

# Payment terms

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## Payment terms

This feature allows you to set up and offer payment terms to some or all clients.

For example - 50% Deposit, 25% on delivery, 25% nett 30 days.

An invoice may be produced and sent for each stage of the payment schedule.

If the total amount of booking varies after the initial invoice, the software will recalculate the remaining balance due in the next payment stages.

### To set up Payment Terms for a client

Go to the Card file, locate and edit the client card required.

Navigate to the financials tab, in the "Credit status" box, click the + icon to add payment terms for Multiple stage invoicing.

### Setup Payment Terms

Stage No.	Stage Name	Due Date	Percent
1	Deposit 25%	Todays date	25.00
2	Show date	On Show Start date	50.00
3	Nett 30 days	Show End date + 30	25.00

Amount yet to apply  %

Total  %

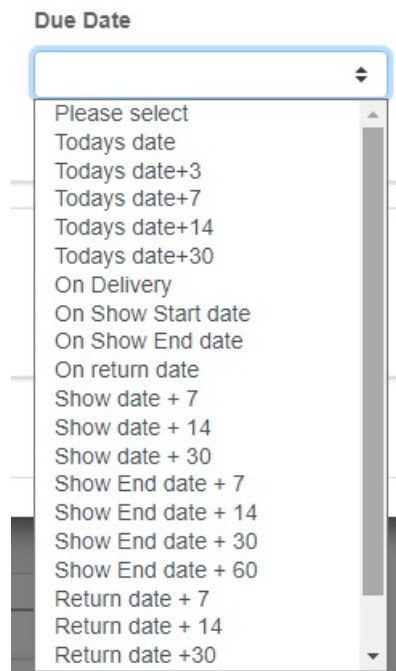
+ New Edit ↑ ↓ Delete Set as Global default [What is this?](#)

Above, in this example 3 payment stages have been added. Add new stages by clicking the new button and tabbing across, enter a description, a default date and a percentage. All stages must add up to 100% on completion.

There are lot's of defaults to chose from, the actual date will be applied when the payment terms are added to a booking, using the dates already set up in the schedule.

Please note that if the dates on the schedule are changed, then the payment due date will also need to be

manually updated.



Click on the green button when the payment terms are complete.

To save as a default that can be used for all customers, click on the button called "Set as Global Default".

## Applying Multi stage payment terms

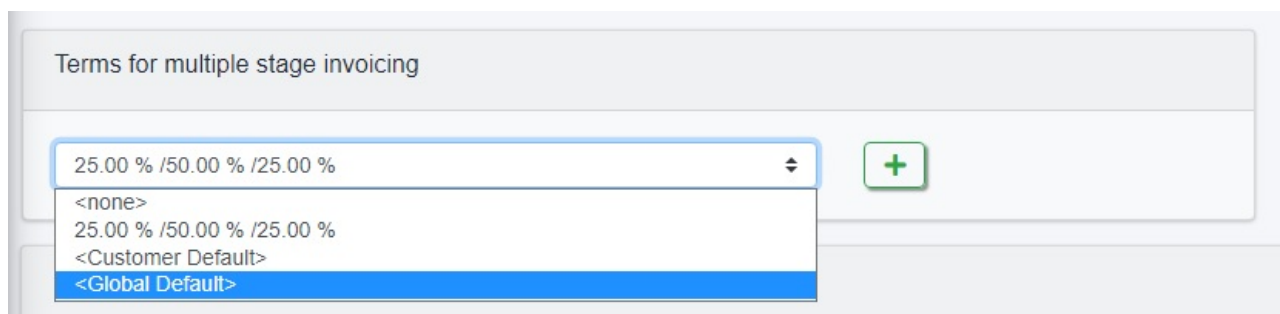
After creating a booking, go to the payments tab and click on the + button to set up payment terms for the booking.

or

Select the default payment terms for the customer

or

Select the Global default payment terms for all Customers



Then the payment terms will appear, see below for an example -

## Setup Payment Terms

Use Amount  Percentage

Stage No.	Stage Name	Due Date	Percent	Amount	Invoiced	Invoice No.	Invoiced Amount
1	Deposit 25%	28/10/2021	25.00	1,250.00	N		
2	Show date	28/12/2021	50.00	2,500.00	N		
3	Nett 30 days	28/01/2022	25.00	1,250.00	N		

Todays date

Show date from schedule

Amount yet to apply	<input type="text" value="0"/> %
Total	<input type="text" value="100"/> %

[+ New](#) [Edit](#) [↑](#) [↓](#) [Delete](#) [What is this?](#)



The default date will be applied to the payment terms based on the dates already set up in the calendar tab of the booking.

In the above example the date that this screen shot was made was the 28th of October 2021, since the default date is todays date then this is the date applied. Then the 2nd stage payment will be due on the show date, which in the above example is the 28th of December 2021.

## Invoicing a Multi Stage payment booking

Select the menu option to invoicing a booking in the usual way, except when selected, the software will prompt you to select the payment stage that you wish to invoice.

Then you must select a template that is specifically designed for Multi stage invoicing, as the amount will only be for the stage selected. Not the full amount. If you select a template which is not designed for Multi Stage invoicing then it will show the full amount, which is not what you want.