

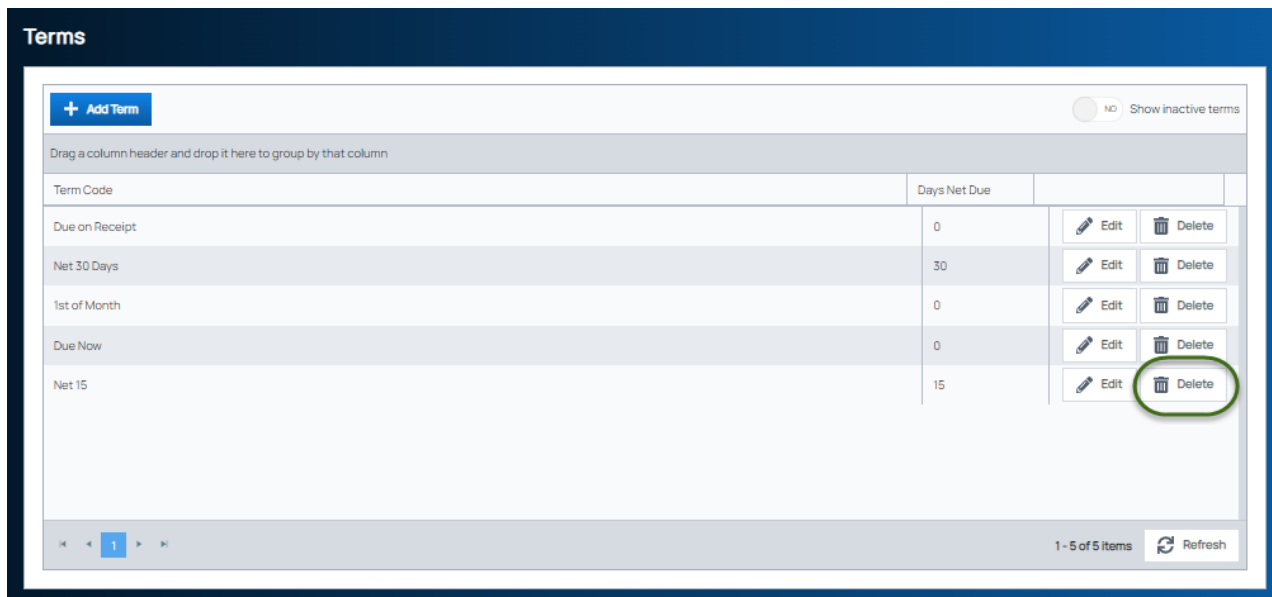
# Delete a Term Code

Last Modified on 05/23/2025 4:33 pm EDT

To delete 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 delete, and then click the Delete button (trash can icon).

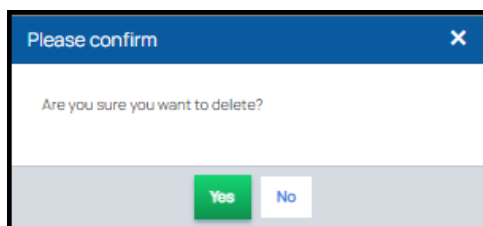
*Note:* When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as “Inactive”. In most cases, if a setup value was previously marked as “deleted”, a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously “deleted”, will appear in the inactive list.



The screenshot shows the 'Terms' setup screen. At the top, there is a '+ Add Term' button and a toggle for 'Show inactive terms' set to 'NO'. Below this is a table with columns 'Term Code' and 'Days Net Due'. The table contains five rows: 'Due on Receipt' (0 days), 'Net 30 Days' (30 days), '1st of Month' (0 days), 'Due Now' (0 days), and 'Net 15' (15 days). Each row has an 'Edit' button (pencil icon) and a 'Delete' button (trash can icon). The 'Delete' button for the 'Net 15' row is circled in green. At the bottom, there is a pagination bar showing '1' of 5 items and a 'Refresh' button.

Term Code	Days Net Due	Edit	Delete
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

A confirmation message opens. Click the Yes button to proceed with the deletion (inactivation) of the record.



The confirmation dialog box has a blue header with the text 'Please confirm' and a close button (X). The main body contains the question 'Are you sure you want to delete?'. At the bottom, there are two buttons: a green 'Yes' button and a white 'No' button.