STATIC DATA

STATIC DATA - SALES: CREDIT TERMS

Ribbon Access: *Configurator > Static Data > Static Data*

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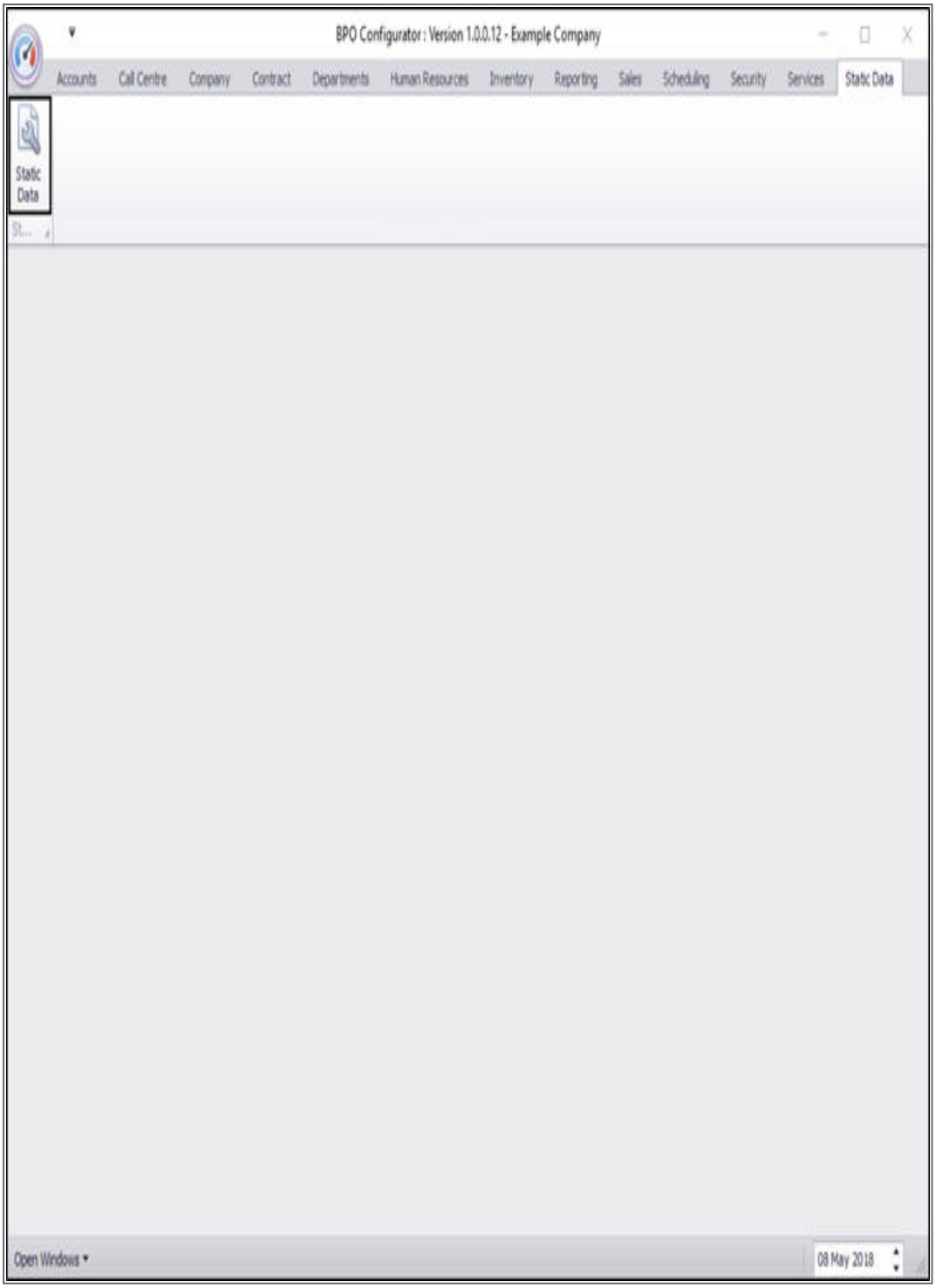

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FIND THE SALES: CREDIT TERMS ROW

