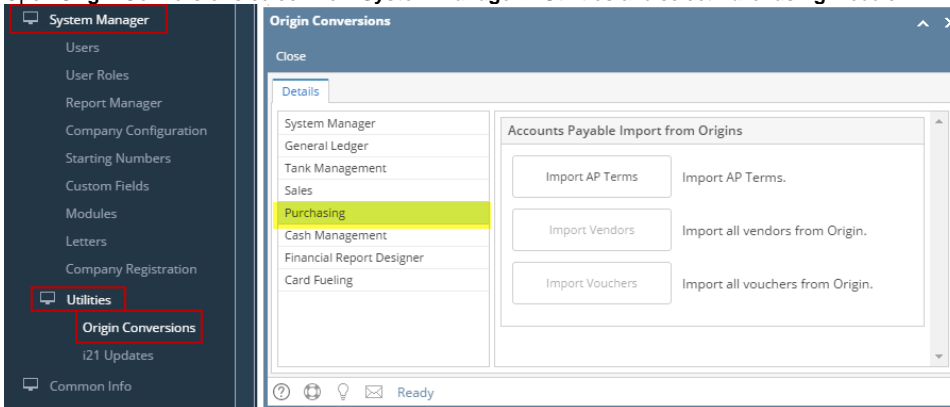
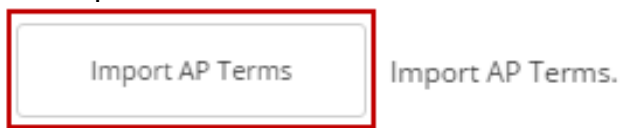


How To Import AP Terms

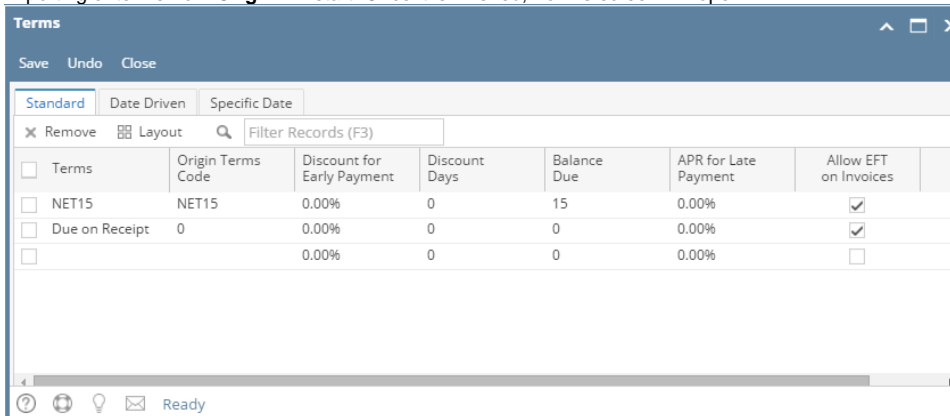
1. Open **Origin Conversions** screen from **System Manager > Utilities** and select **Purchasing** module.



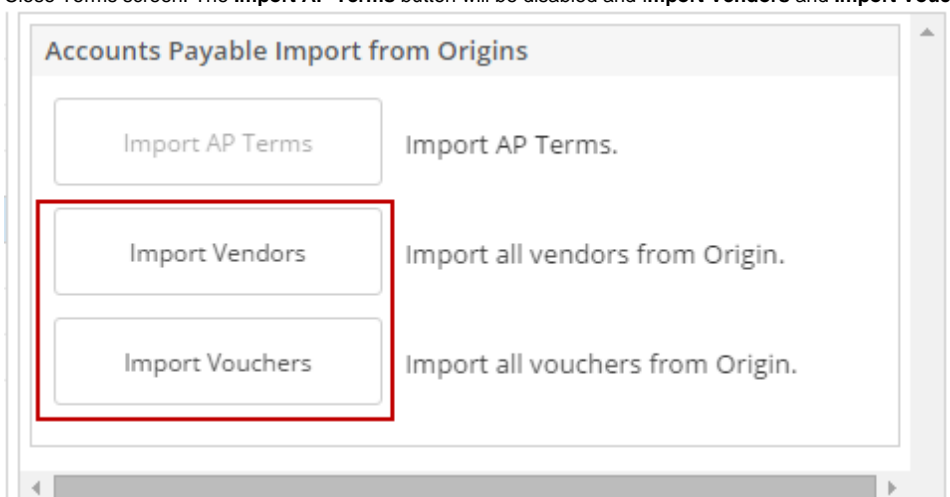
2. Click on **Import AP Terms** button.



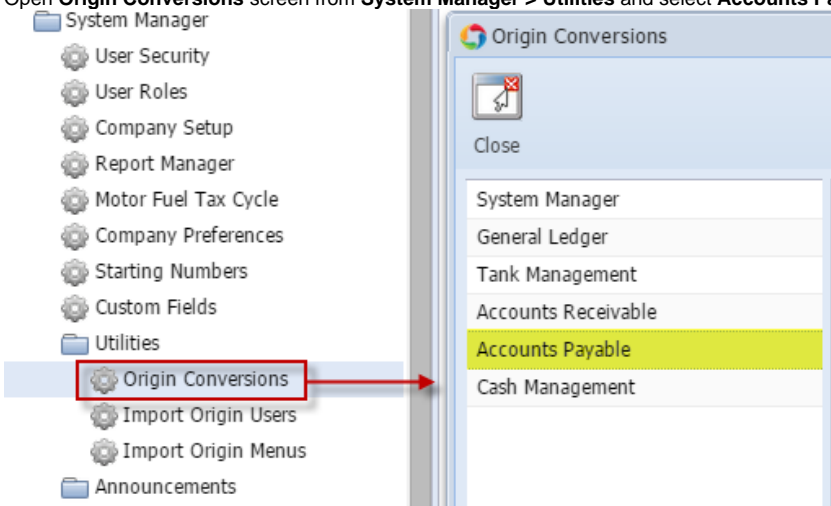
3. Importing of terms from **Origin** will start. Once it is finished, **Terms** screen will open.



