

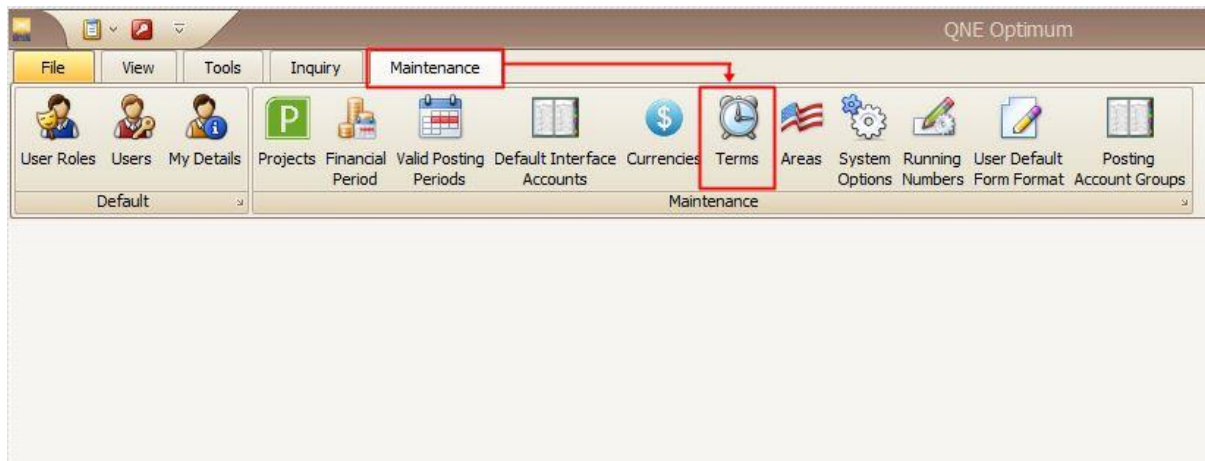


HOW TO CREATE, EDIT AND DELETE A TERM

What is TERM?

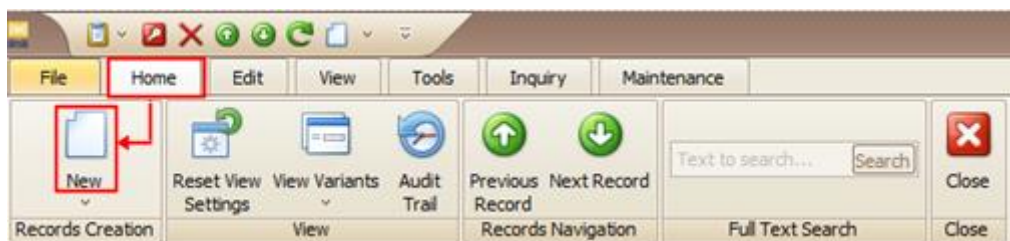
A **Term** is the Period of Payment to a Supplier or from a Customer. Thus, this function is useful on generating various reports such as Supplier/Customer Aging.

