

# How to Add Terms

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

Terms

Close

StandardDate DrivenSpecific Date

Open SelectedNewExportColumnsView

24 records

TermsContains

Add FilterClear Filters

| Terms                                           | Terms Code | Discount for Early Payment | Discount Days | Balance Due | APR for Interest | Allow EFT on Invoices               | Include Tax on Discount  | Active                              |
|-------------------------------------------------|------------|----------------------------|---------------|-------------|------------------|-------------------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> Net 30                 | 1          | 0.00%                      | 0             | 30          | 0.00%            | <input checked="" type="checkbox"/> | <input 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 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 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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Due on Receipt         | 5          | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Net 15                 | 6          | 0.00%                      | 0             | 15          | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> CAD                    | 99         | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> -3%, 10, Net 30        | 50         | -3.00%                     | 10            | 30          | 18.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> -5%, 30, Net 100       | 51         | -5.00%                     | 30            | 100         | 18.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> -2%, 90, Net 150       | 52         | -2.00%                     | 90            | 150         | 18.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> APR, Net 30            | 56         | 0.00%                      | 0             | 30          | 18.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> APR, Net 90            | 57         | 0.00%                      | 0             | 90          | 24.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> APR, Net 180           | 58         | 0.00%                      | 0             | 180         | 28.00%           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Net cash against d...  | 10         | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Net cash 75 days af... | 75         | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Net cash against in... | 30         | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Against Irrevocable... | 45         | 0.00%                      | 0             | 0           | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> .6% 10, Net 30         | 55         | 0.00%                      | 10            | 30          | 0.00%            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

0.07sReady

Refresh

## 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

Terms - Net 30

NewSaveSearchDeleteUndoClose

DetailsAudit LogReport Translations

Terms

Net 30

Terms Code

1

Type

Standard

Discount for Early Payment

10.000

Discount Days

2

Balance Due

30

APR for Interest

0.000

Allow EFT on Invoices

☒

Include Tax on Discount

☐

Energy Trac

☐

Active

☒

0.54sEdited

1 of 1

Refresh

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 - <b>Standard</b>                                                           |

|                                   |                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discount for Early Payment</b> | 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.                                                                                                                                 |
| <b>Discount Days</b>              | Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.                                                                                                                                                                                                                                |
| <b>Balance Due</b>                | Enter the number of days that the payment must be received before it is considered late.                                                                                                                                                                                                                                                                |
| <b>APR for Interest</b>           | 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. |
| <b>Include Tax on Discount</b>    | 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                                                                                                                                                                                          |
| <b>Active</b>                     | 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

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

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discount Day</b>            | 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.                                                                                    |
| <b>Day of Month Due</b>        | (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. |
| <b>Cutoff Days</b>             | 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                                                                                                                                                                                       |
| <b>APR for Interest</b>        | 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.                                                                                                                           |
| <b>Include Tax on Discount</b> | 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                                                                                                                                                                                                                                                                                                                           |
| <b>Active</b>                  | 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

The screenshot shows a software window titled "Terms - 1/1/2017". It has a menu bar with "New", "Save", "Search", "Delete", "Undo", and "Close". Below the menu bar are three tabs: "Details", "Audit Log", and "Report Translations". The "Details" tab is selected, displaying a form with the following fields and values:

- Terms: 1/1/2017
- Terms Code: 9
- Type: Specific Date
- Discount Date: 01/01/2017
- Discount for Early Payment: 0.000
- Due Date: 01/01/2017
- APR for Interest: 0.000
- Allow EFT on Invoices: ☒
- Include Tax on Discount: ☐
- Deferred Pay: ☐
- Energy Trac: ☐
- Active: ☒

The bottom status bar indicates "0.52s | Ready" and "1 of 1" with navigation icons and a "Refresh" button.

