

How to Deactivate a Term

Note: Once a Term is already deactivated, it will still be visible on transactions that already used that term but will not be available for selection for new transactions.

Deactivating a Term that is not used in an entity:

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. Uncheck the **Active** check box

The screenshot shows a form titled "Terms - 1% 5, Net 20". The form has a menu bar with "New", "Save", "Search", "Delete", "Undo", and "Close". Below the menu bar are tabs for "Details", "Audit Log", and "Report Translations". The "Details" tab is active. The form contains the following fields:

- Terms: 1% 5, Net 20
- Terms Code: 3
- Type: Standard
- Discount for Early Payment: 1.000
- Discount Days: 5
- Balance Due: 20
- APR for Interest: 0.000
- Allow EFT on Invoices:
- Include Tax on Discount:
- Energy Trac:
- Active: (highlighted in yellow)

At the bottom of the form, there is a status bar with a question mark, a globe icon, a lightbulb icon, "1.39s", "Edited", a refresh icon, and "1 of 1".

4. Click the **Save** button to save the changes. Term will be deactivated.

If a Term is already used in an Entity, it cannot be deactivated

Deactivating a Term that is not used in an entity:

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Uncheck the **Active** check box column on a Term

The screenshot shows a table titled "Terms". The table has a menu bar with "Save", "Undo", and "Close". Below the menu bar are tabs for "Standard", "Date Driven", and "Specific Date". The "Standard" tab is active. The table has a search bar with "Filter Records (F3)". The table columns are:

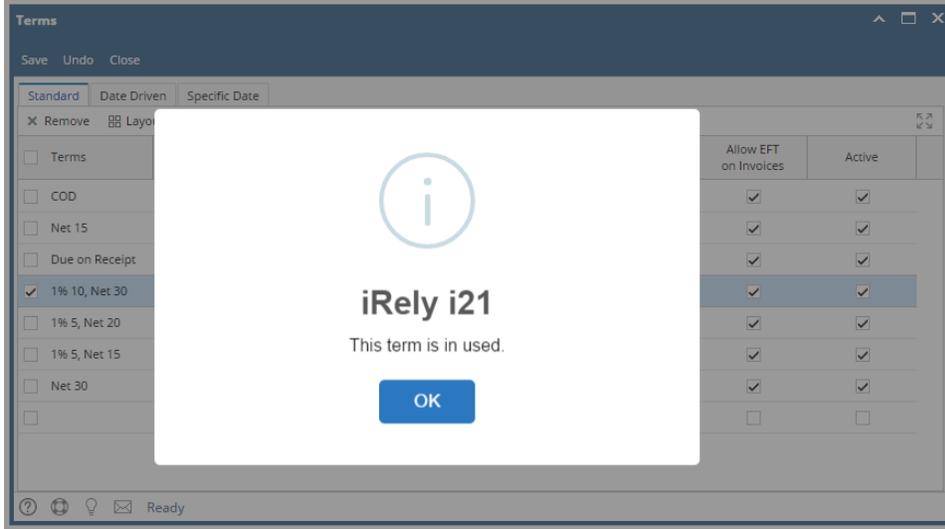
Terms	Origin Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
<input type="checkbox"/>	COD	99	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 15	6	0.00%	0	15	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Due on Receipt	5	0.00%	0	0	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 10, Net 30	4	1.00%	10	30	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 5, Net 20	3	1.00%	5	20	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1% 5, Net 15	2	1.00%	5	15	0.00%	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Net 30	1	0.00%	0	30	0.00%	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10%	7	0.00%	0	25	0.00%	<input type="checkbox"/>
<input type="checkbox"/>			0.00%	0	0	0.00%	<input type="checkbox"/>

At the bottom of the table, there is a status bar with a question mark, a globe icon, a lightbulb icon, an envelope icon, "Edited", and a refresh icon.

3. Click the **Save** button to save the changes. Term will be deactivated and cannot be selected on Entity.

Deactivating a Term that is already used in an entity:

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Clicking the Active checkbox will produce this message box



Deactivating a Term that is not used in an entity:

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<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"/> 3%	9	20.00%	12	22	10.00%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> COD 1	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"/>

3. Click the **Save** button to save the changes. Term will be deactivated and cannot be selected on Entity.

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