

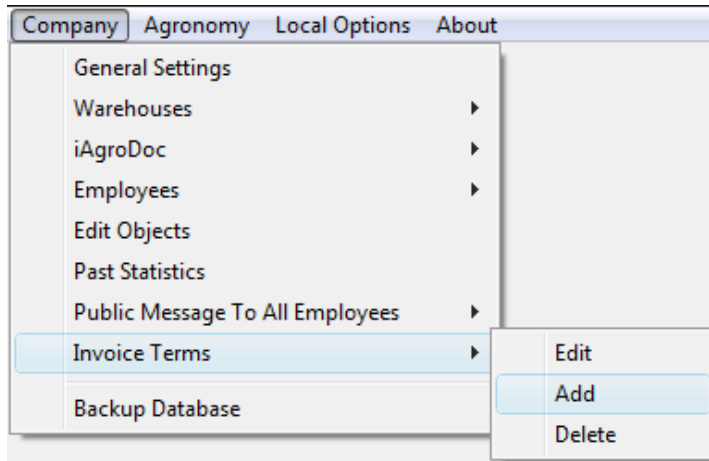
Procedures for setting up Invoicing Terms



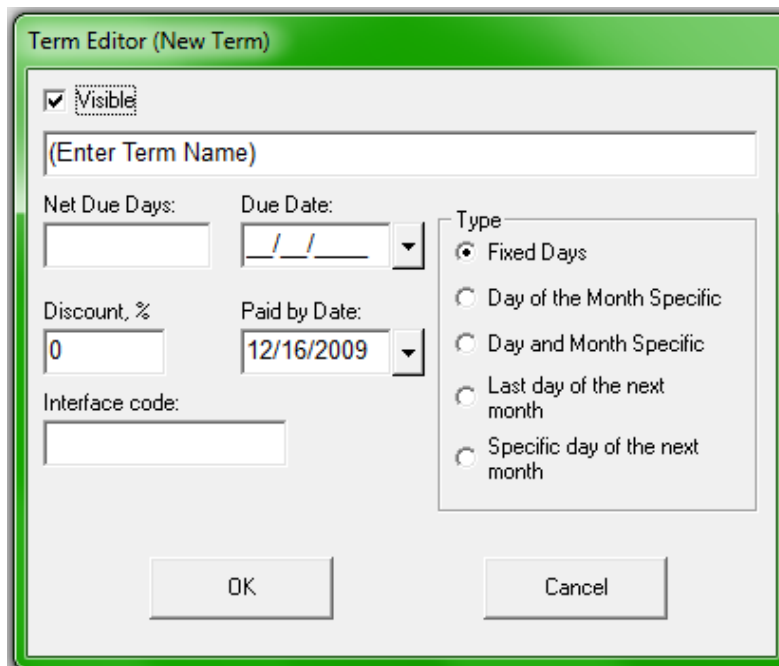
AgWorks has the following Terms already set up in the system: Due on Receipt, Net 15, Net 30, and Net 60.

Adding Invoicing Terms

- 1.) Within AgWorks Manager, navigate to: **Company > Invoice Terms > Add**



- 2.) Enter appropriate information into the **Term Editor**. Values only need to be entered for those that will apply to Term type.



The screenshot shows the 'Term Editor (New Term)' dialog box. It has a green title bar and a 'Visible' checkbox checked. The main area contains several fields and a 'Type' section. The 'Type' section has five radio button options: 'Fixed Days' (selected), 'Day of the Month Specific', 'Day and Month Specific', 'Last day of the next month', and 'Specific day of the next month'. At the bottom are 'OK' and 'Cancel' buttons.

Visible	<input type="checkbox"/>	
(Enter Term Name)	<input type="text"/>	
Net Due Days:	Due Date:	Type
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Fixed Days
Discount, %	Paid by Date:	<input type="radio"/> Day of the Month Specific
<input type="text"/>	<input type="text"/>	<input type="radio"/> Day and Month Specific
Interface code:		<input type="radio"/> Last day of the next month
<input type="text"/>		<input type="radio"/> Specific day of the next month
OK		Cancel