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

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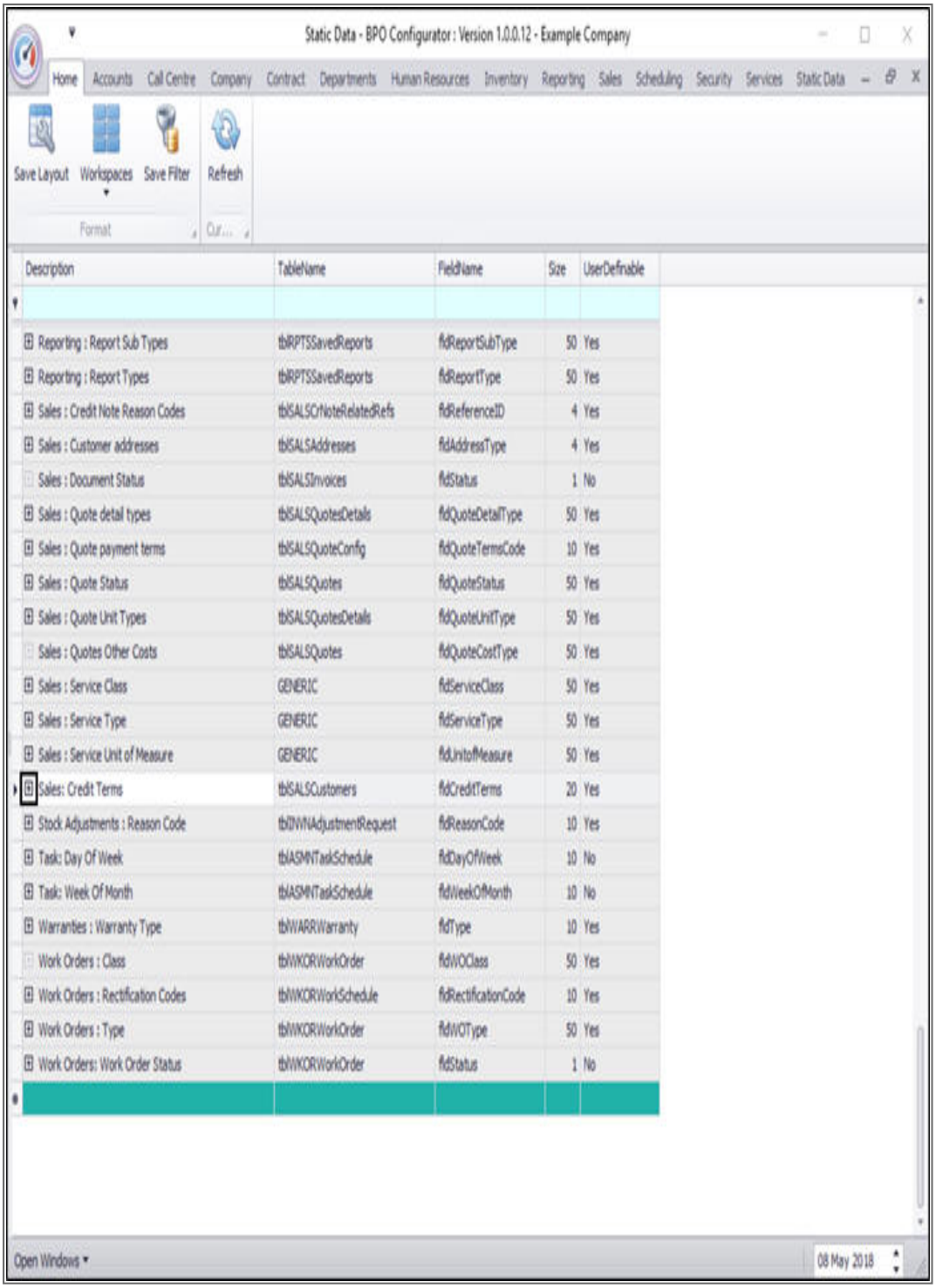

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- The Sales: Credit Terms ***Codes*** frame will be expanded.
- Here you can view a list of ***sales credit terms types*** currently on the system.

