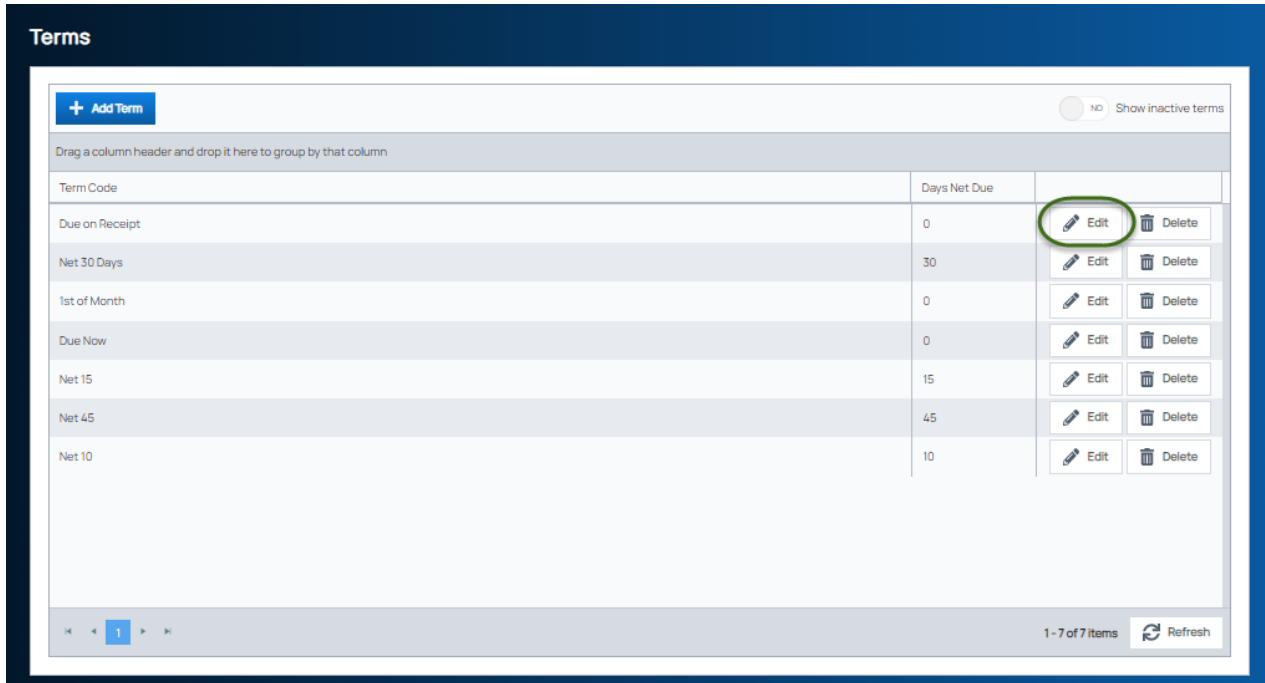


# Edit a Term Code

Last Modified on 04/27/2022 2:49 pm EDT

To edit a Term Code, from the main menu, arrive at the Terms setup with this path: Setup > Accounting > Terms.

The Terms list will be displayed. Locate the Term you want to edit, and then click on the Edit button (pencil icon).



The Edit Term form will be displayed. Make the necessary changes, and then click the Save button when finished.

The "Edit Term" form contains the following fields and controls:

- Term Code:** A dropdown menu currently showing "Due on Receipt".
- Days Net Due:** A numeric input field with a spinner, currently set to 0.
- Name:** A text input field containing the text "name".
- Buttons:** A green "Save" button and a white "Cancel" button.