- a. Enter **Term Name**
- b. Enter **Net Due Days**
- c. Enter **Due Date**

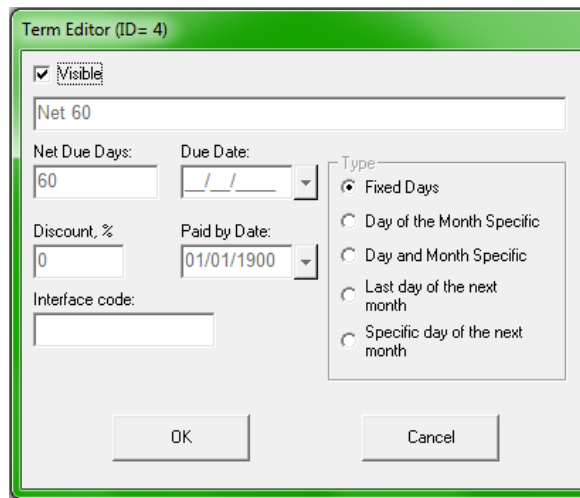
d. Select **Term type**

i. **Fixed Days**

➤ Payment is due **xx** days after invoicing

a. **xx** = value in **Net Due Days**

Example: Payment is due 60 days after invoicing

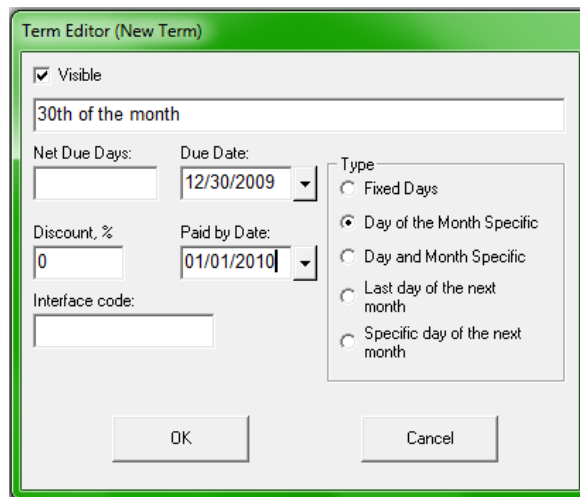


ii. **Day of Month Specific**

➤ Payment is due on the **xx** of every month

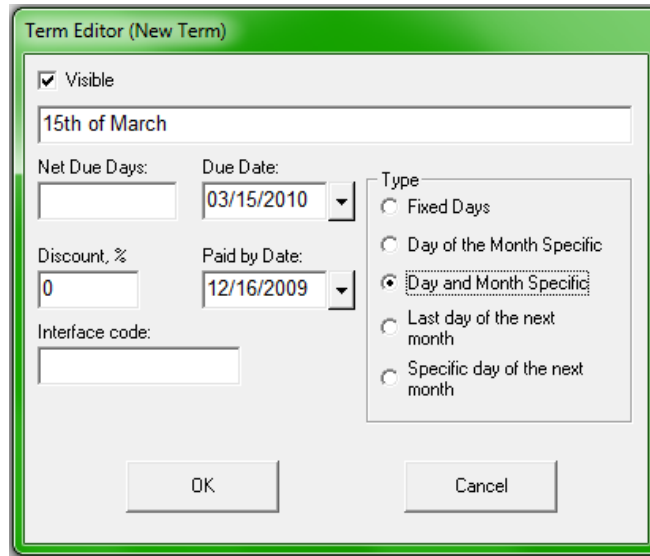
a. **xx** = DD value in MM/DD/YY **Due Date**

Example: Payment is due on the 15th of every month



iii. Day and Month Specific

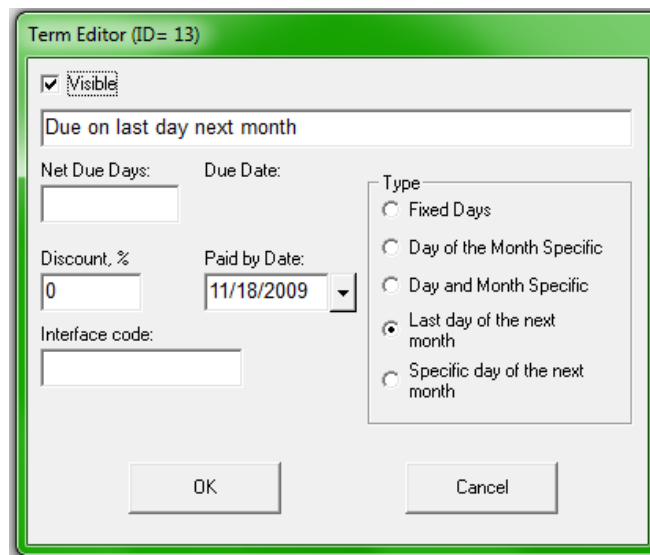
- Payment is due on the xx/xx of every year
 - a. xx = DD and MM value in MM/DD/YY **Due Date**
- Example: Payment is due on March 15th



The screenshot shows the 'Term Editor (New Term)' dialog box. It has a green title bar and a light gray background. At the top left, there is a checked checkbox labeled 'Visible'. Below it is a text field containing '15th of March'. To the left of the 'Type' section are three fields: 'Net Due Days' (empty), 'Discount, %' (0), and 'Interface code' (empty). To the right of these are two date pickers: 'Due Date' (03/15/2010) and 'Paid by Date' (12/16/2009). The 'Type' section on the right contains five radio buttons: 'Fixed Days', 'Day of the Month Specific', 'Day and Month Specific' (which is selected), 'Last day of the next month', and 'Specific day of the next month'. At the bottom are 'OK' and 'Cancel' buttons.

