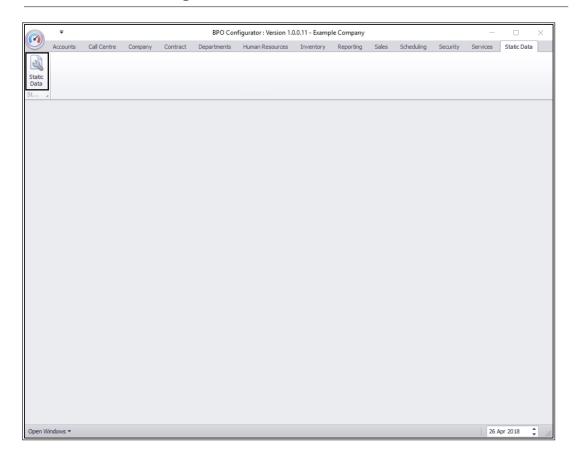


We are currently updating our site; thank you for your patience.

## STATIC DATA

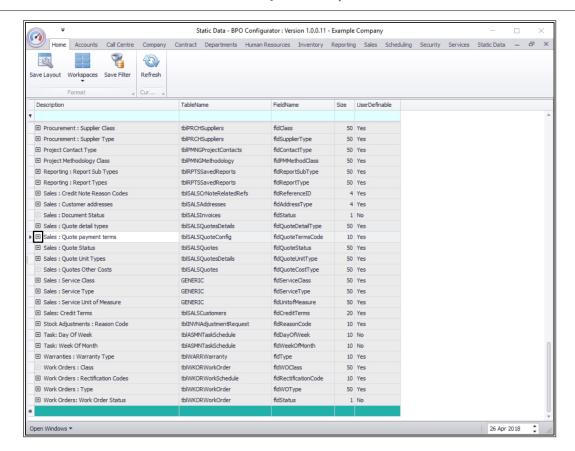
# STATIC DATA - SALES: QUOTE PAYMENT TERMS (REPAYMENT METHOD)

Ribbon Access: Configurator > Static Data > Static Data



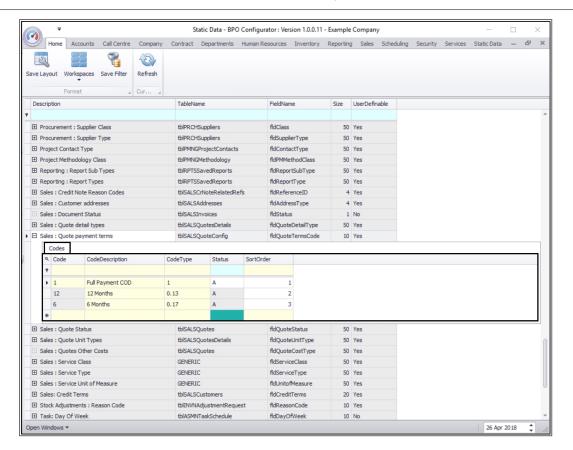
- The Static Data listing screen will be displayed.
- Use the filter row or scroll down the list until you find the Sales:
  Quote payment terms row.
- Click on the **expand** icon in this row.





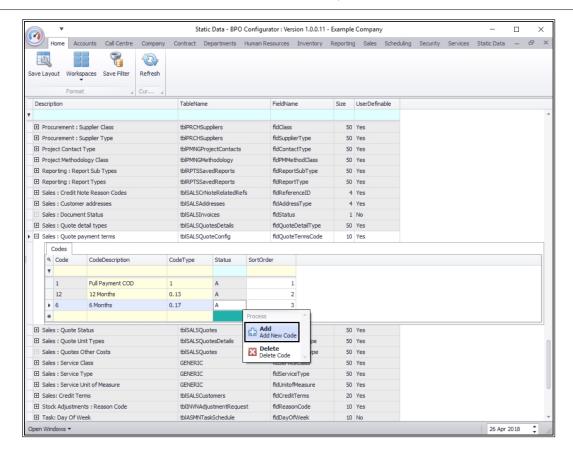
- The Sales: Quote payment terms **Codes** frame will be expanded.
- Here you can view a list of **Sales: Quote payment terms codes** currently on the system.





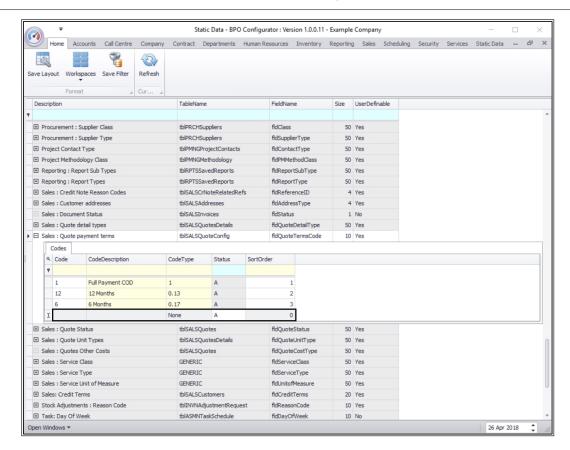
- Right click anywhere in a row of the Codes data grid.
- A Process menu will pop up.
- Click on Add Add New Code.





