

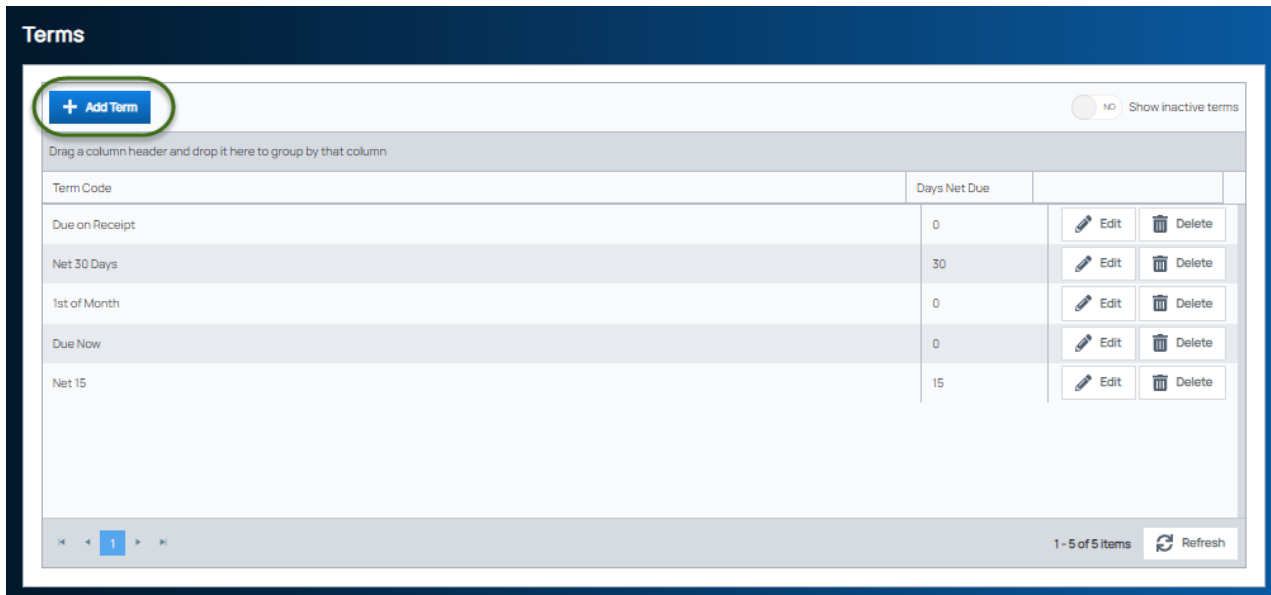
Add a Term Code

Last Modified on 05/23/2025 4:31 pm EDT

Terms Codes are used in both Accounts Receivable and Accounts Payable to determine when a customer invoice or a vendor bill is due. You may setup as many unique Term Codes as needed for your company.

From the main menu, arrive at the Terms setup with this path: Setup > Accounting > Terms.

The Terms list opens. Click on the Add Term button at the upper left of the form.



Term Code	Days Net Due	
Due on Receipt	0	Edit Delete
Net 30 Days	30	Edit Delete
1st of Month	0	Edit Delete
Due Now	0	Edit Delete
Net 15	15	Edit Delete

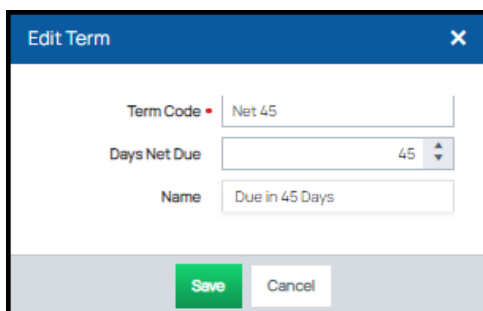
The Edit Term form opens.

Data entry fields preceded by an asterisk are required.

- ***Term Code** – Enter a unique code, maximum of 25 characters.
- **Days Net Due** – Select the number of days from the invoice or bill date the item is due.
- **Name** – Enter a description, maximum of 50 characters (optional).

Click the Save button when finished.

Repeat this process to enter additional Term Codes.



Term Code *	Net 45
Days Net Due	45
Name	Due in 45 Days

[Save](#) [Cancel](#)