iv. Last Day of the Next Month

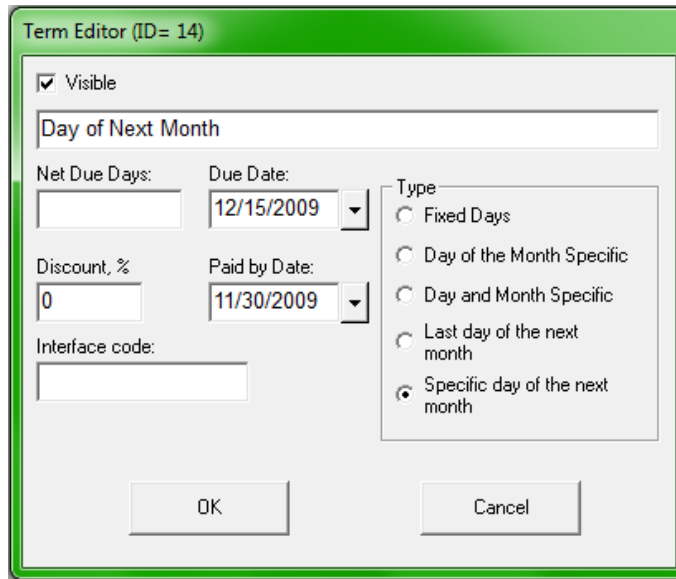
- Payment is due on the last day of the next month
 - a. If an invoice is sent on January 1st, it will be due by February 28th.



The screenshot shows the 'Term Editor (ID= 13)' dialog box. It has a green title bar and a light gray background. At the top left, there is a checked checkbox labeled 'Visible'. Below it is a text field containing 'Due on last day next month'. To the left of the 'Type' section are three fields: 'Net Due Days' (empty), 'Discount, %' (0), and 'Interface code' (empty). To the right of these are two date pickers: 'Due Date' (11/18/2009) and 'Paid by Date' (empty). The 'Type' section on the right contains five radio buttons: 'Fixed Days', 'Day of the Month Specific', 'Day and Month Specific', 'Last day of the next month' (which is selected), and 'Specific day of the next month'. At the bottom are 'OK' and 'Cancel' buttons.

v. **Specific Day of the Next Month**

- Payment is due on the 15th of the next month.



Term Editor (ID= 14)

Visible

Day of Next Month

Net Due Days: Due Date: 12/15/2009

Discount, %: 0 Paid by Date: 11/30/2009

Interface code:

Type

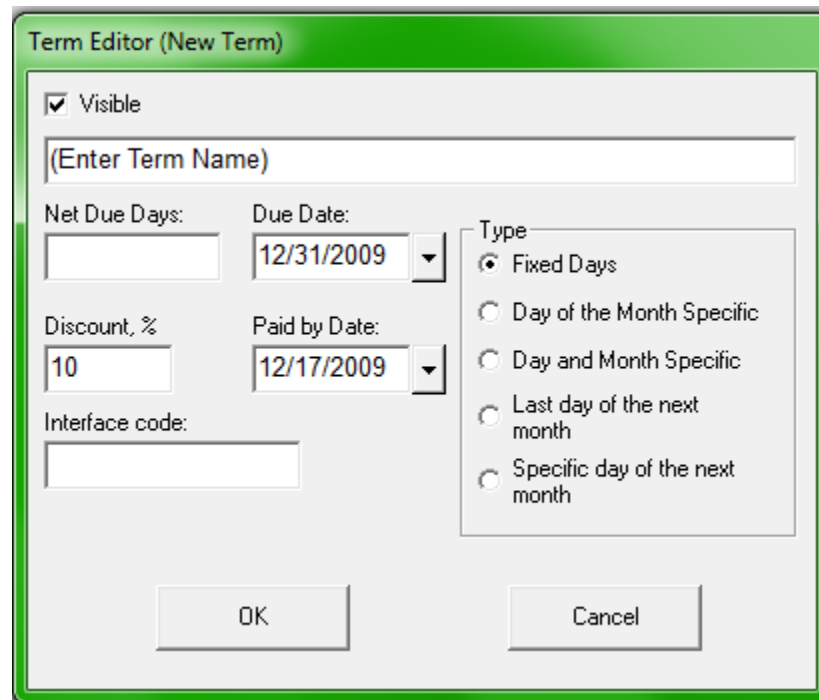
- Fixed Days
- Day of the Month Specific
- Day and Month Specific
- Last day of the next month
- Specific day of the next month

