5 : SETTING UP INVOICE TERMS

1. THIS IS THE MESSAGE TO PRINT ON THE INVOICE TO TELL THE CUSTOMER HOW YOU EXPECT PAYMENT.

2. MAIN MENU #3

3. PRESS B - TABLE - INVOICE TERMS

4. INVOICE TERMS BOX WILL BE DISPLAYED.

5. INPUT TERM (CASH, 30 DAY, DUE BY 10^{TH}, ETC) AND PRESS ENTER.

6. CONTINUE UNTIL ALL TERMS THAT YOU WANT ARE SET.

7. THE LETTER CODE TO THE LEFT IS WHAT YOU SET IN THE CUSTOMER FILE TO SET THE CUSTOMER INVOICE TERMS.

8. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.

NOTES