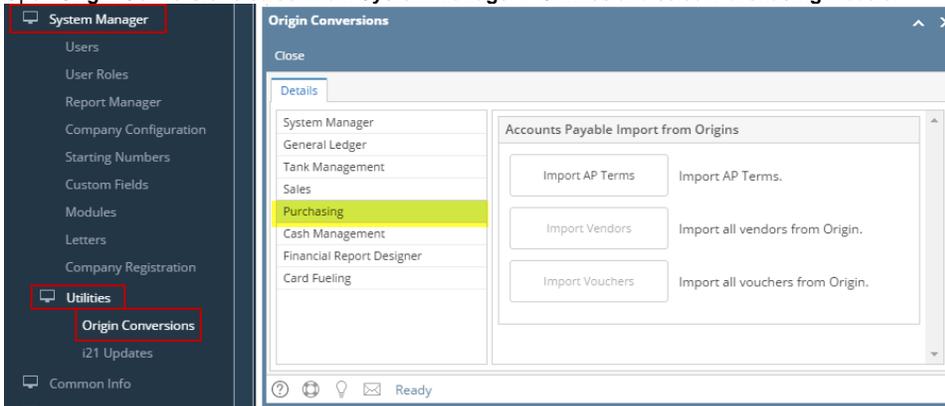
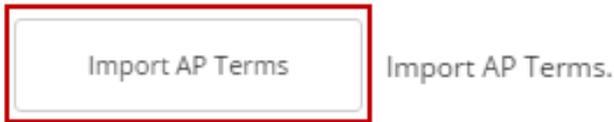


# How To Import AP Terms

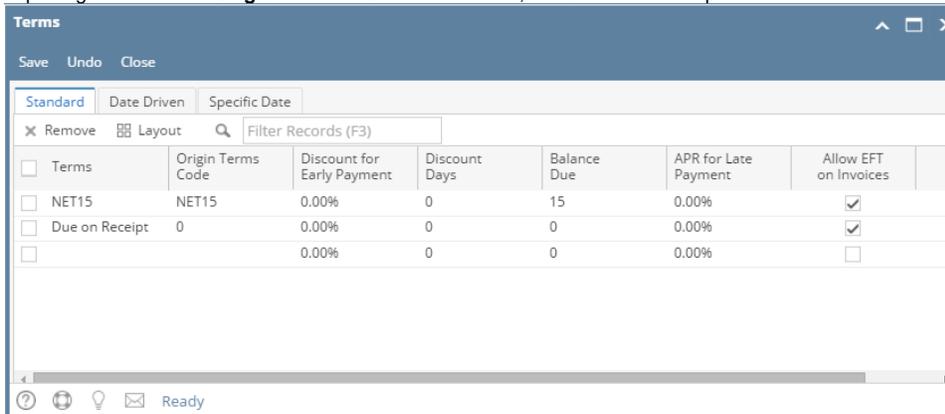
1. Open **Origin Conversions** screen from **System Manager > Utilities** and select **Purchasing** module.



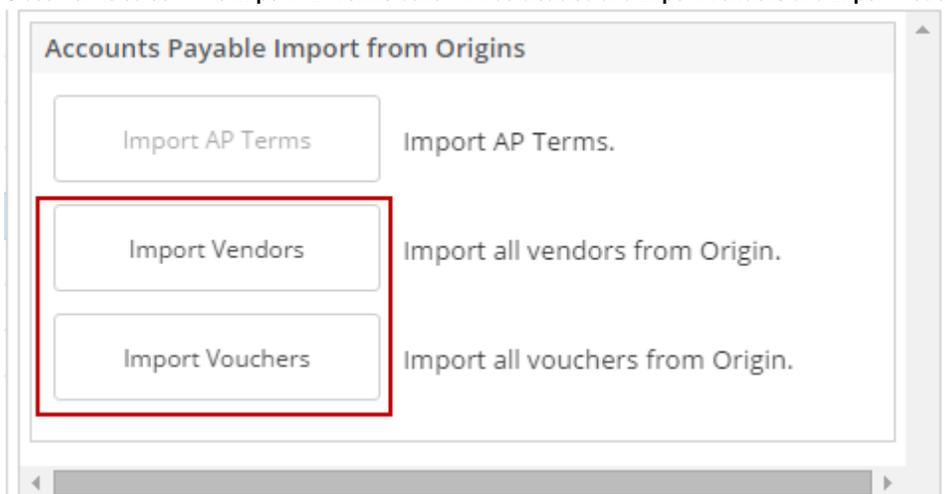
2. Click on **Import AP Terms** button.



