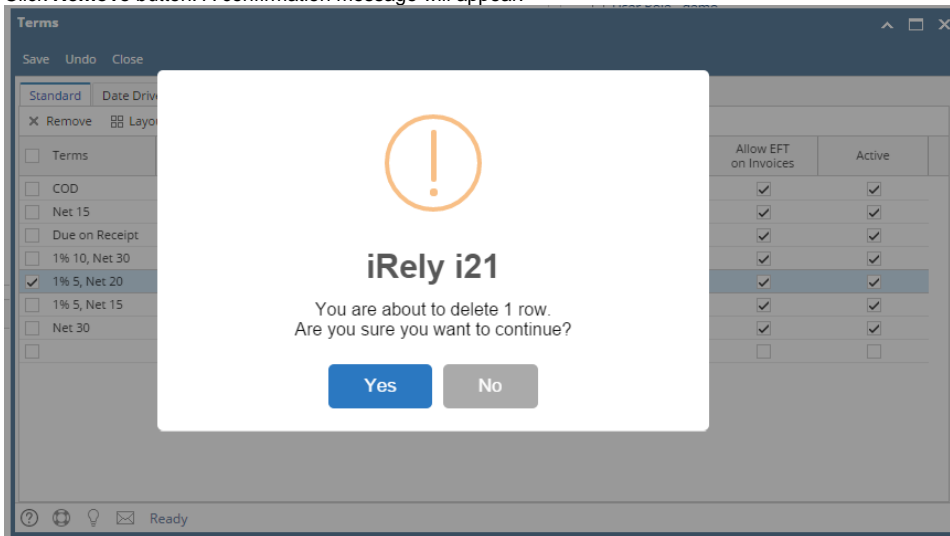


- Click **Yes** on the message box.
- Click **Save** toolbar button.

- On the user's menu panel go to **Common Info** folder then click **Terms**
- Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/>	COD	99	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 15	6	0.00%	0	15	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Due on Receipt	5	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 10, Net 30	4	1.00%	10	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1% 5, Net 20	3	1.00%	5	20	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 5, Net 15	2	1.00%	5	15	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 30	1	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>			0.00%	0	0	0.00%	<input type="checkbox"/>	<input type="checkbox"/>

- Click **Remove** button. A confirmation message will appear.

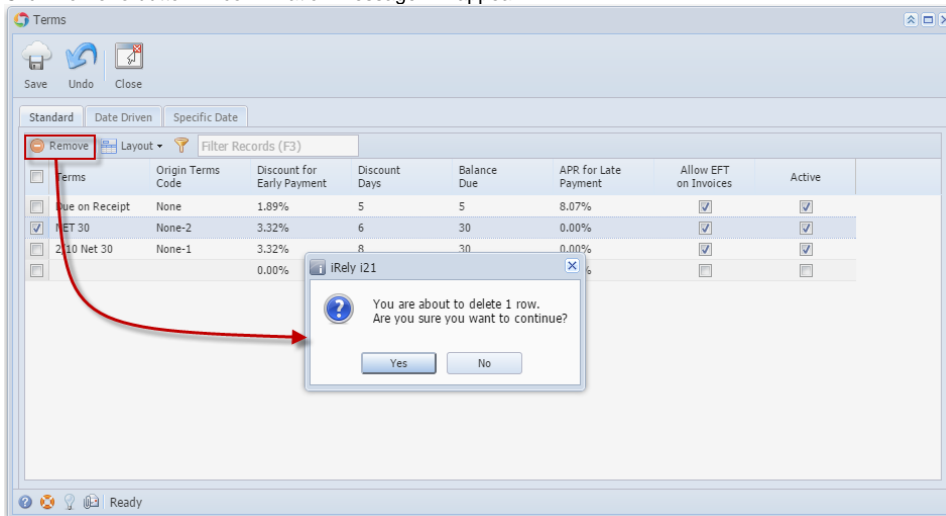


- Click **Yes** on the message box.
- Click **Save** toolbar button.

- On the user's menu panel go to **Common Info** folder then click **Terms**
- Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/>	Due on Receipt	None	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NET 30	None-2	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2/10 Net 30	None-1	2.00%	10	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>			0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click **Remove** button. A confirmation message will appear.

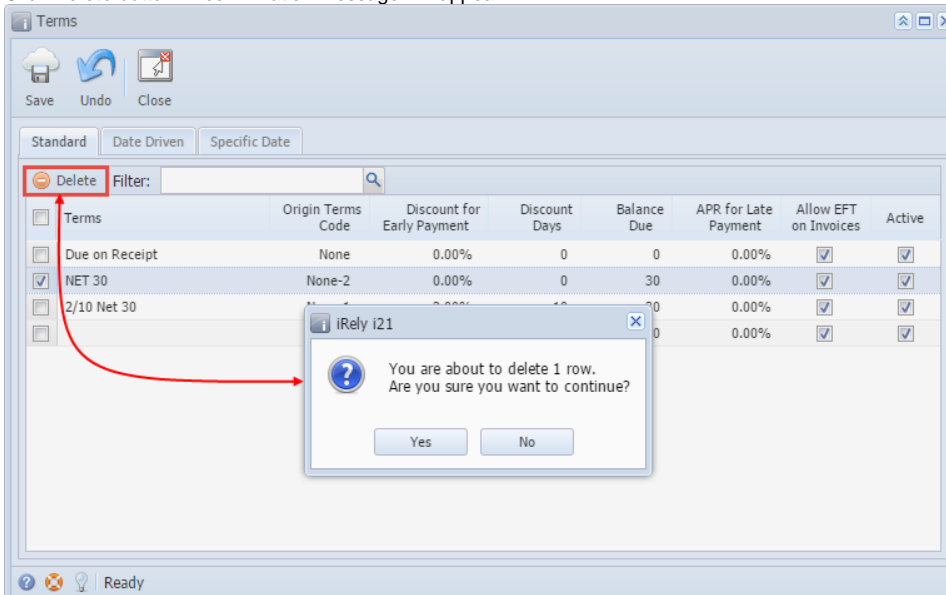


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Terms**
2. Select a record from the list by clicking on it or the check box besides it.

Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/> Due on Receipt	None	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> NET 30	None-2	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2/10 Net 30	None-1	2.00%	10	30	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		0.00%	0	0	0.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click **Delete** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.