

Payment Terms

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Section overview

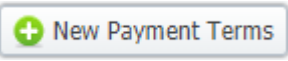


In JeraSoft Billing, **payment terms** are implemented as sets of rules and regulations that define the [clients'](#) **payment dates** and **noticing periods** (before and/or after the payment day). Primarily, they help to make the clients' [invoicing](#) easier and faster by allowing to use **auto-invoicing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

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

Screenshot: Payment Terms section

Payment Terms							
New Payment Terms							
Rows 1 - 2 of 2				Page 1 of 1			
ID	Name	Payment	Grace Period	Notify Days (before)	Notify Days (after)	Sort Order	
2	14/14	every 14 days	14 days	on 10, 5, 3, 1 day(s) before the due date	none	100	 
1	7/7	every 7 days	7 days	on 5, 3, 1 day(s) before the due date	none	100	 

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

OK

Cancel

Apply

Field	Description
Name	Name of a new payment terms profile
Payment	<p>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)</p> <div>  Attention Please note that when you choose the on mode, the allowed days are limited to 1-28 values (to avoid ambiguity with the cases of 29-31 days that are not present in all months). Thus, the best practice to issue a monthly invoice is issuing it on the 1st of the next month. In case you put the 29-31 value, the system will convert it to 28. </div>
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 - <i>10, 5, 3</i>
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.