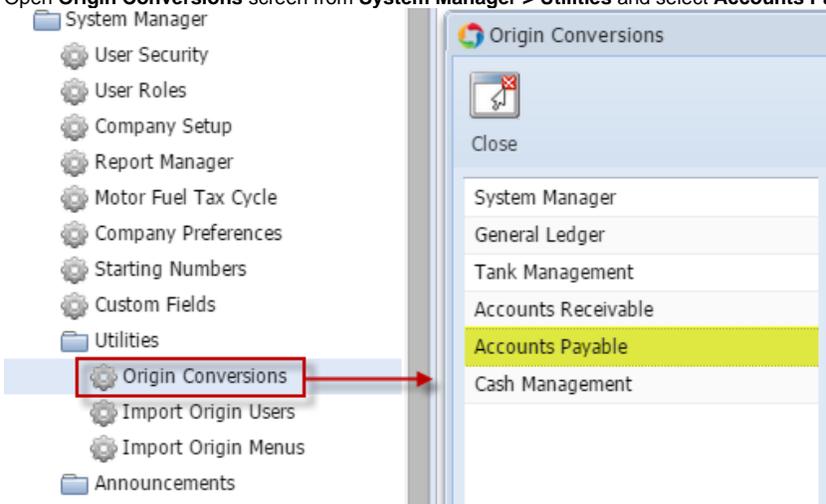
3. Importing of terms from **Origin** will start. Once it is finished, **Terms** screen will open.



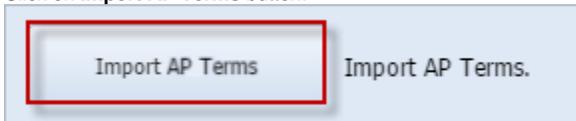
4. Close Terms screen. The **Import AP Terms** button will be disabled and **Import Vendors** and **Import Vouchers** button will be enabled.



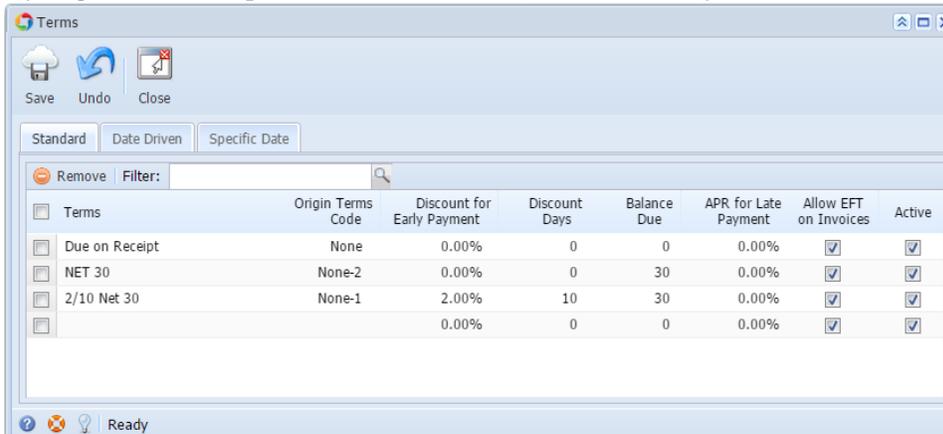
1. Open **Origin Conversions** screen from **System Manager > Utilities** and select **Accounts Payable** module.



