Terms Code Setup

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 at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Terms Code*, select **Create**. Optionally select a Terms Code to make any necessary changes.

Division	Terms Code	Description	Number of Days Due
1	1	30 DAYS	30
1	2	COD	0
1	3	10 DAYS	10
2	1	30 DAYS	30
2	2	COD	0
2	3	10 DAYS	10

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**.