

Payment Terms

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Section overview

In JeraSoft Billing, **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**. Payment 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*

| Payment Terms | | | | | | | |
|---------------------|---------|--|--------------|---------------------------------------|--------------------|--|--|
| + New Payment Terms | | Rows 1 – 4 of 4 | | 20 | Page 1 of 1 | | |
| ID | Name | Payment | Grace Period | Notify Days(Before) | Notify Days(After) | | |
| 2 | 14/14 | every 14 days | 14 days | on 10, 5, 3, 1 day(s) before due date | none | | |
| 6 | 21 | every 21 days | 7 days | on 21 day(s) before due date | none | | |
| 1 | 7/7 | every 7 days | 7 days | on 5, 3, 1 day(s) before due date | none | | |
| 7 | Monthly | on 1 day(s) of month | 7 days | on 7 day(s) before due date | none | | |
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Functional **buttons/icons**, presented in the section, are as follows:


| Button/Icon | Description |
|-------------|--|
| | 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*


Payment Terms

Name:

Payment: every days

Grace Period: days
empty = do not check

Notify Days(Before): day(s) before due date

Notify Days(After): day(s) after due date
empty = do not check

| 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 <i>10</i> , the reminder will be sent <i>10</i> 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. |