## **Payment Terms**

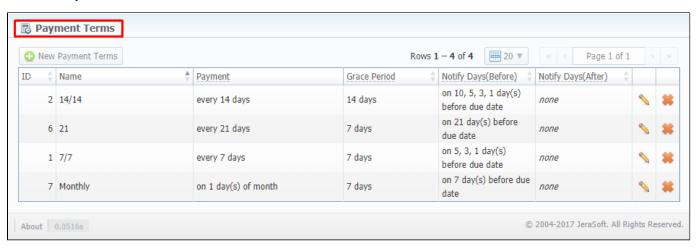
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## Section overview

Payment terms are implemented in JeraSoft Billing 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. The 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
<b>\</b>	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