OK Cancel

e. Enter **Discount** percentage

f. Enter **Paid by Date**

- i. This would be the date that the payment would need to be received by in order for the discount to be valid



Term Editor (New Term)

Visible

(Enter Term Name)

Net Due Days: Due Date: 12/31/2009

Discount, %: 10 Paid by Date: 12/17/2009

Interface code:

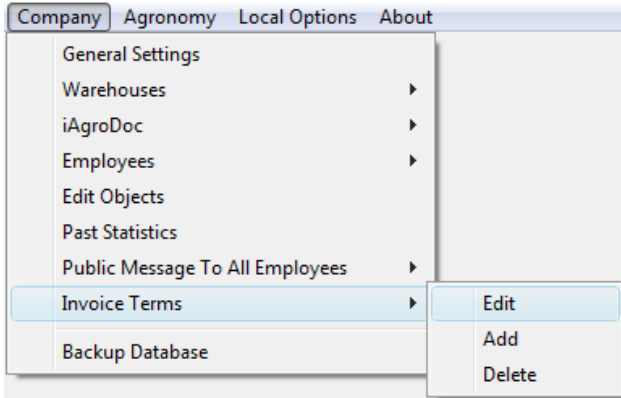
Type

- Fixed Days
- Day of the Month Specific
- Day and Month Specific
- Last day of the next month
- Specific day of the next month

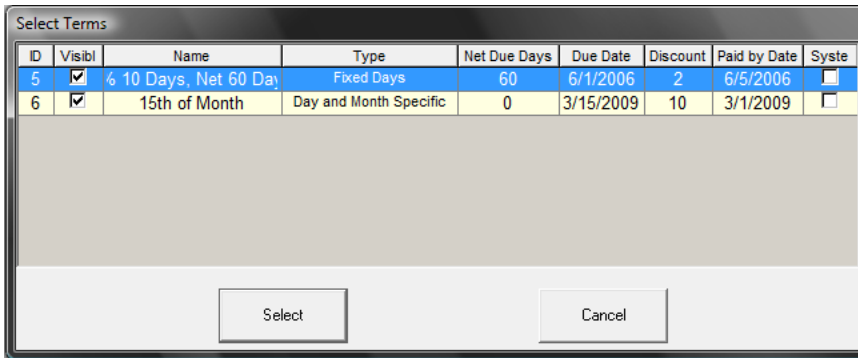
OK Cancel

Edit Invoicing Terms

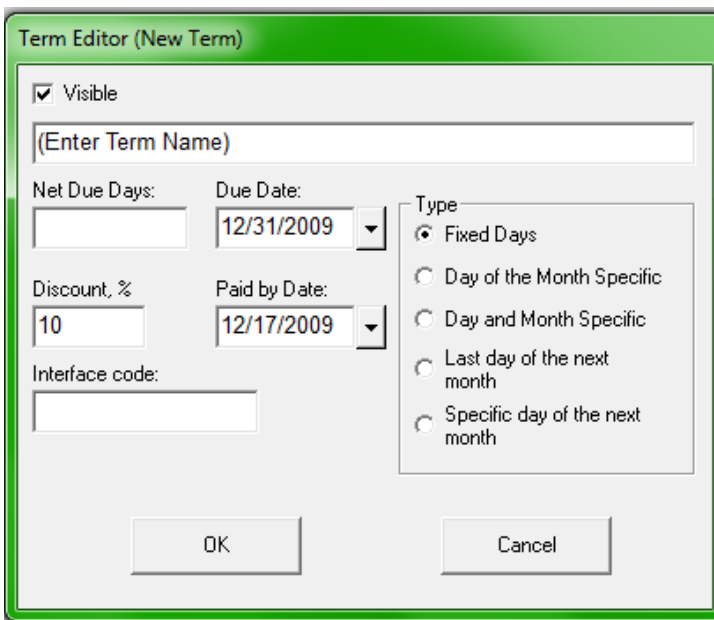
- 1.) Within AgWorks Manager, navigate to: **Company > Invoice Terms > Edit**



- 2.) Select the appropriate Term

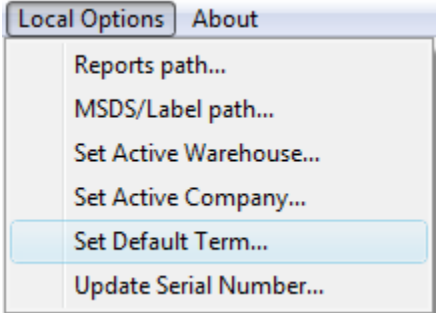


- 3.) Make appropriate modifications and then click on the **OK** button to save and end this task



Set Default Invoicing Term

- 1.) Within AgWorks Manager, navigate to: **Local Options > Set Default Term**



- 2.) Highlight the appropriate Term and the click on **Select** to save and complete this task

