

# Terms Code Setup

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Terms Codes are used to set up the payment terms given to the customer. The Terms Code is tied to the customer on the *Address & Information* tab on the *Customer Maintenance* window. The Customer List by Terms Code report lists customers by Terms Codes.

1. On the *Terms Code Maintenance* window, select **Create**. Optionally select a Terms Code to make any necessary changes.
2. Enter the *Division* for the Terms Code.
3. In the *Terms Code* field, enter a unique identifier. The terms code can be up to two numeric characters.
4. Enter a *Description* for the Terms Code.
5. In the *Number of Days Due* box, enter the number of days in which payment should be made.
6. Choose **Save**.