4. Click the **Save** toolbar button

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

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                             |
| <b>Discount date</b>              | 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. |
| <b>APR for Interest</b>           | 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.                                                                            |
| <b>Due Date</b>                   | 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.           |
| <b>Allow EFT for invoices</b>     | Checkbox used in the origin application.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Include Tax on Discount</b>    | 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                                                                                                                                                                                                                                                                            |
| <b>Active</b>                     | 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

The screenshot shows the 'Terms' application window. At the top, there are buttons for 'Save', 'Undo', and 'Close'. Below these are tabs for 'Standard', 'Date Driven', and 'Specific Date'. The 'Standard' tab is active. A search bar with 'Filter Records (F3)' is present. The main area contains a table with the following columns: 'Terms', 'Origin Terms Code', 'Discount for Early Payment', 'Discount Days', 'Balance Due', 'APR for Late Payment', 'Allow EFT on Invoices', and 'Active'. The table lists several predefined terms like 'COD', 'Net 15', 'Due on Receipt', and various 'Net' terms. A new, empty row is highlighted with a red border, showing a checked checkbox, an empty text field, and default values of 0.00%, 0, 0, and 0.00% for the respective fields. The 'Allow EFT on Invoices' and 'Active' checkboxes are also present in this row.

|                                   |                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".                                                                                                                                                                                                                              |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                 |
| <b>Balance Due</b>                | Enter the number of days that the payment must be received before it is considered late.                                                                                                                                                                                                                                                                |
| <b>Discount Days</b>              | Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.                                                                                                                                                                                                                                |
| <b>APR for Late Payment</b>       | 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. |

|                   |                                                                                                                                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms code</b> | This is the Origin terms code for integration and replication to AR terms in origin system.                                                              |
| <b>Active</b>     | 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                               | Origin Terms Code | Discount for Early Payment | Discount Days | Day of the Month Due | Due Next Month | APR for Late Payment | Allow EFT on Invoices    |
|-------------------------------------|-------------------|----------------------------|---------------|----------------------|----------------|----------------------|--------------------------|
| <input checked="" type="checkbox"/> |                   | 0.00%                      | 0             | 0                    | 0              | 0.00%                | <input type="checkbox"/> |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of term. An example might be "2% 10th net 30th".                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                                                                           |
| <b>Discount Day</b>               | 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.                                                                                   |
| <b>Day of Month Due</b>           | (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. |
| <b>Due Next Month</b>             | (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.                                           |
| <b>APR for Late Payment</b>       | 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.                                                                                                                          |
| <b>Active</b>                     | 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                               | Terms Code   | Discount Date | Due Date   | APR for Interest | Allow EFT on Invoices | Energy Trac                         | Deferred Pay                        | Active                              |
|-------------------------------------|--------------|---------------|------------|------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | 1/1/2017     | 9             | 01/01/2017 | 01/01/2017       | 0.00%                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | 12/31/2017A  | 11            | 12/31/2098 | 12/29/2016       | 2.00%                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Jan Pay 2019 | 15            | 02/02/2018 | 01/01/2019       | 2.00%                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            |              |               |            |                  | 0.00%                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                                   |                                                                                                                                                                                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of term. An example might be "2% 10th net 30th".                                                                                                                                                           |
| <b>Terms Code</b>                 | The terms id                                                                                                                                                                                                                                                  |
| <b>Discount for Early Payment</b> | 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. |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discount date</b>          | 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. |
| <b>APR for Late Payment</b>   | 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.                                                                            |
| <b>Active</b>                 | 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.                                                                                                                                                                                                                                                                                  |
| <b>Specific Due Date</b>      | 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.           |
| <b>Allow EFT for invoices</b> | Checkbox used in the origin application.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Deferred Pay</b>           | 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

The screenshot shows the 'Terms' application window. The 'Standard' tab is selected. The table contains the following data:

| 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 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 checked="" type="checkbox"/>     |                   | 0.00%                      | 0             | 0           | 0.00%                | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                                   |                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".                                                                                                                                                                                                                              |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                 |
| <b>Balance Due</b>                | Enter the number of days that the payment must be received before it is considered late.                                                                                                                                                                                                                                                                |
| <b>Discount Days</b>              | Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.                                                                                                                                                                                                                                |
| <b>APR for Late Payment</b>       | 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. |
| <b>Terms code</b>                 | This is the Origin terms code for integration and replication to AR terms in origin system.                                                                                                                                                                                                                                                             |
| <b>Active</b>                     | 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

The screenshot shows the 'Terms' window with the 'Date Driven' tab selected. The window has a menu bar with 'Save', 'Undo', and 'Close'. Below the menu bar are tabs for 'Standard', 'Date Driven', and 'Specific Date'. There is a search bar with 'Filter Records (F3)' and a 'Remove' button. The main table has the following columns: 'Terms' (with a checkmark), 'Origin Terms Code', 'Discount for Early Payment' (0.00%), 'Discount Days' (0), 'Day of the Month Due' (0), 'Due Next Month' (0), 'APR for Late Payment' (0.00%), and 'Allow EFT on Invoices' (checkbox). A new row is being added with a checkmark in the 'Terms' column and empty fields for the others.