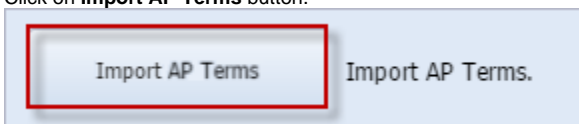
4. Close Terms screen. The **Import AP Terms** button will be disabled and **Import Vendors** and **Import Vouchers** button will be enabled.



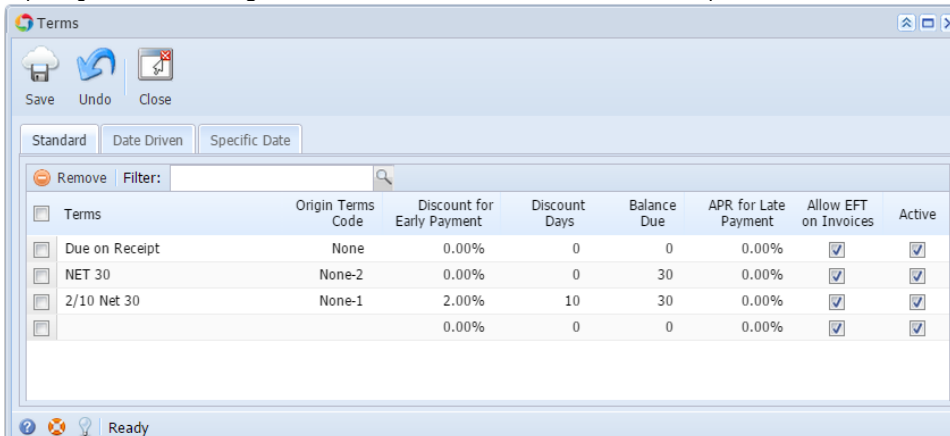
1. Open **Origin Conversions** screen from **System Manager > Utilities** and select **Accounts Payable** module.



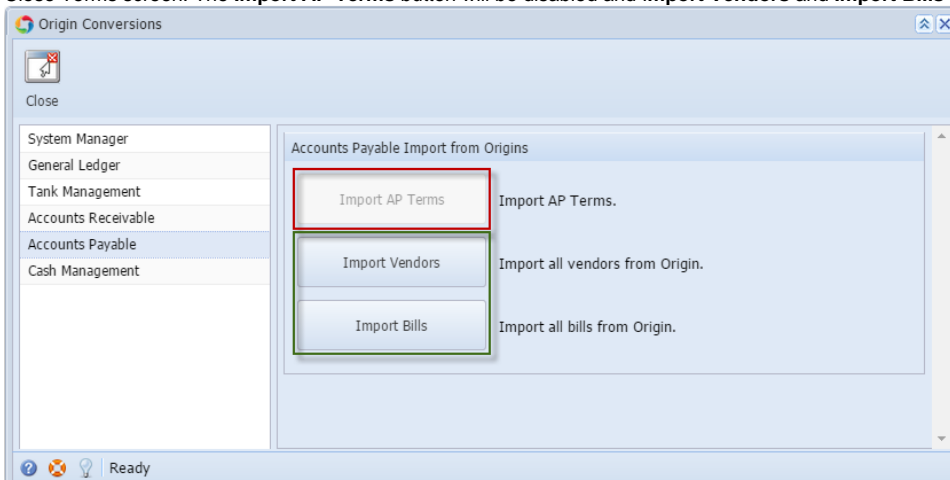
2. Click on **Import AP Terms** button.



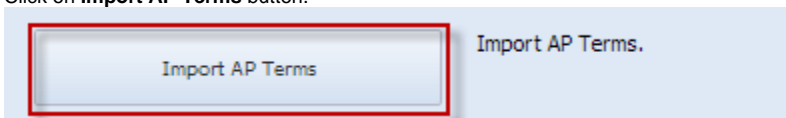
3. Importing of terms from **Origin** will start. Once it is finished, **Terms** screen will open.



4. Close Terms screen. The **Import AP Terms** button will be disabled and **Import Vendors** and **Import Bills** button will be enabled.



1. Open **Origin Conversions** screen from **Admin > Utilities** and select **Accounts Payable** module.[blocked URL](#)
2. Click on **Import AP Terms** button.



3. Importing of terms from **Origin** will start. Once it is finished, **Terms** screen will open.

Terms	Terms Code	Discount for Early Payment	Discount Days	Balance Due	APR for Late Payment	Allow EFT on Invoices	Active
NET 30		0	0	30.00%	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Due on Receipt		0	0	0.00%	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2/10 Net 30		2	10	30.00%	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		0	0	0.00%	0	<input type="checkbox"/>	<input type="checkbox"/>

4. Close Terms screen. The **Import AP Terms** button will be disabled and **Import Vendors** and **Import Bills** button will be disabled.

Import AP Terms. Import AP Terms.

Import Vendors Import all vendors from Origin.

Import Bills Import all bills from Origin.