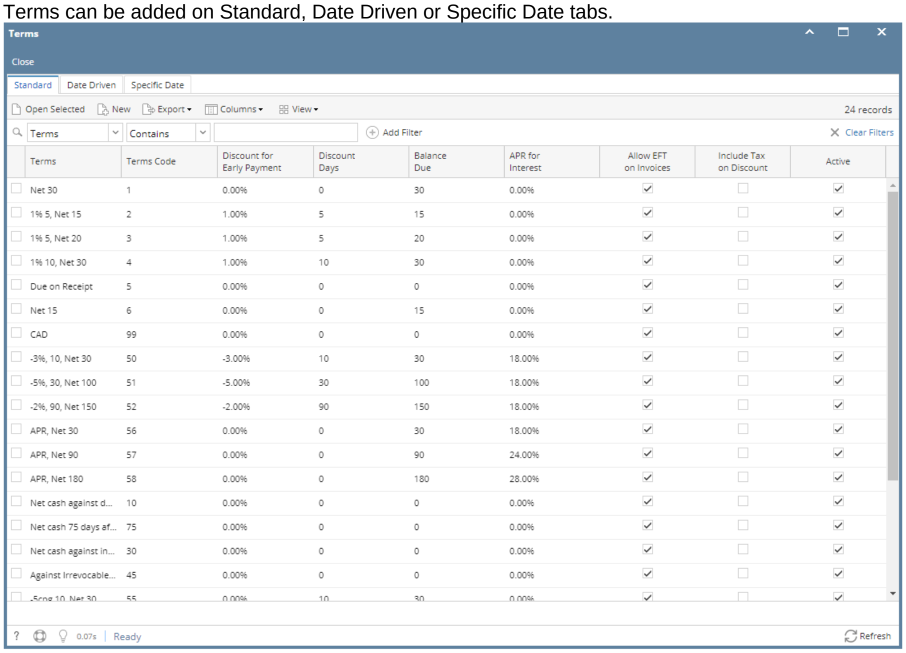
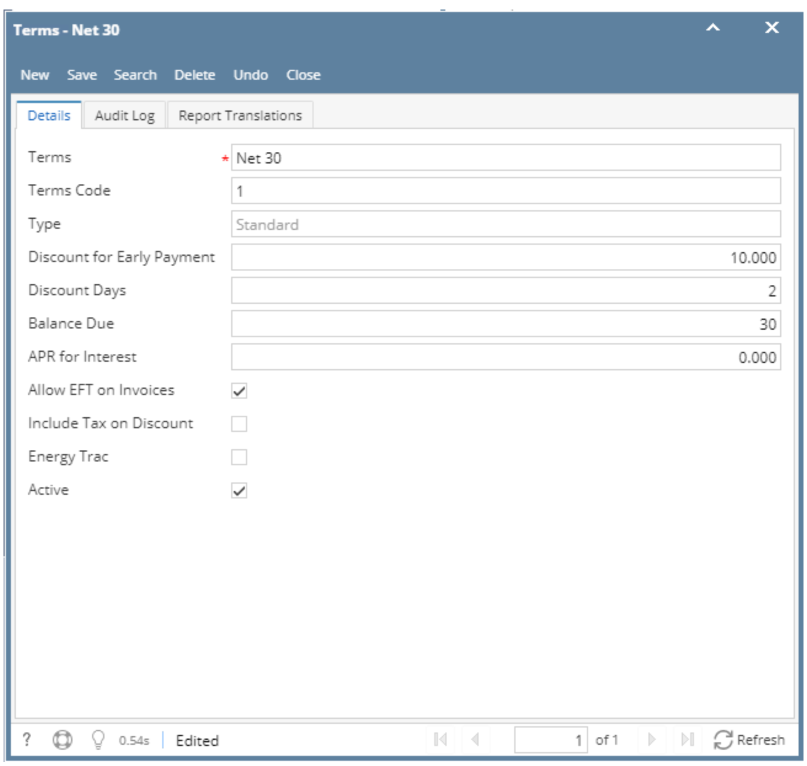
How to Add Terms

Terms can be added on Standard, Date Driven or Specific Date tabs.



STANDARD TERMS

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. On the **Standard** tab, click the New button
3. Enter the necessary data