To open **Term Maintenance** form, under **Maintenance** ribbon click **Term**



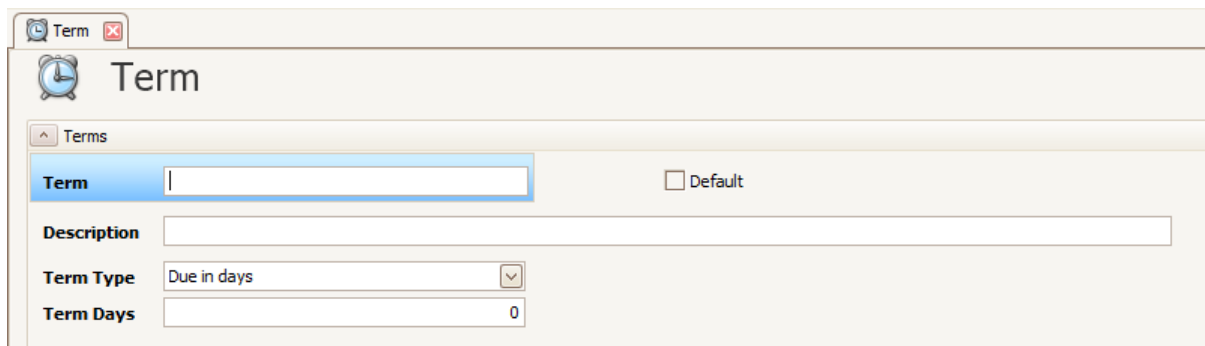
1. How to **Create** a Term

In Term Maintenance Module > under Home Menu Ribbon, click **New**

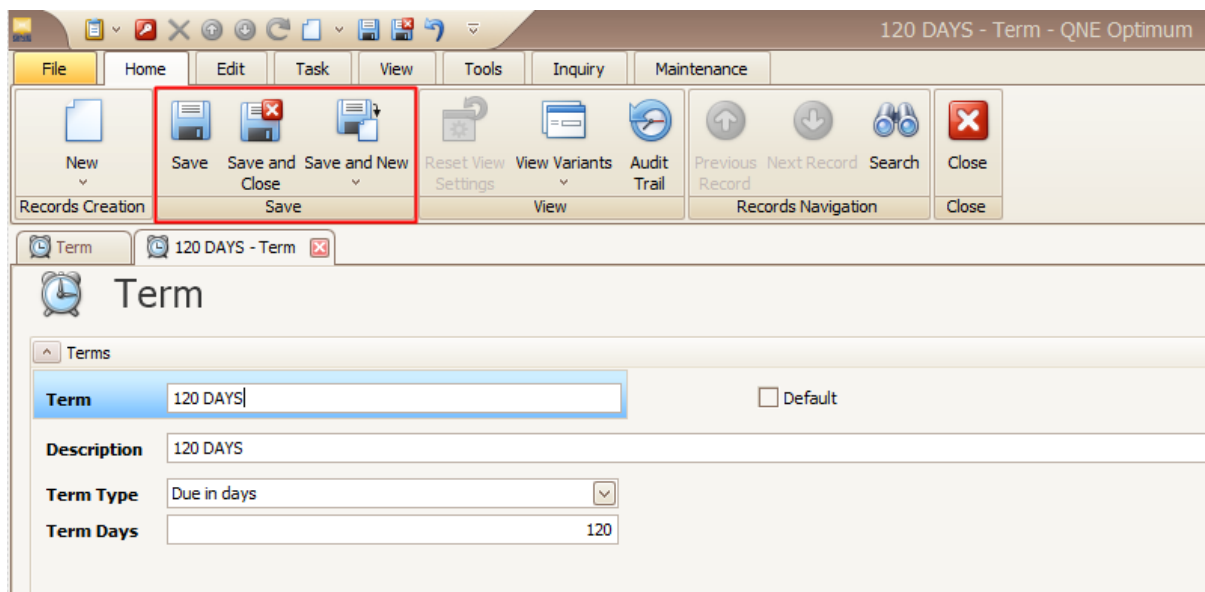


Supply the fields with data;

- Term: This is a compulsory field with maximum of 20 alphanumeric length
- Description: The narration of the Area Code
- Term Type: This can be set in Due in Days or Due in Months
- Term Days/Term Months: Enter the Number of Days/Months of the Term
- Default: If a Term is the commonly used and will be automatically tagged by default in Transactions. Thus, can be changed in Transactions.

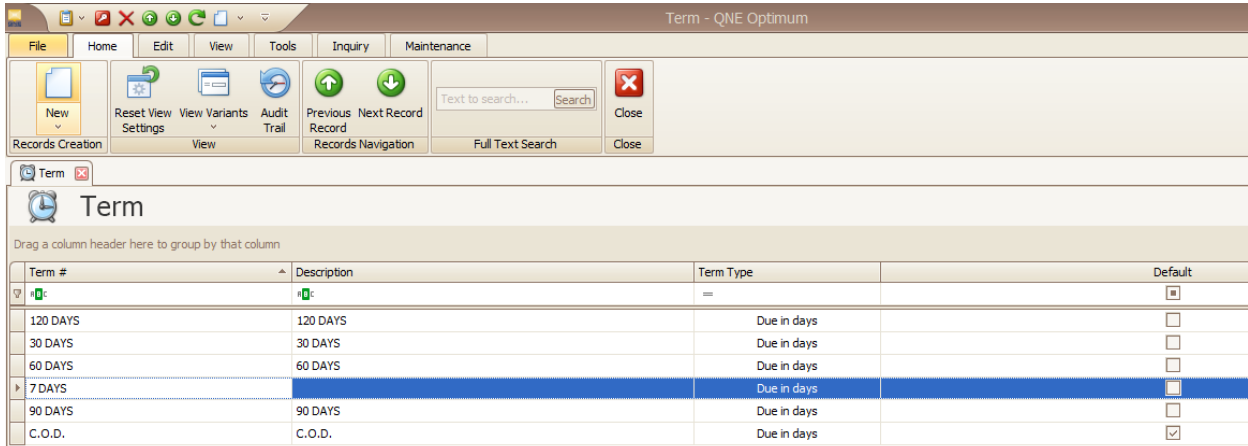


Once done, Click *Save* or *Save and Close* or *Save and New*.



