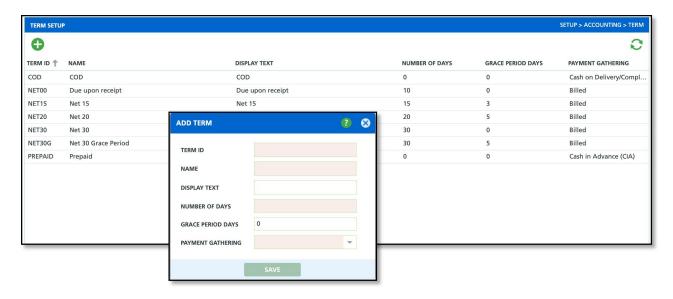
Term Setup

Last Modified on 10/13/2025 9:39 am PDT

Pathway: Setup > Accounting > Term

Term Setup establishes the payment terms on an invoice to indicate when payment is due.



Permission

The following permissions are required to view, add and edit terms:

Permission ID	Permission Name
22	Setup \ Accounting

Term Setup Fields and Descriptions

Fields	Descriptions
Term ID Required	A unique ID assigned to the term.
Name Required	Name of the Term that displays in any Term selection drop down field.
Display Text	The text that will display on an invoice. Only displays on invoices with supported formats.
Number Of Days Required	Number of days after the invoice date a payment is due. An entry here controls when an uncollected invoice balance is considered past due.
Grace Period Days	Specifies the number of additional days after the due date before a payment is considered late. This allows flexibility in applying late fees. The default setting for this field is '0'.
Payment Gathering Required	The payment collection method.
ERP Label	Select the Energy Efficiency Label if one applies.

Add a Term

- 1. Click the + to open the Add Term tool.
- 2. Complete the following required fields:
 - Enter a **Term ID**.
 - Create a Name for the Term.
 - Enter a numeric value in the **Number of Days** field to establish the payment due time frame.
 - Select an option from the **Payment Gathering** field.
- 3. Add **Display Text** for this Term to display on the Invoice if supported.
- 4. Click **Save** when finished.