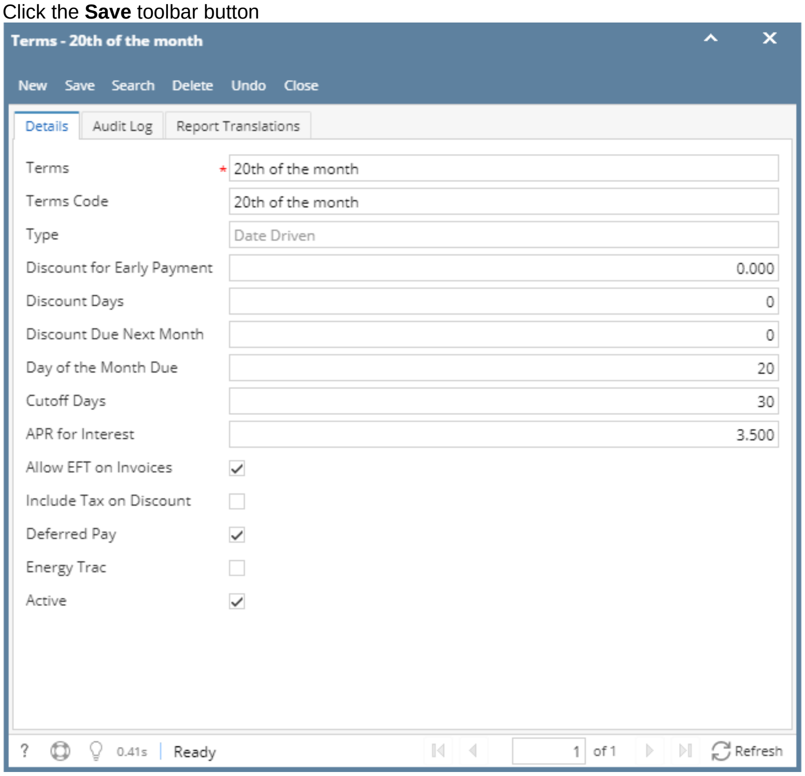
4. Click the **Save** toolbar button

Terms	A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".
Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Type	A read only field that shows what type of term - ***Standard***

Discount for Early Payment	Enter the actual discount percent given if the payment is made within the number of Discount Days. If you want your customer to get a 2% discount for paying within the Discount Days field then enter 2 in this field.
Discount Days	Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.
Balance Due	Enter the number of days that the payment must be received before it is considered late.
APR for Interest	Enter a yearly percent if you want to charge a late fee when the payment is not received within the Balance Due Days field. If you want to charge 2% each month on late charges then make sure you enter the yearly equivalent (APR) of 24% in this field. i21 will charge interest based on each month the customer is late when entering Receivables.
Include Tax on Discount	If checked, include tax, if not checked do not include. Discount calculation on the invoice and receive payments will calculate discount based on this setting
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

DATE DRIVEN TERMS

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Go to **Date Driven** tab and click the New button
3. Enter the necessary data
4. Click the **Save** toolbar button

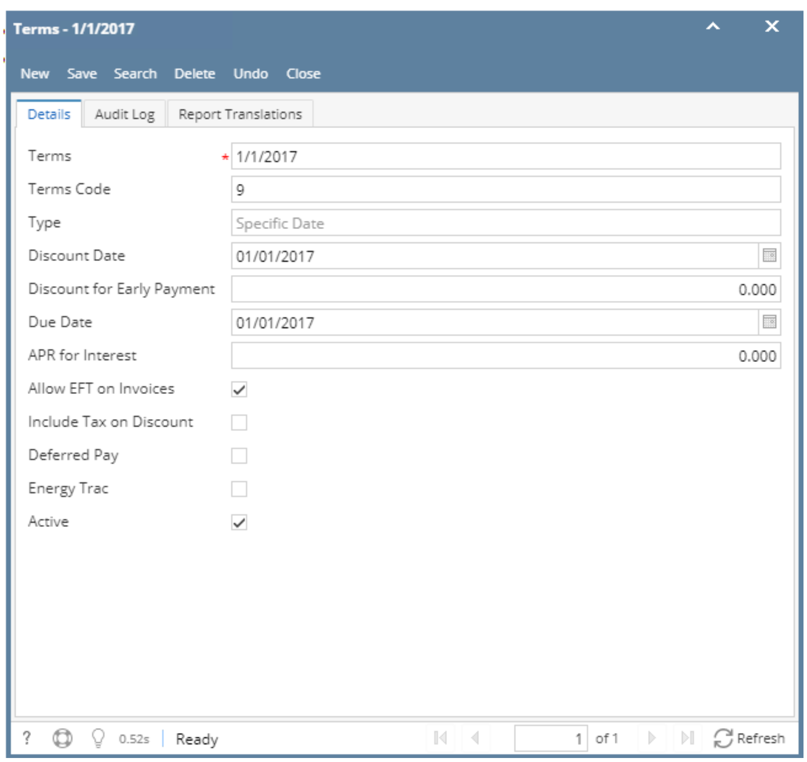


Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".
Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Type	A read only field that shows what type of term - ***Date Driven***
Discount for Early Payment	Enter the actual discount percent given if the payment is made within the setup date. For example, the terms is "2% 10th net 30th", if you want your customer to get a 2% discount for paying on or before the 10th of the month, then enter 2 in this field.

Discount Day	Enter the day where discount would be valid. Allowed value in this field is 1 to 31 only, which represents calendar days. For example, the terms is "2% 10th net 30th", if you want to set the discount day of your customer to be on the 10th of the month, then enter 10 in this field. When the invoice is paid on or before the 10th of the month, then the customer gets to avail a 2% discount.
Day of Month Due	(Net due before the __ the day of the month) - is used to enter the day where payment must be received before it is considered late. Allowed value in this field is 1 to 31 only, which represents calendar days. For example, the terms is "2% 10th net 30th", if you want to set the due date of the invoice to be on the 30th of the month, enter 30 in this field. When the invoice is not paid on or before the 30th of the month, there will be interest charged on that invoice.
Cutoff Days	The cutoff day is used to determine whether to use next month or the following next month. By entering 30, this means any invoices dated between the 1st thru the 30th of any month will have a due date of following month. Invoice dates after the 30th, will have a due date of plus two months
APR for Interest	Enter a yearly percent if you want to charge a late fee when the payment is not received within the Day of Month Due field. If you want to charge 2% each month on late charges then make sure you enter the yearly equivalent (APR) of 24% in this field. VisionCore will charge interest based on each month the customer is late when entering Receivables.
Include Tax on Discount	If checked, include tax, if not checked do not include. Discount calculation on the invoice and receive payments will calculate discount based on this setting
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

