1 What are Credit Terms?

These are the Terms of Credit that you offer your Customers – the days that the should be paying their invoices by.

2 What Credit Terms should you enter?

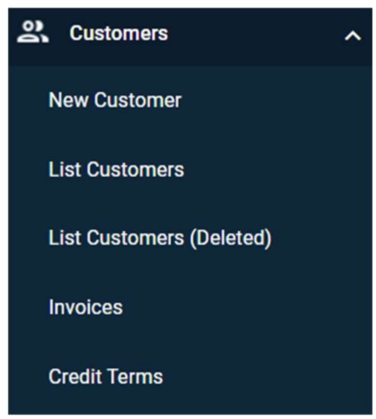
You should enter the Credit Terms that you offer your Customers. These can include

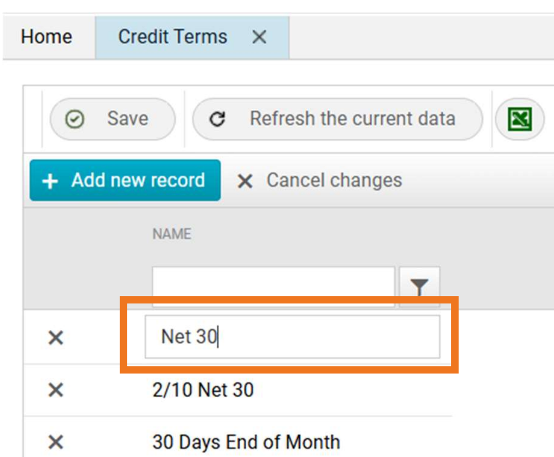
- Net 30 (Payment due within 30 Days from date of invoice)
- Net 60 (Payment due within 60 days from date of invoice)
- 30 Days EOM (30 days after the end of the month that the invoice is raised
- Payment on Delivery
- Proforma (Payment due before delivery and/or work)

3 How do you enter Credit Terms?

- Log in with the Admin ID you have been provided with
- Go to the 'Customer' menu and select 'Credit Terms'

- Click on the 'Add new record' button
- Type the Credit Terms in the box
- Hit the 'Save' Button when done





To delete a Credit Term, click on the cross next to that Term in the table. Note that the system will not let you delete it if it has been assigned to one or more Customers.