

# Configuration

## Payment Terms


### Where is Payment Terms Located?

- **Configuration > Payment Terms**

### About Payment Terms

Create custom payment terms for use in Accounting. Use payment terms when you want to create options including discounts, days due, and the ability to calculate amount for shipping. These options populate dropdown lists throughout Envio.

### How to Make Payment Term Options

1. Configuration > Payment Terms
2. View the window called **Payment Terms**.
3. Click the **New** button.
4. Type in a description and code for the payment term. You may name them 
5. Type in the **Days Due**, **Discount Days** (if you want to set a discount for paying within a certain timeframe), **Discount Percentage** (if any), or a flat **Discount Amount**.
6. Click **Calc from Shipping** to use data provided after shipping to calculate the payment terms. Any terms with discounts should select **Calc from Shipping**.
7. Once you have entered all terms, click **Save and Close**.

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whatever you choose. (These names may appear on reports. Be specific).