SPECIFIC DATE TERMS

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Go to **Specific Date** tab and click the New button
3. Enter the necessary data

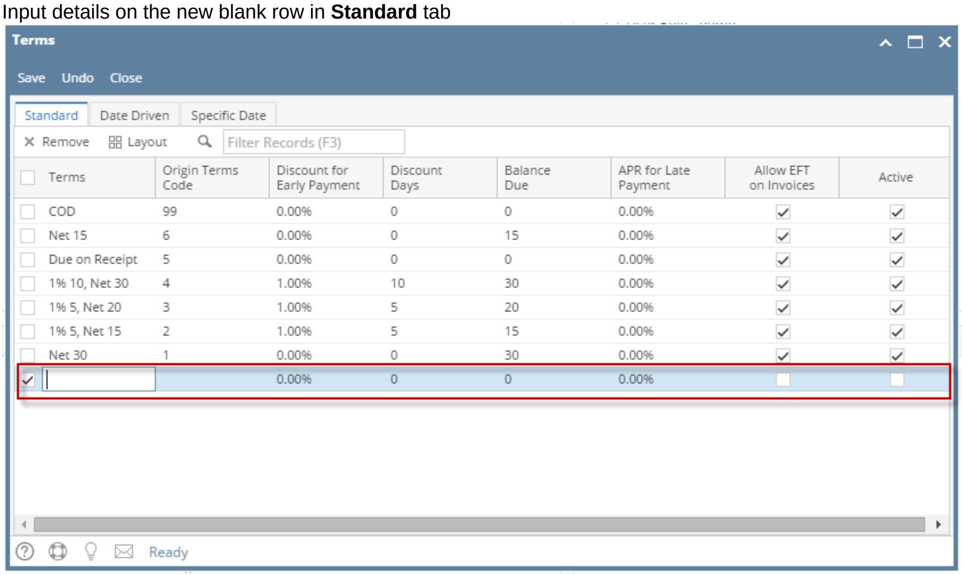


4. Click the **Save** toolbar button

Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".
Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Type	A read only field that shows what type of term - ***Specific Date***

Discount for Early Payment	Enter the actual discount percent given if the payment is made within the setup date. For example, the terms is "2% 10th net 30th", if you want your customer to get a 2% discount for paying on or before the 10th of the month, then enter 2 in this field.
Discount date	Enter the full date mm/dd/yyyy when the discount expires.Gives the specific dates due for any bill with this terms selected. This is used for farmers that may have a harvest and the customer would like to make the invoices due after harvest. This is a pegged date not relative to when the invoice is entered - it is a specific date. If the user selects a specific due date then the due days should be disabled for that line.
APR for Interest	Enter a yearly percent if you want to charge a late fee when the payment is not received within the Day of Month Due field. If you want to charge 2% each month on late charges then make sure you enter the yearly equivalent (APR) of 24% in this field. VisionCore will charge interest based on each month the customer is late when entering Receivables.
Due Date	Enter the full date mm/dd/yyyy of the due date. Gives the specific dates due for any bill with this terms selected. This is used for farmers that may have a harvest and the customer would like to make the invoices due after harvest. This is a pegged date not relative to when the invoice is entered - it is a specific date. If the user selects a specific due date then the due days should be disabled for that line.
Allow EFT for invoices	Checkbox used in the origin application.
Include Tax on Discount	If checked, include tax, if not checked do not include. Discount calculation on the invoice and receive payments will calculate discount based on this setting
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

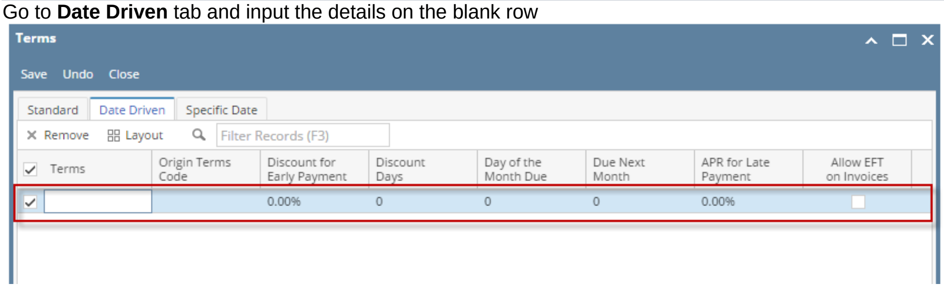
1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Input details on the new blank row in **Standard** tab



Terms	A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".
Discount for Early Payment	Enter the actual discount percent given if the payment is made within the number of Discount Days. If you want your customer to get a 2% discount for paying within the Discount Days field then enter 2 in this field.
Balance Due	Enter the number of days that the payment must be received before it is considered late.
Discount Days	Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.
APR for Late Payment	Enter a yearly percent if you want to charge a late fee when the payment is not received within the Balance Due Days field. If you want to charge 2% each month on late charges then make sure you enter the yearly equivalent (APR) of 24% in this field. i21 will charge interest based on each month the customer is late when entering Receivables.

Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

3. Go to **Date Driven** tab and input the details on the blank row



Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".
Discount for Early Payment	Enter the actual discount percent given if the payment is made within the setup date. For example, the terms is "2% 10th net 30th", if you want your customer to get a 2% discount for paying on or before the 10th of the month, then enter 2 in this field.
Discount Day	Enter the day where discount would be valid. Allowed value in this field is 1 to 31 only, which represents calendar days. For example, the terms is "2% 10th net 30th", if you want to set the discount day of your customer to be on the 10th of the month, then enter 10 in this field. When the invoice is paid on or before the 10th of the month, then the customer gets to avail a 2% discount.
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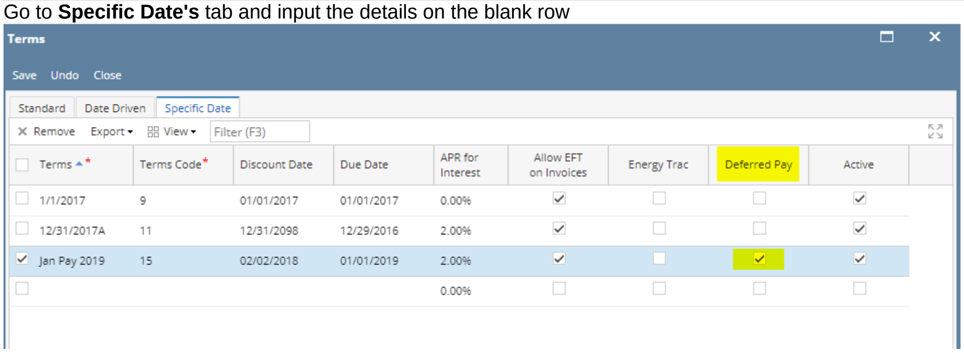
Due Next Month	(Due next month if issued within __ days of the due date) - can be used to set the number of days from the Due Date, which will determine if the invoice is due next month. If the invoice is issued within the set days, then the invoice is due next month. For example, if 15 is entered in this field, and terms is "2% 10th net 30th", when the invoice is issued within 15 days from the Due date, that invoice will be due next month.
APR for Late Payment	Enter a yearly percent if you want to charge a late fee when the payment is not received within the Day of Month Due field. If you want to charge 2% each month on late charges then make sure you enter the yearly equivalent (APR) of 24% in this field. VisionCore will charge interest based on each month the customer is late when entering Receivables.
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

4. Go to **Specific Date's** tab and input the details on the blank row



Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".
Terms Code	The terms id
Discount for Early Payment	Enter the actual discount percent given if the payment is made within the setup date. For example, the terms is "2% 10th net 30th", if you want your customer to get a 2% discount for paying on or before the 10th of the month, then enter 2 in this field.

Discount date	Enter the full date mm/dd/yyyy when the discount expires.Gives the specific dates due for any bill with this terms selected. This is used for farmers that may have a harvest and the customer would like to make the invoices due after harvest. This is a pegged date not relative to when the invoice is entered - it is a specific date. If the user selects a specific due date then the due days should be disabled for that line.
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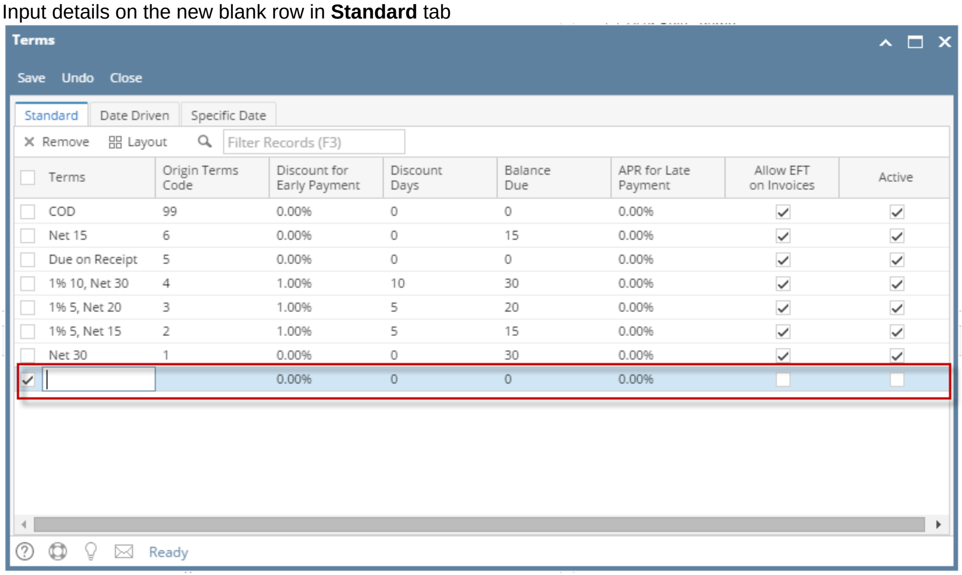
Allow EFT for invoices	Checkbox used in the origin application.
Deferred Pay	Checkbox to allow terms to be used for Deferred Pay

5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Input details on the new blank row in **Standard** tab



Terms	A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".
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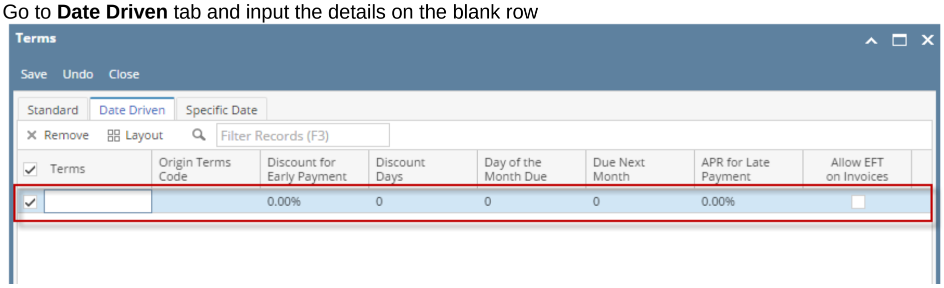
Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