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of term. An example might be "2% 10th net 30th".                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                                                                           |
| <b>Discount Day</b>               | 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.                                                                                   |
| <b>Day of Month Due</b>           | (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. |
| <b>Due Next Month</b>             | (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.                                           |
| <b>APR for Late Payment</b>       | 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.                                                                                                                          |
| <b>Active</b>                     | 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

The screenshot shows the 'Terms' window with the 'Specific Date' tab selected. The window has a menu bar with 'Save', 'Undo', and 'Close'. Below the menu bar are tabs for 'Standard', 'Date Driven', and 'Specific Date'. There is a search bar with 'Filter Records (F3)' and a 'Remove' button. The main table has the following columns: 'Terms' (with a checkmark), 'Origin Terms Code', 'Discount Date', 'Discount for Early Payment' (0.00%), 'Due Date', 'APR for Late Payment' (0.00%), 'Allow EFT on Invoices' (checkbox), and 'Active' (checkbox). A new row is being added with a checkmark in the 'Terms' column and empty fields for the others.

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of term. An example might be "2% 10th net 30th".                                                                                                                                                                                                                                                                                                                                      |
| <b>Terms Code</b>                 | The terms id                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                            |
| <b>Discount date</b>              | 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. |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>APR for Late Payment</b>   | 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.                                                                  |
| <b>Active</b>                 | 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.                                                                                                                                                                                                                                                                        |
| <b>Specific Due Date</b>      | 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. |
| <b>Allow EFT for invoices</b> | 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

| Terms                               | Origin Terms Code | Discount for Early Payment | Discount Days | Balance Due | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------------------------------------|-------------------|----------------------------|---------------|-------------|----------------------|-------------------------------------|-------------------------------------|
| Due on Receipt                      | None              | 1.89%                      | 5             | 5           | 8.07%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NET 30                              | None-2            | 3.32%                      | 6             | 30          | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2/10 Net 30                         | None-1            | 3.32%                      | 8             | 30          | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |                   | 0.00%                      | 0             | 0           | 0.00%                | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                                   |                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of terms. An example might be "COD", "2% 10 Net 30" or "Company Check".                                                                                                                                                                                                                              |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                 |
| <b>Balance Due</b>                | Enter the number of days that the payment must be received before it is considered late.                                                                                                                                                                                                                                                                |
| <b>Discount Days</b>              | Enter the number of days given to receive a discount for paying an invoice early in the Receivables or Payables screens.                                                                                                                                                                                                                                |
| <b>APR for Late Payment</b>       | 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. |
| <b>Terms code</b>                 | This is the Origin terms code for integration and replication to AR terms in origin system.                                                                                                                                                                                                                                                             |
| <b>Active</b>                     | 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                               | Origin Terms Code | Discount for Early Payment | Discount Days | Day of the Month Due | Due Next Month | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------------------------------------|-------------------|----------------------------|---------------|----------------------|----------------|----------------------|-------------------------------------|-------------------------------------|
| NET 30 - None-63                    | 63                | 0.00%                      | 30            | 25                   | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |                   | 0.00%                      | 0             | 0                    | 0              | 0.00%                | <input type="checkbox"/>            | <input type="checkbox"/>            |

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



|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                                                                           |
| <b>Discount Day</b>               | 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.                                                                                   |
| <b>Day of Month Due</b>           | (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. |
| <b>Due Next Month</b>             | (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.                                           |
| <b>APR for Late Payment</b>       | 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.                                                                                                                          |
| <b>Active</b>                     | 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                               | Origin Terms Code | Discount Date | Discount for Early Payment | Due Date   | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------------------------------------|-------------------|---------------|----------------------------|------------|----------------------|-------------------------------------|-------------------------------------|
| 10%                                 | 33                | 08/26/2015    | 3.23%                      | 08/04/2015 | 12.32%               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |                   |               | 0.00%                      |            | 0.00%                | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms</b>                      | A description name field used to describe the type of term. An example might be "2% 10th net 30th".                                                                                                                                                                                                                                                                                                                                       |
| <b>Terms Code</b>                 | The terms id                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Discount for Early Payment</b> | 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.                                                                                                                                                                             |
| <b>Discount date</b>              | 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. |
| <b>APR for Late Payment</b>       | 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.                                                                            |
| <b>Active</b>                     | 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.                                                                                                                                                                                                                                                                                  |
| <b>Specific Due Date</b>          | 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.

