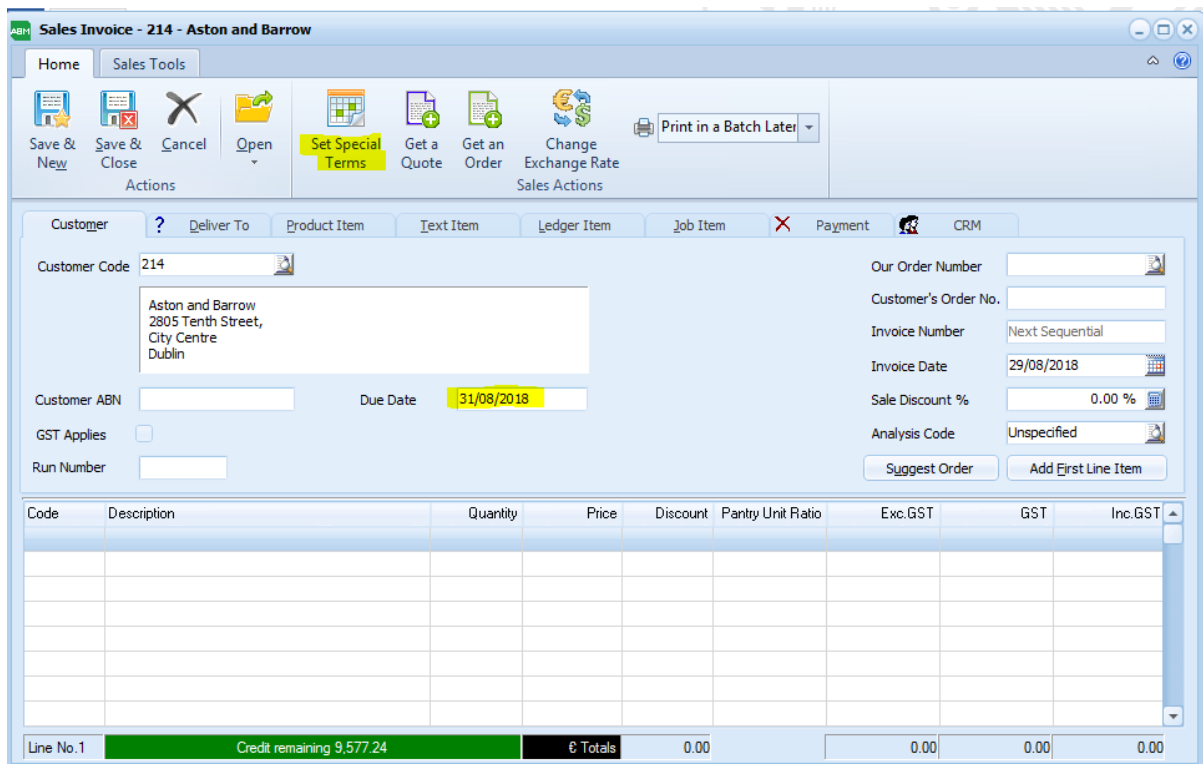


SET SPECIAL TRADING TERMS PER INVOICE

Whilst ABM allows you to set up standard trading terms for every customer and supplier, there may be times where you want to negotiate different terms for an individual supplier or customer invoice.

We call this feature "Set Special Terms"