3. Go to **Date Driven** tab and input the details on the blank row



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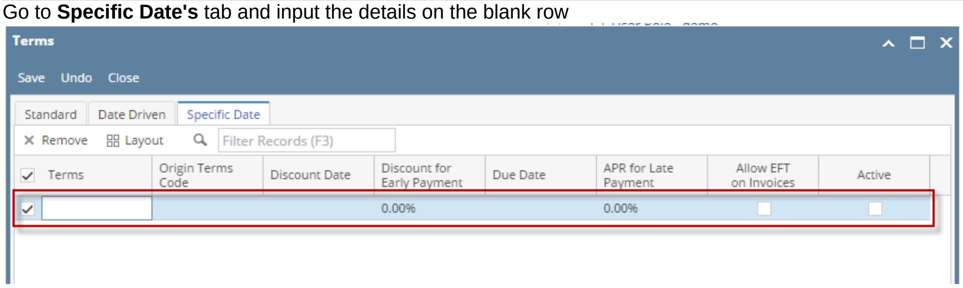
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

4. Go to **Specific Date's** tab and input the details on the blank row



Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".
Terms Code	The terms id
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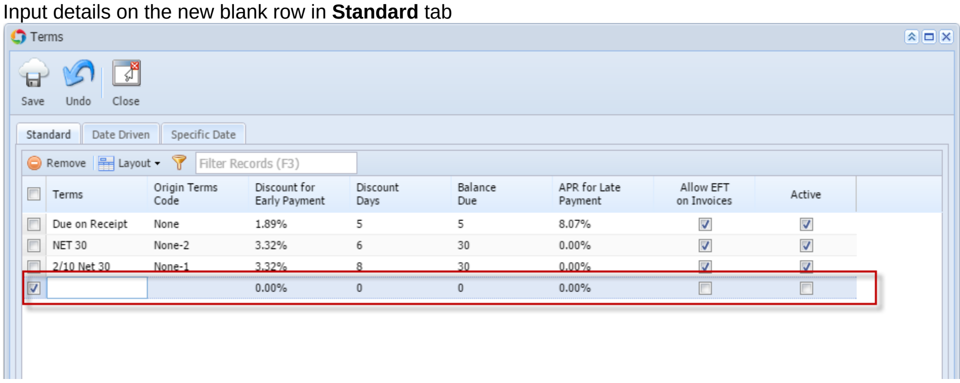
Allow EFT for invoices	Checkbox used in the origin application.

5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then click **Terms**
2. Input details on the new blank row in **Standard** tab



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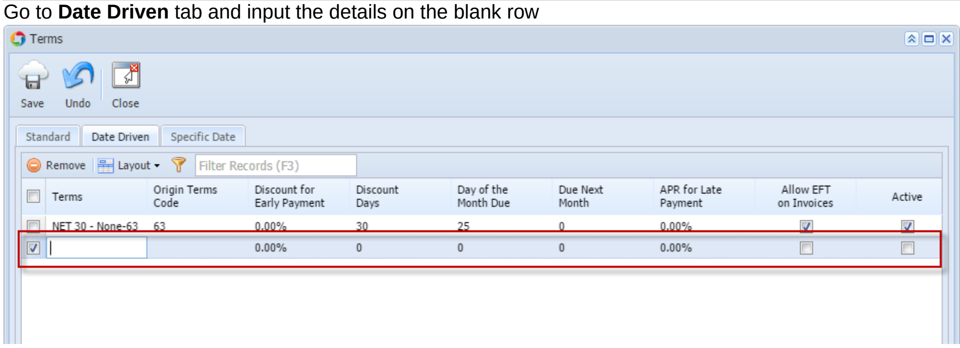
Terms code	This is the Origin terms code for integration and replication to AR terms in origin system.
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

3. Go to **Date Driven** tab and input the details on the blank row



Terms	A description name field used to describe the type of term. An example might be "2% 10th net 30th".

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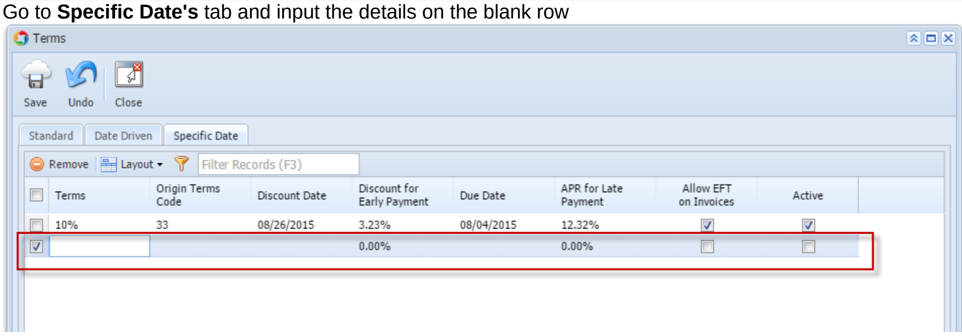
Active	Used to make a term active or inactive. When the active check box is deselected, the term will in effect be disabled and you will not be able to use it.