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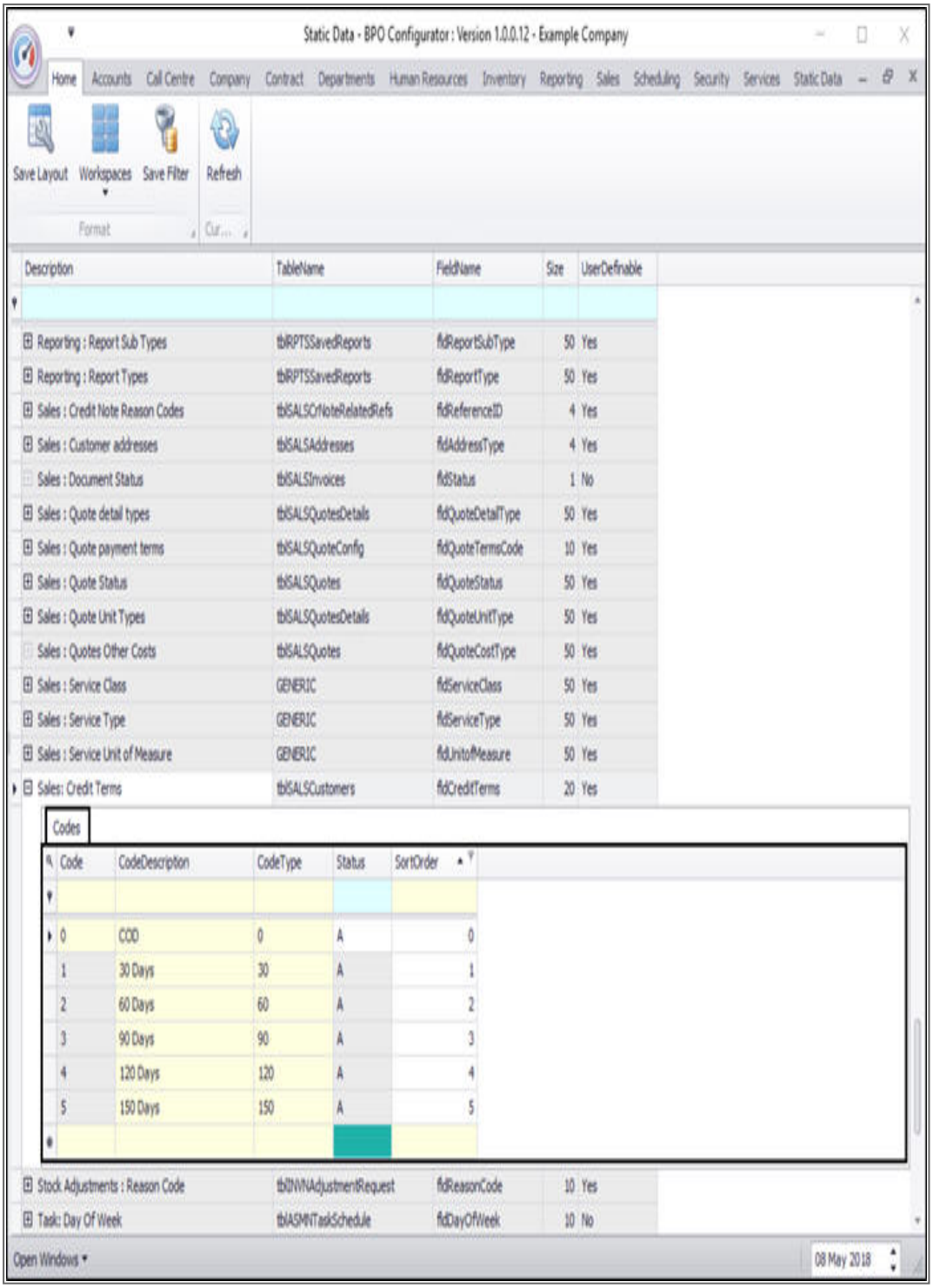