To access this feature, open a Sales Invoice or Purchase Invoice transaction

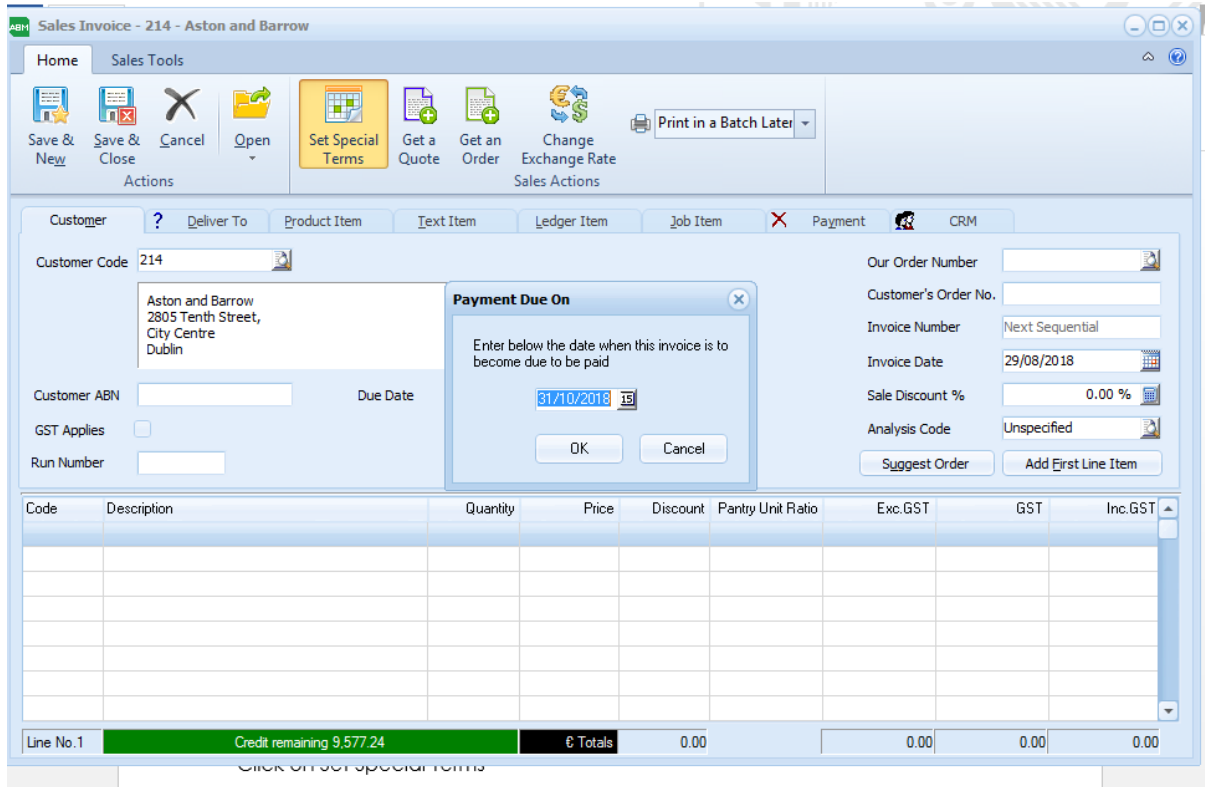


The screenshot shows the 'Sales Invoice - 214 - Aston and Barrow' window. The ribbon includes 'Home' and 'Sales Tools'. The 'Sales Tools' ribbon has buttons for 'Save & New', 'Save & Close', 'Cancel', 'Open', 'Set Special Terms' (highlighted), 'Get a Quote', 'Get an Order', 'Change Exchange Rate', and 'Print in a Batch Later'. Below the ribbon, there are tabs for 'Customer', 'Product Item', 'Text Item', 'Ledger Item', 'Job Item', 'Payment', and 'CRM'. The 'Customer' tab is active, showing fields for 'Customer Code' (214), 'Customer Name' (Aston and Barrow, 2805 Tenth Street, City Centre, Dublin), 'Customer ABN', 'Run Number', 'Our Order Number', 'Customer's Order No.', 'Invoice Number' (Next Sequential), 'Invoice Date' (29/08/2018), 'Sale Discount %' (0.00%), and 'Analysis Code' (Unspecified). The 'Due Date' field is set to 31/08/2018. At the bottom, there is a table with columns: Code, Description, Quantity, Price, Discount, Pantry Unit Ratio, Exc.GST, GST, and Inc.GST. The table shows a total of 0.00 for Exc.GST, GST, and Inc.GST. A status bar at the bottom indicates 'Line No.1 Credit remaining 9,577.24' and '€ Totals 0.00 0.00 0.00'.

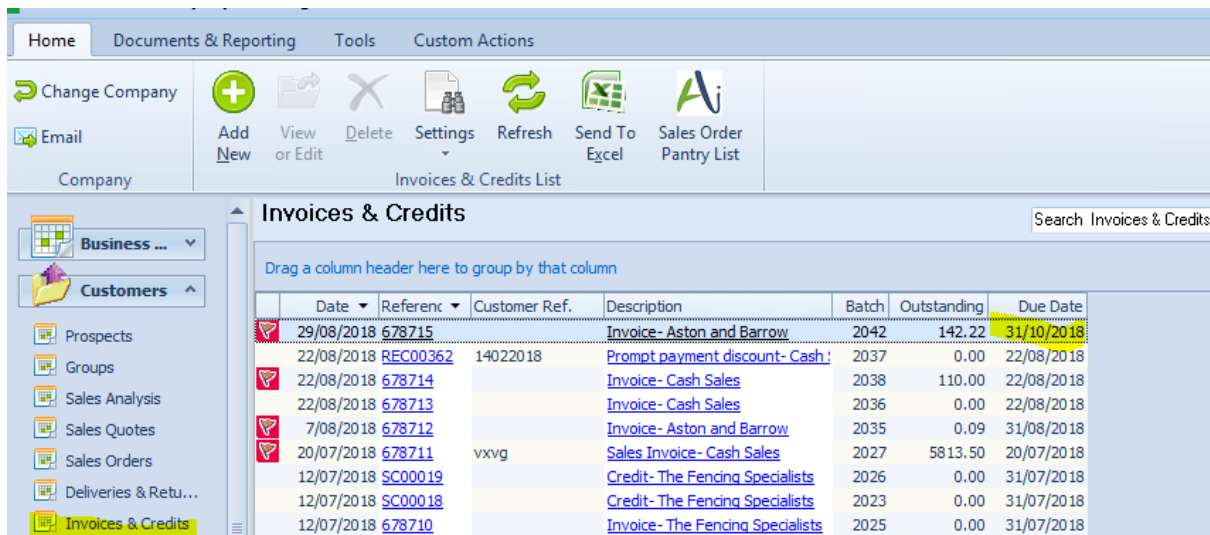
For this customer, their terms are set to Monthly and the invoice will be due 31st August 2018

There are many occasions where the terms may be changed for a specific sale. Therefore, if the normal terms are say 1 month, and you wish to give the customer 2 months on this transaction, you can select options, and select Special Terms, and enter the date when this invoice is due for payment. The new payment date will be held for this transaction only, and all subsequent invoices for the customer will revert to the normal terms.

Click on Set Special Terms and enter the required Due date for this invoice



You can check the data entry on the Invoices and Credits tab and adding the Due Date column via the right mouse button and select Column Chooser or go the Customer and drill down to Transactions and add due date field



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