4. Go to **Specific Date's** tab and input the details on the blank row



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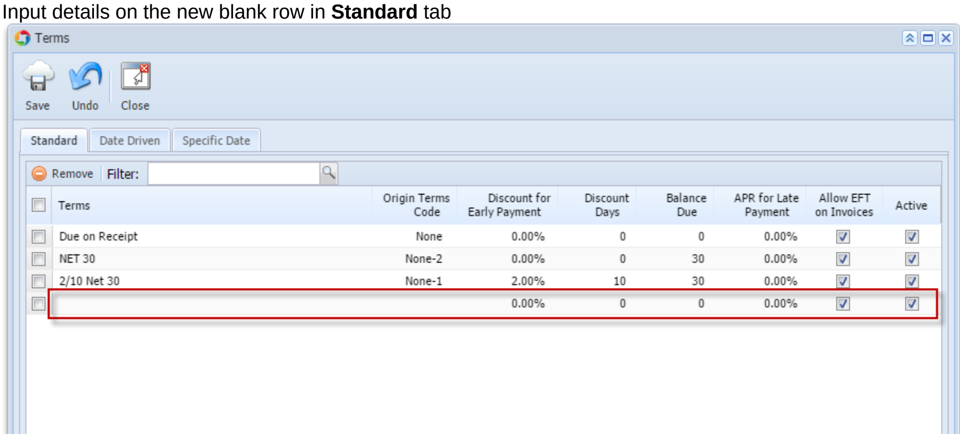
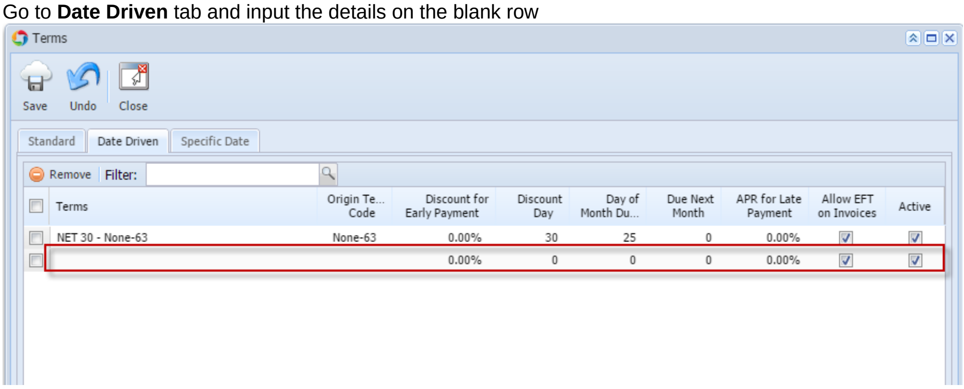
Allow EFT for invoices	Checkbox used in the origin application.

5. Click **Save** toolbar button

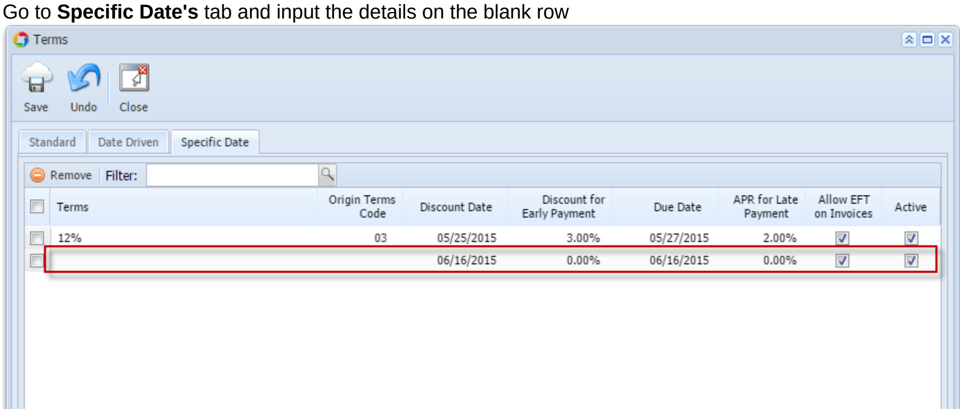
1. On the user's menu panel go to **Common Info** folder then double click **Terms**
2. Input details on the new blank row in **Standard** tab



3. Go to **Date Driven** tab and input the details on the blank row



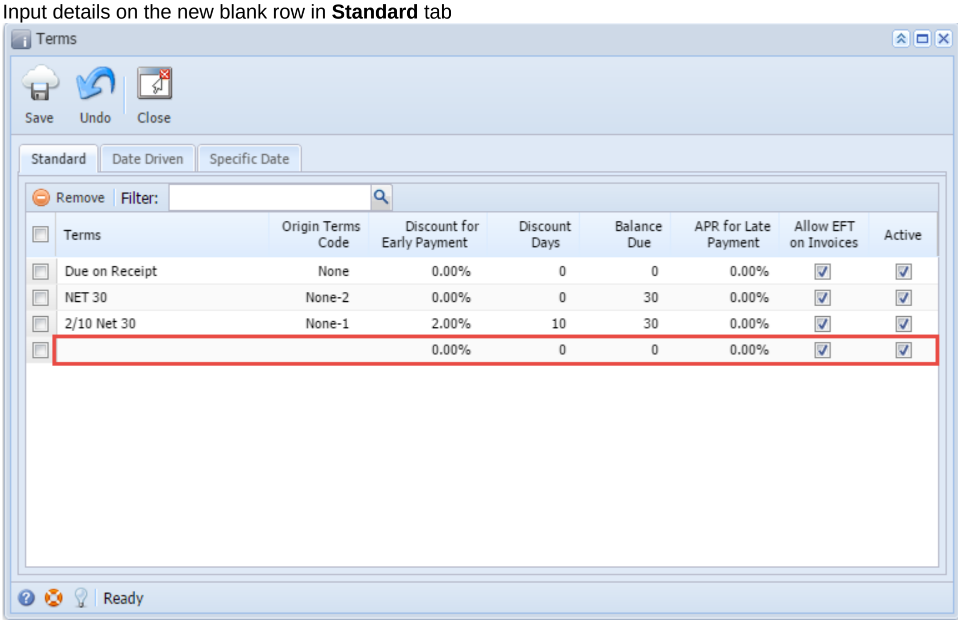
4. Go to **Specific Date's** tab and input the details on the blank row



