



HOW TO ADD OR CUSTOMIZE A PAYMENT TERM IN BILLING REGISTER?

# BILLING REGISTER

Financial Year 2022-2023  
01-04-2022 To 31-03-2023Change Financial  
Year

About



Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the  
General Master  
Data  
menu button

Holidays :

Holiday Name

Date

Refresh

Check Invalid Records

Events/Reminders

AKSHAY GENERAL STORE PVT. LTD.

User: Akshay Singh

Database Path: D:\Billing Register\Database\_BR.acddb

**BILLING REGISTER**

Financial Year 2022-2023

01-04-2022 To 31-03-2023

Change Financial  
Year

About

Search forms here

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Statutory Master Data

General Settings

General Master Data

General Master

Employees Master

Money Wallets

Attributes Master

Sales Master

Status/Record Type

State

Countries

Currency Denomination

Click on the  
Sales Master  
button

Holidays :

Holiday Name

Date

Refresh

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SALES  
MASTER

## ITEM ATTRIBUTES MASTER



Item Attributes Master

Ecommerce Operators

Payment Terms

Address Caption

Barcode Types

Click on the  
Payment Terms  
button

Attributes

Post Selected Attribute To :

Item Categories

Items

Attribute Values

| Attribute Name | ^ Description | Auto Add<br>On Main Category        | Show<br>On Internal Report | Show<br>On External Report          | Sort<br>Order | Attribute Value | Default |
|----------------|---------------|-------------------------------------|----------------------------|-------------------------------------|---------------|-----------------|---------|
| Expiry Date    |               | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | 100           |                 |         |
| Line           |               | <input type="checkbox"/>            | <input type="checkbox"/>   | <input type="checkbox"/>            | 100           |                 |         |
|                |               | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input checked="" type="checkbox"/> | 100           |                 |         |
|                |               | <input type="checkbox"/>            | <input type="checkbox"/>   | <input type="checkbox"/>            | 100           |                 |         |

Record: 1 of 4 No Filter Search

Record: 1 of 4 No Filter Search

SALES  
MASTER

Item Attributes Master

Ecommerce Operators

Payment Terms

Address Caption

Barcode Types

## PAYMENT TERMS

| Code             | Active                              | Default                             | Description   |  |
|------------------|-------------------------------------|-------------------------------------|---|---|
| PIA              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Payment in advance  | Delete  |
| Bill of exchange | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | A promise to pay at a later date, usually supported by a bank | Delete  |
| CND              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash next delivery  | Delete  |
| COD              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash on delivery  | Delete  |
| CWO              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash with order   | Delete  |
| EOM              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | End of month  | Delete  |
| Net 10           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment ten days after invoice date                           | Delete  |
| Net 30           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment 30 days after invoice date                            | Delete  |
| Net 7            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment seven days after invoice date                         | Delete  |

Click here to  
Unlock  
the form

SALES  
MASTER

Item Attributes Master

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Barcode Types

## PAYMENT TERMS

| Code             | Active                              | Default                             | Description   |        |
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| PIA              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Payment in advance  | Delete |
| Bill of exchange | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | A promise to pay at a later date, usually supported by a bank | Delete |
| CND              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash next delivery  | Delete |
| COD              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash on delivery  | Delete |
| CWO              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash with order   | Delete |
| EOM              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | End of month  | Delete |
| Net 10           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment ten days after invoice date                           | Delete |
| Net 30           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment 30 days after invoice date                            | Delete |
| Net 7            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment seven days after invoice date                         | Delete |
|                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   | Delete |

These are the default Payment Terms.  
You can either edit one of these or add a new one as per your requirement.

## Sale Master

Item Attributes Master

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## PAYMENT TERMS

| Code             | Active                              | Default                             | Description   |        |
|------------------|-------------------------------------|-------------------------------------|---|--------|
| PIA              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Payment in advance  | Delete |
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| CND              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash next delivery  | Delete |
| COD              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash on delivery  | Delete |
| CWO              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash with order   | Delete |
| EOM              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | End of month  | Delete |
| Net 10           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment ten days after invoice date                           | Delete |
| Net 30           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment 30 days after invoice date                            | Delete |
| Net 7            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment seven days after invoice date                         | Delete |
|                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   | Delete |

Enter details in these fields to add a new Payment Term

SALES  
MASTER

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## PAYMENT TERMS

| Code             | Active                              | Default                             | Description   |        |
|------------------|-------------------------------------|-------------------------------------|---|--------|
| PIA              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Payment in advance  | Delete |
| Bill of exchange | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | A promise to pay at a later date, usually supported by a bank           | Delete |
| CND              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash next delivery  | Delete |
| COD              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash on delivery  | Delete |
| CWO              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Cash with order   | Delete |
| EOM              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | End of month  | Delete |
| Net 10           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment ten days after invoice date                                     | Delete |
| Net 30           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment 30 days after invoice date                                      | Delete |
| Net 7            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Payment seven days after invoice date                                   | Delete |
| PDC 30           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Post-Dated Cheque Of 30 days after the date of invoice against delivery | Delete |
|                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |   | Delete |

Just close this Sales Master page  
after entering the details.  
It will be auto-saved.  
(please note : the payment terms are  
sorted alphabetically by Code in this list)