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Payment terms


Payment terms are located Settings > Sale settings > Payment terms.


The payment term is used on the sale and purchase documents and it shows on what conditions the invoice is paid.


1. Payment term card

Sale settings > Payment terms > 14

 Back

 New

 Copy

 Delete

Save

Status: View

14 pv neto

Payment Schedule

CODE	<input type="text" value="14"/>
NAME	<input type="text" value="14 pv neto"/>
TYPE	<div>Normal</div>
DUE DATE	<input type="text" value="14"/>
AFFECTS	<div></div>
DAY	<input type="text"/>
CASH ACCOUNT	<input type="text" value="»"/>
ALWAYS THIS ACCOUNT	<div></div>
CLASS	<input type="text"/>
ASK PRINT	<div></div>
ROUNDING	<div></div>
CASH DISCOUNT	<input type="text"/>
CASH DISCOUNT DAYS	<input type="text"/>
FISCAL GROUP	<input type="text"/>
PROHIBITED ITEM CLASSES	<input type="text"/>

1.1. Fields

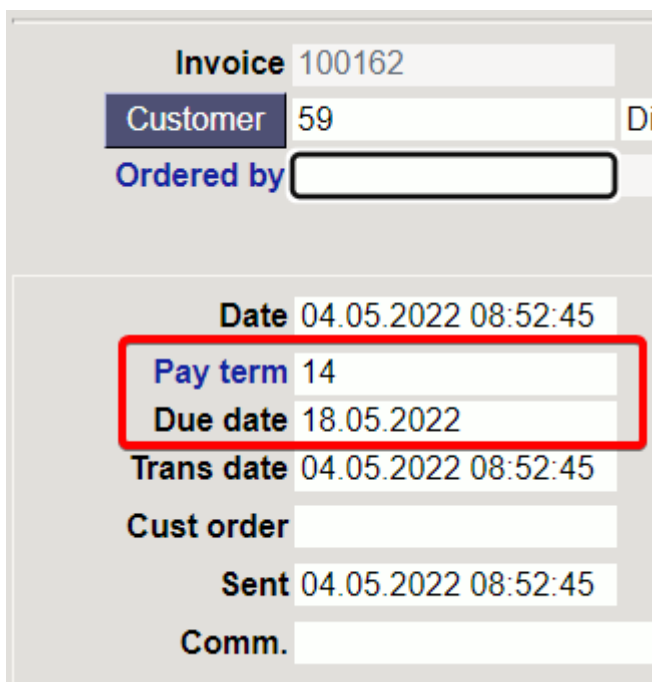
- **Code** - payment term code, must be invented. Letters or numbers can be used. Since most of the reports show codes, the more informative it is, the better. For example if the payment term is 10 days, it is reasonable to create payment term with code 10.
- **Name** - payment term name. Used on invoice printout if necessary.
- **Rounding** - can set how many places after comma the invoice is rounded. The drop-down

menu options are 0, 1, 2 and 5. 0 is rounded to the integer, 1 is 1 decimal place and 2 is 2 decimal places. In the case of 5, the invoice total is rounded to the nearest 5 cent so that 1- and 2-cent coins should not be used (as in Finland, for example). For example, if the invoice sum is 15.32, the sum will be rounded to 15.30 and 15.33 to 15.35.

 5 is used only at POS invoice. Be sure to upgrade Directo to the latest POS invoice version.

1.2. Document fields

Documents have a field **Pay term**, where the payment term code can be placed. As a result the payment time is calculated to the **Due date** field:



Invoice 100162

Customer 59

Ordered by

Date 04.05.2022 08:52:45

Pay term 14

Due date 18.05.2022

Trans date 04.05.2022 08:52:45

Cust order

Sent 04.05.2022 08:52:45

Comm.

2. Examples

2.1. Payment terms rounding

For example, the payment term C (payment in cash) rounding is 5. If the products are added to the POS invoice, the invoice shows the exact sum:



Close F2 - NEW COPY F9 - SAVE F12 - CONFIRM DELETE F5 - REFRESH Mail F8 - PRINT Status: Changed LOGOUT

Invoice 100165 Sularaha 0.00 Date 12.05.2022 14:32:27 Salesman TRIINP

Customer 1020 Kaardimak

Credit invoice

Cash

Change

Total 399.93

333.28

Transfer 7

Prepayment 0.00

Name A&E Office OY

Order no.

Object

Formula

Survey

Comment

Index, linn

Maa

Cust rep

e-mail

VATnr

Stock

Project

Location 213.35.145

Change

Recalculate the prices 0 % 0.00 Discount

Last changed by: TRIINP 12.05.2022 14:45:12

NO	Item	Variant	Qty	% Description	Price	SN/Model	Total	Stock	Stock ID
1	COMPUTER		1	Computer	399.93		399.93		
2									

But if you press the CASH button (using payment term C), the sum will be rounded:

CloseF2 - NEWCOPYF9 - SAVEF12 - CONFIRMDDELETEF5 - REFRESHMailF8 - PRINTStatus: ChangedLOGOUT

Invoice 100165

Customer 1020

Credit invoice

Cash

Change

Total 399.95

333.28

Refresh399.95Ok

Kaardimak

Transfer7

Prepayment

0.00

Date 12.05.2022 14:53:49

Name A&E Office OY

Order no.

Tanav

Indeks, linn

Maa

Comment

Salesman TRIINP

Cust rep

e-mail

VATnr

Stock

Project

Location 213.35.145.

Recalculate the prices

0 % 0.00 Σ Discount

Last changed by: TRIINP 12.05.2022 14:55:31

NO	Item	Variant	Qty	% Description	Price	SN/Mudel	Total	Stock	Stock ID
1	COMPUTER		1	Computer	399.93		399.93		
2									

The rounding specified for the payment term wins the system settings rounding:

System settings > Sale settings

Save

View changelog

POS invoice Total sum round - 0, 1 or 2 places

2

Total sum round - 0, 1 or 2 places

2

2.2. Always the same date for payment

If there is a need or agreement that the due date of the invoice entered on any date should be a specific date of the same or the following month, a separate Payment Term must be created and the fields **AFFECTS MONTHS AND DAY** must be filled in.

For example, by creating such term and using it on an invoice, whatever date the invoice is made, the due date will be the last day of the month according to the month of the invoice:

Sale settings > Payment terms > Add new

Back

Save

Status: Changed

Add new

CODE

SMLD

NAME

SAME MONTH LAST DAY

TYPE

Normal

DUE DATE

AFFECTS

Same month

DAY

31

If there is a need, that invoices created during the month, will get due date in a certain date in the following month, a payment term must be created as follows:

Sale settings > Payment terms > Add new

Back

Save

Status: Changed

Add new

CODE

NM10

NAME

Next months 10th

TYPE

Normal

DUE DATE

AFFECTS

Next month

DAY

10

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