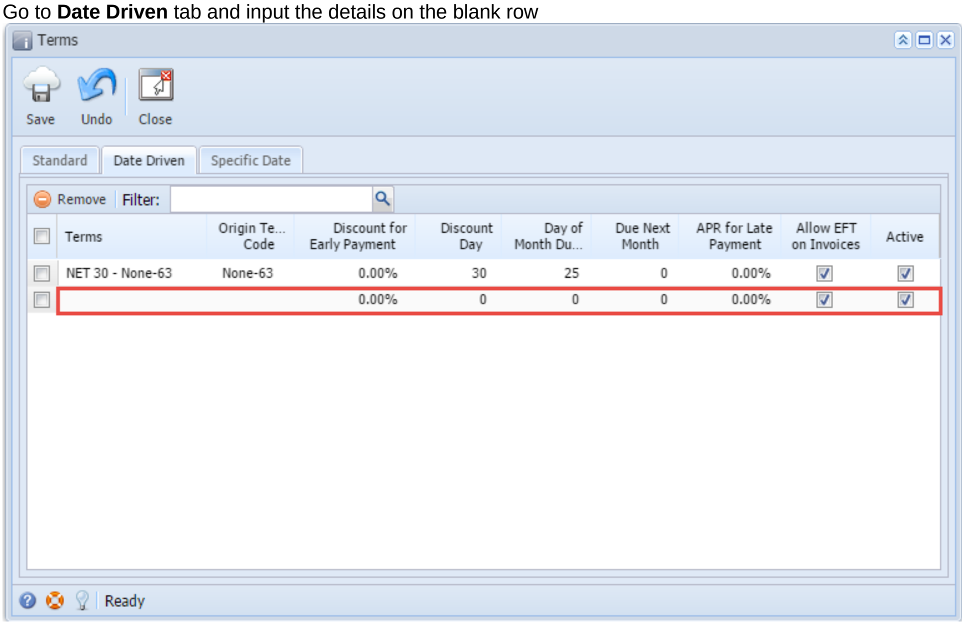
5. Click **Save** toolbar button

1. On the user's menu panel go to **Common Info** folder then double click **Terms**

2. Input details on the new blank row in **Standard** tab



3. Go to **Date Driven** tab and input the details on the blank row



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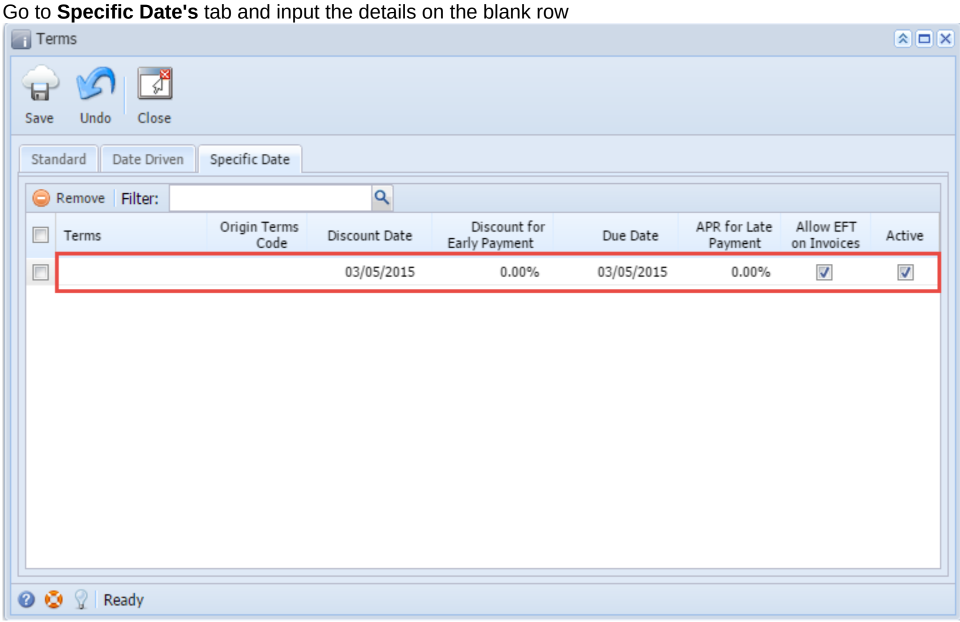

