

# Sisukord

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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

Back    New    Copy    Delete    Save    Status: View

## 14 pv neto

Payment Schedule

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

### 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	Name A&E Office OY	Cust rep
Credit invoice	Transfer 7	Order no.	e-mail
Cash	Prepayment	Tänav	VATnr
Change		Indeks, linn	Stock
Total 399.93	0.00	Maa	<input checked="" type="checkbox"/> Change
333.28		Survey	Project
		Comment	Location 213.35.145.
Recalculate the prices		0 % 0.00 Σ Discount	Last changed by: TRIINP 12.05.2022 14:45:12

NO	Item	Variant	Qty	%	Description	Price	SN/Mudel	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:

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

Invoice 100165	Refresh 399.95 Ok	Date 12.05.2022 14:53:49	Salesman TRIINP
Customer 1020	Kaardimak	Name A&E Office OY	Cust rep
Credit invoice	Transfer 7	Order no.	e-mail
Cash	Prepayment	Tänav	VATnr
Change		Indeks, linn	Stock
Total 399.95	0.00	Maa	<input checked="" type="checkbox"/> Change
333.28		Survey	Project
		Comment	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 &gt; Payment terms &gt; 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 &gt; Payment terms &gt; Add new

Back

Save

Status: Changed

## Add new

CODE

NM10

NAME

Next months 10th

TYPE

Normal

DUE DATE

AFFECTS

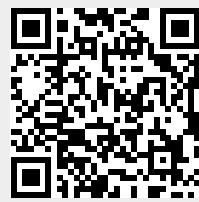
Next month

DAY

10

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Last update: **2022/06/28 12:20**