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ADD A CREDIT TERM

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

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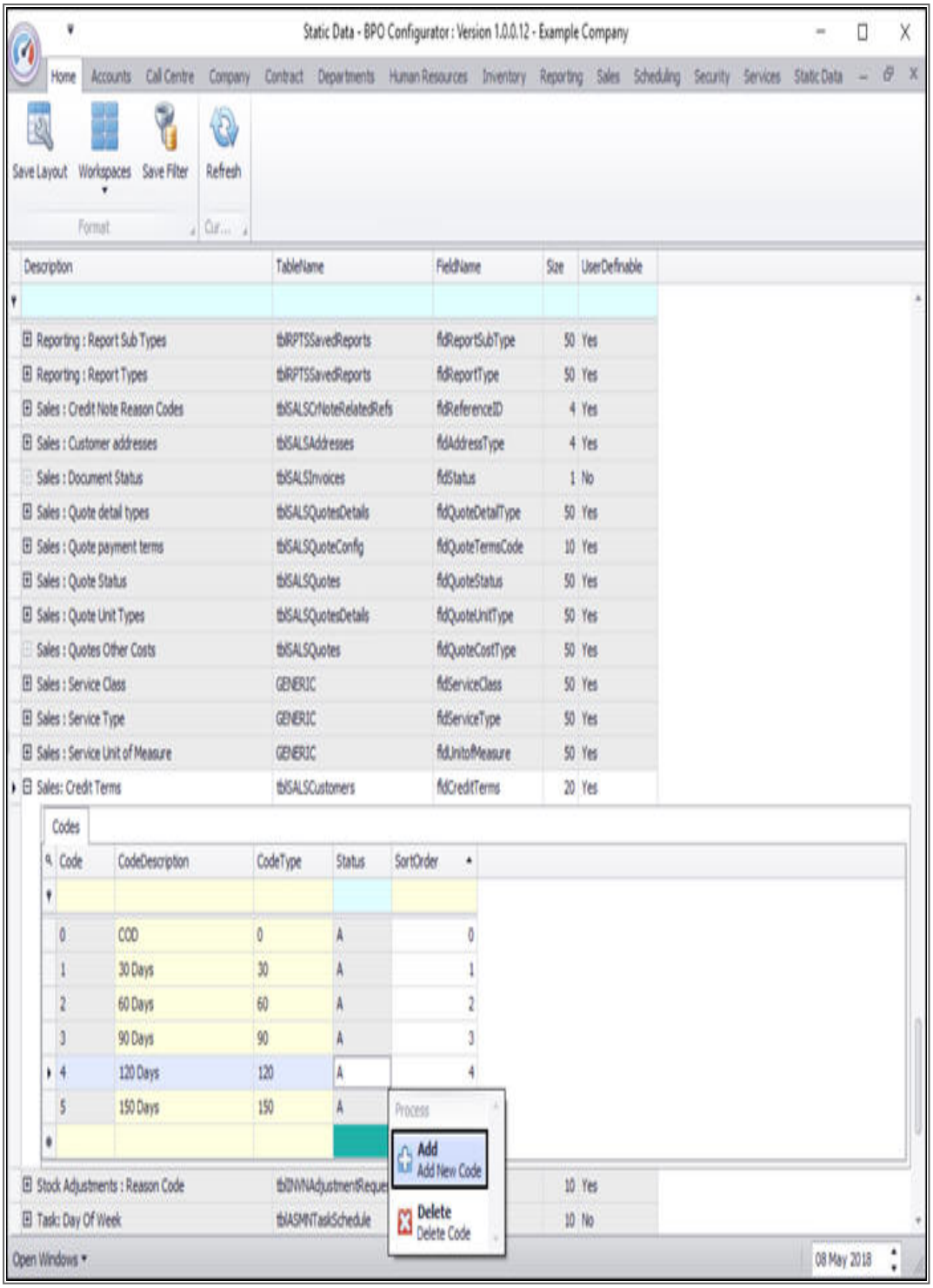

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- The ***final row*** in the Codes data grid will now be ***'activated'***.
- The ***Code Type***, ***Status*** and ***Sort Order*** columns will now be populated.

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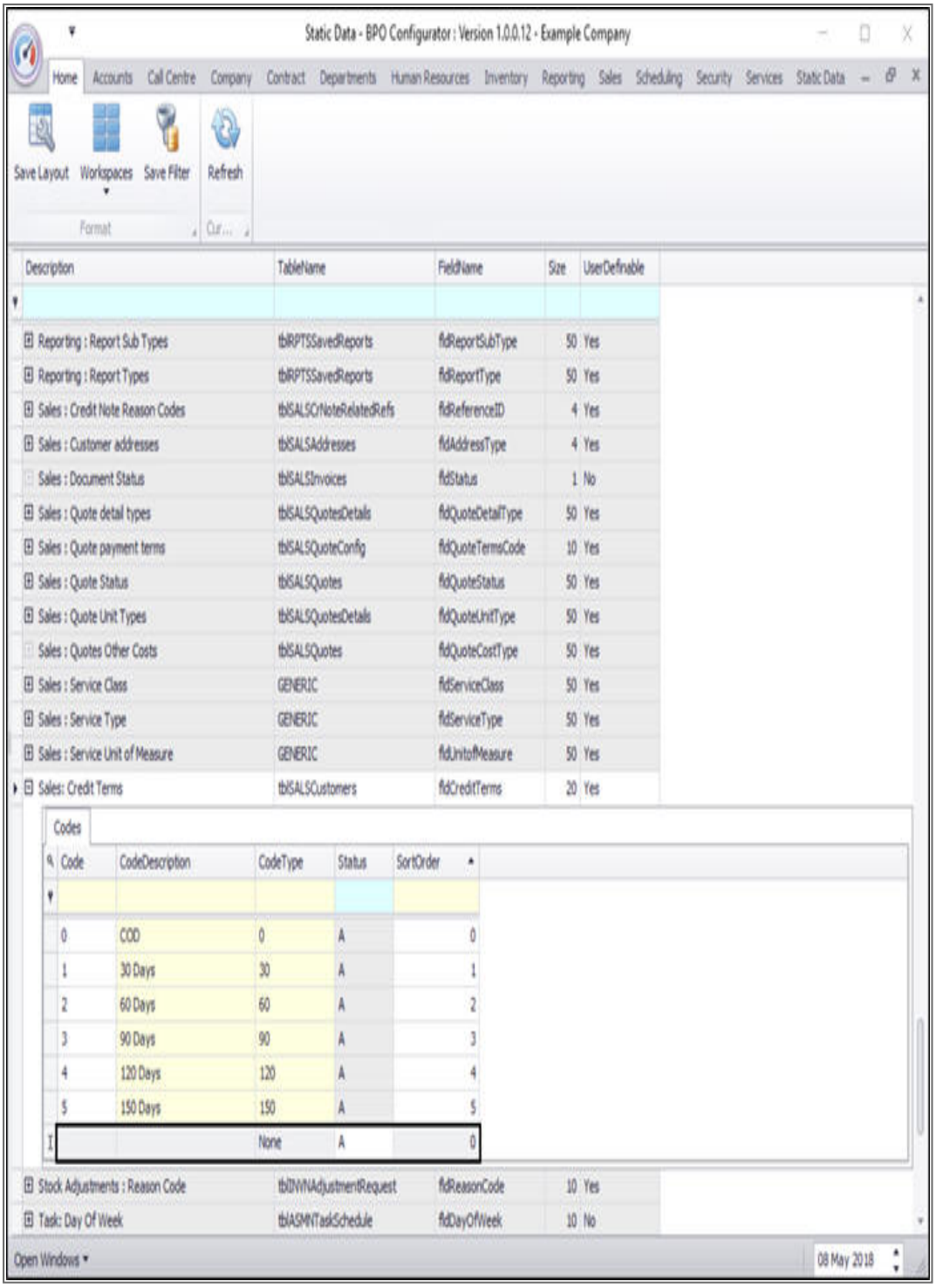