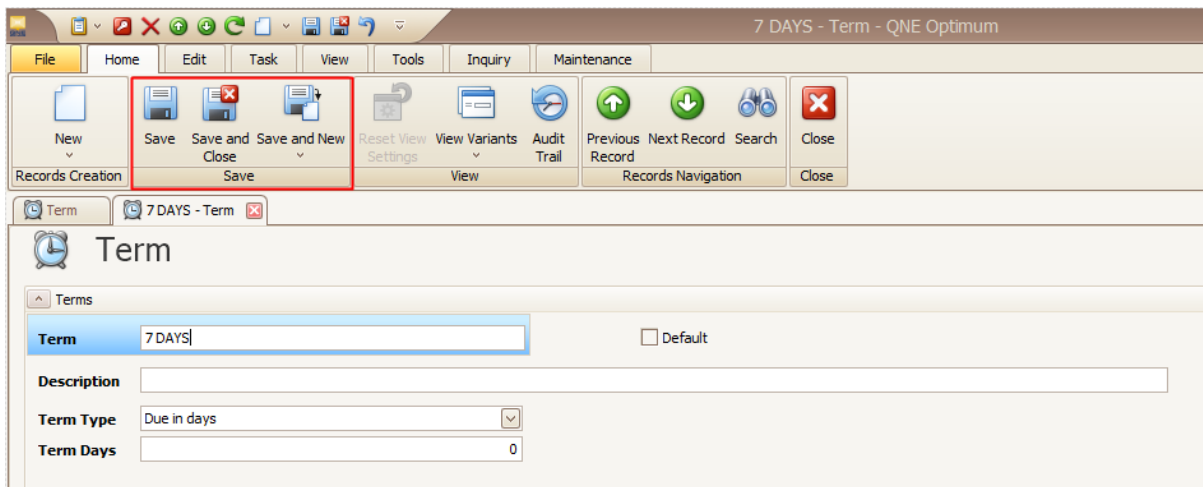
2. How to *Edit* a Term

In Term Maintenance Module, it will display the List of all the Terms. To Edit, *Select* the Term then '*double-press*' to Edit.



Term #	Description	Term Type	Default
120 DAYS	120 DAYS	Due in days	<input type="checkbox"/>
30 DAYS	30 DAYS	Due in days	<input type="checkbox"/>
60 DAYS	60 DAYS	Due in days	<input type="checkbox"/>
7 DAYS		Due in days	<input type="checkbox"/>
90 DAYS	90 DAYS	Due in days	<input type="checkbox"/>
C.O.D.	C.O.D.	Due in days	<input checked="" type="checkbox"/>

Then Supply the Fields that needs to be edited. Once done, click *Save*.



7 DAYS - Term - QNE Optimum

File Home Edit Task View Tools Inquiry Maintenance

Records Creation: New, Save, Save and Close, Save and New, Save

Reset View Settings, View Variants, Audit Trail, Previous Record, Next Record, Search, Close

Records Navigation: Full Text Search, Close

Term

Terms

Term: 7 DAYS Default

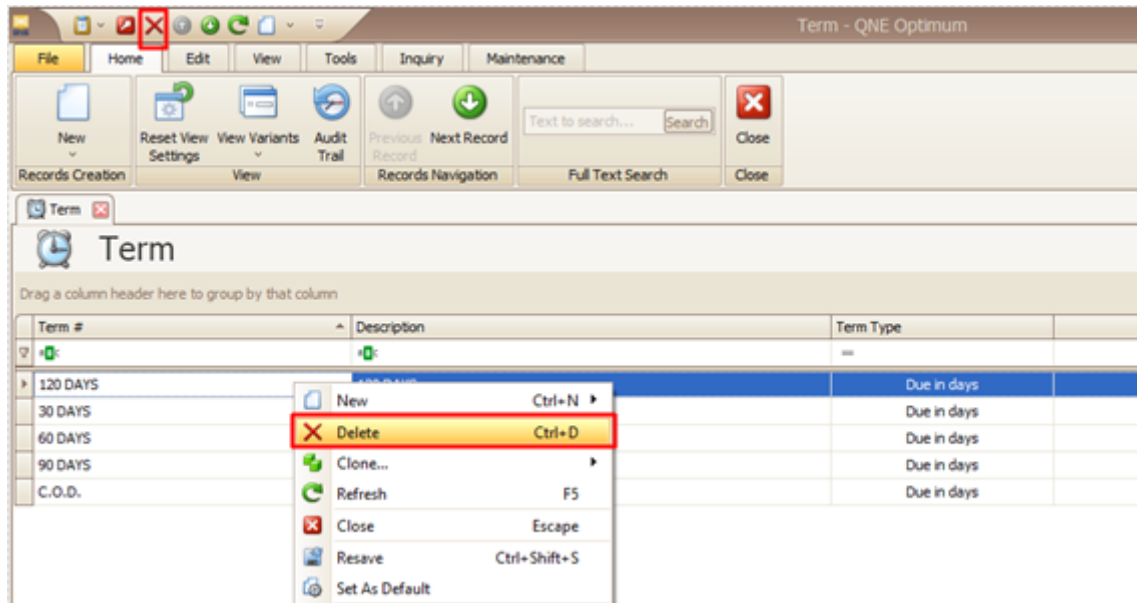
Description:

Term Type: Due in days

Term Days: 0

3. How to **Delete** a Term

In Term Maintenance Module, it will display the List of all the Terms. To Delete, **Select** the Term then '**right-click**' > **Delete** or Click the Delete Icon at the Top.



NOTE: In the System, a **Term** that can only be deleted if it has not been used in the Transactions yet.