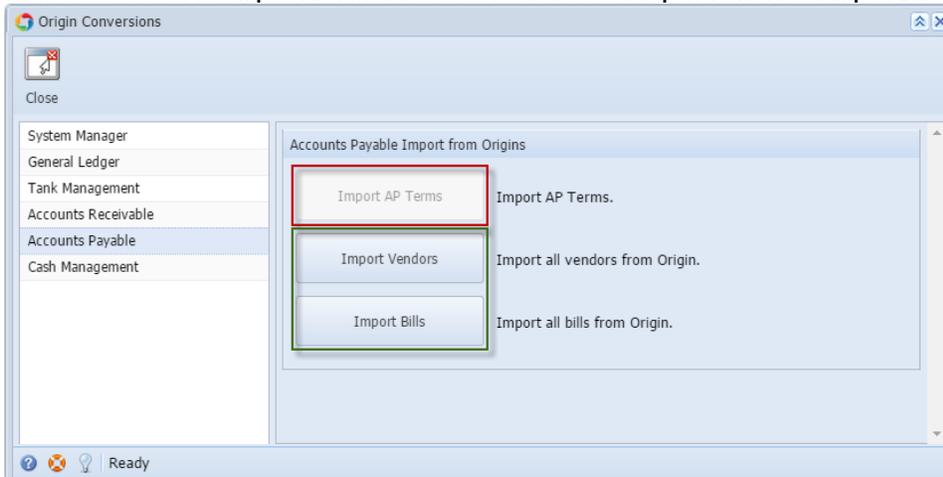
2. Click on **Import AP Terms** button.



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

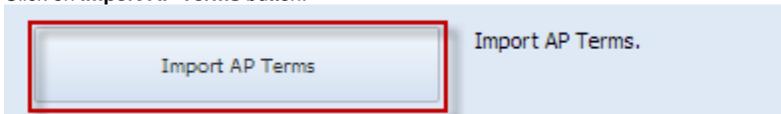


4. Close Terms screen. The **Import AP Terms** button will be disabled and **Import Vendors** and **Import Bills** button will be enabled.

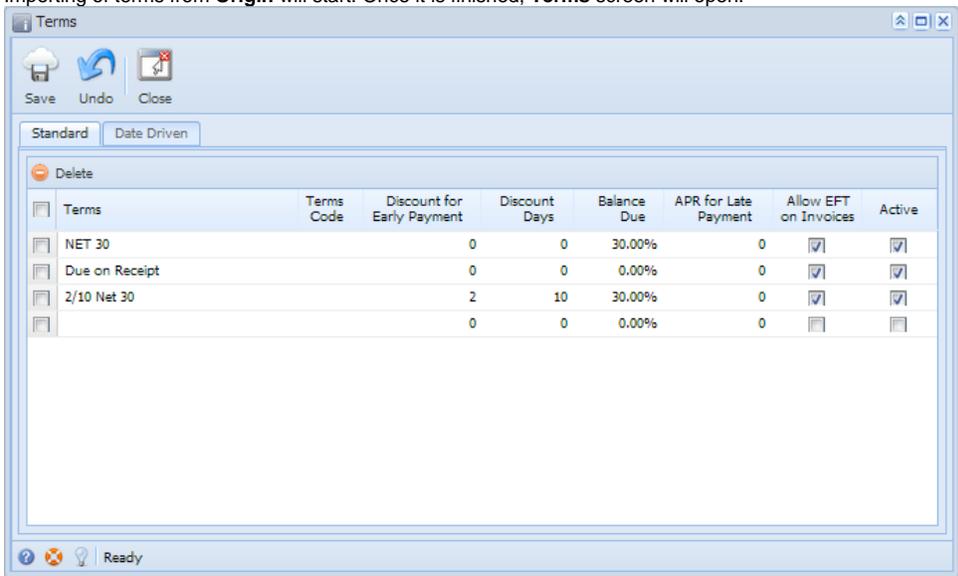


1. Open **Origin Conversions** screen from **Admin > Utilities** and select **Accounts Payable** module. [blocked URL](#)

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



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



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

