

Edit a Term Code

Last Modified on 05/23/2025 4:33 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 opens. Locate the Term you want to edit, and then click on the Edit button (pencil icon).

Terms

+ Add Term

NO Show inactive terms

Drag a column header and drop it here to group by that column

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
Net 45	45	 Edit  Delete
Net 10	10	 Edit  Delete

< 1 >

1 - 7 of 7 items Refresh

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

Edit Term

Term Code ▾ Due on Receipt

Days Net Due 0

Name name

Save

Cancel