- **Code:** Click in this text box and type in a ***code*** specific for this new sales credit terms.

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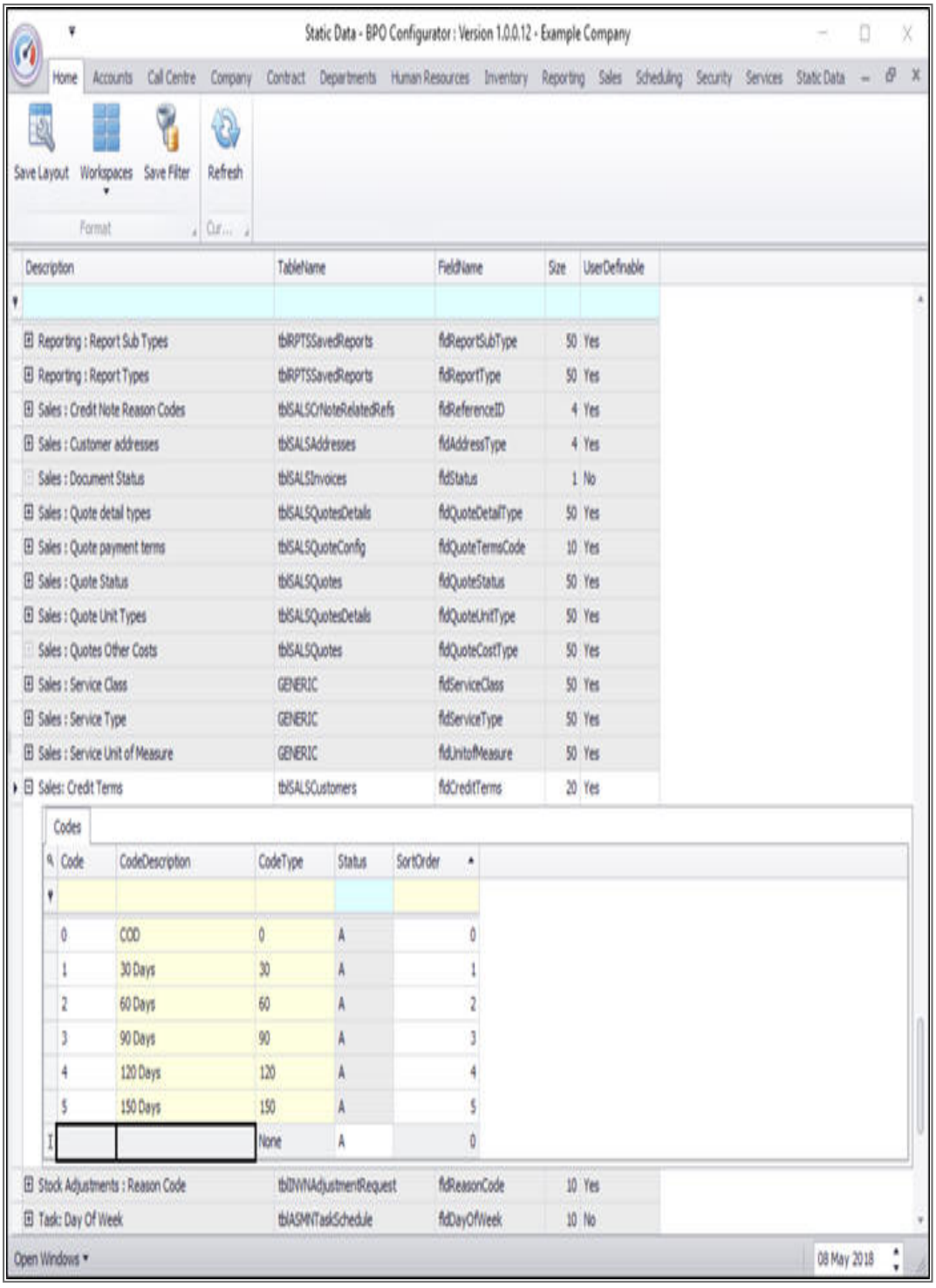
- **Code Description:** Click in this text box and type in a ***description*** for this new sales credit terms code.



