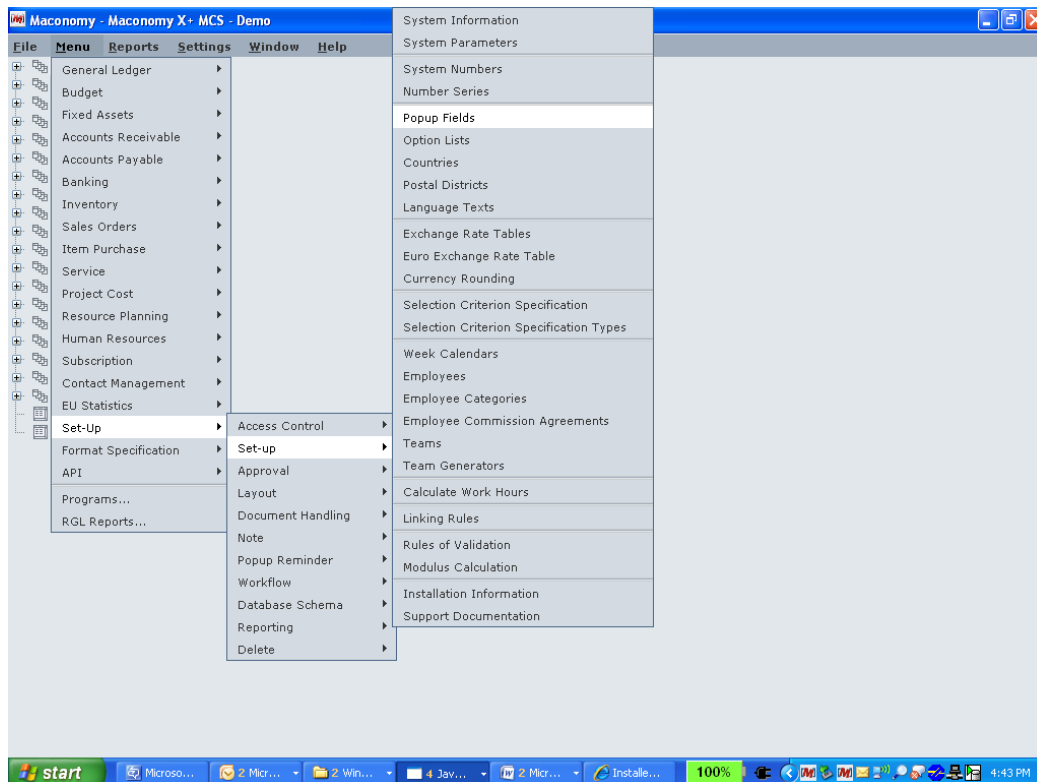


How to . . .

Set up new payment terms

Purpose	To create a new payment terms pop up value. This value can then be assigned to vendors and customers.
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- 1) Navigate to **Menu > Set up > Set up > Pop up fields**



- 2) Do a search for payment terms using the search function button (magnifying glass). In the Name field, enter **pay***

The screenshot shows the Maconomy X+ MCS - Demo application window. A 'Popup Fields' dialog box is open, displaying search results for 'Payment Terms'. The search criteria is 'pay*'. The results table shows three entries: COD, 10 Days Net, and EOM. The 'User' information is also visible, showing 'Created by Ad', 'Date 1/...', 'Changed by Ad', 'Date 11.', and 'Version 6'.

Popup Fields

File Edit Menu Reports Navigate Search Action Window Help

Do Search More

Search Advanced

Name Created by Created on Changed

Criteria: pay*

Payment Terms

User

Created by Ad
Date 1/...
Changed by Ad
Date 11.
Version 6

	Name	Net/EOM/Wi			
1	COD	Net			0.00
2	10 Days Net	Net			0.00
3	EOM	EOM			0.00

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3) Click in the table part on a new line and name the new payment term.

Next, specify if it is Net/EOM/Week. This information is used for calculating the date on which invoices become due for payment.

Net indicates that the invoice is due a specified number of days after the invoice date.

EOM (end of month) means the invoice is due a specified number of days after the last day of the current month.

Week means that the invoice is due a specified number of days after the last day of the current week.

Lastly, specify No. of days. In the field "**No. of Days**", you specify the number of days to be added in the above three calculations, Net, EOM or Week. If the number of days is zero, and the calculation method is Net, the terms of payment are thus Net Cash (or COD).

If you specify days as 30, 60, 90 etc., Maconomy interprets them as one month, two months, etc. However, if the calculation method is EOM, 30, 60, 90 days etc. is interpreted as the last day in the following month, the month after that etc.

The screenshot shows the 'Popup Fields' application window. The window title is 'Popup Fields'. The menu bar includes 'File', 'Edit', 'Menu', 'Reports', 'Navigate', 'Search', 'Action', 'Window', and 'Help'. The toolbar contains icons for 'Menu', 'Save', and navigation controls. The main area is divided into two sections: 'Popup Field' and 'User'. The 'Popup Field' section shows a list of payment terms with columns for 'Name', 'Net/EOM/Week', and 'No. of Days'. The 'User' section displays metadata for the current user, including 'Created by', 'Date', 'Changed by', 'Date', and 'Version'. A red arrow points to the 'No. of Days' column in the table.

	Name	Net/EOM/Week	No. of Days							
1	COD	Net	0		0.00	0.00	0.00	0.00	0.00	0
2	10 Days Net	Net	10		0.00	0.00	0.00	0.00	0.00	0
3	EOM	EOM	0		0.00	0.00	0.00	0.00	0.00	0
4			0		0.00	0.00	0.00	0.00	0.00	0

User

Created by	Administrator
Date	1/1/1998
Changed by	Administrator
Date	11/6/2008
Version	6