# 4 : SETTING UP STATEMENT TERMS

1. THIS IS THE MESSAGE NOTE YOU WANT TO APPEAR ON THE STATEMENT AT THE BOTTOM LEFT BELOW THE TOTALS.
2. MAIN MENU #3
3. PRESS A - TABLE - STATEMENT TERMS
4. BILLING TERMS BOX SHOWING A – O WILL BE DISPLYED.
5. INPUT TERM ( WEEKLY, MONTHLY, ETC ), AND PRESS ENTER.
6. CONTINUE UNTIL ALL TERMS NEEDED ARE SET.
7. THE LETTER CODE TO THE LEFT IS WHAT YOU SET IN THE CUSTOMER FILE TO SET THE CUSTOMER STATEMENT TERMS.
8. WHEN FINISHED PRESS F2 BACK TO THE MAIN MENU.

# NOTES