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- **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 credit terms code.
    - **Note:** The sort order is the order in which this new Credit Term will appear in the Credit Terms drop-down list in BPO2. If each Credit Term has the same number e.g. 0 or 1, then the drop-down list will usually default to an alphabetical order in BPO2. If you wish the Credit Terms to be listed in a certain order then number each one in the order that you wish to view them.

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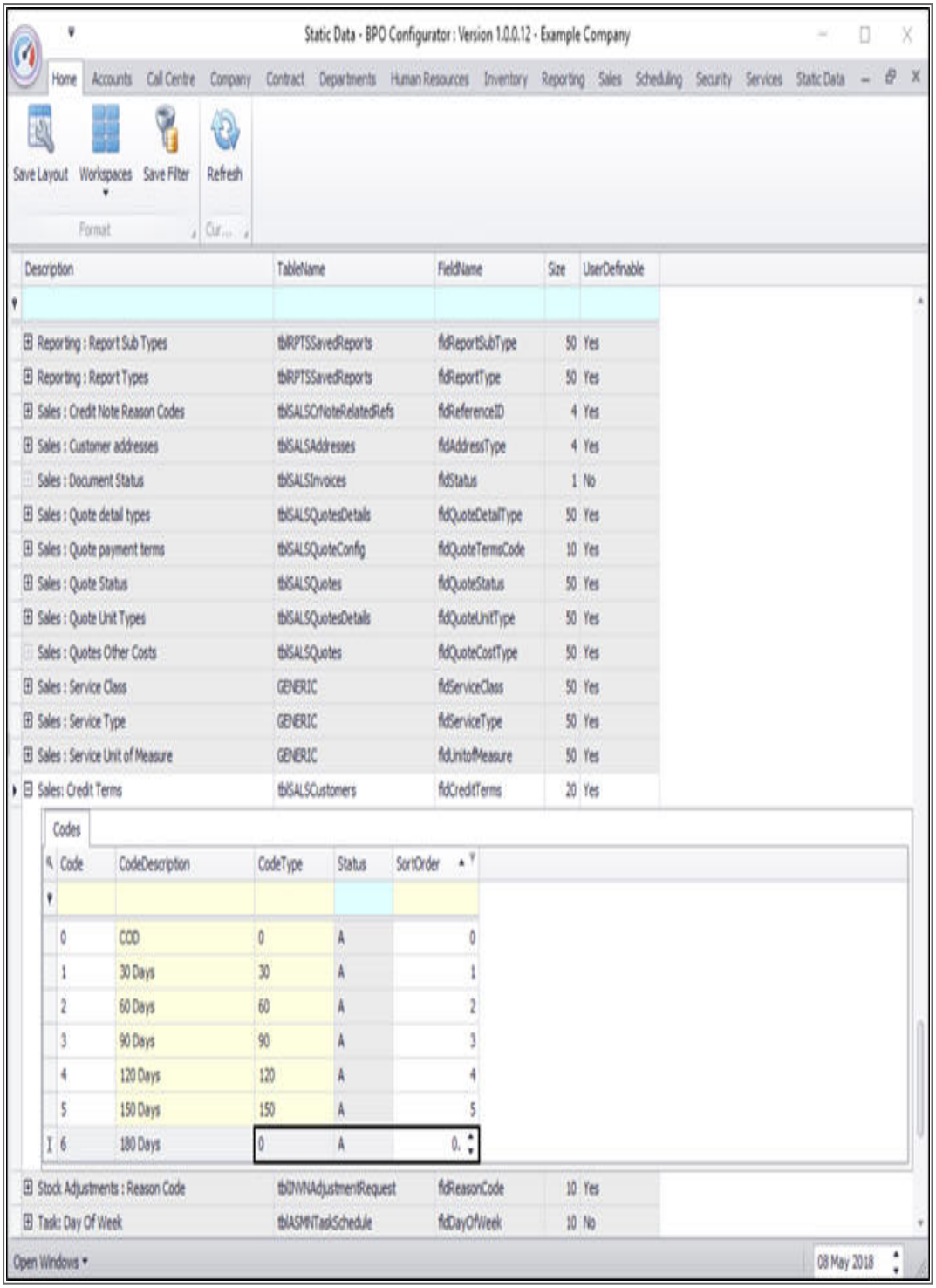

