

## Customer Account Terms

**PROGRAM NAME:** CMACCTYP

**MENU OPTION TITLE:** Customer Account Terms

**MAIN MODULE:** CUSTOMER CREDIT RPTS

**HELP KEY ACTIVE:** NO

### PROGRAM OVERVIEW

This program allows you to set up a file of customer account terms that is referred to in each customer file. This data is the basis for all the accounts receivable functions such as statements, past due, interest on past due, discounts, and receivables aging. You must set up account type 1 as C.O.D. cash only and account type 2 as C.O.D. Company Check OK. All other codes can be user defined.

### PROGRAM OPERATION

**ACCOUNT TYPE :** Enter either a valid code or create one in this program. Using the <PageUp> or <PageDown> keys will allow you to scroll through all valid codes if they exist. If you are entering a new code, you can save it be either returning through the final field, or by hitting the <F10> key after you have entered all data or changed existing date. You can delete a code by hitting the <F6> key. NOTE: This program does not prevent you from accidentally deleting a valid open account code. You must make sure you are not referring to a code in any customer files prior to deleting a code. You will be asked to confirm to delete!

**ACCOUNT TERMS:** This is the text description of the terms, such as: "2%10,NET30".

**DISCOUNT %:** This is a field for a discount percentage. It is not being used at this time.

**DISCOUNT DAYS:** This field sets the number of days the discount is valid. It is not being used at this time.

**NET DUE DAYS:** The net due days is the number of days the invoice remains current and due, beyond which would be past due.