Payment Terms

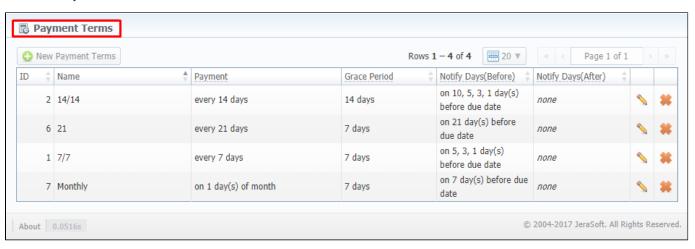
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Section overview

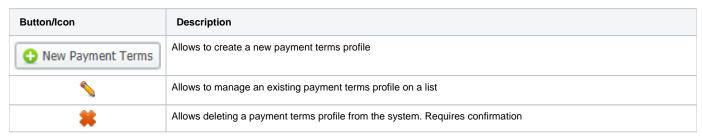
In JeraSoft Billing, **payment terms** are implemented as sets of rules and regulations that define the clients' **payment dates** and **noticing periods** (before a nd/or after the payment day). Primarily, they help to make the clients' invoicing easier and faster by allowing to use **auto-invoicing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



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

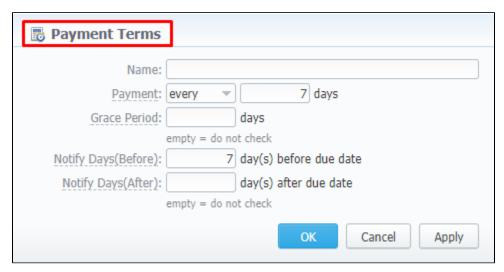


Adding New Payment Terms

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 <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.