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

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

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

| Terms            | Origin Te... Code | Discount for Early Payment | Discount Day | Day of Month Du... | Due Next Month | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|------------------|-------------------|----------------------------|--------------|--------------------|----------------|----------------------|-------------------------------------|-------------------------------------|
| NET 30 - None-63 | None-63           | 0.00%                      | 30           | 25                 | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                  |                   | 0.00%                      | 0            | 0                  | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

| Terms | Origin Terms Code | Discount Date | Discount for Early Payment | Due Date   | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------|-------------------|---------------|----------------------------|------------|----------------------|-------------------------------------|-------------------------------------|
| 12%   | 03                | 05/25/2015    | 3.00%                      | 05/27/2015 | 2.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|       |                   | 06/16/2015    | 0.00%                      | 06/16/2015 | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Terms

Save Undo Close

Standard Date Driven Specific Date

Remove Filter:

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

Ready

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

Terms

Save Undo Close

Standard Date Driven Specific Date

Remove Filter:

| Terms            | Origin Te... Code | Discount for Early Payment | Discount Day | Day of Month Du... | Due Next Month | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|------------------|-------------------|----------------------------|--------------|--------------------|----------------|----------------------|-------------------------------------|-------------------------------------|
| NET 30 - None-63 | None-63           | 0.00%                      | 30           | 25                 | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                  |                   | 0.00%                      | 0            | 0                  | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Ready

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

The screenshot shows the 'Terms' window with the 'Specific Date' tab selected. The window has a toolbar with 'Save', 'Undo', and 'Close' buttons. Below the tabs, there is a 'Remove' button and a 'Filter' search box. The main table has the following columns: Terms, Origin Terms Code, Discount Date, Discount for Early Payment, Due Date, APR for Late Payment, Allow EFT on Invoices, and Active. A new row is highlighted in red, showing the following values: Discount Date: 03/05/2015, Discount for Early Payment: 0.00%, Due Date: 03/05/2015, APR for Late Payment: 0.00%, Allow EFT on Invoices: checked, and Active: checked.

| Terms | Origin Terms Code | Discount Date | Discount for Early Payment | Due Date   | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------|-------------------|---------------|----------------------------|------------|----------------------|-------------------------------------|-------------------------------------|
|       |                   | 03/05/2015    | 0.00%                      | 03/05/2015 | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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

The screenshot shows the 'Terms' window with the 'Standard' tab selected. The window has a toolbar with 'Save', 'Undo', and 'Close' buttons. Below the tabs, there is a 'Delete' button and a 'Filter' search box. The main table has the following columns: Terms, Origin Terms Code, Discount for Early Payment, Discount Days, Balance Due, APR for Late Payment, Allow EFT on Invoices, and Active. A new row is highlighted in red, showing the following values: Discount for Early Payment: 0.00%, Discount Days: 0, Balance Due: 0, APR for Late Payment: 0.00%, Allow EFT on Invoices: checked, and Active: checked.

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

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

Terms

Save Undo Close

Standard Date Driven Specific Date

Delete Filter:

| Terms            | Origin Te... Code | Discount for Early Payment | Discount Day | Day of Month Du... | Due Next Month | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|------------------|-------------------|----------------------------|--------------|--------------------|----------------|----------------------|-------------------------------------|-------------------------------------|
| NET 30 - None-63 | None-63           | 0.00%                      | 30           | 25                 | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                  |                   | 0.00%                      | 0            | 0                  | 0              | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Ready

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

Terms

Save Undo Close

Standard Date Driven Specific Date's

Delete Filter:

| Terms | Origin Terms Code | Discount Date | Discount for Early Payment | Due Date   | APR for Late Payment | Allow EFT on Invoices               | Active                              |
|-------|-------------------|---------------|----------------------------|------------|----------------------|-------------------------------------|-------------------------------------|
|       |                   | 03/05/2015    | 0.00%                      | 03/05/2015 | 0.00%                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Ready

5. Click **Save** toolbar button