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SAVE CREDIT TERM DETAILS

- When you have finished adding the new sales credit terms code details, either press ***Tab*** or ***Enter*** on your keyboard or ***click outside*** of the data grid.
- An ***Update*** message box will appear, asking;
    - Are you sure you want to save changes to this code?
- Click on ***Yes***.

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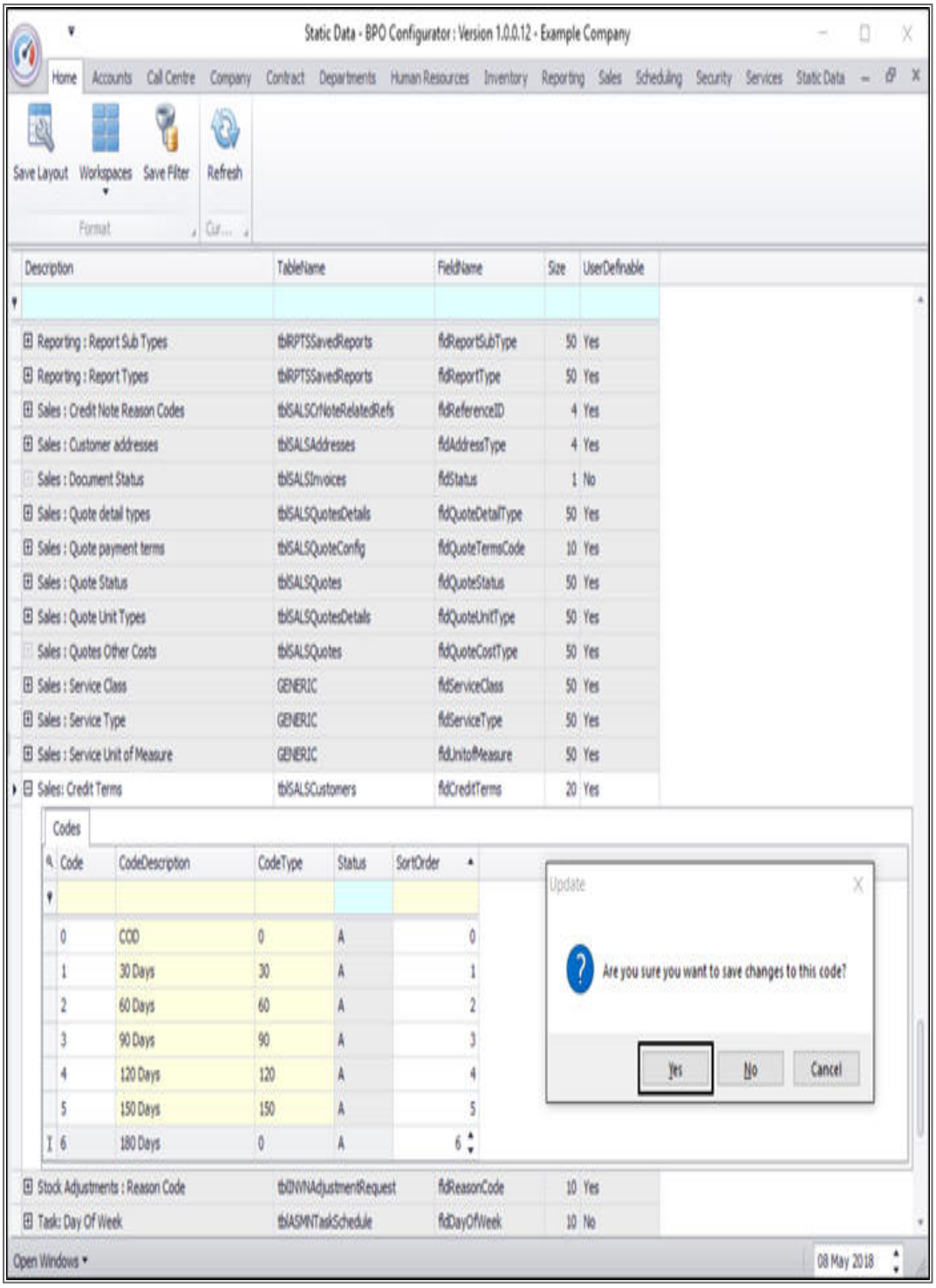

- The new sales credit terms code will be ***saved*** and a ***new row*** will be added to the ***Codes*** data grid.

