Create Payment Terms

How to Create Payment Terms in Muhasib ERP

Overview

This guide will help you create payment terms that produce the intended due date and ageing classification.

Eligible invoices use the terms for due dates and ageing; company defaults can preselect them.

Who can do this

You need access to Payment Terms and Payment Terms Add.

Before you start

Define term name, day count/calculation, immediate-payment behavior, and business policy.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Muhasib Financials/setup → Payment Terms.

Create Payment Terms

Step 1: Choose New Record

Step 2: Enter short and long descriptions

Step 3: Enter the verified term/days value

Step 4: Save

Step 5: Apply it to a disposable sale and purchase

Check your work

Compare invoice date/due date and Customer/Supplier Ageing at boundary dates.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not change a term to repair one invoice.
- Check whether historical invoices keep original due dates.

Related guides

- Configure Customer, Credit, Loyalty, and Party Rules
- Review the Customer Ageing Report
- Review the Supplier Ageing Report

What to do next

> **Configure Customer, Credit, Loyalty, and Party Rules**.

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