Payment Terms

In this article

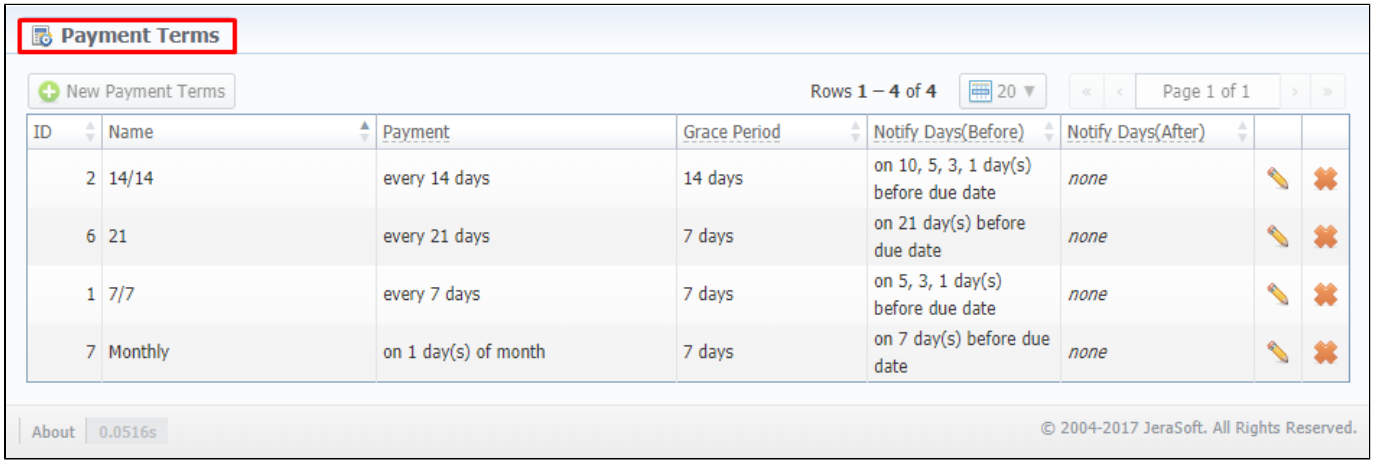
- Section overview
- Adding New Payment Terms

Section overview

In JeraSoft Carrier Suit, **payment terms** are implemented as sets of rules and regulations that define the clients' ***payment dates*** and ***noticing periods*** (before and/or after the payment day). Primarily, they help to make the clients' invoicing easier and faster by allowing to use **auto-invoicing profiles**. Paym ent terms are indicated in clients' profiles.

The section constitutes a list of profiles that determine **payment terms**. Structure of the section is presented on a screenshot below.

Screenshot: Payment Terms section



Functional **buttons/icons**, presented in the section, are as follows:

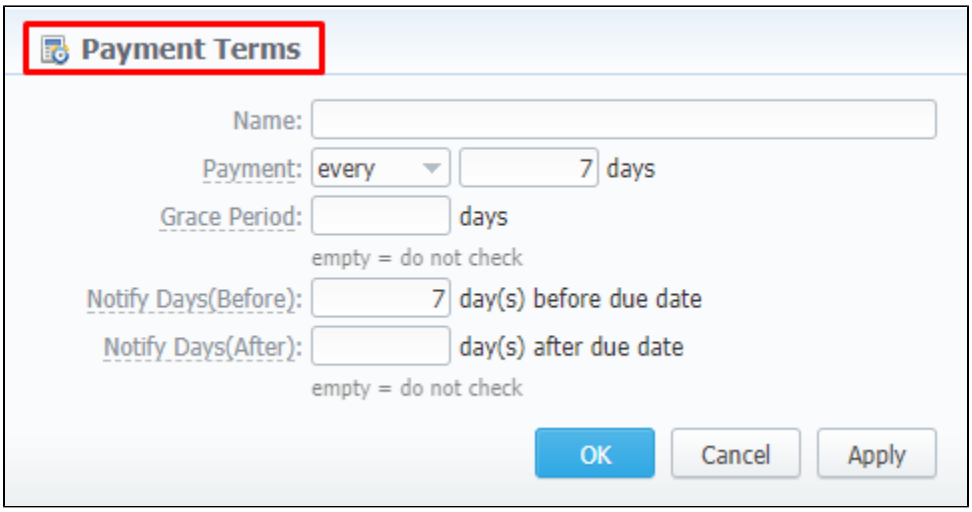
Button/Icon	Description
New Payment Terms	Allows to create a new payment terms profile
	Allows to manage an existing payment terms profile on a list
	Allows deleting a payment terms profile from the system. Requires confirmation

Adding New Payment Terms

To create a new payment terms profile, you need to do the following:

- Click the **New Payment Terms** button
- Specify the **required fields** in the appeared pop-up window (see table below);
- Confirm new payment terms profile creation by clicking **OK**

Screenshot: Adding new payment terms profile



Field	Description
Name	Name of a new payment terms profile
Payment	The exact day when a payment must be performed or its frequency (for example, on the 7th day of the month or every 10 days)
Grace Period	Period that specifies how many days the client has to pay the bill after he was invoiced. It's the ***Due Date*** field in invoices (so-called "Deferral period")
Notify Days (before)	Set how many days **before** the payment date (invoicing date + grace period) have to pass before automatic reminders will be sent to a client. For example, if you enter *10*, the reminder will be sent *10* days before the payment date. You can specify **more than one** value in this field separating them with **commas** - ***10, 5, 3***
Notify Days (after)	Specify how many days **after** the payment date have to pass before reminders will be sent to a client. The field can have **more than one** value, each separated with a comma.