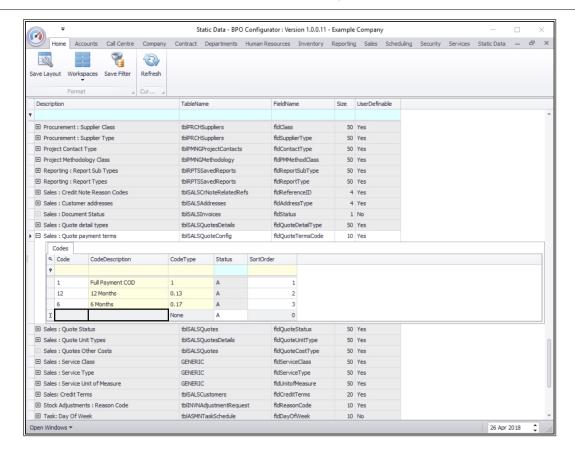
- The **final row** in the **Codes** data grid will now be **'activated'**.
  - The Code Type, Status and Sort Order columns will now be populated.





- Code: Click in this text box and type in a code specific for this new sales quote payment term.
- Code Description: Click in this text box and type in a description for this new sales quote payment code.

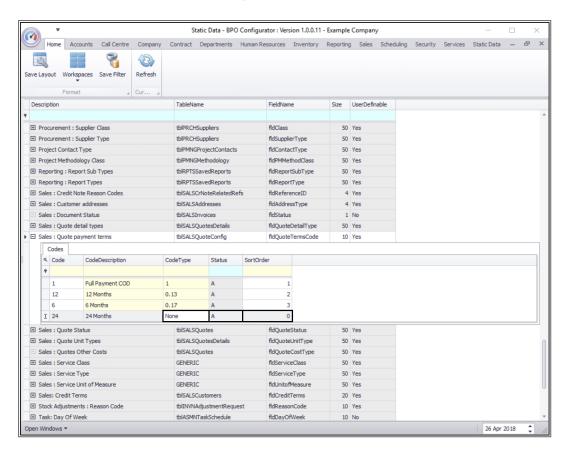




- Code Type: This can remain as None.
- **Status:** This will auto populate with **A** Active.
- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new sales quote payment code.
  - Note: The sort order is the order in which this will appear in the sales quote payment code drop-down list in BPO2. If each sales quote payment code has the number 1, then the drop-down list will usually default to an alphabetical order in BPO2. If, as in the next image, it is numbered 4, then it

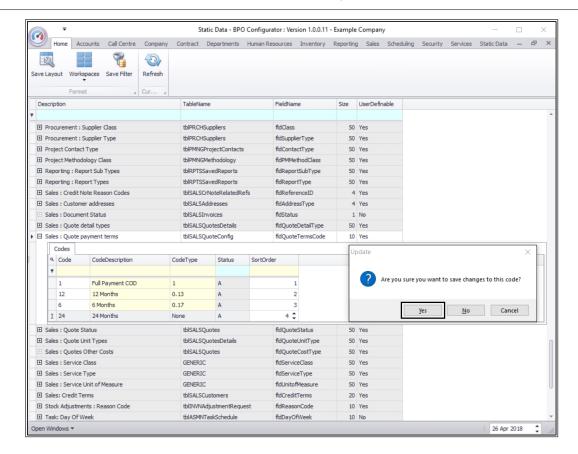


will appear **4th** in the drop-down list in BPO.



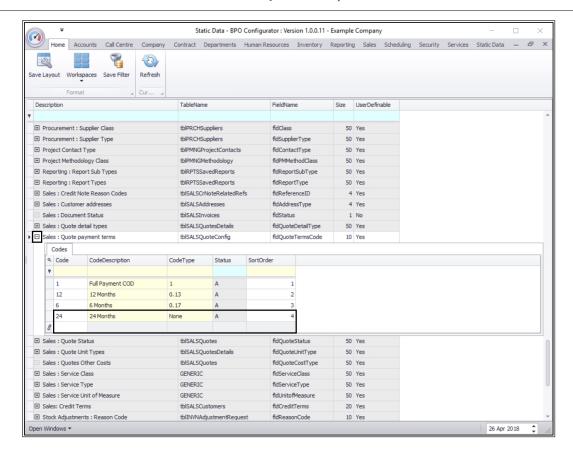
- When you have finished adding the new sales quote payment code details, press **Enter**.
- An **Update** message box will appear, asking;
  - Are you sure you want to save changes to this code?
- Click on Yes.





- The new sales quote payment code will be saved and a new row will be added to the Codes data grid.
- Collapse the Codes frame.





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