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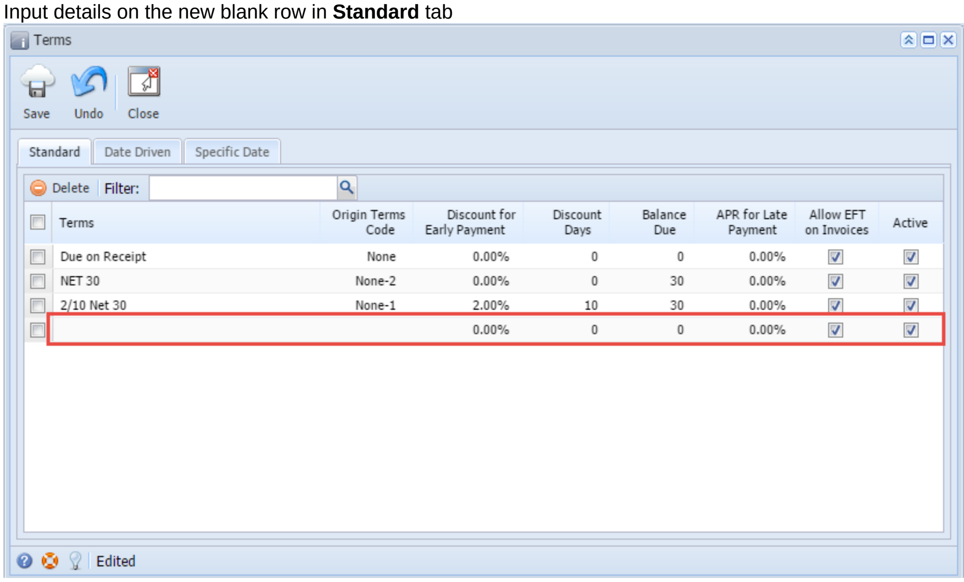
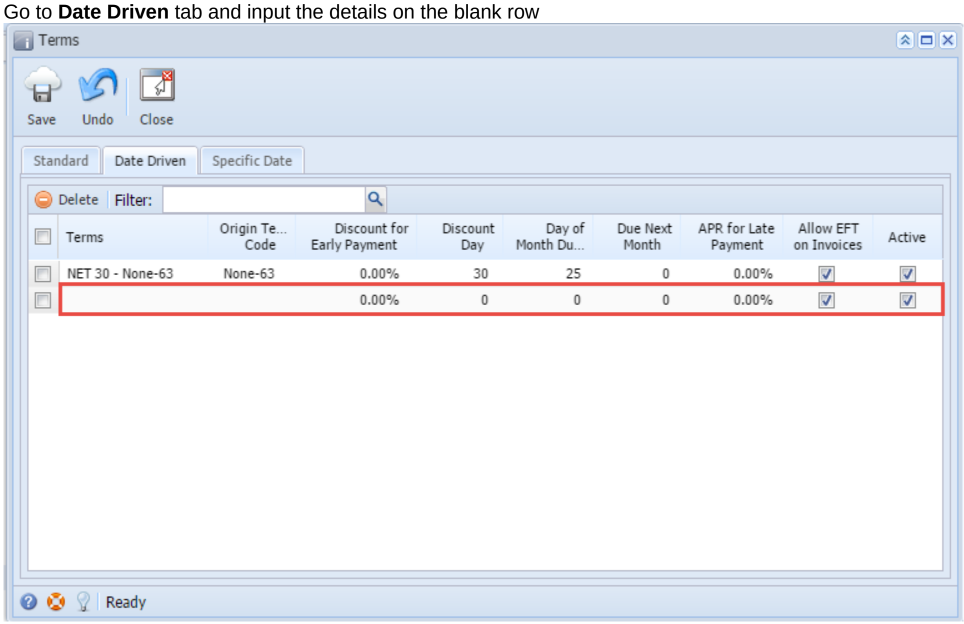
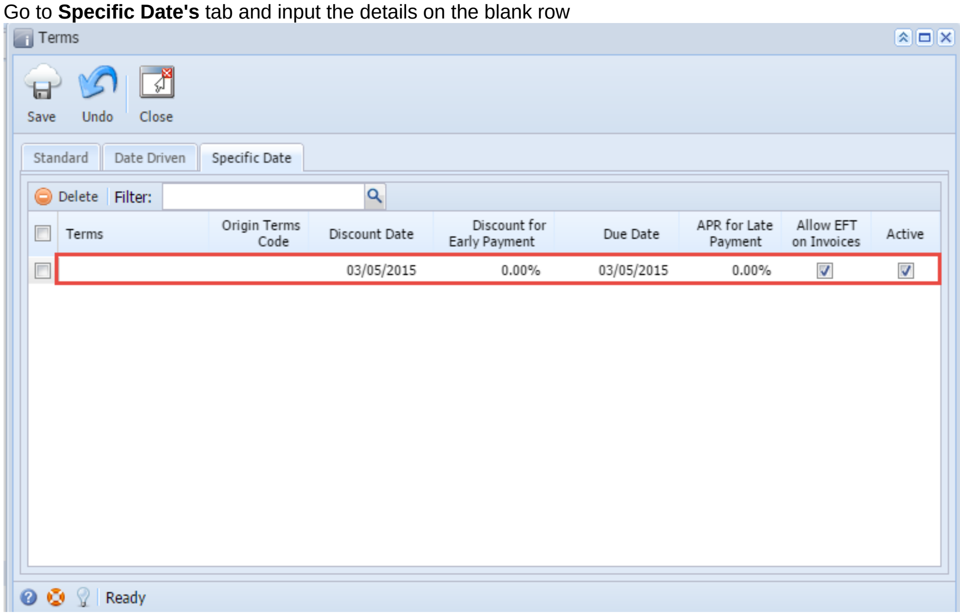


3. Go to **Date Driven** tab and input the details on the blank row



4. Go to **Specific Date's** tab and input the details on the blank row



5. Click **Save** toolbar button