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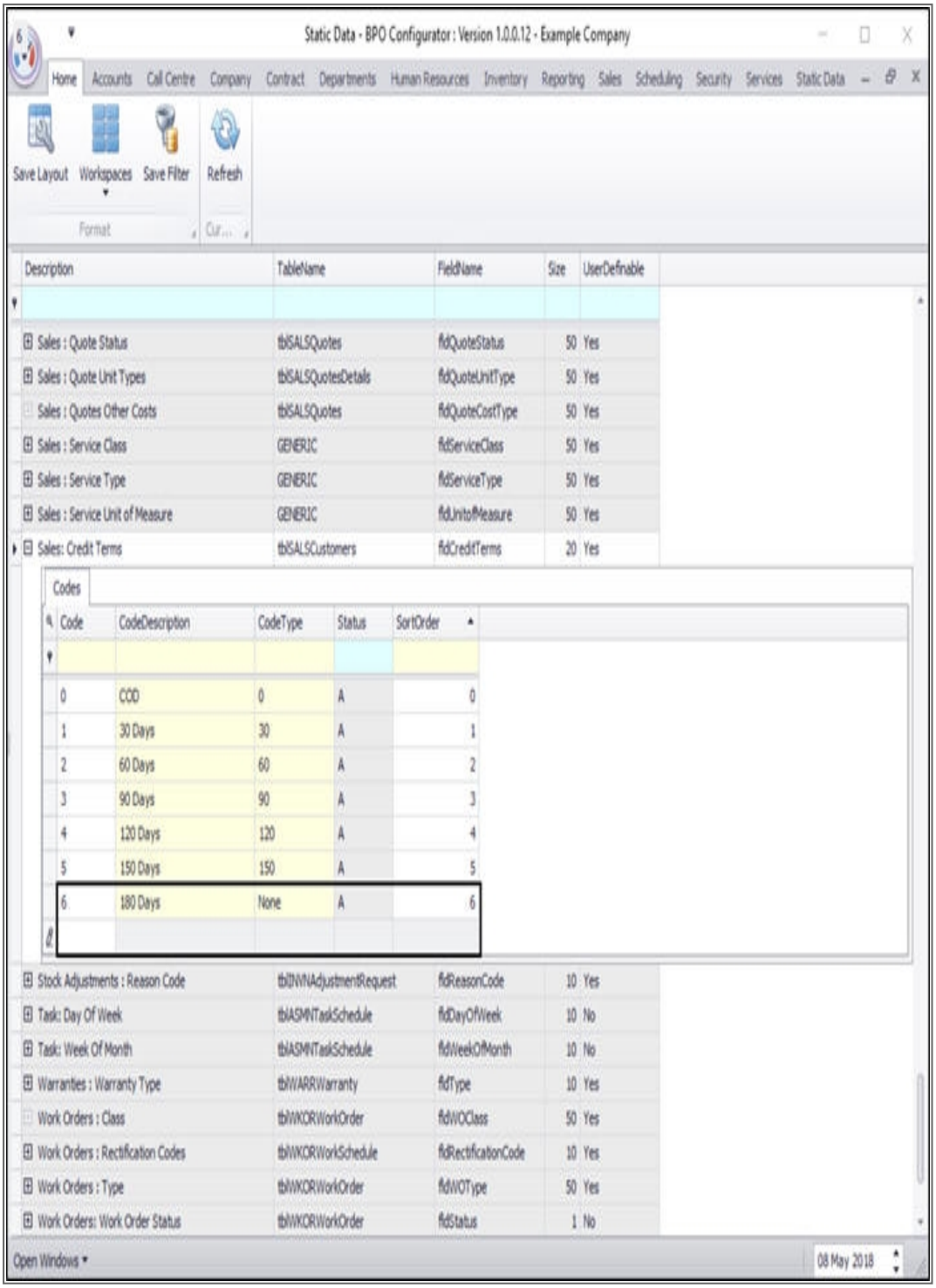
- ***Collapse*** the Codes frame when you are done.



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